

Meter Point Administration Number (MPAN) process for Distributed Generation customers

REF-PS-065 Rev 1.1



Scottish & Southern
Electricity Networks

Meter Point Administration Number (MPAN) process for Distributed Generation customers

Scottish and Southern Electricity Networks are responsible for maintaining the electricity networks supplying over 3.7 million homes and businesses across central southern England and north of the Central Belt of Scotland.

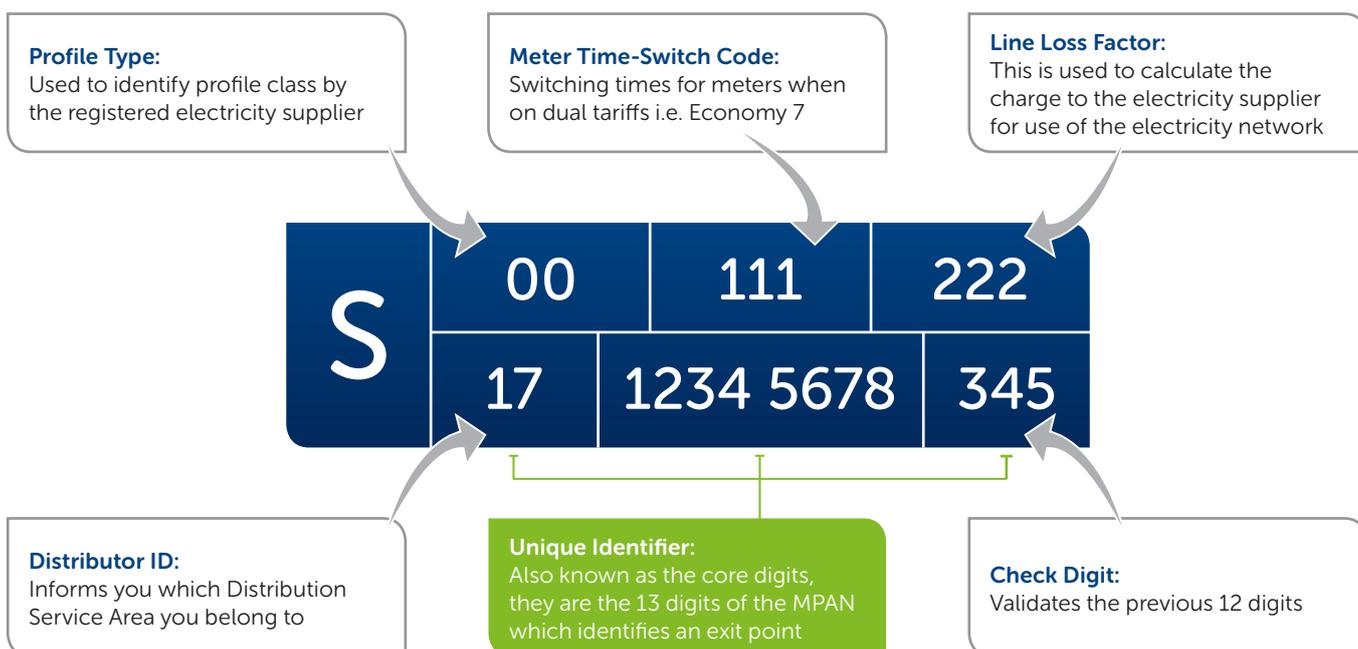
We own one electricity transmission network and two electricity distribution networks, comprising 106,000 substations and 130,000 km of overhead lines and underground cables across one third of the UK. Our first priority is to provide a safe and reliable supply of electricity to the communities we serve in Scotland and England.

The purpose of this document is to improve the clarity of information we provide in relation to the provision of the Meter Point Administration Number (MPAN) following an initial request to make a connection to our network. It is also to make you aware of the process to ensure that you can plan in any other associated works accordingly.

What's an MPAN number?

- The MPAN (Meter Point Administration Number) is a unique 13 digit reference used in Great Britain which identifies each electricity supply point.
- The MPAN is sometimes also called a Supply Number but it should not be confused with your customer reference number.
- We will provide you with an MPAN in sufficient time in advance of installing the electricity supply so you can pass this on to your supplier to register the account.
- Each MPAN must be registered with a Supplier before a meter can be connected and final energisation can take place.
- If you have been issued with an MPAN but can't locate the correspondence please contact your dedicated Contracts Manager or Connections Delivery Manager to request a copy.
- MPANs can be found on energy bills.
- If you don't have an energy bill for the property (for example – if you have just moved into the property) please contact **MPAS 0345 026 2554** or **mpas@sse.com**

Example MPAN number



Process for the allocation of an MPAN for connecting Distributed Generation to our networks

To allow us to create your import/export MPANs, certain processes need to be followed to ensure the MPANs can be correctly registered against the correct postal addresses.

Generation > 50 kW works process

A quick reference guide for connecting generation to the distribution network that falls under G59/3 can be found on ENA website at energynetworks.org/electricity/engineering/distributed-generation/dg-connection-guide

1 Customer/Installer must apply for connection by completing the **Master ENA Generator Application Form (V2_April 2011)** which can be found at ssen.co.uk/MediumAndLargeGenerationSites/ or directly on ENA website at energynetworks.org/electricity/engineering/distributed-generation/distributed-generation.html

Competent G59/3 information must be provided at connection application stage, this includes: site address, site plan, ENA application form and Letter of Authority from the landowner. The completed form and relevant competent G59/3 information can be emailed to Scottish and Southern Electricity Networks Major Connections Contracts team at mcc@sse.com (for Central southern England & North of Scotland).

2 Once completed form and competent G59/3 information is received, we will register your project and your application will be passed to our Connections Designers to prepare your quotation.

3 Scottish and Southern Electricity Networks Connections Designers will assess the area to see if any reinforcement of the network is required. **Distribution Owner Construction Offer (DOCO)**, which includes a **Customer Acceptance form**, is sent to the customer. The DOCO's Customer Acceptance form needs to be completed, signed and returned to Scottish and Southern Electricity Networks, along with the corresponding payment as appropriate.

4 When the signed DOCO has been received and accepted by Scottish and Southern Electricity Networks, connection works will be scheduled in by operational staff who will contact the customer within 15 working days to discuss and agree the appropriate schedule of works.

5 The Scottish and Southern Electricity Networks Contracts Manager will provide a draft **Embedded Generation Connection Agreement (EGCA)**, which is required to be signed by the customer and returned to Scottish and Southern Electricity Networks. The EGCA will contain the import/export details necessary for your MPANs as appropriate.

6 Prior to connection, your import/export MPANs, where applicable, will be requested by the Scottish and Southern Electricity Networks Contracts Manager. Once MPANs are raised, the Scottish and Southern Electricity Networks Contracts Manager will issue them to you by email, so you are ready for connection.

7 Once you have received your import/export MPANs you will need to register with an electricity supplier. The registration process normally takes at least 28 days, so you should get in touch with your chosen supplier as early as possible.

8 Once you have a confirmed date for the connection, you will then need to contact your preferred supplier further to arrange for them to come and install the meters. They are likely to need at least 10 working days notice to make these arrangements. The fully signed EGCA will be returned to you on final energisation of the connection.



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Electricity Networks

Need help?

Major Connections Contracts

 **0345 072 4319**

 **mcc@sse.com**

Write to us at

(same postal address for both Central southern England and North of Scotland areas):

**Major Connections Contracts
Scottish and Southern Electricity Networks
Perth Training Centre
Ruthvenfield Road
Perth
PH1 3AF**

**Less than 50kW generation please
see microgeneration, G83/2 and G59/3 processes**

