

Frequently Asked Questions (FAQs) - Transco

Updated: January 24, 2007

The information provided herein is for informational purposes only and does not modify any provision in Transco's FERC Gas Tariff. If a conflict exists between this information and Transco's FERC Gas Tariff, the provisions in Transco's FERC Gas Tariff apply. Transco makes no representation or warranty as to the completeness or accuracy of this information. Transco shall not be liable for any informational errors, incompleteness or delays, or for any actions taken in reliance on this information. To review the tariff language specific to any topic, go to www.1Line.williams.com >click Transco to access Informational Postings Page >click Tariff, Table of Contents.

[1Line System - General](#)

[Transco 101](#)

[Contacts](#)

[Nominations](#)

[PDAs and Allocations](#)

[Imbalances and Trading](#)

[Storage/Park and Loan](#)

[Invoicing](#)

[Capacity Release](#)

[Timelines](#)

[Offers](#)

[Bids](#)

[Awards](#)

[Recalls](#)

[Replacement Shipper/Contract](#)

[Contracts](#)

[Plant Services \(PTR, Liquids, Retrograde\)](#)

[Reports](#)

[Agency](#)

[Measurement](#)

[Rates and Tariff](#)

1Line System - General

1. [How do I get access to 1Line?](#)
2. [What are the recommended system requirements for 1Line use?](#)
3. [Are 1Line training classes offered?](#)
4. [What is an SSA \(System Security Administrator\)?](#)
5. [How do I know who my SSA is?](#)
6. [My account is locked / password needs to be reset, what do I do?](#)
7. [What is a role?](#)
8. [How do I sign up to receive email alerts of scheduling cuts, bump notices, and public EBB notices?](#)
9. [What is the Williams Gas Pipeline Portal page?](#)
10. [What is the Transco Informational Postings page?](#)
11. [Where can I find Rates information on-line?](#)

Transco 101

1. [What is Telescoping?](#)
2. [What are Transco's Zones, and what are they for?](#)
3. [What is an Operational Impact Area \(OIA\), and what is it for?](#)

Contacts

1. [Where can I find Transco contact information?](#)
2. [What is the division of duties between Customer Services and Transportation Services?](#)
3. [How do I find out who my Transco contact is?](#)

Nominations

1. [How do I nominate Imbalance Payback?](#)
2. [How do I check to see if my pools are balanced?](#)
3. [How do I determine why my nomination was cut?](#)
4. [How do I upload nominations electronically using flat files?](#)
5. [How do I calculate fuel for a particular transaction?](#)
6. [How are the pools balanced in each of the 4 cycles?](#)
7. [What are the definitions of the reduction \(cut\) reason codes?](#)

PDA's and Allocations

1. [When are allocated quantities updated?](#)
2. [Where can I go to find information on the status of Invoices, Allocations, Imbalances, and Trading Period?](#)
3. [What is the deadline for submitting a Pre-determined Allocation \(PDA\)?](#)

Imbalances and Trading

1. [Where do I go to see the imbalances other companies have offered for trade, and their contact information?](#)
2. [When is the last day to trade for a particular month?](#)

Storage/Park and Loan

1. [How do I know if excess WSS or GSS injections are being permitted?](#)
2. [How do I know if Park and Loan nominations are being accepted?](#)
3. [Which points are available for the Park and Loan service?](#)

Invoicing

1. [How do I verify the information on my invoice?](#)
2. [Who do I contact with questions on my invoice?](#)
3. [How do I know when my bill is final?](#)
4. [How do I receive electronic or paper copies of my invoice?](#)
5. [How do I print my invoice?](#)
6. [How do I download my invoice?](#)
7. [What are the wiring instructions for Transco?](#)
8. [What production month is being cashed out on my current invoice?](#)

Capacity Release

Timelines

1. [What are the Timelines for capacity release?](#)

Offers

1. [What is the deadline for submitting Biddable Offers?](#)
2. [What is the minimum length of time that an Offer must be posted?](#)
3. [How do I know how much capacity I have available for release?](#)
4. [Is there a quick/easy way to do a capacity release?](#)
5. [When must an offer be posted as Biddable?](#)
6. [What is the last day I can submit a Timely Cycle release with a 1st of the month start day?](#)
7. [What do the different Offer Status categories mean?](#)
8. [I just put an offer out in capacity release; what needs to happen next?](#)
9. [I am looking for an Offer. Where can I find it?](#)
10. [Can other parties see my Offer?](#)
11. [How do I know what is happening with my offers/bids?](#)

Bids

1. [Can bidding on a Capacity Release Offer end on a non-Business Day?](#)
2. [What is the timeline for submitting bids on Biddable Offers?](#)
3. [In the event more than 2 equal bids are submitted and the bids specify that an allocation is not acceptable, how is the best bid determined?](#)
4. [I am the Prearranged Bidder, what do I have to do to the release?](#)
5. [How do you accept a Bid \(for a Prearranged Shipper\) and is there a deadline for accepting a Bid?](#)
6. [Do the rates shown on the capacity release pages include the commodity charges or fuel?](#)
7. [My Bid status is displaying "validation pending". Do I have to do anything?](#)
8. [I am looking for a Bid. Where can I find it?](#)
9. [Can other parties see my Bid?](#)
10. [When can I see if I am the winning Bidder on capacity?](#)
11. [I am the Prearranged Shipper on an Offer. A higher bid has been submitted and I need to match the higher bid. How do I do this?](#)

12. [How do I know what is happening with my offers/bids?](#)

Awards

1. [I am looking for an Award. Where can I find it?](#)

Recalls

1. [What are the deadlines for recalling capacity?](#)
2. [What are the deadlines for re-putting capacity?](#)
3. [If I release my capacity as recallable and the Replacement Party re-releases it, can I still recall my capacity?](#)
4. [How do I know if my capacity has been recalled?](#)

Replacement Shipper/Contract

1. [I am the Replacement Shipper on a released contract, how do I determine my new contract number?](#)
2. [What volume would be reflected for a replacement shipper picking up a one day contract for 20,000 dths starting with the ID2 cycle? What would the invoice show?](#)
3. [If the release was for multiple days, but the first day began with the ID2 cycle, what volume would be reflected on the replacement contract of a release for 20,000 dth? What would the replacement shipper's invoice show?](#)

Contracts

1. [How do I request a contract?](#)
2. [What is telescoping?](#)
3. [Where can I find out the primary rights on a contract?](#)
4. [What is a Contract PPA Indicator?](#)

Plant Services

1. [What gas quality specifications must be met to **not** have to process my gas?](#)
2. [What is the difference between PTR \(Plant Thermal Reduction\) and PVR \(Plant Volume Reduction\)?](#)
3. [Why must I nominate PTR?](#)
4. [What is an IT-LQF contract and how do I request one?](#)
5. [How do I calculate how much my daily PTR nomination should be?](#)
6. [What reports can I use to monitor PTR allocated and imbalance quantities?](#)
7. [Are PTR imbalances cashed out?](#)
8. [When are PTR quantities actualized \(adjusted to the actual Plant Statement\)?](#)
9. [What is Retrograde?](#)
10. [How do I request a Retrograde or Liquids contract?](#)
11. [What is Flash Gas?](#)
12. [How am I paid for Flash Gas?](#)
13. [What Reports can I use to see how much Flash Gas was allocated to my contract?](#)

Reports

1. [Why is the report that I requested blank?](#)
2. [Can I request a different sort order for a report?](#)
3. [Is there a list of reports that are available on 1Line?](#)
4. [What is the Report Subscription feature in 1Line?](#)
5. [For how long are Transactional Contract Reports \(TCRs\) and the Index of Customers \(IOC\) retained on Transco's Public EBB?](#)
6. [Where can I find Transactional Contract Reports \(TCRs\) and the Index of Customers \(IOC\) in 1Line?](#)

Agency

1. [How do I request an Agency agreement?](#)

Measurement

1. [How do I view measurement data for a location?](#)
2. [What does 'T' mean next to a measurement volume on a Gas Measurement System \(GMS\) volume statement?](#)

Rates and Tariff

1. [Where can I find current and pending Rate and Fuel Information?](#)
2. [How can I calculate the rate for a transportation or imbalance trade transaction?](#)
3. [How do I use the Rate Calculator?](#)
4. [When can I see the rate used to calculate Cashout?](#)
5. [How can I obtain a copy of a Transco Tariff Filing?](#)

1Line System - General

1. How do I get access to 1Line?

- a. For companies needing first-time access to 1Line, a **New Business Associate Form** must be submitted. To access this form:
 - i. Go to the [WGP Portal page](#).
 - ii. Mouse over the **Agreements/Forms** link located at the top of the page, and select **Transco**.
 - iii. Select the **New Business Associate "online" Form**
 - iv. Fill out as much information as possible, and click the **Submit Form** button at the bottom of the page.

- b. For existing companies that need a new user set up, please contact your company's [System Security Administrator \(SSA\)](#).

2. What are the recommended system requirements for 1Line use?

The minimum system requirements can be accessed from the 1Line login page. Click [here](#) to view these requirements.

3. Are 1Line training classes offered?

1Line Training classes are offered on a regular basis. Class schedules are posted periodically on the EBB as a Non-Critical notice, and include information on how to sign-up. In addition, on [Transco's Info Postings page](#), a class schedule is posted under the blue **Training** tab (located on the bottom half of the page).

4. What is an SSA?

An SSA is a System Security Administrator. Each Business Associate (BA) should have at least 1 user designated with the SSA [Role](#). This person is responsible for setting up new users for the customer as well as administering any changes. For instructions on how to manage these changes, click [here](#). When a new Business Associate is established, the SSA is designated, and is set up automatically by the System.

5. How do I know who my SSA is?

You can determine who has the SSA [Role](#) at your company by following these steps:

- a. From the Customer Activities Home page, select **Customer Information>Business Associate Contacts**.
- b. On the Customer Info/Contacts page **select the [Role](#) filter** on the top right hand of the page.
 - i. This will bring up a prompt page of all the [Roles](#).
- c. Select the **Customer Information/System Security Administrator** row and then, from the Action Menu, select **OK**.
- d. When the list page returns, click **Refresh** and the SSA's name and phone number should appear.

6. My account is locked/password needs to be reset. Who do I call?

If your account is locked, please contact your [Transportation Services Representative](#). If your password needs to be reset, please contact your [SSA](#).

7. What is a "Role?"

Roles represent specific activities or responsibilities assigned to external and internal contacts or users. Primarily they are used to grant system access. Roles are created and will be associated to one or more Business Functions. There are External and Internal Roles. What users can "see" and "do" is controlled by what Roles they have.

If you need a new role associated to your user ID, then contact your [SSA](#).

8. How do I sign up to receive email alerts of scheduling cuts, pools out of balance and public EBB notices?

You can elect to receive email alerts of scheduling cuts, pools out of balance and Critical or Non Critical EBB notices by following these steps:

- a. From the Customer Activities Home page, Select **Customer Information > Business Associate Contacts**.
- b. On the Customer Info/Contacts page select the row with your name and user id, then from the Action Menu select **Edit**.
 - i. A list with all the [Roles](#) that you have will be displayed.
- c. Make sure that the email address on the page is valid, and that the check box next to that address is checked.
- d. Check the email boxes to the right of each [Role](#) for which you would like to receive emails. For example:
 - i. To receive scheduling cuts as an operator or shipper check the email box to the right of the **E-Notification Sched Cuts Operator** or **E-Notification Sched Cuts Shipper** [Role](#).
 - ii. To receive email alerts concerning pools out of balance, check the email box to the right of the **E-Notification Pool Out of Balance** [Role](#).
 - iii. To receive email alerts concerning Critical or Non-Critical public EBB notices, the check the email box next to **Critical Notice Recipient** or **Non Critical Notice Recipient** [Role](#).

9. What is the Williams Gas Pipeline (WGP) Portal page?

The Williams Gas Pipeline Portal page @ www.1line.williams.com, is a webpage that contains information on Williams' natural gas pipelines, including Regulatory Information, such as FERC Watch and NAESB News (typically updated monthly or quarterly), Available Capacity, Forms and Agreements, Services, etc. In addition, the WGP Portal page serves as the entry point (or "Portal") for each pipeline's [Info Postings page](#), and secured (login required) Customer Activities sites. Pipeline maps are also accessible from this page to customers that have a 1Line ID and password.

10. What is the Transco Informational Postings (“Info Postings”) page?

[Transco’s Info Postings page](#) is a webpage that contains both FERC and NAESB WGO-required information, as well as public information that Transco provides to assist customers in conducting their daily business. The information on this page is updated frequently. In addition to the required information, other useful information provided includes the following:

Cycle Indicators –Open/Closed indicators for Nomination and Confirmation Cycles
Monthly Status Indicators – status of Allocations, Trade Period, Imbalances
Pipeline Conditions – i.e. Storage Balance, excess GSS/WSS and PAL availability
Flat File Information
1Line Changes – What’s New and What’s Coming
Contacts List
Rates Matrices – Current and Pending Rates and Fuel Percentages
FERC Filings (Transco’s)

To access Transco’s Info Postings page, click [here](#).

11. Where can I find Rates information on-line?

Online Rate information can be accessed from [Transco’s Info Postings page](#) under the online Tariff (on the left hand navigation menu), and the [Rate Matrices](#) tab (on the right side of the page). Additionally, Cashout rates are published monthly in Non-Critical Notices, which are also accessible from the Info Postings page. From within 1Line (login required) a [Rate Calculator](#) is also available.

Note: The rates calculated by the Rates Calculator are estimates only. Actual rate calculations will be performed pursuant to Transco’s FERC Gas Tariff and may vary from these estimates.

Transco 101

1. What is Telescoping?

Telescoping is the incremental increase of capacity rights of certain Firm Transportation Contract holders from the boundary of Zone 1 to their City Gates. Customers with telescoped contracts are entitled to a percentage of their Total Contract Quantity (TCQ) at certain points, and downstream, as defined below:

- a. Sta 30 to 45: 17%
- b. Sta 45 to 50: 42%
- c. Sta 50 to 65: 61%
- d. Sta 62 to 65: 39%
- e. Sta 65 : 100%

2. What are Transco’s Zones, and what are they for?

Transco’s pipeline is divided into 8 Zones that are used for calculating rates and fuel percentages. The Zones are designated as the following: Zone 1, Zone 2, Zone 3, Zone 4, Zone 4a, Zone 4b, Zone 5, and Zone 6. For descriptions of the Zonal boundaries, see Section 21 of the General Terms and Conditions of Transco’s FERC Gas Tariff.

A pipeline map that shows Zones is available from the [WGP Portal Page](#) (see **System Maps** on the lower right). These maps can be accessed by parties who have a 1Line Login ID and password.


3. What is an Operational Impact Area (OIA), and what is it for?

An Operational Impact Area (OIA) is the designation of the largest possible area(s) on the System in which imbalances have a similar operational effect. Transco has two designated OIAs. OIA 1 is that portion of the pipeline that is upstream of Station 90. OIA 2 is Station 90 and downstream.

A pipeline map that shows OIAs is available from the [WGP Portal Page](#) (see **System Maps** on the lower right). These maps can be accessed by parties who have a 1Line Login ID and password.

Contacts

1. Where can I find Transco contact information?

Contact information for specific Transco representatives is listed on Transco's EBB. To access this information, go to [Transco's Info Postings page](#). From the Info Postings page, there are two paths to take for Contact information: 1) from the left hand navigation menu select **Marketing Svcs Contacts**, or, 2) go to the  tab on the right side of the page. Information under this tab includes weekend Transportation Services contacts, and a Technical Helpline number.

2. What is the division of duties between Customer Services and Transportation Services?

General Areas of Responsibility - Marketing Services Groups

Contact/Group	Areas of Responsibility
Transportation Services - Northern and Southern Market Areas	<ol style="list-style-type: none"> 1. IT Contracts 2. Agency Contracts 3. Nominations and Scheduling (Transportation and Storage) 4. Allocations 5. Imbalance Management/Resolution 6. Invoices
Customer Services – Northern and Southern Market Areas	<ol style="list-style-type: none"> 1. FT Contracts 2. Capacity Release 3. Market Area Interconnects 4. Market Area, Park and Loan, and FT Discount Requests 5. Park and Loan requests 6. Market Area Expansion Projects
Customer Services – Production Area	<ol style="list-style-type: none"> 1. Production Area Interconnects 2. IT Production Area Discount Requests 3. Plant Services (PTR, Liquids, Flash Gas, Retrograde)

--	--

3. How do I find out who my Transco contact is?

If you are a 1Line User, login to 1Line, and from the Customer Activities Home page:

- a. Select **Customer Information > BA/BU Details**.
- b. Enter your Business Associate number (BAID), or use the lookup button provided to select your BAID.
- c. Click the **Refresh** button.
- d. The Transco contacts for the selected BAID are listed.

If you are not currently a 1Line user, see the information above in this section on [Contacts](#).

Nominations

1. How do I nominate Imbalance Payback?

Current and Prior month imbalances can be minimized through the use of Imbalance Payback nominations, which are one-sided nominations (receipt or delivery only). The pipeline accepts imbalance payback nominations when pipeline conditions permit. The availability of imbalance payback nominations on any given day is posted under Pipeline Conditions, or included in Critical Notices on [Transco's Info Postings page](#).

If a shipper has a "Due To" imbalance (is long on the pipeline), an **Imbalance Payback From TSP (Transaction Type 3)** nomination should be made. If a shipper has a "Due From" imbalance (is short on the pipeline), then an **Imbalance Payback To TSP (Transaction Type 4)** nomination should be made.

Prior month imbalance payback nominations should use the following Transaction Types:

Prior Month Imbalance Payback from TSP – Transaction Type 63
Prior Month Imbalance Payback to TSP – Transaction Type 64

2. How do I check to see if my pools are balanced?

- a. From the Customer Activities Home page in 1Line, navigate to **Nominations > Nomination > Pool Balance Summary**
- b. Compare Supply, Disagg and Market quantities to ensure the pool is balanced and/or within the allowable pool tolerance. This information is available as soon as the nominations are submitted.

3. How do I determine why my nomination was cut?

- a. From the Customer Activities Home page in 1Line, navigate to **Nomination > Scheduling > Review/Select Scheduling Run**
- b. Input the flow date, cycle and contract/location information to review the [reduction reason codes](#).

For additional assistance, contact your Transportation Services Rep.

4. How do I upload nominations electronically using flat files? (flat file instructions)

For instructions on uploading flat files, go to [Transco's Info Postings page](#), and click on the black **Flat File Upload** tab at the top of the page. Flat files can be uploaded from this page. For instructions on uploading or downloading various flat files, scroll to the bottom of the page, and click on the **Flat File Training Materials** button. Flat File instructions, as well as the 1Line NAESB 1.7 Implementation Guides can be accessed from this page.

5. How do I calculate fuel for a particular transaction?

1Line offers a **Rate Calculator** to assist with estimating rates, fuel or trading fees. From within 1Line, follow the steps below:

- a. Under tools in 1line, click **Rate Calculator**
- b. To estimate charges, select the Rate Schedule (i.e. TFO-Transportation For Others), Charge Basis (i.e. Reservation, Commodity or Balance), Transaction Type (i.e. Reservation, Current Transportation, etc.), Flow Direction, Receipt Zone and Delivery Zone.
- c. In the Action Menu, select one of the two choices - **Calculate** or **Breakdown**. Calculate will give you the estimated overall rate as well as an estimated fuel %. Breakdown will show you the estimated components as well as the estimated fuel % that makeup the overall estimated Rate.

In addition to the Rate Calculator, the Retrieve Nominations page in 1Line includes a Calculate Fuel button that can be used to estimate fuel on a nomination that is being set up in 1Line. From [Transco's Info Postings page](#), fuel percentages can be found in both, Transco's online FERC Gas Tariff, and in the Fuel Matrices provided on the right side of the page.

6. How are the pools balanced in each of the 4 Cycles?

As stated in Section 2.3(c) of the Pooling Rate Schedule in Transco's FERC Gas Tariff:

Total daily quantities of gas delivered to a pooling point under the aggregation nomination must equal the total daily quantities of gas nominated on the disaggregation nomination at that pooling point for each pooling service agreement, subject to an allowable variance of 4%, unless reduced by Seller at Seller's sole discretion.

Refer to [Transco's Info Postings page](#) under the **Pipeline Conditions** tab to see the currently allowed variance (listed as "Auto Pool Balancing").

During the Evening, ID1, and ID2 cycles, pools are balanced to the posted allowable variance level. Any scheduled imbalance between the aggregation and the disaggregation nominations that remain at the conclusion of the ID2 cycle, will reside as an over/under imbalance on the transportation contract used for the aggregation nomination, since no imbalance can reside at a pooling location.

For additional information, see Section 2.3 of the Pooling Rate Schedule in Transco's FERC Gas Tariff, or contact your Transportation Services Rep.

7. What are the definitions of the reduction (cut) reason codes?

012 – No Corresponding Nomination
013 – No Corresponding Nomination at Receipt Location
014 – No Corresponding Nomination at Delivery Location
AFF – Processing Affidavit Non-Compliance
AOK – All necessary confirmation communication occurred
BMP – Quantity Reduced Due to Bumping
CAP – Confirmation Party Capacity Constraint
CBL – Contract Balancing
CCD – Pipeline Capacity Constraint at Delivery Location
CCR – Pipeline Capacity Constraint at Receipt Location
CPR – Confirming Party Reduction
CRD – Confirmation Not Conducted by Downstream Confirming Party
CRE – Capacity Recalled
CRI – Credit Issues
CRN – Confirmation Response Not Received
CRR – Confirmation Not Conducted by Upstream Confirming Party
CSP – Confirmation Not Conducted by Transportation Service Provider
ECM – Exceed Contract MDQ
EPM – Exceed Point MDQ
EPS – Elapse Prorated Scheduled Quantity
FMJ – Force Majeure
GQS – Gas Quality Specification Not Met
MQS – Minimum Quality Specified by the Service Requester Not Met
NGD – Downstream Service Requester did not have the gas or Submit the Nomination
NGU – Upstream Requester did not have the gas or Submit the Nomination
PBD – Pipeline Balancing of Deliveries at a Location
PBR - Pipeline Balancing of Receipt at a Location
PCC – Pipeline Capacity Constraint
PCD – Confirming Party Capacity Constraint at Delivery Location
PCR - Confirming Party Capacity Constraint at Receipt Location
PLC – Pipeline Curtailment
PLM – Pipeline Maintenance
PMD – Pipeline Maintenance at Delivery Location
PMR – Pipeline Maintenance at Receipt Location
PRD – Confirming Party Reduction at Delivery Location
PRR – Confirming Party Reduction at Receipt Location
QER – Quantity Exceeds MDQ of Associated Contract
SRP – Storage Ratchet Provision

PDA's and Allocations

1. When are allocated quantities updated?

Generally, allocation data for the previous gas day is available by 1:00 pm CST. Information on the status of allocated quantities data is posted on [Transco's Info Postings page](#) under the blue **Monthly Status** tab (scroll down to the middle of the page).

2. Where can I go to find information on the status of Invoices, Allocations, Imbalances, and Trading Period?

Information on the status (i.e. Final or Preliminary, Open or Closed, etc.) of the subjects mentioned above are located on [Transco's Info Postings page](#) under the blue **Monthly Status** tab (scroll down to the middle of the page).

3. What is the deadline for submitting a Pre-determined Allocation (PDA)?

The deadline for submitting a PDA is 8:00, CST, the day of gas flow, as specified in Transco's FERC Gas Tariff, Section 18.

Imbalances and Trading

1. Where do I go to see the Imbalances that other companies have offered for trade, and their contact information?

Imbalances that other companies have offered for trade can be found on Transco's Info Postings page. On the left hand Navigation Menu, select **Balances > Posted Imbalances**. The Posted Imbalances page loads, listing all contracts, quantities, imbalance direction, Company, and Contact information for parties wishing to conduct a trade. Since the information is public, no [Role](#) is required.

2. When is the last day to trade for a particular month?

Transco's Tariff calls for the trade period to close at Midnight on the 17th business day of each month. Information on the status of the Trade Period is posted on [Transco's Informational Postings page](#) under the blue **Monthly Status** tab.

Storage/Park and Loan

1. How do I know if excess WSS or GSS injections are being permitted?

This information is given under the **Pipeline Conditions** tab on [Transco's Informational Postings page](#).

2. How do I know if Park and Loan nominations are being accepted?

This information is given under the **Pipeline Conditions** tab on [Transco's Informational Postings page](#)

3. Which points are available for the Park and Loan service?

A list of Park and Loan locations is located on tab on [Transco's Informational Postings page](#). To access this report, from the left hand Navigation Menu, select **Master Location List > PAL Points of Service** or click [here](#).

Invoicing

1. How do I verify the information on my invoice?

To verify Transportation or Demand rates - see the Currently Effective Rates section of Transco's FERC Gas Tariff (accessible online from [Transco's Info Postings page](#)). Rates Matrices are also available on this page (see blue Rate Matrices tab on right side of page).

For Cash Out rates – see Non-Critical Notices on [Transco's Info Postings page](#) for the monthly cash out rate posting.

To verify quantity information, use the supporting statements included in the Invoice Packet (i.e. the Storage, Park, Loan, OBA, and Shipper Imbalance statements).

2. Who do I contact with questions on my invoice?

Your [Transportation Services Representative](#) is your primary contact, and is listed at the top of your invoice.

3. How do I know when my bill is final?

The invoice status is posted on Transco's EBB by the 1st of each month for Demand bills, and by the 10th of each month for Commodity bills. To see the status of the invoice on the EBB, go to www.1Line.williams.com, under Informational Postings click on Transco, , and look under the blue tab labeled **Monthly Status**. In addition, a message will be posted to the Message Board within 1Line (click on Messages from the Banner at the top of any 1Line page), and an email message is sent to you, provided that automated email notification has been selected. To see how to get set up to receive email notifications, click [here](#).

4. How do I receive electronic or paper copies of my invoice?

The default method for invoice delivery is **electronic delivery**. Customers can [print their own invoices](#), however. Customers may elect to receive bills via 1Line or via U.S. mail. Pursuant to Section 6(c) of the General Terms and Conditions of Transco's tariff, customers may change the method by which Transco renders the customer's bills no more frequently than once every 12 months and upon 60 days prior written notice to Transco. Contact your [Transportation Services Representative](#) with questions about your invoice delivery method.

5. How do I print my invoice?

Customers who have the Billing/Invoicing View or Billable Party [Role](#), and have elected to receive an e-mail, will get a notice when invoices are final. A complete invoice packet can be printed by navigating from the Customer Activities Home page Main Menu. Select **Invoicing > Invoice Packets**. Select Accounting period and cycle then Refresh the page to pull up the individual packet(s). If you are an agent, there is a multi-feature that allows you to view all the packets as one .pdf file. Select one or all of the packets, and from the Action Menu, select **View/Print Packet Reports**. This will launch Adobe and you may then print all or parts of each invoice packet.

6. How do I download my invoice?

From the Customer Activities Home page, select **Invoicing > Invoice Packets > select an Invoice Packet >** from Action Menu select **Create Data files**. A data file will be created for each statement in the packet.

To download your invoice: from the Action Menu select **View/Print Packet Report**. Click on any report with a Data File designation, and in the File Download box, click **Save this file to disk**. Click **OK**. Select the drive, folder

and desired file name. The file is automatically saved as a comma delimited (.csv) file. Click **Save**. In the Download Complete box, click **Close**.

7. What are the wiring instructions for Transco?

Please make wire transfer payments on the Net Due Date by 12.00 p.m Central Standard Time to:

TRANSCONTINENTAL GAS PIPE LINE CORPORATION
JPMorgan Chase Bank
For ACH wires – ABA # 071000013
For FED wires – ABA # 021000021
Bank Account No 695207969
Chicago, IL

(replaces Citibank Account #00048709)

8. What production month is being cashed out on my current invoice?

Cash out occurs two months after the Production month. For example, if the invoice is received in August, the month being cashed out is June. The month of July is the month that would have been used to try to reduce imbalances by trading.

Capacity Release

The terms and conditions of Capacity Release on the Transco system are set forth in Section 42 of the General Terms & Conditions of Transco's FERC Gas Tariff. The information provided herein is for informational purposes only and does not modify Transco's Capacity Release tariff provisions or any other provision in Transco's FERC Gas Tariff. If a conflict exists between the information included herein and the Transco's FERC Gas Tariff, the provisions in Transco's FERC Gas Tariff apply.

Note: All Times listed are Central Time

Timelines

1. What are the Timelines for capacity release?

Click [here](#) for a condensed version of timelines for capacity release.

Offers

1. What is the deadline for submitting Biddable Offers?

12:00 Noon on a Business Day

For Prearranged Biddable Offers the Prearranged Bidder must Accept the Bid submitted by Releasing Shipper prior to start of the Bid Period (open season).

2. What is the minimum length of time that an Offer must be posted?

- a. If an offer is Prearranged and non-biddable, whether short-term or long-term, the offer does not have to have a prior notice requirement. Posting of prearranged deals not subject to bid are due by the following times for the applicable cycle: (10:30 AM for timely; 5:00 pm for evening; 9:00 AM for ID 1; 4:00 PM for ID2). The offer will not be posted until awarded.
- b. Biddable Offers for short-term releases (less than 1 year) must be posted by the start of the Bidding Period (12:00 Noon on a Business Day) and remain posted until the open season ends at 1:00 PM.
- c. Biddable Offers for long-term releases (a year or longer) must be posted until the open season ends on the business day before timely nominations are due. For long-term releases, offers should be tendered four Business Days before award. Example: An offer is posted before noon on Monday. Bidding begins at 12:00 noon on Monday and the Bid Period ends on Thursday at 1:00 PM.

3. How do I know how much capacity I have available for release?

See **Contracts > Contract Rights > Avail Rel. Qty by Location or Segment**

4. Is there a quick/easy way to do a capacity release?

- a. Create offer – Standard Offer creation pages.
 - Capacity Release > Create Offer.
- b. Quick copy – Copies entire Offer and allows modifications to limited non-proprietary fields.
 - Capacity Release > Offers > (find offer to copy) > click Quick Copy.

5. When must an offer be posted as Biddable?

- a. Offers for a term greater than 31 days at rates lower than maximum tariff rates must be Biddable.
- b. Offers that are not prearranged must be Biddable.
- c. Rollover releases - Released at rates lower than maximum tariff rate may not be rolled over or extended beyond the initial term of the release at a rate less than maximum tariff rate without being subject to competitive bids (subject to Section 42.5 of Transco's FERC Gas Tariff). This capacity may not be re-released to the same Replacement Shipper at less than the maximum tariff rate without competitive bidding unless a period of 28 days has elapsed since the end of the initial release.
- d. Offers for any period of 31 days or less at less than maximum tariff rate may be Biddable or Non-Biddable, subject to rollover provisions and Releaser's discretion.
- e. Offers at maximum tariff rate are Non-Biddable.

6. What is the last day I can submit a Timely Cycle release with a 1st of the month start day?

- a. For Non-Biddable Prearranged Offers – The Offer must be submitted and the Prearranged Replacement Shipper must accept the Prearranged Bid prior to the 10:30 AM deadline on the last day of the month to be able to flow gas on the 1st. Timely nominations are due at 11:30 AM on the last day of the month to flow gas on the 1st.
- b. Short-term Biddable Offers (less than 1 year) must be posted by the start of the Bidding Period 2 days before the 1st in order to be awarded and available for nomination by 11:30 AM day before flow.
- c. Long-term Biddable Offers (1 year or longer) must be posted by 12:00 Noon 4 Business Days before award (i.e., posted 6 days before flow). Timely nominations are due by 11:30 AM on the day before flow.

7. What do the different Offer Status categories mean?

- APPROVED – Offer is ready to be Bid upon OR Offer is ready to be accepted by the prearranged shipper
- REJECTED – Offer does not meet standards for release.
- EXPIRED – There were no qualifying Bids for this Offer and it has passed the time for bids.
- PENDING – Waiting for Transco to approve the Offer – conditions of release may be non-standard (Recall/Reput terms or other issues) that need to be reviewed prior to approval.
- DRAFT – Customer has not finalized the Offer and put it out for bid (may still be edited by customer).
- WITHDRAWN – Customer has withdrawn the Offer.
- AWARDED – Offer has been awarded to winning bidder.

8. I just put an offer out in capacity release; what needs to happen next?

There is no further action necessary as a Releasing Shipper.

If the Offer is prearranged, the Prearranged Shipper must accept the prearranged Bid prior to the posting date/time.

The Releasing Shipper will receive e-mail notification of any Status changes (i.e., from PENDING to APPROVED or REJECTED, from APPROVED to AWARDED or EXPIRED).

9. I am looking for an Offer. Where can I find it?

To find an Offer, go to the Offers selection under Capacity Release on the Home Page or on the Navigation Menu; use filters to identify the desired Offer(s) then hit Refresh.

10.Can other parties see my Offers?

An offer in Approved status is viewable to other parties unless it is a pre-arranged offer and the bidder has not accepted the bid. Also, when the offer is awarded, other parties can see who won the Bid, but still not see who the other bidders were.

11.How do I know what is happening with my offers/bids?

Offers and bids may be tracked through the offer/bid/awards List pages in 1Line. In addition, the primary communication tool for capacity release is through email**. On Offers and Bids, please be sure and provide the email address for the primary person responsible for capacity release.

NOTE: An additional email contact can be specified on Bids both Prearranged and Non-Prearranged.

Another source of information for offers/bids is the Message Board in 1Line. Tool bar>Messages>Description Filter>Key in offer number.

Bids

1. Can bidding on a capacity release offer end on a non Business Day?

No. For Biddable Offers the Bid Period must end on a Business Day.

2. What is the timeline for submitting bids on Biddable Offers?

- a. The Bid Period (open season) **starts** at 12:00 Noon unless the Releasing Shipper specifies an earlier start time.

For Prearranged Biddable Offers, the Prearranged Bidder must Accept the Bid submitted by Releasing Shipper prior to Bid Period (open season).

- b. The Bid Period (open season) **ends** at 1:00 PM (on a Business Day).
- c. For short-term releases (less than one year), the Bid Period is from 12:00 noon to 1:00PM on a Business Day, unless otherwise specified by the Releasing Shipper.
- d. For long-term releases (one year or longer), offers should be tendered four Business Days before award. Example: An offer is posted before noon on Monday. Bidding begins at 12:00 noon on Monday and the Bid Period ends on Thursday at 1:00 PM.

3. In the event more than 2 equal bids are submitted and the bids specify that an allocation is not acceptable, how is the best bid determined?

A random and blind selection process will be used to select the winning bid unless otherwise specified by the Releasing Shipper.

Note: For a Prearranged Biddable offer, if the Best Bid is superior to the initial prearranged agreement, the Prearranged Bidder has the option to match the terms and conditions of the Best Bid once the bidding period ends. Only if the Prearranged Bidder does not match the Best Bid may a Bid tie-breaking method (lottery or other specified by releaser) be applicable.

4. I am the Prearranged Bidder, what do I have to do to the release?

Accept the Bid. See next question.

5. How do you accept a Bid (for a Prearranged Shipper) and is there a deadline for accepting a Bid?

- a. In Capacity Release > Bids, select "Clear" button, key in offer number(s), select "Refresh". A record for the offer with a blue background will appear on the page. Click the check box in the far left hand corner of the record for the offer to expand the row. A record for the Bid will open. Select the Bid and then Accept button.
- b. Prearranged Bids must be ACCEPTED by the Replacement Shipper prior to the Offer posting Date/Time (10:30 AM for Timely Prearranged Non-Biddable Offers and 12:00 Noon for typical Biddable Offers); if the Bid is not ACCEPTED, the offer will EXPIRE with no bids.

6. Do the rates shown on the capacity release pages include the commodity charges or fuel?

No, neither is included in the rates shown.

7. My Bid status is displaying Validation Pending. Do I have to do anything?

No action is required on the Replacement Shipper's part. The Validation Pending status indicates that the Credit system was not available to evaluate your credit status. Treasury will be notified by 1Line and will do a manual evaluation of the Bid. For inquiries the Credit Hotline # is 713-215-3645.

8. I am looking for a Bid. Where can I find it?

Go to the Bids selection under Capacity Release on the Navigation Menu on the Capacity Release pages; select "Clear" button, use filters to identify the desired Bid(s) then hit refresh.

9. Can other parties see my Bid?

Only Bids with status Approved or Validation Pending can be seen by other parties.

During the Bidding Period, other parties can see what is bid but not who is bidding.

When the offer is awarded, other parties can see who won the Bid, but still not see who the other bidders were.

10. When can I see if I am the winning Bidder on capacity?

Award posting is 2:00 PM (unless there is a Prearranged Bidder in which case the Prearranged Bidder has the option to match the highest bid and the Award posting will be 3:00 PM.)

11. I am the Prearranged Shipper on an Offer. A higher bid has been submitted and I need to match the higher bid. How do I do this?

- a. To Match you must do so before 2:30 PM (or later if the Releasing Shipper specifies).
- b. To Match:
 - i. Go to "BID" page, select "Clear" button, enter the top Bid in the "Bid No." filter and hit REFRESH
 - ii. A record for the offer with a blue background will appear on the page. Click the check box in the far left hand corner of the record for the offer to expand the row(s). There will be a row for each Bid submitted for the offer. Select the top Bid and then "Match" button.
 - iii. Bidder may want to view and verify terms of the Bid prior to selecting "Match" button.
 - iv. 1Line will award the Bid

12. How do I know what is happening with my offers/bids?

Offers and bids may be tracked through the offer/bid/awards List pages in 1Line. In addition, the primary communication tool for capacity release is through email**. On Offers and Bids, please be sure and provide the email address for the primary person responsible for capacity release.

NOTE: An additional email contact can be specified on Bids both Prearranged and Non-Prearranged.

Awards

1. I am looking for an Award. Where can I find it?

Go to the Awards selection under Capacity Release selection on the Navigation Menu; use filters to identify the desired Award(s) then hit refresh.

Recalls

1. What are the deadlines for recalling capacity?

- a. Timely
 - i. 8:00 AM - Timely Recall Notification must be provided to the pipeline and the first Replacement Shipper by a Releasing Shipper for tomorrow's flow
 - ii. 9:00 AM – Pipeline must provide notification of Timely Recall to all affected Replacement Shippers for tomorrow's flow.
- b. Evening
 - i. 3:00 PM – Early Evening Recall Notification must be provided to the pipeline and the first Replacement Shipper by a Releasing Shipper for tomorrow's flow.
 - ii. 4:00 PM – Pipeline must provide notification of Evening Recall to all affected Replacement Shippers (from Early Evening Notification) for tomorrow's flow.
 - iii. 5:00 PM – Evening Recall Notification must be provided to the pipeline and the first Replacement Shipper by a Releasing Shipper for tomorrow's flow.
 - iv. 6:00 PM – Pipeline must provide notification of Evening Recall to all affected Replacement Shippers (from Evening Notification) for tomorrow's flow
- c. ID1
 - i. 7:00 AM – ID1 Recall Notification must be provided to the pipeline and the first Replacement Shipper by a Releasing Shipper for today's flow. (Note: Recalled quantity is prorated for Day 1).
 - ii. 8:00 AM – Pipeline must provide notification of ID1 Recall to all affected Replacement Shippers for today's flow.
- d. ID2
 - i. 2:30 PM - ID2 Recall Notification must be provided to the pipeline and the first Replacement Shipper by a Releasing Shipper for today's flow. (Note: Recalled quantity is prorated for Day 1).
 - ii. 3:30 PM – Pipeline must provide notification of ID2 Recall to all affected Replacement Shippers for today's flow.

2. What are the deadlines for reputting capacity?

- a. The deadline for notifying Seller of a reput is 8:00 AM the day before gas flows (to allow for timely nominations for the next day).

b. When capacity is recalled, it may not be reput for the same gas day.

3. If I release my capacity as recallable and the Replacement Party re-releases it, can I still recall my capacity?

Yes, subject to the timelines related to recalling capacity (see above).

4. How do I know if my capacity has been recalled?

Recall information can be accessed through the Awards area (after selecting the Award, select the **Recall List** Action. Also, an email** will be sent to the email addresses provided in the Replacement Shipper information.

Replacement Shipper/Contracts

1. I am the Replacement Shipper on a released contract, how do I determine my new contract number?

Look at the Award to see your new contract number. In addition, if you have provided your email address, you will receive an email** with your new contract number on it.

Another source if information for offers is the Message Board in 1Line.

Tool bar>Messages>Description Filter>Key in offer number.

Details contained in the message related to the award of the bid contains the replacement contract number. Look for this description: Bid 19999999 has been awarded and select the row. Text will appear in the bottom half of the frame.

2. What volume would be reflected for a Replacement Shipper picking up a one day contract for 20,000 dths starting with the ID2 cycle? What would the invoice show?

The Replacement Shipper's contract would be for 10,000 dths and the Replacement Shipper would be billed for 10,000 dths.

3. If the release was for multiple days, but the first day began with the ID2 cycle, what volume would be reflected on the replacement contract of a release for 20,000 dths? What would the Replacement Shipper's invoice show?

If the release was for multiple days, the Replacement Shipper's contract would reflect a volume of 10,000 dths/d on Day 1 and the replacement contract would be automatically amended in 1Line to reflect the 20,000 dth/d volume beginning on Day 2. The billing for day 1 would be for 10,000 dths and the billing would reflect the 20,000 dths/d beginning with Day 2.

**All References to receipt or sending of emails are subject to Transco's Message Board being available; emails are a courtesy to the 1Line users.

Contracts

1. How do I request a contract?

The procedure for requesting a contract depends on the type of contract. For FT, PAL, and FT Backhaul contracts, contact your [Customer Services Representative](#); for IT contracts, contact your [Transportation Services Representative](#); for Retrograde, PTR, or Liquids contracts, contact your [Production Area Customer Services Representative](#).

2. What is telescoping?

Click [here](#) to see the definition of "Telescoping."

3. Where can I find out the primary rights on a contract?

From the Navigation menu, follow these steps:

Select Contracts > Contract Rights > Avail Sch Qty by Segment

Input the desired contract number, and click on **Refresh**. The Contracts primary and secondary rights will be displayed.

4. What is a Contract PPA Indicator?

The Contract PPA Indicator is used to specify the customer's election related to managing prior period adjustments. The two options are: 1. include imbalances resulting from prior period adjustments with the current month imbalance and cash out at the current month's price, or 2. hold imbalances resulting from prior period adjustments separately and cash out at the original transaction month's average price. The Contract PPA Indicator must be set prior to the 1st day of the month, and applies to any PPAs that are made during that month, regardless of the original production month. The default is YES; include my PPAs in the current month imbalance. To change the indicator from YES to NO, an e-mail requesting this change must be sent to a Transportation Services Representative prior to the first of the month for which it is to be changed.

The following table is a quick outline of the implications of changing the Contract Indicator to Y or N:

Area Affected by Indicator Setting	PPA Indicator "Y"	PPA Indicator "N"
Imbalances	PPAs are included with current month imbalance for imbalance resolution.	PPA quantities are kept separate from current month imbalances.
Cash out	Cash out PPA quantities (as part of overall imbalance) at current month price.	Cash out PPA quantities at original production month average price.

Plant Services

1. What gas quality specifications must be met to not have to process my gas?

Gas flowing on Transco must meet the gas quality specifications as set forth in Transco's FERC Gas Tariff, Section 3, and as further detailed in the "Gas Merchantability Notice" posted as a Critical Notice (accessible from [Transco's Info Postings page](#)).

2. What is the difference between PTR (Plant Thermal Reduction) and PVR (Plant Volume Reduction)?

PTR refers to the BTUs lost during gas processing ("shrinkage") as measured in dekatherms (Dth), and PVR refers to the shrinkage quantity measured in mcf.

3. Why must I nominate PTR?

A reduction in BTU (heating) content of the gas occurs with gas processing. The quantity of gas that was measured at the production location is thereby reduced. The producer, and/or a party on their behalf, must replace this lost quantity by making a PTR replacement nomination that approximates this loss in order to reduce any imbalances created by processing the gas.

4. What is an IT-LQF contract and how do I request one?

An IT-LQF contract is an Interruptible Transportation contract that is used exclusively for PTR replacement activity. Requests for IT-LQF contracts can be directed to a Transco [Production Area Market Services Representative](#).

5. How do I calculate how much my daily PTR nomination should be?

Estimated shrinkage percentages for receipt points upstream of processing plants are posted under Non-Critical Notices on [Transco's Info Postings page](#). These estimated percentages should be multiplied by the estimated daily flow quantities in order to arrive at the PTR replacement quantity to be nominated. Note: If the Plant is not operating at a recovery level of 100% (also specified on the posting), then the nominated quantity should be reduced by multiplying it by the Plant's current recovery percentage. In summary, the following formula can be used to calculate the estimated daily PTR nomination for a location:

$$\text{Total Daily Nominated Receipt Qty} \times \text{PTR \% Estimate} \times \text{Plant Recovery Level} = \text{Estimated Daily PTR nomination.}$$

This daily PTR nomination is only an estimate, intended to help shippers reduce imbalances resulting from quantities lost during processing. Actual delivered PTR quantities may vary from this amount.

6. What reports can I use to monitor PTR allocated and imbalance quantities?

The **Imbalance by Zone** report and the **Shipper Imbalance Daily Statement** are two reports that can be used to monitor allocated and imbalance quantities. 1Line users with the proper [Role](#) can request these reports through the Report Request pages. These reports can be located by entering the Functional Area of **Balances**. Additionally, these reports can be requested to run automatically on a regular basis via Transco's [Report Subscription](#) feature.

7. Are PTR imbalances cashed out?

Yes, PTR imbalances are cashed out like other transportation imbalances. Shippers will be cashed out on any current month imbalances, and can elect to have Prior Period Adjustments (PPAs) included in their current month imbalances, or to have PPAs cashed out at the original production month prices. This election is made at the contract level, by setting the [Contract PPA Indicator](#).

8. When are PTR quantities actualized (adjusted to the actual Plant Statement)?

PTR is generally actualized two months after the production month, upon receipt of the Plant Statement.

9. What is Retrograde?

Retrograde is liquid hydrocarbons that fall out of the gas stream after the gas has been measured at the wellhead. Some gas converts to a liquid state during transportation due to changes in temperature and pressure. This conversion results in a decrease in the gas quantity. Retrograde is measured in barrels, but converted to Dekatherms to account for the gas loss.

10. How do I request a Retrograde or Liquids contract?

To request a Retrograde or a Liquids contract, contact a [Production Area Market Services Representative](#).

11. What is Flash Gas?

Flash gas occurs in circumstances where natural gas and liquids are commingled for transportation. The liquids are separated from the natural gas at separation facilities. The gas is returned to the pipeline and the liquids are routed to storage tanks. In the process of storing the liquids, the liquids (which were at pipeline pressure) are returned to atmospheric pressure. The reduction in pressure allows some of the liquids to “flash” back to a gaseous state. This resulting gas is flash gas, and is returned to the pipeline and allocated as receipt quantities to shippers who are shipping gas from receipt points upstream of the separation facility.

12. When is Flash Gas allocated?

Flash gas is generally allocated one month after the production month.

13. How am I paid for Flash Gas?

Flash gas is credited to the contract that the gas was shipped on. If the shipper is not the producer, then the producer must request a payment for the flash gas from the shipper.

14. What Reports can I use to see how much Flash Gas was allocated to my contract?

The following reports can be requested (by parties assigned the proper [Role\(s\)](#) to obtain Flash Gas information: 1) Retrograde Flash Gas Allocation report, 2) Shipper Imbalance Daily Statement (will show an increase in receipt volumes on the affected contract(s)), and 3) Detailed Flash Gas Proration Grouped By Producer (shows the shipper contract that the flash gas is booked on, by Producer).

For more information on PTR processes for Terrebone and Cameron Meadows, click [here](#).

Reports

1. Why is the report that I requested blank?

Adobe Acrobat settings may be preventing your report from displaying. Try editing your Adobe settings (under **Preferences** – path depends on your Acrobat version). Disable or un-check the “Web Browser Integration” or “Display PDF in Browser” feature. When viewing a report you may be asked whether you would like to open, or to save the file. If this does not resolve the issue, please contact the 1Line Technical Help Line at: 1-888-210-8475.

2. Can I request a different sort order for a report?

If a report is available in data format (will have “data file” in the name on the list of reports displayed on the Report Request page), then the report can be downloaded to Excel, or other formats, and can then be sorted to fit your needs.

3. Is there a list of reports that are available on 1Line?

A Reports Cross Reference is available from Transco’s Info Posting page. To access this report, from the left hand Navigation Menu, select **General Info > Cross References > Reports Cross Reference**. Information provided for each report includes: name, information contained, [Role](#) required to access, if available in data file format, and if the report is available via 1Line’s [Report Subscription](#) feature.

4. What is the Report Subscription feature in 1Line?

The Report Subscription feature provides a mechanism for a 1Line customer to request selected reports to be run on a regular, pre-selected basis. For more information on this feature, or for instructions on how to subscribe to specific reports, click [here](#).

5. For how long are Transactional Contract Reports (TCRs) and the Index of Customers (IOC) retained on Transco’s Public EBB?

The TCRs are retained on the EBB for 90 days. The IOC is filed with the FERC and posted on the Public EBB at the beginning of each quarter, with only the most recent version available from the Public EBB.

6. Where can I find Transactional Contract Reports (TCRs) and the Index of Customers (IOC) in 1Line?

The IOC and the TCRs can be found on Transco's Informational Postings page, as well as from within the Reports area of 1Line.

To access the IOC: Go to Transco's Informational Postings > select Index of Customers from the left hand Navigation Menu; OR, from within 1Line, Click on Reports > Report List > Functional Area: Public Reports > Report Name: Index of Customers FERC

To access the TCRs: Go to Transco's Informational Postings > select Transactional Reporting from the left hand Navigation Menu; OR, from within 1Line, Click on Reports > Report List > Functional Area: Public Reports > Report Name: Transactional Contracts: Capacity Release, or Transactional Contracts: Firm, or Transactional Contracts: Interruptible

Agency

1. How do I request an Agency agreement?

Agency Appointment forms can be found on the Williams page at www.1Line.williams.com under **Agreements/Forms** on the Banner Menu; OR, on Transco's Informational Postings page from the left hand Navigation Menu, at: **General Info > 1Line General Info > 1Line Agreements/Forms > Agency Appointment Form**

The completed form can be faxed or mailed to your Transportation Services or Customer Services representative.

Fax: 713-215-4537

Transcontinental Gas Pipe Line Corporation
Attn: Transportation Svcs or Customer Services Rep Name, Level 13
2800 Post Oak Blvd.
Houston, TX 77056

Measurement

1. How do I view measurement data for a location?

For Parties having access to measurement data for one or more locations, measurement data at the location(s) can be viewed two different ways:

- a. **At the meter level in the Williams Measurement System (WMS)**
The **Measurement** tab will show up on the 1Line Customer Activities Home page on the top right. This gives you access to the WMS system where you can view data for each meter run at a station, or at the station level.
- b. **At the station level in 1Line**
Measurement data is received from WMS at the station level. This data can be viewed from within 1Line by starting at the Navigation menu on the Customer Activities Home page, and selecting: Flowing Gas > Measurement > Daily Measurement. Aggregate levels of

measurement data (i.e. City Gates), as well as station level data, is provided here.

2. What does 'T' mean next to a measurement volume on a Gas Measurement System (GMS) volume statement?

The "T" means that the volume is temporary, and will be replaced with an actual number prior to the close of the GMS at the end of the month, whenever possible.

Rates and Tariff

1. Where can I find current and pending Rate and Fuel Information?

Online Rate information can be accessed from [Transco's Info Postings page](#) under the online Tariff (on the left hand navigation menu), and the **Rate Matrices** tab (on the right side of the page). Additionally, Cash Out rates are published monthly in Non-Critical Notices (also accessible from the Informational Postings page). From within 1Line (login required) a [Rate Calculator](#) is also available.

Note: The rates calculated by the Rates Calculator are estimates only. Actual rate calculations will be performed pursuant to Transco's FERC Gas Tariff and may vary from these estimates.

2. How can I calculate the rate for a transportation or imbalance trade transaction?

From within 1Line, a [Rate Calculator](#) can be accessed from any page.

Note: The rates calculated by the Rates Calculator are estimates only. Actual rate calculations will be performed pursuant to Transco's FERC Gas Tariff and may vary from these estimates.

3. How do I use the 1Line Rate Calculator?

To Calculate a Rate:

- a. Login to 1Line, under tools, click on **Rate Calculator** from the Banner Menu
- b. Fill in all the necessary information (i.e. rate schedule, charge basis—demand or commodity, transaction type, flow direction, receipt/delivery locations or zones)
- c. From the Action Menu you can request **Calculate** which will provide the total rate, or **Breakdown** which will show the total rate by rate component.
 - i. If a volume is provided, fuel will be displayed with either action.

Calculate Trade Fees and Fuel:

- a. Fill in all the necessary information (i.e. rate schedule, charge basis—demand or commodity, transaction type, flow direction, receipt/delivery

locations or zones), selecting **Balance** as the Charge Basis, and **Balance Trade** as the Transaction Type.


- b. From the Action Menu you can request **Calculate** which will provide the total rate, or **Breakdown** which will show the total rate by rate component.

Note: The rates calculated by the Rates Calculator are estimates only. Actual rate calculations will be performed pursuant to Transco's FERC Gas Tariff and may vary from these estimates.

4. When can I see the rate used to calculate Cashout?

Typically, Cashout rates are finalized one to two days after the trade period has ended. A non-critical notice will be published on Transco's public EBB when rates have been calculated and customers who have signed up to receive non-critical notices will receive an e-mail at that time. Customers should see the results on their invoices by that afternoon or the next morning after receiving the notice.

5. How can I obtain a copy of a Transco Tariff Filing?

A list of recent Tariff Filings is accessible from [Transco's Info Postings page](#), as well as from the [Williams Portal page](#). From the Williams page, mouse over the Regulatory Info section located in the middle of the page, and then select Transco. At the top of the Regulatory Info page, click on the yellow **Recent Tariff Filings** tab. The Recent Tariff Filings page will open. Click on any description to display that filing in .pdf format. This same page can be accessed from the Info Postings page under  on the lower right of the page.