

**Gas
Networks
Ireland**

Gas Point Register Operator Procedures

**Version 3.0
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Version Control

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1.0	Original Version	25 th February, 2005	1 st April, 2005
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Note: The definitions presented in the Glossary of Terms below are provided solely for ease of understanding and shall have no legal effect. These definitions are not intended to supplant existing or future definitions contained in the Code of Operations to which the within Procedure relates.

Glossary of Terms

Band is the term used to describe a consumption range applicable to a given Gas Point.

Connection type is the term used to describe the system to which a Gas Point connected, i.e. Transmission or Distribution.

“Disconnection” For the purposes of this document the term “Disconnection” means measures used by the Transporter to discontinue offtake of Natural Gas at an End Users premises.

DM effective date is the term used to describe the date on which the COS submitted by a Shipper will be completed at a DM Offtake, which will be the first (1st) day of the month.

Gas Point status is the term used to describe the status of the Gas Point, which indicates if the Gas Point is consuming Natural Gas.

Market Process Definitions or “MPDs” is the term used to describe documents that specify the manner in which requests from Shippers in the NDM market are processed by the Transporter. MPDs are documents published by the Transporter and are subject to change following the approval of the Commission.

Meter number is the term used to describe the unique identifier for the physical piece of measuring equipment.

Meter read is the term used to describe a NDM Meter Read or a read taken for a DM Offtake.

Meter Read date is the date at which a meter read is taken.

NDM effective date is the term used to describe the date on which the COS Request or *COS Correction Request*, requested by a Shipper, will be completed at a NDM Supply Point which may be any Day from Tuesday to Saturday inclusive, excluding any Day immediately following an official holiday or non-business day.

“Special Services Register” means a Register of End Users that have been notified to the Transporter by a Shipper as being Vulnerable Customers and which specifies the nature of the Special Services which Vulnerable Customers shall be entitled to by the Transporter.

“Vulnerable Customer” means an End User as defined in Decision Paper CER/05/248, elderly (of state pensionable age) and visually/hearing/mobility impaired, or complies with criteria decided by the Commission from time to time and that have satisfied the Shipper accordingly.

“Vulnerable Customer Information” means information submitted by a Shipper to the Transporter with respect to an End User stating that the End User is eligible for classification as elderly (of state pensionable age), hearing impaired, mobility impaired or visually impaired.

1 Data Provision Procedure

1.1 Scope / Purpose:

The Data Provision Procedure shall govern the provision and maintenance of data on the Gas Point Register (GPR) including:

- Shipper status;
- Supplier details (both past and present);
- End User details (both past and present).

The GPR shall be maintained by the Transporter acting as the Gas Point Register Operator (GPRO).

The Transporter will provide the following data on the Gas Point Register:

- Meter reads (other than Change of Shipper and change of End User meter reads);
- Supply Point Register Number;
- Supply Point Capacity;
- Annual Quantity;
- Premise and Gas Point addresses;
- Gas Point status;
- Gas Point Registration Number;
- Meter number;
- Calorific Value;
- Meter correction factor;
- Premise point; and
- Distribution zone

This Procedure will be known as the Data Provision Procedure.

All requests and notifications referenced in this procedure shall be in a form prescribed by the GPRO from time to time.

1.2 Related Documentation:

- Code of Operations - Part F, Section 4 (*Gas Point Register Operator*)
- Code of Operations - Part I, Section 9 (*Confidentiality and Data Protection*)
- MPD01 – Update Existing End User Details
- MPD04 – End User Assignment
- MPD06 – Registration

1.3 Procedure

Maintain Shipper status

1.3.1 The GPRO shall record a Shipper on the GPR on instruction from the Commission.

1.3.2 A Shipper shall be recorded according to one of the following statuses:

(a) *Inactive*

The Shipper may request data from the GPRO, but will not be permitted to register NDM Supply Points and/or DM Offtakes on the Gas Point Register. This will be the initial status for a Shipper;

(b) *Active*

The Shipper may apply to record NDM Supply Points and/or DM Offtakes on the Gas Point Register.

(c) *Restricted*

This status will restrict the Shipper from extending its portfolio of recorded NDM Supply Points and/or DM Offtakes;

(d) *Unlicensed*

The Shipper may not have any NDM Supply Points and/or DM Offtakes recorded on the Gas Point Register nor may it request any data from the GPRO.

1.3.3 The GPRO will initially record the Shipper specified in section 1.3.2 on the Gas Point Register as *Inactive*. The GPRO will send a *Registration of Shipper Notification* to the Shipper. Shipper status changes will result in changes to the permitted level of Shipper activity with regard to GPRO requests.

1.3.4 Subject to sections 1.3.5 to 1.3.7, the GPRO shall accept a *Shipper Status Request* submitted to it by the Commission. Such a request shall specify one of the following status changes:

(a) From *Inactive* to *Unlicensed*;

(b) From *Active* to *Restricted*;

- (c) From *Active* to *Unlicensed* (only where no NDM Supply Points and/or DM Offtakes are recorded);
- (d) From *Restricted* to *Unlicensed* (only where no NDM Supply Points and/or DM Offtakes are recorded); and
- (e) From *Unlicensed* to *Inactive*.

1.3.5 The GPRO will determine whether the status change requested by the Commission in the *Shipper Status Request* is valid.

The following validation criteria will be applied to the request:

- (a) The specified status change is a valid status change that may be requested by the Commission pursuant to 1.3.4; and
- (b) The Transporter approves the new status request.

1.3.6 The GPRO will submit a *Shipper Status Rejection* to the Commission if the *Shipper Status Request* fails to meet the requirements of 1.3.5. In such a case, there will be no change of status applied to the Shipper.

1.3.7 The GPRO will record the Shipper status on the Gas Point Register if the *Shipper Status Request* meets the requirements of 1.3.5. The GPRO will submit a *Shipper Status Acceptance* to the Commission. The GPRO will send a *Shipper Status Notification* to the Shipper and the Transporter.

1.3.8 The Transporter may submit a *Shipper Status Request* to the GPRO. The request shall specify one of the following status changes:

- (a) From *Inactive* to *Active*;
- (b) From *Restricted* to *Active*; and
- (c) From *Active* to *Restricted*.

1.3.9 The GPRO will determine whether the status change requested by the Transporter in the *Shipper Status Request* is valid.

The following validation criteria will be applied to the request:

- (a) The specified status change is a valid status change that may be requested by the Transporter pursuant to 1.3.8.

- 1.3.10 The GPRO will submit a *Shipper Status Rejection* to the Transporter if the *Shipper Status Request* fails to meet the requirements of 1.3.9. In such a case, there will be no change of status applied to the Shipper.
- 1.3.11 The GPRO will record the new Shipper status on the Gas Point Register if the *Shipper Status Request* meets the requirements of 1.3.9. The GPRO will return a *Shipper Status Acceptance* to the Transporter. The GPRO will send a *Shipper Status Notification* to the Shipper and the Commission.
- 1.3.12 A Shipper shall become recorded as the Registered Shipper at a NDM Supply Point by complying with MPD06 – Registration.

Maintain End User Details

- 1.3.13 A Shipper will keep information on End Users recorded on the Gas Point Register up to date in respect of all Gas Points within a NDM Supply Point and/or DM Offtake at which it is recorded as the Registered Shipper. The Shipper shall ensure that identical End User details are specified in respect of all Gas Points within a NDM Supply Point and/or DM Offtake.
- 1.3.14 A Shipper will keep Vulnerable Customer information with respect to End Users in relation to all Gas Points within a NDM Supply Point at which it is recorded as the Registered Shipper up to date. This information will be recorded on the Special Services Register.
- 1.3.15 A Shipper shall submit a *Change of End User Details Notification* for NDM Supply Points to the GPRO in accordance with MPD01- Update Existing End User Details. A Shipper shall include Vulnerable Customer Information with respect to End Users on the *Change of End User Details Notification*, where appropriate.
- 1.3.16 The GPRO will determine whether the *Change of End User Details Notification* for NDM Supply Points is valid in accordance with MPD01- Update Existing End User Details.
- 1.3.17 The GPRO will send a response to the Shipper in accordance with MPD01- Update Existing End User Details.
- 1.3.18 A Shipper shall submit a *Change of End User Details Notification* for NDM Supply Points to the GPRO in accordance with MPD04 – End User Assignment.
- 1.3.19 The GPRO will determine whether the *Change of End User Details Notification* with respect to NDM Supply Points is valid in accordance with MPD04 – End User Assignment.
- 1.3.20 A Shipper shall submit a *Change of End User Details Notification* for DM Supply Points to the GPRO.

1.3.22 The GPRO will determine whether the *Change of End User Details Notification* with respect to DM Offtakes is valid.

The following validation criteria will be applied to the request:

- (a) The specified Gas Point is recorded on the GPR;
- (b) The Gas Point status is as such that it permits a change of End User;
- (c) The requesting Shipper is the assigned Shipper at the Gas Point at the time of the notification; and
- (d) The requesting Shipper is recorded on the GPR as having a status of *Active*.

1.3.23 The GPRO will send a *Change of End User Rejection* to the Shipper if the *Change of End User Details Notification* fails to meet the requirements of 1.3.22. The GPRO will indicate why the *Change of End User Notification* is invalid. There will be no change of End User details at the DM Offtake.

1.3.24 The GPRO will record the change of End User details on the Gas Point Register if all of the requirements of 1.3.22 are met. The GPRO will send a *Change of End User Acceptance to the Shipper*.

Maintain Supplier Details

1.3.25 A Shipper will ensure that information on Suppliers at all Gas Points within a NDM Supply Point and/or DM Offtake of which it is recorded as the Registered Shipper is kept up to date by notifying the GPRO of the Supplier details. The Shipper shall ensure that identical Supplier details are specified in respect of all Gas Points within a NDM Supply Point and/or DM Offtake.

1.3.26 The Shipper will submit a New Supplier Notification to the GPRO in order to record a new Supplier at all Gas Points within a NDM Supply Point and/or DM Offtake.

1.3.27 The GPRO will determine whether the *New Supplier Notification* is valid.

The following validation criteria will be applied to the request:

- (a) The new Supplier is not recorded on the Gas Point Register; and
- (b) The requesting Shipper has a status of *Active*.

- 1.3.28 The GPRO will send a *New Supplier Rejection* to the Shipper where the *New Supplier Notification* fails to meet the requirements of 1.3.23. In such a case, the new Supplier will not be recorded on the Gas Point Register. The GPRO will also indicate why the *New Supplier Notification* is invalid.
- 1.3.29 The GPRO will record the new Supplier on the Gas Point Register if the *New Supplier Notification* meets all of the requirements of 1.3.23. The GPRO will send a *New Supplier Acceptance* to the Shipper.
- 1.3.30 The Shipper will submit a *Supplier Details Change Notification* to the GPRO in order to change details associated with an existing Supplier.
- 1.3.31 The GPRO will determine whether the *Supplier Details Change Notification* is valid.
- The following validation criteria will be applied to the request:
- (a) The Supplier is recorded on the Gas Point Register as the Supplier at Gas Points within a NDM Supply Point and/or DM Offtake at which the Shipper is recorded as the Registered Shipper.
- 1.3.32 The GPRO will send a *Supplier Details Change Rejection* to the Shipper if the *Supplier Details Change Notification* fails to meet the requirement of 1.3.27. The changed Supplier details will not be recorded on the Gas Point Register. The GPRO will also indicate why the *Supplier Details Change Notification* is invalid.
- 1.3.33 The GPRO will record the changed Supplier details on the Gas Point Register if the *Supplier Details Change Notification* meets the requirement of 1.3.27. The GPRO will return a *Supplier Details Change Acceptance* to the Shipper.
- 1.3.34 The Shipper will submit a *Change of Supplier Notification* to the GPRO in order to record a change of Supplier at a NDM Supply Point and/or DM Offtake.
- 1.3.35 The GPRO will determine whether the *Change of Supplier Notification* is valid.
- The following validation criteria will be applied to the request:
- (a) The specified Gas Point is recorded on the GPR and is eligible for COS as defined by the legislation;
- (b) The requesting Shipper is the Registered Shipper at the Gas Point at the time of the notification;

(c) The specified Supplier is available for the Shipper to record as a Supplier of Natural Gas on the Gas Point Register; and

(d) The requesting Shipper has a status of *Active*.

1.3.36 The GPRO will send a *Change of Supplier Rejection* to the Shipper if the *Change of Supplier Notification* fails to meet all of the requirements of 1.3.31. The change of Supplier at the NDM Supply Point and/or DM Offtake will not be recorded on the Gas Point Register. The GPRO will also indicate why the *Change of Supplier Notification* is invalid.

1.3.37 The GPRO will record the change of Supplier at the NDM Supply Point and/or DM Offtake on the Gas Point Register if the *Change of Supplier Notification* meets all of the requirements of 1.3.31. The GPRO will send a *Change of Supplier Acceptance* to the Shipper.

Provision of End User Information to Shippers regarding I/C End Users

1.3.38 The GPRO will forward a list of DM Offtakes and NDM Supply Points for all I/C End Users to the Commission on a quarterly basis. The GPRO shall inform the End Users that information detailed in 1.3.39 will be made available unless they inform the GPRO within 14 Days.

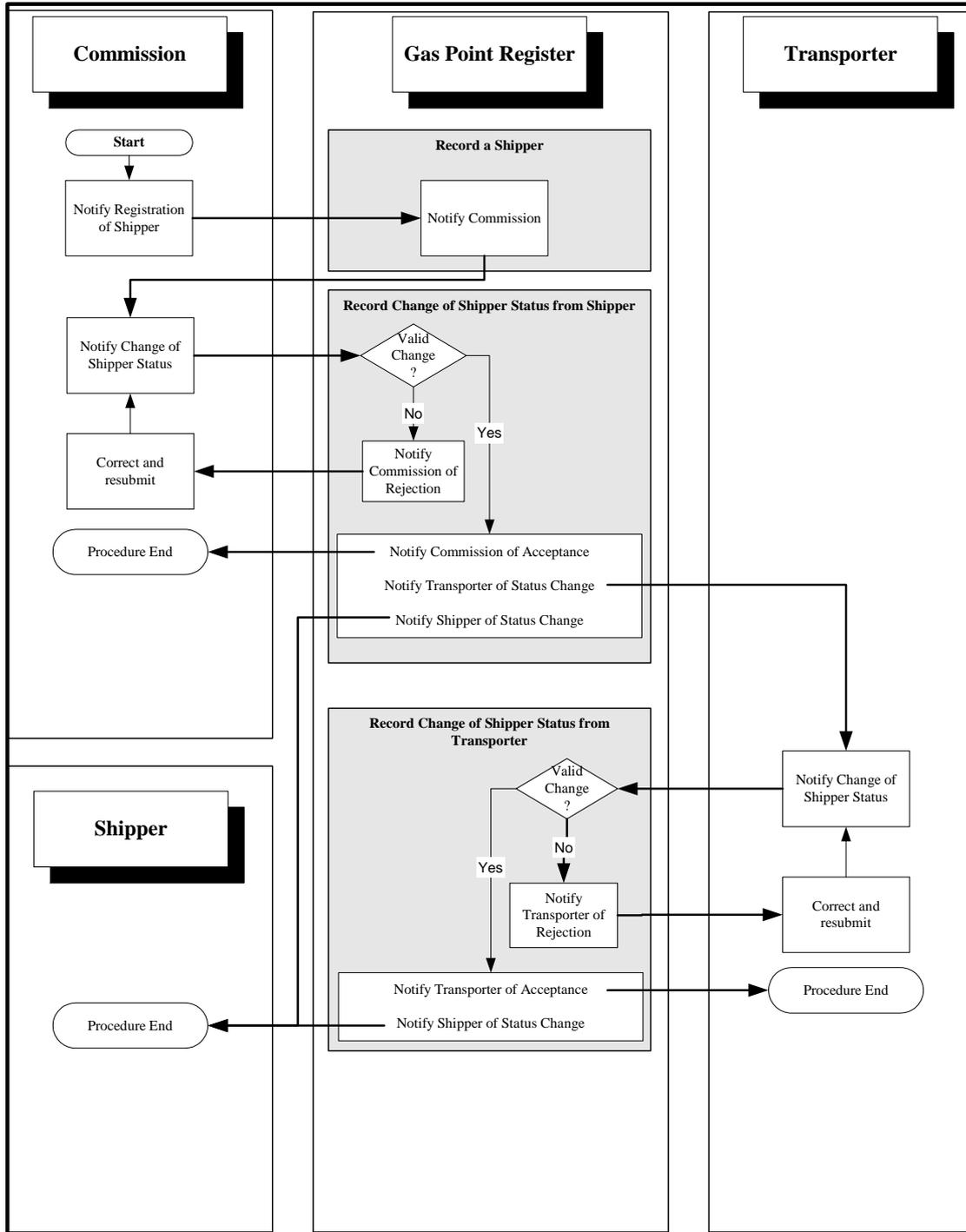
1.3.39 The list referred to in 1.3.38 will contain the following information:

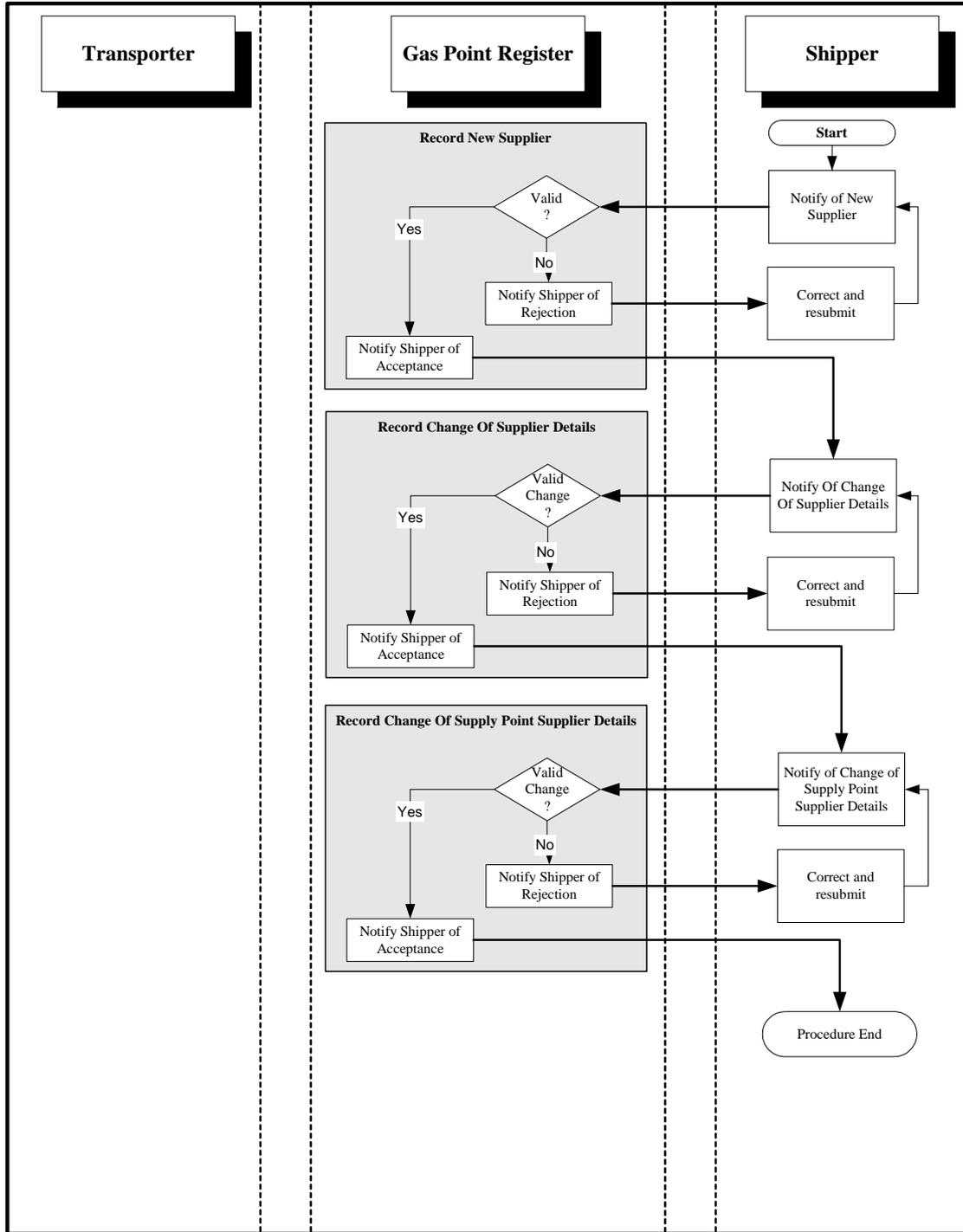
- a) SPRN;
- b) GPRN;
- c) End User Name and Address;
- d) Consumption Band (NDM sector only); and
- e) Transporter Determined Supply Point Capacity.

1.3.40 The Commission may make the list pursuant to 1.3.38 available to parties who it deems require the information.

1.4 Process Flow

A diagrammatic representation of the procedure is set out below. This is included for ease of understanding and shall have no legal effect. In the event of a conflict between this section 1.4 and section 1.3, the provisions of section 1.3 shall prevail.





2 Change of Shipper (COS) for NDM Procedure

2.1 Scope / Purpose:

This Procedure will be known as the Change Of Shipper (COS) for NDM Procedure and will be applicable to NDM Supply Points eligible as defined by the legislation.

The Change of Shipper (COS) for NDM Procedure shall govern the recording of change of registration of NDM Supply Points between Shippers on the Gas Point Register.

A Shipper shall comply with this Procedure to correct an erroneous COS registration within a sixty (60) Business Days of the date of the COS having been completed.

The Shipper wishing to be recorded at a NDM Supply Point will have responsibility for initiating the Procedure. The GPRO will manage the Procedure. When a Shipper initiates the COS for NDM Procedure, it may only do so with the prior written permission of the End User.

The Shipper may also request historical consumption data, which will be provided by the GPRO in accordance with this Procedure.

All requests and notifications referenced in this procedure shall be in a form prescribed by the GPRO from time to time.

A Shipper will provide details regarding the End User and the associated Vulnerable Customer Information, where relevant, during the submission of a Change of Shipper Request.

2.2 Related Documentation:

- Code of Operations - Part C, Section 6 (*Exit Capacity*), Section 7 (*Supply Point Capacity*)
- Code of Operations Part F, Section 4, (*Gas Point Register Operator*).
- MPD02 - Change of Shipper & CoS Cancellation
- MPD03 - Request for Historical Consumption Data NDM
- MPD04 - End User Assignment
- MPD05 - Change of Shipper Correction / Amendment

2.3 Procedure

Request for Historical Consumption Data

- 2.3.1 A Shipper may submit a *Request for Historical Consumption Data* to the GPRO for industrial & commercial (I/C) NDM Supply Points in accordance with MPD03 - Request for Historical Consumption Data NDM.
- 2.3.2 The GPRO shall respond to the *Request for Historical Consumption Data* for industrial & commercial (I/C) NDM Supply Points in accordance with MPD03 - Request for Historical Consumption Data NDM.
- 2.3.3 For the avoidance of doubt historical consumption data for household customers at NDM Supply Points is not available from the GPRO. This information is available from the End User's bill.
- 2.3.4 The GPRO will monitor these requests and inform the Commission of any misuse of this process. The Commission may determine that this facility should be withdrawn from any such Shipper(s).#

COS Request

- 2.3.5 An incoming Shipper wishing to be recorded at a NDM Supply Point at which another Shipper is recorded as the Registered Shipper will submit a COS Request to the GPRO in accordance with MPD02- Change of Shipper and COS Cancellation.
- 2.3.6 The incoming Shipper will record End User Details at the NDM Supply Point in accordance with MPD04 – End User Assignment.
- 2.3.7 The GPRO will determine whether the COS Request is valid in accordance with MPD02- Change of Shipper and COS Cancellation.
- 2.3.8 The GPRO will send a *COS Request Rejection* to the incoming Shipper if the COS Request fails to meet the requirements of MPD02- Change of Shipper and COS Cancellation. The GPRO will also indicate why the COS Request is invalid. There will be no change of registration applied to the NDM Supply Point.
- 2.3.9 The GPRO will record the change of registration of the NDM Supply Point from the outgoing Shipper to the incoming Shipper if the COS Request meets all of the requirements of MPD02- Change of Shipper and COS Cancellation. The registration will be effective from the NDM effective date.
- 2.3.10 The GPRO will notify the outgoing Shipper upon receipt of a COS request. The identity of the incoming Shipper will not be revealed.
- 2.3.11 The GPRO will also notify the incoming Shipper of the completion of the COS Request on the NDM effective date. If an End User identified as a 'Vulnerable Customer' changes from one Shipper to another this information will not be transferred to the Incoming Shipper. However, the GPRO will inform the incoming Shipper that the previous End User at the relevant NDM Gas Point was classified as a Vulnerable Customer. The type of vulnerability will not be indicated.

- 2.3.12 In order to facilitate the incoming Shipper to establish whether the End User is a Vulnerable Customer and to ensure that Vulnerable Customers are not disadvantaged there will be a period of 10 Business Days after a Change of Shipper when the Vulnerable Customer Information of the previous End User is applied, if the previous End User was identified as a 'Vulnerable Customer'. For the avoidance of doubt, after 10 Business Days if the Shipper does not provide Vulnerable Customer Information with respect to the End User, the Transporter will cease to apply the Vulnerable Customer Information of the previous End User with respect to the End User at that NDM Gas Point. The Transporter will notify the incoming Shipper that 10 Business Day period has elapsed and that Vulnerable Customer Information no longer applies.
- 2.3.13 The GPRO will also notify the outgoing Shipper and Transporter of the completion of the COS Request on the NDM effective date.

COS Cancellation

- 2.3.14 The incoming Shipper may withdraw a COS Request on the day of submission of the COS Request in accordance with MPD02- Change of Shipper and COS Cancellation as approved.

COS Correction/Amendment

- 2.3.15 The incoming or outgoing Shipper will submit a *COS Correction Request* to the GPRO in accordance with MPD05 – Change of Shipper Correction/Amendment if the COS registration is subsequently discovered to be erroneous by the incoming Shipper and/or the outgoing Shipper.
- 2.3.16 The incoming or outgoing Shipper will submit a *COS Amendment Request* to the GPRO in accordance with MPD05 – Change of Shipper Correction/Amendment if the COS registration is subsequently discovered to be with the incorrect Meter Read by the incoming Shipper and/or the outgoing Shipper.
- 2.3.17 The GPRO will process *COS Correction Requests* and *COS Amendment Requests* in accordance with MPD05 – Change of Shipper Correction/Amendment.

3 Change of Shipper (COS) for DM Procedure

3.1 Scope / Purpose:

The Change of Shipper (COS) for DM Procedure shall govern the recording of the change of registration of DM Offtakes between Shippers on the Gas Point Register. (A DM Offtake means either a DM Supply Point connected to the Distribution System or a Transmission Connected DM Exit Point connected to the Transmission System.)

The Shipper wishing to be registered at a DM Offtake will have responsibility for initiating the Procedure. The GPRO will manage the COS for DM Procedure. When a Shipper initiates the COS for DM Procedure, it may only do so with the prior written permission of the End User.

The Shipper may also request historical consumption data, which will be provided by the GPRO in accordance with this Procedure.

This Procedure will be known as the Change of Shipper (COS) for DM Procedure.

All requests and notifications referenced in this procedure shall be in a form prescribed by the GPRO from time to time.

3.2 Related Documentation:

- Code of Operations – Part C, Section 6 (*Exit Capacity*), Section 7 (*Supply Point Capacity*)
- Code of Operations Part F, Section 4, (*Gas Point Register Operator*).

3.4 Procedure

3.4.1 An incoming Shipper may submit a *Request for DM Historical Consumption Data* to the GPRO.

3.3.2 The Shipper shall warrant that they have End User consent for such a Request by forwarding a written End User consent (COS1) to the GPRO within 3 Business Days of the original request.

3.3.3 For the avoidance of doubt DM Meter Reads are only available on Gas Networks Ireland Systems since 1st February, 2004. DM historical consumption data prior to the 1st February, 2004 may be requested by the Shipper from the GPRO using the current COS1 form.

3.3.4 The GPRO will proceed with the *Request for Historical Consumption Data* upon receipt of the End User consent (COS1).

3.3.5 The historical consumption data shall comprise the following data items:

- (a) Gas Point Registration Number;

- (b) Supply Point Registration Number;
- (c) Connection type;
- (d) Annual Quantity (kWh);
- (e) Supply Point Capacity (kWh);
- (f) Meter number;
- (g) Meter read date; and
- (h) Consumption (kWh) for the previous 24 months.

3.3.6 The DM historical consumption data will be provided to the Shipper and End User.

3.3.7 The GPRO will monitor these requests and inform the Commission of any misuses of this process. The Commission may determine that this facility should be withdrawn from such Shipper(s).

2.3.8 An Incoming Shipper wishing to be registered at a DM Offtake at which another Shipper is registered as the Registered Shipper will submit a DM COS Request to the GPRO.

2.3.9 The GPRO will determine on receipt whether the DM COS Request is valid.

The following validation criteria will be applied to the request:

- (a) The Incoming Shipper has a status that permits the submission of the COS Request;
- (b) The specified DM Offtake is recorded on the GPR;
- (c) End User details are provided;
- (d) The incoming Shipper is not the outgoing Shipper;
- (e) The Incoming Shipper warrants to the GPRO that the prior written permission of the End User has been obtained;
- (f) There is no COS Request outstanding for the DM Offtake;
- (g) The DM Exit Capacity is at least 1 kWh;
- (h) For a Supply Point connected to the Distribution System the Shipper is deemed to have reserved Supply Point Capacity as determined by the Transporter in addition to the associated level of DM Exit Capacity;

- (i) The requested DM effective date is valid. DM effective date will be on the first day of the calendar month; and
 - (j) The request is submitted eleven (11) Business Days prior to the effective date.
- 2.3.10 The GPRO will send a *DM COS Request Rejection* to the incoming Shipper eleven (11) Business Days prior to the effective date if the request fails to meet the requirements of 3.3.7. The GPRO will also indicate why the DM COS Request is invalid. There will be no COS registration recorded to the DM Offtake.
- 2.3.11 Where the DM COS Request meets the requirements of 3.3.7 the GPRO will request that the Transporter carry out validation of the relevant Shipper's application for DM Exit Capacity. The Transporter will determine whether the relevant Shippers application for DM Exit Capacity is valid in accordance with the Part C, Section 6.5 of the Code
- 2.3.12 The GPRO will send a *DM Capacity Booking Rejection* to the incoming Shipper ten (10) Business Days prior to the DM effective date if the Transporter rejects the relevant application for DM Exit Capacity. The GPRO will also indicate why the DM Capacity booking is invalid (provided if is so informed by the Transporter). There will be no COS registration applied to the DM Offtake.
- 2.3.13 Where the relevant application for DM Exit Capacity is accepted by the Transporter, the Transporter shall cancel any Change of Configuration at the DM Offtake (not associated with or related to the processing of the relevant COS Request) that it is planning to do for the outgoing Shipper.
- 2.3.14 The GPRO will send a *DM COS Acceptance* to the incoming Shipper ten (10) full Business Days prior to the effective date if the relevant application for DM Exit Capacity is accepted by the Transporter. The GPRO will also notify the outgoing Shipper of the *DM COS Acceptance* ten (10) full Business Days prior to the effective date.
- 2.3.15 The Transporter will charge for the provision of a physical meter read on the COS Date where such a read is requested by the incoming Shipper/outgoing Shipper.
- 2.3.16 The GPRO will record on the GPR the COS at the DM Offtake from the outgoing Shipper to the incoming Shipper with effect from the DM effective date.

3.4 Process Flow

A diagrammatic representation of the procedure is set out below. This is included for ease of understanding and shall have no legal effect. In the event of a conflict between this section 3.4 and section 3.3, the provisions of section 3.3 shall prevail.

