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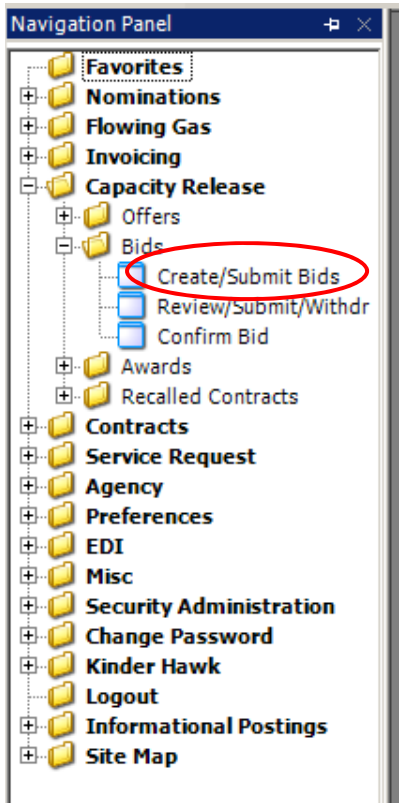
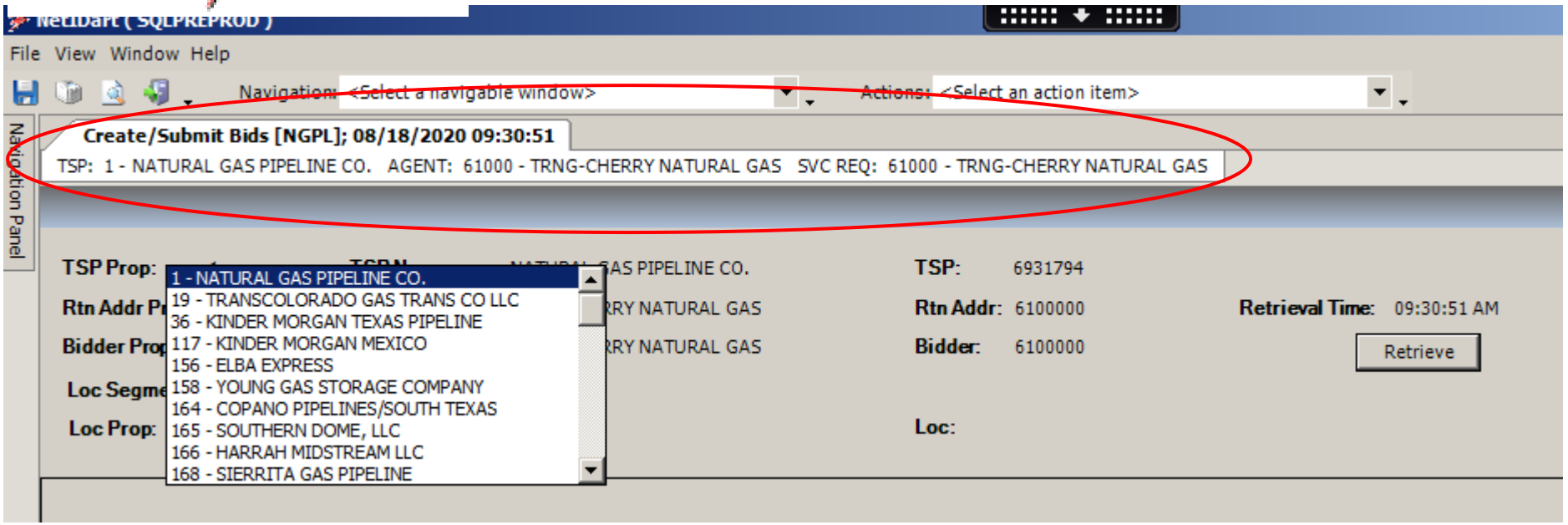
Bid Instructions:

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

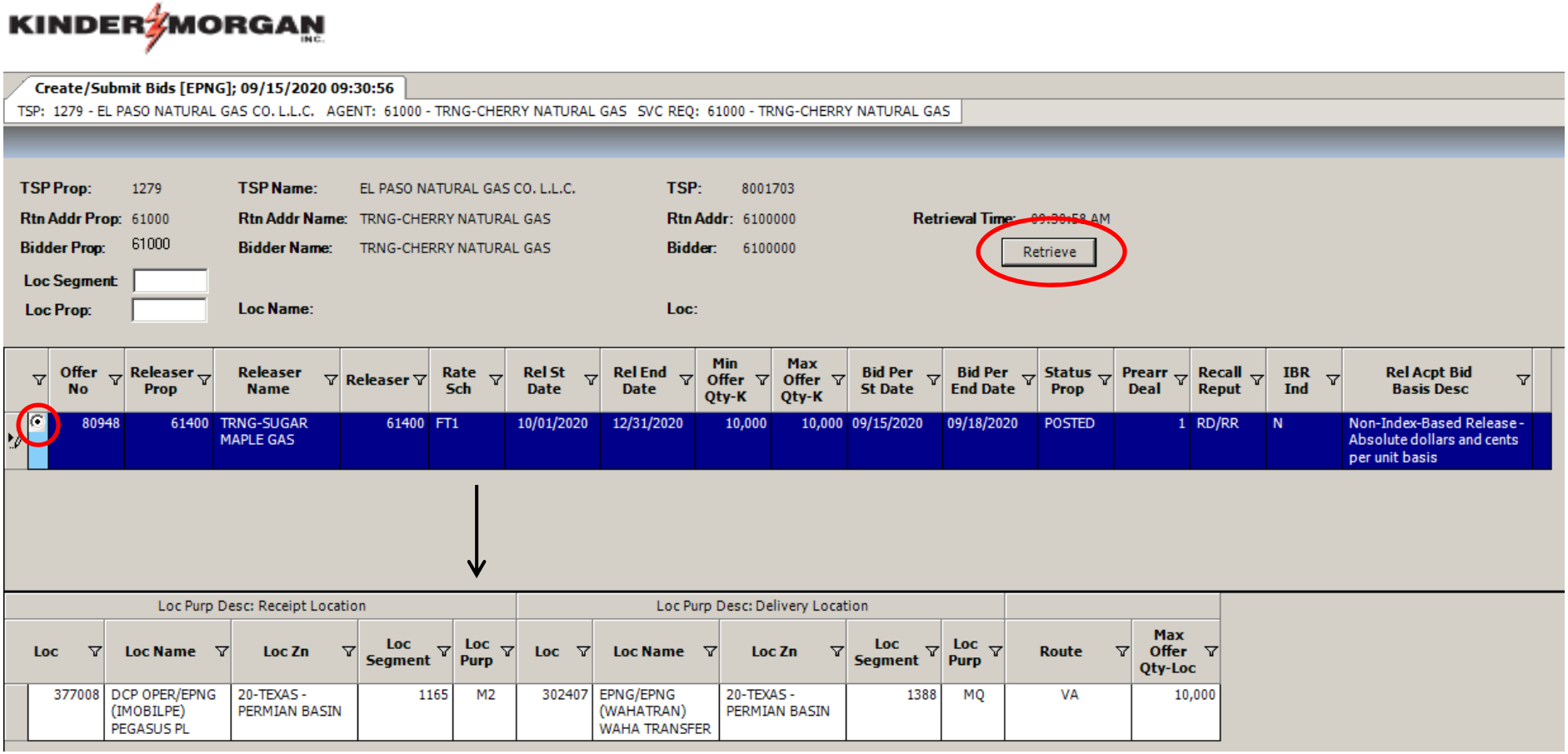
- Once you have logged into DART
- Go to Navigation Panel
- Expand the Capacity Release and Bids folder
- Select Create/Submit Bids





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

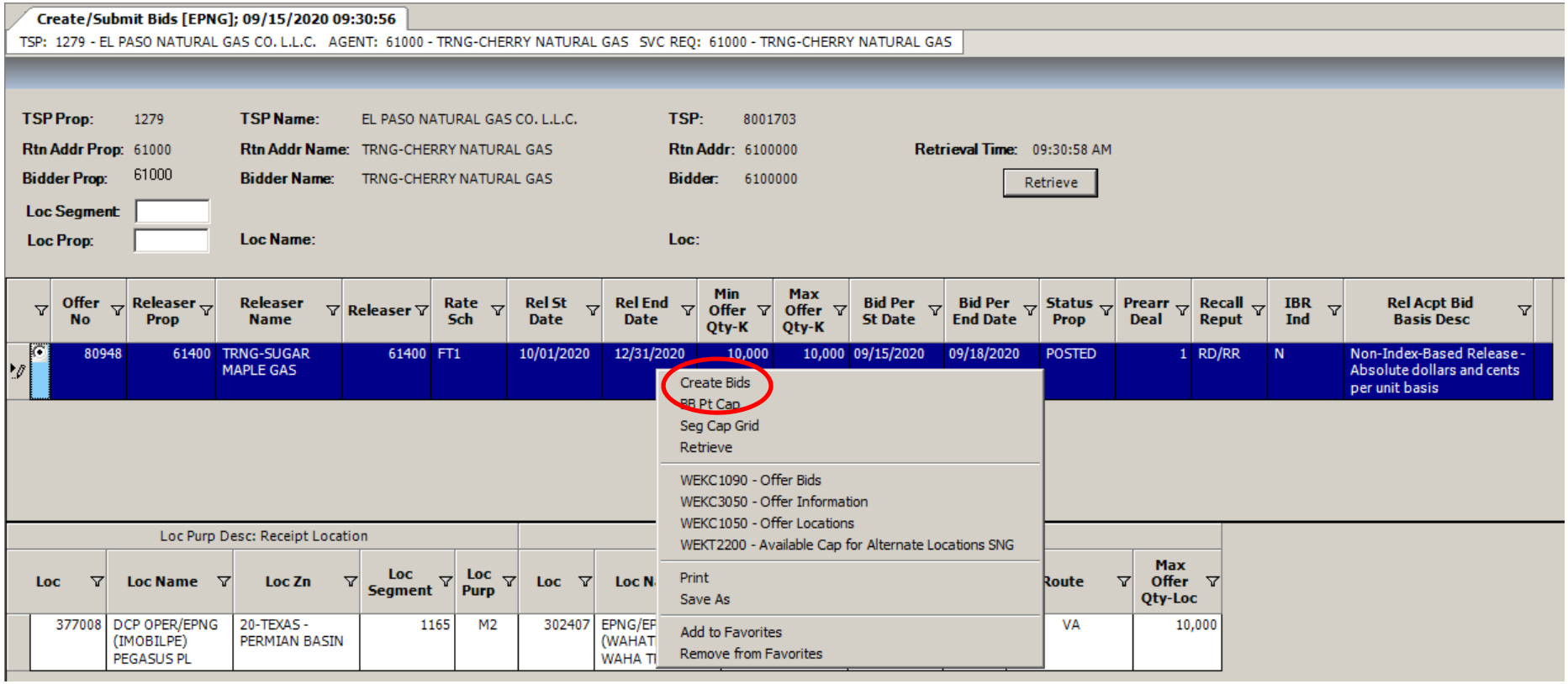
If not, hover over the TSP Header strip until it expands, click on the down arrow of the TSP field - find the correct pipeline you are processing the release under



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

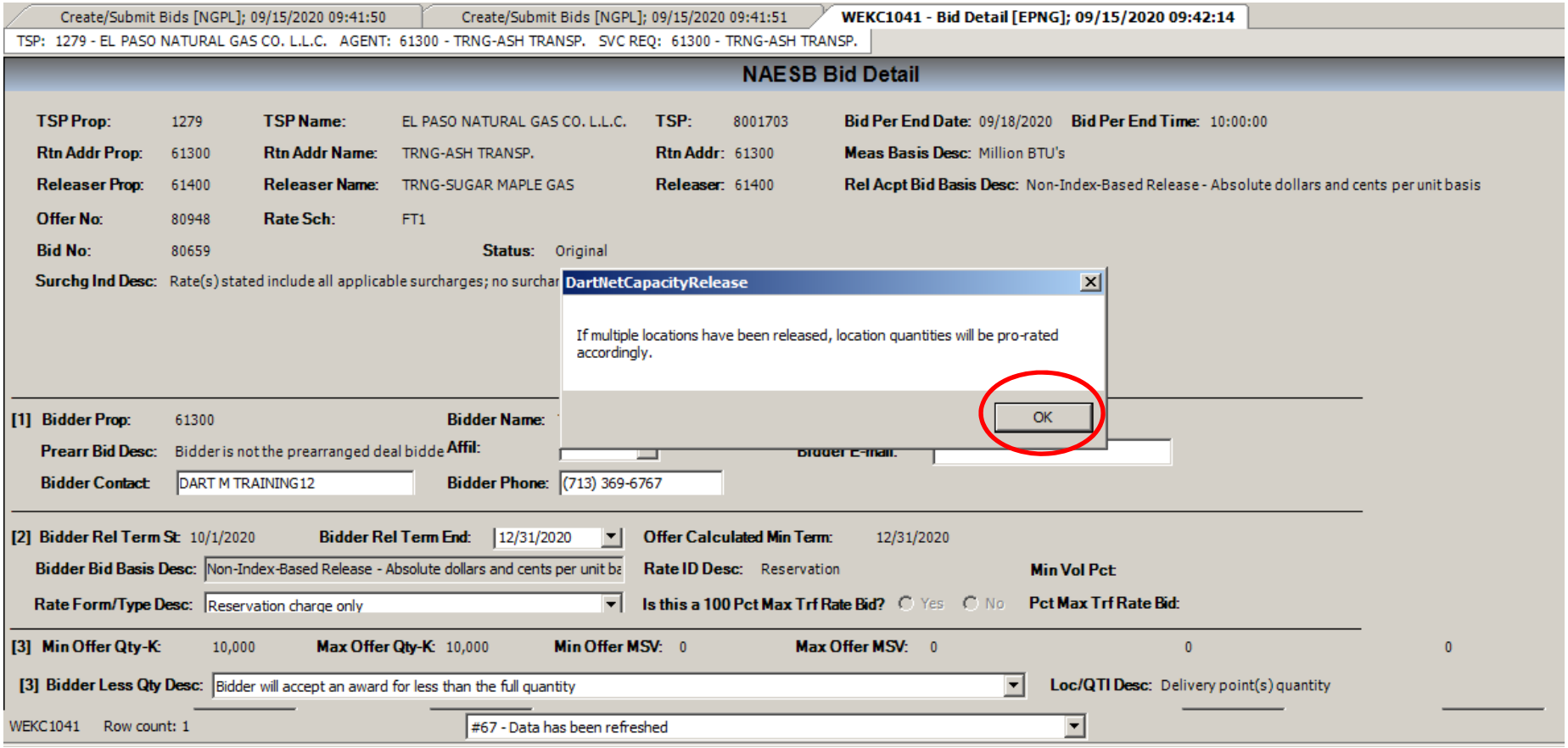
You can select the radio button to the left of the offer number to view the Offer Location and quantity information (this will display in the grid at the bottom of the screen)

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



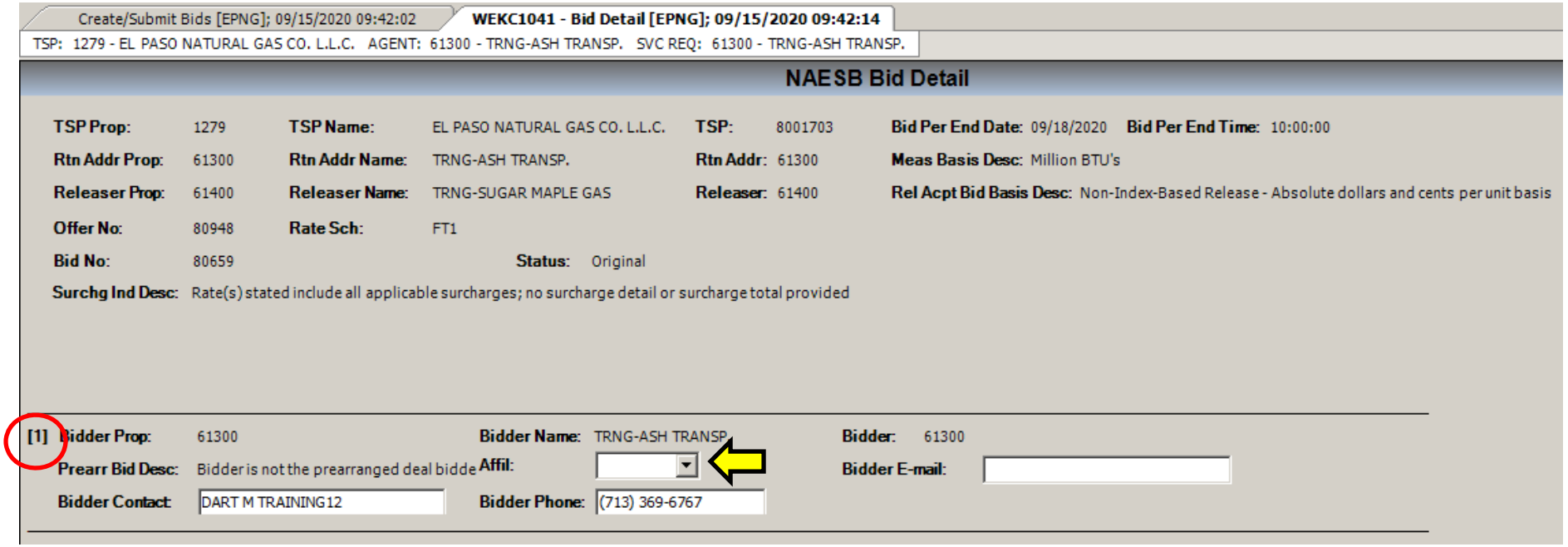
To create a bid:

- Highlight the offer
- Right click
- Select Create Bids



- 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



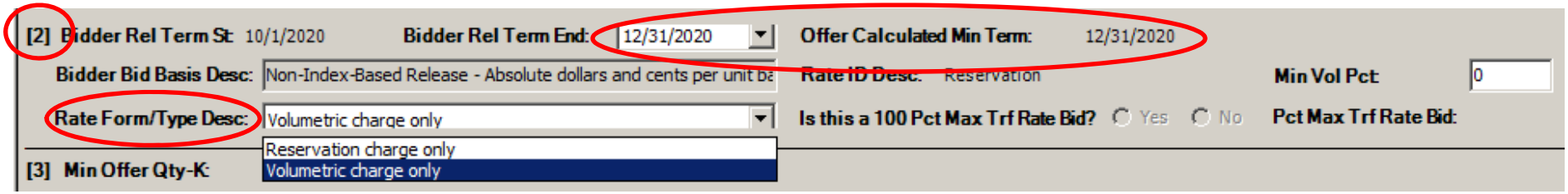
The Bid Detail screen will open (this screen has multiple sections which allows you to add the bid details

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) *Y**ou <u>will</u> get an error if you forget to select an option here***

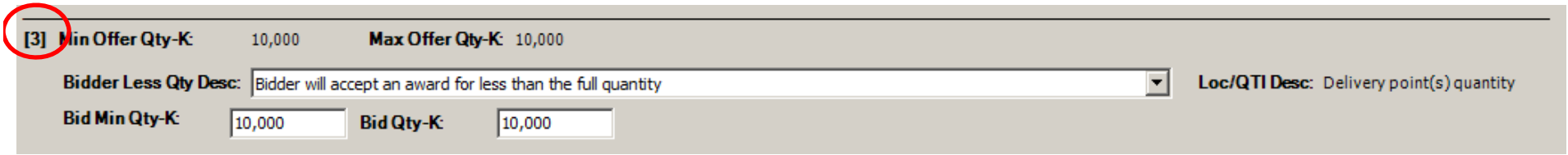
- Enter your email address



Section 2:

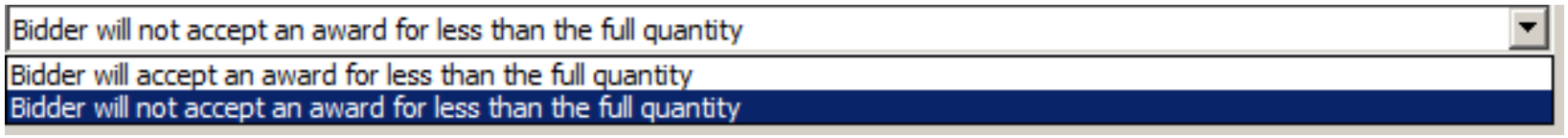
In this section you can modify the end date of your bid and the rate description

- 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)



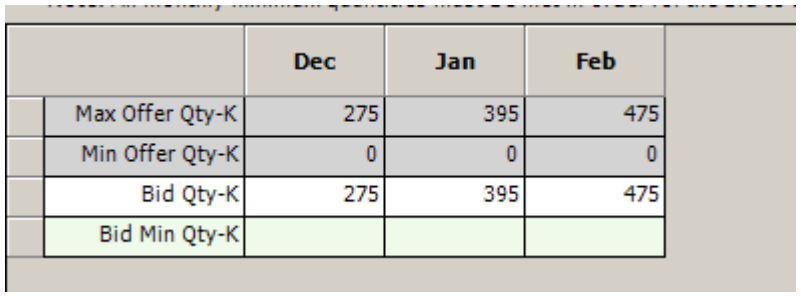
Section 3:

- 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

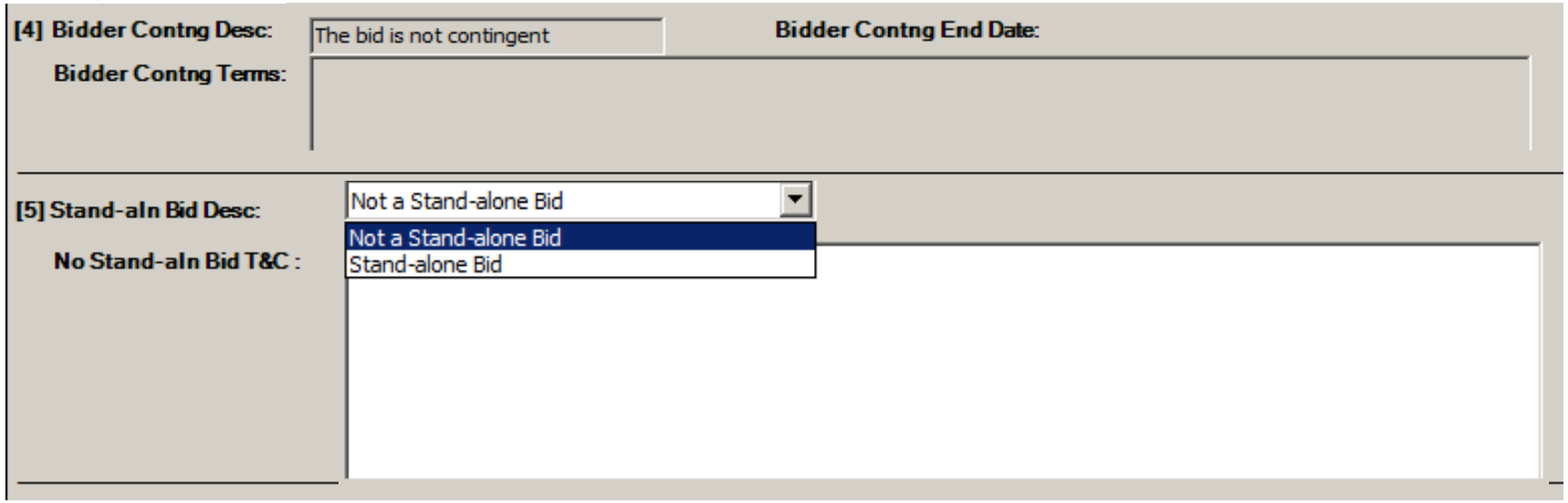


- If the offer you are bidding on is varying monthly, you will specify the Bid Quantity per month as well as the Bid Minimum Quantity

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

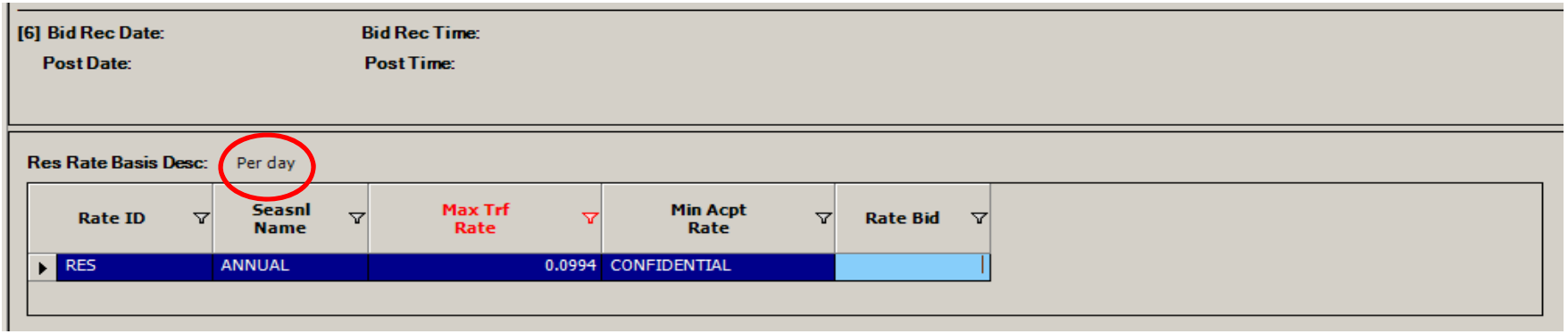


	Dec	Jan	Feb
Max Offer Qty-K	275	395	475
Min Offer Qty-K	0	0	0
Bid Qty-K	275	395	475
Bid Min Qty-K			



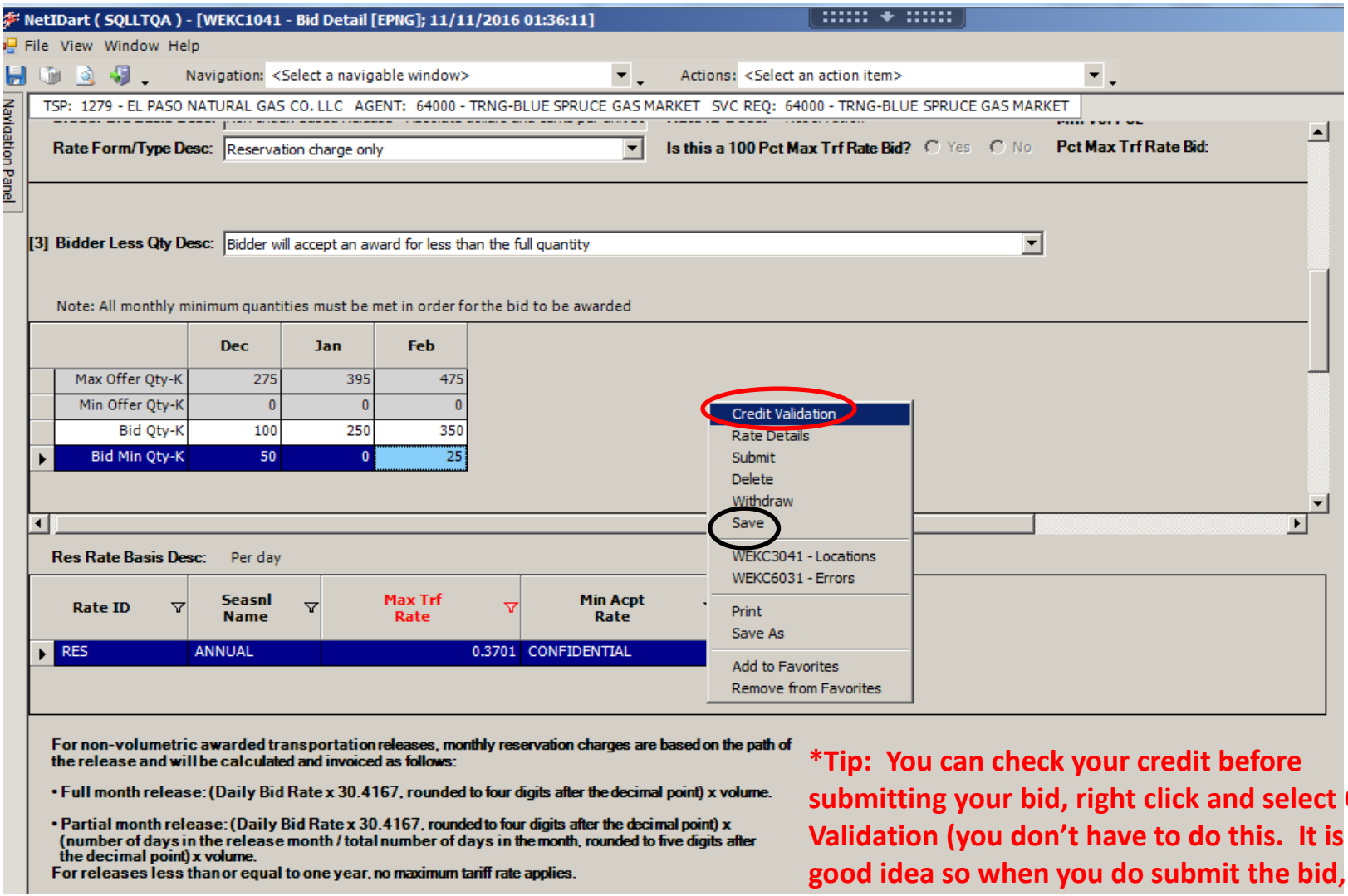
Section 4: grayed out to default

Section 5: typically is Stand-alone bid



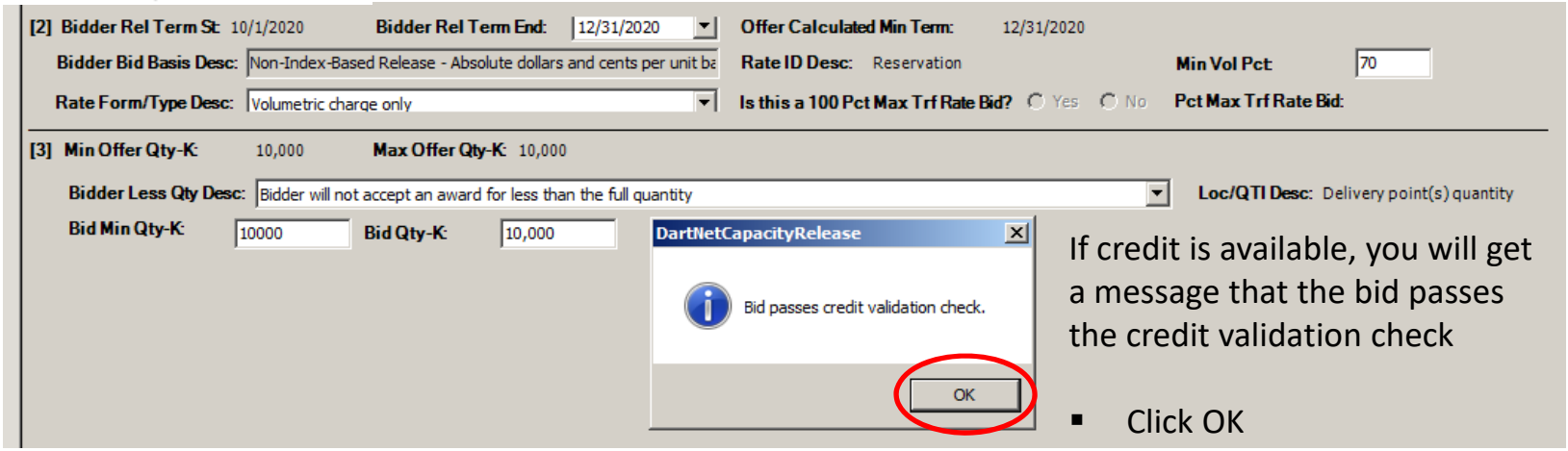
Section 6:

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.



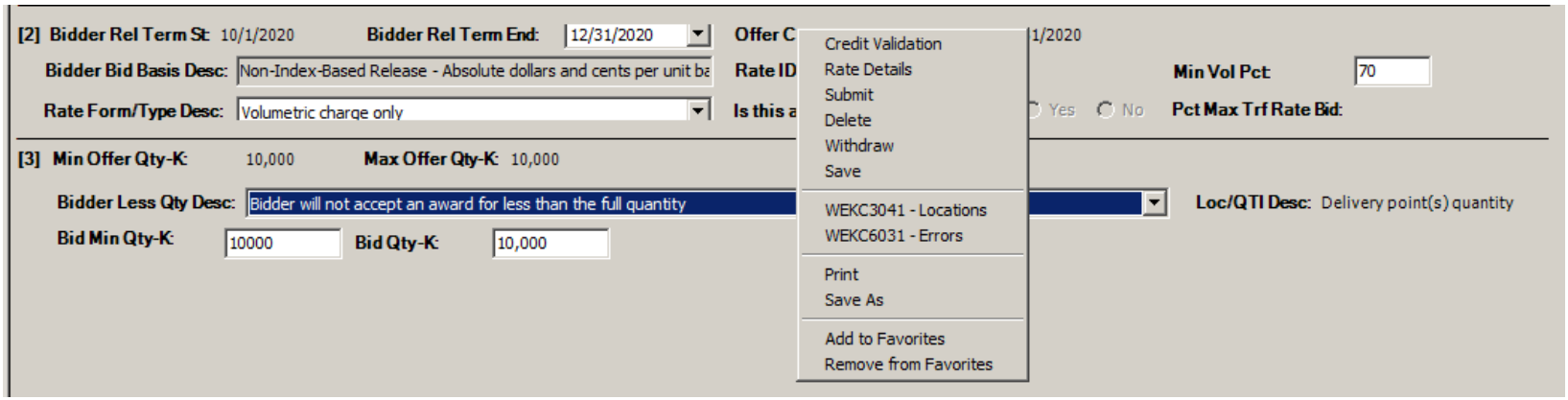
Tip: You can check your credit before submitting your bid, right click and select Credit Validation (you don't have to do this. It is a good idea so when you do submit the bid, you know that credit won't be an issue at the last second)

- 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

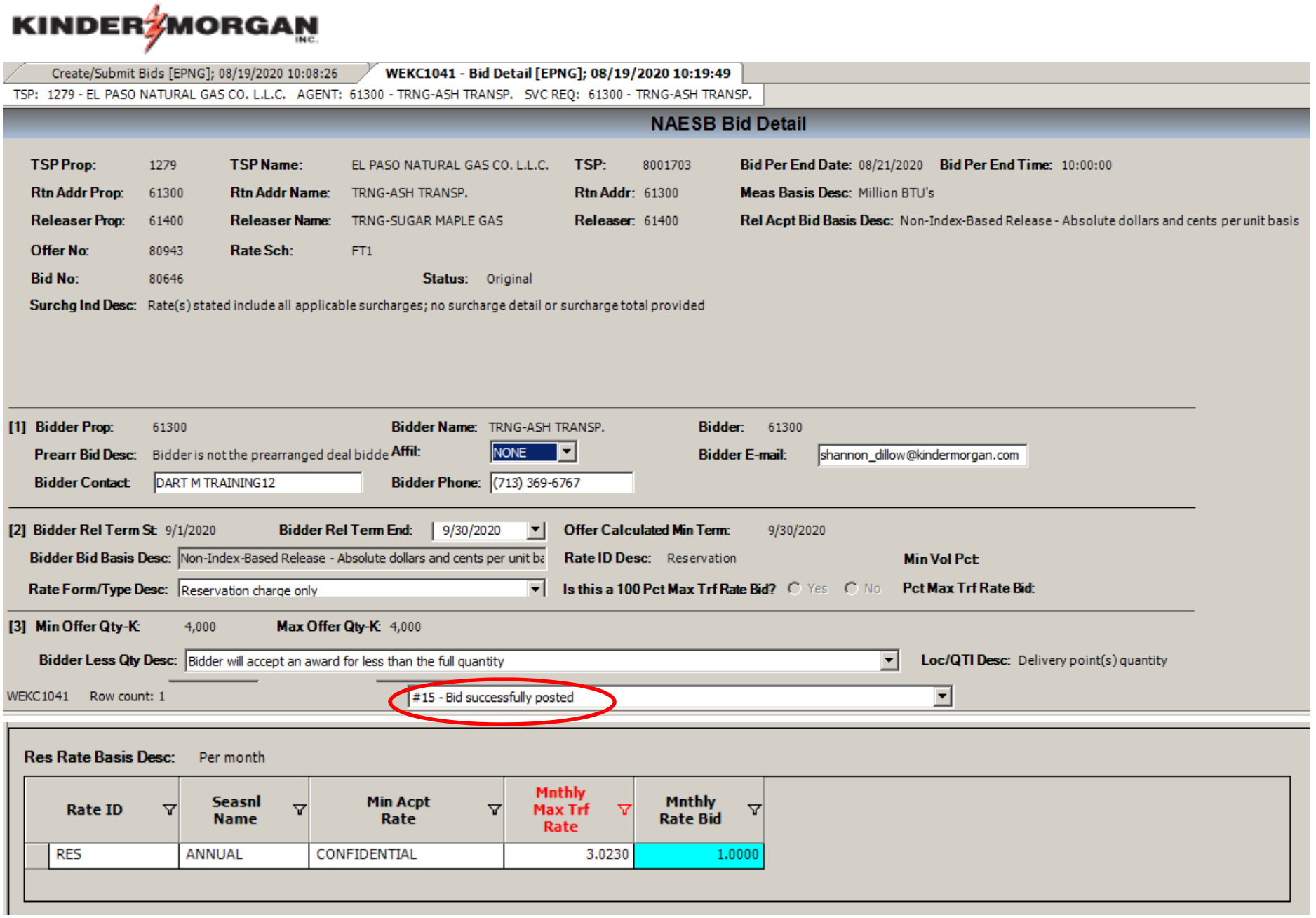


If credit is available, you will get a message that the bid passes the credit validation check

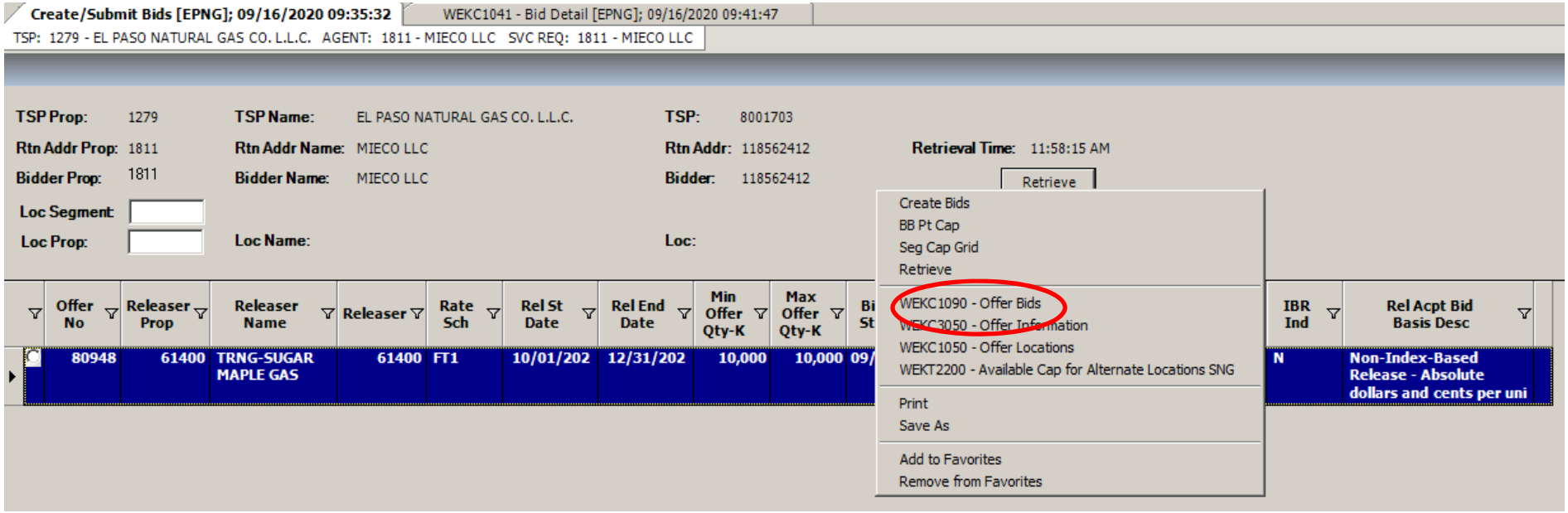
- Click OK



- 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

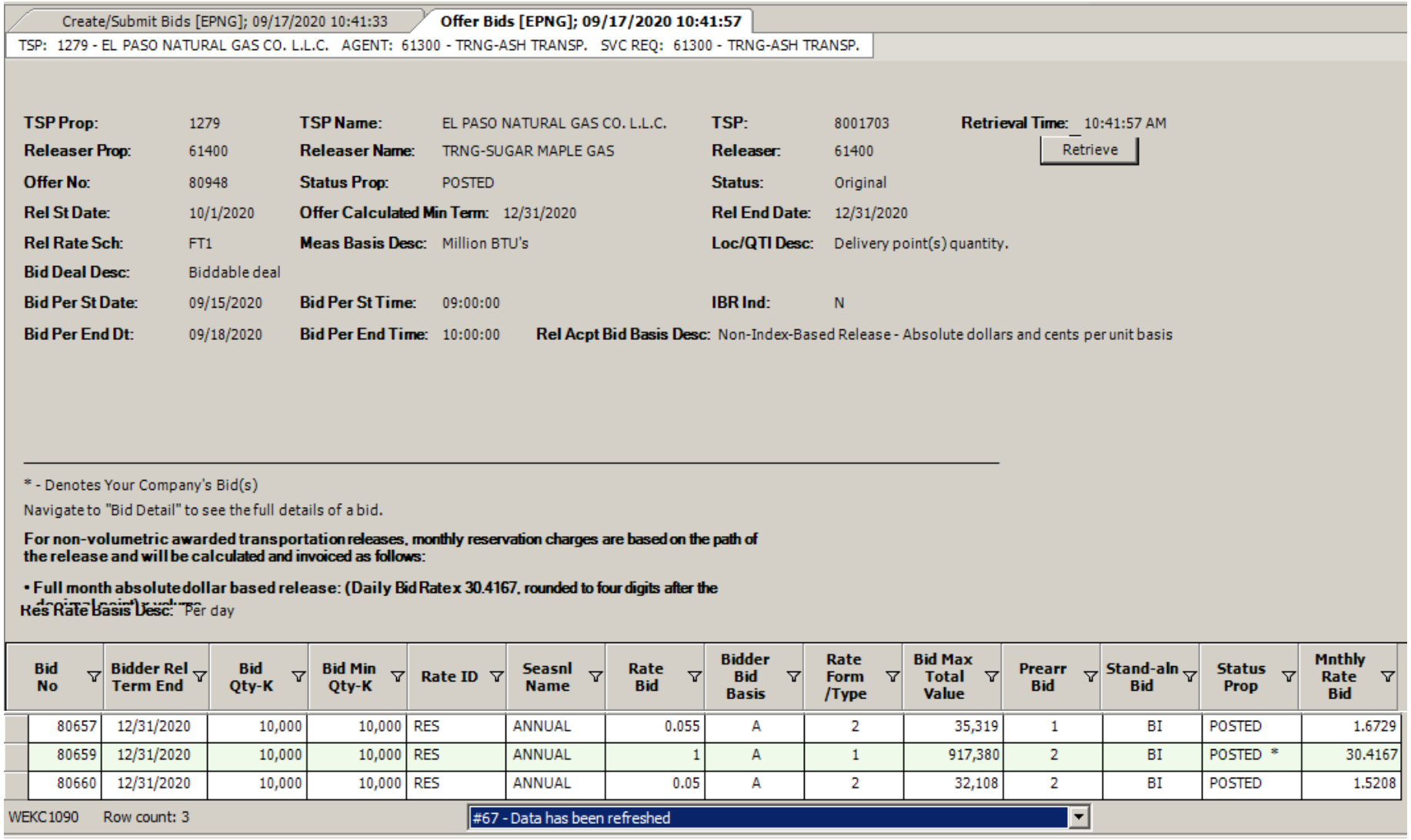


You should get a message at the bottom of the screen informing you you're bid has successfully posted.



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



- 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***

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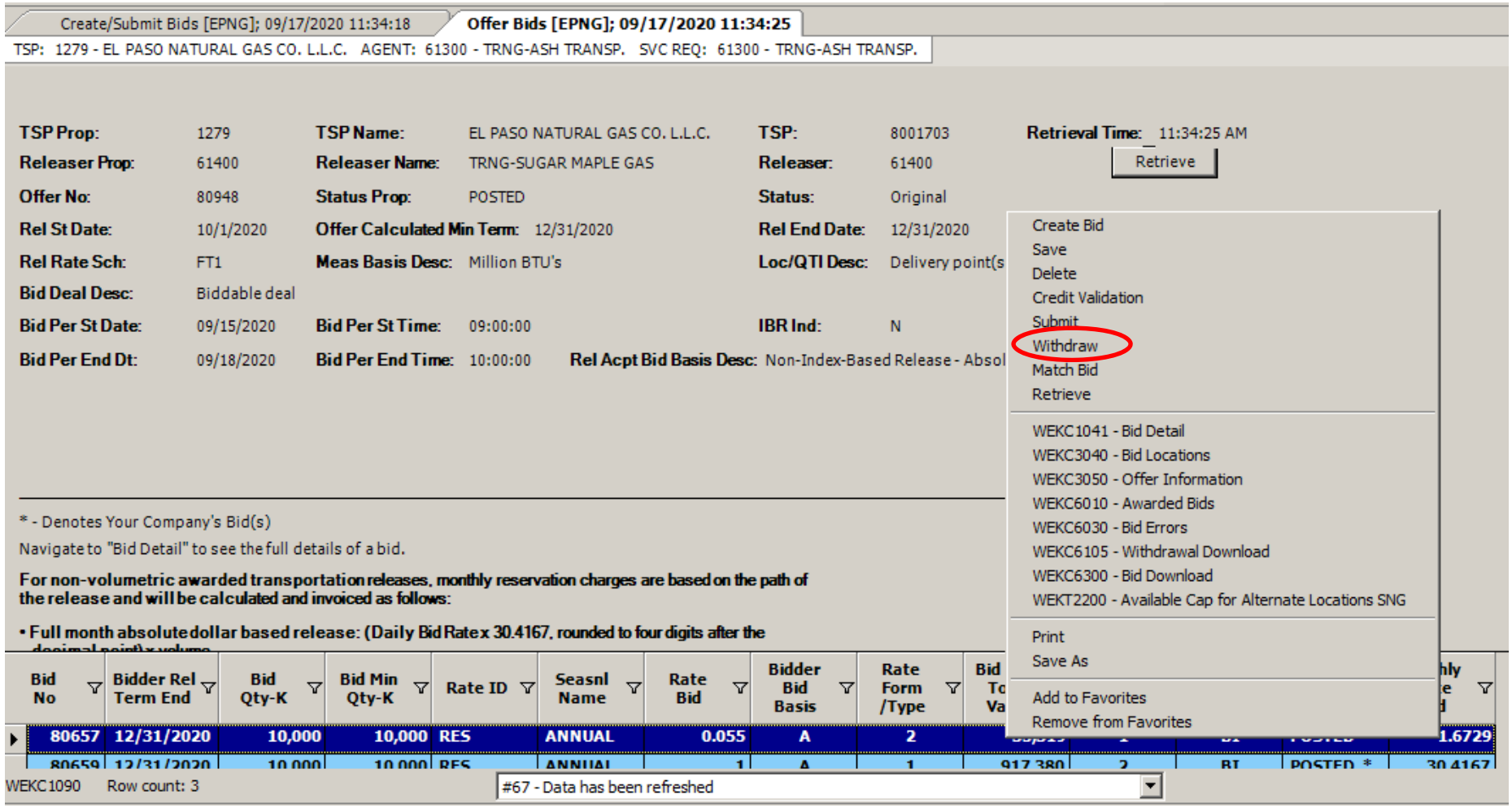
How To Enter a Higher Bid

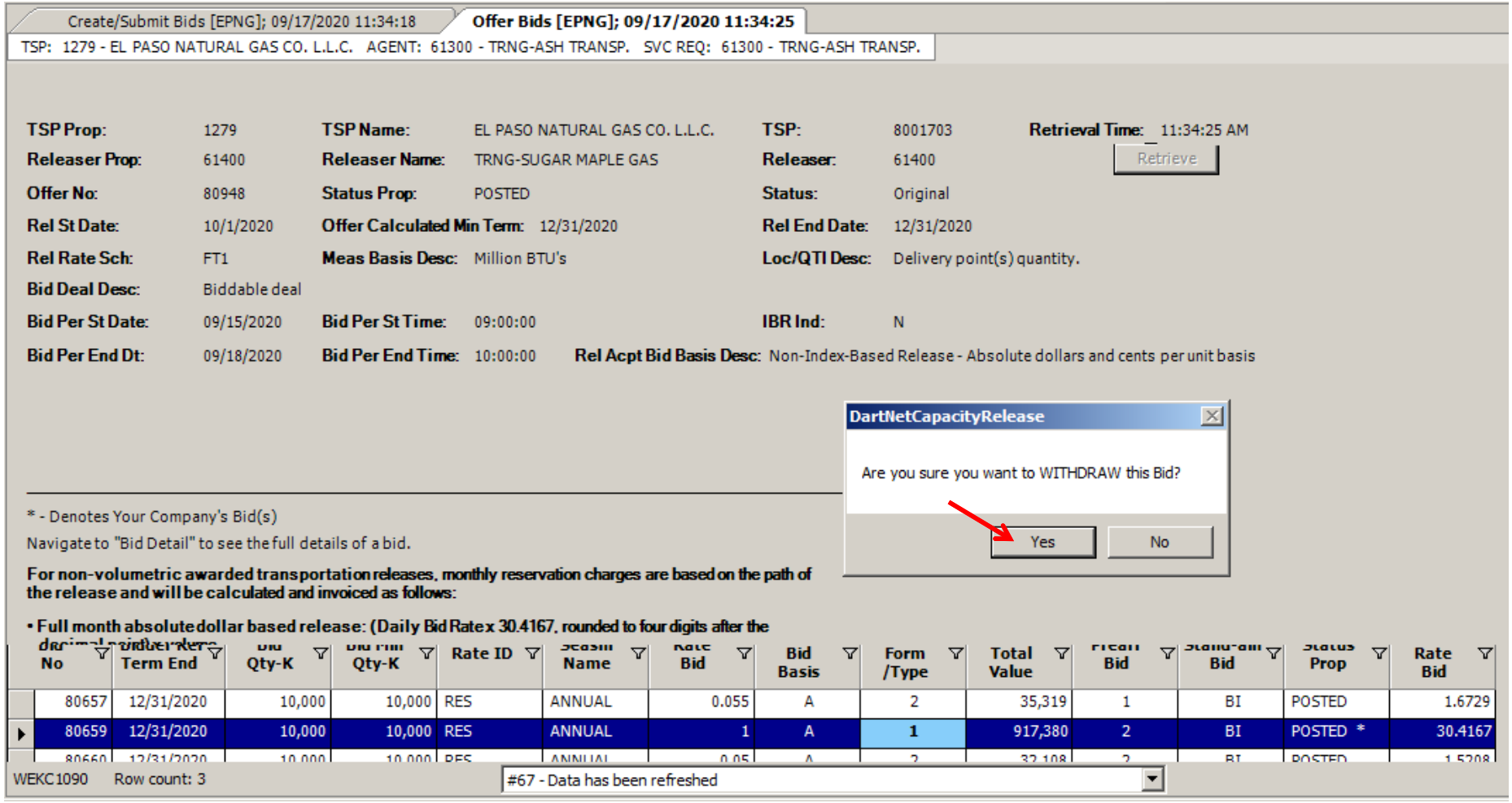
On releases where you are not the prearranged party, you may bid on capacity and realize you want to submit a higher bid before the bid period closes



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.



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

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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.	**TSP:**	8001703	**Retrieval Time:** 11:54:14 AM
Releaser Prop:	61400	**Releaser Name:**	TRNG-SUGAR MAPLE GAS	**Releaser:**	61400	Retrieve
Offer No:	80948	**Status Prop:**	POSTED	**Status:**	Original	
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 point(s) quantity.	
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 - 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.

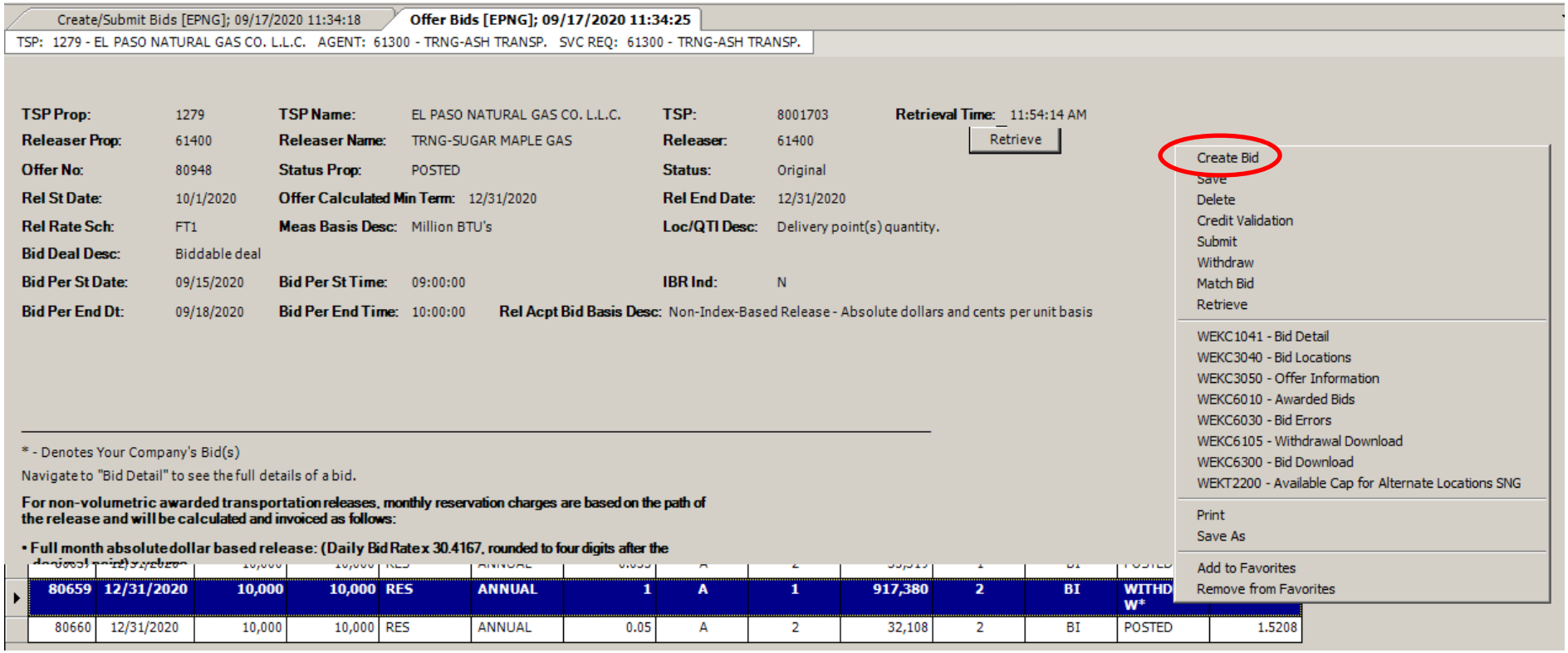
For non-volumetric awarded transportation releases, monthly reservation charges are based on the path of the release and will be calculated and invoiced as follows:

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

No	Term End	Qty-K	Qty-K	Rate ID	Name	Bid	Bid Basis	Form /Type	Total Value	Bid	Bid	Prop	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

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

- The Bid status will now show withdraw



To submit a new bid with a higher value

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

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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.	**TSP:**	8001703	**Retrieval Time:**	01:01:29 PM
Releaser Prop:	61400	**Releaser Name:**	TRNG-SUGAR MAPLE GAS	**Releaser:**	61400		Retrieve
Offer No:	80948	**Status Prop:**	POSTED	**Status:**	Original		
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 point(s) quantity.		
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 - 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

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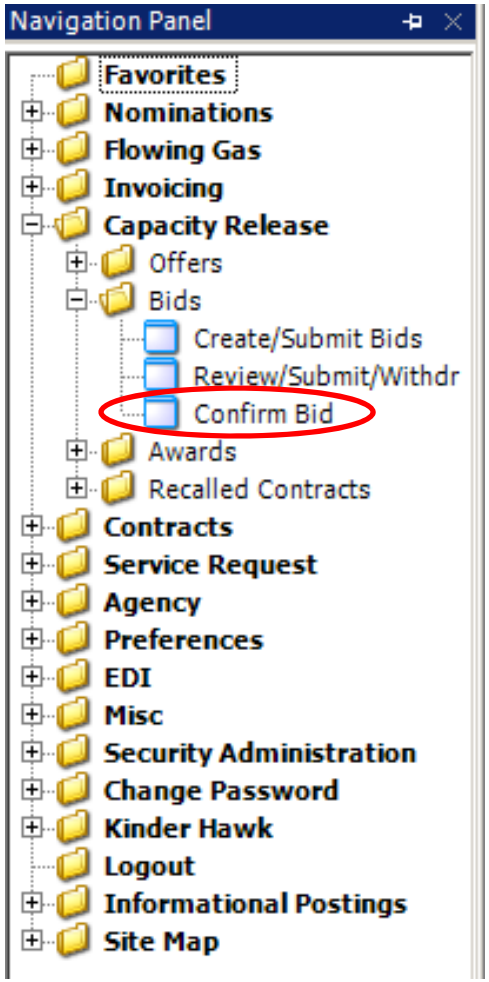
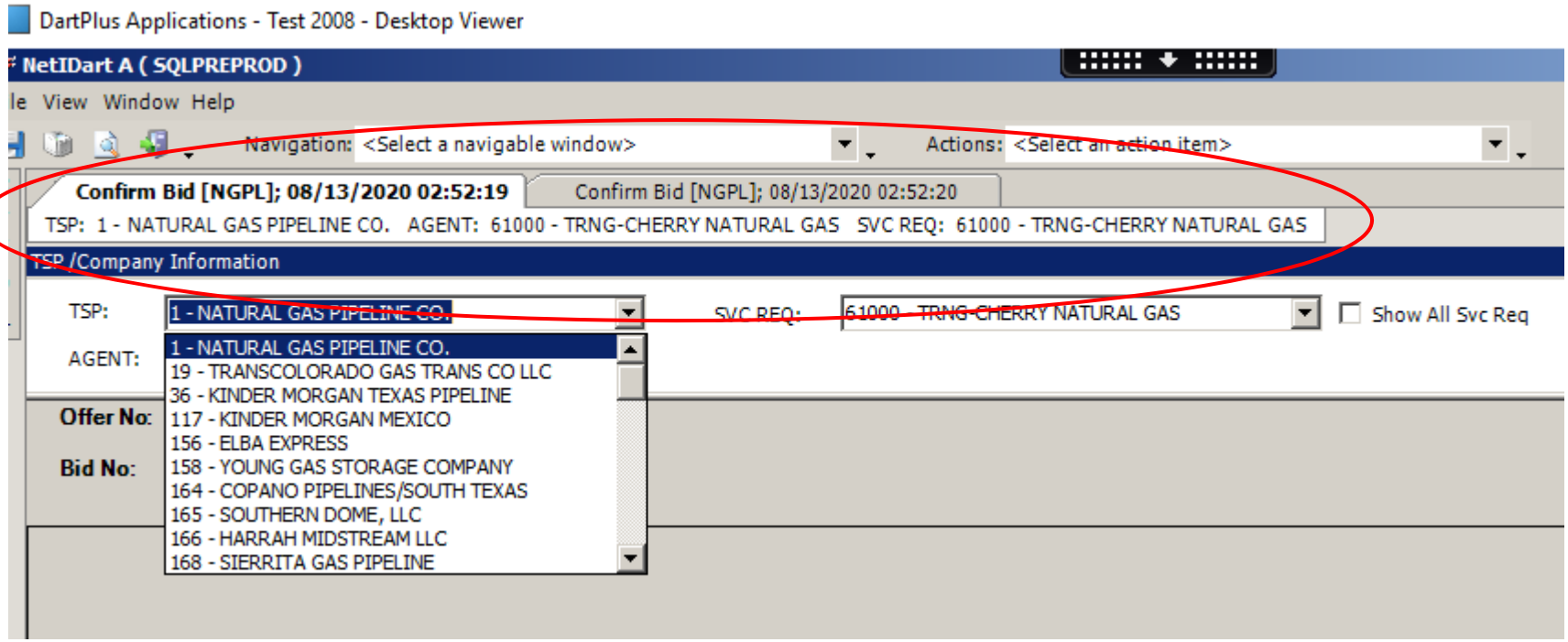
How to Confirm a Pre-Arranged Bid

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

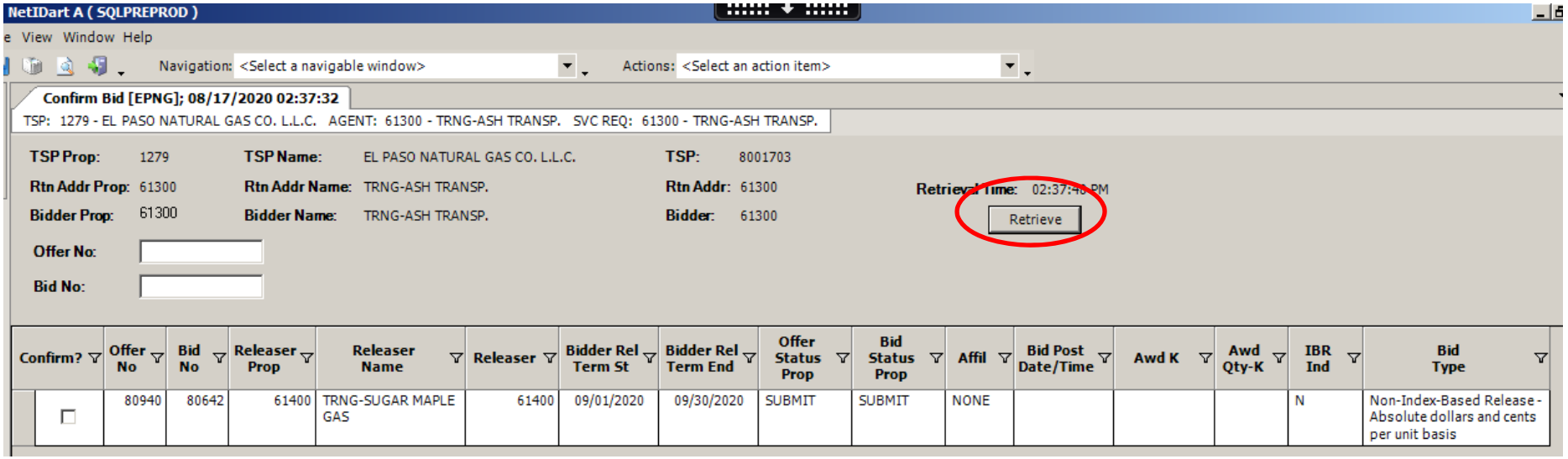
- Once you have logged into DART
- Go to Navigation Panel
- Expand the Capacity Release and Bids folder
- Confirm Bid





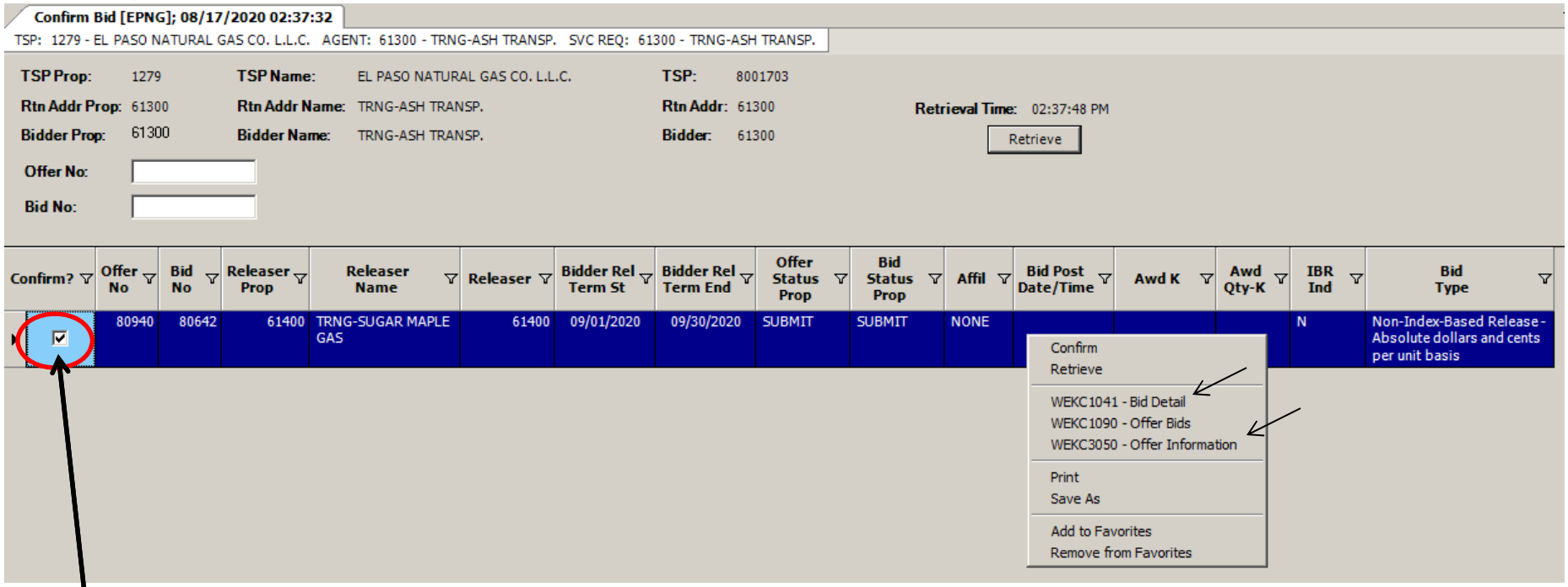
- Check the TSP (or Transportation Service Provider) in the top left part of the window to verify you are under the correct pipeline

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



- 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*



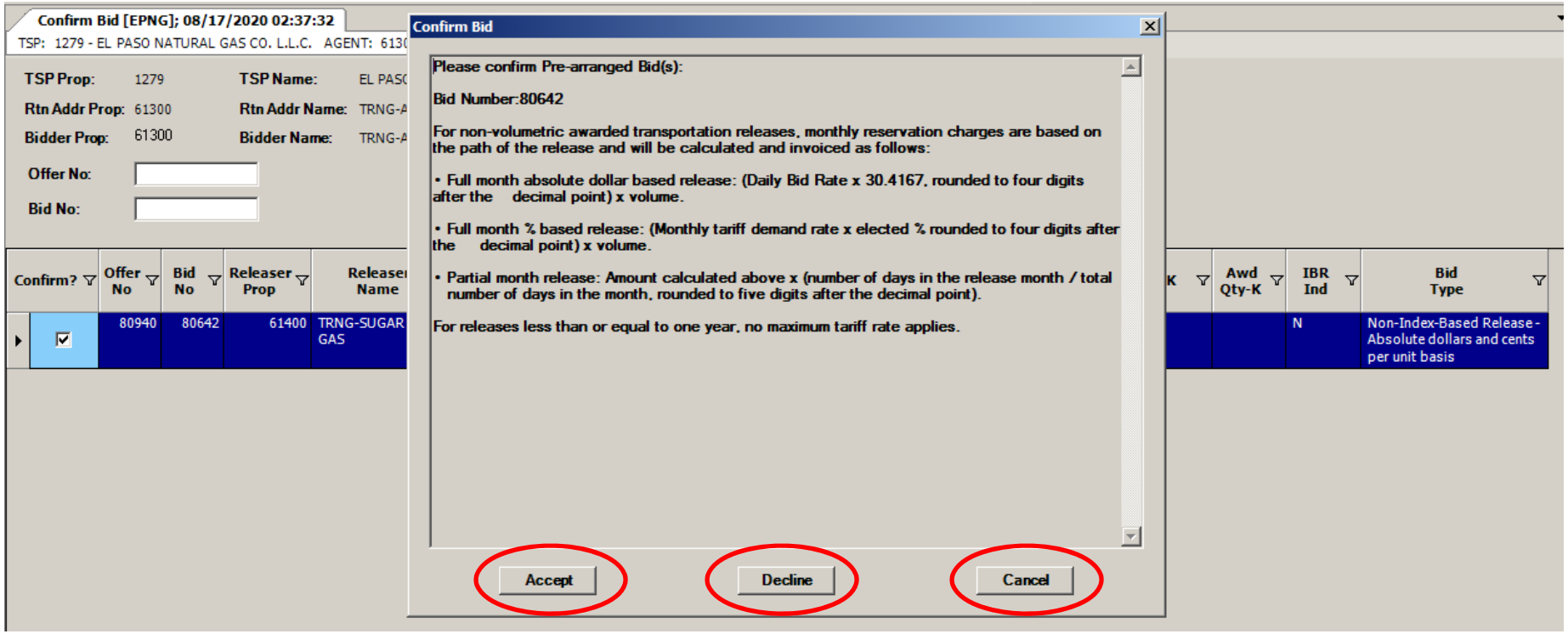
To review the offer information **or** edit bidder contact information, you will:

- 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)

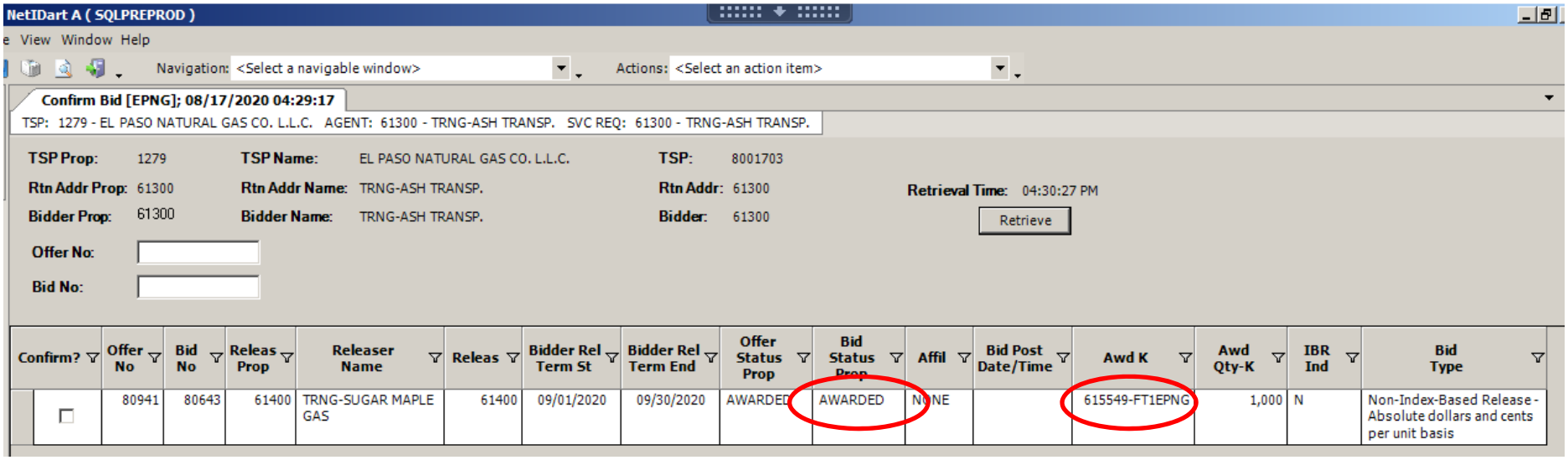
Bid Detail – review your contact name and number (this is where you can edit if necessary)

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



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



- **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

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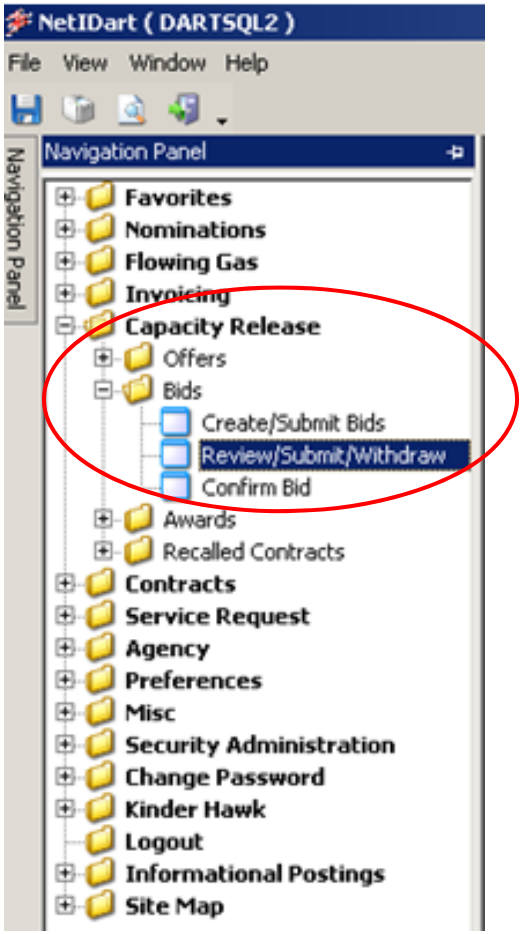
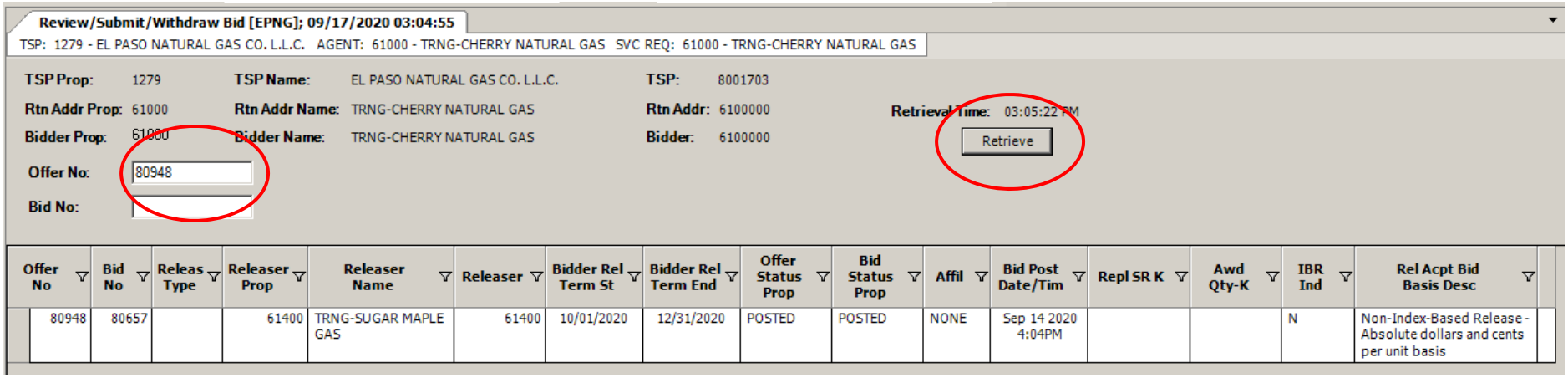
How to Match a Bid

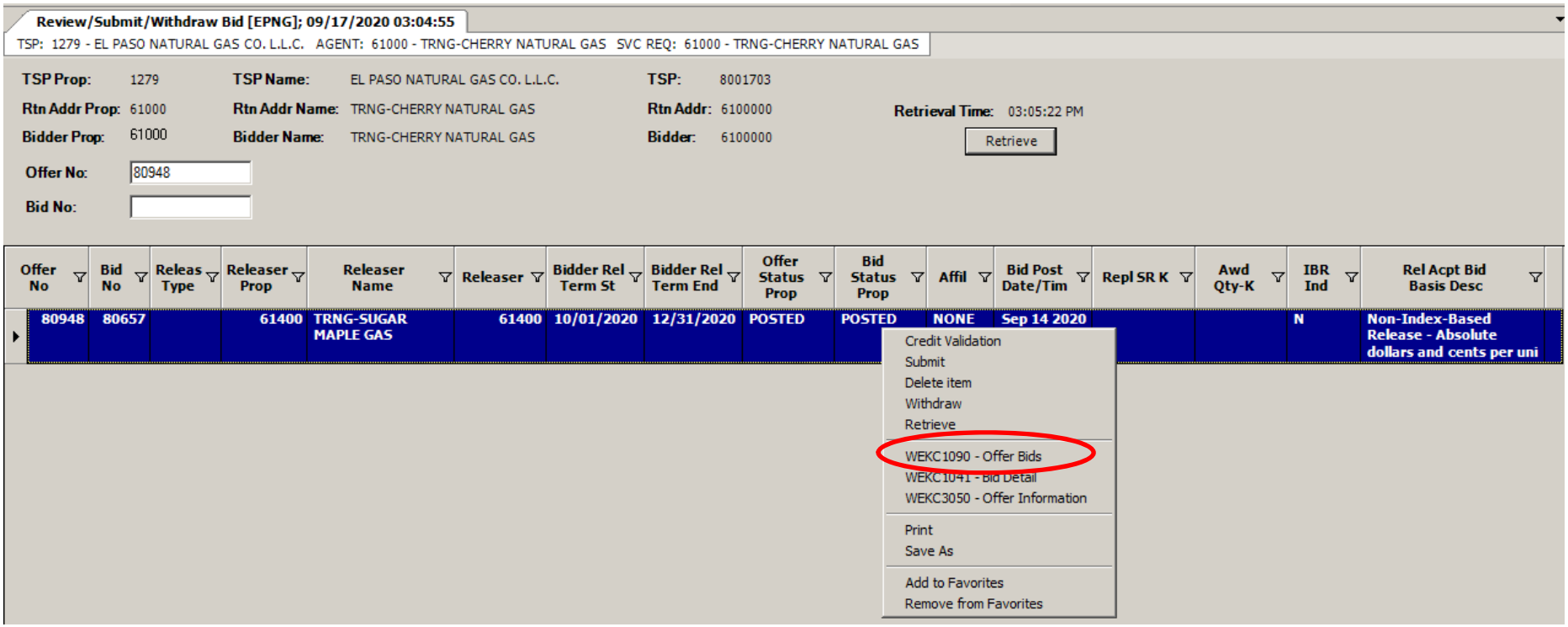
As a prearranged bidder, you may get outbid during the bid period. If that's the case, you will get an email notifying you that you've been outbid. Remember, that email will be sent to the bidder email listed on the Offer bid window. The prearranged bidder has until 11:30 am CST to match the bid in DART.



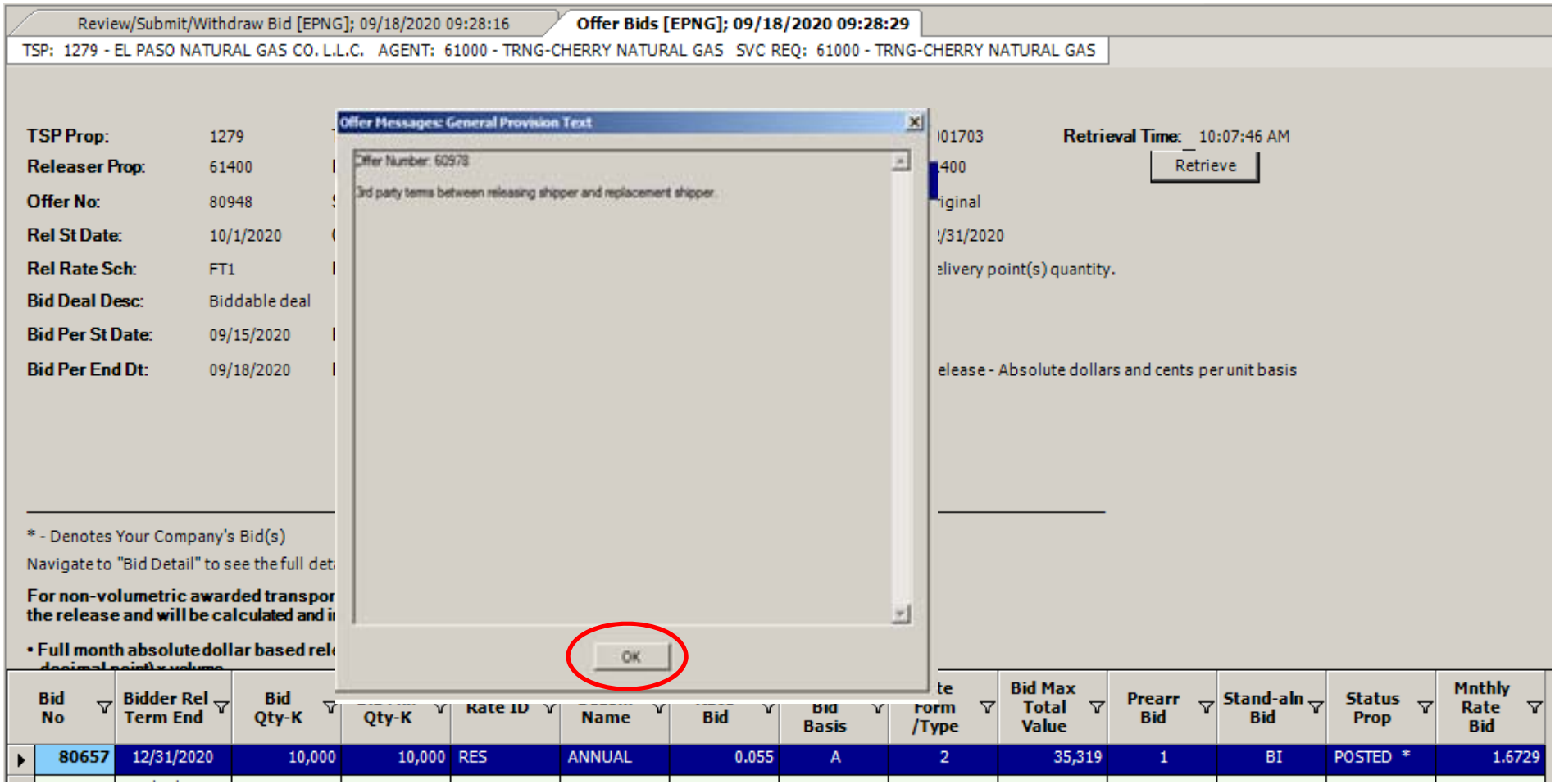
- Expand the Capacity Release
- Bids folders in the Navigation Panel
- Select Review/Submit/Withdraw



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



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



- 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

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

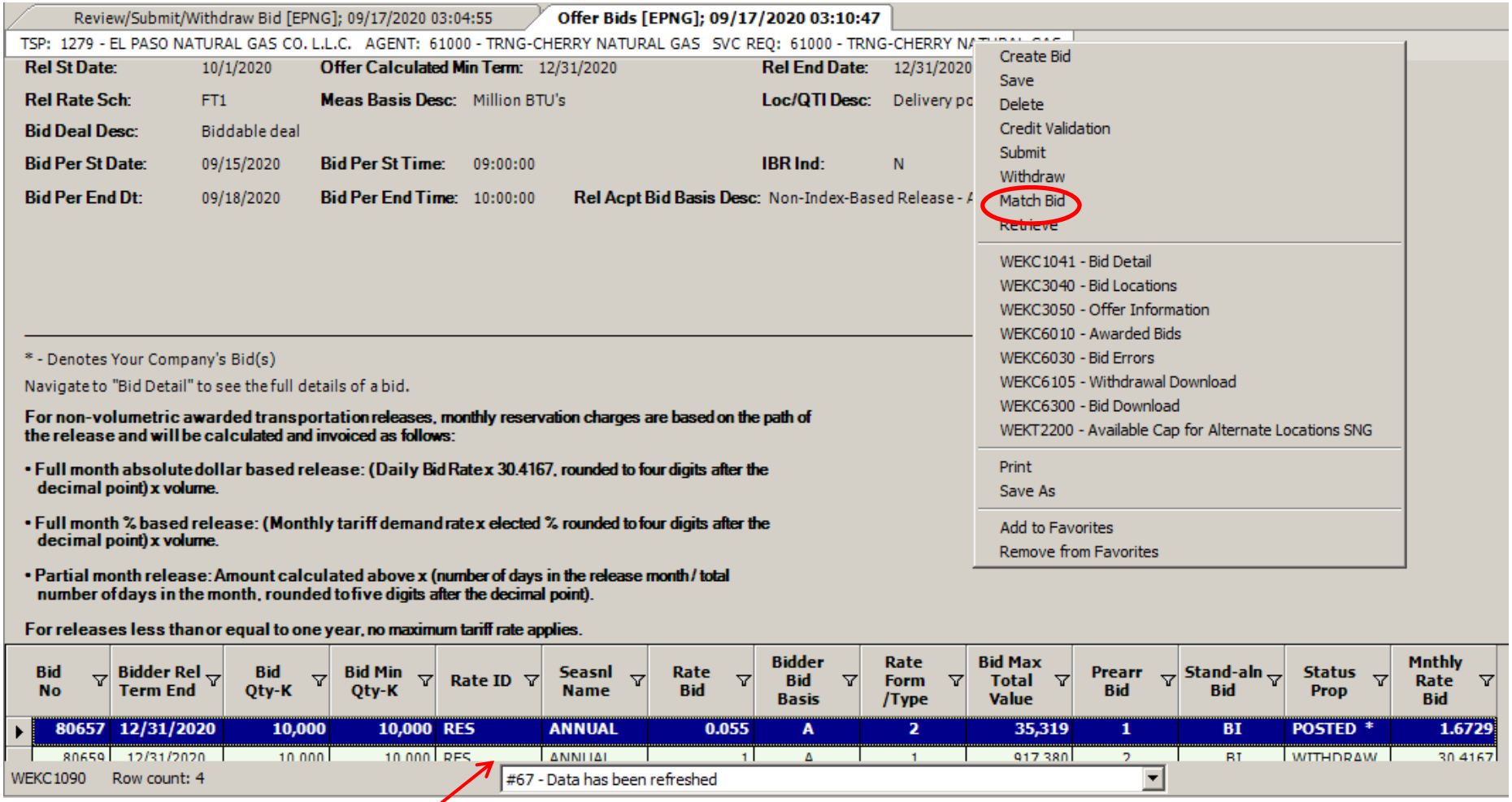
TSP: 1279 - EL PASO NATURAL GAS CO. L.L.C. AGENT: 61000 - TRNG-CHERRY NATURAL GAS SVC REQ: 61000 - TRNG-CHERRY NATURAL GAS

TSP Prop:	1279	**TSP Name:**	EL PASO NATURAL GAS CO. L.L.C.	**TSP:**	8001703	**Retrieval Time:** 03:10:48 PM
Releaser Prop:	61400	**Releaser Name:**	TRNG-SUGAR MAPLE GAS	**Releaser:**	61400	Retrieve
Offer No:	80948	**Status Prop:**	POSTED	**Status:**	Original	
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 point(s) quantity.	
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 - Absolute dollars and cents per unit basis	

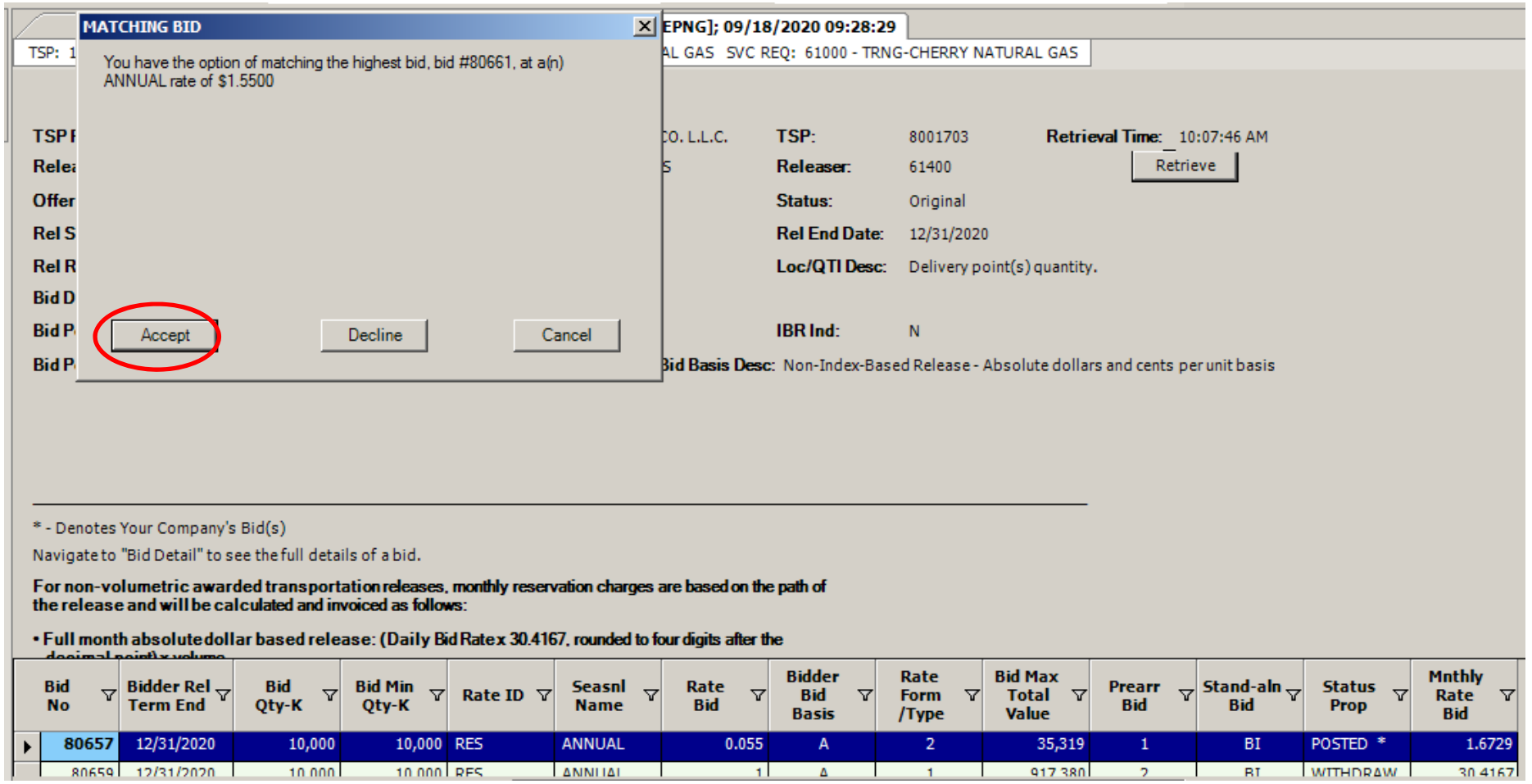
Bid No	Bidder Rel Term End	Bid Qty-K	Bid Min Qty-K	Rate ID	Seasnl Name	Rate Bid	Bidder Bid Basis	Rate Form /Type	Bid Max Total Value	Prearr Bid	Stand-aln Bid	Status Prop	Mnthly Rate Bid
80657	12/31/2020	10,000	10,000	RES	ANNUAL	0.055	A	2	35,31	1	BI	POSTED *	1.6729
80659	12/31/2020	10,000	10,000	RES	ANNUAL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

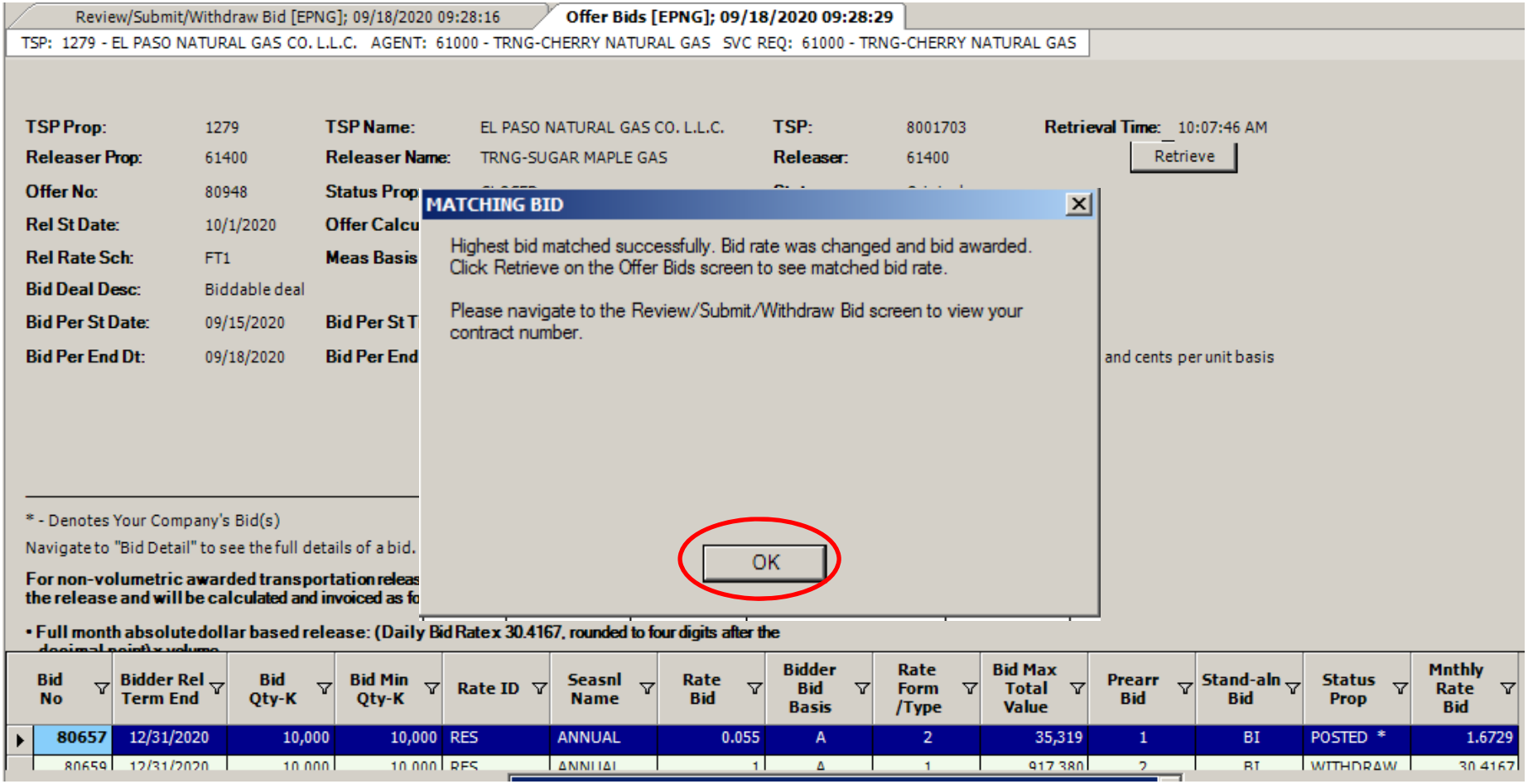
- Here you can view the highest bid rate and total value
- The asterisk under the Status Prop column denotes your company's bid and will have a "1" in the prearranged bid column since you are the pre-arranged party



- Highlight your bid
- Right click and select Match Bid



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



- 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	**TSP Name:**	EL PASO NATURAL GAS CO. L.L.C.	**TSP:**	8001703	**Retrieval Time:** 01:42:07 PM
Releaser Prop:	61400	**Releaser Name:**	TRNG-SUGAR MAPLE GAS	**Releaser:**	61400	Retrieve
Offer No:	80948	**Status Prop:**	AWARDED	**Status:**	Original	
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 point(s) quantity.	
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 - Absolute dollars and cents per unit basis	

* - Denotes Your Company's Bid(s)

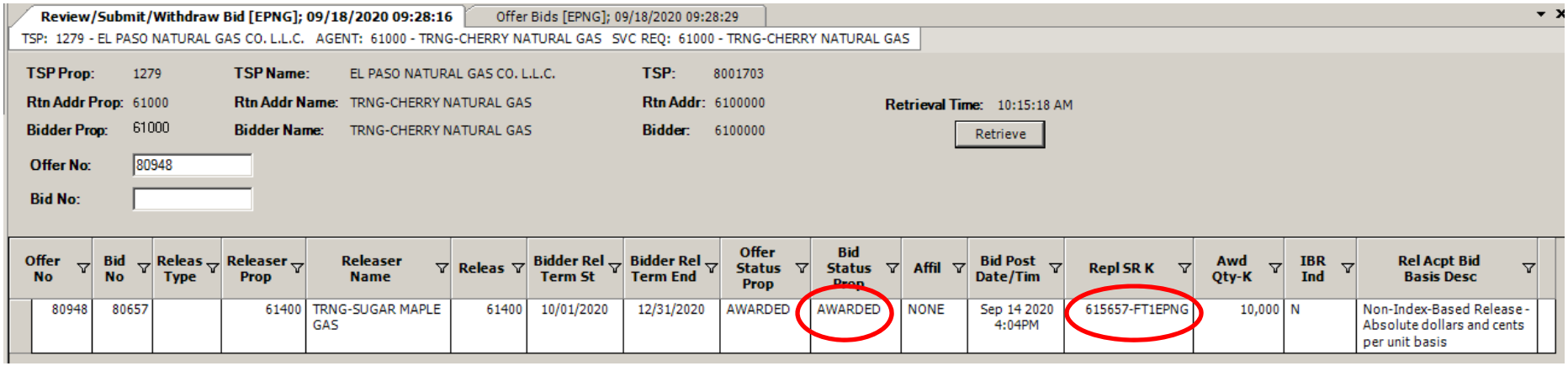
Navigate to "Bid Detail" to see the full details of a bid.

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	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



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

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www.kindermorgan.com

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

KINDER MORGAN

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Capacity Release Instructions:

Create an Offer….Slide 3

Copy an Offer….Slide 35

Recall/Reput an Offer….Slide 39

Capacity Release Timelines

Biddable

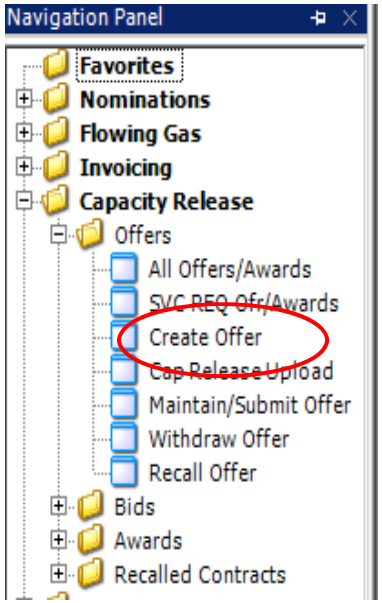
- 9am – Start of all open seasons
- 10am – End of all open seasons & bid evaluation period begins
- 11am – Bid evaluations ends; Award is due if not prearranged; match is communicated, if prearranged
- 11:30am – Match response due from prearranged party
- 12pm – Award due for prearranged offers

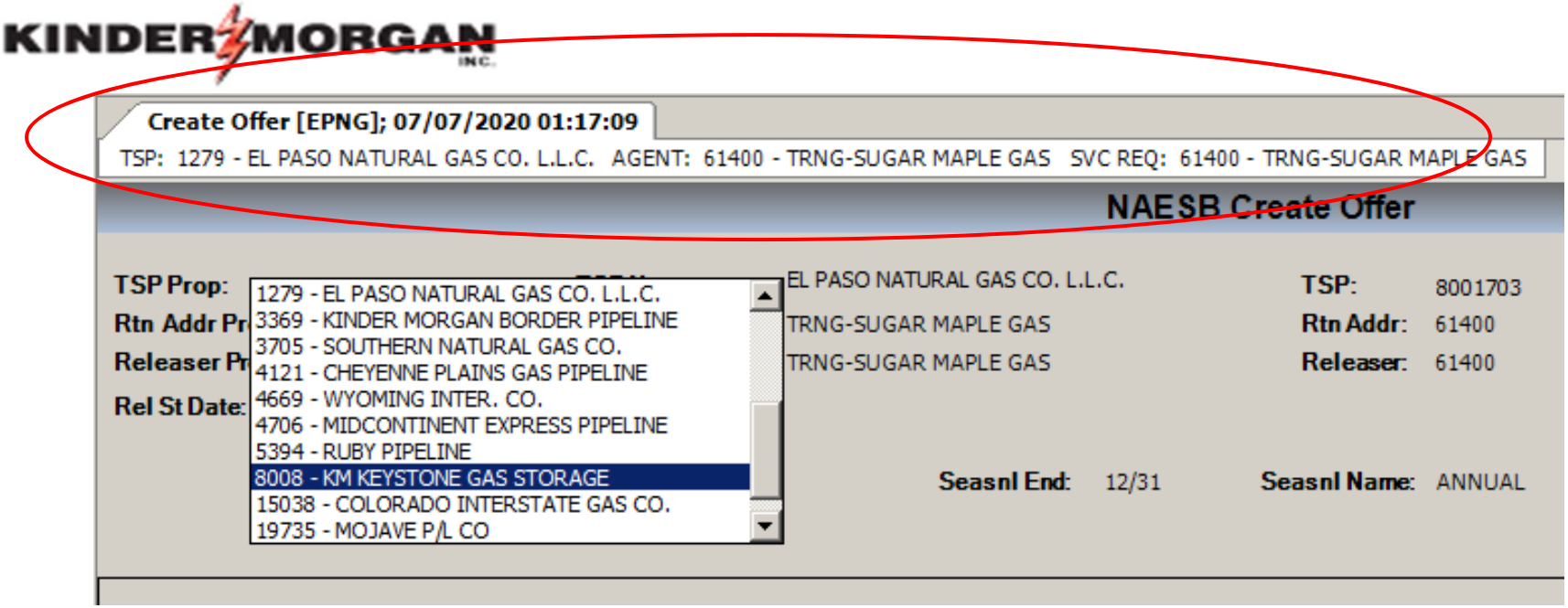
Prearranged Non-Biddable

- 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

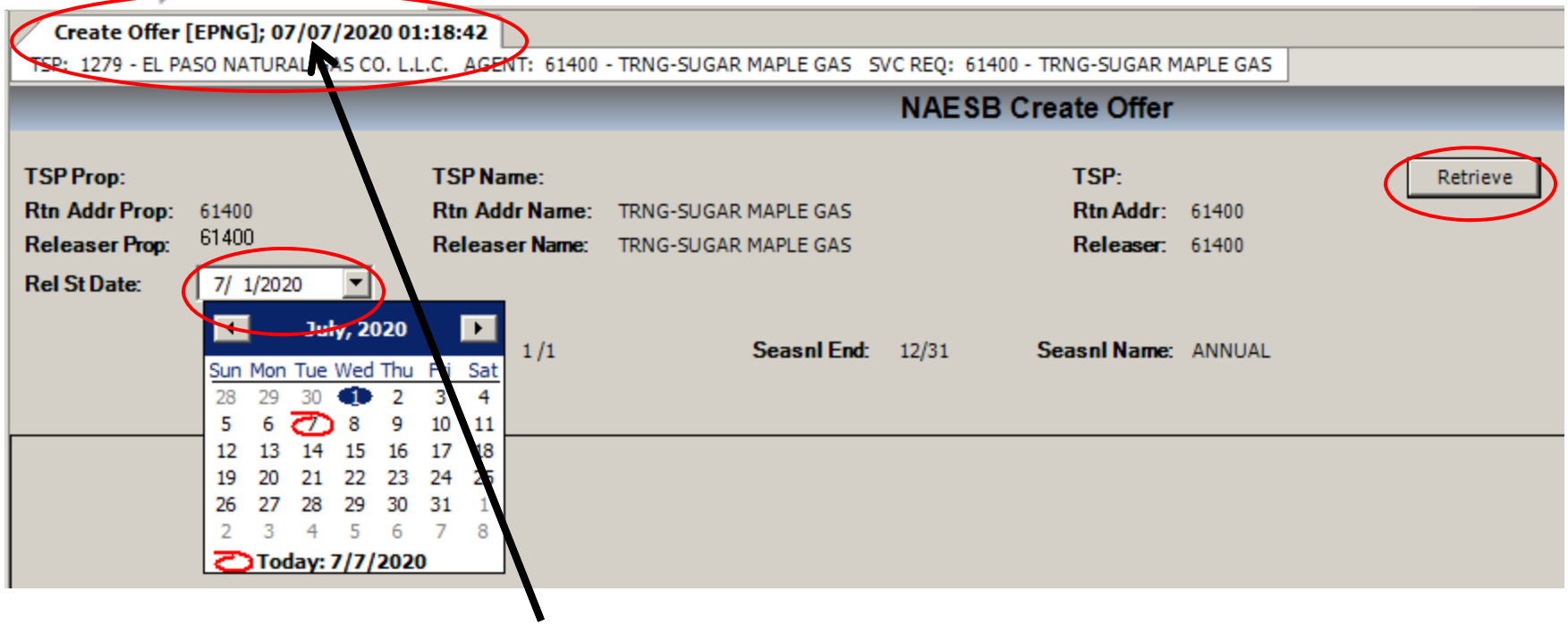
- Once you have logged into DART
- Go to Navigation Panel
- Expand the Capacity Release and Offers folder
- Select Create Offer





- 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



- 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					

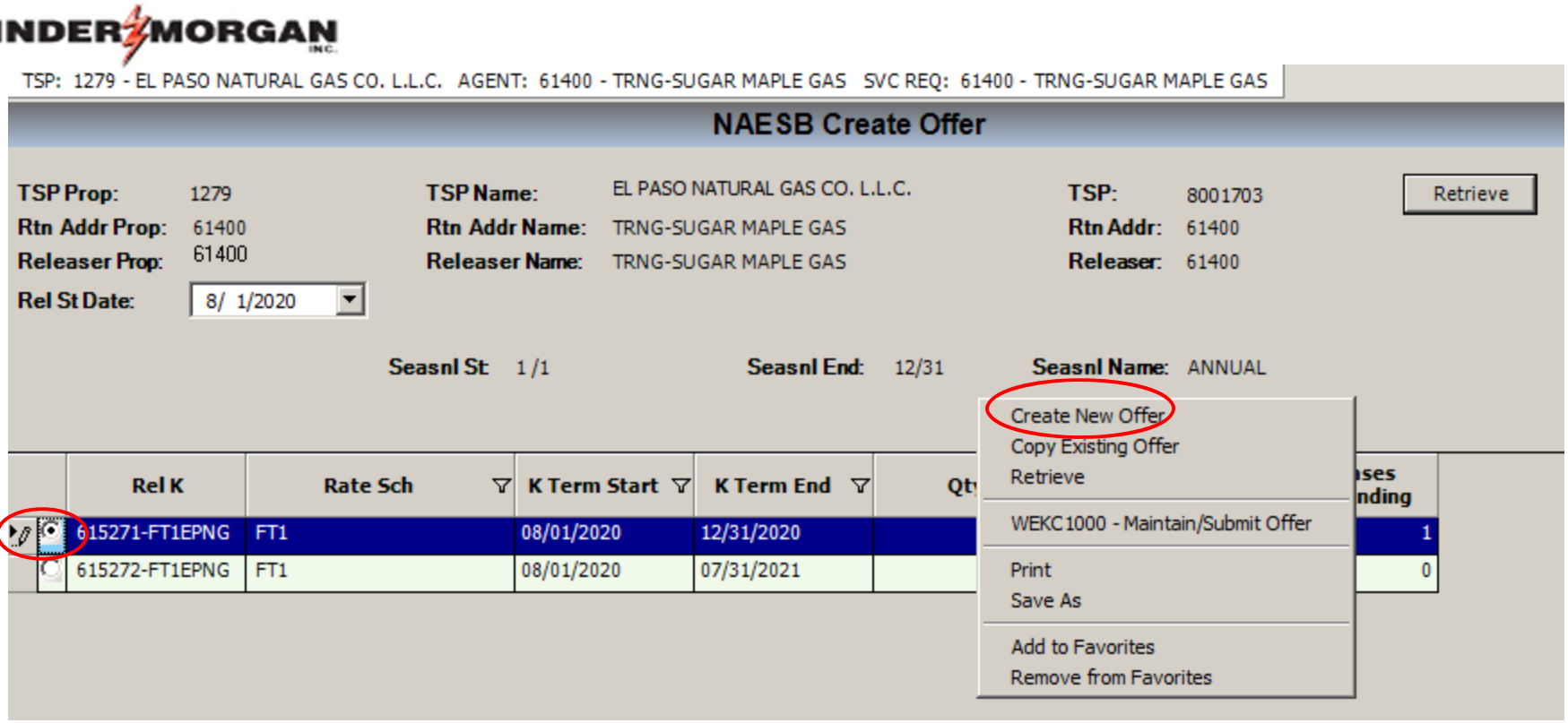
Seasnl St: 1 /1 **Seasnl End:** 12/31 **Seasnl Name:** ANNUAL

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

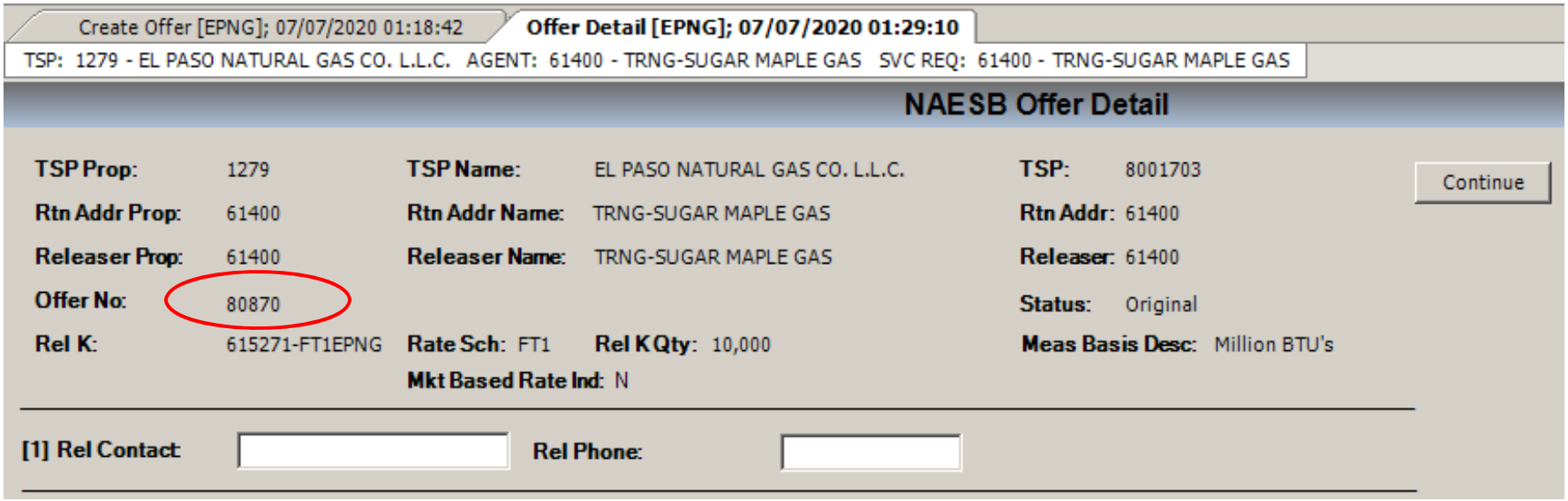
DART will then populate **all** agreements that are available to be released for the date you selected. *Important columns to look at are Avail Qty-K and the Releases Outstanding*

- **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)



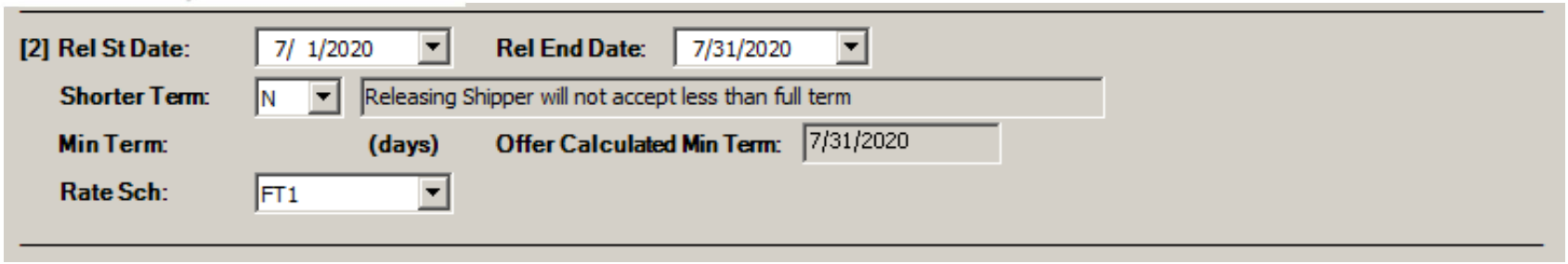
- Choose the radio button of the contract you are releasing (**If you are copying an Offer, go to slide 34 for further instructions**)
- To create a new offer, continue here and right click
- Select Create New Offer



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

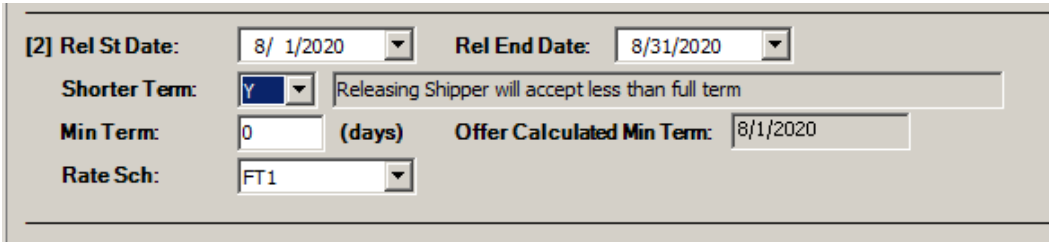
<u>Section 1:</u>

- 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)



Section 2:

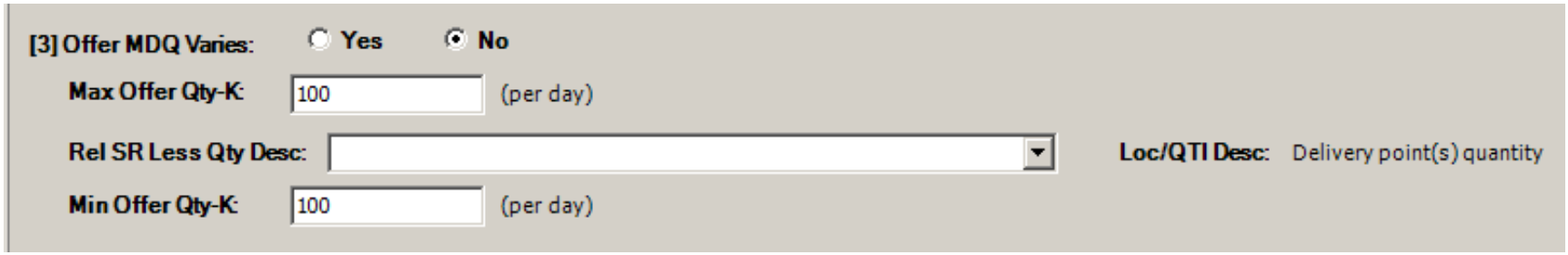
- Rel St Date / Rel End Date: the Rel St Date defaults to the current date, update both dates to reflect the term of the release.
- Shorter Term: defaults to "N", this is the most common, means you **will not** accept bids for less than the full term, which are the dates you put above.
- If you select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



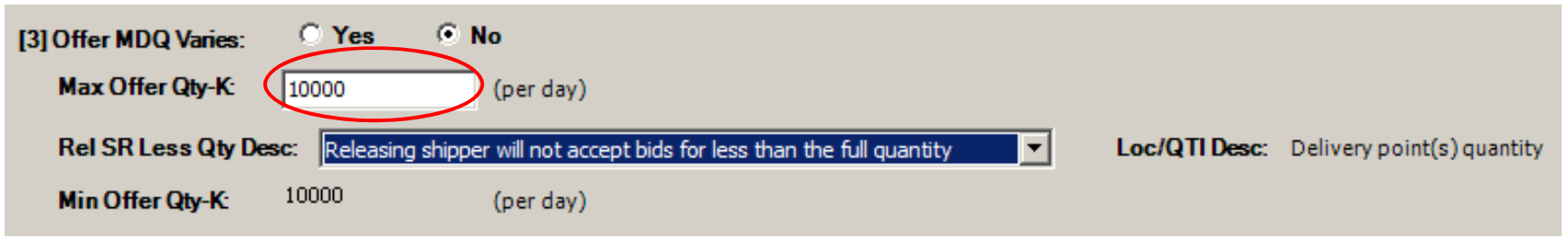
- Fill in the Min Term (days) box, this is the minimum days you'd accept for the term of the release
- Rate Sch: should populate correctly to reflect the contract you selected (i.e. TF-1, FT-1, FT)

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.)

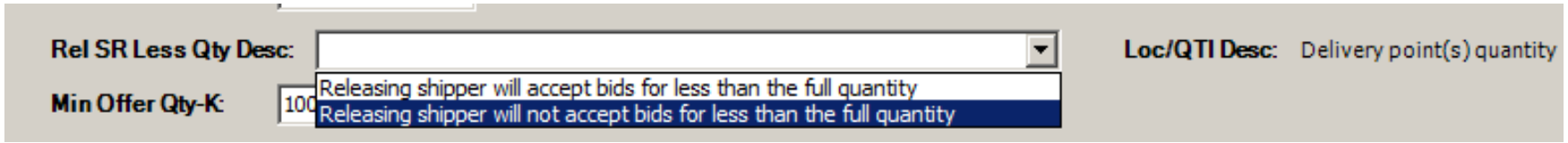


- If you select Yes, the Max and Min Offer Qty-K will gray out to 0



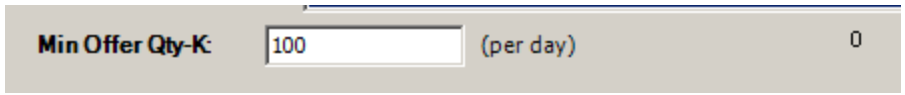
- Max Offer Qty-K: defaults to 100 , enter the quantity being released

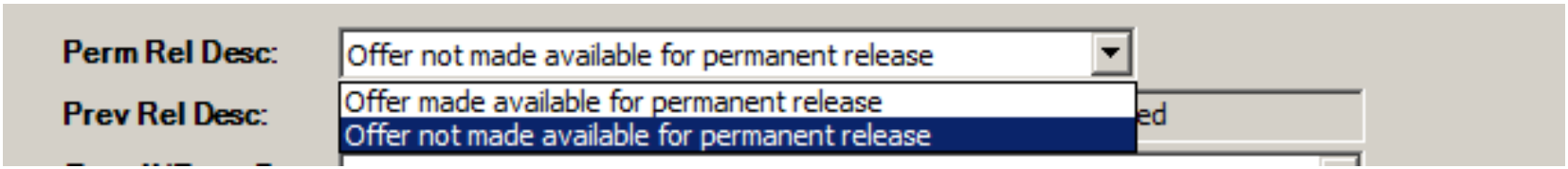
- Rel SR Less Qty Desc: there is no default here, you have to select an option



- 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

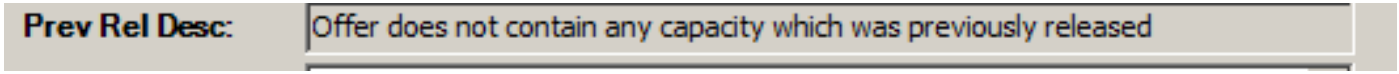




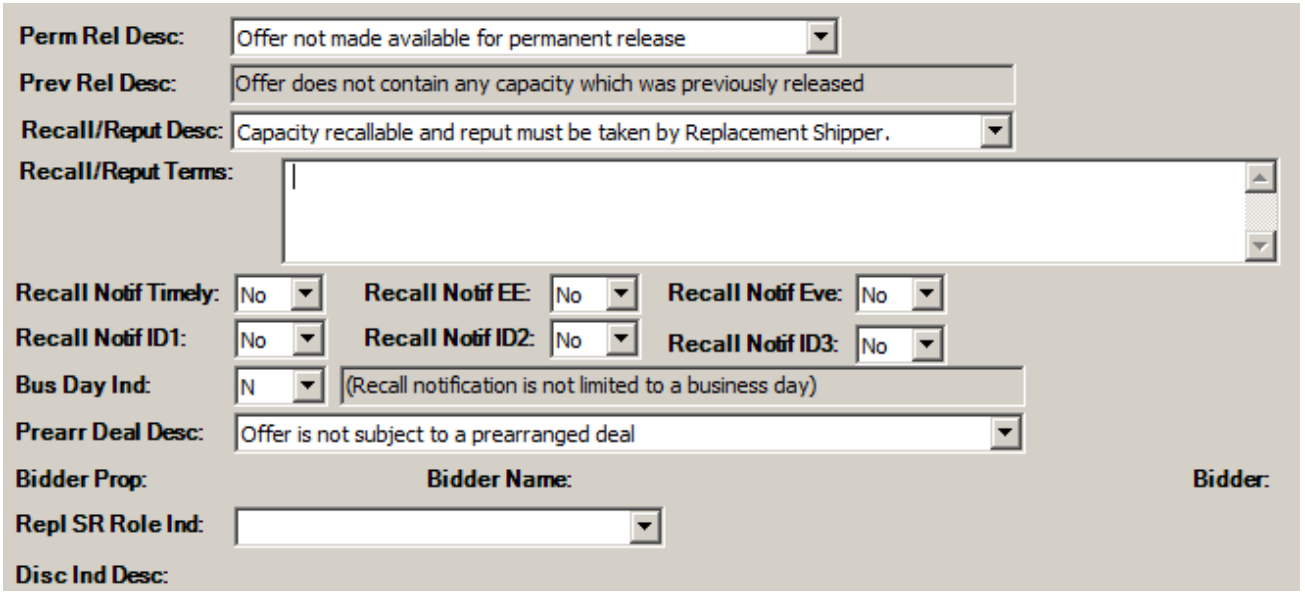
Continuing on Section 3:

- 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

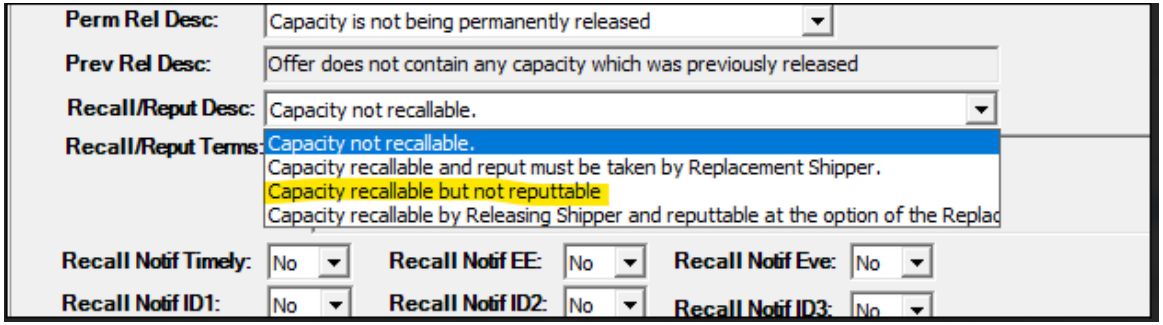


- Prev Rel Desc: this field is system controlled and indicates if the releasing contract contains previously released capacity



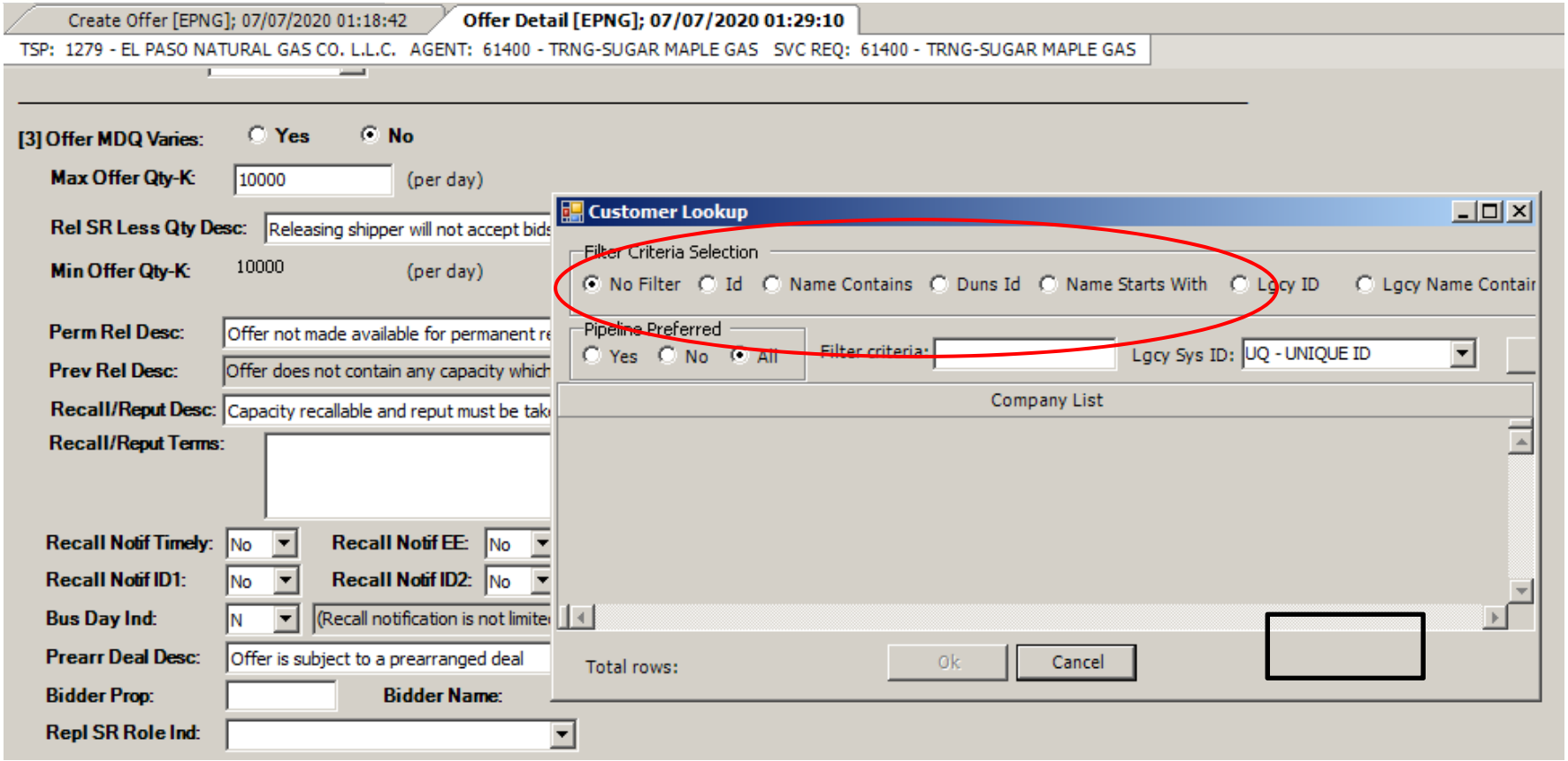
- Recall/Reput Desc: click the drop down arrow and select if the capacity is recallable or not
  - If recallable, you will get a pop-up message to enter the recall terms and to select the recall notification periods, select if recall notification is limited to a business day

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



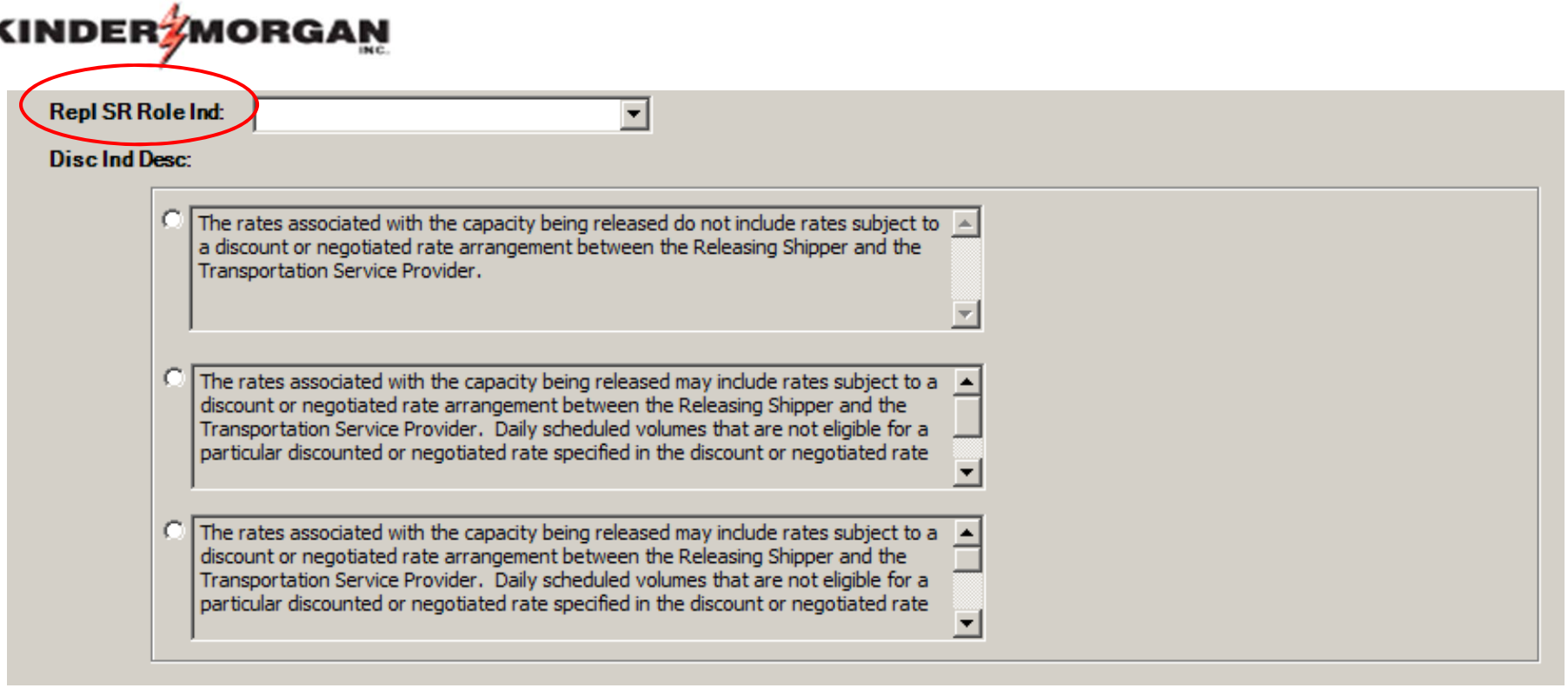
- Prearr Deal Desc: defaults to Offer is **not** subject to a prearranged deal, click the drop down arrow to change if offer is prearranged
  - If this is a prearranged deal, the Bidder Prop field will be enabled and you can enter the prearranged party's GID

- 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)

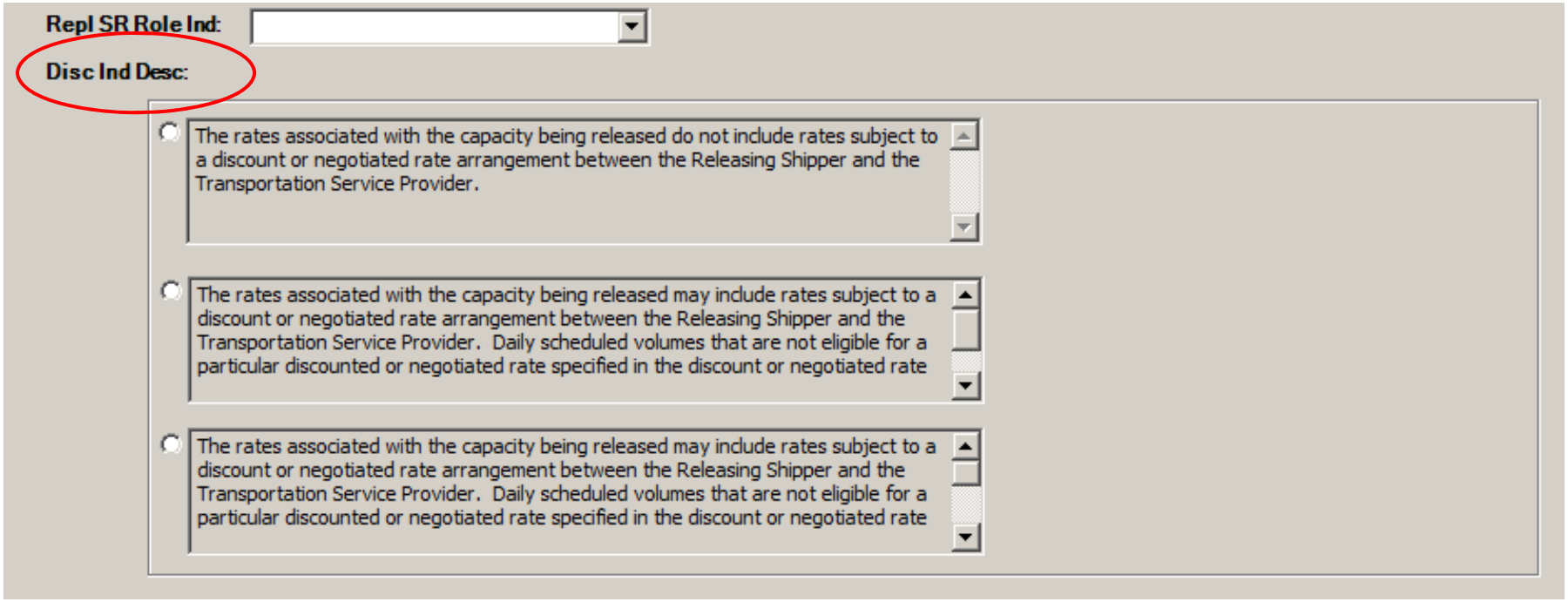


If you do not know the prearranged bidder's GID, the Customer Lookup is helpful:

- 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: 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)



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 biddable for one hour

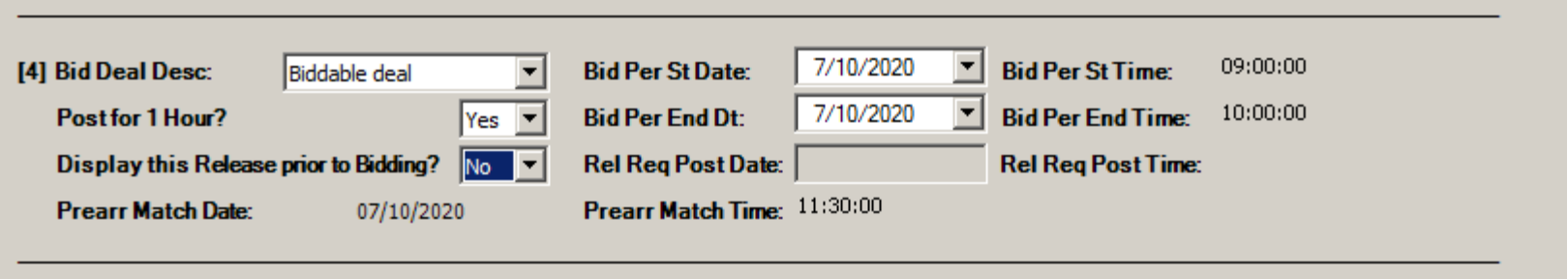
A release with a term greater than a year at a discounted rate needs to be biddable for 3 business days

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

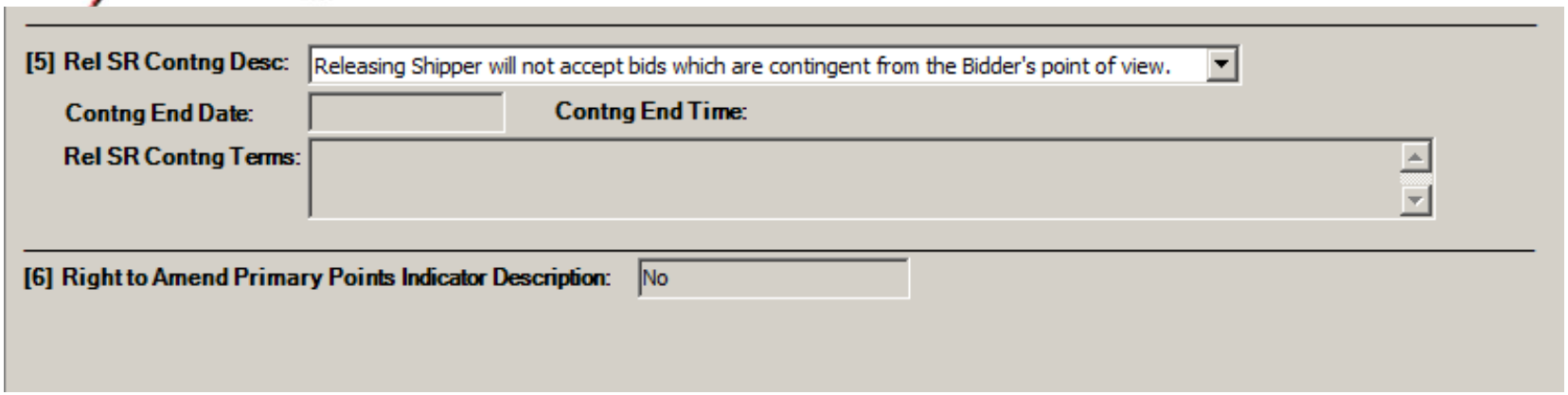
A release with a term greater than a year at maximum reservation charges



- 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

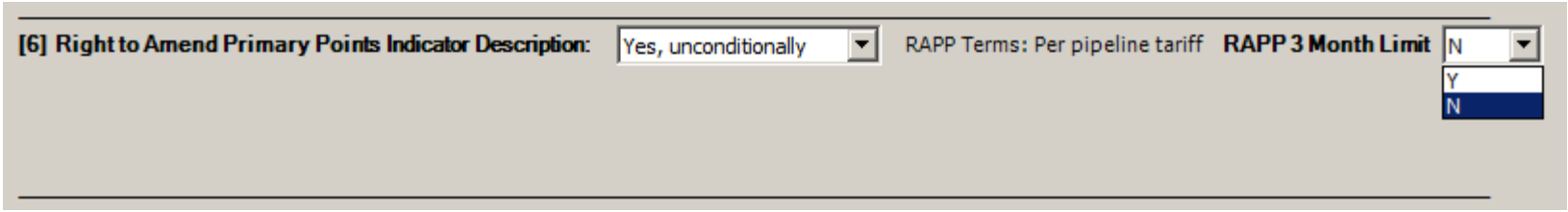
*Note that the bid period start time will *always* be 9am and the bid period end time will always be 10am CCT and are not editable*

- 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.



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

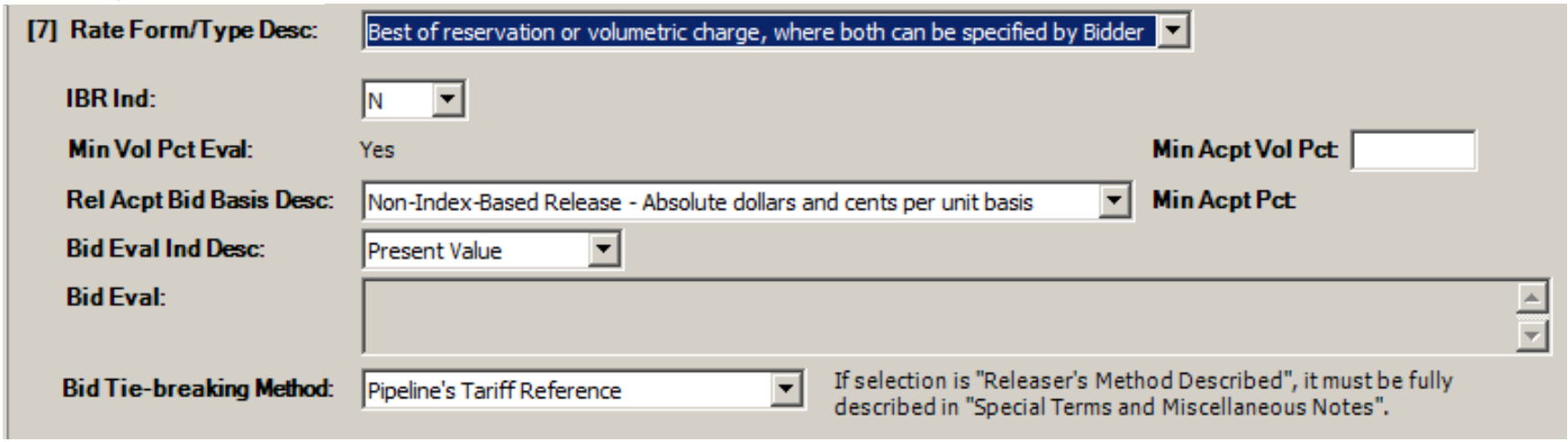


Section 6: Right to Amend Primary Point Indicator (RAPP), defaults to No, this is only applicable to EPNG

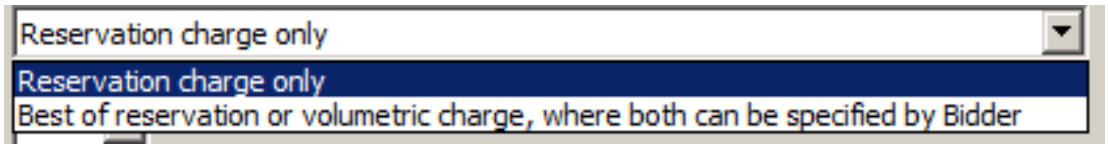
- Selecting Yes allows the acquiring shipper to change the primary receipt or primary delivery point to a different location

- If you select Yes, the RAPP Terms (RAPP 3 Month Limit) becomes available for you to select N or Y

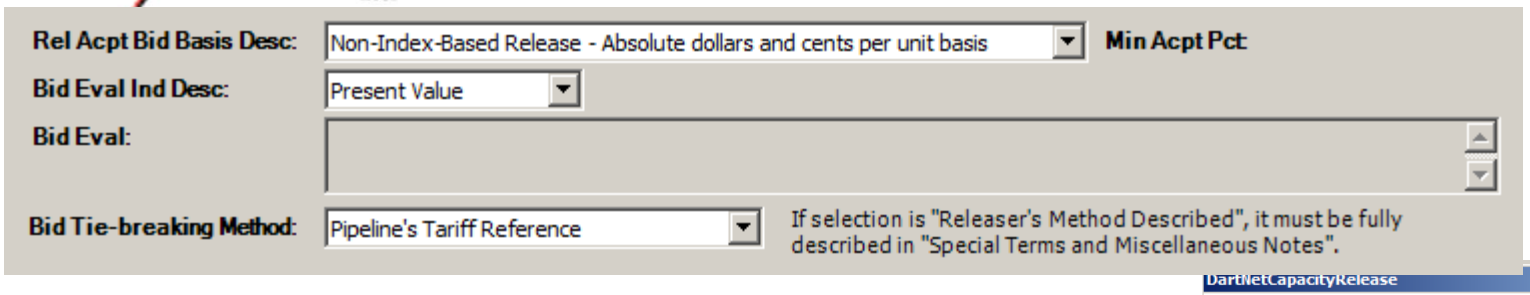
Yes - limits the re-designation term to 3 months or less
No – the acquired contract and the base contract will be changed until the end of the releasing contract term

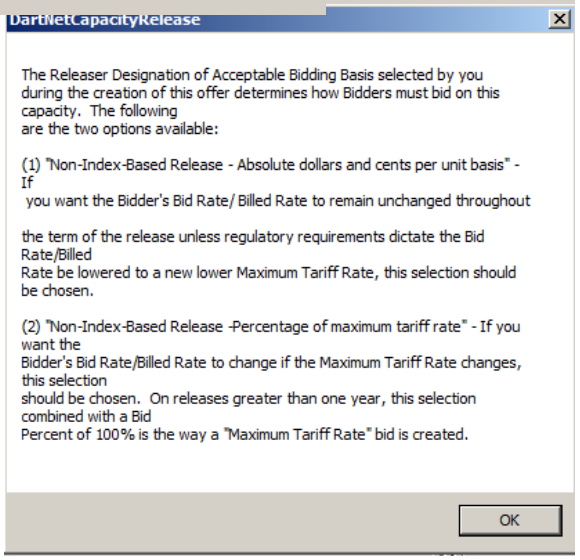


Section 7: The Rate Form/Type Description, has 2 options:



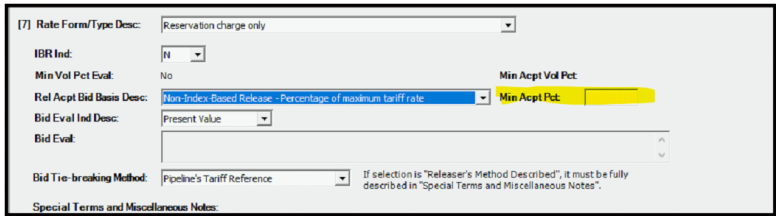
- Reservation charge only (most common)
- Best of reservation or volumetric charge, where both can be specified by bidder, if you select this option, then you will need to enter the Minimum Acceptable Volumetric Percentage.





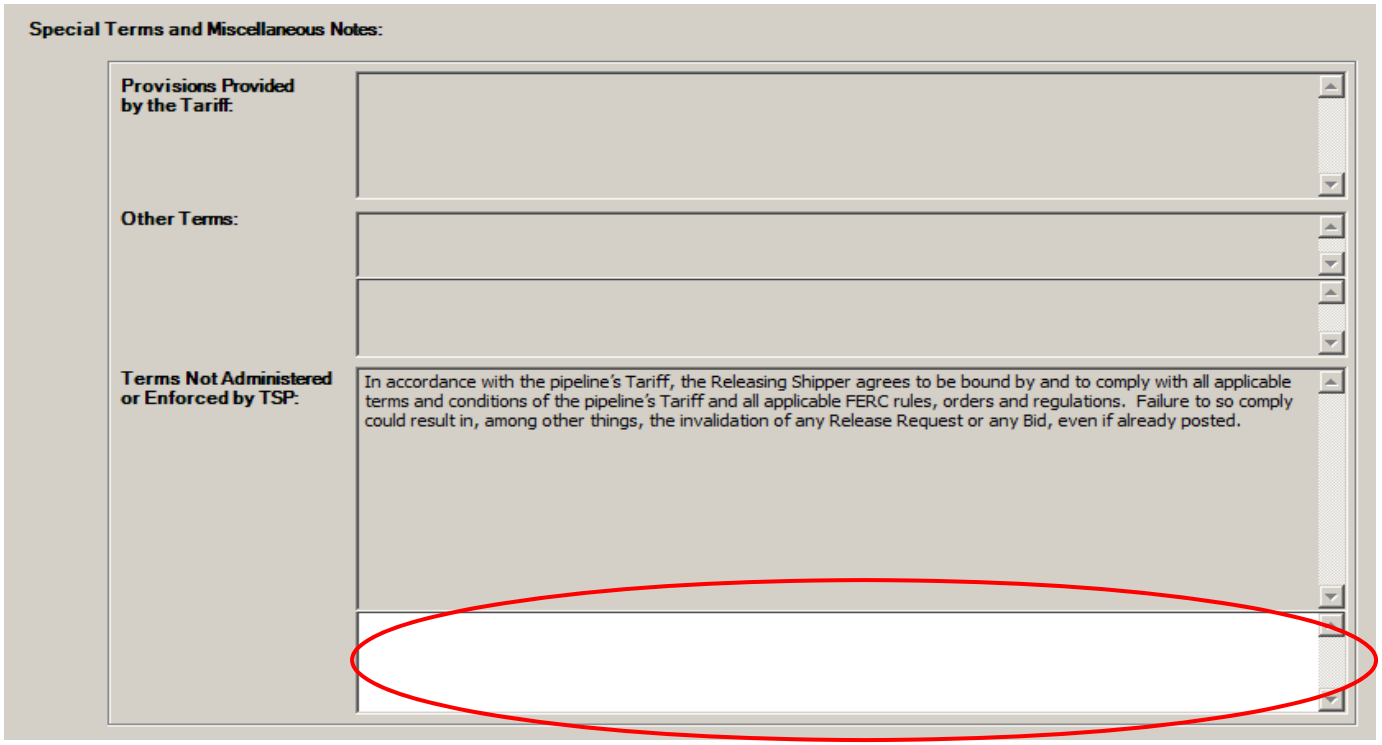
- Rel Acpt Bid Basis Desc: can be Absolute Dollars and Cents or Percentage of Max Tariff Rate.

- 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.



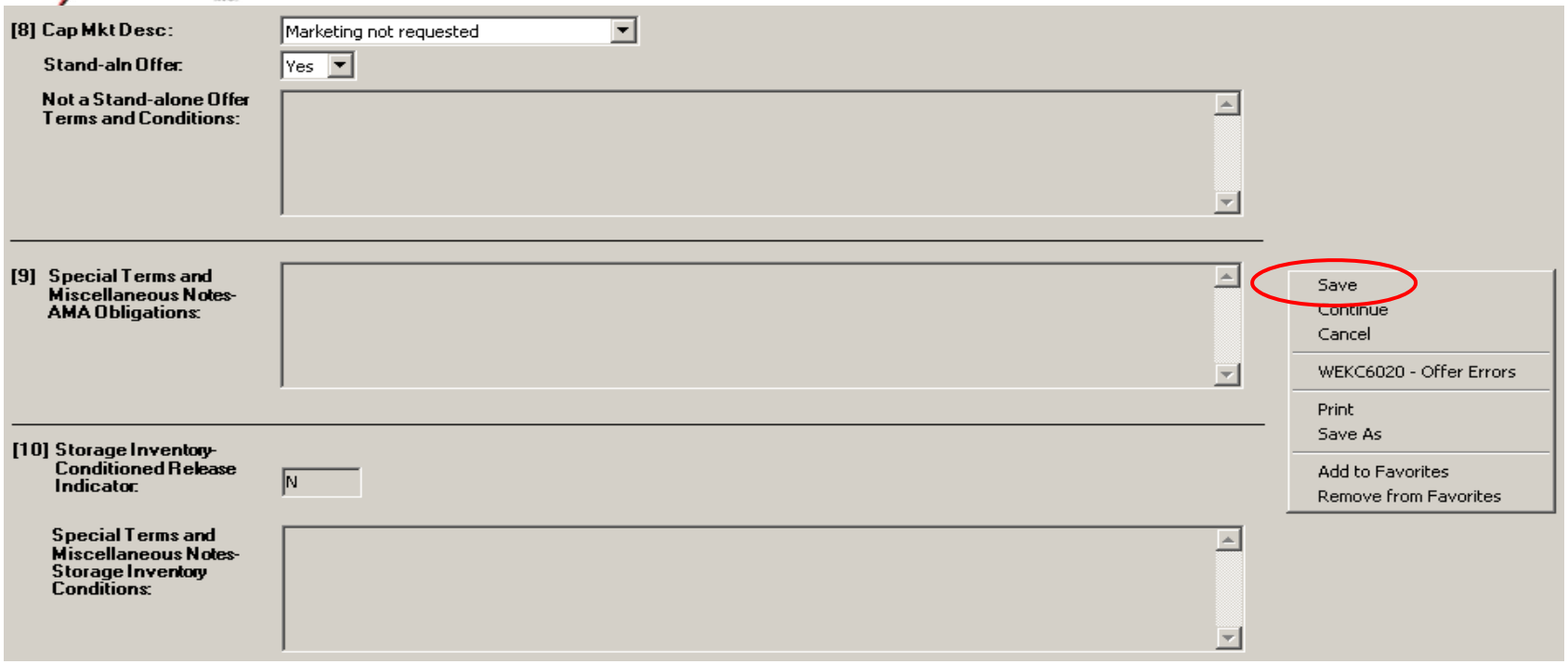
- Bid Eval Ind Desc: defaults to Present Value. Other options include:
  1. Highest Rate
  2. Net Revenue
  3. Other Method (If Other Method is chosen, the Bid Evaluation field will be enabled for the shipper to input details.)

- 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.)



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)



Section 8:

- Cap Mkt Desc: If marketing is requested, the releaser must contact their Account Manager to make this request

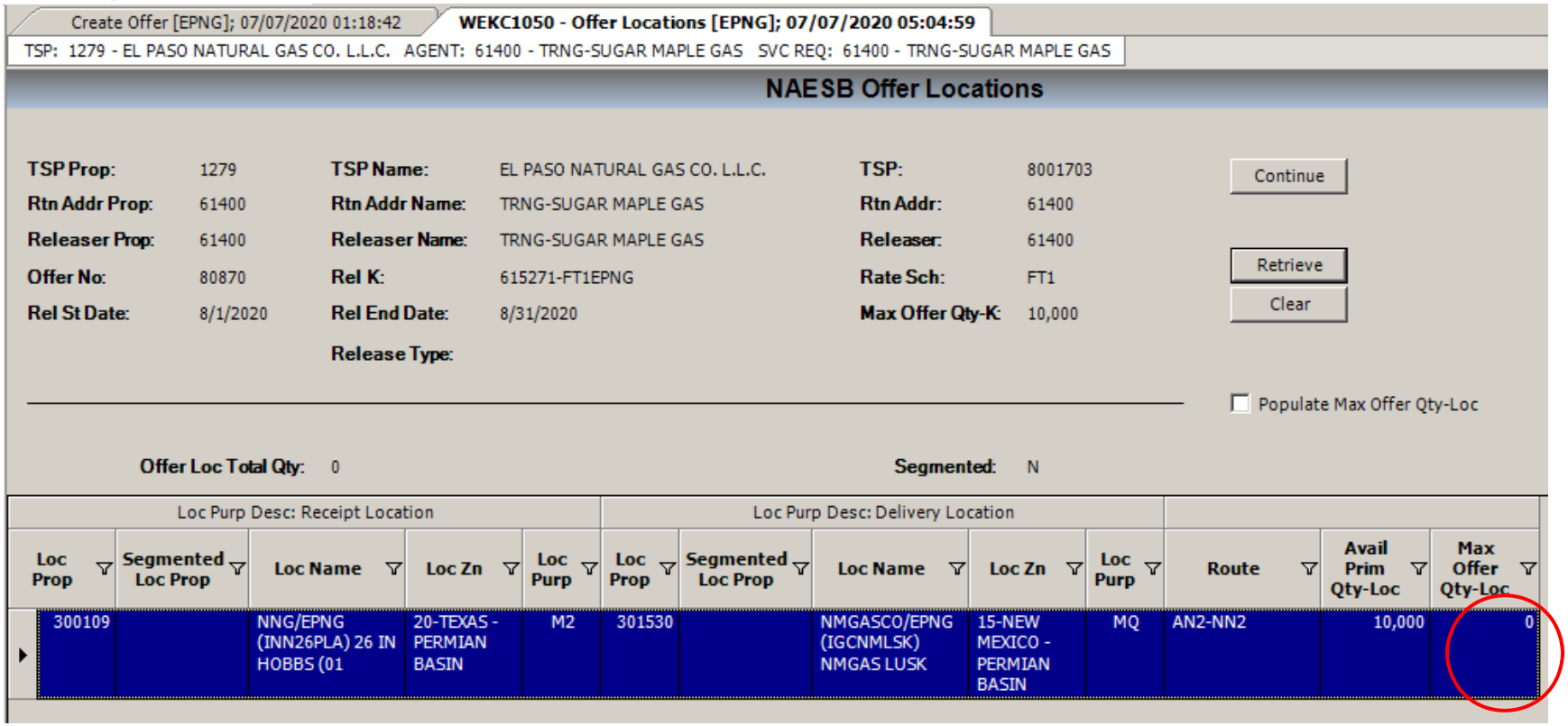
- If your offer is a not a stand alone offer, then you would enter those terms in here

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

Section 10: Storage Conditions

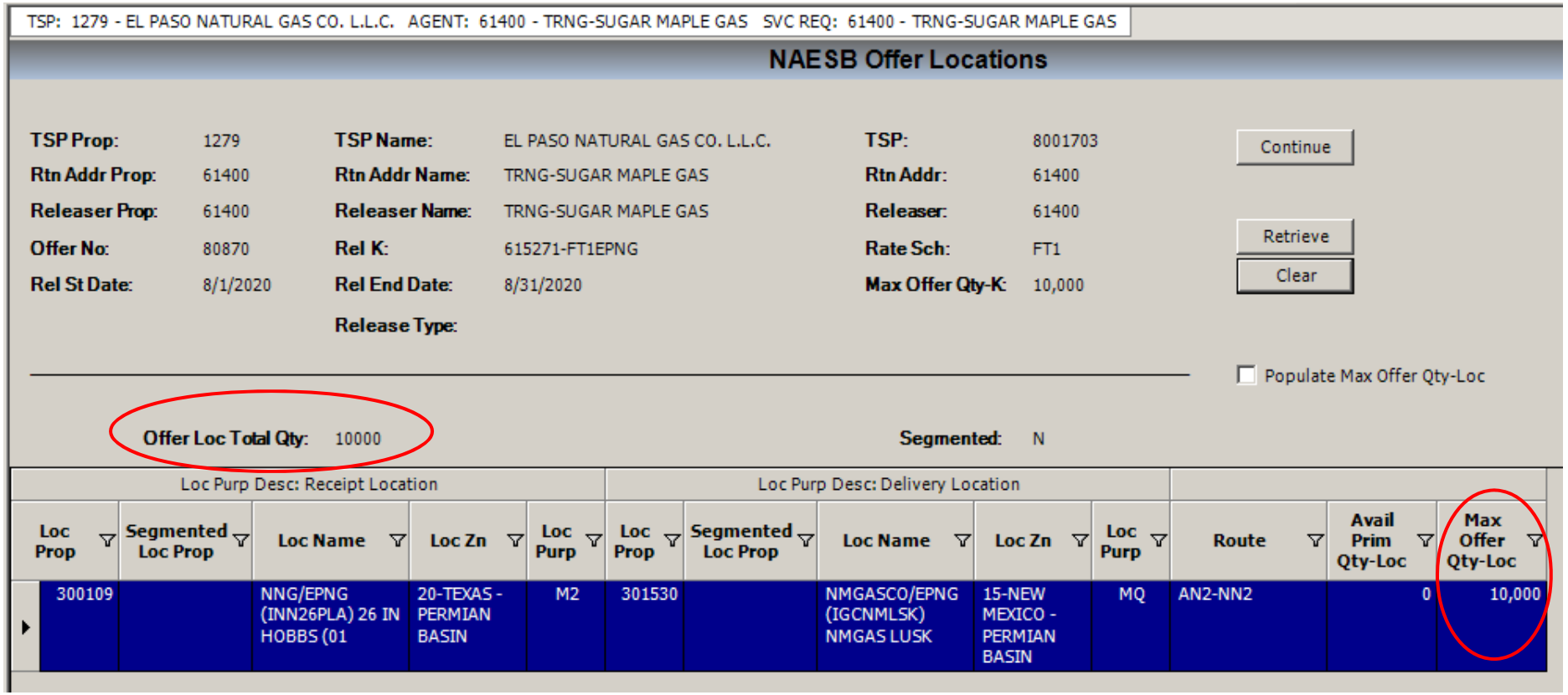
If everything looks good, right click and click save, a save box will appear, click OK

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

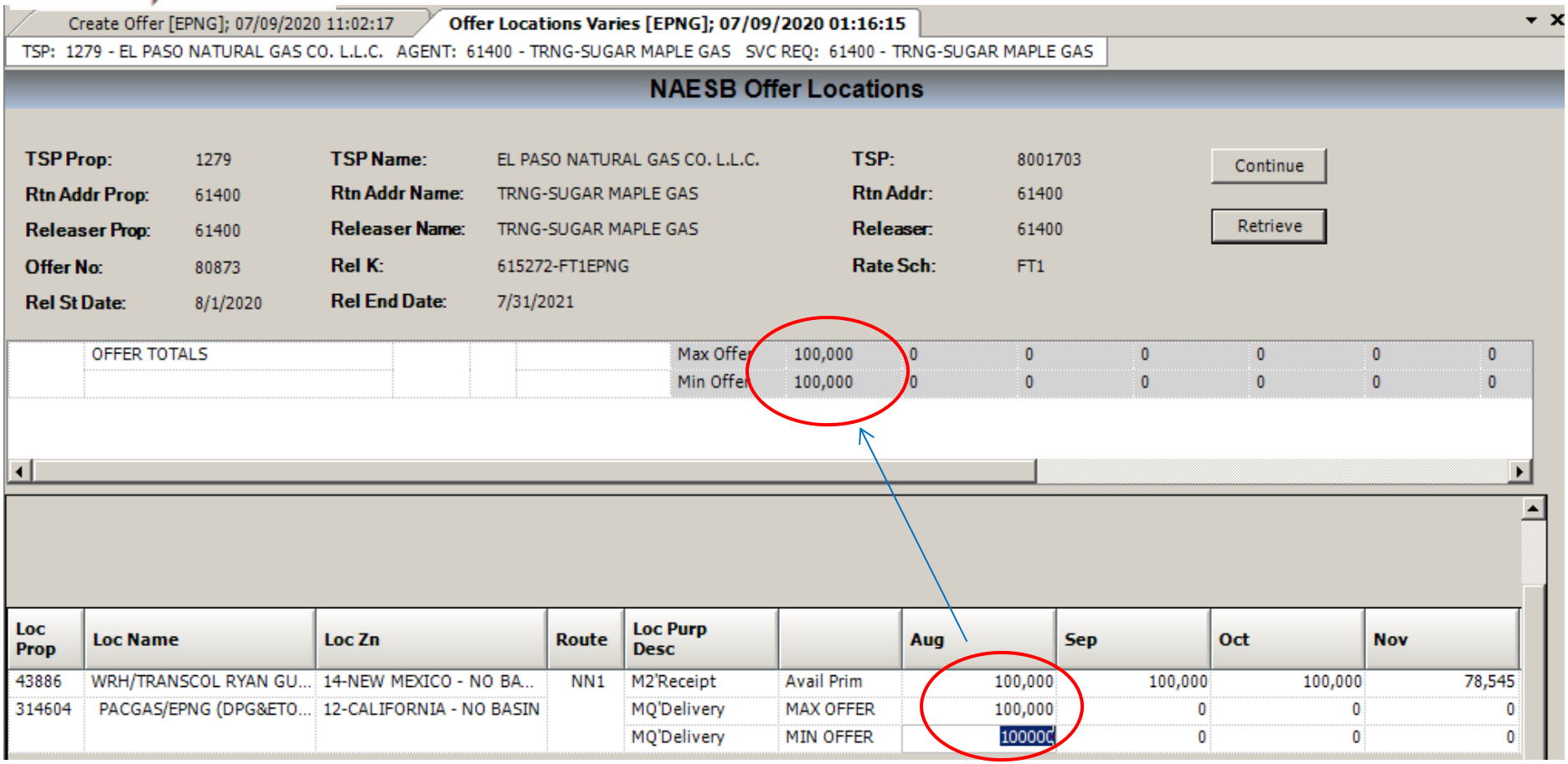


Offer Locations screen: This example is for EPNG and Mojave, for the other pipelines you will need to enter the quantity for the receipt and the delivery locations.

- 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

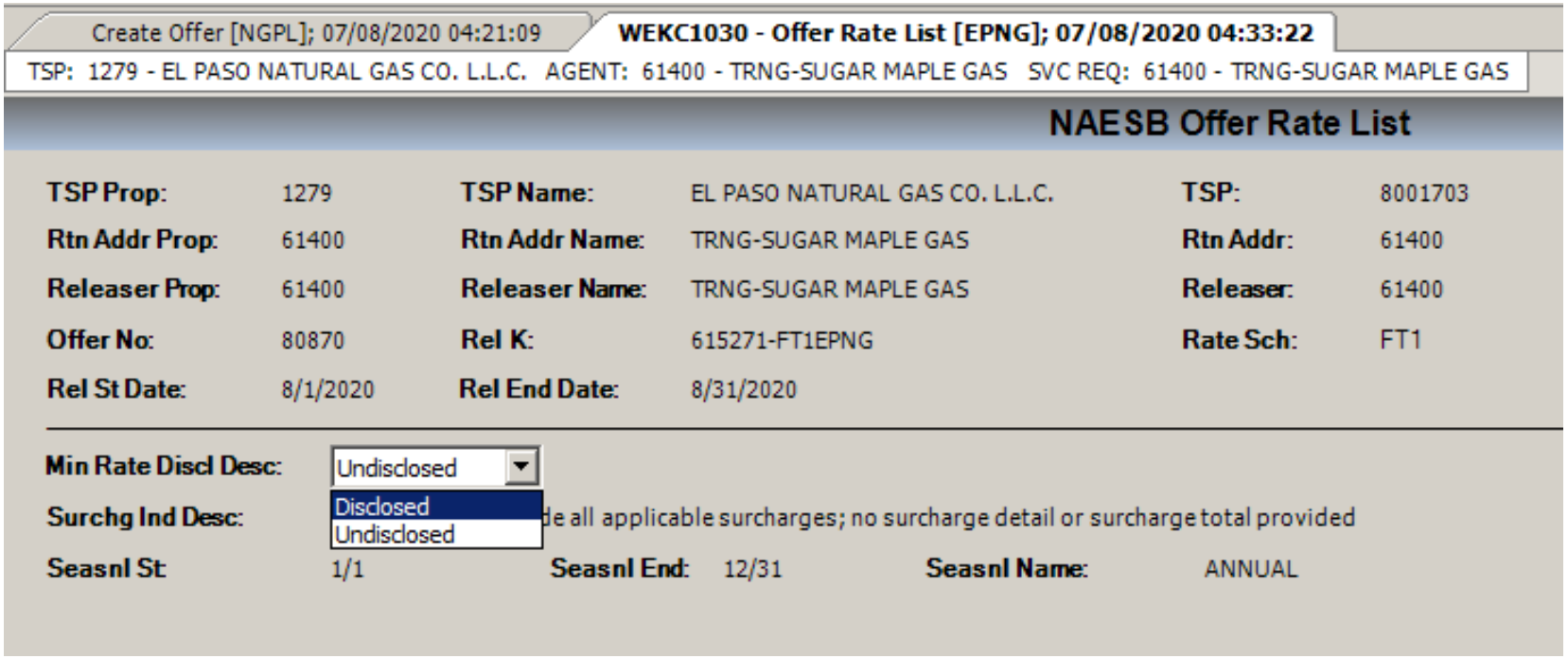


- Right Click
- Save
- The Offer Loc Total Qty will update to match the Max Offer Qty-Loc
- Continue



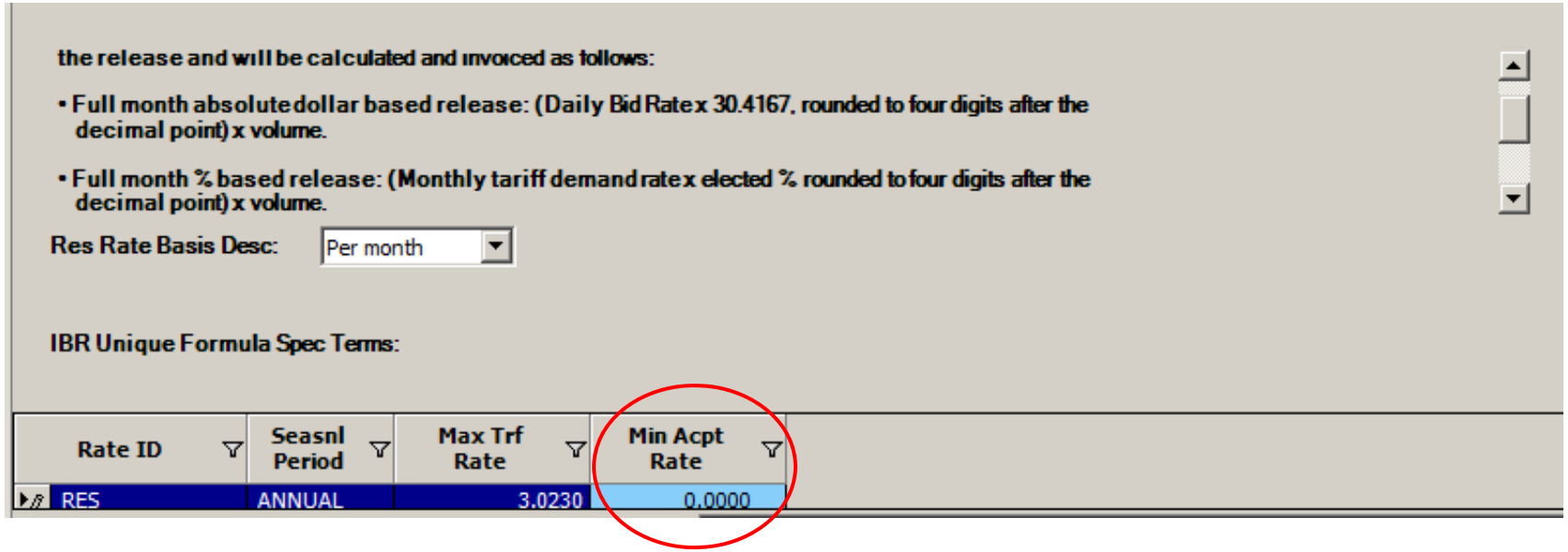
For varying quantities:

- 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



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

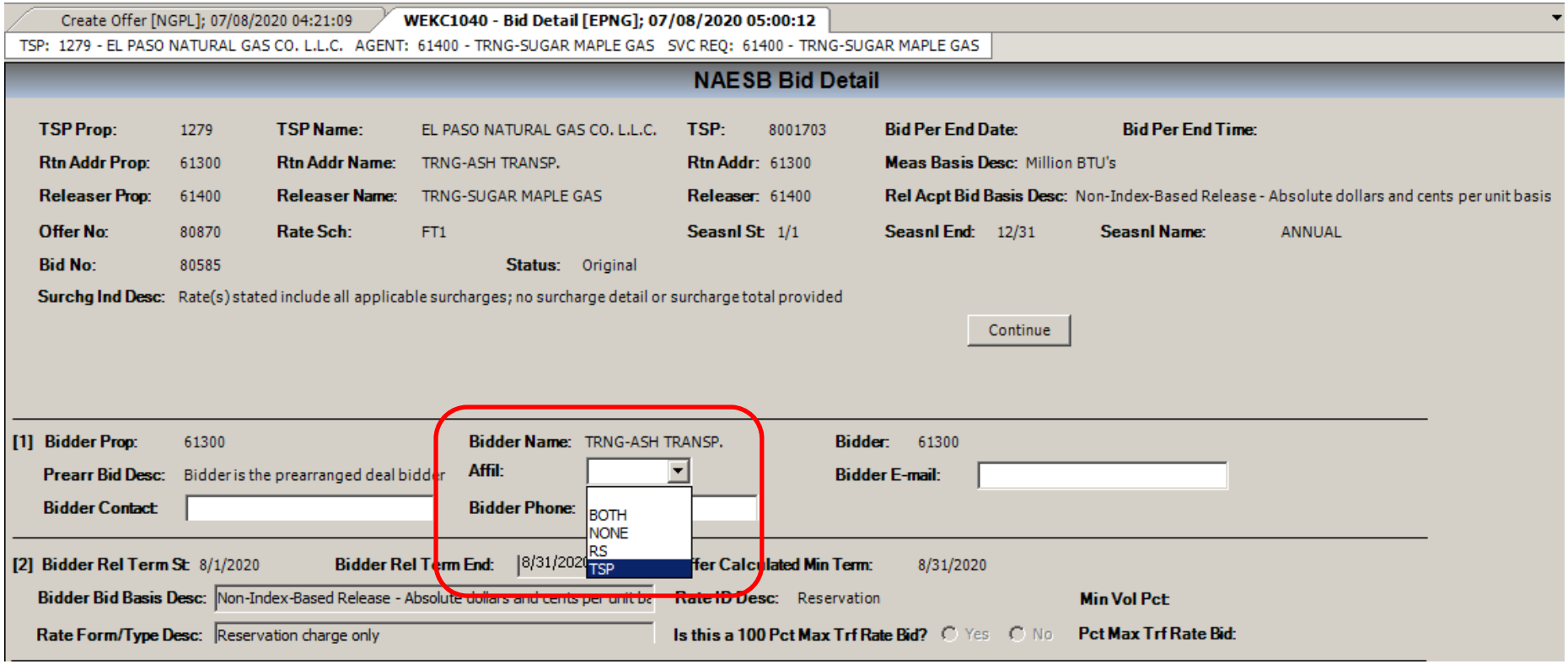


- Select the Rate Basis Desc – either per day or per month, the Max Trf Rate Column displays the daily or monthly max tariff rate for your reference. The calculation for the monthly rate is indicated in the middle section above. DART will automatically calculate the monthly bid rate after the daily rate is entered and saved.

- Enter your Minimum Acceptable Rate, or Rate Bid in the field that's highlighted in blue.

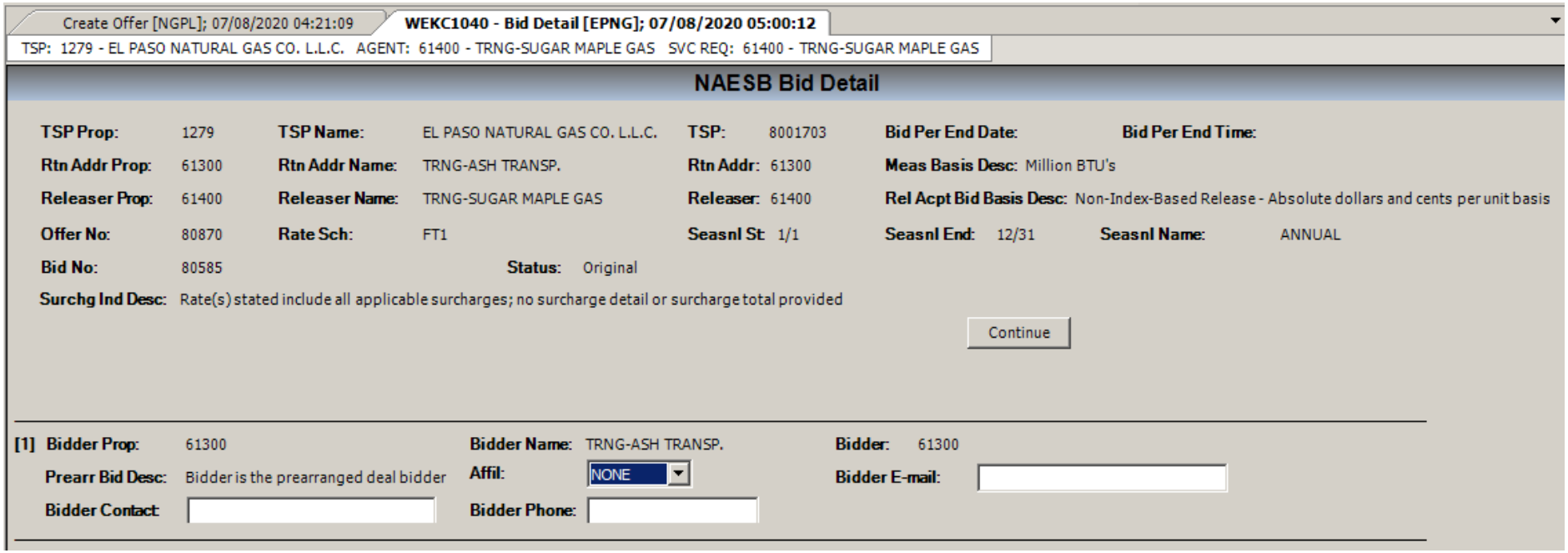
- If the offer is pre-arranged , select Continue to go the Bid Detail screen where you will enter the pre-arranged bidder's information.

- If not, hit continue and you will be taken to the offer summary screen (proceed to slide 29 instructions)



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).

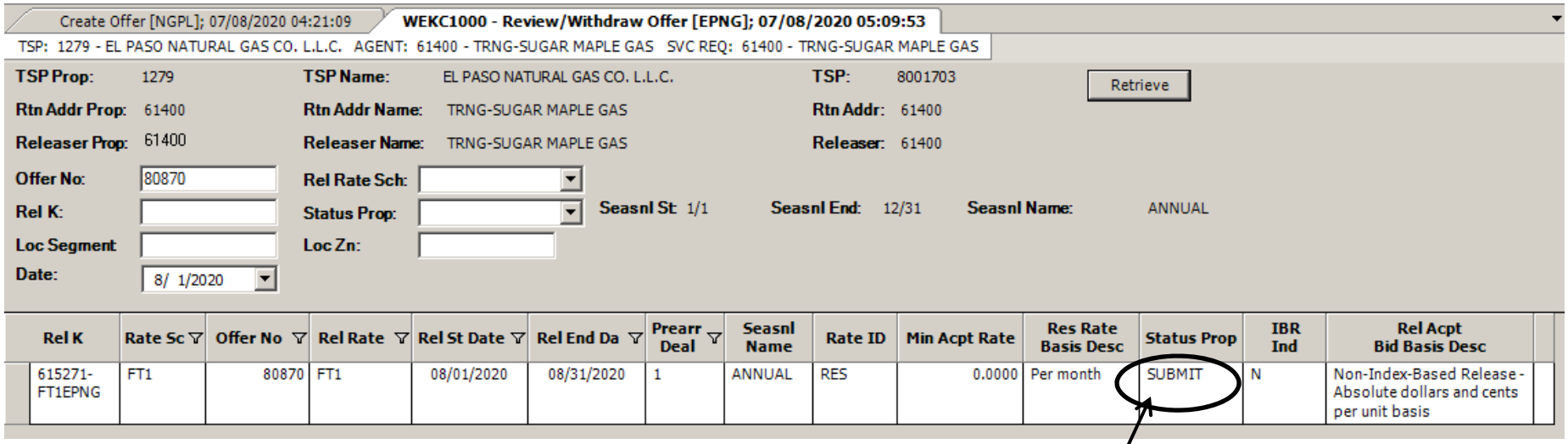


- Bidder information must be completed (name, phone and email)
  - Bidder email dictates who gets the email notifying to confirm their bid, or if a match bid is required once the bid period closes

- Once complete, select continue to go to the Offer Summary screen

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

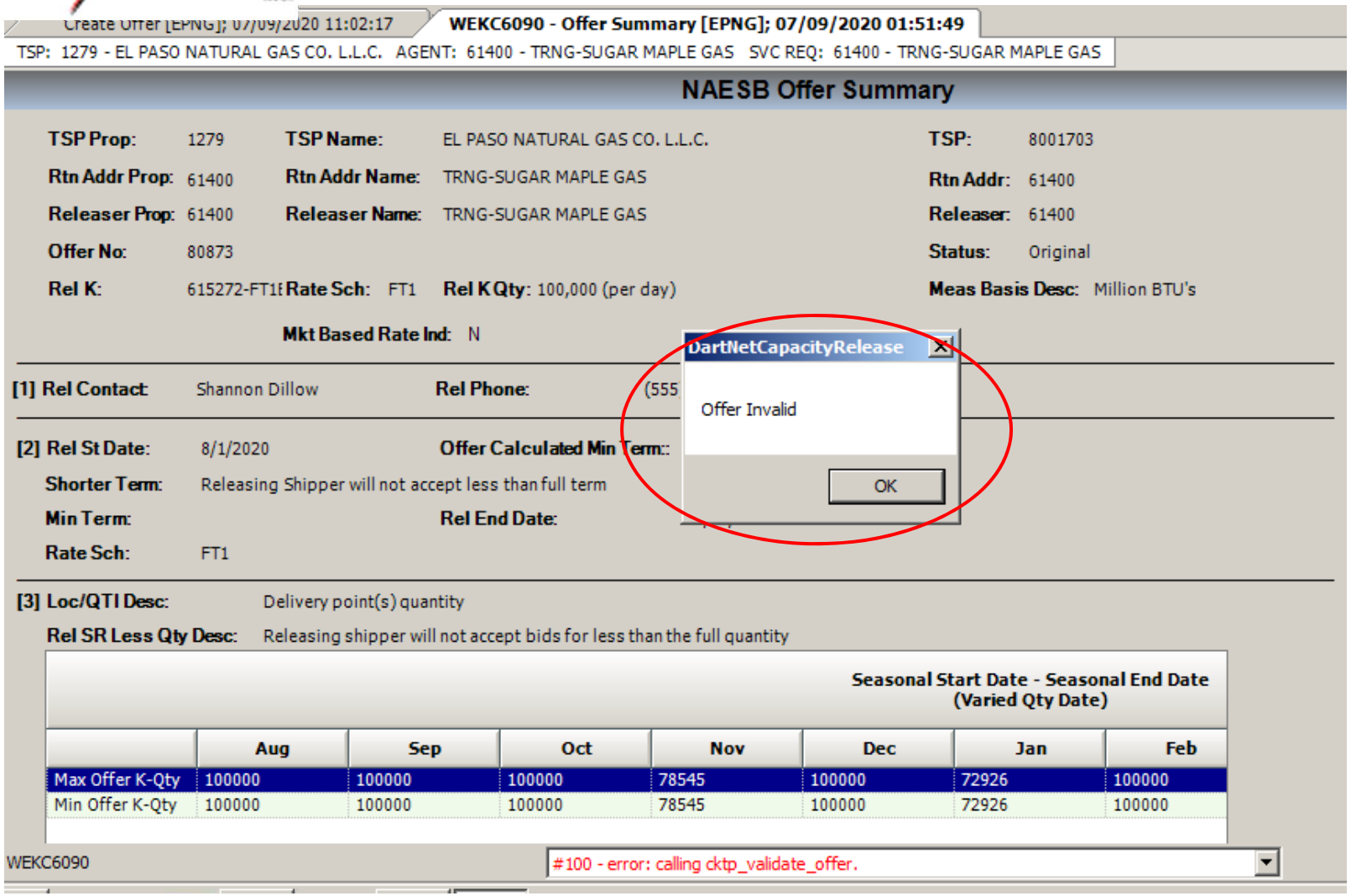


- Upon submitting, if there are no validation errors, the Offer Status will show Submit

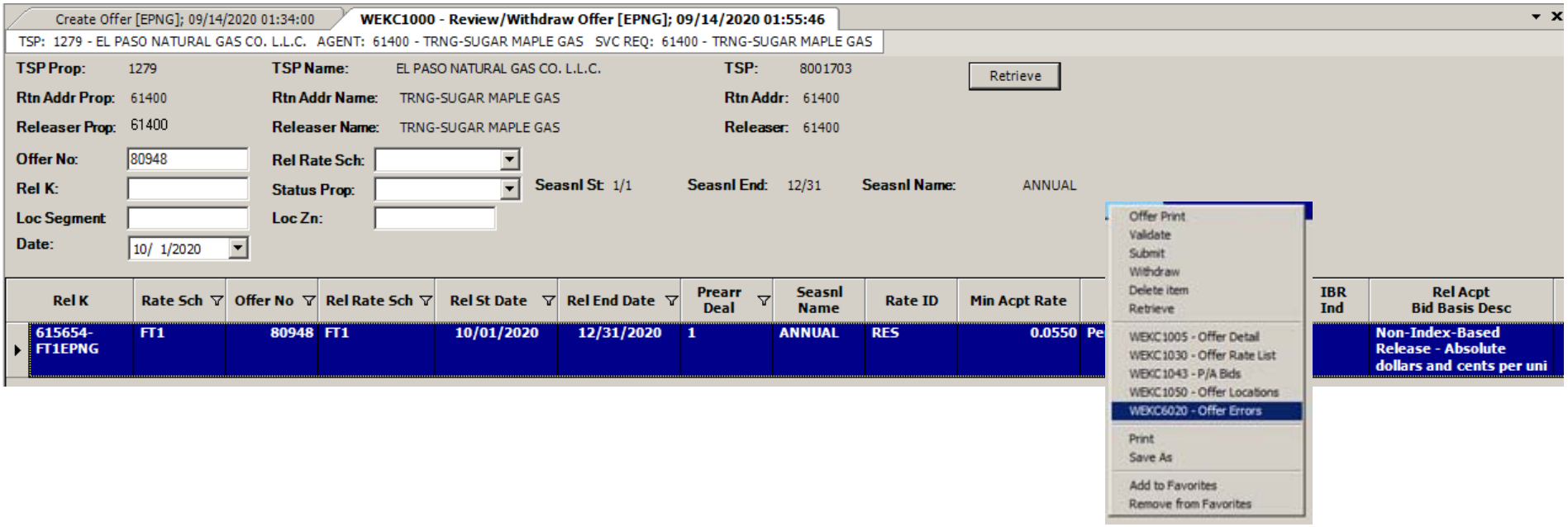
- Any offer this is pre-arranged offer, an email notification will be sent to the pre-arranged bidder after you submit, notifying them that an offer has been created that requires them to confirm their pre-arranged bid.

- Pre-arranged, Biddable offer: the prearranged bidder must confirm its bid prior to the bid period starting, otherwise the offer status will become invalid.

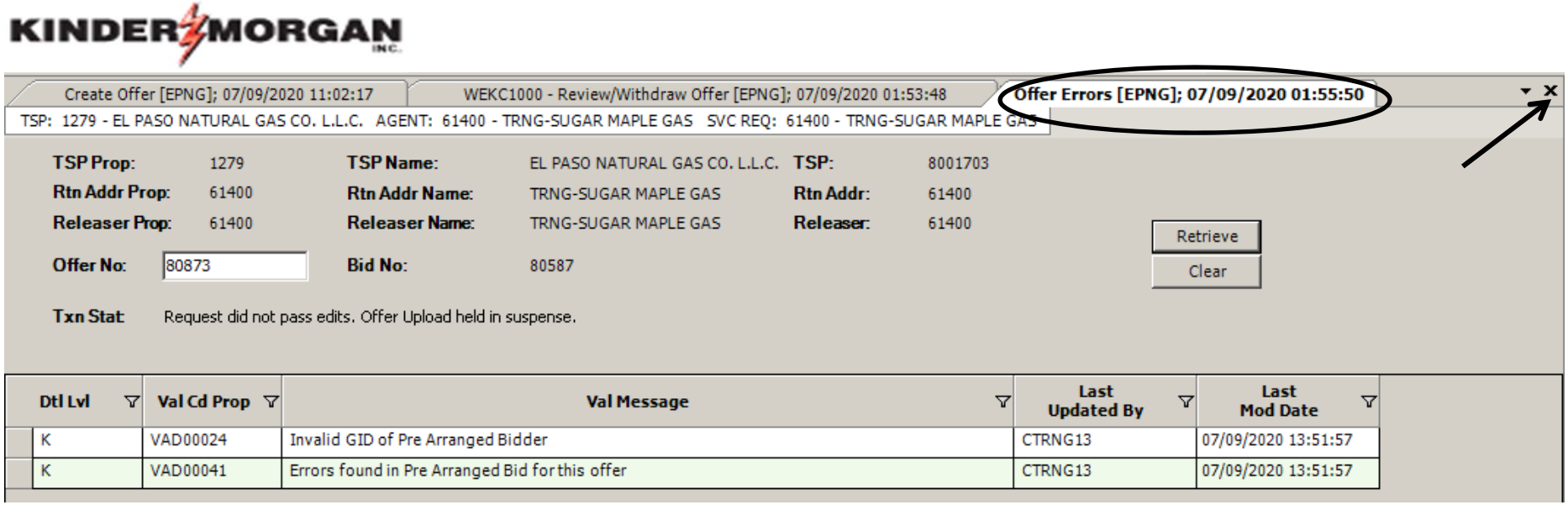
- Non-biddable deal: the prearranged party must confirm its bid prior to 5:00pm the day the release begins, otherwise the offer status will become invalid.



- 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



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



- 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

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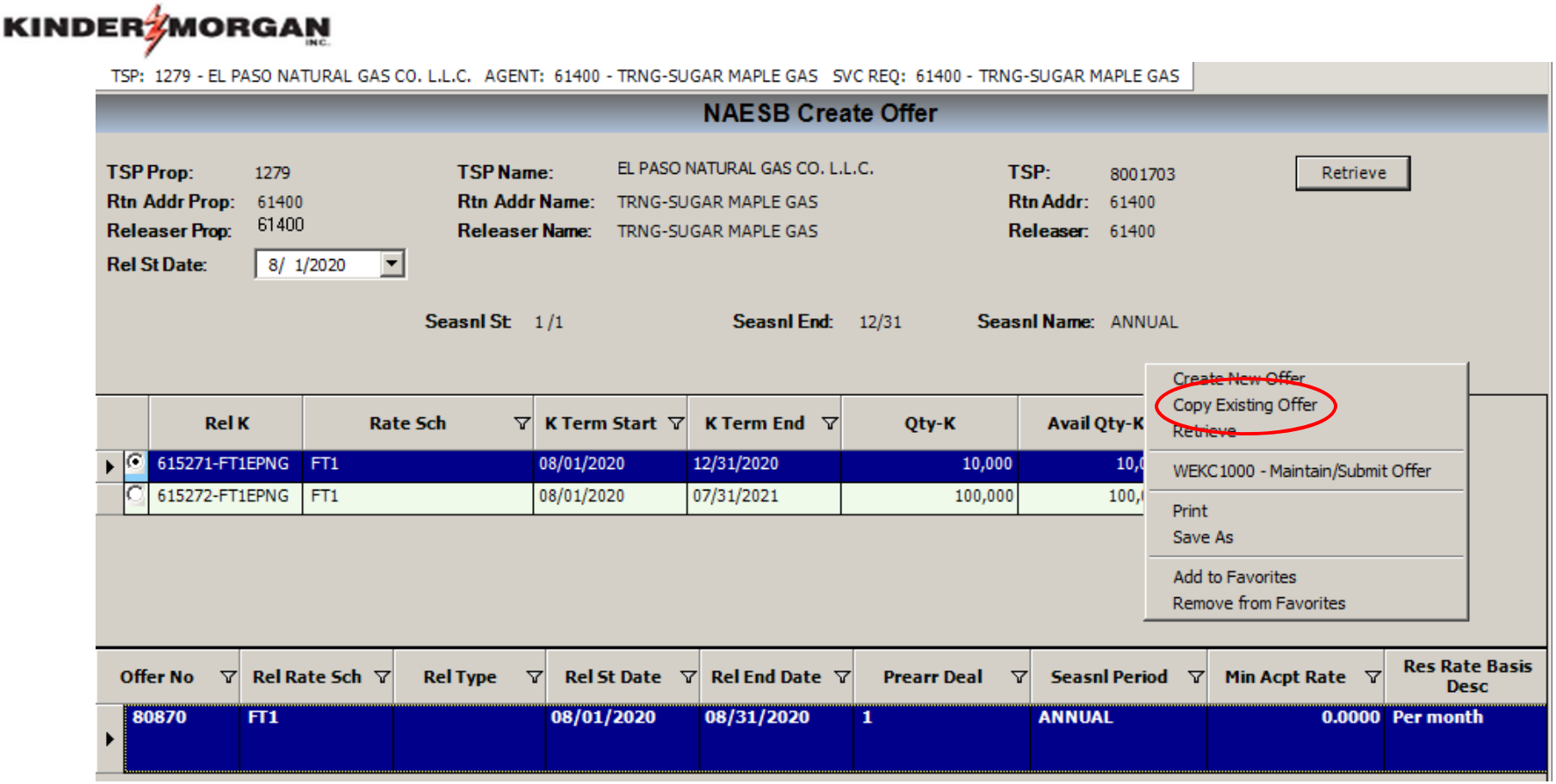
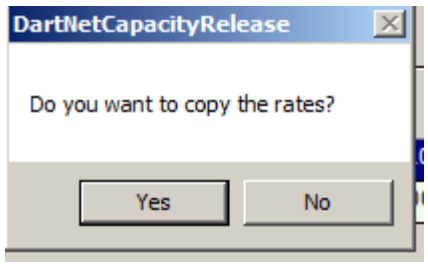
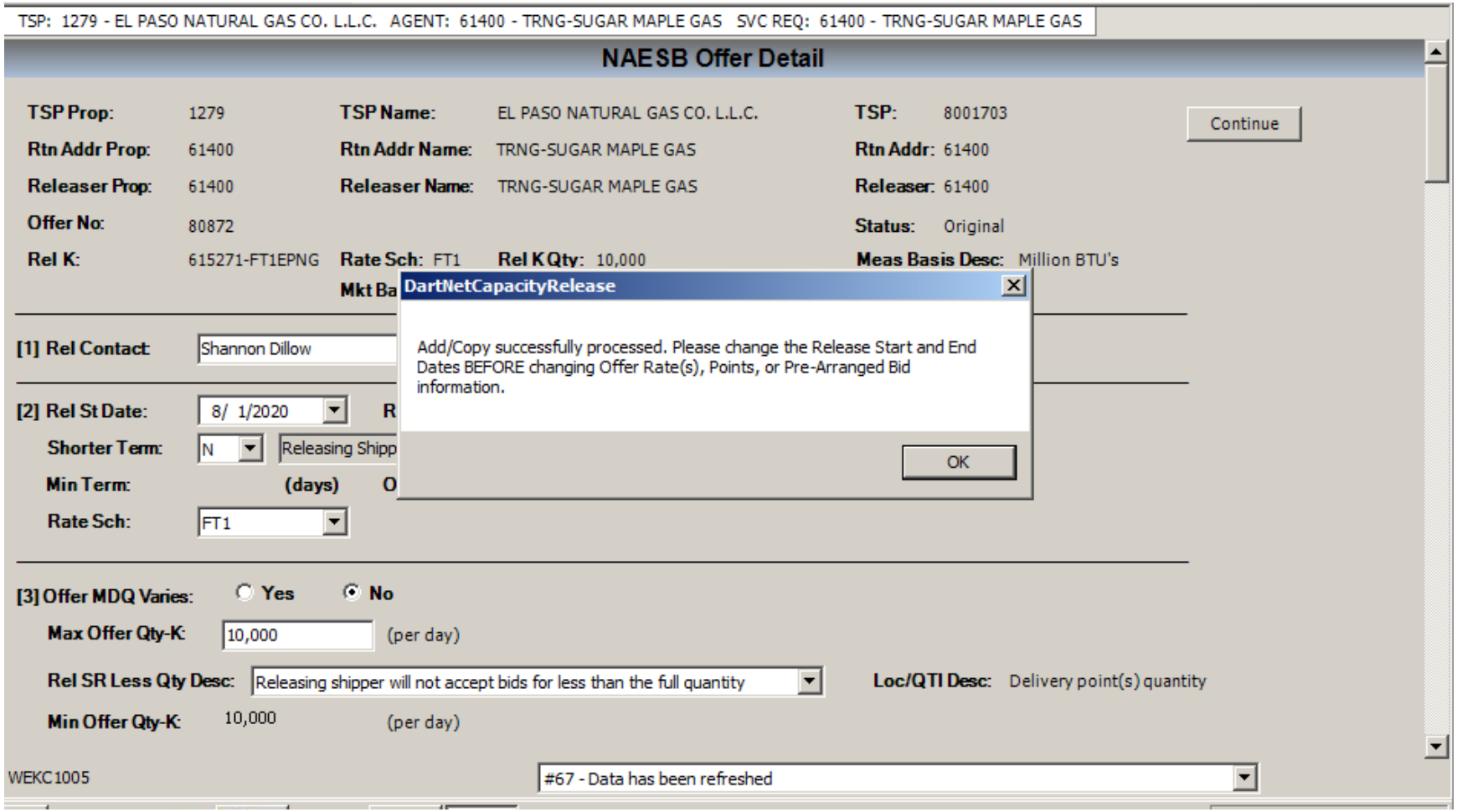
Copy An Offer



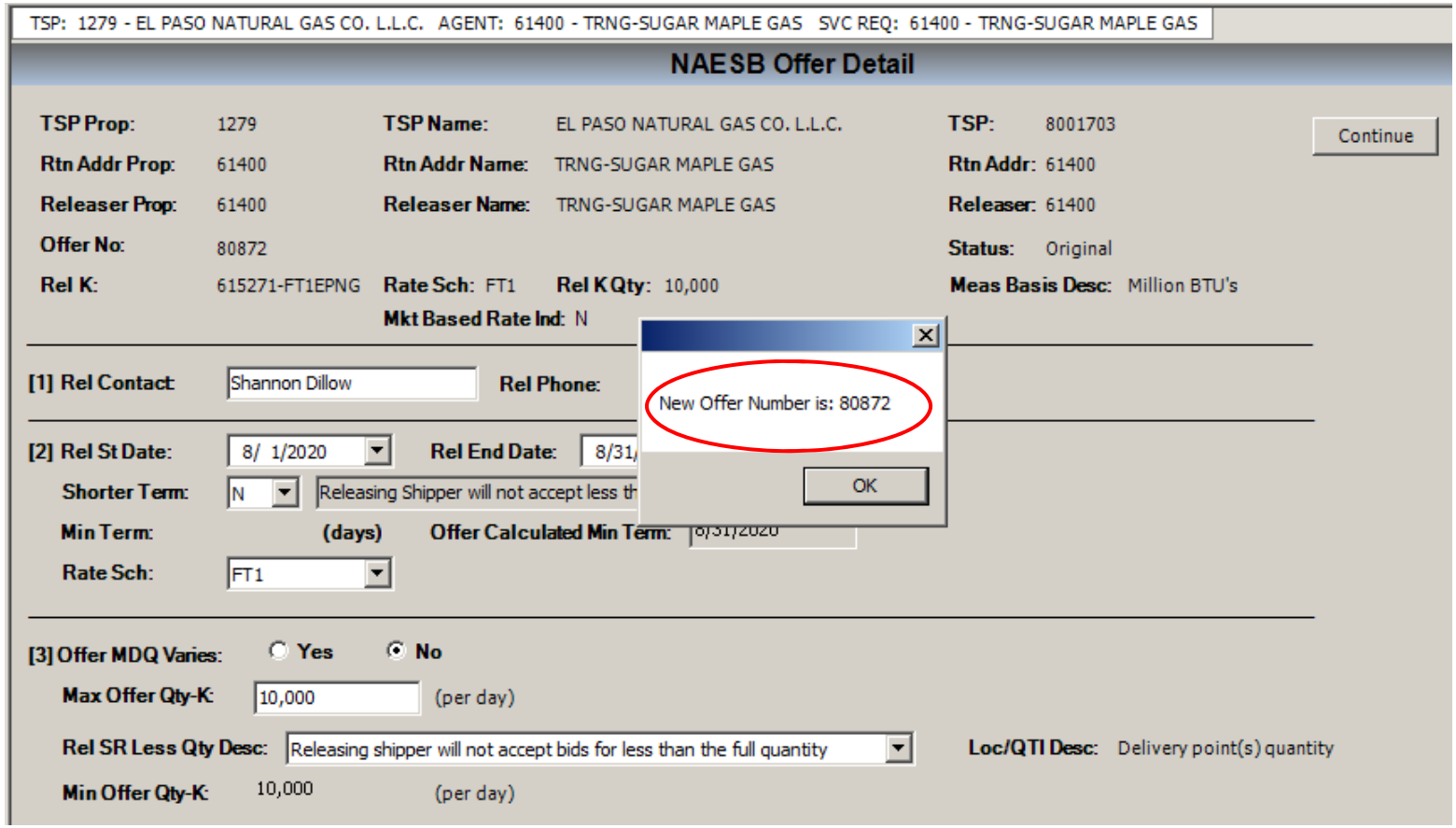
- A list of the same offers from the Create Offer Screen will display
- Highlight the offer you want to copy
- Right click
- Select Copy Existing Offer
- You will then be asked if you want to copy the rates. Select Yes or No





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

- Select OK



- 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

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How To Create a Recall/Reput

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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

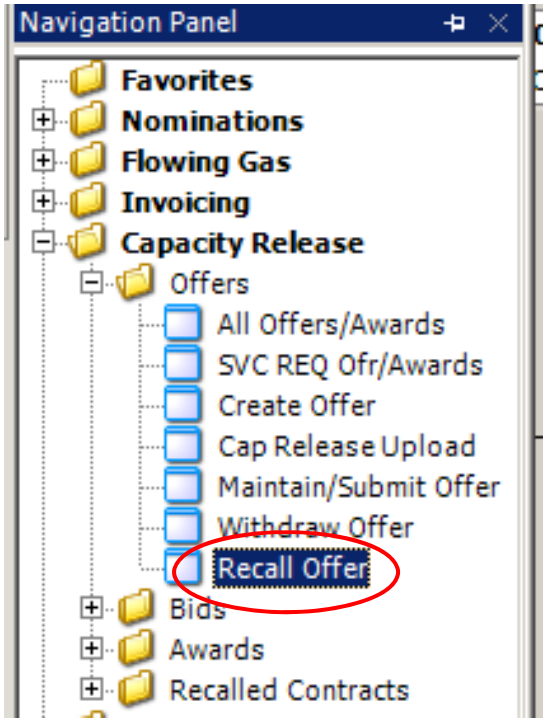
Intraday 2 Recall Notification:

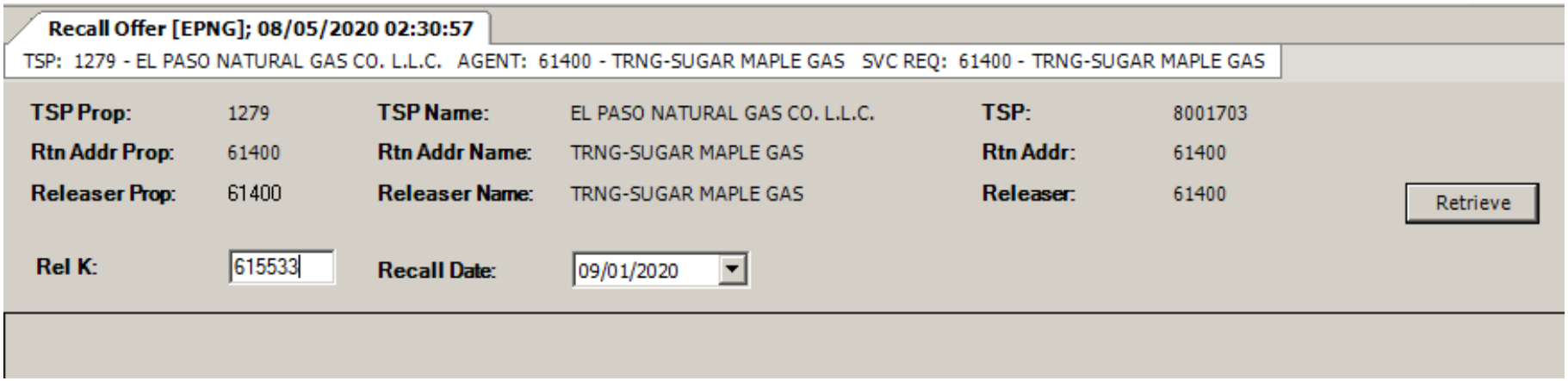
- Capacity needs to be recalled by 12:00 p.m. CST on the day that Intraday 2 Nominations are due

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





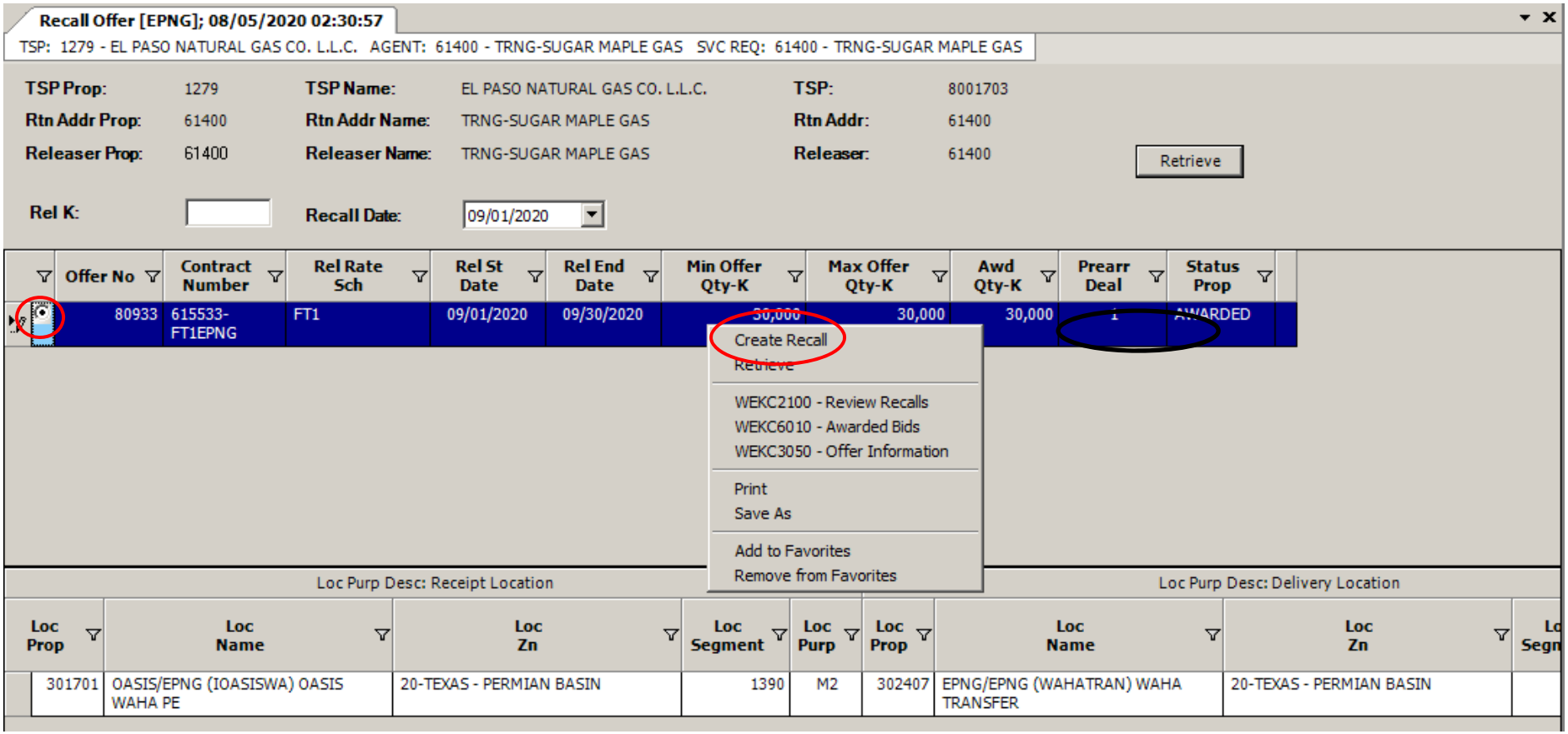
Recall Offer screen:

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

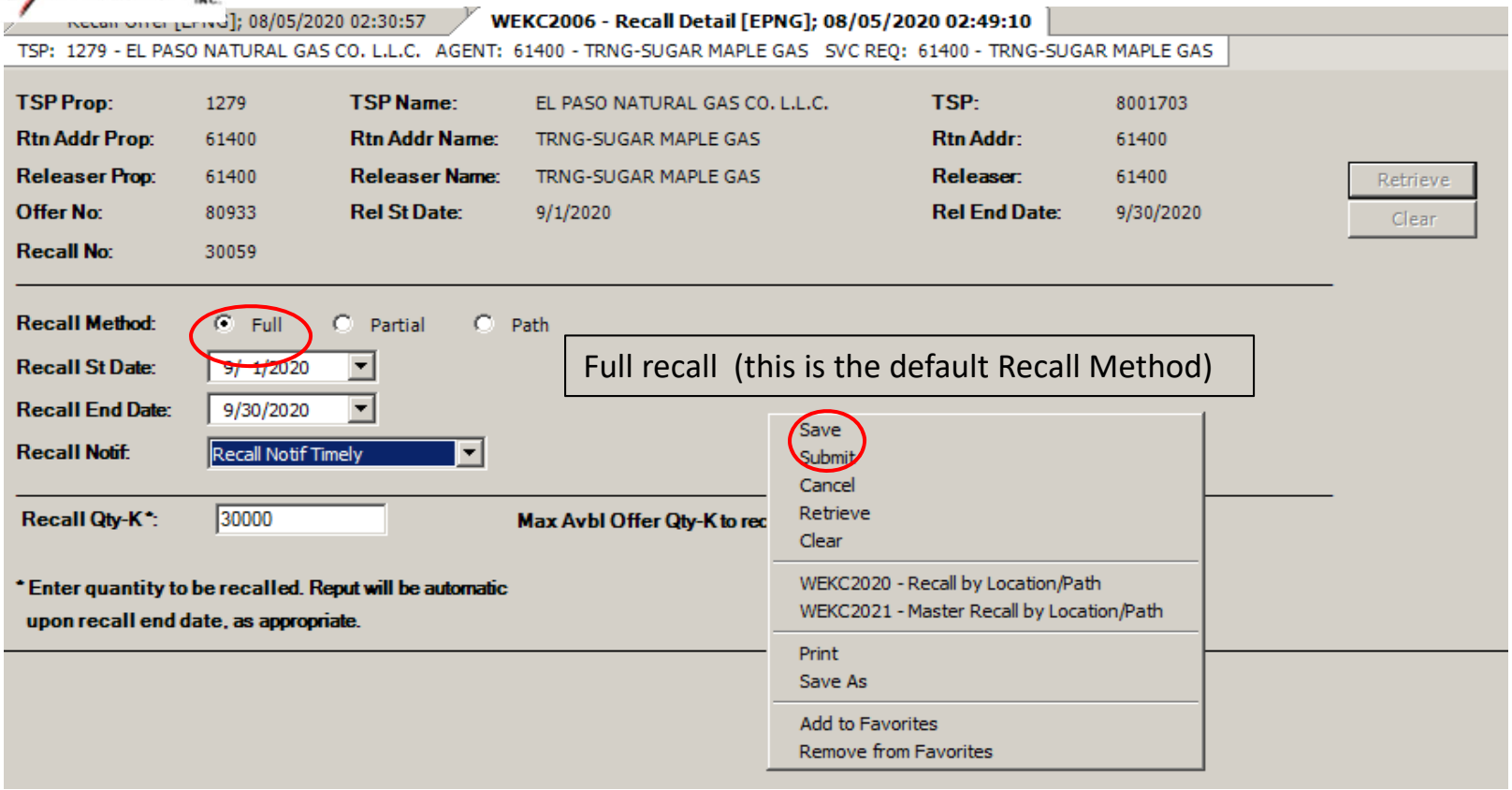
- Enter either the releasing contract number or recall date

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

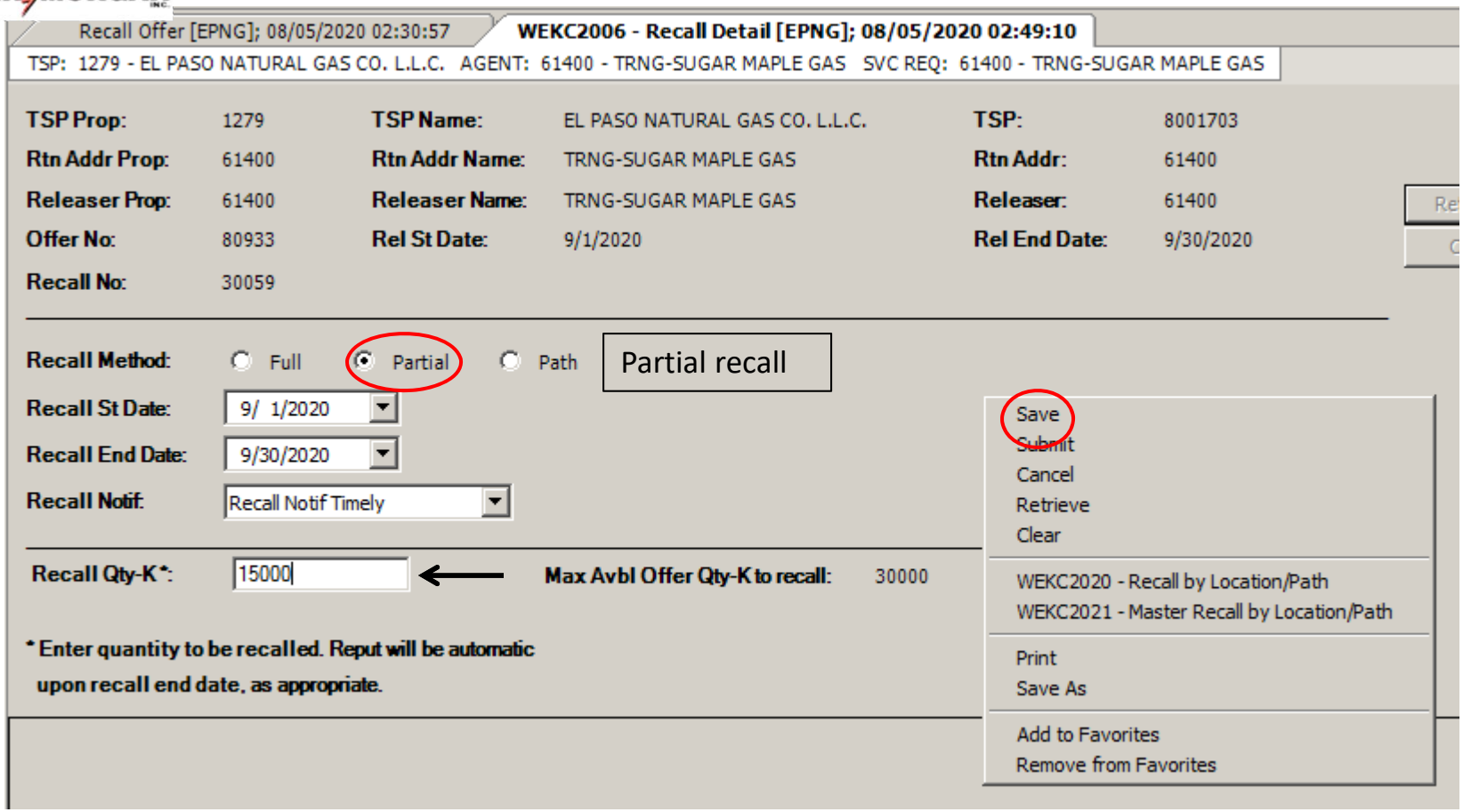


- Highlight the offer you wish to recall (you can select the radio button next to the offer number to view location information, shown in the bottom grid, but you don't have to use the radio button to initiate the recall)
- Right click
- Select Create Recall

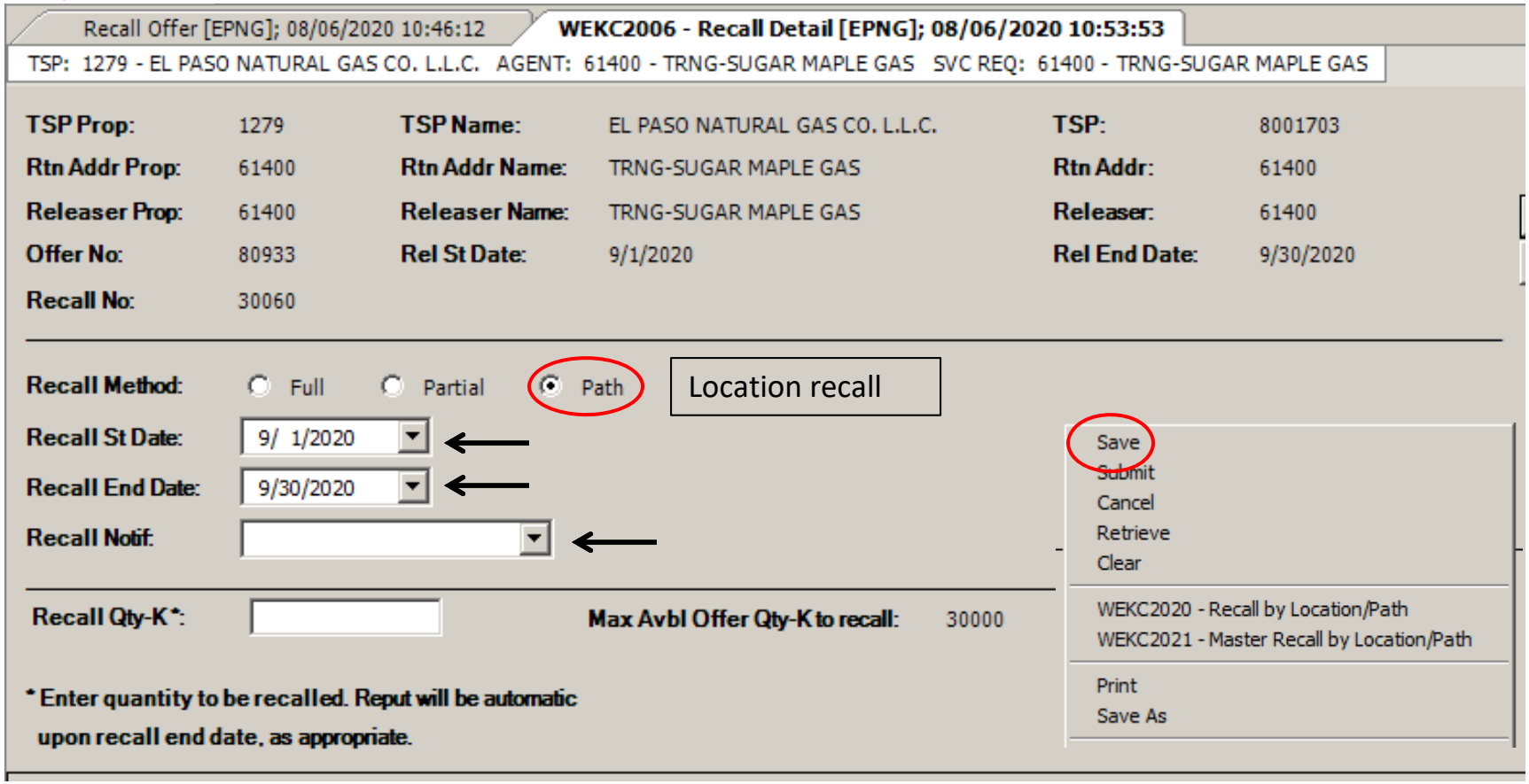


- Select the recall start date and recall notification (the recall end date for a full recall must be equal to the release end date, which will be the default value)
- The recalled quantity will default to the maximum offer quantity available to recall
- Right click and select Save

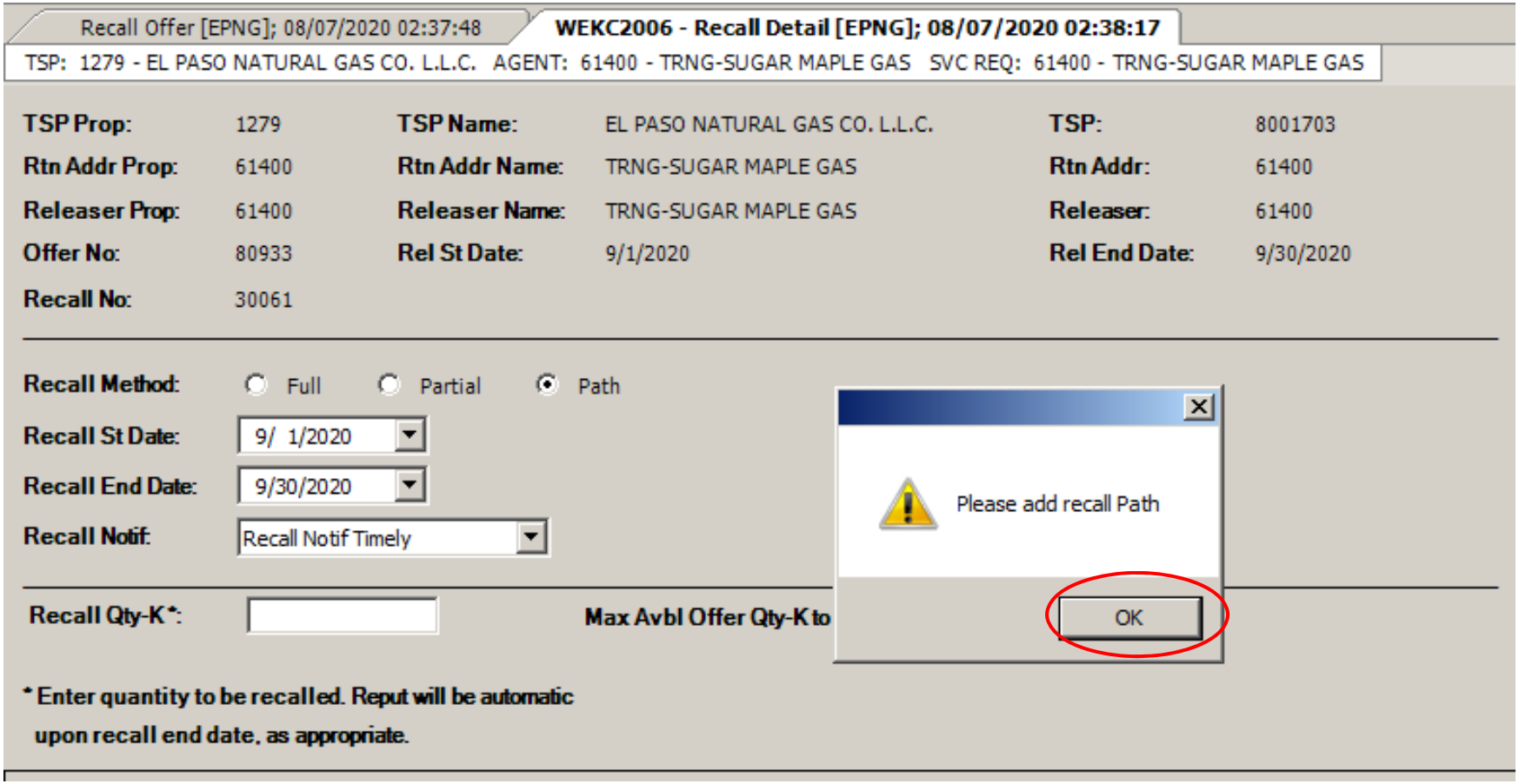
Note that monthly releases, the only way to recall the capacity all at once is to do a full recall. If you just want to do a few months, then you will need to do a separate partial recall for each of the months you want to recall.



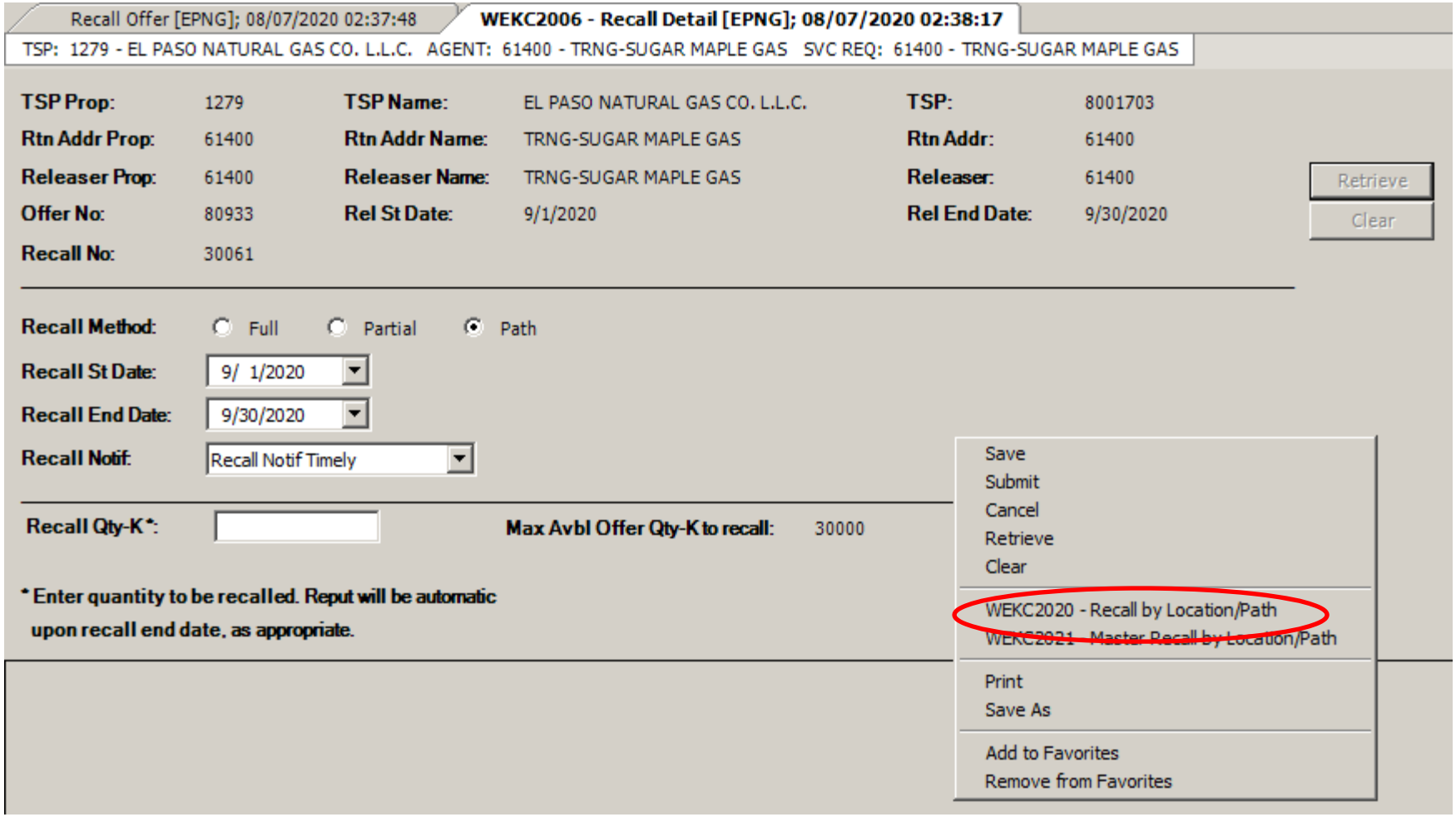
- Select the partial radio button in the Recall Method section
- Select the recall start, end date, recall notification, and recall quantity. The recall end date can be less than the release end date **if** the recall/reput description selected in the offer allowed for reput
- The recalled quantity will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



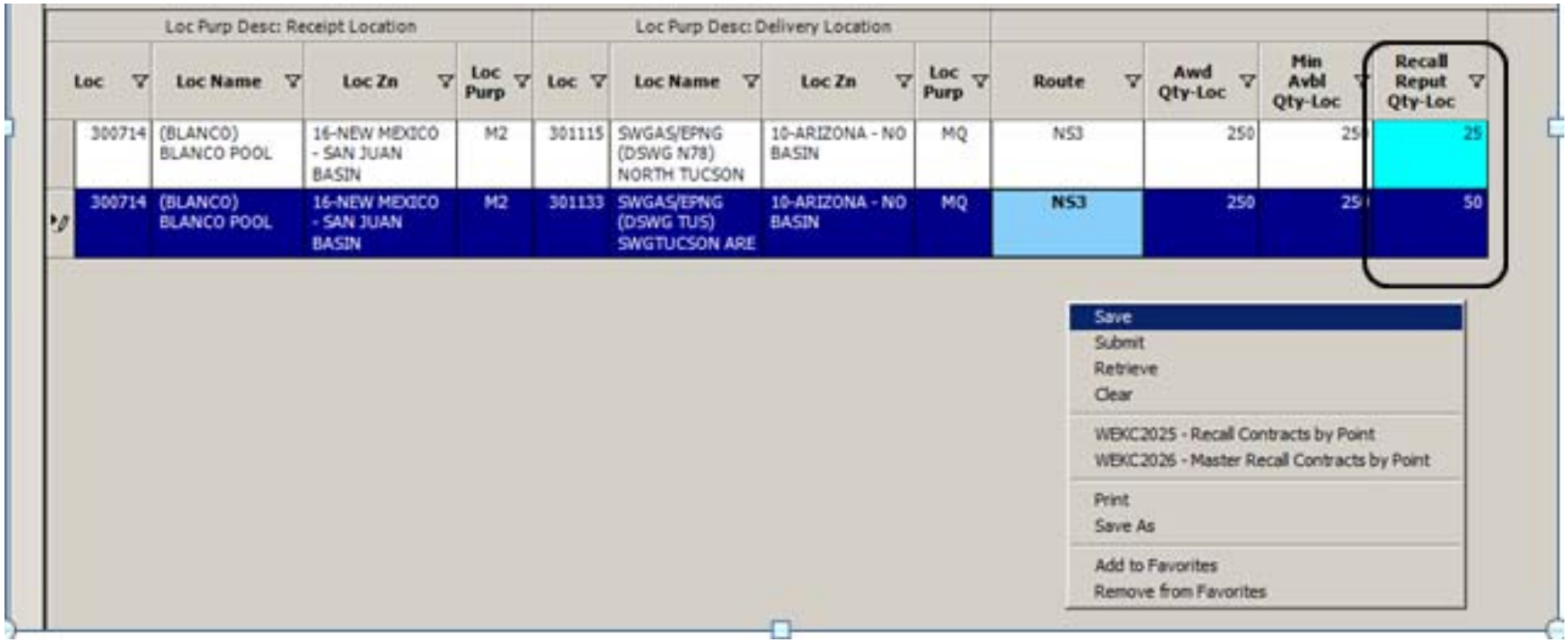
- For a location recall, select the path radio button in the Recall Method section
- Select the recall start and end date, and recall notification (just like with the partial recalls, the recall end date can be less than the release end date if the recall/reput description selected in the offer allowed 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



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



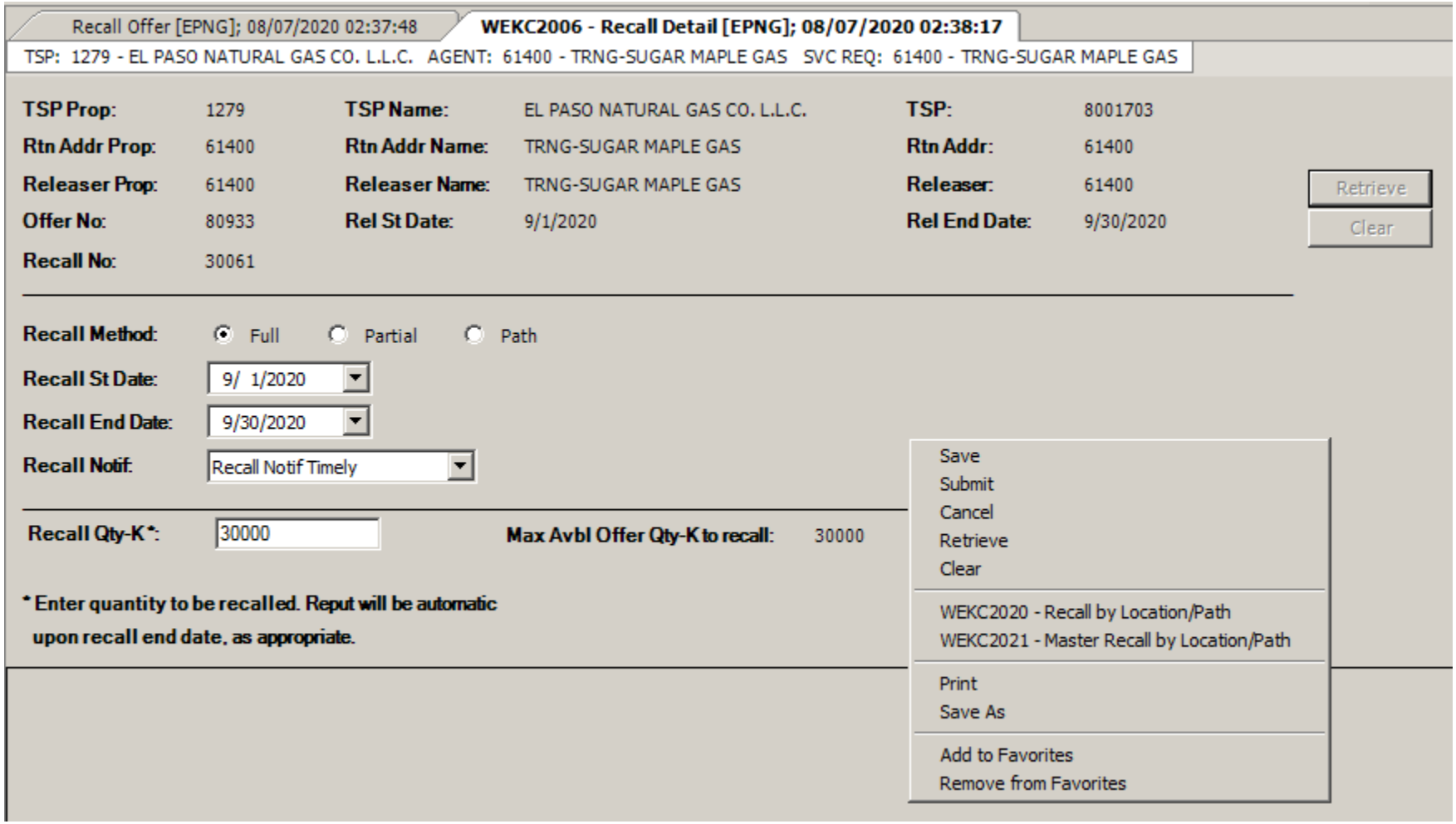
- Right click and select Recall by Location/Path



- 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



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

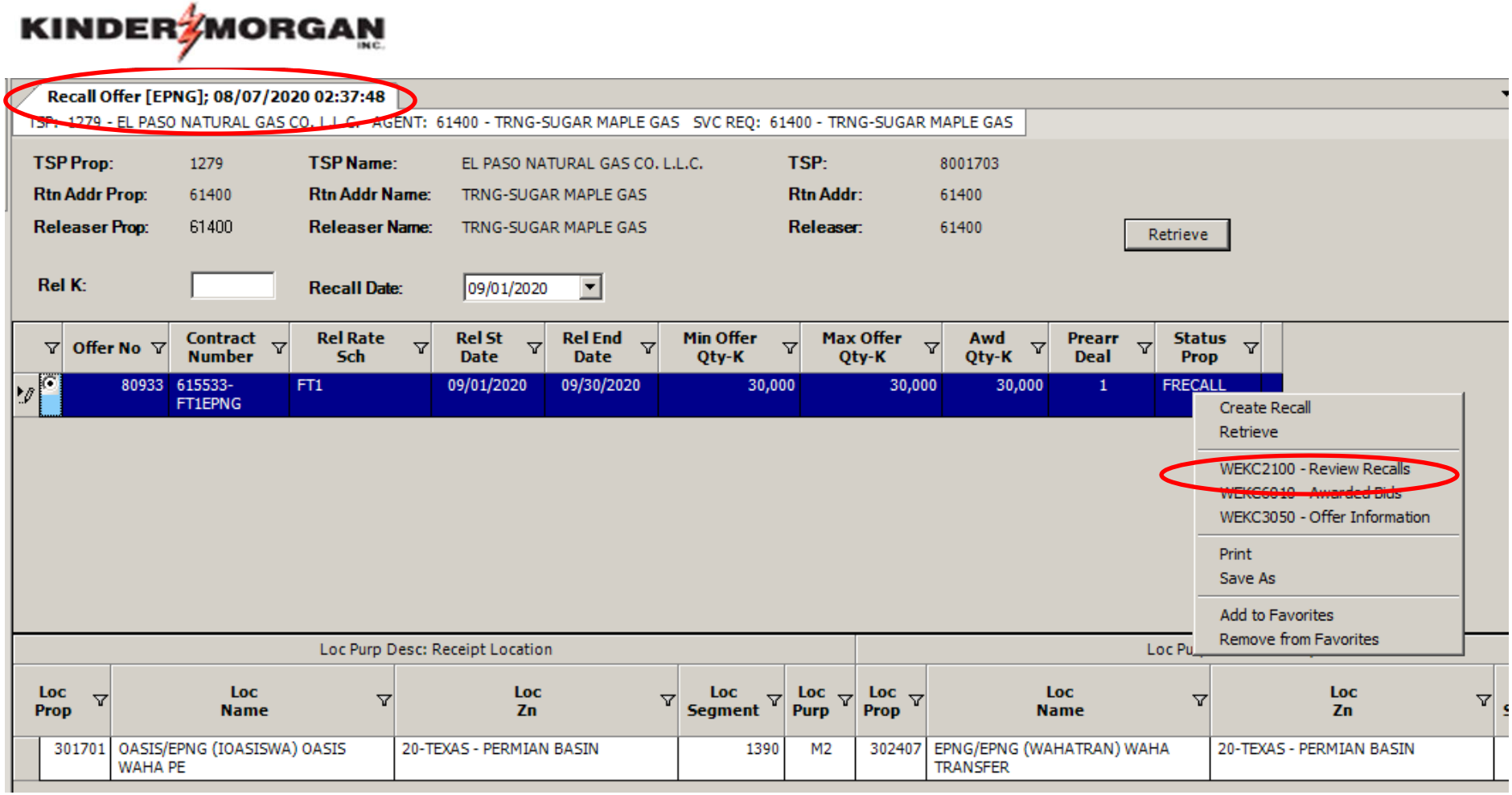
Recall Offer [EPNG]; 08/07/2020 02:37:48 | **WCKT2100 - Recall List [EPNG]; 08/07/2020 03:12:07**

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.	**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	**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.



- 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

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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

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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

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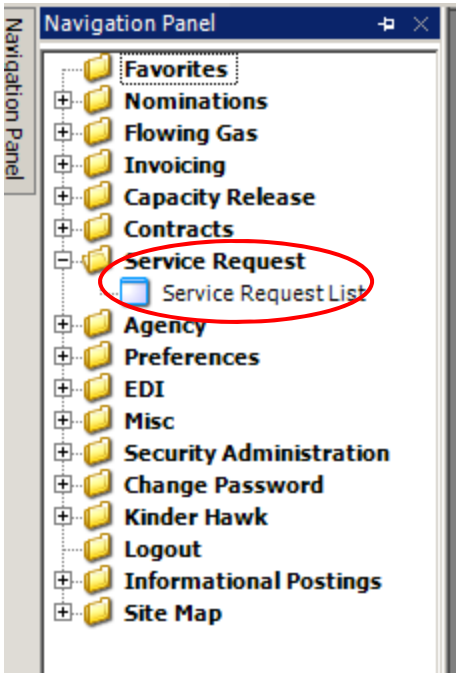
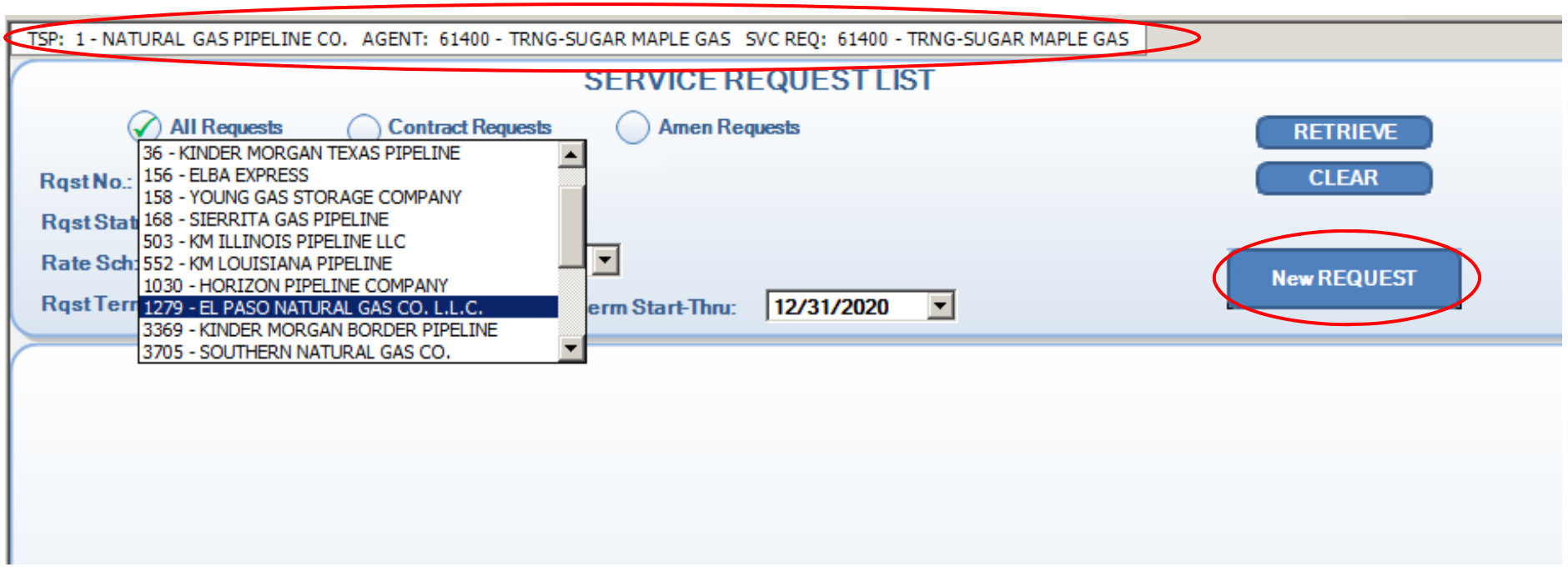
How to Create a Pooling Agreement on EPNG

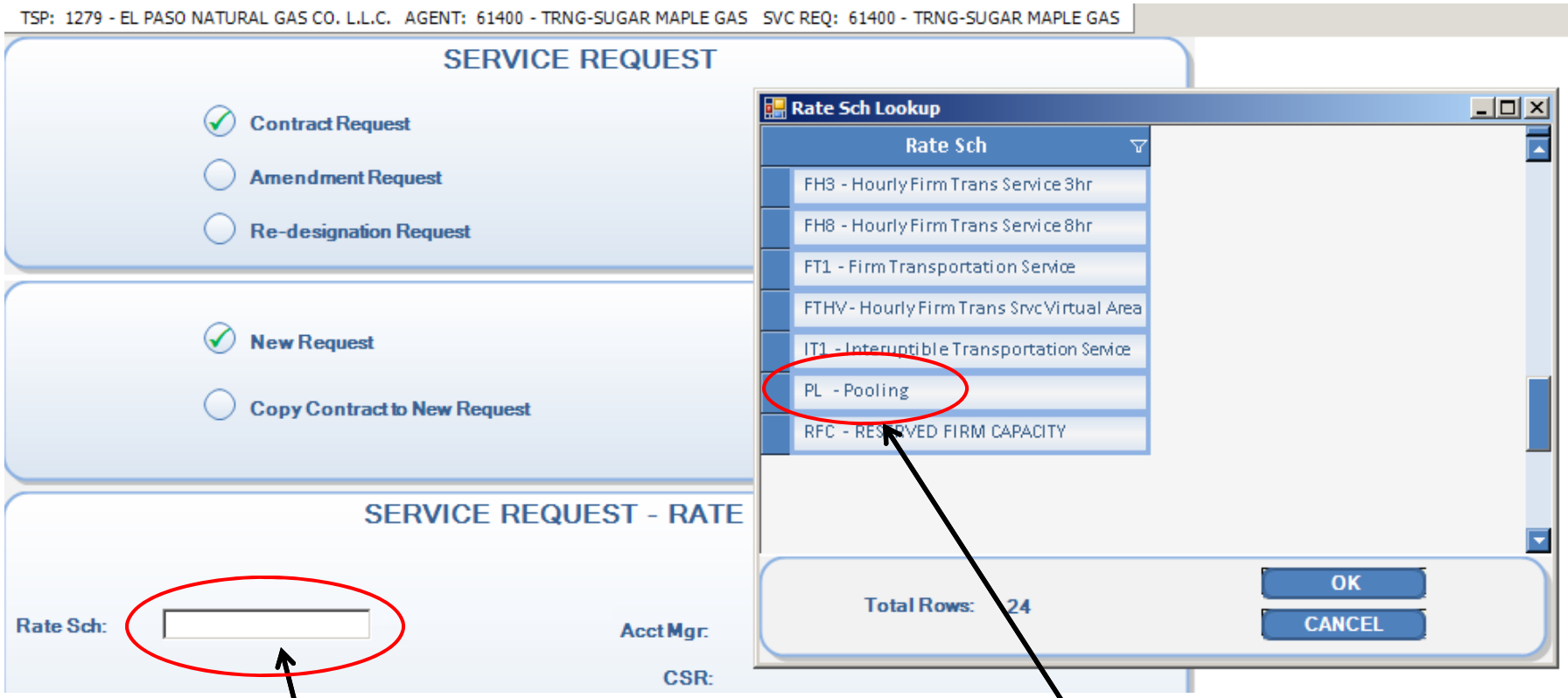
Before you begin, make sure that you have Contract Request and Contract Execution security roles, you need both to create a pooling agreement.

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



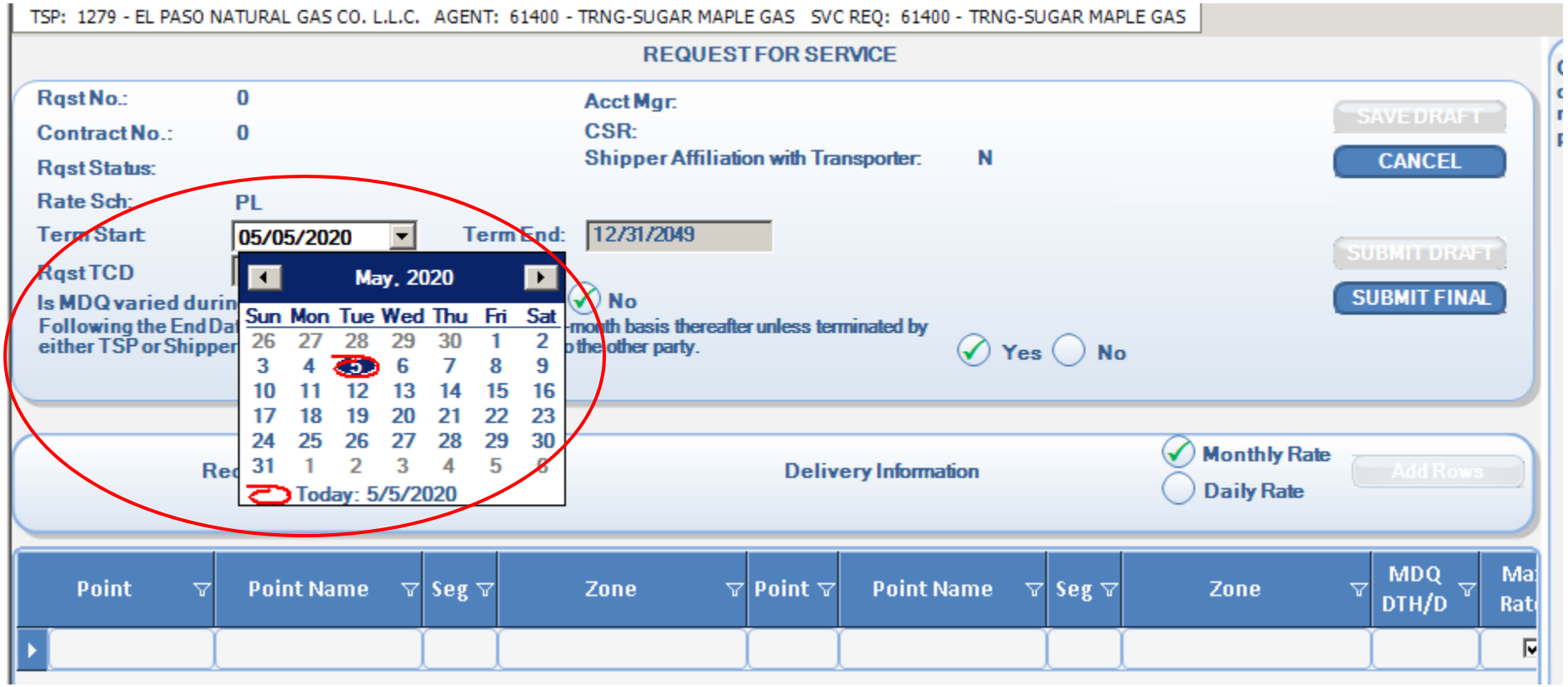


- Check the TSP (or Transportation Service Provider) in the top left part of the window to verify you are under the correct pipeline
- If not, hover over the TSP Header strip until it expands, click on the down arrow of the TSP field - find El Paso Natural Gas pipeline
- Then click on New Request



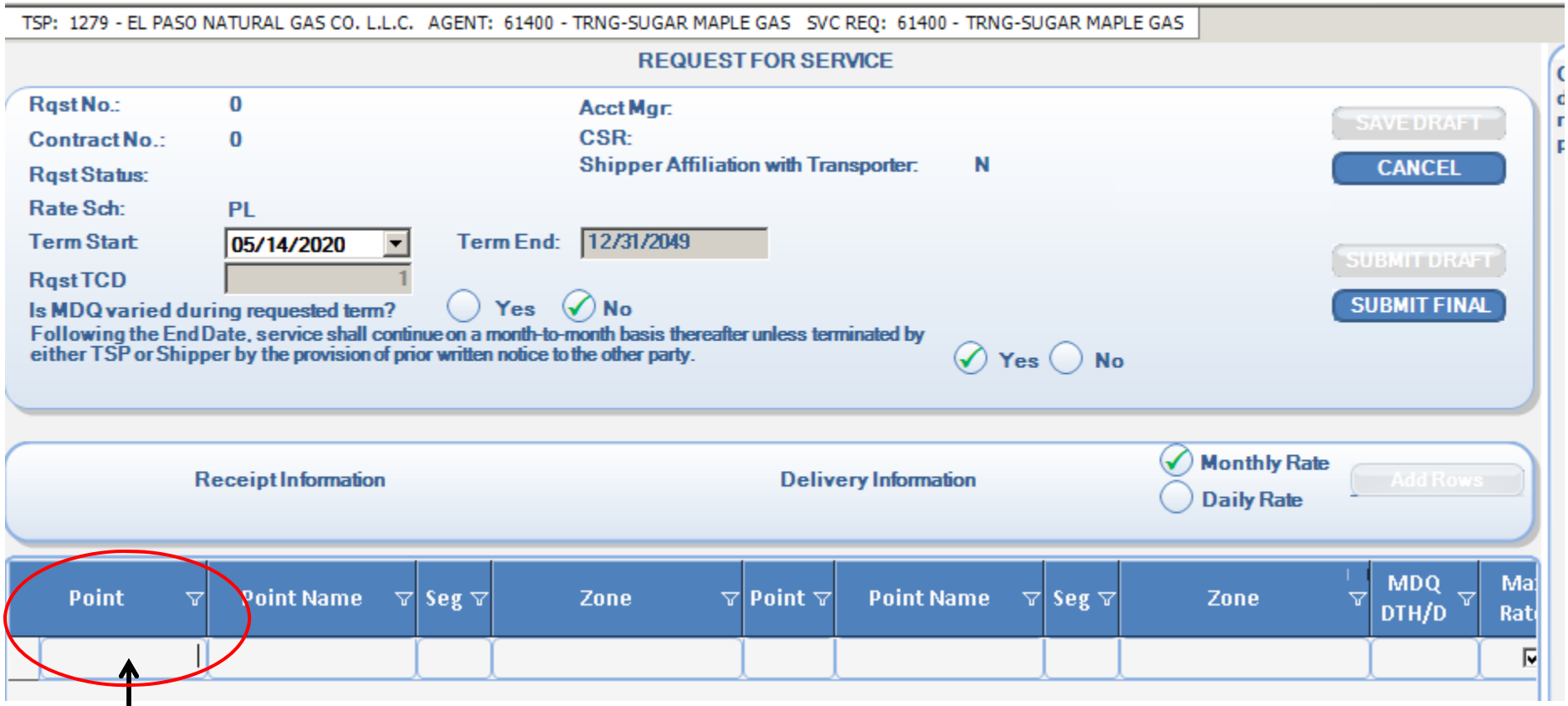
- Double click in the Rate Sch box
- A box will pop up and then scroll down until you find PL – Pooling
- Double click on Pooling

- Click Continue



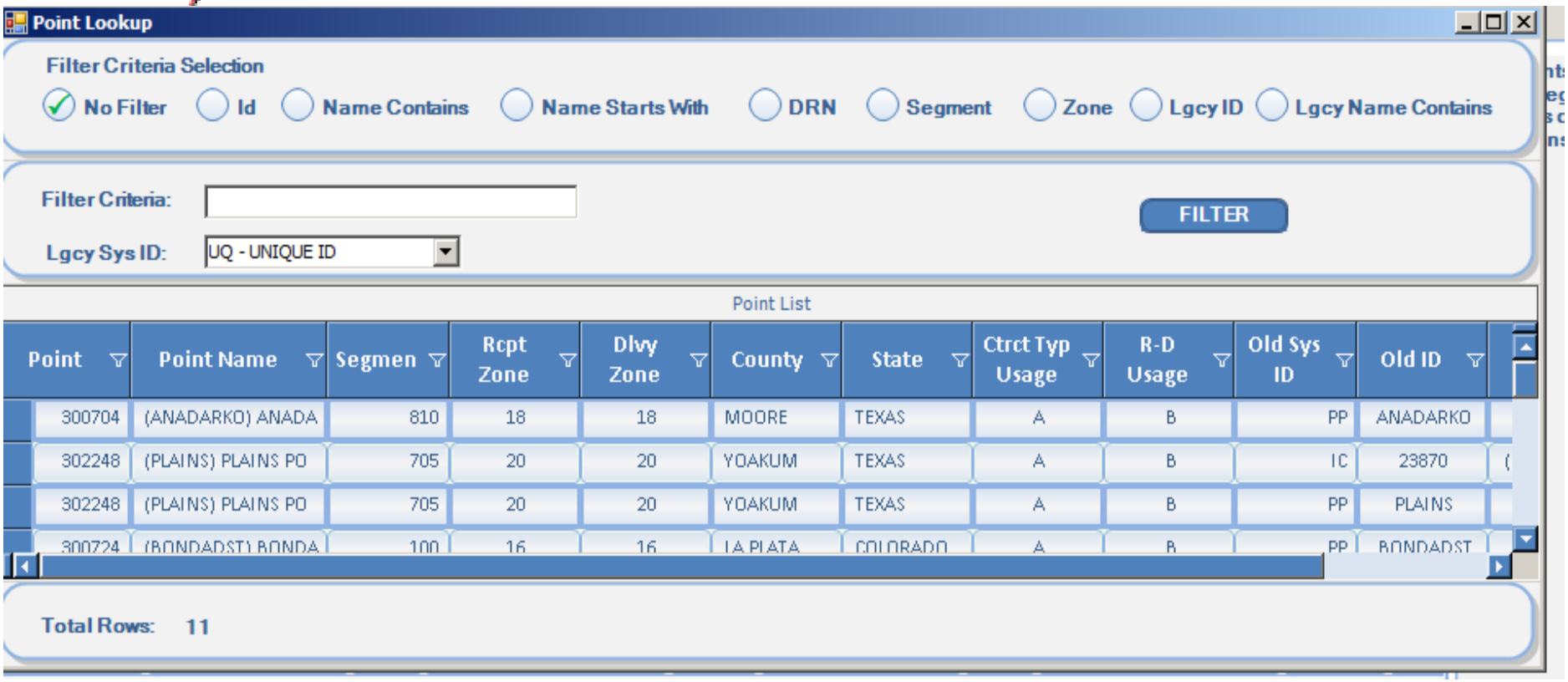
- Select the Term Start Date that you want

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

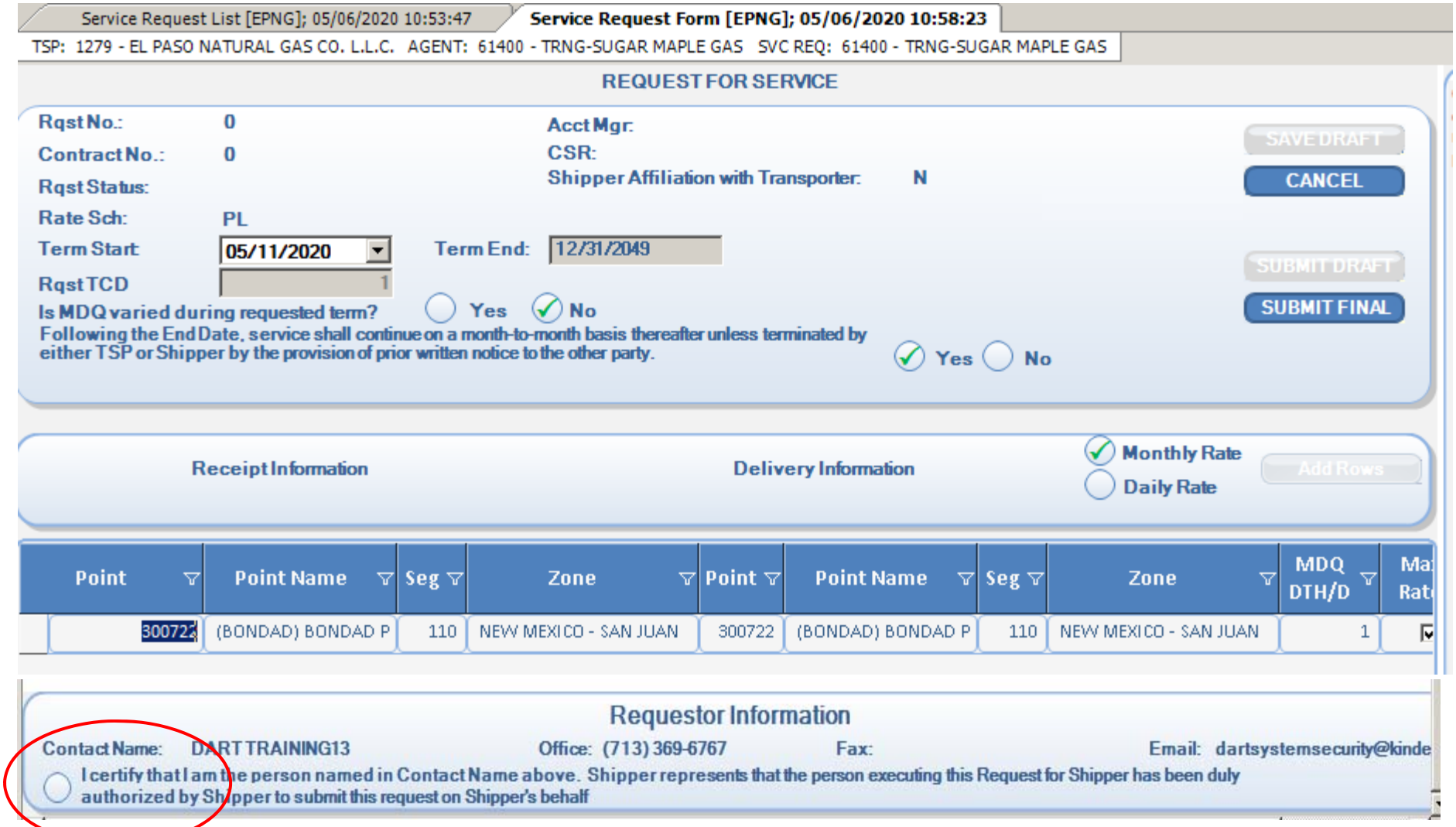


- DART does not let you type in the PIN, so you will need to Double click in the Point Box to select the location that you want

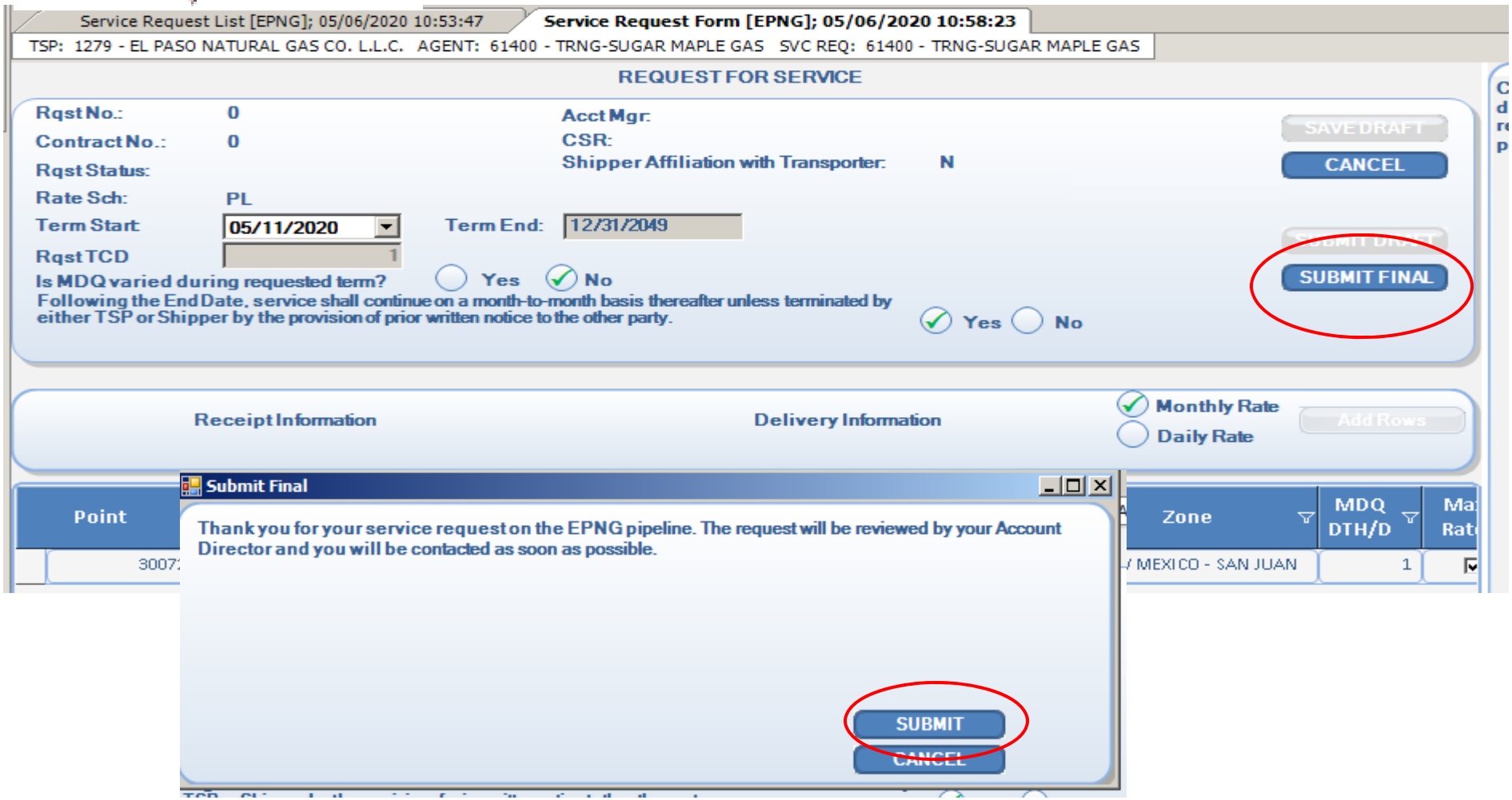
Note: A request needs to be made for each PIN



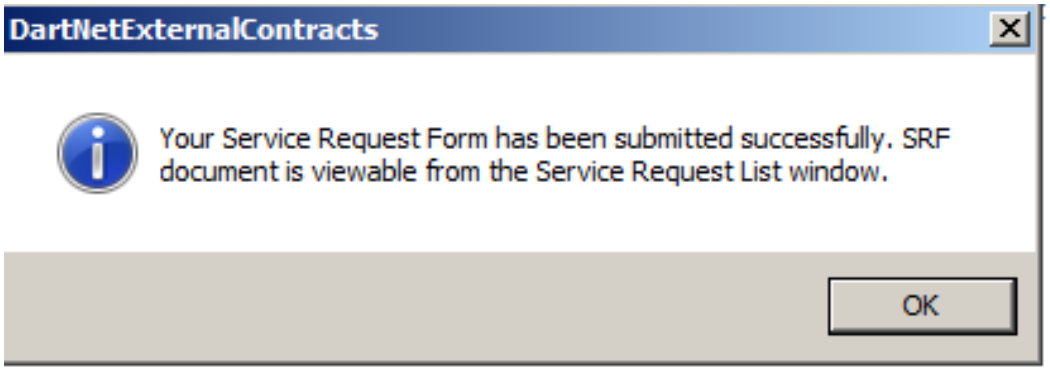
- A Point Lookup box will populate
- Select Retrieve and all of the locations available will generate
- Double click on the Point you want



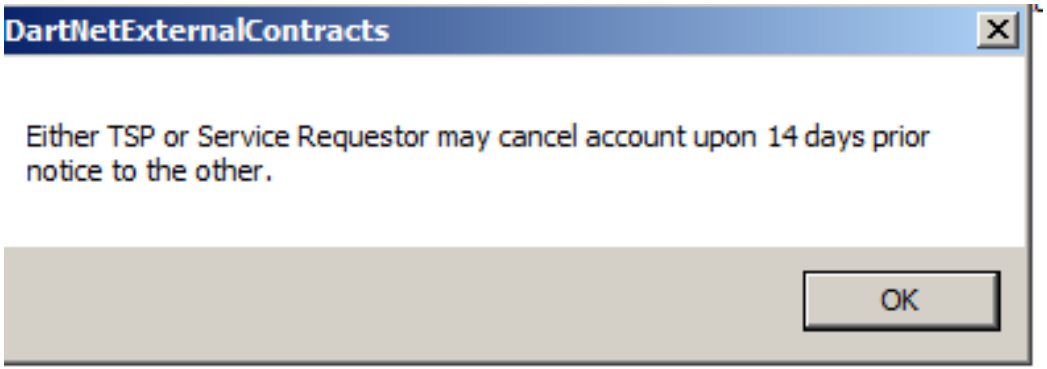
- Scroll down to the bottom of the screen and check the radio button



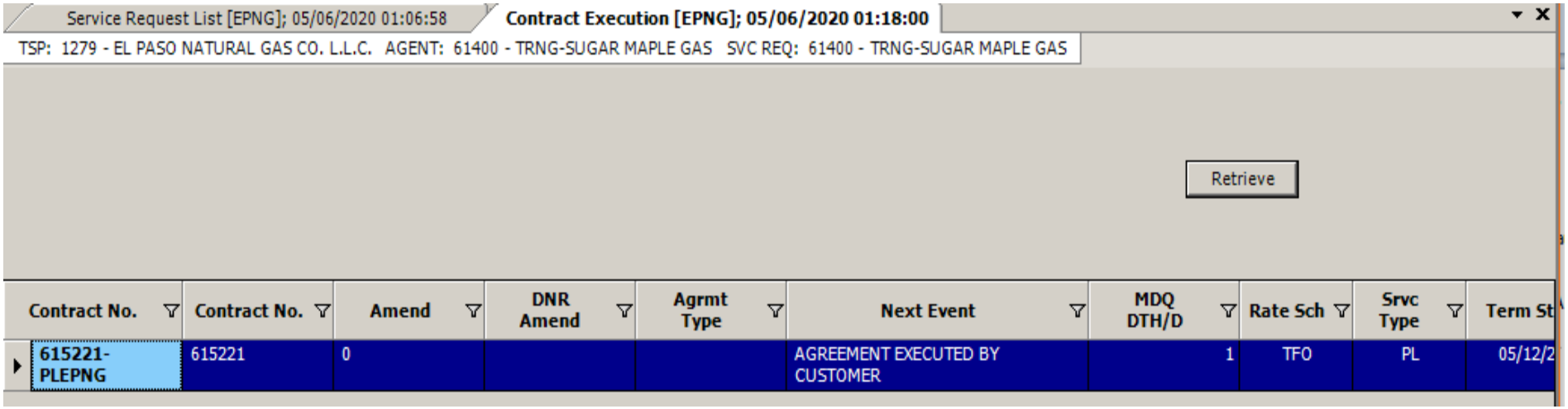
- Scroll back up to the top and Submit Final
- A Submit Final Box will appear
- Hit Submit again



- Click OK



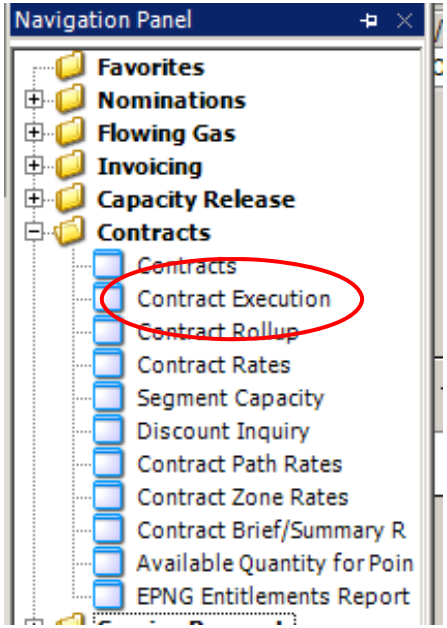
- Click OK again

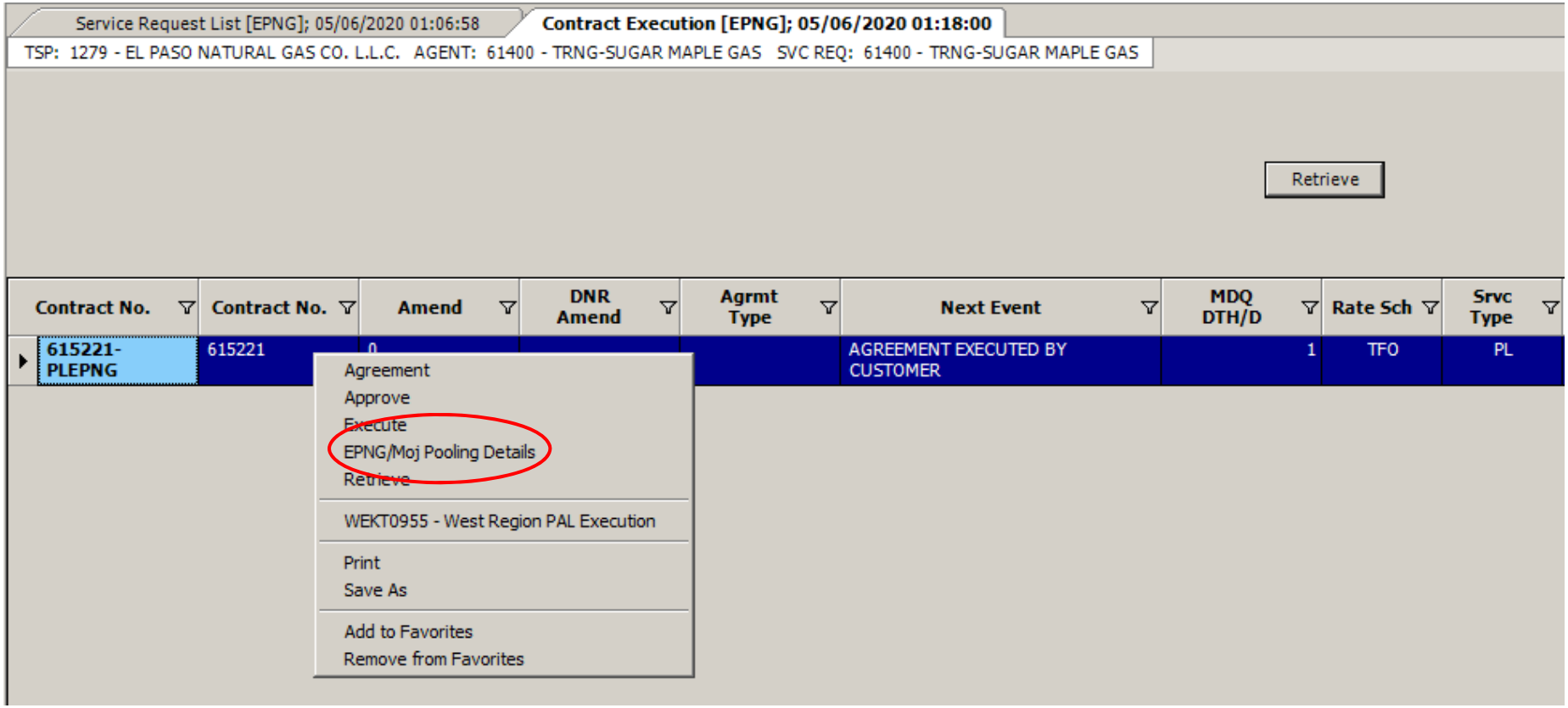


- You will then be taken to the contract execution window:

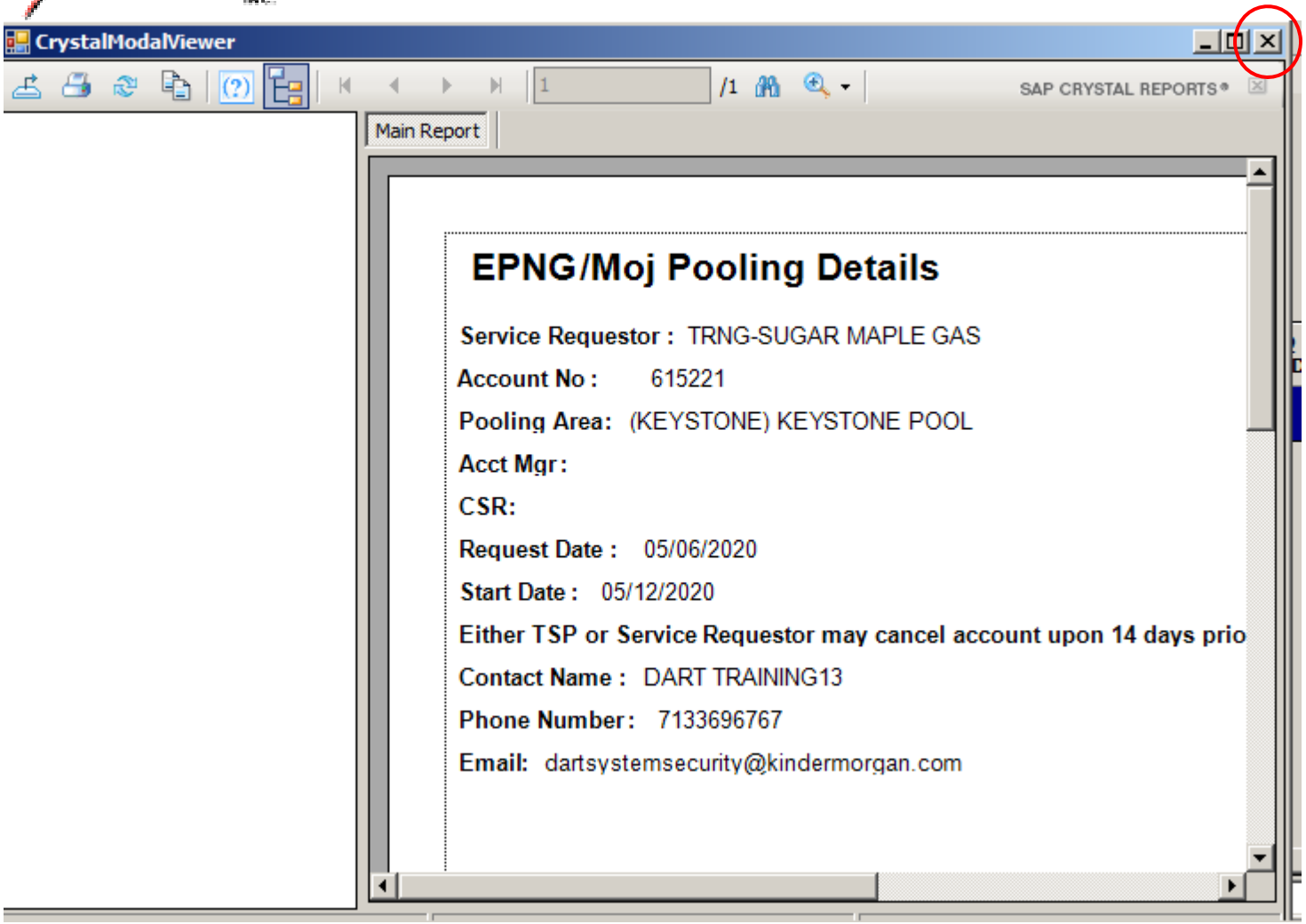
If you are not taken to the contract execution window:

- Go to the Navigation Panel
- Contracts
- Contract Execution

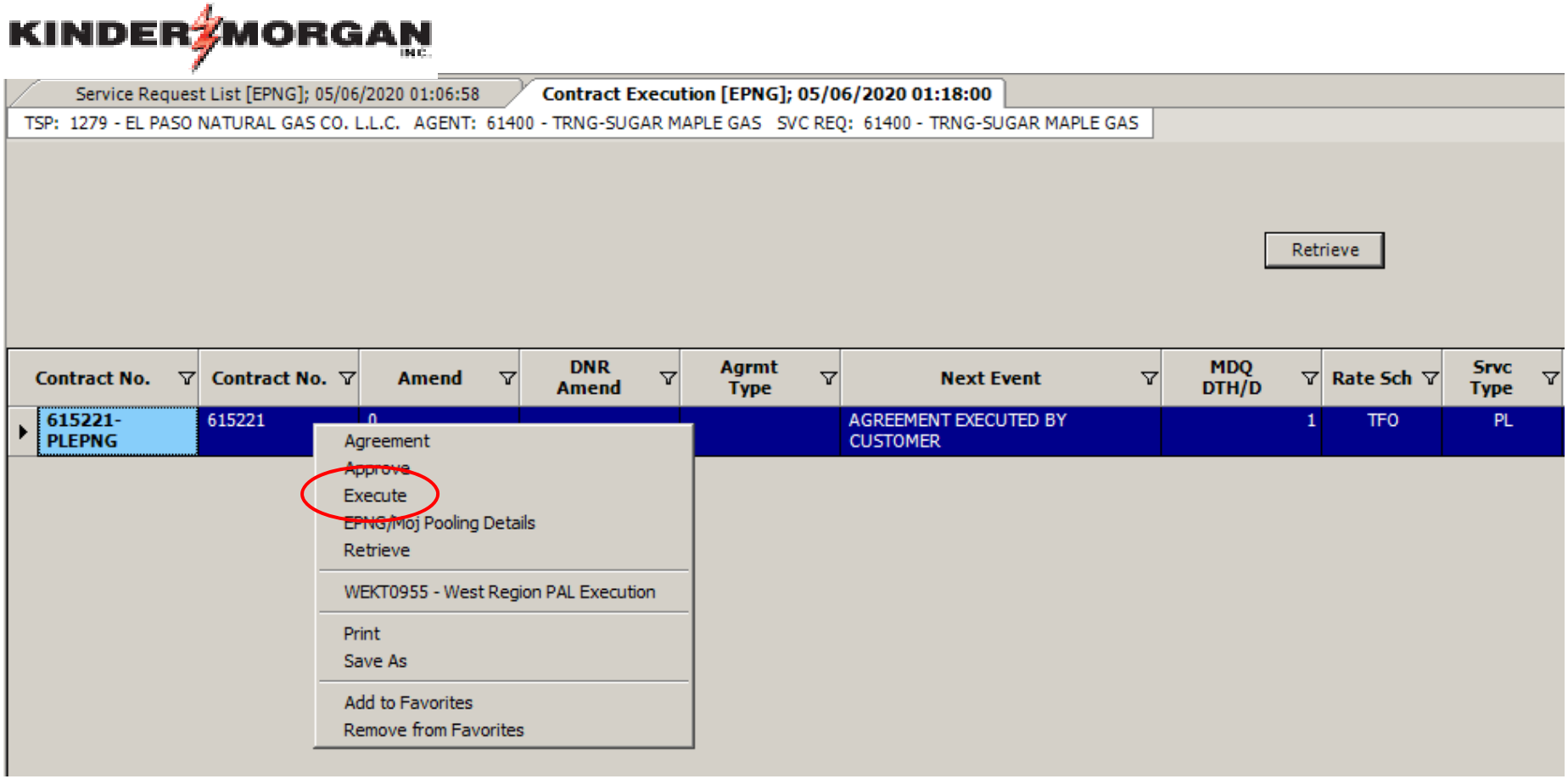




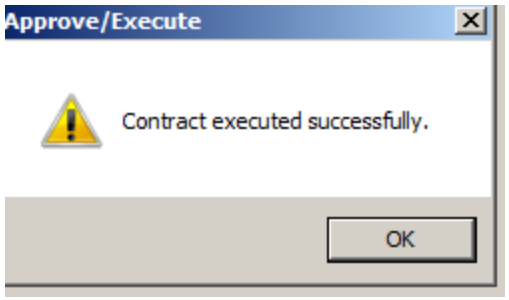
- Highlight the row
- Right Click
- Select EPNG/Moj Pooling Details to review



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

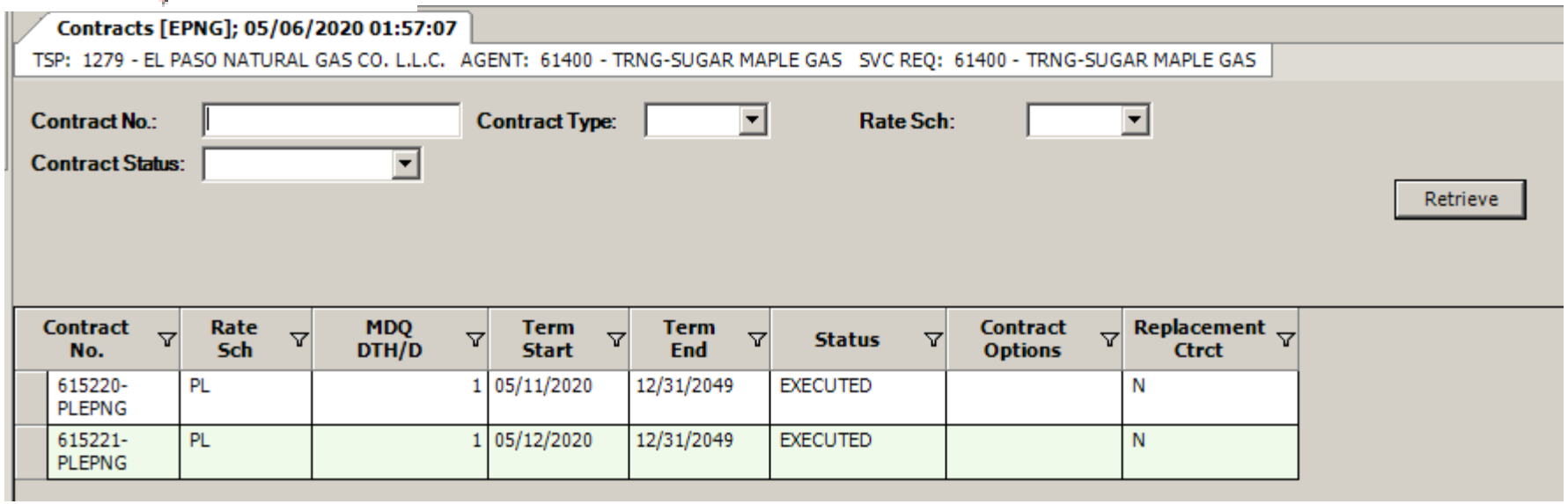


- Right Click
- Select Execute



A box will populate

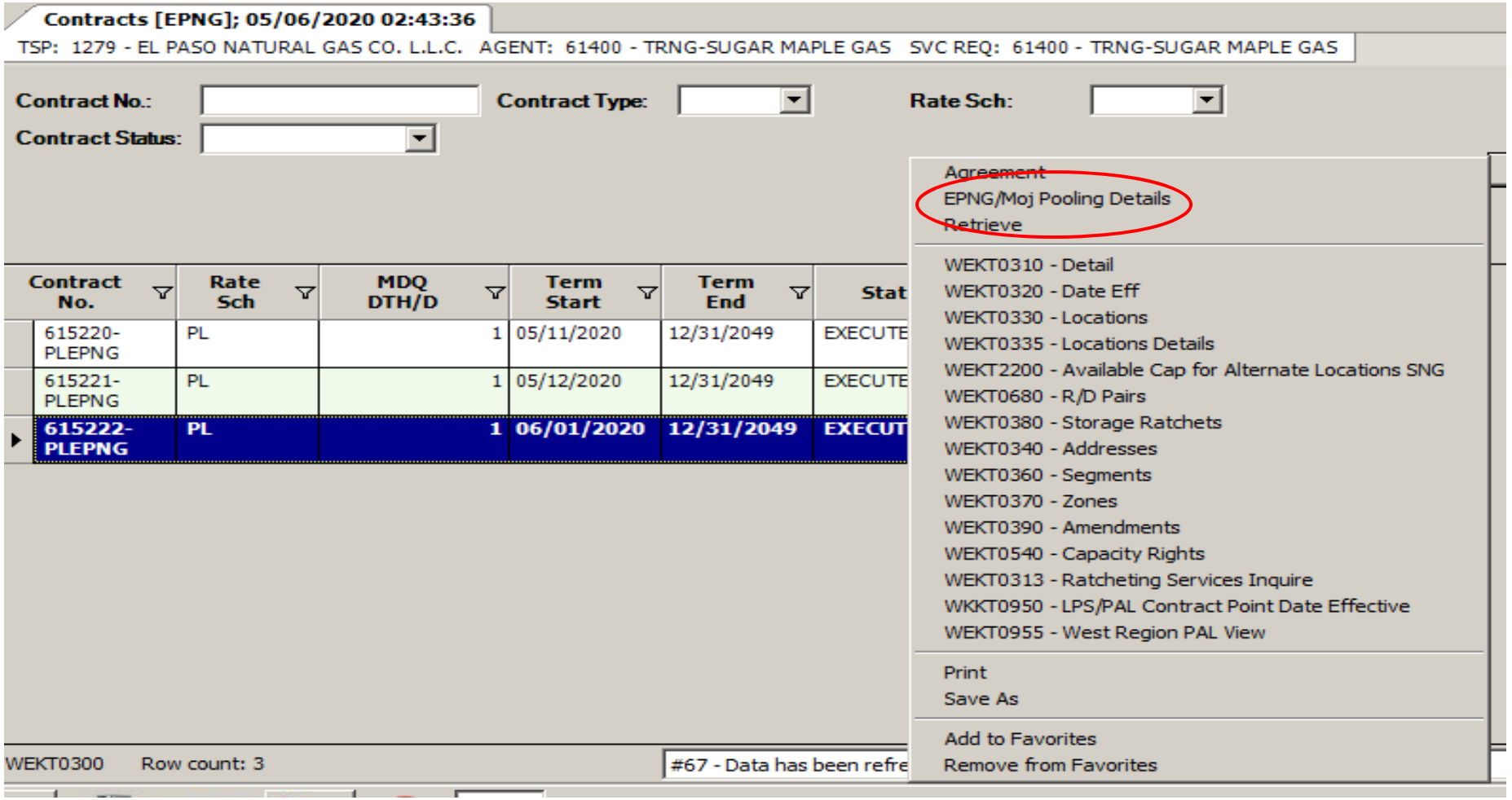
- Click OK



- 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



- 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

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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

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How to Create a new Agency Agreement as the Agent

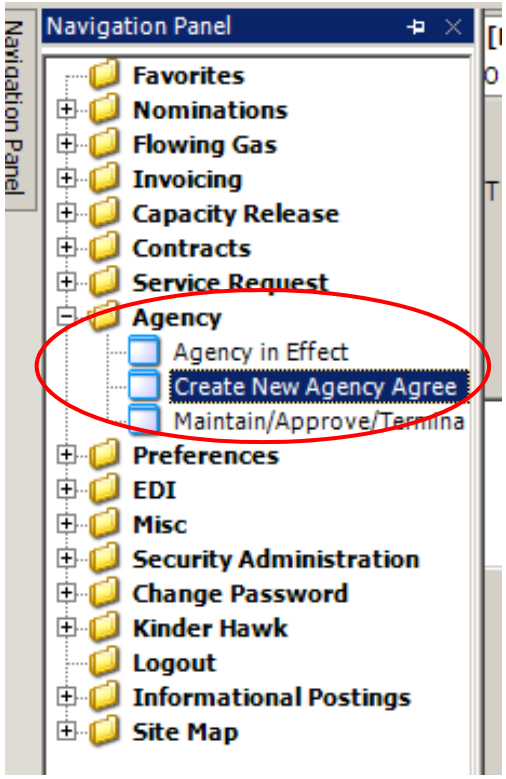
Note: An agency agreement can be created by either the Agent or the principal but this does need to be initiated in DART

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)

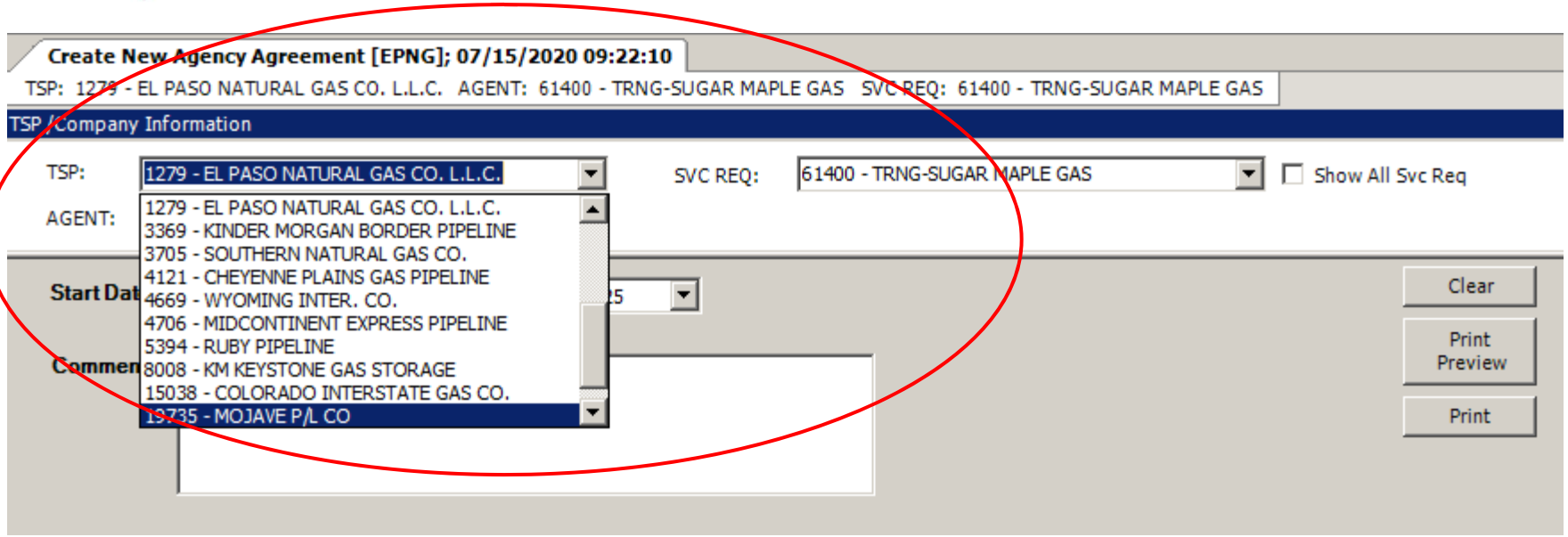
Required Step

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

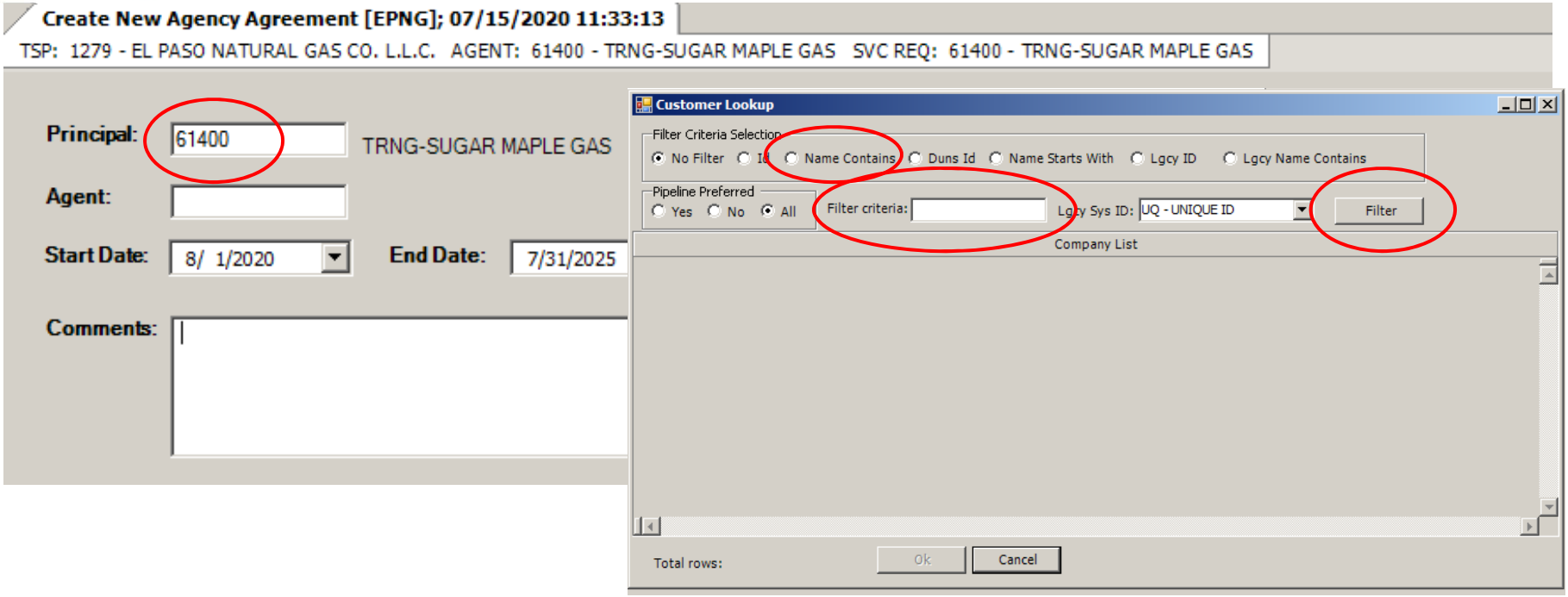


Required Step



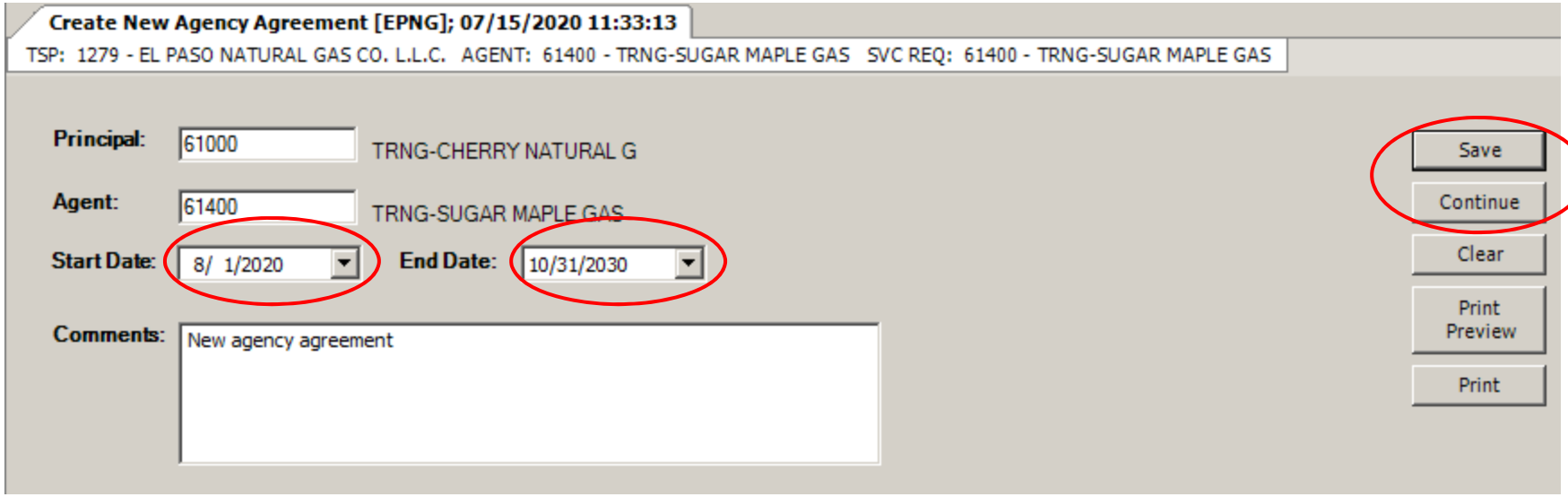
- Before starting, check that the TSP (Transportation Service Provider) is under the correct pipeline (this is located at the top left part of the window)
- If you aren't on the right one, hover over the TSP Header strip until it expands, click on the down arrow of the TSP field
- Select the correct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

Required Step



- 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

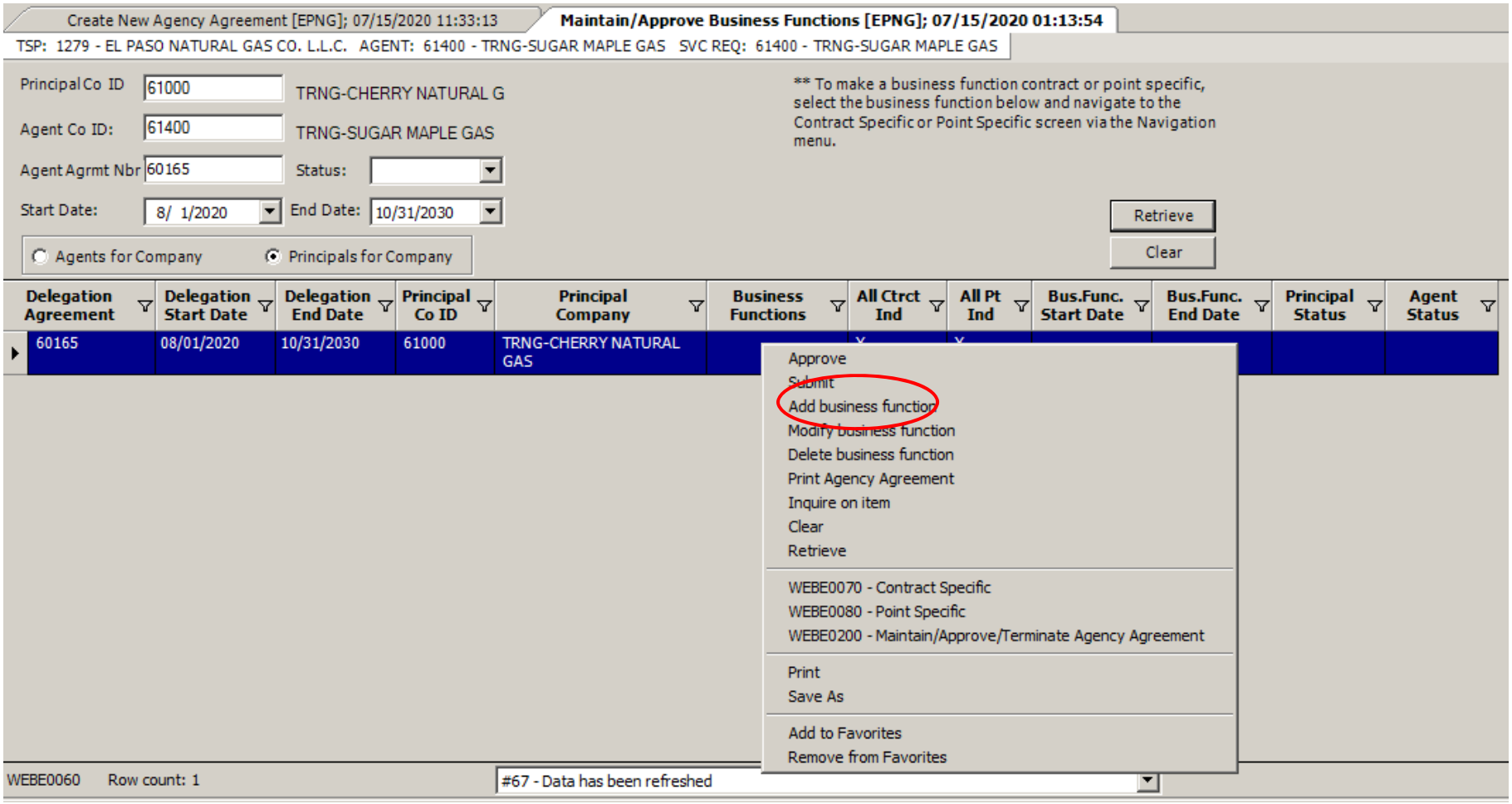
Required Step



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



This next screen is where you will add the business functions

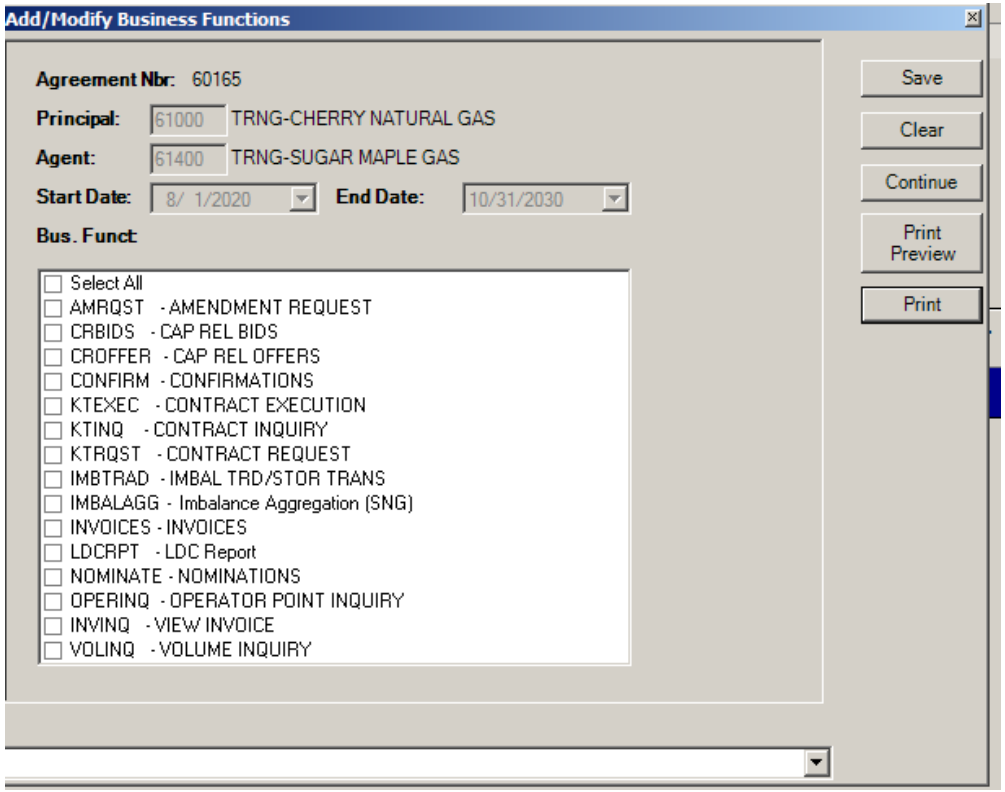
- Right click on the highlighted record
- Select Add Business Function, the next page lists the business functions and the descriptions

Function	Definition
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

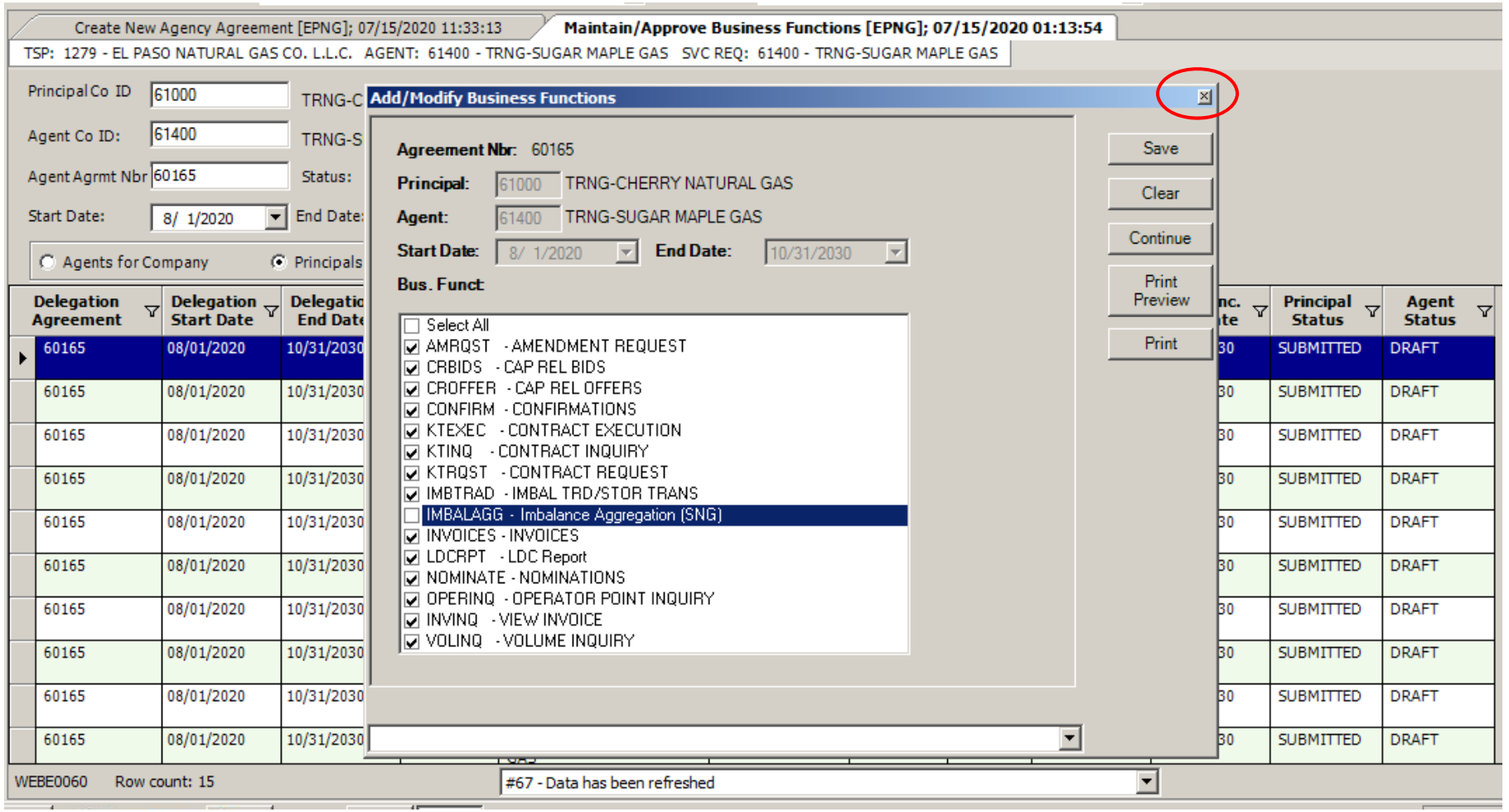


- Select the business functions you will be performing as the Agent (all functions are production date effective)
- Do not select functions with a pipe listed behind it. For example, Imbalance Aggregation is for SNG only.

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

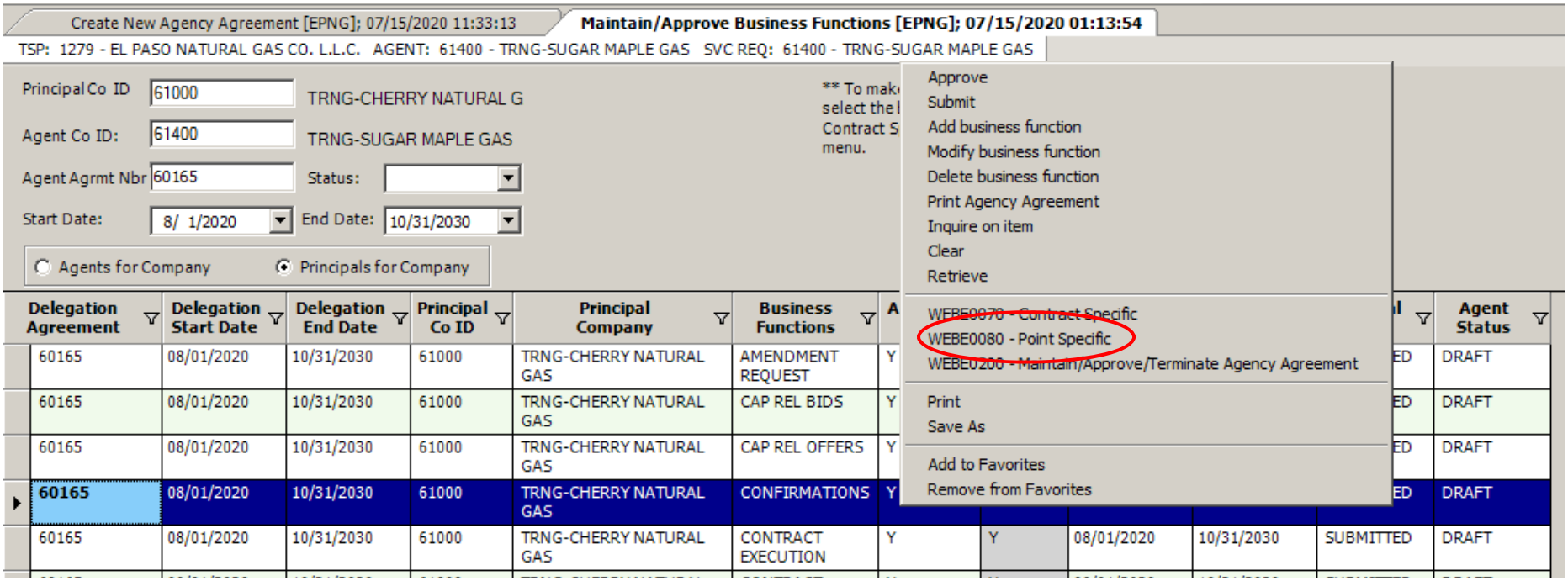
(You can only have one agency agreement for these)

Required Step



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

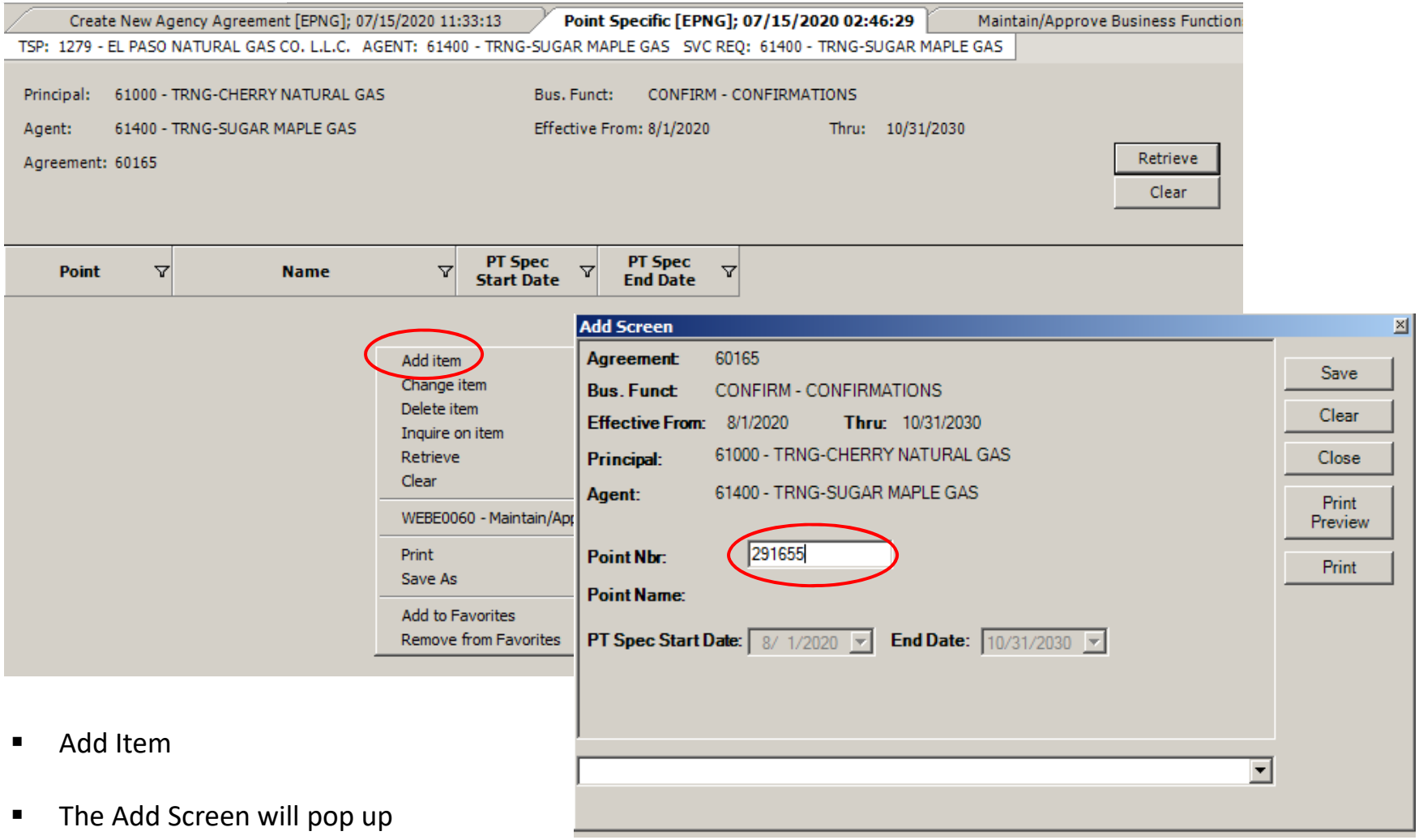
Optional Step



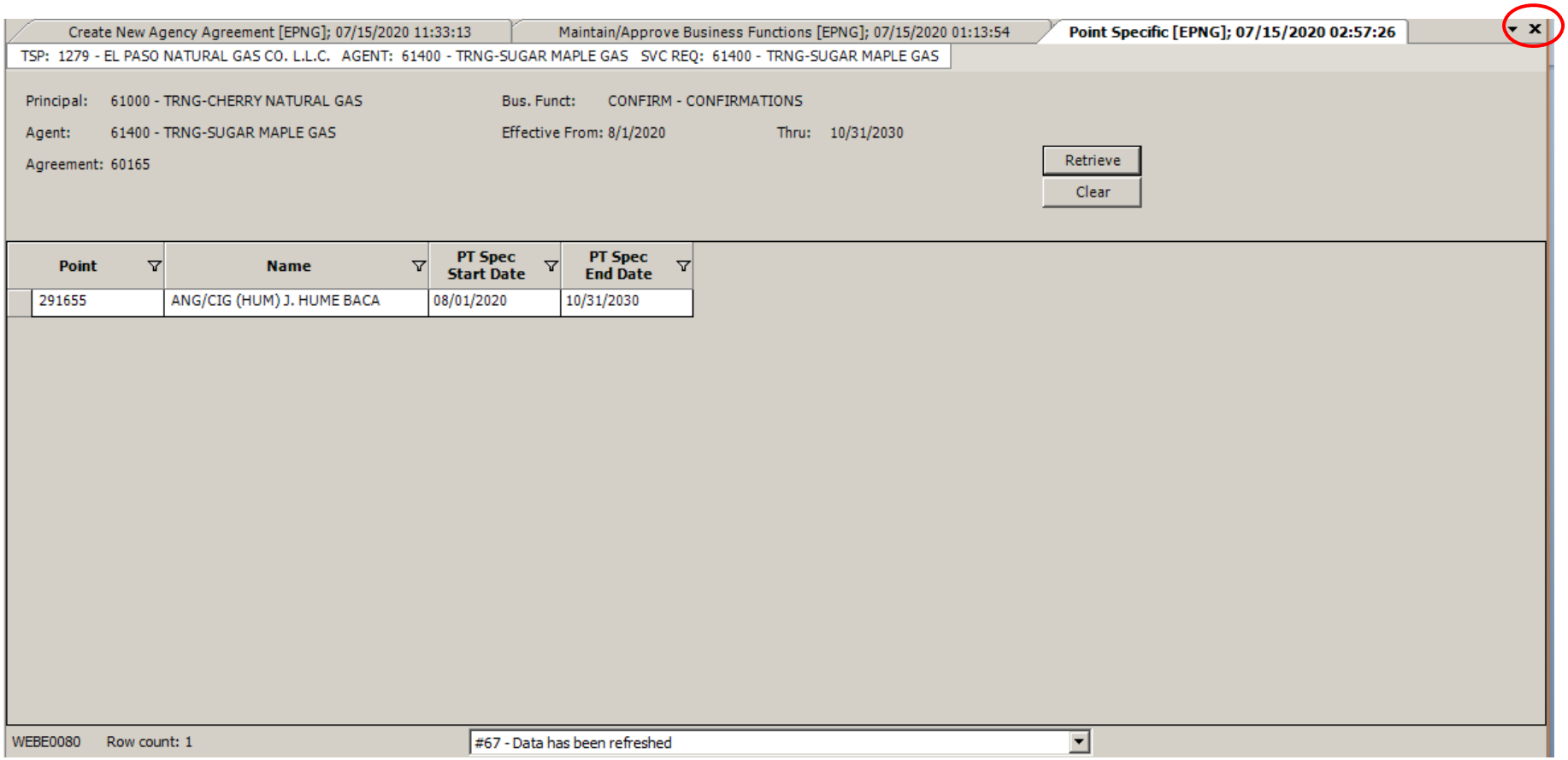
Point Specific steps:

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

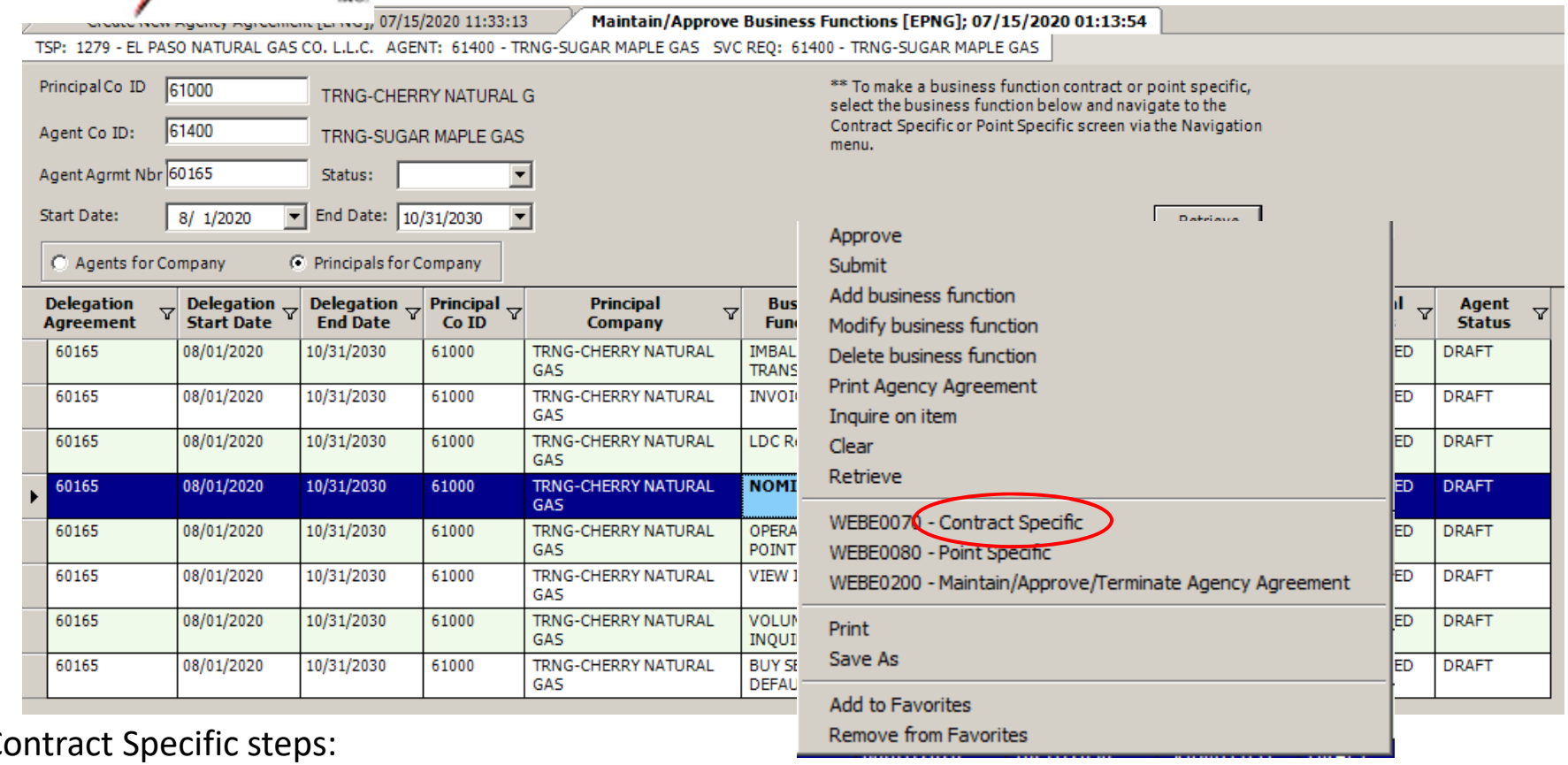


- Add Item
- The Add Screen will pop up
- Type in the PIN in the Point Nbr box
- Save



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

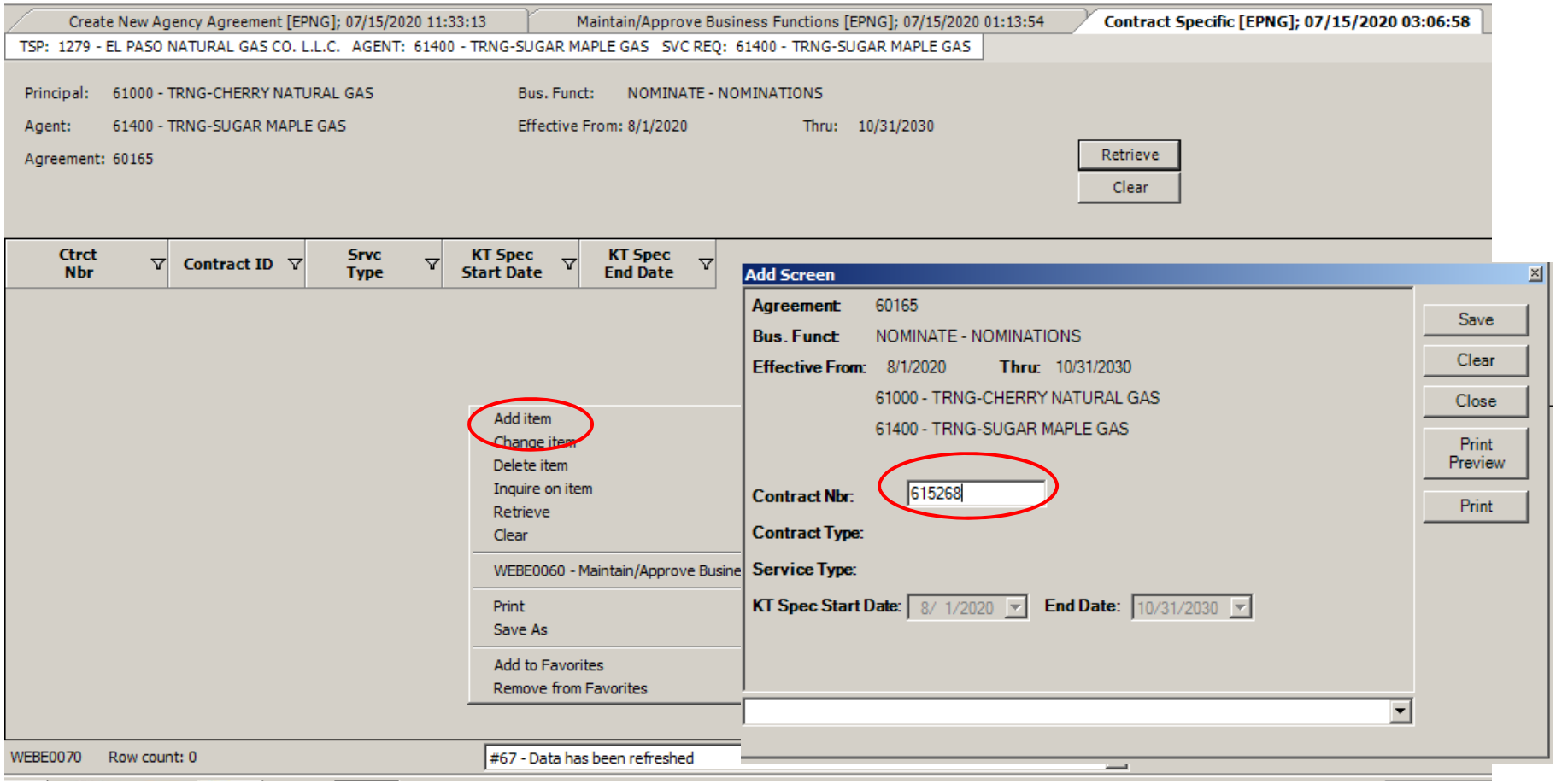
Optional Step



Contract Specific steps:

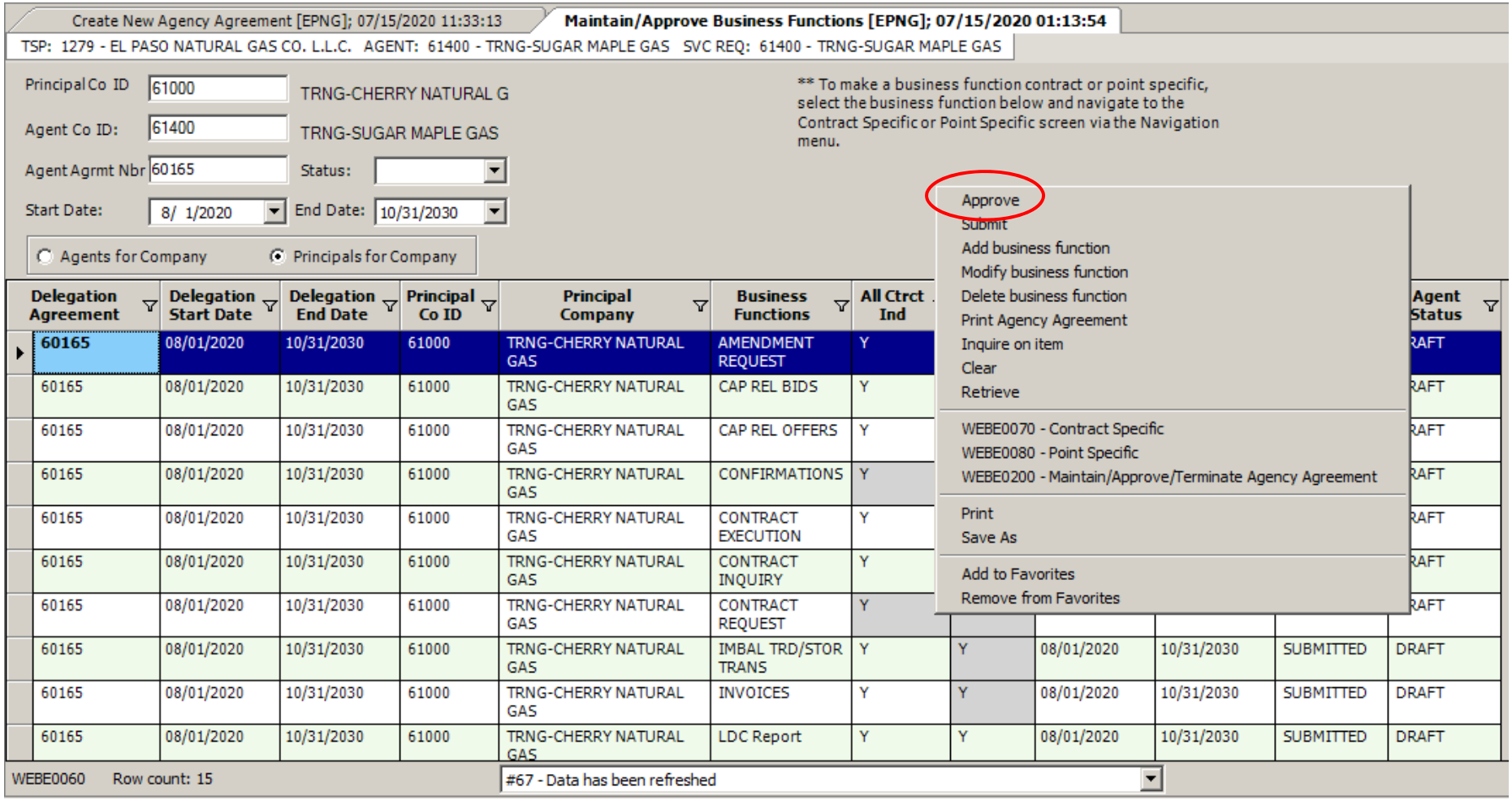
Business functions that can be contract specific are all except Contract Request, Confirmations, Operator Point Inquiry, Volume Inquiry, View Invoice and Buy/Sell

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



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

Required Step

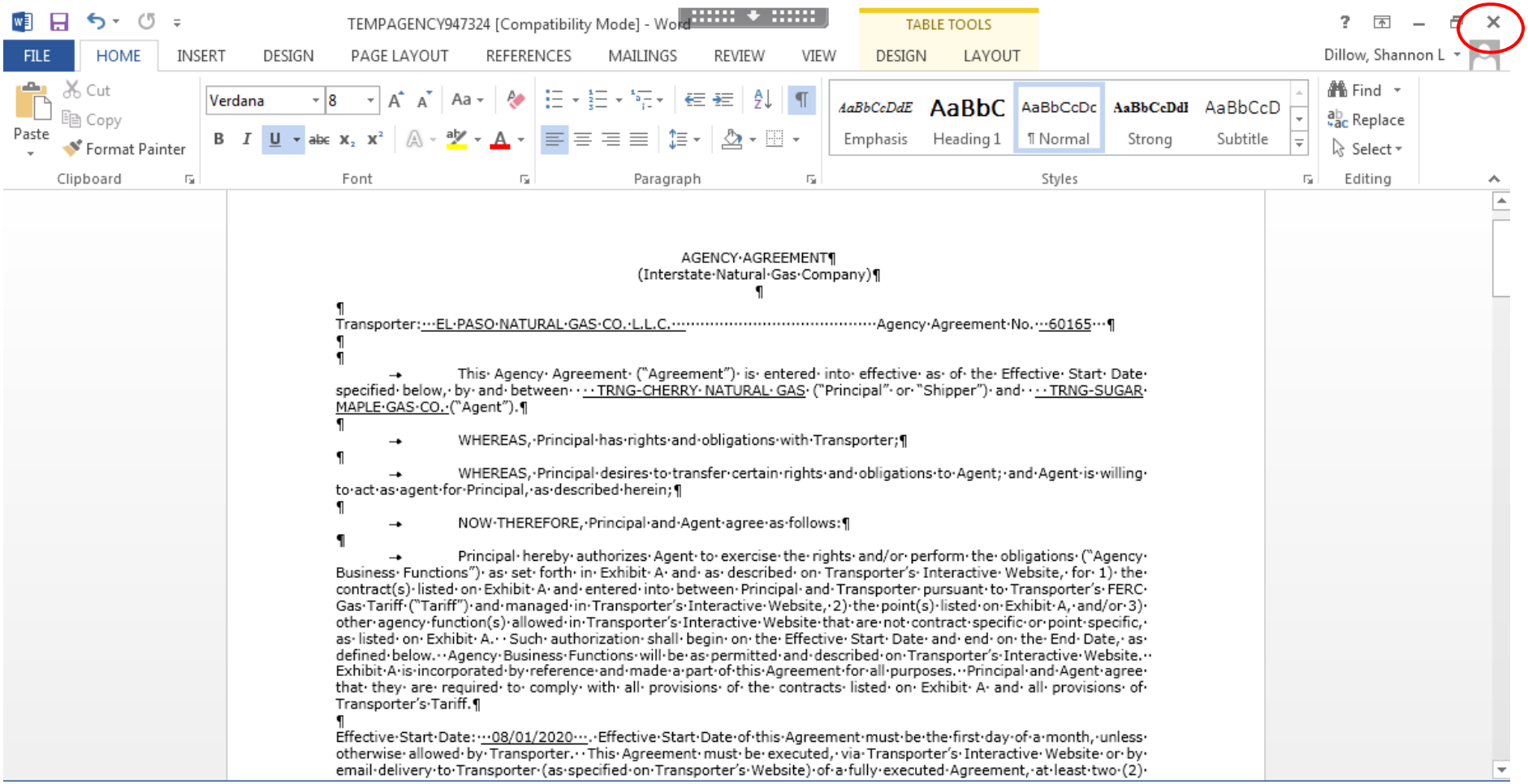


- Once you are done and are ready to approve the Agency Agreement
- Highlight the record
- Right-click
- select Approve

Required Step

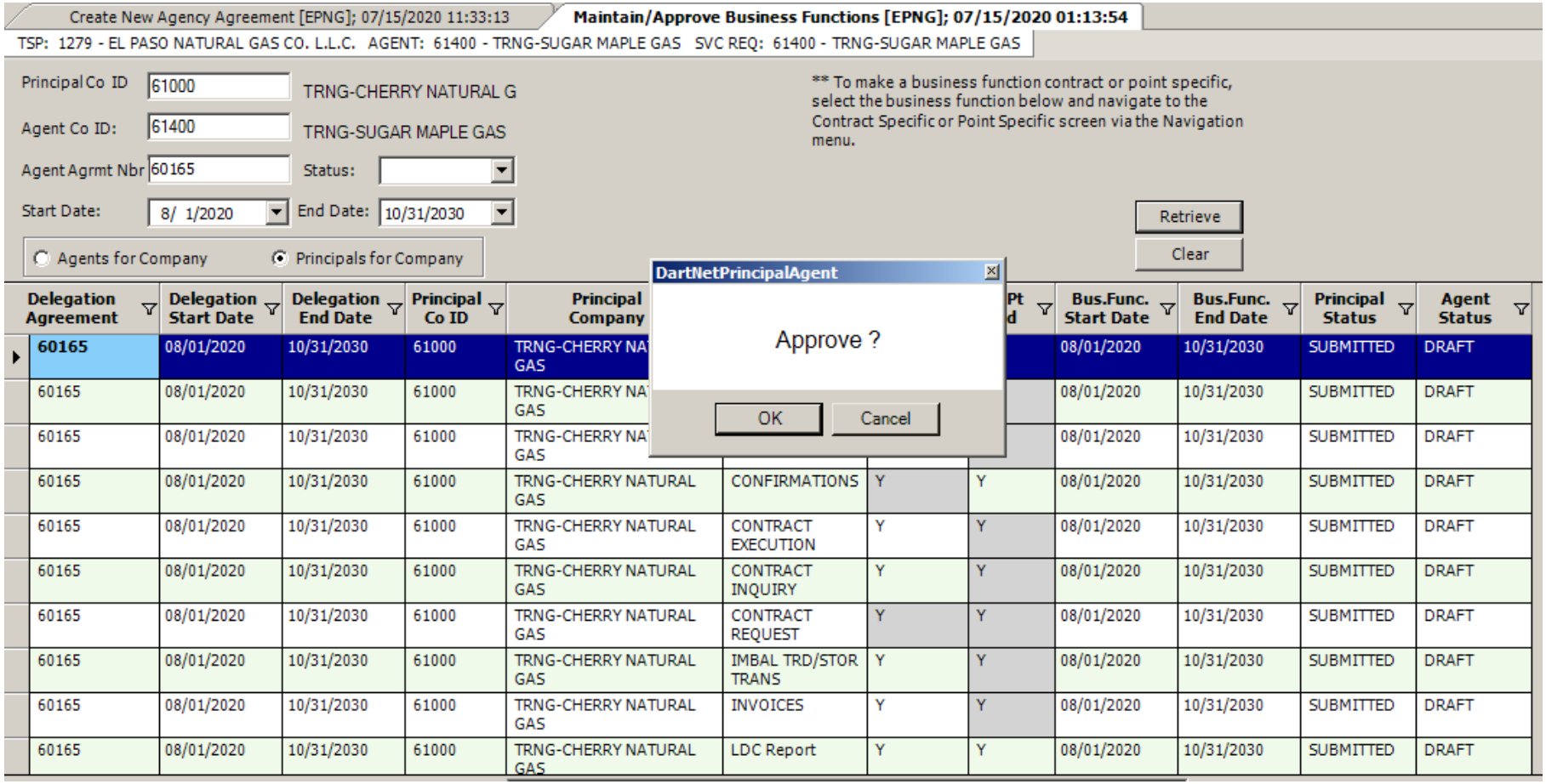
A message will display verifying if you would like to approve.
Select Yes – An agency agreement word document will populate on the screen

Required Step



- 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



- 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: 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.

Retrieve

Clear

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.

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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

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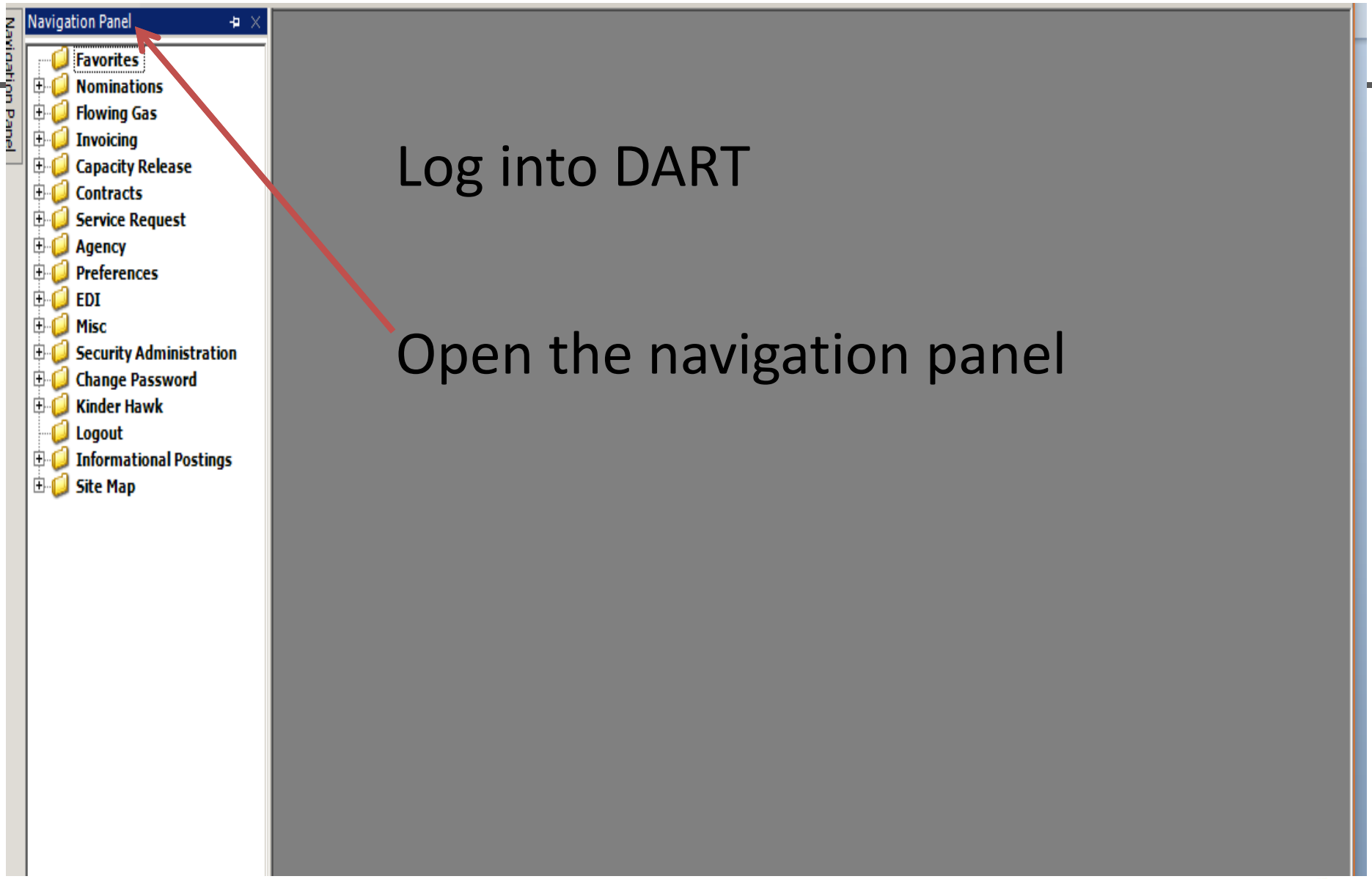
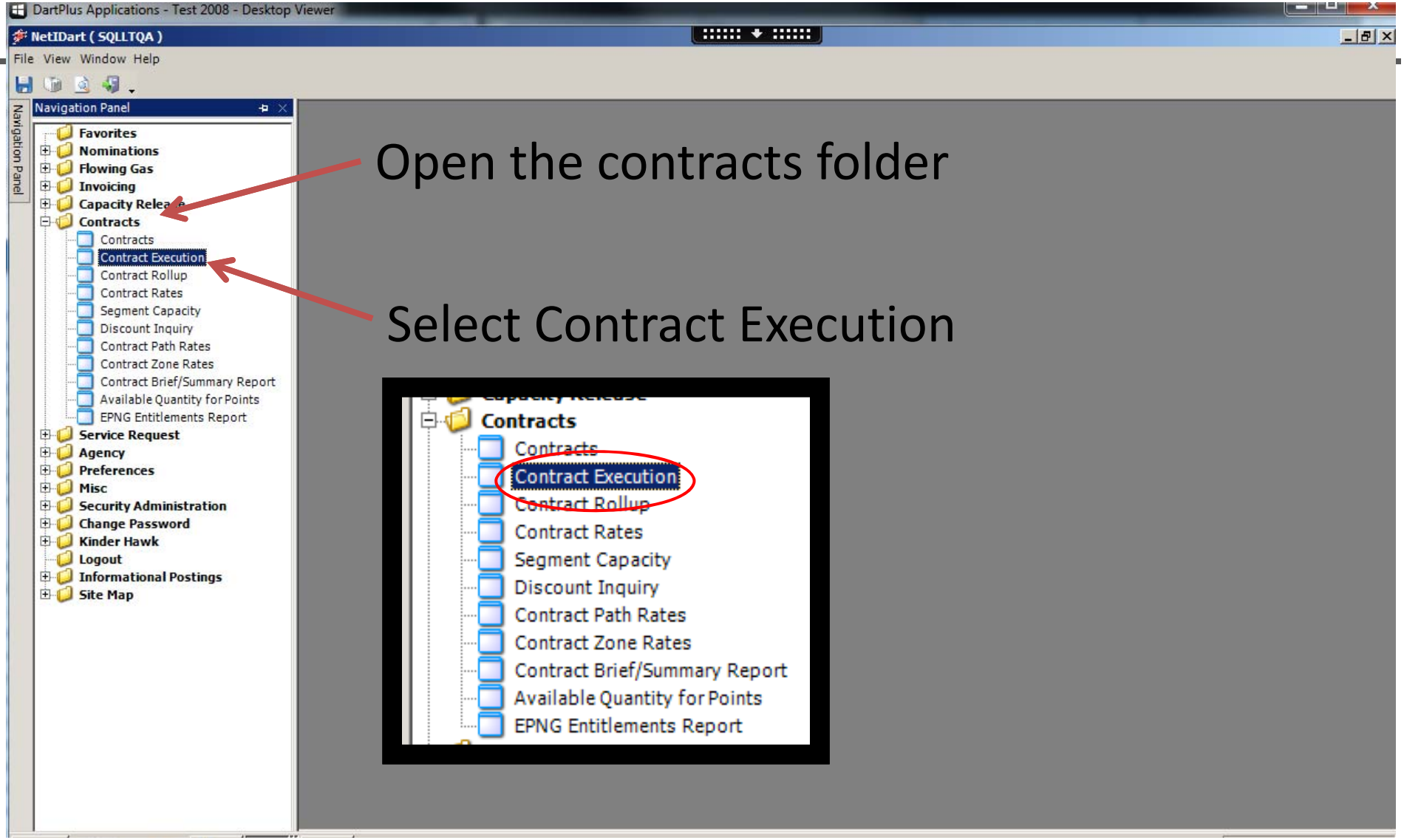
How to Execute a Contract in DART

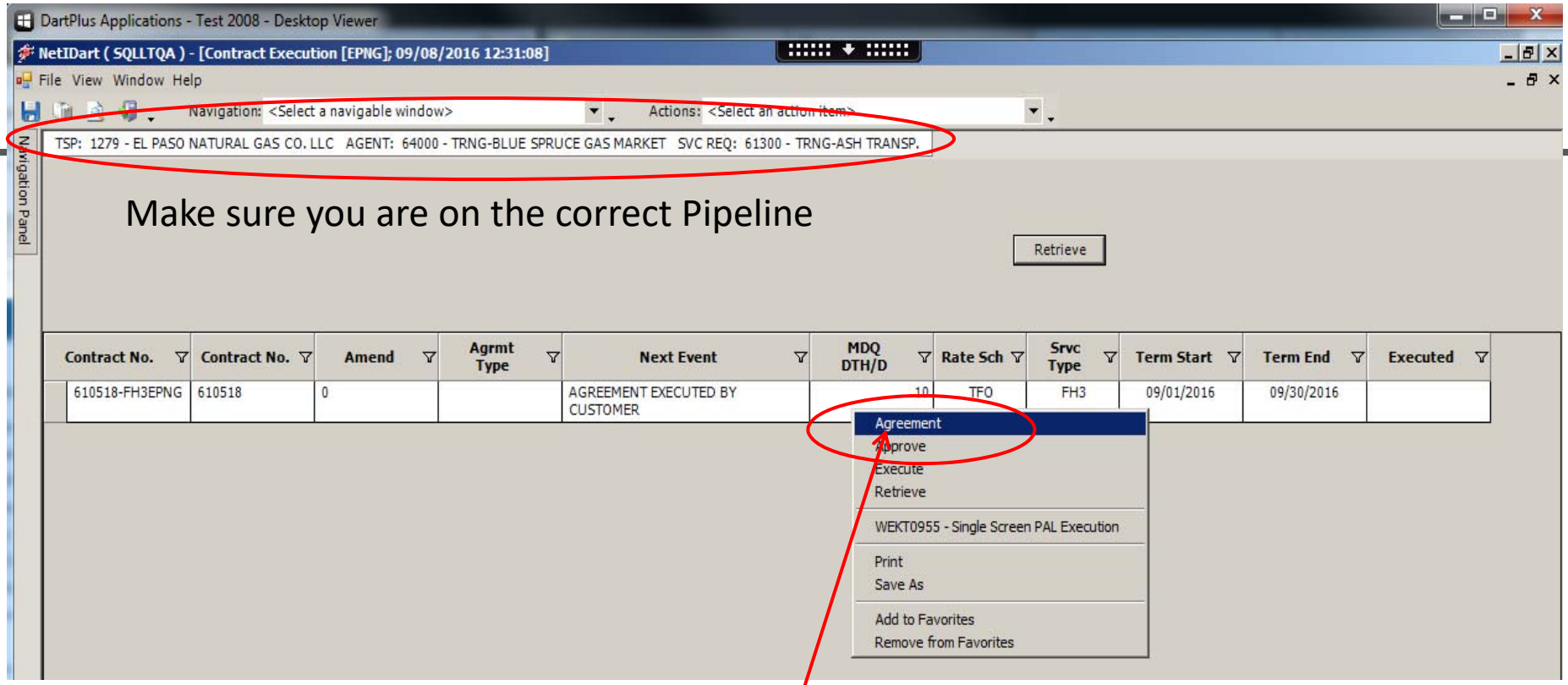
The User must have Contract Execution rights in order to execute

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.

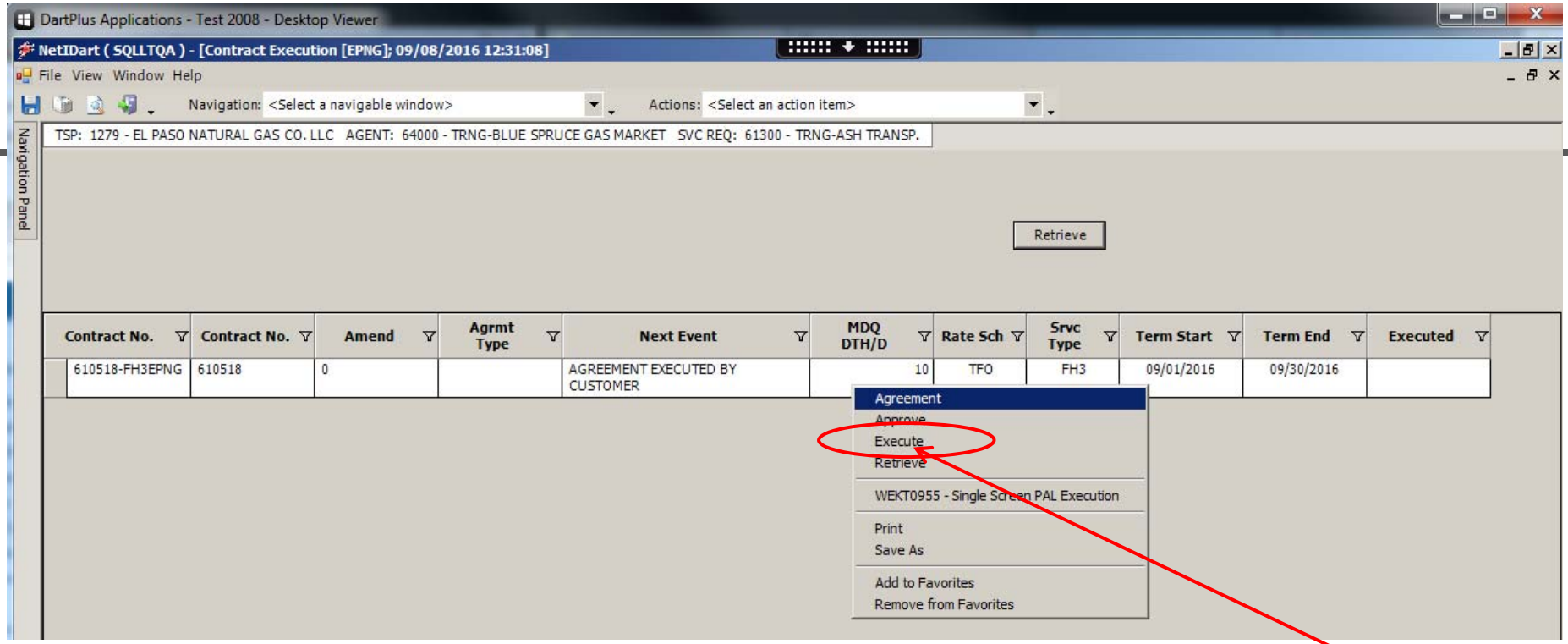

Navigation Panel
Favorites
Nominations
Flowing Gas
Invoicing
Capacity Release
Contracts
Service Request
Agency
Preferences
EDI
Misc
Security Administration
Change Password
Kinder Hawk
Logout
Informational Postings
Site Map
Log into DART
Open the navigation panel

Contract Execution





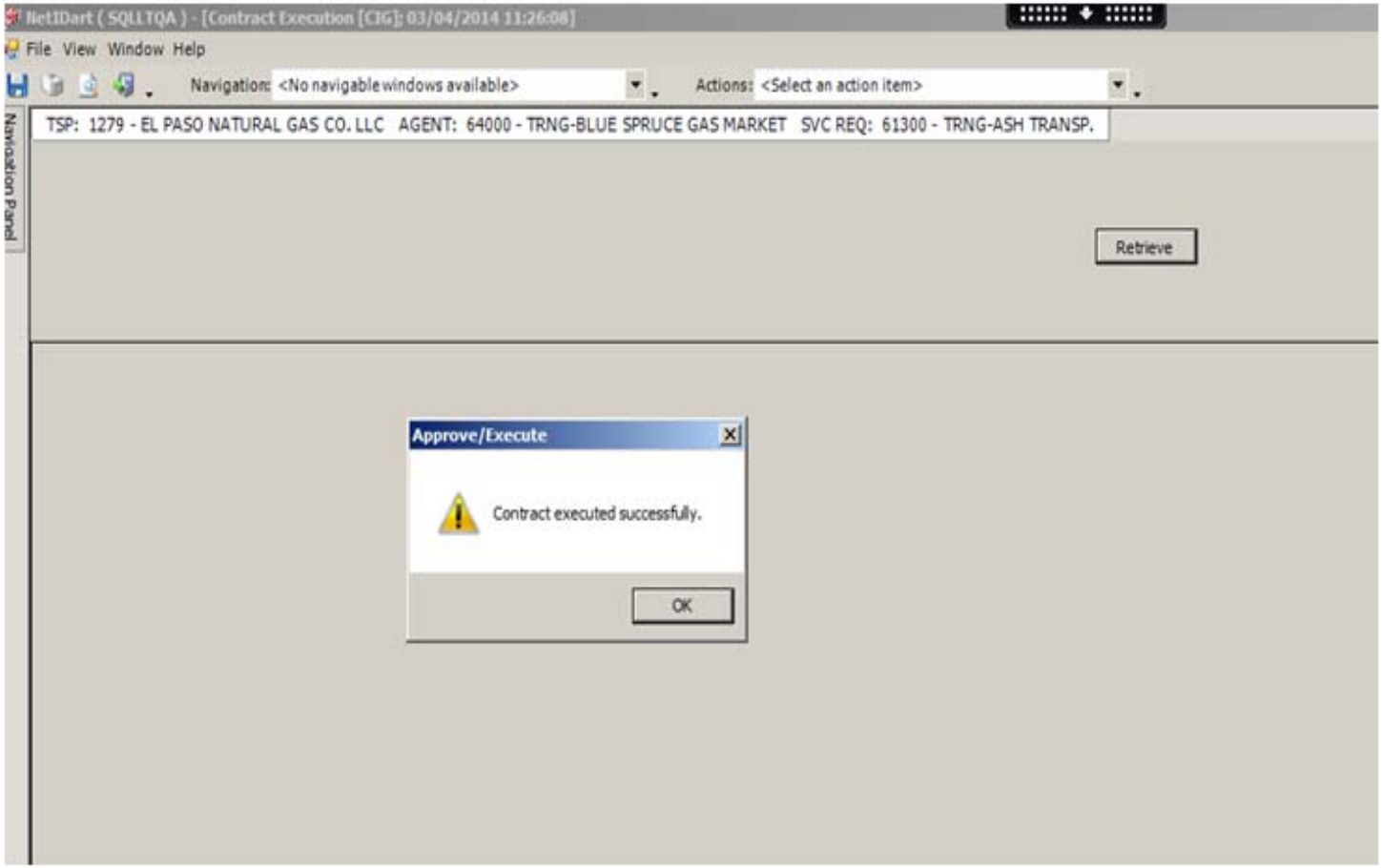
- ❑ Hit retrieve
- ❑ Select the contract row
- ❑ Right-click and select Agreement to view the word document



- 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.



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Thank You!

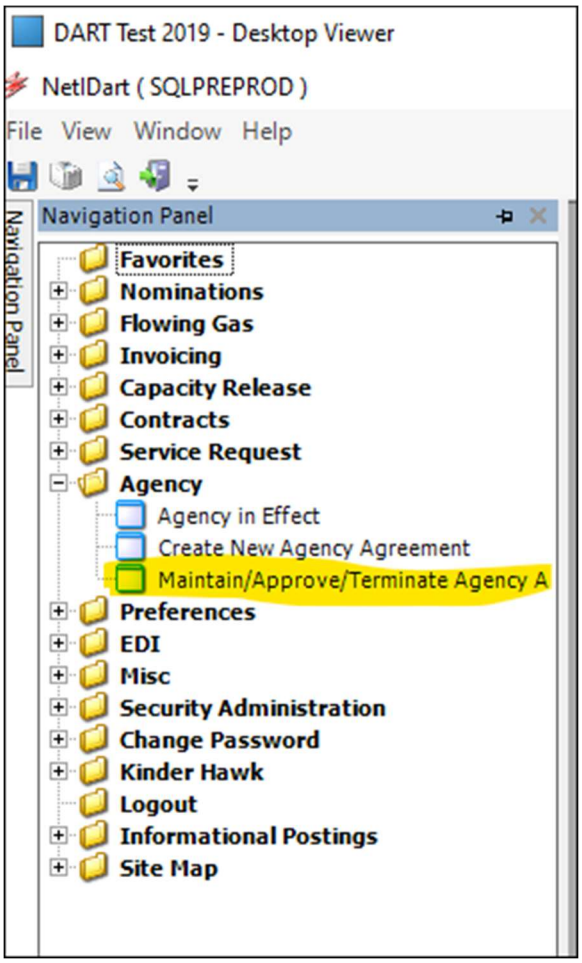
We appreciate your business!

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

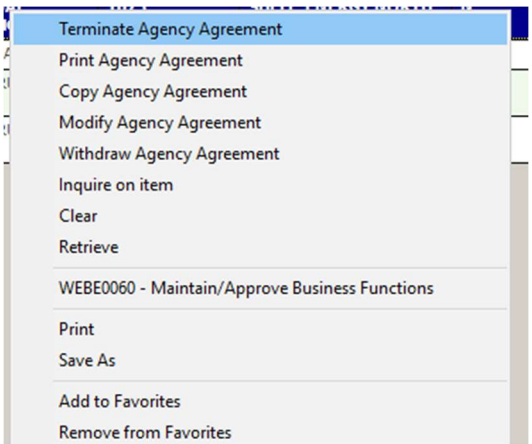
Terminating an Agency

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

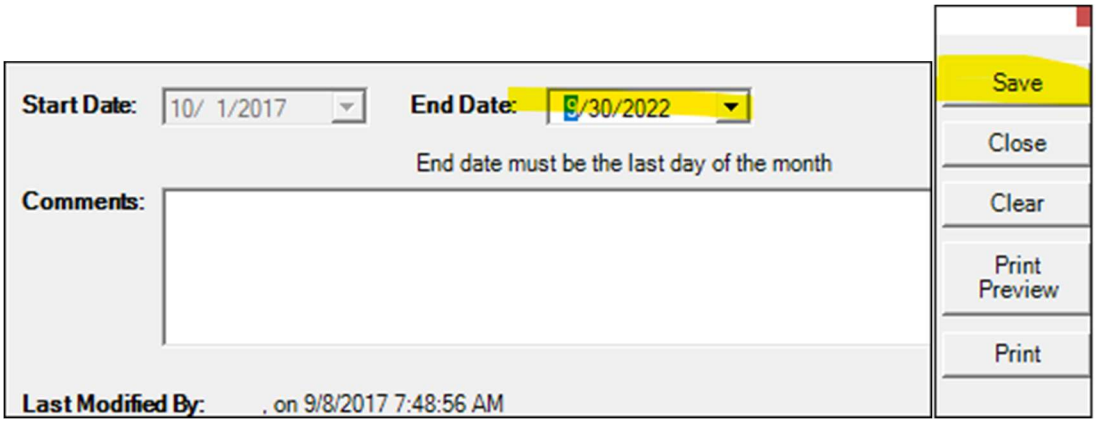


Once the screen comes up, you may need to toggle between the two radial buttons and select Retrieve.

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.



You will receive a pop-up message that says:

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.

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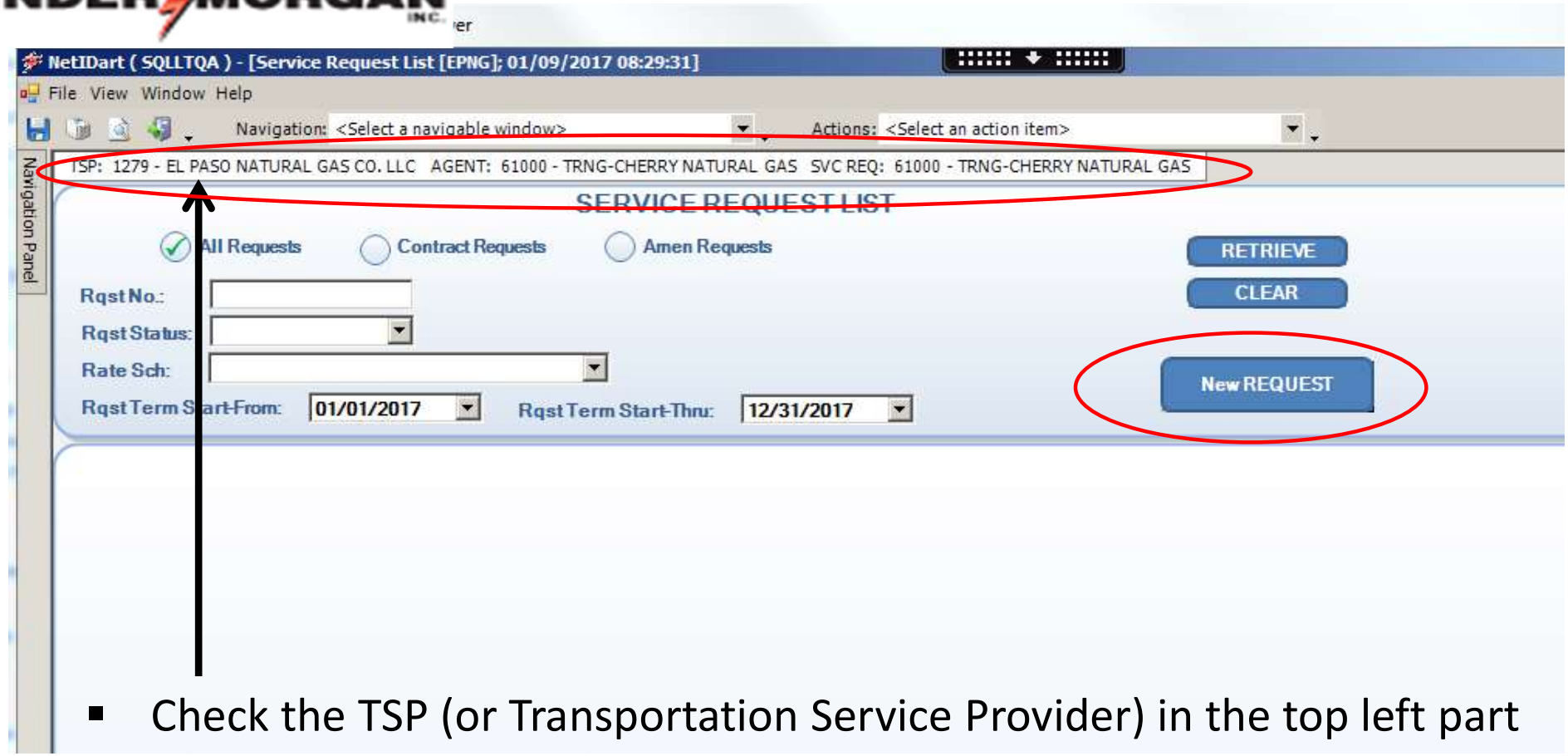
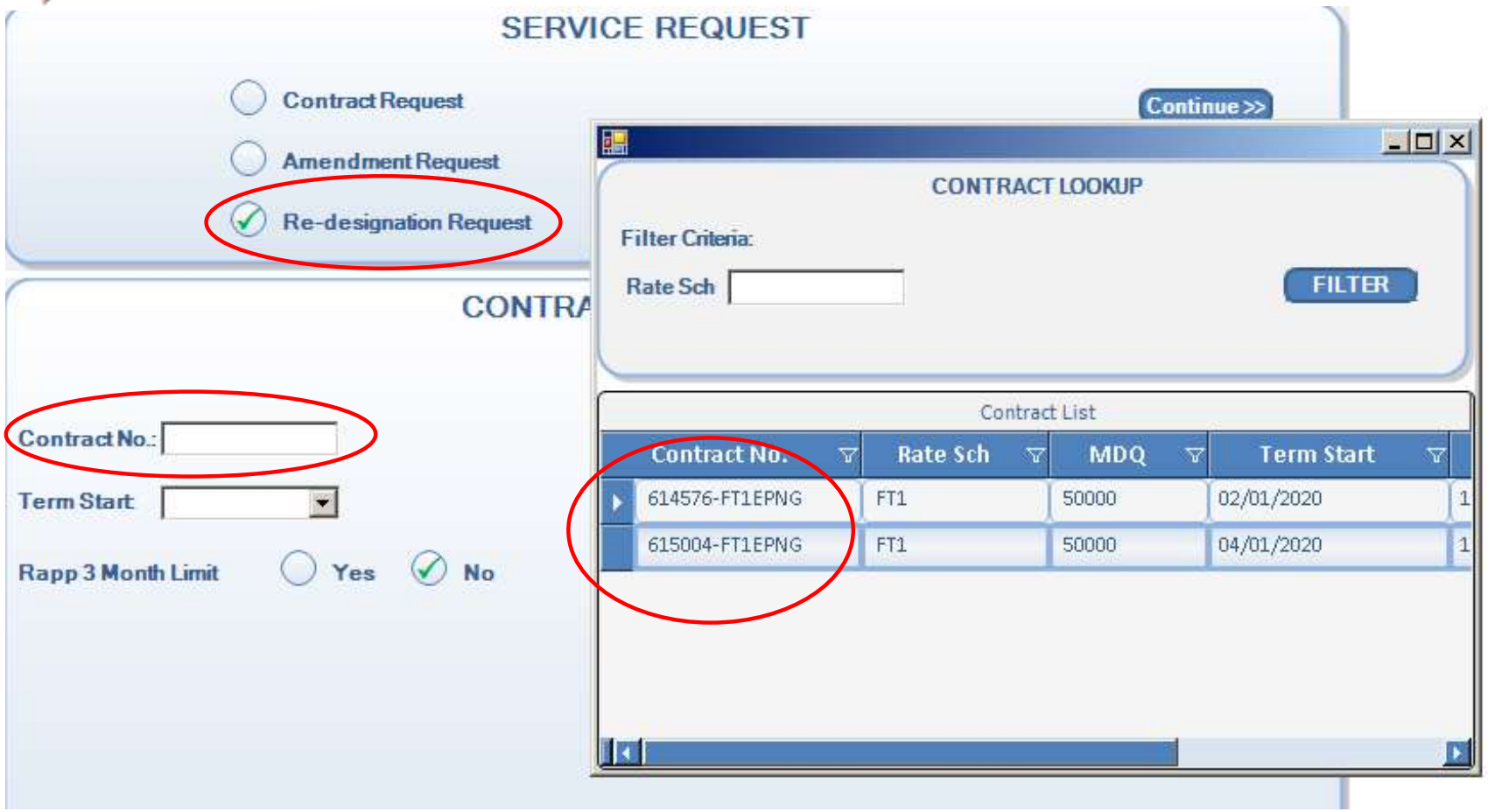
How to Process a Re-designation on EPNG

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



- 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



- 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

- 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 be 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

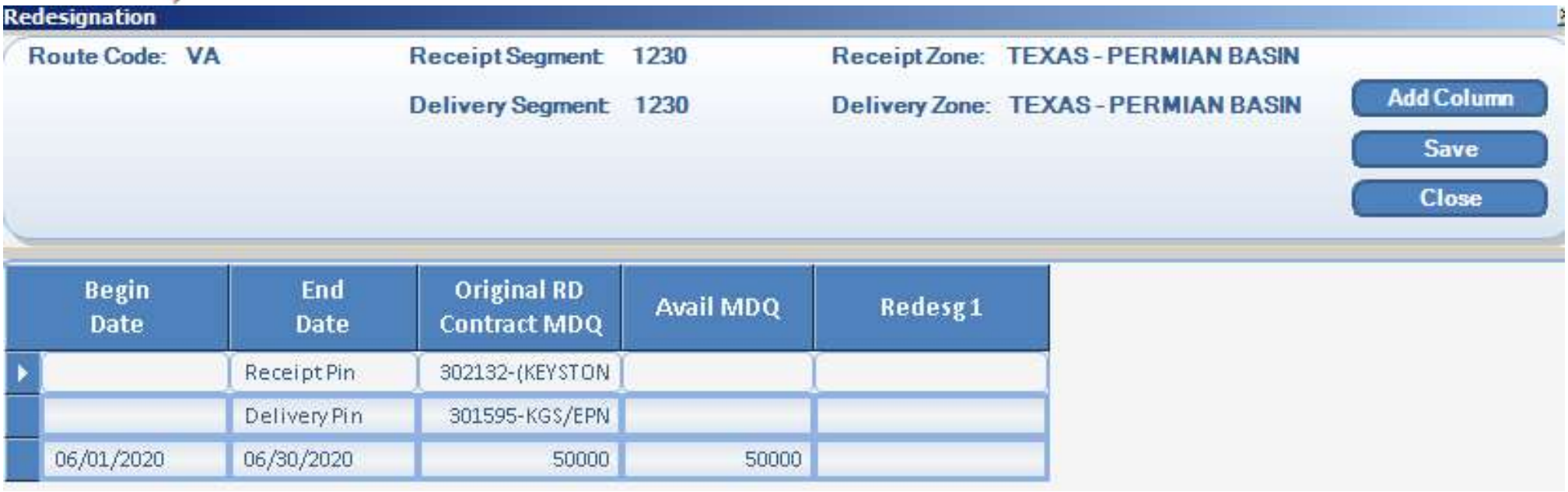
- Update the end date and/or select Retrieve

(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).



- A new window will appear

- Here you can re-designate your points

A firm Shipper may submit only <u>one</u> 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

You can filter by any criteria to look up a PIN. Here, the Id is used

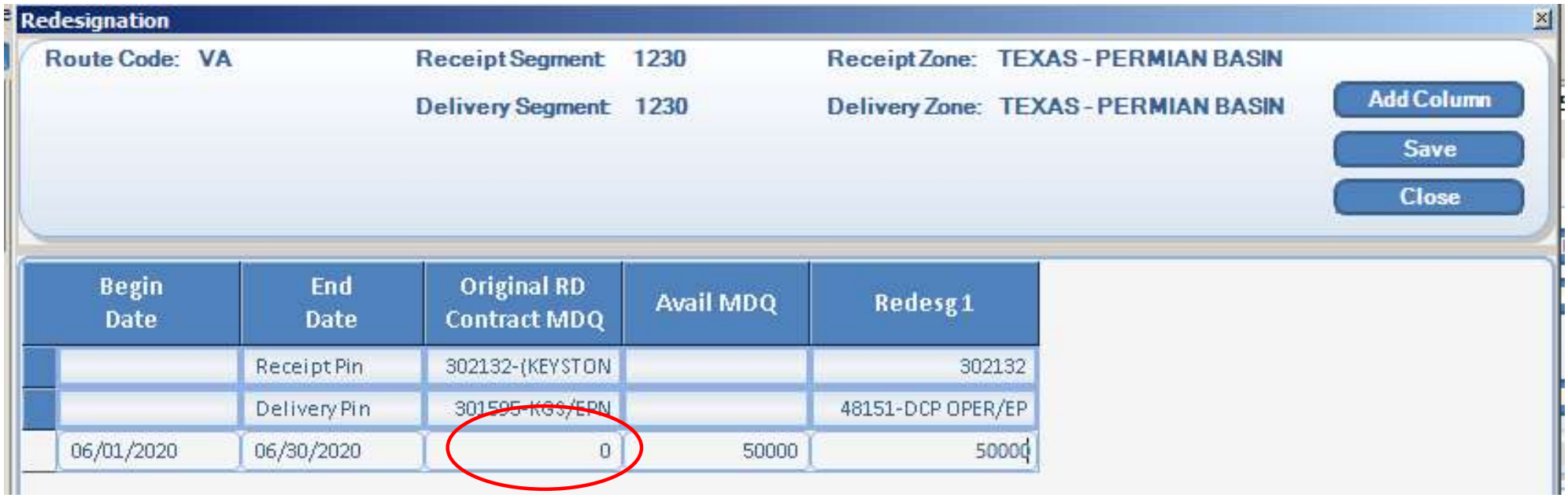
- Click Name Contains
- Type the name or part of the name in the Filter Criteria box
- Select Filter
- Double click on the row you want to use

- Enter the quantity you want to re-designate

- The quantities requested need to be equal amounts or equal percentages

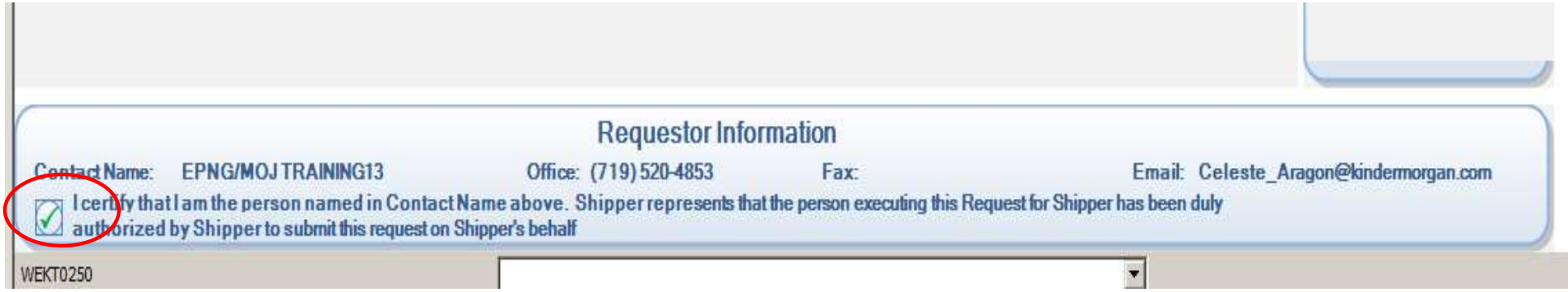
If you want different quantities for each month, you will need to submit separate requests for each month

Remember: you can only have <u>one</u> request submitted for the same contract at a time and the start date cannot be more than 3 months in the future



- 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

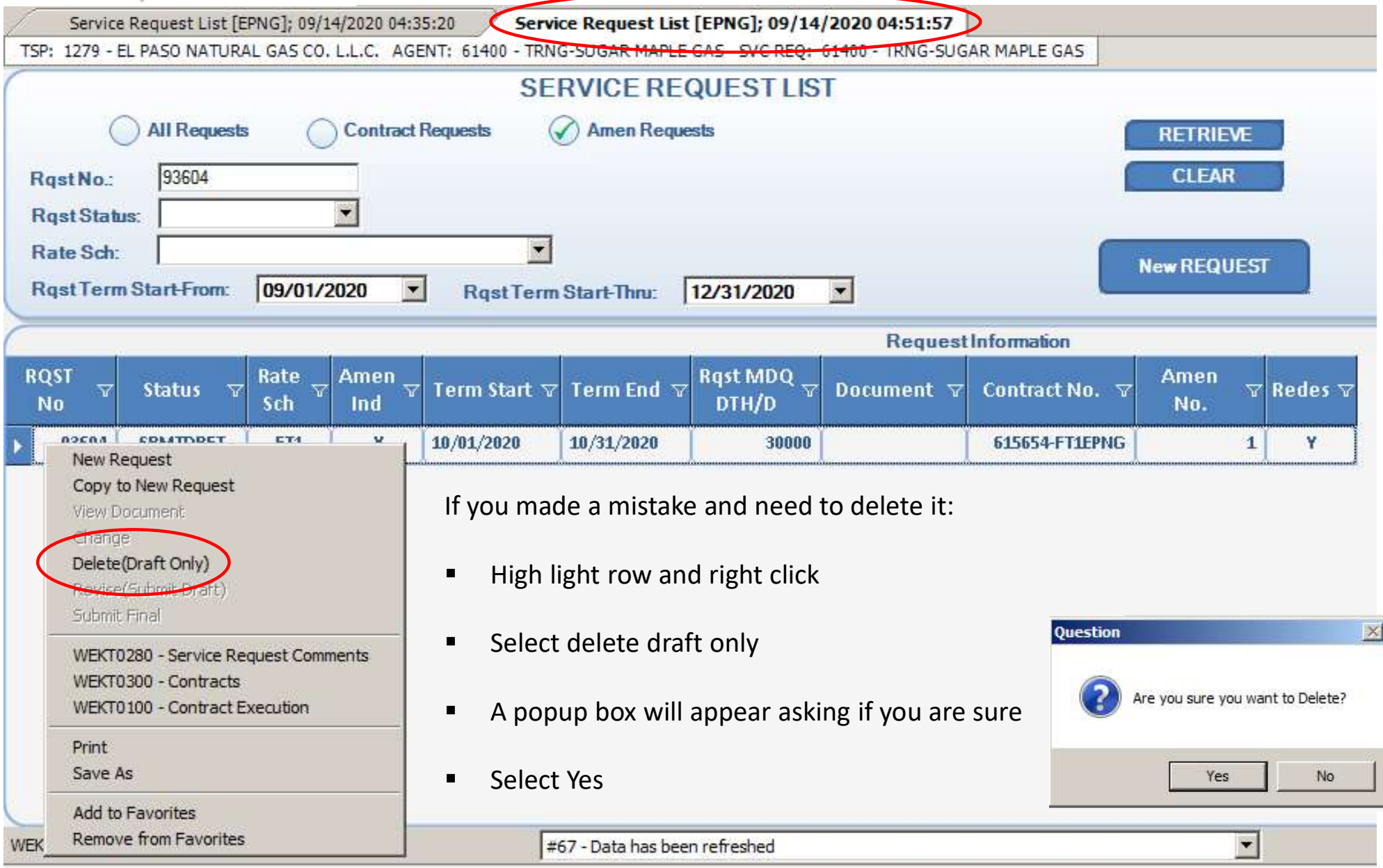
- Once the window closes, you will see the new and the old records in the lower grid
- The Route is copied from the old R/D pair combo and may change once it comes to us for approval
- If you are re-designating to a delivery location that has meters, you should indicate which meter you would like to 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



- Scroll all the way to the bottom
- Check the radio box certifying you have the rights to execute

- Scroll back up to the top
- Select Submit Draft

- 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



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

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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