

PPM Project

**MPD34 – Management of
Suspense Transactions**

Version 3.0

Approved

3rd November 2008

Market Process Definitions

1. Table of Contents

1.	Table of Contents	ii
2.	Revision History.....	ii
1.	Introduction.....	3
1.1	Scope	3
1.2	History of Changes	3
2	Market Process Map.....	4
3	Market Process Description.....	5
4	Supplementary Information.....	7
4.1	Key Notes	7

2. Revision History

Version	Date	Revision Description
1.0	1/11/07	Draft for Approval
2.0	19/02/08	Draft for Approval
2.1	24/07/08	Correction on Payment Transaction Files Frequency
2.9	16/09/2008	Draft for approval – baselining for go-live
3.0	03/11/2008	Base-lined on the basis of CER approval on 17/10/2008

1. Introduction

1.1 Scope

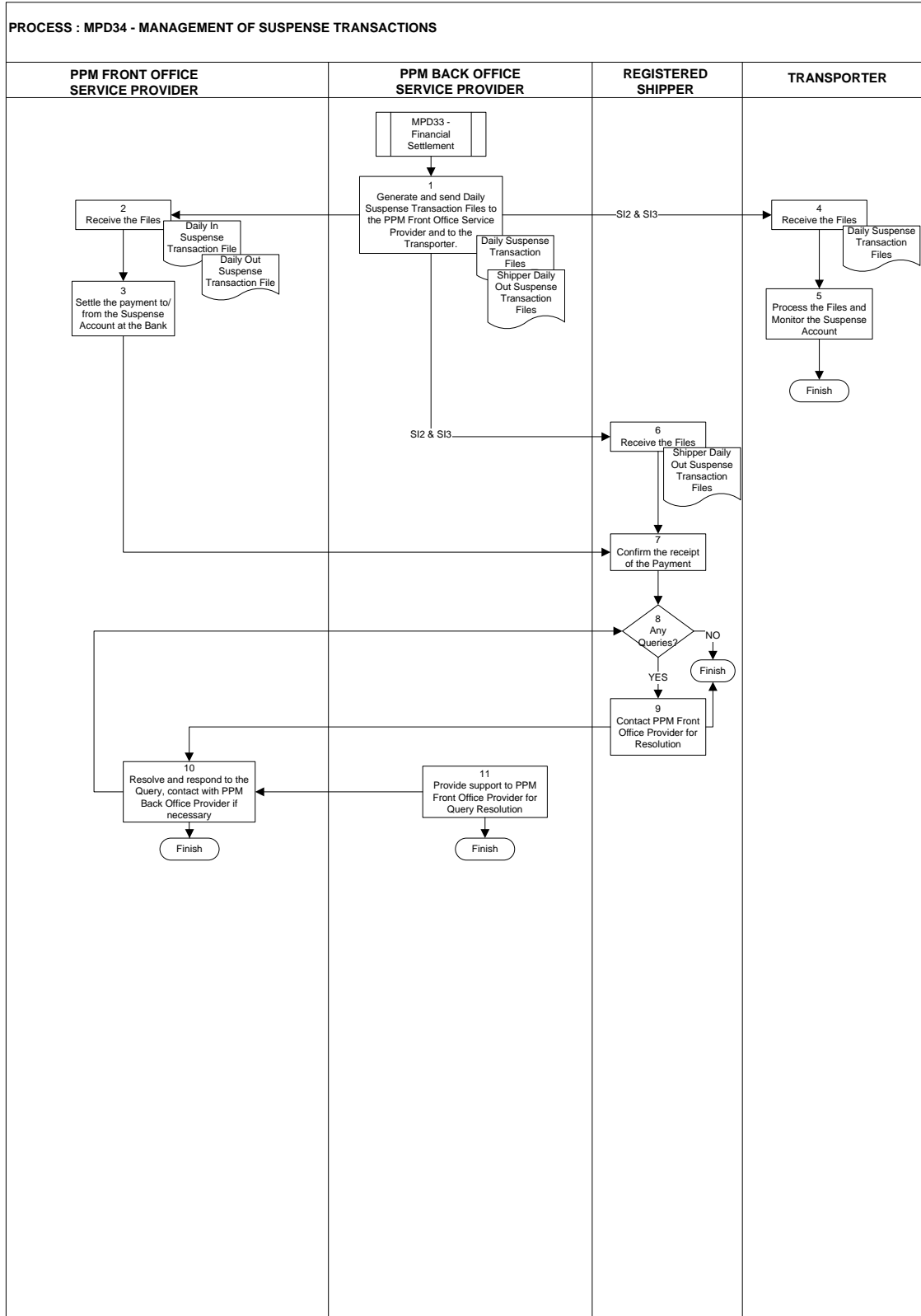
Management of Suspense Transactions market process applies to all PPM gas points. This process covers the handling of non-specified transactions identified by PPM Back Office Service Provider and the transfer of information between PPM Front Office Service Provider, PPM Back Office Service Provider, Registered Shipper and the Transporter.

This process also covers the transfer of funds between PPM Front Office Service Provider and the Registered Shipper for the suspended transactions.

1.2 History of Changes	
Source of Changes	Description of Change
Finalised PPM Design	Agreed process for the management of the suspense transactions.
UAT	CR020 – Correction on Payment Transaction Files Frequency
CR021	Baselined for go-live and changes made in line with Change Request 021

Market Process Definitions

2 Market Process Map



Market Process Definitions

3 Market Process Description			
Step	Role	Actions	Interfaces
1	PPM Back Office Service Provider	<p>This process is triggered when the PPM Back Office Service Provider receives the Daily Transaction File from the PPM Front Office Service Provider and identifies that there are transactions where the Registered Shipper cannot be identified by the PPM Back Office Service Provider in the file, as outlined in <i>MDP34 – Financial Settlement</i> market process.</p> <p>The PPM Back Office Service Provider generates the Daily Suspense Transaction Files and sends them to both the PPM Front Office Service Provider and the Transporter.</p>	SI2 & SI3 Files - Daily Suspense Transaction Files to both the PPM Front Office Service Provider and the Transporter
2, 3 and 7	PPM Front Office Service Provider	<p>The PPM Front Office Service Provider receives the files and settles the payment to the suspense account at the Bank.</p> <p>The PPM Front Office Service Provider also settles the payment from the suspense account to the Registered Shipper's bank account.</p>	Daily Suspense Transaction Files from the PPM Back Office Service Provider
4 and 5	Transporter	<p>The Transporter receives the file and acts accordingly to resolve if necessary.</p> <p>The Transporter will carry out a periodic rolling 12</p>	Daily Suspense Transaction File from PPM Back Office Service

Market Process Definitions

		month review of the Suspense Account and ensure monies are cleared down and distributed on a pro rata basis to Shippers.	Provider
6	Registered Shipper	The Registered Shipper receives the file.	SI2 & SI3 Files Daily Suspense Transaction Files from PPM Back Office Service Provider
7, 8 and 9	Registered Shipper	The Shipper confirms the receipt of payment, if there are any differences between the payment made and the information provided in the Daily Detailed Transaction files as received in Step 6, then the Shipper will contact the PPM Front Office Service Provider to raise a query in relation to the payment details by sending an e-mail to the PPM Front Office Service Provider.	
10 and 11	PPM Front and Back Office Service Provider	The PPM Front Office Service Provider will log the Shipper Query and work with the PPM Back Office Service Provider (if necessary) to provide a resolution to the query.	

4 Supplementary Information

4.1 Key Notes

- ⇒ PPM front Office Service Provider will provide a monthly reconciliation report for the Suspense Account to the Transporter and also provide supporting documents for audit purposes.
- ⇒ In exceptional cases, if the query submitted by Shipper can not be resolved by PPM Front Office Service Provider and the PPM Back Office Service Provider, PPM Front Office Service Provider will escalate the query to the Transporter.
- ⇒ The Transporter will carry out a periodic rolling 12 month review of the Suspense Account and ensure monies are cleared down and distributed on a pro rata basis to Shippers.
- ⇒ Please refer to the following documentation that provides details of the support and management service level agreements for the provision of the Prepayment Metering Services from PPM Front Office and PPM Back Office Service Providers.
 - PPM Front Office Service Provider
 - Service Procedures for Prepayment Metering Service Provision for Shippers
 - PPM Back Office Service Provider
 - Service Procedures for Prepayment Metering Service Provision for Shippers