

Validation Guide (Custom Checklist Items)

WIKI OVERVIEW

- **Wiki Purpose:** Ensuring the project's compliance by verifying the latest template usage, data accuracy in specific documents, correct project naming, subscriber and cosubscriber IDs linking to the Ops portal, RTVR consideration, Company Summary section alignment with approved documentation, validation of legal representation based on participant type, property ownership through Property doc Notes, installation authorization via Customer Installation Permission Request, and contact information alignment with approved credit checks.
- **Wiki Owner:** Joseph Canaan
- **Validity:** n/a

One Pager approval (Only for GDMT and PDBT >50Kw)

Approval Requirements for the One Pager Checklist Item

Follow the [Underwriting Criteria \(Mainstream Valid Rules\)](#)

Process to review and approve/reject the One Pager Checklist Item

The cells where the inputs should be modified in the one-pager are filled in yellow.

1. The EE should request the approval of the project through the #customer_approval_ninjas slack channel
2. The approval analyst should validate the one-pager submitted was built with the most up to date version of [this template](#)
3. The approval analyst should verify that the data in the *Original cashflow csv* is correct and matches with the one in the mail *Oferta Preliminar (PPXXXXXX) para XXXXXX*
4. The approval analyst should check the project name is correct
5. The approval analyst should verify the subscriber and cosubscriber ID is ok and correctly linked to the customer Ops portal
6. The approval analyst should verify the proposal ID is considered in the RTVR, is valid and it's correctly linked to the customer Ops portal
7. The approval analyst should review the *Company Summary* section: Check ALL fields and validate the information in them matches the info in the signed contract and approved documentation in Ops.
 - Note: Time in business, company size and project purpose sections won't be validated by Approvals as it's not a field available in the contract or relevant for underwriting. Project purpose only must make sense with proposal characteristics.
 - The legal representative will be validated if a moral person participates in the contract, if only personas físicas participate in the contract it will be mark a NA.
 - Property ownership will be validated from the Property doc Notes from the property validation checklist.
 - Installation authorization will be validated with the Customer Installation Permission Request checklist in the leads page.

- The contact information has to be related to the person who is going to be underwritten, considering if only one of them has his/her credit check approved.
8. The approval analyst should review *Bright Proposal* section: Check ALL fields and validate their information matches what is included in the signed contract cash flow and savings files.
 9. The approval analyst should review *link to Relevant Files*: Check that all the links work correctly.
 - Make sure to compare that NPV, IRR and Customer Savings files are the same as the ones in the valid contract.
 10. The approval analyst should fill out Persona Fisica Credit Score by adding the signer and cosigner exact approved credit scores from the Ops platform (when applicable)
 11. The approval analyst should fill out Persona Moral Credit Score by adding the signer or cosigner approved exact D&B EMMA, PayDex and Risk Matrix scores from the Ops platform (when applicable)
 12. The approval analyst should review *Additional Information* section:
 - Check that explanation for any inputs that don't meet the standard underwriting criteria for each individual doc on the above sections are included (i.e. building owner not signing the contract, IRR <18% threshold, Credit score below minimum, etc).
 - Content is semantically, arithmetically, and grammatically correct (i.e. If there are calcs proposed make sure they make sense, If the building is not owned by the signer make sure this area doesn't say otherwise)
 13. The approval analyst should review *Risk Mitigation* Section:
 - Check that there are action plans for:
 - In case the 30-day bag regulation is applied before the project is interconnected
 - In case the customer declines any contract changes proposed to address the changes in regulation
 - Check that content is semantically, arithmetically, and grammatically correct (i.e. If there are calcs proposed make sure they make sense, If the building is not owned by the signer make sure this area doesn't say otherwise)
 - The approval analyst should ensure we have a Sunwise 30-day bag proposal linked in the one pager and the Bright proposal that corresponds to it
 14. The approval analyst should review Sunwise mirror proposal:
 1. Log in [Sunwise portal](#)
 1. Ask for the credentials to Hector Angulo
 2. Go to the file with the project to analyze
 3. Go to *Consumption history* item in Sunwise and verify the consumptions match with the CFE bills updated in the *CFE bill* section in Ops
 4. Go to the approved version of the 30-day bag and verify the system size and annual production required match with the one in the project desing in Ops
 5. Verify in the 30-day bag in the *Quotation* item that the type and number of panels and inverters match with the one in the project design in Ops
 6. Go to the *settings section* and verify the total CapEx in the General > price adjustment > *quantity is correct*
 7. Go to the *settings section* and verify the Opex in the System > price adjustment > *quantity is correct vs. O&M in cashflow*
 8. Verify the downpayment and contract length in proposal and the data in it match the one in the contract (Pages 8 and 10)
 9. Go to the final proposal and ensure the savings are correct
 15. If the project is >50kW or in GDMT tariff, send it by email for second eye review by the approvals manager if not skip this step.
 16. Use the below template to request CEO approval via email (CC. Approval Manager, Head of Ops, Sales Manager, EE and CFO)

“Domicilacion” Authorization Checklist Item

The Domicilacion request format, can be found in [here](#)

Approval Requirements for the Domiciliación Authorization Item

Follow the [Underwriting Criteria \(Mainstream Valid Rules\)](#)

Process to review and approve/reject the Domiciliación Authorization Custom Item

- The fields colored in orange should be filled manually by the Sales team.
 - **Note:** Section 6 defines the maximum amount we may charge per billing cycle (i.e. per month); we need to be able to charge at least 2x the monthly fee to ensure we can catch up on late payments if needed, and in the following cases must ensure we can charge more:
 - The downpayment amount is larger than 2 monthly fees
- All mandatory fields colored in yellow in the format are filled and correspond to the subscriber information.
- The completed document should be sent to the client to e-sign to ensure validity.
- Approval agent will open the Lead page on the Ops platform by searching the C#.
- Approval agent will open the "Documents" section.

For a customer that has not yet been approved

- Add a Domiciliación checklist item to the Aprobación checklist
- Fill out the checklist item and submit it for review

If the domiciliación checklist item is not approved when the contract is signed then their account will not be set up for domiciliación. Make a separate Domiciliación checklist after the contract is made.

For a customer that already has a contract

- Add a Domiciliación checklist
- Fill out the checklist item and submit it for review

For both types of customer (unapproved and already with contract)

- Open the Domiciliación format submitted and follow the requirements listed in the previewed section.
- If the format follows all requirements, approve the custom item. Otherwise reject it and leave a note giving a justification.

Their contract's default payment method will need to be updated to domiciliación once we are ready to start charging them that way.

Note: A successful test charge is required to hold a Welcome Call

- An approved domiciliación checklist item will allow a project to reach the approval stage, but **not Welcome Call**.
- Once a contract is active with the domiciliación checklist item approved, Software and Billing will trigger a test charge of 10 pesos on the account.
- Note: Test charges must be submitted to Banamex by 3pm CDMX time and will post a response file reporting success or failure around 12pm CDMX time the next day.
- Currently, test charges require manual engagement with the Billing and Software teams, but stay tuned for automated processes.

Previously Installed System Disclaimer Confirmation Checklist Item

Approval Requirements for the Previously Installed System Disclaimer Confirmation

Follow the [Underwriting Criteria \(Mainstream Valid Rules\)](#)

Process to review and approve/reject the Installed System Disclaimer

- To identify if a property already has a solar system installed it can be easily identified with the CFE bill as it shows a "FOTOVOLTAICO" or "NET MET" in the heading of the bill.
- Once the new proposal is generated following the requirements mentioned in the [Underwriting Criteria \(Mainstream Valid Rules\)](#). Review the following aspects:
 - Check that consumptions match the CFE Bill.
 - Check that the proposal cover is close or equal to 100%
 - Disable "Consumption Monitoring"
 - Financial Lease term can be modified but we have to select 10 years as a base.

Confirmation Checklist Item

For now, this kind of project needs an approval from the executive team. Each case will be reviewed individually.

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