



Message from Supply Communications

This communication is being sent on behalf of Matt Gooder, Constellation VP and Chief Supply Officer

Dear Supplier:

On February 1, 2022, Exelon Corporation divested its ownership in Exelon Generation Company, LLC, and its subsidiaries, which are now owned by Constellation Energy Corporation, a publicly traded company (the "Divestiture"). Exelon Generation Company, LLC, has changed its name to Constellation Energy Generation, LLC ("Constellation"). This notice details information regarding contracts, purchase orders, and other agreements for the procurement of materials and services ("Purchase Orders") you have or may enter in the future with Constellation and its Affiliates.

1. The new Constellation Affiliates that may enter contracts are listed on the attached Exhibit "A" which replaces the previous Exhibit "A" in the terms and conditions in effect with your company ("Terms and Conditions").
2. In general, the legal names of any Constellation Affiliates that previously had an "Exelon" reference in their name has been changed to "Constellation." All references in past and future Purchase Orders will be to the entity's current legal name as stated on the new Exhibit "A".
3. All Purchase Orders your company has with Constellation entities remain in full force and effect and will be managed in the ordinary course. The Supply lead for your company will contact you directly. In many cases we expect the lead will remain the same person as before the Divestiture, but in some cases the lead may change.
4. As and after the Divestiture, the contact information for legal notices should be revised or updated to include, as appropriate:

Constellation Energy Generation, LLC
ATTN: Legal Department
1310 Point Street – 8th Floor
Baltimore, Maryland 21231
Email: LegalNotices@Constellation.com

5. Starting February 2nd, please submit invoices to Constellation using the instructions attached. Constellation's Accounts Payable Guidelines are posted on the new Constellation website (<http://www.constellationenergy.com/suppliers>).
6. As of the Divestiture, the agency authority of Exelon Business Services Company, LLC for Constellation procurement matters is terminated, and Constellation Energy Generation, LLC (in which Constellation's Supply Department operates) now has the agency authority for Constellation and its Affiliates.

7. The Constellation entities will continue to make purchases under the existing Terms and Conditions with your company that were in effect prior to the Divestiture. If applicable, we will formally revise the Terms and Conditions when they are next amended or renegotiated with you in the ordinary course of our doing business with your company.

Constellation Energy is excited about our future as America's leading clean energy company. As a valued supplier, we look forward to our ongoing partnership as we move into the future.

EXHIBIT A - BUYER AFFILIATES*

AV Solar Ranch 1, LLC
Calvert Cliffs Nuclear Power Plant, LLC (“CCNPP”)
Clinton Battery Utility, LLC
CNEGH Holdings, LLC (“CNEGH”)
Colorado Bend II Power, LLC
Constellation ClearSight, LLC
Constellation Energy Generation, LLC
Constellation Energy Nuclear Group, LLC (“CENG”)
Constellation Energy Resources, LLC (“CER”)
Constellation Fitzpatrick, LLC
Constellation Framingham, LLC
Constellation Handley Power, LLC
Constellation New Boston, LLC
Constellation PowerLabs, LLC
Constellation Power Source Generation, LLC d/b/a Constellation Generation Services
Constellation Mystic Power, LLC
Constellation NewEnergy, Inc. (“CNE”)
Constellation West Medway, LLC
Constellation Wind, LLC
Constellation Wyman, LLC
Criterion Power Partners, LLC
Distrigas of Massachusetts, LLC
Handsome Lake Energy, LLC
Nine Mile Point Nuclear Station, LLC (“NMPNS”)
R.E. Ginna Nuclear Power Plant, LLC (“REGNPP”)
Wolf Hollow II Power, LLC

* Including any subsidiaries



This is applicable to all Vendors of the Constellation family of companies

Failure to follow these invoice submittal instructions or to furnish the required information in the proper format will result in delayed payment

INVOICE SUBMITTAL		
Process	Details	Vendor Action Required
<p>Electronic Submittal – WebCommerce, CIA or traditional EDI (Constellation’s preferred method of invoice submittal)</p>	<p>If currently registered for this submittal method, continue to submit according to this process.</p> <p>Vendors using this submittal method – do not submit invoices via U.S. Mail or email. Redundant submittal is not required nor desired by Constellation AP.</p> <p>Moving to electronic invoicing shortens the invoice processing time, which facilitates timely payments and improved data quality. Our electronic invoice platform, WebCommerce, provides quick and easy setup at no cost you. This platform supports invoice submission for both materials and services. If you would like to learn more about how to begin leveraging WebCommerce, please contact your Constellation Supply representative or email:</p> <p>ElectronicInvoiceTeam@Constellation.Com</p>	<p>If currently registered for this submittal method, no adjustment to current process required.</p> <p>Only submit invoices via one of the electronic invoice submission options you are utilizing today:</p> <ul style="list-style-type: none"> • Contract Invoicing Application (CIA) • WebCommerce • Traditional Electronic Data Interchange (EDI) <p>If you have any questions, require adjustment to current set-up or would be interested in setup information, contact us at:</p> <p>ElectronicInvoiceTeam@Constellation.Com</p>
<p>Invoice Email Submission Address</p>	<p>Successful email address submission will abide by the following rules:</p> <ul style="list-style-type: none"> • Only one invoice can be submitted per email • Accepted File attachments (docx, .xls, .xlsx, .jpg, .pdf, .tif, .bmp, .rtf) • Attachments to emailed invoice (e.g., zip files, Outlook email attachments) will not be accepted 	<p>Submit electronic invoices to:</p> <p>InvoiceSubmission@Constellation.Com</p> <p>PLEASE SEE “REQUIREMENTS FOR A COMPLETE INVOICE” BELOW TO SUPPORT SUCCESSFUL SUBMISSION & PROCESSING OF ALL INVOICES</p>
<p>U.S. Mail (Note: this is NOT the preferred method)</p>	<p>If unable to submit an invoice electronically or by email, invoice is submitted via U.S. Mail.</p>	<p>If using this method, ensure this is the submittal address:</p> <p>Constellation Accounts Payable PO Box 696988 San Antonio, TX 78269</p>

OTHER TOOLS		
Process	Details	Vendor Action Required
<p>Virtual Credit Card (VCC) Payments</p>	<p>Constellation’s preferred method of payment is Virtual Credit Card (VCC)</p>	<p>Early payment terms may be available to vendors who are eligible and accept this payment method. To register and get setup for VCC, please contact:</p> <p>VirtualCreditCard@Constellation.com</p>

OTHER TOOLS continued		
Process	Details	Vendor Action Required
Requests to Receive Payments via ACH	<p>Constellation's preferred method of payment is ACH for those not enrolled in the VCC program. ACH payments will not get lost in the mail and are received faster than traditional check payments.</p> <p>Note: This process is for domestic vendors only.</p>	<p>If a vendor is not currently receiving payments via ACH and would like to enroll, they MUST submit all of the following:</p> <ul style="list-style-type: none"> An updated W-9 (2018 form; must be signed and dated within the current year) A copy of a recent invoice (for verification purposes only, invoice will not be processed) <p>And one of the following MUST also be included:</p> <ul style="list-style-type: none"> Bank letterhead with ACH instructions Company letterhead with ACH instructions A copy of a voided check Please submit information to: Constellation business contact
Invoice Inquiry Tool	<p>All vendors should use the AP Inquiry Tool to check the status of invoices or payment detail. This tool can be used to:</p> <ul style="list-style-type: none"> Verify your invoice is in the system Verify scheduled pay dates Procure additional details on previous payments, including the invoice number and amount detail 	<p>Vendors will need the exact invoice number (excluding special characters) and exact invoice amount OR payment number/check number in order utilize the tool:</p> <p style="text-align: center;">Ap Inquiry</p>
Additional Invoice Inquiries	<p>For invoice inquiries that cannot be addressed with the Invoice Inquiry Tool (above)</p>	<p>Please provide details related to invoice number including PO/Contract number, Release number (where applicable) and associated Constellation company to:</p> <p style="text-align: center;">InvoiceInquiryTeam@Constellation.Com</p> <p>OR contact: 312-429-9303 (External Callers)</p>

The minimum requirements are *mandatory* for successful processing of an invoice (not submitted via EDI/WebCommerce). Invoices not including the required information will be rejected and returned to the vendor and will require the vendor to resubmit a corrected invoice.

An invoice must clearly label or display the following

<p>General (all)</p> <ul style="list-style-type: none"> Purchase Order # or Contract # Release # (where applicable) CPA # (where applicable) Unique Invoice # Dollar Amount Invoice Date (no future dates accepted) 	<p>Purchase Order specific</p> <ul style="list-style-type: none"> PO Line # (mirror the Constellation PO) CatalogID (if applicable) Unit of Measure as listed on the PO (For example: If the Purchase Order is setup with a unit of measure of feet (FT), it is required that the invoice be billed in FT (vs. each or EA)
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REQUIREMENTS FOR A COMPLETE INVOICE (additional detail)

Required	Details	If Unknown:
Include an Invoice Number	All invoices must have a documented invoice number; this number is used to log and track invoices in our system. Without this number, invoices are unable to be processed. Duplicate invoices and invoice numbers cannot be processed.	Work with your internal Accounts Receivable department to include a number on all submitted invoices.
Include the correct PO or Contract Number for what is being invoiced	All invoices MUST include the applicable PO or Contract number for the materials or services being invoiced. Without this number, invoices cannot be matched in our system for routing and payment.	Work with your Constellation business contact for the correct number for the applicable scope of work or material.
Where applicable, include the correct RELEASE number for the PO or Contract that is being invoiced	If the invoice is for a scope of work or material that is specific to a PO or Contract RELEASE, all invoices MUST include the applicable release number. Without this number, invoices cannot be matched in our system for routing and payment.	Work with your Constellation business contact for the correct release number for the scope of work or material.
Include the correct Line Number for what is being invoiced	If the invoice is for a PO that has specific line item detail, the line number (from the PO) for the invoiced material MUST be included on the invoice. Without this Line Number, invoices cannot be matched in our system for routing and payment.	Work with your internal Accounts Receivable department to include the applicable Line Number on all submitted invoices. This number must mirror the PO Line Number from the Constellation PO documentation.
Be aware of contract release values	Invoices that bring the total invoiced value for a PO or Contract over the approved, released amount on the PO or Contract may be delayed in payment.	Work with your Constellation business contact if a change order is required, prior to submitting an invoice.
Sales tax amounts should be listed as a separate line item	If your PO or Contract allows for sales taxes to be charged, amount should be listed as a separate line item and labeled as "sales tax" on the invoice.	Work with your internal Accounts Receivable department to allocate a "sales tax" line when applicable.
Freight charges should be listed as a separate line item on invoice, if allowed on the PO or Contract	If your PO or Contract allows for freight charges, they should be listed as a separate line item and labeled as "freight" on the invoice. Shipping, transportation, or handling charges must be consolidated and labeled as "freight"	Work with your internal Accounts Receivable department to allocate a "freight" line when applicable.
Do not submit mail or email invoices if your company is setup for WebCommerce or EDI electronic submission	If your company is setup for WebCommerce or EDI electronic submission, all requests for payment should be submitted electronically via the portal/application configured to accept the requests for payment.	Work with your internal Accounts Receivable department to verify submission method; work with your Constellation Supply contact to confirm your PO or Contract is configured correctly for WebCommerce or EDI
Net terms awareness Constellation's standard payment terms are net 45 days from invoice receipt date	Invoices must be valid for entry, in accordance with this communication to be officially received and begin payment processing. Constellation's net terms/pay date is calculated when: <ul style="list-style-type: none"> • EDI/CEDI request for payment: next business day after submission date • Emailed invoice: date received in Constellation inbox • Mailed invoice: date received in the office in San Antonio 	Work with your Accounts Receivable department to confirm method of invoice submission. Confirm net terms on your PO or Contract documentation.