

Cadent**Submission of work by Utility Infrastructure Providers (UIPs) and
Independent Gas Transporters (IGTs) via the Cadent UIP/IGT Web
Portal****1. Introduction**

Since 2009, Cadent has been upgrading computer systems through a programme called Gas Distribution Front Office (GDFO). As part of this programme, Cadent committed to delivering a new UIP/IGT Web Portal which enables customers to submit new requests, track existing requests and send documentation for approval during the lifecycle of the project. This briefing note is to provide guidance on the deployment and use of the UIP/IGT Web Portal.

2. Background

The UIP/IGT Web Portal is a web browser based interface that allows those with access to create, track and progress work requests via the internet rather than submit manual forms to Cadent. The UIP/IGT Web Portal will allow customers to undertake common activities associated with work requests such as gaining approval and submitting documents amongst other activities.

The Web Portal was built based on the customer feedback received during the design stages of GDFO and is a way of providing our UIP and IGT customers with greater flexibility in the way they submit and progress projects through to completion. This Web Portal provides UIPs/IGTs with various benefits including;

- Lower standard administration charges
- The GT/UIP Portal opens the relevant form based on the user credentials, this includes GT forms where there is a recognised agency agreement
- There is not a separate form for Fast Tracks (manual forms FM138a & FM153a), additional fields applicable for a Fast Track appear when specified that the request is a Fast Track acceptance
- Raising and tracking work requests at any time
- Mandatory fields aim to reduce the amount of queries
- The Cadent Reference Number will be generated upon completion of the form and this replaces the manual acknowledgement of receipt
- Key status dates are visible throughout the projects lifecycle
- All projects logged through the new GDFO systems will be visible, including requests not submitted via the portal (all 4 gas distribution networks went live by July 2012)
- You are able to search for projects using various methods, including Cadent reference number or customer reference number
- Tracking work requests submitted by agents on your behalf.
- Full control of and greater accuracy of data used during application.
- Submission of key documents throughout the projects lifecycle, with instant acknowledgement
- Ability to process plan dates and re-plan dates for projects meeting the Start Date Notification criteria with instant approval (Not for RO/NROs- current process applies).

3. Scope of works included

- Land Enquiries
- Quotation Requests
- Accept Quotations
- Fast Track Acceptance (including Pre-Authorised designs)
- Design submissions, including amended designs following rejection
- Variations or Revised Designs
- Certification files (where applicable)
- Start Date Notification plan dates, re-plan dates, in parts or in full
- Plan Date Deferrals
- Completion files, in parts or in full

4. Eligibility criteria and requesting access

In order to receive access to the UIP/IGT Web Portal, you must be a signatory of the 'UIP Connection, Service Disconnection and Service Alteration Agreement' or the 'Inter Gas Transporter Connection Agreement'. Information about these agreements is available on our website;

<http://www.cadentgas.com/uk/Gas/Connections/uip2/legaldocs/>

You will also need to complete the training material which is simulation based and available on a CD. To play the simulations, you will require a computer running Windows XP or later, Adobe Flash 8.0 or later.

To request access to the UIP/IGT Web Portal, please contact our Network Design team on networkdesign@cadentgas.com and they will provide details on how to request access to the UIP/IGT Web Portal and provide training material.

Implementation of the UIP/IGT Web Portal will be from 1st August 2013.