

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.
- Sign the document to accept and fill in name, title and date in the spaces indicated.

**3. Exhibit**

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, in the blank, 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.
  - Fill in Receiver ID (DUNS Number).
  - Fill in the email address to which to send DTM Protocol failures.
  - Verify sending IP address.
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- 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:**

Supplier Relations Dept.  
NYSEG  
Corporate Drive, Kirkwood Industrial Park,  
Binghamton, New York 13902-5224

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).