

DART Contracts, Capacity Release, Rollup, and Agency

Regional Training/Workshop



Agenda

- •Contracts
- Capacity Release Offers
- •Capacity Release Bids
- Recall Offer
- •Reput Offer

Contract Changes

DART

- GID (Global Identification Number)
- PIN (Point Identification Number)
 - 420001
- Contract Number
 - 337061-FTAOTGP

Contract Statuses

DART

- Draft
- Submitted
- Not Used
- Executed
- Active
- Terminated
- Withdraw

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To view contractual data, click on the plus sign to the left of Contracts to open the folder.

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Click on Contracts.

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Click Retrieve. If a filter is not input, all active contracts will display.

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Highlight a contract and right click to see the type of information available to view for the selected contract.

Capacity Release

- How to.....
 - Create an Offer
 - Confirm a Bid
 - Copy an Offer
 - Create a Bid
 - Recall an offer
 - Reput an offer

Notable Capacity Release Changes

PASSKEY

- Release/bid a monthly rate
- No action needed by prearranged bidder prior to bid period start date/time
- Execute Replacement Contracts
- Recall/reput terms not required
- Anyone with Passkey access can create an offer or submit a bid

DART

- Release/bid a **monthly or daily rate**
- Prearranged bidder must confirm their bid prior to bid period start date/time
- Replacement contracts automatically executed
- Must enter recall/reput terms if anything but "Capacity not recallable" is selected
- Cap Rel Offers security role needed to create offers. Cap Rel Bids security role needed to create bids.

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- Withdraw offer was posted, but has been withdrawn by the releasing shipper before the offer closed.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
- FRECALL offer has been fully recalled
- **PRECALL** offer has been partially recalled

New Capacity Release Award Audit Report

- Available to releasing and replacement shippers
- Enter date range and excel report will generate showing all this and more....
 - All releases during that time period
 - Offer numbers
 - Replacement shipper info.
 - Location information
 - Rate information
 - Recall/Reput indicators
- Great report and should be very beneficial



How To Create A Capacity Release Offer



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

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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.

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Choose the radio button of the contract you want to release from. Right click, and select "Create New Offer".

Create Offer screens:

•Offer Detail; Offer Locations; Offer Rates; P/A Bids (if applicable); Offer Summary

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

***Offer numbers do not directly reflect the corresponding releasing contract number as Passkey does.

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

Shorter Term defaults to "N". If "Y" is chosen for the Shorter Term field, the corresponding box next to it will read "Releasing Shipper will accept bids for less than the full term" AND the Min Term box will allow you to add a minimum term in (days).

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	Prev Rel Desc:	Offer does not contain any capacity which was previously released	
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Review and edit Section [3] as necessary.

The default Max Offer Qty-K is 100. Be sure to enter the desired quantity to be released.

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Į	TSP: 4052 - TENNESSEE	GAS PIPELINE A	GENT: 8439 - BIG EN	ERGY INC. SVC RE	Q: 8439 - BIG ENER	GY INC.			
	[3] Offer MDQ Varies:	OYes 💿	No						
	••								
	Max Offer Qty-K:	100	(per day) M	ax Offer MSV:	0	Loc/QTI Desc:	Delivery point(s) quantity		
-1	Rel SR Less Qty De	sc: Releasing sh	ipper will not accept bio	ls for less than the f	ull quantity 💌				
	Min Offer Qty-K:	100	(per day) M	in Offer MSV:	0				
	Perm Rel Desc:	Capacity is being	permanently released		•				
	Prev Rel Desc:	Offer does not co	ntain any capacity whic	h was previously rel	eased				
	Recall/Reput Desc:	Capacity not reca	II-LI-		-				
	Recall/Reput Terms		🔡 Customer Look	ıp					- D X
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	Recall Notif Timely:	No 🔻 Ree	Pipeline Preferred						
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	Bus Day Ind:	N Recall				Company	List		
	Prearr Deal Desc:	Offer is subject t							
	Bidder Prop:								
	Repl SR Role Ind:								
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The Customer Lookup gives the shipper an opportunity to choose your filter criteria. Choose the radio button of the desired selections, enter your filter criteria, and then select FILTER.

۱ 🌾	letIDart (SQLLTQA) - [V	VEKC1005 - Offer Detail [TGP]; 04/08/2013 10:05:17]								
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z	TSP: 4052 - TENNESSEE	GAS PIPELINE AGENT: 8439 - BIG ENERGY INC. SVC REQ: 8439 - BIG ENERGY INC.								
vination D	[3] Offer MDQ Varies:	OYes ⊙No								
	Max Offer Qty-K:	100 (per day) Max Offer MSV: 0 Loc/QTI Desc: Delivery point(s) quantity								
	Rel SR Less Qty De	sc:								
	Min Offer Qty-K:	100 (per day) Min 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:	aput Desc: Capacity not recallable.								
	Recall/Reput Terms									
	Recall Notif Timely:	No Recall Notif EE: No Recall Notif Eve: No								
	Recall Notif ID1:	No ▼ Recall Notif ID2: No ▼								
	Bus Day Ind:	N ▼ Recall notification is not limited to a business day								
	Prearr Deal Desc:	Offer is not subject to a prearranged deal								
	Bidder Prop:	Bidder Name: Bidder:								
	Repl SR Role Ind:									
	Disc Ind Desc:									
	Disc ind Desc.	AMA (Asset Management Arrangement) OTH (Other)								
	0	RCP (Retail Choice) released do not include rates								

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".

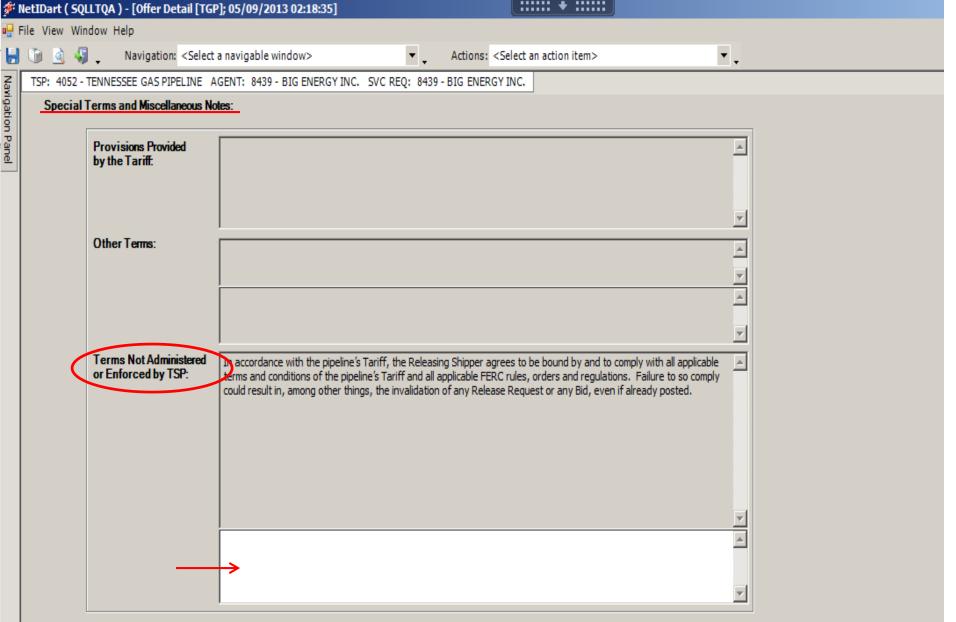
∳ ا≹	letIDart (SQLLTQA)) - [WEKC1005 - Offer Detail [TGP]; 04/17/2013 12:07:11]	
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Nav	TSP: 4052 - TENNES	SSEE GAS PIPELINE AGENT: 8439 - BIG ENERGY INC. SVC REQ: 8439 - BIG ENERGY INC.	
Navigation Panel	Disc Ind Desc:		
Panel	2	The rates associated with the capacity being released do not include rates discounted by the transportation service provider	
	5	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	
	6	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	

Choose the accurate Discount Indicator Description. The user may be used to seeing this as 2, 5, or 6 in Passkey.

ا 🌾	NetIDart (SQLLTQA) - [WEK	C1005 - Offer Detail [TGI	P]; 04/11/2013 07:53:03]	•			
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Navigation Panel	TSP: 4052 - TENNESSEE GAS	Biddable deal Yes Fior to Bidding? No	Bid Per St Date: 4	/11/2013 - B /11/2013 - B R	ERGY INC. Nid Per St Time: Nid Per End Time: Nel Req Post Time:	12:00:00 13:00:00)	
	[5] Rel SR Contng Desc:	Releasing shipper will not ac	cept bids which are continge	nt from the bidder's p	point of view. 💌			
	Contng End Date:	Ca	ontng End Time:					
	Rel SR Contng Terms:						▼	
	[6] Right to Amend Primar	y Points Indicator Descripti	ion: No					

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.

Pile View Window Help Image: Select an avoigable window: Actions: <select action="" an="" item=""></select> Actions: <select action="" an="" item=""></select> TSP: 4052 - TENNESSEE GAS PIPELINE AGENT: 4439 - BIG ENERGY INC. SVC REQ: 8439 - BIG ENERGY INC. Image: Select an action item> TSP: 4052 - TENNESSEE GAS PIPELINE AGENT: 6439 - BIG ENERGY INC. SVC REQ: 8439 - BIG ENERGY INC. TRE Ind: Image: Select an action itemp only Image: Select an action item Image: Select an action item	۶	NetIDart (SQLLTQA) - [WEKC1	1005 - Offer Deta	nil [TGP]; 04/18/2013 08:31:19]			
TSP: 4052 - TENNESSEE GAS PIPELINE AGENT: 8439 - BIG ENERGY INC. SVC REQ: 8439 - BIG ENERGY INC. [7] Rate Form/Type Desc: Reservation charge only IBR Ind: N Min Vol Pct Eval: No Bid Dasis Desc: Non-Index-Based Release - Absolute dollars and cents per unit basis Min Acpt Vol Pct: Bid Eval Ind Desc: Present Value Von-Index-Based Release - Absolute dollars and cents per unit basis Min Acpt Pct Bid Tie-breaking Method: Ppeline's Tariff Reference If selection is "Releasor's Method Described", it must be full described in "Special Terms and Miscellaneous Notes". Bid basis descriptions in detail OutfletCapacityRelease Absolute dollars and cents per unit base" - if you want the Bidder's Bid Rate to remain unchanged throughout. He term of the release release release - Absolute dollars and cents per unit base" - if you want the Bidder's Bid Rate to remain unchanged throughout. Bid basis descriptions in detail (1) Yon-index-Based Release - Proceing of maximum Tariff Rate, this selection about dollars and cents per unit base" - if you want the Bidder's Bid Rate to change if the Maximum Tariff Rate changes, the selection about dollars and cents per unit base" - if you want the Bidder's Bid Rate to new war, with selection about dollars and cents per unit base" - if you want the Bidder's Bid Rate to new war, with selection about dollars and cents per unit base" - if you want the Bidder's Bid Rate to new year, this selection about dollar about of the censes Release - Procentage of maximum Tariff Rate chan	-	File View Window Help					
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Bid Eval Ind Desc: Present Value Non-index-Based Release - Abolute dolars and cents per unit basis Bid Eval: Non-index-Based Release - Abolute dolars and cents per unit basis Bid Tie-breaking Method: Pipeline's Tariff Reference If selection is "Releasor's Method Described", it must be ful described in "Special Terms and Miscellaneous Notes". Bid basis descriptions in detail Our Method: Present Value If selection is "Releasor's Method Described", it must be ful described in "Special Terms and Miscellaneous Notes". Bid basis descriptions in detail Our Method: Pipeline's Tariff Reference If Bid basis descriptions in detail Our Method: Pipeline's Tariff Reference If Bid basis descriptions in detail Our Method: Our Method: Pipeline's Tariff Reference If Bid basis descriptions in detail Our Method: Our Method: Pipeline's Tariff Reference If Bid basis descriptions in detail Our Method: Our Method: If If If Bid basis descriptions in detail Our Method: Our Method: If I		Min Vol Pct Eval:	No	-		cpt Vol Pct	
Bid Eval: Non-Index-Based Release - Absolute dolars and cents per unit bass Bid Tie-breaking Method: Pipeline's Tariff Reference If selection is "Release of the centse of maximum tariff rate" Bid basis descriptions in detail If selection of the offer determines how Bidders must bid on this capacity. The following and cents per unit bass. Bid basis descriptions in detail If selection of the offer determines how Bidders must bid on this capacity. The following and cents per unit basis." If you want the Bidder's Bid Rate/Biled Rate to remain unchanged throughout He three options would be followed to the three options would be remained to the termines how Bidders must bid on this capacity. The following are the three options available: If non-Index-Based Release - Absolute dolars and cents per unit basis." If you want the Bidder's Bid Rate/ Biled Rate to remain unchanged throughout He three options of the release unless regulatory requirements dictate the Bid Rate Bild Rate. Bilder Bid Rate, Biled Rate, this selection should be chosen. If Non-Index-Based Release - Percentage of maximum Tariff Rate, this selection should be Bidders. On releases greater than one year, this selection should be chosen.		Rel Acpt Bid Basis Desc:	Non-Index-Based	d Release - Absolute dollars and cents per	unit basis 💌 Min A	cpt Pct	
Bid Eval: Non-Index-Based Release - Either Bid Tie-breaking Method: Pipeline's Tariff Reference If selection is "Releasor's Method Described", it must be ful described in "Special Terms and Miscellaneous Notes". Bid basis descriptions in detail If selection 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: Bid basis descriptions in detail (1) Thon-Index-Based Release - Absolute dollars and cents per unit basis" - If you want the Bidder's Bid Rate / Biled Rate to remain unchanged throughout the term of the release unless regulatory requirements dictate the Bid Rate/Biled Rate to lower. (2) "Non-Index-Based Release - Percentage of maximum Tariff Rate, this selection should be chosen. (3) "Non-Index-Based Release - Either" - If you are indifferent, this selection should be chosen.		Bid Eval Ind Desc:	Present Value	▼			
Bid basis descriptions in detail (1) "Non-Index-Based Release - Absolute dollars and cents per unit basis" - If you want the Bidder's Bid Rate/ Biled Rate to remain unchanged throughout the term of the release unless regulatory requirements dictate the Bid Rate, biled Rate, biled Rate, biled Rate to a new lower Maximum Tariff Rate, this selection should be chosen. (2) "Non-Index-Based Release - Percentage of maximum Tariff Rate changes, this selection should be chosen. (3) "Non-Index-Based Release - Either" - If you are indifferent, this selection should be chosen.		Bid Eval:			Non-Index-Based Release - Absol Non-Index-Based Release - Either	ute dollars and cents per unit basis]
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OK 24		Bid basis descriptions in detail	\rightarrow	The Releaser Designation of Acceptable Bid during the creation of this offer determines capacity. The following are the three options available: (1) "Non-Index-Based Release - Absolute di If you want the Bidder's Bid Rate/ Billed Rate the term of the release unless regulatory re Rate/Billed Rate be lowered to a new lower Maximum T be chosen. (2) "Non-Index-Based Release -Percentage want the Bidder's Bid Rate/Billed Rate to change if the this selection should be chosen. On releases greater tha combined with a Bid Percent of 100% is the way a "Maximum Ta (3) " Non-Index-Based Release -Either" - If	how Bidders must bid on this ollars and cents per unit basis" to remain unchanged through equirements dictate the Bid ariff Rate, this selection should of maximum tariff rate" - If yo e Maximum Tariff Rate changes n one year, this selection riff Rate" bid is created. you are indifferent, this select	- but d u s,	24



Section [7] Cont'd: Please note that any third party terms (formerly entered in the "Not A Stand-Alone Box" in Passkey) should now be entered in the 3rd section of the Special Terms and Miscellaneous Notes: Terms Not Administered or Enforced by TSP. 25

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

[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.

After completing the Offer Detail, 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.

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0	ffer No:	60952	Rel K:	311032-FT	ATGP	Rates	Sch: FTA					
Re	el St Date:	6/1/2013	Rel End Date:	4/30/2014		Max O)ffer Qty-K:					
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	420293	CON ED/TGP PEAR ROCKLAND	RL RIVER NY	14127	05-ZONE 5	D	eliveryLocation	3,250	3,250	100		

If in Section [3] of the Offer Detail the releaser selected "No" for Offer MDQ Varies, releaser will utilize this screen to enter the quantity to be released.

Enter the quantity to be released in the Max Offer Qty-Loc column. (The Avail Prim Qty-Loc displays the available primary capacity that can be released at that location, based upon the release start and end dates).

🜮 N	NetIDart (SQLLTQA)	- [WEKC1050 - (Offer Locations [TG	iP]; 05/13/2	2013 10:30:58]						
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Navigation Panel	TSP Prop:4052TSP Name:Rtn Addr Prop:8439Rtn Addr NameReleaser Prop:8439Releaser NameOffer No:60952Rel K:Rel St Date:6/1/2013Rel End Date:Offer Calculated Total Receipt Qty:100				E GAS PIPELINE IY INC. IY INC. ATGP	TSP: Rtn / Rele Rate Max	D: Addr: easer: e Sch: cOffer Qty-K :	1939164 0 [FTA 100		Continue Retrieve Ctr <u>ct Loca</u> tions	
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To release from a secondary point, right click and select Sec Locations.

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		Con Ed/Tgp Pearl Rockland	L RIVER NY	14127	05-ZON							
						Note: Total MD	Qs do not include pend	ding offer MDQs		ОК	Cancel	1
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A Secondary Location Lookup will display. Find the secondary location you wish to release and click OK. The secondary location will pull across into your Offer Locations grid.

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ReceiptsLocations													
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	·		≽	MAX OFFER	200	250			200				
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Prop	Loc Name	Loc	Loc	Qty-Loc	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	
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420293				MAX OFFER									
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2	TSP: 4052 - TENNES	SSEE GAS PIPELIN	NE AGENT: 61000 - T	RNG-CHERRY NATUR	AL GAS SVC REQ:	61000 - TRNG-CHERR	Y NATURAL GAS	
vination Dane	TSP Prop: Rtn Addr Prop:	4052 61000	TSP Name: Rtn Addr Name:	TENNESSEE GAS PI TRNG-CHERRY NAT		TSP: Rtn Addr:	1939164 6100000	Continue
-	Releaser Prop:	61000	Releaser Name:	TRNG-CHERRY NAT	TURAL GAS	Releaser:	6100000	Retrieve
	Offer No:	71982	Rel K:	311621-FTATGP		Rate Sch:	FTA	
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	Min Rate Discl De Surchg Ind Desc: SeasnI St For non-volume the release and • Full month rele Res Rate Basis D	ders						
	Rate ID S	Per day Per mon Sea5Ⅲ ▼ Period ▼ ANNUAL		Min Acpt Rate ♥ 0.0000				

Please note: The Minimum Acceptable Rate may be a **DAILY** rate or a **MONTHLY** rate. Select the applicable Res Rate Basis Desc. In order to release as a monthly rate, the Rate Form must be Reservation charge only and the Bid Basis must be Absolute dollars and cents. The Max Trf Rate Column displays the max tariff rate based on the Res Rate Basis selected.

Þ	NetI	Dart (SQLSTQA) ·	[WEKC1040	Bid Detail)TGP];	04/28/2015 11:38:56	5]						_
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Navigation Panel		TSP Prop:	4052	TSP Name:	TENNESSEE GAS PIPE	LINE	TSP:	1939164	Bid Per End	Date: 04/30/2019	5 Bid Per End Time	: 13:00:00 ⁻
n Par		Rtn Addr Prop:	61100	Rtn Addr Name:	TRNG-RIVER BIRCH G	AS MARKET	Rtn Addr	: 0	Meas Basis	Desc: Million BTL	J's	
<u>ē</u>		Releaser Prop:	61000	Releaser Name:	TRNG-CHERRY NATUR	RAL GAS	Releaser	6100000	Rel Acpt Bid	Basis Desc: Abs	solute dollars and cent	s per unit b
		Offer No:	71982	Rate Sch:	FTA		Seasnl S	t 1/1	Seasnl End:	12/31	Seasnl Name:	ANNU/
		Bid No:	70247		Status:	Original						
		Surchg Ind Desc:	Rate(s) state	ed include all applical	ole surcharges; no surc	harge detail	or surcharge to	otal provided		Continue		
		Bidder Prop: Prearr Bid Desc: Bidder Contact:	61100 Bidder is the p Mr. Energy	prearranged deal bid	Bidder Name: der Affil: Bidder Phone:	NONE	•	Bidde		ss@ss.com IRCH GAS)
	F	Res Rate Basis Des	c: Per mon	th				idder Phone:	вотн			
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		he release and wil Full month releas Partial month rele (number of days in the decimal point)	lbecalculate e:(DailyBid ase:(DailyB therelease x volume.	d and invoiced as foll Rate x 30.4167, ro Bid Rate x 30.4167, month / total numbe	s, monthly reservation ows: unded to four digits afte rounded to four digits a er of days in the month mum tariff rate applies.	r the decima fter the decir , rounded to	l point) x volum nal point) x	1 6 .				

[1] Enter the pre-arranged bidder's details. (All fields must be completed)

_			C6090 - Offer Summa	ry [TGP]; 04/28/2015	11:49:09]			_
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2 🗌	· ·	_				61000 - TRNG-CHERRY NA		•
Navigation Panel								
ĬŸ	TSP Prop:	4052	TSP Name:	TENNESSEE GAS PIPEL		TSP:	1939164	
anel	Rtn Addr Prop:			TRNG-CHERRY NATUR		Rtn Addr:	: 6100000	
	Releaser Prop:	61000	Releaser Name:	TRNG-CHERRY NATUR	AL GAS	Releaser	: 6100000	
	Offer No:	71982				Status:	Original	
	Rel K:	311621	-FTA' Rate Sch: FTA Mkt Based Rate I	RelKQty: 5,000 (pe Ind:N	er day)	Meas Bas	sis Desc: Million BTU'	's
1	[1] Rel Contact	Mister	rBigg	Rel Phone:	(123) 456-1111			
-	[2] Rel St Date: Shorter Term: Min Term:	6/1/20 Releas		Offer Calculated Min cept bids for less than th Rel End Date:			Back Offer Print	
Ī	Rate Sch: [3] Loc/QTI Desc:	FTA	Delivery point(s) qua	ntity			Print Save As	
	Rel SR Less Qt	ly Desc:	Releasing shipper wil	I not accept bids for less	s than the full quantity		Add to Favor	ites
	Min Offer Qty-K	6	100 (per day)	Max Offer Qty-K:	100 (per day)		Remove from	n Favorites
	Min Offer MSV:		0	Max Offer MSV:	0			_
						This is a sun	nmary of th	ne offer. To
	Perm Rel Desc:	:	Capacity is not being	permanently released		submit the o	offer, right (click and select
	Prev Rel Desc:		Offer does not contai	n any capacity which was	previously released	Submit.		
	Recall/Reput De	esc:	Capacity not recallabl	le.		Submit.		
	Recall/Reput Te	erms:					 ▼	
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	Bus Day Ind			is not limited to a busin	ess dav			
W	EKCE000							T

[3] Loc/QTI Desc:	Delivery point(s)	quantity				
Rel SR Less Qty Desc:	Releasing shipper	r will not accept bids for less	than the full quant			
Min Offer Qty-K:	700 (per day)	Max Offer Qty-K:	700 (per day)	DartNetCapacityRelease	×	
Min Offer MSV:	0	Max Offer MSV:	0	Offer Invalid		
Perm Rel Desc:	Capacity is not be	ing permanently release			1	
Prev Rel Desc:	Offer does not co	ntain any capacity which was	previously release	OK]	
Recall/Reput Desc:	Capacity not recal	lable.				
Recall/Reput Terms:				× •		
Recall Notif Timely:	No	Recall Notif EE: No	Recall Notif	fEve: No		
Recall Notif ID1:	No	Recall Notif ID2: No				
Bus Day Ind:	N - Recall notificat	tion is not limited to a busine	ess d			
Prearr Deal Desc:	Offer is not subje	ct to a prearranged dea				
Bidder Prop:	0	Bidder Name:		Bidder: 0		
Repl SR Role Ind:	OTH (Other)					
		e capacity being released do sportation service provider	not include			
[4] Bid Deal Desc:	Biddable dea					
Bid Per St Date:	05/02/2013	Bid Per S	StTime: 1	12:00:00		
Bid Per End Dt:	05/06/2013	Bid Per E	End Time: 1	13:00:00		
VEKC6090		#100 - en	ror: calling cktp_valida	ate_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.

Night of point 4052 TSP Name: TENNESSE Rtn Addr Prop: 8439 Rtn Addr Name: BIG ENER Releaser Prop: 8439 Releaser Name: BIG ENER Offer No: 60937 Rel Rate Sch:	05/02/2012 00:27:50]	+									
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Night of point 4052 TSP Name: TENNESSE Rtn Addr Prop: 8439 Rtn Addr Name: BIG ENER Releaser Prop: 8439 Releaser Name: BIG ENER Offer No: 60937 Rel Rate Sch:	▼ _ Actions: <select a<="" an="" th=""><th>ction item></th><th>•.</th><th></th></select>	ction item>	•.								
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		WEKC1000 - Offer Rate List									
		WEKC1043 - P/A Bids									
		WEKC1050 - Offer Locations WEKC6020 - Offer Errors									
	—										
		Print Save As									
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To view the error(s), highlight the row. Right click, and select Offer Errors.

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TSP: 4052 - TENNESSEE GAS PIPELINE AGENT: 8439 - BIG ENERGY INC. SVC REQ: 8439 - BIG ENERGY INC.										
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on Pa	Rtn Addr Pr	r op: 8439	Rtn Addr Name:	BIG ENERGY INC.	Rtn Addr:					
anel	Releaser P	rop : 8439	Releaser Name:	BIG ENERGY INC.	Releaser:		Г	Retrieve		
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	Txn Stat Request did not pass edits. Offer Upload held in suspense.									
	Dti Lvi 🛛 🖓	Val Cd Prop 🛛		Val Message		V	Last Updated By	⊽ Last ⊽ Mod Date ⊽	7	
	К	VAD00022	Maximum Release MDQ must be less than or equal to Contract MDQ for entire release period			CBGGG10	05/02/2013 09:36:55			
	К	VAD07242	Release primary point MDQ o	an not exceed contract primary po	oint MDQ.		CBGGG10	05/02/2013 09:36:55		

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 Offer screen so you can navigate to make corrections.

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						<u> </u>	Print					
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To navigate back to the offer to correct the error, highlight the row. Right click and then navigate to 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 from here.

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-			U - Review/W	lithdraw Offer [I	GP]: 00/02/2013 1	10:36:45]								
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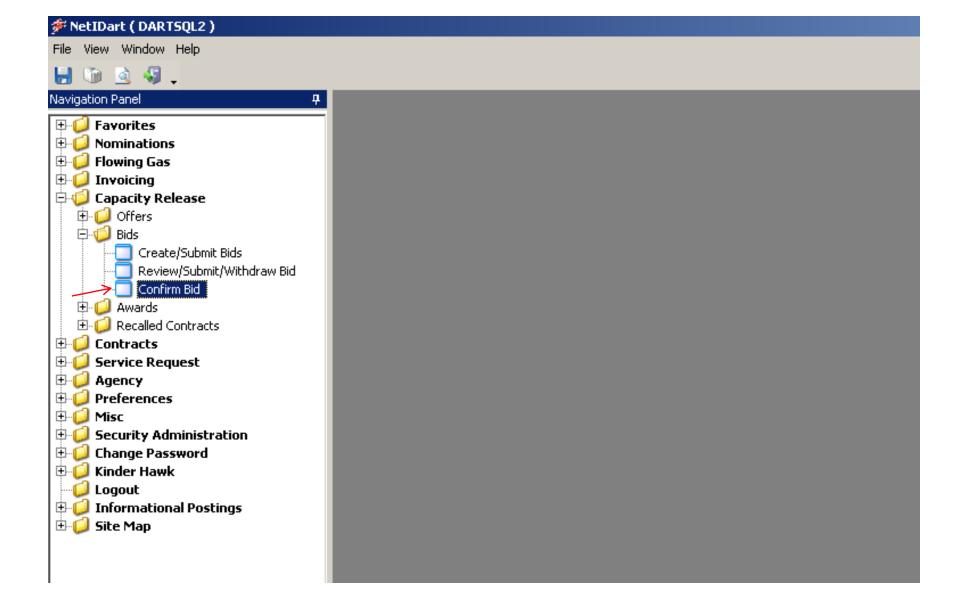
If there are no validation errors, the Offer Status will show Submit.

*New: 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 created that requires them to confirm their pre-arranged bid.



How To Confirm A Bid





Expand the Capacity Release and Bids folder, and select Confirm Bid.

-				_	Bid [TGP]; 0	5/10/2013 12:16:1	6]					J								
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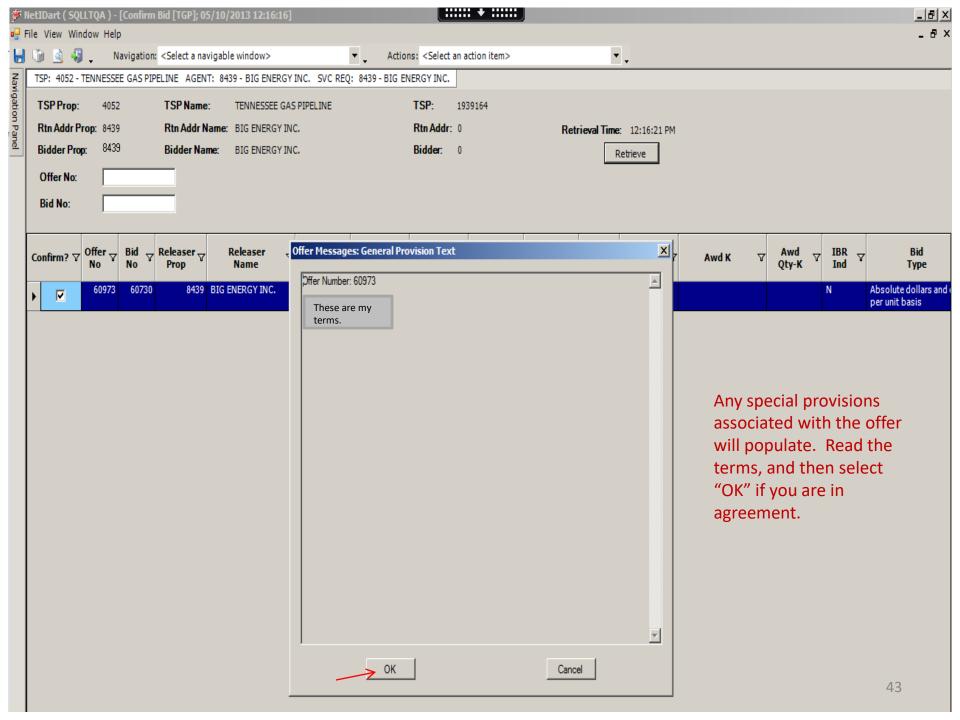
Hit the retrieve button and all bids that must be confirmed will populate.

You must confirm biddable offers prior to the bid period start date and time.

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Bid Detail – review rate information / edit bidder contact
Offer Information – review offer details / can navigate to Offer Segments to view contractual path of release

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



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After you select "OK" from the previous screen, another pop-up will require your attention.

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. Cancel just cancels the request.

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After a non-biddable offer has been confirmed, the offer and bid status will show "awarded", and the new replacement contract number is displayed. The offer will be viewable from this screen for up to 1 business day after it's been awarded.

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



How To Copy An Offer



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

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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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WEKC1051 - Offer Locations WEKC1010 - Rates Details

WEKC1041 - Bid Detail

Print Save As Add to Favorites Remove from Favorites

A list of the same offers from the Create Offer Screen will display. The Rel K and Date can be edited from this screen

Highlight 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.

Yes

No

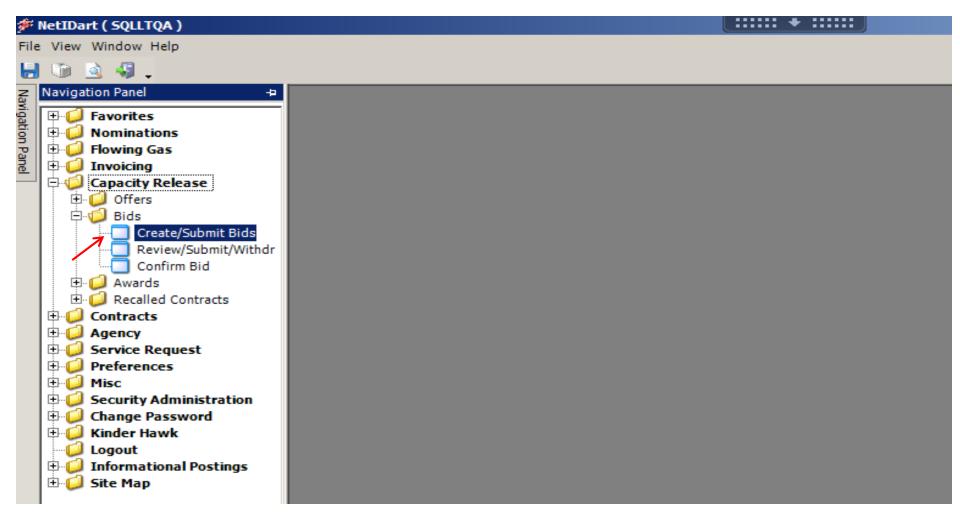
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You will get a pop-up message letting you know the copy was successful. Select OK, and you will get a pop-up with the new offer number and you will be taken to the Offer Detail screen.



How To Create A Bid





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

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

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

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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).

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[2] Bidder Bid Basis Description functionality: If the releasing shipper selects "Non-Index-Based Release-Either" the bidder can choose either Absolute dollars and cents per unit basis OR Percentage of maximum tariff rate. Otherwise, the selection will be grayed out and cannot be edited.

In this example, the bidder 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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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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Successful credit validation message

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Right click and select Submit. You can elect to submit the bid without checking the credit first, in which case you **must select "SAVE" first before submitting**.

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

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In this scenario, other bidders have submitted higher bids.

* - Denotes Your Company's Bid



How To Enter a Higher Bid



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In this example, someone has posted a higher bid rate than River Birch.

To bid a higher rate, River Birch 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 $_{69}$

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

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

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The Bid status now shows Withdrawn.

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	70255	06/30/2015	100	100 F	RES	ANNUAL	17.5000	А	1	1,726	6 2	BI	POSTED

To submit a new bid with a higher value, select Create Bid, and follow the Create Bid steps shown previously. 73

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		ortation releases, moi d invoiced as follows:	thly reservation charges are based o	n the path of			
			to four digits after the decimal point) a				

Res Rate Basis Desc: Per month

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	70256	06/30/2015	100	100	RES	ANNUAL	17.5000	А	1	1,726	2	BI	POSTED
	70257	06/30/2015	100	100	RES	ANNUAL	18.0000	Α	1	1,775	2	BI	DRAFT *
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	Bid Per End Dt:	04/30/2015	Bid Per End Time:	13:00:00 Rel Ac	pt Bid Basis Desc	Absolute dollars	and cents per unit	basis	

* - Denotes Your Company's Bid(s)

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

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

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

Res Rate Basis Desc: Per month

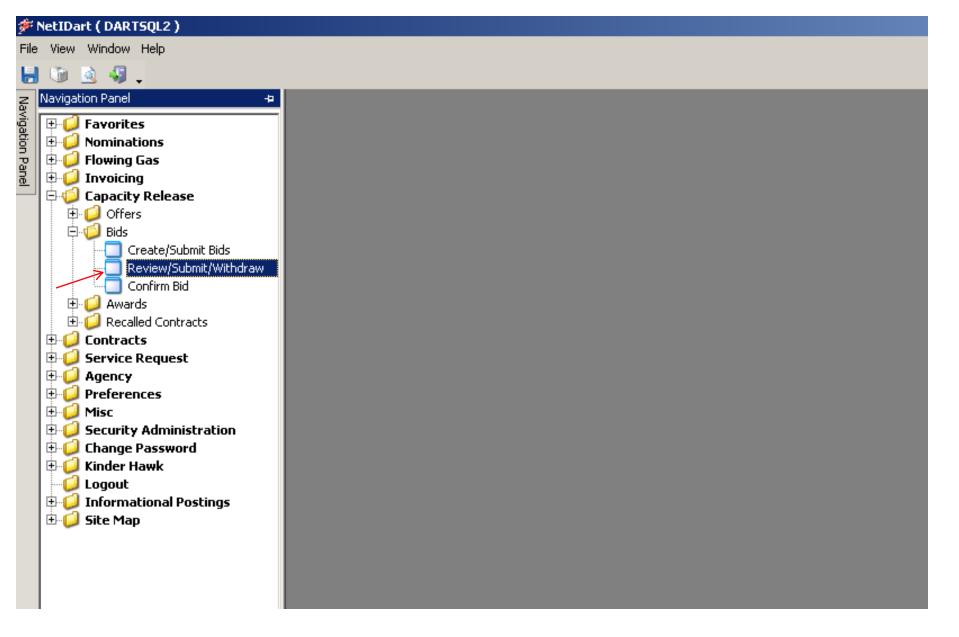
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I	70255	06/30/2015	100	100	RES	ANNUAL	17.5000	А	1	1,726	2	BI	POSTED
	70256	06/30/2015	100	100	RES	ANNUAL	17 5000	Α	1	1,726	2	BI	POSTED
	70257	06/30/2015	100	100	RES	ANNUAL	18.0000	А	1	1,775	2	BI	POSTED *

Higher Bid has been submitted and posted.



How to Match a Bid

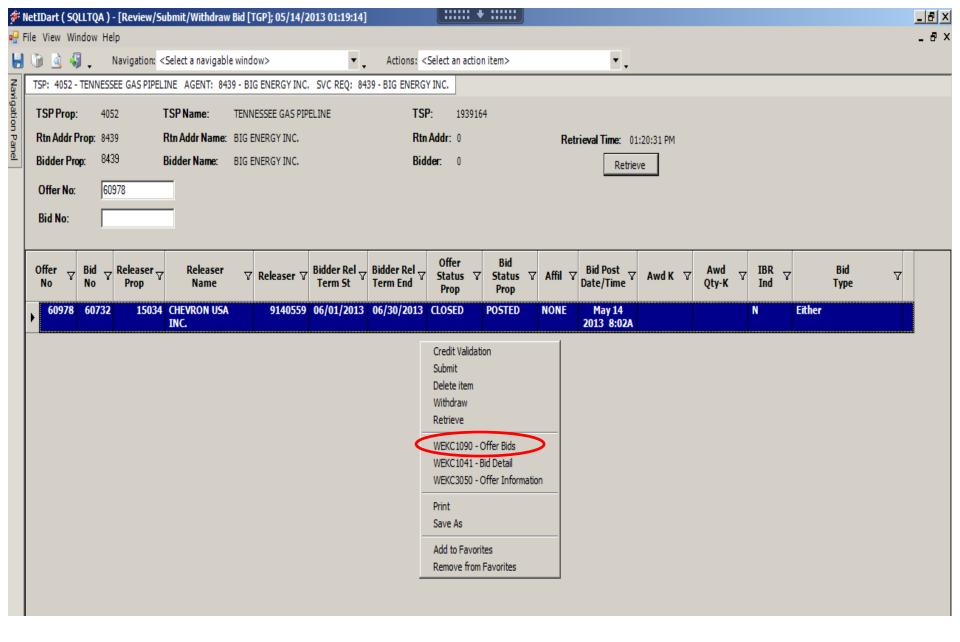




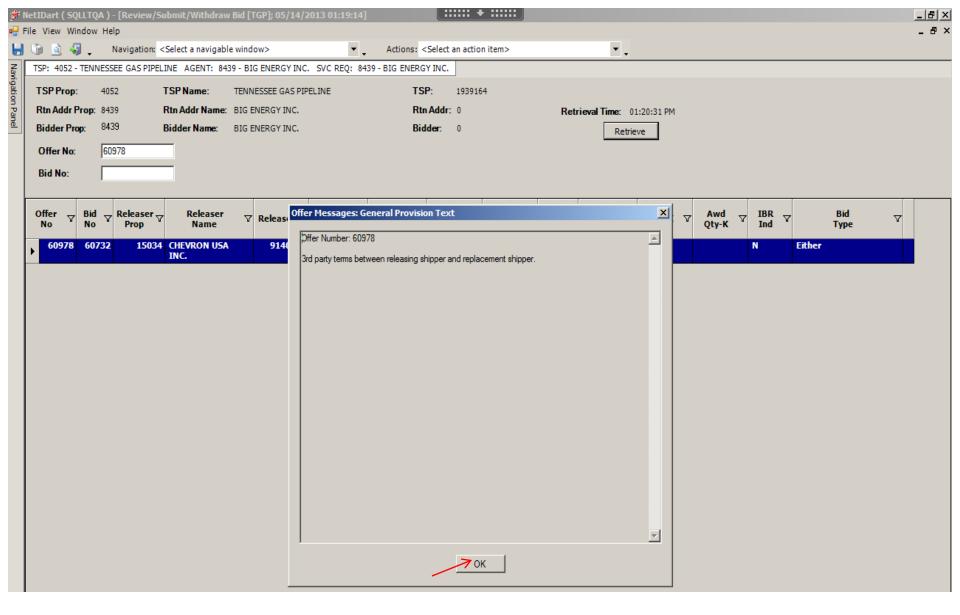
Expand the Capacity Release and Bids folder, and select Review/Submit/Withdraw

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



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



Any special terms applicable to the offer will populate and prompt you to acknowledge (just like before, when confirming the bid.) Select Ok.

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Here you can view the highest bid rate and total value.

The asterisk under the Status Prop column denotes your company's bid. The "1" in the prearranged bid column denotes the prearranged bidder's bid.

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	702	256 06/30/2015	100	100	RES	ANNUAL	17.5000	Α	1	1.726	5 2	BI	POSTED

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

Select Accept.

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	70256	06/30/2015	100	100	RES	ANNUAL		17,5000	Α	1	1.726	2	BI	POSTED

If Credit is successful, another Matching Bid prompt will let you know the match bid was successful and has been awarded.

Select "Ok" and then hit Retrieve to see the bid status show awarded.

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Bid now shows "Awarded". Navigate to Review/Submit/Withdraw Bid to see the replacement contract number.

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 and creating bids

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.

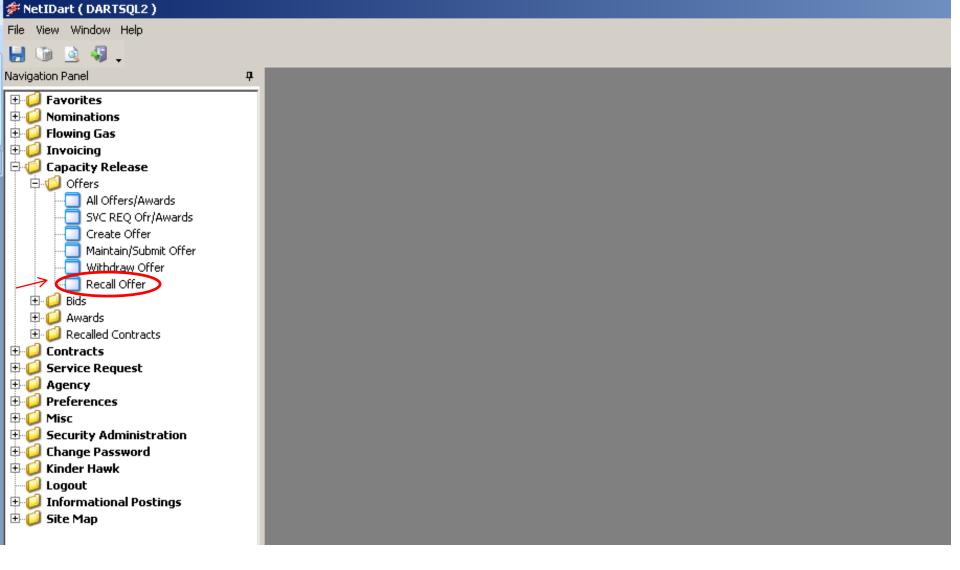
Full / Partial / Location Recall

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



How To Create a Recall/Reput





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

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	0	60948	311032- FTATGP	FTA	06/01/2013	12/31/2013	750	750	750	1	AWARDED	
	Q	60946	311032- FTATGP	FTA	06/01/2013	06/30/2013	3,500	3,500	3,500	1	AWARDED	

On the Recall Offer screen, you must enter either a releasing contract number or recall date.

• Entering just a recall date, it will display all releases on that date that have recall rights.

• Entering just a releasing contract number displays all recallable offers, regardless of date.

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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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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.

Right click, and select Save.

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	Offer No:	60948	Rel St Date:	6/1/2013	RelEndDate:	12/31/2013	Clear
	Recall No:	11101					
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	upon recall end d		eput will be automatic iate.		Print Save As Add to Favorites		
					Remove from Favorites		

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

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	C		311032- FTATGP	FTA	06/01/2013	06/30/2013	3,500	3,500	3,500	1	AWARDED	

After submitting your recall, navigate back to the Recall Offer screen. You can Retrieve and the Status should show FRECALL (full recall).

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	1		311032- FTATGP	FTA	06/01/2013	06/30/2013	3,500	3,500	3,500	1	AWARDED	
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To review the recall records, highlight the offer, right click and select Review Recalls.

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You can see here that this release was fully recalled effective July 1, 2013. This is the same info. you should see once the recall is submitted.

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			60949	311032- FTATGP	FTA	06/01/2013	06/30/2013	1,000	1,000	1,000	1	FRECALL
		0	60948	311032- FTATGP	FTA	06/01/2013	12/31/2013	750	750	750	1	FRECALL
	►	0	60946	311032- FTATGP	FTA	06/01/2013	06/30/2013	3,500	3,500	3,500	1	AWARDED
											WEKC6010 - 4	Offer Information

To create a **partial recall**, highlight the offer you wish to recall, right click and select Create Recall.

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	-	be recalled. R	eput will be automatic			Save As Add to F Remove		

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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	Offer No:	60946	Rel St Date:	6/1/2013		Rel End Date:	6/30/2013	Clear
	Recall No:	11106						
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		1				WEKC2020 -	Recall by Location/Path	_
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						Save As		
	*Enter quantity to	be recalled. F	Reput will be automatic			Add to Favo		
	upon recall end d	ate, as appro	priate.			Remove from	n Favorites	

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

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nel	Re	eleaser Prop:	8439	Releaser Name:	BIG ENERGY	INC.	Re	eleaser.		R	tetrieve		
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	9	60949	311032- FTATGP	FTA	06/01/2013	06/30/2013	1,000	1,000	1,000	1	FRECALL		
	C 60948		311032- FTATGP	FTA	06/01/2013	12/31/2013	750	750	750	1	FRECALL		
	•	60946	311032- FTATGP	FTA	06/01/2013	06/30/2013	3,500	3,500	3,500	1	PRECALL		

After submitting your recall, navigate back to the Recall Offer screen. You can Retrieve and the Status should show PRECALL (partial recall).

۶× Ne	etIV)art (SQLLTQ/	i) - [Recall Off	fer [TGP]; 05/06/	/2013	3 09:46:48]							
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	R	leleaser Prop:	8439	Releaser Na	ame:	BIG ENERGY :	INC.	Br	eleaser.		F	Retrieve	
	F	Rel K:		Recall Date:	c	06/01/2013	•						
		♡ Offer No ♡	Contract Number	⊽ Rel Rate Sch	V	Rel St Date ▽	Rel End Date ▽	Min Offer ⊽ Qty-K ▽	Max Offer ⊽ Qty-K ▽	Awd Qty-K ▽	Prearr ⊽ Deal ⊽	7 Status Prop	V
			Offer No V Number V Sch 60949 311032- FTATGP FTA 60948 311032- FTATGP FTA			06/01/2013	06/30/2013	1,000	1,000	1,000	1	FRECALL	
			FTATGP	FTA		06/01/2013	12/31/2013	750	750	750	1	FRECALL	
	•	C 60946	311032- FTATGP	FTA		06/01/2013	06/30/2013	3,500	3,500	3,500	1	PRECALL	
										WEKC6010 WEKC3050 Print Save As Add to Fav	0 - Review Reca 0 - Awarded Bid 0 - Offer Inform vorites	ds	
										Add to Fav	vorites rom Favorites		

To review the recall records, highlight the offer, right click and select Review Recalls.

ﷺ N	letIDart (SQLLTQA)	- (Review Recall	5_ TGP]; 05/06/201	13 10:35:37]				
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n Pa	Rtn Addr Prop:	8439	Rtn Addr Name:	BIG ENERGY INC.		Rtn Addr:	0	
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	Offer No:	60946	Awd Qty-K:	3500				Clear
	Rel K:	311032-FTATGP	Rate Sch:	FTA				
	RelStDate:	6/1/2013	Rel End Date:	6/30/2013				
ľ	Recall No 🛛 🖓	Method	⊽ Recall 7 St Date 7	7 Recall ⊽ End Date ▽	Recall Qty-K 🛛	Recall Status Prop	V	
	11106	PARTIAL	06/07/2013	06/10/2013	2,000	PRECALL		

You can see here that this release was partially recalled between 6/7/13 and 6/10/13. Since the release actually goes thru 6/30/13, this capacity was reput effective 6/11/13 (the day after the recall end date).

∌ ا€	NetIDart (SQLLTQA) - (Recall Offer [TGP]; 05/06/2013 09:46:48] File View Window Help														
e la F	File	Vi	ew Window Hr	elp											
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		Re	el K:		RecallDa	te:	09/01/2013	•							
		V	Offer No マ	Contract _V Number V	7 Rel Rate Sch	V	Rel St Date ▽	Rel End Date ▽	Min Offer , Qty-K	v M	1ax Offer ⊽ Qty-K ▽	Awd Qty-K ▽	Prearr Deal	⊽ Statu Prop	
	Þ	0	60962	311079- FTATGP	FTA		08/01/2013	12/31/2013	75	0	750	750	1	AWARD)ED
		0		311079- FTATGP	FTA		08/01/2013	12/31/2013	1,50	0	1,500	1,500	1	PRECAL	L
		0		311032- FTATGP	FTA		06/01/2013	12/31/2013	75	i0	750	750	1	FRECAL	L
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To create a **location recall**, highlight the offer you wish to recall, right click and select Create Recall.

NetIDart (SQLLTQA) - [WEKC2006 - Recall Detail]	[GP]; 05/06/2013 12:56:18]			
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Rtn Addr Prop:	8439 Rtn Addr Name	: BIG ENERGY INC.	Rtn Addr:	0	
Beleaser Prop:	8439 Releaser Nam	e: BIG ENERGY INC.	Releaser	0	Retrieve
Offer No:	60962 Rel St Date:	8/1/2013	RelEndDate:	12/31/2013	Clear
Recall No:	11115				
	Full Partial 9/ 1/2013 Full 12/31/2013 Recall Notif Timely be recalled. Reput will be automate, as appropriate.	Max Avbl Offer Qty-K to recalt 750	Save Submit Cancel Retrieve Clear WEKC2020 - Re Print Save As Add to Favorite: Remove from Fa	-	

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.

🗩 NetIDart (SQLLTQA) - [WEKC2006 - Recall Detail [TGP]; 05/06/2013 12:56:18]										
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	Recall No:	11115								
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	Recall Method:	C Full	C Partial 📀 L	ocation					×	
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	Recall Qty-K *:			Max Avbl Offer Qty-K	to recalt	750				
			eput will be automatic							
	upon recall end da	ate, as approp	nate.							

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

۶ NetIDart (SQLLTQA) - [WEKC2006 - Recall Detail [TGP]; 05/06/2013 12:56:18]										
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۲	🕥 🗟 🖑 🖕	Navigation:	<select a="" navigable="" th="" wind<=""><th>ow></th><th>• Ac</th><th>tions: <select action<="" an="" th=""><th>on item></th><th>•</th></select></th></select>	ow>	• Ac	tions: <select action<="" an="" th=""><th>on item></th><th>•</th></select>	on item>	•		
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ē	Releaser Prop:	8439	Releaser Name:	BIG ENERGY INC.		Releaser	0	Retrieve		
	Offer No:	60962	Rel St Date:	8/1/2013		RelEndDate	e: 12/31/2013	Clear		
	Recall No:	11115								
	Recall Method: Recall St Date: Recall End Date: Recall Notif:	 Full 9/ 1/2013 12/31/2013 Recall Notif 	• •	ocation		Save Submit Cancel Retrieve Clear WEKC2020) - Recall by Location/Path			
	Recall Qty-K *:			MaxAvbl Offer Qty-K to rec	alt 750) Print Save As				
	* Enter quantity to upon recall end d		Reput will be automatic priate.			Add to Fav Remove fr	vorites om Favorites			

Right click and select Recall by Location/Path

🗩 N	let]	IDart (SQLLTC	QA) Recall by Loca	ation/Path CGP]	; 05/06/2013	3 01:10:44]									
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		Offer No:	60962	Rel St Date:	8/1/2013			RelE	End	Date: 12/21/2012			Clear		
		Recall No:	11115	Recall St Date:	9/1/2013			Reca	all E	ind D ate: 12/	/31/2013				
		Recall Qty-K:	0												
ł									_						
		Loc ⊽ Prop ▽	Loc Nam	ne V	Loc 🗸	Loc Zn	V	Loc Purp	V	Loc Purp 🗸 Desc	Awd Qty-Loc ▽	Min Avbl Qty-Loc	V	Recall Qty-Loc	V
			DCP MIDS/TGP LIBERT	IN HILL	42911	01-ZONE 1		M2		Receipt Location	650		650		0
		412742	BIGSANDY/TGP GLANC	CY CARTER	695535	02-ZONE 2		M2		Receipt Location	100		100		100
	Þ		BOSTN/TGP SOUTHE WORCHESTER	BRIDGE MA	36902	06-ZONE 6		MQ		Delivery Location	750		750		100
										Save Submit Retrieve Clear WEKC2025 - Print Save As Add to Favor Remove from		s by Point			

Enter the quantity you wish to recall in the Recall Qty-Loc column. Right click and select Save.

🗩 N	NetIDart (SQLLTQA) - [Recall by Location/Path [TGP]; 05/06/2013 01:10:44]														
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		Loc マ Prop マ	Loc Nam	ne V	Loc 🗸	Loc Zn	V	Loc Purp	7	Loc Purp 🖓 Desc	Awd Qty-Loc ♡	Min Avbl Qty-Loc	V	Recall Qty-Loc	V
			DCP MIDS/TGP LIBERT' BIENVILLE	IY HILL	42911	01-ZONE 1		M2		Receipt Location	650		650		0
		412742	BIGSANDY/TGP GLANC	LY CARTER	695535	02-ZONE 2		M2		Receipt Location	100		100		100
	►		BOSTN/TGP SOUTHE WORCHESTER	BRIDGE MA	36902	06-ZONE 6		MQ		Delivery Location	750		750		100
										Save Submit Retrieve Clear WEKC2025 - Print Save As Add to Favo Remove fror		; by Point			

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

🌮 Ne	etIDart (SQLLTQ/	A) - [WCKT2100	Recall List [TGP]; (05/06/2013 01:19:26	6]			
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Za [TSP: 4052 - TENN	IESSEE GAS PIPELII	NE AGENT: 8439 - B	IG ENERGY INC. SVC	REQ: 8439 - BIG EN	JERGY INC.		
Navigation Panel	TSP Prop:	Prop: 4052		TENNESSEE GAS PIP	ELINE	TSP: 1939164		
n Pa	Rtn Addr Prop:	8439	Rtn Addr Name:	BIG ENERGY INC.		Rtn Addr:	0	
	Releaser Prop:	8439	Releaser Name:	BIG ENERGY INC.		Releaser.	0	
	Offer No: Rel K:	60962 311079-FTAT	Awd Qty-K: SP Rate Sch:	750 FTA				
	Rel St Date:	8/1/2013	Rel End Date:	12/31/2013				
	Recall No	♥ Method	⊽ Recall St Date	Recall ▼ End Date ▼	Recall Qty-K マ	Recall Status Pro	op V	
	11115	POINT	09/01/2013	12/31/2013	100	PRECALL		

After submitting your recall, it will take you to the Recall List screen, or you can navigate back to the Recall Offer screen. You can see here that a point (location) recall totaling 100 dth was partially recalled from 9/1/13 to 12/31/13.

Workshop Session

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

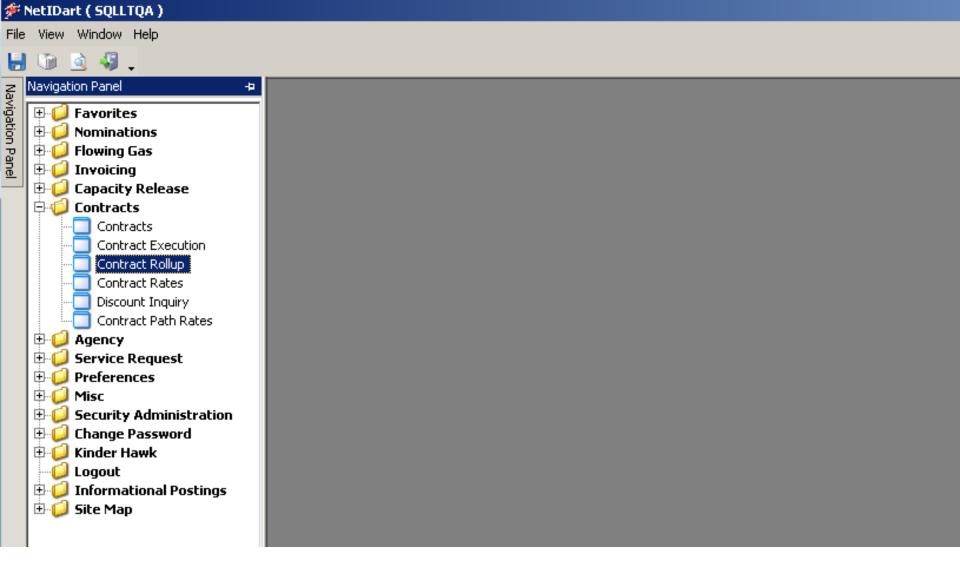
Contract Rollup

- How to.....
 - Create a Master Rollup
 - Add a base contract to a Master Rollup
 - Withdraw a base contract from Master Rollup
 - View existing rollup information

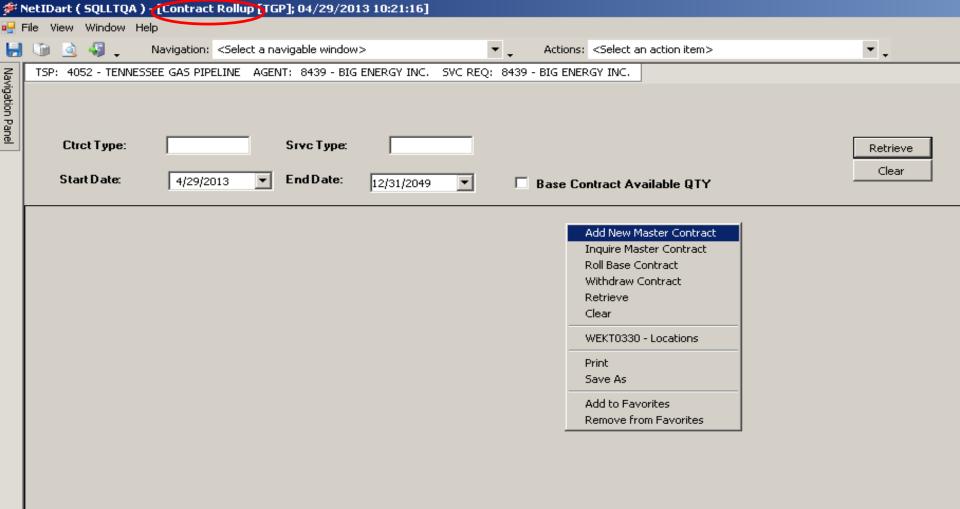


How to Create a Master Rollup

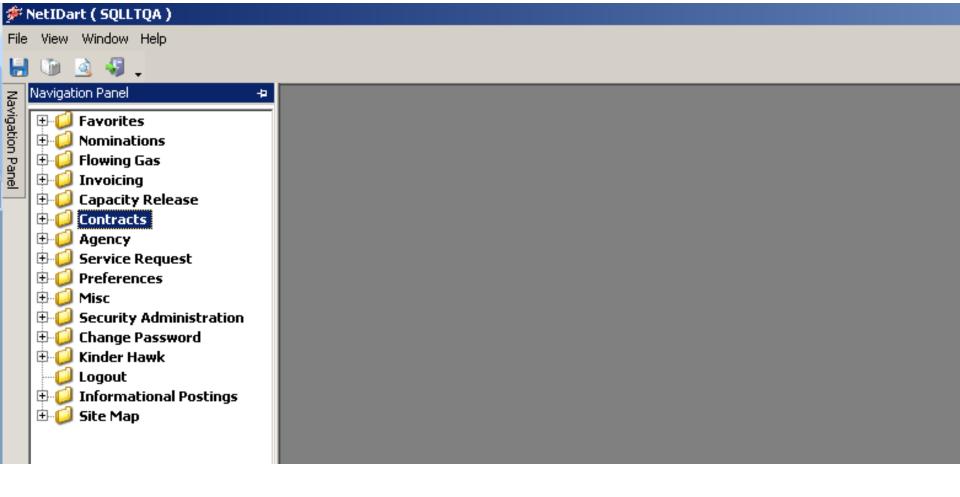




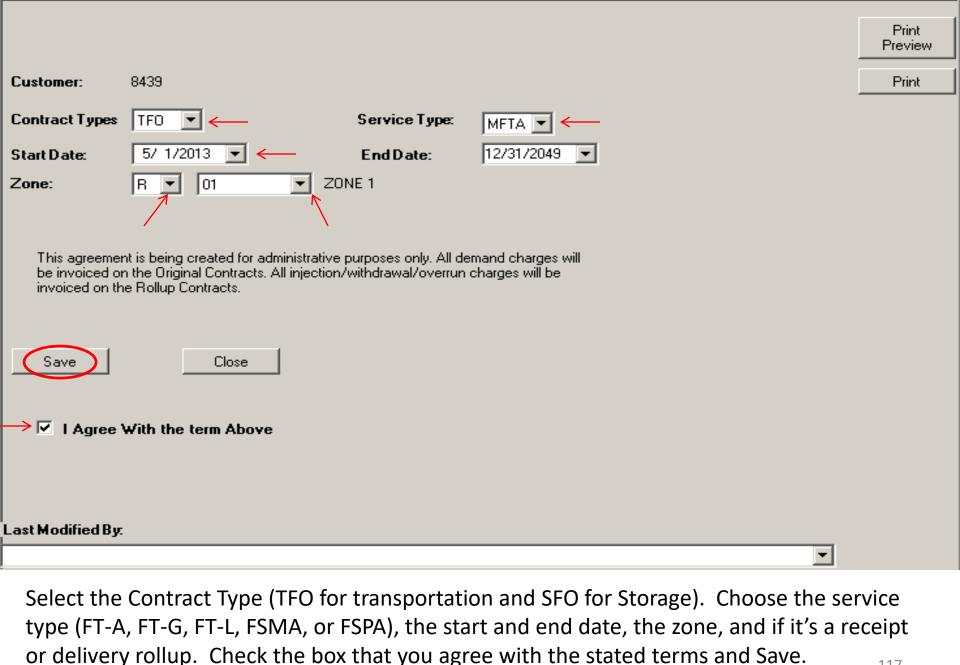
Select Contract Rollup



Right click and select Add New Master Contract



To create a new master rollup contract, expand the Contracts section from the Navigation Panel.



117

Add Screen				×						
				Print Preview						
Customer:	8439			Print						
Contract Types	TFO 💌	Service Type:	MFTA 💌							
Start Date:	5/ 1/2013 💌	End Date:	12/31/2049 💌							
Zone:	R 🕶 01 💌 Z0	INE 1								
This agreement is being created for administrative purposes only. All demand charges will be invoiced on the Original Contracts. All injection/withdrawal/overrun charges will be invoiced on the Rollup Contracts.										
Save	Close		This process will create/execute new MasterContract?							
I Agree 1	With the term Above		Yes No							
Last Modified By.	:		•							
ļ										

After hitting Save, you will get a message asking you to confirm you wish to create/execute a new Master rollup contract.

Add Screen				×
				Print Preview
Customer:	8439			Print
Contract Types	TFO 💌	Service Type:	MFTA 💌	
Start Date:	5/ 1/2013 💌	End Date:	12/31/2049 💌	
Zone:	R 💌 01 💌 20	NE 1		
be invoiced or	nt is being created for administrative n the Original Contracts. All injection/ e Rollup Contracts. Close	/withdrawal/overrun (Dart	mand charges will charges will be NetExternalContracts	
I Agree 1	With the term Above		OKK	
Last Modified By:				-

Once you select "Yes", you will get a new message giving you your new contract number. You can then close out the screen and it will take you back to the Contract Rollup screen.

۸ 🌾	[:] NetIDart (SQLLTQA) - [Contract Rollup [TGP]; 04/29/2013 09:30:19]												
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ş	TSP:	4052 - TENNESSEE	GAS PIPELINE AGE	NT: 8439 - BIG ENE	ERGY INC. SVC REQ: 8439 - B	G ENERGY INC.							
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	0	310780-MFTATGP	TFO	META	03/01/2013	12/31/2049							
	0	311107-MFTATGP	TFO	META	05/01/2013	12/31/2049							
	0	311143-MFTATGP	TFO	META	05/01/2013	12/31/2049							
	0	311144-MFTATGP	TFO	META	05/01/2013	12/31/2049							
	0	311146-MFTATGP	TFO	META	05/01/2013	12/31/2049							

The Contract Rollup screen will display all of your executed and active rollups as of today.

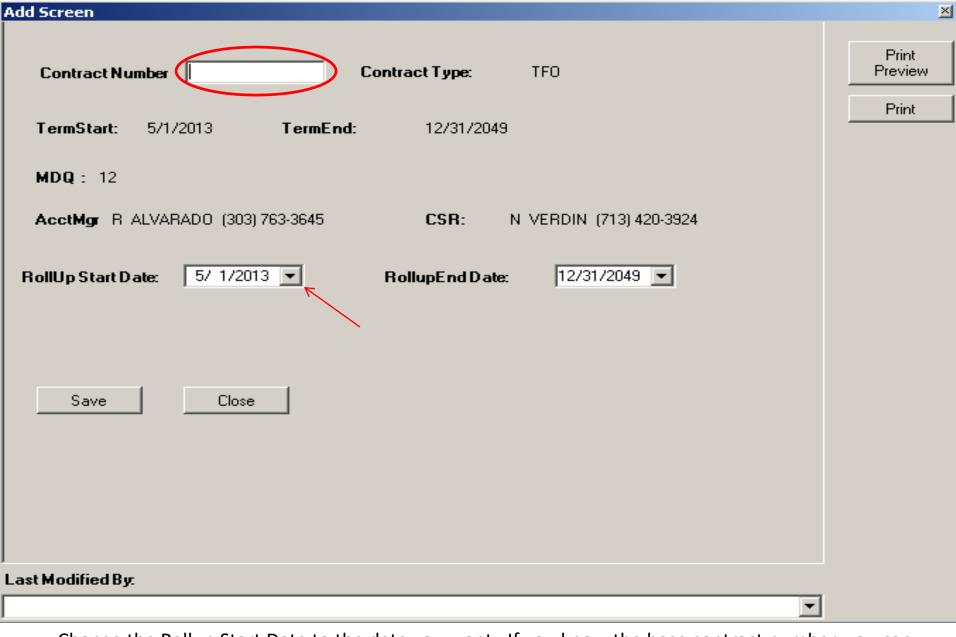


How to Add a base contract to a Master Rollup

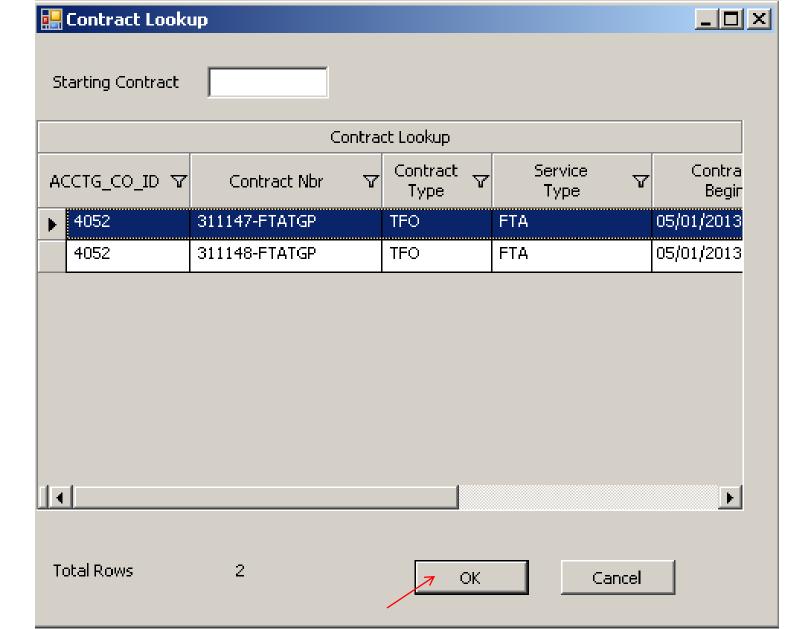


ا 🌾	letIDa	[#] NetIDart (SQLLTQA) <contract 04="" 09:30:19]<="" 2013="" 29="" rollup="" tgp];="" th=""></contract>													
<u>e</u> 1	File Vie	ew Window Help													
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Z	TSP:	4052 - TENNESSEE	GAS PIPELINE AGE	INT: 8439 - BIG ENE	ERGY INC. SVC REQ: 8439 - BI	G ENERGY INC.									
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		Ctrct Type:		Srvc Туре:				Retrieve							
		Start Date:	4/29/2013 💌	EndDate: 1	2/31/2049 🔽 🗖 🖪 a	ase Contract Availab	le QTY	Clear							
	V	Contract ID ♀	Contract Type ▽	Service Type 🗸	Contract Term Beg Date	Contract Term End Date	Y								
	0	310780-MFTATGP	TFO	META	03/01/2013	12/31/2049									
	0	311107-MFTATGP	TFO	META	05/01/2013	12/31/2049									
	0	311143-MFTATGP	TFO	META	05/01/2013	12/31/2049									
	0	311144-MFTATGP	TFO	META	05/01/2013	12/31/2049									
	<u>ی</u>	311146-MFTATGP	TFO	META	05/01/2013	12/31/2049									
						-	Add New Master Contract Inquire Master Contract Roll Base Contract Withdraw Contract Retrieve Clear WEKT0330 - Locations Print Save As Add to Favorites Remove from Favorites								

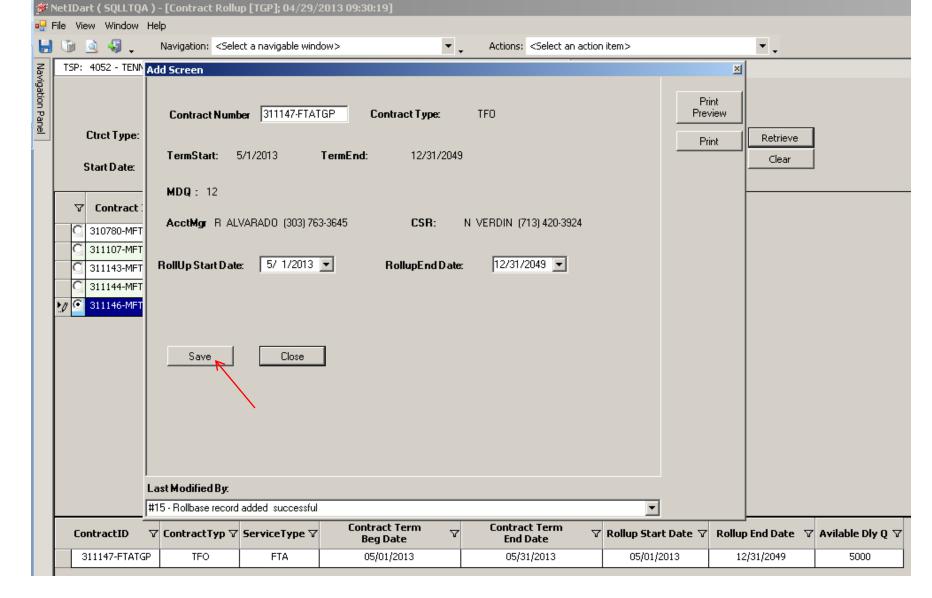
To add a base contract to the master rollup, select the master rollup contract. Right click, and select Roll Base Contract.



Change the Rollup Start Date to the date you want. If you know the base contract number, you can type it in, or, you can double click into the Contract Number text box to get a contract lookup.



Select OK, and you will get a list of base contracts that qualify to be rolled up into the master rollup contract. Select the contract you wish to roll up and click Ok. Only one can be selected at a time.



Click save and the base contract will be added to the master rollup contract. You can roll up additional base contracts by selecting Close. Then right click and select Roll Base Contract, and follow the same steps as previously shown.



How to Withdraw a base contract from a Master Rollup



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311147-	TFO	FTA	05/01/2013	05/31/2013	05/01/2013 12/31/2049 5000

To withdraw a contract from the rollup, select the base contract you wish to withdraw, right click, and select Withdraw Contract.

Add Screen			X
Rollup Contract Details Contract ID: 311147-FTATGP	Contract Type: TFO		hdraw Contract Close
TermStart: 5/1/2013	TermEnd: 12/31/2049	F	Print Preview
WithDraw Contract			Print
Withdraw Start Date 5/ 1/3	12/31/2049		
		-	

Choose the Withdraw Start Date and Withdraw End Date and then select Withdraw Contract.

*You can withdraw for a certain time period if you wish, by making the Withdraw End Date less than the base contract's end date.

Add Screen			
Rollup Contract Details		×	
Contract ID: 311147-FTATGP	Contract Type: TFO	Withdraw Successful	Withdraw Contract
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WithDraw Contract			Print
Withdraw Start Date 5/ 1/2013	12/31/2049 💌		
#15 - Withdraw Contract successful		_	

You will get a message that the withdraw was successful. Click Ok.

If the base contract hasn't started yet, the contract will be removed from the Contract Rollup grid.

If the base contract has started, it will still show up in the Contract Rollup grid and will display the Rollup End Date.

You can always add the base contract back to the master rollup if needed at a later time.



How to View existing rollup information



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To view existing Contract Rollup information, click Contract Rollup.

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Click Retrieve to review all Contract Rollups within a date range. To exclude base contracts with MDQ = 0 that have been rolled up, check the Base Contract Available QTY box.

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To view the base contracts included in the rollup, click the radio button to the left of the Contract ID row.

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To view the type of rollup, right click and select Inquire Master Contract.

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To view the Locations on the rollup, right click and select Locations.

Agency

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

Changes to Agency

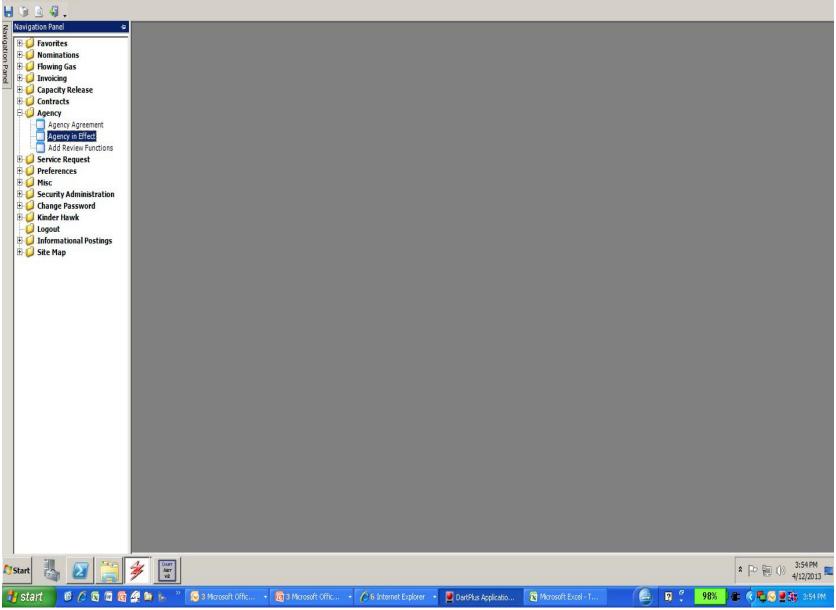
- New Agency Agreement in the TGP tariff.
- Tennessee will not be a party to the Agency Agreement. The Agency Agreement is between the Principal and the Agent.
- Agent or Principal may create an agency agreement.
- Users with Contract Request or Contract Execution security roles can create an agency agreement.
- Agencies must begin on the first day of the month.
- Agencies must have an End Date. For existing agency agreements, we'll put an end date of 1/31/19 unless you put a different end date in Passkey by Aug. 1
- Principal retains update rights.
- Confirmations 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.
- User can copy an existing agreement.

Agency Mapping

PASSKEY	DART	Contract or Point Specific
Nominations	Nominations	Contract
	Buy Sell Default	
	Volume Inquiry	
Confirmations	Confirmations	Point
Create Contract	Capacity Release Bids	
	Contract Execution	
	Contract Inquiry	Contract
	Contract Request	
Contract Maintenance	Capacity Release Offers	Contract
	Imbalance Trading/Storage Transfer	Contract
	Contract Inquiry	Contract
	Amendment Request	Contract
Bill	Invoices	Contract
Full Access	All Functions	
	Operator Point Inquiry	Point

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File View Window Help



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Workshop Session

- Practice.....
 - Creating master rollup contracts
 - Rolling up base contracts
 - Reviewing rollup information
 - Reviewing agency information

Thank You!

TGP appreciates your business!

