



WORK INSTRUCTION

Create and Submit a Bundled Request in eConnect.

<Document Id.>

Purpose

This work instruction describes the steps for a Registered Electrical Contractor (REC) or Licensed Electrical Worker (LEW) to create and submit a Bundled Request.

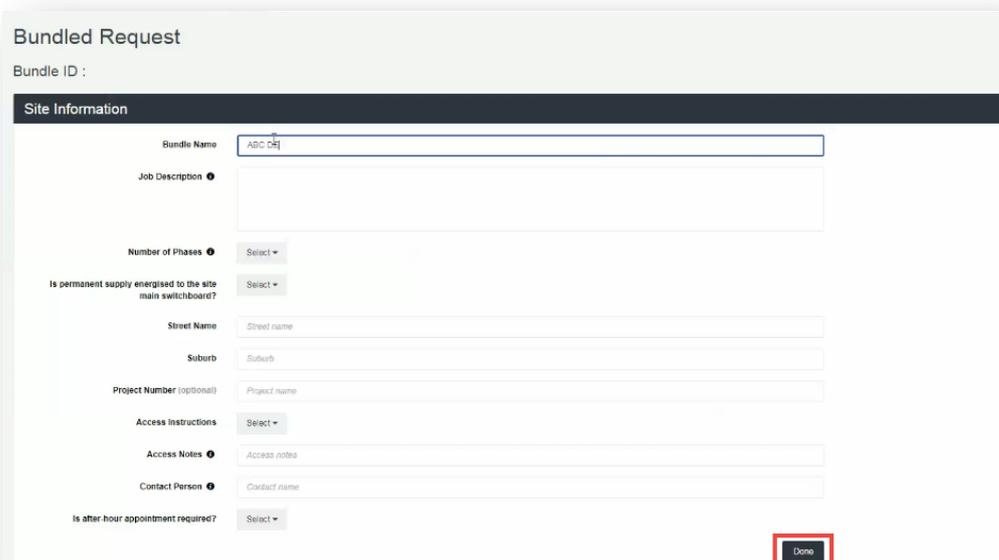
Task Detail: Create and submit a Bundled Request in eConnect.

The Bundled Request functionality in eConnect streamlines the way you create and submit connection requests for a multi-occupancy site that requires completion at the same time.

Step 1 After logging into eConnect, select "Bundled Requests".



Step 2 On the 'Site Information' page, describe the works you are carrying out at the entire site.

The image displays the "Bundled Request" form in the eConnect system. The form is titled "Bundled Request" and shows "Bundle ID :". The "Site Information" section is active and contains several input fields: "Bundle Name" (with "ABC DE" entered), "Job Description" (a large text area), "Number of Phases" (a dropdown menu), "Is permanent supply energised to the site main switchboard?" (a dropdown menu), "Street Name" (text input), "Suburb" (text input), "Project Number (optional)" (text input), "Access Instructions" (a dropdown menu), "Access Notes" (text input), "Contact Person" (text input), and "Is other hour appointment required?" (a dropdown menu). A red box highlights the "Done" button at the bottom right of the form.

Step 3 Once all the site information has been completed, select "Done". This will save the information and generate a "Bundle ID".

Bundled Request: ABC DEVELOPMENTS
Bundle ID : **BNDL-000136**

Site Information

Bundle Name	ABC DEVELOPMENTS
Job Description	UPGRADE TO EXISTING SUPPLY, 1 NEW CONNECTION AND ABOLISHMENT
Number of Phases	Three Phase
Is permanent supply energised to the site main switchboard?	Yes

You can now add up to 35 connection requests to the Bundled Request.

Step 4 On the Bundled Requests page, from the “Add to bundle” drop-down list, select the type of connection request you want to add to the bundle: Metered New Connections (Single Premise), Alterations and Abolishments.

Add to bundle
New Connection (Single Premise)
Alteration
Abolishment

Draft

#	Work Site Address	Type	Status	Retailer	Actions
CR-180584	U 1/ 1 AUSTIN ST, HAWTHORN VIC 3122	Alteration	Ready for Submission	Powershop Australia	Remove Cancel
CR-180585	U 2/ 1 AUSTIN ST, HAWTHORN VIC 3122	Abolishments	Ready for Submission	Sumo Power	Remove Cancel

2 active connection requests in this bundle

Step 5 Complete the required information for the selected connection request type.

Provide CES for all prescribed works (e.g. risers, submains, common metering panel). These CES can be attached to the CR for P/L or lowest tenancy in the bundle.

Note: All CRs in the bundle must contain the same site address, e.g. 1 Austin St, Hawthorn VIC 3122.

Repeat Steps 4 and 5 for all connection requests for inclusion in the bundle.

Step 6 Once all the connection requests in the bundle have been completed, the bundle status will be ‘Ready for Submission’.

To submit the bundle for processing, select “Submit Bundled Requests”.

Add to bundle +

Linked requests Draft

#	Work Site Address	Type	Status	Retailer	Actions
CR-180584	U 1/ 1 AUSTIN ST, HAWTHORN VIC 3122	Alteration	Ready for Submission	Powershop Australia	Remove Cancel
CR-180585	U 2/ 1 AUSTIN ST, HAWTHORN VIC 3122	Abolishments	Ready for Submission	Sumo Power	Remove Cancel
CR-180586	UNIT 9, 1 AUSTIN ST, HAWTHORN 3122	New Connection	Ready for Submission	AGL	Remove Cancel

3 active connection requests in this bundle

Submit bundle requests