

## **EDI TRANSACTION REFERENCE DOCUMENT**

Electricity suppliers should familiarize themselves with the Maryland's Electric Choice rules that are covered in Section 7 of the [BGE Electricity Supplier Coordination Tariff](#).

For additional information, please refer to the list of [Rejection and Reason Codes](#) BGE supports and BGE's [EDI Implementation Guidelines](#).

### **814E Enrollment/Historical Usage Request**

- The electricity supplier must submit a valid electronic 814E Enrollment transaction to BGE.
- Electricity suppliers may NOT submit an 814E Enrollment transaction until a new BGE account is active. All new customers to BGE's service territory will be placed on BGE's Standard Offer Service (SOS) until an enrollment request has been received by BGE.
- Valid enrollments will receive an effective date equal to three (3) business days after the process date. The process date will be viewed as day Zero.
- BGE will enforce a limit of two (2) enrollments per bill cycle. The bill cycle will be understood to start with last month's scheduled meter reading date (+1) and will end with the current month's scheduled meter reading date.
- Once the bill cycle threshold has been satisfied, any subsequent enrollments will be rejected with a reject reason code of MAX.
- Electricity suppliers must designate the customer's billing option in the 814E Enrollment request, either DUAL billing or BGE Consolidated Billing (LDC).
- BGE will confirm receipt of the 814E Enrollment request via a 997 Functional Acknowledgement transaction.
- BGE will forward the electricity supplier an 814E Enrollment response. The transaction status will be accepted and will include the assigned effective date or will be rejected and will include the appropriate rejection reason code.
- If BGE receives multiple enrollments on the same day (for the same customer from different electricity suppliers), the last enrollment received before 5:00 p.m. Eastern time will be processed by BGE. All others will be rejected "NLI" (not last in).
- BGE will send the customer an Enrollment Confirmation Letter within one (1) business day of the enrollment.
- If an 814E Enrollment request is submitted in error, the electricity supplier can send an 814D Drop with a drop reason code of EB3 within two (2) business days from the date of the original transaction. The EB3 will reestablish any prior supplier relationship. If the two (2) day window has expired, the supplier should submit an 814D Drop transaction with an appropriate non-reversal drop reason code (e.g. B38).
- Electricity suppliers may request pre-enrollment historical usage by submitting a stand-alone EDI 814 HU request and/or a stand-alone EDI 814 HI request (for AMI certified customers only). BGE will send the historical data via the 867 HU-HI transaction.

## **814C Customer Change of Address**

- Customers who change their address within BGE's service territory are unable to transfer their electricity supplier's relationship to their new address.
- BGE will send the 814D Drop transaction to the electricity supplier notifying them the customer's account has closed. No drop confirmation letter will be sent to the customer.
- In order to maintain the supplier relationship, the supplier must contact the customer to obtain the new Electric Choice ID number and submit a new 814E Enrollment transaction for the new address, once the account is active.
- The customer will be placed on BGE's Standard Offer Service until an enrollment request has been received by BGE.

## **814E Enrollment Process for Bankruptcy Accounts**

- When a customer files for bankruptcy, BGE will set up a new account to distinguish pre-petition from post-petition charges. This will cause the electricity supplier relationship to terminate and an 814D Drop transaction will be sent to the supplier.
- No drop confirmation letter will be sent to the customer.
- To re-establish the electricity supplier relationship, BGE will provide the supplier with the post-petition Electric Choice ID number and the supplier must submit a new 814E Enrollment request within five (5) business days.
- BGE will manually back-date the effective date to equal the start date of the post-petition account so there is no break in service.

## **814C Residential Name Change Record Only**

- Electricity suppliers will receive an 814C Change request when a residential customer changes their account name. (See 814C Change request section).
- The Electric Choice ID number will remain the same, and there is no break in service.

## **814 C Non-Residential Name Change**

- Non-Residential customers who are changing their account name must receive a new Account ID number and Electric Choice ID number.
- BGE will send an 814D Drop transaction to the electricity supplier.
- No drop confirmation letter will be sent to the customer.
- In order to maintain the supplier relationship, the supplier must contact the customer to obtain the new Electric Choice ID number.
- The electricity supplier must submit a new 814E Enrollment transaction, using the new Electric Choice ID number.

- The customer will be placed on BGE's SOS until an enrollment request has been received by BGE.

### **814D or 814E Reversal Transactions**

Suppliers can reverse an enrollment or drop transaction by submitting one of the following transactions:

- To reverse an enrollment submitted in error, suppliers can send an 814D Drop transaction with a REF\*1P of "EB3".
- To reverse a drop submitted in error, suppliers can send an 814E Enrollment transaction with a REF\*1P of "EB1".
- Reversal transactions must be submitted within two (2) business days of the original request.
- If a supplier receives an 814D Drop transaction with a reason code of "CHA" (changed to another supplier) and confirms they should remain the active supplier, an 814E Enrollment transaction with a REF\*1P of "EB2" can be submitted to reinstate the supplier relationship. This must be submitted within two (2) business days of the original "CHA" drop request.

### **814C Change Request**

If the following information changes within BGE's system, an 814C Change transaction will be sent to the electricity supplier:

- Customer Name
- Service Address
- Billing Address
- Customer Tariff
- Metering Equipment
- Meter Attributes (i.e. number of dials, multiplier, etc.)
- Meter Read/Billing Cycle
- Net Meter
- Net Meter Aggregation
- Number of Load Management Air Conditioners (Rider 15)
- Number of Load Management Water Heaters (Rider 15)
- Capacity Peak Load Contribution
- Transmission Peak Load Contribution

If the following information changes within the electricity suppliers' system, an 814C Change transaction should be sent to BGE:

- Electricity Supplier Account Number
- Bill Type - Dual Billing or BGE Consolidated Billing (LDC)
- A REF17 Interval Data Request

Electricity suppliers who wish to change the customer's bill type must send an 814C Change transaction. This change will become effective the same day the transaction is received by BGE.

### **814D Electricity Supplier Initiated Drop Request**

The electricity supplier must submit a valid electronic 814D Drop transaction to BGE.

- Valid drops will receive an effective date equal to three (3) business days after the process date. The process date will be viewed as day Zero.
- BGE will enforce a limit of two (2) drops per bill cycle. The bill cycle will be understood to start with last month's scheduled meter reading date (+1) and will end with the current month's scheduled meter reading date.
- Once the bill cycle threshold has been satisfied, any subsequent drops will be rejected with a reject reason code of MAX.
- BGE will confirm the receipt of the 814D Drop transaction by sending the electricity supplier an 814D Drop response within one (1) business day to establish the termination date of the supplier relationship.
- BGE will send the customer a Drop Confirmation Letter within one (1) business day of the drop.
- When a customer's account is closing, BGE will send an 814D Drop transaction to the electricity supplier of record. The 814D Drop transaction will include the customer's forwarding address.

### **814D Customer Initiated Drop**

- Customers may request BGE to initiate a drop transaction provided they have contacted their supplier at least three (3) business days prior to contacting BGE and the drop has not been received. A customer initiated drop will return the customer to SOS with an effective date equal to three (3) business days after BGE processes the drop request.
- BGE will send the electricity supplier an 814D Drop transaction within one (1) business day after processing the drop request from the customer the 814D Drop transaction will establish the termination date of the supplier relationship.

## **814R Reinstatement Request**

- **Electricity Service Cut-Out in Error** - If a customer informs BGE that their service has been terminated in error, BGE will reactivate the customer's account and an 814R Reinstatement transaction will be sent to the electricity supplier. The transaction will reference the original effective date of the supplier's relationship.
- **Enrollment Reversal** – If an incoming supplier submits a reversal 814D Drop transaction (reason code EB3), the customer's previous supplier relationship will be restored and an 814R Reinstatement transaction will be created. The transaction will reference the original effective date of the supplier's relationship.

## **867 IU Monthly Interval Usage**

BGE sends the electricity supplier an 867 IU Usage transaction which provides hourly interval usage data for accounts with an AMI certified meter. BGE does NOT support 867 IU Usage transactions for large commercial accounts with 15-minute Interval Data Recorders (IDR). Suppliers can request to receive monthly interval usage via an 814E Enrollment request or a REF\*17 change transaction. BGE's default usage transaction is the 867 MU transaction.

## **867 MU Monthly Meter Usage**

The 867 MU transaction is BGE's default usage transaction. It provides summarized monthly usage for each billing period.

## **867 HI Historical Interval Usage**

Suppliers can submit a pre-enrollment HI request as a stand-alone transaction or in conjunction with their enrollment request transaction.

BGE will return hourly interval data for any valid EDI HI request. This applies to both AMI certified accounts as well as large commercial accounts with 15-Minute interval data recorders (IDR). 15-Minute Interval Data is only available for IDR accounts and must be obtained through BGE's CD Web application.

## **867 HU – Historical Billing Usage**

Suppliers can submit a pre-enrollment 814 HU request as a stand-alone transaction or in conjunction with their enrollment request transaction. BGE will return an 867 HU transaction with the last twelve (12) months of billed usage, if available.

## **997 – Functional Acknowledgement**

The 997 transaction provides verification of receipt of data at the transfer level. This transaction does not indicate that the contents of the fields are “correct” only that the contents meet the specified format. It also provides transactional verification that the partner has received the package.

## **810 – Invoice**

- For suppliers who elect BGE Consolidated Billing (LDC) as their billing method, an 810 Invoice transaction provides monthly usage and billing components used to generate the actual customer invoice. The 810 Invoice transaction is in response to the 867 transaction.
- The supplier must submit the 810 Invoice transaction by the specified document due date that is provided on the 867 transaction. If the supplier fails to submit the 810 Invoice transaction by the due date, the 810 Invoice transaction will be rejected OBW (Outside Bill Window). The supplier may resubmit their 810 Invoice when the next bill window opens, prior to submitting their current monthly charges, as long as the supplier is the active supplier of record.
- For suppliers who elect DUAL billing as their billing method, an 810 Invoice transaction does not apply. The supplier will bill the customer directly.
- Refer to the [Rejection and Reason Codes](#) for a list of reject codes.

## **810-17 – Cancellation**

A supplier can reverse their original 810 transaction by submitting an 810-17 transaction. The 810-17 transaction is not connected to the account’s billing window and can be sent at any time as long as the account remains active with BGE and the supplier is the active supplier of record. BGE does not support 810-01 transactions.

## **810-18 – Rebill**

The supplier can rebill the account by using an 810-18 transaction. An 810-18 transaction can only be submitted when the account’s billing window is open, prior to submitting their current monthly charges, and **after the successful processing of an 810-17 transaction.**

## **820 – Remittance Advice**

If the supplier utilizes LDC billing, the supplier will receive an 820-PR Remittance Advice transaction within (5) five calendar days from the due date that appears on the customer’s BGE bill. If an adjustment occurs on the account, the supplier will receive an 820-AJ Remittance Advice transaction.

## **824 – Pro-Active/Reject Response Transaction**

BGE will send the supplier an 824 Proactive Response transaction for residential accounts only. Commercial accounts will not receive an 824 Proactive transaction.

BGE will send the supplier an 824 Reject Response transaction for any invalid 810 transaction for both Residential and Commercial accounts.