



Instructions for Emergency Confirmation Form

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Please complete all fields then fax or scan and email to DL-NorthernCSRGroup@nngco.com.

1. Indicate appropriate confirmation cycle by checking one of the following: Timely, Evening, Non-Grid A.M., Intraday 1, Intraday 2, Intraday 3 or Final A.M.
2. Enter the name of your customer service 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 beginning and end date associated with each location. Intraday confirmations are for one day only. Enter the beginning and end date for the gas day you expect gas to flow.

Location Information

11. *Location:* Enter the location POI number.
12. *Location Name:* Enter the receipt or delivery location name.
13. *Contract Flow Indicator:* Enter (R) for Receipt or (D) for Delivery.
14. *Up ID/Dn ID:* Enter the ID number associated with upstream/downstream contract legal entity.
15. *Up contract/Dn contract #:* Enter the upstream/downstream contract number.
16. *Svc Req contract #:* Enter service requester's transportation contract number.
17. *Service Requester Name:* Enter service requester's name.
18. *Svc Req ID:* Enter the ID number for the service requester.



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19. *Conf Quantity*: Enter the confirmed quantity (in Dth).
20. *Makeup Quantity*: Enter makeup quantity (in Dth).
Note: Makeup must be approved by Northern 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

If you have any questions, please contact your customer service representative.