

Introduction of an email communication option for post acceptance UIP/GT submissions to National Grid (UIP/GT Briefing Note 9)

1.0 Introduction

In order to provide an optional route for the submission of UIP and GT post acceptance documentation, e-mail box accounts will be made available at Network offices for the submission of this information. This briefing note provides details for the use of these e-mail box accounts.

National Grid will still continue to accept and process submissions through the existing fax server and postal routes in addition to the e-mail box account facility.

2.0 Requirements

UIP and GT customers may submit the following post acceptance documentation through the Network e-mail box account which covers the geographical area for the individual project:

- ❑ Design Submissions
- ❑ Certification File requirements
- ❑ Site start date notifications
- ❑ Installer declarations (≤ 63 mm LP/MP self connections)
- ❑ Completion file requirements, including T/PM/DR8 error reports

UIP/GT's wishing to use this route should generate an email to the appropriate Network office using the email addresses provided (see section 3.0) with their electronic file attached (this can be in acrobat, pdf or word format). The e-mail should clearly indicate the name of the project and the National Grid job reference. Where the electronic route has been used there will be no requirement on the UIP/GT to support their submission with a postal hard copy.

All National Grid correspondence (including acknowledgements/ acceptances and authorisations) back to the UIP/GT will remain unchanged by this facility.

National Grid will continue to manage the recording and processing of these submissions in line with current arrangements.

Please note that in some instances there may be a delay between the issue and receipt of email communications (due to server or network delays), and it is suggested that the UIP/GT sets up a delivery or read receipt for all submissions in order to ensure that files have been received within National Grid.

3.0 Network email addresses

Electronic submissions should be forwarded to the appropriate Network at the following email address;

- ❑ East of England - eoegtuip@uk.ngrid.com
- ❑ North West - nw.networkplanning@uk.ngrid.com
- ❑ West Midlands - wmgtuip@uk.ngrid.com
- ❑ London - lon.gtuip@uk.ngrid.com

4.0 Queries

Queries relating to the use of individual Network accounts should initially be directed to the Planning Manager Connections and Metering. Further information can be obtained from the National Grid website at [www.nationalgrid.com / Gas / Connections / UIP or GT](http://www.nationalgrid.com/Gas/Connections/UIP%20or%20GT).

5.0 Implementation

This email facility will be available for UIP/GT submissions from the start of business on Monday 10 January 2005.