

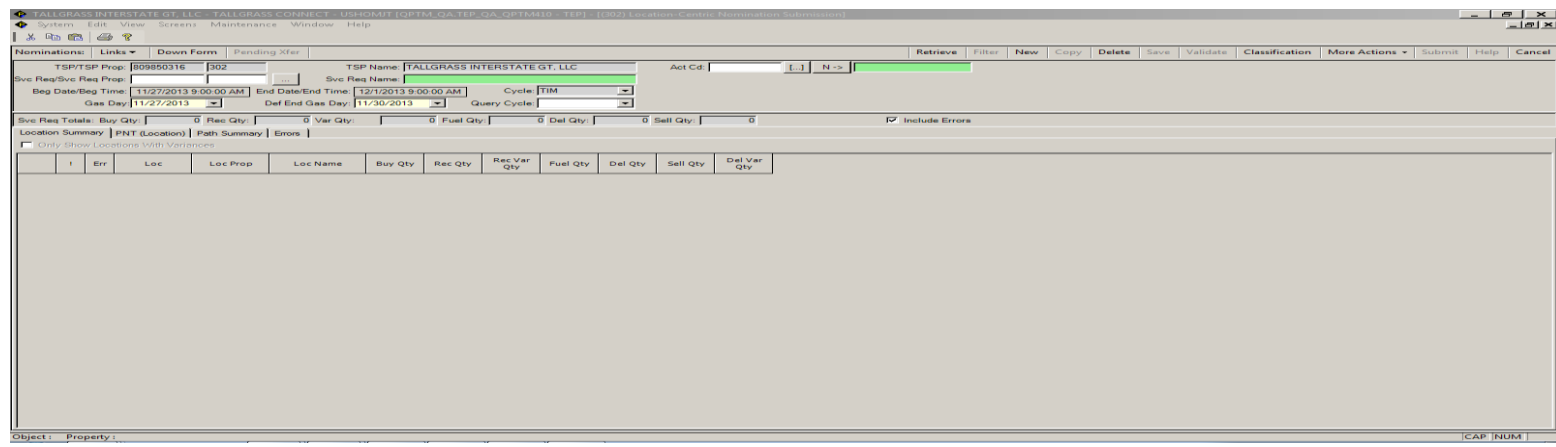
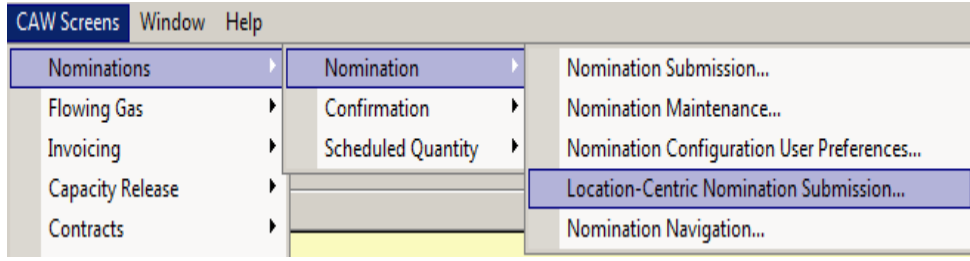


NOMINATIONS



How to enter a Nomination

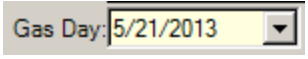
1 To Enter a Nomination, navigate to Menu Bar > CAW Screens >> Nominations >>> Nomination >>> Location-Centric Nomination Submission.



2 In the Svc Req/Svc Req Prop field, select the appropriate service requester.



3 In the Gas Day field, select the first gas day that the nomination will be submitted.





How to enter a Nomination (con't)

4 In the Def End Gas Day End Date field, verify that the gas day displayed is the date that the nomination will be submitted through, or change the date to the appropriate end date.

Def End Gas Day: 5/21/2013



Note

This field defaults based on the preferences in the Nomination Configuration System Preferences.

5 Click Retrieve from the Menu Bar.

Retrieve

6 The system will open with Location Summary tab shown. If nominations exist for the Gas Day retrieved, then the nomination quantities will be displayed. Nominations can be modified by double clicking on a line. Nominations for the Location will be displayed on the PNT (Locations) tab.

Location Summary

7 To enter a new nomination click on the PNT (Location) tab and enter a location in the Location field and then enter the following required information.

A In the Upstream Grid area, enter the Actn (data will populate depending on the Actn selected). If not already populated enter TT, Rec Loc Prop, Rec Qty, Up ID, Up Name, and Pkg Id (optional). The below screen shot shows the fields populated.

Actn	TT	Svc Req K	...	Del Rank	Rec Loc	Rec Loc Prop	[...]	Rec Loc Name	Rec Qty	Up ID	Up ID Prop	...	Up Name
OffsystemSupply	118	99999	...		48671	7857	...	TPC/TIGT ADAM	1,025		1811	...	MIECO, INC.
			



How to enter a Nomination (con't)

B

In the Downstream Grid area, enter the Actn (data will populate depending on the Actn selected). If not already populated, enter TT, Svc Req K, Rec Loc Prop, Del Loc Prop, Del Qty, Dn ID, Dn Name, Pkg Id (optional). The below screen shot shows the fields populated. To “complete” the nomination double click the line on the Downstream grid and add required information.

	Er	Var	Actn	TT	Svc Req K	...	Rec Loc	Rec Loc Prop	[...]	Rec Loc Name	Rec Qty	Rec Rank	Del Loc	Del Loc Prop	[...]	Del Loc Name	Del Qty	Dn Rank
1 M	B	<input type="checkbox"/>	Sell	01	99999				48671	7857	...	TPC/TIGT ADAM	1,000	1
2 A>		<input checked="" type="checkbox"/>	FIRM TRANSPORTATI	01		...	48671	7857	...	TPC/TIGT ADAM	25	500	227867	999728	...	NGPL/TIGT PONY	24	

C

Double click a line item in the Upstream or Downstream grids to change the location focus to the location that needs to be viewed or to add or modify additional nomination information.

Svc Req Totals: Buy Qty: 7,749 Rec Qty: 1,141 Var Qty: 0 Fuel Qty: 27 Del Qty: 1,114 Sell Qty: 7,722 Include Errors

Location Summary | PNT (Location) | Path Summary | Errors

Location: 999728 [...] [...] NGPL/TIGT PONY LINCOLN

Upstream

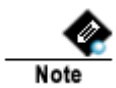
	Err	Var	Actn	TT	Svc Req K	...	Del Rank	Rec Loc	Rec Loc Prop	[...]	Rec Loc Name	Rec Qty	Up ID	Up ID Prop	...	Up Name	Up K	Del Loc	Del Loc Prop	[...]	Del Loc Name	Del Qty	Up Rank	Path Rank
1 A>		<input checked="" type="checkbox"/>	FIRM TRANSPORTATI	01	552287	...	500	48671	7857	...	TPC/TIGT ADAM	25			...			227867	999728	...	NGPL/TIGT PONY	24		500
		<input type="checkbox"/>							
Totals		<input type="checkbox"/>					25				24		

Downstream

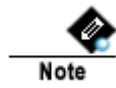
	Er	Var	Actn	TT	Svc Req K	...	Rec Loc	Rec Loc Prop	[...]	Rec Loc Name	Rec Qty	Rec Rank	Del Loc	Del Loc Prop	[...]	Del Loc Name	Del Qty	Dn Rank	Dn ID	Dn ID Prop	...	Dn Name	Dn K
1 A>		<input type="checkbox"/>	Offsystem Market	117	99999				227867	999728	...	NGPL/TIGT PONY	24	500	808703	2882	...	US ENERGY SERVICE	
		<input type="checkbox"/>						



How to enter a Nomination (con't)



After entering the required information, the Fuel Qty and Nom Del Qty fields will automatically be populated based on the applicable fuel rates.



The totals within each of these 2 grids will populate as the records are entered into all the locations for the Upstream and Downstream grids.



Verify that the receipt variance (Rec Var) and delivery variance (Del Var) are both "0" before proceeding.



Throughout the process, click Validate on the Menu Bar to check for errors. These should be corrected prior to Submitting nomination.

8

From the Location Summary tab double click a line in the grid to navigate to the PNT (Location) tab with the Location selected for the line item that was double clicked. Also, the tab displays if the location has a variance or not. The variances should all be zero before submitting the nomination.

Location Summary PNT (Location) Path Summary Errors												
<input type="checkbox"/> Only Show Locations With Variances												
	!	Err	Loc	Loc Prop	Loc Name	Buy Qty	Rec Qty	Rec Var Qty	Fuel Qty	Del Qty	Sell Qty	Del Var Qty
1 Q>	<input checked="" type="checkbox"/>	BV	48671	7857	TPC/TIGT ADAM	1,025	25	0	1	0	1,000	0
2 Q	<input type="checkbox"/>	BV	13870	15138	BLK HILL/TIGT LI	0	0	0	0	40	40	0
3 Q	<input type="checkbox"/>	BV	693195	42630	YUMA/TIGT ETHA	0	0	0	0	350	350	0
4 Q	<input type="checkbox"/>	BV	495019	43359	SGD/TIGT VAL ET	0	0	0	0	700	700	0
5 Q	<input type="checkbox"/>		227867	999728	NGPL/TIGT PONY	0	0	0	0	24	24	0
6 Q	<input checked="" type="checkbox"/>	BV	227686	8832	ENCANA/TIGT FR	6,271	663	0	15	0	5,608	0
7 Q	<input checked="" type="checkbox"/>	BV	233618	9663	WIC/TIGT ROCKP	453	453	0	11	0	0	0



Quick Reference Guide: How to Copy a Nomination

- 1 To open the Nomination Transaction screen, navigate to the CAW Screens menu on the menu bar, click on Nominations, Nomination and Location Centric Nomination.

The below Screen will appear.

The screenshot shows a software interface for 'TALLGRASS INTERSTATE GT, LLC - TALLGRASS CONNECT - USHOMJT [QPTM_QA.TEP_QA_QPTM410 - TEP] - [(302) Location-Centric Nomination Submission]'. The interface includes a menu bar (System, Edit, View, Screens, Maintenance, Window, Help) and a toolbar with icons for print, save, and help. Below the menu is a 'Nominations:' section with tabs for 'Links', 'Down Form', and 'Pending Xfer'. To the right of these tabs are buttons for 'Retrieve', 'Filter', 'New', 'Copy', 'Delete', 'Save', and 'Valida'. The main form contains several input fields: 'TSP/TSP Prop:' (809850316, 302), 'TSP Name:' (TALLGRASS INTERSTATE GT, LLC), 'Act Cd:' (.), 'N ->' (.), 'Svc Req/Svc Req Prop:' (.), 'Svc Req Name:' (.), 'Beg Date/Beg Time:' (11/27/2013 9:00:00 AM), 'End Date/End Time:' (12/1/2013 9:00:00 AM), 'Cycle:' (TIM), 'Gas Day:' (11/27/2013), 'Def End Gas Day:' (11/30/2013), and 'Query Cycle:' (.). Below these fields are 'Svc Req Totals' for Buy Qty, Rec Qty, Var Qty, Fuel Qty, Del Qty, and Sell Qty, all set to 0. There is a checked 'Include Errors' checkbox. Below the totals are tabs for 'Location Summary', 'PNT (Location)', 'Path Summary', and 'Errors'. The 'Location:' field is (.), and the 'Upstream' section contains a table with columns: Err, Var, Actn, TT, Svc Req K, Del Rank, Rec Loc, Rec Loc Prop, Rec Loc Name, Rec Qty, Up ID, Up ID Prop, Up Name, Up K, and Del Loc. The first row of the table has a '>>>' in the 'Err' column and a checkmark in the 'Var' column. The 'Svc Req K' column contains a dropdown menu with a green background.

- 2 In the Svc Req field, select the appropriate service requester.

A close-up of the 'Svc Req:' field. It consists of a text input box, a dropdown arrow button, and a dropdown menu. The dropdown menu is open, showing a green background and a white text area.



Quick Reference Guide: How to Copy a Nomination (con't)

3 In the Gas Day field, select the first gas day that the nomination will be submitted.

Gas Day: 10/19/2010

4 In the Del Def (default) End Date field, verify that the gas day displayed is the date that the nomination will be submitted through, or change the date to the appropriate end date.

Def End Date: 10/19/2010

5 Click Query.

Query

6 For PNT nominations, only path records need to be selected and all applicable upstream and downstream records will automatically be copied.

7 Click Copy.

Copy...

The below screen will pop up on the screen.

Copy Nominations

New Beg Date: 11/27/2013 New End Date: 11/30/2013 Cycle: TIM

Copy Error Transactions Make New Nom Qtys Zero Copy Existing Zero Noms

This will not copy bid rate information. OK Cancel



Quick Reference Guide: How to Copy a Nomination (con't)

- 8 Select the desired “New Begin Date” and “New End Date” dates for the copied nomination. Also Select the Cycle for the copied nomination.

New Beg Date: 11/27/2013 New End Date: 11/30/2013 Cycle: TIM



Note

The nominations from the Beginning Gas Day that are queried will be what is copied to each of the days indicated in this range.

- 9 Choose whether to copy the following options:

1. Copy Error Transactions
2. Make New Nom Qtys Zero
3. Copy Existing Zero Noms

- 10 Click OK.



- 11 The Nomination Submission will refresh with the new Beg Gas Day, End Gas Day and Cycle. The Nomination Volumes can be updated as necessary.



Note

At this point, the copied nominations have NOT been submitted; they are still in “Add” mode.

- 12 Click Update to submit the copied nominations.





Quick Reference Guide: How to Copy a Nomination (con't)

13 If a nomination is invalid, click on the Errors tab and view the errors that need to be addressed.

Nominations: Links ▾ Down Form Pending Xfer

TSP/TSP Prop: 809850316 302 TSP Name: TALLGRASS INTERSTATE GT, LLC Act Cd: [..] N -> [..]

Svc Req/Svc Req Prop: 625275755 17997 [..] Svc Req Name: BP ENERGY COMPANY

Beg Date/Beg Time: 7/31/2013 9:00:00 PM End Date/End Time: 8/1/2013 9:00:00 AM Cycle: ID2 ▾

Gas Day: 7/31/2013 ▾ Def End Gas Day: 7/31/2013 ▾ Query Cycle: [..] ▾

Svc Req Totals: Buy Qty: 7,537 Rec Qty: 7,924 Var Qty: 0 Fuel Qty: 154 Del Qty: 7,770 Sell Qty: 7,383 [..]

Location Summary PNT (Location) Path Summary **✖ Errors**

Location: [..] [..] [..]

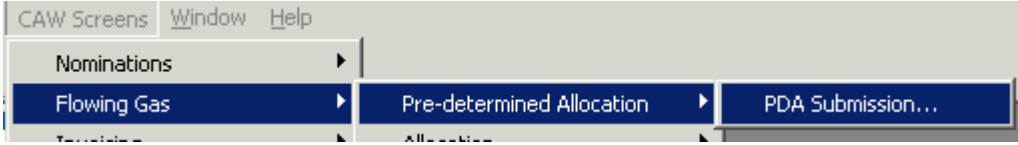
Upstream

	Err	Var	Actn	TT	Svc Req K	...	Del Rank	Rec Loc	Rec Loc Prop	[..]	Rec Loc Name	Rec Qty	Up ID	Up ID Pro
>>>		<input type="checkbox"/>							

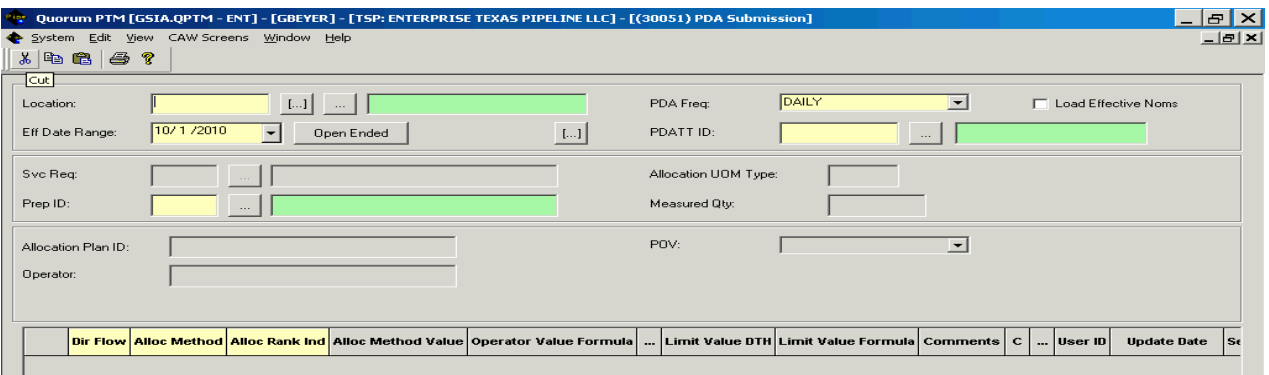


How to Create a Shipper PDA using the PDA Submission Screen

- 1 To open the PDA Submission screen, navigate to the CAW Screens menu on the menu bar, click on Flowing Gas, Pre-determined Allocation and PDA Submission.



The *PDA Submission* screen appears.



- 2 Select a location using the un-scoped pick list highlighted below if no PDA record exists for location. Select a location using the scoped pick list if modifying an existing PDA record.





How to Create a Shipper PDA using the PDA Submission Screen (con't)

3 Select Daily as the PDA Frequency from the drop down menu.

4 Select an Effective Date Range Start and End dates for the PDA Submission rule from the below date drop down menu.

Eff Date Range:	10/ 1 /2010	Open Ended					
	Oct 2010						
Svc Req:	Sun 26	Mon 27	Tue 28	Wed 29	Thu 30	Fri 1	Sat 2
Prep ID:	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
Allocation Plan ID:	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
Operator:	31	1	2	3	4	5	6

5 If the PDA Submission Rule is to be Open Ended, no End Date needs to be entered. If an End Date is to be entered, click on the below Open Ended button and the End Date field will appear on the screen.

Open Ended

6 Select the PDATT (Pre-Determined Allocation Transaction Type) from the below highlighted un-scoped pick list. (Shippers should select the PDATT ID of 101 Service Requestor CTR level)

PDATT ID:	101	SVC REQ K
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How to Create a Shipper PDA using the PDA Submission Screen (con't)

7 Select the Svc Req and Prep ID from the below Un-scoped Pick Lists.

Svc Req:	<input type="text"/>	<input type="button" value="..."/>	<input type="text"/>
Prep ID:	<input type="text"/>	<input type="button" value="..."/>	<input type="text"/>

8 Click the Query button.

9 In the below Grid Area, enter the appropriate data. Enter The Svc Req Contract in which gas should be allocated, Two records are needed for Alloc Rank (one High and one Low) entry depending if the measurement is Higher or Lower than scheduled quantity. All yellow fields need to be populated.

	Svc Req K	...	Dir Flow	Alloc Method	Alloc Rank Ind	Alloc Fuel?	Alloc Method Value	Operator Value Formula	...	Limit Value DTH	Limit Value Formula	Comments	C	...	User ID	▲
1					C	...		
2					C	...		
3					C	...		
4					C	...		

Note for Allocation Method:

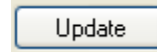
- Pro Rata is the system default allocation and therefore is not required to be entered.
- “Percent” represent the numerical value up to 8 decimal places representing the actual percent, not the factor.
- Rank should be entered as a whole number representing the desired Rank.
- OPV’s and Swing are not available for external users (If either of these methods are needed, Call your Scheduling Representative).

How to Create a Shipper PDA using the PDA Submission Screen (con't)



10

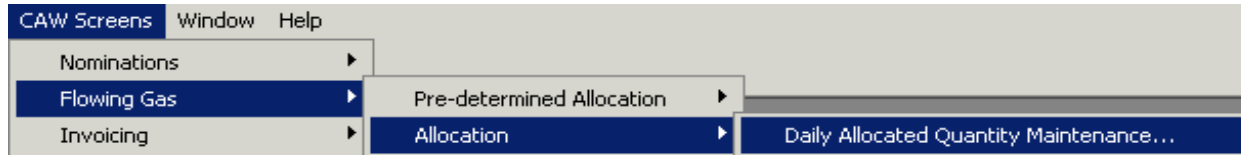
Click the Update button.





How to View Allocations via the Daily Allocated Quantity Maintenance Screen

- 1 To open the Daily Allocated Quantity Maintenance screen, navigate to the CAW Screen menu on the menu bar, click on Flowing Gas, Allocation and Daily Allocated Quantity Maintenance.



The *Daily Allocated Quantity Maintenance* screen appears.

Acctg Mth	Gas Day	Svc Req Name	Svc Req K	Up Name	Up K	Dn Name	Dn K	Tot	Bal	Rec Loc ID	Del Loc ID	Nom Trans Type	Alloc (MCF)	Alloc (DTH)	Override Alloc Qty (DTH)	Sched (DTH)
-----------	---------	--------------	-----------	---------	------	---------	------	-----	-----	------------	------------	----------------	-------------	-------------	--------------------------	-------------

- 2 Select a PDATT/ATT ID using the highlighted pick list. The Transaction Type ID of 5 is for Operator and 101 is for Shipper Contract.



How to View Allocations via the Daily Allocated Quantity Maintenance Screen (con't)

- 3** Select the Billing Method using the highlighted drop down. Select Daily.

Billing Method:

- 4** Select the Location (Meter) using the highlighted pick list.

Location: ...

- 5** Select the Gas Day From and To using the highlighted date drop downs.

Gas Day From: To:

- 6** Click Query.



How to View Allocations via the Daily Allocated Quantity Maintenance Screen (con't)

- 7 Data will appear in the grid for the location and dates selected for the Daily tab.

Acctg Mth	Gas Day	Svc Req Name	Svc Req K	Up Name	Up K	Dn Name	Dn K	Tos	Rd	Rec Loc ID	Del Loc ID	Nom Trans Type	Alloc (MCF)	Alloc (DTH)	Override Alloc Qty (DTH)	Sched (DTH)
-----------	---------	--------------	-----------	---------	------	---------	------	-----	----	------------	------------	----------------	-------------	-------------	--------------------------	-------------

Total Quantities (DTH): Alloc: 0, Sched: 0, Alloc Fuel: 0, Sched Fuel: 0

Buttons: Query, Add, Help, Links, Close

NUM

- 8 Click on the Summary tab and the grid will show the summed up data for the dates selected.

Svc Req Name	Svc Req K	TOS	RD	Del Loc ID	Rec Loc ID	Alloc (MCF)	Alloc (DTH)	Sched (DTH)	Package ID	TT	Cap Type	Alloc Fuel (DTH)	Sched Fuel (DTH)	Duns NO
--------------	-----------	-----	----	------------	------------	-------------	-------------	-------------	------------	----	----------	------------------	------------------	---------

Total Quantities (DTH): Alloc: 0, Sched: 0, Alloc Fuel: 0, Sched Fuel: 0

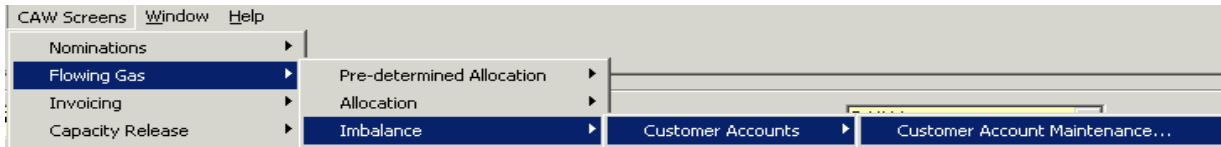
Buttons: Query, Add, Help, Links, Close

NUM

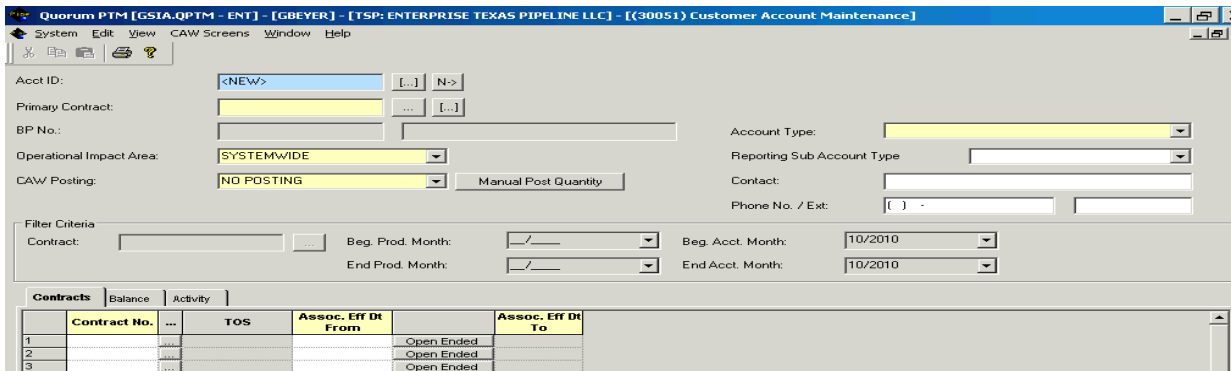


How to View Imbalances via the Customer Account Maintenance Screen

- 1 To open the Customer Account Maintenance screen, navigate to the CAW Screen menu on the menu bar, click on Flowing Gas, Imbalance, Customer Accounts and Customer Account Maintenance.



The *Customer Account Maintenance* screen appears.



- 2 Select an Account ID using the highlighted scoped pick list.





How to View Imbalances via the Customer Account Maintenance Screen (con't)

- 3 The screen will populate with the Account ID information for the item selected.



Note

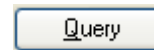
Data will appear in the grid for the contracts associated to the selected Account ID and for the months selected in the below highlighted optional dates parameters section of the screen.

- 4 The below Filter Criteria can be used to return data specific to the criteria entered. These filters should be selected if user wishes to restrict the data before querying the screen.



How to View Imbalances via the Customer Account Maintenance Screen (con't)

5 Click Query.



6 Use the Balance Tab to display data summed by month. Use the Activity Tab to display data summed by day.

Quorum PTM [GSIA.QPTM - ENT] - [GBEYER] - [TSP: ENTERPRISE TEXAS PIPELINE LLC] - [(30051) Customer Account Maintenance]

System Edit View CAW Screens Window Help

Acct ID: <NEW> [...] N->

Primary Contract: [...] [...]

BP No.: [...] [...]

Operational Impact Area: SYSTEMWIDE

CAW Posting: NO POSTING Manual Post Quantity

Account Type: [...] [...]

Reporting Sub Account Type: [...] [...]

Contact: [...] [...]

Phone No. / Ext: () - [...] [...]

Filter Criteria

Contract: [...] [...] Beg. Prod. Month: / / End Prod. Month: / / Beg. Acct. Month: 10/2010 End Acct. Month: 10/2010

Contracts Balance Activity

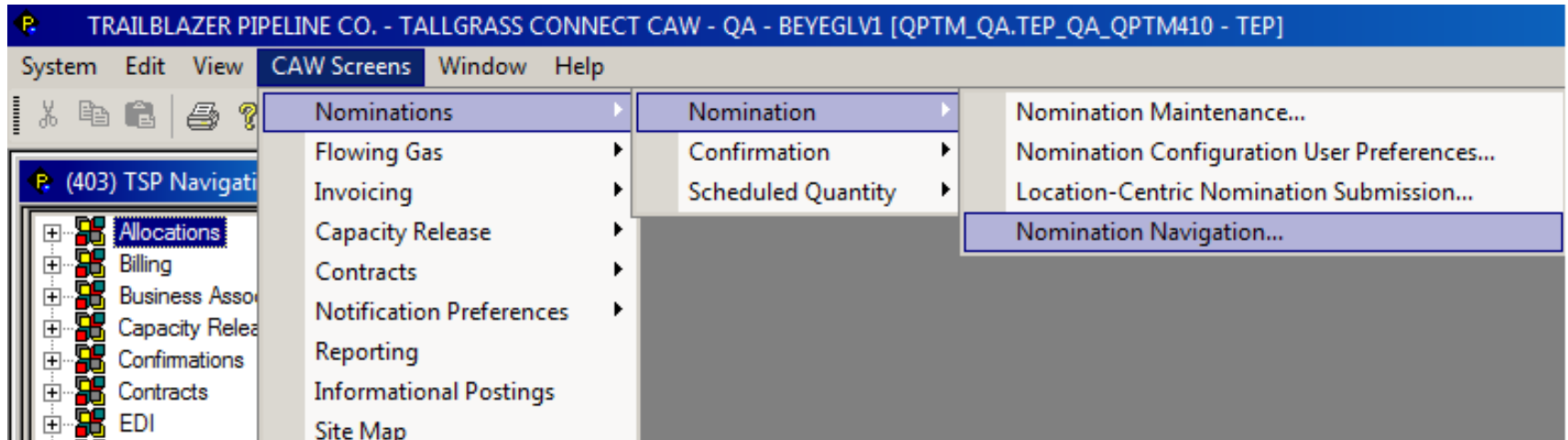
Contract No.	TOS	Assoc. Eff Dt From	Assoc. Eff Dt To
1	Open Ended
2	Open Ended
3	Open Ended
4	Open Ended
5	Open Ended
6	Open Ended
7	Open Ended
8	Open Ended
9	Open Ended
10	Open Ended
11	Open Ended
12	Open Ended
13	Open Ended
14	Open Ended
15	Open Ended
16	Open Ended
17	Open Ended

Query More >>> All Add Help Links Close

For Help, press F1 NUM



Nomination Navigation



- To view upstream/downstream activity (formerly Buy/Sell), from the Menu Bar click on >
- CAW Screens >>
- Nominations >>
- Nomination >>
- Nomination Navigation



Nomination Navigation: Links ▾

Location: 8832 ... ENCANA/TIGT FRENCHIE DR/ Svc Req: 2882 ... US ENERGY SERVICES, INC.

Gas Day
Beg: 7/1/2013 End: 7/1/2013

Role
 Svc Req Operator

Upstream

	Svc Req	Svc Req Nm	Svc Req K	Pkg ID	Actn	TT	Agent	Nom Qty	Conf Qty	Alloc Qty	Alloc MCF Qty	Up ID	Up ID Prop	Up Name
1 Q	2882	US ENERGY SERV	99999		Buy	01	2882	133	133	133	114		1811	MIECO, INC.

Downstream

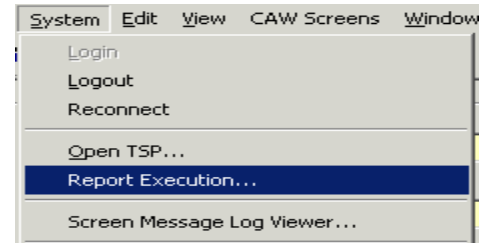
	Svc Req	Svc Req Nm	Svc Req K	Actn	TT	Agent	Nom Qty	Conf Qty	Alloc Qty	Alloc MCF Qty	Dn ID	Dn ID Prop	Dn Name	Pkg
1 Q>	2882	US ENERGY SERV	██████	FIRM TRANSPORTATION	01	2882	133	133	133	114				

Select Location from the dropdown box as well as the date range of the data you want to review. Click on Retrieve.

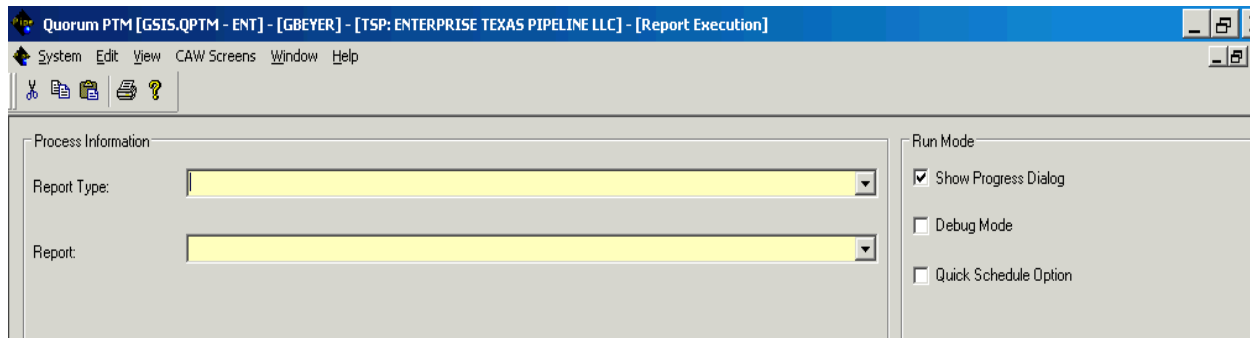


How to Run a Report

- 1 To open a Report, navigate to the System menu on the menu bar, click on Report Execution.



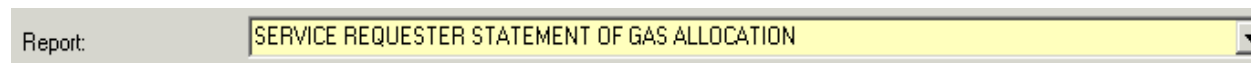
This screen appears:



- 2 Select the Report Type from the dropdown list.



- 3 Select the Report from the dropdown list.





How to Run a Report (con't)

- 4 • The below grid will display the available parameters for the selected report. Enter the appropriate parameters for the data the user wishes to see in the report.
- If the Ignore Param box highlighted below is greyed out, then the parameter is required. If the Ignore Param box is white, the parameter is optional. Uncheck the Ignore Param box for parameters the user wishes to enter and the parameter input field will become editable and the optional parameter can be selected.
- On some reports, if the parameters include both Prod Mth and Accounting Mth, then one of these two parameters must be entered.

	Parameter Name	Param Input	Value (From if range input) ...	Value: (T0 if range input, Selector if Multi input) ...	Ignore Param	Description
1	SERVICE REQUEST	Single Discrete Input			<input checked="" type="checkbox"/>	Service Requestor BP NO
2	AS_OF_DATE	Single Discrete Input	10/21/2010		<input checked="" type="checkbox"/>	As Of Date
3	ACCOUNTING MON	Single Discrete Input	10/2010		<input checked="" type="checkbox"/>	Accounting month
4	PROD_MTH	Single Discrete Input	10/2010		<input checked="" type="checkbox"/>	Production Month
5	TOS_CD	Single Discrete Input			<input checked="" type="checkbox"/>	TYPE OF SERVICE CODE
6	CTR_NO	Single Discrete Input			<input checked="" type="checkbox"/>	Contract Number
7	ACCT_TYPE	Single Discrete Input			<input checked="" type="checkbox"/>	Account Type
8	ACCOUNT_MANAG	Single Discrete Input			<input checked="" type="checkbox"/>	Account Manager
9	CONTRACT HOLDE	Single Discrete Input			<input checked="" type="checkbox"/>	BP Number
10	REPORT EXPORT FI	Single Discrete Input	Adobe Acrobat		<input type="checkbox"/>	Report Export File Type
11	REPORT EXPORT M	Single Discrete Input	View / File		<input checked="" type="checkbox"/>	Parameter used for export mode wh
12	RPT_PRINTER_COD	Single Discrete Input			<input checked="" type="checkbox"/>	Parameter used for printer settings if

Buttons: Clear, Execute, Help, Links..., Close

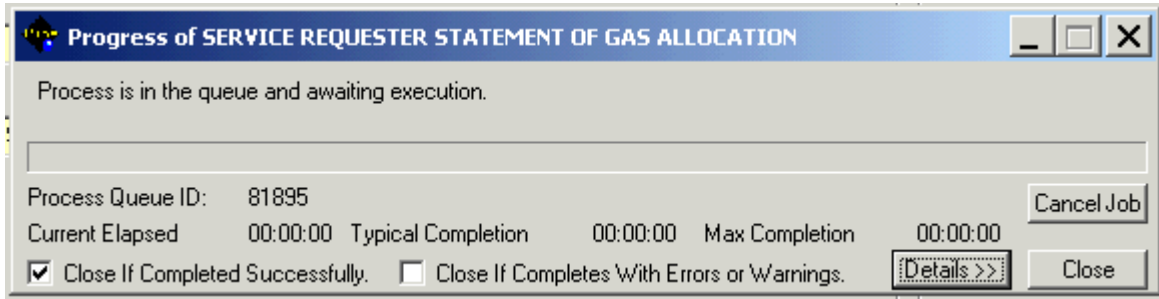
- 5 • After entering all of the require and optional parameters, hit the Execute button on the bottom of the Report Execution screen.



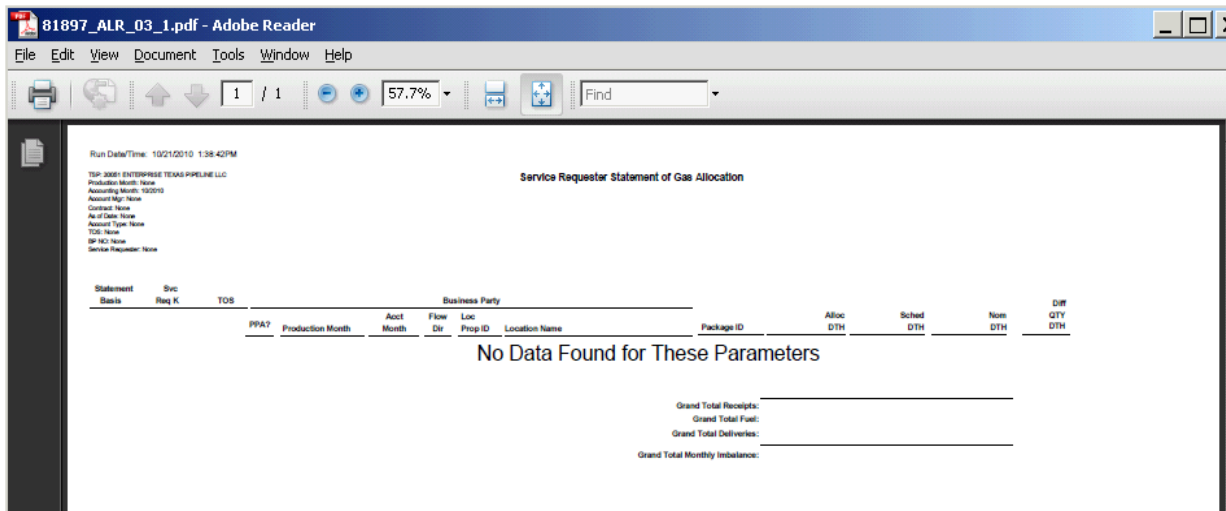


How to Run a Report (con't)

6 The below Batch Process screen will pop up on the screen and the report data will be pulled from the database.



7 The report will open in a new file output. The below screen is an Adobe Acrobat PDF file output. The reports can be output as a Word, Excel, Adobe Acrobat or Crystal file depending on the parameter selected for "Report Export File Type".





How to Run a Report (con't)

COMMON DART REPORTS TO CONNECT REPORTS CROSS-REFERENCE:

DART REPORTS

CONTRACT POINT ACTIVITY

COMPANY POINT ACTIVITY

DAILY POINT PHYSICAL FLOW

TRANSPORT KT SUMMARY

BUY /SELL ACTIVITY

CONNECT REPORTS

SERV REQ STMT OF GAS ALLOC

UP/DN STMT FOR SERV REQ

MEASUREMENT INFORMATION

SHIPPER IMBALANCE

NOMINATION NAVIGATION



QUESTIONS?



THANK YOU!