



Agency



This packet describes the process of creating Agency Relationships between Business Associates. Agencies allow one party to perform activities in 1Line on behalf of another party.

Transco

Agency

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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

An Agency is an agreement between two Business Associates (BA) or Service Requestors that have 1Line access where one party delegates specific roles to the other to transact business on its behalf. Agencies are granted at the role level (i.e. Submit Nominations, View Nominations, etc.), are date effective and can be contract or location specific. All roles performed by the BA/Service Requestor are available to be granted to an Agent EXCEPT the Contract Execution role. This prevents an agent from creating a contract without the granting party's knowledge. External users can view their own agency relationships in 1Line.

Where to find the Agency Form:

1. Go to the Williams Portal Page at: <http://www.1line.Williams.com>
2. Under **Transco**, select **Info Postings**
3. Select **Resources>Agreements/Forms>Agency Appointment Form**

The screenshot displays the Williams Transco 1Line Portal interface. At the top, there is a navigation bar with the date 'MONDAY - JULY 9, 2012' and several menu items: '1Line', 'Customer Info', 'Expansions', 'Regulatory', 'Resources', 'Safety', and 'Subscriptions'. Below this, a sidebar on the left lists various informational postings such as Capacity, Gas Quality, Index Of Customers, Notices, Posted Imbalances, Standards of Conduct, Tariff, Transactional Reporting, Capacity Release Indices, Downloads, Search, Customer Activities, and Site Map. The main content area is titled 'Operational Information' and includes a 'Pipeline Conditions' section with a posting date of 07/02/2012 14:32. It contains detailed information about Park, Loan Payback and ISS, Loan, Take away of Parked gas, and various injection and withdrawal conditions. Below this, there are 'Operationally Available Tools' and two maps showing 'Operationally Available Capacity' and 'Swing Service Delivery Points'. On the right side, a dropdown menu is open under the 'Resources' tab, showing a list of forms and documents. A red arrow points to the 'Agreements / Forms' dropdown, and another red arrow points to the 'Agency Appointment Form' option within that menu. Other options in the menu include '1Line Form Of Service', 'Cross References', 'Electronic Files', 'Glossary', 'Master Location List', 'System Maps', '1Line Form Of Service', '1Line Testing & Training Agreement', 'Agreements Requiring Electronic Execution', 'Business Associate Online Form', 'Credit Application Online Form', 'Delivery Point Operator Designation', 'Discount Request Form', 'IT Agreement', 'Location Identification', 'Park & Loan - Loaning', 'Park & Loan - Parking', 'Pooling Agreement', 'Service Request Form', 'TPA Agreement - EDM', 'TPA Agreement - FTP', and 'TPA Worksheet'.

Agency appointment forms must be filled out and executed by both parties. Once the agreement is signed by both parties, scan and email the agreement to your Transportation Services Representative.

Agency Types

There are multiple options for filling out the agency form. See below for the different types along with an explanation.

Contract:

- The agent will have the ability to transact business on behalf of the Service Requestor for all specified contracts.
- You may grant ALL contracts for **existing** and **future** contracts by selecting all rate schedule types or you may choose a certain rate schedule type for **existing** and **future** contracts.
- You may choose to grant ONLY **existing** contracts for specified rate schedule types.
- You may choose specific contracts by listing each contract number and rate schedule type.
- Specific contracts apply to only existing contracts, NOT future.
 - All contract types listed below must be identified under the Specific Contract section (future contracts must be set up on a separate agency form):
 - Retrograde
 - Overrun and SSOVT
 - Unauthorized Take
 - OBA
 - FT Swing

Location:

- A location agency allows operators to give the agent the ability to view measurement and allocation data and to enter confirmations and PDAs at a particular location. There is no capability to assign future locations. If a location is to be added or deleted, the agency must be amended.

Capacity Release:

- Capacity release agencies give the agent the ability to view capacity release information and submit capacity release bids. To create offers, recalls, and reputs, you must also be agent for the associated contracts.

Filling out the Agency Appointment Form

The first portion of the Agency form is your legal company name (as **Customer**) and the legal company name that you are appointing as your **Agent**. You will also need to populate your Business Associate ID along with your Agent's Business Associate ID.



AGENCY APPOINTMENT FORM

Transcontinental Gas Pipe Line Company, LLC ("Transporter") and ABC Company,
CUSTOMER'S LEGAL NAME
("Customer" or "Shipper") are parties to one or more agreements under which Customer desires to appoint an agent to perform certain functions as specified herein.

Customer hereby appoints XYZ Company ("Agent") as its agent and representative to
AGENT'S LEGAL NAME
act on behalf of Customer under the following contracts (the "Contracts") for the specific functions identified below.

Customer/Shipper Business Associate Number: 999888

Agent Business Associate Number: 111333

Section I. Customer Appoints Agent for the Following Contracts

This section of the form allows you to specify the contracts that are accessible for your Agent to manage. All selections are mutually exclusive.

If you choose the first option, you would be setting up your agency for ALL existing and future contracts for selected rate schedule types.

- All existing AND future contracts for the below (please check all that apply):
- Transportation
 - Storage
 - Park & Loan
 - Pooling

The second option designates the Agent for all existing contracts but NOT any future contracts for the selected rate schedule types.

- All existing contracts (not future) for the below (please check all that apply):
- Transportation
 - Storage
 - Park & Loan
 - Pooling

The third option is Contract Specific Agency - this gives the Agent power over one or more specific contracts. Fill in the contracts to which the Agency will apply.

Specific Contract(s):

<u>Contract Number</u>	<u>Contract Type</u>
<u>901122</u>	<u>FT</u>
<u>902233</u>	<u>IT</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>

Next, mark the specific functions that the agent is being granted.

ON THE ABOVE IDENTIFIED CONTRACTS, CUSTOMER APPOINTS AGENT FOR THE FOLLOWING FUNCTIONS:

- Payment and Refund of Billable Party Commodity/Interest
- Payment and Refund of Billable Party Demand Charges
- Viewing Invoices
- Submitting Capacity Release Offers, Recalls and Reputs
- Contract Maintenance (amendments for existing and future contracts)
- Viewing Contract Information
- Submitting Nominations and Viewing Scheduled Volumes
- Viewing Nomination Information
- Conducting Storage Inventory Transfers
- Viewing Storage Information
- Conducting Imbalance Trades

- Payment and Refund of Cash Out Charges – This role is used when shipper wants previous agent to be responsible for cash out of previous month. (Note: To grant this function Customer/Shipper must also grant the function(s) of Conducting Imbalance Trades AND/OR Payment and Refund of Billable Party Commodity/Interest.)

Agency Appointment Form-Contract Roles

Agency Form	Business Function	1Line Role
Payment and Refund of Billable Party Commodity/Interest	Billing / Invoicing	*Billable Party Commodity and Rate Refund
Payment and Refund of Billable Party Demand Charges	Billing/Invoicing	*Billable Party Demand
Viewing Invoices	Billing/Invoicing	Billing and Invoice Charges View
Submitting Capacity Release Offers, Recalls and Reputs	Capacity Release	Capacity Release Offers
Contract Maintenance (amendments)	Contracts	Contract Maintenance
Viewing Contract Information	Contracts	Contracts View
Submitting Nominations and Viewing Scheduled Volumes	Nominations	Nominations (which includes Nomination's view)
Viewing Nomination Information	Nominations	Nominations View
Conducting Storage Inventory Transfers	Storage	Storage Transfer
Viewing Storage Information	Storage	Storage View
Conducting Imbalance Trades	Balances	*Trade Balances

Payment and Refund of Cash-Out Charges (To grant this function Customer/Shipper must also grant the function of Conducting Imbalance Trades)	Billing / Invoicing	Trade Balances
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Note: * Billable Party and Trade Balances can be assigned to ONLY one agent.

Section II. Customer Appoints Agent at the Following Locations

In this section of the form, you may designate which Locations the Agency will apply to. Select either **Location Specific** or **All Existing Locations** but not Future locations.

Note: You must be the Operator of the location to grant this agency.

II. LOCATIONS

CUSTOMER APPOINTS AGENT AT THE FOLLOWING LOCATIONS

(Must be operator of location to grant agency):

- All Existing Locations (no future locations)
- Only specific Location(s) listed below:
- 9002233 Lake Somewhere
- _____
- _____

AT THE ABOVE IDENTIFIED LOCATIONS, CUSTOMER APPOINTS AGENT FOR THE FOLLOWING FUNCTIONS:

- All Functions
- Only specific Functions as indicated below:

- Providing PDAs (Allocation Ranks)
- Viewing Allocated Quantities
- Confirming Scheduled Quantities
- Viewing Measurement Information

(You can select one or more functions.)

Agency Appointment Form-Location Roles

Agency Form	Business Function	Roles
Viewing Measurement Information	Measurement View	Measurement View
Viewing Allocated Quantities	Allocations	Allocation View
Confirming Scheduled Quantities	Nominations	Confirmations
Providing PDAs (Allocation Ranks)	Allocations	Allocation PDA Update

Section III. Customer Appoints Agent for the Following Functions

This section is available for customers to appoint agents for Capacity Release (submitting and/or viewing).

III. OTHER (Non Specific Roles)

CUSTOMER APPOINTS AGENT FOR THE FOLLOWING FUNCTIONS:

- _____ Submitting Capacity Release Bids
- _____ Viewing Capacity Release Information

Agency Appointment Form-Capacity Release Roles

Agency Form	Business Function	Roles
Submitting Capacity Release Bids	Capacity Release	Capacity Release Bids
Viewing Capacity Release Information	Capacity Release	Capacity Release View

Section IV. General Terms

Agencies are evergreen unless otherwise specified on the Agency form. If you want for the agency to expire according to the date filled-in, you must cross out the evergreen phrase (bracketed in red below) and initial the form. Otherwise, the Agency will continue until notification is received by Transco from either party.

Customer's designation and appointment of Agent shall become effective the first day of _____, 20__ and shall remain in effect until the last day of _____, 20__, [and continue from month to month thereafter unless terminated.] Either Customer or Agent may terminate this delegation and appointment by giving written notice to Transporter; provided, however, such termination will not become effective until the first day of the month following such notice, unless otherwise agreed in writing by Transporter. This designation and appointment shall automatically terminate upon the termination or cancellation of any of the Contract(s), as to such terminated or cancelled Contract.

Supersede, Cancel and Terminate Agency Agreements

An agency appointment can supersede, cancel, and terminate other agencies. This section in the middle of page 3 serves as written notice to Transco to terminate other agencies as specified by checking the lines below.

If you check that the agency supersedes cancels and terminates "**All prior Agency Appointments between Customer and all other agents,**" please make sure that you want to cancel **ALL** prior agency agreements.

As of the effective date indicated above, this Agency Appointment shall supersede, cancel and terminate:

___ All prior Agency Appointments between Customer and this Agent below.

___ All prior Agency Appointments between Customer and all other agents.

___ The specific Agency Appointment(s) listed below;

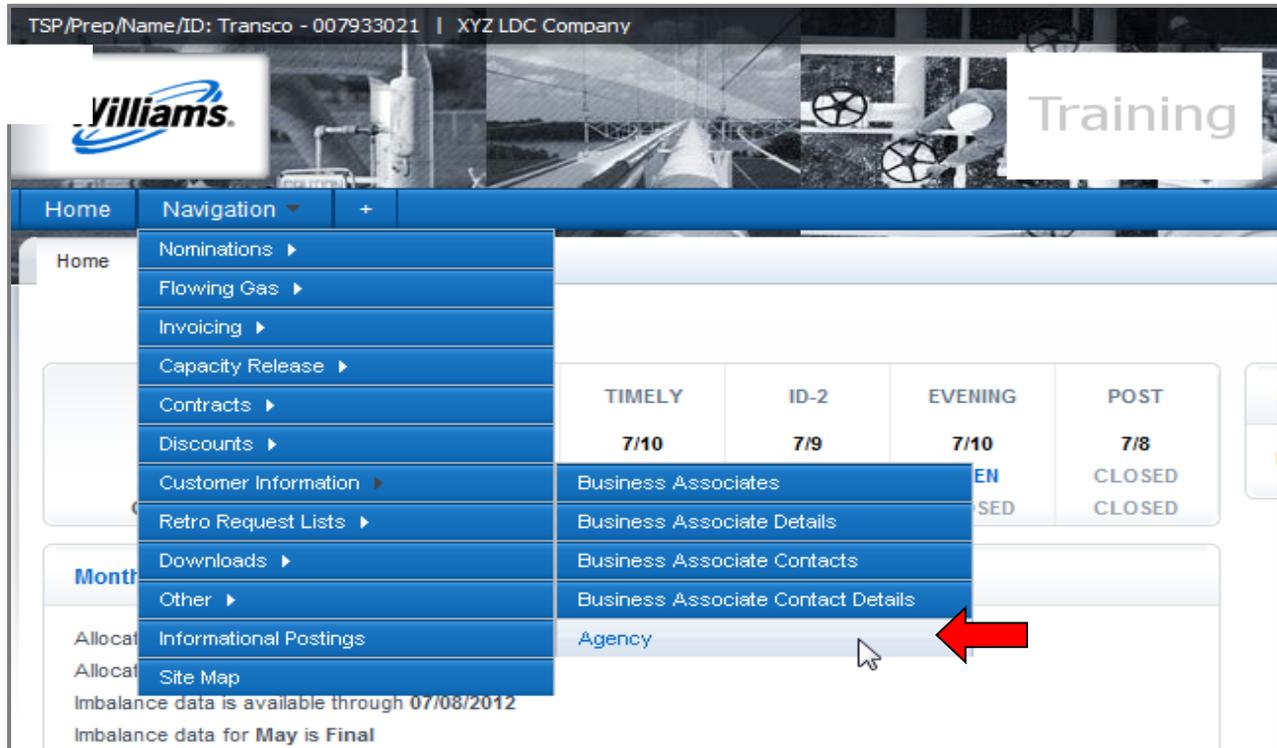
DATE

AGENT

Once you have filled out the form and have executed the document, please scan to your Transportation Services Representative. Upon receipt of the completed and executed form, they will enter it into the 1Line system and the agency will be available to view.

Viewing Agencies in 1Line

Agency is located under **Navigation>Customer Information>Agency**



The screenshot shows the 1Line system interface for a user named 'XYZ LDC Company'. The top navigation bar includes 'Home', 'Navigation', and a '+' icon. The 'Navigation' menu is expanded, showing options like 'Nominations', 'Flowing Gas', 'Invoicing', 'Capacity Release', 'Contracts', 'Discounts', 'Customer Information', 'Retro Request Lists', 'Downloads', 'Other', 'Informational Postings', and 'Site Map'. The 'Customer Information' option is further expanded, showing 'Business Associates', 'Business Associate Details', 'Business Associate Contacts', 'Business Associate Contact Details', and 'Agency'. A red arrow points to the 'Agency' option. The main content area displays a table with columns for 'TIMELY', 'ID-2', 'EVENING', and 'POST', and rows for dates '7/10', '7/9', and '7/8'. The '7/8' row shows 'CLOSED' status. The Williams logo is visible in the top left corner, and a 'Training' button is in the top right corner.

Under the **Actions** menu on the Agency page you may:

- Add Comments
- Inquire (View Agency Summary)

The page will display all Agency relationships by **Effective Date** and **Agency Type**.

The screenshot shows the 'Agency' page in a Williams 1LINE system. The page includes a navigation bar with 'Home', 'Navigation', 'Measurement', 'Tools', 'Reports', 'Print', and 'Logoff'. Below the navigation bar, there is a search area for 'Agency' and a 'Customer Information > Agency' section. A 'Filters' section contains the following fields: 'Business Associate (Prop):' with a dropdown menu showing '990002' and 'ABC Producer', 'Date Range Begin:' with a date field '07/01/2012', and 'End:' with an empty date field. There are 'Retrieve', 'Clear', and 'Download' buttons. Below the filters is a table with the following data:

Agent Business Associate (Prop)		Service Requester Business Associate (Prop)		Effective Date	Agency ID	Agency Type	Global Level	Comments
ID	Legal Name	ID	Legal Name					
990002	ABC Company	409359	APACHE CORPORATION	03/01/2004	22576	Locations	NONE	No

View Summary

The Agency Summary page displays the agency relationships between two BAs. To see the relationships from the **Agency** page, select the particular agent you would like to view, and then **Actions Menu > Inquire**.

This screenshot is similar to the previous one but highlights the 'Inquire' action. A red arrow points to the 'Inquire' option in the 'ACTIONS MENU' dropdown, which is open and shows 'Comments' and 'Inquire' options. The table below the filters is highlighted with a red border, showing the same data as the previous screenshot:

Agent Business Associate (Prop)		Service Requester Business Associate (Prop)		Effective Date	Agency ID	Agency Type	Global Level	Comments
ID	Legal Name	ID	Legal Name					
990002	ABC Company	409359	APACHE CORPORATION	03/01/2004	22576	Locations	NONE	No

The page will display details of functions/roles depending on the type of agency.
Below is an example of a Location specific agency.

Agency Details

Customer Information > Agency > Agency Details

Agency ID: 22576 Effective Date: 07/01/2012

Retrieve

General Information

- Service Requester Business Associate (Prop): 409359 APACHE CORPORATION DUNS: 006961551
- Agent Business Associate (Prop): 990002 ABC Company DUNS: 234567890
- Bill Imbalance Agent for imbalance resolution: No
- Global Agency Delegation(for existing and future contracts) Rate Schedule Type: NONE

Associations

Business Functions and Roles				Type
Allocation PDA Update				LOCATION ROLE
ID	Effective Date	Termination Date	Correction	
1000066	03/01/2004	12/31/9999	No	
Allocation View				LOCATION ROLE
ID	Effective Date	Termination Date	Correction	
1000066	03/01/2004	12/31/9999	No	
Confirmations				LOCATION ROLE
ID	Effective Date	Termination Date	Correction	
1000066	03/01/2004	12/31/9999	No	