Retail Market Guide NI 28

New Technical MPRN

06/06/2012

<table>
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<tr>
<th>Current Status:</th>
<th>Baseline</th>
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<tr>
<td>Issue Date:</td>
<td>06/06/2012</td>
</tr>
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<td>Version:</td>
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1. **Introduction**

1.1 **Scope**

This document describes the Retail Market Guide for the connection of an unmetered Technical Meter Point in Northern Ireland.

This process will be followed for an application for a Technical MPRN (whether as part of a new Grouped Unmetered Connection or whether as a subsequent addition to a Grouped Unmetered arrangement).

Registrations for Meter Points that are ‘Terminated (De-Commissioned)’ or that are not yet ‘Assigned’ will be rejected.

The guide applies to all Unmetered Technical Meter Points and contains the following sub-processes:
- New Unmetered Technical MPRN - Quotation Acceptance
- Completion – Technical MPRN added to a Grouped MPRN

This guide excludes:
- New Connection for a Grouped MPRN. Refer to MP NI 27 New Grouped MPRN for details of this procedure
- Cancellations – Refer to MP NI 3 for details of this procedure
Retail Market Guide NI 28 – New Technical MPRN

1.2 History of Changes

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<tr>
<th>Version</th>
<th>Source of Change</th>
<th>Description of Change</th>
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<tr>
<td>0.1</td>
<td>P Merkens</td>
<td>Initial Draft</td>
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<tr>
<td>0.91</td>
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<td>Updated following NIE review and ready for SIG Workshop</td>
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<td>0.92</td>
<td>P Merkens</td>
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<tr>
<td>0.93</td>
<td>A Ferguson</td>
<td>Final Draft Issued for Supplier Review prior to SIG Approval</td>
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<td>1.0</td>
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<td>2.1</td>
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1.3 Document References

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<tr>
<td>MP NI 3</td>
<td>Objections and Cancellations</td>
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<tr>
<td>MG NI 23</td>
<td>Supplier Data Requests</td>
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<td>MP NI 27</td>
<td>New Grouped MPRN</td>
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<tr>
<td>MP NI 39</td>
<td>NI Market Procedures - Glossary of Terms</td>
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2. Guide Description

2.1 New Unmetered Technical MPRN - Quotation Acceptance

2.1.1 Process Flow Diagram

New UnMetered Technical MPRN - Quotation Acceptance

1. Customer Contacts NIE to Request New UnMetered Supply
2. Send Application Form to Customer
3. Complete and Return Application Form
4. Send Quote to Customer
5. Accept Terms & Pay
6. Generate New MPRN (Assigned Status)
7. Send Letter to Customer
8. Complete Site Construction and Make Supply Live to Cut-Out

A1.1 Send in Connection Card

A1.2 Register Receipt of Connection Card

New Group? Yes

New Grouped MPRN

Completion Technical MPRN added to Group

Complete Site Construction and Make Supply Live to Cut-Out

Send Letter to Customer

Accept Terms & Pay

Generate New MPRN (Assigned Status)

Send Quote to Customer

Complete and Return Application Form

Send Application Form to Customer

Customer Contacts NIE to Request New UnMetered Supply

Customer

NIE
## 2.1.2 Process Description

<table>
<thead>
<tr>
<th>Step</th>
<th>Role</th>
<th>Action</th>
<th>Interface</th>
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</thead>
</table>
| 1 - 3| Customer| A Customer, or their authorised agent, can contact NIE directly to request an application form for a new unmetered connection, and NIE will send out the form to the Customer. Alternatively the Customer can download the application form from the NIE website. The Customer must complete and sign the form, and return it to NIE along with any additional required documentation, e.g.  
- Stamp approved full planning approval for the development (if required)  
- Site plan 1:500  
- Site location map 1:2500
The application will give the unmetered load details for the connection point. The complete list is defined in the application checklist on the application form. | Application Form to NIE |
| 4    | NIE    | 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. A Technical MPRN is created but will not at this stage be available to the Market Website
The quotation letter will contain  
- Their new Technical MPRN(s)  
- The connection voltage and the agreed MIC
The quotation is valid for 90 days. 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.
This design process can take between two and twelve weeks.
If the Customer changes their requirements and requests another quotation, the original Technical MPRN(s) will be Terminated and new Technical MPRN(s) generated with each new quotation. | Quote to Customer |
### Retail Market Guide NI 28 – New Technical MPRN

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<th>Interface</th>
</tr>
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<tbody>
<tr>
<td>5</td>
<td>Customer</td>
<td>The Customer makes the appropriate payment to NIE.</td>
<td>Payment to NIE</td>
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</table>
| 6 - 7 | NIE | On acceptance of the terms of the quotation by the Customer, and receipt of payment, NIE will move the new Technical MPRN(s) to an Assigned state and details will be made available on the Market Website. NIE will then send a letter to the Customer advising them of  
  - 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 | Letter to Customer |
| 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 | Where energisation is required to be completed by NIE the Customer 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 by NIE. | |

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**Notes:**
- **A1.1** Customer
- **A1.2** NIE
2.2 Completion – Technical MPRN added to Grouped MPRN

2.2.1 Process Description

<table>
<thead>
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<th>Step</th>
<th>Role</th>
<th>Action</th>
<th>Interface</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>NIE</td>
<td>Once all data is available to complete the connection, NIE will complete the necessary Fieldwork.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>NIE</td>
<td>NIE will update the unmetered inventory and send a statement of the installed unmetered inventory to the Supplier.</td>
<td>700 to Supplier</td>
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