

Columbia Gas Transportation Banking and Balancing and Billing

Part 3 of 3



BANKING AND BALANCING

Kentucky (CKY):

- The Bank Tolerance limit shall not exceed a bank tolerance of 5% of the Customer's annual Transportation volume
- Bank Tolerance levels can not be changed.
- If a Bank Tolerance is exceeded, CKY purchases the excess bank.
- If consumption exceeds the deliveries and bank tolerance and the customer has not elected Standby, the deficiencies will be billed to the customer.
- If a customer elects Standby, they are billed the Standby rate. Volumes that exceed the Standby rate will be billed to the customer.

Ohio (COH):

- SGTS, GTS and LGTS bank tolerance levels available are 4%, 3%, 2% and 1%. If a bank tolerance is not elected, it will default to 4%.
- For each November billing cycle, Customer's maximum allowed Volume Bank will be limited to 50% of a customer's selected monthly bank tolerance level at the conclusion of the November billing cycle.
- Customers may elect to change their bank tolerance on an annual basis by submitting a new agreement. Notification of any change(s) must be received by COH no later than Jan 2 to become effective April of said year.
- If the bank tolerance is exceeded, COH purchases the excess bank.
- If consumption exceeds the deliveries and bank balance for a customer who has elected Standby, the customer will be billed the Standby Commodity rate for those contracted Standby volumes and for all shortfall that exceeds the contracted Standby volumes.

Pennsylvania (CPA):

- Customer's do not elect a bank tolerance. It is based upon the rate schedule assigned
- If the bank tolerance is exceeded, CPA purchases the excess bank.
- Standby quantities that have been contracted for are billed at the Standby rate. Quantities that exceed the Standby rate are billed at the "Consumption in Excess of Deliveries/Sales Rate".
- For customers on the SGDS and SDS rate schedule, their bank volumes will be cut to only 5% of the customer's annual quantity for the October billing cycle.
- Banking options are Full Balancing or Monthly Cash-out. If no balancing option is elected the banking will default to Option 1 – Full Balancing

Maryland (CMD):

- The Bank Tolerance limit shall not exceed a bank tolerance of 5% of the Customer's annual Transportation Quantity.
- Bank Tolerance levels can not be changed.
- If the Bank Tolerance is exceeded, CMD purchases the excess bank.
- Standby quantities that have been contracted for are billed at the Standby rate. Quantities that exceed the Standby rate are billed at the "Consumption in Excess of Deliveries/Sales Rate".

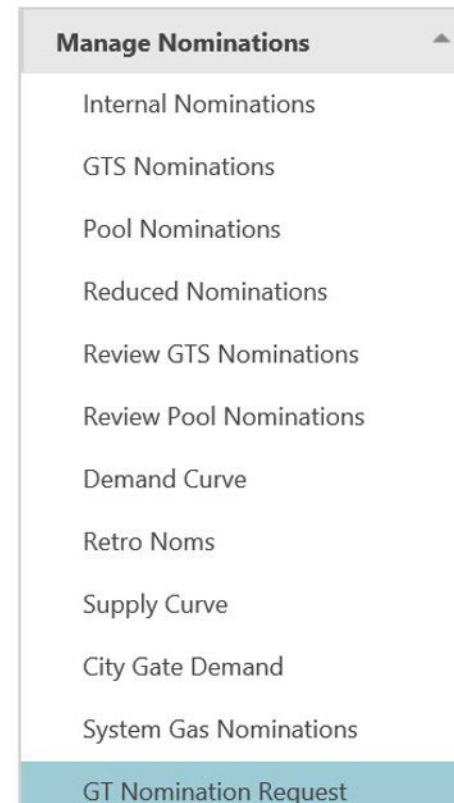
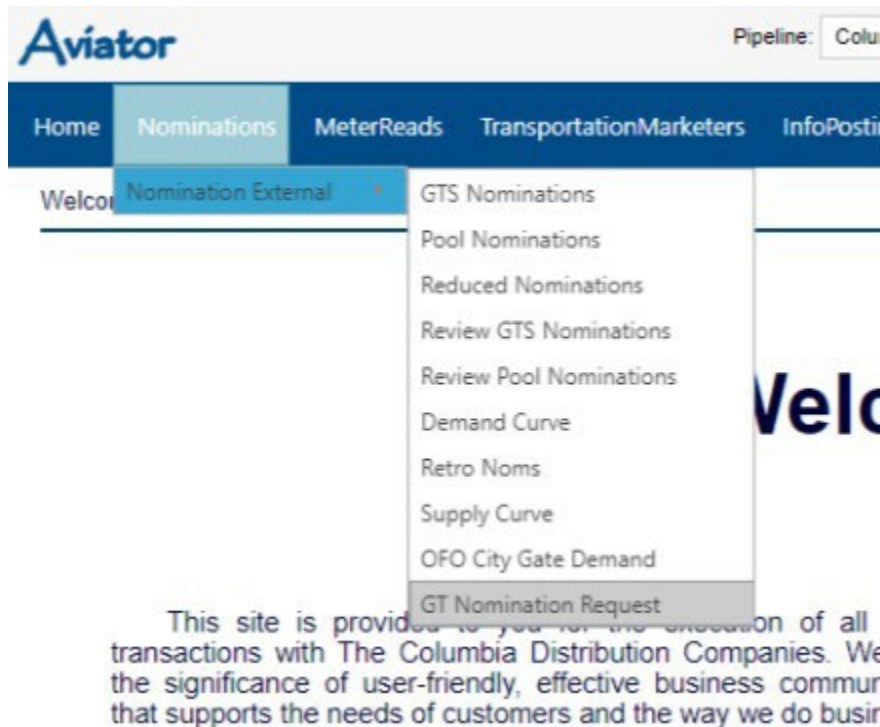
Virginia (CVA):

- Under BBS, tolerance levels are chosen at the following levels: ½% and 5%.
- The customer can elect to change their tolerance level with a written contract change by April 1 to become effective November of said year. Firm Banking and Balancing will be granted on a first come first served basis.
- If the Bank Tolerance is exceeded, CVA charges a penalty of \$0.55 per Dth that the bank level is exceeded.
- Standby quantities that have been contracted for are billed at the Standby rate. Shortage should be billed at the Tariff Standby Commodity rate, up to the amount of Standby contracted for.

GAS TRANSFER SERVICE

Gas Transfer Service is an optional service. This service allows the transfer of gas quantities from one customer/agent (“transferor”) account to another customer/agent (“transferee”) account in accordance with the tariff. Gas Transfers are submitted through Aviator. For detailed information regarding Gas Transfers, refer to your states Tariff.

Please review the Gas Transfer Service Matrix on the Columbia Supplier Website at www.nisourcesuppliers.com to see allowable transfers. The information contained in the matrix is subject to change.



Kentucky (CKY):

- Gas Transfer Service is NOT available.

Ohio (COH):

- Gas Transfer Service is available as allowed by the matrix and are due by 5pm on the 3rd business day.
- Company will charge transferor \$0.05 per unit transferred (Dth or Mcf), up to a maximum of \$150 per transfer.
- No Minimum volume.
- Bank and Gas Transfers are subject to Gross Receipts Tax.

Pennsylvania (CPA):

- Gas Transfer Service is available as allowed by the matrix and are due by 5pm on the 3rd business day.
- The company will charge the Transferor (Customer or Agent) a flat fee of \$15.00 per transaction.

Virginia (CVA):

- Gas Transfer Service is available as allowed by the matrix and are due by 5pm on the 3rd business day.
- The company will charge the Transferor (Customer or Agent) a flat fee of \$5.72 per transaction.

Maryland (CMD):

- Gas Transfer Service is available as allowed by the matrix and are due by 5pm on the 3rd business day.
- The company will charge the Transferor (Customer or Agent) a flat fee of \$15.00 per transaction.

BANK TRANSFER SERVICE

Columbia Gas allows for Stand Alone Customers and/or Suppliers to transfer a bank balance that existed at the beginning of the month to another Stand-Alone Customer and/or Supplier who also schedules deliveries on the same transmission company. Both parties (transferor and transferee) must submit their request in writing via email to your assigned GTS Account Specialist and the request must include the volumes to be transferred (Dth), the nom groups, and the month the trade is to apply. Each Company has different requirements/fees for this service. For detailed information regarding Bank Transfers, refer to your states Tariff.

Kentucky (CKY):

- Bank Transfers are due the 1st business day of the month.
- There is no charge for Bank Transfers in Kentucky
- Reach out to your assigned GTS Account Specialist for questions.

Ohio (COH):

- Bank Transfers are due the 1st business day of the month.
- Fee is \$10 per transaction and GRT.
- See Allowable Bank Transfer Service Matrix on the www.nisourcesuppliers.com website.
- Reach out to your assigned GTS Account Specialist for questions.

Pennsylvania (CPA):

- For EBS Option 1.
- Due the 3rd business day of the month.
- A \$10.00 fee per transfer, for transfers within a Pipeline Scheduling Point shall be charged to the Customer Proxy transferring the bank balance
- See Allowable Bank Transfer Service Matrix on the www.nisourcesuppliers.com website.
- Reach out to your assigned GTS Account Specialist for questions.

Virginia (CVA):

- Due the 1st business day of the month.
- Fee is \$15 per transfer.
- See Allowable Bank Transfer Service Matrix on the www.nisourcesuppliers.com website.
- Reach out to your assigned GTS Account Specialist for questions.

Maryland (CMD):

- For EBS Option 1.
- Due the 1st business day of the month.
- Fee is \$0.007 per Thm with a maximum of \$500.
- See Allowable Bank Transfer Service Matrix on the www.nisourcesuppliers.com website.
- Reach out to your assigned GTS Account Specialist for questions.

Billing



BILLING PROCESS



How am I billed:

- Columbia Gas bills suppliers and/or customers that operate on our system in any of our five jurisdictions, which include Ohio, Pennsylvania, Maryland, Kentucky and Virginia. Each month, gas is nominated and confirmed by pool, while customer usage is being allocated out of those pools to determine bank position and any associated charges based on program details and/or other terms and conditions of the contract.
- GTS suppliers and/or customers are billed on a one-month lag, beginning the 6th business day of the month and ending on the 10th business day.
- Columbia Gas assigns all customers a billing unit and that unit determines the dates that each meter is read. There are 21 billing units, and that schedule is available on our www.nisourcesuppliers.com website. In most cases your meter reading dates will cross over into the next month, which is why GTS suppliers and/or customers are billed on a one-month lag. We must collect all the meter data to bill for that month's usage. For example, in March, GTS will bill February deliveries and usage.
- Suppliers deliver gas on a calendar month, beginning the first of the month and ending the last day of the month. Please note, customer meter reading schedules may not match up with supplier deliveries. Suppliers must adjust their monthly nominations accordingly to stay in balance with their customers usage. For example, based on a customer's billing unit their meter reading date may be the 15th of the month to the 15th of the following month.
- After GTS billing is complete, invoices are mailed out and are also made available electronically through our Aviator website. Please contact your assigned GTS Account Specialist for access.

USE FILES

“USE” files are available to GTS Suppliers via the CHOICE eFTP website. The USE file communicates monthly usage to the Supplier after it becomes available in our customer information system.

The “USE” file for low pressure accounts will:

- Communicate monthly usage to the Supplier at the same time the usage is posted and will show adjustments to accounts the day after they post to our customer information system. Our low-pressure accounts are read based on a 21-unit billing cycle. Please refer to the meter reading schedule located on the Columbiasuppliers.com website.

The “USE” file for high pressure accounts will:

- Communicate monthly usage to the Supplier at the time it posts in the Gas Measurement System for the current month and will show adjustments to accounts the day after they post to our customer information system. Once all the high-pressure accounts have billed for the previous month, the current month’s consumption will post throughout the month as the charts are received, and readings are manually entered into our Gas Measurement System. The reading dates do not correspond with the low-pressure accounts and most of the high-pressure accounts will post usage from the 20th of the current month through the 9th process day of the following month.

*Access to the CHOICE eFTP website:

- Suppliers will have to complete eFTP training and testing before they become an active supplier on our system. If you have not completed eFTP file exchange testing, you will not have access to your customer’s usage files.
- Please contact Transportevaluations@nisource.com for more information.

USE FILES

Use File Types:

There are three record types that will appear in the “USE” file – Record Types 01, 02 and 06.

- 01 Record Type – Usage posted as scheduled to premise (PSID)
- 02 Record Type – Adjustment posted to PSID either to bill account for the current month or to correct a previous month’s usage.
- 06 Record Type – Usage did not post as scheduled (billing was deferred). This record type will only show at the customer level (PCID level), not at the premise level (PSID). If the customer has five premises combined on one bill, you will only receive one 06 code at the PCID level. If meter is adjusted, you will receive a 02 Record Type for each PSID.

Questions and Issues with the “USE” file should be directed to your assigned Gas Transportation Account Specialist.

USE FILES LAYOUT

File layout showing ALL record types:

The file layout below indicates the information that may be found on each line of the file. Different information does appear for the different record types. An “X” under the column for each record type indicates what information is found in the file for that record type.

| Character in Line | Description | Record Type 01 | Record Type 02 | Record Type 06 |
|-------------------|--|----------------|----------------|----------------|
| 1-2 | Record Type (see various record types on previous page) | X | X | X |
| 3-10 | PCID Number (Customer Account Number) | X | X | X |
| 11-13 | PCID Sequence Number | X | X | X |
| 14-22 | PSID Number (Premise identification number) | X | X | |
| 23-28 | Revenue Cycle – Year and Month | X | X | X |
| 29-31 | Bill Type – will show DIS if low pressure account and GMB if high pressure account | X | X | X |
| 32-35 | Meter Read Code (Read or Calc) | X | X | X |
| 36-37 | Bill Unit | X | X | X |
| 38-39 | Columbia Company (32-KY; 34-OH; 35-MD; 37-PA; 38-VA) | X | X | X |
| 40-72 | Customer Name 1 | X | X | X |
| 73-105 | Customer Name 2 | X | X | X |
| 106-138 | Service Address | X | X | X |
| 139-141 | City | X | X | X |
| 142-143 | State | X | X | X |
| 144-152 | Zip Code Plus Four | X | X | X |
| 153-160 | From Date – Year, Month, Day | X | | X |
| 161-168 | To Date – Year, Month, Day | X | | X |
| 169-178 | Usage - Consumption is shown in Ccf; for Mcf, you can ignore character in 178 | X | | |
| 179-187 | Nomination Group Number | X | X | X |
| 188-196 | Agent Identification Number | X | X | X |
| 197-202 | Marketer CMP Code | X | X | X |
| 203-210 | Adjustment Date – Date adjustment was executed | | X | |
| 211-218 | Bill Adjust Date – Billing month adjusted | | X | |
| 219-222 | Transaction Type (e.g. CACC for Adjustment or CBRB for GMB rebill) | | | |
| 223-224 | Read Code (currently not utilized) | X | | X |
| 225-233 | Beginning Usage (prior to adjustment) | | X | |
| 234-242 | After Usage (after adjustment) | | X | |
| 243-251 | Difference in usage between original billing and adjustment | | X | |
| 252-259 | Create Date of file – Year, Month, Day | X | X | X |
| 260-270 | Filler | | | |

USE FILES LAYOUT

File layout for record Type 1:

The file layout below indicates the information that may be found on each line of the file for Record Type 01 – Usage posted as scheduled.

| Character in Line | Description |
|-------------------|--|
| 1-2 | Record Type |
| 3-10 | PCID Number (Customer Account Number) |
| 11-13 | PCID Sequence Number |
| 14-22 | PSID Number (Premise identification number) |
| 23-28 | Revenue Cycle – Year and Month |
| 29-31 | Bill Type – will show DIS if low pressure account and GMB if high pressure account |
| 32-35 | Meter Read Code (Read or Calc) |
| 36-37 | Bill Unit |
| 38-39 | Columbia Company (32-KY; 34-OH; 35-MD; 37-PA; 38-VA) |
| 40-72 | Customer Name 1 |
| 73-105 | Customer Name 2 |
| 106-138 | Service Address |
| 139-141 | City |
| 142-143 | State |
| 144-152 | Zip Code Plus Four |
| 153-160 | From Date – Year, Month, Day |
| 161-168 | To Date – Year, Month, Day |
| 169-178 | Usage - Consumption is shown in Ccf; for Mcf, you can ignore character in 178 |
| 179-187 | Nomination Group Number |
| 188-196 | Agent Identification Number |
| 197-202 | Marketer CMP Code |
| 203-210 | Filler |
| 211-218 | Filler |
| 219-222 | Filler |
| 223-224 | Read Code (RD – Actual Reading CL – Calculated) |
| 225-233 | Filler |
| 234-242 | Filler |
| 243-251 | Filler |
| 252-259 | Create Date of file – Year, Month, Day |
| 260-270 | Filler |

USE FILES LAYOUT

File layout for record Type 2:

The file layout below indicates the information that may be found on each line of the file for Record Type 02 – Adjustments posted to the account.

| Character in Line | Description |
|-------------------|--|
| 1-2 | Record Type |
| 3-10 | PCID Number (Customer Account Number) |
| 11-13 | PCID Sequence Number |
| 14-22 | PSID Number (Premise identification number) |
| 23-28 | Revenue Cycle – Year and Month |
| 29-31 | Bill Type – will show DIS if low pressure account and GMB if high pressure account |
| 32-35 | Filler |
| 36-37 | Bill Unit |
| 38-39 | Columbia Company (32-KY; 34-OH; 35-MD; 37-PA; 38-VA) |
| 40-72 | Customer Name 1 |
| 73-105 | Customer Name 2 |
| 106-138 | Service Address |
| 139-141 | City |
| 142-143 | State |
| 144-152 | Zip Code Plus Four |
| 153-160 | Filler |
| 161-168 | Filler |
| 169-178 | Filler |
| 179-187 | Nomination Group Number |
| 188-196 | Agent Identification Number |
| 197-202 | Marketer CMP Code |
| 203-210 | Adjustment Date – Date adjustment was executed |
| 211-218 | Bill Adjust Date – Billing month adjusted |
| 219-222 | Filler |
| 223-224 | Filler |
| 225-233 | Beginning Usage (prior to adjustment) |
| 234-242 | After Usage (after adjustment) |
| 243-251 | Difference in usage between original billing and adjustment |
| 252-259 | Create Date of file – Year, Month, Day |
| 260-270 | Filler |

USE FILES LAYOUT

File layout for record Type 6:

The file layout below indicates the information that may be found on each line of the file for Record Type 06 – Posting of usage to account has been deferred. This record type will only show at the

Customer level (PCID level), not at the premise level (PSID). If the customer has five premises combined on one bill, you will only receive one 06 code at the PCID level. Once adjustments are executed to bill each meter, you will receive a 02 Record Type for each PSID.

| Character in Line | Description |
|-------------------|--|
| 1-2 | Record Type |
| 3-10 | PCID Number (Customer Account Number) |
| 11-13 | PCID Sequence Number |
| 14-22 | Filler |
| 23-28 | Revenue Cycle – Year and Month |
| 29-31 | Bill Type – will show DIS if low pressure account and GMB if high pressure account |
| 32-35 | Meter Read Code - NOBL (No Bill – Billing was deferred) |
| 36-37 | Bill Unit |
| 38-39 | Columbia Company (32-KY; 34-OH; 35-MD; 37-PA; 38-VA) |
| 40-72 | Customer Name 1 |
| 73-105 | Customer Name 2 |
| 106-138 | Service Address |
| 139-141 | City |
| 142-143 | State |
| 144-152 | Zip Code Plus Four |
| 153-160 | From Date – Year, Month, Day |
| 161-168 | To Date – Year, Month, Day |
| 169-178 | Filler |
| 179-187 | Nomination Group Number |
| 188-196 | Agent Identification Number |
| 197-202 | Marketer CMP Code |
| 203-210 | Filler |
| 211-218 | Filler |
| 219-222 | Filler |
| 223-224 | Read Code – NB (No Bill) |
| 225-233 | Filler |
| 234-242 | Filler |
| 243-251 | Filler |
| 252-259 | Create Date of file – Year, Month, Day |
| 260-270 | Filler |