

Retailer Quotes

Adding retailer quotes into the RFP

Go to the retailer quotes tab to enter all your retailer quotes

Click on Add to add the quotes

[image.png](#)

Enter the Retailer that the quote is for.

If this is the current retailer, put a tick on

Select the ICP that this quote is for

Put in a description

EA Levy and Meter charge will populate from Retailer selected

After you have saved, tabs become available

[image.png](#)

Retailer Quote Import

Prepare the import file from the Retailer Quote

See sample file - [Retailer 5yr Flat.xlsx](#)

Enter both WD and WE OR BD and NBD

under each other

[image.png](#)

Here is a sample of a 3 Year Stagged file

Sample attached - [Retailer 2-3yr.xlsx](#)

[image.png](#)

Here is a sample of a 5 year flat file

Sample Attached - [Mercury 5yr Flat.xlsx](#)

[image.png](#)

Once the Excel files are prepared, go to Retailer quote import

Fill in the information as to the Type, Rate, Years and Start Period

Then Upload and Import

[image.png](#)

After import is done, it will populate all Tabs with cost data

- Costs
- Energy Cost
- Network Cost
- Total Cost

[image.png](#)

Revision #3

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