

Gas MaP Project

MPD5 - Change of Shipper Correction/Amendment

Version 4.0

CRU Approved

19th September 2019

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| Revision History | | |
|------------------|----------|---|
| Version | Date | Revision Description |
| 1.0 | 29/05/06 | First Draft for Consultation |
| 1.1 | 02/06/06 | Second Draft |
| 1.0 | 27/06/06 | Draft for Approval |
| 1.1 | 20/07/06 | Second Draft |
| 1.2 | 29/03/07 | Third Draft for Consultation |
| 2.0 | 26/10/06 | Baselined |
| 2.1 | 03/05/07 | Fourth Draft for Approval: Updated to remove all market messages and convert to a manual process in May 2007. |
| 2.1 | 22/11/07 | Updated to retrospectively correct the version number to v2.1. No other changes made. |
| 2.9 | 16/09/08 | Draft for approval – baselining for go-live |
| 3.0 | 03/11/08 | Base-lined on the basis of CER Approval on 17/10/2008 in line with CR021: Baselining MPDs and MMIG for go-live . All MPDs will have one consistent version number – V.3.0 |
| 3.1 | 10/05/18 | Draft for Consultation (Fast Track Criteria added). |
| 3.2 | 03/07/18 | Minor edit to Section 3 Step 6 Updated to reflect current operational process and to also include ability to apply change following direction of requesting Shipper should outlined principals of fast track criteria be satisfied and updated document to reflect current process. |
| 3.3 | 27/08/18 | Minor addition to Section 4.3 criteria. |
| 3.4 | 08/02/19 | Issued for GMARG comment following internal GNI review of all MPD's to ensure alignment with current practice. |
| 3.5 | 15/04/19 | Issued for Approval. |
| 4.0 | 19/09/19 | CRU Approved at GMARG 19/09/19. |

1. Introduction

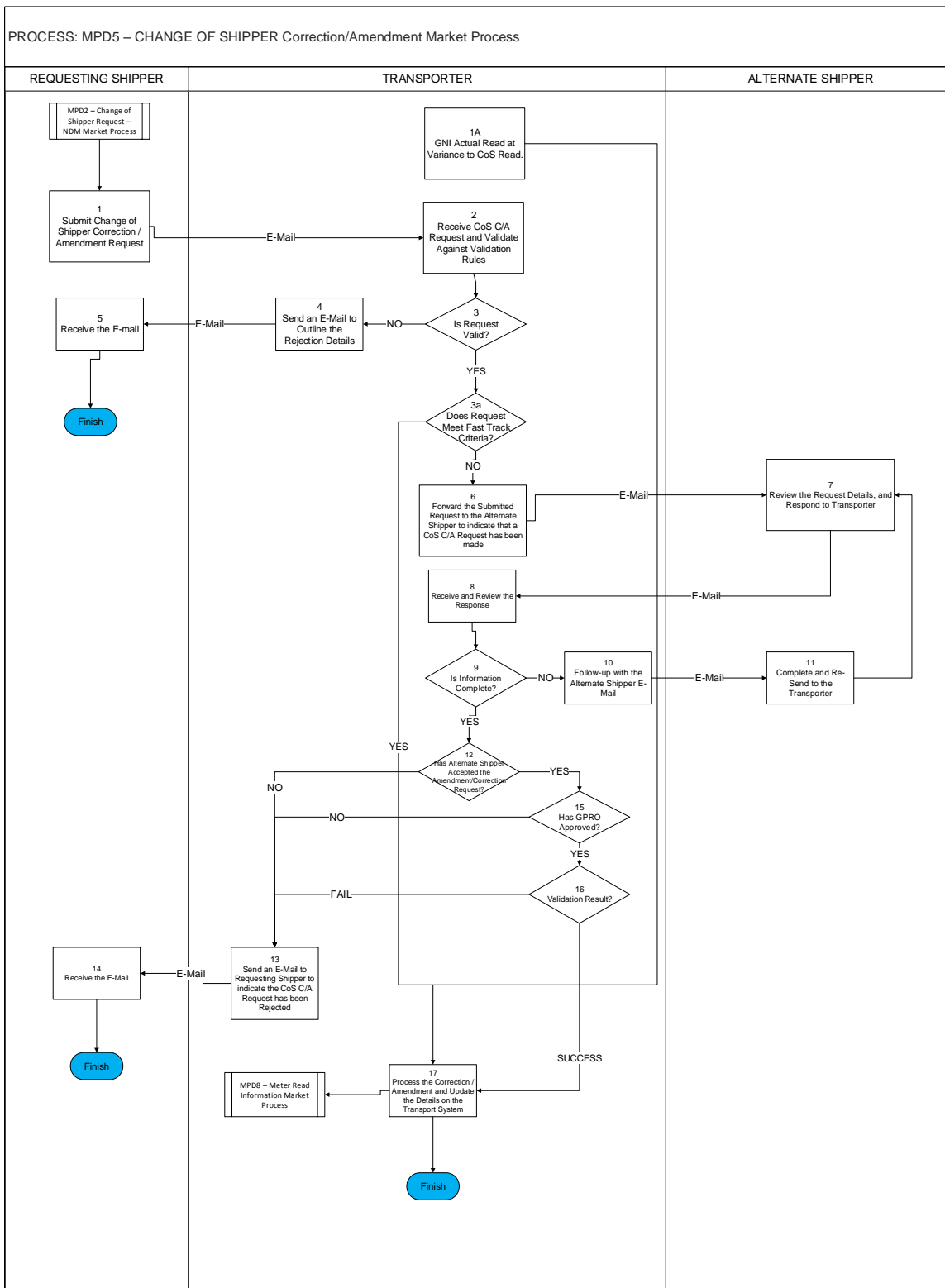
1.1 *Scope*

The incoming or outgoing Shipper will submit a CoS Correction/Amendment Request to the Transporter via e-mail if the CoS transaction is subsequently discovered to be erroneous by the incoming Shipper and/or the outgoing Shipper.

A change of Shipper Correction request will be raised where incoming and outgoing Shippers agree the incorrect GPRN was processed.

A change of Shipper Amendment request will be raised where incoming and outgoing Shippers agree the original read index used was incorrect.

Market Process Map



| 2 Market Process Description | | | |
|-------------------------------------|----------------------------|---|------------------------------|
| Step | Role | Actions | Interfaces |
| 1A 1 | Transporter Shipper | <p>Where GNI Actual Read is found to be at Variance to Change of Shipper Correction/Amendment, GPRO will process the Completion.</p> <p>Once a Change of Shipper has been completed the Incoming or Outgoing Shipper may initiate a Change of Shipper Correction/Amendment process by emailing GPRO with request (Meter serial number; GPRN; and whether the request is a correction or amendment).</p> <p>This process must be completed within 60 days of the original Change of Shipper being completed (see section 4.1 for validation criteria). Therefore, Shippers must raise any Change of Shipper Correction/Amendment Requests no more than 50 days after the original Change of Shipper completion. This is to allow time for both Shippers to agree/disagree on the process so that the Correction/Amendment Request can be entered on Transport Systems before the 60 day cut-off point.</p> <p>The Change of Shipper Correction/Amendment Request includes;</p> <ul style="list-style-type: none"> ⇒ GPRN ⇒ Meter Serial Number ⇒ Request Type: Correction/Amendment ⇒ Read Index (Required for Amendment only) ⇒ Reason for the Request | E-Mail to Transporter |
| 2,3,3a | Transporter | <p>The Transporter receives the Change of Shipper Correction/Amendment Request.</p> <p>The Transporter will validate the request.</p> <p>The Transporter shall also assess the request against fast track criteria principals.</p> | |
| 4,5 | Transporter | <p>If the request fails to meet the validation requirements the Transporter will follow-up with the requesting Shipper responsible for submitting the Request by e-mail. The e-mail will outline the rejection details.</p> | E-Mail to Requesting Shipper |

| | | | |
|-----------------|-------------------|--|------------------------------|
| | | The Requesting Shipper can review the details and re-submit the request as outlined in Step 1. | |
| 6 | Transporter | If the fast track validation criteria has not been met, then an e-mail will be sent to the alternate Shipper. | E-Mail to Alternate Shipper |
| 7 | Alternate Shipper | The alternate Shipper will review the request and respond to the e-mail confirming or rejecting the Change of Shipper Correction/Amendment. The Alternate Shipper will revert to the Transporter via e-mail. The Alternate Shipper will need to provide; <ul style="list-style-type: none"> ⇒ Shipper Response: Acceptance/Rejection. ⇒ Rejection reason code and details. The Alternate Shipper will be required to respond within 5 business days of receipt of the correspondence from the Transporter. | E-Mail to Transporter |
| 8, 9, 10 & 11 | Transporter | The Transporter receives the Alternate Shipper Acceptance/Rejection response and validates. If Shipper Responses and/or Rejection reason code and details are not properly completed, then Transporter follows up with the Alternate Shipper by e-mail. | E-Mail to Alternate Shipper |
| 12,13, 14, | Transporter | If the Alternate Shipper rejects the proposed Change of Shipper Correction/Amendment Request, an e-mail will be sent to the Requesting Shipper by the Transporter advising of the rejection. | E-Mail to Requesting Shipper |
| 12, 13, 14 & 15 | Transporter | If the Alternate Shipper accepts the Change of Shipper Correction/Amendment request, GPRO will manually validate the request. If GPRO rejects the request, the Transporter issues an e-mail to the Requesting Shipper indicating that the request has been rejected. ⇒ GPRO Response: Acceptance/Rejection. ⇒ Rejection reason code and details. | E-Mail to Requesting Shipper |
| 17 | Transporter | Once GPRO manually validate the Change of Shipper Correction/Amendment request it will be processed by 2 day validation process. (See section 4.1) | |
| 13, 16 | Transporter | If the Request fails validation, the Transporter | E-Mail to |

| | | | |
|----|-------------|--|---|
| | | will e-Mail the Requesting Shipper indicating that the request has been rejected. | Requesting Shipper |
| 17 | Transporter | <p>If the request passes validation both Shippers will be informed that the Request has processed successfully by Market Message.</p> <p><u>Change of Shipper Correction:</u></p> <p>The Change of Shipper will be corrected by changing the registration of the NDM gas point from the incoming Shipper (at the date of the original COS Request) to the outgoing Shipper (at the date of the original COS Request). The Change of Shipper will be corrected by using read types – ZX (corrected opening read) and ZY (corrected closing read).</p> <p><u>Change of Shipper Amendment:</u></p> <p>The Change of Shipper will be corrected by using read types – CO (corrected outgoing); CI (corrected incoming) and ZM (amend read index) – the read types would be created by the agreed transaction. These reads would amend consumption and would also correct index.</p> <p>Please note that both the Requesting and Alternate Shippers at the time the amendment/correction transaction was validated in Transport Systems (validation process), will receive the meter read information via the M803N Market Message as described in MPD8 – Meter Read Information Market Process.</p> | Market Message (M803N) to both Requesting and Alternate Shipper |

3 Supplementary Information

3.1 Validation Rules

The following validation criteria are applied to both CoS Correction & Amendment:

- ⇒ The Gas point is recorded on the GPR
- ⇒ The meter is connected
- ⇒ The requesting Shipper is the previous or currently Registered Shipper
- ⇒ Transaction number refers to the last CoS
- ⇒ The last CoS was completed within the last 60 days
- ⇒ There are no outstanding meter-related Siteworks requests (this is any meter related Siteworks request where a read is mandatory and the read has not yet been entered)
- ⇒ There is no active CoS request for this gas point
- ⇒ Verify if an adjustment has already been processed. If the adjustments were rejected or cancelled then the Shipper may initiate a new adjustment
- ⇒ The recorded status of the previous Shipper would permit the submission of a CoS Amendment Request
- ⇒ A bona fide reason is provided in support of the CoS Amendment Request (i.e. that the meter read provided in the original CoS needs to be amended in case of a CoS Amendment or that the CoS was processed for the incorrect GPRN in the case of a CoS Correction)

Meter Read Validation - Change of Shipper Amendment only:

- ⇒ The meter read will need to pass generic meter read validation checks.

4.2 Key Notes

- ⇒ Please note that both the Requesting and Alternate Shippers at the time the amendment/correction transaction was validated in Transport Systems (validation process), will also receive the meter read information via the M803N Market Message as described in MPD8 – Meter Read Information Market Process

- ⇒ If Shippers cannot reach an agreement or have an objection to the process, either Shipper may contact the CRU and ask them to intervene

4.3 Fast Track Criteria

The following principles enable GPRO to action Change of Shipper Correction/Amendment Request Forms quoting Change-of-Mind from one Shipper only (i.e. not ask the other Shipper for the OK to process).

- ⇒ “Change of Mind” is quoted on standard template
- ⇒ End-user name is the same on the Account both before and after CoS
- ⇒ Site has CoS'd within the last 14 calendar days & or at GPRO discretion.
- ⇒ There has been no exchange of meter at site
- ⇒ No site works (i.e. meter unlock)
- ⇒ No PPMs that have had vends during period with new Shipper
- ⇒ CoS meter read consistent with history at GPRN
- ⇒ Request has been raised by incoming Shipper
- ⇒ GPRN is recorded as a Residential (“RD”)

If a site does not meet the principles above then GPRO will use the existing process of e-mailing other Shipper to confirm

4.4 Correction Amendment Template

| E-mail title, copy & paste [special], unformatted text | | |
|--|---------|----------------|
| Correction | at GPRN | 123456 |
| Only complete fields in yellow background | | |
| E-mail body: copy & paste [special], formatted text | | |
| Shipper Name | | |
| Request Type | | Correction |
| GPRN | | 123456 |
| Meter Serial Number | | |
| New Reading for Amendment | | |
| Reason Type | | Change of Mind |
| Notes | | |
| | | |
| | | |
| | | |

See dropdown

See dropdown