

Express Solutions Proof of Payment Requirements

All Incentives Applications, Invoices, Purchase Orders, Store Receipts, Lease Agreements and Network PC Power Management Software agreements being submitted by SCE non-residential (business) customers should go directly to their Southern California Edison assigned account representative.

Customer's Authorized Agents can submit their documentation through the Online Tool (www.sceonlineapp.com), by Email: BusinessIncentives@sce.com, Fax: 626-633-3243, or Mail to: Southern California Edison

Attn: Business Incentives
PO Box 800
Rosemead, CA 91770

Proof of payment for qualifying energy efficiency equipment is required before SCE will issue incentive payments.

The Proof of Payment should include the following (for consistency, please list the requested information in each section as described below):

- Invoice: If Customer is Incentive Payee
 - Date of purchase
 - Marked paid (stamped or shows zero balance due) or contains Terms (i.e. Net 30, Net 60, Payment Due Date...)
 - Itemized list for each equipment type
 - Make / Brand name and Model number
 - Text description of each type of equipment installed
 - Quantity installed
 - Cost per unit
 - Base case description (the old equipment being replaced). This information may also be included on a separate scope of work (SOW) or a memo on official company (vendor or contractor) letterhead. This information is not supplied (written up) by the customer.
 - Make / Brand name and Model number
 - Quantity removed
 - Text description, including rated wattage for lamps, rated horsepower (hp) for motors and pumps, an rated capacity for HVAC equipment

- Invoice: if Vendor is Incentive Payee
 - Date of purchase
 - Marked paid (stamped or shows zero balance due) or contains Terms (i.e. Net 30, Net 60 or payment due date)
 - Itemized list for each equipment type
 - Make / Brand name and Model number
 - Text description of each type of equipment installed
 - Quantity installed
 - Cost per unit
 - Base case description (the old equipment being replaced). This information may also be included on a separate scope of work (SOW) or a memo on official company (vendor or contractor) letterhead. This information is not supplied (written up) by the customer.
 - Make / Brand name and Model number
 - Quantity removed
 - Text description, including rated wattage for lamps, rated horsepower (hp) for motors and pumps, an rated capacity for HVAC equipment
 - Total rebate amount deducted from the sales price

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- Purchase Order
 - Date of order
 - Date of delivery
 - Payment terms (i.e. Net 30, Net 60, Payment Due Date...)
 - Itemized list for each equipment type
 - Make / Brand name and Model number
 - Text description of each type of equipment installed
 - Quantity installed
 - Cost per unit
 - Existing description (the old equipment being used). This information may also be included on a separate scope of work (SOW) or a memo on official company (vendor or contractor) letterhead. This information is not supplied (written up) by the customer.
 - Make / Brand name and Model number
 - Quantity removed
 - Text description, including rated wattage for lamps, rated horsepower (hp) for motors and pumps, an rated capacity for HVAC equipment

- Store Receipt (Note: If the equipment is not described in full on the receipt, please add the information on a separate sheet of paper)
 - Date of purchase
 - Itemized list for each equipment type
 - Make / Brand name and Model number
 - Text description of each type of equipment installed
 - Quantity (if all listed were not installed, indicate actual quantity installed)
 - Cost per unit
 - Existing description (the old equipment being used). This information may also be included on a separate scope of work (SOW) or a memo on official company (vendor or contractor) letterhead. This information is not supplied (written up) by the customer.
 - Make / Brand name and Model number
 - Quantity removed
 - Text description, including rated wattage for lamps, rated horsepower (hp) for motors and pumps, an rated capacity for HVAC equipment

- Lease Agreement (≥ 3 years)
 - Lease start date
 - Length of lease (must be a minimum of 3 years)
 - Payment terms (i.e. Net 30, Net 60, Payment Due Date...)
 - Itemized list for each equipment type
 - Make / Brand name and Model number
 - Text description of each type of equipment installed
 - Quantity (if all listed were not installed, indicate actual quantity installed)
 - Cost per unit
 - Existing description (the old equipment being used). This information may also be included on a separate scope of work (SOW) or a memo on official company (vendor or contractor) letterhead. This information is not supplied (written up) by the customer.
 - Make / Brand name and Model number
 - Quantity removed
 - Text description, including rated wattage for lamps, rated horsepower (hp) for motors and pumps, an rated capacity for HVAC equipment

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- Network PC Power Management Software (qualifying software must be purchased and installed on or after January 1, 2013)
 - Software purchase date
 - Length of License Agreement (if applicable)
 - Marked paid (stamped or shows zero balance due) or contains Term (i.e. Net 30, Net 60 or payment due date)
 - Payment terms (i.e. Net 30, Net 60, Payment Due Date...)
 - Itemized list of software
 - Make / Brand name and Model number
 - Text description of each type of equipment installed
 - Quantity installed
 - Cost per unit
 - Network Energy Management Software Report verifying the number (quantity) of PC's the system controls
 - List of the license numbers serving the system

- A sample invoice is provided on the next page

****Note: If your project is also participating in the On Bill Financing (OBF) Program, the invoice must be signed by the customer. This applies to all projects, regardless of which party is receiving the incentive. (2012 projects are the exception)**

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SAMPLE INVOICE					
Jane Doe, LLC <i>'We fix things'</i> 6042 Irwindale Ave. Irwindale, CA 91702 Phone (999) 999-8888 Fax (999) 999-8887				INVOICE # 101 DATE: MARCH 26, 2012	
TO XYZ, Inc. ATTN: John Smith 123 First St. Santa Monica, CA 90401			INSTALLED AT Corporate Office- Building 1 XYZ, Inc. 124 First St. Santa Monica, CA 90401		
INSTALLATION DATE	PAYMENT TERMS	DUE DATE			
3/10/2012	NET 30	4/25/2012			
QTY	MAKE	MODEL	DESCRIPTION	UNIT PRICE	LINE TOTAL
29	On Time Lighting	ON-T5-446	High Bay 4-lamp T5H0 Fluorescent Fixture	\$100.00	\$2,900.00
29	Philips	ICN485490C21LSG	Philips Advance ballast for high bay fixtures	\$25.00	\$725.00
116	Philips	F54T5/850/H0	54W T5H0 Long Life Lamps	\$10.78	\$1,250.48
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> Removed (29) 400W Probe-Start Metal Halide Fixtures and replaced with equipment above. Installation qualified for 29 units of Solution Code LT-26100. </div>					
<div style="border: 1px solid black; padding: 5px; display: inline-block; transform: rotate(-15deg); font-weight: bold; font-size: 1.2em;">PAID</div>				<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <i>Customer Signature</i> * </div>	
SUBTOTAL					\$4,875.48
SALES TAX & SHIPPING					\$282.75
SCE REBATE APPLIED					\$2,900.00 **
TOTAL					\$2,258.23

* Only when part of an OBF application
 ** Only when CAA is receiving incentive