DSC Change Proposal Document

Customers to fill out all of the information in the sections coloured
Xoserve to fill out all of the information in the sections coloured

A1: General Details

Change Reference:	XRN 5690	
Change Title:	Creating a loadable Billing Calendar File for DSC Customers	
Date Raised:	25/09/2023	
Sponsor Representative Details:	Organisation:	E.ON
	Name:	Kirsty Dudley
	Email:	Kirsty.Dudley@eonenergy.com
	Telephone:	
Xoserve Representative Details:	Name:	Paul Orsler
	Email:	Paul.orsler@xoserve.com
	Telephone:	
	Business Owner:	n/a
Change Status:	☒ Proposal	☐ With DSG	☐ Out for Review
	☐ Voting	☐ Approved	☐ Rejected

A2: Impacted Parties

Customer Class(es):	☒ Shipper	☒ Distribution Network Operator
	☒ NG Transmission	☐ IGT
	☐ All	☐ Other <Please provide details here>
Justification for Customer Class(es) selection	It is expected that most Shippers and possibly DNs will create files they load into their systems. Rather than each organisation completing this task independently as may be the case today, it is anticipated this single CDSP file creation will make the process more efficient for DSC Parties by allowing a straight upload and saving creation time per organisation/service provider.	

A3: Proposer Requirements / Final (redlined) Change

Problem Statement:	Each year Shippers independently create upload files (e.g. CSV) to load into our systems to support data loading and payment processing. Our (E.ON) belief is that other parties follow similar processes, which would see an individual organisation creating a loadable calendar format, which is then signed off to ensure it aligns to the .PDF Xoserve provide. It isn't efficient to have all parties having to create these versions independently so requires a single file to be made available to parties.
Change Description:	Currently the .PDF file which is emailed and available on Xoserve.com looks like the below. We are not asking for any changes to the .PDF file but instead creating a separate .CSV file which is also downloadable from Xoserve.com. This will allow parties that prefer to retain their existing processes to continue to do so without a dependency on using a newly created and separate view (i.e. .CSV file) of the Billing Calendar information. Note: at this time the proposer has not requested that the file is provisioned over the UK Link Communication Network (IX) – as it is envisaged that a version can be made available in such a way that it can be readily downloaded by customers (i.e. via Xoserve.com website). Should any party require the information to be provisioned via an alternative mechanism (such as IX) then we would request that this is raised as it's own DSC Change Proposal. We propose to create a .CSV file which contains, but is not specifically limited to, the following items: • Invoice Type e.g. BAL, CAZ, COM, AMS etc Formatted as text • Billing Month & Year e.g. APR-22 Formatted as date YYYYMMDD • Invoice Date e.g. 20230604 Formatted as date YYYYMMDD

<table>
<tr><td rowspan="2"></td><td>

- Payment Due Date e.g.20230420
  Formatted as date YYYYMMDD
- Bank Holiday e.g. Christmas, Boxing Day, New Year
  Formatted as text and aligning to how they are referenced on Gov.com
- Bank Holiday Date e.g. 20231225
  Formatted as date YYYYMMDD

The .CSV file is to be designed to link to invoices which are delivered via the IX and have an allocated invoice type, therefore invoices like General Services will be included in the .PDF but will be excluded from the .CSV file.

For illustrative purposes an example .CSV file could look like this:

Ideally we would like the calendar to be issued with the 2024 calendar (but recognise the time challenges) so for the 1st year of issue we would like it when it is ready. For all future years it is to be launched at the same time as the issue of the billing calendar.

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Proposed Release:	Release: NA or Adhoc Aligned to Billing Calendar Issue	
Proposed Consultation Period:	☒ 10 Working Days	☐ 15 Working Days
	☐ 20 Working Days	☐ Other [Specify Here]

A4: Benefits and Justification

Benefit Description:	This will reduce the need for each organisation to create and sign off the calendar, it will introduce a file which can just be uploaded into parties systems, although we may all have slight variances on what we load, a common template is beneficia for organisations who choose to utilise it.
	What, if any, are the tangible benefits of introducing this change? What, if any, are the intangible benefits of introducing this change?
Benefit Realisation:	Immediately from production, it is only a small time saving per organisation (hours at most rather than days) but across the community could add up.
	When are the benefits of the change likely to be realised?

Benefit Dependencies:	We are not expecting to develop this change into a fully automated solution, this is just creating of the file to be emailed with the calendar and / or made available by Xoserve.com website for DSC Customers to download as they see fit. Expectation is that it would still need to be loaded into systems by each respective party and will not be sent via the IX (as confirmed this is not within scope of this Change Proposal).
	Please detail any dependencies that would be outside the scope of the change, this could be reliance on another delivery, reliance on some other event that the projects has not got direct control of.

A5: Final Delivery Sub-Group (DSG) Recommendations – Removed

(see Section C for DSG recommendations)

A6: Service Lines and Funding

Service Line(s) Impacted - New or existing			
Level of Impact	Major/ Minor/ Unclear/ None		
If None please give justification			
Impacts on UK Link Manual/ Data Permissions Matrix			
Level of Impact	Major/ Minor/ Unclear/ None		
If None please give justification			
Funding Classes :	Customer Classes/ Funding	Delivery of Change	On-going Budget Amendment
	☐ Shipper	XX %	XX %
	☐ National Gas Transmission	XX %	XX %
	☐ Distribution Network Operator	XX %	XX %
	☐ IGT	XX %	XX %
	☐ Other <please specify>	XX %	XX %
ROM or funding details:			
Funding Comments:			

Please send the completed forms to: uklink@xoserve.com

CP_V8.1

Version Control

Document

Version	Status	Date	Author(s)	Remarks

Template

Version	Status	Date	Author(s)	Remarks	Approved By
3.0	Superseded	17/07/2018	Emma Smith	Template approved at ChMC on 11th July 2018	Change Management Committee
4.0	Superseded	07/09/2018	Emma Smith	Minor wording amendments and additional customer group impact within Appendix 1	Emma Smith
5.0	Superseded	10/12/2018	Heather Spensley	Template moved to new Word template as part of Corporate Identity changes.	Emma Smith
6.0	Approved	12/12/2018	Simon Harris	Cosmetic changes made. Approved at ChMC on the 12th December 2018.	Change Management Committee
6.1	In Draft	26/03/2019	Richard Johnson/ Alison Cross	The following minor changes were made: - Inclusion of an All 'Impacted Parties' option in A2 - Justification section added to section A2 - Change Description replaced with Problem Statement in section A3 - Remove 'X' in Release information (sections A3, A5, A7, C1 and G8) - Updated Service Line and UK Link impacts and funding section (A6) to	Change Management Committee

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				include further detail - Amended questions 3 and 4 in section B - Added Service Line/UK link Assessment in section D - Removed Section A5	
6.2	For approval	14/05/2019	Alison Cross	Following review at DSC Governance review group re-added Change Description text box	Change Management Committee
7.0	Approved	13/06/2019	Richard Johnson	DSC Governance Review Group changes to the template approved at Change Management Committee on 12th June 2019	Change Management Committee
7.1	Approved	03/03/2021	Rachel Taggart	Updated the email address of where to send new CP (page 3)	Emma Smith
7.2	Approved		Rachel Taggart	Updated CP VA version to be in line with the updates to VB.	Emma Smith
8.0	Approved	09/03/2022	Rachel Taggart	All Change Packs and response forms removed (sections B,D,E,G & H) Sections A7 & A8 removed. Section F removed	Change Management Committee on 09/03/2022
8.1	Approved	25/04/2023	Rachel Taggart	Updated with new font branding	Emma Smith