



Illinois Shines / Adjustable Block Program Invoice and Quarterly Netting Statement Training

Bryan Gower, InClima

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Invoice and Quarterly Netting Statement

- The Approved Vendor must generate and send the Quarterly Netting Statement and Invoice to their Contracting Utility
 - Invoices are created only for energized projects with Part 2 Applications that have been verified by the Program Administrator by the end of the month preceding invoicing month. For Example, to invoice in September, the Part 2 application needs to be verified by August 31st. The Part 1 Status and Part 2 Status can be confirmed in the Project Application Dashboard
- The Quarterly Netting Statement is a statement that includes the Maximum Allowable Payment that can be made as of the issuance date of the Quarterly Netting Statement by the Buyer (Contracting Utility) to Seller (Approved Vendor) under the REC Contract

Invoice and Quarterly Netting Statement

- The invoice and Quarterly Netting Statement are created and issued to the AV in the AV's Vendor dashboard under 'Invoices' between the 1st and 10th of September, December, March, and June
- The AV must submit the invoice and Quarterly Netting Statement to the utility, which is separate from generating the invoice in the vendor dashboard. Generating the invoice in the AV's vendor dashboard does not qualify as submitting it to the utility

Contract Notices Contact and Payment Account Information

Contract Contact and Payment Information

The screenshot shows a web application interface with a navigation menu at the top containing 'INFORMATION', 'VENDORS', 'PROJECTS', 'VENDOR ADMIN', 'PROJECT ADMIN', 'MAINT', 'IPA', 'SFA', 'MARKETING', and 'SYS'. Below the menu is a header 'Your Vendor Dashboard'. The dashboard contains six numbered task cards:

- 1 Become an Approved Vendor** (IN PROGRESS: 0, SUBMITTED: 0, APPROVED: 3) with a 'View Vendor Application' button. A note below reads: 'You do not need to complete this application if you are an Approved Vendor Designee. Instead, please directly contact the Approved Vendor you plan to work with to setup your account.'
- 2 Upload Marketing Materials** - Not required for Single Project Approved Vendors, with an 'Upload Marketing Materials' button.
- 3 Consumer Disclosure Forms** with buttons for 'Distributed Generation Disclosures Forms' and 'Community Solar Disclosure Forms'.
- 4 Manage Approved Vendor Designees** with a 'Manage Designee Users' button.
- 5 Application Fee Payment Information** with a 'View Payment Information' button.
- 6 Enter Contract Notices Contact Information** (highlighted with a red border) with an 'Enter Contract Notices Information' button.

- **IMPORTANT:** Before generating your first invoice, enter in your contact information and payment information that will be posted on the invoice
- Select the [Enter Contract Notices Contact Information] button from the Vendor dashboard menu
- If you Generate the Invoice without completing the Contract Notices Contact Information, the Approved Vendor's payment information will be blank on the invoice
- If you pull the invoice and the payment information is blank, contact the ABP Administrator to update your invoice

Contract Contact and Payment Information

Your Contract Notices Contact Information

(Vendor ID) - Approved

Your Current Contract Details for (Vendor ID)

All Notices

Street

City

State

Zip

Attn

Phone

Email

Federal Tax ID Number

Invoices

Attn

Phone

Email

Payments

Attn

Phone

Email

Wire Transfer

BNK

ABA

ACCT

ACH Transfer

BNK

ABA

ACCT

- Fill out each section and press the [Update] button before moving to the next section
- Complete the contact information for each notification type section and Wire/ACH Transfer account information

Generating the Invoice

Invoice and Quarterly Netting Statement

4

Manage Approved Vendor Designees

Manage Designee Users

5

Application Fee Payment Information

View Payment Information

6

Enter Contract Notices Contact Information

Enter Contract Notices Information

7

Invoices

Invoice Dashboard

8

Annual Reports

Annual Reports

9

Designee Registration

Register as a Designee

Registering as a Designee with the Illinois ABP Project is required in order to act on behalf of an Approved Vendor.

- The invoice must be generated by the Approved Vendor from the Vendor dashboard under 'Invoices' between the 1st and 10th of September, December, March, and June

Invoice and Quarterly Netting Statement

Invoice Dashboard

(Vendor ID)

Generate New Invoices

Generate ComEd Invoice

All Invoices

View All Invoices

- Select the [Generate (Contracting Utility) Invoice] button

- The page will refresh and the new invoice can be downloaded by selecting the [View (Contracting Utility) Invoice] button

Invoice Dashboard

(Vendor ID)

Generate New Invoices

View ComEd Invoice

Select [View (Contracting Utility) Invoice] button to download the new invoice

All Invoices

View All Invoices

Select [View All Invoices] button to view all invoices

Invoice and Quarterly Netting Statement

- The Approved Vendor must submit the invoice with the Quarterly Netting Statement to the utility
- Generating the invoice in the AV's vendor dashboard does not qualify as submitting it to the utility
- If the Approved Vendor's application is Part 2 verified as of the Trade Date, the Approved Vendor may submit a request to the Contracting Utility to withhold a portion of the first REC payment in the amount of the Collateral Requirement
- The Contracting Utility's billing information is posted on the invoice



Hamilton Power (Vendor ID # 5)
123 Quiet Uptown Blvd
Chicago, IL 60614
Contract ID: 202

DATE DUE: Sep 30, 2020

Cumulative Amount Previously Invoiced: \$90,270.75
Maximum Allowable Payment: \$38,821.43

INVOICE ID	INVOICE DATE
INVC202D920	Sep 03, 2020

BILL TO:

Commonwealth Edison Company
1919 Swift Drive
Oak Brook, IL 60523
Attn: Manager of Wholesale Billing & Credit
630-684-3578
wb&cstaff@comed.com

Accessing the Quarterly Netting Statement

Invoice and Quarterly Netting Statement

4

Manage Approved Vendor Designees

Manage Designee Users

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Application Fee Payment Information

View Payment Information

6

Enter Contract Notices Contact Information

Enter Contract Notices Information

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Invoices

Invoice Dashboard

8

Annual Reports

Annual Reports

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Designee Registration

Register as a Designee

Registering as a Designee with the Illinois ABP Project is required in order to act on behalf of an Approved Vendor.

- The Quarterly Netting Statement is issued in the Approved Vendor's Vendor dashboard under 'Invoices' after the invoice is generated

Invoice and Quarterly Netting Statement

Invoice Dashboard

(Vendor ID)

Generate New Invoices

[View ComEd Invoice](#)

All Invoices

[View All Invoices](#)

Select [View All Invoices] button to view all posted Quarterly Netting Statements.

- Select [View All Invoices] button to view all posted Quarterly Netting Statements

- Select the [View QNS] to download the Quarterly netting Statement Excel Spreadsheet

Invoice Dashboard [Return to Invoice Dashboard](#)

Invoice ID	Utility	Invoice Date	Download Invoice	Download Quarterly Netting Statement
INVC202D1220192	ComEd	12-2019	View Invoice	View QNS
INVC202D920205	ComEd	09-2020	View Invoice	View QNS
INVC202D920191	ComEd	09-2019	View Invoice	View QNS
INVC202D620204	ComEd	06-2020	View Invoice	View QNS
INVC202D320203	ComEd	03-2020	View Invoice	View QNS

**Adjustable Block
Program Administrator**

illinoisabp.com/contact/

admin@illinoisabp.com

(877) 783-1820