



SOUTHERN STAR[®]

CENTRAL GAS PIPELINE

Report Subscription Tutorial

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Report Subscription

1.0 Description

The Report Subscription enhancement in CSI allows Southern Star's customers to schedule a selected number of CSI reports (with their saved parameters) to be automatically generated and either emailed to the customer's email inbox or sent to a file transfer protocol ("FTP") location. From the list of available reports, the customer controls which reports they want generated, enters the applicable parameters, and controls the frequency the report is generated and where the report is delivered. The same report can be scheduled multiple times using different parameter options.

2.0 Access & Security

The Report Subscription screens are available to any user with a valid CSI account. The available reports for users to schedule are based on the user's role in CSI and the user's security with the selected company/customer.

The Report Subscription screens are accessed from the Profile section of the Customer Activities menu within CSI. The link to Report Subscription is listed under the Profile link as follows:

Profile

My Profile

Password

Report Subscription

3.0 Subscribing to CSI Reports

Under Customer Activities website in CSI click on "Profile" then click on "Report Subscriptions." Selecting RETRIEVE will return any existing subscriptions.

For a new subscription, select CREATE

The screenshot displays the 'Report Subscriptions' interface. On the left, the 'Customer Activities' menu is visible, with 'Profile' and 'Report Subscription' highlighted. The main area shows the 'Report Subscriptions' form. At the top right, the 'RETRIEVE' and 'CREATE' buttons are circled in red. The form includes fields for Customer (14702 - Niagara Gas Marketin...), Contact (Contact), Report Name, and Active Date (07/30/2026). Below the form, a table titled 'Report Subscriptions' shows a single entry for Customer 14702 - Niagara Gas Marketing, LLC, Contact 10689 - External Initiate, Report CSI020 Shipper Nomination Data, and Job Begin Date 07/30/2026. The bottom of the page shows pagination information: Rows per page: 10, 1-1 of 1.

Customer	Contact	Report	Job Description	Job Begin Date	Job End Date
14702 - Niagara Gas Marketing, LLC	10689 - External Initiate	CSI020 Shipper Nomination Data		07/30/2026	

Upon selecting CREATE, the page will display several data points for you to complete. These prompts will gather information related to the report you wish to subscribe to, it's associated communication method and specific report parameters. As you complete the form, other fields will appear when further information is needed. The Report section will contain a drop down for report selection.

The screenshot shows the 'Report Subscription' form with the following sections:

- Schedule Dates:** Job Begin Date, Job End Date, Report Job Desc.
- Schedule Details:** Scheduled Date, Scheduled Time, Resubmit Delay.
- Contact Info:** Customer (14702 - Niagara Gas Marketing, LLC - 119274146), Contact (10689 - External Initiate).
- Delivery Info:** (Empty section).
- Report:** A dropdown menu is open, showing a list of reports including 'CSI002 Shipper Contract Nomination Volume Daily', 'CSI008 Customer Contract Report', 'CSI009 Shipper Allocation Summary', 'CSI012 Shipper Contract Allocation Daily Detail', 'CSI013 Shipper Location Allocation Summary', 'CSI014 Shipper Scheduling Issues', 'CSI015 Shipper Nomination Reductions', 'CSI017 Operator OBA Contract Summary', 'CSI018 Operator OBA Contract Daily Detail', 'CSI020 Shipper Nomination Data', and 'CSI021 Confirmation'. A red circle highlights the dropdown menu.

Once all parameters are set, select SUBMIT

The screenshot shows the 'Report Subscription' form with the following sections:

- Schedule Dates:** Job Begin Date, Job End Date, Report Job Desc.
- Schedule Details:** Scheduled Date (Daily), Scheduled Time (08:00 AM), Resubmit Delay.
- Contact Info:** Customer (14702 - Niagara Gas Marketing, LLC - 119274146), Contact (10689 - External Initiate).
- Delivery Info:** Format (Acrobat (*.pdf)), Filename (NAME DATETIME.EXT), Email Address (stephanie.hathaway@southernstar.com).
- Report:** Report Group (Allocation Reports), Report (CSI009 Shipper Allocation Summary).
- Parameters:** Business Unit, Agent Customer ID.

The 'SUBMIT' button is highlighted with a red circle.

4.0 Additional Reports

Additional CSI reports can be made available for Report Subscription based on customer demand. Please contact us at sscontractadministration@southernstar.com.