

Customer Solicitation List Enhancements

The purpose of this document is to provide Suppliers with information about CHOICE Program Customer Solicitation Lists in Columbia Gas of Ohio (OH), Pennsylvania (PA), Virginia (VA), Kentucky (KY), and the OH Governmental Aggregation List(s).

Customer List Highlights

- Standard file layout for all Customer Solicitation Lists (OH, PA, VA, KY).
- Standard file layout for all Active Customer Lists (OH, PA, VA, KY).
- Discontinued "dark window" allowing processing of Customer Lists between the 16th and 19th of each month.
- Reduce wait time for process requests received from multiple Suppliers each processing day.
- Automate the process for requesting Customer Solicitation Lists and Active Customer Lists
- New OH Governmental Aggregation Eligible List.

Customer List request (LRQ) and response (RESP) information:

[LRQ Customer List Request File Format - All States](#)

[RESP Customer List Response File Format - All States](#)

Sample Files: (Right-click Save As)

CKY ACT	COH ACT	CPA ACT	CVA ACT
CKY SOLICIT	COH SOLICIT	CPA SOLICIT	CVA SOLICIT
	COH GOV AGG ELIGIBLE		
	COH GOV AGG LEGACY		

**GOV AGG Eligible and Legacy lists are provided in matching formats. However, the Legacy list omits customers currently enrolled in a GOV AGG program.*

Please direct any questions to the Choice Team at Choice@NiSource.com.

ACT (Active Customer Transaction) File Format

The ACT file provides all the established accounts for a Natural Gas Supplier as of Unit 21. Customers listed on the ACT file are scheduled to flow gas with their active supplier. This file can be used to build a customer database or to verify the information contained in a Natural Gas Suppliers database.

Please note the charge for this file is \$0.015 per record or a minimum of \$55.00

Position	Length	Data Type	Data Element Name	Additional Information
1	1	N/A	Filler	
2	36	Alpha	Customer Name	First and Last Name Business Name
38	3	N/A	Filler	
41	33	Alpha	Customer Name Continued	
74	3	N/A	Filler	
77	33	Alpha	Customer Name 2	First and Last Name Business Name
110	3	N/A	Filler	
113	33	Alpha/Num	Service Address	
146	3	N/A	Filler	
149	33	Alpha/Num	Service Address Continued	
182	3	N/A	Filler	
185	30	Alpha	Service Address City	
215	3	N/A	Filler	
218	2	Alpha	Service Address State	KY (Kentucky)
220	3	N/A	Filler	
223	5	Num	Service Address Zip Code	
228	3	N/A	Filler	
231	4	Num	Service Address Zip Code +4	
235	3	N/A	Filler	
238	4	Alpha/Num	Service Address Carrier Route Code	Route Type – 1 Character (R for Rural) Carrier Code – 3 digit
242	3	N/A	Filler	
245	33	Alpha/Num	Mailing Address	
278	3	N/A	Filler	
281	33	Alpha/Num	Mailing Address Continued	
314	3	N/A	Filler	
317	30	Alpha	Mailing Address City	
347	3	N/A	Filler	

Continuation: ACT File Format

Position	Length	Data Type	Data Element Name	Additional Information
350	2	Alpha	Mailing Address State	
352	3	N/A	Filler	
355	5	Num	Mailing Address Zip Code	
360	3	N/A	Filler	
363	4	Num	Mailing Address Zip Code +4	
367	7	N/A	Filler	
374	8	Num	Customer Account Number	8 Digit Permanent Customer Identification Number (PCID)
382	3	N/A	Filler	
385	3	Num	Customer Sequence Number	3 Digit Sequence Number
388	3	N/A	Filler	
391	1	Num	Customer Check Digit	1 Digit Check Digit
392	15	N/A	Filler	
407	2	Num	Billing Unit*	Meter Reading Schedule Available on NiSource Supplier Website
409	3	N/A	Filler	
412	2	Num	Revenue Class	See Revenue Class Table
414	27	N/A	Filler	
441	1	Alpha	Budget Indicator	Y or N
442	7	N/A	Filler	
449	5	Alpha	Supplier Rate Code	Includes: 2 Character Supplier Code 1 Character State K (Kentucky) 2 Digit Rate Code
454	3	N/A	Filler	
457	8	Num	Nomination Group Number	Preceded with Zeros
465	3	N/A	Filler	
468	10	Num	Enrollment Date	Date Enrollment Effective

*Data Element added to maintain consistency across all jurisdictions

**Taxing information can be found in the BIL & DET files

Solicitation List File Format

Columbia Gas will provide, upon request, an eligible Customer List for the entire Columbia service territory of Kentucky to Certified Natural Gas Marketers via electronic means. This list may also be requested by zip code or zip code +4. The Customer Lists are prepared as of Unit 21. The list includes those already enrolled in Choice.

Please note the charge for this file is \$0.06 per record.

Position	Length	Data Type	Data Element Name	Additional Information
1	1	N/A	Filler	
2	36	Alpha	Customer Name	First, Middle and Last Name Business Name
38	3	N/A	Filler	
41	33	Alpha	Customer Name Continued	
74	3	N/A	Filler	
77	33	Alpha	Customer Name 2	First, Middle and Last Name Business Name
110	3	N/A	Filler	
113	33	Alpha/Num	Service Address	
146	3	N/A	Filler	
149	33	Alpha/Num	Service Address Continued	
182	3	N/A	Filler	
185	30	Alpha	Service Address City	
215	3	N/A	Filler	
218	2	Alpha	Service Address State	KY (Kentucky)
220	3	N/A	Filler	
223	5	Num	Service Address Zip Code	
228	3	N/A	Filler	
231	4	Num	Service Address Zip Code +4	
235	10	N/A	Filler	
245	33	Alpha/Num	Mailing Address	
278	3	N/A	Filler	
281	33	Alpha/Num	Mailing Address Continued	
314	3	N/A	Filler	
317	30	Alpha	Mailing Address City	
347	3	N/A	Filler	
350	2	Alpha	Mailing Address State	
352	3	N/A	Filler	
355	5	Num	Mailing Address Zip Code	
360	3	N/A	Filler	
363	4	Num	Mailing Address Zip Code +4	

Continuation: Solicitation List File Format

Position	Length	Data Type	Data Element Name	Additional Information
367	40	N/A	Filler	
407	2	Num	Billing Unit*	Meter Reading Schedule available on NiSource Supplier website
409	3	N/A	Filler	
412	2	Num	Revenue Class	See Revenue Class Table
414	8	N/A	Filler	
422	1	Alpha	Revenue Type	R = Residential C = Commercial I = Industrial
423	14	N/A	Filler	
437	1	Alpha	Heat Code*	Y or N

*Data Element added to maintain consistency across all jurisdictions