

North American Energy Standards Board

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TO: Interested Industry Participants
FROM: REQ CPS Co-Chair, Rick Alston and RGQ CPS Co-Chair, Barbara Fatina
RE: Draft Agenda for the REQ and RGQ Joint Customer Processes Subcommittee Conference Call – April 13, 2004
DATE: April 2, 2004

**NORTH AMERICAN ENERGY STANDARDS BOARD
RETAIL ELECTRIC QUADRANT AND RETAIL GAS QUADRANT
JOINT CUSTOMER PROCESSES SUBCOMMITTEE MEETING**

Teleconferencing arrangements-call NAESB

Tuesday April 13, 2004 Noon to 2:00 p.m. CT (1:00 p.m. to 3:00 p.m. ET)

DRAFT AGENDA

1. Administrative

Welcome
Antitrust
Attendee Roll Call
Adoption of Draft Agenda
Adoption of Meeting Minutes from Conference Call March 17, 2004

2. Continued discussion of the Billing and Payment Processing documents:

- 1) Finish working on *Data Dictionary 810 BR-RR32901.xls*. There are several items primarily regarding New England that we need to act upon on 4/13/04, so those who are familiar with New England procedures, please try to have answers for us on 4/13/04.
- 2) Complete the Sample Paper Transaction and Data Dictionary for the Consolidated Billing Payment process.
See REQ or RGQ CPS Website for 3/17/04 work papers: Sample Paper Transaction with Data Groupings for Consolidated Bill Payment and Draft Payment Data Dictionary.
- 3) Complete the Sample Paper Transaction and Data Dictionary for the Single Retail Billing Option Invoice process.
Draft SPT and Data Groupings for SRBO Invoice.doc is my work product that is in response to the individual comments submitted by AEP and Reliant on Sample Paper Transaction with Data Groups for Consolidated Bill Invoice: SRBO that are found as work papers (we never got to them) for our 3/17/04 conference call. A Data Dictionary for the Single Retail Billing Option Invoice process is nearly completed and will be posted when I am done with it.
- 4) Complete the Sample Paper Transaction and Data Dictionary for the Single Retail Billing Option Remittance Advice process (a.k.a Payment process)
 1. *Draft SPT and Data Groupings for SRBO Remittance Advice.doc*
 2. *Draft Remittance Advice-SRBO D.D..xls*

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3. **Next Steps**

The TIBP will be re-drafted after we get through this conference call.

May 5-6 Meeting-need to approve all SPTs, DDs, diagrams, and TIBP for transmission to TEIS.

- We will also need to incorporate them into the 'B&P document' before sending that to NAESB for comments prior to them going to the Executive Committee for due consideration.

4. **Adjourn**