



Contracts II – IT and Pooling

Training Module

This is a guide to create and view Interruptible and Pooling contracts, view and create amendments to a contract and approve a routing on the Transco 1Line System.



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Important Information – Please Read

The information provided herein is for informational purposes only and does not modify any provision in Transco's FERC Gas Tariff. If a conflict exists between this information and Transco's FERC Gas Tariff, the provisions in Transco's FERC Gas Tariff apply. Transco makes no representation or warranty as to the completeness or accuracy of this information. Transco shall not be liable for any informational errors, incompleteness or delays, or for any actions taken in reliance on this information.

To review the tariff language specific to any topic, go to [Transco's Informational Postings page](#), and select **Tariff** from the left hand navigation menu.

Introduction

Contracts are needed to transport gas on Williams Gas Pipeline-Transco. This material will show you how to create and view **Interruptible Transportation (IT)**, and **Pooling** contracts; how to create an amendment to a contract and approve a routing stop.

It is important to establish Credit prior to creating agreement.

Note: To perform an action you can use the Right Click Menu or Action Menu in the upper right corner.

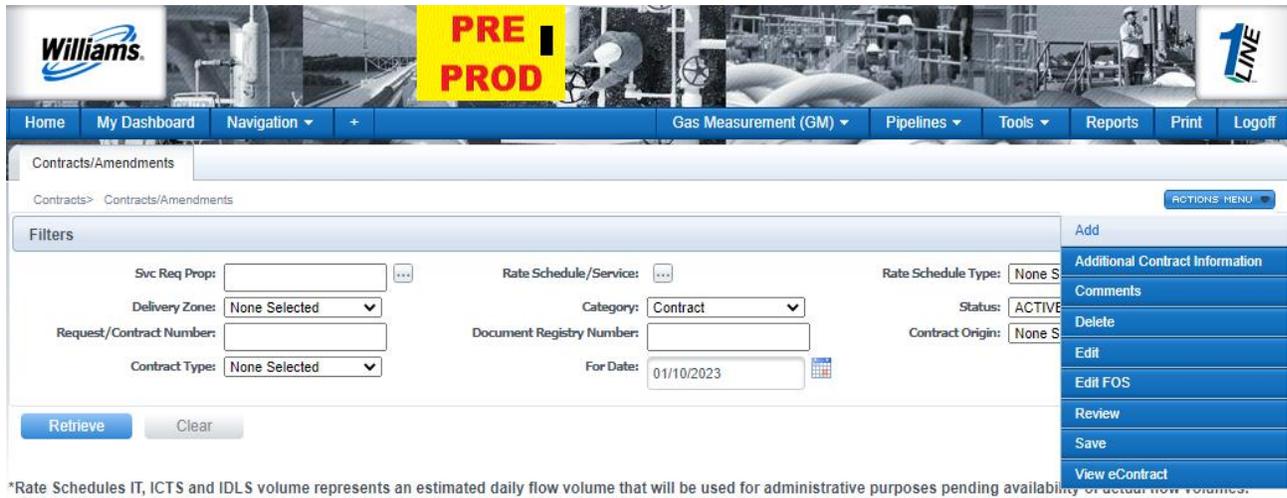
Create an IT Contract

To create an IT contract, login to 1Line and follow these steps:

1. Select: Navigation > Contracts > Contracts/Amendments

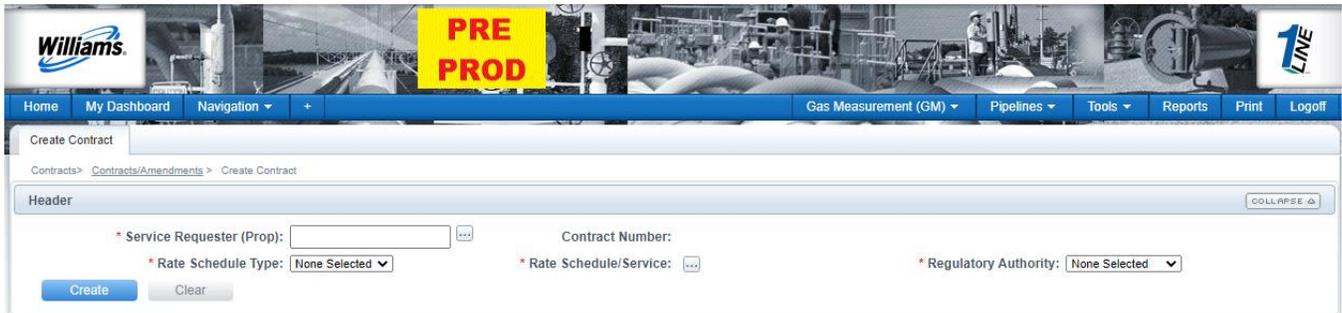
The screenshot displays the 1Line web application interface. At the top, there is a banner with the Williams logo on the left, a 'Training' button in the center, and the 1LINE logo on the right. Below the banner is a navigation bar with 'Home', 'Navigation', and a plus sign on the left, and 'Measurement', 'Tools', 'Reports', 'Print', and 'Logoff' on the right. A dropdown menu is open under 'Navigation', listing various options: Nominations, Flowing Gas, Invoicing, Capacity Release, Contracts (highlighted), Discounts, Customer Information, Retro Request Lists, Downloads, Other, Informational Postings, and Site Map. The 'Contracts' dropdown is further expanded to show 'Contracts/Amendments' (highlighted), 'Contracts By Location', 'Contract Rights', and 'Routing Slips'. To the right of the navigation menu, there is a 'Pipeline Conditions' box with the text 'Pipeline conditions not available'. Below the navigation menu, there is a section with various notices and updates, including 'Imbalance data is available through 10/16/2012', 'Imbalance data for August is Final', and 'Monthly Demand Invoices for September are Final'.

2. The Contract/Amendments page loads.



3. Select: Actions > Add.

- This will take you to the **Create Contract** page, as shown below.



1. On the **Header** panel, use the look up feature  to retrieve the following required information:

- **Service Requestor (Prop):** (will default to the entity your id is tied to)
- **Rate Schedule Type:** TFO
- **Rate Schedule/Service:** IT
- **Regulatory Authority:** 284g-Other

2. After the above data is filled-in, return to the create contract page>**Select the Create Button.**

- This will take you to the Terms panel as shown below.

3. On the Terms panel enter in the details of the contract. The following fields will be displayed:

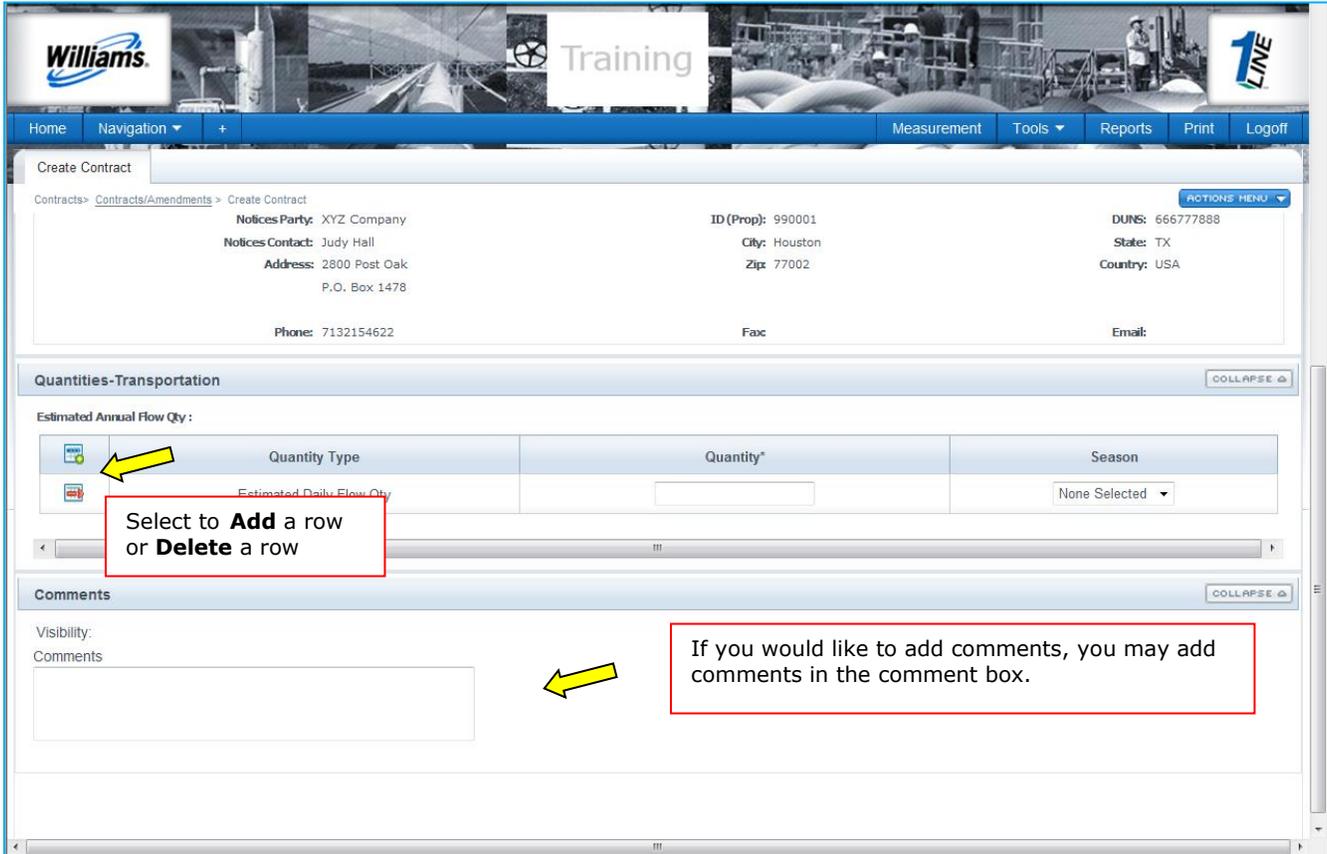
- **Commencement Date:** the first anticipated day of flow; it should not be a day in the past
- **Document Expiration Date:** should be one month from the Commencement Date, or
- **Contract terms:** system calculated
 - **Note:** Fill in Document Expiration Date or Contract terms and the system will calculate the other.
- **Delivery Zone:** leave this field blank
- **Evergreen:** defaults to **Yes**. This means the contract will continue until the shipper or pipeline terminates it in writing.
- **Notification Period:** defaults to 30 Days
- **Notification Responsibility:** select **Either Party**.
- **Rollover Period:** same as Notification Period.
- **Regulatory Authority:** defaults to **284g - Other**.

4. Select **Save**.

- The **Save Action** will validate contract data.
- A contract number will be generated, a message will appear at the bottom of the screen on the left: "Save completed successfully"
- Your contract will be saved in "Draft" status and can be modified.

5. After the above data is saved, you can continue creating your contract. Continue on to the Quantities-Transportation panel. Select the 'Add a Row' icon as shown in screen below. A row appears and you will key in the following fields will be displayed:

- **Estimated Annual flow Quantity:** this will be automatically calculated by 1Line.
- **Quantity Type:** *estimated Daily Flow Quantity.*
- **Quantity:** *enter the volume that you anticipate flowing on a daily basis.*
- **Season:** Select Non-Seasonal.



6. Review the contract and if everything is satisfactory, Select **Actions > Submit**.

- The contract will be in **Pending** status and will be processed for routing approvals.
- You will then see this message at the bottom of the screen to the left: *Save completed successfully, and Submit completed successfully and Request (or Amendment) has been Routed.*

Home My Dashboard Navigation + Gas Measurement (GM) Pipelines Tools Reports Print Logoff

Create Contract

Contracts/Amendments > Create Contract

Header

- Service Requester (Prog): 238900 1LINE DUMMY GAS CUSTOMER
- Contract Number: 9268435
- Rate Schedule Type: TFO
- Rate Schedule/Service: IT
- Regulatory Authority: 284g - Other

Terms

- Commence Date: 01/10/2023
- Document Expiration Date: 01/10/2024
- System Termination Date: 12/31/2999
- Delivery Zone: None Selected
- Evergreen: Yes
- Notification Period: 30 Day(s)
- Notification Responsibility: Either Party
- Rollover Period: 30 Day(s)
- Regulatory Authority: 284g - Other
- Name Of OBO Party: Type Of OBO Party: None Selected
- OBO Activity: None Selected (Note: If required, applicable "on behalf of" letter must be submitted.)

Contact Information

Requester ID: ASARABSA Austin Sarabia DUNS: 123456789 Submitt Date/Time:	Service Requester: 1LINE DUMMY GAS CUSTOMER Principal Office Location - City: WGP Affiliates: No	ID: 238908 City: HOUSTON Zip: 77251	DUNS: 123456789 State: TX Country: USA
Billing Party: 1LINE DUMMY GAS CUSTOMER Billing Contact: SSA, 1LINE DUMMY GAS CUSTOMER Address: PO BOX 1396 TRANSPORT SERVICES - LEVEL 13 Phone: 7132154244	ID: 238908 City: HOUSTON Zip: 77251	Fac:	Email:
Holds Party: 1LINE DUMMY GAS CUSTOMER Holds Contact: SSA, 1LINE DUMMY GAS CUSTOMER Address: PO BOX 1396 TRANSPORT SERVICES - LEVEL 13 Phone: 7132154244	ID: 238908 City: HOUSTON Zip: 77251	Fac:	Email:

Quantities-Transportation

Estimated Annual Flow Qty: 7,300,000 dt

Save completed successfully.
Submit completed successfully and Request (or Amendment) has been Routed.

Note: A routing slip is created when the contract is submitted. The person(s) with the **Contracts Execute** role will receive an email from 1Line informing them that there is a contract awaiting their approval. The shipper will only see the 'Shipper Execute Stop'.

Williams Training 1LINE

Home Navigation + Measurement Tools Reports Print Logoff

Contracts/Amendments

Contracts > Contracts/Amendments

Filters

Svc Req Prop: 990001 Rate Schedule/Service: XYZ Rate Schedule Type: None Selected Delivery Zone: None Selected

Category: Contract Status: ACTIVE Request/Contract Number: Contract O

Contract Type: None Selected For Date: 10/17/2012

Retrieve Clear

Rate Schedules IT, ICTS and IDLS volume represents an estimated daily flow volume that will be used for administrative purposes pending availability of actual flow volumes.

ACTIONS MENU

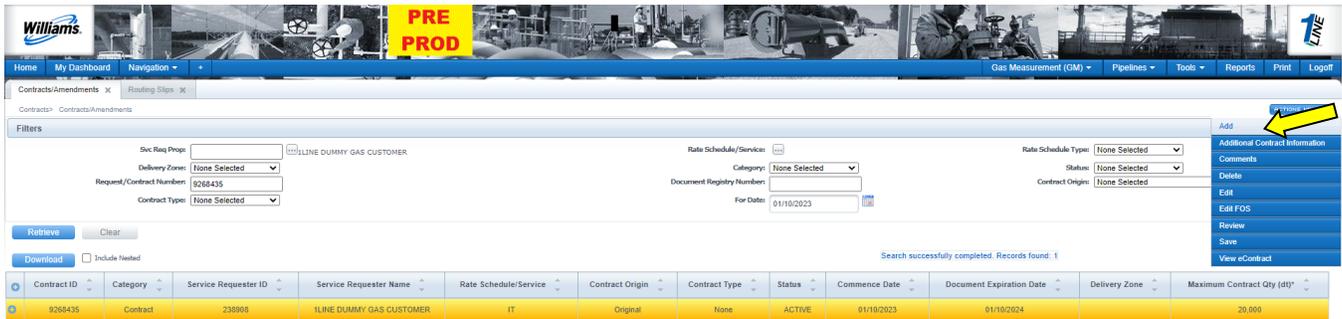
- Add
- Additional Contract Information
- Comments
- Delete
- Edit
- Review

Action Menu Functionality

- **Add** – The user can add a new contract or a new amendment for a contract.
- **Additional Contract Information** – the page will display additional contract information page.
- **Comments** – a modal page popup and displays all the existing comments of a contract and user can add a new comment.
- **Delete** – only draft contract or draft amendment can be deleted.
- **Edit** – The user can select a contract or amendment record to edit the contract or the amendment.
- **Review** – The user can select a contract or amendment record for review.

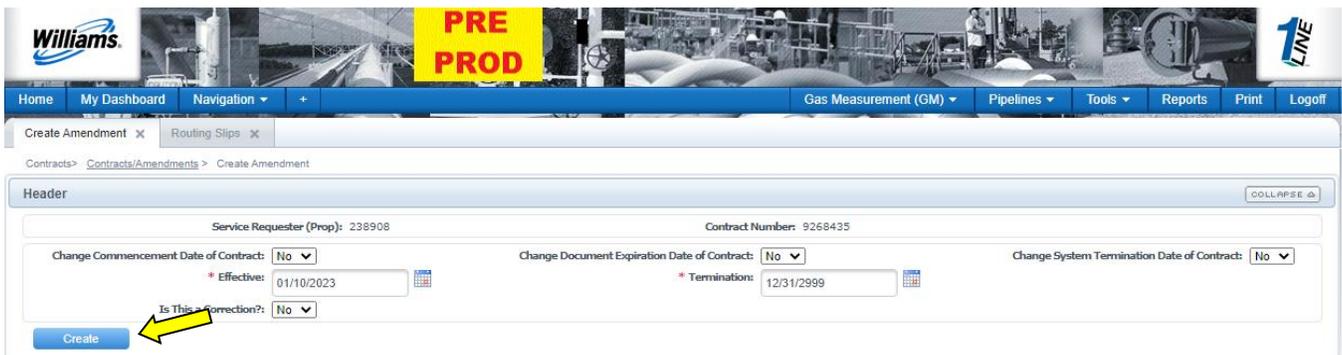
Create an Amendment on IT Contract

1. To amend a contract, **Select** the contract from the **Contracts/Amendments** page and select **Add** from the Action Menu.



*Rate Schedules IT, ICTS and IDLS volume represents an estimated daily flow volume that will be used for administrative purposes pending availability of actual flow volumes.

2. Enter the necessary information in Create Amendment header panel, Select the Create Button. The effective and termination date on the header is the term of the amendment not the contract.



Amendment is created and saved successfully.

3. Enter your changes to the contract and select **Submit** from the action menu.

A routing approvals slip is created the moment the contract is amended. The person(s) with the **Contracts Execute** role will receive an email from 1Line informing them that there is an amendment awaiting their approval. The shipper will only see the 'Shipper Execute Stop'.

IT Contract Routing Slips

The following **Routing Slips** must be approved by the relevant parties before the contract can be used.

- **Review:** Commercial Services Rep assigned to BA conducts initial review of contract.
- **Treasury:** Checks for credit worthiness.
- **Shipper Execute:** Contract is routed to the customer for review and approval.
- **Pipeline Execute:** Commercial Services Rep checks contract once more.
- **Activate:** 1Line processes the contract into Active status.

When notified that the contract is ready to execute, login to 1Line, and follow these steps:

1. Select: **Navigation > Contracts > Routing Slips**.
2. Once the **Routing Slips** page displays, filter as needed and **Select Retrieve** to display any contract or amendment pending your approval.

3. Select Service Request or Amendment>Action>Review to review the details of the selected contract or amendment before approval. At this point you can check the details of the contract or amendment to confirm data before you approve the stop. Click on the Routing Slips breadcrumb to return to Routing Slips.
4. Expand the open routing slip associated with the Service Request or Amendment selected by using the + sign to see the routing slip information.
5. To approve, **Select the Stop** and **Select Actions> Approve** from the Right Click or Action Menu.

The screenshot shows the Williams ONE software interface. The top navigation bar includes 'Home', 'Navigation', 'Measurement', 'Tools', 'Reports', 'Print', and 'Logout'. The main content area is titled 'Routing Slips' and contains a search filter section with 'Request Type: ALL', 'Status: Open', and 'Service Requester (Prop): 990001'. Below the filters are 'Retrieve', 'Clear', and 'Download' buttons. A message states 'Search successfully completed. Records found: 1'. The main table lists routing slip records with columns for Service Requester Name, WGP Affiliate, Request Type, Rate Sched, Contract/Amendment, Discount/Discount Type, Routing Slip Begin Date, and Routing Status. One record is expanded to show a detailed view of a 'Shipper Execute' stop with the following data:

Stop Name	Responsible Party	Due Date	Create Date	Response Date	Status	User ID	Route Sequence Number
Shipper Execute	Shipper Route	10/12/2012	10/10/2012 10:28:01	10/10/2012	Approved	UE01701	30

6. The routing stop now displays Approved Status. The next Transco Responsible Party will be notified.

The screenshot displays the Williams ONE system interface for Routing Slips. The top navigation bar includes Home, Navigation, Measurement, Tools, Reports, Print, and Logout. The main content area shows filters for Request Type (ALL), Status (Open), Service Requester (Prop) (990001), and Routing Date Begin. A table lists routing slip records, with one record highlighted in yellow. An action menu is open over this record, showing options: Approve, Comments, Reject, and Review.

Service Requester Name	WGP Affiliate	Request Type	Rate Sched	Contract/Amendment	Discount/Discount Type	Routing Slip Begin Date	Routing Status
XYZ LDC Company/990001	No	Amendment	IT	3000023 / 1		10/10/2012	Open

Stop Name	Responsible Party	Due Date	Create Date	Response Date	Status	User ID	Route Sequence Number
Shipper Execute	Shipper Route	10/12/2012	10/10/2012 10:28:01	10/10/2012	Approved	UE01701	30

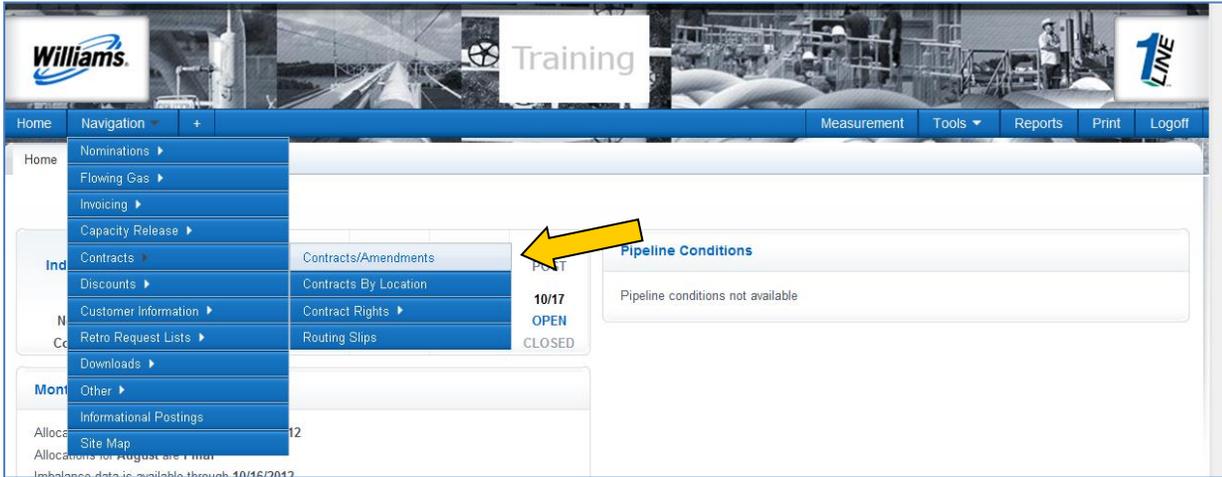
Action Menu Functionality

- **Approve** – The user can add a new contract or a new amendment for a contract.
- **Comments** – a modal window will popup and displays all the existing comments, and user can add a new comment.
- **Reject** – a page will pop up with two options; reject slip and revised pending contract or reject slip and reject pending contract.
- **Review** – The user can select a slip record for review.

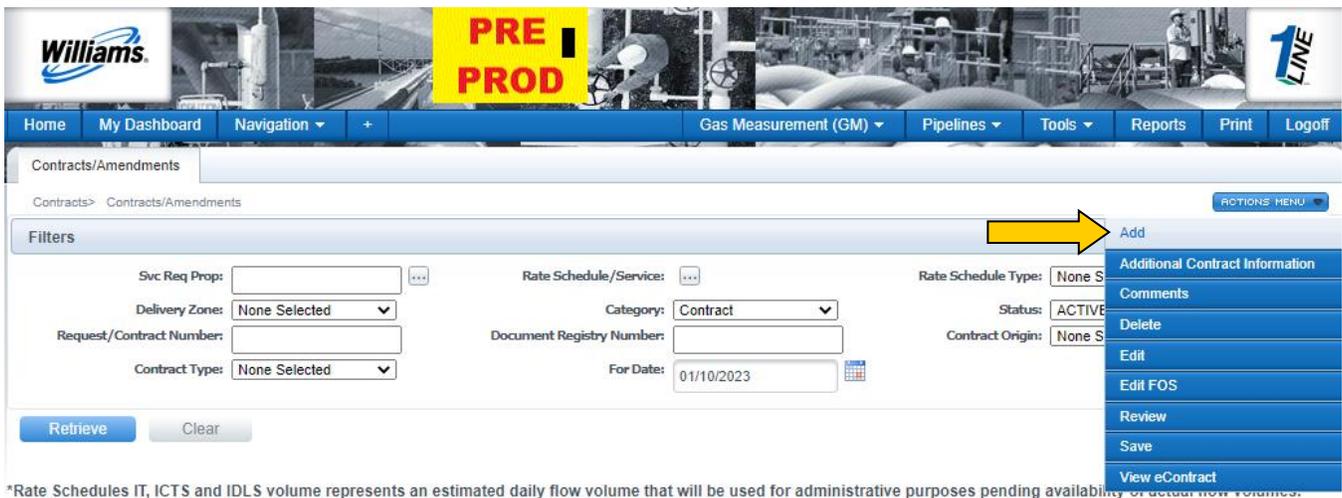
Create a Pooling Contract

To create a **POOLING** contract, login to 1Line and follow these steps:

1. Select: Navigation > Contracts > Contracts/Amendments

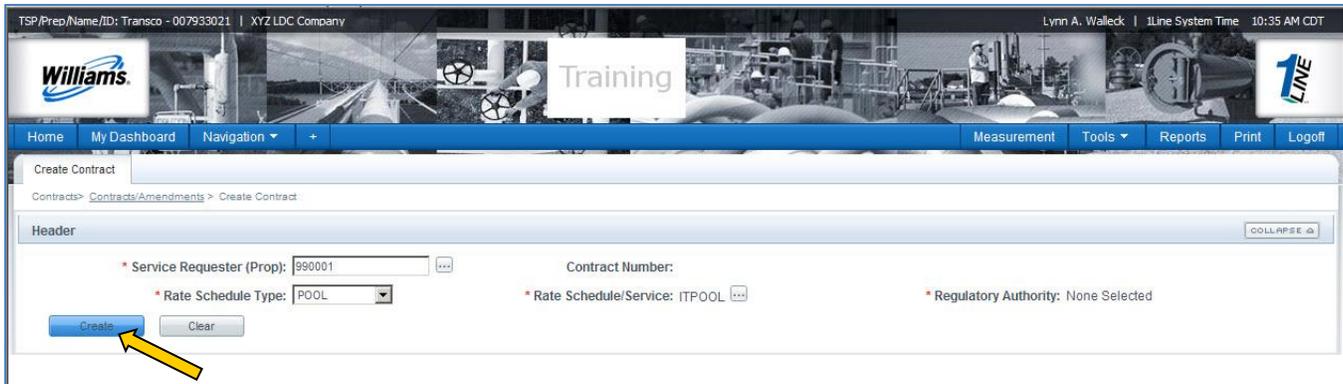


2. The Contract/Amendments page loads.



3. Select: **Actions** > **Add**.

- This will take you to the **Create Contract** page, as shown below.

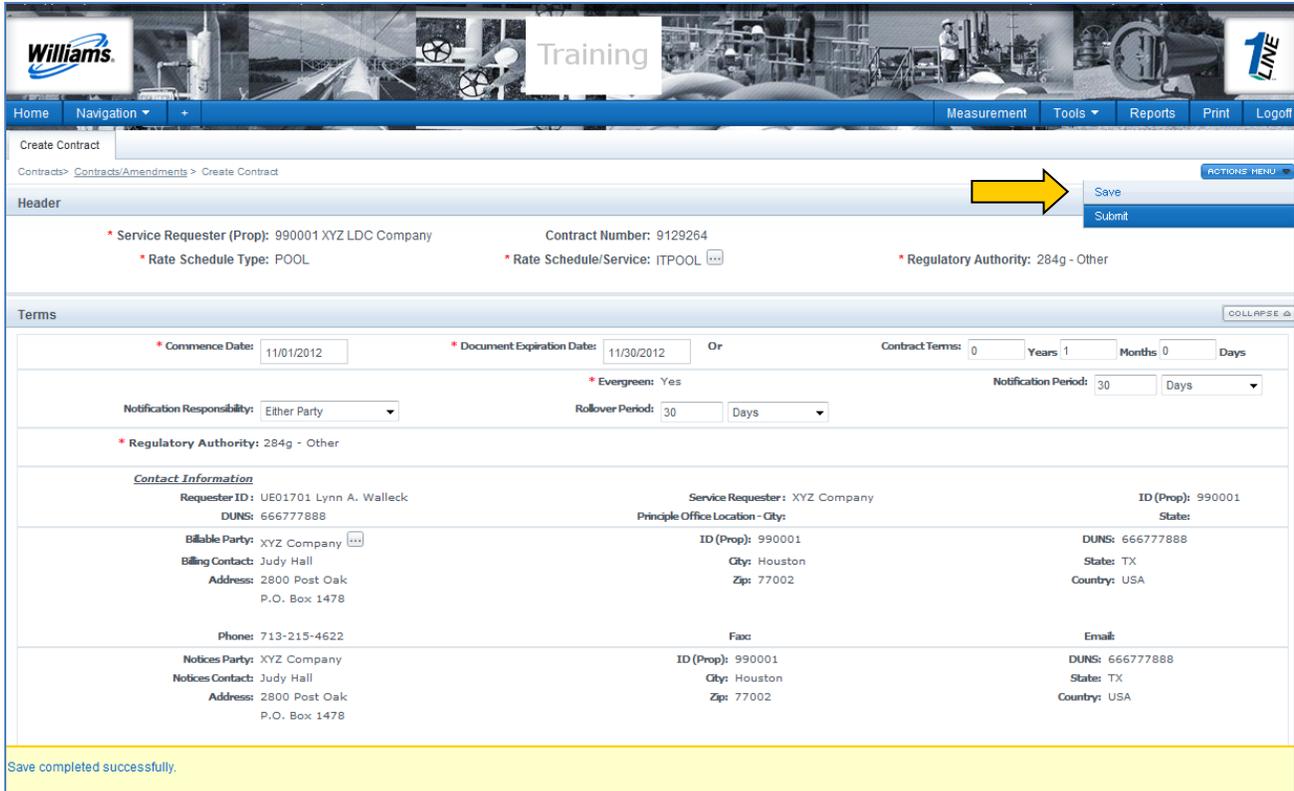


4. On the **Header panel**, use the look up feature  to retrieve the following required information:

- ***Service Requestor (Prop): (will default to the entity your id is tied to)***
- ***Rate Schedule Type: POOL***
- ***Rate Schedule/Service: ITPOOL or FTPOOL***
- ***Regulatory Authority: None Selected***

5. After the above data is filled-in, select the **Create Button**.

This will take you to the Terms panel as shown below.



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Home Navigation Measurement Tools Reports Print Logout

Create Contract

Contracts > Contracts/Amendments > Create Contract

Header

* Service Requester (Prop): 990001 XYZ LDC Company Contract Number: 9129264
 * Rate Schedule Type: POOL * Rate Schedule/Service: ITPOOL * Regulatory Authority: 284g - Other

Terms

* Commencement Date: 11/01/2012 * Document Expiration Date: 11/30/2012 Or Contract Terms: 0 Years 1 Months 0 Days
 * Evergreen: Yes Notification Period: 30 Days
 Notification Responsibility: Either Party Rollover Period: 30 Days
 * Regulatory Authority: 284g - Other

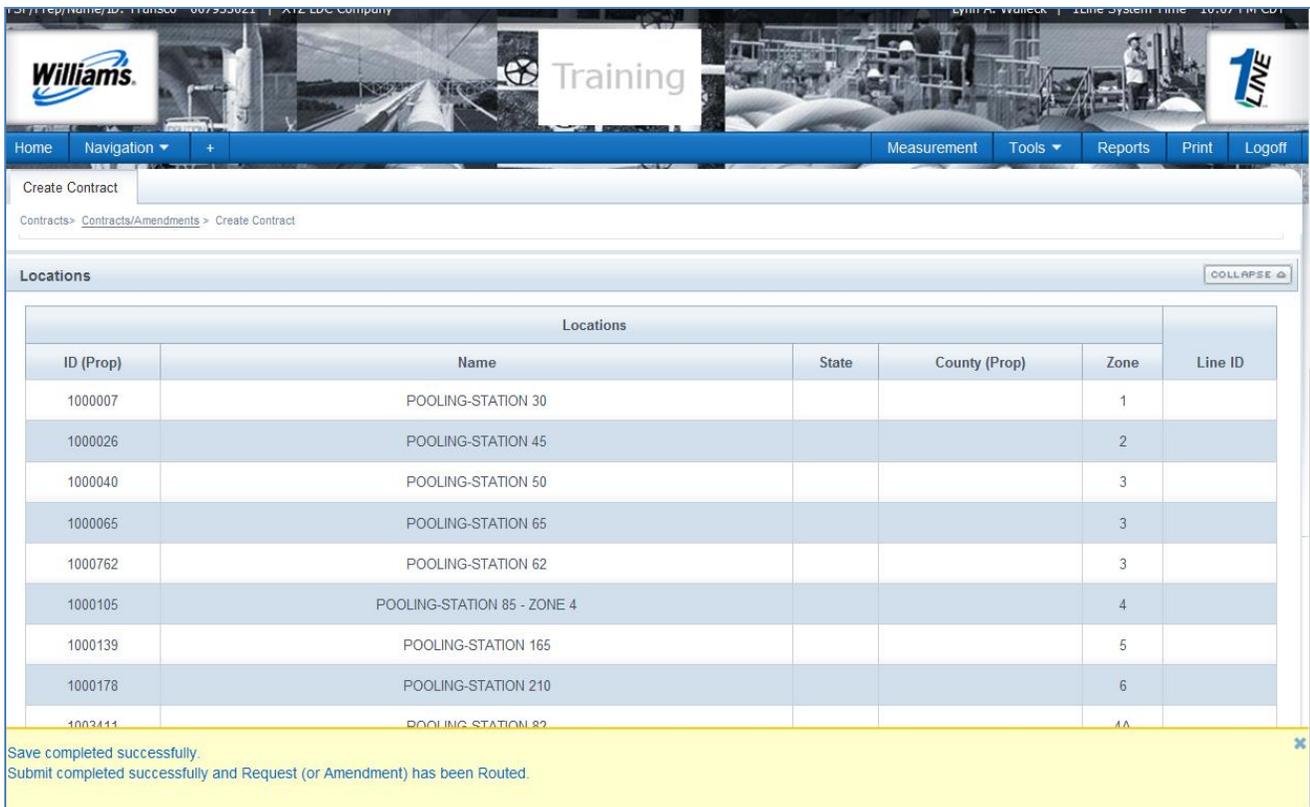
Contact Information

Requester ID: UE01701 Lynn A. Walleck DUNS: 666777888	Service Requester: XYZ Company Principle Office Location - City:	ID (Prop): 990001 State:
Billing Party: XYZ Company Billing Contact: Judy Hall Address: 2800 Post Oak P.O. Box 1478 Phone: 713-215-4622	ID (Prop): 990001 City: Houston Zip: 77002	DUNS: 666777888 State: TX Country: USA
Notices Party: XYZ Company Notices Contact: Judy Hall Address: 2800 Post Oak P.O. Box 1478	ID (Prop): 990001 City: Houston Zip: 77002	DUNS: 666777888 State: TX Country: USA

Save completed successfully.

6. On the Terms panel enter in the details of the contract. The following fields will be displayed:

- **Commencement Date:** the first anticipated day of flow; it should not be a day in the past.
- **Document Expiration Date:** should be one month from the Commencement Date, or
- **Contract terms:** system calculated, Fill in Document Expiration Date or Contract terms and the system will calculate the other.
- **Evergreen:** defaults to **Yes**. This means the contract will continue until the shipper or pipeline terminates it in writing.
- **Notification Period: 30 Days – (Recommended)** Type 30 in the first blank text box, and then select Days from the dropdown.
- **Notification Responsibility:** select **Either Party**.
- **Rollover Period:** same as Notification Period.
- **Regulatory Authority:** defaults to **284g - Other**.



Williams Training 1LINE

Home Navigation + Measurement Tools Reports Print Logoff

Create Contract

Contracts > Contracts/Amendments > Create Contract

Locations COLLAPSE

ID (Prop)	Name	State	County (Prop)	Zone	Line ID
1000007	POOLING-STATION 30			1	
1000026	POOLING-STATION 45			2	
1000040	POOLING-STATION 50			3	
1000065	POOLING-STATION 65			3	
1000762	POOLING-STATION 62			3	
1000105	POOLING-STATION 85 - ZONE 4			4	
1000139	POOLING-STATION 165			5	
1000178	POOLING-STATION 210			6	
1003444	POOLING-STATION 82			4A	

Save completed successfully.
Submit completed successfully and Request (or Amendment) has been Routed.

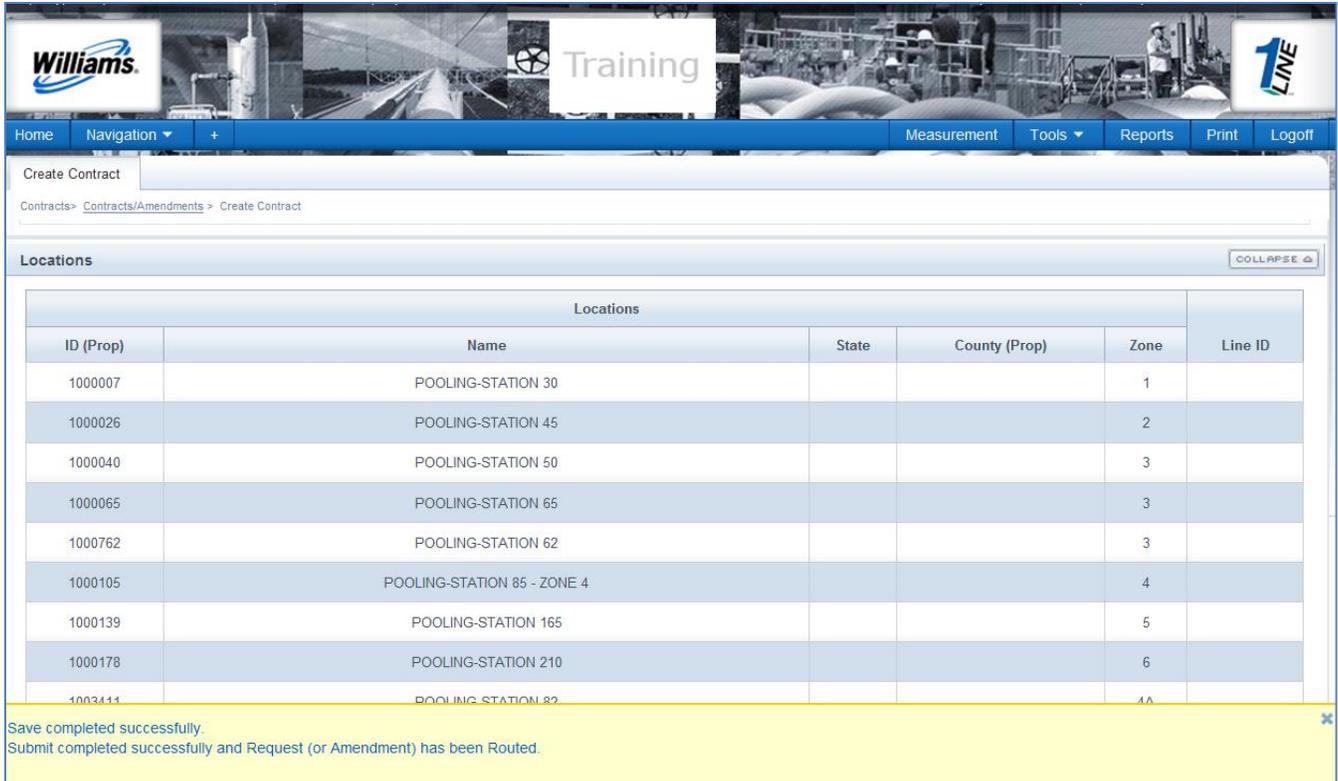
7. Select **Save**.

- The **Save Action** will validate contract data.
 - a. A contract number will be generated, then you will see this message at the bottom of the screen on the left: “Save completed successfully”
 - b. Your contract will be saved in “Draft’ status and can be modified.

8. If you would like to add comments, you may add Comments in the comments panel.

9. Review the contract and if everything is satisfactory, select **Actions > Submit**.

- a. The contract will be in **Pending** status and will be processed for routing approvals.
- b. A message will appear at the bottom of the screen to the left: *Save completed successfully, and Submit completed successfully and Request (or Amendment) has been Routed.*



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Home Navigation + Measurement Tools Reports Print Logoff

Create Contract

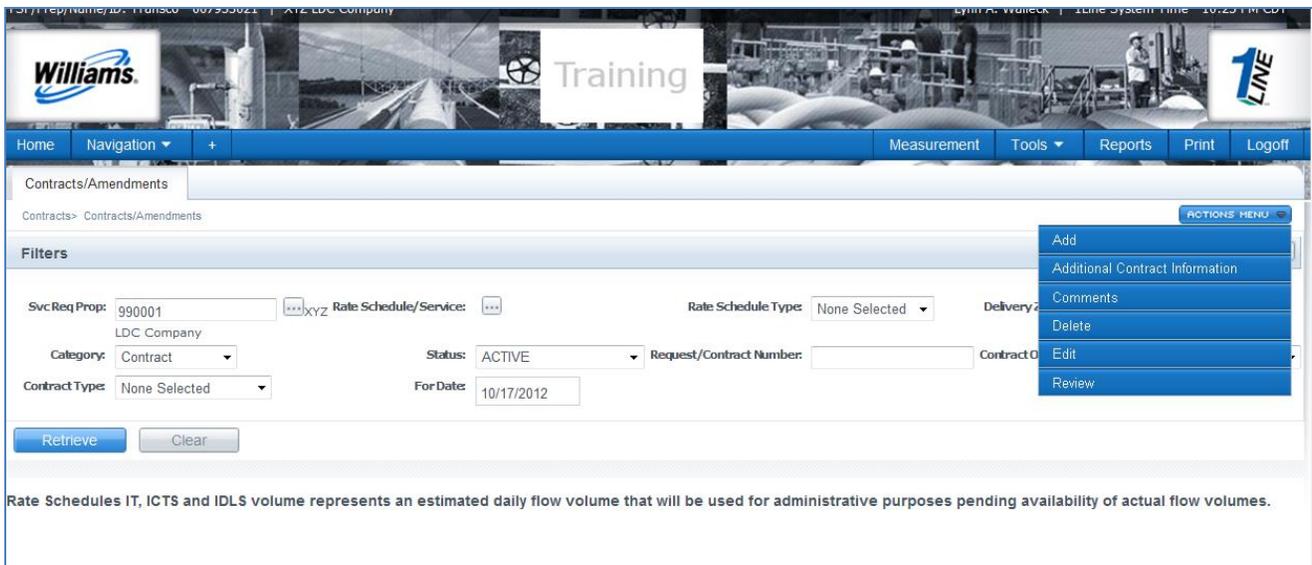
Contracts > Contracts/Amendments > Create Contract

Locations COLLAPSE

Locations					
ID (Prop)	Name	State	County (Prop)	Zone	Line ID
1000007	POOLING-STATION 30			1	
1000026	POOLING-STATION 45			2	
1000040	POOLING-STATION 50			3	
1000065	POOLING-STATION 65			3	
1000762	POOLING-STATION 62			3	
1000105	POOLING-STATION 85 - ZONE 4			4	
1000139	POOLING-STATION 165			5	
1000178	POOLING-STATION 210			6	
1003444	POOLING-STATION 82			4A	

Save completed successfully
Submit completed successfully and Request (or Amendment) has been Routed.

Note: A routing approvals slip is created the moment the contract is submitted. The person(s) with the **Contracts Execute** role will receive an email from 1Line informing them that there is a contract awaiting their approval. The shipper will only see the 'Shipper Execute Stop'.



Action Menu Functionality:

- **Add** – The user can add a new contract or a new amendment for a contract.
- **Additional Contract Information** – the page will display additional contract information page.
- **Comments** – a popup box will display all the existing comments of a contract and user can add a new comment.
- **Delete** – only draft contract or draft amendment can be deleted.
- **Edit** – The user can select a contract or amendment record to edit the contract or the amendment.
- **Review** – The user can select a contract or amendment record for review.

Pooling Contract Routing Slips

The following **Routing Stops** must be approved by the relevant parties before the contract can be used:

- **Review:** TS Rep assigned to BA conducts initial review of contract.
- **Shipper Execute:** Contract is routed to the customer for review and approval.
- **Pipeline Execute:** TS Rep checks contract once more.
- **Activate:** 1Line processes the contract into Active status.

When notified that the contract is ready to execute, login to 1Line, and follow these steps:

1. Select: **Navigation > Contracts > Routing Slips.**
2. Once the **Routing Slips** page displays, filter as needed and **Select Retrieve** to display any contract or amendment pending your approval.

3. Select **Contract>Action>Review** to review the details of the selected contract before approval. At this point you can check the details of the contract to confirm data before you approve the stop. Click the Routing Slips link to return to Routing Slips.
4. Expand the open routing slip associated with the Service Request selected by using the + sign to see the routing slip information.
5. To approve, **Select the Stop** and **Select Actions> Approve** by either using a Right Click on the highlighted line or by selecting the Actions Menu.

The screenshot shows the Williams ONE Training web application interface. The top navigation bar includes 'Home', 'Navigation', 'Measurement', 'Tools', 'Reports', 'Print', and 'Logoff'. The main content area is titled 'Routing Slips' and contains a 'Filters' section with dropdown menus for 'Request Type' (set to ALL), 'Status' (set to Open), and 'Service Requester (Prop):' (set to 990001). Below the filters are 'Retrieve' and 'Clear' buttons. A 'Download' button is also present. A search message indicates 'Search successfully completed. Records found: 1'. The main table displays routing slip information with columns: Stop Name, Responsible Party, Due Date, Create Date, Response Date, Status, User ID, and Route Sequence Number. The first row is highlighted in yellow and shows 'Shipper Execute' as the stop name, 'Shipper Route' as the responsible party, a due date of 10/15/2012, a create date of 10/12/2012 08:48:00, a response date of 10/12/2012 08:48:00, a status of 'Open', a user ID of 20, and a route sequence number of 20. A context menu is open over the 'Open' status, showing options: Approve, Comments, Reject, and Review.

6. The routing stop now displays Approved Status. The next Transco Responsible Party will be notified.

Action Menu Functionality

- **Approve** – The user can approve a new contract or a new amendment for a contract.
- **Comments** – a window will pop up and displays all the existing comments, and user can add a new comment.
- **Reject** – a page will pop up with two options; reject slip and revised pending contract or reject slip and reject pending contract.
- **Review** – The user can select a slip record for review.

For more information on Pooling contracts, please contact your Commercial Services Representative.

Viewing Contracts/Amendments

Contracts and Amendments are viewed and processed in a one-page format.

To retrieve a contract and its amendments navigate to: **Contracts>Contracts/Amendments** from the customer activities home page.

Filter data as needed> Retrieve>Select.

Home Navigation + Measurement Tools Reports Print Logoff

Contracts/Amendments

Contracts> Contracts/Amendments

Filters COLLAPSE

Svc Req Prop: 990001 XYZ LDC Company Rate Schedule/Service: IT Rate Schedule Type: None Selected Delivery Zone: None Selected

Category: Contract Status: ACTIVE Request/Contract Number: Contract Origin: None Selected

Contract Type: None Selected For Date: 10/11/2012

Retrieve Clear

Download Search successfully completed. Records found: 1

	Contract ID	Category	Service Requester Name	Rate Schedule/Service	Contract Origin	Contract Type	Status	Commence Date	Document Expiration Date	Delivery Zone	Maximum Contract Qty (dt)*
	3000023	Contract	XYZ LDC Company	IT	Original	None	ACTIVE	08/17/1987	08/16/1989		339,000

*Rate Schedules IT, ICTS and IDLS volume represents an estimated daily flow volume that will be used for administrative purposes pending availability of actual flow volumes.

To View contract details: Select the contract row> Review from the Action menu.

TSR/PRD/Name/ID/Transco - 007933021 ATZ LDC Company LYNN A. WIGLECK 1 LINE System 1 Line 5:20 PM EDT

Williams **Training** **1 LINE**

Home Navigation + Measurement Tools Reports Print Logoff

Contracts/Amendments

Contracts> Contracts/Amendments

Filters COLLAPSE

Svc Req Prop: 990001 XYZ LDC Company Rate Schedule/Service: IT Rate Schedule Type: None Selected Delivery Zone: None Selected

Category: Contract Status: ACTIVE Request/Contract Number: Contract Origin: None Selected

Contract Type: None Selected For Date: 10/11/2012

Retrieve Clear

Download Search successfully completed. Records found: 1

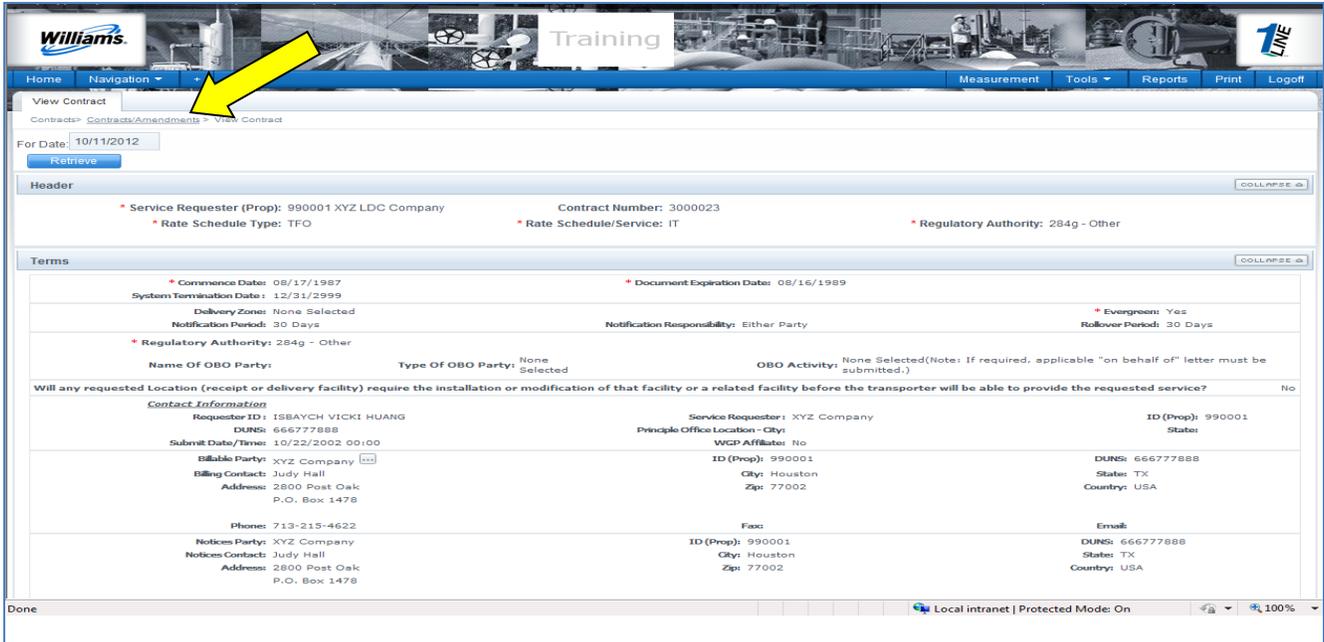
ACTIONS MENU

- Add
- Additional Contract Information
- Comments
- Delete
- Edit
- Review

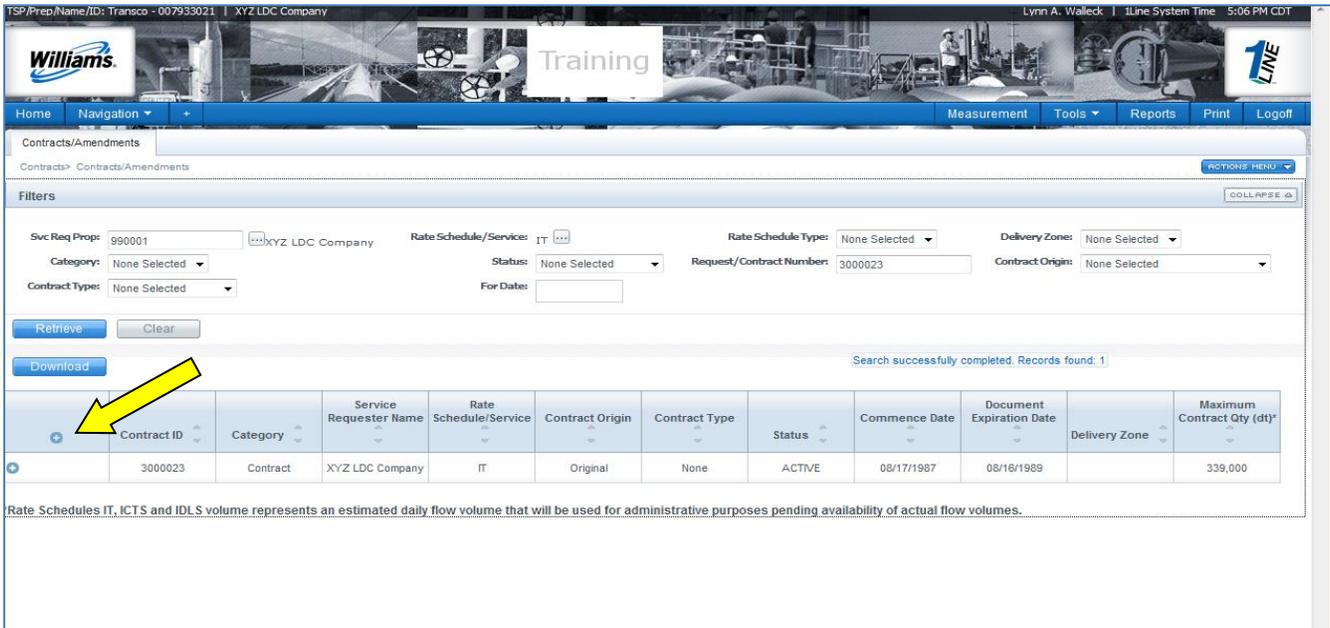
	Contract ID	Category	Service Requester Name	Rate Schedule/Service	Contract Origin	Contract Type	Status	Commence Date	Document Expiration Date	Delivery Zone	Maximum Contract Qty (dt)*
	3000023	Contract	XYZ LDC Company	IT	Original	None	ACTIVE	08/17/1987	08/16/1989		339,000

*Rate Schedules IT, ICTS and IDLS volume represents an estimated daily flow volume that will be used for administrative purposes pending availability of actual flow volumes.

You will be able to view selected contract. To return to the Contracts/Amendments page, click the Contracts/Amendments link.



To view amendments for the selected contract, expand the contract row by using the + button.



The contract amendment list shows the most recent amendment. Amendment 0 is the original contract as it was before amendments.

To view a contract amendment, **highlight the amendment row and select Review from the Actions Menu.**

Contracts/Amendments

Filters

Svc Req Prop: 990001 XYZ LDC Company Rate Schedule/Service: IT Rate Schedule Type: None Selected Delivery Zone: Contract Origin: Contract Type: None Selected Status: ACTIVE For Dates: 10/11/2012

Retrieve Clear Download

	Contract ID	Category	Service Requester Name	Rate Schedule/Service	Contract Origin	Contract Type	Status	Commence Date	Document Expiration Date	Delivery Zone	Maximum Contract Qty (dt)*
	3000023	Contract	XYZ LDC Company	IT	Original	None	ACTIVE	08/17/1987	08/16/1989		339,000
Amendment Number	Effective Date	Termination Date	Amendment Status	Submit Date	Amendment Type	Auto Amendment					
1	10/01/2012	12/31/2999	SHIPPER EXECUTED	10/10/2012	Quantity Amendment						
0	08/17/1987	12/31/2999	ACTIVE	10/22/2002							

ACTIONS MENU: Add, Additional Contract Information, Comments, Delete, Edit, Review

This page shows highlighted changes from the previous amendment. The yellow highlights indicate the item was either changed or added. To return to the Contracts/Amendments page, click the Contracts/Amendments link.

View Amendment

Header

Service Requester (Prop): 990001 Contract Number: 3000023 Amendment: 1

Change Commencement Date of Contract: No Change Document Expiration Date of Contract: No Change System Termination Date of Contract: No

* Effective: 10/01/2012 * Termination: 12/31/2999 Submit Date: 10/10/2012

Is This a Correction?: No Amendment Status: SHIPPER EXECUTED Amendment Type: Quantity Amendment

Quantities-Transportation

Estimated Annual Flow Qty: 127,750,000 dt

Quantity Type	Quantity*	Season
Estimated Daily Flow Qty	350,000	Non-Seasonal

*For this rate schedule, the volume represents an estimated daily flow volume that will be used for administrative purposes pending availability of actual flow volumes.

Comments

To view Additional Contract Information>Select>Action>Additional Contract Information for selected contract.

The screenshot shows the 'Contracts/Amendments' page in the Williams 1LINE system. The page includes a navigation bar with 'Home', 'Navigation', 'Measurement', 'Tools', 'Reports', 'Print', and 'Logoff'. Below the navigation bar, there are filter fields for 'Svc Req Prop' (990001), 'Category' (Contract), 'Contract Type' (None Selected), 'Rate Schedule/Service' (IT), 'Status' (ACTIVE), 'Request/Contract Number', and 'For Date' (10/11/2012). A yellow arrow points to the 'Additional Contract Information' option in the 'ACTIONS MENU' on the right. Below the filters, there is a table with one row of contract data:

Contract ID	Category	Service Requester Name	Rate Schedule/Service	Contract Origin	Contract Type	Status	Commence Date	Document Expiration Date	Delivery Zone	Maximum Contract Qty (dt)*
3000023	Contract	XYZ LDC Company	IT	Original	None	ACTIVE	08/17/1987	08/16/1989		339,000

*Rate Schedules IT, ICTS and IDLS volume represents an estimated daily flow volume that will be used for administrative purposes pending availability of actual flow volumes.

The screenshot shows the 'Additional Information' page for contract 3000023. The page includes a navigation bar with 'Home', 'Navigation', 'Measurement', 'Tools', 'Reports', 'Print', and 'Logoff'. Below the navigation bar, there are filter fields for 'Service Requester' (XYZ LDC Company 990001), 'Request/Contract Number' (3000023), 'Commence Date' (08/17/1987), and 'For Date' (10/11/2012). A yellow arrow points to the 'Download' button in the 'Contract Indicators' section. Below the filters, there is a table with one row of contract indicators:

Effective Date	Credit Status	PPA Include	Pressure Override	Amendable	Tradeable	Elect To Allocate	Contract Base Rate	Index Base Rate	Negotiated Rate	Lump Sum	Rereleasable	Point Substitution	Current Month Cashout
08/17/1987	Yes	No	No	Yes	Yes	N/A	No	No	No	No	N/A	N/A	No

Additional Contract Information

Various **contract indicators** are associated to a contract when it is set up in the 1Line system.

Once a contract is approved, the 1Line system automatically sets the **PPA Included** contract indicator to **YES, pursuant to the Tariff**. This indicator affects how prior period adjustments on the contract are handled in 1Line with respect to trading and cash out.

Prior Period Adjustments (PPAs)

The **PPA Included** indicator is used to specify the customer’s election related to managing prior period adjustments. The two options are explained here:

1. Setting the **PPA Included** indicator to **Yes** will ensure that imbalances resulting from prior period adjustments are included with the current month tradable imbalance and then cashed out at the current month price.
2. A **PPA Included** indicator of **No** will cause imbalances resulting from prior period adjustments to be held separately (not tradable) and cashed out following the procedures listed below:
 - PPAs that reduce the imbalance will have the imbalance recalculated reducing the highest billed tier first and progressing through lower tiers until the entire difference has been allocated.
 - PPAs that increase the imbalance will be cashed out at the highest priced tier originally billed.
 - PPAs that change the imbalance direction (DF to DT or DT to DF) will have the difference cashed out at the average of the weekly Reference Spot Prices applicable to that month.

To change the Indicator an e-mail requesting this change must be sent to a Commercial Services Representative prior to the first of the month for which it is to be changed. The Indicator setting will apply to any PPAs that are made during that month, regardless of the original production month. The default is **Yes** (include PPAs in the current month imbalance).

The table below summarizes the implications of the **PPA Included** contract indicator setting (Y or N).

PPA Included Contract Indicator

Area Affected by the Indicator	PPA Indicator = Y	PPA Indicator = N
Imbalances	Imbalance Trading of PPA quantities allowed.	Imbalance Trading of PPA quantities <u>NOT</u> allowed.
Cash out	Cash out PPA quantities at current month price.	Cash out PPA quantities at prices that are dependent on whether the imbalance is reduced or increased (see General Terms and Conditions, Section 25.2 of Transco’s FERC Gas Tariff).

Please contact your Commercial Services Representative with any Contracts questions.