**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 6

How to Use the Implementation Guideline 7

X12 Structure 8

Data Dictionary for 248 Write Off 9

Segment: ST Transaction Set Header 11

Segment: BHT Beginning of Hierarchical Transaction 12

Segment: NM1 Individual or Organizational Name (8S=LDC Name) 13

Segment: NM1 Individual or Organizational Name (SJ=ESP Name) 14

Segment: HL Hierarchical Level 15

Segment: NM1 Individual or Organizational Name (D4=Cutomer Name) 16

Segment: REF Reference Identification (11=ESP Account Number) 17

Segment: REF Reference Identification (12=LDC Account Number) 18

Segment: REF Reference Identification (45=LDC Old Account Number) 19

Segment: REF Reference Identification (X0=Write off Account Number) 20

Segment: PER Administrative Communications Contact 21

Segment: BAL Balance Detail 22

Segment: DTP Date or Time or Period (630=Write off date) 23

Segment: DTP Date or Time or Period (584=Reinstatement Date) 24

Segment: SE Transaction Set Trailer 25

Examples: 26

Example: Account Balance that is written off by the billing party. 26

Example: Account Balance that is reinstated by the billing party. 26

Example: Account balance that was overpaid by the customer, and for which the non-billing party needs to reimburse the customer. 26

|  |  |  |
| --- | --- | --- |
|  |  | 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:   * BHT04: Clarified transaction creation date * Added PER02 (Customer Name) as an optional field. * Added Old Account Number * Added NJ Information * Added Notes Page |
| May 26, 1999  Version 1.2 |  | * Corrected references to BHT02 (they had read BHT01) * Corrected usage rules for old LDC account number * Changed requirement for ESP account number to 2/1/2000 |
| 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 |  | * 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. * 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. |
| October 1, 1999  DRAFT Version 2.2b |  | Change Control #004:   * Added to Notes section: “One customer account per 248”   Additional changes:   * Added Conectiv Delaware information * Moved NJ Notes to its own page * Changed “Supplier” to “ESP” in examples |
| November 4, 1999  Version 2.3 |  | This is a FINAL version for Pennsylvania and New Jersey |
| December 1999  Version 2.3MD1 |  | * Add Maryland use to document – the changes were added to the version 2.3 of the regional standards * Added Table of Contents * Added Data Dictionary |
| January 17, 2000  Version 2.3MD2 |  | CClarified REF\*45 is only used when LDC sending transaction. |
| April 7, 2000  Version 2.3MD3 |  | Corrected table of contents  Clarified use of old account number for MD  Corrected data dictionary to show customer name in MD as 60 characters  This transaction is considered FINAL for MD |
| June 26, 2000  Version 2.3MD4 |  | Added Write Off Account (REF\*X0) to TOC  Added “balance” to Reinstatement Date description in Data Dictionary |
| 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 |  | * Incorporate PA Change Control 060 (PA Admin/Cleanup Change Control) |
| 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 |  | * Moving to v6.0 to align versions across all transaction sets * Cleaned up references to Allegheny and APS throughout document |
| March 17, 2014  Version 6.1  March 25, 2022  Version 6.2 |  | * Incorporate MD EDI Change Control 027 (PHI new CIS; changes to 248) * Incorporate NJ EDI Change Control Electric 031 (RECO removal from IG) * Incorporate PA EDI Change Control 163 (Add PA Notes) * Incorporate MD EDI Change Control 066 (Update MD Notes) |
| April 29, 2023  Version 6.3 |  | * Incorporate NJ EDI Change Control Electric 054 (Update NJ Notes) |

|  |  |  |
| --- | --- | --- |
|  |  | General Notes |
| Use: |  | * 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. * This transaction only applies when NOT making the other party whole. |
| One Account per 248 |  | One customer account per 248. |
| LDC Definitions: |  | The term LDC (Local Distribution Company) in this document refers to the utility. Each state may refer to the utility by a different acronym:   * EDC – Electric Distribution Company (Pennsylvania, Delaware) * LDC – Local Distribution Company (New Jersey) * EC – Electric Company (Maryland) |
| ESP Definitions: |  | The term ESP (Energy Service Provider) in this document refers to the supplier. Each state may refer to the supplier by a different acronym:   * EGS – Electric Generation Supplier (Pennsylvania) * TPS – Third Party Supplier (New Jersey) * ES – Electric Supplier (Delaware) * ES – Electricity Supplier (Maryland) |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
|  |  | 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 does not apply in Maryland, no utility sends. |

|  |  |  |
| --- | --- | --- |
|  |  | 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**

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

**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.

1. If either C04003 or C04004 is present, then the other is required.
2. 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:**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Notes:** |  | Recommended by UIG | |
| **PA Use:**  This section is used to show the individual State’s Rules for implementation of this segment. |  | 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:  Accept Response:  Reject Response: | Required  Required  Required |
| **NJ Use:** |  | Same as PA | |
| **Example:**  One or more examples. |  | REF\*12\*2931839200 | |

**Data Element Summary**

**Ref. Data**

**Des. Element Name X12 Attributes**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 defined for a particular Transaction Set or as specified by the Reference Identification Qualifier | | | | | | |

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

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 use of each data element. If state rules differ, this will show “Conditional” and the conditions will be explained in the appropriate grayboxes.

**248 Account Assignment/Inquiry and Service/Status**

# X12 Structure

**Functional Group ID=SU**

**Heading:**

**Pos. Seg. Req. Loop Notes and**

**No. ID Name Des. Max.Use Repeat Comments**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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:**

**Pos. Seg. Req. Loop Notes and**

**No. ID Name Des. Max.Use Repeat Comments**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | 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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Appl***  ***Field*** | ***Field Name*** | ***Description*** | ***EDI Segment*** | ***Loop/ Related EDI Qualifier*** | ***Data***  ***Type*** |
| 1 | Hierarchical Structure Code | This will always be code "0057". | BHT01 = **0057** |  | 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 = **0057** | 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 = **8S**  NM102 = **3** | X(35) |
| 6 | LDC Duns | LDC's DUNS Number or DUNS+4 Number | NM109 | NM1: NM108 = **1** or **9** | X(13) |
| 7 | ESP Name | ESP's Name | NM103 | NM1: NM101 = **SJ**  NM102 = **3** | X(35) |
| 8 | ESP Duns | ESP's DUNS Number or DUNS+4 Number | NM109 | NM108 = **1** or **9** | 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 = **1** |  | X(1) |
| 10 | Hierarchical Level Code | This will always be code 24 to represent the debtor customer. | HL03 = **24** | HL01 = **1** | X(2) |
| 11 | Debtor Customer | Customer Name as it appears on the Customer Bill | NM103 | HL: NM101 = **D4**  NM102 = **3** | X(35)  Note: X(60) for MD |
| 12 | ESP Account Number | ESP Customer Account Number | REF02 | HL: REF01 = **11** | X(30) |
| 13 | LDC Account Number | LDC Customer Account Number | REF02 | HL: REF01 = **12** | X(30) |
| 14 | Old LDC Account Number | Previous LDC Customer Account Number | REF02 | HL: REF01 = **45** | X(30) |
| 15 | Write-off Account Number | Account number assigned when an account is written off | REF02 | HL: REF01 = **X0** | X(30) |
| 16 | Customer Telephone Number #1 | Last Known Telephone Number for the customer | PER04 | HL: PER01 = **IC**  PER03 = **TE** | X(20) |
| 17 | Customer Telephone Number #2 | Last Known Telephone Number for the customer | PER06 | HL: PER01 = **IC**  PER05 = **TE** | 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 = **CD**  BAL02 = **BD** | -9(9).99 |
| 19 | Write-off Date | Date the amount was written off | DTP03 | DTP01 = **630**  DTP02 = **D8** | 9(8) |
| 20 | Reinstatement Date | Used only with a cancellation to state the date that the account balance was reinstated. | DTP03 | DTP01 = **584**  DTP02 = **D8** | 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:**

|  |  |  |
| --- | --- | --- |
| **PA Use:** |  | Required |
| **NJ Use:** |  | Not Used |
| **DE Use:** |  | Not Used |
| **MD Use:** |  | Not Used |
| **Example:** |  | ST\*248\*000000001 |

**Data Element Summary**

**Ref. Data**

**Des. Element Name Attributes**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Must Use | **ST01** | **143** | **Transaction Set Identifier Code** | | | | **M** | **ID 3/3** | | |
|  | | | Code uniquely identifying a Transaction Set | | | | | | |
|  | | | | 248 |  | Account Assignment/Inquiry and Service/Status | | |
| Must Use | **ST02** | **329** | **Transaction Set Control Number** | | | | **M** | **AN 4/9** | | |
|  | | | Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set | | | | | | |

# 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:**

|  |  |  |
| --- | --- | --- |
| **PA Use:** |  | Required |
| **NJ Use:** |  | Not Used |
| **DE Use:** |  | Not Used |
| **MD Use:** |  | Not Used |
| **Example:** |  | BHT\*0057\*22\*1234567890\*19990226 |

**Data Element Summary**

**Ref. Data**

**Des. Element Name Attributes**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Must Use | **BHT01** | **1005** | | **Hierarchical Structure Code** | | | | **M** | **ID 4/4** | | |
|  | | | | 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 | | |
| Must Use | **BHT02** | **353** | | **Transaction Set Purpose Code** | | | | **M** | **ID 2/2** | | |
|  | | | | 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. | | |
| Must Use | **BHT03** | **127** | | **Reference Identification** | | | | **O** | **AN 1/30** | | |
|  | | | | 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. | | | | | | |
| Must Use | **BHT04** | **373** | | **Date** | | | | **O** | **DT 8/8** | | |
|  | | | | Date (CCYYMMDD) | | | | | | |
|  | | | The transaction creation date – the date that the data was processed by the application system. | | | | | | |

# 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.

|  |  |  |
| --- | --- | --- |
| **PA Use:** |  | Required |
| **NJ Use:** |  | Not Used |
| **DE Use:** |  | Not Used |
| **MD Use:** |  | Not Used |
| **Example:** |  | NM1\*8S\*3\*LDC COMPANY\*\*\*\*\*1\*007909411 |

**Data Element Summary**

**Ref. Data**

**Des. Element Name Attributes**

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

# 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.

|  |  |  |
| --- | --- | --- |
| **PA Use:** |  | Required |
| **NJ Use:** |  | Not Used |
| **DE Use:** |  | Not Used |
| **MD Use:** |  | Not Used |
| **Example:** |  | NM1\*SJ\*3\*ESP COMPANY\*\*\*\*\*9\*007909422ESP1 |

**Data Element Summary**

**Ref. Data**

**Des. Element Name Attributes**

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

# 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.

|  |  |  |
| --- | --- | --- |
| **PA Use:** |  | Required |
| **NJ Use:** |  | Not Used |
| **DE Use:** |  | Not Used |
| **MD Use:** |  | Not Used |
| **Example:** |  | HL\*1\*\*24 |

**Data Element Summary**

**Ref. Data**

**Des. Element Name Attributes**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Must Use | **HL01** | **628** | **Hierarchical ID Number** | | | | **M** | **AN 1/12** | | |
|  | | | 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”. | | | | | | |
| Must Use | **HL03** | **735** | **Hierarchical Level Code** | | | | **M** | **ID 1/2** | | |
|  | | | Code defining the characteristic of a level in a hierarchical structure | | | | | | |
|  | | | | 24 |  | Supergroup | | |
|  | | | | | | Debtor Customer | | |

# Segment: NM1 Individual or Organizational Name (D4=Cutomer 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.

|  |  |  |
| --- | --- | --- |
| **PA Use:** |  | Required |
| **NJ Use:** |  | Not Used |
| **DE Use:** |  | Not Used |
| **MD Use:** |  | Not Used |
| **Example:** |  | NM1\*D4\*3\*JOHN DOE |

**Data Element Summary**

**Ref. Data**

**Des. Element Name Attributes**

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

# 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:**

|  |  |  |
| --- | --- | --- |
| **PA Use:** |  | Required if it was previously provided to the LDC |
| **NJ Use:** |  | Not Used |
| **DE Use:** |  | Not Used |
| **MD Use:** |  | Not Used |
| **Example:** |  | REF\*11\*1394959 |

**Data Element Summary**

**Ref. Data**

**Des. Element Name Attributes**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Must Use** | **REF01** | **128** | **Reference Identification Qualifier** | | | | **M** | **ID 2/3** | | |
|  | | | Code qualifying the Reference Identification | | | | | | |
|  | | | | 11 |  | Account Number | | |
|  | | | | | | ESP-assigned account number for end use [debtor] customer. | | |
| Must Use | **REF02** | **127** | **Reference Identification** | | | | **X** | **AN 1/30** | | |
|  | | | Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier | | | | | | |

# 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:**

|  |  |  |
| --- | --- | --- |
| **PA Use:** |  | Required |
| **NJ Use:** |  | Not Used |
| **DE Use:** |  | Not Used |
| **MD Use:** |  | Not Used |
| **Example:** |  | REF\*12\*1234567890 |

**Data Element Summary**

**Ref. Data**

**Des. Element Name Attributes**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 [debtor] customer.  **Note:** 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. | | |
| Must Use | **REF02** | **127** | **Reference Identification** | | | | **X** | **AN 1/30** | | |
|  | | | Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier | | | | | | |

# 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:**

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

**Data Element Summary**

**Ref. Data**

**Des. Element Name Attributes**

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

# 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:**

|  |  |  |
| --- | --- | --- |
| **PA Use:** |  | Optional |
| **NJ Use:** |  | Not Used |
| **DE Use:** |  | Not Used |
| **MD Use:** |  | Not Used |
| **Example:** |  | REF\*X0\*155647897 |

**Data Element Summary**

**Ref. Data**

**Des. Element Name Attributes**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Must Use** | **REF01** | **128** | **Reference Identification Qualifier** | | | | **M** | **ID 2/3** | | |
|  | | | Code qualifying the Reference Identification | | | | | | |
|  | | | | X0 |  | Debtor’s Account | | |
|  | | | | | | Write-off account number | | |
| Must Use | **REF02** | **127** | **Reference Identification** | | | | **X** | **AN 1/30** | | |
|  | | | Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier | | | | | | |

# 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:**

|  |  |  |
| --- | --- | --- |
| **PA Use:** |  | Required if available |
| **NJ Use:** |  | Not Used |
| **DE Use:** |  | Not Used |
| **MD Use:** |  | Not Used |
| **Example:** |  | PER\*IC\*\*TE\*7175551111\*TE\*7175551112 |

**Data Element Summary**

**Ref. Data**

**Des. Element Name Attributes**

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

# 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:**

|  |  |  |
| --- | --- | --- |
| **PA Use:** |  | Required |
| **NJ Use:** |  | Not Used |
| **DE Use:** |  | Not Used |
| **MD Use:** |  | Not Used |
| **Examples:** |  | BAL\*CD\*BD\*325.67  BAL\*CD\*BD\*-250.00 |

**Data Element Summary**

**Ref. Data**

**Des. Element Name Attributes**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Must Use | **BAL01** | **951** | **Balance Type Code** | | | | **M** | **ID 1/2** | | |
|  | | | Code indicating the type of balance | | | | | | |
|  | | | | CD |  | Cycle to Date | | |
|  | | | | | | Denotes balance data associated with defined periods | | |
| Must Use | **BAL02** | **522** | **Amount Qualifier Code** | | | | **M** | **ID 1/2** | | |
|  | | | Code to qualify amount | | | | | | |
|  | | | | BD |  | Balance Due | | |
| Must Use | **BAL03** | **782** | **Monetary Amount** | | | | **M** | **R 1/18** | | |
|  | | | 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. | | | | | | |

# 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:**

|  |  |  |
| --- | --- | --- |
| **PA Use:** |  | Required for an original 248 (BHT02 = 22).  Not used for cancellation 248 (BHT02 = 01). |
| **NJ Use:** |  | Not Used |
| **DE Use:** |  | Not Used |
| **MD Use:** |  | Not Used |
| **Example:** |  | DTP\*630\*D8\*19990226 |

**Data Element Summary**

**Ref. Data**

**Des. Element Name Attributes**

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

# 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:**

|  |  |  |
| --- | --- | --- |
| **PA Use:** |  | Not used for an original 248 (BHT02 = 22).  Required for cancellation 248 (BHT02 = 01). |
| **NJ Use:** |  | Not Used |
| **DE Use:** |  | Not Used |
| **MD Use:** |  | Not Used |
| **Example:** |  | DTP\*584\*D8\*19990228 |

**Data Element Summary**

**Ref. Data**

**Des. Element Name Attributes**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Must Use | **DTP01** | **374** | **Date/Time Qualifier** | | | | **M** | **ID 3/3** | | |
|  | | | 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. | | |
| Must Use | **DTP02** | **1250** | **Date Time Period Format Qualifier** | | | | **M** | **ID 2/3** | | |
|  | | | Code indicating the date format, time format, or date and time format | | | | | | |
|  | | | | D8 |  | Date Expressed in Format CCYYMMDD | | |
| Must Use | **DTP03** | **1251** | **Date Time Period** | | | | **M** | **AN 1/35** | | |
|  | | | Expression of a date, a time, or range of dates, times or dates and times | | | | | | |

# 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.

|  |  |  |
| --- | --- | --- |
| **PA Use:** |  | Required |
| **NJ Use:** |  | Not Used |
| **DE Use:** |  | Not Used |
| **MD Use:** |  | Not Used |
| **Example:** |  | SE\*28\*000000001 |

**Data Element Summary**

**Ref. Data**

**Des. Element Name Attributes**

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

# 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 |