



# CONNECT- Storage Transfers

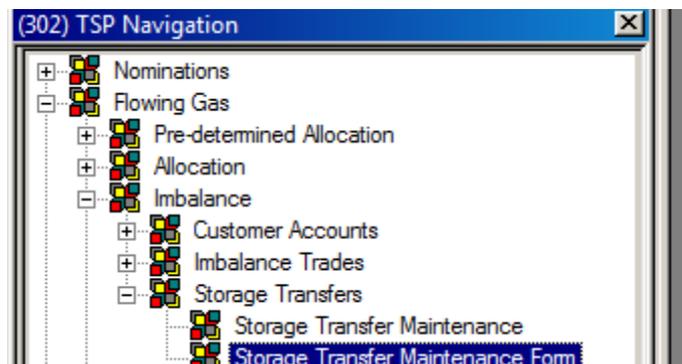
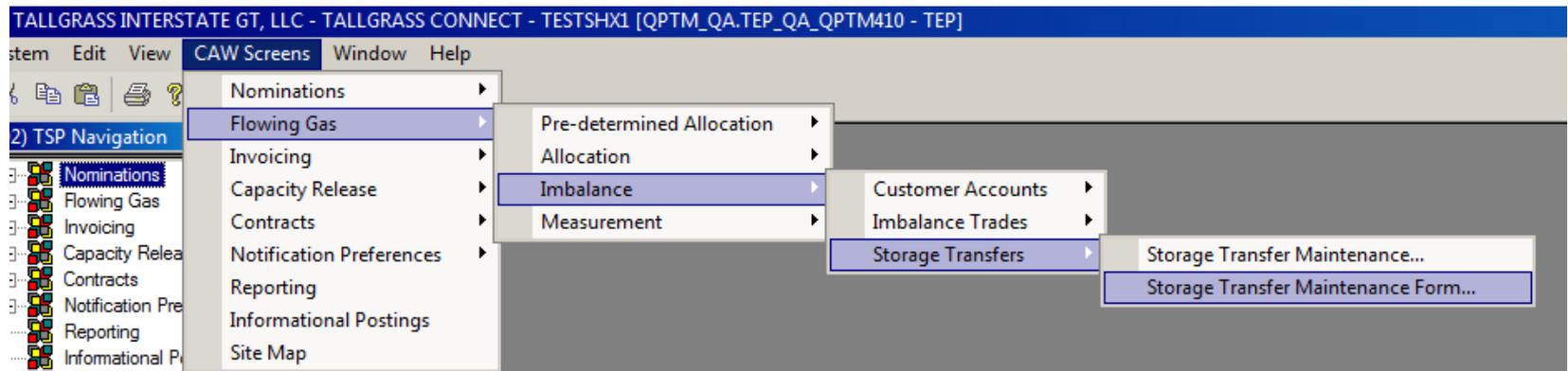
6/20/2017



# Storage Transfers

Two ways to Access the Transfer Form:

- 1.) Drop-down Menu (top of the screen)
- 2.) Drop-down Tree (left of the screen)





# Storage Transfer Form – Initiating Party

Initiating Shipper/Trader Enters the Following in **Red**

System Edit View Screens Maintenance Window Help

Links Retrieve New Help Cancel

Submit Request

Transfer ID: <NEW> [...] Inbal Period: MONTHLY **Select Daily** Acct Period: 06/2017 Record Status: New

Facility: [...] Prod Period: **Click in Box** Gas Day: **Enter Today's Date** Stmt D/T: [ ]

**Initiating Business Party**

BP No.: **Init. Shipper GID** [...] [ ]

Contact: **Init. Shipper Contact (First/Last Name)**

Phone No./Ext: [ ( ) ] **Contact Phone Number** / [ ]

Contract No.: **Init. Shipper Storage Contract Number** [...]

OIA: [ ]

TOS: [ ]

Acct Type: [ ]

Direction: **To Init. Party = Injection, To Conf. Party = Withdrawal**

**Confirming Business Party**

BP No.: **Conf. Shipper GID** [...] [ ]

Contact: [ ]

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

Contract No.: **Conf. Shipper Storage Contract Number** [...]

OIA: [ ]

TOS: [ ]

Acct Type: [ ]

Direction: [ ]

Comments: [ ]

Transfer Dir Desc: **Field Populates Transfer Direction**

Transfer Quantity (DTH): **Enter Transfer Quantity**



# Storage Transfer Form - Initiating Party

The Initiating Shipper Enters all storage transfer information:

## Steps 1 & 2: From Monthly to Daily-

- A transfer is a daily process that happens in ground and is effective immediately once confirmed. Storage transfers cannot be scheduled or confirmed for a prior or future date (Gas Day must equal Stmt D/T).
- Start by changing imbalance period to daily, click in the Prod Period box below to refresh the form then enter in today's date in the field to the right.

Links Retrieve New Help Cancel

Submit Request

Transfer ID: <NEW> [...] Imbal Period: 1.) MONTHLY Switch to Daily Acct Period: 06/2017 Record Status: New

Facility: Prod Period: Click in Box Gas Day: 2.) Enter Today's Date Stmt D/T:



# Storage Transfer Form - Initiating Party

The Initiating Shipper enters all storage transfer information:

## 3.) Initiating Party Information:

- **Enter the Shipper GID** and hit tab to update the selection or use the picklist box and search for it manually.
- **Enter the Shipper Contact Information:** (first/last Name and phone number)
- **Select Transfer Direction:** If the initiating trader is intending to receive gas the direction is “injection” or if gas is being sent to confirming party select “withdrawal”

Initiating Business Party

BP No.:	3.)	Initiating Shipper GID	<input type="text" value="..."/>	<input type="text" value=""/>
Contact:	Initiating Shipper Contact (Name)			
Phone No./Ext:	<input type="text" value="( ) -"/>		/ <input type="text" value=""/>	
	Shipper Contact Phone Number			
Contract No.:	Initiating Trader Storage Contract Number			<input type="text" value="..."/>
DIA:	<input type="text"/>			
TOS:	<input type="text"/>			
Acct Type:	<input type="text"/>			
Direction:	To Initiating Trader = Injection, To Confirming Trader = Withdrawal			



# Storage Transfer Form - Initiating Party

The Initiating Shipper enters all storage transfer information:

## 4.) Transfer Quantity:

- **Verify Transfer Direction**  
(reads as expected)

The screenshot shows a form with two rows. The first row is labeled 'Transfer Dir Desc:' and has a dropdown menu with the text 'Auto Populates Based off Direction Above'. The second row is labeled 'Transfer Quantity (DTH):' and has a yellow input field with the text 'Transfer Quantity'. A red '4.)' is positioned between the two rows.

- **Enter Transfer Quantity**



# Storage Transfer Form - Initiating Party

The Initiating Shipper enters all storage transfer information:

## 5.) Confirming Party Information:

- Enter confirming shipper GID or use picklist
- Enter storage KT# provided by confirming shipper
- Once complete click "Submit Request"

Confirming Business Party

BP No.: 5.)

Contact:

Phone No./Ext: ( ) -  /

Contract No:

OIA:

Retrieve New Help Cancel



# Storage Transfer Form – Confirming Party

## The Confirming Shipper approves transfer:

- **Access Transfer-** Enter Transfer ID # provided by initiating party or use picklist to search manually.
- **Enter Contact Information:** first/last name and contact number
- Review the Transfer Info and **Accept** if approved or **Reject** to cancel
- **Communicate Record Status** with initiating party
- **Please Note:** Transfers are only valid if they are submitted and verified in the same day. Whereas **Gas Day = Stmt D/T**. This is a timely process and cannot be verified retroactively or for a future gas day.

The screenshot displays a web-based form for confirming a storage transfer. At the top right, a 'Record Status' dropdown is set to 'Pending'. The main form area includes a 'Transfer ID' field with the value '9999' and a search button labeled '[...]', which is highlighted by a red box and a red arrow from the text 'use picklist to search manually'. Below this is a 'Facility' dropdown menu showing 'TALLGRASS INTERSTATE GT, LLC'. A section titled 'Confirming Business Party' contains fields for 'BP No.' (17), a company name field (BLACK HILLS GAS DISTRIBUTION, LLC d/I), a 'Contact' field with a red placeholder 'Shipper Contact (First and Last Name)', and a 'Phone No./Ext.' field with a red placeholder 'Phone Number'. At the bottom of the form, there are buttons for 'Retrieve', 'New', 'Help', and 'Cancel', followed by larger 'Accept' and 'Reject' buttons. Below the form, two 'Record Status' dropdowns are shown, one set to 'Valid' and one set to 'Rejected'.



If you experience any issues or require assistance from Tallgrass please contact Rob Stark @ 303-763-3453 or [Rob.Stark@tallgrassenergylp.com](mailto:Rob.Stark@tallgrassenergylp.com)