

## List of Steps for Creation of Standards Manuals

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1. Use Publication Input Documents (MR Recommendations, MCA Recommendations, Errata, and Technical Change Log) to make modifications to the following Baseline Documents, which comprise the Standards Manuals documents:

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)

- Table of Contents
- Version Notes
- Introduction
- Executive Summary
- Business Process and Practices
- 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 and Book 2 of 2  
Version Cross Reference and Interpretation Cross Reference

Summary Book 1 of 2  
Table of Contents

Summary Book 2 of 2  
Table of Contents

For each of the Baseline Documents pertaining to a given Standards Manual, changes contained in the Publication Input Documents should be made in chronological order. 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.

2. Verify modifications made to the Baseline Documents in step 1 above against the above listed Publication Input Documents. Also, "eyeball" formatting, such as fonts, margins, spacing, etc.
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.
4. All Word documents are converted to Adobe Acrobat PDF format. *Each* page is "eyeballed" for formatting issues. Note: Most formatting issues can be resolved by re-creating the PDF file.
5. The PDF files are then merged together to form the Standards Manuals. *Each* page is "eyeballed" for formatting issues.
6. Create PDF file Bookmarks. Proofread and test.
7. To begin creation of Summary Book 1 of 2, extract 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 a single Word document. This includes merging in Table of Contents, Version Cross Reference and Interpretation Cross Reference.
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. To begin creation of Summary Book 2 of 2, use 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. This includes merging in Table of Contents, Version Cross Reference and Interpretation Cross Reference.
11. The Word document is converted to Adobe Acrobat PDF format, creating Book 2 of 2. *Each* page is "eyeballed" for formatting issues. Note: Most formatting issues can be resolved by re-creating the PDF file.
12. Create PDF file Bookmarks. Proofread and test.
13. Publish Standards Manuals (Post and Distribute).