



Southern Star Central Gas Pipeline

ELECTRONIC CONTRACTING

Why the change to Electronic Contracting?

- ▶ Faster process
- ▶ Allows for electronic (remote) access to request and execute
- ▶ Increases the accuracy rate of the documents produced and the data input into CSI.
- ▶ Electronic filing of all documents in CSI makes them immediately available electronically to the shipper.
- ▶ Paperless



What do I need to know?

- ▶ How to submit a service request (new or amended).
- ▶ How to locate submitted requests.
- ▶ How to reject or correct a service request.
- ▶ How to execute a service request.
 - ▶ Electronically
 - ▶ Manually
- ▶ How to retrieve a filed, executed service agreement.

PROCESS OVERVIEW

- **Electronic Process**
 - **Request**
 - Electronically into CSI
 - **Document preparation**
 - Electronically by CSI
 - **No additional CSI data input required**
 - **Review**
 - Processed electronically by various contacts
 - **Execution**
 - Click of a button
 - **Filing**
 - Electronically in CSI

How to submit a service request (new)

Southern Star
CENTRAL GAS PIPELINE
TSP 007906233

Service Requests TSP/Name: 007906233 Southern Star Central Gas Pipeline, Inc. Welcome Stephanie McIntyre, Niag

Service Request Search

Retrieve

Svc Req Data: 13769 - Niagara Marketing Resources, Inc. Svc Req Type: New Svc Req Id: []

Routing Status: Select... Process Status: Select... Rate Schedule: Select...

Svc Req K Prefix: [] Svc Req K Id: [] Location Zone: Select...

Only show Requests awaiting my action Exclude Requests requiring manual approval


Activated: [] Terminated Between: [] and []

+ Create Service Request Clear Filters Reset Sort Reset Columns

Svc Req Type	Rate Sched	ID	Routing Status	Process Status	Effective Date	Termination Date	Svc Req Name	Svc Req Prop	Svc Req
--------------	------------	----	----------------	----------------	----------------	------------------	--------------	--------------	---------

20 items per page

Service Requester Information

Svc Req: 13779 - Niagara Marketing Resources, Inc. 

Is Affiliate:







Electronic Signature
Acceptable: 

Shipper Type: Corporation 

Service Requested

Rate Schedule: FTS 

Effective Date: 12/01/2016  


Termination Date: 01/01/2017  

Accept Lesser Qty:

Transportation Detail


Add Location Zone

Loc Zn	
Production	MDTQ 1,000

 20 items per page

1 - 1 of 1 items

Receipt

> Open Location Select 

Rec Loc	Rec Loc Name	Line Seg	MDQ
---------	--------------	----------	-----

◀ 0 ▶ 20 items per page No items to display

Receipt

Filter By Name, Id, Type, etc

	Id	Location Name	Line Segment	Flow	Type
+	7158	OFS Maysville	Maysville	Receipt	Plant
+	10731	Chelin Pld	Straight-Blackwell	Receipt	Producer Gatherer
+	11377	Transwestern Canadian - Rec.	Canadian-Blackwell	Receipt	Interstate Interconnect
+	11435	OkTex Marsh Interconnect	Canadian-Blackwell	Receipt	Interstate Interconnect
+	12723	DCP - Kingfisher	Oklahoma City	Receipt	Plant

◀ 1 2 3 4 5 6 7 8 9 10 ... ▶ 5 items per page 1 - 5 of 121 items

Receipt

> Open Location Select				
	Rec Loc	Rec Loc Name	Line Seg	MDQ
<input type="checkbox"/>	13565	St. Francis	490	1,000

Navigation: 20 items per page, 1 - 1 of 1 items

Delivery

> Open Location Select				
	Del Loc	Del Loc Name	Line Seg	MDQ
<input type="checkbox"/>	999000	Prd/Mkt Interface	909	1,000

Navigation: 20 items per page, 1 - 1 of 1 items

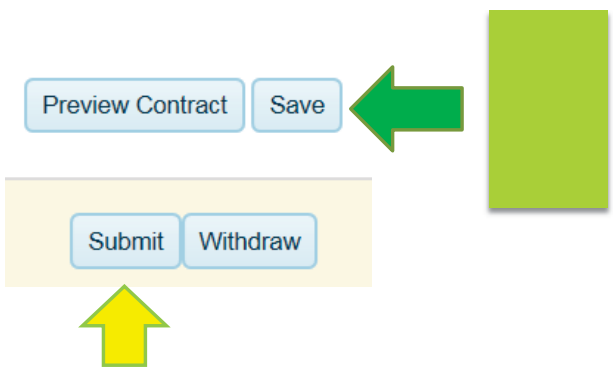
Summary

Production	MDTQ
Loc Zn Total	1,000
Receipt Locations Total	1,000
Delivery Locations Total	1,000

Svc Req K: Status has been updated

Routing Status: Pending Review By TSP

This service request is pending review by TSP.



How to submit a service request (amendment)

▶ REQUEST AMENDMENTS FROM THE CONTRACT SCREENS



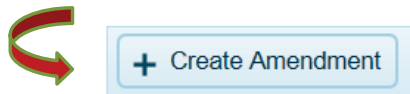
▶ Search for then "Select" your contract from the contract screen.

Select	TA	24920	3519	Active	12/1/2016	1/1/2017	12/1/2016	1/1/2017	FTS
--------	----	-------	------	--------	-----------	----------	-----------	----------	-----

▶ Go to the "Amendments" tab.



▶ Choose the "Create Amendment" button



▶ Enter the amendment data and submit the request.

Amendment Information

Commencement Date:

Termination Extension Date:

Electronic Signature Acceptable:

Transportation Detail

Current Future Layers

Hide Original Values

Add Location Zone

Loc Zn ▼	MDTQ ▼
Production	1,000
20 items per page 1 - 1 of 1 items	

Receipt

Original Values Hidden

> Open Location Select				
Rec Loc ▼	Rec Loc Name ▼	Line Seg ▼	MDQ ▼	
X 13565	St. Francis	490	1,000	
20 items per page 1 - 1 of 1 items				

Receipt

Original Values Displayed

> Open Location Select					
Rec Loc ▼	Rec Loc Name ▼	Line Seg ▼	MDQ ▼	Original MDQ ▼	
X 13565	St. Francis	490	1,000	1,000	
20 items per page 1 - 1 of 1 items					

Delivery

> Open Location Select				
Del Loc ▼	Del Loc Name ▼	Line Seg ▼	MDQ ▼	
X 999000	Prd/Mkt Interface	909	1,000	
20 items per page 1 - 1 of 1 items				

Delivery

> Open Location Select					
Del Loc ▼	Del Loc Name ▼	Line Seg ▼	MDQ ▼	Original MDQ ▼	
X 999000	Prd/Mkt Interface	909	1,000	1,000	
20 items per page 1 - 1 of 1 items					

How to locate submitted requests

SOUTHERN STAR
CENTRAL GAS PIPELINE
TSP 007906233

CUSTOMER ACTIVITIES

- ▶ Nominations
- ▶ Flowing Gas
- ▶ Invoicing
- ▶ Capacity Release
- ▶ **Contracts**
- * Service Request
- * Contract
- * Amendment
- * Admin Contract
- * Reports
- * Storage Reports
- ▶ Customer Contact
- ▶ Locations & Meters
- ▶ Security
- ▶ Profile
- * Reports
- * Report Favorites
- * Logout
- * Home

OR



Service Request Search

Retrieve

Svc Req Data: Svc Req Type: New Svc Req Id:

Routing Status: Process Status: Rate Schedule:

Svc. Req K Prefix: Svc Req K Id: Location Zone:

Only show Requests awaiting my action Exclude Requests requiring manual approval

Active On Date: Terminated Between: and

+ Create Service Request
Clear Filters
Reset Sort
Reset Columns

	Svc Req Type	Rate Sched	ID	Routing Status	Process Status	Effective Date	Termination Date	Svc Req Name	Svc Req Prop
Select	New	FTS	3519	Pending Svc Req Execution	Approved	12/1/2016	1/1/2017	Niagara Marketing Resources, Inc.	13779


◀ 1 ▶
20 items per page



How to reject or correct a service request

To Reject: Choose the reject button, enter comments, select Reject, then Submit

This service request is pending review by the service requester.

Approve Reject 

Would you like to reject this service request?

Please add a comment



To Correct: Simply make the correction, select Save, then Submit

How to execute a service request

CSI@sscgp.com

QA - Service Request for Niagara Marketing Re Pending Svc Req Execution - 3519

The following Service Request has been submitted for Service Requester execution. Request ID - 3519 Svc Req Prop - 13779 Svc Req Name - Niagara Marketing Re Initial Delivery Date - 12/1/2016 Svc Req K - TA24920

Locate and Select the request from the Service Request or Amendment Screen:

Svc Req ID: 3519

Svc Req K: TA24920

Process Status: Approved

Routing Status: Pending Svc Req Execution

Service Request

Comments **0**

Documents & Attachments

This service request is pending execution by the service requester.

Execute Reject

Flexibility

- ▶ Customer Service Rep entered requests.
- ▶ Signing up for electronic signatures does not eliminate the option to execute manually if the need arises.

How to approve a CSR submitted service request

Svc Req Data: Svc Req Type: Svc Req Id:

Routing Status: Process Status: Rate Schedule:

Svc Req K Prefix: Svc Req K Id: Location Zone:

Only show Requests awaiting my action Exclude Requests requiring manual approval

Active On Date: Terminated Between:

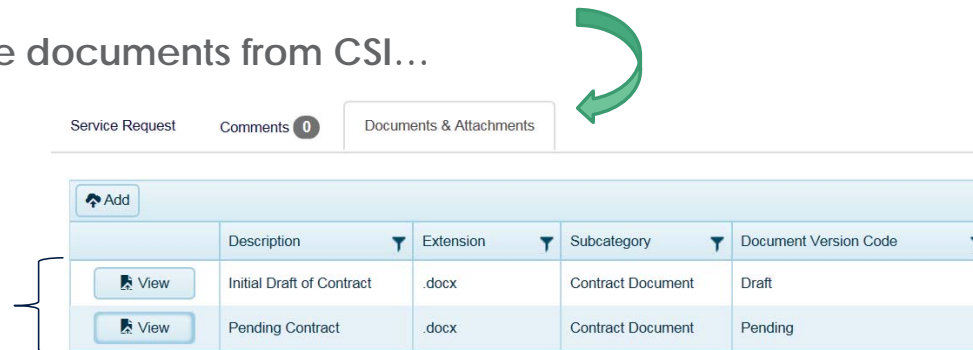
	Svc Req Type	Rate Sched	ID	Routing Status	Process Status	Effective Date	Termination Date	Svc Req Name	Svc Re
Select	New	ITS	3540	Pending Svc Req Review	Submitted	10/1/2016	12/1/2016	Niagara Marketing Resources, Inc.	13779

This service request is pending review by the service requester.

Approve

How to execute documents manually

- ▶ Download and print the documents from CSI...



The screenshot shows a web interface with three tabs: 'Service Request', 'Comments 1', and 'Documents & Attachments'. A green arrow points from the 'Documents & Attachments' tab to a table of documents. The table has columns for 'Description', 'Extension', 'Subcategory', and 'Document Version Code'. There are two rows of documents, each with a 'View' button to its left.

	Description	Extension	Subcategory	Document Version Code
View	Initial Draft of Contract	.docx	Contract Document	Draft
View	Pending Contract	.docx	Contract Document	Pending

- ▶ Or request a copy of the documents from Contract Administration
- ▶ Upload the partially executed documents or...
- ▶ Sign and return via fax or e-mail to contract administration.


How to retrieve a filed, executed agreement




- CUSTOMER ACTIVITIES**
- ▶ Nominations
 - ▶ Flowing Gas
 - ▶ Invoicing
 - ▶ Capacity Release
 - ▶ **Contracts**
 - * Service Request
 - * Contract
 - * Amendment
 - * Admin Contract
 - * Reports
 - * Storage Reports
 - ▶ Customer Contact
 - ▶ Locations & Meters
 - ▶ Security
 - ▶ Profile
 - * Reports
 - * Report Favorites
 - * Logout
 - * Home

Svc Req: 13779 - Niagara Marketing Resources, Inc. Retrieve 
Svc Req K: Select...
Process Status: Select... **Rate Schedule:** Select...
Active On Date: 10/07/2016 **Terminated Between:** [] and []

Clear Filters | Reset Sort | Reset Columns

	Contract Prefix ▲ ▼	Contract Id ▲ ▼	Contract Request Id ▼	Status ▼	Begin Date ▼	End Date ▼	Effective Date ▼	Termination Date ▼	Rate Schedule Code
Select	TA	24920	3519	Active	12/1/2016	1/1/2017	12/1/2016	1/1/2017	FTS

- [General Information](#) |
 [Detail](#) |
 [Comments](#) |
 [Attachments](#) |
 [Documents](#) 

Type ▼	Version Date ▼	Download	Email
Service Agreement	9/20/2016	PDF 	 

Sounds awesome! How do I sign up?

- ▶ If you don't already have CSI access, complete the CSI Access Request Form.
- ▶ Execute a CSI Electronic Contracting Agreement.
 - ▶ Agreement can designate contacts as requesting party, executing party or both.