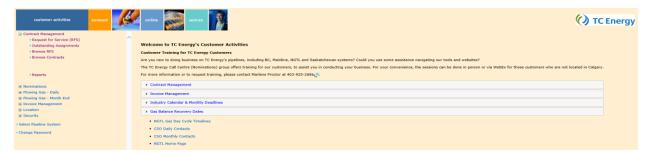
Consolidations: Customers can consolidate multiple contracts into a single contract provided they have the same end date, price point, location, and the same secondary or primary term status.

1. Under Contract Management, select Request for Service (RFS).



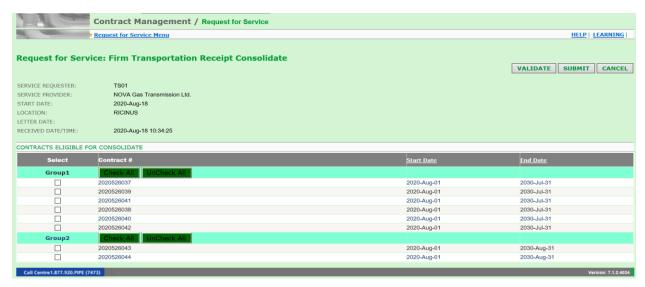
2. Select the service type you wish to consolidate underneath the Consolidate header.



3. Enter the requested start date (contracts used will be held at the location until the requested start date) and location. Select Find Eligible Contracts.



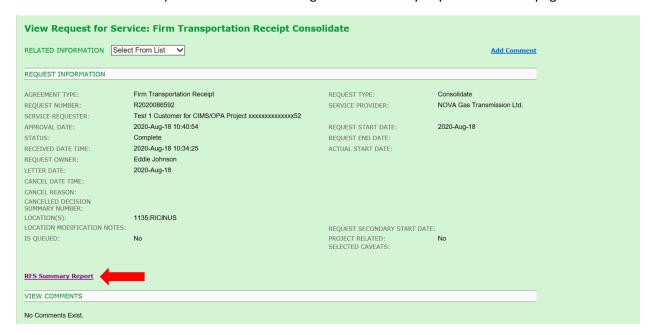
4. Contracts will show that are eligible for consolidation and broken down into Groups. Each group will be a new contract. Customers can select which contracts they would like to consolidate. Once finished, select Submit.



5. Once submit has been hit, a summary screen will be shown.



6. Customers can view the consolidation by going into their BrowseRFS and selecting the consolidation request number and clicking on RFS Summary Report in the next page.



Should you encounter any issues or have any questions, please contact ngtl contracting@tcenergy.com