

### 3.8.2 Invoice requirements checklist

All invoices should be submitted via:

- ❑ **Email to: AutoDR@sce.com**
- ❑ **Mail to: Auto-DR Technology Incentives, 1515 Walnut Grove Ave., 2nd Floor, Rosemead, CA 91770**

Invoices should include:

- ✓ Label stating the document is an invoice
- ✓ Date of submittal
- ✓ Customer Authorized Agent contact name, job title, contact information and address
- ✓ Service Contract #
- ✓ Reference to PO number (if available, place the Contract number below the PO number)
- ✓ Invoice #
- ✓ Page # of Invoice #
- ✓ Contract Summary: Contract value (not to exceed amount), invoiced charges to date plus contract or P.O. balance
- ✓ Labor cost detail: Itemized invoice consistent with contract and payment terms
  - ◁ In-house labor: Include hourly or per unit rate (whichever is applicable). Make sure rate is consistent with the contract, as well as corresponding quantities and current charges. Include dates and description of work performed.
  - ◁ Non-in-house labor: Hours for each classification of work (management, programming, etc.)<sup>1</sup>
- ✓ Parts and Materials
- ✓ Line items for all major purchases
  - ◁ Purchases over \$5,000 per line item will require supporting documentation as will any manufacturer warranty costs (reimbursed up to 2%)
  - ◁ Manufacturer warranty costs require supporting documentation (reimbursed up to 2%)
  - ◁ Sub-Contractor invoices (if applicable)

Parts and Labor not covered by:

- ✓ Leasing/Leased equipment
- ✓ Cloud-based controls
- ✓ Metering or telemetry equipment
- ✓ Service contracts
- ✓ Recurring costs (ex. DSL lines)
- ✓ Customer or battery equipment

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<sup>1</sup> Timesheets and actual receipts are not required for each invoice submission. However, the contractor should be prepared to provide all supporting documents to substantiate the invoice costs if requested.