

OPERATING PROCEDURES

1. General provisions

- 1.1 In addition to the definitions in the *general conditions*, for the purposes of this Appendix 5, except where the context expressly provides otherwise, the following terms shall have the meanings ascribed thereto below.

"customer code":

means the unique code, assigned by *GTS* upon acceptance of the *general conditions*, used for the identification of agreements, **(re)nominations** and **confirmations** within one **portfolio** under the *general conditions*. For agreements not governed by the *general conditions*, *GTS* can apply one or more extra codes to identify its counterpart as a party to those agreements.

"downstream party":

means a third party receiving **gas** from **shipper** at the **exit point**.

"matching notice"

refers to the message - per **portfolio** - on *N* - 1 from *GTS*'s Dispatching Centre (CCP) to **shipper** indicating with respect to border points for *N*:

- nominated **hourly** quantities of **gas** accepted by *GTS* and the *NNO* to be offtaken by **shipper** from one or more third parties at an **entry point**; and
- nominated **hourly** quantities of **gas** accepted by *GTS* and the *NNO* to be made available by **shipper** to one or more third parties at an **exit point**.

"N":

means the **gas day** at which transmission and/or other services for which is nominated are meant to be performed by *GTS*, and *N* - 1 means the **gas day** preceding *N*.

"pair of customer codes":

means the *customer code* of **shipper** together with the *customer code* of an *upstream party* or a *downstream party* under a **(re)nomination** made by **shipper**,

or

the *customer code* of such *upstream party* or *downstream party* together with the *customer code* of **shipper** under a **(re)nomination** made by such *upstream party* or *downstream party*.

"upstream party":

means a third party delivering **gas** to **shipper** at the **entry point**.

- 1.2 *GTS* and **shipper** shall conduct their respective operations in a prudent and efficient manner. This particularly applies to informing each other in a co-operative manner and, as soon as reasonably possible, of any foreseeable condition or occurrence which could affect the quantity, quality or pressure of **entry** or **exit gas**.
- 1.3 In order to be able to execute the above, both *Parties* shall be reachable twenty-four **hours** a day and every day of the year by phone and any agreed other communication system.
- 1.4 All documents, notices or other information required to be given under this Appendix 5 shall be exchanged by a secure data communication system agreed between *Parties*.
- 1.5 *Parties* shall use messages according to Edig@s (NOMINT, NOMRES, PRODOC, PROCON, BIDDOC, BIDACT, CLRCON, BALDOC and BALCON), as the protocol for exchanging dispatching information, where Edig@s is a subset of 'EDI/EDIFACT' (Electronic Data Interchange/Electronic Data Interchange for Administration Commerce and Transport) as described in detail at <http://www.edigas.org>, unless agreed otherwise in writing. More information on the technical

requirements regarding electronic communication with *GTS* will be published at the *website*.

- 1.6 A communication test will be performed by *GTS* to check whether **shipper** has the means of exchanging messages with *GTS* according to the Edig@s protocol. A communication check takes five **business days** and the result can either be positive or negative. As long as this result is not positive, **(re)nominations** from **shipper** will be deemed to be zero.
- 1.7 In case **shipper** is temporarily not able to use Edig@s messages, because of e.g. system malfunction, **shipper** can request the *GTS* dispatching centre to temporarily exchange messages through other means than Edig@s. *GTS* shall determine if such a request can be granted. If so, *GTS* will confirm this in writing and will determine the applicable conditions. As a *reasonable and prudent operator*, **shipper** will take appropriate action to restore, as soon as possible, its ability to send messages through Edig@s.
- 1.8 Intentionally deleted
- 1.9 **(Re)nominations** that refer to border points may be processed in accordance with EASEE-gas recommendation CBP 2003-02/02, which means that *GTS* sends **shipper** a *matching notice* informing **shipper** about the status of the **(re)nomination** for each *pair of customer codes* for **shipper**.
- 1.10 A **(re)nomination** with respect to **entry gas** to be offtaken by **shipper** from an *upstream party* (and therefore to be made available by **shipper** to *GTS*) shall be (re)nominated with a quantity without a sign and, with regards to the direction, code Z02.
- A **(re)nomination** with respect to **exit gas** to be made available by **shipper** to a *downstream party* (and therefore to be made available by *GTS* to **shipper**) shall be (re)nominated with a quantity without a sign and, with regards to the direction, code Z03.
- 1.11 In a **confirmation** with respect to **entry gas** to be offtaken by **shipper** from an *upstream party* (and therefore to be made available by **shipper** to *GTS*), *GTS* shall use code Z02.
- A **confirmation** with respect to **exit gas** to be made available by **shipper** to a *downstream party* (and therefore be made available by *GTS* to **shipper**) shall be with code Z03.
- 1.12 In a *matching notice* with respect to **entry gas** to be offtaken by **shipper** from an *upstream party* (and therefore to be made available by **shipper** to *GTS*), *GTS* shall use the code Z02.
- In a *matching notice* with respect to **exit gas** to be made available by **shipper** to a *downstream party* (and therefore be made available by *GTS* to **shipper**), *GTS* shall use the code Z03.
- 1.13 **Confirmations** shall be used for allocation and can be used for operation. **Confirmations** do not relieve **shipper** of its responsibility for balancing.
- 1.14 A **(re)nomination** at a border point resulting in a *pair of customer codes* that both refer to **portfolios** in the **national grid**, is rejected. However, *GTS* allows, if requested in advance, a combination of **(re)nominations** of on the one hand a *pair of customer codes* of one **shipper** referring to its **wheeling portfolio** and its regular **portfolio** and on the other hand a *pair of customer codes* referring to this **wheeling portfolio** and a portfolio of an *upstream party* or a *downstream party* in the grid of an *NNO*.

2. Nominating procedure for physical entry and exit points

- 2.1 **Shipper** shall make a **nomination** for each **portfolio** for each **hour** of each *N* for each **entry point** or **exit point**. Any **(re)nomination** shall contain the *customer codes* of the relevant *upstream parties* and *downstream parties* for each **hour** and, taking into account the sign convention as provided for in Article 1.10 of this Appendix 5, the quantities of **gas** to be offtaken by **shipper** from such *upstream parties* and quantities of **gas** to be made available by **shipper** to such *downstream parties*.
- 2.2 **Shipper** may send a **nomination** up to 179 **gas days** in advance of *N*. A **(re)nomination** will remain valid until it is replaced by a **renomination**.

In case **shipper's (re)nomination** for one or more **hours** exceeds the **entry capacity** or **exit capacity** for an **entry point** or **exit point** for said **hour(s)**, it shall be deemed not to have been issued. *GTS* shall notify **shipper** of the rejection of the **nomination**.

- 2.3 *GTS* may grant exemption from the obligation to nominate for specific **entry points** or **exit points** in the following cases, unless transmission circumstances prohibit such an exemption (e.g. *GTS* manages the flow at the **entry point** or **exit point** in question on the basis of **confirmations** to all **shippers** and has notified the **shippers** thereof in writing):
- a) **shipper** is the only **shipper** or only balancing **shipper** at the particular **entry point** or **exit point** where no **interruptible** capacity is booked; or
 - b) **shipper** is the only **shipper** with an allocation role other than 'no allocation' as described in Appendix 6 at the particular **entry point** or **exit point**; or
 - c) **shipper** has the role 'no allocation' at the specific **entry point** or **exit point**; or
 - d) the allocation at the **exit point** is based on profiles.
- 2.4 *GTS* shall publish a list on its *website* of **entry-** and **exit points** for which the leadtime of a **(re)nomination** is 30 minutes. Unless additional conditions are explicitly mentioned in this list, the change in **(re)nomination** compared to the last sent **confirmation** may not exceed 25% of the contracted capacity at that **entry** or **exit point**, or 1,000,000 kWh/hr, whichever is greater. If a **(re)nomination** is outside this limit for that specific **entry** or **exit point**, only changes with a leadtime of 2 **hours** will be confirmed.

3. Nominating procedure for TTF and TTFB

- 3.1 **Shipper** shall make a **nomination** for each **portfolio** for each **hour** of each *N* for **TTF** and **TTFB**. A **nomination** may relate to more than one consecutive **gas days**. A **(re)nomination** shall contain for each **hour** the *customer codes* of all *upstream parties* and *downstream parties* and, taking into account the sign convention or Edig@s codes as provided for in Article 1.10 of this Appendix 5, the quantities of **gas** to be offtaken by **shipper** from such *upstream parties* and quantities of **gas** to be made available by **shipper** to such *downstream parties*.

(Re)nominations regarding balancing relations at **TTFB** are always sent in by both the receiving **shipper** and the supplying **shipper** by means of a BALDOC at **TTFB**. *GTS* checks **(re)nominations** against the conditions in the *gas conditions* (Allocatievoorwaarden Gas).

- 3.2 **Shipper** may send a **nomination** up to 400 **gas days** in advance of *N*.

Only **(re)nominations** prior to or within *N* regarding **hour H**, received by *GTS* at least thirty minutes prior to that **hour H**, are taken into account by *GTS* as of that **hour H**.

- 3.3 The nominating procedure for a *gas exchange operator* or its *clearing party* and its customers differs from the above as follows. A *gas exchange operator* or its *clearing party* shall

(re)nominate, not only for itself, but also instead and on behalf of its customers regarding **(re)nominations** with that *gas exchange operator* or its *clearing party* as counter party.

4. Confirmation and matching for physical entry and exit points

4.1 In validating **(re)nominations** GTS shall apply the following rules:

- if the *pairs of customer codes* do not correspond, the quantities of **gas** (re)nominated by **shipper** shall be deemed to be zero with respect to such *pairs of customer codes* (zero rule); and
- if the (re)nominated Edig@s code Z02/Z03 (by **shipper**) with respect to a *pair of customer codes* is equal to the (re)nominated Edig@s code of the relevant *upstream party* or *downstream party*, the (re)nominated quantity (by **shipper**) shall be deemed to be zero with respect to such *pairs of customer codes* (zero rule); and
- if the (re)nominated quantity of **gas** (by **shipper**) with respect to a *pair of customer codes* is not equal to the (re)nominated quantity of **gas** of the relevant *upstream* or *downstream party*, the (re)nominated quantity (by **shipper**) shall be deemed to be equal to the smallest quantity of **gas** of such **(re)nominations** with respect to such *pairs of customer codes* (lesser rule), unless explicitly stated otherwise in these *general conditions* or on the *website*.

4.2 For border points where the **nominations** on *N-1* are processed in accordance with EASEE-gas recommendation CBP 2003-02/02, GTS will issue a *matching notice* as soon as reasonably possible after validation of the **nomination** between 15:00 and 16:00 hours on *N-1*. For each **hour** of *N* any *matching notice* shall contain the *customer codes* of the relevant *upstream parties* and *downstream parties*, the accepted quantities of **gas** to be offtaken by **shipper** from such *upstream parties* and quantities of **gas** to be made available by **shipper** to such *downstream parties*, taking into account the Edig@s codes Z02/Z03 as provided for in Article 1.12 of this Appendix 5.

4.3 After validation and matching GTS shall issue a **confirmation**. For each **hour** of *N* any **confirmation** shall contain the *customer codes* of the relevant *upstream parties* and *downstream parties*, the quantities of **gas** to be offtaken by **shipper** from such *upstream parties* and quantities of **gas** to be made available by **shipper** to such *downstream parties*, taking into account the Edig@s codes Z02/Z03 as provided for in Article 1.11 of this Appendix 5. GTS may send a new **confirmation** due to changes in the results of validation and/or matching.

4.4 GTS shall send a **confirmation** for *N* to **shippers** obliged to nominate as soon as reasonably possible between 14:00 hours and 16:00 hours on *N – 1*.

For border points where the **(re)nominations** on *N-1* are processed in accordance with EASEE-gas recommendation CBP 2003-02/02, GTS shall send a **confirmation** for *N* to **shippers** as soon as reasonably possible between 16:00 and 18:00 hours on *N-1*.

In case of a **renomination** GTS shall send a **confirmation** as soon as reasonably possible, in any case before the beginning of the **hour** to which the **confirmation** refers.

With respect to allocation regarding *N* GTS shall use the quantities indicated in the latest **confirmation** referring to *N*.

4.5 **(Re)nominations** for the use of *interruptible* capacity will be confirmed if possible, taking into account the **(re)nominations** and **confirmations** for the use of firm capacity. GTS will maintain the order following from the timestamp, i.e. the date and time of receipt of the complete request as registered by GTS. In case **(re)nominations** for the use of *interruptible* capacity cannot be confirmed, **shipper** may indicate the order of interruption of its counterparties in a neighbouring network.

- 4.6 In case *GTS* is facing constraints with respect to the deliveries and offtakes at an **entry point** or **exit point** (including **entry** or **exit gas** which does not comply with the quality and/or pressure provisions of an agreement) in such a way that a **nomination** cannot be met, *GTS* shall issue a new **confirmation**.
- 4.7 If **shipper** does not or not in time follow the **nomination** instruction of Article 4.B.5 of the *general conditions*, *GTS* may issue a **confirmation** in conformity with the aforementioned instruction. *GTS* will use this **confirmation** for allocation. In the application of Article 2.12.1 of the *general conditions*, *GTS* will by prior notice inform – by email or otherwise – all **shippers** at the **TTF**, of the name of the **shipper** with respect to which *GTS* will issue a **nomination** instruction or with respect to which *GTS* will suspend the performance of the *title transfer registration service* and of the commencement of such **nomination** instruction or suspension. **Nominations** of the suspended **shipper** and its counter *Party* with respect to the **TTF** regarding such suspension period will be ignored.
- 4.8 At the following **entry points** *GTS* has made an agreement with the *NNO* for the application of the Producer Prevail matching rule¹:

MP	MP description
301069	ANJUM (NAM)
301071	BALGZAND (NAM-HC)
301073	BALGZAND (NAM-NOGAT)
301076	BLIJA (NAM)
301086	GRIJPSKERK (NAM)
301094	UITHUIZEN (NGT)

5. Confirmation and matching for **TTF** and **TTFB**

- 5.1 A **(re)nomination** received in time by *GTS* is validated against the conditions of an agreement and matched with the **(re)nominations** of **shippers**.
- 5.2 Once both *Parties* involved in a transaction at **TTF** or **TTFB** have received a **confirmation** for any **hour** with the status 'settled', the status of the match cannot be changed unilaterally by either one of the *Parties*. Only in case both **shipper** and the other *Party* involved submit new and matching **(re)nominations**, *GTS* will send new **confirmations** with the status 'settled' to replace the original result.
- 5.3 In the execution of Article 5.1 of this Appendix 5, *GTS* shall apply the following rules:
- if the *pairs of customer codes* do not correspond, the quantities of **gas** (re)nominated by **shipper** shall be deemed to be zero with respect to such *pairs of customer codes* (zero rule); and
 - if the (re)nominated Edig@s codes Z02/Z03 (by **shipper**) with respect to a *pair of customer codes* is equal to the (re)nominated Edig@s codes of the relevant *upstream party* or *downstream party*, the (re)nominated quantity (by **shipper**) shall be deemed to be zero with respect to such *pairs of customer codes* (zero rule); and
 - if for any **hour** *GTS* has sent no prior **confirmation** with the status 'settled' then, in case the (re)nominated quantity of **gas** (by **shipper**) with respect to a *pair of customer codes* is not equal to the (re)nominated quantity of **gas** of the relevant *upstream* or *downstream party*, the (re)nominated quantity of **gas** (by **shipper**) shall be deemed to be equal to the smallest quantity of **gas** of such **(re)nominations** with respect to such *pairs of customer codes* (lesser rule), unless explicitly stated otherwise; and

¹ see: <http://www.gasunietransportservices.nl/en/transportinformation/operational-handling/producer-prevail-pp-matching-rule>

- in case of balancing relations, if for any **hour** *GTS* has sent no prior **confirmation** with the status 'settled' then, in case the (re)nominated characteristics (e.g. user category, maximum, minimum and percentage) (by **shipper**) with respect to a *pair of customer codes* do not correspond to the characteristics from the balancing relation of the relevant *upstream party* or *downstream party*, the (re)nominated characteristics (by **shipper**) shall be deemed to be zero with respect to such *pairs of customer codes* (zero rule).

- 5.4 For any **hour**, **shipper** receives a **confirmation** by *GTS* with the status 'settled' in case the *pairs of customer codes* are equal, the Edig@s codes are opposite, the quantities of **gas** are equal within a range of acceptable differences of 28 kWh.

In case of a **(re)nomination** for a balancing relation, for any **hour**, **shipper** will receive a **confirmation** by *GTS* with the status 'settled' in case the *pairs of customer codes* are equal and all characteristics concerning the balancing relation are matched with relevant *upstream party* or *downstream party*.

- 5.5 After validation and matching *GTS* issues a **confirmation**. For each **hour** of *N* any **confirmation** shall contain the *customer codes* of the relevant *upstream parties* and *downstream parties*, the quantities of **gas** to be offtaken by **shipper** from such *upstream parties* and quantities of **gas** to be made available by **shipper** to such *downstream parties* or, if **(re)nominations** at *TTFB* concerning balancing relations are considered, the percentages of balancing relations to be offtaken by **shipper** from such *upstream parties* and, if relevant, all other characteristics concerning the balancing relation to be made available by **shipper** to such *downstream parties*.

The **confirmation** will be equal to the **(re)nomination**, provided the lesser rule or zero rule was not applied. *GTS* may send a new **confirmation** due to changes in the results of validation and/or matching.

- 5.6 *GTS* shall send a **confirmation** for *N* to **shipper** as soon as reasonably possible after the beginning of the first **hour** after thirty minutes from the receipt of the **(re)nomination**. *GTS* shall in any case send a **confirmation** before the beginning of the **hour** to which the **confirmation** refers.

With respect to allocation regarding *N* *GTS* shall use the quantities indicated in the latest **confirmation** referring to *N* with the status 'settled'.

It is the responsibility of **shipper** to check for the receipt of the **confirmation**, to take notice of the content of the **confirmation** and to decide if further actions by **shipper** are required.

- 5.7 The **confirmation** and matching for a *gas exchange operator* or *clearing party* and its customers differs from the above as follows. A single sided **(re)nomination** *GTS* receives from a *gas exchange operator* or its *clearing party* is deemed a match. Counter *Parties* of the *gas exchange operator* or its *clearing party* receive a **confirmation**.

6. Confirmation and matching for programs

- 6.1 *GTS* will apply a check on each program sent in by **shippers** via the PRODOC message. When inconsistencies in programs appear with regard to damping or when inconsistencies appear after matching with programs from other shippers, damping is set to zero in the program where the inconsistency has occurred.
- 6.2 The result of the checks by *GTS* is returned by the Edig@s message PROCON.

7. Virtual points used

In the table below the virtual network points can be found which will be used as of the start of the new market model and balancing regime.

NetworkpointID (1)	Edig@s code network point (2)	Description
301410	VPPV	Virtual point for program responsible party
301381	TTF	Title Transfer Facility
301411	TTFB	Title transfer facility for balancing relations
301412	BAP	Bid price ladder point for suppliers
301413	BVP	Bid price ladder distribution point for causers
301414	AHP	Assistance gas distribution point for helpers
301415	AVP	Assistance gas distribution point for causers
301416	NAP	Emergency measure distribution point for suppliers
301417	NVP	Emergency measure distribution point for causers
301426	VPI	Virtual point in feeders LDC network points

(1) The networkpointID is used as an identifier for network points in the B2B web service information exchange between GTS and the market parties.

(2) The Edig@s code network point is used as an identifier for network points in the Edig@s information exchange between GTS and program responsible parties (nomination, program and bid price ladder related messages).

8. Addresses

8.1 GTS

Telephone: +31 50 521 15 00 (dispatching centre)
 +31 50 521 91 11 (switchboard, only during office hours)

Telefax: +31 50 521 15 75 (dispatching centre)
 +31 50 521 19 99 (switchboard, only during office hours)

Address : Gasunie Transport Services B.V.
 Concourslaan 17
 9727 KC GRONINGEN or
 P.O. Box 181
 9700 AD GRONINGEN

8.2 Shipper

Directly after signing of an agreement, *shipper* shall provide *GTS* with its relevant addresses.