

## R99034

### **Columbia Gas Transmission Corporation Contracting for Transportation Service Electronically April, 1999**

To contract electronically, the customer must first be approved for credit and must have an Electronic Contracting Agreement. The level of credit approval will determine the level of service that can be obtained. The Electronic Contracting Agreement sets the parameters between the customer and the pipeline as to what can be done electronically.

In order to obtain a contract electronically, the customer must first submit a request for service, which outlines the details of the proposed agreement. The system should assign a control number which will be used to track the request and used when answering any questions associated with the request. If interruptible, the service can be granted upon credit approval. If firm, the capacity must be serviceable by the pipeline for the life of the proposed agreement. Upon credit approval and capacity approval the firm service can be granted.

Upon approval of the required credit level and capacity requirements for the proposed agreement, the pipeline electronically executes the agreement. This constitutes the pipeline's agreement to the requested contract. An E-mail notice is sent to the customer or his agent stating that a contract is awaiting electronic execution. The customer should queue and print out the agreement, review for accuracy based upon what was requested, make sure any balancing agreement is properly assigned, and then execute the request electronically. The electronic execution of the agreement by the customer constitutes his confirmation and acceptance of the proposed agreement. The system will take the approved request record, place that same record in the contract tables, assign a contract number, and feed that contract number back electronically to the customer. The customer should capture the contract number and begin nominations.

#### **Request for Service – New Agreement:**

##### **A. Business Party Information. Data Elements required as follows:**

1. Transportation Service Provider – Common code, Duns number.
2. Requester Company Code – Common code, Duns number.

3. Requester Address -
  - Street – Character data
  - City – Character data
  - State—Character data (to allow for foreign address input)
  - Zip Code—Character data (to allow for foreign address input)
4. Requester Contact Person – Name of primary contact.
5. Requester Contact phone number – Phone number of primary contact person.
6. Requester Contact fax number – Number of facsimile for primary contact person.

Note: Provide multiple collection of 1-5 above to allow different addresses, etc for different functions—mailing, billing, imbalance, etc. May also need to identify the identity of the requester if different from the Shipper.

**B. Basic Request Information. Data Elements required are as follows:**

1. Control date – Assign the date the request is received to facilitate tracking. Capturing the date assures the assignment of available capacity on a first-come, first-serve basis. Date configuration (1999-05-01) assigned by the computer system based on current date.
2. Sequence Number – Assign a sequence number, which facilitates tracking the number of requests received for that day. The combination of the Control Date and Sequence Number causes a unique identifier for each request. Numeric configuration (0001) assigned sequentially by the computer system.
3. Primary Term Start Date – Date on which the agreement is to begin. Date configuration (1999-05-01).
4. Primary Term End Date – Date on which the agreement is to either terminate or renew under an evergreen provision. Required for firm service. Date configuration (1999-05-01).
5. Evergreen Flag – Yes or No, the agreement will renew under the terms and conditions of the agreement. Character configuration (Y/N).

6. Evergreen Renewal Terms – The evergreen term period under which the contract will renew. A number must be input which indicates the length of the evergreen period. Required if 5 above is yes. Numeric data.
7. Evergreen Renewal Unit of Measure – The time frame appropriate for the evergreen renewal term in 6 above (days, months, years). Required if 5 above is yes. Character data.
8. Evergreen Notice Requirement - The evergreen time frame under which the notice must be tendered from one party to the other in order to cancel the agreement under the evergreen provision. A number must be input which indicates the length of the required notice period. Required if 5 above is yes. Numeric data.
9. Evergreen Notice Requirement Unit of Measure – The time frame appropriate for the evergreen notice in 8 above (days, months, years). Required if 5 above is yes. Character data.
10. Regulatory Authority – Part 284, Subpart B under NGPA Section 311 or Subpart G Blanket Certificate pursuant to section 7 of the Natural Gas Act. Character configuration (B/G).
11. Regulatory Behalf of Entity Type - The transportation service will be on behalf of what type of entity; i.e., local distribution company, interstate pipeline company, intrastate pipeline company, others. Determines qualification for regulatory authority chosen. Character configuration with selection criteria.
12. Regulatory Behalf of Entity - The party on whose behalf the transportation service will be provided if different than the Shipper (other in 11 above). Common code Duns number.
13. Regulatory Shipper Entity Type - Type of entity who will be the ultimate shipper; i.e., local distribution company, interstate pipeline company, intrastate pipeline company, end user, producer, marketer, other, pipeline blanket sales operating unit. Determines qualification for regulatory authority chosen. Character configuration with selection criteria.
14. Rate Schedule – Transportation rate schedule under which the service is to be performed. Character data.

15. Number of Days – Required if specific service is predicated on the number of days; i.e., OPT-30 or OPT-60.
16. Transportation Demand/Quantity – Dekatherms per day for services under firm rate schedules or Quantity in dekatherms for interruptible rate schedules. Numeric data.
17. Storage Quantity – Dekatherms to be stored for total capacity contracted. Numeric data.
18. Maximum Daily Storage Quantity - Firm storage service contracted in dekatherms per day. Numeric data.
19. Acceptable Volume – Will a partial volume be acceptable if the pipeline cannot grant the whole request. Character data (Y/N).
20. Minimum Acceptable Volume – The minimum amount acceptable if only a part of the requested volume can be granted. Required if 19 above is Yes. Numeric data.
21. Offer Number – Required if the request being submitted is the result of an auction or a permanent release. Numeric data which conforms to the auction or permanent release number being bid upon.
22. Bid Rate – Dollar amount being submitted as bid on an auction or permanent release. Decimal data which conforms with pipeline rates.
23. Bidder's Contingency Indicator – An indicator that tells the pipeline that the bid is subject to a contingency. Character data (Y/N).
24. Contingency – Character data which states the contingency if 23 above is yes this field is required.

**C. Measuring Point Information. Required for firm service only. Data elements are as follows:**

1. Gas Transaction Receipt Point(s) – Point of receipt where the gas supplies will enter the system. Multiple points of receipt must be accepted. Character data from selection criteria.

2. Gas Transaction Receipt Volume in Dekatherms – A volume in dekatherms must be submitted for each receipt point. Numeric data. The receipt volume submitted must equal the delivery volumes submitted and each individually (the total receipt volume or the total delivery volume requested) must equal the transportation demand in B-16 above.
3. Gas Transaction Delivery Point(s) – Point of delivery where the gas exits the system. Multiple points of delivery must be accepted. Character data from selection criteria.
4. Gas Transaction Delivery Volume in Dekatherms – A volume in dekatherms must be submitted for each delivery point. Numeric data. The delivery volume submitted must equal the receipt volumes submitted and each individually (the total receipt volume or the total delivery volume requested) must equal the transportation demand in B-16 above.

**D. Other data Pertinent to the Request. Data elements are as follows:**

1. General Comments – Character data for any additional information the requester wishes to submit. Optional.
2. Balancing Agreement – Storage agreement against which the resultant agreement will be balanced. Character data, which complies with pipeline agreement configuration.

Note: If submitted electronically, the system captures the electronic ID of the submitting party as a signature. If submitted in paper format, the requester must sign the request.

**Request for Service – Increase in Quantity of an Existing Agreement:**

This request can be for an increase or a decrease to an existing agreement. If a decrease is requested, it must be mutually agreed to by the parties to the agreement or allowed under the terms and conditions of the original agreement. Upon approval of the decrease, a revision to the agreement is electronically executed by the pipeline which signals the pipeline's agreement to the reduction. The requester or his agent will receive an e-mail that an agreement is awaiting electronic execution. The customer should queue and print out the revision, review for accuracy based upon what was requested, and then execute the request electronically. The electronic execution of the agreement by the customer constitutes his confirmation and acceptance of the revision as structured. The system will

take the approved request record, place that same record in the contract tables, and attach that revision to the existing agreement. The revision number is assigned and the contract is reduced. The pipeline will auction the now available capacity. If the auction is successful, a new agreement will be generated, if the auction is not successful, the capacity will be added to that posted as generally available.

If an increase is requested, the capacity must be serviceable by the pipeline for the duration of the existing agreement. Additional credit limits must also be approved. Upon approval of the capacity and the credit, both parties as outlined above follow the same process for electronic execution of the revision. Upon execution of the revision, the request data is loaded to the contract table, a revision number is assigned and the agreement is increased to the agreed level.

**A. Changes are applicable to:**

1. Agreement Number – Agreement number conforms to the pipeline’s agreement configuration and must be an agreement that currently exists for the requester.
2. Rate Schedule – Rate schedule associated with the agreement that is to be amended. Additional data collected to assure the correct agreement is being revised.

**B. Business Party Information. Data Elements required for confirmation as follows:**

1. Transportation Service Provider – Common code, Duns number.
2. Requester Company Code – Common Code, Duns number.
3. Requester Address -
  - Street – Character data
  - City – Character data
  - State—Character data (to allow for foreign address input)
  - Zip Code—Character data (to allow for foreign address input)
4. Requester Contact Person – Name of primary contact.

5. Requester Contact phone number – Phone number of primary contact person.
6. Requester Contact fax number – Number of facsimile for primary contact person.

Note: Provide multiple collection of 1-5 above to allow different addresses, etc for different functions—mailing, billing, imbalance, etc. May also need to identify the identity of the requester if different from the Shipper.

**C. Basic Request Information. Data elements required are as follows:**

1. Control date – Assign the date the request is received to facilitate tracking. Capturing the date assures the assignment of available capacity on a first-come, first-serve basis. Date configuration (1999-05-01) assigned by the computer system based on current date.
2. Sequence Number – Assign a sequence number, which facilitates tracking the number of requests received for that day. The combination of the Control Date and Sequence Number causes a unique identifier for each request. Numeric configuration (0001) assigned sequentially by the computer system.
3. Beginning Date of Request Change – Date on which the revision is to begin. The date for the requested change must be in the future. Date configuration (1999-05-01).
4. Activity Field – Add, Increase, Reduce, Delete the record indicated. Character data (A/add, I/increase, R/reduce, D/delete). The activity code is to be associated with each record that is to be changed.

Volumes on the fields 5 through 9 are to reflect the amount of the change only.

5. Transportation Demand/Quantity – Dekatherms per day for services under firm rate schedules or Quantity in dekatherms for interruptible rate schedules. Numeric data.
6. Storage Quantity – Dekatherms to be stored. Numeric data.
7. Maximum Daily Storage Quantity - Firm storage service contracted in dekatherms per day. Numeric data.
8. Acceptable Volume – Will a partial volume be acceptable if the pipeline cannot grant the whole request. Character data (Y/N).

9. Minimum Acceptable Volume – The minimum amount acceptable if only a part of the requested volume can be granted. Required if 8 above is Yes. Character data.
10. Offer Number – Required if the request being submitted is the result of an auction or permanent release. Numeric data which conforms to the auction or permanent release number being bid upon.
11. Bid Rate – Dollar amount being submitted as bid amount on auction or permanent release. Decimal data which conforms with pipeline rates.
12. Bidder's Contingency Indicator – An indicator that tells the pipeline that the bid is subject to a contingency. Character data (Y/N).
13. Contingency – Character data which states the contingency if 12 above is yes this field is required.

**D. Measuring Point Information. Required for firm service only. Data elements are as follows:**

1. Activity Field – Add, Increase, Reduce, Delete the record indicated. Character data (A/add, I/increase, R/reduce, D/delete). Activity code is to be associated with each record that is to be changed.
2. Gas Transportation Receipt Point(s) – Point of receipt where the gas supply changes are to be made. Multiple points of receipt must be accepted. Character data from selection criteria.
3. Gas Transportation Receipt Volume in Dekatherms – A volume in dekatherms must be submitted for each receipt point that is to be changed. Numeric data. The total receipt volume change submitted must equal the total delivery volume change submitted and each individually (the total receipt volume change or the total delivery volume change) must equal the transportation demand change in C-5 above.
4. Gas Transportation Delivery Point(s) – Point of delivery where the gas delivery changes are to be made. Multiple points of delivery must be accepted. Character data from selection criteria.
5. Gas Transportation Delivery Volume in Dekatherms – A volume in dekatherms must be submitted for each delivery point that is to be changed. Numeric data. The total delivery volume change submitted must equal the total receipt volume change

submitted and each individually (the total receipt volume change or the total delivery volume change) must equal the transportation demand change in C-5 above.

**E. Other data Pertinent to the Request. Data elements as follows:**

1. General Comments – Character data for any additional information the requester wishes to submit. Optional.

Note: If electronically submitted, the system captures the electronic ID of the submitting party as a signature. If submitted in paper format, the requester must sign the request.

**Request for Service – Revise Receipt/Delivery Points on an Existing Agreement: (firm service only)**

This request is to change the receipt/delivery points only without changing the associated demand levels. No credit worthiness review is required as no additional exposure will occur. A capacity review is required as the capacity must be serviceable by the pipeline for the remaining life of the agreement.

Upon approval of the capacity requirements for the proposed change, the pipeline electronically executes the revision. This constitutes the pipeline's agreement to the requested change. An e-mail notice is sent to the requester or his agent stating that a contract is awaiting electronic execution. The customer should queue and print the revision, review for accuracy based upon the request and execute the revision electronically. The electronic execution by the requester constitutes his confirmation and acceptance of the proposed revision. The system will take the approved revision record and place it in the contract system, assign a revision number and feed that number back to the requester. The agreement changes as reflected are now part of the contract.

**A. Changes are Applicable to:**

1. Agreement Number – Agreement number conforms to the pipeline's agreement configuration and must be an agreement that currently exists for the requester.
2. Rate Schedule – Rate schedule associated with the agreement that is to be revised. Additional data collected to assure the correct agreement is being revised.

**B. Business Party Information. Data elements for confirmation required as follows:**

1. Transportation Service Provider – Common code, Duns number.
2. Requester Company Code – Common code, Duns number.
3. Requester Address -
  - Street – Character data
  - City – Character data
  - State—Character data (to allow for foreign address input)
  - Zip Code—Character data (to allow for foreign address input)
4. Requester Contact Person – Name of primary contact.
5. Requester Contact phone number – Phone number of primary contact person.
6. Requester Contact fax number – Number of facsimile for primary contact person.

Note: Provide multiple collection of 1-5 above to allow different addresses, etc for different functions—mailing, billing, imbalance, etc. May also need to identify the identity of the requester if different from the Shipper.

**C. Measuring Point Information. Required for firm service only. Data elements required as follows:**

1. Control date – Assign the date the request is received to facilitate tracking. Capturing the date assures the assignment of available capacity on a first-come, first-serve basis. Date configuration (1999-05-01) assigned by the computer system based on current date.
2. Sequence Number – Assign a sequence number, which facilitates tracking the number of requests received for that day. The combination of the Control Date and Sequence Number causes a unique identifier for each request. Numeric configuration (0001) assigned sequentially by the computer system.
3. Beginning Date of Request Change – Date on which the revision is to begin. The date for the requested change must be in the future. Date configuration (1999-05-01).

4. Activity Field – Add, Increase, Reduce, Delete the record indicated. Character data (A/add, I/increase, R/reduce, D/delete). The activity code is to be associated with each record that is to be changed.
5. Gas Transportation Receipt Point(s) – Point of receipt where the gas supply changes are to be made. Multiple points of receipt must be accepted. Character data from selection criteria.

Volumes in item 6 and 8 below are to reflect the amount of the change only.

6. Gas Transportation Receipt Volume in Dekatherms – A volume in dekatherms must be submitted for each receipt point that is to be changed. Numeric data. Any volume change must be an even swap of dekatherm for dekatherm in order to equal the volumes previously granted on the agreement as receipt volumes.
7. Gas Transportation Delivery Point(s) – Point of delivery where the gas delivery changes are to be made. Multiple points of delivery must be accepted. Character data from selection criteria.
8. Gas Transportation Delivery Volumes in Dekatherms – A volume in dekatherms must be submitted for each delivery point that is to be changed. Numeric data. Any volume change must be an even swap of dekatherm for dekatherm in order to equal the volumes previously granted on the agreement as delivery volumes.

**D. Other Data Pertinent to the Request. Data elements are as follows:**

1. General Comments – Character data for any additional information the requester wishes to submit. Optional.

Note: If electronically submitted, the system captures the electronic ID of the submitting person as a signature. If submitted in paper format, the requester must sign the request.