



# Tallgrass Connect

## **Capacity Release**

December 2013



## ➤ Screens

### ❖ Offers

- Offer
- Offer Summary

### ❖ Bids

- Bid
- Bid Summary

### ❖ Awards

- Award
- Recall/Reput

## ➤ Report Execution

### ❖ Award Download



## ➤ Offers

### ❖ Offer Types

- Prearranged Non-Biddable (PA Non-Biddable)
- Prearranged Biddable (PA Biddable)
- Biddable

### ❖ Post Offer

- Header Information
- General Tab
- Contact
- Additional Terms
- Pre-Arranged Bidder
- Detail
- Recall/Reput
- Contingency

### ❖ Withdraw Offer



## ➤ Bids

### ❖ Bid Types

- Prearranged Non-Biddable
- Prearranged Biddable
- Biddable

### ❖ Withdraw Bid



# Tallgrass Connect – Capacity Release

## ➤ Post Offer

### ❖ NAESB Timelines

- PA Non-Biddable Deals 31 Days or Less (Short Term)
  - PA Offer must be posted and PA Party Bid Confirmation no later than the following time on any day:
    - Timely Nomination Cycle (for next gas day) : 10:30 AM CT
    - Evening Cycle (for next gas day): 5:00 PM CT
    - Intraday 1 Cycle (for same gas day): 9:00 AM CT
    - Intraday 2 Cycle (for same gas day): 4:00 PM CT
  - Replacement Contract will be awarded within one hour of PA Confirmation
- Biddable PA and Non-PA Deals
  - Release Term One Year or Less : Minimum 1 Hour Bid Period
  - Release Term Greater than One Year: Minimum 3 Business Days Bid Period
    - Biddable Offer must be posted no later than the following begin time on a Business Day:
      - Timely Nomination Cycle (for next gas day): 12:00 PM CT



# Tallgrass Connect – Capacity Release

## ➤ Post Bid

### ❖ NAESB Timelines

- Biddable PA and Non-PA Deals
  - Release Term One Year or Less : Minimum 1 Hour Bid Period
    - PA Bid Confirmation and Non PA Bid for offered capacity may be posted during the following time on a Business Day:
      - Bid Period Start Time: 12:00 PM CT
      - Bid Period End Time: 1:00 PM CT
  - Release Term Greater than One Year: Minimum 3 Business Days Bid Period
    - PA Bid and Non PA Bid for offered capacity may be posted during the following time on a Business Day:
      - Bid Period Start Time: 12:00 PM CT (First Day of bidding period)
      - Bid Period End Time: 1:00 PM CT (Last Day of bidding period)



# Tallgrass Connect – Capacity Release

## ➤ Bid Evaluation

### ❖ NAESB Timelines

- Biddable PA and Non-PA Deals
  - Bids are evaluated during the following time on a Business Day:
    - Start Time: 1:00 PM CT
    - End Time: 2:00 PM CT
  - Replacement Contract is Awarded<sup>1</sup> no later than 2:00 PM CT

<sup>1</sup>Prearranged bid exceeded by a competing bid continues to Prearranged Match Period

## ➤ Prearranged Match

### ❖ NAESB Timelines

- Biddable PA Deal
  - PA Party must match competing bid for offered capacity during the following time on a Business Day:
    - Start Time: 2:00 PM CT
    - End Time: 2:30 PM CT
  - Replacement Contract is Awarded no later than 3:00 PM CT

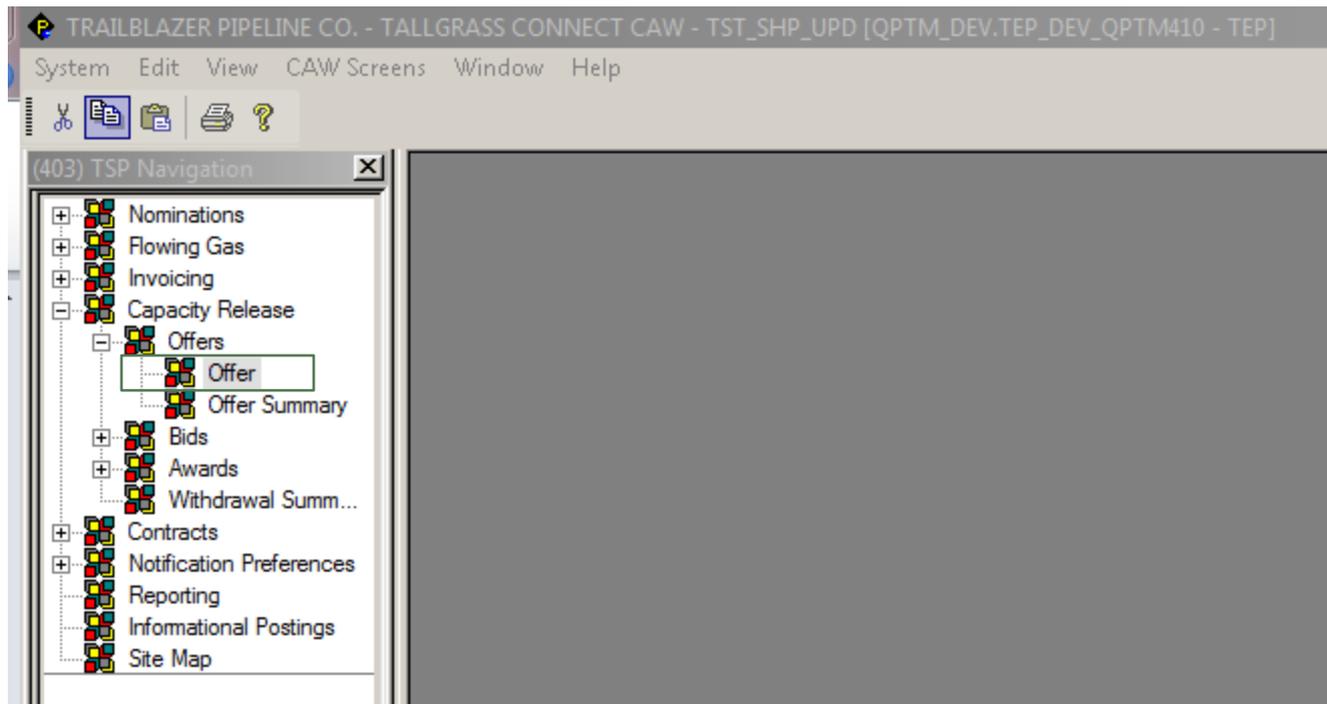


# Tallgrass Connect – Capacity Release

## ➤ How To

### ❖ Post Offer

- **TSP Navigation Tree:** Expand **Capacity Release / Offers /** Select sub menu item **Offer**



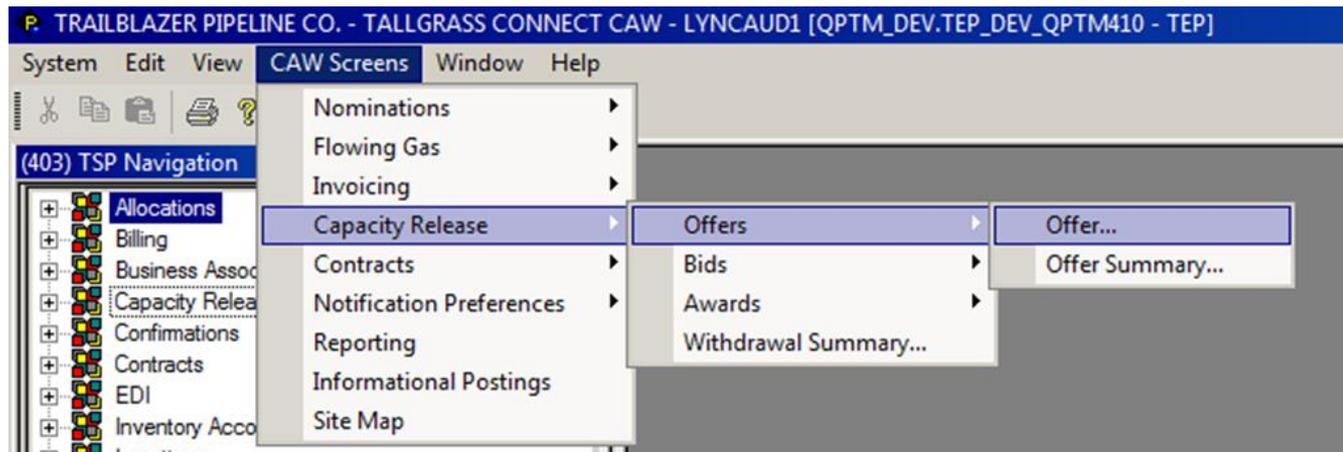


# Tallgrass Connect – Capacity Release

## ➤ How To

### ❖ Post Offer

- **CAW Screens:** Select Menu Item **Capacity Release / Offers / Sub Menu Item Offer**



- For training, the TSP Navigation Tree will be used.
- When **Offer** is selected, the **Offer** Screen will display.



# Tallgrass Connect – Capacity Release

## ➤ How To

### ❖ Post Offer

- Offer Screen - Entry of all terms of the offer

TRAILBLAZER PIPELINE CO. - TALLGRASS CONNECT CAW - TST\_SHP\_UPD [QPTM\_DEV\_TEP\_DEV\_QPTM419 - TEP] - [403] Capacity Release Offer

System Edit View CAW Screens Window Help

403) TSP Navigation

Offer Links Retrieve Validate Update Submit Withdraw Help Cancel

TSP / TSP Prop: 105830681 403 TSP Name: TRAILBLAZER PIPELINE CO.

Offer No: [ ] [.] [N>] Offer Trk ID: Status: ORIGINAL Capacity Release Status:

Rel St Date: Rel End Date: IBR Ind: Mkt Based Rate Ind: Cycle: Post Date/Post Time:

Releaser/Releaser Prop: Releaser Name: Cap Awd Date/Cap Awd Time:

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

Rel Type Desc: Rel Req Post Date/Rel Req Post Time:

Prearr Deal Desc: Bid Deal Desc:

Perm Rel Desc: Bid Per St Date/Bid Per St Time:

Recall/Reput Desc: Bid Per End Date/Bid Per End Time:

All Re-rel Desc: Bid Eval Ind Desc: Present Value

Prev Rel Desc: Bid Eval:

Rel SR Conting Desc: Bid Eval Ind Desc: Present Value

RAPP Desc: Bid Eval:

Discd Desc: YES II RELEASING SHIPPER WANTS TRANSPORTATION SERVICE PROVIDER TO DI

Rel SR Less Qty Desc: Bid T-bik: PT II PIPELINE'S TARIFF REFERENCED

Shorter Term Desc: Bid T-bik Method: PLEASE REFER TO THE CAPACITY RELEASE OR CAPACITY REALLOCATION SECTION OF THE GENERAL TERMS AND CONDITIONS IN THE PIPELINE'S TARIFF.

Min Term: Days

Min Rate Disc Desc: THE TRANSPORTATION SERVICE PROVIDER SHOULD DISCLOSE THE MINIMUM R/

Extend Term:

Repl SR Role Ind:

SICR Ind: N II NO

Auction Type: CAPACITY RELEASE

Press Base: 14.73 PSI Press Base Desc: POUNDS PER SQUARE IN

For Help, press F1

NUM



# Tallgrass Connect – Capacity Release

## ➤ How To

### ❖ Post Offer

#### • Offer Screen – Menus

The screenshot shows the 'Offer' screen with the following fields and menus:

- Offer** (highlighted menu)
- Links** (menu)
- Retrieve** (menu)
- Validate** (menu)
- Update** (menu)
- Submit** (menu)
- Withdraw** (menu)
- Help** (menu)
- Cancel** (menu)

Form fields include:

- TSP / TSP Prop: 105830681 / 403
- TSP Name: TRAILBLAZER PIPELINE CO.
- Offer No: [ ] [.] N->
- Offer Trk ID: [ ]
- Status: ORIGINAL
- Capacity Release Status: [ ]
- Rel St Date: [ ]
- Rel End Date: [ ]
- IBR Ind: [ ]
- Mkt Based Rate Ind: [ ]
- Cycle: [ ]
- Post Date/Post Time: [ ]
- Releaser/Releaser Prop: [ ]
- Releaser Name: [ ]
- Cap Awd Date/Cap Awd Time: [ ]

- **Links** – displays a list of screens available for access from current screen
- **Retrieve** – retrieves offer number entered in the **Offer No** field
- **Validate** (Optional) – verifies information entered for offer are correct. The validation of the offer is also run during the **Submit** process
- **Uppdate** – saves Offer as draft
- **Submit** – if validation is successful, process will update **Capacity Release Status** to APPROVED, ready for posting
- **Withdraw** – if no qualifying bid is associated with an approved/posted offer, the offer may be withdrawn up to the close of the Bid Period.
- **Help** – Launches help documentation for the displayed screen
- **Cancel** – closes screen without saving new entries



# Tallgrass Connect – Capacity Release

## ➤ How To

### ❖ Post Offer - New

- Offer Screen - Header

The screenshot shows the 'Offer' screen header with the following fields and callouts:

- a**: Points to the 'Offer No.' field.
- b/c**: Points to the 'Rel St Date' and 'Rel End Date' fields.
- d**: Points to the 'Releaser/Releaser Prop' and 'Releaser Name' fields.

Fields visible in the screenshot include: TSP / TSP Prop: 105830681, 403; TSP Name: TRAILBLAZER PIPELINE CO.; Offer No.; Offer Trk ID; Status: ORIGINAL; Capacity Release Status; Rel St Date; Rel End Date; IBR Ind; Mkt Based Rate Ind; Cycle; Post Date/Post Time; Releaser/Releaser Prop; Releaser Name; Cap Awd Date/Cap Awd Time.

- a) Offer No field

- Click **N->** for new Offer: <NEW> will display in the **Offer No** field to indicate you are now in data entry mode.
- The **Offer No** will be assigned during the submit process.

This close-up shows the 'Offer No.' field containing '<NEW>' and the 'N->' button highlighted with a red box.



# Tallgrass Connect – Capacity Release

## ➤ How To

### ❖ Post Offer - New

#### • Offer Screen - Header

**a**

**b/c**

**d**

#### • **b/c) Rel St Date and Rel End Date fields**

- Format **MM/DD/YYYY**. Enter or select dates from the drop down calendar the effective date and end date of the offer's release.

**b/c**



# Tallgrass Connect – Capacity Release

## ➤ How To

### ❖ Post Offer - New

#### • Offer Screen - Header

a

b/c

d

Offer

Links Retrieve Validate Update Submit Withdraw Help Cancel

TSP / TSP Prop: 105830681 403 TSP Name: TRAILBLAZER PIPELINE CO.

Offer No: [NEW] [.] N-> Offer Trk ID: Status: ORIGINAL Capacity Release Status:

Rel St Date: / / Rel End Date: / / IBR Ind: Mkt Based Rate Ind: Cycle: Post Date/Post Time: / /

Releaser/Releaser Prop: Releaser Name: Cap Awd Date/Cap Awd Time: / /

#### • d) Releaser/Releaser Prop fields

- Click the ellipsis ( ... ) to select Releaser Business Party Name. If you are an agent for more than one capacity company, all companies will be listed for you to retrieve for the offer's release. Select Company and click the **OK** button.

Offer

Links Retrieve Validate Update Submit Withdraw Help Cancel

TSP / TSP Prop: 105830681 403 TSP Name: TRAILBLAZER PIPELINE CO.

Offer No: <NEW> [.] N-> Offer Trk ID: Status: ORIGINAL Capacity Release Status:

Rel St Date: 8/1/2013 Rel End Date: 8/31/2013 IBR Ind: Mkt Based Rate Ind: Cycle: Post Date/Post Time: / /

Releaser/Releaser Prop: Releaser Name: Cap Awd Date/Cap Awd Time: / /

Releaser Business Party

Releaser	Releaser Prop	Releaser Name
111234567	9975	Training Company One

Query Results:

1 111234567 9975 Training Company One

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

Query More >>> All Cancel OK



# Tallgrass Connect – Capacity Release

## ➤ How To

### ❖ Post Offer - New

- Offer Screen - Header

a

b/c

d

Offer

Links Retrieve Validate Update Submit Withdraw Help Cancel

TSP / TSP Prop: 105830681 403 TSP Name: TRAILBLAZER PIPELINE CO.

Offer No: <NEW> Offer Trk ID: Offer Trk ID: Status: ORIGINAL Capacity Release Status: Capacity Release Status:

Rel St Date: 8/1/2013 Rel End Date: 8/31/2013 IBR Ind: Mkt Based Rate Ind: Cycle: Post Date/Post Time: Post Date/Post Time:

Releaser/Releaser Prop: 111234567 9970 Releaser Name: Training Company One Cap Awd Date/Cap Awd Time: Cap Awd Date/Cap Awd Time:

- d) Releaser/Releaser Prop fields

Offer

Links Retrieve Validate Update Submit Withdraw Help Cancel

TSP / TSP Prop: 105830681 403 TSP Name: TRAILBLAZER PIPELINE CO.

Offer No: <NEW> Offer Trk ID: Offer Trk ID: Status: ORIGINAL Capacity Release Status: Capacity Release Status:

Rel St Date: 8/1/2013 Rel End Date: 8/31/2013 IBR Ind: Mkt Based Rate Ind: Cycle: Post Date/Post Time: Post Date/Post Time:

Releaser/Releaser Prop: 111234567 9970 Releaser Name: Training Company One Cap Awd Date/Cap Awd Time: Cap Awd Date/Cap Awd Time:

- Releaser, Releaser Prop and Releaser Name fields are now populated for the Offer.



# Tallgrass Connect – Capacity Release

## ➤ How To

### ❖ Post Offer - New

#### • Offer Screen - Header

The screenshot shows the 'Offer' screen header with the following fields and values:

- TSP / TSP Prop: 105830681 / 403
- TSP Name: TRAILBLAZER PIPELINE CO.
- Offer No.: <NEW>
- Offer Trk ID: [Empty]
- Rel St Date: 8 / 1 / 2013
- Rel End Date: 8 / 31 / 2013
- IBR Ind: [Empty]
- Mkt Based Rate Ind: [Empty]
- Cycle: [Empty]
- Post Date/Post Time: [Empty]
- Releaser/Releaser Prop: 111234567 / 9970
- Releaser Name: Training Company One
- Status: ORIGINAL
- Capacity Release Status: [Empty]
- Cap Awd Date/Cap Awd Time: [Empty]

Callouts: 'e' points to the Status field, 'g' points to the Capacity Release Status field, and 'f' points to the Cap Awd Date/Cap Awd Time field.

- **e) Status** field <non-editable>: Indicates if the offer is an Original or has been modified (Change).
- **f) Capacity Release Status** field <non-editable>: Maintains the Offer's standing in the process.
  - SUBMITTED
  - NOT REVIEWED
  - RECALLED
  - APPROVED
  - POSTED
  - REPUT
  - DISAPPROVED
  - AWARDED
  - WITHDRAWN
- **g) Cap Awd Date/Cap Awd Time** <non-editable> field: Award process will update date and time Offer was awarded.



# Tallgrass Connect – Capacity Release

## ➤ How To

### ❖ Post Offer - New

#### • Offer Screen - Header

The screenshot shows the 'Offer' header section of a software interface. At the top, there are tabs: Offer, Links, Retrieve, Validate, Update, Submit, Withdraw, Help, and Cancel. Below the tabs, the form contains several fields:

- TSP / TSP Prop: 105830681, 403, TSP Name: TRAILBLAZER PIPELINE CO.
- Offer No: <NEW>, Offer Trk ID: (empty)
- Rel St Date: 8 / 1 / 2013, Rel End Date: 8 / 31 / 2013, IBR Ind: (dropdown menu), Mkt Based Rate Ind: (dropdown menu), Cycle: (dropdown menu), Post Date/Post Time: (calendar)
- Releaser/Releaser Prop: 111234567, 9970, Releaser Name: Training Company One, Cap Awd Date/Cap Awd Time: (calendar)

A red circle highlights the 'h/i' label above the IBR Ind dropdown menu.

#### • h) IBR Ind dropdown

- Based on selection, indicates if the Offer's reservation is based on index (YES) or non-index (NO) pricing.

This screenshot is identical to the one above, but with a tooltip displayed over the IBR Ind dropdown menu. The tooltip contains two lines of text:

- NO - THE RELEASE DOES NOT UTILIZE INDEX-BASED PRICING FOR CAPACITY RELEASE
- YES - THE RELEASE DOES UTILIZE INDEX-BASED PRICING FOR CAPACITY RELEASE



# Tallgrass Connect – Capacity Release

## ➤ How To

### ❖ Post Offer - New

#### • Offer Screen - Header

The screenshot shows the 'Offer' header section of a software interface. It includes a menu bar with options: Offer, Links, Retrieve, Validate, Update, Submit, Withdraw, Help, and Cancel. Below the menu bar, there are several input fields and dropdown menus. A red circle highlights the 'h/i' label above the 'Mkt Based Rate Ind' dropdown menu. The 'Mkt Based Rate Ind' dropdown menu is currently set to 'NO'. Other fields include TSP / TSP Prop (105830681, 403), TSP Name (TRAILBLAZER PIPELINE CO.), Offer No (<NEW>), Offer Trk ID, Rel St Date (8 / 1 / 2013), Rel End Date (8 / 31 / 2013), IBR Ind, Releaser/Releaser Prop (111234567, 9970), Releaser Name (Training Company One), Status (ORIGINAL), Capacity Release Status, Cycle, Post Date/Post Time, and Cap Awd Date/Cap Awd Time.

#### • i) Mkt Based Rate Ind dropdown

- As applies to Index Based Offers (IBR Ind is YES), Selection indicates if IBR pricing is market based.
- Select NO for non-index based releases pricing.

This screenshot is identical to the one above, but with the 'Mkt Based Rate Ind' dropdown menu open. The dropdown menu shows two options: 'NO' and 'YES'. The 'NO' option is currently selected. The rest of the form fields and labels are the same as in the previous screenshot.



# Tallgrass Connect – Capacity Release

## ➤ How To

### ❖ Post Offer - New

#### • Offer Screen - Header

Offer

Links Retrieve Validate Update Submit Withdraw Help Cancel

TSP / TSP Prop: 105830681 403 TSP Name: TRAILBLAZER PIPELINE CO.

Offer No: <NEW> Offer Trk ID: Status: ORIGINAL Capacity Release Status:

Rel St Date: 8 / 1 / 2013 Rel End Date: 8 / 31 / 2013 IBR Ind: Mkt Based Rate Ind: Cycle: Post Date/Post Time:

Releaser/Releaser Prop: 111234567 9970 Releaser Name: Training Company One Cap Awd Date/Cap Awd Time:

#### • J) Cycle

- Indicates the nomination cycle associated with the Offer.
- Biddable (PA and Non-PA), default is TIMELY.
- PA Non-Biddable, select the nomination cycle desired for the release start date.

Offer

Links Retrieve Validate Update Submit Withdraw Help Cancel

TSP / TSP Prop: 105830681 403 TSP Name: TRAILBLAZER PIPELINE CO.

Offer No: <NEW> Offer Trk ID: Status: ORIGINAL Capacity Release Status:

Rel St Date: 8 / 1 / 2013 Rel End Date: 8 / 31 / 2013 IBR Ind: NO - THE RE Mkt Based Rate Ind: NO Cycle: Post Date/Post Time:

Releaser/Releaser Prop: 111234567 9970 Releaser Name: Training Company One Cap Awd Date/Cap Awd Time:

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

**NOTE:** Selected **Cycle** must comply with NAESB Nominations Cycle for requested first day of flow of the awarded replacement contract.



# Tallgrass Connect – Capacity Release

## ➤ How To

### ❖ Post Offer - New

- Offer Screen – General Tab

The screenshot shows the 'General' tab of the Offer Screen. The form is organized into two columns of fields. The left column includes fields for 'Rel Type Desc', 'Prearr Deal Desc', 'Perm Rel Desc', 'Recall/Reput Desc', 'All Re-rel Desc', 'Prev Rel Desc', 'Rel SR Contng Desc', 'RAPP Desc', 'Discl Desc', 'Rel SR Less Qty Desc', 'Shorter Term Desc', 'Min Term', 'Min Rate Discl Desc', 'Extend Term', 'Repl SR Role Ind', 'SICR Ind', and 'Auction Type'. The right column includes 'Rel Req Post Date/Rel Req Post Time', 'Bid Deal Desc', 'Bid Per St Date/Bid Per St Time', 'Bid Per End Date/Bid Per End Time', 'Bid Eval Ind Desc', 'Bid Eval', 'Bid T-brk', 'Bid T-brk Method', 'Press Base', and 'Press Base Desc'. Several fields are highlighted in pink, indicating they are required or active. The 'Auction Type' field is set to 'CAPACITY RELEASE'. The 'Bid Eval' field contains a large text area with the text 'PT II PIPELINE'S TARIFF REFERENCED' and 'PLEASE REFER TO THE CAPACITY RELEASE OR CAPACITY REALLOCATION SECTION OF THE GENERAL TERMS AND CONDITIONS IN THE PIPELINE'S TARIFF.' The 'Press Base' field is set to '14.73 PSI' and 'Press Base Desc' is set to 'POUNDS PER SQUARE IN'.

- The overall terms of the Offer are entered in the fields on the General Tab



# Tallgrass Connect – Capacity Release

## ➤ How To

### ❖ Post Offer - New

#### • Offer Screen – General Tab

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

Rel Type Desc: [Dropdown Menu]

Prearr Deal Desc:

Perm Rel Desc:

- TEMPORARY POINT TO POINT PREARRANGED
- TEMPORARY POINT TO POINT BIDDING
- PERMANENT PREARRANGED
- PERMANENT OPEN SEASON BIDDING

- **Rel Type Desc** dropdown. Selection indicates if the Offer is:
  - TEMPORARY POINT TO POINT PREARRANGED selection will indicate release is a non-permanent prearranged release.
  - TEMPORARY POINT TO POINT BIDDING selection will indicate the release is a non-permanent, non-prearranged release.
  - PERMANENT PREARRANGED selection will indicate release is a permanent release of shipper's capacity to a prearranged party.
  - PERMANENT OPEN SEASON BIDDING selection will indicate release is a permanent release of shipper's capacity and does not have a prearranged party.
- **Bid Deal Desc** dropdown. Selection indicates if the Offer is:
  - Biddable Deal indicates the Permanent/Non-Permanent, Prearranged/Non-Prearranged Offer is open bidding.
  - Not a biddable deal indicates the Permanent/Non-Permanent, prearranged deal is not open for bidding.

Bid Deal Desc: [Dropdown Menu]

Bid Per St Date/Bid Per St Time:

- Biddable deal
- Not a biddable deal



# Tallgrass Connect – Capacity Release

## ➤ How To

### ❖ Post Offer - New

#### • Offer Screen – General Tab

Recall/Reput Desc: [Dropdown Menu] Bid Per St Date/Bid Per St Time: [Field]

All Re-rel Desc: [Field]

Prev Rel Desc: [Field]

CAPACITY RECALLABLE BY RELEASING SHIPPER AND REPUTABLE AT THE OPTION OF THE REPLACEMENT SHIPPER.  
CAPACITY RECALLABLE BUT NOT REPUTABLE.  
CAPACITY RECALLABLE AND REPUT MUST BE TAKEN BY REPLACEMENT SHIPPER.  
CAPACITY NOT RECALLABLE.

- **Recall/Reput Desc** dropdown. Selection indicates if the offered capacity is recallable and the terms of the recall/reput. If recallable, the terms must be entered into the fields on the Offer's **Recall/Reput** Tab.

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

Bus Day Ind: [Dropdown Menu]

Recall/Reput Terms: [Text Area]

Recall Notification Periods:

Recall Notif Timely: [NO] [Dropdown Menu]

Recall Notif EE: [NO] [Dropdown Menu]

Recall Notif Eve: [NO] [Dropdown Menu]

Recall Notif ID1: [NO] [Dropdown Menu]

Recall Notif ID2: [NO] [Dropdown Menu]



# Tallgrass Connect – Capacity Release

## ➤ How To

### ❖ Post Offer - New

- Offer Screen – General Tab

All Re-rel Desc:	<input type="text"/>
Prev Rel Desc:	<input type="text"/>

RE-RELEASABLE

NOT RE-RELEASABLE

- **All Re-rel Desc** dropdown. Selection indicates if the Replacement Shipper may re-release the awarded capacity to another replacement shipper.



# Tallgrass Connect – Capacity Release

## ➤ How To

### ❖ Post Offer - New

#### • Offer Screen – General Tab

Rel SR Contng Desc:	<input type="text" value="RELEASING SHIPPER WILL NOT ACCEPT BIDS WHICH ARE CONTINGENT FROM THE BIDDER'S POINT OF VIEW."/>	Bid Eval Ind Desc:
RAPP Desc:	<input type="text" value="RELEASING SHIPPER WILL ACCEPT BIDS WHICH ARE CONTINGENT FROM THE BIDDER'S POINT OF VIEW."/>	

- **Rel SR Contng Desc** dropdown. Selection indicates if Releasing Shipper is willing to accept contingent bids. If contingent bids will be accepted, conditions must be entered into the fields on the Offer's **Contingency** Tab.

General	Contact	Additional Terms	Pre-Arranged Bidder	Detail	Recall/Reput	<b>Contingency</b>
Contng End Date/Contng End Time:		<input type="text" value="___/___/___:___"/>				
Rel SR Contng Terms:						
<p>A bidder who specifies a contingency is responsible for withdrawing any bid where the contingency has not been eliminated. This must be done prior to the earlier of (i) the contingency end period or (ii) the close of the open season for the offer. Otherwise, the bid will be considered valid.</p>						



# Tallgrass Connect – Capacity Release

## ➤ How To

### ❖ Post Offer - New

#### • Offer Screen – General Tab

RAPP Desc: [Dropdown menu]  
Discl Desc: [Text field]  
Rel SR Less Qty Desc: [Text field]

The dropdown menu for RAPP Desc is open, showing the following options:  
No  
Yes, conditionally  
Yes, unconditionally

- **RAPP Desc** dropdown. Selection indicates if Releasing Shipper is willing to accept primary point(s) changes. If primary changes will be accepted, terms must be entered into the **RAPP Terms** field on the Offer's **Additional Terms** Tab.

The screenshot shows the Offer Screen with the **Additional Terms** tab selected. The **RAPP Terms** field is highlighted with a red box.

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

Stand-alone Offer Desc: [STAND-ALONE OFFER; MAY BE BID UPON SEPARATELY] [Dropdown menu]

No Stand-alone Offer T&C [Text field]

Terms/Notes [Text field]

Terms/Notes - AMA [Text field]

Terms/Notes - Storage [Text field]

Indemn [Text field]

**RAPP Terms** [Text field]



# Tallgrass Connect – Capacity Release

## ➤ How To

### ❖ Post Offer - New

#### • Offer Screen – General Tab

Discl Desc:	YES    RELEASING SHIPPER WANTS TRANSPORTATION SERVICE PROVIDER TO D
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.

- **Discl Desc** dropdown. Selection indicates if Releasing Shipper wants the Transporter to disclose the minimum terms associated with the Offer (e.g. term, rate, quantity) to bidding parties. Default is YES.

Rel SR Less Qty Desc:	
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.
Min Term:	

- **Rel SR Less Qty Desc** dropdown. Selection indicates whether or not the Offer has a minimum acceptable quantity and if the minimum acceptable quantity will be disclosed to bidding parties. The Offer's minimum quantity will be entered into the **Min Offer Qty – Loc** field on the **Detail** Tab.



# Tallgrass Connect – Capacity Release

## ➤ How To

### ❖ Post Offer - New

#### • Offer Screen – General Tab

Shorter Term Desc: [RELEASING SHIPPER WILL NOT ACCEPT LESS THAN FULL TERM] Bid T-brk: [PT II PIPELINE'S TARIFF]

Min Term: [RELEASING SHIPPER WILL ACCEPT LESS THAN FULL TERM]

Min Rate Discl Desc: [(UNDISCLOSED) RELEASING SHIPPER WILL ACCEPT LESS THAN FULL TERM, BUT DOES NOT WANT THAT MINIMUM TERM DISCLOSED]

- **Shorter Term Desc** dropdown. Selection indicates whether or not the Offer has a minimum acceptable term and if the minimum term will be disclosed to bidding parties. The minimum acceptable term will be entered in the Min Term field as number of days.

Shorter Term Desc: [RELEASING SHIPPER WILL NOT ACCEPT LESS THAN FULL TERM]

Min Term: [ ] Days





# Tallgrass Connect – Capacity Release

## ➤ How To

### ❖ Post Offer - New

#### • Offer Screen – General Tab

Repl SR Role Ind: [ASSET MANAGEMENT AGREEMENT]  
SICR Ind: OTHER  
Auction Type: RETAIL CHOICE

- **Repl SR Role Ind** dropdown. Selection indicates whether or not the Prearranged Party is in an AMA or Retail Choice Program (RCP) arrangement. If the Replacement Shipper Role is AMA or Retail Choice, terms must be entered into the Terms/Notes – AMA field on the Offer's **Additional Terms** Tab.

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

Stand-ahn Offer Desc: [STAND-ALONE OFFER; MAY BE BID UPON SEPARATELY]

No Stand-ahn Offer T&C

Terms/Notes

**Terms/Notes - AMA**

Terms/Notes - Storage

Indemn

RAPP Terms



# Tallgrass Connect – Capacity Release

## ➤ How To

### ❖ Post Offer - New

#### • Offer Screen – General Tab

The screenshot shows a form with three dropdown menus. The first menu is labeled 'Bid Deal Desc:' and has 'Biddable deal' selected. The second menu is labeled 'Bid Per St Date/Bid Per St Time:' and has a date/time format 'MM/DD/YYYY HH:MM:SS'. The third menu is labeled 'Bid Per End Date/Bid Per End Time:' and also has a date/time format 'MM/DD/YYYY HH:MM:SS'. A green box highlights the second and third menus.

- **Bid Per St Date/Bid Per St Time:** Format MM/DD/YYYY. Enter or select date from the drop down calendar the begin date and time of the Offer's bidding period. The start date must comply with the NAESB Timely Nomination Timeline.

#### **Short Term Offer Example: Biddable PA and Non-PA, Less than or Equal to 1 Year**

- Current Date 01/02/2014, Rel St Date 04/01/2014, Rel End Date 01/31/2015
  - Post Offer: Offer must be posted prior to the start of the Bid Period on a business day. The latest possible posting date/time for biddable release with a start date of 04/01/2014 is before 12:00 PM CT on Friday, March 28, 2014 for March 31<sup>st</sup> Timely Nominations for the replacement contract first day of gas flow on 04/01/2014.

#### **Long Term Offer Example: Biddable PA and Non-PA, Greater than 1 Year**

- Current Date 01/02/2014, Rel St Date 04/01/2014, Rel End Date 03/31/2016
  - Post Offer: Offer must be posted prior to the start of the Bid Period on a business day. The latest possible posting date/time for biddable release with a start date of 04/01/2014 and term of greater than a year is before 12:00 PM CT on Wednesday, March 26, 2014 for March 31<sup>st</sup> Timely Nominations for the replacement contract first day of gas flow on 04/01/2014.



# Tallgrass Connect – Capacity Release

## ➤ How To

### ❖ Post Offer - New

#### • Offer Screen – General Tab

Bid Deal Desc: Biddable deal

Bid Per St Date/Bid Per St Time: / / : :

Bid Per End Date/Bid Per End Time: / / : :

- **Bid Per End Date/Bid Per End Time:** Format MM/DD/YYYY. Enter or select date from the drop down calendar the end date and time of the Offer's bidding period. The end date must comply with the NAESB bid period requirements for the term of the release.

#### **Short Term Offer Example:** Biddable PA and Non-PA, Less than or Equal to 1 Year

- Current Date 01/02/2014, Rel St Date 04/01/2014, Rel End Date 01/31/2015
  - The bid period end date/time requirement for biddable release start date of 04/01/2014 is 1:00 PM CT on Friday, March 28, 2014 (Bid Period began Friday, 03/28/2014, 12 PM CT).

#### **Long Term Offer Example: Biddable PA and Non-PA, Greater than 1 Year**

- Current Date 01/02/2014, Rel St Date 04/01/2014, Rel End Date 03/31/2016
  - The bid period end date/time requirement for biddable release with a term greater than one year and start date of 04/01/2014 is 12:00 PM CT, Friday, March 28, 2014 (Bid Period began Wednesday, 03/26/2014, 12:00 PM CT).



# Tallgrass Connect – Capacity Release

## ➤ How To

### ❖ Post Offer - New

#### • Offer Screen – General Tab

The screenshot shows a software interface with a checkbox labeled "Min Vol Pct Eval" and a dropdown menu labeled "Bid Eval Ind Desc:". The dropdown menu is open, displaying a list of options: "Present Value", "Other Method", "Net Revenue", "NOT APPLICABLE", and "Highest Rate". The "Present Value" option is currently selected and highlighted in blue. Below the dropdown menu, there is a text input field labeled "Bid Eval:".

- **Bid Eval Ind Desc** dropdown. Selection indicates the method competing bids should be evaluated upon for award of replacement contract. If Other Method is selected, Releasing Shipper's bid evaluation criteria must be entered in the **Bid Eval** field.

The screenshot shows a software interface with a text input field labeled "Bid Eval:". The field is currently empty and has a vertical scrollbar on the right side, indicating it can accommodate multiple lines of text.



# Tallgrass Connect – Capacity Release

## ➤ How To

### ❖ Post Offer - New

#### • Offer Screen – General Tab

Bid T-brk: PT PIPELINE'S TARIFF REFERENCED

Bid T-brk Method:

- 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

- **Bid T-brk** dropdown. In the event of a tie, selection indicates the method that should be used to break the tie for award of replacement contract. If Releaser's method is selected, Releasing Shipper's tie-breaker criteria must be entered in the **Bid T-brk Method** field.

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.



# Tallgrass Connect – Capacity Release

## ➤ How To

### ❖ Post Offer - New

#### • Offer Screen – Contact Tab

The screenshot shows the 'Contact' tab of the software interface. It features several input fields for contact information. The 'Rel Contact' field has an ellipsis button next to it. The 'Rtn Addr/Rtn Addr Prop' field is split into two parts: '111234567' and '9970', with an ellipsis button between them. The 'Rtn Addr Name' field is highlighted in green and contains the text 'Training Company One'. The 'Rtn Addr Contact' field also has an ellipsis button next to it. Other fields include 'Rel Phone', 'Rel Fax', 'Rel E-mail', 'Rtn Addr Phone', 'Rtn Addr Fax', and 'Rtn Addr E-mail'.

- Used to enter the Releasing Shipper's contact information. Click the ellipsis ( ... ) to select information for the Releaser Contact Name and Return Address, or type the information into the appropriate field.



# Tallgrass Connect – Capacity Release

## ➤ How To

### ❖ Post Offer - New

#### • Offer Screen – Prearranged Bidder Tab

The screenshot shows the 'Pre-Arranged Bidder' tab in the Tallgrass Connect interface. The form is divided into several sections:

- Bidder/Bidder Prop:** Two text input fields followed by an ellipsis (...) button.
- Bidder Contact:** A text input field followed by an ellipsis (...) button.
- Bidder Phone:** A text input field with a placeholder '( ) -'.
- Bidder Fax:** A text input field with a placeholder '( ) -'.
- Bidder E-mail:** A text input field.
- Bidder Name:** A text input field with a green background.
- Affit:** A dropdown menu with a pink background.
- Prearr Match Date/Prearr Match Time:** A date and time input field.
- Does Shipper Act as Agent:** A dropdown menu.
- Meets Rollover Conditions Ind:** A checkbox.

At the bottom of the form, there is a disclaimer: "By accepting the bid, the replacement customer is now bound by the terms and conditions of the TSP's pro-forma."

- Required if release type is prearranged. Click the ellipsis ( ... ) to select Bidder and Bidder Contact information.



# Tallgrass Connect – Capacity Release

## ➤ How To

### ❖ Post Offer - New

#### • Offer Screen – Prearranged Bidder Tab

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

Bidder/Bidder Prop: 333234567 9972 ... Bidder Name: Training Company Three

Bidder Contact: COMPANY THREE ...

Bidder Phone: ( ) -

Bidder Fax: ( ) -

Bidder E-mail:

Affil: NONE

Prearr Match Date/Prearr Match Time:

Does Shipper Act as Agent: N || RELEASING SHIPPER DOES NOT ACT AS

- **Affil** dropdown. Selection which indicates the relationship between the prearranged bidder, the transportation service provider, and the releasing shipper

Affil: NONE

Prearr Match Date/Prearr Match Time:

Does Shipper Act as Agent:

NONE  
BOTH  
NONE  
RS  
TSP

- **Prearr Match Date/Prearr Match Time** <non-editable> field: Date Prearranged Party is allowed to match any competing bids (NAESB Match/Response Timeline)



# Tallgrass Connect – Capacity Release

## ➤ How To

### ❖ Post Offer - New

#### • Offer Screen – Detail Tab

General		Contract		Additional Terms		Pre-Arranged Bidder		Detail		Recall/Reput									
Offer Detail ID	Rel K	...	Rate Sch	Loc/QT Desc	Loc (Rec)	Loc Prop (Rec)	Loc Name (Rec)	Loc Purp (Rec)	Loc Purp Desc (Rec)	Loc (Del)	Loc Prop (Del)	Loc Name (Del)	Loc Purp (Del)	Loc Purp Desc (Del)	Capacity Available	Max Offer Qty - K	Max Offer Qty - Loc	Min Offer Qty - K	Min Offer Qty - 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																			

Get Capacity Available

- Select releasing contract.
- Enter the minimum and maximum quantities and rate as it applies to the Offer.
- Enter the details for the Prearranged Party's bid.



# Tallgrass Connect – Capacity Release

## ➤ How To

### ❖ Post Offer - New

- Offer Screen – Detail Tab

The screenshot displays the 'Offer Screen - Detail Tab' in the Tallgrass Connect software. The interface includes a top menu bar with options: Links, Retrieve, Validate, Update, Submit, Withdraw, Help, and Cancel. Below the menu are various input fields for TSP / TSP Prop (105830681, 403), TSP Name (TRAILBLAZER PIPELINE CO.), Offer No (<NEW>), Offer Trk ID, Status (ORIGINAL), Capacity Release Status, Rel St Date (8/1/2013), Rel End Date (8/31/2013), IBR Ind (NO - THE RE), Mkt Based Rate Ind (NO), Cycle (1 II TIM), Post Date/Post Time, Releaser/Releaser Prop (111234567, 9970), Releaser Name (Training Company One), and Cap Awd Date/Cap Awd Time. The main area is a table with columns: Offer Detail ID, Rel K, Rate Sch, Loc/QTI Desc, Loc (Rec), Loc Prop (Rec), Loc Name (Rec), Loc Purp (Rec), Offer Qty - K, Max Offer Qty - Loc, and Min Offer Qty - K. A green box highlights the 'Rel K' column header. A modal window titled 'Releasing K - Scoped' is open, showing a table with columns: Rel K, Loc (Rec), Loc Prop (Rec), Loc Name (Rec), and Loc Purp (Rec). The table contains one row with values: TR1000, 13607, 902900, TPC/NGPL GAGE, and MQ. The modal window also has a 'Query Results' section and buttons for 'Query', 'More >>>', 'All', 'Cancel', and 'OK'.

- Rel K: Click the ellipsis ( ... ) to select releasing contract.



# Tallgrass Connect – Capacity Release

## ➤ How To

### ❖ Post Offer - New

#### • Offer Screen – Detail Tab

**Offer** Links Retrieve Validate Update Submit Withdraw Help Cancel

TSP / TSP Prop: 105830681 403 TSP Name: TRAILBLAZER PIPELINE CO.

Offer No: <NEW> Offer Trk ID: Status: ORIGINAL Capacity Release Status:

Rel St Date: 8/1/2013 Rel End Date: 8/31/2013 IBR Ind: NO - THE RE Mkt Based Rate Ind: NO Cycle: 1 II TIM Post Date/Post Time:

Releaser/Releaser Prop: 111234567 9970 Releaser Name: Training Company One Cap Awd Date/Cap Awd Time:

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

Offer Detail	Rel K	Rate Sch	Loc/QTY Desc	Loc (Rec)	Loc Prop (Rec)	Loc Name (Rec)	Loc Purp (Rec)	Loc Purp Desc (Rec)	Loc (Del)	Loc Prop (Del)	Loc Name (Del)	Loc Purp (Del)	Loc Purp Desc (Del)	Capacity Available	Max Offer Qty - K	Max Offer Qty - Loc	Min Offer Qty - K
1 A	TR100	FIRM TRA	RECEIPT POINT	13607	902900	TPC/NGPL	MQ	DELIVERY LOCA	2783	5001	WIC/TPC DU M2	RECEIPT LOCATI					
2																	
3																	
4																	
5																	
6																	

- Enter the minimum and maximum quantities and rate as it applies to the Offer.
- If Offer is prearranged, enter the details for the Prearranged Party's bid.



# Tallgrass Connect – Capacity Release

## ➤ How To

### ❖ Post Offer - New

#### • Offer Screen – Recall / Reput Tab

The screenshot displays the 'Recall/Reput' tab of the Offer Screen. At the top, there are navigation tabs: General, Contact, Additional Terms, Pre-Arranged Bidder, Detail, and Recall/Reput. The 'Recall/Reput' tab is active. Below the tabs, there is a 'Bus Day Ind' dropdown menu. A tooltip is visible over the dropdown, showing two options: 'NO - RECALL NOTIFICATION IS NOT LIMITED TO A BUSINESS DAY' and 'YES - RECALL NOTIFICATION MUST BE PROVIDED EXCLUSIVELY ON A BUSINESS DAY'. Below this, there is a section titled 'Recall Notification Periods' containing five dropdown menus: 'Recall Notif Timely', 'Recall Notif EE', 'Recall Notif Eve', 'Recall Notif ID1', and 'Recall Notif ID2'. All these dropdown menus are currently set to 'NO'. To the right of these fields is a large, empty text area labeled 'Recall/Reput Terms'.

- Required if release is recallable.
- **Bus Day Ind** dropdown: Indicates whether or not the recall notification is limited to a business day.
- **Recall Notification Periods** (YES / NO): Select cycles the recall notification period(s) will apply.

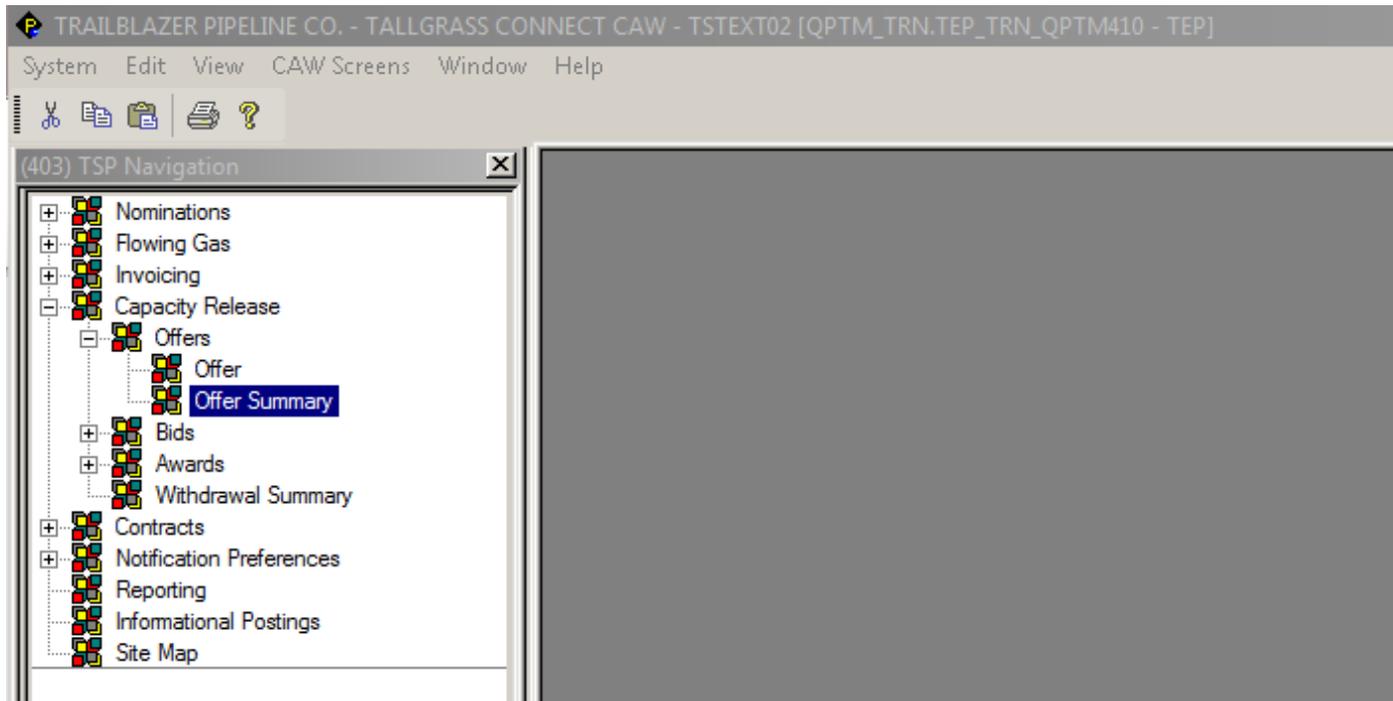


# Tallgrass Connect – Capacity Release

## ➤ How To

### ❖ View Offers

- **TSP Navigation Tree:** Expand **Capacity Release / Offers /** Double click sub menu item **Offer Summary**



- When **Offer Summary** is selected, the **Offer** Screen Listing will display.



# Tallgrass Connect – Capacity Release

## ➤ How To

### ❖ View Offers

#### • Offer Summary

**Offer**      Links      Retrieve    More    All    Help    Cancel

Filter:

TSP / TSP Prop:      TSP Name:

Offer No:  ...    Rel St Date:  /  /     Rel End Date:  /  /     Status:     Capacity Release Status:

Loc / Loc Prop (Rec):   ...    Loc Name (Rec):     Loc / Loc Prop (Del):   ...    Loc Name (Del):

Bid Deal Desc:     Recall Notif Timely:     Recall Notif EE:     Recall Notif Eve:     Recall Notif ID1:     Recall Notif ID2:     Bus Day Ind:

Offers:

	Offer No	Rel St Date	Rel End Date	Releaser	Releaser Prop	Releaser Name	Max Offer Qty	Bid Deal Desc	Bid Per St Date / Bid Per St Time	Bid Per End Date / Bid Per End Time	Status	Post Date / Post Time	Recall Notif Timely	Recall Notif EE	Recall Notif Eve	Recall Notif ID1	Recall Notif ID2	Bus Day Ind	Capacity Release Stat
1	7	6 / 14 / 2013	12 / 31 / 2017	837565548	1073	SHELL ENERGY NORTH	75,000	Not a bid			ORIGIN	6 / 11 / 2013 5 : 19 : 51 PM	NO	NO	NO	NO	NO		APPROVED
2	16	8 / 1 / 2013	8 / 31 / 2013	111234567	9970	Training Company One	25	Biddable	7 / 10 / 2013 12 : 00 : 00	7 / 10 / 2013 1 : 00 : 00	ORIGIN	7 / 9 / 2013 3 : 25 : 13 PM	YES	NO	NO	NO	NO	YES    REC	APPROVED
3	6	10 / 1 / 2013	8 / 31 / 2015	159859586	2281	SUMMIT ENERGY LLC	367	Not a bid			ORIGIN	5 / 16 / 2013 1 : 58 : 36 PM	NO	NO	NO	NO	NO		AWARDED
4	3	11 / 1 / 2013	11 / 1 / 2013	945601599	1464	CIMA ENERGY, LTD.	10	Not a bid			ORIGIN	5 / 10 / 2013 7 : 33 : 35 AM	YES	NO	NO	NO	NO	NO    REC	AWARDED
5	2	11 / 1 / 2013	11 / 1 / 2013	945601599	1464	CIMA ENERGY, LTD.	200	Not a bid			ORIGIN	5 / 10 / 2013 7 : 20 : 29 AM	NO	NO	NO	NO	NO		AWARDED
6	15	8 / 1 / 2013	8 / 31 / 2013	111234567	9970	Training Company One	25	Biddable	7 / 10 / 2013 12 : 00 : 00	7 / 10 / 2013 1 : 00 : 00	ORIGIN	7 / 9 / 2013 3 : 01 : 35 PM	YES	NO	NO	NO	NO	YES    REC	WITHDRAWN

Release Details:

	Rel K	Rate Sch	Loc (Rec)	Loc Prop (Rec)	Loc Name (Rec)	Loc (Del)	Loc Prop (Del)	Loc Name (Del)	Max Offer Qty - K	Max Offer Qty - Loc	Min Acpt	Min Acpt Vol Qty	Min Acpt Rate	Min Acpt Pct	Rate Form/Type Desc	Meas Basis Desc
1	933225	FTS	2783	5001	WIC/TPC DULL KNIFE WELD	13607	902900	TPC/NGPL GAGE	75,000	75,000					RESERVATION CHARGE	MILLION BTU'S

- Upon selection of an Offer, additional details will display in the lower section of the screen.
- **Bid Deal Desc** 'Biddable' / **Capacity Release Status** 'APPROVED' or 'POSTED' – offer is available for competitive bidding.
- **Bid Deal Desc** 'Not Biddable' / **Capacity Release Status** 'APPROVED' or 'POSTED' – offer is available for PA confirmation

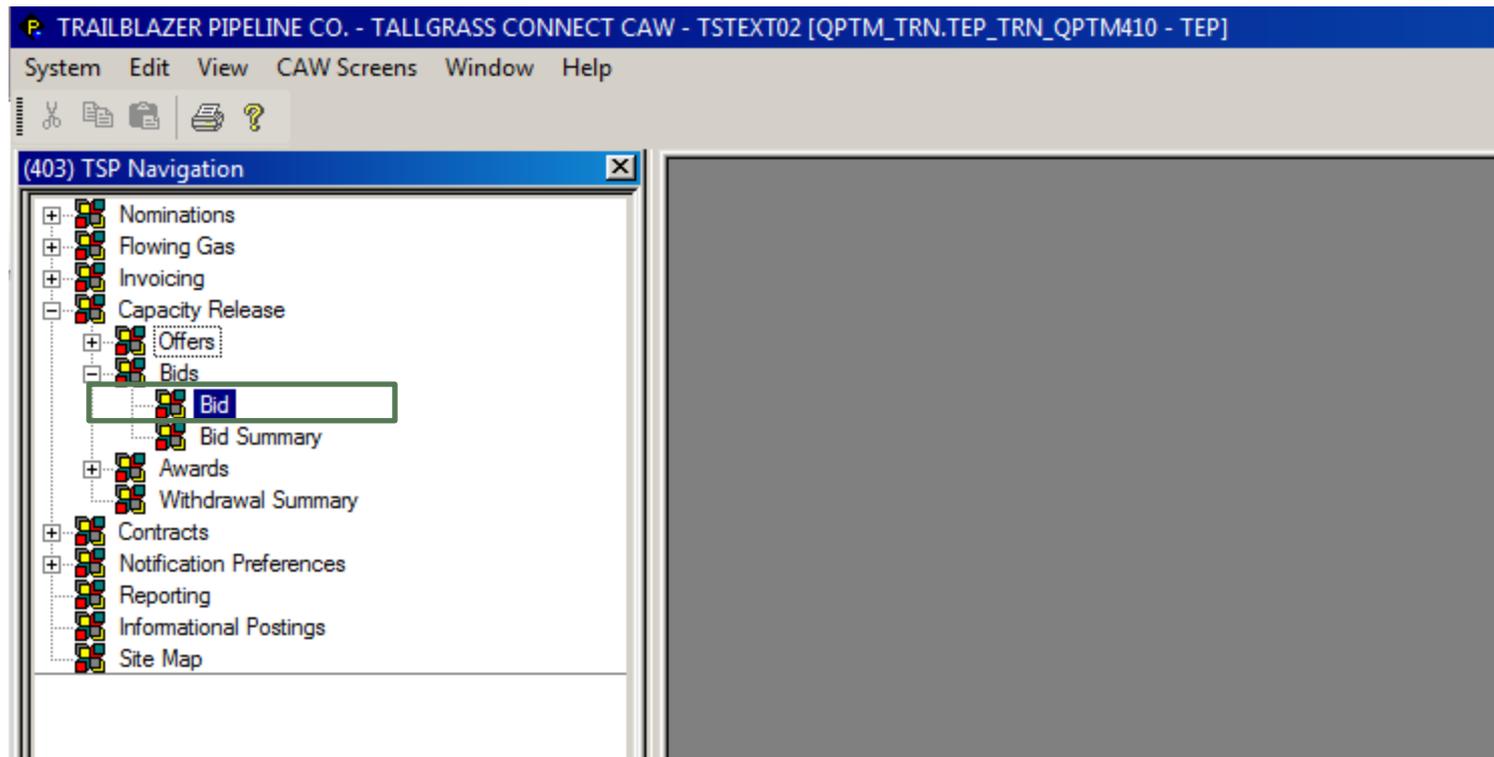


# Tallgrass Connect – Capacity Release

## ➤ How To

### ❖ Post Bid

- **TSP Navigation Tree:** Expand **Capacity Release / Bids /** Double click sub menu item **Bid**



- When **Bid** is selected, the **Bid** Screen will display.



# Tallgrass Connect – Capacity Release

## ➤ How To

### ❖ Post Bid

- **Bid Screen – Non-PA and PA bid terms**

**Bid**

Links Retrieve Validate Update Submit Withdraw Help Cancel

TSP / TSP Prop: 105830681 403 TSP Name: TRAILBLAZER PIPELINE CO.

Bid No: <NEW> Bid Trk ID: Post Date/Post Time: / /

Offer No: Offer Trk ID: Status: ORIGINAL

Bidder Rel Term St: Bidder Rel Term End: Cycle: / /

**General** Detail Contingency

Releaser/Releaser Prop: Releaser Name: Bidder Less Qty Desc: /

Bidder/Bidder Prop: Bidder Name: Rtn Addr/Rtn Addr Prop: Rtn Addr Name: /

Bidder Contact: Rtn Addr Contact: Affil: /

Bidder Phone: Rtn Addr Phone: Bid Rec Date/Bid Rec Time: 7/9/2013 3:58:04 PM

Bidder Fax: Rtn Addr Fax: Prearr Bid: 2 || BIDDER IS NOT THE

Bidder E-mail: Rtn Addr E-mail: SICR Ind: /

Stand-ah Bid Desc: Assoc K: Repl SR Role Ind: /

IBR Ind: /

Mkt Based Rate Ind: /

No Stand-ah Bid T&C: Terms/Notes: Terms/Notes - AMA: Terms/Notes - Storage:

- Non-PA parties use form to enter bid terms for selected offer.
- PA Parties use form to submit Prearranged Bid created by Releasing Shipper.



# Tallgrass Connect – Capacity Release

## ➤ How To

### ❖ Post Bid

#### • Bid Screen – Menus

The screenshot shows a web application interface for posting a bid. A red rectangular box highlights the top menu bar, which contains the following buttons: **Links**, **Retrieve**, **Validate**, **Update**, **Submit**, **Withdraw**, **Help**, and **Cancel**. Below the menu bar, the form is organized into several sections. The top section includes 'TSP / TSP Prop' with values '105830681' and '403', and 'TSP Name' with the value 'TRAILBLAZER PIPELINE CO.'. The middle section contains 'Bid No' (a blue dropdown menu with '<NEW>' selected), 'Bid Trk ID' (a text input field), and 'Post Date/Post Time' (a date-time dropdown menu). The bottom section contains 'Offer No' (a yellow dropdown menu), 'Offer Trk ID' (a text input field), 'Status' (a dropdown menu with 'ORIGINAL' selected), 'Bidder Rel Term St' (a pink dropdown menu), 'Bidder Rel Term End' (a pink dropdown menu), and 'Cycle' (a dropdown menu).

- **Links** – displays a list of screens available for access from current screen
- **Retrieve** – retrieves number entered in the **Bid No** or **Offer No** field
- **Validate** (Optional) – verifies information entered for bid is correct. The validation of the bid is also run during the **Submit** process
- **Update** – saves Bid as draft
- **Submit** – if validation is successful, will update **Post Date/Post Time** for successful of submission of bid for offered capacity (Bids can only be submitted during the Offer’s bid period).
- **Withdraw** – A bidder may withdraw their bid associated with a posted offer up to the close of the Bid Period.
- **Help** – Launches help documentation for the displayed screen
- **Cancel** – closes screen without saving new entries



# Tallgrass Connect – Capacity Release

## ➤ How To

### ❖ Post Bid

#### • Bid Screen – Header

The screenshot shows the 'Bid' screen header with the following fields and values:

Field	Value
TSP / TSP Prop	105830681 403
TSP Name	TRAILBLAZER PIPELINE CO.
Bid No	<NEW>
Offer No	
Bidder Rel Term St	
Bid Trk ID	
Offer Trk ID	
Bidder Rel Term End	
Post Date/Post Time	
Status	ORIGINAL
Cycle	

c/d

#### • a) Bid No field

- Select the Offer you are interested in bidding on (see **Offer No** instructions below).
- Click **N->** for new Bid: <NEW> will display in the **Bid No** field to indicate you are now in data entry mode.
- The bid number will be assigned during the submit process.

#### • b) Offer No field

- Click the ellipsis ( ... ) to select Offer.



# Tallgrass Connect – Capacity Release

## ➤ How To

### ❖ Post Bid

#### • Bid Screen – Header

**Bid** Links Retrieve Validate Update Submit Withdraw Help Cancel

TSP / TSP Prop: 105830681 403 TSP Name: TRAILBLAZER PIPELINE CO.

Bid No: <NEW> [...] N-> Bid Trk ID: Post Date/Post Time: / / : : : :  
Offer No: Offer Trk ID: Status: ORIGINAL  
Bidder Rel Term St: Bidder Rel Term End: Cycle:

**b**

- The Offer No screen will display. Select Offer for bid from the list and the click **OK** button.

**Bid** Links Retrieve Validate Update Submit Withdraw Help Cancel

TSP / TSP Prop: 105830681 403 TSP Name: TRAILBLAZER PIPELINE CO.

Bid No: <NEW> [...] N-> Bid Trk ID: Post Date/Post Time: / / : : : :  
Offer No: Offer Trk ID: Status: ORIGINAL

**Offer No** Query Filters: Show All Cols Adv. Filter Remember System Default Save Setup

	Offer No	Releaser	Releaser Prop	Releaser Name	Rel K	Rel Term St Date	Rel Term End Date
Operator							
Value							
Sort Sequence	1	0	0		0		0
Sort Order	Descend						
Case Sensitive	<input type="checkbox"/>						

Query Results:

1	7	837565548	1073	SHELL ENERGY NORTH	933225	6 / 14 / 2013	12 / 31 / 2017
2	6	159859586	2281	SUMMIT ENERGY LLC	937518	10 / 1 / 2013	8 / 31 / 2015
3	3	945601599	1464	CIMA ENERGY, LTD.	930966	11 / 1 / 2013	11 / 1 / 2013
4	2	945601599	1464	CIMA ENERGY, LTD.	930966	11 / 1 / 2013	11 / 1 / 2013
5	16	111234567	9970	Training Company One	TR1000	8 / 1 / 2013	8 / 31 / 2013
6	15	111234567	9970	Training Company One	TR1000	8 / 1 / 2013	8 / 31 / 2013

Query More >>> All Cancel OK



# Tallgrass Connect – Capacity Release

## ➤ How To

### ❖ Post Bid

#### • Bid Screen – Header

The screenshot shows the 'Bid' screen header with the following fields and annotations:

- a**: Points to the **Bid No** field, which contains '<NEW>' and has a dropdown arrow.
- b**: Points to the **Offer No** field, which is empty and has a dropdown arrow.
- c/d**: Points to the **Bidder Rel Term St** and **Bidder Rel Term End** fields, both of which are empty and have dropdown arrows.

Other fields include: TSP / TSP Prop (105830681), 403, TSP Name (TRAILBLAZER PIPELINE CO.), Bid Trk ID, Offer Trk ID, Post Date/Post Time, Status (ORIGINAL), and Cycle.

#### • **c/d) Bidder Rel Term St and Bidder Rel Term End fields**

- Format MM/DD/YYYY. Enter or select dates from the drop down calendar the start date and end date of the bid term. Date range must be within the selected Offer's release start and end date range.



# Tallgrass Connect – Capacity Release

## ➤ How To

### ❖ Post Bid

#### • Bid Screen – General Tab

The screenshot shows the 'General' tab of a bid screen. It contains the following fields and values:

- Releaser/Releaser Prop: 1234567, 9970
- Releaser Name: Training Company One
- Bidder Less Qty Desc: [Dropdown]
- Bidder/Bidder Prop: [Green], [Pink], [...]
- Bidder Name: [Green]
- Rtn Addr/Rtn Addr Prop: [Green], [Pink], [...]
- Rtn Addr Name: [Green]
- Bidder Contact: [Field], [...]
- Rtn Addr Contact: [Field], [...]
- Affil: [Pink]
- Bidder Phone: [Field]
- Rtn Addr Phone: [Field]
- Bid Rec Date/Bid Rec Time: 7/10/2013 10:35:36 AM
- Bidder Fax: [Field]
- Rtn Addr Fax: [Field]
- Prear Bid: 2 || BIDDER IS NOT THE I
- Bidder E-mail: [Field]
- Rtn Addr E-mail: [Field]
- SICR Ind: N || NO
- Stand-ahn Bid Desc: [Pink]
- Assoc K: [Field], [...]
- Repl SR Role Ind: OTHER
- IBR Ind: NO - THE RELEASE DOE
- Mkt Based Rate Ind: NO

At the bottom, there are four text areas for terms and notes:

- No Stand-ahn Bid T&C: [Empty]
- Terms/Notes: [Empty]
- Terms/Notes - AMA: [Empty]
- Terms/Notes - Storage: [Empty]

- The overall details of the Bid are entered in the fields on the General Tab
- Releaser/Releaser Prop and Releaser Name fields populates based on the Offer selected for bid.



# Tallgrass Connect – Capacity Release

## ➤ How To

### ❖ Post Bid

#### • Bid Screen – General Tab

General | Detail | Contingency

Releaser/Releaser Prop: 1234567 9970 Releaser Name: Training Company One

Bidder/Bidder Prop: [Green] [Pink] [...] Bidder Name: [Green]

Bidder Contact: [ ] Rtn Addr Contact: [ ]

Bidder Phone: [ ( ) - ] Rtn Addr Phone: [ ]

Bidder Fax: [ ( ) - ] Rtn Addr Fax: [ ]

Bidder E-mail: [ ] Rtn Addr E-mail: [ ]

- Click the ellipses (...) to select **Bidder/Bidder Prop** information. If you are an agent for more than one company, all companies will be listed for you to retrieve for the bid. Select Company and click OK button.

General | Detail | Contingency

Releaser/Releaser Prop: 1234567 9970 Releaser Name: Training Company One Bidder Less Qty Desc:

Bidder/Bidder Prop: [Green] [Pink] [...] Bidder Name: [Green] Rtn Addr/Rtn Addr Prop:

Bidder Contact: [ ]

Bidder Phone: [ ( ) - ]

Bidder Fax: [ ( ) - ]

Bidder E-mail: [ ]

Stand-ahn Bid Desc:

No Stand-ahn Bid T&C:

**Bid Screen - Bidder Business Party**

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

	Bidder	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	222234567	9971	Training Company Two
---	-----------	------	----------------------

Query More >>> All Cancel OK



# Tallgrass Connect – Capacity Release

## ➤ How To

### ❖ Post Bid

#### • Bid Screen – General Tab

The screenshot shows the 'Bid' screen with the following fields and values:

- Links:** Retrieve, Validate, Update, Submit, Withdraw, Help, Cancel
- TSP / TSP Prop:** 105830681, 403, TSP Name: TRAILBLAZER PIPELINE CO.
- Bid No:** <NEW> (with ellipsis and N-> buttons), Bid Trk ID: [ ]
- Offer No:** 16 (with ellipsis button), Offer Trk ID: [ ]
- Bidder Rel Term St:** 8 / 1 / 2013 (dropdown), Bidder Rel Term End: 8 / 31 / 2013 (dropdown)
- General Tab:**
  - Releaser/Releaser Prop:** 111234567, 9970, Releaser Name: Training Company One
  - Bidder/Bidder Prop:** 222234567, 9971 (with ellipsis button), Bidder Name: Training Company Two
  - Bidder Contact:** [ ] (with ellipsis button), Rtn Addr Contact: [ ]
  - Bidder Phone:** [ ( ) - ], Rtn Addr Phone: [ ]
  - Bidder Fax:** [ ( ) - ], Rtn Addr Fax: [ ]
  - Bidder E-mail:** [ ], Rtn Addr E-mail: [ ]
  - Stand-ahn Bid Desc:** [ ] (dropdown), Assoc K: [ ]

- Enter or Click the ellipses (...) to select **Bidder Contact** information.



# Tallgrass Connect – Capacity Release

## ➤ How To

### ❖ Post Bid

#### • Bid Screen – General Tab

The screenshot shows the 'General' tab of the Bid Screen. The form is organized into several sections:

- Releaser/Releaser Prop:** 1234567, 9970
- Releaser Name:** Training Company One
- Bidder/Bidder Prop:** [Green], [Pink], ...
- Bidder Name:** [Green]
- Bidder Contact:** [ ]
- Rtn Addr Contact:** [ ]
- Bidder Phone:** [ ]
- Rtn Addr Phone:** [ ]
- Bidder Fax:** [ ]
- Rtn Addr Fax:** [ ]
- Bidder E-mail:** [ ]
- Rtn Addr E-mail:** [ ]
- Stand-aln Bid Desc:** [Dropdown menu, highlighted with a green box]
- Assoc K:** [ ]
- Bidder Less Qty Desc:** [Dropdown menu]
- Rtn Addr/Rtn Addr Prop:** [Green], [Pink], ...
- Rtn Addr Name:** [Green]
- Affil:** [Dropdown menu]
- Bid Rec Date/Bid Rec Time:** 7/10/2013 10:35:36 AM
- Prear Bid:** 2 || BIDDER IS NOT THE I
- SICR Ind:** N || NO
- Repl SR Role Ind:** OTHER
- IBR Ind:** NO - THE RELEASE DOE
- Mkt Based Rate Ind:** NO

At the bottom, there are four text areas for terms and notes:

- No Stand-aln Bid T&C:
- Terms/Notes:
- Terms/Notes - AMA:
- Terms/Notes - Storage:

- **Stand-aln Bid Desc** dropdown. Options available for selection are:
  - **STAND-ALONE BID**
  - **NOT A STAND-ALONE BID**



# Tallgrass Connect – Capacity Release

## ➤ How To

### ❖ Post Bid

#### • Bid Screen – General Tab

The screenshot shows the 'General' tab of the Bid Screen. The 'Bidder Less Qty Desc' dropdown is highlighted with a green box. The form contains various fields for bidder and releaser information, contact details, and bid specifications. The 'Bidder Less Qty Desc' dropdown is currently set to a value that is partially obscured by a pink highlight.

- **Bidder Less Qty Desc** dropdown. Options available for selection are:
  - **BIDDER WILL NOT ACCEPT AN AWARD FOR LESS THAN THE FULL QUANTITY**
  - **BIDDER WILL ACCEPT AN AWARD FOR LESS THAN THE FULL QUANTITY**
  - **(UNDISCLOSED) BIDDER WILL ACCEPT AN AWARD FOR LESS THAN THE FULL QUANTITY BUT DOES NOT WANT THAT MINIMUM QUANTITY DISCLOSED**



# Tallgrass Connect – Capacity Release

## ➤ How To

### ❖ Post Bid

#### • Bid Screen – General Tab

The screenshot shows the 'General' tab of a bid screen. It includes fields for Releaser/Releaser Prop (1234567, 9970), Releaser Name (Training Company One), Bidder/Bidder Prop, Bidder Name, Bidder Contact, Bidder Phone, Bidder Fax, Bidder E-mail, Stand-ahn Bid Desc, Rtn Addr/Rtn Addr Prop, Rtn Addr Name, Rtn Addr Contact, Rtn Addr Phone, Rtn Addr Fax, Rtn Addr E-mail, Assoc K, Bidder Less Qty Desc, Affil (highlighted), Bid Rec Date/Bid Rec Time (7/10/2013 10:35:36 AM), Prearr Bid (2 || BIDDER IS NOT THE I), SICR Ind (N || NO), Repl SR Role Ind (OTHER), IBR Ind (NO - THE RELEASE DOE), and Mkt Based Rate Ind (NO). There are also four text areas for terms and notes: No Stand-ahn Bid T&C, Terms/Notes, Terms/Notes - AMA, and Terms/Notes - Storage.

#### • Affil dropdown. Options available for selection are:

- **BOTH** selection will indicate Bidder is affiliated with the Transportation Provider
- **NONE** selection will indicate, for Capacity Release, the Bidder is not affiliated with the TSP or the Releasing Shipper for firm or interruptible transactional reporting, the contract holder is not affiliated with the TSP
- **RS** selection will indicate Bidder is affiliated only with the Releasing Shipper
- **TSP** selection will indicate, for Capacity Release, the Bidder is affiliated only with the TSP for firm or interruptible transactional reporting, the contract holder is affiliated with the TSP



# Tallgrass Connect – Capacity Release

## ➤ How To

### ❖ Post Bid

- **Bid Screen – Detail Tab**

General			Detail	Contingency																	
	Bid Detail	Offer Detail ID	...	Bundle Id	Loc (Rec)	Loc Prop (Rec)	Loc Name (Rec)	Loc Purp (Rec)	Loc Purp Desc (Rec)	Loc (Del)	Loc Prop (Del)	Loc Name (Del)	Loc Purp (Del)	Loc Purp Desc (Del)	Route	Segment	Rel K	Capacity Release Status	Loc/QTI Desc	Rate ID Desc	Res R Basis C
1	A		39		13607	902900		MQ	DELIVERY LOCATION	2783	5001		M2	RECEIPT LOCATION		<input type="checkbox"/>	TR1000		RECEIPT POINT	RESERVATION	PER MON
2																<input type="checkbox"/>					
3																<input type="checkbox"/>					
4																<input type="checkbox"/>					

General			Detail	Contingency															
	Tot Surchg	Repl SR K	Bid Qty - K	Bid Qty - Loc	Bid Min Qty - K	Bid Min Qty - Loc	Min Vol Pct	Min Vol Qty	Meas Basis Desc	Bidder Bid Basis Desc				IBR Bid	IBR Bid	IBR Bid	Rate Bid	Pct Max Trf Rate Bid	Rate Sch
1	A		25	25					MILLION BTU'S	NON-INDEX-BASED RELEASE - PERCENTAGE OF MAXIMUM TARIFF RATE								100.00%	FIRM TRA
2																			
3																			
4																			

- Enter the Bid's minimum and maximum quantities and rate as it applies.
- If PA Bid, review the Bid details.



# Tallgrass Connect – Capacity Release

## ➤ How To

### ❖ Post Bid

#### • Bid Screen – Contingency Tab

General Detail **Contingency**

Bidder Contng Desc: [Dropdown Menu]

A bidder who specifies a contingency is responsible for withdrawing any bid where the contingency has not been eliminated. This must be done prior to the earlier of (i) the contingency end period or (ii) the close of the open season for the offer. Otherwise, the bid will be considered valid.

Bidder Contng Terms:

[Text Area]

- **Bidder Contng** dropdown. Options available for selection are:
  - **THE BID IS NOT CONTINGENT**
  - **THE BID IS CONTINGENT**
  - NOTE: Selection required for ALL bids. If Offer is not accepting contingent bids, bidder must select option **THE BID IS NOT CONTINGENT** to continue with the bid posting.

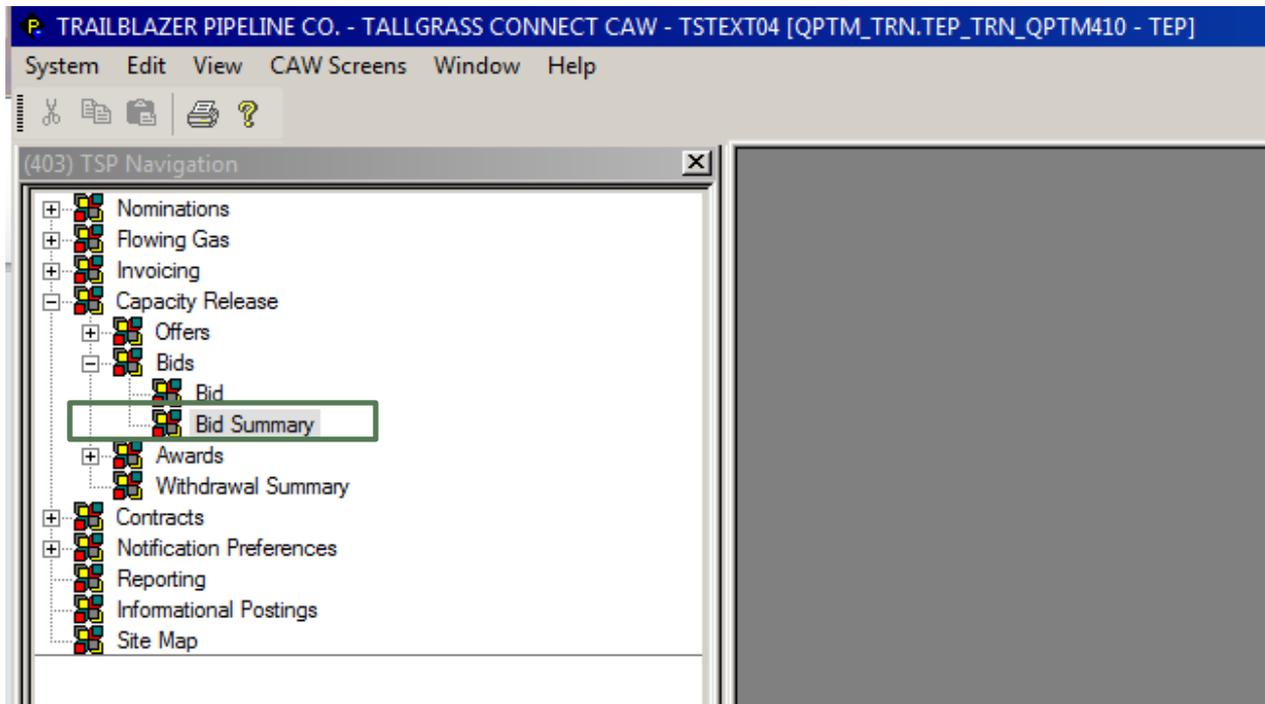


# Tallgrass Connect – Capacity Release

## ➤ How To

### ❖ View Bids

- **TSP Navigation Tree:** Expand **Capacity Release / Bids /** Double click sub menu item **Bid Summary**



- When **Bid Summary** is selected, the **Bid** Screen Listing will display.



# Tallgrass Connect – Capacity Release

## ➤ How To

### ❖ View Bids

- Bid Summary

**Bid**    Links    Retrieve    More    All    Help    Cancel

TSP / TSP Prop:      TSP Name:

Offer No:  ...    Releaser / Releaser Prop:      Releaser Name:

Rel St Date:  /  /     Rel End Date:  /  /

Filter:

Bid No:  ...    Status:

Loc / Loc Prop (Rec):   ...    Loc Name (Rec):     Loc / Loc Prop (Del):   ...    Loc Name (Del):

Bids:

	Bid No	Bidder	Bidder Prop	Bidder Name	Bidder Rel Term St	Bidder Rel Term End	Bid Rec Date / Bid Rec Time	Status	Capacity Release Status	Loc (Rec)	Loc Prop (Rec)	Loc Name (Rec)	Loc (Del)	Loc Prop (Del)	Loc Name (Del)	Max Offer Qty - Loc	Bid Qty Loc	Meas Basis Desc	Rate Bid	Pct Max Trf Rate Bid	Min Vol
1	2				11/1/2013	11/1/2013	5/10/2013 7:21:47 AM	ORIGIN	AW	34581	3856	CIG/TPC TOMA	13607	902900	TPC/NGPL GA	200	200	MILLIOI	\$ 2.00000		
2	4				11/1/2013	11/1/2013	5/10/2013 7:34:41 AM	ORIGIN	AW	34581	3856	CIG/TPC TOMA	13607	902900	TPC/NGPL GA	10	10	MILLIOI	\$ 2.00000		
3	6				10/1/2013	8/31/2015	5/16/2013 2:01:44 PM	ORIGIN	AW	2783	5001	WIC/TPC DULL	13607	902900	TPC/NGPL GA	367	367	MILLIOI		100.00%	
4	8	444234567	9973	Training Company Four	8/1/2013	8/31/2013		ORIGIN		13607	902900	TPC/NGPL GA	2783	5001	WIC/TPC DULL	25	25	MILLIOI		100.00%	
5	9	444234567	9973	Training Company Four	8/1/2013	8/31/2013		ORIGIN		13607	902900	TPC/NGPL GA	2783	5001	WIC/TPC DULL	25	5	MILLIOI		100.00%	
6	11	444234567	9973	Training Company Four	8/1/2013	8/31/2013		ORIGIN		13607	902900	TPC/NGPL GA	2783	5001	WIC/TPC DULL	25	5	MILLIOI		100.00%	

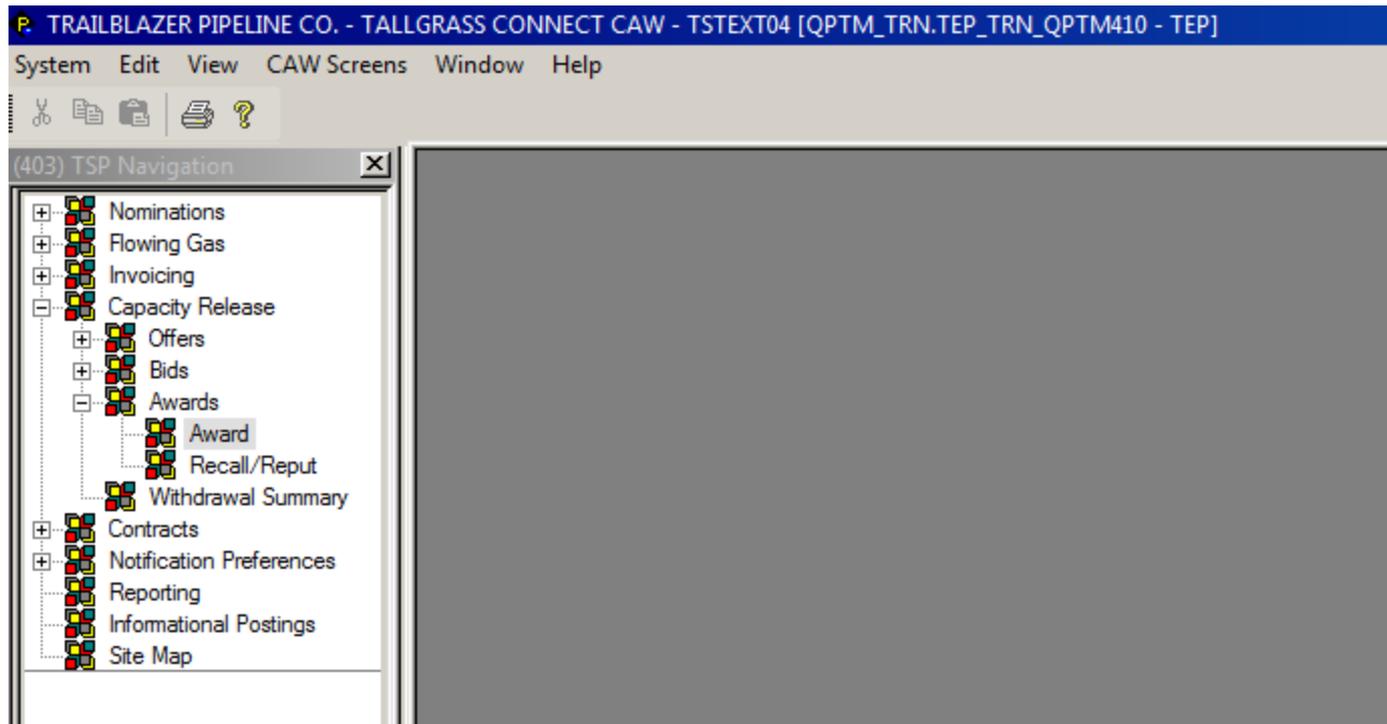


# Tallgrass Connect – Capacity Release

## ➤ How To

### ❖ View Awards

- **TSP Navigation Tree:** Expand **Capacity Release / Awards /** Double click sub menu item **Award**



- When **Award** is selected, the **Award** Screen will display.



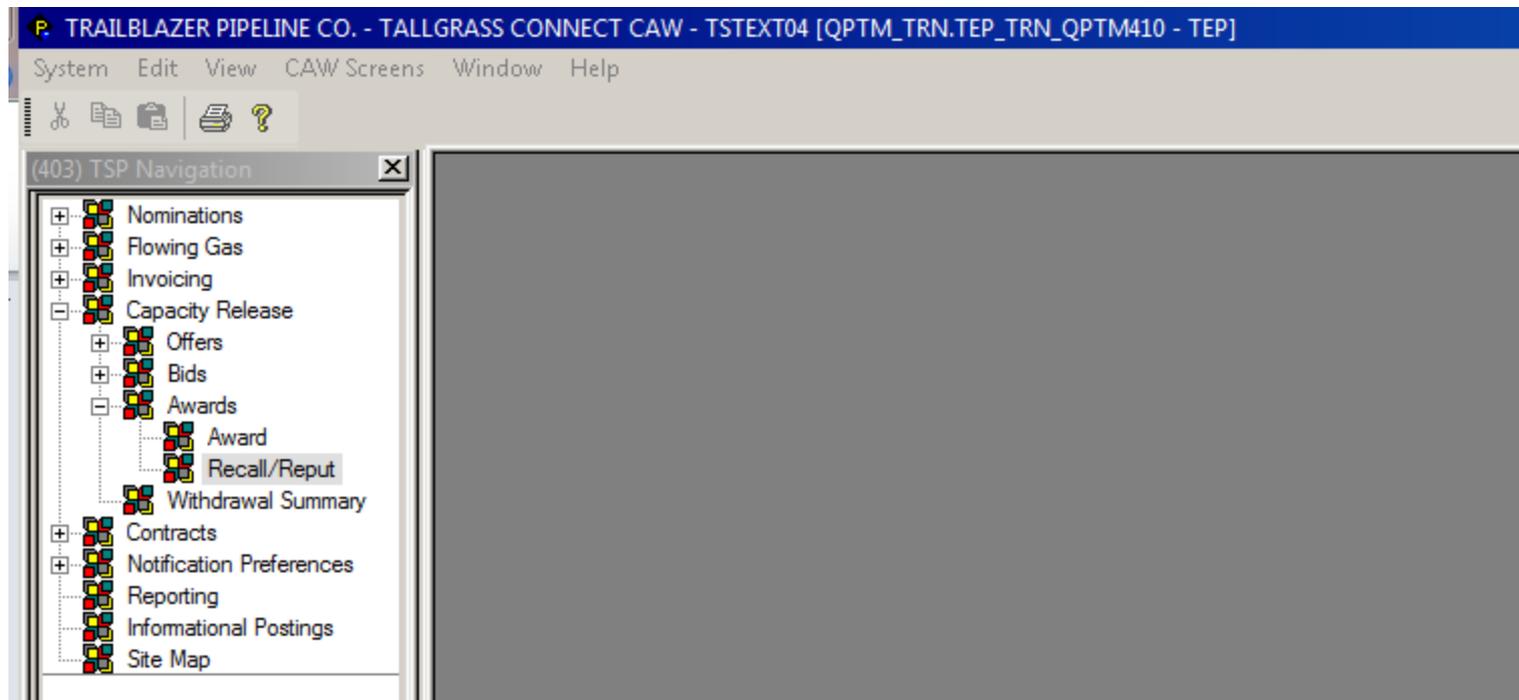


# Tallgrass Connect – Capacity Release

## ➤ How To

### ❖ Recall/Reput

- **TSP Navigation Tree:** Expand **Capacity Release / Awards /** Double click sub menu item **Recall/Reput**



- When **Recall/Reput** is selected, the **Award/Recall/Reput History and New Activity** Screen will display.



# Tallgrass Connect – Capacity Release

## ➤ How To

### ❖ Award/Recall/Reput History

Links: Retrieve More All Submit Help Cancel

TSP / TSP Prop: 105830681 403 TSP Name: TRAILBLAZER PIPELINE CO.  
Repl SR K: [ ] Offer No: Capacity Release Status: [ ]  
Filter Start Date: [ ] Filter End Date: [ ]  
Rel Start Date: [ ] Rel End Date: [ ]  
Releaser/Releaser Prop: [ ] Releaser Name: [ ]  
Rel Contact: [ ] Rel Email: [ ]

Award/Recall/Reput History:

Seq	Award Amend ID	Rel K	Repl SR K	Repl SR	Repl SR Prop	Repl SR Name	Loc (Rec)	Loc Prop (Rec)	Loc Name	Loc (Del)	Loc Prop (Del)	Loc Name	Capacity Release Status	Rel Start Date	Rel End Date	Qty - Loc	Meas Basis Desc	Recall Notif

New Recall/Reput Activity:

Total Quantity: [ ] As Of Date: [ ]

Seq	Award Amend ID	Rel K	Repl SR K	Repl SR Name	Loc (Rec)	Loc Prop (Rec)	Loc Name (Rec)	Loc (Del)	Loc Prop (Del)	Loc Name (Del)	Capacity Release Status	Rel Start Date	Rel End Date	Qty - Loc	Meas Basis Desc	Recall Notif Period	Recall Bus
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	

- **Repl SR K** – click ellipsis to select offer with recall/reput provisions.
- To initiate new recall/reput activity, select the replacement contract from the **Award/Recall/Reput History** grid and using the down arrow, move it to the New **Recall/Reput Activity** screen. Fill in the fields related to the recall or recall/reput.



# Tallgrass Connect – Capacity Release

## ➤ How To

### ❖ Withdraw Offer

#### • Offer Screen – Withdraw Tab

The screenshot displays the 'Offer' screen in the Tallgrass Connect system. The 'Withdraw' tab is selected, and the 'W/D Co Name' field is highlighted in green. The form contains the following fields and values:

- TSP / TSP Prop: 105830681 / 403
- TSP Name: TRAILBLAZER PIPELINE CO.
- Offer No: 15
- Offer Trk ID: [Empty]
- Status: ORIGINAL
- Capacity Release Status: APPROVED
- Rel St Date: 8 / 1 / 2013
- Rel End Date: 8 / 31 / 2013
- IBR Ind: NO - THE R
- Mkt Based Rate Ind: NO
- Cycle: 1 | TIM
- Post Date/Post Time: 7 / 9 / 2013 3 : 01 : 35 PM
- Releaser/Releaser Prop: 111234567 / 9970
- Releaser Name: Training Company One
- Cap Awd Date/Cap Awd Time: [Empty]

The 'Withdraw' tab is selected, and the 'W/D Co Name' field is highlighted in green. The 'W/D Type Desc' field is empty, and the 'W/D Comments' field is a large text area.

- Releasing Shipper may withdraw offer as long there is not a qualifying bid associated with the offer. (If prearranged, Releasing Shipper may withdraw if Prearranged Party has not confirmed bid.)



# Tallgrass Connect – Capacity Release

## ➤ How To

### ❖ Withdraw Offer

#### • Offer Screen – Withdraw Tab

W/D Co / W/D Co Prop: [ ] [ ] [ ... ] W/D Co Name: [ ]

W/D Type Desc: [ ]

W/D Comments: [ ]

**Withdrawing Business Party**

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

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

Query Results:

1	9970	Training Company One	111234567
---	------	----------------------	-----------

Query More >>> All Cancel OK

- Click the ellipsis ( ... ). Select the Offer's **Withdrawing Business Party** from the displayed selection(s).



# Tallgrass Connect – Capacity Release

## ➤ How To

### ❖ Withdraw Offer

#### • Offer Screen – Withdraw Tab

The screenshot shows the 'Offer' screen in the Tallgrass Connect system. The 'Withdraw' tab is selected in the top navigation bar. The main form contains the following fields:

- TSP / TSP Prop: 105830681, 403
- TSP Name: TRAILBLAZER PIPELINE CO.
- Offer No: 15
- Offer Trk ID: [Empty]
- Status: ORIGINAL
- Capacity Release Status: APPROVED
- Rel St Date: 8 / 1 / 2013
- Rel End Date: 8 / 31 / 2013
- IBR Ind: NO - THE R
- Mkt Based Rate Ind: NO
- Cycle: 1 || TIM
- Post Date/Post Time: 7 / 9 / 2013 3:01:35 PM
- Releaser/Releaser Prop: 111234567, 9970
- Releaser Name: Training Company One
- Cap Awd Date/Cap Awd Time: [Empty]

The 'Withdraw' tab is selected in the bottom navigation bar. The main form contains the following fields:

- W/D Co / W/D Co Prop: 111234567, 9970
- W/D Co Name: Training Company One
- W/D Type Desc: [Empty]
- W/D Comments: [Empty]

A confirmation dialog box titled 'Quorum PTM' is displayed over the main form, asking 'Are you sure you want to withdraw?' with 'Yes' and 'No' buttons.

- Select **Withdraw** from the Offer Menu
- Click “Yes” to continue with the withdrawing of the Offer.



# Tallgrass Connect – Capacity Release

## ➤ How To

### ❖ Withdraw Offer

#### • Offer Screen – Withdraw Tab

The screenshot shows the 'Offer' screen with the 'Withdraw' tab selected. The 'Capacity Release Status' dropdown is set to 'WITHDRAWN'. A 'Quorum PTM' dialog box is open, displaying an information icon and the text 'Information Update successful' with an 'OK' button.

**Offer** Links Retrieve Validate Update Submit Withdraw Help Cancel

TSP / TSP Prop: 105830681 403 TSP Name: TRAILBLAZER PIPELINE CO.

Offer No: 15 Offer Trk ID: Status: ORIGINAL Capacity Release Status: WITHDRAWN

Rel St Date: 8 / 1 / 2013 Rel End Date: 8 / 31 / 2013 IBR Ind: NO - THE R Mkt Based Rate Ind: NO Cycle: 1 || TIM Post Date/Post Time: 7 / 9 / 2013 3 : 01 : 35 PM

Releaser/Releaser Prop: 111234567 9970 Releaser Name: Training Company One Cap Awd Date/Cap Awd Time:

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

W/D Co / W/D Co Prop: 111234567 9970 W/D Co Name: Training Company One

W/D Type Desc: KO || CANCELLATION OF OFFER

W/D Comments:

- The Offer's **Capacity Release Status** field is updated to **Withdrawn**



## ➤ How To

### ❖ Withdraw Bid

- **Bid Screen – Withdraw Tab**

- The Withdraw Tab will be available for bids that have been posted.
- Bids may be withdrawn up to the end of the Bid Period.
- The process used is the same as described for Offer Screen – Withdraw Tab.

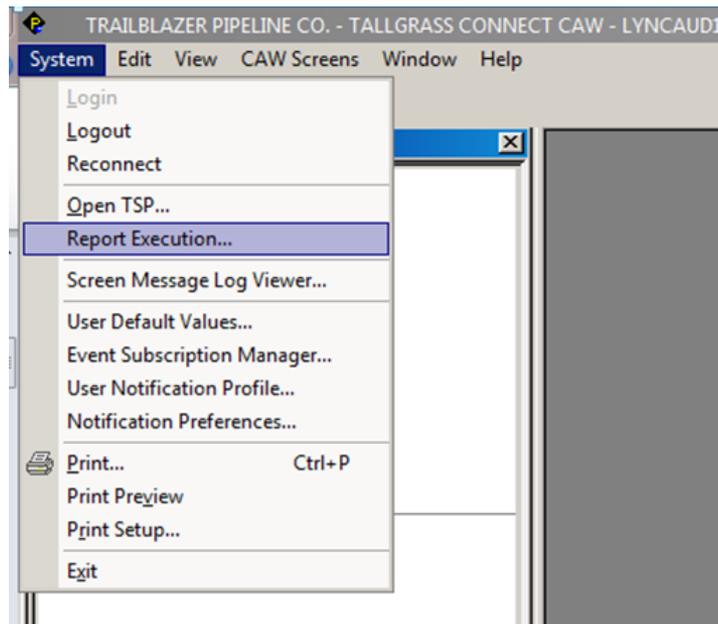


# Tallgrass Connect – Capacity Release

## ➤ How To

### ❖ Download Capacity Release Award

- **System:** Select Menu Item **Report Execution...**



- When **Report Execution...** is selected, the **Report Execution** Screen will display.



# Tallgrass Connect – Capacity Release

## ➤ How To

- ❖ Download Capacity Release Award
  - Report Execution Screen

TRAILBLAZER PIPELINE CO. - TALLGRASS CONNECT CAW - LYNCAUD1 [QPTM\_TRN.TEP\_TRN\_QPTM410 - TEP]

System Edit View CAW Screens Window Help

(403) TSP Navigation

- Allocations
- Billing
- Business Associates
- Capacity Release
- Confirmations
- Contracts
- EDI
- Inventory Accounts
- Locations
- Nominations
- Rates
- Scheduling
- System Setup

Report Execution

Links Clear Help Cancel

Process Information

Report Type: [Dropdown]

Report: [Dropdown]

Run Mode

- Show Progress Dialog
- Debug Mode
- Quick Schedule Option

Last Process Run Status

Process Queue ID: [Text Box]

Saved Parameters

Global  Local [Dropdown] [New] [Save] [Delete]

Parameter Name	Param Input	Value (From if range input)	...	Value: (TO if range input, Selector if Multi input)	...	Ignore Param	Date
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# Tallgrass Connect – Capacity Release

## ➤ How To

### ❖ Download Capacity Release Award

#### • Report Execution Screen

- **Report Type:** Select **CAW Capacity Release** from the drop down list
- **Report:** Select **Award Download (External)** from the drop down list

Report Execution

Links Clear Execute Help Cancel

Process Information

Report Type: CAW CAPACITY RELEASE

Report: AWARD DOWNLOAD (EXTERNAL)

Execution Server:

Server Group:

Run Mode

Show Progress Dialog

Debug Mode

Quick Schedule Option

Last Process Run Status

Process Queue ID:

Saved Parameters

Global  Local

New Save Delete

	Parameter Name	Param Input	Value (From if range input) ...	Value: (TO if range input, selector if Multi input) ...	Ignore Param	De
1	AWARD_NO	Single Discrete Input			<input type="checkbox"/>	Award Numbe
2	REPORT_EXPORT_F	Single Discrete Input	Adobe Acrobat		<input type="checkbox"/>	Report Export
3	REPORT_EXPORT_M	Single Discrete Input	View / File		<input checked="" type="checkbox"/>	Parameter use
4	RPT_PRINTER_COD	Single Discrete Input			<input checked="" type="checkbox"/>	Parameter use
5	ADDITIONAL_EMAIL	Multiple Input			<input checked="" type="checkbox"/>	Parameter for
6	Report Email Subjec	Single Discrete Input			<input checked="" type="checkbox"/>	Used to speci
7	Report Email Body	Single Discrete Input			<input checked="" type="checkbox"/>	Used to speci

- **AWARD\_NO:** Click the ellipsis (...), the **Award Picklist** will display to allow you to select the **Award No** you want to download.



# Tallgrass Connect – Capacity Release

## ➤ How To

### ❖ Download Capacity Release Award

#### • Award Picklist Screen

- Query or select the **Award No/Offer No/Bid No** you are interested in.
- Click **OK**

The screenshot shows two overlapping windows from a software application. The background window is titled 'Report Execution' and has a 'Process Information' section with 'Report Type' set to 'CAW CAPACITY RELEASE' and 'Report' set to 'AWARD DOWNLOAD (EXTERNAL)'. It also has 'Run Mode' options: 'Show Progress Dialog' (checked), 'Debug Mode' (unchecked), and 'Quick Schedule Option' (unchecked). Below this are fields for 'Execution Server', 'Server Group', and 'Saved Parameters' (Global/Local). A table lists parameters for the report, such as 'AWARD\_NO', 'REPORT EXPORT FI', 'REPORT EXPORT M', 'RPT\_PRINTER\_COD', 'ADDITIONAL EMAIL', 'Report Email Subjec', and 'Report Email Body'.

The foreground window is titled 'Award Picklist' and contains a table with columns 'Award No', 'Offer No', and 'Bid No'. It also has 'Query Filters' (Show All Cols, Adv. Filter, Remember) and a 'System Default' dropdown. The 'Query Results' table is as follows:

	Award No	Offer No	Bid No
Operator			
Value			
Sort Sequence	1	0	0
Sort Order	Descendi		
Query Results:			
1	9	24	17
2	8	23	15
3	7	21	16
4	6	20	13
5	5	19	22
6	4	6	6
7	3	3	4
8	2	2	2

Buttons at the bottom include 'Query', 'More >>>', 'All', 'Cancel', and 'OK'.



# Tallgrass Connect – Capacity Release

## ➤ How To

### ❖ Download Capacity Release Award

#### • Report Execution Screen

- REPORT EXPORT FILE TYPE (dropdown): Select the file format for the report.

The screenshot shows the 'Report Execution' dialog box with the following configuration:

- Report Type: CAW CAPACITY RELEASE
- Report: AWARD DOWNLOAD (EXTERNAL)
- Run Mode:  Show Progress Dialog,  Debug Mode,  Quick Schedule Option
- Last Process Run Status: COMPLETED SUCCESSFULLY
- Process Queue ID: 11887
- Parameter Table:

	Parameter Name	Param Input	Value (From if range input)	Value: (TO if range input, Selector if Multi input)	Ignore Param
1	AWARD_NO	Single Discrete Input	9		<input type="checkbox"/>
2	REPORT EXPORT FILE TYPE	Single Discrete Input	Word		<input type="checkbox"/>
3	REPORT EXPORT MODE PARA	Single Discrete Input	PDF Adobe Acrobat	9	<input checked="" type="checkbox"/>
4	RPT_PRINTER_CODE	Single Discrete Input	RPT Crystal Report	0	<input checked="" type="checkbox"/>
5	ADDITIONAL EMAILS or FAX P	Multiple Input	XLS Excel	5	<input checked="" type="checkbox"/>
6	Report Email Subject	Single Discrete Input	XLSDATA Excel Data Only	10	<input checked="" type="checkbox"/>
7	Report Email Body	Single Discrete Input	DOC Word	1	<input checked="" type="checkbox"/>



# Tallgrass Connect – Capacity Release

## ➤ How To

### ❖ Download Capacity Release Award

#### • Award Picklist Screen

- Click Execute from the Report Execution menu.

**Report Execution**

Links | Clear | **Execute** | Help | Cancel

Process Information

Report Type: CAW CAPACITY RELEASE

Report: AWARD DOWNLOAD (EXTERNAL)

Run Mode

Show Progress Dialog

Debug Mode

Quick Schedule Option

Execution Server: [ ]

Server Group: [ ]

Last Process Run Status

Process Queue ID: [ ]

Saved Parameters

Global  Local [ ]

New Save Delete

	Parameter Name	Param Input	Value (From if range input)	...	Value: (TO if range input, Selector if Multi input)	...	Ignore Param		De
1	AWARD_NO	Single Discrete Input	9	...			<input type="checkbox"/>	Award Numbe	
2	REPORT_EXPORT_FI	Single Discrete Input	Adobe Acrobat				<input type="checkbox"/>	Report Export	
3	REPORT_EXPORT_M	Single Discrete Input	View / File				<input checked="" type="checkbox"/>	Parameter use	
4	RPT_PRINTER_COD	Single Discrete Input					<input checked="" type="checkbox"/>	Parameter use	
5	ADDITIONAL_EMAIL	Multiple Input					<input checked="" type="checkbox"/>	Parameter for	
6	Report Email Subject	Single Discrete Input					<input checked="" type="checkbox"/>	Used to speci	
7	Report Email Body	Single Discrete Input					<input checked="" type="checkbox"/>	Used to speci	



# Tallgrass Connect – Capacity Release

## ➤ How To

### ❖ Download Capacity Release Award

#### • Award Picklist Screen

- Click **Execute** from the Report Execution menu. File will display in the requested file type.

Run D/T: 7/25/2013 6:30:09PM

**Award Download**  
TSP: 105830681  
TSP Prop: 403  
TSP Name: TRAILBLAZER PIPELINE CO.  
Award No: 9  
Offer No: 24

Releaser:	666234567	Rel St Date:	8/1/2013	Status:	
Releaser Prop:	9975	Rel End Date:	8/31/2013	Capacity Release Status:	AWARDED
Releaser Name:	Training Company Six	Cycle:	TIM		

**Terms**

All Re-rel Desc:	RE-RELEASABLE
Prearr Deal Desc:	OFFER IS SUBJECT TO A PREARRANGED DEAL
Perm Rel Desc:	CAPACITY IS NOT BEING PERMANENTLY RELEASED.
Prev Rel Desc:	OFFER DOES NOT CONTAIN ANY CAPACITY WHICH WAS PREVIOUSLY RELEASED.
RAPP Desc:	No
IBR Ind:	NO - THE RELEASE DOES NOT UTILIZE INDEX-BASED PRICING FOR CAPACITY RELEASE
Mkt Based Rate Ind:	NO
Repl SR Role Ind:	OTHER
SICR Ind:	NO

**Additional Terms**

Terms/Notes: