

PPM Project

**MPD35 – PPM Service Provider
Invoicing**

Version 3.0

Approved

3rd November 2008

Market Process Definitions

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2. Revision History

| Version | Date | Revision Description |
|---------|------------|---|
| 1.0 | 1/11/07 | Draft for Approval |
| 2.0 | 19/02/08 | Draft for Approval |
| 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

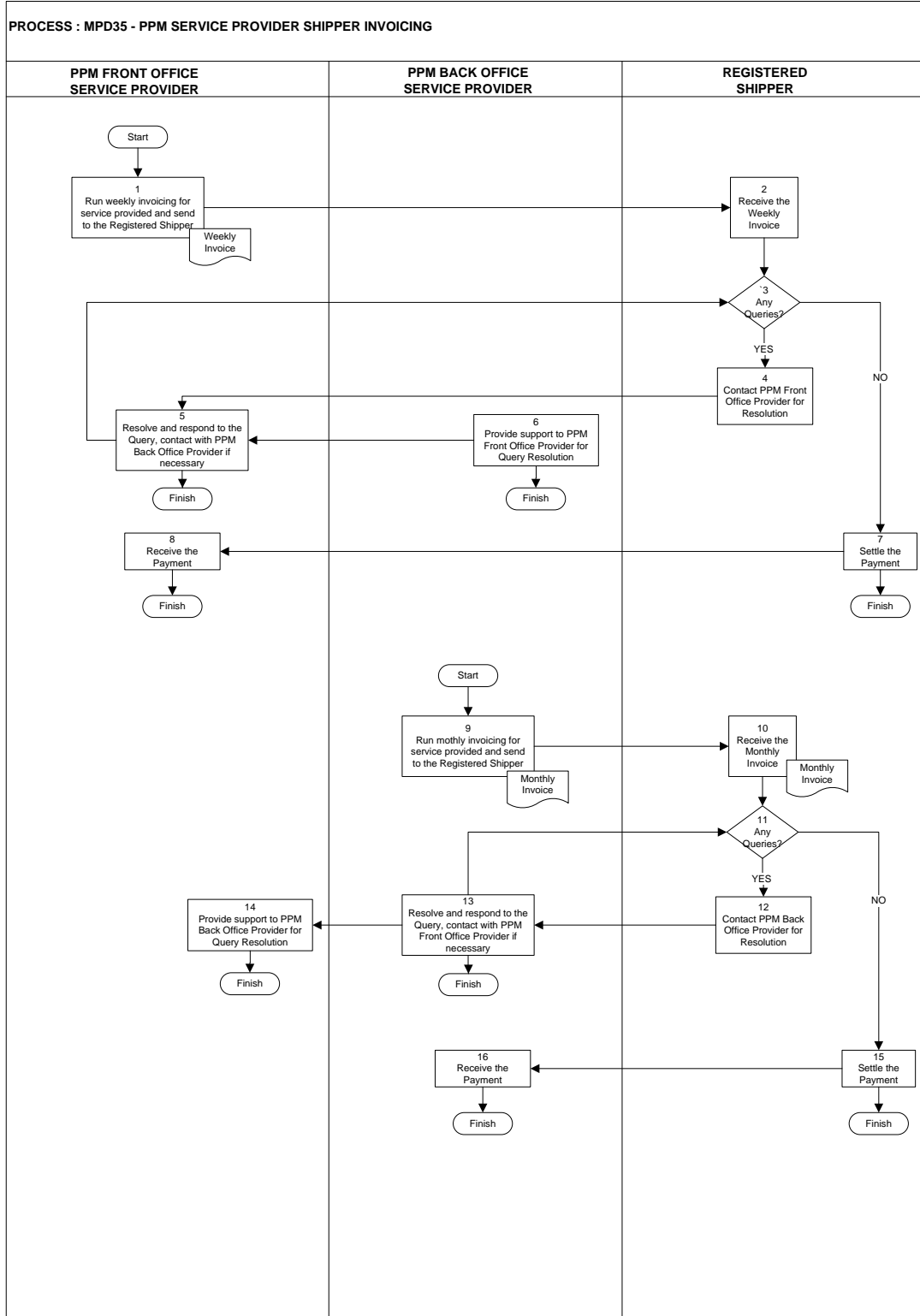
1.1 Scope

PPM Service Provider Invoicing process covers the issuance of invoices to the Shippers and the management of payments for the services provided by PPM Front and Back Office Service providers.

| 1.2 History of Changes | |
|-------------------------------|--|
| Source of Changes | Description of Change |
| 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 Front Office Service Provider | PPM Front Office Service Provider generates a weekly invoice for the transactions occurred in the previous week (i.e. last seven days) and sends to the Registered Shipper. | Weekly Invoice to the Registered Shipper |
| 2, 3 and 4 | Registered Shipper | Registered Shipper receives the weekly invoice. If there are any queries in relation to the invoice amount, then Shipper will contact the PPM Front Office Service Provider to raise a query in relation to the invoice details. | Weekly Invoice from the PPM Front Office Service Provider |
| 5 and 6 | PPM Front Office Service Provider | PPM Front Office Service Provider will receive the Shipper Query and work with PPM Back Office Service Provider ,if necessary, to provide a resolution to the query. | |
| 7 | Registered Shipper | Registered Shipper makes the payment to the PPM Front Office Service Provider's bank account via Electronic Money Transfer System within an agreed number of days after the receipt of the Weekly Invoice. | |
| 8 | PPM Front Office Service | PPM Front Office Service Provider will receive the payment. | |

Market Process Definitions

| | | | |
|---------------|-----------------------------------|--|---|
| | Provider | | |
| 9 | PPM Back Office Service Provider | PPM Back Office Service Provider generates a monthly invoice for the services provided in the previous month and sends to the Registered Shipper. | Monthly Invoice to the Registered Shipper |
| 10, 11 and 12 | Registered Shipper | Registered Shipper receives the monthly invoice. If there are any queries in relation to the invoice amount, then Shipper will contact the PPM Back Office Service Provider to raise a query in relation to the invoice details. | Monthly Invoice from the PPM Back Office Service Provider |
| 13 and 14 | PPM Front Office Service Provider | PPM Front Back Service Provider will receive the Shipper Query and work with PPM Front Office Service Provider, if necessary, to provide a resolution to the query. | |
| 15 | Registered Shipper | Registered Shipper makes the payment to the PPM Back Office Service Provider's bank account via Electronic Money Transfer System within an agreed number of days after the receipt of the Monthly Invoice. | |
| 16 | PPM Front Office Service Provider | PPM Back Office Service Provider receives the payment. | |

4 Supplementary Information

4.1 Key Notes

⇒ 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