

Virginia

Implementation Standard

For

Electronic Data Interchange

TRANSACTION SET

814

Drop

Request and Response

Ver/Rel 004010

Summary of Changes

August 27, 2001 Version 2-1FINAL	Issue final version 2.1 for 1/1/2002 Open Access
August 14, 2002 Version 2-11 FINAL	Corrected various insignificant errors in IG and DD, found during FREDI reviews.
December 1, 2002 Version 2.2 FINAL	Updated Version Number for all documents while all documents were reviewed and updated for CSP Consolidated Billing. No changes made to 814 Drop standards for CSP Consolidated Billing.

How to Use the Implementation Guideline

Segment: **REF** Reference Identification
Position: 030
Loop: LIN
Level: Detail
Usage: Optional
Max Use: >1
Purpose: To specify identifying information
Syntax Notes:

- 1 At least one of REF02 or REF03 is required.
- 2 If either C04003 or C04004 is present, then the other is required.
- 3 If either C04005 or C04006 is present, then the other is required.

Semantic Notes:

- 1 REF04 contains data relating to the value cited in REF02.

This section is used to show the X12 Rules for this segment. You must look further into the grayboxes below for State Rules.

Comments:

Notes:	Recommended by UIG
VA Use:	Must be identical to account number as it appears on the customer's bill, excluding punctuation (spaces, dashes, etc.). Significant leading and trailing zeros must be included.
	Request: Required
	Accept Response: Required
	Reject Response: Required
Example:	REF*12*2931839200

The "Notes:" section generally contains notes by the Utility Industry Group (UIG).

This section is used to show the individual State's Rules for implementation of this segment.

One or more examples.

Data Element Summary

Ref. Des.	Data Element	Name	X12 Attributes
Must Use REF01	128	Reference Identification Qualifier Code qualifying the Reference Identification 12 Billing Account LDC assigned account number for end use customer.	M ID 2/3
Must Use REF02	127	Reference Identification Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	X AN 1/30

This column shows the use of each data element. If state rules differ, this will show "Conditional" and the conditions will be explained in the appropriate grayboxes.

These are X12 code descriptions, which often do not relate to the information we are trying to send. Unfortunately, X12 cannot keep up with our code needs so we often change the meanings of existing codes. See graybox for the UIG or state definitions.

This column shows the X12 attributes for each data element. Please refer to Data Dictionary for individual state rules.

M = Mandatory, O= Optional, X = Conditional

AN = Alphanumeric, N# = Decimal value, ID = Identification, R = Real

Notes

- | | |
|---------------------|---|
| One 814 per Account | <ul style="list-style-type: none">• Each 814 can only be used for one customer account.• For AEP, each 814 can only be used for one Service Delivery Identification Number (SDID). A customer account may have multiple SDID's. SDID is used in place of LDC Customer Account Number. |
| Multiple LINs | <ul style="list-style-type: none">• The Drop transaction has only one LIN loop (LIN05 = CE) per 814 transaction.. |
| Response per LIN | <ul style="list-style-type: none">• There will be one 814 drop response for each 814 drop request. |
| LDC Initiated | <ul style="list-style-type: none">• LDC will send a drop request to current CSP when:<ol style="list-style-type: none">1) customer calls LDC to drop CSP or2) LDC has received an enrollment request from new CSP (switch) or3) customer is no longer active with LDC (final billed). |
| CSP Initiated | <ul style="list-style-type: none">• CSP will send a drop request to LDC when:<ol style="list-style-type: none">1) customer contacts CSP to drop CSP or2) CSP is dropping customer |
| Offcycle Drops | <ul style="list-style-type: none">• Offcycle drops are not supported by VA LDC's. |
| VA Definitions: | <ul style="list-style-type: none">• The term LDC in this document refers to the utility.• The term CSP in this document refers to the supplier. |

814 General Request, Response or Confirmation

Functional Group ID=**GE**

Heading

	<u>Pos. No.</u>	<u>Seg. ID</u>	<u>Name</u>	<u>Req. Des.</u>	<u>Max. Use</u>	<u>Loop Repeat</u>	<u>Notes and Comments</u>
Must Use	010	<u>ST</u>	Transaction Set Header	M	1		
Must Use	020	<u>BGN</u>	Beginning Segment	M	1		
			LOOP ID - N1			>1	
Must Use	040	<u>N1</u>	Name	O	1		n1
	060	<u>N3</u>	Address Information	O	2		
	070	<u>N4</u>	Geographic Location	O	1		
	080	<u>PER</u>	Administrative Communications Contact	O	>1		

Detail

	<u>Pos. No.</u>	<u>Seg. ID</u>	<u>Name</u>	<u>Req. Des.</u>	<u>Max. Use</u>	<u>Loop Repeat</u>	<u>Notes and Comments</u>
			LOOP ID - LIN			>1	
Must Use	010	<u>LIN</u>	Item Identification	O	1		
Must Use	020	<u>ASI</u>	Action or Status Indicator	O	1		
Must Use	030	<u>REF</u>	Reference Identification	O	>1		
	040	<u>DTM</u>	Date/Time Reference	O	>1		

Summary

	<u>Pos. No.</u>	<u>Seg. ID</u>	<u>Name</u>	<u>Req. Des.</u>	<u>Max. Use</u>	<u>Loop Repeat</u>	<u>Notes and Comments</u>
Must Use	150	<u>SE</u>	Transaction Set Trailer	M	1		

Transaction Set Notes:

1. The N1 loop is used to identify the transaction sender and receiver.

Data Dictionary for 814 Drop

<i>Appl Field</i>	<i>Field Name</i>	<i>Description</i>	<i>EDI Element</i>	<i>Loop / Related EDI Qualifier</i>	<i>Data Type</i>
1	Transaction Set Purpose Code	Request = 13 Response = 11	BGN01		X(2)
2	Transaction Reference Number	Unique Number assigned by the sender identifying this transaction. This number must be unique over time.	BGN02		X(30)
3	System Date	Date that the data was processed by the sender's application system.	BGN03		9(8)
4	Transaction Reference Number	Original Transaction Reference Number echoed from the Original Request Transaction (BGN02).	BGN06		X(30)
5	LDC Name identifier	LDC Name identifier	N101 = 8S		X(2)
6	LDC Name	LDC's Name	N102	N1: N101 = 8S	X(60)
7	LDC Duns identifier	Identifier to indicate DUNS or DUNS+4	N103 = 1 or 9		X(1)
8	LDC Duns	LDC's DUNS Number or DUNS+4 Number	N104	N1: N101 = 8S N103 = 1 or 9 N106 = 40 or 41	X(13)
9	LDC Sender / Receiver indicator	Indicates whether LDC was sender or receiver	N106 = 40 or 41		X(2)
10	ESP Name code	Code to indicate ESP Name	N101 = SJ		X(2)
11	ESP Name	ESP's Name	N102	N1: N101 = SJ	X(60)
12	ESP Duns identifier	Identifier to indicate DUNS or DUNS+4	N103 = 1 or 9		X(1)
13	ESP Duns	ESP's DUNS Number or DUNS+4 Number	N104	N1: N101 = SJ N103 = 1 or 9 N106 = 40 or 41	X(13)
14	ESP Sender / Receiver indicator	Indicates whether ESP was sender or receiver	N106 = 40 or 41		X(2)
15	Customer Name code	Code to indicate Customer Name	N101 = 8R		X(2)
16	Customer Name	Customer Name as it appears on the Customer's Bill	N102	N1: N101 = 8R	X(35)
17	Billing Address Code	Code to indicate Billing Address	N101 = BT		X(2)
18	Customer Name for Billing Address	Customer Name	N102	N1: N101 = BT	X(35)
19	Billing Address	Customer Billing Address	N301 & N302	N1: N101 = BT	X(55)
20	City	Customer Billing Address	N401	N1: N101 = BT	X(30)
21	State	Customer Billing Address	N402	N1: N101 = BT	X(2)
22	Zip Code	Customer Billing Address	N403	N1: N101 = BT	X(9)
23	Country Code	Customer Billing Address	N404	N1: N101 = BT	X(3)

24	Forwarding Address code	Code to indicate Forwarding Address	N101 = FE		X(2)
25	Customer Name for Forwarding Address	Customer Name	N102	N1: N101 = FE	X(35)
26	Forwarding Address	Customer Forwarding Address	N301 & N302	N1: N101 = FE	X(55)
27	City	Customer Forwarding Address	N401	N1: N101 = FE	X(30)
28	State	Customer Forwarding Address	N402	N1: N101 = FE	X(2)
29	Zip Code	Customer Forwarding Address	N403	N1: N101 = FE	X(9)
30	Country Code	Customer Forwarding Mail Address	N404	N1: N101 = FE	X(3)
31	Customer Contact identifier	Customer contact identifier	PER01 = IC		X(2)
32	Customer Contact Name	Contact Name associated with the Customer Telephone Number	PER02	PER01= IC	X(60)
33	Telephone number indicator	Telephone number indicator	PER03 = TE		X(2)
34	Customer Telephone Number	Contact Telephone Number for the customer	PER04	N1: N101 = FE PER01 = IC PER03 = TE	X(10)
35	Line Item Transaction Reference Number	Unique Tracking Number for each line item in this transaction. This number must be unique over time.	LIN01		X(20)
36	Product / Service ID Qualifier	Qualifier indicating product / service	LIN02 = SH		X(2)
37	Product / Service ID	Product / Service ID	LIN03 = EL		X(2)
38	Product / Service ID Qualifier	Qualifier indicating product / service	LIN04 = SH		X(2)
39	Generation Services Indicator	Indicates the transaction is related to Generation Services	LIN05 = CE	LIN02 = SH LIN03 = EL LIN04 = SH	X(2)
40	Action Code	Used to indicate this is a drop transaction. On the request, this will be "F" (permanent drop). An accept response will be "WQ". A reject response will be "U".	ASI01= Request: F	LIN: ASI02= 024	X(2)
41	Maintenance Type Code	Maintenance Type Code	ASI02 = 024	LIN:	X(3)
Note that the following REF segments may appear in any order on the actual EDI transaction.					
42	Rejection Code identifier	Rejection Code identifier	REF01 = 7G	LIN:	X(2)
43	Rejection Reason Code	Code explaining reason for rejection.	REF02	LIN: REF01= 7G	X(3)
44	Rejection Reason Text	Text explaining rejection.	REF03	LIN: REF01= 7G	X(80)
45	Status Reason Code identifier	Status Reason Code identifier	REF01 = 1P	LIN:	X(2)
46	Status Reason Code	This is used to convey status reason codes on a request and Response to a Request.	REF02	LIN: REF01= 1P	X(3)
47	Status Reason Text	Text to provide status information.	REF03	LIN: REF01= 1P	X(80)
48	ESP Account number identifier	ESP Account number identifier	REF01 = 11	LIN:	X(2)
49	ESP Account Number	ESP Customer Account Number	REF02	LIN: REF01= 11	X(30)

50	LDC Account number identifier	LDC Account number identifier	REF01 = 12	LIN:	X(2)
51	LDC Account Number	LDC Customer Account Number	REF02	LIN: REF01= 12	X(30)
52	Service Delivery Identification (SDID) identifier	SDID identifier	REF01 = Q5	LIN:	X(2)
53	SDID	SDID – used by AEP instead of LDC Customer Account Number	REF03	LIN: REF01 = Q5	X(80)
54	Old LDC Account Number identifier	Old LDC Account Number identifier	REF01 = 45	LIN:	X(2)
55	Old Account Number	Previous LDC Customer Account Number	REF02	LIN: REF01= 45	X(30)
56	Service Period End Date identifier	Service Period End Date identifier	DTM01 = 151		X(3)
57	Service Period End Date	Estimated date of termination of service	DTM02	DTM01= 151	9(8)

Segment: **ST** Transaction Set Header
Position: 010
Loop:
Level: Heading:
Usage: Mandatory
Max Use: 1
Purpose: To indicate the start of a transaction set and to assign a control number

Syntax Notes:

Semantic Notes: 1 The transaction set identifier (ST01) used by the translation routines of the interchange partners to select the appropriate transaction set definition (e.g., 810 selects the Invoice Transaction Set).

Comments:

VA Use:	Required
Example:	ST*814*000000001

Data Element Summary

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>X12 Attributes</u>
Must Use	ST01	143	Transaction Set Identifier Code Code uniquely identifying a Transaction Set 814 General Request, Response or Confirmation	M ID 3/3
Must Use	ST02	329	Transaction Set Control Number Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set	M AN 4/9

Segment: **BGN** Beginning Segment
Position: 020
Loop:
Level: Heading:
Usage: Mandatory
Max Use: 1
Purpose: To indicate the beginning of a transaction set
Syntax Notes: 1 If BGN05 is present, then BGN04 is required.

Semantic Notes:

- 1 BGN02 is the transaction set reference number.
- 2 BGN03 is the transaction set date.
- 3 BGN04 is the transaction set time.
- 4 BGN05 is the transaction set time qualifier.
- 5 BGN06 is the transaction set reference number of a previously sent transaction affected by the current transaction.

Comments:

VA Use:	Required
Request Example:	BGN*13*199904011956531*19990401 (Note: BGN06 not used in the request.)
Response Example:	BGN*11*199904020830531*19990402***199904011956531 (Note: BGN06 is optional on the response.)

Data Element Summary

	Ref. Des.	Data Element	Name	X12 Attributes
Must Use	BGN01	353	Transaction Set Purpose Code Code identifying purpose of transaction set 11 Response Signifies that the requested service will be addressed as described in this transaction. 13 Request	M ID 2/2
Must Use	BGN02	127	Reference Identification Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier A unique transaction identification number assigned by the originator of this transaction. This number should be unique over all time.	M AN 1/30
Must Use	BGN03	373	Date Date (CCYYMMDD) The transaction creation date – the date that the data was processed by the application system.	M DT 8/8
Optional	BGN06	127	Reference Identification Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier If used, refers to the BGN02 identification number of the original Request. Not used on the request. Optional on the response.	O AN 1/30

Segment: **N1** Name
Position: 040
Loop: N1
Level: Heading:
Usage: Optional
Max Use: 1
Purpose: To identify a party by type of organization, name, and code
Syntax Notes: 1 At least one of N102 or N103 is required.
 2 If either N103 or N104 is present, then the other is required.
Semantic Notes:
Comments: 1 This segment, used alone, provides the most efficient method of providing organizational identification. To obtain this efficiency the "ID Code" (N104) must provide a key to the table maintained by the transaction processing party.
 2 N105 and N106 further define the type of entity in N101.

VA Use:	Request: Required
	Accept Response: Required
	Reject Response: Required
Example:	N1*8S*LDC COMPANY*1*007909411**41 (as sender)

Data Element Summary

	Ref.	Data		X12 Attributes
	Des.	Element	Name	
Must Use	N101	98	Entity Identifier Code	M ID 2/3
			Code identifying an organizational entity, a physical location, property or an individual	
			8S Consumer Service Provider (CSP)	
			LDC	
Must Use	N102	93	Name	X AN 1/60
			Free-form name	
			LDC Company Name	
Must Use	N103	66	Identification Code Qualifier	X ID ½
			Code designating the system/method of code structure used for Identification Code (67)	
			1 D-U-N-S Number, Dun & Bradstreet	
			9 D-U-N-S+4, D-U-N-S Number with Four Character Suffix	
Must Use	N104	67	Identification Code	X AN 2/80
			Code identifying a party or other code	
			LDC D-U-N-S Number or D-U-N-S + 4 Number	
Optional	N106	98	Entity Identifier Code	O ID 2/3
			Code identifying an organizational entity, a physical location, property or an individual.	
			Used in addition to the N103 and N104 to identify the transaction sender and receiver when more than two parties are identified by N1 loops.	
			40 Receiver	
			Entity to accept transmission	
			41 Submitter	
			Entity transmitting transaction set	

Segment: **N1** Name

Position: 040

Loop: N1

Level: Heading:

Usage: Optional

Max Use: 1

Purpose: To identify a party by type of organization, name, and code

- Syntax Notes:**
- 1 At least one of N102 or N103 is required.
 - 2 If either N103 or N104 is present, then the other is required.

Semantic Notes:

- Comments:**
- 1 This segment, used alone, provides the most efficient method of providing organizational identification. To obtain this efficiency the "ID Code" (N104) must provide a key to the table maintained by the transaction processing party.
 - 2 N105 and N106 further define the type of entity in N101.

VA Use:	Request: Required
	Accept Response: Required
	Reject Response: Required
Example:	N1*SJ*CSP COMPANY*9*007909422CSP1**40 (as receiver)

Data Element Summary

	Ref.	Data		X12 Attributes
	Des.	Element	Name	
Must Use	N101	98	Entity Identifier Code	M ID 2/3
			Code identifying an organizational entity, a physical location, property or an individual	
			SJ Service Provider	
			CSP	
Must Use	N102	93	Name	X AN 1/60
			Free-form name	
			CSP Company Name	
Must Use	N103	66	Identification Code Qualifier	X ID ½
			Code designating the system/method of code structure used for Identification Code (67)	
			1 D-U-N-S Number, Dun & Bradstreet	
			9 D-U-N-S+4, D-U-N-S Number with Four Character Suffix	
Must Use	N104	67	Identification Code	X AN 2/80
			Code identifying a party or other code	
			CSP D-U-N-S Number or D-U-N-S + 4 Number	
Optional	N106	98	Entity Identifier Code	O ID 2/3
			Code identifying an organizational entity, a physical location, property or an individual.	
			Used in addition to the N103 and N104 to identify the transaction sender and receiver when more than two parties are identified by N1 loops.	
			40 Receiver	
			Entity to accept transmission	
			41 Submitter	
			Entity transmitting transaction set	

Segment: **N1** Name
Position: 040
Loop: N1
Level: Heading:
Usage: Optional
Max Use: 1
Purpose: To identify a party by type of organization, name, and code
Syntax Notes: 1 At least one of N102 or N103 is required.
 2 If either N103 or N104 is present, then the other is required.
Semantic Notes:
Comments: 1 This segment, used alone, provides the most efficient method of providing organizational identification. To obtain this efficiency the "ID Code" (N104) must provide a key to the table maintained by the transaction processing party.
 2 N105 and N106 further define the type of entity in N101.

VA Use:	Request:	Required. AP validates first 4 characters of last name or company name as it appears on the customer bill.
	Accept Response:	Required
	Reject Response:	Required
Example:	N1*8R*JONES,JOHN,B	

Data Element Summary

	Ref. Des.	Data Element	Name	X12 Attributes
Must Use	N101	98	Entity Identifier Code Code identifying an organizational entity, a physical location, property or an individual 8R Consumer Service Provider (CSP) Customer Used to identify the customer associated with the LDC service account	M ID 2/3
Must Use	N102	93	Name Free-form name	X AN 1/60

Segment: **N1** Name (BT = Billing Address)

Position: 040

Loop: N1

Level: Heading:

Usage: Optional

Max Use: 1

Purpose: To identify a party by type of organization, name, and code

- Syntax Notes:**
- 1 At least one of N102 or N103 is required.
 - 2 If either N103 or N104 is present, then the other is required.

Semantic Notes:

- Comments:**
- 1 This segment, used alone, provides the most efficient method of providing organizational identification. To obtain this efficiency the "ID Code" (N104) must provide a key to the table maintained by the transaction processing party.
 - 2 N105 and N106 further define the type of entity in N101.

VA Use:	LDC to CSP Request: Optional: To provide billing address for the customer.
	CSP to LDC Request: Not Used
	All responses: Not Used
Example:	N1*BT*CUSTOMER NAME

Data Element Summary

	Ref.	Data		X12 Attributes
	Des.	Element	Name	
Must Use	N101	98	Entity Identifier Code	M ID 2/3
			Code identifying an organizational entity, a physical location, property or an individual	
			BT Mailing Address	
			Used to identify the billing address for the customer.	
Must Use	N102	93	Name	X AN 1/60
			Free-form name	

Segment: **N3** Address Information (BT = Billing Address)

Position: 060

Loop: N1

Level: Heading:

Usage: Optional

Max Use: 2

Purpose: To specify the location of the named party

Syntax Notes:

Semantic Notes:

Comments:

VA Use:	LDC to CSP Request: Optional: To provide billing address for the customer.
	CSP to LDC Request: Not Used
	All Responses: Not Used
Example:	N3*4251 S ELECTRIC ST*MS 25

Data Element Summary

	Ref.	Data		X12 Attributes
	Des.	Element	Name	
Must Use	N301	166	Address Information	M AN 1/55
			Address information	
Optional	N302	166	Address Information	O AN 1/55
			Address information	

Segment: **N4 Geographic Location (BT = Billing Address)**
Position: 070
Loop: N1
Level: Heading:
Usage: Optional
Max Use: 1
Purpose: To specify the geographic place of the named party
Syntax Notes: 1 If N406 is present, then N405 is required.
Semantic Notes:
Comments: 1 A combination of either N401 through N404, or N405 and N406 may be adequate to specify a location.
 2 N402 is required only if city name (N401) is in the U.S. or Canada.

VA Use:	LDC to CSP Request: Optional: To provide billing address for the customer..
	CSP to LDC Request: Not Used
	All Responses: Not Used
Example:	N4*ANYTOWN*VA*18111

Data Element Summary

	Ref.	Data		X12 Attributes
	Des.	Element	Name	
Must Use	N401	19	City Name Free-form text for city name	O AN 2/30
Must Use	N402	156	State or Province Code Code (Standard State/Province) as defined by appropriate government agency	O ID 2/2
Must Use	N403	116	Postal Code Code defining international postal zone code excluding punctuation and blanks (zip code for United States)	O ID 3/15
Optional	N404	26	Country Code Code identifying the country	O ID 2/3

Segment: **PER Administrative Communications Contact**
Position: 080
Loop: N1
Level: Heading:
Usage: Optional
Max Use: >1
Purpose: To identify a person or office to which administrative communications should be directed
Syntax Notes:

- 1 If either PER03 or PER04 is present, then the other is required.
- 2 If either PER05 or PER06 is present, then the other is required.
- 3 If either PER07 or PER08 is present, then the other is required.

Semantic Notes:

Comments:

VA Use:	LDC to CSP Request:	Optional: To provide billing address contact info for the customer.
	CSP to LDC Request:	Not Used
	All Responses:	Not Used
Example:	PER*IC*CUSTOMER NAME*TE*8005551212	

Data Element Summary

	Ref. Des.	Data Element	Name	X12 Attributes
Must Use	PER01	366	Contact Function Code Code identifying the major duty or responsibility of the person or group named IC Information Contact	M ID 2/2
Optional	PER02	93	Name Free-form name	O AN 1/60
Must Use	PER03	365	Communication Number Qualifier Code identifying the type of communication number EM Electronic Mail FX Facsimile TE Telephone	X ID 2/2
Must Use	PER04	364	Communication Number Complete communications number including country or area code when applicable	X AN 1/80
Optional	PER05	365	Communication Number Qualifier Code identifying the type of communication number EM Electronic Mail FX Facsimile TE Telephone	X ID 2/2
Optional	PER06	364	Communication Number Complete communications number including country or area code when applicable	X AN 1/80
Optional	PER07	365	Communication Number Qualifier Code identifying the type of communication number EM Electronic Mail FX Facsimile TE Telephone	X ID 2/2
Optional	PER08	364	Communication Number Complete communications number including country or area code when applicable	X AN 1/80

Segment: **N1** Name (FE=Forwarding Address)

Position: 040

Loop: N1

Level: Heading

Usage: Optional

Max Use: 1

Purpose: To identify a party by type of organization, name, and code

Syntax Notes: 1 At least one of N102 or N103 is required.

2 If either N103 or N104 is present, then the other is required.

Semantic Notes:

Comments: 1 This segment, used alone, provides the most efficient method of providing organizational identification. To obtain this efficiency the "ID Code" (N104) must provide a key to the table maintained by the transaction processing party.
2 N105 and N106 further define the type of entity in N101.

VA Use:	LDC Initiated Drop Request:	Optional if customer moved and has provided a forwarding address.
	ESP Accept Response for LDC Init Drop:	Not Used
	ESP Initiated Drop Request:	Not Used
	LDC Accept Response for ESP Init. Drop:	Optional if customer moved and has provided a forwarding address.
	ALL Reject Responses:	Not Used

Note: Only AP and REC store this information and will provide it

Example: N1*FE*CUSTOMER NAME

Data Element Summary

	Ref. Des.	Data Element	Name	X12 Attributes
Must Use	N101	98	Entity Identifier Code Code identifying an organizational entity, a physical location, property or an individual FE Mail Address Used to identify the forwarding address for the customer.	M ID 2/3
Must Use	N102	93	Name Free-form name	X AN 1/60

Segment: **N3** Address Information (Forwarding Address)

Position: 060

Loop: N1

Level: Heading

Usage: Optional

Max Use: 2

Purpose: To specify the location of the named party

Syntax Notes:

Semantic Notes:

Comments:

VA Use:	LDC Initiated Drop Request:	Optional if customer moved and has provided a forwarding address.
	ESP Accept Response for LDC Init Drop:	Not Used
	ESP Initiated Drop Request:	Not Used
	LDC Accept Response for ESP Init. Drop:	Optional if customer moved and has provided a forwarding address.
	ALL Reject Responses:	Not Used
Note: Only AP and REC store this information and will provide it.		
Example:	N3*4251 S ELECTRIC ST*MS 25	

Data Element Summary

	Ref.	Data	Name	X12 Attributes
	Des.	Element		
Must Use	N301	166	Address Information Address information	M AN 1/55
Optional	N302	166	Address Information Address information	O AN 1/55

Segment: **N4 Geographic Location (Forwarding Address)**

Position: 070

Loop: N1

Level: Heading

Usage: Optional

Max Use: 1

Purpose: To specify the geographic place of the named party

Syntax Notes: 1 If N406 is present, then N405 is required.

Semantic Notes:

- Comments:**
- 1 A combination of either N401 through N404, or N405 and N406 may be adequate to specify a location.
 - 2 N402 is required only if city name (N401) is in the U.S. or Canada.

VA Use:	LDC Initiated Drop Request:	Optional if customer moved and has provided a forwarding address.
	ESP Accept Response for LDC Init Drop:	Not Used
	ESP Initiated Drop Request:	Not Used
	LDC Accept Response for ESP Init. Drop:	Optional if customer moved and has provided a forwarding address.
	ALL Reject Responses:	Not Used
Note: Only AP and REC store this information and will provide it.		
Examples:	N4*ANYTOWN*PA*18111	
	N4*ANYTOWN*PA*181110001*US	

Data Element Summary

	Ref. Des.	Data Element	Name	X12 Attributes
Must Use	N401	19	City Name Free-form text for city name	O AN 2/30
Must Use	N402	156	State or Province Code Code (Standard State/Province) as defined by appropriate government agency	O ID 2/2
Must Use	N403	116	Postal Code Code defining international postal zone code excluding punctuation and blanks (zip code for United States)	O ID 3/15
Optional	N404	26	Country Code Code identifying the country	O ID 2/3

Segment: **PER** Administrative Communications Contact (Forwarding Address)
Position: 080
Loop: N1
Level: Heading
Usage: Optional
Max Use: >1
Purpose: To identify a person or office to whom administrative communications should be directed
Syntax Notes:

- 1 If either PER03 or PER04 is present, then the other is required.
- 2 If either PER05 or PER06 is present, then the other is required.
- 3 If either PER07 or PER08 is present, then the other is required.

Semantic Notes:

Comments:

VA Use:	LDC Initiated Drop Request:	Optional if customer moved and has provided a forwarding address.
	ESP Accept Response for LDC Init Drop:	Not Used
	ESP Initiated Drop Request:	Not Used
	LDC Accept Response for ESP Init. Drop:	Optional if customer moved and has provided a forwarding address.
	ALL Reject Responses:	Not Used
Note: Only AP and REC store this information and will provide it.		
Example:	PER*IC*CUSTOMER NAME*TE*8005551212 PER*IC*CUSTOMER NAME*TE*8005551212*FX*8005552121*EM*CUSTOMER@SER.COM	

Data Element Summary

	Ref. Des.	Data Element	Name	X12 Attributes
Must Use	PER01	366	Contact Function Code Code identifying the major duty or responsibility of the person or group named IC Information Contact	M ID 2/2
Optional	PER02	93	Name Free-form name	O AN 1/60
Must Use	PER03	365	Communication Number Qualifier Code identifying the type of communication number EM Electronic Mail FX Facsimile TE Telephone	X ID 2/2
Must Use	PER04	364	Communication Number Complete communications number including country or area code when applicable	X AN 1/80
Optional	PER05	365	Communication Number Qualifier Code identifying the type of communication number EM Electronic Mail FX Facsimile TE Telephone	X ID 2/2
Optional	PER06	364	Communication Number Complete communications number including country or area code when applicable	X AN 1/80
Optional	PER07	365	Communication Number Qualifier Code identifying the type of communication number EM Electronic Mail FX Facsimile TE Telephone	X ID 2/2
Optional	PER08	364	Communication Number Complete communications number including country or area code when applicable	X AN 1/80

Segment: **LIN** Item Identification
Position: 010
Loop: LIN
Level: Detail:
Usage: Optional
Max Use: 1
Purpose: To specify basic item identification data
Syntax Notes: 1 If either LIN04 or LIN05 is present, then the other is required.
Semantic Notes: 1 LIN01 is the line item identification
Comments:

Notes:	Version 4010 restricts the use of LIN03 to identify the primary service and LIN05 to identify what is to be done to the primary service. For example, <i>LIN*SH*EL*SH*CE</i> indicates that the primary service is 'electric service' and 'generation services' is the type of service being requested.
VA Use:	Request: Required Response: Required
Examples:	LIN*DROP1999012000000001*SH*EL*SH*CE

Data Element Summary

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>X12 Attributes</u>
Must Use	LIN01	350	Assigned Identification Alphanumeric characters assigned for differentiation within a transaction set On the request, this is a unique tracking number for each line item (LIN) within this transaction set. This number must be returned on the response transaction in the same element	O AN 1/20
Must Use	LIN02	235	Product/Service ID Qualifier Code identifying the type/source of the descriptive number used in Product/Service ID (234) SH Service Requested	M ID 2/2
Must Use	LIN03	234	Product/Service ID Identifying number for a product or service EL Electric Service Indicates a customer request to obtain electric service.	M AN 1/48
Must Use	LIN04	235	Product/Service ID Qualifier Code identifying the type/source of the descriptive number used in Product/Service ID (234) SH Service Requested	X ID 2/2
Must Use	LIN05	234	Product/Service ID Identifying number for a product or service CE Generation Services Indicates a customer request to obtain generation services from an CSP.	X AN 1/48

“Primary Service”

Segment: **ASI** Action or Status Indicator
Position: 020
Loop: LIN
Level: Detail:
Usage: Optional
Max Use: 1
Purpose: To indicate the action to be taken with the information provided or the status of the entity described

Syntax Notes:
Semantic Notes:
Comments:

Notes:	Identifies the action to be taken or the status of a requested action for the service identified in the LIN segment. Status Reason Codes are conveyed in the REF segment (position 030) rather than in the ASI03, to allow for multiple status reasons.	
VA Use:	Request:	Required
	Response:	Required
Request Example:	ASI*F*024	
Response Examples:	ASI*WQ*024	Accept Response
	ASI*U*024	Reject Response

Data Element Summary

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>X12 Attributes</u>
Must Use	ASI01	306	Action Code Code indicating type of action A4 Pended Used to request a temporary drop Note: Will not be used in Virginia F Final Drop U Reject WQ Accept	M ID 1/2
Must Use	ASI02	875	Maintenance Type Code Code identifying the specific type of item maintenance 024 Cancellation or Termination Drop	M ID 3/3

Segment: **REF** Reference Identification
Position: 030
Loop: LIN
Level: Detail:
Usage: Optional
Max Use: >1
Purpose: To specify identifying information
Syntax Notes: 1 At least one of REF02 or REF03 is required.
Semantic Notes:
Comments:

Notes:	This iteration of the REF segment is used to convey the rejection reason codes in response to a Request. The rejection reason codes are conveyed in this segment rather than in the ASI03 to allow for multiple rejection reasons. Note: If an LDC sends an 814 Drop, it should be noted that the LDC will still drop the CSP from the customer. This means the LDC must review the Reject reasons sent from the CSP and resolve them with the CSP (either resending transaction or mutual agreement).		
VA Use:	Request:	Not Used	
	Accept Response:	Not Used	
	Reject Response:	Required	
Example:	REF*7G*A13*ADDITIONAL REASON TEXT HERE		

Data Element Summary

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>X12 Attributes</u>
Must Use	REF01	128	Reference Identification Qualifier Code qualifying the Reference Identification 7G Data Quality Reject Reason Reject reasons associated with a reject status notification.	M ID 2/3
Must Use	REF02	127	Reference Identification Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier The following codes have been identified by the UIG to convey reject reason codes. A13 must only be used when an existing error code does not convey the error correctly. When A13 is used, an e-mail must be sent to the list server vaedt@listserver.eei.org to notify the VAEDT and market participants about the text explanation for A13.	X AN 1/30

Please note that the Reject Reason Codes are only valid in certain directions as noted to the left of each code.

1 = CSP Response to LDC Drop

2 = LDC Response to CSP Drop

Reason For Rejection Codes – Required on a Drop Reject Response:

1	2		
X	X	008	Account exists but is not active
X	X	A13	Other (Explanation Required in REF03)
X	X	A76	Account Not Found
			This includes invalid account numbers as well as no account number being found.
	X	A77	Name Specified Does Not Match Account
	X	A84	Invalid Relationship (not CSP of record)
X	X	ABN	Duplicate Request Received
X	X	ACI	Action Code (ASI01) invalid
X	X	B14	Reason for termination is required, or sent invalid code
X		DIV	Date Invalid
X	X	MTI	Maintenance Type Code (ASI02) invalid
	X	UND	Cannot identify Service Provider
X	X	API	Required information missing
X		UNE	Cannot identify LDC

Optional	REF03	352	Description	X	AN 1/80
			A free-form description to clarify the related data elements and their content Used to further describe the rejection reason code sent in REF02. Codes "A13" and "API" require text explanation in this element.		

Segment: **REF** Reference Identification
Position: 030
Loop: LIN
Level: Detail:
Usage: Optional
Max Use: >1
Purpose: To specify identifying information
Syntax Notes: 1 At least one of REF02 or REF03 is required.
Semantic Notes:
Comments:

Notes:	This iteration of the REF segment is used primarily to convey status reason codes on a request, and also in response to a Request. The status reason codes are conveyed in this segment rather than in the ASI03 to allow for multiple status reasons.
VA Use:	Request: Required (Drop Reason) Response: Required when status information is conveyed.
Example:	REF*1P*A13*ADDITIONAL REASON TEXT HERE

Data Element Summary

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>X12 Attributes</u>
Must Use	REF01	128	Reference Identification Qualifier Code qualifying the Reference Identification 1P Accessorial Status Code Used in the instance where the 814 Request is accepted, but additional status information must be provided; e.g. code W09, special off-cycle meter read cannot be performed.	M ID 2/3
			This is a required field on a Drop Request.	
Must Use	REF02	127	Reference Identification Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier The following codes have been identified by the UIG to convey status reason codes. A13 must only be used when an existing error code does not convey the error correctly. When A13 is used, an e-mail must be sent to the list server vaedt@listserver.eei.org to notify the VAEDT and market participants about the text explanation for A13.	X AN 1/30

**Please note that the Status Reason Codes are only valid in certain directions
as noted to the left of each code.**

1 = LDC Drop Request sent to CSP 2 = CSP Drop Request sent to LDC

Reason For Drop Codes – Required on the Drop Request Transaction:

<u>1</u>	<u>2</u>		
X	X	007	Service terminated because of nonpayment
X		020	Customer moved or account closed
X	X	A13	Other
			Explanation Required in REF03
X	X	B38	Dropped by Customer Request
			Customer was terminated by the Service Provider for reasons other than nonpayment
	X	CCE	Contract Expired
X		CHA	Customer changed to another Service Provider
X		EB3	Withdrawn
			Customer rescinded enrollment request within rescission period

Reason For Drop Codes – Use as appropriate on the Drop Response Transaction: This is used when transaction Accepted, but there is additional information to be conveyed to the other party.

1 = CSP Drop Response to LDC 2 = LDC Drop Response to CSP

<u>1</u>	<u>2</u>		
X	X	A13	Other
			Explanation Required in REF03
X	X	B39	Already Dropped

Conditional	REF03	352	Description	X	AN 1/80
			A free-form description to clarify the related data elements and their content Used to further describe the status reason code sent in REF02.		

Segment: **REF** Reference Identification
Position: 030
Loop: LIN
Level: Detail:
Usage: Optional
Max Use: >1
Purpose: To specify identifying information
Syntax Notes: 1 At least one of REF02 or REF03 is required.
Semantic Notes:
Comments:

Notes:	This iteration of the REF segment is used for account level information.	
VA Use:	All Requests:	Required if it was previously provided to the LDC
	All Responses:	Required if it was provided on the request
Example:	REF*11*2348400586	

Data Element Summary

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>X12 Attributes</u>
Must Use	REF01	128	Reference Identification Qualifier Code qualifying the Reference Identification 11 Account Number CSP-assigned account number for end use customer.	M ID 2/3
Must Use	REF02	127	Reference Identification Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	X AN 1/30

Segment: **REF** Reference Identification
Position: 030
Loop: LIN
Level: Detail:
Usage: Optional
Max Use: >1
Purpose: To specify identifying information
Syntax Notes: 1 At least one of REF02 or REF03 is required.
Semantic Notes:
Comments:

Notes:	This iteration of the REF segment is used for account level information.	
VA Use:	Request:	Required: For all LDCs except AEP. Not used by AEP.
	Accept Response:	Required: For all LDCs except AEP. Not used by AEP.
	Reject Response:	Required – when the rejection is due to LDC account number not being provided in the request, this segment must not be sent on the response.
Example:	REF*12*2931839200	

Data Element Summary

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>X12 Attributes</u>
Must Use	REF01	128	Reference Identification Qualifier Code qualifying the Reference Identification 12 Billing Account LDC-assigned account number for end use customer.	M ID 2/3
Must Use	REF02	127	Reference Identification Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	X AN 1/30

Segment: **REF** Reference Identification

Position: 030

Loop: LIN

Level: Detail

Usage: Optional

Max Use: 12

Purpose: To specify identifying information

- Syntax Notes:**
- 1 At least one of REF02 or REF03 is required.
 - 2 If either C04003 or C04004 is present, then the other is required.
 - 3 If either C04005 or C04006 is present, then the other is required.

Semantic Notes: 1 REF04 contains data relating to the value cited in REF02.

Comments:

Notes: SDID numbers will only contain uppercase letters (A to Z) and Digits (0 - 9). Note that punctuation (spaces, dashes, etc.) must be excluded, and leading and trailing zeros that are part of the SDID number must be present.
 Required if customer is in AEP service territory
 REF*Q5**987654

Data Element Summary

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	REF01	128	Reference Identification Qualifier Code qualifying the Reference Identification Q5 Property Control Number AEP assigned service delivery identification number	M ID 2/3
Must Use	REF03	352	Description A freeform description to clarify the related data element and their content. AEP assigned service delivery identification number	X AN 1/80

Segment: **REF** Reference Identification

Position: 030

Loop: LIN

Level: Detail:

Usage: Optional

Max Use: >1

Purpose: To specify identifying information

Syntax Notes: 1 At least one of REF02 or REF03 is required.

Semantic Notes:

Comments:

Notes:	This iteration of the REF segment is used for account level information.	
VA Use:	LDC to CSP Request:	Required if account number changed (refolioed) in the last 60 days. Not used by AEP.
	CSP to LDC Request:	Not Used
	LDC to CSP Accept:	Required if account number changed (refolioed) in the last 60 days. Not used by AEP.
	All Other Responses:	Not Used
Example:	REF*45*1105687500	

Data Element Summary

	Ref. Des.	Data Element	Name	X12 Attributes
Must Use	REF01	128	Reference Identification Qualifier Code qualifying the Reference Identification 45 Old Account Number LDC's previous account number for this premise for this end use customer.	M ID 2/3
Must Use	REF02	127	Reference Identification Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	X AN 1/30

Segment: **DTM** Date/Time Reference
Position: 040
Loop: LIN
Level: Detail:
Usage: Optional
Max Use: >1
Purpose: To specify pertinent dates and times
Syntax Notes:

- 1 At least one of DTM02 DTM03 or DTM06 is required.
- 2 If DTM04 is present, then DTM03 is required.
- 3 If either DTM06 or DTM07 is present, then the other is required.

Semantic Notes:

Comments:

Notes:	The date the CSP will stop serving this customer. This date will generally be the next meter read date (estimated). NOTE THAT OFFCYCLE DROPS ARE NOT SUPPORTED IN VA		
VA Use:	LDC to CSP Request:	Required	
	CSP to LDC Accept:	Not Used	
	CSP to LDC Reject:	Not Used	
	CSP to LDC Request:	Not Used	
	LDC to CSP Accept:	Required	
	LDC to CSP Reject:	Not Used	
Example:	DTM*151*19990115		

Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>X12 Attributes</u>
	<u>Des.</u>	<u>Element</u>		
Must Use	DTM01	374	Date/Time Qualifier	M ID 3/3
			Code specifying type of date or time, or both date and time	
			151 Service Period End	
			Estimated date that the service with the CSP will end.	
Must Use	DTM02	373	Date	X DT 8/8
			Date expressed as CCYYMMDD	

Segment: **SE** Transaction Set Trailer
Position: 150
Loop:
Level: Summary:
Usage: Mandatory
Max Use: 1
Purpose: To indicate the end of the transaction set and provide the count of the transmitted segments (including the beginning (ST) and ending (SE) segments)

Syntax Notes:

Semantic Notes:

Comments: 1 SE is the last segment of each transaction set.

Example: SE*28*00000001

Data Element Summary

	Ref.	Data		X12 Attributes
	Des.	Element	Name	
Must Use	SE01	96	Number of Included Segments	M N0 1/10
			Total number of segments included in a transaction set including ST and SE segments	
Must Use	SE02	329	Transaction Set Control Number	M AN 4/9
			Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set	

Example: Drop Request LDC to CSP

BGN*13*1999040195653001*19990401	BGN segment indicating this is a Request transaction
N1*8S*LDCCOMPANY*1*007909411**41	LDC Name and DUNS information
N1*SJ*CSPCOMPANY*9*0079094220001**40	CSP Name and DUNS information
N1*8R*BROWN,JAMES	Customer Name
N1*BT*BROWN,JAMES	Forwarding address for customer
N3*4251 ELECTRIC STREET*MS 25	
N4*ANYTOWN*VA*18111	
PER*IC**TE*8005551212	
LIN*DROP1999040100000001*SH*EL*SH*CE	Transaction reference number, Electric Generation Services
ASI*F*024	Request for Final Drop
REF*1P*020*CUSTOMER MOVED	Drop Reason
REF*11*2348400586	CSP Account Number
REF*12*293839200	LDC Account Number
DTM*151*19990415	Estimated drop date is 4/15/99

Example: Accept Drop Response CSP to LDC

BGN*11*1999040208000001*19990402 ***1999040195653001	BGN segment indicating this is a Response transaction
N1*8S*LDCCOMPANY*1*007909411**40	LDC Name and DUNS information
N1*SJ*CSPCOMPANY*9*0079094220001**41	CSP Name and DUNS information
N1*8R*BROWN,JAMES	Customer Name
LIN*DROP1999040100000001*SH*EL*SH*CE	Transaction reference number, Electric Generation Services
ASI*WQ*024	Indicates the drop was accepted
REF*11*2348400586	CSP Account Number
REF*12*293839200	LDC Account Number

Example: Reject Drop Response CSP to LDC

BGN*11*1999040208000001*19990402 ***1999040195653001	BGN segment indicating this is a Response transaction
N1*8S*LDCCOMPANY*1*007909411**40	LDC Name and DUNS information
N1*SJ*CSPCOMPANY*9*0079094220001**41	CSP Name and DUNS information
N1*8R*BROWN,JAMES	Customer Name
LIN*DROP1999040100000001*SH*EL*SH*CE	Transaction reference number, Electric Generation Services
ASI*U*024	Indicates the drop was rejected
REF*7G*A76*ACCOUNT NOT FOUND	Rejection Reason
REF*11*2348400586	CSP Account Number
REF*12*293839200	LDC Account Number

Example: Drop Request CSP to LDC

BGN*13*1999040195653001*19990401	BGN segment indicating this is a Request transaction
N1*8S*LDCCOMPANY*1*007909411**40	LDC Name and DUNS information
N1*SJ*CSPCOMPANY*9*0079094220001**41	CSP Name and DUNS information
N1*8R*BROWN,JAMES	Customer Name
LIN*DROP1999040100000001*SH*EL*SH*CE	Transaction reference number, Electric Generation Services
ASI*F*024	Request for Final Drop
REF*1P*CCE*CONTRACT EXPIRED	Drop Reason
REF*11*2348400586	CSP Account Number
REF*12*293839200	LDC Account Number

Example: Accept Drop Response LDC to CSP

BGN*11*1999040208000001*19990402 ***1999040195653001	BGN segment indicating this is a Response transaction
N1*8S*LDCCOMPANY*1*007909411**41	LDC Name and DUNS information
N1*SJ*CSPCOMPANY*9*0079094220001**40	CSP Name and DUNS information
N1*8R*BROWN,JAMES	Customer Name
LIN*DROP1999040100000001*SH*EL*SH*CE	Transaction reference number, Electric Generation Services
ASI*WQ*024	Indicates the drop was accepted
REF*11*2348400586	CSP Account Number
REF*12*293839200	LDC Account Number
DTM*151*19990415	Estimated drop date is 4/15/99

Example: Reject Drop Response LDC to CSP

BGN*11*1999040208000001*19990402 ***1999040195653001	BGN segment indicating this is a Response transaction
N1*8S*LDCCOMPANY*1*007909411**41	LDC Name and DUNS information
N1*SJ*CSPCOMPANY*9*0079094220001*40	CSP Name and DUNS information
N1*8R*BROWN,JAMES	Customer Name
LIN*DROP1999040100000001*SH*EL*SH*CE	Transaction reference number, Electric Generation Services
ASI*U*024	Indicates the drop was rejected
REF*7G*A76*ACCOUNT NOT FOUND	Rejection Reason
REF*11*2348400586	CSP Account Number
REF*12*293839200	LDC Account Number