

## Contract Menu – Contract Search

### Purpose:

The purpose of this document is to provide detailed instructions for a Nicor Gas Nomination System user to search for their company's contracts. A contract allows gas transportation transactions. A contract contains information about the service being provided and includes details like time period of contract and maximum and minimum quantities of gas that can be nominated. All gas transportation contracts (excluding Hub) are created by the Nicor SuperAdmin.

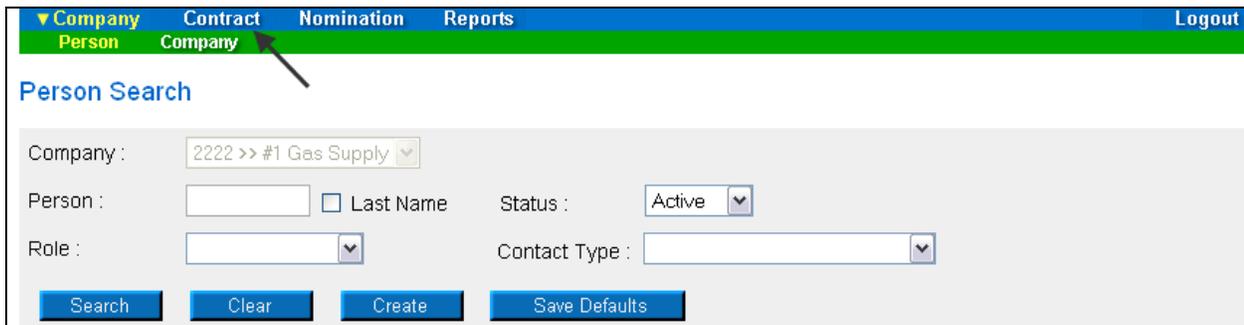
**Note:** If a field is required to be completed, the field name is **bold**.

### Instructions:

You can either choose to display all contracts or search for a specific contract.

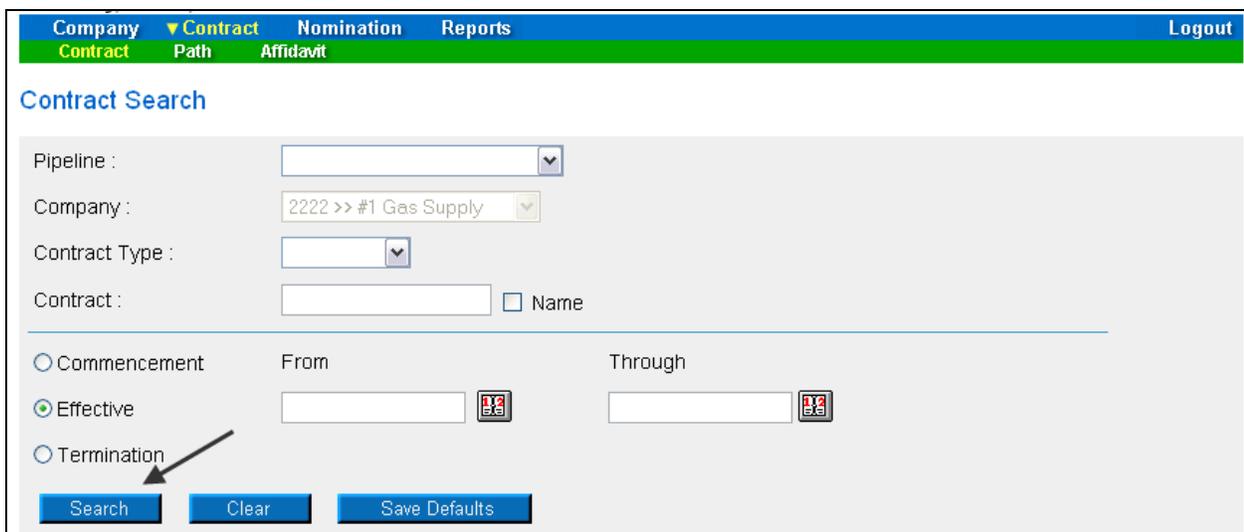
### Display all Contracts

1. Click on Contract in the Main Menu.



The screenshot shows the main menu with 'Company', 'Contract', 'Nomination', and 'Reports' tabs. The 'Contract' tab is selected and highlighted in green. Below the menu is the 'Person Search' form. The form includes a 'Company' dropdown menu set to '2222 >> #1 Gas Supply', a 'Person' text input field with a 'Last Name' checkbox, a 'Status' dropdown menu set to 'Active', a 'Role' dropdown menu, and a 'Contact Type' dropdown menu. At the bottom of the form are four buttons: 'Search', 'Clear', 'Create', and 'Save Defaults'.

2. The Contract Search page will display.



The screenshot shows the 'Contract Search' page. The 'Contract' menu item is selected and highlighted in green. Below the menu is the 'Contract Search' form. The form includes a 'Pipeline' dropdown menu, a 'Company' dropdown menu set to '2222 >> #1 Gas Supply', a 'Contract Type' dropdown menu, and a 'Contract' text input field with a 'Name' checkbox. Below these fields are three radio buttons: 'Commencement', 'Effective', and 'Termination'. The 'Effective' radio button is selected. To the right of the 'Effective' radio button are two date input fields labeled 'From' and 'Through', each with a calendar icon. At the bottom of the form are three buttons: 'Search', 'Clear', and 'Save Defaults'. A red arrow points to the 'Search' button.

## Nicor Gas Nomination System

3. To view all contracts associated with your company, click the **Search** button.
4. The following information regarding the contracts will display.

Contract Code	Name	Company Name	Pipeline	Contract Type	Start Date	End Date			
100092222	2222 to 2222222222@ANR	#1 Gas Supply	5	Pool-EU	7/1/2008				
2222EXT5	2222 Pipeline Contract @ ANR	#1 Gas Supply	5	Ext-Pool	6/2/2008				
2222TT5	2222TitleTransfer@ANR	#1 Gas Supply	5	TTT	6/2/2008				
G11142222	2222 to 1114 @ANR	#1 Gas Supply	5	Pool-EU	7/9/2008				
H02222I5	2222 Hub Injection @ANR	#1 Gas Supply	5	Offs PS	7/1/2008				
H2222W5	2222 Hub Withdrawal @ANR	#1 Gas Supply	5	Ext-Pool	7/1/2008				

Field	Explanation
Contract Code	Short name of the contract. See the table below for the different contract types.
Name	Descriptive name of contract. The name provides information about the types of services being provided.
Company Name	Name of your company.
Pipeline	Pipeline associated with the contract.
Contract Type	Type of contract. See the table below for the different contract types.
Start Date	Start date of contract.
End Date	End date of the contract.

### Contract Naming Conventions

Contract Use	Contract Code	Contract Name	Contract Type
Pipeline to Supplier Pool	Your 4 digit Broker Number + "EXT" + Pipeline Code <b>Ex: 0801EXT5</b>	Your 4 digit Broker Number + "Pipeline Contract @" + Pipeline Name <b>Ex: 0801 Pipeline Contract @ANR</b>	Ext-Pool
Supplier Pool to Single Account End User	5 digit End User Contract Code + Your 4 digit Broker Number <b>Ex: 100090801</b>	Your 4 digit Broker Number "to" 10 digit End User Transportation ID "@" Pipeline Name <b>Ex: 0801 to 7650981567 @ANR</b>	Pool-EU
Supplier Pool to End User Group	"G" + 4 digit End User Group Transportation ID + Your 4 digit Broker Number <b>Ex: G11140801</b>	Your 4 digit Broker Number "to" 4 digit End User Transportation ID "@" Pipeline Name <b>Ex: 0801 to 1114 @ANR</b>	Pool-EU

Contract Use	Contract Code	Contract Name	Contract Type
Supplier Pool to Customer Select Group	“C” + Last 4 digits of CSEL Customer Transportation ID + Your 4 digit Broker Number <b>Ex: C94000818</b>	Your 4 digit Broker Number “to” 6 digit CSEL Customer Transportation ID “@” Pipeline <b>Ex: 0801 to 675432 @ANR</b>	Pool-GCC
Title Transfer	Your Broker Number + “TT” + Pipeline Code <b>Ex: 0801TT5</b>	Your 4 digit Broker Number + “Title Transfer @” + Pipeline Name <b>Ex: 0801 Title Transfer @ANR</b>	TTT
Injection into Hub	“H” + Your 4 digit Broker Number + “I” + Pipeline Code <b>Ex: H0801I5</b>	Your 4 digit Broker Number + “Hub Injection @” + Pipeline Name <b>Ex: 0801 Hub Injection @ANR</b>	Offs PS
Hub Withdrawal	“H” + Your 4 digit Broker Number + “W” + Pipeline Code <b>Ex: H0818W5</b>	Your 4 digit Broker Number + “Hub Withdrawal @” + Pipeline Name <b>Ex: 0801 Hub Withdrawal @ANR</b>	Ext-Pool

### Search for a Contract

1. Click on Company in the Main Menu. The Contract Search page will display.

2. The search can be filtered by any of the following optional fields.

Field	Function
Pipeline	To search by pipeline, select a pipeline from the drop down list.

Field	Function
Contract Type	To search by contract type, select a type from the drop down list.
Contract	To search by contract, enter the first few characters of the contract code or the contract name. <b>Note: If you are searching by contract name, you must check (✓) the box next to Name.</b>
Commencement	To search by contract start date, click on Commencement.
Effective	To search for all contracts effective at any time within a certain date range, click on Effective.
Termination	To search by end date, click on Termination.
From Through	Enter a range of possible dates that correspond to the type of date being searched (commencement, effective, or termination.)

- Click the **Search** button. If no records are found, a message will display saying “no records found.
- If records match the search criteria, the following information will display. If more than one record is found, the information is sorted alphabetically by Contract Code.

Contract Search Result							
Pipeline :	<b>ANR Pipeline</b>	Company :	<b>2222 &gt;&gt; #1 Gas Supply</b>	Contract Type :			
Start Date :		End Date :					
<a href="#">Cancel</a>							
Contract Code	Name	Company Name	Pipeline	Contract Type	Start Date	End Date	
0801EXT1	#1 Gas Sup - 2222 Pipeline Contract @ANR	#1 Gas Supply	5	Ext-Pool	6/13/2008		
100012222	2222 to AMLI EU Contact@ANR	#1 Gas Supply	5	Pool-EU	6/1/2008		
2222100I	2222-080602-231	#1 Gas Supply	5	Offs PS	6/1/2008		
2222100W	2222-080601-231	#1 Gas Supply	5	Ext-Pool	6/1/2008		
2222TT5	2222TitleTransfer@ANR	#1 Gas Supply	5	TTT	6/2/2008		

- To set the filtered search as your default search criteria, click the **Save Defaults** button. Every time you search, your search selections will display.
- To view detailed information regarding the contract, click the icon. The View Contract page will display.

**View Contract**

**Pipeline :** ANR Pipeline

**Company :** 2222 >> #1 Gas Supply

**Contract Code :** 2222TT5      **Name :** 2222TitleTransfer@ANR

**StartDate :** 06/02/2008      **End Date :**

**Contract Type :** Title Transfer

**MDQ :**

MDQ Value	Start Date	End Date
-----------	------------	----------

**MinDQ :**

MinDQ Value	Start Date	End Date
-------------	------------	----------

**Note:** None of the fields are available for edit.

Field	Function
Pipeline	Displays pipeline on which contract is associated.
Company	Displays owner of the contract.
Contract Code	Short name of the contract.
Contract Name	Descriptive name of contract. The name provides information about the types of services being provided.
Start Date End Date	Displays contract start and end dates.
MDQ	Displays maximum daily quantity of the contract.
Start Date End Date	Displays maximum daily quantity start and end dates.
MinDQ	Displays minimum daily quantity of the contract.
Start Date End Date	Displays minimum daily quantity start and end dates.

**Note:** The Other Details fields that display at the bottom of the page are not currently being utilized.

8. Click the **Cancel** button to return to the Contract Search page.