



# REMIT Admin System

## User Guide for Providers

Version	Date	Author	Notes
1.0	07/12/2016	Sam Orchard - Edge of the Web	N/A
1.1	22/12/2016	Mike Gilfillan - Edge of the Web	Updated test admin URL and notes regarding "Common" remits
1.2	29/12/2016	Mike Gilfillan - Edge of the Web	Added notes about test system being green
1.3	22/03/2017	Mike Gilfillan - Edge of the Web	Update to include notes on grouping providers by company
1.4	17/05/2017	Liam Martin - Edge of the Web	Added information regarding uploading XML files to populate data
1.5	29/11/2023	Katie Austin - Edge of the Web	Updated branding

Version 1.5  
Produced November 2023

# Table of Contents

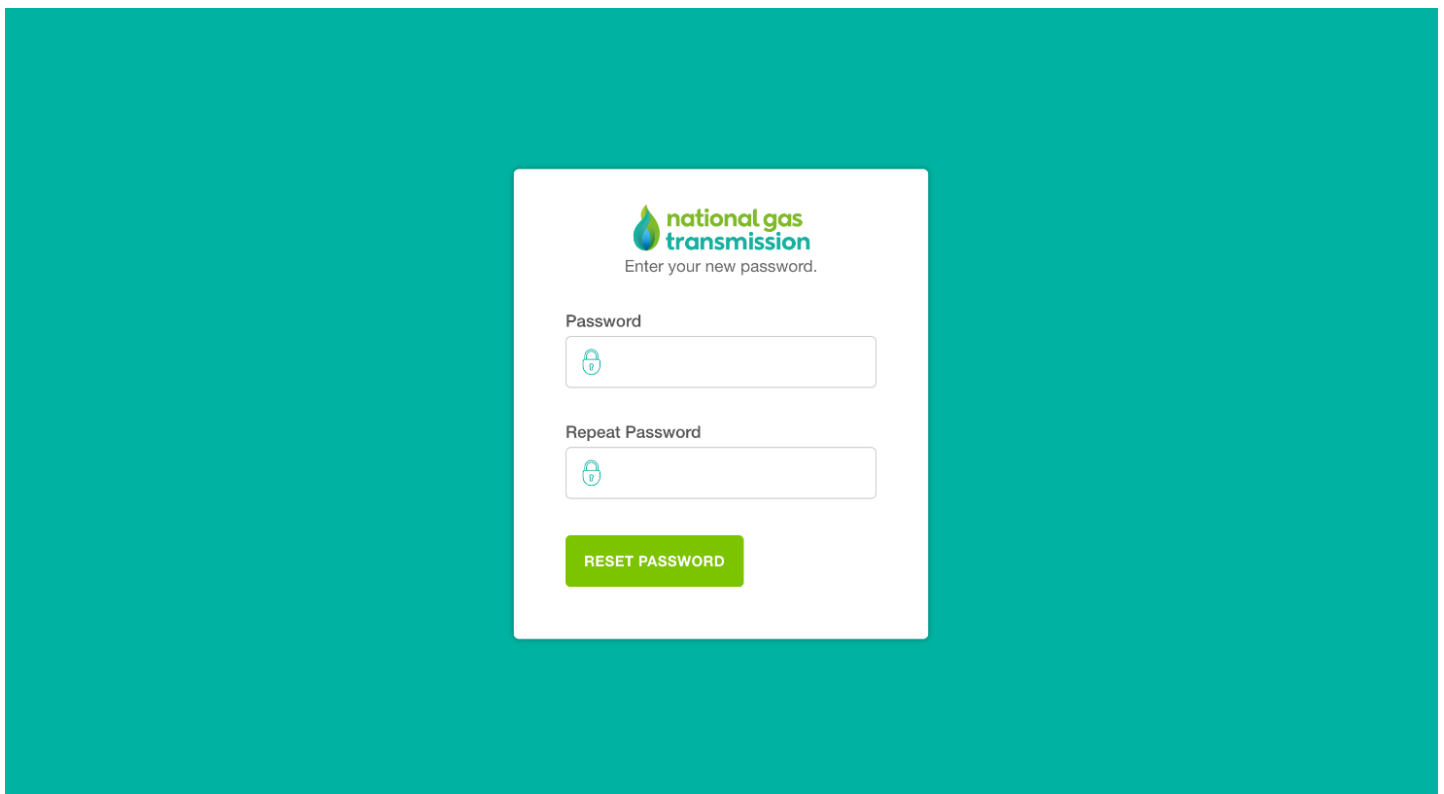
<b>Table of Contents</b>	<b>1</b>
Accessing the system	3
Logging in for the first time	3
Setting a password	3
Accepting Terms & Conditions	4
Logging in on subsequent occasions	5
Forgotten Password	5
REMITs	6
Viewing an event	6
Finding a specific REMIT	7
Adding a new event	8
Uploading an XML File	9
Uploading a file with multiple UMMS	10
Adding a revision	11
Account Details	12
Updating your details	12
Updating your password	13

# Accessing the system

## Logging in for the first time

### Setting a password

When you are added to the system as a provider, you will receive an email containing a link that will allow you to set your password. When you click this link, you'll be taken to the screen shown below:



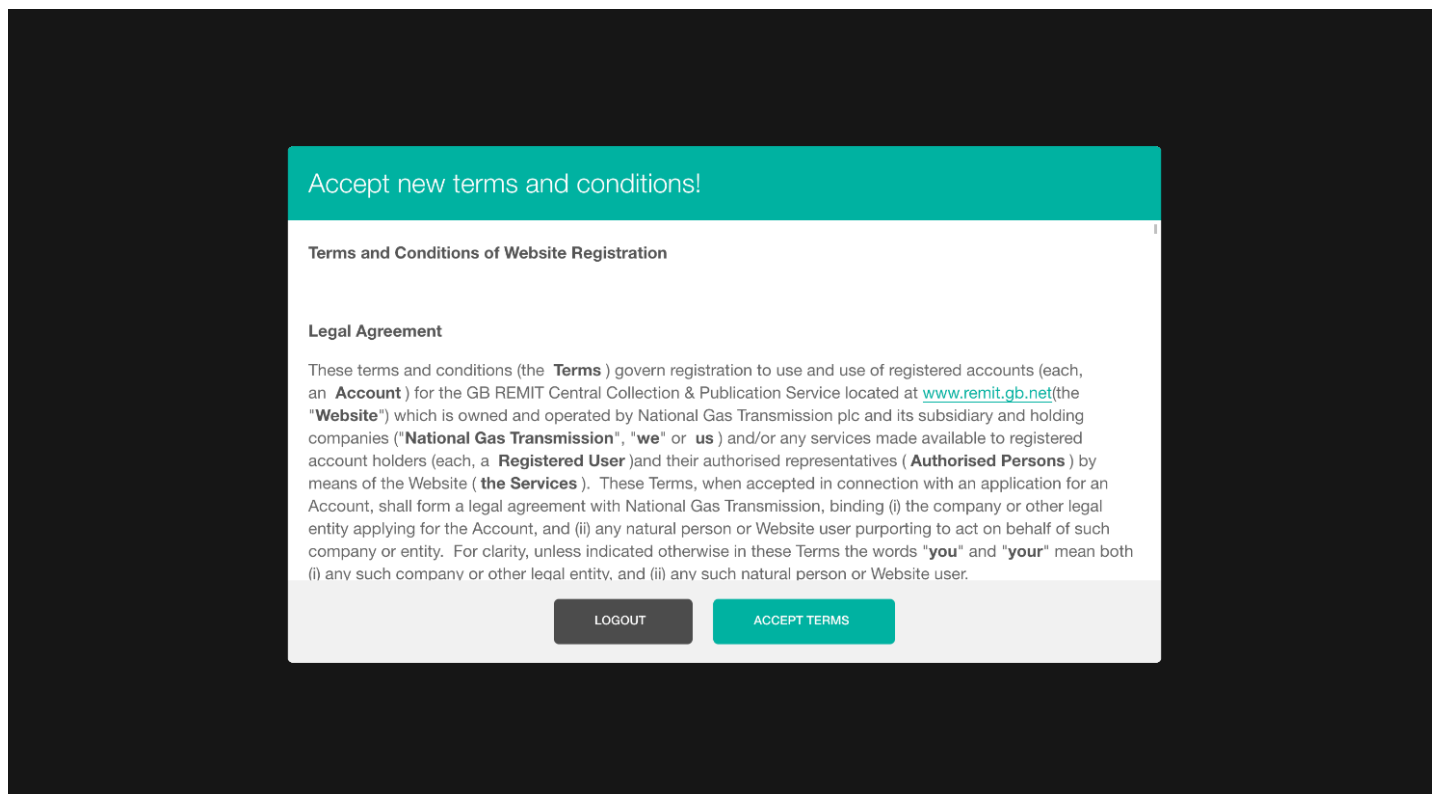
Enter the password you wish to use. You will need to remember this password, as you'll need to enter it to access the system in future. Your password must meet the following requirements:

- Minimum of 8 characters long
- At least 1 uppercase letter
- At least 1 lowercase letter
- At least 1 number OR special character
  - A special character is a selection of punctuation characters that are present on standard keyboards, such as ! or @

Click "SET PASSWORD" to set this as your new password for future use.

## Accepting Terms & Conditions

The first time you log in, you'll be greeted with the terms and conditions of using the admin system. Read through these carefully and accept the terms and conditions to begin using the system. If you do not accept the terms and conditions, you will not be permitted to use the admin system and you will instead log out.



Accept new terms and conditions!

**Terms and Conditions of Website Registration**

**Legal Agreement**

These terms and conditions (the **Terms**) govern registration to use and use of registered accounts (each, an **Account**) for the GB REMIT Central Collection & Publication Service located at [www.remit.gb.net](http://www.remit.gb.net) (the "**Website**") which is owned and operated by National Gas Transmission plc and its subsidiary and holding companies ("**National Gas Transmission**", "**we**" or **us**) and/or any services made available to registered account holders (each, a **Registered User**) and their authorised representatives (**Authorised Persons**) by means of the Website (**the Services**). These Terms, when accepted in connection with an application for an Account, shall form a legal agreement with National Gas Transmission, binding (i) the company or other legal entity applying for the Account, and (ii) any natural person or Website user purporting to act on behalf of such company or entity. For clarity, unless indicated otherwise in these Terms the words "**you**" and "**your**" mean both (i) any such company or other legal entity, and (ii) any such natural person or Website user.

LOGOUT ACCEPT TERMS

You will be prompted to accept updated terms and conditions every time they're modified by National Grid admins.

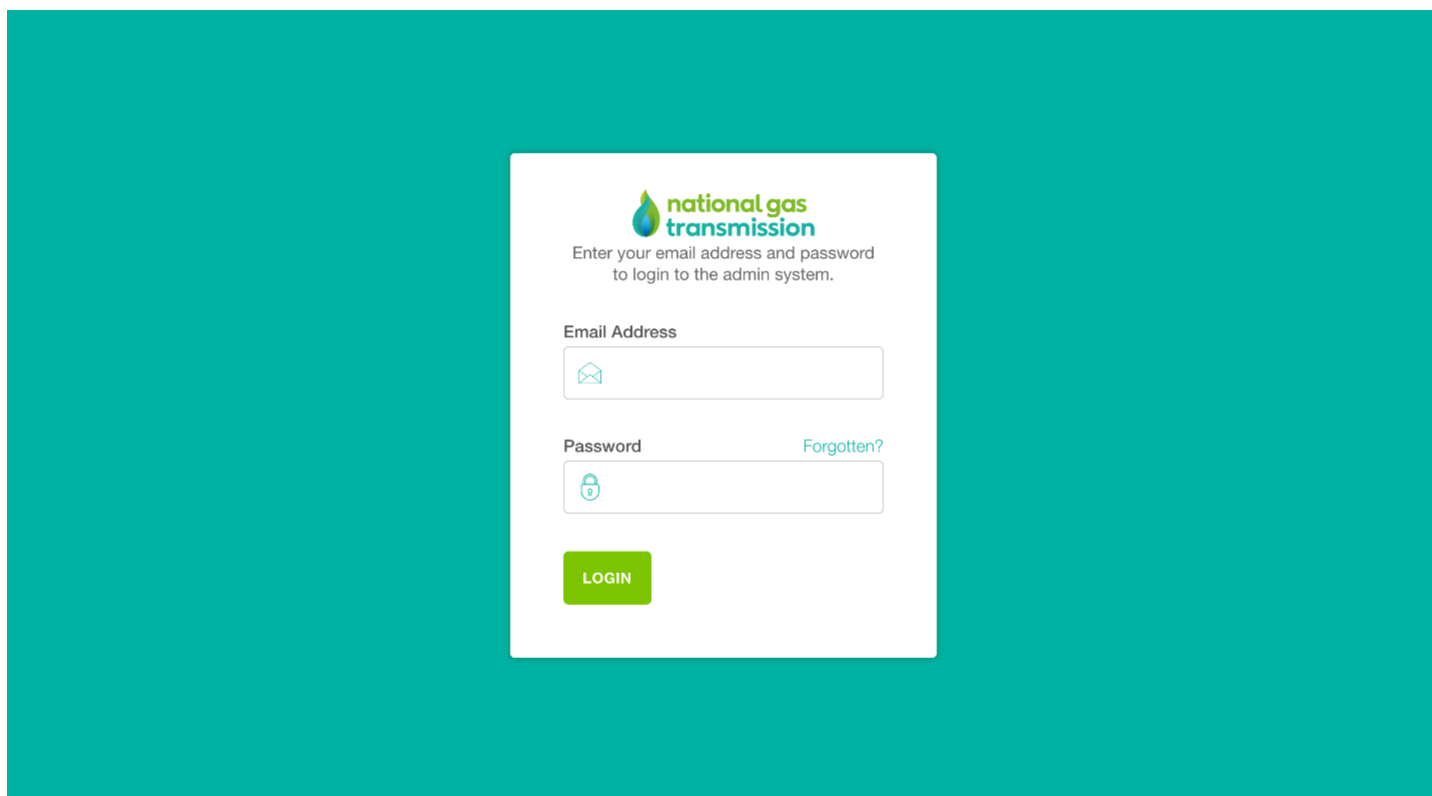
## Logging in on subsequent occasions

To access the system on the testing server, visit <https://admin.test.remit.gb.net>

The live system can be accessed at <https://admin.remit.gb.net>

Whether you are using the test or live environment, the system works in exactly the same way - The only difference is that the test system uses green instead of teal. This is to make it as obvious as possible which system you are currently using.

The first screen you will see will be the login screen, as below.



Put in your email address, and your password and click the “Login” button to access the system. If you have entered your email address or password incorrectly, the system will prompt you that it is incorrect.


## Forgotten Password

If you've forgotten your password, click the “Forgotten?” button and a new page will load where you can enter your email address. You will automatically be emailed a link for you to click and choose a new password for the system.

Once you've set your new password, you will automatically be logged in to the system.

# REMITs

Once you've logged in, the first screen you will see is the REMITs module. This is the area of the admin system where you can view, manage and add events and REMITs to the system. The default view displays the most recent events that have been added to the system by people in your company.


REMIT ADMIN
Logged in as katie@edgeoftheweb.co.uk
Log Out

VIEW EVENTS
ADD EVENT

EVENT ID	DATE ADDED	LAST UPDATED	LATEST USER	CURRENT STATUS	NO. OF REVISIONS		
testtesttesttest11111	21-09-2017 13:59:27	28-06-2023 14:18:00	Mike Gilfillan	Inactive	2	VIEW REMITS	ADD REVISION
2185415415189151512420124	13-09-2018 16:56:34	13-09-2018 16:56:35	Mike Gilfillan	Active	1	VIEW REMITS	ADD REVISION
0481518712148156789458112	13-09-2018 16:38:43	13-09-2018 16:38:43	Mike Gilfillan	Inactive	1	VIEW REMITS	ADD REVISION
0123456789011548751245222	13-09-2018 16:15:36	13-09-2018 16:15:36	Mike Gilfillan	Active	1	VIEW REMITS	ADD REVISION
aaaaaaaaaaaaaaaaaaaaa	02-03-2017 15:27:21	25-08-2017 10:09:05	EotW Admin	Active	5	VIEW REMITS	ADD REVISION
testtesttesttestes11	17-05-2017 11:08:31	17-05-2017 11:08:31	EotW Admin	Inactive	1	VIEW REMITS	ADD REVISION
testtesttesttestes10	17-05-2017 11:06:13	17-05-2017 11:07:27	EotW Admin	Inactive	2	VIEW REMITS	ADD REVISION
TestTestTestTestTest2	12-05-2017 09:28:08	12-05-2017 09:28:08	EotW Admin	Active	1	VIEW REMITS	ADD REVISION
TestTestTestTestTest1	12-05-2017 09:24:58	12-05-2017 09:24:58	EotW Admin	Active	1	VIEW REMITS	ADD REVISION

Filter Remits

Use the filters below to narrow down the REMIT selection.

Month & Year

Event Status

Select Event Status

Planned/Unplanned

Select a value

Interruption Type

Select an Interruption Type


APPLY FILTERS

## Viewing an event

Each event has a minimum of 1 REMIT/revision attached to it. When you add an event, this is considered to be the first revision.

If you're not on it already, click the "View Events" tab while within the "REMITs" module. From here, you can see a table consisting of the events currently added to the system. The table is ordered by the most recently updated events in descending order.

To view the details for a specific event, simply find the event in the table and click the green "VIEW REMITS" button. This will take you to a screen which displays the basic information about that event followed by a list of all existing revisions.


REMIT ADMIN

Logged in as **katie@edgeoftheweb.co.uk**
Log Out

VIEW EVENTS

ADD EVENT

EVENT ID	DATE CREATED	LAST UPDATED	LATEST USER	CURRENT STATUS	NO. OF REVISIONS	CREATED BY
2185415415189151512420124	13-09-2018 16:56:34	13-09-2018 16:56:35	Mike Gilfillan	Active	1	Mike Gilfillan

Remits

ADD REVISION

REVISION ID	TITLE	DATE PUBLISHED	USER	
109	Publication according to Article 4(1) of REMIT/UMM - Urgent Market Message - Planned transmission system unavailability at 5	13-09-2018 16:56:35	Mike Gilfillan	<div>FULL DETAILS</div> <div>VIEW ON WEBSITE</div>

Filter Remits

Use the filters below to narrow down the REMIT selection.

Month & Year

-----

Event Status

Select Event Status

Planned/Unplanned

Select a value

Interruption Type

Select an Interruption Type

APPLY FILTERS

Clicking the green “FULL DETAILS” button for a specific revision will display the full information for that REMIT. Alternatively, you can view the REMIT on the website by clicking the green “VIEW ON WEBSITE” button.

## Finding a specific REMIT

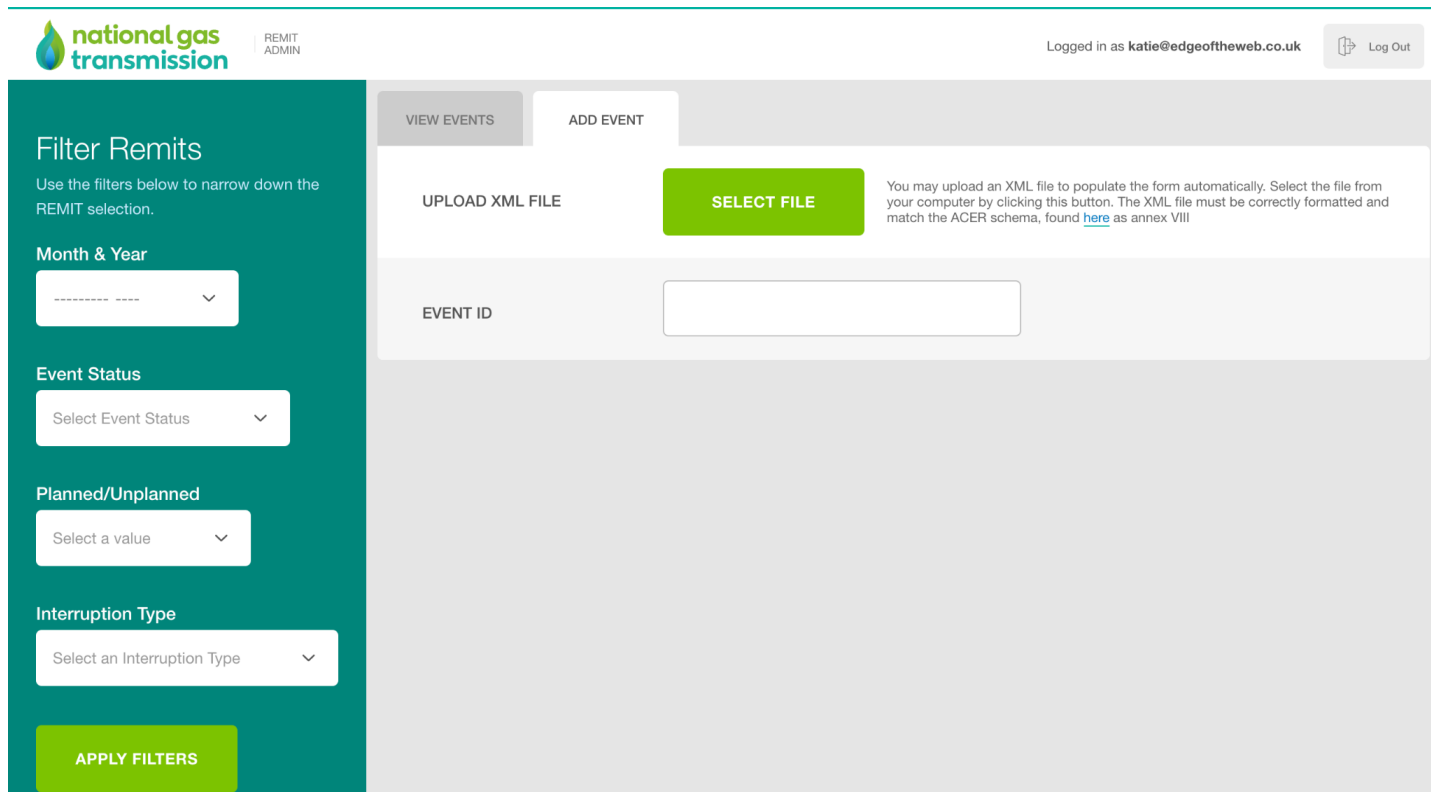
If you’d like to find a specific REMIT, you can use the filtering tool to narrow down your search. You can filter by the following parameters

- Month & Year
- Event Status
- Planned/Unplanned
- Interruption type

Selecting the filters and then clicking “APPLY FILTERS” will display all REMITs matching your filter criteria.

## Adding a new event

There are two tabs at the top of the REMITs section - “View Events” and “Add Event”. To add a new event, navigate to the “Add Event” tab. This will display a button for a XML file upload and a field requesting the unique event ID. You can upload an XML file that matches ACER schema found [here](#) as annex VIII.



**Filter Remits**  
Use the filters below to narrow down the REMIT selection.

**Month & Year**  
[Dropdown menu]

**Event Status**  
[Select Event Status]

**Planned/Unplanned**  
[Select a value]

**Interruption Type**  
[Select an Interruption Type]

**APPLY FILTERS**

**VIEW EVENTS** | **ADD EVENT**

**UPLOAD XML FILE** | **SELECT FILE**

You may upload an XML file to populate the form automatically. Select the file from your computer by clicking this button. The XML file must be correctly formatted and match the ACER schema, found [here](#) as annex VIII

**EVENT ID** [Text input field]

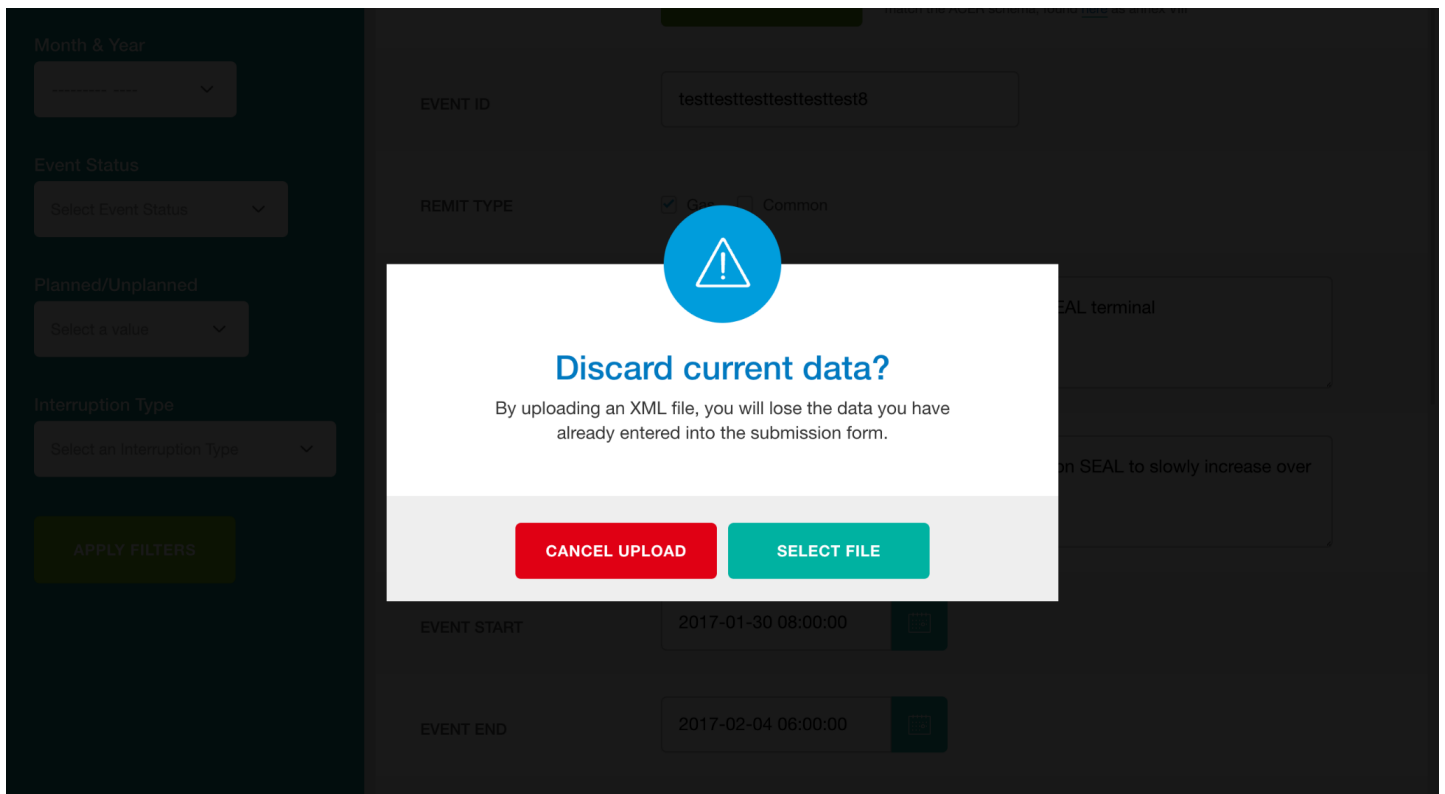
- Upload an XML file
  - This will populate the form with the data from the file that you upload, if you make any changes to the populated data then you must confirm that you have done so using the checkbox at the bottom of the page
- Enter the unique event ID for this event.
  - This is a 25 character ID that does not include the revision number.
- Select the REMIT type
  - For Gas events, please note that all fields are mandatory except for “Remarks”, which is optional.
    - You must enter at least one market participant
  - For Common events, all fields are mandatory
- Enter the data into each field.
  - Inline validation will alert you to any errors with your data.
- Once every field is populated, click “Add Event” to complete the process.

Once the event is added, all current subscribers will be notified by email. Please note that once a new event has been added, it cannot be modified - any mistakes will need to be corrected by a further revision.



## Uploading an XML File

You can upload an XML file by clicking the “Select File” button or by dropping your file onto the browser window. If the form already contains data you will be asked to confirm that you want to discard the data currently entered and replace it with the data from the upload. To begin the upload click the “Start Upload” button. If the file contains multiple UMMs you will be asked to choose the one you would like to use, see [Uploading a file with multiple UMMs](#). Otherwise, the form will be populated with the data from the file.



Month & Year

Event Status

Planned/Unplanned

Interruption Type

APPLY FILTERS

EVENT ID

testtesttesttesttest8

REMIT TYPE

☒ Green ☐ Common

Discard current data?

By uploading an XML file, you will lose the data you have already entered into the submission form.

CANCEL UPLOAD

SELECT FILE

EVENT START

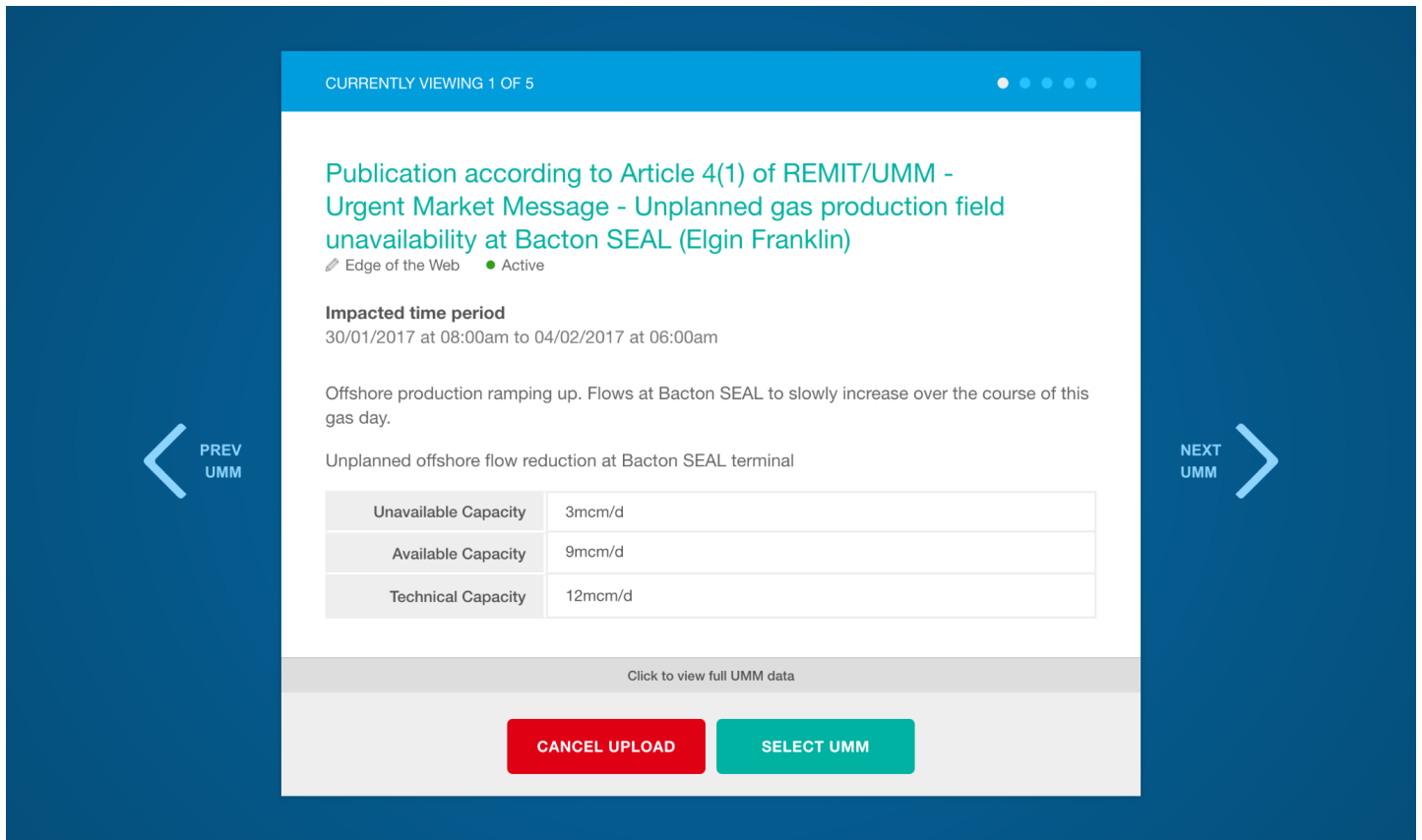
2017-01-30 08:00:00

EVENT END

2017-02-04 06:00:00

## Uploading a file with multiple UMMs

If you upload an XML file that contains multiple UMMs you will be taken to a screen that allows you to select one of the UMMs to populate the form with. By default this will show a condensed version of the UMMs. You can click on the “Click to view full UMM data” button this will show you a full overview of all the data in the UMM. Once you have found the UMM you would like to use you can click the “Select UMM” button to populate the form.



CURRENTLY VIEWING 1 OF 5

Publication according to Article 4(1) of REMIT/UMM - Urgent Market Message - Unplanned gas production field unavailability at Bacton SEAL (Elgin Franklin)

Edge of the Web ● Active

**Impacted time period**  
30/01/2017 at 08:00am to 04/02/2017 at 06:00am

Offshore production ramping up. Flows at Bacton SEAL to slowly increase over the course of this gas day.

Unplanned offshore flow reduction at Bacton SEAL terminal

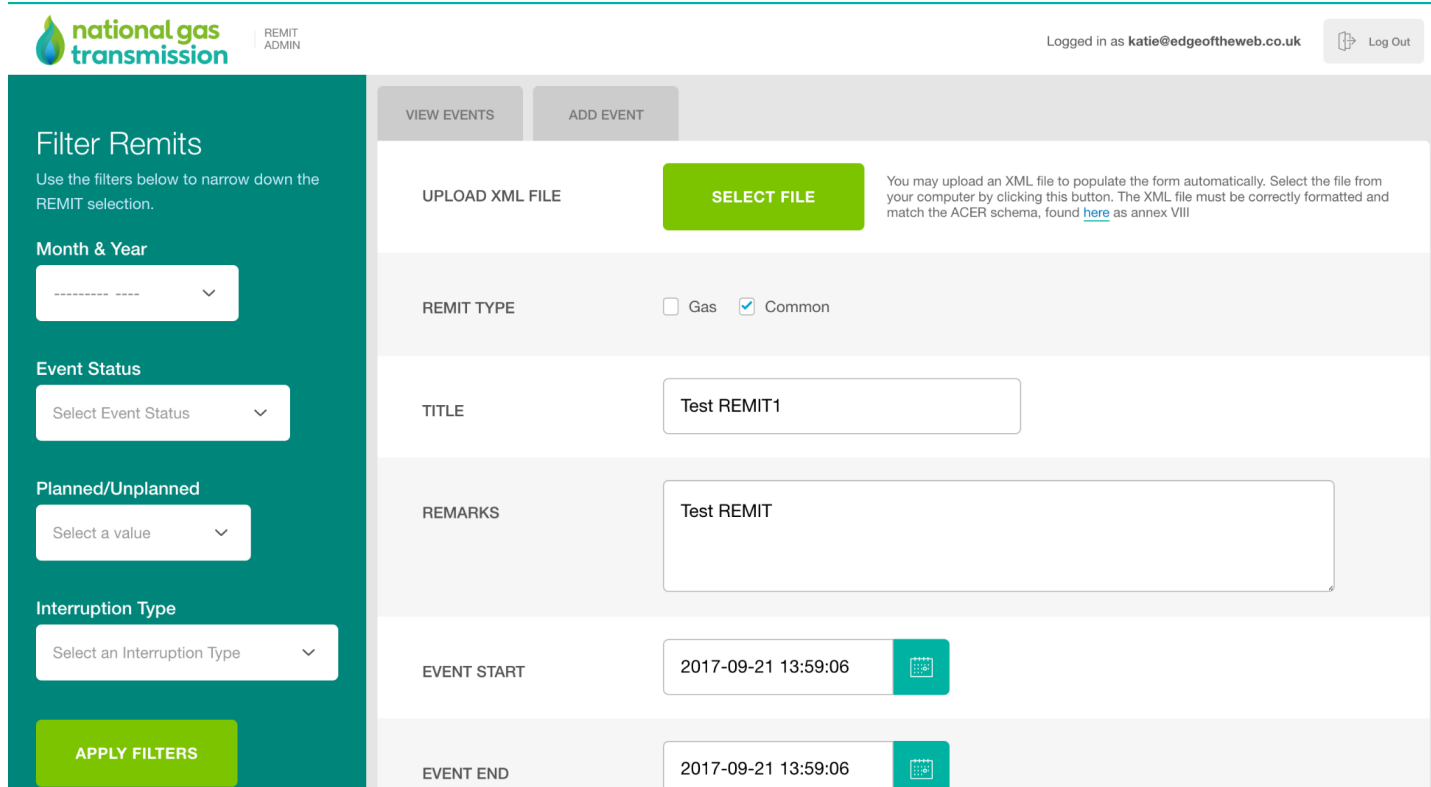
Unavailable Capacity	3mcm/d
Available Capacity	9mcm/d
Technical Capacity	12mcm/d

Click to view full UMM data

**CANCEL UPLOAD** **SELECT UMM**

## Adding a revision

To add a new revision to an existing event, first locate the event using the previous instructions. Once you're viewing the event details which shows the existing REMITs for that event, click the green "ADD REVISION" button.



The screenshot shows the REMIT Admin System interface. On the left is a teal sidebar titled "Filter Remits" with the instruction "Use the filters below to narrow down the REMIT selection." It contains four filter sections: "Month & Year" with a dropdown menu, "Event Status" with a dropdown menu labeled "Select Event Status", "Planned/Unplanned" with a dropdown menu labeled "Select a value", and "Interruption Type" with a dropdown menu labeled "Select an Interruption Type". At the bottom of the sidebar is a green "APPLY FILTERS" button. The main content area has a header with the "national gas transmission" logo, "REMIT ADMIN", and a login status "Logged in as katie@edgeoftheweb.co.uk" with a "Log Out" button. Below the header are two tabs: "VIEW EVENTS" and "ADD EVENT". The "ADD EVENT" tab is active, showing a form with the following fields: "UPLOAD XML FILE" with a green "SELECT FILE" button and a note about uploading an XML file; "REMIT TYPE" with radio buttons for "Gas" and "Common" (selected); "TITLE" with a text input field containing "Test REMIT1"; "REMARKS" with a text area containing "Test REMIT"; "EVENT START" with a date/time input field showing "2017-09-21 13:59:06" and a calendar icon; and "EVENT END" with a date/time input field showing "2017-09-21 13:59:06" and a calendar icon.

This will display a pre-populated form containing data from the previous revision. Simply update the appropriate data already in the form and click the green "ADD REVISION" button at the bottom.

You can leave any remaining fields unchanged. Please note that once a revision is added, it cannot be modified - any mistakes will need to be corrected by a further revision.

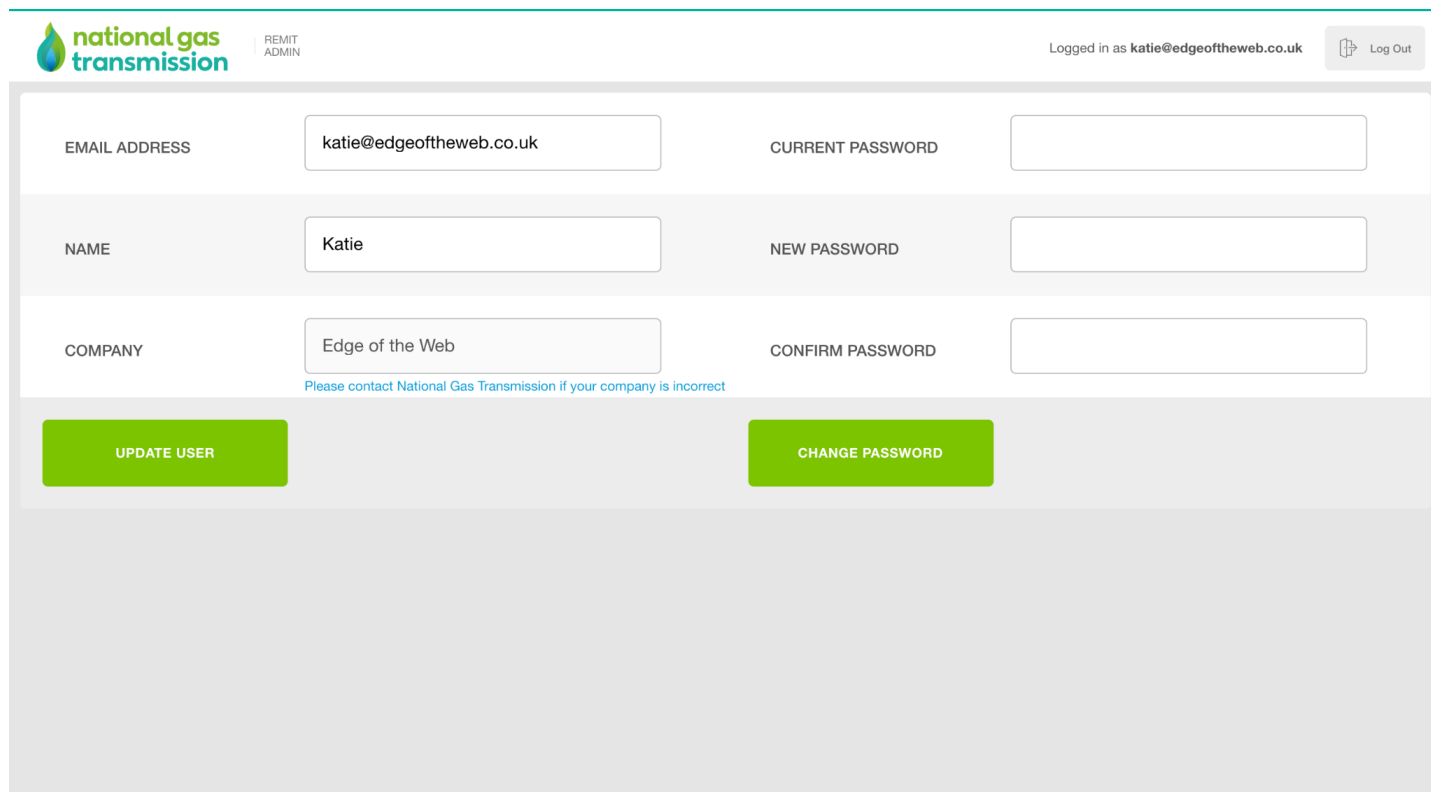
All current subscribers will be notified by email of the revision to the event.

You can click the "Select File" button at any point to upload an XML file to populate the form with, this will trigger a popup asking that you want to upload the file as this will remove all of the currently populated data.

## Account Details

You can modify your own account details by clicking your email address in the top right of the screen. This will take you to your account details, which includes the ability to edit:

- Your email address
  - This is what you use the login to the system
- Your name
- Your organisation
- Your password



The screenshot shows the 'Account Details' page in the REMIT Admin System. At the top left is the National Gas Transmission logo and 'REMIT ADMIN'. At the top right, it says 'Logged in as katie@edgeoftheweb.co.uk' with a 'Log Out' button. The main form has four input fields: 'EMAIL ADDRESS' (katie@edgeoftheweb.co.uk), 'CURRENT PASSWORD', 'NAME' (Katie), and 'NEW PASSWORD'. Below these are 'COMPANY' (Edge of the Web) and 'CONFIRM PASSWORD'. A blue link below the company field says 'Please contact National Gas Transmission if your company is incorrect'. At the bottom are two green buttons: 'UPDATE USER' and 'CHANGE PASSWORD'.

## Updating your details

To modify any of your details, simply edit the data in the pre-populated form and click the green “Update User” button to save details.

To update your email address, just enter the new email address in the box and click “Save Changes” to update the details. This change will happen instantaneously. Please note that if you update your email address, you will need to use the new email address next time you log in to the system.

If you enter an email address that is already in use for a user, the system will return an error message and you will not be able to use that address.

You cannot update your company yourself. If it is incorrect you will have to get in touch with National Grid.

## Updating your password

You will need to correctly enter your current password in the first box, your new password in the second box and repeat your new password in the third box.

The system will not allow you to change the password unless the current password is entered correctly, the new passwords match and that they contain an uppercase letter, lowercase letter, number and special character.

Click “Change Password” to confirm the password update.