



# **TGP Retro Process**

*December 6, 2018*

# TGP Retro Process

- **A request for retro must be made within 7 calendar days of the gas day affected**
- **Retro nominations are submitted in Dart as an 8 AM**
- **Customer sends an email to TGP Scheduler with retro request including all affected/confirming parties for approvals**
- **Separate email(s) to affected/confirming parties can be used for proprietary information**
- **Email(s) should contain the valid retro reason for the retro**
- **A summary of the transaction is helpful for analysis**
- **All affected parties should reply all with their approval/disapproval**
- **If all approvals are received, TGP Scheduler will process the retro**
- **If all approvals are not received, the customer's 8 AM retro will be disapproved and the customer and all affected parties will be notified**

# Acceptable Reasons for Retros

- **Discrepancies with confirming parties (EDI mismatch, late cuts, etc) on a case by case basis**
- **Obvious customer data entry error (transposed meter number, transposed GID, etc) accommodated on a best efforts basis and all parties involved in the chain must approve**
- **EPSQ/system balance issues**
- **System issues – assuming TGP is notified in a timely manner**
- **No current scheduled volumes at meter preventing allocations of physical flow (1 dth nom)**

# Not Acceptable Reasons for Retros

- **Customer requests made outside of the 7 day window**
- **Doing new business after the last cycle has ended**
- **Customer data entry error (i.e. nominated incorrectly) that was confirmed and scheduled is not acceptable**
- **If the retro removes a penalty**
- **Increased nominations through restricted areas**
- **Request that would put any party or meter further out of balance with the pipeline**
- **Reallocation of supply and/or market after gas day is complete**