



FAQs



Frequently asked questions about Transco
and 1Line

TRANSCO

Frequently Asked Questions (FAQs) - Transco

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To review the tariff language specific to any topic, go to www.1Line.williams.com, select Info Postings under the Transco heading to access Transco's Informational Postings Page, and then select Tariff from the left hand navigation menu.

Frequently Asked Questions

1Line/Transco General Info

1. [How do I gain access to 1Line?](#)
2. [What are the recommended system requirements for 1Line use?](#)
3. [Are 1Line training classes offered?](#)
4. [What is an SSA?](#)
5. [How do I know who my SSA is?](#)
6. [My account is locked/password needs to be reset. Who do I call?](#)
7. [What is a "Role?"](#)
8. [How do I elect to receive email alerts of scheduling cuts, pools out of balance and public EBB notices?](#)
9. [What is the Williams Gas Pipeline \(WGP\) Portal page?](#)
10. [What is the Transco Informational Postings \(Info Postings\) page?](#)
11. [What is an Operational Impact Area \(OIA\), and what is it for?](#)
12. [What are Transco's Zones, and what are they for?](#)

Agency

1. [How do I communicate Agency relationships to Transco?](#)
2. [Where can I find an Agency Appointment form?](#)
3. [At what level are Agencies granted?](#)
4. [Which roles may be granted to Agencies?](#)
5. [Can I make my agency agreement non-evergreen?](#)
6. [What party or actions can terminate an agency?](#)
7. [When will the termination be effective?](#)
8. [Can a new agency appointment form serve as a termination notice for other agencies?](#)
9. [Does a global agency apply to all contracts?](#)
10. [Can I request a global *location* agency?](#)

11. What is the shortest time period that agencies can be effective for?

12. Can agencies be set up retroactively?

Allocations

1. If I am the operator or have signed an agency appointment form for a location, where can I view allocated quantities in 1Line?
2. How do I download allocated data?
3. What is the default method used for PDAs in the allocation process?
4. Does the allocated quantity always equal the scheduled quantity?
5. When are allocated quantities updated?
6. How do I know the allocated quantities from the previous day gas flow have been updated?

Capacity Release

Timelines

1. What are the Timelines for capacity release?

Offers

- 1) What is the deadline for submitting Biddable Offers?
- 2) What is the minimum length of time that an Offer must be posted?
- 3) How do I know how much capacity I have available for release?
- 4) Is there a quick/easy way to do a capacity release?
- 5) When must an offer be posted as Biddable?
- 6) What is the last day I can submit a Timely Cycle release with a 1st of the month start day?
- 7) What are the requirements for an AMA release?
- 8) What are RC releases and how are they different from regular capacity releases?

- 9) What is a Storage Inventory-Conditioned Release (formerly Storage Tied Release)?
- 10) What Indices can I use for an Index-Based Capacity Release?
- 11) What special information do I need to provide for an Index-Based Release?
- 12) Is there anything else I should know about IBRs?
- 13) What do the different Offer Status categories mean?
- 14) I just put an offer out in capacity release: what needs to happen next?
- 15) I am looking for an Offer. Where can I find it?
- 16) Can other parties see my Offers?
- 17) How do I know what is happening with my offers/bids?

Bids

1. How can I identify all offers currently open for competitive bidding?
2. Can bidding on a capacity release offer end on a non Business Day?
3. What is the timeline for submitting bids on Biddable Offers?
4. In the event more than 2 equal bids are submitted and the bids specify that an allocation is not acceptable, how is the best bid determined?
5. I am the Prearranged Bidder, what do I have to do to the release?
6. How do you accept a Bid (for a Prearranged Shipper) and is there a deadline for accepting a Bid?
7. Do the rates shown on the capacity release pages include the commodity charges or fuel?
8. My Bid status is displaying Validation Pending. Do I have to do anything?
9. I am looking for a Bid. Where can I find it?
10. Can other parties see my Bid?
11. When can I see if I am the winning Bidder on capacity?
12. I am the Prearranged Shipper on an Offer. A higher bid has been submitted and I need to match the higher bid. How do I do this?
13. How do I know what is happening with my offers/bids?

Awards

1. **I am looking for an Award. Where can I find it?**

Recalls

1. **What are the deadlines for recalling capacity?**
2. **What are the deadlines for re-putting capacity?**
3. **If I release my capacity as recallable and the Replacement Party re-releases it, can I still recall my capacity?**
4. **How do I know if my capacity has been recalled?**

Replacement Shipper/Contracts

1. **I am the Replacement Shipper on a released contract, how do I determine my new contract number?**
2. **What volume would be reflected for a Replacement Shipper picking up a one day contract for 20,000 dths starting with the ID2 cycle? What would the invoice show?**
3. **If the release was for multiple days, but the first day began with the ID2 cycle, what volume would be reflected on the replacement contract of a Release for 20,000 dths? What would the Replacement Shipper's invoice**

show? Release for 20,000 dths? What would the Replacement Shipper's invoice show?

Confirmations

1. What are the Confirmation levels?
2. Where do I go in 1Line to confirm a location?
3. What is Auto Confirmation?
4. When can I increase or decrease a confirmation volume?
5. What is EPSQ?

Contacts

1. Where can I find Transco contact information?
2. How do I find out who my Transco contact is?
3. What reports can I run that shows all our users and roles they have?

Contracts

1. How do I request a contract?
2. How can I get Firm Capacity?
3. What is Telescoping?
4. What is a Contract PPA Indicator?
5. How do I change my PPA Indicator?
6. Does a shipper need a transportation contract if they have a pooling contract?
7. Where can I find out what the primary rights are on a contract?

Critical Day

1. What is a Critical Day?
2. What is involved when a Critical Day is issued?
3. What is the importance of a Critical Day?
4. Where can I access Critical Day information?
5. What is an Operational Control (OC)?
6. What are the guidelines in an Imbalance Operational Control?
7. What are the penalties for an Imbalance Operational Control?
8. What is an Operational Flow Order (OFO)?
9. What are the guidelines in an Imbalance Operational Flow Order?
10. What are the penalties for an Imbalance Operational Flow Order?

Discounts

1. What contracts are eligible for discounts?
2. What are the types of rate discounts?
3. How do I request a discount?
4. How do I obtain a Discount Request Form?

Imbalance Resolution

1. How do I find out the imbalance I have on a contract?
2. Where do I go to see imbalances that other companies have offered for trade, and their contact information?
3. How can I elect to automatically post my imbalance each month?
4. When is the trade period for imbalances?
5. When are imbalances final?
6. How do I know if makeup is allowed?
7. How do I confirm or reject a trade?
8. Can I trade across zones?

Invoicing and Billing

1. How do I verify the information on my invoice?
2. Who do I contact with questions on my invoice?
3. How do I know when my invoice is final?
4. How do I receive electronic or paper copies of my invoice?
5. How do I view/print my invoice?
6. Can I download my invoice?
7. What are the wiring instructions for Transco?
8. What production month is being cashed out on my current invoice?
9. Why doesn't my invoice amount tie to the quantity and unit price on the invoice detail page?
10. I was invoiced volumes to a swing service overtake contract that I did not nominate to. How did this happen? Will this always occur?

Measurement

1. How is measurement data viewed for a location?
2. I would like to see that is even more up to date than what is shown on the Hourly measurement data Measurement page in 1Line. Is this possible?
3. What does "T" represent next to a measurement volume on a Gas Measurement System (GMS) volume statement?
4. Who should I contact if I feel that the measurement volumes in 1Line or in WMS are not accurate?
5. When is measurement final for the month?

Nominations

1. How do I determine why my nomination was cut?
2. How do I nominate Imbalance Payback?
3. How do I check to see if my pools are balanced?
4. Are rank changes at pooling points permitted in the ID2 cycle?

5. How do I calculate fuel for a particular transaction?
6. Why am I receiving an error message that my delivery pool location was invalid on a receipt make-up nomination (transaction type 4)?

Auto Disagg Nominations

1. What is Auto Disagg?
2. Can the owner of a pooling contract still submit normal disagg nominations?
3. Who can submit an Auto Disagg?
4. Can I have more than one SYSTEM DISAGG?
5. Can I Submit an Auto Disagg for all cycles?
6. Will the Scheduling Runs show why the SYSTEM DISAGG was cut?
7. Can I change the Package Id of the SYSTEM DISAGG (TT08)?
8. Can I Edit the SYSTEM DISAGG (TT08)?
9. How come my Pool Detail Page does not reflect my nominated SYSTEM DISAGG?
10. What happens if I include the SYSTEM DISAGG nomination when I Select All for my nominations and Submit Collection?
11. How can I terminate the SYSTEM DISAGG?
12. How to Create or Turn on the Auto Disagg?

OBA/Mutual Assist

1. What is an Operational Balancing Agreement?
2. What are the types of Operational Balancing Agreements?
3. What are the guidelines of setting up an Operational Balancing Agreement?
4. How do I request an Operational Balancing Agreement?
5. Where do I go to monitor my OBA imbalances for the month?
6. What is Mutual Assist?
7. How do I request OBA Mutual Assist?

Park and Loan

1. What is Park and Loan?
2. What are the benefits of Park and Loan?
3. What are the Park and Loan Locations?
4. What do I need to be able to Park or Loan on Transco?
5. How do I request Park and Loan Contracts?
6. Is Parking and loaning of gas always available?

PDA

1. What is a PDA Method?
2. What is the deadline for submitting a PDA?
3. What happens if a PDA is not submitted?
4. What happens if a PDA is submitted at different levels?
5. What happens to my PDA if a new nomination is submitted?
6. What is the difference between Limit Value and Scheduled Limit Value at LDC Locations?

Pooling

1. How are the pools balanced in Evening, ID1 and ID2 Cycles?
2. Does the pool have to remain balanced in Post and Retro Cycles?
3. How do I check to see if my pools are balanced?

4. Can another party transport gas into my pool?
5. How can I be notified if my pool is cut?

Prior Gas Day

1. My retro has been approved by all parties, so why is it still in pending status?
2. I submitted a retro to reallocate volumes between two activities on the same contract, and the retro was rejected on the Retro Request List page because of a constraint. Where can I see details of why my retro was cut?
3. I am a shipper and when I checked the Retro Request List page yesterday after I submitted the retro the stops were all Approved, but my retro is still in Pending status. How can I find out what is holding up my retro?
4. I submitted my nom late yesterday and it was rejected last night before the operators had a chance to approve it. They both agreed before I submitted

the request that they would approve it, and when I submitted it, it passed the online validations. Why was it rejected?

5. Last month I was the nominating agent, and I am trying to submit a retro request but 1Line will not allow me to do so.
6. Does the pool have to remain balanced in Post and Retro Cycles?
7. Where can I find Rate and Fuel Information?
8. How can I calculate the rate for a transportation or imbalance trade transaction?
9. How do I use the 1Line Rate Calculator?
10. When can I see the rate used to calculate Cash Out?

Rates and Fuel

1. Where can I find Rate and Fuel Information?
2. How can I calculate the rate for a transportation or imbalance trade transaction?
3. How do I use the 1Line Rate Calculator?
4. When can I see the rate used to calculate Cash Out?

Reports

1. Where do I go to get Reports?
2. Is there a list of reports that are available on 1Line?
3. What is the Report Subscription feature in 1Line?
4. What is the difference between the Report List and Report Request pages?
5. Which reports are included in my Invoice?
6. Where can I find Transactional Contract Reports (TCRs) and the Index of Customers (IOC) in 1Line?

7. Which reports are downloadable?
8. Why is the report that I requested blank?

Storage

1. Are transportation and storage nominations required for bundled and unbundled storage services?
2. Where can I find the fuel rates for storage?
3. How do I know if excess WSS or GSS injections are being permitted?
4. What transaction type nomination is required for excess GSS storage?
5. How do I calculate my GSS nomination in order to account for fuel?
6. Why do LGA, LNG and LG-S have the highest fuel cost?
7. Are in-field storage transfers available for all unbundled storage services?
8. Is there fuel applied for WSS storage injections and withdrawals?
9. What report can I generate to see my storage contract rights?
10. Is WSS considered upstream of station 60 or station 50? What are the mileposts?
11. Do I need to have contract rights in zone 3 in order to withdraw from WSS storage?

System Security Administrator

1. What is an SSA?
2. How do I know who my SSA is?
3. What is a "Role?"
4. My account is locked/password needs to be reset. Who do I call?

View Scheduling Run Results

1. What is a scheduling run?
2. How do I determine why my nomination was cut?
3. Where can I find a list of Reason Reduction Codes?

1Line System /Transco General Info

1. How do I gain access to 1Line?

For companies needing first-time access to 1Line, a **New Business Associate Form** must be submitted. To access this form:

- Go to the Info Postings Page by accessing www.1line.williams.com and selecting **Info Postings** under the **Transco** heading.
- From the banner menu, select **Resources > Agreements/Forms > Business Associate Online Form**.
- Fill out as much information as possible, and select the **Submit Form** button at the bottom of the page.

For existing companies that need to set up a new user, please contact your company's System Security Administrator (SSA).

2. What are the recommended system requirements for 1Line use?

The minimum system requirements can be accessed from the 1Line login page at www.1line.williams.com > **Transco Customer Activities** > **click on the blue Minimum System Requirements link** (from the login screen).

3. Are 1Line training classes offered?

Yes, an interactive 1Line training session can be scheduled through your Commercial Services Representative. In addition, on Transco's Info Postings page, customers can refer to the "1Line Basic Training" packet. Go to www.1line.williams.com > **Transco's Info Postings** > **1Line** (from the top of the screen) > **Training** > then under the **Getting Started in 1Line** heading select **Basic Training**.


4. What is an SSA?

An SSA is a System Security Administrator. This person, who has access to all available 1Line functions for the company, is responsible for setting up new users and administering any changes. When a new Business Associate is established, the SSA is designated and set up automatically by the 1Line system. Each Business Associate (BA) should have at least 1 user designated with the SSA Role.

Information on SSA responsibilities can be found at www.1line.williams.com > **Transco's Info Postings** > **1Line** (from the top of the screen) > **Training** > then under the **Getting Started in 1Line** heading select **System Security Administrator**.

5. How do I know who my SSA is?

You can determine who has the SSA Role at your company by following these steps:

- From the 1Line Customer Activities Home page, select **Navigation > Customer Information > Business Associate Contacts**
- On the Customer Info/Contacts page select the Role button on the top right hand of the page.
 - This will bring up a popup window containing all Roles.
- Select the System Security Administrator on the left panel, and then click the right arrow  to move the role to the right panel, and then select **OK**.
- When the list page returns, click **Retrieve** and the SSA's name and phone number will appear.

6. My account is locked/password needs to be reset. Who do I call?

If your account is locked, please contact your Commercial Services Representative. If your password needs to be reset, you can contact your Company's SSA, or you can also set up a security question for a self-serve password reset.

To set up a security question, select **Navigation > Customer Information > Business Associate Contact Details > Enter your userid > Retrieve>** then either **Action Menu > Edit** or you can also **right click** on the page **> Edit**. Under the Security Information section you can then select a question and provide a response. In addition, you can also find this page by navigating to **Customer Information > BA Contacts > Retrieve > Highlight the line with your userid > Right Click > Edit**.

7. What is a "Role?"

Roles represent specific activities or responsibilities assigned to external and internal 1Line users. Primarily, they are used to grant access to different parts of the 1Line system. Roles are created and will be associated to one or more Business Functions. What users can see and do in 1Line is controlled by what Roles they have.

If you need a new role associated to your user ID, contact your SSA.

8. How do I elect to receive email alerts of scheduling cuts, pools out of balance and public EBB notices?

You can elect to receive email alerts of scheduling cuts, pools out of balance and Critical or Non-Critical EBB notices by following these steps:

- From the Customer Activities Home page, select **Navigation > Customer Information > Business Associate Contacts**.
- On the **Customer Info/Contacts** page select the row with your name and User ID, then **either right click > Edit or use Action Menu > Edit**, or you

can access using **Business Associate Contact Details > enter userid > Retrieve > Right click > Edit.**

- A list with all the roles that you have will be displayed.
- Make sure that the email address on the page is valid, and that the checkbox next to that address is checked.
- Check the email boxes to the right of each role for which you would like to receive emails. For example:
 - To receive scheduling cuts as an operator or shipper check the email box to the right of the **E-Notification Sched Cuts Operator** or **E-Notification Sched Cuts Shipper** role.
 - To receive email alerts concerning pools out of balance, check the email box to the right of the **E-Notification Pool Out of Balance** role.
 - To receive email alerts concerning Critical or Non-Critical public EBB notices, the check the email box next to **Critical Notice Recipient** or **Non Critical Notice Recipient** role.
 - Once the updates are made you can use **Actions Menu** or **Right Click** to save your selections.

9. What is the Williams Gas Pipeline (WGP) Portal page?

The Williams Gas Pipeline Portal page @ www.1line.williams.com is a webpage that contains information on the Williams natural gas pipelines. It serves as the entry point (or "Portal") for each pipeline's [Informational Postings Page](#), and for the secured (login required) Customer Activities sites.

10. What is the Transco Informational Postings (Info Postings) page?

Transco's Info Postings page is a webpage that contains both FERC and NAESB WGQ-required information, as well as public information that Transco provides to assist customers in conducting their daily business. The information on this page is updated frequently. In addition to the required information, other useful information provided includes the following:

- Cycle Indicators –Open/Closed indicators for Nomination and Confirmation Cycles
- Monthly Status Indicators – status of Allocations, Trade Period, Imbalances
- Pipeline Conditions – i.e. Storage Balance, excess GSS/WSS and PAL availability
- Flat File Information
- 1Line Changes – What's New and What's Coming
- Critical/Non-Critical Notices
- Constraint Points
- Contacts List
- Rates Matrices – Current and Pending Rates and Fuel Percentages
- FERC Filings (Transco's)
- Operational Capacity and Swing Service Delivery Point Tools

To access Transco's Info Postings page, click [here](#).

11. What is an Operational Impact Area (OIA), and what is it for?

An Operational Impact Area (OIA) is defined as the largest possible area(s) on the System in which imbalances have a similar operational effect. Transco has two designated OIAs. OIA 1 is that portion of the pipeline that is upstream of Station 90; OIA 2 is Station 90 and downstream.

12. What are Transco's Zones, and what are they for?

Transco's pipeline is divided into 8 Zones that are used for calculating rates and fuel percentages. The Zones are designated as the following: Zone 1, Zone 2, Zone 3, Zone 4, Zone 4a, Zone 4b, Zone 5, and Zone 6. For descriptions of the Zonal boundaries, see Section 21 of the General Terms and Conditions of Transco's FERC Gas Tariff.

Agency

1. How do I communicate Agency relationships to Transco?

Fill out Transco's Agency Appointment form and send it to your Commercial Services rep.

2. Where can I find an Agency Appointment form?

Forms, including the Agency Appointment form, can be accessed from the Info Postings page at <http://www.1line.williams.com/Transco/index.html>. From this page select **Resources>Agreements/Forms>Agency Appointment Form**.

3. At what level are Agencies granted?

Agencies are granted at the role level (i.e. Submit Nominations, View Nominations, etc.), and may be contract or location specific, or in some instances, global.

4. Which roles may be granted to Agencies?

All roles performed by the BA/Service Requestor are available to be granted to an Agent EXCEPT the Contracts Execute role. This prevents an agent from creating a contract without the granting party's knowledge.

5. Can I make my agency agreement non-evergreen?

Yes, mark through the phrase '...and continue from month to month thereafter unless terminated.' under Section IV General Terms at the top of the third page and then both parties must initial the modification.

6. What party or actions can terminate an agency?

The Customer or Agent may terminate an agency by giving written (email, fax, letter) notice to Transco. In addition, agency rights will terminate automatically at the end of the month for an operator change, or a BA change such as a merger or reorganization.

7. When will the termination be effective?

Terminations will be effective the first day of the month following receipt of termination notice, unless otherwise agreed in writing by Transco.

8. Can a new agency appointment form serve as a termination notice for other agencies?

Yes, page three of the agency appointment form allows the customer to specify that this agency supersedes, cancels and terminates: (1) All prior Agency Appointments between Customer and **this Agent**, (2) All prior Agency Appointments between Customer and **all other agents**, OR (3) they may identify an agency or agencies between this Customer and the agents they specify on the form.

9. Does a global agency apply to all contracts?

No. Global does not mean all. Under Section I of the agency appointment form, global agencies are very specifically defined as all transportation (TFO), storage (SFO), PAL, and/or pooling contracts.

10. Can I request a global *location* agency?

No. Anytime a location that an agent needs is added or deleted, the agency must be amended.

11. What is the shortest time period that agencies can be effective for?

Agencies are effective for full month increments only, beginning with the first day of the month and ending on the last day of the month.

12. Can agencies be set up retroactively?

No. The earliest start date allowed is the first of the current calendar month, unless mid-month deadlines apply, such as trading period is closed, etc. Future effective begin and end dates are allowed.

Allocations

1. If I am the operator or have signed an agency appointment form for a location, where can I view allocated quantities in 1Line?

There are 2 ways to view allocated quantities in 1Line:

1. From the Blue Tool Bar select Navigation > Flowing Gas > Allocation > Allocated Quantities. After selecting the location, you may select Daily, Monthly or Yearly View from the Allocated Quantities page.
2. From the Blue Tool Bar select Reports > select Request > Functional Area > Allocations. Under the drop down for Report Name, you can select Daily Location Allocation, and then enter in the request details.

2. How do I download allocated data?

There are 2 ways to download data:

1. From the Allocated Quantities page at the Daily, Monthly or Yearly View by selecting the Download button, or;
2. From the Reports Request page, select Allocations from the Functional Area dropdown > select the Data Files Only checkbox > select the report from the Report Name dropdown.

3. What is the default method used for PDAs in the allocation process?

The default Pre-determined Allocation methodology used in the allocation process is Pro Rata.

4. Does the allocated quantity always equal the scheduled quantity?

The allocated quantity does not always equal the scheduled quantity because measurement does not always equal what is scheduled at the receipt or delivery location. 1Line will allocate the quantity based on the Pre-Determined Allocation method the Location operator provided before 10:30 a.m. CST on the day following gas flow.

5. When are allocated quantities updated?

Allocated quantities are updated the afternoon the day after gas flow.

6. How do I know the allocated quantities from the previous day gas flow have been updated?

There are 3 places you can see when allocated quantities have been updated:

1. [1Line Portal/Info Postings page](#). Select the 1Line Timelines tab. Under Monthly Status will show "Allocations Data is available through MM/DD/YYYY".
2. [1Line on the Home page](#). See the Monthly Status section for "Allocations data is available through MM/DD/YYYY". Please note that if the allocations date has not changed during the day, select the Retrieve button to refresh the page with the latest update.
3. [On the Allocated Quantities page](#). On the right hand side of Filters will show "Allocations Data is available through MM/DD/YYYY".

Capacity Release

The terms and conditions of Capacity Release on the Transco system are set forth in Section 42 of the General Terms & Conditions of Transco's FERC Gas Tariff. The information provided herein is for informational purposes only and does not modify Transco's Capacity Release tariff provisions or any other provision in Transco's FERC Gas Tariff. If a conflict exists between the information included herein and the Transco's FERC Gas Tariff, the provisions in Transco's FERC Gas Tariff apply.

Note: All Times listed are Central Time

Timelines

1. What are the Timelines for capacity release?

Click [here](#) for a condensed version of timelines for capacity release.

Offers

1. What is the deadline for submitting Biddable Offers?

12:00 Noon on a Business Day

For Prearranged Biddable Offers the Prearranged Bidder must Accept the Bid submitted by Releasing Shipper prior to the offer posting date/time (typically equal to the start of the Bid Period).

2. What is the minimum length of time that an Offer must be posted?

- a. If an offer is Prearranged and non-biddable, whether short-term or long-term, the offer does not have to have a prior notice requirement. Posting of prearranged deals not subject to bid are due by the following times for the applicable cycle: (10:30 AM for timely; 5:00 pm for evening; 9:00 AM for ID 1; 4:00 PM for ID2). The offer will not be posted until awarded.
- b. Biddable Offers for short-term releases (1 year or less) must be posted by the start of the Bidding Period (12:00 Noon on a Business Day) and remain posted until the open season ends at 1:00 PM.
- c. Biddable Offers for long-term releases (longer than 1 year) must be posted until the open season ends no later than the business day before timely nominations are due. For long-term releases, offers should be tendered four Business Days before award. Example: An offer is posted before noon on Monday. Bidding begins at 12:00 noon on Monday and the Bid Period ends on Thursday at 1:00 PM.

3. How do I know how much capacity I have available for release?

See **Contracts > Contract Rights > Avail Rel. Qty by Location or Segment**

4. Is there a quick/easy way to do a capacity release?

- a. Create offer – Standard Offer creation pages.
 - **Capacity Release > Offers > Create Offer.**
- b. Quick copy – Copies entire Offer and allows modifications to limited non-proprietary fields.
 - **Capacity Release > Offers > Offers (find offer to copy) > select > right click Quick Copy.**

5. When must an offer be posted as Biddable?

- a. Offers for a term greater than 31 days and less than or equal to one (1) year in length must be Biddable.
- b. Offers that are not prearranged must be Biddable.
- c. Rollover releases – Released as non-biddable may not be rolled over or extended beyond the initial term of the release without being subject to competitive bids (subject to Section 42.5 of Transco's FERC Gas Tariff). This capacity may not be re-released to the same Replacement Shipper without competitive bidding unless a period of 28 days has elapsed since the end of the initial release (with the exception of AMA and RC releases).

- d. Offers for any period of 31 days or less may be Biddable or Non-Biddable, subject to rollover provisions and Releaser's discretion.

6. What is the last day I can submit a Timely Cycle release with a 1st of the month start day?

- a. For Non-Biddable Prearranged Offers – The Offer must be submitted and the Prearranged Replacement Shipper must accept the Prearranged Bid prior to the 10:30 AM deadline on the last day of the month to be able to flow gas on the 1st of the following month. Timely nominations are due at 11:30 AM on the last day of the month to flow gas on the 1st.
- b. Short-term Biddable Offers (1 year or less) must be posted by the start of the Bidding Period 2 days before the 1st in order to be awarded and available for nomination by 11:30 AM day before flow.
- c. Long-term Biddable Offers (longer than 1 year) must be posted by 12:00 Noon 4 Business Days before award (i.e., posted 6 days before flow). Timely nominations are due by 11:30 AM on the day before flow.

7. What are the requirements for an AMA release?

An Asset Management Arrangement (AMA) must:

- a. Be prearranged;
- b. The Replacement Shipper's obligations to the Releasing Shipper must be stated in the Special Terms and Miscellaneous Notes – AMA area of the release, which must include (i) the volumetric level of the obligation (up to 100% of the releasing shipper's MDQ); and (ii) the time period the obligation is in effect;
- c. Minimum time requirement obligation to serve:
 - i. For capacity releases 1 year or longer; on any day during a minimum period of 5 months out of each 12 month period of the release,
 - ii. For capacity releases less than 1 year; obligation must apply for the lesser of 5 months or the term of the release;
- d. Can be either biddable or non-biddable;
- e. Are not subject to the rollover provision.

8. What are RC releases and how are they different from regular capacity releases?

Retail Choice Programs (RC) are State approved retail programs. Releases under the Retail Choice Program:

- must be pre-arranged;
- are not subject to the rollover provision;
- can be either biddable or non-biddable.

9. What is a Storage Inventory-Conditioned Release (formerly Storage Tied Release)?

Storage Inventory-Conditioned Release (SICR) is a storage release transaction with inventory conditions.

The Replacement Shipper's obligations to the Releasing Shipper must be stated in the Special Terms and Miscellaneous Notes – Storage Inventory Conditions area of the release, which must include (a) the replacement shipper's obligation to take title to any gas in the released storage capacity at the time the release takes effect; and/or (b) any inventory obligations at the end of the release.

Releasing and replacement shippers will need to effectuate the inventory transfer in 1Line.

10. What Indices can I use for an Index-Based Capacity Release?

The two non-public indices that Transco's 1Line system uses are Natural Gas Week and Platts Gas Daily. 1Line will also support publicly available indices requested by releasing shippers and subscription-based indices, with those subscription costs paid by the initial requesting releasing shipper.

11. What special information do I need to provide for an Index-Based Release?

- A Rate Floor to identify the lowest acceptable rate as specified in the release;
- A Default Rate to provide a rate to be used if the results of the formula cannot be calculated (cannot be less than the Rate Floor);
- The indices to be used in pricing the release;
- A Formula,
 - the IBR Basic formula uses set formula involving indices that Transco supports; the formula for a Basic release is:
 - $(\text{IBR Index Reference 1 Multiplier} * \text{IBR Index Reference 1}) +/-$

- (IBR Index Reference 2 Multiplier * IBR Index Reference 2) +/-
- (IBR Formula Variable)
- Or, a Unique IBR Release which allows users to enter a formula outside of the Basic formula structure. In this case the offer will have to be approved manually by a Commercial Services representative and does not have to be processed within the regular NAESB capacity release timelines. A complete description of the formula, the indices, all identifying information, rate components and other factors necessary to calculate a rate must be included in the IBR Unique Formula Special Terms field.

12. Is there anything else I should know about IBRs?

- The formula value cannot be calculated during offer creation or bid evaluation
- Bid evaluations will be done comparing the absolute dollar and cents differential or the percentage of the formula among competing bids
- The actual formula value calculation will be done in the billing process
- All index based release credit calculations will use maximum tariff rate
- Subject to traditional rules of capacity release (rollover, price cap, etc.)
- There are no index-based permanent releases allowed

13. What do the different Offer Status categories mean?

- **APPROVED** – Offer is ready to be Bid upon OR Offer is ready to be accepted by the prearranged shipper
- **REJECTED** – Offer does not meet standards for release.
- **EXPIRED** – There were no qualifying Bids for this Offer and it has passed the time for bids. **PENDING** – Waiting for Transco to approve the Offer – conditions of release may be non-standard (Recall/Reput terms or other issues) that need to be reviewed prior to approval.
- **DRAFT** – Customer has not finalized the Offer and put it out for bid (may still be edited by customer).
- **WITHDRAWN** – Customer has withdrawn the Offer.
- **AWARDED** – Offer has been awarded to winning bidder.

14. I just put an offer out in capacity release; what needs to happen next?

There is no further action necessary as a Releasing Shipper.

If the Offer is prearranged, the Prearranged Shipper must accept the prearranged Bid prior to the posting date/time.

The Releasing Shipper will receive e-mail** notification of any Status changes (i.e., from PENDING to APPROVED or REJECTED, from APPROVED to AWARDED or EXPIRED).

15. I am looking for an Offer. Where can I find it?

To find an Offer, go to the Offers selection under Capacity Release on the Home Page or on the Navigation Menu; use filters to identify the desired Offer(s) then hit Retrieve.

Offers can also be viewed from the Bid Page.

16. Can other parties see my Offers?

An offer in Approved status is viewable to other parties unless it is a pre-arranged offer and the bidder has not accepted the bid. Once awarded, an offer is viewable to all parties.

17. How do I know what is happening with my offers/bids?

Offers and bids may be tracked through the offer/bid/awards List pages in 1Line. In addition, the primary communication tool for capacity release is through email**. On Offers and Bids, please be sure and provide the email address for the primary person responsible for capacity release.

NOTE: An additional email contact can be specified on Bids both Pre-arranged and Non-Prearranged.

Another source of information for offers/bids is the Message Board in 1Line by selecting **Tools > Messages > Select Capacity Release from the Type of Message drop down, change the dates as needed > enter offer number in the Description box**. To view all messages, the Description box can be left blank.

Bids

1. How can I identify all offers currently open for competitive bidding?

To find a Bid, go to the Bid selection under Capacity Release on the Navigation Menu on the Home Page; Select *Show Currently Biddable Non-Permanent Offers* then hit Retrieve.

2. Can bidding on a capacity release offer end on a non Business Day?

No. For Biddable Offers the Bid Period must end on a Business Day.

3. What is the timeline for submitting bids on Biddable Offers?

- a. The Bid Period (open season) **starts** at 12:00 Noon unless the Releasing Shipper specifies an earlier start time.

For Prearranged Biddable Offers, the Prearranged Bidder must Accept the Bid submitted by Releasing Shipper prior to the offer posting date/time. The Offer posting date/time is typically equal to the Bid Period date/time start.

- b. The Bid Period (open season) **ends** at 1:00 PM (on a Business Day).
- c. For short-term releases (one year or less), the Bid Period is from 12:00 noon to 1:00PM on a Business Day, unless otherwise specified by the Releasing Shipper.
- d. For long-term releases (longer than 1 year), offers should be tendered four Business Days before award. Example: An offer is posted before noon on Monday. Bidding begins at 12:00 noon on Monday and the Bid Period ends on Thursday at 1:00 PM.

4. In the event more than 2 equal bids are submitted and the bids specify that an allocation is not acceptable, how is the best bid determined?

A random and blind selection process will be used to select the winning bid unless otherwise specified by the Releasing Shipper.

Note: For a Prearranged Biddable offer, if the Best Bid is superior to the initial prearranged agreement, the Prearranged Bidder has the option to match the terms and conditions of the Best Bid once the bidding period ends. Only if the Prearranged Bidder does not match the Best Bid may a Bid tie-breaking method (lottery or other specified by releaser) be applicable.

5. I am the Prearranged Bidder, what do I have to do to the release?

Accept the Bid. See next question.

6. How do you accept a Bid (for a Prearranged Shipper) and is there a deadline for accepting a Bid?

- a. In Capacity Release > Bids, key in offer number(s), select "Retrieve". A record for the offer with a blue background will appear on the page. Click the expand [+] box in the far left hand corner of the record for the offer to expand the row. A record for the Bid will open. Select the Bid and then right click > select Accept button.
- b. Prearranged Bids must be ACCEPTED by the Replacement Shipper prior to the Offer posting Date/Time (typically 10:30 AM for Timely Prearranged Non-Biddable Offers and 12:00 Noon for Biddable Offers); if the Bid is not ACCEPTED, the offer will EXPIRE with no bids.

7. Do the rates shown on the capacity release pages include the commodity charges or fuel?

No, neither is included in the rates shown.

8. My Bid status is displaying Validation Pending. Do I have to do anything?

No action is required on the Replacement Shipper's part. The Validation Pending status indicates that the Credit system was not available to evaluate your credit status. Treasury will be notified by 1Line and will do a manual evaluation of the Bid. For inquiries the **Credit Hotline # is 713-215-3645**.

9. I am looking for a Bid. Where can I find it?

Go to the Bids selection under Capacity Release on the Navigation Menu on the Capacity Release pages; use filters to identify the desired Bid(s) then hit Retrieve.

10. Can other parties see my Bid?

Only Bids with status Approved or Validation Pending can be seen by other parties. During the Bidding Period, other parties can see what is bid but not who is bidding. When the offer is awarded, other parties can see who won the Bid, but still not see who the other bidders were.

11. When can I see if I am the winning Bidder on capacity?

Award posting is 2:00 PM (unless there is a Prearranged Bidder in which case the Prearranged Bidder has the option to match the highest bid and the Award posting will be 3:00 PM.)

12. I am the Prearranged Shipper on an Offer. A higher bid has been submitted and I need to match the higher bid. How do I do this?

- a. To Match you must do so before 2:30 PM (or later if the Releasing Shipper specifies).
- b. To Match:
 - i. Go to "BID" page, enter the Offer in the "Offer No." filter and hit Retrieve.
 - ii. A record for the offer with a blue background will appear on the page. Click the expand [+] box in the far left hand corner of the record for the offer to expand the row(s). There will be a row for each Bid submitted for the offer. Select the best Bid and then "Match" button.
 - iii. Bidder may want to view and verify terms of the Bid prior to selecting "Match" button.
 - iv. 1Line will award the Bid

13. How do I know what is happening with my offers/bids?

Offers and bids may be tracked through the offer/bid/awards List pages in 1Line. In addition, the primary communication tool for capacity release is through email**.

On Offers and Bids, please be sure to provide the email address for the primary person responsible for capacity release.

NOTE: An additional email contact can be specified on Bids both Pre-arranged and Non-Prearranged.

Awards

1. I am looking for an Award. Where can I find it?

Go to the Awards selection under Capacity Release selection on the Navigation Menu; use filters to identify the desired Award(s) then hit ~~Refresh~~ Retrieve.

Recalls

1. What are the deadlines for recalling capacity?

a. Timely

- i. 8:00 AM - Timely Recall Notification must be provided to the pipeline and the first Replacement Shipper by a Releasing Shipper for tomorrow's flow
- ii. 9:00 AM – Pipeline must provide notification of Timely Recall to all affected Replacement Shippers for tomorrow's flow.

b. Evening

- i. 3:00 PM – Early Evening Recall Notification must be provided to the pipeline and the first Replacement Shipper by a Releasing Shipper for tomorrow's flow.
- ii. 4:00 PM – Pipeline must provide notification of Evening Recall to all affected Replacement Shippers (from Early Evening Notification) for tomorrow's flow.
- iii. 5:00 PM – Evening Recall Notification must be provided to the pipeline and the first Replacement Shipper by a Releasing Shipper for tomorrow's flow.
- iv. 6:00 PM – Pipeline must provide notification of Evening Recall to all affected Replacement Shippers (from Evening Notification) for tomorrow's flow

c. ID1

- i. 7:00 AM – ID1 Recall Notification must be provided to the pipeline and the first Replacement Shipper by a Releasing Shipper for today's flow. (Note: Recalled quantity is prorated for Day 1).
- ii. 8:00 AM – Pipeline must provide notification of ID1 Recall to all affected Replacement Shippers for today's flow.

d. ID2

- i. 2:30 PM - ID2 Recall Notification must be provided to the pipeline and the first Replacement Shipper by a Releasing Shipper for today's flow. (Note: Recalled quantity is prorated for Day 1).
- ii. 3:30 PM – Pipeline must provide notification of ID2 Recall to all affected Replacement Shippers for today's flow.

2. What are the deadlines for re-putting capacity?

- a. The deadline for notifying Seller of a reput is 8:00 AM the day before gas flows (to allow for timely nominations for the next day).
- b. When capacity is recalled, it may not be reput for the same gas day.

3. If I release my capacity as recallable and the Replacement Party re-releases it, can I still recall my capacity?

Yes, subject to the timelines related to recalling capacity (see above).

4. How do I know if my capacity has been recalled?

Recall information can be accessed through the Recall/Reput List area. An email** will be sent to the email addresses provided in the Replacement Shipper information.

Replacement Shipper/Contracts

1. I am the Replacement Shipper on a released contract, how do I determine my new contract number?

Look at the Award to see your new contract number. In addition, if you have provided your email address, you will receive an email** with your new contract number on it.

Another source of information for offers is the Message Board in 1Line.

Tools>Messages> select Capacity Release for message type > enter offer number in Description Filter.

Details contained in the message related to the award of the bid contains the replacement contract number. Look for this description: Bid 19999999 has been awarded and select the row. Text will appear in the bottom half of the frame.

2. What volume would be reflected for a Replacement Shipper picking up a one day contract for 20,000 dths starting with the ID2 cycle? What would the invoice show?

The Replacement Shipper's contract would be for 10,000 dths and the Replacement Shipper would be billed for 10,000 dths.

3. If the release was for multiple days, but the first day began with the ID2 cycle, what volume would be reflected on the replacement contract of a release for 20,000 dths? What would the Replacement Shipper's invoice show?

If the release was for multiple days, the Replacement Shipper's contract would reflect a volume of 10,000 dths/d on Day 1 and the replacement contract would be automatically amended in 1Line to reflect the 20,000 dth/d volume beginning on Day 2. The billing for day 1 would be for 10,000 dths and the billing would reflect the 20,000 dths/d beginning with Day 2.

**All References to receipt or sending of emails are subject to Transco's Message Board being available; emails are a courtesy to the 1Line users.

Confirmations

1. What are the Confirmation levels?

- Location (View Only)
- Contract
- Up/Down Contract
- Nomination
- Transaction

2. Where do I go in 1Line to confirm a location?

Login to 1Line, and go to **Navigation > Nominations > Confirmation**. Select the **Level** at which you would like to confirm nominated quantities.

3. What is Auto Confirmation?

Auto Confirmation is a feature that allows a Confirming Party to designate when scheduled volumes for each nomination during each cycle are to be automatically confirmed.

- When Auto Confirmation is turned **On**, the system will automatically confirm the volumes that are scheduled during each cycle.

- When Auto Confirmation is turned **Off**, the operator must explicitly/manually confirm the volume for each nomination during each cycle. A Date/Time stamp for each nomination will be generated once explicitly confirmed.

4. When can I increase or decrease a confirmation volume?

- A Confirming Party may increase a confirmed quantity at any time prior to the "2nd Intermediate" (3rd overall) processing. Once the "2nd Intermediate" runs, the scheduling engine will NOT allow increases to the scheduled quantities for that cycle. See the Confirmations training module for cycle times.
- A Confirming Party may decrease a confirmation quantity at any time during the confirmation window for the particular cycle and the scheduling engine will reduce the scheduled volumes to match the confirmed volume as long as it is not below EPSQ.

5. What is EPSQ?

Elapsed Pro-Rata Scheduled Quantity relates to the decrease of a confirmation quantity for a specific cycle. EPSQ means that portion of the scheduled quantity that would have theoretically flowed up to the effective time of the intraday nomination being confirmed, based upon an assumed cumulative uniform hourly quantity for each nomination period affected.

The amount a previously scheduled nomination may be reduced is dependent on the cycle currently being scheduled, as detailed below:

- For **Timely and Evening cycles**, a scheduled volume can be confirmed down to zero with no issues of EPSQ.
- For the **ID1 cycle**, a previously scheduled nomination may only be **reduced by 2/3** of its scheduled volume.
- For the **ID2 cycle**, a previously scheduled nomination may only be **reduced by 1/2** of its scheduled volume.

For more details on the Confirmation process, please refer to the Confirmations Training Module at: www.1line.williams.com > Transco's Informational Postings Page > 1Line > Training > Training Modules > Confirmations

Contacts

1. Where can I find Transco contact information?

Contact information for specific Transco representatives is listed on Transco's EBB. To access this information, go to www.1line.williams.com > **Transco's Info Postings page**. From the Info Postings page, select the **Contacts** tab, then select **Contact My Rep** for available persons/groups to call.

2. How do I find out who my Transco contact is?

If you are a 1Line User, login to 1Line, start at the Customer Activities Home page, then **Navigation > Customer Information > Business Associate Details**. Your Commercial Services Rep. will be listed under the WGP Contacts for Business Associate section.

3. What reports can I run that shows all our users and roles they have?

By navigating to the Request tab under Reports, then select Cust Info from the Functional Area drop down list, you will find six reports available: Business Associate Contact Information (in report or data format); Business Associate Contact Role Assignment (report and data format); Business Associate Inventory Analysis; and Business Associate and DUNS.

Contracts

1. How do I request a contract?

Customers may create IT , Pooling, IDLS, ICTS, ISS and PAL contracts electronically through 1Line. 1Line user must log into the 1Line system and submit the contract request.

- a. For assistance on submitting an IT, Pooling or IDLS please contact your Commercial Services Rep.
- b. For assistance on submitting ICTS, ISS or PAL contract, please contact Commercial Services Reps Laurie Catlett (713-215-4626) or Suzie Heiser (713- 215-4356). Scheduling of PAL will require approval from Marketing Services Reps.

Contact information for specific Transco representatives is listed on Transco's EBB. To access this information, go to **www.1line.williams.com** > **Transco's Info Postings page**. From the Info Postings page, select the Contacts tab for available persons/groups to call.

2. How can I get Firm Capacity?

If any firm capacity is available on Transco's system, it will be reflected in the Unsubscribed Capacity Report, accessible from Transco's **Info Postings page >Capacity > Unsubscribed**.

Firm capacity can also be acquired through new expansion projects. For information on new expansion projects, go the Info Postings page > **Expansions > Expansion/Project Information**.

Firm capacity may also be acquired through capacity release on a permanent or temporary basis. For more information on acquiring firm capacity through capacity release, please call your Commercial Services representative.

3. What is Telescoping?

Telescoping is the incremental increase of capacity rights of certain Firm Transportation Contract holders from designated production area pooling points to the delivery point(s) designated on the FT contract. Customers with telescoped contracts are entitled to a percentage of their Total Contract Quantity (TCQ) as defined below:

- a) Sta. 30 to 45: 17%

- b) Sta. 45 to 50: 42%
- c) Sta. 50 to 65: 61%
- d) Sta. 62 to 65: 39%
- e) Sta. 65 to city gate: 100%

4. What is a Contract PPA Indicator?

The **PPA Indicator** is used to specify how prior period adjustments affect imbalances and how they are cashed out. Setting the **PPA Indicator** to **Yes** will cause imbalances from prior period adjustments to be included with the current month tradable imbalance and then cashed out at the current month price.

A **PPA 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:

- a) 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.
- b) PPAs that increase the imbalance will be cashed out at the highest priced tier originally billed.
- c) 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.

5. How do I change my PPA Indicator?

The default for the PPA Contract Indicator = YES (include PPA in the current month imbalance). If you would like to change the PPA Contract Indicator to include or exclude PPA imbalances from the current month, a request must be in writing. An e-mail requesting this change can be sent to a Commercial Services Representative until the end of the month effective for the 1st of the future month (prior to the first of the month for which it is to be changed). For more information on the PPA indicator, see the Contracts II training module.

6. Does a shipper need a transportation contract if they have a pooling contract?

Yes. In order to transport gas to your pool you must have an IT or FT Transportation Contract.

7. Where can I find out what the primary rights are on a contract?

From the Customer Activities Home page, select **Navigation > Contracts > Contract Rights > Avail Release/Schedule Qty by Location and Avail**

Release/Schedule Qty by Segment. Input the desired contract number, and click **Retrieve**. Primary and secondary rights on the contract will be displayed.

You can also run a **Segment Audit Report**, use the **MDQ Calculate** button from the action menu on the **Retrieve Nominations** page, or **view a graphical presentation** on a map of the pipeline, select **Navigation> Contracts>Contract Rights>Contract Rights Map, Contract Rights Map – Released and Contract Rights Map – Scheduled**. For more information on the Contract Rights Map, see the [Contract III-FT](#) training module

Critical Day

1. What is a Critical Day?

Critical Days involve situations where the operating conditions may threaten the integrity of the pipe.

2. What is involved when a Critical Day is issued?

Transco's FERC Gas Tariff provides Gas Control with the ability to take necessary actions to ensure the safety of the pipeline and provide firm entitlements to our customers. The tariff sections applicable for critical days include Section 11 - **Force Majeure**, Section 51 - **Operational Controls (OC)**, and Section 52 **Operational Flow Order (OFO)**.

3. What is the importance of a Critical Day?

The 1Line critical day process is important because it helps schedule gas based on operational conditions, ensuring the pipeline is fully utilized in accordance with customers' priority of service.

4. Where can I access Critical Day information?

To access Critical Day information go to Transco's Informational postings page at www.1line.williams.com. Under the Transco's Williams logo select **Info Postings>Notices > Critical**

5. What is an Operational Control (OC)?

An Operational Control can be called by Transco to maintain the operational flexibility of the pipe. Transco must issue a warning, via 1Line's Critical Notices, **48 hours before** being able to enact an OC.

6. What are the guidelines in an Imbalance Operational Control?

A Shipper's daily imbalance can be subject to penalties during an Imbalance Operational Control. Depending on what is established in the notice, the imbalance

tolerance will not be less than 5% (of Deliveries) or 1,000 dt, whichever is greater for each day the OC is in effect.

7. What are the penalties for an Imbalance Operational Control?

Penalty dollars are calculated by multiplying the quantity outside the allowable variation by the higher of: **\$50 per Dt or Three times the highest weekly Reference Spot Price for the current month.**

8. What is an Operational Flow Order (OFO)?

In order to alleviate operating conditions which may threaten the integrity of Transco's pipeline system, it may be necessary for Gas Control to issue Operational Flow Orders. Transco must issue notice of an OFO **at least 24 hours** in advance to call an OFO, unless exigent circumstances exist. Upon issuance of an OFO, buyer shall adjust its gas receipts or deliveries as directed.

9. What are the guidelines in an Imbalance Operational Flow Order?

Penalties are subjected to the shippers' cumulative month-to-date imbalance during an Imbalance Operational Flow Order. Depending on what is established in the notice, the imbalance tolerance is 5% (of Deliveries) or 1,000 dt, whichever is greater, for each day the OFO is in effect.

10. What are the penalties for an Imbalance Operational Flow Order?

Penalty dollars are calculated by multiplying the quantity outside the allowable variation **by the highest weekly Reference Spot Price for the current month.**

Discounts

1. What contracts are eligible for discounts?

A discount rate may be applicable to transportation contracts, storage contracts, firm reservation charges, interruptible commodity charges, and Park and Loan balances. Firm commodity rates, injection charges, withdrawal charges, and fuel are not eligible to be discounted.

2. What are the types of rate discounts?

Seller may agree to discount its rate to the buyer below seller's maximum rate, but not less than seller's minimum rate. Such discounted rates may apply to:

- Specified quantities (contract demand or commodity quantities)
- Specified quantities above or below a certain level or all quantities if quantities exceed a certain level

- Quantities during specified time periods
- Quantities at specified points, zones, or other defined geographical areas

3. How do I request a discount?

Discounts are handled and approved by our Commercial Services Representatives. To make a discount request, contact **Laurie Catlett** (Market Area) 713-215-4356, **Suzie Heiser** (Market Area) 713-215-4626.

4. How do I obtain a Discount Request Form?

- Go to **www.1line.williams.com > Transco's Info Postings Page > Resources (top banner) > Agreements/Forms > Discount Request Form.**
- For a direct link to the form go to:
<http://www.1line.williams.com/Transco/files/DiscountReqFrm.pdf>

Imbalance Resolution

1. How do I find out the imbalance I have on a contract?

There are two ways to see transportation imbalances: through 1Line and through reports.

- In order to view imbalances you must have the Balances View role. OIA/ Zone level imbalances by contract can be viewed by going to **Navigation>Flowing Gas>Shipper Imbalance>Monthly Summary**. You will then see a list of each Contract OIA/Zone summary imbalance for the accounting month selected. You can then view daily or aggregate details for each contract.
- In order to view these reports you must have the Billing/Invoicing View role. There are a variety of reports such as Shipper Imbalance Statement, Shipper Imbalance Daily Statement and Imbalance Statement – Interconnect, which you can use to view imbalances.

2. Where do I go to see imbalances that other companies have offered for trade, and their contact information?

Imbalances that other companies have offered for trade can be found on Transco's Info Postings page. From the left hand menu select **Posted Balances> Posted Imbalances**. This page shows all contracts, quantities, imbalance direction, company, and contact information for parties wishing to conduct a trade. You can

also view imbalances from the Create Trade page in 1Line. Under the create trade page it will only show parties with imbalances in the opposite direction.

3. How can I elect to automatically post my imbalance each month?

Automatic elections can be made at the contract level for imbalances from the Auto Post page. To navigate to this page select **Navigation>Flowing Gas>Shipper Imbalance>Auto Post Imbalances**. Select the contracts for which you wish to have the imbalances posted at the beginning of each trade period. Once the election is turned on, each OIA/ Zone imbalance for each particular contract will post to the Info Postings Page on the 1st day of the next trade period and continue until the auto post election is turned off. You must have the Trade Balances role in order to set the elections.

4. When is the trade period for imbalances?

The trade period begins on the first day of the month. The trade period closes at Midnight on the 17th business day of each month. Information on the status of the Trade Period is posted on Transco's Informational Postings page under the 1Line Timeline tab, Monthly Status section.

5. When are imbalances final?

Imbalances are subject to change until allocations are closed for the production month, generally the 5th or 6th of the following month.

6. How do I know if makeup is allowed?

Look under Pipeline Conditions on Transco's Informational Postings Page.

7. How do I confirm or reject a trade?

You can confirm or reject a trade by going to the Trade Details page and selecting the submit button. To access the trade details select **Flowing Gas>Shipper Imbalance>Trade Details**.

8. Can I trade across zones?

Trading can be done across zones, but must be within the same OIA. It may also be subject to a trading fee.

Invoicing and Billing

1. How do I verify the information on my invoice?

Commodity or Demand rates - see the Currently Effective Rates section of Transco's FERC Gas Tariff (accessible online from Transco's Info Postings page). Rates Matrices are also available under the Regulatory Section.

Cash Out rates – see Non-Critical Notices on Transco's Info Postings page for the monthly cash out rate posting. To verify quantity information, use the supporting statements included in the Invoice Packet (i.e. the Storage, Park, Loan, OBA, and Shipper Imbalance statements).

2. Who do I contact with questions on my invoice?

Your Commercial Services Representative is your primary contact, and is listed at the top of your invoice.

3. How do I know when my invoice is final?

The invoice status is posted on Transco's Info Posting's Page by the 1st of each month for Demand invoices, and by the 10th of each month for Commodity invoices. To see the status of the invoice go to the Informational Postings Page, and look under the gray tab labeled 1Line Timelines. In addition, an email message is sent to all 1Line users with a billable party role who have elected to receive email notification. A message will also be posted to the Message Board within 1Line (select Tools > Messages from the Banner at the top of any 1Line page).

4. How do I receive electronic or paper copies of my invoice?

The default method for invoice delivery is electronic delivery which allows customers to print their invoices directly from 1Line; however, customers may elect to receive invoices via U.S. mail. Per the tariff, Buyer or OBA Party may change the method by which Seller renders bills to such Buyer or OBA Party upon 10 days prior written notice to Seller; provided however, such change will not become effective until the first day of the month following the expiration of the 10-day notice period. Contact your Commercial Services Representative with questions about your invoice delivery method.

5. How do I view/print my invoice?

Between the 25th and 10th, invoice packets are batch generated and are available to view in 1Line. To print your invoice, Select **Navigation > Invoicing > Invoice**. Select Accounting period and cycle then Retrieve to pull up the invoice packet(s). If you are an agent, there is a multi-feature that allows you to view all the invoice packets as one .pdf file. Select one or all of the packets and then **Actions>**

View/Print Packet Reports. This will launch Adobe and you may then print all or parts of each invoice packet.

Between the 11th and the 24th, invoices packets are not automatically generated; however, the customer may generate the invoice packet by selecting Navigation>Invoicing>Invoice From the Action menu select Submit Packet Report. To view the reports, select Reporting Tool Packet View.

6. Can I download my invoice?

Once the invoice is generated it can be downloaded. Select **Navigation>Invoicing > Invoice**, Select Accounting period and cycle then Retrieve to pull up the invoice packet(s). Select an Invoice Packet and then select **Actions> Create Data files** or you can also **Right Click > Create Invoice Data File**. A data file will be created for each statement in the packet.

To view the downloaded invoice go to the the Action Menu and select **View/Print Packet Report**. Select any report with a Data File designation, and in the File Download box click Save this file to disk. Click OK. Select the drive, folder and desired file name. The file is automatically saved as a comma delimited (.csv) file. Click Save. In the Download Complete box, click Close.

7. What are the wiring instructions for Transco?

Please make wire transfer payments on the Net Due Date by 12:00 noon Central Standard Time to:

TRANSCONTINENTAL GAS PIPELINE COMPANY, LLC
Duns: 007933021

JPMORGAN CHASE BANK
CHICAGO, IL 60606
ABA# 021000021
Account: 695207969
For ACH wires use ABA 071000013

8. What production month is being cashed out on my current invoice?

In general, cash out invoices will be issued two months following the production month due to the period of imbalance trading. For example, if a customer has an imbalance in September they can trade by the 17th business day of October. Their final cash out will appear on their October invoice dated November 10th.

9. Why doesn't my invoice amount tie to the quantity and unit price on the invoice detail page?

Transco calculates billing on a daily basis and rounding is done at the component level. Because rounding is done at this level, it can account for some difference in the monthly amount due shown on the invoice.

10. I was invoiced volumes to a swing service overtake contract that I did not nominate to. How did this happen? Will this always occur?

The allocation to a swing service contract is made to minimize overrun charges and potential retro requests. Instead of billing the overrun rate, 1Line automatically bills these overrun volumes at IT max rate when there are no physical constraints impacting the Swing Service Delivery Point.

Each day, Transco will calculate capacity available for Swing Service Overtakes. Once a delivery-based constraint point is fully allocated, all overruns will be billed at the overrun rate. To find out which constraint points affect your delivery point, you can view the Swing Service Delivery Points map on the portal. For the capacity available at a delivery constraint point, you can query the Pipeline Constraints Physically Used report under the Operationally Available Tools section on the portal.

Measurement

1. How is measurement data viewed for a location?

Users with access to the measurement data for a specific location(s) may view this data **two different ways**:

- a) At the Meter level in the Williams Measurement System (WMS)
 - Select the **Measurement** tab located on the Blue Tool Bar, on the top right. This will open the **WMS site** in a new window where you can view data for each meter at your given station. You can also select "0" for all runs, select an individual run by selecting the appropriate number next to "Meter", or (at the meter station level) select a particular meter next to "Meter Station".
- b) At the **Location level in 1Line**
 - 1Line receives measurement data from WMS at the meter station level. This data can be viewed in 1Line by going to **Navigation > Flowing Gas > Measurement > Daily Measurement**. In addition to the meter station level, you can also view by 1Line locations, which are the

aggregation of more than one meter station – such as Swing Service Delivery Points (SSDPs).

- You can also view the **hourly** measurement data by going to **Navigation > Flowing Gas > Measurement > Hourly Measurement**. From an operator's perspective, the best time to view hourly data is during the evening cycle because they can see if they need to adjust their flow up or down *or* if they need to alert a shipper to adjust their nomination.

2. I would like to see measurement data that is even more up to date than what is shown on the Hourly Measurement page in 1Line. Is this possible?

Yes. There is a SCADA Real Time Operator Report* available by selecting:

1. **Reports** (Blue Tool Bar) > **Request** tab >
 - **Functional Area: Measurement**
 - **Report Name: SCADA Real Time Operator Report**

**Keep in mind, this report contains raw, preliminary data.*

3. What does "T" represent next to a measurement volume on a Williams System (WMS) volume statement?

The "T" means that the volume is temporary, and will be replaced with an actual number prior to the close of the GMS.

4. Who should I contact if I feel that the measurement volumes in 1Line or in WMS are not accurate?

Contact your Commercial Services Representative.

5. When is measurement final for the month?

Measurement closes on the 5th calendar day of the month following the flow month. These final numbers will be available in 1Line when Allocations closes for the month.

Nominations

3. How do I determine why my nomination was cut?

From the Customer Activities Home page in 1Line, navigate to **Nomination > Scheduling > Review/Select Scheduling Run**

- Input the flow date, cycle and contract information to review the reduction reason codes.

For additional assistance, contact your Commercial Services Rep.

2. How do I nominate Imbalance Payback?

If a shipper has a "Due To" imbalance (long on the pipeline), an Imbalance Payback From TSP (Transaction Type 3) nomination should be made.

If a shipper has a "Due From" imbalance (short on the pipeline), then an Imbalance Payback To TSP (Transaction Type 4) nomination should be made.

Prior month imbalance payback nominations for OBAs should use the following Transaction Types:

Prior Month Imbalance Payback from TSP – Transaction Type 63

Prior Month Imbalance Payback to TSP – Transaction Type 64

The availability of imbalance payback nominations on any given day is posted under Pipeline Conditions, or included in Critical Notices on Transco's Info Postings page.

3. How do I check to see if my pools are balanced?

- a. From the Customer Activities Home page in 1Line, navigate to **Nominations > Nomination > Pool Balance Summary**.
- b. Compare Supply, Disagg and Market quantities to ensure the pool is balanced and/or within the allowable pool tolerance. This information is available as soon as the nominations are submitted.

4. Are rank changes at pooling points permitted in the ID2 cycle?

Rank changes made during the ID2 cycle will be recognized by 1Line, but EPSQ rules, as listed in the General Terms and Conditions Section 28.1(e) of Transco's FERC Gas Tariff, still apply to previously scheduled quantities.

5. How do I calculate fuel for a particular transaction?

The Retrieve Nominations page in 1Line includes a Calculate Fuel button that can be used to estimate fuel on a nomination that is being set up in 1Line. From Transco's Info Postings page, fuel percentages can be found in Transco's online FERC Gas Tariff and also in the Rate Matrices provided on the left side of the page under the Regulatory tab.

1Line also offers a Rate Calculator to assist with estimating rates, fuel or trading fees. From within 1Line, follow the steps below:

- a. Under Tools on the top menu bar in 1Line, select **Rate Calculator**

- b. To estimate charges, select the Rate Schedule (i.e. TFO-Transportation For Others), Charge Basis (i.e. Reservation, Commodity or Balance), Transaction Type (i.e. Reservation, Current Transportation, etc.), Flow Direction, Receipt Zone and Delivery Zone.
- c. In the Action Menu, select one of the two choices - **Calculate** or **Breakdown**. You can also click on the Calculate or Breakdown button. Calculate will give you the estimated overall rate as well as an estimated fuel %. Breakdown will show you the estimated components as well as the estimated fuel % that make up the overall estimated Rate.

6. Why am I receiving an error message that my delivery location was invalid on a receipt make-up nomination (transaction type 4)?

This error message appears because 1Line requires the path of receipt make-ups to be consistent with the original transaction. Because the original nomination was pool to pool, the pool must be used as the delivery location on the makeup. Otherwise the pathed nominations will require payback locations using the delivery points shown below. Further information is available on our Non-Critical Notices list dated 01/04/2012.

Zone	Delivery Location ID (Haul)	Delivery Location Name	Location ID (No Haul)	Location Name
1	9006442	Zone (1) Payback	1000007	Pooling-Station 30
2	9006443	Zone (2) Payback	1000026	Pooling-Station 45
3	9006444	Zone (3) Payback	1000040 1000065	Pooling-Station 50 Pooling-Station 65
4	9006445	Zone (4) OIA(1) Payback	1000105	Pooling-Station 85
4	9006446	Zone (4) OIA(2) Payback		
4A	9006449	Zone (4A) Payback	9005542	Pooling-Station 85 Zn4A
4B	9006450	Zone (4B) Payback		

5	9006447	Zone (5) Payback	1000139	Pooling-Station 165
6	9006448	Zone (6) Payback	1000178	Pooling-Station 210

System Auto Disagg Nominations

1. What is Auto Disagg?

Auto Disagg is a function that allows an owner of a pooling contract to submit a disagg nomination (Transaction Type 08) with a specific package ID of **SYSTEM DISAGG** and the use of a specific action of **Submit Auto Disagg**. This nomination will automatically adjust to the owner of the pooling contract's own market nominations either up or down. This should alleviate the owner of the pool from having to adjust and submit new disagg nominations every time their own market noms are adjusted.

2. Can the owner of a pooling contract still submit normal disagg nominations?

Yes, the owner of the pooling contract can submit regular Transaction Type 08 disaggregation nominations with different package ids and the System Disagg Nomination will take the swing to balance between the owner's market and disagg noms.

3. Who can submit an Auto Disagg?

The owner of a pool can use the action **Submit Auto Disagg** when they are nominating out of their own pool. This should be a one-time nomination with the recommended end date 12/31/2999. A new nomination will be created with the Package ID as **SYSTEM DISAGG** when the action **Submit Auto Disagg** is used. The pool owner will still need to nominate (TT08) for 3rd party markets pulling from their pool.

4. Can I have more than one SYSTEM DISAGG?

There can only be one active SYSTEM DISAGG for each pool.

5. Can I Submit an Auto Disagg for all cycles?

The Auto Disagg cannot be submitted for the Post or Retro cycles, however if a SYSTEM DISAGG is already created for a Post or Retro day, the SYSTEM DISAGG will automatically be used.

6. Will the Scheduling Runs show why the SYSTEM DISAGG was cut?

No the SYSTEM DISAGG will not be reflected in the Scheduling Run because it will always adjust to the market nomination of the pool owner.

7. Can I change the Package Id of the SYSTEM DISAGG (TT08)?

No, Auto Disagg's will always have SYSTEM DISAGG as its package id. If for any reason the pool owner wants more than one TT08 for their business purposes the owner of the pool can still nominate a TT08 with another Package Id by using the action Submit Collection. The SYSTEM DISAGG will always take the swing first because of its automatic rank of 999. If, however, SYSTEM DISAGG is used in the Package Id with the action Submit Collection the nomination will be rejected with an error message.

8. Can I Edit the SYSTEM DISAGG (TT08)?

If the SYSTEM DISAGG is already created the date range is the only editable field but if you used the suggested end date of 12/31/2999 then there would be no reason to touch this nomination again unless to turn off or Delete the auto disagg. If the action Create or Edit Create is used with the action Submit Auto Disagg, as long as the Downstream ID matches the pooling contract BAID anything input in the Package ID and Del Rank will be ignored and populated with SYSTEM DISAGG and 999. If the Del Qty is changed from an existing SYSTEM DISAGG, the new volume will overlay the existing SYSTEM DISAGG, however as long as the quantity is greater than zero the SYSTEM DISAGG will automatically adjust to any market nomination that belongs to the pool owner.

9. How come my Pool Detail Page does not reflect my nominated SYSTEM DISAGG?

The SYSTEM DISAGG will only reflect what the pool owner's market nomination/scheduled quantity is depending if there are other TT08's nominated for the pool owner.

10. What happens if I include the SYSTEM DISAGG nomination when I Select All for my nominations and Submit Collection?

You will receive an error message that indicates that the SYSTEM DISAGG package id is available only for Submit Auto Disagg nominations.

11. How can I terminate the SYSTEM DISAGG?

The SYSTEM DISAGG can be either turned off or deleted. To turn the SYSTEM DISAGG off select action Edit Create and enter a Del Qty of zero then Select Submit Auto Disagg. To delete the SYSTEM DISAGG change the End Date on the nomination to the nearest date that the nominations hasn't been scheduled then select action Delete.

Whether you turned off the SYSTEM DISAGG or delete the SYSTEM DISAGG you can only create or turn on the SYSTEM DISAGG by one of the 3 methods below.

12. How to Create or Turn on the Auto Disagg?

There are three ways to Submit Auto Disagg:

1. Existing customers who already have their pooling contract BAID referenced in the Downstream ID (TT08) can:
 - a. Highlight row with Del Qty greater than zero>Right click or go to Action Menu on upper right hand side>Submit Auto Disagg
 - b. The new Auto Disagg will overlay the existing TT08 but when you select Retrieve both TT08's will appear
 - c. If you only want the SYSTEM DISAGG then all TT08's that reference the pool owner's Downstream ID need to be zeroed out
2. New customers or current customers submitting a TT08 for the 1st time can:
 - a. Right click or Action Menu>Edit Create an existing 08 with a quantity > zero>Submit Auto Disagg. Package ID and Del Rank will default to SYSTEM DISAGG and 999
 - b. If you only want the SYSTEM DISAGG then all TT08's that reference the pool owner's Downstream ID need to be zeroed out
3. New customers or current customers submitting a TT08 for the 1st time can:
 - a. Right click or Action Menu>Create>enter Pooling contract number, make sure TT is 08, enter Delivery location, Delivery Qty and Downstream ID>Submit Auto Disagg. Package ID and Del Rank will default to SYSTEM DISAGG and 999
 - b. If you only want the SYSTEM DISAGG then all TT08's that reference the pool owner's Downstream ID need to be zeroed out

OBA/Mutual Assist

1. What is an Operational Balancing Agreement?

An Operational Balancing Agreement (OBA) is an agreement between Transco and an OBA party in which the OBA party is responsible for resolving any imbalances created at the location of flow due to differences between scheduled quantities and measured quantities.

7. What are the types of Operational Balancing Agreements?

- **100% In Kind:** Entire imbalance is allowed to be made up in kind and any remaining imbalance at the end of each month will roll to the next accounting period and is added into the current month imbalances.
- **100% Cash Out:** Entire imbalance is allowed to be traded and any remaining imbalance at the end of the trade period is cashed out.
- **Hybrid:** Contract specifies the portion of the imbalance within a certain tolerance level that may be made up in kind. The entire imbalance may be traded during the trade period. Once the trade period expires, the entire remaining imbalance is cashed out.

8. What are the guidelines of setting up an Operational Balancing Agreement?

A location can only be on one OBA contract. The location and contract should be effective for the 1st of the month and prior to any gas flow.

9. How do I request an Operational Balancing Agreement?

To request an OBA agreement, you must be the Operator of the location that will be set up with an OBA. Contact your Commercial Services Representative for assistance.

10. Where do I go to monitor my OBA imbalances for the month?

To monitor your OBA imbalances: Log into 1Line and go to **Navigation > Flowing Gas > Shipper Imbalance > Monthly Summary**.

11. What is Mutual Assist?

OBA mutual assist is a request to have current month imbalances rolled into the next month and not be cashed out for as long as the agreed upon mutual assist term.

12. How do I request OBA Mutual Assist?

Operators can request mutual assist on their OBA contracts; however, approval by both parties is required. The OBA party must provide information supporting why a mutual assist should be awarded and the proposed term. To request mutual assist, contact your Commercial Services Representative.

Park and Loan

1. What is Park and Loan?

Park and Loan (PAL) is an interruptible service which allows customers the flexibility of putting gas in Transco's system for later use (Park) or borrowing gas from Transco's system and paying back the volume at a later date (Loan).

13. What are the benefits of Park and Loan?

- Allows shippers to borrow gas to cover supply losses or market needs and park gas to offset demand decreases
- Utilize this service when customers are out of balance on the pipeline
- Utilize PAL to take advantage of short-term price swings on the open market

14. What are the Park and Loan Locations?

There are currently seven Park and Loan Locations on Transco's System consisting of one PAL Location in each Zone. The PAL locations are listed below:

ZONE	Park and Loan Locations	Location ID
Zone 1	PAL Station 30	1000011
Zone 2	PAL Station 45	1000027
Zone 3	PAL Station 65	1000070
Zone 4	PAL Station 85 – ZN4	1000106
Zone 4A	PAL Station 85 – ZN4A	9005543
Zone 5	PAL Station 165	1000140

Zone 6	PAL Station 210	1000183
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4. What do I need to be able to Park or Loan on Transco?

To Park or Loan gas on Transco, a Park and/or a Loan contract must be executed. One can be set up without the other, but it is prudent to set up both to have the contract available when needed. Park and Loan contracts are not transportation contracts. Shippers must transport park or loan volumes with their own transportation contracts (IT or FT) to move gas to or from a PAL location.

5. How do I request Park and Loan Contracts?

To request a Park or Loan contract, contact your Commercial Services Representative: Laurie Catlett: 713-215-4356 or Suzie Heiser: 713-215-4626.

6. Is Parking and loaning of gas always available?

Park and Loan is a service that is subject to pipeline conditions and availability. For updates on availability of PAL services: Go to **www.1line.williams.com > Transco Info Postings > Pipeline Conditions**).

PDA's

1. What is a PDA Method?

A PDA (Pre-Determined Allocation) Method is a tool used by Location Operators to communicate to Transco how they want to allocate any over- or under-production measured at a single location where no OBA (Operational Balancing Agreement) is in place.

Production Facilities may use any of the following PDA Methods: **Pro Rata, Ranked, OPV (Operator Provided Value) or Percentage.**

LDCs must use the PDA Method of **Ranked.**

2. What is the deadline for submitting a PDA?

The deadline for submitting a PDA is 10:30 AM CST the day following flow.

3. What happens if a PDA is not submitted?

If a PDA is not submitted for a location, the default method will be **Pro Rata.**

4. What happens if a PDA is submitted at different levels?

The latest level submitted will be the one used.

5. What happens to my PDA if a new nomination is submitted?

The PDA could be affected depending on the type of PDA Method specified; further evaluation by the operator may be necessary. See [Pre-Determined Allocations \(PDA\) training module](#).

6. What is the difference between Limit Value and Scheduled Limit Value at LDC Locations?

A **Limit Value** is the amount you request as the amount of swing you want allocated to a transaction when in a low burn or high burn situation. The **Scheduled Limit Value** is the amount of the PDA that actually gets scheduled after the 1Line system checks to make sure that the sum of scheduled quantities and Limit Values do not exceed the contract's MDQ.

Pooling

1. How are the pools balanced in Evening, ID1 and ID2 Cycles?

During the Evening, ID1, and ID2 cycles, pools are balanced to the posted allowable variance level. Any scheduled imbalance between the aggregation and the disaggregation nominations that remain at the conclusion of the ID2 cycle, will reside as an over/under imbalance on the transportation contract, since no imbalance can reside at a pooling location.

As stated in Section 2.3(c) of the Pooling Rate Schedule in Transco's FERC Gas Tariff: Total daily quantities of gas delivered to a pooling point under the aggregation nomination must equal the total daily quantities of gas nominated on the disaggregation nomination at that pooling point for each pooling service agreement, subject to an allowable variance of 4%, unless reduced by Seller at Seller's sole discretion.

Refer to Transco's Info Postings page under the Pipeline Conditions tab to see the currently allowed variance (listed as "Auto Pool Balancing").

15. Does the pool have to remain balanced in Post and Retro Cycles?

Yes, the pool will be balanced in ID2 and any cycle after ID2. Nominations made in Post or Retro cycles must result in a balanced pool to be scheduled.

16. How do I check to see if my pools are balanced?

From the Customer Activities Home page in 1Line, navigate to **Nominations > Nomination > Pool Balance Summary**

Compare Supply, Disagg and Market quantities to ensure the pool is balanced and/or within the allowable pool tolerance. This information is available as soon as the nominations are submitted.

17. Can another party transport gas into my pool?

Shippers must transport supplies to their own pools on a transportation contract unless their agent transports supplies to the agent's pool using the Service Requester's transportation contract.

18. How can I be notified if my pool is cut?

Customers can receive emails to notify them when their pool is out of balance or for scheduling cuts. Each Business Associate's System Security Administrator can set this option up under **Navigation>Customer Information>Business Associate Contacts**.

Prior Gas Day

1. My retro has been approved by all parties, so why is it still in pending status?

The retro may have been approved by the parties after the nightly retro batch completed.

If storage activity is involved, the daily afternoon storage batch job will need to be completed before the retro batch process will update the storage activity. These will generally be picked up by the retro batch the following night.

There may be another retro nomination that is in pending status at the same location as your retro. Your Commercial Services Rep can check this for you.

2. I submitted a retro to reallocate volumes between two activities on the same contract, and the retro was rejected on the Retro Request List page because of a constraint. Where can I see details of why my retro was cut?

Check the results of the scheduling run for the Retro cycle for all of the activities that were being requested for the change. One of the activities may be flowing on a secondary FT basis or a new activity may have been inadvertently created causing a problem with the MDQ.

3. I am a shipper and when I checked the Retro Request List page yesterday after I submitted the retro the stops were all Approved, but my retro is still in Pending status. How can I find out what is holding up my retro?

Check the Retro Request List page again. When the nightly process runs, additional impacted parties could have been identified and added to the Routing Activity list. Each impacted party will receive an email notifying them that a retro request requires their attention.

4. I submitted my nom late yesterday and it was rejected last night before the operators had a chance to approve it. They both agreed before I submitted

the request that they would approve it, and when I submitted it, it passed the online validations. Why was it rejected?

The nom validation from the 1Line page verifies only that the data elements in the nomination are valid. The validation is for the submitted nom only, not for all of the transactions within a segment that the scheduling engine validates. When requests are processed by the Retro Scheduling cycle run, the nomination is validated to determine whether the retro can pass through capacity constraint and contract MDQ limits. If it is not feasible due to an MDQ issue or a capacity constraint, the request will be rejected.

5. Last month I was the nominating agent, and I am trying to submit a retro request but 1Line will not allow me to do so.

Agents may submit or approve a retro only if they were an agent on the original gas flow date and are still an agent on the retro submittal and approval dates. If you are no longer the agent you cannot submit nominations even though you were an agent for the gas flow date that the retro covers. The Service Requestor will have to submit the retro request.

6. Does the pool have to remain balanced in Post and Retro Cycles?

Yes, the pool will be balanced in ID2 and any cycle after ID2. Nominations made in Post or Retro cycles must result in a balanced pool to be scheduled.

Rates and Fuel

1. Where can I find Rate and Fuel Information?

Online Rate information can be accessed from Transco's Info Postings page under the online Tariff (on the left hand navigation menu), or by selecting **Regulatory > Rates Matrices** from the blue menu bar at the top of the page. Additionally, Cash Out rates are published monthly in Non-Critical Notices (also accessible from the Informational Postings page). From within 1Line (login required) a Rate Calculator is also available from the Banner Menu.

Note: The rates calculated by the Rates Calculator are estimates only. Actual rate calculations will be performed pursuant to Transco's FERC Gas Tariff and may vary from these estimates.

2. How can I calculate the rate for a transportation or imbalance trade transaction?

Login to 1Line, and select **Tools > Rate Calculator** from the Banner Menu

Note: The rates calculated by the Rates Calculator are estimates only. Actual rate calculations will be performed pursuant to Transco's FERC Gas Tariff and may vary from these estimates.

3. How do I use the 1Line Rate Calculator?

To Calculate a Rate:

- a. Login to 1Line, under tools, click on **Rate Calculator** from the Banner Menu Fill in all the necessary information (i.e. rate schedule, charge basis–demand or commodity, transaction type, flow direction, receipt/delivery locations or zones)
- b. From the Action Menu you can request **Calculate** which will provide the total rate, or **Breakdown** which will show the total rate by rate component.
 - i. If a volume is provided, fuel will be displayed with either action.

Calculate Trade Fees and Fuel:

- a. Fill in all the necessary information (i.e. rate schedule, charge basis–demand or commodity, transaction type, flow direction, receipt/delivery locations or zones), selecting **Balance** as the Charge Basis, and **Balance Trade** as the Transaction Type.
- b. From the Action Menu you can request **Calculate** which will provide the total rate, or **Breakdown** which will show the total rate by rate component.

Note: The rates calculated by the Rates Calculator are estimates only. Actual rate calculations will be performed pursuant to Transco's FERC Gas Tariff and may vary from these estimates.

4. When can I see the rate used to calculate Cash Out?

The Cash Out Indices are posted on the EBB at the beginning of the month while the Minority/Majority Cash Out Indices are posted on the EBB after the trade period closes.

Reports

1. Where do I go to get Reports?

Reports may be accessed from the following areas: (1) from the Reports pages of 1Line (most reports are available here), (2) from within the Invoice Packet, or (3) downloaded from either the Public EBB (Transco's Info Postings page) or the related 1Line page.

2. Is there a list of reports that are available on 1Line?

A Reports Cross Reference is available from [Transco's Info Postings](#) page. To access this report, from the banner menu, select **Resources > Cross References > Reports Cross Reference**. Information provided for each report includes: name, information contained, Role required to access, if available in data file format, and if the report is available via 1Line's Report Subscription feature (see below).

3. What is the Report Subscription feature in 1Line?

The Report Subscription feature provides a mechanism for a 1Line customer to request selected reports to be run on a regular, pre-selected basis. To set up subscriptions, go to the banner menu in 1Line, and select **Reports** and then from the top left of the page, select **Subscriptions**.

4. What is the difference between the Report List and Report Request pages?

Reports that have already been generated, including those generated by automatic batch processes are accessed from the **Report List** page in 1Line. The **Report Request** page allows the customer to request that a report be generated, and also to receive Email notification when the report is available.

5. Which reports are included in my Invoice?

Depending on an individual 1Line user's roles, the following reports may be a part of the Invoice packet:

- Invoice Detail Statement
- Invoice Summary Statement
- Shipper Imbalance Statement
- Storage Statement
- Imbalance Statement – Interconnect
- Park Statement
- Loan Statement
- Imbalance Resolution Activity Statement

6. Where can I find Transactional Contract Reports (TCRs) and the Index of Customers (IOC) in 1Line?

The IOC and the TCR can be found on Transco's Informational Postings page. To access these reports from [Transco's Info Postings](#) page, select either Index of Customers or Transactional Reports from the left-hand navigation menu. Additionally, the IOC can be found within the Reports area of 1Line.

7. Which reports are downloadable?

Many 1Line reports are available as a data file. Most can be found by selecting Navigation > Downloadable Report List/Request. In addition to the downloadable (data file) reports that are available from the Reports pages in 1Line, several data files can be created from their related pages. Most of these downloadable reports are displayed under the **Downloads** option on the 1Line Navigation Menu, including the following:

Nomination (NMST)
Scheduled Quantity (SQTS)
Scheduled Quantity for Operator (SQOP)
Confirmation Response (RRFC)
Request for Confirmation (RQCF)
Location Capacities (LCSP)

An additional data file, the **Pre-determined Allocation (PDAL)** file may be downloaded from the PDA pages.

8. Why is the report that I requested blank?

Adobe Acrobat settings may be preventing your report from displaying. Try editing your Adobe settings (under **Preferences** – path depends on your Acrobat version). Disable or un-check the “Web Browser Integration” or “Display PDF in Browser” features. When viewing a report you may be asked whether you would like to open, or to save the file. If this does not resolve the issue, please contact your Commercial Services representative.

Storage

1. Are transportation and storage nominations required for bundled and unbundled storage services?

- When nominating a **bundled storage service**, a storage nomination (**Transaction Type (TT) 6 or 7**) is required.
- When nominating an **unbundled storage service**, if the transporter and the storage contract holders are the same party, a transportation nomination (**TT 1**) is required.

- When nominating an **unbundled storage service**, if the transporter and the storage contract holders are not the same, both the transportation nomination (**TT 1**) and storage nomination (**TT 6 or TT 7**) are required.

2. Where can I find the fuel rates for storage?

The storage fuel rates can be found under the applicable rate schedule in the Tariff which is located at Transco's Informational Postings page.

3. How do I know if excess WSS or GSS injections are being permitted?

Refer to Transco's Informational Posting page under Pipeline Conditions for excess availability.

4. What transaction type nomination is required for excess GSS storage?

Excess GSS storage injections/withdrawals require a nomination with **TT 12 or 13**.

5. How do I calculate my GSS nomination in order to account for fuel?

As an example, if the net volume to be nominated is **5000** and current fuel rate is **4.33%**, use the factor ($1 - .0433 = .9567$). Divide the net volume **5000** by the factor $.9567 = 5226$ (gross injection volume to be nominated).

6. Why do LGA, LNG and LG-S have the highest fuel cost?

Higher fuel costs are associated with the LNG services due to the liquefying process.

7. Are in-field storage transfers available for all unbundled storage services?

Yes, in-field transfers of Storage Balances are permitted from one Buyer ("Transferring Buyer") to another Buyer ("Receiving Buyer") under the same storage Rate Schedule for unbundled storages. The Receiving Buyer must not exceed the Adjusted Storage Capacity Quantity specified in their service agreement(s) or cause the Transferring Buyer's Storage Gas Balance to be less than zero.

8. Is there fuel applied for WSS storage injections and withdrawals?

Fuel is applied to WSS storage injections and is **not** applied to WSS storage withdrawals.

9. What report can I generate to see my storage contract rights?

The **Storage Contract Limits** report can be generated to display the storage contract rights including ratchet levels and quantities.

10. Is WSS considered upstream of station 60 or station 50? What are the mileposts?

WSS (MP 542.06) is downstream of station 50 (517.39) and upstream of station 60 (MP 588.62). Refer to Transco's Informational Postings page > Graphical OAC link located on the date banner above Pipeline Conditions.

11. Do I need to have contract rights in zone 3 in order to withdraw from WSS storage?

Yes, you must have contract rights in zone 3 to move gas coming out of WSS.

System Security Administrator

1. What is an SSA?

SSA stands for System Security Administrator. Each Business Associate (BA) should have 1 user designated with the **SSA Role**. Users with these roles are responsible for setting up new users as well as administering any changes. Any additional backups should have the **Customer User Administration Role**. For instructions on how to manage these changes go to the **System Security Administrator** training packet in 1Line.

2. How do I know who my SSA is?

You can determine who has the SSA Role at your company by following these steps:

- From the 1Line Customer Activities Home page, select Navigation > **Customer Information>Business Associate Contacts**.
- On the **Customer Info/Contacts** page select the **Role** filter on the top right of the page. This will bring up a page of all the Roles.
- Select the **Customer Information/System Security Administrator** row and then, **Actions > OK**.
- When the list page returns, click **Refresh** and the SSA's name and phone number should appear.

3. What is a "Role?"

Roles represent specific activities or responsibilities assigned to users. Primarily they are used to grant system access. Roles relate to one or more Business Functions in 1Line, and may be associated to individual User IDs. What users can "see" and "do" is controlled by what Roles they have. If you need a new Role associated to your user ID, contact your **SSA**.

4. My account is locked/password needs to be reset. Who do I call?

If your account is locked, please contact your **Commercial Services Representative**. If your password needs to be reset you have two options:

- Prior to being set up in the 1Line system you can set up a security question that will allow you to get a temporary password emailed to you from the Login page.
- You can contact your company's **SSA** for assistance.

View Scheduling Run Results

1. What is a scheduling run?

Each Scheduling Run in 1Line enforces Transco's Tariff and business rules for scheduling nominations. This scheduling process runs multiple times each cycle, checking and updating scheduled quantities in areas such as pools, constraint points, MDQ and confirmations.

2. How do I determine why my nomination was cut?

Customers are able to review the results of each completed Scheduling Run for current and past scheduling cycles. The results show the quantity scheduled in the chosen cycle, scheduling cuts and scheduling cut codes.

From the Customer Activities Home page in 1Line, navigate to **Nominations > Scheduled Quantity > Review/Select Scheduling Runs**. Input the Flow Date, Cycle, and Run Type review the requested data. Once the list of contracts is displayed, you can select Nom Detail in the Actions Menu to view individual nominations for that contract. Further, you can select Scheduling Cuts Quick View page and click on the Reduction Reason link.

For additional assistance, contact your Commercial Services Representative.

3. Where can I find a list of Reduction Reason Codes?

A table for the Cut Reason and Codes (Reduction Reason Codes) can be found at the end of the **Scheduled Quantity for Operator** and **Scheduled Quantity for Shipper** reports in the **Reports** section of 1Line.