

## Market Process for New NQH Metered Connection

### 1. Introduction

#### 1.1 Scope

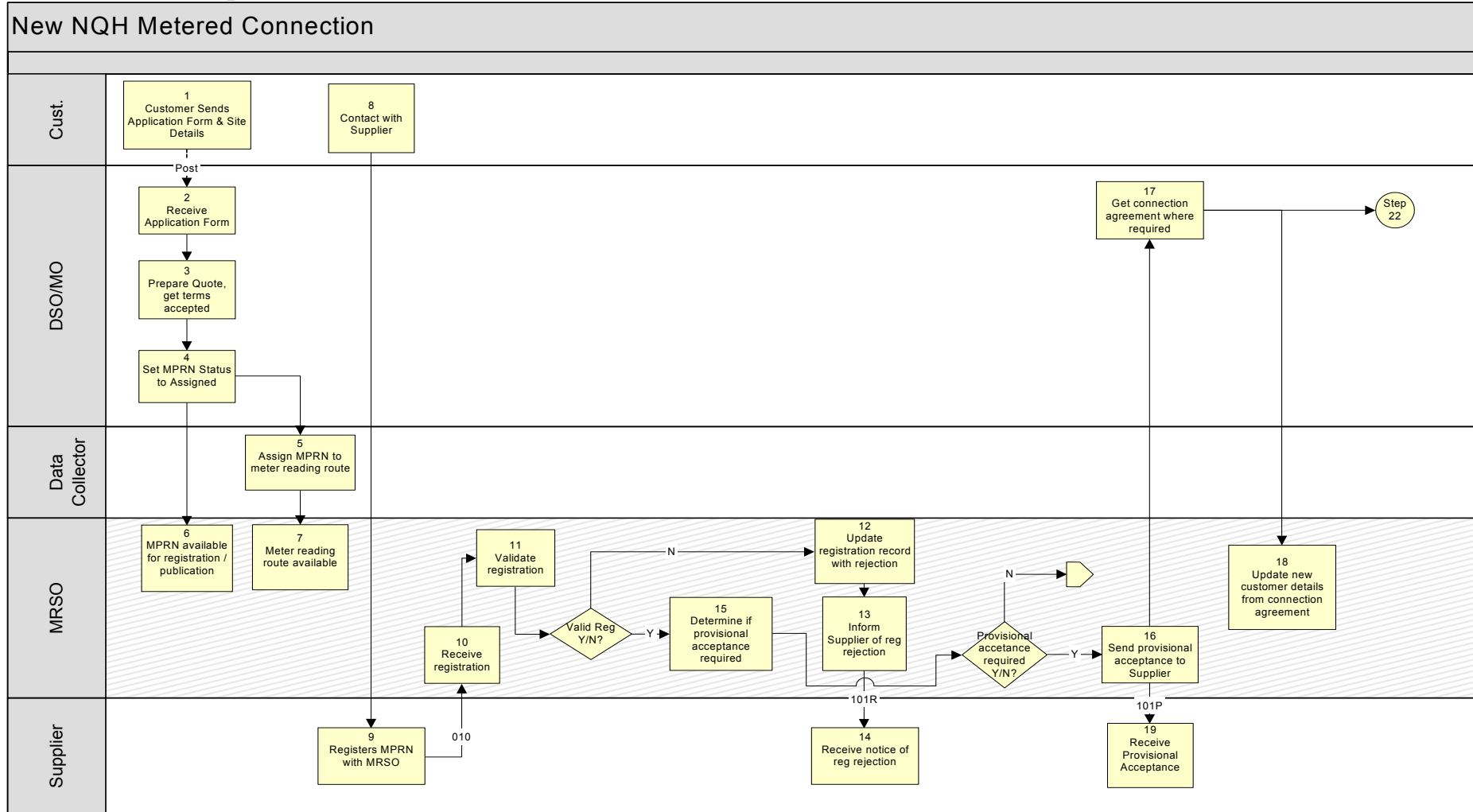
This Procedure describes the process for a New NQH Metered Connection.

#### 1.2 History of Changes

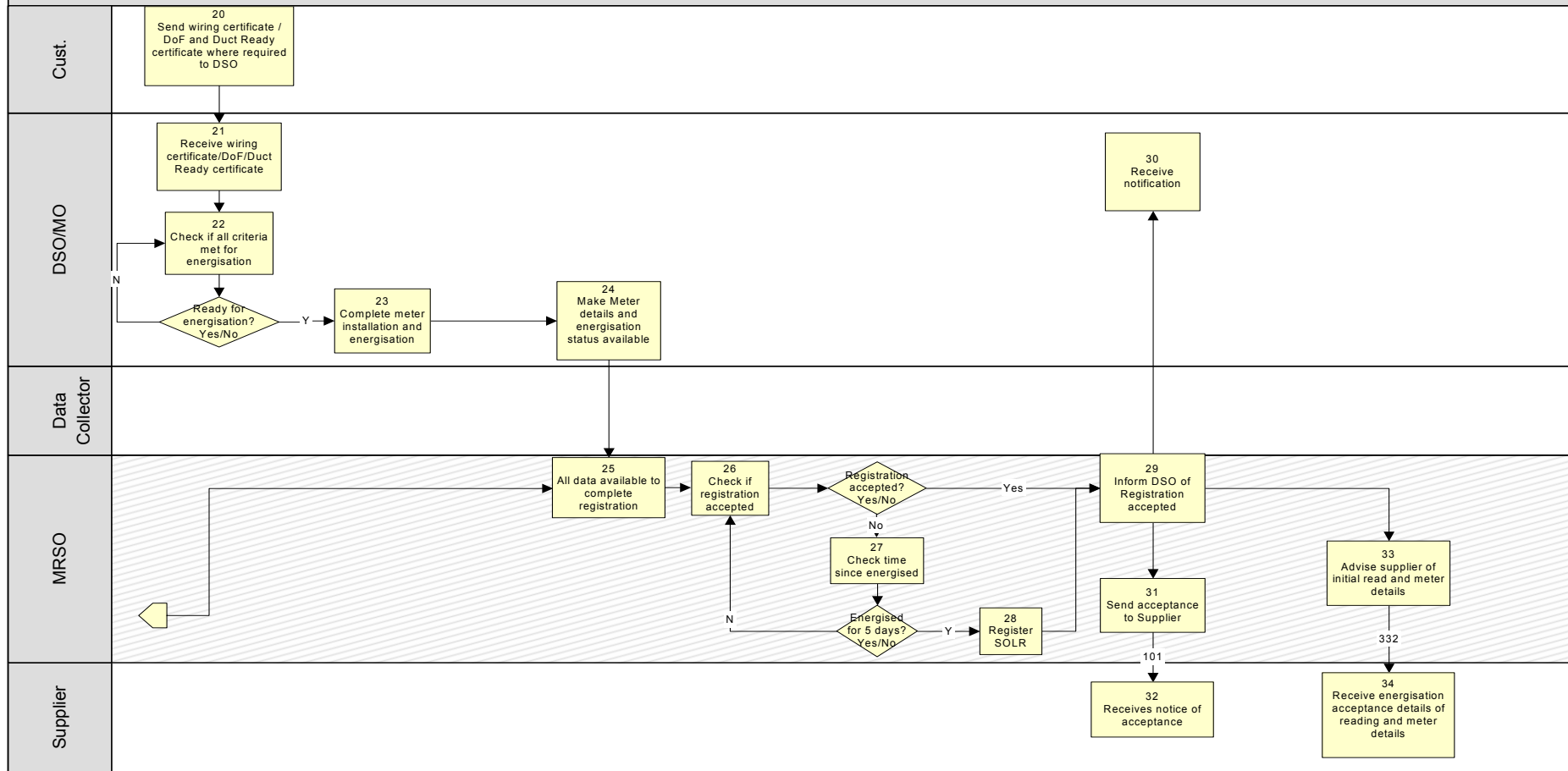
This Procedure includes the following changes

Source of Change	Description of Change
235	Changes to provisional acceptance criteria for Change of legal entity
B37	Message 010 is used for registrations
B41	Removal of customer type
	Removal of 103 flow to New Supplier to inform of delay in processing due to need for additional information
	<i>Further Changes since version 3.1</i>
MIG September 3rd	Standardisation of use of QH/NQH Terminology
Written Supplier Clarifications 4	Updated text on page 6 to Provisionally accepted rather than registration
Written Supplier Clarifications 2	Updated section on MPRN assignment (Page 4)
	<b>No changes applied since version 4.0 DRAFT</b>

## 2. Process Map



# New NQH Metered Connection



## 2.1 Process Description

Step	Role	Action	Interface
Step 2, 3,4	<b>DSO/MO</b>	<p>Upon receipt of an application from the customer, DSO will prepare and issue a quotation to the customer. The MPRN for the new meter point will be issued to the customer with the quotation. In the case of multi-site developments, e.g. housing schemes, the developer will be issued with a list of the MPRNs.</p> <p>The status of the MPRN will be set to assigned once the following criteria have been met:</p> <ul style="list-style-type: none"> <li>• The quotation must have been accepted and capital contribution paid</li> <li>• The customer must have accepted the terms of connection and returned a signed Connection Agreement (over 100 kVA)/Acceptance of Offer (Under 100 kVA)</li> </ul> <p>As soon as the MPRN has reached the status of 'Assigned' registrations will be accepted by MRSO for that MPRN.</p>	
Step 5	<b>Data collector</b>	When the MPRN is assigned the data collector will assign it to a meter reading route.	
Step 9, 10	<b>Supplier</b>	<p>The Supplier provides a registration application, completed in accordance with the applicable Rules (see step 11), to MRSO.</p> <p>The Supplier is responsible for the validity of all information provided for the purposes of registering a Meter Point.</p> <p>A registration request from a Supplier will be taken as a request for energisation by DSO.</p>	010 to MRSO
Step 11, 12, 13, 14,	<b>MRSO</b>	<p>MRSO will validate the registration in accordance with the applicable validation rules and advise the Supplier of the outcome.</p> <p><b><u>Rejection</u></b></p> <p>Failure of the following validations will cause the registration to be rejected.</p> <ul style="list-style-type: none"> <li>• The Supplier must have provided all mandatory information</li> </ul>	

Step	Role	Action	Interface
Step 15, 16, 19		<ul style="list-style-type: none"> <li>• The MPRN must have been assigned and is not terminated</li> <li>• The Supplier Id is a valid one and the Supplier has a UoS agreement.</li> <li>• The Supplier must be entitled to register a Meter Point under the legislation and in accordance with the Trading and Settlement Code.</li> <li>• The Supplier warrants that a supply agreement exists with the customer at the Meter Point being registered.</li> <li>• The Supplier must provide a sub-aggregation code that is valid for the Supplier and for the Settlement Class.</li> </ul> <p>If registration is rejected the Supplier is informed of the rejection with the reasons.</p> <p><b><u>Referral to DSO prior to rejection</u></b></p> <p>Failure of the following validation will cause the registration to be rejected unless the DSO approves the new information:</p> <ul style="list-style-type: none"> <li>• Meter Point Address advised by Supplier is materially inconsistent with Meter Point Address known to MRSO. DSO may accept or reject the new address submitted by the Supplier.</li> </ul> <p><b><u>Provisional Acceptance</u></b></p> <p>Failure of the following validations will cause the registration to be provisionally accepted, unless rejected above, pending approval by the DSO.</p> <ul style="list-style-type: none"> <li>• The Meter Point is not energised. The registration will become effective when the Meter Point is energised.</li> <li>• The MIC is equal to or exceeds 100 kVA and there is no Connection Agreement in place or there is a change of customer name or registered company number or Change of Tenancy. In this case the DSO must confirm the existence of a Connection Agreement before the registration is accepted.</li> </ul> <p>If the registration is provisionally accepted the Supplier will be informed of the provisional acceptance, with reasons, together with Meter Point status and characteristics known to MRSO at the time.</p> <p>A registration received prior to energisation that is provisionally accepted will supersede any previous registration. The Supplier of any previously accepted registration will be informed.</p>	<p>101R to Supplier</p> <p>101P to Supplier</p> <p>101R to previous Supplier</p>

Step	Role	Action	Interface
Step 17, 18	<b>DSO/MO</b>	Where a registration has been provisionally accepted pending receipt of a Connection Agreement (in cases where MIC is equal to or exceeds 100 kVA) DSO will signal the existence of a Connection Agreement to MRSO.	
Step 20, 21		The customer will be responsible for the provision of a wiring certificate, Declaration of fitness (DoF), for MV and above, and Duct ready certificate to DSO where required.	
Step 22, 23		DSO will arrange for the energisation of the Meter Point in accordance with the metering requirements specified and applicable metering codes, practices and standards. This will occur when the following conditions are true: <ul style="list-style-type: none"> <li>• All payment required has been received</li> <li>• A Connection Agreement must be in place</li> <li>• All certificates required (wiring certificate/ Declaration of fitness etc) have been received</li> <li>• A Provisionally Accepted Supplier registration must be in place for customers with MIC greater than or equal to 30 kVA.</li> <li>• Either a Provisionally Accepted Supplier registration or a customer request for energisation must have been received for customers with MIC under 30 kVA.</li> </ul>	
Step 24		At energisation, DSO makes the meter details and the Meter Point status available to MRSO.	
Step 25	<b>MRSO</b>	MRSO will confirm that all data required for registration is available.	101 to Supplier of Last Resort
Step 26, 27, 28		<p><b><u>No Registration Present at Energisation</u></b></p> <p>If no Supplier registers the new Meter Point within five days of energisation it will be registered to the nominated Supplier of Last Resort with effect from the energisation date. The registration to the Supplier of Last Resort is confirmed by sending a final acceptance to Supplier of Last Resort.</p> <p><b><u>Energisation with Registration</u></b></p>	
Step 31, 32		<p>When energisation of a meter point which has been provisionally accepted has been recorded MRSO shall inform the Supplier of the final acceptance.</p> <p><b><u>No Energisation</u></b></p>	

Step	Role	Action	Interface
Step 33, 34		<p>Should a Meter Point have a provisionally accepted Supplier registration for sixty working days and that Meter Point has not been energised, MRSO will issue a report to the Supplier and the Distribution System Operator.</p> <p><b><u>Late Energisation</u></b></p> <p>If energisation of a new connection is not for any reason recorded by MRSO within five days of the energisation date then, when an energisation is identified:</p> <ul style="list-style-type: none"> <li>• If a registered Supplier can be identified then the registration acceptance will be backdated to the energisation date.</li> <li>• If a registered Supplier cannot be identified then either registration is triggered and confirmed to the Supplier of Last Resort or, if an illegal energisation has occurred this will be treated as a revenue protection issue.</li> </ul> <p>The MRSO will provide Profile and initial EUF data allocated in accordance with agreed rules to the Supplier together with the meter details and opening readings.</p>	332 to Supplier