Approved Supplier Portal Guide

Updated 7/05/2016

Accessing the Portal
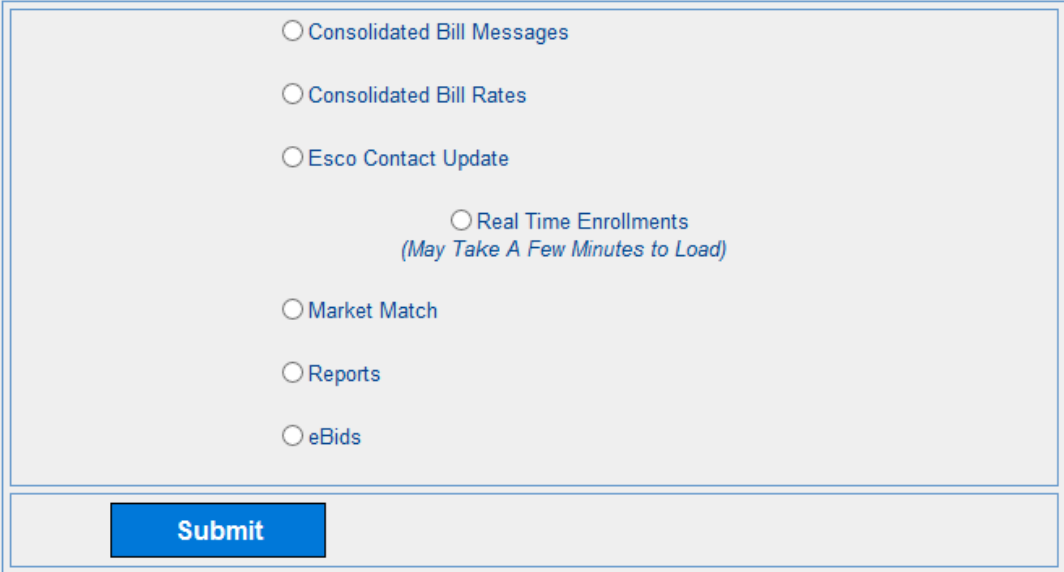
- To access the portal click on the approved Suppliers only link : http://inet.cenhud.com/ic_esco/icesco1.htm

- Click on "Approved Suppliers Only" link and enter in the ID and Password provided in the welcome email. The password is case sensitive.

>> Approved Suppliers Only
- Consolidated Bill Rates
- Consolidated Bill Messages
- eBids
- ESCO Contact Update
- Real Time Enrollment Info
- Billing Determinants
- Customer Lists
- Meter Readings
- POR Reports
- Settlement Info

- Market Match
- Zip +4 and Customer Counts

ESCO service Menu

- Once you enter in your ID and password you will see the Central Hudson ESCO Service Menu

To View, Create or Change Consolidated Bill Messages

- Click on Consolidated Bill Message from the ESCO Service Menu and select submit. The following screen will be displayed:

Add or Change Consolidated Bill Message

NOTICE:
Central Hudson's self-service application to add or change consolidated bill messages is solely intended for use by authorized agents of the ESCO who is the account holder. Any unauthorized use is prohibited. This access and use shall be governed by the laws of the State of New York.

***** ESCO BILL MESSAGE ADDITION *****

Instructions For Use:

* This screen may be used to change an existing bill message, or to create a new bill message.

* Bill Messages can be up to 8 lines, 60 characters per line and will take effect immediately.

| | Submit | Reset Message |

Consolidated Bill Messages cont.

- If you have a current message in place, it will show up here.

- You may change the message by retyping a new message.

- If this is the first time you are using the screen, it will be blank, and you can enter your message in the blank spaces.

- The same message will appear on all bills for this service (electric or gas) upon which your supply charges appear.

- Use the * symbol to leave a blank line.

To View, Add or Change Consolidated Bill Rates

- Click on Consolidated Bill Rates from the ESCO Service Menu and select submit. You will then have the option to select either view rates or Add/Update rates.

- The Consolidated Bill Rates screens will show you all of your current rate codes in our system, along with the price in each rate code, the date it became (or will become) effective, and any description you assigned to the rate code.

- A rate change will affect all usage within a given billing cycle, and is effective immediately upon receipt by CH.

- A price change will be prorated, based on the number of days each price is in effect. A maximum of two different prices may be reflected within a given billing cycle.

- The letter "X" is a reserved rate class, and may not be used in an ESCO specified Rate Code.

- There is no limit on the number of rate codes.

Consolidated Bill Rates, cont.

Rate Code	Rate	Effective Date	Description
A123	0.14200	20090815	
B345	0.12985	20090915	Intro Plan
C456	0.13688	20091001	50% Green
Y002	0.13000	20091002	
F120	0.10101	20091003	Fixed Plan

Your existing rate codes in the CH billing system

The price contained within each of the rate codes

The date the price became effective (or will become effective)

The description you have given this rate code

Add/Change Rates

Exit

To Add or Change Rate Codes

Add or Change Rate Codes

NOTICE:
Central Hudson's self-service application to add or change consolidated bill rates is solely intended for use by authorized agents of the ESCO who is the account holder. Any unauthorized use is prohibited. This access and use shall be governed by the laws of the State of New York.

Instructions For Use:

* This screen may be used to change an existing rate, or to create a new rate.

Rate Codes
* Rate Code must contain 4 characters, 1 alpha followed by 3 numeric. Example: A123.
Rate
* Rate must contain exactly 5 decimals. Example: 1.12345 or 0.12345
* Do not enter "$" or cent sign.
Effective Date
* Must be in the format yyyymmdd
* Must be equal to or later than today's date.
Description
* Field allows up to 20 characters.
* The description shows on the customer's bill.

Rate Code	Rate	Effective Date	Description (Optional)

Submit

Central Hudson Indexed Prices

- Central Hudson provides a group of pre-established rate codes that may be used by ESCOs. These rate codes are designed to track the Central Hudson electric and gas prices and are intended to allow ESCOs to provide customers with a price that is guaranteed to be a stated percent or dollar amount below or above the Central Hudson price for a given period.

- Central Hudson updates these prices whenever the Central Hudson price changes, in order to maintain the stated relationship. A table showing the indexed rated can be found at the Central Hudson website in the useful links section or by using this link
http://inet.cenhud.com/ic_esco/CH_Index_Rate_Tables.pdf

ESCO Contact update

- To update the information viewed by customers on our website and their bills, select ESCO Contract Update.

- To view our marketer listings please click on the following link:

  - http://www.cenhud.com/energychoice/energysuppliers.aspx

ESCO Contact Update screen

Retail Supplier Information Update

NOTE: The information entered here will update your address, phone, fax, contacts and web address for all sources seen by customers (ESCO Lists and Customer Bills). It will not update your information in our system used for business transactions between us.

CH Test ESCO Inc. ← Your company name shows here.

Address:

City: State: Zip:

Telephone: Fax:

Contact Name: Web Address:

Submit

Use this screen to change your customer contact information. Changes here will be reflected in your listing at our website and any printed material that we distribute. It will not change any billing contact information or other business/contact information we have. Changes to business contacts should be sent to RetailAccess@CenHud.com. You may not change your company name using this screen. Please check your current listing at our site before making changes here.

Contact Name may be a person, or other description such as "Customer Service" or "Sales Department"

Real Time Enrollment Information

- This screen shows the real time enrollments which lists all current active and pending customer counts.

- Information displayed here will be current as of 1630 ET on the previous business day. This screen requires a complete real time database search, and so it can take up to a minute or more to display.

Active Enrollments:	46
Pending Enrollments:	3
Pending Drops:	0

Market Match

- The first five files on this page show the detailed zip+4 data for each of the Central Hudson districts.

- The last two files contain the lists of customers who have enrolled at our market match site, indicating they wish to be contacted by ESCOs to obtain information regarding your products.

Select Report To View

CH Zip4 District 1.xls
CH Zip4 District 3.xls
CH Zip4 District 5.xls
CH Zip4 District 7.xls
CH Zip4 District 8.xls
market_match.csv
market_match_res.csv

Reports - Electric

- This page contains links to each of the reports containing data specific to your pool. Templates showing the exact contents and the file structure are available in the Useful documents section of the website (http://inet.cenhud.com/ic_esco/general_information/usefulinfo.htm)

Select Report To View

Balance_and_Settlement
Meter Readings
Monthly Customer List
Purchased Receivables

Balance and Settlement - Electric

- The balance and settlement report contains the usage detail for each account in your pool used for NYISO settlement. This file is posted when the settlement process with NYISO is final, typically four months after the close of the month.

- The following fields are on the report: ESCO account number, Customer account number, Usage Type (1-Profiled; 2-MV90), Date (mm/dd/yy), Hourly Usage (25 occurrences)

Meter Readings - Electric

- Meter readings contains the actual meter reading indexes and usage for all of your accounts for a given month.
- This will be the same information conveyed to you in the EDI 867's. If you have interval metered accounts in your pool, these will be in a separate file names "MVYYYYMM" where YYYY=Year and MM=Month. This file is posted for each business day(if you have accounts in your pool that are read on that day).
- The following fields are on the report: supplier ID, transaction code, customer account number, meter number, meter multiplier, previous read date, previous read type, previous KWH index, previous on peak KWH index, previous off peak KWH index, previous KW demand index, previous on peak KW demand index, previous off peak KW demand index, current read date, current read type, proration months, current KWH index, current on peak KWH index, current off peak KWH index, current KW demand index, current on peak KW demand index, current off peak KW demand Index, current KWH usage, current on peak KWH usage, current off peak KWH usage, current demand, current on peak KW demand, current off peak KW demand

Monthly Customer List - Electric

- The monthly customer list contains a list of all customers in your pool along with their load profile, usage factor, ICAP and billing method. It is posted once a month at approximately mid-month.

- The following fields are on the report: ESCO account number, processing year and month, customer account number, customer name, start date, load profile, usage factor, ESCO rate code, current ICAP value, meter reading cycle.

Purchased Receivables - Electric

- The purchased receivables report contains the detail of each transaction included in your POR payment (ESCOs participating in Consolidated billing services only). It is posted twice month, at approximately the same time that your funds are wired to your bank.

- The following fields are on the report: ESCO account number, customer account number, processing date, transaction code, amount, meter reading.

Purchased receivables Transaction codes

- The transaction codes on the purchased receivables report are:
  - 468 = Billing Fees
  - 510, 511, 515, 525 = Bill cancellation (A bill cancellation with be accompanied by a positive adjustment which represents the reversal of the previously charged POR discount amount)
  - 520 = Sales correction
  - 800 = Final Bill
  - 840 = Regular Bill
  - 870 = Corrected or Special Bill

Reports - Gas

- This page contains links to each of the reports containing data specific to your pool. Templates showing the exact contents and the file structure are available in the Useful documents section of the website (http://inet.cenhud.com/ic_esco/general_information/usefulinfo.htm)

Aggr Transport - Gas

- The Aggr transport report contains the billing determinant detail (volumes) for each account in your pool. It also displays the rate code under which each account is being billed (for consolidated billed accounts).

- The report contains the following fields: ESCO account number, processing year and month, customer account number, customer name, estimated annual usage, daily delivery, incremental delivery, capacity release, storage service, storage space, peaking service, propane service, peak day, rate code.

Balance and settlement - Gas

- The balance and settlement report contains the meter indexes for each account in your pool for a given settlement month.

- The following fields are on the report: ESCO account number, Customer account number, customer name, Date started with ESCO(mm/dd/yy), Start index for settled period, multiplier, date ended with ESCO, last index reading for settled period, usage

Capacity, Storage, and Peaking Charges

- The Capacity, Storage and Peaking Charges contains the billing determinant detail (dollars) for each account in your pool for a given month.

- The report contains the following fields: ESCO account number, customer account number, meter reading date, customer name, capacity release amount, storage service amount, storage space amount, subtotal before taxes, revenue tax, sales tax, total including taxes.

Meter Readings – Gas

- The meter readings report contains the actual meter reading indexes and usage for all of your accounts for a given month. This will be the same information conveyed to you in the EDI 867's.

- The report contains the following fields: supplier ID, transaction code, customer account number, meter number, meter multiplier, previous read date, previous read type, previous index, current read date, current read type, proration months, current index and current usage

Purchased Receivables - Gas

- The purchased receivables report contains the detail of each transaction included in your POR payment (ESCO's participating in consolidated billing only). It is posted twice monthly, at approximately the same time that your funds are wired to your bank.

- The report contains the following fields: The following fields are on the report: ESCO account number, customer account number, processing date, transaction code, amount, meter reading.

Purchased receivables Transaction codes

- The transaction codes on the purchased receivables are:
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eBids

- ebids

Welcome. Please indicate below the action you wish to perform:

○ Click here to view bid requests to which you have not responded
○ Click here to review bids you previously made, that are awaiting customer response
   Note: Until the offer deadline, you can add an additional bid,
      but you cannot change the price or terms of pending offers
○ Click here to see a summary of all outstanding bids and requests
○ Click here to view all bids accepted

Submit   **Cancel**

Contacts:

- Please direct any questions to retailaccess@cenhud.com