

Agreement Request Tutorial

Overview: Kern River service requesters can use the Agreement Request feature to simultaneously request and execute paperless interruptible and park and loan agreements or obtain a pooling/title transfer tracking number.

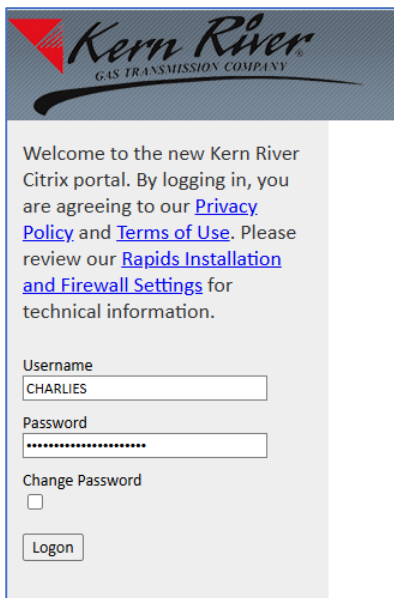
To request interruptible, park and loan or pooling/title transfer tracking service, a service requester:

- must have a fully executed Rapids Access Agreement and
- must accept the Terms and Conditions set forth below.

The person authorized by the service requester to transact business electronically on its behalf must have a valid User ID and password on Kern River's Rapids system.

For interruptible and park and loan agreements, credit must be established to obtain an interruptible or park and loan discount ID.

1. Launch Rapids from the website and enter your User ID and password.

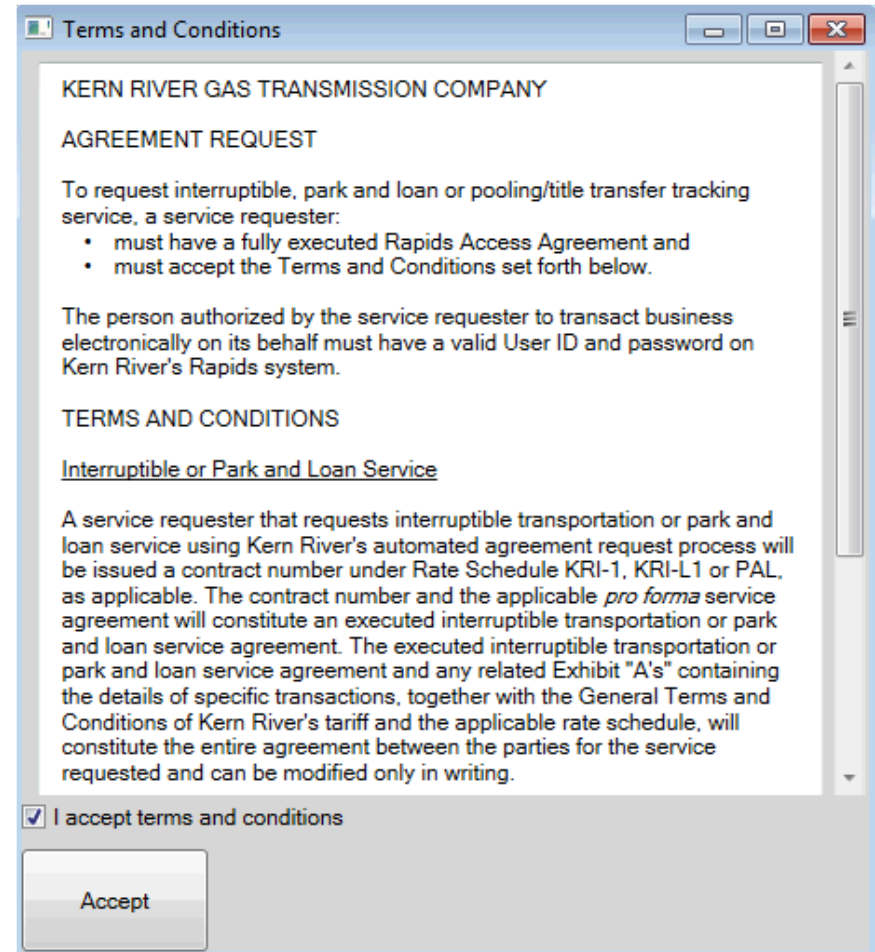
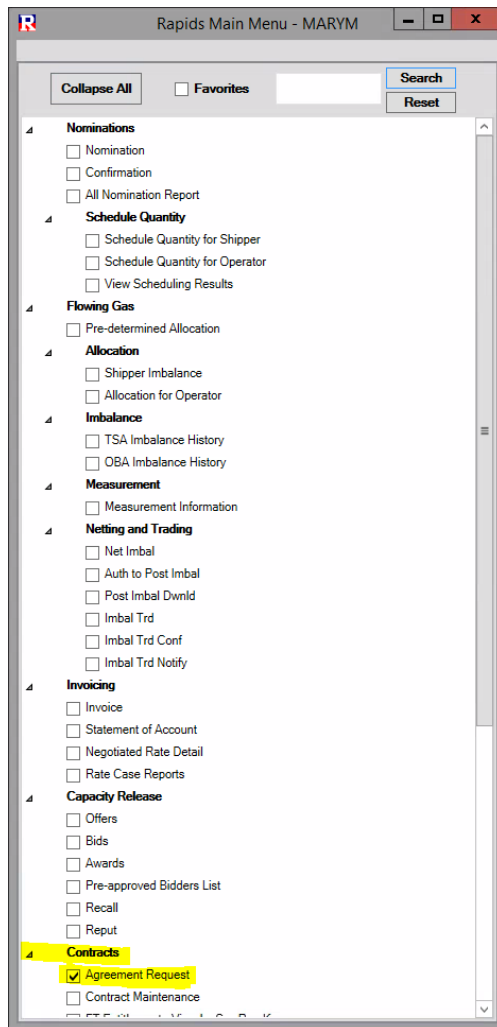


The screenshot shows the login page for the Kern River Citrix portal. At the top left is the Kern River Gas Transmission Company logo. Below the logo, a welcome message reads: "Welcome to the new Kern River Citrix portal. By logging in, you are agreeing to our [Privacy Policy](#) and [Terms of Use](#). Please review our [Rapids Installation and Firewall Settings](#) for technical information." Below this message are three input fields: "Username" with the text "CHARLIES", "Password" with masked characters, and "Change Password" with an unchecked checkbox. At the bottom left is a "Logon" button.

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2. From the Rapids menu, select Agreement Request under Contracts.

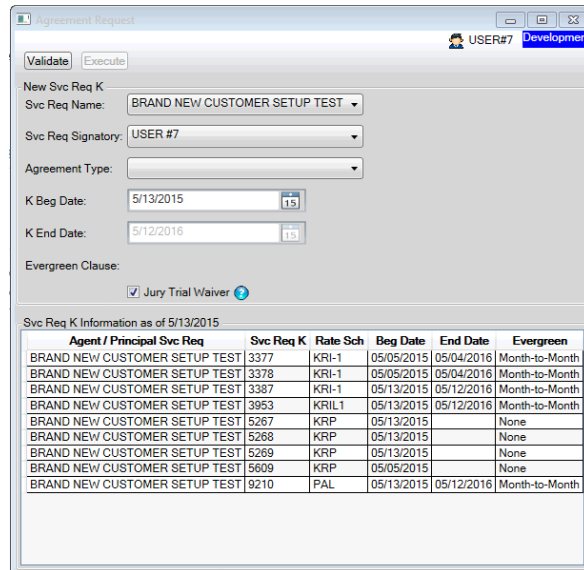
You will be prompted to read and accept the Terms and Conditions of using Agreement Request the first time you attempt to use the feature.



3. Check the “I accept terms and conditions” checkbox and click the Accept button to accept the terms.

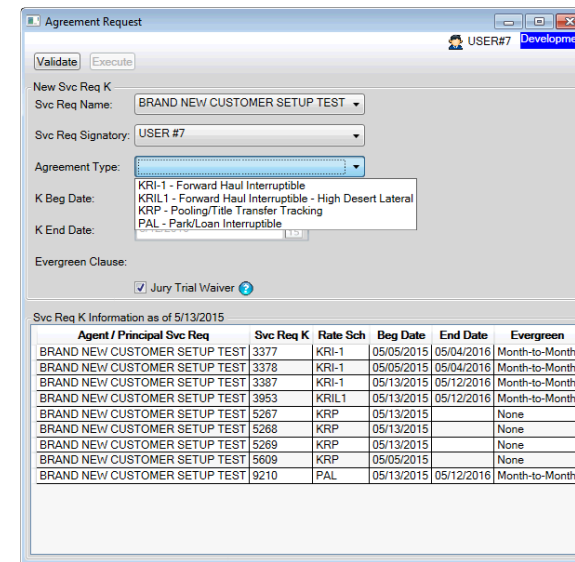
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4. Select Svc Req Name if other than default.
5. Select Svc Req Signatory if other than default.



Agent / Principal Svc Req	Svc Req K	Rate Sch	Beg Date	End Date	Evergreen
BRAND NEW CUSTOMER SETUP TEST	3377	KRI-1	05/05/2015	05/04/2016	Month-to-Month
BRAND NEW CUSTOMER SETUP TEST	3378	KRI-1	05/05/2015	05/04/2016	Month-to-Month
BRAND NEW CUSTOMER SETUP TEST	3387	KRI-1	05/13/2015	05/12/2016	Month-to-Month
BRAND NEW CUSTOMER SETUP TEST	3953	KRIL1	05/13/2015	05/12/2016	Month-to-Month
BRAND NEW CUSTOMER SETUP TEST	5267	KRP	05/13/2015		None
BRAND NEW CUSTOMER SETUP TEST	5268	KRP	05/13/2015		None
BRAND NEW CUSTOMER SETUP TEST	5269	KRP	05/13/2015		None
BRAND NEW CUSTOMER SETUP TEST	5609	KRP	05/05/2015		None
BRAND NEW CUSTOMER SETUP TEST	9210	PAL	05/13/2015	05/12/2016	Month-to-Month

6. Select an Agreement Type from the Agreement Type drop down list.



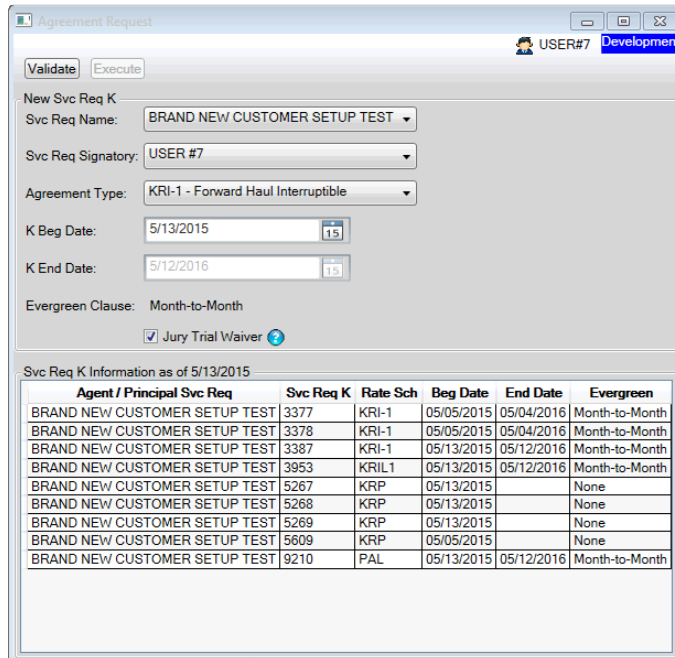
Agent / Principal Svc Req	Svc Req K	Rate Sch	Beg Date	End Date	Evergreen
BRAND NEW CUSTOMER SETUP TEST	3377	KRI-1	05/05/2015	05/04/2016	Month-to-Month
BRAND NEW CUSTOMER SETUP TEST	3378	KRI-1	05/05/2015	05/04/2016	Month-to-Month
BRAND NEW CUSTOMER SETUP TEST	3387	KRI-1	05/13/2015	05/12/2016	Month-to-Month
BRAND NEW CUSTOMER SETUP TEST	3953	KRIL1	05/13/2015	05/12/2016	Month-to-Month
BRAND NEW CUSTOMER SETUP TEST	5267	KRP	05/13/2015		None
BRAND NEW CUSTOMER SETUP TEST	5268	KRP	05/13/2015		None
BRAND NEW CUSTOMER SETUP TEST	5269	KRP	05/13/2015		None
BRAND NEW CUSTOMER SETUP TEST	5609	KRP	05/05/2015		None
BRAND NEW CUSTOMER SETUP TEST	9210	PAL	05/13/2015	05/12/2016	Month-to-Month

- Svc Req Name will default to the company name of the user who is logged in. If a service requester is an agent with Contract Request/Execute rights for another service requester, the agent service requester name(s) will display in this drop down list.
- The Svc Req Signatory will default to the user who is logged in. The drop down will contain the names of other users who have accepted the terms and conditions.

- The Agreement Types are as follows:
 - a. KRI-1 – Forward Haul Interruptible
 - b. KRIL-1 – Forward Haul Interruptible – High Desert Lateral
 - c. KRP – Pooling/Title Transfer Tracking
 - d. PAL – Park and Loan Interruptible

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7. Select K Beg Date using the calendar feature.



Agreement Request - USER#7 Development

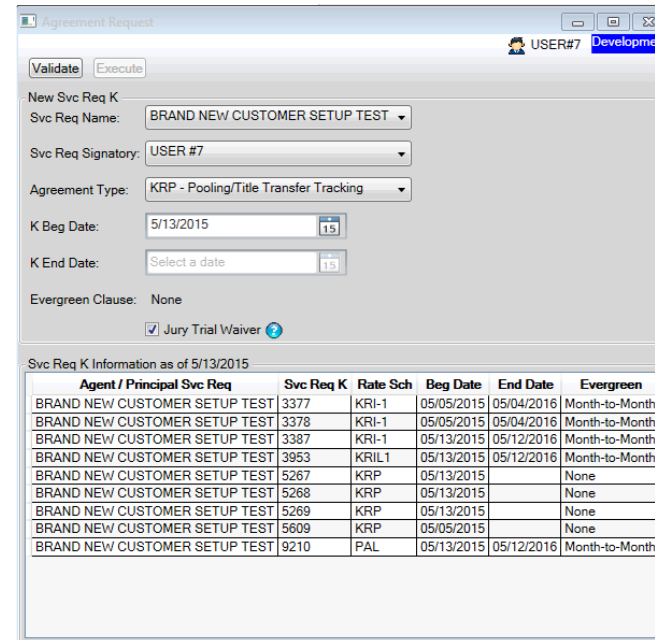
Validate Execute

New Svc Req K
 Svc Req Name: BRAND NEW CUSTOMER SETUP TEST
 Svc Req Signatory: USER #7
 Agreement Type: KRI-1 - Forward Haul Interruptible
 K Beg Date: 5/13/2015
 K End Date: 5/12/2016
 Evergreen Clause: Month-to-Month
 Jury Trial Waiver

Svc Req K Information as of 5/13/2015

Agent / Principal Svc Req	Svc Req K	Rate Sch	Beg Date	End Date	Evergreen
BRAND NEW CUSTOMER SETUP TEST	3377	KRI-1	05/05/2015	05/04/2016	Month-to-Month
BRAND NEW CUSTOMER SETUP TEST	3378	KRI-1	05/05/2015	05/04/2016	Month-to-Month
BRAND NEW CUSTOMER SETUP TEST	3387	KRI-1	05/13/2015	05/12/2016	Month-to-Month
BRAND NEW CUSTOMER SETUP TEST	3953	KRIL1	05/13/2015	05/12/2016	Month-to-Month
BRAND NEW CUSTOMER SETUP TEST	5267	KRP	05/13/2015		None
BRAND NEW CUSTOMER SETUP TEST	5268	KRP	05/13/2015		None
BRAND NEW CUSTOMER SETUP TEST	5269	KRP	05/13/2015		None
BRAND NEW CUSTOMER SETUP TEST	5609	KRP	05/05/2015		None
BRAND NEW CUSTOMER SETUP TEST	9210	PAL	05/13/2015	05/12/2016	Month-to-Month

8. Hover over the Jury Trial Waiver info icon to view the Jury Trial Waiver language. By checking the box, you are agreeing to the waiver.



Agreement Request - USER#7 Development

Validate Execute

New Svc Req K
 Svc Req Name: BRAND NEW CUSTOMER SETUP TEST
 Svc Req Signatory: USER #7
 Agreement Type: KRP - Pooling/Title Transfer Tracking
 K Beg Date: 5/13/2015
 K End Date: Select a date
 Evergreen Clause: None
 Jury Trial Waiver

Svc Req K Information as of 5/13/2015

Agent / Principal Svc Req	Svc Req K	Rate Sch	Beg Date	End Date	Evergreen
BRAND NEW CUSTOMER SETUP TEST	3377	KRI-1	05/05/2015	05/04/2016	Month-to-Month
BRAND NEW CUSTOMER SETUP TEST	3378	KRI-1	05/05/2015	05/04/2016	Month-to-Month
BRAND NEW CUSTOMER SETUP TEST	3387	KRI-1	05/13/2015	05/12/2016	Month-to-Month
BRAND NEW CUSTOMER SETUP TEST	3953	KRIL1	05/13/2015	05/12/2016	Month-to-Month
BRAND NEW CUSTOMER SETUP TEST	5267	KRP	05/13/2015		None
BRAND NEW CUSTOMER SETUP TEST	5268	KRP	05/13/2015		None
BRAND NEW CUSTOMER SETUP TEST	5269	KRP	05/13/2015		None
BRAND NEW CUSTOMER SETUP TEST	5609	KRP	05/05/2015		None
BRAND NEW CUSTOMER SETUP TEST	9210	PAL	05/13/2015	05/12/2016	Month-to-Month

For Interruptible or Park and Loan agreements:

- The K Beg Date must be either the current date or a date in the future.
- The K End Date defaults to a term of one year if the agreement type selected is an interruptible or park and loan agreement.
- Evergreen clause defaults to month-to-month.

For KRP agreements:

- The K Beg Date must be either the current date or a date in the future.
- There is no K End Date or Evergreen clause.

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11. A new Svc Req K number is assigned and added to the Svc Req K Information grid in the Agreement Request window.

Svc Req K: 3388 has been executed. Credit must be established before submitting an offer for a Discount ID.

OK

Agreement Request USER#7 Development

Validate Execute

New Svc Req K

Svc Req Name: BRAND NEW CUSTOMER SETUP TEST

Svc Req Signatory: USER #7

Agreement Type:

K Beg Date: 5/13/2015

K End Date: 5/12/2016

Evergreen Clause: Jury Trial Waiver

Svc Req K Information as of 5/13/2015

Agent / Principal Svc Req	Svc Req K	Rate Sch	Beg Date	End Date	Evergreen
BRAND NEW CUSTOMER SETUP TEST	3377	KRI-1	05/05/2015	05/04/2016	Month-to-Month
BRAND NEW CUSTOMER SETUP TEST	3378	KRI-1	05/05/2015	05/04/2016	Month-to-Month
BRAND NEW CUSTOMER SETUP TEST	3387	KRI-1	05/13/2015	05/12/2016	Month-to-Month
BRAND NEW CUSTOMER SETUP TEST	3388	KRI-1	05/13/2015	05/12/2016	Month-to-Month
BRAND NEW CUSTOMER SETUP TEST	3953	KRIL1	05/13/2015	05/12/2016	Month-to-Month
BRAND NEW CUSTOMER SETUP TEST	5267	KRP	05/13/2015		None
BRAND NEW CUSTOMER SETUP TEST	5268	KRP	05/13/2015		None
BRAND NEW CUSTOMER SETUP TEST	5269	KRP	05/13/2015		None
BRAND NEW CUSTOMER SETUP TEST	5609	KRP	05/05/2015		None
BRAND NEW CUSTOMER SETUP TEST	9210	PAL	05/13/2015	05/12/2016	Month-to-Month

- Contract information can also be found in the Contract Maintenance screen.
- For interruptible and park and loan agreements, credit must be established before submitting an offer for a Discount ID. Once credit has been posted, offers can be submitted through the Transportation Sales feature which can be found under Contracts in the Rapids II menu.
- Pooling/title transfer tracking agreements are ready to be nominated immediately.