



The purpose of requesting information using this one form is to make the onboarding process as speedy and painless as possible

The more information that can be provided upfront, the better the service we can deliver

Client ONBOARDING

REQUEST SUMMARY

- ✓ INVOICING INFORMATION
- ✓ METER DATA INFORMATION
- ✓ MISC. DATA INFORMATION
- ✓ SITE INFORMATION
- ✓ BMS INFORMATION

INVOICING INFORMATION

Main email:

Emails to be CC'd:

ABN:

Billing address:

PO ref (if req.):



Performance Diagnostics



Preventative Maintenance



NABERS Increases



Energy Efficiency

SITE INFORMATION

No./Street:

Town/City:

State/Territory:

ZIP/Postcode:

Country:

No./Street:

Town/City:

State/Territory:

ZIP/Postcode:

Country:

CONTACT DETAILS:

Primary Email:
Phone:

OPS Email:
Phone:

I.T. Email:
Phone:

NETWORK PROTOCOL ON SITE:

If BACnet/IP:

If NOT BACnet/IP:

N.B. Some assets may need to be briefly and temporarily switched off for inspection

BACER INFORMATION

ONLY COMPLETE IF SITE IS BACnet/IP

BACnet/IP network (Please chose one):	Ethernet	DHCP / Static
If static, please provide:	IP: Subnet:	
Access network (Please chose one):	Ethernet / WiFi / 4G	DHCP / Static
If static, please provide:	IP: Subnet: Gateway: DNS:	
If WIFI, please provide:	SSID: Passphrase:	

METER DATA INFORMATION

Meter data supplier:	
Power retailer:	
Account No.:	
NMI No.:	
Meter data feed address:	

ADDITIONAL INFORMATION

(IF AVAILABLE)

'As built' drawings:	
Mechanical asset register:	
Mechanical equipment specifications and schedules:	
Single line electrical diagram (in regards to mechanical equipment):	
Mechanical services power schematic:	
Mechanical and controls contractors contact details (if possible):	

THE MORE INFORMATION
CIM ENVIRO IS PROVIDED,
THE FASTER AND MORE
ACCURATE THE SERVICE

VACERS INFORMATION

ONLY COMPLETE IF NOT A BACnet/IP SITE*

Does BMS have log emailing capability?	
Collector email address:	

* For guidance, other possible network protocols include:

- MODBUS
- LONWORKS
- BACnet TOKEN RING
- Proprietary systems
 - e.g. Siemens

CRITICAL INFORMATION

REQUIRED WITHIN 5 DAYS

BMS 'View only' access:	
BMS Functional description:	
Mechanical services operation and maintenance manual:	
12 Months Elec & gas bills (incl. rates):	



Performance
Diagnostics



Preventative
Maintenance



NABERS
Protection



Energy
Efficiency