Introduction

This handout is the second part of the POC process that the Designers on the DNO side, would complete.

Additional Information Received

When the additional information has been sent, a notification will be received.

- Login to the DNO Application and click 'POC' then 'Register'
- Locate the required project and click on the underlined project number S_8008
- Click [Check Design]

The min info would have already been 'approved' so:

- Click [Design Additional Info Check]
- View the attached documents & ensure they match the requirements
- Tick the required boxes, as applicable
- Additional information required : ☐ Yes ☑ No
-
- If no further information is needed then it is important that you click 'YES' to
- Do you want to Restart Clock ?: ☑ Yes ☐ No
- then click YES to
- Additional information requirement complete : ☑ Yes ☐ No
-

NOTE: once you have clicked YES to 'Additional Info requirement complete' you **cannot** request further information.

- [Save]

No Additional Information Required

Additional information required : ☐ Yes ☑ No

Once you are happy with the documentation received:

- click YES to
- Additional information requirement complete : ☑ Yes ☐ No

NOTE: once you have clicked YES to 'Additional Info requirement complete' you **cannot** request further information.

Current Entry

- Click [Save]
- Click [Design Brief] to complete your design.

NOTE: This can later be used to reallocate a Design Engineer & reclassify the SLC15 classification.

- Allocate/re-allocate a designer [Allocate] & choose the Designer from the drop-down
- Choose the [Connection Voltage *:]
- Choose the [Supply Voltage *:]
- Check the [SLC15 POC Classification*:]
- Confirm the [Relevant Market Segment *:]
- If EHV, collate the POC information and send to the System Design group and then click [Sent to System Design Group : ☐] and complete the relevant System Design Group information.
- Initial POC Completed : ☑ Yes ☐ No – click YES to continue
- Click [Save]

Process Formal Offer

- Click [Back]
- Click [POC Offer]
- Reallocate a designer if required

- Choose the 'Status for the revision of POC Information and Firm Quotation'

No Action	If the project was cancelled for example
Issued	Clicking 'Issued' progresses the project onto the next step – we would do this when we have provided the POC Quote and the POC location plan
Exempted	When there is reason for exemption.
Interactive	when more than one ICP is issued with the same POC

Upload your POC Quotation

- To upload your quotation, click [Add New]
- Click next to 'Issued to Applicant'
- Doc Upload For : ☑ Issued to Applicant ☐ DNO use only
- Type in a description of what you are uploading _____
- Select a File :* [Choose File]
- Locate the file you wish to upload, double click on the required file
- Click [Upload]
- Repeat the steps as required
- Click [Exit]
- Click [Save] to save & send to the ICP

What happens next?

For a Metered application, the applicant would then review the POC Quote, they have 3 months to accept the quotation or 6 months if a request is made for the POC to be extended. If they accept the quote they must make payment on accepting the quotation.

Acknowledge Formal Offer

If the POC is accepted by the ICP, then they need to send us the following:

- o Signed & dated POC quotation acceptance docs
- o Confirmation of ICP & developers registered address
- o Confirmation from the developer that the ICP has been appointed as the preferred ACP
- o Payment Information/ proof of payment (method/date/value)

The next step is for us to acknowledge receipt of the information within 5 DAYS.

To do this, from the POC application status screen:

Formal Offer Status

- • Click [View]
- • View all documents
- • Tick Acknowledge FO *: ☑
- • Type in FO acceptance Comments *:
- • Click [Save]

What happens next?

The applicant would then issue the design of the contestable works within 30 days.

If a phased approval has been agreed then the ICP must submit the first part of the phased approval within 30 days.

This is covered in the Design module.

Please refer to the 'design' handout for more information.

SP ENERGY NETWORKS

DNO Guide

Design Engineer Part two

POC Module

RAdAR
Register of Adopted Asset Requests

WebNet