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## **(DRAFT VERSION 1) WEBMIP FUNCTIONAL SPECIFICATION**

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*Draft*

*Restricted to, National Grid Metering & Advantica*

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## Executive Summary

National Grid Metering produces meter related works and services quotations for their customers: Gas Suppliers and their Agents. The quotations are produced manually by the Industrial and Commercial (I&C) department in response to enquiries raised by customers. An estimated 8,000 quote enquiries are handled this way each year. The proposed webMIP on-line quotation system will enable I&C to provide automatic quotations for the majority of their customers enquiries without the need for manual intervention. The new system is expected to reduce the number of enquiries handled by the I&C team by 90%, leaving the I&C staff to deal with the more complex bespoke or unusual quotation requests.	5 10
WebMIP is a tactical solution, with an expected lifespan of around 18 months. The system will initially operate without reference to any other system. It will then run in conjunction with the back-end functions of 'Blueprint'. The system will eventually be replaced by Blueprint and its web portal interface.	
This document details the functional requirements of the webMIP system. It describes the operations and processes required to complete the system and fulfil I&C's business requirements for handling quotes via an on-line internet based solution. It also describes the administration and scope aspects of the webMIP system.	15

# 1 System Scope

The primary objective of the system is to allow Agents to submit enquiries for meter related works and services without the involvement of I&C staff. The secondary objective is to produce one or more meter work quotations to satisfy each submitted enquiry, again without the involvement of I&C staff, and make these quotations available to the Agents for acceptance. 20

The scope boundary for the system can be defined via the work flow required. The scope starts once an enquiry is initiated and ends once the provided quote has been accepted. 25

The scope for work flow functionality specifically excludes:

- Tracking of the processes used to generate manual quotations;
- Production of 'ad-hoc' management information reports.

## 1.1 Automatic quotation scope 30

The rules in Illustration 5: Automatic or Manual Quotation Flow Chart (page 12) show whether an enquiry will result in an automatic or manual quotation.

The scope for the system automatically producing quotations specifically excludes:

- Works that require purging;
- Works that require a site survey to be performed prior to quotation; 35
- Where an MPRN number is not provided (except new install);
- Where Job description details are provided;
- Works where there are no meter modules, housings, etc. known to the system that meet the requirements of the submitted enquiry.

Where the system is unable to produce a quotation, the system supports a manual process of uploading a quotation document generated off-line and making it available to the third-party. The system has no knowledge of the contents of the manual quotation. 40

## 1.2 Communication scope

Where the third-party requires communications to be via telephone, fax or the post this is performed manually by I&C staff. 45

## 2 Users, Roles And Security

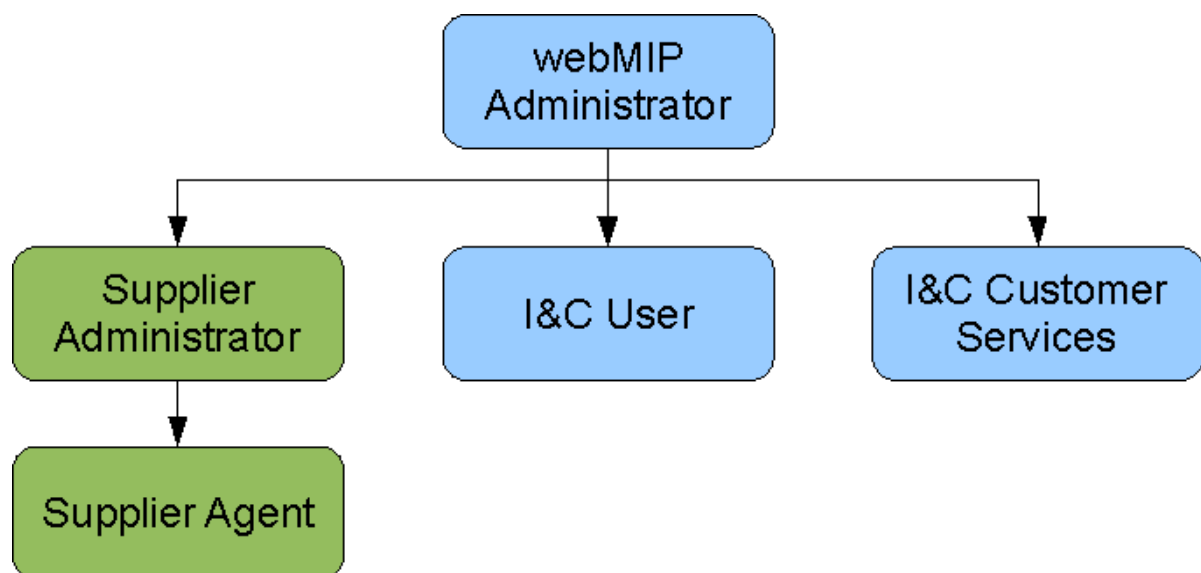
Several different groups of users will interact with the webMIP system. The users are required to manage the system and also provide the data input to build the quotes. The different users of the system can be defined within five separate roles:

- webMIP Administrator;
- I&C User;
- I&C Customer Services;
- Supplier Administrator;
- Supplier Agent.

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These different roles fall into the hierarchy described in the diagram below:

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*Illustration 1: User Role Hierarchy*

### 2.1 webMIP Administrator

The webMIP Administrator role is able to control the overall system e.g. editing module and add-on data, running system reports, etc. The Administration section of this document has further information on the administrative functions that can be performed by the webMIP Administrator role.

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The role is able to create, view, update and delete users with the roles of Supplier Administrator, Supplier Agent, I&C User and I&C Customer Services. The webMIP Administrator can also perform all of the functions available to the I&C User and the I&C Customer Services roles. When creating or editing the Supplier Agent, the webMIP Administrator, will be forced to associate the Supplier Agent with an Existing Supplier

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Administrator.

## 2.2 I&C User

The I&C User role is able to complete all of the main day-to-day tasks required within the webMIP system. The I&C User role is able to:

- Create and enter enquiries on behalf of any Supplier Agent listed in the webMIP system;
- Accept and reject quotes on behalf of a Supplier Agent associated with the quote;
- Upload a manual bespoke quote to the webMIP system;
- View all enquiries and quotes within the system.

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## 2.3 I&C Customer Services

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The I&C Customer Services role is able to view all enquiries and quotes within the webMIP system, but is unable to edit or update any data. The role allows the customer services team within I&C to provide support for the Supplier Agents.

## 2.4 Supplier Administrator

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The role of Supplier Administrator is able to maintain data relating to the supplier to which the user is associated.

The Supplier Administrator role is also able to create, view, edit and delete users with the role of Supplier Agent. Each user created in this way is associated with the supplier represented by the Supplier Administrator.

## 2.5 Supplier Agent

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The Supplier Agent role is able to create enquiries and view or edit enquiries that have been created by other agents associated with the same supplier. The Supplier Agent role can also submit enquiries for quotation and accept or reject quotes for their associated supplier.

## 2.6 Action Matrix

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The action matrix listed below outlines some key functions of the webMIP system and the roles that can perform them.

Role Action	WebMIP Admin	I&C User	I&C Cust Services	Supplier Admin	Supplier Agent
Create enquiry	X	X			X
Read enquiry	X	X	X		X*
Submit enquiry	X	X			X*
Delete enquiry	X				
Store enquiry	X	X			X*



Role Action	WebMIP Admin	I&C User	I&C Cust Services	Supplier Admin	Supplier Agent
Upload files to enquiry	X	X			X*
Accept quote	X	X			X*
Reject quote	X	X			X*
Delete quote	X				
Upload files to quote	X	X			
Run system reports	X				
Delete files from enquiry/quote	X	X			
Create I&C users	X				
Delete I&C users	X				
Create Supplier Admin users	X				
Create Supplier Agents	X			X**	
Delete Supplier Agents				X**	
View Supplier Agents	X	X	X	X**	X*
Edit/Read/Delete/Create system data	X				
<p>*Only those related to the Supplier that the Agent is associated with.</p> <p>**Only those created by the same Supplier Administrator</p>					

Table 1: Action Matrix

## 2.7 System Security

Each user provides a user name and password to access the system. The system only allows access to users that have been defined within webMIP. The system prevents unauthorised users access to the system and its data. Advantica retains access to the system for support purposes.

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Files that are uploaded to the webMIP system will not be scanned for viruses or malicious content: it is the responsibility of National Grid and the Supplier agents to ensure that any files uploaded to or downloaded from webMIP are free from viruses or other malicious content.

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Further security details will be defined in the design phase of the project.

## 3 System Process

This section of the document describes the processes and tasks performed by the webMIP system. It details the processes from the initiation of an enquiry to the final quotation and briefly describes some of the processes required to administer the system. The limitations and constraints placed upon these tasks and processes are described previously in the System Scope section of this document. 105

The quotation process is driven by the supplier agents. There are three main stages to the quote process: 110

- Enquiry. The user fills in a questionnaire, providing data relating to the meter, the meter site, and environment;
- Quote generation. If the enquiry is submitted then a quote is generated detailing the costs of the specified meter and any add-ons;
- Quote acceptance. If a quote is accepted by the user then the quote turns into a Job, (at this point the job is outside the scope of webMIP functionality). 115

The webMIP system provides a quick and easy interface for agents to request a quotation on-line. Agents may also phone, fax, email or post a request for a quote; in these cases the enquiry is entered into webMIP by an I&C User on behalf of the agent.

The user logs into the system using a user name and password. Each user is associated with a single supplier on whose behalf they perform work. If the user is a member of the I&C team then the user selects the user name of the agent on whose behalf they are entering the enquiry information. 120

### 3.1 Enquiry

The system allows the user to perform the following primary functions: 125

- Create a new enquiry;
- Amend an existing enquiry;
- Copy an existing enquiry to create a new enquiry.

The complete list of enquiry data items are described in Appendix A.

#### 3.1.1 Create A New Enquiry 130

The system generates and records a unique enquiry reference for the new enquiry. The system records supplier-related information against the new enquiry by referring to the user agent details to find the supplier on whose behalf the user performs work. The system records the user details against the enquiry.

The user enters site location information and then fills in the questionnaire. 135

The questionnaire is presented as a series of questions (either grouped or singular) on a succession of screens. The system records the answers to questions when the user

completes a screen. The system alters the 'flow' of questions depending on the answers given to previous questions. Each question may have 'help' associated with it that is presented to the user on request. The user is able to exit from the questionnaire before all the questions have been answered: the user may choose to amend or complete the enquiry at a later date. 140

When the questionnaire is completed, the user is able to request a quote.

### **3.1.2 Amend An Existing Enquiry**

The user searches for existing enquiries using the unique enquiry reference, transaction reference, post code or MPRN of an enquiry. The system limits the enquiries that can be queried to those associated with the supplier on whose behalf the user performs work: the queried enquiries may have been created by other users. If the enquiry has not been marked as 'quoted for', the user is able to amend the enquiry. 145

The user may amend the site location information, completed questions from the questionnaire or complete unanswered questions. 150

When the questionnaire is completed, the user is able to request a quote.

### **3.1.3 Copy An Existing Enquiry To Create A New Enquiry**

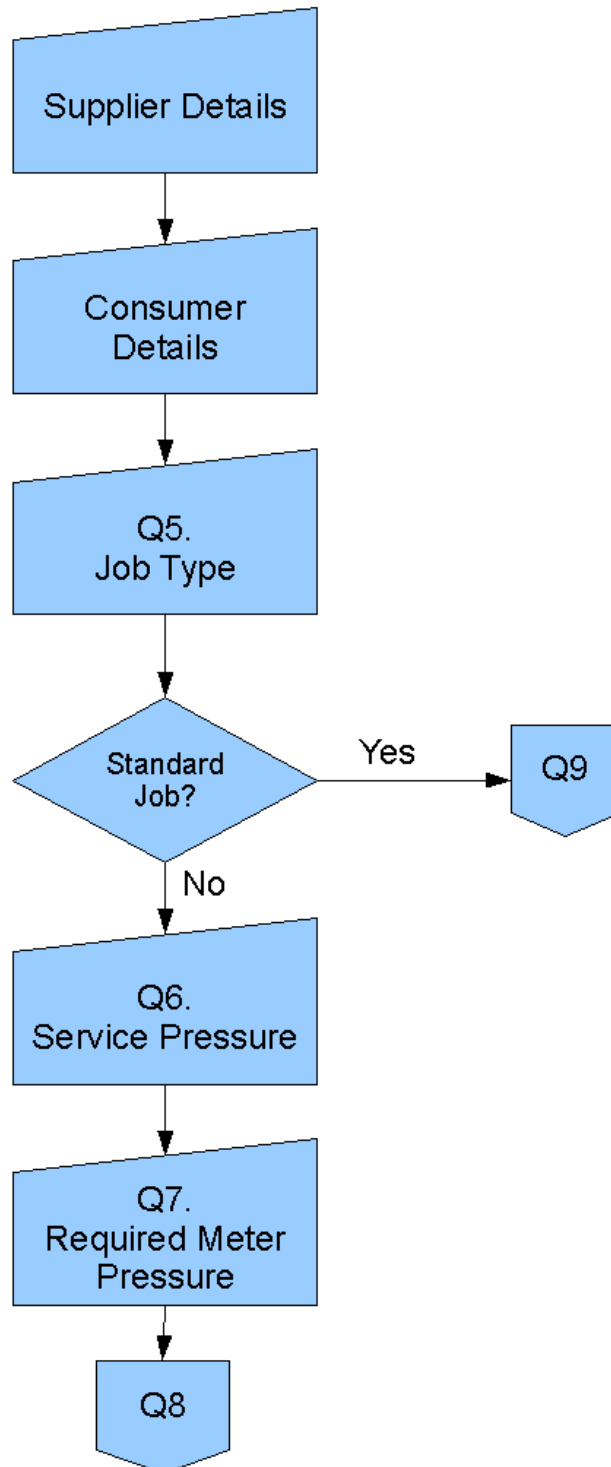
The user searches for existing enquiries using the unique enquiry reference, transaction reference, post code or MPRN of an enquiry. The system limits the enquiries that can be queried to those associated with the supplier on whose behalf the user performs work: the queried enquiries may have been created by other users. 155

The system allows Agents and I&C users to create a new enquiry by selecting an existing enquiry and copying the details of that enquiry. The system generates and records a unique enquiry reference for the new enquiry. The system amends the new enquiry by applying the current Agents details and removing any files associated with the original enquiry. 160

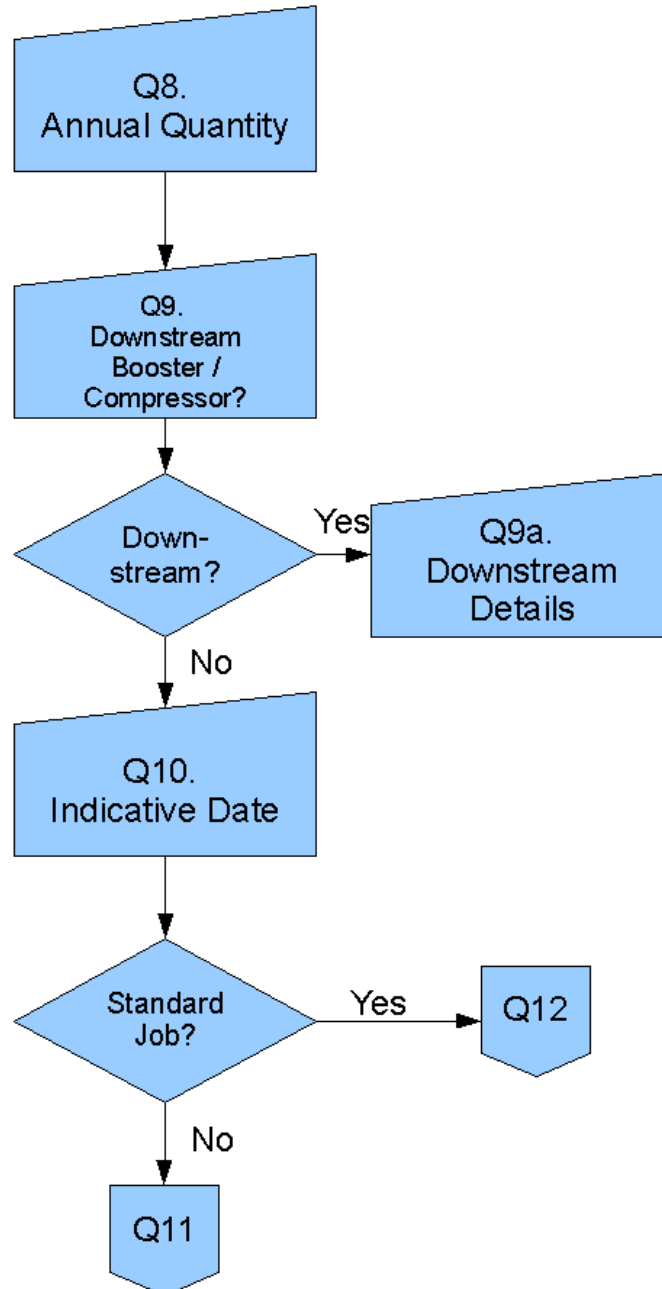
The user is able to amend the new enquiry.

## **3.2 Questionnaire Flow Chart**

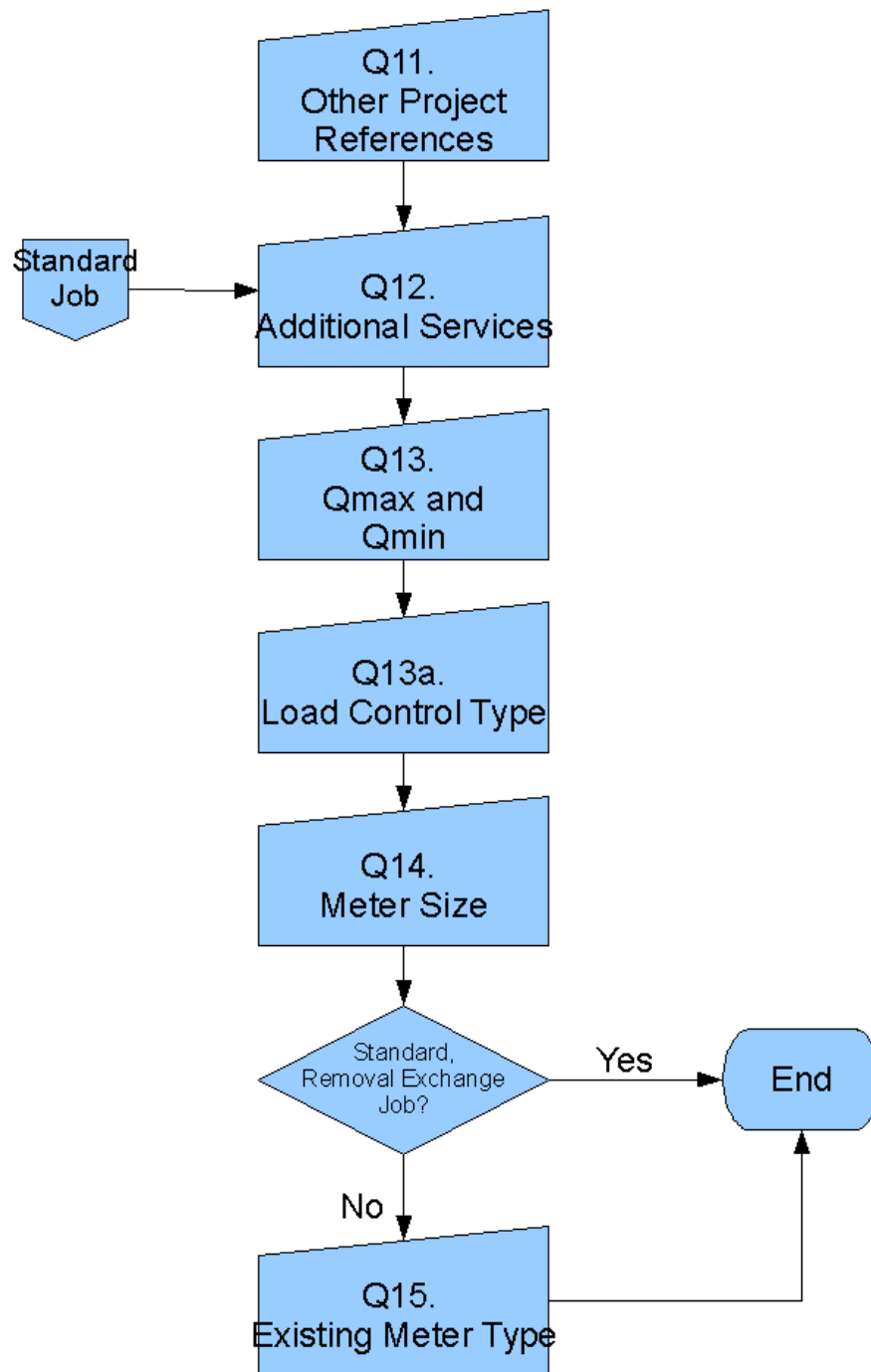
In order for the user to receive a quote, a short questionnaire needs to be completed. The webMIP system prompts the user to answer the questions. Some questions within the questionnaire are dependent on answers from other questions. The following three illustrations describe the overall flow of the enquiry questions. 165



*Illustration 2: Questionnaire Flow Chart - Slide 1*



*Illustration 3: Questionnaire Flow Chart - Slide 2*



*Illustration 4: Questionnaire Flow Chart - Slide 3*

### **3.3 Quote generation**

The system generates quote(s) on request against enquiries that have not already been marked as 'quoted for'. There are two methods of quote generation: 170

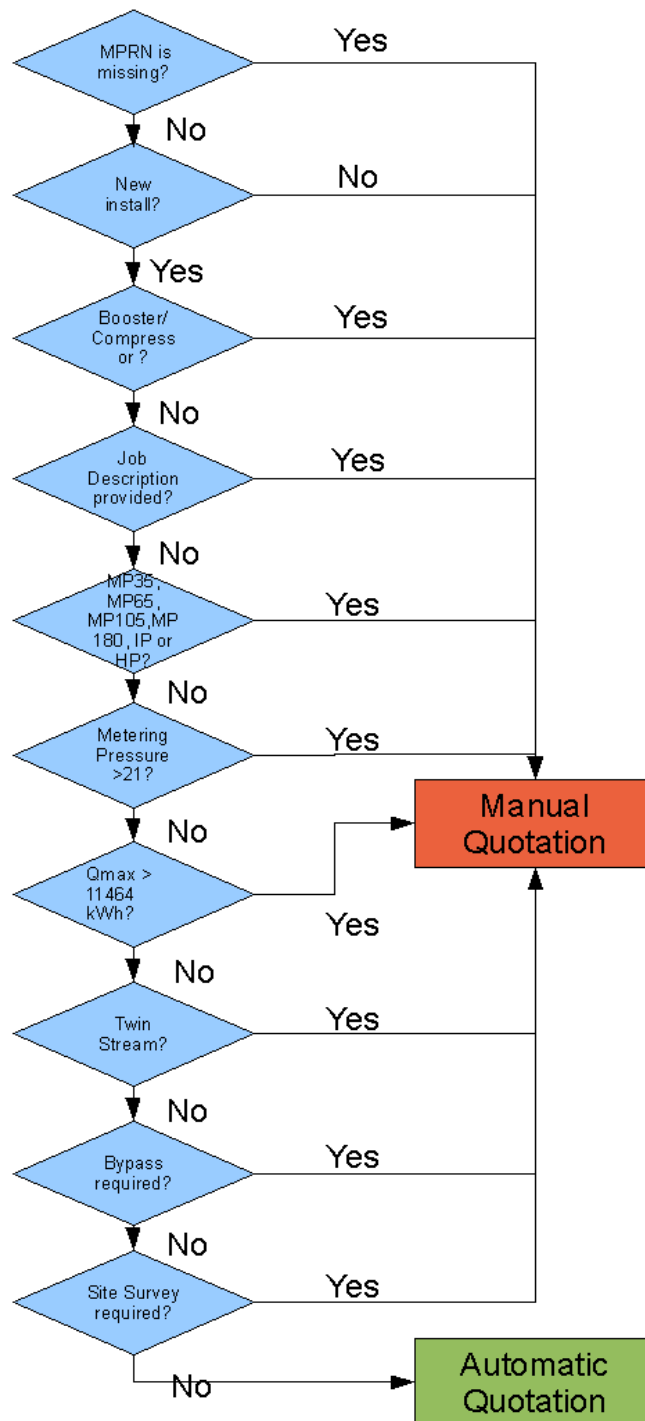
- Automatic quotation. The system produces a quote without manual intervention;
- Manual quotation. The system is unable to automatically produce a quote and relies on a manual process to produce the quotation off line.

The rules in Illustration 5 show whether an enquiry results in an automatic or manual quotation. Standard Exchange jobs will only promote an automatic quotation if the existing meter meets the requirements described in Illustration 5. If the meter size is not provided by the user, then webMIP will convert the Qmax value into the appropriate U category e.g. U16, this conversion will be used in place of the meter size. 175

In addition to the inability of the system to produce an automatic quotation, the requirement for a site survey causes the need for a manual quotation. 180

The following LP jobs require a site survey:

- Relocation;
- Exchange where an upgrade is greater than one size e.g. 16 up to 40.



*Illustration 5: Automatic or Manual Quotation Flow Chart*

### 3.3.1 Automatic Quotation

Quotations are based on the system's ability to select meter modules that match the



enquiry requirements.

### **3.3.1.1 Meter module selection**

Meter modules are selected using the following enquiry details:

- Inlet Pressure; 190
- Outlet Pressure(Required Meter Pressure);
- Qmax;

Each meter module is associated with a single housing and this is selected if the enquiry requests it.

Each meter module is associated with a single base and this is selected if the enquiry requests it. 195

For Adversarial removal jobs, a caveat is placed in the automated quote stating that any purging costs will be transferred back to the customer after the job in the form of a variation.

For enquiries without a housing option selected, the minimum housing dimension requirements are provided. 200

### **3.3.1.2 Meter module quote**

The system produces a quote for each selected meter module. The following items of data are provided with each of the meter modules listed:

- Meter module name – The name/description of the meter module 205
- Module cost – the cost to the agent for the individual module
- Base cost – The cost of the base to the agent
- Housing cost – The cost of the housing (if selected)
- Total cost – The total cost of the module and the chosen add-ons
- Contract Lead time – The number of days that the job must be completed within (after quote acceptance) 210
- Qmax – The Qmax value for the module, in kWh
- Housing size – The size of the housing required for the module
- Inlet orientation – The orientation of the inlet pipework
- Outlet orientation – The orientation of the outlet pipework 215

### **3.3.1.3 Meter module detailed report**

Once a quote is accepted the system produces a more detailed report document containing a description of the module and the appropriate add-ons. The detailed report document contains the following data items:

- Module name – The name of the module 220

- Qmax – The Qmax value for the module, in kWh
- Qmin – The Qmin value for the module, in kWh
- Service Pressure – The service pressure category for the module (eg. LP)
- Meter Pressure – The meter pressure, mbar (eg. 21)
- Module Lead Time – The number of days that the job must be completed with (after quote acceptance) 225
- Dimensions – The width, depth and height of the module, in mm
- Weight – The weight of the module, in kg
- Inlet – The inlet orientation configuration
- Outlet – The outlet orientation configuration 230
- Module Cost – The cost of the module

An additional list of selected module add-ons is provided with the following data items displayed for each add-on:

- Accessory – The name of the add-on
- Cost – The cost of the add-on 235
- Lead time – The lead time (if appropriate) for delivering/fitting the add-on
- Dimensions – The width, depth and height of the add-on
- Weight – The weight of the add-on in kg

There is an additional total line for the list of add-ons, that totals the collective costs of the add-ons. 240

The system generates costs for the module dependant on the installation address. The regional structure will be based on postcode data provided by National Grid Metering I&C. See Appendix B for further information.

### 3.3.2 Manual Quote Generation

Where the system is unable to automatically produce a quotation, the system supports a manual process of uploading a quotation document generated off-line and making it available to the user. The system has no knowledge of the contents of the manual quotation. 245

### 3.4 Quote acceptance

The user searches for existing enquiries using the unique enquiry reference, transaction reference, post code or MPRN of an enquiry. The system limits the enquiries that can be queried to those associated with the supplier on whose behalf the user performs work: the queried enquiries may have been created by other users. The user is able to view the quote(s) associated with an enquiry where either the enquiry has been marked as 'quoted for' and the quotes have not lapsed or the enquiry has been marked as 'complete'. 250  
255

The user is able to select a quote and view the detailed report.

The user rejects quotes by selecting from the list and choosing the 'reject' option. The user is asked to enter a reason for the rejection. The user is given the opportunity to fill in a free text field of 250 characters and select from a list of the following reasons:

- Too expensive 260
- Lead time too long
- Used competitor
- No longer required
- Speculative enquiry
- Customer changed supplier 265

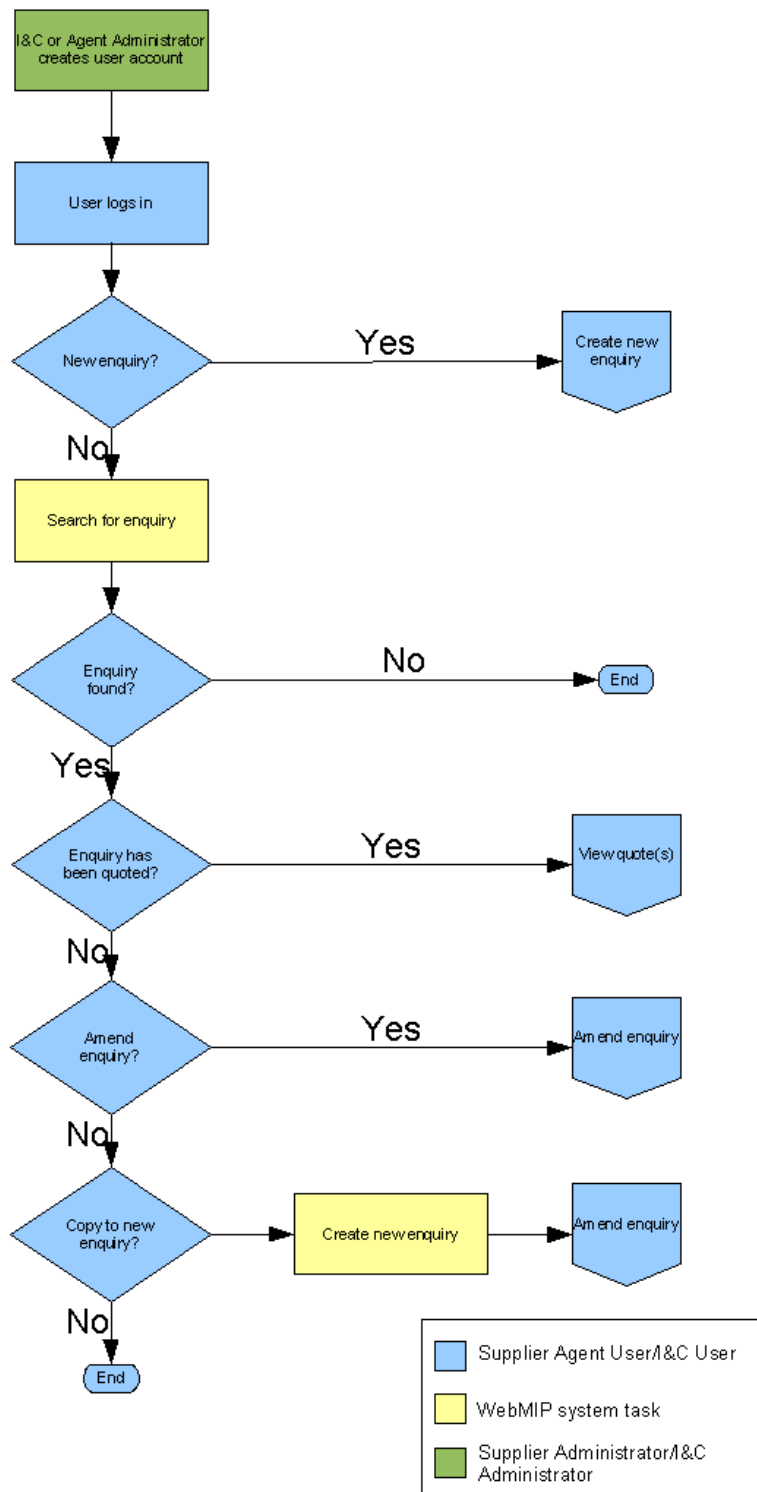
A rejected quote cannot be subsequently accepted. The system marks the enquiry as 'complete' if all quotes have been rejected.

The user accepts a quote by selecting from the list and choosing the 'accept' option. The system records the details of the user against the enquiry. The system marks the enquiry as 'complete'. An accepted quote cannot be subsequently rejected. An enquiry cannot have more than one accepted quote. The system uses email to contact the I&C department with details of the accepted quote(see the Communication section of this document for further information). At this point the system also provides the user with a list of possible forms that need filling in or what to do next. 270

Quotes that have not been accepted or rejected lapse after 90 days. Quotes that have lapsed cannot be viewed by the user. The system marks the enquiry as 'complete'. 275

### **3.5 System Process Map**

The following illustrations show the overall flow of the Quotation Processes.



*Illustration 6: System Process Map - Slide 1*

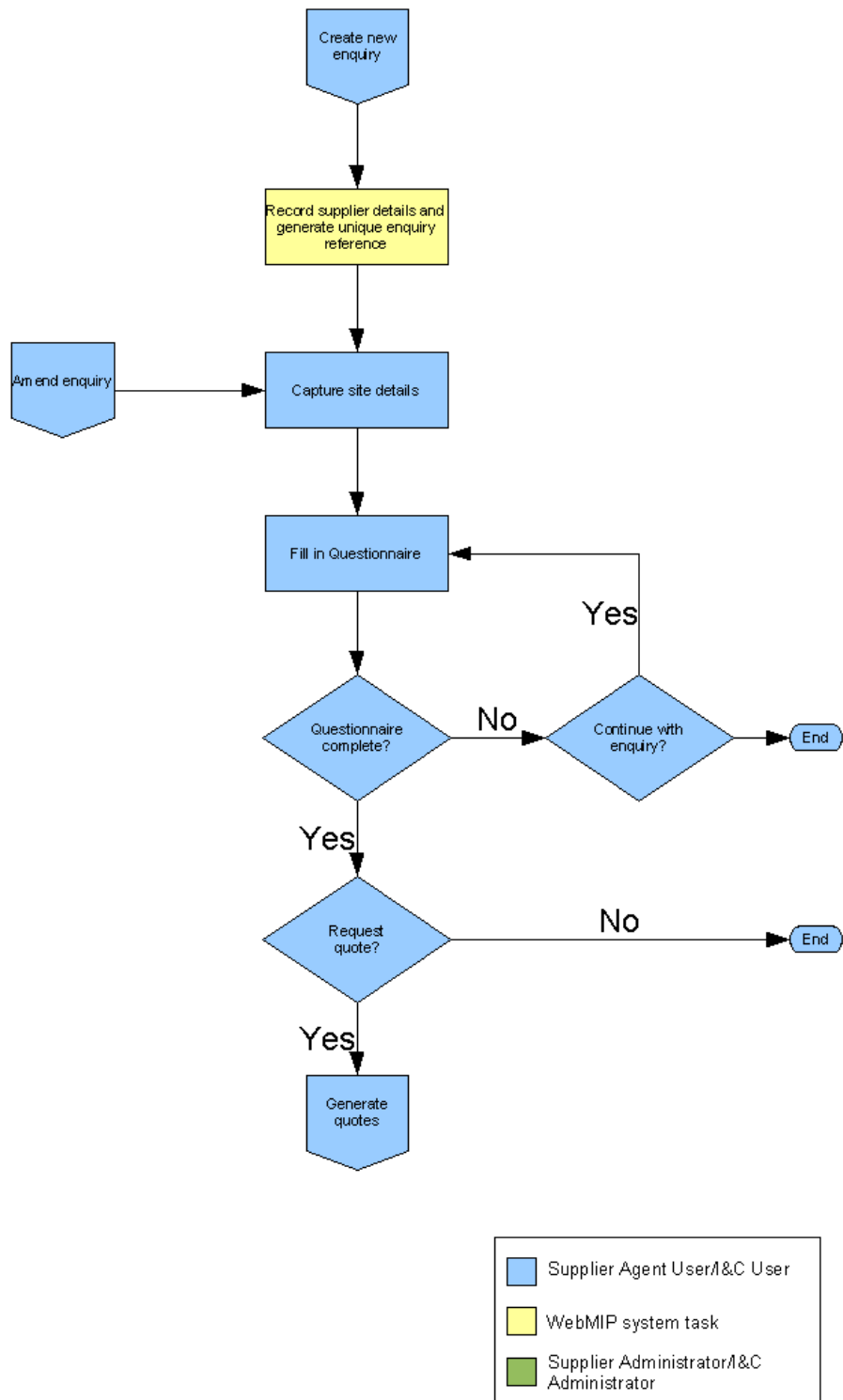


Illustration 7: System Process Map - Slide 2

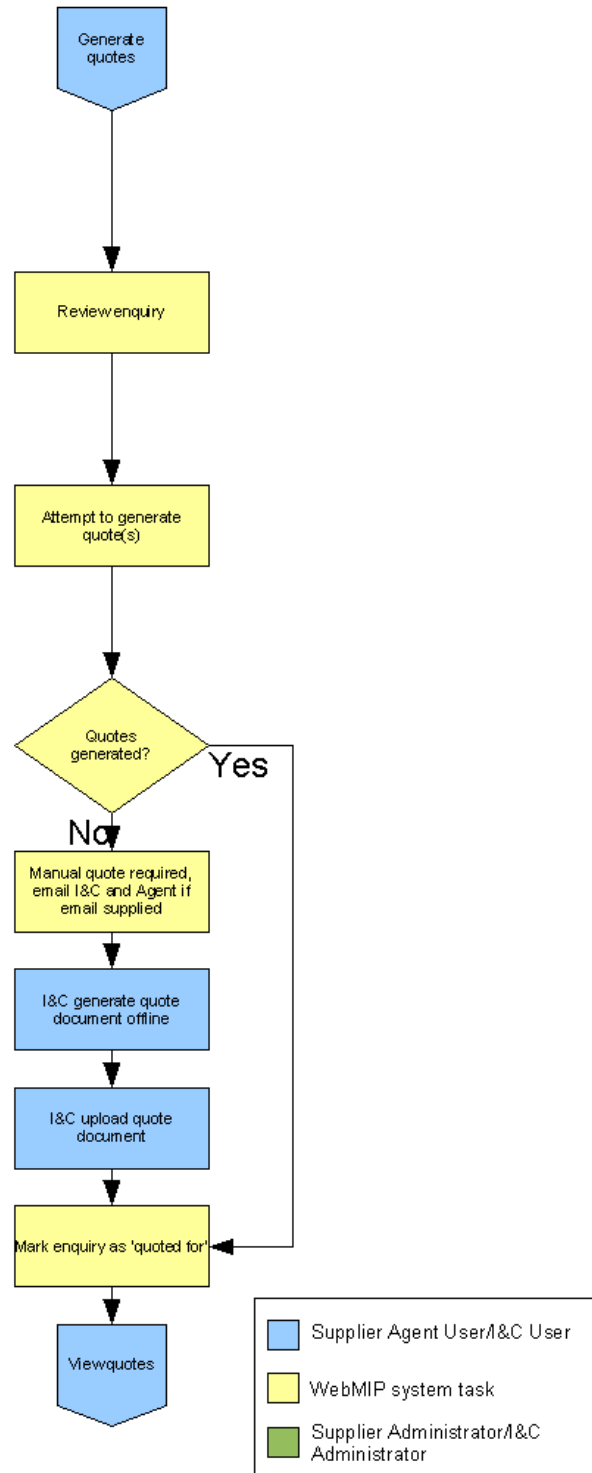
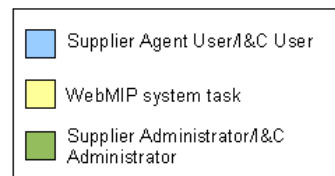
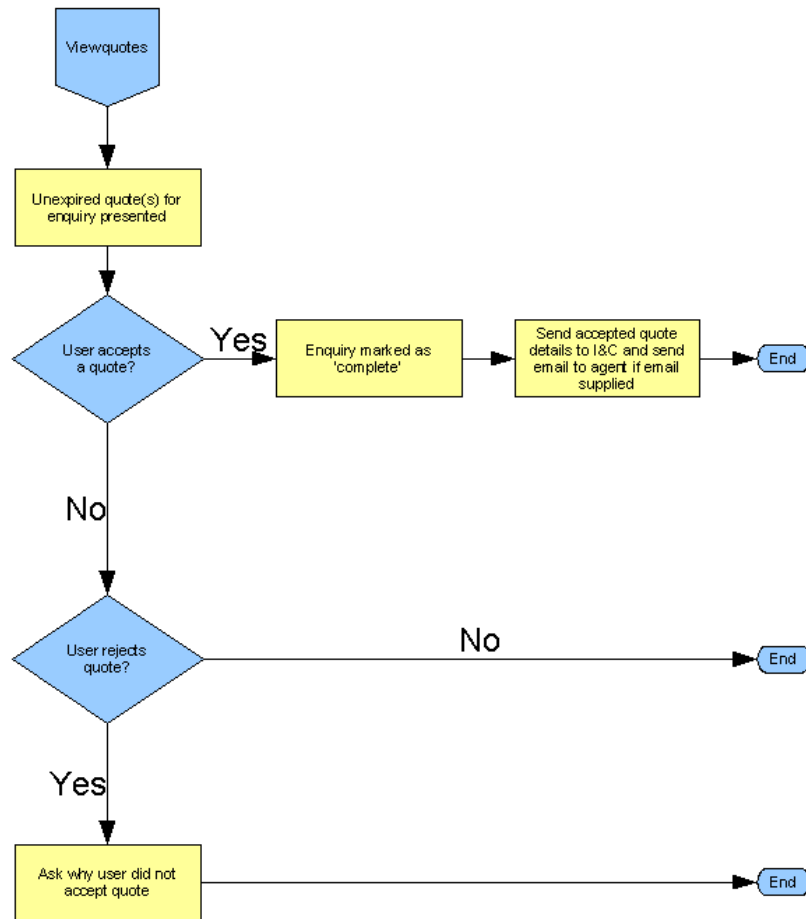


Illustration 8: System Process Map - Slide 3



*Illustration 9: System Process Map - Slide 4*

## 4 Reporting

The webMIP system contains reporting options for all users of the system. Most of the reports take the form of lists of data from which decisions and choices are made. I&C build their own reports using the data export function of webMIP. 280

The following is a list of the purpose built reports that are included within the webMIP system.

### 4.1 Data Export 285

The system provides the webMIP administrator user with the ability to export all data in the webMIP system. The data is categorised by the logical groupings in which it is held within webMIP. The data is exported in CSV format and then used by I&C.

### 4.2 Automatic Quotes

The system generates quotes on request. The system initially generates a generic quote document for each meter module that matches the enquiry requirements. When a quote is accepted, the system generates a detailed quote document containing a description of the module, appropriate add-ons and detailed drawings. The quote is generated as a PDF file. All quotes are generated with National Grid Metering headers and footers. 290

Quotes without a housing option selected supply the minimum housing dimension details but no costing details are provided. 295

#### 4.2.1 Generic Quote

The generic quote contains the following data:

- Base dimensions and generic diagram;
- Housing dimensions and generic diagram; 300
- Module dimensions and generic diagram;
- Module technical specifications;
- The Agent/supplier address details;
- Break down of costs and items (each line with an item and associated costs).

#### 4.2.2 Detailed Quote 305

The detailed quote contains the following data:

- Base details and dimensions with detailed diagram;
- Housing details and dimensions with detailed diagram;
- Module details and dimensions with detailed diagram;
- Module technical specifications; 310



- The Agent/supplier address details;
- Break down of costs and items (each line with an item and associated costs).

### **4.3 View of Quotes**

The system provides a list of accepted quotes displayed in date accepted ascending order.  
The fields displayed for each quote is as follows:

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- Quote reference number;
- Supplier Name;
- Agent name;
- Date quote accepted.

## 5 System Administration

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The webMIP system holds data used in the process of providing quotations for Supplier agents. This data requires administrative functions to keep it correct and up-to-date. The system also manages the users and provides a method for producing system reports.

### 5.1 System data

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The webMIP administrator role is able to administer system data to ensure that values, descriptions and other details are correct and up-to-date. The role can also create, read, update and delete the system data.

The data administered includes the following:

- Meter Modules. See Appendix B for details;
- Housing. See Appendix B for details; 330
- Base. See Appendix B for details;
- Pricing data. See Appendix B for details;
- Users. See section 2 Users, Roles and Security;
- Reporting. The system allows the webMIP administrator role to run the system data reports. The webMIP administrator role selects the system data sources and exports them as CSV files. 335

## **6 System Communication**

The webMIP system communicates with the users through their web browser and Email. Screens are provided for the administration, enquiry and quotation process. In addition to these screens webMIP is able to email users at key points during the on-line quotation life cycle. Where the third-party requires communications to be via telephone, fax or the post this is performed manually by I&C staff. 340

### **6.1 Web Browser**

The system uses a web browser user interface for all functions associated with the user viewing or entering data. The different screens and their contents are discussed in detail within the System Process and Appendix 25 sections of this document. 345

### **6.2 Email**

The webMIP system uses email to communicate with the I&C team and Agents.

When webMIP delivers an email, the 'From' part of the email refers to a mailbox within I&C. This allows I&C to check email failures (bounced or returned email) and ensures that users responding to system generated emails are received by I&C. 350

The email aspects of the webMIP system are used at specific points within the quotation life cycle. There are two key points at which email is employed; the request for quotation and the quotation acceptance.

#### **6.2.1 Request For Quotation** 355

During the quotation stage (request for quote submitted) the system communicates either directly to the agent user and/or the I&C team. The method depends on the type of quote:

##### **6.2.1.1 Automatic Quotes**

Enquiries that can be automatically quoted for are presented to the user once their on-line request has been submitted. If the user has specified email as a preference for communication the system will email the quote details to the user. If an I&C user enters the details of the enquiry on behalf of the agent then the communication preference set on the agents profile will be used. If any other communication option is selected as a preference, the system sends an email to the I&C team; the I&C team then performs the communication manually. 360  
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##### **6.2.1.2 Manual Quotes**

Where the system has been unable to produce an automatic quote, the system emails the I&C team requesting that a manual quote be produced. The system also sends an email to the user stating that a manual quote will be provided.

## **6.2.2 Quotation Accepted**

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When a quote is accepted the system can send up to three types of email depending on the type of quote and the agent users communication preference settings:

### **6.2.2.1 I&C**

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If the enquiry produced an automatic quote, the email contains a PDF of the detailed quote. Manual quotes do not send the file previously uploaded by I&C as this file will already be held within the I&C off-line systems. In all cases the email contains the Quote Reference number and a link to the quote on the webMIP system. Manual and automatic quote emails are sent to different mail boxes.

### **6.2.2.2 Agent**

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If the agent accepting the quote has specified email as their communication preference, webMIP sends an email to their specified email address. If the quote is an automatic quote the email will contain a PDF of the final detailed quote, otherwise the email will contain the quote file uploaded by the I&C user. The email also contains a link to the quote held within webMIP, a list of reminder items and details on what to do next.<sup>1</sup>

## Appendix A: Data Items

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### A.1 Gas Supplier

Gas Supplier ID (A0064)	A required 3 Character alphabetical code
Gas Supplier Name	A required alphanumeric field of 40 characters in length
Gas Supplier Location	A required address for the gas supplier, including the traditional items associated with an address
Cust Code	A required 3 digit numerical code, that describes the customer supplier.

### A.2 Supplier Agent

Company Name	A required 40 character data item to record the agents company name
Title (A0088)	A required 6 character item to collect the individual agents title, e.g. Dr, Mr, Miss
Initials (A0089)	A required 4 character item to collect the individual agents initials
Contact Name (A0090)	A required 30 character data item to hold the individual agents name
Address (A0049,A0106)	A required address for the individual agent, including the traditional items associated with an address
Telephone1(A0049,A0106)	A required initial telephone number to contact the individual
Telephone2(A0049,A0106)	An optional data item for an alternative telephone number to contact the individual
Fax(A0049,A0106)	An optional item that allows the agent to specify a fax number
Email(A0049,A0106)	An optional item to accept the individual agents email address

### A.3 Job Site Details

Transaction Reference(A0055)	An optional 15 character alphanumeric code that the agent can use to reference to the job enquiry. This value does not have to be unique within the system, if the user searches for the transaction reference then multiple enquiries/quotes may be returned.
Agent	Only available to the I&C user and mandatory for the I&C user. A list of Agents held within the webMIP system. The user must select one.

### A.4 Address

Sub-Building Name/Number (A0004)	A 40 character alphanumeric item that must contain a data entry if Building Name/Number is omitted.
Building Name/Number (A0006)	A 40 character alphanumeric item that must contain a data entry if Sub-Building Name/Number is omitted.
Thoroughfare(Road) (A0008)	A 40 character alphabetical data item that must be entered.
Post Town(Town) (A0011)	A 40 character alphabetical data item that must be entered.
Post Code (A0013)	A 7 character alphanumeric data item that must be entered.
Title (A0088)	A required 6 character item to collect the individual agents title, e.g. Dr, Mr, Miss to be selected from a list.
Initials (A0089)	A required 4 character item to collect the individual consumer contacts initials
Contact Name (A0090)	A required 30 character data item to hold the individual consumer contacts name
Telephone1(A0049,A0106)	A required initial telephone number to contact the consumer
Telephone2(A0049,A0106)	An optional data item for an alternative

	telephone number to contact the consumer
Fax(A0049,A0106)	An optional item that allows the agent to specify a fax number
Email(A0049,A0106)	An optional item to accept the individual agents email address

## A.5 Contact Address

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Sub-Building Name/Number (A0004)	(only required if job address different to contact address)A 40 character alphanumeric item that must contain a data entry if Building Name/Number is omitted.
Building Name/Number (A0006)	(only required if job address different to contact address)A 40 character alphanumeric item that must contain a data entry if Sub-Building Name/Number is omitted.
Thoroughfare(Road) (A0008)	(only required if job address different to contact address)A 40 character alphabetical data item that must be entered.
Post Town(Town) (A0011)	(only required if job address different to contact address)A 40 character alphabetical data item that must be entered.
Post Code (A0013)	(only required if job address different to contact address)A 7 character alphanumeric data item that must be entered.
Second Contact	A boolean entry that allows the user to specify if there is a second contact for the site.
Title (A0088)	(only required if second contact specified)A required 6 character item to collect the individual agents title, e.g. Dr, Mr, Miss to be selected from a list.
Initials (A0089)	(only required if second contact specified)A required 4 character item to collect the individual consumer contacts initials
Contact Name (A0090)	(only required if second contact specified)A

	required 30 character data item to hold the individual consumer contacts name
Telephone1(A0049,A0106)	(only required if second contact specified)A required initial telephone number to contact the consumer.
Telephone2(A0049,A0106)	(only required if second contact specified)An optional data item for an alternative telephone number to contact the consumer.
Fax(A0049,A0106)	(only required if second contact specified)An optional item that allows the agent to specify a fax number.
Email(A0049,A0106)	(only required if second contact specified)An optional item to accept the individual agents email address.

## A.6 Second Contact Address

Second Contact address is the same as job address/first contact. It is only required if second contact specified. A selection entry allows the user to specify whether the address is the same as the site of the intended works or the first contact.

Sub-Building Name/Number (A0004)	(only required if job address and first contact address different)A 40 character alphanumeric item that must contain a data entry if Building Name/Number is omitted.
Building Name/Number (A0006)	(only required if job address and first contact address different)A 40 character alphanumeric item that must contain a data entry if Sub-Building Name/Number is omitted.
Thoroughfare(Road) (A0008)	(only required if job address and first contact address different)A 40 character alphabetical data item that must be entered.
Post Town(Town) (A0011)	(only required if job address and first contact address different)A 40 character alphabetical data item that must be entered.
Post Code (A0013)	Only required if job address and first contact address different)A 7 character



	alphanumeric data item that must be entered.
Asset Location Code (A0059)	A 2 character alphanumeric data item that must be entered, it will be one value from a list of 35 specified entries.
Asset Location notes (A0158)	
Mechanism for delivering Location notes	A optional selectable list of values including Post, Fax, Email and Upload. Depending on the selected option the system will provide either the Coventry Address for I&C, the I&C fax number, A mailto link to the I&C mailbox or a file upload option.
Attach files	(only required if Mechanism for delivering Location notes is set to Upload)An optional data item that allows users to attach a number of photos,drawings,plans etc. to the enquiry, the file size limit will be 10 megabytes.
Access Instructions (A0075)	An optional data item of 210 alphanumeric characters.
Access Password	An optional 40 character alphanumeric data item.
MPRN (A0072)	An optional 12 digit numerical data item.
Additional Information, including UIP reference	Required only if MPRN is left blank. A 250 character alphanumeric data item

## A.7 Site Detail

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Asset Location Code (A0059)	<p>A 2 character alphanumeric data item that must be entered, it will be one value from a list of the following specified entries:</p> <p>00 Unknown</p> <p>01 Cellar</p> <p>02 Under Stairs</p> <p>03 Hall</p>
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	04 Kitchen 05 Bathroom 06 Garage 07 Canteen 08 Cloakroom 09 Cupboard 10 Domestic Science 11 Front Door 12 Hall Cupboard 13 Kitchen Cupboard 14 Kitchen under sink 15 Landing 16 Office 17 Office Cupboard 18 Outside WC 19 Pantry 20 Porch 21 Public Bar 22 Rear of Shop 23 Saloon Bar 24 Shed 25 Shop Front 26 Shop Window 27 Staff Room 28 Store Room 29 Toilet 30 Under Counter 31 Waiting Room 32 Meter box Outside 98 Other 99 Outside
<b>Asset Location notes (A0158)</b>	

Mechanism for delivering Location notes	A optional selectable list of values including Post, Fax, Email and Upload. Depending on the selected option the system will provide either the Coventry Address for I&C, the I&C fax number, A mailto link to the I&C mailbox or a file upload option.
Attach files	(only required if Mechanism for delivering Location notes is set to Upload)An optional data item that allows users to attach a number of photos,drawings,plans etc. to the enquiry, the file size limit will be 10 megabytes.
Access Instructions (A0075)	An optional data item of 210 alphanumerical characters.
Access Password	An optional 40 character alphanumerical data item.
MPRN (A0072)	An optional 12 digit numerical data item. The MPRN is optional, but ideally I&C would like to collect the number. New installs do not require the number to be entered because the number may not have been generated at the time of the enquiry. However for all other jobs this should normally be entered, but sometimes it is unavailable. The user must enter additional information in these instances.
Additional Information, including UIP reference	Required only if MPRN is left blank and the job type is not a new install. A 250 character alphanumerical data item.

## A.8 Job Information

The job information section records data relating to the job requirements including meter requirements and the meters environment. Like the job site details, once the job information details are submitted they are stored by the system so that the agent or I&C users can then refer back to them. Each enquiry must have just one associated set of job information.

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Job Type	A list of possible jobs (Install, Exchange, Removal, Alteration, OFMAT, EMS, AMR, Relocate, Pressure Change, Capacity Change, Adversarial, Standard Install,
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	Standard Exchange, Standard Removal, Other), if the user selects 'Other' then they must provide some data for the Other Type data item. The Job Type can be changed on the enquiry until the enquiry is submitted for quotation.																
Other Type	Required only when the user selects 'Other' from the Job Type list. An alphanumerical data item of 30 characters.																
Internal Job Type Reference	<p>A hidden field automatically generated by the webMIP system. Only when the questionnaire has been successfully completed will webMIP attempt to generate the Job Type Reference. The Job Type Reference is an alphanumerical field of 10 characters in length. The webMIP system will use the Job Type and Service pressure data items on the questionnaire to determine the Job Reference Code, the result will be one of the following values :-</p> <table border="1"> <thead> <tr> <th>Job Reference Code</th><th>Description</th></tr> </thead> <tbody> <tr> <td>FIX QO LP</td><td>Install Low Pressure Meter Module</td></tr> <tr> <td>FIX QO MP</td><td>Install Medium Pressure Meter Module</td></tr> <tr> <td>EXC QO LP</td><td>Exchange Low Pressure Meter Module</td></tr> <tr> <td>EXC QO MP</td><td>Exchange Medium Pressure Meter Module</td></tr> <tr> <td>EXC QI MP</td><td>Pressure Increase of Medium Pressure Meter Module</td></tr> <tr> <td>REM QO LP</td><td>Removal of Low Pressure Meter Module</td></tr> <tr> <td>REM QO MP</td><td>Removal of Medium Pressure Meter Module</td></tr> </tbody> </table> <p>If webMIP is unable to determine a Job Reference Code then the value will remain blank(null).</p>	Job Reference Code	Description	FIX QO LP	Install Low Pressure Meter Module	FIX QO MP	Install Medium Pressure Meter Module	EXC QO LP	Exchange Low Pressure Meter Module	EXC QO MP	Exchange Medium Pressure Meter Module	EXC QI MP	Pressure Increase of Medium Pressure Meter Module	REM QO LP	Removal of Low Pressure Meter Module	REM QO MP	Removal of Medium Pressure Meter Module
Job Reference Code	Description																
FIX QO LP	Install Low Pressure Meter Module																
FIX QO MP	Install Medium Pressure Meter Module																
EXC QO LP	Exchange Low Pressure Meter Module																
EXC QO MP	Exchange Medium Pressure Meter Module																
EXC QI MP	Pressure Increase of Medium Pressure Meter Module																
REM QO LP	Removal of Low Pressure Meter Module																
REM QO MP	Removal of Medium Pressure Meter Module																
Gas Act Owner(GAO)	Required if the Job Type is of Exchange, Removal, Standard Exchange or Standard Removal, otherwise it should be optional. A 2 character alphabetical data item.																

Supplier	Required if the Job Type is of Exchange, Removal, Standard Exchange or Standard Removal otherwise it should be optional. A 210 character alphanumerical data item.
Consumer	Required if the Job Type is of Exchange, Removal, Standard Exchange or Standard Removal otherwise it should be optional. A 40 character alphanumerical data item.
Appointment preference	<p>Only relevant to the Standard job types that will be automatically quoted. An optional data item that allows the user to specify an preferred time in the day for the visit. The default value will be 8am-8pm. Users can select one value from a list of the following options:</p> <ul style="list-style-type: none"> <li>• 8am-1pm,</li> <li>• 12pm-8pm,</li> <li>• 8am-8pm,</li> <li>• 8am-10am,</li> <li>• 10am-12pm,</li> <li>• 12pm-2pm,</li> <li>• 2pm-4pm,</li> <li>• 4pm-6pm and</li> <li>• 6pm-8pm</li> </ul>
Service Pressure	Required for Job Types of Install, Pressure Change, Alteration, Capacity Change and Relocate, optional for all other jobs. User will be able to select one option from a list of the following items, LP, MP35, MP65, MP105, MP180, MP270, IP. The service pressure is not needed for Standard (automatically quoted) Job Types as an assumed pressure category is taken.
IP details	Required if the service pressure is IP. A 250 character alphanumerical data item. The default value is blank(null).
IP mbar	Optional, available when service pressure is set to IP. A Numerical data item that allows up to 3 decimal places. The values that are accepted must be between 2000 and 7000. The default value is blank(null).
Required Meter Pressure (A0164)	A required numerical data item for all jobs except that it is not required for standard job types as it will be assumed. Allows numbers between 0 and 7000, 3 decimal places are

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	<p>permitted. The value to be stored will be in mbar. If the service pressure is 'LP' then the default for meter pressure will be 21. The following service pressures also place further constraints on the accepted meter pressure values:</p> <table><tr><th>Service Pressure</th><th>Calculation for constraint</th><th>Constraint</th></tr><tr><td>MP35</td><td>0.8 x 35</td><td>&lt;=28</td></tr><tr><td>MP65</td><td>0.8 x 65</td><td>&lt;=52</td></tr><tr><td>MP105</td><td>0.8 x 105</td><td>&lt;=84</td></tr><tr><td>MP180</td><td>0.8 x 180</td><td>&lt;=144</td></tr><tr><td>MP270</td><td>0.8 x 270</td><td>&lt;=216</td></tr></table>	Service Pressure	Calculation for constraint	Constraint	MP35	0.8 x 35	<=28	MP65	0.8 x 65	<=52	MP105	0.8 x 105	<=84	MP180	0.8 x 180	<=144	MP270	0.8 x 270	<=216
Service Pressure	Calculation for constraint	Constraint																	
MP35	0.8 x 35	<=28																	
MP65	0.8 x 65	<=52																	
MP105	0.8 x 105	<=84																	
MP180	0.8 x 180	<=144																	
MP270	0.8 x 270	<=216																	
Annual Quantity (AQ)	A Required numerical data item for all jobs . The value for annual quantity will be recorded as KWh. The default value for is blank(null). If the field contains a value over 732,000 the enquiry will be not be automatically quoted.																		
Booster/Compressor	A boolean data entry with a default status of null. The user will specify a 'Yes' or 'No' value. A value is required for all job types, however booster/compressor is not needed for Standard Job Types. If the user answers 'Yes' the enquiry will become bespoke and a manual quotation will need to be provided.																		
Indicative Substantial Completion Date(A0138)	A date format data item, dates will be entered in the format dd/mm/yy, e.g. 21/10/07. This is an optional item for all job types.																		
Other Related Jobs(Project Reference)	An optional alphanumerical data item of 40 characters.																		
Additional Services	<p>A list of options that the user has to request or decline. All of the additional services require a mandatory response. Each option requires the user to select 'Yes' or 'No', by default the options will be blank(null). The options that will be available are as follows :</p> <ul style="list-style-type: none"><li>● Housing - If 'No' is selected the user must fill in an associated alphanumerical data item of 250 characters</li><li>● Base</li><li>● Converter</li></ul>																		

	<ul style="list-style-type: none"> <li>• AMR</li> <li>• EMS</li> <li>• By-pass - If By-pass is set to 'Yes' then one of the following additional data items must be selected <ul style="list-style-type: none"> <li>○ Essential (Hospital, prison, etc.)</li> <li>○ Institution (School, college, etc.)</li> <li>○ Animal welfare</li> <li>○ Manufacturing process requirement</li> <li>○ Complicated pipework system</li> <li>○ Other. If 'Other' is selected then the user must fill in an associated alphanumerical data item of 40 characters, to describe the reason.</li> </ul> </li> <li>• Twin stream. If 'By-pass' is selected but twin stream is not selected then the system will warn the user has not selected 'Twin Stream'.<sup>2</sup></li> </ul>
Job Description/Special Instructions	An optional 500 character alphanumerical data item that the user can specify any job specific requirements. If the user has entered data in the job description/special instructions data item then an automatic quote will not be possible, the users should be warned of this prior to submitting their data.
Measuring Capacity QMAX (A0112)	A mandatory numeric data item that accepts numbers between the range of 0 to 999,999.999, up to 3 decimal places are allowed. The default value will be blank(null). The value stored will be measured in KWh.
Measuring Capacity QMIN (A0112)	An optional numerical data item that accepts numbers between the range of 0 to 999,999.999, up to 3 decimal places are allowed. The default value for QMIN is blank(null). The value stored will be measured in KWh.
Meter Size	<p>Only relevant for the Standard Install Job Type, an optional data item. If Qmax is empty then Meter Size must have a value selected. The user can select one item from the following list:</p> <ul style="list-style-type: none"> <li>• U16</li> <li>• U25</li> <li>• U40</li> <li>• U65</li> </ul>

	<ul style="list-style-type: none"> <li>• U100</li> <li>• U160</li> </ul>
Load Control Type	<p>Mandatory for all install and exchange job types(including standard), optional for all other job types. The default value will be blank(null). The user will be able to select one item from the following list:</p> <ul style="list-style-type: none"> <li>• Constant</li> <li>• On/Off</li> <li>• Modulating</li> </ul>
Meter Type Existing(A0025)	<p>Mandatory for 'Standard Remove' and 'Standard Exchange' job types, not needed for the 'Standard Install' job type, optional for all other job types. The user is able to select one item from the following list:</p> <ul style="list-style-type: none"> <li>• D - Diaphragm (unknown material)</li> <li>• L - Leather</li> <li>• S - Synthetic</li> <li>• U - Ultrasonic</li> <li>• Z - Unknown</li> <li>• R - Rotary</li> <li>• T - Turbine</li> </ul>
Existing Meter Size	<p>This is mandatory for all exchange job types. The user needs to select one from the following list:</p> <ul style="list-style-type: none"> <li>• U16</li> <li>• U25</li> <li>• U40</li> <li>• U65</li> <li>• U100</li> <li>• U160</li> </ul>
Existing Asset Serial Number (A0022)	<p>A 14 character alphanumerical data item that is Mandatory for the following job types: Exchange, Standard Exchange, Removal, Standard Removal, OFMAT, Alteration, EMS, AMR, Pressure change and Relocation. The default value will be blank(null)</p>
Model Code/Number(A0083)	<p>A 15 character alphanumerical data item that is optional for all data types, however it is not relevant to the 'install' or</p>



	'Standard Install' job types.
Market Sector Code(A0161)	<p>An optional data item for all job types, defaulting to the value 'I'. The user can select one item from the following list:</p> <ul style="list-style-type: none"> <li>• I - Industrial and Commercial</li> <li>• D - Domestic</li> </ul>
Other Information	A 250 character alphanumeric data item that is optional for all job types. In addition the facility to add relevant files to the enquiry will also be made available.

## Appendix B: System Data

The system data descriptions provided in this appendix determine the information stored within webMIP for Meter Modules, Housing, Base and pricing elements. These elements will be controlled through the administration functions provided by webMIP.

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### B.1 Meter Modules

The meter modules will have the following data items:

Module Unique identification number	
Rig drawing reference number	
TMS Module Reference	
Manufacturers identification	
Manufacturers module reference	
Dimensions A to H	
Module weight in kg	
Module current or past	
Date module model cancelled	
Inlet Pressure	
Service pressure	
Module outlet pressure(Required Meter Pressure)	
Module inlet orientation	
Module inlet height	
Module inlet size	
Module inlet connection type	
Module outlet orientation	
Module outlet height	
Module outlet size	
Module outlet connection type	

Module filter size	
Module filter type	
Module regulator size	
Module regulator type	
Module regulator lock up setting	
Module slamshut size	
Module slamshut type	
Module slamshut setting	
Module relief valve size	
Module relief valve type	
Module relief valve setting	
Module Qmax	
Module Cost	
Kiosk Price	
Module delivery cost	
Module control type	
Module Notes	
Compatible housing reference	
Alternative housing	
Base Reference	
Meter Reference	
Lock Up	
Control	
Notes	

## **B.2 Housing**

Housing Unique reference number	
Housing Reference	
Housing Type (Wall Mounted / Lift Off / Walk in / Walk Through)	
Housing type reference for drawing	
Housing dimension L	
Housing dimension W	
Housing dimension H	
Housing Weight	
Number of doors	
Manufacturer ID	
Housing Ventilation type	
Total area of ventilation high and low	
Housing Cost	
Housing Delivery Cost	
Manufacturer	

## **B.3 Base**

Base Reference	
Base Drawing Reference	
Length of Base	
Width of Base	
Depth of Base	
Cost of base	
Dimensions A to I	

## ***B.4 Pricing Data***

**To be Confirmed**

**Module ref, Region and Cost?**

1 (\*\*Question 21,I&C to specify what the user is reminded about)  
2\*\*\*DH or GW to provide appropriate text.