

Northern Natural Gas Company
Instructions for Fax Emergency Nomination Form

All fields that have been designated with an asterisk on the nomination form are mandatory. If the nomination is not complete when faxed, the entire nomination will be stamped incomplete and faxed back to the customer to correct and resubmit.

1. Indicate whether the nomination is for Northern Natural Gas Company, by checking the appropriate box. Please type or print clearly.
2. Indicate appropriate nomination cycle by checking one of the following: Timely, Evening, Non-Grid A.M., Intraday 1, Intraday 2, or Final A.M.
3. Enter the name of your Market Services Representative.
4. *Contract Number:* Enter your contract number. Only one contract per form will be allowed.
5. *Today's Date:* Enter current date.
6. *Prepared By:* Enter your name.
7. *Shipper:* Enter the Shipper name that appears on the contract.
8. *Telephone:* Enter your telephone number, including area code.
9. *Agent For:* If you are submitting the nomination under an agency agreement, state the legal entity name for which you are agent.
10. *Fax No:* Enter your fax number, including area code.

Nomination Date

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

Pool Basin/Mid

12. *Pool Basin/MID:* If nominating on a pooling contract, please enter the name of the pool basin or MID pool. Pools are nominated as non-pathed, one-sided transactions. Pools must be nominated in balance (i.e. the sum of your receipts for a pool must equal the sum of your deliveries at the pool point).

Receipt Information

13. *Location:* Enter the receipt location number. NNG still accepts POI numbers, do not enter DRN numbers on the fax.
14. *Up Contract:* Enter the upstream contract number. Physical receipt points must have the associated non-NNG contract number entered to be valid. At logical points on the NNG pipeline, the upstream contract must have associated NNG contract numbers to be valid.
15. *Up ID:* Enter the ID number associated with the upstream contract legal entity.
16. *Quantity:* Enter the receipt location quantity (in dekatherms).
17. *Rank:* Enter the rank.

Delivery Information

18. *Location:* Enter the delivery location number. NNG still accepts POI numbers, do not enter DRN numbers on the fax.
19. *Down Contract:* Enter the downstream contract number. Physical delivery points must have the associated non-NNG contract number entered to be valid. At logical points on the NNG pipeline, the downstream contract must have associated NNG contract numbers to be valid.
20. *Down ID:* Enter the ID number associated with the downstream contract legal entity.
21. *Quantity:* Enter the delivery location quantity (in dekatherms).
22. *Rank:* Enter the rank.
23. *Transaction Type:* Enter appropriate transaction type. Transaction types are as follows:
 - 01 - Current Business
 - 02 - Overrun
 - 03 - Imbalance from the Pipe
 - 04 - Imbalance to the Pipe
 - 06 - Injection into Storage
 - 07 - Withdrawal from Storage
 - 08 - Pooling
 - 99 - Exchange
24. *Package ID:* The package ID is an optional field provided for the shippers' use.
25. *Fuel:* Enter the fuel (in dekatherms) associated with the path. The system will automatically calculate fuel based on the receipt or delivery quantity when entered on line.
26. *Processing Rights:* To the extent applicable on NNG, enter "Yes" under the Processing Rights column if you have processing rights to the liquids in the gas stream.