# EDI - 810 (Billing) Implementation Checklist

**Electronic Data Interchange (EDI) 810
(Billing) Implementation Checklist**

*The implementation of the EDI 810 is required for
Energy Service Providers (ESPs) and Natural Gas
Core Transport Agents (CTAs) who select the ESP
Consolidated Billing Option.*

Your primary contact person at PG&E as you move through the EDI 810
(Billing) testing process will be:

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**The implementation of EDI is required for Natural Gas Core Transport
Agents (CTAs) and Energy Service Providers (ESPs) who select the
ESP Consolidated Billing Option.**

This checklist is also applicable for PG&E Full Service customers who wish to implement EDI.

1. Execute the required documents and agreements to establish your business entity as a registered CTA and/or ESP.  (Does not apply to PG&E Full Service Customers).

2. Execute two originals of the EDI Trading Partner Agreement.

   ♦ Complete the EDI Setup Form.

   ♦ Forward the documents to your respective CTA / ESP Relations Representative.  If you are a PG&E Full Service Customer please forward your documents to your EDI Support Representative.

3. Purchase and install EDI translation software.

The software must be capable of receiving the American National Standards Institute (ANSI) X-12, Utility Industry Group (UIG), Transaction Set 810 Invoice.

The vendor will create the interface file to your Accounts Payable system.

4. Contact PG&E for the latest version of the EDI 810 Transaction Set.  The EDI 810 Transaction Set and Tutorial can also be viewed on our website @ http://www.pge.com/customer_service/edi/

5. Establish an electronic mailbox with a Value Added Network Service Provider (VAN).

6. Contact your Banking Institution and verify that they provide services as a Value Added Service Bank.

Your bank must be capable of providing Electronic Payments in one of two methods:

   ♦ Remittance data per the American National Standards Institute (ANSI) X-12, Utility Industry Group (UIG) , 820 Payment and Remittance Order
   **OR...**

- National Automated Clearing House (ACH) payments in Corporate Trade Exchange (CTX) format.

7. Verify that the Value Added Networks (VAN's) communicate successfully, (i.e. Handshake Test).

**Additional Steps:**

- ESPs are required to submit Direct Access Service Requests (DASRs) for established PG&E account numbers.

- Provide a list of PG&E account numbers for testing purposes and establish a date for the accounts to be sent via EDI.

No more than 10 accounts are needed.

- Successful download of invoices into your financial processing system.

- Successful test of electronic payment and remittance information.

- PG&E approval of ESP consolidated bill formats.

- Migration of all accounts to EDI. PG&E will automatically shut-off paper bills once the implementation process has been completed.

## OTHER PERTINENT INFORMATION:

**PG&E EDI Documentation** http://www.pge.com/customer_service/edi/

Contains EDI Trading Partner Agreement Form, Setup Form, Transaction Sets 810 (Invoice), 820 (Remittance / Payment), etc.