Maryland
Competitive Gas Supply
Process and Transaction
Standards Manual

COMAR 20.59

By Order of the

Public Service Commission of Maryland
(cite to Order Accepting final Document)

Prepared by the:

Maryland Gas Implementation Working Group

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1 – EXECUTIVE SUMMARY

This document, *Maryland Competitive Gas Supply Process and Transactions Standards Manual* ("Manual") details business and technical requirements for implementation of Title 20, Subtitle 59 of the Code of Maryland Regulations ("COMAR 20.59") through specified uniform electronic transactions ("UETs"). COMAR 20.59 is entitled Competitive Gas Supply and requires that UETs approved by the Public Service Commission of Maryland ("Commission" or "Maryland PSC") be used by all suppliers and utilities to complete the transactions required by COMAR 20.59.

COMAR 20.59 became final and permanent on October 5, 2009. A copy of the final regulations is available through the Commission's website. COMAR 20.59 requires that utilities provide specific pre-enrollment information to suppliers upon receipt of customer consent, provides for switching (including enrollments and drops) up to 12-days prior to the first of the month, and requires that suppliers be compensated within 90 days of the first supply of gas. The regulations change the Commission's partial payment hierarchy, in the case of utility consolidated billing, from one that ages receivables to either (1) pro rata sharing between the utility and the supplier or (2) purchase of supplier receivables by the utility, with the choice of methodology to be at the utility's option. COMAR 20.59 also contains certain requirements in the case of a supplier default[1], provides for budget billing for suppliers, and sets forth limited consumer protection regulations for non-residential customers. COMAR 20.59.01.03 provides that "[A]ll suppliers and utilities shall use the uniform Statewide electronic transaction processes approved by the Commission." Thus, the task of the Working Group was to develop uniform electronic transaction processes that would be used by all gas companies and gas suppliers in Maryland to accomplish the requirements of COMAR 20.59.

The Manual describes the 12 transactions approved by the Commission for communication between Maryland-jurisdictional, nonexempt gas companies ("LDCs") and competitive gas suppliers ("CGSs") transacting retail gas sales within the LDCs service territories. The UETs were designed by market participants through a Working Group process open to all interested persons. All UETs use Extensible Markup Language ("XML") and will be exchanged over a secure web site. The Working Group selected XML as the transaction platform for COMAR 20.59 implementation, after reviewing current methods in use for Choice Programs in the gas and electric industry, including those used by their own companies, .due to XML's flexibility, ease of use, open architecture, and relatively low cost of implementation and operation. These UETs replace company-specific methods, transactions, and media used previously to communicate with CGSs. Section 6 describes each UET in detail with at least one example. The UETs themselves are available on the Commission's website. UETs have been developed to accomplish the following tasks: 1) the request for and the sending of pre-enrollment information; 2) the management of customer enrollments, customer drops, and customer switches under various circumstances; 3) communication of usage and billing information including rate changes, allowance for

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[1] Due to their fact-specific nature, these must be handled on a case by case basis. Thus, there is no transaction related to this portion of the regulations.

taxes and tax exemptions, and provision for budget billing for bill ready, rate ready, and dual billing scenarios; and 4) transmission of financial data including reconciliation of financial data in special circumstances and communication regarding write offs.

2 – INTRODUCTION

Beginning in late 2008 and continuing through mid-2011, market participants met to develop implementation processes for COMAR 20.59, which had been adopted by the Commission through Rule Making 35. The results of those meetings are contained in this consensus document, *Maryland Competitive Gas Supply Process and Transactions Standards Manual* and the associated documents and uniform electronic transactions ("UETs") described herein.

The Manual is intended to serve as a high level guide to the UETs that have been approved by the Commission for implementation of COMAR 20.59. Other documents required for full understanding of the UETs include the UET protocols themselves, the *XML Data Definitions* document that compares the business practices of the nonexempt LDCs, the *Maryland Extensible Markup Language Test Plan and Certification for Competitive Gas Supply*, and COMAR 20.59 itself. These documents are available on the Commission's website and the LDCs' websites. Additional background materials, reference materials and contact information are listed in Section 5 of the Manual.

Applicability

COMAR 20.59 and these implementing standards are mandatory for all LDCs and CGSs in service territories where customers may choose retail gas supply or gas supply services, except to the extent a specific waiver has been granted to a Maryland LDC by the Maryland PSC. *See* COMAR 20.59.01.01. The Commission has held by Order that UGI Central Penn Gas, Inc. and Easton Utilities Commission are not to be covered by the regulations at this time. The Commission granted Pivotal Utility Holdings, Inc. d/b/a Elkton Gas ("Elkton"), which has limited competition at this time, a waiver from COMAR 20.59.04 (transfers of service) and 20.59.05 (utility consolidated billing). The Commission granted Chesapeake Utilities Corporation ("CUC") a waiver from COMAR 20.59.01.03 (requiring UETs), and COMAR 20.59.05 (utility consolidated billing). Only commercial and Industrial customers of Elkton and CUC may elect to purchase gas from a CGS.

By its terms, COMAR 20.59 does not apply to any customer account that is a daily-metered account or an interruptible account. A "daily metered account" is a nonresidential gas account for which a customer purchases gas from a CGS and has a gas meter installed for the purpose of recording and reporting gas usage on at least a daily basis for the purpose of utility management of gas supply for the account. *See* COMAR 20.59.01.02B (5). An "interruptible account" is a nonresidential gas account for which a customer purchases gas from a CGS and elects to receive service from an LDC that is subject to interruption under the LDC's gas tariff. *See* COMAR 20.59.01.02B (12).

3 – STANDARDS

The following tables detail principles, definitions, and practices that apply generally to COMAR 20.59 Implementation.

3.1 – Principles

3.1.01   **Automated Interfaces.** Market participants recognize that their trading partners may have built automated interfaces to their systems (e.g. bots navigating websites), and that changes to these systems/interfaces may negatively impact daily operations. Market participants will make every effort to keep these systems and interfaces static to minimize unnecessary or emergency changes. Any change in the UETs and associated processes described herein shall be made in accordance with the Change Management Process described in Section 8 below and after approval by the Commission. Any change in navigation of the LDC's Supplier Portal will be made only after 30 days notice to participating CGSs, unless emergency circumstances preclude that notice. The LDC shall file notification with the Commission of all changes, including emergency changes, in navigation of the LDC Supplier Portal.

3.1.01A   **Licensure by the Maryland PSC.** In order to participate in a retail gas choice program offered by a Maryland LDC, a CGS must be licensed by the Maryland PSC in accordance with COMAR 20.54.

3.1.02   **Qualification Under LDC Tariff.** A CGS must be qualified under with the terms and conditions of the Maryland LDC's gas tariff applicable to its retail gas choice program.

3.1.03   **Compliance with LDC Tariff.** A CGS must comply with the Maryland LDC's gas tariff applicable to its retail gas choice program at all times.

3.1.04   **Testing of Extensible Markup Language ("XML") Uniform Electronic Transactions.** A CGS must complete testing with each Maryland LDC to confirm that it can send and receive communications with the Maryland LDC using the XML uniform electronic transactions described in this Manual. See *Maryland Extensible Markup Language Test Plan and Certification for Competitive Gas Supply ("Test Plan")*.

3.1.05   **Uniform Electronic Transactions ("UETs").** The UETs described in the Manual shall be used by all market participants. .

A CGS may send as many files as it wishes each day. However the LDC will upload only one file per day per UET per supplier. A third party vendor may submit one file per day per transaction type for each supplier that it serves. Thus, additional information submitted after the first file of a given type should be added to the previously sent file and the file updated rather than sent separately. The LDC will upload the last file sent by a CGS for each transaction each day. The cut off time for receipt of a CGS file is 4:59 PM eastern prevailing time. This time applies each calendar day.

The LDC, will respond to each UET initiated by a CGS with an electronic receipt noting the type of transaction and the time the transaction was uploaded.

After validation of required fields, the LDC will either 1) accept and process or 2) reject each UET initiated by a CGS. If a UET is rejected, a standard code that gives the reason for the rejection will be sent.

Each UET, except the UET used to obtain pre enrollment information, requires the customer account number and the CGS code and/or the CGS group number

The LDC shall respond to each CGS-generated UET within one business day unless otherwise specified.

3.2 – Definitions

ID	Definition
3.2.01	**Account Administration Window**. The period of time during which the CGS may submit an Account Request UET for a Customer Enrollment in order for the action to become effective on the first day of the next month. The period starts at 5pm 12 days before the end of month 1 and ends at 5pm 12 days before the end of month 2. See COMAR 20.59.04.02A (.2).
3.2.02	**Account Cancel.** The Account Request To LDC UET sent by the CGS to cancel a pending Account Enrollment or a pending Account Drop within the same Account Administration Window.
3.2.03	**Account Change.** The Account Request To LDC UET sent by the Incumbent CGS to notify the LDC of a change to a currently-enrolled Customer's Supplier Group Number or Supplier Identifier. This is not used to change the price point for a rate (see Rate Change).
3.2.04	**Account Cut Out In Error**. The Account Request To CGS UET sent by the LDC to notify the Incumbent CGS that the Customer has been returned to the Incumbent CGS. This can be sent inside or outside of the Account Administration Window.
3.2.05	**Account Drop by CGS.** The Account Request To LDC UET sent by the CGS to request the end of a CGS's energy-flow relationship with a Customer.
3.2.06	**Account Drop by LDC.** The Account Request To CGS UET sent by the LDC to notify the CGS that a Customer has stated that is has been 3 business days since the Non-Residential Customer contacted the CGS and the CGS has not sent the Account Drop by CGS. (COMAR 20.59.06.06.D (1) and (2))
3.2.07	**Account Enrollment.** The Account Request To LDC UET sent by the CGS to request enrollment of the Customer.
3.2.08	**Account Move In-Continuation**. The Account Request To CGS UET that may be sent by an LDC to notify the Incumbent CGS of a New Account Number and/or new Service Address for its Customer.
3.2.09	**Account Number Change**. The Account Request To CGS UET may be sent by an LDC to notify the Incumbent CGS of a change from the current Account Number to a new Account Number for its Customer.
3.2.10	**Account Reinstatement**. The Account Request To CGS UET sent by the LDC within the Account Administration Window to notify the Incumbent CGS that the Customer has been reinstated with the Incumbent CGS (reverses Account Switch).
3.2.11	**Account Request To CGS.** The UET sent by the LDC to change the status of the Customer with respect to its CGS enrollment and/or characteristics.
3.2.12	**Account Request To LDC.** The UET sent by the CGS to change the status of the Customer with respect to its CGS enrollment and/or characteristics.
3.2.13	**Account Response.** The UET sent by the LDC to acknowledge, accept, and/or reject an Account Request to LDC UET.
3.2.14	**Account Switch**. The Account Request To CGS UET sent by the LDC to notify the Incumbent CGS of a pending switch of its Customer to a new CGS.

ID	Definition
3.2.15	**Account Terminate**. The Account Request To CGS UET sent by the LDC to notify the Incumbent CGS that service to its Customer has been terminated.
3.2.16	**Billing Method.** The method by which both LDC and CGS charges are rendered to the Customer. Billing Methods include: Dual Billing, Utility Consolidated Billing ("UCB")/Bill-Ready, UCB/Rate-Ready, and Supplier Consolidated Billing ("SCB")/Bill-Ready. A CGS may offer more than one Billing Method to customers. See Appendix B.2 for a summary of Billing Methods by LDC.
3.2.17	**Billing Services Agreement ("BSA").** A legal agreement between the LDC and the CGS defining rules, including consolidated billing, Pro-Rata methodology, or Purchase-of-Receivables ("POR") methodology.
3.2.18	**Bill-Ready Billing ("Bill-Ready").** A consolidated Billing Method in which the non-billing party sends charges to the billing party that are ready to be placed on the bill, and the billing party creates a consolidated bill to the Customer and collects payment from the Customer. See Appendix B.2 for a summary of Billing Methods by LDC. Should be UCB/Bill ready
3.2.19	**Charge Request To CGS.** The UET sent by the LDC when sending charge information to the CGS.[request for appropriate charges info]
3.2.20	**Charge Request To LDC.** The UET sent by the CGS when sending charge information to the LDC.
3.2.21	**Competitive Gas Supplier ("CGS"), also Gas Supplier.** A gas supplier as defined under §1-101 of the Public Utilities Article of the Annotated Code of Maryland and COMAR 20.54. A gas supplier is a person that offers gas, gas supply services, or competitive billing services for sale to a retail gas Customer. Brokers, marketers, and aggregators of gas are gas suppliers under Maryland law.
3.2.22	**Customer.** A single account in the name of a gas consumer served by an LDC.
3.2.23	**Dual Billing ("DUAL").** Billing Method by which both the LDC and the CGS present separate billing statements to a Customer for their respective services, and both collect payment from the Customer.
3.2.24	**Financial Standards.** The UET sent by the LDC to communicate the details of credits and debits made to the CGS by the LDC.
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3.2.25	**Gas Company, also Local Distribution Company ("LDC").** A public service company as defined under PUC Article §1-101 including a municipal corporation. As further defined under PUC Article §1-101, a gas company is authorized to install or maintain facilities for the furnishing or distribution of gas.
3.2.26	**Incumbent CGS.** The CGS for the Customer on a given date. The incumbency of a CGS starts when the CGS begins flowing energy for a Customer, usually the first day of the month, and ends when the CGS stops flowing energy for a Customer, usually the last day of the month.
3.2.27	**ISO.** International Organization for Standardization (ISO) is the world's largest developer and publisher of international standards. ISO Standards are used in 160 countries.

ID	Definition
3.2.28	**LDC Account Number.** The Customer's unique identifier as assigned by the LDC that is required in all transactions except pre-enrollment account information.
3.2.29	**LDC Supplier Portal ("HTTPS").** A secured Internet site developed by the LDC to provide a comprehensive access point for CGS-related information and transactions.
3.2.30	**Local Distribution Company ("LDC"). See Gas Company.**
3.2.31	**Market Participants.** Gas Companies and Competitive Gas Suppliers.
3.2.32	**Payment Method.** The method by which consolidated billing parties pay non-billing parties. Two Payment Methods are currently authorized under COMAR 20.59.05.03: Pro-Rata Payment and Purchase of Receivables.
3.2.33	**Pre-Enrollment Information.** The Customer information required to be sent by the LDC to the CGS under COMAR 20.59.03.02. This information includes the following: (1) Account name; (2) Billing address; (3) Service address; (4) Utility account number; (5) Bill cycle; (6) Utility rate class or code; and (7) Monthly historical consumption for the previous 12 months. *See* COMAR 20.59.03.02. Pre-enrollment information may be requested either before or after a customer is enrolled.
3.2.34	**Pro-Rated Payment Method ("Pro-Rata").** The UCB Payment Method by which the LDC pays a CGS a pro-rated amount of the payments received from Customers in accordance with the ratio of LDC to CGS charges. *See* COMAR 20.59.05.03D.
3.2.35	**Purchase of Receivables Payment Method ("POR").** The UCB and SCB Payment Method by which the consolidated billing party purchases non-billing party receivables in accordance with terms and conditions approved by the Commission. *See* COMAR 20.59.05.03 for UCB.
3.2.36	**Rate Change.** The UET sent by the CGS to request rate changes to for a Customer, to a Supplier Identifier, or to a Supplier Group Number
3.2.37	**Rate.** The price and its component(s) charged by a CGS to a customer for gas commodity provided.
3.2.38	**Rate-Ready Billing ("Rate-Ready").** A UCB Billing Method by which (1) the CGS provides rates to the LDC, (2) the LDC calculates charges for the CGS, (3) the LDC creates a consolidated billing statement to the Customer, (4) the LDC sends charges calculated to the CGS, and (5) the LDC collects payment from the Customer. See Appendix B.2 for a summary of Billing Methods by LDC.
3.2.39	**Supplier Identifier** A code or group number that is unique to each CGS that denotes Billing Method. A CGS may have multiple Supplier Identifiers with each LDC.
3.2.40	**Supplier**. See Competitive Gas Supplier ("CGS")

ID	Definition
3.2.41	**Supplier-Consolidated Billing ("SCB").** SCB is not covered under COMAR 20.59. The CGS presents LDC charges on the billing statement to the Customer; the CGS collects payments; the CGS pays the LDC using POR policies. Refer to Appendix B.2 for a summary of Billing Methods by LDC.
3.2.42	**Uniform Electronic Transaction ("UET").** A standard XML Transaction defined in this document and approved by the Commission.
3.2.43	**Usage, also Monthly Usage.** The UET sent by the LDC that provides monthly usage to a CGS. Used for all Billing Methods.
3.2.44	**Utility – See Local Distribution Company ("LDC").**
3.2.45	**Utility-Consolidated Billing ("UCB").** The method by which the LDC presents its own charges and CGS charges to the Customer for payment. The Customer pays the entire balance to the LDC which pays the CGS using either the Pro-Rated or POR method approved by the Commission for each LDC. *See* COMAR 20.59.05. Refer to Appendix B.2 for a summary of Billing Methods by LDC.
3.2.46	**Write-Off.** The UET sent by the LDC and used routinely only in the Pro-Rata Payment Method to communicate the LDC's termination of efforts to collect for the CGS charges in the transaction. LDCs that elected POR used this transaction during the transition from partial payment posting to POR.
3.2.47	**XML** (E**X**tensible **M**arkup **L**anguage) A language used to define data elements.
3.2.48	**XML Schema.** Rules that define the structure and values of the XML data files.
3.2.49	**XML Transaction.** A means of communicating information using predefined XML protocols.

3.3 – Standards & Practices

ID	Practice
3.3.1	**3.3.1 – General Standards & Practices**
3.3.1.01	**XML- Files.** All files sent and received by Market Participants will use XML. The UETs will reference XML Schemas for validation purposes in order to execute the transactions as defined in this document. These files contain the actual Customer transaction data to be communicated between the CGS and LDC.
3.3.1.01A	**XML Declaration.** All parties should utilize <?xml version="1.0" encoding="UTF-8"?> as the standard XML Declaration. This declaration contains Processing Instructions to inform a system regarding the version of XML in which the transactions were created. The encoding identifies the proper Character Formats.
3.3.1.01B	**UTF-8.** Unicode Transformation Format-8. ("UTF-8") is the default encoding for XML.
3.3.1.02	**XML Schema Changes.** Changes to MD Gas XML Schema must be made in accordance with the Change Management Process described in Section 8 of this document and approved by the Commission. Parties cannot change MD Gas XML Schema unilaterally.
3.3.1.03	**One File Per Day.** File naming conventions allow for only one file per day per transaction type. Parties sending files should aggregate transactions for the given day and send a single file. Multiple files can be sent each day but the existing file at 5pm is the only file that is processed. If more than one file per transaction type is sent on any day, it must be cumulative to include data sent in the earlier file(s). Note: BGE allows multiple non-cumulative pre-enrollment files on the same day.
3.3.1.04	**LDC Secure Website for Web-based Transport.** The LDC hosts a secure website where XML files will be downloaded and uploaded for the exchange of business information transactions.
3.3.1.05	**File Transport Receipts.** The LDC will provide an electronic receipt for all file exchanges and will include the Filename of the file uploaded and the ISO Timestamp for when the file was uploaded.
3.3.1.06	**Efforts to Maintain LDC Supplier Portal Website Navigation Standards.** The LDC shall notify the Commission and all CGSs serving Customers in its service territory of any system changes that affect CGS navigation of the LDC Supplier Portal at least 30 days prior to the implementation of the change. If emergency conditions require the LDC to implement this type of system change in less than 30 days, the LDC shall notify the Commission and all CGSs serving Customers in its service territory of the conditions requiring the early change and the precise nature of the change as soon as possible.

ID	Practice
3.3.1.07	**Daily Cut-Off Time For Submissions.** To obtain a timestamp demonstrating receipt on a given date (*e.g.* First-In enrollments), the UET files must be submitted before 5:00 P.M. Eastern Prevailing Time on that date. UETs receive time stamps daily including weekends and holidays.
3.3.1.08	**LDC Account Number.** The LDC Account Number is required for all transactions except Pre-Enrollment Information requests. If the LDC Account Number is not populated where required, the transaction is rejected.
3.3.1.09	**Required Fields.** Regulations identify all fields that should be included in the Pre-Enrollment response transaction sent by the LDC to the CGS (COMAR 20.59.03.02A), and in the Account Enrollment request transaction sent by the CGS to the LDC. *See* COMAR 20.59.06.05B for nonresidential customers and COMAR 20.59.07.09B (3) for residential customers. The LDC verifies that all fields specified by regulations are populated in each transaction, and rejects the transaction if not populated. The LDC will also perform other validations on the specified required data in order to process the transaction accurately and automatically (*e.g.* Account Number to match up with LDC Account Number of record).
3.3.1.10	**Account Administration Window and 1st Of Month.** The Account Enrollment, Account Drop, and Account Change transactions are effective the first of the month following the closure of the Account Administration Window in which the transaction was sent. While the effective date of enrollment must be included with the Notice of Enrollment sent by the CGS, the LDC will confirm the actual effective date on the Account Response, in accordance with COMAR 20.59 and the time received as verified by the time stamp. A CGS may not future or back-date Account Request To LDC transactions (*e.g.* sent in August with a December effective date).
3.3.1.11	**Supplier Identifier Setup.** Supplier identifiers are assigned in coordination with the LDC.
3.3.1.12	**Tax.** The LDC documents tax practices (calculation, charge details, bill print, collection and remittance) in the CGS Billing Services Agreement.
3.3.1.13	**Status Codes.** The LDC will use standard status/reject codes according to Appendix A. Where no code exists, the LDC will use code "R9999" with the description "Other" and will pursue adding a new code to the list of standard Status and Rejection Reason Codes through the Change control Process.

3.3.1.14	**Addresses.** For any given address field, the LDC includes
	    [a] the street information (e.g. street number, street name, apartment number, etc),
	    [b] the pipe '|' character, then
	    [c] the city, state abbreviation, and ZIP
	The CGS is responsible for parsing address field into ZIP, state abbreviation, city and the street information.

ID	Practice
3.3.1.15	**Date Formats.** Dates in any transaction are formatted according to the ISO 8601 (standard date and time notation) format specification. Formats are: 1. "YYYY-MM-DD" for dates where the day is required 2. "YYYY-MM" for dates where the day is not required (e.g. "MonthBilled") 3. "YYYY-MM-DDTHH:MM:SS" for timestamps that date plus hours, minutes and seconds, Since Maryland LDC's are completely contained in the Eastern Time Zone, all timestamps assume Eastern Prevailing Time.
3.3.1.16	**Dollar Formats.** All fields that are dollars (except for rates) are formatted with two decimal places to right of decimal point. A separate field determines if the dollar amount is a credit or a debit.
3.3.1.17	**Schema-Validation.** Parties should validate inbound files according to published market XML Schemas.
3.3.2	**3.3.2 – Pre-Enrollment Information Standards**
3.3.2.02	**CONSUMPTION_RQST/RESP UET.** A CGS requests pre- or post-enrollment account and consumption information using the CONSUMPTION_RQST UET. The LDC responds with either accepted or rejected using the CONSUMPTION_RESP UET. If the CONSUMPTION_RQST UET. Is accepted, the LDC responds with a CONSUMPTION_RESP UET that provides the following: (1) Account name; (2) Billing address; (3) Service address; (4) Utility account number; (5) Bill cycle; (6) Utility rate class or code; and (7) Monthly historical consumption for the previous 12 months. *See* COMAR 20.59.03.02. as specified in COMAR 20.59.03.02A. If the CONSUMPTION_RQST UET. Is rejected, the LDC responds with a CONSUMPTION_RESP UET that provides the Rejection Reason Code as specified in Appendix A.
3.3.2.01	**Customer Approval for Pre-Enrollment Information.** Prior to requesting Pre-Enrollment account information, a CGS must obtain Customer consent as required by COMAR 20.59.03.01. Consent means an agreement with an action communicated by a written document, electronic document, or voice recording.
3.3.2.03	**Request By LDC Account Number:** The LDC Account Number is preferred for request but not required when a CGS requests Pre-Enrollment Information (See Request by Service Name and Address in ID 3.3.2.04 below). The LDC will only validate against the LDC Account Number data element when it is included in the transaction. Other data elements required by the UET must be populated.

ID	Practice
3.3.2.04	**Request By Account Name and Service Address:** - Pre-enrollment Information may also be requested through the CONSUMPTION_RQST UET if both the Account Name and Service Address are provided. The LDC will only validate against the LDC Account Number when it is included in the transaction. If no matches or multiple matches are found by the LDC using the Account Name and Service Address, the Pre-Enrollment Information request will be rejected with an appropriate reject code. If a CGS sends a Pre-Enrollment without an LDC Account Number, and the LDC does not find an account based on the Account Name and Service Address provided, the LDC passes back the literal "Not Found" to satisfy XML Schema requirements. Other data elements required by the schema must be populated.
3.3.2.05	**Post-Enrollment Use.** The Pre-Enrollment transaction may be sent post-enrollment by a CGS to an LDC to obtain the information specified in COMAR 20.59.03.02A, including the customer's monthly historical consumption for the previous 12 months.
3.3.2.06	**Historical Usage.** The LDC provides the monthly historical consumption for the previous 12 months when it is available. In the case of a new account, the LDC may provide less than 12 months usage depending on the available usage history (e.g., 6 months, 3 months, or 1 month if new account).
3.3.3	**3.3.3 – Account Request to LDC [CGS-Initiated] Standards**
3.3.3.01	**Uses of the CGS-Initiated Account Request transaction:** • Enroll – CGS enrolls Customer; • Drop – Incumbent CGS drops Customer; • Change – Incumbent CGS changes a currently enrolled Customer to a new Billing Method, Supplier Group Number, or Supplier Identifier; and • Cancel – Pending CGS cancels a "pending" Enrollment, or Incumbent CGS cancels a "pending" Drop. To reverse a "pending" Change, send another Change. A CGS cannot cancel a Cancel or Change transaction.

ID	Practice
3.3.3.02	**ACCOUNT_RQST_TO_LDC UET**. A CGS uses the ACCOUNT_RQST_TO_LDC UET. The LDC always responds with the ACCOUNT_RESP UET. If a CGS submits an **ACCOUNT_RQST_TO_LDC UET** for enrollment the Account Request UET is coded E and contains the following information: (1) Utility Account Number; 2) customer name; 3) service address; 4) billing name and address 5) LDC name; 6) CGS name; 7) Nominator Group Number or Five digit group number the customer is assigned with their CGS; 8) beginning gas flow date requested; 9) Bill Method; and 10) Supplier Code. If used for a drop, the UET is coded D and contains the following additional information:
3.3.3.03	**First-In Enrollment.** The LDC determines the first valid Enrollment request received in the Account Administration Window without a corresponding Cancel transaction.
3.3.3.04	**Effective Date of Enrollment/ Change/ Drop.** The LDC sends the Effective Date of gas flow starting/stopping in the Account Response. The LDC will not send the Effective Date on rejected Account Response transactions.
3.3.3.05	**Billing Method.** The CGS sends the LDC the code for the Billing Method for the Customer. - The LDC will reject a transaction if the code is not valid. - The LDC will confirm the valid Billing Method code on the Enrollment Accept Response.
3.3.3.06	**Paper Notice of Enrollment.** Regulations require paper notice of Enrollment to the Customer from both LDC and CGS. Email notification may not replace the paper notice. CGSs presentation of a signed copy of the Customer's contract at any time prior to enrollment shall constitute written notice of enrollment to the Non-Residential Customer. See COMAR 20.59.06.05.A (2) for non-residential customers, and COMAR 20.59.07.09B (2) for residential customers.
3.3.3.07	**Enrollment Reject Codes.** The LDC sends the CGS a standard code identifying the reason for a rejected Enrollment. See Appendix A – Status Reason Codes and Descriptions.
3.3.3.08	**Tax Exemptions.** The LDC verifies Customer tax exemption status based on LDC-maintained tax exemption documentation. To establish an account as tax exempt, the Customer must provide tax exempt certificates to the LDC.
3.3.3.09	**Account Cancel**. A CGS cancels a pending Account Enrollment or a pending Account Drop by sending an Account Cancel transaction within the same Account Administration Window.

ID	Practice
3.3.3.10	**Window Reopened After Enrollment Cancel.** If an Account Enrollment is canceled, the LDC will process subsequent Account Enrollments until the Account Administration Window closes. Account Enrollments received prior to an Account Enrollment being canceled (Account Cancel) will be rejected with 'Not First In' error and will not be reinstated after the Account Cancel.
3.3.3.11	**CGS-initiated Drop.** The CGS sends a Drop transaction to the LDC to terminate CGS service to a Customer.

3.3.4	**3.3.4 – Account Request to CGS [LDC-Initiated] Standards**
3.3.4.01	**Uses of the LDC-Initiated Account Request transaction:** • Drop – LDC notifies the Incumbent CGS of Drop for a nonresidential customer stating it has been 3 business days since the Customer contacted the CGS and the LDC has not received a Drop Request (COMAR 20.59.06.06.D (1) and (2)). • Switch – LDC notifies the Incumbent CGS a Customer has selected a new CGS • Reinstate – LDC notifies the Incumbent CGS that the Customer has been returned as a customer of the CGS (reverses switch). • Terminate – LDC notifies the Incumbent CGS that service has been terminated. • Move In-Continuation – LDC notifies the Incumbent CGS of new LDC Account Number and/or new service address. • Cut Out In Error – LDC notifies the Incumbent CGS that Customer has been returned to them (within window or not). • Account Number Change – LDC notifies the Incumbent CGS that the current LDC Account Number changed to a new LDC Account Number.
3.3.4.02	**ACCOUNT_RQST_TO_CGS UET**. An LDC uses the ACCOUNT_RQST_TO_CGS UET for an LDC-initiated Account Request. The CGS does NOT respond to this transaction.
3.3.5	**3.3.5 – Rate Change Standards**
3.3.5.01	**RATECHANGE_RQST/RESP UET**. For Rate-Ready accounts, a CGS sends a RATECHANGE_RQST.xml UET to change the effective price for a Customer or Supplier Identifier. The LDC responds with the RATECHANGE_RESP.xml UET. See Section 6 for detailed implementation explanation and examples.
3.3.5.02	**Rate Changes.** Depending on the LDC Billing Method: 1. CGS changes Customer to a new Rate Structure (*e.g.* transaction changes Customer from RS1 to RS2). 2. CGS changes rate(s) for a Customer (*e.g.* transaction changes Customer from $1.05 to $1.10). 3. CGS changes rate for a Supplier Identifier or Rate Structure (*e.g.* transaction changes rate code R1 from $1.05 to $1.10, essentially changing price for all Customers of a given CGS on its rate code R1).
3.3.5.03	**Rate Change Response Required.** The LDC responds with the RATECHANGE_RESP.xml UET.
3.3.5.04	**Tax.** Each LDC calculates taxes on behalf of the CGS. LDCs will document how they will handle CGS taxes in their CGS Billing Agreements, including: (1) identification of taxes calculated on behalf of CGS; and (2) practices related to tax remittance to jurisdictional agencies.

3.3.6	**3.3.6 – Usage Standards**
3.3.6.01	**USAGE_DATA UET**. The LDC sends monthly usage information to the CGS using the USAGE_DATA.xml UET. See Section 6 for detailed implementation explanation and examples.
3.3.6.02	The Usage transaction includes usage data elements required for billing by the CGS for Dual billed and Bill Ready customers.
3.3.6.03	**Budget Bill Flag.** The LDC includes a flag in Monthly Usage that indicates that a Customer is enrolled in the LDC's Budget Bill program.
3.3.6.04	**Billing Method.** The LDC sends the Billing Method on the Usage transaction.
3.3.6.05	**Canceled Usage Matches Original Usage.** When retroactively adjusting usage, each billing cycle adjusted will have a separate usage transaction for usage originally billed.
3.3.6.06	**Restated Usage**: When restating cancelled usage, it may be consolidated over the adjusted billing cycles.
3.3.7	**3.3.7 – Charges-to-LDC Standards**
3.3.7.01	**CHARGES_RQST_TO_LDC/CHARGES_RESP UET**. A CGS sends bill ready charges to the LDC using the CHARGES_RQST_TO_LDC UET. The LDC responds using the CHARGES_RESP UET to accept or reject charges. See Section 6 for detailed implementation explanation and examples.
3.3.7.02	The Charges To LDC transaction communicates bill ready charges calculated by the CGS. There are no Charges transactions for Dual-billed Customers.
3.3.7.03	In UCB/Rate-Ready, the CGS sends a Charge transaction to the LDC for miscellaneous gas sales commodity charges and credits.
3.3.7.04	In UCB/Bill-Ready, the CGS sends a Charge transaction to the LDC that includes charges calculated by the CGS. The CGS communicates an explanation of the bill ready charge via the Bill Messages data element. The LDC accepts or rejects the CGS Charges using the Response transaction.
3.3.7.05	**CGS Budget Information**. In UCB/Bill-Ready, the CGS communicates budget status (*e.g.* actual versus budget charge amount, true-up balance) via the Bill Messages data element.
3.3.7.06	**Bill Message.** Contact each LDC for bill message lengths, requirements, and restrictions.
3.3.8	**3.3.8 – Charges-to-CGS Standards**
3.3.8.01	**CHARGES_RQST_TO_CGS UET**. The LDC sends charges using the CHARGES_RQST_TO_CGS UET. See Section 6 for detailed implementation explanation and examples.
3.3.8.02	In UCB/Rate-Ready, the LDC sends a Charge transaction to the CGS that includes charges calculated by the LDC on behalf of the CGS and placed on the Customer's bill.

3.3.8.03	In UCB/Bill-Ready, the LDC sends a Charge transaction to the CGS that details the CGS charges the LDC placed on the Customer's bill.
3.3.8.04	In SCB/Bill-Ready, the LDC sends a Charge transaction to the CGS that includes LDC charges.
3.3.8.05	**Budget Bill Flag.** The LDC includes a flag in the Charges transaction that indicates whether a Customer is enrolled in the LDC's Budget Billing program.
3.3.8.06	**Budget Bill Status.** If the LDC is managing the budget payment plan and paying the CGS on budget amounts (not actual amounts), the LDC includes fields in Charges transaction that update Budget Bill status for a CGS, including budget charge amount and actual charge amount.
3.3.8.07	**Billing Method.** The LDC sends the Billing Method code to identify the Billing Method for the Customer.
3.3.8.08	**Name and Billing Address Change.** The LDC will provide the CGS the current name and billing address of the Customer through the Charges to CGS transaction.
3.3.8.09	**Tax Charges.** The LDC details the Rate and total tax calculated for the Charge transaction and provides these details to the CGS in the Charge transaction. When remitting tax revenues to the CGS, the tax revenues in the Charge transaction are included in the LDC Financial Data UET for that period.
3.3.8.10	**Tax Exemption Flag.** The LDC identifies accounts that are tax exempt with tax exemption certificates on file.
3.3.9	**3.3.9 – Financial and Write-Off Standards**
3.3.9.01	**FINANCIAL_DATA UET**. The Billing Party sends financial information to the Non-Billing Party using the FINANCIAL_DATA UET. There is no response transaction. See Section 6_for detailed implementation explanation and examples.
3.3.9.02	**Pro-Rata Partial Financial Payments Pro-Rated By Percentage.** In the Pro-Rata Payment Method, partial payments to the Non-Billing Party will be pro-rated across LDC and CGS based on percentage of dollar amount on the bill.
3.3.9.03	**Funds transfer timing is not standardized.** The LDC will transfer funds to the CGS's bank at times specified through the Billing Services Agreement. These times may vary with each LDC (e.g. single transfer monthly, semi-monthly transfer, transfer for each bill cycle). Refer to the LDC's Billing Services Agreement.
3.3.9.04	**Ability for CGS to reconcile Funds Transfer with Financial Details.** The LDC provides appropriate data elements (revenue month, post date) that enable the CGS to reconcile funds received in its bank with financial details. Under SCB the same data elements are provided by the CGS to the LDC.
3.3.9.05	**WRITEOFF_DATA UET**. In the Pro-Rata Payment Method, a Billing Party sends write-off data to the Non-Billing Party using the WRITEOFF_DATA UET. There is no response transaction.
3.3.9.06	**Write-off due to closed account.** In the Pro-Rata Payment Method, the LDC sends a Write-Off UET notifying the CGS of any outstanding charges when an account is terminated by the LDC.

3.3.9.07	**Write-off due to Arrears/Switch/Final Bill.** In the Pro-Rata Payment Method, the LDC sends a Write-Off UET notifying the CGS of any outstanding CGS charges that will no longer be collected by the LDC because the charges have been carried on the bill for at least 90 days.
3.3.9.08	**No Write-Off in POR.** There is no Write-Off process/transaction in the POR Payment Method.
3.3.9.09	**The Financial and Write-Off Standards may not apply to SCB.**

4 – MODELS

The Maryland Gas Implementation Work Group did not adopt any existing UET Protocols. See Section 6, Technical Overview for sample transactions and detailed description of Maryland UETs.

5 – SUPPORTING RESOURCES

MD PSC Resource	Web Link
MD PSC Home	http://www.psc.state.md.us/
Relevant Statutory Sections	PUC Article §§ 7-601--7-607, *Annotated Code of Maryland* PUC Article §§ 7-507, *Annotated Code of Maryland*
Administrative Docket for RM35	http://webapp.psc.state.md.us/Intranet/AdminDocket/CaseAction_new.cfm?CaseNumber=RM35
COMAR 20.59	http://www.dsd.state.md.us/comar/subtitle_chapters/20_Chapters.aspx#Subtitle59
Relevant Commission URLs (e.g. Commission Letter Orders for each LDC re: POR and Compliance Plan, LDC Compliance Plans, etc)	[PSC URL's to be inserted here once finalized]
MD Gas Process and Transaction Standards Manual (this document), XML Schema, Maryland Extensible Markup Language Test Plan and Certification.	[PSC URL's to be inserted here once finalized]
LDC Website for CGS Information (including LDC Supplier Billing Agreements)	BGE: http://dsweb.BGE.com Columbia: http://www.ColumbiaChoice.com Elkton: Contact Pivotal Utilities, Inc. d/b/a Elkton Gas Washington Gas Light: http::/www.washgas.com/pages/Supplier DocumentCenter
LDC Contact Information	_[to be updated upon approval of Manual]

6 – TECHNICAL OVERVIEW

6.1 Transaction Descriptions

Transaction Description	Transaction Name & Root XML Tag(s)
Account Request to LDC. Account transactions initiated by the CGS, including Enroll, Change, Drop and Cancel.	<ACCOUNT_RQST_TO_LDC> <ACCOUNT_RESP >
Account Request to CGS. Account transactions initiated by the LDC, including Drop, Switch, Reinstatement, Terminate, Move, Cut Out In Error, and Account No. Change.	<ACCOUNT_RQST_TO_CGS>
Charge Request to LDC. Transaction initiated by CGS to send charges to the LDC.	<CHARGES_RQST_TO_LDC> <CHARGES_RESP>
Charge Request to CGS. Transaction initiated by the LDC to send charges to the CGS.	<CHARGES_RQST_TO_CGS >
Financial Information. Transaction sent from the LDC to the CGS to detail by Customer credits or debits due to the CGS. Sent daily or monthly and not necessarily synchronized with funds transfer.	<FINANCIAL_DATA>
Pre-Enrollment Information (Pre- and Post Enrollment). Transaction used to request account and usage information about a Customer either pre- or post-enrollment.	<CONSUMPTION__RQST>
Rate Change. Transaction used by CGS to change the rate, Supplier Identifier, etc. for a Customer.	<RATECHANGE_RQST> <RATECHANGE_RESP>
Usage. Transaction used by the LDC to communicate monthly usage of the Customer to the CGS.	<USAGE_DATA>
Write-Off. Transaction used to communicate Billing Party's termination of efforts to collect for the charges in question.	<WRITEOFF_DATA>

6.2 General Technical Standards

Address Field Standards. Each address field is a single data element that contains a concatenated string with the following sub-elements:

1. the service street information (street number, street name, street suffix/prefix, unit designation) number and address;
2. a pipe '|' delimiter; and
3. the city, state code and 5- or 9-digit ZIP code.

   E.g.

<Service_Address>100 Main St, Apt 2|Baltimore, MD 21212</Service_Address>
<Billing_Address>102 Main St|Baltimore, MD 21212</Billing_Address>

"LDC Upload Timestamp" and "LDC Supplier ID" Fields. Some transaction specifications for transactions from the CGS to the LDC include the LDC Upload Timestamp field and the LDC Supplier ID field that will be used by the LDC upon receipt to tag these files. The CGS should send empty tags for these elements:

   <LDCUploadTimestamp />
   <LDCSupplierID />

Status and Rejection Reason Codes. Status and rejection reason codes are provided on all transactions. See Appendix A.

Time for Response: Unless other wise stated ???

6.3. Transaction Detail Guidelines and Samples

6.3.1 Pre-Enrollment Transaction
COMAR 20.59.03.02

PURPOSE:
With prior consent of the customer, allows CGS to obtain information the following information: as described in COMAR 20.59.03.02: (1) account name; (2) billing address; (3) service address; (4) utility account number; (5) bill cycle; (6) utility rate class or code; and (7) monthly historical consumption for the previous 12 months. . This transaction may also be used to obtain monthly historical consumption for the previous 12 months after the Customer has entered into a contract for service from the supplier. If the Customer has less than 12 months consumption at the service address at issue, the monthly historical consumption that is available will be provided.

DIRECTION AND DATA ELEMENTS

- ## Transaction Name: CONSUMPTION_RQST.xml

- The CGS submits a Consumption_RQST transaction to the LDC.
- The LDC responds with a Consumption_RESP transaction if an account match is found. The Consumption_RESP transaction must includes the data elements as defined in COMAR 20.59.03.02. The LDC responds with a Consumption_RESP transaction if no matches or multiple matches are found with the associated rejection code.
- Pre-Enrollment Information requests can be performed both pre- and post-enrollment.

Pre-Enrollment Information Request Transaction.

Pre-Enrollment Information Request Transaction with Account Number
This transaction is the Preferred Pre-Enrollment Request because with a valid LDC account number, it is always possible to provide the requested information. The Pre-Enrollment Information request must contain completed data elements as listed below. The LDC Account Number data element is the Customer key used to return account and usage data.

Pre-Enrollment Information Request Transaction without Account Number
If the LDC Account Number is not provided by the CGS, the LDC performs a search to find a single account that matches the criteria below. If a single account is not found (0 accounts found, more than 1 account found), the request will be rejected. The criteria for the search will include:
- Customer name as presented on the bill. A single data element that contains:
  1. For commercial accounts: the business name, and
  2. For residential accounts: first name, middle initial, last name, and suffix, if applicable.
- Customer service address as presented on the bill: A single data element that

contains the service street information (street number, street name, street suffix/prefix, unit designation) number and address, a pipe '|' delimiter, followed by the city, state code and 5- or 9-digit ZIP code.

CONSUMPTION_RQST.xml

Elements	Description
AccountNumber	Customer's LDC Account Number
AccountName	Customer Name registered to Account Number
ServiceAddress	Service address assigned to the Customer's Utility Account Number
UtilityName	Utility Code ("BGE", CMD", "ELK", "WG")
SupplierName	Supplier Name
SupplierGroupNumber	Nominator Group Number or Five digit group number the Customer is assigned with his CGS.
SupplierCode	Rate Code or 3 Character Supplier Code
Commodity	GAS

EXAMPLE – CONSUMPTION_RQST.xml

With Account Number
```xml
<?xml version="1.0" encoding="utf-8"?>
<CONSUMPTION_RQST
   <GasHistoricalAccounts>
     <Account>
        <AccountNumber>2109.876543</AccountNumber>
        <UtilityName>ELK</UtilityName>
        <SupplierName>ANY ENERGY CO</SupplierName>
        <SupplierGroupNumber>999</SupplierGroupNumber>
        <SupplierCode>ABC01</SupplierCode>
        <Commodity>GAS</Commodity>
     </Account>
   </GasHistoricalAccounts>
</CONSUMPTION_RQST>
```

Without Account Number
```xml
<?xml version="1.0" encoding="utf-8"?>
<CONSUMPTION_RQST
   <GasHistoricalAccounts>
     <Account>
        <AccountName>Jane Doe</AccountName>
        <ServiceAddress>4902 Any Street | Anytown MD 21053</ServiceAddress>
        <UtilityName>ELK</UtilityName>
        <SupplierName>ANY ENERGY CO</SupplierName>
        <SupplierGroupNumber>999</SupplierGroupNumber>
```

```xml
        <SupplierCode>ABC01</SupplierCode>
        <Commodity>GAS</Commodity>
      </Account>
   </GasHistoricalAccounts>
</CONSUMPTION_RQST>
```

Response Transaction Name: CONSUMPTION_RESP.xml

Pre-Enrollment Information Accept Transaction
If the account is found, the LDC will send the Pre-Enrollment Information Accept response transaction to the CGS. It will include the data elements as defined in COMAR 20.59.03.02A and in the Pre-Enrollment XML Schema, including the LDC Account Number and customer monthly usage.

•
Pre-Enrollment Information Reject Transaction
If the LDC Account Number is invalid, or there are 0 or 2+ matches, the LDC will send the Pre-Enrollment Information Reject response transaction to the CGS with a code identifying the cause of the rejection.

When no LDC Account Number is provided, and no accounts match the Name and Service Address provided by the CGS, the LDC will populate the required field "AccountNumber" with the literal "Not Found".

CONSUMPTION_RESP.xml

Elements	Description
AccountNumber	Customer's LDC Account Number
AccountName	Customer Name registered to Account Number
ServiceAddress	Service address assigned to the Customer's LDC Account Number
BillingAddress	Customer Mailing Address
UtilityName	Utility Code ("BGE", CMD", "ELK", "WG")
SupplierName	Supplier Name
SupplierGroupNumber	Nominator Group Number or Five digit group number the customer is assigned with their marketer.
SupplierCode	Rate Code or 3 Character CGS Code
BillGroup	Bill Group, Billing Unit, Billing Cycle,
TariffCode	Rate Class, Revenue Class
Commodity	GAS
UnifOfMeasure	THERMS, CCF or MCF
SpecialBilling	EDI, Manual, Summary, Summary Manual??
FromDate	Reading From Date
ToDate	Reading To Date
DaysUsed	Days within Billing Period
ReadingSource	"A" - Actual; "E" - Estimated

Total_Cons	Total Consumption
Cons_Gas_Dem	Peak demand calculated in therms.
Code	See Appendix A for list of Status and Rejection Reason Codes
Desc	Description of Code

EXAMPLE – CONSUMPTION_RESP.xml

Less than 12 months usage history
```xml
<?xml version="1.0" encoding="UTF-8"?>
<CONSUMPTION_RESP>
  <GasHistoricalAccounts>
    <Account>
      <AccountNumber>2109.876543</AccountNumber>
      <AccountName>JOHN DOE</AccountName>
      <ServiceAddress>4902 Any Street | Anytown MD 21053</ServiceAddress>
      <BillingAddress/>
      <UtilityName>ELK</UtilityName>
      <SupplierName>ANY ENERGY CO</SupplierName>
      <SupplierGroupNumber>999</SupplierGroupNumber>
      <SupplierCode>ABC01</SupplierCode>
      <BillGroup>18</BillGroup>
      <TariffCode>8</TariffCode>
      <Commodity>GAS</Commodity>
      <UnitOfMeasure>THERMS</UnitOfMeasure>
      <SpecialBilling>Manual</SpecialBilling>
      <DataRequested>
        <DataDetail>
          <FromDate>2011-03-22</FromDate>
          <ToDate>2011-04-18</ToDate>
          <ReadingSource>A</ReadingSource>
          <Total_Cons>11</Total_Cons>
          <Cons_Gas_Dem>100</Cons_Gas_Dem>
        </DataDetail>
        <DataDetail>
          <FromDate>2011-02-22</FromDate>
          <ToDate>2011-03-22</ToDate>
          <ReadingSource>A</ReadingSource>
          <Total_Cons>28</Total_Cons>
          <Cons_Gas_Dem/>
        </DataDetail>
        <DataDetail>
          <FromDate>2011-01-24</FromDate>
          <ToDate>2011-02-22</ToDate>
          <ReadingSource>A</ReadingSource>
          <Total_Cons>106</Total_Cons>
          <Cons_Gas_Dem/>
```

```xml
        </DataDetail>
        <DataDetail>
          <FromDate>2010-06-21</FromDate>
          <ToDate>2011-01-24</ToDate>
          <ReadingSource>A</ReadingSource>
          <Total_Cons>60</Total_Cons>
          <Cons_Gas_Dem/>
        </DataDetail>
      </DataRequested>
      <Status>
        <Code>A0001</Code>
        <Desc>Accepted.</Desc>
      </Status>
    </Account>
  </GasHistoricalAccounts>
</CONSUMPTION_RESP>
```

12 Months Usage
```xml
<?xml version="1.0" encoding="UTF-8"?>
<CONSUMPTION_RESP>
  <GasHistoricalAccounts>
    <Account>
      <AccountNumber>9876543210</AccountNumber>
      <AccountName>JANE DOE</AccountName>
      <ServiceAddress>1234 ANY STREET|ANY TOWN MD 21111
</ServiceAddress>
      <BillingAddress/>
      <UtilityName>ELK</UtilityName>
      <SupplierName>ANY ENERGY CO</SupplierName>
      <SupplierGroupNumber>ABC02</SupplierGroupNumber>
      <SupplierCode/>
      <BillGroup>6</BillGroup>
      <TariffCode>35</TariffCode>
      <Commodity>GAS</Commodity>
      <UnitOfMeasure>THERMS</UnitOfMeasure>
      <SpecialBilling>Manual</SpecialBilling>
      <DataRequested>
        <DataDetail>
        <DataDetail>
          <FromDate>2011-03-04</FromDate>
          <ToDate>2011-04-04</ToDate>
          <ReadingSource>A</ReadingSource>
          <Total_Cons>18</Total_Cons>
        </DataDetail>
        <DataDetail>
          <FromDate>2011-02-03</FromDate>
          <ToDate>2011-03-04</ToDate>
          <ReadingSource>A</ReadingSource>
```

```xml
            <Total_Cons>273</Total_Cons>
        </DataDetail>
        <DataDetail>
            <FromDate>2011-01-05</FromDate>
            <ToDate>2011-02-03</ToDate>
            <ReadingSource>A</ReadingSource>
            <Total_Cons>675</Total_Cons>
        </DataDetail>
        <DataDetail>
            <FromDate>2010-12-03</FromDate>
            <ToDate>2011-01-05</ToDate>
            <ReadingSource>A</ReadingSource>
            <Total_Cons>293</Total_Cons>
        </DataDetail>
        <DataDetail>
            <FromDate>2010-11-01</FromDate>
            <ToDate>2010-12-03</ToDate>
            <ReadingSource>A</ReadingSource>
            <Total_Cons>1</Total_Cons>
        </DataDetail>
        <DataDetail>
            <FromDate>2010-10-01</FromDate>
            <ToDate>2010-11-01</ToDate>
            <ReadingSource>A</ReadingSource>
            <Total_Cons>0</Total_Cons>
        </DataDetail>
        <DataDetail>
            <FromDate>2010-09-01</FromDate>
            <ToDate>2010-10-01</ToDate>
            <ReadingSource>A</ReadingSource>
            <Total_Cons>1</Total_Cons>
        </DataDetail>
        <DataDetail>
            <FromDate>2010-08-03</FromDate>
            <ToDate>2010-09-01</ToDate>
            <ReadingSource>A</ReadingSource>
            <Total_Cons>0</Total_Cons>
        </DataDetail>
        <DataDetail>
            <FromDate>2010-07-02</FromDate>
            <ToDate>2010-08-03</ToDate>
            <ReadingSource>A</ReadingSource>
            <Total_Cons>1</Total_Cons>
        </DataDetail>
        <DataDetail>
            <FromDate>2010-06-03</FromDate>
            <ToDate>2010-07-02</ToDate>
            <ReadingSource>A</ReadingSource>
```

```xml
                <Total_Cons>1</Total_Cons>
            </DataDetail>
            <DataDetail>
                <FromDate>2010-05-04</FromDate>
                <ToDate>2010-06-03</ToDate>
                <ReadingSource>A</ReadingSource>
                <Total_Cons>1</Total_Cons>
            </DataDetail>
            <DataDetail>
                <FromDate>2010-04-05</FromDate>
                <ToDate>2010-05-04</ToDate>
                <ReadingSource>A</ReadingSource>
                <Total_Cons>0</Total_Cons>
            </DataDetail>
        </DataRequested>
        <Status>
            <Code>A0001</Code>
            <Desc>Accepted.</Desc>
        </Status>
    </Account>
    </GasHistoricalAccounts>
</CONSUMPTION_RESP>
```

6.3.2 Transaction Name: Account Request (CGS Initiated) COMAR 20.59.04.02 and20.59.04.03,

PURPOSE: The CGS to enroll, drop, cancel, or change a billing method with the LDC.

DIRECTION AND DATA ELEMENTS

Transaction Name: ACCOUNT_RQST_TO_LDC.xml

This transaction is initiated by the CGS and sent to the LDC, with the LDC responding to the CGS. Options:
- "E" = Enroll - CGS enrolls Customer
- "D" = Drop - CGS drops Customer
- "C" = Change - Change a currently enrolled Customer with the active Supplier to a different rate or billing method.
- "X" = Cancel - Cancels a "pending" INBOUND Enrollment or "pending" INBOUND Drop. To reverse a "pending" INBOUND Change, send another Change within the same Account Administration Window. The CGS cannot cancel an Account Cancel or an Account Change transaction.

The Account Administration Window controls when enrollments and drops are effective. The first valid enrollment in the Account Administration Window receives an Enrollment Accept. Subsequent enrollments in the Account Administration Window receive an Enrollment Reject. A Drop received in the Account Administration Window will stop gas flow on the gas flow date for that Account Administration Window. See Appendix B.1.

An inadvertent enrollment can be reversed using the Cancel transaction while the Account Administration Window is open. If the first-in enrollment is dropped, the next valid Enrollment received will be accepted.

The Enrollment request transaction must contain completed data elements as defined in COMAR 20.59.06.05B (for nonresidential customers) and COMAR 20.59.07.09B(3) (for residential customers).. Of the required fields, a successful enrollment must include:

ACCOUNT_RQST_TO_LDC.xml

Elements	Description
AccountNumber	Customers Utility Account Number
AccountName	Customer Name registered to Account Number
ServiceAddress	Service address assigned to the Customers Utility Account Number
BillingName	Customer Name Bill is to be issued to
BillingAddress	Customer Mailing Address
UtilityName	Utility Code ("BGE", CMD", "CUC", "ELK", "WG")

SupplierName	Supplier Name
SupplierGroupNumber	Nominator Group Number or Five digit group number the customer is assigned with their marketer.
Direction	RQST_TO_LDC
Commodity	GAS
UnifOfMeasure	THERMS, CCF or MCF
EffectiveDate	Beginning Gas Flow Date Requested
AccountFlag	"E" = Enroll - Supplier Enrolls Account "D" = Drop - Supplier drops account "C" = Change - Change a currently enrolled customer to a new SupplierGroupNumber or SupplierCode for billing method purposes. "X" = Cancel - Cancels a "pending" INBOUND Enrollment or "pending" INBOUND Drop. To reverse a "pending" INBOUND Change, send another Change. You cannot Cancel a Cancel transaction.
DropTermReason	S1 = Supplier Drop. ONLY TO BE USED WITH "D" ACCOUNT FLAG.
SupplierRate	Supplier Commodity Rate
BillMethod	UCB RR UCB BR DUAL SCB BR
SupplierCode	Rate Code or 3 Character Supplier Code

EXAMPLE – ACCOUNT_RQST_TO_LDC.xml
Enrollment

```xml
<?xml version="1.0" encoding="UTF-8" standalone="yes"?>
<ACCOUNT_RQST_TO_LDC
  <GasAccounts>
    <Account>
      <AccountNumber>1234.567890</AccountNumber>
      <AccountName>John Doe</AccountName>
      <ServiceAddress>1234 Any Street|Anytown, MD  12345</ServiceAddress>
      <BillingName>John Doe</BillingName>
      <BillingAddress>1234 Any Street|Anytown, MD  12345</BillingAddress>
      <UtilityName>BGE</UtilityName>
      <SupplierName>Any Energy Co</SupplierName>
      <SupplierGroupNumber>999</SupplierGroupNumber>
      <Direction>RQST_TO_LDC</Direction>
      <Commodity>GAS</Commodity>
      <UnitOfMeasure>THERMS</UnitOfMeasure>
      <EffectiveDate>2011-07-01</EffectiveDate>
      <AccountFlag>E</AccountFlag>
      <SupplierRate>0.75</SupplierRate>
```

```
          <BillMethod>UCB RR</BillMethod>
          <SupplierCode>ABC01</SupplierCode>
      </Account>
   </GasAccounts>
</ACCOUNT_RQST_TO_LDC>
```

EXAMPLE – ACCOUNT_RQST_TO_LDC.xml
Drop

```
<?xml version="1.0" encoding="UTF-8" standalone="yes"?>
<ACCOUNT_RQST_TO_LDC
   <GasAccounts>
      <Account>
          <AccountNumber>2345678901</AccountNumber>
          <AccountName>Jane Doe</AccountName>
          <ServiceAddress>1236 Any Street|Anytown, MD  12345</ServiceAddress>
          <BillingName>John Doe</BillingName>
          <BillingAddress>1234 Any Street|Anytown, MD  12345</BillingAddress>
          <UtilityName>BGE</UtilityName>
          <SupplierName>Any Energy Co</SupplierName>
          <SupplierGroupNumber>999</SupplierGroupNumber>
          <Direction>RQST_TO_LDC</Direction>
          <Commodity>GAS</Commodity>
          <UnitOfMeasure>THERMS</UnitOfMeasure>
          <EffectiveDate>2011-07-01</EffectiveDate>
          <AccountFlag>D</AccountFlag>
          <SupplierRate>0.75</SupplierRate>
          <BillMethod>UCB RR</BillMethod>
          <SupplierCode>ABC01</SupplierCode>
          <DropTermReason>S1</DropTermReason>
      </Account>
   </GasAccounts>
</ACCOUNT_RQST_TO_LDC>
```

EXAMPLE – ACCOUNT_RQST_TO_LDC.xml
Change

```
<?xml version="1.0" encoding="UTF-8" standalone="yes"?>
<ACCOUNT_RQST_TO_LDC
   <GasAccounts>
      <Account>
          <AccountNumber>2345678901</AccountNumber>
          <AccountName>John Doe Dr.</AccountName>
          <ServiceAddress>1232 Any Street|Anytown, MD  12345</ServiceAddress>
          <BillingName>John Doe.</BillingName>
          <BillingAddress>1234 Any Street|Anytown, MD  12345</BillingAddress>
          <UtilityName>BGE</UtilityName>
          <SupplierName>Any Energy Co</SupplierName>
```

```
        <SupplierGroupNumber>999</SupplierGroupNumber>
        <Direction>RQST_TO_LDC</Direction>
        <Commodity>GAS</Commodity>
        <UnitOfMeasure>THERMS</UnitOfMeasure>
        <EffectiveDate>2011-07-01</EffectiveDate>
        <AccountFlag>C</AccountFlag>
        <SupplierRate>0.75</SupplierRate>
        <BillMethod>UCB RR</BillMethod>
        <SupplierCode>ABC01</SupplierCode>
      </Account>
   </GasAccounts>
</ACCOUNT_RQST_TO_LDC>
```

EXAMPLE – ACCOUNT_RQST_TO_LDC.xml
Cancel

```
<?xml version="1.0" encoding="UTF-8" standalone="yes"?>
<ACCOUNT_RQST_TO_LDC
   <GasAccounts>
     <Account>
        <AccountNumber>1234.567890</AccountNumber>
        <AccountName>John Doe</AccountName>
        <ServiceAddress>1234 Any Street|Anytown, MD  12345</ServiceAddress>
        <BillingName>John Doe.</BillingName>
        <BillingAddress>1234 Any Street|Anytown, MD  12345</BillingAddress>
        <UtilityName>BGE</UtilityName>
        <SupplierName>Any Energy Co</SupplierName>
        <SupplierGroupNumber>999</SupplierGroupNumber>
        <Direction>RQST_TO_LDC</Direction>
        <Commodity>GAS</Commodity>
        <UnitOfMeasure>THERMS</UnitOfMeasure>
        <EffectiveDate>2011-07-01</EffectiveDate>
        <AccountFlag>X</AccountFlag>
        <SupplierRate>0.75</SupplierRate>
        <BillMethod>UCB RR</BillMethod>
        <SupplierCode>ABC01</SupplierCode>
      </Account>
   </GasAccounts>
</ACCOUNT_RQST_TO_LDC>
```

Transaction Name: ACCOUNT_RESP.xml

The LDC sends a Response transaction with status indicating whether the Request was accepted or rejected, as well as any other required information.

- Acceptance. The Account Acceptance response transaction will contain the

acceptance status code and the effective date of the Transaction as required in <mark>COMAR 20.59.04.</mark>

- Rejection. The Account Reject transaction must contain the Status and Reason Code that defines why the transaction is rejected as required in <mark>COMAR.20.59.04</mark>. Refer to Appendix A for a list of Status and Rejection Codes.

ACCOUNT_RESP.xml

Elements	Description
AccountNumber	Customer's Utility Account Number
AccountName	Customer Name registered to Account Number
ServiceAddress	Service address assigned to the Customers Utility Account Number
BillingName	Customer Name Bill is to be issued to
BillingAddress	Customer Mailing Address
UtilityName	Utility Code ("BGE", CMD", "ELK", "WG")
SupplierName	Supplier Name
SupplierGroupNumber	Nominator Group Number or Five digit group number the customer is assigned with their marketer
Direction	RQST_TO_LDC or RESP_TO_CGS
Commodity	GAS
UnifOfMeasure	THERMS, CCF or MCF
EffectiveDate	Beginning or Ending Gas Flow Date
AccountFlag	"E" = Enroll - Supplier Enrolls Account "D" = Drop - Supplier drops account "C" = Change - Change a currently enrolled customer to a new SupplierGroupNumber or SupplierCode for billing method purposes. "X" = Cancel - Cancels a "pending" INBOUND Enrollment or "pending" INBOUND Drop. To reverse a "pending" INBOUND Change, send another Change. You cannot Cancel a Cancel transaction.
DropTermReason	S1 = Supplier Drop. ONLY TO BE USED WITH "D" ACCOUNT FLAG
SupplierRate	Supplier Commodity Rate
BillMethod	UCB RR UCB BR DUAL SCB BR
SupplierCode	Rate Code or 3 Character Supplier Code
Code	See Appendix A for list of Status and Rejection Reason Codes
Desc	Description of Code

EXAMPLE – ACCOUNT_RESP.xml
Enroll

```xml
<?xml version="1.0" encoding="UTF-8"?>
<ACCOUNT_RESP>
  <GasAccounts>
    <Account>
        <AccountNumber>1234.567890</AccountNumber>
        <AccountName>John Doe</AccountName>
        <ServiceAddress>1234 Any Street|Anytown MD  12345</ServiceAddress>
        <BillingName>John Doe</BillingName>
        <BillingAddress>1234 Any Street|Anytown MD  12345</BillingAddress>
        <UtilityName>BGE</UtilityName>
        <SupplierName>Any Energy Co</SupplierName>
        <SupplierGroupNumber>99999</SupplierGroupNumber>
        <Direction>RESP_TO_CGS</Direction>
        <Commodity>GAS</Commodity>
        <UnitOfMeasure>Therms</Therms>
        <EffectiveDate>2011-07-01</EffectiveDate>
        <AccountFlag>E</AccountFlag>
        <DropTermReason/>
        <SupplierRate>.075</SupplierRate>
        <BillMethod>UCB RR</BillMethod>
        <SupplierCode>ABC01</SupplierCode>
        <Status>
            <Code>A0100</Code>
            <Desc>Accepted.</Desc>
        </Status>
    </Account>
  </GasAccounts>
</ACCOUNT_RESP>
```

EXAMPLE – ACCOUNT_RESP.xml
Drop

```xml
<?xml version="1.0" encoding="UTF-8"?>
<ACCOUNT_RESP>
  <GasAccounts>
    <Account>
        <AccountNumber>2345678901</AccountNumber>
        <AccountName>Jane Doe</AccountName>
        <ServiceAddress>1236 Any Street|Anytown, MD  12345</ServiceAddress>
        <BillingName>John Doe</BillingName>
        <BillingAddress>1234 Any Street|Anytown, MD  12345</BillingAddress>
        <UtilityName>BGE</UtilityName>
```

```xml
        <SupplierName>Any Energy Co</SupplierName>
        <SupplierGroupNumber>99999</SupplierGroupNumber>
        <Direction>RESP_TO_CGS</Direction>
        <Commodity>GAS</Commodity>
        <UnitOfMeasure>Therms</Therms>
        <EffectiveDate>2011-07-01</EffectiveDate>
        <AccountFlag>D</AccountFlag>
        <DropTermReason>S1</DropTermReason>
        <SupplierRate>.075</SupplierRate>
        <BillMethod>UCB RR</BillMethod>
        <SupplierCode>ABC01</SupplierCode>
        <Status>
           <Code>A0100</Code>
           <Desc>Accepted.</Desc>
        </Status>
     </Account>
   </GasAccounts>
</ACCOUNT_RESP>
```

EXAMPLE – ACCOUNT_RESP.xml
Change

```xml
<?xml version="1.0" encoding="UTF-8"?>
<ACCOUNT_RESP>
   <GasAccounts>
     <Account>
        <AccountNumber>2345678901</AccountNumber>
        <AccountName>John Doe Dr.</AccountName>
        <ServiceAddress>1232 Any Street|Anytown, MD  12345</ServiceAddress>
        <BillingName>John Doe.</BillingName>
        <BillingAddress>1234 Any Street|Anytown, MD  12345</BillingAddress>
        <UtilityName>BGE</UtilityName>
        <SupplierName>Any Energy Co</SupplierName>
        <SupplierGroupNumber>99999</SupplierGroupNumber>
        <Direction>RESP_TO_CGS</Direction>
        <Commodity>GAS</Commodity>
        <UnitOfMeasure>Therms</Therms>
        <EffectiveDate>2011-07-01</EffectiveDate>
        <AccountFlag>C</AccountFlag>
        <DropTermReason/>
        <SupplierRate>.075</SupplierRate>
        <BillMethod>UCB RR</BillMethod>
        <SupplierCode>ABC01</SupplierCode>
        <Status>
           <Code>A0100</Code>
           <Desc>Accepted.</Desc>
        </Status>
```

```xml
      </Account>
   </GasAccounts>
</ACCOUNT_RESP>
```

EXAMPLE – ACCOUNT_RESP.xml
Cancel

```xml
<?xml version="1.0" encoding="UTF-8"?>
<ACCOUNT_RESP>
   <GasAccounts>
      <Account>
         <AccountNumber>1234.567890</AccountNumber>
         <AccountName>John Doe</AccountName>
         <ServiceAddress>1234 Any Street|Anytown MD  12345</ServiceAddress>
         <BillingName>John Doe</BillingName>
         <BillingAddress>1234 Any Street|Anytown MD  12345</BillingAddress>
         <UtilityName>BGE</UtilityName>
         <SupplierName>Any Energy Co</SupplierName>
         <SupplierGroupNumber>99999</SupplierGroupNumber>
         <Direction>RESP_TO_CGS</Direction>
         <Commodity>GAS</Commodity>
         <UnitOfMeasure>Therms</Therms>
         <EffectiveDate>2011-07-01</EffectiveDate>
         <AccountFlag>X</AccountFlag>
         <DropTermReason/>
         <SupplierRate>.075</SupplierRate>
         <BillMethod>UCB RR</BillMethod>
         <SupplierCode>ABC01</SupplierCode>
         <Status>
            <Code>A0100</Code>
            <Desc>Accepted.</Desc>
         </Status>
      </Account>
   </GasAccounts>
</ACCOUNT_RESP>
```

6.3.3 Transaction Name: Account Request (LDC Initiated) COMAR 20.59.04.02, 20.59.04.03, and 20.59.06.06, and 20.59.07.C(3)

PURPOSE: To notify the CGS of a modification in Customer status.

DIRECTION AND DATA ELEMENTS

Transaction Name: ACCOUNT_RQST_TO_CGS.xml

This transaction is initiated by the LDC and sent to the CGS to notify them of a modification in Customer status.. Options:

- "D" = Drop - Non-residential Customer Contact stating it has been 3 LDC business days since the Customer contacted the CGS and the CGS hasn't sent the inbound Drop transaction (COMAR 20.59.06.06D and E)
- "S" = Switch - To notify the Incumbent CGS a customer is selecting a new CGS.
- "R" = Reinstate - Reinstate Customer back to the Incumbent CGS within same Account Administration Window of a Switch sent to the Incumbent CGS.
- "T" = Termination - Service Termination, if Customer calls to terminate service; if Customer stops paying bill leading to the account being closed; or if Customer is moving out of the premise which can be triggered by another Customer moving into that premise.

These transaction options are not required by COMAR 20.59 but are transaction standards that may be available in an LDC territory. Options:

- "M" = Move In-Continuation - Inform CGS of New Account Number and/or new Service Address.
- "I" = Cutout In Error - Inform CGS that Customer has been returned to the Incumbent CGS (within window or not).
- "A" = Account Number Change - Change current Account Number to a New Account Number.

Some of these codes represent LDC specific business practices not required by COMAR which pre-dated the adoption of COMAR 20.59. This UET allows for the continued use of these practices. All LDCs may use these UETs as applicable.

The Enrollment request transaction must contain completed data elements as defined in COMAR 20.59.06.05B (for nonresidential customers) and 20.59.07.09B(3) (for residential customers.

ACCOUNT_RQST_TO_CGS.xml

Elements	Description
AccountNumber	Customers Utility Account Number

NewAccountNumber	New Account number assigned to customer with "M" Account Flag
AccountName	Customer Name registered to Account Number
ServiceAddress	Service address assigned to the Customers Utility Account Number
BillingName	Customer Name Bill is to be issued to
BillingAddress	Customer Mailing Address
UtilityName	Utility Code ("BGE", CMD", , "ELK", "WG")
SupplierGroupNumber	Nominator Group Number or Five digit group number the customer is assigned with their marketer
Direction	RQST_TO_CGS
Commodity	GAS
UnifOfMeasure	THERMS, CCF or MCF
EffectiveDate	Beginning or Ending Gas Flow Date
AccountFlag	"D" = Drop - Non-residential Customer Contact stating it's been 3 days since the customer contacted the CGS and the CGS hasn't sent in the Inbound "D" - Drop (COMAR 20.59.06.06.D.(2)). "S" = Switch - To notify incumbent Supplier of a pending Switch to a new Supplier. "R" = Reinstate - Reinstate customer back with incumbent supplier within same enrollment window (reverse "S"). "T" = Termination - Service Termination, if customer stops paying bill - account will Final or customer calls stating move-in to premise already with a supplier. "M" = Move Incontinuation - Inform CGS of New Account Number and/or new Service Address. "I" = Cut Out In Error - Inform CGS that customer has been returned to them (within window or not). "A" = Account Number Change - Change current Account Number to a New Account Number.
DropTermReason	**Only Used with "T"** L1 - LDC Service Terminated L2 - LDC Final Account (stops paying bill) L3 - LDC Service Order Customer Move **Only Used with "D"** L4 - LDC non-residential customer calls stating Drop (COMAR 20.59.06.06.D.(2))
BillMethod	UCB RR UCB BR DUAL SCB BR
SupplierCode	Rate Code or 3 Character Supplier Code

EXAMPLE – ACCOUNT_RQST_TO_CGS.xml
Drop

```xml
<?xml version="1.0" encoding="UTF-8"?>
<ACCOUNT_RQST_TO_CGS>
   <GasAccounts>
     <Account
        <AccountNumber>1234.567890</AccountNumber>
        <NewAccountNumber/>
        <AccountName>John Doe</AccountName>
        <ServiceAddress>1234 Any Street| Anytown MD  12345</ServiceAddress>
        <BillingName>John Doe</BillingName>
        <BillingAddress>1234 Any Street|Anytown MD  12345</BillingAddress>
        <UtilityName>CMD</UtilityName>
        <SupplierGroupNumber>99999</SupplierGroupNumber>
        <Direction>RQST_TO_CGS</Direction>
        <Commodity>GAS</Commodity>
        <UnitOfMeasure>CCF</Therms>
        <EffectiveDate>2011-07-01</EffectiveDate>
        <AccountFlag>D</AccountFlag>
        <DropTermReason>L4</DropTermReason>
        <BillMethod>UCB RR</BillMethod>
        <SupplierCode>ABC01</SupplierCode>
     </Account>
   </GasAccounts>
</ACCOUNT_RQST_TO_CGS>
```

EXAMPLE – ACCOUNT_RQST_TO_CGS.xml
Switch

```xml
<?xml version="1.0" encoding="UTF-8"?>
<ACCOUNT_RQST_TO_CGS>
   <GasAccounts>
     <Account>
        <AccountNumber>1234.567890</AccountNumber>
        <NewAccountNumber/>
        <AccountName>John Doe</AccountName>
        <ServiceAddress>1234 Any Street| Anytown MD  12345</ServiceAddress>
        <BillingName>John Doe</BillingName>
        <BillingAddress>1234 Any Street|Anytown MD  12345</BillingAddress>
        <UtilityName>CMD</UtilityName>
        <SupplierGroupNumber>99999</SupplierGroupNumber>
        <Direction>RQST_TO_CGS</Direction>
        <Commodity>GAS</Commodity>
        <UnitOfMeasure>CCF</Therms>
        <EffectiveDate>2011-07-01</EffectiveDate>
```

```xml
        <AccountFlag>S</AccountFlag>
        <DropTermReason/>
        <BillMethod>UCB RR</BillMethod>
        <SupplierCode>ABC01</SupplierCode>
      </Account>
   </GasAccounts>
</ACCOUNT_RQST_TO_CGS>
```

EXAMPLE – ACCOUNT_RQST_TO_CGS.xml
Reinstate
```xml
<?xml version="1.0" encoding="UTF-8"?>
<ACCOUNT_RQST_TO_CGS>
   <GasAccounts>
      <Account>
        <AccountNumber>1234.567890</AccountNumber>
        <NewAccountNumber/>
        <AccountName>John Doe</AccountName>
        <ServiceAddress>1234 Any Street| Anytown MD  12345</ServiceAddress>
        <BillingName>John Doe</BillingName>
        <BillingAddress>1234 Any Street|Anytown MD  12345</BillingAddress>
        <UtilityName>CMD</UtilityName>
        <SupplierGroupNumber>99999</SupplierGroupNumber>
        <Direction>RQST_TO_CGS</Direction>
        <Commodity>GAS</Commodity>
        <UnitOfMeasure>CCF</Therms>
        <EffectiveDate>2011-07-01</EffectiveDate>
        <AccountFlag>R</AccountFlag>
        <DropTermReason/>
        <BillMethod>UCB RR</BillMethod>
        <SupplierCode>ABC01</SupplierCode>
      </Account>
   </GasAccounts>
</ACCOUNT_RQST_TO_CGS>
```

EXAMPLE – ACCOUNT_RQST_TO_CGS.xml
Termination
```xml
<?xml version="1.0" encoding="UTF-8"?>
<ACCOUNT_RQST_TO_CGS>
   <GasAccounts>
      <Account>
        <AccountNumber>1234.567890</AccountNumber>
        <NewAccountNumber/>
        <AccountName>John Doe</AccountName>
        <ServiceAddress>1234 Any Street| Anytown MD  12345</ServiceAddress>
        <BillingName>John Doe</BillingName>
```

```xml
            <BillingAddress>1234 Any Street|Anytown MD  12345</BillingAddress>
            <UtilityName>CMD</UtilityName>
            <SupplierGroupNumber>99999</SupplierGroupNumber>
            <Direction>RQST_TO_CGS</Direction>
            <Commodity>GAS</Commodity>
            <UnitOfMeasure>CCF</Therms>
            <EffectiveDate>2011-07-01</EffectiveDate>
            <AccountFlag>T</AccountFlag>
            <DropTermReason>L3</DropTermReason>
            <BillMethod>UCB RR</BillMethod>
            <SupplierCode>ABC01</SupplierCode>
        </Account>
    </GasAccounts>
</ACCOUNT_RQST_TO_CGS>
```

EXAMPLE – ACCOUNT_RQST_TO_CGS.xml
Move in Continuation

```xml
<?xml version="1.0" encoding="UTF-8"?>
<ACCOUNT_RQST_TO_CGS>
    <GasAccounts>
        <Account>
            <AccountNumber>1234.567890</AccountNumber>
            <NewAccountNumber/>
            <AccountName>John Doe</AccountName>
            <ServiceAddress>1234 Any Street| Anytown MD  12345</ServiceAddress>
            <BillingName>John Doe</BillingName>
            <BillingAddress>1234 Any Street|Anytown MD  12345</BillingAddress>
            <UtilityName>BGE</UtilityName>
            <SupplierGroupNumber>99999</SupplierGroupNumber>
            <Direction>RQST_TO_CGS</Direction>
            <Commodity>GAS</Commodity>
            <UnitOfMeasure>CCF</Therms>
            <EffectiveDate>2011-07-01</EffectiveDate>
            <AccountFlag>M</AccountFlag>
            <DropTermReason>L4</DropTermReason>
            <BillMethod>UCB RR</BillMethod>
            <SupplierCode>ABC01</SupplierCode>
        </Account>
    </GasAccounts>
</ACCOUNT_RQST_TO_CGS>
```

EXAMPLE – ACCOUNT_RQST_TO_CGS.xml
Cut Off in Error

```xml
<?xml version="1.0" encoding="UTF-8"?>
<ACCOUNT_RQST_TO_CGS>
```

```xml
<GasAccounts>
    <Account>
        <AccountNumber>1234.567890</AccountNumber>
        <NewAccountNumber/>
        <AccountName>John Doe</AccountName>
        <ServiceAddress>1234 Any Street| Anytown MD  12345</ServiceAddress>
        <BillingName>John Doe</BillingName>
        <BillingAddress>1234 Any Street|Anytown MD  12345</BillingAddress>
        <UtilityName>CMD</UtilityName>
        <SupplierGroupNumber>99999</SupplierGroupNumber>
        <Direction>RQST_TO_CGS</Direction>
        <Commodity>GAS</Commodity>
        <UnitOfMeasure>CCF</Therms>
        <EffectiveDate>2011-07-01</EffectiveDate>
        <AccountFlag>I</AccountFlag>
        <DropTermReason/>
        <BillMethod>UCB RR</BillMethod>
        <SupplierCode>ABC01</SupplierCode>
    </Account>
</GasAccounts>
</ACCOUNT_RQST_TO_CGS>
```

EXAMPLE – ACCOUNT_RQST_TO_CGS.xml
Account Number Change

```xml
<?xml version="1.0" encoding="UTF-8"?>
<ACCOUNT_RQST_TO_CGS>
    <GasAccounts>
        <Account>
            <AccountNumber>1234.567890</AccountNumber>
            <NewAccountNumber>1234.568909</AccountNumber>
            <AccountName>John Doe</AccountName>
            <ServiceAddress>1234 Any Street| Anytown MD  12345</ServiceAddress>
            <BillingName>John Doe</BillingName>
            <BillingAddress>1234 Any Street|Anytown MD  12345</BillingAddress>
            <UtilityName>BGE</UtilityName>
            <SupplierGroupNumber>99999</SupplierGroupNumber>
            <Direction>RQST_TO_CGS</Direction>
            <Commodity>GAS</Commodity>
            <UnitOfMeasure>CCF</Therms>
            <EffectiveDate>2011-07-01</EffectiveDate>
            <AccountFlag>A</AccountFlag>
            <DropTermReason/>
            <BillMethod>UCB RR</BillMethod>
            <SupplierCode>ABC01</SupplierCode>
        </Account>
    </GasAccounts>
```

```
</ACCOUNT_RQST_TO_CGS>
```

6.3.4 Rate Change Transaction

PURPOSE: To modify a rate code and/or price.

DIRECTION AND DATA ELEMENTS

Transaction Name: RATECHANGE_RQST.xml

- The Rate Change transaction only applies to UCB RR billing options. Dual, SCB, and UCB BR do not require rates in order for the LDC or CGS to produce bill.
• The CGS submits a Rate Change request transaction to the LDC to change a UCB/Rate-Ready Rate Code or to change the Price.
• The LDC responds with a Rate Change Accept response to confirm it was received and accepted and to confirm the effective date.
• The LDC responds with a Rate Change Reject response if sufficient information was not provided. See the Reject Reasons table on Appendix A.

Not all Rate Changes are supported by each LDC, and a CGS should refer to LDC-specific documentation.

The Rate Change request transaction must contain the following elements to have a successful change in rate:

RATECHANGE_RQST.xml

Elements	Description
AccountNumber	Customers Utility Account Number
SupplierGroupNumber	Nominator Group Number or Five digit group number the customer is assigned with their marketer.
CurrentRateStructure	Rate Structure Customer currently resides.
NewRateStructure	Rate Structure Customer is switching to.
CurrentSupplierRate	The current price being used to calculate Commodity Charges.
NewSupplierRate	The new price to calculate the Commodity Charges.
Description	The name to associate rate to specific charge, i.e. Commodity, Balancing, etc.
EffectiveDate	Beginning Date rate to become effective
TerminationDate	Ending Date rate is effective
SupplierCode	Rate Code or 3 Character Supplier Code
DiscountType	Reserved for Future Changes
DiscountValue	Reserved for Future Changes

EXAMPLE - RATECHANGE_RQST.xml

Single Rate

```xml
<?xml version="1.0" encoding="UTF-8"?>
<RATECHANGE_RQST >
    <File_Properties>
        <LDCUploadTimestamp/>
        <LDCSupplierId/>
    </File_Properties>
    <GasRateAccounts>
        <Account>
            <AccountNumber>2345678901</AccountNumber>
            <SupplierGroupNumber>ABC01</SupplierGroupNumber>
            <CurrentRateStructure>9909</CurrentRateStructure>
            <NewRateStructure>9910</NewRateStructure>
            <SupplierRates>
                <NewSupplierRate>0.7768</NewSupplierRate>
                <Description>Commodity</Description>
                <EffectiveDate>2011-07-01</EffectiveDate>
                <TerminationDate>2011-08-01</TerminationDate>
                <SupplierCode>ABC01</SupplierCode>
                </DiscountType>
                </DiscountValue>
            </SupplierRates>
        </GasRateAccounts>
</RATECHANGE_RQST>
```

EXAMPLE - RATECHANGE_RQST.xml

Multiple Rates

```xml
<?xml version="1.0" encoding="UTF-8"?>
<RATECHANGE_RQST >
    <File_Properties>
        <LDCUploadTimestamp/>
        <LDCSupplierId/>
    </File_Properties>
    <GasRateAccounts>
        <Account>
            <AccountNumber>1234.567890</AccountNumber>
            <SupplierGroupNumber>999</SupplierGroupNumber>
            <CurrentRateStructure>A101</CurrentRateStructure>
            <NewRateStructure>A102</NewRateStructure>
            <SupplierRates>
                <NewSupplierRate>0.7791</NewSupplierRate>
                <Description>Commodity</Description>
                <EffectiveDate>2011-07-01</EffectiveDate>
                <TerminationDate>2011-08-01</TerminationDate>
                <SupplierCode>ABC01</SupplierCode>
                </DiscountType>
```

```
            </DiscountValue>
        </SupplierRates>
        <SupplierRates>
            <NewSupplierRate>0.014</NewSupplierRate>
            <Description>Balancing</Description>
            <EffectiveDate>2011-07-01</EffectiveDate>
            <TerminationDate>2011-08-01</TerminationDate>
            <SupplierCode>ABC01</SupplierCode>
            </DiscountType>
            </DiscountValue>
        </SupplierRates>
    </Account>
  </GasRateAccounts>
</RATECHANGE_RQST>
```

Transaction Name: RATECHANGE_RESP.xml

ACCOUNT_RESP.xml

Elements	Description
AccountNumber	Customers Utility Account Number
SupplierGroupNumber	Nominator Group Number or Five digit group number the customer is assigned with their marketer.
CurrentRateStructure	Rate Structure Customer currently resides.
NewRateStructure	Rate Structure Customer is switching to.
CurrentSupplierRate	The current price being used to calculate Commodity Charges.
NewSupplierRate	The new price to calculate the Commodity Charges.
Description	The Charge name to associate rate to: Commodity, Balancing, etc.
EffectiveDate	Beginning Date rate to become effective
TerminationDate	Ending Date rate is effective
SupplierCode	Rate Code or 3 Character Supplier Code
DiscountType	Reserved for Future Changes
DiscountValue	Reserved for Future Changes
Code	See Appendix A for list of Status and Rejection Reason Codes
Desc	Description of Code

EXAMPLE - RATECHANGE_RESP.xml
Single Rate
```
<?xml version="1.0" encoding="UTF-8"?>
<RATECHANGE_RESP>
  <GasRateAccounts>
```

```xml
        <Account>
            <AccountNumber>2345678901</AccountNumber>
            <SupplierGroupNumber>ABC01</SupplierGroupNumber>
            <CurrentRateStructure>9909</CurrentRateStructure>
            <NewRateStructure>9910</NewRateStructure>
            <SupplierRates>
                <NewSupplierRate>0.7768</NewSupplierRate>
                <Description>Commodity</Description>
                <EffectiveDate>2011-07-01</EffectiveDate>
                <TerminationDate>2011-08-01</TerminationDate>
                <SupplierCode>ABC01</SupplierCode>
                </DiscountType>
                </DiscountValue>
            </SupplierRates>
            <Status>
                <Code>A0100</Code>
                <Desc>Accepted.</Desc>
            </Status>
        </Account>
    </GasRateAccounts>
</RATECHANGE_RESP>
```

EXAMPLE - RATECHANGE_RESP.xml
Multiple Rates
```xml
<?xml version="1.0" encoding="UTF-8"?>
<RATECHANGE_RQST >
    <File_Properties>
        <LDCUploadTimestamp/>
        <LDCSupplierId/>
    </File_Properties>
    <GasRateAccounts>
        <Account>
            <AccountNumber>1234.567890</AccountNumber>
            <SupplierGroupNumber>999</SupplierGroupNumber>
            <CurrentRateStructure>A101</CurrentRateStructure>
            <NewRateStructure>A102</NewRateStructure>
            <SupplierRates>
                <NewSupplierRate>0.7791</NewSupplierRate>
                <Description>Commodity</Description>
                <EffectiveDate>2011-07-01</EffectiveDate>
                <TerminationDate>2011-08-01</TerminationDate>
                <SupplierCode>ABC01</SupplierCode>
                </DiscountType>
                </DiscountValue>
            </SupplierRates>
            <SupplierRates>
```

```xml
            <NewSupplierRate>0.014</NewSupplierRate>
            <Description>Balancing</Description>
            <EffectiveDate>2011-07-01</EffectiveDate>
            <TerminationDate>2011-08-01</TerminationDate>
            <SupplierCode>ABC01</SupplierCode>
            </DiscountType>
            </DiscountValue>
        </SupplierRates>
        </Status>
            <Code>A0100</Code>
            <Desc>Accepted.</Desc>
        </Status>
      </Account>
   </GasRateAccounts>
</RATECHANGE_RQST>
```

6.3.5 Usage Transaction

PURPOSE: LDC to provide commodity consumed by the Customer to the CGS. CGS to reconcile deliveries with the LDC and a means for the CGS to provide a dual bill to those customers using that billing method.

DIRECTION AND DATA ELEMENTS

TRANSACTION NAME: USAGE_DATA.xml

- The LDC sends a Usage transaction for each account for each service period.
- When canceling Usage, the LDC sends a Usage Cancel transaction for each service period canceled.
- When restating Usage, the LDC sends a Usage transaction for each service period.
- The CGS does not send a response to the LDC.

USAGE_DATA.xml

AccountNumber	Customers Utility Account Number
SupplierGroupNumber	Nominator Group Number or Five digit group number the customer is assigned with their marketer.
SupplierCode	Rate Code or 3 Character Supplier Code
ProcessDate	Processing Date
BillMethod	DUAL SCB BR UCB BR UCB RR
BillCutoffDate	Date Charges Due Back to LDC Required for UCB BR
MonthBilled	Bill Month
ReadingFromDate	Reading From Date
ReadingToDate	Reading To Date
Consumption	Customer Usage
UnitOfMeasure	THERMS, CCF or MCF
BillStatus	B – Billed, C – Cancelled, R - Rebilled
ReadingSource	"A" or "E" - Actual or Estimated
NextMeterReadDate	Next Scheduled Meter Read Date (estimate)
BudgetBillFlag	Customer on Utility Budget (Y, N)
MeterNumber	Meter Number
MeterReadingSource	"A" or "E" - Actual or Estimated (per each meter)
PreviousIndex	Previous index of meter
CurrentIndex	Current index of meter

EXAMPLE - USAGE_DATA.xml

Billed

```xml
<?xml version="1.0" encoding="UTF-8"?>
<USAGE_DATA>
   <GasUsageAccounts>
     <Account>
         <AccountNumber>1234.567890</AccountNumber>
         <SupplierGroupNumber>999</SupplierGroupNumber>
         <SupplierCode>ABC01</SupplierCode>
         <ProcessDate>2011-07-14</ProcessDate>
         <BillMethod>UCB RR</BillMethod>
         <LDCUsage>
            <MonthBilled>2011-07</MonthBilled>
            <ReadingFromDate>2011-06-16</ReadingFromDate>
            <ReadingToDate>2011-07-14</ReadingToDate>
            <Consumption>159</Consumption>
            <UnitOfMeasure>THERMS</UnitOfMeasure>
            <BillStatus>B</BillStatus>
            <ReadingSource>A</ReadingSource>
            <NextMeterReadDate>2011-08-14</NextMeterReadDate>
            <BudgetBillFlag>N</BudgetBillFlag>
            <Meters>
               <MeterNumber>626262</MeterNumber>
               <MetersReadingSource>A</MetersReadingSource>
               <PreviousIndex>000007523</PreviousIndex>
               <CurrentIndex>000007681</CurrentIndex>
            </Meters>
         </LDCUsage>
     </Account>
   </GasUsageAccounts>
</USAGE_DATA>
```

EXAMPLE - USAGE_DATA.xml

Cancelled

```xml
<?xml version="1.0" encoding="UTF-8"?>
<USAGE_DATA>
   <GasUsageAccounts>
     <Account>
         <AccountNumber>1234.567890</AccountNumber>
         <SupplierGroupNumber>999</SupplierGroupNumber>
         <SupplierCode>ABC01</SupplierCode>
         <ProcessDate>2011-07-14</ProcessDate>
         <BillMethod>UCB RR</BillMethod>
         <LDCUsage>
            <MonthBilled>2011-07</MonthBilled>
            <ReadingFromDate>2011-06-16</ReadingFromDate>
            <ReadingToDate>2011-07-14</ReadingToDate>
```

```xml
            <Consumption>159</Consumption>
            <UnitOfMeasure>THERMS</UnitOfMeasure>
            <BillStatus>C</BillStatus>
            <ReadingSource>A</ReadingSource>
            <NextMeterReadDate>2011-08-14</NextMeterReadDate>
            <BudgetBillFlag>N</BudgetBillFlag>
            <Meters>
                <MeterNumber>626262</MeterNumber>
                <MetersReadingSource>A</MetersReadingSource>
                <PreviousIndex>000007523</PreviousIndex>
                <CurrentIndex>000007681</CurrentIndex>
            </Meters>
        </LDCUsage>
    </Account>
  </GasUsageAccounts>
</USAGE_DATA>
```

NOTES:

- There is no transaction ID for Usage. CGSs must use the Account Number and Service Period to identify unique transactions, and must use caution when dealing with restated Usage which will have the same Account Number and Service Period combination.
- For UCB BR accounts, the Usage transaction contains the date when Charge transactions are due back to the LDC.
- When restating usage, some LDC's may combine multiple service periods.

6.3.6 Charges Request to LDC Transaction

PURPOSE: CGS to provide charges and adjustments to the LDC to be placed on the customer bill.

DIRECTION AND DATA ELEMENTS

- In UCB/Bill-Ready, the CGS sends a Charge Request To LDC transaction for each account for each service period, in response to the Usage transaction received from the LDC.
- In UCB/Rate-Ready for BGE and WG, the CGS can send a Charge Request To LDC transaction that includes adjustments for a UCB/Rate-Ready account.
- The CGS submits a single Charge Request To LDC file per day. If corrections are necessary, the CGS can replace the Charge Request To LDC the file prior to LDC daily deadline.
- The LDC responds with a Charge Reject Response if sufficient information was not provided. See the Reject Reasons table on Appendix A.

Charge codes and descriptions are assigned by each LDC.

TRANSACTION NAME: CHARGES_RQST_TO_LDC.xml

CHARGES_TO_LDC.xml

AccountNumber	Customers Utility Account Number
UtilityName	WG, BGE, CMD, ELK
SupplierGroupNumber	Nominator Group Number or Five digit group number the customer is assigned with their marketer.
BillMethod	UCB BR UCB RR
Direction	RQST_TO_LDC RESP_TO_CGS
MonthBilled	Bill Month
ReadingFromDate	Reading From Date
ReadingToDate	Reading To Date
BillStatus	The status of the Bill: B = Billed C = Cancel (to cancel charges, if received Cancelled usages) - Potential Future Enhancement.
Message	Supplier Initiated Bill Messages Only or Bill Message ID
FinancialAction	"C" - Credit or "D" - Debit (charge) From Customers perspective
FinancialAmount	Charge or Credit Amount

FinancialCode	Financial Transaction ID
FinancialDescription	Decode of Financial Transaction ID

EXAMPLE – CHARGES_RQST_TO_LDC.xml

Debit/Charge

```xml
<?xml version="1.0" encoding="UTF-8"?>
<CHARGES_RQST_TO_LDC>
    <GasChargesAccounts>
        <Account>
            <AccountNumber>1234.567890</AccountNumber>
            <UtilityName>WG</UtilityName>
            <SupplierGroupNumber>999</SupplierGroupNumber>
            <BillMethod>UCB RR</BillMethod>
            <Direction>RQST_TO_LDC</Direction>
            <BillDetail>
                <MonthBilled>2011-07</MonthBilled>
                <ReadingFromDate>2011-06-16</ReadingFromDate>
                <ReadingToDate>2011-07-14</ReadingToDate>
                <BillStatus>B</BillStatus>
                <BillMsgs>
                    <Message>Budget Plan has settled.</Message>
                </BillMsgs>
                <Charges>
                    <FinancialAction>D</FinancialAction>
                    <FinancialAmount>95.54</FinancialAmount>
                    <FinancialCode>8888</FinancialCode>
                    <FinancialDescription>Billing Adjustment</FinancialDescription>
                </Charges>
            </BillDetail>
        </Account>
    </GasChargesAccounts>
</CHARGES_RQST_TO_LDC>
```

EXAMPLE – CHARGES_RQST_TO_LDC.xml

Credit

```xml
<?xml version="1.0" encoding="UTF-8"?>
<CHARGES_RQST_TO_LDC>
    <GasChargesAccounts>
        <Account>
            <AccountNumber>1234.567890</AccountNumber>
            <UtilityName>WG</UtilityName>
            <SupplierGroupNumber>999</SupplierGroupNumber>
            <BillMethod>UCB RR</BillMethod>
            <Direction>RQST_TO_LDC</Direction>
            <BillDetail>
```

```xml
            <MonthBilled>2011-07</MonthBilled>
            <ReadingFromDate>2011-06-16</ReadingFromDate>
            <ReadingToDate>2011-07-14</ReadingToDate>
            <BillStatus>B</BillStatus>
            <BillMsgs>
                <Message>Budget Plan has settled.</Message>
            </BillMsgs>
            <Charges>
                <FinancialAction>C</FinancialAction>
                <FinancialAmount>100.00</FinancialAmount>
                <FinancialCode>7777</FinancialCode>
                <FinancialDescription>Courtesy Credit</FinancialDescription>
            </Charges>
        </BillDetail>
    </Account>
  </GasChargesAccounts>
</CHARGES_RQST_TO_LDC>
```

TRANSACTION NAME: CHARGES_RESP.xml

CHARGES_RESP.xml

AccountNumber	Customers Utility Account Number
UtilityName	WG, BGE, CMD, ELK, CUC
SupplierGroupNumber	Nominator Group Number or Five digit group number the customer is assigned with their marketer.
BillMethod	UCB BR UCB RR
Direction	RQST_TO_LDC RESP_TO_CGS
MonthBilled	Bill Month
ReadingFromDate	Reading From Date
ReadingToDate	Reading To Date
BillStatus	The status of the Bill: B = Billed C = Cancel (to cancel charges, if received Cancelled usages) - Potential Future Enhancement.
Message	Supplier Initiated Bill Messages Only or Bill Message ID
FinancialAction	"C" - Credit or "D" - Debit (charge) From Customers perspective
FinancialAmount	Charge or Credit Amount
FinancialCode	Financial Transaction ID
FinancialDescription	Decode of Financial Transaction ID

Code	See Appendix A for list of Status and Rejection Reason Codes
Desc	Description of Code

EXAMPLE: CHARGES_RESP.xml

Debit/Charge

```xml
<?xml version="1.0" encoding="UTF-8"?>
<CHARGES_RESP>
   <GasChargesAccounts>
      <Account>
         <AccountNumber>1234.567890</AccountNumber>
         <UtilityName>WG</UtilityName>
         <SupplierGroupNumber>999</SupplierGroupNumber>
         <BillMethod>UCB RR</BillMethod>
         <Direction>RQST_TO_LDC</Direction>
         <BillDetail>
            <MonthBilled>2011-07</MonthBilled>
            <ReadingFromDate>2011-06-16</ReadingFromDate>
            <ReadingToDate>2011-07-14</ReadingToDate>
            <BillStatus>B</BillStatus>
            <BillMsgs>
               <Message>Budget Plan has settled.</Message>
            </BillMsgs>
            <Charges>
               <FinancialAction>D</FinancialAction>
               <FinancialAmount>95.54</FinancialAmount>
               <FinancialCode>8888</FinancialCode>
               <FinancialDescription>Billing Adjustment</FinancialDescription>
            </Charges>
         </BillDetail>
         <Status>
            <Code>A0100</Code>
            <Desc>Accepted.</Desc>
         </Status>
      </Account>
   </GasChargesAccounts>
</CHARGES_RESP>
```

Credit

```xml
<?xml version="1.0" encoding="UTF-8"?>
<CHARGES_RESP>
   <GasChargesAccounts>
      <Account>
         <AccountNumber>1234.567890</AccountNumber>
         <UtilityName>WG</UtilityName>
         <SupplierGroupNumber>999</SupplierGroupNumber>
```

```xml
        <BillMethod>UCB RR</BillMethod>
        <Direction>RQST_TO_LDC</Direction>
        <BillDetail>
            <MonthBilled>2011-07</MonthBilled>
            <ReadingFromDate>2011-06-16</ReadingFromDate>
            <ReadingToDate>2011-07-14</ReadingToDate>
            <BillStatus>B</BillStatus>
            <BillMsgs>
                <Message>Budget Plan has settled.</Message>
            </BillMsgs>
            <Charges>
                <FinancialAction>C</FinancialAction>
                <FinancialAmount>100.00</FinancialAmount>
                <FinancialCode>7777</FinancialCode>
                <FinancialDescription>Courtesy Credit</FinancialDescription>
            </Charges>
        <Status>
            <Code>A0100</Code>
            <Desc>Accepted.</Desc>
        </Status>
        </BillDetail>
    </Account>
  </GasChargesAccounts>
</CHARGES_RESP>
```

6.3.7 Charges Request to CGS Transaction

PURPOSE: To provide all CGS charges and credits that have been included on the customer bill through UCB. To provide all LDC charges to be included on the customer bill for SCB.

DIRECTION AND DATA ELEMENTS

TRANSACTION NAME: CHARGES_RQST_TO_CGS.xml

- The Charge Request To CGS transaction is used to communicate Customer name and billing address changes. In UCB, the LDC sends a Charge Request To CGS transaction for each account for each service period detailing CGS charges included on a bill.
- In SCB, the LDC sends a Charge Request To CGS transaction for each account for each service period for LDC delivery charges to be included on the Customer bill.
- When canceling a Charge Request To CGS, the LDC sends a Charge Request To CGS Cancel transaction for each Charge Request To CGS canceled. The Charge Request To CGS cancel transaction mirrors the data in the original Charge Request To LDC except for the 'cancel' code.
- The CGS does not respond to this transaction.

Charge codes and descriptions are assigned by each LDC.

CHARGES_RQST_TO_CGS.xml

AccountNumber	Customers Utility Account Number
AccountName	Customer Name registered to Account Number
ServiceAddress	Service address assigned to the Customers Utility Account Number
BillingName	Customer Name Bill is to be issued to
BillingAddress	Customer Mailing Address
UtilityName	Utility Code ("BGE", CMD", "ELK", "WG")
SupplierGroupNumber	Nominator Group Number or Five digit group number the customer is assigned with their marketer.
BillMethod	SCB BR UCB BR UCB RR
PSIDNumber	PSID Number
BillGroup	Billing Unit
CountyCode	County Code
TaxingDistrict	Taxing District
TaxExemption	Tax Exemption for Customer (Y, N)

BudgetBillFlag	Customer on Utility Budget (Y, N)
SummaryBillFlag	Group Bill Number and Sequence Number
PayPlanFlag	Customer on PayPlan (Y, N)
MonthBilled	Bill Month
ReadingFromDate	Reading From Date
ReadingToDate	Reading To Date
BillReasonCode	Reason the bill was issued: NO = Normal Bill FI = Final Bil MB = Manual Bill DP = Duplicate Bill OB = Online Bill RS = Reissue Bill (Rebill)
BillStatus	The status of the Bill: B = Billed C = Cancelled R = Rebilled V = Void (Charges voided before billing)
TariffCode	Rate or Revenue Class
ReadingSource	"A" or "E" - Actual or Estimated
BillDate	Bill Processing Date
BillDueDate	Bill Due Date
SupplierCode	Rate Code or 3 Character Supplier Code
BilledConsumption	Total Billed Usage
BilledUnitOfMeasure	THERMS, CCF or MCF
FinancialAction	"C" - Credit or "D" - Debit (charge) From Customers perspective
FinancialAmount	Charge Amount
FinancialCode	Financial Transaction ID
FinancialDesc	Financial Description - decode of Fin Tran ID
Consumption	Usage
UnitOfMeasure	THERMS, CCF or MCF
BTUFactor	BTU Factor - for SCB only
RateStartDate	Rate Start Date
RateEndDate	Rate End Date
ChargeRate	Rate Amount for Charge

EXAMPLE: CHARGES_RQST_TO_CGS.xml
Regular Bill

```xml
<?xml version="1.0" encoding="UTF-8"?>
<CHARGES_RQST_TO_CGS>
   <GasChargesAccounts>
      <Account>
```

```xml
<AccountNumber>1234.567890</AccountNumber>
<AccountName>John Doe</AccountName>
<ServiceAddress>1234 Any Street|Anytown MD  12345</ServiceAddress>
<BillingName>John Doe</BillingName>
<BillingAddress>1234 Any Street|Anytown MD  12345</BillingAddress>
<UtilityName>BGE</UtilityName>
<SupplierGroupNumber>999</SupplierGroupNumber>
<BillMethod>UCB RR</BillMethod>
<Direction>RQST_TO_CGS</Direction>
<PSIDNumber/>
<BillGroup>06</BillGroup>
<CountyCode/>
<TaxingDistrict/>
<TaxExemption>Y</TaxExemption>
<BudgetBillFlag>N</BudgetBillFlag>
<SummaryBillFlag>N</SummaryBillFlag>
<PayPlanFlag>N</PayPlanFlag>
<BillDetail>
   <MonthBilled>2011-07</MonthBilled>
   <ReadingFromDate>2011-06-16</ReadingFromDate>
   <ReadingToDate>2011-07-14</ReadingToDate>
   <BillReasonCode>NO</BillReasonCode>
   <BillStatus>B</BillStatus>
   <TariffCode>28</TariffCode>
   <ReadingSource>E</ReadingSource>
   <BillDate>2011-07-15</BillDate>
   <BillDueDate>2008-08-07</BillDueDate>
   <SupplierCode>ABC01</SupplierCode>
   <BilledConsumption>14</BilledConsumption>
   <BilledUnitOfMeasure>THERMS</BilledUnitOfMeasure>
   <Charges>
      <FinancialAction>D</FinancialAction>
      <FinancialAmount>14.84</FinancialAmount>
      <FinancialCode>00090211</FinancialCode>
      <FinancialDescription>Commodity</FinancialDescription>
      <Consumption>14</Consumption>
      <UnitOfMeasure>THERMS</UnitOfMeasure>
      <BTUFactor>1.009</BTUFactor>
      <Rates>
         <RateStartDate>2011-07-01</RateStartDate>
         <RateEndDate>2011-07-31</RateEndDate>
         <ChargeRate>0.769</ChargeRate>
      </Rates>
   </Charges>
   <Charges>
      <FinancialAction>D</FinancialAction>
      <FinancialAmount>0.88</FinancialAmount>
      <FinancialCode>00060140</FinancialCode>
```

```xml
            <FinancialDescription>Balancing</FinancialDescription>
            <Consumption>14</Consumption>
            <UnitOfMeasure>THERMS</UnitOfMeasure>
            <BTUFactor>1.009</BTUFactor>
            <Rates>
                <RateStartDate>2011-07-01</RateStartDate>
                <RateEndDate>2011-07-31</RateEndDate>
                <ChargeRate>0.02</ChargeRate>
            </Rates>
        </Charges>
      </BillDetail>
    </Account>
  </GasChargesAccounts>
</CHARGES_RQST_TO_CGS>
```

EXAMPLE: CHARGES_RQST_TO_CGS.xml
Final Bill

```xml
<?xml version="1.0" encoding="UTF-8"?>
<CHARGES_RQST_TO_CGS>
  <GasChargesAccounts>
    <Account>
        <AccountNumber>2345678901</AccountNumber>
        <AccountName>Jane Doe</AccountName>
        <ServiceAddress>1232 Any Street|Anytown MD  12345</ServiceAddress>
        <BillingName>John Doe</BillingName>
        <BillingAddress>1234 Any Street|Anytown MD  12345</BillingAddress>
        <UtilityName>BGE</UtilityName>
        <SupplierGroupNumber>999</SupplierGroupNumber>
        <BillMethod>UCB RR</BillMethod>
        <Direction>RQST_TO_CGS</Direction>
        <PSIDNumber/>
        <BillGroup>06</BillGroup>
        <CountyCode/>
        <TaxingDistrict/>
        <TaxExemption>Y</TaxExemption>
        <BudgetBillFlag>N</BudgetBillFlag>
        <SummaryBillFlag>N</SummaryBillFlag>
        <PayPlanFlag>N</PayPlanFlag>
        <BillDetail>
            <MonthBilled>2011-07</MonthBilled>
            <ReadingFromDate>2011-06-16</ReadingFromDate>
            <ReadingToDate>2011-07-14</ReadingToDate>
            <BillReasonCode>FI</BillReasonCode>
            <BillStatus>B</BillStatus>
            <TariffCode>28</TariffCode>
```

```xml
            <ReadingSource>A</ReadingSource>
            <BillDate>2011-07-15</BillDate>
            <BillDueDate>2008-08-07</BillDueDate>
            <SupplierCode>ABC01</SupplierCode>
            <BilledConsumption>14</BilledConsumption>
            <BilledUnitOfMeasure>THERMS</BilledUnitOfMeasure>
            <Charges>
               <FinancialAction>D</FinancialAction>
               <FinancialAmount>14.84</FinancialAmount>
               <FinancialCode>00090211</FinancialCode>
               <FinancialDescription>Commodity</FinancialDescription>
               <Consumption>14</Consumption>
               <UnitOfMeasure>THERMS</UnitOfMeasure>
               <BTUFactor>1.009</BTUFactor>
               <Rates>
                  <RateStartDate>2011-07-01</RateStartDate>
                  <RateEndDate>2011-07-31</RateEndDate>
                  <ChargeRate>0.769</ChargeRate>
               </Rates>
            </Charges>
            <Charges>
               <FinancialAction>D</FinancialAction>
               <FinancialAmount>0.88</FinancialAmount>
               <FinancialCode>00060140</FinancialCode>
               <FinancialDescription>Balancing</FinancialDescription>
               <Consumption>14</Consumption>
               <UnitOfMeasure>THERMS</UnitOfMeasure>
               <BTUFactor>1.009</BTUFactor>
               <Rates>
                  <RateStartDate>2011-07-01</RateStartDate>
                  <RateEndDate>2011-07-31</RateEndDate>
                  <ChargeRate>0.02</ChargeRate>
               </Rates>
            </Charges>
         </BillDetail>
      </Account>
   </GasChargesAccounts>
</CHARGES_RQST_TO_CGS>
```

EXAMPLE: CHARGES_RQST_TO_CGS.xml
Cancel Bill

```xml
<?xml version="1.0" encoding="UTF-8"?>
<CHARGES_RQST_TO_CGS>
   <GasChargesAccounts>
      <Account>
         <AccountNumber>1234.567890</AccountNumber>
```

```xml
<AccountName>John Doe</AccountName>
<ServiceAddress>1234 Any Street|Anytown MD  12345</ServiceAddress>
<BillingName>John Doe</BillingName>
<BillingAddress>1234 Any Street|Anytown MD  12345</BillingAddress>
<UtilityName>BGE</UtilityName>
<SupplierGroupNumber>999</SupplierGroupNumber>
<BillMethod>UCB RR</BillMethod>
<Direction>RQST_TO_CGS</Direction>
<PSIDNumber/>
<BillGroup>06</BillGroup>
<CountyCode/>
<TaxingDistrict/>
<TaxExemption>Y</TaxExemption>
<BudgetBillFlag>N</BudgetBillFlag>
<SummaryBillFlag>N</SummaryBillFlag>
<PayPlanFlag>N</PayPlanFlag>
<BillDetail>
   <MonthBilled>2011-07</MonthBilled>
   <ReadingFromDate>2011-06-16</ReadingFromDate>
   <ReadingToDate>2011-07-14</ReadingToDate>
   <BillReasonCode>NO</BillReasonCode>
   <BillStatus>C</BillStatus>
   <TariffCode>28</TariffCode>
   <ReadingSource>E</ReadingSource>
   <BillDate>2011-07-15</BillDate>
   <BillDueDate>2008-08-07</BillDueDate>
   <SupplierCode>ABC01</SupplierCode>
   <BilledConsumption>14</BilledConsumption>
   <BilledUnitOfMeasure>THERMS</BilledUnitOfMeasure>
   <Charges>
      <FinancialAction>C</FinancialAction>
      <FinancialAmount>14.84</FinancialAmount>
      <FinancialCode>00090211</FinancialCode>
      <FinancialDescription>Commodity</FinancialDescription>
      <Consumption>14</Consumption>
      <UnitOfMeasure>THERMS</UnitOfMeasure>
      <BTUFactor>1.009</BTUFactor>
      <Rates>
         <RateStartDate>2011-07-01</RateStartDate>
         <RateEndDate>2011-07-31</RateEndDate>
         <ChargeRate>0.769</ChargeRate>
      </Rates>
   </Charges>
   <Charges>
      <FinancialAction>C</FinancialAction>
      <FinancialAmount>0.88</FinancialAmount>
      <FinancialCode>00060140</FinancialCode>
      <FinancialDescription>Balancing</FinancialDescription>
```

```xml
                <Consumption>14</Consumption>
                <UnitOfMeasure>THERMS</UnitOfMeasure>
                <BTUFactor>1.009</BTUFactor>
                <Rates>
                    <RateStartDate>2011-07-01</RateStartDate>
                    <RateEndDate>2011-07-31</RateEndDate>
                    <ChargeRate>0.02</ChargeRate>
                </Rates>
            </Charges>
        </BillDetail>
    </Account>
  </GasChargesAccounts>
</CHARGES_RQST_TO_CGS>
```

EXAMPLE: CHARGES_RQST_TO_CGS.xml
Rebill
```xml
<?xml version="1.0" encoding="UTF-8"?>
<CHARGES_RQST_TO_CGS>
   <GasChargesAccounts>
     <Account>
         <AccountNumber>1234.567890</AccountNumber>
         <AccountName>John Doe</AccountName>
         <ServiceAddress>1234 Any Street|Anytown MD  12345</ServiceAddress>
         <BillingName>John Doe</BillingName>
         <BillingAddress>1234 Any Street|Anytown MD  12345</BillingAddress>
         <UtilityName>BGE</UtilityName>
         <SupplierGroupNumber>999</SupplierGroupNumber>
         <BillMethod>UCB RR</BillMethod>
         <Direction>RQST_TO_CGS</Direction>
         <PSIDNumber/>
         <BillGroup>06</BillGroup>
         <CountyCode/>
         <TaxingDistrict/>
         <TaxExemption>Y</TaxExemption>
         <BudgetBillFlag>N</BudgetBillFlag>
         <SummaryBillFlag>N</SummaryBillFlag>
         <PayPlanFlag>N</PayPlanFlag>
         <BillDetail>
            <MonthBilled>2011-07</MonthBilled>
            <ReadingFromDate>2011-06-16</ReadingFromDate>
            <ReadingToDate>2011-07-14</ReadingToDate>
            <BillReasonCode>NO</BillReasonCode>
            <BillStatus>B</BillStatus>
            <TariffCode>28</TariffCode>
            <ReadingSource>A</ReadingSource>
            <BillDate>2011-07-15</BillDate>
```

```xml
                <BillDueDate>2008-08-07</BillDueDate>
                <SupplierCode>ABC01</SupplierCode>
                <BilledConsumption>14</BilledConsumption>
                <BilledUnitOfMeasure>THERMS</BilledUnitOfMeasure>
                <Charges>
                    <FinancialAction>R</FinancialAction>
                    <FinancialAmount>14.84</FinancialAmount>
                    <FinancialCode>00090211</FinancialCode>
                    <FinancialDescription>Commodity</FinancialDescription>
                    <Consumption>14</Consumption>
                    <UnitOfMeasure>THERMS</UnitOfMeasure>
                    <BTUFactor>1.009</BTUFactor>
                    <Rates>
                        <RateStartDate>2011-07-01</RateStartDate>
                        <RateEndDate>2011-07-31</RateEndDate>
                        <ChargeRate>0.769</ChargeRate>
                    </Rates>
                </Charges>
                <Charges>
                    <FinancialAction>R</FinancialAction>
                    <FinancialAmount>0.88</FinancialAmount>
                    <FinancialCode>00060140</FinancialCode>
                    <FinancialDescription>Balancing</FinancialDescription>
                    <Consumption>14</Consumption>
                    <UnitOfMeasure>THERMS</UnitOfMeasure>
                    <BTUFactor>1.009</BTUFactor>
                    <Rates>
                        <RateStartDate>2011-07-01</RateStartDate>
                        <RateEndDate>2011-07-31</RateEndDate>
                        <ChargeRate>0.02</ChargeRate>
                    </Rates>
                </Charges>
            </BillDetail>
        </Account>
    </GasChargesAccounts>
</CHARGES_RQST_TO_CGS>
```

6.3.8 Financial Transaction

PURPOSE: To provide all CGS notice of remittances that may include payments, credits, cancellations and any other monetary adjustments for UCB customers.

DIRECTION AND DATA ELEMENTS

TRANSACTION NAME: FINANCIAL_DATA.xml

- The Billing-Party sends notification of remittances to the Non-Billing Party for each Customer.
- The LDC specifies the frequency of the Financial files through their tariff and/or Billing Agreement.
- For POR budget-billed Customers in UCB/Bill-Ready Billing Method, the LDC pays the CGS for their budgeted CGS charges. For POR budget-billed Customers in UCB/Rate-Ready, the LDC pays the CGS for their actual CGS charges.
- For Pro-Rata budget-billed Customers, the LDC pays the CGS for their actual CGS charges pro-rated based on Customer payment.
- The CGS does not respond to this transaction.

For POR:
For Payments, the LDC pays the CGS charges(from the Charges file) using:
FinancialAction=C
PostDate *(see LDC for specifics on date payment is Posted vs. sent to CGS)*
CGSGrossAmount - LDCDiscountAmount = CGSNetAmount

For Adjustments, LDC's apply "C"redit or "D"ebit to the CGS's charges using:
FinancialAction=C *or* D
AdjustmentReason
PostDate *(date adjustment applied)*
CGSGrossAmount - LDCDiscountAmount = CGSNetAmount

For ProRata:
For Payments, LDC's pay the CGS's whatever the "billed" supplier charges were (in the Charges file) based on the ProRata rules using:
FinancialAction=C
PostDate   *(date payment applied)*
PaymentAmountReceived *(which could be less than or equal to the TotalBillAmount)*
TotalBillAmount
CGSGrossAmount   *(CGS "portion" of the <PaymentAmountReceived> based on the ProRata rules in place)*
CGSNetAmount   *(which should always be =*

<CGSGrossAmount>)

For Adjustments, LDC's apply "C"redit or "D"ebit to the CGS's charges based on the ProRata rules using:

FinancialAction=C *or* D
AdjustmentReason
PostDate *(date adjustment applied)*
PaymentAmountReceived *(whatever the CGS adjustment was)*
TotalBillAmount
CGSGrossAmount *(CGS "portion" of the <PaymentAmountReceived> based on the ProRata rules in place)*
CGSNetAmount *(which should always be = <CGSGrossAmount>)*

FINANCIAL_DATA.xml

AccountNumber	Customers Utility Account Number
SupplierGroupNumber	Nominator Group Number or Five digit group number the customer is assigned with their marketer
SupplierCode	Rate Code or 3 Character Supplier Code
FinancialAction	"C" - Credit or "D" - Debit (charge) From Customers perspective
AdjustmentReason	Bill Adjustment, Cancel Bill (example)
MonthBilled	Bill Month
PostDate	Date financial transaction posted to Account
PaymentAmountReceived	Payment Amount Received (ProRata ONLY)
TotalBillAmount	Total Bill Amount Due (ProRata ONLY)
CGSGrossAmount	CGS Total Amount Due (ProRata ONLY)
LDCDiscountAmount	LDC Discount Amount (POR ONLY)
CGSNetAmount	CGS Remitted Amount
FinancialTotal	Sum of [Payments + Credits - Debits] in entire file.

EXAMPLE: FINANCIAL_DATA.xml
POR - Credit
```
<?xml version="1.0" encoding="UTF-8"?>
<FINANCIAL_DATA>
  <GasFinancialAccounts>
    <Account>
      <AccountNumber>1234.567890</AccountNumber>
      <SupplierGroupNumber>999</SupplierGroupNumber>
      <SupplierCode>ABC01</SupplierCode>
      <LDCFinancials>
        <FinancialAction>C</FinancialAction>
        <AdjustmentReason>Payment</AdjustmentReason>
        <MonthBilled>2011-06</MonthBilled>
        <PostDate>2011-07-03</PostDate>
```

```xml
            </PaymentAmountReceived>
          </TotalBillAmount>
          </CGSGrossAmount>
          <LDCDiscountAmount>0.02</LDCDiscountAmount>
          <CGSNetAmount>34.92</CGSNetAmount>
        </LDCFinancials>
      </Account>
      <Financial_Total>
        <FinancialTotal>34.92</FinancialTotal>
      </Financial_Total>
    </GasFinancialAccounts>
</FINANCIAL_DATA>
```

EXAMPLE: FINANCIAL_DATA.xml
POR - Debit
```xml
<?xml version="1.0" encoding="UTF-8"?>
<FINANCIAL_DATA>
    <GasFinancialAccounts>
      <Account>
          <AccountNumber>1234.567890</AccountNumber>
          <SupplierGroupNumber>999</SupplierGroupNumber>
          <SupplierCode>ABC01</SupplierCode>
          <LDCFinancials>
            <FinancialAction>D</FinancialAction>
            <AdjustmentReason>Cancelled Bill</AdjustmentReason>
            <MonthBilled>2011-06</MonthBilled>
            <PostDate>2011-07-03</PostDate>
            </PaymentAmountReceived>
            </TotalBillAmount>
            </CGSGrossAmount>
            <LDCDiscountAmount>0.02</LDCDiscountAmount>
            <CGSNetAmount>34.96</CGSNetAmount>
          </LDCFinancials>
      </Account>
      <Financial_Total>
          <FinancialTotal>34.96</FinancialTotal>
      </Financial_Total>
    </GasFinancialAccounts>
</FINANCIAL_DATA>
```

EXAMPLE: FINANCIAL_DATA.xml
PRO-RATA - Credit
```xml
<?xml version="1.0" encoding="UTF-8"?>
<FINANCIAL_DATA>
    <GasFinancialAccounts>
```

```xml
      <Account>
         <AccountNumber>2345.678901</AccountNumber>
         <SupplierGroupNumber>999</SupplierGroupNumber>
         <SupplierCode>ABC01</SupplierCode>
         <LDCFinancials>
            <FinancialAction>C</FinancialAction>
            <AdjustmentReason>Payment</AdjustmentReason>
            <PostDate>2011-07-03</PostDate>
            <PaymentAmountReceived>86.76</PaymentAmountReceived>
            <TotalBillAmount>86.76</TotalBillAmount>
            <CGSGrossAmount>47.24</CGSGrossAmount>
            <LDCDiscountAmount>0</LDCDiscountAmount>
            <CGSNetAmount>47.24</CGSNetAmount>
         </LDCFinancials>
      </Account>
      <Financial_Total>
         <FinancialTotal>47.24</FinancialTotal>
      </Financial_Total>
   </GasFinancialAccounts>
</FINANCIAL_DATA>
```

EXAMPLE: FINANCIAL_DATA.xml
<ins>PRO-RATA - Debit</ins>

```xml
<?xml version="1.0" encoding="UTF-8"?>
<FINANCIAL_DATA>
   <GasFinancialAccounts>
      <Account>
         <AccountNumber>2345.678901</AccountNumber>
         <SupplierGroupNumber>999</SupplierGroupNumber>
         <SupplierCode>ABC01</SupplierCode>
         <LDCFinancials>
            <FinancialAction>D</FinancialAction>
            <AdjustmentReason>Returned Check</AdjustmentReason>
            <PostDate>2011-07-03</PostDate>
            <PaymentAmountReceived>86.76</PaymentAmountReceived>
            <TotalBillAmount>86.76</TotalBillAmount>
            <CGSGrossAmount>47.24</CGSGrossAmount>
            <LDCDiscountAmount>0</LDCDiscountAmount>
            <CGSNetAmount>47.24</CGSNetAmount>
         </LDCFinancials>
      </Account>
      <Financial_Total>
         <FinancialTotal>47.24</FinancialTotal>
      </Financial_Total>
   </GasFinancialAccounts>
```

</FINANCIAL_DATA>

6.3.9 Write Off Transaction

PURPOSE: To provide all CGS notice of charged-off receivables for UCB in the Pro-Rata Payment Method.

DIRECTION AND DATA ELEMENTS

TRANSACTION NAME: WRITEOFF_DATA.xml

- The Billing-Party sends notification of write-off to the Non-Billing when the Billing-Party stops collection efforts on the Non-Billing Party charges.
- The CGS does not respond to this transaction.

WRITEOFF_DATA.xml	
AccountNumber	Customers Utility Account Number
SupplierGroupNumber	Nominator Group Number or Five digit group number the customer is assigned with their marketer
SupplierCode	Rate Code or 3 Character Supplier Code
ProcessDate	Processing Date
WriteOffType	B - Bad Debt Charge-offs R - RTU Credit Adjustment X - Cancelled Bad Debt Charges
WriteoffAmount	Writeoff Amount
MonthBilled	Bill Month

EXAMPLE: WRITEOFF_DATA.xml

```xml
<?xml version="1.0" encoding="UTF-8"?>
<WRITEOFF_DATA>
   <GasWriteoffAccounts>
      <Account>
         <AccountNumber>1234.567890</AccountNumber>
         <SupplierGroupNumber>999</SupplierGroupNumber>
         <SupplierCode>ABC01</SupplierCode>
         <ProcessDate>2011-07-03</ProcessDate>
         <LDCWriteoff>
            <WriteoffType>B</WriteoffType>
            <WriteoffAmount>291.41</WriteoffAmount>
            <MonthBilled>2011-04</MonthBilled>
         </LDCWriteoff>
```

```
      </Account>
    </GasWriteoffAccounts>
</WRITEOFF_DATA>
```

7 – TESTING

Each CGS must successfully complete each individual LDC testing requirements it intends to operate in. Testing must be successfully completed with the LDC and CGS prior to communicating any UET's.

7.1.Purpose of this Test Plan.

The first goal of this Test Plan is to define objective criteria for a Company to validate that it is creating XML transactions that adhere to defined Maryland Competitive Gas Supply Process and Transaction Standards.

The second goal of this Test Plan is to define objective criteria for a Supplier (CGS) and a Natural Gas Utility (LDC) to move into a production environment and begin trading. This objective focuses on the process of testing CGS's systems so they may begin trading with already tested Utilities.

The third goal of this Test Plan is to define objective criteria for a Company to validate that it is executing business processes as defined by Maryland Competitive Gas Supply Process and Transaction Standards. This objective focuses on testing both LDCs and CGSs.

7.2 Assumptions

1. This test plan has been developed to assist LDCs and CGSs by providing examples of various transactions that may be certified for testing by each LDC.

2. This test plan is designed to test the documents that CGSs and LDCs must exchange with each other. It includes tests of 'XML transactions', 'business processes', and 'communications'.

3. This test plan assumes that participants will use automated processes when testing. Any manual interaction required to complete testing must be documented and communicated to CGSs at the beginning of the testing cycle.

4. This test plan only addresses electronic communication (via XML) between LDCs and CGSs. It does not test the ability of either the LDC or CGS to render a bill, or to validate the bill contents.

5. Each LDC is permitted to adjust the actual test scenarios according to their specific system requirements. XML Test Plans containing LDC adjustments must be made available for CGSs to review prior to test execution.

6. The Maryland Public Service Commission ("Commission") retains final call on all disputes regarding 'CGS certification'.

7. The Connectivity Test will be performed with a sample of one outbound file per CGS.

7.3 Overview of Testing Process

1. The CGS contacts the LDC prior to when they want to begin testing.

2. The LDC will notify the CGS with the date they will begin testing. The LDC is responsible for facilitating identification of exceptions to testing, by both the LDC and each CGS, as well as coordinating development of the testing schedule on a per-CGS basis. The LDC may schedule a teleconference for discussion if requested by the CGS.

3. CGS will send test files through an LDC test environment.

4. Each party will send these files to the other party through Internet XML, and notify the testing contact of the LDC or CGS that the files were sent.

5. LDC and CGS shall validate against the XML schema to confirm that files comply with the appropriate schema.

6. The LDC will send a formal notice via e-mail to the CGS when XML capability is certified.

See The Maryland Certification XML Test Plan available on the Commission's website and posted on each of the LDCs websites.

8 –CHANGE MANAGEMENT PROCESS

The Facilitator of the Maryland Gas Standards Working Group (previously referred to as the COMAR 20.59 Implementation Working Group) shall be a member of the Staff of the Public Service Commission of Maryland appointed by the Commission's Executive Director. The Facilitator shall maintain the official list of interested persons. Persons on this list shall be notified by electronic mail of meetings, conference calls, requested changes, and general correspondence regarding the administration and technical implementation of COMAR 20.59. All non-exempt gas companies will submit the name of at least one representative who may act on behalf of the gas company in technical matters related to COMAR 20.59 and its implementation. All gas suppliers authorized to operate in Maryland are encouraged to submit the name of at least one representative who may act on behalf of the licensed gas supplier in technical matters related to COMAR 20.59 implementation. Other interested persons may request inclusion on the official list of interested persons. Parties and interested persons are responsible for notifying the Facilitator of the Maryland Gas Standards Working Group of any changes to their contact information.

For the first 12 months after Commission approval of the *Process and Transaction Standards Manual for Competitive Gas Supply under COMAR 20.59* ("Manual") and associated documents and UET transactions, the Maryland Gas Standards Working Group will meet quarterly[2] to discuss issues and progress unless it is decided that more frequent meetings are required. At the end of the first twelve-month period, the Maryland Gas Standards Working Group will meet annually unless it is decided that more frequent meetings are required. Any party to the Maryland Gas Standards Working Group may suggest items to be considered at the Working Group's regularly scheduled or interim meetings. Agenda items should be general and affect multiple parties. Agenda items must be submitted in writing using the Maryland XML Change Request form no less than two weeks before a scheduled meeting. The Facilitator of the Maryland Gas Standards Working Group is responsible for electronic distribution of the Maryland XML Change Request form and related materials and items.

Any party to the Maryland Gas Standards Working Group may request a meeting outside the regular meeting schedule by submitting a Maryland XML Change Request to the Facilitator of the Maryland Gas Standards Working Group asking that the Facilitator convene the Working Group for consideration of a specific issue. The Maryland Gas Standards Working Group will be convened if it is decided that the issue raised presents a matter of such seriousness or urgency that it should be considered outside the auspices of a regularly scheduled meeting. The Facilitator may poll the Maryland Gas Standards Working Group parties but the decision regarding whether and when to schedule the interim meeting is at the Facilitator's discretion.

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[2]The quarterly period will begin with the date of issuance of a final Commission Order accepting the Maryland Gas Standards in their entirety. If changes should be required to the July 27, 2011 filing, the quarter will not begin to run until those changes are made and accepted by final Commission Order.

All decisions of the Maryland Gas Standards Working Group shall be by consensus. All changes to the Manual, associated documents, or UET transactions proposed for adoption by the Maryland Gas Standards Working Group shall be submitted to the Commission for approval. Issues on which there is no consensus but are deemed to require resolution shall be presented to the Commission. The .Facilitator of the Maryland Gas Standards Working Group will file a meeting report with the Commission within 30 days after each meeting.

APPENDICES

Appendix A – Status and Rejection Reason Codes

The Status and Rejection Reason Codes lists all codes are used by the LDC to convey the status of a CGS request. Not all codes are used by all LDC's. Refer to LDC-specific documentation. Testing and Production issues may identify new codes required in the future. When that occurs, the Working Group will review the new scenarios and proposed codes, and then make changes to this list where applicable.

Code (MaxLength=5)	Description (MaxLength=250)
A0001	Accepted
A0002	Accepted with Error
R0001	Account Not Active For This Supplier
R0002	Account Not on DRS Program
R0003	Account will be Removed (Respond LDC to Supplier)
R0004	Acct Currently Not Enrolled
R0005	All Amounts Cannot be Zero
R0006	Annual Gas Exceeds Max Limit
R0007	Annual Gas Usage Below Min Limit
R0008	Budget Bill Charge is Late-72 Hour Window Expired
R0009	Cannot Calculate All DCQS
R0010	Cant Cancel LDC Init Trans
R0011	Cant Cancel Outside Window
R0012	Current Rate Disagrees
R0013	Cust Already Effective in This Group
R0014	Cust With Another Supplier
R0015	Customer on EDI
R0016	Date Discrepancy Exists
R0017	Duplicate Transaction
R0018	Eff Date > 30 Days in the Past
R0019	Eff Date Greater Than Term Date
R0020	Eff Dt Cannot Be < Lst Billed Dt
R0021	Incomplete Fields/Data Elements
R0022	Invalid Account Name and Service Address
R0023	Invalid Account Number
R0024	Invalid Account Status
R0025	Invalid Account Type
R0026	Invalid Bill Method
R0027	Invalid Comm/Ind Acct
R0028	Invalid Dollar Value Format
R0029	Invalid Drop/Term RSN Code
R0030	Invalid Effective Date
R0031	Invalid Financial Code
R0032	Invalid First In

Code (MaxLength=5)	Description (MaxLength=250)
R0033	Invalid Month Billed
R0034	Invalid Offering
R0035	Invalid Rate
R0036	Invalid Start Date
R0037	Invalid Supplier Code
R0038	Invalid Supplier Group Number
R0039	Invalid Supplier Rate Code Billing
R0040	Invalid Termination Date
R0041	Items Not Equal Total to be Billed (SUPPLTOT)
R0042	LPC charge Not Allowed
R0043	Multiple Budget Bill Transactions for Same Month
R0044	Must Cancel Pend Enroll/Drop
R0045	Negative Amount With Code Not Equal NOTAXCHG
R0046	New Account - No Historical Usage
R0047	No Changes Made
R0048	No Rate Found
R0049	No Updates To Process
R0050	Non-Commercial, Account in Commercial Only Rate Code
R0051	Non-Residential, Account on Residential Only Rate Code
R0052	Pending Set Order Exists
R0053	Rate Eff Date Less Than Acct Eff Date
R0054	Rate Eff Date Less Than Group Eff Dt
R0055	Required Field Invalid
R0056	Service Order Pending on Account
R0057	Supplier Group Number and PSP does not Match
R0058	Termination Date Already Exists
R0059	60 Days Arrears Greater Than Zero
R0100	Technical Error
R9999	Other

Appendix B.1 – Account Administration Window

This table is provided for information only, and is not a standard defined by this document. Please refer to COMAR 20.59, LDC tariffs and LDC supplier agreements for more information.

The Account Administration Window closes at 4:59 pm on the 12th day before the gas flow date. The Account Administration Window opens at 5:00 pm on the 12th day before the prior gas flow date.

Gas Flow Date	Minus 12 days	Account Administration Window Opens	Account Administration Window Closes
1/1/2011	12/20/2010	2010-11-19 5:00 PM	2010-12-20 4:59 PM
2/1/2011	1/20/2011	2010-12-20 5:00 PM	2011-01-20 4:59 PM
3/1/2011	2/17/2011	2011-01-20 5:00 PM	2011-02-17 4:59 PM
4/1/2011	3/20/2011	2011-02-17 5:00 PM	2011-03-20 4:59 PM
5/1/2011	4/19/2011	2011-03-20 5:00 PM	2011-04-19 4:59 PM
6/1/2011	5/20/2011	2011-04-19 5:00 PM	2011-05-20 4:59 PM
7/1/2011	6/19/2011	2011-05-20 5:00 PM	2011-06-19 4:59 PM
8/1/2011	7/20/2011	2011-06-19 5:00 PM	2011-07-20 4:59 PM
9/1/2011	8/20/2011	2011-07-20 5:00 PM	2011-08-20 4:59 PM
10/1/2011	9/19/2011	2011-08-20 5:00 PM	2011-09-19 4:59 PM
11/1/2011	10/20/2011	2011-09-19 5:00 PM	2011-10-20 4:59 PM
12/1/2011	11/19/2011	2011-10-20 5:00 PM	2011-11-19 4:59 PM
1/1/2012	12/20/2011	2011-11-19 5:00 PM	2011-12-20 4:59 PM
2/1/2012	1/20/2012	2011-12-20 5:00 PM	2012-01-20 4:59 PM
3/1/2012	2/18/2012	2012-01-20 5:00 PM	2012-02-18 4:59 PM
4/1/2012	3/20/2012	2012-02-18 5:00 PM	2012-03-20 4:59 PM
5/1/2012	4/19/2012	2012-03-20 5:00 PM	2012-04-19 4:59 PM
6/1/2012	5/20/2012	2012-04-19 5:00 PM	2012-05-20 4:59 PM
7/1/2012	6/19/2012	2012-05-20 5:00 PM	2012-06-19 4:59 PM
8/1/2012	7/20/2012	2012-06-19 5:00 PM	2012-07-20 4:59 PM
9/1/2012	8/20/2012	2012-07-20 5:00 PM	2012-08-20 4:59 PM
10/1/2012	9/19/2012	2012-08-20 5:00 PM	2012-09-19 4:59 PM
11/1/2012	10/20/2012	2012-09-19 5:00 PM	2012-10-20 4:59 PM
12/1/2012	11/19/2012	2012-10-20 5:00 PM	2012-11-19 4:59 PM

Appendix B.2 – Consolidated Billing Options

This table is provided for information only, and is not a standard defined by this document. Please refer to COMAR regulations, LDC tariffs, and LDC supplier agreements for more information.

"Party Sending Bill" and "Party Calculating Charges" Supported Options by LDC					
Party Sending Bill	**LDC(Utility-Consolidated Bill/UCB)**		**CGS(Supplier-Consolidated Bill/SCB)**		**Dual**
Party Calculating Non-Billing Party Charges	**LDC(UCB/Rate-Ready)**	**CGS(UCB/Bill-Ready)**	**LDC(SCB/Bill-Ready)**	**CGS(SCB/Rate-Ready)**	**Dual**
Baltimore Gas & Electric ("BGE")	Yes	Yes	No	No	Yes
Chesapeake ("CUC") (non-Residential only)	No	No	No	No	Yes
Columbia of Maryland ("CMD")	Yes	No	No	No	Yes
Elkton ("ELK")	No	No	No	No	Yes
Washington Gas & Light ("WG")	Yes	Yes	Yes	No	Yes

Appendix C

Maryland UET Change Request and Meeting Issue Notice

Requestor's Name		Requestor's Phone No.
Date of Request	Affected XML Transaction	Requestor's E-mail
Requested Priority (emergency/high/low)	Implement Date Needed	Status (do not complete)
Meeting Issues (use adjacent boxes)	Meeting Issue 1:	Meeting Issue 2:

Brief Explanation (Use for both XML Transaction and Meeting Issue)

Detail Explanation (Use for XML Transaction only--Exact change requested, all transactions and MD Gas Standards affected, COMAR 20.59 section implicated, reason change is needed)

For Change Control Manager Only
Summary of Maryland Discussion and Resolution:

Priority Classifications

Emergency Priority To be considered at non-scheduled meeting within 5 business days

High Priority To be considered prior to next regularly scheduled meeting

Low Priority To be considered at next regularly scheduled meeting