

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**.

“N”:

means the **gas day** at which transmission and/or other services are nominated and 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 comply with article 1.2, both *Parties* shall be reachable twenty-four **hours** a day and every day of the year by phone and E-mail.
- 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 as agreed upon between *Parties*.
- 1.5 *Parties* shall use messages according to Edig@s (NOMINT, NOMRES, PRODOC, PROCON, , CLRCON/MARSIT (type ANZ/AVI), 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. As long as this test has not been passed successfully, **(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 request can be granted. If so, *GTS* will confirm this in writing and will determine the applicable conditions. Messages submitted through other ways than via Edig@s will be handled manually by *GTS*. The manual handling will be done on a best efforts basis. 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 Intentionally deleted
- 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 Intentionally deleted
- 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 **interconnection 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** 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 as described in Appendix 6 at the particular **entry point** or **exit point**; or
- c) intentionally deleted
- d) the **entry** or **exit point** is connected to a Distribution System Operator.

2.4 The leadtime of (re)nominations at **entry** and **exit points** is two (2) **hours** for **interconnection points**. For industrial customers, storage operators and production facilities it is thirty (30) minutes. *GTS* publishes conditions and exemptions related to the leadtimes on its *website*. Unless additional conditions are explicitly mentioned in the list on the *website*, 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/h, whichever is larger. If a **(re)nomination** is outside this limit for that specific **entry** or **exit point**, only changes with a leadtime of two (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 message at **TTFB**. At **TTFB (re-)nominations** for the current **gas day** are rejected.

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 (30) 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 article 3.1 and 3.2 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 Intentionally deleted

- 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 **interconnection points** where the **(re)nominations** on *N*-1 are processed in accordance with EASEE-gas recommendation CBP 2014-001/01, *GTS* shall send a **confirmation** for *N* to **shippers** as soon as reasonably possible between 14:00 and 16:00 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 *NWO* for the application of the Producer Preval Matching Rule¹:

MP	MP description
301071	BALGZAND (NAM-HC)
301072	BALGZAND (NAM-LC)
301073	BALGZAND (NAM-NOGAT)
301094	UITHUIZEN (NGT)
301345	ROTTERDAM (GATE)
301574	EEMSHAVEN (Eems Energy Terminal)

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

¹ www.gasunietransportservices.nl/en/network-operations/operational-handling/nomination-proces

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

- 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. **customer 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.

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 oftaken 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 oftaken 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 (30) 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 article 5.1 up to 5.6 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 Furthermore, the conditions listed in "DPM Programme", as published by MFF-BAS² and amended from time to time, shall apply to programs submitted to *GTS*.

6.3 The result of the checks by *GTS* is returned by the Edig@s PROCON message.

7. Intentionally deleted

8. Contact information

8.1 *GTS*

Telephone: +31 50 521 15 10 (contract dispatching centre)
+31 50 521 15 00 (physical dispatching centre)

E-mail: ccpcontractdispatching@gasunie.nl (contract dispatching)
ccpmail@gasunie.nl (physical dispatching)

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.

² Marktfaciliteringsforum (MFF) en Beheerder Afsprakenstelsel (BAS)