

<b>Subject</b>	<b>Gas (Downstream Reconciliation) Allocation System Guideline note for the submission of revisions</b>
<b>Version</b>	<b>1.0</b>
<b>Date</b>	<b>27 November 2008</b>

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## **1. Introduction**

- 1.1 In relation to information provided to the allocation agent under the Gas (Downstream Reconciliation) Rules 2008 (the Rules), the purpose of this guidance note is to provide allocation participants with an understanding of how the allocation agent's gas allocation system (the system) determines when a submission is 'new' and when a submission is an 'update' (ie a revision).
- 1.2 In particular, this note seeks to assist allocation participants in determining when a submission needs to be 'zeroed out' (ie revised, with quantities set to zero) in order to prevent the doubling up of submission quantities in the allocation process.
- 1.3 This note is explanatory in nature and not legally binding. It needs to be read in conjunction with the Rules and the general approach set out in this note in no way reduces the requirement upon participants to know and comply with their obligations under the Rules.

## **2. Background**

- 2.1 The system allows users to provide their submissions either all at once in one file, or in successive files (eg a file for each separate allocation group). Successive files are also used to correct previous submissions.
- 2.2 The system uses key attributes associated with the file type (shown below) to determine whether an individual submission is a revision of a previous submission or a new submission.

### Key attributes of the different monthly retailer submission files

GAS040	GAS050	GAS060	GAS070	GAS080
consumption period	consumption period	consumption period	month billed	allocation participant
allocation participant	allocation participant	allocation participant	allocation participant	consumption period
gas gate	ICP	gas gate	gas gate	
allocation group	consumption day	profile code		
		consumption day		

2.3 Further details of these keys can be found in the 'Data Inputs' section of the appropriate process in the Functional Specification for the system – see Schedule 9 of the Allocation Agent Service Provider Agreement.

2.4 It is important to note that this guideline note is only concerned with creating valid submissions accepted by the system.

### 3. How submissions are processed

3.1 A successive file can contain both updates and additions.

- If a submission has the same values against its key attributes as a previous submission, then the system will treat that submission as a revision of the previous submission.
- If any of the values in the key attributes are different from the previous submission, then the system will treat the submission as being a new submission and add it to the set of submissions already stored for the retailer for the consumption period.

### 4. Retention of submissions

4.1 Once a submission has been accepted by the system, it will be retained for inclusion in all subsequent initial, interim, final and special allocations, unless it is revised. Once the system accepts a submission, that submission cannot be deleted.

### 5. Zeroing-out of submissions

5.1 Since there is no mechanism for deleting submissions from the system, removing erroneous submissions from the allocation process requires a submission with exactly the same key attribute values as the original submission to be loaded with all quantities set to zero.

- 5.2 There are circumstances when submissions cannot be zeroed-out by allocation participants themselves, mainly when corrections are required to trading notifications and contract IDs of past consumption periods that have not had a final allocation performed.
- 5.3 In these circumstances the allocation participant should discuss its proposed approach to revising the submission(s) with the allocation agent before attempting to make any revisions.

## 6. Worked Examples

Note all revisions are highlighted in yellow in the worked examples below.

**GAS040 Example (Part A)** (Revision of the original submission, followed by a new submission)

	Original submission	Successive submission (1)	Successive submission (2)
<b>Key Values :</b>			
<b>Consumption Period</b>	08/2008	08/2008	08/2008
<b>Allocation Participant</b>	MEEN	MEEN	MEEN
<b>Gas Gate</b>	GTH11301	GTH11301	GTH11301
<b>Allocation Group</b>	4	4	6
<b>Other values:</b>			
Network Code	NGCD	NGCD	NGCD
Consumption	400	360	500
Qty of Historic Estimate	200	180	100
Number of Installations	7	7	8
<b>Result:</b>		The key values are the same; therefore the allocation system would treat this submission as a revision and use a consumption quantity of 360 and the QHE of 180 in the allocation process. Total consumption = 360.	The key values are NOT the same; therefore the allocation system would treat this as a new submission ie there would be two submissions used in the allocation process: one for allocation group 4 and one for allocation group 6. Total consumption = 860 (360+500).
<b>Additional comments:</b>		This is the mechanism for correcting any non-key values in the original submission.	This is also the mechanism for adding additional submissions for other gas gates.

**GAS040 Example (Part B – Zero-out)** (Revision of the original submission, followed by zeroing out of the revised submission)

If the intention of the user had been to replace submission (1) with submission (2), then submission (1) would need to be zeroed-out as follows:

	Original submission	Successive submission (1) (to be zeroed-out)	Successive submission (3)
<b>Key Values :</b>			
<b>Consumption Period</b>	08/2008	08/2008	08/2008
<b>Allocation Participant</b>	MEEN	MEEN	MEEN
<b>Gas Gate</b>	GTH11301	GTH11301	GTH11301
<b>Allocation group</b>	4	4	4
<b>Other values:</b>			
Network Code	NGCD	NGCD	NGCD
Consumption	400	360	0
Qty of Historic Estimate	200	180	0
Number of Installations	7	7	0
<b>Result:</b>			The key values are the same; therefore the allocation system would treat this submission as a revision of submission (1). As a result, the system would use only the quantities in submission (2) above (Part A) in the allocation process. Total consumption = 500.
<b>Additional comments:</b>			Note that the submission must conform to the usual validation rules such as having a valid network code.

**GAS050 Example** (Revision of the original submission, followed by a new submission)

	Original submission	Successive submission (1)	Successive submission (2)
<b>Key Values :</b>			
<b>Consumption Period</b>	08/2008	08/2008	08/2008
<b>Allocation Participant</b>	GENG	GENG	GENG
<b>ICP</b>	0003064936NG8B8	0003064936NG8B8	0003064936NG8B8
<b>Consumption Day</b>	01/08/2008	01/08/2008	02/08/2008
<b>Other values:</b>			
Gas Gate	HTL16601	HTL16601	HTL16601
Network Code	NGCD	NGCD	NGCD
Allocation Group	1	3	1
Profile Code	XTOU	STOU	XTOU
Consumption	200	444	300
Qty of Historic Estimate	200	200	150
Estimate Indicator			
<b>Result:</b>		The key values are the same; therefore the allocation system would treat this submission as a revision and use the consumption quantity of 444 with the allocation group 3 and the profile code of STOU in the allocation process. Total consumption = 444.	The key values are NOT the same; therefore the allocation system would treat this as a new submission ie there would be two submissions used in the allocation process: one for the allocation group of 3 on 01/08/2008 and one for the allocation group of 1 on 02/08/2008.** Total consumption = 744 (444+300).
<b>Additional comments</b>		This is the mechanism for correcting non-key values in the original submission for this ICP including the gas gate and the network code.	** As this example shows, some care is required by allocation participants to prevent inconsistencies in data submissions.

**GAS060 Example** (Revision of the original submission, followed by a new submission)

	Original submission	Successive submission (1)	Successive submission (2)
<b>Key Values :</b>			
<b>Consumption Period</b>	08/2008	08/2008	08/2008
<b>Allocation Participant</b>	BOPE	BOPE	BOPE
<b>Gas Gate</b>	HTL16601	HTL16601	HTL16601
<b>Profile Code</b>	D316	D316	D456
<b>Consumption Day</b>	01/08/2008	01/08/2008	01/08/2008
<b>Other values:</b>			
Network Code	NGCD	NGCD	NGCD
Allocation Group	5	5	5
Consumption	200	444	300
Qty of Historic Estimate	200	200	150
Number of Installations	9	9	9
Estimate Indicator			
<b>Result:</b>		The key values are the same; therefore the allocation system would treat this submission as a revision and use the consumption quantity of 444 in the allocation process. Total consumption = 444.	The key values are NOT the same; therefore the allocation system would treat this as a new submission ie there would be two submissions used in the allocation process: one for the profile code of D316 on 01/08/2008 and one for the profile code of D456 on 01/08/2008. Total consumption = 744 (444+300).
<b>Additional comments:</b>		This is the mechanism for correcting non-key values in the original submission.	This is also the mechanism for adding additional submissions for other gas gates, profile codes and consumption days.

**GAS070 Example** (Revision of the original submission, followed by a new submission)

	<b>Original submission</b>	<b>Successive submission (1)</b>	<b>Successive submission (2)</b>
<b>Key Values :</b>			
<b>Month Billed</b>	08/2008	08/2008	08/2008
<b>Allocation Participant</b>	MEEN	MEEN	MEEN
<b>Gas Gate</b>	GTH11301	GTH11301	HTL16601
<b>Other values:</b>			
Network Code	NGCD	NGCD	NGCD
Actual Sales (GJ)	400	360	500
<b>Result:</b>		The key values are the same; therefore the allocation system would treat this submission as a revision and use the actual sales of 360. Total actual sales = 360.	The key values are NOT the same; therefore the allocation system would treat this as a new submission ie there would be two submissions used in the allocation process: one for the gas gate of GTH11301 and one for the gas gate of HTL16601. Total actual sales = 860 (360+500).
<b>Additional comments:</b>		This is the mechanism for correcting non-key values in the original submission.	

**GAS080 Example** (Revision of the original submission, followed by a new submission for a different consumption period)

	Original submission	Successive submission (1)	Successive submission (2)
<b>Key Values :</b>			
<b>Allocation Participant</b>	MEEN	MEEN	MEEN
<b>Consumption Period</b>	08/2008	08/2008	09/2008
<b>Other values:</b>			
Non-TOU Consumer Installation Count	1004	1004	2456
Rolling 4 Month Non-TOU Consumer Installation Count	1130	1356	2730
Rolling 4 Month Non-TOU Consumer Installation Validated Register Reading Count	1065	1065	2065
Rolling 4 Month Non-TOU Validated Register Reading Percentage	94.25	94.25	75.64
Rolling 12 Month Non-TOU Consumer Installation Count	950	950	9500
Rolling 12 Month Non-TOU Validated Register Reading Count	946	946	9460
Rolling 12 Month Non-TOU Validated Register Reading Percentage	99.58	99.58	99.58
<b>Result:</b>		The key values are the same; therefore the allocation system would treat this submission as a revision.	As there can only be one submission per file for a particular consumption period, an additional submission must be for a different consumption period (otherwise it would be a revision).
<b>Additional comments:</b>	There is only one submission per file.	This is the mechanism for correcting non-key values in the original submission.	