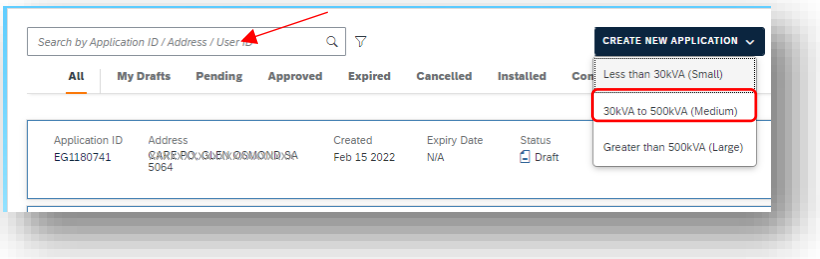
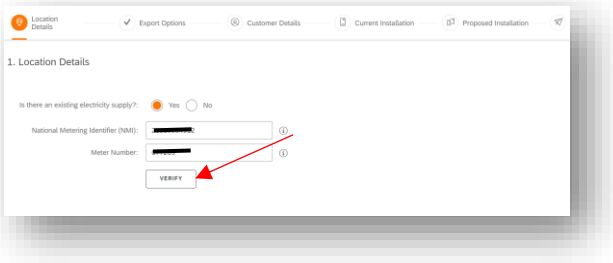
How do I create a MEG application in SmartApply?

This document describes how to apply for Medium Embedded Generation

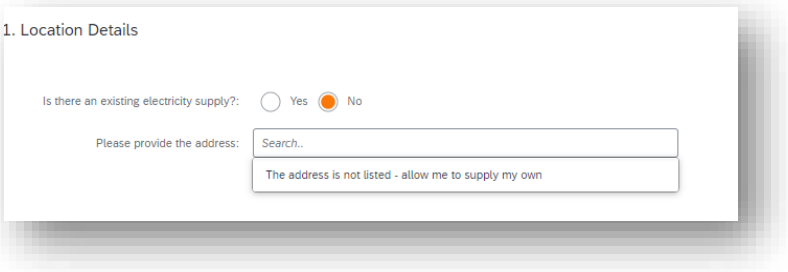
1. Click the “Create new application” button on the dashboard and select the size of the MEG



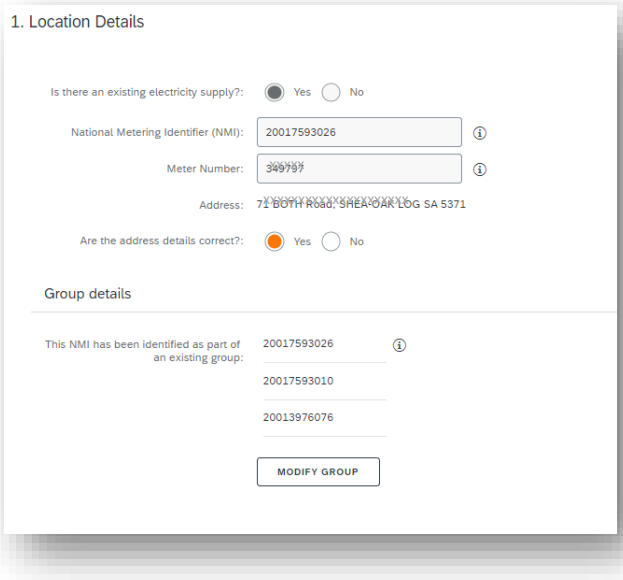
2. If there is an existing supply enter the NMI and Meter number for the site, then click verify to check the address



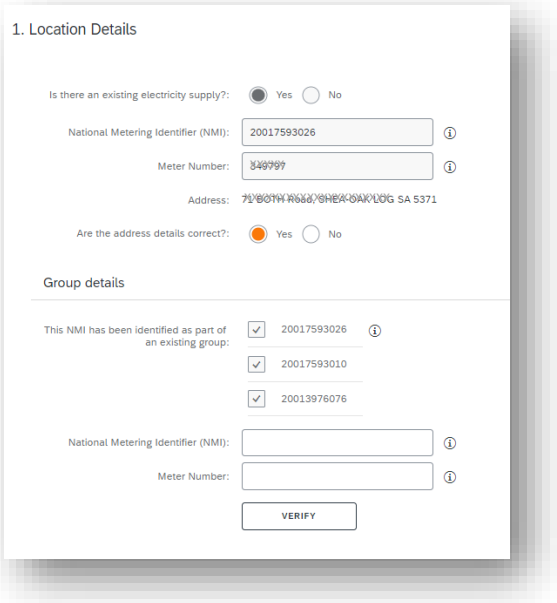
If the site has no supply, you can provide the address instead of NMI and Meter.
If the address is not listed select the option “allow me to supply my own”.



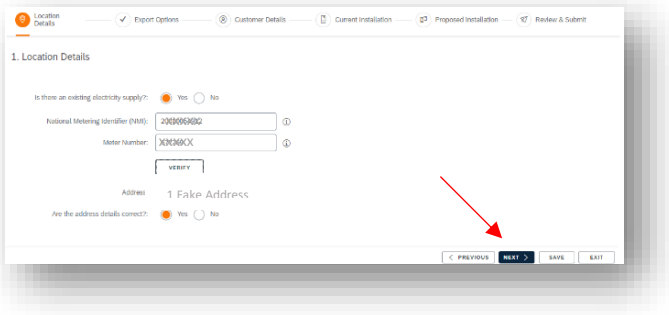
Note that if the NMI is part of a group (cluster) then the application will apply to all NMIs in the group. The group will be displayed as follows.



You can modify the group e.g. add NMIs using the modify group button, then click the Add NMI button

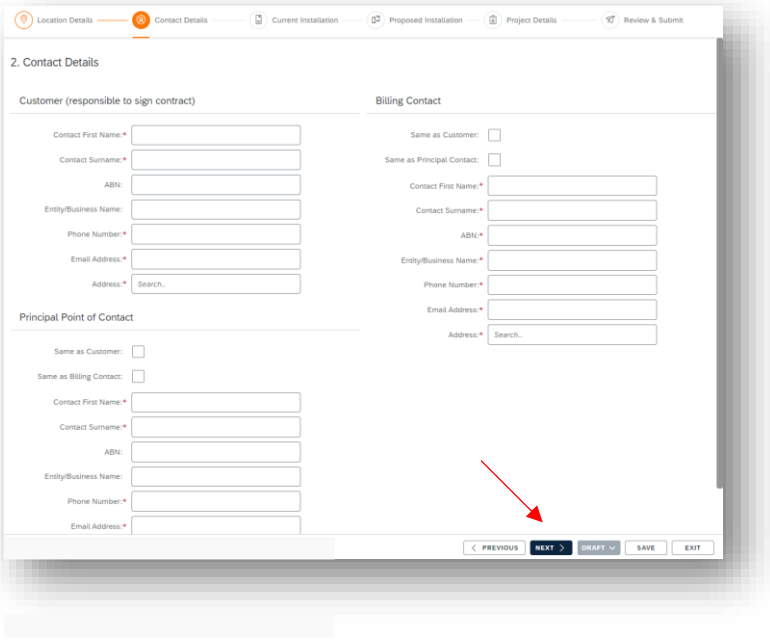


3. If you entered the NMI and meter instead of address, the address will be displayed. Click Next if the address is correct

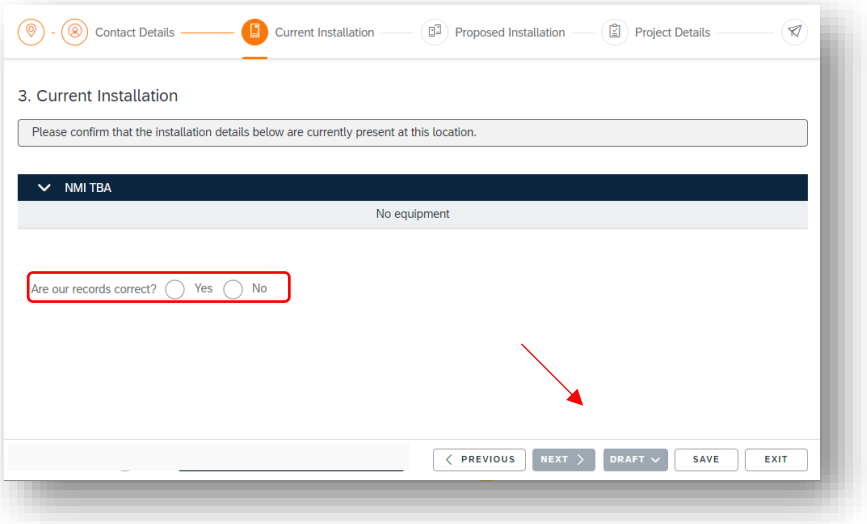


4. Enter the contact details Click “next” to proceed
    - The customer is the person who is responsible to sign the contract
    - The Principal point of contact is the person with whom SA Power Networks will be liaising
    - The Billing contact is the person / organisation who will be receiving and paying invoices

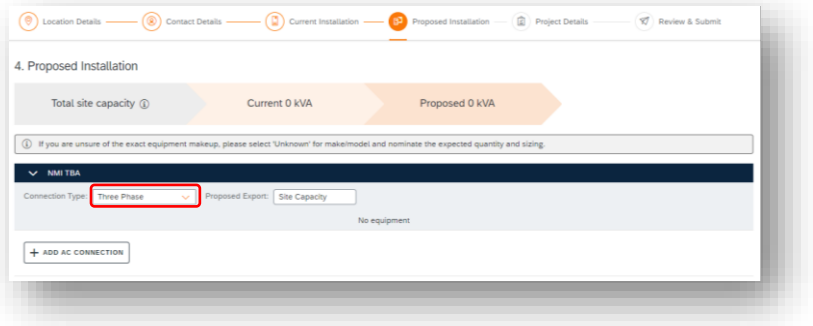
    Note you can use the “Same as” check boxes if any contact people are the same



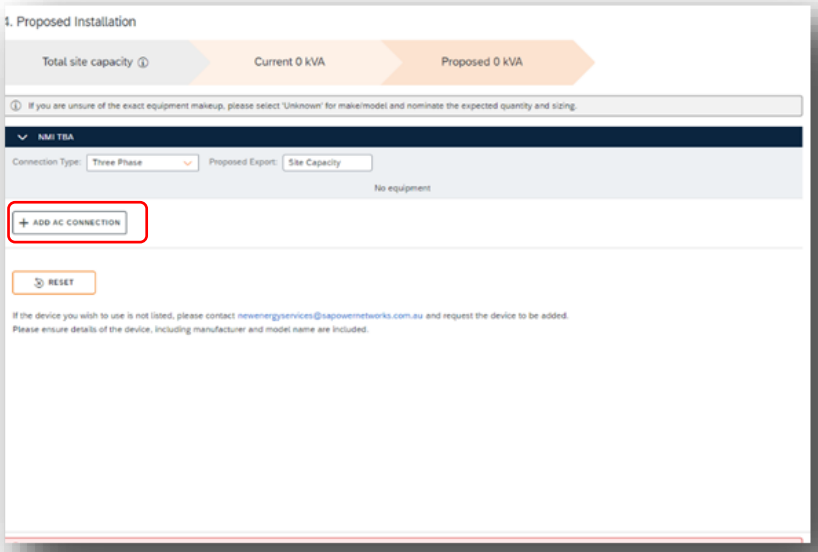
5. Any existing equipment (either installed or approved) located at the site will be displayed. If the information is correct, you can simply proceed by clicking next. If it is incorrect, click “No” to be able to edit the information

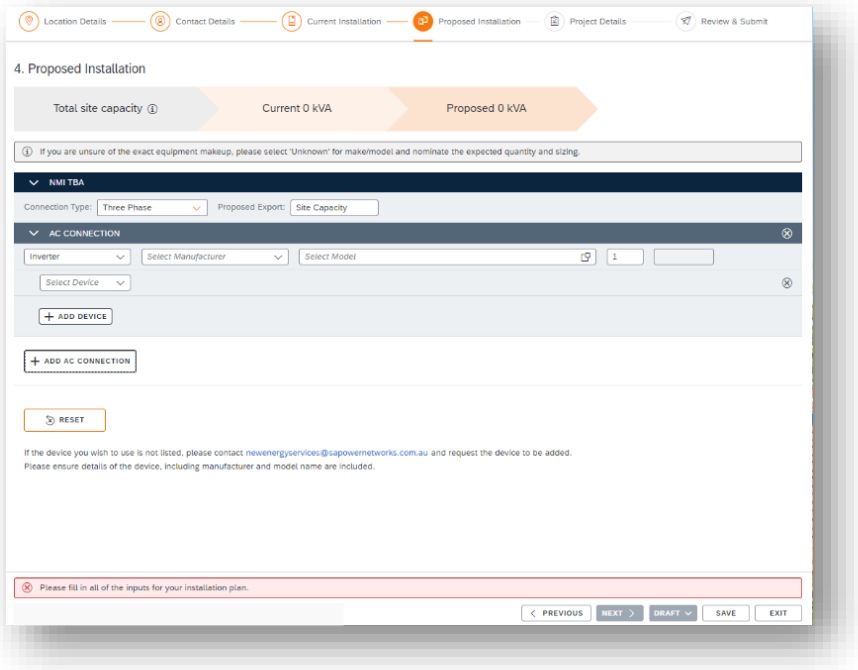


6. Select the correct phase from the connection type drop-down list

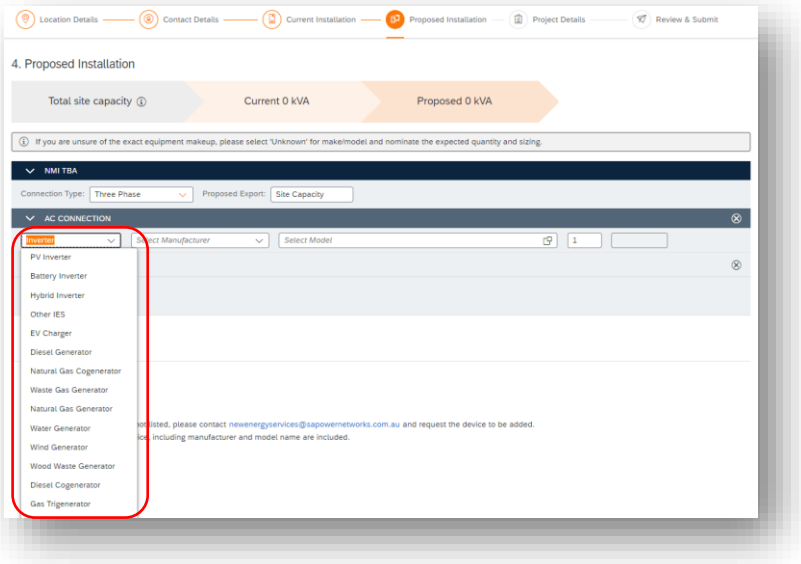


7. Click “Add AC Connection”. Note: if this applies to a group of NMIs (cluster) you will be able to repeat these steps for each NMI in the cluster.

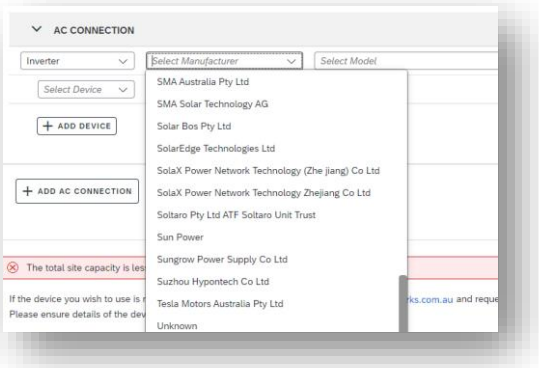


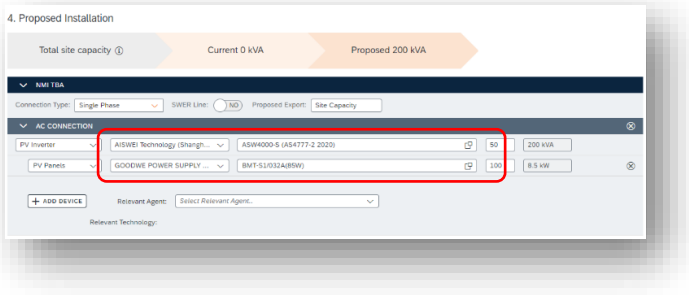


8. Select the inverter type from the drop-down box

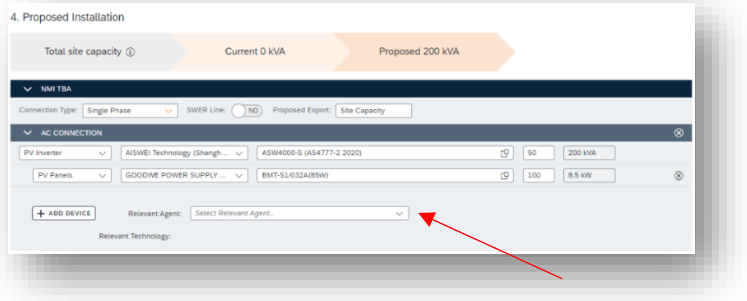


9. Select the manufacturer from the drop-down box, then select the model

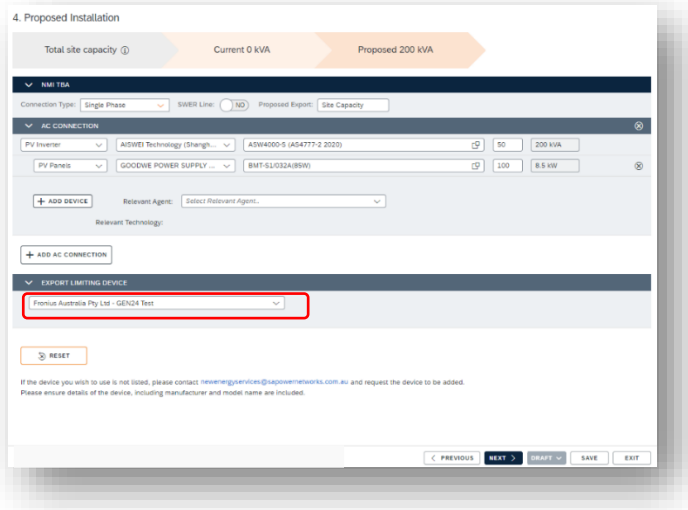




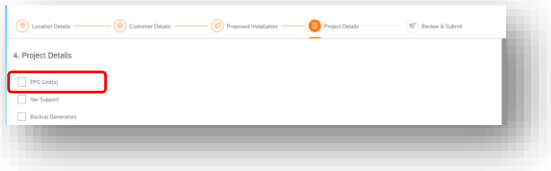
10. You can continue to add devices or inverters, as required. For PV you are required to select a relevant agent from the drop-down list.

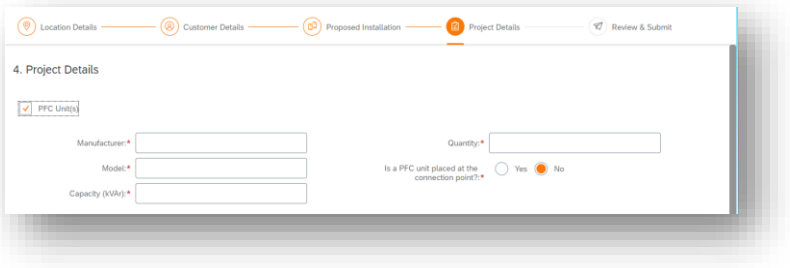


11. Once you have entered all devices for the AC Connection or inverter, select the export limiting device, and click next.



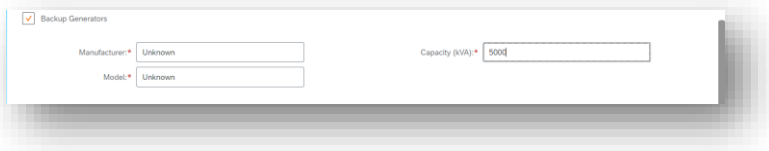
12. The project details page is displayed. Tick the checkbox alongside Power Factor Control units if any will be included in the installation. Power Factor Control Detail fields will be displayed, enter the manufacturer, make, capacity, quantity and indicate if it will be placed at the connection point. If manufacturer and model are not yet known, it is acceptable to enter “unknown” provided this information is supplied before the offer is accepted.





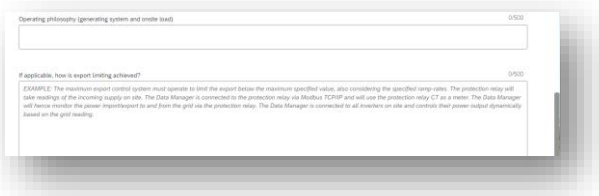
13. Tick the checkbox alongside Var support if any will be included in the installation. Var support fields will be displayed, enter the manufacturer, model, and capacity. If manufacturer and model are not yet known, it is acceptable to enter “unknown” provided this information is supplied before the offer is accepted.

14. Tick the checkbox alongside Backup generators if any will be included in the installation. Backup generator fields will be displayed, enter the manufacturer, model, and capacity. If manufacturer and model are not yet known, it is acceptable to enter “unknown” provided this information is supplied before the offer is accepted.

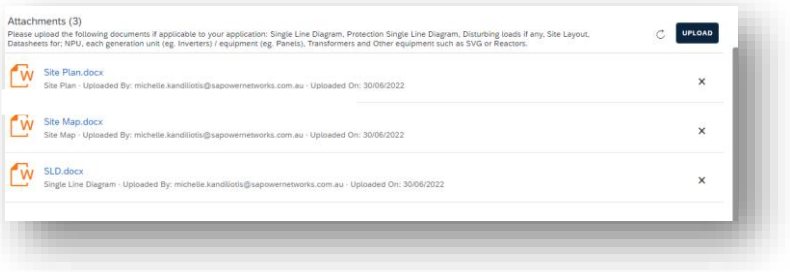


15. Enter information about the site
    - Current minimum demand – the minimum load the site currently pulls from the grid, for new sites this will be 0 KVA
    - Current maximum demand – the authorised current capacity as agreed with SA Power Networks i.e. the maximum load the site currently pulls from the grid, for new sites this will be 0 KVA
    - Proposed site total demand – enter the proposed maximum demand or enter the current maximum load if this will remain unchanged

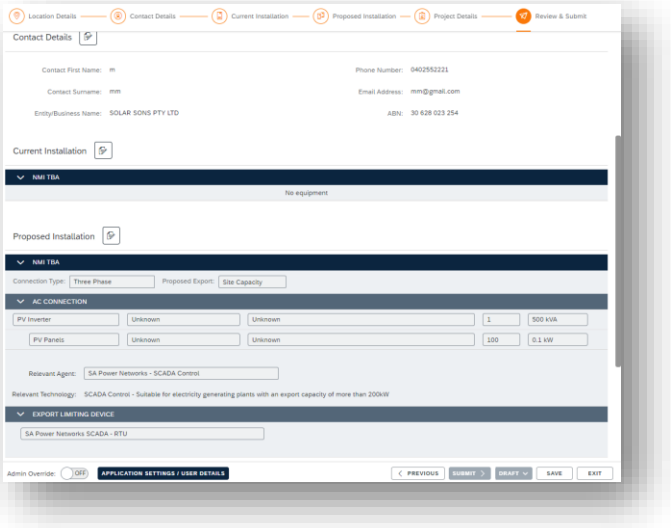
16. Enter information about the operating philosophy and describe how export limiting will be achieved, if applicable.

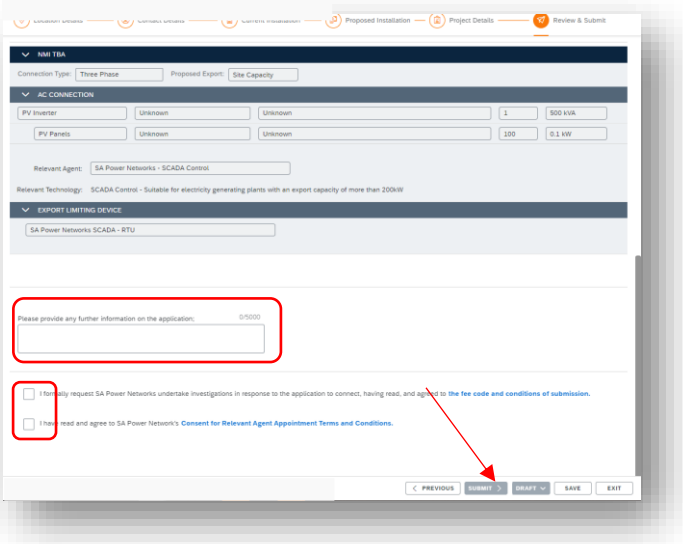


17. Use the upload button to attach documents. In order to submit, at least a site plan should be attached. After submitting the application but prior to approval, the Engineering report, single line diagram, site map, 3 data sheets and a site plan must all be attached.



18. Click next once the site information is complete
19. The entire application is displayed. You can choose to edit any section, add supporting information. Agree to the terms displayed, and then click submit when ready.





20. The approved application will be displayed on your dashboard. An approval email will be sent to your email address and the customer address that you entered in step 4