

**BALTIMORE GAS AND ELECTRIC COMPANY**

***DELIVERY SERVICE WEB SITE  
(DSWEB)  
PROCEDURES MANUAL***

***BGE - SUPPLIER  
EXCHANGE OF INFORMATION  
FOR  
GAS CHOICE PROGRAMS***

**BALTIMORE GAS AND ELECTRIC COMPANY  
DELIVERY SERVICE WEB SITE (DSWEB)  
PROCEDURES MANUAL**

**Table of Contents**

<i><u>I. Introduction</u></i> .....	3
<i><u>II. System Requirements</u></i> .....	3
<i><u>III. Requesting Access to DSWeb</u></i> .....	3
<i><u>IV. Accessing the DSWeb Application</u></i> .....	4
<i><u>V. DSWeb Screens</u></i> .....	8
A. Home Screen .....	8
B. Messages Screen .....	9
C. Sources Screen .....	10
D. Destinations Screen .....	11
E. Allocations Screen .....	12
F. Pool Screen .....	13
G. Submit Screen .....	16
H. Account Request Screen .....	17
I. Rate Changes Screen .....	19
J. Charges Request Screen .....	20
K. Reports Screen .....	22
L. Main Library Screen .....	24

**BALTIMORE GAS AND ELECTRIC COMPANY  
DELIVERY SERVICE WEB SITE (DSWEB)  
PROCEDURES MANUAL**

**I. Introduction**

This Manual fully describes procedures for exchanging Gas Choice Programs Information between Baltimore Gas and Electric Company (BGE) and third parties by using BGE's Delivery Service Web Site (DSWeb). The procedures and processes outlined in this Manual are based upon the North American Energy Standards Board (NAESB) ratified Model Business Practices. The URL for BGE's DSWeb Site is [dsweb.bge.com](http://dsweb.bge.com).

- A. The DSWeb allows users to:
  - A. 1 Send and Receive Messages
  - A. 2 Nominate Gas Deliveries
  - A. 3 Manage Pool Activity
  - A. 4 Submit Account Requests
  - A. 5 Submit Utility Consolidated Billing Data
  - A. 6 View Delivery Service Reports
  - A. 7 Access Main Library Documents
- B. The DSWeb is available to Licensed Natural Gas Suppliers, Third Party Consultants, Agents and Daily Metered Customers.
- C. For questions or problems using DSWeb, users should contact BGE:
  - C. 1 Email [GasChoiceProgramsUnit@bge.com](mailto:GasChoiceProgramsUnit@bge.com)
  - C. 2 Call DSWeb HelpDesk @ 667-313-0019
  - C. 3 Email [dsweb@bge.com](mailto:dsweb@bge.com)

**II. System Requirements**

In order to run DSWeb, there are some minimum hardware/software requirements that must be met by the users:

- A. Internet access
- B. Microsoft Internet Explorer 6.0, or later version

In addition, the user must have one of the following operating systems and the hardware capable of running the operating system:

- A. Microsoft Windows 98
- B. Microsoft Windows 2000
- C. Microsoft Windows NT 4.0
- D. Microsoft Windows XP

**III. Requesting Access to DSWeb**

- A. All users must request a userid and password to access DSWeb. This can be accomplished by clicking the DSWeb New User Registration button at the bottom of the DSWeb Login page (<http://dsweb.bge.com/>).

## BALTIMORE GAS AND ELECTRIC COMPANY DELIVERY SERVICE WEB SITE (DSWEB) PROCEDURES MANUAL

- B. All required fields must be completed. Click the Submit button at the bottom of the form to send the request to the Gas Choice Programs Unit.

The screenshot shows a Microsoft Internet Explorer window titled "DSWEB - Microsoft Internet Explorer provided by Constellation Energy Group". The address bar displays "http://dsweb.bge.com/dswebform.asp". The page content includes a thank-you message, instructions for account creation, and a registration form. The form fields are: Company Name\*, User Name\*, Mailing Address\*, City\*|State\*|Zip\*, Telephone\*, E-Mail Address\*, Account Type\* (with radio buttons for Customer and Marketer), and Comments?. Below the form are Submit and Reset buttons. A copyright notice at the bottom reads "Copyright 1998, Baltimore Gas and Electric. All rights reserved." The status bar at the bottom shows "Done" and "Local intranet".

Thank you for your interest in BGE's DSWeb. A monthly access fee, currently \$65 per company, provides access by multiple individuals in your organization. The monthly fee will be billed directly to your company.

In order to provide secure access to your account, please complete the information below so that we can provide you with a user name and password. Your user name and password will be sent to you via e-mail.

If you have any questions concerning access to the DSWeb, please contact BGE's Gas Choice Programs Unit at (410) 470-9598.

**Please complete the following:**  
(\* Required Fields)

Company Name\*

User Name\*

Mailing Address\*

City\*|State\*|Zip\*

Telephone\*

E-Mail Address\*

Account Type\* Customer: ☐ Marketer: ☐

Comments?

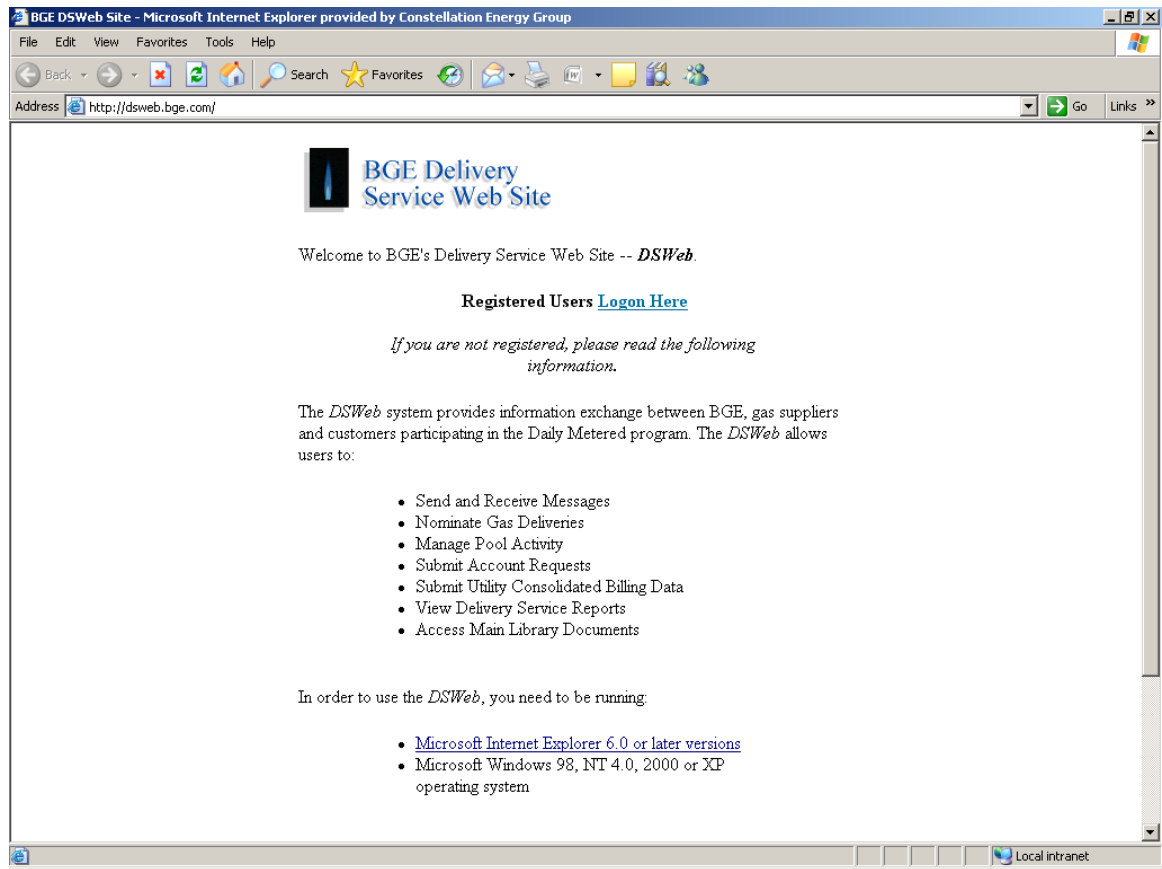
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- C. BGE will provide each user with one User ID and password. After receiving a User ID and password, users can request that they be converted to a Super User. Super User Access allows suppliers and 3<sup>rd</sup> Parties to manage the data of multiple Entities using a single DSWeb login. This eliminates the need to logout and login to multiple entities when performing daily functions.

### **IV. Accessing the DSWeb Application**

- A. Go to BGE's DSWeb Site at [dsweb.bge.com/](http://dsweb.bge.com/).

**BALTIMORE GAS AND ELECTRIC COMPANY  
DELIVERY SERVICE WEB SITE (DSWEB)  
PROCEDURES MANUAL**



- B. Select the "Logon Here" link on the BGE Delivery Service Web Site's Home page.

**BALTIMORE GAS AND ELECTRIC COMPANY  
DELIVERY SERVICE WEB SITE (DSWEB)  
PROCEDURES MANUAL**

https://dsweb.bge.com - Please Login - Microsoft Internet Explorer provided by Constellation Energy Group

## ADVANCED WEB SERVICES SECURE LOGIN

This computer system and all its components and contents (collectively, the "System") are intended for use by authorized users only. An authorized user of the System is one who, in the sole discretion of the Company, requires access in order to support Company business. Any System access by an unauthorized person is prohibited.

The System, including all its components and all its content, is Company property and may be used only in connection with Company business. Users of this System should have no explicit or implicit expectation of privacy. Any use of this System and all resources available on this System may be intercepted, monitored, recorded, copied, audited, disclosed, and inspected by the Company at any time.

Users of this System are prohibited from: using an unauthorized access code or password; accessing computer files that the user has no right to access; or disseminating confidential information that is derived from electronic or other sources. Unauthorized or improper use of the System may result in disciplinary action, including but not limited to, termination of employment and/or other action, including but not limited to, civil and criminal penalties.

The Company may forward to law enforcement officials evidence of unauthorized or inappropriate use of this System, including its components and its contents, as deemed necessary by the Company.

**Note: After submitting this form, you MAY see a warning message about redirecting to an unsecure document. Please acknowledge the message and proceed.**

Username:

Password:

Rev. April, 2002

Done Internet

- C. Input your Username and Password on the Advanced Web Services Secure Login screen. Click the Continue button.

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https://dsweb.bge.com - Please Login - Microsoft Internet Explorer provided by Constellation Energy Group

## ADVANCED WEB SERVICES SECURE LOGIN

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Users of this System are prohibited from: using an unauthorized access code or password; accessing computer files that the user has no right to access; or disseminating confidential information that is derived from electronic or other sources. Unauthorized or improper use of the System may result in disciplinary action, including but not limited to, termination of employment and/or other action, including but not limited to, civil and criminal penalties.

The Company may forward to law enforcement officials evidence of unauthorized or inappropriate use of this System, including its components and its contents, as deemed necessary by the Company.

**Note: After submitting this form, you MAY see a warning message about redirecting to an unsecure document. Please acknowledge the message and proceed.**

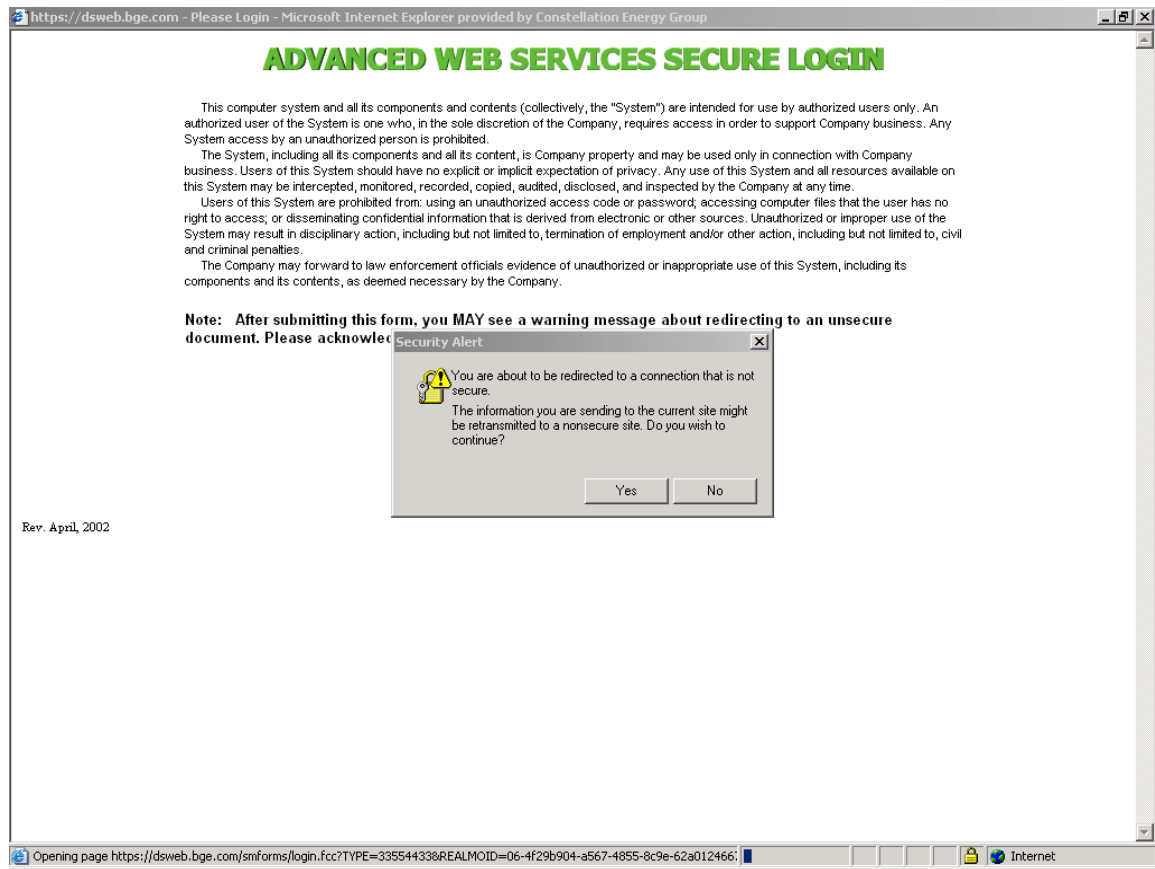
Username:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Continue"/> <input type="button" value="Cancel"/>	

Rev. April, 2002

Done Internet

- ✓ You will receive a "Security Alert" pop-up message. Click "Yes" to enter the DSWeb.

# BALTIMORE GAS AND ELECTRIC COMPANY DELIVERY SERVICE WEB SITE (DSWEB) PROCEDURES MANUAL



## V. DSWeb Screens

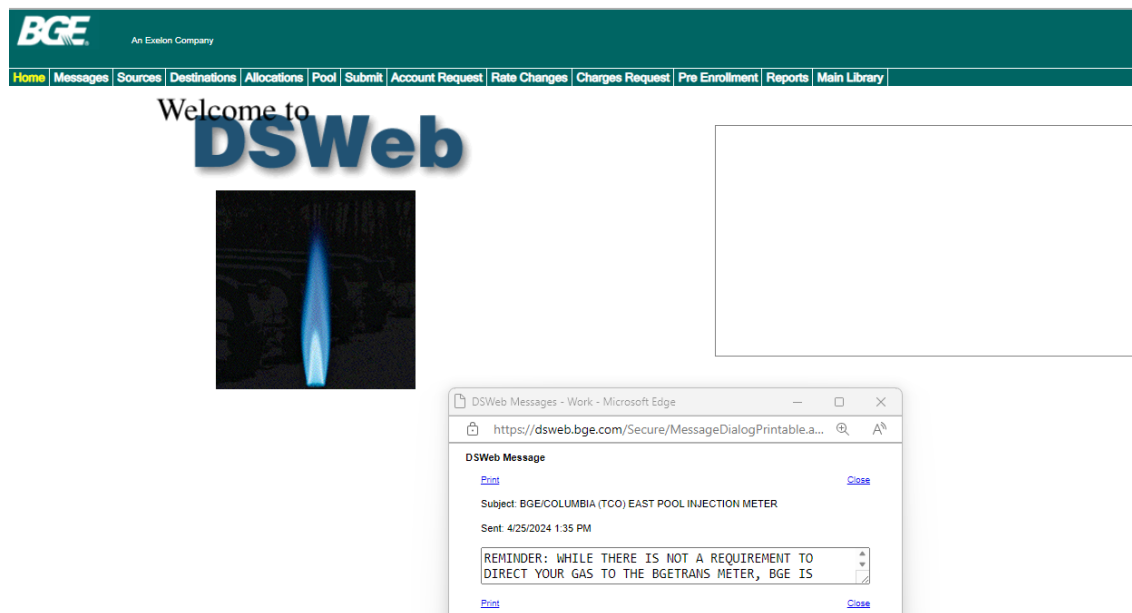
There are a number of Screens available in DSWeb that allow users to exchange Gas Choice Programs information with BGE. Each of these screens is listed below along with a description of the purpose of the screen.

### **A. Home Screen**

- A. 1 The Home screen of DSWeb. All users are directed to this page after signing on.



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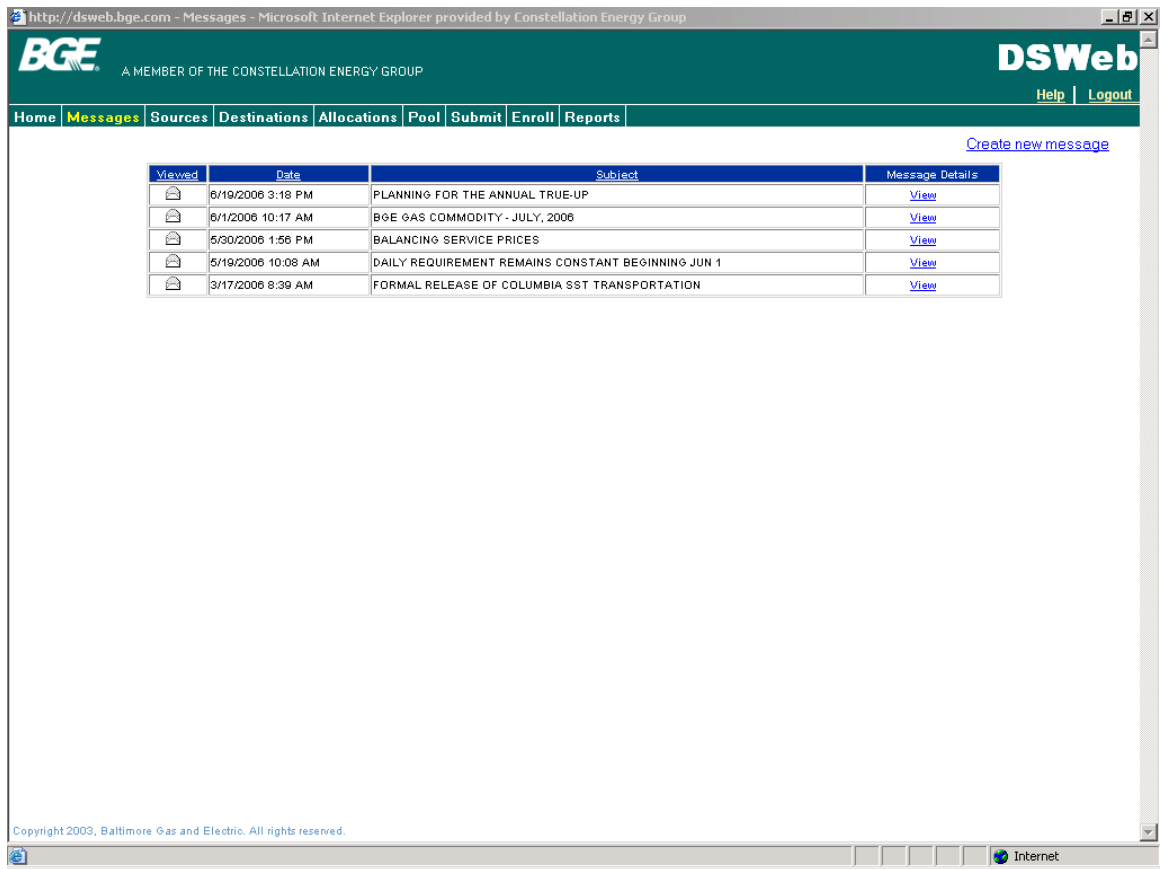


- A. 2 Displays the News flash. The News Flash is used to communicate important information to users and to alert them of important messages.

## B. Messages Screen

- B. 1 To access the Messages Screen in DSWeb, click the Messages tab on the menu bar.

# BALTIMORE GAS AND ELECTRIC COMPANY DELIVERY SERVICE WEB SITE (DSWEB) PROCEDURES MANUAL



- B. 2 DSWeb users can read messages from BGE and send messages to BGE.
- B. 3 When users log on to the DSWeb, they will receive any new (unread) messages sent from BGE in a pop-up window.
- B. 4 To read a message, simply click on the View link in the Message Details column.
- B. 5 To write and send a message to BGE, click on the Create New Message link in the upper right hand corner of the screen, complete the Subject and Message fields and click Send.

## C. Sources Screen

- C. 1 To access the Sources Screen in DSWeb, click the Sources tab on the menu bar.
- C. 2 The Sources screen is used to enter scheduled pipeline deliveries to BGE. This screen displays information on pipeline contracts and allows the Supplier to add, change or delete pipeline contract information.
- C. 3 Pipeline Contracts cannot be added, changed or deleted for the current date after 12:00 midnight. Pipeline Contracts cannot be added, changed or deleted for past dates.

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**BGE** A MEMBER OF THE CONSTELLATION ENERGY GROUP **DSWeb**  
Help | Logout

Home | Messages | **Sources** | Destinations | Allocations | Pool | Submit | Account Request | Rate Changes | Charges Request | Reports | Main Library | Admin

Start Date: 4/1/2006 End Date: 4/3/2006

Pipeline Name	Contract Number	Location
COLUMBIA GAS TRANSMISSION	12345	4
COLUMBIA GAS TRANSMISSION	12345	BGETRANS

Status	Date	Quantity	Daily Total Sources	Daily Total Destinations
N	4/1/2006	900	1000	1000
N	4/2/2006	900	1000	1000
N	4/3/2006	900	1000	1000
		<b>2700</b>	<b>3000</b>	<b>3000</b>

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## D. Destinations Screen

- D. 1 To access the Destinations Screen in DSWeb, click the Destinations tab on the menu bar.
- D. 2 The Destinations screen is used to enter customer nominations to BGE. It displays information on customer nominations and allows the Supplier to add, change or delete customer nominations.
- D. 3 Customer nominations cannot be added, changed or deleted for the current date after 12:00 midnight. Customer nomination information cannot be added, changed or deleted for past dates.

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http://stage-dsweb.bge.com - Destinations - Microsoft Internet Explorer provided by Constellation Energy Group

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Home Messages Sources **Destinations** Allocations Pool Submit Enroll Reports

Start Date: 4/1/2006 End Date: 4/30/2006 Select View By: ☒ Customer ☐ Date

Customer Name
BGE SUPPLIER-DRS
DM CUSTOMER 1
DM CUSTOMER 2
DM CUSTOMER 3

Status	Date	Priority	Quantity	Allocated Result	Daily Total Sources	Daily Total Destinations
N	4/1/2006	1	125	0	0	5485
N	4/2/2006	1	125	0	0	5485
N	4/3/2006	1	125	0	0	5485
N	4/4/2006	1	125	0	1000	5485
N	4/5/2006	1	125	0	1000	5485
N	4/6/2006	1	125	0	1000	5485
N	4/7/2006	1	125	0	1000	5485
N	4/8/2006	1	125	0	1000	5485
N	4/9/2006	1	125	0	1000	5485
N	4/10/2006	1	125	0	1000	5485
N	4/11/2006	1	125	0	1000	5485
N	4/12/2006	1	125	0	1000	5485
N	4/13/2006	1	125	0	1000	5485
N	4/14/2006	1	125	0	1000	5485
N	4/15/2006	1	125	0	1000	5485
N	4/16/2006	1	125	0	1000	5485

Add Delete Save

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Done Internet

## E. Allocations Screen

- E. 1 To access the Allocations Screen in DSWeb, click the Allocations tab on the menu bar.
- E. 2 The Allocations screen is used to select a predetermined allocation method for Suppliers to divide their nominated gas among Daily Metered customers for each month.
- E. 3 There are TWO allocation options:
  - a. Priority - allocations will be performed based on priorities set by the user for all Daily Metered customers.
  - b. Pro-Rata - there will be a straight pro rata allocation among all Daily Metered customers.
- E. 4 Suppliers only participating in the Daily Requirements Service program must choose the Pro-Rata option.

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http://dsweb.bge.com - Allocations - Microsoft Internet Explorer provided by Constellation Energy Group

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Home Messages Sources Destinations **Allocations** Pool Submit Enroll UGB Rates UGB Upload Reports

An Allocation option is required for each month.  
Click on a selection choice below.

January	PRORATA
February	PRORATA
March	PRORATA
April	PRORATA
May	PRORATA
June	PRORATA
July	PRORATA
August	PRORATA
September	PRORATA
October	PRIORITY
November	PRIORITY
December	PRIORITY

Year  
2006

Save

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## F. Pool Screen

F. 1 To access the Pool Screen in DSWeb, click the Pool tab on the menu bar.

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## Pool Screen – Winter Season

http://test-dsweb.bge.com - Pool - Microsoft Internet Explorer provided by Constellation Energy Group



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**DSWeb**  
[Help](#) | [Logout](#)

[Home](#) | [Messages](#) | [Sources](#) | [Destinations](#) | [Allocations](#) | [Pool](#) | [Submit](#) | [Enroll](#) | [Reports](#) | [Admin](#)

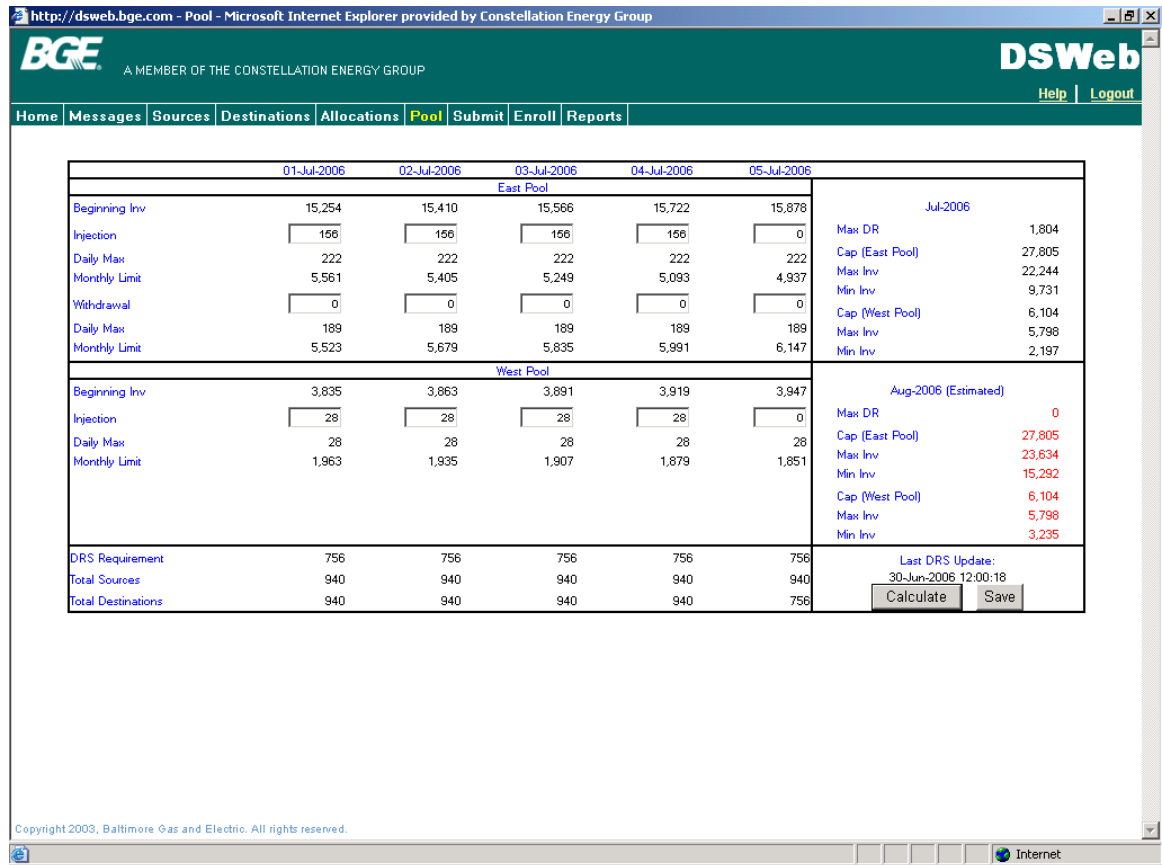
	01-Jan-2005	02-Jan-2005	03-Jan-2005	04-Jan-2005	05-Jan-2005	
	Blend					
Beginning Inv	33,688	33,806	33,786	33,920	34,029	Jan-2005
Injection	<input type="text" value="118"/>	<input type="text" value="0"/>	<input type="text" value="134"/>	<input type="text" value="109"/>	<input type="text" value="0"/>	Max DR 1,817
Daily Max	166	166	166	166	166	Cap (Blend) 40,645
Monthly Limit	1,673	1,555	1,575	1,441	1,332	Max Inv 35,361
Withdrawal	<input type="text" value="0"/>	<input type="text" value="20"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="217"/>	Min Inv 15,445
Daily Max	556	556	556	556	556	
Monthly Limit	18,243	18,361	18,341	18,475	18,584	
						Feb-2005
						Max DR 1,693
						Cap (Blend) 39,720
						Max Inv 21,846
						Min Inv 7,944
DRS Requirement	887	880	869	886	948	Last DRS Update:
Total Sources	779	799	779	779	996	16-Nov-2005 11:09:18
Total Destinations	779	799	779	779	996	<input type="button" value="Calculate"/> <input type="button" value="Save"/>

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## Pool Screen – Summer Season



	01-Jul-2006	02-Jul-2006	03-Jul-2006	04-Jul-2006	05-Jul-2006	
<b>East Pool</b>						
Beginning Inv	15,254	15,410	15,566	15,722	15,878	Jul-2006
Injection	<input type="text" value="156"/>	<input type="text" value="156"/>	<input type="text" value="156"/>	<input type="text" value="156"/>	<input type="text" value="0"/>	Max DR
Daily Max	222	222	222	222	222	Cap (East Pool)
Monthly Limit	5,561	5,405	5,249	5,093	4,937	Max Inv
Withdrawal	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	Min Inv
Daily Max	189	189	189	189	189	Cap (West Pool)
Monthly Limit	5,523	5,679	5,835	5,991	6,147	Max Inv
<b>West Pool</b>						
Beginning Inv	3,835	3,863	3,891	3,919	3,947	Aug-2006 (Estimated)
Injection	<input type="text" value="28"/>	<input type="text" value="28"/>	<input type="text" value="28"/>	<input type="text" value="28"/>	<input type="text" value="0"/>	Max DR
Daily Max	28	28	28	28	28	Cap (East Pool)
Monthly Limit	1,963	1,935	1,907	1,879	1,851	Max Inv
						Min Inv
						Cap (West Pool)
						Max Inv
						Min Inv
DRS Requirement	756	756	756	756	756	Last DRS Update:
Total Sources	940	940	940	940	940	30-Jun-2006 12:00:18
Total Destinations	940	940	940	940	756	<input type="button" value="Calculate"/> <input type="button" value="Save"/>

- F. 2 The Pool Screen is used to nominate Injections and Withdrawals into and out of the East and West Pool.
- Injections and Withdrawals are nominated separately to the East and West Pools during the summer (Apr – Oct) season.
  - Injections and Withdrawals are nominated to a blended (82% East and 18% West) pool during the winter (Nov – Mar) season.
- F. 3 Injections and Withdrawals must be nominated prior to 12:00 AM for the current gas day.
- F. 4 The Pool screen displays the following information for the East and West Pool for the current and next 4 gas days during the summer (Apr – Oct) season.

### East Pool

- Beginning Inventory
- Injection Daily Max
- Injection Monthly Limit
- Withdrawal Daily Max
- Withdrawal Monthly Limit

### West Pool

- Beginning Inventory

**BALTIMORE GAS AND ELECTRIC COMPANY  
DELIVERY SERVICE WEB SITE (DSWEB)  
PROCEDURES MANUAL**

- b. Injection Daily Max
- c. Injection Monthly Limit

*Note: Withdrawals are not allowed on the West Pool during the Summer season.*

- F. 5 Displays the following information for the Blended Pool for the current and next 4 gas days during the winter (Nov - Mar) season.

Blended Pool

- a. Beginning Inventory
- b. Injection Daily Max
- c. Injection Monthly Limit
- d. Withdrawal Daily Max
- e. Withdrawal Monthly Limit

- F. 6 Displays the following information for the current and next 4 gas days.

- a. DRS Requirement
- b. Total Sources
- c. Total Destinations

- F. 7 Displays the following actual information for the current month and an estimate of the same information for the next month during the summer (Apr – Oct) season.

- a. Maximum Daily Requirement (DR)
- b. Capacity (East Pool)
- c. Maximum Inventory (East Pool)
- d. Minimum Inventory (East Pool)
- e. Capacity (West Pool)
- f. Maximum Inventory (West Pool)
- g. Minimum Inventory (West Pool)

*Note: 6 days prior to the 1<sup>st</sup> of the month, the information for the next month will become final.*

- F. 8 Displays the following actual information for the current month and an estimate of the same information for the next month during the winter (Nov - Mar) season.

- a. Maximum Daily Requirement (DR)
- b. Capacity (Blended Pool)
- c. Maximum Inventory (Blended Pool)
- d. Minimum Inventory (Blended Pool)

*Note: 6 days prior to the 1<sup>st</sup> of the month, the information for the next month will become final.*

- F. 9 A Calc button is provided to allow suppliers to enter various Injection and Withdrawal scenarios and determine their impact on the various Pool(s).

**G. Submit Screen**

- G. 1 To access the Submit Screen in DSWeb, click the Submit tab on the menu bar.



**BALTIMORE GAS AND ELECTRIC COMPANY  
DELIVERY SERVICE WEB SITE (DSWEB)  
PROCEDURES MANUAL**

http://stage-dsweb.bge.com - Submit - Microsoft Internet Explorer provided by Constellation Energy Group

**BGE** A MEMBER OF THE CONSTELLATION ENERGY GROUP **DSWeb**

Home Messages Sources Destinations Allocations Pool **Submit** Enroll Reports Help Logout

Start Date: 4/1/2006

End Date: 4/1/2006

Submit

Your Sources and Destinations have been Successfully Submitted to BGE from 01-Apr-2006 through 01-Apr-2006.

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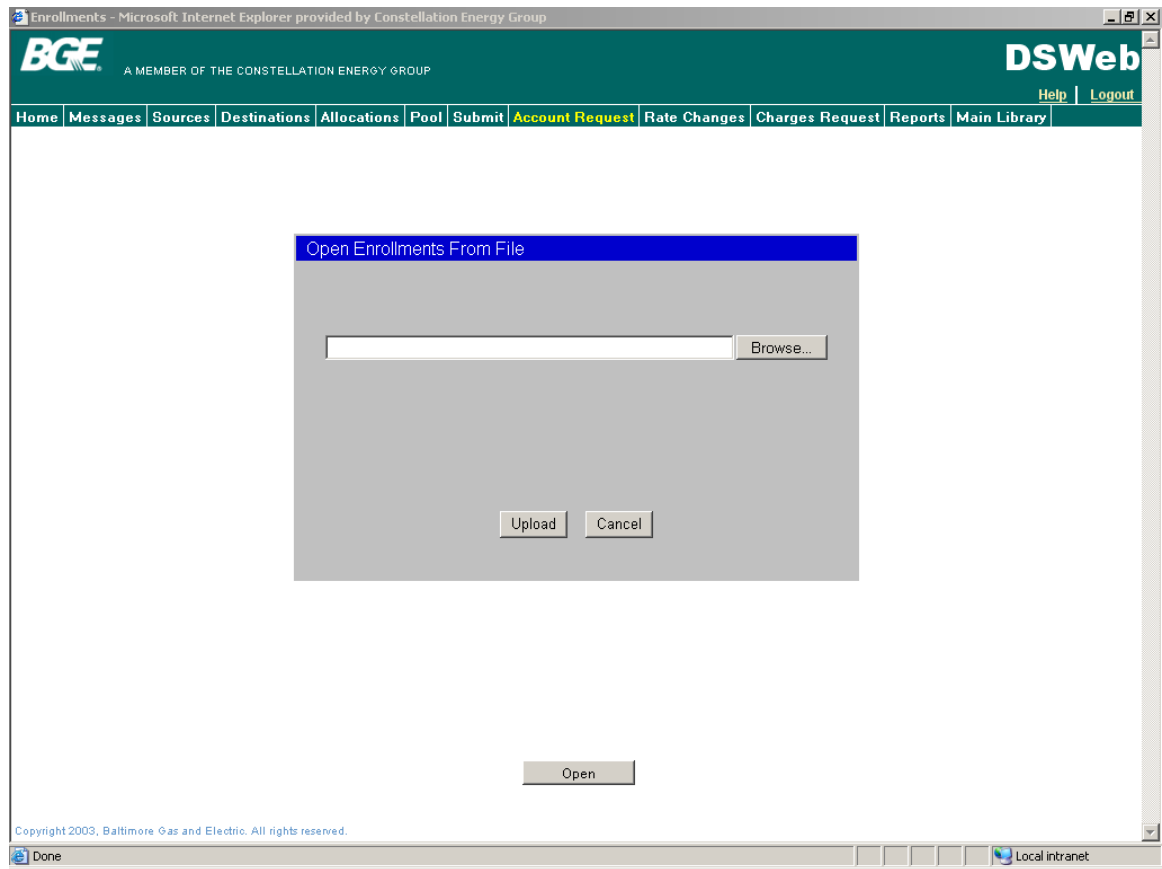
Done Internet

- G. 2 The Submit screen is used to submit nominations for a user-defined date range.
- G. 3 Sources (Pipeline Contracts) must equal Destinations (Customer Nominations) to successfully Submit.
- G. 4 Sources and Destinations for the gas day ending at 10:00 a.m. must be submitted to BGE by 2:00 p.m. on the previous day.
- G. 5 Changes to Sources and Destinations for late or intraday nominations must be submitted to BGE by 12:00 midnight for the gas day ending at 10:00 a.m.

**H. Account Request Screen**

- H. 1 To access the Account Request Screen in DSWeb, click the Account Request tab on the menu bar.

**BALTIMORE GAS AND ELECTRIC COMPANY  
DELIVERY SERVICE WEB SITE (DSWEB)  
PROCEDURES MANUAL**



H. 2 The Account Request screen is used to submit the following transactions for Daily Requirements Service customers participating in the Gas Choice Program using the ACCOUNT\_RQST\_TO\_LDC.xml transaction.

- a. "E" = Enroll
- b. "D" = Drop
- c. "C" = Change a currently enrolled customer to a new Supplier Group
- d. "X" = Cancel a pending Enroll or Drop

If the ACCOUNT\_RQST\_TO\_LDC.xml transaction is successfully uploaded a Confirmation Report will be returned detailing the number of Enroll, Cancel, Change and Drop transactions that were accepted. If the ACCOUNT\_RQST\_TO\_LDC.xml transaction is not successful uploaded an Error Screen will be displayed describing the error.

Refer to the XML Data Definitions spreadsheet in the File Layouts category of the Main Library in DSWeb for Data Definitions related to the ACCOUNT\_RQST\_TO\_LDC.xml file.

H. 3 All "E", "D", "C" and "X" ACCOUNT\_RQST\_TO\_LDC.xml transactions are processed Daily and must be received by 5:00 PM EST. If a file is received after 5:00 PM EST it is considered as being sent the next day. If another charge file is sent to BGE on the same day, the previously sent file will be overwritten with the new file.

H. 4 Suppliers will receive an ACCOUNT\_RESP.xml transaction the following day documenting whether each ACCOUNT\_RQST\_TO\_LDC transaction was Accepted or Rejected.

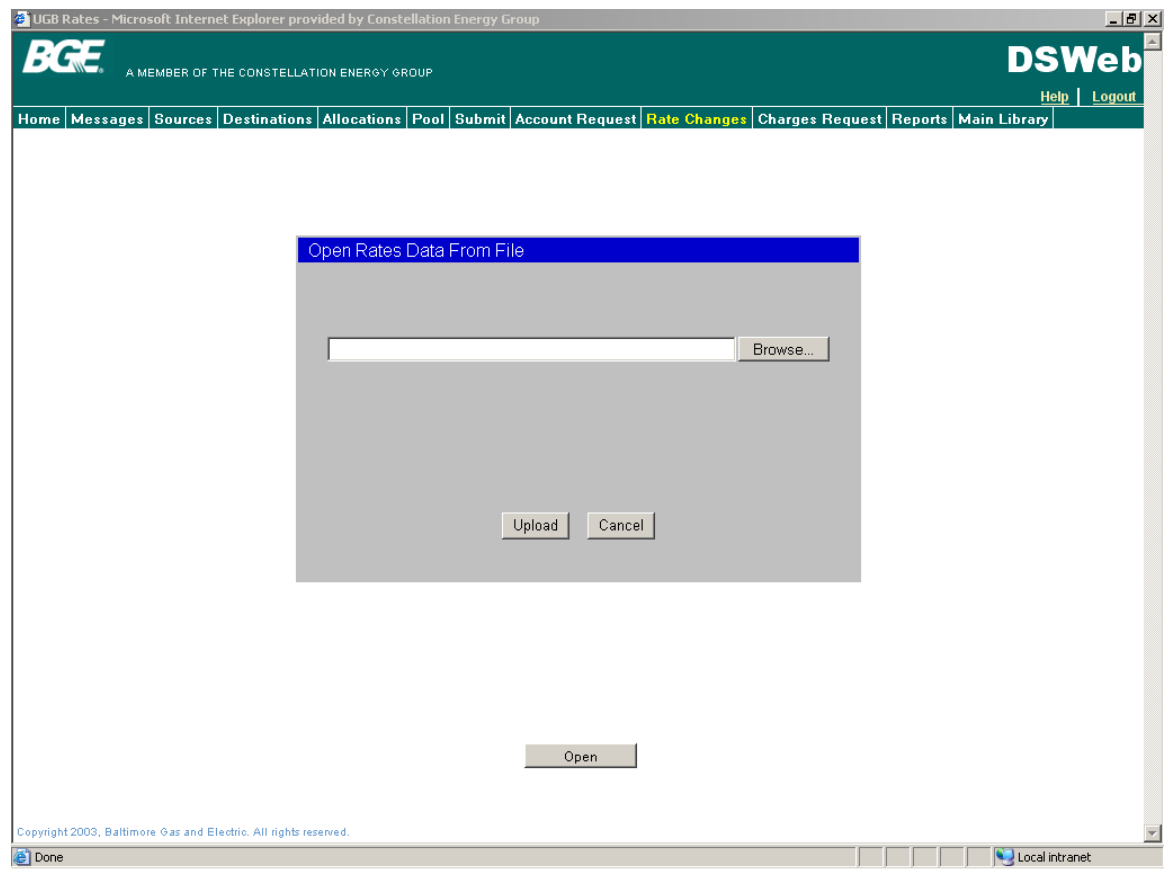
**BALTIMORE GAS AND ELECTRIC COMPANY  
DELIVERY SERVICE WEB SITE (DSWEB)  
PROCEDURES MANUAL**

Refer to the XML Error Definitions spreadsheet in the File Layouts category of the Main Library in DSWeb for Error Codes and Descriptions related to the ACCOUNT\_RESP.xml file.

- H. 5 All "E", "D", "C" and "X" transactions must be submitted 7 calendar days prior to the first of the month to be effective the first of the next month.

**I. Rate Changes Screen**

- I. 1 To access the Rate Changes Screen in DSWeb, click the Rate Changes tab on the menu bar.



- I. 2 The Rate Changes screen allows suppliers, participating in Utility Consolidated Billing (UCB), the capability of updating a rate for a single account or a group of accounts using a RATECHANGE\_RQST.xml transaction. To change the rate on a group of accounts, "UPDATE ALL" should be written in the AccountNumber field of the RATECHANGE\_RQST transaction. When a supplier changes the rate for an entire group of accounts, all the accounts being updated must have the same Supplier Group Number, have the same current rate and must be changed to the same rate using the same effective date.

Refer to the XML Data Definitions spreadsheet in the File Layouts category of the Main Library in DSWeb for Data Definitions related to the RATECHANGE\_RQST.xml file.

**BALTIMORE GAS AND ELECTRIC COMPANY  
DELIVERY SERVICE WEB SITE (DSWEB)  
PROCEDURES MANUAL**

- I. 3     The Rate Changes tab is used in conjunction with the Rate Ready Billing option, where the customer is charged based on their monthly gas consumption (supplier's rate x gas consumption). The Rate Changes screen should only be used to 'change' a rate on an existing Gas Choice customer. If a rate change is not submitted on an account, the last rate on record is the rate BGE will use to bill the customer.

*Note: The supplier's rate for a NEW Gas Choice customer should be submitted with the original enrollment transaction on the Account Request screen.*

- I. 4     All RATECHANGE\_RQST.xml transactions are processed Daily and must be received by 5:00 PM EST. If a file is received after 5:00 PM EST it is considered as being sent the next day. If another rate change file is sent to BGE on the same day, the previously sent file will be overwritten with the new file.
- I. 5     Suppliers will receive a RATECHANGE\_RESP.xml transaction the following day documenting whether each RATECHANGE\_RQST transaction was Accepted or Rejected.

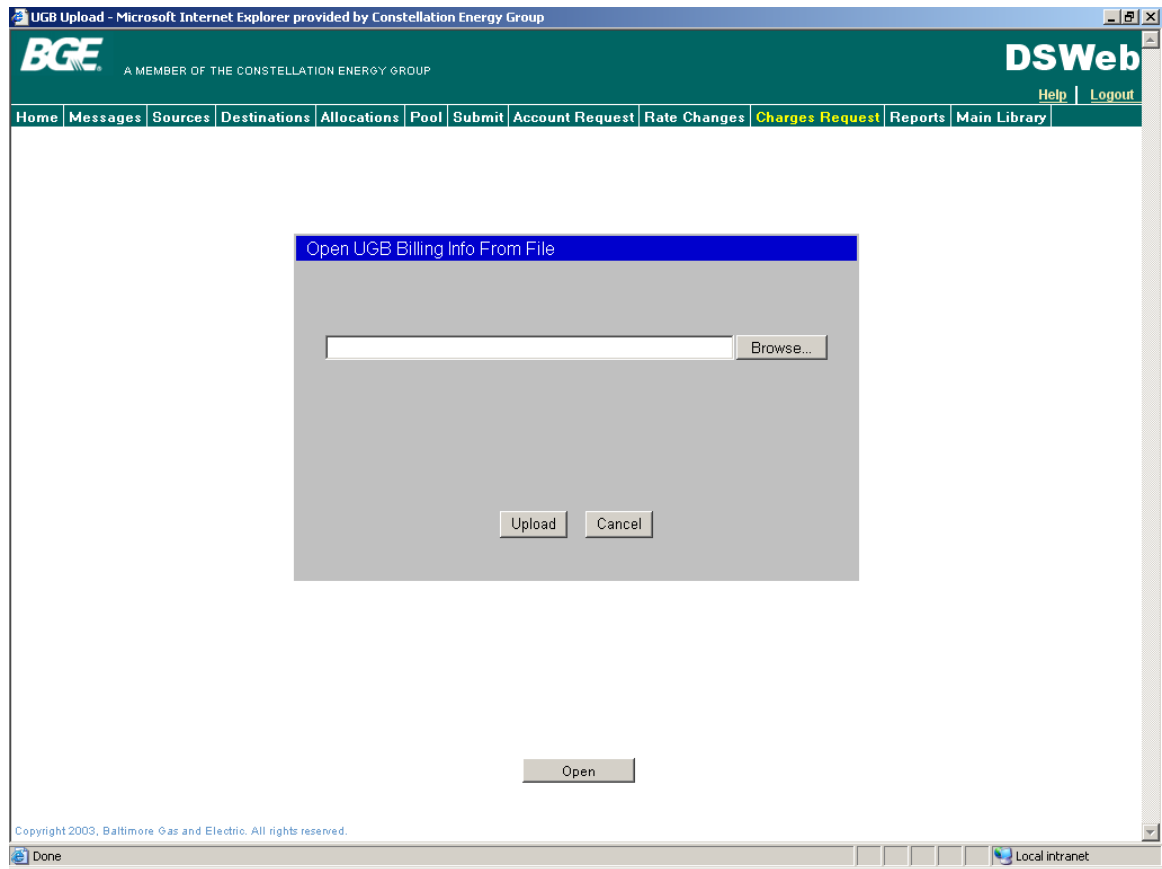
Refer to the XML Data Definitions spreadsheet in the File Layouts category of the Main Library in DSWeb for Data Definitions related to the RATECHANGE\_RESP.xml file.

- I. 6     If multiple Rate Change transactions are submitted for a single Bill Account, only the latest Rate Change will become effective.

**J. Charges Request Screen**

- J. 1     To access the Charges Request Screen in DSWeb, click the Charges Request tab on the menu bar.

**BALTIMORE GAS AND ELECTRIC COMPANY  
DELIVERY SERVICE WEB SITE (DSWEB)  
PROCEDURES MANUAL**



- J. 2 The Charges Request screen is used to submit Rate Ready and Bill Ready - Budget Billing and Bill Ready - Non Budget Billing charges or adjustments using the CHARGES\_RQST\_TO\_LDC.xml transaction.

Refer to the XML Data Definitions spreadsheet in the File Layouts category of the Main Library in DSWeb for Data Definitions related to the CHARGES\_RQST\_TO\_LDC.xml file.

- J. 3 BGE will use the data submitted via the Charges Request screen to bill the supplier's charges.
- J. 4 All CHARGES\_RQST\_TO\_LDC.xml transactions are processed Daily and must be received by 5:00 PM EST. If a file is received after 5:00 PM EST it is considered as being sent the next day. If another charge file is sent to BGE on the same day, the previously sent file will be overwritten with the new file. For Bill Ready customers the CHARGES\_RQST\_TO\_LDC.xml transaction must be received within 3 business days of receiving the USAGE\_DATA transaction.
- J. 5 Suppliers will receive a CHARGES\_RESP.xml transaction the following day documenting whether each CHARGES\_RQST\_TO\_LDC transaction was Accepted or Rejected.

Refer to the XML Data Definitions spreadsheet in the File Layouts category of the Main Library in DSWeb for Data Definitions related to the CHARGES\_RESP.xml file.

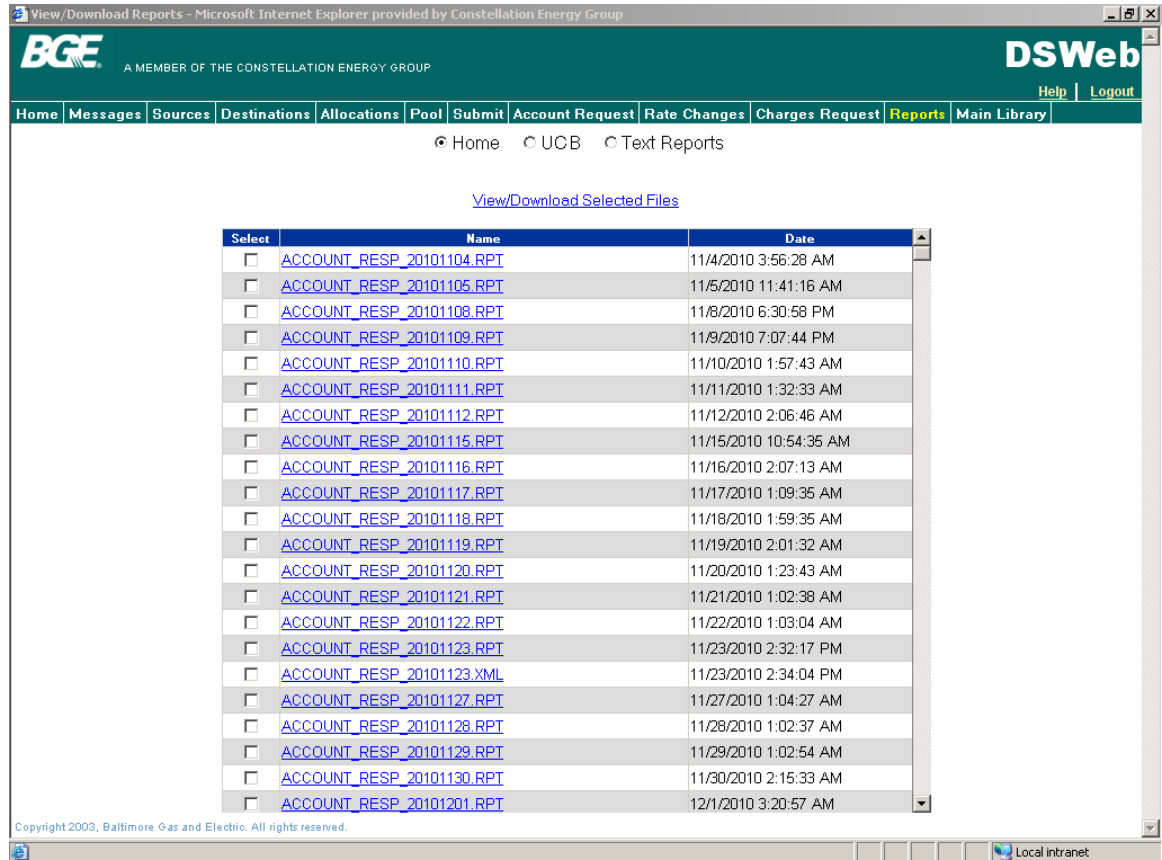
- J. 6 Suppliers may also submit credits to apply to the customer's bill.

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## K. Reports Screen

### K.1 Home

- a. To access reports in the Home folder, click on the Reports tab in the menu bar and then choose the Home radio button.

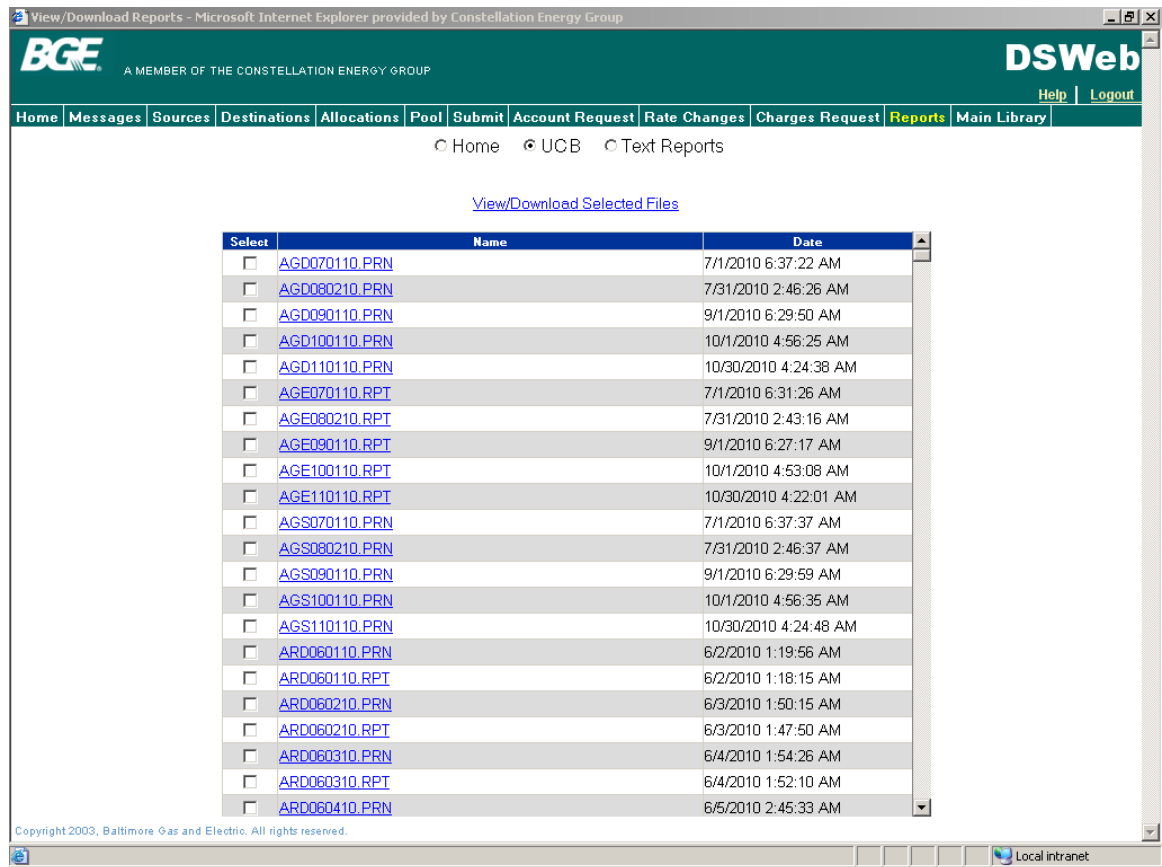


- b. The Home folder contains reports for Daily-Metered, DRS Residential and DRS Commercial customers.
- c. All reports in the Home folder are listed in alphabetical order.
- d. All reports in the Home folder can be Viewed, Downloaded or Printed.

### K. 2 Utility Consolidated Billing (UCB)

- a. To access reports in the UCB folder, click on the Reports tab in the menu bar and then choose the UCB radio button.

# BALTIMORE GAS AND ELECTRIC COMPANY DELIVERY SERVICE WEB SITE (DSWEB) PROCEDURES MANUAL

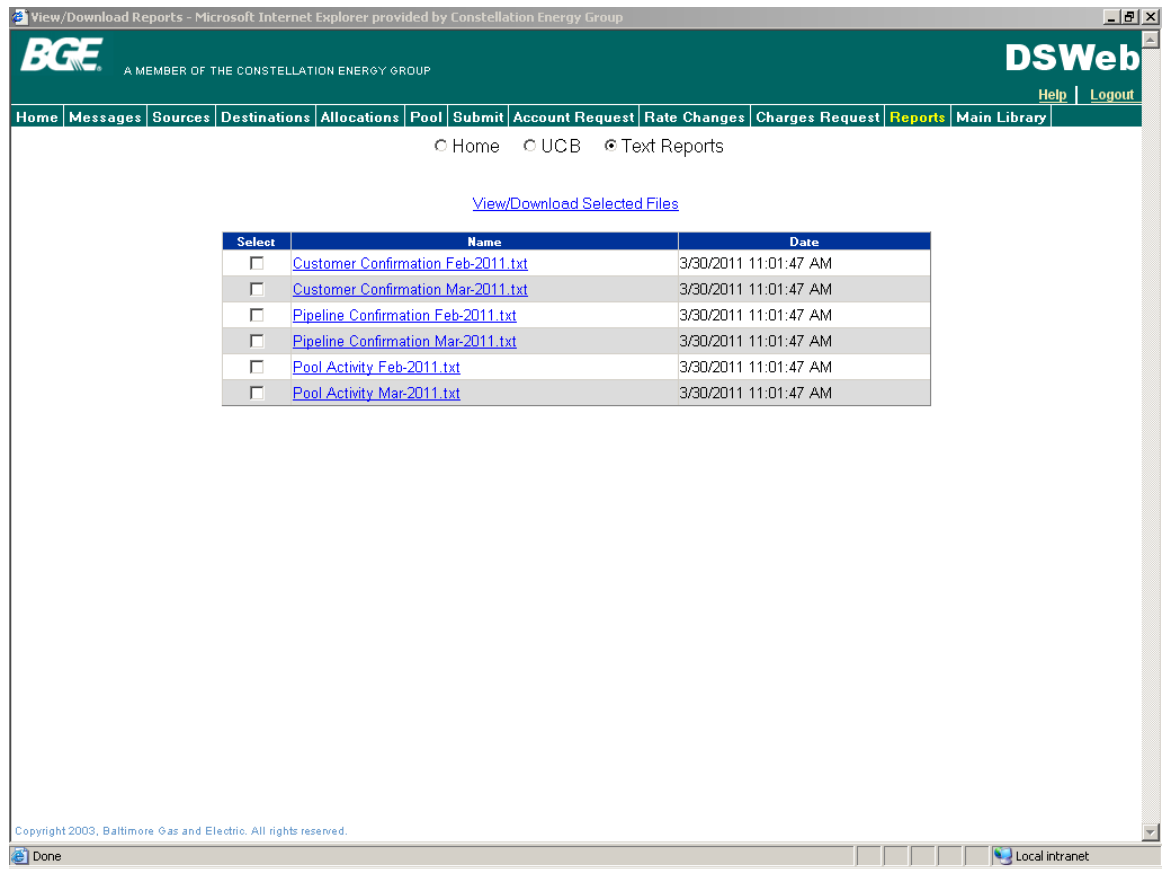


- b. The UCB folder contains reports related to UCB.
- c. All reports in the UCB folder are listed in alphabetical order.
- d. All reports in the UCB folder can be Viewed, Downloaded or Printed

## K. 3 Text Reports

- a. To access reports in the Text Reports folder, click on the Reports tab in the menu bar and then choose the Text Reports radio button.
- b. All reports in the Text Reports folder are listed in alphabetical order.
- c. The Text Reports folder allows users to Download, View or Print any Imbalance Reports, Pool Activity, Customer Confirmation, Pipeline Confirmation or True-Up reports in a fixed file format.

# BALTIMORE GAS AND ELECTRIC COMPANY DELIVERY SERVICE WEB SITE (DSWEB) PROCEDURES MANUAL




## L. Main Library Screen

- L. 1 To access the Main Library in DSWeb, click on the Main Library tab in the menu bar.
- L. 2 The Main Library folder contains reference documents related to the Daily Metered and DRS Gas Choice Programs.
- L. 3 The Main Library contains documents organized in the following categories: Applications and Forms, BGE Rates and Taxes, Fixed File Layouts, General Information, Help Documents, Key Dates and Lists and Letters to Customers.
- L. 4 All reports in each of the Main Library categories are listed in alphabetical order.
- L. 5 All reports in the Main Library folder can be Viewed, Downloaded or Printed



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View/Download Reports - Microsoft Internet Explorer provided by Constellation Energy Group



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**DSWeb**  
[Help](#) | [Logout](#)


[Home](#) | [Messages](#) | [Sources](#) | [Destinations](#) | [Allocations](#) | [Pool](#) | [Submit](#) | [Account Request](#) | [Rate Changes](#) | [Charges Request](#) | [Reports](#) | [Main Library](#)

Select Category: Applications and Forms

[View/Download Selected Files](#)

Select	Name	Date
<input type="checkbox"/>	<a href="#">~\$roactive Request Form.dot</a>	2/2/2010 12:55:26 PM
<input type="checkbox"/>	<a href="#">BGE Customer Lists Agreement.docx</a>	9/15/2010 12:28:46 PM
<input type="checkbox"/>	<a href="#">Billing Services Agreement.docx</a>	4/5/2011 10:20:19 AM
<input type="checkbox"/>	<a href="#">Consumption Reporting Agreement (DRS).doc</a>	7/13/2009 2:24:00 PM
<input type="checkbox"/>	<a href="#">Customer Consumption Data Reporting Agreement (CDWeb).doc</a>	6/29/2007 1:57:23 PM
<input type="checkbox"/>	<a href="#">Daily Metered Customer Change Form.doc</a>	11/30/2009 2:44:48 PM
<input type="checkbox"/>	<a href="#">Daily Metered Customer Imbalance Report Access Form.xls</a>	11/30/2009 2:46:23 PM
<input type="checkbox"/>	<a href="#">Excess Withdrawal Form.dot</a>	11/30/2009 3:04:11 PM
<input type="checkbox"/>	<a href="#">Gas Supplier Credit Application.doc</a>	9/10/2004 3:10:48 PM
<input type="checkbox"/>	<a href="#">Gas Supplier Registration Form.doc</a>	10/5/2010 4:35:51 PM
<input type="checkbox"/>	<a href="#">Gas Trade Form.doc</a>	3/4/2011 11:43:53 AM
<input type="checkbox"/>	<a href="#">Guaranty.doc</a>	7/19/2010 9:22:16 AM
<input type="checkbox"/>	<a href="#">Letter of Credit.doc</a>	3/3/2011 2:19:45 PM
<input type="checkbox"/>	<a href="#">Over Injection Form.dot</a>	11/30/2009 3:03:16 PM
<input type="checkbox"/>	<a href="#">Pool Transfer Form.doc</a>	11/30/2009 3:13:32 PM
<input type="checkbox"/>	<a href="#">Post Cycle Nomination Form.docx</a>	2/5/2010 1:47:43 PM
<input type="checkbox"/>	<a href="#">Retroactive Nominations Form.xls</a>	1/8/2001 4:29:54 PM
<input type="checkbox"/>	<a href="#">Retroactive Request Form.dot</a>	2/2/2010 12:48:37 PM
<input type="checkbox"/>	<a href="#">Surety Bond.doc</a>	7/19/2010 9:24:58 AM

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Local intranet