

Meter Point Reference Number Allocation Process Phase 1 Utility Infrastructure Providers

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1 Introduction

National Grid, acting in its capacity as a gas transporter has a responsibility to hold and maintain a register of supply points connected to its system. This is currently enabled by the creation of a Meter Point Reference Number (MPRN). The MPRN is a unique 10 digit number, of which the last 2 are check digits. This number is allocated to the point where gas is taken from the network.

In order to facilitate competition in meter provision, National Grid Gas Transporter (NGGT), has developed a process for MPRN allocation in consultation with industry parties.

The following principles will apply:

- When the service is installed a label (B965) containing the MPRN will be attached to the service as near to the Emergency Control Valve (ECV) as possible.
- NGGT will make the MPRN labels available to the Utility Infrastructure Providers (UIP) who will be able to allocate a specific MPRN for a specific job before the service is installed. The UIP will inform NGGT once an MPRN has been allocated to a service job.
- The NGGT will receive all meter point details, including the MPRN, when: -
 - a. For a one off service, when a quotation / design has been accepted / approved
 - b. For infrastructure sites, at the time the service installation is called off

and a MPRN has been allocated by the UIP.

This notification will be made electronically or via a telephone call from the UIP to a NGGT Call Centre. NGGT will provide the UIP with contact details prior to implementation.

- The meter point details are required to ensure NGGT is aware of a Supply Meter Point capable of off-taking gas at the earliest opportunity.

2. New Process

The following steps indicate the requirements when a UIP lays a new service to either a new or existing premise. It will be the responsibility of the UIP to ensure the service layer receives the correct MPRN for the address to which the service is to be laid and that the B965 MPRN label is attached appropriately.

Refer to the process flow diagram in Appendix 1 in conjunction with the following.

1. The requestor, which may or may not be a Shipper, accepts a quote and requests a service to be installed.

Where necessary (usually for infrastructure sites) NGGT will create new / temporary street(s) on its systems based upon the approved plan / design provided by the UIP. NGGT will forward the street name(s) and street identification number(s) to the UIP. The UIP will use the street name(s) when providing the meter point details to NGGT. The street identification number(s) will be used if difficulties are encountered in locating the street details on NGGT systems.

2. The UIP receive the quotation acceptance and process it according to their internal procedures.
3. The UIP allocates a MPRN for the service and informs NGGT (and the requestor where agreed between the parties) of the MPRN allocated and other Supply Meter Point details. This is required as follows: -
 - a. For a one off service, a quotation / design has been accepted / approved
 - b. For infrastructure sites, at the time the service installation is called off
4. NGGT receives the Supply Meter Point details and validates the information provided ensuring that it is a valid MPRN, a label has been produced for the MPRN and the MPRN has not been used before. This information is input into the appropriate database to create a live Supply Meter Point in the Supply Point Register.

Any validation failures will be communicated back to the UIP for correction/resolution. Any changes in the information may need to be communicated to the requestor to ensure that the correct details correspond for all parties regarding the job. NGGT will log the information given and the reason for the rejection to ensure no details are lost.

[If the job is for a service and NGGT meter, the UIP must indicate this to NGGT and this will trigger the creation of a 'MSL' file from NGGT to the Shipper (where the Shipper is also notified to NGGT). The 'MSL' file provides the Shipper with the MPRN, address and other details]

5. The requestor receives the information and processes it according to their internal procedures.
6. The UIP raise the appropriate job instruction according to their internal procedures.
7. The UIP will ensure that the appropriate adhesive backed pre-populated B965 MPRN label (see Appendix 2) is applied to the Service Information label B608 (see Appendix 3). The Service layer installs the service as instructed on the job instruction and attaches the labels as near to the Emergency Control Valve (ECV) as possible.

Note: Service Information Label (B608) must always be fitted as it contains consumer information in the event of an emergency.

8. The UIP passes the required pipe asset information to NGGT using existing processes.
9. NGGT receives and validates the pipe asset information provided and updates the appropriate database.

Any validation failures will be communicated back to the UIP for correction/resolution.

10. The UIP notifies the requestor of completion details as agreed between the relevant parties.
11. The requestor receives the details and processes it according to their internal processes. If appropriate, the requestor informs a Shipper of the details.
12. If any of the original Supply Meter Point details have changed on the day that the service is installed e.g. address etc. then these details will be communicated to the NGGT and requestor by the UIP electronically or via a telephone call.
13. NGGT receives the Supply Meter Point details and validates the information provided ensuring that the details can be changed.

Any validation failures where the information cannot be accepted because of Supply Point registration having commenced will be managed by NGGT. Other validation failures will be communicated back to the UIP for correction/resolution. Any changes in the information may need to be communicated to the requestor by the UIP to ensure that the correct details correspond for all parties regarding the job. NGGT will log the information given and the reason for the rejection to ensure no details are lost.

14. NGGT updates its databases with the information provided according to its internal processes and procedures.
15. The Shipper registers the Supply Meter Point in accordance with the Network Code. This process step may occur at any stage within the above steps once the Supply Meter Point has been created on the Supply Point register.

3. NGGT and UIP Responsibilities

The following sections outline the interface between NGGT and the UIP, the processes involved, and the information exchanged between the parties. (See Appendix 4)

3.1 Provision of Service Information label B608

NGGT's label supplier will hold the B608 label in stock. NGGT will make these labels available to the UIP under procedures associated with the fitting of labels to meet NGGT legislative requirements.

3.2 Provision of MPRN label B965

NGGT's label supplier will produce a quantity of B965 MPRN labels. The label supplier will manage on behalf of NGGT, the stock of B965 MPRN labels and the distribution to the UIP. Arrangements will be put in place to allow the UIP to obtain labels directly from the label supplier. A reorder point and a holding stock will ensure that there will be sufficient labels in stock.

3.3 Allocation of MPRN

When a MPRN has been allocated to a specific job by the UIP, NGGT requires to be notified of all the Supply Meter Point details. Where NGGT has provided a street / road name with the quotation acceptance / design approval this must be that provided with the supply meter point details. The UIP will also inform NGGT of the work type; this will be either for a service job with no NGGT meter or a service and NGGT meter job. It will be the responsibility of the UIP to ensure that the service layer receives the correct B965 MPRN label for the job.

When the UIP allocates a MPRN on scheduling of a service job, the MPRN and Supply Meter Point details will be provided to a NGGT Call Centre.

The following table shows the data required.

Business Data Name	Description
Company Name	Name of connection company
Contact Name	Name of person contacting NGGT on behalf of connection company
Contact Number	Telephone number of the UIP
MPRN	Meter Point Reference Number
Premises Address	Premises Address: - A permanent address must be a complete address - A temporary address must have minimum data items: Plot / Unit number. Site name Road name Town Post Code
AQ	The Annual Quantity assigned at design stage
Supply Type	Either Firm, Shipper Nominated Interruptible (SNI) or National Grid Nominated Interruptible (TNI)
TNI Interruptible days	Number of days which may result in an interrupted supply (This will only be required when the Supply type is TNI)
Job type	Will be either for a service job with no NGGT meter or a service and NGGT meter job
Meter Location	Location of where the meter is to be positioned (where known)
Shipper Name	Name of Shipper involved (where known)
District Reference	Reference number supplied by Shipper when requesting work

3.4 Validation of MPRN and Supply Meter Point Details

NGGT will validate the information received to ensure that the Supply Meter Point details and the MPRN are valid and that there is sufficient premise address detail to enable a record to be created in NGGT's databases. NGGT will also log the details of the transaction, date, time, user etc. NGGT will raise an exception for any transaction that fails to create a Supply Meter Point in the Supply Point Register.

It will be the responsibility of the UIP to correct invalid data and provide it to NGGT to enable exceptions to be cleared by NGGT.

3.5 Issue Service Job to Service Layer

Where the UIP allocates a MPRN to a specific job the appropriate B965 MPRN label must be issued to the service layer with the job instruction.

3.6 Install Service

The service layer working for the UIP will install the service in the normal way. The service layer will attach Service Information label (B608) to the service as near to the emergency control valve as possible to ensure adherence to legislative requirements.

It will be the responsibility of the UIP to ensure the service layer receives the correct MPRN for the address to which the service is to be laid and that the B965 MPRN label is attached appropriately.

3.7 UIP inform NGGT if details have changed

The UIP will inform NGGT when, if any, of the Supply Meter Point details have changed from when the Supply meter point was created in the Supply Point register to when the service was installed. The information can be communicated electronically or by telephone call.

The following table shows some data items that may be changed, subject to validation rules.

Business Data Name	Description
Contact Name	Name of person contacting NGGT on behalf of connections company
Contact Number	Telephone number of the UIP
Premises Address	Premises Address: - A permanent address must be a complete address - A temporary address must have minimum data items: Plot / Unit number. Site name Road name Town Post Code
AQ	The Annual Quantity assigned at design stage
Supply Type	Either Firm, SNI or TNI
TNI Interruptible days	Number of days which may result in an interrupted supply (This will only be required when the Supply type is TNI)
Job type	Will be either for a service job with no NGGT meter or a service and NGGT meter job
Meter Location	Location of where the meter is to be positioned (where known)
Shipper Name	Name of Shipper involved (where known)
District Reference	Reference number supplied by Shipper when requesting work

3.8 Validation of MPRN and Supply Meter Point Details

NGGT will input and validate the Supply Meter Point details provided to ensure that the MPRN is valid, that there is sufficient premise address detail and that the details match any previous information provided by the UIP set up on the NGGT's systems.

Exceptions will, as far as possible, be resolved at this point. If data is deemed to be invalid and cannot be resolved the UIP would take the necessary corrective action, this may require a revisit to the site. The appropriately amended information on an exception will be communicated to the NGGT to enable the exception to be resolved and a Supply Meter Point to be created in the Supply Point Register.

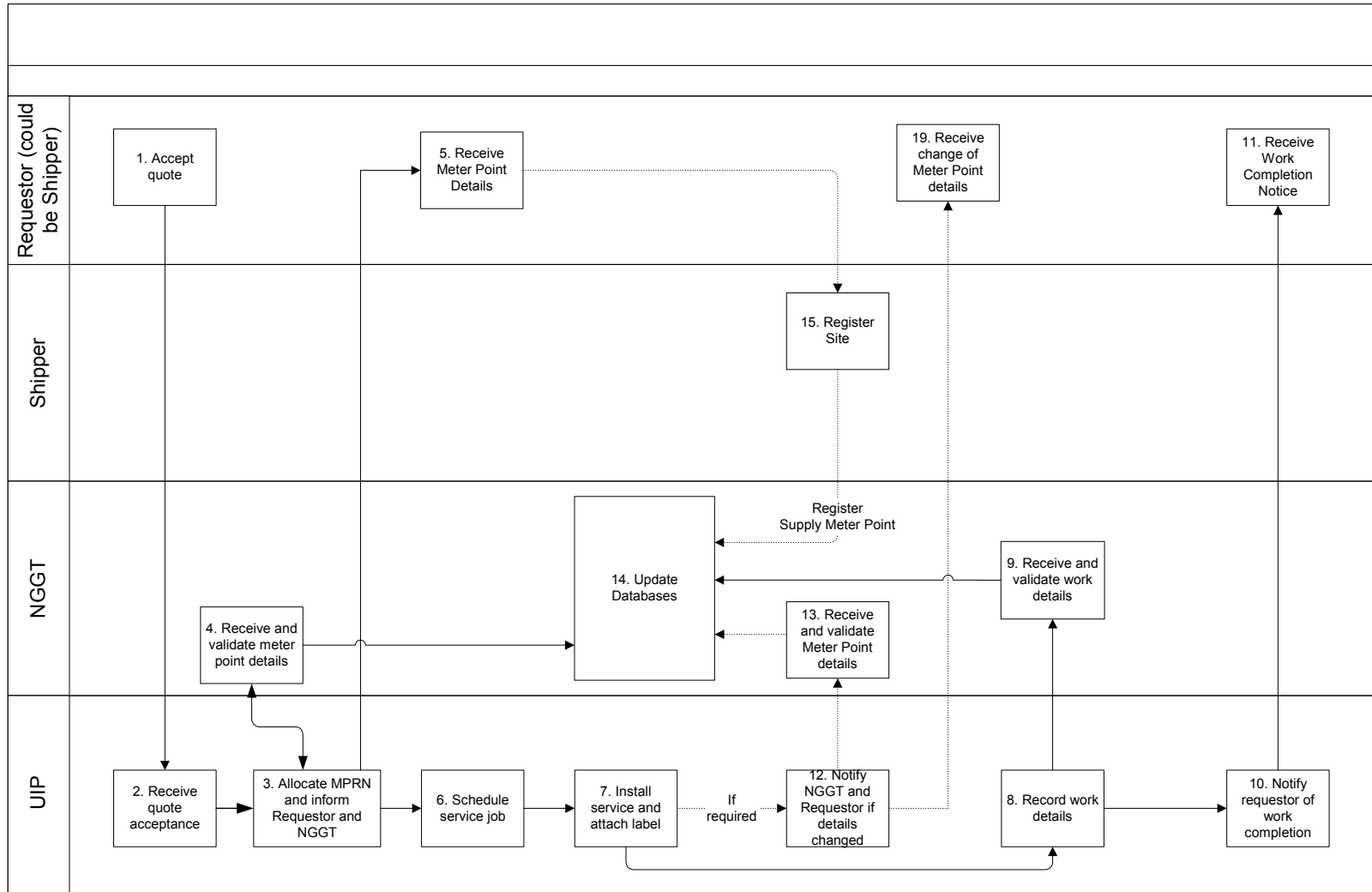
3.9 Record Pipe Details

The UIP will record the pipe details. There will be an additional requirement to record and submit the MPRN and where previously provided by NGGT, the street identification number, with these records. It is the responsibility of the UIP to ensure that the records are complete and correct and match the details previously communicated to NGGT.

3.10 Validate Pipe Details

NGGT will validate the pipe asset details received from the UIP. There will be an additional validation of the MPRN details to ensure it exists within the records and against those previously provided. If any part of the record fails validation the UIP will be informed and will be expected to correct the details in accordance with existing service levels and procedures.

Appendix 1: Meter Point Reference Number Allocation Process Phase 1

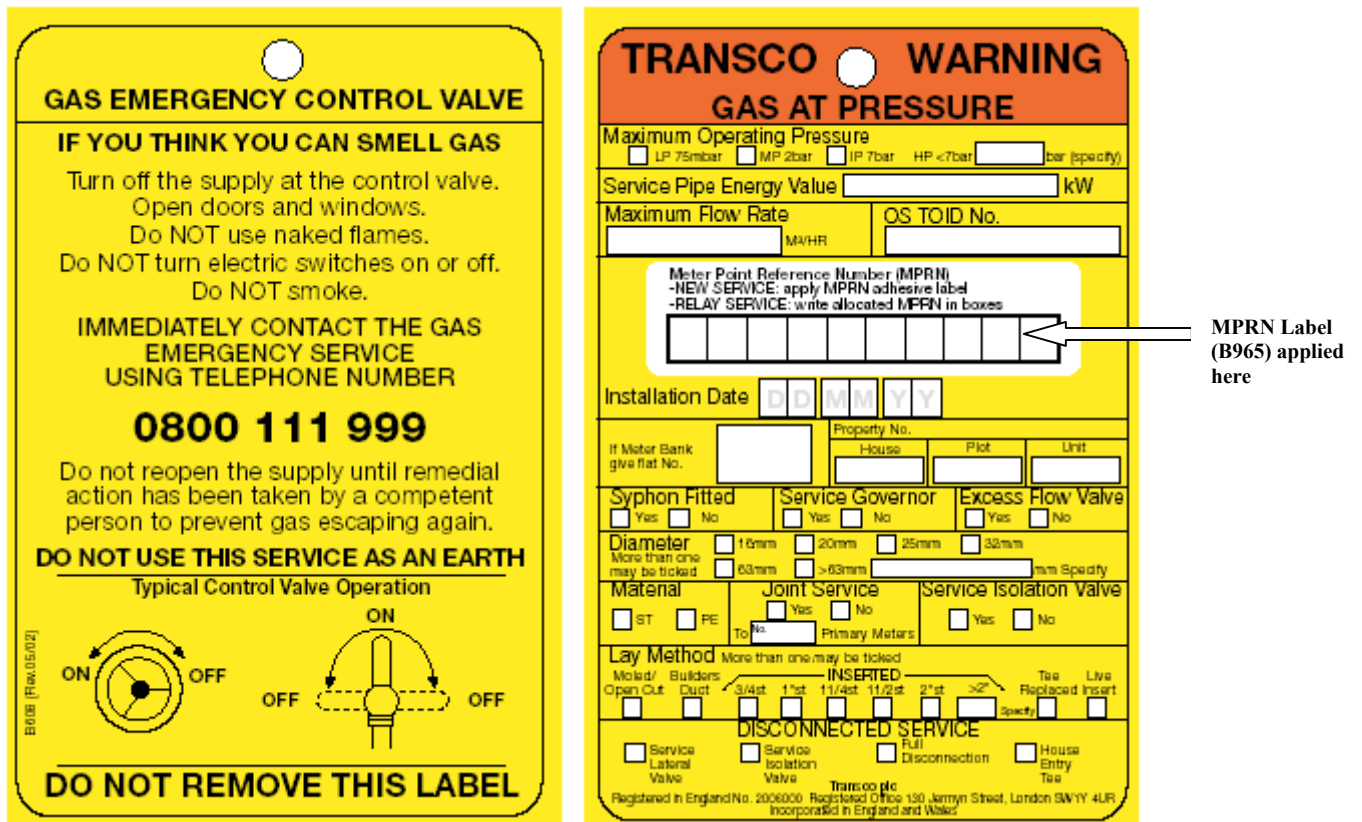


Appendix 2 MPRN Label B965



Not to Scale

Appendix 3 Service Information Label (B608)



Both sides of label shown

Not to Scale

Note: The design of this label is currently under development.

Appendix 4 Overview of Responsibilities

Interface / Organisation	Requirement	How	When
NGGT to UIP	Provide Service Information label (B608).	As per agreed process	As required
NGGT to UIP	Provide MPRN label or list of MPRN.	Via NGGT's label supplier for labels/numbers or direct from NGGT for list of MPRN	After initial delivery via NGGT, the UIP will request labels directly from NGGT's label supplier or MPRN's direct from NGGT
NGGT label Supplier to NGGT	Provide information on the allocation of labels to the UIP	Label Supplier to provide report on the information. i.e. volumes, number ranges etc.	On issue
NGGT to UIP	Provide details required to request MPRN labels from NGGT's label supplier.	Letter, fax, e mail etc.	Upon setting up UIP details with the NGGT's label supplier.
NGGT to UIP	Where necessary provide street / road name and street identification number. The details will be set up in NGGT's systems. This is usually required for new developments.	With quotation acceptance / design approval	Upon receipt of confirmation from the UIP that the job is to proceed

Interface / Organisation	Requirement	How	When
UIP to NGGT	Provide MPRN and other Supply Meter Point details when allocating an MPRN for one - off or infrastructure services. Where the street / road name has previously been provided by NGGT the same description must be included when providing address information to NGGT.	By electronic means or telephone	When allocating a MPRN for a one - off or infrastructure service
UIP to requestor	Provide details of allocated MPRN to service requestor.	As per own process	As required
UIP to requestor	Provide details of any changes in Supply Meter Point details information to the service requestor	As per own process	If changes occur at any point in the process: service planning stage, service commissioning etc.
NGGT	Receive and validate information provided by the UIP. (NGGT will create a Supply Meter Point, or an exception where invalid information is communicated to the NGGT).	Using NGGT systems and processes	As required
NGGT to UIP	Acknowledge receipt of Supply Meter Point, MPRN and Address details. <i>Details of Supply Meter Point Creation, Date, time User ID etc. will be logged</i>	By electronic means or telephone (to be agreed)	Upon receipt of details from the UIP
NGGT to UIP	Provide details of incorrect or insufficient data and acknowledge receipt of invalid Supply Meter Point details.	By electronic means or telephone (to be agreed)	Upon receipt of details from the UIP

Interface / Organisation	Requirement	How	When
Shipper to NGGT	Nominate and Confirm site in compliance with the Network Code	Using existing industry interface files and in compliance with the Network Code	Once Supply Meter Point in Supply Point Register
UIP	Issue B965 MPRN label with job instruction where MPRN was allocated to a specific job.	As per own process	As per own process
UIP	Attach B965 MPRN label to the Service Information label (B608) and attach to the ECV.	Using label tie for B608 and self adhesive MPRN label (B965)	Upon installation of the service
UIP to Requestor	Provide details of any changes in information to the service requestor.	As per own process	As per own process
UIP to NGGT	Provide details of any changes in information to NGGT. If address details change and the street / road name has been previously provided by NGGT the original street / road description and the street identification number must be provided as well as the new details.	By electronic means or telephone (to be agreed)	As required
NGGT	Receive and validate updated information provided by the UIP, also checking to see if Supply Point registration process has commenced.	Using NGGT systems and processes	As required
NGGT	Handle exceptions, the ability to clear exceptions and enable creation of Supply Meter Points	Using NGGT systems and processes	As required

Interface / Organisation	Requirement	How	When
UIP to NGGT	Submit pipe asset records including MPRN details. The records must include the street identification number if this has been previously provided by NGGT.	Via existing methods	As per current process
NGGT to UIP	Report pipe asset details that fail validation	Via existing methods	As per current process

Appendix 5 Glossary of Terms

Name	Definition
Supply Meter Point	Individual System Exit Point from which gas may be off-taken
Meter Point Reference Number	A unique number that identifies a Supply Meter Point
Network Code	A legal document which forms the basis of arrangements between National Grid and Shippers whose gas it transports.