




Messenger+
Contracts:

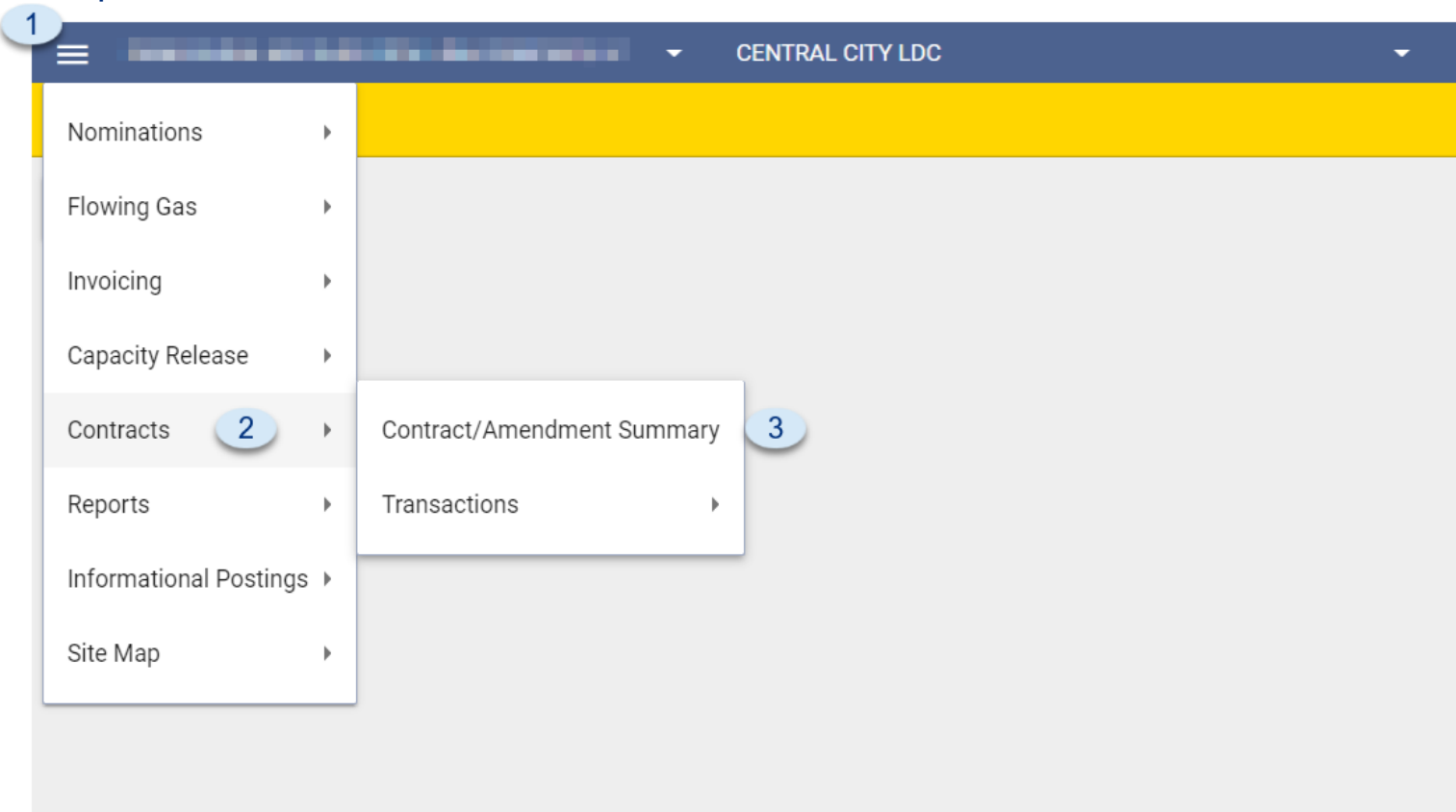
Contract/Amendment Summary: Overview and External Execution

Contract/Amendment Summary Overview



The **Contract/Amendment Summary** screen in **Messenger+** provides the ability to view and search Contracts/Amendments. This screen also allows users, with **External Execution** rights, to execute a Contract and/or an Amendment. Follow these steps to walk through these processes.

- 1. Select the **Customer Activities Menu** .
- 2 & 3. Select **Contracts** and **Contract/Amendment Summary**.



Contract/Amendment Summary Overview



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Contracts > Contract/Amendment Summary

PROJECT ONE

Contract Amendment Summary

Svc Req K	Type Ind	Svc Req	Svc Req Agent	Rate Schedule	Service	Primary Term Begin Date	Primary Term End Date	Status
67400		Central City LDC	Central City LDC	EFT	Enhanced Fi...	10-01-2021	12-31-2024	EXECUTED
67358		Central City LDC	Central City LDC	FS	Flexible Stor...	04-01-2019	03-31-2025	EXECUTED
67357		Central City LDC	Central City LDC	FS	Flexible Stor...	04-01-2019	03-31-2025	EXECUTED
67356		Central City LDC	Central City LDC	EFT	Enhanced Fi...	01-30-2014	03-31-2025	EXECUTED

SEARCH

Svc Req K
67

Type Ind

2 Results

Svc Req K	Type Ind	Svc Req	Svc Req Agent	Rate Schedule	Service	Primary Term Begin Date	Primary Term End Date	Status
67400		Central City LDC	Central Ci...	EFT	Enhanced...	10-01-2021	12-31-2024	EXECUTED
67356		Central City LDC	Central Ci...	EFT	Enhanced...	01-30-2014	03-31-2025	EXECUTED

4. Upon initial entry, either the **Contracts > Contract/Amendment Summary Dashboard** or the **Search** screen will be displayed.

Clicking the **magnifying glass icon** allows you to toggle between the Contract/Amendment Summary Dashboard and the Search screen

The **Dashboard** displays a list of **available Contracts** and can be used to **“fast path”** to the Contract/Amendment Summary screen.

Contract/Amendment Summary Overview



SEARCH

5

Svc Req K
67

Type Ind

Svc Req

Svc Req Agent

Rate Schedule
ENHANCED FIRM TRANSPORTATION

Service

Primary Term Begin Date

Primary Term End Date

Status
EXECUTED

CLEAR

SEARCH

2 Results

Svc Req K	Type Ind	Svc Req	Svc Req Agent	Rate Schedule	Service	Primary Term Begin Date	Primary Term End Date	Status
67400		Central City LDC	Central City LDC	EFT	Enhanced Firm...	10-01-2021	12-31-2024	EXECUTED
67356		Central City LDC	Central City LDC	EFT	Enhanced Firm...	01-30-2014	03-31-2025	EXECUTED

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3 Filter(s)

Rate Schedule EFT

parentContractId 67

Status E

CLOSE

V1.21.0

- 5. The **Search** screen provides the ability to search for a Contract(s) based on specific filter criteria.
- 6. Enter criteria into the various search fields or select from the provided drop downs. The Svc Req K, Svc Req and Svc Req Agent fields allow the user to enter partial data. To retrieve data click enter, tab out of the field, or click the **Search** button.
- i Once results appear, clicking a column header will sort the results by the data in that column.
- 7. Select a line item to open the **Contract**.

Contract/Amendment Summary Overview



Contracts > Contract/Amendment Summary > Details

67356 (Central City LDC) Rate Schedule: EFT

PRG 9

PRINT

CONTRACT SUMMARY

SUMMARY

CONTRACT QUANTITIES

GENERAL INFORMATION

RECEIPT LOCATION

DELIVERY LOCATION

RELEASES

CONTRACT CONTACTS

AMENDMENT SUMMARY

Contract Info

Svc Req K
67356

Agreement Date
08-03-2021

Rate Schedule
EFT

Svc Req Type
LD

Requester
Central City LDC

1st Flow Date
01-01-1900

Termination Date
03-31-2025

Regulation
284G

Quantities/Locations Effective After

Contract Quantities

Eff Begin Dt	Eff End Dt	Base Quantity	MDIQ	MDWQ
01-30-2014	03-31-2019	2,248		
04-01-2019	10-31-2019	1,645		
11-01-2019	03-31-2020	3,289		
04-01-2020	10-31-2020	1,645		
11-01-2020	03-31-2021	3,289		

8. The **Contracts > Contract/Amendment Summary > Details** screen is displayed. Click the left sidebar menu items to view the following information:

- **Contracts Summary**
- **Contract Contacts**
- **Amendment Summary**

The “**Quantities/Locations Effective After**” field will display those quantities and/or locations that are effective after the date entered. This field is located at the bottom of the **Contract Summary > Contract Info** section.

9. Click the dropdown next to the **Print** button to print the **Contract, Amendment or Addendum** (if available).

Contract/Amendment Summary – External Execution



Users with **External Execution** rights have the ability to execute Contracts and Amendments in approved status via the **Contract/Amendment Summary** screen in **Messenger+.**

CONTRACT SUMMARY

SUMMARY

CONTRACT QUANTITIES

GENERAL INFORMATION

RECEIPT LOCATION

DELIVERY LOCATION

RELEASES

CONTRACT CONTACTS

AMENDMENT SUMMARY

Contract Info

Svc Req K
67363

Agreement Date
08-12-2021

Rate Schedule
IT

Svc Req Type
MK

Service Requester
Texas Frack Production

1st Flow Date
01-01-1900

Termination Date
02-28-2022

Regulation
284G

EXECUTE CONTRACT/AMENDMENT

Quantities/Locations Effective After

Contract/Amendment successfully executed.

Contract Quantities

CONTRACT SUMMARY

CONTRACT CONTACTS

AMENDMENT SUMMARY

SUMMARY

CONTRACT QUANTITIES

GENERAL INFORMATION

RECEIPT LOCATION

DELIVERY LOCATION

Amendment Summary

Svc Req K
67363

Rate Schedule
IT

Agreement Date
08-12-2021

Amendment ID
1

Service Requester
Texas Frack Production

Svc Req Type
MK

Amendment Date
11-01-2021

Termination Date
02-28-2022

Regulation
284G

Status
APPROVAL

EXECUTE CONTRACT/AMENDMENT

Quantities/Locations Effective After

Contract/Amendment successfully executed.

Contract Quantities

1. Select the Contract or Amendment to be executed from the **Contract/Amendment Summary Dashboard**. **Note:** The Contract or Amendment must have a status of **Approved**.
2. Next review the details of the Contract or Amendment to be executed from the **Contract/Amendment Summary > Details** screen.
3. **To execute a Contract:**
 - Navigate to the **Contract Info** section located under Contract Summary.
 - Click the **Execute Contract/Amendment button**.
 - A system **notification** will appear stating that the Contract has been successfully executed. Click the **Bell** icon to view this message.
4. **To execute an Amendment:**
 - Navigate to the Amendment Summary section.
 - Click the **Execute Contract/Amendment button** from the Amendment Summary screen.
 - A system **notification** will appear stating that the Amendment has been successfully executed. Click the **Bell** icon to view this message.