Columbia Gas of Pennsylvania
A NiSource Company

# File Layouts

## CHOICE® Program



2024

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# I. Reference Tables

## Action Code Listing

Action codes are transactions transmitted from Supplier to Columbia in the REQ file. Suppliers will use action codes to indicate the intent of each transaction.

| Action Code | Description |
|---|---|
| 1 | Enroll customer |
| 2 | Remove customer |
| | ***Note:*** Customer must have billed at least once with Supplier before Supplier may use Action Code 2 |
| 3 | Enroll customer and request 24 months of customer consumption history |
| 4 | Request 24 months of customer consumption history for preliminarily accepted customer or existing customer |
| 5 | Change Rate Code associated with preliminarily accepted customer or existing customer |
| 6 | Cancel pending customer enrollment |
| 7 | Cancel pending customer removal |
| G | Columbia generated:  Remove customer |
| | **Note:** "G" not valid in REQ file; Valid only in RSP file |

The tables below summarize action codes that are valid in both the REQ and RSP files. **Action code G is valid in the RSP file only.** Suppliers will receive a G notification in their RSP files for a generated removal processed.

The table summarizes valid Notification Codes and associated Action Codes.

| Associated Action Code(s) | **RSP File**<br><br>Notification Code |
|---|---|
| 1-7 | CNF (Receipt Confirmation) |
| 1-3, 5 | ACP (Preliminary Acceptance) |
| 1-7 | REJ (Rejected) |
| 1-3, 5-7 | ACF (Final Acceptance) |
| 3, 4 | CNS (Consumption Data) |
| G | GRP (Generated Removal Pending) |
| 6 | GRC (Generated Removal Cancelled) |
| 6 | RSC (Rescinded) |

# RRQ Action Code Listing

| Action Code | Description |
|---|---|
| A | Add Rate Code<br>Request a new Rate Code be created for the designated supplier/company, effective the next Unit 1 |
| C | Change existing Rate Code price<br>Change rate price of an existing Rate Code, effective the next Unit 1 |
| D | Delete a pending Rate Code price change (C)<br>Cancels a pending Change (C), not applicable to Add (A) transactions |

# Audit Error Code Listing

The table summarizes Error Codes that are valid in the RSP file.

| Error Code | Description |
|---|---|
| 0001 | Unauthorized action code |
| 0002 | Invalid or missing action code |
| 0003 | Invalid or missing permanent customer identification number (Account number) |
| 0004 | Invalid or missing sequence number |
| 0005 | Invalid or missing check digit |
| 0006 | Invalid or missing Supplier Rate Code |
| 0009 | Invalid or missing enrollment indicator |
| 0010 | Invalid or missing nomination group number |
| 0011 | Supplier code invalid for supplier |
| 0012 | Supplier rate code invalid for Columbia company |
| 0013 | Supplier rate code not on file with Columbia company |
| 0014 | Customer account invalid for Columbia company |
| 0015 | Customer account not on file with Columbia company |
| 0016 | Check digit incorrect for customer account |
| 0017 | Duplicate transaction<br>› Pending transaction by the same supplier |
| 0018 | Invalid customer account<br>› Enrolled in transportation service |
| 0019 | Customer account not active |
| 0020 | Cannot enroll customer account<br>› Verify Supplier rate code |
| 0021 | Supplier rate code not active |
| 0022 | Customer account enrollment pending with another supplier |
| 0023 | Customer account already enrolled with supplier |
| 0024 | Customer account cannot be removed from program |
| 0025 | Customer not currently enrolled with supplier |
| 0026 | No pending transaction<br>› Invalid cancel or update |
| 0027 | Customer account on public assistance program (PIP) – OH Only |
| 0028 | Customer account on public assistance program (CAP) – PA Only |
| 0029 | Blank not used |
| 0030 | Enrollment indicator required (PA Only) |
| 0031 | Invalid company use account |
| 0032 | Invalid special contract account |
| 0033 | Invalid under investigation |
| 0034 | Customer account exceeds consumption limit |

*Continuation: Error code listing*

| Error Code | Description |
|---|---|
| 0035 | Nomination group and zip code mismatch |
| 0036 | Supplier not authorized to enroll revenue type |
| 0037 | Invalid budget account |
| 0038 | Invalid budget arrears |
| 0039 | Invalid payment plan |
| 0040 | Invalid payment plan arrears |
| 0041 | Invalid customer account arrears |
| 0042 | Invalid cancel (Action code 2)<br>› Customer pending enrollment with new supplier |
| 0043 | Previous enrollment rescinded in current cycle |
| 0044 | Invalid propane account |
| 0046 | Cancel prohibited from this source |
| 0047 | Cannot change supplier rate code until customer bills once with current rate code |
| 0048 | Customer ineligible for supplier rate code change<br>› Re-enroll with action code 1 or 3 |
| 0050 | Ineligible contract rate schedule |

# Customer List Error Code List

| Error Code | Description |
|---|---|
| 10 | Invalid or missing Marketer Code |
| 12 | Marketer Code invalid for List Requirements |
| 20 | Invalid or missing List Type |
| 30 | Invalid or missing Request Number |
| 40 | Invalid or missing Detail Level |
| 50 | Zip / Plus 4 entries prohibited |
| 51 | Overlapping Zip / Plus 4 specifications |
| 52 | Invalid Zip / Plus 4 range specification |
| 53 | Invalid or missing Zip / Plus 4 entries |
| 61 | Duplicate request |

# RRS Error Code

| Error code | Description |
|---|---|
| 0101 | Invalid or missing action code |
| 0102 | Missing supplier code |
| 0103 | Missing lob code |
| 0104 | Missing rate pool code |
| 0105 | Prohibited rate type code |
| 0106 | Missing rate value |
| 0107 | Prohibited rate value |
| 0108 | Missing rate sign |
| 0109 | Prohibited rate sign |
| 0110 | Missing confirm id |
| 0111 | Prohibited confirm id |
| 0112 | Prohibited fee indicator |
| 0113 | Prohibited effective period |
| 0114 | Marketer code not found |
| 0115 | Marketer code is expired |
| 0116 | Incorrect rate type code |
| 0117 | Marketer code invalid for company |
| 0118 | Ineligible marker bills gas |
| 0119 | Invalid confirm-id value |
| 0120 | Delete confirm-id not found |
| 0121 | Delete target does not match marker /comp |
| 0122 | Delete target is not a pending change |
| 0123 | Invalid supplier code status |
| 0124 | Unidentified supplier code |
| 0125 | G/A set-ups are prohibited |
| 0126 | (not used) |
| 0127 | Unidentified lob code |
| 0128 | Marketer code already exists |
| 0129 | Invalid or unauthorized pool code |
| 0130 | Invalid rate type |
| 0131 | Invalid rate value |
| 0132 | Invalid rate sign |
| 0133 | Invalid fee indicator |
| 0134 | Request exceeds monthly max |
| 0135 | Request exceeds max total active |
| 0136 | Duplicate request trans |
| 0137 | No assignable pools available |
| 0138 | Invalid effective period |
| 0139 | Prohibited source for special use (CAP / GAV) |

# RSP Notification Codes

Each action code request will provide an appropriate response notification in the RSP file.

When a supplier enrolls a new customer they will receive CNF, ACP, ACF notifications. If an account fails to enroll for any reason, Suppliers will receive a reject notification with an error code. You can receive reject notifications at any time during the enrollment cycle for pending customers.

| | **RSP File NOTIFICATION CODES** | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | **CNF** | **ACP** | **REJ** | **ACF** | **CNS** | **GRP** | **GRC** | **RSC** |
| | Receipt Confirmation (1) | Preliminary Acceptance | Rejected | Final Acceptance | Consumption Data | Generated Removal Pending | Generated Removal Cancelled | Rescinded |
| **REQ File ACTION CODES** | | | | | | | | |
| 1 – Enroll customer | X | X | X | X | | | | |
| 2 – Remove customer | X | X | X | X | | | | |
| 3 – Enroll customer and request 24 months of customer consumption history | X | X | X | X | X | | | |
| 4 – Request 24 months of customer consumption history for preliminarily accepted or existing customer | X | | X | | X | | | |
| 5- Change Supplier Rate Code effective next billing, for preliminarily accepted or existing customer | X | X | X | X | | | | |
| 6 – Cancel pending customer enrollment | X | | X | X | | | X | X |
| 7 – Cancel pending customer removal | X | | X | X | | | | |
| **G** – Columbia-generated: Remove customer (2) | | | | | | X | | |

**(1)** – Notification Code CNF is issued to confirm receipt of Supplier-requested transactions only (i.e., Action Codes1-8)

**(2)** – Action Code G is not valid in REQ file; valid in RSP file only

# Revenue Class Codes

The table summarizes valid Revenue Class Codes.

| Revenue Class Code | Type | Description |
|---|---|---|
| 00 | Residential | Residential Non-Heat |
| 03 | Residential | Choice Residential - Heat |
| 04 | Commercial | Choice Commercial – Heat |
| 05 | Residential | Choice Residential – Non-heat LP |
| 06 | Industrial | Choice Industrial - All |
| 07 | Industrial | Choice Industrial – A/C |
| 08 | Commercial | Choice Commercial – Non-heat |
| 09 | Residential | Choice Residential – A/C |
| 10 | Residential | Choice Residential – Heat & A/C |
| 11 | Commercial | Commercial Non-heat |
| 12 | Commercial | Choice Commercial – A/C |
| 13 | Commercial | Choice Commercial – Heat & A/C |
| 14 | Commercial | Choice Commercial – NGV |
| 15 | Commercial | Choice Commercial – Intrastate |
| 30 | Residential | Residential Heat |
| 31 | Commercial | Commercial NGV |
| 41 | Commercial | Commercial Heat |
| 53 | Commercial | Intrastate Utility Service |
| 60 | Residential | Residential A/C |
| 61 | Commercial | Commercial A/C |
| 62 | Industrial | Electric Power Generation |
| 63 | Industrial | Industrial |
| 64 | Industrial | Industrial Distribution - LP |
| 65 | Industrial | Industrial Transmission |
| 66 | Industrial | Industrial Distribution - Other |
| 67 | Industrial | Industrial A/C |
| 70 | Residential | Residential Heat and A/C |
| 71 | Commercial | Commercial Heat and A/C |
| 77 | Commercial | Other Sales |
| 78 | Commercial | Mutual Association |
| 79 | Commercial | Field Sales |

# Revenue Type

| Revenue class extension Code | Description |
|---|---|
| R | Residential |
| C | Commercial |
| I | Industrial |

# Pennsylvania County Codes

| County Name | County Code |
|---|---|
| Adams | 001 |
| Allegheny | 003 |
| Beaver | 007 |
| Bedford | 009 |
| Butler | 019 |
| Centre | 027 |
| Clarion | 031 |
| Clearfield | 033 |
| Crawford | 039 |
| Elk | 047 |
| Fayette | 051 |
| Franklin | 055 |
| Fulton | 057 |
| Greene | 059 |
| Indiana | 063 |
| Jefferson | 065 |
| Lawrence | 073 |
| McKean | 083 |
| Mercer | 085 |
| Somerset | 111 |
| Venango | 121 |
| Warren | 123 |
| Washington | 125 |
| Westmoreland | 129 |
| York | 133 |

# DET File Conversion Chart Values

| Conversion Chart | |
|---|---|
| A = 1 | J = -1 |
| B = 2 | K = -2 |
| C = 3 | L = -3 |
| D = 4 | M = -4 |
| E = 5 | N = -5 |
| F = 6 | O = -6 |
| G = 7 | P = -7 |
| H = 8 | Q = -8 |
| I = 9 | R = -9 |

# Transaction File Maintenance Timeline

The following table provides a calendar view of customer- and rate-related transaction files and reports. Use this calendar to plan out the month to make sure you are submitting and accessing customer files on the correct days.

Uploads must be received by 5:00 PM Eastern Standard Time to be processed each day.

| Day | Activity and File Type |
|---|---|
| **1st Business Day** | Access reports based on prior month activity<br>› Active Customer List (ACT)<br>› Detailed Customer Billing Report (DET)<br>› Choice Revenue Report (REVMK) |
| **Unit 1** | › Rate Request effective date |
| **2nd Business Day** | Access Supplier Billing Rate Report (RATE) |
| **Each Business Day** | › Request customer enrollment, drop and change transactions (REQ)<br>› Check accepted and rejected customer enrollment, drop and change transactions (RSP)<br>› Check customer billing and adjustment (BIL)<br>› Check inactive or final customer accounts (DIS)<br>› Check customer accounts that have received a notice of termination or no access to meter (NOP)<br>› Check accepted and rejected RRS rate request |
| **20th of Calendar Day**<br>*(If not a business day, business day prior to the 20th calendar day)* | › Access Demand Curve Report (DMD) |
| **Unit 20** | Last Day to submit RRQ Rate Request File. |

# REQ File Maintenance

1. Appending previously accepted transactions results in redundant processing and potentially unintended results
2. REQ file is processed and cleared each business day by Columbia
3. Re-processing previously accept REQ transactions may result in inappropriate requests

**Two examples follow; Examples assume:**

- Transactions are added to the end of "yesterday's" REQ file
- Transactions reference the same customer
- CNF notifications are returned

| Day | REQ File with appended transactions | Processing Result |
|---|---|---|
| 1 | Action Code=5, Rate Code=ABC01 | Rate Code: ABC01 updated in Columbia database |
| 2 | Action Code=5, Rate Code=ABC01 | Rate Code: ABC01 already in Columbia database<br>Notification Code: REJ, Error Code=0017 (duplicate transaction) |
| | Action Code=5, Rate Code=ABC02 | Rate Code: ABC02 updated in Columbia database |
| 3 | Action Code=5, Rate Code=ABC01 | Rate Code: ABC01 updated in Columbia database |
| | Action Code=5, Rate Code=ABC02 | Rate Code: ABC02 already in Columbia database<br>Notification Code: REJ, Error Code=0017 (duplicate transaction) |

# Enrollment Effective Date

Rolling Enrollment enables suppliers to enroll customers immediately. The effective enrollment date (i.e. first date of service) is the day after the meter reading date, provided there is no rescind. Below, are two examples of how the rescind period effects a customer's first date of service.

| | SUN | MON | TUE | WED | THU | FRI | SAT |
|---|---|---|---|---|---|---|---|
| **EXAMPLE #1**<br>Rescind period expires **BEFORE** the Meter Reading date | 5 | 6<br>Enrollment requested by Supplier | 7<br>ACP notification Effective Date=15th | 8 | 9 | 10 | 11 |
| | 12 | 13<br>Rescind Period expires at 5pm | 14<br>Meter Reading date | 15<br>Enrollment posted<br>First Date of service | 16<br>ACF Notification Effective Date =17th | 17 | 18 |
| **EXAMPLE #1**<br>Rescind period expires **AFTER** the Meter Reading date | 19 | 20<br>Enrollment requested by supplier | 21<br>Meter Reading date<br>ACP Notification Effective Date = 27th | 22<br>First Date of Service | 23 | 24 | 25 |
| | 26 | 27<br>Rescind Period expires at 5pm<br>Enrollment posted | 28<br>ACF notification Effective Date =22th | 29 | 30 | 1 | 2 |

**Example 1:** Shows the customer meter reading date after rescind period. This customer will enroll effective on the 15th after the meter reading date.

**Example 2:** This example shows the customers meter reading date within rescind period. Customers will receive a 5-day rescind period. When the rescind period is satisfied, meaning the customer remains enrolled with the new supplier, our system will "back date" the effective date to one day after the meter reading date.

# Transaction File Summary

The following table summarizes the Columbia gas transaction files you will use to maintenance your Choice accounts and process enrollments. All files are transmitted on a monthly or daily basis.

| **File Description** | **File Name and Type** | **Example** (where XX is first two characters of a Supplier Code) | **INbound** from-Supplier-to Columbia **OUTbound** from-Columbia-to-Supplier | **Transmit Daily or Monthly Even If Empty** |
|---|---|---|---|---|
| **From Supplier to Columbia** | | | | |
| Request file | xx.REQ | XX.REQ | IN | Each business day |
| Supplier rate request new and price change | xx.RRQ | XX.RRQ | IN | Each business day |
| Supplier Customer List Request | xx.LRQ | XX.LRQ | IN | Each business day |
| **From Columbia to Supplier – Transaction-related** | | | | |
| Response file | xxyyyymmdd.RSP | XX20151015.RSP | OUT | Each business day Even if empty |
| **From Columbia to Supplier – Customer-related** | | | | |
| Customer Billing and Adjustments file | xxyyyymmdd.BIL | XX20151015.BIL | OUT | Each business day |
| Customer Disconnect file | xxyyyymmdd.DIS | XX20151015.DIS | OUT | Each business day Even if empty |
| Customer Non-Payment file | xxyyyymmdd.NOP | XX20151015.NOP | OUT | Each business day Even if empty |
| **From Columbia to Supplier – Rate-related** | | | | |
| Preliminary, Rejected and Final Accepted Rate file | xxyyyymmdd.RRS | XX20151001.RRS | OUT | Each business day Even if empty |
| **From Columbia to Supplier - Reports** | | | | |
| Active Customer List report | xxyyyymmdd.ACT | XX20151001.ACT | OUT | Monthly |
| Count of Customers in ACT file | xxyyyymmdd.CNT | XX20151015.CNT | OUT | Monthly |
| Detailed Customer Billing report | xxyyyymmdd.DET | XX20151001.DET | OUT | Monthly |
| Demand Curve report | xxxmmddy.DMD | XXX10005.DMD | OUT | Monthly |
| Marketer Billing Rate report | xxyyyymmdd.RATE | XX20151001.RATE | OUT | Monthly |
| Choice Revenue report | xxyyyymmdd.REVMK | XX20151000.REVMK | OUT | Monthly |
| **From Columbia to Supplier – Customer List** | | | | |
| Customer List Response file | xx.yyyymmdd.CLST.RESP | XX.20241012.CLST.RESP | OUT | Each business day |

# Transaction File Descriptions

Transaction files are used to transmit data between Supplier and Columbia.

The password-protected CHOICE Suppliers "File Exchange" on the ColumbiaSuppliers.com website is used to transmit transaction files and reports between Columbia and Supplier.

**Transaction files and reports are:**

- Stored in an assigned Supplier-specific directory
- Retained for 90 days

**"Inbound"** transaction files are transmitted from Supplier to Columbia.

**There are only two inbound from-Supplier-to-Columbia files:**

- Request file, xx.REQ
- Supplier Rate Code Request file, xx.RRQ

Each of these files must be an ASCII text file, system generated or edited using word processing software that can save a TXT file.

**"Outbound"** transaction files and reports are transmitted from Columbia to Supplier. The file names are found in the Transaction File Summary table below.

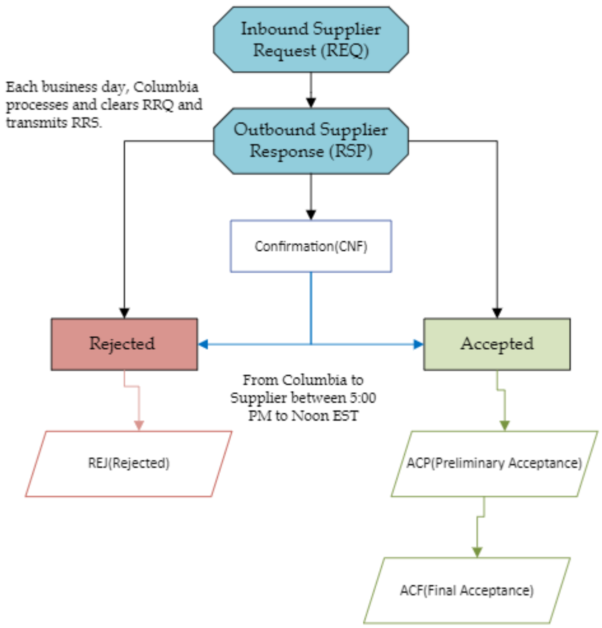
Any day between 12:00pm (noon) and 5:00pm EST Supplier uploads to Supplier-specific directory, REQ and RRQ files. **Files uploaded after 5:00pm EST may not be processed by Columbia until the next business day.**

Each business day at 5:00pm EST through 12:00pm EST the following business day Columbia processes and clears REQ and RAC files, and uploads to Supplier-specific directory, an RSP file and rate-related RAC1 and RERR files.

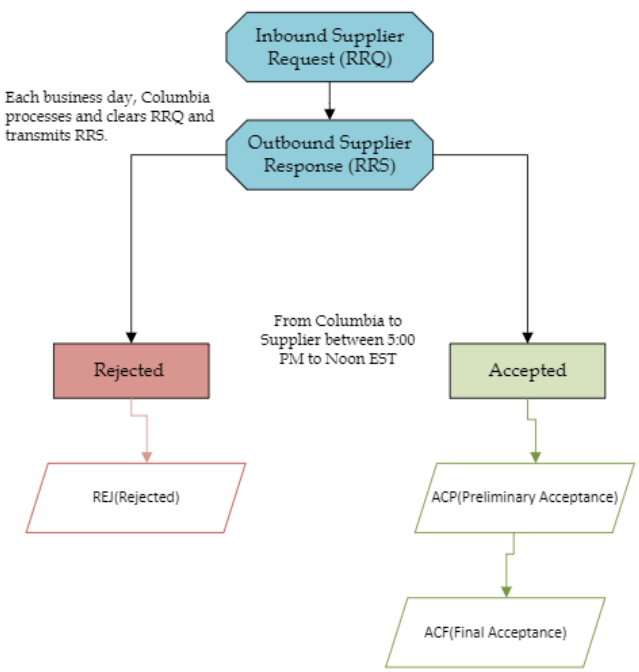
The following files must be present in the Supplier-specific directory at all times; Supplier is to upload and download files in Supplier-specific directory but never edit or delete files, including:

Request file, xx.REQ
Response file, xxyyyymmdd.RSP
Customer Rate Code Request file, xx.RRQ
Rate-related Response files, xxyyyymmdd.RRS

REQ FILE




RRQ FILE



# Naming Conventions for Choice Enrollment and Non- Enrollment Files

The naming convention of transaction files and reports vary.

The names of Choice enrollment transaction files Inbound from-Supplier-to-Columbia include the first two characters of the five-character Supplier Code (“xx” the examples).

- Supplier transmits to Columbia: xx.REQ and xx.RRQ files.

The names of most transaction files and reports outbound from-Columbia-to-Supplier include both the first two characters of the five-character Supplier Code and the file creation date in YYYYMMDD format.

For example:

- Columbia transmits to Supplier transaction file, XXYYYYMMDD.RSP and XXYYYYMMDD.BIL
- Columbia transmits to Supplier report, XXXMMDDY.DMD

The name of reports outbound from-Columbia-to-Supplier includes the two-digit Supplier Code and the file creation date XXYYYYMMDD.

For example, the non- enrollment files for a Revenue File (REV) will appear as below:

- Columbia transmits to Supplier report, XXYYYYMMDD.REVMK

# Pipeline Scheduling Point

The NGS must have one or more Choice Aggregation Nomination Group (PSP) with an aggregate annual demand of at least 53,650 thms or a minimum of 50 customers. A list of the Pipeline Scheduling Points is listed below.

**Pipeline Scheduling Point (PSP)**

| PSP Name | PSP |
|---|---|
| Bedford | 25-26 |
| Lancaster | 25E- 25A |
| New Castle | 25-39 |
| Olean | 25-36A |
| PA/WV MISC | 25-40 |
| Pittsburgh | 25-35A |
| Rimersburg | 25-38 |

**How to locate nom group numbers for new customer enrollments**

1. Gather the customer account zip code information

2. Use the zip code listing provided at www.nisourcesuppliers.com to locate the city and zip code (to determine the correct PSP location).

3. Compare PSP from Zip code listing to Supplier set up sheet to get the assigned 7-digit nom group number.

# II. Supplier Initiated Files

## REQ (Request) File Format

REQ record lengths and formats must conform to the following layout.

| Position | Length | Data Type | Data Element Name | Additional Information |
|---|---|---|---|---|
| 1 | 1 | Alpha/Num | Action Code | See table of valid Action Code |
| 2 | 12 | Num | Customer Account Number | 8 Digit Permanent Customer Identification Number (PCID)<br>3 Digit Sequence Number<br>1 Digit Check Digit |
| 14 | 5 | Alpha/Num | Supplier Rate Code | 2 Character Supplier Code<br>1 Character State<br>P (Pennsylvania)<br>2 Digit Rate Code |
| 19 | 12 | Alpha/Num | Supplier Optional Information | Not required |
| 31 | 8 | Num | Nomination Group Number | |

*Do not use any word processing software to enter or change accounts. Use the recommended text editor software, WordPad or notepad.*

# LRQ (Customer List Request) File

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.

**Solicitation list –** Choice eligible customers within an entire states service territory (SOLICITFULL), or specific zip or zip+4 (SOLICITZIP)

- CPA automatically generated at no charge.

| Position | Length | Data Type | Data Element Name | Additional Information |
|---|---|---|---|---|
| 1 | 2 | Alpha | Supplier Code | 2 Character supplier code |
| 3 | 12 | Alpha | Request Type | ACTIVECUST<br>SOLICITFULL = Entire state<br>SOLICITZIP = Zip or Zip+4<br>GVTAGGLGCY = Zip or Zip+4<br>GVTAGGELIG = Zip or Zip+4 |
| 15 | 2 | Num | Request Number | Supplier-assigned number, 01-99<br>Must be unique within LRQ file |
| 17 | 1 | Alpha | Request Detail | **A** = For list types that do not support zip code selection<br>Includes:<br>ACTIVECUST<br>SOLICITFULL<br>**Z**= 5 Digit Zip Code<br>Includes:<br>SOLICITZIP<br>GVTAGGLGCY<br>GVTAGGELIG<br>**P** = 5 Digit Zip Code Plus 4<br>Includes:<br>SOLICITZIP<br>GVTAGGLGCY<br>GVTAGGELIG |

*Continuation: LRQ (Customer List Request) File*

| Position | Length | Data Type | Data Element Name | Additional Information |
|---|---|---|---|---|
| 18 | 5 | Num | From Zip | From Zip required (Thru Zip optional)<br>Includes:<br>SOLICITZIP<br>GVTAGGLGCY<br>GVTAGGELIG |
| 23 | 5 | Num | Thru Zip | Thru Zip optional (When Thru Zip is entered, Plus 4 fields are prohibited)<br>Includes:<br>SOLICITZIP<br>GVTAGGLGCY<br>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)<br>Includes:<br>SOLICITZIP<br>GVTAGGLGCY<br>GVTAGGELIG |
| 32 | 4 | Num | Thru Plus 4 | Thru Plus 4 optional (Prohibited when Thru Zip used)<br>Includes:<br>SOLICITZIP<br>GVTAGGLGCY<br>GVTAGGELIG |

## Examples of List Request

***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

# RRQ (Rate Request) File Format

The RRQ file is a request file used to submit new supplier rate codes and pricing changes via the FTP Web Site.

The RRQ file will allow supplier rate requests on a daily basis starting on Unit 1 and ending Unit 20. Pricing can be changed for the same supplier code throughout the submission period. The last price for a supplier code received and accepted by Columbia will be the dollar value used for billing starting with Unit 1 of the effective month.

| Position | Length | Data Type | Data Element Name | Additional Information |
|---|---|---|---|---|
| 1 | 1 | Alpha/Num | Action Code | See table of valid RRQ action codes |
| 2 | 2 | Alpha/Num | Supplier Code | 2 Character Supplier Code |
| 4 | 1 | Alpha | State code | 1 Character State C (Ohio) |
| 5 | 2 | Alpha/Num | Rate pool code | 2 Digit rate pool code<br>Action code C and D = Required<br>Action code A = Blank |
| 7 | 1 | Alpha/Num | Rate Type | Action code D = Blank<br>Action code A and C = Required<br>BLANK = Fixed<br>N = NYMEX<br>F = Flat |
| 8 | 9 | Num | Rate Price (MCF)/(DTH) | Action code D = Blank<br>Action code A and C = Required<br>Format: XXXX.XXXX<br>9-character field and must be entered with a decimal point between the dollars and cents. All characters must be entered |
| 17 | 1 | Symbol | Plus or Minus NYMEX | Action code D = Blank<br>Action code A and C = Required<br>+ / - Only used for Nymex rate code otherwise BLANK |
| 18 | 9 | Num | Confirmation ID | Action code D = Required<br>Action code A and C = Blank |

## RRQ Rate Request File Sample

Action Code A

AXXC 0008.2090
AXXC 0008.5070
AXXC 0004.5720

Action Code C

CXXK07 0005.1380

Action Code D

DXXP03 000446092

**CPA Add Rate with Error**

REQ

RSP

**COH Add Multiple Rates**

REQ

RSP

**CKY Rate Change**

REQ

RSP

**CPA Delete**

REQ

RSP

# III. Columbia Intitiated File

## BIL File Format

The .BIL file will provide customer billing and adjustment information each business day by unit billing cycle. The file will transmit even if empty.

**Record types that can be in each BIL file**

Record Type 11 = Detail record
Record Type 15 = Adjustment detail record
Record Type 9 = Balance Record

### Record Type 11 = Detail Record

| Position | Length | Data Type | Data Element Name | Additional Information |
|---|---|---|---|---|
| 1 | 2 | Num | Record Type | 11 = Detail Record<br>Current month billing information |
| 3 | 8 | Num | Record Date | Format: YYYYMMDD<br>Date record is sent from Columbia to Supplier |
| 11 | 6 | Num | Revenue Cycle | Format: YYYYMM<br>Month in which Columbia recorded the commodity amount owed as revenue |
| 17 | 2 | Num | Billing Unit | Columbia-assigned customer billing date (One of 21 billing days in a bill cycle) |
| 19 | 4 | Num | Location Number | Internal Use<br>4 Digit Service Location Number |
| 23 | 2 | Num | Revenue Class | See table of valid Revenue Class Code |
| 25 | 12 | Num | Customer Account Number | 8 Digit Permanent Customer Identification Number (PCID)<br>3 Digit Sequence Number<br>1 Digit Check Digit |
| 37 | 9 | Num | Service Identification Number | Internal Use<br>9 Digit Permanent Service Identification Number (PSID)<br>Primary, if multiple Service Addresses |
| 46 | 66 | Alpha | Customer Name | First and Last Name<br>Business Name |

*Continuation: BIL FILE Record Type 11 = Detail Record*

| Position | Length | Data Type | Data Element Name | Additional Information |
|---|---|---|---|---|
| 112 | 64 | Alpha/Num | Service Address | Street, City, State, Zip+4 Code |
| 176 | 3 | Num | County Code | See table of valid Pennsylvania County Codes |
| 179 | 7 | Num | Taxing District | Service Account Tax District |
| 186 | 8 | Num | Meter Number | Unique identifier of meter that measures the gas consumption of a service location |
| 194 | 4 | Alpha | Meter Reading Type | AMR = Automated Meter Reading<br>AMRA = Adjusted Automated Meter Reading<br>CALC= Calculated Reading<br>CALA= Adjusted Calculated Reading<br>CUST= Customer Reading<br>CUSA = Adjusted Customer Reading<br>READ = Actual Reading |
| 198 | 8 | Num | Meter Reading Start Date | Format: YYYYMMDD<br>First day of customer billing cycle |
| 206 | 8 | Num | Meter Reading End Date | Format: YYYYMMDD<br>Last day of customer billing cycle |
| 214 | 8 | Num | Meter Usage Start (MCF) | Beginning meter usage Converted to therm on customer bill |
| 222 | 8 | Num | Meter Usage End (MCF) | Ending meter usage Converted to therm on customer bill |
| 230 | 10 | Num | Sign (+/-) Consumption | Customer consumption in therms, specified without decimal |
| 240 | 1 | Alpha | Final Bill | Y = Yes, N = No<br>Customer's final billing period |

*Continuation: BIL FILE Record Type 11 = Detail Record*

| Position | Length | Data Type | Data Element Name | Additional Information |
|---|---|---|---|---|
| 241 | 1 | Alpha | Rebill Code | Y = Yes, N = No<br>Adjusted charges to a customer's prior billing period |
| 242 | 20 | NA | Not Used | Zero fill |
| 262 | 8 | Num | Sign (+/-) Sales Tax | Implied Format: $XX.XX |
| | | | | Total tax on commodity and delivery charges, less any credits |
| 270 | 10 | NA | Not Used | Zero fill |
| 280 | 10 | Num | Sign (+/-) Total Account Balance | Implied format: $XX.XX<br>Includes commodity amount owed, Columbia delivery charges, associated taxes, previous balance, fees, optional services and other charges |
| 290 | 10 | NA | Not Used | Zero fill |
| 517 | 2 | Num | Billing Unit | Columbia-assigned customer bill date (One of 21 billing days in a Bill Cycle) |
| 519 | 21 | NA | Not Used | "Blank" |
| 540 | 18 | NA | Not Used | Zero fill |

## Record Type 15 = Adjustment Record

When a supplier receives a 15 in the record, it is due to an adjustment being made on the customer's account. This adjustment reflects the new dollar and volume amounts. Code 15 does not reflect the difference between the original bill and the adjusted bill. Treat code 15 as a replacement.

| Position | Length | Data Type | Data Element Name | Additional Information |
|---|---|---|---|---|
| 1 | 2 | Num | Record Type | 15 = Adjustment Detail Record |
| 3 | 4 | Num | Location | Internal Use<br>Columbia Gas of Pennsylvania area office identification number |
| 7 | 9 | Num | Service Identification Number | Internal Use<br>9 Digit Permanent Service Identification Number (PSID)<br>Primary, if multiple PSIDs |
| 16 | 11 | Num | Customer Account Number | 8 Digit Permanent Customer Identification Number (PCID)<br>3 Digit Sequence Number |
| 27 | 8 | Num | Transaction - Date | Format: YYYYMMDD |
| 35 | 4 | Alpha | Transaction – Type | Internal Use |
| 39 | 5 | Alpha/Num | Supplier Rate Code | 2 Character Supplier Code<br>1 Character State<br>P (Pennsylvania)<br>2 Digit Rate Code |
| 44 | 10 | Num | Sign +/-<br>Columbia Transportation Charges | |
| 54 | 10 | Num | Sign +/-<br>Gas Commodity Amount | Includes Sales Tax if applicable |
| 64 | 8 | Num | Adjustment Period Date | Format: YYYYMMDD |
| 72 | 10 | Num | Sign +/- THM | THM |

*Continuation: BIL FILE Record Type 15 = Adjustment Record*

| Position | Length | Data Type | Data Element Name | Additional Information |
|---|---|---|---|---|
| 82 | 1 | Num | Customer Account Number | 1 Digit Check Digit |
| 83 | 10 | Num | "Add Date' | Format: YYYY-MM-DD<br>Date customer account was submitted by the supplier. This date is what is used to determine whether an account is "grandfathered" or is charged Incremental Balancing Fees in addition to Optional Balancing Fees |
| 93 | 1 | Alpha | Incremental Balancing Fee Indicator | Y=Yes or N=No<br>This indicates whether a customer account is charged Incremental Balancing Fees in addition to Optional Balancing Fees. |

## Record Type 9 = Balance Record

Gas Measurement Billing information is located in the .BIL file following the .BIL Detail Record –current month balance record information (highlighted below). GAS/GMB accounts are high pressure accounts that bill on a one month lag.

| Position | Length | Data Type | Data Element Name | Additional Information |
|---|---|---|---|---|
| 1 | 9 | Num | Balance Record Indicator | Internal Use<br>Format: 999999999 |
| 10 | 6 | Num | Sign+ Amount of Records | |
| 16 | 12 | Num | Sign+ Total | Last two digits are decimal<br>Format: $XX.XX |
| 28 | 29 | | Filler | |
| 57 | 2 | Num | Balance Record Indicator | All Nines |

# DET File Format

The .DET file provides a detailed summary of all billing and adjustment activity during each billing cycle.

**There are 4 record types that can be in each DET file.**
Record Type 1 = Detail Record
Record Type 2 = Adjustment Detail Record
Record Type 3 = Control Total Record
Record Type 4 = Customer Number Record

## Record Type 1 = Detail Record

| Position | Length | Data Type | Data Element Name | Additional Information |
|---|---|---|---|---|
| 1 | 1 | Num | Record Type 1 | 1 = Detail Record |
| 2 | 2 | Num | Company | 2 Digit Columbia Gas Company 37 (Pennsylvania) |
| 4 | 12 | Num | Customer Account Number | 8 Digit Permanent Customer Identification Number (PCID) 3 Digit Sequence Number 1 Digit Check Digit |
| 16 | 5 | Alpha/Num | Supplier Rate Code | 2 Character Supplier Code 1 Character State P (Pennsylvania) 2 Digit Rate Code |
| 21 | 3 | Num | County Code | See table of valid Pennsylvania County Codes |
| 24 | 1 | Alpha | Revenue Class Type | See table of valid Revenue Class Type |
| 25 | 9 | Num | Consumption Volume (MCF) | All numeric fields are defined as signed unpacked numbers to retain negative values in the numeric fields; See valid conversion chart values |
| 34 | 9 | Num | Adjusted Volume (MCF) | All numeric fields are defined as signed unpacked numbers to retain negative values in the numeric fields; See valid conversion chart values |
| 43 | 9 | Num | Total Consumption Volume (MCF) | All numeric fields are defined as signed unpacked numbers to retain negative values in the numeric fields; See valid conversion chart values |

*Continuation: DET File Format Record Type 1 = Detail Record*

| Position | Length | Data Type | Data Element Name | Additional Information |
|---|---|---|---|---|
| 52 | 9 | Num | Supplier Commodity Charges | All numeric fields are defined as signed unpacked numbers to retain negative values in the numeric fields; See valid conversion chart values |
| 61 | 9 | Num | Supplier Commodity Adjustment | All numeric fields are defined as signed unpacked numbers to retain negative values in the numeric fields; See valid conversion chart values |
| 70 | 9 | Num | Total Supplier Commodity Charges | All numeric fields are defined as signed unpacked numbers to retain negative values in the numeric fields; See valid conversion chart values |
| 79 | 9 | Num | State Sales Tax | All numeric fields are defined as signed unpacked numbers to retain negative values in the numeric fields; See valid conversion chart values |
| 88 | 9 | Num | State Sales Tax Adjustment | All numeric fields are defined as signed unpacked numbers to retain negative values in the numeric fields; See valid conversion chart values |
| 97 | 11 | Num | Total State Tax | All numeric fields are defined as signed unpacked numbers to retain negative values in the numeric fields; See valid conversion chart values |
| 108 | 11 | Num | Grand Total | All numeric fields are defined as signed unpacked numbers to retain negative values in the numeric fields; See valid conversion chart values |
| 119 | 8 | | Filler | Blank |

## Record Type 2 = Adjustment Detail Record

| Position | Length | Data Type | Data Element Name | Additional Information |
|---|---|---|---|---|
| 1 | 1 | Num | Record Type 2 | 2 = Adjustment Record |
| 2 | 2 | Num | Company | 2 Digit Columbia Gas Company<br>37 (Pennsylvania) |
| 4 | 12 | Num | Customer Account Number | 8 Digit Permanent Customer Identification Number (PCID)<br>3 Digit Sequence Number<br>1 Digit Check Digit |
| 16 | 5 | Alpha/Num | Supplier Rate Code | 2 Character Supplier Code<br>1 Character State<br>P (Pennsylvania)<br>2 Digit Rate Code |
| 21 | 6 | Num | Adjustment Period | Format: YYYYMM |
| 27 | 9 | Num | Volume Adjustment (MCF) | All numeric fields are defined as signed unpacked numbers to retain negative values in the numeric fields; See valid conversion chart values |
| 36 | 9 | Num | Supplier Adjusted Gas Cost | Amount the billing cycle was adjusted to |
| 45 | 81 | Alpha/Num | Filler | Blank |

## Record Type 3 = Control Total Record

| Position | Length | Data Type | Data Element Name | Additional Information |
|---|---|---|---|---|
| 1 | 1 | Num | Record Type 3 | 3 = Record Count |
| 2 | 2 | Num | Company | 2 Digit Columbia Gas Company<br>37 (Pennsylvania) |
| 4 | 12 | Num | Filler | |
| 16 | 5 | Alpha/Num | Supplier Rate Code | 2 Character Supplier Code<br>1 Character State<br>P (Pennsylvania)<br>2 Digit Rate Code |
| 21 | 4 | Alpha/Num | Filler | |
| 25 | 9 | Num | Rate Code Volume (MCF) | All numeric fields are defined as signed unpacked numbers to retain negative values in the numeric fields; See valid conversion chart values |
| 34 | 9 | Num | Adjusted Volume (MCF) | All numeric fields are defined as signed unpacked numbers to retain negative values in the numeric fields; See valid conversion chart values |
| 43 | 9 | Num | Total Volume (MCF) | All numeric fields are defined as signed unpacked numbers to retain negative values in the numeric fields; See valid conversion chart values |
| 52 | 9 | Num | Gas Costs | All numeric fields are defined as signed unpacked numbers to retain negative values in the numeric fields; See valid conversion chart values |
| 61 | 9 | Num | Adjusted Gas Cost | All numeric fields are defined as signed unpacked numbers to retain negative values in the numeric fields; See valid conversion chart values |
| 70 | 9 | Num | Total Gas Cost | All numeric fields are defined as signed unpacked numbers to retain negative values in the numeric fields; See valid conversion chart values |

*Continuation: DET File Format Record Type 3 = Control Total Record*

| Position | Length | Data Type | Data Element Name | Additional Information |
|---|---|---|---|---|
| 79 | 9 | Num | State Sales Tax | All numeric fields are defined as signed unpacked numbers to retain negative values in the numeric fields; See valid conversion chart values |
| 88 | 9 | Num | State Sales Tax Adjustment | All numeric fields are defined as signed unpacked numbers to retain negative values in the numeric fields; See valid conversion chart values |
| 97 | 11 | Num | Total State Sales Tax | All numeric fields are defined as signed unpacked numbers to retain negative values in the numeric fields; See valid conversion chart values |
| 108 | 11 | Num | Grand Total | All numeric fields are defined as signed unpacked numbers to retain negative values in the numeric fields; See valid conversion chart values |
| 119 | 8 | | Filler | |

## Record Type 4 = Customer Number Record

| Position | Length | Data Type | Data Element Name | Additional Information |
|---|---|---|---|---|
| 1 | 1 | Num | Record Type 4 | 4 = Customer Count |
| 2 | 2 | Num | Company | 2 Digit Columbia Gas Company<br>37 (Pennsylvania) |
| 4 | 12 | | Filler | |
| 16 | 5 | Alpha/Num | Supplier Rate Code | 2 Character Supplier Code<br>1 Character State<br>P (Pennsylvania)<br>2 Digit Rate Code |
| 21 | 47 | Alpha/Num | Message | |
| 68 | 7 | Num | Number of Customers Billed | By each Rate Code |
| 75 | 7 | Alpha | Times (Literal) | |
| 82 | 4 | Num | Factor | Example: $ 020 = $0.20 |
| 86 | 13 | Num | Billing Amount | Customer Count (x) Factor |
| 99 | 9 | Alpha/Num | Total Consumption (MCF) | Zero Filled, not used in PA |

# DIS File Format

The DIS file shows the customers who have been disconnected and are inactive in our billing system. It also reports accounts removed from Choice due to the CAP program.

Upon receiving an account in this file, the natural gas supplier should check with the customer to validate the activity on the account.

To receive a DIS file the customer would have taken one or more of the following actions:

- Re-established an account at a new address
- Changed ownership
- Move out of the Columbia Service Territory

| Position | Length | Data Type | Data Element Name | Additional Information |
|---|---|---|---|---|
| 1 | 5 | Alpha/Num | Supplier Rate Code | 2 Character Supplier Code<br>1 Character State<br>P (Pennsylvania)<br>2 Digit Rate Code |
| 6 | 2 | Num | Company Number | 2 Digit Columbia Gas Company<br>37 (Pennsylvania) |
| 8 | 4 | Num | Location Number | Internal Use<br>4 Digit Service Location Number |
| 12 | 12 | Num | Customer Account Number | 8 Digit Permanent Customer Identification Number (PCID)<br>3 Digit Sequence Number<br>1 Digit Check Digit |
| 24 | 9 | Num | Service Identification Number | Internal Use<br>9 Digit Permanent Service Identification Number (PSID)<br>Primary PSID |
| 33 | 2 | Num | Unit Number | 01 through 21-unit numbers |
| 35 | 2 | Num | Book Number | |
| 37 | 1 | Alpha | Account Status Code | |
| 38 | 8 | Num | Disconnect Date | Format: YYYYMMDD |
| 46 | 2 | Alpha | Revenue Class Code | See table of valid Revenue Class Code |

*Continuation: DIS File Format*

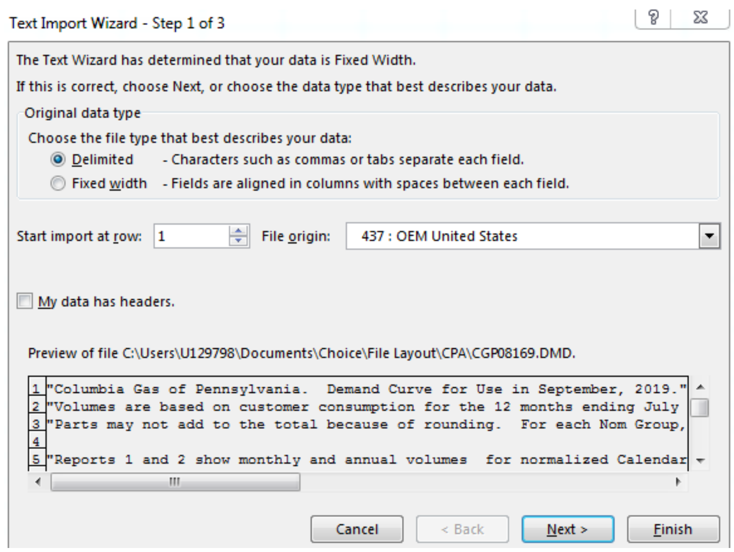
| Position | Length | Data Type | Data Element Name | Additional Information |
|---|---|---|---|---|
| 48 | 33 | Alpha | Customer Name | First and Last Name<br>Business Name |
| 81 | 8 | Num | Transaction Date | Format: YYYYMMDD |
| 89 | 4 | Alpha | Transaction Type | The transaction code from the CPA billing system, internal use |

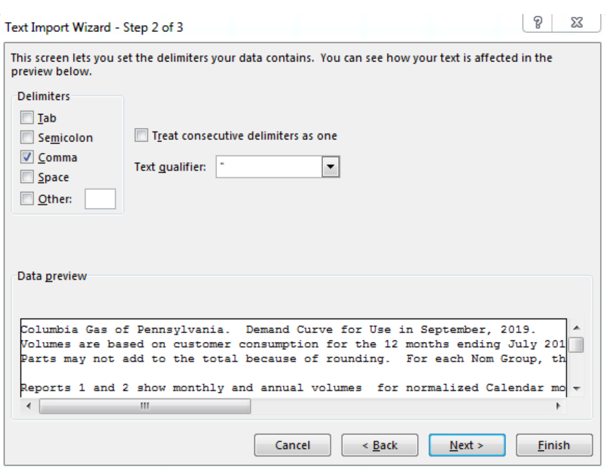
# DMD Files

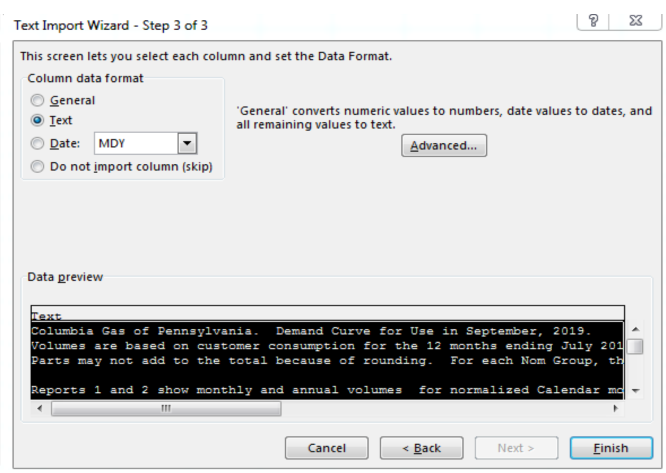
## Steps to import into Excel

To import the .DMD comma delimited file into excel, follow these steps.

1. Move the .DMD file to your hard drive
2. Open Excel
3. Open the .DMD file using Excel – Should bring up the import Wizard
4. Import Wizard – Step 1
5. Radial button – Delimited (default)
    a. Select Next
6. Import Wizard – Step 2
    a. Delimiters – Select Comma
    b. Remove any other selected Delimiters
7. Select Next
8. Import Wizard – Step 3
9. Column Data Format
    a. Select Text
10. Select Finish
11. File should now be in spreadsheet format
12. Save the file.



# Demand Curve Report

**Report 1 Calendar Month Report** provides the normalized quantities for the current group of customers based on their actual historical consumption. Quantities on this report are increased for retainage and decreased for customer attrition.

| Report 1. Normalized Dth Calendar Months | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Company | Cust Type | MktrId | PSP | NomGrou | Class | 2018-08 | 2018-09 | 2018-10 | 2018-11 | 2018-12 | 2019-01 | 2019-02 | 2019-03 | 2019-04 | 2019-05 | 2019-06 | 2019-07 | Annual Ca | Mktr Nam |
| 37 | CHO | XX | 25-26 | 1234 | C | 57 | 83 | 254 | 438 | 647 | 758 | 644 | 514 | 263 | 133 | 61 | 57 | 3909 | CALL 811 |
| 37 | CHO | XX | 25-26 | 1235 | R | 62 | 93 | 291 | 506 | 748 | 878 | 746 | 594 | 301 | 150 | 66 | 62 | 4497 | CALL 811 |
| 37 | CHO | XX | 25-35 | 1236 | C | 1828 | 2371 | 5542 | 8988 | 12865 | 14906 | 12715 | 10459 | 5771 | 3306 | 1887 | 1828 | 82466 | CALL 811 |
| 37 | CHO | XX | 25-35 | 1237 | R | 3661 | 5535 | 15960 | 27448 | 40211 | 46967 | 39943 | 32243 | 16794 | 8555 | 3933 | 3661 | 244911 | CALL 811 |
| 37 | CHO | XX | 25-36 | 1238 | C | 426 | 556 | 915 | 1209 | 1581 | 1793 | 1573 | 1440 | 981 | 669 | 451 | 419 | 12013 | CALL 811 |
| 37 | CHO | XX | 25-36 | 1239 | R | 153 | 275 | 584 | 851 | 1172 | 1358 | 1186 | 1048 | 650 | 368 | 183 | 147 | 7975 | CALL 811 |
| 37 | CHO | XX | 25-38 | 1240 | C | 0 | 8 | 33 | 58 | 85 | 101 | 87 | 71 | 37 | 15 | 3 | 0 | 498 | CALL 811 |
| 37 | CHO | XX | 25-38 | 1241 | R | 31 | 66 | 185 | 299 | 428 | 501 | 431 | 362 | 200 | 100 | 41 | 29 | 2673 | CALL 811 |
| 37 | CHO | XX | 25-39 | 1242 | C | 473 | 654 | 1601 | 2609 | 3757 | 4374 | 3730 | 3079 | 1658 | 920 | 499 | 473 | 23827 | CALL 811 |
| 37 | CHO | XX | 25-39 | 1243 | R | 586 | 928 | 2657 | 4514 | 6611 | 7744 | 6589 | 5367 | 2770 | 1406 | 643 | 586 | 40401 | CALL 811 |
| 37 | CHO | XX | 25-40 | 1244 | R | 3 | 4 | 11 | 19 | 28 | 33 | 28 | 22 | 11 | 6 | 3 | 3 | 171 | CALL 811 |
| 37 | CHO | XX | 25E - 25 | 1245 | C | 2649 | 2842 | 5689 | 9125 | 12961 | 15038 | 12692 | 10642 | 6098 | 3548 | 2627 | 2649 | 86560 | CALL 811 |
| 37 | CHO | XX | 25E - 25 | 1246 | R | 1478 | 1800 | 5518 | 10151 | 15183 | 17944 | 15023 | 12101 | 6127 | 2673 | 1514 | 1478 | 90990 | CALL 811 |
| | | | | | | | | | | | | | | | | | | | |
| | | | | | Total | 11407 | 15215 | 39240 | 66215 | 96277 | 112395 | 95387 | 77942 | 41661 | 21849 | 11911 | 11392 | 600891 | |

**Report 2 Billing Month Report** provides the normalized billing month quantities based on actual historical information. Columbia bills the customer on billing cycles and suppliers deliver on calendar months. This report reflects that difference. Quantities on this report are increased for retainage and decreased for customer attrition.

| Report 2. Normalized Dth Billing Months | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Company | Cust Type | MktrId | PSP | NomGrou | Class | 2018-08 | 2018-09 | 2018-10 | 2018-11 | 2018-12 | 2019-01 | 2019-02 | 2019-03 | 2019-04 | 2019-05 | 2019-06 | 2019-07 | Annual Bi | Mktr Nam |
| 37 | CHO | XX | 25-26 | 1234 | C | 49 | 57 | 123 | 307 | 535 | 723 | 748 | 603 | 395 | 200 | 104 | 66 | 3910 | CALL 811 |
| 37 | CHO | XX | 25-26 | 1235 | R | 58 | 99 | 170 | 382 | 645 | 871 | 842 | 683 | 412 | 209 | 101 | 60 | 4532 | CALL 811 |
| 37 | CHO | XX | 25-35 | 1236 | C | 1752 | 1932 | 3620 | 7227 | 11331 | 14598 | 14028 | 11766 | 7581 | 4308 | 2496 | 1827 | 82466 | CALL 811 |
| 37 | CHO | XX | 25-35 | 1237 | R | 3430 | 3973 | 8992 | 20365 | 34655 | 45692 | 44716 | 37209 | 23579 | 12400 | 6243 | 4215 | 245469 | CALL 811 |
| 37 | CHO | XX | 25-36 | 1238 | C | 406 | 550 | 662 | 978 | 1423 | 1726 | 1762 | 1549 | 1204 | 845 | 581 | 427 | 12113 | CALL 811 |
| 37 | CHO | XX | 25-36 | 1239 | R | 140 | 187 | 381 | 669 | 1055 | 1326 | 1308 | 1133 | 831 | 510 | 277 | 158 | 7975 | CALL 811 |
| 37 | CHO | XX | 25-38 | 1240 | C | 0 | 6 | 18 | 30 | 72 | 101 | 96 | 85 | 50 | 24 | 9 | 0 | 491 | CALL 811 |
| 37 | CHO | XX | 25-38 | 1241 | R | 28 | 35 | 88 | 204 | 350 | 483 | 475 | 425 | 296 | 174 | 80 | 34 | 2672 | CALL 811 |
| 37 | CHO | XX | 25-39 | 1242 | C | 513 | 522 | 895 | 1904 | 3162 | 4203 | 4113 | 3559 | 2400 | 1342 | 735 | 477 | 23825 | CALL 811 |
| 37 | CHO | XX | 25-39 | 1243 | R | 529 | 614 | 1359 | 3127 | 5509 | 7513 | 7337 | 6335 | 4169 | 2225 | 1082 | 602 | 40401 | CALL 811 |
| 37 | CHO | XX | 25-40 | 1244 | R | 2 | 3 | 7 | 14 | 24 | 33 | 31 | 40 | 15 | 8 | 4 | 3 | 184 | CALL 811 |
| 37 | CHO | XX | 25E - 25 | 1245 | C | 2429 | 2594 | 3606 | 6754 | 11069 | 14584 | 14335 | 12172 | 8393 | 4906 | 3076 | 2643 | 86561 | CALL 811 |
| 37 | CHO | XX | 25E - 25 | 1246 | R | 1397 | 1485 | 2834 | 7061 | 12771 | 17315 | 16977 | 14033 | 9111 | 4432 | 2071 | 1502 | 90989 | CALL 811 |
| | | | | | | | | | | | | | | | | | | | |
| | | | | | Total | 10733 | 12057 | 22755 | 49022 | 82601 | 109168 | 106768 | 89592 | 58436 | 31583 | 16859 | 12014 | 601588 | |

**Report 3 Dth Summary Report** provides number of customers, operational information, daily and annual quantities.

| Report 3. Dth Summary | | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Company | Cust Type | MktrId | PSP | NomGrou | Num Cust | Attrition F | BTU Facto | Prior 12 M | Annual No | Peak Desi | Peak Dem | Over/Und | Over/Und | Weather D | Daily Like | 365 day Av | Daily Deli | TCO (Daily | DTI (Daily | PSP Name | Mktr Na |
| 37 | CHO | XX | 25-26 | 1234 | 62 | | 1.044 | 8307 | 8407 | -6 | 117 | 0 | 0 | 0 | 0 | 23 | 23 | 23 | 0 | BEDFORD | CALL 81 |
| 37 | CHO | XX | 25-35 | 1236 | 2883 | | 1.049 | 331276 | 327376 | -7 | 4226 | 0 | 0 | 0 | 0 | 897 | 897 | 897 | 0 | PITTSBUR( | CALL 81 |
| 37 | CHO | XX | 25-36 | 1238 | 104 | | 1.048 | 19773 | 19990 | -15 | 198 | 0 | 0 | 0 | 0 | 55 | 55 | 28 | 27 | OLEAN | CALL 81 |
| 37 | CHO | XX | 25-38 | 1240 | 26 | | 1.08 | 3197 | 3170 | -11 | 41 | 0 | 0 | 0 | 0 | 12 | 9 | 15 | 0 | RIMERSBU | CALL 81 |
| 37 | CHO | XX | 25-39 | 1242 | 462 | | 1.044 | 65519 | 64226 | -7 | 795 | 0 | 0 | 0 | 0 | 176 | 176 | 176 | 0 | NEWCAST | CALL 81 |
| 37 | CHO | XX | 25-40 | 1244 | 2 | | 1.131 | 166 | 169 | -6 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | PA/WV M | CALL 81 |
| 37 | CHO | XX | 25E - 25 | 1245 | 1288 | | 1.04 | 174161 | 177551 | 2 | 1923 | 0 | 0 | 0 | 0 | 486 | 486 | 486 | 0 | LANCASTE | CALL 81 |
| | | | | | | | | | | | | | | | | | | | | |
| | | | | Total | 4827 | | | 602399 | 600889 | | 7302 | | | 0 | 0 | 1649 | 1646 | | | | |

*Note: The quantities on all reports include unaccounted for quantities, hence they represent quantities at the city gate. Report 3 shows the unaccounted-for factor.*

# NOP File Format

The NOP file provides information to suppliers about customer accounts that have been issued a pending termination notice for non-payment or non-access to the meter.

| Position | Length | Data Type | Data Element Name | Additional Information |
|---|---|---|---|---|
| 1 | 5 | Alpha/Num | Supplier Rate Code | 2 Character Supplier Code<br>1 Character State<br>P (Pennsylvania)<br>2 Digit Rate Code (Required) |
| 6 | 2 | Num | Company Number | 2 Digit Columbia Gas Company<br>37 (Pennsylvania) |
| 8 | 4 | Num | Location Number | Internal Use<br>4 Digit Service Location Number |
| 12 | 12 | Num | Customer Account Number | 8 Digit Permanent Customer Identification Number (PCID)<br>3 Digit Sequence Number<br>1 Digit Check Digit |
| 24 | 9 | Num | Service Identification Number | Internal Use<br>9 Digit Permanent Service Identification Number (PSID)<br>Primary, if multiple Service Addresses |
| 33 | 2 | Num | Unit Number | The unit of the billing cycle |
| 35 | 2 | Num | Book Number | The book of the unit for the billing cycle. |
| 37 | 1 | Alpha | Account status code | B = Active Account<br>C = Active Delinquent<br>D = Active account, shut off for non-pay<br>F = Final, Actual Read<br>V = Active Account, Shut off for access |
| 38 | 8 | Num | Filler | All Zeros |
| 46 | 2 | Num | Revenue Class Code | See table for valid Revenue Class Code |
| 48 | 33 | Alpha | Customer Name | First and Last Name<br>Business Name |
| 81 | 8 | Num | Date of Transaction | Date the notice occurred |

*Continuation: NOP File Format*

| Position | Length | Data Type | Data Element Name | Additional Information |
|---|---|---|---|---|
| 89 | 6 | Alpha | Term Notice | **CCTNNP** = customer receives a 10 day disconnection notice for nonpayment of arrears. **CCTNFA** = customer receives a 10 disconnection notice for failure to grant Columbia access to the meter for 12 months or longer |
| 100 | 8 | Num | Billing Date | Date account billed |
| 95 | 5 | Alpha/Num | Supplier Rate Code | 2 Character Supplier Code<br>1 Character State<br>P (Pennsylvania)<br>2 Digit Rate Code |
| 100 | 8 | Num | Filler | All zeros |

# RRS (Rate Response) File Format

The RRS file contains responses to new supplier rate code requests and price changes from the RRQ file that was uploaded the previous business day and are to be effective Unit 1 the following month.

| Position | Length | Data Type | Data Element Name | Additional Information |
|---|---|---|---|---|
| 1 | 2 | Num | Company | 34 (OH) |
| 3 | 2 | Alpha/Num | Supplier Code | 2 Character Supplier Code |
| 5 | 1 | Alpha | State code | 1 Character State C (Ohio) |
| 6 | 2 | Alpha/Num | Rate pool code | 2 Digit rate pool code |
| 8 | 12 | Spaces | Filler | |
| 20 | 1 | Alpha/Num | Action Code | See table of valid RRQ action codes |
| 21 | 9 | Num | Confirmation Number | |
| 30 | 8 | Num | Delivery Date | YYYYMMDD |
| 38 | 8 | Num | Scheduled Date | YYYYMMDD for ACP and ACF otherwise spaces (not applicable to D transactions)<br>Unit 1 calendar date |
| 46 | 3 | Alpha/Num | Notification Type | ACP = Preliminary Acceptance<br>ACF = Final Acceptance<br>REJ = Rejected |
| 49 | 1 | Alpha/Num | Action Code | As received in RRQ |
| 50 | 2 | Alpha/Num | Supplier Code | As received in RRQ |
| 52 | 1 | Alpha | State code | As received in RRQ |
| 53 | 2 | Alpha/Num | Rate pool code | As received in RRQ |
| 55 | 1 | Alpha/Num | Rate Type | As received in RRQ |
| 56 | 9 | Num | Rate Price (MCF)/(DTH) | As received in RRQ |
| 65 | 1 | Alpha/Num | Plus or Minus NYMEX | As received in RRQ |
| 66 | 9 | Num | Confirmation Number | As received in RRQ |
| 75 | 1 | Alpha | Internal Use | |
| 76 | 6 | Num | Effective Billing Period | Internal Request<br>Format: YYYYMM |
| 82 | 4 | Num | Error Count | Notification Type REJ = Required<br>Format: ## |
| 86 | 4 | Num | Error Code | Notification Type REJ = Required<br>See table of valid RRS error code |

## RRS Rate Response File Sample

ACP

| | |
|---|---|
| 34XXC16 | A0004461652024051420240530ACPAXXC16 0008.2090 |
| 34XXC17 | A0004461662024051420240530ACPAXXC17 0008.5070 |
| 34XXC18 | A0004461672024051420240530ACPAXXC18 0004.5720 |

ACF

| | |
|---|---|
| 34XXC16 | A0004461652024051420240530ACFAXXC16 0008.2090 |
| 34XXC17 | A0004461662024051420240530ACFAXXC17 0008.5070 |
| 34XXC18 | A0004461672024051420240530ACFAXXC18 0004.5720 |

REJ

37XXPXY A00044612920240510 REJAXXPXY 0009.8450
00010126

# RATE File Format

This report provides active rate codes and the associated price value per unit of measure for each billing cycle. This report is available the 2nd business day of each month.

| Position | Length | Data Type | Data Element Name | Additional Information |
|---|---|---|---|---|
| 1 | 48 | | Filler | |
| 49 | 17 | Alpha | Company | Pennsylvania |
| 66 | 7 | Num | Billing Cycle | Format: MM/YYYY |
| 73 | 7 | | Filler | |
| 80 | 37 | Alpha | Supplier Name | |
| 117 | 5 | Alpha/Num | Supplier Rate Code | 2 Character Supplier Code<br>1 Character State<br>P (Pennsylvania)<br>2 Digit Rate Code |
| 122 | 5 | | Filler | |
| 127 | 8 | Num | Rate Effective Date | Format: MM/DD/YY |
| 135 | 4 | | Filler | |
| 139 | 10 | Num | Price Value | Per MCF<br>Format: $ XX.XXXX |

# REVMK File Format

This report provides the supplier's prior month billed revenue. The report provides details by supplier rate code and a summary page. The file is posted to the FTP on the first business day of each month.

The report provides detail on the purchased receivables and the supplier payment for RNGS that participate in the accounts receivable purchase program (POR),

Total MKT payment is the payment amount prior to any offsetting charges (Demand curve noncompliance charges, customer list charges or any other miscellaneous charges) that will be made to the RNGS by the 20th of each month.

RS5500MK
CURRENT DATE: 06/01/19 COLUMBIA GAS OF PENNSYLVANIA, INC. GAS BILLING CYCLE: 05 / 2019
MARKETER NUMBER : XXP01
MARKETER NAME : 811 Gas

| CO | MO | YR | NAME | REVENUE CLASS | NUMBER OF CUSTOMERS | VOLUME DTH | MARKETER REVENUE | 100% PAY TO MKT | PURCHASED A/R | NON GUARANTEED | TOTAL MKT PAYMENT |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 37 | 07 | 19 | GTS-RES CHOICE - HEAT | 03 | 2 | 3.2 | 13.44 | .00 | 13.25 | .00 | 13.25 |
| 37 | 07 | 19 | TOTAL RESIDENTIAL | | 2 | 3.2 | 13.44 | .00 | 13.25 | .00 | 13.25 |
| 37 | 07 | 19 | GTS-COM CHOICE - HEAT | 04 | 3 | .3 | 1.26 | .00 | 1.26 | .00 | 1.26 |
| 37 | 07 | 19 | TOTAL COMMERCIAL | | 3 | .3 | 1.26 | .00 | 1.26 | .00 | 1.26 |
| 37 | 07 | 19 | TOTAL | | 5 | 3.5 | 14.70 | .00 | 14.51 | .00 | 14.51 |

# RSP (Response) File Format

RSP record lengths and formats vary depending on the Notification Code placed in the eighth data element

The layout of the first eight data elements of each RSP record are the same record to record

**The layout of first eight data elements of each RSP record are the same record to record:**

| Position | Length | Data Type | Data Element Name | Additional Information |
|---|---|---|---|---|
| 1 | 2 | Num | Company | 2 Digit Columbia Gas Company<br>37 (Pennsylvania) |
| 3 | 5 | Alpha/Num | Supplier Rate Code | 2 Character Supplier Code<br>1 Character State<br>P (Pennsylvania) or "blank"<br>2 Digit Rate Code or "blank" |
| 8 | 12 | Num | Customer Account Number | 8 Digit Permanent Customer Identification Number (PCID)<br>3 Digit Sequence Number<br>1 Digit Check Digit |
| 20 | 1 | Alpha/Num | Action Code | *Valid values are Notification Code dependent*<br>See table of valid Notification Codes and associated Action Codes |
| 21 | 9 | Num | Confirmation Number | **Columbia assigns a unique Confirmation Number to:**<br>› Each Supplier-initiated transaction (Action Code 1); the same Confirmation Number is included in related notifications (ACP, REJ, ACF, RSC)<br>› Each Customer- and Columbia-initiated transaction (ACP, REJ, ACF, GRP, GRC, RSC notifications) |

*Continuation: RSP file format*

| Position | Length | Data Type | Data Element Name | Additional Information |
|---|---|---|---|---|
| 30 | 8 | Num | Notification Date | Format: YYYYMMDD<br>Date notification is sent |
| 38 | 8 | Num | Effective Date | If Notification Code = ACP, ACF: Format: YYYYMMDD<br>For other Notification Codes: “blank"<br>Required<br>Valid Notification Codes:<br>CNF (Receipt Confirmation)<br>ACP (Preliminary Acceptance)<br>REJ (Rejected)<br>ACF (Final Acceptance)<br>CNS (Consumption Data)<br>GRP (Generated Removal Pending)<br>GRC (Generated Removal Cancelled)<br>RSC (Rescinded) |

## When Notification Code = CNF (Receipt Confirmation)

The layout of the first eight data elements of each RSP record are the same record to record (*See Data Elements above the first bolded line)*

The **CNF Notification Code** is used to confirm receipt of a previous days REQ transaction.

Every Supplier initiated transaction will receive a CNF confirmation.

| Position | Length | Data Type | Data Element Name | Additional Information |
|---|---|---|---|---|
| 1 | 2 | Num | Company | 2 Digit Columbia Gas Company<br>37 (Pennsylvania) |
| 3 | 5 | Alpha/Num | Supplier Code | 2 Character Supplier Code<br>1 Character State<br>P (Pennsylvania)<br>2 Digit Rate Code |
| 8 | 12 | Num | Customer Account Number | 8 Digit Permanent Customer Identification Number (PCID)<br>3 Digit Sequence Number<br>1 Digit Check Digit |
| 20 | 1 | Alpha/Num | Action Code | *Valid values are Notification Code dependent*<br>See table of valid Notification Codes and associated Action Codes |
| 21 | 9 | Num | Confirmation Number | Unique Columbia-generated number |
| 30 | 8 | Num | Notification Date | Format: YYYYMMDD<br>Date notification is sent |
| 38 | 8 | | Filler | |
| 46 | 3 | Alpha/Num | Notification Code | **CNF** (Receipt Confirmation) |
| 49 | 1 | Alpha/Num | Action Code | As received in REQ |
| 50 | 12 | Num | Customer Account Number | As received in REQ |
| 62 | 5 | Alpha/Num | Supplier Rate Code | As received in REQ |
| 67 | 12 | | Filler | As received in REQ |
| 79 | 8 | Num | Nomination Group Number | As received in REQ |

## When Notification Code = ACP (Preliminary Acceptance)

The layout of the first eight data elements of each RSP record are the same record to record (*See Data Elements above the first bolded line)*

The last two data elements provide the customer's billing unit and the source of the transaction (*See Data Elements above the first bolded line)*

| Position | Length | Data Type | Data Element Name | Additional Information |
|---|---|---|---|---|
| 1 | 2 | Num | Company | 2 Digit Columbia Gas Company<br>37 (Pennsylvania) |
| 3 | 5 | Alpha/Num | Supplier Rate Code | 2 Character Supplier Code<br>1 Character State<br>P (Pennsylvania)<br>2 Digit Rate Code |
| 8 | 12 | Num | Customer Account Number | 8 Digit Permanent Customer Identification Number (PCID)<br>3 Digit Sequence Number<br>1 Digit Check Digit |
| 20 | 1 | Alpha/Num | Action Code | *Valid values are Notification Code dependent*<br>See table of valid Notification Codes and associated Action Codes |
| 21 | 9 | Num | Confirmation Number | Unique Columbia-generated number |
| 30 | 8 | Num | Notification Date | Format: YYYYMMDD<br>Date notification is sent |
| 38 | 8 | Num | Effective Date | Format: YYYYMMDD<br>If notification is Supplier initiated; The scheduled posting date is the day after meter reading date or day the rescind period expires, whichever is later<br>If notification is Columbia initiated; The scheduled posting date is immediate, the date the notification is sent. |

*Continuation: ACP Notification*

| Position | Length | Data Type | Data Element Name | Additional Information |
|---|---|---|---|---|
| 46 | 3 | Alpha/Num | Notification Code | **ACP** (Preliminary Acceptance) |
| 49 | 1 | Alpha/Num | Action Code | As received in REQ |
| 50 | 12 | Num | Customer Account Number | As received in REQ |
| 62 | 5 | Alpha/Num | Supplier Rate Code | As received in REQ |
| 67 | 12 | Alpha/Num | Supplier Optional Information | As received in REQ |
| 79 | 8 | Num | Nomination Group Number | As received in REQ |
| 87 | 2 | Num | Billing Unit | Populated if Action Code = 1-3, 5 |
| | | | | All Action Codes associated with ACP notification |
| 89 | 1 | Alpha/Num | Source | B (Business) |
| | | | | C (Customer) |
| | | | | M (Supplier) |

## When Notification Code = ACF (Final Acceptance)

The layout of the first eight data elements of each RSP record are the same record to record (*See Data Elements above the first bolded line)*

An additional eight data elements contain an exact copy of the record in the inbound from-Supplier-to-Columbia REQ file (*See Data Elements above the first bolded line)*

When the Action Code in position 49 contains the value “1” or “3” (i.e., enrollment Action Codes), the record includes an additional eleven data elements (*See Data Elements above the first bolded line)*

| Position | Length | Data Type | Data Element Name | Additional Information |
|---|---|---|---|---|
| 1 | 2 | Num | Company | 2 Digit Columbia Gas Company<br>37 (Pennsylvania) |
| 3 | 5 | Alpha/Num | Supplier Rate Code | 2 Character Supplier Code<br>1 Character State<br>P (Pennsylvania)<br>2 Digit Rate Code |
| 8 | 12 | Num | Customer Account Number | 8 Digit Permanent Customer Identification Number (PCID)<br>3 Digit Sequence Number<br>1 Digit Check Digit |
| 20 | 1 | Alpha/Num | Action Code | See table of valid Notification Codes and associated Action Codes |
| 21 | 9 | Num | Confirmation Number | Unique Columbia-generated number |
| 30 | 8 | Num | Notification Date | Format: YYYYMMDD<br>Date notification is sent |
| 38 | 8 | Num | Effective Date | Format: YYYYMMDD<br>if Action Code = 1 or 3: First date of service<br>If Action Code = 2: Last date of service<br>If Action Code = 5: "blank"<br>Note: Effective Date may be different than Effective Date in ACP notification |

Continuation: *ACF Notification*

| Position | Length | Data Type | Data Element Name | Additional Information |
|---|---|---|---|---|
| 46 | 3 | Alpha/Num | Notification Code | Required<br>**ACF** (Final Acceptance) |
| 49 | 1 | Alpha/Num | Action Code | As received |
| 50 | 12 | Num | Customer Account Number | As received |
| 62 | 5 | Alpha/Num | Supplier Rate Code | As received |
| 67 | 12 | Alpha/Num | Supplier Optional Information | As received |
| 79 | 8 | Num | Nomination Group Number | As received |
| 87 | 9 | Num | Service Identification Number | Internal Use<br>9-digit Permanent Service Identification Number (PSID)<br>Populated if Action Code = 1,3 |
| 96 | 2 | Num | Billing Unit | Populated if Action Code = 1,3 |
| 98 | 8 | Num | Nomination Group Number | Populated if Action Code = 1,3 |
| 106 | 1 | Alpha/Num | Account Status | If Action Code = 1 or 3: A (Active)<br>Else: "blank" |
| 107 | 1 | Alpha/Num | Meter Type | If Action Code = 1 or 3: L (Low Pressure), H (High Pressure)<br>Else: "blank" |
| 108 | 1 | Alpha/Num | Revenue Type | If Action Code = 1 or 3:<br>C (Commercial), I (Industrial),<br>R (Residential)<br>Else "blank" |
| 109 | 33 | Alpha/Num | Customer Name | Populated if Action Code = 1 or 3<br>Else: "blank" |
| 142 | 33 | Alpha/Num | Service Address: Street | Populated if Action Code = 1 or 3<br>Else: "blank" |

*Continuation: ACF Notification*

| Position | Length | Data Type | Data Element Name | Additional Information |
|---|---|---|---|---|
| 175 | 39 | Alpha/Num | Service Address | City, State, Zip, Carrier |
| 214 | 12 | Alpha | Customer Phone | If Action Code = 1 or 3: 999-999-9999<br>Else: "blank" |
| 226 | 12 | Alpha | Business Phone | If Action Code = 1 or 3: 999-999-9999<br>Else: "blank" |

## When Notification Code = CNS (Consumption Data)

The layout of the first eight data elements of each RSP record are the same record to record (*see Data Elements above the first bolded line).*

When the Action Code in position 20 contains the value "3" or "4", the record includes the Service Identification Number followed by up to 24 groups of consumption data.

The record includes an additional three data elements for each group of consumption data, repeating up to 24 times (*See Data Elements above the first bolded line).*

| Position | Length | Data Type | Data Element Name | Additional Information |
|---|---|---|---|---|
| 1 | 2 | Num | Company | 2 Digit Columbia Gas Company<br>37 (Pennsylvania) |
| 3 | 5 | Alpha/Num | Supplier Rate Code | 2 Character Supplier Code<br>1 Character State<br>P (Pennsylvania)<br>2 Digit Rate Code |
| 8 | 12 | Num | Customer Account Number | 8 Digit Permanent Customer Identification Number (PCID),<br>3 Digit Sequence Number,<br>1 Digit Check Digit |
| 20 | 1 | Alpha/Num | Action Code | *Valid values are Notification Code dependent*<br>See table of valid Notification Codes and associated Action Codes |
| 21 | 9 | Num | Confirmation Number | Unique Columbia-generated number |
| 30 | 8 | Num | Notification Date | Format: YYYYMMDD<br>Date notification is sent |
| 38 | 8 | Num | Effective Date | If notification is Supplier initiated; The scheduled posting date is the day after meter reading date or day the rescind period expires, whichever is later |
| 46 | 3 | Alpha/Num | Notification Code | **CNS** (Consumption Data) |

*Continuation: CNS Consumption Data*

| **Position** | **Length** | **Data Type** | **Data Element Name** | **Additional Information** |
|---|---|---|---|---|
| 49 | 9 | Num | Service Identification Number | **Internal Use**<br>9 Digit Permanent Service Identification Number (PSID)<br>Primary, if multiple PSIDs |
| *Consumption History (Group)* | | | | Group repeats up to 24 times |
| 58 | 6 | Num | Revenue Cycle | Format: YYYYMM |
| 64 | 8 | Num | Meter Reading Date | Format: YYYYMMDD |
| 72 | 9 | Num | Consumption | State-specific unit of measure specified without decimal<br>For CPA: therms |

## When Notification Code = RSC (Rescinded)

The layout of the first eight data elements of each RSP record are the same record to record *(See Data Elements above the bolded line).*

The **RSC Notification Code** is a response to a customer's request to rescind before the rescind date.
Position 49 contains the Confirmation Number of the Enroll transaction that was canceled.

| Position | Length | Data Type | Data Element Name | Additional Information |
|---|---|---|---|---|
| 1 | 2 | Num | Company | 2 Digit Columbia Gas Company<br>37 (Pennsylvania) |
| 3 | 5 | Alpha/Num | Supplier Rate Code | 2 Character Supplier Code<br>1 Character State<br>P (Pensylvania)<br>2 Digit Rate Code |
| 8 | 12 | Num | Customer Account Number | 8 Digit Permanent Customer Identification Number (PCID)<br>3 Digit Sequence Number<br>1 Digit Check Digit |
| 20 | 1 | Alpha/Num | Action Code | *Valid values are Notification Code dependent*<br>See table of valid Notification Codes and associated Action Codes |
| 21 | 9 | Num | Confirmation Number | Unique Columbia-generated number |
| 30 | 8 | Num | Notification Date | Format: YYYYMMDD<br>Date notification is sent |
| 38 | 8 | Num | Effective Date | "blank" |
| 46 | 3 | Alpha/Num | Notification Code | **RSC** (Rescinded) |
| 49 | 9 | Num | Confirmation Number | Required<br>Confirmation number of the Enroll transaction that was canceled |

## When Notification Code = GRP (Generated Removal Pending)

The layout of the first eight data elements of each RSP record are the same record to record (*See Data Elements above the bolded line).*

The **GRP Notification Code** is generated as a result of another Supplier's "add customer" request

The record includes an additional data element (*See Data Elements above the bolded line).*

| Position | Length | Data Type | Data Element Name | Additional Information |
|---|---|---|---|---|
| 1 | 2 | Num | Company | 2 Digit Columbia Gas Company<br>37 (Pennsylvania) |
| 3 | 5 | Alpha/Num | Supplier Rate Code | 2 Character Supplier Code<br>1 Character State<br>P (Pennsylvania)<br>2 Digit Rate Code |
| 8 | 12 | Num | Customer Account Number | 8 Digit Permanent Customer Identification Number (PCID),<br>3 Digit Sequence Number,<br>1 Digit Check Digit |
| 20 | 1 | Alpha/Num | Action Code | Action Code<br>**G (Generated Removal)** |
| 21 | 9 | Num | Confirmation Number | Unique Columbia-generated number |
| 30 | 8 | Num | Notification Date | Format: YYYYMMDD<br>Date notification is sent |
| 38 | 8 | | | "blank" |
| 46 | 3 | Alpha/Num | Notification Code | **GRP** (Generated Removal Pending) |
| 49 | 8 | Num | Last Service Date | Format: YYYYMMDD (from Bill Unit) |

## When Notification Code = GRC (Generated Removal Canceled)

The layout of the first eight data elements of each RSP record are the same record to record (*See Data Elements above the bolded line).*

The **GRC Notification Code** is generated as a result of another Supplier's "cancel add customer" request.
Example: Customer rescinds supplier offer / Supplier refuses customer enrollment.
Position 49 contains the Confirmation Number of the Rescind transaction that was canceled.

The record includes an additional data element
(*See Data Elements above the bolded line).*

| Position | Length | Data Type | Data Element Name | Additional Information |
|---|---|---|---|---|
| 1 | 2 | Num | Company | 2 Digit Columbia Gas Company<br>37 (Pennsylvania) |
| 3 | 5 | Alpha/Num | Supplier Rate Code | 2 Character Supplier Code<br>1 Character State<br>P (Pennsylvania)<br>2 Digit Rate Code |
| 8 | 12 | Num | Customer Account Number | 8 Digit Permanent Customer Identification Number (PCID)<br>3 Digit Sequence Number<br>1 Digit Check Digit |
| 20 | 1 | Alpha/Num | Action Code | *Valid values are Notification Code dependent*<br>See valid Notification Codes and associated Action Codes |
| 21 | 9 | Num | Confirmation Number | Unique Columbia-generated number |
| 30 | 8 | Num | Notification Date | Format: YYYYMMDD<br>Date notification is sent |
| 38 | 8 | Num | Effective Date | "blank" |
| 46 | 3 | Alpha/Num | Notification Code | **GRC** (Generated Removal Cancelled) |
| 49 | 9 | Num | Confirmation Number | Confirmation Number of the former GRP (Generated Removal Pending) transaction that was canceled |

## When Notification Code = REJ (Rejected)

The layout of the first eight data elements of each RSP record are the same record to record
(*See Data Elements above the first bolded line)*

An additional eight data elements contain an exact copy of the record in the inbound from-Supplier-to-Columbia REQ file (*See Data Elements above the first bolded line).*

The record includes an additional two data elements (*See Data Elements above the first bolded line).*

| Position | Length | Data Type | Data Element Name | Additional Information |
|---|---|---|---|---|
| 1 | 2 | Num | Company | 2 Digit Columbia Gas Company<br>37 (Pennsylvania) |
| 3 | 5 | Alpha/Num | Supplier Rate Code | 2 Character Supplier Code<br>1 Character State<br>P (Pennsylvania) or "blank"<br>2 Digit Rate Code or "blank"<br>*If State and Rate Code in REQ transaction are invalid, State and Rate Code may be "blank"* |
| 8 | 12 | Num | Customer Account Number | 8 Digit Permanent Customer Identification Number (PCID),<br>3 Digit Sequence Number,<br>1 Digit Check Digit |
| 20 | 1 | Alpha/Num | Action Code | *Valid values are Notification Code dependent*<br>See valid Notification Codes and associated Action Codes |
| 21 | 9 | Num | Confirmation Number | Unique Columbia-generated number |
| 30 | 8 | Num | Notification Date | Format: YYYYMMDD<br>Date notification is sent |
| 38 | 8 | | | "blank" |
| 46 | 3 | Alpha/Num | Notification Code | **REJ** (Rejected) |
| 49 | 1 | Alpha/Num | Action Code | As received |
| 50 | 12 | Num | Customer Account Number | As received |
| 62 | 5 | Alpha/Num | Supplier Rate Code | As received |

*Continuation: When Notification Code = REJ (Rejected)*

| Position | Length | Data Type | Data Element Name | Additional Information |
|---|---|---|---|---|
| 67 | 12 | Alpha/Num | Supplier Optional Information | As received |
| 79 | 8 | Num | Nomination Group Number | As received |
| 87 | 2 | Num | Error Count | Maximum value is "20"<br>Indicates number of Error Codes in next data element. |
| 89 | 4 | Num | Error Code | See table of valid [Audit Error Code Listing] |

# IV. Customer List

Active Customer List and Solicitation List in Pennsylvania are automatically placed in the suppliers CMP folder with no additional charge.

## RESP (Response) File Format

In response to the LSTRQ.LRQ customer list request file, suppliers receive a CLST.RESP file in the same location of their CMP folder with summary results. There are two types or response records:

- P (Prepared) – Customer list will be transferred to suppliers CMP folder upon Columbia and supplier approval
  - Active Customer list does not require approval and is automatically placed in suppliers CMP folder and charged to suppliers next invoice
- R (Rejected) – If the request for a customer list was not accepted, supplier will receive a "R" in their RESP file, with error code(s) present

### Prepared Record

| Position | Length | Data Type | Data Element Name | Additional Information |
|---|---|---|---|---|
| 1 | 2 | Alpha | Supplier Code | 2 Character supplier code |
| 3 | 10 | Num | Request Date | YYYY-MM-DD |
| 13 | 1 | Alpha | Request Status | **P** = Prepared |
| 14 | 7 | Num | Request ID | Company-assigned request number |
| 21 | 7 | Num | Request Sequence | Request order, preceded with zeros |
| 28 | 12 | Num | Request Type | ACTIVECUST<br>SOLICITFULL<br>SOLICITZIP<br>GVTAGGLGCY<br>GVTAGGELIG |
| 40 | 2 | Num | Request Number | Supplier-assigned number submitted in LRQ file |
| 42 | 5 | Num | From Zip | If applicable |
| 47 | 5 | Num | Thru Zip | If applicable |
| 52 | 4 | Num | From Plus 4 | If applicable |
| 56 | 4 | Num | Thru Plus 4 | If applicable |
| 60 | 7 | Num | This Sequence Customer Count | |
| 67 | 7 | Num | Total Request Customer Count | |

## Rejected Record

| Position | Length | Data Type | Data Element Name | Additional Information |
|---|---|---|---|---|
| 1 | 2 | Alpha | Supplier Code | 2 Character supplier code |
| 3 | 10 | Num | Request Date | YYYY-MM-DD |
| 13 | 1 | Alpha | Request Status | **R =** Rejected |
| 14 | 7 | Num | Request ID | Company-assigned request number |
| 21 | 7 | Num | Request Sequence | Request order, preceded with zeros |
| 28 | 10 | Num | Error Code(s) | See table of valid Customer List Error Code Listing<br>Up to 5 error codes provided in RESP file |
| 38 | 64 | Num | Raw Data | As received |

# 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.

| Position | Length | Data Type | Data Element Name | Additional Information |
|---|---|---|---|---|
| 1 | 1 | | Filler | |
| 2 | 36 | Alpha | Customer Name | First and Last Name<br>Business Name |
| 38 | 3 | | Filler | |
| 41 | 33 | Alpha | Customer Name Continued | |
| 74 | 3 | | Filler | |
| 77 | 33 | Alpha | Customer Name 2 | First and Last Name<br>Business Name |
| 110 | 3 | | Filler | |
| 113 | 33 | Alpha/Num | Service Address | |
| 146 | 3 | | Filler | |
| 149 | 33 | Alpha/Num | Service Address Continued | |
| 182 | 3 | | Filler | |
| 185 | 30 | Alpha | Service Address City | |
| 215 | 3 | | Filler | |
| 218 | 2 | Alpha | Service Address State | PA (Pennsylvania) |
| 220 | 3 | | Filler | |
| 223 | 5 | Num | Service Address Zip Code | |
| 228 | 3 | | Filler | |
| 231 | 4 | Num | Service Address Zip Code +4 | |
| 235 | 3 | | Filler | |
| 238 | 4 | Alpha/Num | Service Address Carrier Route Code | Route Type – 1 Character (R for Rural)<br>Carrier Code – 3 digit |
| 242 | 3 | | Filler | |

*Continuation: ACT (Active Customer Transaction) File Format*

| Position | Length | Data Type | Data Element Name | Additional Information |
|---|---|---|---|---|
| 245 | 33 | Alpha/Num | Mailing Address* | |
| 278 | 3 | | Filler | |
| 281 | 33 | Alpha/Num | Mailing Address Continued* | |
| 314 | 3 | | Filler | |
| 317 | 30 | Alpha | Mailing Address City* | |
| 347 | 3 | | Filler | |
| 350 | 2 | Alpha | Mailing Address State* | |
| 352 | 3 | | Filler | |
| 355 | 5 | Num | Mailing Address Zip Code* | |
| 360 | 3 | | Filler | |
| 363 | 4 | Num | Mailing Address Zip Code +4* | |
| 367 | 7 | | Filler | |
| 374 | 8 | Num | Customer Account Number | 8 Digit Permanent Customer Identification Number (PCID) |
| 382 | 3 | | Filler | |
| 385 | 3 | Num | Customer Sequence Number | 3 Digit Sequence Number |
| 388 | 3 | | Filler | |
| 391 | 1 | Num | Customer Check Digit | 1 Digit Check Digit |
| 392 | 15 | | Filler | |
| 407 | 2 | Num | Billing Unit | Meter Reading Schedule Available on NiSource Supplier Website |
| 409 | 3 | | Filler | |
| 412 | 2 | Num | Revenue Class | See table of valid Revenue Class Code |
| 414 | 3 | | Filler | |
| 417 | 2 | Num | Revenue Class Extension | Internal Use |
| 419 | 3 | | Filler | |
| 422 | 1 | Num | Revenue Class Type | See Revenue Class Type Table |
| 423 | 18 | | Filler | |
| 441 | 1 | Alpha | Budget Indicator | Y or N |
| 442 | 7 | | Filler | |

*Continuation: ACT (Active Customer Transaction) File Format*

| Position | Length | Data Type | Data Element Name | Additional Information |
|---|---|---|---|---|
| 449 | 5 | Alpha | Supplier Rate Code | 2 Character Supplier Code |
| | | | | 1 Character State<br>P (Pennsylvania) |
| | | | | 2 Digit Rate Code |
| 454 | 3 | | Filler | |
| 457 | 8 | Num | Nomination Group Number* | Preceded with Zeros |
| 465 | 3 | | 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 Pennsylvania provides an eligible Customer List to Certified Natural Gas Suppliers at [www.nisourcesuppliers.com](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 | | Filler | |
| 2 | 36 | Alpha | Customer Name | First, Middle and Last Name Business Name |
| 38 | 3 | | Filler | |
| 41 | 33 | Alpha | Customer Name Continued | |
| 74 | 3 | | Filler | |
| 77 | 33 | Alpha | Customer Name 2 | First, Middle and Last Name Business Name |
| 110 | 3 | | Filler | |
| 113 | 33 | Alpha/Num | Service Address | |
| 146 | 3 | | Filler | |
| 149 | 33 | Alpha/Num | Service Address Continued | |
| 182 | 3 | | Filler | |
| 185 | 30 | Alpha | Service Address City | |
| 215 | 3 | | Filler | |
| 218 | 2 | Alpha | Service Address State | PA (Pennsylvania) |
| 220 | 3 | | Filler | |
| 223 | 5 | Num | Service Address Zip Code | |
| 228 | 3 | | Filler | |
| 231 | 4 | Num | Service Address Zip Code +4 | |
| 235 | 10 | | Filler | |
| 245 | 33 | Alpha/Num | Mailing Address | |
| 278 | 3 | | Filler | |
| 281 | 33 | Alpha/Num | Mailing Address Continued | |
| 314 | 3 | | Filler | |
| 317 | 30 | Alpha | Mailing Address City | |
| 347 | 3 | | Filler | |
| 350 | 2 | Alpha | Mailing Address State | |

*Continuation: Solicitation List File Format*

| Position | Length | Data Type | Data Element Name | Additional Information |
|---|---|---|---|---|
| 352 | 3 | | Filler | |
| 355 | 5 | Num | Mailing Address Zip Code | |
| 360 | 3 | | Filler | |
| 363 | 4 | Num | Mailing Address Zip Code +4 | |
| 367 | 3 | | Filler | |
| 370 | 1 | Alpha/ NA | Supplier Opt-out | H: Consumption Data Not Included |
| 371 | 3 | | Filler | |
| 374 | 8 | Num | Customer Account Number | 8 Digit Permanent Customer Identification Number (PCID) |
| 382 | 3 | | Filler | |
| 385 | 3 | Num | Customer Sequence Number | 3 Digit Sequence Number |
| 388 | 3 | | Filler | |
| 391 | 1 | Num | Customer Check Digit | 1 Digit Check Digit |
| 392 | 3 | | Filler | |
| 395 | 9 | Num | Permanent Service Identification Number | Internal Use |
| 404 | 3 | | Filler | |
| 407 | 2 | Num | Billing Unit* | Meter Reading Schedule Available on NiSource Supplier Website |
| 409 | 3 | | Filler | |
| 412 | 2 | Num | Revenue Class Codes | See table of valid Revenue Class Code |
| 414 | 3 | | Filler | |
| 417 | 2 | Num | Revenue Class Extension | Internal Use |
| 419 | 3 | | Filler | |
| 422 | 1 | Alpha | Revenue Type | See Revenue Class Type Table |
| 423 | 3 | | Filler | |
| 426 | 8 | Num | Rate Schedule | |
| 434 | 3 | | Filler | |
| 437 | 1 | Alpha | Heat Code | Y or N |
| 438 | 7 | | Filler | |
| 445 | 1 | Alpha | Choice Indicator | Y or N |

*Continuation: Solicitation List File Format*

| Position | Length | Data Type | Data Element Name | Additional Information |
|---|---|---|---|---|
| 446 | 35 | | Filler | |
| 481 | 1 | Num | Consumption Unit of Measure | T (THM) |
| 482 | 3 | | Filler | |
| 485 | 9 | Num | Total Annual Consumption | |
| 494 | 3 | | Filler | |
| 497 | 6 | Num | Revenue Cycle | Format: YYYYMM |
| 503 | 3 | | Filler | |
| 506 | 10 | Num | Meter Read Date | Format: YYYY-MM-DD |
| 516 | 3 | | Filler | |
| 519 | 9 | Num | Consumption Quantity | |
| 528 | 3 | | Filler | |
| 531 | 6 | Num | Revenue Cycle | Format: YYYYMM |
| 537 | 3 | | Filler | |
| 540 | 10 | Num | Meter Read Date | Format: YYYY-MM-DD |
| 550 | 3 | | Filler | |
| 553 | 9 | Num | Consumption Quantity | |
| 562 | 3 | | Filler | |
| 565 | 6 | Num | Revenue Cycle | Format: YYYYMM |
| 571 | 3 | | Filler | |
| 574 | 10 | Num | Meter Read Date | Format: YYYY-MM-DD |
| 584 | 3 | | Filler | |
| 587 | 9 | Num | Consumption Quantity | |
| 596 | 3 | | Filler | |
| 599 | 6 | Num | Revenue Cycle | Format: YYYYMM |
| 605 | 3 | | Filler | |
| 608 | 10 | Num | Meter Read Date | Format: YYYY-MM-DD |
| 618 | 3 | | Filler | |
| 621 | 9 | Num | Consumption Quantity | |
| 630 | 3 | | Filler | |
| 633 | 6 | Num | Revenue Cycle | Format: YYYYMM |
| 639 | 3 | | Filler | |
| 642 | 10 | Num | Meter Read Date | Format: YYYY-MM-DD |
| 652 | 3 | | Filler | |
| 655 | 9 | Num | Consumption Quantity | |
| 664 | 3 | | Filler | |
| 667 | 6 | Num | Revenue Cycle | Format: YYYYMM |
| 673 | 3 | | Filler | |
| 676 | 10 | Num | Meter Read Date | Format: YYYY-MM-DD |
| 686 | 3 | | Filler | |

*Continuation: Solicitation List File Format*

| Position | Length | Data Type | Data Element Name | Additional Information |
|---|---|---|---|---|
| 689 | 9 | Num | Consumption Quantity | |
| 698 | 3 | | Filler | |
| 701 | 6 | Num | Revenue Cycle | Format: YYYYMM |
| 707 | 3 | | Filler | |
| 710 | 10 | Num | Meter Read Date | Format: YYYY-MM-DD |
| 720 | 3 | | Filler | |
| 723 | 9 | Num | Consumption Quantity | |
| 732 | 3 | | Filler | |
| 735 | 6 | Num | Revenue Cycle | Format: YYYYMM |
| 741 | 3 | | Filler | |
| 744 | 10 | Num | Meter Read Date | Format: YYYY-MM-DD |
| 754 | 3 | | Filler | |
| 757 | 9 | Num | Consumption Quantity | |
| 766 | 3 | | Filler | |
| 769 | 6 | Num | Revenue Cycle | Format: YYYYMM |
| 775 | 3 | | Filler | |
| 778 | 10 | Num | Meter Read Date | Format: YYYY-MM-DD |
| 788 | 3 | | Filler | |
| 791 | 9 | Num | Consumption Quantity | |
| 800 | 3 | | Filler | |
| 803 | 6 | Num | Revenue Cycle | Format: YYYYMM |
| 809 | 3 | | Filler | |
| 812 | 10 | Num | Meter Read Date | Format: YYYY-MM-DD |
| 822 | 3 | | Filler | |
| 825 | 9 | Num | Consumption Quantity | |
| 834 | 3 | | Filler | |
| 837 | 6 | Num | Revenue Cycle | Format: YYYYMM |
| 843 | 3 | | Filler | |
| 846 | 10 | Num | Meter Read Date | Format: YYYY-MM-DD |
| 856 | 3 | | Filler | |
| 859 | 9 | Num | Consumption Quantity | |
| 868 | 3 | | Filler | |
| 871 | 6 | Num | Revenue Cycle | Format: YYYYMM |
| 877 | 3 | | Filler | |
| 880 | 10 | Num | Meter Read Date | Format: YYYY-MM-DD |
| 890 | 3 | | Filler | |
| 893 | 9 | Num | Consumption Quantity | |

Columbia Gas of Pennsylvania
A NiSource Company

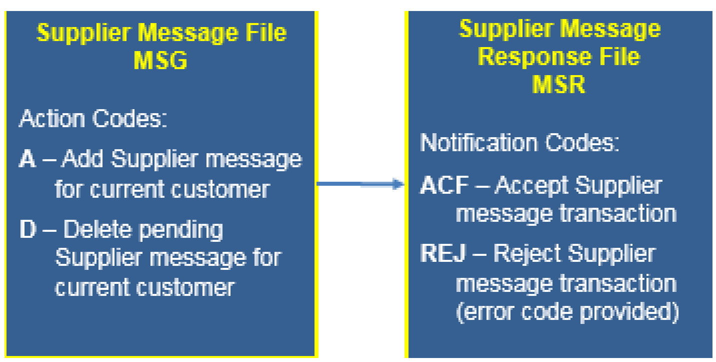
# VII. Supplier Bill Message

## How to transmit a Supplier message:

A Supplier can add a defined message on all or select customer bills.

Each day a Supplier can transmit a Supplier Message (MSG) file to Columbia to add or delete message transactions for current customers.

After a Supplier submits a supplier message. They will receive an MSR (Supplier Message Response). The response will contain either an accept or reject notification.




• Supplier Message file is used to add or delete messages for current customers
• Supplier Message Response file communicates to Supplier, transactions that were confirmed, or rejected and why

## MSG Supplier Message File Format

| Position | Length | Data Type | Data Element Name | Additional Information |
|---|---|---|---|---|
| 1 | 1 | Alpha/Num | Action Code | Required<br>A (Add Supplier message)<br>D (Delete pending Supplier message) |
| 2 | 12 | Num | Customer Account Number | 8 Digit Permanent Customer Identification Number (PCID)<br>3 Digit Sequence Number<br>1 Digit Check Digit |
| 14 | 5 | Alpha/Num | Supplier Rate Code | 2 Character Supplier Code<br>1 Character State<br>P (Pennsylvania)<br>2 Digit Rate Code |
| 19 | 80 | Alpha/Num | Message Line 1 | If Action Code = A (Add), Required; Pad with blanks<br>If Action Code = D (Delete), omit |
| 99 | 80 | Alpha/Num | Message Line 2 | If Action Code = A (Add), Optional; If text is provided, pad with blanks<br>If Action Code = D (Delete), omit |
| 179 | 80 | Alpha/Num | Message Line 3 | If Action Code = A (Add), Optional; If text is provided, pad with blanks<br>If Action Code = D (Delete), omit |
| 259 | 80 | Alpha/Num | Message Line 4 | If Action Code = A (Add), Optional; If text is provided, pad with blanks<br>If Action Code = D (Delete), omit |

## MSR Supplier Message Response

| Position | Length | Data Type | Data Element Name | Additional Information |
|---|---|---|---|---|
| 1 | 2 | Alpha/Num | Company | 2 Digit Columbia Gas Company<br>37 (Pennsylvania) |
| 3 | 5 | Alpha/Num | Supplier Rate Code | 2 Character Supplier Code<br>1 Character State<br>P (Pennsylvania)<br>2 Digit Rate Code |
| 8 | 3 | Alpha/Num | Notification Code | ACF (Final Acceptance – Columbia accepts add or delete transaction)<br>REJ (Reject – Columbia rejects add or delete transaction) |
| 11 | 4 | Alpha/Num | Error Code | If Notification Code = ACF, blank<br>If Notification Code = REJ, Required<br>See table of valid Audit Error Code Listing |
| 15 | 6 | Date | Bill Effective Date | If Notification Code = ACF (Final Accept), Required<br>YYYYMM format where<br>YYYY is bill cycle year<br>mm is bill cycle month<br>If Notification Code = REJ (Reject), "blank" |
| 21 | 1 | Alpha/Num | Action Code | As transmitted in add or delete transaction |
| 22 | 12 | Num | Customer Account Number | As transmitted in add or delete transaction |
| 34 | 5 | Alpha/Num | Supplier Rate Code | As transmitted in add or delete transaction |
| 39 | 80 | Alpha/Num | Message Line 1 | As transmitted in add or delete transaction |
| 119 | 80 | Alpha/Num | Message Line 2 | As transmitted in add or delete transaction |
| 199 | 80 | Alpha/Num | Message Line 3 | As transmitted in add or delete transaction |
| 279 | 80 | Alpha/Num | Message Line 4 | As transmitted in add or delete transaction |

**Message Example:** Each message Line data element prints on a new line on the customer bill. Do not split words across Message Line data elements. Pad each Message Line data element with blanks.

**Note in this example**:

• Message Line 1 is correctly padded with two blanks between the last word, "efficient" and the first word on Line 2, "appliances:

• Message Line 2 and 3 incorrectly allow words to break across Message Lines.

**MSG File contains:**

```
                         1         2         3         4         5         6         7         8
                12345678901234567890123456789012345678901234567890123456789012345678901234567890
Message Line 1: Natural gas is a great source of energy when paired with high energy efficient  
Message Line 2: appliances. Natural gas is also a low cost source of energy that is readily avai
Message Line 3: lable to existing or new builds. Contact GLASS JAG GAS at 1-888-123-4567 to lear
Message Line 4: n more about available gas appliances.
```

**Printed on customer bill as:**

**Supplier Message**

Natural gas is a great source of energy, when paired with high energy efficient appliances. Natural gas is also a low-cost source of energy that is readily available to existing or new builds.

Contact GLASS JAG GAS at 1-888-123-4567 to learn more about available gas appliances.