

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:	XRN5690		
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:	Dan Donovan	
Change Status:	<input type="checkbox"/> Proposal	<input checked="" type="checkbox"/> With DSG	<input type="checkbox"/> Out for Review
	<input type="checkbox"/> Voting	<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected

A2: Impacted Parties

Customer Class(es):	<input checked="" type="checkbox"/> Shipper	<input checked="" type="checkbox"/> Distribution Network Operator
	<input checked="" type="checkbox"/> NG Transmission	<input type="checkbox"/> IGT
	<input type="checkbox"/> All	<input type="checkbox"/> 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 .CSV file will make the process more efficient for DSC Parties by allowing a straight download/upload process thereby saving operational effort per organisation/service provider.	

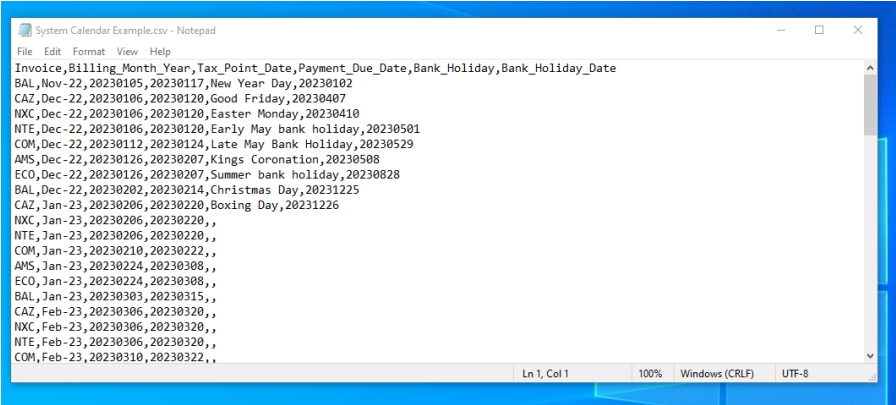
A3: Proposer Requirements / Final (redlined) Change

<p>Problem Statement:</p>	<p>Each year, Shippers independently create upload files (e.g. CSV) to load into 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.</p> <p>Over the community, it is ineffective and time consuming for all parties having to create disparate versions independently, so we require a single file to be made available to all parties.</p>
<p>Change Description:</p>	<p>The current Billing Calendar (.PDF) file that is emailed and made available on Xoserve.com is designed as follows:</p>  <p>We are not requesting any changes to the .PDF file but instead require the creation of a separate .CSV file that 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.</p> <p>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).</p> <p>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 its own DSC Change Proposal.</p> <p>We propose to the CDSP creates a .CSV file that contains, but is not specifically limited to, the following items:</p> <ul style="list-style-type: none"> • Invoice Type e.g. BAL, CAZ, COM, AMS etc • General and Specific Service(s) billing dates • Billing Month & Year e.g. APR-24 <p>Formatted as date YYYYMMDD</p>

- Invoice Date e.g. 20240604
Formatted as date YYYYMMDD
- Payment Due Date e.g.20240420
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. 20241225
Formatted as date YYYYMMDD

In addition, the .CSV file should contain the whole annual billing calendar; rather than have multiple (monthly) .CSV files.

For illustrative purposes the .CSV file might contain:



Ideally, we would like the .CSV calendar to be issued with the 2024 billing calendar (but recognise the time challenges) so for the first year of issue we would like it when it is ready.

- For the avoidance of doubt, the new annual .CSV file should be;
- sent (email) to customers at the same time as .PDF file and;
 - published as a downloadable file on the Xoserve website in the same location as the .PDF version
 - Currently, <https://www.xoserve.com/news/2024-billing-calendar/>

Proposed Release:	Release: NA or Adhoc Aligned to Billing Calendar Issue	
Proposed Consultation Period:	<input checked="" type="checkbox"/> 10 Working Days	<input type="checkbox"/> 15 Working Days
	<input type="checkbox"/> 20 Working Days	<input type="checkbox"/> 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 that will be uploaded into parties' systems; although we may all have slight variances on what we load, a common template is beneficial for organisations that choose to utilise it.		
	<i>What, if any, are the tangible benefits of introducing this change? What, if any, are the intangible benefits of introducing this change?</i>		
Benefit Realisation:	Immediately, upon production, it is a small time saving per organisation (hours at most rather than days) but across the community should improve operational efficiency.		
	<i>When are the benefits of the change likely to be realised?</i>		
Benefit Dependencies:	We are not expecting to develop this change into a fully automated solution, this is creation of the file to be emailed with the calendar and / or made available by Xoserve.com website for Customers to download as they see fit. Our expectation is that the .CSV file would need to be loaded into their systems by each respective party.		
	<i>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.</i>		

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	Part C Agency Services for Transporters – Code Services / Service Area 10 – Invoicing Customers (ASGT-CS-SA10-09)		
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
	<input type="checkbox"/> Shipper	XX %	XX %

	<input type="checkbox"/> National Gas Transmission	XX %	XX %
	<input type="checkbox"/> Distribution Network Operator	XX %	XX %
	<input type="checkbox"/> IGT	XX %	XX %
	<input type="checkbox"/> Other <please specify>	XX %	XX %
ROM or funding details:			
Funding Comments:			

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

Version Control

Document

Version	Status	Date	Author(s)	Remarks
1.0	Approved	13.10.23	Kate Lancaster	Updated post approval at ChMC 11/10/23
1.1	Approved	07.11.23	Steve Pownall	Clarity added following discussion with Kirsty Dudley (Proposer)

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 12 th December 2018.	Change Management Committee
6.1	In Draft	26/03/2019	Richard Johnson/ Alison Cross	<p>The following minor changes were made:</p> <ul style="list-style-type: none"> - 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 	Change Management Committee

				<p>impacts and funding section (A6) to include further detail</p> <ul style="list-style-type: none"> - 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 12 th 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