

**Pennsylvania  
New Jersey  
Delaware  
Maryland**

**Implementation  
Guideline**

For  
**Electronic Data Interchange**

TRANSACTION SET

**248**

**Write-off**

**Ver/Rel 004010**

## Table of Contents

Summary of Changes .....	3
General Notes .....	5
New Jersey Notes.....	6
Delaware Notes.....	6
Maryland Notes .....	6
Pennsylvania Notes .....	7
How to Use the Implementation Guideline.....	8
X12 Structure.....	9
Data Dictionary for 248 Write Off .....	10
Segment: ST Transaction Set Header .....	12
Segment: BHT Beginning of Hierarchical Transaction.....	13
Segment: NM1 Individual or Organizational Name (8S=LDC Name).....	14
Segment: NM1 Individual or Organizational Name (SJ=ESP Name) .....	15
Segment: HL Hierarchical Level.....	16
Segment: NM1 Individual or Organizational Name (D4=Customer Name) .....	17
Segment: REF Reference Identification (11=ESP Account Number) .....	18
Segment: REF Reference Identification (12=LDC Account Number) .....	19
Segment: REF Reference Identification (45=LDC Old Account Number).....	20
Segment: REF Reference Identification (OI=Original Invoice Number).....	21
Segment: REF Reference Identification (X0=Write off Account Number).....	23
Segment: PER Administrative Communications Contact .....	24
Segment: BAL Balance Detail .....	25
Segment: DTP Date or Time or Period (630=Write off date).....	26
Segment: DTP Date or Time or Period (584=Reinstatement Date) .....	27
Segment: SE Transaction Set Trailer.....	28
Examples: .....	29
Example: Account Balance that is written off by the billing party .....	29
Example: Account Balance that is reinstated by the billing party. ....	29
Example: Account balance that was overpaid by the customer, and for which the non-billing party needs to reimburse the customer. ....	29
Example: Maryland SCB - Account balance that is written off and sold back to the Utility when a customer on SCB is returned to Utility service or switches bill options. Includes reference to the Utility invoice that has not been paid. ....	30

## Summary of Changes

April 5, 1999 Version 1.0	Initial release.
May 25, 1999 Version 1.1	Made changes for consistency with the 814 4010 changes: <ul style="list-style-type: none"> <li>• BHT04: Clarified transaction creation date</li> <li>• Added PER02 (Customer Name) as an optional field.</li> <li>• Added Old Account Number</li> <li>• Added NJ Information</li> <li>• Added Notes Page</li> </ul>
May 26, 1999 Version 1.2	<ul style="list-style-type: none"> <li>• Corrected references to BHT02 (they had read BHT01)</li> <li>• Corrected usage rules for old LDC account number</li> <li>• Changed requirement for ESP account number to 2/1/2000</li> </ul>
May 27, 1999 Version 2.0	Issued as FINAL for Version 4010 for Pennsylvania
June 8, 1999 Version 2.1	Added clarification for New Jersey on Conectiv's intention to utilize the 248 transaction.
June 29, 1999 Version 2.2	<ul style="list-style-type: none"> <li>• Changed "EGS" to "ESP" and "EDC" to "LDC" throughout the guideline. Removed "NJ Definitions" and replaced it with "LDC Definitions" and "ESP Definitions" in the Notes section.</li> <li>• Added "How to use the implementation guideline" page. In addition, changed all headers to the true X12 definition. Also corrected the Table on Page 4 to reflect X12 definitions and added the words "X12 Structure" to the title on that page.</li> </ul>
October 1, 1999 DRAFT Version 2.2b	<p>Change Control #004:</p> <ul style="list-style-type: none"> <li>• Added to Notes section: "One customer account per 248"</li> </ul> <p>Additional changes:</p> <ul style="list-style-type: none"> <li>• Added Conectiv Delaware information</li> <li>• Moved NJ Notes to its own page</li> <li>• Changed "Supplier" to "ESP" in examples</li> </ul>
November 4, 1999 Version 2.3	This is a FINAL version for Pennsylvania and New Jersey
December 1999 Version 2.3MD1	<ul style="list-style-type: none"> <li>• Add Maryland use to document – the changes were added to the version 2.3 of the regional standards</li> <li>• Added Table of Contents</li> <li>• Added Data Dictionary</li> </ul>
January 17, 2000 Version 2.3MD2	Clarified REF*45 is only used when LDC sending transaction.
April 7, 2000 Version 2.3MD3	<p>Corrected table of contents</p> <p>Clarified use of old account number for MD</p> <p>Corrected data dictionary to show customer name in MD as 60 characters</p>
June 26, 2000 Version 2.3MD4	<p>This transaction is considered FINAL for MD</p> <p>Added Write Off Account (REF*X0) to TOC</p> <p>Added "balance" to Reinstatement Date description in Data Dictionary</p>
September 10, 2000 Version 2.4	This transaction is a new FINAL version for Pennsylvania, New Jersey, Maryland, and Delaware (Conectiv only).
October 19, 2001 Version 2.4rev01	Incorporate Delaware Electric Coop (DEC) information for Delaware
January 9, 2002 Version 3.0	This transaction is a new FINAL version for Pennsylvania, New Jersey, Maryland, and Delaware.
January 24, 2010 Version 3.0	This transaction is a new FINAL version for Pennsylvania, New Jersey, Maryland, and Delaware (no changes from January 9, 2002 release).

September 4, 2010 Version 3.0.1D	<ul style="list-style-type: none"><li>• Incorporate PA Change Control 060 (PA Admin/Cleanup Change Control)</li></ul>
February 28, 2011 Version 4.0	This transaction is a new FINAL version for Pennsylvania, New Jersey, Maryland, and Delaware.
February 16, 2012 Version 4.0	This transaction is a new FINAL version for Pennsylvania, New Jersey, Maryland, and Delaware. No changes since prior version.
March 8, 2013 Version 6	<ul style="list-style-type: none"><li>• Moving to v6.0 to align versions across all transaction sets</li><li>• Cleaned up references to Allegheny and APS throughout document</li></ul>
March 17, 2014 Version 6.1	<ul style="list-style-type: none"><li>• Incorporate MD EDI Change Control 027 (PHI new CIS; changes to 248)</li><li>• Incorporate NJ EDI Change Control Electric 031 (RECO removal from IG)</li></ul>
March 25, 2022 Version 6.2	<ul style="list-style-type: none"><li>• Incorporate PA EDI Change Control 163 (Add PA Notes)</li><li>• Incorporate MD EDI Change Control 066 (Update MD Notes)</li></ul>
April 29, 2023 Version 6.3	<ul style="list-style-type: none"><li>• Incorporate NJ EDI Change Control Electric 054 (Update NJ Notes)</li></ul>
April 30, 2024 Version 6.4	<ul style="list-style-type: none"><li>• Incorporate MD EDI Change Control 073 (Add Supplier Consolidated Billing for MD)</li></ul>
March 15, 2025 Version 6.5	<ul style="list-style-type: none"><li>• Incorporate MD EDI Change Control 091 (Add payment plan support for MD SCB)</li></ul>

## General Notes

Use:	<ul style="list-style-type: none"> <li>This transaction will be used by the billing party to notify the non-billing party that the billing party will no longer pursue collections on behalf of the non-billing party. It will also be used to cancel this notification, in essence reinstating the customer balance.</li> <li>This transaction only applies when NOT making the other party whole.</li> </ul>
One Account per 248	One customer account per 248.
LDC Definitions:	<p>The term LDC (Local Distribution Company) in this document refers to the utility. Each state may refer to the utility by a different acronym:</p> <ul style="list-style-type: none"> <li>EDC – Electric Distribution Company (Pennsylvania, Delaware)</li> <li>LDC – Local Distribution Company (New Jersey)</li> <li>EC – Electric Company (Maryland)</li> </ul>
ESP Definitions:	<p>The term ESP (Energy Service Provider) in this document refers to the supplier. Each state may refer to the supplier by a different acronym:</p> <ul style="list-style-type: none"> <li>EGS – Electric Generation Supplier (Pennsylvania)</li> <li>TPS – Third Party Supplier (New Jersey)</li> <li>ES – Electric Supplier (Delaware)</li> <li>ES – Electricity Supplier (Maryland)</li> </ul>

## New Jersey Notes

This transaction is Not Used in New Jersey

## Delaware Notes

This transaction does not apply in Delaware, PHI does not send.

## Maryland Notes

This transaction only applies to Supplier Consolidated Billing in Maryland

### Maryland Supplier Consolidated Billing Information

The MD Supplier Consolidated billing program is primarily a reversal of billing roles and responsibilities compared to the existing MD Utility Consolidated Billing process that is currently in production. The Supplier will create the bill, send it to the customer, collect payment from the customer, and pay the Utility for their Utility Distribution charges and taxes.

The Utility will create an 810 Invoice to deliver their charges and taxes to the Supplier for inclusion on the consolidated customer bill.

Each party, Supplier and Utility, will calculate their own charges.

There will be a defined bill window of 3 business days from delivery of the 867 meter read for the Utility to send the 810 Invoice for inclusion on the next SCB bill. If the bill window is missed the Supplier may reject the 810 Invoice. The Utility will then cancel the 810 Invoice and resubmit their charges on a new 810 invoice with a new payment due date. This is important for aging of arrears in the event the customer is returned to the Utility and the Utility is asked to purchase the outstanding receivable for the unpaid Utility charges.

This is a Purchase of Receivables market with no discount factor. So, the Supplier will make the Utility whole regardless of the Customers payment performance. Each 810 invoice sent from the Utility will have a specific due date that the Supplier will need to adhere to. Failure to make timely and complete payment of the Utility Invoices will jeopardize the status of the Supplier to continue in the SCB program.

### EDI 248 Write-Off Transaction (MD SCB)

The 248 Write-Off transaction will be used by the Supplier to request that the Utility buy back any uncollected Utility charges if the SCB Customer is returned to Utility service, the bill option is changed from SCB or the Customer switches Suppliers and has unpaid Utility charges that the Supplier has paid to the Utility. A 248 Write-Off transaction will be sent for each Utility Invoice that the Customer has not paid in full that is within the allowed arrears aging time period. The Utility will either accept or reject the 248 transaction via an 824-transaction response. An invoice that is beyond the regular number of arrears days may be eligible for Buy-Back if the number of arrears days has been extended due to the assignment of a payment plan.

## **Pennsylvania Notes**

This transaction will apply as follows...

- Citizens Electric – does not send
- Duquesne Light – sends
- FirstEnergy – sends
- PECO – does not send
- PPL – does not send
- UGI – sends
- Wellsboro Electric – does not send

# How to Use the Implementation Guideline

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

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

**Semantic Notes:**

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

**Comments:**

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

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

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

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

One or more examples.

## Data Element Summary

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

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

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

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

M = Mandatory, O = Optional, X = Conditional

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

1/30 = Minimum 1, Maximum 30



# 248 Account Assignment/Inquiry and Service/Status

## X12 Structure

Functional Group ID=**SU**

### Heading:

	<u>Pos. No.</u>	<u>Seg. ID</u>	<u>Name</u>	<u>Req. Des.</u>	<u>Max.Use</u>	<u>Loop Repeat</u>	<u>Notes and Comments</u>
Must Use	010	ST	Transaction Set Header	M	1		
Must Use	020	BHT	Beginning of Hierarchical Transaction	M	1		
LOOP ID - NM1							2
Must Use	030	NM1	Individual or Organizational Name	M	1		n1

### Detail:

	<u>Pos. No.</u>	<u>Seg. ID</u>	<u>Name</u>	<u>Req. Des.</u>	<u>Max.Use</u>	<u>Loop Repeat</u>	<u>Notes and Comments</u>
LOOP ID - HL							>1
Must Use	010	HL	Hierarchical Level	M	1		n2
Must Use	020	NM1	Individual or Organizational Name	M	1		n3
	060	REF	Reference Identification	O	>1		
	070	PER	Administrative Communications Contact	O	>1		
	110	BAL	Balance Detail	O	1		
LOOP ID - DTP							>1
	120	DTP	Date or Time or Period	O	1		
Must Use	180	SE	Transaction Set Trailer	M	1		

### Transaction Set Notes

1. The NM1 loop will contain only information pertaining to the Credit Grantor and the Agency.
2. The HL loop will contain parent-child (subordinate) data relationships pertaining to the debtor and/or any association to the debtor.
3. The NM1 segment will contain only information pertaining to the debtor and/or any subordinate association to the debtor.

## Data Dictionary for 248 Write Off

<i>Appl Field</i>	<i>Field Name</i>	<i>Description</i>	<i>EDI Segment</i>	<i>Loop/ Related EDI Qualifier</i>	<i>Data Type</i>
1	Hierarchical Structure Code	This will always be code "0057".	BHT01 = <b>0057</b>		X(4)
2	Purpose Code	"01" = Cancellation: Used to reinstate a balance if the billing party resumes collection activities for the customer "22" = Information Copy: Used to notify the non-billing party that the billing party will no longer pursue collections for the customer	BHT02	BHT01 = <b>0057</b>	X(2)
3	Transaction Reference Number	Unique Number identifying this transaction assigned by the sender of the transaction. This number should be unique over all time.	BHT03		X(30)
4	System Date	Date this transaction was generated from sender's application system. Format: CCYYMMDD	BHT04		9(8)
5	LDC Name	LDC's Name	NM103	NM1: NM101 = <b>8S</b> NM102 = <b>3</b>	X(35)
6	LDC Duns	LDC's DUNS Number or DUNS+4 Number	NM109	NM1: NM108 = <b>1</b> or <b>9</b>	X(13)
7	ESP Name	ESP's Name	NM103	NM1: NM101 = <b>SJ</b> NM102 = <b>3</b>	X(35)
8	ESP Duns	ESP's DUNS Number or DUNS+4 Number	NM109	NM108 = <b>1</b> or <b>9</b>	X(13)
9	Hierarchical ID Number	Since we have decided that there will only be one 248 transaction per account, the Hierarchical Level identification should always be "1".	HL01 = <b>1</b>		X(1)
10	Hierarchical Level Code	This will always be code 24 to represent the debtor customer.	HL03 = <b>24</b>	HL01 = <b>1</b>	X(2)
11	Debtor Customer	Customer Name as it appears on the Customer Bill	NM103	HL: NM101 = <b>D4</b> NM102 = <b>3</b>	X(35) Note: X(60) for MD
12	ESP Account Number	ESP Customer Account Number	REF02	HL: REF01 = <b>11</b>	X(30)
13	LDC Account Number	LDC Customer Account Number	REF02	HL: REF01 = <b>12</b>	X(30)
14	Old LDC Account Number	Previous LDC Customer Account Number	REF02	HL: REF01 = <b>45</b>	X(30)

14.1	Original Invoice Number	Original Invoice Number of the Invoice associated with the unpaid utility charge balance	REF02	HL: REF01 = <b>OI</b>	X(30)
15	Write-off Account Number	Account number assigned when an account is written off	REF02	HL: REF01 = <b>X0</b>	X(30)
16	Customer Telephone Number #1	Last Known Telephone Number for the customer	PER04	HL: PER01 = <b>IC</b> PER03 = <b>TE</b>	X(20)
17	Customer Telephone Number #2	Last Known Telephone Number for the customer	PER06	HL: PER01 = <b>IC</b> PER05 = <b>TE</b>	X(20)
18	Balance Written Off or Reinstated	Dollar amount that the billing party will no longer pursue collection activity for on behalf of the non-billing party. A negative amount signifies that the non-billing party has been overpaid and that they are responsible for reimbursing the customer.	BAL03	HL: BAL01 = <b>CD</b> BAL02 = <b>BD</b>	-9(9).99
19	Write-off Date	Date the amount was written off	DTP03	DTP01 = <b>630</b> DTP02 = <b>D8</b>	9(8)
20	Reinstatement Date	Used only with a cancellation to state the date that the account balance was reinstated.	DTP03	DTP01 = <b>584</b> DTP02 = <b>D8</b>	9(8)

**Segment:** **ST** Transaction Set Header  
**Position:** 010  
**Loop:**  
**Level:** Heading  
**Usage:** Mandatory  
**Max Use:** 1  
**Purpose:** To indicate the start of a transaction set and to assign a control number  
**Syntax Notes:**  
**Semantic Notes:** 1 The transaction set identifier (ST01) is used by the translation routines of the interchange partners to select the appropriate transaction set definition (e.g., 810 selects the Invoice Transaction Set).

**Comments:**

<b>PA Use:</b>	Required
<b>NJ Use:</b>	Not Used
<b>DE Use:</b>	Not Used
<b>MD Use:</b>	SCB: Required
<b>Example:</b>	ST*248*000000001

**Data Element Summary**

	<b>Ref.</b>	<b>Data</b>	<b>Name</b>	<b>Attributes</b>
	<b>Des.</b>	<b>Element</b>		
<b>Must Use</b>	<b>ST01</b>	<b>143</b>	<b>Transaction Set Identifier Code</b> Code uniquely identifying a Transaction Set 248 Account Assignment/Inquiry and Service/Status	<b>M ID 3/3</b>
<b>Must Use</b>	<b>ST02</b>	<b>329</b>	<b>Transaction Set Control Number</b> Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set	<b>M AN 4/9</b>

**Segment:** **BHT** Beginning of Hierarchical Transaction  
**Position:** 020  
**Loop:**  
**Level:** Heading  
**Usage:** Mandatory  
**Max Use:** 1  
**Purpose:** To define the business hierarchical structure of the transaction set and identify the business application purpose and reference data, i.e., number, date, and time

**Syntax Notes:**

- Semantic Notes:**
- 1 BHT03 is the number assigned by the originator to identify the transaction within the originator's business application system.
  - 2 BHT04 is the date the transaction was created within the business application system.
  - 3 BHT05 is the time the transaction was created within the business application system.

**Comments:**

<b>PA Use:</b>	Required
<b>NJ Use:</b>	Not Used
<b>DE Use:</b>	Not Used
<b>MD Use:</b>	SCB: Required
<b>Example:</b>	BHT*0057*22*1234567890*19990226

**Data Element Summary**

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
<b>Must Use</b>	<b>BHT01</b>	<b>1005</b>	<b>Hierarchical Structure Code</b> Code indicating the hierarchical application structure of a transaction set that utilizes the HL segment to define the structure of the transaction set 0057 Supergroup, subgroup, member Debtor Customer	<b>M ID 4/4</b>
<b>Must Use</b>	<b>BHT02</b>	<b>353</b>	<b>Transaction Set Purpose Code</b> Code identifying purpose of transaction set 01 Cancellation Used to reinstate a balance if the billing party intends to resume collection activities for the customer. 22 Information Copy Used to notify the non-billing party that the billing party will no longer pursue collections for this customer.	<b>M ID 2/2</b>
<b>Must Use</b>	<b>BHT03</b>	<b>127</b>	<b>Reference Identification</b> Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier Unique Number identifying this transaction assigned by the sender of the transaction. This number should be unique over all time.	<b>O AN 1/30</b>
<b>Must Use</b>	<b>BHT04</b>	<b>373</b>	<b>Date</b> Date (CCYYMMDD) The transaction creation date – the date that the data was processed by the application system.	<b>O DT 8/8</b>

**Segment:** **NM1** Individual or Organizational Name (8S=LDC Name)  
**Position:** 030  
**Loop:** NM1  
**Level:** Heading  
**Usage:** Mandatory  
**Max Use:** 1  
**Purpose:** To supply the full name of an individual or organizational entity  
**Syntax Notes:** 1 If either NM108 or NM109 is present, then the other is required.  
 2 If NM111 is present, then NM110 is required.  
**Semantic Notes:** 1 NM102 qualifies NM103.  
**Comments:** 1 NM110 and NM111 further define the type of entity in NM101.

<b>PA Use:</b>	Required
<b>NJ Use:</b>	Not Used
<b>DE Use:</b>	Not Used
<b>MD Use:</b>	SCB: Required
<b>Example:</b>	NM1*8S*3*LDC COMPANY*****1*007909411

## Data Element Summary

	<b>Ref. Des.</b>	<b>Data Element</b>	<b>Name</b>	<b>Attributes</b>
<b>Must Use</b>	<b>NM101</b>	<b>98</b>	<b>Entity Identifier Code</b> Code identifying an organizational entity, a physical location, property or an individual 8S Consumer Service Provider LDC	<b>M ID 2/3</b>
<b>Must Use</b>	<b>NM102</b>	<b>1065</b>	<b>Entity Type Qualifier</b> Code qualifying the type of entity 3 Unknown	<b>M ID 1/1</b>
<b>Must Use</b>	<b>NM103</b>	<b>1035</b>	<b>Name Last or Organization Name</b> Individual last name or organizational name LDC Company Name	<b>O AN 1/35</b>
<b>Must Use</b>	<b>NM108</b>	<b>66</b>	<b>Identification Code Qualifier</b> Code designating the system/method of code structure used for Identification Code (67) 1 D-U-N-S Number, Dun & Bradstreet 9 D-U-N-S+4, D-U-N-S Number with Four Character Suffix	<b>X ID 1/2</b>
<b>Must Use</b>	<b>NM109</b>	<b>67</b>	<b>Identification Code</b> Code identifying a party or other code LDC D-U-N-S Number or D-U-N-S + 4 Number	<b>X AN 2/80</b>

**Segment:** **NM1** Individual or Organizational Name (SJ=ESP Name)  
**Position:** 030  
**Loop:** NM1  
**Level:** Heading  
**Usage:** Mandatory  
**Max Use:** 1  
**Purpose:** To supply the full name of an individual or organizational entity  
**Syntax Notes:** 1 If either NM108 or NM109 is present, then the other is required.  
 2 If NM111 is present, then NM110 is required.  
**Semantic Notes:** 1 NM102 qualifies NM103.  
**Comments:** 1 NM110 and NM111 further define the type of entity in NM101.

<b>PA Use:</b>	Required
<b>NJ Use:</b>	Not Used
<b>DE Use:</b>	Not Used
<b>MD Use:</b>	SCB: Required
<b>Example:</b>	NM1*SJ*3*ESP COMPANY*****9*007909422ESP1

## Data Element Summary

	<b>Ref. Des.</b>	<b>Data Element</b>	<b>Name</b>	<b>Attributes</b>
<b>Must Use</b>	<b>NM101</b>	<b>98</b>	<b>Entity Identifier Code</b> Code identifying an organizational entity, a physical location, property or an individual SJ Service Provider ESP	<b>M ID 2/3</b>
<b>Must Use</b>	<b>NM102</b>	<b>1065</b>	<b>Entity Type Qualifier</b> Code qualifying the type of entity 3 Unknown	<b>M ID 1/1</b>
<b>Must Use</b>	<b>NM103</b>	<b>1035</b>	<b>Name Last or Organization Name</b> Individual last name or organizational name ESP Company Name	<b>O AN 1/35</b>
<b>Must Use</b>	<b>NM108</b>	<b>66</b>	<b>Identification Code Qualifier</b> Code designating the system/method of code structure used for Identification Code (67) 1 D-U-N-S Number, Dun & Bradstreet 9 D-U-N-S+4, D-U-N-S Number with Four Character Suffix	<b>X ID 1/2</b>
<b>Must Use</b>	<b>NM109</b>	<b>67</b>	<b>Identification Code</b> Code identifying a party or other code ESP D-U-N-S Number or D-U-N-S + 4 Number	<b>X AN 2/80</b>

**Segment:** **HL** Hierarchical Level  
**Position:** 010  
**Loop:** HL  
**Level:** Detail  
**Usage:** Mandatory  
**Max Use:** 1  
**Purpose:** To identify dependencies among and the content of hierarchically related groups of data segments

**Syntax Notes:****Semantic Notes:**

- Comments:**
- 1 The HL segment is used to identify levels of detail information using a hierarchical structure, such as relating line-item data to shipment data, and packaging data to line-item data.  
The HL segment defines a top-down/left-right ordered structure.
  - 2 HL01 shall contain a unique alphanumeric number for each occurrence of the HL segment in the transaction set. For example, HL01 could be used to indicate the number of occurrences of the HL segment, in which case the value of HL01 would be "1" for the initial HL segment and would be incremented by one in each subsequent HL segment within the transaction.
  - 3 HL02 identifies the hierarchical ID number of the HL segment to which the current HL segment is subordinate.
  - 4 HL03 indicates the context of the series of segments following the current HL segment up to the next occurrence of an HL segment in the transaction. For example, HL03 is used to indicate that subsequent segments in the HL loop form a logical grouping of data referring to shipment, order, or item-level information.
  - 5 HL04 indicates whether or not there are subordinate (or child) HL segments related to the current HL segment.

<b>PA Use:</b>	Required
<b>NJ Use:</b>	Not Used
<b>DE Use:</b>	Not Used
<b>MD Use:</b>	SCB: Required
<b>Example:</b>	HL*1**24

**Data Element Summary**

	<b>Ref.</b>	<b>Data</b>	<b>Name</b>	<b>Attributes</b>
	<b>Des.</b>	<b>Element</b>		
<b>Must Use</b>	<b>HL01</b>	<b>628</b>	<b>Hierarchical ID Number</b> A unique number assigned by the sender to identify a particular data segment in a hierarchical structure Since we have decided that there will only be one 248 transaction per account, the Hierarchical Level identification should always be "1".	<b>M AN 1/12</b>
<b>Must Use</b>	<b>HL03</b>	<b>735</b>	<b>Hierarchical Level Code</b> Code defining the characteristic of a level in a hierarchical structure 24 Supergroup Debtor Customer	<b>M ID 1/2</b>



**Segment:** **NM1** Individual or Organizational Name (D4=Customer Name)  
**Position:** 020  
**Loop:** HL  
**Level:** Detail  
**Usage:** Mandatory  
**Max Use:** 1  
**Purpose:** To supply the full name of an individual or organizational entity  
**Syntax Notes:** 1 If either NM108 or NM109 is present, then the other is required.  
2 If NM111 is present, then NM110 is required.  
**Semantic Notes:** 1 NM102 qualifies NM103.  
**Comments:** 1 NM110 and NM111 further define the type of entity in NM101.

<b>PA Use:</b>	Required
<b>NJ Use:</b>	Not Used
<b>DE Use:</b>	Not Used
<b>MD Use:</b>	SCB: Required
<b>Example:</b>	NM1*D4*3*JOHN DOE

## Data Element Summary

	<b>Ref.</b>	<b>Data</b>	<b>Name</b>	<b>Attributes</b>
	<b>Des.</b>	<b>Element</b>		
<b>Must Use</b>	<b>NM101</b>	<b>98</b>	<b>Entity Identifier Code</b> Code identifying an organizational entity, a physical location, property or an individual D4 Debtor Customer	<b>M ID 2/3</b>
<b>Must Use</b>	<b>NM102</b>	<b>1065</b>	<b>Entity Type Qualifier</b> Code qualifying the type of entity 3 Unknown The entity name is not segmented and will be transmitted in NM103 only.	<b>M ID 1/1</b>
<b>Must Use</b>	<b>NM103</b>	<b>1035</b>	<b>Name Last or Organization Name</b> Individual last name or organizational name Customer Name as it appears on the Customer's bill	<b>O AN 1/35</b>

**Segment:** **REF** Reference Identification (11=ESP Account Number)  
**Position:** 060  
**Loop:** HL  
**Level:** Detail  
**Usage:** Optional  
**Max Use:** >1  
**Purpose:** To specify identifying information  
**Syntax Notes:** 1 At least one of REF02 or REF03 is required.  
 2 If either C04003 or C04004 is present, then the other is required.  
 3 If either C04005 or C04006 is present, then the other is required.  
**Semantic Notes:** 1 REF04 contains data relating to the value cited in REF02.  
**Comments:**

<b>PA Use:</b>	Required if it was previously provided to the LDC
<b>NJ Use:</b>	Not Used
<b>DE Use:</b>	Not Used
<b>MD Use:</b>	SCB: Required
<b>Example:</b>	REF*11*1394959

## Data Element Summary

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

**Segment:** **REF** Reference Identification (12=LDC Account Number)  
**Position:** 060  
**Loop:** HL  
**Level:** Detail  
**Usage:** Optional  
**Max Use:** >1  
**Purpose:** To specify identifying information  
**Syntax Notes:** 1 At least one of REF02 or REF03 is required.  
 2 If either C04003 or C04004 is present, then the other is required.  
 3 If either C04005 or C04006 is present, then the other is required.  
**Semantic Notes:** 1 REF04 contains data relating to the value cited in REF02.  
**Comments:**

<b>PA Use:</b>	Required
<b>NJ Use:</b>	Not Used
<b>DE Use:</b>	Not Used
<b>MD Use:</b>	SCB: Required
<b>Example:</b>	REF*12*1234567890

## Data Element Summary

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	REF01	128	<b>Reference Identification Qualifier</b> Code qualifying the Reference Identification 12 Billing Account LDC-assigned account number for end use [debtor] customer. <b>Note:</b> Must be identical to account number as it appears on the Customer's Bill, excluding punctuation (spaces, dashes, etc.) Significant leading and trailing zeros must be included.	<b>M ID 2/3</b>
Must Use	REF02	127	<b>Reference Identification</b> Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	<b>X AN 1/30</b>

**Segment:** **REF** Reference Identification (45=LDC Old Account Number)

**Position:** 060

**Loop:** HL

**Level:** Detail

**Usage:** Optional

**Max Use:** >1

**Purpose:** To specify identifying information

**Syntax Notes:**

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

**Semantic Notes:**

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

**Comments:**

<b>PA Use:</b>	Required if the account number has changed within the last 60 days <b>Note:</b> Only used when LDC is sending this transaction.
<b>NJ Use:</b>	Not Used
<b>DE Use:</b>	Not Used
<b>MD Use:</b>	SCB: Required
<b>Example:</b>	REF*45*1235367812

## Data Element Summary

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	REF01	128	<b>Reference Identification Qualifier</b> Code qualifying the Reference Identification 45 Old Account Number Previous LDC-assigned account number for end use [debtor] customer.	<b>M ID 2/3</b>
Must Use	REF02	127	<b>Reference Identification</b> Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	<b>X AN 1/30</b>

**Segment:** **REF** Reference Identification (OI=Original Invoice Number)  
**Position:** 060  
**Loop:** HL  
**Level:** Heading  
**Usage:** Optional  
**Max Use:** 12  
**Purpose:** To specify identifying information  
**Syntax Notes:**

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

**Semantic Notes:**

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

**Comments:**

<b>PA Use:</b>	Not Used
<b>NJ Use:</b>	Not Used
<b>DE Use:</b>	Not Used
<b>MD Use:</b>	SCB: Required on a Write-Off transaction to identify the Invoice associated with the unpaid Utility charge balance.
<b>Example:</b>	REF*OI*123456789019990102

## Data Element Summary

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	REF01	128	<b>Reference Identification Qualifier</b> Code qualifying the Reference Identification OI                      Original Invoice Number This field was originally sent in the BIG02 field on the 810 Invoice that is being Written -Off..	M    ID 2/3
Must Use	REF02	127	<b>Reference Identification</b> Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	X    AN 1/30

**Segment:** **REF** Reference Identification (4N=Payment Arrangement)  
**Position:** 060  
**Loop:** HL  
**Level:** Heading  
**Usage:** Optional  
**Max Use:** 12  
**Purpose:** To specify identifying information  
**Syntax Notes:** 1 At least one of REF02 or REF03 is required.  
 2 If either C04003 or C04004 is present, then the other is required.  
 3 If either C04005 or C04006 is present, then the other is required.  
**Semantic Notes:** 1 REF04 contains data relating to the value cited in REF02.  
**Comments:**

<b>PA Use:</b>	Not Used
<b>NJ Use:</b>	Not Used
<b>DE Use:</b>	Not Used
<b>MD Use:</b>	SCB: Required when customer has active payment plan
<b>Example:</b>	REF*4N*N REF*4N*Y

## Data Element Summary

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	REF01	128	<b>Reference Identification Qualifier</b> Code qualifying the Reference Identification 4N Special Payment Reference Number Used to indicate that customer has made a payment arrangement	<b>M ID 2/3</b>
Must Use	REF02	127	<b>Reference Identification</b> Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier Y Customer Invoice is associated with a payment plan N Customer Invoice is not associated with a payment plan	<b>X AN 1/30</b>

**Segment:** **REF** Reference Identification (X0=Write off Account Number)  
**Position:** 060  
**Loop:** HL  
**Level:** Detail  
**Usage:** Optional  
**Max Use:** >1  
**Purpose:** To specify identifying information  
**Syntax Notes:**

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

**Semantic Notes:**

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

**Comments:**

<b>PA Use:</b>	Optional
<b>NJ Use:</b>	Not Used
<b>DE Use:</b>	Not Used
<b>MD Use:</b>	SCB: Required
<b>Example:</b>	REF*X0*155647897

## Data Element Summary

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	REF01	128	<b>Reference Identification Qualifier</b> Code qualifying the Reference Identification X0 Debtor's Account Write-off account number	M ID 2/3
Must Use	REF02	127	<b>Reference Identification</b> Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	X AN 1/30

**Segment:** **PER** Administrative Communications Contact  
**Position:** 070  
**Loop:** HL  
**Level:** Detail  
**Usage:** Optional  
**Max Use:** >1  
**Purpose:** To identify a person or office to whom administrative communications should be directed  
**Syntax Notes:**

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

**Semantic Notes:****Comments:**

<b>PA Use:</b>	Required if available
<b>NJ Use:</b>	Not Used
<b>DE Use:</b>	Not Used
<b>MD Use:</b>	SCB: Required
<b>Example:</b>	PER*IC**TE*7175551111*TE*7175551112

**Data Element Summary**

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



**Segment:** **BAL** Balance Detail  
**Position:** 110  
**Loop:** HL  
**Level:** Detail  
**Usage:** Optional  
**Max Use:** 1  
**Purpose:** To identify the specific monetary balances associated with a particular account  
**Syntax Notes:**  
**Semantic Notes:**  
**Comments:**

<b>PA Use:</b>	Required
<b>NJ Use:</b>	Not Used
<b>DE Use:</b>	Not Used
<b>MD Use:</b>	SCB: Required
<b>Examples:</b>	BAL*CD*BD*325.67 BAL*CD*BD*-250.00

## Data Element Summary

	<b>Ref. Des.</b>	<b>Data Element</b>	<b>Name</b>	<b>Attributes</b>
<b>Must Use</b>	<b>BAL01</b>	<b>951</b>	<b>Balance Type Code</b> Code indicating the type of balance CD Cycle to Date Denotes balance data associated with defined periods	<b>M ID 1/2</b>
<b>Must Use</b>	<b>BAL02</b>	<b>522</b>	<b>Amount Qualifier Code</b> Code to qualify amount BD Balance Due	<b>M ID 1/2</b>
<b>Must Use</b>	<b>BAL03</b>	<b>782</b>	<b>Monetary Amount</b> Monetary amount On an initial 248, this is the amount that the billing party will no longer pursue collections for. On a cancellation 248, this is the same amount provided on the original 248 (do not reverse the signs). A negative amount indicates that the non-billing party has been overpaid and is responsible for reimbursing the customer. For MD SCB the write-off amount is the unpaid Utility charges that the supplier is requesting the Utility to buy back upon returning the SCB Customer to Utility Service, changing the bill option or the customer switching to another Supplier. This amount cannot exceed the amount of unpaid Utility charges for the referenced 810 invoice.	<b>M R 1/18</b>

**Segment:** **DTP** Date or Time or Period (630=Write off date)  
**Position:** 120  
**Loop:** DTP  
**Level:** Detail  
**Usage:** Optional  
**Max Use:** 1  
**Purpose:** To specify any or all of a date, a time, or a time period  
**Syntax Notes:**  
**Semantic Notes:** 1 DTP02 is the date or time or period format that will appear in DTP03.  
**Comments:**

<b>PA Use:</b>	Required for an original 248 (BHT02 = 22). Not used for cancellation 248 (BHT02 = 01).
<b>NJ Use:</b>	Not Used
<b>DE Use:</b>	Not Used
<b>MD Use:</b>	SCB: Required
<b>Example:</b>	DTP*630*D8*19990226

## Data Element Summary

	<b>Ref. Des.</b>	<b>Data Element</b>	<b>Name</b>	<b>Attributes</b>
<b>Must Use</b>	<b>DTP01</b>	<b>374</b>	<b>Date/Time Qualifier</b> Code specifying type of date or time, or both date and time 630 Account Closed Date the account was written off.	<b>M ID 3/3</b>
<b>Must Use</b>	<b>DTP02</b>	<b>1250</b>	<b>Date Time Period Format Qualifier</b> Code indicating the date format, time format, or date and time format D8 Date Expressed in Format CCYYMMDD	<b>M ID 2/3</b>
<b>Must Use</b>	<b>DTP03</b>	<b>1251</b>	<b>Date Time Period</b> Expression of a date, a time, or range of dates, times or dates and times	<b>M AN 1/35</b>

**Segment:** **DTP** Date or Time or Period (584=Reinstatement Date)  
**Position:** 120  
**Loop:** DTP  
**Level:** Detail  
**Usage:** Optional  
**Max Use:** 1  
**Purpose:** To specify any or all of a date, a time, or a time period  
**Syntax Notes:**  
**Semantic Notes:** 1 DTP02 is the date or time or period format that will appear in DTP03.  
**Comments:**

<b>PA Use:</b>	Not used for an original 248 (BHT02 = 22). Required for cancellation 248 (BHT02 = 01).
<b>NJ Use:</b>	Not Used
<b>DE Use:</b>	Not Used
<b>MD Use:</b>	SCB: Same as PA
<b>Example:</b>	DTP*584*D8*19990228

### Data Element Summary

	<b>Ref. Des.</b>	<b>Data Element</b>	<b>Name</b>	<b>Attributes</b>
<b>Must Use</b>	<b>DTP01</b>	<b>374</b>	<b>Date/Time Qualifier</b> Code specifying type of date or time, or both date and time 584 Reinstatement Date the account balance was reinstated on behalf of the non-billing party.	<b>M ID 3/3</b>
<b>Must Use</b>	<b>DTP02</b>	<b>1250</b>	<b>Date Time Period Format Qualifier</b> Code indicating the date format, time format, or date and time format D8 Date Expressed in Format CCYYMMDD	<b>M ID 2/3</b>
<b>Must Use</b>	<b>DTP03</b>	<b>1251</b>	<b>Date Time Period</b> Expression of a date, a time, or range of dates, times or dates and times	<b>M AN 1/35</b>

**Segment:** **SE** Transaction Set Trailer  
**Position:** 180  
**Loop:**  
**Level:** Detail  
**Usage:** Mandatory  
**Max Use:** 1  
**Purpose:** To indicate the end of the transaction set and provide the count of the transmitted segments (including the beginning (ST) and ending (SE) segments)

**Syntax Notes:****Semantic Notes:**

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

<b>PA Use:</b>	Required
<b>NJ Use:</b>	Not Used
<b>DE Use:</b>	Not Used
<b>MD Use:</b>	SCB: Required
<b>Example:</b>	SE*28*000000001

**Data Element Summary**

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

## Examples:

**Example: Account Balance that is written off by the billing party.**

X12 Data	Description
BHT*0057*22*1234567890*19990226	Beginning Segment
NM1*8S*3*LDC NAME*****1*007909411	LDC Name
NM1*SJ*3*ESP NAME*****9*007909422ESP1	ESP Name
HL*1**24	Beginning of Detail Loop
NM1*D4*3*JOHN DOE	Customer Name
REF*11*1394959	ESP Account Number
REF*12*1234567890	LDC Account Number
PER*IC**TE*7175551111*TE*7175551112	Customer Contact Telephone
BAL*CD*BD*325.67	Indicates balance of \$325.67 is being written off
DTP*630*D8*19990226	Write off date

**Example: Account Balance that is reinstated by the billing party.**

X12 Data	Description
BHT*0057*01*33367890*19990228	Beginning Segment
NM1*8S*3*LDC NAME*****1*007909411	LDC Name
NM1*SJ*3*ESP NAME*****9*007909422ESP1	ESP Name
HL*1**24	Beginning of Detail Loop
NM1*D4*3*JOHN DOE	Customer Name
REF*11*1394959	ESP Account Number
REF*12*1234567890	LDC Account Number
PER*IC**TE*7175551111*TE*7175551112	Customer Contact Telephone
BAL*CD*BD*325.67	Indicates balance of \$325.67 is being reinstated
DTP*584*D8*19990228	Reinstatement date

**Example: Account balance that was overpaid by the customer, and for which the non-billing party needs to reimburse the customer.**

X12 Data	Description
BHT*0057*22*43367890*19990228	Beginning Segment
NM1*8S*3*LDC NAME*****1*007909411	LDC Name
NM1*SJ*3*ESP NAME*****9*007909422ESP1	ESP Name
HL*1**24	Beginning of Detail Loop
NM1*D4*3*JANE SMITH	Customer Name
REF*11*234721890837	ESP Account Number
REF*12*612324990897	LDC Account Number
PER*IC**TE*8002223456	Customer Contact Telephone
BAL*CD*BD*-250.00	Indicates customer overpaid, non-billing party owes customer \$250.00
DTP*630*D8*19990228	Write off date

**Example: Maryland SCB - Account balance that is written off and sold back to the Utility when a customer on SCB is returned to Utility service or switches bill options. Includes reference to the Utility invoice that has not been paid.**

X12 Data	Description
BHT*0057*22*1234567890*20240601	Beginning Segment
NM1*8S*3*LDC NAME*****1*007909411	LDC Name
NM1*SJ*3*ESP NAME*****9*007909422ESP1	ESP Name
HL*1**24	Beginning of Detail Loop
NM1*D4*3*JOHN DOE	Customer Name
REF*11*1394959	ESP Account Number
REF*12*1234567890	LDC Account Number
REF*OI*LDC20240301-002	Reference number to 810 Invoice
REF*4N*Y	Invoice is associated with a payment plan
PER*IC**TE*7175551111*TE*7175551112	Customer Contact Telephone
BAL*CD*BD*325.67	Indicates balance of \$325.67 is being written off
DTP*630*D8*20240601	Write-Off date