GAS ALLOCATION USER GUIDE

VERSION 1.6

Table of Contents

Document History

Version	Date	Status	Author	Revision Description
1.0	1/1/2014	Released	EMS	Initial draft.
1.1	1/4/2015	Released	EMS	Update DR and GIC URL details
1.2	1/12/2018	Released	EMS	Small UI updates for portal
1.3	1/8/2019	Released	EMS	Update for DR access
1.4	1/9/2020	Released	EMS	Logo Update
1.5	7/12/2021	Released	EMS	Screenshot Updates
1.6	02/12/2024	Released	EMS	Gas Registry exchange updates

Gas Allocation │ User Guide 1.6

1. Introduction

The Gas Allocation User Guide provides information to allocation participants on how to use the gas allocation system under the Gas (Downstream Reconciliation) Rules 2008. It describes how to access the system, how to submit and download files from the allocation agent, the file validation process, and the various reports that are available on the allocation agent's website.

Accessing the Allocation Site

The allocation agent website (Gas Portal) can be accessed at the following addresses:

Production: ***www.gasreconciliation.co.nz***

DR: *Same as PRODUCTION:*   ***www.gasreconciliation.co.nz***

From the portal homepage, select

- **Login** to log in to the web portal and upload allocation files to submit to the allocation agent, or to download allocation reports (for allocation participants only)
- **File Utilities**

    Downloads to download publicly available allocation reports produced by the allocation system.

    Uploads to validate and upload retailer submissions to the gas allocation agent.

    Reference Data to download a list of gas gates from the allocation system or your organisation's trader information.

2. Reconciliation Rules and Specifications

Rules

Allocation participants have compliance obligations under the **Gas (Downstream Reconciliation) Rules 2008** (the "Rules").

These Rules can be downloaded by following the URL link on the portal homepage or by visiting the Gas Industry Company (GIC) website at:

 https://www.gasindustry.co.nz/publications/document/5036

Functional Specification

The **Functional Specification** describes the functional requirements of the gas allocation system and provides an overview of the allocation process. The formats of the files to be submitted to the allocation system are specified in this document, along with the formats of the files produced by the allocation system. The most up to date version of the Functional Specification is contained in the EMS and GIC contracts Deed of Novation.

The functional specification aligns with the **File Formats Notice** issued under the Rules. Both of these documents can be downloaded by visiting the GIC website as outlined above.
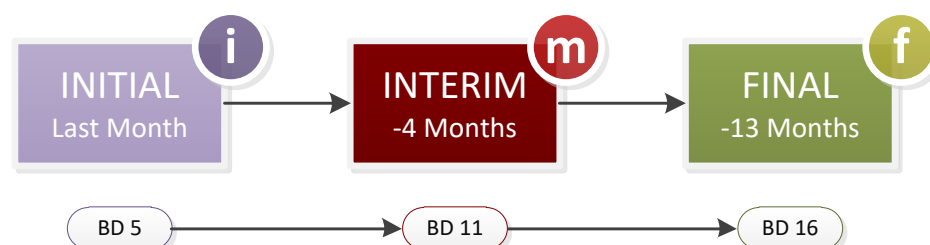
3. Allocation Interfaces

Introduction

A number of parties interface with the allocation agent and the allocation system. These are allocation participants, the industry body (Gas Industry Company), the Gas Registry (from March 2009) and the general public.

ALLOCATION PARTICIPANTS

The Rules define allocation participants as retailers, transmission system owners, distributors and meter owners. The key obligations and responsibilities of each of the allocation participants relating to the allocation process are as follows:

Retailers

- Advise the allocation agent of the gas gates where they commence or cease supplying gas to a consumer installation.
- Provide submission information to the allocation agent by 1200 on the 4th business day, 0800 on the 9th business day and 0800 on the 14th business day for consumption month 1 (initial), month 4 (interim) and month 13 (final) respectively.
- Provide meter reading frequency information to the allocation agent by 1200 hours on the 10th business day of each month.
- Provide as-billed information to the allocation agent by 0800 hours on the 11th business day of each month.
- Receive allocation information and other reports from the allocation agent on business days 5, 11 and 16 for initial, interim and final allocations respectively.

Transmission System Owners (TSOs)

- Advise the allocation agent the gas gates where they commence or cease injecting gas and for which they will be requiring allocation information.
- Provide actual daily injection quantities on a monthly basis by 1200 on the 4th business day for the previous month, 0800 on the 9th business day and 0800 on the 14th business day.
- Receive allocation information and other reports from the allocation agent on business days 5, 11 and 16 for initial, interim and final allocations respectively.
- Provide revised injection quantities following corrections.

Distributors

- Provide information relating to the creation and decommissioning of gas gates.
- Receive allocation information relating to their own distribution networks where retailer approval has been provided to the allocation agent to release this information

Meter Owners

- Do not currently have any obligations to provide information to or receive information from the allocation agent

Gas Allocation | User Guide 1.6

ALLOCATION AGENT

The allocation agent's key obligations and responsibilities include:

- Receives injection and consumption information from allocation participants and uses it to determine and allocate unaccounted for gas (UFG)
- Provides reports to participants, the industry body and the public in accordance with the Rules.
- Publishes annual UFG factors by the 1st business day in July each year.
- Approves and registers deemed profiles.

INDUSTRY BODY

The Gas Industry Company Limited (GIC) approves new allocation participants and codes, and gas gate codes for use in the allocation system. GIC's website is ***https://www.gasindustry.co.nz/***

GAS REGISTRY

The central gas registry and associated rules were created to support the ready switching of gas customers between retailers. The gas registry's web site is ***https://www.gasregistry.co.nz***

GENERAL PUBLIC

A number of reports produced by the allocation system are publicly available. The public can access these reports using the gas allocation website (see section 7).

Gas Allocation | User Guide 1.6

4. Notifications to the Allocation Agent

Introduction

Allocation participants are required to provide information to the allocation agent relating to gas gates, contract IDs and distributor reporting.

Forms for providing this allocation information and guides to completing the forms can be found on the Gas Allocation Portal under Resources. Completed forms must be emailed to **allocation@ems.co.nz**.

Allocation participants must provide this information to the allocation agent no later than 1200 hours on the 3rd business day of the month following the consumption period.

Information to be provided by retailers

Retailers must provide:

- Trader information
- Contract IDs
- Approval for the provision of retailer allocation reports to distributors

TRADER INFORMATION

Retailers must advise the allocation agent when they commence supplying gas at a gas gate at which they have not previously supplied gas, or they cease supplying gas at a gas gate. This information can be provided in the Retailer Trader Information (Form 1) template. For gas gates that are part of a notional delivery point (NDP), the retailer must advise if the consumption information supplied will be submitted at the individual gas gate or NDP level. The retailer must then submit its as-billed information (GAS070) at the same level as its consumption information.

CONTRACT IDS

In order for the allocation agent to accurately assign, for the TSO, gas transmission contract IDs to specific submission quantities, retailers are required to provide the contract ID of their relevant transmission service agreement (TSA) and the commencement and expiry dates. Retailers should advise the allocation agent of their TSO contract ID information by filling in the Contract ID (Form 2) template.

Contract IDs should always start on the first calendar day of the month (unless the retailer is a new supplier), and expire on the last calendar day of the month (unless the retailer ceases to supply gas at a gas gate). Where retailers have a supplementary gas transmission contract and/or a non-VTC2 TSA gas transmission contract, then for each contract ID pertaining to these, they must also provide a list of ICPs for which the contract ID applies, or a list of gas gates (including NDPs) for which the contract ID applies.

A retailer may give permission for its allocation/consumption results to be provided to relevant distributors and TSOs by filling in the Approval for Reports to Distributors (Form 3) template. Please note that approval for the provision of the gas gate residual profile report (GAR040) must be received from all retailers trading on a distribution network before the gas gate residual profile report for that network is provided to the distributor.

Information to be provided by TSOs

INJECTION INFORMATION

TSOs are required to provide the allocation agent with details of each gas gate they will be submitting injection data for, and for which they will be requiring allocation information – refer to the TSO Injection Information (Form 4) template.

Where there is an embedded distribution system, this will be merged with the parent distribution system under a NDP. The injection volumes for this NDP will be the injection quantities for the parent distribution system gas gate provided by the TSO of the parent distribution system.

Information to be provided by Distributors

GAS GATE INFORMATION

Distributors are required to notify the allocation agent of the establishment or decommissioning of gas gates, including interconnection gas gates. For embedded gas gates, the notional delivery point must be identified. Gas gate information can be provided in an email to **allocation@ems.co.nz**; there is no form for this.

5. Allocation System

Introduction

The allocation system is a bespoke development originally built by NZX Energy and refreshed by EMS with the allocation agent change in 2014. The allocation system is built to meet the requirements of the Rules and the Allocation Agent Functional Specification.

The allocation system's main processes are:

- acceptance and validation of submissions from allocation participants;
- checking information is complete and of the highest available quality prior to allocation processing;
- calculation and allocation of Unaccounted for Gas (UFG);
- generation of reports to participants, GIC and the public; and,
- compliance reporting to the Market Administrator

Gas Allocation Portal

The Gas Allocation Portal is maintained as part of the allocation system. The web portal provides two functions:

- an information repository; and
- a data exchange mechanism.

The Gas Allocation Portal can be accessed at the following URL:

Production: ***www.gasreconciliation.co.nz***

DR (*Same as PRODUCTION):*   ***www.gasreconciliation.co.nz***

For registered allocation participants – log in usernames and passwords are the same for the DR portal as for the production.

Registered participants can link multiple participant codes to a single log in user. Allowing them to upload and download reports for multiple codes.

The information available on the Gas Allocation Portal is described in section 6, Gas Allocation Portal – Information repository

How to transfer files to and from the allocation agent is described in section 7, Gas Allocation Portal – Data Exchange.

6. Gas Allocation Portal

Introduction

The web portal is a repository for information on gas allocation including participant and publicly available allocation reports.

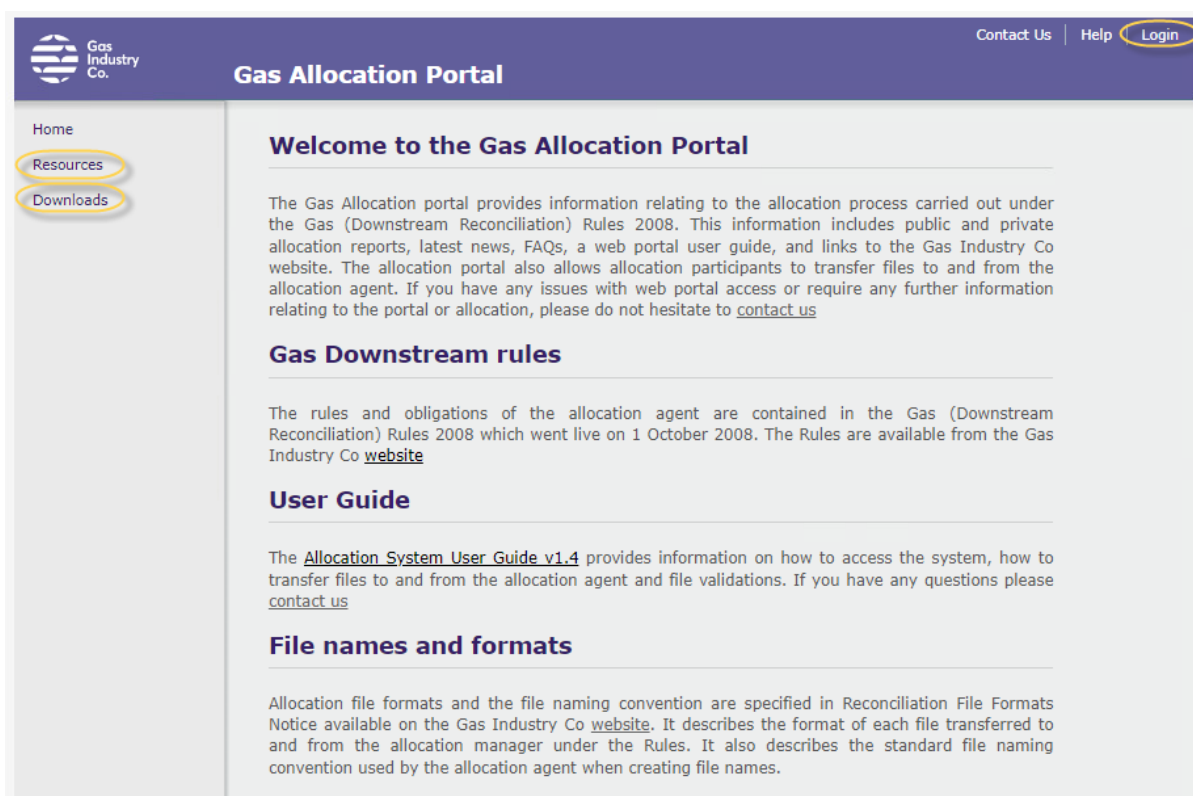The homepage of the web portal (see figure 1) can be accessed by the public.

Figure 1: Gas Allocation Portal homepage

THE HOMEPAGE

Available from the web portal homepage are links to:

- **Login:** log in to the web portal and upload allocation files or download allocation reports (allocation participants only).
- **Resources**: the register of approved deemed profiles, a user guide and trader notification forms.
- **Downloads:** download publicly available allocation reports produced by the allocation system. Once logged in as an allocation participant, there is access to reference data - a list of gas gates from the allocation system or your organisation's trader information. Participants can also access information on their own trading notifications, contract information, retailers' approvals and gas injection notifications

Gas Allocation | User Guide 1.6

7. Gas Allocation Portal – Data Exchange

Introduction

The web portal homepage provides a login facility for participants to access the file uploads and downloads screens where they can transfer submission information to the allocation agent and receive reports from the allocation agent.

Participating organisations will require connectivity to the web portal via Microsoft Internet Explorer 11 or higher, Chrome 76x, Firefox v47 or Safari 10.

To request a web portal account, please send an email to Energy Market Services allocation@ems.co.nz. A web portal account is not required to download publicly available files.

Public Allocation reports

Public allocation reports can be accessed through the **Downloads** tab. Users accessing these reports do not need to log in to the web portal. Information describing the content of the reports is to be found in the Functional Specification. This can be downloaded by visiting the Gas Industry Company (GIC) website at:

https://www.gasindustry.co.nz/assets/WorkProgrammeDocuments/5490Allocation-Agent-Functional-Specification-v2.9.pdf

Login

Allocation participants will be provided with a username and password to enable connectivity to the portal system.

Users must select the Login link on the top, right-hand corner of the homepage, and log in using their new user ID and password (see figure 2).

Figure 2: The Gas Allocation Portal Login screen

The "Forgot your Password?" button requests your email address, to which a link is sent to reset your password. Password requirements can be found at **Help, Accounts** once logged in.

File names and file formats

Allocation participants providing submission information to the allocation agent in accordance with their obligations under the Rules must do so with the correct file names and in the correct file format to ensure data is accepted for allocation processing.

The file naming convention, file names, standard file headers and file formats are defined in the **File Formats Notice** issued under the Rules. This can be downloaded by following the link on the gas portal homepage or by visiting the GIC web site at:

https://www.gasindustry.co.nz/assets/WorkProgrammeDocuments/5490Allocation-Agent-Functional-Specification-v2.9.pdf

File Submissions

The file submissions web form within the web portal allows gas allocation participants to submit new files and to view files that have been previously submitted.

Submitting new files

Allocation participants select a local file and upload it using this web form. Once uploaded, the file will appear in the file list with a status of 'Uploaded'. A participant can submit only one file at a time via the web form.

If submitting multiple participant submissions, the correct participant code needs to be selected before uploading.

Viewing uploaded files

Gas allocation participants can view the status of each of the files that have been submitted to the allocation agent. Participants can apply a filter to restrict the search results to specific files of interest. Invalid or failed file submissions will be highlighted. Clicking on a listed file will display more information about the file submission such as validation errors and header information.

File Downloads

The Downloads page allows gas allocation participants to download files and reports from the allocation agent. Results and reports can be searched by consumption period, date published and type of result/report. Search results are displayed as a colour coded, filtered list of downloads available to your organisation. (see figure 3) Click on a row in the file list to download it. You can select multiple files using the checkboxes and then download as a 'zip' file by selecting the download button. A maximum of 10 files can be downloaded in one go within a 'zip' file.

If account is linked to multiple participant codes, the user can select the 'Participant Code' drop-down filter to refine what they need.

Gas allocation participants will receive an email when allocation information has been published and is available via the web portal.

There is public access to the download facility, to download publicly available files.
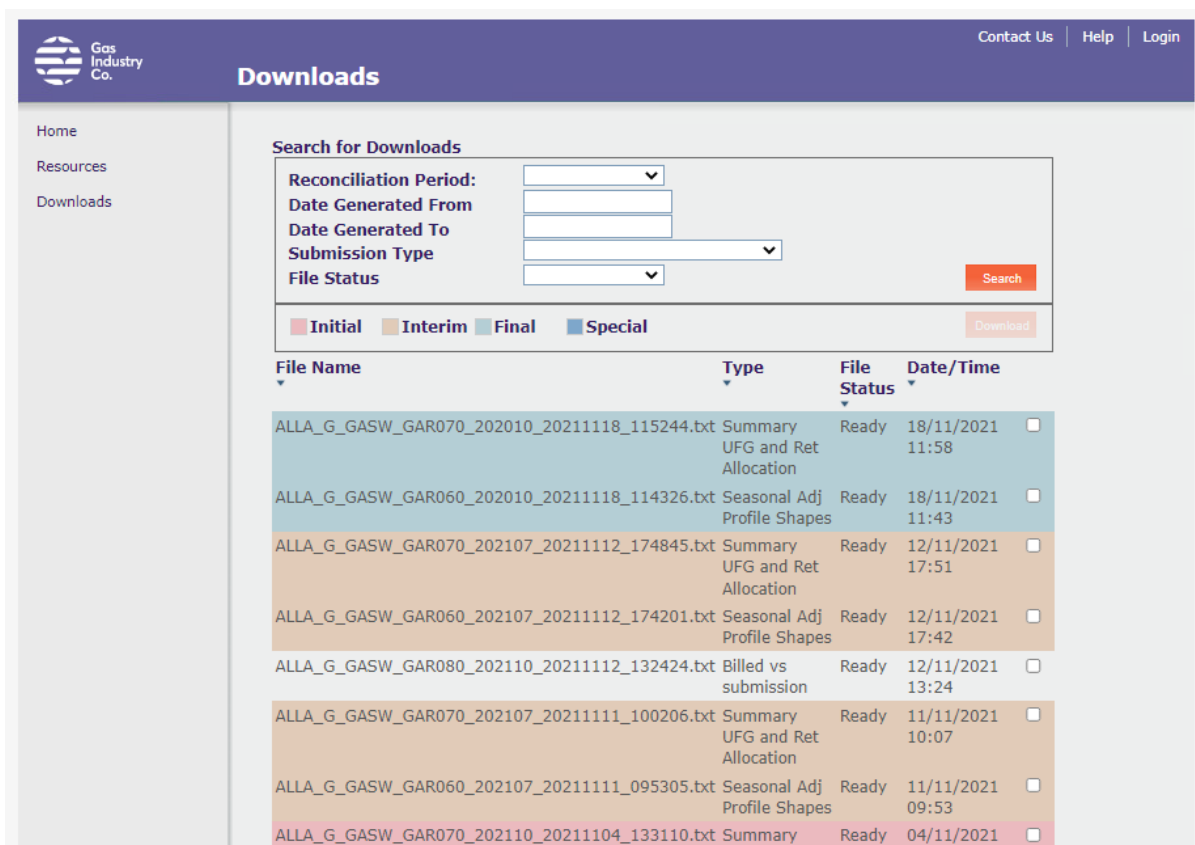
Figure 3: The Gas Allocation Portal Download Screen

GAR150 Report

The GAR150 report identifies the gas gates with allocation quantities that have changed since the previous allocation and is available to all participants for each allocation.

The report compares daily allocated quantities (i.e. GAU040, GAU060, GAU080 outputs) for the current published allocation with the daily allocated quantities for the previous published allocation. It shows the amended gas gate(s), consumption month and a "Yes"/"No" change indicator where the allocated GJ has changed.

The report is produced for all allocation stages i.e. initial, interim, final and special, however the report will be 'empty' for every first initial allocation as there is no previous allocation to compare with. The file header indicates the previous and latest allocation stage, e.g. 'Initial' and 'Special'.

System Help

Online Help is simple to use with clear, step by step instructions and an index to find the topic that you are looking for. All the help topics step through how to use the main functionality of the web portal.

If you experience difficulties using the EMS Gas Allocation Portal, please contact the Gas Allocation Portal Helpdesk during normal business hours (8.30am to 5.00pm, Monday to Friday)

Phone: 04 590 6823

Email: *allocation@ems.co.nz*

Gas Allocation | User Guide 1.6

8. Gas Register – SFTP Data Exchange

Introduction

Recent updates to the Allocation application allows participants to integrate the use of the Gas Register SFTP exchange for

- input data to be uploaded for monthly allocation runs
- output reports from allocation publications

The existing upload and download functionality via the Gas Reconciliation Portal reports is still available.

Filename and Format

If uploading via the SFTP exchange, the filename and format remains unchanged to how a participant would upload via the Gas Portal - as mentioned *above* in Section 7.
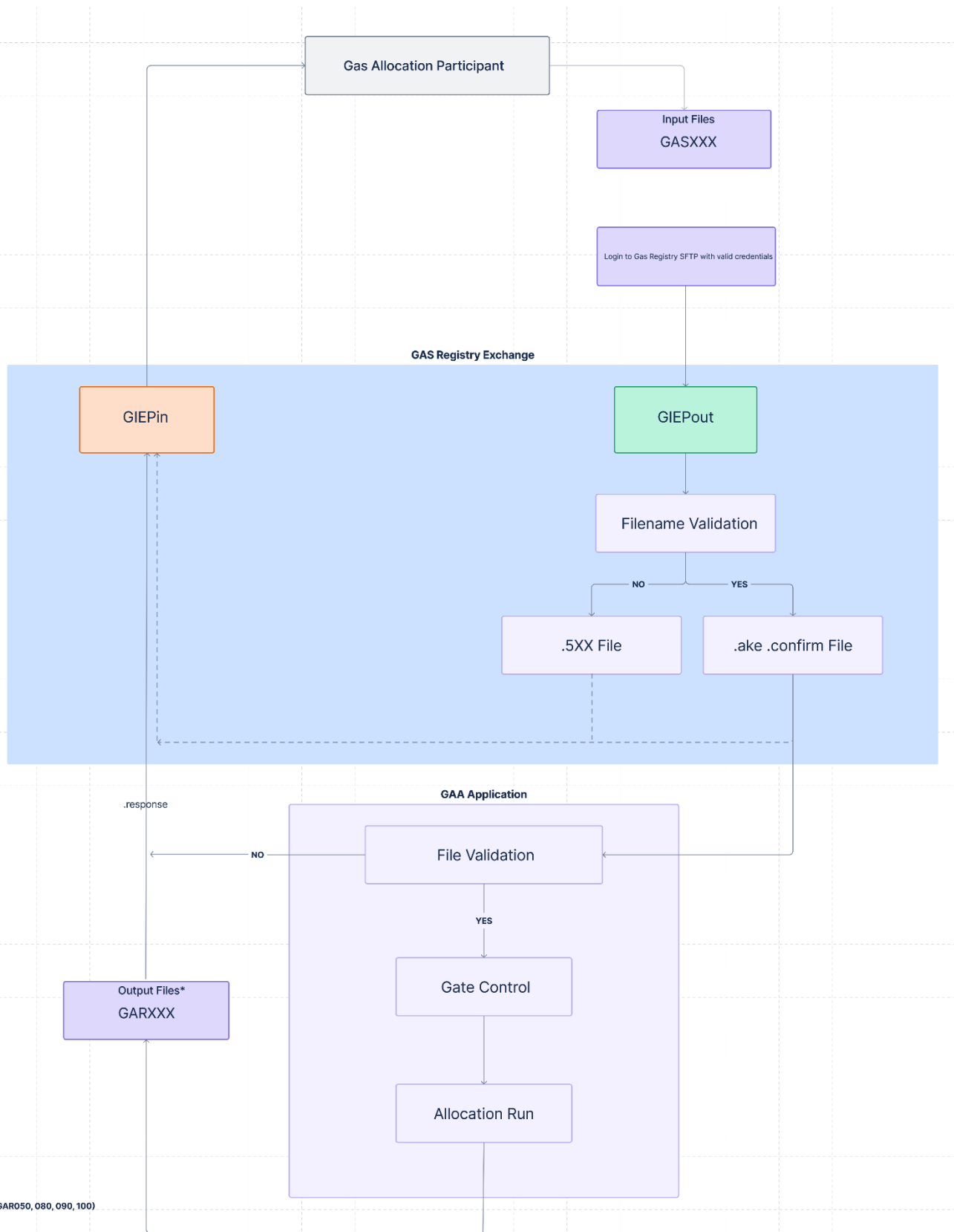
Input/Output Files

Participant will need to log into the SFTP exchange with valid credentials provided by Jade Software (*gas.registry@jadeworld.com*).

For **input** data (GASXXX report variants) these need to put into the GIEPout folder.

- If file fails the filename checker there will be a corresponding **.5XX** report sent to the GIEPin folder.
- If file passes the filename checker there will be an **.ake** and **.confirm** file will be sent to the GIEPin folder. Successfully validated reports will go through to the GAA application for further file contents validation checks.
- Regardless of a pass or fail in the GAA application, there will be a **.response** file sent back to the GIEPin folder - this will contain the same information as the Gas Portal logs.
- If file passes the contents checks, it will be sent to the Gate Control to be used in the Allocation run.

Output data (GARXXX report variants) can be found in the GIEPin folder.

Input/Output Flow

Gas Allocation Participant

Input Files
GASXXX

Login to Gas Registry SFTP with valid credentials

GAS Registry Exchange

GIEPin

GIEPout

Filename Validation

NO — .5XX File

YES — .ake .confirm File

GAA Application

.response

NO — File Validation

YES

Gate Control

Allocation Run

Output Files*
GARXXX

*Includes ad-hoc reports (GAR050, 080, 090, 100)

Gas Allocation | User Guide 1.6

9. Validation of Submissions

Introduction

Validation of file submissions is carried out in accordance with the requirements in the allocation agent Functional Specification.
If validation fails, an error message is displayed on the web portal. If validation is successful, an acknowledgement message is displayed.

Validations

The validations are described in this section in the order that they are performed by the allocation system.

FILE TYPE

The first validation is on the file type. The file type is contained in the file name e.g. GAS040. If the file type is invalid, the file will be rejected without further checks.

FILE NAME

The second validation is on the file name. If the file name is invalid, the file will be rejected without any further validations being performed.

TWO PHASE VALIDATION PROCESS

Validations then go on to a two phase validation process. The first phase deals with the format of the data provided i.e. ensuring the data is the right size for the field and is the correct type. A file is rejected if the header or detail record(s) are too large for the fields, there are invalid/wrong format dates, there are characters instead of numbers, etc. Any files that fail the first validation phase will be rejected, and will not go on to the checks in the second validation phase.

The second phase of validation deals with checks against standing data or business rules, and includes a check of the contents of the file "HDR" record against the contents of the file. Each file type will have its own set of validation checks, however many are common between different file types.

VALIDATION CHECKS FOR EACH FILE TYPE

GAS030 Receive gas gate injection quantities from TSOs

- required minimum number of rows (45)
- valid date format
- date and delivered energy on rows 10 to 37 must not be null
- unique dates
- valid report title on row 1
- valid welded point ID label on row 3
- data for one consumption month only

- rows 38 and/or 39 and/or 40 must be blank for consumption months with no days 29 and/or 30 and/or 31
- valid consumption month
- valid welded point translation
- metered gas gates
- valid notifications to inject gas
- required number of days in a consumption month (against notification to inject gas)
- valid delivered energy and total delivered energy
- valid totals label on row 45

GAS040 Receive monthly submissions for residual profile types

- Receive monthly submissions for residual profile types
- valid month format
- required number of records (HDR vs. file rows)
- consumption month vs. filename report/consumption month
- valid participant
- valid gas gates, network codes
- valid notifications to trade
- valid consumption, historic estimate and installations
- valid contract ID
- required number of records for daily totals (against gas gate & trading notification start dates)

GAS050 Receive daily submissions for static deemed profile types

- valid month format
- required number of records (HDR vs. file rows)
- consumption month vs. filename report/consumption month
- valid participant
- valid gas gates, network codes
- valid notifications to trade
- valid profile
- required number of records (must have no gaps between dates)
- valid consumption and historic estimate
- valid estimate indicator
- valid contract ID

GAS060 Receive daily submissions for dynamic deemed profile types

- valid month format
- required number of records (HDR vs. file rows)
- consumption month vs. filename report/consumption month
- valid participant
- valid gas gates, network codes
- valid notifications to trade
- valid profile
- required number of records (must have no gaps between dates)
- valid consumption, historic estimate and installations
- valid contract ID

GAS070 Receive As-Billed information

- valid month format
- required number of records (HDR vs. file rows)
- consumption month vs. filename report/consumption month
- valid participant
- valid gas gates, network codes (N.B. warning only if gas gate has been decommissioned)
- valid notifications to trade (N.B. warning only if no match)
- valid actual sales (N.B. negative 'actual sales' accepted)

GAS080 Receive Meter Reading Frequency Information

- valid month format
- required no. of records (HDR vs. file rows)
- consumption month vs. filename report/consumption month
- valid participant
- valid non-TOU consumer installation counts, validated register reading counts and validated register reading percentages

'Zeroing Out' submissions

If allocation information has been provided in error and needs to be 'removed' from the allocation system, a file that 'zeroes out' the incorrect record(s) will need to be submitted.

N.B. The submission to 'zero out' the incorrect record(s) must have the same key attributes as the original file and zero quantities.

A replacement / revision file with corrected quantities against the same key attributes can then be submitted if required.

Gas Allocation | User Guide 1.6

10. Production and DR Sites

Introduction

The gas allocation primary site is located in Auckland, and the standby site is located in Christchurch. There is a UAT environment available on the internet. Please contact the Allocation Agent for access to this. Disaster recovery testing on the production system is undertaken once every year. The Gas Allocation Portal is available at the following address.

Production: ***www.gasreconciliation.co.nz***

DR (*Same as PRODUCTION*):   ***www.gasreconciliation.co.nz***

PRODUCTION

This is the main production address. It is normally configured to access the primary application and database in Auckland, but can be reconfigured to access the standby application and database system in Christchurch, in a disaster recovery event.

DISASTER RECOVER (DR)

This site is powered down and replicates the production site in near real time. In the event of a total site outage of the primary site (or any DR event) in Auckland, the standby web application and database are brought up AND THE URL is reconfigured to access the replicated application and database in Christchurch.

In order to access the secondary DR site, normal usernames and passwords are used. An activity on the secondary site will also be present on the primary site, once it is back online.

Gas Allocation | User Guide 1.6

11. Allocation Helpdesk

Introduction

The allocation agent provides a helpdesk for participants to report system faults, obtain assistance with operational incidents and to answer general queries related to the gas allocation process.

General queries should be emailed to the allocation agent at *allocation@ems.co.nz*

The helpdesk for system faults and operational incidents (as defined below) is available from 0830 to 1700 hours on normal business days. System faults and operational incidents can be reported to the allocation agent on 04 590 6823.

Faults and Operational Incidents

A system fault means a defect, error or malfunction in the allocation system that renders all or any part of it inoperable or unusable. An operational incident is where the allocation system is unobtainable. The allocation agent will pro-actively manage all aspects of the allocation system to minimise the likelihood of system faults or operational incidents occurring.

Users experiencing faults or operational incidents should provide such details as:

- Username
- company name
- date/time the fault occurred or was first noticed
- what the fault is
- whether any other users in the same organisation are experiencing the same fault
- any other information that might seem relevant.

General Queries

General queries regarding the allocation system and the allocation process that are not answered in the available documentation (i.e. user manual, notifications documents, rules or functional specification) may be directed to the allocation agent help desk via an email to *allocation@ems.co.nz* where assistance will be provided where possible.

Participants with general queries should provide such details as:

- company name
- nature of their query
- details of their query
- any other information that might seem relevant.

General queries emailed to *allocation@ems.co.nz* will be acknowledged and responded to as soon as possible, and within one business day at the latest.

12. Frequently Asked Questions

1. How do I become an allocation participant?

To begin the process, contact GIC.

Gas Industry Co
Level 8, Todd Building
95 Customhouse Quay
PO Box 10-646
Wellington 6011
New Zealand

Telephone: 04 472 1800

Fax: 04 472 1801

Email: *info@gasindustry.co.nz*

http://www.gasindustry.co.nz/contact/

2. What if I have forgotten my Gas Allocation Portal password?

To request a new password visit the Gas Allocation Portal site. On the login screen, select 'forgotten password' and follow the instructions on the screen.

Alternatively, call us on 04 590 6823 or email *allocation@ems.co.nz*

3. I'm locked out of my web portal account, what do I do?

Call us on 04 590 6823 or email *allocation@ems.co.nz* to have your portal account reset.

4. Can I have more than one Gas Allocation Portal login?

As the email address must be unique, multiple email addresses are OK. Please contact the allocation agent to request an additional account.