How to pick up a capacity release with a competitive bid

Go to the Tallgrass website and click on the interactive web site link at the bottom:



Welcome to Tallgrass Energy – a leading energy and infrastructure company with a start-up mentality that enables us to be nimble, collaborate creatively to solve customers' problems and say, "Yes, we can do that."



That will take you to the Tallgrass EBB:



Under Natural Gas Pipelines – Customer Activities – click on CONNECT

You will need to log into Citrix to access the CONNECT system.

Once logged in you will see the below:



How to access Offer Summary

Via Screens:

Via File Tree:



Go to Screens – Offer – Offer Summary to see what offers are available

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Open the offer and review. If you want to bid on it, click on Links

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Business Associates Gapacity Release	Offer No: 991	[] <u>N</u> >	Status: ORIGINAL Capacity Release Status:								
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Click on Bid



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This opens up a new bid. Fill out the information in the general tab.

Be sure to review each tab in the offer.

Go to the Detail Tab and update Rate Bid

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Click Update | Then click Validate | If no errors received click Submit

As long as no errors were received the competing bid should show up in the Bid Summary screen after hitting retrieve.

If awarded, an email will be sent to the contact listed in the General tab, of the replacement contract number.

If errors are received or issues arise while bidding on capacity, contact the contracts Hotline at 303-763-3399 and someone will assist with the process.