



**EDI**

**Customer Bill Payment**

**Implementation**

**Guidelines**

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

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

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

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

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

### **Implementation Checklist**

#### **Initial Set-up**

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

#### **Payment Initiation**

1. Only credits may be initiated to BGE's depository account. Credits to BGE's account must be made using the CIE, CCD+ or CTX formats for ACH (Automated Clearing House) specifications.
2. Please do not include any dashes or spaces when inputting BGE's 10 digit account number. BGE bills do not include invoice numbers that change from month to month. Rather, they include BGE's 10 digit customer account number, which remains constant.

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

Receiving Bank	: Citibank N.A.
Citi Address	111 Wall St, New York, NY 10043
Receiving Bank Help Desk	: 302-324-6406
Receiving Bank ABA Number	: 021000089
DDA Number	: 30879343
Status	:Active/Valid Account
SWIFT Code:	CITIUS33

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

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

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

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

If you have any questions regarding the **Corporate Electronic Lockbox** or the implementation steps, please call Gail Butler, Supervisor Revenue Processing Financial Specialist at (410) 234-6506 or e-mail at [deborah.f.christopher@bge.com](mailto:deborah.f.christopher@bge.com).

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

**(SAMPLE DATA)**

ISA Segment

GS Segment

ST\*820\* 1\

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

N1\*PR\*PAYER\

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

N1\*PE\*PAYEE\

ENT\*1\

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

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

START OVER FROM RMR SEGMENT

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

GE Segment

IEA Segment

## ASC X12 Structure: Transaction Set Specifications

### **Introduction:**

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

#### **ISA**

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

#### **GS**

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

#### **ST**

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

#### **SE**

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

#### **GE**

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

#### **IEA**

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

## 820 Payment Order / Remittance Advice

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

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

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

## **820 Payment Order Detail**

### **ISA Segment: Interchange Control Header**

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

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

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

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

## GS Segment: Functional Group Control Header

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

**General Information:** This segment is mandatory. It contains the required control information such as date, time and control number of the transmission as well as the value for the ANSI version that the two trading partners are utilizing.

**Example:**

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

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



## ST Segment: Transaction Set Control Header

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

**Example:**  
ST\*820\*0001\*

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

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

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

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

Segment ID	Ref. No.	Segment Name	Req. / Opt.	Contents
BPR01	305	Transaction Handling Code	Req.	Code designating the action taken by all parties. “D” - Make payment Only (CIE Payments). “X” - Option to split payments + remittance (Multiple Payments).
BPR02	782	Monetary Amount	Req..	Monetary Amount
BPR03	478	Credit / Debit Flag Code	Req.	“C” - Credit “D” - Debit
BPR04	591	Payment Method Code	Req.	Code used to designate the actual funds transfer method - “ACH”
BPR05	812	Payment Format Code	Opt.	Code identifying the payment format to be used - “CCD+”, CTX, CBC - Consumer Check
BPR06	506	(DFI) ID Number Qualifier	Req.	Code identifying Depository Financial Institution - “01” = ABA

				Transit Routing Number
BPR07	507	(DFI) ID Number	Req.	Depository Financial Institution (Payer's Transit Routing Number)
BPR08	896	Account Number Qualifier Code	Opt.	Code indicating type of bank account - "DA" = Demand Deposit
BPR09	508	Account Number	Req.	Account Number of the Payer
BPR10	509	Originating Company ID	Opt.	Unique identifier designating the company initiating the funds transfer instructions
BPR11	510	Originating Co. Supplemental Code	Opt.	Code defined between the originating company and the ODFI that uniquely identifies the company initiating the transfer

### DTM Segment: Date / Time Reference

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

**Example:**  
DTM\*007\*960330\*1125

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

### N1 Segment: Name

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

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

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

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

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

**Example:**

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

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

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

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

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

**Example:**

SE\*500\*00001\*

<b>Segment</b>	<b>Ref.</b>	<b>Segment Name</b>	<b>Req. /</b>	<b>Contents</b>
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ID	No.		Opt.	
SE01	96	Number of Included Segments	Req.	Total number of segments included in a transaction set including ST and SE segments.
SE02	329	Transaction Set Control Number	Req.	Identifying control number assigned by the originator for a transaction set. Must match number assigned in "ST02"

### GE Segment: Functional Group Trailer Level

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

**Example:**  
GE\*1\*150\*

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

### IEA Segment: Interchange Control Trailer Level

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

**Example:**  
IEA\*1\*500\*

Segment ID	Ref. No.	Segment Name	Req. / Opt.	Contents
IEA01	I16	Number of Included Functional Groups	Req.	A count of the number of functional groups included in a transmission.

IEA02	I12	Interchange Control Number	Req.	This number uniquely identifies the interchange data to the sender. It is assigned by the sender. Together with the sender ID it uniquely identifies the interchange data to the receiver.. It is suggested that the sender, receiver, and all third parties be able to maintain an audit trail of interchanges using this number.
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