



## Bulk Vendor Online Submission Application "How-To Guide"

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You can access the Bulk Vendor Online Submission Application at  
<https://youenergyrebate.gov.ns.ca/onlinesubmission/>

The Bulk Vendor Online Submission Application has one login screen, one data entry screen and a confirmation page. It should take you about 5 minutes to complete.

### First Screen – The Login Page

On the first screen you must enter your User Name and Password. A User Name and Password are required to submit your reimbursement claim online. A User Name and Password are provided to you by Service Nova Scotia once you have been registered with the Your Energy Rebate Program.



### Bulk Vendor Login

User Name:

Password:

Enter your User Name and Password

## Second Screen – The Bulk Vendor Rebate Application Form

The second screen is the Bulk Vendor Rebate Application Form. This is where you will enter all of the information that pertains to your reimbursement claim.

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### Bulk Vendor Rebate Application Form

#### Claim Information

**Step 1. Enter the Claim Period Information including: Period From, Period To, Number of Residential Customer Transactions for the Period**

##### A. Claim Period

Period From: Day:  Month:  Year:

Period To: Day:  Month:  Year:

Please indicate the number of residential customer transactions applicable for this period:

##### B. Types of Energy Sources (check all that apply)

- |  |                  |                                    |   |
|--|------------------|------------------------------------|---|
| <input type="checkbox"/> Electricity                     | Amount of Energy | <input type="text"/>               | (KWHs)                                  |
| <input checked="" type="checkbox"/> Oil (Stove, Furnace) | Amount of Energy | <input type="text" value="10000"/> | (Litres)                                |
| <input type="checkbox"/> Kerosene                        | Amount of Energy | <input type="text"/>               | (Litres)                                |
| <input type="checkbox"/> Natural Gas                     | Amount of Energy | <input type="text"/>               | (Litres)                                |
| <input type="checkbox"/> Propane                         | Amount of Energy | <input type="text"/>               | (Litres)                                |
| <input type="checkbox"/> Other                           | Amount of Energy | <input type="text"/>               | ( <input type="text" value="Litres"/> ) |

Specify:

**Step 2. Enter all applicable types of energy sources and the amount of energy**

##### C. Total Amount Claimed

###### Eligible Amount calculation

Total Reimbursement Claimed \$

Bad Debt\* Amount (-) \$

Adjustment\*\* Amount (+) \$

**Total Amount Claimed** \$   
(inc. Bad Debt \* and Adjustments)

**Step 3. Enter the Total Reimbursement Claimed, subtract any Bad Debt and add or subtract any Adjustments**

###### Please note:

\* Bad Debt is the recovery of the provincial rebate provided on customer bills that were previously claimed for reimbursement but subsequently were written off.

\*\* If claiming an adjustment amount above, please indicate the nature of the amount below:

Timing Difference  Re - Billing  Other *please specify*

**For any Adjustments, specify the reason**

#### Application Declaration

I hereby certify that:

- The information contained in this application is true, complete and correct in every aspect.
- I am a duly authorized official or agent of the applicant.
- The energy sources sold and covered by this claim were for residential purposes only.
- This amount was not previously claimed.
- All relevant documents are available for inspection and/or audit.

Applicant's Name:

Applicant's Title:

Date:

**Step 4. Read the Application Declaration, and enter your name and title**

**Step 5. Once you have completed the form, click NEXT**

### Third Screen – The Confirmation Page

The third screen you will see is the Application Form Confirmation Page. This page allows you to review what you have entered, and you will be able to use the Back Button to go back and make any changes. If everything looks ok, click the Submit Button and your reimbursement claim will be sent for processing.



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## Bulk Vendor Rebate Application Form - Confirmation

### Claim Information

*Please print this page for your records.*

#### A. Claim Period - one application per calendar month

Period From: 1 Dec 2006  
Period To: 14 Dec 2006  
Number of residential customer transactions applicable for this period: 10

#### B. Types of Energy Sources

Oil: 10000 litres

#### C. Total Amount Claimed

##### Eligible Amount calculation

Total Reimbursement Claimed:	\$	560.00
<b>Total Amount Claimed</b>	<b>\$</b>	<b>560.00</b>

### Application Declaration

I hereby certify that:

**Review the data you have entered. Use the Back button to make any changes, or click Confirm to submit your claim for processing**

- The information contained in this application is true, complete and correct in every aspect.
- I am a duly authorized official or agent of the applicant.
- The energy sources sold and covered by this claim were for residential purposes only.
- This amount was not previously claimed.
- All relevant documents are available for inspection and/or audit.

Applicant's Name: Jane Q Public  
Applicant's Title: Owner  
Date: 14 Dec 2006