

# myCommPass Training

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Shipper Training Manual



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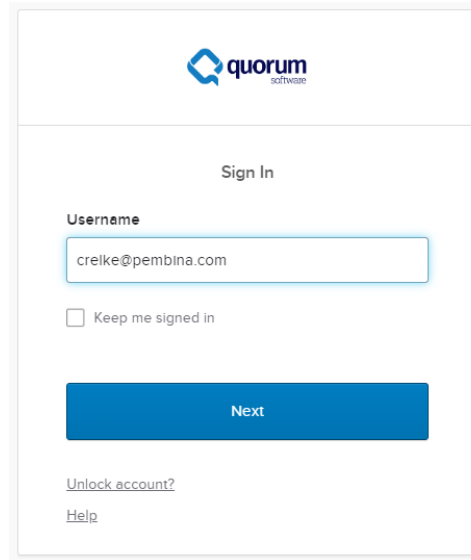
Updated May 2024

# Whats new?

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# Logging into the WEB

- Navigate to <https://login.myquorumcloud.com/>
- Enter your email, credentials and select “login”
- Enter in the MFA code sent to your phone number to verify your identity



quorum  
software

Sign In

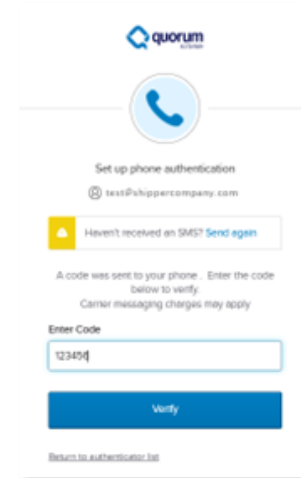
Username

Keep me signed in

Next

[Unlock account?](#)

[Help](#)



quorum  
software

Set up phone authentication

test@shippercompany.com

Haven't received an SMS? [Send again](#)

A code was sent to your phone. Enter the code below to verify.  
Carrier messaging charges may apply.

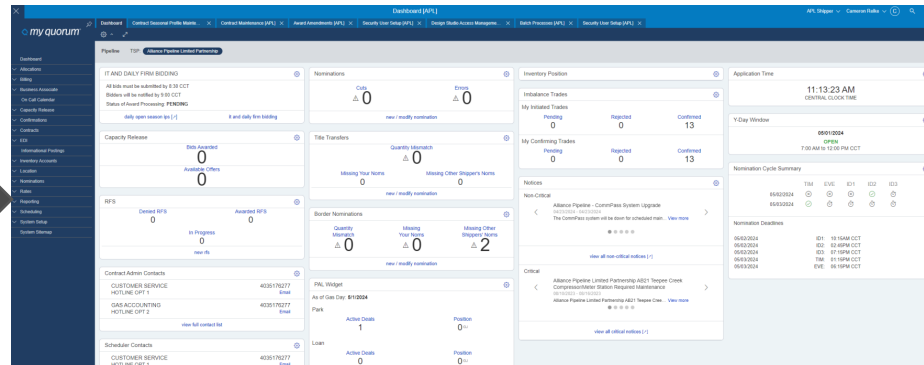
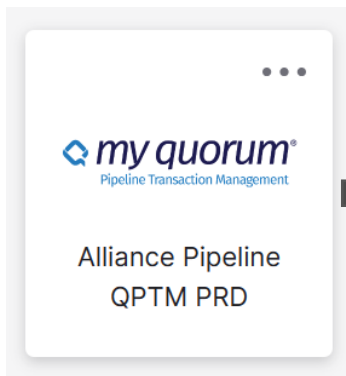
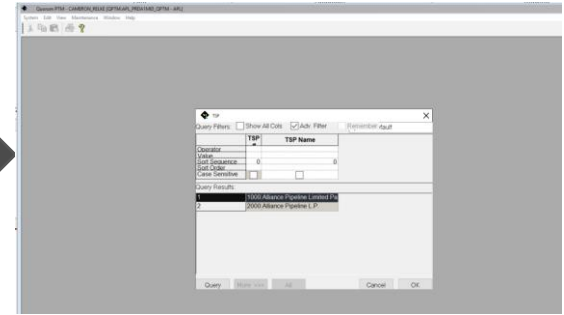
Enter Code

Verify

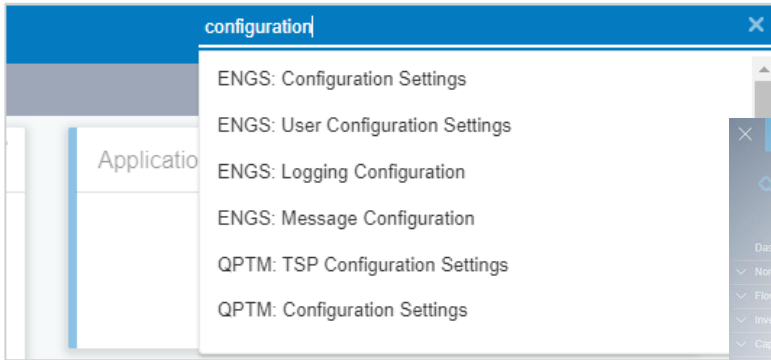
[Return to authentication list](#)

# Logging into the WEB

- On your homepage you should see two icons for web and classic
  - “Alliance Pipeline QPTM PRD” -> web
  - “myQuorum Cloud Citrix Storefront” -> classic



# Search Bar



Search bar is now in  
the center of the  
screen

Module names are  
more user friendly

\*Hot key\*: ctrl+q

# Work In Progress



A screenshot of a web application dashboard titled "Work In Progress". The header shows a navigation menu, the current user "ANNIE.SANNA", and a "Shipper" dropdown. A table below lists various system components with checkboxes for changes, screen names, security IDs, and last accessed dates.

Changes?	Screen	Security Id	Loaded	Last Accessed	Action
<input type="checkbox"/>	Cache Maintenance	QUCCacheMaintenance	<input type="checkbox"/>	7/28/2023 1:02 PM	
<input type="checkbox"/>	Security User Setup	QVpSecurityUser	<input type="checkbox"/>	7/28/2023 1:00 PM	
<input type="checkbox"/>	Security User Setup	QVpSecurityUser	<input type="checkbox"/>	7/28/2023 11:05 PM	

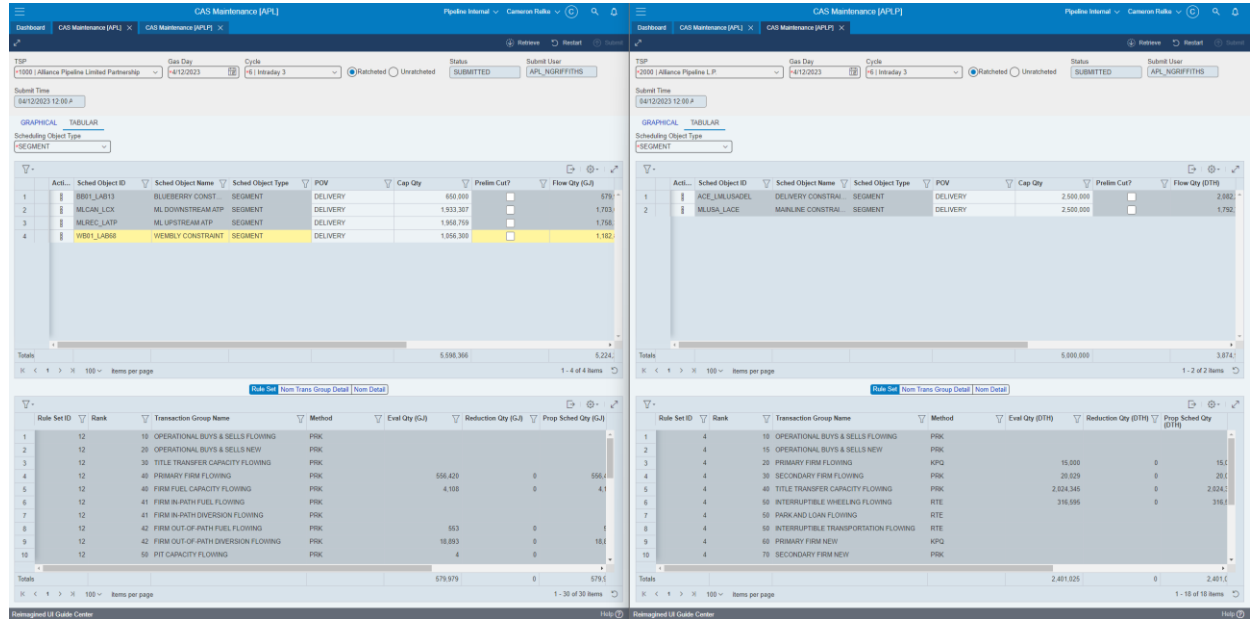
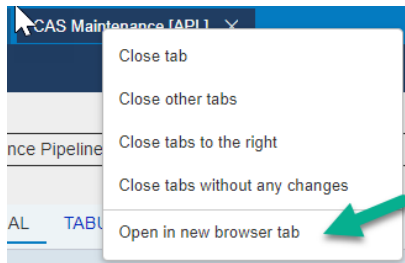
A screenshot of the "System Sitemap" page in the application. The page shows a hierarchical tree view of the system structure. A right-click context menu is open over the "System Sitemap" tab, displaying options for managing the browser tab.

- Close tab
- Close other tabs
- Close tabs to the right
- Close tabs without any changes
- Open in new browser tab

- Work in Progress screens are not as tabs displayed at top
- Right-click on bar to bring up tab options

# Multiple Browser Tabs

- Right-click on an open tab to bring up tab options
- Open in new browser tab, launches the current tab in a new browser



CAS Maintenance [APL]

Dashboard CAS Maintenance [APL] x CAS Maintenance [APL] x Pipeline Internal Cameron Ricks

TSP: 11000 Alliance Pipeline Limited Partnership Gas Day: 4/12/2023 Cycle: 41 Holiday 3 Status: Ratched Unratched Submit User: APL\_NGRFFTHS

Submit Time: 8/12/2023 12:09 P

GRAPHICAL TABULAR

Scheduling Object Type: SEGMENT

Act.	Sched Object ID	Sched Object Name	Sched Object Type	POV	Cap Qty	Prelim Cut?	Flow Qty (GL)
1	WB01_LAB13	BLUEBERRY CONST	SEGMENT	DELIVERY	600,000		979
2	MLCARLACK	ML ADMINISTRATIVE	SEGMENT	DELIVERY	1,933,307		1,703
3	MLREC_LATP	ML RPTSTREAM ATR	SEGMENT	DELIVERY	1,969,709		1,756
4	WB01_LAB06	WEBBY CONSTRAINT	SEGMENT	DELIVERY	1,056,308		1,982

Totals: 5,998,366 6,224

1 - 4 of 4 items

Role Set Norm Trans Group Detail Norm Detail

Role Set ID	Rank	Transaction Group Name	Method	Eval Qty (GL)	Reduction Qty (GL)	Prep Sched Qty (GL)
1	12	10 OPERATIONAL BUYS & SELLS FLOWING	PRK			
2	12	20 OPERATIONAL BUYS & SELLS NEW	PRK			
3	12	30 TITLE TRANSFER CAPACITY FLOWING	PRK			
4	12	40 PRIMARY FIRM FLOWING	PRK	556,429	0	556,429
5	12	40 FIRM FUEL CAPACITY FLOWING	PRK	4,105	0	4,105
6	12	41 FIRM IN-PATH FUEL FLOWING	PRK			
7	12	41 FIRM IN-PATH DIVERSION FLOWING	PRK			
8	12	42 FIRM OUT-OF-PATH FUEL FLOWING	PRK	813	0	813
9	12	42 FIRM OUT-OF-PATH DIVERSION FLOWING	PRK	10,893	0	10,893
10	12	50 PIT CAPACITY FLOWING	PRK	4	0	4

Totals: 679,979 0 679,979

1 - 10 of 10 items

Role Set Norm Trans Group Detail Norm Detail

CAS Maintenance [APL]

Dashboard CAS Maintenance [APL] x CAS Maintenance [APL] x Pipeline Internal Cameron Ricks

TSP: 2000 Alliance Pipeline L.P. Gas Day: 4/12/2023 Cycle: 41 Holiday 3 Status: Ratched Unratched Submit User: APL\_NGRFFTHS

Submit Time: 8/12/2023 12:09 P

GRAPHICAL TABULAR

Scheduling Object Type: SEGMENT

Act.	Sched Object ID	Sched Object Name	Sched Object Type	POV	Cap Qty	Prelim Cut?	Flow Qty (DTH)
1	ACE_LALUSADEL	DELIVERY CONSTR.	SEGMENT	DELIVERY	2,500,000		2,682
2	MLUSA_LACE	MAINLINE CONSTR.	SEGMENT	DELIVERY	2,500,000		1,750

Totals: 5,000,000 3,374

1 - 2 of 2 items

Role Set Norm Trans Group Detail Norm Detail

Role Set ID	Rank	Transaction Group Name	Method	Eval Qty (DTH)	Reduction Qty (DTH)	Prep Sched Qty (DTH)
1	4	10 OPERATIONAL BUYS & SELLS FLOWING	PRK			
2	4	15 OPERATIONAL BUYS & SELLS NEW	PRK			
3	4	20 PRIMARY FIRM FLOWING	RPD	15,000	0	15,000
4	4	30 SECONDARY FIRM FLOWING	PRK	20,029	0	20,029
5	4	40 TITLE TRANSFER CAPACITY FLOWING	PRK	2,824,345	0	2,824,345
6	4	40 INTERRUPTIBLE WHEELING FLOWING	RTE	316,595	0	316,595
7	4	50 PARK AND LOAN FLOWING	RTE			
8	4	60 INTERRUPTIBLE TRANSPORTATION FLOWING	RTE			
9	4	60 PRIMARY FIRM NEW	RPD			
10	4	70 SECONDARY FIRM NEW	PRK			

Totals: 2,481,025 0 2,481,025

1 - 10 of 10 items

Role Set Norm Trans Group Detail Norm Detail

# Picklist filtering

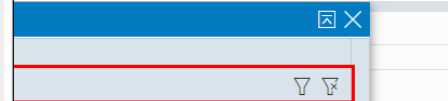


SERVICE REQUESTER

Viewing the first 100 rows [Retrieve more](#) [Retrieve all](#)

Svc Req Prop	Svc Req Name
40320	Gas Inc.
40215	Inership
40113	A
40031	
40004	(CSO)
40311	
40321	
40446	dn Credit
40387	O)
40001	Aitken Creek Gas Storage ULC (CSO)
40065	Alliance Canada Marketing L.P.
1000	Alliance Pipeline Limited Partnership
40064	Alliance Pipeline Limited Partnership CTC IFC
40095	AltaGas Extraction and Transmission Limited Partnership CSO
40249	Altagas Ltd.
40413	Archer Exploration Corp.
40075	Aux Sable Canada LP

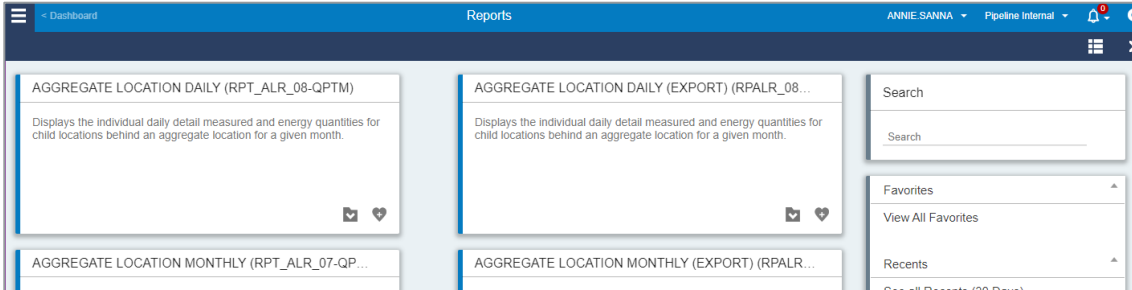
• Directly filter on each column of the picklist instead of using the funnel



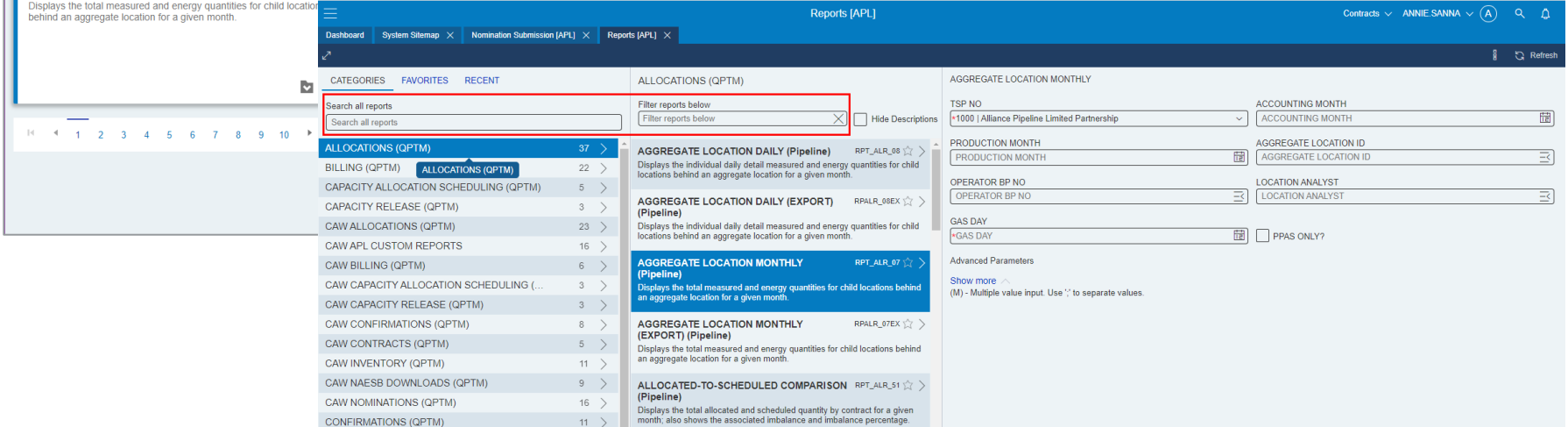
1	1000	Alliance Pipeline Limited Partnership	Contains
2	40001	Aitken Creek Gas Storage ULC (CSO)	Starts with
3	40004	ATCO Gas and Pipelines Ltd. (CSO)	Ends with
4	40005	Aux Sable Canada LP (CSO)	Does not contain
5	40008	Canadian Natural Resources Limited (CSO)	Equal to
6	40010	ConocoPhillips Canada (BRC) Partnership (CSO)	Not equal to
7	40012	Crocotta Energy Inc.(CSO)	Is Null
8	40013	Dow Chemical Canada ULC (CSO)	Is Not Null
9	40014	Duke Energy Field Services Canada (CSO)	
10	40015	Ovintiv Canada ULC (CSO)	
11	40016	Keyera Partnership (CSO)	
12	40010	Keyera Corp. (CSO)	



# Report Screen



- Report types and reports are easier to see and remain on the screen
- Option to search for all reports or filter within selected report type



Reports [APL]

Dashboard System Sitemap Nomination Submission [APL] Reports [APL]

CATEGORIES FAVORITES RECENT

Search all reports  
Filter reports below

ALLOCATIONS (QPTM) 37 >

BILLING (QPTM) 22 >

CAPACITY ALLOCATION SCHEDULING (QPTM) 5 >

CAPACITY RELEASE (QPTM) 3 >

CAW ALLOCATIONS (QPTM) 23 >

CAW APL CUSTOM REPORTS 16 >

CAW BILLING (QPTM) 6 >

CAW CAPACITY ALLOCATION SCHEDULING (...) 3 >

CAW CAPACITY RELEASE (QPTM) 3 >

CAW CONFIRMATIONS (QPTM) 8 >

CAW CONTRACTS (QPTM) 5 >

CAW INVENTORY (QPTM) 11 >

CAW NAESB DOWNLOADS (QPTM) 9 >

CAW NOMINATIONS (QPTM) 16 >

CONFIRMATIONS (QPTM) 11 >

AGGREGATE LOCATION MONTHLY (Pipeline) RPT\_ALR\_07 >

Displays the total measured and energy quantities for child locations behind an aggregate location for a given month.

AGGREGATE LOCATION MONTHLY (EXPORT) (Pipeline) RPALR\_07EX >

Displays the total measured and energy quantities for child locations behind an aggregate location for a given month.

ALLOCATED-TO-SCHEDULED COMPARISON RPT\_ALR\_51 >

(Pipeline)

Displays the total allocated and scheduled quantity by contract for a given month, also shows the associated imbalance and imbalance percentage.

AGGREGATE LOCATION MONTHLY

TSP NO  
+1000 | Alliance Pipeline Limited Partnership

ACCOUNTING MONTH  
ACCOUNTING MONTH

PRODUCTION MONTH  
PRODUCTION MONTH

AGGREGATE LOCATION ID  
AGGREGATE LOCATION ID

OPERATOR BP NO  
OPERATOR BP NO

LOCATION ANALYST  
LOCATION ANALYST

GAS DAY  
+GAS DAY

PPAS ONLY?

Advanced Parameters

Show more

(M) - Multiple value input. Use "\*" to separate values.

# Dashboard

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# myCommPass Dashboard

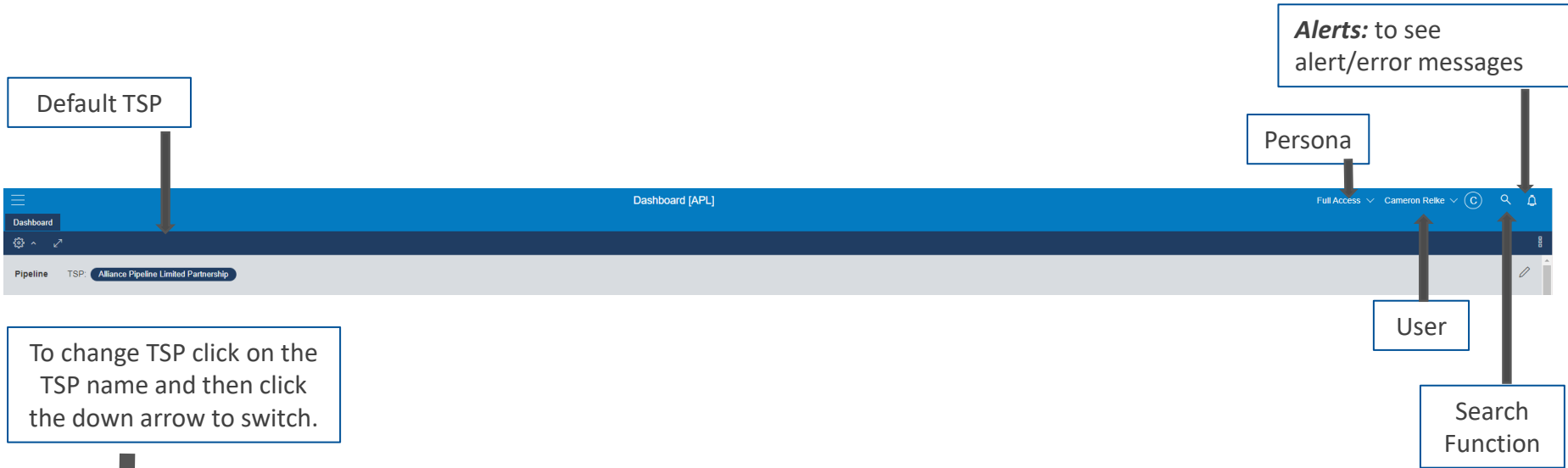


The Dashboard is the landing page when logging in to myCommPass, it is the portal to the rest of the application

The screenshot displays the myCommPass dashboard for the user 'Cameron Ralke'. The dashboard is organized into several key sections:

- IT AND DAILY FIRM BIDDING:** All bids must be submitted by 8:30 CCT. Bidders will be notified by 9:00 CCT. Status of Award Processing: PENDING. Includes links for 'daily open season ips' and 'it and daily firm bidding'.
- Nominations:** Shows 0 Cuts and 0 Errors. Includes a 'new / modify nomination' link.
- Inventory Position:** Displays 'My Initiated Trades' (0 Pending, 0 Rejected, 13 Confirmed) and 'My Confirming Trades' (0 Pending, 0 Rejected, 13 Confirmed).
- Application Time:** Shows the current time as 11:13:23 AM CENTRAL CLOCK TIME.
- Y-Day Window:** Shows the date 05/01/2024 with a status of OPEN, from 7:00 AM to 12:00 PM CCT.
- Nomination Cycle Summary:** A table showing the status of nomination cycles for TIM, EVE, ID1, ID2, and ID3 on 05/02/2024 and 05/03/2024.
- Nomination Deadlines:** A table listing deadlines for TIM, EVE, ID1, ID2, ID3, and TIM on 05/02/2024 and 05/03/2024.
- Notices:** Includes a 'Non-Critical' notice about a 'CommPass System Upgrade' and a 'Critical' notice about 'Teepee Creek Compressor/Meter Station Required Maintenance'.
- Capacity Release:** Shows 0 Bids Awarded and 0 Available Offers.
- Title Transfers:** Shows 0 Quantity Mismatch, 0 Missing Your Noms, and 0 Missing Other Shippers' Noms.
- Border Nominations:** Shows 0 Quantity Mismatch, 0 Missing Your Noms, and 2 Missing Other Shippers' Noms.
- RFS:** Shows 0 Denied RFS, 0 Awarded RFS, and 0 In Progress. Includes a 'new rfs' link.
- Contract Admin Contacts:** Lists contact information for 'CUSTOMER SERVICE HOTLINE OPT 1' and 'GAS ACCOUNTING HOTLINE OPT 2'.
- Scheduler Contacts:** Lists contact information for 'CUSTOMER SERVICE HOTLINE OPT 1'.
- PAL Widget:** Shows 'As of Gas Day: 5/1/2024' and 'Active Deals: 1'.
- Loan:** Shows 'Active Deals: 0'.

# Dashboard Header



To change TSP click on the TSP name and then click the down arrow to switch.



Context Selection  
Specify a context value for each product data source.

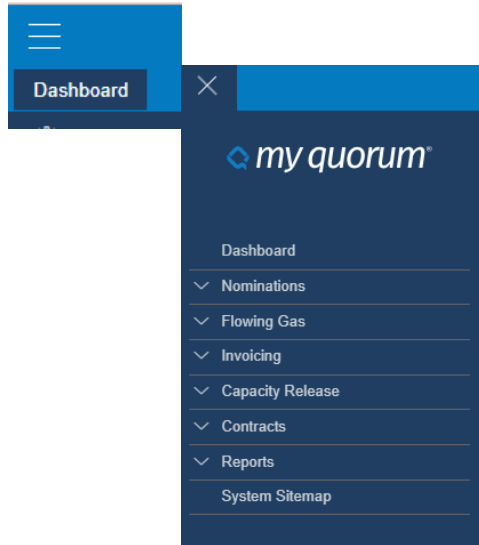
**OPTM**  
TSP Number  
1000 | Alliance Pipeline Limited Partnership

- 1000 | Alliance Pipeline Limited Partnership
- 2000 | Alliance Pipeline L.P.

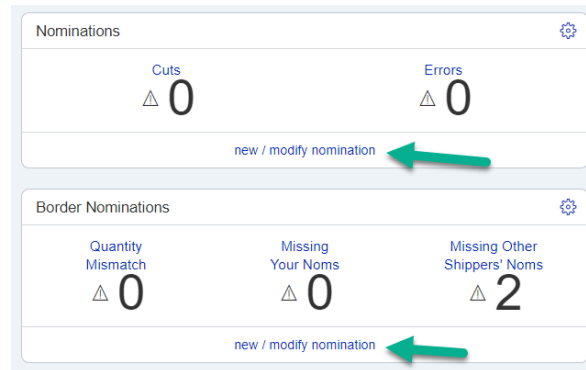
# Navigation

There are multiple ways to navigate through the system:

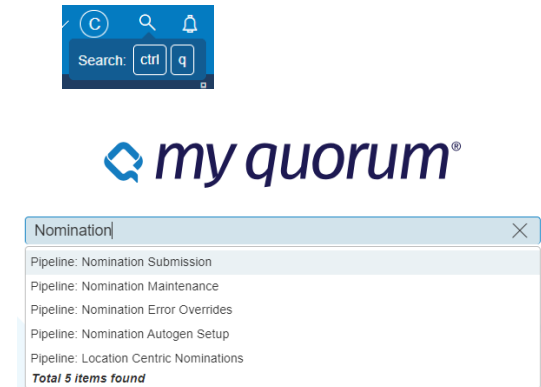
## 1. The Fly out Menu



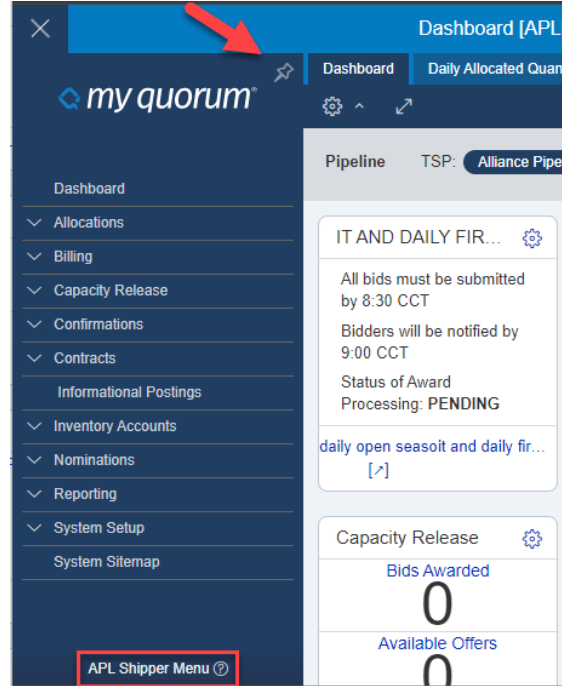
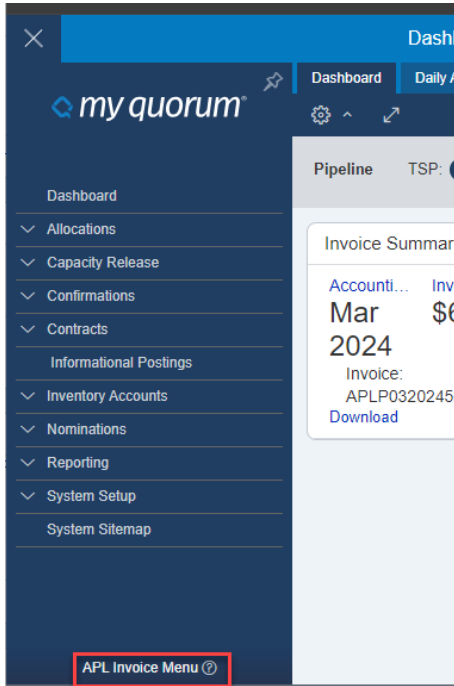
## 2. By selecting the L3 link on a widget



## 3. Through the search function



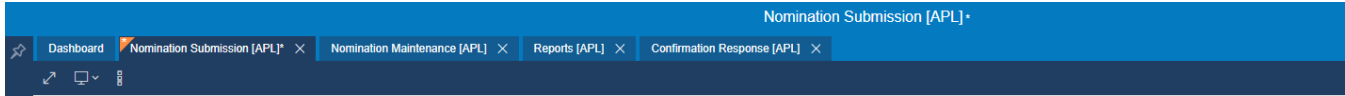
# Menu



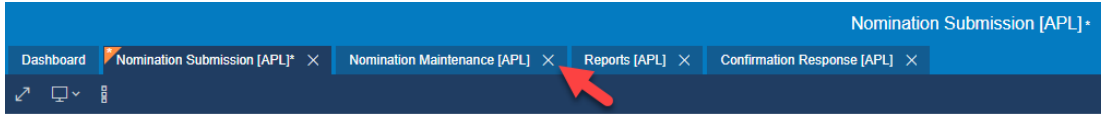
- Ability to pin Menu to the left side of screen
- Clearly labeled Menu based on Persona

# Navigation CONT.

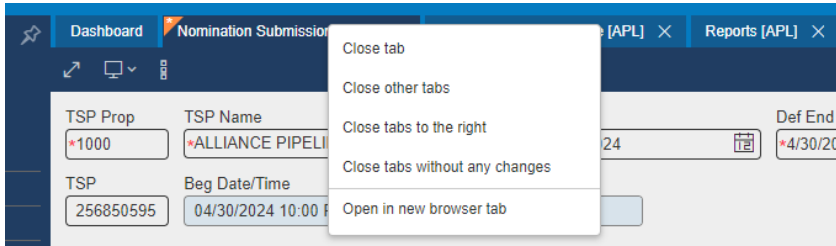
- Top bar will display open screens. Screens with unsaved changes are noted with an \*



- Screens can be closed by clicking on the X. You can toggle between screens by clicking on the screen name



- Right clicking on a screen name will open up the following bulk close options



# Dashboard Widgets – L1, L2 & I3



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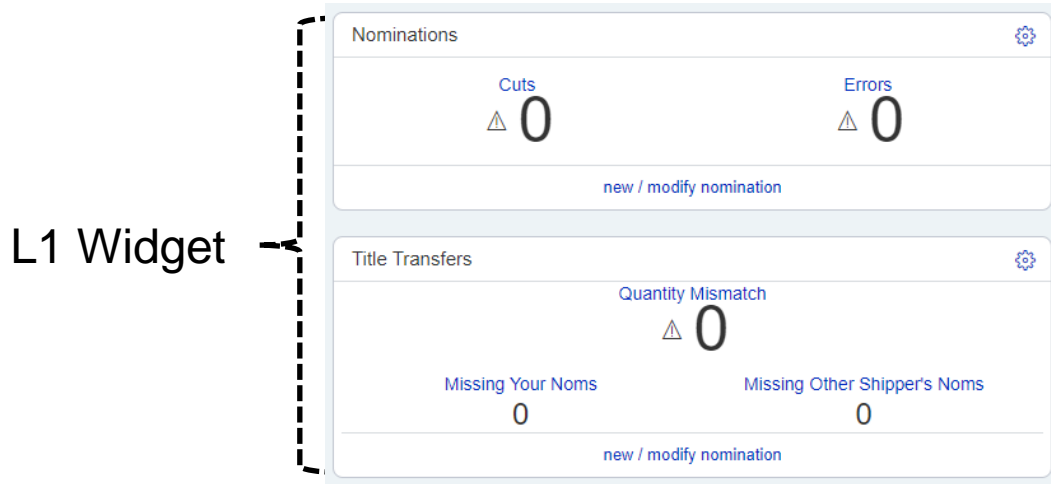
The Widgets provide information at different levels

- L1 provides high level information in one central location
  - Summary level data: “You have mismatched title transfers”
  - Click in the body of the Widget to get to an L2 screen
- L2 provides links to more detailed information
  - Focused read only data: “Contract 1000XXX has a different TT than downstream party”
  - Click the blue links to get to a L3 screen
- L3 links take to you data entry screens to make changes to your nominations or link you to a report
  - Data entry screens: i.e. Nom Submission



# Dashboard Widgets – L1


- Each Widget (L1) contains alerts and direct links to other screens and reports within the system












- Click in the body of the Widget to get to the L2 screen









# Dashboard Widgets - L2

## L2 Screen – Example Title Transfer

- Information Icon 
  - Hover over this icon and you will get additional information (ex: Waiting for you)
  - In the Nominations L2 screen below, the information icon indicates that a counterparty is waiting on you to enter a corresponding nomination

Totals		Current Gas Day: 5/2/2024						Cycle: ID2			
Actions	Waiting for you	Loc	Loc Name	Svc Req Name	Svc Req K	Dn Name	Dn K	Up Nom Qty	Dn Nom Qty	Svc Req Name	Svc Req K
		ACE	ALLIANCE CHICAGO...						191		
		ACE	ALLIANCE CHICAGO...						908		
		ACE	ALLIANCE CHICAGO...							21,191	
		ACE	ALLIANCE CHICAGO...							15,908	

- Action Icon 
  - Hovering over this icon will display all available actions for the selected record
  - In the Nominations L2 screen below, the action icon gives you the option to add a record. Clicking ADD will take you to the nomination submission screen (L3) to enter your nom

Totals		Current Gas Day: 5/2/2024						Cycle: ID2			
Actions	Status	Loc	Loc Name	Svc Req Name	Svc Req K	Dn Name	Dn K	Up Nom Qty	Dn Nom Qty	Svc Req Name	Svc Req K
		ACE	ALLIANCE CHICAGO...						191		
		ACE	ALLIANCE CHICAGO...						908		
		ACE	ALLIANCE CHICAGO...							21,191	
		ACE	ALLIANCE CHICAGO...							15,908	

# Dashboard Widgets - Inventory Position



## Inventory Position Widget

- This will show you what your imbalance position from the previous gas day is, like the Imbalance Position Report (IN62)

The screenshot shows a widget titled "Inventory Position" with a settings icon in the top right. The data displayed is for "Gas Day: 05/01/2024". It includes a "BP No:" field with the value "Island Hoppers" and a "Primary K:" field with the value "123456". Below this, it shows "Qty Exceeding Tolerance" as "28,965" with a small upward triangle icon. The "Ending Balance" is "31,981<sup>Dth</sup>". The "Tolerance Min/Max" is "(3,016)/3,016". At the bottom, there are two links: "imbalance trading form" on the left and "in62 - imbalance position report" on the right. Two blue arrows point from these links down to explanatory text.

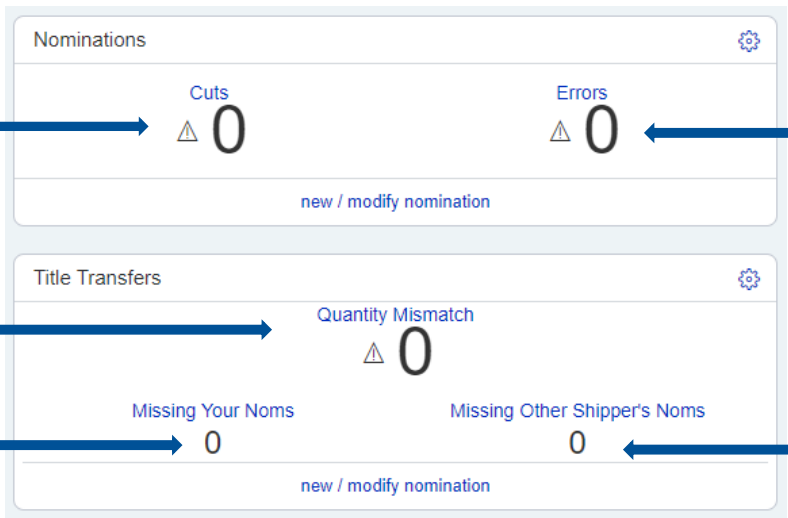
Clicking this link will take you directly to the Imbalance Trading Form screen to enter a YD trade

Clicking this link will run the Imbalance Position Report (IN62) for the previous gas day

# Dashboard Widgets - Nominations

## Nominations Widget

- The Nominations section gives a snapshot of all submitted nominations with cuts or errors
- The Title Transfers sections shows any unbalanced transactions within the pool, similar to the Pool Balance Report



The image shows two dashboard widgets. The top widget, titled 'Nominations', displays 'Cuts' and 'Errors' both with a warning triangle icon and the number '0'. Below these are links for 'new / modify nomination'. The bottom widget, titled 'Title Transfers', displays 'Quantity Mismatch' with a warning triangle icon and '0'. Below this are two categories: 'Missing Your Noms' and 'Missing Other Shipper's Noms', both with '0'. A bracket at the bottom of the widgets points to a 'new / modify nomination' link.

Indicates a confirmation cut in a previously scheduled cycle

Indicates that a submitted nomination contains errors

You have a mismatch with a counterparty in the pool

Indicates that you have entered a nomination in the pool but your counterparty does not have a corresponding nomination

Indicates that another shipper has entered a nomination with you in the pool but you do not have a corresponding nomination

This will take you to the nomination submission screen

# Dashboard Widgets – IT & Daily Firm Bidding



## IT and Daily Firm Widget

- This widget is where you need to go to enter your Daily IT and Firm bids in TSP 1000

The screenshot shows a widget titled "IT AND DAILY FIRM BIDDING" with a gear icon in the top right corner. Below the title, there are three lines of text: "All bids must be submitted by 8:30 CCT", "Bidders will be notified by 9:00 CCT", and "Status of Award Processing: PENDING". At the bottom of the widget, there are two blue links: "daily open season ips [↗]" and "it and daily firm bidding".

Clicking this link takes you directly to the IPS posting



Clicking this link takes you directly the bidding screen for IT & Daily Firm

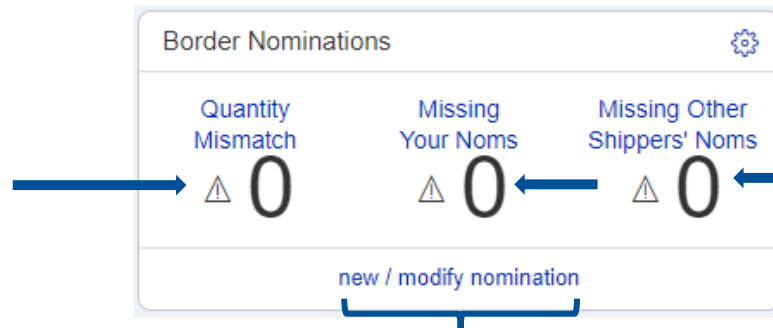


# Dashboard Widgets – Border Nominations

## Border Nominations Widget

- This will show if your nominations that cross the border are matching, similar to the Border Comparison Report

Indicates that you have nominations where the quantity doesn't match on both sides of the border



Indicates that nominations are missing either on your side or your counterparties side

L3 link that will take you directly to the Nomination Submission screen

# Dashboard Widgets – Park and Loan



## Park and Loan Widget

- This will give you a summary of active Park and Loan contracts as well as expired contracts with a remaining balance

The screenshot shows a widget titled "PAL Widget" with a settings gear icon in the top right corner. Below the title, it displays "As of Gas Day: 5/1/2024". The widget is divided into three main sections: "Park", "Loan", and "Expired Deals with Remaining Quantities". Each section contains two columns: "Active Deals" and "Position".

Park	
Active Deals	Position
1	0 <sup>GJ</sup>

Loan	
Active Deals	Position
0	0 <sup>GJ</sup>

Expired Deals with Remaining Quantities	
Park	Loan
4	0

At the bottom of the widget, there is a blue link labeled "tpal position report". A blue bracket is drawn under this link.

Clicking this link will take you directly to the CommPass reporting portal to run the PAL Position Report


# Dashboard Widgets - Imbalance Trading

## Imbalance Widget

- This will give you a summary of imbalance trades that are pending, rejected or confirmed

Number of trades listed by status which you are the initiating party



Imbalance Trades 		
My Initiated Trades		
Pending	Rejected	Confirmed
0	0	13
My Confirming Trades		
Pending	Rejected	Confirmed
0	0	13



Number of trades listed by status which you are the confirming party

- Clicking on the body of the widget will take you to the L2 screen which summarizes the imbalance trades
- Click the action icon to go to the Imbalance Trading Form

My Initiated Trades											
Action	Status	Trade ID	Gas Day	Imbalance Duration	Initiating Trader	Confirming Trader	Direction	Trade Quantity	Initiating Contract Holder	Confirming Contract Holder	
	Confirmed	1290202	4/25/2024	Daily			FROM INIT TRDR	8,118			▲
	Confirmed	1290203	4/25/2024	Daily			FROM INIT TRDR	70			
	Confirmed	1290204	4/25/2024	Daily			TO INIT TRDR	293			



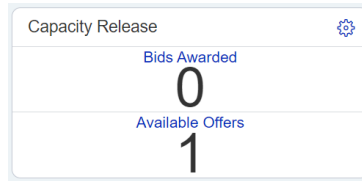




# Dashboard Widgets – Capacity Release

## Capacity Release Widget

- This widget summarizes outstanding offers and bids that have been awarded

**\*\* The Capacity Release widget shows all Offers and Bids in the system, not just ones specific to your company\*\***



Action	Offer No	Rel Name	Rel St Date	Rel End Date	Post Date / Time	Bid Period End Date / Time	Rel K	Max Offer Qty K	Loc QTI	Loc (Rec)	Loc Name (Rec)	Loc (Del)	Loc Name (Del)	Max Offer Qty Loc
 	1601	Island Hoppers	7/1/2024	7/31/2024	5/3/2024 9:09 AM		1234567	1542.2	3	AB64	SILVER CREEK	CX	CANADIAN BORDER	1542.2

- Clicking on either Alert will take you to the L2 screen
- Click the Action button to view all available options



Action	Offer No	Rel Name
 View Offer	1601	Island Hoppers
 Bid		

# Nomination Submission

---

# Nomination Submission Screen



There are 3 options to get to the Nomination Submission screens:

- 1) Selecting the L3 Link on the widget 'New/Modify Nomination'
- 2) Click on the "Flyout Menu" at the top left
- 3) Using the search function at the top right of the screen

A screenshot of the Alliance Pipeline nomination submission screen. The interface is divided into several widgets. At the top, there is a blue header bar with a "Dashboard" title and user information. A red box labeled "2" highlights the flyout menu icon in the top left corner. In the top right corner, a red box labeled "3" highlights the search icon. The main content area contains several widgets: "IT &amp; DAILY FIRM BIDDING" with a search icon and a red box labeled "1" pointing to the "+ NEW / MODIFY NOMINATION" button in the "Nominations" widget. The "Nominations" widget displays "Cuts" and "Errors" as 0, and "Title Transfers" as 0. The "Inventory Position" widget shows "Gas Day: 06/21/2020" and "Qty Exceeding Tolerance" as 0. The "Application Time" widget shows "12:03:34 PM CENTRAL CLOCK TIME". The "Y-Day Window" widget shows "06/21/2020" and "CLOSED NO Y-Day on TSP2000".

# Nomination Submission Screen



Nomination Submission [APL] APL Shipper: Dan Coughlan

Dashboard | System Sitemap | Nomination Submission [APL] | Confirmation Response [APL] | PDA Submission [APL] | Reports [APL] | Daily Allocated Quantity Maintena... | Batch Processes [APL] | Measurement Entry [APL] | Contract Maintenance [APL] | Process Explorer [APL] | Nomination Submission [APL]

TSP Prop: \*1000 | TSP Name: \*Alliance Pipeline Limited Partnership | Gas Day: \*5/10/2024 | Def End Gas Day: \*5/31/2024 | Cycle: 1 | Timely | Query Cycle: Query Cycle | Svc Req: \*Svc Req | Svc Req Prop: \*Svc Req P | Svc Req Name: \*Svc Req Name | Svc Req K: Svc Req K | Act Cd: Act Cd

**Totals** Buy Qty: 0 | Rec Qty: 0 | Rec Var Qty: 0 | Fuel Qty: 0 | Del Qty: 0 | Sell Qty: 0 | Del Var Qty: 0 |  Include Errors

PNT NOMINATIONS | PATH SUMMARY | LOCATION SUMMARY | ERRORS

Path: Svc Req K: | KMDQ: 0 | Available KMDQ: 0 | K UOM:

Actions	Err	Del?	Var	Svc Req	Svc Req Prop	Svc Req Name	Svc Req K	Beg Date / Beg Time	End Date / End Time	Cycle	Rec Loc Prop	Rec Loc Name	Rec Qty	Net Rec Qty	Rec Heating Factor	Net Rec Vol Qty	Rec Rank	Del Loc Prop
Totals																		
K < 0 >   100 items per page   No items to display																		

**Upstream** Rec Loc: | Rec Qty: 0 | Rec Var Qty: 0

Actions	Err	Del?	Var	Svc Req	Svc Req Prop	Svc Req Name	Svc Req K	Beg Date / Beg Time
Totals								

**Downstream** Del Loc: | Del Qty: 0 | Del Var Qty: 0

Actions	Err	Del?	Var	Svc Req	Svc Req Prop	Svc Req Name	Svc Req K	Beg Date / Beg Time
Totals								

# Nomination Submission Screen



## Accordion Navigation:

- Hide redundant info
- Now includes Svc Req IDs to move between BAs if you are attached to multiple entities
- Click the down arrow on the right to expand/minimize the menu

This screenshot shows the top portion of the Nomination Submission Screen. The interface includes a header bar with "Retrieve", "Validate", and "Submit" buttons. Below the header is a form with various input fields: TSP Prop (11000), TSP Name (Alliance Pipeline Limited Partnership), Gas Day (5/10/2024), Def End Gas Day (5/10/2024), Cycle (2 | Evening), Query Cycle (Query Cycle), Svc Req (\*Svc Req), Svc Req Prop (\*Svc Req P...), Svc Req Name (\*Svc Req Name), Svc Req K (Svc Req K), and Act Cd (Act Cd). A red box highlights a small downward-pointing arrow on the right side of the form. Below the form is a "Totals" row with fields for Buy Qty: 0, Rec Qty: 0, Rec Var Qty: 0, Fuel Qty: 0, Del Qty: 0, Sell Qty: 0, Del Var Qty: 0, and an "Include Errors" checkbox which is checked.

This screenshot shows the same Nomination Submission Screen, but with the accordion menu expanded. The expanded view includes additional fields: TSP (266850695), Beg Date/Time (05/10/2024 09:00 AM), and End Date/Time (05/11/2024 09:00 AM). The "Totals" row at the bottom remains the same, with all values at 0 and the "Include Errors" checkbox checked.

# Nomination Submission Screen



- It is important to fill in all of the information required before retrieving the nomination, TSP/Gas Day/Cycle/Service Requestor (if you are attached to multiple entities):

- 1) Choose TSP 1000 or 2000
- 2) Choose Gas Day Start
- 3) Choose Gas Day End
- 4) Cycle
- 5) Type in Svc Req Name if attached to multiple entities
- 6) Retrieve


A screenshot of the Alliance Pipeline nomination submission interface. The form contains several fields: TSP Prop (1000), TSP Name (Alliance Pipeline Limited Partnership), Gas Day (5/10/2024), Def End Gas Day (5/10/2024), Cycle (2 | Evening), Query Cycle (Query Cycle), Svc Req (Svc Req), Svc Req Prop (Svc Req P...), Svc Req Name (Svc Req Name), Svc Req K (Svc Req K), and Act Cd (Act Cd). A 'Retrieve' button is located in the top right corner. A 'Totals' row at the bottom shows zero values for Buy Qty, Rec Qty, Rec Var Qty, Fuel Qty, Del Qty, and Sell Qty, with an 'Include Errors' checkbox checked. Red circles with numbers 1 through 6 are overlaid on the form to indicate the steps: 1 on TSP Prop, 2 on Gas Day, 3 on Def End Gas Day, 4 on Query Cycle, 5 on Svc Req Name, and 6 on the Retrieve button.

# Nomination Submission- Path Records



- Once the required information has been filled in and nomination retrieved you will have the option to add a new row in the PNT Nominations Grid as seen below

\* Nomination entry and submission are no different from the current system in that the first add is the Path Nomination, then you will populate the Upstream and Downstream grids.

PNT NOMINATIONS	PATH SUMMARY	LOCATION SUMMARY	ERRORS									
Path	Svc Req K:	KMDQ: 0		Available KMDQ: 0								
	▽-											
Actions	Err	Del?	Var	Svc Req	Svc Req Prop	Svc Req Name	Svc Req K	Beg Date / Beg Time	End Date / End Time	Cycle	Rec Loc Prop	Rec Loc Name

# Nomination Submission- Path Records Cont.



- Once a path line has been added, contract information can be populated into the cells. Any cell with a red asterisk requires the information to be populated before submission.
- The Svc Req K can be manually entered in by typing in the contract number, and a drop-down list of options based on service type will populate, or you can use the search function on the right.
- All information required is the same as the current QPTM system. Svc Req K, Receipt Location, Receipt Qty, Delivery Location all need to be populated and the HF also needs to be updated every month.

Path

Svc Req K: null      KMDQ: 0      Available KMDQ: 0      K UOM:

Actions	Err	Var	Svc Req	Svc Req Prop	Svc Req Name	TOS	Svc Req K	Beg Date / Beg Time	End Date / End Time
1			A-4052	40374	ABC Corporation		101*	6/23/2020 9:00 AM	7/1/2020 9:00 AM

The Svc Req K cell in the table above is highlighted with a red box, and a search dropdown menu is open below it, also highlighted with a red box. The dropdown menu contains the following options:

- 1012084 [FT-1 40374]
- 1012085 [IT-1 40374]



# Nomination Submission - Up/Dn Records






- Once your Path grid has been populated, you will then add a line to your Upstream and Downstream Grids by clicking the + sign
- You will then use the toggle to scroll over to the right and find your Rec Qty column in the upstream, Del Qty in the Downstream

A screenshot of a software interface for nomination submission. The top bar shows "Upstream" in a red box, "Rec Loc: AB16", "Rec Qty: 100", and "Rec Var Qty: (100)". Below this is a toolbar with a red box around a "+" icon. The main area is a table with columns: "Actions", "Err", "Del?", "Var", "Svc Req", "Svc Req Prop", "Svc Req Name", "Svc Req K", and "Beg Date / Beg Time". A red box highlights the horizontal scrollbar at the bottom of the table.

# Nomination Submission - Up/Dn Records CONT.



- In the Path/Upstream/Downstream grids, you can select the  at the top of each screen to expand

Upstream		Rec Loc: AB16		Rec Qty: 100				Rec Var Qty: (100)			
		Del?	Var	Svc Req	Svc Req Prop	Svc Req Name	Svc Req K		Beg Date / Beg Time	End Date / End Time	
1		<input type="checkbox"/>	<input type="checkbox"/>	256850595	1000	Alliance Pipeline Limited Partnership	*1000530		5/10/2024 9:00 AM	5/11/2024 9:00 AM	

# Nomination Submission - Errors



- Nomination Errors will show on the Errors Tab in the middle Path Grid & on the dashboard level widget & L2

PNT NOMINATIONS														PATH SUMMARY		LOCATION SUMMARY		X ERRORS							
Additional Dates with Errors:																									
	Err	Severity	Validation Date	Svc Req K	Rec Loc	Rec Loc Name	Del Loc	Del Loc Name	TT	Pkg ID	Error Message	Ovrd	Ovrd Code	Rec Qty	Del Qty										
1	NINMAN00050	ERROR	*7/1/2020	*1012074	*ATP	*ALLIANCE TRADING POOL	*CIMBAL	*CDN IMBALANCE MAKEUP A...			This nomination must have a trans type code.	<input type="checkbox"/>		5,000	5,000										

### Nominations

Cuts	Errors
Δ 0	Δ 1

### Title Transfers

Quantity Mismatch	
Δ 6	
Missing Your Noms	Missing Other Shipper's Noms
0	6

+ NEW / MODIFY NOMINATION

# Nomination Submission - 31 day Popup Action



- You can pull up a monthly view for each contract line to view the month's nominations on that contract. To do this, you will go to your grid, click on the 'Actions' toggle for that line, and the Monthly View will pop up.

Upstream Rec Loc: AB16 Rec Qty: 100 Rec Var Qty: (100)

	Actions	Err	Del?	Var	Svc Rl	Svc Req Prop	Svc Req Name	Svc Req K	Beg Date / Beg Time
1			<input type="checkbox"/>	<input type="checkbox"/>	258850595	1000	Alliance Pipeline Limited Partnership	*1000530	5/10/2024 9:00 AM

Monthly View - Up

Svc Req K: 1000530 Rec Loc: AB16 Up Name: Up K:

	Gas Day	Rec Qty	All Buys At Location	All Receipts At Location	Upstream Variance
1	5/1/2024		0	0	0
2	5/2/2024		0	0	0
3	5/3/2024		0	0	0
4	5/4/2024		0	0	0
5	5/5/2024		0	0	0
6	5/6/2024		0	0	0
7	5/7/2024		0	0	0
8	5/8/2024		0	0	0
9	5/9/2024		0	0	0
10	5/10/2024		0	100	(100)
11	5/11/2024		0	0	0
12	5/12/2024		0	0	0

# Nomination Submission - Web Grids



To change the order of the columns on the nomination submission screen you have two options:

1. Drag and drop the cell where you would like it placed
2. Choose 'Show/Hide Columns' and check the columns you would like hidden
3. You will need to customize each of the path, upstream and downstream grids individually

PNT NOMINATIONS		PATH SUMMARY		LOCATION SUMMARY		ERRORS												
Path	Svc Req K: null	KMDQ: 0	Available KMDQ: 0	K UOM:														
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>												
Actions	Err	Del?	Var	Svc Req	Svc Req Prop	Svc Req Name	Svc Req K	Beg Date / Beg Time	End Date / End Time	Cycle	Rec Loc Prop	Rec Loc Name	Rec Qty	Net Rec Qty	Rec Heating Factor	Net Rec Vol Qty	Rec Rank	Del Loc Prop
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	256850595	1000	Alliance Pipeline Limited Partnership	1000530	5/10/2024 9:00 AM	5/11/2024 9:00 AM	2   Evening	AB16	PROGRESS	100	100	41.87000	2.4	1	
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	256850595	1000	Alliance Pipeline Limited Partnership		5/10/2024 9:00 AM	5/11/2024 9:00 AM	2   Evening							1	

# Nomination Submission - Show/Hide Columns



## Hide Path Grid Columns

Show/Hide Columns

Column Header	Hide Column
Err	<input type="checkbox"/>
Var	<input type="checkbox"/>
Svc Req	<input type="checkbox"/>
Svc Req Prop	<input checked="" type="checkbox"/>
Svc Req Name	<input checked="" type="checkbox"/>
TOS	<input type="checkbox"/>
Svc Req K	<input type="checkbox"/>
SRK_PICK	<input type="checkbox"/>
Bag Date / Bag Time	<input type="checkbox"/>
End Date / End Time	<input type="checkbox"/>
Cycle	<input type="checkbox"/>
Rec Loc Prop	<input type="checkbox"/>
IDRECLOCSUP_PICK	<input type="checkbox"/>
Rec Loc Name	<input type="checkbox"/>
Rec Qty	<input type="checkbox"/>
Net Rec Qty	<input type="checkbox"/>
Rec Heating Factor	<input type="checkbox"/>
Net Rec Vol Qty	<input type="checkbox"/>
Rec Rank	<input type="checkbox"/>
Del Loc Prop	<input type="checkbox"/>
IDDELLOCSUP_PICK	<input type="checkbox"/>
Del Loc Name	<input type="checkbox"/>
Del Qty	<input type="checkbox"/>
Del Rank	<input type="checkbox"/>
TT	<input type="checkbox"/>
Pig ID	<input type="checkbox"/>
Nom Sub Cycle	<input type="checkbox"/>
Route	<input type="checkbox"/>
End Rec Day	<input type="checkbox"/>

1 - 37 of 37 items

CANCEL SAVE

# Imbalance Trade Form

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# Imbalance Trade Form – TSP 1000



## Header

1. To search for past trades click the pick list
2. The quantity field has moved from the bottom of the screen to the header

The screenshot displays the 'Imbalance Trading Form [APL]' interface. The header section contains several input fields and pick lists. Two fields are highlighted with red boxes: 'Imb Duration' and 'Gas Day'. The 'Imb Duration' field has a red circle with the number '1' next to it, and the 'Gas Day' field has a red circle with the number '2' next to it. The 'Trd Qty Req' field also has a red circle with the number '2' next to it. The form includes tabs for various functions like 'Nomination Submission [APL]', 'Confirmation Response [APL]', etc. The main form area is divided into 'Initiating Trader' and 'Confirming Trader' sections, each with multiple input fields for trader details and trade parameters.



# Imbalance Trade Form – TSP 1000



## Submitting a Trade - Initiating Trader

When entering an Imbalance Trade the highlighted fields are what must be entered on the Initiating Trader side.

1. Init Trdr Prop – Business Party Number
2. Init Trdr Contact – Type in your name
3. Init Trdr Phone – Type in you phone number
4. K-Init Trdr – Enter the contact number using the pick list (Typically your ATP Daily)
5. Imb Per – Init Trdr – Month the trade is in
6. Imb Trd Dir Desc – Direction of the trade

A screenshot of the Alliance Pipeline software interface for submitting an imbalance trade. The form is divided into several sections. The top section contains fields for TSP (258850595), TSP Prop (\*1000), TSP Name (ALLIANCE PIPELINE LIMITED PAR...), Imb Trd Trk Id (<NEW>), Acct Per (05/202), Imb Trd Resp Desc, Status (New), Trd Qty Req (\*0), Imb Duration (\*DAILY), and Gas Day (\*05/09/2024). Below this is the "Initiating Trader" section, which is highlighted with a blue border. It contains fields for 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, 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 (\*05/2024), Imb Type-Init Trdr (\*Imb Type-In...), Init Trdr Acct Type, OIA-Init Trdr, Imb Trd Dir Desc (\*Imb Trd Dir Desc), Fuel Method (FUEL IN KI...), Trd Fuel Qty-Init Trdr, and Trd Fuel Pot-Init Trdr. The "Confirming Trader" section is also visible but not highlighted. It contains fields for Conf Trdr (Conf Trdr), Conf Trdr Prop (\*Conf Trdr Prop), Conf Trdr Name (Conf Trdr Name), 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), Trd Qty (Trd Qty), Trd Fuel Qty-Conf Trdr (Trd Fuel Qty-Conf Trdr), and Trd Fuel Pot-Conf Trdr (Trd Fuel Pot-Conf Trdr). Red circles with numbers 1 through 6 are placed over the following fields: 1. Init Trdr Name, 2. Init Trdr Contact, 3. Init Trdr Phone, 4. K-Init Trdr, 5. Imb Per-Init Trdr, and 6. Imb Trd Dir Desc.

# Imbalance Trade Form – TSP 1000



## Submitting a Trade - Confirming Trader Side

On the Confirming trader side of the screen you need to enter the highlighted fields.

1. Conf Trdr Prop – The business party number of the confirming trader. You will enter yourself if your are trading with your PAL

2. K-Conf Trdr – Enter the contract number using the pick list

3. Click Submit Request at the top of the screen.

**You will then need to confirm the trade. See next page**

A screenshot of the "Confirming Trader" form. The form has several input fields. The "Conf Trdr Prop" field is highlighted with a red circle and the number 1. The "K-Conf Trdr" field is highlighted with a red circle and the number 2. The "Submit Request" button is highlighted with a red circle and the number 3. The form also includes fields for "Conf Trdr Name", "Conf Trdr Contact", "Conf Trdr Phone", "Ext", "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".A screenshot of the bottom navigation bar. It contains several icons and buttons: a home icon, a refresh icon, a "Retrieve" button, a "Submit Request" button (highlighted with a red circle and the number 3), and a "New" button.

# Imbalance Trade Form – TSP 1000



## Confirming your Imbalance Trade

Once you have submitted you need to enter the highlighted fields.

1. Conf Trdr Name – Type in the name
2. Conf Trdr Contact – Type in the phone number of the confirming trader

3. Click Confirm

A screenshot of the Alliance Pipeline Imbalance Trade Form. The form is displayed in a web browser interface. At the top right, there are navigation buttons: "Retrieve", "Confirm" (highlighted with a red circle and the number 3), "Reject", and "New". Below these are input fields for "Imb Duration" (DAILY), "Gas Day" (05/09/2024), "Stmt D/T" (5/10/2024 9:26 AM), "TSP Contact" (CUSTOMERXXX SERVICE), "TSP Phone" (TSP Phone), and "TSP Ext" (TSP Ext). The "Confirming Trader" section contains several fields: "Conf Trdr" (256850595), "Conf Trdr Prop" (1000), "Conf Trdr Name" (ALLIANCE PIPELINE LIMITED PARTNERSHIP), "Conf Trdr Contact" (\*BOB SACAMANO, highlighted with a red circle and the number 1), "Conf Trdr Phone" (\*(403) 555-1234, highlighted with a red circle and the number 2), "Ext" (Ext), and "K-Conf Trdr" (\*1000886). Below this are fields for "K Holder-Conf Trdr" (256850595), "K Holder-Conf Trdr Prop" (1000), "K Holder-Conf Trdr Name" (ALLIANCE PIPELINE LIMITE...), "Imb Per-Conf Trdr" (\*Imb Per-Co...), "Imb Type-Conf Trdr" (Short), "Conf Trdr Acct Type" (ATP MONT...), and "OIA-Conf Trdr" (MONTHLY). At the bottom, there are fields for "Trd Qty" (1,000), "Trd Fuel Qty-Conf Trdr" (0), and "Trd Fuel Pct-Conf Trdr" (0.00).

# IT & Daily Firm Bidding

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# New IT & Daily Firm Rate Request Bidding Screen TSP 1000



## IT/Daily Firm Bidding Window Changes

- New bidding window allows customers to bid volume and rate on multiple contracts on the same screen
- One single submit for all IT and all Daily Firm bids

## New myCommPass features – IT & Daily Firm Bidding screen

- Query Gas Day for your business and currently effective IT/Daily Firm contracts will populate upon retrieval
- Rate requests entered in bulk – one line per IT/Daily Firm contract

You can access the bidding screen from the dashboard widget or from the fly out menu



# New IT & Daily Firm Rate Request Bidding Screen TSP 1000



Retrieve Save Submit Cancel

TSP: \*1000 | Alliance Pipeline Limited Partnership **1** | Request Type: INTERRUPTIBLE RATE REQUEST | Business Party No: Business Party No | Business Party Name: ABC CORPORATION **2** | From Date: \*5/9/2024 **3** | To Date: \*5/9/2024 | Cycle: 1 | Timely **8**

Action	Request Qty (E3M3) <b>5</b>	Requested Rate \$ <b>6</b>	Comments <b>7</b>	Status	Original Request Qty (E3M3)	RFS#	RFS Submitted time	TOS	Contract #	Receipt Loc ID	Receipt Loc Name	Delivery Loc ID	Delivery Loc Name	Current Rate Type	Current Rate \$
1	500.0	35.00000		PENDING	0.0	0	1/1/0001 12:00 ...	ITRS	1000960	AB09	FOURTH CREEK	ATP	ALLIANCE TRADING P...	INT TARIFF MIN	20.414
2	0.0	0.00000		PENDING	0.0	0	1/1/0001 12:00 ...	ITFPS	1000755	AB13	GORDONDALE 1	CX	CANADIAN BORDER	INT TARIFF MIN	28.657
3	1,000.0	20.21210		PENDING	0.0	0	1/1/0001 12:00 ...	ITRS	1000758	AB13	GORDONDALE 1	ATP	ALLIANCE TRADING P...	INT TARIFF MIN	14.791

Action	Request Qty (E3M3)	Requested Rate \$	Comments	Status	Original Request Qty (E3M3)	RFS#	RFS Submitted time
1	500.0	35.00000		SUBMITTED <b>9</b>	500.0	73288	5/8/2024 9:21 AM

- 1 Select **Request Type** from drop down
- 2 Enter **Business Party Name**
- 3 Enter **From/To Date**
- 4 Click **Retrieve**. Currently effective IT or Daily Firm contracts will be populated in the grid.

- 5 Enter **Request Qty** for each contract line
- 6 Enter **Requested Rate** for each contract line
- 7 If you want to link your bids, enter the text in the **Comments** field
- 8 Click **Submit** to submit the requests for approval **\*\*ONLY CLICK SUBMIT ONCE\*\***
- 9 Records will be flipped to **Submitted** status.

If you see errors and do not believe your bid was submitted please take a screen shot of your completed bid screen and send it to [aplmarketservices@pembina.com](mailto:aplmarketservices@pembina.com) BEFORE 7:30 am MDT

# New IT & Daily Firm Rate request Bidding Screen TSP 1000



TSP		Request Type		Business Party No		Business Party Name		From Date		To Date		Cycle	
*1000   Alliance Pipeline Limited Partnership		*INTERRUPTIBLE RATE REQUEST		[REDACTED]		[REDACTED]		*5/10/2024		*5/10/2024		1   Timely	

Action	Request Qty (E3M3)	Requested Rate \$	Comments	Status	Original Request Qty (E3M3)	RFS#	RFS Submitted time	TOS	Contract #	Receipt Loc ID	Receipt Loc Name	Delivery Loc ID	Delivery Loc Name	Current Type
1	500.0	35.00000		AWARDED	500.0	73289	5/8/2024 10:36 ...	ITRS	1000960	AB09	FOURTH CREEK	ATP	ALLIANCE TRADING P...	INT TAR

**10** After approval process is done, the all bid records for the gas day will flip to a “PREAPPROVED”, “AWARDED” or “DENIED” status to let all shippers know at the same time what bids were accepted or denied.

Re-retrieve the screen in order to see the new statuses of the records. Alliance will individually award these requests and new amendments will be created on an individual basis.

# New IT & Daily Firm Rate Request Bidding Screen

## TSP 1000



To MODIFY your bid

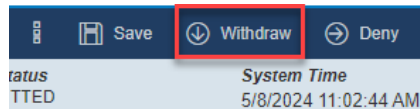
- Retrieve your bidding screen and make the required changes to the Qty, Rate or comments
- Submit again – This will override the previous submission
- You cannot modify your bid down to zero, if you want to zero a bid out you will need to withdraw that single bid as shown below

To WITHDRAW one line of your bid

- Retrieve your bidding screen and under the Action column click on the magnifying glass on the line you want to withdraw (View RFS).

	Action	Request Qty (E3M3)	Requested Rate \$	Comments	Status
1		3,000.0	35.00000		SUBMITTED
2		0.0	0.00000		PENDING

- Click withdraw in the upper right corner



If you experience issues with modifying or withdrawing your bid please email [aplmarketservices@pembina.com](mailto:aplmarketservices@pembina.com) before 7:30 AM MDT. Include the details of your changes in the email.



# Request for Service (RFS)

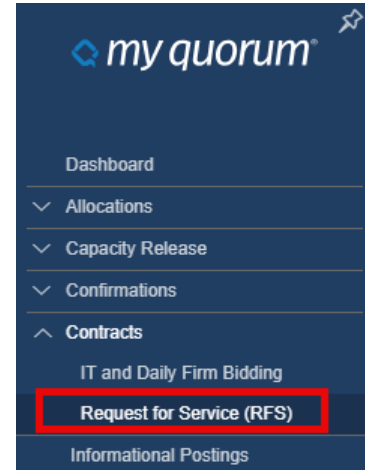
---

TSP 1000

# Request for Service (RFS) TSP 1000



- Navigate to the new Request for Service (RFS) screen via the side flyout menu
- The new layout of the RFS screen is called a “wizard” which takes you step by step through the request process



# Request for Service (RFS) – Request Types

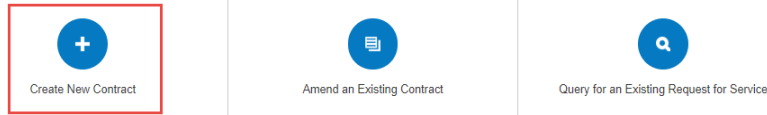
## TSP 1000



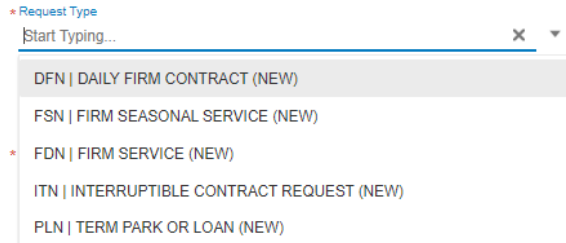
Request types are now split into two drop downs:

### CREATE NEW REQUEST FOR SERVICE

If you do not have a current contract for the service, choose Create New Request for Service.



Available request types:

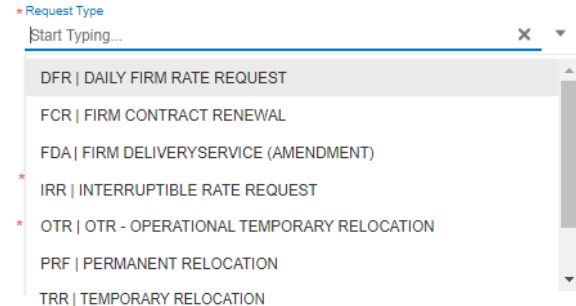


### AMEND EXISTING CONTRACT

If you want to make changes to an existing contract, choose Amend Existing Contract.



Available request types:



# Request for Service (RFS) – Request Types

## TSP 1000

---



### Query Existing Request for Service

- Use this option to pull any previously submitted RFS
- It will populate the grid below, highlight the RFS you wish to view and click next



Create New Contract



Amend an Existing Contract



Query for an Existing Request for Service

# Request for Service (RFS) – Wizard Tabs



Tabs are now vertical instead of horizontal:

## Classic

A screenshot of the Classic RFS Wizard interface. It features a horizontal tab bar at the top with tabs for "General", "Locations", "Text", "Contacts", "Errors", and "Approvals". Below the tabs, there are input fields for "Contract #:" with a "Get Contract Info" button, "RFS Status:" with a dropdown menu set to "AWARDED", and "Submitted Date/Time:" with a dropdown menu set to "11/20/2015 10:28 AM".

## Web

A screenshot of the Web RFS Wizard interface. It features a vertical list of tabs on the left side. The tabs are: "Header Info" (with a blue arrow icon), "Basic Info", "Quantities & Rates", "Locations", "RFS Contacts", "Text", "Errors", "Approve", and "Summary". Each tab has a downward-pointing arrow icon.

To navigate between tabs:

1. Click Next in the bottom right corner and it will bring you to the next tab in line

# Request for Service (RFS) – Summary Tab



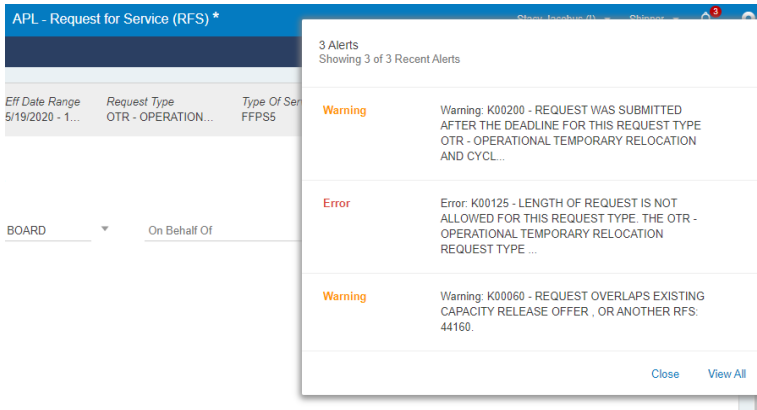
The Summary Tab displays all tab information on one page once it has been submitted

Create New <	
✓ Header Info	Basic Info
✓ Basic Info	TSP: 256850595   1000
✓ Quantities & Rates	RFS #: — RFS Description: RFS Status: PENDING
✓ Locations	Eff Date From: 6/2/2020 Eff Date To: 6/2/2020 Start Cycle: Timely
✓ RFS Contacts	Request Type: INTERRUPTIBLE CONTRACT REQUEST (NEW) Contract #:
✓ Text	Type Of Service: INTERRUPTIBLE RECEIPT SERVICE
✓ Errors	Business Associate #: 40372 Business Associate Name: XYZ Company Limited
✓ Approve	
➔ Summary	PREV

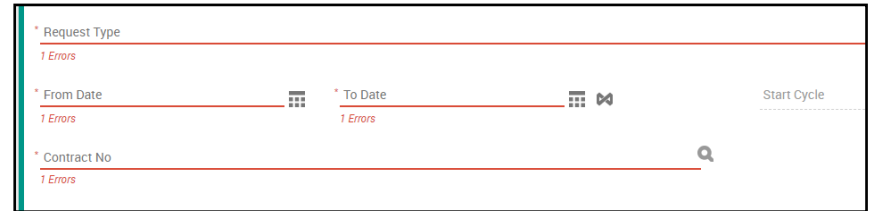
# Request for Service (RFS) - Validation Alerts



The new validation alerts will display in the top right-hand corner of the screen.



Field errors will be highlighted, and more information can be displayed by hovering over them with your mouse.



# RFS Quick Reference Guide

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TSP 1000



# New Contract Request for Daily IT and Firm - TSP 1000



Create New ← Complete the header info below

**Header Info**

Details

TSP: +1000 | Alliance Pipeline Limited Partnership System Time: 5/8/2024 11:12:05 AM CENTRAL CLOCK TIME

Request Type: INTERRUPTIBLE CONTRACT REQUEST (NEW) Type of Service: INTERRUPTIBLE RECEIPT SERVICE

Business Associate

Business Associate #: 40000 Business Associate Name: Business Associate Name

Dates And Cycle

From Date: 5/8/2024 To Date: Open Ended Start Cycle: 1 | Timely

Description

RFS Description: INTERRUPTIBLE CONTRACT REQUEST (NEW)

## Header:

- 1 Select **Request Type** 'INTERRUPTIBLE CONTRACT REQUEST (NEW)' or 'DAILY FIRM CONTRACT (NEW)
- 2 Select **Type of Service** from drop down
- 3 Enter **From Date** or use **To Date** Leave **To Date** Open Ended or click **...**
- 4 Enter **Business Party Name** or select **...**
- 5 Select **Next** to navigate to the next section

## Locations Tab:

- 6 Add new location row
- 7/8 Enter **Receipt & Delivery Location IDs**
- 9 Click **Validate**
- 10 Click **Submit**

	Receipt Location ID	Receipt Location Name	Delivery Location ID	Delivery Location Name
1	AB30	GOLD CREEK	ATP	ALLIANCE TRADING P...

Save Validate Submit

# New Firm Seasonal Service Requests – TSP 1000

## Bidding on Open Season Monthly or seasonal strips (less than 1 year)



+  
 Create New Contract

**Header Info**

Details  
 TSP: \*1000 | Alliance Pipeline Limited Partnership  
 System Time: 5/8/2024 12:11:55 PM CENTRAL CLOCK TIME  
 Request Type: \*FIRM SEASONAL SERVICE (NEW) (1)  
 Type of Service: \*FIRM RECEIPT SERVICE - SEASONAL (2)

Business Associate  
 Business Associate #: [Redacted] (3)  
 Business Associate Name: [Redacted]

Dates And Cycle  
 From Date: \*6/1/2024 (4)  
 To Date: \*8/31/2024  
 Start Cycle: 1 | Timely

Description  
 RFS Description: FIRM SEASONAL SERVICE (NEW)

### Header:

- 1 Select **Request Type** 'FIRM SEASONAL SERVICE (NEW)' from drop down
- 2 Select **Type of Service** from drop down
- 3 Enter **Business Party Name** or select
- 4 Enter **From/To Date** or use
- 5 Select **Next** to navigate to the next section

### Locations Tab:

- 6 Add new location row
- 7 Enter **Receipt & Delivery Location IDs**
- 8 Enter **Requested Qty Change**
- 9 Select **Requested Rate Type** – 'NEGOTIATED'

	Receipt Location ID	Receipt Location Name	Delivery Location ID	Delivery Location Name	M... MAP	Min Avail... MDQ for RFS Date Range	Requested Qty Change (E3M3)	Min Final MDQ for RFS Date Range (E3M3)	Current Rate Type	Current Rate(\$)	Requested Rate Type	Requested Rate(\$)
1	AB40 (7)	KAYBOB	ATP	ALLIANCE TRADING P...			500.0 (8)		SEATARIFF...	14.79120	NEGOTIATED (9)	35.00000 (10)

- 10 Enter **Requested Rate**
- 11 Click **Validate**
- 12 Click **Submit**

11 12  
 Save Validate Submit

# New Firm Long Term Service – TSP 1000

## Bidding on long term (1 year or greater)

### Go to: Contracts, Request For Service, Create New Contract



#### Header:

1 Select **Request Type** 'FIRM SERVICE (NEW)' from drop down

2 Select **Type of Service** 'FIRM DELIVERY SERVICE' from drop down

3 Enter **Business Party Name** or select

4 Enter **From/To Date** or use

5 Select **Next** to navigate to the next section

The screenshot shows the 'Details' section of a contract form. It includes fields for TSP (Alliance Pipeline Limited Partnership), System Time (5/8/2024 12:33:29 PM CENTRAL CLOCK TIME), Request Type (FIRM SERVICE (NEW)), and Type of Service (FIRM FULL PATH SERVICE - 5 YEAR). Below this is the 'Business Associate' section with fields for Business Associate # and Business Associate Name. The 'Dates And Cycle' section includes From Date (11/1/2024), To Date (10/31/2029), and Start Cycle (1 | Timely). The 'Description' section contains the text 'FIRM SERVICE (NEW)'. Red circles with numbers 1 through 5 are placed over the Request Type, Type of Service, Business Associate Name, To Date, and Next button respectively.

Net Requested Qty Change: 300.0

Total Receipt MDQ: 300.0

Total Delivery MDQ: 300.0

	Receipt Location ID	Receipt Location Name	Delivery Location ID	Delivery Location Name	Masked MAP	Min Available MDQ for RFS Date Range	Requested Qty Change (E3M3)	Min Final MDQ for RFS Date Range (E3M3)	Current Rate Type	Current Rate(\$)	Requested Rate Type	Requested Rate(\$)
1	AB24	HYTHE/BRAIN...	CX	CANADIAN BORDER	*	*	300.0	300.0	*TARIFF MAX	* 697.34000	TARIFF MAX	697.34000

#### Locations Tab:

6 Add new location row

7 Enter **Receipt & Delivery Location IDs**

8 Enter **Requested Qty Change**

9 Select **Requested Rate Type** – 'TARIFF MAX'

10 Max Tariff Rate should populate in **Requested Rate**

11 Click **Validate**

12 Click **Submit**

The screenshot shows three buttons: 'Save', 'Validate', and 'Submit'. Red circles with numbers 11 and 12 are placed over the 'Validate' and 'Submit' buttons respectively.

To add comments to your bid, go to the **Text Tab** and under **Requested Text** add a new row, select Request For Service under Text Usage and then add your comments.

# Operational Temporary Relocation (OTR) - TSP 1000



## Go to: Contracts, Request For Service, Amend Existing

### Header:

- 1 Select **Request Type** ' OPERATIONAL TEMPORARY RELOCATION' from drop down
- 2 Enter **Business Party Name** or select
- 3 Enter **Contract #** or use pick list
- 4 Enter **From/To Date** --> **OTRs cannot cross months, cannot be for the current gas day and must be for 30 days or less**
- 5 Select **Next** to navigate to the next section

Amend Existing ← Complete the header info below

**Header Info**

Summary

**Details**

TSP System Time  
\*1000 | Alliance Pipeline Limited Partnership 5/9/2024 3:33:43 PM CENTRAL CLOCK TIME

**Request Type**  
\*OTR - OPERATIONAL TEMPORARY RELOCATION

**Business Associate**

Business Associate # Business Associate Name  
Business Associate # \*Business Associate Name

**Contract #** Type of Service  
\*Contract # \*Type of Service

**Dates And Cycle**

From Date To Date Start Cycle  
\*5/14/2024 \*5/17/2024 1 | Timely

**Description**

RFS Description  
OTR - OPERATIONAL TEMPORARY RELOCATION

# Operational Temporary Relocation (OTR) - TSP 1000



## Go to: Contracts, Request For Service, Amend Existing

### Locations Tab:

- 1 Add new location row
- 2 Enter new **Receipt & Delivery Location IDs**
- 3 Enter **Requested Qty Change**
- 4 Enter reduced **Requested Qty Change** (negative number)

Totals									
Net Requested Qty Change: 0				Total Receipt MDQ: 961.5			Total Delivery MDQ: 961.5		
	Receipt Location ID	Receipt Location Name	Delivery Location ID	Delivery Location Name	Masked MAP	Min Available MDQ for RFS Date Range	Requested Qty Change (E3M3)	Min Final MDQ for RFS Date Range (E3M3)	
1	BC03	MCMAHON	ATP	ALLIANCE TRADI...			0		0
2	AB16	PROGRESS	ATP	ALLIANCE TRADI...		961.5	(100.0)		861.5
3	AB27	WEMBLEY	ATP	ALLIANCE TRADI...	*		100.0		100.0

### Text Tab:

- 1 Add a new row under **REQUESTED TEXT**
- 2 Add reasoning in **Requested Text** grid
- 3 Click **Validate**
- 4 Click **Submit**

Requested Text	Text Usage	Text
	*REQUEST FOR SERVICE	*Plant Maintenance

# Monthly Temporary Relocation - TSP 1000



## Go to: Contracts, Request For Service, Amend Existing Contract

### Header:

- 1 Select **Request Type** 'TEMPORARY RELOCATION' from drop down
- 2 Enter **Business Party Name**
- 3 Enter **Contract #** or use pick list
- 4 Enter **From/To Date** or use \*must be for one month\* **From:** must always be the 1st day of the month **To:** must always be last day of the month
- 5 Select **Next** to navigate to the next section

Amend Existing    ← Complete the header info below

**Header Info**

Summary

**Details**

TSP: \*1000 | Alliance Pipeline Limited Partnership    System Time: 5/6/2024 3:04:29 PM CENTRAL CLOCK TIME    Request Type: \*TEMPORARY RELOCATION

**Business Associate**

Business Associate #: \*Business Associate #    Business Associate Name: \*Business Associate Name

**Contract #**: \*Contract #    **Type of Service**: \*Type of Service

**Dates And Cycle**

From Date: \*5/6/2024    To Date: \*Open Ended    Start Cycle: 1 | Timely

**Description**

RFS Description: TEMPORARY RELOCATION

# Monthly Temporary Relocation - TSP 1000

Go to: Contracts, Request For Service, Amend Existing Contract



Click Next and go to Locations Tab:

- 1 Add new location row
- 2 Enter new Receipt & Delivery Location IDs
- 3 Enter Requested Qty Change
- 4 Enter reduced Requested Qty Change
- 6 Click Validate
- 7 Click Submit

✓ Header Info	
✓ Basic Info	
✓ Quantities & Rates	
➤ Locations	
⌵ RFS Contacts	
⌵ Text	

Totals		Net Requested Qty Change: 0			Total Receipt MDQ: 961.5		Total Delivery MDQ: 961.5		
		Receipt Location ID	Receipt Location Name	Delivery Location ID	Delivery Location Name	Masked MAP	Min Available MDQ for RFS Date Range	Requested Qty Change (E3M3)	Min Final MDQ for RFS Date Range (E3M3)
1	⌵	BC03	MCPMAHON	ATP	ALLIANCE TRADI...		961.5	(100.0)	861.5
2	⌵	AB40	KAYBOB	ATP	ALLIANCE TRADI...			100.0	100.0

# Permanent Relocation – TSP 1000



## Go to: Contracts, Request For Service, Amend Existing Contract

### Header:

- 1 Select **Request Type** 'PERMANENT RELOCATION' from drop down
- 2 Enter **Business Party Name**
- 3 Enter **Contract #** or use pick list
- 4 Enter **From/To Date** **From:** must always be the 1<sup>st</sup> day of the month **To:** **must always be last day of contract**
- 5 Select **Next** to navigate to the next section

Amend Existing ← Complete the header info below

**Header Info**

Basic Info

Quantities & Rates

Locations

RFS Contacts

Text

Errors

Approve

Summary

Details

TSP System Time  
\*1000 | Alliance Pipeline Limited Partnership 5/6/2024 3:20:50 PM CENTRAL CLOCK TIME

Request Type  
1 \*PERMANENT RELOCATION

Business Associate

Business Associate # Business Associate Name  
2 \*

Contract # Type of Service  
3 \* \*FIRM FULL PATH SERVICE - 5 YEAR

Dates And Cycle

From Date To Date Start Cycle  
4 \*6/1/2024 \*10/31/2024 1 | Timely

Description

RFS Description  
PERMANENT RELOCATION



# Permanent Relocation – TSP 1000



## Go to: Contracts, Request For Service, Amend Existing Contract

### Click Next and go to Locations Tab:

- 1 Add new location row
- 2 Enter new **Receipt & Delivery Location IDs**
- 3 Enter **Requested Qty Change**
- 4 Enter reduced **Requested Qty Change** (negative number)
- 5 Click **Validate**
- 6 Click **Submit**

✓ Header Info									
✓ Basic Info									
✓ Quantities & Rates									
> Locations									
▽ RFS Contacts									
▽ Text									
<b>Totals</b>		Net Requested Qty Change: <b>0</b>			Total Receipt MDQ: <b>961.5</b>		Total Delivery MDQ: <b>961.5</b>		
	1								
		Receipt Location ID	Receipt Location Name	Delivery Location ID	Delivery Location Name	Masked MAP	Min Available MDQ for RFS Date Range	Requested Qty Change (E3M3)	Min Final MDQ for RFS Date Range (E3M3)
	1	BC03	MCPAHON	ATP	ALLIANCE TRADI...		961.5	(100.0)	861.5
	2	AB40	KAYBOB	ATP	ALLIANCE TRADI...			100.0	100.0

# Request for Service (RFS)

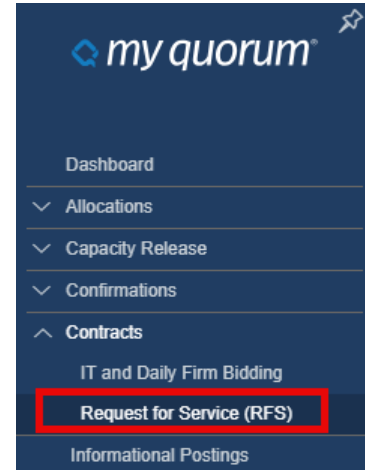
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TSP 2000

# Request for Service (RFS) TSP 2000



- Navigate to the new Request for Service (RFS) screen via the side flyout menu
- The new layout of the RFS screen is called a “wizard” which takes you step by step through the request process



# Request for Service (RFS) – Request Types

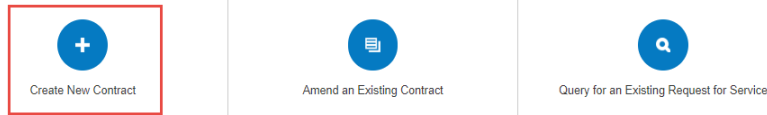
## TSP 2000



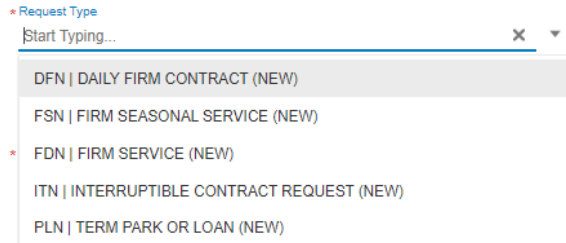
Request types are now split into two drop downs:

### CREATE NEW REQUEST FOR SERVICE

If you do not have a current contract for the service, choose Create New Request for Service.



Available request types:

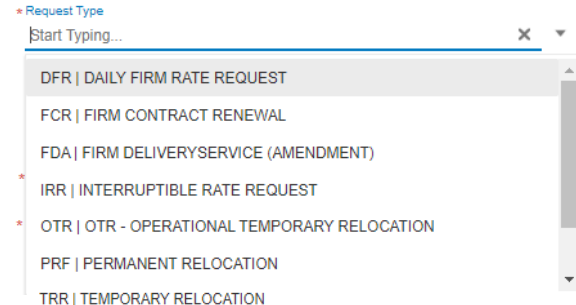


### AMEND EXISTING CONTRACT

If you want to make changes to an existing contract, choose Amend Existing Contract.



Available request types:



# Request for Service (RFS) – Request Types

## TSP 2000

---



### Query Existing Request for Service

- Use this option to pull any previously submitted RFS
- It will populate the grid below, highlight the RFS you wish to view and click next



Create New Contract



Amend an Existing Contract



Query for an Existing Request for Service

# Request for Service (RFS) – Wizard Tabs



Tabs are now vertical instead of horizontal:

## Classic

A screenshot of the Classic RFS Wizard interface. It features a horizontal tab bar at the top with tabs for "General", "Locations", "Text", "Contacts", "Errors", and "Approvals". Below the tabs, there are input fields for "Contract #:" with a "Get Contract Info" button, "RFS Status:" with a dropdown menu set to "AWARDED", and "Submitted Date/Time:" with a dropdown menu set to "11/20/2015 10:28 AM".

## Web

A screenshot of the Web RFS Wizard interface. It features a vertical list of tabs on the left side. The tabs are: "Header Info" (with a blue arrow icon), "Basic Info", "Quantities & Rates", "Locations", "RFS Contacts", "Text", "Errors", "Approve", and "Summary". Each tab has a downward-pointing arrow icon.

To navigate between tabs:

1. Click Next in the bottom right corner and it will bring you to the next tab in line

# Request for Service (RFS) – Summary Tab



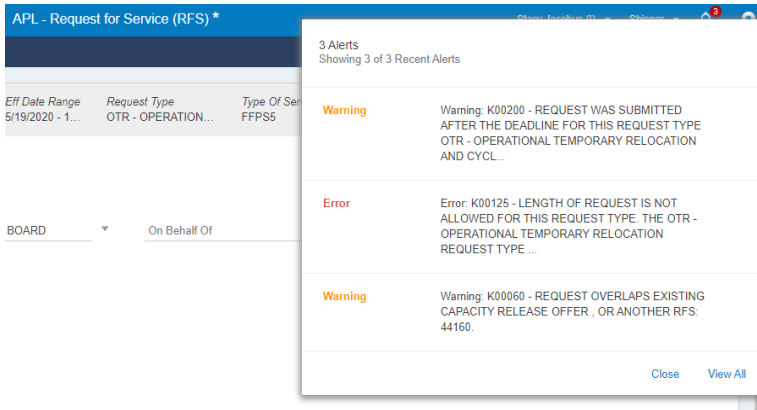
The Summary Tab displays all tab information on one page once it has been submitted

Create New <	
✓ Header Info	Basic Info
✓ Basic Info	TSP: 256850595   1000
✓ Quantities & Rates	RFS #: — RFS Description: RFS Status: PENDING
✓ Locations	Eff Date From: 6/2/2020 Eff Date To: 6/2/2020 Start Cycle: Timely
✓ RFS Contacts	Request Type: INTERRUPTIBLE CONTRACT REQUEST (NEW) Contract #:
✓ Text	Type Of Service: INTERRUPTIBLE RECEIPT SERVICE
✓ Errors	Business Associate #: 40372 Business Associate Name: XYZ Company Limited
✓ Approve	
➔ Summary	PREV

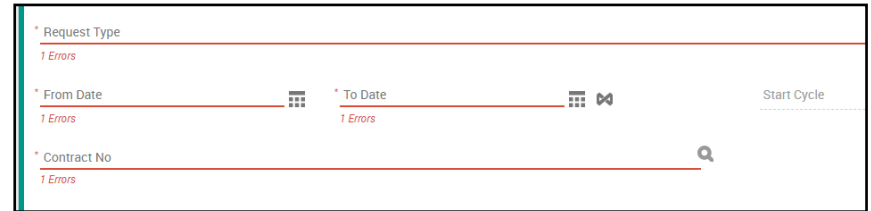
# Request for Service (RFS) - Validation Alerts



The new validation alerts will display in the top right-hand corner of the screen.



Field errors will be highlighted, and more information can be displayed by hovering over them with your mouse.






# RFS Quick Reference Guide

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TSP 2000

# New IT Contract Requests – TSP 2000



 Create New Contract




**Details**  
TSP System Time  
\*2000 | Alliance Pipeline L.P. 5/8/2024 1:14:48 PM CENTRAL CLOCK TIME  
Request Type **1** \*INTERRUPTIBLE CONTRACT REQUEST (NEW)  
Type of Service **2** \*INTERRUPTIBLE TRANSPORTATION

**Business Associate**  
Business Associate # Business Associate Name **3**  
Business Associate # \*Business Associate Name

**Dates And Cycle**  
From Date **4** \*5/10/2024 To Date \*Open Ended Start Cycle 1 | Timely

**Description**  
RFS Description  
INTERRUPTIBLE CONTRACT REQUEST (NEW)

## Header:

- 1 Select **Request Type** 'INTERRUPTIBLE CONTRACT REQUEST (NEW)'
- 2 Select **Type of Service** from drop down
- 3 Enter **Business Party Name** or select 
- 4 Enter **From Date** or use  Leave **To Date** Open Ended or click 
- 5 Select **Next** to navigate to the next section

## Locations Tab:

- 6 Add new location row
- 7/8 Enter **Receipt UX** & **Delivery Location ACE**
- 9 Click **Validate**
- 10 Click **Submit**

	R... L... ID	Receipt Location Name	De... Lo... ID	Delivery Location Name	M... M.
1	UX	BORDER USA	ACE	ALLIANCE CHICAGO EXCHANGE	*

 Save  Validate  Submit

# IT Contract Rate Request– TSP 2000

## Bidding on existing monthly IT contract



Amend an Existing Contract

**Details**

TSP: \*2000 | Alliance Pipeline L.P. System Time: 5/9/2024 7:34:44 AM CENTRAL CLOCK TIME Request Type: \*INTERRUPTIBLE RATE REQUEST

---

**Business Associate**

Business Associate #: [Redacted] Business Associate Name: [Redacted]

Contract #: \*1003170 Type of Service: \*INTERRUPTIBLE TRANSPORTATION

---

**Dates And Cycle**

From Date: \*5/10/2024 To Date: \*5/10/2024 Start Cycle: 1 | Timely

---

**Description**

RFS Description: INTERRUPTIBLE RATE REQUEST

### Header:

- 1 Select **Request Type** 'INTERRUPTIBLE RATE REQUEST'
- 2 Enter **From/To Date** or use
- 3 Enter **Contract No** or select
- 4 Select **Next** to navigate to the next section

	R... L... ID	Receipt Location Name	De... Lo... ID	Delivery Location Name	M. M.	Min Avail... MDQ for RFS Date Range	Requested Qty Change (MCF)	Min Final MDQ for RFS Date Range (MCF)	Current Rate Type	Current Rate(\$)
1	UX	BORDER USA	ACE	ALLIANCE CHICAGO EXCHANGE			* 2,000	2,000	TARIFF MAX	0.26620

### Locations Tab:

- 5 Enter **Requested Qty**
- 6 Enter **Requested Rate Type** as Tariff Max (Requested Rate will auto populate)

- 7 Click **Validate**
- 8 Click **Submit**

Save Validate Submit

# New Firm Seasonal Service Requests – TSP 2000

## Bidding on new daily FT-1 service



+
Create New Contract

Details

TSP  
2000 | Alliance Pipeline L.P.

System Time  
5/9/2024 7:43:48 AM CENTRAL CLOCK TIME

Request Type 1  
FIRM TRANSPORTATION (NEW)

Type of Service 2  
FIRM TRANSPORTATION SERVICE

Business Associate

Business Associate #  
Business Associate #

Business Associate Name 3  
Business Associate Name

Dates And Cycle

From Date 4  
6/8/2024

To Date  
6/10/2024

Start Cycle  
1 | Timely

Description

RFS Description  
FIRM TRANSPORTATION (NEW)

#	Receipt Location ID	Receipt Location Name	Delivery Location ID	Delivery Location Name	N / M / F / E / F	Requested Qty Change (MCF)	Min Final MDQ for RFS Date Range (MCF)	Current Rate Type	Current Rate(\$)	Requested Rate Type	Requested Rate(\$)
1	UX <span style="color: red;">7</span>	BORDER USA	IL05	ALLIANCE/ANR	*	20,000 <span style="color: red;">8</span>	20,000	TARIFF M...	7.82000	DISCOUNT <span style="color: red;">9</span>	7.82000 <span style="color: red;">10</span>

**Header:**

- 1 Select **Request Type** 'FIRM TRANSPORTATION (NEW)' from drop down
- 2 Select **Type of Service** from drop down 'FIRM TRANSPORTATION SERVICE'
- 3 Enter **Business Party Name** or select
- 4 Enter **From/To Date** or use
- 5 Select **Next** to navigate to the next section

**Locations Tab:**

- 6 Add new location row
- 7 Enter **Receipt & Delivery Location IDs**
- 8 Enter **Requested Qty Change**
- 9 Select **Requested Rate Type** – 'DISCOUNT'

- 10 Enter **Requested Rate**
- 11 Click **Validate**

- 12 Click **Submit**

⋮
Save
Validate 11
Submit 12
✕

# New Firm Seasonal Service Requests – TSP 2000

## Bidding on new FT-1 Monthly or Long Term

### Go To: Contracts, RFS, Create New Contract



#### Header:

- 1 Select **Request Type** 'FIRM TRANSPORTATION (NEW)' from drop down
- 2 Select **Type of Service** from drop down 'FIRM TRANSPORTATION SERVICE'
- 3 Enter **Business Party Name** or select
- 4 Enter **From/To Date** or use
- 5 Select **Next** to navigate to the next section

Details

TSP System Time Request Type Type of Service  
 \*2000 | Alliance Pipeline L.P. 5/9/2024 7:57:59 AM CENTRAL CLOCK TIME \*FIRM TRANSPORTATION (NEW) \*FIRM TRANSPORTATION SERVICE

Business Associate  
 Business Associate # Business Associate Name  
 Business Associate # \*Business Associate Name

Dates And Cycle  
 From Date To Date Start Cycle  
 \*6/1/2024 \*6/30/2024 1 | Timely

Description  
 RFS Description  
 FIRM TRANSPORTATION (NEW)

Receipt Location ID	Receipt Location Name	Delivery Location ID	Delivery Location Name	Requested Qty Change (MCF)	Min Final MDQ for RFS Date Range (MCF)	Current Rate Type	Current Rate(\$)	Requested Rate Type	Requested Rate(\$)
1	UX	BORDER USA	IL06	VECTOR PIPELI...	3,000	3,000	TARIFF M...	TARIFF MAX	7.82000

#### Locations Tab:

- 6 Add new location row
- 7 Enter **Receipt & Delivery Location IDs**
- 8 Enter **Requested Qty Change**
- 9 Select **Requested Rate Type** – 'TARIFF MAX'

- 10 The Max Tariff Rate should populate in **Requested Rate**
- 11 Click **Validate**
- 12 Click **Submit**

Save Validate Submit  
 System Time

To add comments to your bid, go to the **Text Tab** and under **Requested Text** add a new row, select Request For Service under Text Usage and then add your comments.

# Permanent Relocation – TSP 2000



## Go to: Contracts, Request For Service, Amend Existing Contract

### Header:

- 1 Select **Request Type** 'PERMANENT RELOCATION' from drop down
- 2 Enter **Business Party**
- 3 Enter **Contract #** or use pick list
- 4 Enter **From/To Date** **From:** must always be the 1<sup>st</sup> day of the month **To:** **must always be last day of contract**
- 5 Select **Next** to navigate to the next section

Amend Existing    ← Complete the header info below

**Header Info**

Summary

**Details**

TSP  
\*2000 | Alliance Pipeline L.P.    System Time  
5/6/2024 3:43:42 PM CENTRAL CLOCK TIME

1 Request Type  
\*PERMANENT RELOCATION

**Business Associate**

Business Associate #    Business Associate Name  
Business Associate #    \*Business Associate Name

3 Contract #    Type of Service  
\*Contract #    \*Type of Service

**Dates And Cycle**

From Date    To Date    Start Cycle  
\*6/1/2024    \*10/31/2024    1 | Timely

**Description**

RFS Description  
PERMANENT RELOCATION

# Permanent Relocation – TSP 2000



## Go to: Contracts, Request For Service, Amend Existing Contract

### Click Next and go to Locations Tab:

- 1 Add new location row
- 2 Enter new **Receipt & Delivery Location IDs**
- 3 Enter **Requested Qty Change**
- 4 Enter reduced **Requested Qty Change** (negative number)
- 5 Click **Validate**
- 6 Click **Submit**

MST											
Totals		Net Requested Qty Change: 0				Total Receipt MDQ: 10,000			Total Delivery MDQ: 10,000		
	Receipt Location ID	Receipt Location Name	Delivery Location ID	Delivery Location Name	Masked MAP	Min Available MDQ for RFS Date Range	Requested Qty Change (MCF)	Min Final MDQ for RFS Date Range (MCF)	Current Rate Type	Current Rate(\$)	R
1	UX	BORDER U...	IL06	VECTOR PIPELINE		10,000	(10,000)	4	0	TARIFF MAX	7.82000
2	UX	BORDER U...	IL05	ALLIANCE/ANR		10,000	10,000		10,000	TARIFF MAX	7.82000

# Reporting

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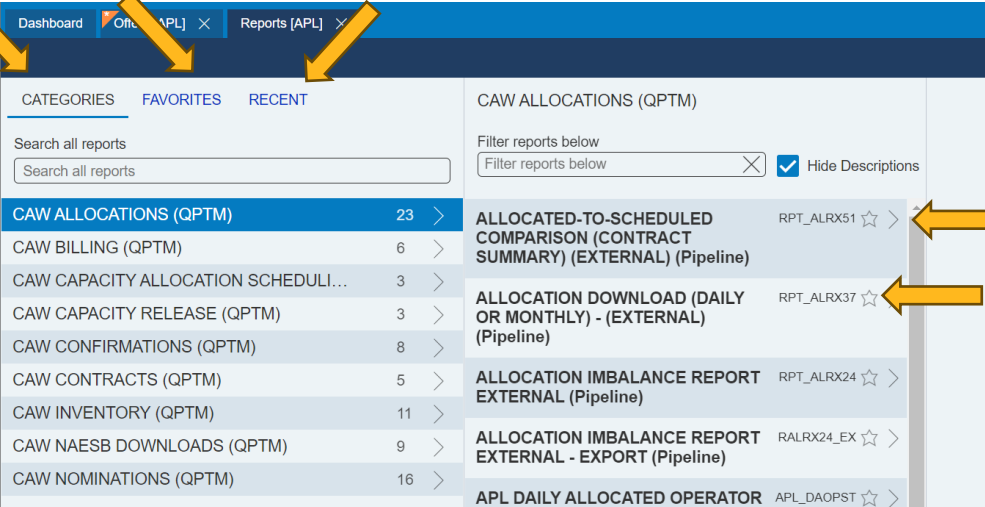


# Reporting Overview

- You can access a report directly from your widgets as well as the Reports screen
- You can search for reports by the search function, category or ones you've most recently run
- You can also save a favorites list

Category List      Favorites List      Recents List

Search Functions



The screenshot shows the 'Reports [APL]' screen with three tabs: CATEGORIES, FAVORITES, and RECENT. The CATEGORIES tab is active, displaying a list of report categories. The FAVORITES and RECENT tabs are also visible. The search bar is labeled 'Search all reports'. The list of reports includes 'CAW ALLOCATIONS (QPTM)', 'CAW BILLING (QPTM)', 'CAW CAPACITY ALLOCATION SCHEDULE...', 'CAW CAPACITY RELEASE (QPTM)', 'CAW CONFIRMATIONS (QPTM)', 'CAW CONTRACTS (QPTM)', 'CAW INVENTORY (QPTM)', 'CAW NAESB DOWNLOADS (QPTM)', and 'CAW NOMINATIONS (QPTM)'. The 'Report Launcher' and 'Add Favorite' buttons are highlighted with yellow arrows.

Category	Count	Report Name	Report ID
CAW ALLOCATIONS (QPTM)	23	ALLOCATION IMBALANCE REPORT EXTERNAL (Pipeline)	RPT_ALRX51
CAW BILLING (QPTM)	6	ALLOCATION IMBALANCE REPORT EXTERNAL - EXPORT (Pipeline)	RPT_ALRX37
CAW CAPACITY ALLOCATION SCHEDULE...	3	ALLOCATION IMBALANCE REPORT EXTERNAL (Pipeline)	RPT_ALRX24
CAW CAPACITY RELEASE (QPTM)	3	ALLOCATION IMBALANCE REPORT EXTERNAL - EXPORT (Pipeline)	RPT_ALRX37
CAW CONFIRMATIONS (QPTM)	8	ALLOCATION IMBALANCE REPORT EXTERNAL (Pipeline)	RPT_ALRX24
CAW CONTRACTS (QPTM)	5	ALLOCATION IMBALANCE REPORT EXTERNAL - EXPORT (Pipeline)	RPT_ALRX37
CAW INVENTORY (QPTM)	11	ALLOCATION IMBALANCE REPORT EXTERNAL (Pipeline)	RPT_ALRX24
CAW NAESB DOWNLOADS (QPTM)	9	ALLOCATION IMBALANCE REPORT EXTERNAL - EXPORT (Pipeline)	RPT_ALRX37
CAW NOMINATIONS (QPTM)	16	ALLOCATION IMBALANCE REPORT EXTERNAL (Pipeline)	RPT_ALRX24

Report Launcher

Add Favorite

# Favorites List

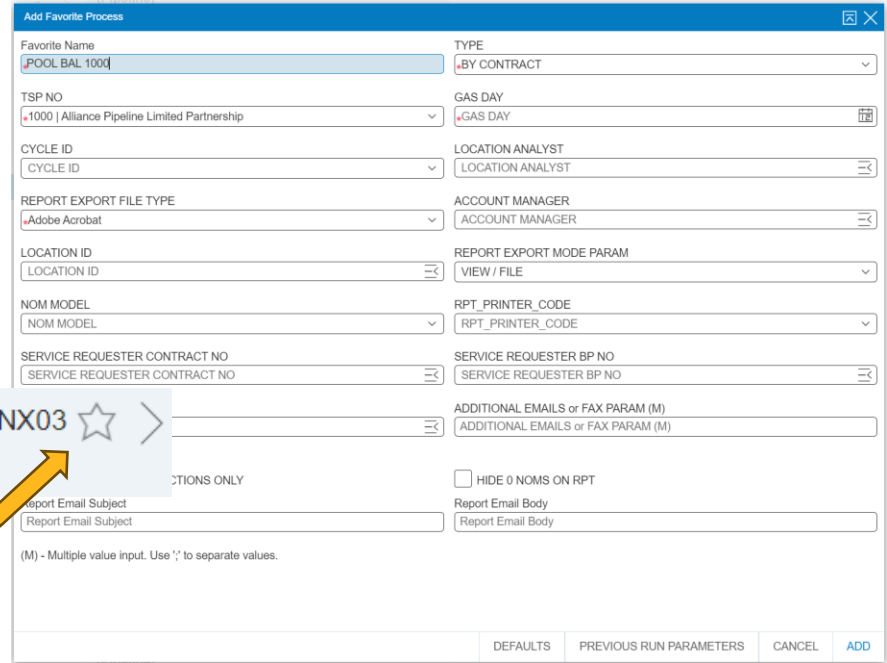
You can save your most used reports to a Favorites list. You can also save the same report with different parameter eg. Daily vs Monthly



1. Click the Add Favorite icon
2. Enter the required fields that you want the report to default to. Click Add

**POOL BALANCE (EXTERNAL)  
(Pipeline)**

RPT\_NNX03 ☆ >



The screenshot shows the 'Add Favorite Process' dialog box with the following fields and values:

- Favorite Name: POOL BAL 1000
- TSP NO: 1000 | Alliance Pipeline Limited Partnership
- CYCLE ID: CYCLE ID
- REPORT EXPORT FILE TYPE: Adobe Acrobat
- LOCATION ID: LOCATION ID
- NOM MODEL: NOM MODEL
- SERVICE REQUESTER CONTRACT NO: SERVICE REQUESTER CONTRACT NO
- TYPE: BY CONTRACT
- GAS DAY: GAS DAY
- LOCATION ANALYST: LOCATION ANALYST
- ACCOUNT MANAGER: ACCOUNT MANAGER
- REPORT EXPORT MODE PARAM: VIEW / FILE
- RPT\_PRINTER\_CODE: RPT\_PRINTER\_CODE
- SERVICE REQUESTER BP NO: SERVICE REQUESTER BP NO
- ADDITIONAL EMAILS or FAX PARAM (M):
- Report Email Subject: Report Email Subject
- Report Email Body: Report Email Body

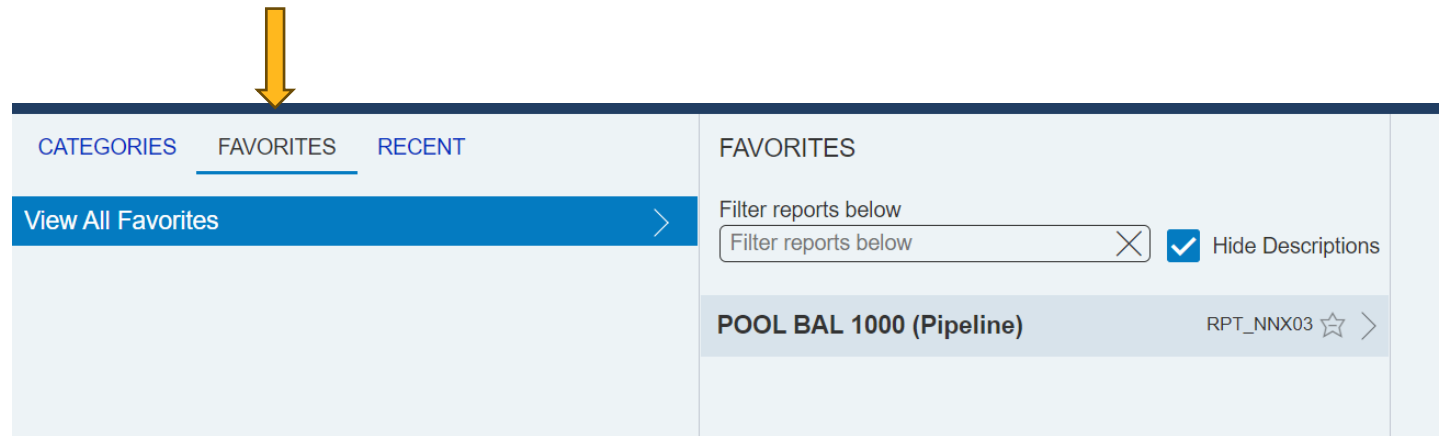
Buttons at the bottom: DEFAULTS, PREVIOUS RUN PARAMETERS, CANCEL, ADD



# Favorites List Cont.


3. The report will now show in your favorites list

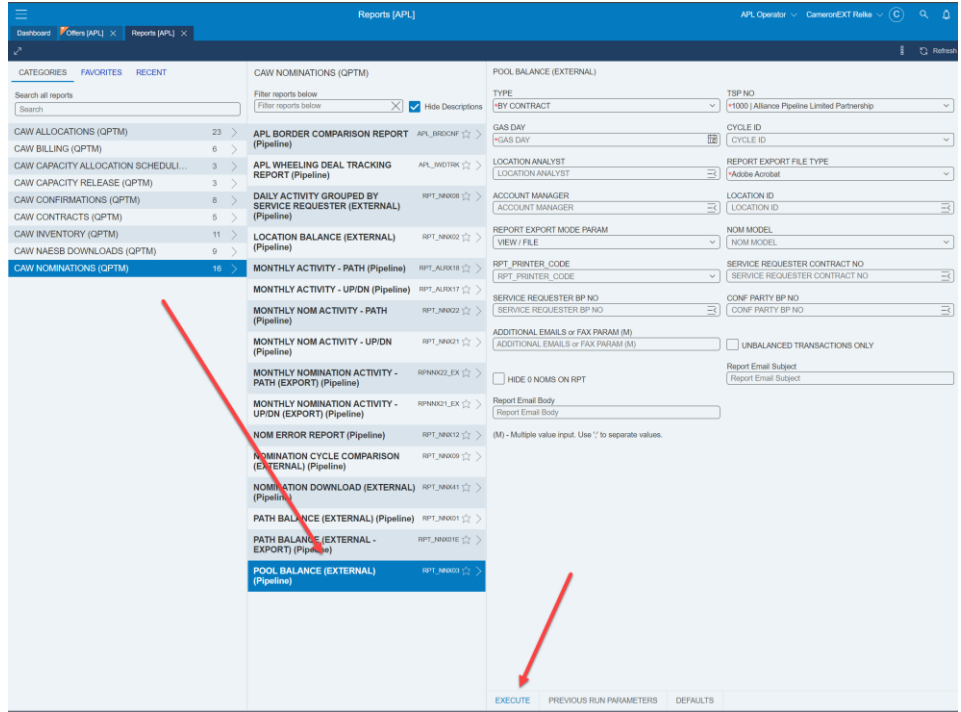
Clicking on View All Favorites will display all of your Favorite reports. To remove a report from the list, click the heart icon



The screenshot shows a software interface with a top navigation bar containing three tabs: 'CATEGORIES', 'FAVORITES', and 'RECENT'. The 'FAVORITES' tab is selected and underlined. Below the navigation bar, there is a blue button labeled 'View All Favorites' with a right-pointing chevron. To the right of this button is a 'FAVORITES' section. This section includes a 'Filter reports below' label, a text input field containing 'Filter reports below' with a clear (X) button, and a checked checkbox labeled 'Hide Descriptions'. Below the filter section, a report entry is visible: 'POOL BAL 1000 (Pipeline)' on the left, and 'RPT\_NNX03' followed by a heart icon and a right-pointing chevron on the right.

# Launching Reports

1. Click the Launch Report icon  or select the report title
2. The Parameters screen will populate on the right side of the screen
  - Use Previous Run Parameters
  - Use Default
  - Enter new parameters

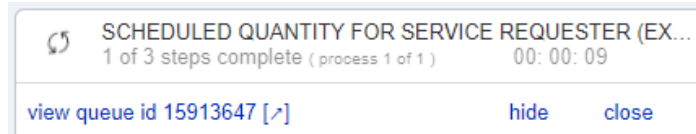


The screenshot displays the 'Reports [APL]' interface. On the left, a list of reports is shown under 'CAW NOMINATIONS (OPTM)'. The 'POOL BALANCE (EXTERNAL) (Pipeline)' report is selected and highlighted in blue. A red arrow points from this report title to the 'EXECUTE' button at the bottom of the parameters screen. The parameters screen on the right contains various fields for configuration, including 'TYPE' (BY CONTRACT), 'TSP NO' (11000 | Alliance Pipeline Limited Partnership), 'CYCLE ID', 'REPORT EXPORT FILE TYPE', 'LOCATION ANALYST', 'ACCOUNT MANAGER', 'REPORT EXPORT MODE PARAM', 'RPT\_PRINTER\_CODE', 'SERVICE REQUESTER BP NO', 'ADDITIONAL EMAILS or FAX PARAM (M)', 'UNBALANCED TRANSACTIONS ONLY', 'Report Email Subject', and 'Report Email Body'. A red arrow also points to the 'EXECUTE' button at the bottom of the parameters screen.

# Launching Reports



3. Click Execute. In the bottom left corner a message box will appear, showing the progress of the report



4. If the report was successful, the box will turn green and the report automatically downloaded



# Common Reports & Parameters

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# Inventory Position Report – INX62



This report shows your imbalance on a given day. You can run this for a single date or a date range.

- CAW INVENTORY – IMBALANCE POSITION REPORT (EXTERNAL) (RPT\_INX62)

IMBALANCE POSITION REPORT

TSP NO *1000   Alliance Pipeline Limited Partnership	CUSTOMER BP NUMBER 123456
ACCOUNTING MONTH ACCOUNTING MONTH	MIN DAYS EXCEEDING MIN DAYS EXCEEDING
PRODUCTION MONTH PRODUCTION MONTH	ACCOUNT TYPE ACCOUNT TYPE
ACTIVITY DATE From 5/1/2024	ACTIVITY DATE To 5/11/2024

**EXECUTE** PREVIOUS RUN PARAMETERS DEFAULTS

A red arrow points from the top right towards the EXECUTE button at the bottom left of the form.

# Pool Balance Report – NNX03



This report shows if you are balanced within the ATP or ACE pool with yourself and 3<sup>rd</sup> parties.

- CAW NOMINATIONS – POOL BALANCE (EXTERNAL) (RPT\_NNX03)

POOL BALANCE (EXTERNAL)

TYPE BY CONTRACT	TSP NO 1000   Alliance Pipeline Limited Partnership
GAS DAY 5/9/2024	CYCLE ID 1   Timely
LOCATION ANALYST LOCATION ANALYST	REPORT EXPORT FILE TYPE Adobe Acrobat
ACCOUNT MANAGER ACCOUNT MANAGER	LOCATION ID LOCATION ID
REPORT EXPORT MODE PARAM VIEW / FILE	NOM MODEL NOM MODEL
RPT_PRINTER_CODE RPT_PRINTER_CODE	SERVICE REQUESTER CONTRACT NO SERVICE REQUESTER CONTRACT NO
SERVICE REQUESTER BP NO SERVICE REQUESTER BP NO	CONF PARTY BP NO CONF PARTY BP NO
ADDITIONAL EMAILS or FAX PARAM (M) ADDITIONAL EMAILS or FAX PARAM (M)	<input checked="" type="checkbox"/> UNBALANCED TRANSACTIONS ONLY
<input type="checkbox"/> HIDE 0 NOMS ON RPT	Report Email Subject Report Email Subject
Report Email Body Report Email Body	

(M) - Multiple value input. Use ";" to separate values.

EXECUTE PREVIOUS RUN PARAMETERS DEFAULTS



# Monthly Activity Report – ALRX17



This report shows all the activity for the month by location or by contract

- CAW NOMINATIONS – MONTHLY ACTIVITY – UP/DN (RPT\_ALRX17)

To see your scheduled and allocated volumes by location

Sort By: **Location**

Location ID: You can choose a specific receipt location, ATP, ACE, CX and UX.

SORT BY  
\*LOCATION  
1 | LOCATION  
3 | SVC REQ K  
2 | SVC REQUESTER

To see all your scheduled and allocated volumes by contract

Sort by: **Svc Req K**

Location: Leave blank for all locations or choose individual location from the pick list

SORT BY  
\*SVC REQ K  
1 | LOCATION  
3 | SVC REQ K  
2 | SVC REQUESTER

MONTHLY ACTIVITY - UP/DN (EXTERNAL - EXPORT)

TSP NO *1000   Alliance Pipeline Limited Partnership	PRODUCTION MONTH *PRODUCTION MONTH
SORT BY *LOCATION	LOCATION ID LOCATION ID
SERVICE REQUESTER BP NO SERVICE REQUESTER BP NO	UP/DN CONTRACT NO UP/DN CONTRACT NO
NOM MODEL NOM MODEL	OPERATOR BP NO OPERATOR BP NO
UP/DN ID NO UP/DN ID NO	UP/DN NM UP/DN NM
<input type="checkbox"/> HIDE 0 ALLOCATED QUANTITY	UOM TYPE *ENERGY
SERVICE REQUESTER CONTRACT NO SERVICE REQUESTER CONTRACT NO	<input checked="" type="checkbox"/> SEE DETAILS
REPORT EXPORT FILE TYPE *Adobe Acrobat	REPORT EXPORT MODE PARAM VIEW / FILE
RPT_PRINTER_CODE RPT_PRINTER_CODE	ADDITIONAL EMAILS or FAX PARAM (M) ADDITIONAL EMAILS or FAX PARAM (M)
Report Email Subject Report Email Subject	Report Email Body Report Email Body

(M) - Multiple value input. Use ';' to separate values.

**EXECUTE** PREVIOUS RUN PARAMETERS DEFAULTS

# Cut Report – CAX15



This report shows your cuts for a previously scheduled cycle

- CAW CAPACITY ALLOCATION SCHEDULING – SCHEDULED QUANTITY FOR SERVICE REQUESTOR (EXTERNAL) (RPT\_CAX15)

SCHEDULED QUANTITY FOR SERVICE REQUESTOR (EXTERNAL)

VIEW -ALTERNATE VIEW	TSP NO 1000   Alliance Pipeline Limited Partnership
GAS DAY 5/9/2024	CYCLE ID 2   Evening
SERVICE REQUESTER BP NO 121345	<input checked="" type="checkbox"/> REDUCTIONS ONLY
REDUCTION REASON CODE REDUCTION REASON CODE	<input type="checkbox"/> WORD WRAP NAMES

Advanced Parameters  
[Show more](#) ^  
(M) - Multiple value input. Use ',' to separate values.

**EXECUTE** PREVIOUS RUN PARAMETERS DEFAULTS

# Capacity Release

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# Capacity Release



## Frequently Asked Questions



# Capacity Release

## Frequently Asked Questions

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- Capacity release allows a customer that holds firm transportation to resell its capacity to another party on either a temporary or permanent basis.

### **Can a customer recall capacity released to another party?**

- If the terms of the temporary capacity release include recall provisions, the releasing shipper can recall its capacity.

### **What is a reput?**

- If the releasing shipper recalls its capacity but determines it no longer needs the capacity, the releasing shipper can give the capacity back to the replacement shipper.

# Capacity Release

## Frequently Asked Questions

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### What is an Asset Management Arrangement (AMA)?

- In general, an AMA is a contractual relationship where a party agrees to manage gas supply and delivery arrangements, including transportation, for another party. The benefit of an AMA is that the parties to such an arrangement are exempt from the capacity release posting and bidding requirements of FERC's regulations.
- For more information on the qualifications of an AMA, see Section 284.8(h) (3) of FERC's regulations.

# Capacity Release

## Frequently Asked Questions – Capacity Release Timelines

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No bidding requirements for all AMA deals including temporary and permanent releases.

### **Releases for 31 days or less**

# Temporary Release Canada

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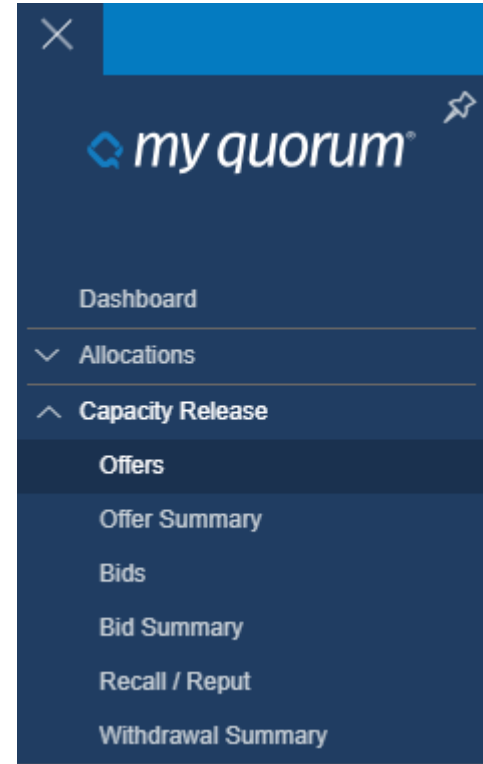


# Temporary Release - Canada



- Access the Capacity Release Module through the fly out Menu

➤ Capacity Release, Offers



# Temporary Capacity Release – Placing an Offer


## Creating a new offer from scratch

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### Capacity Release, Offers, Create New

The required fields are highlighted below.

- Yellow Fields – Highly recommended text for that field
- Green Fields – Shipper specific information
  
- As you navigate the system, you can click on the magnifying three line icon  to access the pick list.
- To move to the next screen, click next in the bottom right corner of the screen

# Temporary Capacity Release – Placing an Offer

## Creating a new offer from scratch – Header Info



Dashboard Offers [APL]\* X

Create New Offer ← Complete the header info below

**Header Info**

Recall/Reput

Indicators & Disclosures

Contact Info

Prearranged Bid

Detail

Alternate Points

Additional Terms

Summary

**1** TSP Details

TSP: 256850595 TSP Prop: \*1000 TSP Name: \*ALLIANCE PIPELINE LIMITED PA...

Release Details

Releaser: Releaser Releaser Prop: \*Releaser Releaser Name: \*Releaser Name

Rel St Date: \*Rel St D... Rel End Date: \*Rel End D... Rel K: \*Rel K Cycle: Cycle

**3** **5** Rel Type Desc: \*Temp pt-to-pt prearr

**6** Bid Deal Desc: \*No **No bid period in Canada**

**7** Recall/Reput Desc: \*Recall/Reput **Can the releasing shipper recall the capacity subsequent to the award of cpcacity to the replacement shipper**

Rel Req Post Date / Time: Rel Req Post Date / Ti... Offer Trk ID: Offer Trk ID

# Temporary Capacity Release – Placing an Offer

## Creating a new offer from scratch – Recall/Reput



Header Info

**Recall/Reput**

Indicators & Disclosures

Contact Info

Prearranged Bid

Detail

Alternate Points

Additional Terms

Summary

Recall/Reput Details

Bus Day Ind  
\*NO | RECALL NOTIFICATION IS NOT LIMITED TO A BUSINESS DAY

Recall Notif Timely  
\*YES

Recall Notif EE  
\*YES

Recall Notif Eve  
\*NO

Recall Notif ID1  
\*NO

Recall Notif ID2  
\*NO

Recall Notif ID3  
\*NO

Recall/Reput Terms Type  
\*RELEASER REQUIRED TEXT

Recall/Reput Terms  
RECALLABLE

Indicates that the capacity can be recalled on the weekend if needed

Due to EPSQ, we cannot recall capacity after the evening cycle.

# Temporary Capacity Release – Placing an Offer

## Creating a new offer from scratch – Indicators & Disclosures



- Header Info
- Recall/Reput
- Indicators & Disclosures
- Contact Info
- Prearranged Bid
- Detail
- Alternate Points
- Additional Terms
- Summary

Indicators and Disclosures

All Re-rel Desc  
\*All Re-rel Desc ▼

Repl SR Role Ind  
\*Asset Management Arrangement ▼

IBR Ind  
\*No ▼

Mkt Based Rate Ind  
\*No ▼

RAPP Desc  
RAPP Desc ▼

Discl Desc  
Yes | Releasing Shipper wants Transportation Service Provider to disclose all minimum conditions relating to the offer. ▼

Rel SR Less Qty Desc  
Rel SR Less Qty Desc ▼

Min Rate Discl Desc  
Disclosed | The transportation service provider should disclose the minimum rate the releaser will accept. ▼

Stand-ain Offer Desc  
\*Yes ▼

Shorter Term Desc  
Shorter Term Desc ▼

Min Term (Days)  
Min Term (Days)

Rel SR Contng Desc  
Rel SR Contng Desc ▼

Contng End Date / Time  
Contng End Date / Time

**All Re-rel:** Can the replacement shipper re-release this capacity to another party

**Repl SR Role:** In Canada we always say Asset Manager

**IBR Ind:** If the release is using an index based rate

**Mkt Based Rate:** If the release is using a market based rate

**RAPP:** Does the replacement shipper have the right to amend the primary point?

**Discl Desc:** Whether or not to disclose the minimum conditions related to the offer

**Rel SR Less Qty:** Will you accept a bid with less than the full quantity listed in the offer?

**Min Rate Discl:** Whether or not to disclose the minimum rate the releaser will accept

**Stand-Ain:** Tells the bidder if the offer is stand-alone. Yes = the offer is stand-alone

**Shorter Term:** Tells bidders if the releasing shipper will accept bids for less than the full term

**REL SR Contng:** Tells bidders if the releasing shipper will accept bis which are contingent from the bidder point of view

# Temporary Capacity Release – Placing an Offer

## Creating a new offer from scratch – Contact Info



Header Info

Recall/Reput

Indicators & Disclosures

**Contact Info**

Prearranged Bid

Detail

Alternate Points

Additional Terms

Summary

Releaser Details

Rel Contact  
Rel Contact

Rel Phone  
Rel Phone

Rel Fax  
Rel Fax

Rel E-mail  
Rel E-mail

Return Address Details

Rtn Addr Info Same as Releaser

Rtn Addr  
A2049

Rtn Addr Prop  
\*40250

Rtn Addr Name

Rtn Addr Contact  
Rtn Addr Contact

Rtn Addr Phone  
Rtn Addr Phone

Rtn Addr Fax  
Rtn Addr Fax

Rtn Addr E-mail  
Rtn Addr E-mail

### Contact Info

This section outlines the contact information of the releasing shipper.

# Temporary Capacity Release – Placing an Offer

## Creating a new offer from scratch – Prearranged Bid



- ✓ Header Info
- ✓ Recall/Reput
- ✓ Indicators & Disclosures
- ✓ Contact Info
- Prearranged Bid**
- ⌵ Detail
- ⌵ Alternate Points
- ⌵ Additional Terms
- ⌵ Summary

Prearranged Bid Details

Bidder	Bidder Prop	Bidder Name
<input type="text" value="Bidder"/>	<input type="text" value="*Bidder Prop"/>	<input type="text" value="Bidder Name"/>

Bidder Contact

Bidder Phone	Bidder Fax	Bidder E-Mail
<input type="text" value="Bidder Phone"/>	<input type="text" value="Bidder Fax"/>	<input type="text" value="Bidder E-Mail"/>

Affil	Does Shipper Act as Agent
<input type="text" value="*Affil"/>	<input type="text" value="*Does Shipper Act as Agent"/>

Prearr Match Date / Prearr Match Time

Disclaimer

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

## Pre-arranged Bid

It is important to enter the bidder's email to ensure they get the system notifications related to the offer.

### Affiliate:

**None:** Bidder is not affiliated with the Transportation Service Provider or the Releasing Shipper

**Both:** Bidder is affiliated with the Transportation Service Provider AND the Releasing Shipper.

**Releasing Shipper:** Bidder is affiliated with the Releasing Shipper only.

**Transportation Service Provider:** Bidder is affiliated with the Transportation Service Provider only

# Temporary Capacity Release – Placing an Offer

## Creating a new offer from scratch – Offer Detail



Use the pick list to select the contract. Contract details will auto-populate

✓ Header Info	SICR Ind																	
✓ Recall/Reput	No																	
✓ Indicators & Disclosures	<input type="checkbox"/>	▼	+ Add Multiple   ⌵   ⚙   ↗															
✓ Contact Info	Rel K	▼	Rate Sch	▼	Loc (Rec)	▼	Loc Prop (Rec)	▼	Loc Name (Rec)	▼	Loc Purp Desc (Rec)	▼	Loc (Del)	▼	Loc Prop (Del)	▼	Loc I (Del)	▼
✓ Prearranged Bid	1	<input type="checkbox"/>	Use Pick List	⌵	FIRM FULL PATH SE...	1387647	AB64		SILVER CREEK		Receipt Location		284395		CX		CAN/	^
➤ Detail																		

Enter the volume being released in 103m3. Enter the rest of the fields as shown below.

<input type="checkbox"/>	▼	+ Add Multiple   ⌵   ⚙   ↗																			
		Max Offer Qty-Loc	▼	Min Offer Qty-K	▼	Min Offer Qty-Loc	▼	Rate Form/Type Desc	▼	Min Acpt Vol Pct	▼	Min Acpt Vol Qty	▼	Meas Basis Desc	^	▼	Rel Acpt Bid Basis Desc	▼	Rate ID Desc	▼	Min Rate
1	<input type="checkbox"/>	400.0						Reservation charge only						GJ			Non-IBR-Absolute		Reservation		

Rate Basis = Per Month. If it is a seasonal contract, then it would be per Day. Enter the rest of the fields as shown below.

<input type="checkbox"/>	▼	+ Add Multiple   ⌵   ⚙   ↗																			
		Res Rate Basis Desc	▼	Min Acpt Pct	▼	Max Trf Rate	^	▼	Surchg Ind Desc	▼	Surchg ID Desc	▼	Tot Surchg	^	▼	Repl SR K	▼	Bid Qt K	▼	Bid Qty-Loc	▼
1	<input type="checkbox"/>	Per Month							Excl Surchg-Det / No Tot		Miscellaneous Surcharge							400.0		400.0	



# Temporary Capacity Release – Placing an Offer

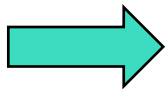
## Creating a new offer from scratch – Offer Detail

Rate Basis = Per Month. If it is a seasonal contract, then it would be per Day. Enter the rest of the fields as shown below.

	Res Rate Basis Desc	Min Acpt Pct	Max Trf Rate	Surchg Ind Desc	Surchg ID Desc	Tot Surchg	Repl SR K	Bid Qt-K	Bid Qty-Loc
1	Per Month			Excl Surchrg-Det / No Tot.	Miscellaneous Surcharge			400.0	400.0

Enter the rate the contract is being released at under Rate Bid. Enter the rest of the fields as shown below.

	Bidder Bid Basis Desc	Rate Bid	Pct Max Trf Rate Bid	Min Vol Pct	Min Vol Qty
1	NON-INDEX-BASED RELEASE - ABSOLUTE	\$ 697.34000			



**Skip Alternative Points Tab and go to the Additional Terms**

# Temporary Capacity Release – Placing an Offer

## Creating a new offer from scratch – Additional Terms



✓ Header Info	Additional Terms	
✓ Recall/Reput	Terms/Notes FOR SURCHARGE DETAILS, SEE THE ALLIANCE PIPELINE TARIFF	Term/Notes - AMA N/A
✓ Indicators & Disclosures	Term/Notes - Storage Term/Notes - Storage	No Stand-ain Offer T&C No Stand-ain Offer T&C
✓ Contact Info	Indemn Indemn	RAPP Terms RAPP Terms
✓ Prearranged Bid	Rel SR Contng Terms Rel SR Contng Terms	
✓ Detail		
✓ Alternate Points		
➤ Additional Terms		

## Additional Terms

Enter the terms and notes as shown

# Temporary Capacity Release – Placing an Offer

## Creating a new offer from scratch – Review & Submit



Dashboard Offers [APL] x

Validate Save Submit

Create New Offer

- Header Info
- Recall/Reput
- Indicators & Disclosures
- Contact Info
- Prearranged Bid
- Detail
- Alternate Points
- Additional Terms
- Summary

Header Information			
TSP: 256850595	TSP Prop: 1000	TSP Name: Alliance Pipeline Limited Partnership	Offer No: 0
Rel Type Desc: Temp pt-to-pt prearr	Releaser: A2049	Releaser Prop:	Releaser Name:
Rel St Date: 08/01/2024	Rel End Date: 08/31/2024	Cycle:	Offer Trk ID:
Repl SR Role Ind: Asset Management Arrangement	Auction Type: Capacity Release	Status:	Capacity Release Status:
Post Date/Post Time:	Cap Awd Date/Cap Awd Time:		
Bidding Info			
Bid Per St Date/Bid Per St Time:	Bid Per End Date/Bid Per End Time:	Min Vol Pct Eval: No	Bid Eval Ind Des: Not Applicable
Bid Eval:	Bid T-brk: NA   Not Applicable	Bid T-brk Method:	
Recall/Reput			
Bus Day Ind: NO   RECALL NOTIFICATION IS NOT LIMITED TO A BUSINESS DAY	Recall Notif Timely: YES	Recall Notif EE: YES	Recall Notif Eve: NO
Recall Notif ID1: NO	Recall Notif Timely: NO	Recall Notif ID3: NO	Recall / Reput Terms Type: RELEASER REQUIRED TEXT
Recall / Reput Terms: RECALLABLE			

PREV SUBMIT

## Summary

Review the summary page to ensure the offer details are correct.

Click Validate to ensure there are no errors.

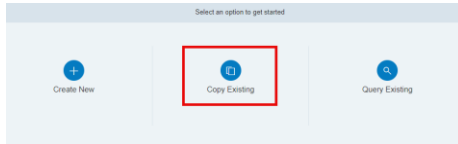
Submit

# Temporary Capacity Release – Placing an Offer

## Copying an Existing Offer



- Capacity Release, Offers, Copy Existing.



- From the Query Table, click on the offer you would like to copy and click Next
- Update your date ranges (and contract number if applicable) in the Header Info Tab

Copy Existing ← Complete the header info below

Query

**Header Info**

Recall/Reput

Indicators & Disclosures

Contact Info

Prearranged Bid

Detail

Alternate Points

Additional Terms

Summary

TSP Details

TSP 256850595 TSP Prop \*1000 TSP Name \*Alliance Pipeline Limited Partnership

Release Details

Releaser A2049 Releaser Prop \* Releaser Name \*

Rel St Date \*7/1/2024 Rel End Date \*7/31/2024 Rel K \* Cycle 1 | Timely  Bypass Validations

Rel Type Desc \*Temp pt-to-pt prearr

Bid Deal Desc No

Recall/Reput Desc \*Recall/Reput

Rel Req Post Date / Time Offer Trk ID

## Copy Existing Offer

Click Next going through each tab and update any fields as required

- Double check your pre-arranged Bidder Information

Review the summary page to ensure the offer details are correct.

Click Validate to ensure there are no errors.

Submit

# Capacity Release – Placing a Bid



You can navigate to the bid screen through the dashboard widget or the fly out menu

Dashboard Link – Click on Available Offers

A dashboard widget titled "Capacity Release" with a settings gear icon in the top right. It displays two statistics: "Bids Awarded" with a value of 0, and "Available Offers" with a value of 1.

Dashboard Link – Click Bid

Action	Offer No	Rel Name	Rel St Date	Rel End Date	Post Date / Time	Bid Period End Date / Time
	1601	XYZ Company	7/1/2024	7/31/2024	5/3/2024 9:09 AM	

View Offer  
 Bid

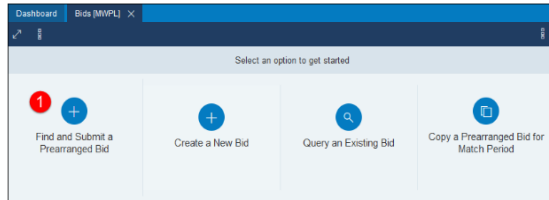
Fly Out Menu

A dark blue fly out menu for "my quorum" with a pin icon in the top right. The menu items are: Dashboard, Allocations (with a downward arrow), Capacity Release (with an upward arrow), Offers, Offer Summary, Bids (highlighted with a red box), Bid Summary, Recall / Reput, and Withdrawal Summary.

# Capacity Release – Placing a Bid



Once in the bid screen, Click Find and Submit a prearranged bid.



You'll see a grid of available pre-arranged offers. Click on the offer you want to bid on. Click Next.

Submit a Prearranged Bid ← Complete the header info below

**Query**

TSP Details

TSP: 946553225 TSP Prop: 26001 TSP Name: MIDWEST PIPELINE

	Bid Trk ID	Bid No	Offer No	Releaser	Releaser Prop	Releaser Name	Prearr Bid	Bidder Rel Term St	Bidder Rel Term End	Bidder	Bidder Prop	Bidder Name
1	2	11	25	754552121	6	DUKE ENE...	1   Yes	12/17/2022	12/30/2022	754552121	6	DUKE ENERGY FIELD SERVICES

K < 1 > > 100 items per page 1 - 1 of 1 items

3 NEXT

# Capacity Release – Placing a Bid



Click Next and review each tab to make sure you agree with the details of the offer.

On the Additional Terms Tab, you will need to check the box to indicate you have read the text in the Terms/Notes

The screenshot shows a web interface with a sidebar on the left containing navigation tabs: Query, Header Info, Indicators, Contact Info, Detail, Alternate Points, **Additional Terms** (selected), and Summary. The main content area is titled "Additional Terms" and contains several text input fields:

- Terms/Notes:** FOR SURCHARGE DETAILS PLEASE REFER TO THE ALLIANCE TARIFF.
- Term/Notes-Storage:** Term/Notes-Storage
- Term/Notes-AMA:** N/A
- No Stand-aln Bid T&C:** No Stand-aln Bid T&C
- Bidder Contng Terms:** Bidder Contng Terms

At the bottom of the form, there is a checkbox and a text prompt:  Offer 1601 has text in the Terms/Notes, Terms/Notes - AMA field(s). Please check to confirm that you have reviewed this text. This checkbox and its associated text are highlighted with a red rectangular border.

If you agree with the offer, click Submit

Once the offer has been awarded, you will receive an email with your new contract number.

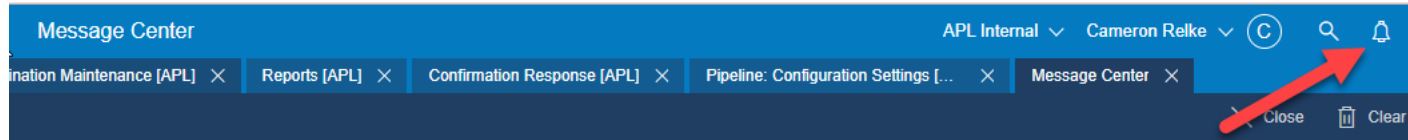
# Error Messages

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


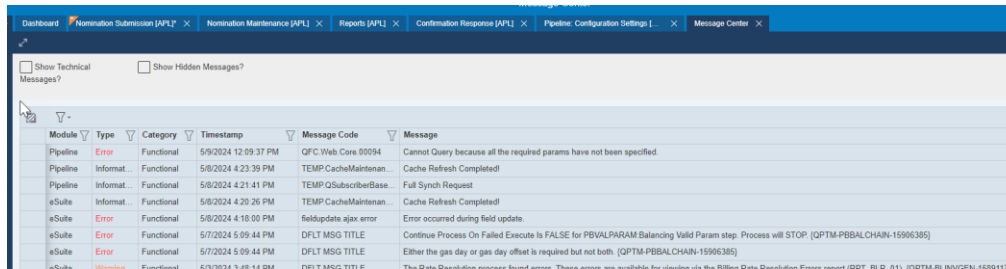
# What to do with Errors

If you are getting an error or Alert message click on the Alerts box at the top of the screen to view all alerts

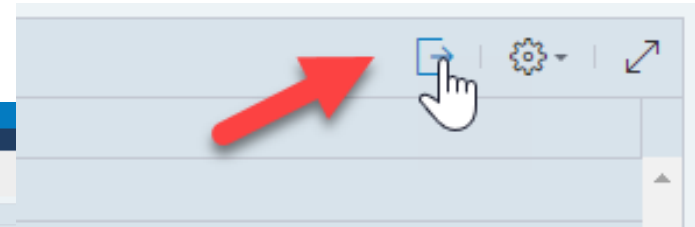


# What to do with Errors

- Click on the  icon (Export to Excel)
- Send the excel file to [APLGasSched@pembina.com](mailto:APLGasSched@pembina.com)



Module	Type	Category	Timestamp	Message Code	Message
Pipeline	Error	Functional	5/9/2024 12:09:37 PM	QFC Web Core 00094	Cannot Query because all the required params have not been specified.
Pipeline	Informat...	Functional	5/8/2024 4:23:39 PM	TEMP CacheMaintenan...	Cache Refresh Completed!
Pipeline	Informat...	Functional	5/8/2024 4:21:41 PM	TEMP QSubscriberBase...	Full Synch Request
eSuite	Informat...	Functional	5/8/2024 4:20:26 PM	TEMP CacheMaintenan...	Cache Refresh Completed!
eSuite	Error	Functional	5/8/2024 4:18:00 PM	fieldupdate ajax error	Error occurred during field update.
eSuite	Error	Functional	5/7/2024 5:09:44 PM	DFLT MSG TITLE	Continue Process On Failed Execute is FALSE for PBEVALPARAM Balancing Valid Param step. Process will STOP. (OPTM-PBBALCHAIN-15906385)
eSuite	Error	Functional	5/7/2024 5:09:44 PM	DFLT MSG TITLE	Either the gas day or gas day offset is required but not both. (OPTM-PBBALCHAIN-15906385)
eSuite	Warning	Functional	6/3/2024 3:48:12 PM	DFLT MSG TITLE F	The Date Resolution warnings found errors. These errors are available for viewing via the Ribbon Date Resolution Errors report (DPT: RI:0: (01) :/SDTM/R/ INV/SPN/1500117/)



# Notes

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# Notes

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