**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**

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| **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 November2012 | 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 toupdate contact details. |
| 13.5 | 16 March 2015 | Update to bring in line with MOD477 faster Switching.Also include reference to EU changes applicable from 1st October 2015. |
| 14.1 | 9 October 2015 | Updates for the changes required as aresult of the Nexus Modifications (0432, |
| 15.0 | 21 January 2016 | Version 14.1 approved at Uniform NetworkCode Committee on 21/01/2016 |
| 16.0 | 14 June 2022 | This version implements the following changes:* 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.
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**Development of the Guidelines**

The requirement to publish the Network Code Shared Supply Meter Points Guide and 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.](http://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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8. **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.

1. **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

1. 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.

1. **Setting up of Shared Supply Meter Points (SSMPs)**
	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 Referralrequired | Standard template via email |
| New SSMP request - Submit Confirmation forms | User / Agent | UKLink | 14 calendar days prior to the proposedeffective date | Standard template via email |
| Submit Confirmation, no change to sharing Users | Users | UKLink | 14 calendar days prior to the proposedeffective date | Standard template via email |
| Submit Confirmation, change to sharing Users | User / Agent | UKLink | 14 calendar days prior to the proposedeffective 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 | Standardtemplate via email |
| Objection | Users | UKLink | Objection Deadline | Standard template via email |
| Ceased Responsibility | User(s) | UKLink | D-2 of theConfirmation effective date | Standardtemplate via email |
| Objection cancellation | User(s) | UKLink | D-3 of theConfirmation effective date | Standardtemplate via email |
| Confirmation lapsed notification | UKLink | All Users | D-3 of theConfirmation effective date | Standardtemplate via email |
| Transfer of Ownership notification | UKLink | All Users | D-2 of theConfirmation effective date | Standardtemplate via email |

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1. **Daily Operations: Nominations, Measurements and Allocations**
	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.

* + 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.

* + 1. 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.

* 1. **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 |

* 1. **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 16:00on GFD+1 to GFD+5 | File transfer |

1. **Pricing and Invoicing**
	1. **Summary**

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

1. **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.

1. **Supply Meter Point Updates**
	1. **Summary**

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

* 1. **Frequency & Notice Periods**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Process** | **Submitted From** | **Submitted to** | **Timescale** | **Communication Method** |
| Change of SOQ between months2 monthsUsers, 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 effectivedate | 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 allocationmethodology 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 proposedeffective date | Standard template |

1. **Reclassification (as CSS or Non CSS) of Supply Meter Points**
	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):



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
* Unlicenced 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.

Liquified 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.

* 1. **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.

* 1. **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

* + 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 8.2 – in accordance with UNC TPD G 4.9.4. | File transfer |
| In the case of a Shared Supply Meter Point, a Shared Supply Point Nomination and Supply Point Confirmation | Proposing Users | UK Link | UK Link Communication SNO,CSS |
| In the case of an Unlicenced Supply Meter Point, a Supply Point Confirmation, and if applicable a Supply Point Nomination | Proposing User | UK Link | 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 |

* 1. **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

* + 1. Process Steps

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Process** | **Submitted From** | **Submitted to** | **Timescale** | **Communication Method** |
| CDSP provides a RMP Synchronisation Message to CSS in order for CSS to record the relevant Supply Meter Point within CSS | UK Link | CSS | In accordance with the timetable agreed between the User and the CDSP in 8.2 – in accordance with UNC TPD G 4.9.4. | CSS Market Message |
| CDSP submits an Initial Registration Notification Request on behalf of the Proposing User | UKLink | CSS | File transfer |
| The Registered User(s) submits 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 | Registered User(s) | UK Link | UK Link Communication WAO |
| Response to the Supply Point Withdrawal | UK Link  | Registered User(s) | UK Link Communication WOR |
| Proposing User submits a Base Registration Nomination, and if applicable the Detail Registration Nomination. If this UK Link Communication is not received the CDSP will utilise default values in accordance with UNC TPD Annex G-1 | Proposing User | UK Link | UK Link Communication BRN / NOM |
| Response to the Base Registration, and if applicable the Detail Registration Nomination – and Association – where the BRN is associated with the CSS Registration | UK Link  | Registered User(s) | UK Link Communication BRR / NMR / ASN |
| CSS Registration is activated, Non CSS Supply Point withdrawal effective. | CSS | Recipients as per REC  | Secured Active Message (RegistrationSecuredActiveSynchronisation) |
| UK Link | Proposing User | UK Link Communication TRF, MRI |