EMK3 Plant Ops – Contract Admin Module

Conveniently manage all plant contracts and terms in one place

☑ Natural Gas ☑ NGLs ☑ Oil

For companies that have relied on a mix of spreadsheets and paper to document and manage various contract information, EMK3 offers the Contract Administration Module.

The **Contract Administration Module** allows you to manage all contracts for your plant. Store all your contract terms in one convenient place. This module has extensive support for terms and provisions, such as field gathering and field fuel rates, plant processing and treating rates, gas and NGL purchase terms, and more. You can monitor contract expiration dates, generate contract briefs, and even electronically store your executed agreements.

Key Features

- **Manage all Plant Contracts:** Manage all the details of your plant contracts with producers such as contract number, begin/end dates, extension instructions, counter-party contact information and more.

- **Store all Rate Information:** Store all rate information such as gathering fees, fuel rates, processing and treating fees, allocated expenses and more for each meter on a plant contract.

- **Store all Gas and NGL Purchase Terms:** Store all Gas and NGL purchase terms including index formulas, POP percent's, pricing deductions and more.

- **Generate Briefs, Exhibits, and other Documents:** Print contract terms using several standard reports, or create your own custom document templates and have the document generator tool create Microsoft Word files.

- **Document Approval Process:** Set up and manage a process for reviewing and approving contracts, including automatically notifying each approver and recording their approval (digital signature).

- **Store Executed Contracts:** Electronically store executed contracts in the system for centralized storage and convenient access.

- **Batch Copy/Edit all Rates:** Simplify data input and maintenance with batch copy and batch edit commands for your gathering, fuel and other rates. Also, use rate tables for frequently changing contract rates.

- **Define Contract Alerts:** Set up automated user alerting of upcoming contract expirations that require action, such as a written cancellation or renewal negotiation.

- **Generate Reports:** Plant Contract Fee/Adj Report, Plant Contract Rate Change Report and more.
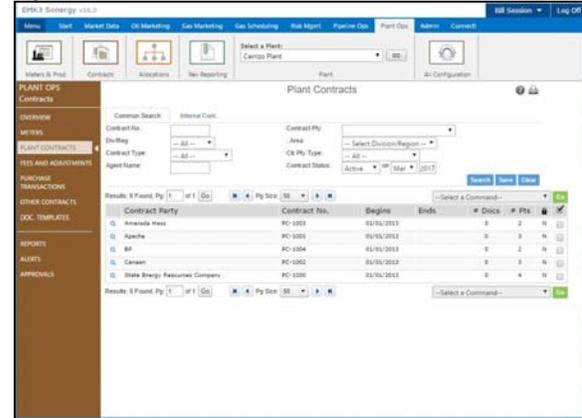
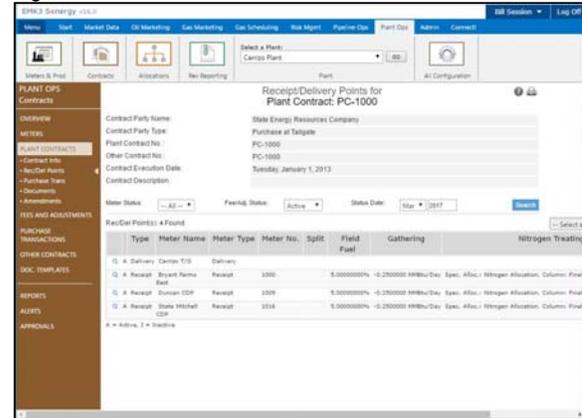Fig. 1 – **List of Plant Contracts**

Fig. 2 – **Plant Contract with Rec/Del Points and Rates**

Fig. 3 – **Plant Contract Fee/Adj Report (Excel)**