

Charge Ready Program

Charging Equipment Registration Form

Instructions

Please follow these instructions when filling out the Charging Equipment Registration Form. After the form has been completed, please send it back to ChargeReadyTEPM@sce.com. This information will be loaded into a project tracking database. It is essential that data on this form be complete and accurate and that you use the MS Excel template provided.

After opening the MS Excel template, you will notice there are two tabs (worksheets) in the workbook. The first is labeled "EVSE" (for Electric Vehicle Supply Equipment – also referred to as Charging Stations), and the second is labeled "Ports" (typically referred to as the number of connectors associated with each charging station).

Please use the table below to complete each worksheet. Please also be sure to double check that the number of rows in the EVSE tab is equal to the number of EVSEs installed under this program at the project site.

EVSE Data Fields	Description	Instructions
ID	Unique Application ID SCE will	SCE will populate.
EVSEID	Unique identification number of the EVSE. "[Vendor Code]-[EVSESerialNbr]"	SCE will populate the Vendor Code in the template. Vendor will manually enter the EVSESerialNbr to complete this.
LocationID	Unique application ID number that SCE has assigned.	SCE will populate.
EVSEManufacturer	Manufacturer of the Charging Equipment.	Vendor to provide.
EVSEModelNbr	Model number of the EVSE.	Vendor to provide.
EVSESerialNbr	EVSE's unique serial number.	Vendor to provide.
NetworkProvider	Network Services Provider, if applicable.	Vendor to provide, if applicable.
TypeOfEVSE	Level 2, DCFC up to 49kW, DCFC 50-99kW, DCFC 100-149kW, etc.	SCE will populate from the Agreement.
NbrOfPorts	Number of ports per EVSE.	SCE will populate from the Agreement.
EVSE_MaximumKW	Maximum KW of EVSE.	Vendor to provide.
Latitude	Latitude of the EVSE location.	Vendor to provide.
Longitude	Longitude of the EVSE location.	Vendor to provide.
EVSEActivationDate	Date charging station energized.	Vendor to provide

Port Data Fields	Description	Instructions
ID_Port	Unique Identifier SCE will assign.	SCE will populate.
PortID	Unique identification number of the port "[Vendor Code]-[EVSESerialNbr]-[Px]"	Vendor will take the below EVSEID and append a "-P1" or "-P2" to create a unique identifier for each port of the project.
EVSEID	Unique identification number of the EVSE "[Vendor Code]-[EVSESerialNbr]"	SCE will populate the Vendor Code in the template. Vendor will manually enter the EVSESerialNbr.
LocationID	Unique program application ID number that SCE has assigned.	SCE will populate.
Port_MaximumKW	Maximum KW of port.	Vendor to provide.
ADA_Accessible	Identify ports located in ADA accessible spaces (Yes/No).	Vendor to provide. Put "Y" for Yes and "N" for No.