Energy Purchasing Specification Summary

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| **Prepared by:** |  | **Date Prepared:** |  |
| **Approved by:** |  | **Date Approved:** |  |

**Energy Source**

This specification defines the requirements for (source):

* Electricity
* Natural Gas
* Fuel Oil
* Propane
* Coal
* Biomass
* Waste material: description \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Quantity**

Amount to be delivered: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Delivery units: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Delivery method: € Above ground transmission line, € Pipeline, € Tanker truck, € Rail, € Trailer truck, € Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Delivery period: € quarterly, € monthly, €weekly, € daily, € other-specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Quality**

Define expected characteristics of energy supply, including factors important to the proper operation of the facility and its energy consuming equipment. For electricity, consider voltage, amperage and power quality such as voltage sag, frequency of power interruptions and interruption length.

For fossil and renewable energy, quality may include energy content, ash content, amount of regulated constituents, guarantee less than: € Sulfur \_\_\_\_\_%; € heavy metals \_\_\_\_\_\_%

List energy quality requirements: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Price**

The energy price will be based on (select electricity or fuel):

**€ Electricity** **€ Fuels**

€ published rate schedule € market price plus

€ time-of-use rate € fixed price

€ marginal rate (real-time pricing) € well-head

€ market price plus delivery € delivery

€ fixed rate per unit € transportation

€ interruptible rate € other:

€ other:

The total energy cost will be determined by:

€ total energy consumption

€ demand charges

€ mass/volume consumed;

€ delivery volume

€ other method

**Miscellaneous Requirements**

Other requirements (including legal or regulatory), not specified elsewhere, that the energy source must satisfy include: (list)

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**Contract Period/Renewal**

The effective dates during which the energy specifications described above apply.

From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 201\_\_

Until: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 201\_\_

Prior to contract renewal, the energy specifications listed above will be reviewed and revised as required by on-going operations.

**Invoicing Method and Timing**

Invoices will be submitted by: Invoice submission location:

€ Paper document € Plant office

€ Electronic € Divisional office

€ Other (specify):\_\_\_\_\_\_\_\_\_\_\_\_\_\_ € Corporate office

Invoice submission interval:

€ Daily

€ Weekly

€ Monthly

€ At delivery

€ Other:

**Approval for Payment**

The following groups or individuals will review energy purchasing invoices and approve for payment (check all that apply):

€ Purchasing

€ Receiving

€ Production

 € Management

€ Other (specify):

**Method of Payment**

€ Check

€ Bank draft

€ Electronic funds transfer

€ Credit

€ Other