

**From:** ".Box.UKLINK.Manual" <uklink@xoserve.com>  
**Subject:** **MP/1028/DJ - Unregistered Sites Process Information**  
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▶ 1 Attachment, 2.3 KB

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Communication Ref : MP/1028/DJ  
Subject : Unregistered Sites Process Information

Colleague,

The following notification is issued to Users as part of the ongoing communications for change order cor0962 regarding the Query and Workflow Management project.

The Unregistered Site process was established to address MPRNs that are either Unregistered or Shipperless where it has been established that gas is being consumed:

- An Unregistered MPRN is a meter point that has never had a Registered System User with a Live (LI) meter point status on UK Link.
- A Shipperless MPRN has no current Registered System User, but has had one in the past.

xoserve collate and issue bi-monthly reports to Users which detail all MPRNs that remain unregistered on UK Link 12 months after its creation.

In future Users will access Unregistered sites data via the Q system where an MPRN has Shipper activity associated with it, e.g. MPRN creation request, nomination, confirmation, read rejection etc. Users will be able to locate these contacts individually or by using the Search facility and then download as a report. Users will have 60 days from the date that the contact is raised to investigate and provide a response to xoserve using the User Interface within the Q system stating one of the following 4 responses:-

1. Yes - Intend to confirm
2. No - No contact with End User but Live Service
3. No - Supplying the Site on Alternate MPRN
4. No - No Live Service

On receipt of response options 1 or 2, or for MPRNs where no response is received by xoserve via the Q system within 60 days, then the MPRN will be changed to 'Orphan' status. Where response options 3 or 4 are received this may result in the MPRN being set to Extinct (EX) on UK Link.

The method of processing these contacts will be facilitated using the Q system, the process itself will not materially change and as such there is no impact to the \*.QMP file.

If you need clarification on this process please contact me directly.

Regards,  
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