

**EDI**

**Customer Bill Payment**

**Implementation**

**Guidelines**

***For Sending ACH and EDI-820
 Payment / Remittances***

Baltimore Gas and Electric Company
Business to Business Service Bill Payment System

Baltimore Gas and Electric has implemented a Business-to-Business service bill payment system, The Corporate Electronic Lockbox, which enables BGE customers to pay service bills electronically. The system has been designed to accept customer bill payments using the National Automated Clearing House Association CIE, CCD+ or CTX payment formats. Wachovia Bank N. A. is the Receiving Depository Financial Institution (RDFI) for the Company.

By utilizing electronic capabilities, we are able to eliminate the time consuming tasks involved in paying your corporate utility bills - reducing paperwork expenses, and inconvenience for your company.

To take advantage of our Corporate Electronic Lockbox, follow the steps of our Implementation Checklist, below.

***Implementation Checklist***

***Initial Set-up***

1. Have BGE validate your company's 10-digit BGE account numbers.

***Payment Initiation***

1. Only credits may be initiated to BGE's depository account. Credits to BGE's account must be made using the CIE, CCD+ or CTX formats for ACH (Automated Clearing House) specifications.

2. Please do not include any dashes or spaces when inputting BGE’s 10 digit account number. BGE bills do not include invoice numbers that change from month to month. Rather, they include BGE's 10 digit customer account number, which remains constant.

3. All payments will be made directly to BGE’s depository account:

Receiving Bank : Citibank

 Customer Service:  302-324-6406

 Receiving Bank ABA Number      021000089

Bank Account Number                  30879343

4. Electronic bill payments using either the CIE(consumer payments) or CCD+ (corporate payments) ACH specification can be used to pay only a single BGE bill.

5. Electronic bill payments using the CTX ACH specification may be used to pay single or multiple BGE bills.

6. The CCD+ addenda record (Record Type Code 7, Addenda Type Code 5) format must be as follows starting in the Payment Related Information - free form field (positions 04-83):

RMR\*IV\*(insert BGE account number)\*\*(insert amount)

7. The CTX addenda record(s) (Record Type Code 7, Addenda Type Code 5) format must be ANSI compliant, using the X.12 - 820 EDI file structure. Baltimore Gas and Electric Company’s preferred x.12-820 layout is attached as page 4 of this document. BGE uses ANSI X.12 version3, release4 (003040).

If you have any questions regarding the Corporate Electronic Lockbox or the implementation steps, please call BGE’s Revenue Processing 410-470-1132. or Revenue @BGE.com.

BALTIMORE GAS AND ELECTRIC COMPANY
PREFERRED SPECIFICATIONS FOR EDI X.12-820
CUSTOMER PAYMENTS

**(SAMPLE DATA)**

ISA Segment

GS Segment

ST\*820\* 1\

BPR\*X\*TOTAL DOLLAR AMOUNT\*C\*ACH\*CTX\*01\*ORIGINATOR BANK ID \*DA\*ACCOUNT NUMBER\*ORIGINATING COMPANY ID \*\*01\*055003201 \*DA\*2044003973059\*DATE\

N1\*PR\*PAYER\

PER\*RP\*\*RESPONSIBLE PERSON NAME\*TE\*TELEPHONE NUMBER

N1\*PE\*PAYEE\

ENT\*1\

RMR\*IV\*INVOICE NUMBER\*\*AMOUNT\

REF\*ZZ\*ADDITIONAL INFORMATION (OR USE THE PER SEGMENT)

START OVER FROM RMR SEGMENT

SE\*TOTAL NUMBER SEGMENTS INCLUDING ST&SE\*1\

GE Segment

IEA Segment

ASC X12 Structure: Transaction Set Specifications

**Introduction:**

To allow for transmissions of different types of transaction sets from one trading partner to another in the same transmission, a hierarchy structure of headers and trailers is used. This structure allows the data to be segregated logically for easy interpretation by the receiver. A brief description of the records in the ASC X12 structure is reviewed below:

**ISA**
Interchange Control Header - The Interchange Control Header is the beginning outer envelope of one or more functional Groups or interchange-related control segments. This header contains the value of the data element separators, data segment terminators, the identifier of the sender and receiver and the required authorization and security information.

**GS**
Functional Group Header - The Functional Group Header provides the required control information such as date, time and control number of the transmission as well as the value for the ANSI version that the two trading partners are utilizing.

**ST**
Transaction Set Header - The Transaction Set Header establishes the transaction set that is used in the transmission. This transaction set identifies to all parties the type of information that will follow in the identified segment.

**SE**
Transaction Set Trailer - The Transaction Set Trailer ends the transaction set and provides the count of the transmitted segments.

**GE**
Functional Group Trailer - The Functional Group Trailer ends the transaction-related information or data within the boundaries of the ST header and SE trailer.

**IEA**
Interchange Control Trailer - The Interchange Control Trailer is the ending outer envelop of one or more functional groups or interchange-related control segments. This trailer contains the number of the functional groups and the established control number identified in the ISA.

820 Payment Order / Remittance Advice

This standard provides the format and establishes the data contents of a payment order / remittance advice transaction set. The payment order / remittance advice transaction set provides for payment, remittance advice, or both. This format supports ANSI X12 Release 003040.

***820 Payment Order / Remittance Advice Segment Summary***

|  |  |  |  |
| --- | --- | --- | --- |
| **SequenceNumber** | **SegmentID** | **Segment Name** | **Requirement** |
|  | ISA | Interchange Control Header | Mandatory |
|  | GS | Functional Group Header | Mandatory |
| 010 | ST | Transaction Set Header | Mandatory |
| 020 | BPR | Beginning Segment for Payment Order / Advice | Mandatory |
| 060 | DTM | Date / Time Reference | Mandatory |
| 070 | N1 | Name | Mandatory |
| 150 | RMR | Remittance Advice | Mandatory |
| 010 | SE | Transaction Set Trailer | Mandatory |
|  | GE | Functional Group Trailer | Mandatory |
|  | IEA | Interchange Control Trailer | Mandatory |

***820 Payment Order Detail***

**ISA Segment: Interchange Control Header**

**Purpose:** To start and identify an interchange of one or more functional groups and interchange-related control segments.

**General** This segment is mandatory. It contains the value of the data element separators,
**Information:** data segment terminators, the identify of the sender and receiver and the required authorization and security information.

**Example:** ISA\*00\* 00\* ZZ\*YOURID\*ZZ\*BGETESTWEH\*950331\*0915\*U\*003040\*0001\*0\*T\*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SegmentID** | **Ref. No.** | **Segment Name** | **Req. / Opt.** | **Contents** |
| ISA01 | I01 | Auth. Information Qual | Req. | “00” |
| ISA02 | I02 | Auth. Information | Req. | All Spaces |
| ISA03 | I03 | Security Info. Qual. | Req. | “00” |
| ISA04 | I04 | Security Information | Req. | All Spaces |
| ISA05 | 105 | Interchange ID Qual. | Req. | Trading Partner Defined |
| ISA06 | I06 | Interchange Sender ID | Req. | Your Interchange ID |
| ISA07 | I05 | Interchange ID Qual. | Req. | Test - “ZZ” Prod - “01” |
| ISA08 | I07 | Interchange Receiver ID | Req. | Test - BGETEST\_\_\_(3 initials)Prod - “156171464” (BGE DUNS) |
| ISA09 | I08 | Date | Req. | Creation Date (YYMMDD) |
| ISA10 | I09 | Time | Req. | Creation Time. Time in 24-hour as follows: HHMM, or HHMMSS, etc |
| ISA11 | I10 | Interchange Cntrl. Stnds. Code | Req. | “U” |
| ISA12 | I11 | Interchange Version ID | Req. | “00304” |
| ISA13 | I12 | Interchange Control No. | Req. | Sequential Number |
| ISA14 | I13 | Acknowledgment Requested | Req. | “0” (No) “1” (Yes) |
| ISA15 | I14 | Test Indicator | Req. | “T” (Test) “P” (Production) |
| ISA16 | I15 | Sub Element Separator | Req. | Hex “3A” |

**GS Segment: Functional Group Control Header**

**Purpose:** To indicate the beginning of a functional group and to provide

 control information.

**General Information:** This segment is mandatory. It contains the required control

 information such as date, time and control number of the

 transmission as well as the value for the ANSI version that the

 two trading partners are utilizing.

**Example:**

 GS\*IN\*CLBILL\*SENDER\*950331\*0830\*001\*X\*003040\*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SegmentID** | **Ref. No.** | **Segment Name** | **Req. / Opt.** | **Contents** |
| GS01 | 479 | Functional ID Code | Req. | “IN” |
| GS02 | 142 | Application Sender’s Code | Req. | Code identifying party sending transmission. Codes agreed to by trading partners. |
| GS03 | 124 | Application Receiver’s Code | Req. | Code identifying party receiving transmission. Codes agreed to by trading partners. |
| GS04 | 373 | Date | Req. | Date (YYMMDD) |
| GS05 | 337 | Time | Req. | Time. Expressed in 24-hour time as follows: HHMM, or HHMMSS,etc.  |
| GS06 | 28 | Group Control Number | Req. | Assigned number originated and maintained by the sender. Must be identical to GE02 |
| GS07 | 455 | Responsible Agency Code | Req. | “X” = X12 Standards |
| GS08 | 480 | Version / Release | Req. | “003040” = X12 Version / Release |

**ST Segment: Transaction Set Control Header**

**Purpose:** To indicate the start of a transaction set and to assign a control number.

**Example:**

 ST\*820\*0001\*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SegmentID** | **Ref. No.** | **Segment Name** | **Req. / Opt.** | **Contents** |
| ST01 | 143 | Transaction Set ID | Req. | “820”  |
| ST02 | 329 | Transaction Set Control No. | Req.. | Identifying control number that must be unique within the transaction set functional group. Assigned by the originator for a transaction set. |

**BPR Segment: Beginning Segment for Payment Order / Remittance Advice**

**Purpose:** To indicate the beginning of a payment order / remittance advice transaction set and total payment and to enable related transfer of funds from payor to payee to occur while utilizing an automated clearing house (ACH) or other banking network

**Example:**

 BPR\*X\*47414.05\*C\*ACH\*CTX\*01\*063000021\*DA\*052000016\*DA\*01

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SegmentID** | **Ref. No.** | **Segment Name** | **Req. / Opt.** | **Contents** |
| BPR01 | 305 | Transaction Handling Code | Req. | Code designating the action taken by all parties. “D” - Make payment Only (CIE Payments). “X” - Option to split payments + remittance (Multiple Payments). |
| BPR02 | 782 | Monetary Amount | Req.. | Monetary Amount |
| BPR03 | 478 | Credit / Debit Flag Code | Req. | “C” - Credit “D” - Debit |
| BPR04 | 591 | Payment Method Code | Req. | Code used to designate the actual funds transfer method - “ACH” |
| BPR05 | 812 | Payment Format Code | Opt. | Code identifying the payment format to be used - “CCD+, CTX, CBC - Consumer Check |
| BPR06 | 506 | (DFI) ID Number Qualifier | Req. | Code identifying Depository Financial Instituiton - “01” = ABA Transit Routing Number |
| BPR07 | 507 | (DFI) ID Number | Req. | Depository Financial Institution (Payer’s Transit Routing Number) |
| BPR08 | 896 | Account Number Qualifier Code | Opt. | Code indicating type of bank account - “DA” = Demand Deposit |
| BPR09 | 508 | Account Number | Req. | Account Number of the Payer |
| BPR10 | 509 | Originating Company ID | Opt. | Unique identifier designating the company initiating the funds transfer instructions |
| BPR11 | 510 | Originating Co. Supplemental Code | Opt. | Code defined between the originating company and the ODFI that uniquely identifies the company initiating the transfer instructions. |

**DTM Segment: Date / Time Reference**

**Purpose:** To specify pertinent dates and times

**Example:**

 DTM\*007\*960330\*1125

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SegmentID** | **Ref. No.** | **Segment Name** | **Req. / Opt.** | **Contents** |
| DTM01 | 374 | Date / Time Qualifier | Req. | Code specifying type of date or time (007 = Effective date) |
| DTM02 | 373 | Date | Req.. | Date (YYMMDD) |

**N1 Segment: Name**

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

**Example:**

 N1\*PR\*HARRIS PAT\*ZZ\*0404752012

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SegmentID** | **Ref. No.** | **Segment Name** | **Req. / Opt.** | **Contents** |
| N101 | 98 | Entity ID Code | Req. | Code identifying an organizational entity or a physical location |
| N102 | 93 | Name | Req.. | Free-form Name |
| N103 | 66 | ID Qualifier Code | Req. | Code designating the system / method of code structure used for ID code |
| N104 | 67 | ID Code | Req. | Code identifying a party |

**RMR Segment: Remittance Advice Accounts Receivable Open Item Reference**

**Purpose:** To specify the accounts receivable open item(s) to be included in the cash application and to convey the appropriate detail

**Example:**

 RMR\*CR\*1234567890\*\*6218.42

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SegmentID** | **Ref. No.** | **Segment Name** | **Req. / Opt.** | **Contents** |
| RMR01 | 128 | Reference Number Qualifier | Req. | Code qualifying the reference number (CR = credit, OI = originating invoice) |
| RMR02 | 127 | Reference Number | Req.. | BGE’s 10 digit Customer Account Number |
| RMR04 | 782 | Monetary Amount | Req. | Monetary Amount |

*Notes: If this is a pay by phone customer, the RMR01 contains a CR for a credit. If this is a CTP type payment, the RMR01 contains a OI for originating invoice. A CTP payment type repeats the RMR02 and RMR04 segments for each customer account and money credited to that account.*

**SE Segment: Transaction Set Trailer Summary Level**

**Purpose:** To indicate the end of the transaction set and provide the count of transmitted segments (including the beginning (ST) and ending (SE) segments).

**Example:**

 SE\*500\*00001\*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SegmentID** | **Ref. No.** | **Segment Name** | **Req. / Opt.** | **Contents** |
| SE01 | 96 | Number of Included Segments | Req. | Total number of segments included in a transaction set including ST and SE segments. |
| SE02 | 329 | Transaction Set Control Number | Req. | Identifying control number assigned by the originator for a transaction set. Must match number assigned in “ST02” |

**GE Segment: Functional Group Trailer Level**

**Purpose:** To indicate the end of a functional group and to provide control information.

**Example:**

 GE\*1\*150\*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SegmentID** | **Ref. No.** | **Segment Name** | **Req. / Opt.** | **Contents** |
| GE01 | 97 | Number of Transaction Sets Included | Req. | Total number of transaction sets included in the functional group or interchange (transmission) group terminated by the trailer containing this data element. |
| GE02 | 28 | Group Control Number | Req. | Must be identical to the same data element in the associated Functional Header GS06 |

**IEA Segment: Interchange Control Trailer Level**

**Purpose:** To define the end of an interchange of one or more functional groups and interchange- related control segments.

**Example:**

 IEA\*1\*500\*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SegmentID** | **Ref. No.** | **Segment Name** | **Req. / Opt.** | **Contents** |
| IEA01 | I16 | Number of Included Functional Groups | Req. | A count of the number of functional groups included in a transmission. |
| IEA02 | I12 | Interchange Control Number | Req. | This number uniquely identifies the interchange data to the sender. It is assigned by the sender. Together with the sender ID it uniquely identifies the interchange data to the receiver.. It is suggested that the sender, receiver, and all third parties be able to maintain an audit trail of interchanges using this number. |