

LRQ (List Request) File Format

Customer list requests are initiated by the supplier through their LSTRQ.LRQ file within their CCCSITE/CMP folder. The following customer lists may be requested in the LRQ file:

- Active Customer list (ACTIVECUST) – All customers established with a supplier as of Unit 21
 - CPA automatically generated at no charge
 - CVA may be requested by supplier at no charge
 - CKY and COH requested by supplier and assume approval of \$0.015 per record or a minimum of \$55.00
- Solicitation list – Choice eligible customers within an entire states service territory (SOLICITFULL), or specific zip or zip+4 (SOLICITZIP)
 - CPA and CVA automatically generated at no charge
 - CKY \$0.06 per record upon supplier approval
 - COH \$0.07 per record or \$0.02 for quarterly updates upon supplier approval, and completed Customer Information Agreement
- Governmental Aggregation Legacy list (GVTAGGLGCY) – Gov Agg eligible customers, excluding those already enrolled in a Gov Agg by zip or zip+4
 - COH \$0.07 per record or \$0.02 for quarterly updates upon supplier approval, and completed Customer Information Agreement
- Governmental Aggregation Eligible list (GVTAGGELIG) – Gov Agg eligible customers, including those already enrolled in a Gov Agg by zip or zip+4
 - COH \$0.07 per record or \$0.02 for quarterly updates upon supplier approval, and completed Customer Information Agreement

LRQ record lengths and formats must conform to the following layout. LRQ record lengths vary depending on the list request type.

| Position | Length | Data Type | Data Element Name | Additional Information |
|----------|--------|-----------|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | 2 | Alpha | Supplier Code | 2 Character supplier code |
| 3 | 12 | Alpha | Request Type | ACTIVECUST SOLICITFULL = Entire state SOLICITZIP = Zip or Zip+4 GVTAGGLGCY = Zip or Zip+4 GVTAGGELIG = Zip or Zip+4 |
| 15 | 2 | Num | Request Number | Supplier-assigned number, 01-99 Must be unique within LRQ file |
| 17 | 1 | Alpha | Request Detail | A = For list types that do not support zip code selection Includes: ACTIVECUST SOLICITFULL Z = 5 Digit Zip Code Includes: SOLICITZIP GVTAGGLGCY GVTAGGELIG P = 5 Digit Zip Code Plus 4 Includes: SOLICITZIP GVTAGGLGCY GVTAGGELIG |
| 18 | 5 | Num | From Zip | From Zip required (Thru Zip optional) Includes: SOLICITZIP GVTAGGLGCY GVTAGGELIG |
| 23 | 5 | Num | Thru Zip | Thru Zip optional (When Thru Zip is entered, Plus 4 fields are prohibited) Includes: SOLICITZIP GVTAGGLGCY GVTAGGELIG |
| 28 | 4 | Num | From Plus 4 | If requesting Plus 4 level selection = From Zip and From Plus 4 are required (Thru Plus 4 optional) Includes: SOLICITZIP GVTAGGLGCY GVTAGGELIG |
| 32 | 4 | Num | Thru Plus 4 | Thru Plus 4 optional (Prohibited when Thru Zip used) Includes: SOLICITZIP GVTAGGLGCY GVTAGGELIG |

EXAMPLES OF LIST REQUESTS

Supplier VV requesting Active Customer list:

01 = Active Customer List for supplier
VVACTIVECUST 01A



VV.LSTRQ.LRQ

Supplier YY requesting Solicitation list for entire state:

01 = Full Solicitation list for State requested
YYSOLICITFULL 01A



YY.LSTRQ.LRQ

Supplier ZZ requesting Solicitation list by zip code:

01 = Solicitation list request from zip code 40324 thru 40353
ZZSOLICITZIP 01Z4032440353



ZZ.LSTRQ.LRQ

Supplier WW requesting Solicitation list by zip code plus 4:

01 = Solicitation list request for zip code 17325 plus 4 of 1114 thru 8770
WWSOLICITZIP 01P17325 11148770



WW.LSTRQ.LRQ

Supplier XX requesting three Gov Agg lists within same LSTRQ:

01 = Gov Agg Legacy list for zip code 43068
02 = Gov Agg Eligible list for zip code 43068 plus 4 of 0001 thru 9999
03 = Gov Agg Legacy list for zip code 43046
XXGVTAGGLGCY 01Z43068
XXGVTAGGELIG 02P45368 00019999
XXGVTAGGLGCY 03Z43046



XX.LSTRQ.LRQ