

DART Contracts, Capacity Release, and Agency

Regional Training/Workshop



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 - Hands on Practice Session

DART Sandbox Login



To initiate the login process into the NetIDART application, click the "DART SANDBOX" link located in the upper-right part of the screen.

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

DART SANDBOX Login

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 In the Log On dialog box, enter your user id (e.g. cxxxg01) and password. The "Log on to:" field will default to KMDMZ and should be left unchanged. Click the "OK" button

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



Contracts



Contract Changes

Xpress

- Service Requester Prop
- Location Prop
 - BEA
 - ANA
- Legacy Contract Number
 - 33xxxxxx
 - 41xxxxx
 - 21xxxxxx
 - 61xxxxxx

- DART

- GID (Global Identification Number)
- PIN (Point Identification Number)
 - **800078**
 - 892265
- Converted Contract Number
 - 33xxxxx-TF1CIG
 - 41xxxxx-FT1WIC
 - 21xxxxx-FT1CPG
 - 61xxxxxx-FT1RBY
- New Contract Numbers
 - 210410-FT1CIG

- Manual Contract Execution - Electronic Contract Execution





	Xpress	DART	
<u>Pipe</u>	Rate Schedule	Contract Type	Rate Schedule
CIG, WIC, CP, RUBY	TF-1/FT-1	TFO	TF1/FT1
CIG	TF-HP	TFO	TFHP
WIC	FT-M	TFO	FTM
WIC	FT-K	TFO	FTK
WIC	FT-P	TFO	FTP
WIC	FT-E	TFO	FTE
CIG, YGS	FS-1	SFO	FS1
CIG	FS-T	SFO	FST
CIG	FS-Y	SFO	FSY
CIG	NNT-1	SFO	NNT1
CIG	NNT-2	SFO	NNT2
CIG	TSB-T	SFO	TSBT
CIG	TSB-Y	SFO	TSBY
CIG, YGS	IS-1	SFO	IS1
CIG	IS-T	SFO	IST

	Xpress		DART	
<u>Pipe</u>	Rate Schedule		Contract Type	Rate Schedule
CIG	IS-Y		SFO	ISY
CIG, CP, RUBY, WIC	TI-1/IT-1		TFO	TI1/IT1
CIG	TI-HP		TFO	TIHP
CIG, CP, RUBY	SS-1/SS-HP		BAL	SS1/SSHP
CIG, WIC, RUBY	HSP/HSP-1		TFO	HSP/HSP1
All pipes	OBA-1		BAL	OPR
CIG	PAL-A		BAL	APAL
CIG, RUBY	PAL-1		PAL	MST
CIG, RUBY	PAL-1/PAL	New	PAL	ROL
CIG, RUBY	PAL-1/PAL	New	PAL	ROP

	Xpress		DART	
<u>Pipe</u>	Rate Schedule		Contract Type	Rate Schedule
CIG	PAL-HP		PAL	MSTP
CIG	PAL-HP	New	PAL	RLHP
CIG	PAL-HP	New	PAL	RPHP
CIG	HUB-1		TFO	HUB1
CIG	PAL-H		PAL	MSTH
CIG		New	PAL	ROLH
CIG		New	PAL	ROPH
WIC	PAL		PAL	MST
WIC	PALK	New	PAL	ROLK
WIC	PALK	New	PAL	ROPK
WIC	PALP	New	PAL	ROLP
WIC	PALP	New	PAL	ROPP
WIC	PALM	New	PAL	ROLM
WIC	PALM	New	PAL	ROLP

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

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TSP: 15038 - COLORADO INTERST	TATE GAS CO. AGEN T: 61000 - TRNG-CHERRY	NATURAL GAS SVC REQ: 61000 - TRM	NG-CHERRY NATURAL G	AS	
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Contract Status:					
<u>ē</u>				Retrieve	
Contract Rate R	MDQ Term Term	Contract	Replacement 🕁		
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210060- TF1 TF1CIG	40,000 02/08/2014 12/31/2014	ACTIVE	N		
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	AGENT:	19 - TRANSCOLORADO GAS TRANS COLLC			
		158 - YOUNG GAS STORAGE COMPANY			
		100 - SILKEITA GAS FIELINE 100 - KM ILLINOIS PIPELINE LLC 539 - KINDED MORGAN NORTH TEYAS PIPE			
		552 - KM LOUISIANA PIPELINE			
		3369 - KINDER MORGAN BORDER PIPELINE			
		4121 - CHEYENNE PLAINS GAS PIPELINE 4669 - WYOMING INTER CO			
		4706 - MIDCONTINENT EXPRESS PIPELINE 5394 - RUBY PIPELINE			
		15038 - COLORADO INTERSTATE GAS CO.			

Make sure the pipeline you are wanting to do business on is displayed. The TSP can be changed by hovering over the TSP row, then selecting the dropdown and choosing the TSP or Service Requester.

Contract Status:	ACTIVE	
	EXECUTED	
	ACTIVE	
	REJECT	
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If a filter is not input, all contracts will display. Click Retrieve.

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	TF	1							

To filter data on the grid, click on the funnel next to the column heading and select the filter criteria. In this example, there is only one rate schedule to select. If there is more than one rate schedule to choose from, then select the one you would like to see.



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	WEKT0380 - Storage Ratchets	
	WEKT0340 - Addresses	
	WEKT0360 - Segments	
	WEKT0370 - Zones	
	WEKT0390 - Amendments	
	WEKT0540 - Capacity Rights	_
	Print	
	Save As	
	Add to Favorites	
	Remove from Favorites	

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

<u> </u>	Navigation: <	Select a navigable window>	 Action 	ons: <select action="" an="" item=""></select>	
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Contract No.:	210116-TF1CIG	Acct Mgr:			
Rate Sch:	TF1	CSR:			
Status:	EXECUTED				
SERVICE INF(ORMATION				
Request Date:	3/4/2014				
Term Start	4/1/2014	Term End: 11/30/2014	Storage Term:	0 Days	
MDQ:	25,000 DTH/D		Max Storage Volume:	0 DTH	
ROFR Ind:	Ν				
EFTA INFORM Releaser Nama Releaser Prop:	IATION e:		Offer No:		
CONTACTINE	ORMATION				_
Contact Person	ı:		Phone Number:		
			Eax Number		

The Detail Screen shows the details of the contract.

- The Request Date is the date the contract was submitted.
- If a contract has ROFR rights, the ROFR indicator will display as "Y".
- EFTA information (Existing Firm Transportation Agreement) displays the releasing shipper and offer number for replacement contracts.

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		ACTIVE	0	6/01/2014	06/30/2014		500		0		0		500		
		TERMINAT	0	7/01/2014	12/31/2049		0		0		0		0		

The Date Effective screen displays a summary of all changes from June 1, 2014 (date on this example) to the present, as well as future changes. Displayed is the contract MDQ, any amendments, any released and/or recalled capacity and the available MDQ.

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To view the Location information, select Locations from the right-click menu and then enter the Effective Date and click Retrieve. The contract points will display. The break point indicator will be a 'Y' if the contract contains any segmented releases.

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Selecting the radio button to the left of the point displays date effective information along with the zone and segment of the location.

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The zone information on the contract is displayed.

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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. Any "in the path" released capacity is subtracted from the "in the path" volume.

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	102	1	102	0.00	58.67	0	500	500	F	06/01/2014	06/30/2014
	103	1	103	0.00	12.39	0	500	500	F	06/01/2014	06/30/2014
	104	1	104	0.00	22.56	0	500	500	F	06/01/2014	06/30/2014
	106	1	106	0.00	25.90	0	500	500	F	06/01/2014	06/30/2014
	108	1	108	0.00	14.54	0	500	500	F	06/01/2014	06/30/2014
	110	1	110	0.00	60.44	0	500	500	F	06/01/2014	06/30/2014
	112	1	112	0.00	28.41	0	500	500	F	06/01/2014	06/30/2014
	113	1	113	0.00	47.91	0	500	500	F	06/01/2014	06/30/2014
	114	1	114	0.00	5.60	0	500	500	F	06/01/2014	06/30/2014
	116	1	116	0.00	15.55	0	500	500	F	06/01/2014	06/30/2014
	118	1	118	0.00	35.75	0	500	500	F	06/01/2014	06/30/2014
	122	1	122	0.00	0.06	0	500	500	F	06/01/2014	06/30/2014
	124	1	124	0.00	86.31	0	500	500	F	06/01/2014	06/30/2014
	126	1	126	0.00	13.10	0	500	500	F	06/01/2014	06/30/2014
	128	1	128	0.00	36.23	0	500	500	F	06/01/2014	06/30/2014

Capacity Rights assist you in locating a point within a segment. It is especially useful if you have more than one point in a segment to identify which point is upstream of another.



Select Contract Zone Rates to view the max tariff rates and the discount rates for a specific contract.

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	05/01/2014	04/30/2019	14	WIC MAINLINE	14	WIC MAINLINE	RESV	RESV	2.4607	т	
	05/01/2014	04/30/2019	23	OVERTHRUST	23	OVERTHRUST	RESV	RESV	2.027	т	
							🔜 Contract Looku	D			

Enter the contract number, the effective date and effective thru date. Then select Retrieve.

- Rate Type T means that it is the Tariff rate.
- Rate Type of CR means that it was a Capacity Release rate.
- Rate Type of D means discounted.

1	Contract Lool	cup			
Con	tract ID		Rate	Schedule	_
Terr	n Begin Date		Term	End Date	
			Contract Looku	p	
R	ate Sched 🛛 🖓	Begining Date⊽	Ending Date 🏹	Contract ID 🗸	-
	FS1	05/01/2014	05/31/2015	210219-F51CIG	
	FS1	05/01/2014	05/31/2015	210245-FS1CIG	
	FS1	05/01/2014	04/30/2019	210386-F51CIG	
	FS1	04/26/2014	04/30/2016	210408-F51CIG	
	FS1	04/25/2014	04/30/2019	210416-F51CIG	
	FS1	09/01/2014	09/30/2014	210514-F51CIG	
	FST	05/01/2014	05/31/2015	210246-FSTCIG	
	FST	05/01/2014	04/30/2017	210381-FSTCIG	
	FST	04/30/2014	04/30/2017	210420-FSTCIG	
	FST	09/01/2014	09/30/2014	210513-FSTCIG	

15P: 4669 - WYOI	MING INTER, CO	. AGENT: 61800	- TRNG-CRAB TRANSP.	SVC REQ: 61800	J - TRNG	-CRAB TRANSP.			
Contract No.:	210358-FTWIC								
Rate Sch:		Term Sta	irt	Term End:					
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05/01/2014	12/31/2049	14	WIC MAINLINE	14	WIC M	WERR0340 - Contract Path Rates		2.4607	Т
						WEKR0350 - Discount Contract Path Rates			
						WEKR0370 - Discount Contract Zone Rates			
						Print Save As			
						Add to Favorites Remove from Favorites			

To view the discounts on the contract, right-click and select Discount Contract Zone Rates.

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	ľ	Eff. From ▽	Eff. ⊽ Thru ⊽	Receipt Zone Name	V	Delivery Zone Name	Rate Code ⊽	Rate Component ▽	Disc Bill Rate	7	
		05/01/2014	12/31/2049	WIC MAINLINE		WIC MAINLINE	RESV	RESV		2	

The discounted rate will display under the Disc Bill Rate column.

TSP: 4669 - WYOMI	ING INTER. CO	. AGENT: 61800 - TRNG-0	CR	AB TRANSP. SVC REQ:	: 6	61800 - TRNG-CRAE	3 TRANSP.		
Contract No.: 2	10384	Contract Type:	TF	0					
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Eff. From ♡	Eff. ⊽ Thru ⊽	Receipt 7 Zone Name 7	7	Delivery Zone Name	7	Rate Code ♥	Rate Component ▽	Disc Bill Rate	V
07/01/2014	07/31/2014	WIC MEDICINE BOW	T	WIC MEDICINE BOW	Τ	RESV	RESV		1.75
06/01/2014	06/30/2014	WIC MEDICINE BOW		WIC MEDICINE BOW		RESV	RESV		1.75

Contract Execution



To execute a contract, click Contract Execution.



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Select Agreement to display the agreement. Click Execute to execute the contract. The User must have Contract Execution rights in order to execute.





Capacity Release



Capacity Release

- 🛹 Changes
- How to.....
 - Create an Offer
 - Copy an Offer
 - Confirm a Bid
 - Create a Bid
- Recall/Reput

Notable Capacity Release Changes

Xpress

- No action needed by prearranged bidder prior to bid period start date/time
- Users with an ID can either create an offer or submit a bid

✓DART

- Prearranged bidder must confirm their bid prior to bid period start date/time
- Dart security roles
 - Capacity Release Offers can only create offers
 - Capacity Release Bids can only create or confirm a Bid.



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

Capacity Release Award Audit Report

Available to releasing and replacement shippers

- Enter date range and excel report will generate the following items:
 - All releases during that time period
 - Offer numbers
 - Replacement shipper info.
 - Location information
 - Rate information
 - Recall/Reput indicators





How To Create A Capacity Release Offer







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

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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".

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	[1] Rel Contact		Rel Ph	one:		Rel Fax:			
	Logon Contact	DARTPLUS TRAININ	VG01 Logon	Contact Phone:	(708) 691-3087	Logon Contac	tFax:		
	[2] Rel St Date: Shorter Term:	3/ 3/2014 💌 N 💌 Releasing	Rel End Date : g Shipper will not acce	ept bids for less that	n the full term	•			
	Min Term:	(days)	Offer Calcula	ted Min Term:					
	Rel Rate Sch:	TF1 💌]						

- **The Offer number is shown in the header.**
- □ Section 1
 - The Logon Contact info populates the information attached to the user's logon ID credentials.
 - Enter the Rel Contact, Phone and Fax as well as complete any other blank fields. Or, under Business Preferences (refer to General Navigation and Contract Inquiry WebEx), 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 <u>will</u> accept bids for less than the full term" AND the Min Term box will allow you to add a minimum term in (days).

TSP: 15038 - COLORAD	O INTERSTATE GAS CO). AGENT: 61000	- TRNG-CHERRY	NATURAL GAS	SVC REQ: 6	51000 - TRNG-CHERRY I	NATURAL GAS	
[3] Offer MDQ Varies: Max Offer Qty-K:	Yes No	(per day) M	ax Offer MSV:	0	Lo	c/QTI Desc: Delivery	point(s) quantity	
Rel SR Less Qty D	esc: Releasing shippe	er will accept bids fo	or less than the ful	l quantity	•	- No default.	Have to choos	e.
Min Offer Qty-K:	100	(per day) M	in Offer MSV:	0				
Perm Rel Desc:	Capacity is not being	permanently releas	ed	•				
Prev Rel Desc:	Prev Kel Desc: Offer does not contain any capacity which was previously released							
Recall/Reput Desc.	Capacity not recallable	e.						
Recall/Reput Terms	3:					<u>ــــــــــــــــــــــــــــــــــــ</u>		
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Bus Day Ind:	N 💌 Recall noti	fication is not limite	d to a business da	y				
Prearr Deal Desc:	Offer is subject to a p	prearranged deal			•			
Bidder Prop:	В	idder Name:				Bidder:		
Repl SR Role Ind:	OTH (Other)		-					

□ Section 3

- Review and edit as necessary.
- <u>Note</u>: The default Max Offer Qty-K is 100. Be sure to enter the desired quantity to be released.

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	Min Offer Qty-K:	100	(per day)	Min Offer MSV:	0				
	Perm Rel Desc:	Capacity is not	being permanently rel	eased	•				
	Prev Rel Desc:	Offer does not (contain any capacity v	which was previously	released				
	Recall/Reput Desc:	Capacity not re	🖳 Customer Look	up					- 🗆 ×
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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.

Image: WetCloud - [WetCloud - Offer Detail [CIG]; 03/03/2014 01:04:47]							
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Na	TSP: 15038 - COLORADO INTERSTATE GAS CO. AGENT: 61000 - TRNG-CH	HERRY NATURAL GAS SVC REQ: 61000 - TRNG-CHERRY NATURAL GAS					
viga							
١ S	🗑 [3] Offer MDQ Varies: 🔿 Yes 💿 No						
Panel	Max Offer Qty-K: 100 (per day) Max Offer M	ISV: 0 Loc/QTI Desc: Delivery point(s) quantity					
	Rel SR Less Qty Desc: Releasing shipper will accept bids for less than t	the full quantity					
	Min Offer Oty-K: 100 (per day) Min Offer MS	SV - 0					
	Perm Rel Desc: Capacity is not being permanently released						
	Prev Rel Desc: Offer does not contain any capacity which was previo	iously released					
	Recall/Reput Desc: Capacity not recallable.						
	Recall/Reput Terms:						
	Recall Notif Timely: No 🔻 Recall Notif EE: No 💌 Recal	II Notif Eve: No 💌					
	Recall Notif ID1: No Recall Notif ID2: No	· _					
	Bus Day Ind: N Recall notification is not limited to a busine	ness dav					
	Breater Deal Deep:						
	offer is subject to a prearranged deal						
	Bidder Prop: Bidder Name:	Bidder:					
	Repl SR Role Ind: OTH (Other)						
	Disc Ind Desc:						
	OTH (Other)						
	The raRCP (Retail Choice)	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".

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insting	Disc Ind Desc:						
Danal	C The rates ass discounted by	ciated with the capacity being released do no the transportation service provider	ot include rates	× _			
	C The rates ass discount or ne transportation discounted or	ociated with the capacity being released may gotiated rate arrangement between the relea service provider. Nominations to points that negotiated rate point in the discount or nego	include rates subje asing shipper and t are not listed as a tiated rate agreem	ect to a ▲ he ent will	Releasing Shipper		
	C The rates ass discount or ne transportation discounted or	ociated with the capacity being released may gotiated rate arrangement between the relea service provider. Nominations to points that negotiated rate point in such discount or neg	include rates subje asing shipper and t are not listed as a potiated rate agree	ect to a ▲ he ment	Replacement Shipper		

• Choose the accurate Discount Indicator Description.

TSP: 15038 - COLORADO IN	ITERSTATE GAS CO. AGENT	F: 61000 - TRNG-CHERRY	NATURAL GAS S	VC REQ: 61000 - TRN	G-CHERRY NATURAL GAS
[4] Bid Deal Desc:	Biddable deal Yes wior to Bidding? Yes e: 03/03/2014	Bid Per St Date:3Bid Per End Dt:3Rel Req Post Date:Prearr Deal Match Time	/ 3/2014 ▼ / 3/2014 ▼ ▼ x 14:30:00	Bid Per St Time: Bid Per End Time: Rel Req Post Time:	12:00:00 13:00:00 00:00:00
[5] Rel SR Contrg Desc:	Releasing shipper will not acc	cept bids which are continge	nt from the bidder	's point of view. 💌	
Rel SR Contrg Terms:					▲
[6] Right to Amend Primar	ry Points Indicator Description	on: No	•		

□ Section 4

- 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 CCT. 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 CCT respectively.
- □ Section 5
 - Edit as necessary
- □ Section 6
 - Not applicable to CIG, WIC, YGS, CP, or RUBY and will be disabled.

TSP: 15038 - COLORADO INTER	TSP: 15038 - COLORADO INTERSTATE GAS CO. AGENT: 61000 - TRNG-CHERRY NATURAL GAS SVC REQ: 61000 - TRNG-CHERRY NATURAL GAS							
[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:	No Min Acpt Vol Pct							
Rel Acpt Bid Basis Desc:	Non-Index-Based Release - Absolute dollars and cents per unit basis Min Acpt Pct							
Bid Eval Ind Desc:	Present Value							
Bid Eval:	Non-Index-Based Release - Absolute dollars and cents per unit basis Non-Index-Based Release - Either Non-Index-Based Release - Percentage of maximum tariff rate							
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".							

	DartNetCapacityRelease	×
Section 7	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:	
Bid basis \longrightarrow descriptions in detail	 "Non-Index-Based Release - Absolute dollars and cents per unit basis" - If you want the Bidder's Bid Rate/ Billed Rate to remain unchanged throughout the term of the release unless regulatory requirements dictate the Bid Rate/Billed Rate be lowered to a new lower Maximum Tariff Rate, this selection should be chosen. "Non-Index-Based Release -Percentage of maximum tariff rate" - If you want the Bidder's Bid Rate/Billed Rate to change if the Maximum Tariff Rate changes, this selection should be chosen. On releases greater than one year, this selection combined with a Bid Percent of 100% is the way a "Maximum Tariff Rate" bid is created. "Non-Index-Based Release -Either" - If you are indifferent, this selection should be chosen. 	
	ОК	

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Special 7	Ferms and Miscellaneous No	tes:	
	Provisions Provided by the Tariff:		1
	Other Terms:		
			-
	Terms Not Administered or Enforced by TSP:	In accordance with the pipeline's Tariff, the Releasing Shipper agrees to be bound by and to comply with all applicable terms and conditions of the pipeline's Tariff and all applicable FERC rules, orders and regulations. Failure to so comply could result in, among other things, the invalidation of any Release Request or any Bid, even if already posted.	4
		►	

Section 7 Cont'd

 Please note that any third party terms should be entered in the 3rd section of the Special Terms and Miscellaneous Notes in the box under Terms Not Administered or Enforced by TSP.

[8] Cap Mkt Stand-a Not a St Terms a	t Desc : In Offer: and-alone Offer nd Conditions:	Marketing not requested Yes			A	
[9] Specia Miscell AMA OI	l Terms and aneous Notes- bligations:			×	~	Save Continue Cancel WEKC6020 - Offer Errors Print
[10] Storag Condit Indica	je Inventory- ioned Release tor:	N	Offer detail has been saved.			Save As Add to Favorites Remove from Favorites
Specia Miscell Storag Conditi	al Terms and laneous Notes- e Inventory ions:		ОК		~	

- Section 8 If marketing is requested, the releaser must contact their Account Manager to make this request.
- □ Section 9 (If Applicable) Enter AMA terms.
- □ Section 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:	40102	Rel K:	210060-TF	1CIG	Rate	e Sch:	TF1			
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- 0)ffer Calculate	ed Total Receipt Q			,						
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	800094	PEPL/CIG (BKP) B	AKER PEPL TEXAS	48995	01 - CIG MAINLINE		Delivery Locati	on	10,000	10,000	100
	891645	WGROPER/CIG (B SWEET	LF) BLUE FOREST	138188	01 - CIG MAINLINE		Receipt Locatio	on	20,000	20,000	50
2	892265	ANAUINTA/CIG (# RECEIP	ANA) ANABUTTES	703497	01 - CIG MAINLINE		Receipt Location	on	20,000	20,000	50

- Offer Locations Screen
- □ Varying Quantity = NO

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).

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	(Offer No:	40102	Rel K:	210060-TF	1CIG	Rate	e Sch:	TF1			
	F	Rel St Date:	3/3/2014	Rel End Date:	3/31/2014		Max	Offer Qty-K	100			
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• To release from a secondary point, right click and select Sec Locations.

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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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□ Varying Quantity = YES

Enter the MAX Offer quantities and Min Offer Quantities (if applicable)

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	Min Rate Discl De Res Rate Basis D Surchg Ind Desc:	esc: Undisclos Vesc: Per day Rate(s) s	sed Chc	oose Disclosed s; no surcharges a	for the Min Acpt	Rate to be viewak	ole by bidders				
	SeasnI St	1/1	Seasnl E	nd: 12/31	Seasnl Period	Name: ANNUAL					
For non-volumetric awarded transportation releases, monthly reservation charges are based on the path of the release and will be calculated as follows: The daily bid rate is multiplied by a monthly average number of days <u>of 30.4167.</u> For less than full month releases, the monthly reservation rate will be prorated based on the number of days for which the release is effective each month.											
	Rate ID	⊽ Seasnl ⊽ Period ♡	Max Trf Rate ♡	Min Acpt Rate							
	▶ RES	ANNUAL	0.3172	0.15							
	ACA	ANNUAL	0.0012	0.0000							

Offer Rates Screen

- Please note: The Minimum Acceptable Rate is a DAILY rate similar to Xpress. Additionally, the Max Trf Rate Column displays the daily max tariff rate for your reference. The calculation for the monthly rate is indicated in the middle section above. DART will automatically calculate the monthly bid rate after the daily rate is entered and saved.
- The system calculated monthly rates can be seen on the Bid Detail screen.

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	Bidde	Contact	Mr. Bigg	,		ne: (123) 456-79	890	Bidde	r Fare (1	23) 456-7800		_
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	Fornor	-volumetr	ic awarded tra	ansportationrelease	es, monthly reserva	tion charges are t	based on the r	vath of				
	the rele	ase and w	ill be calculate	ed and invoiced as fol	lows:			7	Deiluvete			
	• Full m	onth relea	se: (Daily Bid	Rate x 30.4167, ro	unded to four digits	after the decimal	point) x volur	ne.	Dally rate el	itered on	previous screen	
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Bid Detail Screen

KINDER

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

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igation		TSP Prop:	15038	TSP Name:	COLORADO INTERSTATE	GAS CO.	TSP:	6914865	
Pan		Rtn Addr Prop:	61000	Rtn Addr Name:	TRNG-CHERRY NATURAL	GA5	Rtn Addı	: 6100000	
•		Releaser Prop:	61000	Releaser Name:	TRNG-CHERRY NATURAL	GA5	Release	. 6100000	
		Offer No:	40645	Status Prop:	DRAFT		Status:	Original	
		Rel K:	210105-T	F1(Rate Sch: TF1	Rel K Qty: 100,000 (pe	r day)	Meas Ba	sis Desc: Million BTU'	
				Mkt Based Rate	Ind: N				
	[1]	Rel Contact			Rel Phone:		Rel Fax:		
		Logon Contact	DARTPL	US TRAINING01	Logon Contact Phone:	(708) 691-3087	Logon Contact Fax:	(719) 520-3711	
	[2]	Rel St Date:	6/1/201	4	Offer Calculated Min Ter	m :: 12/31/2014			
		Shorter Term:	Releasi	ng Shipperwill not ac	cept bids for less than the f	ull te			
		Min Term:			Rel End Date:	12/31/2014			
		Rel Rate Sch:	TF1				Dat	ı.	
	[3]	Loc/QTI Desc:		Delivery point(s) qua	ntity		Bac	K Ser Drint	
		Rel SR Less Qt	y Desc:	Releasing shipper wi	ll not accept bids for less th	an the full quant	Sut	mit	
		Min Offer Qty-K	:	100 (per day)	Max Offer Qty-K:	100 (per day)			-
		Min Offer MSV:		0	Max Offer MSV:	0	Prir		
									_
		Perm Rel Desc:		Capacity is not being	permanently release		Ad	d to Favorites	
		Prev Rel Desc:		Offer does not conta	in any capacity which was pr	eviously release	Rei	nove from Favorites	
		Recall/Reput De	SC:	Capacity not recallab	le.				
		Recall/Reput Te	ams:					<u> </u>	
								_	
		Recall Notif Tim	ely:	No R	ecall Notif EE: No	Recall Notif Eve	e: No		
		Recall Notif ID1	:	No R	ecall Notif ID2: No				
		Bus Day Ind:		N - Recall notification	is not limited to a business	d			
		Prearr Deal Des	C:	Offer is subject to a p	prearranged dea				

Offer Summary Screen

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

[3] Loc/QTI Desc:	Delivery point(s)) quantity			
Rel SR Less Qty	Desc: Releasing shippe	er 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 b	eing permanently release			1
Prev Rel Desc:	Offer does not c	ontain any capacity which was	previously release	OK	1
Recall/Reput Des	c: Capacity not reca	allable.			
Recall/Reput Terr	ns:			 ▼	
Recall Notif Time	y: No	Recall Notif EE: No	Recall Notif Ev	e: No	
Recall Notif ID1:	No	Recall Notif ID2: No			
Bus Day Ind:	N - Recall notifica	ation is not limited to a busine	ss d		
Prearr Deal Desc:	: Offer is not subj	ect to a prearranged dea			
Bidder Prop:	0	Bidder Name:		Bidder: 0	
Repl SR Role Ind:	OTH (Other)				
Disc Ind Desc:	The rates associated with t ates discounted by the tra	the capacity being released do r Insportation service provider	not include 🔺		
[4] Bid Deal Desc:	Biddable deal				
Bid Per St Date:	05/02/2013	Bid Per S	St Time: 12:0	0:00	
Bid Per End Dt:	05/06/2013	Bid Per E	nd Time: 13:0	0:00	
VEKC6090		#100 - err	or: 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.

TSP: 5394 - RUB	Y PIPELINE AGEN	T: 61400 - TRNG-SUGA	R MAPLE GAS SVC REQ: 61	1400 - TRNG-SUGAR	MAPLE GAS							
TSP Prop:	5394	TSP Name:	RUBY PIPELINE		TSP:	13541571		Retrieve				
Rtn Addr Prop:	61400	Rtn Addr Name:	TRNG-SUGAR MAPLE GAS		Rtn Add	dir: 0						
Releaser Prop:	61400	Releaser Name:	TRNG-SUGAR MAPLE GAS		Release	er : 0						
Offer No:	40280	Rel Rate Sch:	▼ Re:	s Rate Basis Desc:	Per day							
Rel K:		Status Prop:	✓ Sea	asni St 1/1	SeasnI End:	12/31	Seasnl Period	I Name: ANNUAL				
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Date:	6/ 1/2014	•										
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FTRUBY	FT	40280	FT	06/01/2014	06/30/2014	1	Offer Print	0.60	00	INVALID	N	Absolute dollars and cents per unit basis	
							Validate			_			
							Submit						
							Withdraw						
							Delete item						
							Retrieve						
							WEKC 1005 - Offer Detail						
							WEKC1030 - Offer Rate List						
							WEKC1043 - P/A Bids						
							WEKC 1959 - Offer Locations						
							WEKC6020 - Offer Errors	P					
							Print						
							Save As						
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							Add to Favorites						
							Remove from Favorites]					

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



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

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9	NetIDart B (SQLL	TQA) - [WEKC1	000 - Review/Withd	raw Offer	[RUBY]; 04/28	/2014 (03:17:10]	v		••					
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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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۶	NetIDart (SQLLT(QA) - [WEKC100	0 - Review/W	/ithdraw Offer [T	GP]: 05/02/2013	10:36:45]	•							
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anel	Releaser Prop:	61000	Releas	er Name : TRNG	-CHERRY NATURAL	GAS	Releas	er: 6100000						
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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 prearranged bidder notifying them that an offer has been created that requires them to confirm their pre-arranged bid.



How To Copy An Offer





 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) associated with the contract, as of the Rel St Date chosen.

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 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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 To copy one of these offers, highlight the offer. Right click, and select Copy Existing Offer.

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Copy Existing Offer Screen

- 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.

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ination	TSP Prop:	5394	TSP Name:	RUBY PIPELINE		TSP: 13541	1571	Continue
	Rtn Addr Prop:	61400	Rtn Addr Name:	TRNG-SUGAR MAPL	LE GAS	Rtn Addr: 0		
	Releaser Prop:	61400	Releaser Name:	TRNG-SUGAR MAPL	LE GAS	Releaser: 0		
	Offer No:	40284	Status Prop:	DRAFT		Status: Origin	nal	
	Rel K:	210439-FTRUBY	Rate Sch: FT	Rel KQty: 500		Meas Basis Des	sc: Million BTU's	
			Mkt Based Rate I	nd: N				
	[1] Rel Contact Logon Contact	DARTPLUS TRAINING	Rel Ph	one: Contact Phone:	(719) 520-4733	Rel Fax: Logon Contact Fax:	(123) 456-7897	×
	[2] Rel St Date:	6/ 1/2014	Rel End Date:	6/30/2014	•			New Offer Number is: 40284
	Shorter Term:		Shipper will not acce	ept bids for less than t		_		ОК
	Min Term:	(days)	Offer Calculat	ted Min Term: 6/30/;	DartNetCapacityRelease		×	
	Rel Rate Sch:	FT 💌			Add/Copy successfully proce Dates BEFORE changing Off information.	essed. Please change the Release er Rate(s), Points, or Pre-Arrange	Start and End	
	[3] Offer MDQ Varies	O Yes	No					
	Max Offer Qty-K:	100	(per day)	Max Offer MSV:			quantity	
	Rel SR Less Qty	Desc: Releasing shi	pper will not accept l	bids for less than the f	full quantity			
	Min Offer Qty-K:	100	(per day)	Min Offer MSV:	0			

- 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 Confirm A Bid





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

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igatio	TSP Prop	c 1503	38	TSP Name	COLORADO) INTE	ERSTATE GAS C	0.	TSP: 69	14865											
on Pa	Rtn Addr	Prop: 6130	00	Rtn Addr N	ame: TRNG-ASH	TRAN	ISP.		Rtn Addr: 0			Ret	rieval Tim	ne: 05:55:49 PM	I.						
inel	Bidder Pr	ор: 6130	00	Bidder Na	me: TRNG-ASH	TRAN	ISP.		Bidder: 0				Г	Retrieve	←						
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	Confirm? 5	7 Offer 7 No	Bid ⊽ No ▽	Releaser ₇ Prop	Releaser Name	V	Releaser ⊽	Bidder Rel ⊤erm St	Bidder Rel _♥ Term End	Status Prop	7 Sta Pr	tus ⊽ op	Affil 7	Bid Post Date/Time	7 Awd K	V	Awd Qty-K	V	IBR Ind	V	Bid Type
		40907	40626	61000	TRNG-CHERRY NATURAL GAS		6100000	06/01/2014	06/30/2014	SUBMIT	SUBN	1IT	NONE						N		Absolute dollars and (per unit basis

- Select the retrieve button and all bids that must be confirmed will populate.
- You <u>must</u> confirm biddable offers <u>prior</u> to the bid period start date and time.



- **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



 Any special provisions associated with the offer will populate. Read the terms, and then select "OK" if you are in agreement.

#	NetIDart B (SQLLTQA) - [Confirm Bid [CIG]; 05/22/2014	11:26:38]
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gatio	TSP Prop: 15038 TSP Name: COLO	RADO INTERSTATE GAS CO. TSP: 6914865
on Pa	Rtn Addr Prop: 61300 Rtn Addr Name: TRNG	ASH TRANSP. Rtn Addr: 0 Retrieval Time: 11:26:42 AM
nel	Bidder Prop: 61300 Bidder Name: TRNG	
	Offer No:	Confirm Bid
		Please confirm Pre-arranged Bid(s):
		Bid Number:40907
		For non-volumetric awarded transportation releases, monthly reservation charges are based on
	Confirm? To No To	the path of the release and will be calculated and invoiced as follows:
	40907 40626 61000 TRNG-CHER	Full month release: (Daily Bid Rate x 30.4167, rounded to four digits after the decimal point) x volume
	NATURAL G	Partial month release: (Daily Bid Bate x 20 / 167 munded 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
		maximum tariff rate applies.
		Accent Decline Cancel

- 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.
- <u>Note</u> 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.


- 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 Create A Bid







- Expand the Capacity Release and Bids folder from the Navigation Panel.
- Select Create/Submit Bids.

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igatio	TSP	Prop:	5394	TSP Name:	RUBY PIPEL	INE		TSP	: 1354:	1571								
n Pa	Rtn A	ddr Prop:	61400	Rtn Addr Name	TRNG-SUG	AR MAPLE G	AS	Rtn	Addr:		Retr	ieval Time: 0	3:33:14 PM					
ē	Bidd	er Prop:	61400	Bidder Name:	TRNG-SUG	AR MAPLE G	A5	Bidd	ler:			Re	trieve	←	-			
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	V	Offer ⊽ No	Releaser ₇₇ Prop	Releaser _V 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 _▽ Prop	Prearr ⊽ Deal	Recall ⊽ Reput ⊽	IBR ⊽ Ind ⊽	Rel Acpt Bid Basis Desc	V
	0	40238	61000	TRNG-CHERRY NATURAL GAS	6100000	FT	06/01/2014	04/30/2015	300	300	04/28/2014	05/01/2014	POSTED	1	NO	N	Absolute dollars and co per unit basis	ents
	Q	40236	61000	TRNG-CHERRY NATURAL GAS	6100000	FT	05/01/2014	09/30/2014	100	100	04/28/2014	04/29/2014	POSTED	2	OD/OR	N	Absolute dollars and ce per unit basis	ents
	Q	40234	61000	TRNG-CHERRY NATURAL GAS	6100000	FT	05/01/2014	08/31/2014	300	300	04/28/2014	04/29/2014	POSTED	2	NO	N	Percentage of maximur tariff rate	n *

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

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т	SP Prop:	5	394	TSP Name:		RUBY PIPEL	INE			TSP	: 1	1354157	1								
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B	idder Prop	p: 6	61400	Bidder Name	£	TRNG-SUGA	AR MAPLE	GAS		Bidd	ler:				Re	trieve					
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I	.oc Prop:	Γ		Loc Name:						Loc:											
	Offer No	r ₇ F	Releaser ₇₇ Prop	Releaser Name	V	Releaser ▽	Rel Rate Sch	⊽ Rel Da	lSt ⊽ te ⊽	Rel End Date ▽	Min Offer Qty-H	, ⊽ 0 , ⊽ 0	Max)ffer ⊽ !ty-K	Bid Per St Date /Time	Bid Per ▼ End Date ⊽ /Time	, Status , Prop	7 Prearr Deal	Recall Reput	IBR ⊽ Ind ⊽	Rel Acpt Bid Basis Desc	7
	40	0238	61000	TRNG-CHERRY NATURAL GAS		6100000	FT	06/0	1/2014	04/30/2015		300	300	04/28/2014	05/01/2014	POSTED	1	NO	N	Absolute dollars and cents per unit basis	Γ
2	40	0236	61000	TRNG-CHERRY NATURAL GAS		6100000	FT	05/0	1/2014	09/30/2014		100	100	04/28/2014	04/29/2014	POSTED	2	OD/OR	N	Absolute dollars and cents per unit basis	
	C 40	0234	61000	TRNG-CHERRY NATURAL GAS		6100000	FT	05/0	1/2014	08/31/2014		300	300	04/28/2014	04/29/2014	POSTED	2	NO	N	Percentage of maximum tariff rate	*
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	Loc Prop	7	Loc	Name	7	7 Loc	∀ Seg	ment 🗸		Loc Zn	V	Loc Pu	rp 7 L	oc Purp Desc ▽	Max Offer Prim Qty-Lo	. v	Max Offer Qty-Loc	Y			
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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.

TS	P: 5394	- RUB	Y PIPELINE A	GENT: 61400 - TRN	G-SUGAR MA	PLE GAS SV	/C REQ: 61400	- TRNG-SUGAR	R MAPLE GA	s							
т	P Prop:	: !	5394	TSP Name:	RUBY PIPEL	INE		TSP	: 1354:	1571							
Rt	n Addr F	Prop:	61400	Rtn Addr Name:	TRNG-SUG	AR MAPLE G	A.5	Rtn /	Addr:		Retr	ieval Time: 03	3:33:14 PM				
Bi	dder Pro	op:	61400	Bidder Name:	TRNG-SUG	AR MAPLE G	A.5	Bidd	er:			Ret	rieve				
Le	oc Segr	nent															
L	oc Prop	c		Loc Name:				Loc:									
	⊽ Offe No	er 7	Releaser _V 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 ₇ Prop	Prearr Deal 7	Recall Reput ▽	IBR Ind	Rel Acpt Bid ⊽ Basis Desc ▽
1	3 4	40238	61000	TRNG-CHERRY NATURAL GAS	6100000	FT	06/01/2014	04/30/2015	300	300	04/28/2014	05/01/2014	POSTED	1	NO	N	Absolute dollars and cents per unit basis
2	•	40236	61000	TRNG-CHERRY NATURAL GAS	6100000	FT	05/01/2014	09/30/2014	100		04/28/2014 eate Bids	04/29/2014	POSTED	2	OD/OR	N	Absolute dollars and cents per unit basis
	4	40234	61000	TRNG-CHERRY NATURAL GAS	6100000	FT	05/01/2014	08/31/2014	300	DB Se	Pt Cap g Cap Grid		OSTED	2	NO	N	Percentage of maximum * tariff rate
										Re	trieve						
										W	EKC 1090 - Offe EKC 3050 - Offe	r Bids r Information					
										Pri	nt ve As		-				
										Ad	ld to Favorites move from Fav	orites					

- To create a bid, highlight the offer and right click.
- Select Create Bids.

/											
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igati		TSP Prop:	5394	TSP Name:	RUBY PIPELINE	E	TSP:	13541571	Bid Per End Da	ite: 04/29/2014	Bid Per End Time: 13:00:00
on Pa		Rtn Addr Prop:	61400	Rtn Addr Name:	TRNG-SUGAR N	MAPLE GAS	Rtn Addı	: 0	Meas Basis De	sc: Million BTU's	
		Releaser Prop:	61000	Releaser Name:	TRNG-CHERRY	NATURAL GAS	Release	. 6100000	Rel Acpt Bid B	asis Desc: Absol	lute dollars and cents per unit b
		Offer No:	40236	Rate Sch:	FT						
		Bid No:	40178	Status Prop:	DRAFT Sta	atus: Original					
		Res Rate Basis [Desc: Per day	Surchg Ind Desc:	Rate(s) stated i	include only rates;	no surcharges	applicable			
	-	Diddee Deere	61400		Diddee N	TING SUC			0		
		Bidder Prop: Prearr Bid Desc: Bidder Contact	61400 Bidder is not 1 DARTPLUS M	he prearranged dea TRAINING13	Bidder N _{bidde} Affil: Bidder P	ame: TRNG-SUG/	AR MAPLE GAS	Bidd Bidd Bidd	er: 0 er Email: er Fax:		¥
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	[1] •	Bidder Prop: Prearr Bid Desc: Bidder Contact Rate ID ▼ RES ACA	61400 Bidder is not to DARTPLUS M Seasnl Period ANNUAL ANNUAL	he prearranged dea TRAINING13	Bidder N bidde Affil: Bidder P Trf e V 1.1370 0.0012	hone: (719) 520-4 Min Acpt Rate	AR MAPLE GAS	Bidde Bidde Bidde tate Bid ⊽	er: 0 er Email: er Fax: Mnthly Max Trf Rate 34.5826	Mnthly Rate Bid	▼ 00

Section 1

- Populate the bidder's contact info if the Cap Rel Bids business preference has not been setup.
- This information is required and can be entered/edited from this screen.

) - [WEKC104 <u>1 - B</u>	id Detail [RUBY]; 0	4/28/2014 (J3:35:23]		••••• • •••••						_ 0
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SP: 5394 - RUBY PIPE	ELINE AGENT: 61	400 - TRNG-SUGAR N	APLE GAS	SVC REQ: 61400 -	TRNG-SUGAR M	1APLE GAS						
Bidder Rel Term S Bidder Bid Basis D Rate Form/Type D	t 5/1/2014 Hesc: Non-Index-Ba	Bidder Rel Ten ased Release - Absolu charge only	n End: 9/ te dollars and	cents per unit ba	Offer Calcula Rate ID Desc: Is this a 100 P	ted Min Term: 9/3 Reservation Pct Max Trf Rate	30/2014 Bid? O Yes	Min Vo CNo PctMa	ol Pct ax Trf Rate Bi	d:	-	
Min Offer Qty-K:	100	Max Offer Qty-K:	100	Min Offer MS	V : 0	Max Offer	MSV: 0	Loc/QTI	Desc: Delive	ry point(s) qu	ian	
Bidder Less Qty D	esc: Bidder will ac	cont on oward for loss	then the full.									
		ept an award for less	unan une tuit i	quantity				<u> </u>				
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Min Bid Qty-K:	100	Max Bid Qty-K:	00	Min Bid MSV:	0	Max Bid M	sv : ⁰				 ,	
Min Bid Qty-K:	100	Max Bid Qty-K:		Min Bid MSV:	0	Max Bid M	sv : ⁰			1	× >	
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For releases less than or equal to one year, no maximum tariff rate applies.

Section 2

Note on 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.

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Actio TRNG-ASH TRANSP. SVC REQ: 6	ns: <select action="" an="" item=""></select>		
Actio TRNG-ASH TRANSP. SVC REQ: 6	ns: <select action="" an="" item=""></select>		
) - TRNG-ASH TRANSP. SVC REQ: (•	
	1300 - TRNG-ASH TRANSP.		
	Bidder: 0		<u> </u>
	Bidder Email:		1
Bidder Phone: (708) 691-3087	Bidder Fax:		
End: 11/30/2031 Offer	Calculated Min Term: 11/30/2031		/
ge of maximum tariff rate Rate	DDesc: Reservation	Min Vol	Pct
▼ Is thi:	a 100 Pct Max Trf Rate Bid? 🔍 Y	es 💿 No 🛛 Pct Max	Trf Rate Bid: 75
			P
0 Min Offer MSV: 0	Max Offer MSV: 0	Loc/QTID	esc: Delivery point(s) quan
an the full quantity		_	
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	Mothly		
v Min Acpt Rate v	Rate Bid ♡ Max Trf	∀ Mnthly Rate Bid ✓	
	Rate		
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0.3172 0.3172 0.0012 0.0012 thly reservation charges are based or o four digits after the decimal point) x d to four digits after the decimal point)	0.2379 9.64	77 0.0000	
0.3172 0.0012	0.2379 9.64	77 0.0000	
0.3172 0.3172 0.0012 0.0012 thly reservation charges are based or to four digits after the decimal point) x d to four digits after the decimal point) rys in the month, rounded to five digits riff rate applies.	the path of volume.	77 0.0000	
	Affil: Bidder Phone: (708) 691-3087 End: 11/30/2031 Offer ge of maximum tariff rate Rate I Rate I Is this 0 Min Offer MSV: 0 han the full quantity 0 Min Bid MSV: 0 Min Bid MSV: 0	Armi: Image: Sidder Phone: Sidder Phone: Sidder Phone: Sidder Fax: Sidder Fa	Armi: Image: Sidder Phone: Bidder Phone: (708) 691-3087 Bidder Fax: End: 11/30/2031 End: 11/30/2031 End: 11/30/2031 End: 11/30/2031 End: 11/30/2031 Image: State of Maximum tariff rate Rate ID Desc: Reservation Min Vol Is this a 100 Pct Max Trf Rate Bid? Yes No Pertor No Min Offer MSV: 0 Min Bid MSV: 0 Min Acpt V Min Acpt V Min Acpt V Rate Bidder Fax: Image: State Bid V

□ Section 2

 If entering a Rate Bid as Percentage of Max Tariff Rate, you would enter a percentage in the Pct Max Trf Rate Bid box.

[2] Bidder Rel Term St 7/	28/2014 Bidder Rel Term End: 7/31/2014 💌	Offer Calculated Min Term: 7/31/2014
Bidder Bid Basis Desc:	Non-Index-Based Release - Percentage of maximum tariff rate	Rate ID Desc: Reservation
Rate Form/Type Desc:	Reservation charge only	Is this a 100 Pct Max Trf Rate Bid? 🜼 Y
	Reservation charge only	
121 N:- O# Ob. K. 1	Volumetric charge only	SK 0 N NSK 0

Section 2

- If the offer Rate Form/Type Desc was "Best of Reservation or Volumetric charge, where both can be specified by bidder" and you would like to bid Volumetric, you must change the Rate Form/Type Desc. It defaults to Reservation Charge Only.
- Once updated, enter the Min Vol Pct

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Rates Section: After the Rate Bid (daily rate) is entered, the system will automatically calculate and display the equivalent Monthly Rate Bid.

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- Once all of the information has been entered, right click and select Save.
- Select Credit Validation.

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Successful credit validation message

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

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nel	Bidd	ler Prop:	61400	Bidder	r Name:	TRNG-SUG	AR MAPLE G	AS	Bidd	ler:			Re	trieve					
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		40238	61000	TRNG-CH NATURAL	ERRY GAS	6100000	FT	06/01/2014	04/30/2015	300	300	04/28/2014	05/01/2014	POSTED	1	NO	N	Absolute dollars an per unit basis	d cents
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		Retrieve WEKC 1090 WEKC 3090 Print Save As Add to Fav Remove fr) - Offer Bids Offer Enform vorites om Favorites	D nation															

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

TSP: 5394 - RUBY PIPELINE AGENT: 61400 - TRNG-SUGAR MAPLE GAS SVC REQ: 61400 - TRNG-SUGAR MAPLE GAS

TSP Prop:	5394	TSP Name:	RUBY PIPELI	NE	TSP:	13541571	Retrieval Time: 03:45:00 PM
Releaser Prop:	61000	Releaser Name:	TRNG-CHER	RY NATURAL GAS	Releaser:	6100000	Retrieve
Offer No:	40236	Status Prop:	POSTED		Status:	Original	
Rel St Date:	5/1/2014	Offer Calculated M	in Term: 9/3	0/2014	Rel End Date:	9/30/2014	
Rel Rate Sch:	FT	Meas Basis Desc:	Million BTU's		Loc/QTI Desc:	Delivery point(s)	quantity.
Bid Deal Desc:	Biddable dea				Res Rate Basis	Desc: Per day	
Bid Per St Date:	04/28/2014	Bid Per St Time:	12:00:00		IBR Ind:	N	
Bid Per End Dt:	04/29/2014	Bid Per End Time:	13:00:00	Rel Acpt Bid Basis Desc	: Absolute dollars	and cents per unit	basi

* - Denotes Your Company's Bid(s

Navigate to "Bid Detail" to see the full details of a bi

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 releases (Daily Bid Bate x 30 / 167 rounded to four divite after the decimal point) x

Bid ⊽ No ▽	Bidder Rel ⊽ Term End	Bid Qty-K ▽	Bid Min Qty-K ▽	Rate ID ∨	Seasnl ⊽ Period	Rate ⊽ Bid	Bidder Bid ⊽ Basis	Rate Form ▽ /Type	Bid Max Total ⊽ Value	Prearr ⊽ Bid	Stand-aln _∀ Bid	Status Prop	Mnthly Rate ⊽ Bid
40158	09/30/2014	100	100	RES	ANNUAL	1.137	Α	1	0	2	BI	POSTED	34.5826
40162	09/30/2014	100	100	RES	ANNUAL	1.137	Α	1	0	2	BI	POSTED	34.5826
40169	09/30/2014	100	100	RES	ANNUAL	1.137	Α	1	0	2	BI	POSTED	34.5826
40178	09/30/2014	100	100	RES	ANNUAL	1.08	Α	1	0	2	BI	POSTED *	32.8500

- In this scenario, other bidders have submitted higher bids.
- * Denotes Your Company's Bid

Dart b (SQLL	TQA) · [Offer Bids /R	JBY]; 04/28/2014	03:44:59]		•							
View Window	w Help											
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						-						
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)ffer No:	40236	Status Prop:	POSTED		Status:	Original						
Rel St Date:	5/1/2014	Offer Calculated	Min Term: 9/3	30/2014	Rel End Date:	9/30/2014						
Rel Rate Sch:	FT	Meas Basis Des	c: Million BTU'	9	Loc/QTI Desc:	Delivery point((s) quantity.					
id Deal Desc:	Biddable deal				Res Rate Basis	Desc: Per day						
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- In this scenario, another bidder has submitted a higher bid.
- * Denotes Your Company's Bid



How To Enter a Higher Bid



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SP Prop:	5394	TSP Name:	RUBY PIPEL	INE	1	SP:	13541571	Retriev	al Time: 03:	15:00 PM			
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id Per St Date: id Per End Dt: - Denotes Your Con lavigate to "Bid Det or non-volumetri he release and wi Full month release Bid ⊽ Bidden No ⊽ Bidden Term 40371 08/31	04/28/2014 04/29/2014 mpany's Bid(s ail" to see the full d c awarded transp libe calculated and se: (Daily Bid Rate case :: (Bid Per St Time: Bid Per End Time: Bid Per End Time: Attails of a bi contation releases, invoiced as follow as 30.4167, round contation releases, as 500 contation as 500 contat	nonthly reservat s: led to four digits Rate ID ∇ RES	Rel Acpt Bid B ion charges are b after the decimal see Snot metacion Seasnl Period V ANNUAL	Basis Desc: / based on the p point) x volum man nonin x Rate Bid 0.8	Absolute dollars Absolute dollars Aath of ne. Bidder Basis A	Rate Form V /Type	Bid Max Total V Value 58,719	Prearr Bid	- <mark>Stand-aln</mark> ⊽ Bid	Status Prop 7	Mnthly Rate ⊽ Bid 34.5826	
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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 Sugar Maple.
- To bid a higher rate, Sugar Maple must withdraw its initial bid first.

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Image: Test State - Rule V PPELINE - AGENT: 61:400 - TRNG-SUGAR MARE GAS Affective - Rule V PPELINE - AGENT: 61:400 - TRNG-SUGAR MARE GAS	P F	File View Window	Help	013 10.02.33]			_ 8 ×
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WEKC 1041 \$99999 - Bidder already has a bid with a status of POSTED, DRAFT, or INVALID.	aviration Danel	For non-volume the release and The daily bid ra days for which t	tric awarded transportation releases, month will be calculated as follows: te is multi releases, the monthly average number here lease is effective each month.	by reservation ct of days of 30.4167. ate will be prorated based o	CapacityRelease Bidder already has a bid with a status of PC INVALID.	ISTED, DRAFT, or	
WEKC1041 #99999 - Bidder already has a bid with a status of POSTED, DRAFT, or INVALID.					\checkmark		
		WEKC1041		#99999 - Bidder already h	nas a bid with a status of POSTED, DRAFT, or	INVALID.	

 If you try to submit a higher bid without first withdrawing your initial bid, you will get an error message. TSP: 5394 - RUBY PIPELINE AGENT: 61000 - TRNG-CHERRY NATURAL GAS SVC REO: 61000 - TRNG-CHERRY NATURAL GAS TSP Prop: 5394 TSP Name: RUBY PIPELINE TSP: 13541571 Retrieval Time: 12:11:04 PM Releaser Prop: 61000 Releaser Name: TRNG-CHERRY NATURAL GAS Releaser: 6100000 Retrieve Offer No: 40548 Status Prop: Status: POSTED Original Rel St Date: 6/1/2014 Offer Calculated Min Term: 8/31/2014 Rel End Date: 8/31/2014 Rel Rate Sch: Loc/QTI Desc: Delivery point(s) quantity. Meas Basis Desc: Million BTU's FT Bid Deal Desc: Biddable dea Res Rate Basis Desc: Per day Create Bid Save Bid Per St Date: 05/08/2014 Bid Per St Time: 12:00:00 IBR Ind: N Delete Bid Per End Dt: Bid Per End Time: 13:00:00 Rel Acpt Bid Basis Desc: Absolute dollars and cents per unit basi 05/08/2014 Credit Validation Withdraw Retrieve WEKC1041 - Bid Detail * - Denotes Your Company's Bid(s WEKC3040 - Bid Locations Navigate to "Bid Detail" to see the full details of a bi WEKC3050 - Offer Information WEKC6010 - Awarded Bids 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: WEKC6030 - Bid Errors WEKC6105 - Withdrawal Download Full month release: (Daily Bid Rate x 30.4167, rounded to four digits after the decimal point) x volume. WEKC6300 - Bid Download * Partial month release: (Daily Bid Rate x 30 4167, rounded to four digits after the decimal point) x Print Bidder Rate Bid Max Bidder Rel 🗸 Prearr V Stand-aln 🕁 Bid Bid Bid Min Seasnl Rate Status ∇ ∇ ∇ Rate ID 🛛 ∇ Bid ∇ ∇ Total ∇ Save As Form No Term End Qty-K Qty-K Period Bid Bid Prop Bid Basis /Type Value Add to Favorites 40371 08/31/2014 800 800 RES ANNUAL 0.8 А 58,719 ΒI POSTED 1 1 Remove from Favorites 2 40392 08/31/2014 800 800 RES ANNUAL 0.75 Α 1 0 BI POSTED ee.01.e. 40393 08/31/2014 800 800 RES ANNUAL 0.85 А 1 0 2 ΒI POSTED 25.8542

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

TSP: 5394 - RUBY PIPELINE AGENT: 61000 - TRNG-CHERRY NATURAL GAS SVC REQ: 61000 - TRNG-CHERRY NATURAL GAS

TSP Prop:	5394	TSP Name:	RUBY PIPELIN	IE	TSP:	13541571	Retrieval Time: 12:11:04 PM
Releaser Prop:	61000	Releaser Name:	TRNG-CHERR	Y NATURAL GAS	Releaser:	6100000	Retrieve
Offer No:	40548	Status Prop:	POSTED		Status:	Original	
Rel St Date:	6/1/2014	Offer Calculated M	in Term: 8/31,	/2014	Rel End Date:	8/31/2014	
Rel Rate Sch:	FT	Meas Basis Desc:	Million BTU's		Loc/QTI Desc:	Delivery point(s)	quantity.
Bid Deal Desc:	Biddable dea				Res Rate Basis	Desc: Per day	
Bid Per St Date:	05/08/2014	Bid Per St Time:	12:00:00		IBR Ind:	N	
Bid Per End Dt:	05/08/2014	Bid Per End Time:	13:00:00	Rel Acpt Bid Basis Desc	: Absolute dollars	and cents per unit	basi

* - Denotes Your Company's Bid(s

Navigate to "Bid Detail" to see the full details of a bi



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

TSP: 5394 - RUBY PIPELINE AGENT: 61000 - TRNG-CHERRY NATURAL GAS SVC REQ: 61000 - TRNG-CHERRY NATURAL GAS

TSP Prop:	5394	TSP Name:	RUBY PIPELI	NE	TSP:	13541571	Retrieval Time: 12:16:40 PM
Releaser Prop:	61000	Releaser Name:	TRNG-CHERF	RY NATURAL GAS	Releaser:	6100000	Retrieve
Offer No:	40548	Status Prop:	POSTED		Status:	Original	
Rel St Date:	6/1/2014	Offer Calculated M	in Term: 8/3	1/2014	Rel End Date:	8/31/2014	
Rel Rate Sch:	FT	Meas Basis Desc:	Million BTU's		Loc/QTI Desc:	Delivery point(s)	quantity.
Bid Deal Desc:	Biddable dea				Res Rate Basis	Desc: Per day	
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Bid Per End Dt:	05/08/2014	Bid Per End Time:	13:00:00	Rel Acpt Bid Basis Desc	: Absolute dollars	and cents per unit	basi

* - Denotes Your Company's Bid(s

Navigate to "Bid Detail" to see the full details of a bi

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 Bate x 30 4167 rounded to four divite after the decimal point) x .

Bid ⊽ No	Bidder Rel ⊽ Term End	Bid Qty-K ▽	Bid Min Qty-K ⊽	Rate ID ♀	Seasnl ⊽ Period	Rate ⊽ Bid	Bidder Bid ⊽ Basis	Rate Form ⊽ /Type	Bid Max Total ⊽ Value	Prearr ⊽ Bid	Stand-aln _∀ Bid	Status ⊽ Prop	Mnthly Rate ⊽ Bid
40371	08/31/2014	800	800	RES	ANNUAL	0.8	А	1	58,719	1	BI	POSTED	24.3333
40392	08/31/2014	800	800	RES	ANNUAL	0.75	А	1	0	2	ві 🤇	WITHDRAW *	22.8125
40393	08/31/2014	800	800	RES	ANNUAL	0.85	А	1	0	2	BI	POSTED	25.8542

The Bid status now shows Withdrawn.

Prop:	5394	TSP Name:	RUBY PIPE	LINE		TSP:	13541571	Retrie	val Time:	12:16:40 PM
leaser Prop:	61000	Releaser Name:	TRNG-CHE	RRY NATURAL	GA5	Releaser:	6100000		Retr	rieve
fer No:	40548	Status Prop:	POSTED			Status:	Original			
I St Date:	6/1/2014	Offer Calculated	d Min Term: 8/	/31/2014		Rel End Date:	8/31/2014			
I Rate Sch:	FT	Meas Basis Des	c: Million BTL	U'e		Loc/QTI Desc:	Delivery p	oint(s) quantity		
d Deal Desc:	Biddable dea					Res Rate Basi	s Desc: Per	day		
Per St Date:	05/08/2014	Bid Per St Time:	12:00:00			IBR Ind:	N			
Per End Dt:	05/08/2014	Bid Per End Tim	e: 13:00:00	Rel Acpt F	Bid Basis Desc	Absolute dolla	rs and cents p	oer unit basi		
Denotes Your C /igate to "Bid D	ompany's Bid(s etail" to see the full d	etails of a bi								Delete Credit Validation Submit Withdraw
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To submit a new bid with a higher value, select Create Bid, and follow the Create Bid steps shown previously.



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.

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Bid ⊽ No ⊽	Bidder Rel _▽ Term End	Bid Qty-К 🏾	Bid Min Qty-K ▽	Rate ID ♀	Seasnl ⊽ Period	Rate ⊽ Bid	Bidder Bid ⊽ Basis	Rate Form ⊽ /Type	Bid Max Total ⊽ Value	Prearr ⊽ Bid	Stand-aln _▽ Bid	Status Prop ▽	Mnthly Rate ▽ Bid
40371	08/31/2014	800	800	RES	ANNUAL	0.8	А	1	58,719	1	BI	POSTED	24.3333
40392	08/31/2014	800	800	RES	ANNUAL	0.75	А	1	0	2	BI	WITHDRAW	22.8125
40393	08/31/2014	800	800	RES	ANNUAL	0.85	Α	1	0	2	BI	POSTED	25.8542
40394	08/31/2014	800	800	RES	ANNUAL	0.88	Α	1	0	2	BI	POSTED	26.7667
40399	08/31/2014	800	800	RES	ANNUAL	0.89	А	1	0	2	BI	DRAFT *	27.0708

See your bid status on the Offer Bids Screen.

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≝ I	TSP Prop:	5394	TSP Name:	RUBY PIPELINE	TSP:	13541571	Retrieval Time: 12:25:28 PM
-	Releaser Prop:	61000	Releaser Name:	TRNG-CHERRY NATURAL GAS	Releaser:	6100000	Retrieve
	Offer No:	40548	Status Prop:	POSTED	Status:	Original	
	Rel St Date:	6/1/2014	Offer Calculated M	in Term: 8/31/2014	Rel End Date:	8/31/2014	
	Rel Rate Sch:	FT	Meas Basis Desc:	Million BTU':	Loc/QTI Desc:	Delivery point(s)	quantity.
	Bid Deal Desc:	Biddable dea			Res Rate Basis	Desc: Per day	
	Bid Per St Date:	05/08/2014	Bid Per St Time:	12:00:00	IBR Ind:	N	
	Bid Per End Dt:	05/08/2014	Bid Per End Time:	13:00:00 Rel Acpt Bid Basis Desc	: Absolute dollars	s and cents per unit	basi

* - Denotes Your Company's Bid(s

Navigate to "Bid Detail" to see the full details of a bi

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: (Ilaily Bid Rate y 30.4167 rounded to four durite after the decimal rount) y													
	Bid No マ	Bidder Rel ⊽ Term End	Bid Qty-K ▽	Bid Min Qty-K ▽	Rate ID ♥	Seasnl ⊽ Period	Rate ⊽ Bid	Bidder Bid ⊽ Basis	Rate Form ⊽ /Type	Bid Max Total ⊽ Value	Prearr Bid ▽	Stand-aln _V Bid	Status Prop ▽	Mnthly Rate ⊽ Bid
Γ	40371	08/31/2014	800	800	RES	ANNUAL	0.8	Α	1	58,719	1	BI	POSTED	24.3333
Γ	40392	08/31/2014	800	800	RES	ANNUAL	0.75	А	1	0	2	BI	WITHDRAW	22.8125
Γ	40393	08/31/2014	800	800	RES	ANNUAL	0.85	Α	1	0	2	BI	POSTED	25.8542
Γ	40394	08/31/2014	800	800	RES	ANNUAL	0.88	А	1	0	2	BI	POSTED	26.7667
Γ	40399	08/31/2014	800	800	RES	ANNUAL	0.89	A	1	0	2	BI	POSTED *	27.0708
	•	•						/	•	•				

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.

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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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- 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.
- The "1" in the prearranged bid column denotes the prearranged bidder's bid.

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	607	734 06/30/2013	100	0 100	RES	ANNUAL	0.05	A	1	150	2	BI	WITHDRAW	1.52	208		
	607	736 06/30/2013	100	0 100	RES	ANNUAL	0.08	Α	1	240	2	BI	POSTED	2.43	333		
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- Highlight your bid, right click and select Match Bid. There will be a Matching Bid prompt.
- Select Accept.

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- If Credit is successful, another Matching Bid prompt will let you know the match bid was successful and has been awarded.
- Once you select "Ok" and then select Retrieve the bid status will show awarded.

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	40	301 4	0186	61000	TRNG-CHERRY NATURAL GAS		6100000	05/01/2014	05/31/2014	AWARDED	AWARDED	NONE		210402- TF1CIG	1,000	N	Percentage of maximum tariff rate	

- 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 the 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

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 is 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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	O	40573	210447- TF1CIG	TF1	06/01/2014	06/30/2014	500	500	500	2	AWARDED				
	Q	40561	210447- TF1CIG	TF1	06/01/2014	06/30/2014	500	500	500	2	PRECALL				
	0	40558	210447- TF1CIG	TF1	06/01/2014	06/30/2014	500	500	500	1	AWARDED				
	0	40557	210447- TF1CIG	TF1	06/01/2014	06/30/2014	500	500	500	2	PRECALL				
	Q	40491	210409- TFHPCIG	TFHP	06/01/2014	06/30/2014	500	500	500	1	AWARDED				
	Q	40427	210447- TF1CIG	TF1	06/01/2014	06/30/2014	1,000	1,000	1,000	1	AWARDED				
	Q	40423	210440- TFHPCIG	TFHP	06/01/2014	06/30/2014	1,000	1,000	1,000	1	AWARDED				
	Q	40415	210447- TF1CIG	TF1	06/01/2014	06/30/2014	1,000	1,000	1,000	1	AWARDED				
	C	40274	210440-	TFHP	06/01/2014	10/31/2014	1,000	1,000	1,000	1	FRECALL				

- On the Recall Offer screen, you must enter either a releasing contract number or recall date.
 - Entering just a recall date, displays 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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	0	4024	5 210412-FTCPG	FT	06/01/20	14 06/30/2	014	100	100	100	2	AWARD	ED	Print		l
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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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	upon recall end d	late, as appropria	ate.		Add to F	avorites			
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Given Full recall

- Select the recall start date, recall notification.
- The recall quantity will default to the max offer quantity.
- Right click, and select Save.

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

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	Q	40309	210412-FTCPG	FT	06/01/2014	06/30/2014	100	100	100	2	AWARDED	Π
	Q	40308	210412-FTCPG	FT	06/01/2014	06/30/2014	100	100	100	2	AWARDED	Π
	Q	40245	210412-FTCPG	FT	06/01/2014	06/30/2014	100	100	100	2	AWARDED	
	Q	40190	210108-FTCPG	FT	05/01/2014	04/30/2016	100	100	100	1	AWARDED	
	0	40181	210114-FTCPG	FT	05/01/2014	09/30/2014	100	100	100	2	AWARDED	

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

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

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This release was fully recalled effective June 1, 2014.

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	.*											Create Recall
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												WEKC6010 - Awarded Bids
												WEKC3050 - Offer Information
												Print
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												Add to Favorites
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Partial recall

- Highlight the offer you wish to recall, right click.
- Select Create Recall.

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Par	Rtn Addr Prop:	61800	Rtn Addr Name:	TRNG-CRAB TRANSP.		Rtn Addr:	0		
ē	Releaser Prop:	61800	Releaser Name:	TRNG-CRAB TRANSP.		Releaser:	0	Retrieve	
	Offer No:	40181	Rel St Date:	5/1/2014		Rel End Date:	9/30/2014	Clear	
	Recall No:	8115							
	Recall Method: Recall St Date: Recall End Date: Recall Notif: Recall Qty-K*: * Enter quantity to	© Full 7/ 1/2014 7/10/2014 Recall Notif	Partial C L	ocation	101	Save Submit Cancel Retrieve Clear WEKC2020 - Recall by L Print Save As	ocation/Path		
	upon recall end d	ate, as approp	vriate.			Add to Favorites Remove from Favorites			

- Select Partial as the recall method.
- Select the recall start and end date, recall notification, and recall quantity.
- Right click, and select Save.

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	TSP Prop:	4121	TSP Name:	CHEYENNE PLAINS GAS PIPELINE		TSP:	143363542	
Ĭ	Rtn Addr Prop:	61800	Rtn Addr Name:	TRNG-CRAB TRANSP.		Rtn Addr:	U	
-1	Releaser Prop:	61800	Releaser Name:	TRNG-CRAB TRANSP.		Releaser:	0	Retrieve
	Offer No:	40181	Rel St Date:	5/1/2014		Rel End Date:	9/30/2014	Clear
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						Remove from Favorites	;	

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

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۵ 🌮	letIDa	art A (SQLLTQ	A) - [Recall Off	e [CPG]; 05/07/20)14 11:42:17]				: + :::::)				
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igatio	TS	P Prop:	4121	TSP Name:	CHEYENNE	PLAINS GAS PIP	ELINE	т	SP:	143363542			
nPa	Rtn	Addr Prop:	61800	Rtn Addr Name:	TRNG-CRAB	TRANSP.		R	tn Addr:				
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	V	♥ Offer No ♥ Contract Number ♥ Rel Rate Sch			Rel St Date ▽	Rel End Date ▽	Min Offer Qty-K	V	Max Offer Qty-K ▽	Awd Qty-К ▽	Prearr Deal V	, Status . Prop	7
	0	40190	210108-FTCPG	FT	05/01/2014	04/30/2016		100	100	100	1	AWARDED	
	Q	40181	210114-FTCPG	FT	05/01/2014	09/30/2014		100	100	100	2	PRECALL	
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 After submitting the recall, navigate back to the Recall Offer screen. Select Retrieve and the Status should show PRECALL (partial recall).

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e <mark>la</mark> F	ile Vie	w Window H	elp									
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Z.	TSP:	4121 - CHEYEN	INE PLAINS GAS	PIPELINE AGENT:	61800 - TRNG-C	RAB TRANSP.	SVC REQ: 61800 - 1	TRNG-CRAB TRANSP	·.			
rigatio	TSP	Prop:	4121	TSP Name:	CHEYENNE F	PLAINS GAS PIPE	ELINE T	SP:	143363542			
n Pa	Rtn	Addr Prop:	61800	Rtn Addr Name:	TRNG-CRAB	TRANSP.	F	Rtn Addr:				
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		40100	Number 210108-ETCPC	Sch -	Date -	Date -	Qty-K 100	Qty-K 100	Qty-K -	Deal		
		40190	210100-FTCPG	FI	05/01/2014	04/30/2016	100	100	100	1	AWARDED	
	2	40181	210114-FTCPG	FT	05/01/2014	09/30/2014	100	100	100	2	PRECALL	Create Recall
												Retrieve
											<	WEKC2100 - Review Recalls
												WEKC6010 - Awarded Bids
												Print Save As
												Remove from Favorites

- To review the recall records, highlight the offer, right click.
- Select Review Recalls.

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vigation	TSP Prop:	4121	TSP Name:	CHEYENNE PLAINS	GAS PIPELINE	TSP:	143363542	
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nel	Releaser Prop:	61800	Releaser Name:	TRNG-CRAB TRANSP	Р.	Releaser:	0	Retrieve
	Offer No:	40181	Awd Qty-K:	100				Clear
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	8115	PARTIAL	07/01/2014	07/10/2014	50	PRECALL		
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- This release was partially recalled between 7/1/14 and 7/10/14.
- Capacity will be reput effective 7/11/14.

KINDER #MORGAN

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ŀ	TSP:	15038 - COLOR	RADO INTERSTA	TE GAS CO. AGENT	: 64000 - TRNG	BLUE SPRUCE G	GAS MARKET SVC R	REQ: 64000 - TRNG-	BLUE SPRUCE	GAS MARKET		
	TSF	Prop:	15038	TSP Name:	COLORADO	INTERSTATE GA	sco. T	SP: 6	6914865			
	Rtn	Addr Prop:	64000	Rtn Addr Name	TRNG-BLUE	SPRUCE GAS M	ARKE R	tn Addr:				
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h			Contract	Pal Pata	Dal Ct	Del End	Min Offer	Max Offer	Aud	Decover	Ctature	
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	0	41156	210843- TFHPCIG	TFHP	11/01/2014	11/30/2014	1,500	1,500	1,500	1	AWARDED	
	•	41155	210843- TFHPCIG	TFHP	11/01/2014	11/30/2014	1,500	1,500	1,500	2 eate Recall	AWARDED	
	Q	41133	210843- TFHPCIG	TFHP	11/01/2014	11/30/2014	1,500	1,500	Rei	trieve		
									WE	EKC2100 - Revi EKC6010 - Awa	iew Recalls arded Bids	
									WE	EKC3050 - Offe	er Information	
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Location recall

- Highlight the offer you wish to recall, right click
- Select Create Recall

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	TSP Prop:	15038	TSP Name:	COLORADO INTERSTATE GAS CO.	TSF	2	6914865	
	Rtn Addr Prop:	64000	Rtn Addr Name:	TRNG-BLUE SPRUCE GAS MARKE	Rtn	Addr:	0	
	Releaser Prop:	64000	Releaser Name:	TRNG-BLUE SPRUCE GAS MARKE	Rel	easer:	0	Retrieve
	Offer No:	41155	Rel St Date:	11/1/2014	Rel	End Date:	11/30/2014	Clear
	Recall No:	8188						
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	Recall Method:	C Full	O Partial 💽 L	ocation				
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		1				Retrieve		
	Recall Qty-K*:			Max Avbl Offer Qty-K to recall: 150	00 -	Clear		_
		,				WEKC2020	- Recall by Location/Path	
	* Enter quantity to	be recalled. Re	put will be automatic		-	Print		-
	upon recall end d	late, as appropria	ate.			Save As		
						Add to Favo	rites	
						Remove fro	m Favorites	

- Select Location as the recall method.
- Select the recall start and end date, and recall notification.
- 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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i N	letIDart B (SQLLTQ/	A) - [WEKC2006 - Recall Detail	[CIG]; 06/11/2014 08:49:33]			
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	TSP Prop:	15038 TSP Name:	COLORADO INTERSTATE	GAS CO.	TSP:	6914865	
	Rtn Addr Prop:	64000 Rtn Addr Name	e: TRNG-BLUE SPRUCE GAS	MARKE	Rtn Addr:	0	
-	Releaser Prop:	64000 Releaser Nam	e: TRNG-BLUE SPRUCE GAS	MARKE	Releaser:	0	Retrieve
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	Recall Qty-K*:		Max Avbl Offer Qty-K to re	ecall: 150	00		
	* Enter quantity to	be recalled. Reput will be automa	tic				
	upon recall end d	ate, as appropriate.					

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

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e <mark>l</mark> F	ile View Window H	lelp						
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igation	TSP Prop:	15038	TSP Name:	COLORADO INTERSTATE GAS C	o.	TSP:	6914865	
Par	Rtn Addr Prop:	64000	Rtn Addr Name:	TRNG-BLUE SPRUCE GAS MARK	E	Rtn Addr:	0	
ē	Releaser Prop:	64000	Releaser Name:	TRNG-BLUE SPRUCE GAS MARK	E.	Releaser:	0	Retrieve
	Offer No:	41155	Rel St Date:	11/1/2014		Rel End Date:	11/30/2014	Clear
	Recall No:	8188						
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	Recall Qty-K*:			Max Avbl Offer Qty-K to recall:	1500	Cancel Retrieve Clear		
	*Enter quantity to	be recalled. Re	put will be automatic			WEKC2020 - Recal	l by Location/Path	
	upon recall end d	late, as appropri	ate.			Print Save As		
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Right click and select Recall by Location/Path.

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ioatio	т	SP	Prop:		15038	тя	SP Name:		COLOF		D INTERSTATE GAS CO.		TSP:			6914	4865				
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			80073	0 F	SCC/CIG (TTN)	TRI-TOW	VN WELD		7428	80	04-CIG HIGH PLAINS		MQ		Delivery Location		1,000		1,000		20
			89609	1 P C	SCC/CIG (DER) ELIVERY	DERBY L	AKE				04-CIG HIGH PLAINS		MQ		Delivery Location		500		500		0
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																	Save Submit Retrieve Clear WEKC2025 Print Save As Add to Fave Remove fro	- Recall Contr orites om Favorites	acts by Poir	nt	

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

т	D: 15038 - COI			64000 - TRNO	BUTE SERVICE CAS MAD	KET	SVC REO: 64	000 - TRNG			PKET			
	F. 13030-CO		TE GAS CO. AGENT.	01000 - 11000	POLOL SPROCE GAS MAR	NL I	SVC KLQ. U	000 - 16140-1	JLUL.	SPROCE GAS MA				
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	800730	PSCC/CIG (TTN) TR	RI-TOWN WELD	742880	04-CIG HIGH PLAINS		MQ	Delivery		1,000		1,000		20

896091 PSCC/CIG (DER) DERBY LAKE DELIVERY 04-CIG HIGH PLAINS MQ Delivery Location 500 500 896095 PSCC/CIG (RMP) RED MAPLE DELIVERY A 04-CIG HIGH PLAINS M2 Receipt Location 1,500 1,500 Save Submit Retrieve Clear WEKC2025 - Recall Contracts by Point							Location			
896095 PSCC/CIG (RMP) RED MAPLE DELIVERY A 04-CIG HIGH PLAINS M2 Receipt Location 1,500 1,500 Save Save Clear WEKC2025 - Recall Contracts by Point		896091	PSCC/CIG (DER) DERBY LAKE DELIVERY	(04-CIG HIGH PLAINS	MQ	Delivery Location	500	500	0
Save Submit Retrieve Clear WEKC2025 - Recall Contracts by Point	Þ	896095	PSCC/CIG (RMP) RED MAPLE DELIVERY A	(04-CIG HIGH PLAINS	M2	Receipt Location	1,500	1,500	20
WEKC2025 - Recall Contracts by Point								Save Submit Retrieve Clear		
								WEKC202	5 - Recall Contracts by F	Point

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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Na	TSP: 15038 - COLOR	ADO INTERSTATE	GAS CO. AGENT: 64	000 - TRNG-BLUE SP	RUCE GAS MARKET	SVC REQ: 64000 - TRN	IG-BLUE SPRUCE GAS MARKET	
rigatio	TSP Prop:	15038	TSP Name:	COLORADO INTERST	TATE GAS CO.	TSP:	6914865	
n Pa	Rtn Addr Prop:	64000	Rtn Addr Name:	TRNG-BLUE SPRUCE	GAS MARKE	Rtn Addr:	0	
	Releaser Prop:	64000	Releaser Name:	TRNG-BLUE SPRUCE	GAS MARKE	Releaser:	0	
	Offer No:	41155	Awd Qty-K:	1500				
	Rel K:	210843-TFHPCI	Rate Sch:	TFHP				
	Rel St Date:	11/1/2014	Rel End Date:	11/30/2014				
	Recall No 🖓	7 Method	Recall ∇ St Date	, Recall End Date ▽	Recall Qty-K ▽	Recall Status Prop	Y	
	8188	POINT	11/10/2014	11/15/2014	20	PRECALL		

 After submitting your recall, it will take you to the Recall List screen, or you can navigate back to the Review Recalls screen.

Workshop Session

- Creating recalls
- Reviewing the recall records



Agency



Agency

- Changes to Agency
- How to View your Agency Information
- How to Request and Approve an Agency Agreement
- How to add functions

Changes to Agency

- CIG, WIC, CP, YGS, and RUBY 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 that were not previously end dated in Xpress, we'll put an end date of 9/30/19.
- 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

• How to View Agency Information



From the DART Navigation Panel find and expand 'Agency' Click on the folder 'Agency in Effect' .

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• - 1	File View Window	Help						
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Na	TSP: 15038 - COLC	RADO INTERSTATI	E GAS CO. AG	ENT: 61000 - TRNG-CH	ERRY NATUR	RALIGAS ISVC RE	Q: 61000 - TRNG-CHERRY NATU	RAL GAS
rigation I	Principal Co:	61000	TRNG-CHE	RRY NATURAL G				
Panel	Agent Co:	61000	TRNG-CHE	RRY NATURAL G				Retrieve
	Active on or after:	3/12/2014 💌	Agent Ag	ırmt Nbr:				
		TSP: 15038 - TSP /Company TSP:	COLORADO IN Information 15038 - COLOR	TERSTATE GAS CO. AGE ADO INTERSTATE GAS CO	NT: 61000 -	TRNG-CHERRY N/ SVC REO:	ATURAL GAS SVC REQ: 61000 - TA	RNG-CHERRY NATURAL GAS
		AGENT:	1 - NATURAL GA 19 - TRANSCOL	AS PIPELINE CO. ORADO GAS TRANS CO LLO	c			
		Active on or at	50 - KINDER MC 503 - KM ILLINC 503 - KM ILLINC 504 - KM ILLINC 505 - KM LOUISI 1030 - HORIZOI 3369 - KINDER I 4052 - TENNESS 4121 - CHEYENI 4669 - WYOMIN 4706 - MIDCON 5394 - RUBY PIF 15038 - COLOR 26089 - KINDER	ASSANT IEAAS PIPELINE AS STORAGE COMPANY DIS PIPELINE LLC ORGAN NORTH TEXAS PIP IANA PIPELINE N PIPELINE COMPANY MORGAN BORDER PIPELIN SEE GAS PIPELINE VE PLAINS GAS PIPELINE IG INTER. CO. TINENT EXPRESS PIPELINE PELINE ADO INTERSTATE GAS CO MORGAN TEJAS PIPELINE	E			

/	Agency in Effect	t [TRAN	ANS CO LLC AGENT: 61	.000 - TRNG-CHE	RRY NATURAL GAS SV	CREQ: 61000-1	TRNG-CHERRY N	IATURAL GAS		
	Principal Co:	61000	TRNG-CHERRY NAT	URAL G						
	Agent Co:	61000	TRNG-CHERRY NAT	URAL G				[Retrieve	
	Active on or after:	8/13/2013 💌	Agent Agrmt Nbr:]			L		
	Delegation , Agreement	✓ Principal Co ID	, Principal ⊽ Company ⊽	, Agent Co ID ♡	Agent ⊽ Company ⊽	, Bus Func Start Date ▽	Bus Func End Date ▽	Bus Func 🛛	All Ctrct Ind	All Pt Ind ⊽
	20992	61000	TRNG-CHERRY NATURAL GAS	17	SOURCEGAS-DIS TRANS	09/01/2013	09/30/2013	NOMINATIONS*	Y	Y
	20992	61000	TRNG-CHERRY NATURAL GAS	17	SOURCEGAS-DIS TRANS	09/01/2013	09/30/2013	BUY SELL DEFAULT	Y	Y
	20992	61000	TRNG-CHERRY NATURAL GAS	17	SOURCEGAS-DIS TRANS	09/01/2013	09/30/2013	VOLUME INQUIRY	Y	Y
	21000	4157	TRANSWESTERN PIPELINE CO.	61000	TRNG-CHERRY NATURAL GAS	09/01/2013	12/31/2013	CONFIRMATIONS	Y	N
	21000	4157	TRANSWESTERN PIPELINE CO.	61000	TRNG-CHERRY NATURAL GAS	09/01/2013	12/31/2013	OPERATOR POINT INQUIRY*	Y	Y
	21000	4157	TRANSWESTERN PIPELINE CO.	61000	TRNG-CHERRY NATURAL GAS	09/01/2013	12/31/2013	VOLUME INQUIRY	Y	Y
	20993	61600	TRNG-WILLOW GAS MARKETING	61000	TRNG-CHERRY NATURAL GAS	09/01/2013	12/31/2013	INVOICES	Y	Y
	20992	61000	TRNG-CHERRY NATURAL GAS	17	SOURCEGAS-DIS TRANS	09/01/2013	09/30/2013	INVOICES	Y	Y
	20995	61000	TRNG-CHERRY NATURAL GAS	61800	TRNG-CRAB TRANSP.	09/01/2013	12/31/2013	CAP REL BIDS	Y	Y
	20995	61000	TRNG-CHERRY NATURAL GAS	61800	TRNG-CRAB TRANSP.	09/01/2013	12/31/2013	CAP REL OFFERS	Y	Y

DART will return an agency matrix with every agency agreement associated with the GID in use.

	-		•				- •		
GAS TRANS CO LLC AGENT: 61000 - TRNG-CHERRY NATURAL GAS SVC REQ: 61000 - TRNG-CHERRY NATURAL GAS									
3 💌	TRNG-CHERRY NAT TRNG-CHERRY NAT	URAL G URAL G					Retrieve]	
pal ⊽ D ⊽	Principal ⊽ Company ⊽	Agent Co ID ♡	Agent ⊽ Company	Bus Func Start Date ▽	Bus Func End Date ▽	Bus Func 🛛	All Ctrct ⊽ Ind ⊽	A 1	
	TRNG-CHERRY NATURAL GAS	61800	TRNG-CRAB TRANSP.	05/01/2013	12/31/2018	NOMINATE	N	Y	
	TRNG-CHERRY NATURAL GAS	61800	TRNG-CRAB TRANSP.	05/01/2013	12/31/2018	BUYSELL	Y	Y	
	TRNG-CHERRY NATURAL GAS	61800	TRNG-CRAB TRANSP.	05/01/2013	12/31/2018	VOLINQ	Y	Y	
	TRNG-MAGNOLIA GAS SERVICES	61000	TRNG-CHERRY NATURAL GAS	04/01/2013	12/31/2018	INVOICES	Y	Y	
	TRNG-CHERRY NATURAL GAS	61800	TRNG-CRAB TRANSP.	05/01/2013	12/31/2018	CONFIRM	Y	Y	
	EL PASO NATURAL GAS CO. LLC	61000	TRNG-CHERRY NATURAL GAS	04/01/2013	12/31/2018	CONFIRM	Y	N	
	EL PASO NATURAL GAS CO. LLC	61000	TRNG-CHERRY NATURAL GAS	04/01/2013	12/31/2018	VOLINQ	Y	Y	
	TRNG-CHERRY NATURAL GAS	61800	TRNG-CRAB TRANSP.	05/01/2013	12/31/2010				
	TRNG-CHERRY NATURAL GAS	61800	TRNG-CRAB TRANSP.	05/01/2013	12/31/2	Print Agency	Agreement		
	TRNG-CHERRY NATURAL GAS	61100	TRNG-RIVER BIRCH GAS MARKET	04/01/2013	05/31/2	Clear			

Click on any record in the agency data matrix to select that line.

Right click you will get a pop up window with various options.

lear
VEBE0060 - Maintain/Approve Business Functions VEBE0200 - Maintain/Approve/Terminate Agency Agreement
Print Gave As
Add to Favorites Remove from Favorites

Agency

- How to Request and Approve an Agency Agreement
- How to add functions



From the Navigation Panel, select Create New Agency Agreement.
H	🐚 🔬 🖏 🖕 Navigation: <no available="" navigable="" windows=""> 🔹 🗸 Actions: <select action="" an="" item=""></select></no>	•
z [TSP: 15038 - COLORADO INTERSTATE GAS CO. AGENT: 61000 - TRNG-CHERRY NATURAL GAS SVC REQ: 61000 - TRNG-CHERRY NATURAL	GAS
rigation		1
Panel	TRNG-CHERRY NATURAL G	Save
	Agent:	Continue
	Start Date: 4/ 1/2014 End Date: 3/31/2019	Clear
	Comments:	Print Preview
		Print

Double click in the Agent field and select the Company you would like to be your Agent.

TSP: 15038 - COLORADO INTERSTATE GAS CO. AGENT: 61000 - TRNG-CHERRY NATURAL GAS SVC REQ: 61000 - TRNG-CHERRY NATURAL GAS

Principal: 61000 TRNG-CHERRY NATURAL G	Save
Agent: 61800 TRNG-CRAB TRANSPORTAT	Continue
Start Date: 4/ 1/2014 End Date: 3/31/2019	Clear
Comments:	Print Preview
	Print

Once the Agent has been selected, click Save then Continue.

TSP: 15038 - COLORADO INTERSTATE GAS CO. AGENT: 61000 - TRNG-CHERRY NATURAL GAS SVC REQ: 61000 - TRNG-CHERRY NATURAL GAS

Principal Co ID:	61000	TRNG-CH	ERRY NATUR	IAL G	** To make a business function contract or point specific, select the business function below and navigate to the Contract Specific or Point Specific screep via the Navigation								
Agent Co ID:	61800	TRNG-CR	AB TRANSP.				menu.	or Point Specing	screen via une iva	vigauon			
Agent Agrmt	20995	Status:		•									
Start Date:	4/ 1/2014	End Date:	3/31/2019						R	etrieve			
Agents for	Company C	Principals fo	r Company							Clear			
Delegation Agreement	✓ Delegation Start Date	Delegation End Date	√ Agent Co ID	✓ Agent Company	7	Business Functions	All Ctro	t v All Pt v Ind v	Bus.Func. ⊽ Start Date ⊽	Bus.Func. ⊽ End Date	Principal → A Status → S		
20995	04/01/2014	03/31/2019	61800	TRNG-CRAB TRANS	5 P.		Approve Submit Add business fun Modify business f Print Agency Agra Inquire on item Clear Retrieve WEBE0070 - Con WEBE0080 - Poin WEBE0200 - Mair Print Save As Add to Favorites Remove from Fav	ction iunction eement tract Specific t Specific tain/Approve/To	erminate Agency A	greement			

Right click on the highlighted record, then select Add Business Function.

	t Nbr: 20995				Sav
Principal:	61000 TRNG-CHER	RY NATURAL	GAS		Cle
Agent:	61800 TRNG-CRAB	TRANSP.			
Start Date	: 4/ 1/2014 💌	End Date:	3/31/2019	T	Conti
Bus. Fund	t:		, -	_	Pri Prev
Select / AMRQ: CRBID:	AII ST - AMENDMENT REQU S - CAP REL BIDS	JEST			Pri
CROFF	ER - CAP REL OFFERS RM - CONFIRMATIONS				
	C - CONTRACT EXECUT	ION			
	T - CONTRACT REQUES	ST			
	AD - IMBAL TRD/STOR T	FRANS			
	T - LDC Report				
	ATE - NOMINATIONS*				
	NQ - OPERATOR POINT	INQUIRY*			

Select the business functions you would like the Agent to perform on your behalf, then select Save.

	*													
	Principal Co ID:	61800	TRNG-CRAB	TRANSP.	** To make a business function contract or point specific, select the business function below and navigate to the									
	Agent Co ID:	61400	TRNG-SUGA	R MAPLE GA	s	Contra menu.	ect Spe	cific or P	oint Specific	screen via the Na	vigation			
	Agent Agrmt	6107	Status:		•									
	Start Date:	1/ 1/2020	End Date: 12/	/31/2021	•					R	etrieve			
	Agents for Company O Principals for Company Clear													
	Delegation Agreement	7 Delegation Start Date ♥	Delegation End Date ▽	, Agent Co ID ▽	Agent ⊽ Company ⊽	Business Functions ▽	All C	trct ⊽ nd	All Pt Ind ▽	Bus.Func. ⊽ Start Date	Bus.Func. End Date ▽	Principal V Status	, Agent Status ▽	
►	6107	01/01/2020	12/31/2021	61400	TRNG-SUGAR MAPLE GAS	AMENDMENT REQUEST	Y	Appro	ove	01/01/2020	10/21/0001	DRAFT	SUBMITTED	
	6107	01/01/2020	12/31/2021	61400	TRNG-SUGAR MAPLE GAS	CAP REL BIDS	Y	Subm	it				SUBMITTED	
	6107	01/01/2020	12/31/2021	61400	TRNG-SUGAR MAPLE GAS	CAP REL OFFERS	Y	Add b	ousiness fun is business f	ction			SUBMITTED	
Π	6107	01/01/2020	12/31/2021	61400	TRNG-SUGAR MAPLE GAS	CONFIRMATIONS	Y	Delet	SUBMITTED					
	6107	01/01/2020	12/31/2021	61400	TRNG-SUGAR MAPLE GAS	CONTRACT EXECUTION	Y	Print Agency Agreement Inquire on item Clear					SUBMITTED	
	6107	01/01/2020	12/31/2021	61400	TRNG-SUGAR MAPLE GAS	CONTRACT INQUIRY	Y						SUBMITTED	
	6107	01/01/2020	12/31/2021	61400	TRNG-SUGAR MAPLE GAS	CONTRACT REQUEST	Y	WEBE	:ve :0070 - Cont	ract Specific			SUBMITTED	
	6107	01/01/2020	12/31/2021	61400	TRNG-SUGAR MAPLE GAS	IMBAL TRD/STOR TRANS	Y	WEBE	0080 - Poini 0200 - Main	t Specific tain/Approve/Terr	ninate Agency Ag	reement	SUBMITTED	
	6107	01/01/2020	12/31/2021	61400	TRNG-SUGAR MAPLE GAS	INVOICES	Y	WEDE	.0200 1400	tain/Approve/Ten	ninate Agency Ag		SUBMITTED	
	6107	01/01/2020	12/31/2021	61400	TRNG-SUGAR MAPLE GAS	LDC Report	Y	Print	٨c				SUBMITTED	
	6107	01/01/2020	12/31/2021	61400	TRNG-SUGAR MAPLE GAS	NOMINATIONS*	Y	Save	AS				SUBMITTED	
	6107	01/01/2020	12/31/2021	61400	TRNG-SUGAR MAPLE GAS	OPERATOR POINT INQUIRY*	Y	Add t Remo	o Favorites ve from Fav	orites			SUBMITTED	
	6107	01/01/2020	12/31/2021	61400	TRNG-SUGAR MAPLE GAS	VIEW INVOICE	Y		Y	01/01/2020	12/31/2021	DRAFT	SUBMITTED	
	6107	01/01/2020	12/31/2021	61400	TRNG-SUGAR MAPLE GAS	VOLUME INQUIRY	Y		Y	01/01/2020	12/31/2021	DRAFT	SUBMITTED	
	6107	01/01/2020	12/31/2021	61400	TRNG-SUGAR MAPLE GAS	BUY SELL DEFAULT	Y		Y	01/01/2020	12/31/2021	DRAFT	SUBMITTED	

To approve the Agency, Highlight the record, Right-click and select Approve.

T	SP: 15038 - COI	LORADO INTERSTA	TE GAS CO. A	GENT: 61000	- TRNG-CHERRY NATURA	L GAS	SVC REQ:	61000	- TRNG-CHERR	RY NA	TURAL 0	GAS				
Ρ	rincipal Co ID:	61000	TRNG-CHE	ERRY NATURA	AL G			** To select	make a business the business fu	s func nction	tion cont below a	tract or point sp nd navigate to	ecific, the			
A	gent Co ID:	61800	TRNG-CRA	AB TRANSP.				Contra menu.	act Specific or Po	oint Sp	pecific sci	reen via the Na	vigation			
A	gent Agrmt	20995	Status:		•											
S	tart Date:	3/ 1/2014	End Date:	12/31/2049	•							R	etrieve			
	Agents for (Company C	Principals for	Company									Clear			
	Delegation Agreement	✓ Delegation Start Date	Delegation End Date	√ Agent Co ID √	Agent Company	V	Busines Function	iss ⊓s ⊽	, All Ctrct ⊽ Ind ▽	All	Pt ⊽ s	Bus.Func. ⊽ Start Date ▽	Bus.Func. End Date ♡	Principal Status ▽	Agent . Status	V
►	20995	04/01/2014	03/31/2019	61800	TRNG-CRAB TRANSP.				Y	Y	Appro					
											Submi	it				
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											Clear					
											Retrie	eve				
											WEBE	0070 - Contrac	t Specific			
											WEBE	0080 - Point Sp	ecific			
											WEBE	:0200 - Maintain	/Approve/Termina	te Agency Agree	ment	
											Print					
											Save	As				
											Add to	o Favorites				
											Remo	ve from Favorit	es			

Highlight the record, right-click and select Approve.



Select Yes – An agency agreement word document will populate on the screen .



When finished reviewing, select the x in the top right hand corner.

Delegation Agreement	Delegation Start Date ♥	Delegation End Date ♥	Agent Co ID ▽	. Agent Company ▽	, Business Functions ▽	All Ctrct Ind	All Pt Ind ⊽	Bus.Func. ⊽ Start Date ⊽	Bus.Func. ⊽ End Date ▽	Principal Status ▽	Agent ⊽ Status ⊽
6107	01/01/2020	12/31/2021	61400	TRNG-SUGAR MAPLE GAS	AMENDMENT REQUEST	Y	Y	01/01/2020	12/31/2021	DRAFT	SUBMITTED
6107	01/01/2020	12/31/2021	61400	TRNG-SUGAR MAPLE GAS	CAP REL BIDS	Y	Y	01/01/2020	12/31/2021	DRAFT	SUBMITTED
6107	01/01/2020	12/31/2021	61400	TRNG-SUGAR MAPLE GAS	CAP REL OFFERS	Y	Y	01/01/2020	12/31/2021	DRAFT	SUBMITTED
6107	01/01/2020	12/31/2021	61400	TRNG-SUGAR MAPLE GAS	CONFIRMATIONS	Y	Y	01/01/2020	12/31/2021	DRAFT	SUBMITTED
6107	01/01/2020	12/31/2021	61400	TRNG-SUGAR MAPLE GAS	CONTRACT EXECUTION	Y	Y	01/01/2020	12/31/2021	DRAFT	SUBMITTED
6107	01/01/2020	12/31/2021	61400	TRNG-SUGAR MAPLE GAS	CONTRACT INQUIRY	Y	Y	01/01/2020	12/31/2021	DRAFT	SUBMITTED
6107	01/01/2020	12/31/2021	61400	TRNG-SUGAR MAPLE GAS	CONTRACT REQUEST	Y	Y	01/01/2020	12/31/2021	DRAFT	SUBMITTED
6107	01/01/2020	12/31/2021	61400	TRNG-SUGAR MAPLE GAS	IMBAL TRD/STOR TRANS	Y	Y	01/01/2020	12/31/2021	DRAFT	SUBMITTED
6107	01/01/2020	12/31/2021	61400	TRNG-SUGAR MAPLE GAS	INVOICES	Y	Y	01/01/2020	12/31/2021	DRAFT	SUBMITTED
6107	01/01/2020	12/31/2021	61400	TRNG-SUGAR MAPLE GAS	LDC Report	Y	DartNetPrin	icipalAgent	<u> </u>	DRAFT	SUBMITTED
6107	01/01/2020	12/31/2021	61400	TRNG-SUGAR MAPLE GAS	NOMINATIONS*	Y			_	DRAFT	SUBMITTED
6107	01/01/2020	12/31/2021	61400	TRNG-SUGAR MAPLE GAS	OPERATOR POINT INQUIRY*	Y		Approve '	?	DRAFT	SUBMITTED
6107	01/01/2020	12/31/2021	61400	TRNG-SUGAR MAPLE GAS	VIEW INVOICE	Y				DRAFT	SUBMITTED
6107	01/01/2020	12/31/2021	61400	TRNG-SUGAR MAPLE GAS	VOLUME INQUIRY	Y		ок с	ancel	DRAFT	SUBMITTED
6107	01/01/2020	12/31/2021	61400	TRNG-SUGAR MAPLE GAS	BUY SELL DEFAULT	Y	Y	01/01/2020	12/31/2021	DRAFT	SUBMITTED

Select Ok.

F	Principal Co ID:	61800	TRNG-CRAB	TRANSP.	** To make a business function contract or point specific, select the business function below and navigate to the										
ļ	Agent Co ID:	61400	TRNG-SUGA	R MAPLE GA	S	Contract Specific or Point Specific screen via the Navigation menu.									
ļ	Agent Agrmt	6107	Status:		•										
s	Start Date:	1/ 1/2020 💌	End Date: 12/	31/2021	▼ Retrieve										
	Agents for C	ompany (Principals for Co	ompany		$\overline{}$									
	Delegation ,	Delegation Start Date	Delegation End Date ▽	Agent Co ID	. Agent Company ▽	Business Functions ▽	All Ctrct Ind	All Pt Ind ▽	Bus.Func. ⊽ Start Date	Bus.Func. End Date	✓ Principal Status	Agent Status ▽			
►	6107	01/01/2020	12/31/2021	61400	TRNG-SUGAR MAPLE GAS	AMENDMENT REQUEST	Y	Y	01/01/2020	12/31/2021	APPROVED 9	UBMITTED			
	6107	01/01/2020	12/31/2021	61400	TRNG-SUGAR MAPLE GAS	CAP REL BIDS	Y	Y	01/01/2020	12/31/2021	APPROVED 5	UBMITTED			
	6107	01/01/2020	12/31/2021	61400	TRNG-SUGAR MAPLE GAS	CAP REL OFFERS	Y	Y	01/01/2020	12/31/2021	APPROVED 9	UBMITTED			
	6107	01/01/2020	12/31/2021	61400	TRNG-SUGAR MAPLE GAS	CONFIRMATIONS	Y	Y	01/01/2020	12/31/2021	APPROVED	UBMITTED			
	6107	01/01/2020	12/31/2021	61400	TRNG-SUGAR MAPLE GAS	CONTRACT EXECUTION	Y	Y	01/01/2020	12/31/2021	APPROVED 9	UBMITTED			
	6107	01/01/2020	12/31/2021	61400	TRNG-SUGAR MAPLE GAS	CONTRACT INQUIRY	Y	Y	01/01/2020	12/31/2021	APPROVED 5	UBMITTED			
	6107	01/01/2020	12/31/2021	61400	TRNG-SUGAR MAPLE GAS	CONTRACT REQUEST	Y	Y	01/01/2020	12/31/2021	APPROVED 5	UBMITTED			
	6107	01/01/2020	12/31/2021	61400	TRNG-SUGAR MAPLE GAS	IMBAL TRD/STOR TRANS	Y	Y	01/01/2020	12/31/2021	APPROVED 5	UBMITTED			
	6107	01/01/2020	12/31/2021	61400	TRNG-SUGAR MAPLE GAS	INVOICES	Y	Y	01/01/2020	12/31/2021	APPROVED 5	UBMITTED			
	6107	01/01/2020	12/31/2021	61400	TRNG-SUGAR MAPLE GAS	LDC Report	Y	Y	01/01/2020	12/31/2021	APPROVED 5	UBMITTED			
	6107	01/01/2020	12/31/2021	61400	TRNG-SUGAR MAPLE GAS	NOMINATIONS*	Y	Y	01/01/2020	12/31/2021	APPROVED 5	UBMITTED			
	6107	01/01/2020	12/31/2021	61400	TRNG-SUGAR MAPLE GAS	OPERATOR POINT INQUIRY*	Y	Y	01/01/2020	12/31/2021	APPROVED 5	UBMITTED			
	6107	01/01/2020	12/31/2021	61400	TRNG-SUGAR MAPLE GAS	VIEW INVOICE	Y	Y	01/01/2020	12/31/2021	APPROVED 5	UBMITTED			
	6107	01/01/2020	12/31/2021	61400	TRNG-SUGAR MAPLE GAS	VOLUME INQUIRY	Y	Y	01/01/2020	12/31/2021	APPROVED 5	UBMITTED			
	6107	01/01/2020	12/31/2021	61400	TRNG-SUGAR MAPLE GAS	BUY SELL DEFAULT	Y	Y	01/01/2020	12/31/2021	APPROVED	UBMITTED			

Notice the Principal Status updates to Approved. The Agent will need to complete the same steps.

What do you do if your Principal does not have access to Dart?

- 1. Fill out the agency requirements in Dart, approve your Agent Status.
- 2. When the word document appears, print it and send it to the principal.
- 3. Once they have signed it, they can send it to Contract Administration or back to you to send to us.
- 4. Once received, Contract Administration will approve on their behalf.

Workshop Session

- Review Agency Information
- Request an Agency

Thank You! We appreciate your business!

Contact us: <u>CSWPG@kindermorgan.com</u>

Sherry Saunders (Mgr) 719.520.3711 Tonie Stephens 719.520.4847 Celeste Aragon 719.520.4853