



# TC PLUS User Reference Guide

## Contracts and Capacity Release



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## Introduction

TransCanada's TC PLUS system is designed to handle the following transactional activities of pipeline customers and business partners.

- Contracting and Capacity Release
- Nominations and Scheduling
- Confirmations and Operational Balancing Agreements (OBAs)
- Invoicing

Effective June 2018, the TransCanada pipelines currently using TC PLUS include:

- Gas Transmission Northwest Corporation (GTN)
- North Baja Pipeline
- Tuscarora Gas Transmission
- Great Lakes Gas Transmission



Contact Information

Contracts and Capacity Release

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Margaret Mahle	<a href="mailto:margaret_mahle@transcanada.com">margaret_mahle@transcanada.com</a>	832.320.5673

User ID Requests

External Security Administrator	<a href="mailto:TC PLUS_system@transcanada.com">TC PLUS_system@transcanada.com</a>
Usman Khan	832.320.5418

Marketing Representative

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### Informational Postings Websites

Gas Transmission Northwest Pipeline  
Tuscarora Gas Transmission Pipeline  
North Baja Pipeline  
Great Lakes Gas Transmission

[www.TCPLUS.com/GTN](http://www.TCPLUS.com/GTN)  
[www.TCPLUS.com/Tuscarora](http://www.TCPLUS.com/Tuscarora)  
[www.TCPLUS.com/North%20Baja](http://www.TCPLUS.com/North%20Baja)  
[www.TCPLUS.com/Great%20Lakes](http://www.TCPLUS.com/Great%20Lakes)

### Other TC PLUS User Manuals

A variety of User Manuals are available for the various functions that the TC PLUS system accommodates:

- Nominations and Scheduling
- Billing and Invoicing
- System Access and External Security Administrator (ESA)
- Agency

Please contact one of the appropriate contacts listed above for more information about the TC PLUS user manual for these functions.

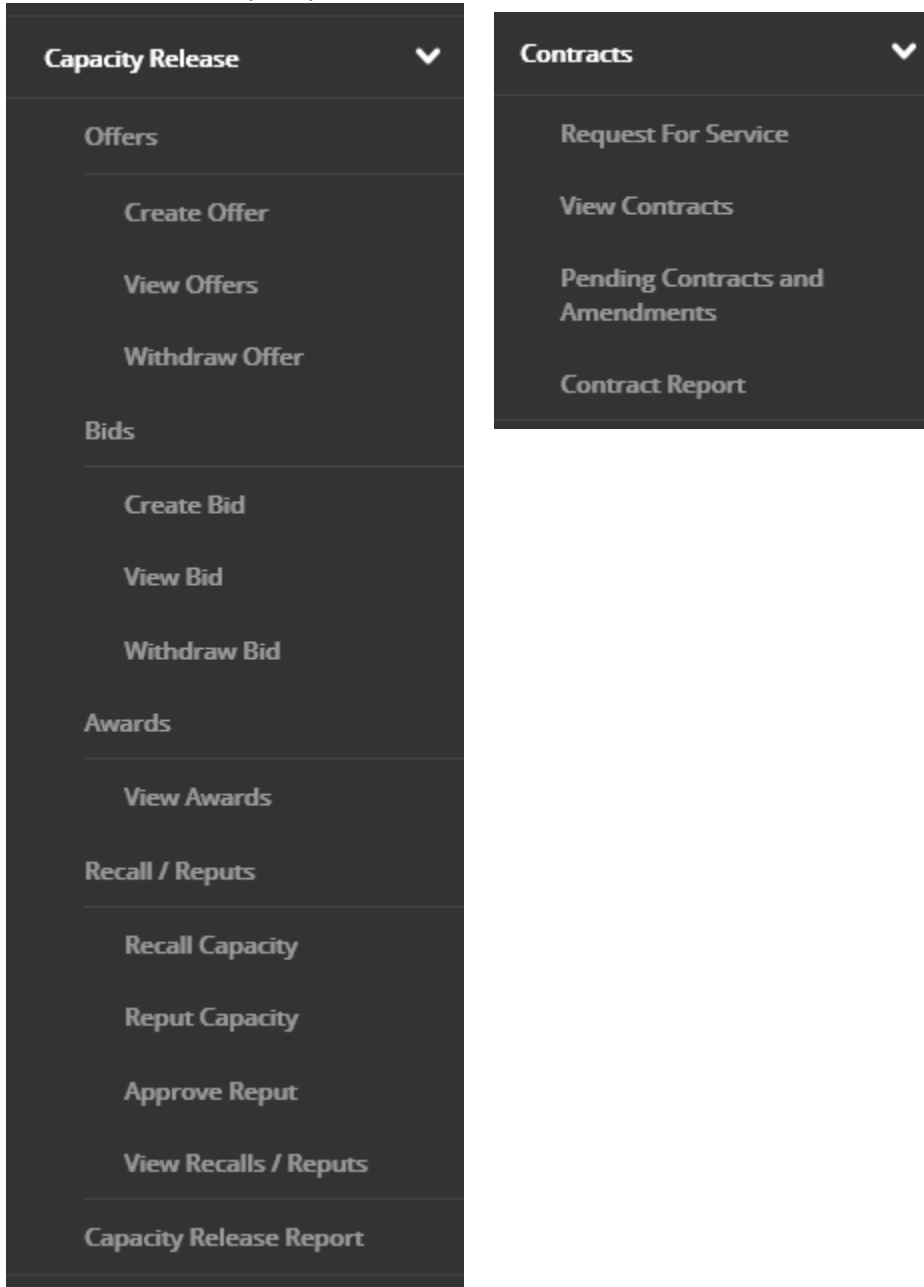


## TC PLUS – Contracts

All users will have Read Only access to TC PLUS. Your security role will determine what functions you can complete within the application.

This Guide will walk Shippers through how to request, accept, execute and release contracts All users can access and download a variety of reports through TC PLUS.

For contracts and capacity release the menu items will look like below:



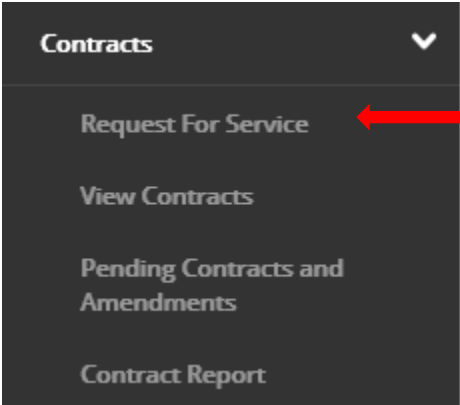


## REQUEST FOR SERVICE

The Request For Service (RFS) is the primary screen for contracting service. Relevant sections are displayed in TAB format and easy to use ACTION Buttons advance your progress.

The request may be entered by the Shipper or by a TransCanada marketing representative.

- From the MENU screen Click Contracts/Request for Service.







The request will open and you will fill in the appropriate information

### CREATE REQUEST FOR SERVICE

#### Business Entity

<b>Service Requester Name</b>	<b>Service Requester</b>	<b>Contact</b>	<b>Address</b>
<input type="text" value="ANYGASCO"/>	123456789	<input type="text" value="Bill Jones"/>	<input type="text" value="My Address (Any Town)"/>

#### Contract Details

<b>Rate Schedule</b>	<b>Start Date</b>	<b>End Date</b>
<input type="text" value="--Select One--"/>	<input type="text"/>	<input type="text"/>

- Service Requester Name – *could be more than one if you are an Agent.*
- Contact – *select the appropriate one.*
- Address – *select the appropriate one if several exist.*
- Rate Schedule – *applicable to each specific pipeline.*
- Enter Start-date and End-date *for the term of service.*
- When all selections are complete– Click, NEXT



The Request For Service page utilizes TABS for information input.

**CREATE REQUEST FOR SERVICE**

Service Requester Name	Rate Schedule	Contract Number	Amend No	Start Date	End Date	Status
ANYGASCO	FTS 1	125096	0	08/01/2014	08/31/2014	Draft

**Contract** | **Routes** | Rates | Terms

[Add Route+](#)

Start Date	End Date	Receipt Loc Name	LOC	Delivery Loc Name	LOC	MDQ	Actions
No routes for this contract.							

[Add Route+](#)

- Enter the correct information under the ROUTE TAB, RATE TAB and TERMS TAB
- When done, click SUBMIT
- In this process, the COUNTERPARTY must select the ACCEPT button to initiate the APPROVAL process.
  - A Counterparty can be either the Service Requestor (Shipper) or Transportation Service Provider (TSP)
- Only one Route may be entered for a given date-range.



## ADD A ROUTE

Contract Routes Rates Terms Audit/Notes IOC Notes

Add Route+

Start Date	End Date	Receipt Loc Name	Loc	Zone	Cap Type Loc	Delivery Loc Name	Loc	Zone	Cap Type Loc	MDQ	Actions
No routes for this contract.											

Add Route+

### Add Route

Start Date: 03/01/2018 End Date: 02/28/2019

Receipt Loc Name: -- Select One -- Delivery Loc Name: -- Select One -- MDQ:

Loc: -- Select One -- Loc: -- Select One --

Zone: Zone

Cancel Save

- Select ROUTES Tab
  - Select ADD ROUTE
    - The START DATE and END DATE will default to the Contract begin and end date.
    - Insert the RECEIPT AND DELIVERY POINT AND MDQ
      - Click SAVE



NOTE: For Great Lakes, Additional Primary Locations can be added.

Contract Routes Rates Terms Audit/Notes IOC Notes

[Add Route+](#)

Start Date	End Date	Receipt Loc Name	Loc	Zone	Cap Type Loc	Delivery Loc Name	Loc	Zone	Cap Type Loc	MDQ	Actions
No routes for this contract.											

[Add Route+](#)

Primary Location Level MDQs

[Add Additional Primary Location+](#)

Start Date	End Date	Loc Name	Loc	Receipt/Delivery	MDQ	Actions
No Primary locations for this contract.						

[Add Additional Primary Location+](#)

- Select Add Additional Primary Location
  - The START DATE and END DATE will default to the Contract begin and end date.
    - Insert the Location
    - Select Receipt or Delivery
    - Enter MDQ
      - Click SAVE

### Add Additional Primary Location ✕

Start Date   End Date

Loc

Loc Name

Receipt/Delivery

MDQ



## ADD A RATE – PRIMARY ROUTE DISCOUNT

**CREATE REQUEST FOR SERVICE**

Service Requester Name: ANYGASCO | Rate Schedule: FTS-1 | Contract Number: 125096 | Amend No: 0 | Start Date: 08/01/2014 | End Date: 08/31/2014 | Status: Draft

Contract | Routes | **Rates** | Terms

Effective Date		Receipt		Delivery		Sec?	Reservation Monthly		Reservation Daily		Commodity		Actions
Start	End	Loc Name	LOC	Loc Name	LOC		Max	Dis	Max	Dis	Max	Dis	
08/01/2014	08/31/2014	Ehrenberg (Rec)	336406	Ogilby (Del)	336408		\$3.99840	-	\$0.13145	-	\$0.00188	-	Edit

**Edit Rates**

Start Date: 08/01/2014 | End Date: 08/31/2014 | Log Id: | Receipt Loc Name: Ehrenberg (Rec) | Delivery Loc Name: Ogilby (Del)

DRN: 336406 | DRN: 336408

Rate Code	Max Rate	Min Rate	Discounted Rate
RSV	\$3.99840/mthly	\$0.00000/mthly	<input type="text"/> /mth
	\$0.13145/dly	\$0.00000/dly	<input type="text"/> /dly
COT	\$0.00066/dly	\$0.00066/dly	<input type="text"/> /dly
ACA	\$0.00120/dly	\$0.00120/dly	<input type="text"/> /dly

Cancel ✕ | **Save ✓**

The System defaults to create a Max-rate record.

To CREATE a DISCOUNT on the Primary Route:

- Select EDIT in the ACTIONS Box
  - Enter the appropriate rate – rates can be monthly or daily.

Click SAVE

### Rate Codes:

RSV = Reservation

COT = Commodity

ACA = Annual Cost Adjustment

## ADD A RATE – SECONDARY ROUTE AND RATE

The screenshot shows the 'Rates' tab of a software interface. At the top, there are tabs for 'Contract', 'Routes', 'Rates', 'Terms', 'Audit/Notes', and 'IOC Notes'. The 'Rates' tab is active, displaying a table with columns for Effective Date, Receipt, Delivery, Sec?, Reservation Monthly, Reservation Daily, Commodity, and Actions. A red circle highlights the 'Add Rate +' button in the top right corner. Below the table, an 'Add Rates' dialog box is open, containing the following fields:

Effective Date	Receipt			Delivery			Sec?	Reservation Monthly		Reservation Daily		Commodity		Actions
Start	End	Name	Loc	Zone	Name	Loc	Zone	Max	Dis	Max	Dis	Max	Dis	
03/01/2018	02/28/2019	EMERSON RECEIPT	33975	W	ST CLAIR	11772	E	\$11.44200	-	\$0.37618	-	\$0.01437	-	Edit

**Add Rates** dialog box fields:

- Start Date: mm/dd/yyyy
- End Date: mm/dd/yyyy
- Log Id: [Text Field]
- Receipt Type: Location (dropdown)
- Delivery Type: Location (dropdown)
- Receipt Name: -- Select One -- (dropdown)
- Delivery Name: -- Select One -- (dropdown)
- Loc: -- Select One -- (dropdown)
- Zone: -- Select One -- (dropdown)

- Select RATES TAB
  - Select ADD RATE – *The ADD Rates dialogue box will open.*
    - ENTER – Start-Date, End-Date, Receipt Type\*, Delivery Type\*, Receipt-Location and Delivery-Location.
    - The screen will expand to include rates that can be discounted. – SELECT the rate component to be discounted. Rates can be entered on either a Monthly or Daily basis.
    - *NOTE: Discounted rates that are above Max-rate or below Min-Rate are considered to be Negotiated Rates and are subject to FERC filing and approval.*
    - *\*Types are Location or Group. Groups must be created and assigned by an internal contract analyst.*
      - Click the SAVE button.



## ADD TERMS

Contract Routes Rates **Terms** Audit/Notes IOC Notes

Add Effective Date+

Start Date	End Date	Actions
03/01/2018	02/28/2019	Edit  Delete

ROFR [Show Details](#)

Contractual ROFR

Negotiated Rate

Non Conforming

Discount

Secondary within the Path

### Edit Indicators

Start Date: 03/01/2018 End Date: 02/28/2019

ROFR [Hide Details](#)

In accordance with Section 6.16 of the General Terms and Conditions of Transporter's Tariff.

Contractual ROFR

Negotiated Rate

Non Conforming

Discount

Secondary within the Path

Reduction Option

Evergreen

- TERMS are selected through the EDIT button under ACTIONS.
  - Click the EDIT BUTTON to open the EDIT INDICATORS box.
  - Select the appropriate indicators
  - NOTE: ROFR and Contractual ROFR will auto populate with standard language.*
    - Click SAVE
      - Click SUBMIT
      - You can always SAVE DRAFT and complete at a later date.



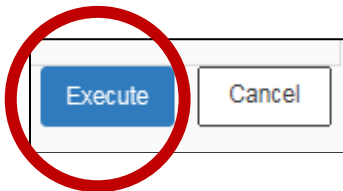
## APPROVALS and CONTRACT EXECUTION

PENDING CONTRACTS AND AMENDMENTS												
125100	<input type="text" value="Search"/>	<input type="button" value="Search"/>	<input type="text" value="Search"/>	<input type="button" value="Search"/>	<input type="text" value="Search"/>	<input type="button" value="Search"/>	<input type="button" value="Clear"/>					
Contract Number	Service Requester		Rate Schedule	Contract Dates		Status	Amendment Number	Approvals				
	Name	DUNS		Start	End			PR	CAP	CR	REG	LGL
125100	ANYGASCO	123456789	FTS-1	08/01/2014	08/31/2014	Submitted	0					

- After the RFS has been SUBMITTED and ACCEPTED, it must go through an APPROVAL process. The amount of APPROVALS needed will depend on the complexity of the request.

CONTRACT INFORMATION						
Service Requester Name	Rate Schedule	Contract Number	Amend No	Start Date	End Date	Status
ANYGASCO	FTS-1	125100	0	08/01/2014	08/31/2014	Executed
<div style="display: flex; justify-content: space-between;"> <span>Contract</span> <span>Routes</span> <span>Rates</span> <span>Terms</span> <span style="background-color: #ccc;">Approvals</span> </div>						
<b>Pricing</b> <input checked="" type="checkbox"/> Approved <small>tc 04/02/2014 3:45 PM CCT</small>		<b>Capacity</b> <input checked="" type="checkbox"/> Approved <small>tc 04/02/2014 3:45 PM CCT</small>		<input type="checkbox"/> Special Credit Handling <b>Credit</b> <input checked="" type="checkbox"/> Approved <small>tc 07/11/2014 3:58 PM CCT</small>		<b>Legal</b> Not Required
			<b>Regulatory</b> Not Required	<b>Execute</b> <input checked="" type="checkbox"/> Executed <small>tc 07/11/2014 3:58 PM CCT</small>		

- When all APPROVALS have been completed the contract is ready for ONLINE EXECUTION.
- The Service Requestor will execute the online contract by clicking the BLUE EXECUTE BUTTON.

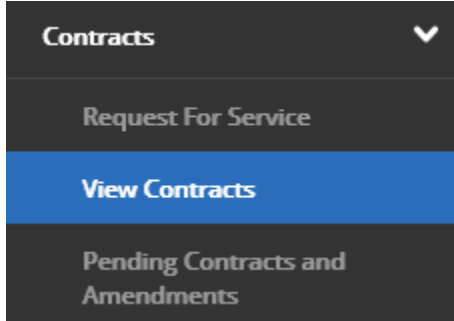






## VIEW CONTRACTS

View contracts link allows you to Find, View, Print, and Amend Contracts.



**VIEW CONTRACTS**

---

Contract Numbers	Service Requester	DUNS	Rate Schedule	Start Date	End Date	Status			
	ANYGASCO x	Select or start	Select or start	07/16/2014		Select or start type			

Contract Number ▲	Service Requester		Rate Schedule	Contract Dates		Amend No	Status	Repl Cont	Action
	Name	DUNS		Start	End				
125095	ANYGASCO	123456789	FTS-1	08/01/2014	08/31/2014	0	Draft		Delete Draft
125096	ANYGASCO	123456789	FTS-1	08/01/2014	08/31/2014	0	Draft		Delete Draft
125100	ANYGASCO	123456789	FTS-1	08/01/2014	08/31/2015	5	Executed		Amend
125118	ANYGASCO	123456789	ITS-1	08/01/2014	12/31/2099	0	Submitted		

Total Records: 4 Previous 1 Next

- Select the CONTRACTS/VIEW CONTRACTS screen
  - Search by Contract Number, Rate Schedule, Start or End Date or Status
  - By default, The START DATE populates with Today's Date – to find a contract with an end-date prior to today's date you must remove the start-date and use another field such as status or service requestor.
- Multiple Service Requester's may be available if responsible for more than one entity through use of an Agency relationship.



**VIEW CONTRACTS**

Contract Numbers    Service Requester    DUNS    Rate Schedule    Start Date    End Date    Status

   ANYGASCO x            07/16/2014       

Contract Number ▲	Service Requester		Rate Schedule	Contract Dates		Amend No	Status	Repl Cont	Action
	Name	DUNS		Start	End				
125095	ANYGASCO	123456789	FTS-1	08/01/2014	08/31/2014	0	Draft		Delete Draft
125096	ANYGASCO	123456789	FTS-1	08/01/2014	08/31/2014	0	Draft		Delete Draft
125100	ANYGASCO	123456789	FTS-1	08/01/2014	08/31/2015	5	Executed		Amend
125118	ANYGASCO	123456789	ITS-1	08/01/2014	12/31/2099	0	Submitted		

Total Records: 4    Previous    1    Next

- Highlight the contract you wish to VIEW and CLICK
  - The Contract Information screen and TABS will become viewable

**CONTRACT INFORMATION**

Service Requester Name    Rate Schedule    Contract Number    Amend No    Start Date    End Date    Status

ANYGASCO    FTS-1    125100    5    08/01/2014    08/31/2015    Executed

**Contract**    Routes    Rates    Terms    Approvals    Amendments

**Business Entity**

Service Requester Name    Service Requester    Address    Contact

ANYGASCO    123456789    My Address  
Any Town, TX, USA  
12345    Bill Jones

**Contract Details**

Rate Schedule    Start Date    End Date    Amendment Date    Comments

FTS-1    08/01/2014    08/31/2015    08/01/2014    Discount Primary Route

**Contract Document**

View    Upload



PRINTING A CONTRACT

**CONTRACT INFORMATION**

Service Requester Name	Rate Schedule	Contract Number	Amend No	Start Date	End Date	Status
ANYGASCO	FTS-1	125100	5	08/01/2014	08/31/2015	Executed

**Contract** | Routes | Rates | Terms | Approvals | Amendments

**Business Entity**

Service Requester Name	Service Requester	Address	Contact
ANYGASCO	123456789	My Address Any Town, TX, USA 12345	Bill Jones

**Contract Details**

Rate Schedule	Start Date	End Date	Amendment Date	Comments
FTS-1	08/01/2014	08/31/2015	08/01/2014	Discount Primary Route

**Contract Document**

[View](#) ←

- Select CONTRACTS/VIEW CONTRACTS Screen
  - Go to CONTRACT DOCUMENT / click VIEW
    - You will be prompted to open or save
      - Open the document and PRINT



## CONTRACT AMENDMENTS

### AMENDING A CONTRACT – Discounting the Primary Route

[VIEW CONTRACTS](#)

Contract Numbers	Service Requester	DUNS	Rate Schedule	Start Date	End Date	Status
0125100	Select or start typing	Select or start typing	Select or start typing	07/14/2014		Select or start typing

Contract Number	Service Requester		Rate Schedule	Contract Dates		Amend No	Status	Repl Cont	Action
	Name	DUNS		Start	End				
125100	ANYGASCO	123456789	FTS-1	08/01/2014	08/31/2014	1	Executed		<a href="#">Amend</a>

- Select VIEW CONTRACTS screen
  - From the ACTION Box
    - click AMEND

[CREATE AMENDMENT](#)

Service Requester Name	Rate Schedule	Contract Number	Amend No	Start Date	End Date	Status
ANYGASCO	FTS-1	125100	5	08/01/2014	08/31/2015	Draft

[Contract](#) | [Routes](#) | [Rates](#) | [Terms](#) | [Amendments](#)

**Business Entity**

Service Requester Name	Service Requester	Address	Contact
ANYGASCO	123456789	My Address Any Town, TX, USA 12345	Bill Jones

**Contract Details**

Rate Schedule	Start Date	End Date	Amendment Date	Comments
FTS-1	08/01/2014	08/31/2015	08/01/2014	Disc Primary Route

- Add the Amendment Date and Comment
- The Amendment Date is the date your Amendment becomes effective.



**CREATE AMENDMENT**

Service Requester Name: ANYGASCO    Rate Schedule: FTS-1    Contract Number: 125100    Amend No: 5    Start Date: 08/01/2014    End Date: 08/31/2015    Status: Draft

Contract    Routes    **Rates**    Terms    Amendments

Add Rate+

Effective Date		Receipt		Delivery		Sec?	Reservation Monthly		Reservation Daily		Commodity		Actions
Start	End	Loc Name	LOC	Loc Name	LOC		Max	Dis	Max	Dis	Max	Dis	
08/01/2014	08/31/2014	Ehrenberg (Rec)	336406	DGS Tap (Del)	860016	✓	\$3.99840	\$3.04167	\$0.13145	\$0.10000	\$0.00186	-	Edit  Delete
08/01/2014	08/31/2014	Ogilby (Rec)	1389127	DGS Tap (Del)	860016	✓	\$3.99840	\$3.34583	\$0.13145	\$0.11000	\$0.00186	-	Edit  Delete
08/01/2014	08/31/2015	Ehrenberg (Rec)	336406	Ogilby (Del)	336408		\$3.99840	-	\$0.13145	-	\$0.00186	-	Edit

Add Rate+

- Select RATES Tab
  - Pick the Primary Route/Rate Record and Click EDIT in Actions Box

**CREATE AMENDMENT**

Service Requester Name: ANYGASCO    Rate Schedule: FTS-1    Contract Number: 125100    Amend No: 5    Start Date: 08/01/2014    End Date: 08/31/2015    Status: Draft

Contract    Routes    **Rates**    Terms    Amendments

Add Rate+

Effective Date		Receipt		Delivery		Sec?	Reservation Monthly		Reservation Daily		Commodity		Actions
Start	End	Loc Name	LOC	Loc Name	LOC		Max	Dis	Max	Dis	Max	Dis	
08/01/2014	08/31/2014	Ehrenberg (Rec)	336406	DGS Tap (Del)	860016	✓	\$3.99840	\$3.04167	\$0.13145	\$0.10000	\$0.00186	-	Edit  Delete
08/01/2014	08/31/2014	Ogilby (Rec)	1389127	DGS Tap (Del)	860016	✓	\$3.99840	\$3.34583	\$0.13145	\$0.11000	\$0.00186	-	Edit  Delete
08/01/2014	08/31/2015	Ehrenberg (Rec)	336406	Ogilby (Del)	336408		\$3.99840	-	\$0.13145	-	\$0.00186	-	Edit

**Edit Rates**

Start Date: 08/01/2014    End Date: 08/31/2015    Log Id:

Receipt Loc Name: Ehrenberg (Rec)    Delivery Loc Name: Ogilby (Del)

DRN: 336406    DRN: 336408

**Rates**

Rate Code	Max Rate	Min Rate	Discounted Rate
RSV	\$3.99840/mthly	\$0.00000/mthly	<input type="text"/> /mthly
	<input type="radio"/> \$0.13145/dly	\$0.00000/dly	<input checked="" type="radio"/> <input type="text"/> /dly
COT	<input checked="" type="radio"/> \$0.00066/dly	\$0.00066/dly	<input type="radio"/> <input type="text"/> /dly
ACA	<input checked="" type="radio"/> \$0.00120/dly	\$0.00120/dly	<input type="radio"/> <input type="text"/> /dly

Cancel    Save

- Add the appropriate rate
  - Click SAVE
  - Click SUBMIT
- ACCEPT – The COUNTERPARTY must click ACCEPT.



PENDING CONTRACTS AND AMENDMENTS												
125100	<input type="text" value="Search"/>	<input type="button" value="Search"/>	<input type="text" value="Search"/>	<input type="button" value="Search"/>	<input type="text" value="Search"/>	<input type="button" value="Search"/>	<input type="text" value="Search"/>	<input type="button" value="Search"/>	<input type="button" value="Clear"/>			
Contract Number	Service Requester		Rate Schedule	Contract Dates		Status	Amendment Number	Approvals				
	Name	DUNS		Start	End			PR	CAP	CR	REG	LGL
125100	ANYGASCO	123456789	FTS-1	08/01/2014	08/31/2015	Submitted	5					

- The REQUEST is now PENDING APPROVALS
- When all APPROVALS have been completed the contract is ready for ONLINE EXECUTION.
- The Service Requestor will execute the online contract by clicking the BLUE EXECUTE BUTTON.



AMENDING A CONTRACT – add a Discounted Secondary

**VIEW CONTRACTS**

Contract Numbers: 0125100 x    Service Requester: Select or start typing    DUNS: Select or start    Rate Schedule: Select or start    Start Date: 07/14/2014    End Date:    Status: Select or start typing

Contract Number	Service Requester		Rate Schedule	Contract Dates		Amend No	Status	Repl Cont	Action
	Name	DUNS		Start	End				
125100	ANYGASCO	123456789	FTS-1	08/01/2014	08/31/2014	1	Executed		<a href="#">Amend</a>

- VIEW CONTRACTS – From the ACTION Box – click AMEND

**CREATE AMENDMENT**

Service Requester Name: ANYGASCO    Rate Schedule: FTS-1    Contract Number: 125100    Amend No: 2    Start Date: 08/01/2014    End Date: 08/31/2014    Status: Draft

Contract    Routes    Rates    Terms    Amendments

**Business Entity**

Service Requester Name: ANYGASCO    Service Requester: 123456789    Address: My Address, Any Town, TX, USA, 12345    Contact: Bill Jones

**Contract Details**

Rate Schedule	Start Date	End Date	Amendment Date	Comments
FTS-1	08/01/2014	08/31/2014	08/01/2014	Add Secondary

- Add Amendment Date and Comment
- The Amendment Date is the date your Amendment becomes effective.
  - Click RATE TAB



**CREATE AMENDMENT**

Service Requester Name: ANYGASCO    Rate Schedule: FTS-1    Contract Number: 125100    Amend No: 2    Start Date: 08/01/2014    End Date: 08/31/2014    Status: Draft

Contract    Routes    **Rates**    Terms    Amendments

Add Rate+

Effective Date		Receipt		Delivery		Sec?	Reservation Monthly		Reservation Daily		Commodity		Actions
Start	End	Loc Name	LOC	Loc Name	LOC		Max	Dis	Max	Dis	Max	Dis	
08/01/2014	08/31/2014	Ehrenberg (Rec)	336406	Ogilby (Del)	336408		\$3.99840	-	\$0.13145	-	\$0.00186	-	Edit
08/01/2014	08/31/2014	Ehrenberg (Rec)	336406	DGS Tap (Del)	860016	✓	\$3.99840	\$3.04167	\$0.13145	\$0.10000	\$0.00186	-	Edit Delete

**Add Rates**

Start Date: 08/01/2014    End Date: 08/31/2014    Log Id:

Receipt Loc Name: Ogilby (Rec)    Delivery Loc Name: DGS Tap (Del)

DRN: 1389127    DRN: 860016

**Rates**

Rate Code	Max Rate	Min Rate	Discounted Rate
COT	<input checked="" type="radio"/> \$0.00066/dly	\$0.00066/dly	<input type="radio"/> <input type="text"/> /dly
ACA	<input checked="" type="radio"/> \$0.00120/dly	\$0.00120/dly	<input type="radio"/> <input type="text"/> /dly
RSV	<input type="radio"/> \$3.99840/mthly	\$0.00000/mthly	<input type="radio"/> <input type="text"/> /mthly
	<input type="radio"/> \$0.13145/dly	\$0.00000/dly	<input checked="" type="radio"/> <input type="text"/> .11 /dly

Cancel ✕    Save ✓

- Select RATES TAB – SELECT Add Rate.
  - ENTER – Start-Date, End-Date, Receipt-Location and Delivery Location.
  - The screen will expand to include rates that can be discounted.
  - SELECT the rate component to be discounted. Rates can be stated in either a Monthly or Daily basis.
    - Click the SAVE button.
      - Click SUBMIT.

**PENDING CONTRACTS AND AMENDMENTS**

125100    Search    Search    Search    Search    Search    Search    Clear

Contract Number	Service Requester		Rate Schedule	Contract Dates		Status	Amendment Number	Approvals					
	Name	DUNS		Start	End			PR	CAP	CR	REG	LGL	
125100	ANYGASCO	123456789	FTS-1	08/01/2014	08/31/2014	Submitted	2						

- ACCEPT – The COUNTERPARTY must click ACCEPT.
- When all APPROVALS have been completed the contract is ready for ONLINE EXECUTION.
- The Service Requestor will execute the online contract by clicking the BLUE EXECUTE BUTTON.





AMENDING A CONTRACT –Add or Delete Terms

**VIEW CONTRACTS**

Contract Numbers	Service Requester	DUNS	Rate Schedule	Start Date	End Date	Status
0125100	Select or start typing	Select or start typing	Select or start typing	07/16/2014		Select or start typing

Contract Number	Service Requester		Rate Schedule	Contract Dates		Amend No	Status	Repl Cont	Action
	Name	DUNS		Start	End				
125100	ANYGASCO	123456789	FTS-1	08/01/2014	08/31/2015	5	Executed		<a href="#">Amend</a>

Total Records: 1 [Previous](#) [1](#) [Next](#)

- Select VIEW CONTRACTS screen – Query the contract you wish to amend
  - Click AMEND in The ACTION Box

**CREATE AMENDMENT**

Service Requester Name	Rate Schedule	Contract Number	Amend No	Start Date	End Date	Status
AnyGasCo	FTS-1	125029	2	09/01/2014	08/31/2016	Draft

**Contract** | Routes | Rates | Terms | Amendments

**Business Entity**

Service Requester Name	Service Requester	Address	Contact	Administrative Amendment
AnyGasCo	123456789	123 AnyStreet AnyTown, TX, USA 12345	Bill Jones	<input type="checkbox"/>

**Contract Details**

Rate Schedule	Start Date	End Date	Amendment Date	Comments
FTS-1	09/01/2014	08/31/2016	09/01/2014	Add Evergreen Clause

- Enter Amendment Date and Comments
  - Click TERMS Tab



**CREATE AMENDMENT**

<b>Service Requester Name</b>	<b>Rate Schedule</b>	<b>Contract Number</b>	<b>Amend No</b>	<b>Start Date</b>	<b>End Date</b>	<b>Status</b>
AnyGasCo	FTS-1	125029	2	09/01/2014	08/31/2016	Draft

Contract   Routes   Rates   **Terms**   Amendments

**Add Effective Date+**

Start Date	End Date	Actions
09/01/2014	08/31/2016	Edit

- ROFR
- Contractual ROFR
- Negotiated Rate
- Non Conforming
- Negotiated Fuel  %
- Bilateral Evergreen
- Unilateral Evergreen

**Edit Indicators** ✕

**Start Date**    
**End Date**

- ROFR
- Contractual ROFR
- Negotiated Rate
- Non Conforming
- Negotiated Fuel  %
- Bilateral Evergreen [Show Details](#)
- Unilateral Evergreen

**Save** **Cancel**

- Select TERMS Tab
  - Click the EDIT Button – This will open the Edit Indicators dialogue box
  - Click on the term you wish to add or delete
    - Click SAVE
      - Click SUMBIT
- ACCEPT – The COUNTERPARTY must click ACCEPT.
- When all APPROVALS have been completed the contract is ready for ONLINE EXECUTION.
- The Service Requestor will execute the online contract by clicking the BLUE EXECUTE BUTTON.



## AMENDING A CONTRACT –Contract Extension

**VIEW CONTRACTS**

Contract Numbers	Service Requester	DUNS	Rate Schedule	Start Date	End Date	Status
0125100	Select or start typing	Select or start typing	Select or start typing	07/16/2014		Select or start typing

Contract Number	Service Requester		Rate Schedule	Contract Dates		Amend No	Status	Repl Cont	Action
	Name	DUNS		Start	End				
125100	ANYGASCO	123456789	FTS-1	08/01/2014	08/31/2015	5	Executed		<a href="#">Amend</a>

Total Records: 1 [Previous](#) [1](#) [Next](#)

- Select the VIEW CONTRACTS screen – Query the contract you wish to amend
  - Click AMEND in The ACTION Box

**CREATE AMENDMENT**

Service Requester Name	Rate Schedule	Contract Number	Amend No	Start Date	End Date	Status
AnyGasCo	FTS-1	125029	1	09/01/2014	08/31/2015	Draft

**Contract** | Routes | Rates | Terms | Amendments

**Business Entity**

Service Requester Name	Address	Contact	Administrative Amendment
AnyGasCo	AnyStreet Town, TX, USA 45	Bill Jones	<input type="checkbox"/>

**Contract Details**

Rate Schedule	Start Date	End Date	Amendment Date	Comments
FTS-1	09/01/2014	08/31/2015	09/01/2014	Extend contract another year

**CHANGE THIS DATE TO BE THE NEW END-DATE 8/31/16**

- Enter Amendment Date and Comments
  - The Amendment Date is the date your Amendment will become effective.
  - For a Contract Extension – change the End-Date to be the new end-date.
    - Click the ROUTES Tab



**CREATE AMENDMENT**

Service Requester Name: AnyGasCo    Rate Schedule: FTS-1    Contract Number: 125029    Amend No: 1    Start Date: 09/01/2014    End Date: 08/31/2016    Status: Draft

Contract    **Routes**    Rates    Terms    Amendments

[Add Route +](#)

Start Date	End Date	Receipt Loc Name	LOC	Delivery Loc Name	LOC	MDQ	Actions
09/01/2014	08/31/2016	Ehrenberg (Rec)	336406	Ogilby (Del)	336408	1,000	<a href="#">Edit</a> <a href="#">Delete</a>

[Add Route +](#)

### Edit Route

Start Date: 09/01/2014    End Date: 08/31/2016

Receipt Loc Name: Ehrenberg (Rec)    Delivery Loc Name: Ogilby (Del)    MDQ: 1000


LOC 336406    LOC 336408

**Save**    Cancel

- Select the ROUTES Tab
  - Click EDIT
    - Amend End Date and tab off
      - Click SAVE
        - Click SUMBIT
        -
- *By Tabbing off and saving the Routes Tab, the Rates and Terms Tabs are updated*
- ACCEPT – The COUNTERPARTY must click ACCEPT.
- When all APPROVALS have been completed the contract is ready for ONLINE EXECUTION.
- The Service Requestor will execute the online contract by clicking the BLUE EXECUTE BUTTON.



## Understanding Pending Contracts and Amendments



PENDING CONTRACTS AND AMENDMENTS											
125100	<input type="text" value="Search"/>	<input type="button" value="Search"/>	<input type="button" value="Search"/>	<input type="button" value="Search"/>	<input type="button" value="Search"/>	<input type="button" value="Search"/>	<input type="button" value="Clear"/>				
Contract Number	Service Requester		Rate Schedule	Contract Dates		Status	Amendment Number	Approvals			
	Name	DUNS		Start	End			PR	CAP	CR	REG
125100	ANYGASCO	123456789	FTS-1	08/01/2014	08/31/2014	Submitted	0				

- After the RFS has been SUBMITTED and ACCEPTED, it must go through an APPROVAL process. The amount of APPROVALS needed will depend on the complexity of the request.
- The STATUS column displays the following indicators:
  - Draft – is incomplete or “work in progress” and is a means to save data without having to re-enter all data at one particular time.
  - Submitted – is a “complete contract” ready to be Accepted by the Counterparty. Contract terms may be changed or modified up and until both the TSP and Shipper have ACCEPTED the Submitted contract.
  - Accepted – is contractual terms that are “Agreed to” by both the Shipper and TSP. Terms of the agreement cannot be changed or modified and are now awaiting TSP APPROVALS.
  - Approved – All TSP Approvals have been given and the Contract is ready to be EXECUTED.
  - Executed – is a legally binding Agreement and is now ready for the submission of nominations.



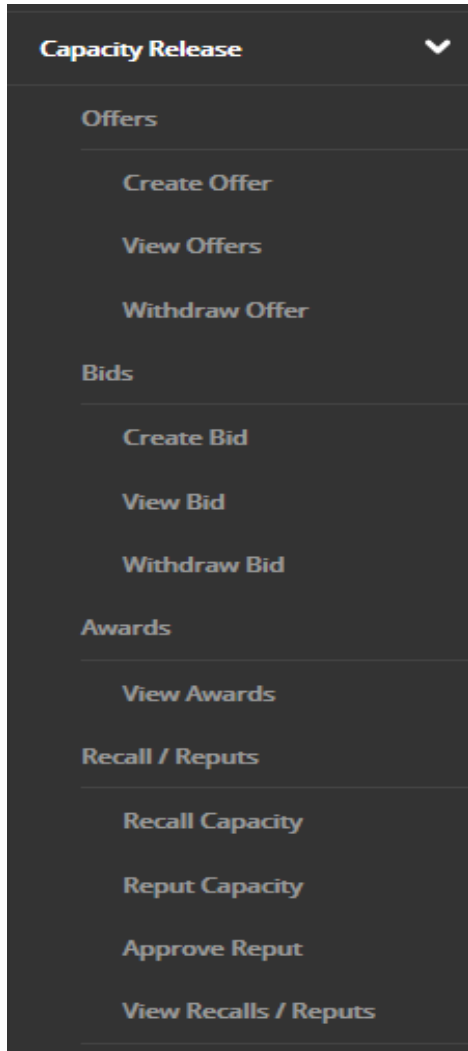
PENDING CONTRACTS AND AMENDMENTS												
Search	Search	Search	Search	Search	Search	Search	Clear					
Contract Number	Service Requester		Rate Schedule	Contract Dates		Status	Amendment Number	Approvals				
	Name	DUNS		Start	End			PR	CAP	CR	REG	LGL
125029	AnyGasCo	123456789	FTS-1	08/01/2014	07/31/2015	Approved	1	✓	✓	✓	-	-
125043	AnyGasCo	123456789	FTS-1	09/01/2014	08/31/2015	Accepted	0	<input type="checkbox"/>	<input type="checkbox"/>	-	-	-

- Once the RFS has been ACCEPTED by both parties the TSP evaluates the request.
- The TSP Approvals are defined below and use the following symbols to mark progress:
  - Approval needed
  - ✓ Approved
  - - Approval not needed
  - PR – Pricing approval
  - CAP – Capacity Approval
  - CR – Credit Approval
  - REG – Regulatory Approval
  - LGL – Legal Approval
- When all required APPROVALS have been completed, the contract is ready for ONLINE EXECUTION.
- The Service Requestor will execute the online contract by clicking the BLUE EXECUTE BUTTON.



## CAPACITY RELEASE

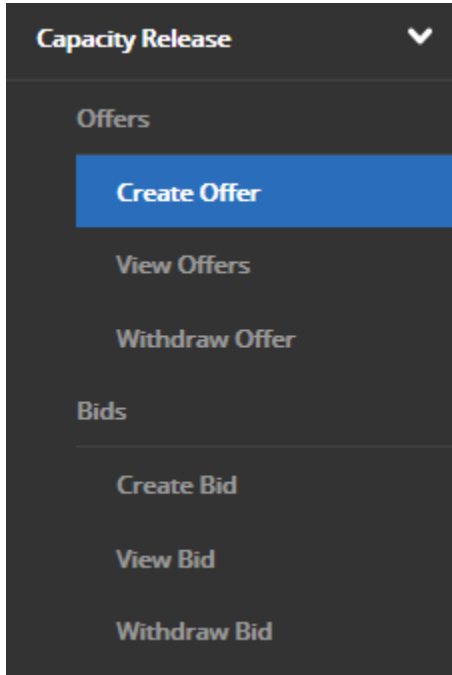
This section you will learn how to Submit or View Offers and Bids; View Awards and Setup Recall/Reput.



The CAPACITY RELEASE Menu is separated into 4 main groups:

- OFFERS
- BIDS
- AWARDS
- RECALL / REPUT

## CREATE OFFER



- From the MAIN MENU - Select CREATE OFFER
  - From the CREATE OFFER/ENTITY screen
    - Select CONTRACT to release by clicking on the line
    - *All contracts available for release will display.*

### CREATE OFFER

**Business Entity**  
AnyGasCo

Contract Number	Rate Schedule	Contract Dates	
		Start	End
125029	FTS-1	09/01/2014	08/31/2016

Total Records: 1 [Previous](#) [1](#) [Next](#)





**CREATE OFFER**

**GENERAL** | **BIDDING INFORMATION AND RECALL/REPUT**

Releaser: 123456789      Rate Sch: FTS-1  
Releaser Name: AnyGasCo      Rel K: 125029

Rel St Date: [ ] [ ]      Rel End Date: [ ] [ ]  
Rel Req Post Date: 08/15/2014 [ ]      Rel Req Post Time: 13:03

Disc: Y [ ]      Bid Deal: -- Select One -- [ ]  
Mkt Based Rate Ind: N  
Prev Rel: 2 - No  
Offer Term: -  
Shorter Term: N [ ]  
Perm Rel: 2 - No [ ]  
All Re-Rel: Y [ ]  
IBR Ind: N [ ]  
Rate Form/Type Desc: Reservation Charge Or [ ]

Prearr Deal: 2 - No [ ]  
Repl Sr Role Ind: OTH [ ]

The CREATE OFFER screen has two tabs to complete – The GENERAL TAB and the BIDDING INFORMATION/RECALL/REPUT TAB. After all necessary information has been entered, click the SUBMIT button.

**CREATE OFFER**

**GENERAL** | **BIDDING INFORMATION AND RECALL/REPUT**

**Bidding Information**

Bid Per St Date: [ ] [ ]      Bid Per St Time: [ ]  
Bid Per End Date: [ ] [ ]      Bid Per End Time: 13:00  
Bid Tie-Breaking Method: PT - Pro-rata [ ]

**Recall / Reput**

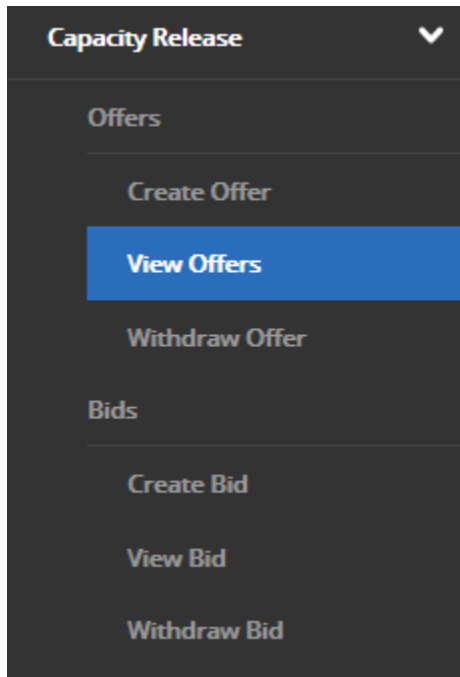
Recall/Reput Desc: Capacity not recallable [ ]

**Terms / Conditions**

Rel SR Contng: N [ ]  
Terms/Notes: [ ]  
Stand-ain Offer: Y [ ]



## VIEW OFFER



- From the MAIN MENU
  - Select VIEW OFFERS
- The VIEW OFFER QUERY Screen will display
  - Service Requestor defaults to “ALL”
    - Click on any Query box – enter data – and return results.
    - Check Posted Offers to return all Posted Offers.
    - Check My Pre-arranged Offers to return all Offers where your entity is a party to a prearranged offer.

### VIEW OFFERS

Posted Offers  My Pre-Arranged Offers

Service Requester	Offer No	Rel St Date	Rel End Date	Status
<input type="text" value="AnyGasCo"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="-- All --"/>
Bid Deal	Recall Notif	Bus Day		
<input type="text" value="-- All --"/>	<input type="text" value="-- All --"/>	<input type="text" value="-- All --"/>		



## WITHDRAW OFFER

Capacity Release ▾

Offers

- Create Offer
- View Offers
- Withdraw Offer**

Bids

- Create Bid
- View Bid
- Withdraw Bid

- From the MAIN MENU
  - Select WITHDRAW OFFER
    - From the WITHDRAW OFFER screen
      - Select the ACTION BOX

WITHDRAW OFFER								
Offer No ▲	Post Date	Post Time	Releaser	Releaser Name	Rate Sch	Rel K	W/D Type Desc	Action
9	08/18/2014	08:51	123456789	AnyGasCo	FTS-1	125042	Withdrawal of an offer	



**WITHDRAW OFFER**

Offer No	Post Date	Post Time	Releaser	Releaser Name	Rate Sch	Rel K	W/D Type Desc	Action
9	08/18/2014	08:51	123456789	AnyGasCo	FTS-1	125042	Withdrawal of an offer	

**Withdraw Offer** x

Continue withdrawing offer?

- Select YES – confirming the option to Withdraw Offer
- The Offer Status has been updated to WITHDRAWN

**VIEW OFFERS**

Posted Offers  My Pre-Arranged Offers

Service Requester:  Offer No:  Rel St Date:  Rel End Date:  Status:

Service Requester	Rel K	Offer No	Rel St Date	Rel End Date	Bid Deal	Bid Per St Date/Time	Bid Per End Date/Time	Prearr Deal	Receipt Location	Delivery Location	Max Offer Qty-K	Max Trf Rate	Offer Status	Actions
AnyGasCo	125042	9	08/18/2014	09/30/2014	03 - Yes	08/18/2014 12:00	08/18/2014 13:00	2 - No	Ehrenberg (Rec)	Ogilby (Del)	1500	\$3.99840	Withdrawn	

- For a WITHDRAWAL of an OFFER with a PREARRANGED BID
  - First, remove the PREARRANGED BID – then continue with the WITHDRAW OFFER
- From the MAIN MENU
  - Select WITHDRAW BID
    - From the WITHDRAW BID screen
      - Select the ACTION BOX Icon and Click YES to Confirm
      - Now that the Bid is withdrawn, continue with withdrawing the Offer.



## CREATE BID

**Capacity Release** ▾

Offers

- Create Offer
- View Offers
- Withdraw Offer

Bids

- Create Bid**
- View Bid
- Withdraw Bid

- From the MAIN MENU
  - Select CREATE BID
  - This will open the VIEW OFFERS box which displays all available Offers for bidding.
    - Select CREATE BID under the Actions box

VIEW OFFERS														
Service Requester	Rel K	Offer No	Rel St Date	Rel End Date	Bid Deal	Bid Per St Date/Time	Bid Per End Date/Time	Prearr Deal	Receipt Location	Delivery Location	Max Offer Qty-K	Max Trf Rate	Offer Status	Actions
AnyGasCo	125042	11	09/01/2014	12/31/2014	03 - Yes	08/18/2014 13:35	08/19/2014 13:00	2 - No	Ehrenberg (Rec)	Ogilby (Del)	1500	\$3.99840	Submitted	Create Bid



**CREATE BID**

**GENERAL** | **BIDDING INFORMATION AND RECALL/REPUT**

Bidder: -- Select One --      Rate Sch: FTS-1      Offer No: 11

Bidder Name: -- Select One --      Rel K: 125042      Prearr Bid: 2 - No

Affil: NONE

Bidder Rel Term St: 09/01/2014      Bidder Rel Term End: 12/31/2014

Perm Rel: 2 - No      Bid Deal: 03 - Yes

All Re-rel: Y      Prearr Deal: 2 - No

IBR Ind: N      Releaser: 123456789

Rate Form/Type Desc: Reservation Charge Only      Releaser Name: AnyGasCo

Repl SR Role Ind: OTH

**Route**

Rel SR Less Qty: No      Bidder Less Qty: N

**MDQ for Release Period**

Loc/QTI: 3		Loc Purp Desc: Receipt Location			Loc Purp Desc: Delivery Location			Max Offer Qty-K	Bid Qty-K
Start Date	End Date	Location Name	Location	Cap Type Loc	Location Name	Location	Cap Type Loc		
09/01/2014	12/31/2014	Ehrenberg (Rec)	336406	P	Ogilby (Del)	336408	P	1500	

**Rate**

Rel Acpt Bid Basis Desc: Non-Index-Based Release - Absolute dollars and cents per unit basis

Bid Eval Ind Desc: Highest Rate

Res Rate Basis: MO      Min Rate Discl Desc: Disclosed

Start Date	End Date	Receipt Location	Delivery Location	Rate ID Desc	Max Trf Rate	Min Acpt Rate	Rate Bid
09/01/2014	12/31/2014	Ehrenberg (Rec)	Ogilby (Del)	Reservation	\$3.99840	\$2.00000	

Disc Ind: 2 - Capacity being released does not include discounts by TSP

Surchg Ind Desc: Rate(s) stated include all applicable surcharges; no surcharge detail or surcharge total provided

- The CREATE BID SCREEN, like the OFFER SCREEN is comprised of two TABS
  - The GENERAL TAB prompts for the following information:
    - Bidder Name, Affiliation with either the Releaser or TSP, Bidder Less Quantity, Bid Quantity and Rate Bid



**CREATE BID**

**GENERAL** | **BIDDING INFORMATION AND RECALL/REPUT**

**Bidding Information**

Bid Per St Date	Bid Per St Time	Prearr Match Date	Prearr Match Time
08/18/2014	13:35	-	14:30
Bid Per End Date	Bid Per End Time	Rel SR Contng	N
08/19/2014	13:00	Contng End Date	Contng End Time
Bid Tie-Breaking Method	PT - Pro-rata	-	-
Stand-ain Bid Desc	Stand-alone Bid	Bidder Contng	N

**Recall / Reput**

Recall/Reput Desc	Capacity not recallable
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**Terms / Conditions**

Terms/Notes

Stand-ain Offer: Yes

**Contact Information**

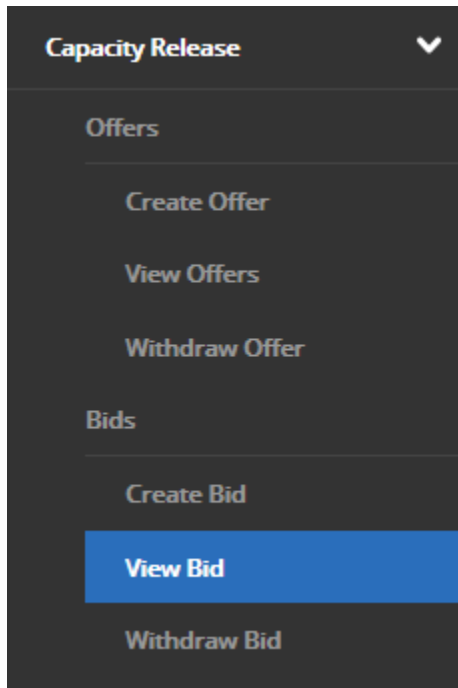
Bidder Contact	TCPlus Testuser
Bidder Phone	(555) 555-5555
Bidder E-mail	tc@tc.com

**Meas Basis**: BZ

- The BIDDING INFORMATION/RECALL-REPUT TAB prompts for the following information:
  - Stand-alone Bid, Bidder Contingency and Bidder Contact Information
    - After all information has been entered, click SUBMIT



## VIEW BID



- From the VIEW BID screen – you can:
  - VIEW Bids and Offers
  - VIEW Bid and Offer Status
  - EDIT a Bid/Offer on a Prearranged Non-biddable Offer prior to award.
  - CREATE Bid submissions on Offers eligible for bidding.
  - APPROVE a Prearranged Bid
- From the MAIN MENU
  - Select VIEW BID
    - The VIEW BID screen will display with a Query section at the top.





VIEW BIDS

Posted Offers  My Pre-Arranged Bids

Service Requester: AnyGasCo  
 Offer No:   
 Bid Number:   
 Rel St Date:   
 Rel End Date:   
 Status: -- All --

Bid Deal: -- All --  
 Recall Notif: -- All --  
 Bus Day: -- All --

[Retrieve](#)

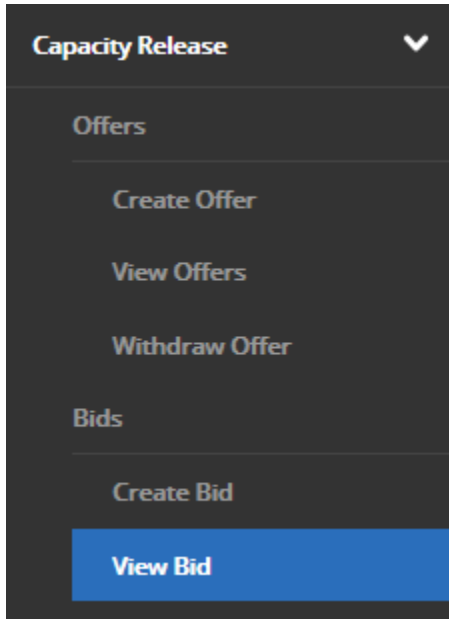
Service Requester	Rel K	Offer No	Rel St Date	Rel End Date	Bid Deal	Bid Per St Date/Time	Bid Per End Date/Time	Prearr Deal	Receipt Location	Delivery Location	Max Offer Qty-K	Max Trf Rate	Bus Day Ind	Recall Notif	Offer Status	Actions
AnyGasCo	125091	24	10/01/2014	10/31/2014	03 - Yes	09/08/2014 12:00	09/08/2014 13:00	2 - No	Ogilby (Res)	Ehrenberg (Del)	1500	\$3.99840	Yes	Recall Notif Timely	Submitted	
AnyGasCo	125082	25	10/01/2014	12/31/2014	03 - Yes	09/08/2014 12:00	09/08/2014 13:00	1 - Yes	Ehrenberg (Res)	Ogilby (Del)	2500	\$3.99840	Yes	Recall Notif Timely	Submitted	<b>Bids ▼</b>

Bid Number	Bidder Name	Bidder Rel Term Start	Bidder Rel Term End	Bid Qty-K	Bid Min Qty-K	Awd Qty-K	Prearr Bid	Rate Bid	Bid Status	Actions	
21	*****	10/01/2014	12/31/2014	2500	2500		1 - Yes	\$1.95000	Pending		
				Total Award:		0					

- The VIEW BID Screen will display all offers
- Use the QUERY functions to display only those Offers/Bids that you need
- The Offer and Bid status will display one of the following:
  - Pending – an Offer or Bid lacking data or credit approval
  - Submitted – a complete Offer or Bid
  - Awarded – an Offer or Bid has been awarded
  - Withdrawn – an Offer or Bid has been withdrawn
  - Closed – No Bids – there were no bids for this offer



ACCEPT A PREARRANGED OFFER



- To Accept a Bid on a Prearranged OFFER
- From the MAIN MENU
  - Select VIEW BID
- From VIEW BID Screen
  - Select MY PRE-ARRANGED BIDS
    - Click RETRIEVE
    - The screen will show all offers where the entity you represent has a bid.

**VIEW BIDS**

Posted Offers  My Pre-Arranged Bids

Service Requester: AnyGasCo Offer No: Rel St Date: Rel End Date: Status: -- All --

Service Requester	Rel K	Offer No	Rel St Date	Rel End Date	Bid Deal	Bid Per St Date/Time	Bid Per End Date/Time	Prearr Deal	Receipt Location	Delivery Location	Max Offer Qty-K	Max Trf Rate	Offer Status	Actions
AnyGasCo	125029	2	10/01/2014	10/31/2014	02 - No			1 - Yes	Ehrenberg (Rec)	Ogilby (Del)	500	\$3.99840	Submitted	Bids ► Edit
AnyGasCo	125029	21	09/01/2014	09/30/2014	02 - No			1 - Yes	Ehrenberg (Rec)	Ogilby (Del)	500	\$3.99840	Submitted	Bids ► Edit



Posted Offers  My Pre-Arranged Bids

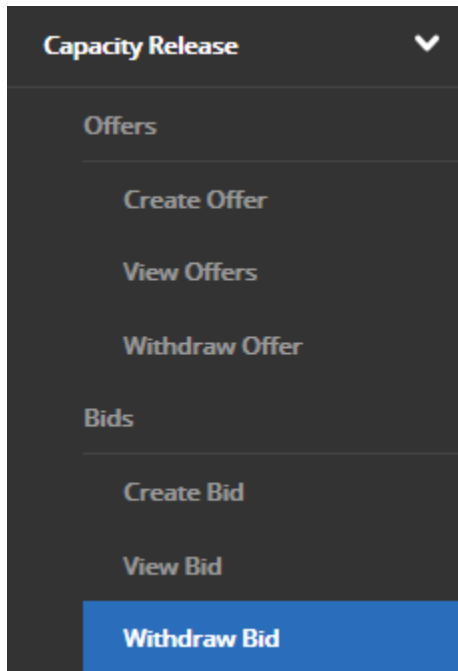
Service Requester: AnyGasCo Offer No: Rel St Date: Rel End Date: Status: -- All --

Service Requester	Rel K	Offer No	Rel St Date	Rel End Date	Bid Deal	Bid Per St Date/Time	Bid Per End Date/Time	Prearr Deal	Receipt Location	Delivery Location	Max Offer Qty-K	Max Trf Rate	Offer Status	Actions
AnyGasCo	125029	21	09/01/2014	09/30/2014	02 - No			1 - Yes	Ehrenberg (Rec)	Ogilby (Del)	500	\$3.99840	Submitted	Bids ▼ Edit
Bid Number	Bidder Name	Bidder Rel Term Start	Bidder Rel Term End	Bid Qty-K	Bid Min Qty-K	Awd Qty-K	Prearr Bid	Rate Bid	Bid Status	Credit	Actions			
19	My Marketing Company	09/01/2014	09/30/2014	500	500		1 - Yes	\$2.00000	Pending	Approved	Approve Bid			
				Total Award:		0								

- Select BIDS from the Action Box
- Select APPROVE BID from the Bid line Action Box
  - The Prearranged Bid Approval Screen will become active – this screen is divided by Tabs
  - Insert the appropriate information in each Tab
    - Select APPROVE




## WITHDRAW BIDS



- From the MAIN MENU
  - Select WITHDRAW BID
- From the WITHDRAW BID Screen
  - Click ACTIONS Icon
    - Select YES to confirm Withdraw Bid

WITHDRAW BID

Total Records: 1 Previous 1 Next

Offer No	Bid No	Post Date	Post Time	Bidder	Bidder Name	Rate Sch	Rel K	W/D Type Desc	Action
26	24	09/08/2014	15:04	870928842	My Marketing company	FTS-1	125091	Withdrawal of a bid	

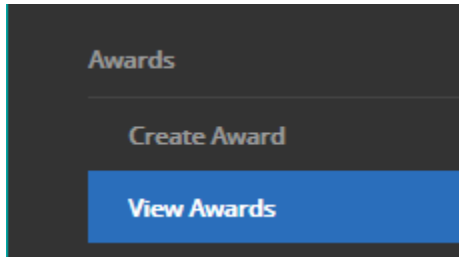
### Withdraw Bid

Continue withdrawing bid?

Yes No



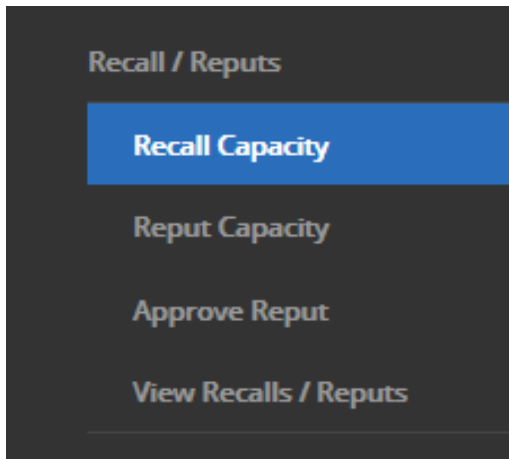
## VIEW AWARDS



- From the MAIN MENU
  - Click VIEW AWARDS
  - The AWARDED OFFERS Screen becomes visible and will populate with Offers and status.



## RECALL CAPACITY



- From the MAIN MENU
  - Select RECALL CAPACITY
- The RECALL CAPACITY Selection Screen will become viewable
  - Select the contract for Recall

**RECALL CAPACITY**

Business Entity  
AnyGasCo

Contract Number	Rate Schedule	Contract Dates	
		Start	End
125048	FTS-1	08/01/2014	07/31/2016



Back to Recall Capacity | [RECALL REQUEST](#)

Releasing Contract 125048

Repl SR K	Service Requester Name	Offer No	Bus Day Ind	Recall St Date	Recall End Date	Cycle	Recall MDQ	Rel St Date	Rel End Date	Receipt Loc	Delivery Loc	Avail MDQ
125049	My Pipeline LLC	14	Yes	<input type="text"/>	<input type="text"/>	Timely	<input type="text" value="0"/>	08/18/2014	10/31/2014	Ehrenberg (Rec)	Ogilby (Del)	1000

- From the RECALL REQUEST Screen
  - Enter Recall Start/End Date, Cycle and Recall MDQ
    - Click SUBMIT
- Once submitted, the RECALL REQUEST Screen will display the remaining MDQ available after the recall, by date.

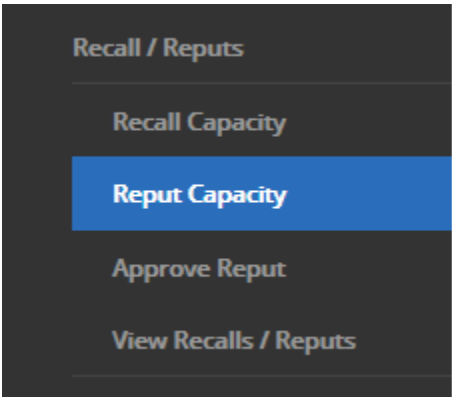
Back to Recall Capacity | [RECALL REQUEST](#)

Releasing Contract 125048

Repl SR K	Service Requester Name	Offer No	Bus Day Ind	Recall St Date	Recall End Date	Cycle	Recall MDQ	Rel St Date	Rel End Date	Receipt Loc	Delivery Loc	Avail MDQ
125049	My Pipeline LLC	14	Yes	<input type="text"/>	<input type="text"/>	Timely	<input type="text" value="0"/>	08/18/2014	08/25/2014	Ehrenberg (Rec)	Ogilby (Del)	1000
								08/26/2014	08/28/2014	Ehrenberg (Rec)	Ogilby (Del)	500
								08/29/2014	10/31/2014	Ehrenberg (Rec)	Ogilby (Del)	1000



REPUT CAPACITY



- From the MAIN MENU
  - Select REPUT CAPACITY
- The REPUT CAPACITY Selection Screen becomes available for Contract selection.
  - Select the Contract to REPUT Capacity

Back to Reput Capacity | [REPUT REQUEST](#)

Releasing Contract 125048

Repl SR K	Service Requester Name	Offer No	Rel St Date	Rel End Date	Receipt Loc	Delivery Loc	Reput St Date	Reput End Date	Reput MDQ	Recall St Date	Recall End Date	Recalled MDQ
125049	My Pipeline LLC	14	08/26/2014	08/28/2014	Ehrenberg (Rec)	Ogilby (Del)	<input type="text"/>	08/28/2014	<input type="text" value="0"/>	08/26/2014	08/28/2014	500

- After Contract selection, the REPUT REQUEST Screen becomes active for data input.
  - ENTER the Reput Start Date and Reput MDQ
    - Click SUBMIT

FOR REPLACEMENT SHIPPER ONLY

- APPROVE REPUT - *For capacity that is Reputable at the Option of the Replacement Shipper.*
- From the MAIN SCREEN – Select APPROVE REPUT.
  - The APPROVE REPUT Detail Screen will display – If in agreement, Click APPROVE REPUT and Click YES to confirm.





Contract		Routes	Rates	Terms	Approvals		
Start Date	End Date	Receipt Loc Name	LOC	Delivery Loc Name	LOC	MDQ	Recall/Reput
08/18/2014	08/25/2014	Ehrenberg (Rec)	336406	Ogilby (Del)	336408	1,000	
08/26/2014	08/28/2014	Ehrenberg (Rec)	336406	Ogilby (Del)	336408	500	Recall
08/29/2014	10/31/2014	Ehrenberg (Rec)	336406	Ogilby (Del)	336408	1,000	

- The VIEW CONTRACT Screen - The REPLACEMENT Contract – BEFORE and AFTER REPUT

Contract		Routes	Rates	Terms	Approvals		
Start Date	End Date	Receipt Loc Name	LOC	Delivery Loc Name	LOC	MDQ	Recall/Reput
08/18/2014	08/25/2014	Ehrenberg (Rec)	336406	Ogilby (Del)	336408	1,000	
08/26/2014	08/26/2014	Ehrenberg (Rec)	336406	Ogilby (Del)	336408	500	Recall
08/27/2014	08/28/2014	Ehrenberg (Rec)	336406	Ogilby (Del)	336408	1,000	Reput
08/29/2014	10/31/2014	Ehrenberg (Rec)	336406	Ogilby (Del)	336408	1,000	

- The VIEW CONTRACT Screen - The RELEASING Contract - showing RECALL and REPUT

Released						Available Quantity			
Contract Number	Offer Number	Release Term Start Date	Release Term End Date	Shipper	Award Number	Start Date	End Date	Available Quantity	Recall/Reput
125049	14	08/18/2014	10/31/2014	My Pipeline LLC	7	08/01/2014	08/17/2014	1000	
						08/18/2014	08/25/2014	0	
						08/26/2014	08/26/2014	500	Recall
						08/27/2014	08/28/2014	0	Reput
						08/29/2014	10/31/2014	0	
						11/01/2014	07/31/2016	1000	



VIEW RECALLS/REPUTS

Recall / Reputs

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Recall Capacity

Reput Capacity

Approve Reput

**View Recalls / Reputs**

- From the MAIN MENU
  - Select VIEW RECALLS / REPUTS
- The RECALLED / REPUT CONTRACT LIST will display
  - Select the Contract to view

**RECALLED / REPUT CONTRACT LIST**

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Business Entity

AnyGasCo ▼

Contract Number	Rate Schedule
125048	FTS-1
125058	FTS-1

Back to Recalled / Reput Contract List | [VIEW RECALLS / REPUTS](#)

Releasing Contract: 125058

Repl SR K

125059 ▼

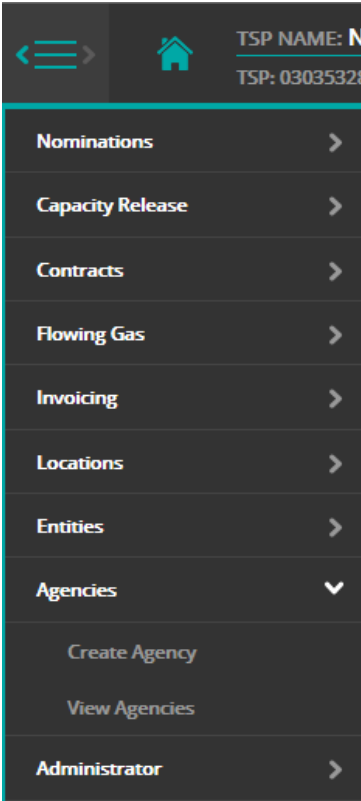
Repl SR K	Service Requester Name	Recall/Reput St Date	Recall/Reput End Date	Receipt Loc	Delivery Loc	Recalled MDQ	Reput MDQ	Reput Status
125059	My Pipeline LLC	08/25/2014	08/31/2014	Ehrenberg (Rec)	Ogilby (Del)	1200		
		08/26/2014	08/31/2014	Ehrenberg (Rec)	Ogilby (Del)		1200	Approved



## AGENCY RELATIONSHIPS

Any external user, not just an ESA, has the ability to set up and maintain Agency Relationships for their company.

- Entities may set up agency relationships for the following functions:
  - Operator:
    - Location specific
  - Nomination:
    - Contract specific
  - Invoice:
    - Contract specific
  
- Either party (the Agent Requestor or the Agent) may request an agency relationship to be set up:
  - Agent Requestor is the party requesting an Agent to act on their behalf
  - Agent is the party that acts on the Agent Requestors behalf
  
- To create an agency relationship, click on “Create Agency” under Agencies



- If “Agent Requestor” is selected, the users entity will automatically populate the Agent Requestor field:

CREATE AGENCY Save Draft Re-set Cancel Submit

Agent Requestor  Agent

Agent Requestor: BAB Company

Select Agent: ABC Marketing

Start Date: 09/05/2014

End Date: 09/12/2014

Function Type: Nomination x

Nomination Function Details:

All Contracts

Contract List: -- All --

- If “Agent” is selected, the users entity will automatically populate the Agent field:

CREATE AGENCY Save Draft Re-set Cancel Submit

Agent Requestor  Agent

Agent Requestor: ABC Marketing

Select Agent: BAB Company

Start Date: 09/05/2014

End Date: 09/12/2014

Function Type: Nomination x

Nomination Function Details:

All Contracts

Contract List: -- All --

- The user will then choose an Agent to act on their behalf, or an Agent Requestor that they will act for:
  - e.g. ABC Marketing
- The Start Date is not restricted to the first of the month and the End Date does not have to be the last day of a month:
  - e.g. 9/05/14 to 9/12/14
  - Date cannot be a date in the past



- When Function Type is chosen, Details will pop up for the corresponding function:
  - i. e.g. Nomination
  - ii. The functions can be generalized to all contracts, or locations, or can be broken down to specific contracts, or locations
  - iii. To choose a specific contract, uncheck “All Contracts”
  - iv. Click “All” next to contract list to choose a contract or multiple contracts:

Nomination Function Details:

All Contracts

Contract List: A04111; ITS-1

Operator Func: Filter:

Check all  Uncheck all

Location List:

- A04111; ITS-1
- 125009; FTS-1

- Submit” will create the agency relationship:
  - i. Clicking “Submit” will act as the submitters “approval” of the agency relationship
  - ii. The other party will then need to log in and “Approve” the agency relationship
- Once submitted, the agency relationship must be approved by the other party



## APPROVE AN AGENCY RELATIONSHIP

- To approve:
  - a. Pull up View Agencies
  - b. The agency relationship will show up as a “Submitted” status

### VIEW AGENCIES

Agent Requester:  Agent:  Function Type:

Agreement#	Agent Requester		Agent		Agency Dates		Function Types	Status	Action	Audit
	Name	DUNS	Name	DUNS	Start	End				
2	BAB Company	000111222	ABC Marketing	000888999	09/05/2014	09/12/2014	Nomination	Submitted	Delete	Will McCallum 09/05/2014 16:03

Total Records: 1 Previous 1 Next

- Select the agreement that needs approval by clicking anywhere on the desired row:
- Click “Accept” and then “Yes” to approve the agency relationship:

Return to View Agencies | [VIEW AGENCY DETAILS](#) Print Edit Accept

Requestor: BAB Company Agent: ABC Marketing  
Duns: 000111222 Duns: 000888999

**Agency Information**

Start Date: 09/05/2014  
End Date: 09/12/2014  
Status: Submitted  
Function Types: Nomination



### Accept Agency

Agent Requestor Name: BAB Company  
Duns ID: 000111222  
Agent Name: ABC Marketing  
Duns ID: 000888999  
Start Date: 09/05/2014  
End Date: 09/12/2014  
Status: Submitted

Function Type:  
Nomination:

Submitted By: BAB Company  
Logon User: wmccallum2

Do You Want to Accept the above Agency agreement Yes ✓ No ✗



- The Status will then change from “Submitted” to “Accepted”

[VIEW AGENCIES](#)

Agent Requester:  Agent:  Function Type:

Agreement#	Agent Requester		Agent		Agency Dates		Function Types	Status	Action	Audit
	Name	DUNS	Name	DUNS	Start	End				
2	BAB Company	000111222	ABC Marketing	000888999	09/05/2014	09/12/2014	Nomination	Accepted		James Camarillo 09/15/2014 08:39

Total Records: 1 [Previous](#) [1](#) [Next](#)

- If, instead of accepting, the acceptor wishes to make changes to the agency relationship, click “Edit”

[Return to View Agencies](#) | [VIEW AGENCY DETAILS](#)

[Print](#) [Edit](#) [Accept](#)

Requestor: BAB Company Agent: ABC Marketing  
 Duns: 000111222 Duns: 000888999

Agency Information		Nomination Function Details	
Start Date	09/05/2014	Nomable	All Contracts
End Date	09/12/2014		
Status	Submitted		
Function Types	Nomination		

- Make any necessary changes and click “Submit”
- The other party will then need to go back into the system and “Accept” the revisions
- If, instead of accepting, the acceptor wishes to delete the agency relationship and start over, click “Delete”

[VIEW AGENCIES](#)

Agent Requester:  Agent:  Function Type:

Agreement#	Agent Requester		Agent		Agency Dates		Function Types	Status	Action	Audit
	Name	DUNS	Name	DUNS	Start	End				
2	BAB Company	000111222	ABC Marketing	000888999	09/05/2014	09/12/2014	Nomination	Submitted	Delete	Will McCallum 09/05/2014 16:03

Total Records: 1 [Previous](#) [1](#) [Next](#)

## TERMINATE AN AGENCY RELATIONSHIP

- Terminating an agency relationship:
  - Select the agreement that needs to be terminated by clicking anywhere on the desired row

[VIEW AGENCIES](#)

<b>Agent Requester</b>	<b>Agent</b>	<b>Function Type</b>
Select or start typing	Select or start typing	Select or start typing

Agreement#	Agent Requester		Agent		Agency Dates		Function Types	Status	Action	Audit
	Name	DUNS	Name	DUNS	Start	End				
2	BAB Company	000111222	ABC Marketing	000888999	09/05/2014	09/12/2014	Nomination	Accepted		James Camarillo 09/15/2014 08:39

Total Records: 1 [Previous](#) [1](#) [Next](#)

- Click "Terminate"

Return to View Agencies | [VIEW AGENCY DETAILS](#) [Print](#) [Terminate](#)

Requestor	ABC Marketing	Agent	BAB Company
Duns	000888999	Duns	000111222

**Agency Information**

Start Date: 09/15/2014

End Date: 12/31/2099

Status: Accepted

Function Types: Nomination

**Nomination Function Details**

Nomable: All Contacts

**Terminate Agency** ✕

Terminate Agreement On: 09/15/2014

[Are you sure you want to modify the agreement end date?](#)

- Choose an end date for the "Terminate Agreement On:" field that is either today's date (default) or earlier than the original end date

[VIEW AGENCIES](#)

<b>Agent Requester</b>	<b>Agent</b>	<b>Function Type</b>
Select or start typing	BAB Company ✕	Select or start typing

Agreement#	Agent Requester		Agent		Agency Dates		Function Types	Status	Action	Audit
	Name	DUNS	Name	DUNS	Start	End				
6	ABC Marketing	000888999	BAB Company	000111222	09/15/2014	09/15/2014	Nomination	Accepted		James Camarillo 09/15/2014 08:39

Total Records: 1 [Previous](#) [1](#) [Next](#)

- The termination of the agency relationship will be reflected in the updated End date
- It is not necessary for the other party to go in and accept the termination