



respect > commitment > teamwork

## Central Gas System Address Amendments

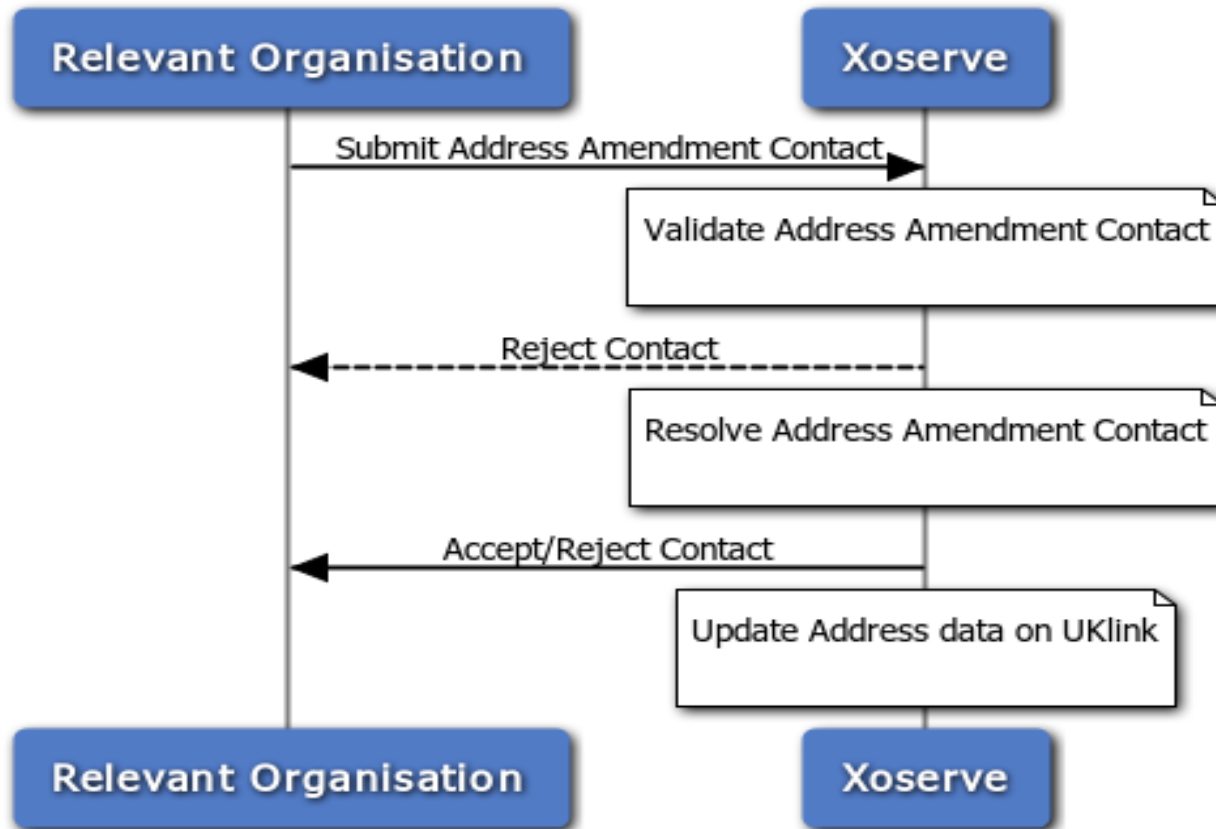
# Meter Point Address Data

- Currently Address Data held on UKlink is over 91% valid. (i.e. of the live supply points on UK Link almost 20 million have a valid PAF indicator.)
- To register an MPRN on UKlink the relevant organisation will provide address details available at the time of registration
- These can be submitted by:
  - Shippers
  - UIPs
  - Networks
  - Xoserve
- A status (address key status) is recorded against an MPRN stating whether the address details provided are PAF valid or Non PAF valid at the time of Meter Point creation
- PAF valid address data will automatically update, if necessary, when the PAF data is loaded onto UKlink every 3 months

# Ability to Amend Address Data

- Functionality exists to allow a query (contact) to be raised against the address information that we hold for a meter point on UKlink
- These can be submitted by:
  - Shippers
  - UIPs
  - Networks
  - Xoserve
- These contacts are subject to MOD 565 Standards of Service
- Contacts can be raised individually (via screen) or in batches (via file upload)
- Before these contacts can be made the organisation must ensure that they are in ownership of the site (unless the site is unconfirmed in which case a UNC contact must be made)
- The address must be in a format which is PAF valid
- If necessary, Data Enquiry can be utilised to review how the address is recorded
- It should also be stated whether the address for the contact appears on UKlink for another Meter Point (i.e. multi service site)
- All mandatory data must be provided on the contact
- Xoserve help guide the user throughout the process of registering a contact

# Address Amendment High Level Process Overview



# Xoserve Process

## Action and Response

- As part of the process Xoserve undertake the following actions:
  - Perform Validation on data received
  - Verify whether any contacts are currently open for the Meter Point
  - Log Address Amendment Contact
  - Retrieve site ownership data from UKlink
  - Review site ownership and confirmation statuses
  - Validate Address Amendment
  - Verify site against LPG postcode
  - Verify CSEP status
  - Verify Meter Point status
  - A Final check is conducted to compare the contact against PAF valid information
- Responses are;
  - Accept - contact is loaded onto UKlink (3 times daily) and contact is then closed
  - Reject - contact is also closed, a file is submitted to the originator specifying the rejection reason/text

# Reasons for Address Amendment Rejection

Examples of rejection reasons include:

- The site is not in originators ownership
  - Address does not meet postal address format
  - Meter Point registered on one of the iGT networks
  - Address is already correctly recorded on UKlink
  - Repeat contact raised
  - Multi Service site selected
  - The status of the meter point is CO or RQ
  - The Meter Point is within an iGT range
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- Shippers have the ability to challenge an Address Amendment rejection if it is felt that the amendment should have been made
  - In these circumstances Xoserve may process the contact providing it allows more accurate details to be recorded against the meter point

# Address Amendments between November 2012 – June 2013

Contact Type	Response	Figures	Percentage
ADD	All	36833	100%
	Valid	26383	73%
	Invalid	10450	28%
UNC	All	2323	100%
	Valid	1802	78%
	Invalid	521	22%
Total	All	39156	100%
	Valid	28185	72%
	Invalid	10971	28%

\* Figures show Address Amendments received in period following implementation of Contact Management Service (CMS)

# Additional Address Amendments

- A Plot to Postal review is currently being undertaken against Meter Point details held on UKlink
  - Where Plot details are found against a Meter Point Xoserve have contacted Shippers notifying them of this information
  - Subsequent Address Amendments have then been received for Meter Point, improving the accuracy of data held on UKlink