**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

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| --- | --- | --- | --- |
| **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 5  Provide 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 |  |