

The following enhancements have been made to your NGI system as of October 29, 2008. If you have any questions or comments, please feel free to call us at (972) 747-1983, extension 112.

Customers/Contacts

- We have redesigned the Customer Entry/Edit screen to allow for an **unlimited number of contacts**.
- Identify your contacts
 - You can now identify a contact's role by selecting a **Type**.

Edit Customer

General Information

Customer Name <input type="text" value="KM Energy LP"/>	Duns Number <input type="text" value="555444333"/>	Customer Number <input type="text"/>	Customer Abbrev <input type="text" value="BEA"/>	<input checked="" type="radio"/> Active <input type="radio"/> Inactive
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Customer Contacts

Add Row
Delete Last Row

Contact Name	Contact Number 1	Contact Number 2	Contact Number 3	Fax Number	Email Address	Type
<input type="button" value="copy"/> Sue Johnson	<input type="text" value="231.955.5547"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="SCozat@Bear.com"/>	Contract
<input type="button" value="copy"/> Settlements	<input type="text" value="713.216.5000"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="713.236.3399"/>	<input type="text"/>	Other

Contact Types

'Contract': Default Contact on the Contract entry screen

'Confirm': Contact name on Contract Confirmation [Future Release]

'Notices': Contact that receives Notices via email [Future Release]

'Scheduling': Contact that receives email notification when nomination quantity does not equal scheduled quantity [Future Release]

'Inventory': Contact name on Inventory Confirmation

'Other': General Contact. No specific function

Contracts

- When entering/editing a contract, save time by cycling through your contact list for a customer.

Edit contract information as necessary, then click the 'Save Changes' button.

General Information

Customer KM Energy LP	Contract Category Storage	Contract Number BEA00543S	Contract Type <input type="text" value="Interruptible"/>	<input checked="" type="radio"/> Active <input type="radio"/> Inactive
Deal Maker <input type="text" value="Rick"/>	Deal Date (mm/dd/yy) <input type="text" value="09/18/08"/>	Deal Time (hh:mm) <input type="text" value="10:39"/>		

Other Contact

Contact Number 1 <input type="text" value="Kyle Murphy"/>	Contact Number 2 <input type="text" value="555-555-5547"/>	Contact Email <input type="text" value="none"/>
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Contract Dates

Invoicing

- The default selection for the **"Select the quantity to be used in volumetric calculations"** radio button is currently set to "Scheduled Qty". This can now be changed by Latitude.
** If you want this option to default to "Inventory Qty", please contact us.*
- The default selection for the **"Select the format for the saved invoice files"** radio button is currently set to "SWF (Flash)". This can now be changed by Latitude.
** If you want this option to default to "PDF (Acrobat Reader)", please contact us.*

Invoice Generation

1) Select Customers and or Contracts
(Each click / selection in the 'Customers' box adds all of that customer's contracts to the list of contracts selected for invoicing. Further individual contract selections / de-selections can be made in the 'Contract ** Customer' box by pressing Ctrl + click.)

Customers	Contract ** Customer
Bear Energy LP	BEA00463H ** Bear Energy LP
BG Energy Merchants LLC	BEA00543S ** Bear Energy LP
Bluewater Gas Storage	BEA00549KyleS ** Bear Energy LP
BP Canada Energy Company	BEA_RHTest1_H ** Bear Energy LP
BP Canada Energy Marketing Corp	BEA_RickTest_S ** Bear Energy LP

2) Select a billing month September 2008

3) Select the format for the saved invoice files SWF (Flash) PDF (Acrobat Reader)

4) Select the quantity to be used in volumetric calculations Scheduled Qty Inventory Qty

5) Include Volume by Point Data? Yes No

Contact us if you would like to change these defaults.

Interconnects

- Interconnect Names can now have spaces
 - You no longer have to use underscores (_) in your Interconnect Names, so they are more readable on screen and in reports.

Enter Interconnect

Note: The Interconnect name can contain only alpha-numeric characters, spaces and the underscore character.

Interconnect Name New Point	Operator's Point Number 123456	DRN Number
Design Point Capacity 100000	Operational Point Capacity 100000	
Interconnecting Entity 		
<input checked="" type="checkbox"/> Allow Nominations at this Interconnect <input type="checkbox"/> Calculate Operationally Available Capacity at this Interconnect		