



MARYLAND DEPARTMENT OF GENERAL SERVICES

***I* NSTRUCTIONS**

DGS Electricity Supplier Purchasing Program

Thank you for your interest in partnering with DGS

Please Follow these Instructions.

1. Please confirm eligibility by visiting the “Who is Eligible?” link on our Energy Purchasing page.
2. To Complete the Electricity Supplier Application Form, please select the link directly below:
<http://dgs.maryland.gov/Documents/energy/Purchasing/ElectricitySupplyApplicationForm.xlsx>
 - a. Please be sure to complete the Application Form in its entirety.
 - b. Indicate the Authorized Representative. This individual should be the person authorized to enter your organization into a legally binding contract. This may be the same person who is responsible for paying the electricity bill.
 - c. Indicate your Account Information details including:
 - Account Numbers
 - Service and Billing Addresses
 - Account Contact Information
The account contact should be the person responsible for paying electricity bills for the designated account(s).
 - d. Enter information for up to 40 accounts per worksheet. If additional lines are needed, please use the additional tabs in the workbook, starting with tabs Account Data-1, Account, Data-2, and so forth.
 - e. Save the completed document as a Microsoft Excel file (.xls or .xlsx)

