

Enbridge Gas Ohio Supplier Rate Change Process

Requests for pricing changes to **existing rate plans** can be submitted by uploading the 'Rate Change Request' file available on Enbridge Gas Ohio's Energy Choice supplier web portal.

- 1) Submit a Rate Change Request by selecting Option 4 from Main Menu
 - Important, file will be rejected if Option 1 is used
- 2) Follow instructions to Upload File.
- 3) Rate Request File Name must be = [prefix]_supplier_rate.txt
- 4) Only one file per day; any subsequent file submitted on the same day will overwrite the first.**
- 5) Requests are processed nightly:
 - a. Rate Response file ("P" file) indicating the status of your requested rate updates will be in your zip files.
 - b. Historical Rate file ("H" file) including rate changes in "TEST" status will be in your zip files.
- 6) Rates in "TEST" status will be updated to "ACTIVE" with Cycle 06 Open date.

MENU SCREEN

Option 4 – Upload Rate Change Request File

Option 5 – View Uploaded Rate Change Request File

Enbridge Gas Ohio Energy Supplier Menu

[1. Supplier File Main Page](#)

[2. View Uploaded Files](#)

[3. Delete Uploaded File](#)

[4. Upload Rate Change Request File](#)

[5. View Uploaded Rate Change Request File](#)

[6. View/Upload Zip File](#)

[Manage My Profile](#)

This option redirects you to "My Profile" and does not sign you out of the Enbridge Gas Ohio Energy Suppliers application.

[Sign Out](#)

This site is restricted to authorized users only.

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FILES

Available files:

- 1) **Historical Rate ‘H’ File** (FCSCA064) provided in “.txt’ format
 - a. File Name: XXXHMMDD.TXT
 - i. XXX = three-letter supplier code
 - ii. H = Historic Rate
 - iii. MM = month the list is produced
 - iv. DD = Day the list is produced
 - b. File Layout --e.g. 1234567890XYZABC001 2017-05-15ACTIVE/FILED 99.9999

i. Pool ID	10 positions	1234567890
ii. Supplier prefix	03 positions	XYZ
iii. Rate Name	10 positions	ABC001
iv. Effective date	10 positions	05/15/2017
v. Rate Status	16 positions	ACTIVE
vi. Commodity Rate/ MCF	07 positions	99.9999
 - c. Rate Status
 - i. Active/Filed = Current rate being used
 - ii. Inactive/File = Not a current rate but is stored for potential re-bills
 - iii. Test = Pending rate change to be effective for next billing period
 - d. Historical rate data provided for a maximum of 3 years

- 2) **Rate Change Request file** (FCSCA061.RATECHNG) provided in ‘.txt’format
 - a. File Name xxx._supplier_rate.txt (**all lower case**)
 - i. xxx = three-letter supplier code
 - b. File layout -- e.g. 1234567890XYZABC001 99.9999 supplier notes

i. Pool ID	10 positions	1234567890
ii. Prefix (upper case)	03 positions	XYZ
iii. Rate Name (upper case)	10 positions	ABC001
iv. Pending Rate / MCF	07 positions	99.9999
v. Filler – any notation	70 positions	supplier notes
 - c. Blank file will be loaded to web portal
 - d. Rate change requests can be submitted at any time for the next billing period **except** for an established “blackout period”.
 - i. Blackout period – Period from Cycle 03 Billing Open date through the Cycle 06 Billing Close date.

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Enbridge Gas Ohio Energy Supplier - Upload Rate Change Request File

It is currently the blackout period. Rate changes for June will begin 05/18/2017.

File To Upload:

1. Last date to submit Rate change will display on web portal screen

Enbridge Gas Ohio Energy Supplier - Upload Rate Change Request File

The last day for rate updates is 06/08/2017. Changes effective on 06/14/2017 for June 2017.

File To Upload:

- e. Files submissions need to be made by 6 p.m. EST
 - f. Multiple submissions can be submitted during the month.
 - i. One file can be submitted for each calendar day. **If a second file is submitted, the second file will overlay the original file.**
 - ii. Upload file cleared daily after accepted rates are entered.
- 3) **Rate Response 'P' File** (FCSCA061.RATECONF) provided in '.txt' format
- a. File Name: XXXPMMDD
 - i. XXX = three-letter supplier code
 - ii. P = Rate Response
 - iii. MM = month the list is produced
 - iv. DD = Day the list is produced
 - b. File Layout: e.g. 1234567890XYZABC001 88.8888 99.9999RATE UPDATED
 - i. Pool ID 10 positions 1234567890
 - ii. Prefix 03 positions XYZ
 - iii. Rate Name 10 positions ABC001

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- | | | |
|-----------------------------|--------------|--------------|
| iv. Current Active Rate/MCF | 07 positions | 88.8888 |
| v. Space | 01 position | |
| vi. Pending Rate / MCF | 07 positions | 99.9999 |
| vii. Filler –process notes | 50 positions | RATE UPDATED |
- c. Rate update response file is available when a rate change file is processed.
- d. Process Notes: confirmation or rejection message
- i. FUTURE RATE VERSION INSERTED
 - ii. FUTURE RATE VERSION UPDATED
 - iii. FUTURE RATE VERSION DELETED
 - iv. NO CHANGE – INPUT PRICE AMT = ACTIVE PRICE AMT
 - v. NO CHANGE – FUTURE VERSION EXISTS WITH SAME PRICE
 - vi. NO CHANGE – NO ACTIVE VERSION OF THE RATE EXISTS
 - vii. NO CHANGE – INPUT PRICE IS ZERO
 - viii. NO CHANGE – INPUT PRICE IN NOT NUMERIC
 - ix. NO CHANGE – INVALID POOL/PREFIX/RATE COMBINATION
 - x. NO CHANGE – WE ARE IN THE BLACKOUT PERIOD
- e. Accepted rate changes will appear on the history file with a status of “TEST” until Cycle 6 Open date. Rate status will change from “TEST” to “ACTIVE/FILED” on