TALLGRASS
ENERGY PARTNERS

How to Withdraw an Offer

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How to Withdraw 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**

How to find the Offer Screen

➢ From the Systems drop down menu pick **Open TSP** to choose which Pipeline you are releasing capacity on.
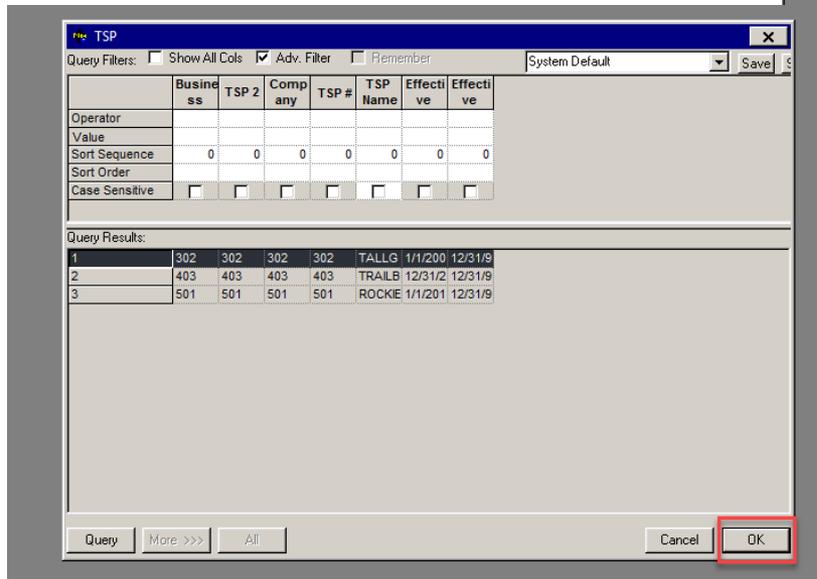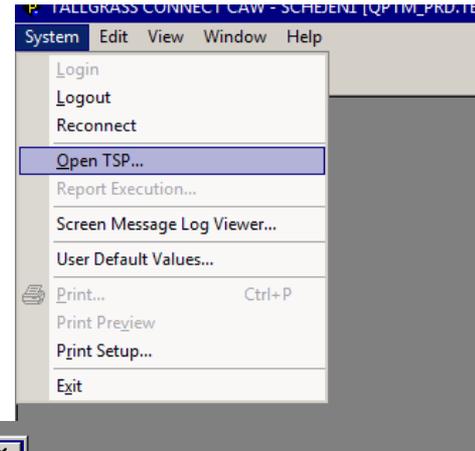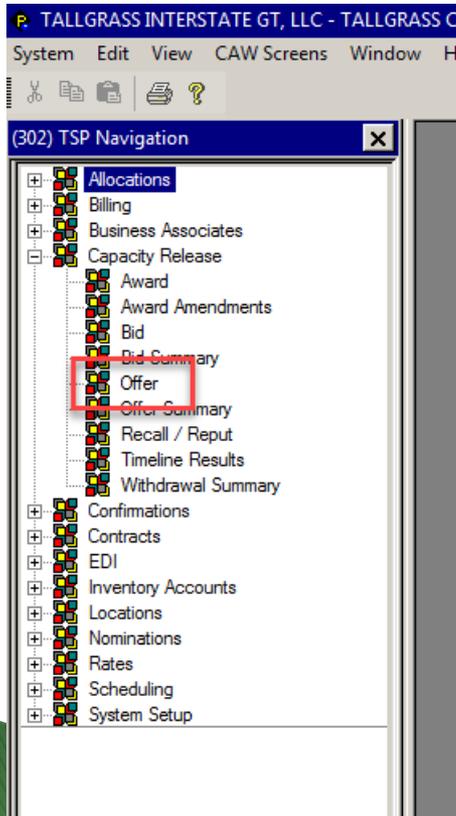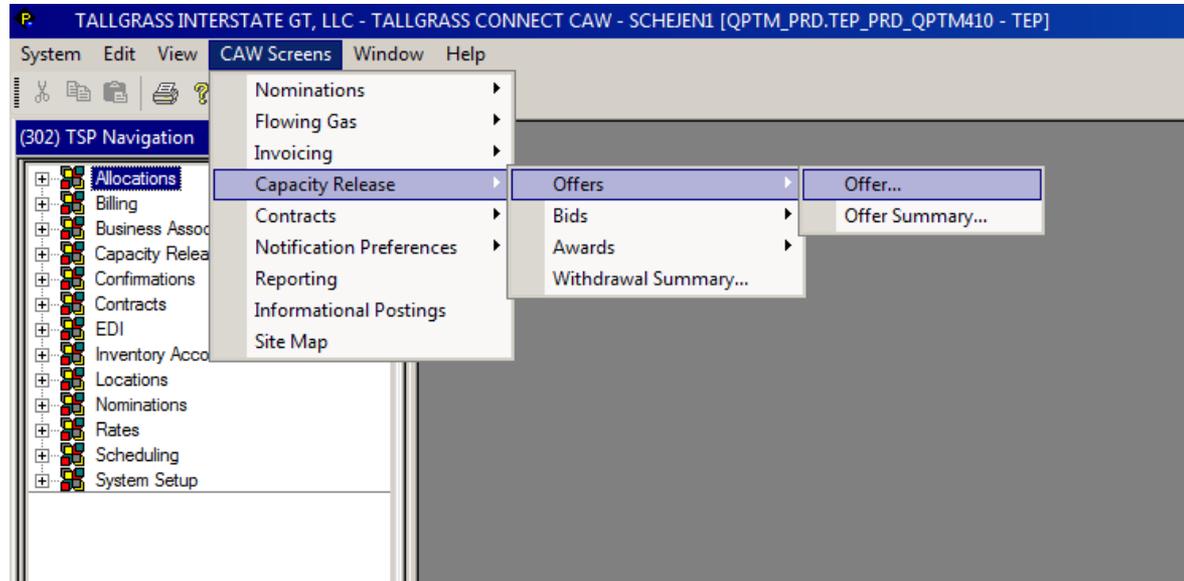
From the pop-up window highlight the appropriate pipeline and click **OK**

How to find the Offer Screen

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

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

How to Withdraw the offer

➢ Start with retrieving the offer you wish to Withdraw

 ❖ Note: Offers cannot be Withdrawn once bid upon or awarded

 ❖ In the header put the Offer # in the blue box and hit **Retrieve**

 ❖ Then go to the **Withdraw** tab

How to Withdraw the offer

➢ Withdraw Tab Cont'd…

  ❖ Click on the pick list **[…]** and fill in either the company name of the Releasing Shipper or the GID/BA Entry #, then hit **Query** and then **OK** after the Releasing shipper pulls up.

How to Withdraw the offer

➤ Withdraw Tab Cont'd…
  ❖ After updating the Releasing Shipper information, fill out the reason for withdrawing the offer, this is required.

  ❖ Then click on **Withdraw**

  ❖ And **Yes**

How to Withdraw the offer

➢ Finally look to the header to make sure the Offer Status is now Withdrawn