

## Newsletter

Welcome to the *April* issue of our newsletter for ICPs and IDNOs operating within our distribution services areas in Scotland and England/Wales.

### *Spring(ing) in to Summer!*

A step into Spring with a spring in our step! The lighter nights and longer days are here and winter is officially behind us.

“In Winter, I plot and plan. In Spring, I move” Henry Rollins

#### *Main highlights in this issue ...*

- RAdAR hints and tips
- Document Updates

### *RAdAR Hints and Tips*

#### Accepting POC's

When accepting a POC offer, including those offered in conjunction with a Licensed Dual Offer, please ensure that the necessary requirements are still actioned.

The signed acceptance and processed payment are to be sent to General Administration in Bellshill.

It is also essential that the POC offer is formally accepted in RAdAR and a copy of the signed acceptance and proof of payment uploaded.

Failure to carry out this stage of RAdAR may result in the formal offer being identified as not accepted, which can have the potential to result in complications later in the formal POC/Design approval stages of a project.

### *Document Updates*

#### **CAB-15-003 – Handling and Installation of Cables up to and including 33kV**

The above document, CAB-15-003, has been updated to include provision of condition monitoring equipment and consideration to be taken into account during design phase

#### **SUB-03-017 – General Specification for Civil Engineering and Building Design and Construction of Secondary Substations**

The document SUB-03-017 has been amended to include functional requirements for alternative building housing “indoor” equipment and conversion to new document format

## RAdAR Hints and Tips



### Template Reminder

Following on from the RAdAR updates in February's newsletter, there are only a small number of companies that have used the new template for the application forms. The templates can help speed up the process of applying for a quote by adding the information that is repeated on each application form. It will save having to type out the same information each time. Please see February's newsletter for a step by step guide on how to do this.

### Post codes

We have noticed recently that a few jobs have been applied for with the incorrect postcodes on the application forms. Please be aware that RAdAR automatically assigns jobs to the engineers from their allotted postcodes and an incorrect postcode could cause a job to be allocated to the wrong engineer.

### Updating Email Addresses

When RAdAR was initially set up we had to use default email addresses within the company details in the Admin section.

For e.g. Default@ICP1.com

A lot of these default email addresses still remain. Please could they now be updated with a current email address, along with any other information that requires changing.

- Go to SysAdmin (top left of RAdAR page)
- Select Manage Users
- Select Edit and amend the default password

## Feedback to SP Energy Networks

Please provide any constructive feedback or comments to us on the form below and submit it to:

[ENCompetition@scottishpower.com](mailto:ENCompetition@scottishpower.com)

### Ideas

### Comments

*We appreciate your feedback and suggestions to improve our service to you. We will acknowledge receipt of your email and supply you with progress updates and developments regarding your ideas.*

## Website News



Our Website has just undergone a change to a responsive technology platform which greatly improves the way the information is presented online, providing greater accessibility via tablet, smartphone and desktop. Detailed below are the Competition in Connections links available. The Specification Documents are now held in the section marked Documents.

*Who can do the work?  
What work can be done?  
Who regulates our connections business?  
Tracking your project.  
Steps to getting connected.  
Extending the scope of ICP work.  
Keeping you informed.  
Adopted distribution generation.  
Gaining Authorisation to SPEN.  
Construction and Adoption Agreements.  
Utility Map Viewer.  
How to contact CiC*

Our CiC website address is at the foot of this newsletter

