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**Electronic Data Transaction  
Practices for Electric Retail  
Access in the  
Commonwealth of Virginia**

## Defined Terms

**Account Number:** A reference number used to identify a particular customer and to coordinate activities between the LDC and CSP regarding such customer. In lieu of an Account Number for AEP, see definition of Service Delivery Identification Number.

**Attribute:** Characteristic of data element or segment.

**Mandatory or Must-Use:** A data element/segment requirement designator that indicates that the presence of a specified data element/segment is required.

**Optional:** A data element/segment requirement designator, which indicates that the presence of a specified data element/segment is at the option of the sending party or is based on the mutual agreement of the trading partners.

**Conditional:** A data element/segment requirement designator that indicates that the presence of a specified data element is dependent on the value or presence of other data elements in the segment.

**Automated Clearinghouse (ACH):** A Federal Reserve facility to process and clear banking transactions.

**Bill Quality Data:** Meter reading and consumption data that has been edited and validated for billing purposes.

**Bill Ready Consolidated Billing:** The LDC Consolidated billing practice in which the non-billing party (CSP) calculates each retail customer's billing charges for services provided and forwards such charges to the billing party (LDC) for inclusion on the consolidated bill.

**Billing Agent (BA):** A provider of billing services

**Bill Window:** This term refers to the period that starts on the date of creation of the original 867 (BPT01 - "00") in the sender's application system and ends 3 business days later. The document due date or the document due date and time will be communicated between the parties.

**Business Day:** Any calendar day or computer processing day in the Eastern U.S. time zone, in which the general office of the applicable local distribution company is open for business with the public.

**Cancel or Cancellation:** The act of a customer rescinding, objecting to, or terminating its decision to switch to another CSP within the cancellation period. Also referred to as rescind or rescission.

**Cancellation Period:** The 10-calendar day period beginning on the date of the mailing of the Confirmation Letter. Also referred to as the rescission or objection period.

**Confirmation Letter:** A written notice sent by the LDC to the customer indicating that the customer may cancel the contract with the CSP, without penalty, during the cancellation period.

**Consolidated Billing:** The rendering of a single bill to a retail customer that includes the billing charges of a CSP and the billing charges of the LDC.

**CSP Consolidated Billing:** A consolidated bill issued by the CSP.

**Data Dictionary:** A document describing the layouts and use of the data fields for each transaction as it applies to a specific business event.

**Data Element:** One or more characters that represent numeric or alphanumeric fields of data. A related group of elements make up a segment.

**Data Element Separator:** A special character used to separate elements in a segment.

**Default Service:** Absent the designation of a default service provider as determined by the State Corporation Commission pursuant to § 56-585 of the Code of Virginia, the local distribution company shall provide, pursuant to the prices, terms, and conditions of its tariffs approved by the State Corporation Commission, service to all customers that do not select a competitive service provider and to customers that chose a competitive service provider but whose service is terminated for any reason.

**Delimiter:** A special character used to separate fields of data.

**Dual Billing:** The rendering of two bills to a retail customer from the CSP for its billing charges and from the LDC for its billing charges.

**EDI Translator:** Computer software used to perform the conversion of application data to and from the X12 standard format.

**Electronic Data Interchange (EDI):** The computer application to computer application exchange of business information using common standards for high volume electronic transactions.

**EDI Standard/Format:** A format for transmitting business documents between business entities in a non-proprietary environment.

**Electronic Envelope:** An electronic envelope consists of codes that mark the boundaries of electronic documents. The electronic envelope contains the EDI documents and sender/receiver information.

**Electronic Mailbox:** A term used to refer to the place where an EDI transmission is stored for pick-up or delivery within a third party service system, such as a Value Added Network (VAN).

**Energy Service Provider:** A provider of competitive generation services.

**Enrollment:** The transaction whereby a CSP notifies the LDC that a customer has contracted for the services of the CSP.

**Interchange Control Structure:** The interchange header and trailer segments envelope one or more functional groups or interchange related control segments and perform the following functions: (1) define the data element separators and the data segment terminators, (2) identify the sender and receiver, (3) provide control information for the interchange, and (4) allow for authorization and security information.

**Interval Data Recorder:** A meter for measuring and recording customer load data that reflects actual energy usage for each time interval (e.g., hour, half-hour) during the billing cycle.

**LDC Consolidated Billing:** A consolidated bill issued by the LDC.

**Mapping:** The process of identifying the relationship of standard data elements to application data elements.

**Market Data Clearinghouse (MDCH):** A third party entity that coordinates and communicates data from LDCs and CSPs as it relates to enrollment, external meter assets, settlement, usage and measurement data and billing.

**Meter Data Management Agent (MDMA):** A provider of competitive meter reading and data management services.

**Meter Service Provider (MSP):** A provider of competitive metering services such as ownership, installation, inspection and auditing of meters.

**Objection Period:** See Cancellation Period.

**Qualifier:** A data element that identifies or defines a related element, set of elements, or a segment. The qualifier contains a code taken from a list of approved codes.

**Rate Ready Consolidated Billing:** The LDC Consolidated billing practice in which the non-billing party (CSP) provides rate information to the billing party (LDC) to calculate and include the non-billing party's charges on the consolidated bill.

**Regional Transmission Organization (RTO):** An independent entity formed to manage use of, operate, and maintain reliability of the interconnected electrical transmission grid. Also known as a Regional Transmission Entity.

**Rescind or Rescission:** See Cancel or Cancellation.

**Rules:** The Rules refer to *The Rules Governing Retail Access to Competitive Energy Services* approved by the SCC in Case PUE-2001-00013 and subsequent orders.

**Segment:** A combination of related data elements in a specific sequence. A segment consists of a segment identifier, one or more data elements, each preceded by an element separator, and a segment terminator.

**Segment Identifier:** A unique identifier for a segment, composed of a combination of two or three uppercase letters and digits. The segment identifier occupies the first character position of the segment.

**Segment Terminator:** A unique character appearing at the end of a segment to indicate the termination of the segment.

**Service Delivery Identification (SDID):** The Service Delivery Identification Number will be used in lieu of a customer account number for all EDI transactions in AEP's Virginia service territory. The SDID number is assigned first to a specific premise (physical location), and second at the tariff level. The relationship of the SDID to the customer account number is a many-to-one relationship. It is possible that multiple SDIDs belong to one customer account number.

**Staff:** Employees and designated representatives of the Virginia State Corporation Commission.

**Trading Partner:** The sending and/or receiving party involved in the exchange of electronic data interchange transmissions.

**Transaction Set:** The EDI term for a business document, such as an invoice.

**Transaction Set ID:** A three digit numerical representation that identifies a transaction set.

**Translation Software:** Software that is used to translate EDI data to a corporate proprietary format and vice versa.

**Utility Abbreviations:**

<b>Abbreviation</b>	<b>Investor-Owned Utility</b>
AP	Allegheny Power
AEP	American Electric Power
Conectiv	Conectiv
DVP	Dominion Virginia Power
<b>Abbreviation</b>	<b>Electric Cooperatives</b>
CVEC	Central Virginia Electric Cooperative
MEC	Mecklenburg Electric Cooperative
NOVEC	Northern Virginia Electric Cooperative
ODEC	Old Dominion Electric Cooperative
REC	Rappahannock Electric Cooperative

**Value Added Network (VAN):** A service provider providing mailbox access and related services.

**Version/Release:** Identifies the edition of the standard being used for the generation or the interpretation of data in the X12 standard format.

## Appendix 1: VAEDT / FREDI Change Request Form

This VAEDT Change Request can be found on the VAEDT website at <http://www.vaedt.org>  
 This FREDI Change Request can be found on the FREDI website at <http://www.FirstRegionalEDI.org>

<b>Date of Request:</b>								<b>Requestor's Name:</b>	<b>Requestor's Company:</b>
<b>Affected EDI Transaction Set(s):</b>								<b>Requestor's Phone Number:</b>	<b>Requestor E-Mail Address:</b>
<b>States Affected:</b> (place "X" in appropriate boxes, and Change control number in second row, if applicable)								<b>Requested Implementation Date:</b> (list by state if applicable)	<b>Status (FREDI and individual states):</b>
<b>F</b>	<b>D</b>	<b>D</b>	<b>M</b>	<b>N</b>	<b>O</b>	<b>P</b>	<b>V</b>		
<b>R</b>	<b>E</b>	<b>C</b>	<b>D</b>	<b>J</b>	<b>H</b>	<b>A</b>	<b>A</b>		
<b>E</b>									
<b>D</b>									
<b>I</b>									
<b>#</b>									

**Brief Explanation** (This will be copied into the description on the Change Log Spreadsheet):

**Detail Explanation** (What state is this initially being requested for – what others may be affected? Exactly what change is being requested? What Implementation Guides are affected? Why is change being requested?):

**Note:** Requestor may attach state Change Request Form.

### For Change Control Manager Use Only:

<b>Expected Implementation Date:</b>	<b>VAEDT Discussion and Resolution:</b> Mm/dd/yyyy:  Mm/dd/yyyy:
<b>FREDI Recommendation:</b>	<b>FREDI Level Discussions (place newest at top):</b> Mm/dd/yyyy:  Mm/dd/yyyy:

*Your request will be evaluated at an upcoming VAEDT meeting or conference call. After discussion at the state level, please submit this form via e-mail to the FREDI ListServer: [fredi@k.eei.org](mailto:fredi@k.eei.org).*