

Detailed Instructions: UES Measure Upload Template

- Step 1** Using the [UES Measure List](#) locate the reference number of the measure you will be entering.
- Step 2** On the “Input” tab, enter the reference number in Column C.
- Step 3** Enter all required information for the measure you are recording. To help guide your work, each column has a title in row 3, a description in row 4, and an example in row 5 that provide direction on the information to be entered.
- Columns B-F provide basic information and are required for all measures.
 - Columns G-L provide site information and are only required for specific measures as defined in the [Implementation Manual](#)
 - Columns M-U are only required for specific measures or for members of the PNGC pooling group.
- Step 4** Save this spreadsheet making sure the file name complies with the [File Naming Tool](#).
- Step 5** Submit this spreadsheet along with the other detailed sheets in your monthly invoice package through the Customer Portal.

Notes

- Do not change the name of "Input" tab.
- Do not enter data on the “Example” row.
- Do not enter data for Non-Residential Lighting or Custom Projects.
- Do not enter commas into numbers as you type - Excel will auto-format.

Troubleshooting Tips:

If you are having any trouble, please do the following:

- Use the Summarizer to help troubleshoot the source of the problem.
- Make sure the Funding Source was selected from the drop-down list and not manually entered (e.g., Self-funded not Self funded).
- Make sure fields not required are left blank.
- Make sure Quantity and Low Income Measure and Repair Costs are in numeric format (e.g., 100).
- Make sure Completion Date uses the following format MM/DD/YYYY (e.g., 07/03/2013).
- Make sure Reference Numbers are limited to ten characters.



Field Descriptions

Column	Field	Description	Input	Special restrictions
B	FUNDING SOURCE	Indicates which type of funds paid for the referenced measure. (Dropdown box below)	Dropdown Box	
C	REFERENCE NUMBER	Reference number for the corresponding measure.	Alpha-numeric	10 characters max
D	QUANTITY	Number of units claimed using the unit definition in the Implementation Manual.	Numeric	Do not enter commas
E	COMPLETION DATE	Date when measure (or group of measures) was installed and all requirements were achieved.	mm/dd/yyyy	All digits required
F	FEDERAL FACILITY	Was measure installed in a federal facility? (Dropdown box below)	Dropdown Box	
G	UNIQUE SITE ID	Utility assigned end user account or member number.	Alpha-numeric	
H	SITE NAME	Descriptive name of end user where measure was installed. Never collected for residential measures. Include building name if multiple buildings at a single location.	Alpha-numeric	
I	STREET	Physical address where the measure was installed. (Dropdown box below for State). Zip field allows for zip+4 format.	Alpha-numeric	
J	CITY		Alpha-numeric	
K	STATE		Dropdown Box	
L	ZIP		Numeric	Allows either 6 or 10-digit zip codes
M	LOW INCOME MEASURE COSTS	Project cost of the low-income measure.	Numeric	Do not enter dollar signs
N	LOW INCOME REPAIR COSTS	Cost of repair work performed to ensure the efficacy of installed measure.	Numeric	Do not enter dollar signs
O	MEASURE ID	PTCS Measure IDs for proof of acceptance.	Numeric	If PTCS has multiple codes, separate with comma. DHP registry codes, if available.
P	WILDCARD	This is not required by BPA. It is for utilities to insert any data specific to their internal program requirements.	Alpha-numeric	
Q	SERVING UTILITY	PNGC use drop down to choose the appropriate Account Number.	Dropdown Box (PNGC Only)	
R	CALCULATOR SAVINGS PER UNIT	Site-level savings per unit. For Scientific Irrigation Scheduling - Input site-level kWh/Acre.	Numeric	Do not enter commas