

ASC X12

BALLOT COMMENT RESPONSE LETTER FORMAT

GENERAL INFORMATION

ASC X12 procedures require that after an ASC X12 letter ballot, the responsible subcommittee (SC) or its designated task group MUST respond in writing to all disapproval votes received.

Under the 3% Rule, this letter must be prepared in final form and submitted to the Secretariat before Procedures Review Board (PRB) approval for publication. Otherwise, the SC has one year from the ballot closing date to provide to the Secretariat the ballot comment response letter and associated documentation in preparation for Rebuttal Vote. The response letter must be approved by the SC Chair.

Refer to *Standing Document 2: Operations Manual*, Chapter II, for additional procedures information.

For the Rebuttal Vote, the Secretariat sends the following items to all X12 members who cast a vote on the original ballot:

- .Rebuttal Vote Ballot
- .Ballot Comment Response Letter (master letter)
- .Comment Log (prepared by the Secretariat)(if comments are not included in the master letter)
- .Document (including any revisions)
- .Summary of Revisions (if any)

INSTRUCTIONS: MASTER LETTER PREPARATION

A Comment Log (attached to the Ballot Report) is provided by the Secretariat to the developers, on paper (and on WP diskette, if requested), along with the list of the voters (voter, member organization, telephone number). Each disapproval vote must be responded to individually and fully, whether or not the response to one commentor is the same as the response to another commentor. Members who voted to approve with comment may be responded to (optional).

OPTIONS: You may use the electronic Comment Log as the basis for your response letter, or you may create a separate letter. If you choose the latter, the Comment Log will be included in the Rebuttal Vote mailing so recipients will see the comments to which you are responding in either case.

STEP 1: Print the first page of the letter on ASC X12 letterhead (letterhead is provided with the Comment Log). You may not use personal, corporate, or blank letterhead.

STEP 2: Use the document control number that appears on the Ballot Report provided by the Secretariat . This number and the date of the response letter must appear in the upper right corner of the letterhead (page one).

STEP 3: Prepare the letter following the outline below using a typical business letter format.

- a. Provide SC/TG identification and contact name (sender) in the upper right corner of the letterhead; include phone number.
- b. Print the document control number and date under the letterhead box.
- c. Include addressee line and subject line.
- d. Include an introductory paragraph that names the ballot item so the issue is properly identified to the addressee.
- e. Summarize the ballot tally (provided by the Secretariat) for the information of the reader.
- f. Responses must appear in the same order as they appear in the Comment Log. If you use the electronic Comment Log as the basis for the letter, provide your response immediately following each comment.

STEP 4: Send the master letter to the Secretariat Ballot Administrator with a cover letter requesting distribution. Submit an original master letter on paper (and on diskette indicating the Word Processing format/version used).

You must include with the response letter an updated Transmittal Form showing the date of the subcommittee chair's approval of the letter (processing cannot proceed until the Transmittal Form is received).

ASC X12x SUBCOMMITTEE NAME
Dan Smithey
Chair, TG20
(999) 999-9999

ASC X12S/96-099
February 10, 1996

TO: X12 Members Who Cast a Ballot on DSTU X12.nnn TITLE (nnn)
Ballot Closing Date November nn, 1995

SUBJECT: Ballot Comment Response Letter

This ballot requested your approval of a new Draft Standard For Trial Use, X12.nnn TITLE (nnn). Of the 550 ballots mailed, 350 ballots were returned: 320 approved (6 provided editorial comments), 5 disapproved with comment and 25 abstained.

Thank you for providing your comments. The chair of the subcommittee has delegated responsibility for responding to comments to Task Group 20, and our responses are provided below.

MEMBER: Aircraft Engine Corporation

VOTE: Disapprove

RESPONSE: We agree, this was a data entry error. Note the correction on Table 1 in the enclosed document.

MEMBER: NetWorks, Inc.

VOTE: Disapprove

RESPONSE: We agree, this was a data entry error. Note the correction on Table 1 in the enclosed document.

MEMBER: Raw Data, Inc.

VOTE: Disapprove

RESPONSE: We agree. The note has been added and appears on page 7 of the revised document, enclosed.

MEMBER: ABC/XYZ Company

VOTE: Disapprove

RESPONSE: We disagree. The segment purpose (see Segment Directory) explains the use of the segment, no matter what transaction set it is used in, and the contents of the data elements are what is intended for this transaction set. If you have any further question, please give me a call and I will walk you through it to provide any additional explanation you may require.

MEMBER: Automobile Corporation

VOTE: Disapprove

RESPONSE: Thank you, corrections have been made and are included in the revised document enclosed. See summary of revisions attached.

Sample Master Letter on Letterhead