

**Northern Natural Gas Company**  
**Instructions for Fax Emergency Confirmation Form**

If the confirmation is not complete when faxed, the entire confirmation will be stamped incomplete and faxed back to the customer to correct and resubmit. Please type or print clearly.

1. Indicate appropriate confirmation cycle by checking one of the following: Timely, Evening, Non-Grid A.M., Intraday 1, Intraday 2, or Final A.M.
2. Enter the name of your Customer Services Representative.
3. *Operator Name:* Enter Operator Entity.
4. *Today's Date:* Enter current date.
5. *Prepared By:* Enter your name.
6. *Operational Balancing Agreement Number:* Enter the OBA Agreement number, if applicable.
7. *Telephone Number:* Enter your telephone number, including area code.
8. *Fax Number:* Enter your fax number, including area code.

Confirmation Date

9. *Begin Date/End Date:* Each confirmation must have a begin and end date associated with each location. Intraday confirmations are for one day only. Be sure to enter the begin and end date for the gas day you expect gas to flow.

Location Information

11. *Location:* Enter the location number. NNG will accept either the POI number or DRN number on the fax.
12. *Location Name:* Enter the location name.
13. *Flow Indicator:* Enter (R) for Receipt or (D) for Delivery.
14. *Up/Dn ID:* Enter the ID number associated with upstream/downstream contract legal entity.
15. *Up/Dn K#:* Enter the upstream/downstream contract number.
16. *Svc Req K#:* Enter service requester's transportation contract number.

17. *Service Requester*: Enter service requester's name.
18. *Svc Req ID*: Enter the ID number for the service requester.
19. *Conf Quantity*: Enter the confirmed quantity (in dekatherms).
20. *Makeup Quantity*: Enter makeup quantity (in dekatherms). NOTE: Makeup must be approved by ET&S prior to gas flow.
21. *Reduction Reason Code*: This is an optional field for the operator's use. You may enter a reduction reason code identifying the reason for the confirmation reduction. Some examples of valid reduction reason codes are as follows:

CAP - Confirming Party's Capacity Constraints  
CPR - Confirming Party Reduction  
FMJ - Force Majeure  
GQS - Gas Quality Specifications Not Met  
PLC - Pipeline Curtailment  
PLM - Pipeline Maintenance