

**Pennsylvania
New Jersey
Delaware
Maryland**

**Implementation
Guideline**

For
Electronic Data Interchange

TRANSACTION SET

248

Write-off

Ver/Rel 004010

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Summary of Changes

| | |
|---------------------------------------|--|
| April 5, 1999 Version 1.0 | Initial release. |
| May 25, 1999 Version 1.1 | Made changes for consistency with the 814 4010 changes: <ul style="list-style-type: none"> • BHT04: Clarified transaction creation date • Added PER02 (Customer Name) as an optional field. • Added Old Account Number • Added NJ Information • Added Notes Page |
| May 26, 1999 Version 1.2 | <ul style="list-style-type: none"> • Corrected references to BHT02 (they had read BHT01) • Corrected usage rules for old LDC account number • Changed requirement for ESP account number to 2/1/2000 |
| May 27, 1999 Version 2.0 | Issued as FINAL for Version 4010 for Pennsylvania |
| June 8, 1999 Version 2.1 | Added clarification for New Jersey on Conectiv's intention to utilize the 248 transaction. |
| June 29, 1999 Version 2.2 | <ul style="list-style-type: none"> • Changed "EGS" to "ESP" and "EDC" to "LDC" throughout the guideline. Removed "NJ Definitions" and replaced it with "LDC Definitions" and "ESP Definitions" in the Notes section. • Added "How to use the implementation guideline" page. In addition, changed all headers to the true X12 definition. Also corrected the Table on Page 4 to reflect X12 definitions and added the words "X12 Structure" to the title on that page. |
| October 1, 1999 DRAFT Version 2.2b | <p>Change Control #004:</p> <ul style="list-style-type: none"> • Added to Notes section: "One customer account per 248" <p>Additional changes:</p> <ul style="list-style-type: none"> • Added Conectiv Delaware information • Moved NJ Notes to its own page • Changed "Supplier" to "ESP" in examples |
| November 4, 1999 Version 2.3 | This is a FINAL version for Pennsylvania and New Jersey |
| December 1999 Version 2.3MD1 | <ul style="list-style-type: none"> • Add Maryland use to document – the changes were added to the version 2.3 of the regional standards • Added Table of Contents • Added Data Dictionary |
| January 17, 2000 Version 2.3MD2 | Clarified REF*45 is only used when LDC sending transaction. |
| April 7, 2000 Version 2.3MD3 | <p>Corrected table of contents</p> <p>Clarified use of old account number for MD</p> <p>Corrected data dictionary to show customer name in MD as 60 characters</p> |
| June 26, 2000 Version 2.3MD4 | <p>This transaction is considered FINAL for MD</p> <p>Added Write Off Account (REF*X0) to TOC</p> <p>Added "balance" to Reinstatement Date description in Data Dictionary</p> |
| September 10, 2000 Version 2.4 | This transaction is a new FINAL version for Pennsylvania, New Jersey, Maryland, and Delaware (Conectiv only). |
| October 19, 2001 Version 2.4rev01 | Incorporate Delaware Electric Coop (DEC) information for Delaware |
| January 9, 2002 Version 3.0 | This transaction is a new FINAL version for Pennsylvania, New Jersey, Maryland, and Delaware. |
| January 24, 2010 Version 3.0 | This transaction is a new FINAL version for Pennsylvania, New Jersey, Maryland, and Delaware (no changes from January 9, 2002 release). |

March 11, 2013

Version 6.0

| | |
|-------------------------------------|---|
| September 4, 2010 Version 3.0.1D | <ul style="list-style-type: none">• Incorporate PA Change Control 060 (PA Admin/Cleanup Change Control) |
| February 28, 2011 Version 4.0 | This transaction is a new FINAL version for Pennsylvania, New Jersey, Maryland, and Delaware. |
| February 16, 2012 Version 4.0 | This transaction is a new FINAL version for Pennsylvania, New Jersey, Maryland, and Delaware. No changes since prior version. |
| March 8, 2013 Version 6 | <ul style="list-style-type: none">• Moving to v6.0 to align versions across all transaction sets• Cleaned up references to Allegheny and APS throughout document |

General Notes

- Use:
- This transaction will be used by the billing party to notify the non-billing party that the billing party will no longer pursue collections on behalf of the non-billing party. It will also be used to cancel this notification, in essence reinstating the customer balance.
 - This transaction only applies when NOT making the other party whole.
- One Account per 248 One customer account per 248.
- LDC Definitions: The term LDC (Local Distribution Company) in this document refers to the utility. Each state may refer to the utility by a different acronym:
- EDC – Electric Distribution Company (Pennsylvania, Delaware)
 - LDC – Local Distribution Company (New Jersey)
 - EC – Electric Company (Maryland)
- ESP Definitions: The term ESP (Energy Service Provider) in this document refers to the supplier. Each state may refer to the supplier by a different acronym:
- EGS – Electric Generation Supplier (Pennsylvania)
 - TPS – Third Party Supplier (New Jersey)
 - ES – Electric Supplier (Delaware)
 - ES – Electricity Supplier (Maryland)

New Jersey Notes

- In New Jersey, this transaction will only apply to companies that are maintaining the supplier balance. For companies not maintaining the supplier balance, they may optionally utilize this transaction.

Note: As of 6/8/99, this transaction will **NOT** be utilized by PSE&G. GPU and Delmarva plan to utilize it. It will not pertain to Rockland Electric since they are making the other party whole.

Note: Due to the implementation of the Customer Account Services Settlement in December 2001, this transaction is not used for any charges generated after 12/1/2001.

Delaware Notes

Rules:

This transaction will apply for all companies since the utilities are maintaining the supplier balance, but are NOT making the other party whole.

Maryland Notes

This transaction will apply for all companies since the utilities are maintaining the supplier balance

How to Use the Implementation Guideline

Segment: **REF** Reference Identification
Position: 030
Loop: LIN
Level: Detail
Usage: Optional
Max Use: >1
Purpose: To specify identifying information
Syntax Notes:

- 1 At least one of REF02 or REF03 is required.
- 2 If either C04003 or C04004 is present, then the other is required.
- 3 If either C04005 or C04006 is present, then the other is required.

Semantic Notes:

- 1 REF04 contains data relating to the value cited in REF02.

Comments:

This section is used to show the X12 Rules for this segment. You must look further into the grayboxes below for State Rules.

| | |
|-----------------|--|
| Notes: | Recommended by UIG |
| PA Use: | Must be identical to account number as it appears on the customer's bill, excluding punctuation (spaces, dashes, etc.). Significant leading and trailing zeros must be included. |
| | Request: Required Accept Response: Required Reject Response: Required |
| NJ Use: | Same as PA |
| Example: | REF*12*2931839200 |

The "Notes:" section generally contains notes by the Utility Industry Group (UIG).

This section is used to show the individual State's Rules for implementation of this segment.

One or more examples.

Data Element Summary

| | <u>Ref. Des.</u> | <u>Data Element</u> | <u>Name</u> | <u>X12 Attributes</u> |
|----------|------------------|---------------------|--|-----------------------|
| Must Use | REF01 | 128 | Reference Identification Qualifier Code qualifying the Reference Identification 12 Billing Account LDC assigned account number for end use customer. | M ID 2/3 |
| Must Use | REF02 | 127 | Reference Identification Qualifier Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier | X AN 1/30 |

This column shows the use of each data element. If state rules differ, this will show "Conditional" and the conditions will be explained in the appropriate grayboxes.

These are X12 code descriptions, which often do not relate to the information we are trying to send. Unfortunately, X12 cannot keep up with our code needs so we often change the meanings of existing codes. See graybox for the UIG or state definitions.

This column shows the X12 attributes for each data element. Please refer to Data Dictionary for individual state rules.

M = Mandatory, O= Optional, X = Conditional

AN = Alphanumeric, N# = Decimal value, ID = Identification, R = Real

1/30 = Minimum 1, Maximum 30

248 Account Assignment/Inquiry and Service/Status X12 Structure

Functional Group ID=**SU**

Heading:

| | <u>Pos. No.</u> | <u>Seg. ID</u> | <u>Name</u> | <u>Req. Des.</u> | <u>Max.Use</u> | <u>Loop Repeat</u> | <u>Notes and Comments</u> |
|----------|-----------------|----------------|---------------------------------------|------------------|----------------|--------------------|---------------------------|
| Must Use | 010 | ST | Transaction Set Header | M | 1 | | |
| Must Use | 020 | BHT | Beginning of Hierarchical Transaction | M | 1 | | |
| | | | | | | 2 | |
| Must Use | 030 | NM1 | Individual or Organizational Name | M | 1 | | n1 |

Detail:

| | <u>Pos. No.</u> | <u>Seg. ID</u> | <u>Name</u> | <u>Req. Des.</u> | <u>Max.Use</u> | <u>Loop Repeat</u> | <u>Notes and Comments</u> |
|----------|-----------------|----------------|---------------------------------------|------------------|----------------|--------------------|---------------------------|
| | | | | | | >1 | |
| Must Use | 010 | HL | Hierarchical Level | M | 1 | | n2 |
| Must Use | 020 | NM1 | Individual or Organizational Name | M | 1 | | n3 |
| | 060 | REF | Reference Identification | O | >1 | | |
| | 070 | PER | Administrative Communications Contact | O | >1 | | |
| | 110 | BAL | Balance Detail | O | 1 | | |
| | | | | | | >1 | |
| | 120 | DTP | Date or Time or Period | O | 1 | | |
| Must Use | 180 | SE | Transaction Set Trailer | M | 1 | | |

Transaction Set Notes

1. The NM1 loop will contain only information pertaining to the Credit Grantor and the Agency.
2. The HL loop will contain parent-child (subordinate) data relationships pertaining to the debtor and/or any association to the debtor.
3. The NM1 segment will contain only information pertaining to the debtor and/or any subordinate association to the debtor.

Data Dictionary for 248 Write Off

| <i>Appl Field</i> | <i>Field Name</i> | <i>Description</i> | <i>EDI Segment</i> | <i>Loop/ Related EDI Qualifier</i> | <i>Data Type</i> |
|-------------------|------------------------------|---|---------------------|--|-----------------------------|
| 1 | Hierarchical Structure Code | This will always be code "0057". | BHT01 = 0057 | | X(4) |
| 2 | Purpose Code | "01" = Cancellation: Used to reinstate a balance if the billing party resumes collection activities for the customer "22" = Information Copy: Used to notify the non-billing party that the billing party will no longer pursue collections for the customer | BHT02 | BHT01 = 0057 | X(2) |
| 3 | Transaction Reference Number | Unique Number identifying this transaction assigned by the sender of the transaction. This number should be unique over all time. | BHT03 | | X(30) |
| 4 | System Date | Date this transaction was generated from sender's application system. Format: CCYYMMDD | BHT04 | | 9(8) |
| 5 | LDC Name | LDC's Name | NM103 | NM1: NM101 = 8S NM102 = 3 | X(35) |
| 6 | LDC Duns | LDC's DUNS Number or DUNS+4 Number | NM109 | NM1: NM108 = 1 or 9 | X(13) |
| 7 | ESP Name | ESP's Name | NM103 | NM1: NM101 = SJ NM102 = 3 | X(35) |
| 8 | ESP Duns | ESP's DUNS Number or DUNS+4 Number | NM109 | NM108 = 1 or 9 | X(13) |
| 9 | Hierarchical ID Number | Since we have decided that there will only be one 248 transaction per account, the Hierarchical Level identification should always be "1". | HL01 = 1 | | X(1) |
| 10 | Hierarchical Level Code | This will always be code 24 to represent the debtor customer. | HL03 = 24 | HL01 = 1 | X(2) |
| 11 | Debtor Customer | Customer Name as it appears on the Customer Bill | NM103 | HL: NM101 = D4 NM102 = 3 | X(35) Note: X(60) for MD |
| 12 | ESP Account Number | ESP Customer Account Number | REF02 | HL: REF01 = 11 | X(30) |
| 13 | LDC Account Number | LDC Customer Account Number | REF02 | HL: REF01 = 12 | X(30) |
| 14 | Old LDC Account Number | Previous LDC Customer Account Number | REF02 | HL: REF01 = 45 | X(30) |

| | | | | | |
|----|-----------------------------------|---|-------|--|----------|
| 15 | Write-off Account Number | Account number assigned when an account is written off | REF02 | HL: REF01 = X0 | X(30) |
| 16 | Customer Telephone Number #1 | Last Known Telephone Number for the customer | PER04 | HL: PER01 = IC PER03 = TE | X(20) |
| 17 | Customer Telephone Number #2 | Last Known Telephone Number for the customer | PER06 | HL: PER01 = IC PER05 = TE | X(20) |
| 18 | Balance Written Off or Reinstated | Dollar amount that the billing party will no longer pursue collection activity for on behalf of the non-billing party. A negative amount signifies that the non-billing party has been overpaid and that they are responsible for reimbursing the customer. | BAL03 | HL: BAL01 = CD BAL02 = BD | -9(9).99 |
| 19 | Write-off Date | Date the amount was written off | DTP03 | DTP01 = 630 DTP02 = D8 | 9(8) |
| 20 | Reinstatement Date | Used only with a cancellation to state the date that the account balance was reinstated. | DTP03 | DTP01 = 584 DTP02 = D8 | 9(8) |

Segment: **ST** Transaction Set Header
Position: 010
Loop:
Level: Heading
Usage: Mandatory
Max Use: 1
Purpose: To indicate the start of a transaction set and to assign a control number
Syntax Notes:
Semantic Notes: 1 The transaction set identifier (ST01) is used by the translation routines of the interchange partners to select the appropriate transaction set definition (e.g., 810 selects the Invoice Transaction Set).

Comments:

| | |
|-----------------|------------------|
| PA Use: | Required |
| NJ Use: | Required |
| DE Use: | Required |
| MD Use: | Required |
| Example: | ST*248*000000001 |

Data Element Summary

| | Ref. | Data | Name | Attributes |
|----------|-------------|----------------|--|-------------------|
| | Des. | Element | | |
| Must Use | ST01 | 143 | Transaction Set Identifier Code Code uniquely identifying a Transaction Set | M ID 3/3 |
| | | | 248 Account Assignment/Inquiry and Service/Status | |
| Must Use | ST02 | 329 | Transaction Set Control Number Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set | M AN 4/9 |

Segment: **BHT** Beginning of Hierarchical Transaction
Position: 020
Loop:
Level: Heading
Usage: Mandatory
Max Use: 1
Purpose: To define the business hierarchical structure of the transaction set and identify the business application purpose and reference data, i.e., number, date, and time

- Syntax Notes:**
Semantic Notes:
- 1 BHT03 is the number assigned by the originator to identify the transaction within the originator's business application system.
 - 2 BHT04 is the date the transaction was created within the business application system.
 - 3 BHT05 is the time the transaction was created within the business application system.

Comments:

| | |
|-----------------|---------------------------------|
| PA Use: | Required |
| NJ Use: | Required |
| DE Use: | Required |
| MD Use: | Required |
| Example: | BHT*0057*22*1234567890*19990226 |

Data Element Summary

| | <u>Ref. Des.</u> | <u>Data Element</u> | <u>Name</u> | <u>Attributes</u> |
|----------|------------------|---------------------|--|-------------------|
| Must Use | BHT01 | 1005 | Hierarchical Structure Code Code indicating the hierarchical application structure of a transaction set that utilizes the HL segment to define the structure of the transaction set 0057 Supergroup, subgroup, member Debtor Customer | M ID 4/4 |
| Must Use | BHT02 | 353 | Transaction Set Purpose Code Code identifying purpose of transaction set 01 Cancellation Used to reinstate a balance if the billing party intends to resume collection activities for the customer. 22 Information Copy Used to notify the non-billing party that the billing party will no longer pursue collections for this customer. | M ID 2/2 |
| Must Use | BHT03 | 127 | Reference Identification Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier Unique Number identifying this transaction assigned by the sender of the transaction. This number should be unique over all time. | O AN 1/30 |
| Must Use | BHT04 | 373 | Date Date (CCYYMMDD) The transaction creation date – the date that the data was processed by the application system. | O DT 8/8 |

Segment: **NM1** Individual or Organizational Name (8S=LDC Name)
Position: 030
Loop: NM1
Level: Heading
Usage: Mandatory
Max Use: 1
Purpose: To supply the full name of an individual or organizational entity
Syntax Notes: 1 If either NM108 or NM109 is present, then the other is required.
 2 If NM111 is present, then NM110 is required.
Semantic Notes: 1 NM102 qualifies NM103.
Comments: 1 NM110 and NM111 further define the type of entity in NM101.

| | |
|-----------------|--------------------------------------|
| PA Use: | Required |
| NJ Use: | Required |
| DE Use: | Required |
| MD Use: | Required |
| Example: | NM1*8S*3*LDC COMPANY*****1*007909411 |

Data Element Summary

| | Ref. Des. | Data Element | Name | Attributes |
|-----------------|------------------|---------------------|--|-------------------|
| Must Use | NM101 | 98 | Entity Identifier Code Code identifying an organizational entity, a physical location, property or an individual 8S Consumer Service Provider LDC | M ID 2/3 |
| Must Use | NM102 | 1065 | Entity Type Qualifier Code qualifying the type of entity 3 Unknown | M ID 1/1 |
| Must Use | NM103 | 1035 | Name Last or Organization Name Individual last name or organizational name LDC Company Name | O AN 1/35 |
| Must Use | NM108 | 66 | Identification Code Qualifier Code designating the system/method of code structure used for Identification Code (67) 1 D-U-N-S Number, Dun & Bradstreet 9 D-U-N-S+4, D-U-N-S Number with Four Character Suffix | X ID 1/2 |
| Must Use | NM109 | 67 | Identification Code Code identifying a party or other code LDC D-U-N-S Number or D-U-N-S + 4 Number | X AN 2/80 |

Segment: **NM1** Individual or Organizational Name (SJ=ESP Name)
Position: 030
Loop: NM1
Level: Heading
Usage: Mandatory
Max Use: 1
Purpose: To supply the full name of an individual or organizational entity
Syntax Notes: 1 If either NM108 or NM109 is present, then the other is required.
 2 If NM111 is present, then NM110 is required.
Semantic Notes: 1 NM102 qualifies NM103.
Comments: 1 NM110 and NM111 further define the type of entity in NM101.

| | |
|-----------------|--|
| PA Use: | Required |
| NJ Use: | Required |
| DE Use: | Required |
| MD Use: | Required |
| Example: | NM1*SJ*3*ESP COMPANY*****9*007909422ESP1 |

Data Element Summary

| | Ref. Des. | Data Element | Name | Attributes |
|-----------------|------------------|---------------------|--|-------------------|
| Must Use | NM101 | 98 | Entity Identifier Code Code identifying an organizational entity, a physical location, property or an individual SJ Service Provider ESP | M ID 2/3 |
| Must Use | NM102 | 1065 | Entity Type Qualifier Code qualifying the type of entity 3 Unknown | M ID 1/1 |
| Must Use | NM103 | 1035 | Name Last or Organization Name Individual last name or organizational name ESP Company Name | O AN 1/35 |
| Must Use | NM108 | 66 | Identification Code Qualifier Code designating the system/method of code structure used for Identification Code (67) 1 D-U-N-S Number, Dun & Bradstreet 9 D-U-N-S+4, D-U-N-S Number with Four Character Suffix | X ID 1/2 |
| Must Use | NM109 | 67 | Identification Code Code identifying a party or other code ESP D-U-N-S Number or D-U-N-S + 4 Number | X AN 2/80 |

Segment: **HL** Hierarchical Level
Position: 010
Loop: HL
Level: Detail
Usage: Mandatory
Max Use: 1
Purpose: To identify dependencies among and the content of hierarchically related groups of data segments

Syntax Notes:

Semantic Notes:

- Comments:**
- 1 The HL segment is used to identify levels of detail information using a hierarchical structure, such as relating line-item data to shipment data, and packaging data to line-item data.
The HL segment defines a top-down/left-right ordered structure.
 - 2 HL01 shall contain a unique alphanumeric number for each occurrence of the HL segment in the transaction set. For example, HL01 could be used to indicate the number of occurrences of the HL segment, in which case the value of HL01 would be "1" for the initial HL segment and would be incremented by one in each subsequent HL segment within the transaction.
 - 3 HL02 identifies the hierarchical ID number of the HL segment to which the current HL segment is subordinate.
 - 4 HL03 indicates the context of the series of segments following the current HL segment up to the next occurrence of an HL segment in the transaction. For example, HL03 is used to indicate that subsequent segments in the HL loop form a logical grouping of data referring to shipment, order, or item-level information.
 - 5 HL04 indicates whether or not there are subordinate (or child) HL segments related to the current HL segment.

| | |
|-----------------|----------|
| PA Use: | Required |
| NJ Use: | Required |
| DE Use: | Required |
| MD Use: | Required |
| Example: | HL*1**24 |

Data Element Summary

| | Ref. Des. | Data Element | Name | Attributes |
|-----------------|------------------|---------------------|---|-------------------|
| Must Use | HL01 | 628 | Hierarchical ID Number A unique number assigned by the sender to identify a particular data segment in a hierarchical structure Since we have decided that there will only be one 248 transaction per account, the Hierarchical Level identification should always be "1". | M AN 1/12 |
| Must Use | HL03 | 735 | Hierarchical Level Code Code defining the characteristic of a level in a hierarchical structure 24 Supergroup Debtor Customer | M ID 1/2 |

Segment: **NM1** Individual or Organizational Name (D4=Customer Name)
Position: 020
Loop: HL
Level: Detail
Usage: Mandatory
Max Use: 1
Purpose: To supply the full name of an individual or organizational entity
Syntax Notes: 1 If either NM108 or NM109 is present, then the other is required.
 2 If NM111 is present, then NM110 is required.
Semantic Notes: 1 NM102 qualifies NM103.
Comments: 1 NM110 and NM111 further define the type of entity in NM101.

| | |
|-----------------|-------------------|
| PA Use: | Required |
| NJ Use: | Required |
| DE Use: | Required |
| MD Use: | Required |
| Example: | NM1*D4*3*JOHN DOE |

Data Element Summary

| | Ref. Des. | Data Element | Name | Attributes |
|-----------------|------------------|---------------------|--|-------------------|
| Must Use | NM101 | 98 | Entity Identifier Code Code identifying an organizational entity, a physical location, property or an individual D4 Debtor Customer | M ID 2/3 |
| Must Use | NM102 | 1065 | Entity Type Qualifier Code qualifying the type of entity 3 Unknown The entity name is not segmented and will be transmitted in NM103 only. | M ID 1/1 |
| Must Use | NM103 | 1035 | Name Last or Organization Name Individual last name or organizational name Customer Name as it appears on the Customer's bill | O AN 1/35 |

Segment: **REF** Reference Identification (11=ESP Account Number)
Position: 060
Loop: HL
Level: Detail
Usage: Optional
Max Use: >1
Purpose: To specify identifying information
Syntax Notes: 1 At least one of REF02 or REF03 is required.
 2 If either C04003 or C04004 is present, then the other is required.
 3 If either C04005 or C04006 is present, then the other is required.
Semantic Notes: 1 REF04 contains data relating to the value cited in REF02.
Comments:

| | |
|-----------------|--|
| PA Use: | Required if it was previously provided to the LDC |
| NJ Use: | Conditional (See **) **Note: In New Jersey, Atlantic City Electric, GPU and PSE&G will store ESP account number and are be required to return it on all transactions if it was previously provided to the LDC. Rockland Electric will not be storing ESP account number, and will never send it to the ESP. Atlantic City Electric will only be storing 20 characters. |
| DE Use: | Delmarva will store ESP account number and will be required to send it if it was previous provided to the LDC. Delmarva will only be storing 20 characters. DEC will store 30 characters. |
| MD Use: | Same as PA Note: Delmarva will store ESP account number, but will only store 20 characters. |
| Example: | REF*11*1394959 |

Data Element Summary

| | <u>Ref. Des.</u> | <u>Data Element</u> | <u>Name</u> | <u>Attributes</u> |
|----------|------------------|---------------------|---|-------------------|
| Must Use | REF01 | 128 | Reference Identification Qualifier Code qualifying the Reference Identification 11 Account Number ESP-assigned account number for end use [debtor] customer. | M ID 2/3 |
| Must Use | REF02 | 127 | Reference Identification Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier | X AN 1/30 |

Segment: **REF** Reference Identification (12=LDC Account Number)
Position: 060
Loop: HL
Level: Detail
Usage: Optional
Max Use: >1
Purpose: To specify identifying information
Syntax Notes: 1 At least one of REF02 or REF03 is required.
 2 If either C04003 or C04004 is present, then the other is required.
 3 If either C04005 or C04006 is present, then the other is required.
Semantic Notes: 1 REF04 contains data relating to the value cited in REF02.
Comments:

| | |
|-----------------|-------------------|
| PA Use: | Required |
| NJ Use: | Required |
| DE Use: | Required |
| MD Use: | Required |
| Example: | REF*12*1234567890 |

Data Element Summary

| | Ref. Des. | Data Element | Name | Attributes |
|----------|------------------|---------------------|---|-------------------|
| Must Use | REF01 | 128 | Reference Identification Qualifier Code qualifying the Reference Identification 12 Billing Account LDC-assigned account number for end use [debtor] customer. Note: Must be identical to account number as it appears on the Customer's Bill, excluding punctuation (spaces, dashes, etc.) Significant leading and trailing zeros must be included. | M ID 2/3 |
| Must Use | REF02 | 127 | Reference Identification Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier | X AN 1/30 |

Segment: **REF** Reference Identification (45=LDC Old Account Number)
Position: 060
Loop: HL
Level: Detail
Usage: Optional
Max Use: >1
Purpose: To specify identifying information
Syntax Notes: 1 At least one of REF02 or REF03 is required.
 2 If either C04003 or C04004 is present, then the other is required.
 3 If either C04005 or C04006 is present, then the other is required.
Semantic Notes: 1 REF04 contains data relating to the value cited in REF02.
Comments:

| | |
|-----------------|--|
| PA Use: | Required if the account number has changed within the last 60 days Note: Only used when LDC is sending this transaction. |
| NJ Use: | Required if the account number has changed within the last 60 days. Note: PSE&G will not provide old LDC Account Number. |
| DE Use: | Not Used |
| MD Use: | Not Used by BGE, PEPCO, or Delmarva. AP: Required if the account number has changed in the last 60 days. |
| Example: | REF*45*1235367812 |

Data Element Summary

| | <u>Ref. Des.</u> | <u>Data Element</u> | <u>Name</u> | <u>Attributes</u> |
|----------|------------------|---------------------|---|-------------------|
| Must Use | REF01 | 128 | Reference Identification Qualifier Code qualifying the Reference Identification 45 Old Account Number Previous LDC-assigned account number for end use [debtor] customer. | M ID 2/3 |
| Must Use | REF02 | 127 | Reference Identification Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier | X AN 1/30 |

Segment: **REF** Reference Identification (X0=Write off Account Number)
Position: 060
Loop: HL
Level: Detail
Usage: Optional
Max Use: >1
Purpose: To specify identifying information
Syntax Notes: 1 At least one of REF02 or REF03 is required.
 2 If either C04003 or C04004 is present, then the other is required.
 3 If either C04005 or C04006 is present, then the other is required.
Semantic Notes: 1 REF04 contains data relating to the value cited in REF02.
Comments:

| | |
|-----------------|------------------|
| PA Use: | Optional |
| NJ Use: | Optional |
| DE Use: | Optional |
| MD Use: | Optional |
| Example: | REF*X0*155647897 |

Data Element Summary

| | <u>Ref. Des.</u> | <u>Data Element</u> | <u>Name</u> | <u>Attributes</u> |
|----------|------------------|---------------------|--|-------------------|
| Must Use | REF01 | 128 | Reference Identification Qualifier Code qualifying the Reference Identification X0 Debtor's Account Write-off account number | M ID 2/3 |
| Must Use | REF02 | 127 | Reference Identification Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier | X AN 1/30 |

Segment: **PER Administrative Communications Contact**
Position: 070
Loop: HL
Level: Detail
Usage: Optional
Max Use: >1
Purpose: To identify a person or office to whom administrative communications should be directed
Syntax Notes:

- 1 If either PER03 or PER04 is present, then the other is required.
- 2 If either PER05 or PER06 is present, then the other is required.
- 3 If either PER07 or PER08 is present, then the other is required.

Semantic Notes:

Comments:

| | |
|-----------------|-------------------------------------|
| PA Use: | Required if available |
| NJ Use: | Required if available |
| DE Use: | Required if available |
| MD Use: | Required if available |
| Example: | PER*IC**TE*7175551111*TE*7175551112 |

Data Element Summary

| | Ref. Des. | Data Element | Name | Attributes |
|-----------------|----------------------|-------------------------|---|-------------------|
| Must Use | PER01 | 366 | Contact Function Code Code identifying the major duty or responsibility of the person or group named IC Information Contact | M ID 2/2 |
| Optional | PER02 | 93 | Name Free-form name | O AN 1/60 |
| Must Use | PER03 | 365 | Communication Number Qualifier Code identifying the type of communication number TE Telephone | X ID 2/2 |
| Must Use | PER04 | 364 | Communication Number Complete communications number including country or area code when applicable Last Known Customer Telephone Number #1 | X AN 1/80 |
| Optional | PER05 | 365 | Communication Number Qualifier Code identifying the type of communication number TE Telephone | X ID 2/2 |
| Optional | PER06 | 364 | Communication Number Complete communications number including country or area code when applicable Last Known Customer Telephone Number #2 | X AN 1/80 |

Segment: **BAL** Balance Detail
Position: 110
Loop: HL
Level: Detail
Usage: Optional
Max Use: 1
Purpose: To identify the specific monetary balances associated with a particular account
Syntax Notes:
Semantic Notes:
Comments:

| | |
|------------------|---------------------------------------|
| PA Use: | Required |
| NJ Use: | Required |
| DE Use: | Required |
| MD Use: | Required |
| Examples: | BAL*CD*BD*325.67 BAL*CD*BD*-250.00 |

Data Element Summary

| | <u>Ref. Des.</u> | <u>Data Element</u> | <u>Name</u> | <u>Attributes</u> |
|----------|------------------|---------------------|---|-------------------|
| Must Use | BAL01 | 951 | Balance Type Code Code indicating the type of balance CD Cycle to Date Denotes balance data associated with defined periods | M ID 1/2 |
| Must Use | BAL02 | 522 | Amount Qualifier Code Code to qualify amount BD Balance Due | M ID 1/2 |

| | | | | |
|----------|-------|-----|--|----------|
| Must Use | BAL03 | 782 | Monetary Amount Monetary amount On an initial 248, this is the amount that the billing party will no longer pursue collections for. On a cancellation 248, this is the same amount provided on the original 248 (do not reverse the signs). A negative amount indicates that the non-billing party has been overpaid and is responsible for reimbursing the customer. | M R 1/18 |
|----------|-------|-----|--|----------|

Segment: **DTP** Date or Time or Period (630=Write off date)
Position: 120
Loop: DTP
Level: Detail
Usage: Optional
Max Use: 1
Purpose: To specify any or all of a date, a time, or a time period
Syntax Notes:
Semantic Notes: 1 DTP02 is the date or time or period format that will appear in DTP03.
Comments:

| | |
|-----------------|---|
| PA Use: | Required for an original 248 (BHT02 = 22). Not used for cancellation 248 (BHT02 = 01). |
| NJ Use: | Same as PA |
| DE Use: | Same as PA |
| MD Use: | Same as PA |
| Example: | DTP*630*D8*19990226 |

Data Element Summary

| | <u>Ref. Des.</u> | <u>Data Element</u> | <u>Name</u> | <u>Attributes</u> |
|----------|------------------|---------------------|---|-------------------|
| Must Use | DTP01 | 374 | Date/Time Qualifier Code specifying type of date or time, or both date and time 630 Account Closed Date the account was written off. | M ID 3/3 |
| Must Use | DTP02 | 1250 | Date Time Period Format Qualifier Code indicating the date format, time format, or date and time format D8 Date Expressed in Format CCYYMMDD | M ID 2/3 |
| Must Use | DTP03 | 1251 | Date Time Period Expression of a date, a time, or range of dates, times or dates and times | M AN 1/35 |

Segment: **DTP** Date or Time or Period (584=Reinstatement Date)
Position: 120
Loop: DTP
Level: Detail
Usage: Optional
Max Use: 1
Purpose: To specify any or all of a date, a time, or a time period
Syntax Notes:
Semantic Notes: 1 DTP02 is the date or time or period format that will appear in DTP03.
Comments:

| | |
|-----------------|---|
| PA Use: | Not used for an original 248 (BHT02 = 22). Required for cancellation 248 (BHT02 = 01). |
| NJ Use: | Same as PA |
| DE Use: | Same as PA |
| MD Use: | Same as PA |
| Example: | DTP*584*D8*19990228 |

Data Element Summary

| | <u>Ref.</u> <u>Des.</u> | <u>Data</u> <u>Element</u> | <u>Name</u> | <u>Attributes</u> |
|----------|----------------------------|-------------------------------|---|-------------------|
| Must Use | DTP01 | 374 | Date/Time Qualifier Code specifying type of date or time, or both date and time 584 Reinstatement Date the account balance was reinstated on behalf of the non-billing party. | M ID 3/3 |
| Must Use | DTP02 | 1250 | Date Time Period Format Qualifier Code indicating the date format, time format, or date and time format D8 Date Expressed in Format CCYYMMDD | M ID 2/3 |
| Must Use | DTP03 | 1251 | Date Time Period Expression of a date, a time, or range of dates, times or dates and times | M AN 1/35 |

Segment: **SE** Transaction Set Trailer
Position: 180
Loop:
Level: Detail
Usage: Mandatory
Max Use: 1
Purpose: To indicate the end of the transaction set and provide the count of the transmitted segments (including the beginning (ST) and ending (SE) segments)

Syntax Notes:

Semantic Notes:

Comments: 1 SE is the last segment of each transaction set.

| | |
|-----------------|----------------|
| PA Use: | Required |
| NJ Use: | Required |
| DE Use: | Required |
| MD Use: | Required |
| Example: | SE*28*00000001 |

Data Element Summary

| | Ref. | Data | Attributes |
|----------|-------------|--|-------------------|
| | Des. | Element Name | |
| Must Use | SE01 | 96 Number of Included Segments Total number of segments included in a transaction set including ST and SE segments | M NO 1/10 |
| Must Use | SE02 | 329 Transaction Set Control Number Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set | M AN 4/9 |

Examples:

Example: Account Balance that is written off by the billing party.

| X12 Data | Description |
|---------------------------------------|--|
| BHT*0057*22*1234567890*19990226 | Beginning Segment |
| NM1*8S*3*LDC NAME*****1*007909411 | LDC Name |
| NM1*SJ*3*ESP NAME*****9*007909422ESP1 | ESP Name |
| HL*1**24 | Beginning of Detail Loop |
| NM1*D4*3*JOHN DOE | Customer Name |
| REF*11*1394959 | ESP Account Number |
| REF*12*1234567890 | LDC Account Number |
| PER*IC**TE*7175551111*TE*7175551112 | Customer Contact Telephone |
| BAL*CD*BD*325.67 | Indicates balance of \$325.67 is being written off |
| DTP*630*D8*19990226 | Write off date |

Example: Account Balance that is reinstated by the billing party.

| X12 Data | Description |
|---------------------------------------|---|
| BHT*0057*01*33367890*19990228 | Beginning Segment |
| NM1*8S*3*LDC NAME*****1*007909411 | LDC Name |
| NM1*SJ*3*ESP NAME*****9*007909422ESP1 | ESP Name |
| HL*1**24 | Beginning of Detail Loop |
| NM1*D4*3*JOHN DOE | Customer Name |
| REF*11*1394959 | ESP Account Number |
| REF*12*1234567890 | LDC Account Number |
| PER*IC**TE*7175551111*TE*7175551112 | Customer Contact Telephone |
| BAL*CD*BD*325.67 | Indicates balance of \$325.67 is being reinstated |
| DTP*584*D8*19990228 | Reinstatement date |

Example: Account balance that was overpaid by the customer, and for which the non-billing party needs to reimburse the customer.

| X12 Data | Description |
|---------------------------------------|---|
| BHT*0057*22*43367890*19990228 | Beginning Segment |
| NM1*8S*3*LDC NAME*****1*007909411 | LDC Name |
| NM1*SJ*3*ESP NAME*****9*007909422ESP1 | ESP Name |
| HL*1**24 | Beginning of Detail Loop |
| NM1*D4*3*JANE SMITH | Customer Name |
| REF*11*234721890837 | ESP Account Number |
| REF*12*612324990897 | LDC Account Number |
| PER*IC**TE*8002223456 | Customer Contact Telephone |
| BAL*CD*BD*-250.00 | Indicates customer overpaid, non-billing party owes customer \$250.00 |
| DTP*630*D8*19990228 | Write off date |