

DTE Gas Company
Suggested Tips on Managing EUT Accounts
Revised June 2013

The following information is provided for guidance only and does not modify, change, supersede, or replace any terms, conditions or rates for services provided by DTE Gas. The DTE Gas Rate Book and the Gas Transportation Agreement between DTE Gas and the Customer set forth the rules, regulations, rates, terms, and conditions for transportation service provided by DTE Gas.

Schedulers/nominators: Please pass this information along to the marketing staff who work with DTE's EUT customers. The purpose of this note is to assist marketers in successfully managing EUT accounts (i.e., mitigate penalties and/or excess storage charges). This information is provided purely as a courtesy, and revised procedures may not always be reflected in this document. It is the responsibility of the EUT agent to coordinate with their customers to ensure that all terms and conditions of the Rate Book and transportation contract are met. DTE Gas encourages marketers to retain this document as a future reference tool and to contact a Gas Nominations representative or the appropriate Major Accounts Manager with any questions related to EUT accounts.

1. Mid-Month MDQ Changes

DTE Gas requires marketers/agents to submit MDQ change requests no later than the 25th day of the month, to be effective the following calendar month. Marketers may seek approval from DTE Gas to increase a customer's MDQ during mid-month. Should you determine that a mid-month MDQ change is necessary for an EUT customer due to increased daily consumption, please contact the DTE Gas Account Manager assigned to the EUT account immediately. You, or the customer, will be required to submit a written request explaining the reason for the increase. The request must include documentation and justification for the increased daily usage. DTE Gas will review these requests on a case-by-case basis to determine the appropriateness of the change. Your DTE Gas Account Manager will provide formal notification via email if/when the MDQ request is approved and eNominator has been updated to reflect the MDQ change. Please note that increases will not be granted in order to avoid month end penalties caused by under deliveries earlier in the month. Mid-month changes approved by DTE Gas by noon will become effective the following business day.

2. Sept/Oct/Nov MDQ Adjustments

DTE Gas's Rate Book allows DTE Gas to limit end user injection volumes in September, October and November to 1.43% of the customer's Annual Contract Quantity (ACQ). This provision is contained in Rate Schedules ST, LT, XLT and XXL, and Special Contracts and applies to all customers (EUTs) served under those rate schedules. Pursuant to this provision, DTE Gas will recalculate and modify each EUT customer's Maximum Daily Quantity (MDQ) that can be nominated on a daily basis during the months of September, October, and November. Effective September 1 and continuing through November 30 of each year, daily nominations are capped at the modified MDQ. The modified MDQ will be based on the daily average quantities consumed by the Customer during September, October, and November, from the previous three years plus 1.43% of Customer's ACQ divided by 30 days. Note that the modified MDQ will change each month, September, October, and November, based on changes in the historical averages. The MDQ may be calculated and changed independently from the ACQ. If the customer is new to transportation service after September 1, the MDQ will be set at the Customer's Initial Term MDQ during the first September, October, and November period.

DTE Gas will post a notice on the DTE Energy website when this information is available. The website link is: <http://mcsts.dteenergy.com/>. Questions concerning the modified MDQs and ACQs should be directed to your customer's DTE Gas Account Manager.

3. Monthly Storage Withdrawal Limitations

Pursuant to the Rate Book, monthly withdrawals from storage during November through March are limited to 3% of the customer's ACQ. Any withdrawals in excess of this limit will be subject to DTE Gas' Unauthorized Usage Charges specified in the Rate Book.

4. Suggested EUT Management Tools

Other suggested tips for best managing EUT accounts include:

- a. During the winter months, nominate at full MDQ during the first several days of the month to ensure sufficient gas supply. If appropriate, downwardly adjust nominations during mid-month once usage requirements become more clear.
- b. Run the NN38 report (EUTs with Zero or No Nomination) on or around the first of the month and again at mid-month to identify any of your customers who have zero nominations submitted for the current month. Make course corrections if needed
- c. Hold periodic site visits with all customers to discuss upcoming usage requirements, holiday work schedules, new or eliminated shifts, changes in processes, new equipment, etc.
- d. Coordinate with customers to ensure you are immediately notified of any changes that will significantly impact usage.
- e. Coordinate with customers to obtain weekly meter reads, or mid-month meter reads at a minimum, to ensure that supply and consumption are properly aligned.
- f. If meter reads are not provided, immediately contact the customer with a reminder.
- g. Coordinate with customers to obtain the DTE Gas bill as soon as it is received; compare billed consumption to anticipated usage and investigate discrepancies.
- h. If reads were not obtained from your customer, run the ALR-87 EUT Detailed Monthly Consumption Report. This report reflects **preliminary** reads that are provided to the Gas Nominations group a few business days prior to issuance of the final DTE bill. Meter read data reflected on the ALR-87 report is subject to change. Final consumption is included on the actual DTE bill issued on or around the 10th workday of the month following the actual consumption month.