



PEOPLES NATURAL GASSM

Transportation Programs

Data Exchange File Specifications

Revised: 04/01/2019

This packet contains the file specifications needed to interpret the files that Peoples (PNG, PEGD and PG/PTWP) uses to manage its Transportation Program. These files are exchanged via a secure website that is hosted by Peoples. The following is a brief description of each file and its function.

Customer Enrollment/Response File

The **Customer Enrollment** file is the method that approved Suppliers (NGS) use to add new Peoples customers to their pool, change information on Peoples customers already in their pool or delete (drop) Peoples customers from their pool. Status changes for existing customers may include commodity rate changes, and bill option changes. New customer enrollments and drops will be processed on an ongoing basis throughout the month. The timing of receipt and processing determines the effective date of enrollment.

The **Enrollment Response** file is the method by which Peoples will inform a Supplier if an account contained within a **Customer Enrollment** file is rejected. Enrollment Responses will only be generated for rejected transactions. If all transactions in a Customer Enrollment File are successfully processed, no Enrollment Response File will be generated; instead an Activity file will be generated. If a Supplier submits a **Customer Enrollment** file and the account number or any other pertinent information in an account record is invalid, an **Enrollment Response** file will be sent to the Supplier's Internet file directory containing the invalid account and the reason it was rejected. The Supplier then has the option to correct the invalid information for that account and re-submit the account in a new **Customer Enrollment** file.

Monthly Confirmation

The **Monthly Confirmation** file is produced around the 18th of each month and is posted to Peoples website for download by the Supplier. This file shows the customers that are currently enrolled within your pool and those that were added during the most recent enrollment period.

Monthly Aging File

The **Monthly Aging** file is produced around the 1st of each month and is posted to Peoples website for download by the Supplier. This file shows the balance aging information as of the last day of the previous month for the customers that have a balance with the supplier.

Billing/Payment/Activity/Customer List

The **Billing** file is produced daily and shows all accounts in the Supplier's pool that were billed by Peoples. This file is not cumulative – download daily from the website.

The **Payment** file is produced daily and reflects any payments made by customers that were applied to the Supplier's balance on the customer's account.

The **Adjustment** file is produced daily and reflects any debit/credit adjustments that were applied to the Supplier's balance on the customer's account.

The **Write-off** file is produced monthly and reflects any Non-POR write-off adjustments that were written off by Peoples that affect the Supplier's balance on the customer's account.

The **Activity** file is produced daily and reflects all customers that are entering or exiting your pool. Two records will be created for adds and drops. One when the record is received (pending status) and again

when the record posts in the pool. The reason for the customer leaving your pool is included in this file. A record is created for Supplier changes. This file is not cumulative – download daily from the website.

The **Eligible Customer List (ECL)** file is produced once a month and made available to any supplier that has requested it. The ECL is scheduled to run on the first weekend of the month and available by 10:00 a.m. on the first business day the following week. This file includes information on accounts with annual consumption of less than 300 Mcf per year that are eligible for transportation.

File Delivery and Pickup

Suppliers can access this FTP server by using some type of FTP software (Example: Filezilla) or by writing their own batch file to communicate with this FTP server automatically so no human intervention is required.

FTP to [suppliersftp.peoples-gas.com](ftp://suppliersftp.peoples-gas.com) using port 2121

When you get to this site, enter the appropriate ID and password.

Once you log in, there is an INBOUND, OUTBOUND and INVOICE folder.

Enrollment files should be uploaded to the INBOUND folder for processing by PNG each weekday evening by 5 pm.

The daily .zip files can be downloaded from the OUTBOUND folder. PNG will place the .zip files in the OUTBOUND folder every weekday after our nightly processing is finished. If no files are produced for a supplier on a given day, no zip file will be generated or posted. We will keep approximately six months of .zip files in the OUTBOUND folder so you can re-download anything that you may need to.

The files are posted on the business day after processing, typically **by 11am EST**.

File names are as follows...

xxx**a**mmdd.txt (**Adjustment** File --- does not apply to POR pools)
xxx**b**mmdd.txt (**Billing** File)
xxx**C**mmdd.txt (**Enrollment** Response File)
xxx**d**mmdd.txt (**Payment** File --- does not apply to POR pools)
xxx**f**mmdd.txt (**Daily Activity** File)
xxx**g**mmdd.txt (**Monthly Aging** File)
xxx**l**mmdd.txt (**Customer** List File)
xxx**m**mmdd.txt (**Monthly Confirmation** File)
xxx**W**mmdd.txt (**Write-Off** File)

Download and save a copy of the file.

Sort the lines of data in the files by account number so that all of the information will be viewed together.

Summary of Files

File Name	File Code	Direction	Purpose	Frequency
Customer Enrollment		From Supplier to Peoples	<ul style="list-style-type: none"> Add customers to a Supplier's pool Change information associated with customers in a Supplier's pool (e.g. rate, bill option) Drop customers from a Supplier's pool 	Daily Note: Multiple files can be sent on the same day.
Enrollment Response	C	From Peoples to Supplier	Notifies the Supplier of rejected enrollment transactions.	Daily
Billing	B	From Peoples to Supplier	Provides consumption and billing information for accounts billed by Peoples on behalf of the supplier (combined bill) and consumption information for accounts that are separately billed by the Supplier.	Daily
Payment	D	From Peoples to Supplier	Provides the Supplier with information pertaining to customer payments that were received and applied to the Supplier's balance on customer accounts.	Daily
Adjustment	A	From Peoples to Supplier	Provides the Supplier with information pertaining to debit/credit adjustments applied to the Supplier's balance on customer accounts.	Daily
Activity	F	From Peoples to Supplier	Provides the Supplier with a listing of all customers that are entering or exiting their pool.	Daily
Eligible Customer List	L	From Peoples to Supplier	Provides the Supplier with a list of customers that eligible for Energy Choice. Suppliers can use this file for Energy Choice marketing activities.	Monthly, Upon Request
Monthly Confirmation	M	From Peoples to Supplier	Provides the Supplier with a list of customers that are currently enrolled in the Supplier's pool.	Monthly
Write-Off	W	From Peoples to Supplier	Provides the Supplier with a list of customers and the amount that has been written off.	Monthly
Monthly Aging	G	From Peoples to Supplier	Provides the Supplier with the aged balances of any customers that have a balance with them.	Monthly

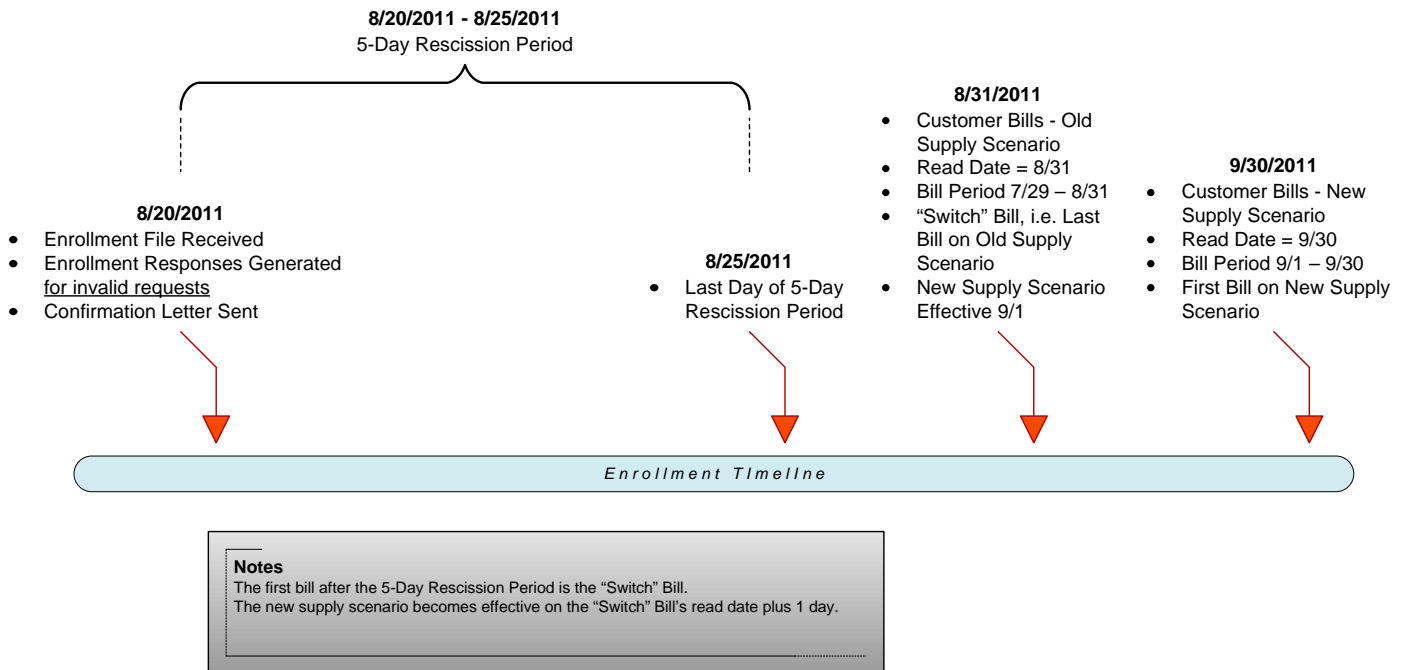
Enrollment Process Timelines

The timelines below provide examples of the enrollment process.

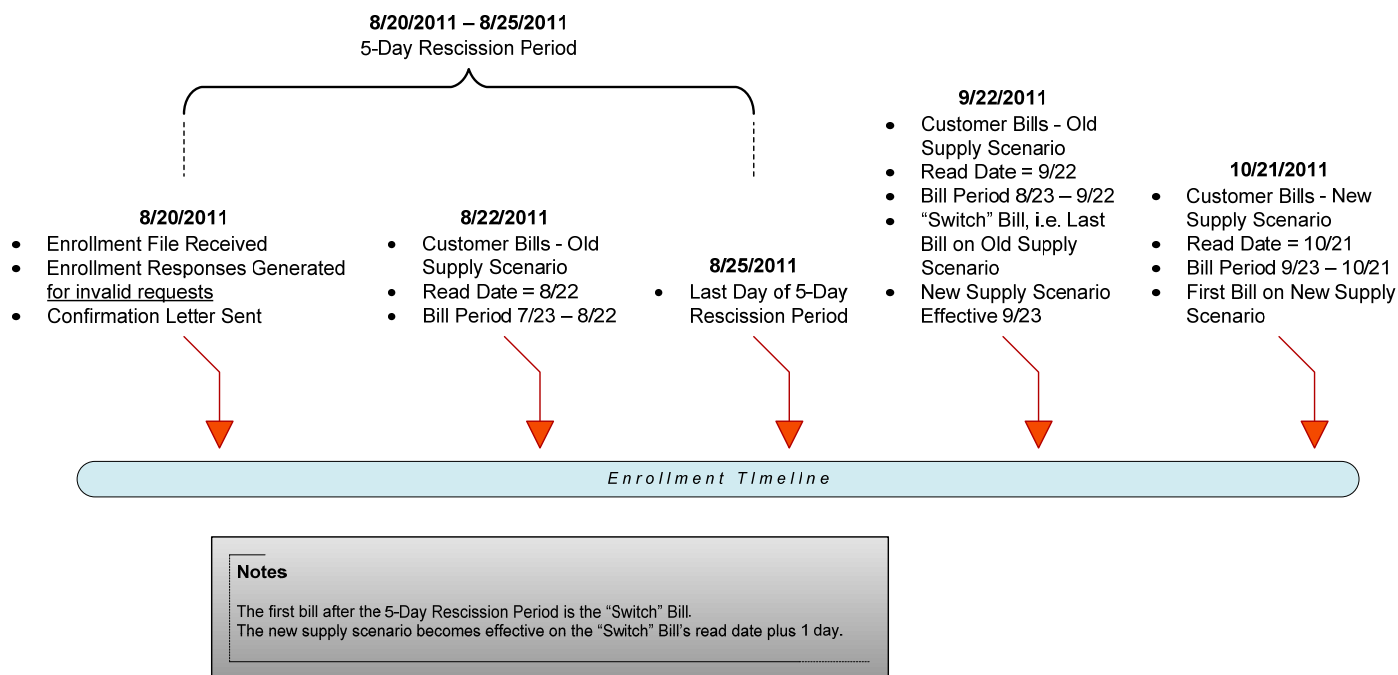
The first example illustrates how an enrollment is handled when the enrollment request is received more than 5 calendar days prior to the customer's next billing. Because the rescission period has time to expire before the customer's next bill in this scenario, the switch becomes effective with the first billing following the receipt of the enrollment. This billing is considered to be the "switch bill". The new Supplier takes responsibility for providing gas as of the read date of the switch bill plus one day.

The second example illustrates how an enrollment is handled when the enrollment request is received within 5 calendar days of the customer's next bill. Because the customer bills during the rescission period, the switch does not become effective until the second billing following the receipt of the enrollment. This billing is considered to be the "switch bill". The new Supplier takes responsibility for providing gas as of the read date of the switch bill plus one day.

Customer Bills After Rescission Period



Customer Bills During Rescission Period



DROPS

If a NGS sends in a **Drop** BEFORE the opening of the next read window (2 day cycle reading period), the drop will become effective as of the customers next billed read date plus one day. If the NGS sends a drop ON/AFTER the next read window, then the drop will be pushed out to the next read cycle.

Commodity Rate Changes (if Peoples is providing combined billing)

An NGS can send in a **commodity rate change** between their existing rate plans that have been setup in Peoples billing system and these changes will be captured on the same day they are received by Peoples. Therefore a NGS can send a rate change up to the day before the customer's invoicing date and have it be applied to the customer's next invoice.

The NGS must provide **fifteen (15) days' notice** to Peoples of any rates changes or additions before they become effective.

Customer Enrollment File: List customers you want to add to your pool, remove from your pool, and those whose information, such as commodity rate code, you wish to alter.

Direction: From Supplier to Peoples

Delivery: A compressed text file (TXT) uploaded to the **Inbound** folder
[FTP to suppliersftp.peoples-gas.com](ftp://suppliersftp.peoples-gas.com) using port 2121

Timing: Every working day, or less frequently, as meets your needs.

File Name: XXXMMDDX.TXT

where: XXX = three letter Supplier code
MM = current month file is uploaded
DD = current day file is uploaded
X = sequential number based on the number of files sent in any given day

PRIMARY RECORD

ACCOUNT-NUM (customer)	TEXT	12	
BLANK-SPACE	TEXT	4	
POOL-OPERATOR-ID Peoples assigns	TEXT	10	
POOL-OPTION S – PR1 Pool T – NP1 Pool	TEXT	01	'S' FOR PR1 POOL; 'T' FOR NP1 POOL
BILL-OPTION T –Peoples bills Transport, you bill commodity customer receives two bills E –Peoples bills your commodity using rates stored on our system.	TEXT	01	
COMODITY-RATE-NUM You'll work with Peoples to create a portfolio of rates, if Peoples issues a combined bill on your behalf.	TEXT	10	
TRANSACTION-TYPE A - Add customer to my pool D - Delete (remove) customer from my pool C - Change the Commodity-Rate and/or Bill-Option information on existing customer.	TEXT	01	
CUST-FIRST-NAME	TEXT	15	
CUST-MIDDLE-NAME	TEXT	15	
CUST-LAST-NAME If you are enrolling/changing a business customer, group the name field into one field 50 characters wide.	TEXT	20	
HOUSE-NUM	TEXT	10	
STREET-NAME-PREFX	TEXT	02	
STREET-NAME	TEXT	28	
STREET-NAME-SUFFIX	TEXT	02	
ST-NUM-SUFFIX	TEXT	03	
ADDRESS-OVERFLOW	TEXT	35	"ATTN", "Apt #" etc
CITY	TEXT	28	
STATE	TEXT	02	
ZIP-CODE	TEXT	05	

ZIP-PLUS-4-CODE TEXT 04

The zip code validation will be done on either service address or mailing address.

S-TAXABLE-PCT NUMBER 1.4 1 before decimal, 4 after. (6)
This is the percentage that **IS** taxable. Report twenty percent as 0.2000. A value of 1.0000 means the customer is 100% taxable. A value of 0.0000 means tax exempt. NOT Required. Peoples will use the tax % it has set up for each customer.

DATE-TIMESTAMP TEXT 26
2012-10-31-17:04:35.123456
Date stamp of when you added/changed/deleted this customer's record. NOT Required.

GAS-SUPPLY-CODE TEXT 01
'1' - PA GAS SUPPLY ALLOCATION
'2' - PA VIA INTERSTATE SUPPLY ALLOCATION
'3' - INTERSTATE GAS SUPPLY ALLOCATION
This is an old requirement that is no longer used to segregate gas on the system. Suppliers can use '3' as a default.

BLANK-SPACE TEXT 62 NOT Required.

Column Assignments for Import Specification:

Enrollment File - Table Layout

Field Name	Type	Start	Width	
Account	Text	1	12	<i>Required</i>
Blank	Text	13	4	
PoolOper	Text	17	10	<i>Required</i>
PoolOpt	Text	27	1	<i>Required</i>
BillOpt	Text	28	1	<i>Required</i>
CommRate	Text	29	10	<i>Required if combined billing</i>
TranType	Text	39	1	<i>Required</i>
FirstName	Text	40	15	or BusinessName Text 50
MiddleName	Text	55	15	
LastName	Text	70	20	
HouseNum	Text	90	10	
StNamePre	Text	100	2	
StName	Text	102	28	
StNameSfx	Text	130	2	
StNumSfx	Text	132	3	
AddrOfl	Text	135	35	
City	Text	170	28	
State	Text	198	2	
ZipCode	Text	200	5	Required
ZipCodePlus	Text	205	4	
TaxPct	Text	209	6	<i>NOT Required</i>
Timestamp	Text	215	26	<i>NOT Required</i>
GasSupSorce	Text	241	1	<i>NOT Required</i>
Blank	Text	242	62	<i>NOT Required</i>

Enrollment Response File: Enrollment response file is posted only when an enrollment file is processed AND an account is rejected.

Direction: Peoples to Supplier
Delivery: A compressed text file (TXT) downloadable from the Internet
Timing: Whenever an enrollment file account is rejected
File Name: XXXCMMYY.TXT
where: XXX = three letter Supplier code
C = response file
MM = the month the list is produced
DD = the day the list is produced

PRIMARY RECORD

POOL-OPERATOR-ID	NUMBER	10
ACCOUNT-NUM (customer)	NUMBER	12
BLANK-SPACE	TEXT	1
REJECTION-REASON	TEXT	80
Explanation of why the account was rejected		
REJECT-REASON-CODE	TEXT	02
BLANK-SPACE	TEXT	15

Column Assignments for Export Specification:

Enrollment Response File - Table Layout

<u>Field Name</u>	<u>Type</u>	<u>Start</u>	<u>Width</u>
PoolOper	Number	1	10
Account	Number	11	12
Blank	Text	23	1
RejectResn	Text	24	80
RejectCd	Text	104	02
Blank	Text	106	15

Records end at the 121 character spot

Monthly Customer Confirmation "M" File: This is a monthly listing from Peoples Customer Billing System. The file lists customers billed through the previous month and all new enrollments received at the time the file is created. Use this file with the Daily Activity file to create a complete list of the customers you are serving.

Direction: Peoples to Supplier
 Delivery: A compressed text file (TXT) downloadable from the Internet
 Timing: Once per month around the 18th of the month
 File Name: XXXMMYY.TXT
 where: XXX = three letter Supplier code
 M = Monthly
 MM = the month the list is produced
 DD = the day the list is produced

PRIMARY RECORD

POOL-OPERATOR-ID	TEXT	10
COMPANY-NUM	TEXT	02
Peoples = '02'		
POOL-OPTION-CODE	TEXT	01
S – PR1 Pool		
T – NP1 Pool		
ACCOUNT-TYPE-CODE	TEXT	01
"R" means Residential		
"C" means Commercial		
"I" means Industrial		
ACCOUNT-NUM (customer)	NUMBER	12
BLANK-SPACE	TEXT	1
ACTION-CODE	TEXT	01
"C" means Change		
"M" means No Change		
"A" means Add		
"D" means Drop		
ACTION-STATUS-CODE	TEXT	01
"N" means no Action or Action was completed		
"P" means Action is pending		

BILLING ADDRESS

FULL-NAME	TEXT	50
STREET-ADDRESS	TEXT	58
OVERFLOW-ADDRESS	TEXT	35
CITY-NAME	TEXT	26
STATE-CODE	TEXT	02
ZIP-CODE	TEXT	05
ZIP-PLUS-4	TEXT	04
BILL-CYCLE-NUM	TEXT	02
BLANK-SPACE	TEXT	13
BILL-OPTION-CODE	TEXT	01

T –Peoples bills Transport, you bill commodity, & customer receives two bills.
 E –Peoples bills your commodity using rates stored on our system.

SERVICE ADDRESS

PREMISE-HOUSE-NUM TEXT 10
BLANK-SPACE TEXT 15
PREMISE-STREET-NAME TEXT 28
BLANK-SPACE TEXT 04
BLANK-SPACE TEXT 04
PREM-HOUSE-LOC-NAME TEXT 06

Example of a complete street address is:

1234567890 1/2 NE APPLEBLOSSOM BLVD SW BLDG 123456

PREMISE-CITY-NAME TEXT 26
PREMISE-STATE TEXT 02
PREMISE-ZIP-CODE TEXT 05
PREMISE-ZIP-PLUS-4 TEXT 04

COUNTY-NAME TEXT 22
REV-DISTRICT-NAME TEXT 35

COMM-RATE-NUM TEXT 10

If Peoples bills the commodity for the Supplier, this is the rate name assigned by Peoples and stored in the billing system to identify what rate the customer is billed.

BUDGET-ACCT-IND TEXT 01

A "Y" indicates that the customer has signed up for the budget payment plan

SUM-USAGE-QTY (MCF) NUMBER +10 (11)

This is the rolling 12-month historical usage for this customer (a Pending ADD will show zero usage). The following is a profile that you can use for Residential and Commercial customers to convert this 12 month data to individual normalized monthly usage

	Residential	Commercial
Jan	17.82%	16.72%
Feb	15.58%	14.66%
Mar	13.24%	12.67%
Apr	7.23%	7.23%
May	4.36%	4.75%
Jun	2.45%	3.01%
Jul	1.99%	2.68%
Aug	1.99%	2.67%
Sep	2.61%	3.32%
Oct	4.99%	5.86%
Nov	11.39%	11.01%
Dec	16.36%	15.44%

BLANK-SPACE NUMBER 64

Column Assignments for Export Specification:**Monthly Customer Confirmation File - Table Layout**

Field Name	Type	Start	Width
PoolOper	Text	1	10
Comp	Text	11	2
PoolOpt	Text	13	1
ActType	Text	14	1
Account	Text	15	12
Blank	Text	27	1
ActionCode	Text	28	1
ChangeStatus	Text	29	1
FullName	Text	30	50
StreetAddr	Text	80	58
OvflAddr	Text	138	35
City	Text	173	26
St	Text	199	2
Zip	Text	201	5
Plus	Text	206	4
Cycle	Text	210	2
Blank	Text	212	13
BillOpt	Text	225	1
Phouse	Text	226	10
Blank	Text	236	15
PStr	Text	251	28
Blank	Text	279	4
Blank	Text	283	4
PStrLocNm	Text	287	6
PCity	Text	293	26
PSt	Text	319	2
PZip	Text	321	5
PPlus	Text	326	4
County	Text	330	22
RevDis	Text	352	35
CommRate	Text	387	10
BudgetInd	Text	397	1
SumUsage	Number	398	11
Blank	Number	409	64

Records end at the 473 character spot

Activity File: This is a daily file from Peoples Customer Billing System listing all customers that are entering or exiting the Supplier's pool. Two records will be created for adds and drops. One when the record is received (pending status) and again when the record posts in the pool. The reason for the customer leaving your pool is included in this file. A record is created for Supplier changes.

Direction: Peoples to Supplier
 Delivery: A compressed text file (TXT) downloadable from the Internet
 Timing: Daily
 File Name: XXXFMMYY.TXT
 where: XXX = three letter Supplier code
 F = activity file
 MM = the month the list is produced
 DD = the day the list is produced

PRIMARY RECORD

POOL-OPERATOR-ID	TEXT	10	
COMPANY-NUM	TEXT	02	
Peoples = '02'			
POOL-OPTION-CODE	TEXT	01	
S – PR1 Pool			
T – NP1 Pool			
ACCOUNT-NUM (customer)	TEXT	12	
BLANK-SPACE	TEXT	01	
ACCOUNT-TYPE-CODE	TEXT	01	
"R" means Residential			
"C" means Commercial			
"I" means Industrial			
LAST-BILL-DATE	TEXT	10	YYYYMMDD
This is the date of the most recent customer bill.			
FINAL-SUPPLR-BALANCE	NUMBER	+10.2 (14)	
This is the final balance the customer owes the Supplier on their commodity charges.			
STATUS-CODE	TEXT	01	
'N' = Normal/Completed			
'F' = Account has finalized with Peoples (no longer served)			
'X' = Cancelled Order (Pending add or drop order has been cancelled)			
'P' = Pending Status			
REASON-CODE	TEXT	01	
'A' = Account is being added to the Supplier's pool			
'R' = Revert (account has returned to Peoples as a sales customer)			
'C' = Change			
'F' = Account has gone final with Peoples (no longer served)			
'D' = Account is being dropped from your pool			

EFFECTIVE DATE TEXT 10

This is the effective date of the Supplier change or turnoff. For adds and drops, the date will be forecasted based on the customer receiving one more bill at the current rate and the second bill with the new Supplier. If account final billed, this will be empty.

BILL-CYCLE-NUM TEXT 02

This is the cycle the customer bills on in Peoples Billing System. There are 21 billing cycles, ranging from 1 – 22 (no cycle 7)

COMM-RATE-NUM TEXT 10

If Peoples bills the commodity for the Supplier, this is the rate name assigned by Peoples and stored in the billing system to identify what rate the customer is billed.

GOVT-CRED-GROUP TEXT 01

This field will tell you if the account is a government account. The determination is made by the Credit Department. If the account is a government account the field will be "X" for Yes. It will be "BLANK" for all other instances.

BLANK-SPACE TEXT 04

Column Assignments for Export Specification:

Activity File - Table Layout

Field Name	Type	Start	Width
PoolOper	Text	1	10
CompNum	Text	11	2
PoolOpt	Text	13	1
Account	Text	14	12
Blank	Text	26	1
AcctType	Text	27	1
LastBillDate	Text	28	10
FinalBal	Number	38	14
Status	Text	52	1
Reason	Text	53	1
EffectiveDate	Text	54	10
BillCycle	Text	64	2
CommRateNum	Text	66	10
GovtCredGroup	Text	76	1
Blank	Text	77	4

Records end at the 81 character spot

Daily Activity File – Status/Reason Combinations

Status Code	Reason Code	Short Description	Detailed Description
P	A	Pending Add	<p>A Pending Add transaction will be included in a new supplier's Daily Activity File in response to an accepted (i.e. not rejected) Add received in an Enrollment File from the new supplier.</p> <p>The Pending Add will be completed as a result of the 1st bill that occurs after the expiration of the 5-Day Rescission Period.</p> <p>The Pending Add record in the Daily Activity File includes the new supplier's Estimated Start Date (Effective Date).</p>
N	A	Completed Add	<p>A Completed Add transaction will be included in a new supplier's Daily Activity File when a Pending Add is completed.</p> <p>The Completed Add record in the Daily Activity File includes the new supplier's Actual Start Date (Effective Date).</p>
X	A	Cancelled Add	<p>A Cancelled Add transaction will be included in a supplier's Daily Activity File when a Pending Add is cancelled.</p>
N	C	Completed Change	<p>A Completed Change transaction will be included in supplier's Daily Activity File in response to an accepted (i.e. not rejected) Change received in an Enrollment File from the supplier.</p> <p>The Completed Change record in the supplier's Daily Activity File includes the Effective Date of the change.</p> <p>NOTE: The 5-Day Rescission Period does not apply to changes. Changes are implemented immediately and are effective as of the beginning of the current billing period.</p>
P	D	Pending Drop	<p>A Pending Drop transaction will be included in the current supplier's Daily Activity File when an Add has been received in an Enrollment File from a new supplier and has been accepted (i.e. not rejected).</p> <p>A Pending Drop transaction informs a supplier that an account is leaving their pool because they are switching to another supplier.</p> <p>The Pending Drop will be completed as a result of the 1st bill that occurs after the expiration of the 5-Day Rescission Period.</p> <p>The Pending Drop record in the Daily Activity File includes the current supplier's Estimated End Date (Effective Date).</p>
N	D	Completed Drop	<p>A Completed Drop transaction will be included in the old supplier's Daily Activity File when a Pending Drop is completed.</p> <p>The Completed Drop record in the Daily Activity File includes the old supplier's Actual End Date (Effective Date).</p>
X	D	Cancelled Drop	<p>A Cancelled Drop transaction will be included in a supplier's Daily Activity File when a Pending Drop is cancelled.</p>
P	R	Pending Revert	<p>A Pending Revert transaction will be included in the current supplier's Daily Activity File in response to an accepted (i.e. not rejected) Drop received in an Enrollment File from the current supplier.</p> <p>The Pending Revert will be completed as a result of the 1st bill that occurs after the expiration of the 5-Day Rescission Period.</p> <p>The Pending Revert record in the Daily Activity File includes the current supplier's Estimated End Date (Effective Date).</p>
N	R	Completed Revert	<p>A Completed Revert transaction will be included in the old supplier's Daily Activity File when a Pending Revert is completed.</p> <p>The Completed Revert record in the Daily Activity File includes the old supplier's Actual End Date (Effective Date).</p>
X	R	Cancelled Revert	<p>A Cancelled Revert transaction will be included in a supplier's Daily Activity File when a Pending Revert is cancelled.</p>
F	F	Finaled Account	<p>A Finaled Account transaction will be included in a supplier's Daily Activity File when a account for which they were the supplier of record has been finaled and is no longer being served by Peoples.</p>

Billing File: This file contains customer meter reads, consumption totals and billing amounts Peoples will charge for the Supplier's commodity. The date this file is produced will indicate which month these bills will be applied to your pooling invoice, except for cycle 22 accounts. Since cycle 22 accounts are the larger accounts that are usually read on or near the first of the month, these accounts will be manually moved, if necessary, to ensure that their usage will be applied to the NGS's pooling invoice to match the month in which the gas was consumed.

Direction: Peoples to Supplier
 Delivery: A compressed text file (TXT) downloadable from the Internet
 Timing: Each day that one or more of your customers' meters is read and a bill is calculated
 File Name: XXXBMMDD.TXT
 where: XXX = three letter Supplier code
 B = Billing File
 MM = Month file is produced.
 DD = Day file is produced

PRIMARY RECORD

POOL-OPERATOR-ID	TEXT	10	
ACCOUNT-NUM (customer)	TEXT	12	
BLANK-SPACE	TEXT	1	
SERV-AGRMNT-NUM	TEXT	05	
This is a sequence number and will normally contain the value '00001'			
UTILITY-TYPE-CODE	TEXT	01	"G"
NAME	TEXT	20	
Billing customers name			
BILL-OPTION-CODE	TEXT	01	
T –Peoples bills Transport, you bill commodity, customer receives two bills.			
E –Peoples bills your commodity using rates stored on our system.			
SEQUENCE-NUM	TEXT	05	
Order in which to print the bill line items			
REBILL-IND	TEXT	01	
SPACE			Normal billed item
'Y'			Rebilled item amount
'B'			Backout item amount (Canceled Bill)
UNIT-QTY	NUMBER	+9.1	(12)
Gas quantity in MCF's			
TOTAL-CHGS	NUMBER	+9.2	(13)
If Peoples bills the commodity for the Supplier, this is the total amount billed for that commodity (not including taxes). This is not the budget amount.			
FILLER	NUMBER	+9.2	(13)
TRANSPORT-RATE-SCHDL	TEXT	10	
Peoples transport rate schedule under which this customer is charged.			
FILLER	NUMBER	+9.2	(13)

COUNTY-TAX-CHGS	NUMBER	+9.2	(13)
STATE-TAX-CHGS	NUMBER	+9.2	(13)
OTHER-TAX-CHGS	NUMBER	+9.2	(13)
FILLER	NUMBER	+9.2	
ACCOUNT-BAL	NUMBER	+11.2	(15)
Outstanding balance on account. Zero for POR Accounts			
FILLER	NUMBER	+9.2	(13)
FILLER	NUMBER	+9.2	(13)
NEXT-READ-DATE	TEXT	10	YYYY-MM-DD
Expected next meter read date			
CURR-METER-READING	NUMBER	12.3	(no negatives)
Meter index read for current reading (or estimate)			
CURR-METER-READ-DATE	TEXT	10	YYYY-MM-DD
Current read date			
LAST-METER-READING	NUMBER	12.3	
Meter index read on last month's read (or estimate)			
LAST-METER-READ-DATE	TEXT	10	
Last month's read date			
POOL-OPTION-CODE	TEXT	01	
S – PR1 Pool			
T – NP1 Pool			
ALLOCATION-MONTH	NUMBER	06	
YYYYMM: 201209			
Does not indicate the month for which this bill will end up on Suppliers Pool Invoice.			
COMMODITY-CHARGES	NUMBER	+11.2	(15)
If Peoples bills the commodity for the Supplier, this is the total amount billed for that commodity (not including taxes). This is not the budget amount.			
COMMODITY-RATE-SCHDL	TEXT	10	
Commodity rate name used to calculate your commodity charges.			
BILL-ITEM-INFO-CODE	TEXT	1	
'B' = Peoples billed based on your rate			
'I' = Peoples billed based on budget amount			
BUDGET-CHARGE	NUMBER	+9.2	(13)
This is the budget amount Peoples will charge for the commodity charges.			
COMMODITY INDICATOR	TEXT	1	
'C' = Commodity item			

FINAL-ACCT-INDICATOR	TEXT	1
This will indicate if an account has gone final in our system.		
'Y' = Yes		
'N' = No		
BUDGET-TRUEUP-INDICAT	TEXT	1
This is only for budget accounts. This will indicate that the account is being trued-up within the month.		
'Y' = Yes		
'N' = No		
ACCOUNT-TYPE-CD	TEXT	1
'I' = Industrial		
'C' = Commercial		
'R' = Residential		
'N' = Non-Utility		
TAXABLE-PERCENT	TEXT	6
If customer is tax exempt, this is the percentage that IS taxable. Read twenty percent as 0.2000. Customers who are not tax exempt are coded as 1.0000 (100% taxable). A value of 1.0000 means the customer is 100% taxable. A value of 0.0000 means the customer is 100% tax exempt.		
COUNTY-CODE	TEXT	3
COUNTY-NAME	TEXT	22
POR-NET-AMT	NUMBER	15
(For POR POOLS ONLY) Net amount due to Supplier after POR discount rate.		
CUSTOMER BILL DATE	TEXT	7
This will indicate the date the bill was generated in our billing system and sent to the customer.		
SORT-SUM-FLD	NUMBER	1
Peoples uses this field for computer processing. You may ignore it.		
BLANK-SPACE	TEXT	4

Column Assignments for Export Specification:**Billing File - Table Layout**

Field Name	Type	Start	Width
PoolOper	Text	1	10
Account	Text	11	12
Blank	Text	23	1
ServAgr	Text	24	5
UtilType	Text	29	1
Name	Text	30	20
BillOpt	Text	50	1
SeqNum	Text	51	5
RebillInd	Text	56	1
UnitQty	Number	57	12
TotalChgs	Number	69	13
Filler	Number	82	13
TRateSchdl	Text	95	10
Filler	Number	105	13
TaxCounty	Number	118	13
TaxState	Number	131	13
TaxOther	Number	144	13
Filler	Number	157	13
AcctBal	Number	170	15
Filler	Number	185	13
Filler	Number	198	13
NextReadDt	Text	211	10
CurrRead	Number	221	16
CurrReadDt	Text	237	10
LastRead	Number	247	16
LastReadDt	Text	263	10
PoolOpt	Text	273	1
AllocMon	Text	274	6
CommChg	Number	280	15
CommRate	Text	295	10
BillInfo	Text	305	1
BudgetChg	Number	306	13
CommInd	Text	319	1
FinalBillInd	Text	320	1
TrueupInd	Text	321	1
Accountype	Text	322	1
Taxpercent	Text	323	6
CountyCode	Text	329	3
CountyName	Text	332	22
PORNetAmt	Number	354	15
Customer Bill Date	Text	369	7
SortSum	Number	376	1
Blank	Text	377	4

Records end at the 380 character spot

Payment File: Peoples will put a file in your library that contains any payments that were submitted by customer that affected the balance owed the Supplier. **Does not** apply to POR pools.

Direction: Peoples to Supplier
 Delivery: A compressed text file (TXT) downloadable from the Internet (provided Peoples bills on your behalf.)
 Timing: Every business day that payments were actually applied to Suppliers
 File Name: XXXDMMDD.TXT
 where: XXX = three letter Supplier code
 D = Payment file
 MM = Month file is produced
 DD = Day file is produced

PRIMARY RECORD

POOL-OPERATOR-ID	TEXT	10	
ACCOUNT-NUM (customer)	TEXT	12	
BLANK	TEXT	1	
DATE	TEXT	10	Date payment was received in the following format: YYYY-MM-DD
TRANSACTION AMOUNT	NUMBER	-9.2 (13)	Total transaction amount including payments and adjustments. This number is the combined dollars and cents (e.g.: b000000038.17 = \$38.17)
PAYMENT	NUMBER	-9.2 (13)	Amount that the customer has paid that was applied to the Supplier's charges. This number is the combined dollars and cents (e.g.: b000000028.17 = \$28.17)
ADJUSTMENT AMOUNT	NUMBER	-9.2 (13)	This field will always contain zeroes. No adjustment amount is sent in the payment file. This number is the combined dollars and cents (e.g.: b000000010.00 = \$10.00)
SUPPLIER-BALANCE	NUMBER	-9.2 (13)	This is the balance the customer owes the Supplier on their commodity charges.
BLANK-SPACE	TEXT	15	

Payment File - Table Layout

Field Name	Type	Start	Width
PoolOper	Text	1	10
Account	Text	11	12
Blank	Text	23	1
Date	Text	24	10
TranAmount	Number	34	13
Payment	Number	47	13
AdjAmount	Number	60	13
SupplierBal	Number	73	13
Blank	Text	86	15

Records end at the 101 spot.

Adjustment File: Peoples will put a file in your library that contains any customer debit/credit (non-payment) adjustments that affect the balance owed the Supplier. **Does not** apply to POR pools.

Direction: Peoples to Supplier
 Delivery: A compressed text file (TXT) downloadable from the Internet (provided Peoples bills on your behalf.)
 Timing: Every business day that adjustments were actually applied to Suppliers
 File Name: XXXAMMDD.TXT
 where: XXX = three letter Supplier code
 A = Adjustment file
 MM = Month file is produced
 DD = Day file is produced

PRIMARY RECORD

POOL-OPERATOR-ID	TEXT	10
ACCOUNT-NUM (customer)	TEXT	12
BLANK	TEXT	1
DATE	TEXT	10
Date payment was received in the following format: YYYY-MM-DD		
TRANSACTION AMOUNT	NUMBER	-9.2 (13)
Total transaction amount including payments and adjustments. This number is the combined dollars and cents (e.g.: b000000038.17 = \$38.17)		
PAYMENT	NUMBER	-9.2 (13)
This field will always contain zeroes. No payment amount is sent in the payment file. This number is the combined dollars and cents (e.g.: b000000028.17 = \$28.17)		
ADJUSTMENT AMOUNT	NUMBER	-9.2 (13)
Adjustment applied to the invoice for credits/debits that affect the customer's supplier balance. This number is the combined dollars and cents (e.g.: b000000010.00 = 10.00)		
SUPPLIER-BALANCE	NUMBER	-9.2 (13)
This is the balance the customer owes the Supplier on their commodity charges.		
BLANK-SPACE	TEXT	15

Adjustment File - Table Layout

Field Name	Type	Start	Width
PoolOper	Text	1	10
Account	Text	11	12
Blank	Text	23	1
Date	Text	24	10
TranAmount	Number	34	13
Payment	Number	47	13
AdjAmount	Number	60	13
SupplierBal	Number	73	13
Blank	Text	86	15

Records end at the 101 spot.

Write-Off File: Peoples will put a file in your library that contains any customer that has been written off during that month. **Does not** apply to POR pools.

Direction: Peoples to Supplier
 Delivery: A compressed text file (TXT) downloadable from the Internet (provided Peoples bills on your behalf.)
 Timing: Once per month
 File Name: XXXw_YYYYMMDD-HHMMSS-NNN.TXT
 where: XXX = three letter Supplier code
 W = Write-Off file
 YYYY = Year file is produced
 MM = Month file is produced
 DD = Day file is produced
 HH = Hour file is produced
 MM = Minute file is produced
 HH = Second file is produced
 NNN = Milliseconds file is produced

PRIMARY RECORD

POOL-OPERATOR-ID	TEXT	10
ACCOUNT-NUM (customer)	TEXT	12
WRITE-OFF DATE	TEXT	8
Date payment was received in the following format: YYYY-MM-DD		
WRITE_OFF AMOUNT	NUMBER	13
BANKRUPTCY DATE	TEXT	8
CUSTOMER NAME	TEXT	50
MAILING ADDRESS	TEXT	60
SERVICE ADDRESS	TEXT	60
SUPPLIER CONTRACT END DATE	TEXT	8
PHONE NUMBER	TEXT	10

Write-Off File - Table Layout

Field Name	Type	Start	Width
PoolOper	Text	1	10
Account	Text	11	12
Date	Text	23	8
Amount	Text	31	13
Date	Number	44	8
Name	Number	52	50
Mailing Address	Number	102	60
Service Address	Number	162	60
Supplier Contract End Date	Text	222	8
Phone Number	Text	230	10

Records end at the 239 spot.

Eligible Customer Lists (ECL): This file is available monthly, upon request.

If requested by the supplier, Peoples will put a file in your library that contains eligible transport and sales accounts so that the supplier can use the list to market.

Direction: Peoples to Supplier
Delivery: A text file (TXT) downloaded from the website
Timing: By Request
File Name: XXXX_I_MMDD.TXT
where: XXXX = Four letter LDC code
ECL = Customer List file
MM = current month file is produced
DD = current day file is produced

PRIMARY RECORD

BLANK-SPACE	Text	10
COMPANY-NUM	Text	2
P1-IND	Text	1
Priority Indicator: "1" = Priority One, else blank		
POOL-CODE	Text	1
S – Priority One T – Non Priority One		
ACCT-NUM	Text	12
Note: Peoples account numbers are 12 digits in length.		
BLANK-SPACE	Text	1
ACCT-TYPE-CODE	Text	1
R – Residential N – Non-Residential		
BLANK-SPACE	Text	2
NAME-FORMAT-CODE	Text	01
"B", Business: Business name "I", Individual: Last(20)+First(15)+Middle(15)		
FULL-NAME	Text	50
MAIL-ADDR-1	Text	50
MAIL-ADDR-2	Text	40
This is the mailing address for the account. If no mailing address exists, it will be the service address.		
PREM-HOUSE-NUM	Text	10
BLANK-SPACE	Text	03
BLANK-SPACE	Text	02
PREM-STR-NAME	Text	28

BLANK-SPACE	Text	04
BLANK-SPACE	Text	02

PREM-HOUSE-LOC-CODE	Text	04
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PREM-HOUSE-LOC-NAME	Text	06
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This is the service address.

The complete form of these parts is:

1234567890 1/2 NE APPLEBLOSSOM BLVD SW BLDG 123456

PREM-TOWN-NAME	Text	26
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PREM-STATE-CODE	Text	02
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PREM-ZIP-5	Text	05
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PREM-ZIP-PLUS-4	Text	04
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MTHLY-USAGE-QTY(1)	Number	+06.1 (9)
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MTHLY-USAGE-QTY(2)	Number	+06.1 (9)
--------------------	--------	-----------

MTHLY-USAGE-QTY(3)	Number	+06.1 (9)
--------------------	--------	-----------

MTHLY-USAGE-QTY(4)	Number	+06.1 (9)
--------------------	--------	-----------

MTHLY-USAGE-QTY(5)	Number	+06.1 (9)
--------------------	--------	-----------

MTHLY-USAGE-QTY(6)	Number	+06.1 (9)
--------------------	--------	-----------

MTHLY-USAGE-QTY(7)	Number	+06.1 (9)
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MTHLY-USAGE-QTY(8)	Number	+06.1 (9)
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MTHLY-USAGE-QTY(9)	Number	+06.1 (9)
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MTHLY-USAGE-QTY(10)	Number	+06.1 (9)
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MTHLY-USAGE-QTY(11)	Number	+06.1 (9)
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MTHLY-USAGE-QTY(12)	Number	+06.1 (9)
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The first month is the current month. The second month is last month & so on for 12 months.

If the usage data is restricted then there will be 108 blank spaces instead.

BLANK-SPACE	Text	108
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TARIFF-RATE-CLASS	Text	35
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METER-READ-CYCLE	Text	2
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SOLR/SHOPPING-STATUS	Text	1 (Y/N)
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Monthly Aging File: This is a monthly listing from PNG's Customer Billing System. The file lists any customers with a balance with a given supplier (whether they are active or inactive in your pool) at the time the file is created.

Does not apply to separately billed customers.

Direction: Peoples to Supplier
 Delivery: A compressed text file (TXT) downloadable from the Internet (provided Peoples bills on your behalf.)
 Timing: Once per month around the first of the month containing information as of the last day of the previous month.
 File Name: XXXGMMDD.TXT
 where: XXX = three letter Supplier code
 G = Aging file
 MM = Month file is produced
 DD = Day file is produced

PRIMARY RECORD

POOL-OPERATOR-ID	TEXT	10	
ACCOUNT-NUM (customer)	TEXT	12	
ACCOUNT TYPE	TEXT	10	Whether the account is: REGULAR, BUDGET, or PLANS (for installment PLAN)
SUPPLIER STATUS	TEXT	10	Active or Inactive
CONTRACT END DATE	TEXT	8	Date supplier contract was ended in the following format: YYYYMMDD
ACCOUNT BALANCE	NUMBER	9.2	(13) Total account balance. This number is the combined dollars and cents (e.g.: 000000038.17 = \$38.17 debit balance or -00000038.17 = \$-38.17 credit balance)
BLANK	TEXT	1	
CREDIT BALANCE	NUMBER	-9.2	(13) Credit balance. This number is the combined dollars and cents (e.g.: -00000038.17 = \$-38.17 credit balance)
BLANK	TEXT	1	
CURRENT BALANCE	NUMBER	9.2	(13) Current account balance. This number is the combined dollars and cents (e.g.: 000000038.17 = \$38.17)
BLANK	TEXT	1	
1 – 30 DAYS BALANCE	NUMBER	9.2	(13) 1 – 30 days old balance. This number is the combined dollars and cents (e.g.: 000000038.17 = \$38.17)
BLANK	TEXT	1	
31 – 60 DAYS BALANCE	NUMBER	9.2	(13)

31 – 60 days old balance. This number is the combined dollars and cents (e.g.:
000000038.17 = \$38.17)

BLANK TEXT 1

61 – 90 DAYS BALANCE NUMBER 9.2 (13)
61 – 90 days old balance. This number is the combined dollars and cents (e.g.:
000000038.17 = \$38.17)

BLANK TEXT 1

OVER 90 DAYS BALANCE NUMBER 9.2 (13)
90+ days old balance. This number is the combined dollars and cents (e.g.:
000000038.17 = \$38.17)

Monthly Aging File - Table Layout

Field Name	Type	Start	Width
PoolOper	Text	1	10
Account-Num	Text	11	12
Account Type	Text	23	10
Supplier Status	Text	33	10
Contract End Date	Text	43	8
AcctBalance	Number	51	13
Blank	Text	64	1
CreditBalance	Number	65	13
Blank	Text	78	1
CurBalance	Number	79	13
Blank	Text	92	1
1-30Balance	Number	93	13
Blank	Text	106	1
31-60Balance	Number	107	13
Blank	Text	120	1
61-90Balance	Number	121	13
Blank	Text	134	1
Over90Balance	Number	135	13

Records end at the 147 spot.