|  |
| --- |
| **Texas SET Change Control Request Form**  **Change Control Number: 2024-847**  **Implementation Version: 5.0** |

**This Section Is Completed by Submitter of Change Control Request Only:**

|  |  |  |
| --- | --- | --- |
| **Submitter Name:**  Kathryn Thurman | **Submitting Company Name:**  ERCOT | **Phone Number:**  512-248-6747 |
| **Date of Submission:**  01/24/2024 | **Affected TX SET Transaction(s):**  814\_01, Switch Request 814\_03, Enrollment Notification Request814\_16, Move In Request 814\_PC, Maintain Customer Information Request | **Submitter’s E-Mail Address:**  Kathryn.Thurman@ercot.com |
| **Texas SET Issue cross-reference number:**  N/A | Protocol Impact (Y/N):  N |
| **Detailed Description and Reason for Proposed Change(s):**  This Texas SET Change Control, updates TXSETCC827 to add details to the gray box of the PER~PO to require at least one of the communication fields (Telephone, Personal Cellular or Email) when sending the PER~PO.  The use of the PER~PO without at least one form of communication (Telephone, Personal Cellular or Email) is not of use to the TDSP.  The PER~PO will remain optional. This change is only to require either the Telephone, Personal Cellular or Email address. Only one of the 3 is required for the segment to pass validations.  In addition to the 814\_01, 814\_03 and 814\_16 transactions in order to maintain processing consistency across all of the PER~PO impacted transactions these same clarifications were added to the 814\_PC, Maintain Customer Information Request, transaction to the Power Outage Contact Information graybox. | | |
| **NOTE:** Requester must complete above fields and include a redlined example of modifications to each impacted implementation guide. This must be included at the time the request form is submitted.  **Please submit this completed form via e-mail to**[txsetchangecontrol@ercot.com](mailto:txsetchangecontrol@ercot.com) and RMS Chair***.*** | | |

**For ERCOT Change Control Manager Use Only:**

|  |  |  |
| --- | --- | --- |
| **Texas SET Recommendation:**  Recommended for Approval for Texas SET 5.0 | **Recommendation for Emergency (Y/N):**  N | **Date of TX SET Recommendation:**  02/13/2024 |
| **Detailed Description and Reason for Revision:**  Recommended for Approval as non-emergency for Texas SET 5.0 | | |
| **RMS Decision:** | **Emergency (Y/N):** | **Date of RMS Decision:** |
| **Summary of RMS Discussion:** | | |

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**June 11, 2012**

T814\_01: Switch Request

Version 4.0

**Segment: N1 Name (Customer)**

**Position:** 040

**Loop:** N1 Optional

**Level:** Heading

**Usage:** Optional

**Max Use:** 1

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

**Syntax Notes:** **1** At least one of N102 or N103 is required.

**2** If either N103 or N104 is present, then the other is required.

**Semantic Notes:**

**Comments:** **1** This segment, used alone, provides the most efficient method of providing organizational identification. To obtain this efficiency the "ID Code" (N104) must provide a key to the table maintained by the transaction processing party.

**2** N105 and N106 further define the type of entity in N101.

|  |  |  |
| --- | --- | --- |
| **Notes:** |  | Required |
|  |  | N1~8R~CUSTOMER |

**Data Element Summary**

**Ref. Data**

**Des. Element Name Attributes**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Must Use** | **N101** | **98** | **Entity Identifier Code** | | | | **M** |  | **ID 2/3** | | |
|  | | | Code identifying an organizational entity, a physical location, property or an individual | | | | | | | |
|  | | | | 8R |  | Consumer Service Provider (CSP) Customer | | | | |
|  | | | | | | Customer | | | |
| **Must Use** | **N102** | **93** | **Name** | | | | **X** |  | **AN 1/60** | | |
|  | | | Free-form name | | | | | | | |
|  | | | Customer name as documented in the sender's application system. This name field must be used in order to populate the zip code in N403. | | | | | | | |

**Segment: N4 Geographic Location (Customer Service Address)**

**Position:** 070

**Loop:** N1 Optional

**Level:** Heading

**Usage:** Optional

**Max Use:** 1

**Purpose:** To specify the geographic place of the named party

**Syntax Notes:** **1** If N406 is present, then N405 is required.

**Semantic Notes:**

**Comments:** **1** A combination of either N401 through N404, or N405 and N406 may be adequate to specify a location.

**2** N402 is required only if city name (N401) is in the U.S. or Canada.

|  |  |  |
| --- | --- | --- |
| **Notes:** |  | Zip Code (N403) is Required. The first 5 characters will be used for validation against service zip stored at ERCOT. |
|  |  | N4~~~78111  N4~~~781110001 |

**Data Element Summary**

**Ref. Data**

**Des. Element Name Attributes**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Must Use** | **N403** | **116** | **Postal Code** | **O** |  | **ID 3/15** | |
|  | | | Code defining international postal zone code excluding punctuation and blanks (zip code for United States) | | | |
|  | | | Postal codes will only contain digits (0 to 9). Note that punctuation (spaces, dashes, etc.) must be excluded. Only 5 or 9 digits allowed. | | | |

**Segment: PER Administrative Communications Contact (Contact Name/Number)**

**Position:** 080

**Loop:** N1 Optional

**Level:** Heading

**Usage:** Optional

**Max Use:** >1

**Purpose:** To identify a person or office to whom administrative communications should be directed

**Syntax Notes:** **1** If either PER03 or PER04 is present, then the other is required.

**2** If either PER05 or PER06 is present, then the other is required.

**3** If either PER07 or PER08 is present, then the other is required.

**Semantic Notes:**

**Comments:**

|  |  |  |
| --- | --- | --- |
| **Notes:** |  | The customer contact name should be formatted as follows:  LAST, FIRST NAME  Required  Only one PER~IC will be sent per transaction. |
|  |  | Only one comma will be used for the following examples:  PER~IC~SNOW, JOE RAY JR  PER~IC~SNOW, JOE RAY JR~TE~8005551212  PER~IC~SNOW, JOE RAY JR~TE~8005551212~TE~8005552121 |

**Data Element Summary**

**Ref. Data**

**Des. Element Name Attributes**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Must Use** | **PER01** | **366** | **Contact Function Code** | | | | **M** |  | **ID 2/2** | |
|  | | | Code identifying the major duty or responsibility of the person or group named | | | | | | |
|  | | | | IC |  | Information Contact | | | |
| **Must Use** | **PER02** | **93** | **Name** | | | | **M** |  | **AN 1/60** | |
|  | | | Free-form name | | | | | | |
|  | **PER03** | **365** | **Communication Number Qualifier** | | | | **O** |  | **ID 2/2** | |
|  | | | Code identifying the type of communication number | | | | | | |
|  | | | | TE |  | Telephone | | | |
|  | **PER04** | **364** | **Communication Number** | | | | **C** |  | **AN 1/80** | |
|  | | | Complete communications number including country or area code when applicable | | | | | | |
|  | | | Punctuation (spaces, dashes, symbols etc.) must be excluded. | | | | | | |
|  | **PER05** | **365** | **Communication Number Qualifier** | | | | **O** |  | **ID 2/2** | |
|  | | | Code identifying the type of communication number | | | | | | |
|  | | | | TE |  | Telephone | | | |
|  | **PER06** | **364** | **Communication Number** | | | | **C** |  | **AN 1/80** | |
|  | | | Complete communications number including country or area code when applicable | | | | | | |
|  | | | Punctuation (spaces, dashes, symbols etc.) must be excluded. | | | | | | |

**Segment: PER Administrative Communications Contact (Power Outage Contact Information)**

**Position:** 080

**Loop:** N1 Optional

**Level:** Heading

**Usage:** Optional

**Max Use:** >1

**Purpose:** To identify a person or office to whom administrative communications should be directed

**Syntax Notes:** **1** If either PER03 or PER04 is present, then the other is required.

**2** If either PER05 or PER06 is present, then the other is required.

**3** If either PER07 or PER08 is present, then the other is required.

**Semantic Notes:**

**Comments:**

|  |  |  |
| --- | --- | --- |
| **Notes:** |  | Only one (1) PER~PO segment will be sent per transaction  PER~PO~~TE~8005551212~~~ EM~NAME@ISP.COM  PER~PO~~~~PC~8005555551~EM~NAME@ISP.COM  [PER~PO~~~~~EM~NAME@ISP.COM](mailto:PER~PO~~~~~EM~NAME@ISP.COM)  At least one of the 3 forms of communication is required Telephone (PER04), Personal Cellular (PER06) or Email (PER08).  Optional |
|  |  | PER~PO~~TE~8005551212~ PC~8005555551~EM~NAME@ISP.COM |

**Data Element Summary**

**Ref. Data**

**Des. Element Name Attributes**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Must Use** | **PER01** | **366** | **Contact Function Code** | | | | | **M** |  | **ID 2/2** | |
|  | | | Code identifying the major duty or responsibility of the person or group named | | | | | | | |
|  | | | | | PO |  | Production Representative | | | |
|  | | | | | |  | An industrial specialist assigned to a contract administration office and charged with production surveillance of government contracts being performed in the plant or plants under the production representative's cognizance | | | |
|  | | | | | |  | Power Outage Contact Information | | | |
|  | **PER03** | **365** | **Communication Number Qualifier** | | | | | **X** |  | **ID 2/2** | |
|  | | | Code identifying the type of communication number | | | | | | | |
|  | | | | | TE |  | Telephone | | | |
| **Dep** | **PER04** | **364** | **Communication Number** | | | | | **X** |  | **AN 1/80** | |
|  | | | Complete communications number including country or area code when applicable | | | | | | | |
|  | **PER05** | **365** | **Communication Number Qualifier** | | | | | **X** |  | **ID 2/2** | |
|  | | | Code identifying the type of communication number | | | | | | | |
|  | | | | | PC |  | Personal Cellular | | | |
| **Dep** | **PER06** | **364** | **Communication Number** | | | | | **X** |  | **AN 1/80** | |
|  | | | Complete communications number including country or area code when applicable | | | | | | | |
|  | **PER07** | **365** | **Communication Number Qualifier** | | | | | **X** |  | **ID 2/2** | |
|  | | | Code identifying the type of communication number | | | | | | | |
|  | | | | EM | |  | Electronic Mail | | | |
| **Dep** | **PER08** | **364** | **Communication Number** | | | | | **X** |  | **AN 1/80** | |
|  | | | Complete communications number including country or area code when applicable | | | | | | | |

**June 11, 2012**

814\_03: Enrollment Notification Request

Version 4.0

**Segment: N1 Name (Customer)**

**Position:** 040

**Loop:** N1 Optional

**Level:** Heading

**Usage:** Optional

**Max Use:** 1

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

**Syntax Notes:** **1** At least one of N102 or N103 is required.

**2** If either N103 or N104 is present, then the other is required.

**Semantic Notes:**

**Comments:** **1** This segment, used alone, provides the most efficient method of providing organizational identification. To obtain this efficiency the "ID Code" (N104) must provide a key to the table maintained by the transaction processing party.

**2** N105 and N106 further define the type of entity in N101.

|  |  |  |
| --- | --- | --- |
| **Notes:** |  | Required |
|  |  | N1~8R~CUSTOMER  N1~8R~CSA CUSTOMER (Required if MVO - Move In is for CSA)  N1~8R~MASS TRANSITION CUSTOMER (Required when BGN07= 'TS'.  N102 is populated with 'Mass Transition Customer' for both IOU and MOU/EC TDSP ESI IDs)  N1~8R~ACQUISITION TRANSFER CUSTOMER (Required when BGN07= 'AQ'.  N102 is populated with 'Acquisition Transfer Customer' for both IOU and MOU/EC TDSP ESI IDs) |

**Data Element Summary**

**Ref. Data**

**Des. Element Name Attributes**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Must Use** | **N101** | **98** | **Entity Identifier Code** | | | | **M** |  | **ID 2/3** | | |
|  | | | Code identifying an organizational entity, a physical location, property or an individual | | | | | | | |
|  | | | | 8R |  | Consumer Service Provider (CSP) Customer | | | | |
|  | | | | | | Customer | | | |
| **Must Use** | **N102** | **93** | **Name** | | | | **X** |  | **AN 1/60** | | |
|  | | | Free-form name | | | | | | | |
|  | | | Customer name as documented in the sender's application system. This name field must be used in order to populate the zip code in N403.  For a Continuous Service Agreement (CSA) MVO - Move In issued by ERCOT to the TDSP, ERCOT will provide CSA CUSTOMER as the default name in this field.  When ERCOT initiates the Mass Transition transaction where BGN07 = 'TS' the N102 will be populated with 'Mass Transition Customer'  When ERCOT initiates the Acquisition Transfer transaction where BGN07 = 'AQ', the N102 will be populated with 'Acquisition Transfer Customer' | | | | | | | |

**Segment: N4 Geographic Location (Customer Service Address)**

**Position:** 070

**Loop:** N1 Optional

**Level:** Heading

**Usage:** Optional

**Max Use:** 1

**Purpose:** To specify the geographic place of the named party

**Syntax Notes:** **1** If N406 is present, then N405 is required.

**Semantic Notes:**

**Comments:** **1** A combination of either N401 through N404, or N405 and N406 may be adequate to specify a location.

**2** N402 is required only if city name (N401) is in the U.S. or Canada.

|  |  |  |
| --- | --- | --- |
| **Notes:** |  | Zip Code (N403) is Required. The first 5 characters will be used for validation. |
|  |  | N4~~~78111  N4~~~781110001 |

**Data Element Summary**

**Ref. Data**

**Des. Element Name Attributes**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Must Use** | **N403** | **116** | **Postal Code** | **O** |  | **ID 3/15** | |
|  | | | Code defining international postal zone code excluding punctuation and blanks (zip code for United States) | | | |
|  | | | Postal codes will only contain digits (0 to 9). Note that punctuation (spaces, dashes, etc.) must be excluded. | | | |

**Segment: PER Administrative Communications Contact (Contact Name/Number)**

**Position:** 080

**Loop:** N1 Optional

**Level:** Heading

**Usage:** Optional

**Max Use:** >1

**Purpose:** To identify a person or office to whom administrative communications should be directed

**Syntax Notes:** **1** If either PER03 or PER04 is present, then the other is required.

**2** If either PER05 or PER06 is present, then the other is required.

**3** If either PER07 or PER08 is present, then the other is required.

**Semantic Notes:**

**Comments:**

|  |  |  |
| --- | --- | --- |
| **Notes:** |  | The customer contact name should be formatted as follows:  LAST, FIRST NAME  Only one PER~IC will be sent per transaction.  Required if the transaction is associated with a Switch (814\_01), Mass Transition Drop, or Move In (814\_16). The segment is not used if the transaction is associated with a Move Out with CSA. |
|  |  | Only one comma will be used for the following examples:  PER~IC~SNOW, JOE RAY JR  PER~IC~SNOW, JOE RAY JR~TE~8005551212  PER~IC~SNOW, JOE RAY JR~TE~8005551212~TE~8005552121  PER~IC~MASS TRANSITION CUSTOMER (Required when BGN07= 'TS'.  Default is 'Mass Transition Customer' for both IOU and MOU/EC TDSP ESI IDs)  PER~IC~ACQUISITION TRANSFER CUSTOMER (Required when BGN07= 'AQ'.  Default is 'Acquisition Transfer Customer for both IOU and MOU/EC TDSP ESI IDs) |

**Data Element Summary**

**Ref. Data**

**Des. Element Name Attributes**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Must Use** | **PER01** | **366** | **Contact Function Code** | | | | **M** |  | **ID 2/2** | |
|  | | | Code identifying the major duty or responsibility of the person or group named | | | | | | |
|  | | | | IC |  | Information Contact | | | |
| **Must Use** | **PER02** | **93** | **Name** | | | | **M** |  | **AN 1/60** | |
|  | | | Free-form name | | | | | | |
|  | **PER03** | **365** | **Communication Number Qualifier** | | | | **O** |  | **ID 2/2** | |
|  | | | Code identifying the type of communication number | | | | | | |
|  | | | | TE |  | Telephone | | | |
|  | **PER04** | **364** | **Communication Number** | | | | **C** |  | **AN 1/80** | |
|  | | | Complete communications number including country or area code when applicable | | | | | | |
|  | | | Punctuation (spaces, dashes, symbols etc.) must be excluded. | | | | | | |
|  | **PER05** | **365** | **Communication Number Qualifier** | | | | **O** |  | **ID 2/2** | |
|  | | | Code identifying the type of communication number | | | | | | |
|  | | | | TE |  | Telephone | | | |
|  | **PER06** | **364** | **Communication Number** | | | | **C** |  | **AN 1/80** | |
|  | | | Complete communications number including country or area code when applicable | | | | | | |
|  | | | Punctuation (spaces, dashes, symbols etc.) must be excluded. | | | | | | |

**Segment: PER Administrative Communications Contact (Permit Name)**

**Position:** 080

**Loop:** N1 Optional

**Level:** Heading

**Usage:** Optional

**Max Use:** >1

**Purpose:** To identify a person or office to whom administrative communications should be directed

**Syntax Notes:** **1** If either PER03 or PER04 is present, then the other is required.

**2** If either PER05 or PER06 is present, then the other is required.

**3** If either PER07 or PER08 is present, then the other is required.

**Semantic Notes:**

**Comments:**

|  |  |  |
| --- | --- | --- |
| **Notes:** |  | Required if a move-in request is for an ESI ID, which requires an occupancy permit. The Applicable Legal Authority (ALA) will notify the TDSP directly of the completed permit. The name provided in the PER02 must match the name on the occupancy permit.  Only one PER~PN will be sent per transaction. |
|  |  | PER~PN~SNOW, JOE RAY JR  PER~PN~ JOE RAY SNOW JR  PER~PN~BAILEY BUILDING AND LOAN  PER~PN~OCCUPANT |

**Data Element Summary**

**Ref. Data**

**Des. Element Name Attributes**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Must Use** | **PER01** | **366** | **Contact Function Code** | | | | **M** |  | **ID 2/2** | |
|  | | | Code identifying the major duty or responsibility of the person or group named | | | | | | |
|  | | | | PN |  | Permit Contact Name | | | |
| **Must Use** | **PER02** | **93** | **Name** | | | | **M** |  | **AN 1/60** | |
|  | | | Free-form name | | | | | | |

**Segment: PER Administrative Communications Contact (Power Outage Contact Information)**

**Position:** 080

**Loop:** N1 Optional

**Level:** Heading

**Usage:** Optional

**Max Use:** >1

**Purpose:** To identify a person or office to whom administrative communications should be directed

**Syntax Notes:** **1** If either PER03 or PER04 is present, then the other is required.

**2** If either PER05 or PER06 is present, then the other is required.

**3** If either PER07 or PER08 is present, then the other is required.

**Semantic Notes:**

**Comments:**

|  |  |  |
| --- | --- | --- |
| **Notes:** |  | Only one (1) PER~PO segment will be sent per transaction  PER~PO~~TE~8005551212~~~ EM~NAME@ISP.COM  PER~PO~~~~PC~8005555551~EM~NAME@ISP.COM  PER~PO~~~~~EM~NAME@ISP.COM  At least one of the 3 forms of communication is required Telephone (PER04), Personal Cellular (PER06) or Email (PER08).  Optional |
|  |  | PER~PO~~TE~8005551212~ PC~8005555551~EM~NAME@ISP.COM |

**Data Element Summary**

**Ref. Data**

**Des. Element Name Attributes**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Must Use** | **PER01** | **366** | **Contact Function Code** | | | | | **M** |  | **ID 2/2** | |
|  | | | Code identifying the major duty or responsibility of the person or group named | | | | | | | |
|  | | | | | PO |  | Production Representative | | | |
|  | | | | | |  | An industrial specialist assigned to a contract administration office and charged with production surveillance of government contracts being performed in the plant or plants under the production representative's cognizance | | | |
|  | | | | | |  | Power Outage Contact Information | | | |
|  | **PER03** | **365** | **Communication Number Qualifier** | | | | | **X** |  | **ID 2/2** | |
|  | | | Code identifying the type of communication number | | | | | | | |
|  | | | | | TE |  | Telephone | | | |
| **Dep** | **PER04** | **364** | **Communication Number** | | | | | **X** |  | **AN 1/80** | |
|  | | | Complete communications number including country or area code when applicable | | | | | | | |
|  | **PER05** | **365** | **Communication Number Qualifier** | | | | | **X** |  | **ID 2/2** | |
|  | | | Code identifying the type of communication number | | | | | | | |
|  | | | | | PC |  | Personal Cellular | | | |
| **Dep** | **PER06** | **364** | **Communication Number** | | | | | **X** |  | **AN 1/80** | |
|  | | | Complete communications number including country or area code when applicable | | | | | | | |
|  | **PER07** | **365** | **Communication Number Qualifier** | | | | | **X** |  | **ID 2/2** | |
|  | | | Code identifying the type of communication number | | | | | | | |
|  | | | | EM | |  | Electronic Mail | | | |
| **Dep** | **PER08** | **364** | **Communication Number** | | | | | **X** |  | **AN 1/80** | |
|  | | | Complete communications number including country or area code when applicable | | | | | | | |

**June 11, 2012**

T814\_16: Move In Request

Version 4.0

**Segment: N1 Name (Customer)**

**Position:** 040

**Loop:** N1 Optional

**Level:** Heading

**Usage:** Optional

**Max Use:** 1

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

**Syntax Notes:** **1** At least one of N102 or N103 is required.

**2** If either N103 or N104 is present, then the other is required.

**Semantic Notes:**

**Comments:** **1** This segment, used alone, provides the most efficient method of providing organizational identification. To obtain this efficiency the "ID Code" (N104) must provide a key to the table maintained by the transaction processing party.

**2** N105 and N106 further define the type of entity in N101.

|  |  |  |
| --- | --- | --- |
| **Notes:** |  | Required |
|  |  | N1~8R~CUSTOMER NAME |

**Data Element Summary**

**Ref. Data**

**Des. Element Name Attributes**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Must Use** | **N101** | **98** | **Entity Identifier Code** | | | | **M** |  | **ID 2/3** | | |
|  | | | Code identifying an organizational entity, a physical location, property or an individual | | | | | | | |
|  | | | | 8R |  | Consumer Service Provider (CSP) Customer | | | | |
|  | | | | | | Customer | | | |
| **Must Use** | **N102** | **93** | **Name** | | | | **X** |  | **AN 1/60** | | |
|  | | | Free-form name | | | | | | | |
|  | | | Customer name as documented in the sender's application system. This name field must be used in order to populate the zip code in N403. | | | | | | | |

**Segment: N4 Geographic Location (Customer Service Address)**

**Position:** 070

**Loop:** N1 Optional

**Level:** Heading

**Usage:** Optional

**Max Use:** 1

**Purpose:** To specify the geographic place of the named party

**Syntax Notes:** **1** If N406 is present, then N405 is required.

**Semantic Notes:**

**Comments:** **1** A combination of either N401 through N404, or N405 and N406 may be adequate to specify a location.

**2** N402 is required only if city name (N401) is in the U.S. or Canada.

|  |  |  |
| --- | --- | --- |
| **Notes:** |  | Zip Code (N403) is Required. The first 5 characters will be used for validation against service zip stored at ERCOT. |
|  |  | N4~~~78111  N4~~~781110001 |

**Data Element Summary**

**Ref. Data**

**Des. Element Name Attributes**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Must Use** | **N403** | **116** | **Postal Code** | **O** |  | **ID 3/15** | |
|  | | | Code defining international postal zone code excluding punctuation and blanks (zip code for United States) | | | |
|  | | | Postal codes will only contain digits (0 to 9). Note that punctuation (spaces, dashes, etc.) must be excluded. Only 5 or 9 digits allowed. | | | |

**Segment: PER Administrative Communications Contact (Contact Name/Number)**

**Position:** 080

**Loop:** N1 Optional

**Level:** Heading

**Usage:** Optional

**Max Use:** >1

**Purpose:** To identify a person or office to whom administrative communications should be directed

**Syntax Notes:** **1** If either PER03 or PER04 is present, then the other is required.

**2** If either PER05 or PER06 is present, then the other is required.

**3** If either PER07 or PER08 is present, then the other is required.

**Semantic Notes:**

**Comments:**

|  |  |  |
| --- | --- | --- |
| **Notes:** |  | The customer contact name should be formatted as follows:  LAST, FIRST NAME  Required  Only one PER~IC will be sent per transaction. |
|  |  | Only one comma will be used for the following examples:  PER~IC~SNOW, JOE RAY JR  PER~IC~SNOW, JOE RAY JR~TE~8005551212  PER~IC~SNOW, JOE RAY JR~TE~8005551212~TE~8005552121 |

**Data Element Summary**

**Ref. Data**

**Des. Element Name Attributes**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Must Use** | **PER01** | **366** | **Contact Function Code** | | | | **M** |  | **ID 2/2** | |
|  | | | Code identifying the major duty or responsibility of the person or group named | | | | | | |
|  | | | | IC |  | Information Contact | | | |
| **Must Use** | **PER02** | **93** | **Name** | | | | **M** |  | **AN 1/60** | |
|  | | | Free-form name | | | | | | |
|  | **PER03** | **365** | **Communication Number Qualifier** | | | | **O** |  | **ID 2/2** | |
|  | | | Code identifying the type of communication number | | | | | | |
|  | | | | TE |  | Telephone | | | |
|  | **PER04** | **364** | **Communication Number** | | | | **C** |  | **AN 1/80** | |
|  | | | Complete communications number including country or area code when applicable | | | | | | |
|  | | | Punctuation (spaces, dashes, symbols etc.) must be excluded. | | | | | | |
|  | **PER05** | **365** | **Communication Number Qualifier** | | | | **O** |  | **ID 2/2** | |
|  | | | Code identifying the type of communication number | | | | | | |
|  | | | | TE |  | Telephone | | | |
|  | **PER06** | **364** | **Communication Number** | | | | **C** |  | **AN 1/80** | |
|  | | | Complete communications number including country or area code when applicable | | | | | | |
|  | | | Punctuation (spaces, dashes, symbols etc.) must be excluded. | | | | | | |

**Segment: PER Administrative Communications Contact (Permit Contact Name)**

**Position:** 080

**Loop:** N1 Optional

**Level:** Heading

**Usage:** Optional

**Max Use:** >1

**Purpose:** To identify a person or office to whom administrative communications should be directed

**Syntax Notes:** **1** If either PER03 or PER04 is present, then the other is required.

**2** If either PER05 or PER06 is present, then the other is required.

**3** If either PER07 or PER08 is present, then the other is required.

**Semantic Notes:**

**Comments:**

|  |  |  |
| --- | --- | --- |
| **Notes:** |  | Required if a move-in request is for an ESI ID, which requires an occupancy permit. The Applicable Legal Authority (ALA) will notify the TDSP directly of the completed permit. The name provided in the PER02 must match the name on the occupancy permit. MIMO Rules, REP 4, TDSP 2  Only one PER~PN will be sent per transaction. |
|  |  | PER~PN~SNOW, JOE RAY JR  PER~PN~ JOE RAY SNOW JR  PER~PN~BAILEY BUILDING AND LOAN |

**Data Element Summary**

**Ref. Data**

**Des. Element Name Attributes**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Must Use** | **PER01** | **366** | **Contact Function Code** | | | | **M** |  | **ID 2/2** | | |
|  | | | Code identifying the major duty or responsibility of the person or group named | | | | | | | |
|  | | | | PN |  | Permit Name | | | | |
|  | | | | | | Permit Name | | | |
| **Must Use** | **PER02** | **93** | **Name** | | | | **M** |  | **AN 1/60** | | |
|  | | | Free-form name | | | | | | | |

**Segment: PER Administrative Communications Contact (Power Outage Contact Information)**

**Position:** 080

**Loop:** N1 Optional

**Level:** Heading

**Usage:** Optional

**Max Use:** >1

**Purpose:** To identify a person or office to whom administrative communications should be directed

**Syntax Notes:** **1** If either PER03 or PER04 is present, then the other is required.

**2** If either PER05 or PER06 is present, then the other is required.

**3** If either PER07 or PER08 is present, then the other is required.

**Semantic Notes:**

**Comments:**

|  |  |  |
| --- | --- | --- |
| **Notes:** |  | Only one (1) PER~PO segment will be sent per transaction  PER~PO~~TE~8005551212~~~ EM~NAME@ISP.COM  PER~PO~~~~PC~8005555551~EM~NAME@ISP.COM  PER~PO~~~~~EM~NAME@ISP.COM  At least one of the 3 forms of communication is required Telephone (PER04), Personal Cellular (PER06) or Email (PER08).  Optional |
|  |  | PER~PO~~TE~8005551212~ PC~8005555551~EM~NAME@ISP.COM |

**Data Element Summary**

**Ref. Data**

**Des. Element Name Attributes**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Must Use** | **PER01** | **366** | **Contact Function Code** | | | | | **M** |  | **ID 2/2** | |
|  | | | Code identifying the major duty or responsibility of the person or group named | | | | | | | |
|  | | | | | PO |  | Production Representative | | | |
|  | | | | | |  | An industrial specialist assigned to a contract administration office and charged with production surveillance of government contracts being performed in the plant or plants under the production representative's cognizance | | | |
|  | | | | | |  | Power Outage Contact Information | | | |
|  | **PER03** | **365** | **Communication Number Qualifier** | | | | | **X** |  | **ID 2/2** | |
|  | | | Code identifying the type of communication number | | | | | | | |
|  | | | | | TE |  | Telephone | | | |
| **Dep** | **PER04** | **364** | **Communication Number** | | | | | **X** |  | **AN 1/80** | |
|  | | | Complete communications number including country or area code when applicable | | | | | | | |
|  | **PER05** | **365** | **Communication Number Qualifier** | | | | | **X** |  | **ID 2/2** | |
|  | | | Code identifying the type of communication number | | | | | | | |
|  | | | | | PC |  | Personal Cellular | | | |
| **Dep** | **PER06** | **364** | **Communication Number** | | | | | **X** |  | **AN 1/80** | |
|  | | | Complete communications number including country or area code when applicable | | | | | | | |
|  | **PER07** | **365** | **Communication Number Qualifier** | | | | | **X** |  | **ID 2/2** | |
|  | | | Code identifying the type of communication number | | | | | | | |
|  | | | | EM | |  | Electronic Mail | | | |
| **Dep** | **PER08** | **364** | **Communication Number** | | | | | **X** |  | **AN 1/80** | |
|  | | | Complete communications number including country or area code when applicable | | | | | | | |