

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 SOLICT	COH SOLICT	CPA SOLICT	CVA SOLICT
	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.

ACT files can be requested monthly and posted to the NGS File Exchange site at no charge.

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	VA (Virginia)
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 V (Virginia) 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

Solicitation List File Format

Columbia Gas of Virginia provides an eligible Customer List to Certified Natural Gas Suppliers at www.nisourcesuppliers.com.

Suppliers must log in using their eFTP user ID and password.

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	VA (Virginia)
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	
367	7	N/A	Filler	
374	8	Num	Customer Account Number	8 Digit Permanent Customer Identification Number (PCID)
382	3	N/A	Filler	

Continuation: Solicitation List File Format

Position	Length	Data Type	Data Element Name	Additional Information
385	3	Num	Customer Sequence Number	3 Digit Sequence Number
388	7	N/A	Filler	
395	9	Num	Permanent Service Identification Number	Internal Use
404	3	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
438	43	N/A	Filler	
481	1	Num	Consumption Unit of Measure	C (CCF)
482	3	N/A	Filler	
485	9	Num	Total Annual Consumption*	
494	3	N/A	Filler	
497	6	Num	Revenue Cycle	Format: YYYYMM
503	3	N/A	Filler	
506	10	Num	Meter Read Date	Format: YYYY-MM-DD
516	3	N/A	Filler	
519	9	Num	Consumption Quantity	
528	3	N/A	Filler	
531	6	Num	Revenue Cycle	Format: YYYYMM
537	3	N/A	Filler	
540	10	Num	Meter Read Date	Format: YYYY-MM-DD
550	3	N/A	Filler	
553	9	Num	Consumption Quantity	
562	3	N/A	Filler	
565	6	Num	Revenue Cycle	Format: YYYYMM
571	3	N/A	Filler	
574	10	Num	Meter Read Date	Format: YYYY-MM-DD
584	3	N/A	Filler	
587	9	Num	Consumption Quantity	
596	3	N/A	Filler	
599	6	Num	Revenue Cycle	Format: YYYYMM
605	3	N/A	Filler	
608	10	Num	Meter Read Date	Format: YYYY-MM-DD
618	3	N/A	Filler	
621	9	Num	Consumption Quantity	

Continuation: Solicitation List by State File Format

Position	Length	Data Type	Data Element Name	Additional Information
630	3	N/A	Filler	
633	6	Num	Revenue Cycle	Format: YYYYMM
639	3	N/A	Filler	
642	10	Num	Meter Read Date	Format: YYYY-MM-DD
652	3	N/A	Filler	
655	9	Num	Consumption Quantity	
664	3	N/A	Filler	
667	6	Num	Revenue Cycle	Format: YYYYMM
673	3	N/A	Filler	
676	10	Num	Meter Read Date	Format: YYYY-MM-DD
686	3	N/A	Filler	
689	9	Num	Consumption Quantity	
698	3	N/A	Filler	
701	6	Num	Revenue Cycle	Format: YYYYMM
707	3	N/A	Filler	
710	10	Num	Meter Read Date	Format: YYYY-MM-DD
720	3	N/A	Filler	
723	9	Num	Consumption Quantity	
732	3	N/A	Filler	
735	6	Num	Revenue Cycle	Format: YYYYMM
741	3	N/A	Filler	
744	10	Num	Meter Read Date	Format: YYYY-MM-DD
754	3	N/A	Filler	
757	9	Num	Consumption Quantity	
766	3	N/A	Filler	
769	6	Num	Revenue Cycle	Format: YYYYMM
775	3	N/A	Filler	
778	10	Num	Meter Read Date	Format: YYYY-MM-DD
788	3	N/A	Filler	
791	9	Num	Consumption Quantity	
800	3	N/A	Filler	
803	6	Num	Revenue Cycle	Format: YYYYMM
809	3	N/A	Filler	
812	10	Num	Meter Read Date	Format: YYYY-MM-DD
822	3	N/A	Filler	
825	9	Num	Consumption Quantity	
834	3	N/A	Filler	
837	6	Num	Revenue Cycle	Format: YYYYMM
843	3	N/A	Filler	
846	10	Num	Meter Read Date	Format: YYYY-MM-DD
856	3	N/A	Filler	
859	9	Num	Consumption Quantity	
868	3	N/A	Filler	
871	6	Num	Revenue Cycle	Format: YYYYMM
877	3	N/A	Filler	

Continuation: Solicitation List by State File Format

Position	Length	Data Type	Data Element Name	Additional Information
880	10	Num	Meter Read Date	Format: YYYY-MM-DD
890	3	N/A	Filler	
893	9	Num	Consumption Quantity	

*Data Element added to maintain consistency across all jurisdictions