

MARKET PROCESS DESIGN

MPD 08 1.1 – Change to Connection Characteristics

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1. Introduction

1.1 Scope

This Procedure describes the process for a Change to Connection Characteristics.

1.2 History of Changes

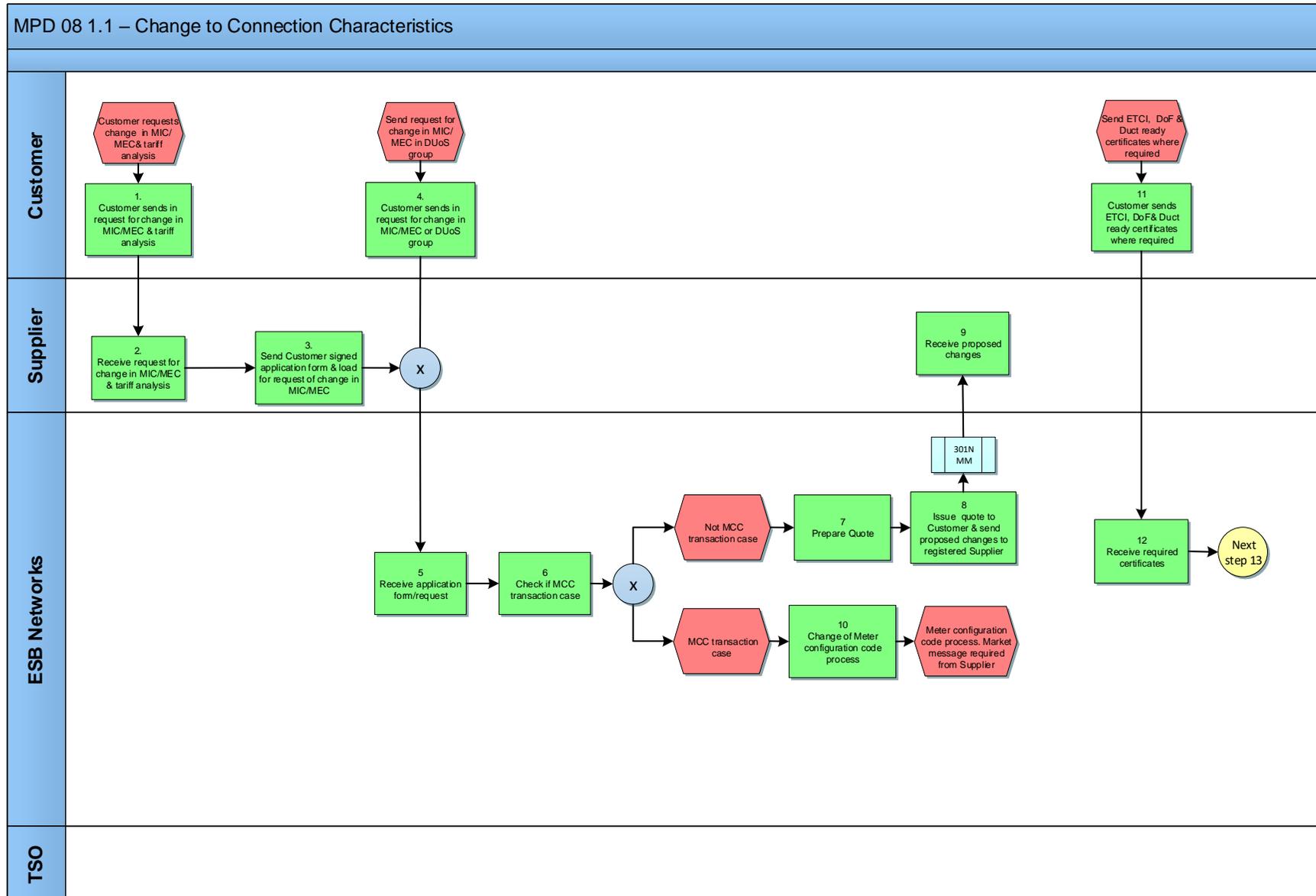
This Procedure includes the following changes:-

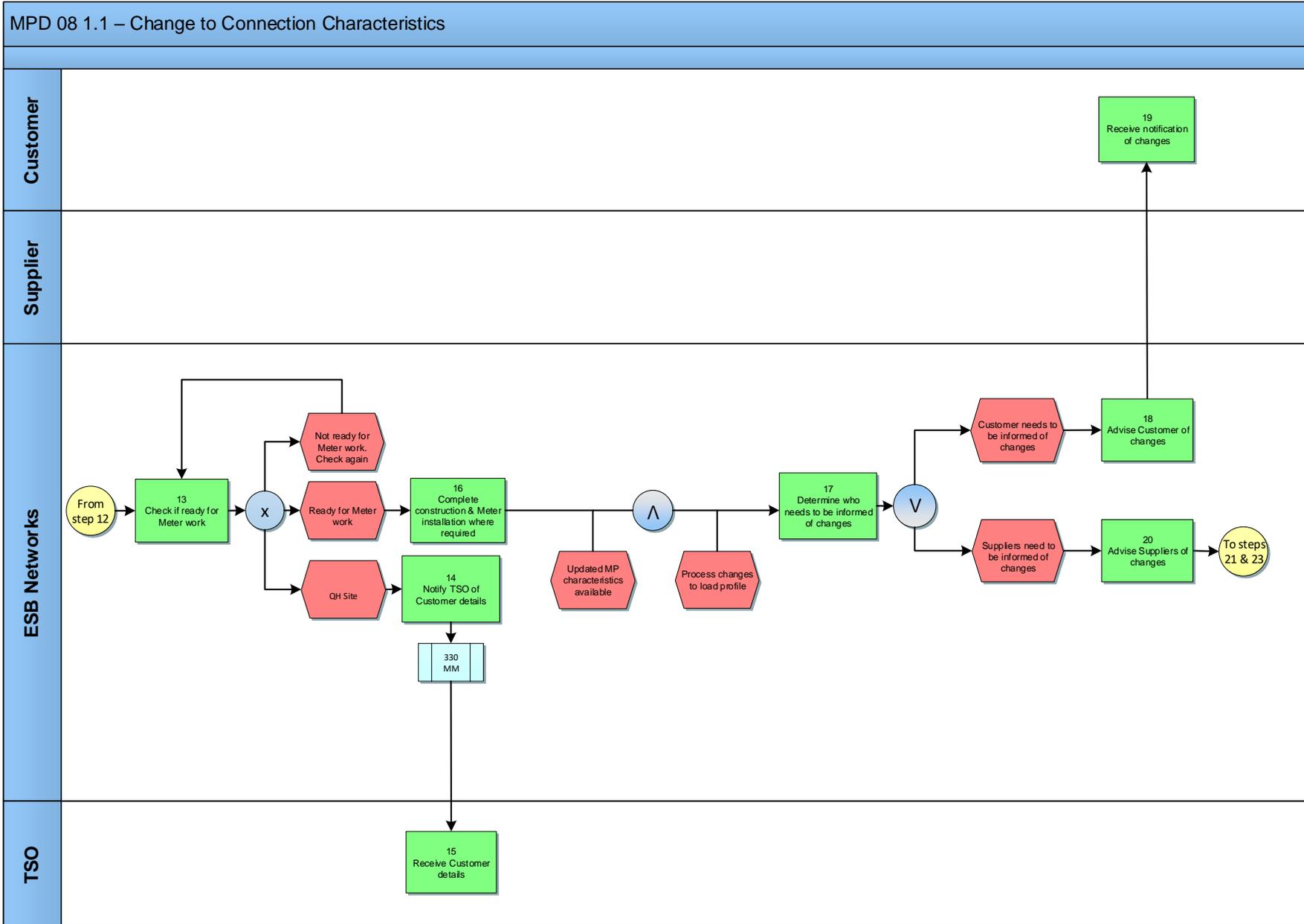
Version in which last change Implemented	Source of Change	Description of Change
Draft	517	Inclusion of message 301N to Suppliers
		Further Changes since version 3.1
Draft	MIG September 3 rd	Standardised on use of QH and NQH Metered
Draft	Design	Removal of validation of load factor exceptions as this is covered in MPD 14 – Readings Processing NQH
		<i>Updates arising from Supplier clarifications</i>
Draft		Clarification to process map and text to show that MRSO may initiate changes to Load Profile as a result of load factor exceptions.
		Changes applied after version 4.1
Version 4.2	MCR 0040	<i>Update arising from Supplier clarification</i> Clarification if Change of Legal Entity requested with change to connection characteristics
		Changes applied after version 4.2
Version 4.3	MCR 0046	National Grid Requirements communicating Meter Point Changes
		Changes applied after version 4.3

Version in which last change Implemented	Source of Change	Description of Change
Version 4.4	DRR 0043	Clarification to Text regarding DUoS Group Changes
Version 5.1	DRR 0104	Omission in MCR of Baseline Products Impacted for MCR 0064
Version 6.0	MCR 0128	Amendments to satisfy requirements of SEM implementation. The current procedure MPD 8 will be replaced by the following:- MPD 8 1.1 Changes to Connection Characteristics. MPD 8 1.2 Non Participant Generator Replaces Export Arrangements with SubMetering. This will necessitate changes to:- ARIS Process Flow diagram, ARIS Process Flow – supporting text.
Version 8.0	RMDS QA	Diagram ref renamed from MPD 08 to MPD 08.1, to provide a unique reference
Version 8.0	RMDS QA	MPD clean-up: objects enlarged to make text readable, swimlane actors shifted left, swimlanes tightened.
Version 10.5	MCR 1165 – Conversion of MPDs from ARIS to document format.	ARIS Process flow converted to Visio format and Step Table included. SMO changed to TSO.
Version 13.0	MCR 1160	Updated as part of V13.00.00 Retail Market Release February 2021. Process step text change steps 25, 29,30 & 33 Process Step Description text change steps 25, 26, 29 & 30

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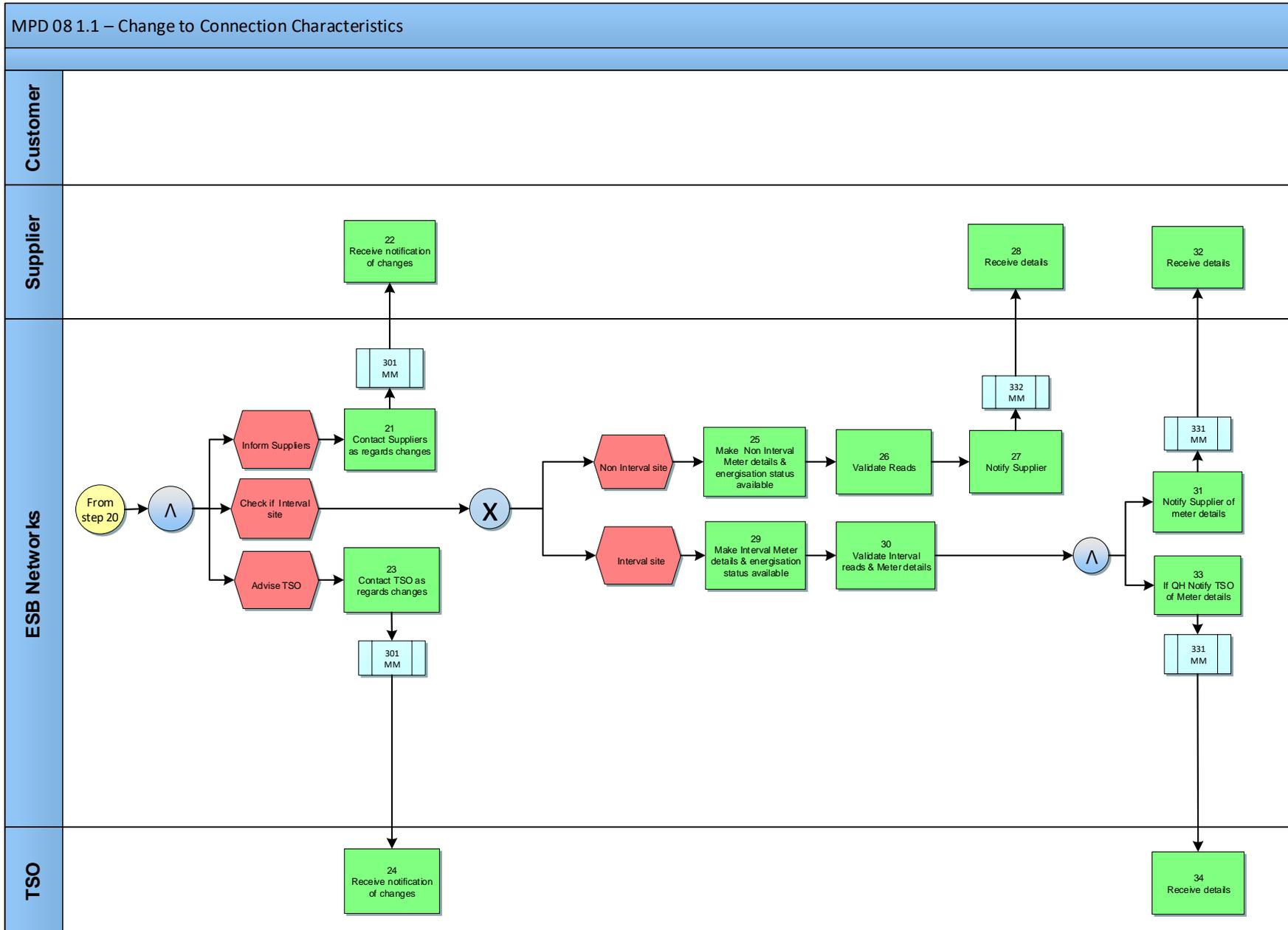
2. Process Map





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2.1 Process Description

Process Step		Role	Process Step Description	Interface
1	Customer sends in request for change in MIC/MEC & tariff analysis	Customer	The Customer sends a request for a change in MIC/MEC and tariff analysis to their supplier.	
2	Receive request for change in MIC/MEC & tariff analysis	Supplier	Receive request for change in MIC/MEC & tariff analysis.	
3	Send Customer signed application form & load for request of change in MIC/MEC	Supplier	Supplier passes a completed Networks Application form to Distribution Systems Operator and acts as an agent for the Customer.	
4	Customer sends in request for change in MIC/MEC for DUoS group	Customer	The Customer sends a request for a change in MIC/MEC or DUoS group to the DSO/MO. Where this is a change of MEC which includes SubMetering then details as to the number of SubMeters should also be provided.	
5	Receive application form/request	ESBN	ESBN receives application form/request.	
6	Check if MCC transaction case	ESBN	<p>DSO will determine if the change requested involves a change in MCC only.</p> <ul style="list-style-type: none"> • Not MCC transaction case - next step 7 • MCC transaction case - next step 10 	
7	Prepare Quote	ESBN	ESBN prepares Quote.	
8	Issue Quote to Customer & send proposed changes to registered Supplier	ESBN	DSO will prepare and issue a new Connection Agreement (including quotation) for the Customer and will inform the Supplier of the changes as detailed on the proposed Connection Agreement. If a change of legal entity is requested with a change to connection characteristics, the change of legal entity is performed first and when complete the change in connection characteristics will be carried out.	301N MM
9	Receive proposed changes	Supplier	Supplier receives proposed changes.	
10	Change of Meter configuration code process	ESBN	If the change is a change in MCC only then the Customer will be informed to progress this via their Supplier. The work will not be progressed without a market message from the Supplier requesting the MCC change.	

Process Step		Role	Process Step Description	Interface
11	Customer sends ETCL, DoF & Duct ready certificates where required	Customer	Customer sends ETCL, DOF and Duct ready certificates where required.	
12	Receive required certificates	ESBN	ESBN receive the required certificates.	
13	Check if ready for Meter work	ESBN	<p>The new Connection Agreement will come into effect once the following conditions are met:</p> <ul style="list-style-type: none"> • All payment (where required) has been received. • A signed Connection Agreement has been received. • Construction (where required) has been completed. • Meter installation (where required) has been completed. • All certificates required (wiring certificate/ Declaration of fitness etc.) have been received. <ul style="list-style-type: none"> • Not ready for Meter works - back to step 13 • Ready for Meter work - next step 16 • QH site - next step 14 	
14	Notify TSO of Customer details	ESBN	ESBN Notifies TSO of Customer details.	330 MM
15	Receive Customer details	TSO	TSO receives Customer details.	
16	Complete construction & Meter installation where required	ESBN	DSO will provide any changes to Connection Characteristics to MRSO. Changes in MIC and, for Customers over 30 kVA, changes to DUoS Group will take effect from the start of the next billing period. For DUoS Group changes this co-incides with the start of the new contract and will be a non scheduled billing. Changes in DUoS Group for Customers under 30 kVA will take effect from the start of the current billing period.	
17	Determine who needs to be informed of changes	ESBN	<p>If the site is a Generator then the Customer should be informed of the changes, including any Meter details if the change has incorporated any change of SubMetering.</p> <ul style="list-style-type: none"> • Customer needs to be informed - next step 18 • Supplier needs to be informed - next step 20 	
18	Advise Customer of changes	ESBN	ESBN advises Customer of changes.	
19	Receive notification of changes	Customer	Customer receives notification of changes.	

Process Step		Role	Process Step Description	Interface
20	Advise Suppliers of changes	ESBN	ESBN advises Suppliers of changes.	
21	Contact Suppliers as regards changes	ESBN	ESBN contacts Suppliers as regards changes.	301 MM
22	Receive notification of changes	Supplier	Supplier receives notification of changes from ESBN.	
23	Contact TSO as regards changes	ESBN	ESBN advises TSO of changes.	301 MM
24	Receive notification of changes	TSO	TSO receives notification of changes.	
25	Make Non Interval Meter details & energisation status available	ESBN	DSO will make Non Interval Meter details and readings available to MRSO where appropriate.	
26	Validate Reads	ESBN	MRSO validates Non Interval reads from DSO and notifies supplier. In cases where a site has gone from Non Interval to Interval then closing Non Interval readings will be sent to the Supplier.	
27	Notify Supplier	ESBN	ESBN notifies the supplier of the Meter details reading where appropriate.	332 MM
28	Receive details	Supplier	Supplier receives details from ESBN.	
29	Make Interval Meter details & energisation status available	ESBN	DSO will make Interval Meter details or Non Interval Meter details and readings available to MRSO where appropriate.	
30	Validate Interval reads and Meter details	ESBN	MRSO validates Interval reads and then notifies supplier & TSO of read and Meter details.	
31	Notify Supplier of Meter details	ESBN	ESBN notifies the supplier of the Meter details reading where appropriate.	331 MM
32	Receive details	Supplier	Supplier receives Meter details from ESBN.	
33	IF QH Notify TSO of Meter details	ESBN	ESBN notifies the supplier of the Meter details reading where appropriate.	331 MM
34	Receive details	TSO	TSO receives details from ESBN.	

3. Supplementary Information

De-energised and De-registered sites

For de-energised sites (under 30 kVA) energisation will occur when all criteria for the proposed changes have been met.

For de-registered sites, a Supplier registration will be included in the above criteria before energisation can occur.