

IGT's New Connections Domestic Sites Only

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Version 1.4

Document Control

Configuration				
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1 Introduction

The nomination of a Gas Supplier early in the process ensures that when the housing development reaches the stage where the gas meter is required to be fitted, no delays should be experienced in the Supplier taking responsibility for the supply at the Meter Point. After the initial supply contract period, the end consumer is free to transfer their supply contract to a Supplier of their choice who in turn will use a Shipper of their choice.

All references made to the Supplier constitutes that information has been received by them through the submission of file formats via their Shipper.

The independent Gas Transporter (IGT) responsible for the Network is required to provide site-specific information to the Shipper. This information provides an outline of the makeup of a development including the number of plots to be built. The key pieces of information provided to the shipper is contained within the Project Summary Report (PSR).

IGTs contract individually with National Grid Transportation (NGT) and other Gas Distribution Networks Operators (GDNs) for the provision of GB market coverage for emergency services on their Networks. IGTs are required to provide NGT and other Gas Distribution Network Operators (GDNs) with specific information relating to all meter points connected to their networks including postal address information. It is therefore important that IGTs receive notification early in the process of accurate postal address information. Suppliers require an accurate postal address in order to bill the end consumer. Absence of complete postal addresses can result in a poor consumer experience through delays in meter fitting or through billing issues.

This is relating to bulk confirmations for the domestic market sector code only.

2 Project Summary Report

2.1 Project Summary Report – Domestic Market Sector Code Only

The Project Summary Report (PSR) is compiled by the issuing IGT; it contains site-specific information relating to the plots within a housing development.

Note: The PSR must not contain details of any non-domestic premises and only contain domestic housing developments.

The high-level process is that where an IGT issues a PSA the receiving Shipper in turn will respond with a PSB.

2.1.1 Creating a PSA

Rules for the completion of PSA:

- The **PSA** is compiled/sent using the defined PSA format by the issuing IGT to the supplier nominated by the Developer/Builder.
- The IGT will send only a single MAM and/or Meter Mechanism per PSR.
- The IGT will send the **PSA** to the Shipper at the earliest opportunity after the IGT is informed by the Developer/ UIP that they will be responsible for the gas network being built. The IGT will endeavour to send no later than 30 Business Days prior to the installation of the initial meter fit.
- All Mandatory fields are required to be populated in line with file submission requirements
- Where the IGT is aware of the full postal address for individual plots within a development, **these must be populated**. Where provided, the postal addresses should be submitted in the **Postal Address Format**.
- The **IGT Project Number** is a reference assigned by **the IGT to the development**.
- The **Phase Number** will be populated where applicable.
- The **PSR Issue Reason/Text** should be used by the IGT to track PSR updates. This will allow Shippers to more easily identify any changes within the PSR. PSR issue numbers must always be sequential.
- **Meter Owner** field must be populated with a Code as described within the File Format. Where a third party acts as the meter owner, the code must be defaulted to “S”, Supplier. This practice is consistent with that followed under the RGMA Baseline.
- **Events that will trigger a new PSR:**
 - Change of developer (where known)
 - Change of IGT
 - Change of Supplier (where meter not already installed)
 - Development cancelled

The above points may terminate the contractual relationship for the supply points within the PSR.

When either party is aware of a change to the PSR, they must notify the other party of the change, so that a revised PSR can be triggered.

- **Events that trigger PSR revisions:**
 - Increasing plot numbers
 - Decreasing plot numbers
 - Change to plot AQ/Property type
 - Change in planned meter ownership
 - Change in planned Meter Mechanism
 - Postal address
 - Change in plot number

When either party is aware of a change to the PSR, they must notify the other party of the change, so that a revised PSR can be triggered.

2.1.2 Creating a PSB (Shipper acknowledgement to the PSA)

Rules for the completion of PSB:

- The Shipper should endeavour to respond to receipt of the PSR within 15 business days
- Shipper must accept or reject the whole of the PSA received, on the PSB.
- All Mandatory fields are required to be populated in line with file submission requirements.
- The **Outcome Code** advises of Acceptance or Rejection.
- Where the **Outcome Code** is populated and set to “RJ”, the Rejection Reason/Text Field must be populated. This a free text field and will allow the shipper to provide specific reasons for rejection.
- Where a PSR is rejected a shipper must provide a rejection reason code from the follow list:
 - REJ01 (No Contract)
 - REJ02 (Missing Data)
 - REJ03 (Configuration Mismatch)
 - REJ04 (Duplicate PSR)
 - REJ05 (Issue number out of sequence)
 - REJ06 (Issue number been superseded)
 - REJ07 (MAM ID Incorrect)
 - REJ08 (Meter Mechanism)
 - REJ09 (Other, use the free text field and populate with the reason)
- The IGT will endeavour to investigate/resolve and resubmit the PSR within 15 Business Days, noting that any resubmission needs to comply with the PSR Reference numbering to avoid further rejections.
- Acceptance will acknowledge responsibility for the Meter Point Reference Numbers (MPRNs) and related plots detailed within the PSR.

- Acceptance of the PSR establishes a contract between shipper and IGT for those supply points within the PSR and will also require the IGT to inform its agent of the IGT's Supply Meter Point details together with the Appointed Shipper and Appointed Supplier Registration of the meter points on the IGT's agent system will follow when the meter is attached.

2.1.3 Where the Shipper is responsible for fitting the meter, no instruction should be issued to the meter installer until the PSB has been confirmed.

2.2 Amendment to the PSRs (PSR revisions)

Should the Developer change the site specifications which results in a change to the number of plots or amendments to the house build types, a revised PSR must be prepared and submitted as outlined below:

- As a rule the IGT will provide early notification to the shipper that an amendment is being made to a PSR
- The **PSR Issue Number, PSR Issue Reason Code and PSR Issue Reason/Text** will be used by the IGT to track the issue of the PSR and subsequent PSR updates. Where there is a requirement to submit a revised PSR the IGT will re-submit the original PSA file advancing the PSR Issue Number as required. Each time a re-issue occurs, a reason code(s) will be given. This will allow Shippers to more easily identify and track changes within the PSR. Where a re-issue requires additional or more specific information, the IGT may populate the PSR Issue Reason/Text field.

2.3 The Shipper will endeavour to provide a response to the revised PSA in the form of a PSB within 15 Business Days of receipt.

2.4 PSA Format

- It is essential that the IGT provide the essential information to the shipper/supplier so they can set up the customer correctly. This will also have a positive impact on acquiring accurate portfolio data and keeping up to date portfolio records.
- It is the responsibility of the IGT to provide as much information as possible ahead of a meter installation.
- The PSR Ancillary Document and Templates sets out guidelines for IGT's to provide shippers/suppliers with information in order for new connections process to run effectively.
- The IGT should not send any incomplete templates to shippers/suppliers as without sufficient information these cannot be processed.
- Completing PSA to a high standard will help to improve data quality issues and will allow the new connections change process work more effectively.
- Having all the correct information at the start of the process in PSA with regards to 'plot/postal/no' will allow for a better customer journey, as the information will flow through the systems correctly.

Please refer to the Word template – [Project Summary Report \(PSA\)](#)

2.5 PSB Format

- It is essential that the Shipper returns the completed PSB to the IGT to ensure that the registration has been actioned or rejected and the reason explained for the rejection. This is also not to hinder the customer journey.

Please refer to the Word template – [Project Summary Notification \(PSB\)](#)

2.6 File Naming Convention

Where an IGT is sending files to Shippers they will use the following naming convention – i.e. ESP0000001.PSA naming convention.

Where a Shipper is sending files to IGT they will use the following naming convention – i.e. ESP0000001.PSB naming convention.

The file name should also match the PSR_Reference_Number within the body (PSA or PSB record) of the file and if it does not error code REJ09 should be used.