

Retail Market Procedure NI 6

New Interval Metered Connection

21/11/2013

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Retail Market Procedure NI 6 – New Interval Metered Connection

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1. Introduction

1.1 Scope

This document describes the Retail Market Procedure for the Registration of an Interval metered new connection in Northern Ireland.

Registration is required both for import sites and for export sites having import capability.

The Procedure applies to Interval metered import sites. It contains the following sub-processes:

- **New Interval Metered Connection - Quotation Acceptance**
 - Describes the standard new connection application, quotation and acceptance process
- **New Interval Metered Connection - Registration**
 - Describes the submission and validation of the Supplier Registration Request
- **New Interval Metered Connection - Energisation and Completion**
 - Describes the completion of the meter works related to a new connection

This procedure excludes:

- New Non-Interval metered connections. (Refer to *MP NI 5 New Non-Interval Metered Connection*)
- New unmetered connections. (Refer to *MP NI 27 New Grouped MPRN* and *MP NI 28 New Technical MPRN*)
- Registration cancellation by a Supplier. (Refer to *MP NI 3 Objections and Cancellations*)
- Nomination by Suppliers of contracted generation. (Refer to *MP NI 7 Generator Nominations*)
- Registration Requests received for registered Meter Point in an energised or de-energised state. (Refer to *MP NI 2 Change of Supplier - Interval*)

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1.2 History of Changes

Version	Source of Change	Description of Change
0.1	NIE	Initial Draft
0.2	P Merkens	Updated for MCR 1004 Website Publication removed to MG NI 23 Supplier Data Requests
0.3	P Merkens	Updated following NIE review and for MCR 1054
0.91	P Merkens	Issued for SIG Workshop
0.92	P Merkens	Updated as a result of Supplier and other comments and for MCR 1057
0.93	J-E Smith	Final Draft Issued for Supplier Review prior to SIG Approval
0.94	J-E Smith	Visio Updated – New Interval Metered Connection Registration Diagram
0.95	A Ferguson	Clarification on more than one rejection reason code on 101R
1.0	A Ferguson	Baseline SIG Approved
2.0	A Ferguson	Baseline CDA Board approved <ul style="list-style-type: none">• Updated for DR1110/CRID163
2.1	J-E Smith	CDA Board Approved <ul style="list-style-type: none">• Updated for DR1113/CRID165• Updated for DR1116/CRID166
	A Ferguson	Updated to reflect MP NI 39 Glossary of Terms
2.1.1	J-E Smith	CDA Board Approved <ul style="list-style-type: none">• Updated for DR1132/CRID177

1.3 Document References

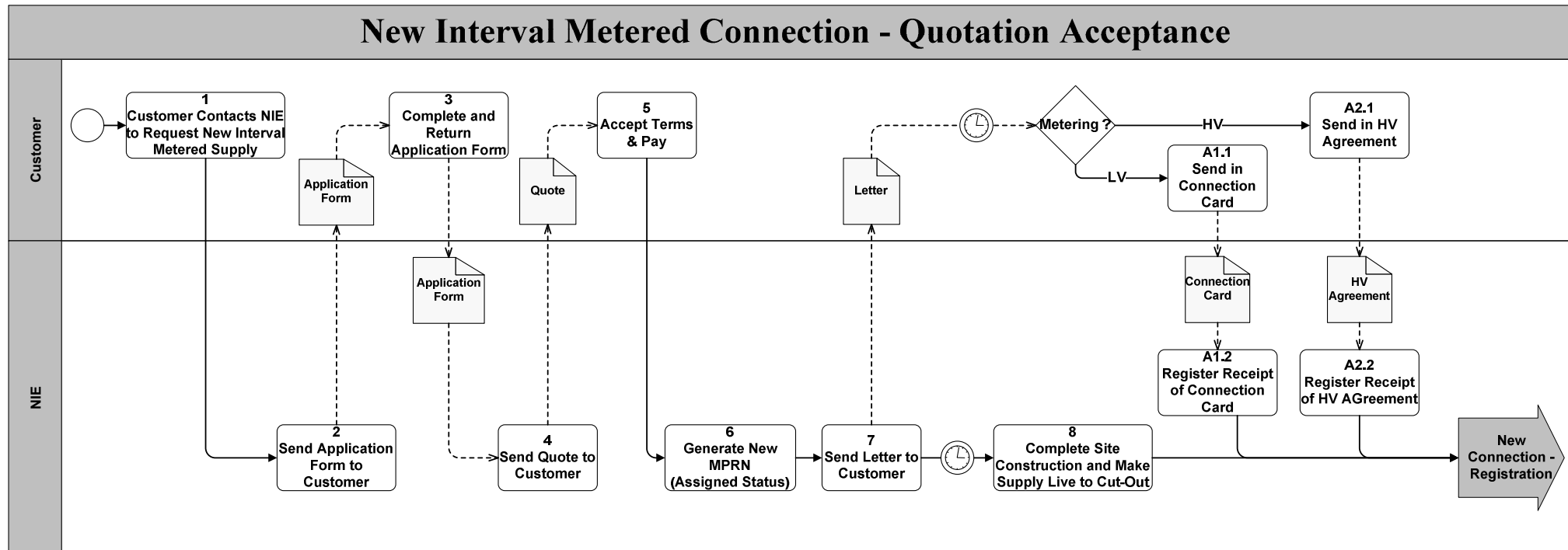
Document Reference	Document name
MP NI 3	Objections and Cancellation
MG NI 23	Supplier Data Requests
MP NI 39	NI Market Procedures - Glossary of Terms

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2. Procedure Description

2.1 New Interval Metered Connection - Quotation Acceptance

2.1.1 Process Flow Diagram



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2.1.2 Process Description

Step	Role	Action	Interface
1 - 3	Customer	<p>A Customer, or their authorised agent, can contact NIE directly to request an application form for a new Interval metered connection, and NIE will send out the form to the Customer.</p> <p>Alternatively the Customer can download the application form from the NIE website.</p> <p>The Customer must complete and sign the form, and return it to NIE along with any additional required documentation, e.g.</p> <ul style="list-style-type: none"> • Stamp approved full planning approval for the development (if required) • Site plan 1:500 • Site location map 1:2500 • Floor plan showing the proposed meter position <p>The complete list is defined in the Application Checklist on the application form.</p>	Application Form to NIE
4	NIE	<p>On receipt of a completed, signed application form and all additional documentation, NIE will carry out a design for the connection and send a quotation for the work to the Customer.</p> <p>An MPRN is created but will not at this stage be available to the Market Website</p> <p>The quotation letter will contain</p> <ul style="list-style-type: none"> • Their new MPRN(s) • The connection voltage, agreed MIC, MCC and type of metering to be installed • Information regarding the need to obtain a Supplier before the connection can be energised • Information on where Supplier details can be obtained • The next steps in the process <p>The quotation is valid for 90 days.</p> <p>NIE may need to carry out a detailed site survey before issuing the quotation. NIE will make arrangements with the Customer first if this is required.</p> <p>This design process can take between two and twelve weeks.</p>	Quote to Customer

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Step	Role	Action	Interface
		If the Customer changes their requirements and requests another quotation, the original MPRN(s) will be Terminated and new MPRN(s) generated with each new quotation.	
5	Customer	The Customer makes the appropriate payment to NIE.	Payment to NIE
6	NIE	On acceptance of the terms of the quotation by the Customer, and receipt of payment, NIE will move the new MPRN(s) to an Assigned state and details will be made available on the Market Website.	
7-8	NIE	NIE will contact the Customer to agree a date for completion of the necessary site construction and to make the supply live to the cut-out at the Meter Point. Customer sites will not be energised until a Registration Request from a Supplier for the Meter Point has been accepted by NIE.	Telephone call / Email / Letter to Customer
A1.1	Customer	LV sites Before the Customer notifies their chosen Supplier to submit a Registration Request, they should send in a completed Connection Card for the Meter Point, signed by their electrical contractor.	Connection Card to NIE
A1.2	NIE	NIE will record receipt of the Connection Card to allow the Meter Point to be energised after receipt of a Registration Request from a Supplier.	
A2.1	Customer	HV sites Before the Customer notifies their chosen Supplier to submit a Registration Request, they should send a signed and completed HV Agreement for the Meter Point to NIE.	HV Agreement to NIE

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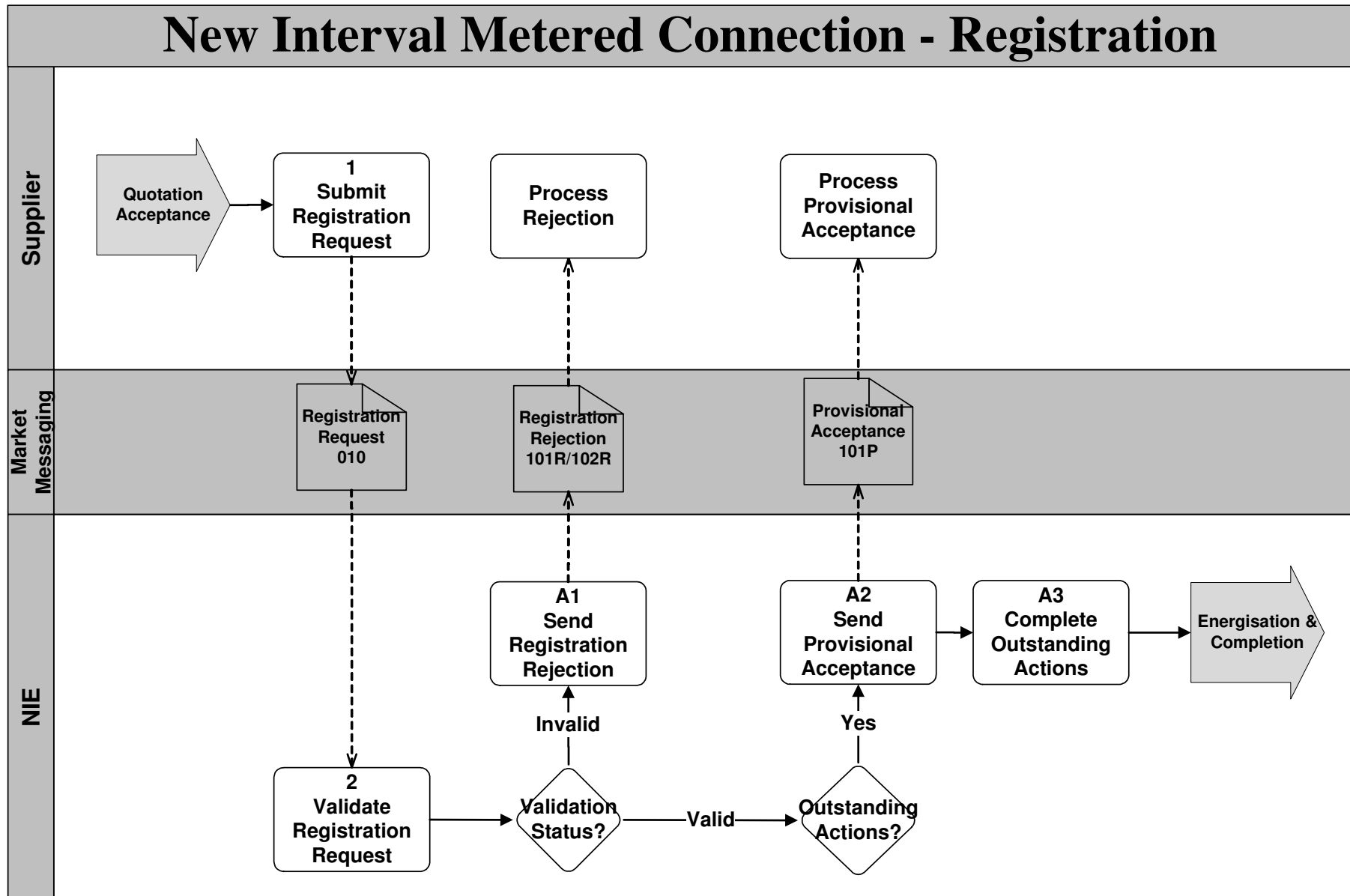
Step	Role	Action	Interface
A2.2	NIE	NIE will record receipt of the HV Agreement to allow the Meter Point to be energised after receipt of a valid Registration Request from a Supplier.	

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2.2 New Interval Metered Connection - Registration

2.2.1 Process Flow Diagram

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2.2.2 Process Description

Step	Role	Action	Interface
1	Supplier	<p>A Supplier may determine the characteristics of a Meter Point by reference to information published on the Market Website (see MG NI 23 Supplier Data Requests).</p> <p>The Supplier will request Registration of a Meter Point by providing an application to NIE via a Registration Request market message, completed in accordance with the message implementation rules. Read Arrangements must not be specified for a new connection.</p> <p>The MPRN will have been provided to the Customer as part of the Quotation Acceptance activities between the Customer and NIE.</p>	010 to NIE
2	NIE	<p>NIE will determine that the Registration is a metered New Connection Registration and, if so, validate the Registration (see section 2.3.3 New Connection Registration Validation).</p> <p>A Registration that is received after energisation, other than by a Supplier as required in section 2.4.1, will be treated as a Registration for a Change of Supplier and will be processed as provided in MP NI 2 Change of Supplier Interval.</p>	
A1	NIE	<p>Where a New Connection Registration Request market message fails validation NIE will send a New Connection Registration Rejection market message to the Supplier.</p> <p>The market message will contain one or more Reject Reason codes to indicate the reason(s) for the rejection.</p> <p>New Connection Registrations can supersede each other. Where a subsequent valid New Connection Registration Request is received and the Meter Point has not been energised,, then the initial Registration will be rejected and a rejection message 101R sent to the supplier that initiated the existing process.</p>	101R/102R to Supplier

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Step	Role	Action	Interface
A2	NIE	<p>Where the Registration Request market message is accepted but there are outstanding actions, NIE will send a New Connection Provisional Acceptance market message to the Supplier.</p> <p>The market message will contain one or more Provisional Acceptance Completion Requirement Codes to indicate the actions that are awaited, including:</p> <ul style="list-style-type: none">• Energisation is awaited• Connection Agreement required for connections at HV or where the Supply Agreement does not cover Customer acceptance of the NIE Connection Conditions	101P to Supplier
A3	NIE	NIE will complete any outstanding actions	

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2.2.3 New Connection Registration Validation

A new connection registration request for a new interval metered connection will be rejected and the New Supplier advised if:

- The MPRN does not exist
- The Meter Point status is Terminated. Note that a Registration for a registered site in an energised or de-energised state is treated as Change of Supplier
- The Meter Point Address Postcode provided does not exactly match the data held by NIE; where such data is held by NIE. The matching is case sensitive.
- The Supplier ID is not recognised by NIE
- The Supplier ID and Supplier Unit combination is not recognised by NIE for the required date
- The SSAC is not a valid arrangement for the Supplier Unit with respect to the Settlement Class of the Meter Point
- The Supplier has not confirmed that a Supply Agreement exists with the customer. Where the Supplier has an agency agreement for LV connected customers this must include a clause to cover customer acceptance of NIE Connection Conditions
- A registration request for a trading site is not consistent with registration data obtained from the SEM-O under SEM Agreed Procedure 1

Where import at a participant generator is to be registered as part of a trading site Supplier Unit then NIE will not proceed with the registration unless and until:

- The SEM-O has verified that the proposed trading site Supplier Unit Registration is consistent with the Supplier Unit Registration for the Generator Unit that the Supplier has submitted, and which has been accepted by, the SEM-O
- The energisation date for the Registration is consistent with the date advised by the SEM-O for the proposed Trading Site Supplier Unit registration

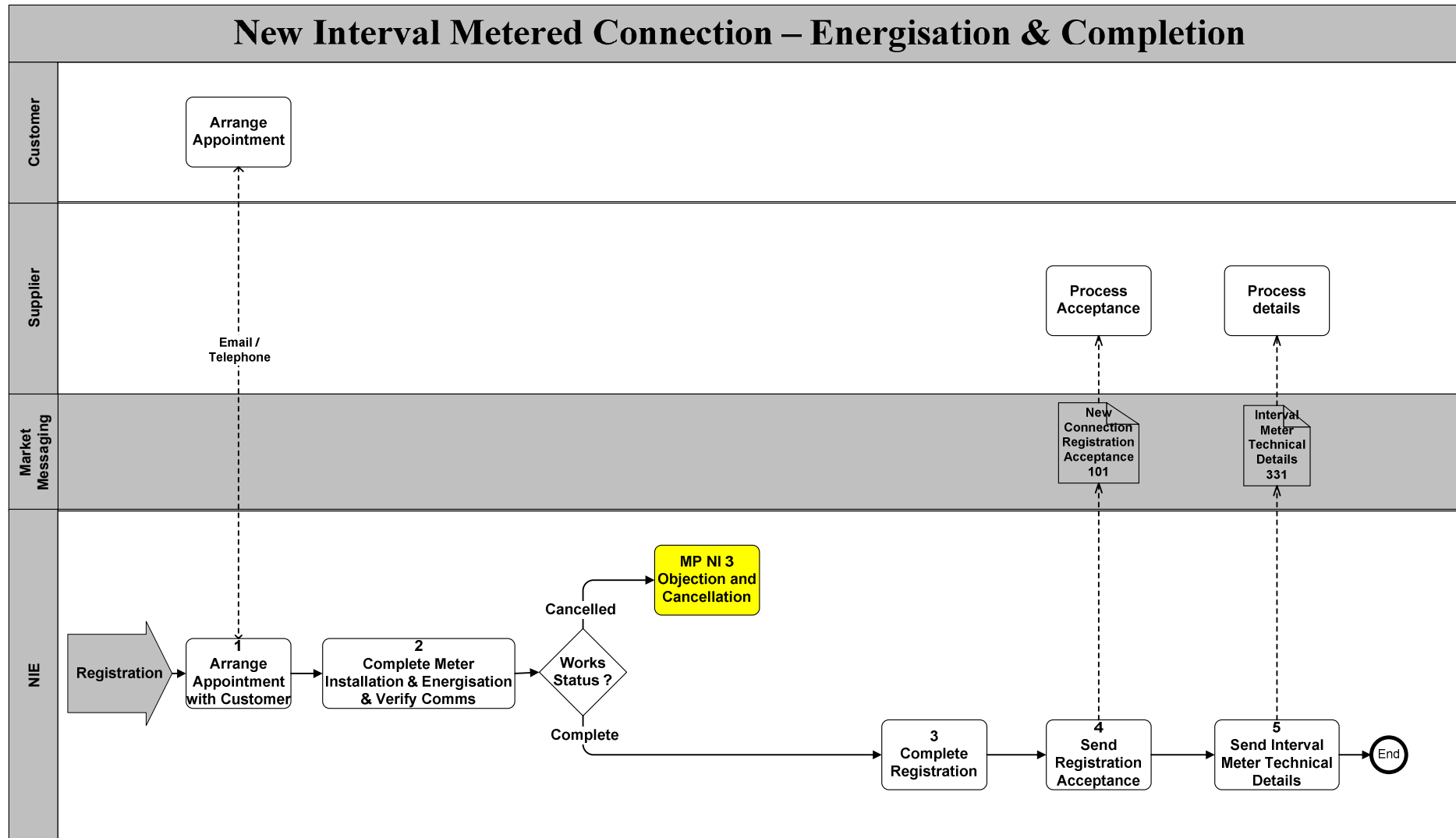
Where NIE is unable to proceed with the Registration due to inconsistency with data held by the SEM-O, NIE will reject the registration request.

Note: the NI Market Implementation Guide – Meter Registration provides validation and allowable values at a message field level.

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2.3 New Interval Metered Connection - Energisation and Completion

2.3.1 Process Flow Diagram



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2.3.2 Process Description

Step	Role	Action	Interface
1	NIE	For installation and energisation of all new connections, NIE will contact the Customer, or their authorised agent, directly to arrange an Appointment.	Email / Telephone to Customer
2	NIE	NIE will complete the meter installation, energise the Meter Point and ensure that the communications are operational. Refer to MP NI 3 Objections and Cancellations for circumstances where NIE will cancel a new connection.	
3, 4	NIE	NIE will complete the Registration process and send a New Connection Registration Acceptance market message to the Supplier.	101 to Supplier
5	NIE	NIE will send the new meter details to the Supplier on an Interval Meter Technical Details market message.	331 to Supplier

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2.4 Supplementary Information

2.4.1 Default Supplier

The default Supplier will be required to submit a New Connection Registration Request to NIE where NIE identifies a metered connection at which electricity is consumed but which is not registered to a Supplier and for which a Registration Request is not received from another Supplier within five business days of an MPRN being advised to the Customer by NIE. NIE will in this scenario perform a Fieldwork visit to check and confirm the metering

For unregistered existing connections the effective date of the Registration will be the date of the Fieldwork visit. Monies in respect of consumption prior to the effective date will be handled through Revenue Protection procedures.