

SHARED SUPPLY METER POINTS GUIDE AND PROCEDURES

**Incorporating the Processes to apply where a
CSS Supply Point becomes a Non CSS Supply
Point (and vice versa)**

**To be effective from the CSS
Implementation Date (CSSID)**

Document Control

Version	Date	Reason for Change
13.1	01 May 2005	
13.2	23 March 2011	Updated to bring in line with UNC documentation and to update contact details and remove Transco and replace with Transporter or National Grid UKT where appropriate
13.3	26 November 2012	Update to remove references to Interruption in line with UNC from 01 October 2012.
13.4	09 April 2013	Update to bring in line with UNC documentation following Exit Reform, the introduction on DN Interruption and to update contact details.
13.5	16 March 2015	Update to bring in line with MOD477 faster Switching. Also include reference to EU changes applicable from 1 st October 2015.
14.1	9 October 2015	Updates for the changes required as a result of the Nexus Modifications (0432,
15.0	21 January 2016	Version 14.1 approved at Uniform Network Code Committee on 21/01/2016
16.0	14 June 2022	This version implements the following changes: <ul style="list-style-type: none"> - Re-inclusion of changes introduced at implementation of UNC Modification 0565A Central Data Service Provider: General framework and obligations - Amendments to incorporate processes to apply where a CSS Supply Point Meter Point becomes a Non-CSS Supply Meter Point or vice versa in accordance with UNC Modification 0804 – Faster Switching SCR - Amendment to Supply Point Update Section 7 – to reflect existing process timings and UNC Modification 0708 reference amendments.
16.0 For Approval	30 June 2022	Version issued to DSC Contract Managers and For Approval. Minor amendment to process steps.
16.0 Live	CSS Implementation Date – 18 July 2022	Approved at July UNCC for implementation as of CSS implementation date.

Development of the Guidelines

Procedures is specified in Section G1.7.16 of the Transportation Principal Document (TPD) of the Uniform Network Code (UNC). This section also provides for the document to be revised from time to time (subject to prior approval by Panel Majority of the Uniform Network Code Committee (UNCC)).

1. The procedures contained and specified within the document include; the end to end processes, timings and roles and responsibilities for parties involved
2. The document provides procedures that the Transporters, the Central Data Service Provider (CDSP), Sharing Registered Users and the User Agents shall comply with.
3. The document set out below meets the CDSP obligation to prepare guidelines, while the Document Control Section records changes, which have been made to the guidelines. The document is published on the Joint Office of Gas Transporters website, www.gasgovernance.co.uk.
4. The CDSP would welcome comments from Users on the published document at any time, which should be sent to enquiries@gasgovernance.co.uk. In accordance with the UNC, the CDSP will put any revisions they propose should be made to the document to the Uniform Network Code Committee for approval.

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1. Introduction

Shared Supply Meter Points (SSMPs) are sites where there is more than one Registered User supplying gas to a Supply Point.

This document provides details of the business rules and administrative procedures that govern SSMPs covered under Uniform Network Code (UNC) Transportation Principal Document (TPD) G9 but should not be taken as a replacement for UNC terms. For further clarification of the exact provisions, refer to the UNC.

The aim of the document is to set out relevant processes where they differ to non SSMPs.

This document also defines the processes to apply where, pursuant to UNC TPD Section G 4.9, a CSS Supply Meter Point becomes a Non-CSS Supply Meter Point or vice versa.

2. Uniform Network Code Basis and Rules

UNC provision for SSMPs allows for more than one Registered User to be registered to a Supply Point at any one time.

In order for a Supply Point to qualify for SSMP status, it must comply with certain criteria detailed in UNC TPD, section G9.1.3. In summary, these are:

(a). a Supply Meter Point which at the 1st March 1996 was comprised in more than one Supply Point; or

(b) the following conditions are all satisfied:

- The Supply Point aggregate AQ quantity exceeds 58,600,000kWh (2,000,000 therms);
- The supply point must not contain any sub-deduct arrangements;

A SSMP must be managed under Class 1 arrangements.

3. Setting up of Shared Supply Meter Points (SSMPs)

3.1 Summary

Standard templates submitted via email (subject to Modification 0522) for requesting a Supply Point Nomination, Supply Point Confirmation, Withdrawal, Supply Point amendments & for submitting a Supply Point Objection. Response files will also be submitted via standard templates via email. Meter Information updates are also sent by the User to the CDSP using conventional notice, unless Special Metering Arrangements apply in which case the Transporter will submit the Meter Information updates.

Each Registered User at an SSMP is provided with a unique reference which is submitted to the User during the Confirmation process:

- For non-telemetered Supply Meter Points (LDZ Meter Points), a numeric Confirmation Reference Number
- For telemetered Supply Meter Points (NTS & LDZ), an alpha/numeric Confirmation reference (currently referred to as a Logical Meter Number (LMN))

All relevant Transportation charges apply, which includes administration charges, Metering and datalogger/DRE charges (where applicable). Please refer to each Transporter's and current Charging Statements for further details.

Supply Point Administration Activities - applies to both Transporter and User Agent Services

Process	Submitted From	Submitted to	Minimum Timescale	Communication Method
Submit Nomination	Users	UKLink	N/A	Standard template via email
Submit Nomination Acceptance / Rejection / notification Referral required	UKLink	Users	Within 2 business days of receipt	Standard template via email
Submit Referral where required, includes NExA/ARCA checks	UKLink	GT	Receipt of Nomination	
Submit Offer	UKLink	Users / Agent	2 business days following receipt of Nomination or 12 business days where Referral required	Standard template via email
New SSMP request - Submit Confirmation forms	User / Agent	UKLink	14 calendar days prior to the proposed effective date	Standard template via email
Submit Confirmation, no change to sharing Users	Users	UKLink	14 calendar days prior to the proposed effective date	Standard template via email
Submit Confirmation, change to sharing Users	User / Agent	UKLink	14 calendar days prior to the proposed effective date	Standard template via email
Submit Confirmation Acceptance / Rejection	UKLink	Users	Within 2 days of receipt	Standard template via

				email
Withdrawal notice	Users	UKLink	In accordance with UNC TPD G 6.12	Standard template via email
Withdrawal notice	UKLink	Users	In accordance with UNC TPD G 6.11	Standard template via email
Objection	Users	UKLink	Objection Deadline	Standard template via email
Ceased Responsibility	User(s)	UKLink	D-2 of the Confirmation effective date	Standard template via email
Objection cancellation	User(s)	UKLink	D-3 of the Confirmation effective date	Standard template via email
Confirmation lapsed notification	UKLink	All Users	D-3 of the Confirmation effective date	Standard template via email
Transfer of Ownership notification	UKLink	All Users	D-2 of the Confirmation effective date	Standard template via email

4. Daily Operations: Nominations, Measurements and Allocations

4.1 Summary

The SSMP gas allocation process operates following receipt of Meter Readings/measurements on D+1, which are aggregated at site level to an energy value then allocated to each Registered User, which is based on an agreed allocation methodology for Transporter managed sites, or by a User's Agent.

The energy allocation is aligned to the User's Confirmation Reference Number or Logical Meter Number (LMN), which is a "unique" identifier in Gemini

The Confirmation Reference Number / LMN is also used by Users for the daily Gas Nomination processes.

National Grid Transmission operates the allocation process for Telemetered sites, including obtaining the read, allocation & submission to Gemini.

4.1.1 Transporter Service

The User will define an allocation methodology at the point of Confirmation which is then applied daily between the Sharing Registered Users. This is provided on a percentage basis.

4.1.2 User Agent Service

This service allows the appointment, by the Sharing Users, of a User Agent whose role is to allocate total energy for the GFD to the sharing Registered Users at the SSMP following receipt of the aggregate offtake quantity

The User Agent must provide the allocation between the Sharing Users by 16:00 on GFD+1 and any amendments up to 16.00 on GFD+5.

4.2 Allocation Procedure for SSMP – User Agent Service

Process	Submitted From	Submitted to	Timescale	Communication Method
Total offtake for the GFD submitted	NGT / UKLink	Agent	By 12:00 on GFD+1	File transfer
Allocate offtake between sharing Users	Agent	Gemini	By 16:00 on GFD+1	Direct input to Gemini
Amendments to the allocation for the GFD	Agent	Gemini	By 16:00 on GFD+1 to GFD+5	Direct input to Gemini

4.3 Procedure for SSMP - Transporter Service

Process	Submitted From	Submitted to	Timescale	Communication Method
Total offtake for the GFD submitted	NGT / UKLink	Users	By 12:00 on GFD+1	File transfer
Allocation based on % split notified to Users	NGT / UKLink	Users	By 12:00 on GFD+1	File transfer
Total offtake allocated between sharing Users	Gemini	Gemini	By 16:00 on GFD+1	N/A
Any updates to total offtake notified to Users	NGT / UKLink	Users	By 16:00 on GFD+1 to GFD+5	File transfer

5. Pricing and Invoicing

5.1 Summary

The Transportation and Administration charges for SSMPs are set out in each Transporter's Transportation Charging Statements and Metering Charging Statement.

6. DN Interruptible Contracts

UNC TPD Section G6.11, identifies provisions concerning an Interruptible contract for a Supply Meter Point which is part of a SSMP.

7. Supply Meter Point Updates

7.1 Summary

Various changes can be made to an existing SSMP arrangement but may be restricted in terms of the frequency and notice period.

7.2 Frequency & Notice Periods

Process	Submitted From	Submitted to	Timescale	Communication Method
Change of SOQ between Users, no change to aggregate SOQ	Users / Agent	UKLink	In accordance with UNC TPD Annex B-3 7.3(a)	Standard template
Change of SOQ between Users, increase to aggregate SOQ	Users / Agent	UKLink	5 business days prior to the proposed effective date	Standard template
Change in User Agent	Users / Agent	UKLink	8 business days	Standard template
Change from Transporter to Agent service or vice versa	Users / Agent	UKLink	8 business days	Standard template
Change allocation methodology of default on Transporter service	Users / Agent	UKLink	7 business days	Standard template
New User replaces an existing User, no other changes	Users / Agent	UKLink	14 calendar days prior to the proposed effective date	Standard template

8. Reclassification (as CSS or Non CSS) of Supply Meter Points

8.1 Background

As part of the Ofgem Faster Switching Programme a number of Supply Meter Points were not included within the scope of the Central Switching Service (CSS) – so consequently Registration for these Supply Meter Points (Non-CSS Supply Meter Points) - will continue to be mastered under the Uniform Network Code.

The Supply Meter Points that were excluded are defined in UNC TPD Section G 1.2.2 (extract below from UNC Modification 0804 Legal Text):

1.2.2 All LDZ Supply Meter Points, except for LDZ Shared Supply Meter Points and Unlicensed Supply Meter Points are CSS Supply Meter Points; and all NTS Supply Meter Points, LDZ Shared Supply Meter Points and Unlicensed Supply Meter Points are Non-CSS Supply Meter Points.

For a number of the Non CSS Supply Meter Points these are excluded by virtue of where they are located on the gas network, and therefore would not be expected to become CSS Supply Points – i.e. NTS Supply Meter Points. At the CSS Implementation Date this category of Non CSS Supply Point was numerically by far the most prevalent.

The following type of Non CSS Supply Meter Points may be ‘elected’ by a User based upon factors including consumer requirements:

- Shared Supply Meter Points
- Unlicensed Supply Meter Points (as defined in UNC TPD G 1.2.1 (g))

This document seeks to supplement the information within the UNC TPD G 4.9 ‘Reclassification (as CSS or Non CSS) of Supply Meter Points.

Liquefied Petroleum Gas Supply Meter Points are also excluded from CSS, but as these are not covered under the UNC these Supply Meter Points are not considered within this document.

8.2 Preliminary Process to agree a Timetable (UNC TPD G4.9.4)

Where a User intends to reclassify the Supply Meter Point from CSS to Non CSS, or vice versa, then prior to initiating the process defined in section 8.3 and 8.4 of this document then the User **must** contact the CDSP to agree a timetable for completion of the necessary process steps. Users should allow at least 2 months for this process to complete.

Users should contact the CDSP at nonstandardsites@xoserve.com.

Due to the complexity of the process and the need to align Retail Energy Code and

UNC processes these timescales **cannot follow the minimum timescales described in each Code** as it is essential that the Registrations are contiguous and cannot overlap one another.

8.3 CSS Supply Meter Point to Non CSS Supply Meter Point (UNC TPD G4.9.5)

The UNC defines a set of steps that Users and the CDSP need to follow in UNC TPD G 4.9.5.

Any timescales defined in the table below shall be in accordance with the timetable in 8.2

8.3.1 Process Steps

Process	Submitted From	Submitted to	Timescale	Communication Method
The Registered User(s) submit the relevant UK Link Communication Supply Point Confirmation (and Nomination) for the Non CSS Supply Point – the effective date of the CSS Deactivation should be D-1 where the D is the effective date of the Non CSS Supply Point			In accordance with the timetable agreed between the User and the CDSP in	File transfer
In the case of a Shared Supply Meter Point, a Shared Supply Point Nomination and Supply Point Confirmation	Proposing Users	UK Link	8.2 – in accordance with UNC TPD G	UK Link Communication SNO,CSS
In the case of an Unlicensed Supply Meter Point, a Supply Point Confirmation, and if applicable a Supply Point Nomination	Proposing User	UK Link	4.9.4.	UK Link Communication CNF,NOM
CDSP provides a RMP Synchronisation Message to CSS in order for CSS to update the RMP Status to enable the Deregistration of the Supply Meter Point within CSS	UK Link	CSS		CSS Market Message

The Registered User instructs the Supplier to submit a Registration Deactivation Request to CSS to be effective on the day prior to the Non CSS Supply Point Registration becoming effective	Registered User	Supplier		Undefined
Pursuant to the REC, the Supplier submits a Registration Deactivation Request to CSS to be effective on the day prior to the Non CSS Supply Point Registration becoming effective	Supplier	CSS		CSS Market Message
The Supplier informs the Registered User that the Registration Deactivation Request has been accepted	Supplier	Registered User		Undefined
The CSS Registration is Deactivated and the Non CSS Supply Point becomes effective	CSS	Recipients as per REC		CSS Market Message
	UK Link	Proposing User		UK Link Communication TRF, MRI

8.4 Non CSS Supply Meter Point to CSS Supply Meter Point (UNC TPD G4.9.6)

The UNC defines a set of steps that Users and the CDSP need to follow in UNC TPD G 4.9.6.

Any timescales defined in the table below shall be in accordance with the timetable in 8.2

8.4.1 Process Steps

Process	Submitted From	Submitted to	Timescale	Communication Method
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The Registered User(s) may submit a Supply Point Withdrawal for the Non CSS Supply Point – which must become effective on the day prior to the CSS Supply Point Registration Date (Optional)	Registered User(s)	UK Link	In accordance with the timetable agreed between the User and the CDSP in 8.2 – in accordance with UNC TPD G 4.9.4.	UK Link Communication WAO
Response to the Supply Point Withdrawal (Optional)	UK Link	Registered User(s)		UK Link Communication WOR
The Proposing User submits the relevant UK Link Communication Supply Point Confirmation (and Nomination) for the Supply Point as if this is to remain as a Non CSS Supply Point – the effective date within the Confirmation shall be D where the D is the effective date required for the CSS Supply Point	Proposing User	UK Link		UK Link Communication CNF / NOM
CDSP provides a RMP Synchronisation Message to CSS in order for CSS to record the relevant Supply Meter Point within CSS	UK Link	CSS		CSS Market Message
CDSP submits an Initial Registration Notification Request on behalf of the Proposing User	UKLink	CSS		File transfer
CSS Registration is activated, Non CSS Supply Point withdrawal effective.	CSS	Recipients as per REC		Secured Active Message (RegistrationSecuredActiveSynchronisation)
In accordance with UNC TPD G 4.9.6(d) the Supply Point Registration will become effective on the basis of the Registration Details under the	UK Link	Proposing User		UK Link Communication TRF, MRI

Nomination and Confirmation.				
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