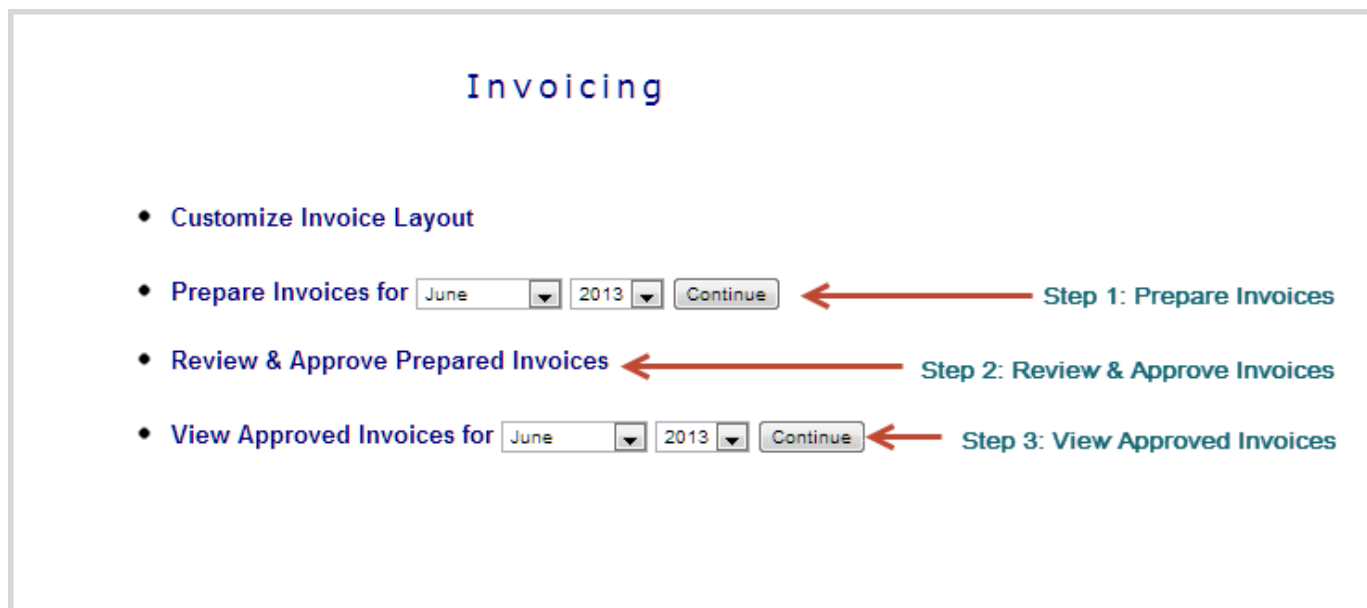


The following enhancements have been made to your NGI system. If you have any questions or comments, please feel free to call us at (972) 747-1983, extension 112.

Invoice Review & Approval

- We have improved the workflow of Invoicing in NGI to be a 3 step process (Prepare → Review & Approve → View Approved).
- All actions on an invoice are now logged so you know who did what and what time they did it.
- New Rules:
 - Once an invoice has been Approved, you cannot prepare any more invoices for that Customer. You would need to Unapprove first, then you can prepare a new invoice.
 - Once an invoice has been Approved and Sent to the Customer folder, you cannot Unapprove/Remove the invoice. If you have not yet sent the invoice to the Customer folder, you can Unapprove/Remove it from the list of Approved Invoices.
- The Overall Summary file can be generated as the last step after you have approved all of your invoices for the month.
- All financial reports will use the snapshot invoice data rather than live Nomination and Contract data*.

* Historical invoice data is not available. Only invoices run after July 25, 2013 are available in financial reports. Financial data prior to July 25, 2013 will be pulled from Nominations & Contracts at the time a report is run.



Step 1: Prepare Invoices

Invoice Preparation (for June, 2013)

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
AEP Energy Services Inc.	AER-HUB ** Allied Energy Resources Corporation
Allied Energy Resources Corporation	AES-HUB ** Anadarko Energy Services Company
Anadarko Energy Services Company	AEN-HUB ** Associated Energy Services
Apache Corp.	AEN_042613_12675 ** Associated Energy Services
Associated Energy Services	AEN_062713_12688 ** Associated Energy Services

2) Include Volume by Point Data?	Yes <input checked="" type="radio"/> No <input type="radio"/>
3) Include Storage Activity Summary?	Yes <input checked="" type="radio"/> No <input type="radio"/>
4) Include Transactional Detail?	Yes <input checked="" type="radio"/> No <input type="radio"/>
5) Invoice Due Date ?	<input type="text" value="07/10/2013"/>
6) Include Taxes?	Yes <input type="radio"/> No <input checked="" type="radio"/>
7) Click a contract to add Ad Hoc items	<div style="border: 1px solid gray; padding: 5px; min-height: 40px;">Ad hoc option</div>

Select the Contracts you want to include and any other Options. You will be taken directly to the Review & Approve Invoices screen.

Step 2: Review & Approve Invoices

Invoice Review & Approval

Sort by clicking on the Column Headers

June 2013

Click to Review

View Log

<u>Customer▲</u>	<u>Invoice #</u>	<u>Amount</u>	<u>Last Generated</u>	<u>Selected</u> (all)
Anadarko Energy Services Company	Anadarko-25899	\$0.00	07/25/2013 4:54:05 PM	<input type="checkbox"/>
Associated Energy Services	AEN--25900	\$490.00	07/25/2013 4:54:05 PM	<input checked="" type="checkbox"/>
ATMOS ENERGY CORP	25898	\$75,900.00	07/25/2013 4:54:05 PM	<input checked="" type="checkbox"/>
Bardclays Bank PLC	Bardclays-25901	\$0.00	07/25/2013 4:54:05 PM	<input type="checkbox"/>
TOTAL		\$76,390.00		

Available Options:
Approve selected invoices
Delete selected invoices

Select an action:

File Format: ☐ SWF ☒ PDF

This is a new step in the NGI Invoicing process. Click on the Invoice # to review. Once you are happy with the results, select the invoice by checking the checkbox in the Selected column select Approve selected invoices. To throw the prepared invoice out (for instance, \$0.00 invoices), simply delete them.

Step 3: View Approved Invoices

Approved Invoices for June 2013

Click on file to view or download

Customer	Invoice #	Filename	Selected
ATMOS ENERGY CORP	25898	25898_73_June_2013_07-25-2013-17.10.44.pdf	<input type="checkbox"/>
Associated Energy Services	AEN--25900	AEN--25900_194_June_2013_07-25-2013-17.10.44.pdf	<input type="checkbox"/>

Available Options:
 Send to Customer Folder
 Zip
 Unapprove/Remove
 Generate Overall Summary

Select an action:

Send to Customer Folder ▼

Submit

Once the invoices have been approved you can Send to Customer Folders, Zip, Unapprove/Remove, or Generate Overall Summary*.

** Previously, the Overall Summary was automatically generated upon running invoices. Now, you run your overall summary at the end, once you have approved all of your invoices. This cuts down on the number of invoice files generated.*