



Gas Transportation Operations Department

CEOH Gas Transportation Operating and Billing Business Practices – SCO and Choice

Please refer questions about this document to the Gas Transportation Operations department at GTOperations@centerpointenergy.com.

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Revision Table

Revision Number	Revision Date	Effective Date	Revised By	Summary of Changes
0	11-3-11	Upon approval	T. Lewis	<ul style="list-style-type: none"> • Created document.
1	05-23-13	05-23-13	T. Lewis	<ul style="list-style-type: none"> • Removed submittal of comparable capacity plans by March 31.
2	09-30-20	09-30-20	TJ Noland	<ul style="list-style-type: none"> • Changed contact number on page 1 to email address and formatting.
3	09-17-21	09-17-21	K. Joseph	<ul style="list-style-type: none"> • Changed logo and references for Company rebranding.

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1.0 INTRODUCTION

1.1 Purpose

This document describes CenterPoint Energy Ohio's (CEOH) operating and billing business practices applicable to its Gas Transportation Suppliers, including Supplier applicants, of the Choice and Standard Choice Offer (SCO) Programs in Ohio.

1.2 Scope

These business practices are used in conjunction with CEOH's Tariffs for Gas Service, the SCO Supplier Pooling Agreement, and the Choice Supplier Pooling Agreement.

1.3 Roles and Responsibilities

Choice Suppliers and SCO Suppliers will adhere to the business practices listed in the appropriate section of this Document.

The Gas Transportation Operations department will maintain this document as needed, based on changes in regulations or internal business practices.

2.0 OPERATING AND BILLING BUSINESS PRACTICES

2.1 Choice Suppliers

The following operating and billing business practices pertain to CEOH's Choice Suppliers.

2.1.1 Performance Obligations

Choice Suppliers and Choice Supplier applicants will successfully complete Electronic Data Interface (EDI) testing and any other subsequent testing in the manner and timeline required by CEOH. The Supplier or applicant will utilize the file standards as required by CEOH, which may change from time to time. EDI testing must be completed prior to Choice Supplier enrolling any customers in the Choice Program.

2.1.2 Transportation and Nominations

The Choice Supplier will resolve any pipeline or storage nomination issues in the manner and timeline directed by CEOH.

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2.1.3 Monthly Statement, Payment, and Audit

CEOH will reconcile Choice Supplier's deliveries and sales requirements monthly according to the methodology established in the Choice Program.

CEOH will collect and retain late payment fees specified in the Tariff for Choice Customers. CEOH may elect to adjust the Choice Supplier's account with regard to purchases giving rise to Choice Accounts Receivable for up to twelve (12) months after the original billing date for any individual Choice Customer's bill at issue, for accounting or billing errors, Choice Customer billing disputes, or any other necessary or appropriate adjustments.

2.1.4 Capacity Release and Recall Provisions

The Choice Supplier will submit monthly Agency Agreements to Columbia Gas Transmission Corporation (TCO) providing access to the Supplier's storage inventory and nomination information in the manner required by CEOH.

TCO Storage capacity may not be re-released.

2.1.5 Customer Billing

The Choice Supplier has two (2) billing options in rendering a bill to a participating Customer, as outlined in CEOH's Pooling Service Tariff and as detailed below. The Supplier must select one of the billing options which will apply to all of the Choice Supplier's Pools and Customers.

The two billing options are:

- a. Company Consolidated Billing – CEOH will issue the total bill containing both the Choice Supplier's charges as well as its own charges; or
- b. Dual Billing – The Choice Supplier and CEOH will each issue a bill containing only their portion of the charges.

The Choice Supplier may change its billing option by providing 90 days prior written notice to CEOH and cannot change it more frequently than once each 12-month period.

If selecting the Company Consolidated Billing option, the Choice Supplier will be limited to a reasonable number of pricing arrangements to which a Customer may be assigned. The Supplier may use any rate structure currently billed on an automated basis by CEOH's standard billing system, and the charges will be subject to the same Sales Service billing prorated rules. If the pricing

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arrangements require billing system changes, and CEOH is willing to enhance its system to accommodate the request, both CEOH and the Supplier will negotiate applicable charges for adapting CEOH's billing system.

The Choice Supplier will submit rates in the manner and timeline indicated by CEOH, which may change from time to time. CEOH will provide an electronic pre-bill for each rate change or rate addition to Choice Supplier. The Choice Supplier will review the pre-bill and acknowledge that the rates are correct or indicate any required changes to CEOH. All pre-bill confirmations from Choice Suppliers must be received by CEOH in the designated timeline. If Choice Supplier submits an account on the wrong rate or Pool, or fails to provide timely rate information, the Choice Supplier is responsible for making the Customer financially whole. CEOH may, at its option, make the adjustment for the Choice Supplier at an agreed-upon fee. Rate changes submitted past the designated timeline will not be accepted and CEOH will use the existing rate under such rate option. All rate information received from the Supplier shall be confidential.

2.1.6 Comparable Firm Capacity Requirement

Proof of comparable firm capacity must be provided to CEOH in October and March of each year. SCO Suppliers must submit comparable firm capacity plans to CEOH no later than October 31st of each year. Proof of comparable capacity may be provided for the entire season or on a monthly basis for the winter season and is due by the 25th of the preceding month for the winter months of December, January, and February.

2.2 SCO Suppliers

The following operating and billing business practices pertain to CEOH's SCO Suppliers.

2.2.1 Performance Obligations

SCO Suppliers and SCO Supplier applicants are required to successfully complete Electronic Data Interface (EDI) testing and any subsequent testing in the manner and timeline required by CEOH. The Supplier will utilize the file standards as required by CEOH, which may change from time to time. EDI testing must be completed no later than one month prior to the start of the SCO period.

2.2.2 Transportation and Nomination

SCO Supplier will resolve any pipeline or storage nomination issues in the manner and timeline as directed by CEOH.

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2.2.3 Capacity Release and Recall Provisions

SCO Supplier will submit monthly Agency Agreements to Columbia Gas Transmission Corporation (TCO) providing access to Supplier's storage inventory and nomination information in the manner required by CEOH.

TCO capacity may not be re-released.

2.2.4 Comparable Firm Capacity Requirement

Proof of comparable firm capacity must be provided to CEOH in October and March of each year. SCO Suppliers must submit comparable firm capacity plans to CEOH no later than October 31st of each year. Proof of comparable capacity may be provided for the entire season or on a monthly basis for the winter season and is due by the 25th of the preceding month for the winter months of December, January, and February.

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3.0 CROSS REFERENCES

Documents Cross Reference Table

Document Name	References To Document Name
CEOH's Tariffs for Gas Service	Section 1.2,
Choice Supplier Pooling Agreement	Section 1.2
SCO Supplier Pooling Agreement	Section 1.2
CEOH's Pooling Service Tariff	Section 2.1.5