

Detailed Instructions: Deemed Measure Upload Template

The following instructions apply to this Excel spreadsheet and can only be used to add DEEMED or BPA QUALIFIED measures to an invoice. **Please note:** Not all deemed measures have the same data documentation requirements. Please provide the appropriate data for each measure type being entered per the requirements of the Implementation Manual.

Instructions

1. Save this spreadsheet making sure the file name complies with the File Naming Tool convention.
2. Using the [Reference Deemed Measure List](#) measure list locate the reference number of the measure you will be entering.
3. On the "Input" tab of the Deemed Measure Upload Template enter the reference number of the measure you are entering in Column C.
4. 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.
 - a. Columns B through F provide basic information and are required for all measures
 - b. Columns G through L provide unique site identification information that is required for some measures. Most equipment requires unique IDs, address information. Residential exceptions include: CFLs, showerheads, appliances and pipe insulation. Non-residential exceptions include: traffic signals, exit signs, kitchen equipment, network power management, power strips, showerheads, clothes washers, water heaters and ag stock tanks. Check IM for detailed requirements.
 - c. Columns M through U are only required for specific measures or for members of the PNGC pooling group. Each column provides a detailed description which will let you know when it is required.
5. Submit this spreadsheet along with the other detailed sheets in your monthly invoice package.

Troubleshooting Tips:

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

- Make sure fields not required are left blank.
- Check to ensure Quantity, Low Income Measure Costs, Low Income Repair Costs are in numeric format (e.g. 100 not One hundred)
- Check to ensure completion uses the following format MM/DD/YYYY (e.g. 07/03/2013 not 7/3/13)
- Check reference that reference number fields are limited to ten characters

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 with commas as needed
- If your system was linked to the previous PTR version, you will need to change and enter data into "INPUT". For a mapping between field names in "Upload" and "Input", please unhide the "_Historic Fields Mapping" by clicking on Format>Sheet>Unhide – Select "_Historic Fields Mapping".



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
S	CALCULATOR REIMBURSEMENT PER UNIT	Reimbursement per unit, if output by calculator.	Numeric	
T	CALCULATOR PROJECT COST	Project cost, if output by calculator.	Numeric	Do not enter dollar signs
U	CALCULATOR BC RATIO	BC ratio, if output by calculator.	Numeric	Do not enter dollar signs