



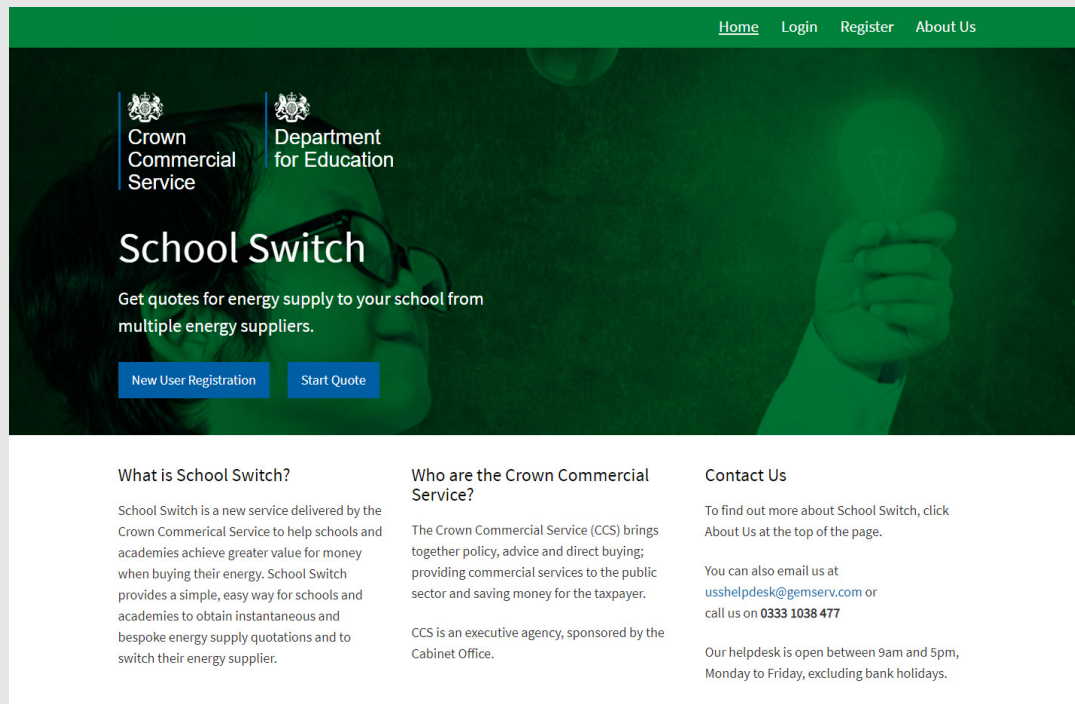
Crown
Commercial
Service

School Switch Buyer Portal User Guide

A Quick Start User Guide for Obtaining Quotes

Version 1.3





Step 1

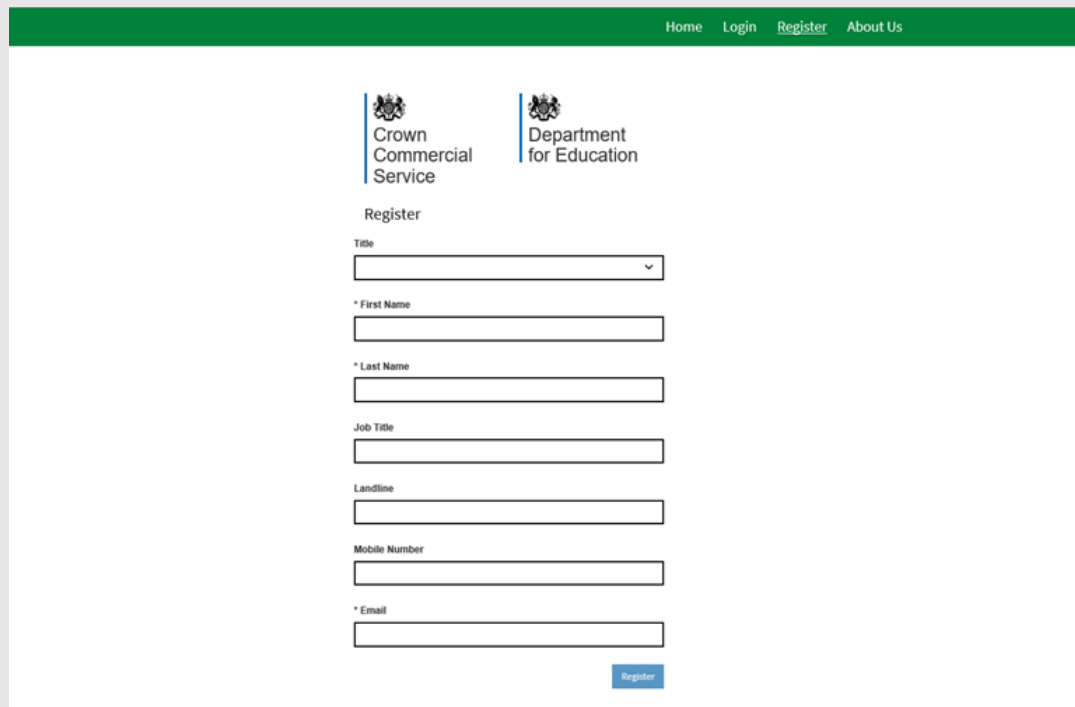
Before you start you'll need:

- i) The addresses of the sites you wish to obtain energy quotes for; and
- ii) The utility bills (both Electricity and Gas) for the sites you wish to obtain quotes for.

Step 2

Once you have the above, open your internet browser and go to the website **<https://schoolswitch.crowncommercial.gov.uk>**

You should see this screen load:



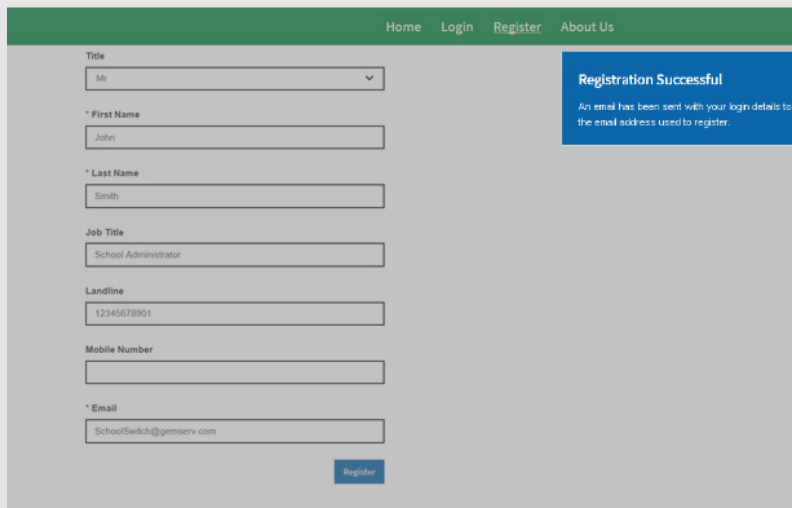
The screenshot shows the registration page of the School Switch Buyer Portal. At the top, there is a green navigation bar with links for Home, Login, Register, and About Us. Below this, the page features the logos for the Crown Commercial Service and the Department for Education. The main heading is 'Register'. The form contains several input fields: a dropdown menu for 'Title', and text boxes for '* First Name', '* Last Name', 'Job Title', 'Landline', 'Mobile Number', and '* Email'. The asterisk indicates mandatory fields. A blue 'Register' button is located at the bottom right of the form.

Step 3

You'll first need to register your account in order to obtain a quote. Click on the **New User Registration** button on the home page and this page should load.

Step 4

Complete the form ensuring you complete the mandatory fields marked with an * and click the **Register** button.



The screenshot shows a web form for registration. At the top, there is a green navigation bar with links: Home, Login, Register, and About Us. The form fields include: Title (dropdown menu with 'Mr' selected), * First Name (text box with 'John'), * Last Name (text box with 'Smith'), Job Title (text box with 'School Administrator'), Landline (text box with '12345678901'), Mobile Number (text box), and * Email (text box with 'SchoolSwitch@gemserv.com'). A blue 'Register' button is at the bottom right of the form. A blue notification box in the top right corner of the form area says 'Registration Successful' and 'An email has been sent with your login details to the email address used to register.'

Step 5

Once you have completed the form and clicked the **Register** button you will see a message on the top right-hand side of the page which says: **Registration successful. An email has been sent with your login details to the email address used to register.**

Step 6

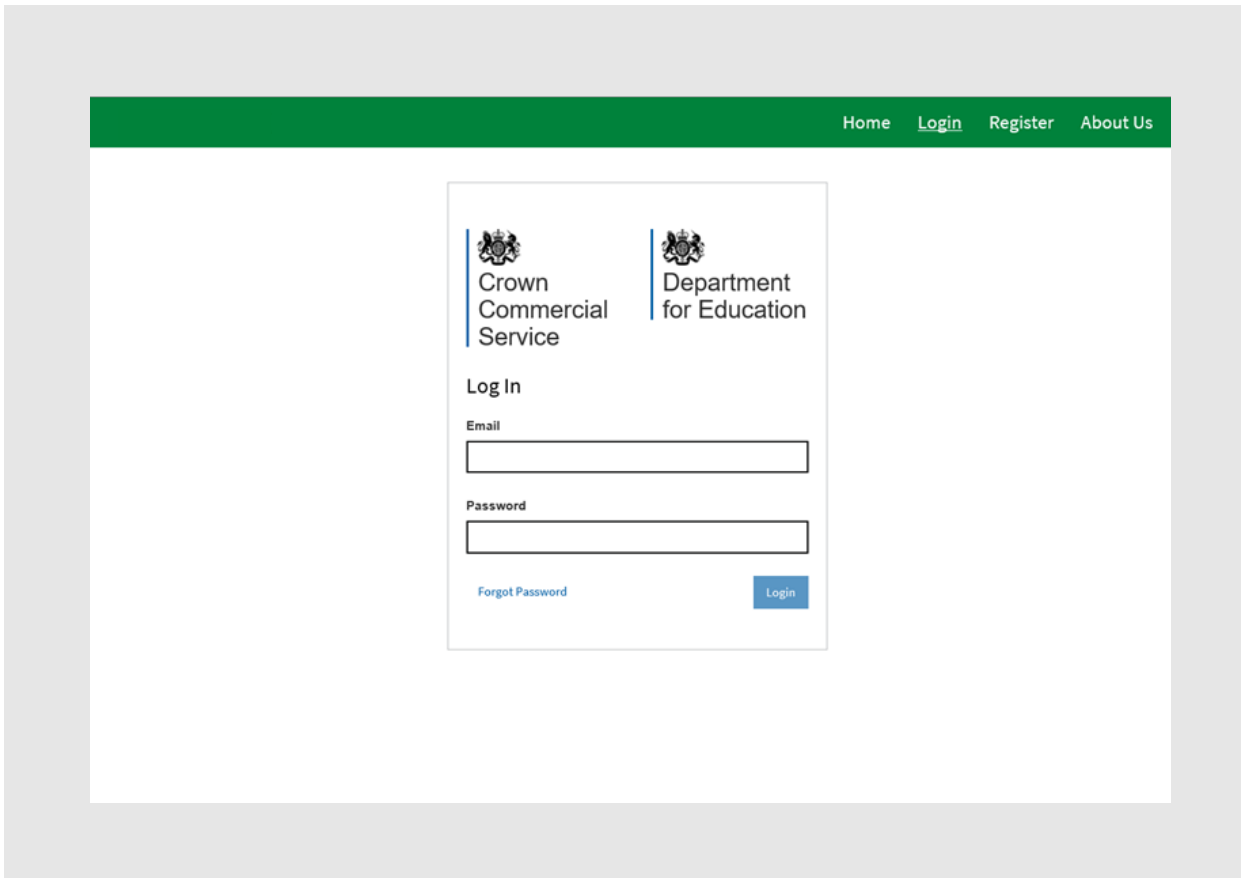
In the inbox for your registered email address you should see an email from **Support@myutilitygenius.co.uk** which includes your username and temporary password valid for 24 hours for you to log

in with. The subject of the email will state **Thanks for registering.**

If an email has not arrived, please check your spam folder before contacting the USS Helpdesk at usshelpdesk@gemserv.com or on 0333 1038 477.

Step 7

In your internet browser, click on the **login** button.



The screenshot shows a web browser window displaying the login page of the School Switch Buyer Portal. The page has a green header bar with navigation links: Home, Login, Register, and About Us. The main content area is white and contains a login form. The form is divided into two columns by a vertical line. The left column features the Crown Commercial Service logo and the text 'Log In'. The right column features the Department for Education logo. Below the logos, there are two input fields: 'Email' and 'Password'. At the bottom of the form, there is a blue 'Login' button and a link labeled 'Forgot Password'.

The following page will be displayed:

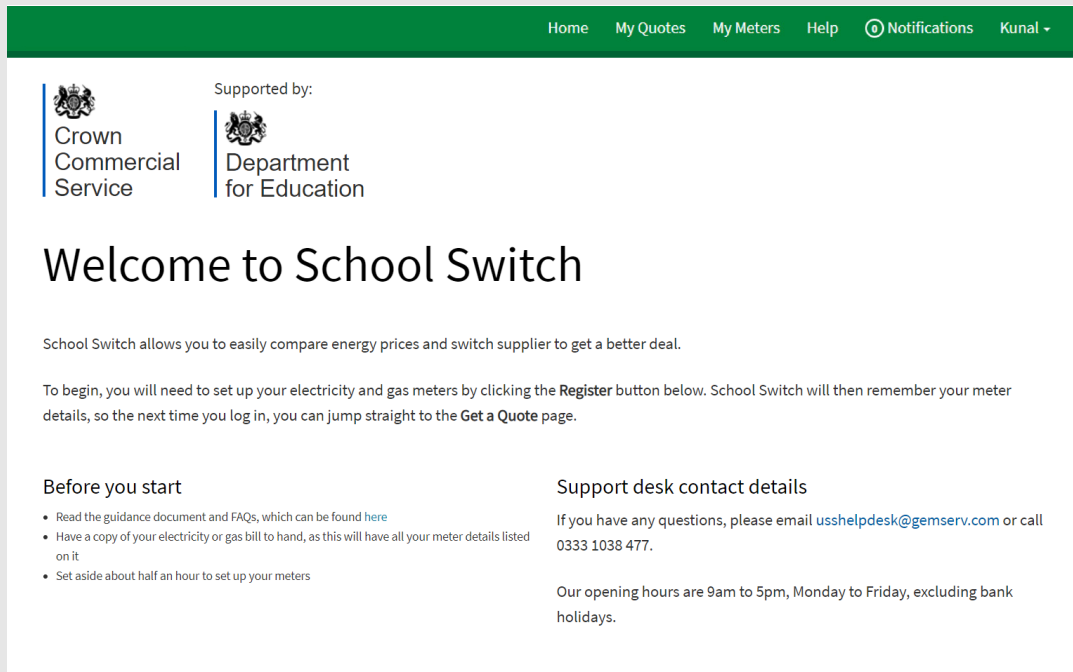
Step 8

Enter the username and password from the email sent to you following registration and click on the **login** button. If you cannot get to the next step, please click on **Forgot Password**, enter the email address you used to register and click **Submit**. You will receive an email with a new password to use on the main login screen.

Step 9

Once logged in, the following page will be displayed. Your next step will be to register the site details into the system and set up new meters so that you can get a quote for the energy cost against each meter.

Click on the **Register setup new meters** button.



The screenshot shows the School Switch Buyer Portal interface. At the top is a green navigation bar with links: Home, My Quotes, My Meters, Help, Notifications (with a bell icon), and a user profile 'Kunal'. Below the navigation bar, the page is supported by the Crown Commercial Service and the Department for Education. The main heading is 'Welcome to School Switch'. A sub-header states: 'School Switch allows you to easily compare energy prices and switch supplier to get a better deal.' The main text explains: 'To begin, you will need to set up your electricity and gas meters by clicking the **Register** button below. School Switch will then remember your meter details, so the next time you log in, you can jump straight to the **Get a Quote** page.'

Before you start

- Read the guidance document and FAQs, which can be found [here](#)
- Have a copy of your electricity or gas bill to hand, as this will have all your meter details listed on it
- Set aside about half an hour to set up your meters

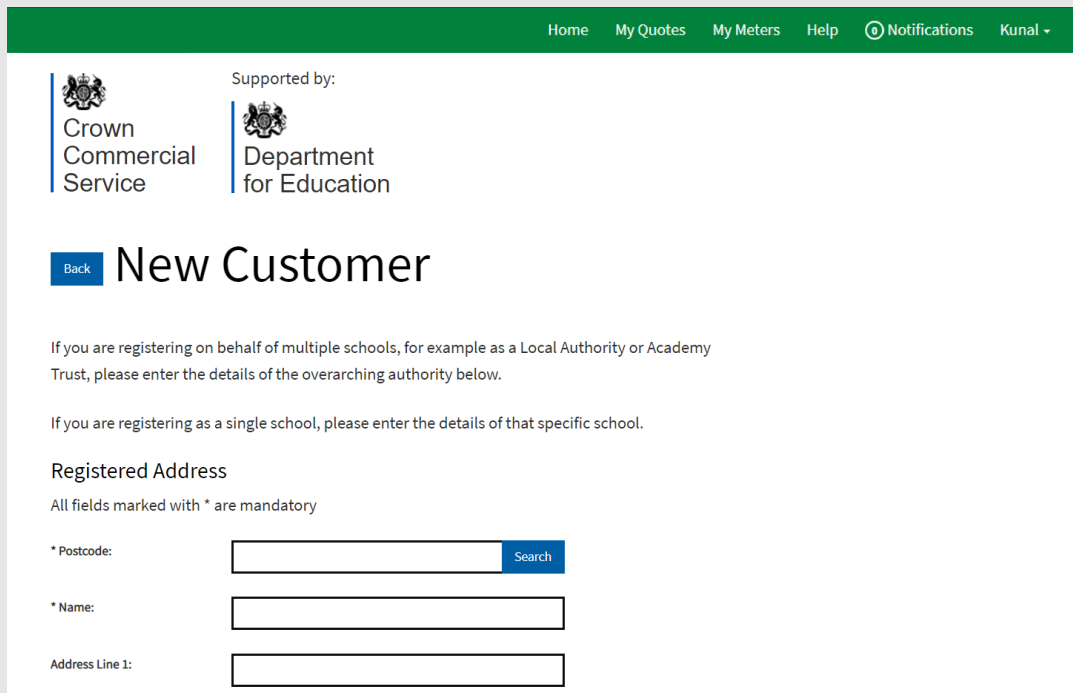
Support desk contact details

If you have any questions, please email usshelpdesk@gemserv.com or call 0333 1038 477.

Our opening hours are 9am to 5pm, Monday to Friday, excluding bank holidays.


Step 10


When the following page appears, type in the postcode of your organisation and press **Search**.



The screenshot shows the 'New Customer' registration page. At the top, there is a green navigation bar with links: Home, My Quotes, My Meters, Help, Notifications (with a bell icon), and Kunal (with a dropdown arrow). Below the navigation bar, the page header includes the Crown Commercial Service logo and the text 'Supported by: Department for Education' with its logo. The main heading is 'New Customer' with a 'Back' button to its left. Below the heading, there are two paragraphs of instructions: 'If you are registering on behalf of multiple schools, for example as a Local Authority or Academy Trust, please enter the details of the overarching authority below.' and 'If you are registering as a single school, please enter the details of that specific school.' The section is titled 'Registered Address' and includes a note: 'All fields marked with * are mandatory'. There are three input fields: '* Postcode:' with a 'Search' button, '* Name:', and 'Address Line 1:'.

Home My Quotes My Meters Help Notifications Kunal ▾

 Crown Commercial Service

Supported by:  Department for Education

[Back](#) **New Customer**

If you are registering on behalf of multiple schools, for example as a Local Authority or Academy Trust, please enter the details of the overarching authority below.

If you are registering as a single school, please enter the details of that specific school.

Registered Address

All fields marked with * are mandatory

* Postcode: [Search](#)

* Name:

Address Line 1:

Home My Quotes My Meters Help Notifications Kunal

Search Address by Organisation

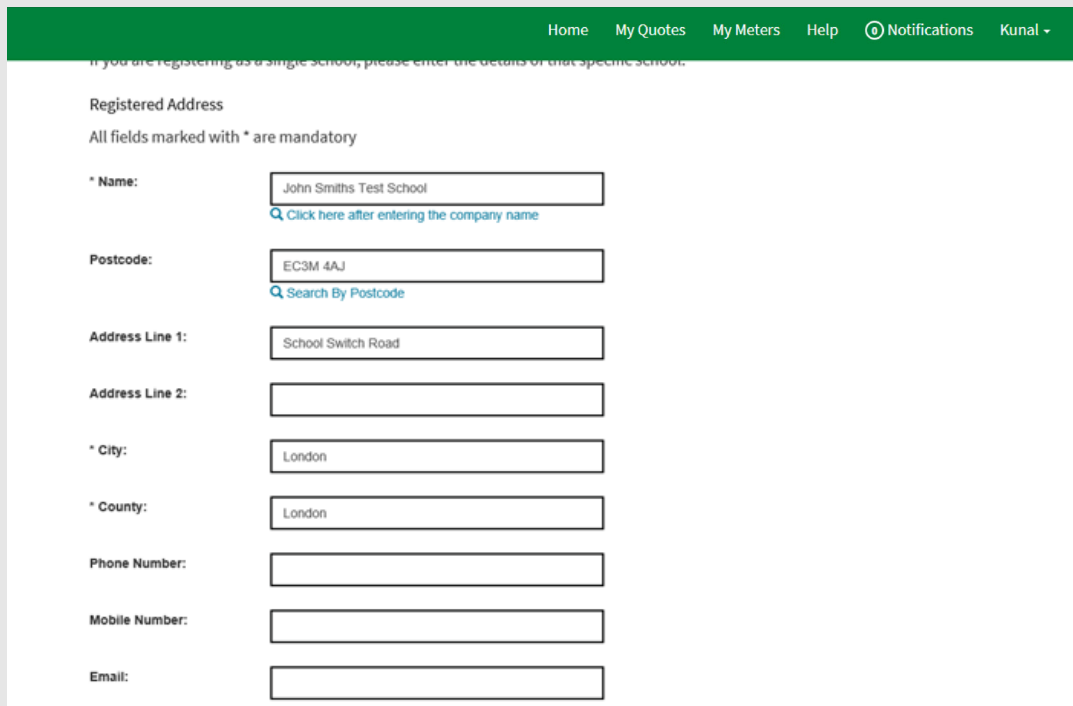
Please select one

Name	Line1	Line2	City	County	Postcode	Actions
Ravenstone Primary School	Ravenstone Street		LONDON	London	SW12 9SS	Select
Unity Centre Of South London	2-4	Ravenstone Street	LONDON	London	SW12 9SS	Select
	6	Ravenstone Street	LONDON	London	SW12 9SS	Select
	8	Ravenstone Street	LONDON	London	SW12 9SS	Select
	10	Ravenstone Street	LONDON	London	SW12 9SS	Select
	12	Ravenstone Street	LONDON	London	SW12 9SS	Select
	14	Ravenstone Street	LONDON	London	SW12 9SS	Select
	16	Ravenstone Street	LONDON	London	SW12 9SS	Select
	18	Ravenstone Street	LONDON	London	SW12 9SS	Select
	20	Ravenstone Street	LONDON	London	SW12 9SS	Select
	22	Ravenstone Street	LONDON	London	SW12 9SS	Select
The Schoolkeepers House 22	Ravenstone Street		LONDON	London	SW12 9SS	Select

When you've found your organisation, click the **Select** button. If your address does not appear, click **Cancel** and then enter your address details manually.

Step 11

Once you have found your school or academy and clicked on the **Select** button you will return to the form which should be mostly completed. **Please ensure you complete the rest of the form and the fields marked with an *** which are mandatory.



The screenshot shows a web form for registering a school or academy. At the top, a green navigation bar contains links: Home, My Quotes, My Meters, Help, Notifications (with a bell icon), and Kunal (with a dropdown arrow). Below the navigation bar, a message states: "If you are registering as a single school, please enter the details of that specific school." The form is titled "Registered Address" and includes a note: "All fields marked with * are mandatory". The form fields are as follows:

Field Label	Value
* Name:	John Smiths Test School
Postcode:	EC3M 4AJ
Address Line 1:	School Switch Road
Address Line 2:	
* City:	London
* County:	London
Phone Number:	
Mobile Number:	
Email:	

Below the "Name" field, there is a link: "Click here after entering the company name". Below the "Postcode" field, there is a link: "Search By Postcode".

Head Office Correspondence Address & Billing Address

<input checked="" type="checkbox"/> Please tick if you have a separate Correspondence Address	<input checked="" type="checkbox"/> Please tick if you have a separate Billing Address
* Postcode:	* Postcode:
* Address Line 1:	* Address Line 1:
Address Line 2:	Address Line 2:
* City:	* City:
* County:	* County:

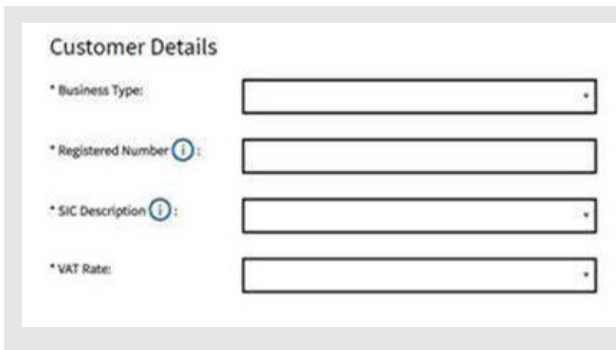
For the question **Do you want bills to be sent to Head Office or Site?** please select where you want the utility bills to be sent to. This may either be the school or academy directly, or a main head office if you are managing multiple schools or academies.

* Do you want bills to be sent to Head ☒ HQ ☐ Site
Office or Site?

If the head office has a different address and a different billing address, this can be entered by first ticking the boxes noted on the left:


Step 12


Next, you will need to complete the last four fields.



Customer Details

* Business Type:

* Registered Number :

* SIC Description :

* VAT Rate:



Community Interest Company (CIC)
Charitable Incorporated Organisation (CIO)
Industrial and Provident Society
General Partnership
Limited Liability Partnership (LLP)
Limited Partnership (LP)
Private Limited Companies (Ltd/Limited/Cyf)
Public Limited Companies (PLC/Ccc)
Unlimited Company (Unltd./Unltd./Anghyfyngedig)
Sole Proprietorship (Sole traders)
Public Sector

The **Registered Number*** field should be populated with one of the following:

- Organisation id; or
- Establishment number; or
- Unique Reference Number (URN); or
- Charity number; or
- Company house number.

For the **SIC Description** (SIC stands for “Standard Industrial Classification”), the following list will appear in the drop down and “Education” should be selected.

Please select the **Vat Rate** applicable to the site. You will need to select from the two options in the drop down menu of either 5% or 20%.



Agriculture, Hunting & Forestry
Fishing
Mining & Quarrying
Manufacturing
Electricity, Gas & Water Supply
Construction
Wholesale & Retail
Hotel & Restaurants & Bars
Transport, Storage and Communication
Financial Intermediation
Real Estate, Renting and Business
Public Administration and Defence
Education
Health & Social Work
Other Social and Personal Services
Private Households with Employees
Extra Territorial Organisations

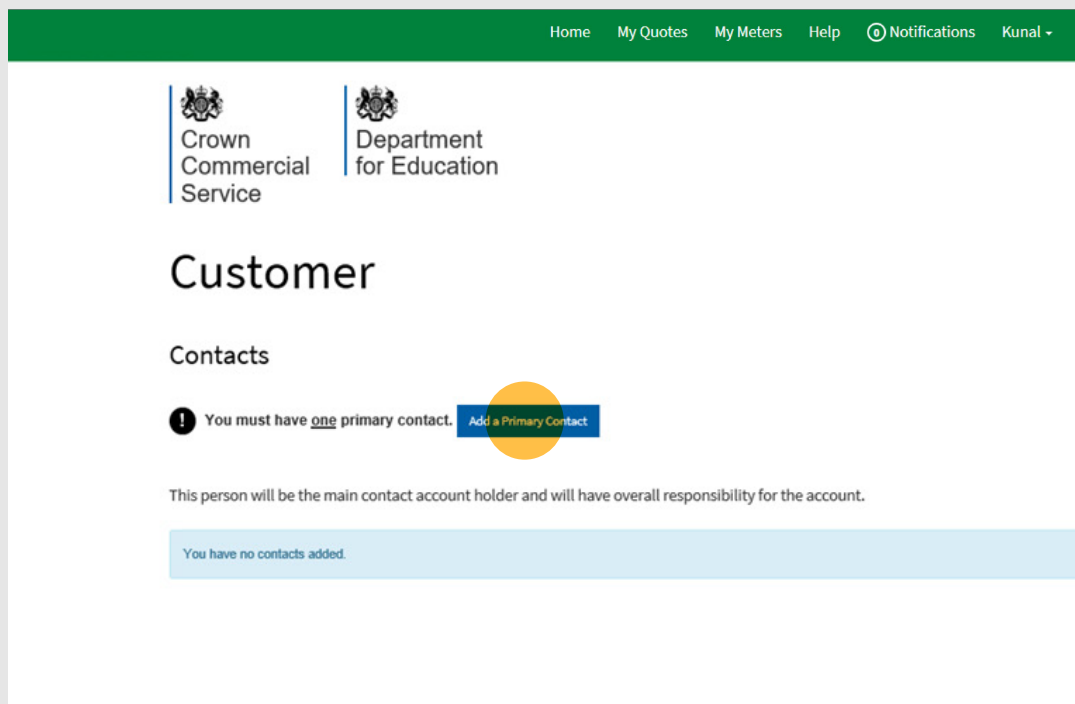


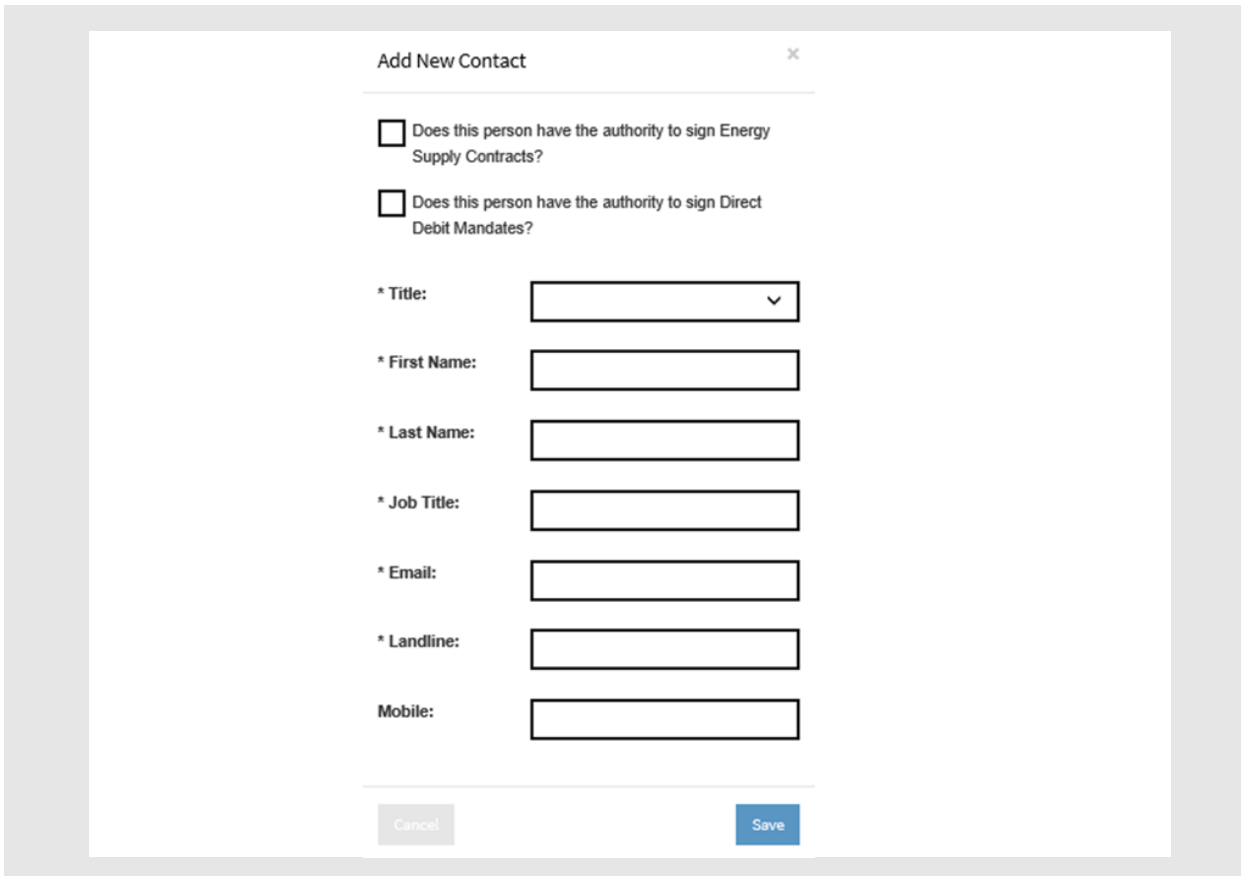
5%
20%

* Schools have a Customer Unique Reference Number (URN) which they can include here. This Customer URN can be found on the following link:
<https://www.gov.uk/guidance/current-crown-commercial-service-suppliers-what-you-need-to-know#customer-unique-reference-number-urn-list>

Step 13

The left hand page will appear. The next step will be to add a primary contact by clicking on the **Add Primary Contact** button.





The screenshot shows a web form titled "Add New Contact" with a close button (X) in the top right corner. The form contains two checkboxes for authority to sign contracts, followed by several required text fields, and a "Save" button at the bottom right.

Add New Contact X

☐ Does this person have the authority to sign Energy Supply Contracts?

☐ Does this person have the authority to sign Direct Debit Mandates?

* Title:

* First Name:

* Last Name:

* Job Title:

* Email:

* Landline:

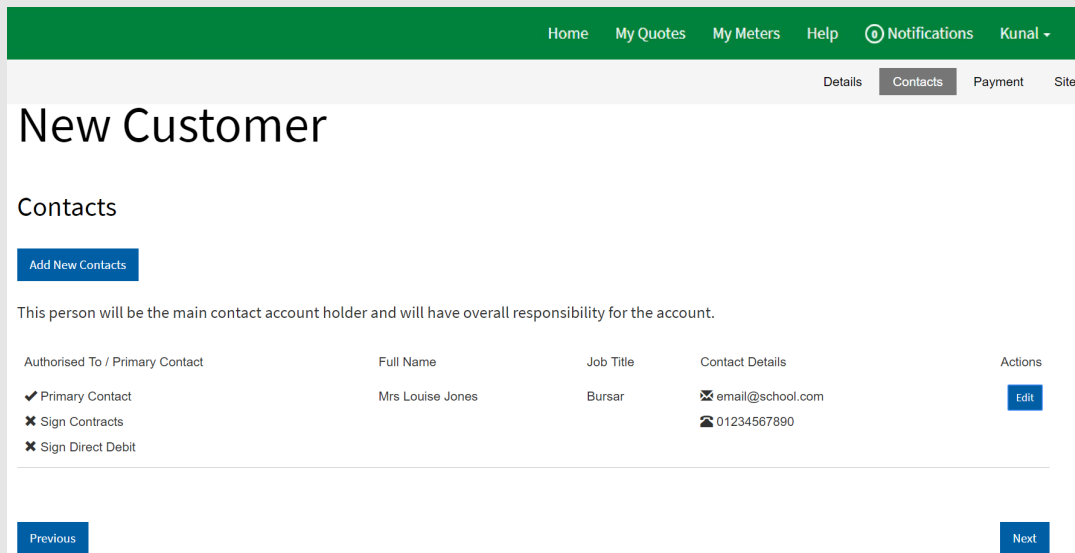
Mobile:

The following form will load.

Complete the details and indicate if the contact person has the authority to sign Energy Supply Contracts and to sign Direct Debit Mandates. Once you have populated the form click on the **Save** button.

Step 14

Once you have clicked save, the following page will load. Click **Next**.



The screenshot shows the 'New Customer' page in the School Switch Buyer Portal. The page has a green header bar with navigation links: Home, My Quotes, My Meters, Help, Notifications (with a bell icon), and Kunal (with a dropdown arrow). Below the header, there are tabs: Details, Contacts (selected), Payment, and Sites. The main heading is 'New Customer'. Underneath, there is a sub-heading 'Contacts' and a blue button 'Add New Contacts'. A note states: 'This person will be the main contact account holder and will have overall responsibility for the account.' Below this, there is a table with columns: Authorised To / Primary Contact, Full Name, Job Title, Contact Details, and Actions. The table contains one row for Mrs Louise Jones, Bursar, with email email@school.com and phone 01234567890. There are checkboxes for 'Primary Contact' (checked), 'Sign Contracts', and 'Sign Direct Debit'. An 'Edit' button is in the Actions column. At the bottom, there are 'Previous' and 'Next' buttons.

Authorised To / Primary Contact	Full Name	Job Title	Contact Details	Actions
<input checked="" type="checkbox"/> Primary Contact <input type="checkbox"/> Sign Contracts <input type="checkbox"/> Sign Direct Debit	Mrs Louise Jones	Bursar	email@school.com 01234567890	Edit



New Customer

Sites

A site is an address where energy meters are registered. This is the address that will appear on your energy bill. A site may have both electricity and gas meters, or just one or the other.

What kind of site would you like to add?

☐ Add Electric Sites ☐ Add Gas Sites ☒ Add Gas & Electric Sites

How many meters do you have in this portfolio?

☐ Less Than 20 ☐ 20+

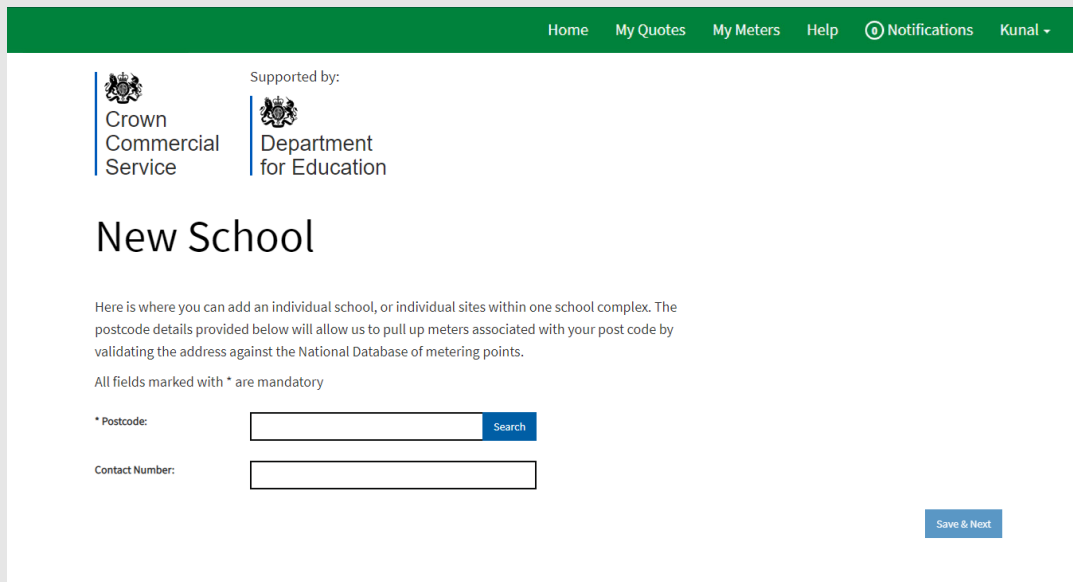
Previous

Step 15

Here is where you select whether you have electricity or gas meters, or both. If you have more than 20 meters, you can upload the meter details using our bulk upload function which means you can upload all your details using a spreadsheet.

Step 16

Enter your postcode to search for the meters that are to be added that you'd like to get a quote for. Then click the **Search** button.



The screenshot shows the 'New School' form in the School Switch Buyer Portal. The form is titled 'New School' and includes a description: 'Here is where you can add an individual school, or individual sites within one school complex. The postcode details provided below will allow us to pull up meters associated with your post code by validating the address against the National Database of metering points.' Below the description, there is a note: 'All fields marked with * are mandatory'. The form contains two input fields: '* Postcode:' and 'Contact Number:'. The '* Postcode:' field has a 'Search' button next to it. The 'Contact Number:' field is empty. At the bottom right of the form, there is a 'Save & Next' button.

Supported by:

Crown Commercial Service

Department for Education

New School

Here is where you can add an individual school, or individual sites within one school complex. The postcode details provided below will allow us to pull up meters associated with your post code by validating the address against the National Database of metering points.

All fields marked with * are mandatory

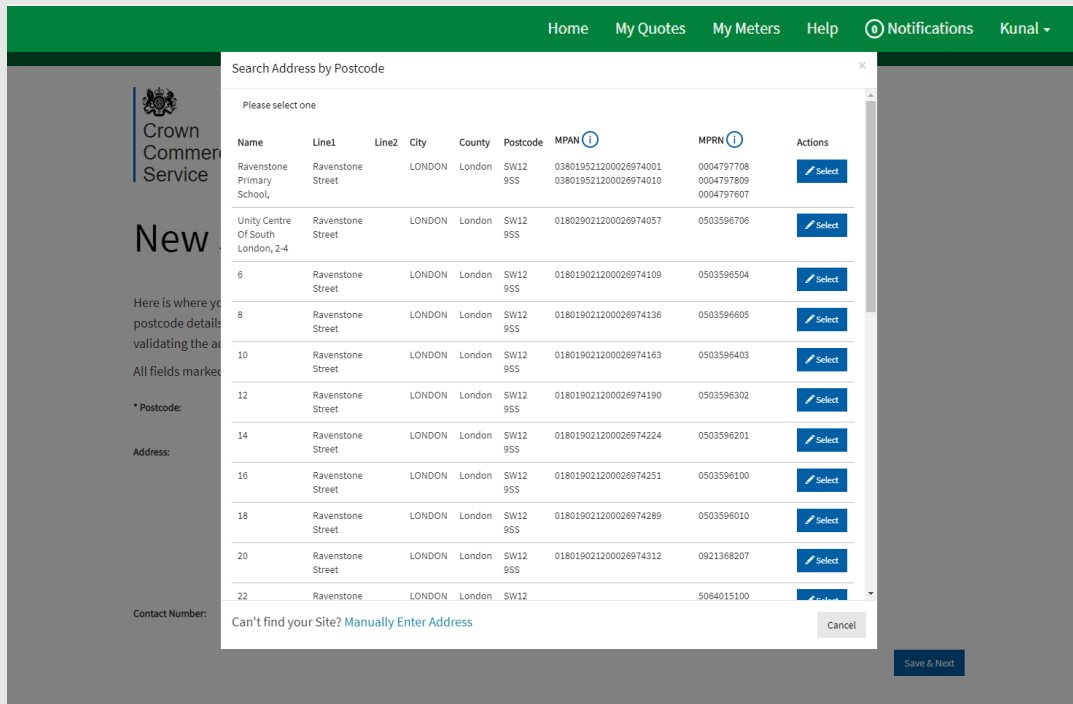
* Postcode: [Search](#)

Contact Number:

[Save & Next](#)

Step 17

Choose your site from the pop up by clicking the **Select** button.



Search Address by Postcode

Please select one

Name	Line1	Line2	City	County	Postcode	MPAN	MPRN	Actions
Ravenstone Primary School,	Ravenstone Street		LONDON	London	SW12 9SS	038019521200026974001 038019521200026974010	0004797708 0004797809 0004797607	Select
Unity Centre Of South London, 2-4	Ravenstone Street		LONDON	London	SW12 9SS	018029021200026974057	0503596706	Select
6	Ravenstone Street		LONDON	London	SW12 9SS	018019021200026974109	0503596504	Select
8	Ravenstone Street		LONDON	London	SW12 9SS	018019021200026974136	0503596605	Select
10	Ravenstone Street		LONDON	London	SW12 9SS	018019021200026974163	0503596403	Select
12	Ravenstone Street		LONDON	London	SW12 9SS	018019021200026974190	0503596302	Select
14	Ravenstone Street		LONDON	London	SW12 9SS	018019021200026974224	0503596201	Select
16	Ravenstone Street		LONDON	London	SW12 9SS	018019021200026974251	0503596100	Select
18	Ravenstone Street		LONDON	London	SW12 9SS	018019021200026974289	0503596010	Select
20	Ravenstone Street		LONDON	London	SW12 9SS	018019021200026974312	0921368207	Select
22	Ravenstone		LONDON	London	SW12		5064015100	Select

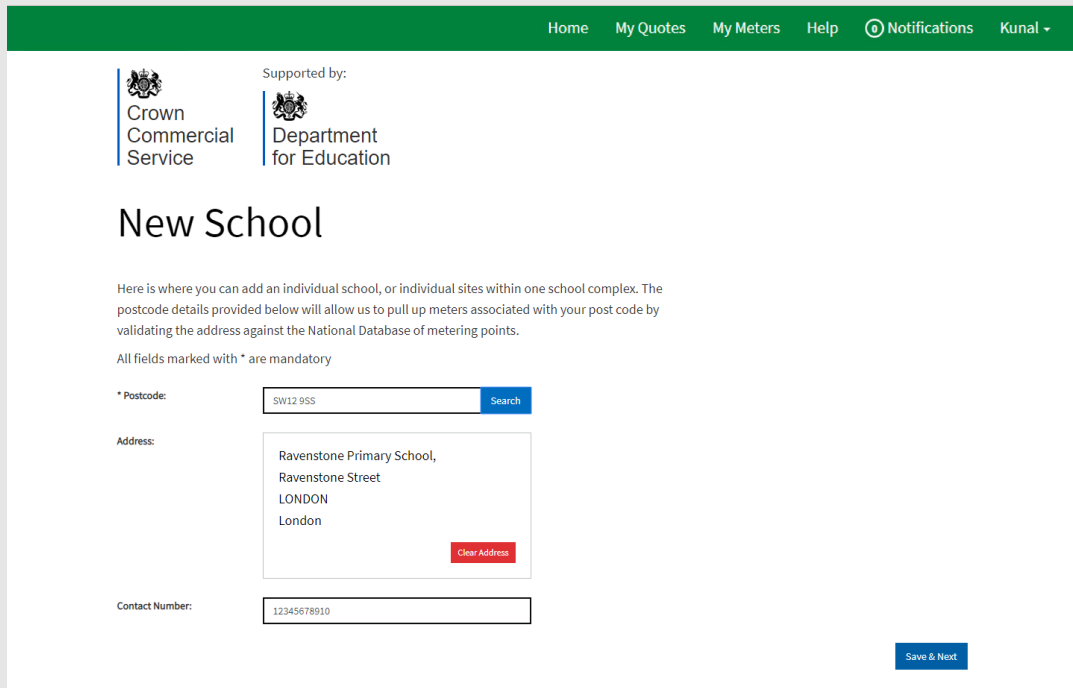
Can't find your Site? [Manually Enter Address](#)

Cancel

Save & Next

Step 18

Once your address has loaded, enter a contact number and click the **Save & Next** button.



The screenshot shows the 'New School' form in the School Switch Buyer Portal. The form is titled 'New School' and includes a description: 'Here is where you can add an individual school, or individual sites within one school complex. The postcode details provided below will allow us to pull up meters associated with your post code by validating the address against the National Database of metering points.' Below this, a note states 'All fields marked with * are mandatory'.

The form contains three main sections:


- * Postcode:** A text input field containing 'SW12 9SS' and a blue 'Search' button.
- Address:** A text input field containing 'Ravenstone Primary School, Ravenstone Street, LONDON, London'. A red 'Clear Address' button is located at the bottom right of the address field.
- Contact Number:** A text input field containing '12345678910'.


A blue 'Save & Next' button is located at the bottom right of the form.

Step 19

You will see the page below and you can now add the meters for that address.

[Home](#) [My Quotes](#) [My Meters](#) [Help](#) [Notifications](#) [Kunal](#)

 **Crown
Commercial
Service**

Supported by:
 **Department
for Education**

New School

New Meter

All the registered meters for the address you provided are listed below.

To add a meter to your school's account, click the "Include Meter" box next to each meter required.
You must include at least one meter.

If you cannot find any of your meters, please search using your meter number by entering a 21 digits MPAN/Supply Point Number into Search by MPAN or 10-13 digits MPRN/Meter Point Reference Number into Search by MPRN.

Name
Ravenstone Primary School,

Address
Ravenstone Street, LONDON, London, SW12 9SS

Electricity Meters

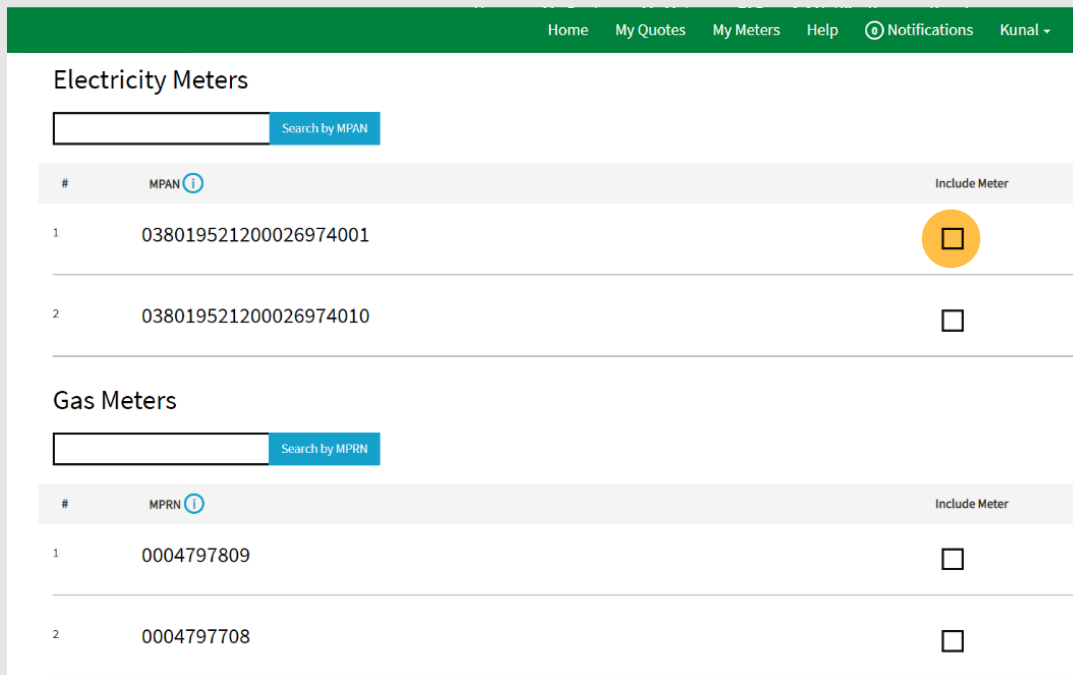
[Search by MPAN](#)

#	MPAN ⓘ	Include Meter
1	038019521200026974001	<input type="checkbox"/>

Step 20

The following page will load to enable you to add your electricity and gas meter details for energy companies to quote you a price against. You can also search for your meters via the MPAN or MPRN number which will be on your utility bill.

Tick the boxes on the right hand side and complete the details to enable you to obtain quotes from energy suppliers.



Electricity Meters

Search by MPAN

#	MPAN ⓘ	Include Meter
1	038019521200026974001	<input checked="" type="checkbox"/>
2	038019521200026974010	<input type="checkbox"/>

Gas Meters

Search by MPRN

#	MPRN ⓘ	Include Meter
1	0004797809	<input type="checkbox"/>
2	0004797708	<input type="checkbox"/>

Home My Quotes My Meters Help Notifications Kunal ▾

Electricity Meters


Search by MPAN

#	MPAN ⓘ	Include Meter
1	038019521200026974001	<input checked="" type="checkbox"/> Collapse

* Please select the type of meter you have? ☒ Non AMR/Non Smart ☐ AMR/Smart

* Are you out of contract and therefore not required to provide notice to your current supplier: ☐ Yes ☒ No

Please remember to terminate your existing contract in accordance with the terms of your existing contract, as this will affect your ability to sign up to a new supplier.

* Current Contract End Date: 

* Usage: kWh/year

* Do you want us to compare available prices against either your current prices or your renewal offer? ☐ Yes ☒ No

Once you have completed the detail for your electricity meter, just scroll down and complete the details for the gas meters you wish to obtain a quote for:

Home My Quotes My Meters Help 0 Notifications Kunal ▾

Gas Meters


Search by MPRN

#	MPRN ⁱ	Include Meter
1	0004797708	<input checked="" type="checkbox"/> Collapse

* Please select the type of meter you have? ☒ Non AMR/Non Smart ☐ AMR/Smart

* Are you out of contract and therefore not required to provide notice to your current supplier: ☐ Yes ☒ No

Please remember to terminate your existing contract in accordance with the terms of your existing contract, as this will affect your ability to sign up to a new supplier.

* Current Contract End Date: 


* Gas Consumption: kWh/year

* Do you want us to compare available prices against either your current prices or your renewal offer? ☐ Yes ☒ No


Scroll down to the bottom and click on the **Save** button.

Step 21

Now you have added meters to your site, you can now obtain a quote from the system. Click on the **Back to My Sites** button. This will take you to the following page.



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Department
for Education

John Smiths Test School - 1 Sites

+ Add New Site

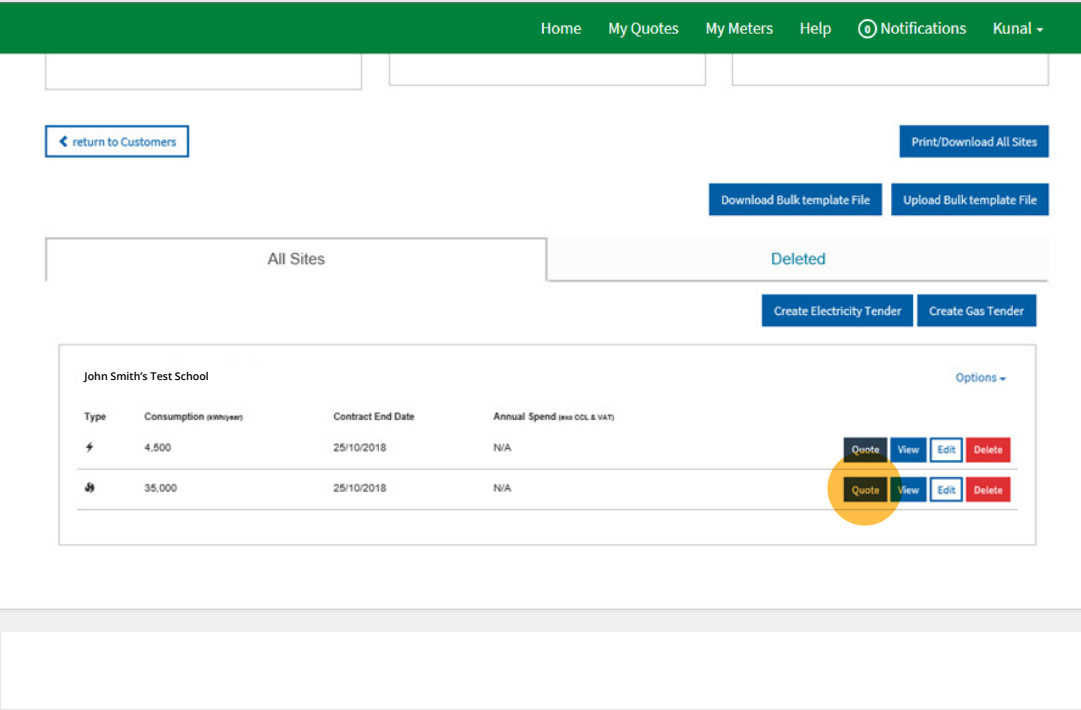
Customer Registered Address
School Switch Road, London, London, EC3M 4AJ

Main Contact Details
Mr Kunal Sharma
School Administrator
kunal.sharma@gemserv.com
01234567890

Authority to sign Energy Supply Contracts

Authority to sign Direct Debit Mandates

Meter Portfolio	No of Meters	Total Annual Consumption	Total Annual Spend
<u>Electricity</u>			
Half Hourly Metered	N/A	N/A	N/A
Non Half Hourly Metered	1	4,500kWh	£0.00



The screenshot displays the School Switch Buyer Portal interface. At the top is a green navigation bar with links: Home, My Quotes, My Meters, Help, Notifications (with a bell icon), and Kunal (with a dropdown arrow). Below the navigation bar are three white boxes. On the left is a button labeled 'return to Customers'. On the right are two buttons: 'Print/Download All Sites' and 'Download Bulk template File'. Below these are two more buttons: 'Download Bulk template File' and 'Upload Bulk template File'. In the center, there are two tabs: 'All Sites' (selected) and 'Deleted'. Below the tabs are two buttons: 'Create Electricity Tender' and 'Create Gas Tender'. The main content area shows a table for 'John Smith's Test School' with columns: Type, Consumption (kwh/year), Contract End Date, and Annual Spend (inc CCL & VAT). The table has two rows of data. To the right of the table is an 'Options' dropdown menu. The 'Quote' button in the 'Options' menu for the first row is highlighted with a yellow circle.

Type	Consumption (kwh/year)	Contract End Date	Annual Spend (inc CCL & VAT)
⚡	4,500	25/10/2018	N/A
🔥	35,000	25/10/2018	N/A

Scroll down the page and you will see the following. Click on the **Quote** button and you will be taken to the following page:

Home My Quotes My Meters Help Notifications Kunal ▾

[← return to Sites](#)

Quote Results

Tariffs displayed are the best available on the market.

! Contracts are subject to customers passing credit check

Filters

i Please be aware you may get a cheaper price if you choose direct debit as your payment method.

Payment Method: All ▾ Contract Type: Fully Fixed ▾ Tariff Type: All ▾ Suppliers: All ▾

i Fully Fixed – The standing charge, unit rates and all other related costs (except for CCL and VAT) are all fixed for the duration of your contract.

Year 1	Year 2	Year 3
<div>Supplier 1</div> <div> <div> <div>Standing Charge & Unit Rate/s</div> <div>Standing Charge 27.00 p/day</div> <div>Unit Rate</div> </div> <div> <div>Total Annual Cost (exc VAT) & Payment Method</div> <div>Annual Cost £7,098.55</div> </div> <div> <input type="checkbox"/> Check All <input type="checkbox"/> </div> <div> <div>Generate PreContract</div> </div> </div>		

You will begin to see some quotes for your energy from the various providers and you will be able to filter them based on:

- The payment method; or
- The contract type; or
- The tariff type; or
- The Energy Supplier.

You can then generate a pre contract by clicking on the button **Generate PreContract**.

Home My Quotes My Meters Help Notifications Kunal

Filters

Payment Method: All Contract Type: All Tariff Type: All Suppliers: All

You can compare upto 3 quotes. Check the two or more to compare.

Compare Selected (2/3)

Print/Download Selected

Year 1	Year 2	Year 3
<p>Supplier 1</p>	<p>Standing Charge & Unit Rate/s</p> <p>Standing Charge 27.00 p/day</p> <p>Unit Rate 20.00 p/kWh</p>	<p>Total Annual Cost (exc VAT) & Payment Method</p> <p>Annual Cost £7,098.55</p> <p>Receipt Of Invoice</p>

☐ Check All ☒ Proceed

You can also compare up to three quotes by ticking a box next to a quote you wish to compare another against. When you have ticked up to three boxes then this **Compare Selected 3/3** button will appear here.



Click on the **Compare Selected 3/3** button and the following window will appear comparing the quotes you have selected:

Compare Results

Supplier 1	Supplier 2	Supplier 3
TP_10112018_Test_SE	TP_10112018_Test_SE	
Contract Type: Fully Fixed	Contract Type: Fully Fixed	Contract Type: Fully Fixed
Tariff Type: Standard Generation Mix	Tariff Type: Standard Generation Mix	Tariff Type: Standard Generation Mix
Standing Charge 12.50 p/day	Standing Charge 10.50 p/day	Standing Charge 48.44 p/day
Unit Rate 2.54 p/kWh	Unit Rate 3.04 p/kWh	Unit Rate 3.52 p/kWh
Annual Cost £807.63	Annual Cost £950.33	Annual Cost £1,231.30
<input type="button" value="Direct Debit - 14 Days"/>	<input type="button" value="Direct Debit - 14 Days"/>	<input type="button" value="Direct Debit - 14 Days"/>
<input type="button" value="Generate PreContract"/>	<input type="button" value="Generate PreContract"/>	<input type="button" value="Generate PreContract"/>

Once you are happy to proceed with one of the quotes you can click on the **Generate PreContract** button on the compare quotes window.

Home
My Quotes
My Meters
Help
Notifications
Kunal


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Department
for Education

[← return to Quote Results](#)

Pre-Contract

Before generating a formal contract, please review the information below.

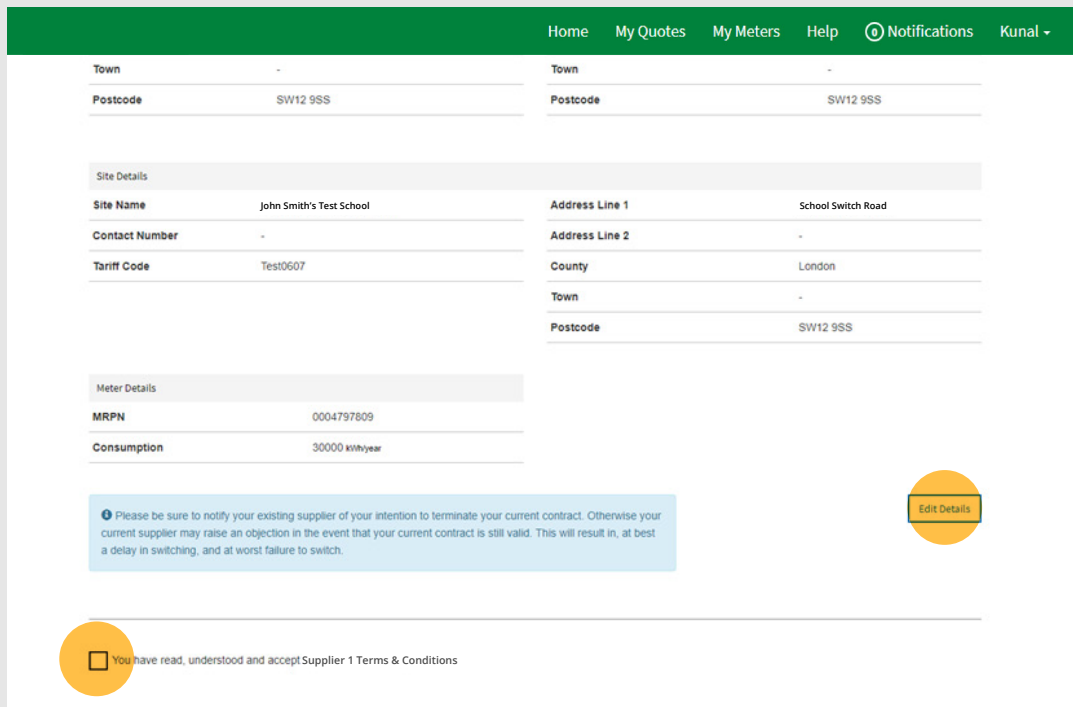
Contract Details

Contract		Quote Id	
Contract Id	882	Quote Id	2575
Fuel Type	Gas	Consumption	30,000 kWh/year
Supplier Name	Supplier 1	Payment Method	Receipt of Invoice
Type	Not set	Duration	12 Months
Standing Charge	16.5 pence/day	Start Date	18-12-2018
Unit Rate	2.54 pence/day	End Date	17-12-2019

Company

DETAILS		REGISTERED ADDRESS	
Company Name	John Smith's Test School	Address Line 1	School Switch Road
Registration Number	1234567	Address Line 2	-
Phone Number	-	County	London

Once you have clicked on **Proceed** or **Generate PreContract** the page on the left will load. This page allows you to check all of your details and also get the details of the quote you have received.



Home My Quotes My Meters Help Notifications Kunal

Town - Postcode SW12 9SS

Town - Postcode SW12 9SS

Site Details

Site Name John Smith's Test School Address Line 1 School Switch Road

Contact Number - Address Line 2 -

Tariff Code Test0607 County London

Town - Postcode SW12 9SS

Meter Details

MRPN 0004797809

Consumption 30000 kWh/year

Please be sure to notify your existing supplier of your intention to terminate your current contract. Otherwise your current supplier may raise an objection in the event that your current contract is still valid. This will result in, at best a delay in switching, and at worst failure to switch.

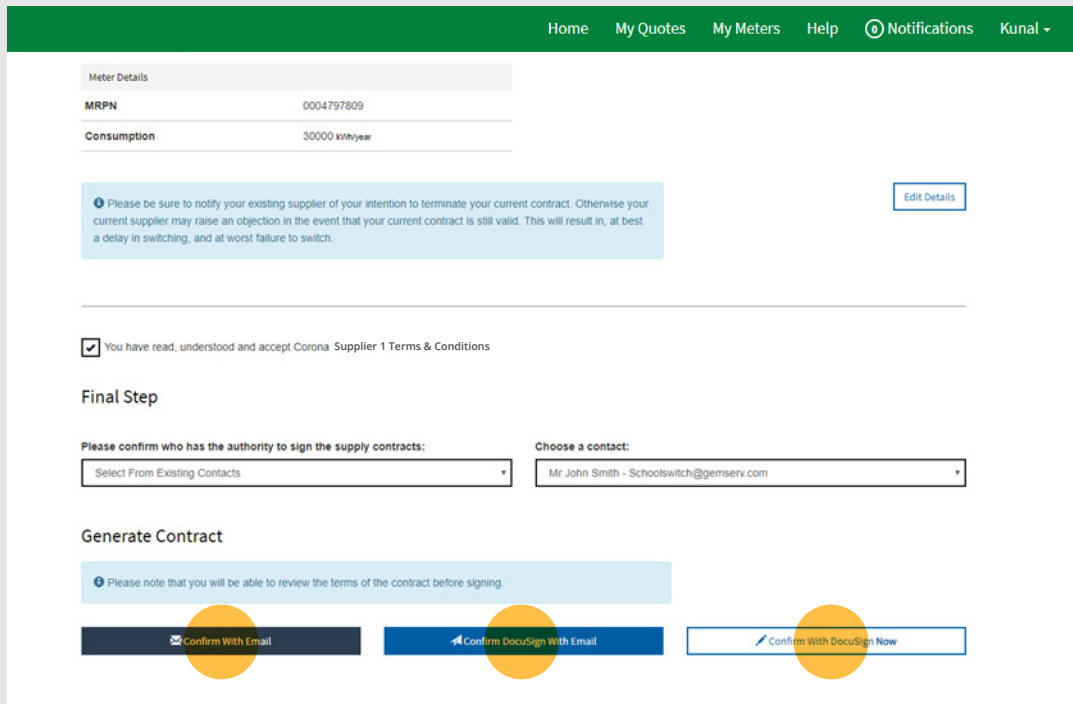
☐ You have read, understood and accept Supplier 1 Terms & Conditions

Edit Details

You can also edit some of your details if needed by clicking on the **Edit Details** button located further down the page. You will also be asked to confirm you have read the Supplier's terms and conditions.

Once you have ticked the box to confirm you have understood and accepted the Supplier Terms and Conditions the following will load up and you will be asked to choose a contact person from your list of contacts, or add a contact person to be placed on the contract. This person must have the authority to sign a contract and also have the authority to set up a direct debit if needed.

Once you have selected your contact,
please **click on one of the options below.**



Home My Quotes My Meters Help Notifications Kunal ▾

Meter Details

MRPN	0004797809
Consumption	30000 kWh/year

[Edit Details](#)

Please be sure to notify your existing supplier of your intention to terminate your current contract. Otherwise your current supplier may raise an objection in the event that your current contract is still valid. This will result in, at best a delay in switching, and at worst failure to switch.

☒ You have read, understood and accept Corona Supplier 1 Terms & Conditions

Final Step

Please confirm who has the authority to sign the supply contracts:

Select From Existing Contacts ▾

Choose a contact:

Mr John Smith - Schoolswitch@gemserv.com ▾

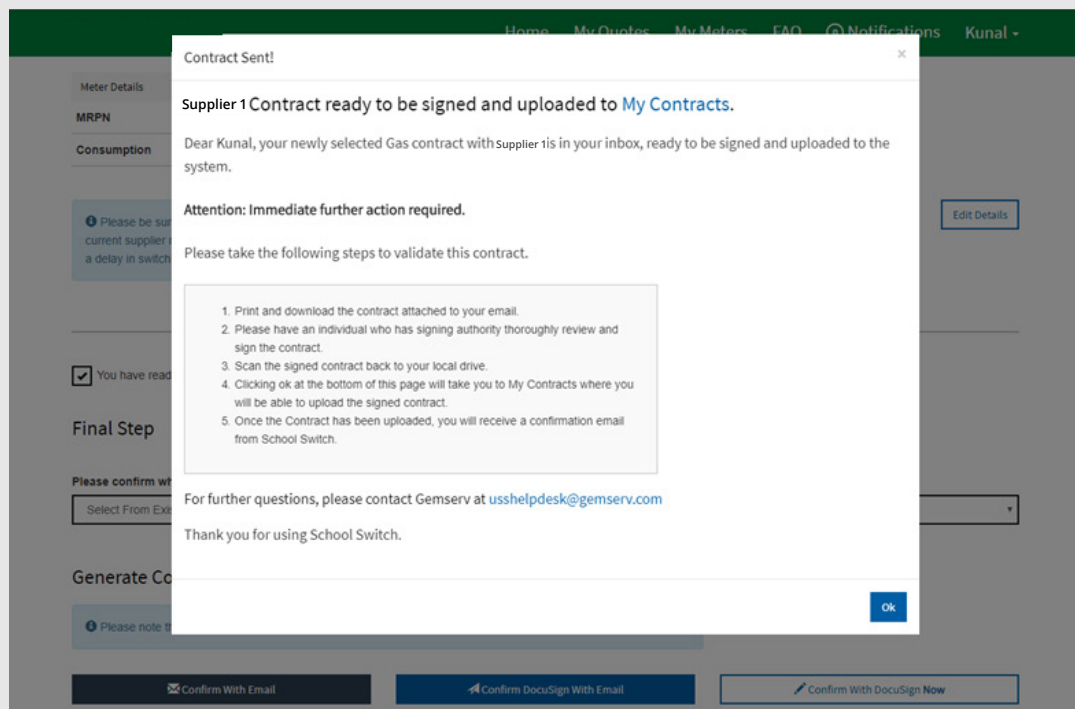
Generate Contract

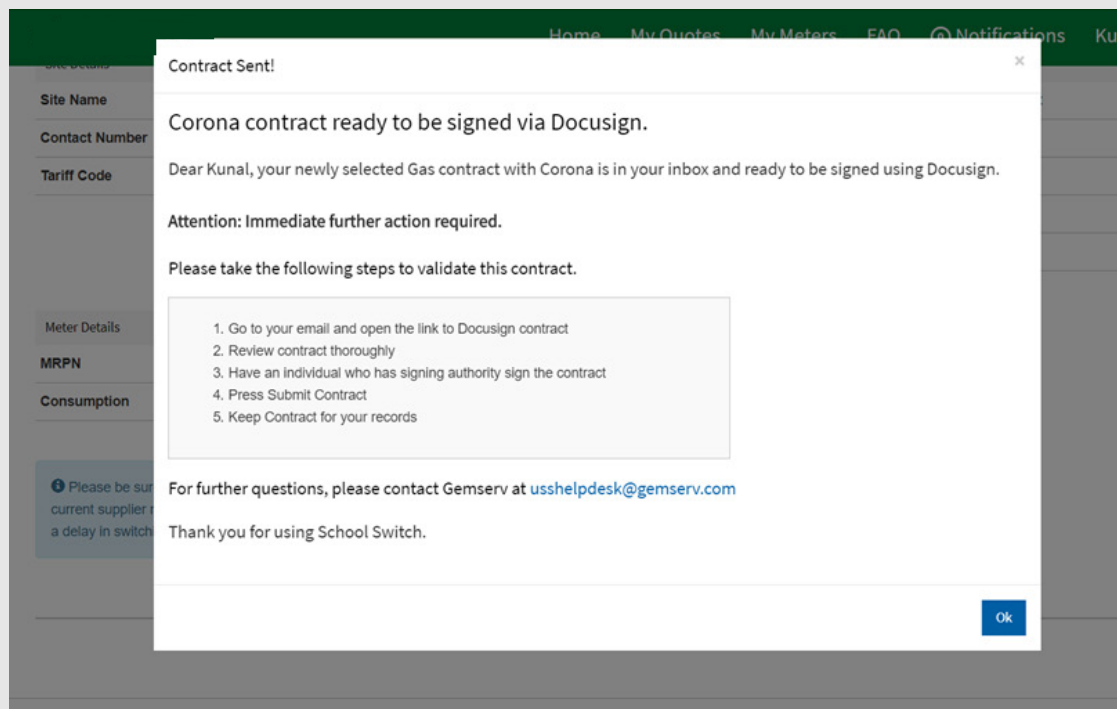
Please note that you will be able to review the terms of the contract before signing.

[Confirm With Email](#) [Confirm DocuSign With Email](#) [Confirm With DocuSign Now](#)

Option 1:

When you click on **Confirm with Email** the following pop up will be displayed and you will receive an email with the contract from the Supplier. Follow the instructions in the email immediately to complete the pre-contract validation.





Option 2:

When you click on **Confirm DocuSign with Email** you will be emailed a link which will have a link to take you to the DocuSign website which has the contract where you can review, print and sign the contract electronically.

Please read the Electronic Record and Signature Disclosure.
☐ I agree to use electronic records and signatures. CONTINUE

DocuSign Envelope ID: AAD58E66-6454-4A83-8D47-6194A4B5E60E

DEMONSTRATION DOCUMENT ONLY
PROVIDED BY
BPM, 2nd Ave, S
4th Floor

NAME OF SUPPLIER

Supplier logo

Broker ID No.

Broker Company Broker Sales Person

Company Name

Company Address

Company Postcode Company/Charity reg

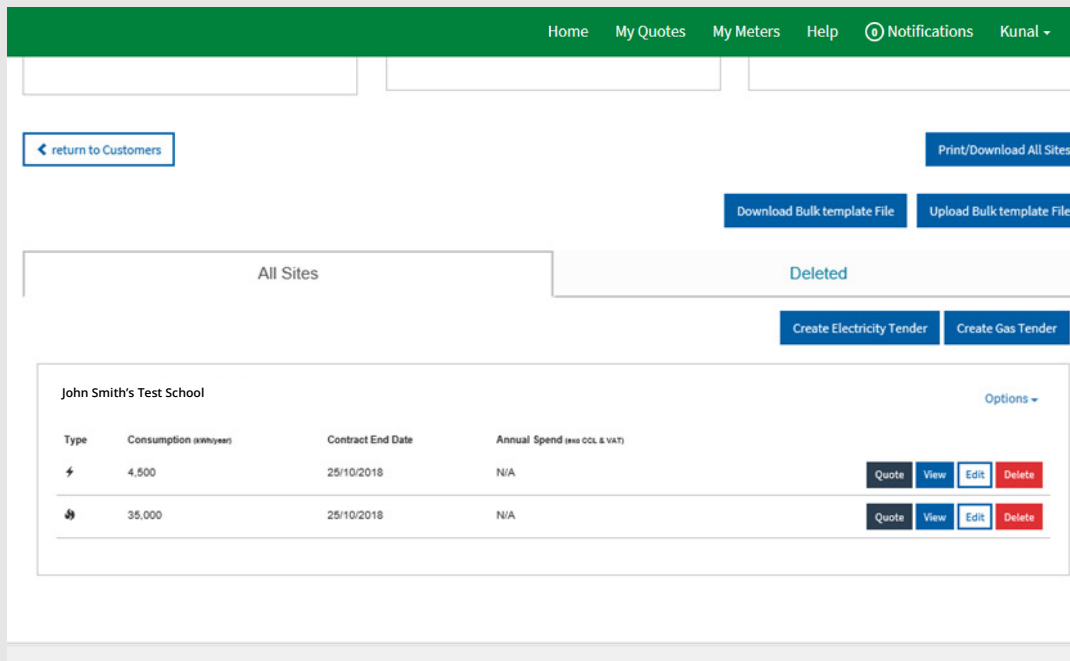
Company Tel Company Email

Invoice Address (if different to above)

Product type Total EAC (provisional)

Option 3:

When you click on **Confirm with DocuSign Now** you will be taken to the DocuSign online page with the contract where you can print, review and sign the contract electronically.



The screenshot displays the 'All Sites' tab in the Buyer Portal. At the top, a green navigation bar contains links for Home, My Quotes, My Meters, Help, Notifications, and a user profile (Kunal). Below the navigation bar, there are several action buttons: 'return to Customers', 'Print/Download All Sites', 'Download Bulk template File', and 'Upload Bulk template File'. The main content area shows a table of sites for 'John Smith's Test School'. The table has columns for Type, Consumption (kWh/year), Contract End Date, and Annual Spend (£k incl. O&M & VAT). There are two rows of data, one for Electricity and one for Gas. Each row has a set of action buttons: Quote, View, Edit, and Delete.

Type	Consumption (kWh/year)	Contract End Date	Annual Spend (£k incl. O&M & VAT)	
⚡	4,500	25/10/2018	N/A	Quote View Edit Delete
🔥	35,000	25/10/2018	N/A	Quote View Edit Delete

Bespoke Journey

Other than getting instantaneous quotes from the system for one meter at a time, you are also able to develop a bespoke tender for suppliers to quote against a number of meters at a number of sites. In order to do this, you will need to be on the following page which is the page just before you request an instantaneous quote.

The first step will be to click on **Create Electricity Tender** or **Create Gas Tender** and then you will be taken to the following page.



The screenshot shows the 'Create Electricity Tender' page. At the top is a green navigation bar with links: Home, My Quotes, My Meters, Help, Notifications (with a bell icon), and Kunal (with a dropdown arrow). Below the navigation bar are two logos: Crown Commercial Service and Department for Education. The main heading is 'Create Electricity Tender' with a 'Back' button to its left. The form is divided into sections: 'Customer' with fields for Name (John Smith's Test School) and Address (School Switch Road, LONDON, London, EC3M 4AJ); 'Customer Contact Info' with a dropdown for Contact; 'Timescale for Suppliers' with a date picker for 'Date for Quotes to be returned' (set to 'Select a date') and a 'Due Time' dropdown (set to '12:00 hours'); and three dropdowns for 'Payment Type', 'Renewal Type', and 'Contract Type'.

First choose the contact person from the list of contacts you have previously provided. Then choose a date at least two weeks in advance for when tender responses must be submitted by all Suppliers. Choose from the options for payment type and renewal type.

Please note, you must ensure you have someone who has the authority to enter into the contract available between 12pm and 4pm of the date tender responses must be submitted by to be able to review them all and enter into a contract with the Supplier you wish to choose. Failure to choose a Supplier from the responses received by 4pm, will mean that the quote provided in the tender response from the Supplier is no longer valid.

Home My Quotes My Meters Help Notifications Kunal ▾

ITT Documents 0/3 ? Add Document

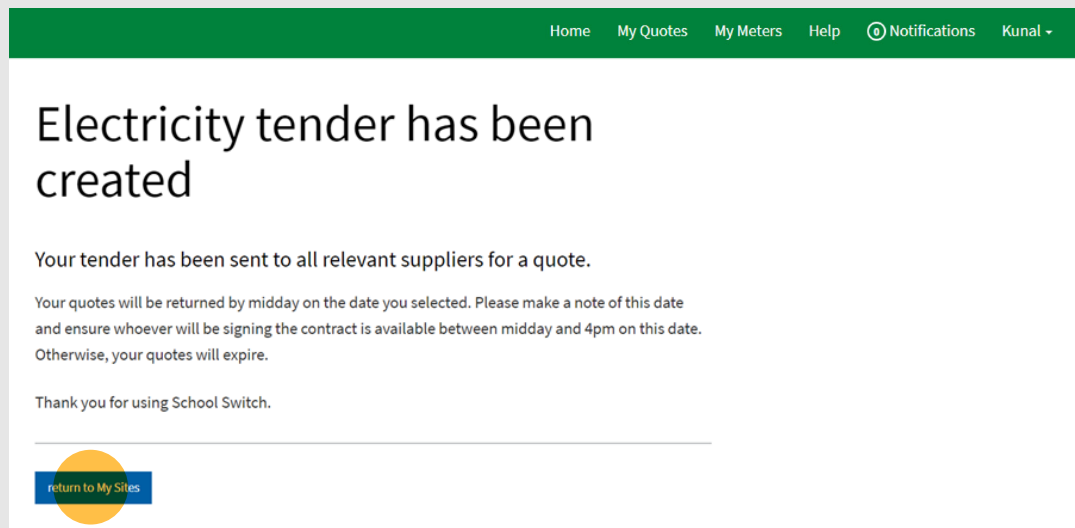
No ITT documents added.

Ravenstone Primary School,

#	MPAN	Meter Start Date ?	Half Hourly Meter	Half Hourly Data ?
1	038019521200026974001	18-February-2019 ?	No	No
2	038019531200026974010	18-February-2019 ?	No	No

Ensure your meter start dates are not before 18-February-2019.


Scroll down and upload a maximum of three Invitation to Tender (ITT) documents to provide further information to Suppliers. The system will automatically provide you with the earliest contract start date depending on the date you have chosen to receive your tender responses from Suppliers. Please note, that this must be a minimum of 21 days from the date the contract is signed by you and provided to the Supplier. **Click on Generate Tender** to create the tender.




You should next see the following page load.

You can then click on the **Return to My Sites button** and you will be taken back to the following page.

Home My Quotes My Meters Help Notifications Kunal ▾



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for Education

John Smiths Test School - 1 Sites [+ Add New Site](#)

Customer Registered Address
School Switch Road, London, London, EC3M 4AJ



Main Contact Details
Mr Kunal Sharma
School Administrator
kunal.sharma@gemserv.com
01234567890
[Authority to sign Energy Supply Contracts](#)
[Authority to sign Direct Debit Mandates](#)

Meter Portfolio	No of Meters	Total Annual Consumption	Total Annual Spend
<u>Electricity</u>			
Half Hourly Metered	N/A	N/A	N/A
Non Half Hourly Metered	1	4,500kWh	£0.00

Once suppliers have responded to your tender, you will be able to find the responses if you click on the **My Quotes** link at the top of the page.

This will take you to the following page where you can select the supplier you wish to contract with

Home My Quotes My Meters Help Notifications Kunal ▾

Supported by:
 Crown Commercial Service
 Department for Education

My Quotes

My Contracts My Tenders

1
Total Tenders Generated

1
Electricity Tenders Generated


0
Gas Tenders Generated

Sort By: Quote Request Date Order By: Ascending


Customer Name	Quote Request Date	Fuel Type	Quote Deadline Date	Status	RFP Documents Viewable	View Results	Actions
HARROW HIGH SCHOOL	15-07-2019	Electricity	29-07-2019	Quote Request Deadline Passed - Results Available	View Files	View Results	

To view your tender responses, **click on My Tenders** and you should see this page.
Click on the View Results button.

[Home](#) [My Quotes](#) [My Meters](#) [Help](#) [Notifications](#) [Kunal](#)



Crown
Commercial
Service

Supported by:


Department
for Education

[Back](#)

Electricity Tender Results

Tariffs displayed are the best available on the market.

! Contracts are subject to credit check

Requested By	Information		
Name Louise Singleton	Due Date 29/07/2019	Contract Type Fully Fixed	Renewable Type Standard Generation Mix
Phone 01947563532	Number Of Meters 2	Consumption 120,000 kWh	Payment Type Direct Debit(All)
Email louise.singleton@gemserv.com			

You can compare upto 3 quotes. Check the two or more to compare.

[Compare Selected \(0/3\)](#)

This page will display the results of the tender. If you scroll down you will see the quotes appear.

Home My Quotes My Meters Help Notifications Kunal

You can compare upto 3 quotes. Check the two or more to compare. [Compare Selected \(0/3\)](#)

1 Year 2 Year 3 Year

☐ Check All In Year 1

Supplier	Portfolio Quoted	Annual Cost	Average (Pence Per Unit)		
Supplier 1	Annual Consumption 120,000.00 kWh	Annual Cost £193.45	Average #pu 0.16	<input type="checkbox"/>	Proceed
	HH Sites 1	NHHM Sites 1			View Prices (at site level)
Supplier 2	Annual Consumption 120,000.00 kWh	Annual Cost £193.45	Average #pu 0.16	<input type="checkbox"/>	Proceed
	HH Sites 1	NHHM Sites 1			View Prices (at site level)
Supplier 3	Annual Consumption 120,000.00 kWh	Annual Cost £193.45	Average #pu 0.16	<input type="checkbox"/>	Proceed
	HH Sites 1	NHHM Sites 1			View Prices (at site level)

The quotes from the suppliers will look like this. Here you can also compare up to three quotes you have received back. To get more detail on a quote click on the **View Prices (at site level)** button. The following page shows what this will look like.

Home My Quotes My Meters Help Notifications Kunal

View Prices

MPAN	NHH Rates	HH Rates	Standing Charge
038012011050000287142	0.000001 pence/day (day)		23.000 pence/day
			Annual Consumption 60,000 kWh
008450861014569297790	0.000001 pence/day (day) 0.000001 pence/day (night)		30.000 pence/day
			Annual Consumption 60,000 kWh

Close

Supplier 1

Supplier 2

Annual Consumption	Annual Cost	Average ppu		Proceed
120,000.00 kWh	£193.45	0.16	<input type="checkbox"/>	Proceed
HH Sites 1	NHHM Sites 1			View Prices (at site level)

Home My Quotes My Meters Help Notifications Kunal

You can compare upto 3 quotes. Check the two or more to compare. [Compare Selected \(0/3\)](#)



1 Year 2 Year 3 Year

☐ Check All In Year 1

Supplier	Portfolio Quoted	Annual Cost	Average (Pence Per Unit)		
Supplier 1	Annual Consumption 120,000.00 kWh	Annual Cost £193.45	Average #pu 0.16	<input type="checkbox"/>	Proceed
	HH Sites 1	NHHM Sites 1			View Prices (at site level)
Supplier 2	Annual Consumption 120,000.00 kWh	Annual Cost £193.45	Average #pu 0.16	<input type="checkbox"/>	Proceed
	HH Sites 1	NHHM Sites 1			View Prices (at site level)
Supplier 3	Annual Consumption 120,000.00 kWh	Annual Cost £193.45	Average #pu 0.16	<input type="checkbox"/>	Proceed
	HH Sites 1	NHHM Sites 1			View Prices (at site level)

When you have decided on a quote you wish to proceed with, **click on the Proceed button.**

[Home](#) [My Quotes](#) [My Meters](#) [Help](#) [Notifications](#) [Kunal](#)

 Supported by:
 **Department
for Education**

[Back](#)

Bespoke Contract Switch

DocuSign Envelope ID: C457CF10-FF46-4B54-AD11-0A39A34EF897

DEMONSTRATION DOCUMENT ONLY
PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE
909 3rd Ave, Suite 1700 - Seattle - Washington 98104 - (206) 219-0200
www.docusign.com

Supplier 1

Supplier Company:

Company Name:

Company Address:

Company Postcode: Company/Charity reg:

Invoice Address (if different to above):

Number of MPRs: Total AQ (provisions): 40000.00

Tick Below the Product and Additional Options Offered on this Contract

This page allows you to view and download the contract from the Supplier.

Home My Quotes My Meters Help Notifications Kunal ▾

Please pay Corona Energy Retail 4 Limited Direct Debits from the account details in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Corona Energy Retail 4 Limited and, if so, details will be passed electronically to my Bank or Building Society.

Branch Sort Code
4 0 4 7 8 4

Name and full postal address of your Bank or Building Society
To: Firstdirect Leeds
Address
40 Wakefield Road Leeds
Postcode LS98 1FD

Signature(s)
Date 10/07/2019

Reference Number (for use by Corona Energy Retail 4 Limited only)

☐ Banks and Building Societies may not accept Direct Debit instructions from some types of accounts

This Guarantee should be detached and retained by Payer

The Direct Debit Guarantee

This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits

- If there are any change to the amount, date or frequency of your Direct Debit Corona Energy Retail 4 Ltd will notify you 10 working days in advance or your account being debited or as otherwise agreed. If you request Corona Energy Retail 4 Limited to collect a payment, confirmation of the account and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit by Corona Energy Retail 4 Ltd or you bank or building society you are entitled to a full and immediate refund of the amount paid from your bank or building society.
- If you received a refund you are not entitled to, you must pay it back when Corona Energy Retail 4 Ltd asks you to.
- You can cancel a Direct Debit at any time by simple contacting your bank or building society. Written confirmation may be required. Please also notify us.

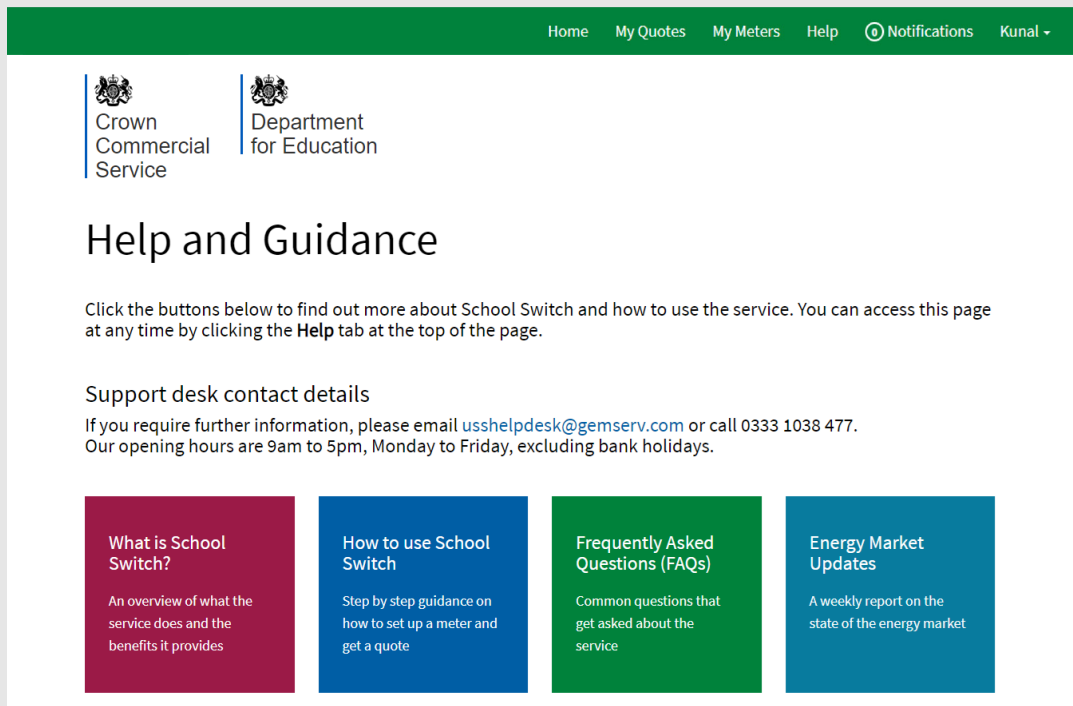
Download Contract Upload Contract

If you scroll down the page, you will be able to click on the **Download Contract** button.

Sign the contract and then upload it using the **Upload Contract** button. This completes the bespoke journey and the Supplier will begin the switching process.

Help and Guidance

For help and advice, click on the **Help** or **FAQ** link at the top of the page. This will take you to the following page which has key information about School Switch, some FAQs, and a weekly report about energy market updates which you may find helpful. You can also find a copy of this user guide by clicking on **How to use School Switch**.



The screenshot shows the 'Help and Guidance' page of the School Switch Buyer Portal. At the top is a green navigation bar with links: Home, My Quotes, My Meters, Help, Notifications (with a bell icon), and Kunal (with a dropdown arrow). Below the navigation bar, the page header includes the Crown Commercial Service logo and the Department for Education logo. The main heading is 'Help and Guidance'. Below this, a paragraph states: 'Click the buttons below to find out more about School Switch and how to use the service. You can access this page at any time by clicking the **Help** tab at the top of the page.' This is followed by 'Support desk contact details' and contact information: 'If you require further information, please email usshelpdesk@gemserv.com or call 0333 1038 477. Our opening hours are 9am to 5pm, Monday to Friday, excluding bank holidays.' At the bottom, there are four colored boxes with links and descriptions:

What is School Switch?	How to use School Switch	Frequently Asked Questions (FAQs)	Energy Market Updates
An overview of what the service does and the benefits it provides	Step by step guidance on how to set up a meter and get a quote	Common questions that get asked about the service	A weekly report on the state of the energy market



Crown
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Call 0333 1038 477

Email USShelpdesk@gemserv.com