



# **Third Party Supplier**

## **Electric Operating Manual**

**July 1, 2010 (last updated)**

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## **GENERAL STATEMENT**

The information contained in this manual reflects the latest PJM rules and New Jersey Board of Public Utilities (NJNJBPU) decisions on Retail Choice. This manual is subject to change to reflect changes in PJM rules, State regulations and/or new NJBPU rules and decisions. In the event of any conflict between the guidelines contained within this manual and the provisions of Third Party Supplier Agreement or the TPS Customer Account Services Master Service Agreement (BSA), executed by the TPS and PSE&G, the Third Party Supplier Agreement and/or the TPS Customer Account Services Master Service Agreement (BSA) shall control.

Updates to this Operating Manual will be made available on the PSEG web site.

The procedures set forth in this Operating Manual may differ from those in place at other New Jersey utilities.

For any inquiry unrelated to energy forecasting and settlement please contact:

**Third Party Supplier Support  
(TPSS)**

**Phone: 1-800-664-4761 Option 1**

**Fax: 973-912-3285**

**Email: [TPSupplier@pseg.com](mailto:TPSupplier@pseg.com)**

## **Introduction To Third Party Supplier Operating Manual**

### **STATEMENT OF PURPOSE**

This Operating Manual has been assembled to communicate essential information to Third Party Suppliers (Suppliers) about participating in Electric Retail Choice opportunities with PSE&G in New Jersey. This Manual is intended to describe how PSE&G is implementing Retail Choice on behalf of New Jersey consumers and in compliance with the “Electric Discount and Energy Competition Act”, thereby enabling Third Party Suppliers to enter the market and sell electric power.

To serve as a supplier to PSE&G customers, suppliers must be registered and licensed with the NJBPU. Customer enrollment with new Suppliers must be handled with care to avoid potential confusion, and the Customer loads served by every Supplier must be metered or estimated in a timely manner for settlement with PJM-ISO.

This Manual summarizes key processes and communication protocols that must be understood and implemented by Suppliers and PSE&G in order for Customer choice to work smoothly. The Third Party Supplier Electric Operating Manual is available on our web site.

Additional information is available on our Web Site

[www.pseg.com/customer/energy/overview.jsp](http://www.pseg.com/customer/energy/overview.jsp) click or you may call the appropriate phone numbers listed within this manual.

## **Becoming a New Jersey Third Party Supplier**

Please see: <http://www.pseg.com/customer/energy/overview.jsp/>

## Definitions and Acronyms

THIRD PARTY SUPPLIER (TPS) is the entity that is eligible to participate in retail access by serving the loads of customers located within PSE&G's electric service territory. This entity includes, but is not limited to, marketers, aggregators and brokers. PSE&G wants access to the New Jersey energy market to be fair and efficient.

<b>ACH</b>	Automatic Clearing House
<b>BGS</b>	Basic Generation Service (supplied by PSE&G)
<b>NJBPU</b>	New Jersey Board of Public Utilities.
<b>BSA</b>	Third Party Supplier Customer Account Services Master Service Agreement (i.e. "Billing Services Agreement (BSA)")
<b>CCS</b>	Customer Information and Billing System.
<b>EDI</b>	Electronic Data Interchange
<b>ESG</b>	Energy Services Group
<b>FERC</b>	Federal Energy Regulatory Commission.
<b>GISB</b>	EDI Internet Transport Protocol
<b>I&amp;C</b>	Industrial and Commercial Customer
<b>LMP</b>	Hourly Locational Marginal Price, which will be established by the PJM-ISO as approved by the FERC.
<b>LSE</b>	Load Serving Entity
<b>NERC</b>	North American Electric Reliability Council.
<b>OA</b>	Current FERC-approved Operating Agreement for the PJM Control Area.
<b>OATT</b>	Current FERC-approved Open Access Transmission Tariff for the PJM Control Area.
<b>PJM</b>	Pennsylvania-New Jersey-Maryland Office of Interconnection
<b>PJM-ISO</b>	System Operator of the Pennsylvania-New Jersey-Maryland Office of Interconnection
<b>PODID</b>	A 20 digit alphanumeric field that identifies the customers installation or Point Of Delivery. This field begins with PE followed by 18 numbers.
<b>RAA</b>	Reliability Assurance Agreement, as approved by the FERC.
<b>ESS</b>	Energy Supplier Services
<b>SC</b>	Scheduling Coordinator
<b>SCD</b>	Scheduling Coordinator Designation Form
<b>TPSA</b>	Third Party Supplier Agreement
<b>SPOT MARKET</b>	Short-run interchange market for energy that will be operated by the PJM-ISO, in accordance with the OA.

## **EDI Capability and Procedures**

To enroll or drop customers and utilize the PSE&G consolidated bill option, TPSs must be EDI capable. To be EDI capable means to be able to translate data into ANSI X12 standard documents and transmit these documents electronically using GISB Internet Transport Protocol to PSE&G. It also means that TPSs must be able to retrieve documents electronically via GISB and translate them from the X12 standard into a usable data format. Along with the transmittal and retrieval of documents the TPS must acknowledge receipt of the documents with a Functional Acknowledgment.

**The Documents that will be exchanged between PSE&G and the TPS are as follows:**

- Invoice - Transaction Set 810 X12 standard version 4010. (Customer Charges)
- General Request, Response, Change or Confirmation - Transaction Set 814 X12 standard 4010. (Enrollment, Drop & Change)
- Payment Order/Remittance Advice - Transaction Set 820 X12 standard version 4010.
- Product Transfer and Resale Report - Transaction Set 867 X12 standard version 4010. (Usage Data)
- Application Advice - Transaction Set 824 X 12 standard version 4010. (Notice used for missed billed window and other 810 errors).
- Functional Acknowledgment - Transaction Set 997 X12 standard version 4010.
- EDI Guidelines, for the 810, 814, 820, 824 and 867 are available on the NJBPU Web-site <http://www.state.nj.us/NJBPU/divisions/energy/edi.html>.
- Automatic Clearing House (ACH) money transferred to bank.

To schedule EDI testing please contact PSE&G, TPSS at 1-800-664-4761 Option 1.

## Getting Started with EDI

PSE&G is supported by ESG EDI Support Center and GISB services for the EDI implementation.

If you currently do not have an EDI system, you must do the following starting from Item 1. If you already have an ongoing EDI system, please start at item 4.

- 1) Obtain EDI translation and communication software. This will allow data to be translated into and from the ANSI X12 standard, version 4010 and transmitted using the GISB Internet Transport Protocol.
- 2) Obtain a platform that will host the EDI translation and communication software that will run the software efficiently
- 3) Obtain GISB Internet Transport Protocol. This will allow the documents to be transported and picked up.
- 4) EDI Survey Form (see Attachment A) and e-mail to:  
TPSupplier@pseg.com
- 5) Develop your maps using the NJBPU approved guidelines available on the NJBPU [web-site](#).

## EDI Certification Test

**Following the completion of PSE&G's EDI Survey to become EDI certified the TPS must accomplish the following tasks:**

- A. PSE&G will determine if the TPS will be considered for only connectivity testing or if it will be necessary to complete end-to-end. The TPS that qualifies for connectivity testing but elect to conduct end to end testing will be responsible for the costs.
- B. If the TPS uses a GISB server other than ESG, an 'interconnect', must be established between the TPS' GISB server and ESG. You must inform your Internet EDI URL the following transaction sets will be sent and received from your mailbox. These transaction sets are listed in the order of priority for testing:
  - 814 - General Request, Response, Confirmation or Change
  - 867 - Product Transfer and Resale Report - Usage Data
  - 810 - Invoice
  - 820 - Payment Order/Remittance Advice (only the Remittance Advice will be used)
  - 824 - Rejection Notice
  - 997 - Functional Acknowledgment (the 997 will be used throughout transaction testing)
- C. A representative from TPSS or authorized agent will contact the TPS' EDI or Business contact to establish testing schedules. Testing can be scheduled at any time during the year. There will be a different schedule for each transaction set. The priority for testing has been stated in item A.
- D. Daily Teleconferences between the TPS and PSE&G will keep all abreast of progress.

## The Testing Process

The TPS will be considered ready for production when it has successfully completed end-to-end or connectivity testing. (The type of testing will be based on TPSs past EDI experience.) What this means, documents that PSE&G sends to the TPS must be received from its server, translated from the X12 standard into usable data record format and processed by the TPS' application system.

The process will then be reversed for documents being sent to PSE&G. Once this end-to-end testing has successfully completed the TPS will be considered ready for production for those particular transactions. The testing will consist of the following steps

(See testing document for greater detail):

- A. Transmission** - Delivery of documents to TPS Internet EDI URL. This step will test whether connectivity has been established.
- B. Document Translation** - Once the document has been received, it will be translated from the X12 standard into an application ready record format. A Functional Acknowledgements (997s) are required for all documents. This step will check for X12 compliance problems.
- C. Application testing** - Once the data has been translated and formatted into an application ready format the data will be processed by the TPS' application system. This step will determine if the data being exchanged is valid.
- D. Application testing (response)** - The TPS will generate data from the application system in response to the document received.
- E. Document Translation (response)** - The TPS will pass the data through the EDI translator and generate an X12 document.
- F. Transmission (response)** - The TPS will transmit the X12 document to the Internet EDI URL. The TPS Internet EDI URL will interconnect with the PSE&G Internet EDI URL (if necessary) and deposit the document into PSE&G mailbox. PSE&G will retrieve the document, check for X12 compliance and data validity by passing it through the appropriate application system.

## **Passing and Failing Certification Testing**

- A) Each** TPS will be allowed a maximum of 3 attempts per testing frame to complete the end-to-end testing to become EDI Certified. A failure in any segment of the testing will count against the limit, depending on where the error has occurred. If the testing limit has been exceeded, the TPS' will be required to wait for the next scheduled testing period.
- B) EDI** Certification will be based upon the successful end-to-end testing for those EDI transactions tested. After a TPS has been certified, the next TPS in priority will be selected and testing will commence. Once the majority of the TPS' has been certified in the current EDI transaction, scheduling will commence for testing of the next EDI transaction on the priority list. Priority for TPS testing will be based upon the results of previous testing and TPS readiness.

If a TPS has been dropped from testing status, it will be up to the TPS to correct the problems identified during testing and work with PSE&G and authorized EDI agent personnel to reschedule the EDI Certification testing. The cost incurred to resume testing will be assumed by the TPS. When certification is awarded the testing limit is reset to zero and the TPS is scheduled for the next EDI transaction currently being tested.

## **Business Partner Relationship**

These relationships as described herein are intended to serve as a general guide for the purpose of establishing information standards. In order to establish a set of mutually agreed upon standards, there first must be a mutual understanding of the business relationships to which the standards will be applied in accordance with the Board's orders. The following represents the current understanding of these relationships. It should be noted that in an effort to remain consistent with the Utility's Industry Group's terminology, and for the purpose of this manual, the term enrollment is used for the transaction involving a customer signing up with or switching Third Party Suppliers.

### **Third Party Supplier Responsibilities:**

- Obtain license/certification from the NJBPU, PJM, and PSE&G.
- Obtain the appropriate authorization from the customer for historical usage data to be released by PSE&G during the pre-enrollment process.
- Obtain the appropriate authorization from each customer for enrollment and historical usage release.
- Successfully complete electronic system testing.
- Send the applicable information electronically to PSE&G for customer enrollment, switching, or drop of generation service.
- Conform to 20 day prior to customer's next meter reading for enrollment and switching notification.
- Electronically receive on a monthly basis customer's energy usage.
- Provide PSE&G via EDI and on a monthly basis bill ready charges to complete the one bill option or renders its own bill for generation service.
- Maintain its own set of customer accounts receivable records.
- Maintain proof of the customer contract.

- Provide names and phone numbers of both a business and a technical contact to facilitate inter-business communications.
- Contact PSE&G's TPS support for all inquiries.
- Execute a Third Party Supplier Agreement with PSE&G and BSA, if applicable.
- Satisfy creditworthiness requirements.
- All technical service costs beyond the 5-hour threshold per month.
- Understand the last-in enrollment and slamming rules.
- **Comply with all notice provisions in the TPS Agreement, or as may be required by Board Orders and/or in the NJ Administrative Code..**
- Provide any changes to information supplied on the Application in a timely manner.
- Confirming the "contract" between PSE&G and the Third Party Supplier through the PJM e – Schedules system.
- Arrange for energy supply
- Settle with PSE&G's Energy Supplier Services any customer usage imbalances outside PJM's acceptable time period.
- Pay and receive payment via Automatic Clearing House (ACH) transfer for such imbalances.
- Understand all special Tariff billing provisions incorporated in PSE&G's charges to its customer.

#### **Customer Responsibilities:**

- Request an enrollment package from PSE&G for initial account and Third Party Supplier information.

- Provide appropriate authorization to a Third Party Supplier for release of historical consumption data from PSE&G during the pre-enrollment process.
- Select one TPS for enrollment per electric account.
- Provide the applicable valid PODID to the Supplier.
- Provide the appropriate authorization to the Supplier in order to be enrolled.
- Receive one bill from PSE&G unless the customer chooses a two-bill scenario.
- Notify its TPS of any special Tariff provisions, inherent or contracted, incorporated in PSE&G's charges.

**PSE&G Responsibilities:**

- Provide Customers with a list of licensed Suppliers as directed by the NJBPU.
- Provide the Customer's appropriate historical usage data to the Customer or to the Third Party Supplier when formally authorized.
- Schedule normal cycle meter-read dates.
- Render bills to the Customer as required by Customer/Supplier relationship.
- Maintain records of required data related to the current customer/supplier services.
- Provide the Supplier with monthly or hourly usage information required by the customer rate schedule.
- Provide the Supplier with TPS customer payment information and the funds collected when the customer receives one bill.
- Provide the TPS with names and phone numbers of both a business and a technical contact to facilitate inter-business communications.
- Maintain an Internet site, containing various standard documents, available for access by Third Party Suppliers (e.g. tariffs, class load profiles, meter-read dates, etc.)

- Remain the **only** authorized entity to terminate (i.e. physically disconnect) electric service to the customer.
- Not responsible to maintain customer account receivable records for Suppliers unless contractually negotiated.
- Provide each TPS with a unique retailer code number and necessary security access codes to do business.

## **Certification, Licensing and Activation**

### **The NJBPU Process**

As a third-party supplier, you must be certified and/or licensed by the NJBPU in accordance with NJBPU regulations and procedures.

### **The PJM Process**

Suppliers must execute all appropriate PJM and FERC applications, credit reviews and agreements that are appropriate to the levels and types of business you plan to conduct with PJM.

### **The TPS Activation Process**

In order to become eligible to participate in retail access by serving the loads of customers located within PSE&G electric service territory, the Third Party Suppliers (TPS) must be activated by PSE&G.

As part of the activation process each TPS must complete and mail the TPS application, which is available on the PSE&G Website, and provide the required documentation listed on page three (3) of the application to:

PSE&G – Energy Supplier Services, 80 Park Plaza, T-18A, Newark, NJ 07102  
Attn.: Contract Administration

An incomplete application form and/or insufficient documentation will result in a delay in the enrollment process. PSE&Gs Contract Administration group will notify the TPS within ten (10) working days of missing information and will continue to proceed with the enrollment process, if possible. The enrollment process will not be completed until all the required documentation is received. PSE&G will make a good faith effort to complete the accreditation process within thirty (30) days of receiving a completed TPS application.

The information to be provided in and with the application includes:

1. General Data on the applicant and, when applicable, on the applicant's parent company including name, address for company and main contact person, years in business, federal tax ID# and D&B Duns #.
2. Bank information for wiring transfers.
3. Bank references.
4. Supplemental Data:
  - Most recent financial information including the most recent annual report, most recent 10-K and 10-Q or most recent audited annual financial information, most recent quarterly or monthly financial information with an attestation by Applicant's Chief Financial Officer that the information submitted is true, correct and a fair representation of Applicant's financial condition.
  - Applicant's and Applicant Parent Company's long-term bond rating by at least two of the rating companies/agencies listed in the application
  - New Jersey NJBPU License / Expiration Date.
  - Proof of satisfaction of all PJM requirements (applications, agreements, licenses, credit review.)
  - EDI Survey Form must be completed and returned to TPS Support.
  - Executed Confidentiality Agreement.

### **Credit Review Procedures**

PSE&G's Contract Administration group is responsible for the ongoing implementation of the credit review procedures.

A TPS can demonstrate its creditworthiness by having, and maintaining Investment Grade bond ratings from any two of the following rating agencies: Standard & Poors Rating Services , Moody's Investors Service, Fitch, Inc..

For the TPSs unable to demonstrate creditworthiness by the aforementioned criteria, TPSs may make alternative credit arrangements, in a format acceptable to PSE&G such as: guarantee of payment issued by an investment grade parent, or an irrevocable letter of credit issued by a financial institution acceptable to PSE&G, or cash collateral. See Attachments D and E for samples of an Acceptable Guaranty and an Irrevocable Letter of Credit respectively.

If TPS is required to post security, the activation process will not be completed until the security is received by PSE&G. The amount covered by these instruments will be based upon the following calculation and procedure:

Initial entry into NJ Market – Each TPS will submit with its application, the estimated customer usage for sixty (60) days in the summer months in kWh's, broken down by rate class. The initial credit exposure will be the sum of the usage for each rate class multiplied by the respective average BGS rate.

30 Days after Power Flows – Each TPSs credit exposure will be recalculated and, if required, additional security will be requested by PSE&G in accordance with the provisions of the TPS Agreement

Re-evaluation of Credit Exposure will be conducted periodically by PSE&G

## **Events of Default**

Any events of default will be treated in accordance with Article 6 of the TPS Agreement.

## **Arranging Energy Supply**

As a Load Serving Entity, it is your responsibility to arrange for the energy supply to your customers. This must be done through the PJM ISO.

You must adhere to the operational requirements of both PJM and PSE&G.

## **Market Prices**

PJM establishes prices for energy-related products and services, pursuant to the PJM, OATT, OA and Reliability Assurance Agreement (RAA).

## **Establishing Locational Marginal Prices (LMPs)**

PJM is responsible for establishing LMPs for energy bought and sold in the Spot Market, which is the supply and balancing market for energy. PJM and PSE&G will use this value to settle with LSEs.

## **Settlement**

PSE&G will assign each Third Party Supplier a PJM ID number and will set up a “contract” in the PJM e – Schedules system. The Third Party Supplier must confirm this “contract”. This confirmation allows PSE&G to submit load estimation data to PJM on behalf of the Third Party Supplier.

- PSE&G will send load information to PJM for purposes of settlement. Load Estimation - PSE&G will submit a load estimate to PJM for energy used during the prior day
- Reconciliation - After the customer meters are read, within 60 days from the end of the month, PSE&G will submit the final loads to PJM.
- Post 60 Day Reconciliation – Should a customer’s actual use not be determined or available, or calculated in error, within the “normal” PJM 60 day settlement period, and such error becomes evident to PSE&G beyond the “normal” PJM 60 day settlement deadline, PSE&G reserves the right to require that the customer’s corrected load be reconciled with a Supplier beyond the “normal” 60 day settlement process.

### **Limitation on PSE&G Supplier 'accounts':**

**Generally, PSE&G establishes a single supplier 'account' within our systems – and associates this account to single eRPM and eSchedules accounts at PJM. However, if a TPS requests additional PSE&G accounts, PSE&G will establish up to a total of 5 such accounts – and will assess the supplier a \$500 set-up cost for every account in excess of the first account (i.e. there is no charge for a single supplier account). In cases of multiple accounts, the TPS must advise PSE&G of the additional PJM capacity short names to utilize with the additional accounts. The TPS must enroll / re-enroll each customer under the proper TPS account.**

### **Information Required by PSE&G**

The Third Party Supplier must provide any necessary data to assure integrity of the load obligation calculation and settlement processes.

### **The Role of the Federal Energy Regulatory Commission (FERC)**

The FERC reviews and approves the operation of PJM and the pricing mechanism it establishes for both energy transmission and the energy itself. In addition, third-party suppliers must satisfy all applicable North American Electric Reliability Council (NERC) criteria.

### **Federal, State and Local Laws**

Access to the retail energy market is subject to all existing or future federal, state and local laws that apply, and to all existing or future duly promulgated orders or other duly authorized actions of governmental authorities having jurisdiction over such matters. PSE&G will not violate, directly or indirectly, or become a party to a violation of any applicable federal, state, or local statute, regulation, rule or order in order to provide access to third-party suppliers. Our obligation to provide retail access is subject to the condition that all requisite governmental and regulatory approvals for the delivery of such service are retained.

## **The Customer Enrollment Process**

### **Pre-enrollment Usage Requests**

Prior to enrollment, Third Party Suppliers can obtain usage in the following manner:

#### **Industrial, Commercial and Residential Customers**

A TPS can get up to 12-months of usage history from the customer after the customer has requested it from PSE&G or the customer receives it in their enrollment packet. A TPS can ask the customer for this information prior to entering into a contract.

A TPS can request interval data by contacting via e-mail [TPSupplier@pseg.com](mailto:TPSupplier@pseg.com) or by fax 973-912-3285. Interval usage requests may be charged \$40 per meter. The TPS must obtain and retain a letter of authorization from the customer for this data.

(To become effective in September 2010.)

A TPS can request up to 12-months of historical usage data through an EDI 814 Historical Usage Transaction request. The TPS must obtain customer authorization prior to submitting a pre-enrollment usage request. It will be the TPS' responsibility to retain the written signature for such customer authorization. In addition, the TPS shall only submit usage requests for accounts duly authorized.

### **Customer Requests Enrollment Package**

Within two (2) days of request, a customer will be mailed an enrollment package with all information required to negotiate with a TPS. The packet will contain; cover letter, usage (PODID, billing rate, obligations), frequently asked questions and answers, and the Rights of the Consumer.

**For a customer enrollment between a TPS and customer, there must be an executed contract with the TPS who retains the contract and will electronically notify PSE&G to enroll that customer.**

**Customers will have an opportunity to select the two-bill option. The TPS will notify PSE&G of the customer's intent in the EDI enrollment request.**

### **Customer signs with a TPS**

PSE&G must receive an EDI 814 Enrollment Transaction request from the TPS twenty (20) days prior to the next cycled bill date in order for that date to become the activation date. PSE&G will validate the request by using the customer's 20-digit PODID against our Customer Care System. If the account does not match our Customer Care System an EDI rejection notification will be sent back to the TPS.

If the PODID is valid an EDI enrollment response will be sent to the TPS and a confirmation letter to the customer. The customer has fourteen (14) days from the date of the confirmation letter to rescind the contract. If more than one enrollment request is received for the same cycled bill date the contract with the most recent date will be awarded the contract.

### **Customer Switches TPS**

PSE&G must receive an EDI 814 Enrollment Transaction request from the TPS twenty (20) days prior to the next cycled bill date in order for that date to become the effective date. PSE&G will validate the request by using the customer's 20-digit PODID against our Customer Care System. If the account does not match our Customer Care System an EDI rejection notification will be sent back to the TPS.

If the PODID is valid an EDI enrollment response will be sent to the TPS and a confirmation letter to the customer. A residential customer has fourteen (14) days from the date of the confirmation letter to rescind the contract. If more than one enrollment request is received for the same cycled bill date the contract with the most recent date will be awarded the contract.

Switches between TPSs will be allowed on a monthly basis. Should a customer rescind an enrollment request the customer will revert back to its current supplier prior to the receipt of the enrollment request.

## **Customer returns to PSE&G**

The customer can contact PSE&G by mail or phone if it has dropped its TPS and are returning to PSE&G for BGS. This notification must conform to the 20-day prior to the next meter reading cycle requirement. If a customer requests to return to PSE&G, PSE&G will send an EDI drop transaction to the current TPS and send a confirmation letter to the customer.

Customers have the opportunity to switch between TPS' and BGS monthly but must adhere to the 20-day prior next meter date reading rule.

## **TPS drops Customer**

The TPS must notify, via an EDI transaction, that it is dropping a customer. PSE&G will validate the request by using the customer's 20-digit PODID against our Customer Care System. If the account does not match our Customer Care System an EDI rejection notification will be sent back to the TPS.

If the account matches in our Customer Care System an EDI Drop Response will be sent to the TPS and a confirmation letter sent to the customer. The customer will revert back to BGS unless the customer chooses to select another supplier. If a customer chooses another TPS, we must receive the EDI Enrollment Transaction twenty (20) days prior to the next cycled bill date in order for that date to become the activation date. The customer will continue on BGS until that time.

The TPS shall comply with all notice provisions as set forth in Article 11 of the TPS Agreement.

**Drop notices will include an effective date and reason for the drop.**

## **TPS Default Process**

In the event that a customer is returned to BGS due to a TPS default, a confirmation letter will be forwarded to the customer, and the customer may choose a new TPS at its convenience adhering to the 20-day prior notification period.

## **Customer Rescind Process**

Residential customers always have fourteen (14) days from the date of the confirmation letter to rescind any TPS contract they might have signed. The customer must call PSE&G of its decision to rescind the pending contract. An EDI transaction notification will be sent to the TPS and a confirmation letter will then be mailed to the customer.

The customer may immediately sign with any other TPS but needs to conform to the 20-day prior rule for activation of the switch in supplier.

## **Utility Consolidated Billing**

In order for a Third Party Supplier (TPS) to utilize the LDC consolidated bill option, the TPS will need to execute a TPS Agreement, and a Customer Account Service Agreement (BSA) and complete EDI testing. These options are set forth in the BSA and include the ability to utilize an enhanced utility consolidated bill that will permit a TPS to print its logo, add a rolling page of text, issue a TPS consolidated bill, assumption of accounts receivable by the billing party, and bill insert capabilities.

Consolidated billing is defined where there will be one party responsible for the printing and presentation of the LDC or TPS charges on a customer's bill, and assuming the receivables for these charges. This service will initially be offered by LDC and subsequently by a TPS once the Customer Process Working Group has settled on the rules.

PSE&G will provide a consolidated bill to a customer if the customer satisfies the applicable credit requirements and if the TPS has satisfied all the necessary EDI and contractual requirements. The TPS requests such a billing option through the applicable EDI transaction. Currently the consolidated bill option is only available through PSE&G. At the end of each billing period, PSE&G will electronically send the TPS its customers' monthly or hourly kWh usage data and kW. This information will be sent via EDI utilizing the 867-transaction set (Product Transfer and Resale Report Version 4010). The TPS will calculate its charge. Billing information will electronically be returned to PSE&G within 48 hours of the usage data being sent. This information will also be sent

via EDI utilizing the 810 transaction set (Invoice) Version 4010. PSE&G will integrate, print, and distribute the bill.

PSE&G's bill-ready consolidated bills will include up to one rolling TPS page at no charge to the TPS at this time. The rolling page begins with a fixed section of 10 lines for TPS name and billing charges. It ends with the last line of allowable text (up to 50 lines) for a maximum of 60 lines per bill.

The customer billing process will follow these guidelines:

- PSE&G will not enforce TPS contract with its customers, nor impose any service cut-off as a result of a failure to pay or any other dispute between the TPS and its energy customers (although PSE&G may treat all undisputed charges – when assuming receivables in a consolidated bill – in the same collection process as is provided for with all distribution charges).
- TPS will provide the calculated charges (bill ready) for the energy portion of its charges for PSE&G's bill.
- PSE&G will not discuss third party supplier billing information with third party supplier customers.
- PSE&G will not print additional bills if the billing data is not received within the 48-hour data exchange period. The TPS charges will have to be resubmitted the following month for the next billing cycle.
- The 48-hour period is measured from the time PSE&G sends the usage data.

### ***Rolling Page***

The rolling page will include, at a minimum, the following information: TPS' name, telephone number, current charges, adjustments and total charges. If provided by the TPS, PSE&G will include on the consolidated bill the TPS' logo or name in bold-faced letters, printed in a manner satisfactory to both PSE&G and the TPS. All data transmission will be via EDI (810) (PSE&G will receive the rolling page of text on the EDI 810 for each bill). The TPS provides the account charges on the standard 810 and

has the option of sending additional lines of text (60 bytes in length each) up to a maximum of 50 lines.

PSE&G must still receive the data points in the current EDI 810 transaction. If the data points and text is not received within the 48-hour window, the current “TPS data not available” message will print. If the data points are received and are valid, but the rolling page text contains an error, the data points will still be printed on the customer’s bill and an EDI 824 will be sent to the TPS advising of the text error. If PSE&G rejects an 810 for errors in the billing data points, neither the billing data points or the rolling page of text will be printed on the bill. The text supplied by the TPS will print in both upper and lower case and the font will be a customized Helvetica condensed.

### ***TPS’ Logo***

(PSE&G Requirements for Logo’s are in development)

### ***Bill Inserts***

If PSE&G presents a consolidated bill for a TPS, PSE&G may allot up to three suppliers an insert slot per month. Any such bill insert will only be contained in the bills of residential electric customers that are currently being supplied by the respective TPS. PSE&G shall charge the TPS a rate for this service. Invoicing will be reflected as a separate line item in the normal monthly billing for the administration charge. All payments will be made through ACH.

TPS bill inserts must comply with the PSE&G specifications that were approved by the NJ NJBPU and these specifications can be furnished upon request. The type of paper to be used for the inserts must be approved prior to submitting the final draft version of the insert. Samples of such paper may be required for testing. The TPS will provide a final draft of each of its proposed bill inserts to PSE&G a minimum of 30 days but suggested 45 days prior to the TPSs intended date for inclusion of such insert with PSE&G’s consolidated bill. TPS will provide the required number of fully printed inserts in accordance with ten-current specifications and any applicable legal requirements. The inserts are to be delivered to PSE&G’s bill print vendor five (5) days prior to route 1 billing of the month the inserts are to be mailed (refer to the meter

reading exhibit). A small supply of the final insert will also be supplied to TPSS on this same shipping date. The TPS bill insert shall be limited to information on products and/or services offered by the TPS in New Jersey, and shall not include derogatory statements about competition or PSE&G's services. PSE&G shall have the right to exclude any insert it deems, in good faith, to be objectionable. Any dispute over PSE&G's exercise of this right shall be resolved through binding arbitration before the American Arbitration Association (AAA) and in accordance with procedures established by the AAA.

### ***Assuming Receivables***

With the PSE&G consolidated bill, the Electric TPS will be paid 100% of their undisputed energy commodity customer charges. This money will be transferred to the TPSs bank via an Automatic Clearing House (ACH) within 20 days of the billing date or 5 days after the due date printed on the bill. PSE&G will assume TPS balances going forward from the effective switch date for each customer. No outstanding TPS balances will be assumed prior to that date.

PSE&G shall make payments of funds payable to the TPS by ACH to the bank designated by the TPS found on the TPS Application submitted to PSE&G's Contract Administration group at: 80 Park Plaza T-18, Newark, NJ 07101.

### **TPS Consolidated Bill**

A TPS Consolidated Bill is not available at this time.

### **Consolidated Billing Conversion to Dual Billing**

A customer is entitled to receive a consolidated bill if the billing party, whether it be PSE&G or the TPS, determines that the customer is creditworthy. The billing party will be required to inform the customer that failure to pay bills in a timely manner will result in conversion from consolidated billing to dual billing.

### ***Customer Creditworthiness – New Enrollment, Transition, Ongoing***

PSE&G will reject any 814 Enrollment for an LDC consolidated bill option if a residential, commercial or industrial customer is in arrearage of 60 days or more. Board of Education, Municipalities and Governmental Accounts will be rejected based on a 90-day arrearage.

At PSE&G's discretion, the customer may be converted from consolidated billing to dual billing if any arrearage reaches 60 days. This customer will remain on dual billing for a minimum period of 1 year. In this event, PSE&G will notify both the customer (via letter and/or bill message) and the non-billing party (via EDI) that the provision of consolidated billing service is terminating. Dual billing will commence on the next meter reading date from the date of the notice, so long as such meter reading date is no less than 15 days from the date of the notice. If a customer is converted from consolidate to dual billing by any party for any reasons, both PSE&G and the TPS will be responsible for its own receivables, effective as of the start of dual billing.

A consolidated bill account is delinquent when any undisputed charges from a prior billing period are outstanding on the subsequent billing date.

### ***Customer Disputed Charges***

If the billing party receives a customer inquiry regarding its charges, the billing party shall be responsible for resolving the inquiry with the customer. If the billing party receives a customer inquiry regarding the non-billing party's charges, the billing party shall refer the customer to the non-billing party for resolution. The billing and non-billing parties will provide reasonable effort in assisting each other in resolving any disputes. If the customer notifies the billing party that they have contacted the non-billing party regarding the non-billing party's charges and still disputes them, the billing party will place the disputed amount 'in dispute'.

The billing party will issue an 820 to the TPS, advising them that the 'in dispute' amounts will be deducted from the payments made 20 days from that date. In this case, the non-billing party will be paid for all charges 20 days from the original date of bill presentment. The disputed amount will be deducted from the payments made to the non-billing party in 20 days. The non-billing party would then be responsible for settling the dispute and collecting the charges from the customer. Such disputed charges should NOT be resubmitted in a future normal charge (810) for that customer.

### ***Two Bill Scenario (Dual Billing)***

Customers who have chosen a third party supplier and elect to receive a bill from PSE&G for all appropriate LDC charges and a second bill from its TPS for generation service.

- Under this option PSE&G has no responsibility other than the EDI transfer of usage data via an 867-transaction set.

### **Third-Party Supplier Inquiries**

#### **Customer Enrollment, Customer Billing and General Inquiries**

PSE&G's TPS Support Group is dedicated to answering questions from third-party suppliers and resolving problems related to but not limited to:

- **Doing business with PSE&G (including Supplier Activation)**
- **Customer enrollment**
- **Customer billing and remittance inquiries**
- **Optional services and products**
- **EDI problem resolution**
- **Capacity and transmission obligations**
- **Tariff implementation and interpretation**
- **TPS Operating Manual updates**

The Third Party Supplier Support Group will process all supplier questions via phone, fax and e-mail relating to all matters – and will redirect inquiries as required to PSE&G's Contract Administration group or PSE&G's Energy Settlements group.

**For TPS Support please call 1-800-664-4761 option # 1.**

**OR**

E-mail TPS Support at [TPSupplier@pseg.com](mailto:TPSupplier@pseg.com) - Fax # 1-973-912-3285

**Please do not refer customers to TPS Support.**

**Please do not direct your questions to the service representatives at our Customer Inquiry Centers.**

**PSE&G's Energy Settlements group** is available to handle your questions related to:

- **Allocation and Settlement of Energy, Capacity and Transmission Obligations**
- **Questions regarding load profiles**

For Energy Settlements

OR

E-mail Energy Settlements at [Settlements@pseg.com](mailto:Settlements@pseg.com) - Fax: # 1-973-624-2891

## **Metering Services**

### **Description of PSE&G's Interval Metering Services**

In PSE&G's territory, all customers on electric rate schedules HTS and LPL-Primary have interval meters installed in their facilities. PSE&G is in the process of installing such meters for customers on rate LPL-Secondary. These meters produce data in 15-minute or 30-minute intervals, depending on the customers' rate schedule. Other customers not on these rate schedules may also have interval meters installed for various operating reasons, and some of these meters may produce data in hourly intervals. If the interval data is used for billing purposes, settlement will be on actual usage. If the data is not used for billing, settlement will use load profile data. If a customer has an interval meter installed at their premise, and the interval data is used for billing, the "Meter Type" field in the usage form (which is included in the enrollment package) will state "SSRD" - Solid State Recording Device. This field will only be filled in if the customer has an interval meter and the data is used for billing. Based on current rules, customers need to call and request an application for interval metering services. The details of PSE&G's Metering options and policy can be found in section 9 of the PSE&G Tariff for Electric Service – Standard Terms and Conditions.

### **Customer Historical Interval Data Requests:**

PSE&G will provide up to twelve (12) months of historical interval usage, where available, when requested from a customer that has an interval meter installed. The historical interval usage data will be provided based on the measurement interval of the installed meter, and will be sent to the customer in an electronic format (Excel spreadsheet). The data will be sent to the customer one time at no charge in ASCII file format on a computer disk or through email (if file size permits). If possible, PSE&G will send one year of usage history for each meter. Such requests will be subject to a per meter charge of \$40.00 per request.

**Customer Internet Access** Where Public Service has an interval meter installed, Public Service will provide internet access to historical interval customer usage data on a next day basis for those customers who request and qualify for such service. The charge and requirements for this service are set forth in the Company's Tariff for Electric Service.

## **Establishing and Using Customer Load Profiles**

### **What Is a Load Profile and how is it used?**

A load profile is an estimate of how a customer uses energy each hour of the day. Profiles are used in the settlement process to determine the hourly usage of your customers, if those customers do not have hourly metering installed at their facilities. PSE&G will use one load profile per rate class, eight in total. Each load profile will be developed from hourly data collected from a statistically valid sample group of customers in each rate class. Profiles will be updated daily and will be available on PSE&G's internet site ([www.pseg.com/customer/energy/overview.jsp](http://www.pseg.com/customer/energy/overview.jsp)).

### **PSE&G Load Profiling Methodology**

PSE&G has implemented Dynamic Load Profiling for its established rate schedules. Dynamic Load Profiling requires that load research sample meters be read, data validated and load profiles produced daily. This is a "real-time" construction of a rate schedule load shape. This technique captures all of the factors (i.e., weather) that drive the shape of a load profile. It is PSE&G's intention to use these shapes for retail competition.

The dynamic load profiles are created by reading the load research meters each day for the active load research sample, and producing daily load shapes which reflect actual usage for that customer segment for the same day. Data collected for the sample today is used for settlement of today's load activity.

Load profiles for the unmetered rate classes such as traffic signals and streetlights are static. Because the load profiles for these rate classes are flat and vary seasonally by on- and off-time there is no need to directly meter these classes.

A copy of the Load profiling methodology used for calculating energy obligations is included as Appendix C of the Third Party Supplier Agreement.

### Customer to Profile Assignment:

Each customer is assigned to a load profile based on Rate Schedules according to their respective tariff.

High Tension Service (HTS) rate class customers are all individually metered therefore a rate class load profile is not required.

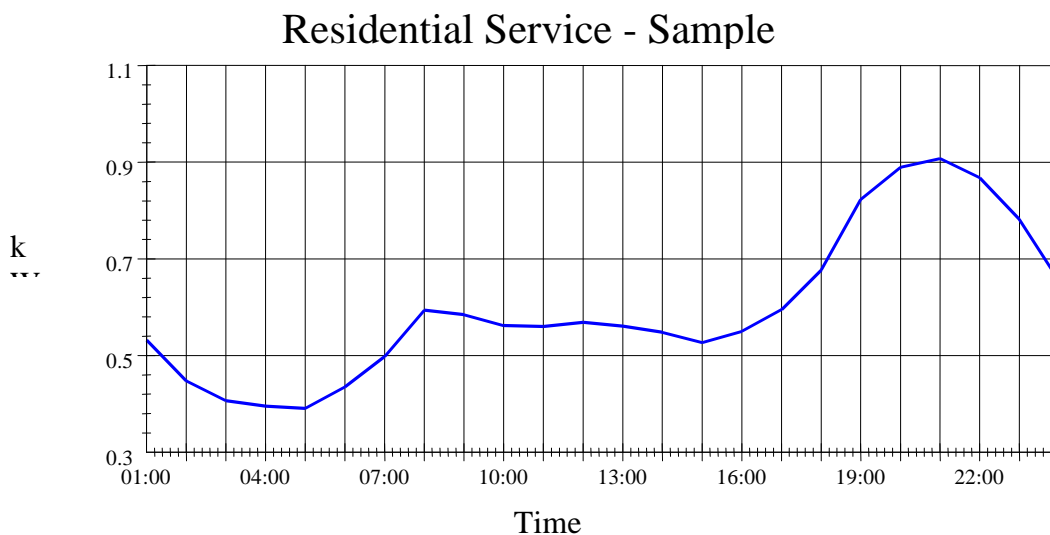
### Profile Availability:

The Company will make available to the Supplier historical load research data by rate schedule. Profiles will be updated daily and will be available on Third Party Supplier & Energy Consultant section of PSEG's Internet site ([www.pseg.com/customer/energy/overview.jsp](http://www.pseg.com/customer/energy/overview.jsp)).

### Sample Load Profiles

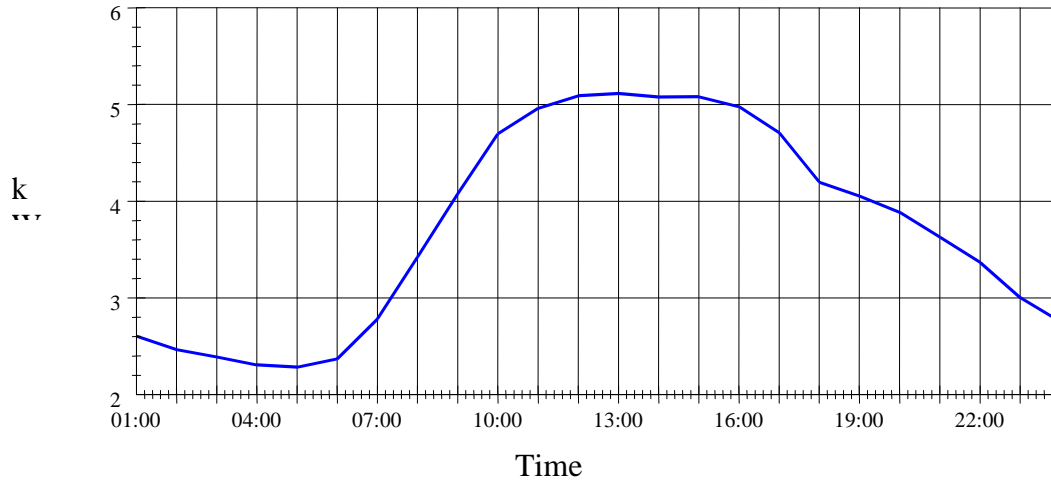
A sample residential and commercial load shape is presented expressed as average kW per customer. The residential load shape is for rate schedule, RS and the commercial load shape is for rate class, GLP. Both shapes represent sample data.

### Residential Load Shape



### Commercial Load Shape

## General Light & Power - Sample



PSE&G will make the following dynamic load profile data available to TPS' through PSEG.com on:

- Historical load profiles (for 12 months) are available through the Third Party Supplier & Energy Consultant section of the company website.
- Daily dynamic load profile data by rate schedule will be updated and available on a daily basis.

## **Energy Supplier Services (ESS) Processes**

### **Public web site**

PSE&G has established the Third Party Supplier & Energy Consultant Information section on [www.pseg.com/customer/energy/overview.jsp](http://www.pseg.com/customer/energy/overview.jsp). This site will provide TPS with information on the latest developments related to Electric Choice, including how to get started, scheduling and settlement information, and who to contact for answers to questions. This includes the TPS Application and Operating Manual, as well as load profile information.

### **Capacity and Transmission Obligations**

Settlements will report daily Capacity peak load allocations and Transmission obligations to PJM. The determination of the capacity and transmission obligations is described in the PSE&G Zone Capacity and Transmission Peak Loads and Obligation Information on the PSE&G website. PJM will convert the capacity peak allocations into obligations for each TPS. Every customer in the PSE&G service territory has its own Capacity allocation and Transmission obligation tag. The sum of these tags determines the value that is downloaded into PJM e-RPM for each TPS.

### **Load Estimation**

The day following the operating day, Settlements will develop and submit to PJM the "Day-After Estimate." The "Day-After Estimate" is based on actual meter readings for interval metered customers, and utilizes the class-average load profile for each monthly-metered customer, all adjusted for losses. This "Day-After Estimate" is used in the Day-After Settlement with PJM, and is available via PJM e-Schedules.

### **Reconciliation**

The second portion of the settlement process occurs after all actual or estimated monthly and interval energy usage data have been processed for the day in question (approximately 45-60 days later). Load profile class load curves will be scaled to monthly-metered usage to derive an estimate for the hour-by-hour usage. Settlements will calculate the difference between the e-Schedule submitted to PJM for Day-After Settlement and the results of the hourly and monthly meter readings (after applying load profiles and losses). Hourly differences (plus or minus) for the calendar month will be submitted to PJM within 60 days from the end of the given month. TPSs will rely on PJM to perform calculations to determine the monetary value of reconciliation quantities and

to bill and/or credit the TPS.

For PJM issues, a Third Party Supplier (TPS) can also be referred to as a Load Serving Entity (LSE). Therefore, for your information, when you contact PJM you may be referred to as an LSE.

**Losses:**

**Prior to submitting a Supplier's customer(s) usage information to PJM, PSE&G will adjust the measured usage for transmission and distribution losses in the amount described in the Company's current Tariff for Electric Service. The Company may also allocate other losses and/or loads to Suppliers at the time of submittal of the Day-After Estimate, or at 60 Day Reconciliation. Examples of these 'other losses and/or loads' include but are not limited to losses/loads attributed to the PSEG transmission zone by PJM, including EHV losses (i.e. 500 kV losses), inadvertent energy, and meter corrections.**

**Invoicing**

PSE&G will send an invoice when needed to reflect any charges – including charges for historical interval data. All payments will be made by ACH. Here are the payment instructions for a TPS:

Bank Name:	Chase Manhattan Bank
Bank ABA:	021000021
Bank PODID:	323866514
Name on Account:	Public Service Electric and Gas Company

Payments for historical interval data usage invoices can be submitted by ACH or check. Checks should be mailed to:

Public Service Electric and Gas  
Attn: Third Party Supplier Support  
24 Brown Avenue  
Springfield, New Jersey 07081

PSE&G must receive written notification from the Supplier of an objection to an invoice within twenty (20) days from due date of invoice in question. If the objection is not received within the 20-day window, the invoice shall be deemed conclusive and binding on the Supplier. If disputes arise regarding an invoice, the Supplier must pay the full disputed invoice.

If payment is made to the Company after the invoice due date, a late fee of 1.5% per calendar month will be added to the unpaid balance until the entire invoice is paid. Any payments owed to you will be made to the bank you specified during the enrollment process. It is important to keep this information up to date with us. Details about the invoice will be available via the private web site.

**Failure to Pay**

If a third-party supplier fails to make payment to PSE&G in accordance with the guidelines above, and there is no good faith dispute, a default will be deemed to exist if payment is not made within three (3) calendar days after you have been notified in writing by PSE&G. If a default does occur, PSE&G will pursue all appropriate remedies in accordance with Article 6 of the TPS Agreement.

## **Utilization of Scheduling Coordinators**

The Third Party Supplier (TPS) must notify PSE&G of its intention to utilize a Scheduling Coordinator (SC) to schedule energy and submit capacity resources on its behalf. The TPS must complete a form, which will authorize the SC to act on its behalf. This form, called a Scheduling Coordinator Designation Form, will be made available to all TPS and is attached to the TPS Agreement as an Appendix. Pursuant to this form, the TPS will authorize the SC to act on its behalf for the TPS obligation as a Load Serving Entity, including transmission service, unforced capacity, import capability, load scheduling, and reconciliation rights and responsibilities. The TPS retains its responsibility to serve customer load. The authorization form must be signed and dated by a duly authorized representative of the TPS Company, with the representative's title also stated. The TPS is allowed to use only one SC for all its transactions with PSE&G.

Once the form is complete, the TPS must return it to PSE&G. Once it has been received by PSE&G, a confirmation notice will be sent to the TPS acknowledging receipt of the form and stating the effective date the SC will be allowed to start its functions as provided by the Scheduling Coordinator Designation form and TPS Agreement.

If the TPS wants to terminate or change its SC, it can do so as provided by the TPS Agreement. The TPS must notify PSE&G of the change and must fill out a new Scheduling Coordinator Designation form for the replacement Scheduling Coordinator, in accordance with the TPSA. The above procedures will apply to the Replacement SC.

## **TPS Dispute Resolution**

Internal Dispute Resolution Procedures: Any dispute between PSE&G and a Third Party Supplier arising under this Agreement shall be referred to a designated senior representative of each of the Parties for resolution on an informal basis as promptly as practicable.

PSE&G will assign its representative based on the specific process area in dispute.

## **Process Resolution**

The Third Party Supplier shall notify PSE&G by writing to both Settlements and TPS Support the nature of the dispute, which must include, but needs not to be limited to:

- 1) Disputed amount
- 2) Date of occurrence
- 3) All appropriate documentation
- 4) TPS' senior representative who will handle the settlement process.

**And mail to both**

◆ Settlements, 80 Park Plaza T18A, Newark, NJ 07102-4194.  
[Settlements@pseg.com](mailto:Settlements@pseg.com)

**And**

◆ Third Party Supplier Support, 24 Brown Avenue. Springfield, NJ 07081  
[TPSupplier@pseg.com](mailto:TPSupplier@pseg.com)

## **ATTACHMENT A**

### **Standard Charges for Operational and Transactional Assistance**

Defined in the Appendix of the Third Party Supplier Agreement.

## **ATTACHMENT B**

To print out form go to:

<http://www.pseg.com/customer/energy/overview.jsp/customer/energy/started.html>

Then click on EDI Survey

**If planning to provide both Electric and Gas service in PSE&G service area, a completed separate survey for both Electric and Gas is required.**

Section One: PSE&G EDI Information

### **PSE&G EDI Information (Electric and Gas)**

GISB URL, Login Information and PGP Key Id and Common Code Identifier (Test and Production) To be provided after PSE&G receives completed survey.

GISB Error message are to be sent to the following email addresses:

**TPSupplier@pseg.com**

### **PSE&G EDI Information (Electric)**

PSE&G's DUNS # **006973812** will be used on N104 where N101=**8S** and N103=**1** for both test and production.

Test	ISA Qualifier: <b>01</b>	ISA Address: <b>160945242T</b>
Production	ISA Qualifier: <b>01</b>	ISA Address: <b>006973812</b>

Application Sender (GS02) / Receiver (GS03) ID for all Transactions:

Test	<b>160945242T</b>
Production	<b>006973812</b>

### **PSE&G EDI Information (Gas)**

PSE&G's DUNS # **006973812GASP** will be used on N104 where N101=**8S** and N103=**9** for both test and production.

Test	ISA Qualifier: <b>ZZ</b>	ISA Address: <b>TESTGASPSEG</b>
Production	ISA Qualifier: <b>ZZ</b>	ISA Address: <b>PRODGASPSEG</b>

Application Sender (GS02) / Receiver (GS03) ID for all Transactions:

Test	<b>TESTGASPSEG</b>
Production	<b>PRODGASPSEG</b>

**Section Two: Complete this section ONLY if you ARE able to send / receive Electronic Data Interchange documents**

If you are unable to answer these questions please forward to the appropriate person to answer them as completely as possible. All items in gray are required; do not leave any required information blank.

**Electric Or Gas Supplier EDI Information**

Your DUNS # [9 bytes (N103=1) or 13 bytes only (N103=9)] that will be used on N104 where N101=SJ. Note PSE&G requires different ISA06/08 and N104 values for Electric and Gas.

Test N103 [ ] N104 (DUNS#) [ ]  
 Production N103 [ ] N104 (DUNS#) [ ]

Test ISA Qualifier (ISA05/07): [ ] ISA Address (ISA06/08): [ ]

[ ]

Production ISA Qualifier (ISA05/07): [ ] ISA Address (ISA06/08): [ ]

[ ]

GISB URL (Test) [ ]

GISB URL (Production) [ ]

GISB Error message are to be sent to the following email addresses (max. two):

[ ]  
 [ ]

URL User IDs and Passwords may be phoned into TPSupplier at 1-800-664-4761 option 1, if so desired for added security.

Test Login User ID for URL's

[ ]

Test Login Password ID for URL's

[ ]

Production Login User ID for URL's

[ ]

Production Login Password User ID for URL's

[ ]

GISB Test Common Code Identifier

[ ]

GISB Production Common Code Identifier

[ ]

PGP User ID (Test)

[ ]

PGP User ID (Production)

[ ]

Test Public Key ID to be submitted to PSE&G with survey.  Check box if submitted

Production Public Key ID to be submitted to PSE&G with survey  Check box if submitted

Application Sender (GS02) / Receiver (GS03) ID: Test (T), Production (P)

If GS02/GS03 are the same for all Transaction sets just complete for the 810 and change "810" to "ALL" in the table.

Transaction set	Description	Sender (GS02)	Receiver (GS03)
-----------------	-------------	---------------	-----------------

<b>810</b>	<b>Invoice</b>	(T) _____ (P) _____	(T) _____ (P) _____
<b>814</b>	<b>General Request, Response or Confirmation</b>	(T) _____ (P) _____	(T) _____ (P) _____
<b>820</b>	<b>Payment Order/Remittance Advice</b>	(T) _____ (P) _____	(T) _____ (P) _____
<b>824</b>	<b>Application Advice</b>	(T) _____ (P) _____	(T) _____ (P) _____
<b>867</b>	<b>Product Transfer and Resale Report</b>	(T) _____ (P) _____	(T) _____ (P) _____
<b>997</b>	<b>Functional Acknowledgment (FA)</b>	(T) _____ (P) _____	(T) _____ (P) _____

When do you anticipate being ready for testing? \_\_\_\_\_

Please provide the following information regarding your EC/EDI Contacts. Under EDI coordinator please provide only one (1) e-mail address of the person you want error notifications to be sent to.

<b>Contact Name</b>	<b>Complete Mailing Address</b>	<b>Phone, Fax Number, E-Mail</b>
<b>Business Contact</b>		(P) _____ (F) _____ (E) _____
<b>EDI Manager</b>		(P) _____ (F) _____ (E) _____
<b>EDI Coordinator</b> _____		(P) _____ (F) _____ (E) _____
<b>Other</b>		(P) _____ (F) _____ (E) _____
<b>Financial EDI Contact</b>		(P) _____ (F) _____ (E) _____
<b>Invoicing EDI Contact</b>		(P) _____ (F) _____ (E) _____

Do you intend to use a service bureau or broker for EDI?

Yes

No

If Yes –

Company Name:

Address:

Contact:

Phone Number:

Comments (If Any):

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–

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–

Banking information is required if you select the consolidated billing option. Please provide information below:

Bank Name:

Bank ABA:

Bank PODID:

Name on Account:

### Section Three

If you are unable to answer these questions please forward to the appropriate person to answer them as completely as possible.

1. Which billing option will you be testing?  
 Dual Billing       Consolidated Billing
2. Will you be utilizing the rolling page option on the LDC consolidated bill?  
 Yes       No
3. Will you be utilizing the print logo option on the LDC consolidated bill?  
 Yes       No
4. Will you be sending bill inserts with the LDC consolidated bill?  
 Yes       No
5. Do you expect to offer a **TPS** consolidated bill? (future)  
 Yes       No

## **Attachment C**

See:

[http://www.pseg.com/customer/energy/overview.jsp/customer/energy/pdf/meter\\_read-schedules.pdf](http://www.pseg.com/customer/energy/overview.jsp/customer/energy/pdf/meter_read-schedules.pdf)

## **ATTACHMENT D**

### **GUARANTY**

GUARANTY (this "Guaranty"), dated as of \_\_\_\_\_, made by \_\_\_\_\_ (the "Guarantor"), a corporation organized and existing under the laws of \_\_\_\_\_ in favor of Public Service Electric and Gas Company (the "Guaranteed Party"), a corporation organized and existing under the laws of the State of New Jersey.

Guarantor enters into this Guaranty in consideration of, and as an inducement for Guaranteed Party having entered into or entering into PSE&G's Third Party Supplier Agreement (the "Agreement") with  [Name] , a  [State]  corporation (the "TPS"), which may involve the extension of credit by the Guaranteed Party, hereby unconditionally and absolutely guarantees to PSE&G the prompt payment when due, subject to ant applicable grace period and upon demand in writing from PSE&G to the Guarantor's physical address [Attention: contact name] of any and all amounts payable by the TPS to PSE&G arising out of the Agreement, and,

1. The Guarantor, as primary obligor and not merely as surety, hereby irrevocably and unconditionally guarantees the full and prompt payment when due (whether by acceleration or otherwise) of the principal of and interest on any sums due and payable by the TPS under the Agreement(s) and of all other obligations and liabilities (including, without limitation, indemnities, fees and interest thereon) of the TPS out of or in connection with the Agreement(s) and the due performance and compliance with the terms of the Agreement(s) and any other documents, agreements, memoranda, contracts, or other writings executed in connection therewith (collectively, the "Documents") by the TPS (all such principal, interest, obligations and liabilities, collectively, the "Guaranteed Obligations"). All payments by the Guarantor under this Guaranty, to the extent owing to the Guaranteed Party, shall be made on the same basis as payments by the TPS under the Agreement(s). This Guaranty is a guaranty of payment and not of collection.

2. The Guarantor hereby waives notice of acceptance of this Guaranty and notice of any liability to which it may apply, and waives presentment and demand of payment, protest, notice of dishonor or nonpayment of any such liability, suit or taking of other action by any Guaranteed Party against, and any other notice to, any party liable thereon (including the Guarantor or any other guarantor).

3. The Guaranteed Party may, at any time and from time to time, without the consent of the Guarantor, without incurring responsibility to the Guarantor and without impairing or releasing the obligations of the Guarantor hereunder, upon or without any terms or conditions, take or refrain from taking any and all actions with respect to the Guaranteed Obligations, any Document or any person (including the TPS) that the Guaranteed Party determines in its sole discretion to be necessary or appropriate.

4. The obligations of the Guarantor under this Guaranty are absolute and unconditional and, without limiting the generality of the foregoing, shall not be released, discharged or otherwise affected by: (i) any extension, renewal, settlement, compromise, waiver, discharge or release in respect of any Guaranteed Obligations of the TPS; (ii) the existence, or extent of, any release, exchange, surrender, non-perfection or invalidity of any direct or indirect security for any of the Guaranteed Obligations; (iii) any modification, amendment, waiver, extension of or supplement to any of the Agreement(s) or the Guaranteed Obligations agreed to from time to time by the TPS and the Guaranteed Party; (iv) any change in the corporate existence (including its constitution, laws, rules, regulations or powers), structure or ownership of the TPS or the Guarantor, or any insolvency, bankruptcy, reorganization or other similar proceedings affecting the TPS or its assets, the Guarantor or any other guarantor of any of the Guaranteed Obligations; (v) the existence of any claim, set-off or other rights which the Guarantor may have at any time against the TPS, the Guaranteed Party or any other corporation or person, whether in connection herewith or in connection with any unrelated transaction; provided that nothing herein shall prevent the assertion of any such claim by separate suit or compulsory counterclaim; (vi) the invalidity or unenforceability in whole or in part of the Agreement(s) or any Guaranteed Obligations or any instrument evidencing any Guaranteed Obligations, or any provision of applicable law or regulation purporting to prohibit payment by the TPS of amounts to be paid by it under the Agreement(s) or any of the Guaranteed Obligations; and (vii) any other act or omission to act or delay of any kind of the TPS, any other guarantor, the Guaranteed Party or any other corporation or person or any other event, occurrence or circumstance whatsoever which might, but for the provisions of this paragraph constitute a legal or equitable discharge of the Guarantor's obligations hereunder.

5. The Guarantor hereby irrevocably waives (a) any right of reimbursement or contribution, and (b) any right of salvage against the TPS or any collateral security or guaranty or right of offset held by the Guaranteed Party therefore.

6. The Guarantor will not exercise any rights, which it may acquire by way of subrogation until all Guaranteed Obligations to Guaranteed Party have been paid in full.

7. This Guaranty is a continuing one and all liabilities to which it applies or may apply under the terms here of shall be conclusively presumed to have been created in reliance hereon. No failure or delay on the part of the Guaranteed Party in exercising any right, power or privilege hereunder, and no course of dealing between the Guarantor and the Guaranteed Party, shall operate as a waiver thereof; nor shall any single or partial exercise of any right, power or privilege hereunder preclude any other or further exercise thereof or the exercise of any other right, power or privilege. The rights, powers and remedies herein expressly provided are cumulative and not exclusive of any rights, powers or remedies, which the Guaranteed Party would otherwise have. No notice to or demand on the Guarantor in any case shall entitle the Guarantor to any other or further notice of demand in similar or other circumstances or constitute a waiver of the rights of the Guaranteed Party to any other or further action in any circumstances without notice or demand.

8. This Guaranty shall be binding upon the Guarantor and upon its legal representatives, its successors and assigns and shall inure to the benefit of the Guaranteed Party and its successors and assigns; provided, however, that the Guarantor may not assign or transfer any of its rights or obligations hereunder without the prior written consent of the Guaranteed Party. The assignment rights of the Guaranteed Party will be in accordance with the terms of the underlying Agreement(s).

9. Neither this Guaranty nor any provision hereof may be changed, waived, discharged or terminated except upon written agreement of the Guaranteed Party.

10. Guarantor agrees that its liability as guarantor shall continue and remain in full force and effect in the event that all or any part of any payment made hereunder or any obligation or liability guaranteed hereunder is recovered (as a fraudulent conveyance, preference or otherwise) rescinded or must otherwise be reinstated or returned due to bankruptcy or insolvency laws or otherwise.

11. All notices and other communications hereunder shall be made at the addresses by hand delivery (effective upon scheduled weekday delivery day) or telefacsimile (effective upon receipt of evidence, including telefacsimile evidence, that telefacsimile was received)

If to the Guarantor:

[To be completed]

If to the Guaranteed Party:

Public Service Electric and Gas Company  
Attn: Manager -  
RBS Financial And Risk Management  
80 Park Plaza, T-18  
Newark, NJ 07101  
Phone: (973) 430-8449  
Fax: (973) 624-2891

With a copy to:  
Public Service Electric and Gas Company  
  
Attn.: General Corporate Counsel  
80 Park Plaza, T5B  
Newark NJ 07101  
Fax: (973) 642-5033

12. If claim is ever made upon the Guaranteed Party for repayment or recovery of any amount or amounts received in payment or on account of any of the Guaranteed Obligations and the Guaranteed Party repays all or part of such amount by reason of (a) any judgment, decree or order of any court or administrative body having jurisdiction over such payee or any of its property, or (b) any settlement or compromise of any such claim effected by such payee with any such claimant (including the Guarantor), then and in such event the Guarantor agrees that any such judgment, decree, order, settlement or compromise shall be binding upon it, notwithstanding any revocation hereof or the cancellation of the Agreement(s) or other instrument evidencing any liability of the Guarantor, and the Guarantor shall be and remain liable to the Guaranteed Party hereunder for the amount so repaid or recovered to the same extent as if such amount had never originally been received by any such payee.

13. Guarantor may terminate this Guaranty by providing written notice of such termination to Guaranteed Party and upon the effectiveness of such termination, Guarantor shall have no further liability except with respect to Guaranteed Obligations entered into prior to the time the termination is effective, which Guaranteed Obligations shall remain guaranteed pursuant to the terms of this Guaranty. No such termination shall be effective until thirty (30) days after receipt by Guaranteed Party of such termination notice.

14. Guarantor represents and warrants that: (i) it is duly organized and validly existing under the laws of the jurisdiction in which it was organized and has the power and authority to execute, deliver, and perform this Guaranty; (ii) no authorization, approval, consent or order of, or registration or filing with, any court or other governmental body having jurisdiction over Guarantor is required on the part of Guarantor for the execution, delivery and performance of this Guaranty; (iii) this Guaranty constitutes a valid and legally binding agreement of Guarantor, and is enforceable against Guarantor, except as the enforceability of this Guaranty may be limited by the effect of any applicable bankruptcy, insolvency, reorganization, moratorium or similar laws affecting creditor's rights generally and by general principles of equity; and (iv) the execution, delivery and performance of this Guaranty by Guarantor have been and remain duly authorized by all necessary corporate action and do not contravene any provision of its Articles of Incorporation or by-laws or any law, regulation or contractual restriction binding on it or its assets.

**15. This Guaranty and the rights and obligations of the TPS and the Guarantor hereunder shall be construed in accordance with and governed by the laws of the State of New Jersey.**

16. This writing is the complete and exclusive statement of the terms of this Guaranty and supersedes all prior oral or written representations, understandings, and agreements between Guaranteed Party and Guarantor with respect to subject matter hereof. Guaranteed Party and Guarantor agree that there are no conditions to the full effectiveness of this Guaranty.

17. Every provision of this Guaranty is intended to be severable. If any term or provision hereof is declared to be illegal or invalid for any reason whatsoever by a court of competent jurisdiction, such illegality or invalidity shall not affect the balance of the terms and provisions hereof, which terms and provisions shall remain binding and enforceable. This Guaranty may be executed in any number of counterparts, each of which shall be an original, but all of which together shall constitute one instrument.

IN WITNESS WHEREOF, the Guarantor has caused this Guaranty to be executed and delivered as of the date first above written.

[GUARANTOR]

By: \_\_\_\_\_  
Title:

Accepted and Agreed to:

PUBLIC SERVICE ELECTRIC AND GAS COMPANY

By: \_\_\_\_\_  
Title:

# Attachment E

## IRREVOCABLE STANDBY LETTER OF CREDIT

BENEFICIARY:  
PUBLIC SERVICE ELECTRIC AND GAS COMPANY  
80 PARK PLAZA, T18  
NEWARK, NJ 07101  
ATTN: MANAGER CREDIT AND CONTRACT ADMINISTRATION  
DATE:

WE HEREBY ISSUE OUR IRREVOCABLE TRANSFERABLE STANDBY LETTER OF CREDIT NO. "\_\_\_\_\_" IN YOUR FAVOR FOR AN AGGREGATE AMOUNT OF UP TO "US DOLLARS (\$\_\_\_\_\_ USD)" BY ORDER OF AND FOR ACCOUNT OF "(APPLICANT NAME)"

AVAILABLE FOR PAYMENT AT OUR COUNTERS AT "\_\_\_\_\_" AGAINST PRESENTATION OF BENEFICIARY'S DRAFT AT SIGHT DRAWN ON "(BANK NAME)" ACCOMPANIED BY THE FOLLOWING DOCUMENTS:

A CERTIFICATE PURPORTEDLY SIGNED BY AN AUTHORIZED REPRESENTATIVE OF PUBLIC SERVICE ELECTRIC AND GAS COMPANY STATING THAT:

1. "PAYMENT IN THE AMOUNT OF \$\_\_\_\_ IS DUE BENEFICIARY FROM THE ACCOUNT PARTY. PAYMENT HAS BEEN DEMANDED AND NOT PAID IN ACCORDANCE WITH THE PUBLIC SERVICE ELECTRIC AND GAS COMPANY TARIFF THEN IN EFFECT BETWEEN THE PARTIES."

OR

2. "PAYMENT IN THE AMOUNT OF \$\_\_\_\_ [THE ENTIRE UNDRAWN AMOUNT OF THE LETTER OF CREDIT] IS DUE BENEFICIARY FROM THE ACCOUNT PARTY. ACCOUNT PARTY HAS FAILED TO RENEW BY AMENDMENT OR FURNISH A NEW LETTER OF CREDIT OR PROVIDE ALTERNATIVE SECURITY ACCEPTABLE TO THE BENEFICIARY AT LEAST THIRTY (30) BUSINESS DAYS PRIOR TO THE EXPIRY DATE OF LETTER OF CREDIT NO.\_\_\_\_."

SPECIAL CONDITIONS:

PARTIAL DRAWINGS ARE PERMITTED.

INVOICES PRESENTED IN EXCESS OF THE AMOUNT OF THIS LETTER OF CREDIT ARE ACCEPTABLE. HOWEVER, IN NO EVENT WILL THE TOTAL VALUE OF THE PAYMENTS EXCEED THE VALUE OF THIS LETTER OF CREDIT.

FAXED OR TELECOPIED DOCUMENT(S) ARE ACCEPTABLE. FAXED DRAWINGS MAY BE ADDRESSED TO "(FACSIMILE NUMBER)", OR TO SUCH OTHER FACSIMILE NUMBER THAT WE SHALL ADVISE YOU IN A WRITING THAT REFERENCES THIS STANDBY LETTER OF CREDIT.

THIS LETTER OF CREDIT EXPIRES AT THE COUNTERS OF "(BANK NAME)" ON "(EXPIRING DATE)".

EXCEPT AS OTHERWISE EXPRESSLY STATED HEREIN, THIS STANDBY LETTER OF CREDIT IS SUBJECT TO THE UNIFORM CUSTOMS AND PRACTICE FOR DOCUMENTARY CREDITS (1993 REVISION), INTERNATIONAL CHAMBER OF COMMERCE PUBLICATION NO. 500 (THE "UCP"), EXCEPT TO THE EXTENT THAT THE TERMS HEREOF ARE INCONSISTENT WITH THE PROVISIONS OF THE UCP, INCLUDING BUT NOT LIMITED TO ARTICLES 13(B) AND 17 OF THE UCP, IN WHICH CASE THE TERMS OF THIS LETTER OF CREDIT SHALL GOVERN. MATTERS NOT COVERED BY THE UCP SHALL BE GOVERNED AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF NEW YORK.

WITH RESPECT TO ARTICLE 17 OF THE UCP, IN THE EVENT OF AN ACT OF GOD, RIOT, CIVIL COMMOTION, INSURRECTION, WAR, OR BY ANY STRIKES OR LOCKOUTS OR ANY OTHER CAUSE BEYOND OUR CONTROL THAT INTERRUPTS OUR BUSINESS AND CAUSES THE PLACE FOR PRESENTATION OF THIS LETTER OF CREDIT TO BE CLOSED FOR BUSINESS ON THE LAST DAY FOR PRESENTATION, THE EXPIRY DATE OF THIS STANDBY LETTER OF CREDIT WILL BE AUTOMATICALLY EXTENDED WITHOUT AMENDMENT TO A DATE THIRTY (30) BUSINESS DAYS AFTER THE PLACE FOR PRESENTATION REOPENS FOR BUSINESS.

THIS STANDBY LETTER OF CREDIT IS TRANSFERABLE IN WHOLE BUT NOT IN PART, AND WE HEAREBY CONSENT TO SUCH TRANSFER PROVIDED, THAT THE NEW BENEFICIARY SHALL NOT BE INCLUDED ON THE LIST OF BLOCKED COUNTRIES OR THE LIST OF SPECIALLY DESIGNATED NATIONALS AND BLOCKED PERSONS PUBLISHED BY THE OFFICE OF FOREIGN ASSETS CONTROL (OFAC) OF THE U.S. DEPARTMENT OF TREASURY IN EFFECT AT THE TIME OF THE TRANSFER, BUT OTHERWISE MAY NOT BE AMENDED, CHANGED OR MODIFIED WITHOUT THE EXPRESS WRITTEN CONSENT OF THE BENEFICIARY, THE ACCOUNT PARTY AND US. HOWEVER, NO TRANSFER SHALL BE EFFECTIVE UNLESS REQUEST FOR SUCH TRANSFER IS RECEIVED BY US AT OUR OFFICE LOCATED AT ("BANK ADDRESS"), IN CONFORMITY WITH THE TRANSFER PROVISIONS OF THE UCP 500 AND ACCOMPANIED BY A DULY EXECUTED TRANSFER REQUEST SUBSTANTIALLY IN THE FORM OF ANNEX A. ACCOMPANIED BY THE ORIGINAL OF OUR STANDBY LETTER OF CREDIT FOR ENDORSEMENT.

WITH RESPECT TO ARTICLE 13 OF THE UNIFORM CUSTOMS, ("BANK NAME") SHALL HAVE A REASONABLE TIME, NOT TO EXCEED THREE (3) BANKING DAYS FOLLOWING THE DAY OF RECEIPT OF THE DOCUMENTS, TO EXAMINE THE DOCUMENTS AND DETERMINE WHETHER TO TAKE UP OR REFUSE THE DOCUMENTS AND TO INFORM THE PARTY FROM WHICH IT RECEIVED THE DOCUMENTS ACCORDINGLY.

WE HEREBY ENGAGE WITH THE BENEFICIARY THAT DOCUMENTS DRAWN UNDER AND IN COMPLIANCE WITH THE TERMS AND CONDITIONS OF THIS STANDBY LETTER OF CREDIT WILL BE DULY HONORED BY US UPON PRESENTATION TO OURSELVES.

\_\_\_\_\_  
(AUTHORIZED SIGNATURE)

\_\_\_\_\_  
(AUTHORIZED SIGNATURE)

**ANNEX A**

TRANSFER FORM

DATE: \_\_\_\_\_

TO: "BANK NAME"  
BANK ADDRESS

RE: BANK NAME  
IRREVOCABLE STANDBY LETTER OF CREDIT NO. \_\_\_\_\_

LADIES AND GENTLEMEN:

FOR VALUE RECEIVED, THE UNDERSIGNED BENEFICIARY HEREBY IRREVOCABLY TRANSFERS  
TO: (NAME AND ADDRESS OF TRANSFEREE)

\_\_\_\_\_

ALL RIGHTS OF THE UNDERSIGNED BENEFICIARY TO DRAW UNDER THE LETTER OF CREDIT IN  
ITS ENTIRETY.

BY THIS TRANSFER, ALL RIGHTS OF THE UNDERSIGNED BENEFICIARY IN THE LETTER OF  
CREDIT ARE TRANSFERRED TO THE TRANSFEREE AND THE TRANSFEREE SHALL HAVE THE  
SOLE RIGHTS AS BENEFICIARY THEREOF, INCLUDING SOLE RIGHTS RELATING TO ANY  
AMENDMENTS, WHETHER INCREASES OR EXTENSIONS OR OTHER AMENDMENTS AND  
WHETHER NOW EXISTING OR HEREAFTER MADE. ALL AMENDMENTS ARE TO BE ADVISED  
DIRECTLY TO THE TRANSFEREE WITHOUT NECESSITY OF ANY CONSENT OF OR NOTICE TO  
THE UNDERSIGNED BENEFICIARY.

THE LETTER OF CREDIT IS RETURNED HERewith, AND WE WILL ASK YOU TO ENDORSE THE  
TRANSFER ON THE REVERSE THEREOF AND FORWARD IT DIRECTLY TO THE TRANSFEREE  
WITH YOUR CUSTOMARY NOTICE OF TRANSFER.

YOURS VERY TRULY,

\_\_\_\_\_  
COMPANY NAME (BENEFICIARY)

\_\_\_\_\_  
NAME OF BENEFICIARY'S BANK

BY: \_\_\_\_\_  
(AUTHORIZED SIGNATURE OF BENEFICIARY)

BY: \_\_\_\_\_  
(NAME/ TITLE OF SIGNER)

# ATTACHMENT F

## EDI Data Dictionary

<u>Code Number</u>	<u>Definition</u>
<b>814</b>	<b>General request, response or confirmation</b>
814E	Customer Enrollment
814C	Change ( Meter #, Re-route )
814D	Drop ( Customer drops TPS, changes TPS )
814R	Re-instatement ( Customer dropped TPS inadvertently-wants to go back on )
814HU	Historical Usage
<b>810</b>	<b>Invoice between TPS &amp; PSE&amp;G</b>
<b>867</b>	<b>Product transfer &amp; resale report</b>
867 HU	Actual Usage
867 MU	Meter Readings
867 IU	Interval Usage Document
<b>820</b>	<b>Payment Order/Remittance Advice</b>
	Informs TPS payment information
<b>997</b>	<b>Acknowledgement</b>
	Notifies TPS of accepted or failed documents
<b>824</b>	<b>Notification</b>
	Reason for notification determined by code sent with notification.
<b>A76</b>	Account not found
<b>A84</b>	Not supplier of record
<b>API</b>	Information missing
<b>CRI</b>	Bad cross-reference number
<b>FRF</b>	Bill type mismatch
<b>IVL</b>	SAC in RLoop
<b>IVT</b>	PID in RLoop
<b>OBW</b>	Missed window
<b>R50</b>	Over 50 Lines
<b>R60</b>	Over 60 characters
<b>RBT</b>	Over 60-Over 50
<b>RNA</b>	Not Authorized
<b>SUM</b>	Charges not equal to total

## **Glossary of EDI Terms**

**Attribute:** Characteristic of data element or segment.

***Mandatory (M):*** A data element/segment requirement designator, which indicates that the presence of a specified data element/segment is required.

***Optional (O):*** A data element/segment requirement designator, which indicates that the presence of a specified data element/segment is at the option of the sending party or is based on the mutual agreement of the interchange parties.

***Conditional (X):*** A data element/segment requirement designator, which indicates that the presence of a specified data element is dependent on the value or presence of other data elements in the segment.

**Data Element:** One or more characters that represent numeric or alphanumeric fields of data. A related group of elements make up a segment.

**Data Element Separator:** A special character used to separate elements in a segment.

**Delimiter:** A special character used to separate fields of data.

**Document:** A transaction set.

**EDI Internet or Internet EDI:** Refers to employing the Internet as the transportation mechanism when sending and receiving Electronic Data Interchange (EDI). In New Jersey also refers to Gas Industry Standards Board ("GISB") Electronic Delivery Mechanism (EDM).

**EDI Translator:** Computer software used to perform the conversion of application data to and from the X12 standard format.

**EDM:** Electronic Delivery Mechanism

**Electronic Data Interchange (EDI):** The computer application to computer application exchange of business information in a standard format.

**EDI Standard/Format:** A format for transmitting business documents between business entities in a non-proprietary environment.

**Electronic Envelope:** An electronic envelope consists of codes that mark the boundaries of electronic documents. The electronic envelope contains the EDI documents and sender/receiver information.

**Electronic Mailbox:** A term used to refer to the place where an EDI transmission is stored for pick-up or delivery when using a third party service system, such as a Value Added Network (VAN). A term used to refer to a Uniform Resource Locator (URL) when EDI Internet is employed as the EDI transmission mechanism.

**Functional Acknowledgment:** A transaction set (997) transmitted by the receiver of an EDI transmission to the sender, indicating receipt and syntactical acceptability of data

transmitted according to the ASC X12 standards. The functional acknowledgment allows the receiving party to report back to the sending party any problems encountered by the syntax analyzer as the data is interpreted. It is not intended to serve as an acknowledgment of data content.

**GISB:** Gas Industry Standards Board utilizing Internet Transport Protocol

**Industry Guideline:** Defines the EDI environment for using conventions within an industry. It provides assistance on how to implement the X12 standard. The Utility Industry Group (UIG) establishes Industry Guidelines for the utility industry.

**Interchange Control Structure:** The interchange header and trailer segments envelope one or more functional groups or interchange related control segments and perform the following functions: (1) define the data element separators and the data segment terminators, (2) identify the sender and receiver, (3) provide control information for the interchange, and (4) allow for authorization and security information.

**Internet EDI or EDI Internet:** Refers to employing the Internet as the transportation mechanism when sending and receiving Electronic Data Interchange (EDI). In New Jersey also refers to Gas Industry Standards Board (“GISB”) Electronic Delivery Mechanism (EDM).

**Mapping:** The process of identifying the relationship of standard data elements to application data elements.

**Qualifier:** A data element that identifies or defines a related element, set of elements, or a segment. The qualifier contains a code taken from a list of approved codes.

**Segment:** A combination of related data elements in a specific sequence. A segment consists of a segment identifier, one or more data elements, each preceded by an element separator, and a segment terminator.

**Segment Identifier:** A unique identifier for a segment, composed of a combination of two or three uppercase letters and digits. The segment identifier occupies the first character position of the segment.

**Segment Terminator:** A unique character appearing at the end of a segment to indicate the termination of the segment.

**Trading Partner:** The sending and/or receiving party involved in the exchange of electronic data interchange transmissions.

**Transaction Set:** The EDI term for a business document, such as an invoice.

**Transaction Set ID:** A three digit numerical representation that identifies a transaction set.

**Translation Software:** Software that is used to translate EDI data to a corporate proprietary format and vice versa.

**Version/Release:** Identifies the edition of the standard being used for the generation or the interpretation of data in the X12 standard format.