

## Introduction

This handout shows the process once a POC application has been sent to the DNO. Please see the **POC Part 1** handout for details relating to the application.

Once the application has been submitted, a notification will be issued to advise ScottishPower that your request has been raised.

You will receive confirmation (via e-mail) that your application has been **registered** (within 2 working days).

Within 5 working days, Scottishpower will check that your application meets the **minimum criteria**.

Your application will either:

- Fail Minimum Criteria
- Meet Minimum Criteria

## Fail Minimum Criteria

If your application fails the minimum criteria you will receive notification to advise the reason your application has failed.

When you search for your application in the register you will see that the 'Issue Formal

Offer' status is **Failed Min Info**.

## Why has the application failed?

To find out why the application has failed:

- From the Applicants POC Register page, click on the required hyperlinked 'Applicants ref'

This will allow you to see the reason your application has failed and any notes that the DNO has added.

## Re-Submitting the Application

- Click POC
  - Click 'Request Metered'
- Application Type :  Original  Re-Submit

- Application Status :  New  Saved
- Choose the required ref from the Applicant's Ref \* : drop-down.

**Note:** Only 'rejected' applications will show here.

- You can now edit the application form (if required), even if no changes are

### Request

Save

required, click

- To add additional documents, click

### Upload

New Document

- Type in any Description/comments

Description/Comments:

- Then

Select a File \* :  No file chosen

and navigate to your file and double click

UpLoad

- Click
- Your first uploaded document will show in the table, then to upload a second document, click

Select a File \* :  sitelocationplan.doc

navigate to your file and double click

UpLoad

- Click

Continue as required. Check that all required documents show within the **Uploaded Documents** section and that the correct number of documents shows in the summary.

Summary	
No of Docs	2

- then click

Exit

Then, to issue the request, From the '**Application for Quotation**' screen,

### Request

Submit

- Click

## Meet Minimum Criteria

If your application meets minimum criteria, you will receive notification to confirm.

You may receive a request for further information in due course, otherwise you will receive the POC Quotation within **90 calendar days**.

## Additional Information required

If further information is required, please refer to the '**Additional Information**' handout.

## Viewing the POC Quotation

- Locate the required project, and from the POC Application status screen, click

### Formal Offer Acceptance

Action/View

- Click on the link to view the attached documents (  )
- Click on the  and choose either 'Accepted' or 'Rejected'

### Rejected

If you 'Reject' the POC:

- Enter a

Notification will be issued to the DNO and this ends the application.

### Accepted

- If you choose Accepted then add any applicant comments and next select your nominated ICP's
- You will then complete the details required in the payment method section
- Next you are required to upload the following and any additional documents you deem relevant:
  - Signed & Dated POC Quotation acceptance documents included with the formal offer
  - Confirmation of ICP & Developer registered company address
  - Confirmation from the developer of the ICP's appointment as the preferred Accredited Connection Provider (ACP)
  - Payment information & proof of payment document uploaded e.g. method, date and value
- To upload these documents, click

- Follow the steps overleaf to Upload the documents
- Once all documents have been uploaded

**Save and Submit  
to DNO**

- Click

### What happens next?

Once you have accepted the DNO's formal offer, the DNO receives a notification and they will acknowledge that they have received your acceptance within 5 days.

The design of the contestable works must be received within **30 days**. If a phased approval has been agreed by Scottishpower then the What ICP must submit the first part of the phased approval within 30 days.

This is covered in the 'Design' module. Please see the 'Design' handout for more information.



## Applicant Guide

# POC Request

## Part two

