

SECTION IV. ELECTRONIC FILING INSTRUCTIONS:

OVERVIEW:

'Oil' and 'Gas' Royalty Reports will be filed electronically. The data must consist of appropriate codes, as provided in these instructions, and real numbers not formulas. Each lessee must initiate an Electronic Commerce Agreement within sixty days of the notice for compliance with these instructions. A letter will be sent to each lessee notifying them of the deadline for compliance with these instructions. Until specified otherwise in State approved Electronic Commerce Agreements with individual lessees, hard copies of all reports being filed as of November 1, 1997 will continue to be filed in hard copy with the originals mailed to the mailing address specified in Section I.

Instruction For Electronic Reporting:

Lessees must file 'Oil' and 'Gas' Royalty Reports electronically. Reports must follow the guidelines set forth in this section, the regulations 11 AAC 04, and their individually approved Electronic Commerce Agreement. Section IV-B shows the data field structures for data to be reported on the Royalty Operator, Royalty Valuation, and the Royalty Payment Summary reports.

Electronic Commerce Agreements will be completed between the State and individual lessees to clearly specify the timing, manner, and conditions to be met by electronic filings. A copy of a basic agreement can be found in Section IV A. The basic agreement in Section IV A will be modified to best meet state statutes and regulations, contractual agreements, and individual lessee and state business practices.

All electronic filings must use American National Standards Institute (ANSI) standards for Electronic Data Interchange (EDI) formats. A sample mapping of the EDI format can be found in Section IV-C. Lessees should contact the DNR-DO&G for specific requirements and assistance in preparing electronic formats and data transmissions.

Exceptions to the EDI requirement may be granted as a provision of individual lessee's Electronic Commerce Agreements. The alternate electronic standard is a DO&G designed electronic spreadsheet format with strict format and data entry requirements. Use of the alternate format is provided as an interim method in moving to a full EDI implementation. Its use by a lessee is approved by DO&G in advance of actual implementation.

Electronic filings must be sent via electronic media approved by the State as specified in individual lessee Electronic Commerce Agreements. All formats and media must be received in accordance with the Oil and Gas Royalty Payment regulations 11 AAC 04, a copy is provided in Section V-B of these instructions.