

Columbia Gas Transportation Transportation Program Overview, Supplier Website and Additional Information

Part 1 of 3



WELCOME

Thank you for your participation as a natural gas Supplier on Columbia Gas' system for our larger commercial and industrial customers!

This presentation's purpose is to provide a high-level overview of our Transportation programs in each state. If you have additional questions, you will be able to work one-on-one with your assigned Gas Transportation Account Specialist.

Presentation Breakdown:

Part 1

- **Transportation Program Overview**
 - Customer Enrollment
 - GTS Requirements/Eligibility
- **The Columbia Supplier Website**
 - Supplier Website
 - Landing Page
 - Distribution/Transportation Page
 - Search Bar
- **Additional Information**
 - Glossary and Terms
 - Questions?

Part 2

- **Aviator**
 - Aviator Overview
 - Aviator Reports
 - EMDCS
 - Electronic Meter Readings
- **Operational Orders**
 - Notices
 - Operational Orders
- **Nominations**
 - Nominations Overview
 - Supplier Confirmation Agreement

Part 3

- **Banking and Balancing**
 - CKY, COH and CPA
 - CMD , CVA
 - Gas Transfer Service
 - Bank Transfer Service
- **Billing**
 - Billing Process
 - .USE Files
 - Annual Reviews

TRANSPORTATION PROGRAM OVERVIEW

Columbia Gas of Kentucky (CKY):

- **Delivery Service**
 - Mcf Billing
 - Maximum Daily Volume (MDVs)
 - Volumetric limit - 25,000 Mcf
- **Annual Review**
 - The under 6,000 Mcf and under 25,000 Mcf review is effective with the November GTS billing cycle.
 - The rate review rate changes take effect with the July GTS billing cycle.

Columbia Gas of Ohio (COH):

- **Transportation Service**
 - Mcf Billing
 - Maximum Daily Quantity (MDQs)
 - Volumetric limit - 6,000 Mcf
- **Annual Review**
 - SGTS to GTS Annual Rate Review - New rates take effect with the November GTS billing cycle.
 - LGTS to GTS Annual Rate Review - New rates effect with the January GTS billing cycle.
 - Annual Volume Review takes effect with the January GTS billing cycle.
 - Under 6,000 Mcf review with new Standby charges takes effective with the April GTS billing cycle.

TRANSPORTATION PROGRAM OVERVIEW

Columbia Gas of Pennsylvania (CPA):

- **Gas Distribution Service**
 - Therm Billing
 - Maximum Daily Quantity (MDQs)
 - Volumetric limit – None
- **Annual Review**
 - The annual quantity review effective with the November GTS billing cycle.
 - The annual rate review is effective with the January GTS billing cycle.
 - Elective Balancing Service – EBS Elections. Effective with the April GTS billing cycle

Columbia Gas of Virginia (CVA):

- **Transportation Service**
 - Dth Billing
 - Customer's Actual Daily Consumption – Maximum Daily Quantity (MDQs)
 - Volumetric limit - 25,000 Mcf
 - Telemetry required
- **Annual Review**
 - Annual Quantity review effective with the July billing GTS billing cycle.

TRANSPORTATION PROGRAM OVERVIEW

Columbia Gas of Maryland (CMD):

- **Transportation Service**
 - Therm Billing
 - Maximum Daily Quantity (MDQs)
 - Volumetric limit – None
- **Annual Review**
 - The annual quantity review effective with the February GTS billing cycle.
 - The annual rate review is effective with the January GTS billing cycle.
 - Elective Balancing Service – EBS Elections. Effective with the April GTS billing cycle.

Leadership:

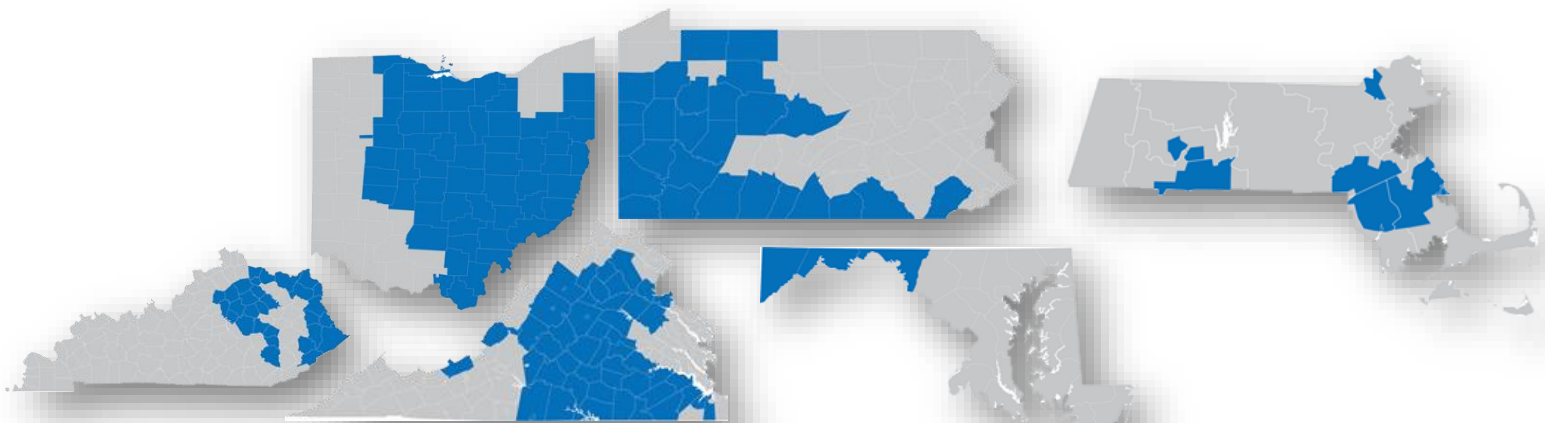
Our programs for each state are managed by the Gas Transportation Manager. Each GTS Account Specialist reports to the Transportation Program Team Leader. If you would like direct contact information for leadership, please reach out to your assigned GTS account Specialist.

- **Gas Transportation Manager: Debbie Vair**
- **Transportation Program Team Leader: Amy Gbur**

States Operated in:

CKY, COH, CPA, CVA and CMD

- Gas Transportation Program
 - Customer Management
 - Supplier Management
 - Transportation Billing & Invoicing
 - Account Maintenance – Adjustments, Volume and Rate Reviews



The traditional Gas Transportation Service (GTS) Program was designed to give commercial and industrial customers an alternative to the tariff (general sales) method of gas supply. A customer who wants to be enrolled in the GTS program selects a Supplier to supply their gas volume needs and Columbia Gas takes the position as the transporter. In most cases, the customer will see economical savings by choosing a Supplier to supply their gas needs.

- GTS customers purchase and pay for their gas supply from the Supplier. Customers are invoiced by Columbia Gas for the costs to transport the supply from the city gate to the customer's facility.
- Customer seeking to contract for Transportation Service must execute a contract with their supplier and Columbia Gas.
- Gas deliveries from the suppliers are nominated and confirmed on our Aviator system.
- Natural gas services rates, regulations and rules can be found in each state's tariff or on our Columbia Supplier's website.

CUSTOMER ENROLLMENT

Transportation Contracts are completed by the Supplier and Customer, then reviewed and executed by Columbia Gas. Contracts completed and signed by 3rd party agents or energy managers will not be accepted.

Contracts are due by the 1st of the month to be effective for the following month (if the 1st falls on a weekend or holiday, contracts are due the Friday before).

- Example: For a January 1st Flow Date, contracts are due December 1st

Once a contract is submitted by the Supplier and processed by Columbia, a confirmation Flow Letter will be sent to the Supplier by the 20th

- **A full agreement is necessary if:**
 - The customer is a NEW Transportation customer
 - The customer is changing Supplier (except CVA and CPA)
 - New Facility is added to an existing Transportation customer's contract
- **We will accept an Appointment of Agent (AOA) if:**
 - CVA – If customer is currently already enrolled in Transportation
 - CPA - If customer is currently already enrolled in Transportation

What is an Aggregation Pool?

An Aggregation Pool is a pool of customer's assigned by PSP (Pipeline Scheduling Point). The supplier is responsible for any fees billed by Columbia.

What is a Stand-Alone customer?

A Stand-Alone customer is a Non-Aggregation Service. The customer agrees to be responsible for all Columbia fees and charges associated with providing transportation service to its nomination group, including any fees or charges billed by Columbia to the Supplier, and not paid by Supplier.

GTS REQUIREMENTS/ELIGIBILITY

Kentucky (CKY):

- All Commercial and Industrial Customers who currently are sales customers under the GS, IS or IUS rate schedule with a normal annual requirements of not less than 25,000 Mcf at any delivery point (meter).
- Customers who are Grandfathered who use more than 6,000 Mcf but less than 25,000 Mcf annually with an executed contract prior to 04/01/99.
- Human Needs customer must have 100% back-up fuel or Standby or a combination of both equaling 100%.
- A full agreement must be submitted.
- Changes to annual MDV volumes can be made if notice is received on or before April 1 to become effective November of said year.
- Either Monthly or Daily Cash Out Banking and Balancing Service is available.

Ohio (COH):

- Commercial and Industrial Sales Customers.
- Customers with annual volumes (Sept – Aug) with less than 6,000 Mcf are required to purchase 100% Standby service, except for Public School/Non-Public Schools established prior to 10/7/09 or a member of the OSC (Ohio School Consortium) as of 04/2012.
- Human Needs customers must have 100% back-up fuel or Standby or a combination of both equaling 100%.
- A full agreement must be submitted.
- Changes to annual MDQ volumes are made during the annual volume review process. The customer can request a change to their MDQ if necessary and are approved on a case-by-case basis.
- Either Monthly or Daily Cash Out Banking and Balancing Service is available.

Pennsylvania (CPA):

- All Commercial and Industrial customers.
- Customers that use less than 6,440 Dth per year must be aggregated to qualify for distribution service.
- A full agreement is required for all new Distribution customers.
- An Appointment of Agent can be used to enroll existing Distribution customers.
- Changes to the annual quantities are made during the annual quantity review process

Virginia (CVA):

- GMB Commercial and Industrial Customers.
- Customers must have an EFC and phone line. The customer is responsible for the cost of installation and the monthly phone line cost.
- Human Needs customers have equivalent end user priorities as sales customers. Human Needs customers typically have either Standby or Alternate Fuel.
- A full agreement must be submitted.
- Changes to annual quantities can be made by contract Addendum. Quantities are adjusted for the July GTS billing cycle during an annual quantity review.
- Non-Firm and Firm are available Banking and Balancing Services. If the customer does not subscribe to BBS Service, they are cashed out daily.

Maryland (CMD):

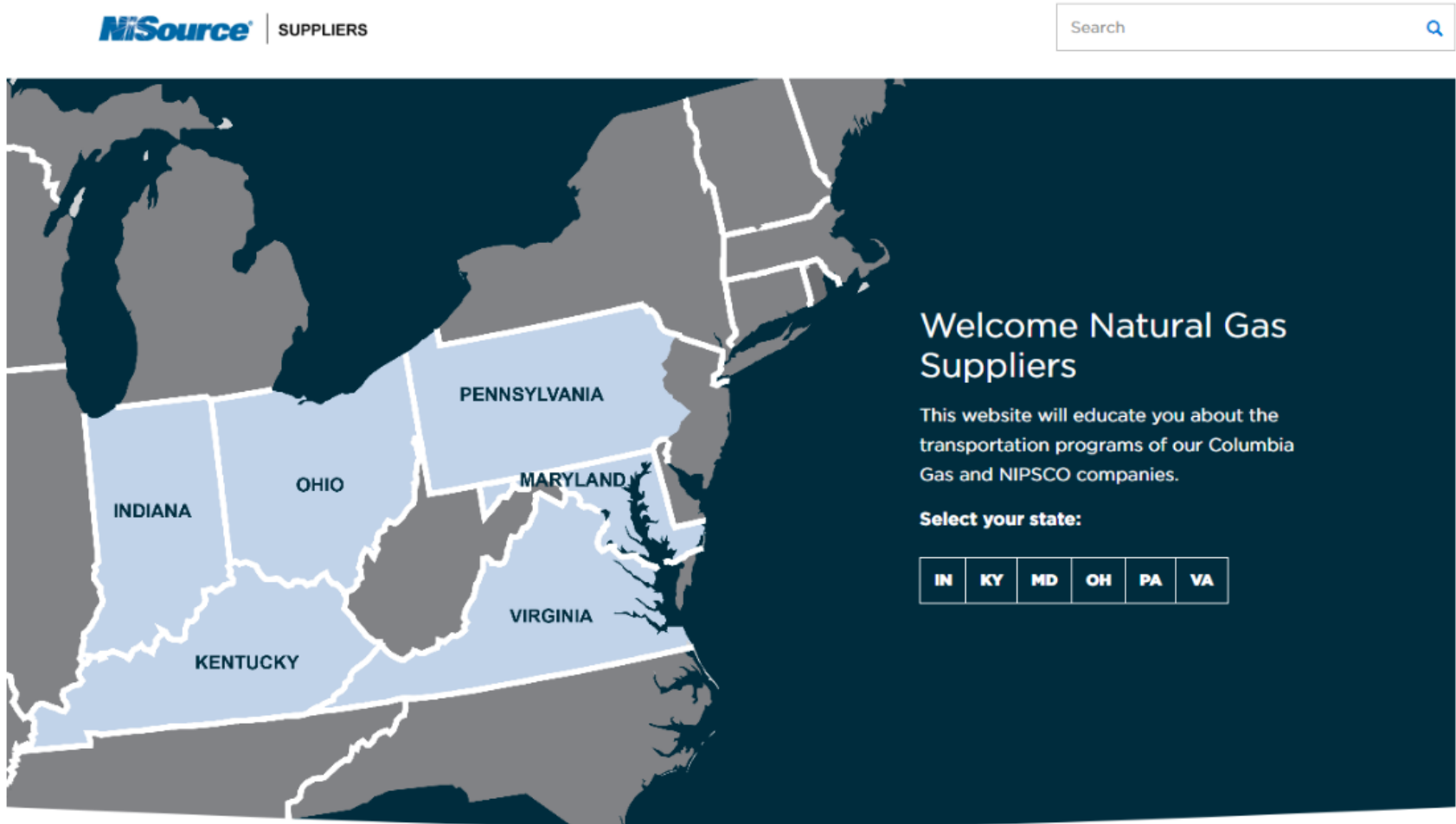
- All Commercial and Industrial Customers.
- Rate STS is available to any commercial or industrial account whose transportation requirements are less than 2,092 Dth annually
- Rate TS is available to any commercial or industrial account whose transportation requirements under separately billed account(s) are at least 2,092 Dth annually
- A full agreement must be submitted
- Changes to the annual quantities are made during the annual quantity review process

The Columbia Suppliers Website



SUPPLIER WEBSITE

There is a wealth of information on our supplier website located at www.nisourcesuppliers.com



NiSource | SUPPLIERS

Search

Welcome Natural Gas Suppliers

This website will educate you about the transportation programs of our Columbia Gas and NIPSCO companies.

Select your state:

IN KY MD OH PA VA

The screenshot shows a map of the Eastern United States with states INDIANA, OHIO, PENNSYLVANIA, MARYLAND, VIRGINIA, and KENTUCKY highlighted in light blue. The rest of the map is in a dark grey color. To the right of the map is a dark blue panel with white text. At the top left of the panel is the NiSource logo and the word 'SUPPLIERS'. Below that is a search bar with the word 'Search' and a magnifying glass icon. The main heading is 'Welcome Natural Gas Suppliers'. Below that is a paragraph: 'This website will educate you about the transportation programs of our Columbia Gas and NIPSCO companies.' Underneath is the text 'Select your state:' followed by a row of six buttons labeled 'IN', 'KY', 'MD', 'OH', 'PA', and 'VA'.

SUPPLIER WEBSITE

Visit www.nisourcesuppliers.com

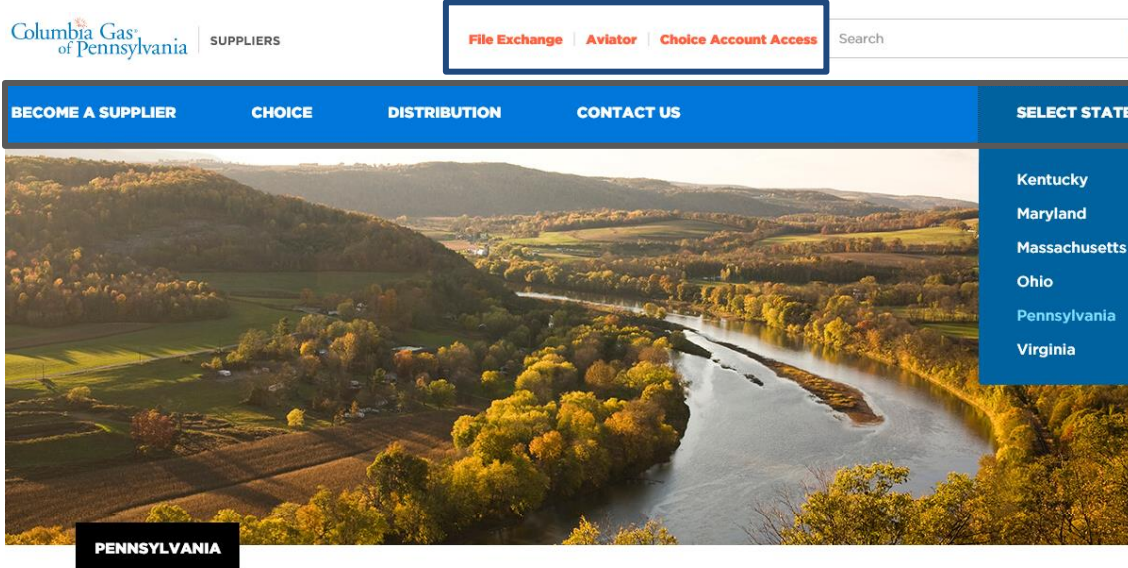
- Chose the State
- Chose the Program – Transportation / Distribution
 - The main page will provide you with:
 - The Distribution/Transportation Agreement
 - Aviator log in
 - Historical Data Portal (CPA, CVA)
 - Tariff links
 - Reference Material
 - Enrolling Customers
 - Becoming a Supplier

In the upcoming slides, we have used CPA as an example. Each State has a similar layout with a few exceptions:

- GTS Program is referred as Transportation or Distribution
- CMD does not offer CHOICE Program.
- COH offers SCO Auction (CHOICE Program).

Navigating the website is the best way to become accustomed to supplier information.

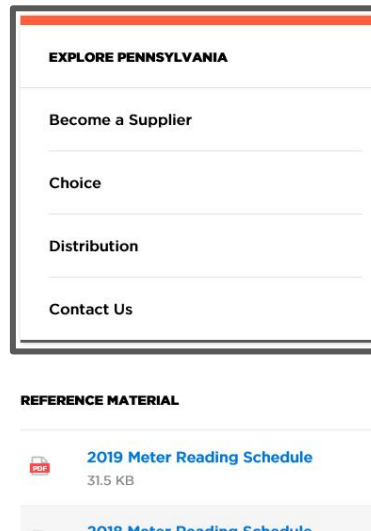
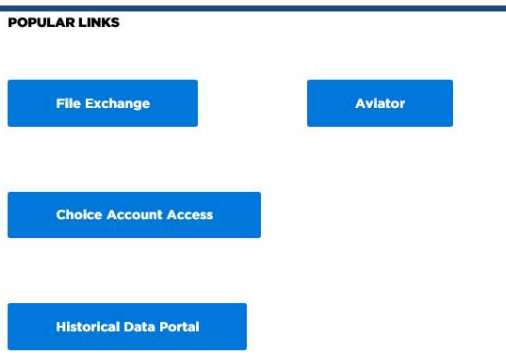
Landing Page:



Welcome Suppliers

This website will provide information to natural gas suppliers or those interested in becoming suppliers within our service territory.

Natural gas service rates, regulations and rules can be found in the [Tariff](#).



Popular Links:

Under this section you will find links to the following:

- File Exchange
- Aviator
- Choice Account Access
- Historical Data Portal
 - CVA, CPA

These links (except for Historical Data Portal) are found in the header across all pages on the website.

Header Menu:

The Header menu is where you will find the path to each program page as well as instructions on becoming a supplier for that specific state.

The “Select State” Drop Down Menu is an easy way to navigate to different states without going back to the Home page of the website.

Side Menu:

This is a menu that appears on all pages as well. This is another easy way to access navigation to different pages within the website. All access links are the same as the Header Menu.

Distribution/Transportation Page:

Columbia Gas of Pennsylvania | SUPPLIERS | [File Exchange](#) | [Aviator](#) | [Choice Account Access](#) |

[BECOME A SUPPLIER](#) | [CHOICE](#) | [DISTRIBUTION](#) | [CONTACT US](#) | [SELECT STATE](#)

DISTRIBUTION

About the Program

The Columbia Gas of Pennsylvania Gas Distribution Service (GDS) Program is available for all commercial and industrial customers. Those using less than 64,440 therms annually must be aggregated to qualify.

Customers seeking to contract for TS must execute **an agreement**.

Existing customers that are changing agent/supplier can execute an **Appointment of Agent Agreement**.

Gas deliveries are nominated on our **Aviator** system.

Natural gas service rates, regulations and rules can be found in the **Tariff**.

EXPLORE PENNSYLVANIA

- [Become a Supplier](#)
- [Choice](#)
- [Distribution](#)
- [Contact Us](#)

On the Distribution page, you will find information about the program. In the About the Program paragraph, you will find the links to the following:

- [Agreement form](#)
- [Aviator link](#)
- [Tariff link](#)

Further down the page you will find “**Enrolling Customers**” and “**Reference Materials**”. These are where you can find the Agreement and Aviator forms.

ENROLLING CUSTOMERS

REFERENCE MATERIAL



[Aviator Nomination Authorization Form](#)
27.6 KB



[Aviator Supplier Confirmation Agreement](#)
143.4 KB



[Direct Payment Authorization Form](#)
175.2 KB



[Aviator Access Overview](#)
349.2 KB



[Aviator Amendment](#)
231.7 KB




[Pennsylvania Distribution Reference Manual](#)

Search Bar:

Columbia Gas® | SUPPLIERS

SEARCH SUPPLIERS

Showing **1-15** of 61 for **Aviator**

 [Aviator Amendment](#)

The Screenshots to the left display two different searches. The first is **Aviator** and the second is **Matrix**.

When searching keywords, the search results will display all documents and pages that are related to the keyword.

Columbia Gas® | SUPPLIERS

SEARCH SUPPLIERS

Showing **1-11** of 11 for **Matrix**

 [Virginia Gas Transfer Matrix](#)

CPA Become a Supplier Page:



File Exchange | Aviator | Choice A

BECOME A SUPPLIER

CHOICE

DISTRIBUTION

CONTACT US

BECOME A SUPPLIER

Becoming a Supplier

The Pennsylvania Utilities Commission (PUC) requires you to obtain a credit approval letter from the utility, prior to providing a licensing approval. If you're interested in taking title to gas through our Customer Choice or Gas Distribution Service (GDS) programs, you will need to undergo a credit evaluation first and meet program requirements.

If you're not interested in taking title to gas, there is no credit evaluation or application required. We will provide a broker bonding letter upon request. To request one, email the following information to transportevaluations@nisource.com:

- ✓ Confirmation that you are not interested in taking title to gas.
- ✓ Company name, contact name and mailing address. Please note, this is where the letter will be mailed.

The Become a Supplier page has the same layout for all states, but requirements vary based on the program and state you wish to participate in. Each State's Become a Supplier Page breaks down the steps and requirements to successfully participate.

Each State breaks down the requirements for the following:

- Credit Evaluation
- Choice Requirements
- Transportation / Distribution Requirements

You will find all the necessary forms and documentation that require completion during the on-boarding process.

Additional Information



GLOSSARY AND TERMS

Aggregation Pool – Those customers within the same “customer pool” located within the same PSP. The terms aggregation pool and nomination group are used synonymously but can be defined differently. A Supplier has aggregation pools that are also called nomination groups. A “stand alone” customer is not in an aggregation pool, and has a stand-alone nomination group

Alternate Fuel Capabilities – Customer has installed alternate fuel equipment or has economically feasible access to other gas source(s).

Aviator (LDC) – An interactive, web-based application enabling customers to arrange for transportation of gas on the local distribution companies as well as allowing access to view hourly measurement data for electronic measured meters.

Bank – The difference between the gas quantities of the customer’s gas delivered to the LDC and the transportation gas consumption at the customer’s facility.

Bank Tolerance – An individual customer’s bank tolerance is based on the customer’s contractual annual volumes/quantities in Mcf, multiplied by the bank tolerance percentage the customer elects. This determined amount is the volume the Supplier can have in that customer’s assigned aggregation pool or in the customer’s bank if the customer is in a stand alone. CPA-Bank Tolerance=How much a customer/supplier can have in their bank without getting penalized. Example: Annual QTY 50,000 X 10% bank tolerance = 5,000. They are allowed to have 5,000 Dth in their bank. If they exceed the 5,000, they get penalized.

Banking and Balancing Service – An optional service that is available, on a non-firm basis, to Customer accounts subscribing to Transportation Service under TS Rate Schedules, including Customer accounts that are part of supplier Aggregations Pools.

BSI-Balancing Service Interruption – Customer’s without Daily Metering are subject to Columbia’s issuance of Balancing Service Interruptions (BSIs) that will direct Customers or their Supplier to schedule confirmed supply quantities to match Columbia’s estimate of their daily usage adjusted for contracted standby sales quantities during an under-delivery situation and or any balancing services quantities that may be available from Columbia.

BSR-Balancing Service Restriction – A BSR will direct Customer(s) to adjust their consumption or their daily scheduled deliveries such that the Customer’s deliveries to the Company’s system will, as closely as practicable, match it’s daily consumption or specified portion thereof.

BTU – British Thermal Unit

Business Day – Is a day that is a weekday (Monday thru Friday), excluding holidays.

Contract Year – the 12-month billing period (November through October of the following year) during which Columbia Gas companies' contracts for gas supply.

Customer’s Maximum Daily Requirement – Customer’s maximum estimated usage during any 24-hour period as determined by Company

DTH – Dekatherm – Equivalent to 10 therms

Daily – (CVA, CKY) Daily-OMO Non-Daily-OFO. Any account that has an EFC and phone line or a chart that records daily usage.

Firm Sales Volumes/Quantities – The portion of a Customer's requirements that Customer has chosen to purchase gas under a published sales rate schedule from Company on a firm regular basis.

Firm Service – The highest quality sales or transmission service offered to customers under a filed rate schedule, which anticipates no planned interruption.

Human Needs – A term used to describe those customers relying upon natural gas for heat for the protection of life: residences, nursing homes, hospitals, etc. Human needs customers cannot sign on to the GTS program without having alternate fuel sources, contracting for Backup/Standby service or a combination of both.

Interruptible Service – Service offered to customers under schedules or contracts, which anticipate and permit interruption on short notice.

Interstate Gas – Gas transported through interstate pipelines to be sold and consumed in states other than the one in which it was produced.

Intrastate Gas – Gas sold and consumed in the state where it was produced and not transported in interstate pipelines.

MCF – one thousand cubic feet of natural gas

MDQ – Maximum Daily Quantity – A customer's maximum usage during a specified period as determined by Columbia

MDV – Maximum Daily Volume – A customer's maximum usage during a specified period as determined by Columbia

OFO – Monthly Read Meter

Operational Flow Order (OFO) – An order issued by Columbia, which directs customers to adjust their scheduled volumes/quantities to match their estimated usage.

OMO – Daily Read Meter

Operational Matching Order (OMO) – An order issued by Columbia, which directs customers to adjust their usage to match volumes/quantities flowing on pipelines

Point of Delivery (POD) – A location where there is a change of ownership of facilities between any two gas companies or between a gas company and a customer, which marks the point of change of ownership of the gas.

Stand Alone – Non-Aggregation Service. The customer agrees to be responsible for all Columbia fees and charges associated with providing transportation service to its nomination group, including any fees or charges billed by Columbia to the Supplier, and not paid by Supplier.

QUESTIONS?



DO YOU HAVE QUESTIONS?

Thank you for reviewing the Columbia Gas Transportation Supplier Training Manual! Please reach out to your assigned GTS Account Specialist if you have any questions on this presentation.

They will be happy to assist!

In addition, you can also email the Gas Transportation Services team at GTSTeam@nisource.com