OPERATIONAL RULES GOVERNING THE SUPPLY OF INVOICE CHARGES VIA THE AD-HOC PROCESS

Document Control

Version	Date	Reason for Change
4.0	18 October 2012	Amendments to reflect SIS removal, maintenance of invoice types – i.e. additional ad hoc invoices, remove defunct invoices.
3.1	15 Nov 2007	Format revisions: Title page, Document Control, Development of Rules, Contents page, headers and footers.
2.1	15 Apr 2005	Rules updated to Version 2.1 to accommodate DN Sales
2.0	21 Mar 2005	Rules updated. Amended to Version 2.0
	09 Dec 1998	Rules established
	August 2012	Amendments

Development of Rules

1. The requirement to publish the Operational Rules Governing the Supply of Invoice Charges via the Ad-hoc Process (the Rules) is specified in Section S2.4.7 of the Transportation Principal Document (TPD) of the Uniform Network Code (UNC). This section also provides for the document to be published and revised from time to time. The provision reads[1]:

    "The management of the issuing of Ad-hoc Invoices and the services provided in respect of Ad-hoc Invoices are contained in the 'Operational Rules Governing the Supply of Invoice Charges via the Ad-hoc Process' which is the document so entitled, published and revised (subject to prior approval by Panel Majority of the Uniform Network Code Committee) from time to time by the Transporters (following consultation with Users) and such document does not form part of Code."

2. The Rules set out below meet the Transporter's obligation to prepare Rules, while the Document Control Section records changes which have been made to the Rules. The document is published on the Joint Office of Gas Transporters website, www.gasgovernance.co.uk.

3. The Transporters would welcome comments from Users on the published document at any time, which should be sent to enquiries@gasgovernance.co.uk. In accordance

[1] Correct as at 15 October 2007, Version 2.51 of the UNC.

with the UNC, the Transporters will put any proposed revisions of the document to the Uniform Network Code Committee for approval.

CONTENTS

ORGSIC - 3
Version: 3.14.0
07/08/201215/11/2007

1. The Rules

The Operational Rules Governing the Supply of Invoice Charges via the Ad-hoc Process (the Rules) cover circumstances where the ad-hoc process is used to issue invoices.

1.1.   Ad-hoc invoice types and issue notification

For the purpose of the Rules, invoices issued through the ad-hoc process are categorised into two groups:

i) Scheduled and/or predictable

These invoice charges are incurred as a result of User activities. It is therefore considered that the value of these invoices is predictable and that Users have sufficient information to forecast their invoice charges. Supporting information is issued on the same day as the invoice.

ii) Ad-hoc Invoices where the invoice value is not predictable

These are invoice charges that are unpredictable in value and, for some charges, in frequency of issue.

The supporting data for these invoices will be issued at least five days in advance of the invoice.

For clarification:

Supporting Documentation Issued: Invoice Issued:

Monday   following Monday
Tuesday   following Monday
Wednesday   following Monday
Thursday   following Tuesday
Friday   following Wednesday

Appendices I and II below identify the invoice types which fall into each category. Details of charge types associated with those invoice types are maintained on the Shipper Information Service (SIS) database. UK Link documentation website (www.xoserveextranet.com)

1.2.   Supporting Information

The ad-hoc supporting information is produced in a number of formats, and may be issued to Users via paper, fax, computer disk, e-mail or the IX.

1.3. New Charge Types

The ad-hoc facility is used to invoice a number of charges types. One month's notice will be given of the introduction of a new charge type, where no change is required to file formats. This notification will include:

- Charge Type
- Charge Type Description
- Invoice Type
- VAT Code

1.4. New Invoices

On creation of each new invoice type, Users will be provided with a full explanation of the origin of the invoice, description, charge type(s), format of supporting information and content of supporting information. Creation of a new invoice type would require consultation and approval via the UK Link Committee and would be subject to the notification timescales associated with the consultation process.

ORGSIC - 5   Version: 3.14.0
07/08/201215/11/2007

2. Appendices

Appendix I – Scheduled or Predictable Invoices

These invoices are predictable in value by Users and the supporting information is issued on the same day.

1a Scheduled and/or predictable UNC Invoices

Unique Sites
CSEPs
IFAs
Shorthaul Adjustments
Datalogger Charges
Must Reads
Prime and Sub Reads
Operating Margins Gas
Compression
Storage Own Use Gas
Sale/Purchase of surplus gas stocks
NTS Exit Capacity overruns
Failure to Interrupt
Unique Sites Reconciliation
CSEPs Reconciliation
LDZ CSEP Overruns
NTS Entry Commodity
LPG
Liquidated Damages
Unique Site Ratchets
UNC Contingency
Standard Of Service Liabilities
Failure to Supply Gas (GSOS)
DN Interruption Option & Exercise
User Pays Type 1

1b Scheduled and/or predictable Non-UNC Invoices

Incentive Based Contracts
Provision of Appointment Reads
Meter Readings
Metering Liabilities

The above lists are not intended to be exhaustive and may be subject to change, the latest versions can be found on the xoserve website (www.xoserve.com).

 Version: 3.14.0
07/08/201215/11/2007

Appendix II – Unpredictable Invoices

2. Invoices where the value is not predictable

These invoices are unpredictable in value and/or issue date by Users. The supporting information is issued at least five days before the invoice issue date.

Financial Adjustments
Theft of Gas
Interest Payments
Ad-hoc RbD Charges
Annual Shrinkage Adjustment to RbD
~~Exit Capacity Incentives (EPIC)~~
Off-line DM Reconciliation
Off-line NDM Reconciliation
Primary Meter Reconciliation
Sub meter off-line reconciliation
Incentives on User Suppressed Reconciliation Values

The above list is not intended to be exhaustive and may be subject to change~~, the latest version can be found on the xoserve website (www.xoserve.com).~~