



Meter Point Administration Number (MPAN) process for requesting an additional MPAN

REF-PS-065 Rev 1.2 (2024)





Meter Point Administration Number (MPAN) process for requesting an additional MPAN

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.

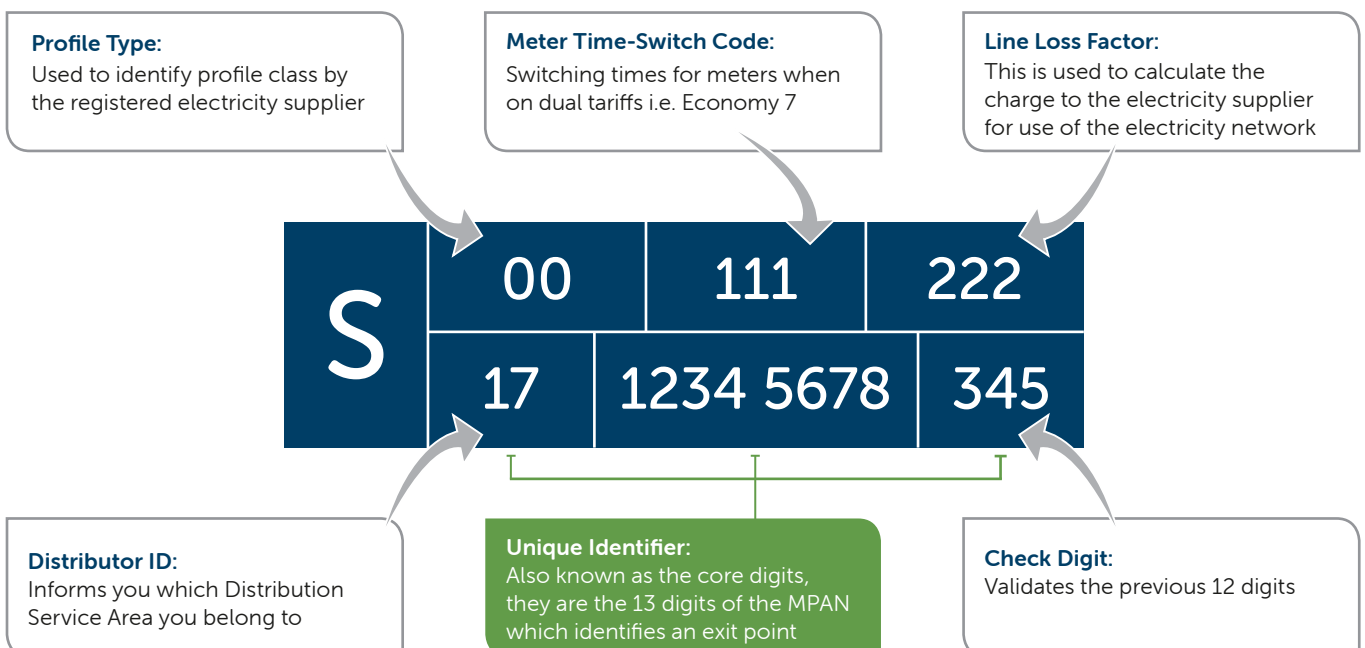
We own one electricity transmission network and two electricity distribution networks, comprising 106,000 substations and 130,000 km of overhead lines and underground cables across one third of the UK. Our priority is to provide a safe and reliable supply of electricity to the communities we serve in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

Example MPAN number





Meter Point Administration Number (MPAN) process for requesting an additional MPAN



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.

Scenario 1A: Where there is no extra works

- 1 Customer applies for additional MPAN online
- 2 Checks are carried out to verify there are no works
- 3 Additional MPAN request to be generated by checker and sent to MPAN team via distribution.mpan.requests@sse.com
- 4 MPAN team will respond to customers request and issue additional MPAN to customer.
- 5 Customers electricity supplier will register additional MPAN and connect your meter.

Scenario 1B: Where the Electricity Supplier is Requesting an MPAN

- 1 Your electricity supplier will contact us via ECOES* where you require export MPAN.
- 2 The Network protection team picks up the request and generates MPAN and sends it to the supplier via ECOES.

Scenario 2: Where there are extra works

- 1 Building Network Operator (BNO) MPAN
 - Customer applies to Contestable Design team (this is to update Connection Agreement)
 - Contestable Design team applies for MPAN
 - MPAN team/Network Protection team generates MPAN

*ECOES = Electricity Central Online Enquiry Service

Scottish and Southern Electricity Networks is a trading name of: Scottish and Southern Energy Power Distribution Limited Registered in Scotland No. SC213459; Scottish Hydro Electric Transmission plc Registered in Scotland No. SC213461; Scottish Hydro Electric Power Distribution plc Registered in Scotland No. SC213460; (all having their Registered Offices at Inveralmond House, 200 Dunkeld Road, Perth PH1 3AQ); and Southern Electric Power Distribution plc Registered in England & Wales No. 04094290. Having their registered office at No.1 Forbury Place, 43 Forbury Road, Reading, RG1 3JH, which are members of the SSE Group www.ssen.co.uk



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



www.ssen.co.uk