

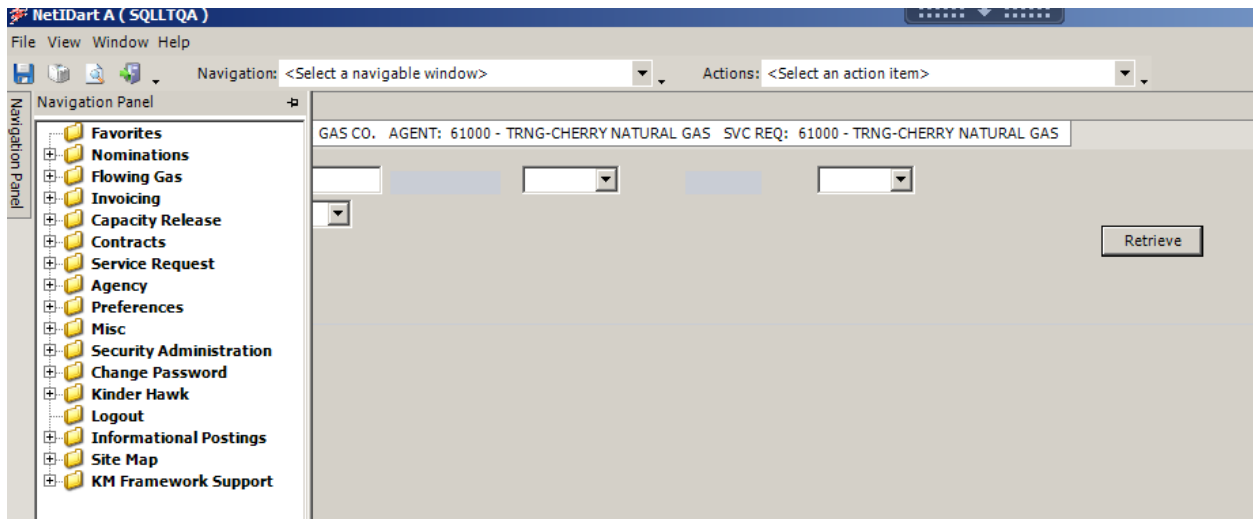
Submitting a Request for Discount in iDART

Please note: The Contract Request security function is required to be able to submit a discount request.

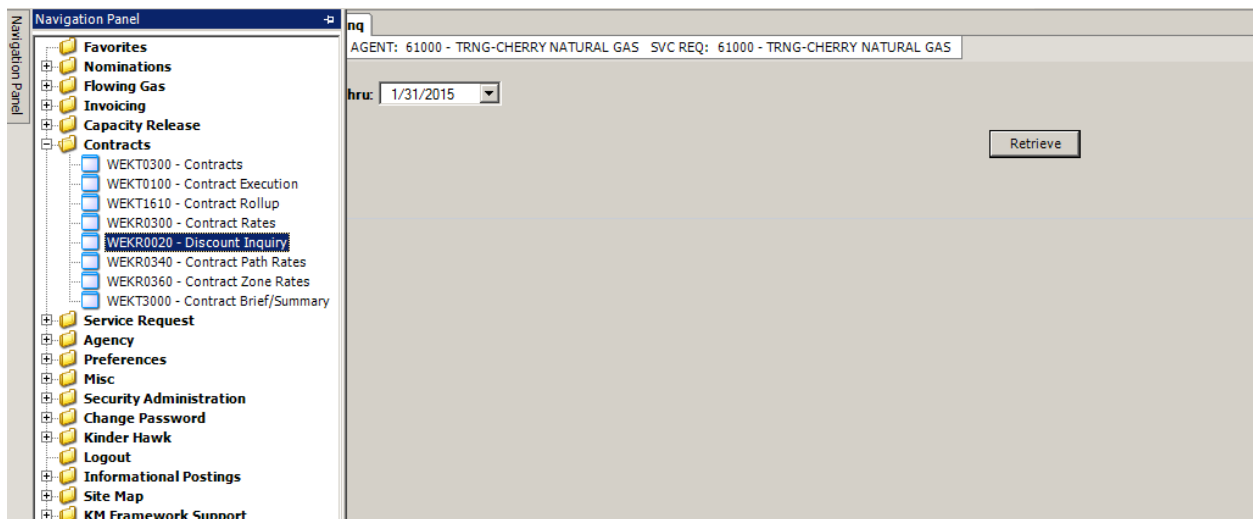
The following discounts can be requested through the below process:

Interruptible Transportation Commodity
Firm Transportation Incremental/Secondary

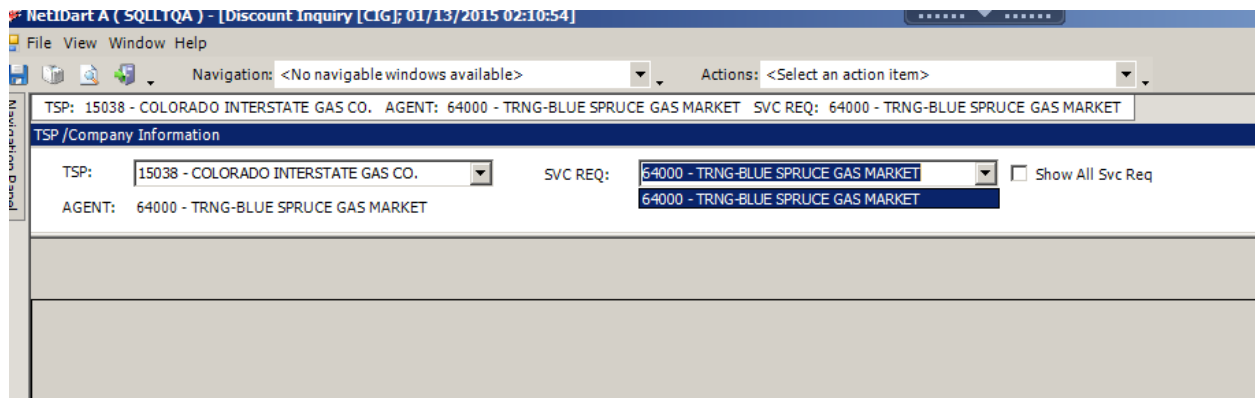
1. Once logged in to DART, expand the Navigation Panel.



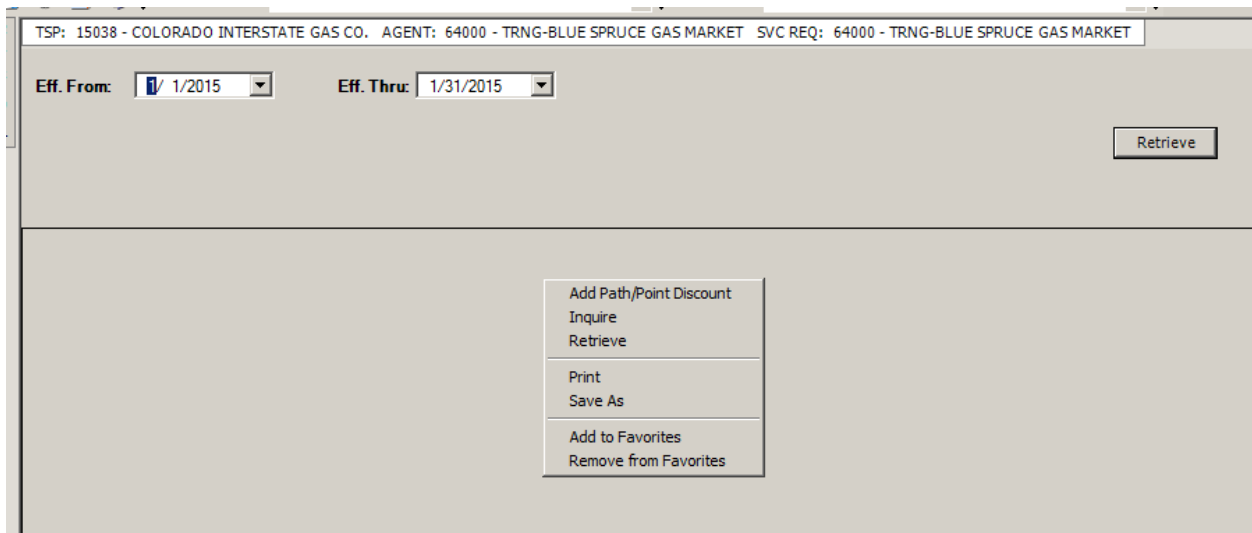
2. Expand the "Contracts" folder and click on "Discount Inquiry". Click on the retrieve button for a specified time frame. All active discounts for all contracts on the selected pipeline will appear.



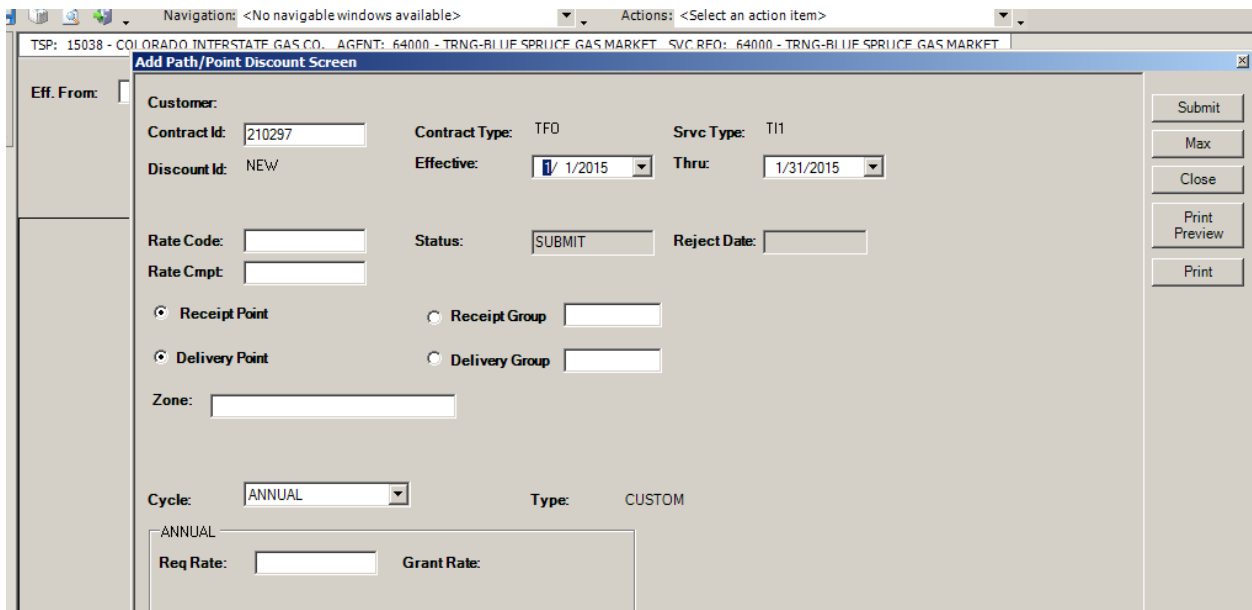
- For agents requesting a discount for another company, the company should be available to in the “SVC REQ” drop down at the top of the screen.



- Right click and select “Add Path/Point Discount”.



- Enter either the Contract Number or the Contract ID. If it's a valid number, the contract and service types will populate. Enter the date range for the request. (The request date must be for today or later)



- Double click in the Rate Code field to display the lookup window. If requesting an Interruptible Transportation discount, click on the CMDY/CMDY record. If requesting a Firm Transportation Incremental/Secondary discount, click on the RESV/INCRCHG record. Click OK to return to the discount request screen.

TSP: 15038 - COLORADO INTERSTATE GAS CO. AGENT: 64000 - TRNG-BLUE SPRUCE GAS MARKET SVC RFO: 64000 - TRNG-BLUE SPRUCE GAS MARKET

Add Path/Point Discount Screen

Eff. From:

Customer:
 Contract Id: Contract Type: TFO Svc Type: TI1
 Discount Id: NEW Effective: Thru:

Rate Code: Status: Reject Date:

Rate Cmpt:

Receipt Point
 Delivery Point

Zone:

Cycle:
 ANNUAL
 Req Rate:

Contact Name:
 Phone:

Rate Code / Rate Component Code Lookup

Rt Cd	Rt Cmpnt Cd	Rt Desc	Rt Cmpnt Desc
CMDY	CMDY	COMMODITY	COMMODITY
RESV	INCRCHG	RESERVATION	Incremental Reservation

Total Rows : 2

OK Cancel

- As shown above, the screen defaults to a Receipt and Delivery Point selection. If the request is point specific, enter the location PIN (Point Identification Number) in the field. If the PIN is unknown, double click in the field to display the point lookup screen. Select the desired location and click on the OK button.

Add Path/Point Discount Screen

Customer:
 Contract Id: Contract Type: TFO Svc Type: TI1
 Discount Id: NEW Effective: Thru:

Rate Cod: Rate Cm:

Rec Deliv

Zone:

Cycle:
 ANNUA
 Req Ra:

Contact I:
 Phone:

Location Lookup

Filter Criteria Selection
 No Filter Id Name Contains Name Starts With DRN Segment Zone

Point Catalog
 Yes No All Filter criteria: Zone: Filter

Location List

ID	Name	Segment	Rcpt Zone	Dlvy Zone	County	State	Ctrct Type Usage	R-D
800230	CIG/RUBY (EMS) EMERALD SPR	102	01	01	LINCOLN	WYOMING	A	
891735	KERN/CIG (MUD) MUDDY CREE	102	01	01	LINCOLN	WYOMING	A	
891907	TATACHEM/CIG (ALP) ALKALI P	103	01	01	SWEETWATE	WYOMING	A	
891645	WGROPER/CIG (BLF) BLUE FOR.	104	01	01	SWEETWATE	WYOMING	A	
800282	NW P/L/CIG (GRN) GREEN RIVE	106	01	01	SWEETWATE	WYOMING	A	
800335	QPC/CIG (KAN) KANDA SWEET	106	01	01	SWEETWATE	WYOMING	A	
800140	CIG/WIC (CHD) CHROME DOME	407	26	26	SWEETWATE	WYOMING	A	
892328	QGC/CIG (FTH) FOOTHILLS DE	108	01	01	SWEETWATE	WYOMING	A	
800116	WIC/CIG (BTW) BAXTER TO WI	411	35	35	SWEETWATE	WYOMING	A	
800055	MGR/CIG (ABM) AIRPORT/BLAC	110	01	01	SWEETWATE	WYOMING	A	
800055	MGR/CIG (ABM) AIRPORT/BLAC	110	01	01	SWEETWATE	WYOMING	A	
858600	WFS/CIG (MAR) MARIANNE RE	110	01	01	SWEETWATE	WYOMING	A	
858600	WFS/CIG (MAR) MARIANNE RE	110	01	01	SWEETWATE	WYOMING	A	
800234	GMT/CIG (ERS) EAST ROCK SP	110	01	01	SWEETWATE	WYOMING	A	

Total rows: 302

Ok Cancel

8. If multiple R/D combos are being requested, enter a separate request for each R/D combo or select a location to group, group to location, or even a group to group which would encompass all possible combinations. If wanting to discount using a group, select the group radio button for the R/D/Both.

Add Path/Point Discount Screen

Customer:
 Contract Id: 210297 Contract Type: TFD Srvc Type: T11
 Discount Id: NEW Effective: 1/ 1/2015 Thru: 1/31/2015
 Rate Code: CMDY Status: SUBMIT Reject Date:
 Rate Cmpst: CMDY
 Receipt Point Receipt Group: 891735
 Delivery Point Delivery Group:

9. If the group radio button is selected, a group lookup can also be displayed by double clicking in the field. While there is a brief discount description, to get a detailed list of all included locations, please consult the Discount Group Xref posted in the information postings section of the EBB or, contact a Marketing Representative.

Add Path/Point Discount Screen

Customer:
 Contract Id: 210297 Contract Type: TFD Srvc Type: T11
 Discount Id: NEW Effective: 1/ 1/2015 Thru: 1/31/2015
 Rate Code: CMDY Discount Group:
 Rate Cmpst: CMDY Group Name:
 Receipt Point Delivery Point
 Zone:
 Cycle: ANNUAL
 ANNUAL
 Req Rate:
 Contact Name:
 Phone:

Discount Group Lookup

Discount Group	Discount Group Name
XPG2	ALL
XPG201	ALL CIG OFF SYSTEM DELIVERY POINTS
XPG208	ALL CIG RECEIPT POINTS EXCLUDING MOCANE, HIGH PLAINS AND NORTH RATON LATERAL
XPG23	DJ RECEIPTS
XPG237	33633000 DELIVERY 1A
XPG251	33743000 DELIVERY 1B
XPG252	33680000 DELIVERY 1A
XPG255	ALL CIG OFF SYSTEM DELIVERY POINTS INCLUDING DOV

OK Cancel

- Next, double click in the “Zone” field. This is to select which zone you are requesting to discount. This is to accommodate the possibility of a seamless nomination that could have different discount requests for each traversed zone.

Code	Zone Name	Abbr	Activity Cod
01	CIG MAINLINE	CIG ML	BOTH
04	CIG HIGH PLAINS	CIG HP	BOTH
06	CIG NORTH RATON - ZONE 1	CIG NR	BOTH
07	CIG NORTH RATON - ZONE 2	CIG NR	BOTH
14	WIC MAINLINE	WIC ML	BOTH
15	WIC MEDICINE ROW	WIC MR	BOTH

- The “Req Rate” field is designed to accommodate a daily rate. If requesting an Interruptible Transportation CMDY rate, enter the desired daily rate. However, if requesting a Firm Transportation Incremental/Secondary rate, enter the desired incremental daily rate.

Example: Firm Transportation Demand/Reservation rate = \$5 a month

$$\$5/30.4167 = 0.16 \text{ cents a day}$$

If you want to pay \$0.18 cents for the defined route, a request of \$0.02 would be entered.

- Once the form is complete, click on the submit button. The system will then conduct a series of data validations. If an error is presented, correct the data entry and submit again. For assistance with any validation errors, please contact your Account Service Representative.

Customer: Contract Id: 210297 Contract Type: TFO Srvc Type: T11
Discount Id: NEW Effective: 1/ 1/2015 Thru: 1/31/2015
Rate Code: CMDY Status: SUBMIT Reject Date:
Rate Cmp: CMDY
 Receipt Point Delivery Point
 Receipt Group: 891735 Delivery Group: XPG201
Zone: 01
Cycle: ANNUAL Type: CUSTOM
ANNUAL
Req Rate: 0.02 Grant Rate:

- 13. Once submitted, a Marketing representative will be notified of the submission. Upon review, the request can be approved, amended, or denied. In each case an email notification will be distributed to the party that submitted the request.
- 14. Back on the discount inquiry screen, the status of your request can also be monitored.

TSP: 15038 - COLORADO INTERSTATE GAS CO. AGENT: 64000 - TRNG-BLUE SPRUCE GAS MARKET SVC REQ: 64000 - TRNG-BLUE SPRUCE GAS MARKET

Eff. From: 1/ 1/2015 Eff. Thru: 1/31/2015

Retrieve

Contract No.	Eff. From	Eff. Thru	Rcpt Type/Poi	Dlvy Type/Poi	Rate Component	Curtail Max Ind	Zone Code	Req Rate	Status	Grant Rate
210297-TI1CIG	01/15/2015	01/31/2015	LOC891735	XPG201	CMDY	\$0.00000 N	01	\$0.02000	SUBMIT	

- 15. Hovering over the Receipt, Delivery and/or Zone code will show the associated description.