

## 5.4.17 NOTE/SPECIAL INSTRUCTION TECHNICAL IMPLEMENTATION OF BUSINESS PROCESS

The Note/Special Instruction document (Notes) is a separate document used to communicate text messages from the transportation service provider to the data requester. The Notes document is not a discrete transaction, it is always associated with one of the other capacity release transactions. Thus, notes documents cannot be separately requested.

Notes may be associated with the following transactions: ~~Firm Transportation and Storage Capacity Offer Download~~, ~~Firm Transportation and Storage Bid Download Review~~, ~~Firm Transportation and Storage Award Download Notice~~, Operationally Available and Unsubscribed Capacity, ~~Upload to Pipeline of Pre-arranged Deal (UPPD) Offer Upload~~, and ~~UPPD Offer Upload~~ Notification, Bid Upload and Replacement Capacity. These transactions may have no notes, or may have multiple notes associated with them, but each note will be associated with one, and only one, other transaction.

The Notes document contains the **offer number** of the transaction it is associated with in all cases except that of ~~Operationally Available~~ and ~~Unsubscribed Capacity~~ or ~~UPPD the Offer Upload~~. Where the transaction is a bid or award the **bid number** is included. The **posting date** and **posting time** of the transaction with which the notes document is associated is also sent. Inclusion of this data allows the receiver of the data to determine with certainty what transaction with which the notes document is associated.

The required **data type** field indicates what type of data is contained in that notes document. In the case where a transaction is associated with multiple Notes documents, this allows the receiver to know which of the multiple notes is transmitting what information.

Notes contain information and the entity common code number for the transportation service provider. If information pertaining to specific **gas transaction points** needs to be sent in the note, these points are identified by their location common code. In addition, the **gas transaction point description** may be specified.

Notes are purely textual in nature and difficult to process automatically. Where practicable, it is preferable to utilize specific codes in the associated transaction set to convey required information as opposed to using a Notes document.