

## DART Contracts and Capacity Release

## Regional Training/Workshop



# Agenda

- Login and General Navigation
- Viewing Contract Data
- Capacity Release
  - Creating/Copying Offers and Confirming Bids
    - Hands on Practice Session
  - Creating Bids, and Recall/Reput
    - Hands on Practice Session
- Viewing Converted Agency Data and end dates

Appendix

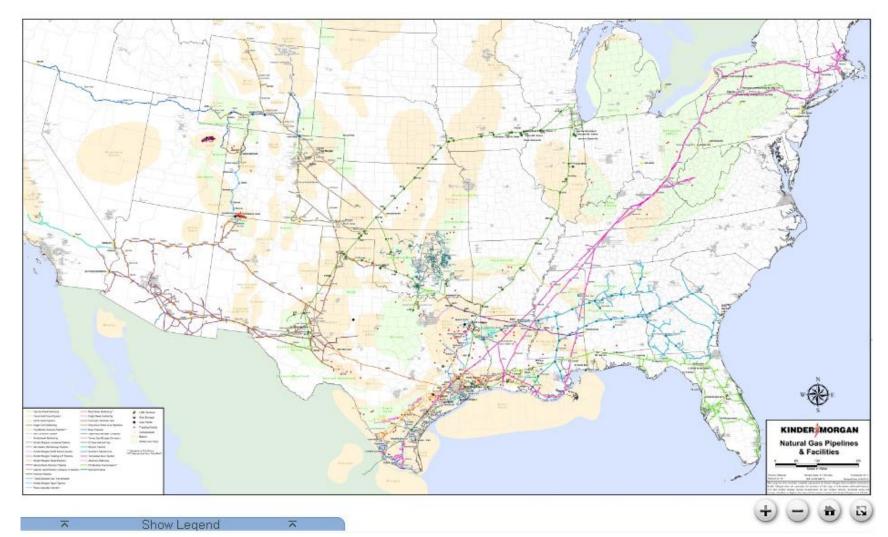
- NAESB 3.0 changes eff. 4/1/16
- Capacity Release Offer Statuses
- How to Enter a Higher Bid
- How to Match a Bid
- Alternate Point Requests
- Creating a New Agency



# Login and General Navigation





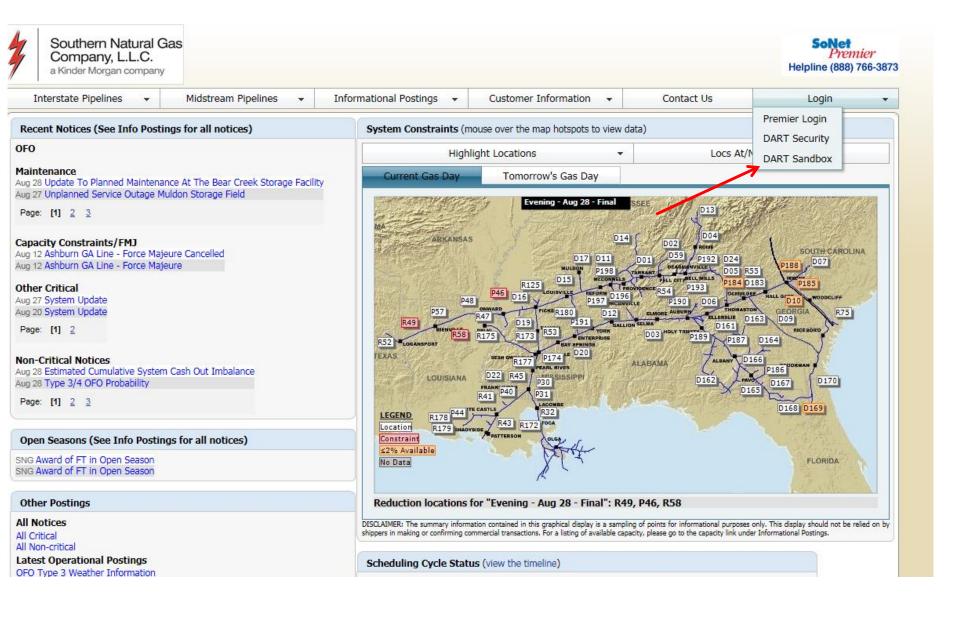


Web address - http://pipeline.kindermorgan.com

## KINDER

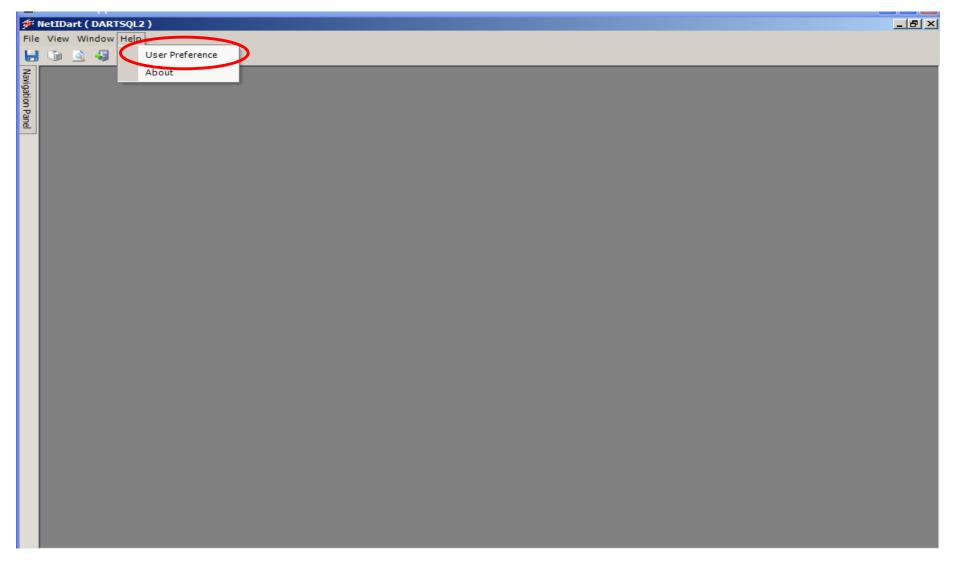
Interstate	Midstream	Expansion Projects
Cheyenne Plains Colorado Interstate Gas	Ruby Pipeline Sierrita Gas pipeline	get it there with Kinder Morgan
El Paso Natural Gas Horizon Pipeline KM Illinois Pipeline KM Louisiana Pipeline Midcontinent Express Mojave Pipeline	Southern Natural Gas / Southern LNG / Elba Express / Gulf LNG Tennessee Gas Pipeline TransColorado Gas Transmission Wyoming Interstate Young Gas Storage	
Natural Gas Pipeline		

Hover over Interstate and select Southern Natural Gas.



Log On to Win	idows
	Windows Server 2003 Enterprise x64 Edition
Copyright © 1985-2	2005 Microsoft Corporation Microsoft
User name:	
Password:	
Log on to:	KMDMZ
	OK Cancel Shut Down Options <<

Enter User name and password.



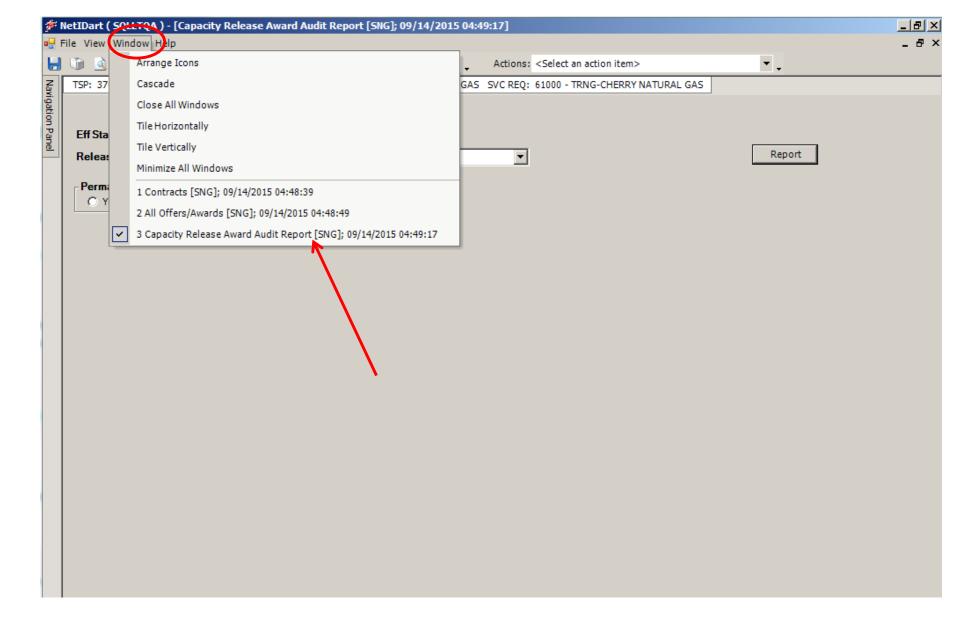
To automatically launch certain screens each time the user logs in, click Help and select User Preference.

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**Navigation Panel** 

Framework User Preference		
General Auto Launch		Save
Auto Launch 1:		
Auto Launch 2:	Contract Point Activity Contract Point Activity Contract Point Balance	
Auto Launch 3:	Contract Point Balance Contract Rates Contract Rollup	
Auto Launch 4:	Contracts Create Offer	
Auto Launch 5:	Create/Submit Bids Ctrct Point Balance Activity	
Auto Launch 6:	DA Master RCP Rollup Daily Contract Balance	
Auto Launch 7:	Daily Contract Path Summary Daily Contract Point Activity Daily Contract Point Balance	
Auto Launch 8:	Daily Contract Point Balance-KMIGT Daily Transport Contract Sum.	
eady	Discount Inquiry DSS Daily Storage Activity	
	Hour Average Report Hourly Nominations Details	
	Hourly Takes Monitoring Points List IBS Activity	
	Imbal Trd Conf (Stor Trans) Imbal Trd Notify (Stor Trans)	
	Imbalance Reporting	
	Imbalance Trade Adj Detail Informational Postings	
	Invoice	
	Invoice Summary KMI PDA%	

Click on the Auto Launch tab and select the desired screens. Click Save. The screens selected will automatically open when the user logs into DART.



Clicking Window will allow you to see and select any screen you have open. Click the screen you wish to navigate to.

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			ect a navigable window>	• •	Actions: <select action="" an="" item=""></select>	<b>•</b> •	
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ation	Contract No.:						
Navigation Panel	Rate Sch:		Term Start	Term End:			
<u>•</u>	Eff. From:	5/12/2015 💌	Eff. Thru: 5/12/2015 💌			Retrieve	

You also have the option to display all the screens open in a tab format. Click View and then Tab Manager.

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File	View Window	Help					
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ē	Rate Sch:		Term Start	Term End:			
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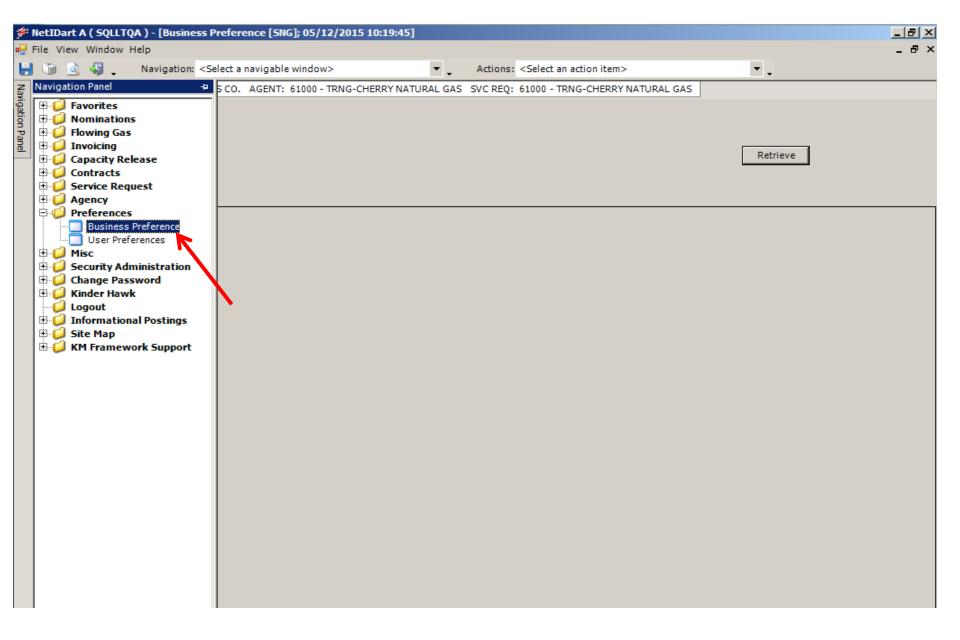
Open screens will display as shown above. Click the applicable tab to open the desired screen.



To set the default pipeline and default service requester, click the + sign to the left of Preferences and then click User Preferences.

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Navigation Panel	AFTER LOGIN, DEFAULT TO: TRANSPORTATION SERVICE PROVIDER (TSP): 3705 SOUTHERN NATURAL GAS CO. SERVICE REQUESTER (SVC REQ): 61000 TRNG-CHERRY NATURAL GAS	Save

Select the TSP default and the Service Requester default from the drop down and click Save.



To set up Business Preferences, click the + sign to the left of Preferences and select Business Preference. Right click and select New. 15

-			Preference [SNG]; 05/12/2015	5 10:19:45]
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Right click and select New. Input the contact information for each applicable category and click Save. Click Close.

Auto-populated Contact Information

Capacity Release Bids – contact information for prearranged bids Capacity Release Offers – all offers. This is also used for offer status change email notifications. Imbalance Trade/Storage Transfer – imbalance trades and storage transfers Nominations – Nominations

### **Email Notification**

Invoices - invoices are available to view

IOS Posting Notices - open season is posted. A link to the notice is embedded in the email.

Notices Critical – critical notice is posted. A link to the notice is embedded in the email.

Notices Cut - any scheduling or confirmation cuts after each cycle

Notices Intraday Bump – an intraday bump occurs

Notices Non-Critical – non-critical notice is posted. A link to the notice is embedded in the email.

Recall Email Notices – capacity is recalled.

ROFR Notices - ROFR open season is posted. A link to the notice is embedded in the email.

LDC Report – Not applicable to SNG



# **Viewing Contract Data**



# **Contract Changes**

### PREMIER

- Service Requester
  - DUNS number
- Location Prop
  - 030300
- Contract Number
  - FSNG999

### DART

- GID (Global Identification Number)
   9999
- PIN (Point Identification Number)
   630300
- Contract Number
  - 999999-MFTSNG

## **Contract Statuses**

### PREMIER

- N/A
- Pending
- Tendered
- Executed
- Active
- Inactive
- Withdrawn

### DART

- Draft
- Submitted
- N/A
- Executed
- Active
- Terminated
- Withdraw

### Master Contracts

PREMIER		DART	
Service Type	Type of Contract	Contract Type	Service Type
MFT	MASTER FIRM TRANSPORT	TFO	MFT
MFT	FIRM NO NOTICE	TFO	MFN
MFT	FIRM SMALL SHIPPER	TFO	MFTS
MFT	FIRM NO NOTICE SMALL SHIPPER	TFO	MFNS
MCSS	FIRM STORAGE	SFO	MCSS
MCSS	FIRM STORAGE SMALL SHIPPER	SFO	MCSS
PAL	MASTER PARK and LOAN	PAL	PAL

### Packages

PREMIER		DART	
Service Type	Type of Contract	Contract Type	Service Type
FT	FIRM TRANSPORT	TFO	FT
FTNN	FIRM NO NOTICE	TFO	FN
FT-SS	FIRM SMALL SHIPPER	TFO	FTSS
FTNN-SS	FIRM NO NOTICE SMALL SHIPPER	TFO	FNSS
CSS	FIRM STORAGE	SFO	CS
CSS-SS	FIRM STORAGE SMALL SHIPPER	SFO	CSSS

PREMIER		DART	
Service Type	Type of Contract	Contract Type	Service Type
IT	INTERRUPTIBLE TRANSPORT	TFO	IT
ISS	INTERRUPTIBLE STORAGE	SFO	ISS
POOL	POOL	AGG	POOL
PAL	PAL PARK	PAL	ROP
PAL	PAL LOAN	PAL	ROL
OBA	OPERATIONAL BALANCING	BAL	OPR

#### 🗩 NetIDart ( SQLLTQA )

File View Window Help



To view contractual data, open the Contracts folder by selecting the plus sign to the left of Contracts. Then, select Contracts.

* NetIDart ( SQLLTQA )					×
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🚽 🐚 🧕 🍕 🖕 🛛 Navigation: <select a="" navigable="" window=""></select>	<b>*</b> .	Actions: <select action="" an="" item=""></select>	•		
Contracts [5NG]; 07/06/2015 08:18:09				-	×
TSP: 3705 - SOUTHERN NATURAL GAS CO. AGENT: 62000 - TRNG-	MAPLE GAS SERVICES	SVC REQ: 62000 - TRNG-MAPLE GAS	SERVICES		
TSP /Company Information				÷	×
TSP: 3705 - SOUTHERN NATURAL GAS CO.	SVC REQ: 6200	0 - TRNG-MAPLE GAS SERVICES	Show All Svc Req		
AGENT: 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 7044 - GULF LNG ENERGY AND GULF LNG P					
8008 - KM KEYSTONE GAS STORAGE, L 15038 - COLORADO INTERSTATE GAS CO.					
26089 - KINDER MORGAN TEJAS PIPELINE					
WEKT0300			•		

Make sure the correct TSP and Svc Req is displayed. Defaults can be set-up in the Preferences folder. Both the TSP and Svc Req can be changed on the screen by hovering over the row.

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2	Contracts [SNG]; 06/23/2015 02:07:22	- x
	TSP: 3705 - SOUTHERN NATURAL GAS CO. AGENT: 62000 - TRNG-MAPLE GAS SERVICES SVC REQ: 62000 - TRNG-MAPLE GAS SERVICES	
<u> </u>		
	Contract No.: Contract Type: Rate Sch:	
-1	Contract Status:	
	Retrieve	
-		
	WEKT0300	

Filter by....

- Contract Number (ex. 123456)
- Contract Status (ex. Executed, Active, Terminated)
- Contract Type (ex. SFO, TFO, PAL, AGG)
- Rate Schedule (ex. MFT, MFN)

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File View Window Help

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igati	TSP: 3705 - SOUTHERN NATURAL GAS CO. AGENT: 62000 - TRNG-MAPLE GAS SERVICES SVC REQ: 62000 - TRNG-MAPLE GAS SERVICES	
ion Panel	Contract No.: Contract Type: Rate Sch:	
<u>œ</u>	Contract Status:	
		Retrieve

•	Contract ⊽ No. ▽	Rate Sch ▽	MDQ DTH/D ▽	Term Start ⊽	Term End ▽	Status 🖓	Contract Options ▽	Replacement Ctrct
	312749- FTSNG	FT	5,000	06/01/2015	05/31/2017	ACTIVE		(All) (Custom)
	312813- MFTSNG	MFT	0	06/01/2015	12/31/2049	ACTIVE		(Blanks) (NonBlanks)
	312816- MFNSNG	MFN	0	06/01/2015	12/31/2049	ACTIVE		N Y
	312818- ITSNG	П	1	06/01/2015	12/31/2049	ACTIVE		N
	312811- CSSNG	CS	40,385	07/01/2015	06/30/2018	ACTIVE		N
	312812- MCSSSNG	MCSS	40,385	07/01/2015	12/31/2049	ACTIVE		N
	312814- FTSNG	FT	7,000	08/01/2015	07/31/2017	EXECUTED		N
	312817- FNSNG	FN	11,000	09/01/2015	08/31/2019	EXECUTED		N
	312820- POOLSNG	POOL	1	07/01/2015	12/31/2049	ACTIVE		N
	312824- FTSNG	FT	200	09/01/2015	09/30/2015	EXECUTED		Y
	312826- FTSNG	FT	400	12/01/2015	12/31/2015	EXECUTED		Y
	312845- FTSNG	FT	200	02/01/2016	02/01/2016	EXECUTED		Y
	312848- FTSNG	FT	10	04/01/2016	04/01/2016	EXECUTED		Y
	313069- FTSNG	FT	200	09/01/2015	09/30/2015	EXECUTED		Y

No search criteria is required. If all filters are left blank, selecting Retrieve will display all contracts. Filter options also available on each column.

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	TSP: 3705 - SOUTHERN NATURAL GAS CO. AGENT: 62000 - TRNG-MAPLE GAS SERVICES SVC REQ: 62000 - TRNG-MAPLE GAS SERVICES	
ion Pan	Contract No.: Contract Type: Rate Sch:	
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	312749- FTSNG	FT		5,000	06/01/2015	05/31/2017	ACTIVE				N	
	312813- MFTSNG	MFT		0	06/01/2015	12/31/2049	ACTIVE				Ν	
	312816- MFNSNG	MFN		0	06/01/2015	12/31/2049	ACTIVE	Agreem Retriev				
	312818- ITSNG	Π		1	06/01/2015	12/31/2049	ACTIVE		310 - Detail		- Alta	
	312811- CSSNG	CS		40,385	07/01/2015	06/30/2018	ACTIVE	WEKT0	320 - Date Eff <del>&lt;</del>	<u>.</u>		ns
	312812- MCSSSNG	MCSS		40,385	07/01/2015	12/31/2049	ACTIVE		330 - Locations 335 - Locations I			
	312814- FTSNG	FT		7,000	08/01/2015	07/31/2017	EXECUT		680 - R/D Pairs 380 - Storage Ra	atchet	s	
	312817- FNSNG	FN		11,000	09/01/2015	08/31/2019	EXECUT	WEKT0	340 - Addresses 360 - Segments			
	312820- POOLSNG	POOL		1	07/01/2015	12/31/2049	ACTIVE	WEKT0	370 - Zones 🗧			
	312824- FTSNG	FT		200	09/01/2015	09/30/2015	EXECUT	WEKT0	390 - Amendmer 540 - Capacity R	lights		
	312826- FTSNG	FT		400	12/01/2015	12/31/2015	EXECUT	WKKT0	950 - LPS/PAL C	ontrac	t Point Date Effecti	ive
	312845- FTSNG	FT		200	02/01/2016	02/01/2016	EXECUT	Save A	s			
	312848- FTSNG	FT		10	04/01/2016	04/01/2016	EXECUT		Favorites e from Favorites			
	313069- FTSNG	FT		200	09/01/2015	09/30/2015	EXECUT				T	Т
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Contracts screen is an excellent starting point. Highlight a contract and right click to see the type of information available to view for the selected contract. 27

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WEKT0320 Row count: 3

#67 - Data has been refreshed

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The screen displays the MDQ of the contract, any released and/or recalled capacity and the available MDQ.  $$^{28}$$ 

Package level details can be viewed in the lower grid by selecting the radio button in the top grid.  $2^{28}$ 

#### 🗩 NetIDart ( SQLLTQA )

WEKT0330

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	TSP:	3705 - SOU	THERN NATUR	AL GAS CO.	AGENT: 62000 - TRN	G-MAPLE C	GAS SERV	ICES SVC	REQ: 620	00 - TRNG-	MAPLE	GAS SERV	ICES							
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	9	823400	820		NTA/SNG ONEONTA RSON		D	Y	N	6	,000		400	5,600	5	,600		0		
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ľ	0	910600	624558	AUST	ELL/SNG AUSTELL #1	DOUGLAS	D	Y	N		350		50	300		300		0		
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		630000	41572	00	340	09/01/20		9/04/2015		5,000		400		500	4,600		N		0	
		630000	41572	00	340	09/05/20		9/30/2015		5,000		400		500	4,600		N		0	
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$\left  \right $		630000	41572	00	340	02/01/20		2/01/2016		5,000		0		000	5,000		N		0	
1		030000	415/2	00	340	02/01/20	10 02	2/01/2010		3,000		•	э,	00	3,000		IN		<u>ا</u>	

Locations screen displays all receipt and delivery points on the contract as of a particular effective date. Date effective point records can be viewed by selecting the radio button to the left of a particular point. 29

#67 - Data has been refreshed

Main Grid Row Count: 6 Detail Grid Row Count: 11

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### 🗩 NetIDart ( SQLLTQA )

File	View	Window	Help					
۲		à 🤑	Navigation:	<select a="" navigable="" window=""></select>	•	Actions: <select action="" an="" item=""></select>	▼ .	
Zaj		Contracts	[SNG]; 07/06/201	5 09:03:17 Date Eff [SNG]; 0	7/06/2015 09:20:46	Locations [SNG]; 07/06/2015 10:13:20	Zones [5NG]; 07/06/2015 10:48:43	
ligat	TSP: 3	3705 - SO	UTHERN NATURAL	L GAS CO. AGENT: 62000 - TRNG-M	APLE GAS SERVICES	SVC REQ: 62000 - TRNG-MAPLE GAS SERVICES		
ion Pan	Contr	act No:	312813		Acct Mgr:			
•	Rate	Sch:	MFT		CSR:			
	Statu	<b>S</b> :	ACTIVE		MDQ:	0 DTH/D	Retrieve	
	Term	Start	6/1/2015	Term End: 12/31/2049	Effective Date:	10/ 1/2015		

7	Zone 🗸	Zone Name 🛛 🖓	MDQ DTH/D ▽	Net. Rel. D 🛛	Available 🏹	Virtual Qty 🛛 🖓	DDS Qty	DRS Qty 💎
•		Zone 0	7,000	0	7,000	0	0	0
Q	01	Zone 1	7,000	0	7,000	0	0	0
C		Zone 2	7,000	0	7,000	0	0	0
Q	03	Zone 3	0	0	0	0	7,000	7,000
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F	Zone	V	Eff. ⊽ From	Eff. ⊽ Thru ⊽	MDQ DTH/D ▽	Contract Net Rel D ▽	Available 🖓
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F	00		04/01/2016	04/01/2016	7,000	0	7,000
	00		02/02/2016	03/31/2016	7,000	0	7,000
	00		02/01/2016	02/01/2016	7,000	0	7,000
	00		01/01/2016	01/31/2016	7,000	0	7,000
	00		12/01/2015	12/31/2015	7,000	0	7,000
	00		10/01/2015	11/30/2015	7,000	0	7,000
W	EKT0370	Mair	n Grid Row Count: 4	Detail Grid Row Cou	nt: 11 #67 - Da	ta has been refresh	ed

Zones screen displays the MDQ, Net released, and Available MDQ for each zone as of a particular effective date.

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ion Par	Co	onti	act No.:	3128	13-MFTSNG				Acct Mgr	:								
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Enter the Effective Date and Retrieve. The volume displayed is the "in the Path" capacity at the beginning of the segment. If the upstream segment is 0, there is a primary receipt meter in the segment.

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	10	1	011	8.81	69.90	0	7,000	7,000		10/01/2015	11/30/2015	0		0	00	
	10	1	012	0.00	16.00	0	7,000	7,000		10/01/2015	11/30/2015	0		0	00	
	20	1	021	69.90	130.00	0	7,000	7,000		10/01/2015	11/30/2015	0		0	00	
	25	1	025	130.00	130.05	0	7,000	7,000		10/01/2015	11/30/2015	0		0	01	
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L											7					
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The Capacity Rights screen displays in-path and out-of-path rights in all pipeline segments as of a particular date. Users can filter by segment.

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Narrow down to a particular segment to view path rights in that segment.

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Example where the entire segment is out-of-path.

#### 🗩 NetIDart ( SQLLTQA )

File View Window Help

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	312749- FTSNG	FT	5,000		05/31/2017	ACTIVE		WEKT0380 - Storage Ratche WEKT0340 - Addresses	ets			
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	312818- ITSNG	п	1	06/01/2015	12/31/2049	ACTIVE		WEKT0540 - Capacity Rights WKKT0950 - LPS/PAL Contra				
	312811- CSSNG	CS	40,385	07/01/2015	06/30/2018	ACTIVE		Print Save As				
	312812- MCSSSNG	MCSS	40,385	07/01/2015	12/31/2049	ACTIVE		Add to Favorites				
	312814- FTSNG	FT	7,000	7,000 08/01/2015		EXECUTED		Remove from Favorites				
	312817- FNSNG	FN	11,000	09/01/2015	08/31/2019	EXECUTED		N				
	312820- POOLSNG	POOL	1	07/01/2015	12/31/2049	ACTIVE		N				
	312824- FTSNG	FT	200	09/01/2015	09/30/2015	EXECUTED		Y				
	312826- FTSNG	FT	400	12/01/2015	12/31/2015	EXECUTED		Y				
	312845- FTSNG	FT	200	02/01/2016	02/01/2016	EXECUTED		Y				
	312848- FTSNG	FT	10	04/01/2016	04/01/2016	EXECUTED		Y				
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Contract Detail screen is useful at the Package level.

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	SERVIC	CEINFO	ORMATION				EVERGREEN					
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	MDQ:		7,000 DTH/D		Max Storage Volume:	0 DTH	Init Expire Date: 7/31/2017					
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ſ	EFTA IN Release Release CONTA Contact	er Name er Prop: ACT INF	E: FORMATION		Offer No: Phone Number: Fax Number:							
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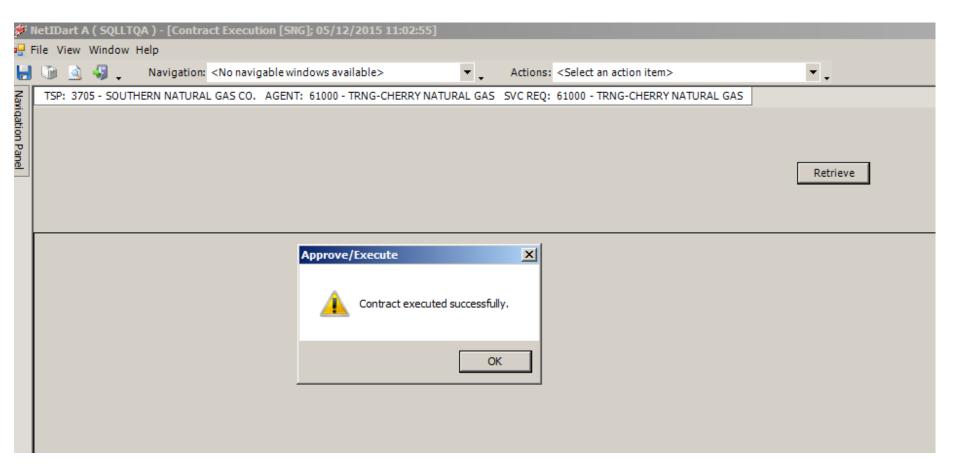
When viewing a replacement package, the releasing shipper and offer # is stored here. 36

Provide the second s	xecution [SNG]; 05/12/2015 10:57:15]	<u>_ 문 ×</u>
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	5 CO. AGENT: 61000 - TRNG-CHERRY NATURAL GAS SVC REQ: 61000 - TRNG-CHERRY NATURAL GAS	- ₽ ×

To execute a contract, click Contract Execution.

a View Window Help Actions < Select an action Remo The 7355-SOUTHENN NATURAL GAS CO. AGENT: 61000-TRNA-CHERYN NATURAL GAS SUCREQ: 6100-TRNA-CHERYN NATURAL GAS Contract No. V Amend V Amend V Amend V Amend V Accounted V V VIEW V VIEW VIEW VIEW VIEW VIEW VIE	NetIDart A ( SQLLTQA ) - [Contract Execution [SNG]; 05/12/2015 11:02:55]		
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Remove from Favorites		Add to Fav	vorites
		Remove fro	om Favorites

Click Agreement to display the agreement. Click Execute to execute the contract. The user must have Contract Execution security rights to execute.





### **Questions?**



# **Capacity Release**

- How to...
  - Create an OfferConfirm a Bid
  - -Copy an Offer

• Practice session



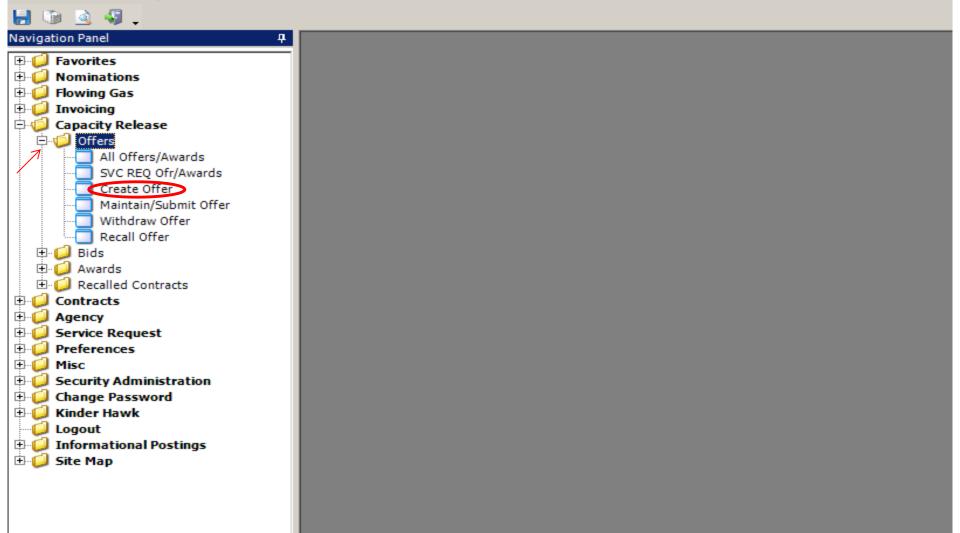
## How to Create a Capacity Release Offer



### 🗩 NetIDart ( SQLLTQA )

File View Window Help





From the Navigation Panel expand the Capacity Release and Offers folder and select Create Offer.

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	Rtn /		000		Rtn Addr	Name: TRNG-BL	UE SPRUCE GAS MA	RKET R	tn Addr: 0		
_	Rele	aser Prop: 6	1000		Releaser	r Name: TRNG-BL	UE SPRUCE GAS MA	RKET R	eleaser: 0		
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				Seasnl	<b>St</b> 1/1		Seasnl End: 12	/31	Seasni Na	ame: ANNU	IAL
		Rel K		Rate Sch	V	K Term Start ♥	K Term End ♥	Qty-K	Avail Qty-K	Releases Outstanding	
	O	460041-MFTS	IG MFT			07/01/2015	12/31/2049	7,500	7,500	0	
	O	460044-MFNS	IG MFN			07/01/2015	12/31/2049	250	250	0	

This opens the Create Offer screen. Only active contracts as of the Release Start Date AND rate schedules which can be released will display on this window.

Column headings provide resourceful information as it pertains to each contract (i.e. Avail Qty-K which shows the available quantity that can be released as of the Release Start Date selected).

\*\*The Rel St Date will always default to the first day of the current month. \*\*The Avail Qty-K takes into consideration AWARDED offers ONLY.

Retrieve
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AL

Select the contract you want to release from. Right click, and select "Create New Offer".

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Z	Offer Detail SNG	]; 07/24/2015 11:	03:22					
ġ.	TSP: 3705 - SOUTHER	N NATURAL GAS CO.	. AGENT: 64000 - 1	TRNG-BLUE SPRUCE GAS MARK	ET SVC REQ: 6	64000 - TRNG	-BLUE SPRUCE GAS MARKET	
nation Pane	TSP Prop:	3705	TSP Name:	SOUTHERN NATURAL GAS CO	).	TSP: 6	5900518	Continue
_	Rtn Addr Prop:	64000	Rtn Addr Name:	TRNG-BLUE SPRUCE GAS MAR	RKET	Rtn Addr: 0	)	
	Releaser Prop:	64000	Releaser Name:	TRNG-BLUE SPRUCE GAS MAR	RKET	Releaser: 0	)	
	Offer No:	90027	Status Prop:			Status: (	Driginal	
	Rel K:	460041-MFTSNG	Rate Sch: MFT	Rel KQty: 0		Meas Basis	s Desc: Million BTU's	
			Mkt Based Rate I	nd: N				
	[1] Rel Contact	$ \rightarrow $	Rel Ph	ione:				
		, ,		1.				
	[2] Rel St Date:	7/24/2015 💌	Rel End Date:	<b>•</b>				
	Shorter Term:	N 💌 Releasing	g Shipper will not acce	ept bids for less than the full term	n			
	Min Term:	(days)	Offer Calcula	ted Min Term:				
	Rate Sch:	MFT						

This opens the Offer Detail screen. The Offer number is shown in the header.

Section 1: Enter the Rel Contact and Phone. Or, under Business Preferences, you can add a Primary Rel Contact so this info. will auto-populate.

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igati	TSP: 3705 - SOUTHER	N NATURAL GAS CO.	AGENT: 64000 - 1	TRNG-BLUE SPRUCE GAS MARK	CET SVC REQ: 64	1000 - TRNG-BLUE S	PRUCE GAS MARKET	
Navigation Panel	TSP Prop:	3705	TSP Name:	SOUTHERN NATURAL GAS CO	р. т	TSP: 6900518		Continue
<u>o</u>	Rtn Addr Prop:	64000	Rtn Addr Name:	TRNG-BLUE SPRUCE GAS MAR	RKET I	Rtn Addr: 0		
	Releaser Prop:	64000	Releaser Name:	TRNG-BLUE SPRUCE GAS MA	RKET I	Releaser: 0		
	Offer No:	90027	Status Prop:		:	Status: Original		
	Rel K:	460041-MFTSNG	Rate Sch: MFT	Rel KQty: 0	l l	Meas Basis Desc:	Million BTU's	
			Mkt Based Rate I	nd: N				
	[1] Rel Contact	[	Rel Ph	ione:				
	[2] Rel St Date:	7/24/2015	Rel End Date:					
	Shorter Term:	N 💌 Releasing	g Shipper will not acce	ept bids for less than the full term	n			
	Min Term:	(days)	Offer Calcula	ted Min Term:				
	Rate Sch:	MFT						

Section 2: The Rel St Date defaults to today's date. Be sure to update the Rel St Date and End Date.

FN can be released as FT by changing the Rate Schedule from MFN to MFT.

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riga	TSP: 3705 - SOUTHERN N	ATURAL GAS CO. AGENT: 64000 - TRNG-BLUE SPRUCE GAS MARKET SVC REQ: 64000 - TRNG-BLUE SPRUCE GAS MARKET
9		
Navigation Panel	[3] Offer MDQ Varies:	O Yes ⊙ No <u>Release Type:</u>
<u>w</u>	Max Offer Qty-K:	0 (per day) Max Offer MSV: Primary Zonal (s) quantity
	Rel SR Less Qty De	Pooling Location sc: Releasing shipper will not accept bids for less than the full quantity
	Min Offer Qty-K:	0 (per day) Min Offer MSV: 0
		No default. Have to choose.
	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 recallable and reput must be taken by replacement shipper.
	Recall/Reput Terms:	Enter recall/reput terms here
	Recall Notif Timely:	Yes ▼ Recall Notif EE: Yes ▼ Recall Notif Eve: Yes ▼
	-	
	Recall Notif ID1:	Yes  Recall Notif ID2: Yes
	Bus Day Ind:	N Recall notification is not limited to a business day
	Prearr Deal Desc:	Offer is subject to a prearranged deal
	Bidder Prop:	Bidder Name: Bidder:
	Repl SR Role Ind:	OTH (Other)

<u>Release Type for Firm Transportation</u>: Primary-to-Primary; Zonal; Pooling Location

<u>Release Type For Firm Storage</u>: MSQ only; MDWQ/MDIQ only in tariff proportions; MSQ and MDWQ/MDIQ in tariff proportions.

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vigat	TSP: 3705 - SOUTHERN N	ATURAL GAS CO.	AGENT: 64000 -	TRNG-BLUE SPRUCE	GAS MARKET SVC RE	Q: 64000 - TRNG-	BLUE SPRUCE GAS MARKET		
ğ									
Navigation Panel	[3] Offer Varies:	O Yes (	• No	Release Type:	Primary-to-Primary		<b>•</b>		
<u>w</u>	Max Offer Qty-K:	0	(per day)	Max Offer Qty-K:	0	Loc/QTI Desc:	Delivery point(s) quantity		
	Rel SR Less Qty De	sc: Releasing shi	ipper will not accep	t bids for less than the	full quantity				
	Min Offer Qty-K:	0	(per day)	Min Offer Qty-K:	0				
	Perm Rel Desc:	Capacity is not bei	ing permanently rel	eased	<u> </u>				
	Prev Rel Desc:	Offer does not cor	ntain any capacity v	which was previously re	eleased				
	Recall/Reput Desc:	Capacity recallable	e and reput must be	taken by replacemen	t shipper. 💌				
	Recall/Reput Terms	Enter recall,	🔚 Customer Lo	okup					<u>_ 🗆 ×</u>
			Filter Criteria S	election					
					tains C Duns Id C	Name Starts With	O Lacy ID O Lacy N	ame Contains	
	Recall Notif Timely:	Yes 🔻 Rec							
	Recall Notif ID1:	Yes V Red	Pipeline Preferr		riteria:		ID: UQ - UNIQUE ID	Filter	
	Bus Day Ind:	N V Recall				Lgcy Dys	10.104 0.44605.10		
	-					Company	List		
	Prearr Deal Desc:	Offer is subject t							
	Bidder Prop:	1							
	Repl SR Role Ind:	OTH (Other)							

The Customer Lookup gives the releaser an opportunity to choose your filter criteria. Choose the radio button of the desired selections, enter your filter criteria, and then select FILTER.

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/igat	TSP: 3705 - SOUTHERN N	NATURAL	GAS CO. AGENT: 64000	- TRNG-BLUE SPRUCE	GAS MARKET SVC RE	Q: 64000 - TRNG-B	LUE SPRUCE GAS MARKET	
Navigation Panel	[3] Offer Varies:	O Ye	s 🛈 No	Release Type:	Primary-to-Primary		<b>_</b>	
<u> </u>	Max Offer Qty-K:	0	(per day)	Max Offer Qty-K:	0	Loc/QTI Desc:	Delivery point(s) quantity	
	Rel SR Less Qty De	sc: Rele	asing shipper will not accep	ot bids for less than the	full quantity			
	Min Offer Qty-K:	0	(per day)	Min Offer Qty-K:	0			
	Perm Rel Desc:	Capacity	is not being permanently re	eleased	<b>-</b>			
	Prev Rel Desc:	Offer doe	s not contain any capacity	which was previously r	eleased			
	Recall/Reput Desc:	Capacity	recallable and reput must b	e taken by replacemen	t shipper. 💌			
	Recall/Reput Terms	: Ent	er recall/reput terms here				<u> </u>	
			_				<u>v</u>	
	Recall Notif Timely:	Yes 💌	Recall Notif EE: Ye	Recall Notif	Eve: Yes 💌			
	Recall Notif ID1:	Yes 💌	Recall Notif ID2: Ye	es 💌				
	Bus Day Ind:	N 💌	Recall notification is not I	imited to a business da	y			
	Prearr Deal Desc:	Offer is s	ubject to a prearranged de	al	•	[		
	Bidder Prop:	63000	Bidder Name:	TRNG-ELM GAS PRO	DUCTS	Bi	idder: 0	
	Repl SR Role Ind:			<b>•</b>	_			
	Disc Ind Desc:	AMA (As	set Management Arrangem	ent)				
		OTH (Oth		ed do not inclu	da estas	1		

The Repl SR Role Ind is a mandatory field and releaser must choose an option. If the release is neither AMA or RCP, the indicator should be set to "Other".

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ion Par	Disc Ind [	Desc		
ne		0	The rates associated with the capacity being released do not include rates discounted by the Transportation Service Provider.	
		0	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. Nominations to points that are not listed as a discounted or negotiated rate point in the discount or negotiated rate agreement will	
		0	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. Nominations to points that are not listed as a discounted or negotiated rate point in such discount or negotiated rate agreement	

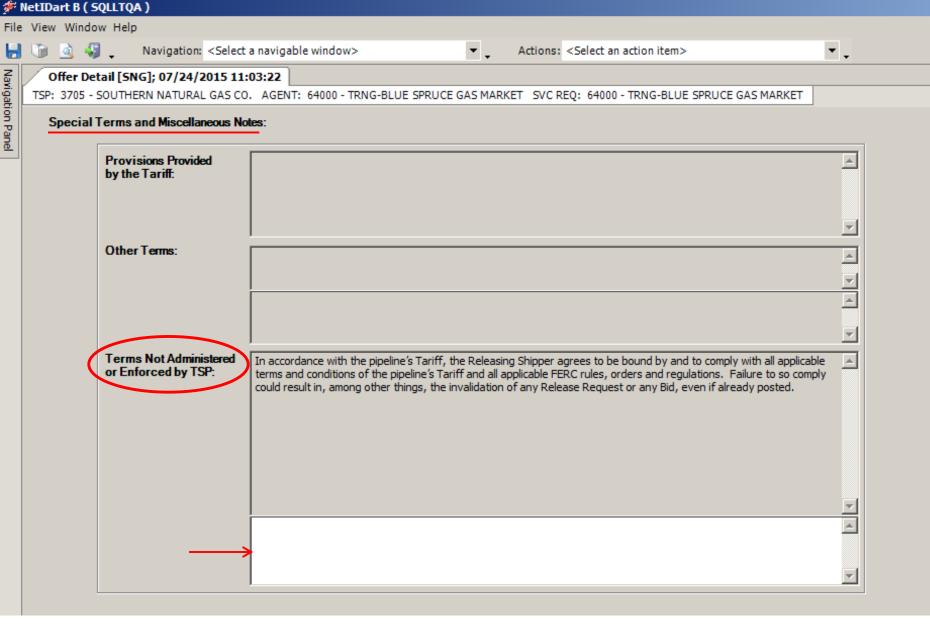
Choose the desired Discount Indicator Description.

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	[4] Bid Deal Desc: Post for 1 Hour? Display this Release	Biddable deal  Ves  Prior to Bidding? No		/24/2015 💌 /24/2015 💌	Bid Per St Time: Bid Per End Time: Rel Req Post Time:	12:00:00 13:00:00	
	[5] Rel SR Contng Desc:				's point of view.	[	
	Contng End Date: Rel SR Contng Terms:		ntng End Time:			 ▼	
	[6] Right to Amend Prima	ry Points Indicator Descriptio	m: No	•			

User can select the Bid Period start and end date.

If the post for 1 hour field is set to "Yes", the Bid Period Start and End Dates will default to today's date, and the start and end times from 12 noon to 1pm. If you change the Bid Per St Date field, the Bid Per End Dt field will adjust to the same corresponding date. The Start and End Times will always be from 12 noon to 1pm respectively.

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ل Offer Detail [SNG]; 07/24/2	2015 11:03:22		
ชื่อ TSP: 3705 - SOUTHERN NATURAI	L GAS CO. AGENT: 64	000 - TRNG-BLUE SPRUCE GAS MARKET SVC REQ: 64000 - TRNG-BLUE SPRUCE GAS MARKET	
Offer Detail [SNG]; 07/24/2 TSP: 3705 - SOUTHERN NATURAL [7] Rate Form/Type Desc:	Reservation charge only		
IBR Ind:	N	Reservation charge only Best of reservation or volumetric charge, where both can be specified by bidder	
Min Vol Pct Eval: N	lo	Min Acpt Vol Pct	
Rel Acpt Bid Basis Desc:	Non-Index-Based Releas	se - Absolute dollars and cents per unit basis  Min Acpt Pct	
Bid Eval Ind Desc:	Present Value	Non-Index-Based Release - Absolute dollars and cents per unit basis	_
Bid Eval:		Non-Index-Based Release - Either Non-Index-Based Release - Percentage of maximum tariff rate	
Bid Tie-breaking Method:	Pipeline's Tariff Reference	Le If selection is "Releasor's Method Described", it must be fully described in "Special Terms and Miscellaneous Notes".	
Bid basis descriptions in detail		DartNetCapacityRelease       X         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 three 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 bewered 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 Bider's Bid 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.         (3) "Non-Index-Based Release -Either" - If you are indifferent, this selection should be chosen.	53



Section [7] Cont'd: Any special terms can be entered in the 3<sup>rd</sup> section of the Special Terms and Miscellaneous Notes: Terms Not Administered or Enforced by TSP.

[8] Cap Mkt Desc:	Marketing not requested			
Stand-aln Offer:	Yes 💌			
Not a Stand-alone Offer Terms and Conditions:			<u> </u>	
			T	
[9] Special Terms and Miscellaneous Notes- AMA Obligations:			<u> </u>	Save Continue Cancer
			-	WEKC6020 - Offer Errors
[10] Storage Inventory-				Print Save As
Conditioned Release Indicator.	N	Offer detail has been saved.		Add to Favorites Remove from Favorites
Special Terms and Miscellaneous Notes-			<u>^</u>	
Storage Inventory Conditions:		ОК		
			<b>V</b>	

[8] If marketing is requested, the releaser must contact their Account Manager to make this request.

[9] (If Applicable) Enter AMA terms.

[10] (If Applicable) Enter Storage Conditions.

To navigate to the Offer Locations screen, right click and select Continue. A message stating that the Offer detail has been saved will appear. Click OK and it will take you to the Offer Locations screen. <sup>55</sup>

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Nay	Master Offer Lo	cations DNG]	; 07/24/2015 02	:16:34					
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9									
anel	TSP Prop:	3705	TSP Name:	SOUTHERN NATURAL GAS (	со. <b>т</b>	SP:	6900518		Continue
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	Releaser Prop:	64000	Releaser Nar	me: TRNG-BLUE SPRUCE GAS M	ARKET R	eleaser:	0		
	Offer No:	90027	Rel K:	460041-MFTSNG	R	ate Sch:	MFT		
	Rel St Date:	9/1/2015	Rel End Date	c 9/30/2015	м	ax Offer Qty-K:			Clear
			<b>Release Type</b>	e: Primary-to-Primary					
	Offer Calculated	Total Receipt Q	ty:	Off	er Calculated Total	Delivery Qty:			
	Expand Grid								
ľ									
	Rel K	(Package #)	Y	Total Avail Prim Qty ∇	Total Receipt 🖓	Total De	livery Qty	Y	
	¥ _/	460041-MET	TSNG-460042	5000	0			0	
	÷ /		TSNG-460043	2500	0			0	
	±			2000					

**Primary-to-Primary example.** Release Type listed in header. All releasable packages on the Master will display in the grid. Users can "Expand Grid" to see all receipt and delivery points on all packages, or users can open the points on one Package at a time.

Total Avail Prim Qty factors in Draft, Submit, Invalid, and Awarded offers.

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rigat	TS	P: 3705 - SOUTH	ERN NATURAL GAS	S CO. AGE	NT: 64000 - TRNG-BLUE SPRU	CE GAS I	MARKET SVC REQ:	64000 - TRNG-E	LUE SPRUCE GAS	5 MARKE	T			
Navigation Panel	т	SP Prop:	3705	TSP Nam	ne: SOUTHERN NATUR	AL GAS	со. Т	SP:	6900518		Continue			
<u>•</u>		Rtn Addr Prop:	64000	Rtn Addr				tn Addr:	0					
		Releaser Prop:	64000	Release				eleaser:	0					
		Offer No:	90027	Rel K:	460041-MFTSNG			ate Sch:	MFT					
		Rel St Date:	9/1/2015	Rel End				lax Offer Qty-K			Clear			
		101 01 0 010.	5, 1, 2010	Release		-								
	_			Troibus s	Type. Thinking to thinking									
	C	Offer Calculated	Total Receipt Qty:			Of	fer Calculated Tota	I Delivery Qty:						
	E	xpand Grid												
ſ	[													
		Rel K	(Package #)	7	Total Avail Prim Qty	V	Total Receipt ▽	Total	Delivery Qty	V				
		2	460041-MFT5NG	G-460042		5000	600			600				
1	1						[							
			Loc Prop	7	Loc Name	A	Loc ⊽		Loc Zn	V	Loc Purp . Desc	<pre>✓ Avail Prim Qty-Loc</pre>	Avail Total 🕁 Qty-Loc	Max Offer Qty-Loc ♥
				601900	RGNCY FS/SNG SUGAR BOWL JACKSON	#7	41947	00 - Zone 0		1	Receipt Location	2,000	2,000	600
ļ	$\downarrow$			651320	EMP-EGT/SNG PERRYVILLE- CENTERPOINT		241385	01 - Zone 1		1	Receipt Location	3,000	5,000	0
				915202	HAWKINSV/SNG HAWKINSVI BLECKL	.LE #2	281076	03 - Zone 3		1	Delivery Location	5,000	5,000	600
						_								
		Rel K	(Package #)	V	Total Avail Prim Qty	V	Total Receipt ▽	Total	Delivery Qty	V				
	+		460041-MFTSN	NG-460043		2500	0			0				
							•							

Primary receipt and delivery points display in the grid.

Enter quantity in the Max Offer Qty-Loc field to release from that point. As quantities are entered, these totals will display in the Total Receipt Qty and Total Delivery Qty fields.

Total Receipt Qty must equal Total Delivery Qty for each Package.

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igati	TS	P: 3705 -	SOUTHER	N NATURAL GAS	CO. AGE	NT: 64000	- TRNG-BLUE SPRU	ICE GAS I	MARKET	T SVC REQ	: 64000 - TRN	G-BLUE SPRUCE GAS	S MA	RKET				
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anel		TSP Prop		3705	TSPNam		SOUTHERN NATU	RAL GAS	со.		TSP:	6900518		Continue	]			
		Rtn Addr		64000	Rtn Addr		TRNG-BLUE SPRU	CE GAS M	1ARKET		Rtn Addr:	0		Save In Draf	ft			
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	F	Rel St Da	te:	9/1/2015	Rel End I	Date:	9/30/2015				Max Offer Qt	у-К:	_		]			
					Release	Туре:	Zonal				Route (From	Zone / To Zone):			<b>•</b>			
	(	Offer Cal	culated To	tal Receipt Qty:				Of	fer Cal	culated To	tal Delivery Qt	v:	ZC	ONE 00 to Zone 00	<b>_</b>			
													ZC	ONE 00 to Zone 01 ONE 00 to Zone 02				
		Expand G											ZC	ONE 01 to Zone 01 ONE 01 to Zone 02				
Г	_	Xpanu G											- zo	ONE 01 to Zone 03	-			
			Rel K (F	ackage #)	V	Tot	al Avail Prim Qty	V	Tota	Receipt	Tot	al Delivery Qty		DNE 02 to Zone 02				
					10.450042			5000			~			0				
	<b>-</b>			460041-MFTSN	G-460042			5000			0			<u> </u>				
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															QUY-LOC		QLY-LOC	
						RGNCY FS/S JACKSON	SNG SUGAR BOWL	#7		41947	00 - Zone 0			Receipt Location	2,000	2,000	0	
						EMP-EGT/SN CENTERPOI	NG PERRYVILLE- NT			241385	01 - Zone 1			Receipt Location	3,000	3,000	0	
						HAWKINSV/ BLECKL	SNG HAWKINSVIL	LE #2		281076	03 - Zone 3			Delivery Location	5,000	5,000	0	
ľ	WE	KC1051	Row coun	t: 2			#67 - Data	has been	refresh	ed				<b>T</b>				

**Zonal example.** Release Type listed in header. The Route (From Zone / To Zone) will be blank and a selection must be made to indicate the Zone(s) being released in the offer.

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Navigation Panel	TSP:	3705 - SOUTHER	RN NATURAL GAS	CO. AGE	NT: 64000 -	TRNG-BLUE SPRUC	EGAS	MARKET SVC REQ	: 64000 - TRNG-BL	UE SPRUCE GAS	S MAR	KET				
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ane	TSF	P Prop:	3705	TSPNan	ne:	SOUTHERN NATURA	AL GAS	co. ·	TSP:	6900518		Cont	tinue			
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	Rel	leaser Prop:	64000	Release	er Name:	TRNG-BLUE SPRUCE	E GAS M	ARKET	Releaser:	0						
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		Kerk (	Package #)	Ϋ́	1014	ai Avali Prin Qty	ŭ	Total Receipt		envery Qty	ч		mental			
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										_		Loc Purp		Avail Prim 🔩		Max Offer 😽
			Loc Prop	7		Loc Name	V	Loc 🖓	Loc	Zn	V	Desc	7	Qty-Loc	7 MDQ(Contracted)	Qty-Loc
						SNG SUGAR BOWL #	7	41947	00 - Zone 0		R	Receipt Locati	on	2,000	2,000	600
					JACKSON	NG PERRYVILLE-		241385	01 - Zone 1		R	Receipt Locati	0.0	3,000	3,000	0
					CENTERPOI	NT										
		20			HAWKINSV/ BLECKL	/SNG HAWKINSVILL	E #2	281076	03 - Zone 3		C	Delivery Locat	ion	5,000	) 5,000	600

Once the Route (From Zone / To Zone) has been selected, enter the receipt and delivery quantity in the Max Offer Qty-Loc field, and then right-click and Save.

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TSP Pro	-	TSP Nar		ERN NATURAL GAS		SP:	6900518		Continue			
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Release	-	Release	er Name: TRNG-B	LUE SPRUCE GAS I		eleaser:	0					
Offer No	<b>o</b> : 90027	Rel K:	460041-	MFTSNG	R	ate Sch:	MFT		Clear 🖌			
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		00 - Zone 0	5000		-							
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		251010	SNG/SNG BOUNDA	PX-NOPTH-ZN 0	378758	00-Zone 0			Delivery Location		0	60
		251010	TO ZN 1		370/30	00-20110 0			Derivery Location	0	0	00
		601900	RGNCY FS/SNG SU JACKSON	GAR BOWL #7	41947	00-Zone 0			Receipt Location	2,000	2,000	60
			JACKSUN									

Upon Save, DART will generate the Zonal offer locations specific to the release, including any Zone boundary points.

To select a different Route or edit the releasing quantity per location, select the Clear button in the header.

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inel	TSP Pro	•	TSP Nam				TSP:	6900518		Continue				
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		Rel K (Package #)	V	Total Avail Prim Qty	V	Total Receipt	⊽ Tota	l Delivery Qty	V		Save As			
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			_					200 2.1		Desc	Qty-Loc "	Qty-Loc "	Qty-Loc	
	-10			RGNCY FS/SNG SUGAR BOWL # JACKSON	7	419	947 00 - Zone 0			Receipt Location	2,000	2,000		600
			651320	EMP-EGT/SNG PERRYVILLE- CENTERPOINT		2413	385 01 - Zone 1			Receipt Location	3,000	5,000		0
				HAWKINSV/SNG HAWKINSVILLE BLECKL	E #2	2810	076 03 - Zone 3			Delivery Location	5,000	5,000		0
		Rel K (Package #)	Y	Total Avail Prim Qty	V	Total Receipt	⊽ Total	l Delivery Qty	V					
- 1	±	460041-MFTS	NG-460043		2500		0		0					

**Pooling Location example.** Release Type listed in header.

Enter receipt quantity next to receipt location(s). Right-click, and select Sec Locations.

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	Offer No:	90027	Rel K:					200.						
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	- 10		601900 RG JAC	GNCY FS/: CKSON								2,000	2,000	600
			651320 EM	1P-EGT/S								3,000	5,000	0
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				ECKL					$\rightarrow$	ОК	Cancel	5,000	5,000	Ű
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Secondary Location lookup will display. Select OK, and the in-path delivery pool pin displays.

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iigati	TSP: 370	05 - SOUTHER	RN NATURAL GA	S CO. AGE	NT: 64000 - TR	NG-BLUE SPRU	JCE GAS N	MARKET SVC REQ:	64000 - TRNG-BL	UE SPRUCE GAS MA	ARKET	Т				
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ane	TSP Pr	-	3705	TSPNam		UTHERN NATU	RAL GAS	co. 1	SP:	6900518		Continue	<hr/>			
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		Rel K (i	460041-MFTS	NG-460042 601900 651320	Lo RGNCY FS/SNO JACKSON EMP-EGT/SNG CENTERPOINT HAWKINSV/SN	oc Name G SUGAR BOW PERRYVILLE-	5000 ⊽ L #7	600 Loc 7 41947 241385	Lo 00 - Zone 0	6	500 77 Ri Ri	Desc Desc	Qty-Loc <sup>4</sup> 2,000	Qty-Loc <sup>4</sup> 2,000		Ϋ́
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Enter the Max Offer Qty-Loc for the delivery pool pin.

Select Continue.

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			601900			RGNCY F	S/SNG SUGAR B J	OWL #7 ACKSON	41947		R		00		MIN OFFER	25	40	80
		ļ	651320			EMF	P-EGT/SNG PERF CENTE	RYVILLE- ERPOINT	241385		R		01		AVAIL PRIM	2,775	3,000	2,975
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		ļ	651320			EMF	P-EGT/SNG PERF CENTE	RYVILLE- ERPOINT	241385		R		01		MIN OFFER	0	10	0
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ligat	TSP: 3705 - SOUTH	ERN NATURAL G	AS CO. AGENT: 6400	0 - TRNG-BLUE SP	PRUCE GAS MARKET S	/C REQ: 64000 - TRNG	G-BLUE SPRUCE GAS N	MARKET	
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	Offer No:	90027	Rel K:	460041-MFTSN	G	Rate Sch:	MFT		
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	the release and	will be calculate ease: (Daily Bio	ed and invoiced as follo I Rate x 30.4167, rou	ws: Inded to four digits	ation charges are based of safter the decimal point)				
		Period V	Rate 7	Min Acpt Rate ▽					
	🥒 RES	ANNUAL	0.3906	0.0000	←──				

Select Res Rate Basis Description of "Per day" or "Per month"

Max Tariff rate listed for reference.

Enter the Min Acpt Rate (highlighted in blue), and select Continue.

### 🗩 NetIDart A ( SQLLTQA ) File View Window Help 48 \_ • . • . Ы ्रो Navigation: <Select a navigable window> Actions: <Select an action item> . M Navigation Panel WEKC1040 (Bid Detail []NG]; 07/27/2015 02:08:07 TSP: 3705 - SOUTHERN NATURAL GAS CO. AGENT: 64000 - TRNG-BLUE SPRUCE GAS MARKET SVC REO: 64000 - TRNG-BLUE SPRUCE GAS MARKET TSP Prop: 3705 TSP Name: TSP: 6900518 Bid Per End Date: Bid Per End Time: SOUTHERN NATURAL GAS CO. Rtn Addr Prop: 63000 Rtn Addr Name: TRNG-ELM GAS PRODUCTS Rtn Addr: 0 Meas Basis Desc: Million BTU's Releaser Prop: 64000 Releaser Name: TRNG-BLUE SPRUCE GAS MARKET Releaser: 0 Rel Acpt Bid Basis Desc: Absolute dollars and cents per unit b Offer No: SeasnI St 1/1 90027 Rate Sch: MFT Seasnl End: 12/31 SeasnI Name: ANNU/ Bid No: 90029 Status: Original Res Rate Basis Desc: Per day Surchg Ind Desc: Rate(s) stated include all applicable surcharges; no surcharge detail or surcharge total provided Continue [1] Bidder Prop: 63000 Bidder Name: TRNG-ELM GAS PRODUCTS Bidder: 0 Affil: Bidder is the prearranged deal bidder Bidder E-mail: Prearr Bid Desc: joe.elmgas@elmgasprod.com Joe Elmgas Bidder Phone: Bidder Contact BOTH - I NONE RS Res Rate Basis Desc: Per day TSP Max Trf Min Acpt Seasnl $\nabla$ $\nabla$ Rate ID $\nabla$ Rate Bid $\nabla$ Name Rate Rate RES ANNUAL 0.3906 0.1050 0.1050 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.

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		Offer No:	90027			, uut 2	Status:	° Original			
				TRate Sch: MFT	Rel K Qty: 7,500 (per da	iy)		is Desc: Million BTU's			
				Mkt Based Rate I	ind: N						
	[1]	Rel Contact			Rel Phone:						
	[2]	Rel St Date:	9/1/2015		Offer Calculated Min Term	n:: 9/30/2015				1	
		Shorter Term:	Releasing	g Shipper will not acc	cept bids for less than the ful	ll term				Back Offer Print <	
		Min Term:			Rel End Date:	9/30/2015				Submit	
		Rate Sch:	MFT							Print	
	[3]	Loc/QTIDesc:	D	Delivery point(s) quan	ntity	Rel Type: Prima	ary-to-Primary			Save As	
		Rel SR Less Qty	y Desc: R	eleasing shipper wil	ll not accept bids for less tha	n the full quantity				Add to Favorites Remove from Favorites	
		Min Offer Qty-K:	. 6	600 (per day)	Max Offer Qty-K: 6	00 (per day)			_	Remove from Pavonces	
		Min Offer MSV:	0		Max Offer MSV: 0						
		Perm Rel Desc:	_		permanently released						
		Prev Rel Desc:			in any capacity which was pre						
		Recall/Reput De	_	· ·	nd reput must be taken by rep	placement shipper.					
		Recall/Reput Te	ims:	Enter recall/reput terr	ms here			<u> </u>			
		Recall Notif Time	<b>ely</b> : Y	res Re	ecall Notif EE: Yes	Recall Notif Eve: Yes					
•	NEK	(C6090							-		

This is a summary of the offer. To submit the offer, right click and select Submit.

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-	Rtn Addr Prop: 64000	Rtn Addr Name: TRNG-BLUE SPRUCE GAS MARKET Rtn Addr: 0	
_	Releaser Prop: 64000	Releaser Name: TRNG-BLUE SPRUCE GAS MARKET Releaser: 0	
	Offer No: 90027	Status: Original	
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	Min Term:	Rel End Date: 9/30/2015 Offer Invalid	
	Rate Sch: MFT		
	[3] Loc/QTI Desc:	Delivery point(s) quantity Rel Type:	
	Rel SR Less Qty Desc:	Releasing shipper will not accept bids for less than the full quantity	
	Min Offer Qty-K:	600 (per day) Max Offer Qty-K: 600 (per day)	
	Min Offer MSV:	0 Max Offer MSV: 0	
	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 recallable and reput must be taken by replacement shipper.	
	Recall/Reput Terms:	Enter recall/reput terms here	
	Recall Notif Timely:	Yes Recall Notif EE: Yes Recall Notif Eve: Yes	
	WEKC6090	#100 - error: calling cktp_validate_offer.	

If the offer has any errors, you will get a pop-up message indicating the offer is invalid. Also there will be an error message at the bottom in red.

Click the "OK" button and it will take you to the Review/Withdraw Offer screen.

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To view the error(s), highlight the row. Right click, and select Offer Errors.

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#67 - Data has been refreshed

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Once you've read the error message(s), hit 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 Offers screen so you can navigate to fix any errors.

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To navigate back to the offer to correct the error, highlight the row. Right click and select the appropriate screen to correct the error.

Once you've corrected the error, right click and Save. You can then navigate back to this Review/Withdraw Offer screen, hit Retrieve, and then Submit the offer again.

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If there are no validation errors, the Offer Status will show Submit.

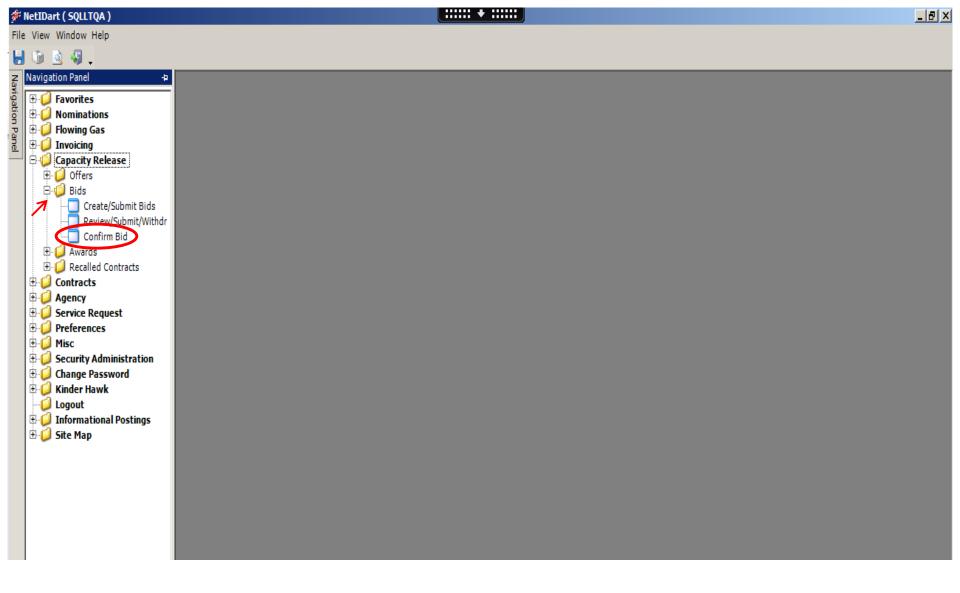
After a pre-arranged offer is submitted, an email notification will be sent to the pre-arranged bidder notifying them that an offer has been submitted that requires them to confirm the pre-arranged bid.

Biddable offers – <u>prearranged bidder must confirm its bid prior to the bid period starting.</u> Nonbiddable offers – <u>prearranged bidder must confirm its bid by 4:00pm the day the release begins.</u>



# How to Confirm a Bid





Expand the Capacity Release and Bids sections, and then select Confirm Bid.

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SUBMIT

SUBMIT

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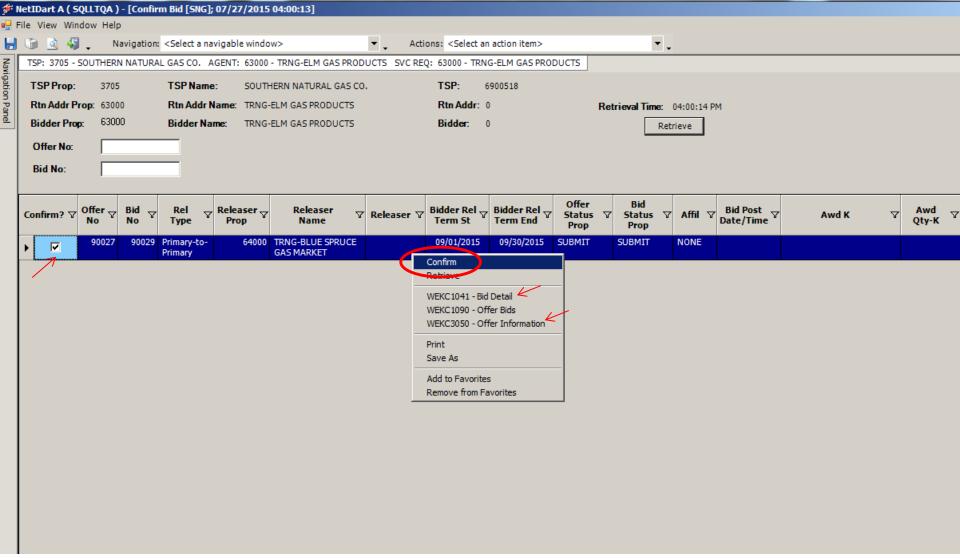
Hit the retrieve button and all bids that must be confirmed will populate.

64000 TRNG-BLUE SPRUCE GAS MARKET

90027

90029 Primary-to-

Primary



Select the Confirm check box to highlight the row, right click and select Confirm. -can confirm more than one at a time

You can also take a look at the details of the offer by selecting Offer Information prior to confirming the bid. Bid Detail displays the Offer Rate. You can right-click from the Bid Detail screen to see the Bid locations.

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After you select "Confirm", this pop-up will appear.

Read the general rate information and either Accept, Decline or Cancel your bid.

\*Declining the bid will set the Offer Status to Invalid. The releasing shipper can then take the offer and make necessary changes and resubmit.

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After a non-biddable offer has been confirmed and accepted, the offer and bid status will award immediately. The Awarded replacement contract will be viewable from this screen for up to 1 business day after it's been awarded.

If the offer is biddable, the Bid Status will show Posted and the Offer Status will show Submitted. The 78 Offer Status will change to Posted at noon on the Bid Period Start Date.



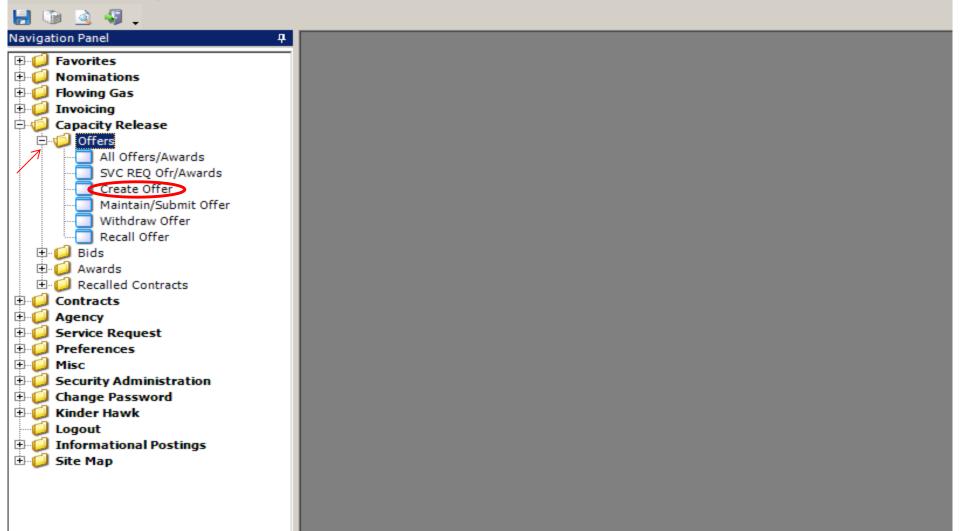
# How to Copy an Offer



#### 🗩 NetIDart ( SQLLTQA )

File View Window Help





From the Navigation Panel expand the Capacity Release and Offers folder and select Create Offer.

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			Rel K		Rate Sch	V	K Term Start マ	KTerm End マ	Qty-K	Avail Qty-K	Releases Outstanding	
			460041-MFTSN	IG MFT			07/01/2015	12/31/2049	7,500	6,900	1	
		0	460044-MFNSN	NG MFN			07/01/2015	12/31/2049	250	250	0	

Enter the desired Rel St Date and hit retrieve.

The Releases Outstanding column indicates the number of releases (Draft, Invalid, Submit, Awarded, etc) off the associated contract, as of the Rel St Date chosen.

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	SP: 3705 - SOU	THERN NATURAL GA	AS CO. AGENT: 6	4000 - TRNG-BLUE	SPRUCE GAS MARKE	T SVC REQ: 64000 - "	TRNG-BLUE SPRUCE GA	AS MARKET		
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2	460041-MF	FTSNG MFT		07/01/2015	12/31/2049	7,500	6,900	1		
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	90027	MFT	Primary-to- Primary	09/01/2015	09/30/2015	1	ANNUAL	0.1050	Per day	AWARDED

Select the radio button next to the releasing contract, and the list of Outstanding Releases will populate in the bottom grid.

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ane	Rtn A	ddr Prop			Rtn	Addr N	ame: TRNG-E	BLUE SPRUCE GAS	MARKET	R	tn Addr: 0					
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To copy the offer, highlight the offer in the lower grid. Right-click, and select Copy Existing Offer. 83

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A list of the same offers from the Create Offer Screen will display with the one you selected highlighted in blue.

Select the offer you wish to copy. Right click and select Copy Offer. You will then be asked if you want to copy the rates. Select Yes or No.

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WEKC1025 - Cop	y Existing Offer [Si	NG]; 07/29/2015 08:	35:37 WEK	C1005 - Offer D	etail [SI	NG]; 07/29/201	15 08:56:48		
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TSP Prop:	3705	TSP Name:	SOUTHERN NATL	JRAL GAS CO.		<b>TSP:</b> 69	900518	Continue	
Rtn Addr Prop:	64000	Rtn Addr Name:	TRNG-BLUE SPRU	JCE GAS MARKET		Rtn Addr: 0			
Releaser Prop:	64000	Releaser Name:	TRNG-BLUE SPRU	JCE GAS MARKET		Releaser: 0			
Offer No:	90135	Status Prop:	DRAFT			Status: Or	riginal		
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Recall/Reput Desc	-				<b>T</b>				
	- Joapacity / couldbl	e and repartituat bei	and by replacement	in an ipper i					

E - Navigation Panel

You will get a pop-up message saying the copy was successful. Select OK, and another popup displays the new offer number and takes you straight to the Offer Detail screen. Make sure to update the release start and end date of the new offer before updating any other information.

### Workshop Session

- Practice creating and copying offers
  - Prearranged / Nonbiddable / Recall with Reput
    - Prearranged with party next to you if they want to practice confirming bids
    - Recallable and reputable so that you can practice recall/reput
    - Nonbiddable so the offers will award right away
- Practice confirming bids

## **Capacity Release**

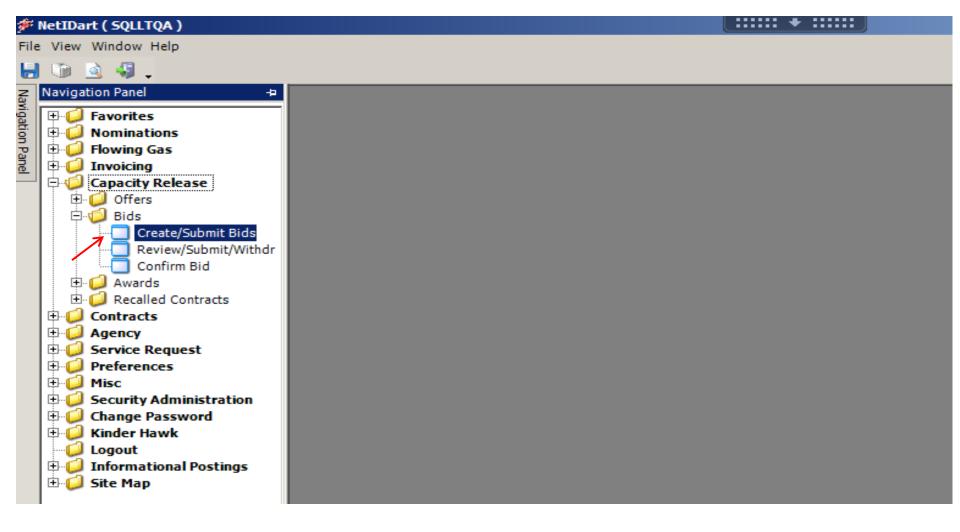
- How to...
  - Create a BidRecall/Reput

• Practice session



## How to Create a Bid





Expand the Capacity Release and Bids folder from the Navigation Panel, and select Create/Submit Bids.

Bidder Pr Loc Segn Loc Prop	Prop: 610 rop: 610 ment: □ p: □ fer <sub>▼</sub> Re	000	TSP Name: Rtn Addr Name Bidder Name: Loc Name:	SOUTHERN TRNG-CHER TRNG-CHER	RY NATURA	AL GAS	TSP: Rtn / Bidd	<b>ddr</b> : 61000	000	Retr	ieval Time: 12	2:12:04 PM		
Bidder Pr Loc Segn Loc Prop	rop: 610 ment: p: fer <sub>V</sub> Re		Bidder Name:							Retr				
Loc Segn Loc Prop V Off	ment   p:   fer <sub>V</sub> Re			TRNG-CHER	RY NATURA	AL GAS	Bidd	er: 61000	000		Ref	trieve 🧲	,	
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0		eleaser <sub>77</sub> Prop	Releaser ⊽ Name	Releaser ⊽	Rel Rate ⊽ Sch	Rel St Date ▽	Rel End ⊽ Date ▽	Min Offer ⊽ Qty-K	Max Offer ⊽ Qty-K	Bid Per St Date ♂ /Time	Bid Per End Date ▽ /Time	Status <sub>7</sub> Prop	Prearr Deal ▽	Recall Reput
	90225		CORDELE, CITY OF	79375341		02/01/2016	02/29/2016	0	0	07/29/2015	07/29/2015	POSTED	2	RD/RR
-	90517	I	CARTERSVILLE, CITY OF	84351477	MFT	12/07/2015	12/07/2015	5,000		08/04/2015	08/07/2015	POSTED		RD/RR
	90551		TRNG-BLUE SPRUCE GAS MARKET		MFT	11/01/2015	11/30/2015	115	115	08/04/2015	08/04/2015	POSTED	1	RD/RR
9	90563		TRNG-BLUE SPRUCE GAS MARKET		MFT	11/01/2015	11/30/2015	700	700	08/04/2015	08/04/2015	POSTED	1	RD/RR
<u> </u>	90601		ATLANTA GAS LIGHT CO.	6924708	MCSS	12/01/2015	12/05/2015	1,212	1,212	08/04/2015	08/04/2015	POSTED	2	RD/RR
0	90649		CORDELE, CITY OF	79375341	MFT	09/01/2015	09/30/2015	2,000	2,000	08/04/2015	08/04/2015	POSTED	1	RD/RR
1														

Click the "Retrieve" button and all offers currently posted for bidding will populate.

				te/Submit Bids [9	5NG]; 08/0	4/20	)15 12:12:	01]												_ 8
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F	0	9022	25 7113	CORDELE, CITY OF	79375	341 N	NCSS	02/0	1/2016	02/29/2016		0		0 07/2	29/2015	07/29	/2015	POSTED	2	RD/RR
F	0	905:	7213		843514	177 N	MFT	12/0	7/2015	12/07/2015	5	5,000	5,10	05 08/0	4/2015	08/07	/2015	POSTED	1	RD/RR
2	<b>0</b>	9055	51 64000	TRNG-BLUE SPRUCE GAS MARKET		N	MFT	11/0	1/2015	11/30/2015		115	11	15 08/0	)4/2015	08/04	/2015	POSTED	1	RD/RR
	0	9056	64000	TRNG-BLUE SPRUCE GAS MARKET		N	MFT	11/0	1/2015	11/30/2015		700	70	00 08/0	)4/2015	08/04	/2015	POSTED	1	RD/RR
	C	9060	19577	ATLANTA GAS LIGHT CO.	69247	708 N	MCSS	12/0	1/2015	12/05/2015	1	1,212	1,21	12 08/0	04/2015	08/04	/2015	POSTED	2	RD/RR
	0	9064	19 7113	CORDELE, CITY OF	79375	841 N	MFT	09/0	1/2015	09/30/2015	2	2,000	2,00	0 08/0	04/2015	08/04	/2015	POSTED	1	RD/RR
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			EMP-EGT/SNG PI CENTERPOINT	ERRYVILLE-	2	41385	5	30	01-Zone	e 1			M2	Receip Locat				25		25
			HAWKINSV/SNG BLECKL	HAWKINSVILLE #2	2	81076	6	540	03-Zone	e 3			MQ	Delive Locati				115		115

If you click on the radio button to the left of the offer number, the Offer Location and quantity information will display at the bottom of the screen.

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		7	Offer 7	7 Releaser <sub>∀</sub> Prop	Releaser ⊽ Name	Releaser ⊽	Rel Rate 5 Sch		lSt ⊽ ate ⊽	Rel End Date ▽	Min Offer ⊽ Qty-K	Max Offer ⊽ Qty-K	Bid Per St Date ⊽ /Time	Bid P End Da /Tim	ate 🗸	Status Prop	Prearr Deal	, Recall Reput
	2	2	90225	7113	CORDELE, CITY	79375341	MCSS	02/0	1/2016	02/29/2016	0	0	07/29/2015	07/29/2	015	POSTED	2	RD/RR
	9		90517	7213		84351477	MFT	12/0	07/2015	12/07/2015	5,000	5,105	08/04/2015	08/07/2	015	POSTED	1	RD/RR
2	E	•	90551	64000	TRNG-BLUE SPRUCE GAS MARKET		MFT	11/0	)1/2015	Create Bio		115	08/04/2015	08/04/2	2015	POSTED	1	RD/RR
	ç		90563	64000	TRNG-BLUE SPRUCE GAS MARKET		MFT	11/0	)1/2015	BB Pt Cap Seg Cap C Retrieve				14/2	015	POSTED	1	RD/RR
	C	2	90601	. 19577	ATLANTA GAS LIGHT CO.	6924708	MCSS	12/0	1/2015	WEKC 109	0 - Offer Bid	s		14/2	015	POSTED	2	RD/RR
	¢		90649	7113	CORDELE, CITY OF	79375341	MFT	09/0	)1/2015		0 - Available 0 - Offer Inf		rnate Locations	14/2	015	POSTED	1	RD/RR
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		6(		GNCY FS/SNG	SUGAR BOWL #7	419	47	20	00-Zone		rom Favorite	s				15		15
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		65		MP-EGT/SNG P ENTERPOINT	ERRYVILLE-	2413	85	30	01-Zone	: 1			eceipt ocation			25		25
		9:		AWKINSV/SNG LECKL	HAWKINSVILLE #2	2 2810	76	540	03-Zone	:3		·	elivery ocation			115		115

To create a bid, highlight the row and right click. Then select Create Bids.

 $^{*}$  You do not have to select the radio button in order to navigate to create bids; you just have to highlight the row.  $$_{\rm 92}$$ 

🌮 N	etIDart A ( SQLLTQA	<b>) - [WEKC104</b>	1 - Bid Detail [SNG	]; 08/04/2015	12:15:23]						_ 5
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Navigation Panel	TSP Prop:	3705	TSP Name:	SOUTHERN N	ATURAL GAS CO.	TSP:	6900518	Bid Per End Dat	e: 08/04/2015	Bid Per End Tim	ne: 13:00:00
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- I'	Prearr Bid Desc:		he prearranged deal					ler E-mail:			
	Bidder Contact	DART TRAIN			Phone: (713) 369-6		DIGC				-
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	1 of releases less	manor equal	to one year, no max		apprica.						1

This screen has multiple sections which allows the bidder to add their bid details (i.e. contact info, affiliate indicator, bid basis, bid quantity, bid rate, etc...as applicable).

[1] Section 1 will display the user's contact name, phone, and email.

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Navigation		·		,					<b>_</b>
	[2] Bidder Rel Term	St 11/1/2015	Bidder Rel Term End:	11/30/2015 💌	Offer Calculated	Min Term: 11/30/20	15		
Panel	Bidder Bid Basis	Desc: Non-Index-E	Based Release - Absolute dollars	and cents per uni 🔻	Rate ID Desc:	Reservation		Min Vol Pct	
	Rate Form/Type	Desc: Reservation	charge only	<b></b>	Is this a 100 Pct	Max Trf Rate Bid?	O Yes O	No Pct Max Trf Rate Bi	d:
-	[3] Min Offer Qty-K:	700	Max Offer Qty-K: 700	Min Offer MS	<b>V</b> : 0	Max Offer MSV:	0	Loc/QTI Desc: Deliver	y point(s) quan
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			Rate x 30.4167, rounded to fou						
	the decimal poin	t) x volume.	nth / total number of days in t		ve digits after				
	For releases less	than or equal to o	ne vear no maximum tariff rate	applies					

[2] Absolute dollars and cents per unit basis OR Percentage of maximum tariff rate displays and will be grayed out and cannot be edited.

In this example, the releasing shipper chose "Non-Index-Based Release – Absolute dollars and cents per unit basis", therefore, the bidder would enter their absolute bid rate in the Rate Bid field, highlighted in blue.

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gatio	Bidd	der Contact	JDART	T TRAININGO	)1 E	Bidder Phone: (713) 369-	6767						-
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Now that all of your information has been entered, right click and select Save. You can then select Credit Validation.

You don't have to select Credit Validation before submitting your bid, but it may be a good idea to check the credit. That way, when you're ready to submit the bid, you know that credit won't be an issue.

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### Credit validation message

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[1] Bidder Prop:       6100       Bidder Name:       TRNG-Cr       Rate Details       Submit	
Res       ANNUAL       CONFIDENTIAL       11.880       Remove from Favorites         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 volume.       •         • Partial 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 volume.       •         • Partial month release: (Daily Bid Rate x 30.4167, rounded to four digits after the decimal point) x volume.       •         • For releases less than or equal to one year, no maximum tariff rate applies.       •         Right click and select Submit. You can elect to submit the bid without checking the	

first, in which case you **must select "SAVE" first before submitting**.

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Navigate back to the Create/Submit Bids screen. Hit retrieve for the offer to populate. Highlight the row and select "Offer Bids."

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9063	36 11/30/201	5 115	5 115	RES	ANNUAL	0.3452	Α	1	1,191	1	BI	POSTED	10.5000	
9077	70 11/30/201	5 115	5 115	RES	ANNUAL	0.3616	Α	1	1,248	2	BI	POSTED *	11.0000	

\* - Denotes Your Company's Bid

### Recall/Reput

- Changes
- Full / Partial / Location Recall
- How to.....
  - Create a Recall/Reput
  - View Recall Records

### Notable Recall/Reput Changes

- FRECALL = full recall
- PRECALL = partial recall
- A reput is initiated by entering a recall end date that's before the release end date
  - If reput is required, the reput will be automatic
  - If reput is optional, the replacement shipper will need to be notified and must agree.
- Submitting a recall for the remainder of the release term forfeits your reput capability.
  - If reput is a possibility, it's best to be conservative when entering a recall end date. You can always process an additional recall if needed.

# Full / Partial / Location Recall

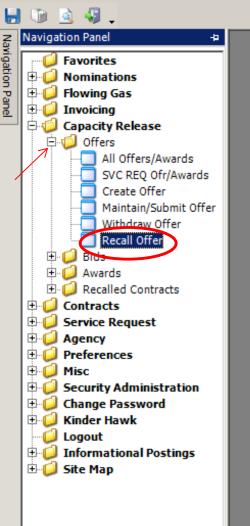
- A **full recall** must be for the total quantity that's available to recall and for the remainder of the term.
- A **partial recall** can be for less than the total quantity that's available to recall.
  - If the release contained more than 1 receipt or delivery location, or if the release contained more than 1 package, then a partial recall will prorate the recalled quantity across all of the locations/packages.
- A **partial recall** can also mean a recall for less than the remaining term, if the releasing shipper has reput rights.
- A **location recall** allows the releasing shipper to specify certain locations and quantities to recall, by package



### How to Create a Recall



File View Window Help



**To create a recall**, expand the Capacity Release and Offers folder, and select Recall Offer.

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anel	Rtn/	Addr P	rop:	64000	Rtn Addr Na	ame:	TRNG-BLU	E SPRU	JCE GAS MA	RKET	R	tn Addr:					
	Rele	easer F	Prop:	64000	Releaser N	ame:	TRNG-BLU	E SPRU	JCE GAS MA	RKET	R	eleaser:			Retrie	eve	
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On the Recall Offer screen, you must enter either a releasing contract number (Master Rel K in most instances), or recall date. If you just enter a recall date, it will display all releases on that date that have recall rights. 107

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Select the radio button next to the offer number to view location information. To create a recall, highlight the offer you wish to recall, right click and select Create Recall.

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ligat	TSP: 3705 - SOUTH	IERN NATURAL GA	S CO. AGENT: 6400	00 - TRNG-BLUE SPRUCE GAS MARKET	SVC REQ: 64000 - TRNG-	BLUE SPRUCE GAS MARKET	•
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<u>e</u>	Rtn Addr Prop:	64000	Rtn Addr Name:	TRNG-BLUE SPRUCE GAS MARKET	Rtn Addr:	0	
	Releaser Prop:	64000	Releaser Name:	TRNG-BLUE SPRUCE GAS MARKET	Releaser:	0	Retrieve
	Offer No:	90027	Rel St Date:	9/1/2015	Rel End Date:	9/30/2015	Clear
	Recall No:	40033					
	Recall Method: Recall St Date: Recall End Date: Recall Notif: Recall Qty-K*:	<ul> <li>Full</li> <li>9/ 1/2015</li> <li>9/30/2015</li> <li>Recall Notif Time</li> <li>600</li> </ul>		Max Avbl Offer Qty-K to recall: 600			ecall by Location/Path laster Recall by Location/Path
	* Enter quantity to upon recall end of	-				Add to Favorite	es
ſ						Remove from F	-avorites -

To process a **full recall**, select the recall start date and recall notification. The recall end date must be equal to the release end date for full recall. The recalled quantity will default to the maximum offer quantity available to recall and cannot be changed for full recall. The recall notification options come from the offer.

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F	Rtn Addr Prop:	64000	Rtn Addr Name:	TRNG-BLUE SPRUCE GAS MARKE	T Rtn Addr:	0		
F	Releaser Prop:	64000	Releaser Name:	TRNG-BLUE SPRUCE GAS MARKE	T Releaser:	0		Retrieve
C	)ffer No:	90027	Rel St Date:	9/1/2015	Rel End Dat	te: 9/30/201	15	Clear
F	Recall No:	40033						
F	Recall Method: Recall St Date: Recall End Date: Recall Notif:	<ul> <li>Full</li> <li>9/ 1/2015</li> <li>9/30/2015</li> <li>Recall Notif Tin</li> </ul>	▼ ▼	.ocation		7		ecall by Location/Path
	Recall Qty-K*:	600		Max Avbl Offer Qty-K to recall:	600		WEKC2021 - M	laster Recall by Location/Path
							Print	

After saving the recall, **you still have to Submit** the recall. Right click and select Submit.

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rigat	T	SP: 3705 - SOUTH	HER	N NATURAL GAS	co.	AGENT: 6400	00 -	TRNG-BLUE SPRU	ICE	GAS MARKET S	SVC R	REQ: 64000 - TRNG-BLU	JE SP	RUCE GAS MARKET	
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nel		Rtn Addr Prop:		64000 I	Rtn	Addr Name:		TRNG-BLUE SPRU	CE (	GAS MARKET		Rtn Addr:	0		
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		Rel St Date:		9/1/2015	Rel	End Date:		9/30/2015							
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You can see here that this release was fully recalled effective September 1st.

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figat [	TSP:	3705 - SOUTHE	ERN NATURAL G	AS CO. AGENT: 64	000 - TRNG-BLUE SP	RUCE GAS MAR	KET SVC REQ:	64000 - TRNG-BLUE	SPRUCE GAS MARK	(ET			
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ŀ			MFTSNG		Primary								
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To create a **partial recall**, highlight the offer you wish to recall, right click and select Create Recall.

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Nay	Recall Offer [5	SNG]; 07/30/2015	01:04:38 WEK	C2016 - Recall Detail [3NG]; 07/30/20	15 01:07:51		
igati	TSP: 3705 - SOUTH	ERN NATURAL G	AS CO. AGENT: 6400	00 - TRNG-BLUE SPRUCE GAS MARKET SV	C REQ: 64000 - TRNG-	BLUE SPRUCE GAS MAR	KET
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	Releaser Prop:	64000	Releaser Name:	TRNG-BLUE SPRUCE GAS MARKET	Releaser:	0	Retrieve
	Offer No:	90135	Rel St Date:	9/1/2015	Rel End Date:	9/30/2015	Clear
	Recall No:	40036					
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	Recall Method:	🔿 🖸 🚺	🖲 Partial 🔿 L	ocation		6	
	Recall St Date:	9/ 7/2015					Save
	Recall End Date:	9/14/2015					Cancel
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		Incomination in				_	Clear
	Recall Qty-K*:	350	<	Max Avbl Offer Qty-K to recall: 600			WEKC2020 - Recall by Location/Path WEKC2021 - Master Recall by Location/Path
	*Enter quantity to	be recalled. Re	put will be automatic				Print Save As
	upon recall end o	late, as appropria	ate.			—	
							Add to Favorites Remove from Favorites

Select Partial as the recall method. Select the recall start and end date, and recall notification. The recall end date can be less than the release end date for a partial recall, if the user has reput rights. The recalled quantity will default to 0 and will need to be updated.

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igati	TSP: 3705 - SOUTHE	ERN NATURAL G	AS CO. AGENT: 6400	00 - TRNG-BLUE SPRUCE GAS MARKE	T SVC REQ:	64000 - TRNG-BL	UE SPRUCE GAS MARKET	
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B	Rtn Addr Prop:	64000	Rtn Addr Name:	TRNG-BLUE SPRUCE GAS MARKET	Rt	tn Addr:	0	
	Releaser Prop:	64000	Releaser Name:	TRNG-BLUE SPRUCE GAS MARKET	Re	eleaser:	0	Retrieve
	Offer No:	90135	Rel St Date:	9/1/2015	Re	el End Date:	9/30/2015	Clear
	Recall No:	40036						
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			eput will be automatic		Prir Sav	nt ve As		
ſ	upon recall end d	ate, as appropr	iate.			ld to Favorites move from Favorite	:S	

After saving the recall, **you still have to Submit** the recall. Right click and select Submit.

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Nay	Recall Offer [	SNG]; 07/30/2015	01:04:38 WCKT2	2100 - Recall List	NG]; 07/30/2015	01:32:47		
rigat	TSP: 3705 - SOUTH	IERN NATURAL GA	AS CO. AGENT: 64000	- TRNG-BLUE SPRUC	E GAS MARKET SV	C REQ: 64000 - TRNG-BL	UE SPRUCE GAS MARKET	
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nel	Rtn Addr Prop:	64000	Rtn Addr Name:	TRNG-BLUE SPRUCE	GAS MARKET	Rtn Addr:	0	
	Releaser Prop:	64000	Releaser Name:	TRNG-BLUE SPRUCE	GAS MARKET	Releaser:	0	
	Offer No: Rel K:	90135 460041-MFTSM		600 MFT				
	Rel St Date:	9/1/2015		9/30/2015				
	Recall No	♥ Method		, Recall ⊽ End Date ▽	Recall Qty-K 🛛	Recall Status Prop	V	
	40036	PARTIAL	09/07/2015	09/14/2015	350	PRECALL		
				1 1				

You can see here that this release was partially recalled between 9/7/15 and 9/14/15. Since the release actually goes thru 9/30/15, this capacity was reput effective 9/15/15 (the day after the recall end date).

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igati	TSP:	3705 - SOUTH	ERN NATURAL G	AS CO. AGENT: 64	000 - TRNG-BLUE	SPRUCE GAS MAR	KET SVC REQ:	64000 - TRNG-BL	UE SPRUCE GAS N	IARKET				
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anel	Rtn	Addr Prop:	64000	Rtn Addr Name	TRNG-BLUE S	PRUCE GAS MARK	ET R	tn Addr:						
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	0	90027	460041- MFTSNG	MFT	Primary-to- Primary	09/01/2015	09/30/2015	6(	0	600	600	1	FRECALL	
	Q		460041- MFTSNG	MFT	Primary-to- Primary	09/01/2015	09/30/2015	6(	0	600	600	1	PRECALL	
	• •	90303	460041- MFTSNG	MFT	Primary-to- Primary	09/01/2015	10/31/2015	1:	.5	115	115	1	AWARDED	
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To create a **location recall**, highlight the offer you wish to recall, right click and select Create Recall.

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	Recall Offer [S	NG]; 07/30/201	5 01:04:38 WEK	C2006 Recall Detail [5] G]; 07/30/20	15 01:53:24		
ľ	TSP: 3705 - SOUTH	ERN NATURAL G	GAS CO. AGENT: 6400	00 - TRNG-BLUE SPRUCE GAS MARKET SV	C REQ: 64000 - TRNG-	BLUE SPRUCE GAS MAR	RKET
	TSP Prop:	3705	TSP Name:	SOUTHERN NATURAL GAS CO.	TSP:	6900518	
	Rtn Addr Prop:	64000	Rtn Addr Name:	TRNG-BLUE SPRUCE GAS MARKET	Rtn Addr:	0	
	Releaser Prop:	64000	Releaser Name:	TRNG-BLUE SPRUCE GAS MARKET	Releaser:	0	Retrieve
	Offer No:	90303	Rel St Date:	9/1/2015	Rel End Date:	10/31/2015	Clear
	Recall No:	40038					
	Recall Method:	C Full	O Partial	ocation		Save	
	Recall St Date:	10/ 1/2015				Cancel	
	Recall End Date:	10/31/2015				Retrieve	
	Recall Notif:	Recall Notif Ti	imely 💌 <	<u> </u>		Clear	
						WEKC2020 - Recall by WEKC2021 - Master F	y Location/Path Recall by Location/Path
	Recall Qty-K*:			Max Avbl Offer Qty-K to recall: 115			
						Print Save As	
			eput will be automatic			Add to Favorites	
	upon recall end d	ate, as appropr	iate.			Remove from Favorites	es

Select Location as the recall method. Select the recall start and end date, and recall notification. The recall end date can be less than the release end date for a location recall, if the user has reput rights. 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.

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Upon Save, you will get the message to Please add recall Location. Select Ok.

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Right click and select Master Recall by Location/Path

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					RGNCY FS/SNG SUG JACKSON	GAR BOWL #7		41947	00-Zone 0			Receipt Location		15	15	0
					EMP-EGT/SNG PERR	RYVILLE-		241385	01-Zone 1			Receipt Location		25	25	25
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Enter the quantity you wish to recall in the Recall Qty-Loc column. Right click and select Save.

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	0	Offer No:	90303	Rel S	t Date:	9/1/2015			Rel End Date:	10/31/2015	Clear
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	-										Print
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After saving the recall, **you still have to Submit** the recall. Right click and select Submit.

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	40038	POINT	10/01/2015	10/31/2015	25	PRECALL	

After submitting your recall, it will take you to the Recall List screen. You can see here that a point (location) recall totaling 25 dth was partially recalled from 10/1/15 to 10/31/15.

### Workshop Session

- Practice
  - -Creating bids
  - -Creating recalls
    - Reputs, if applicable
  - Reviewing recall records



### Viewing Converted Agency Records



#### Agency

- Changes
- Mapping from Premier to DART
- How to view existing agency agreements

## Changes to Agency

- Premier Agency Agreements in place at DART implementation will continue to be in effect. A new DART Agency Agreement is not needed.
- Once in DART, if an agency change is needed, the DART Agency Agreement will be required.
- The DART Agency Agreement is between the Principal and the Agent. SNG, SLNG or EEC will not be a party to the Agency Agreement.
- The new Agency Agreement will be provided on Transporter's Interactive Website.
- Agent or Principal may create an Agency Agreement.
- Users with Contract Request or Contract Execution security roles can create an Agency Agreement.
- Agencies must begin on the first day of the month.
- Agencies must have an End Date.
- Principal retains update rights.
- Confirmation may be point specific.
- All functions are production date effective. An end date of a release may go beyond the end date of the agency.
- Overlapping agencies are allowed for all functions except Nominations, Invoice and Confirmation.
- To change functions on an Agency Agreement, the old Agency Agreement must be terminated and a new Agency Agreement must be entered into with the function changes.
- Users can copy an existing agreement.

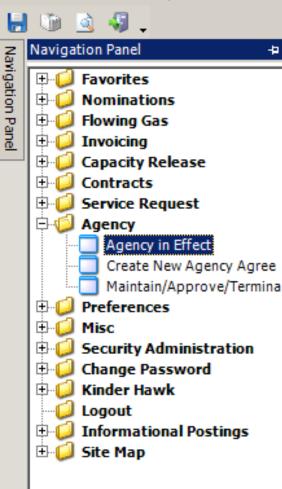
#### Agency Mapping

Premier	DART	Contract or Point Specific
Nomination	Nominations	Contract
	Buy Sell Default	
	Volume Inquiry	
Confirmation	Confirmations	Point
Contracting	Capacity Request	
	Contract Execution	
	Amendment Request	Contract
	Contract Inquiry	Contract
Capacity Release	Capacity Release Offers	Contract
	Capacity Release Bids	
Imbalance Aggregation	Imbalance Aggregation	
Nomination / Confirmation	Imbalance Trading/Storage Transfer	Contract
Billing	Invoices	Contract
Full Access	All Functions	
	Operator Point Inquiry	Point

#### MetIDart ( SQLLTQA )

File View Window Help

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To view an existing agency, open the Agency folder and select Agency in Effect.

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on Pane	Principal Co:	61000	TRNG-CHERRY NAT	URAL G							
<u> </u>	Agent Co:	61000	TRNG-CHERRY NAT	URAL G				[	Retrieve		
	Active on or after:	7/ 1/2015 💌	Agent Agrmt Nbr:								
	Delegation Agreement	マ Principal マ Co ID マ	. Principal ⊽ Company ⊽	, Agent Co ID ▽	Agent ⊽ Company ⊽	Bus Func Start Date ▽	Bus Func End Date ♥	Bus Func 🛛	All Ctrct Ind	All Pt Ind ▽	
	52494	64000	TRNG-BLUE SPRUCE GAS MARKET	61000	TRNG-CHERRY NATURAL GAS	07/01/2015	06/30/2020	AMENDMENT REQUEST	Y	Y	
	52494	64000	TRNG-BLUE SPRUCE GAS MARKET	61000	TRNG-CHERRY NATURAL GAS	07/01/2015	06/30/2020	CAP REL BIDS	Y	Y	
	52494	64000	TRNG-BLUE SPRUCE GAS MARKET	61000	TRNG-CHERRY NATURAL GAS	07/01/2015	06/30/2020	CAP REL OFFERS	Y	Y	
	52494	64000	TRNG-BLUE SPRUCE GAS MARKET	61000	TRNG-CHERRY NATURAL GAS	07/01/2015	06/30/2020	CONFIRMATIONS	Y	Y	
	52494	64000	TRNG-BLUE SPRUCE GAS MARKET	61000	TRNG-CHERRY NATURAL GAS	07/01/2015	06/30/2020	CONTRACT EXECUTION	Y	Y	
	52494	64000	TRNG-BLUE SPRUCE GAS MARKET	61000	TRNG-CHERRY NATURAL GAS	07/01/2015	06/30/2020	CONTRACT INQUIRY	Y	Y	
	52494	64000	TRNG-BLUE SPRUCE GAS MARKET	61000	TRNG-CHERRY NATURAL GAS	07/01/2015	06/30/2020	CONTRACT REQUEST	Y	Y	
	52494	64000	TRNG-BLUE SPRUCE GAS MARKET	61000	TRNG-CHERRY NATURAL GAS	07/01/2015	06/30/2020	IMBAL TRD/STOR TRANS	Y	Y	
	52494	64000	TRNG-BLUE SPRUCE GAS MARKET	61000	TRNG-CHERRY NATURAL GAS	07/01/2015	06/30/2020	IMBALANCE AGGREGATION	Y	Y	
	52494	64000	TRNG-BLUE SPRUCE GAS MARKET	61000	TRNG-CHERRY NATURAL GAS	07/01/2015	06/30/2020	INVOICES	Y	Y	
	52494	64000	TRNG-BLUE SPRUCE GAS MARKET	61000	TRNG-CHERRY NATURAL GAS	07/01/2015	06/30/2020	LDC Report	Y	Y	
	52494	64000	TRNG-BLUE SPRUCE GAS MARKET	61000	TRNG-CHERRY NATURAL GAS	07/01/2015	06/30/2020	NOMINATIONS*	Y	Y	
	52494	64000	TRNG-BLUE SPRUCE	61000	TRNG-CHERRY	07/01/2015	06/30/2020	OPERATOR	Y	Y	

Select Retrieve to see a list of Agency agreements in effect and the business functions related to that agency.

06/30/2020

06/30/2020

07/01/2015

07/01/2015

NATURAL GAS

TRNG-CHERRY

NATURAL GAS

TRNG-CHERRY

GAS MARKET

GAS MARKET

TRNG-BLUE SPRUCE

TRNG-BLUE SPRUCE

61000

61000

52494

52494

64000

64000

POINT INQUIRY\*

Y

Y

VIEW INVOICE

VOLUME

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Y



# Appendix

- NAESB 3.0 Changes effective April 1, 2016
- Capacity Release Offer Statuses
- How to Enter a Higher Bid
- How to Match a Bid
- Alternate Point Requests
- Creating a New Agency



### NAESB 3.0 Changes

- Effective April 1, 2016
- Extra Recall Notification period — Recall Notif. ID3
- Releasing Acceptable Bid Basis Description can only be "Absolute dollars and cents" or "Percentage of max tariff rate"

- "Either" is no longer a valid selection

• Timeline (see next slide)

#### NAESB 3.0 Changes (Timeline)

			Current Non-	Non-Biddable		
Time	Current Biddable Releases	Biddable Releases	Biddable Releases	Releases Effective	Current Recalls	Decelle Effective Alala
(ССТ)	Keleases	Effective 4/1/16	Releases	4/1/16	ID1 - Notification from Releasing	Recalls Effective 4/1/6 ID1 - Notification from Releasing Shipper
7:00 AM					Shipper to TSP.	to TSP.
8:00 AM					Timely - Notification from Releasing Shipper to TSP. ID1 - Notification from TSP to Replacement Shipper.	<b>Timely</b> - Notification from Releasing Shipper to TSP. <b>ID1</b> - Notification from TSP to Replacement Shipper.
9:00 AM					Timely - Notification from TSP to	Timely - Notification from TSP to
Gas Day		Offers Tendered	ID1 Post	ID1 Post	Replacement Shipper.	Replacement Shipper.
Begins					Replacement on ppen	Replacement on ppen
10:00 AM		Open Season Ends				
10:30 AM			Timely Post			
11:00 AM		Award - No Match Match Communicated				
11:30 AM		Match Response				
Noon	Offers Tendered	Match Award Posted		Timely Post		ID2 - Notification from Releasing Shipper to TSP.
1:00 PM	Open Season Ends					ID2 - Notification from TSP to Replacement Shipper.
1:30 PM				ID2 Post		
2:00 PM	Award - No Match Match Communicated					
2:30 PM	Match Response				ID2 - Notification from Releasing Shipper to TSP.	
3:00 PM	Match Award Posted				Early Evening - Notification from Releasing Shipper to TSP.	Early Evening - Notification from Releasing Shipper to TSP.
3:30 PM					ID2 - Notification from TSP to Replacement Shipper.	
4:00 PM			ID2 Post		Early Evening - Notification from TSP to Replacement Shipper.	Early Evening - Notification from TSP to Replacement Shipper. ID3 - Notification from Releasing Shipper to TSP.
5:00 PM			Evening Post	Evening Post	<b>Evening</b> - Notification from Releasing Shipper to TSP.	Evening - Notification from Releasing Shipper to TSP. ID3 - Notification from TSP to Replacement Shipper.
6:00 PM				ID3 Post	Evening - Notification from TSP to Replacement Shipper.	Evening - Notification from TSP to Replacement Shipper.

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### Capacity Release Offer Statuses

- **Draft** only the releasing shipper can see information
- **Submit** releasing shipper and prearranged bidder, if applicable, can see 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 bid period has closed, but winning bidder(s) not yet determined
- Awarded capacity has been granted to replacement shipper
- **Expired** bid period has closed with no valid bids
- 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 prearranged offer was not confirmed timely



## How to Enter a Higher Bid



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d Deal D	lesc: Bid	idable deal											
d Per St [	Date: 08/	/04/2015 <b>B</b>	id Per St Time:	12:00:00			IBR Ind:	Ν					
d Per End	- Dt- 0.0	/04/2015 <b>B</b>	id Per End Time	13:00:00	Rel Acnt Bi	id Basis Desc	: Absolute dolla	rs and cents pe	r unit basis				
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During the bid period, you can submit a higher bid, but you first have to withdraw your initial bid.

In this example, someone has posted a higher bid rate than Cherry Natural Gas.

To bid a higher rate, Cherry Natural Gas must withdraw its initial bid first.

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If you try to submit a higher bid without first withdrawing your initial bid, you will get an  $$^{136}$$ 

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To withdraw your bid, highlight your bid (denoted with the asterisk). Right click, and select Withdraw. 137

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#### The Bid status now shows Withdrawn.

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To submit a new bid at a higher rate, select Create Bid, and follow the Create Bid steps shown previously.  $^{140}$ 

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

Res Rate Basis Desc: Per month

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#### Higher Bid has been submitted and posted.



## How to Match a Bid



#### 🗩 NetIDart A ( SQLLTQA ) File View Window Help 🐌 🛕 🍕 🖕 Ы Navigation Panel -12 Navigation Panel - 🗐 Favorites Ē. 💋 Flowing Gas 🗄 🧾 Invoicing 🗄 🍯 Capacity Release 🗄 💋 Offers 🗄 💋 Bids Create/Submit Bids Review/Submit/Withdraw Bid Confirm Bid 🗄 💋 Awards 🗄 🧾 Recalled Contracts 🗄 💋 Contracts 🗄 🥥 Service Request 🗄 🚺 Agency 🗄 🥥 Preferences Misc ÷... Security Administration £..[] 🗄 🥥 Change Password 🗄 🧾 Kinder Hawk 🗐 Logout 🗄 🧾 Informational Postings 🗄 🧾 Site Map 🗄 🧾 KM Framework Support

Expand the Capacity Release and Bids folder, and select Review/Submit/Withdraw Bid

		raw Bid [SNG]; 08/	NT: 63000 - TRNG-ELM	GAS PRODUCTS	5 SVC REQ: 63	000 - TRNG-ELM	GAS PRODUC	rs						
TSP Prop:	3705	TSP Name:	SOUTHERN NATURA	L GAS CO.	TS	P: 690051	8							
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90551	90636 Prima Prima		TRNG-BLUE SPRUCE GAS MARKET		11/01/2015	11/30/2015	CLOSED	POSTED	NONE	Aug 3 2015 3:37PM			N	Absolute dollars and cents per unit basis

Enter the Offer Number or Bid Number, and then click the Retrieve button.

NetIDart A ( SQLLTQA ) View Window Help					
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Review/Submit/Withdraw Bid [SNG]; 08/04/2015 12:44:28 TSP: 3705 - SOUTHERN NATURAL GAS CO. AGENT: 63000 - TRNG-ELM GAS PRODU		CTE			
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Rtn Addr Prop:         63000         Rtn Addr Name:         TRNG-ELM GAS PRODUCTS           Bidder Prop:         63000         Bidder Name:         TRNG-ELM GAS PRODUCTS	Rtn Addr: 0	Retrieval Time: 01:00:43 PM			
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Highlight the row. Right click, and select Offer Bids.

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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.

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90770	11/30/2015	115	115	RES	ANNUAL	0.3616	Α	1	1,248	2	BI	WITHDRAW	11.0000	
	11/30/2015	115	115	RES	ANNUAL	0.3649	Α	1	1,259	2	BI	POSTED	11.1000	
90773	11/00/2010								-,					

Highlight your bid, right click and select Match Bid. There will be a Matching Bid prompt.

#### Select Accept.

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el St Date		Highest bid	matched succes	ssfully. Bid rate	was changed an	d bid awarded.	S.	Original	-				
	,	Click Retrie	ve on the Offer I	Bids screen to s	ee matched bid I	rate.	nd Date:						
el Rate So id Deal De		Please navi contract nu		ew/Submit/Wit	hdraw Bid scree	n to view your	(TI Desc:	Delivery p	oint(s) quantity	•			
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No	Term End <sup>¥</sup>	Qty-K <sup>¥</sup>	Qty-K <sup>¥</sup>	Kate ID V	Name <sup>v</sup>	Bid <sup>v</sup>	Bid ▽ Basis	Form ♀ /Type	Value	Bid '	'Bid '	Prop	Rate 🖓 Bid
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90636	11/30/2013								1,259	2	BI	0.0.0750	
	11/30/2015	115	115	RES	ANNUAL	0.3649	A	1	1,239	2	DI	POSTED	11.100

You will receive another Matching Bid prompt to let you know your match bid was successful and has been awarded.

⊭ Ne	tIDart ( SQL	LTQA ) - [Offe	r Bids [SNG]; (	08/13/2015 08	3:54:35]										
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E			110				0.0002		•	-,					

One you select "OK" you must "Retrieve" to see the matched bid awarded to you. Bid now shows "Awarded"



# **Alternate Point Requests**



## Alternate Point Requests

- Customers can view alternate in-path points on any firm transportation package from the Contracts window by right clicking and selecting "Available Cap for Alternate Locations."
- Customers can **view** alternate in-path points on any submitted capacity release offer from the following screens...
  - All Offers/Awards
  - Create/Submit Bids
  - Offer Bids
- Customers can submit an alternate point request on any awarded firm transportation <u>replacement package</u> from the Contracts window by right clicking and selecting "Available Cap for Alternate Locations."
- Requests are on a one-time basis per replacement package and can be effective any time during the term of the release.

	CIG/YNG/KGS - Storage Summary (RS) [NGPL]; 09/15/			-	G]; 09/15/2015 04		
TSP:	3705 - SOUTHERN NATURAL GAS CO. AGENT: 61000 -	TRNG	5-CHERRY NATU	RAL GAS SVC RE	Q: 61000 - TRNG-CH	ERRY NATURAL GAS	
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4( F	WEKT0335 - Locations Details	5	10/31/2015	EXECUTED		Y	
4( F	WEKT0380 - Storage Ratchets	5	10/31/2015	EXECUTED		Y	
4( F	WEKT0340 - Addresses WEKT0360 - Segments	5	11/30/2015	EXECUTED		Y	
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46 F1 46		6	01/31/2016	EXECUTED		Y	
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 To request alternate points on an awarded Package from the Contracts window, select the replacement package and right click and choose Available Cap for Alternate Locations.

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igati	Offer No:	92127	Ctrct Nbr/ID:	450812-MFTSNG	Rel Rate Sch:	MFT		
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	Status Prop: Rost Start Dat	te: 10/ 1/2015	D	Rqst End Date: 10/31/2015			Upon Submitting this request, Customer hereby consents to the Point and/or Quantity change as of the Requested Start Date selected herein, subject to Pipeline approval.	

	Loc	Prop	Loc Name	Loc Purp Desc	Loc Zn	Qty Offer-Loc	Alternate Loc ID	Alternate Loc Name	Alternate Loc Zn	Rqst Qty	Unsubscribed Capacity	Validatio
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			SABPL/SNG SABINE - SABINE VERMILION	R	00-Zone 0	5						
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Select the Rqst Start Date, and then highlight the pin you wish to change. Double click in the Alternate Loc ID field to view the Alternate Location Lookup screen.

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790200	CHAT GAS/SNG CHA HAMILTON								OK Cancel	<u> </u>
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The Alternate Location Lookup allows a customer to view in-path locations and unsubscribed capacity at each location. Select the desired alternate point and click Ok.

Only locations with unsubscribed capacity greater than 0 are valid for the request.

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Once an alternate point is selected, enter the quantity in the Rqst Qty column, and right click to Validate.

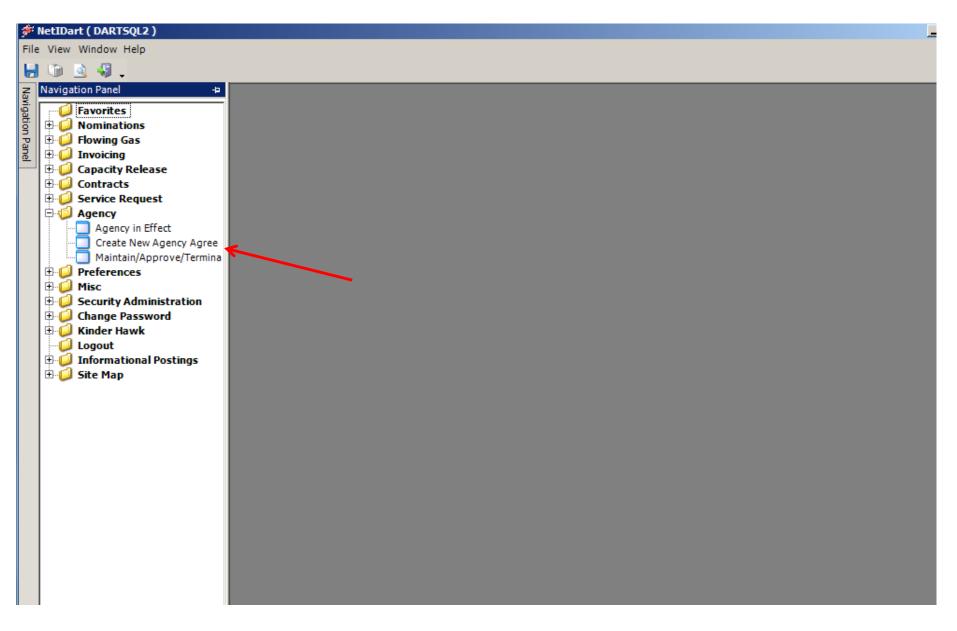
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If the validation is successful, the request can be submitted from this screen. Upon submission, you're consenting to the point and/or quantity changes once Pipeline approval has been granted. An email notification will be sent once approval has been granted. 9/11/2015



# **Creating a New Agency**





Open the Agency folder and click on Create New Agency Agreement.

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Input the Principal and Agent GID's and select a Start Date and End Date. If you don't know the GID, double click in the Principal or Agent box and a Customer Lookup will display. Click the radio button next to Name Contains, enter part of the name in the Filter criteria box and click Filter. Select the applicable party and click OK.

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The Maintain/Approve Business Functions screen opens.

Right click and select add Business Function.

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Select the applicable business functions and click Continue.

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70007	11/01/2015	09/30/2020	61700	TRNG-PALM POWER CO.	VOLUME INQUIRY	Y	Y	11/01/2015	09/30/2020	DRAFT	SUBMITTED

Print Save As

Add to Favorites Remove from Favorites

WEBE0200 - Maintain/Approve/Terminate Agency Agreement

Enter any Contract Specific or Point Specific information on the applicable screen. If all points or all contracts are part of the agency no action is required. Approve the agency.

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The message above will display. Click Yes.

#### Transporter: SOUTHERN NATURAL GAS CO.

Agency Agreement No. 70002

This Agency Agreement ("Agreement") is entered into effective as of the Effective Start Date specified below, by and between <u>TRNG-REDBUD NATURAL GAS CO.</u> ("Principal" or "Shipper") and <u>TRNG-CHERRY NATURAL GAS (</u>"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") 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 Wet DartNetPrincipalA begin on the Effective Start Date and end on the End Date, Interactive Website. Exhibit A is incorporated by reference required to comply with all provisions of the contracts listed

Effective Start Date: <u>10/01/2015</u>. The Effective Start De This Agreement must be executed, via Transporter's Intera executed Agreement, at least two (2) business days prior to

End Date: <u>12/31/2015</u>. Principal's designation and approximation and approximation

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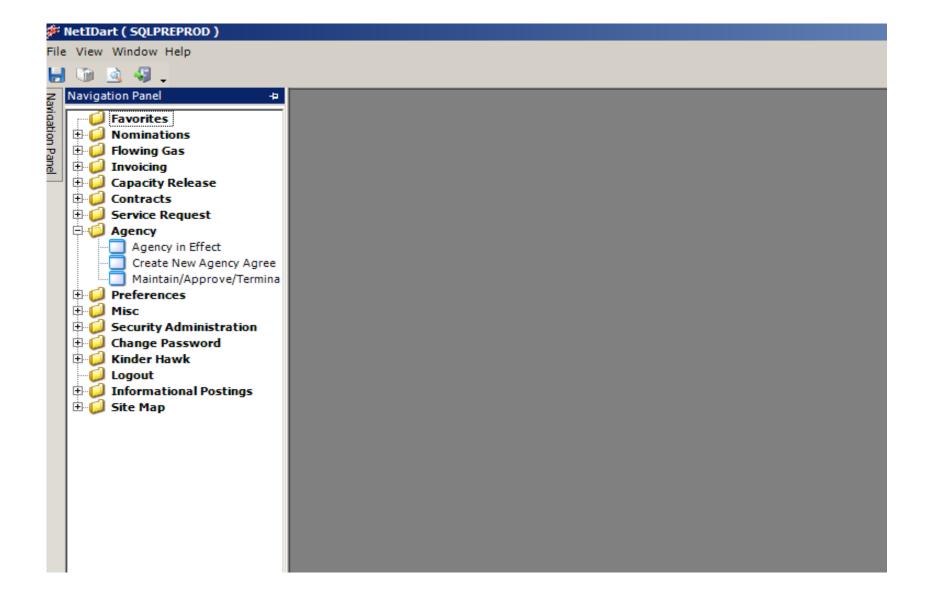
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of this Agreement, which must be the last day of a ed at any time by the Principal or Agent, but no

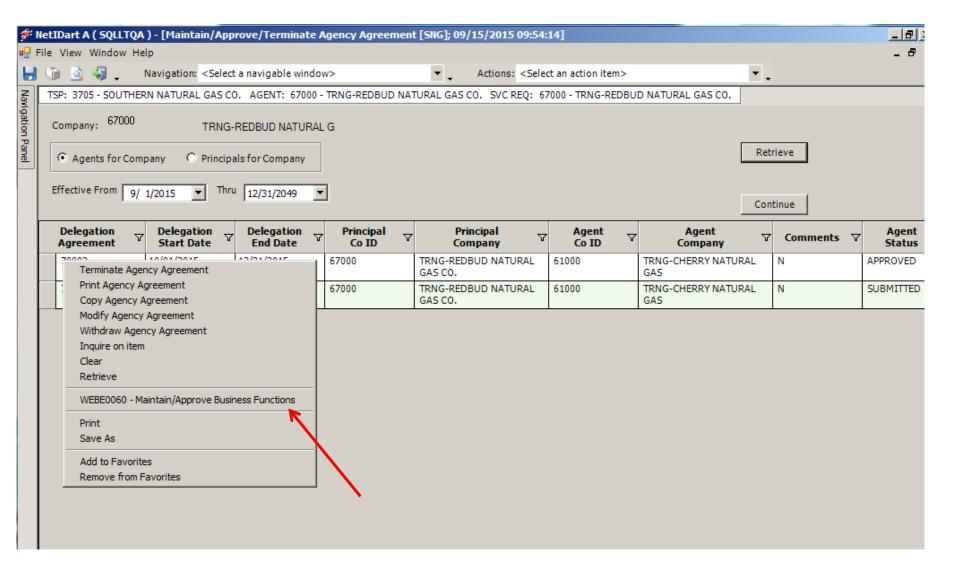
such termination shall be effective as to Transporter until terminated via Transporter's Interactive Website or by written notice to Transporter (as specified on Transporter's Website) by the terminating party.

By execution hereof, Agent accepts its designation and appointment as agent for Principal and agrees to act as agent for Principal in accordance with the terms hereof. Agent shall clearly specify it is acting on behalf of Principal in all actions taken in its role of Agent. Communications with, or actions by, Agent shall be deemed communications with, or actions by, Principal, and Principal accepts and agrees that Transporter may rely on all such communications by Agent on behalf of Principal rendered under the terms of this Agreement.

### The Agency Agreement will display. Review the document and click OK to Approve.



Now the other party must approve for the agency to go into effect. To Approve, open the Agency folder and select Maintain/Approve/Terminate Agency Agreement.



Right click and select Maintain/Approve Business Functions.

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	70002	10/01/2015	12/31/2015	61000	TRNG-CHERRY NATURAL GAS	INVOICES	Y	Y	10/01/2015	12/31/2015	SUBMITTED
	70002	10/01/2015	12/31/2015	61000	TRNG-CHERRY NATURAL GAS	LDC Report	Y	Y	10/01/2015	12/31/2015	SUBMITTED
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The message above will display. Click Yes.

#### Transporter: SOUTHERN NATURAL GAS CO.

Agency Agreement No. 70002

This Agency Agreement ("Agreement") is entered into effective as of the Effective Start Date specified below, by and between <u>TRNG-REDBUD NATURAL GAS CO.</u> ("Principal" or "Shipper") and <u>TRNG-CHERRY NATURAL GAS (</u>"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 Wet begin on the Effective Start Date and end on the End Date, Interactive Website. Exhibit A is incorporated by reference required to comply with all provisions of the contracts listed

Effective Start Date: <u>10/01/2015</u>. The Effective Start De This Agreement must be executed, via Transporter's Intera executed Agreement, at least two (2) business days prior to

End Date: <u>12/31/2015</u>. Principal's designation and app month, unless otherwise allowed by Transporter; provided

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of this Agreement, which must be the last day of a ed at any time by the Principal or Agent, but no

such termination shall be effective as to Transporter until terminated via Transporter's Interactive Website or by written notice to Transporter (as specified on Transporter's Website) by the terminating party.

OK.

By execution hereof, Agent accepts its designation and appointment as agent for Principal and agrees to act as agent for Principal in accordance with the terms hereof. Agent shall clearly specify it is acting on behalf of Principal in all actions taken in its role of Agent. Communications with, or actions by, Agent shall be deemed communications with, or actions by, Principal, and Principal accepts and agrees that Transporter may rely on all such communications by Agent on behalf of Principal rendered under the terms of this Agreement.

The Agency Agreement will display. Review the document and click OK to Approve. The Agency Agreement will go into effect on the Start Date.

## Thank You!

# SNG appreciates your business!

