



# Meter Point Administration Number (MPAN) process for Distributed Generation customers

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Scottish and Southern Electricity Networks (SSEN) are responsible for maintaining the electricity networks supplying over 3.7 million homes and businesses across central southern England and north of the Central Belt of Scotland.

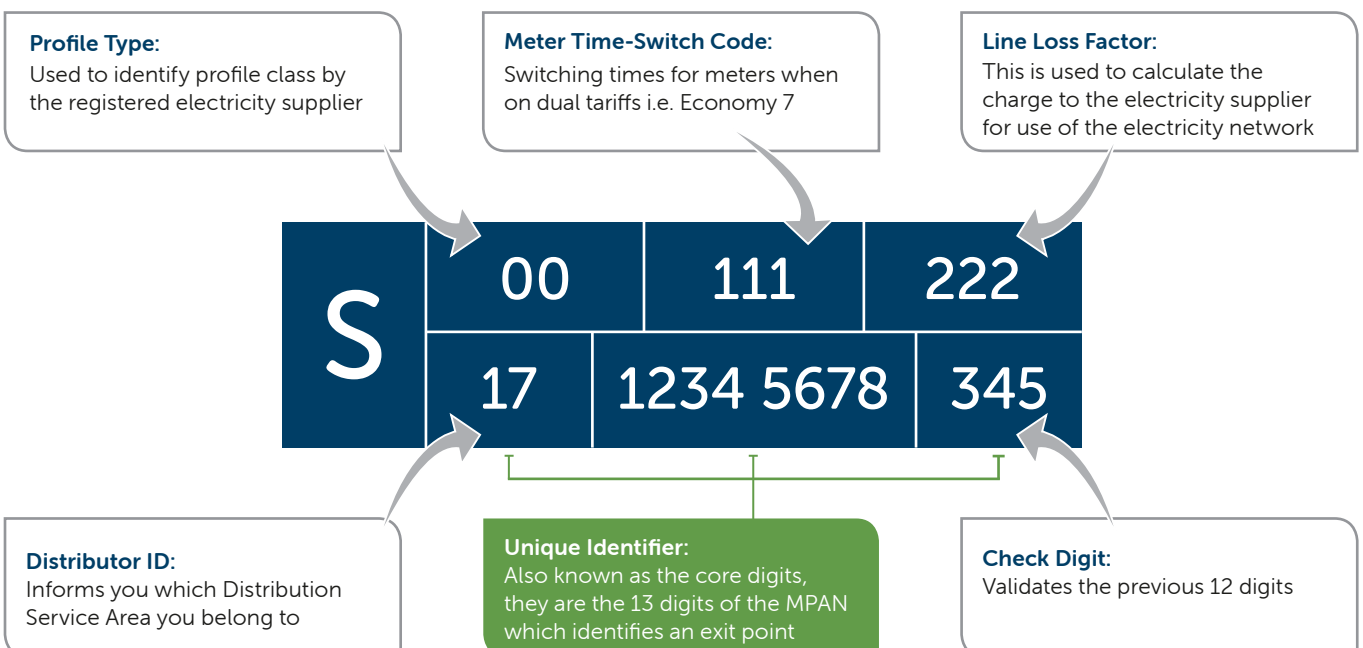
We own one electricity transmission network and two electricity distribution networks, comprising 106,000 substations and 130,000 km of overhead lines and underground cables across one third of the UK. Our priority is to provide a safe and reliable supply of electricity to the communities we serve in Scotland and England.

The purpose of this document is to improve the clarity of information on how to request an additional Meter Point Administration Number (MPAN) following a change to your internal network where this has not required any work to be done to your incoming service connection (e.g., installing total heat total control storage heaters or installing an export meter for microgeneration below 30kW).

## What's an MPAN number?

- The MPAN (Meter Point Administration Number) is a unique 13-digit reference used in Great Britain which identifies each electricity supply point.
- The MPAN is sometimes also called a Supply Number, but it should not be confused with your customer reference number.
- All MPANs must be registered with an electricity supplier before a meter can be connected.
- MPANs can be found on energy bills.
- If you don't have an energy bill for the property (for example – if you have just moved into the property) please contact MPAS on 0345 026 2554 or [mpas@sse.com](mailto:mpas@sse.com).

## Example MPAN number





# Process for the allocation of an MPAN for Connecting Distributed Generation to our Network



To allow us to create your import/export MPANs, certain processes need to be followed to ensure the MPANs can be correctly registered against the correct postal address.

## Generation > 50 kW works process

**1.1** A quick reference guide for connecting generation to the distribution network that falls under G99 can be found on ENA website at:

### Type A generators

[www.energynetworks.org/assets/images/Resource library/G99 Type A Summary Guide.pdf](http://www.energynetworks.org/assets/images/Resource%20library/G99%20Type%20A%20Summary%20Guide.pdf)

### Types B-D generators

[https://www.energynetworks.org/assets/images/Resource library/G99 Types B-D Summary Guide.pdf](https://www.energynetworks.org/assets/images/Resource%20library/G99%20Types%20B-D%20Summary%20Guide.pdf)

**1.2** Customer/Installer must apply for connection by completing the EREC G99 Standard Application Form (SAF) which can be found at:

[www.ssen.co.uk/globalassets/our-services/generation-connections/generator-requirement-docs/erec-g99-saf-connection-of-generation-to-distribution-networks-v8-april-2022.pdf](http://www.ssen.co.uk/globalassets/our-services/generation-connections/generator-requirement-docs/erec-g99-saf-connection-of-generation-to-distribution-networks-v8-april-2022.pdf)

Competent G99 information must be provided at connection application stage, this includes site address, site plan, ENA application form and Letter of Authority from the landowner. Parts 1,2 and 3 of the SAF must be filled out for an application to be considered competent.

The completed form and relevant competent G99 information can be emailed to SSEN's Major Connections Contracts team at [mcc@sse.com](mailto:mcc@sse.com) (for Central southern England & North of Scotland).

**2** Once completed form and competent G99 information is received, we will register your project, and your application will be passed to our Connections Designers to prepare your quotation.

**Note 1: Applications for types B-D generators will go to the Distribution System Operator (DSO) team.**

**3** SSEN's Connections Designers/DSO team will assess the area to see if any reinforcement of the network is required. Distribution Owner Construction Offer (DOCO), which includes a Customer Acceptance form, is sent to the customer. The DOCO's Customer Acceptance form needs to be completed, signed and returned to SSEN, along with the corresponding payment as appropriate.

**4** When the signed DOCO has been received and accepted by SSEN, connection works will be scheduled in by operational staff who will contact the customer within 15 working days to discuss and agree the appropriate schedule of works.

**Note 2: For type B-D generators, the application will be sent to National Energy System Operator (NESO) for the statement of Works (SoW) and project progression and Modification Application Process. After a successful return from NESO, the application will be progressed to SSEN delivery team.**

**5** SSEN's Connections Contracts Manager will provide a draft Embedded Generation Connection Agreement (EGCA), which is required to be signed by the customer and returned to SSEN. The EGCA will contain the import/export details necessary for your MPAN as appropriate.

**Note 3: For applications involving extensive physical works, the EGCA will be issued when the project is closer to energisation. Issuing an EGCA is subject to a full G99 compliance.**



## Process for the allocation of an MPAN for Connecting Distributed Generation to our Network

### Generation > 50 kW works process continued

- 6** Prior to connection, your import/export MPANs, where applicable, will be requested by SSEN's Connections Contracts Manager. Once MPANs are raised, the Connections Contracts Manager will issue them to you by email, so you are ready for connection.
- 7** Once you have received your import/export MPANs you will need to register with an electricity supplier/meter operator. The registration process normally takes at least 28 days, so you should get in touch with your chosen supplier as early as possible.
- 8** Once you have a confirmed date for the connection, you will then need to contact your preferred supplier/meter operator to arrange for them to come and install the meters. They are likely to need at least 10 working days' notice to make these arrangements. The fully signed EGCA will be returned to you on final energisation of the connection.



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# Need help?

## Major Connections Contracts



0345 072 4319



mcc@sse.com



Write to us at

(same postal address for both central southern England and north of Scotland areas):

Major Connections Contracts  
Scottish and Southern Electricity Networks  
Perth Training Centre  
Ruthvenfield Road  
Perth  
PH1 3AF

Less than 50kW generation please see  
microgeneration, G98 and G99 process



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