

ELECTRONIC DATA INTERCHANGE
TRADING PARTNER AGREEMENT INSTRUCTIONS

Attached are two (or three – if you use a third party service provider) copies of the Trading Partner Agreement for Electronic Data Interchange. In your review of the document please complete the following instructions for all copies received.

1. Introduction, Recitals, Sections 1-5 (pages 1-6).

- On page 6, sign to accept and fill in full name and title in the spaces indicated.

2. Exhibit A – Transactions (page 7).

- Verify transactions listed in the table.
- Fill in the complete name of your employee witnessing testing acceptance. Or 3rd party witness.
- Sign the document to accept and fill in name, title and date in the spaces indicated.

3. Exhibit B – Designation of Provider (page 8)

This section applies to a trading partners designated third party service provider.

If there is no third party service provider designated, such will be stated following the section heading.

- Each party must sign to accept and complete name, title and date in the spaces indicated.

If designating a third party service provider:

- Verify the business name and address information in paragraph (A).
- Initial EACH transaction you authorize the third party service provider to perform on your behalf. Do not initial transactions you do not wish to authorize.
- Each party must sign to accept and complete name, title and date in the spaces indicated.

4. Exhibit C – Technical Environment and Security Attributes (pages 9-10).

In the table on page 10:

- Verify the receipt computer URL and IP address information
- Fill in a short description on how Challenge Logon ID and Challenge Password will be provided (i.e. by phone, e-mail, etc.). It may already be filled in.
- Fill in Receiver ID (DUNS Number). It may already be filled in.
- Fill in the email address to which to send DTM Protocol failures. It may be filled in.
- Verify sending IP address.
- Sign to accept and fill in name, title and date in the spaces indicated.

5. Return ALL copies of the completed Trading Partner Agreement to:

Charles Trick
Lead Analyst - Supplier Relations
New York State Electric & Gas
PO Box 5224
Binghamton, New York 13902

Note: upon execution of the agreement, a copy of the fully executed agreement will be returned to you (and your third party service provider, if indicated).