



How to Submit an Offer

11/12/2020



How to Submit an Offer

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Where to start:

- Go to the Tallgrass EBB <https://www.tallgrassenergy.com/default.aspx>

- Scroll to the bottom and click on Tallgrass Pipeline Interactive Website



Where to start:

- Or go directly to the Interactive website: <https://pipeline.tallgrassenergylp.com/>
- Under **Customer Activities** choose **CONNECT**

The screenshot shows the website interface with the following elements:

- Browser address bar: <https://pipeline.tallgrassenergylp.com>
- Emergency Contact Numbers (top right)
- TALLGRASS ENERGY logo
- System Map navigation menu:
 - System Map
 - Natural Gas Pipelines
 - Customer Activities
 - CONNECT** (highlighted)
 - Auction
 - Interstate Pipelines
 - Training
 - Help & Information
 - Oil Pipelines
 - Pony Express Pipeline
 - PRG Pipelines
 - Forms
 - Contacts

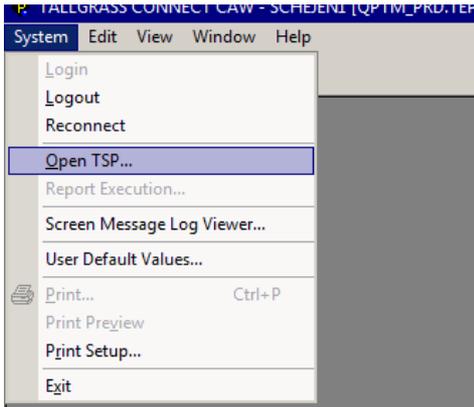
- System Map (main content area):
- Map showing pipeline routes across Wyoming, Nebraska, Colorado, Kansas, Missouri, Illinois, Indiana, and Ohio.
- Inset maps for BNN North Dakota and BNN Texas.
- Legend:

Crude Oil	Natural Gas	Natural Gas	Natural Gas Liquids	Water
Pony Express Pipeline	Rockies Express Pipeline	Tallgrass Midstream Facilities	TMID NGL Pipeline	BNN Water Solutions
Powder River Gateway	Lease of Overtrust Pipeline Capacity	Tallgrass Midstream Gathering		
Oil Terminal	Cheyenne Connector			
Connected Third Party Refinery	Tallgrass Interstate Gas Transmission			
	TIGT Off System Transport Capacity			
	TIGT Gas Storage Field			
	Trailblazer Pipeline Company			
- Address: 370 Van Gordon Street | Lakewood, CO 80228 | 303-763-2950

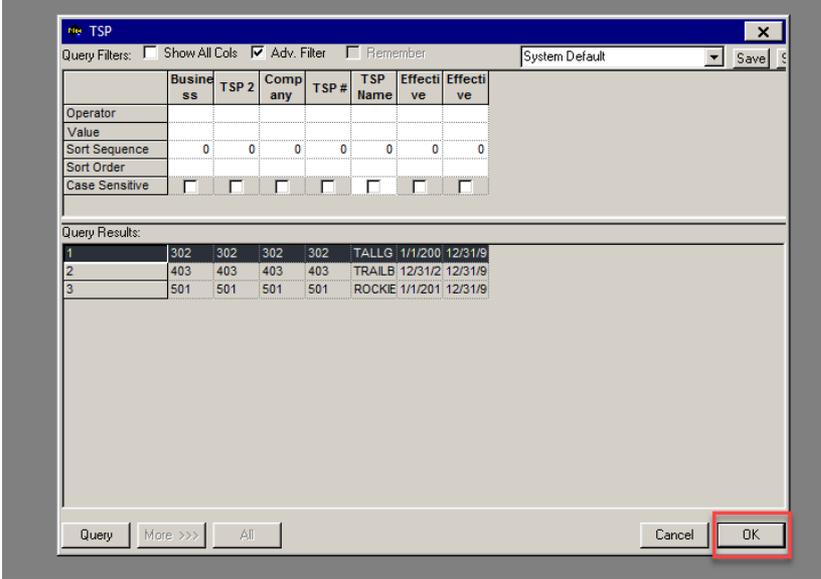



How to find the Offer Screen

- From the Systems drop down menu pick **Open TSP** to choose which Pipeline you are releasing capacity on.



From the pop-up window highlight the appropriate pipeline and click **OK**





How to find the Offer Screen

- Go to the drop under CAW Screens > *Capacity Release* > *Offers* > *Offer*

The screenshot displays the software interface for 'TALLGRASS INTERSTATE GT, LLC - TALLGRASS CONNECT CAW - SCHEJEN1 [QPTM_PRD.TEP_PRD_QPTM410 - TEP]'. The main window shows the 'CAW Screens' menu with 'Capacity Release' selected, leading to 'Offers' and then 'Offer...'. A secondary window, '(302) TSP Navigation', shows a tree view where 'Offer' is highlighted under 'Capacity Release'.

Or from the navigation tree choose: *Capacity Release* > *Offer*



How to build the offer

- Start at top filling out the Offer Header information
 - ❖ Start by clicking “N” for new as this will be a new offer to start the process

Offer Header form fields:

- TSP / TSP Prop: 828257431, 302
- TSP Name: TALLGRASS INTERSTATE GT, LLC
- Offer No: [Empty] [N->]
- Status: ORIGINAL
- Capacity Release Status: [Empty]
- Rel St Date: [Empty]
- Rel End Date: [Empty]
- IBR Ind: [Empty]
- Mkt Based Rate Ind: [Empty]
- Cycle: 1
- Post Date/Post Time: [Empty]
- Releaser/Releaser Prop: [Empty]
- Releaser Name: [Empty]
- Cap Awd Date/Cap Awd Time: [Empty]

- ❖ Then you populate the Releasing Start Date and the Releasing End Date for the term you wish to release your capacity

Offer No: [Blue Highlight] [N->]

Rel St Date: 12/1/2020

Rel End Date: 12/31/2020

- ❖ Next fill out whether or not the release is Index Based Rate from the drop-down menu

IBR Ind: [No] Mkt Based Rate Ind: [Empty] Cycle: [Empty]

Releaser Name: [Empty]

Tooltip: No - the release does not utilize index-based pricing for capacity release.
Yes - the release does utilize index-based pricing for capacity release.



How to build the offer

- Offer Header information cont'd...
 - ❖ Add if it is going to be a Market Based Rate in the drop-down menu
 - Note: if you chose Yes for Index Based Rates then this is YES
if you chose No for Non-Index Based Rates then this is NO

Mkt Based Rate Ind: Cycle:

NO
YES

- ❖ Then you can choose what Cycle this release is for if it is a **Non-biddable** offer. If it's **Biddable** just use the default **1** for **Timely**

Status: ORIGINAL

Cycle: 1 Post Date/P
6 Intraday 3
4 Intraday 2
3 Intraday 1
2 Evening
1 Timely

e/Cap Awd Tir



How to build the offer

➤ Offer Header information cont'd...

- ❖ Then this is VERY important you need to populate the field for the Releasing Shipper, or the rest of the offer will not work.
- ❖ Click on the pick list [...] Then add either your GID/BA Entity # or Your Company Name

Releaser/Releaser Prop: [] [] [] Releaser Name: []

Releaser Business Party

General | Contact | Additional Terms | Pre-

Query Filters: Show All Cols Adv. Filter Remember System Default

	Releaser	Releaser Prop	Releaser Name
Operator			
Value			
Sort Sequence	0	0	0
Sort Order			
Case Sensitive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Query Results:

1	006931794	1	NATURAL GAS PIPELINE COMPANY OF
2	078716125	10001	ENCORE ENERGY PARTNERS OPERATIN
3	788341485	10002	VILLAGE OF STUART
4	078835079	10003	GRASSLANDS ENERGY MARKETING LL
5	987987989	10004	URSA PICEANCE LLC
6	020354630	10005	FCSTONE, LLC
7	006939540	10006	DUKE ENERGY INDIANA, INC
8	078887136	10007	GREEN PLAINS ATKINSON LLC
9	006967798	10009	SPIRE MISSOURI INC.
10	848984915	10010	GREEN PLAINS TRADE GROUP, LLC

Buttons: Query, More >>>, All, Cancel, OK

❖ Then click **Query**

Then click **OK**



How to build the offer

➤ Next fill out the General Tab

General | Contact | Additional Terms | Pre-Arranged Bidder | Detail | Recall/Reput | Contingency | Approval

Rel Type Desc:	[Dropdown]	Rel Req Post Date/Rel Req Post Time:	[Date Picker]
Prearr Deal Desc:	[Dropdown]		
Perm Rel Desc:	[Dropdown]	Bid Deal Desc:	[Dropdown]
Recall/Reput Desc:	[Dropdown]	Bid Per St Date/Bid Per St Time:	[Date Picker]
All Re-rel Desc:	[Dropdown]	Bid Per End Date/Bid Per End Time:	[Date Picker]
Prev Rel Desc:	[Dropdown]	<input type="checkbox"/> Min Vol Pot Eval	
Rel SR Contng Desc:	[Dropdown]	Bid Eval Ind Desc:	[Dropdown]
RAPP Desc:	[Dropdown]	Bid Eval:	[Text Area]
Discl Desc:	YES RELEASING SHIPPER WANTS TRANSPORTATION SERVICE PROVIDER TO DISCLOSE ALL MIT		
Rel SR Less Qty Desc:	[Dropdown]	Bid T-brk:	PT Pipeline's Tariff Referenced
Shorter Term Desc:	[Dropdown]	Bid T-brk Method:	PLEASE REFER TO THE CAPACITY RELEASE OR CAPACITY REALLOCATION SECTION OF THE GENERAL TERMS AND CONDITIONS IN THE PIPELINE'S TARIFF.
Min Term:	[Input] Days		
Min Rate Discl Desc:	THE TRANSPORTATION SERVICE PROVIDER SHOULD DISCLOSE THE MINIMUM RATE THAT THE F		
Extend Term:	[Dropdown]		
Repl SR Role Ind:	[Dropdown]		
SICR Ind:	N NO	Press Base:	14.73 PSI
Auction Type:	CAPACITY RELEASE	Press Base Desc:	POUNDS PER SQUARE INCH Aft



How to build the offer

➤ General Tab Cont'd...

- ❖ First pick from the drop-down menu the type of Release you are Offering
 - If you choose a Permanent release, please contact TGContracts@tallgrassenergylp.com as pre-approvals for executing the Replacement K# are necessary

General | Contact | Additional Terms | Pre-Arranged Bidder | Detail | Recall/Reput | Contingency | Approval

Rel Type Desc: [Dropdown Menu]

Prearr Deal Desc:

Perm Rel Desc:

- ❖ Depending on which option you choose the system will autofill the next few lines:

Rel Type Desc: [TEMPORARY POINT TO POINT PREARRANGED]

Prearr Deal Desc: [OFFER IS SUBJECT TO A PREARRANGED DEAL]

Perm Rel Desc: [CAPACITY IS NOT BEING PERMANENTLY RELEASED.]

Rel Type Desc: [TEMPORARY POINT TO POINT BIDDING]

Prearr Deal Desc: [OFFER IS NOT SUBJECT TO A PREARRANGED DEAL]

Perm Rel Desc: [CAPACITY IS NOT BEING PERMANENTLY RELEASED.]

Rel Type Desc: [PERMANENT PREARRANGED]

Prearr Deal Desc: [OFFER IS SUBJECT TO A PREARRANGED DEAL]

Perm Rel Desc: [CAPACITY IS BEING PERMANENTLY RELEASED.]

Recall/Reput Desc: [CAPACITY NOT RECALLABLE.]

All Re-rel Desc: [RE-RELEASABLE]

Prev Rel Desc:

Rel Type Desc: [PERMANENT PREARRANGED]

Prearr Deal Desc: [OFFER IS SUBJECT TO A PREARRANGED DEAL]

Perm Rel Desc: [CAPACITY IS BEING PERMANENTLY RELEASED.]

Recall/Reput Desc: [CAPACITY NOT RECALLABLE.]

All Re-rel Desc: [RE-RELEASABLE]

Prev Rel Desc:



How to build the offer

➤ General Tab Cont'd...

- ❖ If it's a Temporary Release next choose if you want the offer to be recallable

Recall/Reput Desc:	Capacity recallable by Releasing Shipper and reputable at the option of the Replacement Shipper.	Bid P
All Re-rel Desc:	Capacity recallable by Releasing Shipper and reputable at the option of the Replacement Shipper.	Bid P
Prev Rel Desc:	Capacity recallable and reput must be taken by Replacement Shipper. CAPACITY RECALLABLE BUT NOT REPUTABLE. CAPACITY NOT RECALLABLE.	

- ❖ Then if it's Re-releasable

All Re-rel Desc:	RE-RELEASABLE	Bic
Prev Rel Desc:	RE-RELEASABLE NOT RE-RELEASABLE	

- ❖ Please choose if you will accept contingencies

Rel SR Contng Desc:		Bid Eval Ind Desc:
RAPP Desc:	RELEASING SHIPPER WILL NOT ACCEPT BIDS WHICH ARE CONTINGENT FROM THE BIDDER'S POINT OF VIEW. RELEASING SHIPPER WILL ACCEPT BIDS WHICH ARE CONTINGENT FROM THE BIDDER'S POINT OF VIEW.	



How to build the offer

➤ General Tab Cont'd...

- ❖ Remember when choosing whether or not to allow Re-Assign Primary Points that if the Replacement shipper does change your primary points you may not get your primary points back.

RAPP Desc:	<input type="text"/>
Discl Desc:	No Yes, conditionally Yes, unconditionally
Rel SR Less Qty Desc:	<input type="text"/>

- ❖ If you want the TSP disclose minimum conditions for awarding the Offer.

Discl Desc:	YES RELEASING SHIPPER WANTS TRANSPORTATION SERVICE PROVIDER TO DISCLOSE ALL MI
Rel SR Less Qty Desc:	YES RELEASING SHIPPER WANTS TRANSPORTATION SERVICE PROVIDER TO DISCLOSE ALL MINIMUM CONDITIONS RELATING TO THE OFFER. NO RELEASING SHIPPER DOES NOT WANT TRANSPORTATION SERVICE PROVIDER TO DISCLOSE ALL MINIMUM CONDITIONS RELATING TO THE OFFER.

- ❖ Choose if you want to accept less quantity

Rel SR Less Qty Desc:	<input type="text"/>
Shorter Term Desc:	RELEASING SHIPPER WILL NOT ACCEPT BIDS FOR LESS THAN THE FULL QUANTITY. RELEASING SHIPPER WILL ACCEPT BIDS FOR LESS THAN THE FULL QUANTITY. (UNDISCLOSED) A MINIMUM QUANTITY IS PRESCRIBED, BUT THE RELEASING SHIPPER DOES NOT WANT THAT MINIMUM QUANTITY DISCLOSED.

- ❖ Choose if you want accept less than the full term of the release

Shorter Term Desc:	RELEASING SHIPPER WILL NOT ACCEPT LESS THAN FULL TERM	Bid T-brk:
Min Term:	RELEASING SHIPPER WILL NOT ACCEPT LESS THAN FULL TERM RELEASING SHIPPER WILL ACCEPT LESS THAN FULL TERM (UNDISCLOSED) RELEASING SHIPPER WILL ACCEPT LESS THAN FULL TERM, BUT DOES NOT WANT THAT MINIMUM TERM DISCLOSED	



How to build the offer

➤ General Tab Cont'd...

- ❖ If you choose to accept a shorter term make sure to populate the minimum number of days you will accept

Shorter Term Desc:

Min Term: Days

- ❖ Tell the TSP if you want to disclose the minimum rate you will accept

Min Rate Disc Desc:

Extend Term:

- ❖ Final selection in the right column of the general tab choose what type of release it is.

Repl SR Role Ind:

SICR Ind:

- ❖ Left column at the top is the date you want the offer to post. Note: on a **Non-biddable** release the Pre-arranged Bidder cannot pick up the offer until that date and time has occurred and if it's for a **Permanent Release** make sure the date and time are far enough out the TSP can approve the offer.

Rel Req Post Date/Rel Req Post Time:



How to build the offer

➤ General Tab Cont'd...

- ❖ If the capacity release is **Non-Biddable** then you do not have to fill out the bid period, if it is **Biddable** please put in a business day and the appropriate NAESB time period for the open season.

Rel Req Post Date/Rel Req Post Time: 11/11/2020 7:00:00 AM

Bid Deal Desc: Biddable deal

Bid Per St Date/Bid Per St Time: 11/12/2020 9:00:00 AM

Bid Per End Date/Bid Per End Time: 11/12/2020 10:00:00 AM

Min Vol Pct Eval

- ❖ Choose the method you want the system to evaluate the bids

Min Vol Pct Eval

Bid Eval Ind Desc:

Bid Eval: Present Value
Other Method
Not Applicable
Net Revenue
Highest Rate



How to build the offer

➤ General Tab Cont'd...

- ❖ The system will default to the Tie Break option of the TSP's Tariff, but you can choose other methods

Bid T-brk:	<input type="text" value="PT Pipeline's Tariff Referenced"/>						
Bid T-brk Method:	<table border="1"><tr><td>RR Releaser's Method Referenced</td></tr><tr><td>RD Releaser's Method Described</td></tr><tr><td>PT Pipeline's Tariff Referenced</td></tr><tr><td>PR Pipeline's Method Referenced</td></tr><tr><td>PD Pipeline's Method Described</td></tr><tr><td>NA Not Applicable</td></tr></table>	RR Releaser's Method Referenced	RD Releaser's Method Described	PT Pipeline's Tariff Referenced	PR Pipeline's Method Referenced	PD Pipeline's Method Described	NA Not Applicable
RR Releaser's Method Referenced							
RD Releaser's Method Described							
PT Pipeline's Tariff Referenced							
PR Pipeline's Method Referenced							
PD Pipeline's Method Described							
NA Not Applicable							



How to build the offer

➤ Next the Contact Tab

General **Contact** Additional Terms Pre-Arranged Bidder Detail Approval

Rel Contact: ...

Rel Phone: () -

Rel Fax: () -

Rel E-mail:

Rtn Addr/Rtn Addr Prop: ... Rtn Addr Name:

Rtn Addr Contact: ...

Rtn Addr Phone: () -

Rtn Addr Fax: () -

Rtn Addr E-mail:



How to build the offer

➤ Contact Tab Cont'd...

- ❖ From the pick list [...] you can pull up the names of users from your company that have been denoted as contacts for capacity release. Note: the person you pick will be the one to receive notices and if there is an issue is the one Tallgrass will call.

General **Contact** Additional Terms Pre-Arranged Bidder Detail Approval

Rel Contact: [Pink highlighted field] [...]

Rel Phone:

Rel Fax:

Rel E-mail:

Rtn Addr/Rtn Addr Prop:

Rtn Addr Contact:

Rtn Addr Phone:

Rtn Addr Fax:

Releaser Contact

Query Filters: Show All Cols Adv. Filter Remember System Default

	Rel E-mail	Rel Fax
Operator		
Value		
Sort Sequence	0	0
Sort Order		
Case Sensitive	<input type="checkbox"/>	<input type="checkbox"/>

Query Results:

1	174	
2	175	
3	178	
4	179	
5	180	
6	1498	
7	1639	

Buttons: Query More >>> All Cancel OK

NATURAL I

- ❖ After you highlight the appropriate party, hit **OK**. This will populate all the necessary fields for the tab.



How to build the offer

➤ Next the Additional Terms Tab

General | Contact | **Additional Terms** | Pre-Arranged Bidder | Detail | Recall/Reput | Approval

Stand-alone Offer Desc: Yes

No Stand-alone Offer T&C

Terms/Notes

Terms/Notes - AMA

Terms/Notes - Storage

Indemn

RAPP Terms



How to build the offer

➤ Additional Terms Tab Cont'd...

No Stand-ahn Offer T&C
Required if you have a contingency
Terms/Notes
Optional if you have something you need to share
Terms/Notes - AMA
Required if the contract is an AMA
Terms/Notes - Storage
Optional if you have something you need to share
Indemn
RAPP Terms
Optional if you allow for RAPP



How to build the offer

➤ Next the Pre-Arranged Bidder Tab

❖ Note this tab is only available if you have chosen Pre-Arranged as option on the **General Tab** under **Rel Type Desc**

The screenshot shows a software interface with a tabbed menu at the top. The tabs are: General, Contact, Additional Terms, **Pre-Arranged Bidder** (highlighted with a red box), Detail, Recall/Reput, and Approval. Below the tabs is a form with the following fields:

- Bidder/Bidder Prop: Two text input fields and a dropdown arrow.
- Bidder Name: A green text input field.
- Bidder Contact: A pink text input field and a dropdown arrow.
- Bidder Phone: A pink text input field with a dropdown arrow.
- Bidder Fax: A white text input field with a dropdown arrow.
- Bidder E-mail: A pink text input field.
- Affil: A pink dropdown menu.
- Prearr Match Date/Prearr Match Time: A date/time picker.
- Does Shipper Act as Agent: A white dropdown menu.
- Meets Rollover Conditions Ind

By accepting the bid, the replacement customer is now bound by the terms and conditions of the TSP's pro-forma.



How to build the offer

➤ Pre-Arranged Bidders Tab Cont'd...

- ❖ From the pick list [...] you can pick the Pre-Arranged Bidder either by company name or GID/BA Entity # if you know it.

The screenshot shows a software interface with a 'Pre-Arranged Bidder' tab. A dropdown menu is open, displaying a list of bidders. The 'Query' and 'OK' buttons are highlighted with red boxes.

	Bidder (DUNS #)	Bidder Prop	Bidder Name
Operator			
Value			
Sort Sequence	0	0	0
Sort Order			
Case Sensitive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Query Results:			
1	006931794	1	NATURAL GAS PIPELINE COMPANY OF
2	078718125	10001	ENCORE ENERGY PARTNERS OPERATIN
3	788341485	10002	VILLAGE OF STUART
4	078835079	10003	GRASSLANDS ENERGY MARKETING LL
5	987987989	10004	URSA PICEANCE LLC
6	020354630	10005	FCSTONE, LLC
7	006939540	10006	DUKE ENERGY INDIANA, INC
8	078887136	10007	GREEN PLAINS ATKINSON LLC
9	006967798	10009	SPIRE MISSOURI INC.
10	848984915	10010	GREEN PLAINS TRADE GROUP, LLC

- ❖ Then you hit **Query** and **OK**



How to build the offer

➤ Pre-Arranged Bidders Tab Cont'd...

- ❖ After you pick the Pre-Arranged Bidder, use the pick list [...] to pick the party at that company you want to receive email notifications regarding the offer and that will be the party Tallgrass contacts if there are any system issues.

Bidder Contact: [Redacted] [...]

Bidder Phone: [Redacted]

Bidder Fax: [Redacted]

Bidder E-mail: [Redacted]

Affil: [Redacted]

Prearr Match Date/Prearr Match Time: [Redacted]

Does Shipper Act as Agent: [Redacted]

Meets Rollover Conditions Ind

Contact

Query Filters: Show All Cols Adv. Filter Remember System Default

	Bidder Contact ID	Bidder Contact	Bidder Phone	Bidder Fax	Bidde
Operator					
Value					
Sort Sequence	0	0	0	0	
Sort Order					
Case Sensitive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Query Results:					
1	174				
2	175				
3	178				
4	179				
5	180				
6	1498				
7	1639				

Query More >>> All Cancel **OK**

- ❖ In the pop-up high-light the name of the party you wish to choose and click **OK**.



How to build the offer

➤ Pre-Arranged Bidders Tab Cont'd...

❖ It required for all Offers with Pre-Arranged Bidders to denote if there is an Affiliate relationship.

Affil:

Prearr Match Date/Prearr Match Time:

RELEASING SHIPPER

TRANSPORTATION SERVICE PROVIDER

❖ If the Releasing shipper is an Agent acting on someone else's behalf, please denote it here.

Does Shipper Act as Agent:

Y RELEASING SHIPPER ACTS AS AN AGENT

N RELEASING SHIPPER DOES NOT ACT AS AN AGENT



How to build the offer

➤ Next the Detail Bidder Tab

General Contact Additional Terms Pre-Arranged Bidder Detail Recall/Reput. Approval																
Offer Detail ID	Rel K	...	Rate Sch	Loc/QTI Desc	Loc (Rec)	Loc Name (Rec)	Loc Purp (Rec)	Loc Purp Desc (Rec)	Loc (Del)	Loc Name (Del)	Loc Purp (Del)	Loc Purp Desc (Del)	Route	Capacity Available	Max Offer Qty - K	Max Offer Lo
1																
2																
3																
4																
5																
6																
7																
8																
9																
10																
11																
12																
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23																
24																
25																

Get Capacity Available



How to build the offer

➤ Detail Tab Cont'd...

- ❖ First way to look up a K# is to click on the pick list [...] in the pop-up box click on **All**, highlight the K# and path you want to release

The screenshot shows a software interface with a 'Detail' tab. A table lists offer details with columns: Offer Detail ID, Rel K, Rate Sch, Loc/QTI Desc, Loc (Rec), Loc Name (Rec), Loc Purp (Rec), and Loc. A pop-up window titled 'Releasing K - Scoped' is open, displaying a table of query results. The 'All' button at the bottom of the pop-up is highlighted with a red box.

Offer Detail ID	Rel K	Rate Sch	Loc/QTI Desc	Loc (Rec)	Loc Name (Rec)	Loc Purp (Rec)	Loc
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							

Rel K	Loc (Rec)	Loc Name (Rec)	Loc Purp Cd (Rec)	Loc Purp (Rec)
Operator				
Value				
Sort Sequence	0	0	0	0
Sort Order				

Query Results:
1 9 36391 TMGATH/TIGT WIND RECEIPT LOCATION M2
2 9 36391 TMGATH/TIGT WIND RECEIPT LOCATION M2
3 9 36391 TMGATH/TIGT WIND RECEIPT LOCATION M2
4 9 36391 TMGATH/TIGT WIND RECEIPT LOCATION M2
5 9 36391 TMGATH/TIGT WIND RECEIPT LOCATION M2
6 9 36391 TMGATH/TIGT WIND RECEIPT LOCATION M2
7 9 36391 TMGATH/TIGT WIND RECEIPT LOCATION M2
8 9 41544 CHEY/TIGT SCOTT RECEIPT LOCATION M2
9 9 4905 AUGUSTUS/TIGT Y RECEIPT LOCATION M2
10 9 6616 PEPL/TIGT #1 GRAN OTHERS S9
11 9 6616 PEPL/TIGT #1 GRAN OTHERS S9
12 9 6616 PEPL/TIGT #1 GRAN OTHERS S9
13 9 7857 TPC/TIGT ADAMS RECEIPT LOCATION M2
14 9 8164 FOUNDATION/TIGT RECEIPT LOCATION M2

- ❖ Then click **OK**



How to build the offer

➤ Detail Tab Cont'd...

- ❖ First way to look up a K# is to click on the pick list [...] in the pop-up box, under REL K put in the K#, hit **Query**, highlight the line with the path you want to release and hit **OK**

The screenshot shows a software interface with a 'Detail' tab. A table lists offer details with columns: Offer Detail ID, Rel K, Rate Sch, Loc/QTI Desc, Loc (Rec), Loc Name (Rec), and Loc Purp (Rec). A pop-up window titled 'Releasing K - Scoped' is open, showing a 'Query Filters' section with 'Show All Cols' unchecked and 'Adv. Filter' checked. Below this is a table with columns: Rel K, Loc (Rec), Loc Name (Rec), Loc Purp Cd (Rec), and Loc Purp (Rec). The 'Value' field is highlighted with a red box. Below the table is a 'Query Results' section with a table of results. The 'Query' button and the 'OK' button are highlighted with red boxes.

Offer Detail ID	Rel K	Rate Sch	Loc/QTI Desc	Loc (Rec)	Loc Name (Rec)	Loc Purp (Rec)
1	...					
2	...					
3	...					
4	...					
5	...					
6	...					
7	...					
8	...					
9	...					
10	...					
11	...					
12	...					
13	...					
14	...					
15	...					
16	...					
17	...					
18	...					
19	...					
20	...					
21	...					
22	...					
23	...					
24	...					
25	...					

Rel K	Loc (Rec)	Loc Name (Rec)	Loc Purp Cd (Rec)	Loc Purp (Rec)
Operator				
Value				
Sort Sequence	0	0	0	0
Sort Order				

1	9	36391	TMGATH/TIGT WIND RECEIPT LOCATION	M2
2	9	36391	TMGATH/TIGT WIND RECEIPT LOCATION	M2
3	9	36391	TMGATH/TIGT WIND RECEIPT LOCATION	M2
4	9	36391	TMGATH/TIGT WIND RECEIPT LOCATION	M2
5	9	36391	TMGATH/TIGT WIND RECEIPT LOCATION	M2
6	9	36391	TMGATH/TIGT WIND RECEIPT LOCATION	M2
7	9	36391	TMGATH/TIGT WIND RECEIPT LOCATION	M2
8	9	41544	CHEY/TIGT SCOTT RECEIPT LOCATION	M2
9	9	4905	AUGUSTUS/TIGT Y RECEIPT LOCATION	M2
10	9	6616	PEPL/TIGT #1 GRAN OTHERS	S9
11	9	6616	PEPL/TIGT #1 GRAN OTHERS	S9
12	9	6616	PEPL/TIGT #1 GRAN OTHERS	S9
13	9	7857	TPC/TIGT ADAMS RECEIPT LOCATION	M2
14	9	8164	FOUNDATION/TIGT RECEIPT LOCATION	M2



How to build the offer

➤ Detail Tab Cont'd...

- ❖ Scroll right to the **Max Offer Qty Loc** and put in the amount of capacity you're going to release for that path.

Max Offer Qty - K	Max Offer Qty - Loc	M
	1	

- ❖ Next under **Rate Form/Type Desc** choose if you want a Reservation or Volumetric Offer

Rate Form/Type Desc	Min Acpt Vol Pct	Min Acpt Vol Qty
RESERVATION CHARGE ONLY		
VOLUMETRIC CHARGE ONLY		

- ❖ If you choose Volumetric you must enter *either* Percent or Quantity to fill in, not both! These squares are grayed out otherwise.

Min Acpt Vol Pct	Min Acpt Vol Qty

- ❖ If you choose Reservation your next box to fill out is the drop-down for **Rel Acpt Bid Basis Desc**

Rel Acpt Bid Basis Desc	IBR
Non-Index-Based Release - Absolute dollars and cents per unit basis	
Non-Index-Based Release - Percentage of maximum tariff rate	



How to build the offer

➤ Detail Tab Cont'd...

- ❖ If you chose Absolute Dollars and Cents fill out the minimum rate you will accept. Note: Res Rate Basis Desc defaults to **PER MONTH**. If you want the rate to be different please choose from the drop down.

Rate ID Desc	Min Acpt Rate	Res Rate Basis Desc	Min Acpt Pct
RESERVATION	\$ 0.00000	PER MONTH	

Min Acpt Rate	Res Rate Basis Desc	Min Acpt
	PER MO	
SERVICE UNIT (FOR STORAGE)		
SEASONAL		
PER YEAR		
PER MONTH		
PER DAY		

- ❖ If the deal is **Pre-Arranged biddable** or **Non-biddable** scroll right and review the rate bid and MDQ that will appear on the Pre-Arranged bid

Bid Qty - Loc	Rate Bid
1	\$ 0.00000

- ❖ If you chose Percentage of Maximum Tariff fill out the minimum percentage of the tariff rate you will accept.

Res Rate Basis Desc	Min Acpt Pct	Ma
PER MONTH	100.00%	



How to build the offer

➤ Detail Tab Cont'd...

❖ If the deal is **Pre-Arranged biddable** or **Non-biddable** scroll right and review the percentage bid and MDQ that will appear on the Pre-Arranged bid

Recall/Reput		Approval										
Rate	Res Rate Basis Desc	Min Acpt Pct	Max Trf Rate	Surchg ID Desc	Surchg Ind Desc	Tot Surchg	Repl SR K	Bid Qty - K	Bid Qty - Loc	Rate Bid	Pct Max Trf Rate Bid	M
	PER MONTH	100.00%	\$ 15.50710		RATE(S) STATED			1	1		100.00%	



How to build the offer

➤ Next Recall/Reput Tab

The screenshot displays a software interface with the following elements:

- Navigation Tabs:** General, Contact, Additional Terms, Pre-Arranged Bidder, Details, **Recall/Reput** (highlighted with a red box), Approval.
- Bus Day Ind:** A dropdown menu.
- Recall Notification Periods:** A section containing six dropdown menus, each currently set to "NO":
 - Recall Notif Timely: NO
 - Recall Notif EE: NO
 - Recall Notif Eve: NO
 - Recall Notif ID1: NO
 - Recall Notif ID2: NO
 - Recall Notif ID3: NO
- Recall/Reput Terms:** A large, empty text area for entering terms.



How to build the offer

➤ Recall/Reput Tab Cont'd...

- ❖ Note: this tab will only appear if you have chosen to make the offer Recallable on the **General Tab**
- ❖ On the tab from the drop-down choose if you want the recall notification to go out on a business day

General | Contact | Additional Terms | Pre-Arranged Bidder | Detail | **Recall/Reput** | Approval

Bus Day Ind: [Dropdown Menu]

- NO RECALL NOTIFICATION IS NOT LIMITED TO A BUSINESS DAY
- YES RECALL NOTIFICATION MUST BE PROVIDED EXCLUSIVELY ON A BUSINESS DAY

- ❖ Then using the drop-down menus below choose the Cycle you want available for notifications

Recall Notification Periods

Recall Notif Timely: [NO] [YES]

Recall Notif EE: [NO]

Recall Notif Eve: [NO]

Recall Notif ID1: [NO]

Recall Notif ID2: [NO]

Recall Notif ID3: [NO]



How to build the offer

- Recall/Reput Tab Cont'd...
 - ❖ Finally if you allow Recall/Reput you must put something in this box

Recall/Reput Terms:

Must put a note here

The image shows a screenshot of a web form. A red rectangular box highlights the 'Recall/Reput Terms' field, which contains the text 'Must put a note here'. The form is set against a light gray background with a vertical scrollbar on the right side.



How to Submit the Offer

➤ Review Header

- ❖ After you have finished filling out all of the tabs, look to the right of the header, you will see everything is currently blank

The screenshot shows a software interface for managing offers. At the top, there are tabs: Links, Retrieve, Validate, Update, Submit, Withdraw, Help, and Cancel. The 'Update' tab is active. Below the tabs, there are several input fields and dropdown menus. A red box highlights the right side of the form, which includes fields for Status (set to ORIGINAL), Capacity Release Status, Cycle (set to 1), Post Date/Post Time, and Cap Awd Date/Cap Awd Time. Other fields include TSP / TSP Prop (828257431), TSP Name (TALLGRASS INTERSTATE GT, LLC), Offer No (1305), Rel St Date (12/1/2020), Rel End Date (12/31/2020), IBR Ind (No - the release), Mkt Based Rate Ind (NO), and Releaser Name (BLACK HILLS SERVICE COMPANY, LLC).

- ❖ Then hit **Update**.

This close-up shows the action buttons at the bottom of the form: Retrieve, Validate, Update, Submit, Withdraw, Help, and Cancel. The 'Update' button is highlighted with a red box.

- ❖ If the update works, you will now see an offer number. The offer is not complete at this point, but you can use this number to submit the offer later as it's now a saved draft or have someone at the TSP review the offer if you have questions.

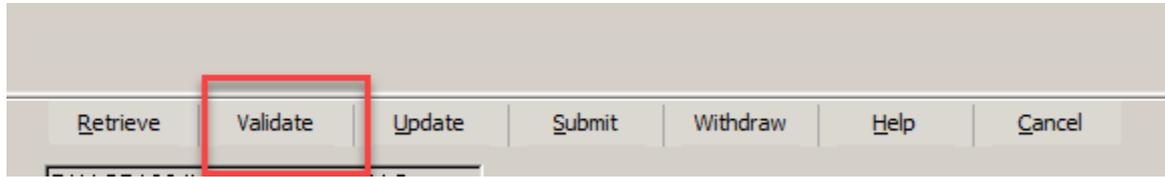
This close-up shows the 'Offer No:' field. The text box contains the number '1306'. To the right of the text box are two buttons: a three-dot menu button and an 'N->' button.



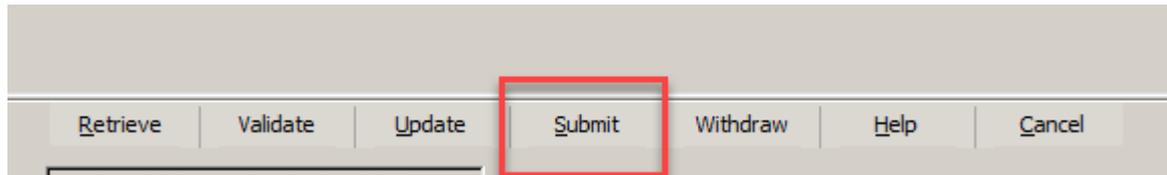
How to Submit the Offer

➤ Review Header Cont'd...

- ❖ After you have updated the Offer, you can then click on **Validate**, this will show you any errors you may need to correct to be able to **Submit** the offer.



- ❖ If there are no errors and you are ready for the offer to become public, hit **Submit**.



- ❖ If the Offer has been accepted, you will see the status is now **Approved**.

Status: ORIGINAL Capacity Release Status: APPROVED

Cycle: 1 Post Date/Post Time: 11/12/2020 11:33:11 AM

Cap Awd Date/Cap Awd Time: 11/13/2020 11:00:00 AM



How to Submit the Offer

➤ Review Header Cont'd...

- ❖ If the Offer you are submitting is for a Permanent Capacity Release the status will show Pending Approval and a TSP employee will move the offer to Approved after reviewing and receiving the appropriate internal approvals for the Replacement contract to be executed.

The screenshot shows a web form with the following fields:

- Status: ORIGINAL
- Capacity Release Status: PENDING APPR (highlighted with a red box)
- Offer ID: 1
- Post Date/Post Time: 11/12/2020 12:57:41 PM
- Cap Awd Date/Cap Awd Time: 11/18/2020 11:00:00 AM