Core Aggregation Transportation (CAT) DASR
<u>File Submission Specifications</u>

11/7/14

General Process:

The data for processing requests for new CAT Contracts or termination of existing CAT Contracts begins with the receipt of a Comma Delimited File (CSV) from the Energy Service Provider (ESP) in the form of an E-mail attachment. The Comma Delimited file is processed by the Automated DASR System and the file is appended with additional data to inform the ESP of the status of each request.

The files supplied by the ESP may only contain one type of transaction. This means that all of the records on a file must either represent New Contract Requests (Enrollments) or all of the records must represent Termination Requests.

File Layout:

Field	Data Element	Size	Type/Format
1	Billing Account ID	10	Numeric
	Note: Bill account must be a contiguous number containing no spaces or hyphens (leading zeros are not required)		
2	Meter Number	09	Alpha/Numeric
	Note: Meter number must be a text field that includes any leading zeroes print on customers SoCalGas bill		
3	Customer of Record	40	Alphabetic (Customer Name)
4	Service Address	25	Street Address
5	Service City	25	City Name
6	Service State	02	State Abbreviation
7	Service Zip	05	Zip Code
8	Customer Telephone	14	Phone Number (nnn) nnn-nnnn
9	Billing Option	07	Alphabetic (ESP, ESP/UDC, or UDC)
	Note: currently will only accept ESP or ESP/UDC options ESP = Consolidated ESP Bill; ESP/UDC = Dual Billed; UDC = Consolidated UDC Bill		
10	ESP OCC Number	10	Alphanumeric (exp: XYZ Company = X102)
11	ESP Contact Person	40	Alphabetic
12	ESP Contact Phone	14	Alphanumeric

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13	Contract Start/End Date	10	mm/dd/ccyy
14	Reason Code	10	Alphabetic (Rejected or Accepted)
15	Reason Description	40	Reason for the rejected status
16	12 Months Usage	40	Numeric
17	Initial Read Date	10	mm/dd/ccyy
18	Final Read Date	10	mm/dd/ccyy
19	Heat Only	1	Alphabetic
20	Billing Cycle	2	Numeric

Additional Requirements of File Layout:

- The field lengths represent the maximum allowable for each field.
- Any field containing a comma must be enclosed in double quotation marks to avoid invalidating the record.
- ESP must submit CSV file containing all 12 required fields in same order as that listed above.The file should only contain data, no headers or footers.
- After SoCalGas has processed CSV file, ESP will receive back CSV file containing all of the records originally sent to SoCalGas with 3 additional fields containing either start or end date, whether record was accepted or rejected and if record rejected a reason why.

Reject Messages:

Rejection Message	Explanation
INVALID BILL ACCOUNT	BA ID is invalid, BA ID length is > 10
INVALID METER NUMBER	Meter Number length is > 9
INVALID BILL METHOD	If Bill Method is blank or length > 7
INVALID ESP OCC	If ESP OCC is blank or length > 10, If no active ESP contract exists.
BILL ACCOUNT NOT CURRENTLY SERVICED BY ESP	If BA is not serviced by the ESP or if the customer is terminated or voided.
CONTRACT ALREADY EXISTS	Customer already on CAT
CATC CONTR SRT DT PRECEEDS THE AGGR CONR STRT DT	CAT contract starts prior to the ESP Contract Start date
OCC MISSING OR INVALID	OCC # was either input incorrectly or is not registed with SoCalGas
BILL ACCOUNT NOT ACTIVE	This bill account number has been closed. If meter number on DASR file does not match the meter number in SoCalGas' records - meter number must include leading zeros.
ACCT NOT ELIGIBLE TO BE REINSTATED YET	If Re-enrollment after 90 days and before 1 year of prior CAT termination
CUSTOMER RETURNING TO SAME ESP IN LESS THAN 90 DAYS	If re-enrolling to same ESP withing 90 days of prior termination

BILL ACCOUNT IS MEMBER OF SUMMARY BILL	BA is member of Summary Bill
BILL ACCOUNT CURRENTLY NON-CORE	SoCalGas records show this account # as being noncore and is ineligible for CAT.
CATC CONTR *END* DT LATER THAN AGGR CONR *END* DT	CAT Customer must be within the ESP Contract duration
GENERAL EXCEPTION.PLEASE CONTACT SYSTEM ADMINISTRATOR	Database/System exception during processing

Submission Specifications

When submitting CSV files to SoCalGas via e-mail please use the following e-mail addresses:

Enrollments – CAT@semprautilities.com
Terminations – CATTerms@semprautilities.com
Void - CATTerms@semprautilities.com

The naming convention for the CSV files should be "ESP name", "date" (MM/DD/YY), and "E" for enrollment, "T" for termination, or "V" for void requests. An example for enrollment DASR sent by XYZ Company on September 29, 2014 would be – XYZ092914E.csv.

Any file submitted to SoCalGas will be completed within three working days following receipt. SoCalGas will return file to the ESP's via e-mail to the address designated by ESP.

We ask that before submitting your initial file in this new enrollment/termination process to the e-mail addresses listed above that you submit a test file. Please contact Carol Wade at 213-244-5073 or e-mail cwade@semprautilities.com to setup this testing.