



Bid Instructions:

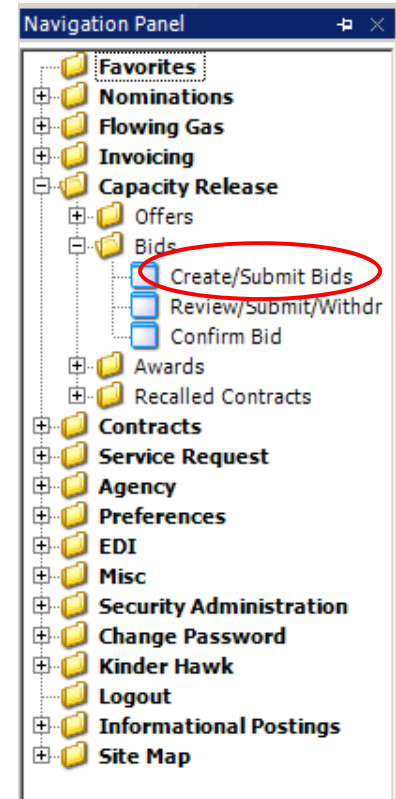
Create a bid....Slide 2
Enter a higher bid....Slide 16
Confirm a Pre-arranged bid....Slide 22
Match a bid....Slide 29

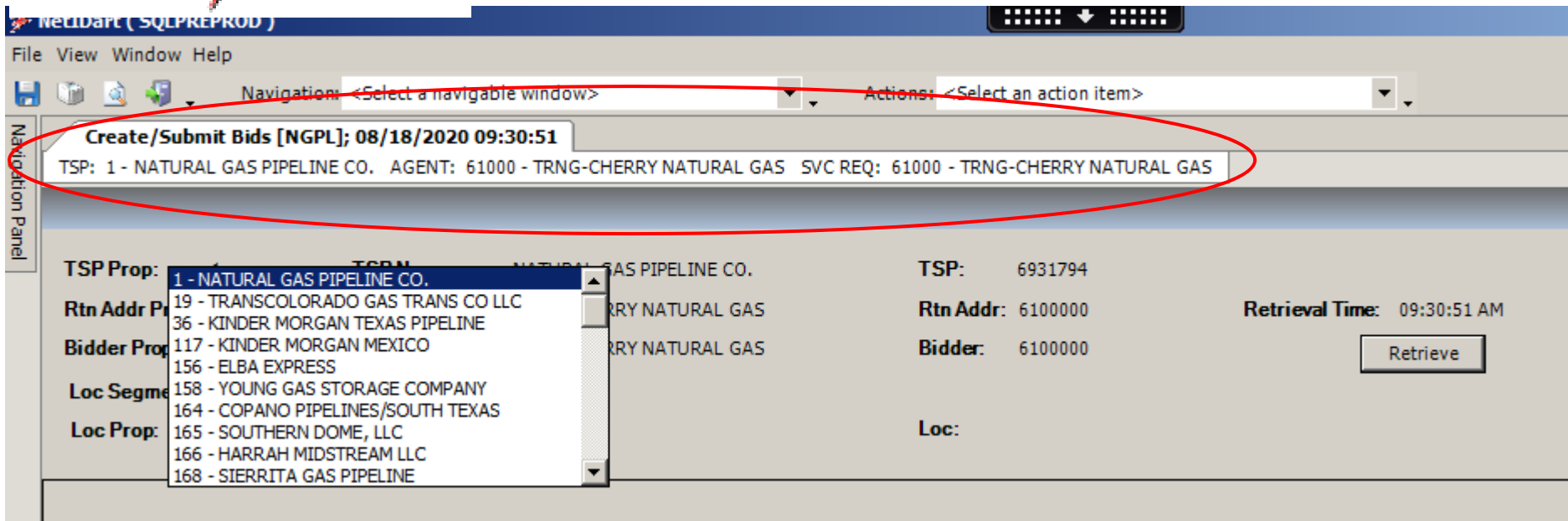




Before you begin, make sure you have Capacity Release Bids security role, you need this to create a bid

- Once you have logged into DART
- Go to Navigation Panel
- Expand the Capacity Release and Bids folder
- Select Create/Submit Bids





- Check the TSP (or Transportation Service Provider) in the top left part of the window to verify you are under the correct pipeline

If not, hover over the TSP Header strip until it expands, click on the down arrow of the TSP field - find the correct pipeline you are processing the release under



Create/Submit Bids [EPNG]; 09/15/2020 09:30:56

TSP: 1279 - EL PASO NATURAL GAS CO. L.L.C. AGENT: 61000 - TRNG-CHERRY NATURAL GAS SVC REQ: 61000 - TRNG-CHERRY NATURAL GAS


TSP Prop: 1279 **TSP Name:** EL PASO NATURAL GAS CO. L.L.C. **TSP:** 8001703
Rtn Addr Prop: 61000 **Rtn Addr Name:** TRNG-CHERRY NATURAL GAS **Rtn Addr:** 6100000
Bidder Prop: 61000 **Bidder Name:** TRNG-CHERRY NATURAL GAS **Bidder:** 6100000

Retrieval Time: 09:30:58 AM

Retrieve

Loc Segment: **Loc Prop:** **Loc Name:** **Loc:**

▼	Offer No ▼	Releaser Prop ▼	Releaser Name ▼	Releaser ▼	Rate Sch ▼	Rel St Date ▼	Rel End Date ▼	Min Offer Qty-K ▼	Max Offer Qty-K ▼	Bid Per St Date ▼	Bid Per End Date ▼	Status Prop ▼	Prearr Deal ▼	Recall Reput ▼	IBR Ind ▼	Rel Acpt Bid Basis Desc ▼
<input checked="" type="radio"/>	80948	61400	TRNG-SUGAR MAPLE GAS	61400	FT1	10/01/2020	12/31/2020	10,000	10,000	09/15/2020	09/18/2020	POSTED	1	RD/RR	N	Non-Index-Based Release - Absolute dollars and cents per unit basis



Loc Purp Desc: Receipt Location					Loc Purp Desc: Delivery Location						
Loc ▼	Loc Name ▼	Loc Zn ▼	Loc Segment ▼	Loc Purp ▼	Loc ▼	Loc Name ▼	Loc Zn ▼	Loc Segment ▼	Loc Purp ▼	Route ▼	Max Offer Qty-Loc ▼
377008	DCP OPER/EPNG (IMOBILPE) PEGASUS PL	20-TEXAS - PERMIAN BASIN	1165	M2	302407	EPNG/EPNG (WAHATRAN) WAHA TRANSFER	20-TEXAS - PERMIAN BASIN	1388	MQ	VA	10,000

Click Retrieve (this will populate all offers currently posted for bidding)

You can select the radio button to the left of the offer number to view the Offer Location and quantity information (this will display in the grid at the bottom of the screen)

You do not have to select the radio button in order to navigate to create bids



Create/Submit Bids [EPNG]; 09/15/2020 09:30:56

TSP: 1279 - EL PASO NATURAL GAS CO. L.L.C. AGENT: 61000 - TRNG-CHERRY NATURAL GAS SVC REQ: 61000 - TRNG-CHERRY NATURAL GAS

TSP Prop: 1279 TSP Name: EL PASO NATURAL GAS CO. L.L.C. TSP: 8001703
 Rtn Addr Prop: 61000 Rtn Addr Name: TRNG-CHERRY NATURAL GAS Rtn Addr: 6100000 Retrieval Time: 09:30:58 AM
 Bidder Prop: 61000 Bidder Name: TRNG-CHERRY NATURAL GAS Bidder: 6100000
 Loc Segment: Loc Prop: Loc Name: Loc:

Offer No	Releaser Prop	Releaser Name	Releaser	Rate Sch	Rel St Date	Rel End Date	Min Offer Qty-K	Max Offer Qty-K	Bid Per St Date	Bid Per End Date	Status Prop	Prearr Deal	Recall Reput	IBR Ind	Rel Acpt Bid Basis Desc
80948	61400	TRNG-SUGAR MAPLE GAS	61400	FT1	10/01/2020	12/31/2020	10,000	10,000	09/15/2020	09/18/2020	POSTED	1	RD/RR	N	Non-Index-Based Release - Absolute dollars and cents per unit basis

Create Bids

RR Pt Cap

Seg Cap Grid

Retrieve

WEKC1090 - Offer Bids

WEKC3050 - Offer Information

WEKC1050 - Offer Locations

WEKT2200 - Available Cap for Alternate Locations SNG

Print

Save As

Add to Favorites

Remove from Favorites

Loc Purp Desc: Receipt Location

Loc	Loc Name	Loc Zn	Loc Segment	Loc Purp	Loc	Loc N	Route	Max Offer Qty-Loc
377008	DCP OPER/EPNG (IMOBILPE) PEGASUS PL	20-TEXAS - PERMIAN BASIN	1165	M2	302407	EPNG/EP (WAHAT) WAHA TI	VA	10,000

To create a bid:

- Highlight the offer
- Right click
- Select Create Bids



Create/Submit Bids [NGPL]; 09/15/2020 09:41:50 Create/Submit Bids [NGPL]; 09/15/2020 09:41:51 **WEKC1041 - Bid Detail [EPNG]; 09/15/2020 09:42:14**

TSP: 1279 - EL PASO NATURAL GAS CO. L.L.C. AGENT: 61300 - TRNG-ASH TRANSP. SVC REQ: 61300 - TRNG-ASH TRANSP.

NAESB Bid Detail

TSP Prop: 1279	TSP Name: EL PASO NATURAL GAS CO. L.L.C.	TSP: 8001703	Bid Per End Date: 09/18/2020	Bid Per End Time: 10:00:00
Rtn Addr Prop: 61300	Rtn Addr Name: TRNG-ASH TRANSP.	Rtn Addr: 61300	Meas Basis Desc: Million BTU's	
Releaser Prop: 61400	Releaser Name: TRNG-SUGAR MAPLE GAS	Releaser: 61400	Rel Acpt Bid Basis Desc: Non-Index-Based Release - Absolute dollars and cents per unit basis	
Offer No: 80948	Rate Sch: FT1			
Bid No: 80659	Status: Original			
Surchg Ind Desc: Rate(s) stated include all applicable surcharges; no surchar				

DartNetCapacityRelease [X]

If multiple locations have been released, location quantities will be pro-rated accordingly.

OK

[1] Bidder Prop: 61300	Bidder Name:	Bidder E-mail:
Prearr Bid Desc: Bidder is not the prearranged deal bidder	Affil:	
Bidder Contact: DART M TRAINING12	Bidder Phone: (713) 369-6767	

[2] Bidder Rel Term St: 10/1/2020	Bidder Rel Term End: 12/31/2020	Offer Calculated Min Term: 12/31/2020
Bidder Bid Basis Desc: Non-Index-Based Release - Absolute dollars and cents per unit basis	Rate ID Desc: Reservation	Min Vol Pct:
Rate Form/Type Desc: Reservation charge only	Is this a 100 Pct Max Trf Rate Bid? <input type="radio"/> Yes <input type="radio"/> No	Pct Max Trf Rate Bid:

[3] Min Offer Qty-K: 10,000	Max Offer Qty-K: 10,000	Min Offer MSV: 0	Max Offer MSV: 0	0	0
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[3] Bidder Less Qty Desc: Bidder will accept an award for less than the full quantity

Loc/QTI Desc: Delivery point(s) quantity

WEKC1041 Row count: 1 #67 - Data has been refreshed

- If the offer has multiple R/D pairs released in the offer, you will see a message explaining that if multiple locations have been released, location quantities will be pro-rated accordingly
- Select OK



Create/Submit Bids [EPNG]; 09/15/2020 09:42:02
WEKC1041 - Bid Detail [EPNG]; 09/15/2020 09:42:14

TSP: 1279 - EL PASO NATURAL GAS CO. L.L.C. AGENT: 61300 - TRNG-ASH TRANSP. SVC REQ: 61300 - TRNG-ASH TRANSP.

NAESB Bid Detail

TSP Prop:	1279	TSP Name:	EL PASO NATURAL GAS CO. L.L.C.	TSP:	8001703	Bid Per End Date:	09/18/2020	Bid Per End Time:	10:00:00
Rtn Addr Prop:	61300	Rtn Addr Name:	TRNG-ASH TRANSP.	Rtn Addr:	61300	Meas Basis Desc:	Million BTU's		
Releaser Prop:	61400	Releaser Name:	TRNG-SUGAR MAPLE GAS	Releaser:	61400	Rel Acpt Bid Basis Desc:	Non-Index-Based Release - Absolute dollars and cents per unit basis		
Offer No:	80948	Rate Sch:	FT1						
Bid No:	80659	Status:	Original						
Surchg Ind Desc: Rate(s) stated include all applicable surcharges; no surcharge detail or surcharge total provided									

[1] Bidder Prop: 61300

Prearr Bid Desc: Bidder is not the prearranged deal bidder

Bidder Contact: DART M TRAINING12

Bidder Name: TRNG-ASH TRANSP

Affil:

Bidder Phone: (713) 369-6767

Bidder: 61300

Bidder E-mail:

The Bid Detail screen will open (this screen has multiple sections which allows you to add the bid details)

Section 1:

- You'll want to enter your contact information at the top. If the Capacity Release Bids function has been set-up, your name and phone number should auto-populate (this information is required and can be entered/edited from this screen)
- Update the Affiliate indicator (most common is none) ***You will get an error if you forget to select an option here***
- Enter your email address



[2] Bidder Rel Term St:	10/1/2020	Bidder Rel Term End:	12/31/2020	Offer Calculated Min Term:	12/31/2020
Bidder Bid Basis Desc:	Non-Index-Based Release - Absolute dollars and cents per unit ba			Rate ID Desc:	Reservation
Rate Form/Type Desc:	Volumetric charge only			Is this a 100 Pct Max Trf Rate Bid?	<input type="radio"/> Yes <input type="radio"/> No
	Reservation charge only			Pct Max Trf Rate Bid:	0
[3] Min Offer Qty-K:	Volumetric charge only				

Section 2:

In this section you can modify the end date of your bid and the rate description

- Bidder Rel Term End: Note the Offer Calculated Min Term end date and enter desired end date in Bidder Rel Term End
- Rate Form/Type Desc: you will **only** be able to change this if the releasing shipper allowed for both the best of volumetric or reservation charges on the offer
 - Reservation charge only (bid shall be stated in dollars)
 - Volumetric charge only (must specify Min Vol Pct)



[3] Min Offer Qty-K: 10,000 Max Offer Qty-K: 10,000

Bidder Less Qty Desc: Bidder will accept an award for less than the full quantity Loc/QTI Desc: Delivery point(s) quantity

Bid Min Qty-K: 10,000 Bid Qty-K: 10,000

Section 3:

- Bidder Less Qty Desc allows you to specify if you will accept partial quantity or are willing to only accept the full quantity of the release

Bidder will not accept an award for less than the full quantity

Bidder will accept an award for less than the full quantity

Bidder will not accept an award for less than the full quantity

- If the offer you are bidding on is varying monthly, you will specify the Bid Quantity per month as well as the Bid Minimum Quantity

Note: The values in this table default to the values from the offer

	Dec	Jan	Feb
Max Offer Qty-K	275	395	475
Min Offer Qty-K	0	0	0
Bid Qty-K	275	395	475
Bid Min Qty-K			



[4] Bidder Contng Desc: **Bidder Contng End Date:**

Bidder Contng Terms:

[5] Stand-aln Bid Desc: **No Stand-aln Bid T&C :**

Section 4: grayed out to default

Section 5: typically is Stand-alone bid

[6] Bid Rec Date: **Bid Rec Time:**

Post Date: **Post Time:**

Res Rate Basis Desc:

Rate ID	Seasnl Name	Max Trf Rate	Min Acpt Rate	Rate Bid
RES	ANNUAL	0.0994	CONFIDENTIAL	

Section 6:

Type in your Rate Bid. Note that the Res Rate Basis Desc will indicate if the Rate Bid is a daily bid rate or monthly bid rate.



NetIDart (SQLLTQA) - [WEKC1041 - Bid Detail [EPNG]; 11/11/2016 01:36:11]

File View Window Help

Navigation: <Select a navigable window> Actions: <Select an action item>

TSP: 1279 - EL PASO NATURAL GAS CO. LLC AGENT: 64000 - TRNG-BLUE SPRUCE GAS MARKET SVC REQ: 64000 - TRNG-BLUE SPRUCE GAS MARKET

Rate Form/Type Desc: Reservation charge only Is this a 100 Pct Max Trf Rate Bid? ☐ Yes ☐ No Pct Max Trf Rate Bid:

[3] Bidder Less Qty Desc: Bidder will accept an award for less than the full quantity

Note: All monthly minimum quantities must be met in order for the bid to be awarded

	Dec	Jan	Feb
Max Offer Qty-K	275	395	475
Min Offer Qty-K	0	0	0
Bid Qty-K	100	250	350
Bid Min Qty-K	50	0	25

Res Rate Basis Desc: Per day

Rate ID	Seasnl Name	Max Trf Rate	Min Acpt Rate
RES	ANNUAL	0.3701	CONFIDENTIAL

For non-volumetric awarded transportation releases, monthly reservation charges are based on the path of the release and will be calculated and invoiced as follows:

- Full month release: (Daily Bid Rate x 30.4167, rounded to four digits after the decimal point) x volume.
- Partial month release: (Daily Bid Rate x 30.4167, rounded to four digits after the decimal point) x (number of days in the release month / total number of days in the month, rounded to five digits after the decimal point) x volume.

For releases less than or equal to one year, no maximum tariff rate applies.

Context menu options: Credit Validation, Rate Details, Submit, Delete, Withdraw, Save, WEKC3041 - Locations, WEKC6031 - Errors, Print, Save As, Add to Favorites, Remove from Favorites

Tip: You can check your credit before submitting your bid, right click and select Credit Validation (you don't have to do this. It is a good idea so when you do submit the bid, you know that credit won't be an issue at the last second)


- Once all of the information has been entered:
- Right click and select save (by selecting save, you can leave it in draft until the last minute and no one can see it)
- Right click and select Credit Validation



[2] Bidder Rel Term St: 10/1/2020 Bidder Rel Term End: 12/31/2020 Offer Calculated Min Term: 12/31/2020
 Bidder Bid Basis Desc: Non-Index-Based Release - Absolute dollars and cents per unit b Rate ID Desc: Reservation Min Vol Pct: 70
 Rate Form/Type Desc: Volumetric charge only Is this a 100 Pct Max Trf Rate Bid? ☐ Yes ☐ No Pct Max Trf Rate Bid:

[3] Min Offer Qty-K: 10,000 Max Offer Qty-K: 10,000
 Bidder Less Qty Desc: Bidder will not accept an award for less than the full quantity Loc/QTI Desc: Delivery point(s) quantity
 Bid Min Qty-K: 10000 Bid Qty-K: 10,000

DartNetCapacityRelease

 Bid passes credit validation check.

OK

If credit is available, you will get a message that the bid passes the credit validation check

- Click OK

[2] Bidder Rel Term St: 10/1/2020 Bidder Rel Term End: 12/31/2020 Offer C Credit Validation 1/2020
 Bidder Bid Basis Desc: Non-Index-Based Release - Absolute dollars and cents per unit b Rate ID Rate Details
 Rate Form/Type Desc: Volumetric charge only Is this a Submit
 Delete
 Withdraw
 Save
 WEKC3041 - Locations
 WEKC6031 - Errors
 Print
 Save As
 Add to Favorites
 Remove from Favorites

[3] Min Offer Qty-K: 10,000 Max Offer Qty-K: 10,000
 Bidder Less Qty Desc: Bidder will not accept an award for less than the full quantity Loc/QTI Desc: Delivery point(s) quantity
 Bid Min Qty-K: 10000 Bid Qty-K: 10,000

- If you choose not do the credit validation check, you can just right click and select save
- Then right click and select submit (once you submit, your bid will be out there for all to see)
- DART will automatically do a credit check after you submit, so keep that in mind for timing of placing your bid



NAESB Bid Detail

TSP Prop: 1279 **TSP Name:** EL PASO NATURAL GAS CO. L.L.C. **TSP:** 8001703 **Bid Per End Date:** 08/21/2020 **Bid Per End Time:** 10:00:00
Rtn Addr Prop: 61300 **Rtn Addr Name:** TRNG-ASH TRANSP. **Rtn Addr:** 61300 **Meas Basis Desc:** Million BTU's
Releaser Prop: 61400 **Releaser Name:** TRNG-SUGAR MAPLE GAS **Releaser:** 61400 **Rel Acpt Bid Basis Desc:** Non-Index-Based Release - Absolute dollars and cents per unit basis
Offer No: 80943 **Rate Sch:** FT1
Bid No: 80646 **Status:** Original
Surchg Ind Desc: Rate(s) stated include all applicable surcharges; no surcharge detail or surcharge total provided

[1] Bidder Prop: 61300 **Bidder Name:** TRNG-ASH TRANSP. **Bidder:** 61300
Prearr Bid Desc: Bidder is not the prearranged deal bidder **Affil:** **Bidder E-mail:**
Bidder Contact: **Bidder Phone:**

[2] Bidder Rel Term St: 9/1/2020 **Bidder Rel Term End:** **Offer Calculated Min Term:** 9/30/2020
Bidder Bid Basis Desc: **Rate ID Desc:** Reservation **Min Vol Pct:**
Rate Form/Type Desc: **Is this a 100 Pct Max Trf Rate Bid?** ☐ Yes ☒ No **Pct Max Trf Rate Bid:**

[3] Min Offer Qty-K: 4,000 **Max Offer Qty-K:** 4,000
Bidder Less Qty Desc: **Loc/QTI Desc:** Delivery point(s) quantity

WEKC1041 Row count: 1

Res Rate Basis Desc: Per month

Rate ID	Seasn Name	Min Acpt Rate	Mnthly Max Trf Rate	Mnthly Rate Bid
RES	ANNUAL	CONFIDENTIAL	3.0230	1.0000

You should get a message at the bottom of the screen informing you you're bid has successfully posted.



Create/Submit Bids [EPNG]; 09/16/2020 09:35:32

WEKC1041 - Bid Detail [EPNG]; 09/16/2020 09:41:47

TSP: 1279 - EL PASO NATURAL GAS CO. L.L.C. AGENT: 1811 - MIECO LLC SVC REQ: 1811 - MIECO LLC

TSP Prop: 1279

Rtn Addr Prop: 1811

Bidder Prop: 1811

Loc Segment:

Loc Prop:

TSP Name: EL PASO NATURAL GAS CO. L.L.C.

Rtn Addr Name: MIECO LLC

Bidder Name: MIECO LLC

Loc Name:

TSP: 8001703

Rtn Addr: 118562412

Bidder: 118562412

Loc:

Retrieval Time: 11:58:15 AM

Retrieve

Create Bids

BB Pt Cap

Seg Cap Grid

Retrieve

WEKC1090 - Offer Bids

WEKC3050 - Offer Information

WEKC1050 - Offer Locations

WEKT2200 - Available Cap for Alternate Locations SNG

Print

Save As

Add to Favorites

Remove from Favorites

Offer No	Releaser Prop	Releaser Name	Releaser	Rate Sch	Rel St Date	Rel End Date	Min Offer Qty-K	Max Offer Qty-K	Bi St	IBR Ind	Rel Acpt Bid Basis Desc
80948	61400	TRNG-SUGAR MAPLE GAS	61400	FT1	10/01/202	12/31/202	10,000	10,000	09/	N	Non-Index-Based Release - Absolute dollars and cents per uni

To view your bid, along with any other bids:

- Navigate to the Create/Submit Bids screen
- Select retrieve for the offer to populate
- Highlight the row
- Select Offer Bids



Create/Submit Bids [EPNG]; 09/17/2020 10:41:33

Offer Bids [EPNG]; 09/17/2020 10:41:57

TSP: 1279 - EL PASO NATURAL GAS CO. L.L.C. AGENT: 61300 - TRNG-ASH TRANSP. SVC REQ: 61300 - TRNG-ASH TRANSP.

TSP Prop: 1279

Releaser Prop: 61400

Offer No: 80948

Rel St Date: 10/1/2020

Rel Rate Sch: FT1

Bid Deal Desc: Biddable deal

Bid Per St Date: 09/15/2020

Bid Per End Dt: 09/18/2020

TSP Name: EL PASO NATURAL GAS CO. L.L.C.

Releaser Name: TRNG-SUGAR MAPLE GAS

Status Prop: POSTED

Offer Calculated Min Term: 12/31/2020

Meas Basis Desc: Million BTU's

Bid Per St Time: 09:00:00

Bid Per End Time: 10:00:00

TSP: 8001703

Releaser: 61400

Status: Original

Rel End Date: 12/31/2020

Loc/QTI Desc: Delivery point(s) quantity.

IBR Ind: N

Rel Acpt Bid Basis Desc: Non-Index-Based Release - Absolute dollars and cents per unit basis

Retrieval Time: 10:41:57 AM

Retrieve

* - Denotes Your Company's Bid(s)

Navigate to "Bid Detail" to see the full details of a bid.

For non-volumetric awarded transportation releases, monthly reservation charges are based on the path of the release and will be calculated and invoiced as follows:

- Full month absolute dollar based release: (Daily Bid Rate x 30.4167, rounded to four digits after the decimal)

Res Rate Basis Desc: Per day

Bid No	Bidder Rel Term End	Bid Qty-K	Bid Min Qty-K	Rate ID	Seasnl Name	Rate Bid	Bidder Bid Basis	Rate Form /Type	Bid Max Total Value	Prearr Bid	Stand-aln Bid	Status Prop	Mnthly Rate Bid
80657	12/31/2020	10,000	10,000	RES	ANNUAL	0.055	A	2	35,319	1	BI	POSTED	1.6729
80659	12/31/2020	10,000	10,000	RES	ANNUAL	1	A	1	917,380	2	BI	POSTED *	30.4167
80660	12/31/2020	10,000	10,000	RES	ANNUAL	0.05	A	2	32,108	2	BI	POSTED	1.5208

WEKC1090
Row count: 3

#67 - Data has been refreshed

- The Offer Bids screen shows Posted or Withdrawn bids, or any Draft bids you have created
- If there are multiple bids the * - Denotes your bid

* Note: You can click Retrieve to refresh this screen to see any new bids*





How To Enter a Higher Bid

On releases where you are not the prearranged party, you may bid on capacity and realize you want to submit a higher bid before the bid period closes



Create/Submit Bids [EPNG]; 09/17/2020 11:34:18
Offer Bids [EPNG]; 09/17/2020 11:34:25

TSP: 1279 - EL PASO NATURAL GAS CO. L.L.C. AGENT: 61300 - TRNG-ASH TRANSP. SVC REQ: 61300 - TRNG-ASH TRANSP.

TSP Prop: 1279 **TSP Name:** EL PASO NATURAL GAS CO. L.L.C.
Releaser Prop: 61400 **Releaser Name:** TRNG-SUGAR MAPLE GAS
Offer No: 80948 **Status Prop:** POSTED
Rel St Date: 10/1/2020 **Offer Calculated Min Term:** 12/31/2020
Rel Rate Sch: FT1 **Meas Basis Desc:** Million BTU's
Bid Deal Desc: Biddable deal
Bid Per St Date: 09/15/2020 **Bid Per St Time:** 09:00:00 **IBR Ind:** N
Bid Per End Dt: 09/18/2020 **Bid Per End Time:** 10:00:00 **Rel Acpt Bid Basis Desc:** Non-Index-Based Release - Absol

TSP: 8001703 **Retrieval Time:** 11:34:25 AM
Releaser: 61400 **Retrieve**
Status: Original
Loc/QTI Desc: Delivery point(s)
Rel End Date: 12/31/2020
Withdraw (highlighted in red)

* - Denotes Your Company's Bid(s)

Navigate to "Bid Detail" to see the full details of a bid.

For non-volumetric awarded transportation releases, monthly reservation charges are based on the path of the release and will be calculated and invoiced as follows:

• Full month absolute dollar based release: (Daily Bid Rate x 30.4167, rounded to four digits after the decimal point) x volume

Bid No	Bidder Rel Term End	Bid Qty-K	Bid Min Qty-K	Rate ID	Seasnl Name	Rate Bid	Bidder Bid Basis	Rate Form /Type	Bid To Va	Monthly e d
80657	12/31/2020	10,000	10,000	RES	ANNUAL	0.055	A	2		1.6729
80659	12/31/2020	10,000	10,000	RES	ANNUAL	1	A	1	917.380	30.4167

WEKC1090 Row count: 3 #67 - Data has been refreshed

To submit a higher bid, you must withdraw your initial bid first

To withdraw your bid,

- Highlight your bid (denoted with the asterisk)
- Right click and select Withdraw.



Create/Submit Bids [EPNG]; 09/17/2020 11:34:18
Offer Bids [EPNG]; 09/17/2020 11:34:25

TSP: 1279 - EL PASO NATURAL GAS CO. L.L.C. AGENT: 61300 - TRNG-ASH TRANSP. SVC REQ: 61300 - TRNG-ASH TRANSP.

TSP Prop: 1279 TSP Name: EL PASO NATURAL GAS CO. L.L.C.

Releaser Prop: 61400 Releaser Name: TRNG-SUGAR MAPLE GAS

Offer No: 80948 Status Prop: POSTED

Rel St Date: 10/1/2020 Offer Calculated Min Term: 12/31/2020

Rel Rate Sch: FT1 Meas Basis Desc: Million BTU's

Bid Deal Desc: Biddable deal

Bid Per St Date: 09/15/2020 Bid Per St Time: 09:00:00

Bid Per End Dt: 09/18/2020 Bid Per End Time: 10:00:00

TSP: 8001703 Retrieval Time: 11:34:25 AM

Releaser: 61400 Retrieve

Status: Original

Rel End Date: 12/31/2020

Loc/QTI Desc: Delivery point(s) quantity.

IBR Ind: N

Rel Acpt Bid Basis Desc: Non-Index-Based Release - Absolute dollars and cents per unit basis

* - Denotes Your Company's Bid(s)

Navigate to "Bid Detail" to see the full details of a bid.

For non-volumetric awarded transportation releases, monthly reservation charges are based on the path of the release and will be calculated and invoiced as follows:

• Full month absolute dollar based release: (Daily Bid Rate x 30.4167, rounded to four digits after the decimal)

Bid No	Term End	Qty-K	Rate ID	Season Name	Rate Bid	Bid Basis	Form /Type	Total Value	Peak Bid	Stand-By Bid	Status Prop	Rate Bid
80657	12/31/2020	10,000	RES	ANNUAL	0.055	A	2	35,319	1	BI	POSTED	1.6729
80659	12/31/2020	10,000	RES	ANNUAL	1	A	1	917,380	2	BI	POSTED *	30.4167
80660	12/31/2020	10,000	RES	ANNUAL	0.05	A	2	32,108	2	BI	POSTED	1.5208

WEKC1090 Row count: 3
#67 - Data has been refreshed

DartNetCapacityRelease
X

Are you sure you want to WITHDRAW this Bid?

Yes
No

- Select Yes to confirm you wish to continue withdrawing the bid



Create/Submit Bids [EPNG]; 09/17/2020 11:34:18

Offer Bids [EPNG]; 09/17/2020 11:34:25

TSP: 1279 - EL PASO NATURAL GAS CO. L.L.C. AGENT: 61300 - TRNG-ASH TRANSP. SVC REQ: 61300 - TRNG-ASH TRANSP.

TSP Prop: 1279

Releaser Prop: 61400

Offer No: 80948

Rel St Date: 10/1/2020

Rel Rate Sch: FT1

Bid Deal Desc: Biddable deal

Bid Per St Date: 09/15/2020

Bid Per End Dt: 09/18/2020

TSP Name: EL PASO NATURAL GAS CO. L.L.C.

Releaser Name: TRNG-SUGAR MAPLE GAS

Status Prop: POSTED

Offer Calculated Min Term: 12/31/2020

Meas Basis Desc: Million BTU's

Bid Per St Time: 09:00:00

Bid Per End Time: 10:00:00

TSP: 8001703

Releaser: 61400

Status: Original

Rel End Date: 12/31/2020

Loc/QTI Desc: Delivery point(s) quantity.

IBR Ind: N

Rel Acpt Bid Basis Desc: Non-Index-Based Release - Absolute dollars and cents per unit basis

Retrieval Time: 11:54:14 AM

Retrieve

WEKC1090 Row count: 3

#67 - Data has been refreshed

- The Bid status will now show withdraw



Create/Submit Bids [EPNG]; 09/17/2020 11:34:18

Offer Bids [EPNG]; 09/17/2020 11:34:25

TSP: 1279 - EL PASO NATURAL GAS CO. L.L.C. AGENT: 61300 - TRNG-ASH TRANSP. SVC REQ: 61300 - TRNG-ASH TRANSP.

TSP Prop: 1279

Releaser Prop: 61400

Offer No: 80948

Rel St Date: 10/1/2020

Rel Rate Sch: FT1

Bid Deal Desc: Biddable deal

Bid Per St Date: 09/15/2020

Bid Per End Dt: 09/18/2020

TSP Name: EL PASO NATURAL GAS CO. L.L.C.

Releaser Name: TRNG-SUGAR MAPLE GAS

Status Prop: POSTED

Offer Calculated Min Term: 12/31/2020

Meas Basis Desc: Million BTU's

Bid Per St Time: 09:00:00

Bid Per End Time: 10:00:00

TSP: 8001703

Releaser: 61400

Status: Original

Rel End Date: 12/31/2020

Loc/QTI Desc: Delivery point(s) quantity.

IBR Ind: N

Retrieval Time: 11:54:14 AM

Retrieve

Create Bid

Save

Delete

Credit Validation

Submit

Withdraw

Match Bid

Retrieve

WEKC1041 - Bid Detail

WEKC3040 - Bid Locations

WEKC3050 - Offer Information

WEKC6010 - Awarded Bids

WEKC6030 - Bid Errors

WEKC6105 - Withdrawal Download

WEKC6300 - Bid Download

WEKT2200 - Available Cap for Alternate Locations SNG

Print

Save As

Add to Favorites

Remove from Favorites

* - Denotes Your Company's Bid(s)

Navigate to "Bid Detail" to see the full details of a bid.

For non-volumetric awarded transportation releases, monthly reservation charges are based on the path of the release and will be calculated and invoiced as follows:

• Full month absolute dollar based release: (Daily Bid Rate x 30.4167, rounded to four digits after the decimal point)

Bid No	Rel St Date	Rel Rate	Rel Rate	Rel Type	Rel Term	Daily Bid Rate	Rel Path	Rel Path	Daily Bid Rate	Rel Path	Rel Path	Rel Path	Rel Path	Rel Path
80659	12/31/2020	10,000	10,000	RES	ANNUAL	1	A	1	917,380	2	BI	WITHD W*		
80660	12/31/2020	10,000	10,000	RES	ANNUAL	0.05	A	2	32,108	2	BI	POSTED	1.5208	

To submit a new bid with a higher value

- Right click
- Select Create Bid (follow the Create Bid steps shown previously)



Create/Submit Bids [EPNG]; 09/17/2020 11:34:18
Offer Bids [EPNG]; 09/17/2020 11:34:25

TSP: 1279 - EL PASO NATURAL GAS CO. L.L.C. AGENT: 61300 - TRNG-ASH TRANSP. SVC REQ: 61300 - TRNG-ASH TRANSP.

TSP Prop: 1279 TSP Name: EL PASO NATURAL GAS CO. L.L.C.

Releaser Prop: 61400 Releaser Name: TRNG-SUGAR MAPLE GAS

Offer No: 80948 Status Prop: POSTED

Rel St Date: 10/1/2020 Offer Calculated Min Term: 12/31/2020

Rel Rate Sch: FT1 Meas Basis Desc: Million BTU's

Bid Deal Desc: Biddable deal

Bid Per St Date: 09/15/2020 Bid Per St Time: 09:00:00

Bid Per End Dt: 09/18/2020 Bid Per End Time: 10:00:00

TSP: 8001703 Retrieval Time: 01:01:29 PM

Releaser: 61400 Retrieve

Status: Original

Rel End Date: 12/31/2020

Loc/QTI Desc: Delivery point(s) quantity.

IBR Ind: N

Rel Acpt Bid Basis Desc: Non-Index-Based Release - Absolute dollars and cents per unit basis

* - Denotes Your Company's Bid(s)

Navigate to "Bid Detail" to see the full details of a bid.

For non-volumetric awarded transportation releases, monthly reservation charges are based on the path of the release and will be calculated and invoiced as follows:

• Full month absolute dollar based release: (Daily Bid Rate x 30.4167, rounded to four digits after the

Bid No	Bidder Rel Term End	Bid Qty-K	Bid Min Qty-K	Rate ID	Seasnl Name	Rate Bid	Bidder Bid Basis	Rate Form /Type	Bid Max Total Value	Prearr Bid	Stand-aln Bid	Status Prop	Mnthly Rate Bid
80657	12/31/2020	10,000	10,000	RES	ANNUAL	0.055	A	2	35,319	1	BI	POSTED	1.6729
80659	12/31/2020	10,000	10,000	RES	ANNUAL	1	A	1	917,380	2	BI	WITHDRAW *	30.4167
80660	12/31/2020	10,000	10,000	RES	ANNUAL	0.05	A	2	32,108	2	BI	POSTED	1.5208
80661	12/31/2020	10,000	10,000	RES	ANNUAL	1.55	A	1	1,421,940	2	BI	POSTED *	47.1458

Once you have submitted the new bid, you will see your higher bid



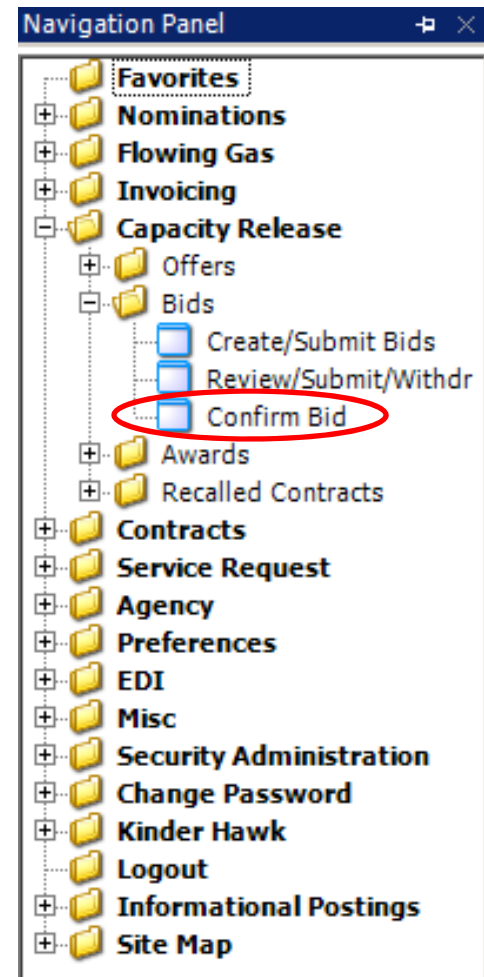


How to Confirm a Pre-Arranged Bid



➤ As a reminder, you must have the Capacity Release Bids security role to confirm or create a bid.

- Once you have logged into DART
- Go to Navigation Panel
- Expand the Capacity Release and Bids folder
 - Confirm Bid



NetIDart A (SQLPREPROD)

File View Window Help

Navigation: <Select a navigable window> Actions: <Select an action item>

Confirm Bid [NGPL]; 08/13/2020 02:52:19 Confirm Bid [NGPL]; 08/13/2020 02:52:20

TSP: 1 - NATURAL GAS PIPELINE CO. AGENT: 61000 - TRNG-CHERRY NATURAL GAS SVC REQ: 61000 - TRNG-CHERRY NATURAL GAS

TSP /Company Information

TSP: 1 - NATURAL GAS PIPELINE CO. SVC REQ: 61000 - TRNG-CHERRY NATURAL GAS ☐ Show All Svc Req

AGENT: 1 - NATURAL GAS PIPELINE CO.

Offer No: 19 - TRANSCOLORADO GAS TRANS CO LLC

Bid No: 36 - KINDER MORGAN TEXAS PIPELINE

117 - KINDER MORGAN MEXICO

156 - ELBA EXPRESS

158 - YOUNG GAS STORAGE COMPANY

164 - COPANO PIPELINES/SOUTH TEXAS

165 - SOUTHERN DOME, LLC

166 - HARRAH MIDSTREAM LLC

168 - SIERRITA GAS PIPELINE

- Check the TSP (or Transportation Service Provider) in the top left part of the window to verify you are under the correct pipeline

If not, hover over the TSP Header strip until it expands, click on the down arrow of the TSP field - find the correct pipeline you are processing the release under



NetIDart A (SQLPREPROD)

View Window Help

Navigation: <Select a navigable window> Actions: <Select an action item>

Confirm Bid [EPNG]; 08/17/2020 02:37:32

TSP: 1279 - EL PASO NATURAL GAS CO. L.L.C. AGENT: 61300 - TRNG-ASH TRANSP. SVC REQ: 61300 - TRNG-ASH TRANSP.

TSP Prop: 1279 TSP Name: EL PASO NATURAL GAS CO. L.L.C. TSP: 8001703

Rtn Addr Prop: 61300 Rtn Addr Name: TRNG-ASH TRANSP. Rtn Addr: 61300 Retrieval Time: 02:37:40 PM

Bidder Prop: 61300 Bidder Name: TRNG-ASH TRANSP. Bidder: 61300

Offer No:

Bid No:

Retrieve

Confirm?	Offer No	Bid No	Releaser Prop	Releaser Name	Releaser	Bidder Rel Term St	Bidder Rel Term End	Offer Status Prop	Bid Status Prop	Affil	Bid Post Date/Time	Awd K	Awd Qty-K	IBR Ind	Bid Type
<input type="checkbox"/>	80940	80642	61400	TRNG-SUGAR MAPLE GAS	61400	09/01/2020	09/30/2020	SUBMIT	SUBMIT	NONE				N	Non-Index-Based Release - Absolute dollars and cents per unit basis

- Select the retrieve button (this will populate any bids that you need to confirm)

*Note: You **must** confirm biddable offers **prior** to the bid period start date and time*



Confirm Bid [EPNG]; 08/17/2020 02:37:32

TSP: 1279 - EL PASO NATURAL GAS CO. L.L.C. AGENT: 61300 - TRNG-ASH TRANSP. SVC REQ: 61300 - TRNG-ASH TRANSP.

TSP Prop: 1279 TSP Name: EL PASO NATURAL GAS CO. L.L.C. TSP: 8001703
 Rtn Addr Prop: 61300 Rtn Addr Name: TRNG-ASH TRANSP. Rtn Addr: 61300 Retrieval Time: 02:37:48 PM
 Bidder Prop: 61300 Bidder Name: TRNG-ASH TRANSP. Bidder: 61300 Retrieve

Offer No:
 Bid No:

Confirm? ▾	Offer No ▾	Bid No ▾	Releaser Prop ▾	Releaser Name ▾	Releaser ▾	Bidder Rel Term St ▾	Bidder Rel Term End ▾	Offer Status Prop ▾	Bid Status Prop ▾	Affil ▾	Bid Post Date/Time ▾	Awd K ▾	Awd Qty-K ▾	IBR Ind ▾	Bid Type ▾
<input checked="" type="checkbox"/>	80940	80642	61400	TRNG-SUGAR MAPLE GAS	61400	09/01/2020	09/30/2020	SUBMIT	SUBMIT	NONE				N	Non-Index-Based Release - Absolute dollars and cents per unit basis

Confirm
 Retrieve
 WEKC1041 - Bid Detail
 WEKC1090 - Offer Bids
 WEKC3050 - Offer Information
 Print
 Save As
 Add to Favorites
 Remove from Favorites

To review the offer information **or** edit bidder contact information, you will:

- Click the radio button to the left and right-click and select either Offer Information or Bid Detail

Offer Information – review offer details / can navigate to **Offer Segments** to view contractual path of release (if applicable)

Bid Detail – review your contact name and number (this is where you can edit if necessary)

- If everything looks correct, right click and select the Confirm (can confirm more than one bid at a time)



Confirm Bid [EPNG]; 08/17/2020 02:37:32

TSP: 1279 - EL PASO NATURAL GAS CO. L.L.C. AGENT: 6130

TSP Prop: 1279

TSP Name: EL PASO

Rtn Addr Prop: 61300

Rtn Addr Name: TRNG-A

Bidder Prop: 61300

Bidder Name: TRNG-A

Offer No:

Bid No:

Confirm?	Offer No	Bid No	Releaser Prop	Releaser Name
<input checked="" type="checkbox"/>	80940	80642	61400	TRNG-SUGAR GAS

Confirm Bid

Please confirm Pre-arranged Bid(s):

Bid Number:80642

For non-volumetric awarded transportation releases, monthly reservation charges are based on the path of the release and will be calculated and invoiced as follows:

- Full month absolute dollar based release: (Daily Bid Rate x 30.4167, rounded to four digits after the decimal point) x volume.
- Full month % based release: (Monthly tariff demand rate x elected % rounded to four digits after the decimal point) x volume.
- Partial month release: Amount calculated above x (number of days in the release month / total number of days in the month, rounded to five digits after the decimal point).

For releases less than or equal to one year, no maximum tariff rate applies.

Accept

Decline

Cancel

K	Awd Qty-K	IBR Ind	Bid Type
		N	Non-Index-Based Release-Absolute dollars and cents per unit basis

If you have any special provisions associated with the offer, a box will populate for you to read and then you would accept and click OK prior to the confirming of the actual offer.

- Read the general rate information and either Accept, Decline or Cancel your bid*
 - Accept: you have agreed to everything and are accepting the terms of the offer
 - Decline: if you decline the details of the offer, the bid will set the Offer Status to Invalid (the releasing shipper can then make necessary changes and resubmit)
 - Cancel: just cancels the request



NetIDart A (SQLPREPROD)

View Window Help

Navigation: <Select a navigable window> Actions: <Select an action item>

Confirm Bid [EPNG]: 08/17/2020 04:29:17

TSP: 1279 - EL PASO NATURAL GAS CO. L.L.C. AGENT: 61300 - TRNG-ASH TRANSP. SVC REQ: 61300 - TRNG-ASH TRANSP.

TSP Prop: 1279 TSP Name: EL PASO NATURAL GAS CO. L.L.C. TSP: 8001703

Rtn Addr Prop: 61300 Rtn Addr Name: TRNG-ASH TRANSP. Rtn Addr: 61300 Retrieval Time: 04:30:27 PM

Bidder Prop: 61300 Bidder Name: TRNG-ASH TRANSP. Bidder: 61300 [Retrieve](#)

Offer No:

Bid No:

Confirm?	Offer No	Bid No	Releas Prop	Releaser Name	Releas	Bidder Rel Term St	Bidder Rel Term End	Offer Status Prop	Bid Status Prop	Affil	Bid Post Date/Time	Awd K	Awd Qty-K	IBR Ind	Bid Type
<input type="checkbox"/>	80941	80643	61400	TRNG-SUGAR MAPLE GAS	61400	09/01/2020	09/30/2020	AWARDED	AWARDED	NONE		615549-FT1EPNG	1,000	N	Non-Index-Based Release - Absolute dollars and cents per unit basis

- **If the offer is non-biddable** and you have confirmed, the offer and bid status will show awarded and you will be given your new replacement contract number that has been automatically executed (the offer will be viewable from this screen for up to 1 business day after it's been awarded)
- **If the offer is biddable**, the row will disappear after you confirm
- The offer status will change to Posted when the bid period starts
- Navigate to the Review/Submit/Withdraw Bids screen in the Bid folder to check the status

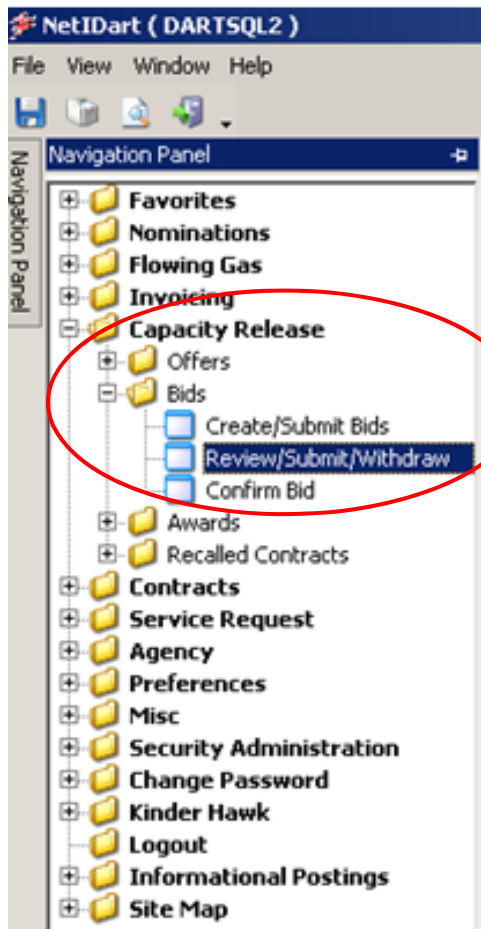




How to Match a Bid

As a prearranged bidder, you may get outbid during the bid period. If that's the case, you will get an email notifying you that you've been outbid. Remember, that email will be sent to the bidder email listed on the Offer bid window. The prearranged bidder has until 11:30 am CST to match the bid in DART.





- Expand the Capacity Release
- Bids folders in the Navigation Panel
- Select Review/Submit/Withdraw



Review/Submit/Withdraw Bid [EPNG]; 09/17/2020 03:04:55

TSP: 1279 - EL PASO NATURAL GAS CO. L.L.C. AGENT: 61000 - TRNG-CHERRY NATURAL GAS SVC REQ: 61000 - TRNG-CHERRY NATURAL GAS

TSP Prop: 1279 TSP Name: EL PASO NATURAL GAS CO. L.L.C. TSP: 8001703

Rtn Addr Prop: 61000 Rtn Addr Name: TRNG-CHERRY NATURAL GAS Rtn Addr: 6100000 Retrieval Time: 03:05:22 PM

Bidder Prop: 61000 Bidder Name: TRNG-CHERRY NATURAL GAS Bidder: 6100000

Offer No:

Bid No:

Offer No	Bid No	Releas Type	Releaser Prop	Releaser Name	Releaser	Bidder Rel Term St	Bidder Rel Term End	Offer Status Prop	Bid Status Prop	Affil	Bid Post Date/Tim	Repl SR K	Awd Qty-K	IBR Ind	Rel Acpt Bid Basis Desc
80948	80657		61400	TRNG-SUGAR MAPLE GAS	61400	10/01/2020	12/31/2020	POSTED	POSTED	NONE	Sep 14 2020 4:04PM			N	Non-Index-Based Release - Absolute dollars and cents per unit basis

- Enter the Offer Number or Bid Number
- Click the Retrieve button



Review/Submit/Withdraw Bid [EPNG]; 09/17/2020 03:04:55

TSP: 1279 - EL PASO NATURAL GAS CO. L.L.C. AGENT: 61000 - TRNG-CHERRY NATURAL GAS SVC REQ: 61000 - TRNG-CHERRY NATURAL GAS

TSP Prop: 1279 TSP Name: EL PASO NATURAL GAS CO. L.L.C. TSP: 8001703
 Rtn Addr Prop: 61000 Rtn Addr Name: TRNG-CHERRY NATURAL GAS Rtn Addr: 6100000 Retrieval Time: 03:05:22 PM
 Bidder Prop: 61000 Bidder Name: TRNG-CHERRY NATURAL GAS Bidder: 6100000

Offer No:
 Bid No:

Offer No	Bid No	Releas Type	Releaser Prop	Releaser Name	Releaser	Bidder Rel Term St	Bidder Rel Term End	Offer Status Prop	Bid Status Prop	Affil	Bid Post Date/Tim	Repl SR K	Awd Qty-K	IBR Ind	Rel Acpt Bid Basis Desc
80948	80657		61400	TRNG-SUGAR MAPLE GAS	61400	10/01/2020	12/31/2020	POSTED	POSTED	NONE	Sep 14 2020			N	Non-Index-Based Release - Absolute dollars and cents per uni

Credit Validation
 Submit
 Delete item
 Withdraw
 Retrieve
WEKC1090 - Offer Bids
 WEKC1041 - Bid Detail
 WEKC3050 - Offer Information
 Print
 Save As
 Add to Favorites
 Remove from Favorites

- Highlight the offer
- Right click, and select Offer Bids



Review/Submit/Withdraw Bid [EPNG]; 09/18/2020 09:28:16
Offer Bids [EPNG]; 09/18/2020 09:28:29

TSP: 1279 - EL PASO NATURAL GAS CO. L.L.C. AGENT: 61000 - TRNG-CHERRY NATURAL GAS SVC REQ: 61000 - TRNG-CHERRY NATURAL GAS

TSP Prop: 1279
Releaser Prop: 61400
Offer No: 80948
Rel St Date: 10/1/2020
Rel Rate Sch: FT1
Bid Deal Desc: Biddable deal
Bid Per St Date: 09/15/2020
Bid Per End Dt: 09/18/2020

* - Denotes Your Company's Bid(s)
 Navigate to "Bid Detail" to see the full details.
For non-volumetric awarded transportation release and will be calculated and in
• Full month absolute dollar based release

Offer Messages: General Provision Text
 Offer Number: 60978
 3rd party terms between releasing shipper and replacement shipper.

Retrieval Time: 10:07:46 AM

Bid No	Bidder Rel Term End	Bid Qty-K	Qty-K	Rate ID	Name	Bid	Bid Basis	Term /Type	Bid Max Total Value	Prearr Bid	Stand-alm Bid	Status Prop	Mnthly Rate Bid
80657	12/31/2020	10,000	10,000	RES	ANNUAL	0.055	A	2	35,319	1	BI	POSTED *	1.6729

- If there are any special terms applicable to the offer, a popup box will prompt to acknowledge (just like before, when confirming the bid)
- Select Ok



Review/Submit/Withdraw Bid [EPNG]; 09/17/2020 03:04:55
Offer Bids [EPNG]; 09/17/2020 03:10:47

TSP: 1279 - EL PASO NATURAL GAS CO. L.L.C. AGENT: 61000 - TRNG-CHERRY NATURAL GAS SVC REQ: 61000 - TRNG-CHERRY NATURAL GAS

TSP Prop: 1279 **TSP Name:** EL PASO NATURAL GAS CO. L.L.C.

Releaser Prop: 61400 **Releaser Name:** TRNG-SUGAR MAPLE GAS

Offer No: 80948 **Status Prop:** POSTED

Rel St Date: 10/1/2020 **Offer Calculated Min Term:** 12/31/2020

Rel Rate Sch: FT1 **Meas Basis Desc:** Million BTU's

Bid Deal Desc: Biddable deal

Bid Per St Date: 09/15/2020 **Bid Per St Time:** 09:00:00

Bid Per End Dt: 09/18/2020 **Bid Per End Time:** 10:00:00

TSP: 8001703 **Retrieval Time:** 03:10:48 PM

Releaser: 61400

Status: Original

Rel End Date: 12/31/2020

Loc/QTI Desc: Delivery point(s) quantity.

IBR Ind: N

Rel Acpt Bid Basis Desc: Non-Index-Based Release - Absolute dollars and cents per unit basis

Retrieve

Bid No	Bidder Rel Term End	Bid Qty-K	Bid Min Qty-K	Rate ID	Seasnl Name	Rate Bid	Bidder Bid Basis	Rate Form /Type	Bid Max Total Value	Prearr Bid	Stand-ain Bid	Status Prop	Mnthly Rate Bid
80657	12/31/2020	10,000	10,000	RES	ANNUAL	0.055	A	2	35,314	1	BI	POSTED *	1.6729
80659	12/31/2020	10,000	10,000	RES	ANNUAL	1	A	1	917,380	2	BI	WITHDRAW	30.4167
80660	12/31/2020	10,000	10,000	RES	ANNUAL	0.05	A	2	32,108	2	BI	POSTED	1.5208

After selecting OK, the system will take you to the Offer Bids screen

- Here you can view the highest bid rate and total value
- The asterisk under the Status Prop column denotes your company's bid and will have a "1" in the prearranged bid column since you are the pre-arranged party



Review/Submit/Withdraw Bid [EPNG]; 09/17/2020 03:04:55
Offer Bids [EPNG]; 09/17/2020 03:10:47

TSP: 1279 - EL PASO NATURAL GAS CO. L.L.C. AGENT: 61000 - TRNG-CHERRY NATURAL GAS SVC REQ: 61000 - TRNG-CHERRY NATURAL GAS

Rel St Date: 10/1/2020	Offer Calculated Min Term: 12/31/2020	Rel End Date: 12/31/2020
Rel Rate Sch: FT1	Meas Basis Desc: Million BTU's	Loc/QTI Desc: Delivery po
Bid Deal Desc: Biddable deal		
Bid Per St Date: 09/15/2020	Bid Per St Time: 09:00:00	IBR Ind: N
Bid Per End Dt: 09/18/2020	Bid Per End Time: 10:00:00	Rel Acpt Bid Basis Desc: Non-Index-Based Release - A

- Create Bid
- Save
- Delete
- Credit Validation
- Submit
- Withdraw
- Match Bid**
- Retrieve

- WEKC1041 - Bid Detail
- WEKC3040 - Bid Locations
- WEKC3050 - Offer Information
- WEKC6010 - Awarded Bids
- WEKC6030 - Bid Errors
- WEKC6105 - Withdrawal Download
- WEKC6300 - Bid Download
- WEKT2200 - Available Cap for Alternate Locations SNG

- Print
- Save As

- Add to Favorites
- Remove from Favorites

* - Denotes Your Company's Bid(s)
 Navigate to "Bid Detail" to see the full details of a bid.

For non-volumetric awarded transportation releases, monthly reservation charges are based on the path of the release and will be calculated and invoiced as follows:

- Full month absolute dollar based release: (Daily Bid Rate x 30.4167, rounded to four digits after the decimal point) x volume.
- Full month % based release: (Monthly tariff demand rate x elected % rounded to four digits after the decimal point) x volume.
- Partial month release: Amount calculated above x (number of days in the release month / total number of days in the month, rounded to five digits after the decimal point).

For releases less than or equal to one year, no maximum tariff rate applies.

Bid No	Bidder Rel Term End	Bid Qty-K	Bid Min Qty-K	Rate ID	Seasnl Name	Rate Bid	Bidder Bid Basis	Rate Form /Type	Bid Max Total Value	Prearr Bid	Stand-alm Bid	Status Prop	Mnthly Rate Bid
80657	12/31/2020	10,000	10,000	RES	ANNUAL	0.055	A	2	35,319	1	BI	POSTED *	1.6729
80659	12/31/2020	10,000	10,000	RES	ANNUAL	1	A	1	917,380	2	RT	WITHDRAW	30.4167

WEKC1090 Row count: 4

#67 - Data has been refreshed

- Highlight your bid
- Right click and select Match Bid



MATCHING BID
✕

TSP: 1 You have the option of matching the highest bid, bid #80661, at a(n) ANNUAL rate of \$1.5500

Accept
Decline
Cancel

AL GAS SVC REQ: 61000 - TRNG-CHERRY NATURAL GAS
EPNG]; 09/18/2020 09:28:29

CO. L.L.C.

S

TSP: 8001703

Releaser: 61400

Status: Original

Rel End Date: 12/31/2020

Loc/QTI Desc: Delivery point(s) quantity.

IBR Ind: N

Retrieval Time: 10:07:46 AM

Retrieve

Bid Basis Desc: Non-Index-Based Release - Absolute dollars and cents per unit basis

* - Denotes Your Company's Bid(s)

Navigate to "Bid Detail" to see the full details of a bid.

For non-volumetric awarded transportation releases, monthly reservation charges are based on the path of the release and will be calculated and invoiced as follows:

• Full month absolute dollar based release: (Daily Bid Rate x 30.4167, rounded to four digits after the decimal point) x volume

Bid No	Bidder Rel Term End	Bid Qty-K	Bid Min Qty-K	Rate ID	Seasnl Name	Rate Bid	Bidder Bid Basis	Rate Form /Type	Bid Max Total Value	Prearr Bid	Stand-alm Bid	Status Prop	Mnthly Rate Bid
80657	12/31/2020	10,000	10,000	RES	ANNUAL	0.055	A	2	35,319	1	BI	POSTED *	1.6729
80659	12/31/2020	10,000	10,000	RES	ANNUAL	1	A	1	917,380	2	RT	WITHDRAW	30.4167

- A box will populate with the highest bid you need to match
- Select Accept
- DART will process another credit check



Review/Submit/Withdraw Bid [EPNG]; 09/18/2020 09:28:16 Offer Bids [EPNG]; 09/18/2020 09:28:29

TSP: 1279 - EL PASO NATURAL GAS CO. L.L.C. AGENT: 61000 - TRNG-CHERRY NATURAL GAS SVC REQ: 61000 - TRNG-CHERRY NATURAL GAS

TSP Prop: 1279 TSP Name: EL PASO NATURAL GAS CO. L.L.C. TSP: 8001703 Retrieval Time: 10:07:46 AM
 Releaser Prop: 61400 Releaser Name: TRNG-SUGAR MAPLE GAS Releaser: 61400

Offer No: 80948 Status Prop: **MATCHING BID**

Rel St Date: 10/1/2020 Offer Calcul: Highest bid matched successfully. Bid rate was changed and bid awarded. Click Retrieve on the Offer Bids screen to see matched bid rate.

Rel Rate Sch: FT1 Meas Basis: Please navigate to the Review/Submit/Withdraw Bid screen to view your contract number.

Bid Deal Desc: Biddable deal

Bid Per St Date: 09/15/2020 Bid Per St T: and cents per unit basis

Bid Per End Dt: 09/18/2020 Bid Per End

* - Denotes Your Company's Bid(s)
 Navigate to "Bid Detail" to see the full details of a bid.

For non-volumetric awarded transportation releases the release and will be calculated and invoiced as follows:

• Full month absolute dollar based release: (Daily Bid Rate x 30.4167, rounded to four digits after the decimal point) x volume

Bid No	Bidder Rel Term End	Bid Qty-K	Bid Min Qty-K	Rate ID	Season Name	Rate Bid	Bidder Bid Basis	Rate Form /Type	Bid Max Total Value	Prearr Bid	Stand-alm Bid	Status Prop	Mnthly Rate Bid
80657	12/31/2020	10,000	10,000	RES	ANNUAL	0.055	A	2	35,319	1	BI	POSTED *	1.6729
80659	12/31/2020	10,000	10,000	RES	ANNUAL	1	A	1	917,380	2	RT	WITHDRAW	30.4167

- If credit was successful, another pop up box will prompt stating highest bid was matched successfully
- Select Ok



Review/Submit/Withdraw Bid [EPNG]; 09/18/2020 09:28:16

Offer Bids [EPNG]; 09/18/2020 09:28:29

TSP: 1279 - EL PASO NATURAL GAS CO. L.L.C. AGENT: 61000 - TRNG-CHERRY NATURAL GAS SVC REQ: 61000 - TRNG-CHERRY NATURAL GAS

TSP Prop: 1279

Releaser Prop: 61400

Offer No: 80948

Rel St Date: 10/1/2020

Rel Rate Sch: FT1

Bid Deal Desc: Biddable deal

Bid Per St Date: 09/15/2020

Bid Per End Dt: 09/18/2020

TSP Name: EL PASO NATURAL GAS CO. L.L.C.

Releaser Name: TRNG-SUGAR MAPLE GAS

Status Prop: AWARDED

Offer Calculated Min Term: 12/31/2020

Meas Basis Desc: Million BTU's

Bid Per St Time: 09:00:00

Bid Per End Time: 10:00:00

TSP: 8001703

Releaser: 61400

Status: Original

Rel End Date: 12/31/2020

Loc/QTI Desc: Delivery point(s) quantity.

IBR Ind: N

Retrieval Time: 01:42:07 PM

Retrieve

Rel Acpt Bid Basis Desc: Non-Index-Based Release - Absolute dollars and cents per unit basis

* - Denotes Your Company's Bid(s)

Navigate to "Bid Detail" to see the full details of a bid.

For non-volumetric awarded transportation releases, monthly reservation charges are based on the path of the release and will be calculated and invoiced as follows:

• Full month absolute dollar based release: (Daily Bid Rate x 30.4167, rounded to four digits after the decimal point) x volume

Bid No	Bidder Rel Term End	Bid Qty-K	Bid Min Qty-K	Rate ID	Seasn Name	Rate Bid	Bidder Bid Basis	Rate Form /Type	Bid Max Total Value	Prearr Bid	Stand-aln Bid	Status Prop	Mnthly Rate Bid
80657	12/31/2020	10,000	10,000	RES	ANNUAL	1.55	A	2	1,421,940	1	BI	AWARDED	47.1458

- Bid now shows Awarded
- Shipper contract is immediately created and automatically executed
- Navigate to the Review/Submit/Withdraw Bids screen in the Bid folder to see the replacement contract



Review/Submit/Withdraw Bid [EPNG]; 09/18/2020 09:28:16 **Offer Bids [EPNG]; 09/18/2020 09:28:29**

TSP: 1279 - EL PASO NATURAL GAS CO. L.L.C. AGENT: 61000 - TRNG-CHERRY NATURAL GAS SVC REQ: 61000 - TRNG-CHERRY NATURAL GAS

TSP Prop: 1279 **TSP Name:** EL PASO NATURAL GAS CO. L.L.C. **TSP:** 8001703

Rtn Addr Prop: 61000 **Rtn Addr Name:** TRNG-CHERRY NATURAL GAS **Rtn Addr:** 6100000 **Retrieval Time:** 10:15:18 AM

Bidder Prop: 61000 **Bidder Name:** TRNG-CHERRY NATURAL GAS **Bidder:** 6100000

Offer No:

Bid No:

Offer No	Bid No	Releas Type	Releaser Prop	Releaser Name	Releas	Bidder Rel Term St	Bidder Rel Term End	Offer Status Prop	Bid Status Prop	Affil	Bid Post Date/Tim	Repl SR K	Awd Qty-K	IBR Ind	Rel Acpt Bid Basis Desc
80948	80657		61400	TRNG-SUGAR MAPLE GAS	61400	10/01/2020	12/31/2020	AWARDED	AWARDED	NONE	Sep 14 2020 4:04PM	615657-FT1EPNG	10,000	N	Non-Index-Based Release - Absolute dollars and cents per unit basis

- You also see here it has been awarded and the replacement contract number





Thank You!

We appreciate your business!



If you need help or have additional questions, please feel free to contact us at:

CSWPG@kindermorgan.com

Contracts hotline phone number
(719) 520-4514





Capacity Release Instructions:

Create an Offer....Slide 3

Copy an Offer....Slide 35

Recall/Reput an Offer....Slide 39



Capacity Release Timelines

Biddable

- 9am – Start of all open seasons
- 10am – End of all open seasons & bid evaluation period begins
- 11am – Bid evaluations ends; Award is due if not prearranged; match is communicated, if prearranged
- 11:30am – Match response due from prearranged party
- 12pm – Award due for prearranged offers

Prearranged Non-Biddable

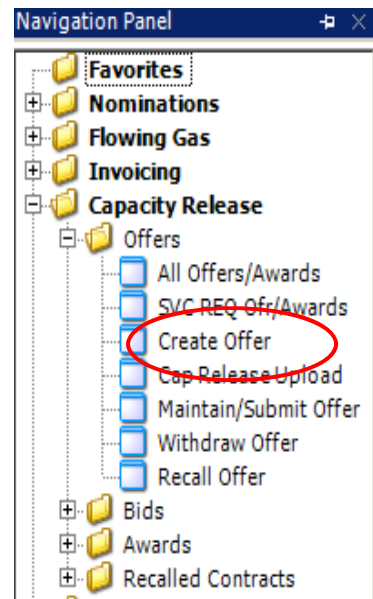
- You can release capacity same day it is effective as long as it is non-biddable.

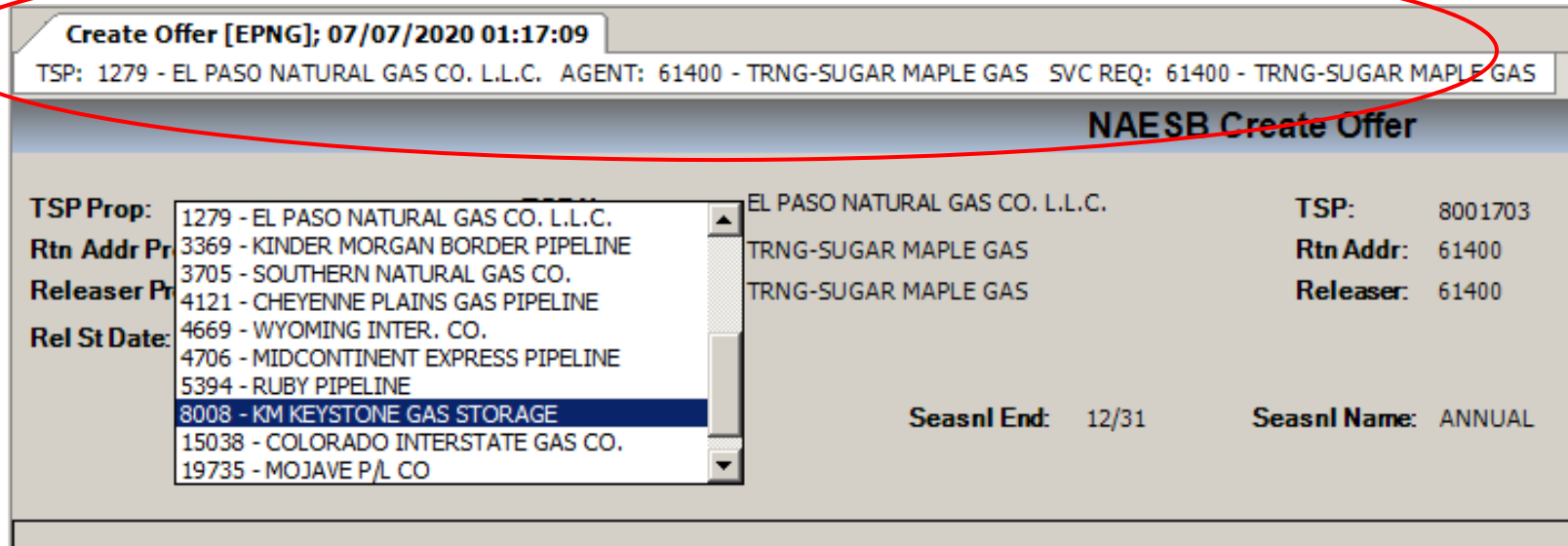




Before you begin, make sure you have Capacity Release Offer security role, you need this to create an offer

- Once you have logged into DART
- Go to Navigation Panel
- Expand the Capacity Release and Offers folder
 - Select Create Offer





Create Offer [EPNG]; 07/07/2020 01:17:09

TSP: 1279 - EL PASO NATURAL GAS CO. L.L.C. AGENT: 61400 - TRNG-SUGAR MAPLE GAS SVC REQ: 61400 - TRNG-SUGAR MAPLE GAS

NAESB Create Offer

TSP Prop:	1279 - EL PASO NATURAL GAS CO. L.L.C.	EL PASO NATURAL GAS CO. L.L.C.	TSP:	8001703
Rtn Addr Pr	3369 - KINDER MORGAN BORDER PIPELINE	TRNG-SUGAR MAPLE GAS	Rtn Addr:	61400
Releaser Pr	3705 - SOUTHERN NATURAL GAS CO.	TRNG-SUGAR MAPLE GAS	Releaser:	61400
Rel St Date:	4121 - CHEYENNE PLAINS GAS PIPELINE			
	4669 - WYOMING INTER. CO.			
	4706 - MIDCONTINENT EXPRESS PIPELINE			
	5394 - RUBY PIPELINE			
	8008 - KM KEYSTONE GAS STORAGE			
	15038 - COLORADO INTERSTATE GAS CO.			
	19735 - MOJAVE P/L CO			

Seasnl End: 12/31 Seasnl Name: ANNUAL

- Check the TSP (or Transportation Service Provider) in the top left part of the window to verify you are under the correct pipeline

If not, hover over the TSP Header strip until it expands, click on the down arrow of the TSP field - find the correct pipeline you are processing the release under



Create Offer [EPNG]; 07/07/2020 01:18:42

TSP: 1279 - EL PASO NATURAL GAS CO. L.L.C. AGENT: 61400 - TRNG-SUGAR MAPLE GAS SVC REQ: 61400 - TRNG-SUGAR MAPLE GAS

NAESB Create Offer

TSP Prop:	TSP Name:	TSP:	Retrieve
Rtn Addr Prop: 61400	Rtn Addr Name: TRNG-SUGAR MAPLE GAS	Rtn Addr: 61400	
Releaser Prop: 61400	Releaser Name: TRNG-SUGAR MAPLE GAS	Releaser: 61400	
Rel St Date: 7/ 1/2020			

July, 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Today: 7/7/2020

1/1 **Seasnl End:** 12/31 **Seasnl Name:** ANNUAL

- You will start on the Create Offer screen (you can see the names of the screens you are on in the top ribbon of the screen)
- The Rel St Date (Release Start Date) defaults to the first day of the current month, update the date to when you will be starting the release
- Select Retrieve



TSP: 1279 - EL PASO NATURAL GAS CO. L.L.C. AGENT: 61400 - TRNG-SUGAR MAPLE GAS SVC REQ: 61400 - TRNG-SUGAR MAPLE GAS

NAESB Create Offer

TSP Prop: 1279 TSP Name: EL PASO NATURAL GAS CO. L.L.C. TSP: 8001703 Retrieve
 Rtn Addr Prop: 61400 Rtn Addr Name: TRNG-SUGAR MAPLE GAS Rtn Addr: 61400
 Releaser Prop: 61400 Releaser Name: TRNG-SUGAR MAPLE GAS Releaser: 61400
 Rel St Date: 8/ 1/2020

Seasonal St: 1/1 Seasonal End: 12/31 Seasonal Name: ANNUAL

	Rel K	Rate Sch	K Term Start	K Term End	Qty-K	Avail Qty-K	Releases Outstanding
<input type="radio"/>	615271-FT1EPNG	FT1	08/01/2020	12/31/2020	10,000	10,000	1
<input type="radio"/>	615272-FT1EPNG	FT1	08/01/2020	07/31/2021	100,000	100,000	0

DART will then populate all agreements that are available to be released for the date you selected. *Important columns to look at are Avail Qty-K and the Releases Outstanding*

- **Avail Qty-K:** shows the available quantity that can be released (this column reflects awarded offers only, not ones that are in submit status)
- **Releases Outstanding:** shows how many releases are out there (this column reflects offers that are submitted, awarded, draft or invalid status)



NAESB Create Offer

TSP Prop: 1279

Rtn Addr Prop: 61400

Releaser Prop: 61400

Rel St Date: 8/ 1/2020

TSP Name: EL PASO NATURAL GAS CO. L.L.C.

Rtn Addr Name: TRNG-SUGAR MAPLE GAS

Releaser Name: TRNG-SUGAR MAPLE GAS

TSP: 8001703

Rtn Addr: 61400

Releaser: 61400

Seasnl St: 1/1

Seasnl End: 12/31

Seasnl Name: ANNUAL

	Rel K	Rate Sch	K Term Start	K Term End	Qty	Uses Pending
<input checked="" type="radio"/>	615271-FT1EPNG	FT1	08/01/2020	12/31/2020		1
<input type="radio"/>	615272-FT1EPNG	FT1	08/01/2020	07/31/2021		0

Create New Offer

 Copy Existing Offer
 Retrieve
 WEKC1000 - Maintain/Submit Offer
 Print
 Save As
 Add to Favorites
 Remove from Favorites

- Choose the radio button of the contract you are releasing (**If you are copying an Offer, go to slide 34 for further instructions**)
- To create a new offer, continue here and right click
- Select Create New Offer



Create Offer [EPNG]; 07/07/2020 01:18:42

Offer Detail [EPNG]; 07/07/2020 01:29:10

TSP: 1279 - EL PASO NATURAL GAS CO. L.L.C. AGENT: 61400 - TRNG-SUGAR MAPLE GAS SVC REQ: 61400 - TRNG-SUGAR MAPLE GAS

NAESB Offer Detail

TSP Prop:	1279	TSP Name:	EL PASO NATURAL GAS CO. L.L.C.	TSP:	8001703	<div>Continue</div>
Rtn Addr Prop:	61400	Rtn Addr Name:	TRNG-SUGAR MAPLE GAS	Rtn Addr:	61400	
Releaser Prop:	61400	Releaser Name:	TRNG-SUGAR MAPLE GAS	Releaser:	61400	
Offer No:	80870			Status:	Original	
Rel K:	615271-FT1EPNG	Rate Sch:	FT1	Rel K Qty:	10,000	
		Mkt Based Rate Ind:	N	Meas Basis Desc:	Million BTU's	

[1] Rel Contact

Rel Phone:

This opens the Offer Detail screen (your Offer number is shown in the header)

Section 1:

- Rel Contact and Rel Phone
 - the contact name and phone number should automatically pull in the information attached to the user's logon ID (if it doesn't, type in the information)



[2] Rel St Date: 7/ 1/2020 Rel End Date: 7/31/2020

Shorter Term: N Releasing Shipper will not accept less than full term

Min Term: (days) Offer Calculated Min Term: 7/31/2020

Rate Sch: FT1

Section 2:

- Rel St Date / Rel End Date: the Rel St Date defaults to the current date, update both dates to reflect the term of the release.
- Shorter Term: defaults to “N”, this is the most common, means you **will not** accept bids for less than the full term, which are the dates you put above.
- If you select “Y” it populates “Releasing Shipper will accept less than the full term in the box to the right of Shorter Term

[2] Rel St Date: 8/ 1/2020 Rel End Date: 8/31/2020

Shorter Term: Y Releasing Shipper will accept less than full term

Min Term: 0 (days) Offer Calculated Min Term: 8/1/2020

Rate Sch: FT1

- Fill in the Min Term (days) box, this is the minimum days you’d accept for the term of the release
- Rate Sch: should populate correctly to reflect the contract you selected (i.e. TF-1, FT-1, FT)



Section 3:

- Offer MDQ Varies: defaults to No. Change to Yes if the quantity is a different amount each month (ex: Jan= 1,000, Feb= 1,500, March= 2,000, etc.)

[3] Offer MDQ Varies: ☐ Yes ☒ No

Max Offer Qty-K: (per day)

Rel SR Less Qty Desc: Loc/QTI Desc: Delivery point(s) quantity

Min Offer Qty-K: (per day)

- If you select Yes, the Max and Min Offer Qty-K will gray out to 0

[3] Offer MDQ Varies: ☒ Yes ☐ No

Max Offer Qty-K: (per day)

Rel SR Less Qty Desc: Loc/QTI Desc: Delivery point(s) quantity

Min Offer Qty-K: (per day)



[3] Offer MDQ Varies: ☐ Yes ☒ No

Max Offer Qty-K: (per day)

Rel SR Less Qty Desc: Loc/QTI Desc: Delivery point(s) quantity

Min Offer Qty-K: 10000 (per day)

- Max Offer Qty-K: defaults to 100 , enter the quantity being released
- Rel SR Less Qty Desc: there is no default here, you have to select an option

Rel SR Less Qty Desc: Loc/QTI Desc: Delivery point(s) quantity

Min Offer Qty-K:

- If you **will not** accept less than the full quantity, it will gray out the Min Offer Qty-K box with the amount you listed in the Max Offer Qty-K box
- If you will accept less than the fully quantity, you must enter that amount in the Min Offer Qty-K box

Min Offer Qty-K: (per day) 0



Perm Rel Desc:	Offer not made available for permanent release
Prev Rel Desc:	Offer made available for permanent release Offer not made available for permanent release

Continuing on Section 3:

- Perm Rel Desc: defaults to Offer not made available for permanent release (this is the most common), click the drop down arrow if you need to change this

A permanent release means that you are releasing for the entire term of the contract

Prev Rel Desc:	Offer does not contain any capacity which was previously released
----------------	---

- Prev Rel Desc: this field is system controlled and indicates if the releasing contract contains previously released capacity



Perm Rel Desc:	Offer not made available for permanent release		
Prev Rel Desc:	Offer does not contain any capacity which was previously released		
Recall/Reput Desc:	Capacity recallable and reput must be taken by Replacement Shipper.		
Recall/Reput Terms:	<div></div>		
Recall Notif Timely:	No	Recall Notif EE:	No
Recall Notif ID1:	No	Recall Notif ID2:	No
Recall Notif ID3:	No	Recall Notif Eve:	No
Bus Day Ind:	N	(Recall notification is not limited to a business day)	
Prearr Deal Desc:	Offer is not subject to a prearranged deal		
Bidder Prop:	Bidder Name:		Bidder:
Repl SR Role Ind:	<div></div>		
Disc Ind Desc:			

- Recall/Reput Desc: click the drop down arrow and select if the capacity is recallable or not
 - If recallable, you will get a pop-up message to enter the recall terms and to select the recall notification periods, select if recall notification is limited to a business day

***Note: If you pick the not reputable option, you will only be able to recall through the term of the release.**

Perm Rel Desc:	Capacity is not being permanently released		
Prev Rel Desc:	Offer does not contain any capacity which was previously released		
Recall/Reput Desc:	Capacity not recallable.		
Recall/Reput Terms:	Capacity not recallable. Capacity recallable and reput must be taken by Replacement Shipper. Capacity recallable but not reputable Capacity recallable by Releasing Shipper and reputable at the option of the Replac		
Recall Notif Timely:	No	Recall Notif EE:	No
Recall Notif ID1:	No	Recall Notif ID2:	No
Recall Notif ID3:	No	Recall Notif Eve:	No

- Prearr Deal Desc: defaults to Offer is **not** subject to a prearranged deal, click the drop down arrow to change if offer is prearranged
 - If this is a prearranged deal, the Bidder Prop field will be enabled and you can enter the prearranged party's GID
- If the GID is unknown, double click in the Bidder Prop box and a Customer Lookup search box will open (instructions on the next page for this step)



Create Offer [EPNG]; 07/07/2020 01:18:42 Offer Detail [EPNG]; 07/07/2020 01:29:10

TSP: 1279 - EL PASO NATURAL GAS CO. L.L.C. AGENT: 61400 - TRNG-SUGAR MAPLE GAS SVC REQ: 61400 - TRNG-SUGAR MAPLE GAS

[3] Offer MDQ Varies: ☐ Yes ☒ No

Max Offer Qty-K: 10000 (per day)

Rel SR Less Qty Desc: Releasing shipper will not accept bids

Min Offer Qty-K: 10000 (per day)

Perm Rel Desc: Offer not made available for permanent release

Prev Rel Desc: Offer does not contain any capacity which is prearranged

Recall/Reput Desc: Capacity recallable and reput must be taken

Recall/Reput Terms:

Recall Notif Timely: No Recall Notif EE: No

Recall Notif ID1: No Recall Notif ID2: No

Bus Day Ind: N (Recall notification is not limited)

Prearr Deal Desc: Offer is subject to a prearranged deal

Bidder Prop: Bidder Name:

Repl SR Role Ind:

Customer Lookup

Filter Criteria Selection

☒ No Filter ☐ Id ☐ Name Contains ☐ Duns Id ☐ Name Starts With ☐ Lgcy ID ☐ Lgcy Name Contains

Pipeline Preferred

☐ Yes ☐ No ☒ All Filter criteria: Lgcy Sys ID: UQ - UNIQUE ID

Company List

Total rows: Ok Cancel

If you do not know the prearranged bidder's GID, the Customer Lookup is helpful:

- Double click in the Bidder Prop box
- Click on the radio button of the desired selection to choose your filter criteria
- Type in filter criteria box
- Select Filter
- Double click on the entity you need and it will populate in the Bidder Prop box



Repl SR Role Ind:

Disc Ind Desc:

☐ The rates associated with the capacity being released do not include rates subject to a discount or negotiated rate arrangement between the Releasing Shipper and the Transportation Service Provider.

☐ The rates associated with the capacity being released may include rates subject to a discount or negotiated rate arrangement between the Releasing Shipper and the Transportation Service Provider. Daily scheduled volumes that are not eligible for a particular discounted or negotiated rate specified in the discount or negotiated rate

☐ The rates associated with the capacity being released may include rates subject to a discount or negotiated rate arrangement between the Releasing Shipper and the Transportation Service Provider. Daily scheduled volumes that are not eligible for a particular discounted or negotiated rate specified in the discount or negotiated rate

- Repl SR Role Ind: this is a mandatory field and you must choose an option
 - AMA (Asset Management Arrangement)
 - RCP (Retail Choice)
 - Other (this is the most common option for biddable offers)



Repl SR Role Ind:

Disc Ind Desc:

☐ The rates associated with the capacity being released do not include rates subject to a discount or negotiated rate arrangement between the Releasing Shipper and the Transportation Service Provider.

☐ The rates associated with the capacity being released may include rates subject to a discount or negotiated rate arrangement between the Releasing Shipper and the Transportation Service Provider. Daily scheduled volumes that are not eligible for a particular discounted or negotiated rate specified in the discount or negotiated rate

☐ The rates associated with the capacity being released may include rates subject to a discount or negotiated rate arrangement between the Releasing Shipper and the Transportation Service Provider. Daily scheduled volumes that are not eligible for a particular discounted or negotiated rate specified in the discount or negotiated rate

Disc Ind Desc (Discount Indicator Description): this is the last item that needs to be completed in Section 3 (you must make a selection here)

- The first option (typical for max rate agreement), states there are no discounts on the releasing contract.
- The second option, Releasing Shipper pays incremental charges
- The last option, Acquiring Shipper pays incremental charges



Section 4: Bid Deal Desc: Click the drop down arrow and select if it's a biddable deal or not

TIP: When does an Offer need to be biddable:

Bid Period Required:

A release with a term greater than 31 days or less than or equal to one year needs to be biddable for one hour

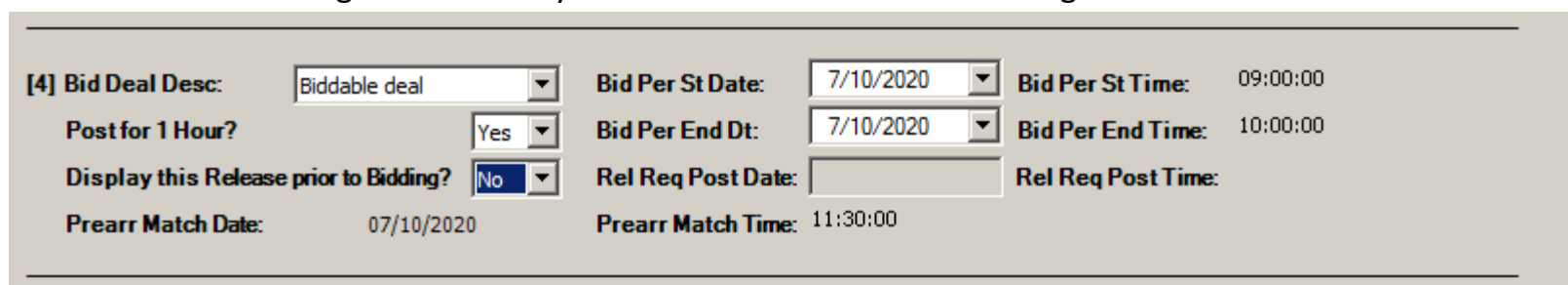
A release with a term greater than a year at a discounted rate needs to be biddable for 3 business days

A release with a term less than 31 days is not required to be biddable unless the capacity was released to the same party within the previous 28 days

Bid Period Not Required:

A release to an AMA or RCP

A release with a term greater than a year at maximum reservation charges



The screenshot shows a form for 'Bid Deal Desc'. It includes several fields: 'Bid Deal Desc' (dropdown menu showing 'Biddable deal'), 'Post for 1 Hour?' (dropdown menu showing 'Yes'), 'Display this Release prior to Bidding?' (dropdown menu showing 'No'), 'Prearr Match Date:' (text field showing '07/10/2020'), 'Bid Per St Date:' (dropdown menu showing '7/10/2020'), 'Bid Per End Dt:' (dropdown menu showing '7/10/2020'), 'Rel Req Post Date:' (text field), 'Bid Per St Time:' (text field showing '09:00:00'), 'Bid Per End Time:' (text field showing '10:00:00'), and 'Prearr Match Time:' (text field showing '11:30:00').

- If Biddable, select if you want the offer to post for 1 hour
 - If you select yes, update the Bid Period Start (it defaults to the current date). When you change that date, the Bid Per End Dt field will adjust accordingly

*Note that the bid period start time will *always* be 9am and the bid period end time will always be 10am CCT and are not editable*

- If you want to display the release early, you can select "Yes." The Releaser Request Posting Date field will be enabled and you can select your posting date.



The screenshot shows a close-up of the 'Display this Release prior to Bidding?' field, which is a dropdown menu showing 'Yes'. To its right is the 'Rel Req Post Date:' field, which is a text field. Further right is the 'Rel Req Post Time:' field, which is a text field showing '00:00:00'.



[5] Rel SR Contng Desc: Releasing Shipper will not accept bids which are contingent from the Bidder's point of view. ▼

Contng End Date: **Contng End Time:**

Rel SR Contng Terms:

[6] Right to Amend Primary Points Indicator Description: No

Section 5: Rel SR Contng Desc:

- Select whether you're willing to accept bids which are contingent from the bidder's point of view. If yes, then the Contingency End Date field will be enabled and you must choose an end date for the contingency terms and enter any applicable terms

[6] Right to Amend Primary Points Indicator Description: Yes, unconditionally ▼ RAPP Terms: Per pipeline tariff **RAPP 3 Month Limit**

Section 6: Right to Amend Primary Point Indicator (RAPP), defaults to No, this is only applicable to EPNG

- Selecting Yes allows the acquiring shipper to change the primary receipt or primary delivery point to a different location
- If you select Yes, the RAPP Terms (RAPP 3 Month Limit) becomes available for you to select N or Y

Yes - limits the re-designation term to 3 months or less

No – the acquired contract and the base contract will be changed until the end of the releasing contract term



[7] Rate Form/Type Desc: Best of reservation or volumetric charge, where both can be specified by Bidder ▼

IBR Ind: N ▼

Min Vol Pct Eval: Yes **Min Acpt Vol Pct:**

Rel Acpt Bid Basis Desc: Non-Index-Based Release - Absolute dollars and cents per unit basis ▼ **Min Acpt Pct:**

Bid Eval Ind Desc: Present Value ▼

Bid Eval:

Bid Tie-breaking Method: Pipeline's Tariff Reference ▼ If selection is "Releaser's Method Described", it must be fully described in "Special Terms and Miscellaneous Notes".

Section 7: The Rate Form/Type Description, has 2 options:

Reservation charge only ▼

Reservation charge only

Best of reservation or volumetric charge, where both can be specified by Bidder

- Reservation charge only (most common)
- Best of reservation or volumetric charge, where both can be specified by bidder, if you select this option, then you will need to enter the Minimum Acceptable Volumetric Percentage.



Rel Acpt Bid Basis Desc: Non-Index-Based Release - Absolute dollars and cents per unit basis **Min Acpt Pct**
Bid Eval Ind Desc: Present Value
Bid Eval:
Bid Tie-breaking Method: Pipeline's Tariff Reference If selection is "Releaser's Method Described", it must be fully described in "Special Terms and Miscellaneous Notes".

- Rel Acpt Bid Basis Desc: can be Absolute Dollars and Cents or Percentage of Max Tariff Rate.
- If you hit the down arrow to change the Rel Acpt Bid Basis (for the very first time only), a popup box explaining these options will appear (shown on this slide to the right). Once you close the popup, you can select either the absolute dollars or the percentage option in the drop down. If percentage, enter the percent of max in the Min Acpt Pct box.

DartletCapacityRelease

The Releaser Designation of Acceptable Bidding Basis selected by you during the creation of this offer determines how Bidders must bid on this capacity. The following are the two options available:

(1) "Non-Index-Based Release - Absolute dollars and cents per unit basis" - If you want the Bidder's Bid Rate/ Billed Rate to remain unchanged throughout the term of the release unless regulatory requirements dictate the Bid Rate/Billed Rate be lowered to a new lower Maximum Tariff Rate, this selection should be chosen.

(2) "Non-Index-Based Release -Percentage of maximum tariff rate" - If you want the Bidder's Bid Rate/Billed Rate to change if the Maximum Tariff Rate changes, this selection should be chosen. On releases greater than one year, this selection combined with a Bid Percent of 100% is the way a "Maximum Tariff Rate" bid is created.

OK

[7] Rate Form/Type Desc: Reservation charge only

IBR Ind: N

Min Vol Pct Eval: No **Min Acpt Vol Pct:**

Rel Acpt Bid Basis Desc: Non-Index-Based Release - Percentage of maximum tariff rate **Min Acpt Pct:**

Bid Eval Ind Desc: Present Value

Bid Eval:

Bid Tie-breaking Method: Pipeline's Tariff Reference If selection is "Releaser's Method Described", it must be fully described in "Special Terms and Miscellaneous Notes".

Special Terms and Miscellaneous Notes

- Bid Eval Ind Desc: defaults to Present Value. Other options include:
 - Highest Rate
 - Net Revenue
 - Other Method (If Other Method is chosen, the Bid Evaluation field will be enabled for the shipper to input details.)
- Bid Tie-breaking Method: defaults to Pipeline's Tariff Reference or Pro-Rata. Another option includes Releaser's Method Described (If chosen, releaser must fully describe method in the Special Terms and Misc Notes section, which is seen next.)



Special Terms and Miscellaneous Notes:

Provisions Provided by the Tariff:	
Other Terms:	
Terms Not Administered or Enforced by TSP:	In accordance with the pipeline's Tariff, the Releasing Shipper agrees to be bound by and to comply with all applicable terms and conditions of the pipeline's Tariff and all applicable FERC rules, orders and regulations. Failure to so comply could result in, among other things, the invalidation of any Release Request or any Bid, even if already posted.

Continuing in Section 7:

- Special Terms and Miscellaneous Notes
- Any Provisions Provided by the Tariff on the releasing contract will auto-populate in the first box
- Any third party terms should now be entered in the 3rd section shown here under the Terms Not Administered or Enforced by TSP (anything typed in this box should be discussed with your account director or a contract administration rep)



[8] Cap Mkt Desc:	Marketing not requested
Stand-alone Offer:	Yes
Not a Stand-alone Offer Terms and Conditions:	
[9] Special Terms and Miscellaneous Notes-AMA Obligations:	
[10] Storage Inventory-Conditioned Release Indicator:	N
Special Terms and Miscellaneous Notes-Storage Inventory Conditions:	

[Save](#)
[Continue](#)
[Cancel](#)

[WEKC6020 - Offer Errors](#)

[Print](#)
[Save As](#)

[Add to Favorites](#)
[Remove from Favorites](#)

Section 8:

- Cap Mkt Desc: If marketing is requested, the releaser must contact their Account Manager to make this request
- If your offer is a not a stand alone offer, then you would enter those terms in here

Section 9: If this is an AMA release, enter AMA terms (this is required if an AMA release)

Section 10: Storage Conditions

If everything looks good, right click and click save, a save box will appear, click OK

If there are any errors when you try to continue from this page, the error will display at the bottom of the screen and should provide you with the section number of the error so you can locate and fix it faster



Create Offer [EPNG]; 07/07/2020 01:18:42
WEKC1050 - Offer Locations [EPNG]; 07/07/2020 05:04:59

TSP: 1279 - EL PASO NATURAL GAS CO. L.L.C. AGENT: 61400 - TRNG-SUGAR MAPLE GAS SVC REQ: 61400 - TRNG-SUGAR MAPLE GAS

NAESB Offer Locations

TSP Prop: 1279 TSP Name: EL PASO NATURAL GAS CO. L.L.C.

Rtn Addr Prop: 61400 Rtn Addr Name: TRNG-SUGAR MAPLE GAS

Releaser Prop: 61400 Releaser Name: TRNG-SUGAR MAPLE GAS

Offer No: 80870 Rel K: 615271-FT1EPNG

Rel St Date: 8/1/2020 Rel End Date: 8/31/2020

Release Type:

TSP: 8001703

Rtn Addr: 61400

Releaser: 61400

Rate Sch: FT1

Max Offer Qty-K: 10,000

Continue

Retrieve

Clear

☐ Populate Max Offer Qty-Loc

Offer Loc Total Qty: 0 Segmented: N

Loc Purp Desc: Receipt Location					Loc Purp Desc: Delivery Location							
Loc Prop	Segmented Loc Prop	Loc Name	Loc Zn	Loc Purp	Loc Prop	Segmented Loc Prop	Loc Name	Loc Zn	Loc Purp	Route	Avail Prim Qty-Loc	Max Offer Qty-Loc
300109		NNG/EPNG (INN26PLA) 26 IN HOBBS (01	20-TEXAS - PERMIAN BASIN	M2	301530		NMGASCO/EPNG (IGCNMLSK) NMGAS LUSK	15-NEW MEXICO - PERMIAN BASIN	MQ	AN2-NN2	10,000	0

Offer Locations screen: This example is for EPNG and Mojave, for the other pipelines you will need to enter the quantity for the receipt and the delivery locations.

- If you selected No to the Offer MDQ does not vary, then your Offer Locations screen will look similar to this and your primary points will be displayed
- If you selected Yes to the Offer MDQ varies, go to slide 24
- Avail Prim Qty-Loc column displays the available primary capacity that can be released at that location
- Enter the quantity to be released in the Max Offer Qty-Loc column



TSP: 1279 - EL PASO NATURAL GAS CO. L.L.C. AGENT: 61400 - TRNG-SUGAR MAPLE GAS SVC REQ: 61400 - TRNG-SUGAR MAPLE GAS

NAESB Offer Locations

TSP Prop: 1279 **TSP Name:** EL PASO NATURAL GAS CO. L.L.C. **TSP:** 8001703
Rtn Addr Prop: 61400 **Rtn Addr Name:** TRNG-SUGAR MAPLE GAS **Rtn Addr:** 61400
Releaser Prop: 61400 **Releaser Name:** TRNG-SUGAR MAPLE GAS **Releaser:** 61400
Offer No: 80870 **Rel K:** 615271-FT1EPNG **Rate Sch:** FT1
Rel St Date: 8/1/2020 **Rel End Date:** 8/31/2020 **Max Offer Qty-K:** 10,000
Release Type:

Continue

Retrieve

Clear

☐ Populate Max Offer Qty-Loc

Offer Loc Total Qty: 10000

Segmented: N

Loc Purp Desc: Receipt Location					Loc Purp Desc: Delivery Location							
Loc Prop	Segmented Loc Prop	Loc Name	Loc Zn	Loc Purp	Loc Prop	Segmented Loc Prop	Loc Name	Loc Zn	Loc Purp	Route	Avail Prim Qty-Loc	Max Offer Qty-Loc
300109		NNG/EPNG (INN26PLA) 26 IN HOBBS (01	20-TEXAS - PERMIAN BASIN	M2	301530		NMGASCO/EPNG (IGCNMLSK) NMGAS LUSK	15-NEW MEXICO - PERMIAN BASIN	MQ	AN2-NN2	0	10,000

- Right Click
- Save
- The Offer Loc Total Qty will update to match the Max Offer Qty-Loc
- Continue



Create Offer [EPNG]; 07/09/2020 11:02:17

Offer Locations Varies [EPNG]; 07/09/2020 01:16:15

TSP: 1279 - EL PASO NATURAL GAS CO. L.L.C. AGENT: 61400 - TRNG-SUGAR MAPLE GAS SVC REQ: 61400 - TRNG-SUGAR MAPLE GAS

NAESB Offer Locations

TSP Prop: 1279

Rtn Addr Prop: 61400

Releaser Prop: 61400

Offer No: 80873

Rel St Date: 8/1/2020

TSP Name: EL PASO NATURAL GAS CO. L.L.C.

Rtn Addr Name: TRNG-SUGAR MAPLE GAS

Releaser Name: TRNG-SUGAR MAPLE GAS

Rel K: 615272-FT1EPNG

Rel End Date: 7/31/2021

TSP: 8001703

Rtn Addr: 61400

Releaser: 61400

Rate Sch: FT1

Continue

Retrieve

OFFER TOTALS	Max Offer	100,000	0	0	0	0	0	0	0
	Min Offer	100,000	0	0	0	0	0	0	0

Loc Prop	Loc Name	Loc Zn	Route	Loc Purp Desc		Aug	Sep	Oct	Nov
43886	WRH/TRANSCOL RYAN GU...	14-NEW MEXICO - NO BA...	NN1	M2'Receipt	Avail Prim	100,000	100,000	100,000	78,545
314604	PACGAS/EPNG (DPG&ETO...	12-CALIFORNIA - NO BASIN		MQ'Delivery	MAX OFFER	100,000	0	0	0
				MQ'Delivery	MIN OFFER	100,000	0	0	0

For varying quantities:

- You will manually enter the quantity for each month in the Max Offer row. If you selected to not accept a lower quantity, the Min Offer row will automatically populate with the Max Offer quantity. Otherwise you need to enter your minimum acceptable quantity for each month
- When you do that, you will see the upper grid update



Create Offer [NGPL]; 07/08/2020 04:21:09		WEKC1030 - Offer Rate List [EPNG]; 07/08/2020 04:33:22	
TSP: 1279 - EL PASO NATURAL GAS CO. L.L.C. AGENT: 61400 - TRNG-SUGAR MAPLE GAS SVC REQ: 61400 - TRNG-SUGAR MAPLE GAS			
NAESB Offer Rate List			
TSP Prop:	1279	TSP Name:	EL PASO NATURAL GAS CO. L.L.C.
Rtn Addr Prop:	61400	Rtn Addr Name:	TRNG-SUGAR MAPLE GAS
Releaser Prop:	61400	Releaser Name:	TRNG-SUGAR MAPLE GAS
Offer No:	80870	Rel K:	615271-FT1EPNG
Rel St Date:	8/1/2020	Rel End Date:	8/31/2020
Min Rate Discl Desc:	<div> <div>Undisclosed</div> <div>Disclosed</div> <div>Undisclosed</div> </div>		
Surchg Ind Desc:	disclose all applicable surcharges; no surcharge detail or surcharge total provided		
Seasnl St	1/1	Seasnl End:	12/31
		Seasnl Name:	ANNUAL

Offer Rates Screen

- Min Rate Discl Desc: defaults to Undisclosed, you can keep or change it to Disclosed
- Undisclosed = rate is not viewable by bidders
- Disclosed = rate is viewable by bidders



the release and will be calculated and invoiced as follows:

- Full month absolute dollar based release: $(\text{Daily Bid Rate} \times 30.4167, \text{ rounded to four digits after the decimal point}) \times \text{volume}$.
- Full month % based release: $(\text{Monthly tariff demand rate} \times \text{elected \% rounded to four digits after the decimal point}) \times \text{volume}$.

Res Rate Basis Desc:

IBR Unique Formula Spec Terms:

Rate ID	Seasnl Period	Max Trf Rate	Min Acpt Rate
RES	ANNUAL	3.0230	0.0000

- Select the Rate Basis Desc – either per day or per month, the Max Trf Rate Column displays the daily or monthly max tariff rate for your reference. The calculation for the monthly rate is indicated in the middle section above. DART will automatically calculate the monthly bid rate after the daily rate is entered and saved.
- Enter your Minimum Acceptable Rate, or Rate Bid in the field that's highlighted in blue.
- If the offer is pre-arranged , select Continue to go the Bid Detail screen where you will enter the pre-arranged bidder's information.
- If not, hit continue and you will be taken to the offer summary screen (proceed to slide 29 instructions)



Create Offer [NGPL]; 07/08/2020 04:21:09 WEKC1040 - Bid Detail [EPNG]; 07/08/2020 05:00:12

TSP: 1279 - EL PASO NATURAL GAS CO. L.L.C. AGENT: 61400 - TRNG-SUGAR MAPLE GAS SVC REQ: 61400 - TRNG-SUGAR MAPLE GAS

NAESB Bid Detail

TSP Prop: 1279	TSP Name: EL PASO NATURAL GAS CO. L.L.C.	TSP: 8001703	Bid Per End Date:	Bid Per End Time:
Rtn Addr Prop: 61300	Rtn Addr Name: TRNG-ASH TRANSP.	Rtn Addr: 61300	Meas Basis Desc: Million BTU's	
Releaser Prop: 61400	Releaser Name: TRNG-SUGAR MAPLE GAS	Releaser: 61400	Rel Acpt Bid Basis Desc: Non-Index-Based Release - Absolute dollars and cents per unit basis	
Offer No: 80870	Rate Sch: FT1	Seasnl St: 1/1	Seasnl End: 12/31	Seasnl Name: ANNUAL
Bid No: 80585	Status: Original			

Surchg Ind Desc: Rate(s) stated include all applicable surcharges; no surcharge detail or surcharge total provided

[1] Bidder Prop: 61300

Prearr Bid Desc: Bidder is the prearranged deal bidder

Bidder Name: TRNG-ASH TRANSP.

Affil:

Bidder: 61300

Bidder E-mail:

Bidder Contact:

Bidder Phone:

Bidder Phone: BOTH
NONE
RS
TSP

[2] Bidder Rel Term St: 8/1/2020 **Bidder Rel Term End:** 8/31/2020 **Offer Calculated Min Term:** 8/31/2020

Bidder Bid Basis Desc: Non-Index-Based Release - Absolute dollars and cents per unit basis **Rate ID Desc:** Reservation **Min Vol Pct:**

Rate Form/Type Desc: Reservation charge only **Is this a 100 Pct Max Trf Rate Bid?** ☐ Yes ☐ No **Pct Max Trf Rate Bid:**

Affiliate indicator:

- This field represents the bidder's affiliation with the releasing shipper (RS), the pipeline (TSP), BOTH, or NONE (if the pre-arranged party is not an affiliate).



Create Offer [NGPL]; 07/08/2020 04:21:09
WEKC1040 - Bid Detail [EPNG]; 07/08/2020 05:00:12

TSP: 1279 - EL PASO NATURAL GAS CO. L.L.C. AGENT: 61400 - TRNG-SUGAR MAPLE GAS SVC REQ: 61400 - TRNG-SUGAR MAPLE GAS

NAESB Bid Detail

TSP Prop:	1279	TSP Name:	EL PASO NATURAL GAS CO. L.L.C.	TSP:	8001703	Bid Per End Date:	Bid Per End Time:
Rtn Addr Prop:	61300	Rtn Addr Name:	TRNG-ASH TRANSP.	Rtn Addr:	61300	Meas Basis Desc:	Million BTU's
Releaser Prop:	61400	Releaser Name:	TRNG-SUGAR MAPLE GAS	Releaser:	61400	Rel Acpt Bid Basis Desc:	Non-Index-Based Release - Absolute dollars and cents per unit basis
Offer No:	80870	Rate Sch:	FT1	Seasnl St:	1/1	Seasnl End:	12/31
Bid No:	80585	Status:	Original	Seasnl Name:	ANNUAL		

Surchg Ind Desc: Rate(s) stated include all applicable surcharges; no surcharge detail or surcharge total provided

[1] Bidder Prop: 61300
Prearr Bid Desc: Bidder is the prearranged deal bidder
Bidder Contact:

Bidder Name: TRNG-ASH TRANSP.
Affil:

NONE

Bidder Phone:

Bidder: 61300
Bidder E-mail:

- Bidder information must be completed (name, phone and email)
 - Bidder email dictates who gets the email notifying to confirm their bid, or if a match bid is required once the bid period closes
- Once complete, select continue to go to the Offer Summary screen



Create Offer [NGPL]; 07/08/2020 04:21:09		WEKC6090 - Offer Summary [EPNG]; 07/08/2020 05:07:24	
TSP: 1279 - EL PASO NATURAL GAS CO. L.L.C. AGENT: 61400 - TRNG-SUGAR MAPLE GAS SVC REQ: 61400 - TRNG-SUGAR MAPLE GAS			
NAESB Offer Summary			
TSP Prop:	1279	TSP Name:	EL PASO NATURAL GAS CO. L.L.C.
Rtn Addr Prop:	61400	Rtn Addr Name:	TRNG-SUGAR MAPLE GAS
Releaser Prop:	61400	Releaser Name:	TRNG-SUGAR MAPLE GAS
Offer No:	80870	Status:	Original
Rel K:	615271-FT1	Rate Sch:	FT1
Rel K Qty:	10,000 (per day)		
Mkt Based Rate Ind:		N	
[1] Rel Contact:	Shannon Dillow		Rel Phone: (555) 111-2222
[2] Rel St Date:	8/1/2020		Offer Calculated Min Term: 8/31/2020
Shorter Term:	Releasing Shipper will not accept less than full term		
Min Term:			Rel End Date: 8/31/2020
Rate Sch:	FT1		
[3] Loc/QTI Desc:	Delivery point(s) quantity		
Rel SR Less Qty Desc:	Releasing shipper will not accept bids for less than the full quantity		
Min Offer Qty-K:	10,000 (per day)	Max Offer Qty-K:	10,000 (per day)

Back
 Offer Print
 Submit
 Print
 Save As
 Add to Favorites
 Remove from Favorites

Offer Summary screen provides a snap-shot of the Offer information you've just entered

- If you want to print, you can right-click and select Offer Print
- To submit the offer, right click and select Submit



Create Offer [NGPL]; 07/08/2020 04:21:09 WEKC1000 - Review/Withdraw Offer [EPNG]; 07/08/2020 05:09:53

TSP: 1279 - EL PASO NATURAL GAS CO. L.L.C. AGENT: 61400 - TRNG-SUGAR MAPLE GAS SVC REQ: 61400 - TRNG-SUGAR MAPLE GAS

TSP Prop: 1279 TSP Name: EL PASO NATURAL GAS CO. L.L.C. TSP: 8001703

Rtn Addr Prop: 61400 Rtn Addr Name: TRNG-SUGAR MAPLE GAS Rtn Addr: 61400

Releaser Prop: 61400 Releaser Name: TRNG-SUGAR MAPLE GAS Releaser: 61400

Offer No: Rel Rate Sch:

Rel K: Status Prop: Seasnl St: 1/1 Seasnl End: 12/31 Seasnl Name: ANNUAL

Loc Segment: Loc Zn:

Date:

Rel K	Rate Sc	Offer No	Rel Rate	Rel St Date	Rel End Da	Prearr Deal	Seasnl Name	Rate ID	Min Acpt Rate	Res Rate Basis Desc	Status Prop	IBR Ind	Rel Acpt Bid Basis Desc
615271-FT1EPNG	FT1	80870	FT1	08/01/2020	08/31/2020	1	ANNUAL	RES	0.0000	Per month	SUBMIT	N	Non-Index-Based Release - Absolute dollars and cents per unit basis

- Upon submitting, if there are no validation errors, the Offer Status will show Submit
- Any offer this is pre-arranged offer, an email notification will be sent to the pre-arranged bidder after you submit, notifying them that an offer has been created that requires them to confirm their pre-arranged bid.
- Pre-arranged, Biddable offer: the prearranged bidder must confirm its bid prior to the bid period starting, otherwise the offer status will become invalid.
- Non-biddable deal: the prearranged party must confirm its bid prior to 5:00pm the day the release begins, otherwise the offer status will become invalid.



Create Offer [EPNG]; 07/09/2020 11:02:17 WEKC6090 - Offer Summary [EPNG]; 07/09/2020 01:51:49

TSP: 1279 - EL PASO NATURAL GAS CO. L.L.C. AGENT: 61400 - TRNG-SUGAR MAPLE GAS SVC REQ: 61400 - TRNG-SUGAR MAPLE GAS

NAESB Offer Summary

TSP Prop: 1279 **TSP Name:** EL PASO NATURAL GAS CO. L.L.C. **TSP:** 8001703
Rtn Addr Prop: 61400 **Rtn Addr Name:** TRNG-SUGAR MAPLE GAS **Rtn Addr:** 61400
Releaser Prop: 61400 **Releaser Name:** TRNG-SUGAR MAPLE GAS **Releaser:** 61400
Offer No: 80873 **Status:** Original
Rel K: 615272-FT1 **Rate Sch:** FT1 **Rel K Qty:** 100,000 (per day) **Meas Basis Desc:** Million BTU's
Mkt Based Rate Ind: N

[1] Rel Contact: Shannon Dillow **Rel Phone:** (555) [redacted]
[2] Rel St Date: 8/1/2020 **Offer Calculated Min Term:** [redacted]
Shorter Term: Releasing Shipper will not accept less than full term
Min Term: [redacted] **Rel End Date:** [redacted]
Rate Sch: FT1

[3] Loc/QTI Desc: Delivery point(s) quantity
Rel SR Less Qty Desc: Releasing shipper will not accept bids for less than the full quantity

	Seasonal Start Date - Seasonal End Date (Varied Qty Date)						
	Aug	Sep	Oct	Nov	Dec	Jan	Feb
Max Offer K-Qty	100000	100000	100000	78545	100000	72926	100000
Min Offer K-Qty	100000	100000	100000	78545	100000	72926	100000

WEKC6090 #100 - error: calling cktp_validate_offer.

- If there are errors, you will get a pop-up message indicating the offer is invalid
- Click the "OK" button and it will take you to the Review/Withdraw Offer screen
- There will also be an error message at the bottom in red



Create Offer [EPNG]; 09/14/2020 01:34:00 **WEKC1000 - Review/Withdraw Offer [EPNG]; 09/14/2020 01:55:46**

TSP: 1279 - EL PASO NATURAL GAS CO. L.L.C. AGENT: 61400 - TRNG-SUGAR MAPLE GAS SVC REQ: 61400 - TRNG-SUGAR MAPLE GAS

TSP Prop: 1279 TSP Name: EL PASO NATURAL GAS CO. L.L.C. TSP: 8001703 Retrieve

Rtn Addr Prop: 61400 Rtn Addr Name: TRNG-SUGAR MAPLE GAS Rtn Addr: 61400

Releaser Prop: 61400 Releaser Name: TRNG-SUGAR MAPLE GAS Releaser: 61400

Offer No: Rel Rate Sch:

Rel K: Status Prop: Seasnl St: 1/1 Seasnl End: 12/31 Seasnl Name: ANNUAL

Loc Segment: Loc Zn:

Date:

Rel K	Rate Sch	Offer No	Rel Rate Sch	Rel St Date	Rel End Date	Prearr Deal	Seasnl Name	Rate ID	Min Acpt Rate	IBR Ind	Rel Acpt Bid Basis Desc
▶ 615654-FT1EPNG	FT1	80948	FT1	10/01/2020	12/31/2020	1	ANNUAL	RES	0.0550		Non-Index-Based Release - Absolute dollars and cents per uni

Offer Print
 Validate
 Submit
 Withdraw
 Delete item
 Retrieve
 WEKC1005 - Offer Detail
 WEKC1030 - Offer Rate List
 WEKC1043 - P/A Bids
 WEKC1050 - Offer Locations
WEKC6020 - Offer Errors
 Print
 Save As
 Add to Favorites
 Remove from Favorites

- To view the error(s), once the screen opens up, highlight the row
- Right click
- Select Offer Errors



Create Offer [EPNG]; 07/09/2020 11:02:17

WEKC1000 - Review/Withdraw Offer [EPNG]; 07/09/2020 01:53:48

Offer Errors [EPNG]; 07/09/2020 01:55:50

X

TSP: 1279 - EL PASO NATURAL GAS CO. L.L.C. AGENT: 61400 - TRNG-SUGAR MAPLE GAS SVC REQ: 61400 - TRNG-SUGAR MAPLE GAS

TSP Prop: 1279

Rtn Addr Prop: 61400

Releaser Prop: 61400

Offer No:

TSP Name: EL PASO NATURAL GAS CO. L.L.C.

Rtn Addr Name: TRNG-SUGAR MAPLE GAS

Releaser Name: TRNG-SUGAR MAPLE GAS

Bid No: 80587

TSP: 8001703

Rtn Addr: 61400

Releaser: 61400

Retrieve

Clear

Txn Stat: Request did not pass edits. Offer Upload held in suspense.

Dtl Lvl	Val Cd Prop	Val Message	Last Updated By	Last Mod Date
K	VAD00024	Invalid GID of Pre Arranged Bidder	CTRNG13	07/09/2020 13:51:57
K	VAD00041	Errors found in Pre Arranged Bid for this offer	CTRNG13	07/09/2020 13:51:57

- Once you've read the error message(s), select the "X" button in the top right corner to close out of the Offer Errors screen
- This will take you back to the Review/Withdraw Offer screen so you can right click to navigate to the desired screen to make corrections
- Once you've corrected the error, right click and save

Note: Some common errors might be credit (there is nothing you can do about this one), the pre-arranged shipper and our credit department will be notified and will work on resolution. The most common error is the Error found in Pre-Arranged Bid for this Offer, this is usually because the affiliate relationship was left blank





Copy An Offer



TSP: 1279 - EL PASO NATURAL GAS CO. L.L.C. AGENT: 61400 - TRNG-SUGAR MAPLE GAS SVC REQ: 61400 - TRNG-SUGAR MAPLE GAS

NAESB Create Offer

TSP Prop: 1279 **TSP Name:** EL PASO NATURAL GAS CO. L.L.C. **TSP:** 8001703 Retrieve
Rtn Addr Prop: 61400 **Rtn Addr Name:** TRNG-SUGAR MAPLE GAS **Rtn Addr:** 61400
Releaser Prop: 61400 **Releaser Name:** TRNG-SUGAR MAPLE GAS **Releaser:** 61400
Rel St Date: 8/ 1/2020

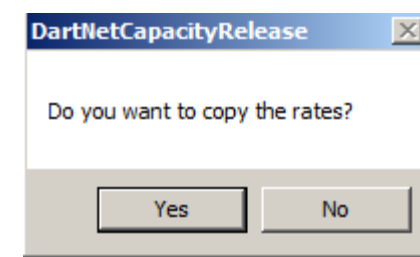
Seasnl St: 1/1 **Seasnl End:** 12/31 **Seasnl Name:** ANNUAL

	Rel K	Rate Sch	K Term Start	K Term End	Qty-K	Avail Qty-K
▶	615271-FT1EPNG	FT1	08/01/2020	12/31/2020	10,000	10,000
▶	615272-FT1EPNG	FT1	08/01/2020	07/31/2021	100,000	100,000

Create New Offer
 Copy Existing Offer
 Retrieve
 WEKC1000 - Maintain/Submit Offer
 Print
 Save As
 Add to Favorites
 Remove from Favorites

Offer No	Rel Rate Sch	Rel Type	Rel St Date	Rel End Date	Prearr Deal	Seasnl Period	Min Acpt Rate	Res Rate Basis Desc
▶ 80870	FT1		08/01/2020	08/31/2020	1	ANNUAL	0.0000	Per month

- A list of the same offers from the Create Offer Screen will display
- Highlight the offer you want to copy
- Right click
- Select Copy Existing Offer
- You will then be asked if you want to copy the rates. Select Yes or No



TSP: 1279 - EL PASO NATURAL GAS CO. L.L.C. AGENT: 61400 - TRNG-SUGAR MAPLE GAS SVC REQ: 61400 - TRNG-SUGAR MAPLE GAS

NAESB Offer Detail

TSP Prop: 1279	TSP Name: EL PASO NATURAL GAS CO. L.L.C.	TSP: 8001703	<input type="button" value="Continue"/>
Rtn Addr Prop: 61400	Rtn Addr Name: TRNG-SUGAR MAPLE GAS	Rtn Addr: 61400	
Releaser Prop: 61400	Releaser Name: TRNG-SUGAR MAPLE GAS	Releaser: 61400	
Offer No: 80872		Status: Original	
Rel K: 615271-FT1EPNG	Rate Sch: FT1 Rel KQty: 10,000	Meas Basis Desc: Million BTU's	

[1] Rel Contact: Shannon Dillow

[2] Rel St Date: 8/ 1/2020 **R**

Shorter Term: N **Releasing Shipp**

Min Term: (days) 0

Rate Sch: FT1

[3] Offer MDQ Varies: ☐ Yes ☒ No

Max Offer Qty-K: 10,000 (per day)

Rel SR Less Qty Desc: Releasing shipper will not accept bids for less than the full quantity

Min Offer Qty-K: 10,000 (per day)

Loc/QTI Desc: Delivery point(s) quantity

WEKC1005 #67 - Data has been refreshed

You will get a pop-up message letting you know the copy was successful

- Select OK



TSP: 1279 - EL PASO NATURAL GAS CO. L.L.C. AGENT: 61400 - TRNG-SUGAR MAPLE GAS SVC REQ: 61400 - TRNG-SUGAR MAPLE GAS

NAESB Offer Detail

TSP Prop: 1279	TSP Name: EL PASO NATURAL GAS CO. L.L.C.	TSP: 8001703	<input type="button" value="Continue"/>
Rtn Addr Prop: 61400	Rtn Addr Name: TRNG-SUGAR MAPLE GAS	Rtn Addr: 61400	
Releaser Prop: 61400	Releaser Name: TRNG-SUGAR MAPLE GAS	Releaser: 61400	
Offer No: 80872		Status: Original	
Rel K: 615271-FT1EPNG	Rate Sch: FT1	Rel KQty: 10,000	Meas Basis Desc: Million BTU's
Mkt Based Rate Ind: N			

[1] Rel Contact: Shannon Dillow **Rel Phone:**

[2] Rel St Date: 8/ 1/2020 **Rel End Date:** 8/31/2020

Shorter Term: N **Releasing Shipper will not accept less than:**

Min Term: (days) **Offer Calculated Min Term:** 8/31/2020

Rate Sch: FT1

[3] Offer MDQ Varies: ☐ Yes ☒ No

Max Offer Qty-K: 10,000 (per day)

Rel SR Less Qty Desc: Releasing shipper will not accept bids for less than the full quantity **Loc/QTI Desc:** Delivery point(s) quantity

Min Offer Qty-K: 10,000 (per day)

New Offer Number is: 80872

- Another pop-up message will appear with the new offer number, click OK
- Update the release information that you want to change
- Verify all screens are correct (locations, rates and prearrange bidder)
- If everything looks good, save
- Submit





How To Create a Recall/Reput



Recall Timelines:

Timely Recall Notification:

- Capacity needs to be recalled by 8:00 a.m. CST on the day that Timely Nominations are due

Early Evening Recall Notification:

- Capacity needs to be recalled by 3:00 p.m. CST on the day that Evening Nominations are due

Evening Recall Notification

- Capacity needs to be recalled by 5:00 p.m. CST on the day that Evening Nominations are due

Intraday 1 Recall Notification:

- Capacity needs to be recalled by 7:00 a.m. CST on the day that Intraday 1 Nominations are due

Intraday 2 Recall Notification:

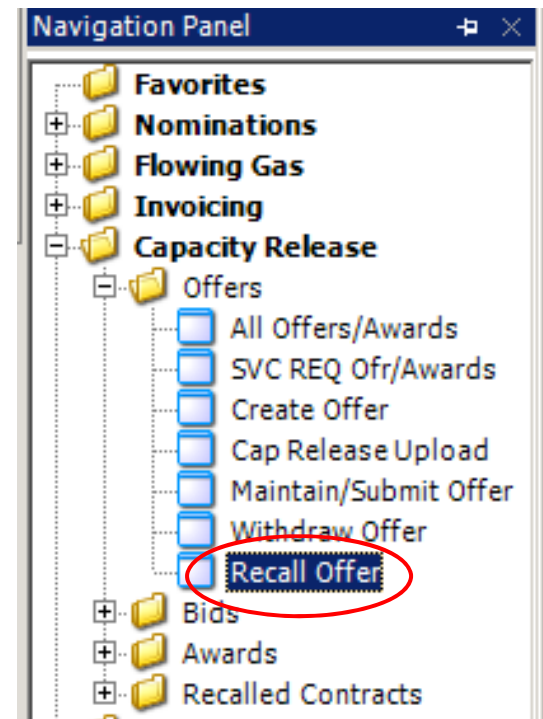
- Capacity needs to be recalled by 12:00 p.m. CST on the day that Intraday 2 Nominations are due

Intraday 3 Recall Notification:

- Capacity needs to be recalled by 4:00 p.m. CST on the day that Intraday 3 Nominations are due



- Go to Navigation Panel
- Expand the Capacity Release folder
 - Expand Offers folder
 - Select Recall Offer



Recall Offer [EPNG]; 08/05/2020 02:30:57

TSP: 1279 - EL PASO NATURAL GAS CO. L.L.C. AGENT: 61400 - TRNG-SUGAR MAPLE GAS SVC REQ: 61400 - TRNG-SUGAR MAPLE GAS

TSP Prop:	1279	TSP Name:	EL PASO NATURAL GAS CO. L.L.C.	TSP:	8001703
Rtn Addr Prop:	61400	Rtn Addr Name:	TRNG-SUGAR MAPLE GAS	Rtn Addr:	61400
Releaser Prop:	61400	Releaser Name:	TRNG-SUGAR MAPLE GAS	Releaser:	61400

Rel K:

Recall Date:

Retrieve

Recall Offer screen:

- Check the TSP (or Transportation Service Provider) in the top left part of the window to verify you are under the correct pipeline
- Enter either the releasing contract number or recall date

If you just enter a recall date, it will display all releases that are recallable on that date

If you just enter a releasing contract number, it will display all recallable offers from that contract, regardless of date



Recall Offer [EPNG]; 08/05/2020 02:30:57

TSP: 1279 - EL PASO NATURAL GAS CO. L.L.C. AGENT: 61400 - TRNG-SUGAR MAPLE GAS SVC REQ: 61400 - TRNG-SUGAR MAPLE GAS

TSP Prop: 1279 **TSP Name:** EL PASO NATURAL GAS CO. L.L.C. **TSP:** 8001703

Rtn Addr Prop: 61400 **Rtn Addr Name:** TRNG-SUGAR MAPLE GAS **Rtn Addr:** 61400

Releaser Prop: 61400 **Releaser Name:** TRNG-SUGAR MAPLE GAS **Releaser:** 61400

Rel K: **Recall Date:** 09/01/2020

Offer No	Contract Number	Rel Rate Sch	Rel St Date	Rel End Date	Min Offer Qty-K	Max Offer Qty-K	Awd Qty-K	Prearr Deal	Status Prop
80933	615533-FT1EPNG	FT1	09/01/2020	09/30/2020	30,000	30,000	30,000	1	AWARDED

Create Recall

Retrieve

WEKC2100 - Review Recalls

WEKC6010 - Awarded Bids

WEKC3050 - Offer Information

Print

Save As

Add to Favorites

Remove from Favorites

Loc Purp Desc: Receipt Location

Loc Prop	Loc Name	Loc Zn	Loc Segment	Loc Purp	Loc Prop	Loc Name	Loc Zn	Loc Segment
301701	OASIS/EPNG (IOASISWA) OASIS WAHA PE	20-TEXAS - PERMIAN BASIN	1390	M2	302407	EPNG/EPNG (WAHATRAN) WAHA TRANSFER	20-TEXAS - PERMIAN BASIN	

- Highlight the offer you wish to recall (you can select the radio button next to the offer number to view location information, shown in the bottom grid, but you don't have to use the radio button to initiate the recall)
- Right click
- Select Create Recall



Recall Offer [EPNG]; 08/05/2020 02:30:57 WEKC2006 - Recall Detail [EPNG]; 08/05/2020 02:49:10

TSP: 1279 - EL PASO NATURAL GAS CO. L.L.C. AGENT: 61400 - TRNG-SUGAR MAPLE GAS SVC REQ: 61400 - TRNG-SUGAR MAPLE GAS

TSP Prop:	1279	TSP Name:	EL PASO NATURAL GAS CO. L.L.C.	TSP:	8001703
Rtn Addr Prop:	61400	Rtn Addr Name:	TRNG-SUGAR MAPLE GAS	Rtn Addr:	61400
Releaser Prop:	61400	Releaser Name:	TRNG-SUGAR MAPLE GAS	Releaser:	61400
Offer No:	80933	Rel St Date:	9/1/2020	Rel End Date:	9/30/2020
Recall No:	30059				<input type="button" value="Retrieve"/> <input type="button" value="Clear"/>

Recall Method: ☒ Full ☐ Partial ☐ Path

Recall St Date: 9/1/2020

Recall End Date: 9/30/2020

Recall Notif: Recall Notif Timely

Recall Qty-K*: 30000 Max Avbl Offer Qty-K to rec

*Enter quantity to be recalled. Reput will be automatic upon recall end date, as appropriate.

Full recall (this is the default Recall Method)

Save
Submit
Cancel
Retrieve
Clear

WEKC2020 - Recall by Location/Path
WEKC2021 - Master Recall by Location/Path

Print
Save As

Add to Favorites
Remove from Favorites

- Select the recall start date and recall notification (the recall end date for a full recall must be equal to the release end date, which will be the default value)
- The recalled quantity will default to the maximum offer quantity available to recall
- Right click and select Save

Note that monthly releases, the only way to recall the capacity all at once is to do a full recall. If you just want to do a few months, then you will need to do a separate partial recall for each of the months you want to recall.



Recall Offer [EPNG]; 08/05/2020 02:30:57
WEKC2006 - Recall Detail [EPNG]; 08/05/2020 02:49:10

TSP: 1279 - EL PASO NATURAL GAS CO. L.L.C. AGENT: 61400 - TRNG-SUGAR MAPLE GAS SVC REQ: 61400 - TRNG-SUGAR MAPLE GAS

TSP Prop:	1279	TSP Name:	EL PASO NATURAL GAS CO. L.L.C.	TSP:	8001703
Rtn Addr Prop:	61400	Rtn Addr Name:	TRNG-SUGAR MAPLE GAS	Rtn Addr:	61400
Releaser Prop:	61400	Releaser Name:	TRNG-SUGAR MAPLE GAS	Releaser:	61400
Offer No:	80933	Rel St Date:	9/1/2020	Rel End Date:	9/30/2020
Recall No:	30059				

Recall Method:
☐ Full
☒ Partial
☐ Path
Partial recall

Recall St Date: 9/ 1/2020
Recall End Date: 9/30/2020
Recall Notif: Recall Notif Timely

Recall Qty-K*: 15000
Max Avbl Offer Qty-K to recall: 30000

* Enter quantity to be recalled. Reput will be automatic upon recall end date, as appropriate.

Save
Submit
Cancel
Retrieve
Clear
WEKC2020 - Recall by Location/Path
WEKC2021 - Master Recall by Location/Path
Print
Save As
Add to Favorites
Remove from Favorites

- Select the partial radio button in the Recall Method section
- Select the recall start, end date, recall notification, and recall quantity. The recall end date can be less than the release end date if the recall/reput description selected in the offer allowed for reput
- The recalled quantity will default to 0, update to the quantity you want to recall
- Right click, and select Save



Recall Offer [EPNG]; 08/06/2020 10:46:12
WEKC2006 - Recall Detail [EPNG]; 08/06/2020 10:53:53

TSP: 1279 - EL PASO NATURAL GAS CO. L.L.C. AGENT: 61400 - TRNG-SUGAR MAPLE GAS SVC REQ: 61400 - TRNG-SUGAR MAPLE GAS

TSP Prop:	1279	TSP Name:	EL PASO NATURAL GAS CO. L.L.C.	TSP:	8001703
Rtn Addr Prop:	61400	Rtn Addr Name:	TRNG-SUGAR MAPLE GAS	Rtn Addr:	61400
Releaser Prop:	61400	Releaser Name:	TRNG-SUGAR MAPLE GAS	Releaser:	61400
Offer No:	80933	Rel St Date:	9/1/2020	Rel End Date:	9/30/2020
Recall No:	30060				

Recall Method:
☐ Full
☐ Partial
☒ Path

Location recall

Recall St Date: 9/ 1/2020
Recall End Date: 9/30/2020
Recall Notif:

Recall Qty-K*:
Max Avbl Offer Qty-K to recall: 30000

* Enter quantity to be recalled. Reput will be automatic upon recall end date, as appropriate.

Save
Submit
Cancel
Retrieve
Clear

WEKC2020 - Recall by Location/Path
WEKC2021 - Master Recall by Location/Path

Print
Save As

- For a location recall, select the path radio button in the Recall Method section
- Select the recall start and end date, and recall notification (just like with the partial recalls, the recall end date can be less than the release end date if the recall/reput description selected in the offer allowed for reput)
- The recalled quantity will be left blank on this screen, as this information will be entered at the location level
- Right click, and select Save



Recall Offer [EPNG]; 08/07/2020 02:37:48
WEKC2006 - Recall Detail [EPNG]; 08/07/2020 02:38:17

TSP: 1279 - EL PASO NATURAL GAS CO. L.L.C. AGENT: 61400 - TRNG-SUGAR MAPLE GAS SVC REQ: 61400 - TRNG-SUGAR MAPLE GAS

TSP Prop:	1279	TSP Name:	EL PASO NATURAL GAS CO. L.L.C.	TSP:	8001703
Rtn Addr Prop:	61400	Rtn Addr Name:	TRNG-SUGAR MAPLE GAS	Rtn Addr:	61400
Releaser Prop:	61400	Releaser Name:	TRNG-SUGAR MAPLE GAS	Releaser:	61400
Offer No:	80933	Rel St Date:	9/1/2020	Rel End Date:	9/30/2020
Recall No:	30061				

Recall Method:
☐ Full
☐ Partial
☒ Path

Recall St Date: 9/ 1/2020

Recall End Date: 9/30/2020

Recall Notif: Recall Notif Timely

Recall Qty-K*:
Max Avbl Offer Qty-K to

* Enter quantity to be recalled. Reput will be automatic upon recall end date, as appropriate.

Please add recall Path
OK

- When you click save, you will get a message to add recall path information
- Click OK



Recall Offer [EPNG]; 08/07/2020 02:37:48
WEKC2006 - Recall Detail [EPNG]; 08/07/2020 02:38:17

TSP: 1279 - EL PASO NATURAL GAS CO. L.L.C. AGENT: 61400 - TRNG-SUGAR MAPLE GAS SVC REQ: 61400 - TRNG-SUGAR MAPLE GAS

TSP Prop:	1279	TSP Name:	EL PASO NATURAL GAS CO. L.L.C.	TSP:	8001703
Rtn Addr Prop:	61400	Rtn Addr Name:	TRNG-SUGAR MAPLE GAS	Rtn Addr:	61400
Releaser Prop:	61400	Releaser Name:	TRNG-SUGAR MAPLE GAS	Releaser:	61400
Offer No:	80933	Rel St Date:	9/1/2020	Rel End Date:	9/30/2020
Recall No:	30061				

Retrieve

Clear

Recall Method: ☐ Full ☐ Partial ☒ Path

Recall St Date: 9/ 1/2020

Recall End Date: 9/30/2020

Recall Notif: Recall Notif Timely

Recall Qty-K*: **Max Avbl Offer Qty-K to recall:** 30000

* Enter quantity to be recalled. Reput will be automatic upon recall end date, as appropriate.

Save
Submit
Cancel
Retrieve
Clear

WEKC2020 - Recall by Location/Path
~~WEKC2021 - Master Recall by Location/Path~~

Print
Save As

Add to Favorites
Remove from Favorites

- Right click and select Recall by Location/Path



Loc Purp Desc: Receipt Location				Loc Purp Desc: Delivery Location							
Loc	Loc Name	Loc Zn	Loc Purp	Loc	Loc Name	Loc Zn	Loc Purp	Route	Awd Qty-Loc	Min Avbl Qty-Loc	Recall Reput Qty-Loc
300714	(BLANCO) BLANCO POOL	16-NEW MEXICO - SAN JUAN BASIN	M2	301115	SWGAS/EPNG (DSWG N78) NORTH TUCSON	10-ARIZONA - NO BASIN	MQ	N53	250	25	25
300714	(BLANCO) BLANCO POOL	16-NEW MEXICO - SAN JUAN BASIN	M2	301133	SWGAS/EPNG (DSWG TUS) SWGTUCSON ARE	10-ARIZONA - NO BASIN	MQ	N53	250	25	50

Save
Submit
Retrieve
Clear

WEKC2025 - Recall Contracts by Point
WEKC2026 - Master Recall Contracts by Point

Print
Save As

Add to Favorites
Remove from Favorites

- Enter the quantity you wish to recall in the Recall/Reput Qty-Loc column
- *Total receipt quantity must equal the total delivery quantity*
- Right click and select Save



Recall Offer [EPNG]; 08/07/2020 02:37:48

WEKC2006 - Recall Detail [EPNG]; 08/07/2020 02:38:17

TSP: 1279 - EL PASO NATURAL GAS CO. L.L.C. AGENT: 61400 - TRNG-SUGAR MAPLE GAS SVC REQ: 61400 - TRNG-SUGAR MAPLE GAS

TSP Prop:	1279	TSP Name:	EL PASO NATURAL GAS CO. L.L.C.	TSP:	8001703
Rtn Addr Prop:	61400	Rtn Addr Name:	TRNG-SUGAR MAPLE GAS	Rtn Addr:	61400
Releaser Prop:	61400	Releaser Name:	TRNG-SUGAR MAPLE GAS	Releaser:	61400
Offer No:	80933	Rel St Date:	9/1/2020	Rel End Date:	9/30/2020
Recall No:	30061				

Retrieve

Clear

Recall Method:
☒ Full
☐ Partial
☐ Path

Recall St Date: 9/ 1/2020

Recall End Date: 9/30/2020

Recall Notif: Recall Notif Timely

Recall Qty-K*: 30000
Max Avbl Offer Qty-K to recall: 30000

* Enter quantity to be recalled. Reput will be automatic upon recall end date, as appropriate.

Save
Submit
Cancel
Retrieve
Clear

WEKC2020 - Recall by Location/Path
WEKC2021 - Master Recall by Location/Path

Print
Save As

Add to Favorites
Remove from Favorites

Once you are ready:

- Right click and save and then right click again and submit

* You can do this from either the recall detail screen for full or partial recalls, or from the Recall by Location/Path screen for location recalls



Recall Offer [EPNG]; 08/07/2020 02:37:48		WCKT2100 - Recall List [EPNG]; 08/07/2020 03:12:07	
TSP: 1279 - EL PASO NATURAL GAS CO. L.L.C. AGENT: 61400 - TRNG-SUGAR MAPLE GAS SVC REQ: 61400 - TRNG-SUGAR MAPLE GAS			
TSP Prop:	1279	TSP Name:	EL PASO NATURAL GAS CO. L.L.C.
Rtn Addr Prop:	61400	Rtn Addr Name:	TRNG-SUGAR MAPLE GAS
Releaser Prop:	61400	Releaser Name:	TRNG-SUGAR MAPLE GAS
Offer No:	80933	Awd Qty-K:	30000
Rel K:	615533-FT1EPN	Rate Sch:	FT1
Rel St Date:	9/1/2020	Rel End Date:	9/30/2020

Recall No	Method	Recall St Date	Recall End Date	Recall Qty-K	Recall Status Prop
30061	FULL	09/01/2020	09/30/2020	30,000	FRECALL

- After submitting your recall, you will be taken to the Recall List screen.
- This screen shows the recall method, recall start and end dates, the recall quantity, and the recall status.



Recall Offer [EPNG]; 08/07/2020 02:37:48

TSP: 1279 - EL PASO NATURAL GAS CO. L.L.C. AGENT: 61400 - TRNG-SUGAR MAPLE GAS SVC REQ: 61400 - TRNG-SUGAR MAPLE GAS

TSP Prop: 1279
Rtn Addr Prop: 61400
Releaser Prop: 61400

TSP Name: EL PASO NATURAL GAS CO. L.L.C.
Rtn Addr Name: TRNG-SUGAR MAPLE GAS
Releaser Name: TRNG-SUGAR MAPLE GAS

TSP: 8001703
Rtn Addr: 61400
Releaser: 61400

Retrieve

Rel K: **Recall Date:** 09/01/2020

Offer No	Contract Number	Rel Rate Sch	Rel St Date	Rel End Date	Min Offer Qty-K	Max Offer Qty-K	Awd Qty-K	Prearr Deal	Status Prop
80933	615533-FT1EPNG	FT1	09/01/2020	09/30/2020	30,000	30,000	30,000	1	FRECALL

Create Recall

Retrieve

WEKC2100 - Review Recalls

WEKC6010 - Awarded Bids

WEKC3050 - Offer Information

Print

Save As

Add to Favorites

Remove from Favorites

Loc Purp Desc: Receipt Location

Loc Purp Desc: Receipt Location

Loc Prop	Loc Name	Loc Zn	Loc Segment	Loc Purp	Loc Prop	Loc Name	Loc Zn
301701	OASIS/EPNG (IOASISWA) OASIS WAHA PE	20-TEXAS - PERMIAN BASIN	1390	M2	302407	EPNG/EPNG (WAHATRAN) WAHA TRANSFER	20-TEXAS - PERMIAN BASIN

- You can also navigate to the Recall Offer screen which will also show the updated status
- From the Recall Offer screen you can highlight any offer
- Right click and select review recalls for more recall information



Capacity Release Status'

- Draft - Only the releasing shipper can see the information
- Submit - Releasing shipper and the prearranged shipper, if applicable, can see the information. Also, if releasing Shipper has selected to display early, offer information can be viewed, but no bidding.
- Posted - Offer is public to any shipper; bids can be submitted.
- Closed - Open season is over, but winning bidder/s are not yet determined
- Awarded - Capacity has been granted to replacement shipper/s; details of the award can be viewed on DART
- Expired - Open season is over, but there is no winning bid (either no bids or offer minimums were not met)
- Withdraw - Offer was submitted but has been withdrawn by the releasing shipper before the offer closed. Releaser cannot withdraw an offer with a valid bid.
- Invalid – Draft offer has errors or a pre-arranged offer was not confirmed timely





Thank You!

We appreciate your business!

If you need help or have additional questions, please feel free to contact us at:

CSWPG@kindermorgan.com

Contracts hotline phone number
(719) 520-4514





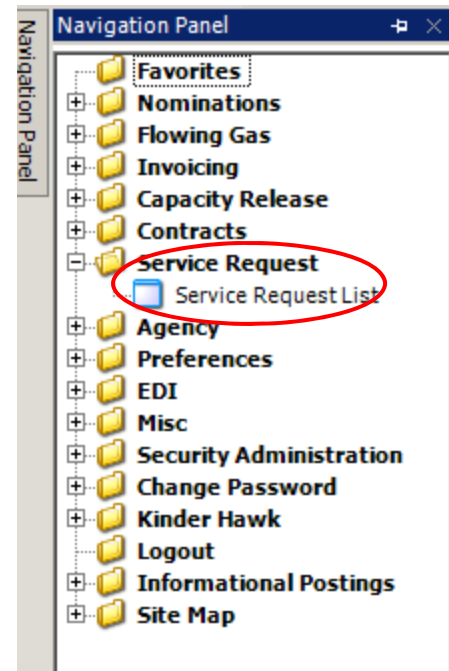
How to Create a Pooling Agreement on EPNG

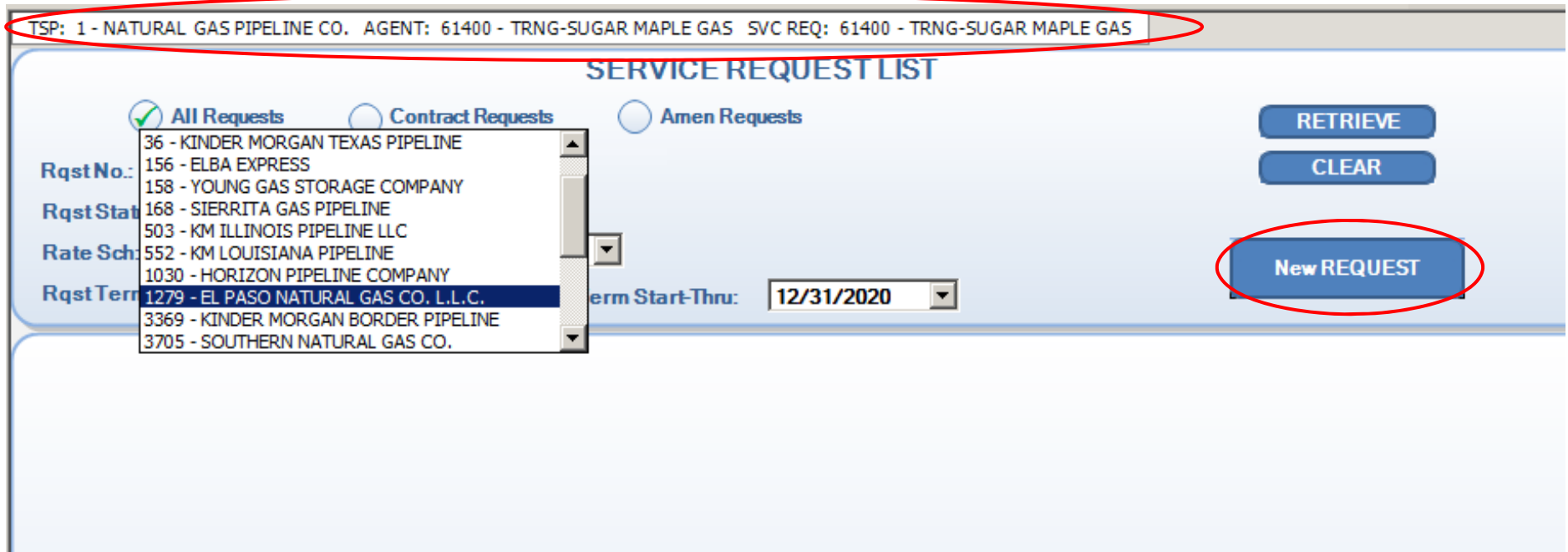




Before you begin, make sure that you have Contract Request and Contract Execution security roles, you need both to create a pooling agreement.

- Once you have logged into DART
- Go to Navigation Panel
 - Service Request
 - Service Request List





TSP: 1 - NATURAL GAS PIPELINE CO. AGENT: 61400 - TRNG-SUGAR MAPLE GAS SVC REQ: 61400 - TRNG-SUGAR MAPLE GAS

SERVICE REQUEST LIST

☒ All Requests ☐ Contract Requests ☐ Amen Requests

Rqst No. Rqst Stat Rate Sch Rqst Term

36 - KINDER MORGAN TEXAS PIPELINE
156 - ELBA EXPRESS
158 - YOUNG GAS STORAGE COMPANY
168 - SIERRITA GAS PIPELINE
503 - KM ILLINOIS PIPELINE LLC
552 - KM LOUISIANA PIPELINE
1030 - HORIZON PIPELINE COMPANY
1279 - EL PASO NATURAL GAS CO. L.L.C.
3369 - KINDER MORGAN BORDER PIPELINE
3705 - SOUTHERN NATURAL GAS CO.

Term Start-Thru: 12/31/2020

RETRIEVE
CLEAR
New REQUEST

- Check the TSP (or Transportation Service Provider) in the top left part of the window to verify you are under the correct pipeline
- If not, hover over the TSP Header strip until it expands, click on the down arrow of the TSP field - find El Paso Natural Gas pipeline
- Then click on New Request



SERVICE REQUEST

☒ Contract Request
☐ Amendment Request
☐ Re-designation Request

☒ New Request
☐ Copy Contract to New Request

SERVICE REQUEST - RATE

Rate Sch:

Acct Mgr: _____
CSR: _____

Rate Sch Lookup

Rate Sch
FH3 - Hourly Firm Trans Service 3hr
FH8 - Hourly Firm Trans Service 8hr
FT1 - Firm Transportation Service
FTHV - Hourly Firm Trans SvcVirtual Area
IT1 - Interruptible Transportation Service
PL - Pooling
RFC - RESERVED FIRM CAPACITY

Total Rows: 24

OK
CANCEL

- Double click in the Rate Sch box
- A box will pop up and then scroll down until you find PL – Pooling
- Double click on Pooling



TSP: 1279 - EL PASO NATURAL GAS CO. L.L.C. AGENT: 61400 - TRNG-SUGAR MAPLE GAS SVC REQ: 61400 - TRNG-SUGAR MAPLE GAS

SERVICE REQUEST

☒ **Contract Request**

☐ **Amendment Request**

☐ **Re-designation Request**

Continue >>

Cancel

☒ **New Request**

☐ **Copy Contract to New Request**

SERVICE REQUEST - RATE SCH

Rate Sch:

Acct Mgr:

CSR:

- Click Continue



TSP: 1279 - EL PASO NATURAL GAS CO. L.L.C. AGENT: 61400 - TRNG-SUGAR MAPLE GAS SVC REQ: 61400 - TRNG-SUGAR MAPLE GAS

REQUEST FOR SERVICE

RqstNo.: 0

ContractNo.: 0

RqstStatus:

Rate Sch: PL

TermStart: 05/05/2020

RqstTCD

Is MDQ varied during
Following the End Date
either TSP or Shipper

Acct Mgr:

CSR:

Shipper Affiliation with Transporter: N

Term End: 12/31/2049

☒ No
month basis thereafter unless terminated by
to the other party.

☒ Yes ☐ No

SAVE DRAFT

CANCEL

SUBMIT DRAFT

SUBMIT FINAL

May, 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Today: 5/5/2020

Rec

Delivery Information

☒ Monthly Rate
☐ Daily Rate

Add Rows

Point	Point Name	Seg	Zone	Point	Point Name	Seg	Zone	MDQ DTH/D	Ma Rat

- Select the Term Start Date that you want

Note: The end date will automatically default to evergreen (12/31/2049)



REQUEST FOR SERVICE

Rqst No.:	0	Acct Mgr.:		SAVE DRAFT
Contract No.:	0	CSR:		
Rqst Status:		Shipper Affiliation with Transporter:	N	CANCEL
Rate Sch:	PL			SUBMIT DRAFT
Term Start:	05/14/2020	Term End:	12/31/2049	SUBMIT FINAL
Rqst TCD	1			
Is MDQ varied during requested term? <input type="radio"/> Yes <input checked="" type="radio"/> No				
Following the End Date, service shall continue on a month-to-month basis thereafter unless terminated by either TSP or Shipper by the provision of prior written notice to the other party.				<input checked="" type="radio"/> Yes <input type="radio"/> No

Receipt Information

Delivery Information

☒ Monthly Rate
☐ Daily Rate

Add Rows

Point	Point Name	Seg	Zone	Point	Point Name	Seg	Zone	MDQ DTH/D	Ma

- DART does not let you type in the PIN, so you will need to Double click in the Point Box to select the location that you want

Note: A request needs to be made for each PIN



Point Lookup

Filter Criteria Selection

☒ No Filter
 ☐ Id
 ☐ Name Contains
 ☐ Name Starts With
 ☐ DRN
 ☐ Segment
 ☐ Zone
 ☐ Lgcy ID
 ☐ Lgcy Name Contains

Filter Criteria:

FILTER

Lgcy Sys ID:

UQ - UNIQUE ID

Point List

Point	Point Name	Segmen	Rcpt Zone	Dlvy Zone	County	State	Ctrct Typ Usage	R-D Usage	Old Sys ID	Old ID
300704	(ANADARKO) ANADA	810	18	18	MOORE	TEXAS	A	B	PP	ANADARKO
302248	(PLAINS) PLAINS PO	705	20	20	YOAKUM	TEXAS	A	B	IC	23870
302248	(PLAINS) PLAINS PO	705	20	20	YOAKUM	TEXAS	A	B	PP	PLAINS
300724	(BONNADST) BONDA	100	16	16	LA PLATA	COLORADO	A	B	PP	BONNADST

Total Rows: 11

- A Point Lookup box will populate
- Select Retrieve and all of the locations available will generate
- Double click on the Point you want



REQUEST FOR SERVICE

RqstNo.:	0	Acct Mgr:		SAVE DRAFT
ContractNo.:	0	CSR:		
RqstStatus:		Shipper Affiliation with Transporter:	N	CANCEL
Rate Sch:	PL			
Term Start:	05/11/2020	Term End:	12/31/2049	SUBMIT DRAFT
RqstTCD	1			SUBMIT FINAL
Is MDQ varied during requested term? <input type="radio"/> Yes <input checked="" type="radio"/> No Following the End Date, service shall continue on a month-to-month basis thereafter unless terminated by either TSP or Shipper by the provision of prior written notice to the other party.				<input checked="" type="radio"/> Yes <input type="radio"/> No

Receipt Information

Delivery Information

☒ Monthly Rate
☐ Daily Rate

Add Rows

Point	Point Name	Seg	Zone	Point	Point Name	Seg	Zone	MDQ DTH/D	Ma Rat
300723	(BONDAD) BONDAD P	110	NEW MEXICO - SAN JUAN	300722	(BONDAD) BONDAD P	110	NEW MEXICO - SAN JUAN	1	

Requestor Information

Contact Name: DART TRAINING13 Office: (713) 369-6767 Fax: Email: dartsystemsecurity@kindermorgan.com
☐ I certify that I am the person named in Contact Name above. Shipper represents that the person executing this Request for Shipper has been duly authorized by Shipper to submit this request on Shipper's behalf

- Scroll down to the bottom of the screen and check the radio button



Service Request List [EPNG]; 05/06/2020 10:53:47 Service Request Form [EPNG]; 05/06/2020 10:58:23

TSP: 1279 - EL PASO NATURAL GAS CO. L.L.C. AGENT: 61400 - TRNG-SUGAR MAPLE GAS SVC REQ: 61400 - TRNG-SUGAR MAPLE GAS

REQUEST FOR SERVICE

Rqst No.: 0	Acct Mgr:	SAVE DRAFT
Contract No.: 0	CSR:	CANCEL
Rqst Status:	Shipper Affiliation with Transporter: N	SUBMIT DRAFT
Rate Sch: PL		SUBMIT FINAL
Term Start: 05/11/2020	Term End: 12/31/2049	
Rqst TCD: 1		

Is MDQ varied during requested term? ☐ Yes ☒ No

Following the End Date, service shall continue on a month-to-month basis thereafter unless terminated by either TSP or Shipper by the provision of prior written notice to the other party.

☒ Yes ☐ No

Receipt Information

Delivery Information

☒ Monthly Rate Add Rows
 ☐ Daily Rate

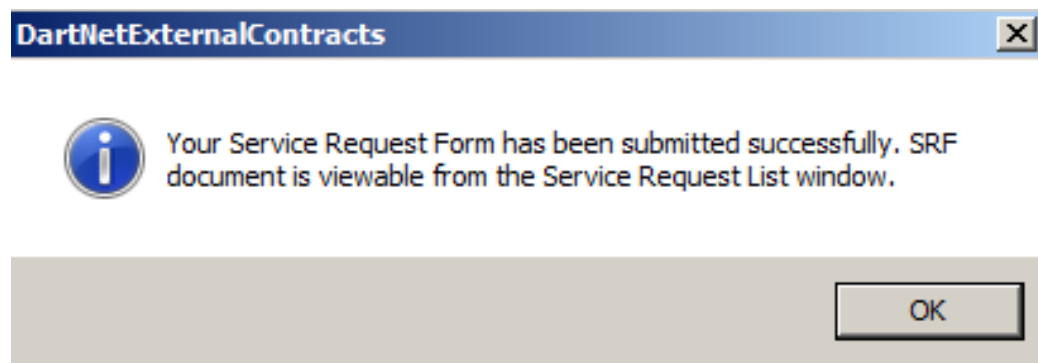
Point	Zone	MDQ DTH/D	Ma Rate
3007	MEXICO - SAN JUAN	1	<input checked="" type="checkbox"/>

Submit Final

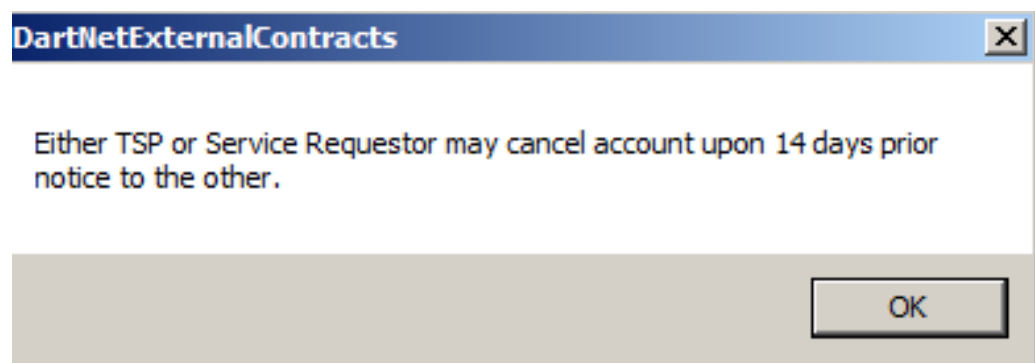
Thank you for your service request on the EPNG pipeline. The request will be reviewed by your Account Director and you will be contacted as soon as possible.

- Scroll back up to the top and Submit Final
- A Submit Final Box will appear
- Hit Submit again





- Click OK



- Click OK again

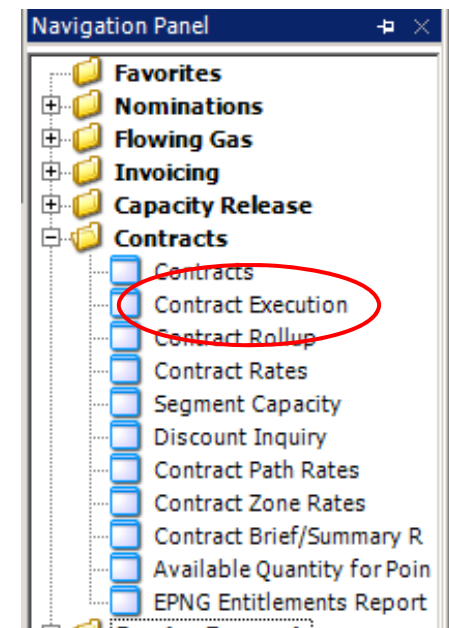


Service Request List [EPNG]; 05/06/2020 01:06:58 Contract Execution [EPNG]; 05/06/2020 01:18:00										
TSP: 1279 - EL PASO NATURAL GAS CO. L.L.C. AGENT: 61400 - TRNG-SUGAR MAPLE GAS SVC REQ: 61400 - TRNG-SUGAR MAPLE GAS										
Retrieve										
Contract No.	Contract No.	Amend	DNR Amend	Agrmt Type	Next Event	MDQ DTH/D	Rate Sch	Srvc Type	Term St	
615221- PLEPNG	615221	0			AGREEMENT EXECUTED BY CUSTOMER	1	TFO	PL	05/12/2	

- You will then be taken to the contract execution window:

If you are not taken to the contract execution window:

- Go to the Navigation Panel
- Contracts
- Contract Execution



Service Request List [EPNG]; 05/06/2020 01:06:58

Contract Execution [EPNG]; 05/06/2020 01:18:00

TSP: 1279 - EL PASO NATURAL GAS CO. L.L.C. AGENT: 61400 - TRNG-SUGAR MAPLE GAS SVC REQ: 61400 - TRNG-SUGAR MAPLE GAS

Retrieve

Contract No. ▾	Contract No. ▾	Amend ▾	DNR Amend ▾	Agrmt Type ▾	Next Event ▾	MDQ DTH/D ▾	Rate Sch ▾	Srvc Type ▾
▶ 615221- PLEPNG	615221	0			AGREEMENT EXECUTED BY CUSTOMER	1	TFO	PL

Agreement

Approve

Execute

EPNG/Moj Pooling Details

Retrieve

WEKT0955 - West Region PAL Execution

Print

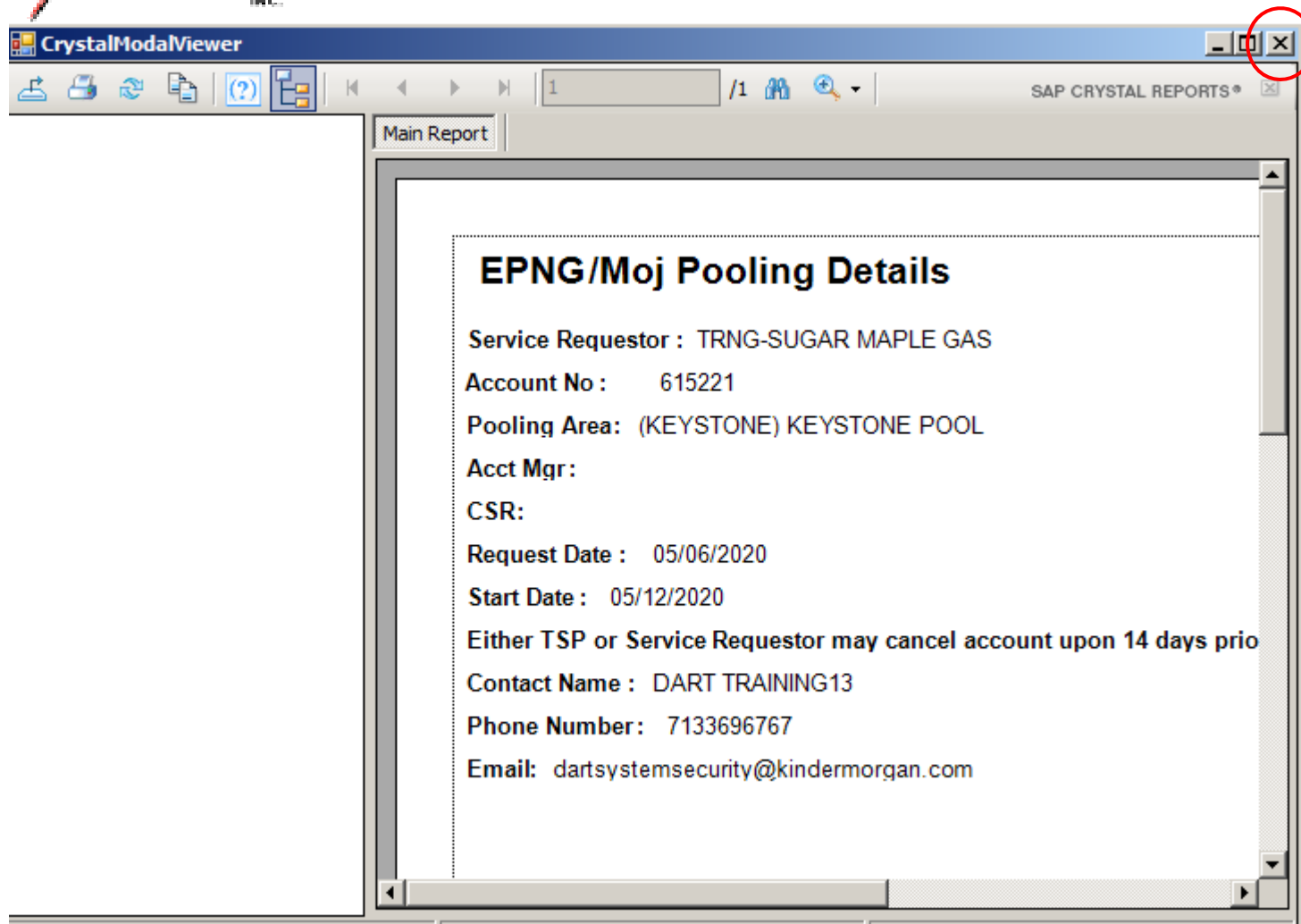
Save As

Add to Favorites

Remove from Favorites

- Highlight the row
- Right Click
- Select EPNG/Moj Pooling Details to review





- A box of information will appear
- Close with the X on the top right corner



Service Request List [EPNG]; 05/06/2020 01:06:58 Contract Execution [EPNG]; 05/06/2020 01:18:00

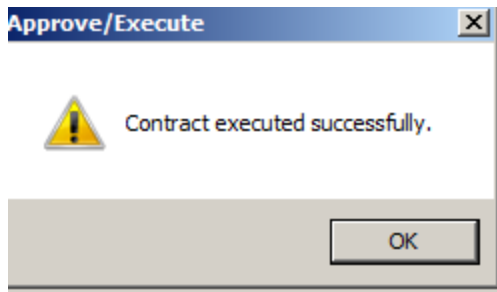
TSP: 1279 - EL PASO NATURAL GAS CO. L.L.C. AGENT: 61400 - TRNG-SUGAR MAPLE GAS SVC REQ: 61400 - TRNG-SUGAR MAPLE GAS

Retrieve

Contract No. ▾	Contract No. ▾	Amend ▾	DNR Amend ▾	Agrmt Type ▾	Next Event ▾	MDQ DTH/D ▾	Rate Sch ▾	Srv Type ▾
615221- PLEPNG	615221	0			AGREEMENT EXECUTED BY CUSTOMER	1	TFO	PL

Agreement
 Approve
 Execute
 EPNG/Moj Pooling Details
 Retrieve
 WEKT0955 - West Region PAL Execution
 Print
 Save As
 Add to Favorites
 Remove from Favorites

- Right Click
- Select Execute



A box will populate

- Click OK



Contracts [EPNG]; 05/06/2020 01:57:07

TSP: 1279 - EL PASO NATURAL GAS CO. L.L.C. AGENT: 61400 - TRNG-SUGAR MAPLE GAS SVC REQ: 61400 - TRNG-SUGAR MAPLE GAS

Contract No.: Contract Type: Rate Sch:

Contract Status:

Contract No.	Rate Sch	MDQ DTH/D	Term Start	Term End	Status	Contract Options	Replacement Ctrct
615220- PLEPNG	PL	1	05/11/2020	12/31/2049	EXECUTED		N
615221- PLEPNG	PL	1	05/12/2020	12/31/2049	EXECUTED		N

- There is no physical copy of an agreement for these, this isn't a rate schedule in our tariff.

To see the details of the agreement, you may pull it up in Dart on the contract list screen

- Go to the Navigation Panel
- Contracts folder
- Retrieve, this will pull of all of your contracts that you have



Contracts [EPNG]; 05/06/2020 02:43:36

TSP: 1279 - EL PASO NATURAL GAS CO. L.L.C. AGENT: 61400 - TRNG-SUGAR MAPLE GAS SVC REQ: 61400 - TRNG-SUGAR MAPLE GAS

Contract No.: Contract Type: Rate Sch:

Contract Status:

Contract No.	Rate Sch	MDQ DTH/D	Term Start	Term End	Stat
615220- PLEPNG	PL	1	05/11/2020	12/31/2049	EXECUTE
615221- PLEPNG	PL	1	05/12/2020	12/31/2049	EXECUTE
615222- PLEPNG	PL	1	06/01/2020	12/31/2049	EXECUTE

Agreement

EPNG/Moj Pooling Details

Retrieve

WEKT0310 - Detail

WEKT0320 - Date Eff

WEKT0330 - Locations

WEKT0335 - Locations Details

WEKT2200 - Available Cap for Alternate Locations SNG

WEKT0680 - R/D Pairs

WEKT0380 - Storage Ratchets

WEKT0340 - Addresses

WEKT0360 - Segments

WEKT0370 - Zones

WEKT0390 - Amendments

WEKT0540 - Capacity Rights

WEKT0313 - Ratcheting Services Inquire

WKKT0950 - LPS/PAL Contract Point Date Effective

WEKT0955 - West Region PAL View

Print

Save As

Add to Favorites

Remove from Favorites

WEKT0300 Row count: 3 #67 - Data has been refre

- Select the row with the agreement you want to check
- Right click and you can select EPNG/Moj Pooling Details, this will populate the box from slide 14





Thank You!

We appreciate your business!



If you need help or have additional questions, please feel free to contact us at:

CSWPG@kindermorgan.com

Contracts hotline phone number
(719) 520-4514





How to Create a new Agency Agreement as the Agent

Note: An agency agreement can be created by either the Agent or the principal but this does need to be initiated in DART

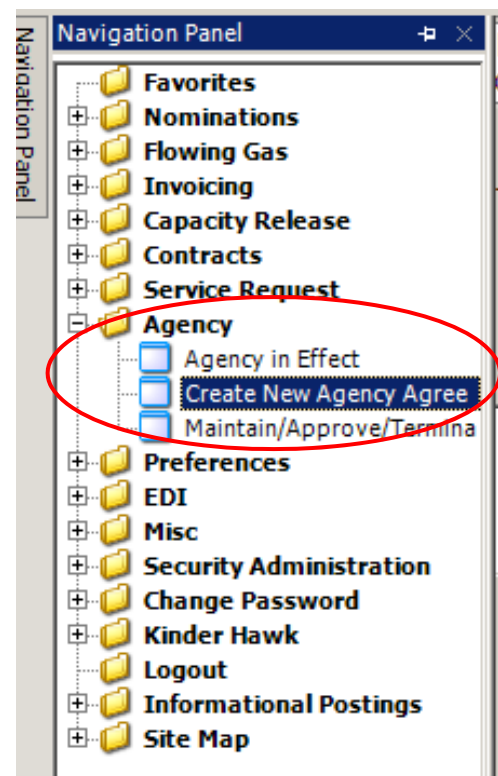
If one party does not have access to DART, you can print the agency agreement and send to them to sign, then email it to contracts group at cswpg@kindermorgan.com to approve in DART (this is shown on page 12)



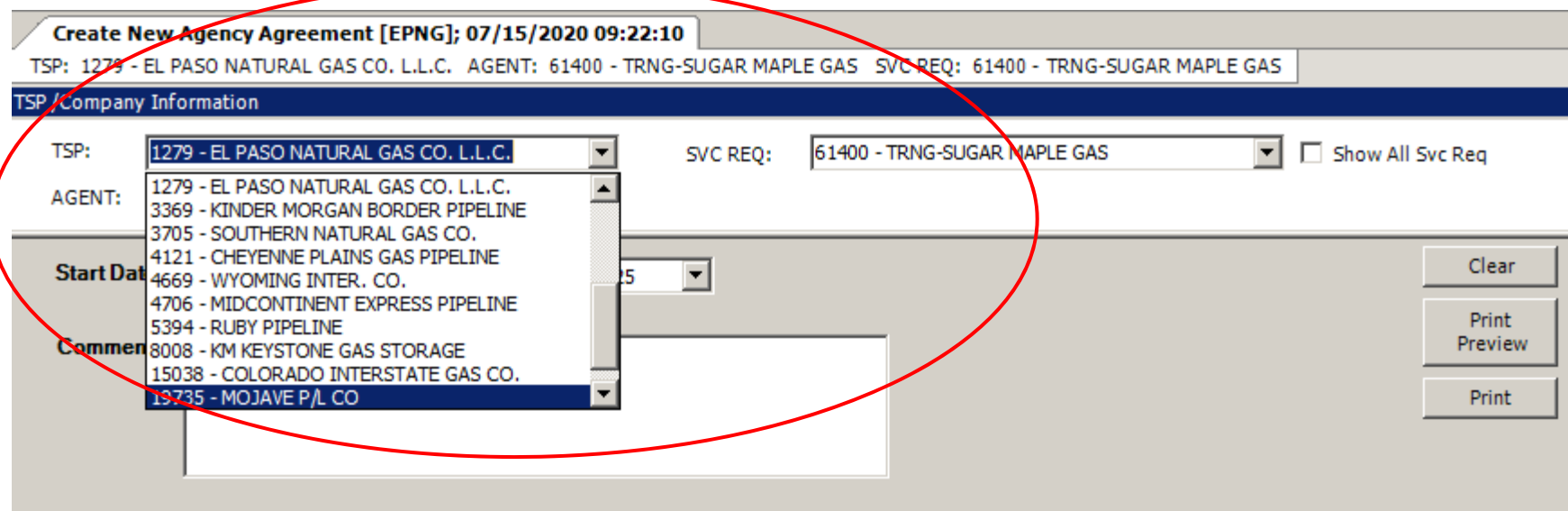
Required Step

Make sure that you have Contract Request **and** Contract Execution security roles. You need both to create an agency agreement.

- Once you have logged into DART
- Go to Navigation Panel
 - Expand Agency
- Select Create New Agency Agreement



Required Step



Create New Agency Agreement [EPNG]; 07/15/2020 09:22:10

TSP: 1279 - EL PASO NATURAL GAS CO. L.L.C. AGENT: 61400 - TRNG-SUGAR MAPLE GAS SVC REQ: 61400 - TRNG-SUGAR MAPLE GAS

TSP / Company Information

TSP: 1279 - EL PASO NATURAL GAS CO. L.L.C. SVC REQ: 61400 - TRNG-SUGAR MAPLE GAS ☐ Show All Svc Req

AGENT: 1279 - EL PASO NATURAL GAS CO. L.L.C.
3369 - KINDER MORGAN BORDER PIPELINE
3705 - SOUTHERN NATURAL GAS CO.
4121 - CHEYENNE PLAINS GAS PIPELINE
4669 - WYOMING INTER. CO.
4706 - MIDCONTINENT EXPRESS PIPELINE
5394 - RUBY PIPELINE
8008 - KM KEYSTONE GAS STORAGE
15038 - COLORADO INTERSTATE GAS CO.
19735 - MOJAVE P/L CO

Start Date: 05/15/2020

Comments:

Clear
Print Preview
Print

- Before starting, check that the TSP (Transportation Service Provider) is under the correct pipeline (this is located at the top left part of the window)
- If you aren't on the right one, hover over the TSP Header strip until it expands, click on the down arrow of the TSP field
- Select the correct pipeline



Required Step



Create New Agency Agreement [EPNG]; 07/15/2020 11:33:13

TSP: 1279 - EL PASO NATURAL GAS CO. L.L.C. AGENT: 61400 - TRNG-SUGAR MAPLE GAS SVC REQ: 61400 - TRNG-SUGAR MAPLE GAS

Principal: 61400 TRNG-SUGAR MAPLE GAS

Agent:

Start Date: 8/ 1/2020 End Date: 7/31/2025

Comments:

Customer Lookup

Filter Criteria Selection

☒ No Filter ☐ ID ☒ Name Contains ☐ Duns Id ☐ Name Starts With ☐ Lgcy ID ☐ Lgcy Name Contains

Pipeline Preferred

☐ Yes ☐ No ☒ All

Filter criteria: Lgcy Sys ID: UQ - UNIQUE ID Filter

Company List

Total rows: Ok Cancel

- DART will generate your GID in the principal box, remove it and put in the agent box
- Type in the GID for the principal
- If you don't know it, double click in the principal box to bring up the lookup box
- Type in the name in the Filter Criteria box
- Click on Name Contains (as shown above)
- And select Filter



Required Step

Create New Agency Agreement [EPNG]; 07/15/2020 11:33:13

TSP: 1279 - EL PASO NATURAL GAS CO. L.L.C. AGENT: 61400 - TRNG-SUGAR MAPLE GAS SVC REQ: 61400 - TRNG-SUGAR MAPLE GAS

Principal: TRNG-CHERRY NATURAL G

Agent: TRNG-SUGAR MAPLE GAS

Start Date: End Date:

Comments:

Save
Continue
Clear
Print Preview
Print

Agency agreements must begin on the first day of the month

- After the agent and principal GIDs are entered, select the agency start and end dates. (DART defaults the end date for five years out, you can select any end date you wish)
- You can write a comment in the Comments section if you wish
- Select Save
- Select Continue



Required Step

Create New Agency Agreement [EPNG]; 07/15/2020 11:33:13 **Maintain/Approve Business Functions [EPNG]; 07/15/2020 01:13:54**

TSP: 1279 - EL PASO NATURAL GAS CO. L.L.C. AGENT: 61400 - TRNG-SUGAR MAPLE GAS SVC REQ: 61400 - TRNG-SUGAR MAPLE GAS

Principal Co ID: TRNG-CHERRY NATURAL G
 Agent Co ID: TRNG-SUGAR MAPLE GAS
 Agent Agrmt Nbr: Status:
 Start Date: End Date:
☐ Agents for Company ☒ Principals for Company

**** To make a business function contract or point specific, select the business function below and navigate to the Contract Specific or Point Specific screen via the Navigation menu.**

Delegation Agreement	Delegation Start Date	Delegation End Date	Principal Co ID	Principal Company	Business Functions	All Ctrct Ind	All Pt Ind	Bus.Func. Start Date	Bus.Func. End Date	Principal Status	Agent Status
60165	08/01/2020	10/31/2030	61000	TRNG-CHERRY NATURAL GAS							

Approve
 Submit
 Add business function
 Modify business function
 Delete business function
 Print Agency Agreement
 Inquire on item
 Clear
 Retrieve
 WEBE0070 - Contract Specific
 WEBE0080 - Point Specific
 WEBE0200 - Maintain/Approve/Terminate Agency Agreement
 Print
 Save As
 Add to Favorites
 Remove from Favorites

WEBE0060 Row count: 1 #67 - Data has been refreshed

This next screen is where you will add the business functions

- Right click on the highlighted record
- Select Add Business Function, the next page lists the business functions and the descriptions



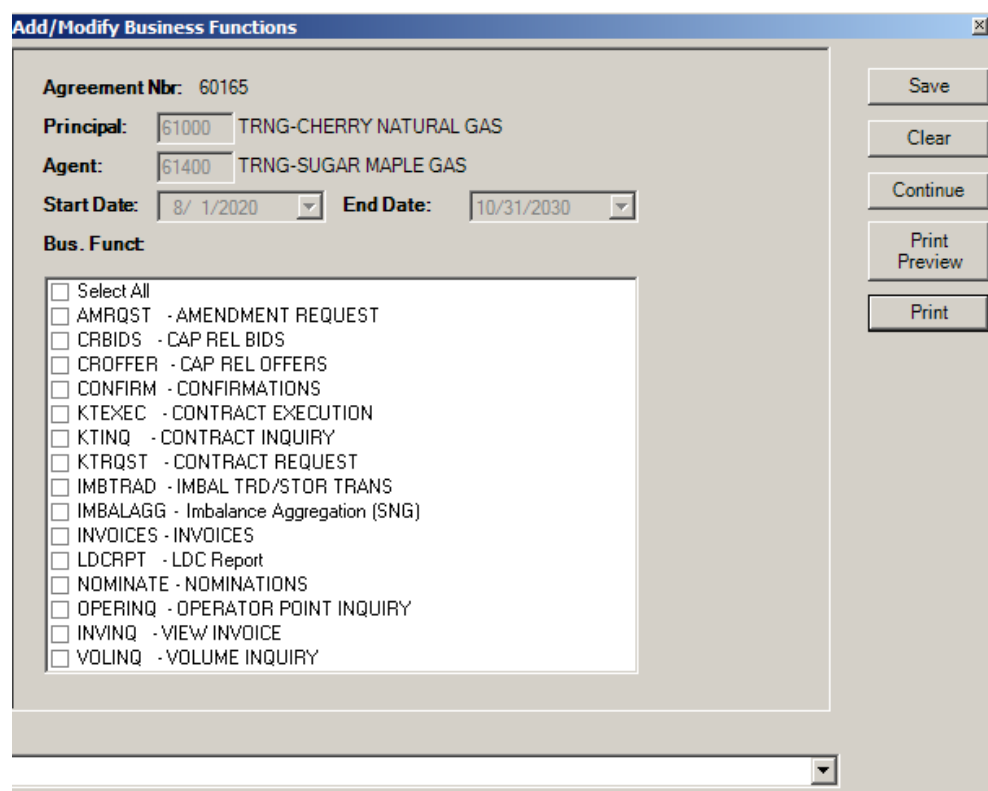
<u>Function</u>	<u>Definition</u>
CAP REL BIDS	allows agent to confirm and create/submit bids for the principal company
CAP REL OFFERS	allows agent to release capacity on behalf of the contract holder
IMBAL TRD/STOR TRANS	allows agent to trade imbalances on behalf of the contract holder (shipper)
INVOICES	allows the agent to submit payment on behalf of the principal company
VIEW INVOICE	allows the agent to view invoice in DART - Inquiry only/no payment
CONTRACT REQUEST	agent can request contracts for the shipper (principal company) via One Time Deal Entry
AMENDMENT REQUEST	same as contract request
CONTRACT EXECUTION	agent can execute contracts on behalf of the shipper (principal company)
CONTRACT INQUIRY	agent can view contract holder's contract details, locations, date effective info, etc.
CONFIRMATIONS	allows the agent to confirm points on behalf of the operator
NOMINATIONS	agent can submit nominations on behalf of the shipper (principal company)
OPERATOR POINT INQUIRY	agent can view point nominations and allocations on behalf of the shipper (principal company)
VOLUME INQUIRY	agent is allowed to view point data as an operator, i.e. daily flows, allocations, etc. VOLUME INQUIRY is automatic with NOMINATIONS.
BUY/SELL DEFAULT	not available for selection from the business function drop-down menu. It is automatic when the NOMINATIONS function is added. OK to display the BUY/SELL DEFAULT function after it is added.
LDC REPORT	
IMBALANCE AGGREGATION (SNG)	An SNG only function.

Note: Note: Business functions that cannot be duplicated are: Invoices, Confirmations, Nominations, IMBALAGG (SNG)

(You can only have one agency agreement for these)



Required Step



Agreement Nbr: 60165

Principal: 61000 TRNG-CHERRY NATURAL GAS

Agent: 61400 TRNG-SUGAR MAPLE GAS

Start Date: 8/ 1/2020 End Date: 10/31/2030

Bus. Funct:

- ☐ Select All
- ☐ AMRQST - AMENDMENT REQUEST
- ☐ CRBIDS - CAP REL BIDS
- ☐ CROFFER - CAP REL OFFERS
- ☐ CONFIRM - CONFIRMATIONS
- ☐ KTEXEC - CONTRACT EXECUTION
- ☐ KTING - CONTRACT INQUIRY
- ☐ KTRQST - CONTRACT REQUEST
- ☐ IMBTRAD - IMBAL TRD/STOR TRANS
- ☐ IMBALAGG - Imbalance Aggregation (SNG)
- ☐ INVOICES - INVOICES
- ☐ LDCRPT - LDC Report
- ☐ NOMINATE - NOMINATIONS
- ☐ OPERINQ - OPERATOR POINT INQUIRY
- ☐ INVINQ - VIEW INVOICE
- ☐ VOLINQ - VOLUME INQUIRY

Buttons: Save, Clear, Continue, Print Preview, Print

- Select the business functions you will be performing as the Agent (all functions are production date effective)
- Do not select functions with a pipe listed behind it. For example, Imbalance Aggregation is for SNG only.

Note: Business functions that cannot be duplicated are: Invoices, Confirmations, Nominations, IMBALAGG (SNG)

(You can only have one agency agreement for these)



Required Step

Create New Agency Agreement [EPNG]; 07/15/2020 11:33:13 Maintain/Approve Business Functions [EPNG]; 07/15/2020 01:13:54

TSP: 1279 - EL PASO NATURAL GAS CO. L.L.C. AGENT: 61400 - TRNG-SUGAR MAPLE GAS SVC REQ: 61400 - TRNG-SUGAR MAPLE GAS

Principal Co ID: 61000 TRNG-C Agent Co ID: 61400 TRNG-S Agent Agrmt Nbr: 60165 Status: Start Date: 8/ 1/2020 End Date: Agents for Company Principals

Add/Modify Business Functions [X]

Agreement Nbr: 60165
Principal: 61000 TRNG-CHERRY NATURAL GAS
Agent: 61400 TRNG-SUGAR MAPLE GAS
Start Date: 8/ 1/2020 End Date: 10/31/2030

Bus. Funct

☐ Select All
☒ AMRQST - AMENDMENT REQUEST
☒ CRBIDS - CAP REL BIDS
☒ CROFFER - CAP REL OFFERS
☒ CONFIRM - CONFIRMATIONS
☒ KTEXEC - CONTRACT EXECUTION
☒ KTING - CONTRACT INQUIRY
☒ KTRQST - CONTRACT REQUEST
☒ IMBTRAD - IMBAL TRD/STOR TRANS
☐ IMBALAGG - Imbalance Aggregation (SNG)
☒ INVOICES - INVOICES
☒ LDCRPT - LDC Report
☒ NOMINATE - NOMINATIONS
☒ OPERINQ - OPERATOR POINT INQUIRY
☒ INVINQ - VIEW INVOICE
☒ VOLINQ - VOLUME INQUIRY

Save Clear Continue Print Preview Print

nc. te	Principal Status	Agent Status
30	SUBMITTED	DRAFT
30	SUBMITTED	DRAFT
30	SUBMITTED	DRAFT
30	SUBMITTED	DRAFT
30	SUBMITTED	DRAFT
30	SUBMITTED	DRAFT
30	SUBMITTED	DRAFT
30	SUBMITTED	DRAFT
30	SUBMITTED	DRAFT
30	SUBMITTED	DRAFT

WEBE0060 Row count: 15 #67 - Data has been refreshed

- Click Save
- Click the x button to close out of the business function part



Optional Step



Create New Agency Agreement [EPNG]; 07/15/2020 11:33:13 Maintain/Approve Business Functions [EPNG]; 07/15/2020 01:13:54

TSP: 1279 - EL PASO NATURAL GAS CO. L.L.C. AGENT: 61400 - TRNG-SUGAR MAPLE GAS SVC REQ: 61400 - TRNG-SUGAR MAPLE GAS

Principal Co ID: 61000 TRNG-CHERRY NATURAL G
 Agent Co ID: 61400 TRNG-SUGAR MAPLE GAS
 Agent Agrmt Nbr: 60165 Status:
 Start Date: 8/ 1/2020 End Date: 10/31/2030
☐ Agents for Company ☒ Principals for Company

** To make select the Contract S menu.

Approve
 Submit
 Add business function
 Modify business function
 Delete business function
 Print Agency Agreement
 Inquire on item
 Clear
 Retrieve

Delegation Agreement	Delegation Start Date	Delegation End Date	Principal Co ID	Principal Company	Business Functions	A	Agent Status
60165	08/01/2020	10/31/2030	61000	TRNG-CHERRY NATURAL GAS	AMENDMENT REQUEST	Y	DRAFT
60165	08/01/2020	10/31/2030	61000	TRNG-CHERRY NATURAL GAS	CAP REL BIDS	Y	DRAFT
60165	08/01/2020	10/31/2030	61000	TRNG-CHERRY NATURAL GAS	CAP REL OFFERS	Y	DRAFT
60165	08/01/2020	10/31/2030	61000	TRNG-CHERRY NATURAL GAS	CONFIRMATIONS	Y	DRAFT
60165	08/01/2020	10/31/2030	61000	TRNG-CHERRY NATURAL GAS	CONTRACT EXECUTION	Y	DRAFT

WEBE0070 - Contract Specific
 WEBE0080 - Point Specific
 WEBE0200 - Maintain/Approve/Terminate Agency Agreement

Print
 Save As
 Add to Favorites
 Remove from Favorites

Point Specific steps:

Business functions that can be point specific are Confirmations, Operator Point Inquiry, and LDC Report

- Highlight the function that is going to be point specific
- Right Click
- Select Point Specific



Create New Agency Agreement [EPNG]; 07/15/2020 11:33:13 Point Specific [EPNG]; 07/15/2020 02:46:29 Maintain/Approve Business Function

TSP: 1279 - EL PASO NATURAL GAS CO. L.L.C. AGENT: 61400 - TRNG-SUGAR MAPLE GAS SVC REQ: 61400 - TRNG-SUGAR MAPLE GAS

Principal: 61000 - TRNG-CHERRY NATURAL GAS Bus. Funct: CONFIRM - CONFIRMATIONS

Agent: 61400 - TRNG-SUGAR MAPLE GAS Effective From: 8/1/2020 Thru: 10/31/2030

Agreement: 60165 Retrieve Clear

Point	Name	PT Spec Start Date	PT Spec End Date

Add item
Change item
Delete item
Inquire on item
Retrieve
Clear

WEBE0060 - Maintain/Approve

Print
Save As

Add to Favorites
Remove from Favorites

Add Screen

Agreement: 60165

Bus. Funct: CONFIRM - CONFIRMATIONS

Effective From: 8/1/2020 Thru: 10/31/2030

Principal: 61000 - TRNG-CHERRY NATURAL GAS

Agent: 61400 - TRNG-SUGAR MAPLE GAS

Point Nbr: 291655

Point Name:

PT Spec Start Date: 8/ 1/2020 End Date: 10/31/2030

Save Clear Close Print Preview Print

- Add Item
- The Add Screen will pop up
- Type in the PIN in the Point Nbr box
- Save



Create New Agency Agreement [EPNG]; 07/15/2020 11:33:13

Maintain/Approve Business Functions [EPNG]; 07/15/2020 01:13:54

Point Specific [EPNG]; 07/15/2020 02:57:26

TSP: 1279 - EL PASO NATURAL GAS CO. L.L.C. AGENT: 61400 - TRNG-SUGAR MAPLE GAS SVC REQ: 61400 - TRNG-SUGAR MAPLE GAS

Principal: 61000 - TRNG-CHERRY NATURAL GAS Bus. Funct: CONFIRM - CONFIRMATIONS

Agent: 61400 - TRNG-SUGAR MAPLE GAS Effective From: 8/1/2020 Thru: 10/31/2030

Agreement: 60165

Retrieve

Clear

Point	Name	PT Spec Start Date	PT Spec End Date
291655	ANG/CIG (HUM) J. HUME BACA	08/01/2020	10/31/2030

WEBE0080 Row count: 1

#67 - Data has been refreshed

- The PIN you selected will populate
- Click the x button to close the Point Specific Tab



Optional Step



07/15/2020 11:33:13 Maintain/Approve Business Functions [EPNG]; 07/15/2020 01:13:54

TSP: 1279 - EL PASO NATURAL GAS CO. L.L.C. AGENT: 61400 - TRNG-SUGAR MAPLE GAS SVC REQ: 61400 - TRNG-SUGAR MAPLE GAS

Principal Co ID: 61000 TRNG-CHERRY NATURAL G
 Agent Co ID: 61400 TRNG-SUGAR MAPLE GAS
 Agent Agrmt Nbr: 60165 Status:
 Start Date: 8/ 1/2020 End Date: 10/31/2030

☐ Agents for Company ☒ Principals for Company

Delegation Agreement	Delegation Start Date	Delegation End Date	Principal Co ID	Principal Company	Bus Fun
60165	08/01/2020	10/31/2030	61000	TRNG-CHERRY NATURAL GAS	IMBAL TRANS
60165	08/01/2020	10/31/2030	61000	TRNG-CHERRY NATURAL GAS	INVOI
60165	08/01/2020	10/31/2030	61000	TRNG-CHERRY NATURAL GAS	LDC R
60165	08/01/2020	10/31/2030	61000	TRNG-CHERRY NATURAL GAS	NOMI
60165	08/01/2020	10/31/2030	61000	TRNG-CHERRY NATURAL GAS	OPERA POINT
60165	08/01/2020	10/31/2030	61000	TRNG-CHERRY NATURAL GAS	VIEW I
60165	08/01/2020	10/31/2030	61000	TRNG-CHERRY NATURAL GAS	VOLUM INQUI
60165	08/01/2020	10/31/2030	61000	TRNG-CHERRY NATURAL GAS	BUY S DEFAL

** To make a business function contract or point specific, select the business function below and navigate to the Contract Specific or Point Specific screen via the Navigation menu.

Approve
 Submit
 Add business function
 Modify business function
 Delete business function
 Print Agency Agreement
 Inquire on item
 Clear
 Retrieve

WEBE0070 - Contract Specific
 WEBE0080 - Point Specific
 WEBE0200 - Maintain/Approve/Terminate Agency Agreement

Print
 Save As
 Add to Favorites
 Remove from Favorites

	Agent Status
ED	DRAFT
ED	DRAFT
ED	DRAFT
ED	DRAFT
ED	DRAFT
ED	DRAFT

Contract Specific steps:

Business functions that can be contract specific are all except Contract Request, Confirmations, Operator Point Inquiry, Volume Inquiry, View Invoice and Buy/Sell

- Highlight the function that is going to be contract specific
- Right Click
- Select Contract Specific



Create New Agency Agreement [EPNG]; 07/15/2020 11:33:13		Maintain/Approve Business Functions [EPNG]; 07/15/2020 01:13:54		Contract Specific [EPNG]; 07/15/2020 03:06:58	
TSP: 1279 - EL PASO NATURAL GAS CO. L.L.C. AGENT: 61400 - TRNG-SUGAR MAPLE GAS SVC REQ: 61400 - TRNG-SUGAR MAPLE GAS					
Principal: 61000 - TRNG-CHERRY NATURAL GAS		Bus. Funct: NOMINATE - NOMINATIONS			
Agent: 61400 - TRNG-SUGAR MAPLE GAS		Effective From: 8/1/2020		Thru: 10/31/2030	
Agreement: 60165		<input type="button" value="Retrieve"/> <input type="button" value="Clear"/>			

Ctct Nbr	Contract ID	Srvc Type	KT Spec Start Date	KT Spec End Date
<div style="position: relative;"> <div style="position: absolute; top: 0; right: 0; border: 1px solid black; padding: 5px; background-color: white;"> <div style="display: flex; flex-direction: column; gap: 5px;"> <div style="border: 1px solid red; border-radius: 50%; padding: 2px;">Add item</div> <div style="border: 1px solid red; border-radius: 50%; padding: 2px;">Change item</div> <div>Delete item</div> <div>Inquire on item</div> <div>Retrieve</div> <div>Clear</div> </div> <div style="margin-top: 10px;"> <div style="border: 1px solid black; padding: 2px;">WEBE0060 - Maintain/Approve Busine</div> <div style="border: 1px solid black; padding: 2px;">Print</div> <div style="border: 1px solid black; padding: 2px;">Save As</div> <div style="border: 1px solid black; padding: 2px;">Add to Favorites</div> <div style="border: 1px solid black; padding: 2px;">Remove from Favorites</div> </div> </div> </div>				

Add Screen

Agreement: 60165

Bus. Funct: NOMINATE - NOMINATIONS

Effective From: 8/1/2020 Thru: 10/31/2030

61000 - TRNG-CHERRY NATURAL GAS

61400 - TRNG-SUGAR MAPLE GAS

Contract Nbr: 615268

Contract Type:

Service Type:

KT Spec Start Date: 8/ 1/2020 End Date: 10/31/2030

WEBE0070 Row count: 0
#67 - Data has been refreshed

- Add Item
- The Add Screen will pop up
- Type in the contract number in the box
- Save



Required Step

Create New Agency Agreement [EPNG]; 07/15/2020 11:33:13 Maintain/Approve Business Functions [EPNG]; 07/15/2020 01:13:54

TSP: 1279 - EL PASO NATURAL GAS CO. L.L.C. AGENT: 61400 - TRNG-SUGAR MAPLE GAS SVC REQ: 61400 - TRNG-SUGAR MAPLE GAS

Principal Co ID: 61000 TRNG-CHERRY NATURAL G
 Agent Co ID: 61400 TRNG-SUGAR MAPLE GAS
 Agent Agrmt Nbr: 60165 Status:
 Start Date: 8/ 1/2020 End Date: 10/31/2030

☐ Agents for Company ☒ Principals for Company

** To make a business function contract or point specific, select the business function below and navigate to the Contract Specific or Point Specific screen via the Navigation menu.

Delegation Agreement	Delegation Start Date	Delegation End Date	Principal Co ID	Principal Company	Business Functions	All Ctrct Ind	Agent Status
60165	08/01/2020	10/31/2030	61000	TRNG-CHERRY NATURAL GAS	AMENDMENT REQUEST	Y	DRAFT
60165	08/01/2020	10/31/2030	61000	TRNG-CHERRY NATURAL GAS	CAP REL BIDS	Y	DRAFT
60165	08/01/2020	10/31/2030	61000	TRNG-CHERRY NATURAL GAS	CAP REL OFFERS	Y	DRAFT
60165	08/01/2020	10/31/2030	61000	TRNG-CHERRY NATURAL GAS	CONFIRMATIONS	Y	DRAFT
60165	08/01/2020	10/31/2030	61000	TRNG-CHERRY NATURAL GAS	CONTRACT EXECUTION	Y	DRAFT
60165	08/01/2020	10/31/2030	61000	TRNG-CHERRY NATURAL GAS	CONTRACT INQUIRY	Y	DRAFT
60165	08/01/2020	10/31/2030	61000	TRNG-CHERRY NATURAL GAS	CONTRACT REQUEST	Y	DRAFT
60165	08/01/2020	10/31/2030	61000	TRNG-CHERRY NATURAL GAS	IMBAL TRD/STOR TRANS	Y	DRAFT
60165	08/01/2020	10/31/2030	61000	TRNG-CHERRY NATURAL GAS	INVOICES	Y	DRAFT
60165	08/01/2020	10/31/2030	61000	TRNG-CHERRY NATURAL GAS	LDC Report	Y	DRAFT

WEBE0060 Row count: 15 #67 - Data has been refreshed

- Approve
- Submit
- Add business function
- Modify business function
- Delete business function
- Print Agency Agreement
- Inquire on item
- Clear
- Retrieve
- WEBE0070 - Contract Specific
- WEBE0080 - Point Specific
- WEBE0200 - Maintain/Approve/Terminate Agency Agreement
- Print
- Save As
- Add to Favorites
- Remove from Favorites

- Once you are done and are ready to approve the Agency Agreement
- Highlight the record
- Right-click
- select Approve

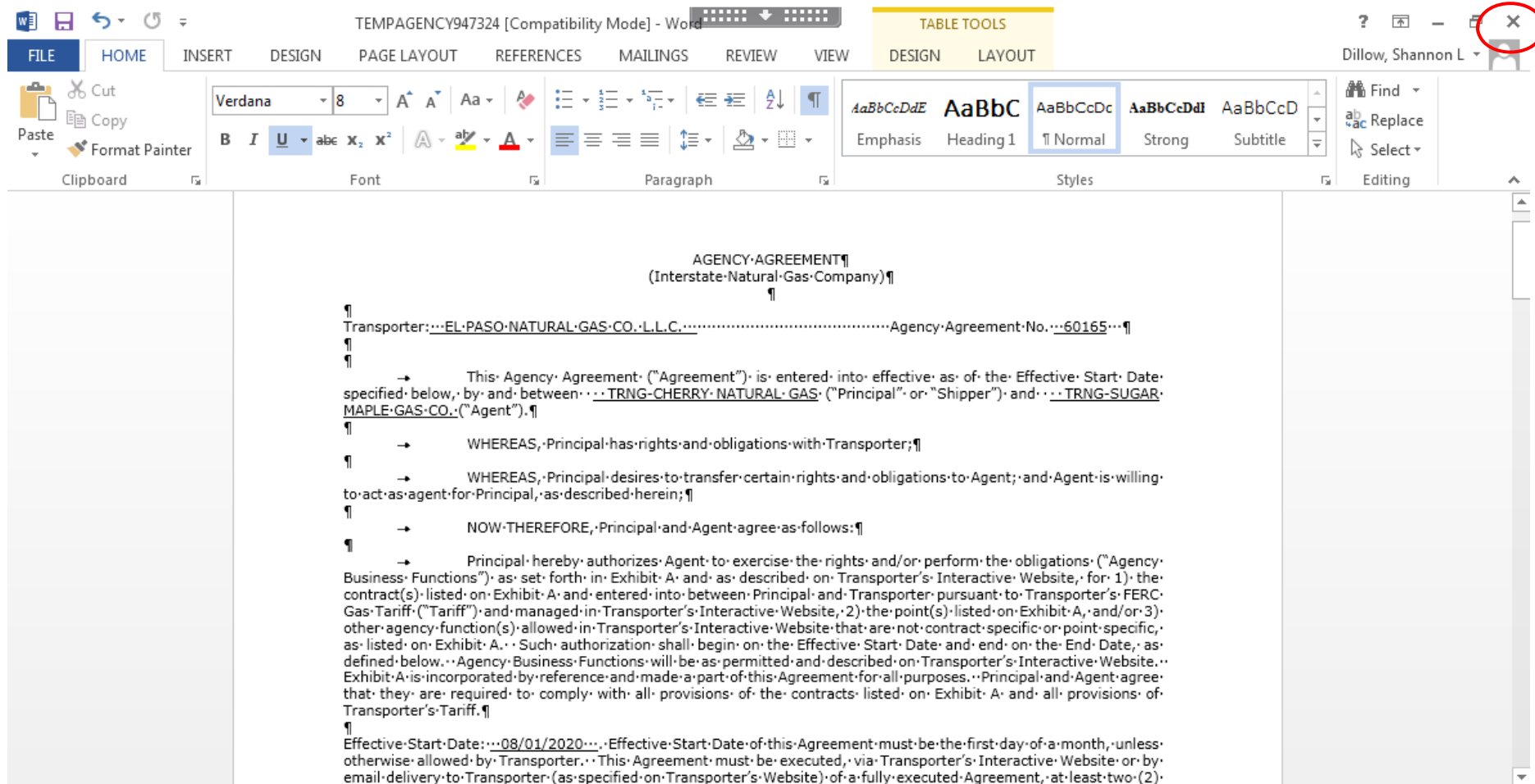


Required Step



A message will display verifying if you would like to approve.
Select Yes – An agency agreement word document will populate
on the screen

Required Step



TEMPAGENCY947324 [Compatibility Mode] - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW

Clipboard Font Paragraph Styles Editing

AGENCY AGREEMENT
(Interstate Natural Gas Company)

Transporter: EL PASO NATURAL GAS CO., L.L.C. Agency Agreement No. 60165

This Agency Agreement ("Agreement") is entered into effective as of the Effective Start Date specified below, by and between TRNG-CHERRY NATURAL GAS ("Principal" or "Shipper") and TRNG-SUGAR MAPLE GAS CO. ("Agent").

WHEREAS, Principal has rights and obligations with Transporter;

WHEREAS, Principal desires to transfer certain rights and obligations to Agent; and Agent is willing to act as agent for Principal, as described herein;

NOW THEREFORE, Principal and Agent agree as follows:

Principal hereby authorizes Agent to exercise the rights and/or perform the obligations ("Agency Business Functions") as set forth in Exhibit A and as described on Transporter's Interactive Website, for 1) the contract(s) listed on Exhibit A and entered into between Principal and Transporter pursuant to Transporter's FERC Gas Tariff ("Tariff") and managed in Transporter's Interactive Website, 2) the point(s) listed on Exhibit A, and/or 3) other agency function(s) allowed in Transporter's Interactive Website that are not contract specific or point specific, as listed on Exhibit A. Such authorization shall begin on the Effective Start Date and end on the End Date, as defined below. Agency Business Functions will be as permitted and described on Transporter's Interactive Website. Exhibit A is incorporated by reference and made a part of this Agreement for all purposes. Principal and Agent agree that they are required to comply with all provisions of the contracts listed on Exhibit A and all provisions of Transporter's Tariff.

Effective Start Date: 08/01/2020. Effective Start Date of this Agreement must be the first day of a month, unless otherwise allowed by Transporter. This Agreement must be executed via Transporter's Interactive Website or by email delivery to Transporter (as specified on Transporter's Website) of a fully executed Agreement, at least two (2)

- When finished reviewing, you can print the agency agreement from here if needed
- Select the x in the top right hand corner of the word doc when you are ready to close
- The document will close and bring you back to the Approval screen



Required Step

Create New Agency Agreement [EPNG]; 07/15/2020 11:33:13
Maintain/Approve Business Functions [EPNG]; 07/15/2020 01:13:54

TSP: 1279 - EL PASO NATURAL GAS CO. L.L.C. AGENT: 61400 - TRNG-SUGAR MAPLE GAS SVC REQ: 61400 - TRNG-SUGAR MAPLE GAS

Principal Co ID: TRNG-CHERRY NATURAL G
Agent Co ID: TRNG-SUGAR MAPLE GAS
Agent Agrmt Nbr: Status:
Start Date: End Date:
☐ Agents for Company ☒ Principals for Company

DartNetPrincipalAgent

Approve ?

Delegation Agreement	Delegation Start Date	Delegation End Date	Principal Co ID	Principal Company	Pt d	Bus.Func. Start Date	Bus.Func. End Date	Principal Status	Agent Status		
60165	08/01/2020	10/31/2030	61000	TRNG-CHERRY NA GAS		08/01/2020	10/31/2030	SUBMITTED	DRAFT		
60165	08/01/2020	10/31/2030	61000	TRNG-CHERRY NA GAS		08/01/2020	10/31/2030	SUBMITTED	DRAFT		
60165	08/01/2020	10/31/2030	61000	TRNG-CHERRY NA GAS		08/01/2020	10/31/2030	SUBMITTED	DRAFT		
60165	08/01/2020	10/31/2030	61000	TRNG-CHERRY NATURAL GAS	CONFIRMATIONS	Y	Y	08/01/2020	10/31/2030	SUBMITTED	DRAFT
60165	08/01/2020	10/31/2030	61000	TRNG-CHERRY NATURAL GAS	CONTRACT EXECUTION	Y	Y	08/01/2020	10/31/2030	SUBMITTED	DRAFT
60165	08/01/2020	10/31/2030	61000	TRNG-CHERRY NATURAL GAS	CONTRACT INQUIRY	Y	Y	08/01/2020	10/31/2030	SUBMITTED	DRAFT
60165	08/01/2020	10/31/2030	61000	TRNG-CHERRY NATURAL GAS	CONTRACT REQUEST	Y	Y	08/01/2020	10/31/2030	SUBMITTED	DRAFT
60165	08/01/2020	10/31/2030	61000	TRNG-CHERRY NATURAL GAS	IMBAL TRD/STOR TRANS	Y	Y	08/01/2020	10/31/2030	SUBMITTED	DRAFT
60165	08/01/2020	10/31/2030	61000	TRNG-CHERRY NATURAL GAS	INVOICES	Y	Y	08/01/2020	10/31/2030	SUBMITTED	DRAFT
60165	08/01/2020	10/31/2030	61000	TRNG-CHERRY NATURAL GAS	LDC Report	Y	Y	08/01/2020	10/31/2030	SUBMITTED	DRAFT

- Once back on the Approval screen, you will see the Approve Box
- Select OK



Required Step

Create New Agency Agreement [EPNG]; 07/15/2020 11:33:13 **Maintain/Approve Business Functions [EPNG]; 07/15/2020 01:13:54**

TSP: 1279 - EL PASO NATURAL GAS CO. L.L.C. AGENT: 61400 - TRNG-SUGAR MAPLE GAS SVC REQ: 61400 - TRNG-SUGAR MAPLE GAS

Principal Co ID: TRNG-CHERRY NATURAL GAS

Agent Co ID: TRNG-SUGAR MAPLE GAS

Agent Agrmt Nbr: Status:

Start Date: End Date:

☐ Agents for Company ☒ Principals for Company

** To make a business function contract or point specific, select the business function below and navigate to the Contract Specific or Point Specific screen via the Navigation menu.

Delegation Agreement	Delegation Start Date	Delegation End Date	Principal Co ID	Principal Company	Business Functions	All Ctrct Ind	All Pt Ind	Bus.Func. Start Date	Bus.Func. End Date	Principal Status	Agent Status
60165	08/01/2020	10/31/2030	61000	TRNG-CHERRY NATURAL GAS	AMENDMENT REQUEST	Y	Y	08/01/2020	10/31/2030	SUBMITTED	APPROVED
60165	08/01/2020	10/31/2030	61000	TRNG-CHERRY NATURAL GAS	CAP REL BIDS	Y	Y	08/01/2020	10/31/2030	SUBMITTED	APPROVED
60165	08/01/2020	10/31/2030	61000	TRNG-CHERRY NATURAL GAS	CAP REL OFFERS	Y	Y	08/01/2020	10/31/2030	SUBMITTED	APPROVED
60165	08/01/2020	10/31/2030	61000	TRNG-CHERRY NATURAL GAS	CONFIRMATIONS	Y	N	08/01/2020	10/31/2030	SUBMITTED	APPROVED
60165	08/01/2020	10/31/2030	61000	TRNG-CHERRY NATURAL GAS	CONTRACT EXECUTION	Y	Y	08/01/2020	10/31/2030	SUBMITTED	APPROVED
60165	08/01/2020	10/31/2030	61000	TRNG-CHERRY NATURAL GAS	CONTRACT INQUIRY	Y	Y	08/01/2020	10/31/2030	SUBMITTED	APPROVED
60165	08/01/2020	10/31/2030	61000	TRNG-CHERRY NATURAL GAS	CONTRACT REQUEST	Y	Y	08/01/2020	10/31/2030	SUBMITTED	APPROVED
60165	08/01/2020	10/31/2030	61000	TRNG-CHERRY NATURAL GAS	IMBAL TRD/STOR TRANS	Y	Y	08/01/2020	10/31/2030	SUBMITTED	APPROVED
60165	08/01/2020	10/31/2030	61000	TRNG-CHERRY NATURAL GAS	INVOICES	Y	Y	08/01/2020	10/31/2030	SUBMITTED	APPROVED
60165	08/01/2020	10/31/2030	61000	TRNG-CHERRY NATURAL GAS	LDC Report	Y	Y	08/01/2020	10/31/2030	SUBMITTED	APPROVED

WEBE0060 Row count: 15 #67 - Data has been refreshed

- Notice the Agent Status has updated to Approved.
- If the principal has access to DART, they can also approve on this window. If not, they can sign the document and email it to CSWPG@kindermorgan.com and it will be approved and activated by Contract Administration.
- Once both approvals have been completed, your agency will be ready to use.





Thank You!

We appreciate your business!

If you need help or have additional questions, please feel free to contact us at:

CSWPG@kindermorgan.com

Contracts hotline phone number
(719) 520-4514



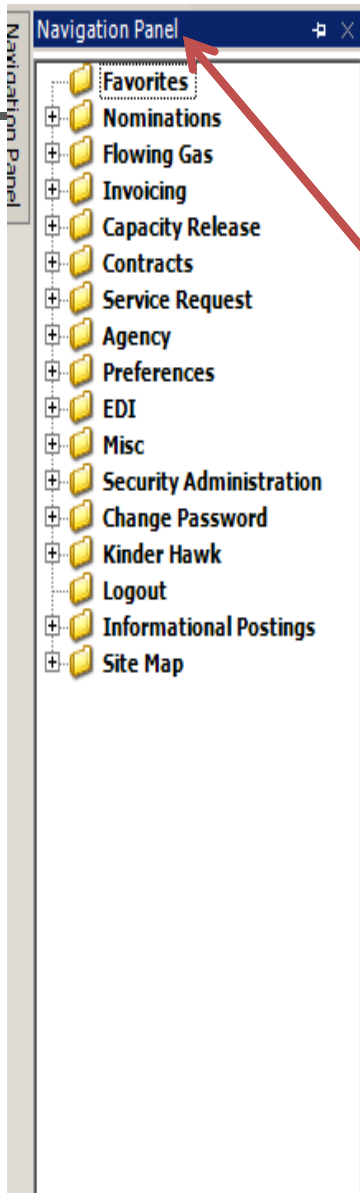


How to Execute a Contract in DART

The User must have Contract Execution rights in order to execute

Remember: You will not see the Execute option if you don't have the security. You can still come to this window and print the agreement, sign it and send it to us.

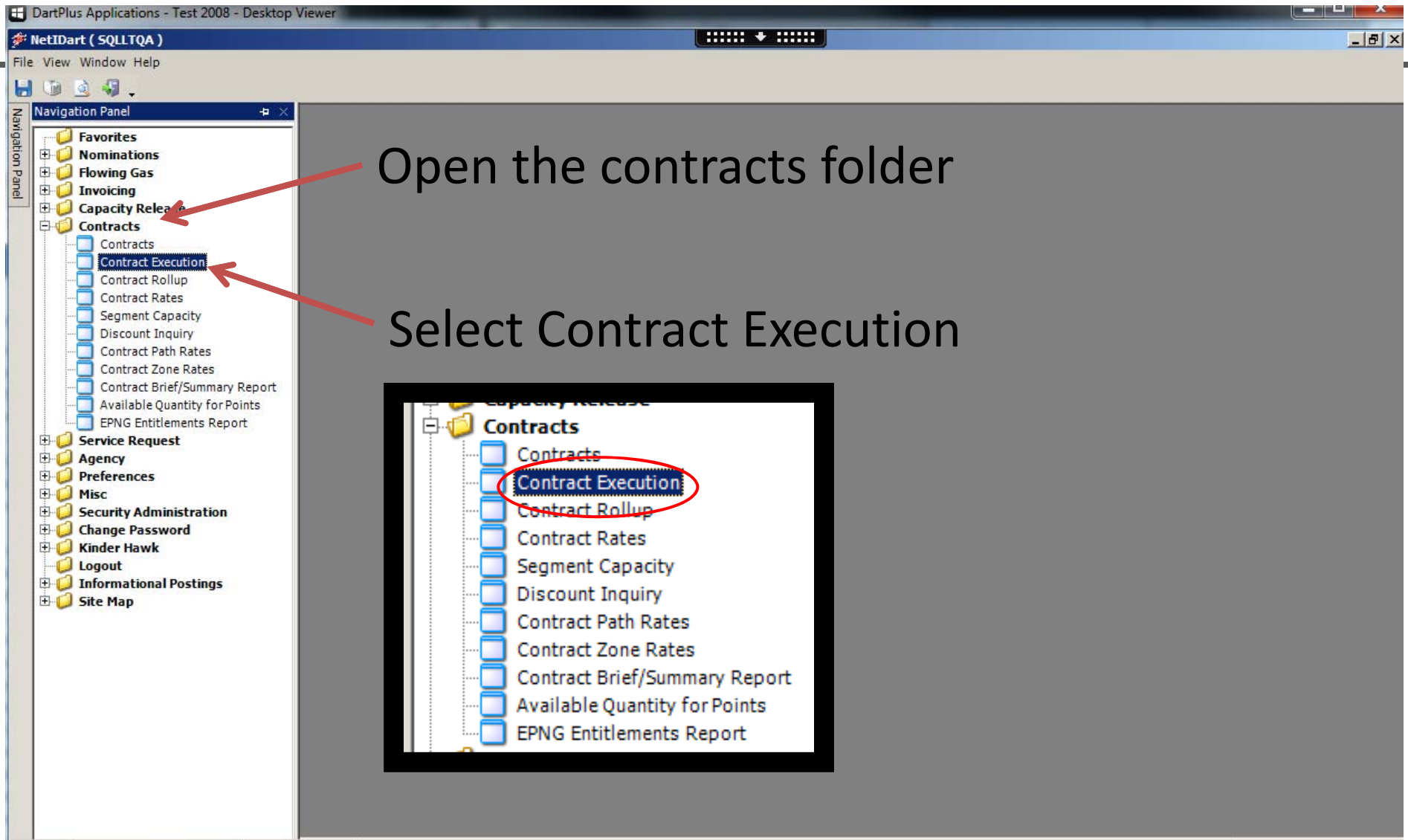




Log into DART

Open the navigation panel

Contract Execution



The screenshot shows the NetIDart (SQLTQA) application window. The Navigation Panel on the left contains a tree view of folders and items. The 'Contracts' folder is expanded, and 'Contract Execution' is selected. A red arrow points from the text 'Open the contracts folder' to the 'Contracts' folder. Another red arrow points from the text 'Select Contract Execution' to the 'Contract Execution' item. An inset image shows a close-up of the 'Contracts' folder with 'Contract Execution' circled in red.

Open the contracts folder

Select Contract Execution

DartPlus Applications - Test 2008 - Desktop Viewer

NetIDart (SQLLTQA) - [Contract Execution [EPNG]; 09/08/2016 12:31:08]

File View Window Help

Navigation: <Select a navigable window> Actions: <Select an action item>

TSP: 1279 - EL PASO NATURAL GAS CO. LLC AGENT: 64000 - TRNG-BLUE SPRUCE GAS MARKET SVC REQ: 61300 - TRNG-ASH TRANSP.

Make sure you are on the correct Pipeline

Retrieve

Contract No.	Contract No.	Amend	Agmt Type	Next Event	MDQ DTH/D	Rate Sch	Svc Type	Term Start	Term End	Executed
610518-FH3EPNG	610518	0		AGREEMENT EXECUTED BY CUSTOMER	10	TF0	FH3	09/01/2016	09/30/2016	

Agreement

- Approve
- Execute
- Retrieve
- WEKT0955 - Single Screen PAL Execution
- Print
- Save As
- Add to Favorites
- Remove from Favorites

- ☐ Hit retrieve
- ☐ Select the contract row
- ☐ Right-click and select Agreement to view the word document

DartPlus Applications - Test 2008 - Desktop Viewer

NetIDart (SQLLTQA) - [Contract Execution [EPNG]; 09/08/2016 12:31:08]

File View Window Help

Navigation: <Select a navigable window> Actions: <Select an action item>

TSP: 1279 - EL PASO NATURAL GAS CO. LLC AGENT: 64000 - TRNG-BLUE SPRUCE GAS MARKET SVC REQ: 61300 - TRNG-ASH TRANSP.

Retrieve

Contract No.	Contract No.	Amend	Agrmt Type	Next Event	MDQ DTH/D	Rate Sch	Srv Type	Term Start	Term End	Executed
610518-FH3EPNG	610518	0		AGREEMENT EXECUTED BY CUSTOMER	10	TFO	FH3	09/01/2016	09/30/2016	

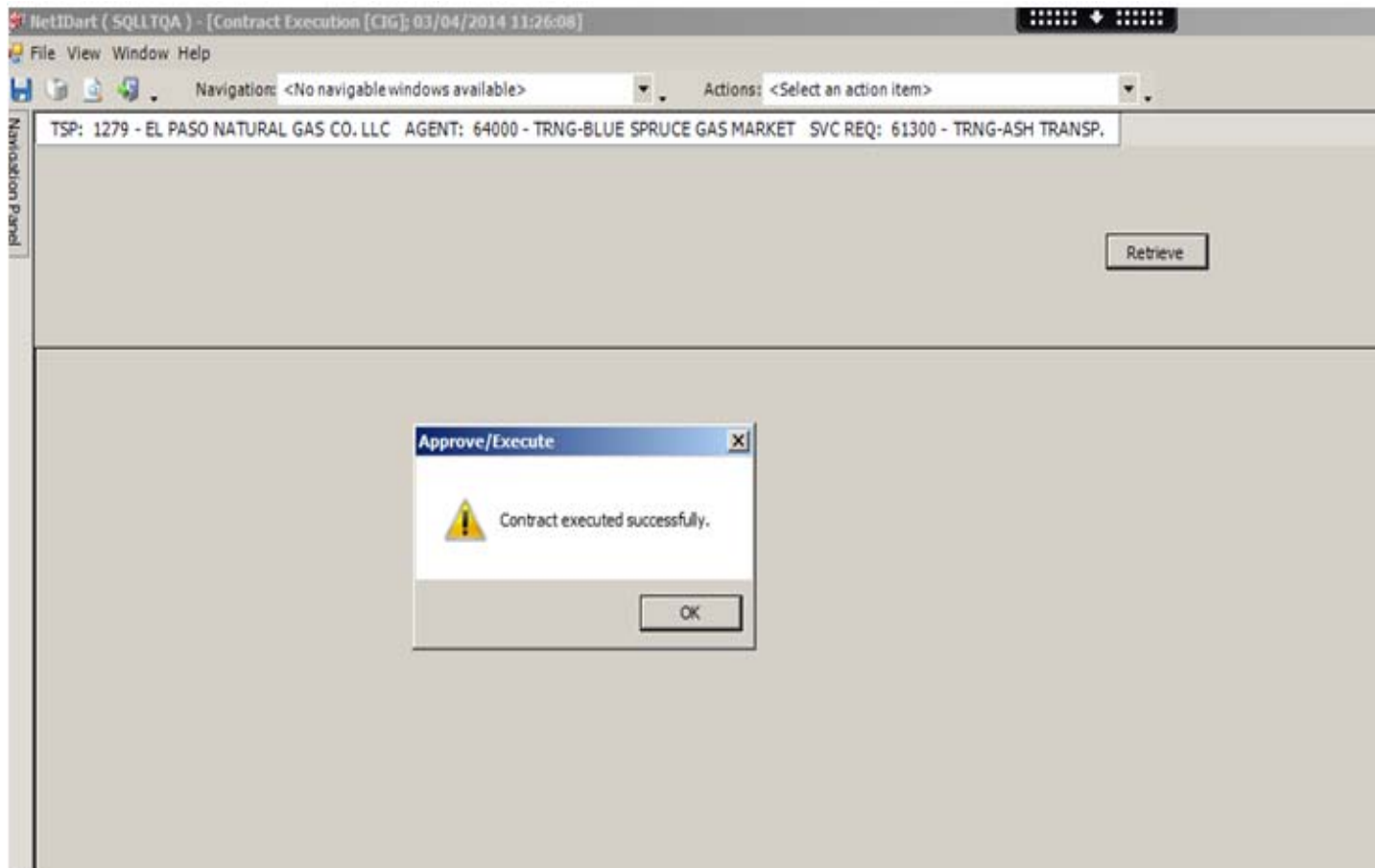
Agreement

- Approve
- Execute
- Retrieve
- WEKT0955 - Single Screen PAL Execution
- Print
- Save As
- Add to Favorites
- Remove from Favorites

❑ Once you are ready to execute the contract, right-click and select Execute

Remember: You will not see the Execute option if you don't have the security. You can still come to this window and print the agreement, sign it and send it to us.

Once the contract is executed, you will receive a message stating the contract was executed successfully.





Thank You!

We appreciate your business!



If you need help or have additional questions, please feel free to contact us at:

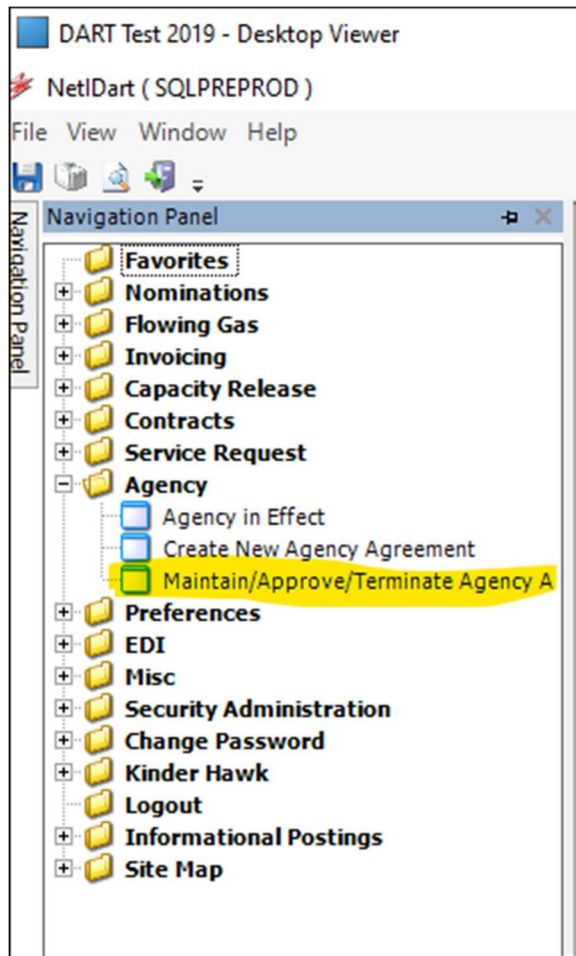
CSWPG@kindermorgan.com

Contracts hotline phone number
(719) 520-4514



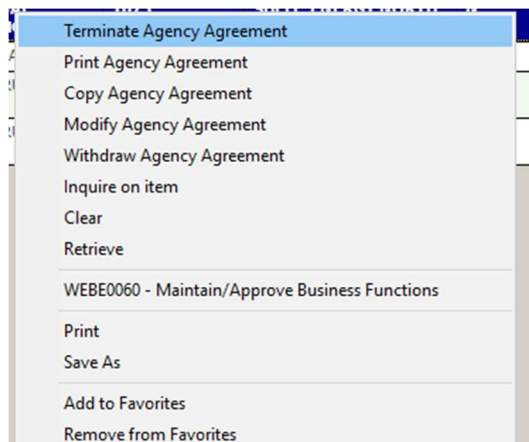
Terminating an Agency

Find your agency - go to the agency folder and select Maintain/Approve/Terminate Agency

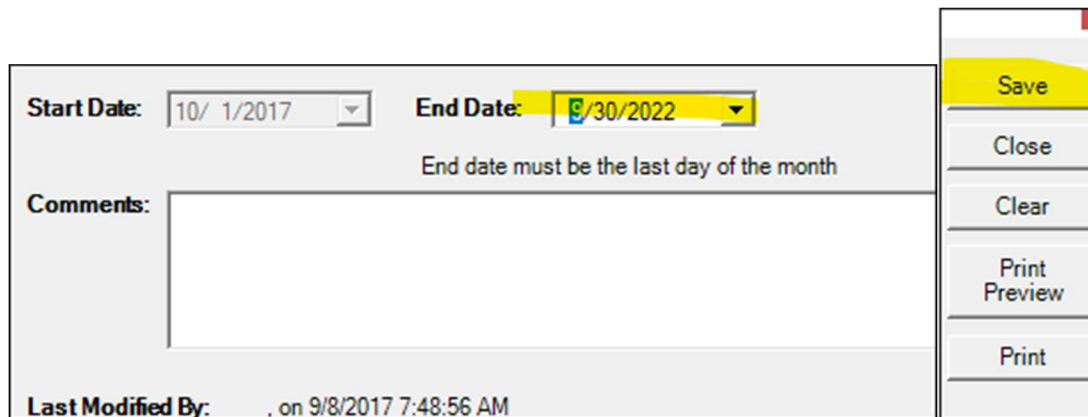


Once the screen comes up, you may need to toggle between the two radial buttons and select Retrieve.

Highlight the agency you would like to terminate, right click and select:

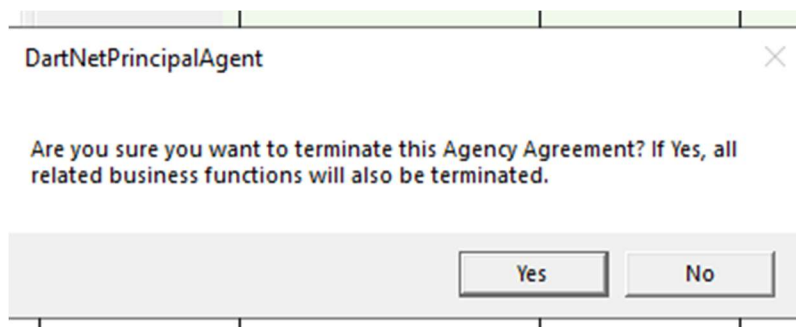


A pop-up box will appear. Enter the end date of the agency (and any comments you may have) and select SAVE.



The screenshot shows a web form for terminating an agency agreement. It features two date pickers: 'Start Date' set to 10/1/2017 and 'End Date' set to 9/30/2022. A message states 'End date must be the last day of the month'. Below is a 'Comments' text area. At the bottom left, it says 'Last Modified By: . on 9/8/2017 7:48:56 AM'. On the right, a vertical toolbar contains buttons: 'Save' (highlighted in yellow), 'Close', 'Clear', 'Print Preview', and 'Print'.

You will receive a pop-up message that says:



The screenshot shows a confirmation pop-up window titled 'DartNetPrincipalAgent'. The message asks: 'Are you sure you want to terminate this Agency Agreement? If Yes, all related business functions will also be terminated.' At the bottom, there are two buttons: 'Yes' and 'No'.

Select YES if you agree. You can then close the pop-up and you should see the end date change on the row of the agency you are trying to terminate.

How to Process a Re-designation on EPNG



Before you begin, make sure that you have Contract Request and Contract Execution security roles, you need both

- Once you have logged into DART
 - Go to Navigation Panel
 - Service Request
 - Service Request List



NetIDart (SQLTQA) - [Service Request List [EPNG]; 01/09/2017 08:29:31]

Navigation: <Select a navigable window> Actions: <Select an action item>

TSP: 1279 - EL PASO NATURAL GAS CO. LLC AGENT: 61000 - TRNG-CHERRY NATURAL GAS SVC REQ: 61000 - TRNG-CHERRY NATURAL GAS

SERVICE REQUEST LIST

☒ All Requests ☐ Contract Requests ☐ Amen Requests

Rqst No.:

Rqst Status:

Rate Sch:

Rqst Term Start From: 01/01/2017 Rqst Term Start Thru: 12/31/2017

RETRIEVE

CLEAR

New REQUEST

- Check the TSP (or Transportation Service Provider) in the top left part of the window to verify you are under the correct pipeline
- If not, hover over the TSP Header strip until it expands, click on the down arrow of the TSP field - find El Paso Natural Gas pipeline
- If you are agent, select the correct SVC REQ
- Select New Request



SERVICE REQUEST

☐ Contract Request
☐ Amendment Request
☒ **Re-designation Request**

CONTRACT

Contract No.:
Term Start:
Rapp 3 Month Limit ☐ Yes ☒ No

[Continue >>](#)

CONTRACT LOOKUP

Filter Criteria:

Rate Sch [FILTER](#)

Contract List

Contract No.	Rate Sch	MDQ	Term Start	
614576-FT1EPNG	FT1	50000	02/01/2020	1
615004-FT1EPNG	FT1	50000	04/01/2020	1

- Select Re-designation Request
- In the Contract No box, type in your contract number, or double click to return a list of contracts eligible for re-designation
- From the look-up box, you can double click the contract you would like to re-designate



SERVICE REQUEST

☐ Contract Request

☐ Amendment Request

☒ Re-designation Request

Continue >>

Cancel

CONTRACT SELECTION

Contract No.: 615004-FT1EPNG

Acct Mgr: E SPENCER (719) 520-4753

Term Start: 6/ 1/2020

CSR: J FRENCH (719) 667-7513

Rapp 3 Month Limit ☒ Yes ☐ No

- Select the Term Start Date

The start date can't be less than 3 business days from the next timely nomination cycle OR more than 3 months prior to the day you want the change to become effective

- Rapp 3 Month Limit – if yes or no
Yes - limits term to 3 months or less
No – end date will be the end of the contract
- Then continue

REQUEST FOR SERVICE

Rqst No.: 0	Acct Mgr: E SPENCER	SAVE DRAFT
Contract No.: 615004-FT1EPNG	CSR: JFRENCH	CANCEL
Rqst Status:	Shipper Affiliation with Transporter: N	
Rate Sch: FT1		
Term Start: 06/01/2020	Redesignation End Date: 06/30/2020	SUBMIT DRAFT
	Retrieve	SUBMIT FINAL
Is MDQ varied during requested term? <input type="radio"/> Yes <input checked="" type="radio"/> No		

June, 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Today: 5/15/2020

Redesignate

Begin Date	End Date	Point (Receipt)	Point Name (Receipt)	Point (Delivery)	Point Name (Delivery)	Zone (Delivery)
06/01/2020	08/31/2020	302132	(KEYSTONE) KEYSTON	TEXAS - PERMIAN BASIN	301595 KGS/EPNG (IKEYSTOR	TEXAS - PERMIAN BASIN

- Update the end date and/or select Retrieve
(the lower grid is blank until you select Retrieve if RAPP 3 Month = Y is selected)
- If you have multiple R/D combinations, select the row (R/D pair) you would like to re-designate
- Select Re-designate

Please note: If your start date is not on the 1st of the month, pay attention to the end date DART populates. You will need to change the end date to be the last day of the previous month. (i.e., if it defaults to 03/02/2024, change it to be the end date of the previous month, 02/28/2024).

Redesignation

Route Code: VA

Receipt Segment: 1230

Receipt Zone: TEXAS - PERMIAN BASIN

Delivery Segment: 1230

Delivery Zone: TEXAS - PERMIAN BASIN

Add Column

Save

Close

Begin Date	End Date	Original RD Contract MDQ	Avail MDQ	Redesg 1
▶	Receipt Pin	302132-(KEYSTON		
	Delivery Pin	301595-KGS/EPN		
06/01/2020	06/30/2020	50000	50000	

- A new window will appear

- Here you can re-designate your points

A firm Shipper may submit only one re-designation request at a time for the same TSA

- This window shows:

- The begin and end dates of the PINs
- The Original PINS and their corresponding MDQ
- Avail MDQ you can re-designate

Begin Date	End Date	Original RD Contract MDQ	Avail MDQ	Redesg 1
	Receipt Pin	302132-(KEYSTON)		302132
	Delivery Pin	301595-KGS/EPN		
06/01/2020	06/30/2020	50000	50000	

You cannot change the receipt and the delivery on the same request

For this example, the delivery point will be changed:

- Type in the same PIN in Redesg 1 that is in the Original RD Contract MDQ column

Since the Delivery point is changing, you can look up the PIN you want to use

- Double click in the Deliver PIN Redesg 1 box

Point Lookup

Filter Criteria Selection

☐ No Filter
 ☐ Id
 ☒ Name Contains
 ☐ Name Starts With
 ☐ DRN
 ☐ Segment
 ☐ Zone
 ☐ Lgcy ID
 ☐ Lgcy Name Contains

Filter Criteria:

Lgcy Sys ID:

Point List

Point	Point Name	Segmen	Rcpt Zone	Delv Zone	County	State	Ctrct Typ Usage	R-D Usage	Old Sys ID	Old ID
48151	DCP OPER/EPNG (IFOXHILL)	645	15	15	LEA	NEW MEXIC	A	B		

You can filter by any criteria to look up a PIN. Here, the Id is used

- Click Name Contains
- Type the name or part of the name in the Filter Criteria box
- Select Filter
- Double click on the row you want to use

Redesignation

Route Code: VA

Receipt Segment: 1230

Receipt Zone: TEXAS - PERMIAN BASIN

Delivery Segment: 1230

Delivery Zone: TEXAS - PERMIAN BASIN

Add Column

Save

Close

Begin Date	End Date	Original RD Contract MDQ	Avail MDQ	Redesg 1
	Receipt Pin	302132-(KEYSTON		302132
	Delivery Pin	301595-KGS/EPN		48151-DGP OPER/EP
06/01/2020	06/30/2020	50000	50000	

- Enter the quantity you want to re-designate
- The quantities requested need to be equal amounts or equal percentages

If you want different quantities for each month, you will need to submit separate requests for each month

Remember: you can only have one request submitted for the same contract at a time and the start date cannot be more than 3 months in the future

Redesignation

Route Code: VA

Receipt Segment: 1230

Receipt Zone: TEXAS - PERMIAN BASIN

Delivery Segment: 1230

Delivery Zone: TEXAS - PERMIAN BASIN

Add Column

Save

Close

Begin Date	End Date	Original RD Contract MDQ	Avail MDQ	Redesg 1
	Receipt Pin	302132-{KEYSTON		302132
	Delivery Pin	301595-KGS/EPN		48151-DCP OPER/EP
06/01/2020	06/30/2020	0	50000	50000

- You should see the Avail MDQ change with the quantity you enter
- If you want to redesignate to additional PINs, select Add Column
- Otherwise, select Save

REQUEST FOR SERVICE

RqstNo.: 92441 Acct Mgr: ESPENCER

Contract No.: 615004-FT1EPNG CSR: JFRENCH

RqstStatus: CUSTDRFT Shipper Affiliation with Transporter: N

Rate Sch: FT1

Term Start: 06/01/2020 Redesignation End Date: 06/30/2020 Retrieve

Is MDQ varied during requested term? ☐ Yes ☒ No

SAVE DRAFT

CANCEL

SUBMIT DRAFT

SUBMIT FINAL

Receipt Information

Delivery Information

Redesignate

Begin Date	End Date	Point (Recei	Point Name (Receipt)	Zone (Receipt)	Point (Delive	Point Name (Delivery)	Zone (Delivery)	ROUT	MDQ DTH/D	Old New	Availa MDQ
06/01/202	06/30/202	302132	(KEystone) KEYSTON	TEXAS - PERMIAN BASIN	48151	DCP OPER/EPNG (IFO	NEW MEXICO - PERMIAN B	VA	50000	N	
06/01/202	06/30/202	302132	(KEystone) KEYSTON	TEXAS - PERMIAN BASIN	301595	KGS/EPNG (IKEYSTOR	TEXAS - PERMIAN BASIN	VA	0	0	50000

Comment details re requests provision

- Once the window closes, you will see the new and the old records in the lower grid
- The Route is copied from the old R/D pair combo and may change once it comes to us for approval
- If you are re-designating to a delivery location that has meters, you should indicate which meter you would like to use in the comments section
- If you would like to request an earlier start date than allowed by the system, you can indicate the requested date in comments and we will use reasonable efforts to accommodate these requests

Requestor Information

Contact Name: EPNG/MOJ TRAINING13 Office: (719) 520-4853 Fax: Email: Celeste_Aragon@kindermorgan.com

☒ I certify that I am the person named in Contact Name above. Shipper represents that the person executing this Request for Shipper has been duly authorized by Shipper to submit this request on Shipper's behalf

WEKT0250

- Scroll all the way to the bottom
- Check the radio box certifying you have the rights to execute

REQUEST FOR SERVICE

Rqst No.:	92441	Acct Mgr:	E SPENCER	SAVE DRAFT
Contract No.:	615004-FT1EPNG	CSR:	J FRENCH	
Rqst Status:	CUSTDRFT	Shipper Affiliation with Transporter:	N	
Rate Sch:	FT1			CANCEL
Term Start:	06/01/2020	Redesignation End Date:	06/30/2020	Retrieve
Is MDQ varied during requested term? <input type="radio"/> Yes <input checked="" type="radio"/> No				SUBMIT DRAFT
				SUBMIT FINAL

- Scroll back up to the top
- Select Submit Draft

SERVICE REQUEST LIST

☒ All Requests
 ☐ Contract Requests
 ☐ Amen Requests

RETRIEVE

CLEAR

New REQUEST

Rqst No.:
 Rqst Status:
 Rate Sch:
 Rqst Term Start-From:
 Rqst Term Start-Thru:

Request Information										
RQST No	Status	Rate Sch	Amen Ind	Term Start	Term End	Rqst MDQ DTH/D	Document	Contract No.	Amen No.	Redes
92440	SBMTDRFT	FT1	Y	06/01/2020	08/31/2020	50000		614576-FT1EPNG	3	Y



- The screen will close and return to the Request List screen
- Here you can view the Redesignation Report by double clicking on the word document icon
- The pipeline is notified that there is a redesignation ready for review
- Pipeline has 3 business days (starting from the next available timely cycle) to process this request

Service Request List [EPNG]; 09/14/2020 04:35:20
Service Request List [EPNG]; 09/14/2020 04:51:57

TSP: 1279 - EL PASO NATURAL GAS CO. L.L.C. AGENT: 61400 - TRNG-SUGAR MAPLE GAS - SVC REQ: 61400 - TRNG-SUGAR MAPLE GAS

SERVICE REQUEST LIST

☐ All Requests
 ☐ Contract Requests
 ☒ Amen Requests

RETRIEVE

Rqst No.:
CLEAR

Rqst Status:

Rate Sch:

Rqst Term Start-From:
Rqst Term Start-Thru:
New REQUEST

Request Information

RQST No	Status	Rate Sch	Amen Ind	Term Start	Term End	Rqst MDQ DTH/D	Document	Contract No.	Amen No.	Redes
93604	COMPLETED	ETA	Y	10/01/2020	10/31/2020	30000		615654-FT1EPNG	1	Y

New Request

Copy to New Request

View Document

Change

Delete(Draft Only)

Revise(Submitt Draft)

Submit Final

WEKT0280 - Service Request Comments

WEKT0300 - Contracts

WEKT0100 - Contract Execution

Print

Save As

Add to Favorites

Remove from Favorites

WEK
#67 - Data has been refreshed

If you made a mistake and need to delete it:

- High light row and right click
- Select delete draft only
- A popup box will appear asking if you are sure
- Select Yes

Question
✕



Are you sure you want to Delete?

Yes
No



Thank You!

We appreciate your business!



If you need help or have additional questions, please feel free to contact us at:
CSWPG@kindermorgan.com

Contracts hotline phone number
(719) 520-4514

