

## List of Steps for Creation of Standards Manuals

Last Modified: 02/08/11/2002

Last Reviewed: 02/11/2002

~~1. Compile MR Recommendations, Minor Clarifications and Corrections, Errata, and Technical Change Log.~~

21. Use Publication Input Documents (MR Recommendations, Minor Clarifications and Corrections, Errata, and Technical Change Log) to make modifications to the following ~~b~~Baseline ~~d~~Documents, which comprise the ~~s~~Standards ~~m~~Manuals documents:

~~Implementation Manuals: Nominations, Flowing Gas, Invoicing, and Capacity Release~~

~~Table of Contents~~

~~Version Notes~~

~~Executive Summary~~

~~Business Process and Practices~~

~~Related Standards~~

~~Version Cross Reference and Interpretation Cross Reference~~

~~Principles, Definitions, Standards~~

~~Interpretations~~

~~Technical Implementation of the Business Processes~~

~~Sample Paper Transactions~~

~~Data Dictionaries~~

~~Code Values Dictionaries~~

~~Data Element Cross Reference to ASC X12~~

~~Sample X12 Transaction~~

~~EDI Document (EDISIM)~~

~~Transaction Set Tables~~

~~Implementation Manual: Electronic Delivery Mechanism (EDM)~~

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~~Technical Implementation— Internet EDI/EDM and Batch FF/EDM~~

~~Technical Implementation— Informational Postings Web Site~~

~~Technical Implementation— EBB/EDM~~

~~Technical Implementation— FF/EDM~~

~~Appendices~~

~~Implementation Manual: Contracts~~

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~~Version Cross Reference and Interpretation Cross Reference~~

~~Models and Standards~~

~~Sample Contracts~~

~~Standards Manuals: One file contained in all Books:~~

~~Related Standards~~

~~Standards Manuals: One file contained in Nominations, Flowing Gas, Invoicing, and Capacity Release:~~

~~Introduction~~

Standards Manuals: Nominations, Flowing Gas, Invoicing, and Capacity Release: Each of the listed manuals has its own unique version of the following files:

- Table of Contents
- Version Notes
- Executive Summary
- Business Process and Practices

Standards Manuals: Nominations, Flowing Gas, Invoicing, and Capacity Release: Each data set contained within each of the listed manuals includes its own unique version of the following files:

- Technical Implementation of the Business Process
- Sample Paper Transaction
- Data Dictionary
- Data Element Cross Reference to ASC X12
- Sample ASC X12 Transaction
- EDI Implementation Guide (EDISIM)
- Transaction Set Tables

Standards Manual: Electronic Delivery Mechanism (EDM)

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- Technical Implementation – Internet EDI/EDM and Batch FF/EDM
- Technical Implementation – Informational Postings Web Site
- Technical Implementation – EBB/EDM
- Technical Implementation – FF/EDM
- Appendices

Standards Manual: Contracts

- Table of Contents
- Version Notes
- Introduction
- Executive Summary
- Business Process and Practices
- Standards Contracts:
  - Base Contract for Short-Term Sale and Purchase of Natural Gas
  - Day Trade Interruptible
  - Trading Partner Agreement
- Model Contracts:
  - Model Funds Transfer Agreement
  - Model Operational Balancing Agreement
- Sample Contracts

Summary Book 1 of 2

- Table of Contents
- Version Cross Reference and Interpretation Cross Reference

All files above, except the EDI Implementation Guide Baseline Documents, are updated using the Microsoft® Word product. The EDI Implementation Guide Baseline Documents are updated using FORESIGHT's® EDISIM product.

32. Verify modifications made to the Baseline Documents in step 21 above against the above listed Publication Input Documents. ~~MR Recommendations, Minor Clarifications and Corrections,~~

~~Errata, and Technical Change Log.~~ Also, “eyeball” formatting, such as fonts, margins, spacing, etc.

- ~~4. Update Version Cross Reference and proofread.~~
- ~~5. Update Interpretations Cross Reference and proofread.~~
- ~~6. Create Version Notes and proofread.~~
3. Each EDI Implementation Guide Baseline Document is first converted to RTF format and then imported into a Word file. This Word file is then modified to incorporate the same document formatting that is used in the rest of the Standards Manual.
- ~~74. All Word documents are converted directly to Adobe Acrobat PDF format. ~~Each EDI document is first converted to RTF format and then imported into a Word file. This Word file is then modified to incorporate the same document formatting that is used in the rest of the standards manual. It is then converted to PDF format and merged in with the other PDF files in the standards manual. Each~~ page is “eyeballed” for formatting issues. ~~Note: Most formatting issues can be resolved by re-creating the PDF file. file again.~~~~
5. The PDF files are then merged together to form the Standards Manuals. Each page is “eyeballed” for formatting issues.
- ~~8.6. Create .pdf PDF file Bookmarks. Proofread and test.~~
- ~~97. Extract Use updated Principles, Definitions, Standards, and Interpretations from each of the modified Baseline Documents entitled Business Process and Practices created in steps 1 and 2 above (Word format) to create Book 1 of 2 (use modified baseline documents created in steps 2-5? above after they have been proofed and final version has been created).~~
8. The Word document is converted to Adobe Acrobat PDF format, creating Book 1 of 2. Each page is “eyeballed” for formatting issues. Note: Most formatting issues can be resolved by re-creating the PDF file.
9. Create PDF file Bookmarks. Proofread and test.
10. ~~Use Use updated Data Dictionaries and Code Values Dictionaries from each of the modified Baseline Documents created in steps 1 and 2 above (Word format) to create a single Word document containing all Data Dictionaries and Code Values Dictionaries. to create Book 2 of 2 (use modified baseline documents created in steps 2-5 above after they have been proofed and final version has been created).~~
11. The Word document is converted to Adobe Acrobat PDF format, creating Book 2 of 2. ~~Put Book 1 of 2 and Book 2 of 2 into .pdf format. Eyeball eEach~~ page is “eyeballed” for formatting issues. Note: Most formatting issues can be resolved by re-creating the ~~.pdf~~ PDF file ~~again~~.
12. Create ~~.pdf~~ PDF file Bookmarks. Proofread and test.