

MyQuorum – Imbalance Trades and Storage Transfers

May 2023



➤ Imbalance Trade Process

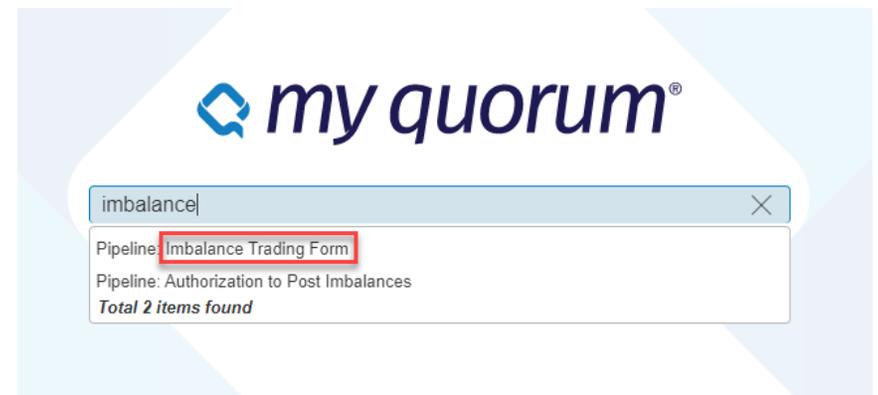
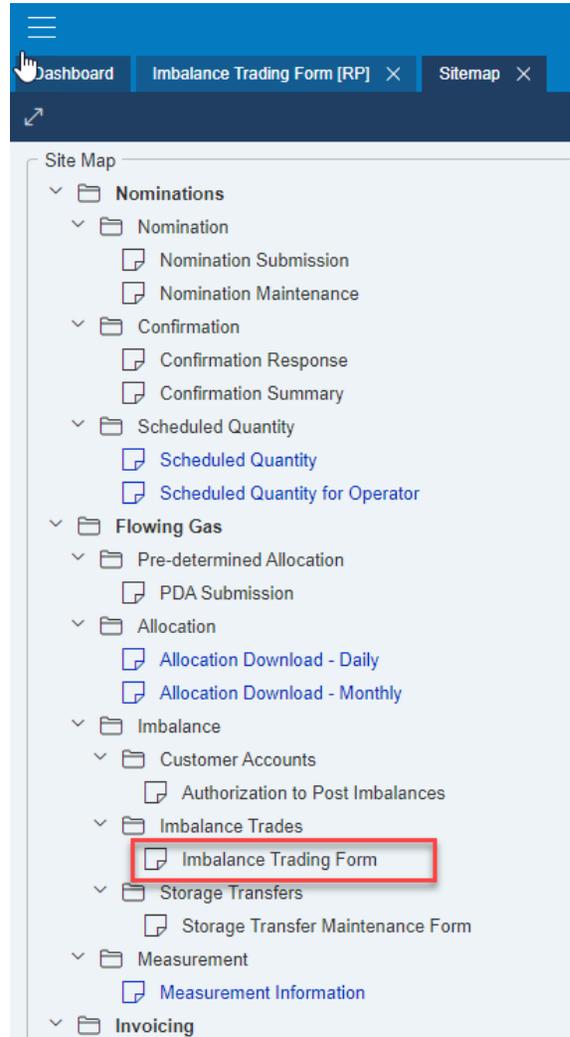
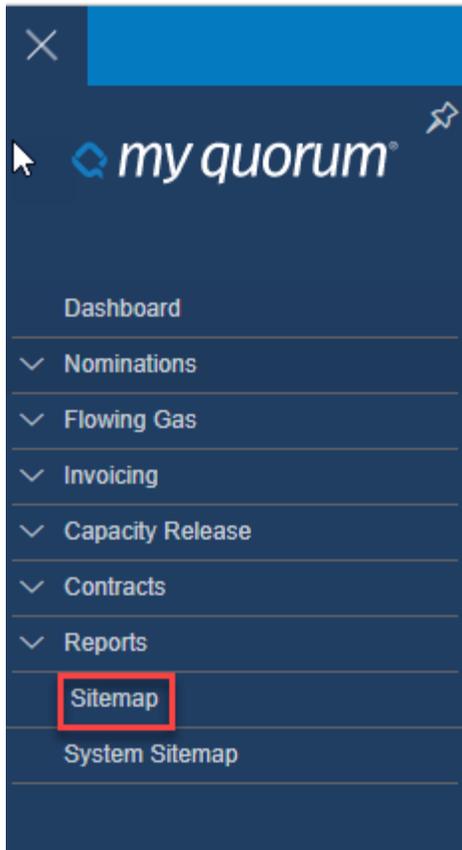
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➤ Storage Transfer Process

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Imbalance Trade- Screen Navigation

- Menu >> Sitemap >> Imbalance >> Imbalance Trades >> Imbalance Trading Form
- You may also use the search function and type in “Imbalance Trading Form”



Imbalance Trading Form

- **Note:** Any field with an asterisk is a required field (for all screens)

Imbalance Trading Form [RP]

Pipeline Operator QPTM TEST1

Dashboard Imbalance Trading Form [RP] Sitemap

Retrieve Submit Request New

TSP	TSP Prop	TSP Name	Imb Trd Trk Id	Acct Per	Imb Trd Rsp Desc	Status	Trd Qty Req
013541571	*325	*RUBY PIPELINE, L.L.C.	<<NEW>	05/2023		New	*0

Stmnt D/T	TSP Contact	TSP Phone	TSP Ext
Stmnt D/T	TSP Contact	TSP Phone	TSP Ext

Initiating Trader

Init Trdr	Init Trdr Prop	Init Trdr Name	Init Trdr Contact
Init Trdr	*Init Trdr Prop	Init Trdr Name	*Init Trdr Contact

Init Trdr Phone	Ext	K-Init Trdr	K Holder-Init Trdr	K Holder-Init Trdr Prop
*Init Trdr Phone	Ext	*K-Init Trdr	K Holder-Init Trdr	K Holder-Init Trdr Prop

K Holder-Init Trdr Name	Imb Per-Init Trdr	Imb Type-Init Trdr	Init Trdr Acct Type
K Holder-Init Trdr Name	*Imb Per-Init Trdr	*Imb Type-Init Trdr	Init Trdr Acct Type

OIA-Init Trdr	Imb Trd Dir Desc	Fuel Method	Trd Fuel Qty-Init Trdr
OIA-Init Trdr	Imb Trd Dir Desc	Fuel Method	Trd Fuel Qty-Init Trdr

Trd Fuel Pct-Init Trdr

Trd Fuel Pct-Init Trdr

Confirming Trader

Conf Trdr	Conf Trdr Prop	Conf Trdr Name	Conf Trdr Contact
Conf Trdr	*Conf Trdr Prop	Conf Trdr Name	Conf Trdr Contact

Conf Trdr Phone	Ext	K-Conf Trdr	K Holder-Conf Trdr	K Holder-Conf Trdr Prop
Conf Trdr Phone	Ext	K-Conf Trdr	K Holder-Conf Trdr	K Holder-Conf Trdr Prop

K Holder-Conf Trdr Name	Imb Per-Conf Trdr	Imb Type-Conf Trdr	Conf Trdr Acct Type
K Holder-Conf Trdr Name	Imb Per-Conf Trdr	Imb Type-Conf Trdr	Conf Trdr Acct Type

OIA-Conf Trdr	Trd Qty	Trd Fuel Qty-Conf Trdr	Trd Fuel Pct-Conf Trdr
OIA-Conf Trdr	Trd Qty	Trd Fuel Qty-Conf Trdr	Trd Fuel Pct-Conf Trdr

Comments

Help

Trade Form: Enter Initiating Trader Info (Pt.1) TALLGRASS

- Click on the Pick List to Enter Shipper Data

Initiating Trader

Init Trdr Init Trdr	Init Trdr Prop *Init Trdr Prop	Init Trdr Name Init Trdr Name	Init Trdr Contact *Init Trdr Contact	
Init Trdr Phone *Init Trdr Phone	Ext Ext	K-Init Trdr *K-Init Trdr	K Holder-Init Trdr K Holder-Init Trdr	K Holder-Init Trdr Prop K Holder-Init Trdr Prop
K Holder-Init Trdr Name K Holder-Init Trdr Name	Imb Per-Init Trdr *Imb Per-Init Trdr	Imb Type-Init Trdr *Imb Type-Init Trdr	Init Trdr Acct Type Init Trdr Acct Type	
OIA-Init Trdr OIA-Init Trdr	Imb Trd Dir Desc Imb Trd Dir Desc	Fuel Method Fuel Method	Trd Fuel Qty-Init Trdr Trd Fuel Qty-Init Trdr	

Pick for BP Ni

#	Init Trdr	Init Trdr Prop	Init Trdr Name
1	625275755	17997	

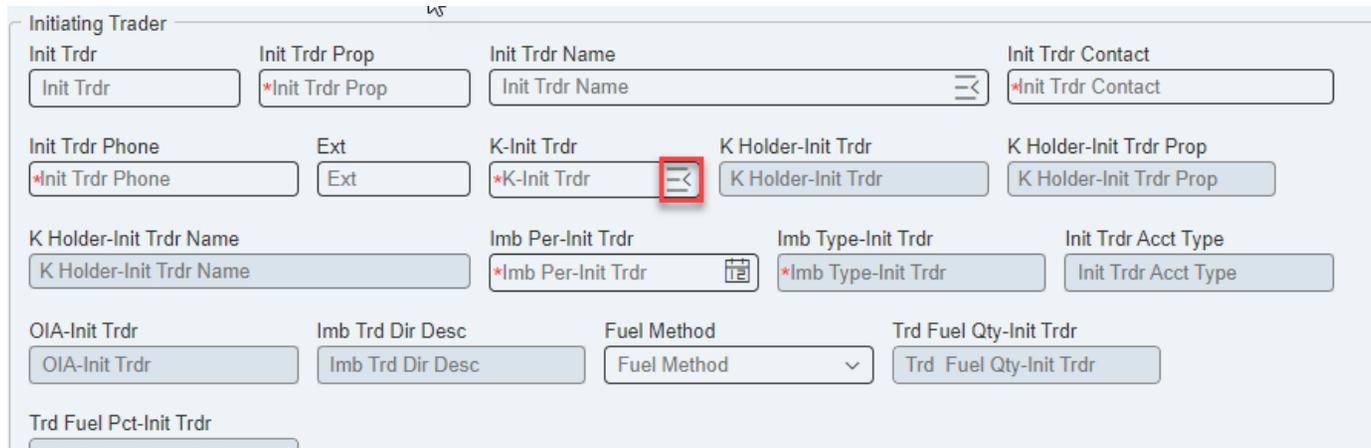
1-1 of 1

CANCEL OK

1. Enter in Business Party #
2. Select Shipper
3. Click on OK in the bottom right-hand corner

Trade Form: Enter Initiating Trader Info (Pt.1) TALLGRASS

- Click on Second Pick List to Enter Contract Information
(Type KT#, select KT then click "OK" to confirm selection)



Initiating Trader

Init Trdr: Init Trdr
Init Trdr Prop: *Init Trdr Prop
Init Trdr Name: Init Trdr Name
Init Trdr Contact: *Init Trdr Contact

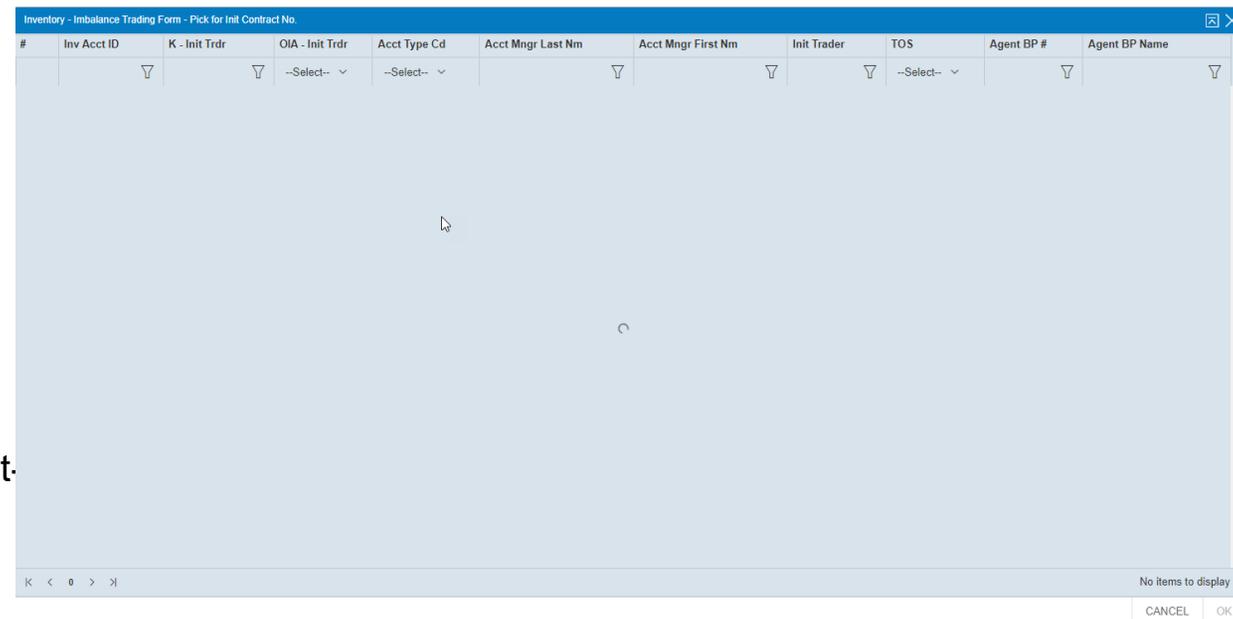
Init Trdr Phone: *Init Trdr Phone
Ext: Ext
K-Init Trdr: *K-Init Trdr
K Holder-Init Trdr: K Holder-Init Trdr
K Holder-Init Trdr Prop: K Holder-Init Trdr Prop

K Holder-Init Trdr Name: K Holder-Init Trdr Name
Imb Per-Init Trdr: *Imb Per-Init Trdr
Imb Type-Init Trdr: *Imb Type-Init Trdr
Init Trdr Acct Type: Init Trdr Acct Type

OIA-Init Trdr: OIA-Init Trdr
Imb Trd Dir Desc: Imb Trd Dir Desc
Fuel Method: Fuel Method
Trd Fuel Qty-Init Trdr: Trd Fuel Qty-Init Trdr

Trd Fuel Pct-Init Trdr

1. Enter in KT #
2. Select from the list of imbalance contracts
3. Click OK in the bottom right-hand corner



Inventory - Imbalance Trading Form - Pick for Init Contract No.

#	Inv Acct ID	K - Init Trdr	OIA - Init Trdr	Acct Type Cd	Acct Mngr Last Nm	Acct Mngr First Nm	Init Trader	TOS	Agent BP #	Agent BP Name
			--Select--	--Select--				--Select--		

No items to display

CANCEL OK

Trade Form: Initiating Trader Info. (Pt.1)

Acct Per: Is the current open business month.

The screenshot shows a web application interface for 'Imbalance Trading Form [RP]'. The top navigation bar includes 'Dashboard', 'Imbalance Trading Form [RP]', and 'Sitemap'. The main form is divided into several sections:

- TSP Information:** TSP (013541571), TSP Prop (*325), TSP Name (RUBY PIPELINE, L.L.C.), Imb Trd Trk Id (<NEW>), Acct Per (05/2023), Imb Trd Rsp Desc, Status (New), and Trd Qty Req (*0).
- Contact Information:** Stmt D/T, TSP Contact, TSP Phone, and TSP Ext.
- Initiating Trader:** Init Trdr, Init Trdr Prop (*Init Trdr Prop), Init Trdr Name, Init Trdr Contact, Init Trdr Phone, Ext, K-Init Trdr, K Holder-Init Trdr, K Holder-Init Trdr Prop, K Holder-Init Trdr Name, Imb Per-Init Trdr, Imb Type-Init Trdr, Init Trdr Acct Type, OIA-Init Trdr, Imb Trd Dir Desc, Fuel Method, Trd Fuel Qty-Init Trdr, and Trd Fuel Pct-Init Trdr.
- Confirming Trader:** Conf Trdr, Conf Trdr Prop (*Conf Trdr Prop), Conf Trdr Name, Conf Trdr Contact, Conf Trdr Phone, Ext, K-Conf Trdr, K Holder-Conf Trdr, K Holder-Conf Trdr Prop, K Holder-Conf Trdr Name, Imb Per-Conf Trdr, Imb Type-Conf Trdr, Conf Trdr Acct Type, OIA-Conf Trdr, Trd Qty, Trd Fuel Qty-Conf Trdr, and Trd Fuel Pct-Conf Trdr.

Red arrows point from the text annotations to the 'Acct Per' and 'Imb Per-Init Trdr' fields.

Imb Per- Init Trdr:
Month Imbalance
Occurred

Note: on TIGT
Imbalance
contracts are
(IMBT-BP#)

- Fuel Method

Imbalance Trade: No Fuel
(leave fuel method blank)

Imbalance Trade w/ Storage:
Select fuel in kind

- Fuel is only deducted on injections into Storage (Long IMB)

- Enter Trade Quantity

Dashboard | Imbalance Trading Form [RP] | Sitemap

TSP: 013541571 | TSP Prop: *325 | TSP Name: *RUBY PIPELINE, L.L.C. | Imb Trd Trk Id: *<NEW> | Acct Per: 05/2023

Stmnt D/T: Stmnt D/T | TSP Contact: TSP Contact | TSP Phone: TSP Phone

Initiating Trader

Init Trdr: Init Trdr | Init Trdr Prop: *Init Trdr Prop | Init Trdr Name: Init Trdr Name | Init Trdr Contact: *Init Trdr Contact

Init Trdr Phone: *Init Trdr Phone | Ext: Ext | K-Init Trdr: *K-Init Trdr | K Holder-Init Trdr: K Holder-Init Trdr | K Holder-Init Trdr Prop: K Holder-Init Trdr Prop

K Holder-Init Trdr Name: K Holder-Init Trdr Name | Imb Per-Init Trdr: *Imb Per-Init Trdr | Imb Type-Init Trdr: *Imb Type-Init Trdr | Init Trdr Acct Type: Init Trdr Acct Type

OIA-Init Trdr: OIA-Init Trdr | Imb Trd Dir Desc: Imb Trd Dir Desc | **Fuel Method: Fuel Method** | Trd Fuel Qty-Init Trdr: Trd Fuel Qty-Init Trdr

Trd Fuel Pct-Init Trdr: Trd Fuel Pct-Init Trdr

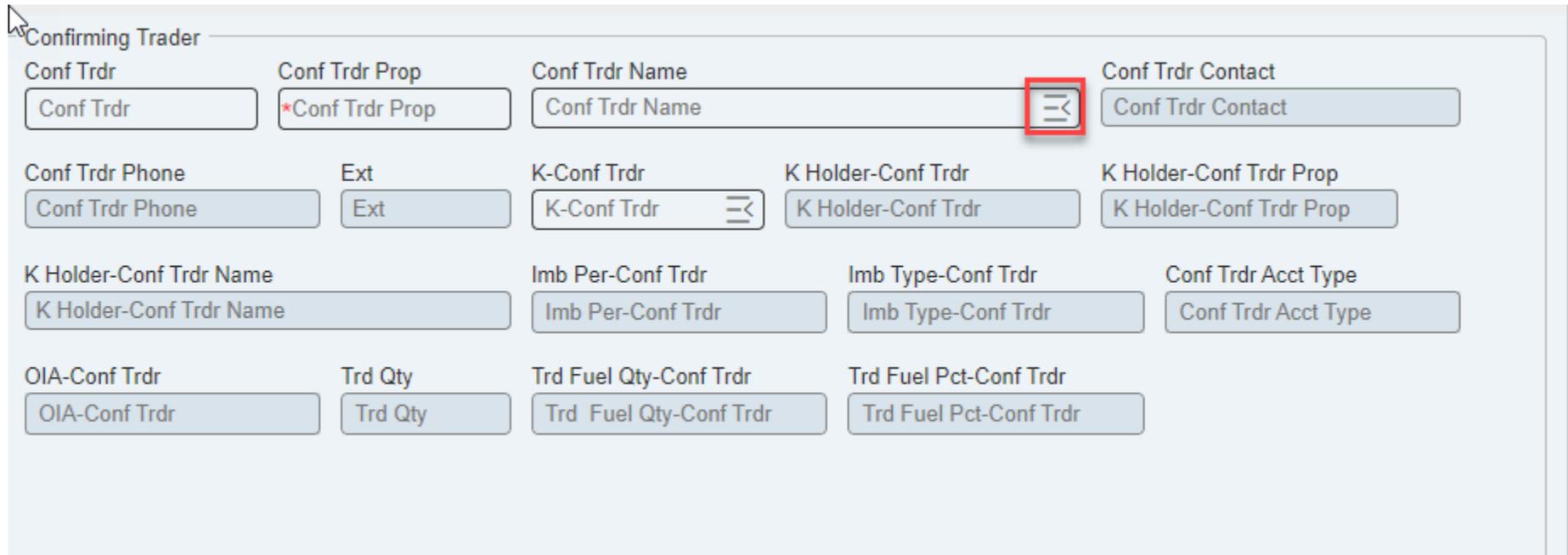
Confirming Trader

Conf Trdr: Conf Trdr | Conf Trdr Prop: *Conf Trdr Prop | Conf Trdr Name: Conf Trdr Name | Conf Trdr Contact: Conf Trdr Contact

Conf Trdr Phone: Conf Trdr Phone | Ext: Ext | K-Conf Trdr: K-Conf Trdr | K Holder-Conf Trdr: K Holder-Conf Trdr | K Holder-Conf Trdr Prop: K Holder-Conf Trdr Prop

K Holder-Conf Trdr Name: K Holder-Conf Trdr Name | Imb Per-Conf Trdr: Imb Per-Conf Trdr | Imb Type-Conf Trdr: Imb Type-Conf Trdr | Conf Trdr Acct Type: Conf Trdr Acct Type

OIA-Conf Trdr: OIA-Conf Trdr | **Trd Qty: Trd Qty** | Trd Fuel Qty-Conf Trdr: Trd Fuel Qty-Conf Trdr | Trd Fuel Pct-Conf Trdr: Trd Fuel Pct-Conf Trdr



The screenshot shows a 'Confirming Trader' form with the following fields and controls:

- Conf Trdr**: Text input field.
- Conf Trdr Prop**: Text input field with a red asterisk.
- Conf Trdr Name**: Text input field with a picklist icon (three horizontal lines and a left arrow) highlighted by a red box.
- Conf Trdr Contact**: Text input field.
- Conf Trdr Phone**: Text input field.
- Ext**: Text input field.
- K-Conf Trdr**: Text input field with a picklist icon.
- K Holder-Conf Trdr**: Text input field.
- K Holder-Conf Trdr Prop**: Text input field.
- K Holder-Conf Trdr Name**: Text input field.
- Imb Per-Conf Trdr**: Text input field.
- Imb Type-Conf Trdr**: Text input field.
- Conf Trdr Acct Type**: Text input field.
- OIA-Conf Trdr**: Text input field.
- Trd Qty**: Text input field.
- Trd Fuel Qty-Conf Trdr**: Text input field.
- Trd Fuel Pct-Conf Trdr**: Text input field.

- Use Picklist to Search for Confirming Trader by Company Name or Business Party Number

Trade Form: Entering Confirming Trader KT# TALLGRASS

Confirming Trader

Conf Trdr Conf Trdr	Conf Trdr Prop *Conf Trdr Prop	Conf Trdr Name Conf Trdr Name	Conf Trdr Contact Conf Trdr Contact	
Conf Trdr Phone Conf Trdr Phone	Ext Ext	K-Conf Trdr K-Conf Trdr	K Holder-Conf Trdr K Holder-Conf Trdr	K Holder-Conf Trdr Prop K Holder-Conf Trdr Prop
K Holder-Conf Trdr Name K Holder-Conf Trdr Name	Imb Per-Conf Trdr Imb Per-Conf Trdr	Imb Type-Conf Trdr Imb Type-Conf Trdr	Conf Trdr Acct Type Conf Trdr Acct Type	
OIA-Conf Trdr OIA-Conf Trdr	Trd Qty Trd Qty	Trd Fuel Qty-Conf Trdr Trd Fuel Qty-Conf Trdr	Trd Fuel Pct-Conf Trdr Trd Fuel Pct-Conf Trdr	

- Using the second pick list, choose confirming trader's imbalance contract.

Enter Confirming Trader Info. Complete

Imbalance KT#

Note: on TIGT
Imbalance contracts
are (IMBT-Business
Party #)

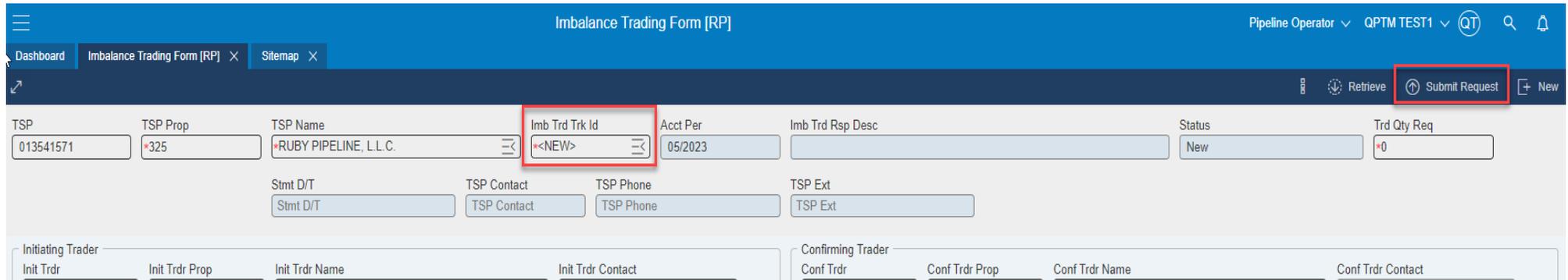
Confirming Trader

Conf Trdr Conf Trdr	Conf Trdr Prop *Conf Trdr Prop	Conf Trdr Name Conf Trdr Name	Conf Trdr Contact Conf Trdr Contact	
Conf Trdr Phone Conf Trdr Phone	Ext Ext	K-Conf Trdr K-Conf Trdr	K Holder-Conf Trdr K Holder-Conf Trdr	K Holder-Conf Trdr Prop K Holder-Conf Trdr Prop
K Holder-Conf Trdr Name K Holder-Conf Trdr Name	Imb Per-Conf Trdr Imb Per-Conf Trdr	Imb Type-Conf Trdr Imb Type-Conf Trdr	Conf Trdr Acct Type Conf Trdr Acct Type	
OIA-Conf Trdr OIA-Conf Trdr	Trd Qty Trd Qty	Trd Fuel Qty-Conf Trdr Trd Fuel Qty-Conf Trdr	Trd Fuel Pct-Conf Trdr Trd Fuel Pct-Conf Trdr	

Imbalance Period

Note: Imbalance
period (month) must
match Initiating
Trader

Trade Form: Submitting Trade Confirmation



Imbalance Trading Form [RP]

Dashboard Imbalance Trading Form [RP] X Sitemap X

Pipeline Operator QPTM TEST1 QT

Retrieve Submit Request New

TSP	TSP Prop	TSP Name	Imb Trd Trk Id	Acct Per	Imb Trd Rsp Desc	Status	Trd Qty Req
013541571	*325	*RUBY PIPELINE, L.L.C.	*<NEW>	05/2023		New	*0

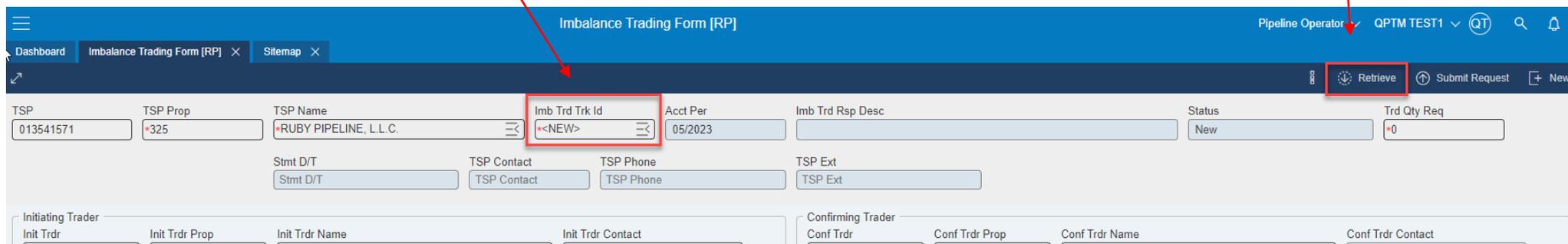
Stmt D/T	TSP Contact	TSP Phone	TSP Ext
Stmt D/T	TSP Contact	TSP Phone	TSP Ext

Initiating Trader	Confirming Trader						
Init Trdr	Init Trdr Prop	Init Trdr Name	Init Trdr Contact	Conf Trdr	Conf Trdr Prop	Conf Trdr Name	Conf Trdr Contact

- Once trade request has been submitted a trade ID will be assigned
- Confirming Trader will use this ID to retrieve the pending trade

Retrieve Pending Trade for Review / Approval

- Enter the trade ID# into the Imbalance Trade Form Screen and select “Retrieve”



Imbalance Trading Form [RP]

Dashboard | Imbalance Trading Form [RP] | Sitemap

Pipeline Operator | QPTM TEST1 | [QT] | [Search] | [Bell]

[Refresh] Retrieve [Submit Request] [New]

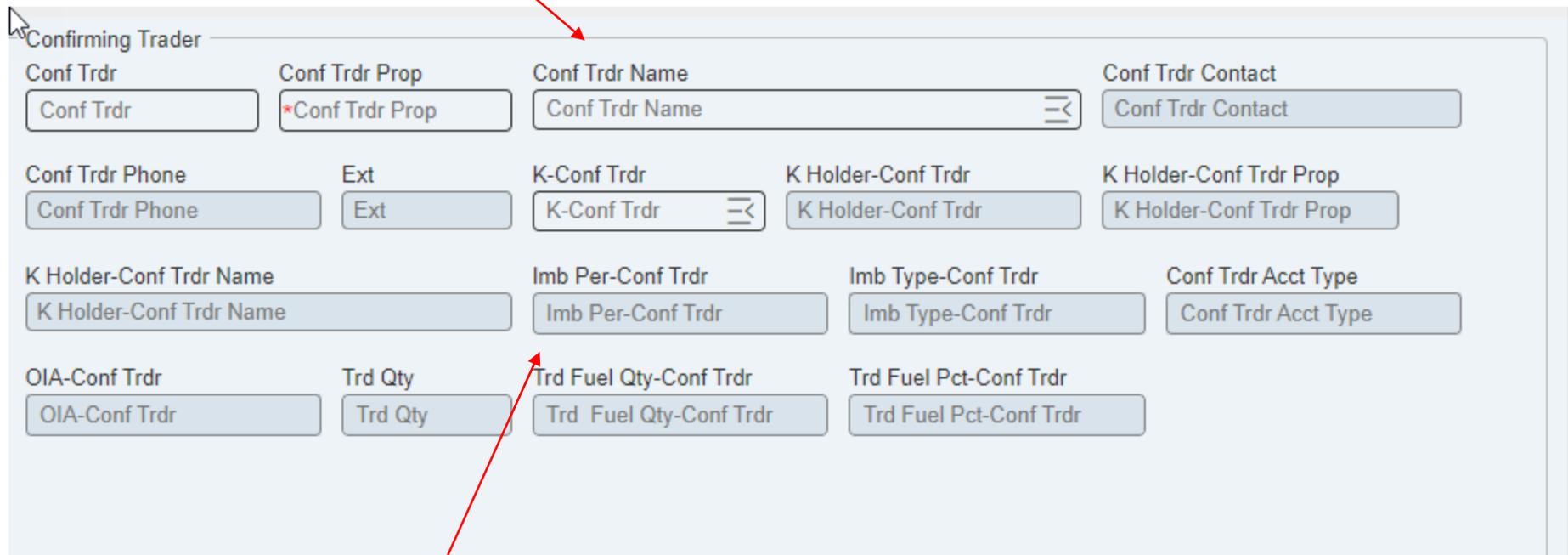
TSP	TSP Prop	TSP Name	Imb Trd Trk Id	Acct Per	Imb Trd Rsp Desc	Status	Trd Qty Req
013541571	*325	*RUBY PIPELINE, L.L.C.	<NEW>	05/2023		New	*0

Stmt D/T | TSP Contact | TSP Phone | TSP Ext

Initiating Trader | Confirmed Trader

Init Trdr	Init Trdr Prop	Init Trdr Name	Init Trdr Contact	Conf Trdr	Conf Trdr Prop	Conf Trdr Name	Conf Trdr Contact
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- Enter contact name and phone number

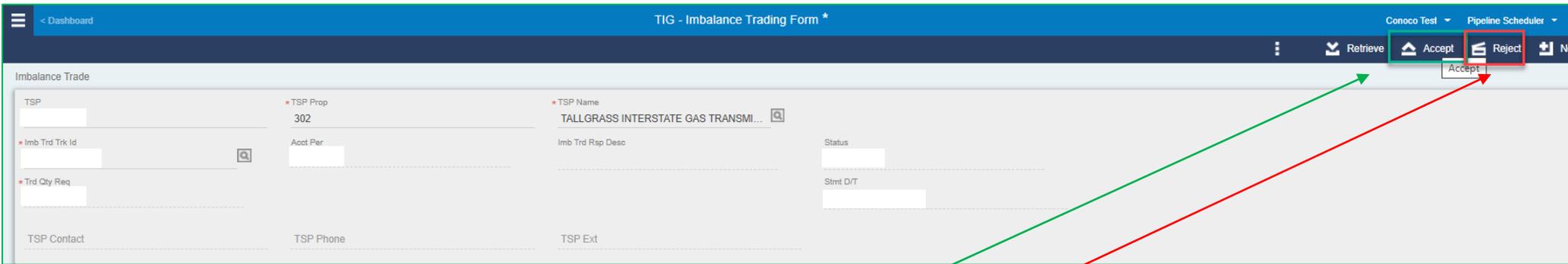


The screenshot shows a form titled "Confirming Trader" with the following fields:

Conf Trdr	Conf Trdr Prop	Conf Trdr Name	Conf Trdr Contact
Conf Trdr	*Conf Trdr Prop	Conf Trdr Name	Conf Trdr Contact
Conf Trdr Phone	Ext	K-Conf Trdr	K Holder-Conf Trdr
Conf Trdr Phone	Ext	K-Conf Trdr	K Holder-Conf Trdr
K Holder-Conf Trdr Name	Imb Per-Conf Trdr	Imb Type-Conf Trdr	Conf Trdr Acct Type
K Holder-Conf Trdr Name	Imb Per-Conf Trdr	Imb Type-Conf Trdr	Conf Trdr Acct Type
OIA-Conf Trdr	Trd Qty	Trd Fuel Qty-Conf Trdr	Trd Fuel Pct-Conf Trdr
OIA-Conf Trdr	Trd Qty	Trd Fuel Qty-Conf Trdr	Trd Fuel Pct-Conf Trdr

Red arrows point from the text in the first and third bullet points to the "Conf Trdr Name" and "Trd Fuel Qty-Conf Trdr" fields, respectively.

- Verify imbalance period and imbalance type are accurate.

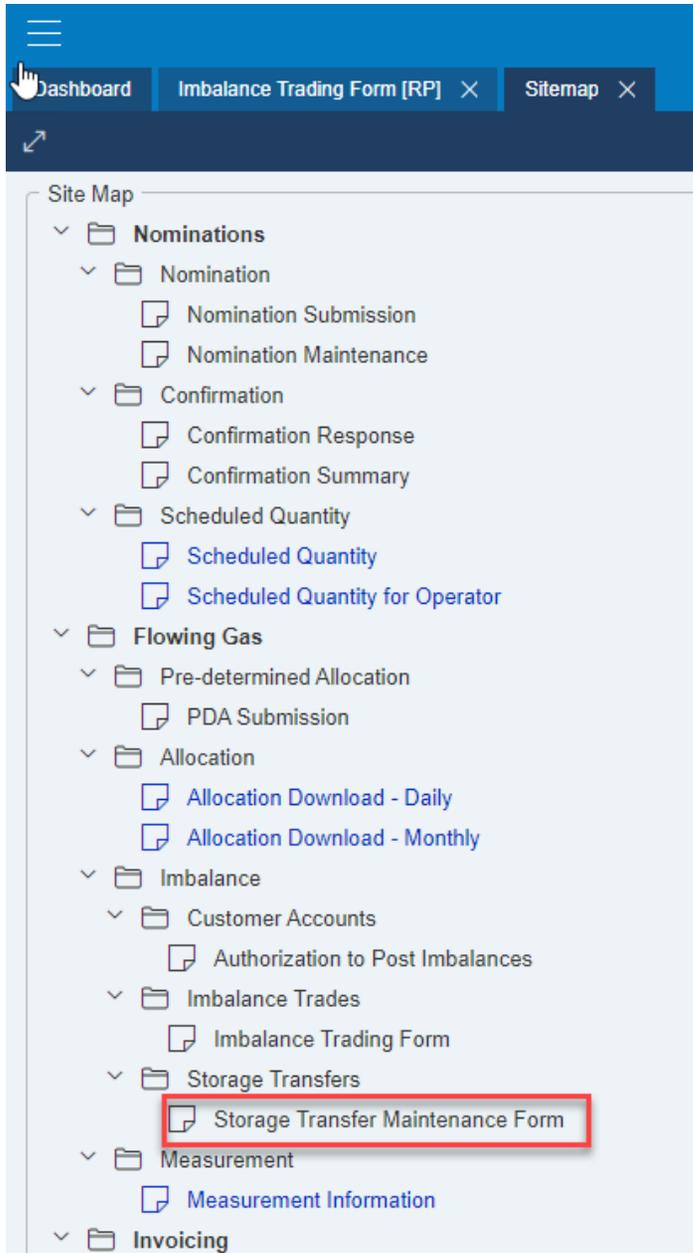


Imbalance Trade

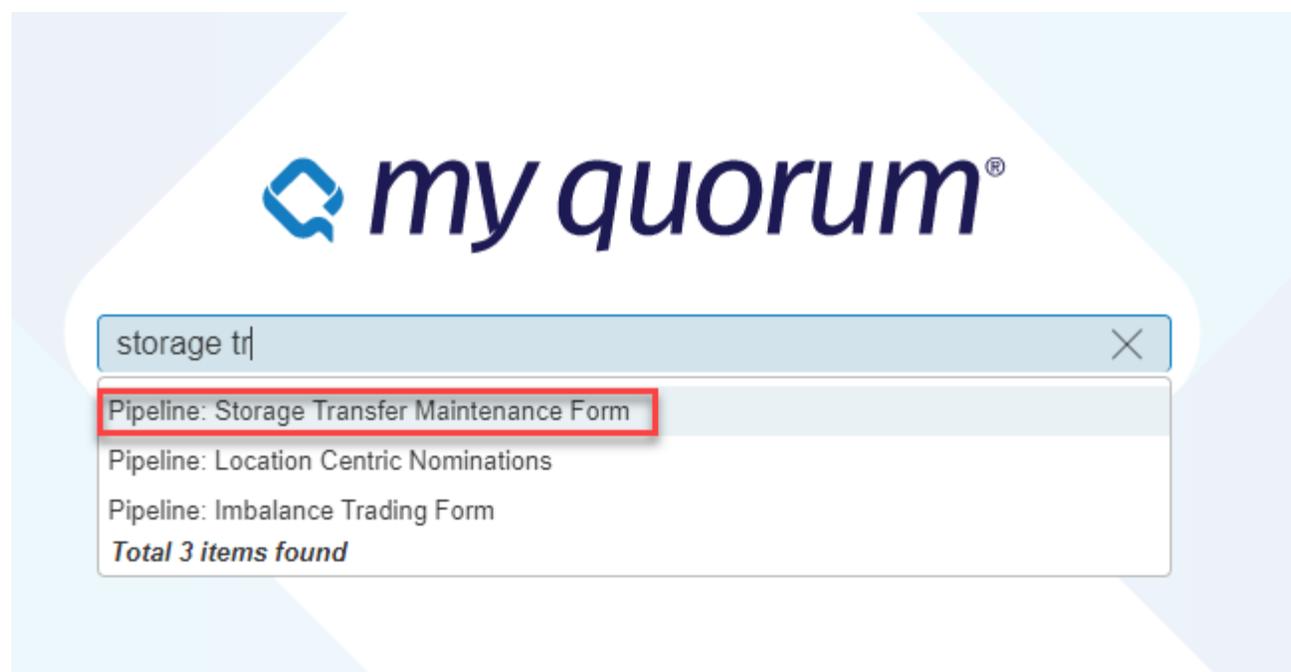
TSP
TSP Prop: 302
TSP Name: TALLGRASS INTERSTATE GAS TRANSMI...
Imb Trd Trk Id
Acct Per
Imb Trd Rsp Desc
Status
Trd Qty Req
Stmnt D/T
TSP Contact
TSP Phone
TSP Ext

Retrieve Accept Reject

- To approve trade, click **“Accept”**
- To deny trade, click **“Reject”**



- Sitemap >> Storage Transfers >> Storage Transfer Maintenance Form
- You may also use the search function and type in “Storage Transfer Maintenance Form”



Storage Transfer Form – Initiating Party

- Initiating Shipper/Trader Enters the Following Details – Everything with an Asterisk is mandatory

Init. Shipper Storage Contract Number

Direction:

To Init. Party = Injection to

Conf. Party = Withdrawal

Conf. Shipper Storage Contract Number

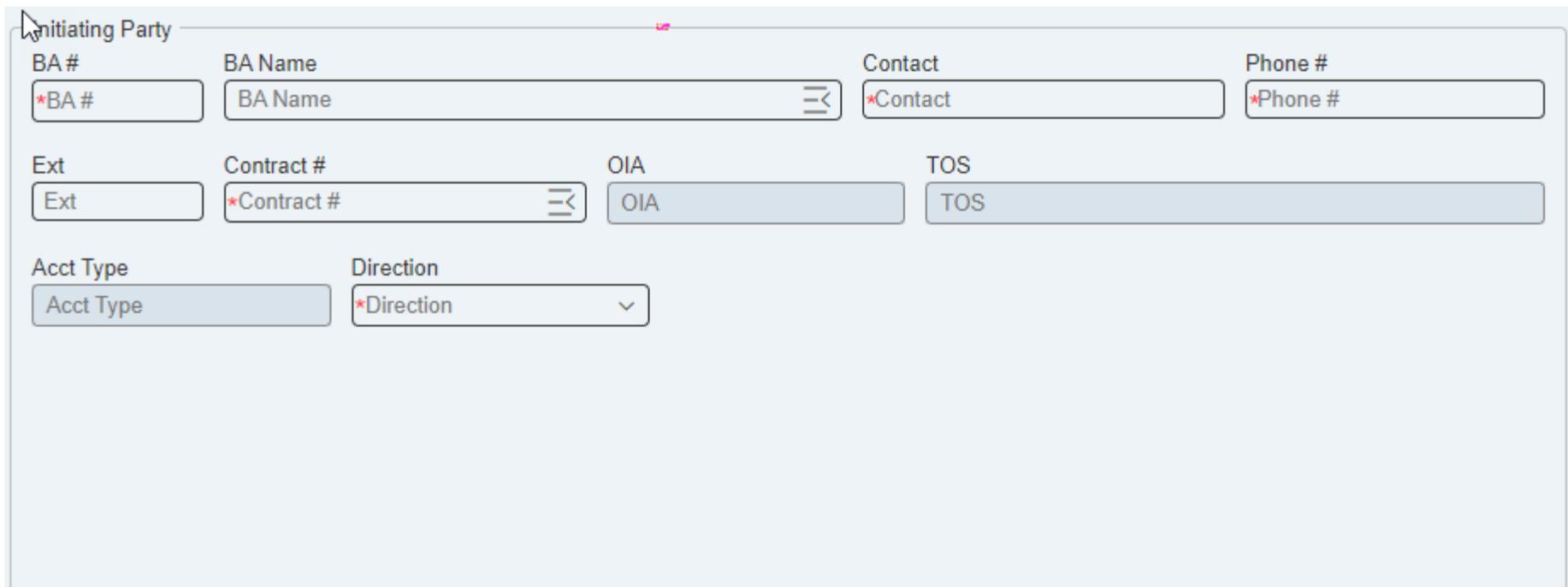
Storage Transfer Form – Initiating Party

- The **initiating shipper** enters all storage transfer information:
- **Steps 1 and 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.

TSP *325 RUBY PIPELINE, L.L.C.	Transfer Id <NEW>	Facility Facility	Acct Period *05/2023	Status New	Imbal Period *DAILY	Gas Day *Gas Day	Prod Period *Prod Period	Stmt D/T Stmt D/T
Transfer Dir Desc Transfer Dir Desc	Transfer Quantity (DTH) *0							

Storage Transfer Form – Initiating Party

- The **initiating shipper** enters all storage transfer information:
- **3.) Initiating Party Information**
 - Enter the Shipper BP# and hit tab to update the selection or use the picklist box next to BA Name 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”



The screenshot shows a web form titled "Initiating Party" with the following fields:

BA #	BA Name	Contact	Phone #
<input type="text" value="*BA #"/>	<input type="text" value="BA Name"/> <input type="button" value="≡"/>	<input type="text" value="*Contact"/>	<input type="text" value="*Phone #"/>
Ext	Contract #	OIA	TOS
<input type="text" value="Ext"/>	<input type="text" value="*Contract #"/> <input type="button" value="≡"/>	<input type="text" value="OIA"/>	<input type="text" value="TOS"/>
Acct Type	Direction		
<input type="text" value="Acct Type"/>	<input type="text" value="*Direction"/> <input type="button" value="v"/>		

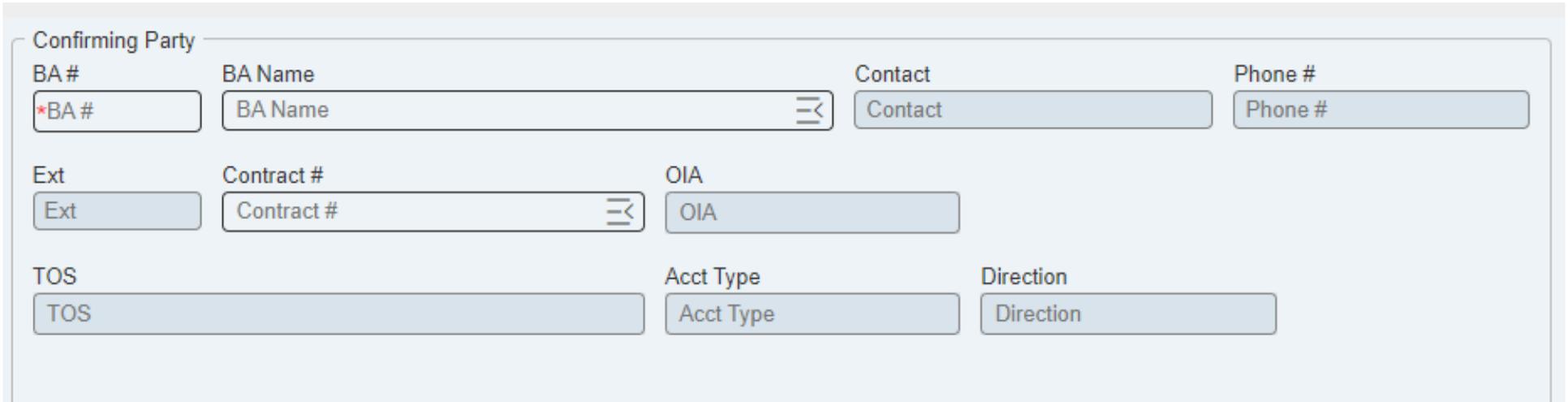
- The **initiating shipper** enters all storage transfer information:
- **4.) Transfer Quantity:**
 - **Verify Transfer Direction (reads as expected)**

Transfer Dir Desc	Transfer Quantity (DTH)
<input type="text" value="Transfer Dir Desc"/>	<input type="text" value="*0"/>

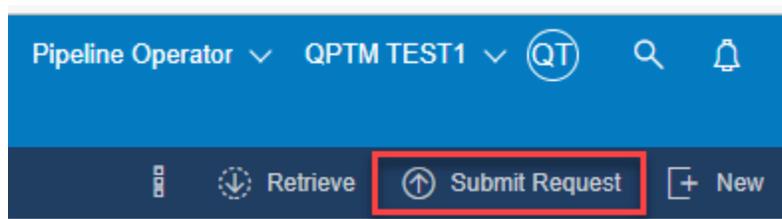
- **Enter Transfer Quantity**

Storage Transfer Form – Initiating Party

- The **initiating shipper** enters all storage transfer information:
- **5.) Confirming Party Information:**
 - Enter confirming shipper Business Party # or use BA Name picklist
 - Enter storage KT# provided by confirming shipper
 - Once complete click “Submit Request” in the upper right-hand corner



The screenshot shows a form titled "Confirming Party" with several input fields. The fields are arranged in three rows. The first row contains "BA #", "BA Name", "Contact", and "Phone #". The second row contains "Ext", "Contract #", and "OIA". The third row contains "TOS", "Acct Type", and "Direction". Each field has a corresponding input box with a label above it. The "BA #", "Contract #", and "TOS" fields have a red asterisk next to their labels, indicating they are required. The "BA Name", "Contract #", and "OIA" fields have a picklist icon (three horizontal lines with a right-pointing arrow) next to their input boxes. The "Contact" and "Phone #" fields have a text input box. The "Ext" field has a text input box. The "Acct Type" and "Direction" fields have text input boxes.



After clicking “Submit Request” a transfer ID is created which the confirming party will use to open the transfer for confirmation



Dashboard Storage Transfer Maintenance Fo... x

Retrieve Submit Request New

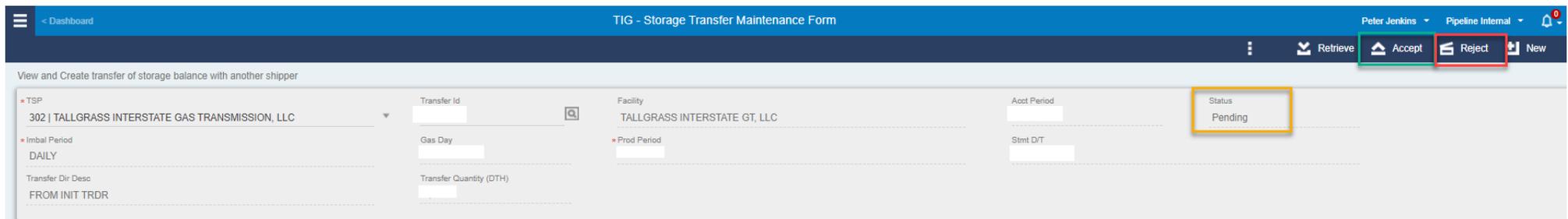
TSP: 325 | RUBY PIPELINE, L.L.C. | Transfer Id: <NEW> | Facility: Facility | Acct Period: 05/2023 | Status: New | Imbal Period: DAILY | Gas Day: Gas Day | Prod Period: Prod Period | Stmt D/T: Stmt D/T

Transfer Dir Desc: Transfer Dir Desc | Transfer Quantity (DTH): 0

- In the Storage Transfer Maintenance Form Screen, enter the **Transfer ID #** or use the picklist (magnifying glass) to search for it manually.

Storage Transfer Form – Confirming Party

- The **confirming shipper** approves the transfer:
 - 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 that cannot be verified retroactively or for a future gas day.



View and Create transfer of storage balance with another shipper

TSP 302 TALLGRASS INTERSTATE GAS TRANSMISSION, LLC	Transfer Id	Facility TALLGRASS INTERSTATE GT, LLC	Acct Period	Status Pending
Imbal Period DAILY	Gas Day	Prod Period	Stmt D/T	
Transfer Dir Desc FROM INIT TRDR	Transfer Quantity (DTH)			

If you have questions or need assistance, please reach out to the Business Analyst Team:

Hotline: 720-739-4305

E-mail: BusinessAnalysts@tallgrass.com