



COLUMBIA GAS OF KENTUCKY CHOICE REFERENCE MANUAL

(September 2017)



This manual is for information and educational purposes only. The tariff and other rules, regulations and laws prevail.

Columbia Gas of Kentucky Choice Reference Manual

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Section 1: General Choice Program Information

Reference Materials for the CKY Choice Program

The information and instructions in this manual are in keeping with the Rules and Regulations set forth in the following document.

- [Columbia Gas of Kentucky Tariff](#)

Code of Conduct

Marketers must:

Communicate to the customer their rights and responsibilities. This communication shall include:

- The Marketer's customer service address and toll free phone number.
- A statement describing the dispute resolution procedures.
- A statement that the Marketer must provide 30 days written notice prior to discontinuing service.
- Notice that the Choice Program is subject to on-going Commission jurisdiction.

Provide in Writing

- Pricing
- Payment Terms that are clear and understandable.

Accept any Columbia customer

- Eligible for Rate Schedule SVGTS
- Offer at least one billing rate to all revenue classes.
- Applies only if the Marketer is accepting new/renewed customers.

Refrain from practices that are:

- Fraudulent
- Deceptive
- Misleading

Deliver gas on a firm basis.

Undergo a credit evaluation, at the Marketer's expense, to assure that the Marketer is sufficiently creditworthy. Provide a 'regulatory out' provision in all contracts – if the Choice program is discontinued prior

Columbia Gas of Kentucky Customer Choice Overview

The CKY Choice Program is a pilot program slated to end March 31, 2017

Eligibility

Entire service territory of CKY. Customers must have normal annual requirements of less than 25,000 MCF at any delivery point, and is currently a customer under the GS or IUS Rate Schedules (a new CKY customer would be under rate schedule GS).

Enrollment

Electronically through the CKY Web FTP site. Customers can sign a consent form, enroll via the Internet or be enrolled telephonically through recorded voice verification. Marketers shall retain Customer Consent Forms, telephone enrollment recordings, electronic consent forms and on-line access to verification of the enrollment for twelve months following the termination of the Marketer's service to the customer.

Gas Deliveries

Required to use Aviator to nominate on CKY system.

Follow Daily Delivery Requirements as specified in the CKY tariff.

Make deliveries by using Pipeline Scheduling Point (PSP).

Firm Transportation is required.

One Aggregation pool that consists of either a minimum of a 100 customers or a group of customers with a minimum annual throughput of 10,000 Mcf is required.

Rate Schedule

SVGTS – Small Volume Gas Transportation Service

Billing

Customers are billed nightly. Marketers are billed after all the meters have been read or calculated for the billing cycle and nominations have been confirmed, approximately the 6^t working day of the month

Section 2: How to Become a Choice Marketer New Marketer Setup

Choice Marketer Minimum Requirements

- Marketers must complete all necessary steps in order to participate in the Columbia Gas Choice Program. Please visit our ColumbiaSuppliers.com website for additional information.

Creditworthiness Requirement

Marketers desiring to participate in the Columbia Gas of Kentucky, Inc. (Columbia) Choice Program will be evaluated to establish acceptable credit levels.

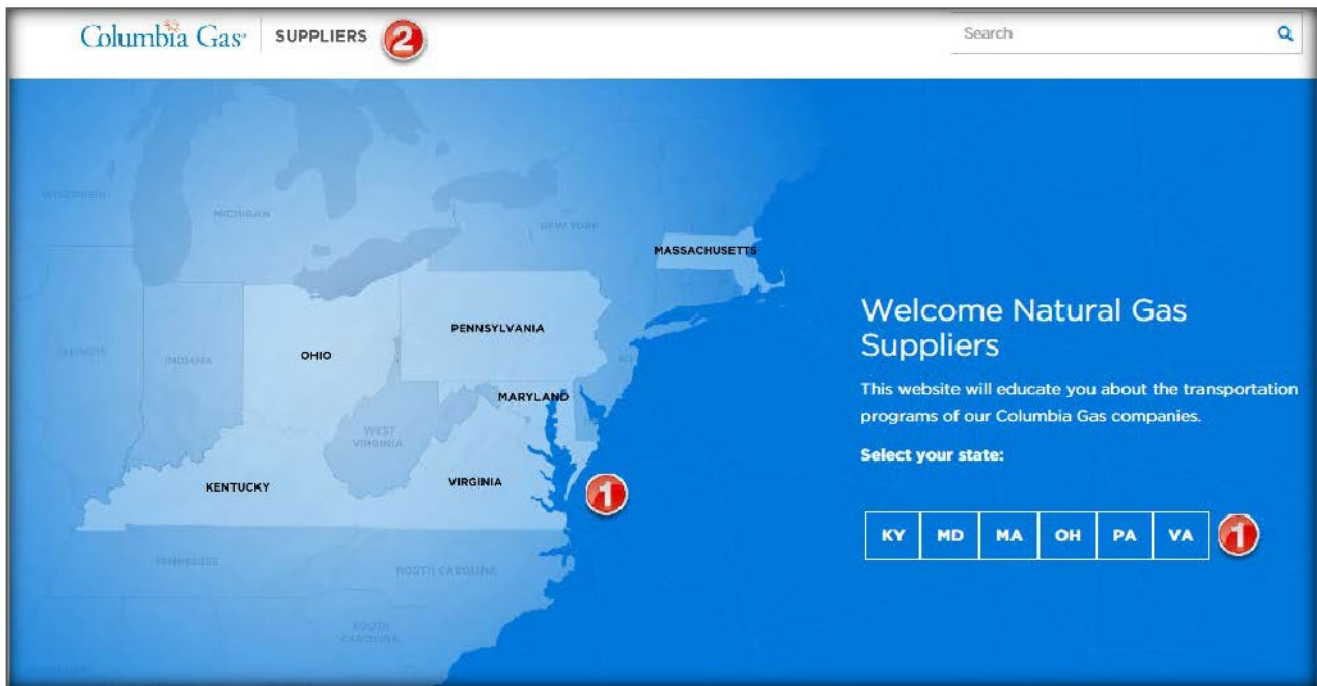
Choice New Marketer Set-Up Check List

The initial set up process can be found on our ColumbiaSuppliers.com website.

Section 3: Maintenance of Choice Accounts

Initial Access to FTP

To access the Columbia Suppliers Choice[®] website, go to <https://www.columbiasuppliers.com/kentucky>



Landing Page

1. Click state image or state abbreviation to navigate to state page
2. Click logo to return to Suppliers Home from any page



Select File Exchange link to access files
Enter User Id and Password

Select a ToNiSource folder from the folder tree, then click the Upload icon on the toolbar to select a file for upload

WebTransfer Client

globalscape

My Folders

- FromNiSource
- OH
- FromNiSource
- ToNiSource
- PA
- FromNiSource
- CustList
- FromNiSource
- CustList

Name

Template

6/26/2017 15:59:23

Upload Manager

- Completed (0)
No completed uploads
- In Progress (0)
No uploads in progress
- Pending (0)
No pending uploads

The folder tree displays available file exchange folders for each state in which a supplier operates.

- FromNiSource contains files that have been downloaded and decrypted
- ToNiSource contains files encrypted files to be uploaded to NiSource
- The folder tree will vary by supplier, based on the programs in which they participate in the states where they operate
- Clicking the folder in the tree displays the folder contents at the right

For confirmation of your upload, the Upload Manager displays files that have **completed** uploading, those that are in progress and those that are **pending** upload.

Click the trash can icon to clear the upload manager.

This section describes how to set-up and maintain your Choice account information and send it to Columbia.

The .DAT file is used by Marketers for setting up, changing, or deleting accounts from their Choice Aggregation Group.

Using any text editor software available, such as WordPad or Notepad, create a file by entering the account information in the .DAT file format provided in this manual.

The file must be saved as XXX.DAT. The XXX is the 3-digit Marketer code assigned by Columbia Gas.

When you have entered your account information, up-load the file onto the Internet by the daily deadline shown on the timeline/deadline calendar (5:00 p.m. EST).

A copy of a .DAT file must always remain in your directory. DO NOT delete the .DAT file from the web site.

The timeline/calendar included with these instructions gives an illustration of the different time restrictions involved with your .DAT file.

On the deadline indicated in timeline/calendar (15^t of the month), the file will be “frozen” with any setup, changed, and/or deleted accounts that you have added. (If the 15^t of the month falls on a weekend or holiday, the previous business day is the deadline). An empty .DAT file will be placed in your directory the day following the freeze.

New accounts, for the next processing cycle, should be added after the date specified on the timeline. A new .DAT file can be started on the 16^t - however, no processing of files will begin until the 20th of the month, or the next business day following, if the 20 falls on a holiday or weekend.

SPECIAL NOTE: DO NOT USE ANY WORD PROCESSING SOFTWARE TO ENTER OR CHANGE ACCOUNTS, USE THE RECOMMENDED TEXT EDITOR SOFTWARE, WORDPAD OR NOTEPAD

Transaction File Maintenance and Timeline

The following table provides a calendar view of customer- and rate-related transaction files and reports. Use this calendar to plan out the month to make sure you are submitting and accessing customer files on the correct days. Uploads must be received by 5:00 PM Eastern Standard Time to be processed each day

Day	Activity and File Type
1 st business day	<ul style="list-style-type: none"> • Access reports based on prior month activity: <ul style="list-style-type: none"> ○ Active Customer List (ACT) by request at \$0.015 per record or \$55.00 Min. ○ Detailed Customer Billing report (DET) ○ Choice Revenue report (REVMK) ○ Submit request for New Rate Codes for next month's flow
2 nd business day	<ul style="list-style-type: none"> • Access Supplier Billing Rate report (RATE)
Each business day	<ul style="list-style-type: none"> • Request customer enrollment, drop and change transactions (DAT) • Check accepted and rejected customer enrollment, drop and change transactions (AC1, CON, and ERR) • Check customer billing and adjustments (BIL) • Check inactive or final customer accounts (DIS) • Check customer accounts that have received a notice of termination or no access to meter (NOP) • Check accepted (RAC1) and rejected (RERR) price value change transactions for existing rate codes
15 th calendar day	<ul style="list-style-type: none"> • Final .DAT file for the next month gas flow. (CKY freezes file)
16 th thru 19 th calendar day	<ul style="list-style-type: none"> • No processing of the .DAT file. • .DAT file emptied to next processing cycle • XXXRATE.DAT continues to process daily
20 th calendar day <i>(if not a business day, business day prior to the 20th calendar day)</i>	<ul style="list-style-type: none"> • Access Demand Curve report (DMD) • Last day to request price value changes for existing rate codes for the next billing cycle (XXXRATE.DAT)
21 st calendar day <i>(if not a business day, business day prior to the 21st calendar day)</i>	<ul style="list-style-type: none"> • Last day to check price value change transactions that were accepted (RAC1) and rejected (RERR) • Check rate code changes available for the next billing cycle (RAC2)

Transaction File Summary

The following table summarizes the Columbia gas transaction files you will use to maintain your Choice accounts and process enrollments. All files are transmitted on a monthly or daily basis.

File Description	File Name and Type	Example (where XXX is first three characters of a Supplier Code)	Inbound from-Supplier-to Columbia Outbound from-Columbia-to-Supplier	Transmit Daily or Monthly Even If Empty
From Supplier to Columbia				
.DAT file	xxx.DAT	XXX.DAT	IN	Each business day
Supplier Rate Code Value Change file	xxxRATE.DAT	XXX.RATE	IN	Each business day
From Columbia to Supplier – Transaction-related				
Preliminary Accept file	xxxmmddy.AC1	XXX10156.AC1	OUT	Each business day Even if empty
Consumption for Preliminarily Accepted Customer file	xxxmmddy.CON	XXX10156.CON	OUT	Each business day Even if empty
Confirmation of Receipt file as Received in the .DAT file	xxxmmddy.CONF	XXX10156.CONF	OUT	Each business day Even if empty
Error file for accounts not processed	xxxmmddy.ERR	xxx10156.ERR	OUT	Each business day Even if empty
Accepted file with supplemental information	xxxmmddy.ACC	Xxx10156.ACC	OUT	Each business day Even if empty
From Columbia to Supplier – Customer-related				
Customer Billing and Adjustments file	xyyyymmdd.BIL	XX20161015.BIL	OUT	Each business day
Customer Disconnect file	xxxxyyymmdd.DIS	XXX20161015.DIS	OUT	Each business day Even if empty
Customer Non- Payment file	xyyyymmdd.NOP	XXX20161015.NOP	OUT	Each business day Even if empty
From Columbia to Supplier – Rate-related				
Preliminary Accepted Rate file	xyyyymmdd.RAC1	XXX20161015.RAC1	OUT	Each business day Even if empty
Rejected Rate file	xyyyymmdd.RERR	XXX20161015.RERR	OUT	Each business day Even if empty
Final Accepted Rate file	xyyyymmdd.RAC2	XXX20161015.RAC2	OUT	Monthly
From Columbia to Supplier - Reports				
Active Customer List report	xyyyymmdd.ACT	XX20161027.ACT	OUT	Monthly
Count of Customers in ACT file	xyyyymmdd.CNT	XX201610127CNT	OUT	Monthly

Final Accept file	xxxmmddy.AC2	xxx10266.ACT	OUT	Monthly
Final Accept with supplemental information	xxxmmddy.ACF	xxx10266.ACF	OUT	Monthly
Final Error file	xxxmmddy.ER2	xxx10266.ER2	OUT	Monthly
GAS/GMB file that will flow gas the 1 st of the month	xxxmmddy.GAC2	xxx10216.GAC2	OUT	Monthly
Final Error file for GAS/GMB	xxxmmddy.GER2	xxx10216.GAC2	Out	Monthly
Detailed Customer Billing report	xyyyymmdd.DET	XX20161031.DET	OUT	Monthly
Demand Curve report	xxxmmddy.DMD	XXX10176.DMD	OUT	Monthly
Supplier Billing Rate report	xyyyymmdd.RATE	XX20161000.RATE	OUT	Monthly
Choice Revenue report	xyyyymmdd.REVMK	XX20161000.REVMK	OUT	Monthly

Revenue Class Codes

Code	Type	Description
00	RESIDENTIAL	Residential Non-Heat
03	RESIDENTIAL	Choice Residential - Heat
04	COMMERCIAL	Choice Commercial – Heat
05	RESIDENTIAL	Choice Residential – Non-heat LP
06	INDUSTRIAL	Choice Industrial - All
07	INDUSTRIAL	Choice Industrial – A/C
08	COMMERCIAL	Choice Commercial – Non-heat
09	RESIDENTIAL	Choice Residential – A/C
10	RESIDENTIAL	Choice Residential – Heat & A/C
11	COMMERCIAL	Commercial Non-heat
12	COMMERCIAL	Choice Commercial – A/C
13	COMMERCIAL	Choice Commercial – Heat & A/C
14	COMMERCIAL	Choice Commercial – NGV
15	COMMERCIAL	Choice Commercial – Intrastate
30	RESIDENTIAL	Residential Heat
31	COMMERCIAL	Commercial NGV
41	COMMERCIAL	Commercial Heat
53	COMMERCIAL	Intrastate Utility Service
60	RESIDENTIAL	Residential A/C
61	COMMERCIAL	Commercial A/C
62	INDUSTRIAL	Electric Power Generation
63	INDUSTRIAL	Industrial

64	INDUSTRIAL	Industrial Distribution – LP
65	INDUSTRIAL	Industrial Transmission
66	INDUSTRIAL	Industrial Distribution - Other
67	INDUSTRIAL	Industrial A/C
70	RESIDENTIAL	Residential Heat and A/C
71	COMMERCIAL	Commercial Heat
77	COMMERCIAL	Other Sales
78	COMMERCIAL	Mutual Association
79	COMMERCIAL	Field Sales

Action Code Definitions

The following characters are to be used in the first column in the DAT file:

Action codes are transactions transmitted from Marketer to Columbia. Marketers will use action codes to indicate the intent of each transaction (i.e., enroll or remove customers, request consumption history, or submit Marketer Rate Code changes).

Action Code	Description
1	Enroll customer
2	Remove customer <i>Note: Customer must have billed at least once with Supplier before Supplier may use Action Code 2</i>
3	Enroll customer and request 24 months of customer consumption history received in the .CON file
4	Request 24 months of customer consumption history for existing customer will be posted in the .CON file
5	Change Rate Code associated with existing customer
D	Delete an account from the .DAT file. DO NOT PHYSICALLY delete the account from the .DAT file

Audit/Error Codes and Descriptions

The table Summarizes Error Codes that are valid in the RSP file.

Error Code	Error Description
0001	ACCOUNT NOT IN DIS-REVERIFY CUSTOMER ACCOUNT NUMBER
0002	CHECK DIGIT IN ERROR- Check digit does not agree with check digit in DIS database-re-verify customer account number check digit
0003	ACCOUNT NOT AN ACTIVE ACCOUNT- re-verify account number
0004	CURRENTLY NOT USED
0005	GTS CUSTOMER, NOT VALID FOR CHOICE-Marketer code is not in GTS table-this error may also be received in conjunction with error 0023 if an incorrect Nomination Group Number has been submitted
0006	INVALID OR MISSING MARKETER RATE CODE-Not in DIS table
0007	INVALID REVENUE CLASS SELECTED-Revenue class must be 00, 11, 30,41,60, 61, 62, 63, 64, 65, 66, 67, 70, 71
0008	NOT COMPANY 32-Account or Marketer Rate Code is not valid in Kentucky
0009	INVALID LOCATION
0010	INVALID RECORD ON FILE- Could not process record, invalid format
0011	INVALID COMM/IND-NOT USED
0012	INVALID RES-NOT USED
0013	NOT USED
0014	INVALID GTS ACCOUNT
0015	CANNOT BE REMOVED FROM PROGRAM- Either the account is not set up with Columbia Choice or the Marketer cannot remove the account from the program because it was set up with a different Marketer
0016	NOT USED
0017	DUPLICATE ACCOUNT REMOVAL TRANSMISSION- Account removal was transmitted twice in the .DAT file, check the .DAT file and delete one of the entries using the "D" action code
0018	ACCOUNT NOT ACTIVE CHOICE-CAN NOT CHANGE- Action code 5 was submitted but the account belongs to another Marketer or has been removed from the program
0019	ALREADY SET UP- Account is already set up with the Marketer on Choice or is with another Marketer
0020	CANNOT REQUEST CONSUMPTION- The Marketer requesting the consumption does not have this account as a Choice customer.
0021	NOT USED
0022	NO MATCH-TCO AREA- PSP does not agree with the PSP on table used in conjunction with Marketer Code and Nomination Group Number
0023	NOM GROUP NUMBER INVALID- Nomination Group Number supplied by Marketer is invalid or not on tables used to get the valid PSP
0024	60 DAYS ARREARS GREATER THAN ZERO
0025	PAYPLAN ARREARS GREATER THAN ZERO
0026	BUDGET ARREARS GREATER THAN ZERO
0027	CONTRACT NUMBER INVALID- The contract number is not in the GTS tables
0028	CANNOT BE CHANGED, REMOVE FOUND- Account cannot be changed because a removal was previously transmitted in the .DAT file. Check the .DAT file and delete the removal using the "D" action code and then submit the change

0029	INVALID ENROLLMENT TYPE
0030	NOT USED
0031	NOT USED
0032	NOT FOUND OR CAN NOT UPDATE- The account cannot be found in DIS and cannot be updated, re-verify the account number
0033	NOT USED
0034	NOT USED
0035	INVALID RATE
0036	ACCOUNT IS SLAM BLOCK- Client has requested to be removed from the Marketer's call list. Prevents account from being signed with a marketer by placing a block on the account
0037	PENDING TRANS PREV ENROLL PERIOD- The account has a pending add transaction for the previous enrollment period that must be final accepted before an add for the current enrollment period can be processed.
0038	MARKETER RATE CODE EXPIRED OR MARKETER CODE NOT EFFECTIVE- Marketer Rate Code is expired or has not been established in Columbia's System
0039	INVALID DOLLAR VALUE FORMAT- MCF dollar value submitted is not in the required format (XX.XXXX) or is a negative value
0040	INVALID MARKETER RATE CODE-BILLING Marketer bills gas cost

Section 4: Choice File Formats

ACC and ACF File Format

Position	Length	Data Type	Data Element Name	Additional Information
1	1	Num	Action Code	
2	5	Alpha/Num	Marketer Code	2-digit Supplier Code 1-digit State 2-digit Rate Code
7	33	Alpha	Marketer Name	
40	8	Num	Customer PCID Number	8-digit Account Number,
48	3	Num	Customer Sequence Number	3-digit Sequence Number,
51	1	Num	Customer Check Digit	1-digit Account Number Check Digit
52	9	Num	Customer PSID Number	
61	6	Num	Effective Date	YYYYMM
67	44	Alpha/Num	filler	
111	2	Num	Revenue Class Old	
113	2	Num	Revenue Class New	
115	12	Alpha	Customer First Name	
127	1	Alpha	Customer Middle Initial	
128	20	Alpha	Customer Last Name	
148	33	Alpha/Num	Service Address	
181	39	Alpha/Num	City, State, Zip and Carrier Route	
220	12	Num	Customer Phone Number	

232	12	Num	Customer Business Phone	
244	4	Num	Customer Business Phone Extension	
248	10	Num	Date Processed	yyyymmdd Date notification is sent
258	2	Num	Company Number	
260	1	Num	Valid Customer PCID Check Digit Number	
261	5	Alpha/Num	5 Digit Marketer Rate Code	
266	7	Alpha/Num	Filler	
273	4	Alpha/Num	Standard Industrial Code	
277	8	Num	Marketer Nomination Group	

LRQ (List Request) File Format

Customer list requests are initiated by the supplier through their LSTRQ.LRQ file within their CCCSITE/CMP folder. The following customer lists may be requested in the LRQ file:

Active Customer list (ACTIVECUST) – All customers established with a supplier as of Unit 21

o CPA automatically generated at no charge

Solicitation list – Choice eligible customers within an entire states service territory (SOLICITFULL), or specific zip or zip+4 (SOLICITZIP)

o CPA automatically generated at no charge

Position	Length	Data Type	Data Element Name	Additional Information
1	2	Alpha	Supplier Code	2 Character supplier code
3	12	Alpha	Request Type	ACTIVECUST SOLICITFULL = Entire state SOLICITZIP = Zip or Zip+4 GVTAGGLGCY = Zip or Zip+4 GVTAGGELIG = Zip or Zip+4
15	2	Num	Request Number	Supplier-assigned number, 01-99 Must be unique within LRQ file
17	1	Alpha	Request Detail	A = For list types that do not support zip code selection Includes: ACTIVECUST SOLICITFULL Z = 5 Digit Zip Code Includes: SOLICITZIP GVTAGGLGCY GVTAGGELIG P = 5 Digit Zip Code Plus 4 Includes: SOLICITZIP GVTAGGLGCY GVTAGGELIG
18	5	Num	From Zip	From Zip required (Thru Zip optional) Includes: SOLICITZIP GVTAGGLGCY GVTAGGELIG
23	5	Num	Thru Zip	Thru Zip optional (When Thru Zip is entered, Plus 4 fields are prohibited) Includes: SOLICITZIP GVTAGGLGCY GVTAGGELIG

Position	Length	Data Type	Data Element Name	Additional Information
28	4	Num	From Plus 4	If requesting Plus 4 level selection = From Zip and From Plus 4 are required (Thru Plus 4 optional) Includes: SOLICITZIP GVTAGGLGCY GVTAGGELIG
32	4	Num	Thru Plus 4	Thru Plus 4 optional (Prohibited when Thru Zip used) Includes: SOLICITZIP GVTAGGLGCY GVTAGGELIG

CLST.RESP (List Request Response) File Format

In response to the LSTRQ.LRQ customer list request file, suppliers receive a CLST.RESP file in the same location of their CMP folder with summary results. There are two types of response records:

- **P (Prepared)** – Customer list will be transferred to suppliers CMP folder upon Columbia and supplier approval
 - Active Customer list does not require approval and is automatically placed in suppliers CMP folder and charged to suppliers next invoice.
- **R (Rejected)** – If the request for a customer list was not accepted, supplier will receive a “R” in their RESP file, with error code(s) present .

Prepared Record

Position	Length	Data Type	Data Element Name	Additional Information
1	2	Alpha	Supplier Code	2 Character supplier code
3	10	Num	Request Date	YYYY-MM-DD
13	1	Alpha	Request Status	P = Prepared
14	7	Num	Request ID	Company-assigned request number
21	7	Num	Request Sequence	Request order, preceded with zeros
28	12	Num	Request Type	ACTIVECUST SOLICITFULL SOLICITZIP GVTAGGLGCY GVTAGGELIG
40	2	Num	Request Number	Supplier-assigned number submitted in LRQ file
42	5	Num	From Zip	If applicable
47	5	Num	Thru Zip	If applicable
52	4	Num	From Plus 4	If applicable
56	4	Num	Thru Plus 4	If applicable
60	7	Num	This Sequence Customer Count	
67	7	Num	Total Request Customer Count	

Rejected Record

Position	Length	Data Type	Data Element Name	Additional Information
1	2	Alpha	Supplier Code	2 Character supplier code
3	10	Num	Request Date	YYYY-MM-DD
13	1	Alpha	Request Status	R = Rejected
14	7	Num	Request ID	Company-assigned request number
21	7	Num	Request Sequence	Request order, preceded with zeros
28	10	Num	Error Code(s)	2 Digit error code (See table) Up to 5 error codes provided in RESP file
38	64	Num	Raw Data	As received

Error Code List

Error Code	Description
10	Invalid or missing Marketer Code
12	Marketer Code invalid for List Requirements
20	Invalid or missing List Type
30	Invalid or missing Request Number
40	Invalid or missing Detail Level
50	Zip / Plus 4 entry prohibited
51	Overlapping Zip / Plus 4 specification
52	Invalid Zip / Plus 4 range specification
53	Invalid or missing Zip / Plus 4 entry
61	Duplicate request

Examples of list responses

Supplier VV received prepared record for Active Customer list:

01 = Active Customer List for supplier
VVACTIVECUST 01A



VV.20210104.CLST.R
ESP

Supplier YY received prepared record for Solicitation list:

01 = Full Solicitation list for State requested
YYSOLICITFULL 01A



YY.20201027.CLST.R
ESP

Supplier ZZ received prepared record for Solicitation list by zip code:

01 = Solicitation list request from zip code 40324 thru 40353
ZZSOLICITZIP 01Z4032440353



ZZ.20201023.CLST.R
ESP

Supplier WW received prepared record for Solicitation list by zip code plus 4:

01 = Solicitation list request for zip code 17325 plus 4 of 1114 thru 8770
WWSOLICITZIP 01P17325 11148770



WW.20201023.CLST.
RESP

Supplier XX received one prepared and two rejected records for Gov Agg lists:

01 = Gov Agg Legacy list for zip code 43068 (Rejected for duplicate request)
02 = Gov Agg Eligible list for zip code 43068 plus 4 of 0001 thru 9999
03 = Gov Agg Legacy list for zip code 43068 (Rejected for duplicate request)
XXGVTAGGLGCY 01Z43068
XXGVTAGGELIG 02P45368 00019999
XXGVTAGGLGCY 03Z43068



XX.20201021.CLST.RESP

ACT File

The ACT file provides all the established accounts for a Natural Gas Supplier as of Unit 21. Customers listed on the ACT file are scheduled to flow gas with their active supplier. This file can be used to build a customer database or to verify the information contained in a Natural Gas Suppliers database.

Please note the charge for this file is \$0.015 per record or a minimum of \$55.00

Position	Length	Data Type	Data Element Name	Additional Information
1	1	N/A	Filler	
2	36	Alpha	Customer Name	First and Last Name Business Name
38	3	N/A	Filler	
41	33	Alpha	Customer Name Continued	
74	3	N/A	Filler	
77	33	Alpha	Customer Name 2	First and Last Name Business Name
110	3	N/A	Filler	
113	33	Alpha/Num	Service Address	
146	3	N/A	Filler	
149	33	Alpha/Num	Service Address Continued	
182	3	N/A	Filler	
185	30	Alpha	Service Address City	
215	3	N/A	Filler	
218	2	Alpha	Service Address State	KY (Kentucky)
220	3	N/A	Filler	
223	5	Num	Service Address Zip Code	
228	3	N/A	Filler	
231	4	Num	Service Address Zip Code +4	
235	3	N/A	Filler	
238	4	Alpha/Num	Service Address Carrier Route Code	Route Type – 1 Character (R for Rural) Carrier Code – 3 digit
242	3	N/A	Filler	
245	33	Alpha/Num	Mailing Address	
278	3	N/A	Filler	
281	33	Alpha/Num	Mailing Address Continued	
314	3	N/A	Filler	
317	30	Alpha	Mailing Address City	
347	3	N/A	Filler	
350	2	Alpha	Mailing Address State	

Position	Length	Data Type	Data Element Name	Additional Information
352	3	N/A	Filler	
355	5	Num	Mailing Address Zip Code	
360	3	N/A	Filler	
363	4	Num	Mailing Address Zip Code +4	
367	7	N/A	Filler	
374	8	Num	Customer Account Number	8 Digit Permanent Customer Identification Number (PCID)
382	3	N/A	Filler	
385	3	Num	Customer Sequence Number	3 Digit Sequence Number
388	3	N/A	Filler	
391	1	Num	Customer Check Digit	1 Digit Check Digit
392	15	N/A	Filler	
407	2	Num	Billing Unit*	Meter Reading Schedule Available on NiSource Supplier Website
409	3	N/A	Filler	
412	2	Num	Revenue Class	See Revenue Class Table
414	3	N/A	Filler	
417	2	Num	Revenue Class Extension	Internal use
419	3	N/A	Filler	
422	1	Num	Revenue Class Type	See Revenue Class Type Table
423	18	N/A	Filler	
441	1	Alpha	Budget Indicator	Y or N
442	7	N/A	Filler	
449	5	Alpha	Supplier Rate Code	Includes: 2 Character Supplier Code 1 Character State K (Kentucky) 2 Digit Rate Code
454	3	N/A	Filler	
457	8	Num	Nomination Group Number	Preceded with Zeros
465	3	N/A	Filler	
468	10	Num	Enrollment Date	Date Enrollment Effective

.AC1, .AC2 & .GAC2 Files

The XXXMMDDY.AC1 file, where **XX** reflects the Marketer, X reflects the state in which the marketer is operating, MM reflects the month, DD reflects the day, and the Y reflects the last digit of the year the record is created. This file provides all the accounts that were accepted from the .DAT file that was uploaded the previous business day. As you build your .DAT file during the month, the .AC1 file will continue to build as well.

The XXXMMDDY.AC2 file, provides all the accounts that were accepted from the previous enrollment cycle. Keep in mind that the accepted accounts you see in the daily .AC1 file may not be the same accounts you see in the final .AC2 file. It is possible that accounts you saw in your .AC1 file may have been disconnected between the time you saw them in the .AC1 file and the time the final .AC2 file posts.

The XXX in the name of the file is an abbreviated three-digit code to identify the Marketer and the state in which the Marketer is operating. If a Marketer is participating in more than one state program, the XXX may vary slightly from state to state to avoid confusion.

The .GAC2 file provides all the accepted GAS/GMB accounts from the previous processing cycle that will flow gas the 1^s of the month. The .AC1 file contains **preliminary** accepted accounts. Do not assume that accounts showing in the .AC1 will be accepted in the **final .AC2** or **GAC2** files.

NOTE - When you begin building your new .DAT file for the next billing cycle (on the 16th of the month generally), you will not see the .AC1 file until the 20th of the month when we begin processing files again for the new billing cycle.

.AC1, .AC2, .GAC2 File Format

Position	Length	Data Type	Data Element Name	Additional Information
1	1	Alpha/Num	Action Code	<i>Valid values are listed in Action Code table</i>
2	12	Num	Account Number	Includes 8-digit Account Number, 3-digit Sequence Number, 1-digit Account Number Check Digit
14	6	Num	Effective Date	YYYYMM
20	12	Alpha/Num	Marketer Code	Includes 2-digit Marketer Code (Required) 1-digit State (Required) 2-digit Rate Code (Required)
32	8	Alpha/Num	Filler	Not required
40	20	Alpha	Customer Last Name	
60	12	Alpha	Customer First Name	
72	1	Alpha	Customer Middle Initial	
73	3	Alpha/Num	Filler	
76	8	Num	Nomination Group Number	
84	3		Filler	
87	2	Num	Billing Unit	
89	3		Filler	
93	1	Alpha	Enrollment Type	If Action Code = 1,3: I (Internet), T (Telephone), W (Written) Else, optional

BIL File Format

The .BIL file will provide the meter reading and adjustment information billed by the DIS billing system. This file may be produced every weekday if the Marketer has accounts in each unit billing cycle.

XXYYYYMMDD.BIL

The XX in the name of the file is an abbreviated three digit code to identify the Marketer and the state in which they operate.

Bill Detail Record type 11-current month billing information

Position	Length	Data Type	Data Element Name	Additional Information
1	2	Num	Record type (11)	Current month bill activity
3	8	Num	System Creation Date	(YYYYMMDD)
11	6	Num	Revenue Cycle	(YYYYMMDD)
17	2	Num	Billing unit	The bill unit being billed that day
19	4	Num	Location Number	Internal CKY use only
23	2	Num	Revenue Class	
25	8	Num	Customer PCID Number	
33	3	Num	Customer PCID Sequence Number	
36	1	Num	Customer Check Digit Number	
37	9	Num	Customer PSID Number	
46	33	Alpha	Customer Name	
79	33	Alpha	Customer Name Overflow	
112	33	Alpha/Num	Service Address	
145	31	Alpha/Num	Service City, State and Zip Code	
176	3	Num	FIPS County Code	ie. Fayette 067 or Madison 151
179	7	Num	Taxing District	
186	8	Num	Meter Number	
194	4	Alpha	WIN, AMR.	Calc or Read
198	8	Num	From - Date	(YYYYMMDD)
206	8	Num	To - Date	(YYYYMMDD)
214	8	Num	From - Read	

222	8	Num	To - Read	
230	10	Num	Sign +/- Usage by volume in MCF	
240	1	Alpha	Final Bill	Yes – Y, No - N
241	1	Alpha	Rebill Code	Yes – Y, No -N
242	10	Num	Sign +/- Total Current Amount	
252	10	Num	Sign +/- Total Current Tax Exempt Rev	
262	8	Num	Sign +/- Sales Tax	
270	10	Num	Sign +/- Previous Balance	
280	10	Num	Sign +/- Total Account Balance	
290	10	Num	Sign +/- Pay this Amount	
300	5	Alpha/Num	Marketer Rate Code	
305	6	Num	Sign +/- Marketer Rate	
311	6	Num	Sign +/- Marketer Discount	
317	10	Num	Sign +/- Marketer Previous Balance	
327	10	Num	Sign +/- Marketer Current Charges	
337	10	Num	Sign +/- Marketer Current Balance	
347	50	Num	+/- Marketer Charges 1 +/- Marketer Charges 2 +/- Marketer Charges 3 +/- Marketer Charges 4 +/- Marketer Charges 5	
397	9	Num	Columbia Rate Schedule	
406	10	Num	Sign +/- Columbia Customer Charge	
416	10	Num	Sign +/- Columbia Transportation Charges	
426	10	Num	Sign +/- Supplemental Charges	
436	10	Num	Sign +/- Delayed Payment Penalty	
446	10	Num	Sign +/- Agency Handling Fee	
456	1	Alpha	Customer on a budget	Yes – Y or No – N
457	10	Num	Sign +/- Marketer Budget Amount	
467	10	Num	Sign +/- Marketer Budget Arrears	
477	10	Num	Sign +/- Marketer Budget Balance	

487	10	Num	Sign +/- Columbia Budget Amount	
497	10	Num	Sign +/- Columbia Budget Arrears	
507	10	Num	Sign +/- Columbia Budget Balance	
517	2	Num	Billing Unit of the Account	
519	45	Alpha/Num	Filler	

BIL Adjustment Record (15)

Position	Length	Data Type	Data Element Name	Additional Information
1	2	Num	Record – Type (15)	
3	4		Location	
7	9	Num	Customer PSID Number	
16	8	Num	Customer PCID Number	
24	3	Num	Customer Sequence Number	
27	8	Num	Transaction - Date	(YYYYMMDD)
35	4		Transaction – Type	
39	5	Alpha/Num	Marketer Rate Code	
44	10	Num	Sign +/- Columbia Transportation Charges	
54	10	Num	Sign +/- Gas Cost Amount	Includes Sales Tax if applicable
64	8	Alpha	Adjustment Period Date	(YYYYMMDD)
72	10	Num	Sign +/- MCF	
82	1	Num	Customer Check Digit Number	
83	10	Num	“Add Date”	(YYYY-MM-DD) This is the date the account was added by this Marketer. This date is what is used to determine whether an account is “grandfathered” or is charged Incremental Balancing Fees in addition to Optional Balancing Fees
93	1	Alpha	Incremental Balancing Fee Indicator	Y=Yes or N=No This indicates whether an account is charged Incremental Balancing Fees in addition to Optional Balancing Fees.
94	446	N/A	Filler	

Balance Record File Format

Position	Length	Data Type	Data Element Name	Additional Information
1	9	Num	Balance Record Indicator	All nines
10	6	Num	+/- Record count	
16	12	Num	+/- Total Account Balance	Last two digits are decimal \$xx.xx
28	29	Num	Blank	
57	2	Num	Balance Record Indicator	99

The **CON** file provides a list of valid accounts with 24 months of consumption from the .DAT file uploaded the previous day when requested by action code 3 or 4.
 Action code **3** indicates an account should be set up as Choice and 24 months of consumption history is to be sent to the Marketer in the XXX.CON file.
 Action code **4** indicates that 24 month of an **established** Columbia Choice account consumption history is to be sent to the Marketer in the XXX.CON file

CON (Consumption Data) File Format:

Position	Length	Data Type	Data Element Name	Additional Information
1	1	Num	Action Code	3 or 4
2	5	Alpha/Num	Supplier Code	If Notification Code = CNS: 2-digit Supplier Code 1-digit State 2-digit Rate Code
7	7	Num	Blank	
14	12	Num	Customer PCID number	Includes 8-digit Account Number, 3-digit Sequence Number, 1-digit Account Number Check Digit
26	9	Num	PSID Number	Property ID number
35	6	Num	Revenue Cycle	yyyymm
41	8	Num	Meter Reading Date	YYYYMMDD
49	9	Num	Consumption in MCF	File provides 24 months consumption

.CONF File Format

The .CONF file is a confirmation record of the transactions received each day as submitted through the .DAT file. Please note that this is not an accept or reject confirmation, rather a response file including date and time stamp, of your previous days submission.

Position	Length	Data Type	Data Element Name	Additional Information
1	1	Num	Action Code	See Action codes for .DAT file
2	12	Num	Customer PCID number	Includes 8-digit Account Number, 3-digit Sequence Number, 1-digit Account Number Check Digit
14	6	Num	Blank	
20	12	Alpha/Num	Marketer Code	2-digit Supplier Code 1-digit State 2-digit Rate Code
32	8	Num	Nomination group number	Preceded with zeros to fill the spaces
40	1	Alpha	Enrollment Type	Only needed for action code 1. I=internet, T = telephonic W= written
41	19	Alpha/Num	Blank	
60	3	Alpha	Marketer Code	XXK
63	8	Num	Date	YYYYMMDD
71	4	Num	24 Hour Time	HHMM
75	5	Num	Record Sequence Number	

.DAT File Format

The .DAT file is utilized by the Marketers to add, delete or change an account to the eFTP website. Files can be submitted daily up through the 15th of the month preceding the effective flow date. The Marketer must start with a clean .DAT file after each enrollment period.

.DAT file accepted Action codes are:

1 – Account to be enrolled in Choice

2 – Account to be removed from Choice

3 – Account to be enrolled on Choice and 24 month consumption sent to the Marketer

4 – 24 months consumption of established Columbia Choice customers sent to Marketer

5 – Change to customer's rate code

D – Account to be deleted from the pending list. Do Not physically delete the account from the .DAT file once it has been submitted. D code is used only during the current enrollment period when an account has been enrolled in error. Not to be confused with action code 2.

Position	Length	Data Type	Data Element Name	Additional Information
1	1	Num	Action Code	Listed above
2	12	Num	Customer PCID number	Includes 8-digit Account Number, 3-digit Sequence Number, 1-digit Account Number Check Digit
14	6	Num	Blank	
20	12	Alpha/Num	Marketer Code	2-digit Supplier Code 1-digit State 2-digit Rate Code
32	8	Num	Nomination group number	Preceded with zeros to fill the spaces
40	1	Alpha	Enrollment Type	Only needed for action code 1. I=internet, T = telephonic W= written

DET File Format

The .DET file provides a detailed summary of all billing and adjustment activity during each billing cycle.

There are 4 record types that can be in each DET file.

- Detail record
- Adjustment detail record
- Control total record
- Customer Count Record

All numeric fields are defined as signed unpacked numbers. This allows us to retain negative values in the numeric fields.

A conversion chart of values for signed unpacked numbers are below.

Conversion Chart			
A	=	1	J = -1
B	=	2	K = -2
C	=	3	L = -3
D	=	4	M = -4
E	=	5	N = -5
F	=	6	O = -6
G	=	7	P = -7
H	=	8	Q = -8
I	=	9	R = -9
{	=	0	} = -0

DET FILE – Detail Record

Position	Length	Data Type	Data Element Name	Additional Information
1	1	Num	Record Type 1	
2	2	Num	Company	Kentucky is Company 32
4	11	Num	Customer PCID Sequence Number	
15	1	Num	Customer Check Digit Number	
16	5	Num	Marketer Number	
21	3		County Code	
24	1	Alpha	Revenue Class	R = Residential C = Commercial I = Industrial
25	9	Num	Marketer Current Month MCF	
34	9	Num	Marketer Adjustment MCF	
43	9	Num	Total MCF	(Mktr curr mo MCF + Mktr adj MCF)
52	9	Num	Marketer Current Month Gas Cost	
61	9	Num	Marketer Adjustment Gas Cost	
70	9	Num	Total Gas Cost	(Mktr curr mo gas cost + Mktr adj gas cost)
79	9	Num	State Tax Current Month	
88	9	Num	State Tax Adjustment	
97	11	Num	Total Tax	(State tax curr mo + State tax adj)
108	10	Num	Grand Total	(Total gas cost + Total tax)
119	8	N/A	Filler	

DET File Format- Adjustment Detail Record

Position	Length	Data Type	Data Element Name	Additional Information
1	1	Num	Record Type	2 = adjustment
2	2	Num	Company Number	Kentucky is Company Number 32
4	11	Num	Customer PCID and Sequence	PCID is 8 digits Sequence is 3 digits
15	1	Num	Customer Check Digit	Number from 0 thru 9
16	5	Alpha/Num	Marketer Rate Code	Includes 2-digit Code (Required) 1-digit State (Required) 2-digit Rate Code (Required)
21	6	Num	Adjustment Date	YYYYMM
27	9	Num	Adjustment MCF	Volumes adjusted to
36	9	Num	Supplier Adjusted Gas Cost	Amount the billing cycle was adjusted to
45	81	Alpha/Num	Filler	Blank

DET File Format - Control Total Record

Position	Length	Data Type	Data Element Name	Additional Information
1	1	Num	Record Type	Record type 3 = record count
2	2	Num	Company Number	CKY is Company 32
4	12	Num	Filler	
16	5	Alpha/Num	Rate Code	Includes 2-digit Code (Required) 1-digit State (Required) 2-digit Rate Code (Required)
21	4	Alpha/Num	Filler	
25	8	Num	Current Month MCF	Volumes in MCF by rate code
34	8	Num	Adjusted Volumes	Volumes in MCF by rate code
43	9	Num	Total MCF	
52	9	Num	Current Month Gas Cost	Dollar Value
61	9	Num	Adjusted Gas Cost	Corrected Dollar Value
70	9	Num	Total Gas Cost	Gas Cost for All Month Owed
79	9	Num	State Tax Current Month	
88	9	Num	State Tax Adjustment	
97	9	Num	Total State Tax	
108	12	Num	Grand Total	Total of all Charges owed
119	8	Alpha/Num	Filler	

DET FILE Format – Customer Number Record

Position	Length	Data Type	Data Element Name	Additional Information
1	1	Num	Record Type	4 = Customer count
2	2	Num	Company Number	CKY is Company Number 32
4	11	Num	Filler	
15	1	Num	Customer Check Digit	Number from 0 thru 9
16	5	Alpha/Num	Marketer Rate Code	Includes 2-digit Code (Required) 1-digit State (Required) 2-digit Rate Code (Required)
21	47	Alpha/Num	Message	
68	7	Num	Number of Customers Billed	By Each Marketer Rate Code
75	9	Alpla	Timers (literal)	
84	4	Num	Factor	ie \$0.20
88	11	Num	Billing Amount	

DIS FILE Format

The DIS file shows the customers who have been disconnected and are inactive in our billing system.

Upon receiving an account in this file, the natural gas supplier should check with the customer to validate the activity on the account.

To receive a DIS file the customer would have taken one or more of the following actions:

- Re-established an account at a new address
- Changed ownership
- Move out of the Columbia Service Territory

Position	Length	Data Type	Data Element Name	Additional Information
1	5	ALPHA/NUM	Marketer Rate Code	
6	2	NUM	Company Number	CKY is company 32
8	4	NUM	Location Number	
12	8	NUM	PCID Account Number	
20	3	NUM	Customer Sequence Number	
23	1	NUM	Customer Check Digit Number	
24	9	NUM	PSID Number – Permanent Service Identification Number	
33	2	NUM	Unit Number	01 through 21 unit numbers
35	2	NUM	Book Number	
37	1	ALPHA	Account Status Code	
38	8	NUM	Disconnect Date	Format - yyyymmdd
46	2	ALPHA	Revenue Class Code	
48	33	ALPHA	Customer Name	
81	8	NUM	Customer Activity Date	Format - yyyymmdd
89	8	ALPHA	Customer Activity Type	The transaction code from the CKY billing system, internal use

ERR, .ER2 & .GER2 Files

The .ERR file reflects the accounts rejected from the .DAT file uploaded the previous business day. The file is an alert to correct any accounts submitted incorrectly or accounts that are unable to be coded for Choice. Accounts that are resubmitted correctly and can be coded for Choice will be dropped from the .ERR file and appear on the AC1 file.

Note: It is strongly recommended that the .ERR file be reviewed daily in order to maximize enrollment and minimize customer complaints.

The .ER2 and .GER2 files provide the accounts that were rejected from the final .DAT file uploaded on the 15th of the month or the last business day preceding the 15th.

.ER2 show the rejected accounts

.GER2 shows the rejected GAS/GMB accounts

These accounts cannot be corrected for this billing cycle, but can be resubmitted with corrections for the next billing cycle.

Position	Length	Data Type	Data Element Name	Additional Information
1	1	Alpha/Num	Action Code	
2	5	Alpha/Num	Marketer Rate Code	
7	32	Alpha	Marketer Name	
40	8	Num	PCID Account Number	
48	3	Num	Customer Sequence Number	
51	1	Num	Customer Check Digit Number	
52	9	Num	PSID Number – Permanent Service Identification Number	
61	6	Num	Effective Date	YYYYMM
67	4	Num	Audit Error Code	See list of Error codes
71	40	Alpha	Audit Error Code Description	
111	2	Num	Revenue Class Code	
113	2	Num	Old Revenue Class Code	
115	12	Alpha	Customer First Name	
127	1	Alpha	Customer Middle Initial	
128	20	Alpha	Customer Last Name	
148	33	Alpha/Num	Service Address	
181	39	Alpha/Num	Service City, State Zip, and Carrier Route	
220	12	Num	Customer Home Phone	
232	12	Num	Business Phone	

244	4	Num	Business Phone Extension	
248	10	Num	Date Processed	
258	2	Num	Company Number	CKY is 32
260	5	Alph/Num	5 Digit Marketer Rate Code	
265	7	Alpha/Num	Blank	
272	4	Num	Standard Industrial Code	

.NOP File Format

Position	Length	Data Type	Data Element Name	Additional Information
1	5	Alpha/Num	Marketer Rate Code	
6	2	Num	Company Number	CKY is company 32
8	4	Num	Location Number	
12	8	Num	PCID Account Number	
20	3	Num	Customer Sequence Number	
23	1	Num	Customer Check Digit Number	
24	9	Num	PSID Number – Permanent Service Identification Number	
33	2	Num	Unit Number	01 through 21 unit numbers
35	2	Num	Book Number	
37	1	Alpha	Account Status Code	
38	8	Num	Blank	
46	2	Alpha	Revenue Class Code	
48	33	Alpha	Customer Name	
81	8	Num	Transaction Date	Format - yyyymmdd
89	8	Alpha	Customer Activity Type	CCTNNP-Notice for Disconnect of non paid arrears or CCTNFA-Notice for failure to grant access
95	5	Alpha/Num	5 Digit Marketer Rate Code	
100	8	Alpha/Num	Blank	

Note:

Account Status Codes

B - Active Account

C – Active Delinquent

D - Active Account, Shut off for Non-Pay

F – Final, Actual Read

V - Active Account-Shut off for Access

Rate File Format

This report provides active rate codes and the associated price value per unit of measure for each billing cycle. This report is available the 2nd business day of each month.

Position	Length	Data Type	Data Element Name	Additional Information
1	48	NA	Filler	
49	17	Alpha	Company	Kentucky
66	7	Num	Billing Cycle	(Month/Year)
73	7	NA	Filler	
80	37	Alpha	Marketer Name	
117	5	Alpha/Num	Marketer Rate Code	5 Characters
122	5	NA	Filler	
127	8	Num	Rate Effective Date	
135	4	NA	Filler	
139	10	Num	Price Value	(MCF)

RATE.DAT File Format

The RATE.DAT file is a request file used to submit supplier rate codes and dollar values via the FTP Web Site. The RATE.DAT File will allow Supplier rate submissions on a daily basis starting on the 21st of one month and ending on the 20th of the following month. Dollar values can be changed for the same Supplier code throughout the submission period. The last dollar value for a Supplier code received and accepted by Columbia will be the dollar value used for billing starting with unit 1 of the effective month.

Position	Length	Data Type	Data Element Name	Additional Information	
1	5	Alpha/Num	Marketer Rate Code	5 Characters	
6	2	Na	Blank		
8	7	Num	New Dollar Value(mcf)	XX.XXXX	7 character field and must be entered with a decimal point between the dollars and cents. All characters must be entered.

RAC1 File Format

The RAC1 file contains preliminary accepted rate codes and dollar values from the RATE.DAT file that was uploaded the previous business day and are to be effective for the corresponding month's unit 1 billing. In addition, the RAC1 file will contain the last billed dollar value for the rate codes that were submitted during the submission period.

Position	Length	Data Type	Data Element Name		Additional Information
1	5	AlphaA/Num	Marketer Rate Code		5 CHARACTERS
6	2	Num	Filler		PRICE VALUE XXXX.XXXX
8	7	Num	Dollar Value in MCF		XX.XXXX
15	2	Num	Filler		
17	6	Num	Effective Date		YYYYMM
23	2	Num	Filler		
25	7	NUM	Last Billed Dollar Value (mcf)		XX.XXXX

RAC2 File Format

The RAC2 File is generated on the last day of the rate code submission period, normally calendar day 20, and will reflect the rate codes and dollar values to be used for customer billing starting with unit 1 billing for the effective month. The RAC2 File can be used as pre bill verification for new rates.

Position	Length	Data Type	Data Element Name	Additional Information
1	5	Alpha/Num	Marketer Rare Code	5 CHARACTERS
6	2	NA	Blank	
8	7	Num	Rate Dollar Value (mcf)	XX.XXXX DOLLAR FORMAT
15	2	Num	Blank	
17	6	Num	Effective Date	YEAR MONTH FORMAT (YYYYMM)

NOTE – rate codes and dollar values can be changed throughout the submission period which starts on the 21st of one month through the 20th of the following month.

It is **recommended** that all rate value submissions be sent to Columbia by the 19th of the month. This will allow one day to submit any final corrections on the 20th.

Rate codes and/or dollar values submitted on the last day of the submission period that are rejected,

Cannot be corrected and will not be used for unit 1 billing of the effective month. If the 20th falls on a weekend/holiday, then the submission period ends on the previous business day. If the 21st falls on a weekend/holiday, then the submission period starts on the next business day.

RERR FILE

A daily file that reflects the marketer rate codes and/or dollar values that rejected from the RAC that was uploaded the previous business day. If rate is left uncorrected it will not update, however if the rate is corrected it will post in the RAC1 file. **It is the supplier's responsibility to ensure that their rate requests are posted as expected.**

Position	Length	Data Type	Data Element Name	Additional Information
1	5	Alpha/Num	Marketer Rate Code	5 CHARACTERS
6	2	NA	Blank	
8	7	Num	Marketer Rate Dollar Value (mcf)	XX.XXXX (DOLLAR FORMAT)
15	2	NA	Blank	
17	4	Num	Audit Error Code	SEE AUDIT/ERROR CODES AND DESCRIPTIONS
21	2	NA	Blank	
23	39	Alpha	Audit Error Description	SEE AUDIT/ERROR CODES AND DESCRIPTIONS

.REV File Format - RS5500MK

This report provides the Marketer's prior month billed revenue. The report provides details by Marketer rate code as well as a summary page.

A Marketer who participates in the Company's Accounts Receivable Purchase program (POR), the report provides detail on the purchased receivables and the supplier payment .

The .REV file is available in report format and does not require an import

Total Marketer payment is the payment amount **prior to any offsetting amounts owed Columbia**, that will be made to the Marketer on the last day of each month

Note: The following are examples of offsets to Marketer payments: .ACT request charges, billing rate changes in excess of allowable number, demand/supply curve non-compliance charges, balancing charges, or any other miscellaneous charges. Your monthly GTS invoice will reflect these charges

RS5500MK and Related RS5600T3 Reports

Field Definitions

RS5500MK **Marketer Number** – A sorting convention used in the production of these reports. First two letters represent a specific Marketer, the middle position and the last two digits represent a specific billing rate code as defined by the Marketer. Codes are defined by Marketers to segregate or organize customers under different billing rates.

RS5500MK **DIS and GAS Billing Cycle** – Represents the period of time the report represents. A cycle represents one month. DIS and GAS are customer accounting systems; DIS for low-pressure accounts and GAS for high-pressure accounts. DIS activity is reported in a same-month time frame; GAS is on a one-month lag.

RS5500MK **Revenue Class** – Used to define customers by usage. To the left of the revenue class number is a description of the customers whose usage falls under that class.

RS5500MK **Number of Customers** – Represents the number of customers on Columbia Gas' records.

RS5500MK **Purchased A/R** – In Kentucky, the Choice Program requires remittance of 98% Marketer receivables as the gas is delivered. Your receivables will always appear in this column.

RS5500MK **Total Marketer Payment** – This amount is the payment that will be made to the Marketer on the last day of each month. In some cases, adjustments, billing rate changes in excess of allowable number, or any other miscellaneous charge CKY might bill you will be listed here, and the amount Columbia will remit to you will be adjusted accordingly. These adjustments will always be documented on the summary page of your Choice Invoice

CKY Solicitation List Format

Columbia Gas will provide, upon request, an eligible Customer List for the entire Columbia service territory of Kentucky to Certified Natural Gas Marketers via electronic means. This list may also be requested by zip code or zip code +4. The Customer Lists are prepared as of Unit 21. The list includes those already enrolled in Choice.

Please note the charge for this file is \$0.06 per record.

Position	Length	Data Type	Data Element Name	Additional Information
1	1	N/A	Filler	
2	36	Alpha	Customer Name	First, Middle and Last Name Business Name
38	3	N/A	Filler	
41	33	Alpha	Customer Name Continued	
74	3	N/A	Filler	
77	33	Alpha	Customer Name 2	First, Middle and Last Name Business Name
110	3	N/A	Filler	
113	33	Alpha/Num	Service Address	
146	3	N/A	Filler	
149	33	Alpha/Num	Service Address Continued	
182	3	N/A	Filler	
185	30	Alpha	Service Address City	
215	3	N/A	Filler	
218	2	Alpha	Service Address State	KY (Kentucky)
220	3	N/A	Filler	
223	5	Num	Service Address Zip Code	
228	3	N/A	Filler	
231	4	Num	Service Address Zip Code +4	
235	10	N/A	Filler	
245	33	Alpha/Num	Mailing Address	
278	3	N/A	Filler	
281	33	Alpha/Num	Mailing Address Continued	
314	3	N/A	Filler	
317	30	Alpha	Mailing Address City	

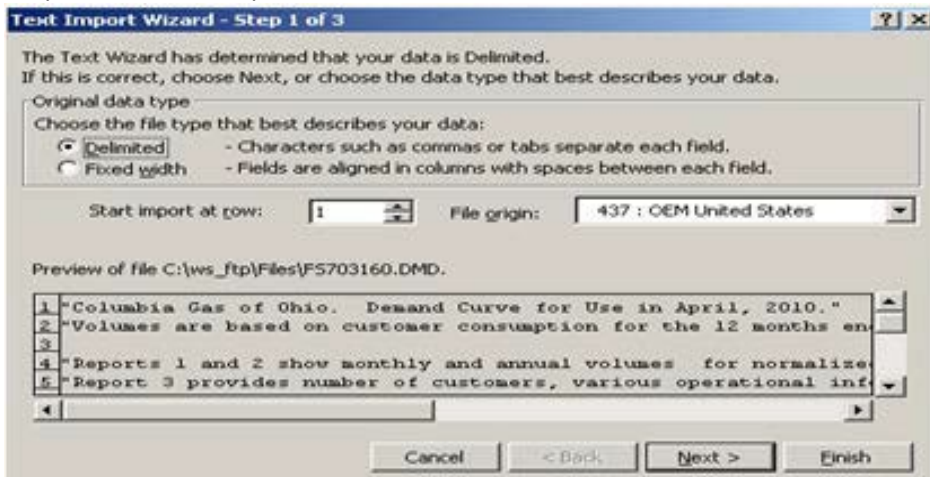
Position	Length	Data Type	Data Element Name	Additional Information
347	3	N/A	Filler	
350	2	Alpha	Mailing Address State	
352	3	N/A	Filler	
355	5	Num	Mailing Address Zip Code	
360	3	N/A	Filler	
363	4	Num	Mailing Address Zip Code +4	
367	40	N/A	Filler	
407	2	Num	Billing Unit*	Meter Reading Schedule available on NiSource Supplier website
409	3	N/A	Filler	
412	2	Num	Revenue Class	See Revenue Class Table
414	3	N/A	Filler	
417	2	Num	Revenue Class Extension	Internal Use
419	3	N/A	Filler	
422	1	Alpha	Revenue Type	See Revenue Class Type Table
423	14	N/A	Filler	
437	1	Alpha	Heat Code*	Y or N

Section 5: Demand Curves & Capacity

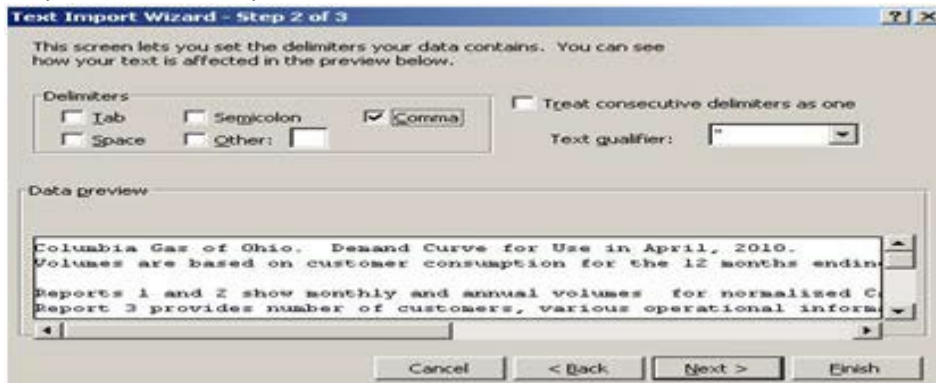
DMD File – Steps to Import into Excel

The XXXMMDDY. DMD file, where XXX reflects the Marketer and State, MM reflects the month, DD reflects the day, and the Y reflects the last digit of the year the record is created. To import the .DMD comma delimited file into Excel do the following steps:

- Move the .DMD file to your hard drive
- Open Excel
- Open the .DMD file – Should bring up the Import Wizard
- Import Wizard – Step 1



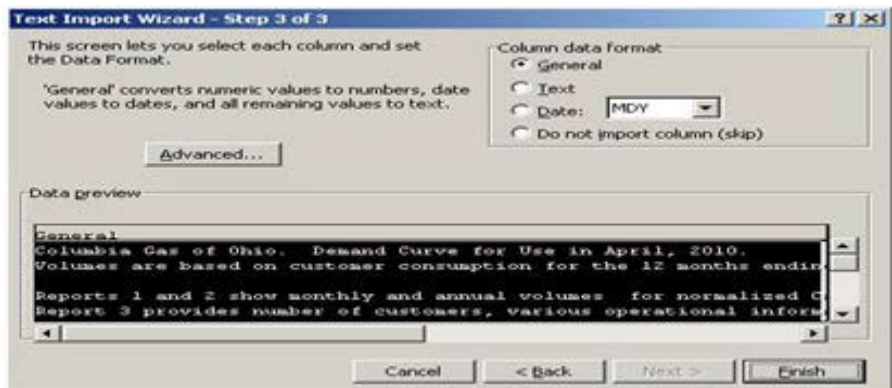
- Radial Button – Delimited (Default)
- Select Next
- Import Wizard – Step 2



- Delimiters – Select Comma
- Remove any other selected Delimiters
- Select Next

DMD File – Steps to Import into Excel (Cont'd)

Import Wizard – Step 3



- Column Data Format
- Select Text
- Select Finish

File should now be in a spreadsheet format. Save the file!

Demand Curves

Report 1 Calendar Month Report provides the normalized volumetric information for the current group of customers based on their actual historical consumption. Volumes on this report are increased for retainage and decreased for customer attrition.

Report 1. Normalized Dth Calendar Months																	
Company Id	Cust Type	MktrId	PSP	Nom Group	Class	2010-05	2010-06	2010-07	2010-08	2010-09	2010-10	2010-11	2010-12	2011-01	2011-02	2011-03	2011-04
32	CHO	XX	17-15	XXXX	C	19366	13313	13394	13394	15561	30466	47388	69810	78663	62402	50911	30104
32	CHO	XX	17-15	XXXX	R	4288	2077	2008	2008	2936	8527	15090	23552	26933	21024	16335	8490
					Total	23654	15390	15402	15402	18497	38993	62478	93362	105596	83426	67246	38594

Demand Curves

Report 2 Billing Month Report provides the normalized billing month volumetric information based on actual historical information. Columbia bills the customer on billing cycles and Marketers deliver on calendar months. This report reflects that difference. Volumes on this report are increased for retainage and decreased for customer attrition.

Report 2. Normalized Dth Billing Months																		
Company Id	Cust Type	MktrId	PSP	Nom Group	Class	2010-05	2010-06	2010-07	2010-08	2010-09	2010-10	2010-11	2010-12	2011-01	2011-02	2011-03	2011-04	Annual Billing Dth
32	CHO	XX	17-15	XXXX	C	24966	16062	13164	12641	13548	20231	34730	58741	77866	74050	58363	40410	444771
32	CHO	XX	17-15	XXXX	R	6601	3131	2047	1878	2029	4561	10054	19081	26673	25284	19421	12508	133268
					Total	31567	19193	15211	14519	15577	24792	44784	77822	104539	99334	77784	52918	578039

Report 3 Dth Summary Report provides number of customers, operational information, and daily and annual volumes.

Note: The volumes on all reports include unaccounted-for volumes, hence they represent volumes at the city gate. Report 3 shows the unaccounted-for factor

**Report 3. Dth
Summary**

Company Id	Cust Type	Mktrld	PS P	Nom Group	Class	Num Cust	Attrition Factor	BTU Factor	Prior 12 Months Actual Dth	Annual Normal Calendar Dth	Peak Design Temp	Peak Demand Dth	Over/Under Delivery %	Over/Under Delivery Dth	Weather Daily Adjust	Daily Like In Kind Adjust	365 day Avg Daily Dth	Daily Delivery Dth	PSP Name
32	CHO	XX	17-15	XXXX	C	1228	0.99	1.047	457821	444771	-4	5549	0	0	0	0	1219	1219	PORTSMOUTH
32	CHO	XX	17-15	XXXX	R	1833	0.99	1.047	138076	133268	-4	1965	0	0	0	0	365	365	PORTSMOUTH
					Total	3061			595897	578039		7514			0		1584	1584	

Pipeline Scheduling Point (PSP)

Portsmouth

17-15

CKY Choice Marketers only deliver to one Pipeline Scheduling Point.

Choice Capacity Release

Assignment of Firm Capacity

- Columbia will assign a pro-rata share of its firm contracted capacity under Columbia Gas Transmission Corp's Rate Schedule FTS, Tennessee Gas Pipeline Rate Schedule FT-A, and Central Kentucky Transmission Rate Schedule FTS (collectively "FTS"). Marketer agrees to accept assignment of said FTS in an amount equal to the Marketer's Daily Delivery Requirements at Columbia's city gate.
- Each month, when the Daily Delivery Requirement is determined for the following month, Columbia will assign to the Marketers its pro-rata share of Columbia's upstream FTS capacity for the Marketer to use in the following month. Marketers that receive assigned FTS capacity by Columbia are subject to the terms and conditions of the tariffs of those pipeline companies on whose facilities capacity is assigned.
- Columbia may recall any FTS capacity assigned to Marketer pursuant to this rate schedule in order to assure reliable service to customers in any instance where a Marketer fails to deliver the Daily Delivery Requirement of its Aggregation Pool.
- Marketer shall provide the necessary assistance required to complete the mandatory firm capacity assignment transactions.

Daily Delivery Requirements (DDR)

- Daily Delivery Requirements (DDR) shall be calculated by Columbia by determining the
- estimate of the normalized annual consumption of all Customers that will be in the Marketer's
- Aggregation Pool during the following month, and dividing that aggregate sum by 365.
- Columbia shall convert the quotient to a Dth basis using Columbia's annual Btu content, and
- shall adjust for Company use and Unaccounted For. The resultant quantity shall be the Daily
- Delivery Requirement for each Marketer's Aggregation Pool. Demand Curves are posted on
- the columbiachoice.com website in a comma delimited format.

Main Points:

- Flow gas by calendar month - Receive payment by billing month.
- Expect more deliveries than collections October-January.
- Increasing Apparent Gas Banks and Negative Cash Flow in the Fall.
- Expect more collections than deliveries February-April.
- Decreasing Apparent Gas Banks and Positive Cash Flow in the Spring.
- Columbia may reduce the DDR in the months of Oct., Nov., and April to meet operational needs.
- Flow according to DDR Flat Demand
- Marketers required to deliver gas supplies to Columbia at the Primary Firm City Gate Delivery Points designated in the Marketer's assigned firm transportation capacity on a daily basis.
- Demand Curves posted on or before the 20th of each month..
- Deliveries based on 63-degree F.

Non Compliance Charges to the DDR

- **Non OFO OMO days-** Failure to deliver according to the demand curve requirements will result in the marketer being charged a fee equal to 30% of the price reported in Platts Gas Daily "Prices of Spot Gas Delivered to Pipelines" adjusted for retainage and commodity charges, multiplied by the difference in DTH, plus a charge for all other costs incurred by Columbia
- **OFO or OMO days-** On days when Columbia has a limitation or interruption in affect, additional penalty charges will be assessed at an amount equal to \$25.00 multiplied by the difference in Dth between the DDR and the actual deliveries on that day.

Balancing Service

Columbia will provide the Marketer with a Balancing Service on a daily and seasonal basis that balances the Marketer's Daily Demand Requirements and the consumption of the Marketer's Aggregation Pool.

Balancing Charge

The Marketer shall pay Columbia a throughput-based balancing charge equal to the Purchased Gas Demand cost less a credit for assigned capacity. The Purchase Gas Demand Cost is the Demand Rate component of Columbia's most recent Gas Cost Adjustment Clause Report. The credit is the projected annual cost of assigned FTS capacity less estimated annual storage commodity costs (storage injection, withdrawal, shrinkage, and commodity transportation cost) divided by the estimated, annualized usage of the customers served under rate schedule SVGTS.

The charge shall be calculated quarterly in accordance with Columbia's Gas Cost Adjustment Clause Report

Section 6: Customer Billing and Rates

Billing

The Columbia Gas of Kentucky Choice Program requires consolidated billing with a signed Purchase of Receivables agreement.

CKY issues payments to the Marketer by the last business day of the following calendar month for 98% of the Marketer's revenues from the previous billing month less marketer, balancing, and billing charges and any other outstanding balances the marketer owes Columbia.

Marketer Charge

- Each Marketer shall pay Columbia \$0.05 per Mcf for all volumes delivered to the Marketer's Aggregation Pool during each billing month.
-

Balancing Charge

- Columbia will provide the Marketer with a Balancing Service on a daily and seasonal basis that balances the Marketer's Daily Demand Requirements and the consumption of the Marketer's Aggregation Pool. The Marketer shall pay Columbia a throughput-based Balancing Charge. The charge is calculated quarterly and can be found on Sheet No. 7a in the CKY tariff

Billing Charge

- CKY charges Marketers \$0.20 per monthly customer bill and bills the customer according to the Marketer Aggregation Pool.

Timeline for Choice Supplier Rate Codes

- On the 2nd business day each month Columbia provides a .RATE file which provides a summary of all prior month rate codes and dollar values.
- Choice Marketers have until the 20th of the month to submit new rate code request or to change the value of an existing rate code. Value changes for existing rate codes must be submitted via the RATE.DAT file.
- If the Choice Marketer submits new rate code values, CKY sends a pre-bill by fax asking the marketer to review and confirm before Unit 21 bills.

Choice Marketer then confirms all new rates by signing the fax cover letter.

Example:

Marketer has three accounts to flow gas on May 1st:

May: 12345678-001-8	XXX03	\$3.30
15678912-002-7	XXX03	\$3.30
14789123-001-2	XXX03	\$3.30

Customer #2 negotiates a different rate (\$2.00/Mcf) for the month of June. Using an established rate code, XXX01, this is how the change would appear for June:

June: 12345678-001-8	XXX03	\$3.30
15678912-002-7	XXX01	\$2.00
14789123-001-2	XXX03	\$3.30

Marketer Submitted the #2 account through the .DAT file using a "5" code to change the rate code

Note: Changing the rate code XXX03 to \$2.00 would have affected all three accounts

The XXX03 is a variable rate that the Marketer wishes to change in July in order for the Marketer to affect the July billings for Customers 1 and 3. The Marketer must submit a change to XXX03 in the RATE.DAT file via the FTP website by June 20th.

(Proposed new amount to be \$2.95/Mcf)

July: 12345678-001-8	XXX03	\$2.95
15678912-002-7	XXX01	\$2.00
14789123-001-2	XXX03	\$2.95

Please Note: No Change to .DAT file was needed

CHOICE Rate Change Request

The XXRATE.DAT file is an automated process utilized by the Marketer to change the price point attached to their Marketer rate codes. New rate information can be submitted from the 21st of the current month through the 20th of the following month. The information is due by 5:00 pm EST. There is one exception to the automated process, Marketer rate codes that have never had a dollar value assigned will need to be submitted manually via the current manual process. If the 20th falls on a weekend or holiday, the submission period ends on the previous business day. If the 21st falls on a weekend or holiday the submission period starts the next business day.

- The Marketer will submit changes using the 5 digit marketer rate code and a 7 digit Dollar value. The dollar value must be submitted with a decimal point between the dollars and cents fields.

Example:

ABC12 XX.XXXX

The Marketer must start with a clean RATE.DAT file every day. An “empty” RATE.DAT file is posted daily. It’s recommend that all rate value submissions are sent to Columbia by the 19th of the month. This will allow one day to submit any final corrections prior to unit 1 billing.

- The Marketer will receive either an RAC1 or an RERR file that provides the rates that were preliminarily accepted or rejected from the XXXRATE.DAT file uploaded the previous business day.
- After unit 21 bills the Marketer will receive an RAC2. The RAC2, final acceptance file, provides the rate values that will be used for customer billing starting with unit 1 for the effective month. The .RAC2 file will replace the hard copy pre-bills that are normally sent. The exception will be marketer rate code changes that are submitted manually. Hard copy pre-bills will still be sent for them

Section 7: Supplier Invoicing and Annual Reconciliation

Supplier Invoicing Timeline

Monthly Billing

- The Marketer delivers gas on a daily basis and the customers are billed on a 21 unit billing cycle. After all meters have been read or calculated and nominations have been confirmed, the process for billing the Marketer begins approximately the 6th working day of the month.
- The Receivables credit amount will appear on the invoice. Adjustment will be processed to reflect any amount owed Columbia which will be withheld from the Receivables.

Supplier Charges

Offsets for computation of payments to the Choice Marketer will include, but are not limited to the following;

- 1) Balancing Charge
- 2) Billing Charge
- 3) Marketer charge
- 4) Demand Curve Non-Compliance Charge
- 5) Credit Evaluation Fee
- 6) Late Payment Charge
- 7) All other documented amounts which Columbia is entitled to recoup from a Marketer

Annual Reconciliation of Imbalances

- On July 31st of each year, Columbia will reconcile the imbalance between the Choice Marketer's deliveries and their customer's actual consumption, including any adjustments applicable for the 12- months ending July 31st.

Annual Imbalance Charge

- If the imbalance is negative, the Marketer must purchase the deficient volume from Columbia. If the imbalance is positive, the Company will purchase the excess from the Marketer.
- The price to be paid to resolve any such imbalance will be the average price during the reconciliation period reported in PLATTS Inside FERC's Gas Market Report in the months report titled "Prices of Spot Gas Delivered to Pipelines," under the column heading "Index" for "Columbia Gas Transmission Corp, Appalachia", adjusted for Columbia Gas Transmission Corporation's FTS Retainage, and commodity charges.

Bill Image

SAMPLE INVOICE

AGG- CH MARKETER NAME
123 MAIN ST
COLUMBUS, OH 43215

AGG-CH MARKETER NAME
ATTN: JOHN DOE
123 MAIN ST
COLUMBUS, OH 43215

0001 1111
000 000 1 2621

Pay This Amount * * *
Past Due After * * *

P O BOX 742523
CINCINNATI OH 45274-2523

Please return this portion with your payment payable to **COLUMBIA GAS**
If paying in person, please bring entire bill with you.



200 CMC CENTER DR
Columbus OH 43215

CH MARKETER INVOICE FOR JULY 2011

Billing Statement For: AGG-CH MARKETER NAME
JOHN DOE

Invoice Group Number 00000000 000 000 0
--

<u>Account Summary:</u>	Previous Account Balance	\$0.00	
	Payments Received	\$0.00	
	Adjustment	\$14,596.00	
	Balance At Billing	\$14,596.00	
	Current Charges	\$57,625.73	Credit
	Present Balance	\$43,029.73	Credit

Present Balance Amount	\$43,029.73	Credit
NO PAYMENT REQUIRED		

ADJUSTMENT SUMMARY INFORMATION

Miscellaneous Adjustment

Marketer Billing Rate	\$ 50.00
ACT File Charge	\$ 55.00
Marketer Charge	\$ 1,131.50
Billing Charge	\$ 3,200.00
Balancing Charge	\$ 20,140.70

RATE SCHEDULE INFORMATION

Nomination Group: 0000
Rate Schedule: MKT

True-Up Period: OPT1 YRLY

Next true-up date : JUL 20XX

	<u>Rate</u>	<u>Volume</u>	<u>Amount</u>
Transportation Charge s			
Base Rate			
All Gas (Mcf)	0.0000	0.0	\$0.00
	Rate Schedule MKT Total		\$0.00
		Nomination Group 0000 Total	\$0.00
Marketer Receivables			
Choice Marketer Commodity Payment (Mcf)		22,630.0	\$113,150.00 Credit
	Current Charge s Total		\$113,150.00 Credit

SUMMARY OF GAS RECEIPTS

<u>Nom Group</u>	<u>From Date</u>	<u>To Date</u>	<u>Shipper</u>	<u>Source</u>	<u>Dth</u>	<u>Mcf</u>
0000	MM-DD-YYYY	MM-DD-YYYY	MARKETER	INTER: CKT	27,568	
0000	MM-DD-YYYY	MM-DD-YYYY	MARKETER	INTER: TCO	13,556	
					41,124	

IMBALANCE/ALLOCATION SUMMARY

Nomination Group 9999	INTER: CKT (Dth)	INTRA: TCO (Dth)
Beginning Imbalance	<u>(38,596.0)</u>	<u>0.0</u>
Current Month Activity		
Volume Received	27,568.0	13,556.0
Adjustment	0.0	0.0
Allocations	<u>21,308.0</u>	<u>3,056.0</u>
Remaining Volume	(32,336.0)	10,500.0
Unbilled Imbalance		0.0
Monthly Imbalance	0.0	0.0
Ending Imbalance	(32,336.0)	10,500.0

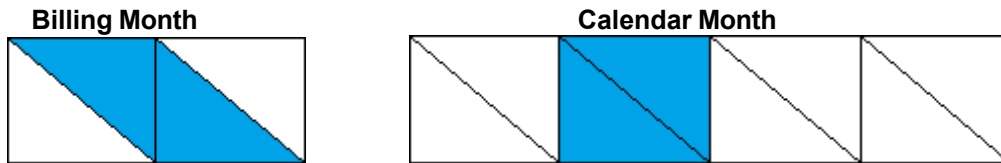
Average Btu of 1.0658

Unbilled Imbalance		0.0
Monthly Imbalance	0.0	0.0
Ending Imbalance	(32,336.0)	10,500.0

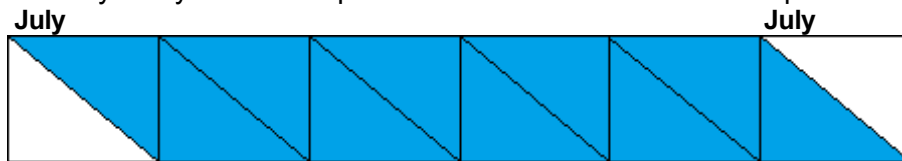
Average Btu of 1.0658

Annual Reconciliation of Imbalances

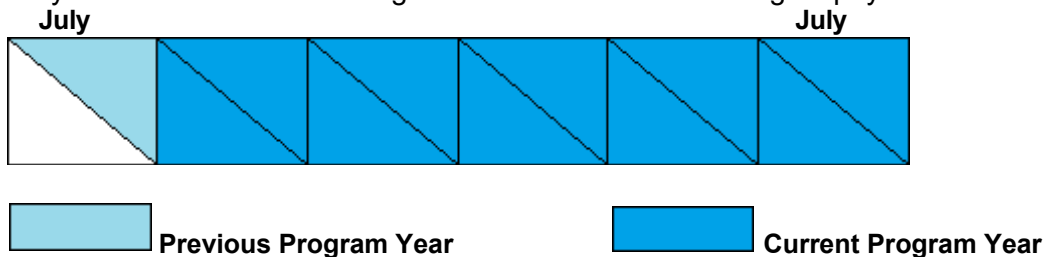
Columbia of Kentucky reads meters and bills customers on a billing month basis. The first billing cycle is read just prior to the first day of the month and represents gas consumed, for the most part, in the previous month. The final billing cycle is processed near the end of the month and represents gas consumed primarily in the current month. This is why the billed portions of the current month are represented by the lower left triangle in each calendar month. The upper right triangles represent the unbilled portion of the month, i.e. gas that was consumed but not billed. The illustrations below show calendar months as rectangles and billing months as parallelograms. Billing months can also be thought of as the previous month's unbilled volume (upper triangle) plus the current month's billed volume (lower triangle).



Payments for the program year are made by billing months as represented below. They include compensation for gas delivered during the unbilled portion of July last year, but not for the unbilled portion of July this year. This represents 12 full months of consumption



Marketer deliver gas by calendar months as represented below. Current year deliveries represent 12 full months of consumption. These deliveries are designed to cover gas consumed for the calendar months of August – July. The unbilled portion of last July was supplied in the previous calendar year. That is why the true-up must leave a positive imbalance for July 31 – the balance is there to cover consumption that occurred during July, but was not billed. If the imbalances were adjusted to zero, Columbia would be returning gas to the Marketer that was consumed by their customers, but not yet billed. Payments for this imbalance gas will be included in the August payment.



Bill Image – Annual Reconciliation

SAMPLE INVOICE

AGG- CH MARKETER NAME
123 MAIN ST
COLUMBUS, OH 43215

AGG-CH MARKETER NAME
ATTN: JOHN DOE
123 MAIN ST
COLUMBUS, OH 43215

0001 1111
000 000 1 2621

Pay This Amount * * *
Past Due After * * *

P O BOX 742523
CINCINNATI OH 45274-2523

Please return this portion with your payment payable to **COLUMBIA GAS**
If paying in person, please bring entire bill with you.



A NiSource Company

200 CIVIC CENTER DR
Columbus OH 43215

CH MARKETER INVOICE FOR (MONTH - YEAR)

Billing Statement For: AGG-CH MARKETER NAME
JOHN DOE

Invoice Group Number 00000000 000 000 0

Account Summary:	Previous Account Balance	\$0.00	
	Payments Received	\$0.00	
	Adjustment	\$24,577.20	
	Balance At Billing	\$24,577.20	
	Current Charges	\$113,150.00	Credit
	Present Balance	\$88,572.80	Credit

Present Balance Amount	\$88,572.80	Credit
NO PAYMENT REQUIRED		

ADJUSTMENT SUMMARY INFORMATION

Miscellaneous Adjustment

Marketer Charge	\$ 670.00
Billing Charge	\$ 2,000.00
Balancing Charge	\$11,926.00

RATE SCHEDULE INFORMATION

Nomination Group: 0000
Rate Schedule: MKT

True-Up Period: OPT 1 YRLY

Next true-up date : JUL 2012

	<u>Rate</u>	<u>Volume</u>	<u>Amount</u>
Transportation Charges			
Base Rate			
All Gas (Mcf)	0.0000	0.0	\$0.00
Other Charges			
Annual Cashout - Gas Sale to Supplier (Dth)	5.3690	1746.0	\$9,374.27
	Rate Schedule MKT Total		\$9,374.27
	Nomination Group 9999 Total		\$9,374.27
Marketer Receivables			
		<u>Volume</u>	<u>Amount</u>
Choice Marketer Commodity Payment (Mcf)		13,400.0	\$67,000.00 Credit
	Current Charges Total		\$57,625.73 Credit

SUMMARY OF GAS RECEIPTS

<u>Nom Group</u>	<u>From Date</u>	<u>To Date</u>	<u>Shipper</u>	<u>Source</u>	<u>Dth</u>	<u>Mcf</u>
9999	07-01-2011	07-31-2011	MARKETER	INTER: CKT		25,688
9999	07-01-2011	07-31-2011	MARKETER	INTER: TCO		15,996
						<u>41,684</u>

IMBALANCE/ALLOCATION SUMMARY

Nomination Group 9999	INTER: CKT (Dth)	INTRA: TCO (Dth)
Beginning Imbalance	<u>(32,336.0)</u>	<u>10,500.0</u>
Current Month Activity		
Volume Received	25,688.0	15,996.0
Adjustment	0.0	0.0
Allocations	<u>0.0</u>	<u>14,336.0</u>
Remaining Volume	(6,648.0)	12,160.0
Unbilled Imbalance		7,258.0
Monthly Imbalance	1,746.0	0.0
Ending Imbalance	(4,902.0)	12,160.0

Average Btu of 1.06

Section 8: Aviator, Concern Database, Disputes and E-Payment

Aviator Web Site

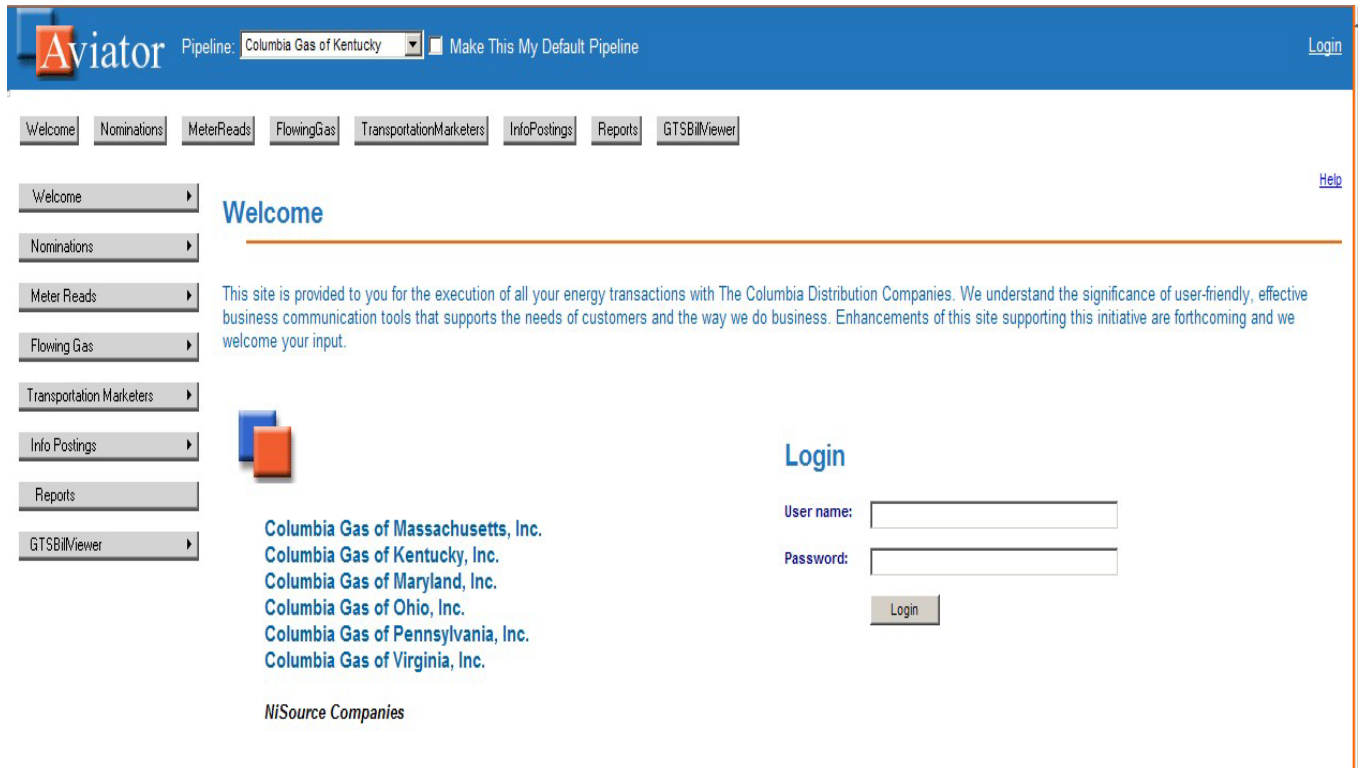
The following Marketers' information can be Retrieved from the Aviator Web Site:

- Daily Nominations
- The TCO or pipeline contract on which the gas is delivered
- The Pipeline Scheduling Point in which the customer is located
- Pool volumes
- Shipper
- Customer rank
- Nomination group
- Path
- MDQ
- Bill Viewer Access to download invoices
- Customer concern database

The screenshot shows the Aviator web site interface. At the top, there is a blue header with the Aviator logo on the left, a dropdown menu for "Pipeline: Columbia Gas of Kentucky" in the center, and a "Login" link on the right. Below the header is a navigation bar with buttons for "Welcome", "Nominations", "MeterReads", "FlowingGas", "TransportationMarketers", "InfoPostings", "Reports", and "GTSBillViewer". On the left side, there is a vertical menu with buttons for each of these categories. The main content area features a "Welcome" heading followed by a paragraph: "This site is provided to you for the execution of all your energy transactions with The Columbia Distribution Companies. We understand the significance of user-friendly, effective business communication tools that supports the needs of customers and the way we do business. Enhancements of this site supporting this initiative are forthcoming and we welcome your input." Below this text is a logo consisting of three overlapping squares (blue, red, and white) and a list of Columbia Gas companies: "Columbia Gas of Massachusetts, Inc.", "Columbia Gas of Kentucky, Inc.", "Columbia Gas of Maryland, Inc.", "Columbia Gas of Ohio, Inc.", "Columbia Gas of Pennsylvania, Inc.", and "Columbia Gas of Virginia, Inc.". At the bottom of this list is the text "NiSource Companies". To the right of the welcome message is a "Login" section with a "User name:" label and an input field, a "Password:" label and an input field, and a "Login" button below them.

Accessing the GTS Bill Viewer

Choice Marketers can access their Choice invoices for their company through the Aviator website (www.ldcaviator.com). This allows Marketers easy access to view their invoices 24 hours a day. You must request an access code from your Choice Analyst



The screenshot shows the Aviator website interface. At the top, there is a blue header with the Aviator logo on the left, a dropdown menu for "Pipeline: Columbia Gas of Kentucky" with a "Make This My Default Pipeline" checkbox, and a "Login" link on the right. Below the header is a navigation bar with tabs for "Welcome", "Nominations", "MeterReads", "FlowingGas", "TransportationMarketers", "InfoPostings", "Reports", and "GTSBillViewer". The "GTSBillViewer" tab is selected. On the left side, there is a vertical menu with buttons for "Welcome", "Nominations", "Meter Reads", "Flowing Gas", "Transportation Marketers", "Info Postings", "Reports", and "GTSBillViewer". The main content area is titled "Welcome" and contains a paragraph of text: "This site is provided to you for the execution of all your energy transactions with The Columbia Distribution Companies. We understand the significance of user-friendly, effective business communication tools that supports the needs of customers and the way we do business. Enhancements of this site supporting this initiative are forthcoming and we welcome your input." Below this text is a logo for "Columbia Gas of Massachusetts, Inc." and a list of other Columbia Gas companies: "Columbia Gas of Kentucky, Inc.", "Columbia Gas of Maryland, Inc.", "Columbia Gas of Ohio, Inc.", "Columbia Gas of Pennsylvania, Inc.", and "Columbia Gas of Virginia, Inc.". At the bottom of this list is the text "NiSource Companies". On the right side of the main content area, there is a "Login" section with a "User name:" label and an input field, a "Password:" label and an input field, and a "Login" button.

To Access GTS Bill Viewer:

- Click on the GTS Bill Viewer Tab

To view the Invoice

- Enter the Invoice Group number and the Access Code, then click submit.
- The Invoice Group Name will be displayed in the Account Verification field.

Aviator Pipeline: Columbia Gas of Kentucky Make This My Default Pipeline

Welcome | Nominations | MeterReads | FlowingGas | TransportationMarketers | InfoPostings | Reports | GTSBillViewer

Welcome | Nominations | Meter Reads | Flowing Gas | Transportation Marketers | Info Postings | Reports | GTSBillViewer

GTS Bill Viewer

Input your Invoice Group number and Access code, then click Submit.

GTS Invoice Group: Access Code:

Aviator Pipeline: Columbia Gas of Kentucky Make This My Default Pipeline

Welcome | Nominations | MeterReads | FlowingGas | TransportationMarketers | InfoPostings | Reports | GTSBillViewer

Welcome | Nominations | Meter Reads | Flowing Gas | Transportation Marketers | Info Postings | Reports | GTSBillViewer

GTS Bill Viewer

Input your Invoice Group number and Access code, then click Submit.

GTS Invoice Group: Access Code:

Be advised after five unsuccessful attempts to log in with incorrect Invoice group/Access Code the account will be locked. If a user is not authorized, a message will appear stating user is not authorized to view invoices.

Accessing the GTS Bill Viewer (Continued)

- Click **YES** to verify the account information is correct.
The Billing Month Grid will be displayed
- Select the **billing month** hyperlink in the Select Bill Month Grid.
Adobe Reader will be launched displaying the invoice in .PDF format.

The screenshot displays a web interface for the GTS Bill Viewer. On the left side, there is a vertical menu with several options: Meter Reads, Flowing Gas, Transportation Marketers, Info Postings, Reports, and GTS Bill Viewer. The GTS Bill Viewer option is highlighted. To the right of the menu, there is a text prompt: "Click on billing month to view your invoice." Below this, there is a field labeled "GTS Invoice Group:" with the value "00017935" entered. Further down, there is a "Select Billing Month" grid containing a list of dates: 07/10/2007, 06/08/2007, 05/08/2007, 04/12/2007, 03/13/2007, 02/12/2007, 01/09/2007, and 12/08/2006. At the bottom of the page, there is a text prompt: "To see your tariff 'blue' bill, click here:" followed by a button labeled "Tariff Bill".

Select Billing Month
07/10/2007
06/08/2007
05/08/2007
04/12/2007
03/13/2007
02/12/2007
01/09/2007
12/08/2006

Dispute Resolution Tariff – Rules and Regulation

Each Marketer shall cooperate with Columbia and the Kentucky Public Service Commission to answer inquiries and resolve disputes for customers served under Columbia's Small Volume Gas Transportation Service Rate Schedule. As part of this ongoing cooperation the following is required:

1. Marketer must provide a local or toll-free telephone number for customers to obtain information on their account and a method to resolve disputes with the Marketer. The Marketer shall provide a copy of the method to resolve disputes to Columbia and the Commission along with the name and phone number of a contact person from the Marketer with whom the Commission and Columbia may contact concerning customer complaints and who has the authority to resolve complaints.
2. Marketer will, upon request by Columbia or the Commission, provide copies of all informational materials and standard contracts, including updates to these materials if substantially changed. Marketer will also provide copies of individual contracts as needed in order to resolve customer complaints.
3. Each Marketer shall cooperate with Columbia and the Commission to answer inquiries and resolve disputes. If a Marketer fails to negotiate or resolve customer disputes that arise from the customer's contract, complaints may be brought to the Commission through its normal complaint handling procedures.
4. The Marketer is responsible for resolving disputes with customer.
5. The Customer's contract is between the customer and the approved participating Choice Marketer.
6. It is the Marketer's responsibility to manage their contractual relationship with the customer.
7. CKY only recognizes the approved Choice Marketer. Third parties are not recognized on our system.
8. Notify the customer, not less than sixty (60) days and no more than ninety (90) days, prior to the expiration of a contract, of their right to renew, terminate or renegotiate a contract that will automatically renew

Customer Concern Database

The Customer Concern Database is an automated process using Aviator to move and store information about customer issues. The database can be used for concerns raised by both Choice and GTS customers. It is viewed by Columbia and the Marketer. The site is password protected. Each person responsible for monitoring the Concern Database will be assigned a User ID and password.

Benefits to the Marketer include, but are not limited to:

- automated electronic process
- increase efficiency and lower processing costs
- happier customers due to the speed of the responses
- ability to view all information about the customer concern
- status of all customer concerns easily available
- automatic three-day reminder message
- password protected so the Marketer knows the concerns of its own customers

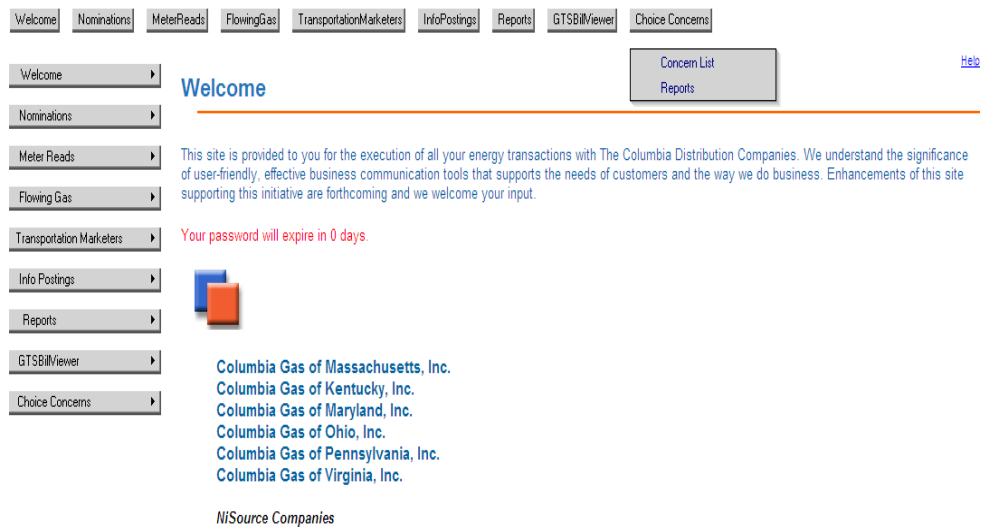
Marketers are encouraged to check the database daily, as there is a three day response time.

- Access the Aviator site @ www.ldcaviator.com
- Log in using your assigned USERID and Password
- Click on the Choice Concerns Hyperlink at the top of the page

The screenshot shows the Aviator website interface. At the top, there is a blue header with the Aviator logo, a pipeline dropdown menu set to "Columbia Gas of Ohio", and a "Login" link. Below the header is a navigation menu with buttons for "Welcome", "Nominations", "MeterReads", "FlowingGas", "TransportationMarketers", "InfoPostings", "Reports", "GTSBillViewer", and "Choice Concerns". The "Welcome" button is selected, and the main content area displays a "Welcome" message. The message states: "This site is provided to you for the execution of all your energy transactions with The Columbia Distribution Companies. We understand the significance of user-friendly, effective business communication tools that supports the needs of customers and the way we do business. Enhancements of this site supporting this initiative are forthcoming and we welcome your input." Below the message is a list of Columbia Gas companies: "Columbia Gas of Massachusetts, Inc.", "Columbia Gas of Kentucky, Inc.", "Columbia Gas of Maryland, Inc.", "Columbia Gas of Ohio, Inc.", "Columbia Gas of Pennsylvania, Inc.", and "Columbia Gas of Virginia, Inc.". At the bottom, it says "NiSource Companies". To the right of the message is a "Login" section with input fields for "User name:" and "Password:", and a "Login" button.

The Marketer will have two options displayed from the drop down menu

- The **Concern List** screen provides a listing of concerns. This screen will default to active concerns which need attention based upon its status. New concerns will be highlighted in yellow and after three days, if not completed, the concerns will be highlighted in red.
- The **Reports** screen allows users to generate reports based upon predefined criteria



Choose Concerns and a list of current concerns will appear.

The screenshot shows the 'Concern List' screen. At the top, there is a 'Concern List' heading and a 'Help' link. Below the heading is a filter section with a checked 'Active Only' checkbox and a 'Pipeline' dropdown menu set to 'All'. The main part of the screen is a table with the following columns: Pipeline, ID, Name, Caller Name, Status, Marketer, Analyst, Create User, Create Time, and Change Time. One row is highlighted in yellow, representing an active concern.

Pipeline	ID	Name	Caller Name	Status	Marketer	Analyst	Create User	Create Time	Change Time
COH	13332	Choice Concern	Mrs Concern	Waiting for Marketer	CHOICE Supplier	CHOICE Analyst	CCC Rep	9/26/2011 8:54:21.323 PM	9/26/2011 9:39:13.5

- Click on the ID of the concern in the **Waiting for Marketer status** and access the Concern Details screen.
- Review the customer concern and expectations for resolution.
--To navigate away from the page without saving the data entered, click **Return**
- Enter a response in the **Response** Form field.

- Click **Send Response** to electronically return the concern and go back to the Concern List screen.
- The response will be returned and the concern status will be updated to **Waiting on Nisource/Commission**

Concern Details

[Send Response](#) [Return](#) [Help](#)

Pipeline:

PCID:

Phone:

First Name: Last Name:

Bus. Name: Address:

Marketer: City: State: Zip:

Sales Rpt: Caller Name:

Type: Relationship:

Enroll Mo/Yr: (yyyy) Concern:

Status: Analyst:

Remarks:

Expectations:

Created By: Create Time: Last Updated:

Response:

Concern List

[Help](#)

Active Only

Pipeline:

Pipeline	ID	Name	Caller Name	Status	Marketer	Analyst	Create User	Create Time	
COH	13330	Choice Concern	Mrs Concern	Waiting for Nisource/Commission	CHOICE® Supplier	CHOICE® Analyst	CCC Rep	9/26/2011 8:54:21.323 PM	9/26/20

- To access reports select: **Choice Concerns/Reports**
- The Concerns Reports screen allows users to generate reports based upon predefined criteria. Multiple columns can be selected using (CTRL-Click).
- Reports can be opened in an Excel format. The report must be run before it can be exported.
- Additionally, if using IE7 or IE8, automatic prompting for downloads must be checked in Internet Options for this functionality to work properly.
- Default filters are displayed.
- Click **Run** to display results.
- Click **Export** to open in Excel format.

Concern Report

End Date: 9/23/2011 Pipeline

Concern: Any
 Cancellation
 Delayed Enrollment
 Delayed Enrollment .d

ID | Pclin | Sname | PCID | State | Marketer | final Concern | Remarks | specification | Create/

< > <> h: d Prev Next

E-payment

Highlights

- Choice marketers have the ability to make payments online using electronic checks in aviator via Fiserv.
- Bill Master access gives marketers the ability to add/remove internal users that make payments.
- There is a \$1.50 convenience fee per transaction, with a dollar limit of \$99,999.00. Marketers can pay multiple invoices with separate checking accounts. Marketers cannot pay more than 2 payments in a day using the same checking account for more than 1 invoice.

Initial Access and Set up

- If a Marketer already has an Aviator ID and access:
 - Submit GTS Bill master form to Choice Specialist to receive access code (See forms below, forms can be found in the forms section of www.columbiasuppliers.com website).
- If a marketer does not have an Aviator ID and access code:
 - The marketer must submit an invoice access form, and the electronic payment access form. The invoice access form gives the marketer access to bill viewer (see page 79).
- Completed access forms must be sent to your Choice Specialist via email, mail or fax.
- Marketers will receive confirmation via email from aviator. The notice will contain their aviator ID and password.



Choice Marketer Invoice Access through Aviator

Choice Marketers can access invoices for their company through the Aviator website. A Choice Invoice Number and Access Code is needed to view invoices electronically. Please complete and sign the form below to obtain your access code. By completing and signing this form, you also agree to be bound to the Aviator Web Site Access Agreement, which can be located at <https://www.columbiacollectors.com>.

Invoice Information:

COMPANY NAME: _____
MAILING ADDRESS: _____
INVOICE NUMBER: _____
PCID NUMBER(S): _____

Registrant Information:

COMPANY NAME: _____
MAILING ADDRESS: _____
FIRST/LAST NAME: _____
JOB TITLE: _____
E-MAIL ADDRESS: _____
OFFICE PHONE #: _____ FAX #: _____

I acknowledge that I am an employee of the Company listed above under "Invoice Information" and that I do have authorization from said Company to access and review invoices for said Company. I understand that there is only one access code per Company invoice and I agree to be the administrator of that access code for said Company invoice(s) listed above. I further agree not to disclose or divulge the access code or invoice information (directly or indirectly) except to those parties who have a need to know the invoice information for the purpose of enabling the receiving party to perform a review of the payment and management of the Company's transportation account.

SIGNATURE: _____ DATE: _____

Revised 8-2015



Electronic Payment Access through Aviator

Electronic Payment is available to Choice Marketers through the Aviator website. An Aviator User ID and authorization for Electronic Payment Access is required to obtain access to the payment option. Please complete and sign the form below to either: 1) Give your current Aviator ID access to Electronic Payment, or 2) Obtain an Aviator ID with access to Electronic Payment. By completing and signing this form, you also agree to be bound to the Aviator Web Site Access Agreement, which can be located at <https://www.columbiacollectors.com>.

Registrant/Aviator ID Information:

COMPANY NAME: _____
MAILING ADDRESS: _____
FIRST/LAST NAME: _____
JOB TITLE: _____
E-MAIL ADDRESS: _____
OFFICE: _____ FAX: _____
INVOICE GROUP NUMBER(S): _____

DO YOU CURRENTLY HAVE AN AVIATOR USER ID?

Yes, my current Aviator User ID is: CS _____
No, I do not have an Aviator User ID

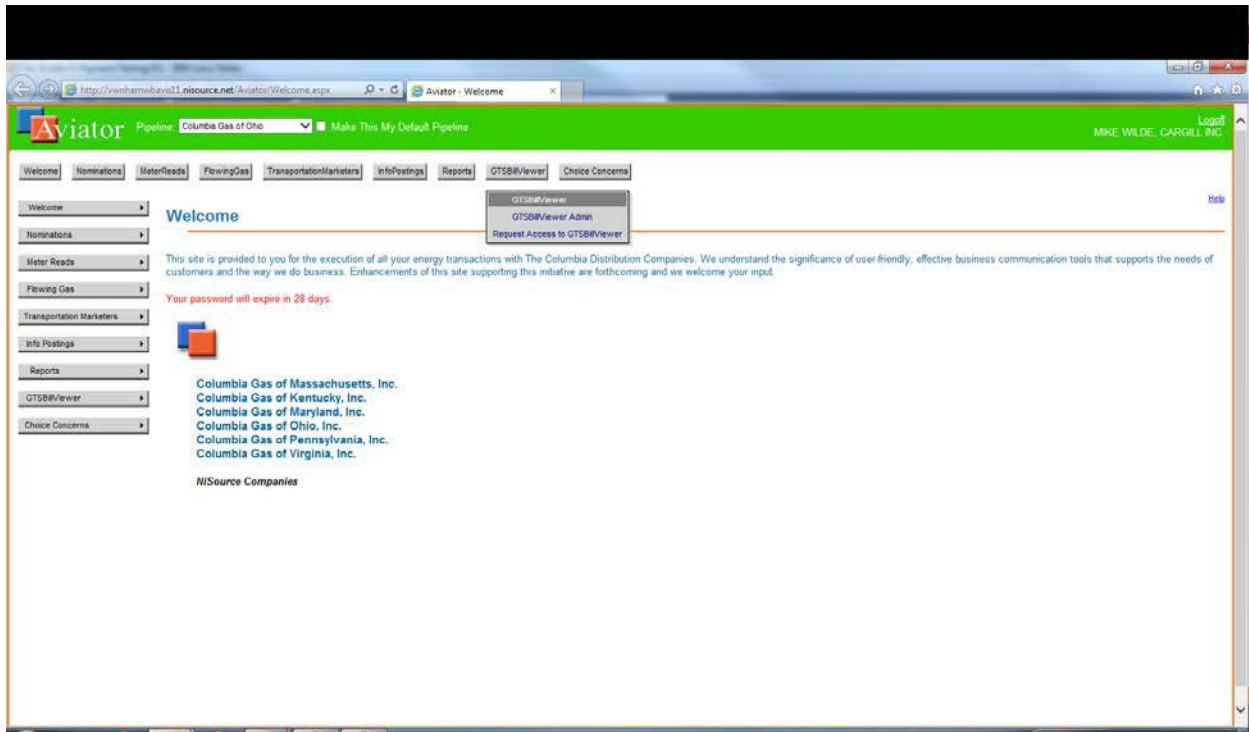
I acknowledge that I am an employee of the Company listed above and that I do have authorization from said Company to access and make payments on the applicable transportation accounts. The parties further agree to keep confidential and not to disseminate generally or specifically to anyone in any manner whatsoever the information except for the uses as specified in the preceding sentence or when the information is made publicly available as a result of filings with governmental agencies, or where law otherwise requires disclosure.

SIGNATURE: _____ DATE: _____

8-2015

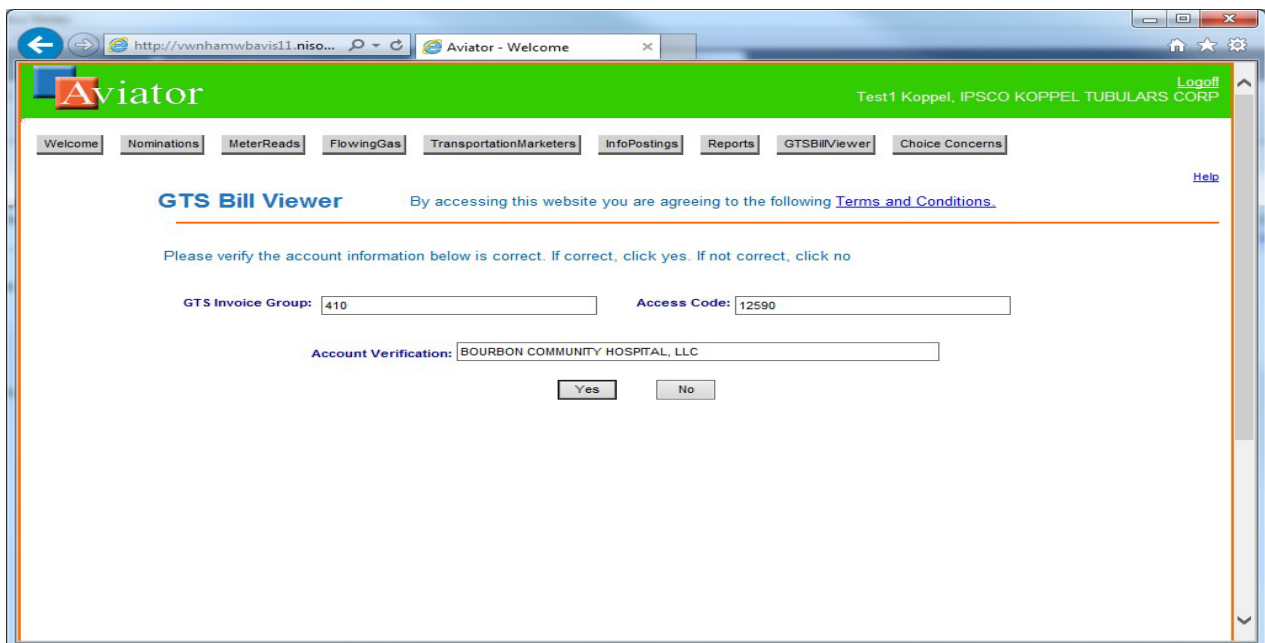
Making a Payment

- Log in to Aviator
- Choose GTS Bill viewer



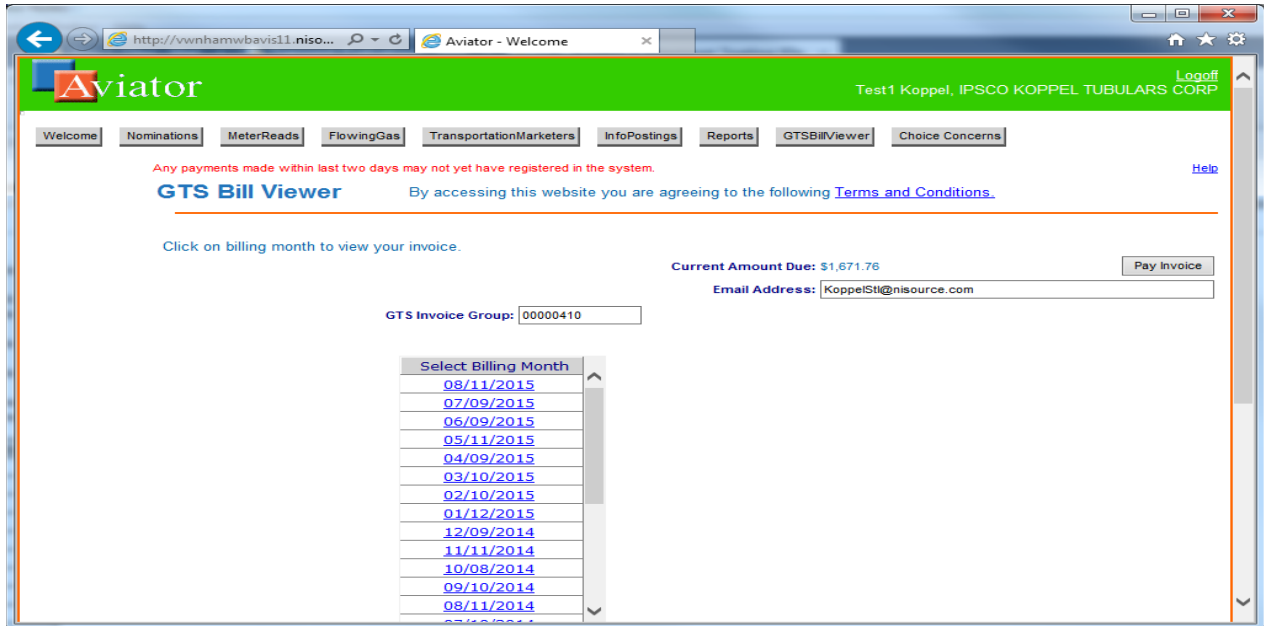
Note: Marketers can access aviator from the Columbia supplier's website.

- Input invoice group number and access code provided during initial set up.
- Select Submit
- You will be prompted to Verify that the correct invoice is listed by
- Select yes or no

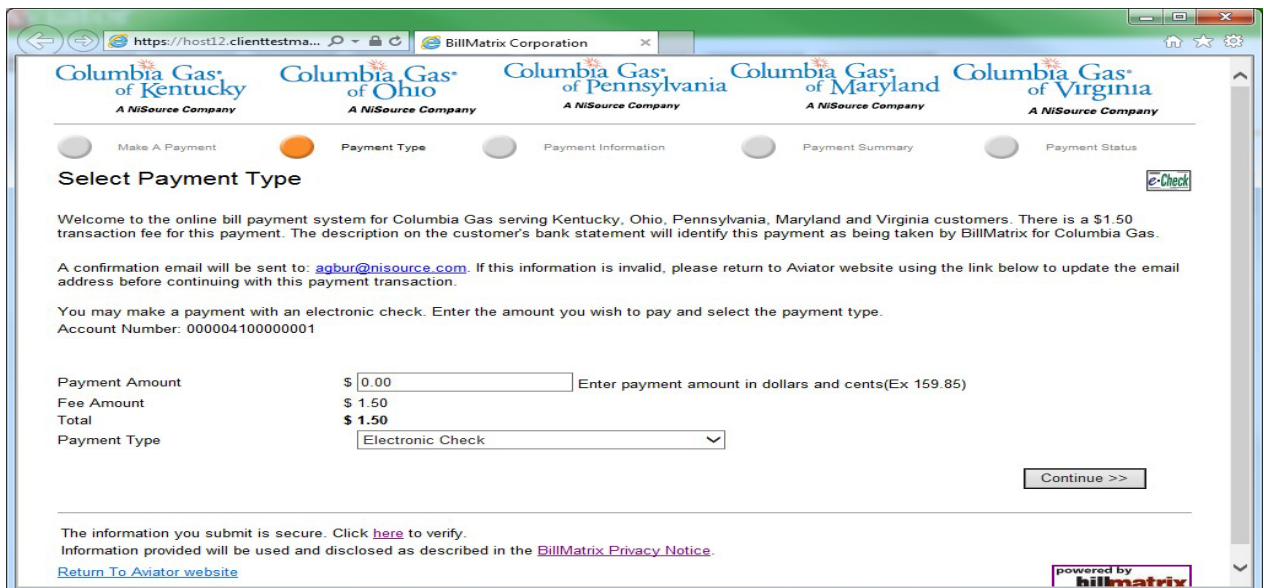


- After verifying the invoice a list of previous and the current invoices will be displayed.

- You will notice the current amount due, and the option to “pay invoice”



- A text box will appear verifying if the user wants the confirmation email sent to the email address listed on the previous page. If not, supplier can update here.
- Select OK
- Marketer will be forwarded to the Fiserv Bill payment Website
- Enter the amount to be paid
- \$1.50 convenience fee is then applied
- If this is the first time making an online payment, select electronic check.



- Enter required checking information for the first payment. The first name on bank account is

not a required field.

- After Checking account information is entered a summary screen will appear.
- Select yes to accept fee
- Select authorize.

https://host12.clienttestma... BillMatrix Corporation

Columbia Gas of Kentucky A NISource Company Columbia Gas of Ohio A NISource Company Columbia Gas of Pennsylvania A NISource Company Columbia Gas of Maryland A NISource Company Columbia Gas of Virginia A NISource Company

Make A Payment Payment Type **Payment Information** Payment Summary Payment Status

Enter Check Information

Enter the check routing number and bank account number from the Magnetic Ink Character Recognition (MICR) line at the bottom of your check. When you are finished, click the Continue button to review your payment information.

Last Name or Commercial Name on Bank Account

First Name on Bank Account

Check Routing Number [Need help locating this information?](#)

Checking Account Number

Re-Enter Checking Account Number

<< Back Continue >>

[Return To Aviator website](#) powered by **billmatrix**

- Lastly, a confirmation screen will appear and supplier will be sent an email confirmation.

Columbia Gas of Kentucky A NISource Company Columbia Gas of Ohio A NISource Company Columbia Gas of Pennsylvania A NISource Company Columbia Gas of Maryland A NISource Company Columbia Gas of Virginia A NISource Company

Make A Payment Payment Type Payment Information **Payment Summary** Payment Status

Review Payment Summary

Please review the information collected below and click the Authorize button when you are finished.

Account Number	000020260000004
Checking Account Name	Test Company&
Payment Method	Electronic Check
Checking Account Number	*****8776
Payment Amount	\$1.00
Fee Amount	\$1.50
Total	\$2.50

Do you accept the fee? Yes No

Notice: After you've pressed the Authorize button, pressing the Stop or Back buttons, or leaving this site will not cancel the payment transaction.

<< Back Authorize

[Return To Aviator website](#) powered by **billmatrix**

Section 9: Appendix

Glossary of Terms

Balancing	Equalizing a shipper's receipts of gas into a pipeline with withdrawals out of a pipeline system. Balancing may be accomplished daily, monthly or seasonally, with penalties assessed for excessive transportation imbalance.
BTU	A btu, British Thermal Unit, is the amount of heat required to raise the temperature of one (1) pound of water from 60 degrees Fahrenheit to 61 degrees Fahrenheit at a constant pressure of 14.73 psi.
Capacity	Total volume of gas that can flow through a pipeline over a given period of time, considering factors such as pipeline diameter, pressure, and time interval.
Capacity Assignment	The ability to reassign interstate pipeline capacity to other entities on a non-discriminatory basis. A shipper with excess capacity could relinquish space back to the pipeline for it to resell.
Choice Marketer	A Natural Gas Marketer serving customers under the Columbia Gas Choice Program.
Daily Scheduled Quantities	Volumes of transported gas (Dth/Day) to be delivered by interstate pipeline at Shipper's direction for Shipper's account, after retainage of interstate pipeline's company use and unaccounted for volumes.
Firm Service	The highest quality sales or transmission service offered to customers under a filed rate schedule which anticipates no planned interruption.
FTS	Firm Transportation Service from Columbia Gas Transmission Corporation.
GCA	Gas Cost Adjustment, a provision of regulatory rules permitting a gas company to recover in customer bills on a dollar-for-dollar basis, the amount it pays in purchase costs for the gas supplied to a customer.
Imbalance	The difference between the Scheduled Quantities and the Actual Tendered Quantity.
Peak Day	The highest usage day during the winter: a 24 hour of delivery higher greater than any other day
POR	Purchase of Receivables is an agreement between the Marketer and Columbia whereby Columbia purchases at 98% of the Marketer's gas cost that is billed to the customer.
PSP/Pipeline Scheduling Point	The single delivery point or set of delivery points grouped or designed by an upstream pipeline for purposes of scheduling gas supplies for delivery by such upstream pipeline; or the single delivery point or set of delivery points grouped or designed by Columbia for operational purposes. The PSPs of Columbia Gas Transmission, LLC shall be utilized by Columbia for the purpose of developing Demand Curves.
Storage or Storage Capacity	Typically, depleted gas wells used to store gas which has been transferred from its original location. Shall mean TCO FSS and Related SST and /or Panhandle Pipeline FS and Related EFT.
Summer Season	That part of a contract year from the beginning of April through the end of October.

Winter Season	That part of a contract year from the beginning of November through the end of the following March.
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Acronyms

BCF	One Billion Cubic Feet
CCF	One Hundred Cubic Feet
CKY	Columbia Gas of Kentucky
CKT	Central Kentucky Transmission
CSD	Commissions Consumer Services Department
DIS	Distributive Information System - low Pressure Accounts billed in the same month
DTH	Dekatherm (Ten Therms, One Million Btu's)
FSS	Firm Storage Service
FT	Firm Transportation
FT-1	Firm Transportation - 1
FTP	File Transfer Protocol
FTS	Firm Transportation Service (tariff)
GTS	Gas Transportation Service
HDD	Heating Degree Day
LIFO	Last In First Out
MCF	One Thousand Cubic Feet
MDQ	Maximum Daily Quantity
MDSQ	Maximum Daily Storage
MMCF	One Million Cubic Feet
PSIA	Pounds per Square Inch Absolute
PSP	Pipeline Scheduling Point
SCQ	Storage Contract Quantity
SST	Storage Service Transportation
TCO	Columbia Gas Transmission Corporation