

IGT & UIP Portal

Quick Reference Guide

The IGT & UIP portal is an internet based system which enables IGT & UIP customers to process job requests. This quick reference guide details the key process areas and the benefits of using the portal.

Training Simulations

Before accessing the portal for the first time, there are a number of training simulations that should be completed. These will have been provided in the pack that was sent to you. If you have not received these, please e-mail networkdesign@cadentgas.com.

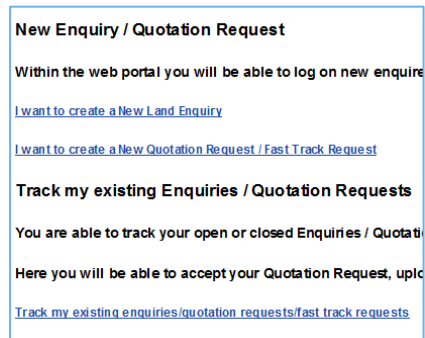
Logging in to the Portal

To web link to access the portal is:
<https://gtuiportal.natgrid.co.uk/irj/portal>.

Enter the login details provided to you by the third party connections team and you will be routed to the welcome page.

On the welcome page you can:

- Submit a land enquiry request
- Submit a fast track or quotation request
- Track your existing enquiries



New enquiries and requests

Once the link is clicked the relevant form will open based on the companies account credentials.

Where a UIP has an agency agreement in place, they will be asked if they are acting on behalf of an IGT. Select:

- **'Yes'** and select the IGT you are the IGT form will load
- **'No'** and the UIP form will load

When requesting a fast track or quotation request conditional fields are contained within the form which will add or remove fields based on the answers you give. For example if you answer **'Yes'** in the field **'Fast Track Acceptance'**, additional fields relevant to a Fast Track Acceptance will appear.

Additional 'Enquiry For' options are available, for example 'Change in load' for GT connections.

Owner- Occupier Details

Where the owner/ occupier details are known the full contact details are required as part of the minimum information requirement details in the Connections Business Rules.

This information is used to determine the correct standard under the Guaranteed Standards of Performance Regulations.

The template form FM347 – Owner-Occupier template is available for you to provide these details.



FM347-Owner-Occupier template.xls

Creating Temporary Addresses

1. Search for addresses using the street and town (rather than full address or postcode). This ensures all addresses on the road are shown before creating a new one.

2. If the address is not listed, select the address from the list that is closest and select 'Copy Address'.

3. A pop up will appear, remove any incorrect details and enter the correct address and X, Y coordinates.

Important note: *When creating temporary addresses please remember to update the x and y coordinates for the site and not the connection.*

4. When creating a new address, please consider the order in which the address fields will appear (when completed).

- Organisation Name
- Building No.
- Building Name
- Thoroughfare/Street
- Dependent Locality
- Post Town
- Postal Code.

5. Press submit and repeat step 1. The address will now be available in the drop down menu. Select the address and click 'Continue'.

Tracking existing enquires/requests

All submitted requests will be visible in the Portal. You can search based on the Cadent reference number (quickest search) and your reference. You can also search based on, site address, enquiry type, status and creation date. However the system will only show a maximum of 500 records, therefore you may need to narrow your search criteria to reduce time out restrictions.

1. Once logged into the portal you will see a section titled 'Track my existing Enquiries/ Quotation Requests', which has a hyperlink at the bottom. Click the hyperlink.

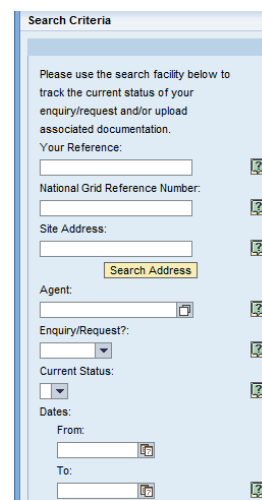
Track my existing Enquiries / Quotation Requests

You are able to track your open or closed Enquiries / Quotation Requests

Here you will be able to accept your Quotation Request, upload multiple

[Track my existing enquiries/quotation requests/fast track requests](#)

2. On the left hand side of the screen is a Search bar, where you can search using the Cadent Reference, your reference, the site address or by dates. Once you have entered the information scroll down and click '**Search**'.



The screenshot shows a 'Search Criteria' form with the following fields and options:

- Your Reference:** Text input field with a help icon.
- National Grid Reference Number:** Text input field with a help icon.
- Site Address:** Text input field with a help icon and a 'Search Address' button.
- Agent:** Text input field with a dropdown arrow and a help icon.
- Enquiry/Request?:** Dropdown menu with a help icon.
- Current Status:** Dropdown menu with a help icon.
- Dates:** Two text input fields labeled 'From:' and 'To:', each with a calendar icon and a help icon.

3. This will show all of the results that match your criteria. For more information please watch the '**Tracking existing enquiries and requests**' simulation.

Submitting documentation relating to your project

One of the many benefits of the Portal is the ability to submit documentation, from accepting a quotation, through to submitting a completion file.

You will receive instant pop up providing confirmation that Cadent has received the information, as well as:

- The relevant 'Received Date' field will be updated
- The status will update where applicable
 - Quote Acceptance Received
 - Design Received
 - Job Planned
 - Job Deferred-Customer
- You will see any attachments submitted via the Portal
- If the details do not show straight away, exit the project and then re-enter to refresh.

Submitting Plan/Re-plan Dates

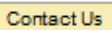
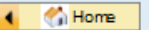



You are able to submit plan dates via the Portal, where they meet the Start Date Notification criteria. This will provide you with instant confirmation that you are able to proceed with the work.

The SDN received and accepted dates will update immediately and the status will update to job planned/re-planned as applicable (N.B. you may need to exit and re-enter to refresh the data if it does not become available straight away).

- For UIP's, jobs can be planned/re-planned in sections
- For GT's, jobs can be planned/re-planned per CSEP
- You have the ability to defer a job that is placed on hold to prevent being chased for a completion file (the project must be re-planned before commencing work)

RO/NRO's cannot be submitted via the Portal, the [existing process](#) should be followed.

Help & Support

Useful Icons	
	Displays contact details for Cadent
	Returns you to the Home Page
	Provides a list to select from
	Provides further details
	Calendar Icon enables you to select a date

For support on using the portal, refer to the relevant simulation provided when you register for the portal.

For any additional help and support, to request a password re-set or to request a new user please contact:

E-mail: networkdesign@cadentgas.com

Tel: 0845 3666 6758