



NET METERING

Guidelines and SOP for Vendor

KE Net Metering Facilitation Centre:
Address: Second Floor, Block - K, Gate No 6,
Elandar Complex, Elandar Road, Karachi
Timing: 9:00 to 5:00 (weekdays)

1 Objective & Scope

This SOP provides complete guidelines to carry out due diligence during the Pre-qualification of vendors for Net Metering facilitation to KE's consumers.

It defines the internal procedures and requirements for the registration of Pre-Qualified vendors for providing the Net Metering facility to consumers of K-Electric (KE) to install solar PV Distributed Generation (DG) facility interconnected with the KE network under Net Metering (NM) regulation by NEPRA; (Alternative & Renewable Energy) Distributed Generation and Net Metering Regulations, 2015.

The other references used in the creation of this SOP include:

- AEDB guidelines for DISCOs for vendor pre-qualification & registration
- Ministry of Energy Recommendations on Net Metering

2 Eligibility Criteria for Pre-Qualified Vendors

The vendors / service providers / firms / joint ventures must be registered with AEDB and the fulfilling all their requirements

Note: the interested firms / joint ventures may collect additional information and pre-qualification document from the office of the undersigned during working hours.

2.1 Vendor Registration Process

- a. The Vendor must fulfil all the requirements as mentioned in Vendor registration guidelines and visit the KE Net Metering Facilitation centre at Second Floor, Block - K, Gate No 6, Elandar Complex, Elandar Road, Karachi with the following documents:
 - (i) Application form (available on KE's website)
 - (ii) Applicant's profile including Company's certificate of incorporation or registered partnership deed
 - (iii) Karachi's office details
 - (iv) Copy of all forms Submitted at AEDB for pre-qualification
- b. The documents will be received with acknowledgement. The vendor will be reverted if anything is missing.

2.2 Application Evaluation

- c. KE team will review the submitted documents against requirements.
- d. The registration acknowledgement will be given to vendor if fulfilling the criteria set by KE.

KE may revise this SOP at any time if required.

Appendix – 1. Vendor Registration Form and Undertaking of Compliance

VENDOR REGISTRATION FORM

Vendor's Information

Company name: _____

Country and city of registration: _____

NTN #: _____

Website: _____

Email: _____

Contact #: _____

Total PV capacity installed: _____

Mailing Address: _____

Product Information

Number of PV panel brands to register: _____

Number of Inverter brands to register: _____

Number of breakers and interconnection devices to register: _____

PV Panel & Inverter Information

- Brand name: _____
- Country of origin: _____
- Manufactured in: _____
- Model numbers: _____
- Nameplate rating (kW, kVA, V): _____
- Design standard: _____
- Ensures compliance with IEEE 1547 grid interconnection code: _____
- Compliance with other standards: _____
- IP protection rating: _____

Attached Spec sheets for all

Certifications for equipment as per KE's Specs

Vendor's Representative: _____

Contact #: _____

Signature: _____

Date: _____

VENDOR DECLARATION AND UNDERTAKING OF COMPLIANCE TO KE STANDARDS

I/We, _____, a registered company under the Pakistani law, hereby:

Assure that the standards and services provided to customers for solar PV installation in KE distribution territory shall comply with KE's Net Metering SOP, distribution code, and relevant international standards, and assure the consumers and KE of staying up to date regarding any directives concerning our area of operation.

I/We declare that,

- all information and attachments submitted in this application are true and correct;
- we have read and understood 'KE's Minimum Standard Requirements for Interconnection' and agree to abide by the same in all respects;
- we undertake to communicate promptly to KE any changes in condition or proposed equipment;
- only pre-approved inverters and breakers will be installed at the project sites with strict compliance of IEEE1547 Grid Interconnection Code;
- PV Panels supplied shall be tier-1, free of obvious defects and compliant with relevant international standard;
- all calculations, designs, integration and drawings related to the distributed generation set-up shall assure the functionality, reliability and efficiency of the equipment installed;
- we shall act as one stop shop and provide services to the customers to process their applications for Net Metering from start till the energization of Net Metering connections;
- we shall ensure compliance with warranties: 5 years inverter and quality / safety standards for equipment and installation, as specified by KE;
- ensure compliance with the requirements as specified by NEPRA in its Regulations for Net Metering;
- Provide after sale services and follow-up for a period of at least one year to the customer for operation and maintenance of the solar PV system installed at customer(s) facility;
- we shall be responsible for claiming warranties directly for consumer;
- we shall remain available for responding to the queries / observations / complaints, if any by the customer;

We further accept that we, as the sole integrator / contractor, will be liable and held accountable for any incident / accident arising within the consumer's site and also within KE's network that may arise due to malfunction / improper design of the distributed generation set-up. KE by all means is exempted from any equipment / design nonconformance during any phase / period of operation.

Vendor's name: _____

Country and city of registration: _____

NTN #: _____

Website: _____

Email: _____

Contact #: _____

Signature with Official Seal