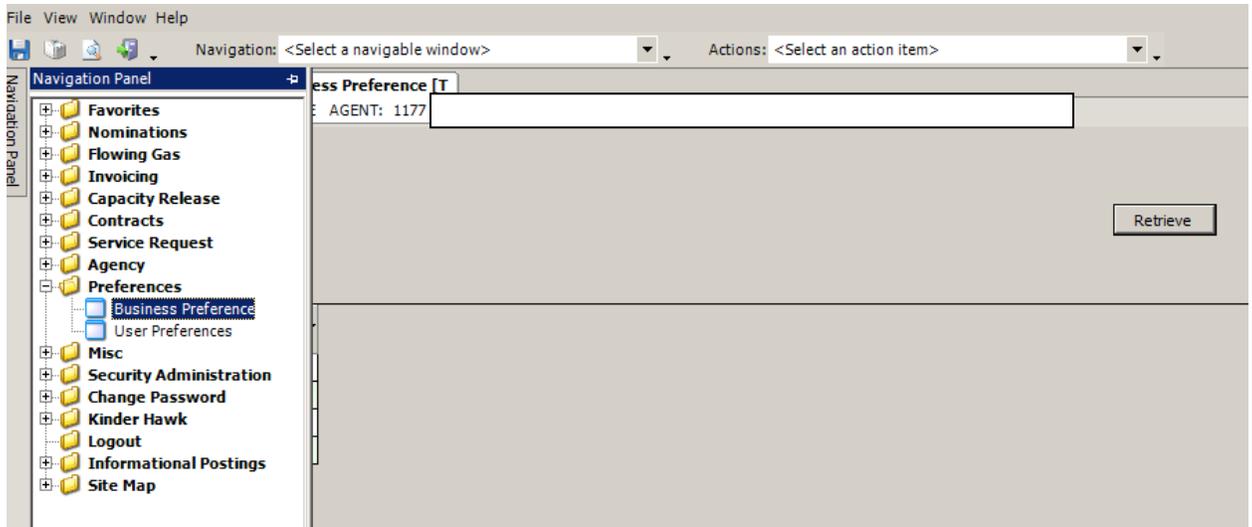


## Invoices in DART

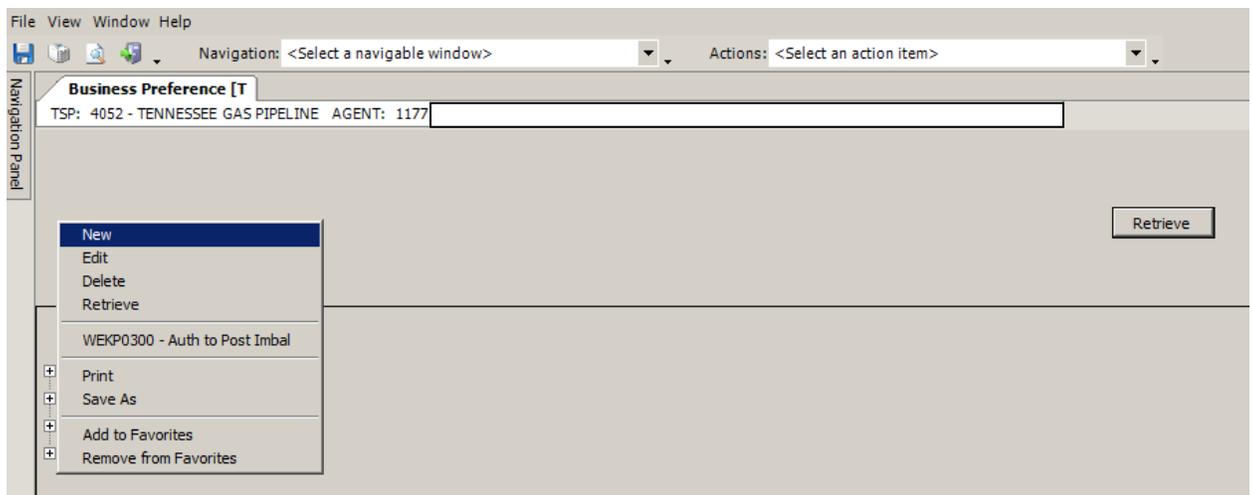
The Invoice function must be set as a Business Preference in order to view invoices online.

Quick steps to set preferences in DART:

- From the Navigation Panel, select Preferences/Business Preference screen.



- Right click on the Business Preference screen, select New to access the Add Screen.

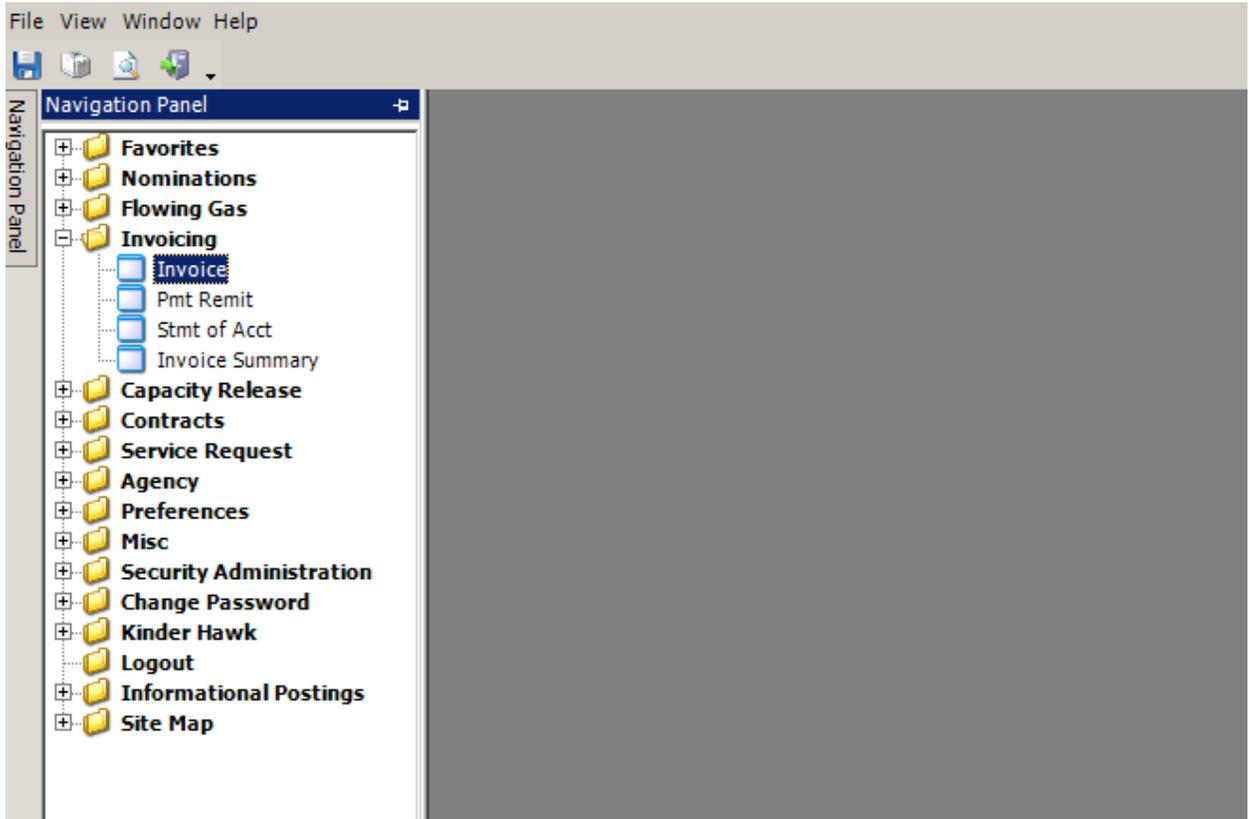


- On the Add Screen, select Invoices from Business Function drop down box, complete the remaining information and select the Save button. Note that only one contact may be entered as a primary contact, but more than one contact may be entered as a backup contact role.

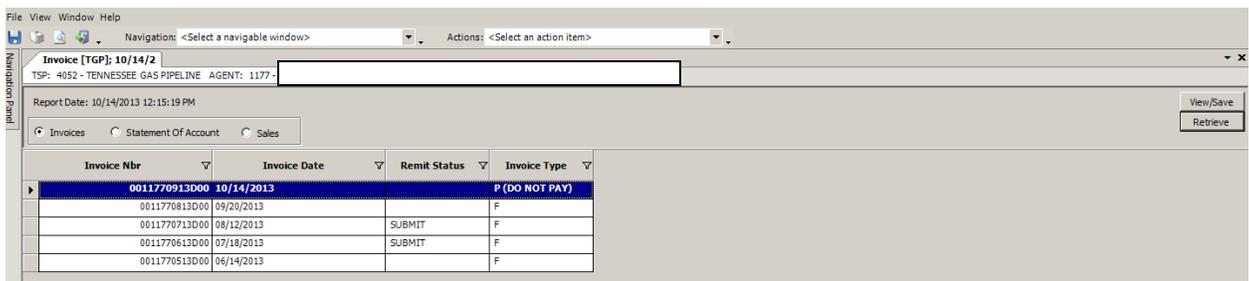
Also, a Dart tutorial video entitled “Set Individual DART Business Preferences by Business Function” includes detailed instructions and screen examples for setting preferences and is available at [http://www.kindermorgan.com/dart\\_training/](http://www.kindermorgan.com/dart_training/).

To view invoices in DART:

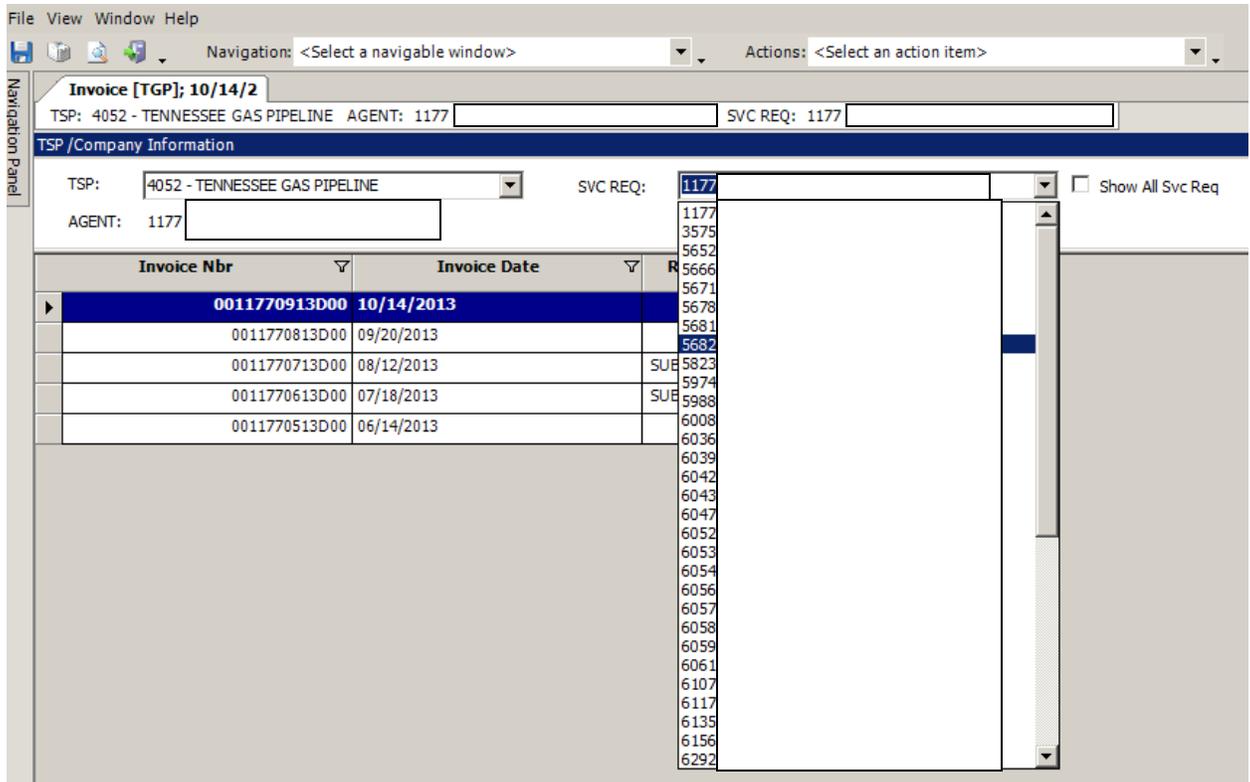
- From the Navigation Panel, select Invoicing/Invoice screen.



- On the Invoice screen, select the desired invoice and select the View/Save button at the top right hand corner of the screen.



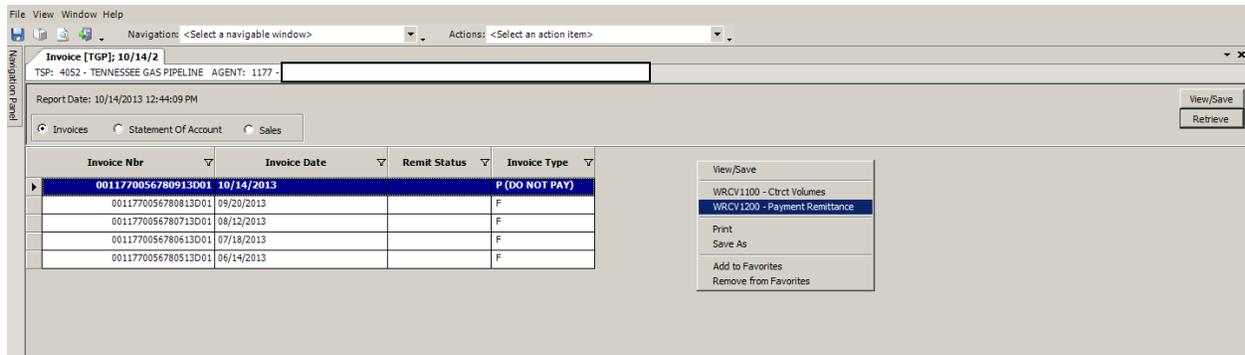
- Agents for multiple customers can access their individual customers' invoices by clicking on the white TSP/Agent/Svc Req strip at the top of the Invoice screen and select the applicable customer from the drop down box in the SVC REQ field. The invoices for the selected customer will then be displayed on the invoice screen to select and view.



Also, a Dart tutorial video entitled "View and Review an Invoice in DART" includes detailed instructions and screen examples and is available at [http://www.kindermorgan.com/dart\\_training/](http://www.kindermorgan.com/dart_training/).

Additional Information and Tips for Reviewing Invoices in DART:

- The Payment Remittance WRCV1200 screen shown below is not functional in DART. This request box appears when you right click outside of the list of invoices box after selecting an invoice. Instead, print the Invoice Summary, complete payment amount in the "Paid Amount" column and submit to Tennessee Gas Pipeline in the same manner that you do today.



Inv ID : 0011770056780813D01

Acct Per : August 2013

Invoice Date : September 20, 2013

Payee Name : TENNESSEE GAS PIPELINE  
 Remit To Name : TENNESSEE GAS PIPELINE  
 Remit Addr :

Payee Prop : 4052  
 Remit to Pty Prop : 4052  
 EFT Address :  
 Payee's Bank Name :  
 ABA No : 121000248  
 Bank Acct No :  
 Bill Pty Prop : 5678

Payee : 1939154  
 Remit to Pty : 1939154

Net Due Date : September 20, 2013  
 EFT Due Date : September 20, 2013  
 Bill Pty :

Billable Pty Name :  
 Billable Pty Addr :

Contact Name : ALISON STRINGER

Contact Phone : (713) 420-5176

Inv Gen Date : 9/20/2013 16:54

Doc Desc : Invoice Summary

Acct No : 5678 /16337

Interest will be charged on late payments

SVC REQ K/ SVC REQ LVL CHR/ ALLOW AMT DESC	SVC CD	SVC DESCRIPTION	INVOICE QTY	CURRENT AMOUNT	PRIOR MONTH AMOUNT	AMOUNT DUE/ SVC REQ LVL CHR/ ALLOW AMT	PAID AMOUNT
	FT	FTA FIRM TRANSPORTATION	0	\$6,587.67	\$0.00	\$6,587.67	
	FT	FTA FIRM TRANSPORTATION	0	\$3,167.80	\$0.00	\$3,167.80	
	FT	FTG1 FTG SETTLEMENT CUSTOMERS	0	\$12,564.37	\$0.00	\$12,564.37	
	FS	FSMA FIRM STORAGE - MARKET AREA	0	\$4,265.77	\$0.00	\$4,265.77	
	FS	FSRA FIRM STORAGE - PROD AREA	0	\$2,036.70	\$0.00	\$2,036.70	
	FS	FSRA FIRM STORAGE - PROD AREA	0	\$1,474.18	\$0.00	\$1,474.18	
Invoice Total Amount Due			0	\$30,116.49	\$0.00	\$30,116.49	
OTHER AMOUNT ADJUSTED						\$0.00	
VOLUNTARY GRI CONTRIBUTION []							
Total Amount Due						\$30,116.49	

- If a blank screen displays when viewing contract volumes utilizing the Ctrct Volumes WRCV1100 screen by right clicking after selecting an invoice, there are no volumes allocated to the selected contract. If volumes are allocated to the selected contract, a summary of charges by line item is displayed and can be saved as an excel file.

File View Window Help

Navigation: <Select a navigable window> Actions: <Select an action item>

**Invoice [TGP]; 10/14/2**  
 TSP: 4052 - TENNESSEE GAS PIPELINE AGENT: 1177

Report Date: 10/14/2013 12:44:09 PM

Invoices  Statement Of Account  Sales

Invoice Nbr	Invoice Date	Remit Status	Invoice Type
0011770056780913D01	10/14/2013		P (DO NOT PAY)
0011770056780813D01	09/20/2013		F
0011770056780713D01	08/12/2013		F
0011770056780613D01	07/18/2013		F
0011770056780513D01	06/14/2013		F

View/Save

WRCV1100 - Ctrct Volumes

WRCV1200 - Payment Remittance

Print

Save As

Add to Favorites

Remove from Favorites

Select the contract desired for viewing. Select Ctrct Vol Stmt button.

Navigation: <No navigable windows available> Actions: <Select an action item>

Invoice [TGP]; 10/14/2013 Ctrct Volumes [TGP]; 1

TSP: 4052 - TENNESSEE GAS PIPELINE AGENT: 1177

Report Date: 10/14/2013 12:56:10 PM

Contract Number	Contract Type	Contract Svc Type
	TFO	IT
	BAL	LMMA
	BAL	LMMA
	TFO	MFTG
	PAL	ROPT

Navigation: <Select a navigable window> Actions: <Select an action item>

Invoice [TGP]; 10/14/2013 Ctrct Volumes [TGP]; 10/14/2013 Transaction Contract Volumes

TSP: 4052 - TENNESSEE GAS PIPELINE AGENT: 1177

Report Date: 10/14/2013 1:04:57 PM

Invoice: 01/01/1950 Acct No: 1177

Svc Req Contract: Svc Code: TFO/IT

Flow Month: 08/01/2013

Receipt Loc #	Loc Desc	Rec ZN	Gross Rec Qty	Rec Fuel Qty	Net Rec Qty	Delivery Loc #	RY Loc Desc	Del ZN	Gross Del Qty	Del Fuel Qty	Net Del Qty	Imbalance
412858	EQT GATH	Z4	7,062	(62)	7,000	420093	CON ED/TG	Z5	7,000	0	7,000	0
420999	POOLING P	ZL	6,040	(30)	6,010	420998	POOLING P	ZL	0	0	0	6,010
460020	STORAGE-	Z1	664	(23)	641	420221	NYSEG/TGP	Z5	641	0	641	0
460020	STORAGE-	Z1	651	(8)	643	420441	TWINEAGL	Z1	643	0	643	0
460025	STORAGE-	Z1	9,954	(348)	9,606	420221	NYSEG/TGP	Z5	9,606	0	9,606	0
Sub:			24,371	(471)	23,900				17,890	0	17,890	6,010

Flow Month: 07/01/2013

Receipt Loc #	Loc Desc	Rec ZN	Gross Rec Qty	Rec Fuel Qty	Net Rec Qty	Delivery Loc #	RY Loc Desc	Del ZN	Gross Del Qty	Del Fuel Qty	Net Del Qty	Imbalance
460025	STORAGE-	Z1	12,773	(163)	12,610	421059	SESH/TGP P	Z1	12,610	0	12,610	0
460025	STORAGE-	Z1	(12,773)	163	(12,610)	421059	SESH/TGP P	Z1	(12,610)	0	(12,610)	0
Sub:			0	0	0				0	0	0	0

- DART invoices display only current month activity and any applicable prior period adjustments. Any outstanding balances are shown on the Statement of Account. If there is no outstanding balance, a blank screen is displayed when the Statement of Account is selected to view.
- The ACA rate is not included in the commodity rate on the invoice. The ACA charge is a separate line item on the invoice under the commodity charge line item. The EPC surcharge is also a separate line item on the invoice under the applicable commodity charge line item.
- Discount codes are not displayed on invoices.
- For firm agreements that are in effect for a partial month, the full contract quantity and rate are displayed on the invoice. The number in the "Calc Factor" column on the invoice effectuates the proration of the reservation charge for the time period that the agreement is in effect.

- As a reminder, adjustments to production months that were originally invoiced in PASSKEY will be processed in PASSKEY. Support for these prior period adjustments will be available for viewing/printing in PASSKEY. The dollar amounts for these prior period adjustments will be displayed on the current month invoice in DART.