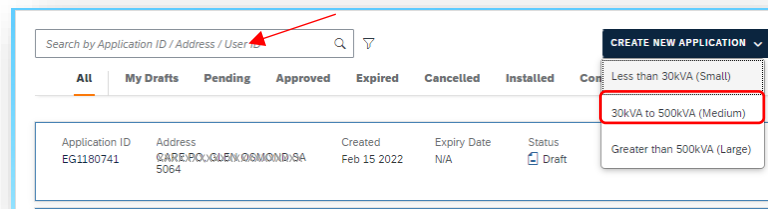


How do I create a MEG application in SmartApply?

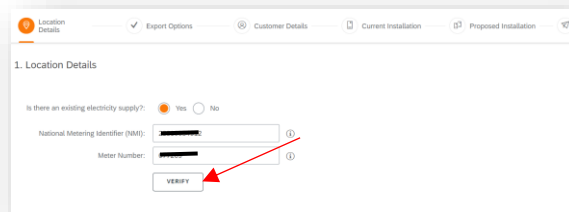
This document describes how to apply for Medium Embedded Generation

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



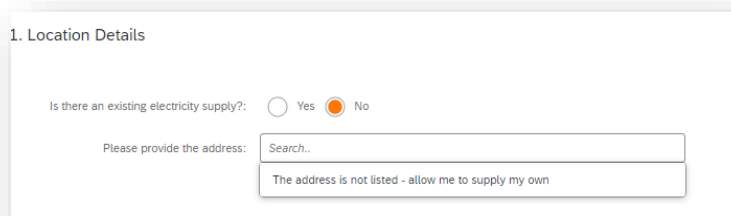
The screenshot shows the SmartApply dashboard. At the top, there is a search bar labeled 'Search by Application ID / Address / User'. Below the search bar, there are tabs for 'All', 'My Drafts', 'Pending', 'Approved', 'Expired', 'Cancelled', 'Installed', and 'Completed'. To the right of these tabs is a 'CREATE NEW APPLICATION' button. A dropdown menu is open next to this button, showing three options: 'Less than 30kVA (Small)', '30kVA to 500kVA (Medium)', and 'Greater than 500kVA (Large)'. The '30kVA to 500kVA (Medium)' option is highlighted with a red box. Below the tabs, there is a table with columns for 'Application ID', 'Address', 'Created', 'Expiry Date', and 'Status'. The first row shows 'EG1180741', '6ARE/POUGLEK/OSMOND/SA 5064', 'Feb 15 2022', 'N/A', and 'Draft'.

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



The screenshot shows the 'Location Details' form. It has a progress bar at the top with steps: 'Location Details', 'Export Options', 'Customer Details', 'Current Installation', and 'Proposed Installation'. The 'Location Details' step is active. Below the progress bar, there is a section titled '1. Location Details'. It contains a question 'Is there an existing electricity supply?' with two radio buttons: 'Yes' (selected) and 'No'. Below this, there are two input fields: 'National Metering Identifier (NMI):' and 'Meter Number:'. Both fields contain redacted information. Below these fields is a 'VERIFY' button, which is highlighted with a red arrow.

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”.



The screenshot shows the 'Location Details' form. It has a progress bar at the top with steps: 'Location Details', 'Export Options', 'Customer Details', 'Current Installation', and 'Proposed Installation'. The 'Location Details' step is active. Below the progress bar, there is a section titled '1. Location Details'. It contains a question 'Is there an existing electricity supply?:' with two radio buttons: 'Yes' and 'No' (selected). Below this, there is a section titled 'Please provide the address:' with a text input field containing 'Search...'. Below the input field is a button labeled 'The address is not listed - 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.

1. Location Details

Is there an existing electricity supply?: ☒ Yes ☐ No

National Metering Identifier (NMI): ⓘ

Meter Number: ⓘ

Address:

Are the address details correct?: ☒ Yes ☐ No

Group details

This NMI has been identified as part of an existing group:

ⓘ

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

1. Location Details

Is there an existing electricity supply?: ☒ Yes ☐ No

National Metering Identifier (NMI): ⓘ

Meter Number: ⓘ

Address:

Are the address details correct?: ☒ Yes ☐ No

Group details

This NMI has been identified as part of an existing group:

☒ ⓘ

☒

☒

National Metering Identifier (NMI): ⓘ

Meter Number: ⓘ

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

1. Location Details

Is there an existing electricity supply? ☒ Yes ☐ No

National Metering Identifier (NMI):

Meter Number:

Address:

Are the address details correct? ☒ Yes ☐ No

< PREVIOUS NEXT > SAVE EXIT

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

2. Contact Details

Customer (responsible to sign contract)

Contact First Name:

Contact Surname:

ABN:

Entity/Business Name:

Phone Number:

Email Address:

Address:

Billing Contact

Same as Customer: ☐

Same as Principal Contact: ☐

Contact First Name:

Contact Surname:

ABN:

Entity/Business Name:

Phone Number:

Email Address:

Address:

Principal Point of Contact

Same as Customer: ☐

Same as Billing Contact: ☐

Contact First Name:

Contact Surname:

ABN:

Entity/Business Name:

Phone Number:

Email Address:

< PREVIOUS NEXT > DRAFT SAVE EXIT

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

The screenshot shows the '3. Current Installation' step in the SmartApply application. The breadcrumb trail at the top includes 'Contact Details', 'Current Installation' (highlighted), 'Proposed Installation', and 'Project Details'. Below the title, a confirmation message states: 'Please confirm that the installation details below are currently present at this location.' A dropdown menu for 'NMI TBA' is expanded, showing 'No equipment'. Below this, a question 'Are our records correct?' is followed by 'Yes' and 'No' radio buttons. A red box highlights the 'Yes' radio button. At the bottom, a navigation bar contains buttons for '< PREVIOUS', 'NEXT >', 'DRAFT', 'SAVE', and 'EXIT'. A red arrow points to the 'NEXT >' button.

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

The screenshot shows the '4. Proposed Installation' step. The breadcrumb trail includes 'Location Details', 'Contact Details', 'Current Installation', 'Proposed Installation' (highlighted), 'Project Details', and 'Review & Submit'. Below the title, there are three progress indicators: 'Total site capacity', 'Current 0 kVA', and 'Proposed 0 kVA'. A note states: 'If you are unsure of the exact equipment makeup, please select 'Unknown' for make/model and nominate the expected quantity and sizing.' A dropdown menu for 'NMI TBA' is expanded, showing 'Connection Type' set to 'Three Phase' (highlighted with a red box), 'Proposed Export' set to 'Site Capacity', and 'No equipment' listed below. At the bottom, there is a '+ ADD AC CONNECTION' button.

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.

This screenshot is a closer view of the '4. Proposed Installation' step, focusing on the bottom section. It shows the 'Connection Type' dropdown set to 'Three Phase', 'Proposed Export' set to 'Site Capacity', and 'No equipment' listed. A red box highlights the '+ ADD AC CONNECTION' button. Below this, there is a 'RESET' button and a note: 'If the device you wish to use is not listed, please contact newenergyservices@sapowernetworks.com.au and request the device to be added. Please ensure details of the device, including manufacturer and model name are included.'

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.

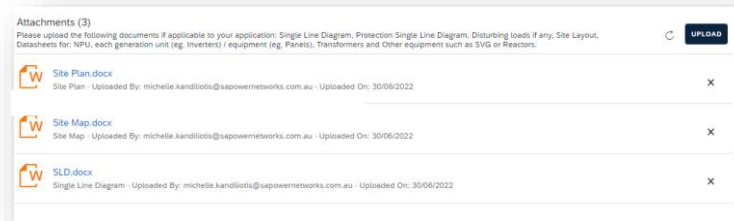
14. Tick the checkbox alongside Backup generators if any will be included in the installation. Backup generator fields will be displayed, enter the manufacturer, model, and capacity. If manufacturer and model are not yet known, it is acceptable to enter “unknown” provided this information is supplied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