

INFORMATION SHEET

Electronic Billing

STREAMLINE YOUR BILLING PROCESSES WITH EDI & EFT

Electronic billing and payment options for your business

Reduce your operating expenses and make your payment processes more efficient by using our electronic billing and payment options. EDI (Electronic Data Interchange or EDI-810) and EFT (Electronic Funds Transfer or EDI-820) are free* programs we offer to our business customers. Together, these programs provide your business with secure, reliable and faster electronic monthly transactions, helping you save on material and labor costs—all while you help the environment by reducing paper transactions.

Receive your energy bills electronically with EDI

Ideal for larger customers with several accounts and/or facility locations

By signing up to get your bills electronically, you can:

- Get more time to review, analyze and pay starting the day after your account bills
- Reduce operating expenses and administrative costs and errors associated with manually processing paper bills
- Easily move billing information to your electronic data environment for analysis, sharing, storage and retrieval
- Eliminate time and labor costs related to entering paper bills into your system

Pay your energy bills securely and easily with EFT

Great for any business customer who wants to pay bills electronically

With Electronic Funds Transfer in a CTX format, **you** choose when you directly transfer money from your bank account to Xcel Energy using

the Automated Clearing House (ACH) network that is part of the Federal Reserve Bank system—allowing you to:

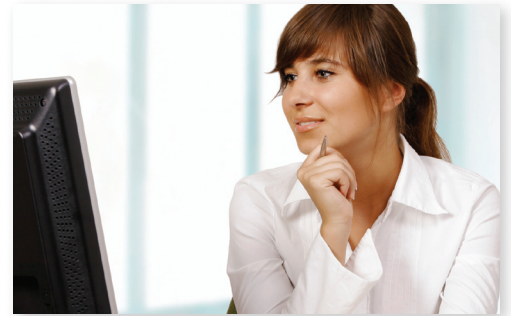
- Manage your cash flow better with complete control over both the timing and amount of payments
- Reduce operating expenses and administrative costs associated with the check writing process and account reconciliation procedures
- Eliminate costs, fees and interest charges associated with paper check processing and late payments, stop-payment charges and check reissuing costs

To get started

To RECEIVE your bills electronically, visit xcelenergy.com/EDI and click on EDI-810 Requirements technical document to download information about data transmission. This describes the format of the data we will send to you. Next, click on the region where you do business and print, sign and return the EDI Trading Partner Agreement. We'll work with you to successfully test your EDI billing connection before we stop sending you paper bills.

To PAY your bills electronically, visit xcelenergy.com/EFT and click on the link to download the Electronic Funds Transfer Customer Information Form. Return the completed form to us as indicated and we'll follow up by sending you our banking information and arranging for testing of the data transmission process.

*Xcel Energy does not charge a fee to transmit or receive data; however, you may need to set up tools to receive our billing and remittance data, which could include third-party software, hardware or payment processor charges.



WHAT YOU'LL NEED TO COMPLETE PROGRAM SET-UP

For EDI:

- **EDI-810 translation software** (standardized, cost-effective and set up by your company), available from an EDI software vendor
- **A Data Universal Numbering System (D-U-N-S®)** for identifying your company in an electronic transaction. Contact Dun & Bradstreet to get your number.
- **A Value Added Network (VAN) mailbox** that can be used to receive your EDI-810 bills. Various vendors provide these.

For EFT:

- **EDI-820 software**, either from software purchased from a vendor or through a service provided by your bank
- **Correctly formatted ACH remittance details** (See the back page of the *Electronic Funds Transfer Customer Information Form* found at xcelenergy.com/EFT.)
- **Confirmation from your payment processor or bank that it can handle EDI-820** (Most do; it's very common.)

For more information on either of these programs, please call your account manager or contact our Business Solutions Center at 1-800-481-4700 or at bsc@xcelenergy.com.