

Initial Registration

1. You will receive an invite via your unique email address. Click on the link provided.
2. On the linked Ausgrid Portal page, click **Register**

Visit: www.ausgrid.com.au DC Designers Sarah Frost ▾

Ausgrid Customer Centre Connection Projects

→ Sign in

Sign up with an invitation code


* Invitation code

Register

Initial Registration (cont)

3. Select a password and confirm password. Must be > 8 characters, and contain a capital, a number and a non-alphanumeric character
4. Select **Register**

Visit: www.ausgrid.com.au DC Designers Sarah Frost

 Connection Projects

[Sign in](#)

Redeeming code: 56gsCGzJ01HdrcJ5af73DV6duv0pzpuRgSQgs9qMHvLu2PoSJ60UCEEr08ImmVEK-VY7b2rbxtlFh8jzw20JxsrT2Wqk-TfTYnWk8lXaFb043bA9RQQBW-c03j1deuvmFJlZBbLy7D5DbN0qrDTlR9KmuPQLUjLxQGmFuD86ZqA-

Register to activate your account

* Email

* Password

* Confirm password


Initial Registration (cont)

5. On successful registration, the Account Settings page is displayed. Here you can change your password, view your details and link to your Connection Projects

Visit: www.ausgrid.com.au DC Designers  Bruce Jamieson ▾

 [Connection Projects](#)

Account Settings

 Bruce Jamieson

Security


[Change your password](#)


Your Details

First Name	Last Name *
<input type="text" value="Bruce"/>	<input type="text" value="Jamieson"/>
Mobile	Business Phone
<input type="text" value="0400123456"/>	<input type="text" value="0299995555"/>
E-mail	
bruce@dc.com	


Connection Projects Table

1. This view provides you with a list of connection projects for your role as an ASP, a customer, an applicant or an electrical contractor. The default view is the Customer Projects view.
2. Click on the view selection to choose your ASP3 view.

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 Connection Projects

Projects

Customer Projects ▾ 

Customer Company	Project Name	No./RMB	Street	Suburb	P'Code	Project Stage	Status	Associated Project
display.								

- Customer Projects
- ASP1 Projects
- ASP2 Projects
- ASP3 Projects**
- E/C Projects
- Applicant Projects

Connection Projects Table (cont)

3. This view provides you with a list of connection projects where your role is an ASP3.
4. To view a project click the down chevron and select View Details



Projects

Use the search to assist finding a specific project
*Hint: use * as wildcard to search on a project reference number, address etc*

ASP3 Projects ▾

Customer Reference	Customer Company	Project Name	No./RMB	Street	Suburb	P'Code	Project Stage	Status	Associated Project	
	ROBOT TRADING CO. PTY. LTD.	SC-12623 CORUSCANT	61	ROCKY POINT ROAD	CORUSCANT	2217	Design Certification	Active		▾
	SPACE EVENTS PTY LTD	SC-13500 CONDELL PARK	233	THIRD AVENUE	CONDELL PARK	2200	Network Design	Active		▾

View Details

Project View – Summary Tab

1. This is the default view for a Connection Project. The Summary tab provides you with a summary of key dates and information and list of tabs for further navigation

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Ausgrid Customer Centre Connection Projects

Header

Customer Reference -	Associated Project -	Site Address Details 233 THIRD AVENUE, CONDELL PARK 2200
Project Name SC-13500 CONDELL PARK	AE Notification -	Project Description -
Project No. SC-13500	AP Notification 800259295	

Navigation Tabs

- Summary
- Assessment
- Design
- Network Construction
- Outages
- Private Installation
- Property
- Warranty & Completion
- Project Team

Summary

Customer Reference -	Customer Project Description -
Application - Received Date 16/05/2019	Assessment Application Response Due Date 30/05/2019
Assessment Outcome Contract Offer Required	Application Outcome - Response Date 21/05/2019
Contract Offer Type Design Related Services Offer	Connection Offer Accepted Date -
Design Offer Accepted Date 24/05/2019	Proposed Design Scope Received Date 28/05/2019
Design Information Due Date	Design Information Issued Date

Key dates and information

Project View – Project Team Tab


On the Project Team Tab you can view those Companies and individuals involved in the project including Ausgrid reps, the Customer and Applicant, ASPs and electrical contractor.

Project Team

Project Coordinator	Compliance Officer
Andrew Vandenberg	—
Customer Company	Customer Representative
SPACE EVENTS PTY LTD	SEE THREEPIO
ASP1 Company	ASP1 Project Manager
—	—
ASP2 Company	
—	
ASP3 Company	ASP3 Authorised Designer
DC Designers	<input type="text"/> <input type="button" value="Q"/>
E/C Company	E/C Representative
—	—

Project Team Tab – Selecting ASP3 Designer

1. On the Project Team Tab the ASP3 Company will have been nominated by the Customer or Applicant. This nomination allows the ASP3 Company reps to view the project.
2. The ASP3 will need to nominate its ASP3 authorised designer on this page by clicking on the search icon next to the ASP3 Authorised Designer Field.

Summary	⊖	Project Team	
Assessment	⊖	Project Coordinator	Compliance Officer
Design	⊖	Andrew Vandenberg	—
Network Construction	⊖	Customer Company	Customer Representative
Outages	⊖	SPACE EVENTS PTY LTD	SEE THREEPIO
Private Installation	⊖	ASP1 Company	ASP1 Project Manager
Property	⊖	—	—
Warranty & Completion	⊖	ASP2 Company	ASP3 Authorised Designer
Project Team	⊖	—	<input type="text"/> 
		ASP3 Company	E/C Representative
		DC Designers	—
		E/C Company	—
		—	—

Note this field may initially be filled with default system text. Simply delete and hit search.

Project Team Tab – Selecting ASP3 Designer

3. The ASP3 designer record lookup will appear. It shows the currently authorised designers associated with the ASP3 Company.
4. Select the nominated designer for the project (the row will highlight blue), and hit Select.

The screenshot shows a web application interface with a 'Lookup records' dialog box. The dialog box has a search bar and a table with the following data:

<input checked="" type="checkbox"/>	Full Name	Business Partner Number	Parent Account	Phone Number	Mobile	Email Address
<input type="checkbox"/>	Bruce Jamieson		DC Designers	0299995555	0400123456	bruce@dc.com
<input type="checkbox"/>	Clark Blunt		DC Designers			clark@dc.com
<input checked="" type="checkbox"/>	Sarah Frost		DC Designers			frost@dc.com

At the bottom of the dialog box, there are three buttons: 'Select' (circled in red), 'Cancel', and 'Remove value'.

Project Team Tab – Selecting ASP3 Designer

5. The Project Team Tab is updated with the selected ASP3 Authorised Designer
6. **Important** – you must hit **Submit** to register and save this selection

Summary

Assessment

Design

Network Construction

Outages

Private Installation

Property

Warranty & Completion

Project Team

Project Team

Project Coordinator	Andrew Vandenberg	Compliance Officer	–
Customer Company	SPACE EVENTS PTY LTD	Customer Representative	SEE THREEPIO
ASP1 Company	–	ASP1 Project Manager	–
ASP2 Company	–		
ASP3 Company	DC Designers	ASP3 Authorised Designer	Sarah Frost
E/C Company	–	E/C Representative	–
Applicant Company	FISH FINGERS ELECTRICAL	Applicant Representative	CAPTAIN BIRDSEYE

Submit

Nominated designer
now listed

Project Design Tab – Selecting ASP3 Designer

The Project Design Tab is used to view the history of design information, design submissions and to submit design documents to Ausgrid for review. All parties on the project can view the Design Tab, but **only ASP3 Company reps** have access to view the details of each design submission, or to submit designs for certification.

The screenshot shows the 'Design' tab selected in the left-hand navigation menu. The main content area is divided into two sections: 'Design Information summary' and 'Submitted Designs'.

Design Information summary


Design Offer Accepted Date	09/05/2019	Proposed Design Scope Received Date	13/05/2019
Design Information Due Date	11/06/2019	Design Information Issued Date	21/05/2019
Design Information Type	Standard		


Submitted Designs


Name	Design Submission Date	Submission Reason	Design Response Due Date	Design Response Date	Design Status	Certified?	Select
SC-12532 - Submission - 02	09/05/2019	Rectify Non-Conformance	23/05/2019	09/05/2019	Response Sent	Yes	▼
SC-12532 - Submission - 01	09/05/2019	Initial	23/05/2019	09/05/2019	Response Sent	No	▼


Project Design Tab – Submitting a Design for Review


1. For each design submission, Ausgrid must set up a submission record for the saving and submission of files by the ASP3. If your view initially looks like this (no records displaying), please contact your CPC to set up the submission record.


Summary  Design


Assessment 


Design 


Network Construction 

Outages 

Private Installation 

Property 

Warranty & Completion 

Project Team 

Design Offer Accepted Date: 24/05/2019

Proposed Design Scope Received Date: 28/05/2019

Design Information Due Date: 26/06/2019

Design Information Issued Date: 12/06/2019

Design Information Type: Standard

Submitted Designs

Name	Design Submission Date	Submission Reason	Design Response Due Date	Design Response Date	Design Status	Certified?	Select
There are no records to display.							

Project Design Tab – Submitting a Design for Review


2. A project with a submission record set up for submission by the ASP3 looks like this. The down chevron in the select column will have options for “Edit and Save” or “Edit and Submit”.
3. The ASP3 can use “Edit and Save” to build up the design files over time. The “Edit and Submit” option is then used for the submission of the design to Ausgrid, once all files are saved and ready.

- Summary
- Assessment
- Design
- Network Construction
- Outages
- Private Installation
- Property
- Warranty & Completion
- Project Team

Design

Design Offer Accepted Date	Proposed Design Scope Received Date
24/05/2019	28/05/2019
Design Information Due Date	Design Information Issued Date
26/06/2019	12/06/2019
Design Information Type	
Standard	

Submitted Designs

Name	Design Submission Date	Submission Reason	Design Response Due Date	Design Response Date	Design Status	Certified?	Select
SC-13500 - Submission - 01		Initial			Required	No	

Note: You can cancel out of either choice at any time

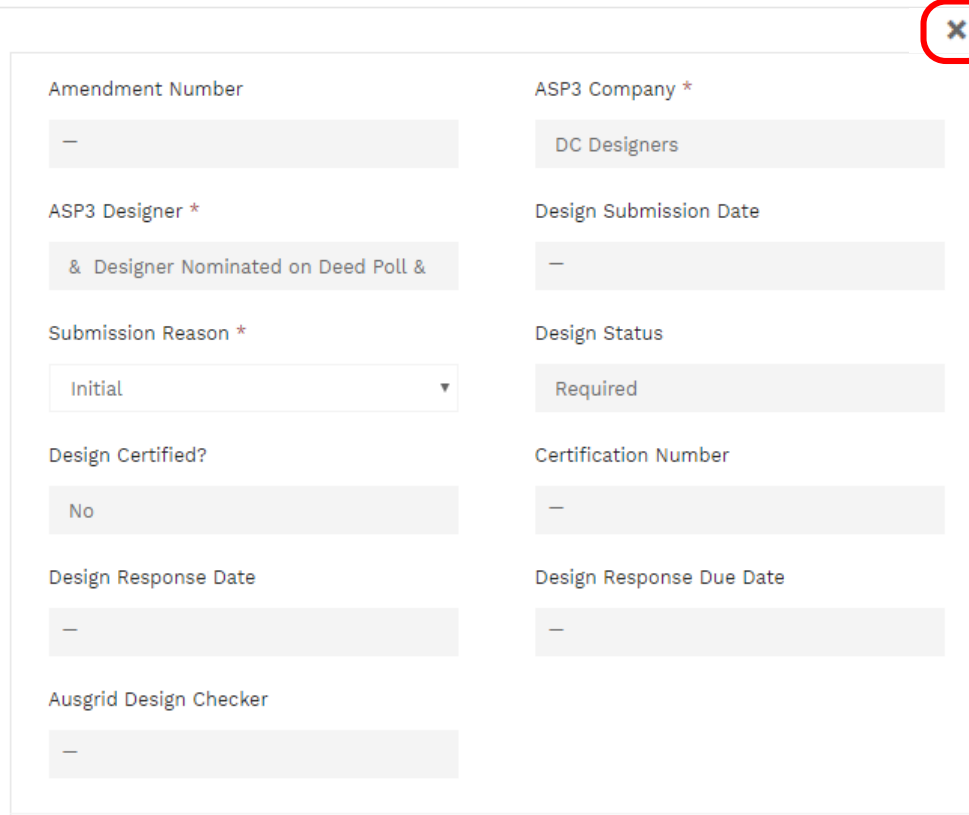
Edit and Save
Edit and Submit

Project Design Tab – Submitting a Design for Review

4. On hitting Edit and Save or Edit and Submit, a Submissions Details pop up box will appear.

The top section is a summary of the Submission Details

Submission Details



Amendment Number	ASP3 Company *
—	DC Designers
ASP3 Designer *	Design Submission Date
& Designer Nominated on Deed Poll &	—
Submission Reason *	Design Status
Initial ▼	Required
Design Certified?	Certification Number
No	—
Design Response Date	Design Response Due Date
—	—
Ausgrid Design Checker	
—	

Note: You can cancel out at any time without submitting or saving

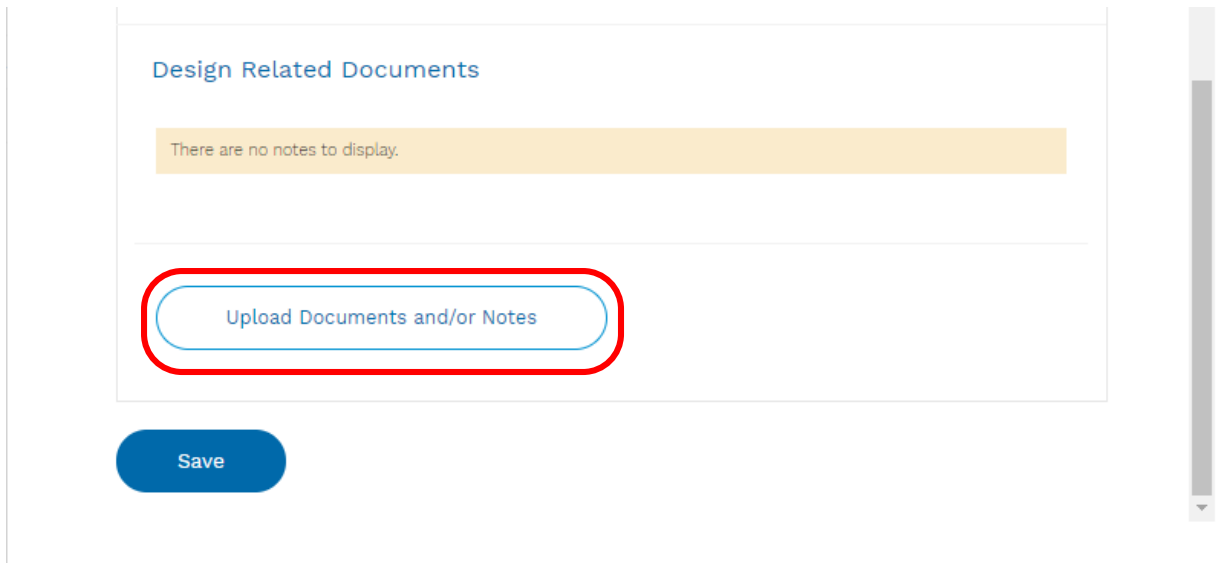
Project Design Tab – Submitting a Design for Review

4. Cont... The middle section specifies the Design Submission Requirements.

Design Submission Requirements	
Design Information Valid	Design (CAD and PDF)
Required	Required
Designers Deed Poll	Environmental Submission
Required	Required
Designers Safety Report	Asset Valuation Sheet
Required	Required
SL Acceptance Form	OH Line and Footing Design
—	Required
Voltage Drop Calcs	Lock in Drawings
—	—
Structural Engineer's Certification	Cable Pulling Calcs
—	Required

Project Design Tab – Submitting a Design for Review

4. Cont... The lower section is the file upload area along with the Save or Submit button.
5. To prepare a submission, start to upload your files one by one using the Upload Documents and/or Notes button.



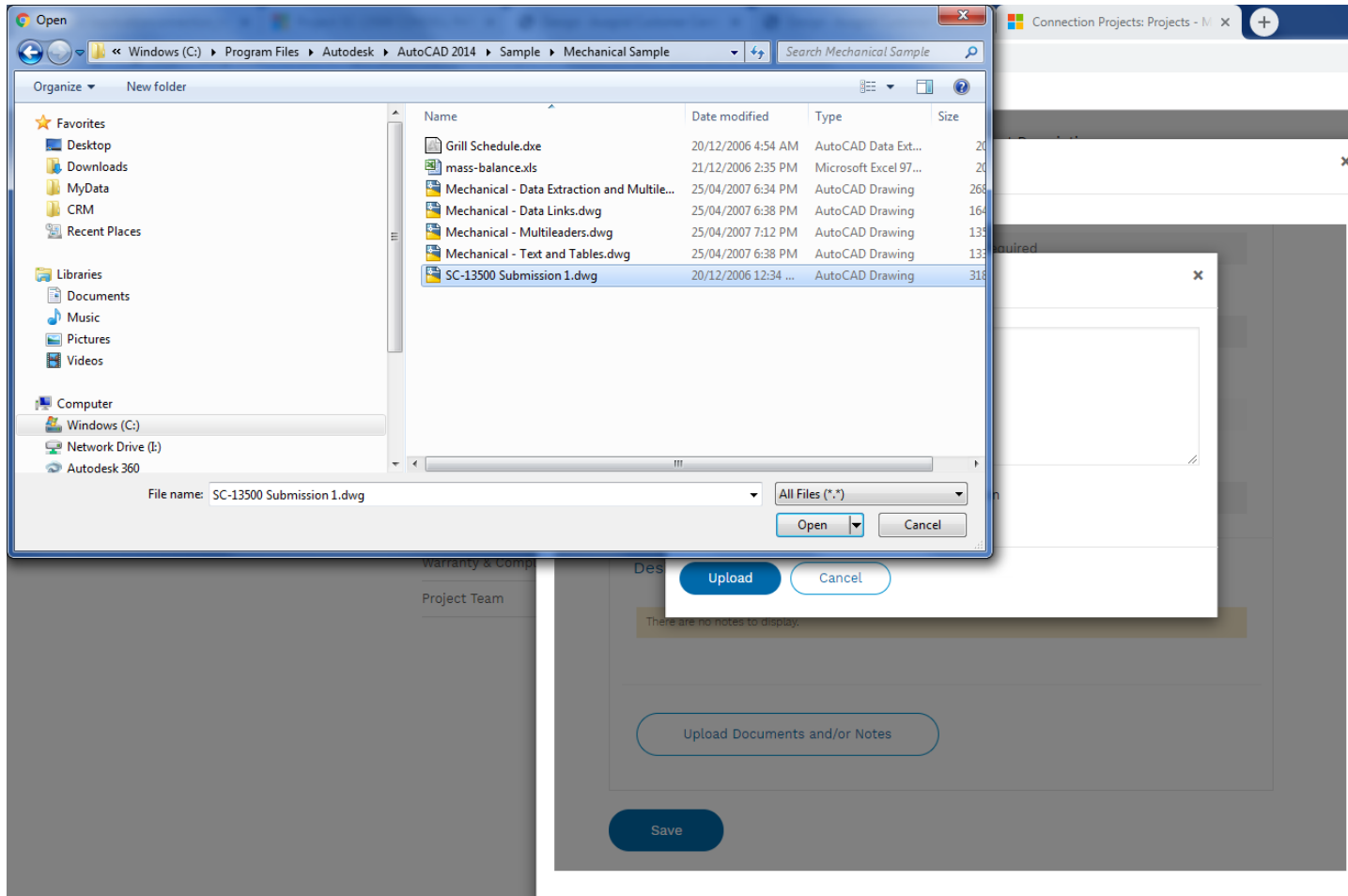
Project Design Tab – Submitting a Design for Review

- For each file, enter mandatory text in the Note field – suggest using the file label (e.g. CAD Design, SER, AVS etc)

The screenshot shows a 'Submission Details' dialog box with a close button (x) in the top right corner. Inside, there is a 'Required' field for 'SLA' and another 'Required' field for 'Voltage'. Below these is a 'Structure' field. A 'Design' section contains a 'There are no notes to display.' message. At the bottom of the dialog is a 'Save' button. Overlaid on this is an 'Upload Documents/Notes' sub-dialog box, also with a close button (x). This sub-dialog has a '* Note' field containing the text 'CAD Design', which is highlighted with a red rounded rectangle. Below the note field is an 'Attach a file' section with a 'Choose File' button and the text 'No file chosen'. At the bottom of the sub-dialog are 'Upload' and 'Cancel' buttons.

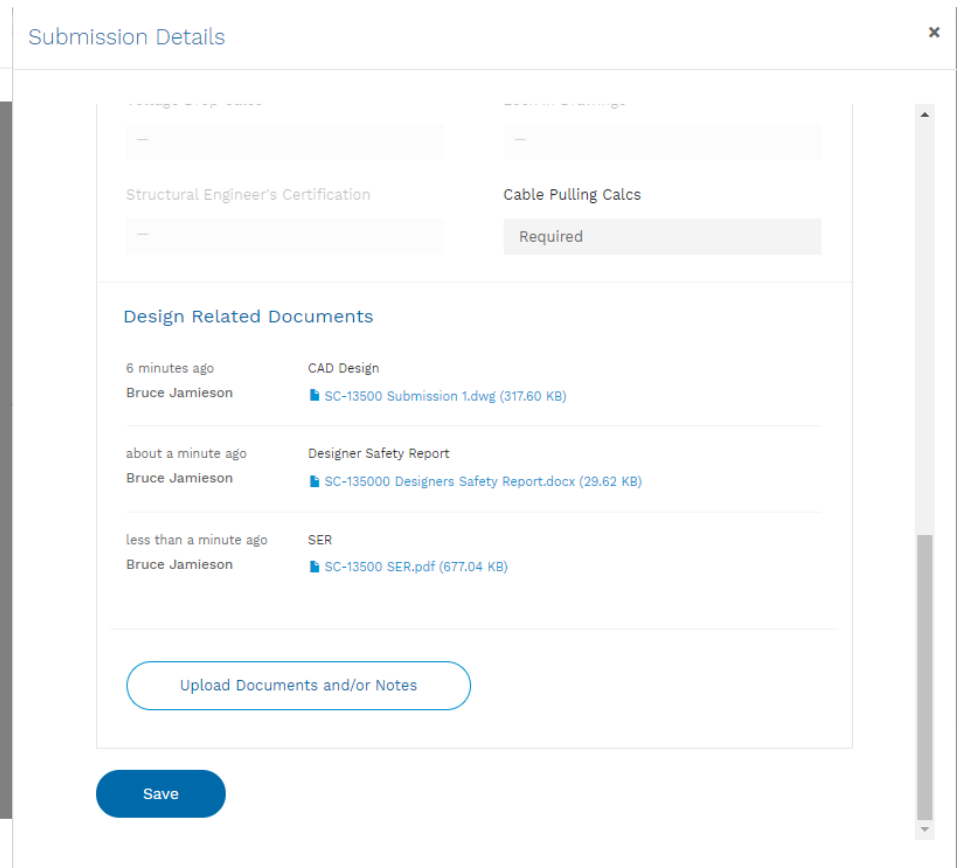
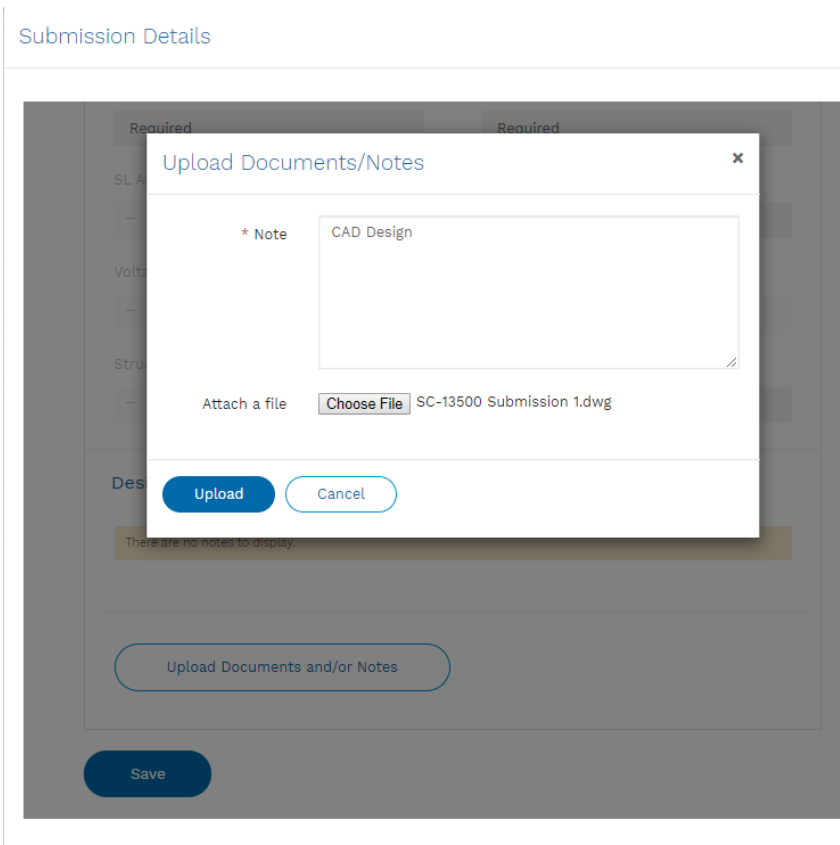
Project Design Tab – Submitting a Design for Review

7. Click Choose File, browse to and select the file you wish to attach. Click Open on the browser box.
8. The maximum file size per attachment is 20MB



Project Design Tab – Submitting a Design for Review

9. Click Upload. There will be a pause while the file is checked for viruses. Then it will appear as attached.
10. Repeat upload process for each file attached
11. **Beware** files cannot be withdrawn once uploaded. You can upload a corrected file with an appropriate comment in the Notes area. Please contact the CPC to explain for clarity.



Project Design Tab – Submitting a Design for Review

12. If you are in the design submission in Edit and Save mode, press **Save** to save your session for later submission. This is important to ensure file attachments are not lost.
13. When you are ready to submit, enter the design submission using Edit and Submit
14. Finalise any file uploading and press **Save and Submit**.

The screenshot shows the 'Design Related Documents' section with three entries:

- 6 minutes ago, Bruce Jamieson, CAD Design, SC-13500 Submission 1.dwg (317.60 KB)
- about a minute ago, Bruce Jamieson, Designer Safety Report, SC-135000 Designers Safety Report.docx (29.62 KB)
- less than a minute ago, Bruce Jamieson, SER, SC-13500 SER.pdf (677.04 KB)

Below the list is a button labeled 'Upload Documents and/or Notes'. At the bottom, a blue 'Save' button is highlighted with a red rounded rectangle.

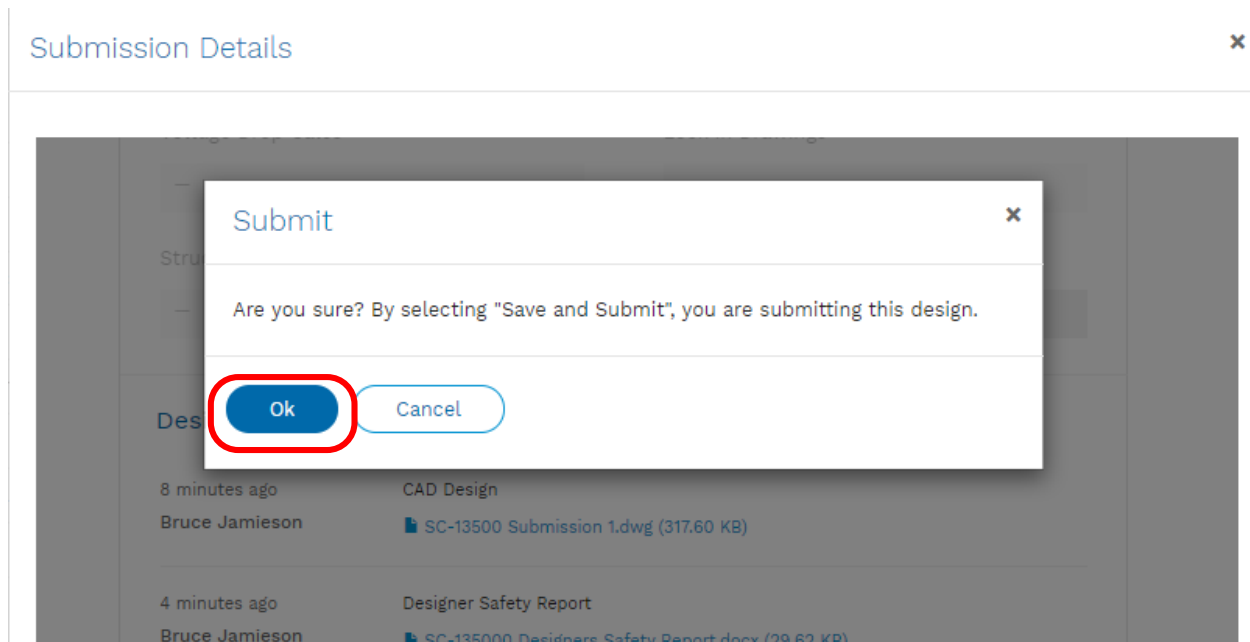
The screenshot shows the 'Design Related Documents' section with three entries:

- 7 minutes ago, Bruce Jamieson, CAD Design, SC-13500 Submission 1.dwg (317.60 KB)
- 3 minutes ago, Bruce Jamieson, Designer Safety Report, SC-135000 Designers Safety Report.docx (29.62 KB)
- about a minute ago, Bruce Jamieson, SER, SC-13500 SER.pdf (677.04 KB)

Below the list is a button labeled 'Upload Documents and/or Notes'. At the bottom, a blue 'Save and Submit' button is highlighted with a red rounded rectangle.


Project Design Tab – Submitting a Design for Review


15. A Submit confirmation pop up will appear. Confirm you wish to submit by pressing OK





Project Design Tab – Submitting a Design for Review


17. Following successful submission the Submitted Designs table will be updated to show the design submission date and design status (Submitted)
18. Ausgrid, the Applicant and Customer will be notified of the submission.


Summary  Design


Assessment 


Design 


Network Construction 

Outages 

Private Installation 

Property 

Warranty & Completion 

Project Team 

Design Offer Accepted Date: 24/05/2019

Proposed Design Scope Received Date: 28/05/2019

Design Information Due Date: 26/06/2019

Design Information Issued Date: 12/06/2019

Design Information Type: Standard

Submitted Designs

Name	Design Submission Date	Submission Reason	Design Response Due Date	Design Response Date	Design Status	Certified?	Select
SC-13500 - Submission - 01	03/06/2019	Initial	18/06/2019		Submitted	No	▼

Project Design Tab – Design Review by Ausgrid

19. Once Ausgrid commences the design review, the Design Status of the submission will change to Design Review.
20. Once the status is Design Review, further submissions will be locked out and the ASP3 will only be able to View Details of the submission.

Summary	⊖
Assessment	⊖
Design	⊖
Network Construction	⊖
Outages	⊖
Private Installation	⊖
Property	⊖
Warranty & Completion	⊖
Project Team	⊖

Design

Design Offer Accepted Date	Proposed Design Scope Received Date
24/05/2019	28/05/2019
Design Information Due Date	Design Information Issued Date
26/06/2019	12/06/2019
Design Information Type	
Standard	

Submitted Designs

Name	Design Submission Date	Submission Reason	Design Response Due Date	Design Response Date	Design Status	Certified?	Select
SC-13500 - Submission - 01	03/06/2019	Initial	18/06/2019		Design Review	No	✖

View Details

Project Design Tab – Resubmission and Certification

21. Ausgrid will respond with review feedback, or with certification information via email, as per the current process. The Submitted Designs table will be updated accordingly.
22. Resubmissions will follow the prior process via new submission rows in the Submitted Designs table, and repeat until a submission is certified.

Submitted Designs

Name	Design Submission Date	Submission Reason	Design Response Due Date	Design Response Date	Design Status	Certified?	Select
SC-12532 - Submission - 02	09/05/2019	Rectify Non-Conformance	23/05/2019	09/05/2019	Response Sent	Yes	▼
SC-12532 - Submission - 01	09/05/2019	Initial	23/05/2019	09/05/2019	Response Sent	No	▼

In this example submission 2 is certified