

**Change Order Form**  
for  
**Recording of DN Siteworks' / New Network Connection  
Reference in Central systems.**

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**BLUE TEXT SHOULD BE OVERTYPED, PURPLE TEXT IS FOR INFORMATION/GUIDANCE**

Title	Recording of DN Siteworks' Reference in Central systems.
Submission date	13/12/13
Service & Level of Quote/Estimate Robustness Requested	<p><i>Please insert an X in the appropriate box:</i></p> <p><b>Evaluation Services</b></p> <p><input type="checkbox"/> RULE Analysis</p> <p><input type="checkbox"/> ROM estimate for Analysis &amp; Delivery</p> <p><input type="checkbox"/> High Level Estimate for Analysis &amp; Delivery</p> <p><b>ASA Change Order Services</b></p> <p><input type="checkbox"/> Firm quote for Analysis</p> <p><input checked="" type="checkbox"/> Firm quote for both Analysis &amp; Delivery</p>
Additional Information required <i>If applicable.</i>	None
Customer's change reference <i>If applicable.</i>	None.
Impact & Communication <i>Indicate the impacted Networks.</i> <i>Those marked as X would receive output documentation such as EQR, BER etc.</i> <i>Where not all Networks are selected (excluding Other) it is taken that the item is confidential to that party and would not appear within CMSG reports. However, items marked as funded from categories 1 to 4 (below) appear in CMSG reports regardless of the selection made here.</i> <i>To restrict reporting of this item at the initial Evaluation Service stage, select 'No'.</i>	<p><i>Please insert an X in the appropriate box(es):</i></p> <p><input type="checkbox"/> All Networks (Transmission &amp; Distribution)</p> <p><i>Or select as follows:</i></p> <p><input type="checkbox"/> National Grid Transmission</p> <p><input checked="" type="checkbox"/> National Grid Distribution</p> <p><input checked="" type="checkbox"/> Scottish &amp; Southern Gas Networks</p> <p><input checked="" type="checkbox"/> Wales &amp; West Utilities</p> <p><input checked="" type="checkbox"/> Northern Gas Networks</p> <p><input type="checkbox"/> Other - {please specify here}</p> <p><i>Report to all Industry Users (i.e. publication via the Joint Office)?</i></p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
Customer view of change funding  <i>Items with a number indicates the External Spend Spreadsheet Category; for those items the proportion payable by Transmission/Distribution Networks is also shown in brackets</i>  <i>NB: If change is User Pays, also select the funding pot which will fund the change prior to recovery of costs from Users.</i>	<p><i>Please insert an X in the appropriate box(es):</i></p> <p><input type="checkbox"/> 1 - RGTA Functionality (100/0)</p> <p><input type="checkbox"/> 2 - AT Link Functionality (20/80)</p> <p><input checked="" type="checkbox"/> 3 - Distribution Network Only Change (0/100)</p> <p><input type="checkbox"/> 4 - Core Changes - All Networks (11/89)</p> <p><input type="checkbox"/> 5 - Individual Network Changes (Not from Change Budget) <i>(Assumes network selected above receives 100% of charges)</i></p> <p><input type="checkbox"/> 5 - Multi-Network Changes (Not from Change Budget) <i>{Please specify here how the charges should be split}</i></p> <p><input type="checkbox"/> User Pays - Also select the appropriate funding pot</p> <p><input type="checkbox"/> Other {please specify here}</p>
Change Budget approved by all Change Managers:	<p><i>Please insert an X in the appropriate box:</i></p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
Customer representative	Joel Martin
Customer representative contact details	joel.martin@sgn.co.uk
Subject matter expert / Network Lead	Joel Martin
Subject matter expert contact details	
xoserve contact	

Change Details
<p><b>Change priority :</b> Medium.</p>
<p><b>Change driver / origin:</b> Improving transparency of mprn creation history and also improving efficiency of capacity referral requests.</p>
<p><b>Change overview:</b> DNs require Xoserve to be able to receive network connections' reference numbers and also to be able to store these reference numbers in central systems. The DN reference number may relate to a new network connection or a capacity increase request.</p>
<p><b>Change information:</b></p> <ul style="list-style-type: none"> <li>▪ DNs create a network reference number in relation to planned works to facilitate a new connection to the network or capacity increase. DNs perceive there to be value in being able to link the DN network reference number to the mprn recorded in central systems. Providing a link between the network reference number and the mprn would allow the DN to trace the historical steps relating to the original mprn creation request and would in turn enable more accurate assessment of unregistered mprns.</li> <li>▪ DNs request that Xoserve conduct analysis to provide a firm cost for analysis and delivery to implement the following requirements:</li> <li>▪ Provide the ability for DNs to record a network reference number (alpha numeric) against each new mprn creation request currently undertaken in the CMS system. These requests are coded under the FOM work type.</li> <li>▪ Once the network reference number has been submitted by the DN via CMS, the DN reference number is required to be recorded against the mprn in Sites and Meters (or equivalent central system).</li> <li>▪ The network reference number should also be displayed on the Data Enquiry System.</li> </ul>