**EMBEDDED NETWORK:** TBA

**EMBEDDED NETWORK CODE:** TBA

**GO LIVE DATE:** TBA

**EMBEDDED NETWORK OPERATOR (ENO) or BODY CORPORATE (BC):** TBA

**PARENT FRMP:** TBA

**PARENT NMI:** TBA

|  |  |  |  |
| --- | --- | --- | --- |
| **STEP** | **ACTION** | **RESPONSIBILITY** | **STATUS** |
| 1. Embedded Network list
 | Provide a list of all child and parent connections within the embedded network. This list must contain following information:* Tenancy address
* Customer name, contact
* Customer consent
* No. of Phases
* Meter #
* Identify off - market or on – market child
* For all the on-market child provide their NMI along with check sum and retailer name
* List of any life support customers
* Is it Current Transformer metered?
* Provide written consent to convert the entire embedded network site to a multi-tenancy **CitiPower/ Powercor / United Energy** connection
 | BC |  |
| 1. Registered Electrical Contractor (REC)
 | Commission REC to work with us and carry out works on customer installations. All the metering installations must comply with Victorian Service Installation Rules.  | BC |  |
| 1. Site Visit
 | Conduct site visit along with the REC to ascertain works required. | REC and CitiPower / Powercor / United Energy |  |
| 1. Email to on -market Retailers
 | Notifying retailers of the intent to convert to distributor network connection. | BC |  |
| 1. Electricity retailer on Go-live date
 | Nominate an electricity retailer for all the connections transferring to distributor network connection. | BC |  |
| 1. Site works
 | Complete works required on customer installation making it compliant to SIR for **CitiPower/Powercor/United Energy** to install their meter/s. On-market NMI’s should also be SIR complaint.  | REC |  |
| 1. Abolishment of Parent meter
 | Submit a request for abolishment of the parent meter to **CitiPower/Powercor** via eConnect and the current retailer.Provide abolishment paperwork for parent meter to **United Energy** and the current retailer.  | REC |  |
| 1. New Connection paperwork
 | Provide new connection paperwork to **CitiPower/Powercor** via eConnect portal and the retailer for all the tenancies – see step 5Provide new connection paperwork (EWR and CES) for all the tenancies to **United Energy** and the retailer - see step 5.  | REC |  |
| 1. NMI
 | Establish Distributor NMI’s for all the off-market NMI.  | CitiPower/Powercor/United Energy |  |
| 1. New Connection service order
 | Provide New Connection service orders. | Retailer |  |
| 1. Charges
 | New connection and isolation and re-connection charge (see step 16) are billed to BC.Note: BC to provide the business name, ABN, postal address along with the contact person that the distributor is required to send the invoice to. | CitiPower/Powercor/United Energy |  |
| 1. Charges
 | Pay distributor charges. | BC |  |
| 1. Metering works
 | Install distributor meter and (excluding parent meter) give existing meter back to metering owner. If metering owner not known give to BC | CitiPower/Powercor/United Energy |  |
| 1. Go-live date agreement
 | Agree on Go-live date. | CitiPower/Powercor/United Energy and BC |  |
| 1. Go Live
 | Activate new connections and make parent meter extinct in market system.  | CitiPower/Powercor/United Energy |  |
| 1. Parent meter
 | Submit isolation and reconnection request and abolish parent meter post go-live date.  | REC and CitiPower/Powercor/United Energy |  |
| 1. Removal of parent meter
 | Organise removal of parent meter and make installation safe.Note: distributor will provide service truck for isolation and reconnection. | REC |  |