

# IGT guidance for requesting 'Agent' companies to act on their behalf when processing CSEP connection requests.

## Introduction

National Grid recognises that there are operational requirements on IGT customers, wishing to make CSEP connections to National Grid's gas distribution network, to contract the physical works and the administration interfaces to a nominated 'Agent'.

Where requested to do so National Grid will allow the IGT to formally nominate another organisation to act on their behalf when requesting and processing quotation requests, and where appropriate, the post acceptance interface.

This guidance note has been developed to provide clarification of the process to be followed by an IGT requesting a nominated agent to be set up on National Grids Asset Quotation system (AQS) to act on their behalf for the requesting and processing of quotation requests.

## Guidance

1. IGT submits their request to National Grid via email to: [admin.netstrat.ukd@uk.ngrid.com](mailto:admin.netstrat.ukd@uk.ngrid.com) or by fax to: **01926 656553** marked for the attention of Ann Boswell.
2. The requesting IGT must provide confirmation of the following points;
  - Confirmation that the nominated agent is authorised to act as an agent on behalf of <**Requesting Company Name**> for requesting and progressing quotation requests.
  - Agents name, address, telephone and fax numbers.
  - Confirmation that the requesting organisation will be the principle customer.
  - Confirmation as to whether the nominated agent or the requesting company will be authorised to accept the quotation.
  - Confirm that the quotation acceptance will clearly identify that the billing invoice should be sent to <**Requesting Company Name**> as the principle customer.
3. If any of the above information is not provided National Grid will issue a rejection letter to the requesting IGT and will not process the request until all information is received.
4. When all information has been confirmed, the nominated agents details will be added to AQS.
5. When this has been completed confirmation will be sent to the requesting IGT confirming that the agent has been set up on AQS.

End