

CARBON REDUCTION COMMITMENT ENERGY EFFICIENCY SCHEME Merging Reports



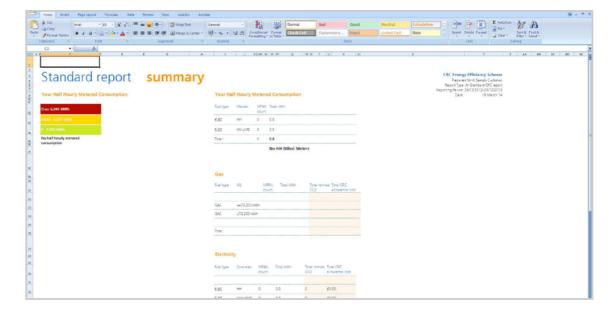
Crown Commercial Service Supplier This guide has been written to help customers with combining their CRC data in instances where two reports (one containing data from our new systems and one from our old system) have been received with split consumption for one site.

The two reports

Report 1 (New system)

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standard report summary	Prepare Report Period Date Report	d for: A Sa Type: Sele 26/1 10 1 ID: CRC	2/2012 - 2 March 2014 176-FOR M	omer rd CRC repor 5/12/2013	LEx												
	Fuel	Meter															
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	ELEC	HH UMS	0	0.00	0.00	0.00											
	ELEC	TIHH AMR	0	0.00	0.00	0.00											
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	ELEC.	NHH UMS	0	0.00	0.00	0.00											
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Report 2 (Old system)



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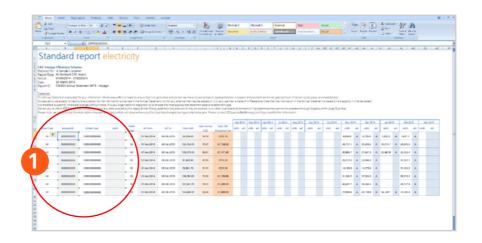
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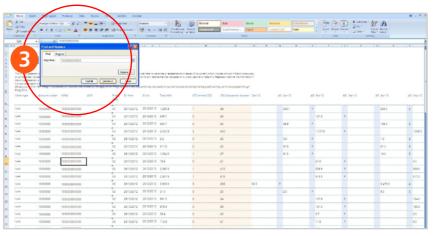
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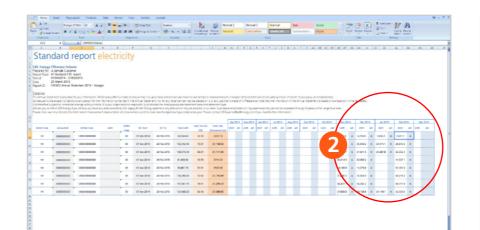
Combining data

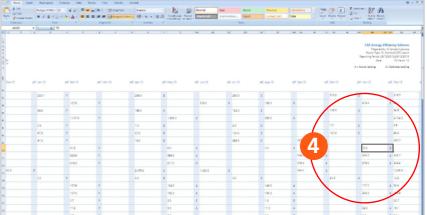
- 1 Copy the MPAN from **Report 1** on the electricity tab
- 2 Take a note of the kWh value for each month.
- 3 Locate **Report 2** and CTRL + F to search for the MPAN in the second CRC report.
- 4 Type the consumption into **Report 2** on the corresponding row for this MPAN for each relevant month(s). E.g. 70 kWh is added in this example under the column for November.

You will need to repeat this process for each MPAN.







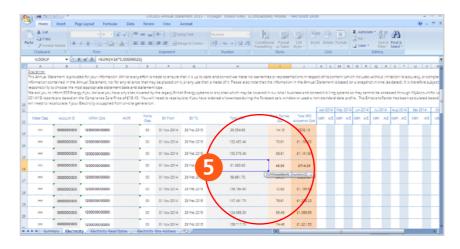


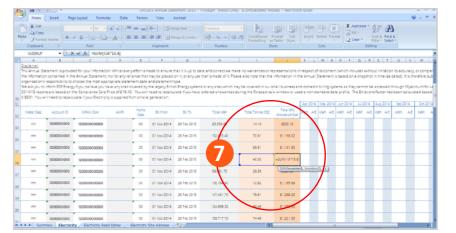
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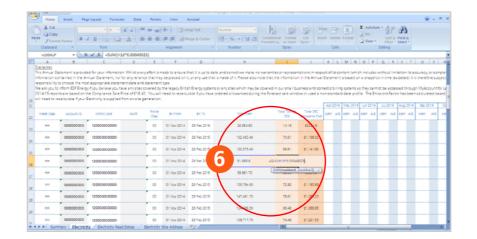
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Recalculating

- 5 To recalculate the Total kWh column, use the auto sum function and highlight the monthly data for the specified MPAN on this row (eg. Start month Apr 14 and end month Mar 15). Once this is highlighted press enter to accept the selection.
- 6 To recalculate the CO₂ tonnes supplied, using the auto sum function, select the total kWh figures from the relevant row and multiply this figure by 0.0005331 for electricity from the grid, 0.00049023 for electricity from on-site generation and 0.000184557 for natural gas.
 - To recalculate the CO₂ allowance multiply the CO₂ tonnes figure by £16.40 to calculate the cost of buying allowances in the 'compliance sale' or by £15.60 to calculate the cost of buying at the 'forecast price'.







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Rollover text or number to reveal details:

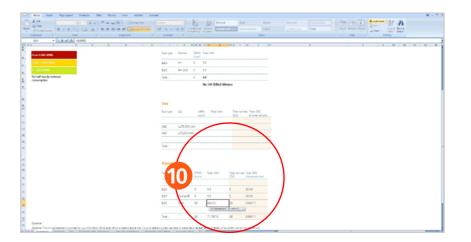
Summary page

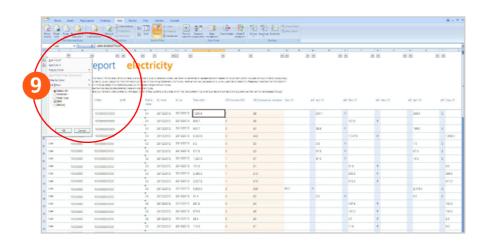
Depending on the meter types that have been updated with additional consumption, you may wish to recalculate the summary page tables.

To update the Total kWh figures:

- 8 9 Auto filter the electricity page so that you can select your meter type, (eg. NHH).
 - 10 Return to the summary page and delete the original kWh total from the corresponding row (eg. NHH).
 - Use the auto sum function and then open the electricity page tab.
 - 1 Highlight all of the Total kWh data from the top consumption entry to the last consumption entry. Press enter to accept the selection.

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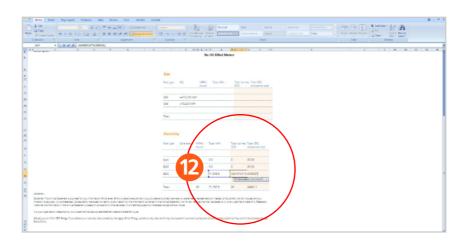
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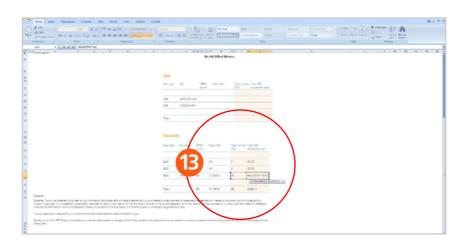
Rollover text or number to reveal details:

Summary page

You will need to repeat this process to update each meter type, remember to change your selection on the auto filter for each new meter type you work with.

- To recalculate the CO₂ tonnes supplied, using the auto sum function, select the total kWh figures from the relevant row and multiply this figure by 0.0005331 for electricity from the grid, 0.00049023 for electricity from on-site generation and 0.000184557 for natural gas.
- 13 To recalculate the CO₂ allowance multiply the CO₂ tonnes figure by £16.40 to calculate the cost of buying allowances in the 'compliance sale' or by £15.60 to calculate the cost of buying at the 'forecast price'.





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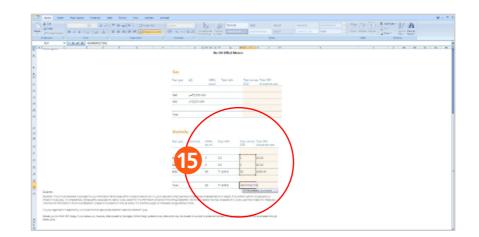
Summary page

To calculate the total for each of these changes use the auto sum function.

14 to 16

The columns needed for each total calculation should automatically be selected, press enter to create the totals.

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Hiding formula details

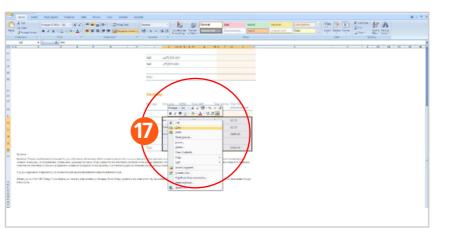
If you want to ensure that the data is readable and not showing formulas you can amend the data to show values.

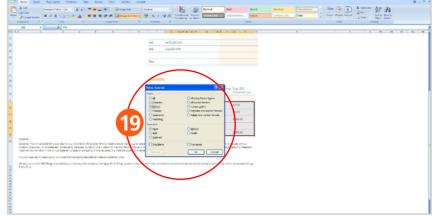
17 Copy the data you wish to amend

- 18 Right click and select "Paste Special"
- 19 Then select "Values".

You should now see data within the cells and all formulas will be removed.

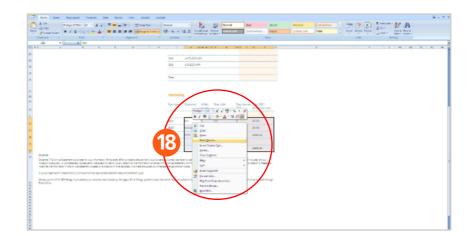
Please note: Any additional changes you make to the data will not be picked up by the formulas after this point.





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e-factsheet - a better way of working

Why an e-factsheet? At EDF Energy we are committed to using the most sustainable working practices wherever possible and this includes when delivering communications to our customers.

E-factsheets significantly reduce the volume of printed material we need, reducing our carbon footprint.

Our customers appreciate e-factsheets because they offer timely delivery of easy to access information in an ideal format for the modern screen based working environment.

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To view our fuel mix visit edfenergy.com

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