

MISSOURI GREEN BANC

Workforce Education & Training Series

Supplier Draw Documentation Standard

*Clean paperwork as competitive advantage. Keyed to Segment 4.***MGBA-EQP-JA-05**

Disbursement on a C-PACE project is documentation-driven. Every draw is reviewed before it funds, and a draw package moves at the speed of its slowest document. A distributor who consistently turns clean paperwork becomes the preferred supplier on these projects for reasons that have nothing to do with price. That is the most durable competitive advantage in this program.

WHAT A SUPPLIER CONTRIBUTES TO EACH DRAW PACKAGE

DOCUMENT	STANDARD	COMMON FAILURE
Invoice	References the project and the contractor's purchase order. Line items match the approved scope description, not an internal SKU shorthand.	Invoice line items that cannot be reconciled to the approved scope. Review stops until they are explained.
Conditional lien waiver	Issued with the invoice, covering the amount billed through the stated date.	Waiver amount and invoice amount disagree, or the through-date is wrong.
Unconditional lien waiver	Issued on receipt of payment for the prior draw, covering that amount.	Never issued, leaving the prior draw open on the reconciliation.
Delivery documentation	Signed delivery ticket or bill of lading tied to the invoice.	Material billed but not yet delivered, with no stored-materials arrangement in place.
Stored materials documentation	Where material is billed before installation: proof of purchase, storage location, insurance, and where required a bill of sale.	Billing stored material without the supporting package. Frequently rejected outright.
Equipment submittals and O&M data	Provided at delivery, not at closeout. Commissioning and final draw depend on them.	O&M manuals produced weeks after substantial completion, holding the final draw.
Warranty documentation	Registered and delivered with the closeout package.	Unregistered warranties discovered at commissioning.

PRE-SUBMISSION CHECKLIST

- ☐ Invoice references the project name and the contractor purchase order
- ☐ Line items reconcile to the approved scope, in the scope's language
- ☐ Quantities billed match quantities delivered per the signed ticket

- ☐ Conditional lien waiver attached, amount and through-date matched to the invoice
- ☐ Unconditional waiver for the previous draw issued and on file
- ☐ Stored-materials package complete, if applicable
- ☐ Submittals, O&M data, and warranty registrations current
- ☐ Package delivered to the contractor ahead of their draw deadline, not on it

SET THE INTERNAL CALENDAR BACKWARD

Draw deadlines belong to the contractor and the capital provider, not to you — but a late supplier package delays the whole draw.

Ask your contractor customer for the project's draw schedule at the time of the first order, and set your internal billing cutoff three business days ahead of theirs. Three days absorbs a delivery discrepancy without costing anyone a draw cycle.

Markets set in motion. It all starts with collaboration.