

Master Control Plan (MCP) for Energy Contract Loader - Updated

Purpose & Scope:

This MCP defines the rules and standards for generating loader-ready CSV files for the Enrollments team. It ensures consistent, accurate, and automated processing of ESPA and Small Commercial contracts into the loader template format.

Updated Ruleset:

- **Contract Type:** Use codes (MAT for ESPA, SCOM for Small Commercial).
- **Bill Presenter:** Always INBR for Texas enrollments.
- **Payment Term:** 16 days from bill generation to due date.
- **Energy Rate:** Normalize to \$/kWh exact precision; convert from \$/MWh by dividing by 1000.
- **Pass-through Flags:** ESPA contracts: Y/N based on Section 3; default N if not stated. Small Commercial: all N.
- **Customer Level Sales Exec:** Populate if provided; else blank.
- **Intel Quote #:** Use if present; else blank.
- **Broker & ORDC:** Leave blank until automation.
- **Last Contract End Date:** Leave blank until automation.
- **Signature Handling:** If typed name/title missing, set null.
- **LDC Account Number:** Must match the exact ESI-ID from the contract without abbreviation or truncation.

Column	Source
Account #	Generated sequentially
LDC Account #	Exact ESI-ID from contract (no abbreviation)
Bill Presenter	Always INBR
Start Date	Contract start date
End Date	Contract end date
Term	Months only
Customer Level Sales Exec	From contract or blank
Payment Term	16
Product Type	Fixed
Fixed Rate (KWH)	Exact normalized rate
Pass-through Flags	Y/N based on contract type
Intel Quote #	Quote No from contract
Broker	Blank
Last Contract End Date	Blank
Contract Type	MAT or SCOM
ORDC	Blank