



SUPPLIER SUBMISSION REQUIREMENTS

SUPPLIER	BILL COPY	REQ 1	REQ 2	REQ 3	REQ 4	ELEC	GAS	CUT OFF	MAX # OF ACCT
AEP	✓	Full bill (all pages)				40% (MP)	40%(MP)		
APGE	Bill copies are not mandatory, but having them can expedite deal completion	Credit checks every deal	Anytime you need a PMVI just let me know in the submission – Ryan F			15,000 kWh (IL)			
CATALYST	✓	Full bill (all pages) / pages should be clear, correct orientation and format	Name Key					3 PM CST	
CIRRO	✓	Bill requirement only for Medium or High load customers	Contract name and address must match what is in the Texas S.o.S. database	Credit checks every deal	It is against NRG's security protocol for Sales Orders to house or send PII (personal identifiable information) including the customer's SSN electronically.				
Constellation	✓	Recent, clean bill copy / Usage graph	confirm LEN in SOS database / Business Name should match in contract and bill copy	Power invoice if Electricity and Gas invoice if Gas	LOE's are not required for all CT submissions			anything in after the 15th of each month, is in jeopardy of NOT making next month start	
Direct Energy	✓	Recent, clean bill copy	Requires proxy forms for Move-Ins	LOA required for any custom deals	Customer Code : cannot be less than 4 characters phone number is mandatory field			2 PM CST	
ENERGY HARBOR	✓					30%			
ENGIE	6 months	Require a recent bill copy not older than 6 months	Business name cannot be a person's name. Engie does not do residential	Requires portion of the bill showing monthly volume and annual volume	If RENEWAL, bill copy is not required unless it is GAS			3 PM CST	10
FIRSTPOINT FPP	✓	Recent, clean bill copy	Unable to accept accts that have less than 12 months matrix usage			35%		4 PM CST	
FREEPOINT	3 months	Clean bill copy / Business name should match	Cannot do move-ins unless bills from previous tenant are available	ComEd does not allow residential meters on the same contract as commercial	Business Name should match in contract and bill copy	45%		3 PM CST	
GME	✓	Bill requirement only for Medium or High load customers	Contract name and address must match what is in the Texas S.o.S. database	Credit checks every deal	It is against NRG's security protocol for Sales Orders to house or send PII (personal identifiable information) including the customer's SSN electronically.				
HUDSON	Bill copies are not mandatory, but having them can expedite deal completion	for NY it's 7,500 therms and no power minimum but does require at least 1 demand meter	for ComEd the minimum is actually 15,000 kwh annual	We require at least 1 demand meter to price/contract a customer	we're unable to execute any residential premises	15,000 kWh (IL)	5,000 Therms (IL), 7,500 Therms (NY)		
IDT	✓	invoice copy with the usage graph							
MEGA	✓	normally asks for a minimum of 6 clean bill copies	Can not accept picture of contract						



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NextEra	3 months	A recent bill with 12months of usage required / Please provide the page of the invoice which has the rate class	Does not allow renewals through matrix pricing / no longer requires renewals under 250,000 kWh to be custom priced	no longer pricing small comm in NH and CT / NH under 100 kW is considered small commercial	Acct num and Serv Ref num must be accurately entered in the contract	15,000 (IL)			10
NGE	✓	may submit their one (1) most recent clean invoice for automatic credit approval						5PM CST	
RESIDENTS	12 months								
Santanna	✓	Full bill (all pages)	Needs the phone number in order to process.	can only accept COMMERCIAL account	Non-POR markets are Nicor, Peoples Gas, North Shore Gas, AEP, and the three FEO utilities. A bill will be always required for those markets. A recent bill - with no outstanding balance - is what Santanna uses to check credit for matrix deals				
SFE	Bill copies are not mandatory, but having them can expedite deal completion	signed accounts should have a demand reading	Large Volume Commercial Illinois Requirements: Gas (5,000 therms) & Electricity (15,000 kwh)	Large Volume Commercial New York Requirements: Gas (7,500 therms) & Electricity (Demand Meter)	Contracted rates only go out to the 4th digit EX: 0.11891 would become 0.1189 in MSC Does not affect margin unless the margin amount goes out to the 4th digit	15,000 kWh (IL)	7500 Therms		
TOWNSQUARE	✓								
SUMMER		Credit checks every deal							
SUNWAVE	✓	Recent, clean bill copy	No longer serving ISO-NE (CT, NH, ME, RI, MA)	Can't serve SC2 rate class	Can serve SC2-D rate class				
CLEAN SKY	12 months								
NRG		Service Type and Start are required fields in the contract						5 PM CST	
EASTERN PNG	3-4 months	Resi offered: New York and Ohio						3 PM CST	
ENERGO			Energo reserves the right to reject or revise the price before acceptance of a contract if the load factor of the accounts fall below 40%.	residential pricing includes 4 mils/cents and cannot be upsold	The matrix is only valid for accounts up to 50,000 therms or 500,000 kWh annually	500,000 kWh	50,000 Therms		
VISTRA BRANDS	3 months	USGE, PUBLIC POWER, TRIEAGLE, CONSOLIDATED, HOMEFIELD, TXU, DYNEGY	Full bill (all pages)	Requires a clean bill from the last 6 months or will run credit	Vistra Brands will no longer accept reinstatements in the following states : CT, RI, DC, and MT	IL min of 15,000 kWh annual per contract • PA min of 25,000 kWh annual per contract			10
USGE	3 months	Full bill (all pages)		Requires a clean bill from the last 6 months or will run credit	Needs all bill pages/full bill copy from within the last 3 months	IL min of 15,000 kWh annual per contract • PA min of 25,000 kWh annual per contract			10
PUBLIC POWER	3 months	Full bill (all pages)		Requires a clean bill from the last 6 months or will run credit	Needs all bill pages/full bill copy from within the last 3 months	IL min of 15,000 kWh annual per contract • PA min of 25,000 kWh annual per contract			10
TRI EAGLE	3 months	Full bill (all pages)		Requires a clean bill from the last 6 months or will run credit	Needs all bill pages/full bill copy from within the last 3 months	IL min of 15,000 kWh annual per contract • PA min of 25,000 kWh annual per contract			10



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CONSOLIDATED	3 months	Full bill (all pages)		Requires a clean bill from the last 6 months or will run credit	Needs all bill pages/full bill copy from within the last 3 months	IL min of 15,000 kWh annual per contract • PA min of 25,000 kWh annual per contract			10
TXU	3 months	Full bill (all pages)		Requires a clean bill from the last 6 months or will run credit	Needs all bill pages/full bill copy from within the last 3 months	IL min of 15,000 kWh annual per contract • PA min of 25,000 kWh annual per contract			10
HOMEFIELD	3 months	Full bill (all pages)	physical address (NOT PO BOX)	Requires a clean bill from the last 6 months or will run credit	Needs all bill pages/full bill copy from within the last 3 months	IL min of 15,000 kWh annual per contract • PA min of 25,000 kWh annual per contract		2:30 PM CST (Fri)	
DYNEGY	3 months	Full bill (all pages)	physical address (NOT PO BOX)	Requires a clean bill from the last 6 months or will run credit	Needs all bill pages/full bill copy from within the last 3 months	IL min of 15,000 kWh annual per contract • PA min of 25,000 kWh annual per contract		2:30 PM CST (Fri)	
SYMMETRY									
MIRABITO									
MARATHON									
YEP									
SPRAGUE	custom only								
TEXPO ENERGY									
VALUE POWER									
V247 POWER									
BROWN'S ENERGY									
MAJOR ENERGY	✓	page that shows both the account # and service address	Use updated contract form / Use MA Electric Residential Enrollment Form for residential accts			45% load factor			
IRON HORSE								4 PM CST	
GAS SOUTH		can't accept Matrix contracts for renewal accounts							
NEW WAVE									
Pro Energy Partners									
WGL Energy									
Ammper Power		a custom-only electric service provider							
CLEARVIEW	✓	Full bill (all pages)	Business Name should match in contract and bill copy	Our special matrix pricing for BOX is for medium and large Load Factor only					
STANDARD GAS & ELEC									
GRIDWEALTH	✓	Business Name should match in contract and bill copy							
LUBBOCK	✓	Full bill (all 6 pages)	Matrix : LOA Not required, Custom : LOA is required						



SUPPLIER SUBMISSION REQUIREMENTS

Engie

- We are currently not accepting Matrix contracts with accounts in DUKE, LPNH and PPL until further notice.
- Please make sure that we have a business name and not a person's name within the "Business Name (legal contracting entity)" area.
- Please make sure the customer provides their physical business address and billing/mailling address on the contract.
- All areas of the contract have both a legal and business purpose. Please make sure that all areas of the contract are completed.
- ENGIE offers a "Fixed" Matrix price out to 5 years from prompt. Please make sure that the end date does not exceed this for Fixed Price Contracts.
- Once ENGIE is "Custom Pricing" an account with a broker, the same broker should not get a Matrix agreement signed for the same account.
- If digitally signed, please make sure to include the summary page.
- Please make sure your brokers are not taking a picture of the first signatory page and attaching the balance of the contract in PDF.
- We need one recent bill copy, dated within 6 months, for every service point on the contract. This is for new meters and not required for renewals.
- Make sure to provide the Agency Agreement if a firm (such as a management company) is signing on behalf of the customer.

First Point Power

- Requires recent bill copy



SUPPLIER SUBMISSION REQUIREMENTS

Freepoint

- Requires clean bill copy from the last 3 months
- Cannot do move-ins unless bills from previous tenant are available

Genie Brands (Townsquare, IDT, & Residents)

- Requires a bill copy

Hudson

- No bill requirement

Mega

- Requires a bill copy

NextEra/Gexa

- Does not allow renewals through matrix pricing
- Do not require bill copies but deals are completed more quickly if a bill is available



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SFE

- Does not require a bill
- Has the most lenient credit requirements
- Contracted rates only go out to the 4th digit
 - EX: 0.11891 would become 0.1189 in MSC
 - Does not affect margin unless the margin amount goes out to the 4th digit

Summer

- Credit checks every deal

Sunwave

- No recent bill
- No longer serving ISO-NE (CT, NH, ME, RI, MA)
- Can't serve SC2 rate class
- Can serve SC2-D rate class

Vistra Brands

- Cannot have more than 10 accounts on a contract
- Requires a clean bill from the last 6 months or will run credit
- Needs all bill pages/full bill copy from within the last 3 months