

myCommPass Training

Shipper Training Manual

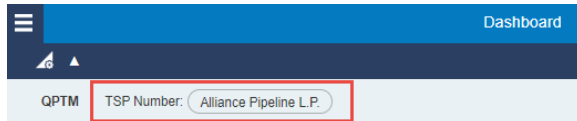
Changes in version 17 of myCommPass

1. Changing TSP's

- To switch between TSP 1000 Alliance Pipeline Limited Partnership and TSP 2000 Alliance Pipeline LP, click the small triangle in the upper left corner



- Click on the TSP name and then click the down arrow to change



2. Open Screens

- To view all open screens click the orange Open Screens button at the bottom of the screen



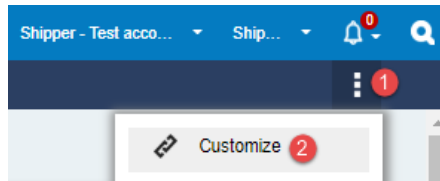
3. Help Function

- The help function has moved to the bottom right of the screen

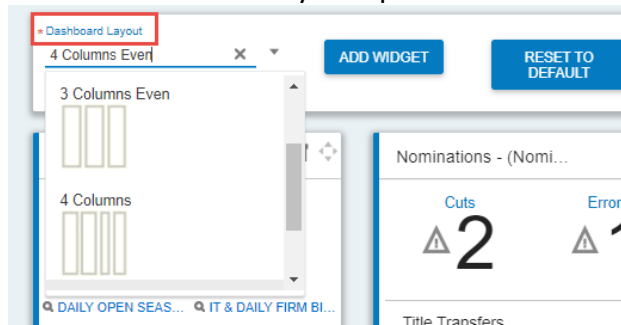
Changes in version 17 of myCommPass

4. Dashboard Customization

- You can customize the view of your own dashboard
- Click the More Actions button located in the top right of the screen and click Customize



- You have 4 different layout options to choose from



Changes in version 17 of myCommPass

- To add a new widget click on Add Widget and the full list of available widgets will appear. You will also be able to preview the widget before adding it by clicking on the line. To add the widget to your dashboard check the box to the left and click ok

Add New Widget ✕

Search 🔍

	Source	Widget Type	Title
<input type="checkbox"/>	QPTM	ApplicationTimeWid...	Application Time
<input type="checkbox"/>	QPTM	BorderNomWidgetA...	Border Nominati...
<input type="checkbox"/>	QPTM	CapacityReleaseWl...	Capacity Release
<input type="checkbox"/>	QPTM	ConfirmationCycle...	Confirmation Cy...
<input type="checkbox"/>	QPTM	ContactsAccountant...	Accountant Con...
<input type="checkbox"/>	QPTM	ContactsContractAd...	Contract Admin ...
<input type="checkbox"/>	QPTM	ContactsScheduler...	Scheduler Cont...
<input type="checkbox"/>	QPTM	ContactsWidget	All Contacts
<input type="checkbox"/>	QPTM	ImbalanceTradesWl...	Imbalance Trades
<input type="checkbox"/>	QPTM	InventoryWidgetAPL	Inventory Position
<input checked="" type="checkbox"/>	QPTM	InvoiceSummaryWl...	Invoice Summary
<input type="checkbox"/>	QPTM	ITBiddingWidgetAPL	IT & DAILY FIR ...
<input type="checkbox"/>	QPTM	MeasurementClose...	Measurement Cl...
<input type="checkbox"/>	QPTM	NominationCycleWl...	Nomination Cycl...
<input type="checkbox"/>	QPTM	NominationsWidget	Nominations
<input type="checkbox"/>	QPTM	NoticeOfEventWid...	Notice

Preview

Description
Type InvoiceSummaryWidget from module QPTM

Invoice Summary ☰

Accounting Period **Mar 2018**

Invoice: ABC123

Invoice Amount **\$150,000.00**

[Download](#)

1 50 items per page 🔄

CANCEL OK

- When finished click Save then Return to Dashboard

📁 Save ◀ Return To Dashboard ✕

Changes in version 17 of myCommPass

5. Back Button

- In the bottom left of the screen is a back button. This will take you to the screen you were previously on



6. Reporting Screen

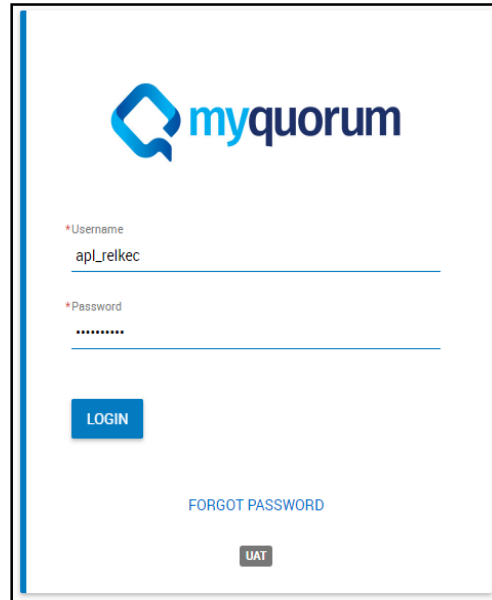
- In the reporting screen there is now a TSP parameter. You can run reports for either TSP regardless of which one is logged into the dashboard.

Recents Process MONTHLY ACTIVITY - UP/DN (EXTERNAL)(QPTM)

* TSP NO 1000 Alliance Pipeline Limited Partnership	* PRODUCTION MONTH 4/1/2020
* SORT BY LOCATION	LOCATION ID AB63
SERVICE REQUESTER BP NO 40145	UP/DN CONTRACT NO
NOM MODEL	OPERATOR BP NO

Logging into the WEB

- Navigate to <https://qcloudprd.qbsol.com/APL17ESUITE>
- Enter your normal credentials and select “login”



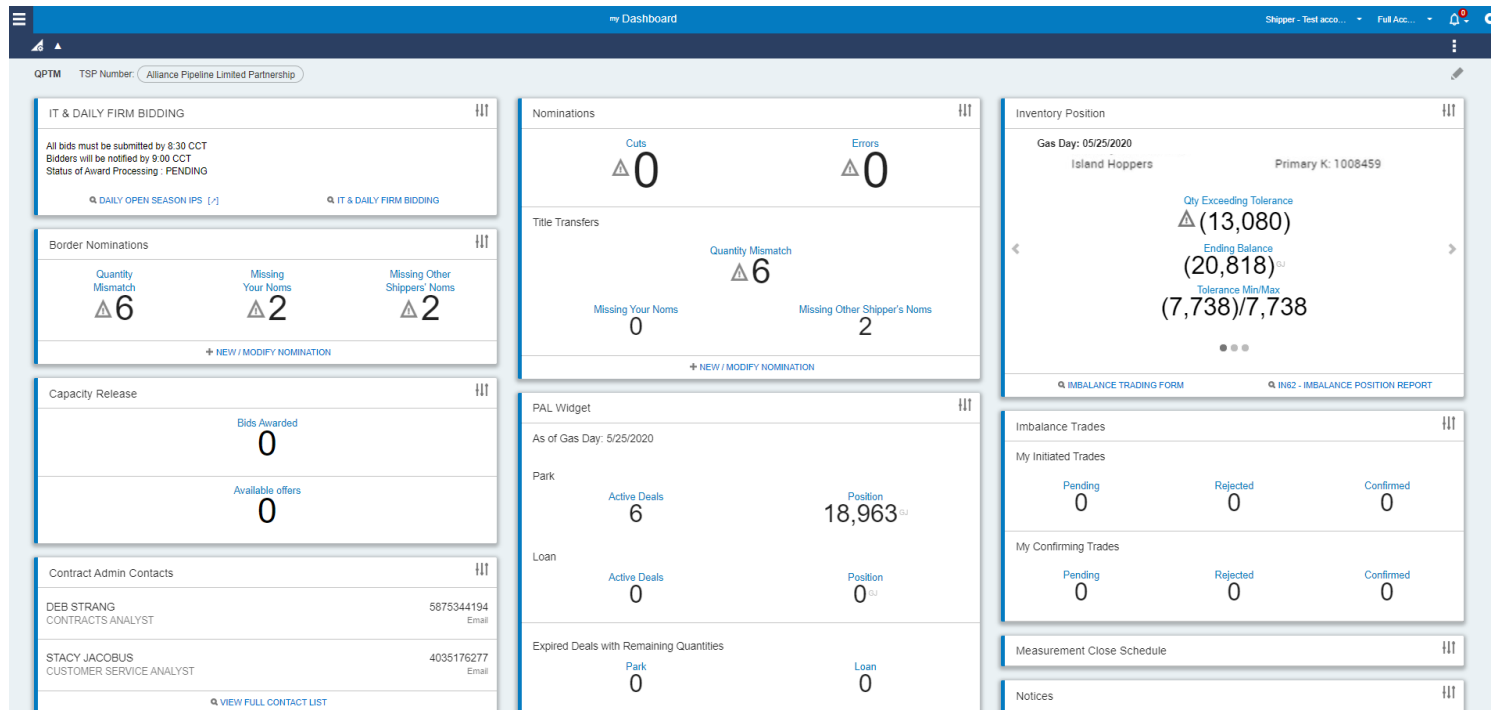
The screenshot shows the login interface for myquorum. At the top left is the myquorum logo, which consists of a blue square icon with a white speech bubble shape inside, followed by the text "myquorum" in a blue sans-serif font. Below the logo are two input fields. The first is labeled "*Username" in red text, with the value "apl_relkec" entered. The second is labeled "*Password" in red text, with a series of dots representing a masked password. Below these fields is a blue rectangular button with the word "LOGIN" in white capital letters. At the bottom center, there is a blue text link that says "FORGOT PASSWORD". At the very bottom center, there is a small grey rectangular button with the text "UAT" in white capital letters.

Dashboard

myCommPass Dashboard



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



The dashboard displays the following information:

- IT & 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.
- Border Nominations:** Quantity Mismatch: 6, Missing Your Noms: 2, Missing Other Shippers' Noms: 2.
- Capacity Release:** Bids Awarded: 0, Available offers: 0.
- Contract Admin Contacts:** DEB STRANG (CONTRACTS ANALYST, 5875344194) and STACY JACOBUS (CUSTOMER SERVICE ANALYST, 4035176277).
- Nominations:** Cuts: 0, Errors: 0. Title Transfers: Quantity Mismatch: 6 (Missing Your Noms: 0, Missing Other Shipper's Noms: 2).
- Inventory Position:** Gas Day: 05/25/2020, Island Hoppers, Primary K: 1008459. Qty Exceeding Tolerance: 13,080. Ending Balance: (20,818). Tolerance Min/Max: (7,738)/7,738.
- PAL Widget:** As of Gas Day: 5/25/2020. Park: Active Deals: 6, Position: 18,963. Loan: Active Deals: 0, Position: 0.
- Imbalance Trades:** My Initiated Trades: Pending: 0, Rejected: 0, Confirmed: 0. My Confirming Trades: Pending: 0, Rejected: 0, Confirmed: 0.
- Expired Deals with Remaining Quantities:** Park: 0, Loan: 0.

Dashboard Header

Default TSP

Alerts: to see alert/error messages

Persona

my Dashboard

Shipper - Test acco...

Full Acc...

0

QPTM TSP Number: Alliance Pipeline Limited Partnership

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

User

Search Function

Context Selection

Specify a context value for each product data source.

QPTM

TSP Number

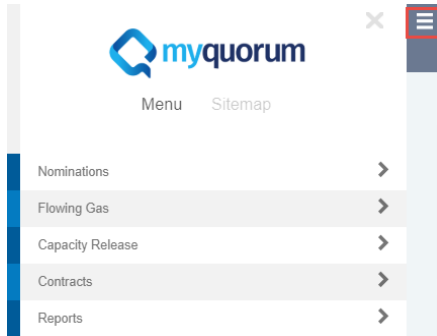
1000 | Alliance Pipeline Limited Partnership

1000 | Alliance Pipeline Limited Partnership

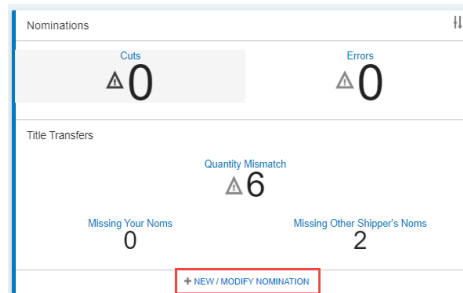
2000 | Alliance Pipeline L.P.

There are multiple ways to navigate through the system:

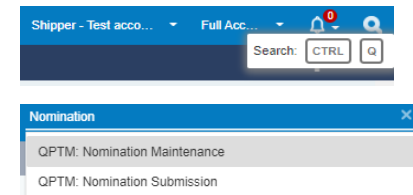
1. The Fly out Menu



2. By selecting the L3 link on a widget



3. Through the search function

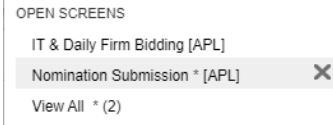


Navigation CONT.

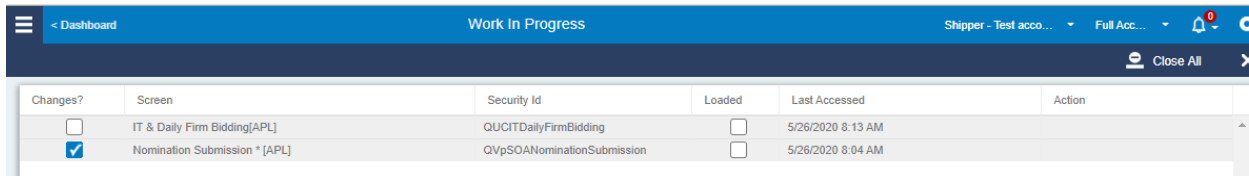
- Clicking the orange open screen icon at the bottom of the screen will display open screens. Screens with unsaved changes are noted with an *



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



- Selecting View All will take you to a list of all open screens



A screenshot of the application interface showing a list of open screens. The header includes navigation icons, a search icon, and a "Close All" button. The table below lists the open screens with columns for "Changes?", "Screen", "Security Id", "Loaded", "Last Accessed", and "Action".

Changes?	Screen	Security Id	Loaded	Last Accessed	Action
<input type="checkbox"/>	IT & Daily Firm Bidding[APL]	QUCIDailyFirmBidding	<input type="checkbox"/>	5/26/2020 8:13 AM	
<input checked="" type="checkbox"/>	Nomination Submission * [APL]	QVpSOANominationSubmission	<input type="checkbox"/>	5/26/2020 8:04 AM	

Dashboard Widgets – L1, L2 & I3

L1

Nominations

Cuts
▲ 0

Errors
▲ 0

Title Transfers

Quantity Mismatch

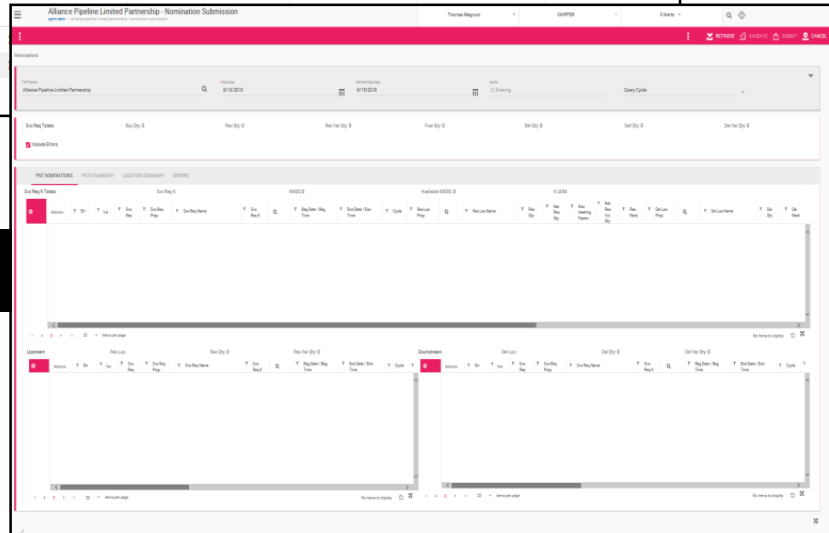
L2

Next Gas Day: 6/20/2018

Cycle: ID1

Status	Loc	Loc Name	Svc Req Name
	ATP	ALLIANCE TRADING POOL	Island Hoppers
	ATP	ALLIANCE TRADING POOL	Island Hoppers
	ATP	ALLIANCE TRADING POOL	

L3



The screenshot displays the 'Alliance Pipeline Limited Partnership - Nomination Submission' interface. It includes a search bar for 'Alliance Pipeline Limited Partnership' with filters for 'Cycle' (6/20/2018) and 'Loc' (ATP). Below the search bar, there are sections for 'Svc Req Types' and 'Svc Req Errors'. The main area is titled 'MY NOMINATIONS' and shows a table of nomination data with columns for 'Svc Req ID', 'Svc Req Name', 'Cycle', and 'Status'. The table is currently empty. At the bottom, there are sections for 'Submission' and 'Download' with various options and filters.

Dashboard Widgets – L1, L2 & L3

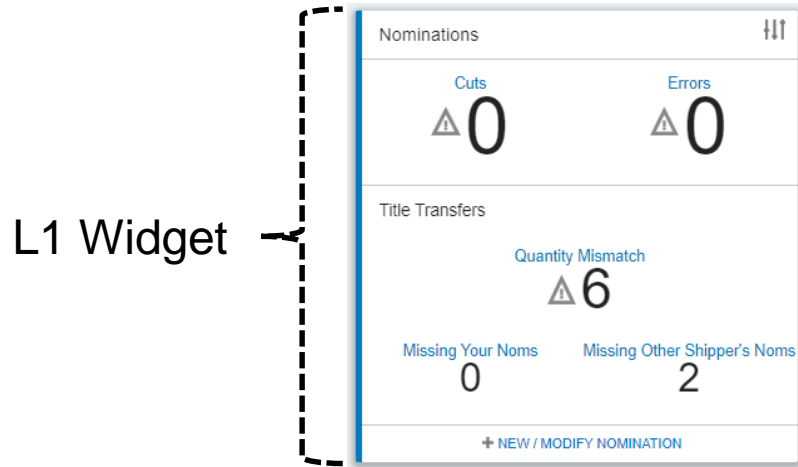


The Widgets provide information at different levels

- 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
 - In the Nominations L2 screen below, the information icon indicates that a counterparty is waiting on you to enter a corresponding nomination

Nomination Title Transfers

Current Gas Day: 6/19/2018 Cycle: ID2

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
Waiting for you	ATP	ALLIANCE TRADING POOL	Island Hoppers	7008461			40,653			
	ATP	ALLIANCE TRADING POOL	Island Hoppers	7008461			18,870			
	ATP	ALLIANCE TRADING POOL			Island Hoppers	1008470			14,463 Island Hoppers	7008461

- 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

Nomination Title Transfers

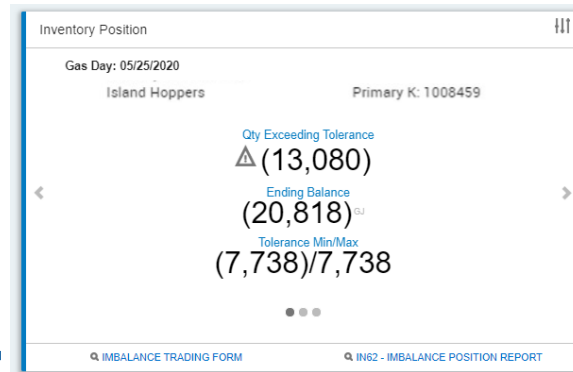
Current Gas Day: 1/1/0001 Cycle:

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	Up Name	Up K	Actions
	ATP	ALLIANCE TRADING POOL	Island Hoppers	7008461			40,653				Island Hoppers	7008462	
	ATP	ALLIANCE TRADING POOL	Island Hoppers	7008461			18,870				Island Hoppers	7008469	
	ATP	ALLIANCE TRADING POOL			Island Hoppers	1008470				14,463 Island Hoppers	7008461		

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)



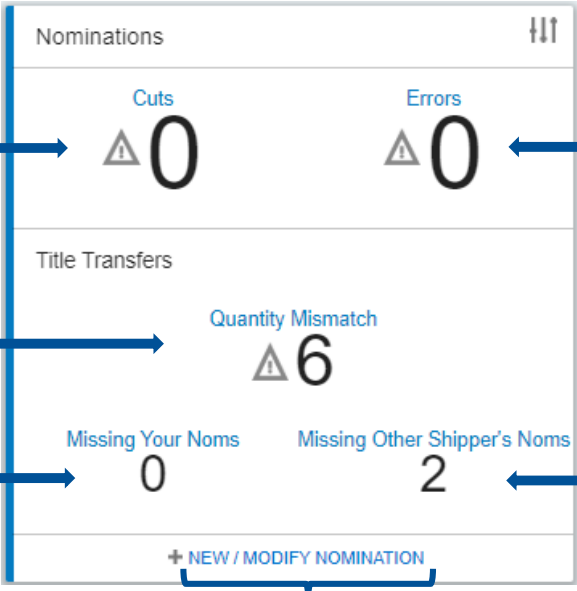
Clicking this link will take you directly to the Imbalance Trading Form screen to enter a YD trade

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 screenshot shows a 'Nominations' widget with the following data:

Nominations	
Cuts	0
Errors	0
Title Transfers	
Quantity Mismatch	6
Missing Your Noms	0
Missing Other Shipper's Noms	2

Callouts and their meanings:

- Cuts 0:** Indicates a confirmation cut in a previously scheduled cycle.
- Errors 0:** Indicates that a submitted nomination contains errors.
- Quantity Mismatch 6:** You have a mismatch with a counterparty in the pool.
- Missing Your Noms 0:** Indicates that you have entered a nomination in the pool but your counterparty does not have a corresponding nomination.
- Missing Other Shipper's Noms 2:** Indicates that another shipper has entered a nomination with you in the pool but you do not have a corresponding nomination.

At the bottom of the widget is a button: [+ NEW / MODIFY NOMINATION](#)

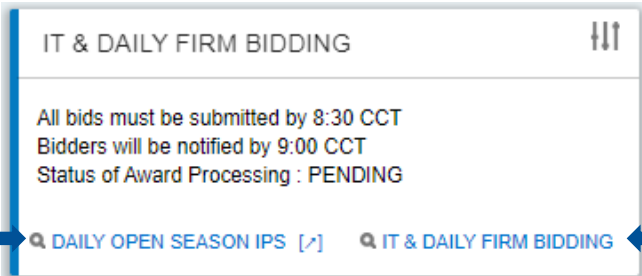
This will take you to the nomination submission screen

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

Clicking this link takes you directly to the IPS posting



The screenshot shows a widget titled "IT & DAILY FIRM BIDDING" with a close button in the top right corner. Below the title, it displays the following information: "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 search links: "DAILY OPEN SEASON IPS [↗]" and "IT & DAILY FIRM BIDDING".

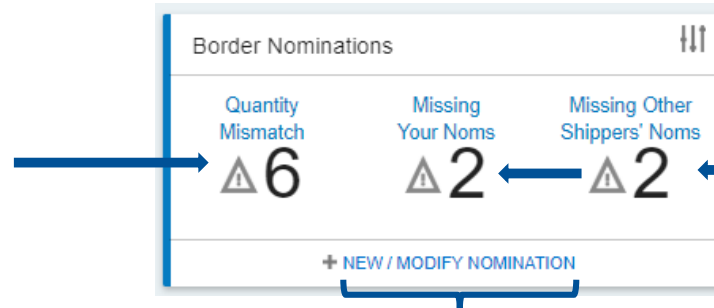
Clicking this link takes you directly the bidding screen for IT & Daily Firm

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



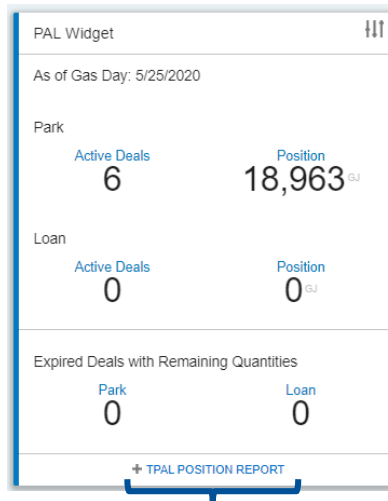
Indicates that nominations are missing either on your side or your counterparties side

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



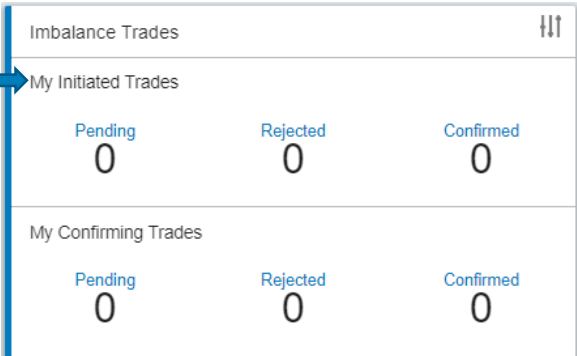
Clicking this link will take you directly to the CommPass reporting portal to run the PAL Position Report

Dashboard Widgets - Imbalance Trading

Imbalance Widget

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

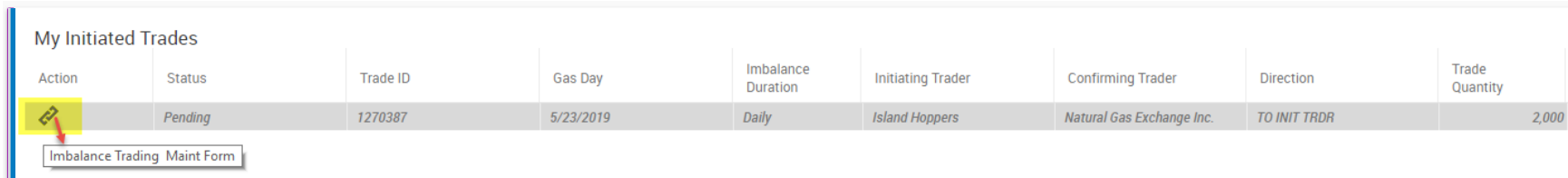
Number of trades listed by status which you are the initiating party




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

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
	Pending	1270387	5/23/2019	Daily	Island Hoppers	Natural Gas Exchange Inc.	TO INIT TRDR	2,000

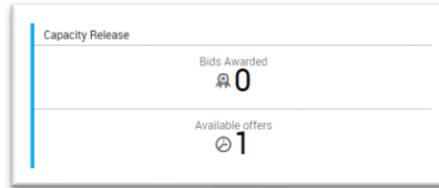
Imbalance Trading Maint Form

Dashboard Widgets – Capacity Release

Capacity Release Widget

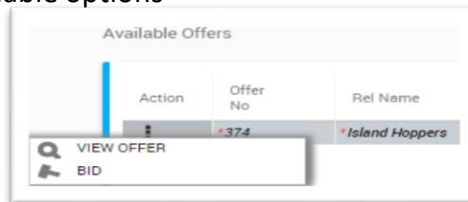
- This widget summarizes outstanding offers and bids that have been awarded

**** 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 QT1	Loc (Rec)	Loc Name (Rec)
	374	Island Hoppers	7/1/2018	7/31/2018	6/13/2018 12:00:00	6/22/2018 12:00:00	1008462	300	3	AB23	SEXSMTW

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



Available Offers

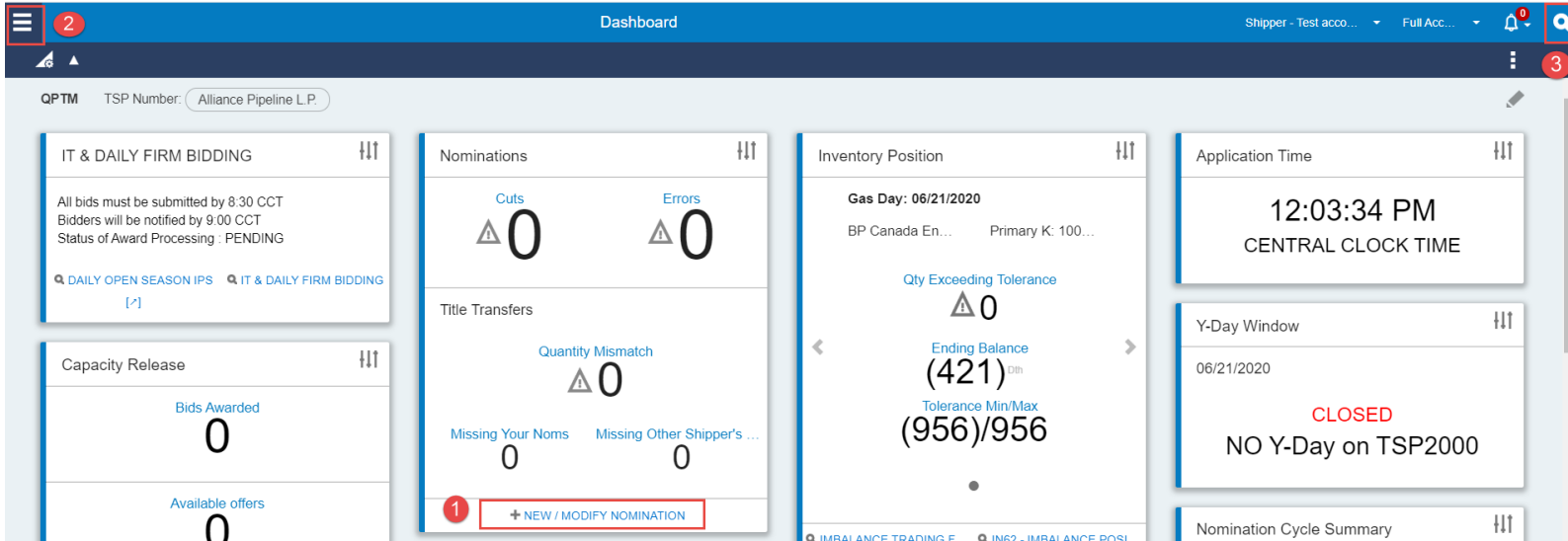
Action	Offer No	Rel Name
VIEW OFFER BID	374	Island Hoppers

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



The screenshot shows the Alliance Pipeline nomination submission dashboard. The header includes a flyout menu (2), the title 'Dashboard', and user information. The main content area features several widgets:

- IT & 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.
- Capacity Release**: Bids Awarded: 0, Available offers: 0.
- Nominations**: Cuts: 0, Errors: 0, Title Transfers: 0, Quantity Mismatch: 0, Missing Your Noms: 0, Missing Other Shipper's ...: 0. A red box highlights the '+ NEW / MODIFY NOMINATION' button (1).
- Inventory Position**: Gas Day: 06/21/2020, BP Canada En..., Primary K: 100..., Qty Exceeding Tolerance: 0, Ending Balance: (421) Dth, Tolerance Min/Max: (956)/956.
- Application Time**: 12:03:34 PM, CENTRAL CLOCK TIME.
- Y-Day Window**: 06/21/2020, CLOSED, NO Y-Day on TSP2000.
- Nomination Cycle Summary**: (partially visible)

Nomination Submission Screen



Dashboard
APLP - Nomination Submission
For Enhancement Build testing (v.17)
Shipper

Retrieve Validate Submit Cancel

Nominations

*TSP Prod: 2000 *TSP Name: Alliance Pipeline L.P. *Gas Day: 5/14/2020 *Del End Gas Day: 5/14/2020 Cycle: 2 | Evening Query Cycle: [v]

Svc Req 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	Var	Err	Svc Req Prop	TOS	Svc Req Name	Svc Req K	Bag Date / Beg Time	End Date / End Time	Cycle	Rec Loc Prop	Rel Loc Nai	Rec Qty	Net Rec Qty	Rec Heating Factor	Net Rec Vol Qty	Re Ra	D Li Pl	Del Loc Name	Del Qty	Del Ra	TT	F ll	No Svc Cy	End Gas Day	Fuel Qty	Hourly Profile	Fuel Pct	EPSQ Rec	EPSQ Del		
<p>Totals: 0 0 0 0 0</p> <p>Items per page: 100 No items to display</p>																															

Upstream

Actions	Err	Var	Svc Req	Svc Req Prop	Svc Req Name	Svc Req K	Bag Date / Beg Time	End Date / End Time
<p>Totals: 0 0</p> <p>Items per page: 100 No items to display</p>								

Downstream

Actions	Err	Var	Svc Req	Svc Req Prop	Svc Req Name	Svc Req K	Bag Date / Beg Time	End Date / End Time
<p>Totals: 0 0</p> <p>Items per page: 100 No items to display</p>								

Nomination Submission Screen



Accordion Navigation:

- Hide redundant info
- May need to open to change Svc Req IDs if you are attached to multiple entities
- Click the down arrow on the right to expand/minimize the menu

Nominations

*TSP Prop 2000	*TSP Name ALLIANCE PIPELINE L.P.	*Gas Day 6/23/2020	*Def End Gas Day 6/30/2020	Cycle 1 Timely	Query Cycle	
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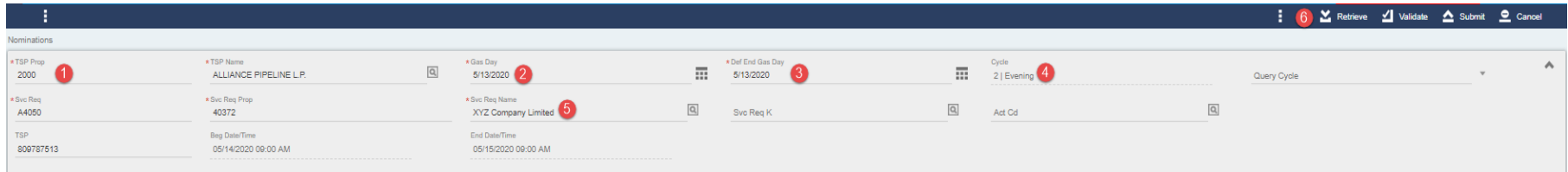
Nominations

*TSP Prop 2000	*TSP Name ALLIANCE PIPELINE L.P.	*Gas Day 6/23/2020	*Def End Gas Day 6/30/2020	Cycle 1 Timely	Query Cycle	
*Svc Req A-4052	*Svc Req Prop 40374	*Svc Req Name ABC Corporation	Svc Req K	Act Cd		
TSP 809787513	Beg Date/Time 06/23/2020 09:00 AM	End Date/Time 07/01/2020 09:00 AM				

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



The screenshot shows the 'Nominations' form with the following fields and values:

Field	Value
TSP Prop	2000
TSP Name	ALLIANCE PIPELINE L.P.
Gas Day	5/13/2020
Def End Gas Day	5/13/2020
Cycle	2 Evening
Svc Req	A4050
Svc Req Prop	40372
Svc Req Name	XYZ Company Limited
Svc Req K	
Act Cd	
TSP	809787513
Req Date/Time	05/14/2020 09:00 AM
End Date/Time	05/15/2020 09:00 AM

Numbered callouts in the image point to: 1) TSP Prop, 2) Gas Day, 3) Def End Gas Day, 4) Cycle, 5) Svc Req Name, and 6) the Retrieve button in the top right corner.

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		K UOM: null			
+	Actions	Err	Var	Svc Req	Svc Req Prop	Svc Req Name	TOS	Svc Req K	Beg Date / Beg Time	End Date / End Time	Cycle	Rec Loc Prop	Rec Loc									

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			<input type="checkbox"/>	A-4052	40374	ABC Corporation		101	6/23/2020 9:00 AM	7/1/2020 9:00 AM	1 T

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

Upstream

Rec Loc: UX Rec Qty: 10,000 Rec Var Qty: 0

Up ID	Up ID Prop	Up Name	Up K	Rec Qty	Up Rank
1	52	40374	ABC Corporation	CADCON...	10,000

Totals

10,000

Nomination Submission - Up/Dn Records CONT.

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

Downstream Del Loc: IL06 Del Qty: 9,841 Del Var Qty: 0

	⚙️	+	▼ Dn ID Prop		▼ Dn Name	▼ Dn K		▼ Del Qty	▼ Dn Rank
1	🗑️		40374	🔍	ABC Corporation	VECTOR ...	🔍	* 9,841	📄

Totals 9,841

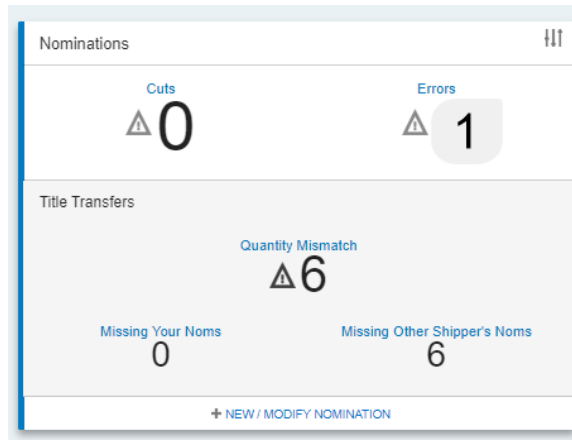
100 items per page 1 - 1 of 1 items

🔄 ✖️

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		✖ ERRORS							
Additional Dates with Errors:																									
1	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										



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 path grid, click on the 'Actions' toggle for that line, and the Monthly View will pop up.

Path

Svc Req K: 1012084

KMDQ: 1,500

Available KMDQ: 158

K UOM: MCF

	Actions	Err	Var	Svc Req	Svc Req Prop	Svc Req Name	TOS	Svc Req K	Beg Date / Beg Time	End Date / End Time	Cycle	Rec Loc Prop	Rec Loc Name
1	+			A-4052	40374	ABC Corporation	FT-1	*1012084	6/23/2020 9:00 AM	7/1/2020 9:00 AM	2 Evening	*UX	BORDER USA

Monthly View - Path

Svc Req K: 1012080 Pkg Id:

Rec Loc: AB13 Up K: Up Name:

Del Loc: ATP Dn K: Dn Name:

	Gas Day	All Buys at Location	Upstream Variance	Rec Qty	Fuel Qty	Del Qty	All Sells at Location	Downstream Variance
1	6/1/2020	10,000	0	10,000	148	0,852	0,852	0
2	6/2/2020	10,000	0	10,000	148	0,852	0,852	0
3	6/3/2020	10,000	0	10,000	148	0,852	0,852	0
4	6/4/2020	10,000	0	10,000	148	0,852	0,852	0
5	6/5/2020	10,000	0	10,000	148	0,852	0,852	0
6	6/6/2020	10,000	0	10,000	148	0,852	0,852	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: 1012084 KMDQ: 1,500 Available KMDQ: 158 K UOM: MCF

	Err	Var	Svc Req	Svc Req Prop	Svc Req Name	TOS	Svc Req K	Beg Date / Beg Time	End Date / End Time	Cycle	Rec Loc Prop	Rec Loc Name	
			<input type="checkbox"/>	A-4052	40374	ABC Corporation	FT-1	1012084	6/23/2020 9:00 AM	7/1/2020 9:00 AM	2 Evening	UX	BORDER USA

Actions
Show/Hide Columns...
Filters
Views

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"/>
Prod Rec Day	<input type="checkbox"/>

1 - 37 of 37 items

CANCEL SAVE

Imbalance Trade Form

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

Imbalance Trade

TSP 256850595	* TSP Prop 1000	* TSP Name Alliance Pipeline Limited Pa...	
* Imb Trd Trk Id 0 1	Acct Per 05/2020	Imb Trd Rsp Desc	Status New
* Trd Qty Req 0 2	* Imb Duration	Gas Day	Stmnt D/T
TSP Contact CUSTOMERXX SERVICE	TSP Phone	TSP Ext	

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 "Initiating Trader" form. The form is divided into several sections. Red circles with numbers 1 through 6 highlight specific fields: 1. "Init Trdr Name" field containing "DEF HOLDINGS INC."; 2. "Init Trdr Contact" field containing "PHEOBE BUFFAY"; 3. "Init Trdr Phone" field containing "(218) 555-9021"; 4. "K-Init Trdr" field containing "1012199"; 5. "Imb Per - Init Trdr" field containing "06/2020"; 6. "Imb Trd Dir Desc" field containing "FROM INIT TRDR". The form also includes fields for "Init Trdr Prop" (40375), "K Holder - Init Trdr" (A5000), "K Holder - Init Trdr Prop" (40375), "K Holder - Init Trdr Name" (DEF HOLDINGS INC.), "Imb Type - Init Trdr" (Short), "Init Trdr Acct Type" (ATP DAILY), "OIA - Init Trdr" (DAILY), "Fuel Method" (FUEL IN KIND), "Trd Fuel Qty- Init Trdr", and "Trd Fuel Pct - Init Trdr". A "Back" button is visible at the bottom left.

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

Confirming Trader		
Conf Trdr	A5000	* Conf Trdr Prop 40375
Conf Trdr Name	DEF HOLDINGS INC. <input type="text"/>	
Conf Trdr Contact	<input type="text"/>	
Conf Trdr Phone	<input type="text"/>	Ext <input type="text"/>
*K-Conf Trdr	1012199	<input type="text"/>
K Holder - Conf Trdr	A5000	K Holder - Conf Trdr Prop 40375

Retrieve Submit Request New Cancel

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

Confirming Trader		
Conf Trdr	Conf Trdr Prop	
A5000	40375	

Conf Trdr Name		
DEF HOLDINGS INC.		







* Conf Trdr Contact		
RACHAEL GREEN		

* Conf Trdr Phone		
(218) 902-1055		Ext

* K-Conf Trdr		
1012199		

K Holder - Conf Trdr	K Holder - Conf Trdr Prop	
A5000	40375	

K Holder - Conf Trdr Name		
DEF HOLDINGS INC.		

  Retrieve  Confirm  Reject  New  Cancel

IT & Daily Firm Bidding

New IT & Daily Firm Rate Request Bidding Screen TSP 1000



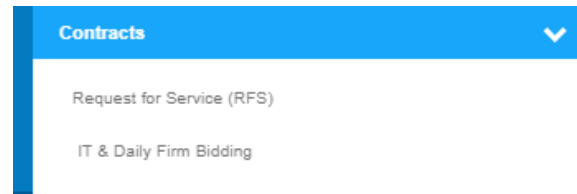
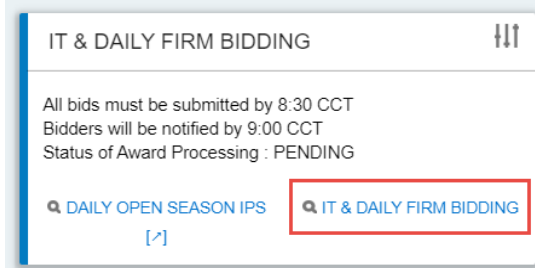
IT/Daily Firm Bidding Window Changes

- 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



IT & Daily Firm Bidding

TSP 1000 | Alliance Pipeline Limited Partnership **1** Request Type INTERRUPTIBLE RATE REQUEST Business Party No 40374 Business Party Name ABC CORPORATION **2**

From Date 5/28/2020 **3** To Date 5/28/2020 Cycle 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 Rate Type	Current Rate \$	Requested Rate Type	Beg Date	End Date
1	500.0	50.28000		PENDING	0.0	0	1/1/0001 12:00 AM	ITRS	1000060	AB09	GORDONDALE 1	ATP	CANADIAN BORDER	INT TARIFF MIN	20.41410	NEGOTIATED	5/28/2020	5/2
2	600.0 *	19.28000		PENDING	0.0	0	1/1/0001 12:00 AM	ITFPS	1000755	AB13	GORDONDALE 1	CX	CANADIAN BORDER	INT TARIFF MIN	28.85780	NEGOTIATED	5/28/2020	5/2

- 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.

Action	Request Qty (E3M3)	Requested Rate \$	Comments	Status	Original Request Qty (E3M3)	RFS#
1	500.0	50.28000		SUBMITTED 9	500.0	46287
2	600.0 *	19.28000		PENDING - INVA...	600.0	46286

- 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 BEFORE 7:30 am MDT

New IT & Daily Firm Rate request Bidding Screen TSP 1000



IT & Daily Firm Bidding

TSP: 1000 | Alliance Pipeline Limited Partnership | Request Type: INTERRUPTIBLE RATE REQUEST | Business Party No: 40374 | Business Party Name: ABC Corporation

From Date: 5/28/2020 | To Date: 5/28/2020 | Cycle: 1 | Timely

Action	Request Qty (E3M3)	Requested Rate \$	Comments	Status	Original Request Qty (E3M3)	RFS#	RFS Submitted time	TC
1	500.0	50.28000		AWARDED	500.0	48287	5/26/2020 9:31 AM	ITRS
2	800.0	29.00000		DENIED	800.0	48288	5/26/2020 9:38 AM	ITFPS

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

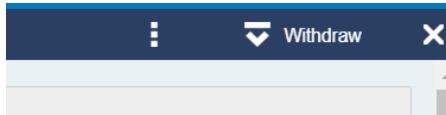
- Retrieve your bidding screen and make the required changes to the Qty, Rate or comments
- Submit again – This will override the previous submission
- You cannot modify your bid down to zero, if you want to zero a bid out you will need to withdraw that single bid as shown below

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	25.00000	TESTING JUNE 19	SUBMITTED
2		0.0 *	0.00000		PENDING *

- Click withdraw in the upper right corner



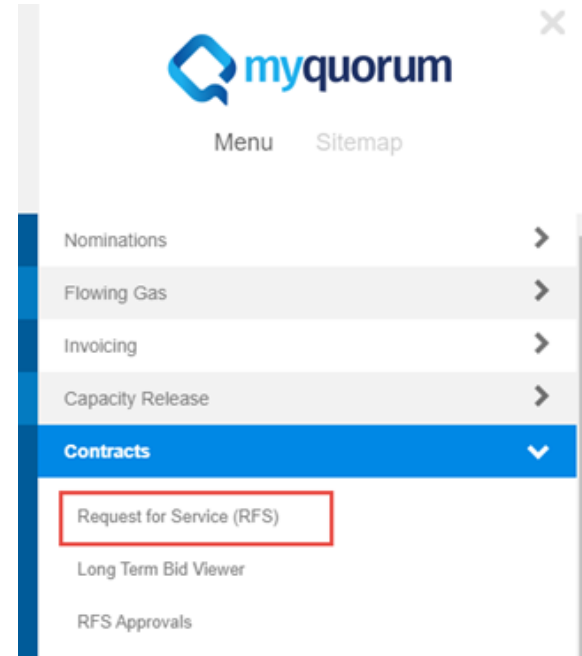
If you experience issues with modifying or withdrawing your bid please email aplmarketservices@pembina.com before 7:30 AM MDT. Include the details of your changes in the email.

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



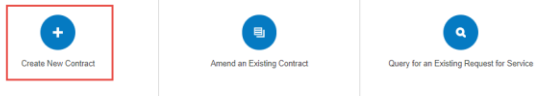
Request for Service (RFS) – Request Types

TSP 1000

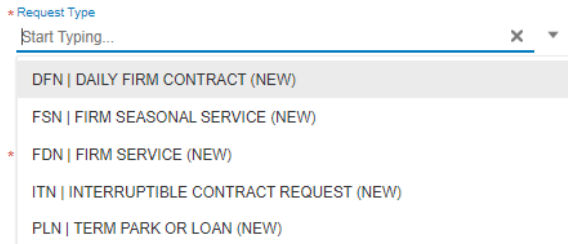
Request types are now split into two drop downs:

CREATE NEW REQUEST FOR SERVICE

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

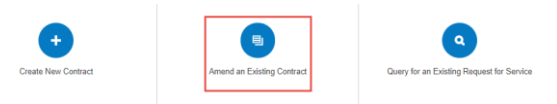


Available request types:

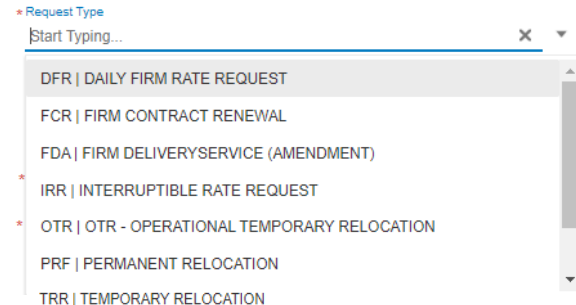


AMEND EXISTING CONTRACT

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

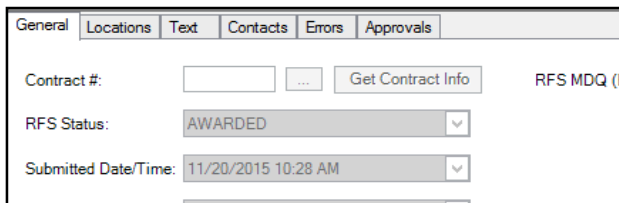


Query for an Existing Request for Service

Request for Service (RFS) – Wizard Tabs

Tabs are now vertical instead of horizontal:

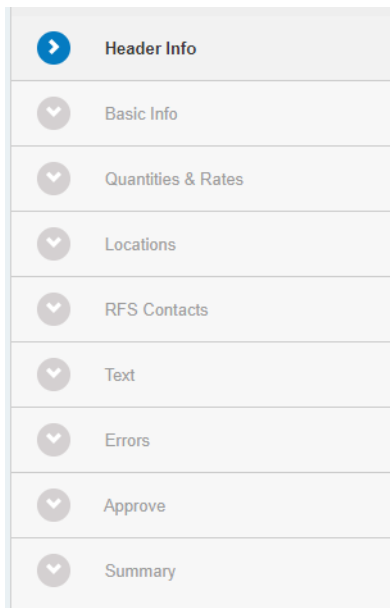
Classic



The Classic interface features a horizontal tabbed menu at the top with the following tabs: General, Locations, Text, Contacts, Errors, and Approvals. Below the tabs, the form contains the following fields:

- Contract #: ... RFS MDQ (B)
- RFS Status:
- Submitted Date/Time:

Web



The Web interface features a vertical sidebar menu on the left with the following tabs, each with a downward arrow icon:

- Header Info
- Basic Info
- Quantities & Rates
- Locations
- RFS Contacts
- Text
- Errors
- Approve
- Summary

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

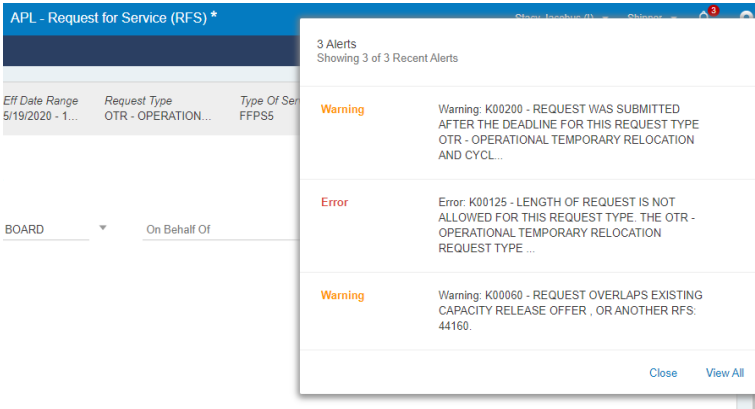


The Summary Tab displays all tab information on one page once it has been submitted

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.



The screenshot shows the 'APL - Request for Service (RFS)' application interface. A modal window titled '3 Alerts' is open in the top right corner, displaying three recent alerts:

- Warning:** K00200 - REQUEST WAS SUBMITTED AFTER THE DEADLINE FOR THIS REQUEST TYPE OTR - OPERATIONAL TEMPORARY RELOCATION AND CYCL...
- Error:** K00125 - LENGTH OF REQUEST IS NOT ALLOWED FOR THIS REQUEST TYPE. THE OTR - OPERATIONAL TEMPORARY RELOCATION REQUEST TYPE ...
- Warning:** K00060 - REQUEST OVERLAPS EXISTING CAPACITY RELEASE OFFER , OR ANOTHER RFS; 44160.

The background interface includes a table with columns: Eff Date Range, Request Type, and Type Of Ser. The table shows one row with values: 5/19/2020 - 1..., OTR - OPERATION..., and FFPS5. Below the table are fields for 'BOARD' and 'On Behalf Of'.

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



The screenshot shows the RFS application interface with field errors highlighted in red. The errors are:

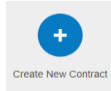
- * Request Type: 1 Errors
- * From Date: 1 Errors
- * To Date: 1 Errors
- * Contract No: 1 Errors

The interface also includes a 'Start Cycle' button and a search icon.

RFS Quick Reference Guide

TSP 1000

New Contract Request for Daily IT and Firm - TSP 1000



* TSP
1000 | Alliance Pipeline Limited Partnership

System Time
5/19/2020 3:33:55 PM CENTRAL CLOCK TIME

* Request Type **1**
INTERRUPTIBLE CONTRACT REQUEST (NEW)

* Type of Service **2**
INTERRUPTIBLE RECEIPT SERVICE

Business Associate #
40372

* Business Associate Name **4**
XYZ COMPANY LIMITED

* From Date **3**
6/1/2020

* To Date
Open Ended

Start Cycle
1 | Timely

RFS Description

Receipt Location ID	Receipt Location Name	Delivery Location ID	Delivery Location Name
6 1 AB16 7	PROGRESS	ATP 8	ALLIANCE TRADING POOL

9 Save **10** Validate Submit

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 calendar icon. Leave **To Date** Open Ended or click calendar icon.
- 4 Enter **Business Party Name** or select from dropdown.
- 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**

New Firm Seasonal Service Requests – TSP 1000

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



+
Create New Contract

* TSP
1000 | Alliance Pipeline Limited Partnership System Time
5/20/2020 3:01:53 PM CENTRAL CLOCK TIME

* Request Type 1 * Type of Service 2
 FIRM SEASONAL SERVICE (NEW) FIRM RECEIPT SERVICE - SEASONAL

Business Associate # * Business Associate Name 3
 40374 ABC CORPORATION

* From Date 4 * To Date Start Cycle
 6/1/2020 6/30/2020 1 | Timely

RFS Description

#	Receipt Location ID 6	Receipt Location Name	Delivery Location ID	Delivery Location Name	Masked MAP	Requested Qty Change (E3M3) 8	Min Final MDQ for RFS Date Range (E3M3)	Current Rate Type	Current Rate(\$)	Requested Rate Type 9	Requested Rate(\$) 10
1	AB40 7	KAYBOB	ATP	ALLIANCE TRADING POOL *		450.0	450.0 *			NEGOTIATED	35.26000

⋮
Save
Validate 11
Submit 12
✕

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:

- | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"> 6 Add new location row + 7 Enter Receipt & Delivery Location IDs 8 Enter Requested Qty Change 9 Select Requested Rate Type – 'NEGOTIATED' | <ol style="list-style-type: none"> 10 Enter Requested Rate 11 Click Validate 12 Click Submit |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|

Operational Temporary Relocation (OTR) - TSP 1000



Amend an Existing Contract

*TSP
1000 | Alliance Pipeline Limited Partnership

System Time
5/21/2020 2:38:15 PM CENTRAL CLOCK TIME

*Request Type **1**
OTR - OPERATIONAL TEMPORARY RELOCATION

Business Associate #
40374

*Business Associate Name **2**
ABC CORPORATION

*Contract # **3**
1012079

*Type of Service
FIRM FULL PATH SERVICE - 5 YEAR

*From Date **4**
7/6/2020

*To Date
7/9/2020

Start Cycle
1 | Timely

	Receipt Location ID 7	Receipt Location Name	Delivery Location ID 7	Delivery Location Name	Masked MAP	Min Available MDQ for RFS Date Range	Requested Qty Change (E3M3) 8	Min Final MDQ for RFS Date Range (E3M3)
1	AB34	MOOSE RIVER	CX	CANADIAN BORDER		5,644.4	(500.0) 9	5,144.4
2	AB17	VALHALLA 1	CX	CANADIAN BORDER	*	*	500.0	500.0

10 Add reasoning in Requested Text grid

Remove? Text Usage Text

TERMS AND NO... Plant is down for maintenance

Save Validate **11** Submit **12**

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** or use **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

Locations Tab:

- 6 Add new location row
- 7 Enter new **Receipt & Delivery Location IDs**
- 8 Enter **Requested Qty Change**
- 9 Enter reduced **Requested Qty Change**

Text Tab:

- 10 Add reasoning in **Requested Text** grid
- 11 Click **Validate**
- 12 Click **Submit**

Monthly Temporary Relocation - TSP 1000



Amend an Existing Contract

* TSP 1000 | Alliance Pipeline Limited Partnership System Time 5/26/2020 2:18:37 PM CENTRAL CLOCK TIME

* Request Type **1** TEMPORARY RELOCATION

Business Associate # 40374 * Business Associate Name **2** ABC CORPORATION

* Contract # **3** 1012081 * Type of Service FIRM RECEIPT SERVICE - 5 YEAR

* From Date **4** 7/1/2020 * To Date **4** 7/31/2020 Start Cycle 1 | Timely

	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)
1	AB09	FOURTH CREEK	ATP	ALLIANCE TRADING POOL		350.0	8 (250.0)
2	AB16 7	PROGRESS	ATP 7	ALLIANCE TRADING POOL	*		9 250.0

Header:

- 1 Select **Request Type** 'TEMPORARY RELOCATION' from drop down
- 2 Enter **Business Party Name** or select
- 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



Locations Tab:

- 6 Add new location row
- 7 Enter new **Receipt & Delivery Location IDs**
- 8 Enter **Requested Qty Change**
- 9 Enter reduced **Requested Qty Change**
- 10 Click **Validate**
- 11 Click **Submit**

Permanent Relocation – TSP 1000



Amend an Existing Contract

* TSP
1000 | Alliance Pipeline Limited Partnership

System Time
5/26/2020 2:37:20 PM CENTRAL CLOCK TIME

* Request Type **1**
PERMANENT RELOCATION

Business Associate #
40374

* Business Associate Name **2**
ABC CORPORATION

* Contract # **3**
1012081

* Type of Service
FIRM RECEIPT SERVICE - 5 YEAR

* From Date **4**
7/1/2020

* To Date **4**
10/31/2021

Start Cycle
1 | Timely

RFS Description	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		991.4	9	(991.4)
	2	BC04	YOUNGER	ATP		*	8	991.4
								991.4

Header:

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



Locations Tab:

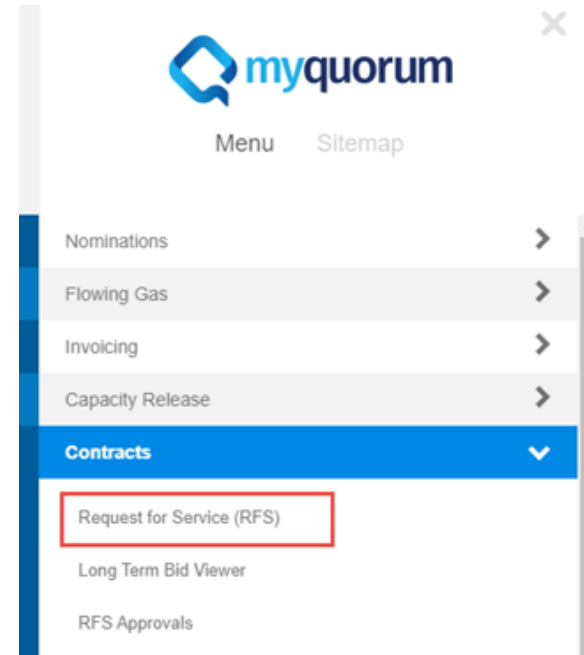
- 6 Add new location row
- 7 Enter **Receipt & Delivery Location IDs**
- 8 Enter **Requested Qty Change** (Full or partial volume)
- 9 Enter reduced **Requested Qty Change** (negative number)
- 10 Click **Validate**
- 11 Click **Submit**

Request for Service (RFS)

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

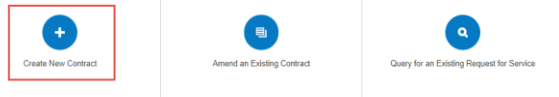


Request for Service (RFS) – Request Types TSP 1000

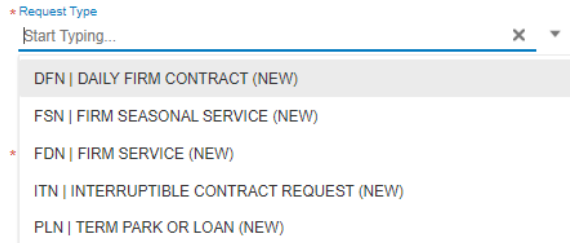
Request types are now split into two drop downs:

CREATE NEW REQUEST FOR SERVICE

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

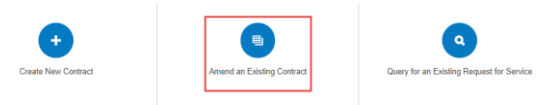


Available request types:

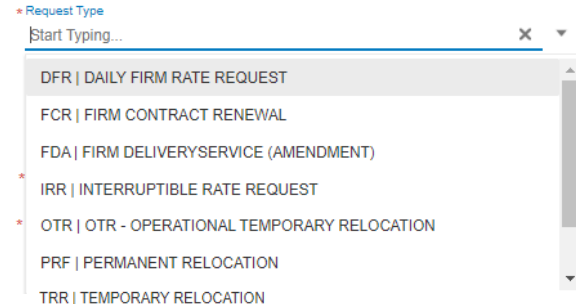


AMEND EXISTING CONTRACT

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

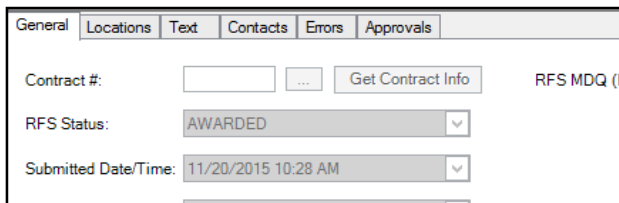


Query for an Existing Request for Service

Request for Service (RFS) – Wizard Tabs

Tabs are now vertical instead of horizontal:

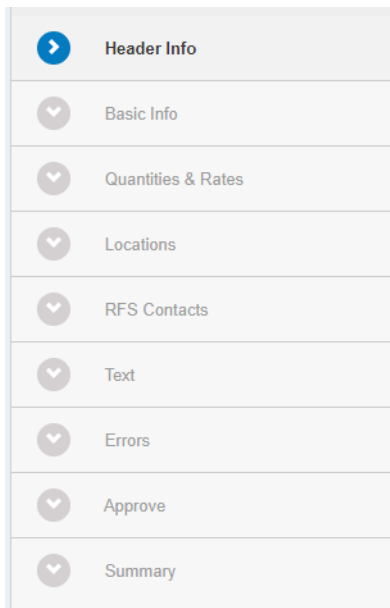
Classic



The Classic interface features a horizontal tabbed menu at the top with the following tabs: General, Locations, Text, Contacts, Errors, and Approvals. Below the tabs, the form contains the following fields:

- Contract #: ... RFS MDQ (B)
- RFS Status:
- Submitted Date/Time:

Web



The Web interface features a vertical sidebar menu with the following tabs, each with a dropdown arrow:

- Header Info
- Basic Info
- Quantities & Rates
- Locations
- RFS Contacts
- Text
- Errors
- Approve
- Summary

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

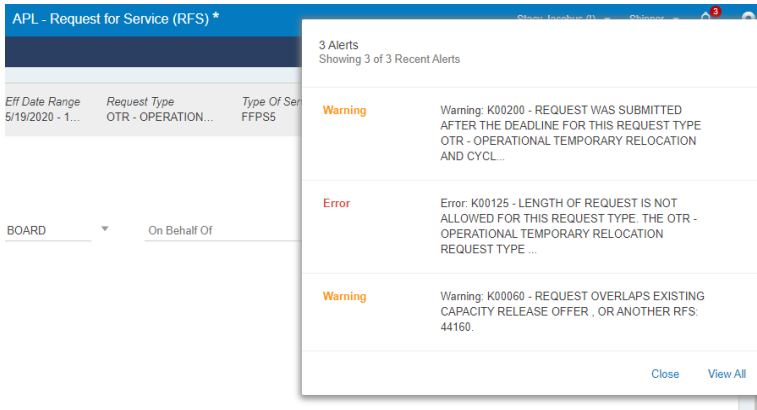


The Summary Tab displays all tab information on one page once it has been submitted

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.



The screenshot shows the 'APL - Request for Service (RFS)' application interface. A popup window titled '3 Alerts' is displayed, showing three recent alerts:

- Warning:** K00200 - REQUEST WAS SUBMITTED AFTER THE DEADLINE FOR THIS REQUEST TYPE OTR - OPERATIONAL TEMPORARY RELOCATION AND CYCL...
- Error:** K00125 - LENGTH OF REQUEST IS NOT ALLOWED FOR THIS REQUEST TYPE. THE OTR - OPERATIONAL TEMPORARY RELOCATION REQUEST TYPE ...
- Warning:** K00060 - REQUEST OVERLAPS EXISTING CAPACITY RELEASE OFFER , OR ANOTHER RFS; 44160.

The background application shows a table with columns: Eff Date Range, Request Type, and Type Of Ser. The table contains one row with values: 5/19/2020 - 1..., OTR - OPERATION..., and FFPS5. Below the table, there are fields for 'BOARD' and 'On Behalf Of'.

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



The screenshot shows the RFS application interface with field errors highlighted in red. The fields are:


- * Request Type: 1 Errors
- * From Date: 1 Errors
- * To Date: 1 Errors
- * Contract No: 1 Errors

The 'Start Cycle' field is also visible on the right side of the form.

RFS Quick Reference Guide

TSP 2000

Navigate to the RFS Screen



Menu Sitemap


- Nominations >
- Flowing Gas >
- Invoicing >
- Capacity Release >
- Contracts** v
- Request for Service (RFS)**
- Long Term Bid Viewer

APLP - Request for Service (RFS) Shipper - Test account

Select an option to get started

- Create New Contract**
- Amend an Existing Contract
- Query for an Existing Request for Service

New IT Contract Requests – TSP 2000

 Create New Contract

*TSP
2000 | Alliance Pipeline L.P. System Time
5/26/2020 4:05:41 PM CENTRAL CLOCK TIME




*Request Type **1**
INTERRUPTIBLE CONTRACT REQUEST (NEW) *Type of Service **2**
INTERRUPTIBLE TRANSPORTATION

Business Associate #
40374 *Business Associate Name
ABC CORPORATION **3**




*From Date **4**
6/1/2020 *To Date
Open Ended Start Cycle
1 | Timely

RFS Description

1	UX 7	Receipt Location ID	Receipt Location Name	Delivery Location ID	Delivery Location Name
			BORDER USA	ACE 8	E CHICAGO EXCHANGE

 Save  Validate **9**  Submit **10**

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**

IT Contract Rate Request– TSP 2000

Bidding on existing monthly IT contract



Amend an Existing Contract

* TSP
2000 | Alliance Pipeline L.P. System Time
7/7/2020 2:11:25 PM CENTRAL CLOCK TIME

* Request Type
INTERRUPTIBLE RATE REQUEST 1

Business Associate #
40375 * Business Associate Name
DEF HOLDINGS INC. [🔍]

* Contract # 3
1012209 [🔍] * Type of Service
INTERRUPTIBLE TRANSPORTATION

* From Date 2
8/1/2020 [📅] * To Date
8/31/2020 [📅] Start Cycle
1 | Timely

RFS Description

	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
1	LUX	BORDER USA	ACE	ALLIANCE CHICAGO EXC...			2,000	2,000	TARIFF MAX

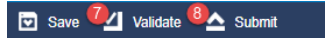
Header:

- 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

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**



New Firm Seasonal Service Requests – TSP 2000

Bidding on new daily FT-1 service



Create New Contract

*TSP
2000 | Alliance Pipeline L.P. System Time
5/28/2020 12:42:47 PM CENTRAL CLOCK TIME

* Request Type
FIRM TRANSPORTATION (NEW) 1

* Type of Service
FIRM TRANSPORTATION SERVICE 2

Business Associate #
40374 * Business Associate Name
ABC CORPORATION 3

* From Date 4
5/24/2020 * To Date
5/24/2020 Start Cycle
1 | Timely

RFS Description

Net Requested Qty Change: 20,000 Total Receipt MDQ: 20,000 Total Delivery MDQ: 20,000

	Receipt Location ID	Receipt Location Name	Delivery Location ID	Delivery Location Name	Maslied 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(\$)	Requested Rate Type	Requested Rate(\$)	Present Value(\$)
1	UX 7	BORDER USA	IL05	ALLIANCE/ANR	*	*	8 20,000	20,000	TARIFF MAX	10.25000	DISCOUNT 9	10.25000	10

Save Validate 11 Submit 12

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 | 8 Enter Requested Qty Change | 10 Enter Requested Rate | 12 Click Submit |
| 7 Enter Receipt & Delivery Location IDs | 9 Select Requested Rate Type – 'DISCOUNT' | 11 Click Validate | |

New Firm Seasonal Service Requests – TSP 2000

Bidding on new FT-1 Monthly or seasonal strip



Create New Contract

* TSP
2000 | Alliance Pipeline L.P. System Time
5/28/2020 1:07:22 PM CENTRAL CLOCK TIME

* Request Type **1**
FIRM TRANSPORTATION (NEW) * Type of Service **2**
FIRM TRANSPORTATION SERVICE

Business Associate #
40048 * Business Associate Name **3**
BP Canada Energy Group ULC

* From Date **4**
6/1/2020 * To Date
6/30/2020 Start Cycle
1 | Timely

RFS Description

6 +	7	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) 8	Min Final MDQ for RFS Date Range (MCF)	Current Rate Type	Current Rate(\$)	Requested Rate Type	Requested Rate(\$)	Present Value(\$)
1	LX		BORDER USA	IL05	ALLIANCE/ANR	*	*	20,000	20,000	TARIFF MAX	10.25000	TARIFF MAX 9	10.25000	10

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

⋮ Save Validate **11** Submit **12** X

Locations Tab:

- | | |
|----------------------------------------------------|---------------------------------------|
| 6 Add new location row | 10 Enter Requested Rate |
| 7 Enter Receipt & Delivery Location IDs | 11 Click Validate |
| 8 Enter Requested Qty Change | 12 Click Submit |
| 9 Select Requested Rate Type – 'TARIFF MAX' | |

Permanent Relocation – TSP 2000



Amend an Existing Contract

*TSP
2000 | Alliance Pipeline L.P. System Time
7/7/2020 2:28:46 PM CENTRAL CLOCK TIME

* Request Type
PERMANENT RELOCATION 1

Business Associate #
40375 * Business Associate Name
DEF HOLDINGS INC. [Q]

* Contract #
Start Typing... [Q] * Type of Service

* From Date
8/1/2020 2 * To Date
10/31/2021 [Q] [M] Start Cycle
1 | Timely

RFS Description

	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 (MCF)	Min Final MDQ for RFS Date Range (MCF)	Current Rate Type	Current Rate(\$)
1	UX	BORDER USA	IL01	NICOR/MORRIS		5,000	8 (5,000)	0	NEGOTIATED	11.72730	
2	UX	BORDER USA	IL05	ALLIANCE/ANR	6		7 5,000	5,000	NEGOTIATED	11.72730	

Header:

- 1 Select **Request Type** 'PERMANENT RELOCATION' from drop down
- 2 Enter **From/To Date** or use [M]
- 3 Enter **Contract #** or use pick list [Q]
- 4 Select **Next** to navigate to the next section

[D] Save 9 [V] Validate 10 [S] Submit

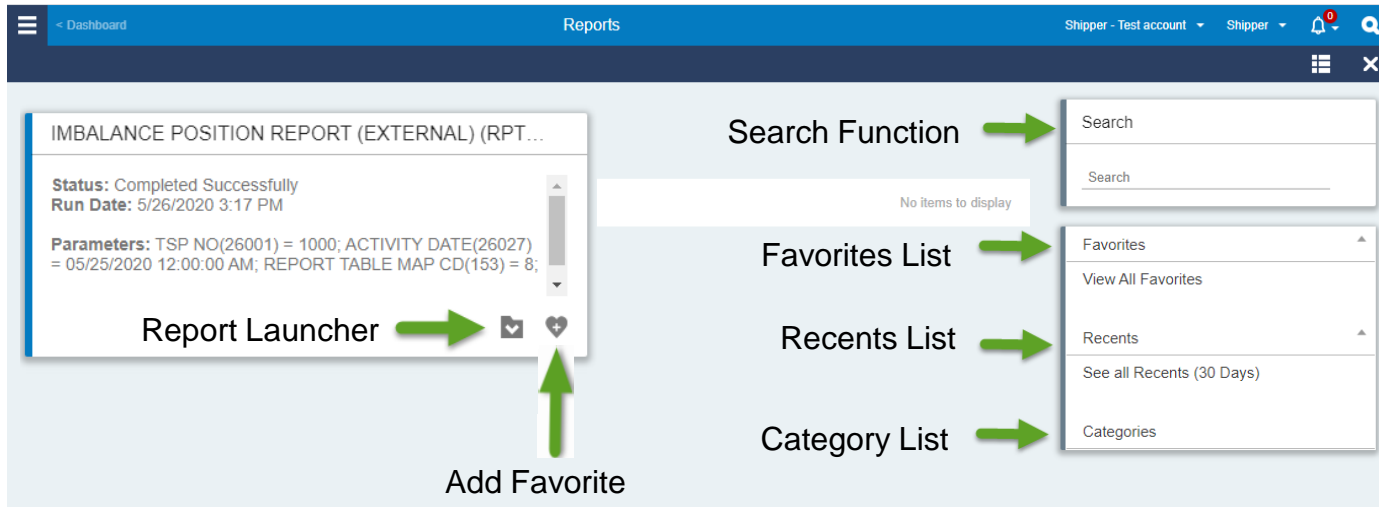
Locations Tab:

- 5 Add new location row
- 6 Enter **Receipt & Delivery Location IDs**
- 7 Enter **Requested Qty Change**
- 8 Enter reduced **Requested Qty Change** (negative number)
- 9 Click **Validate**
- 10 Click **Submit**

Reporting

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

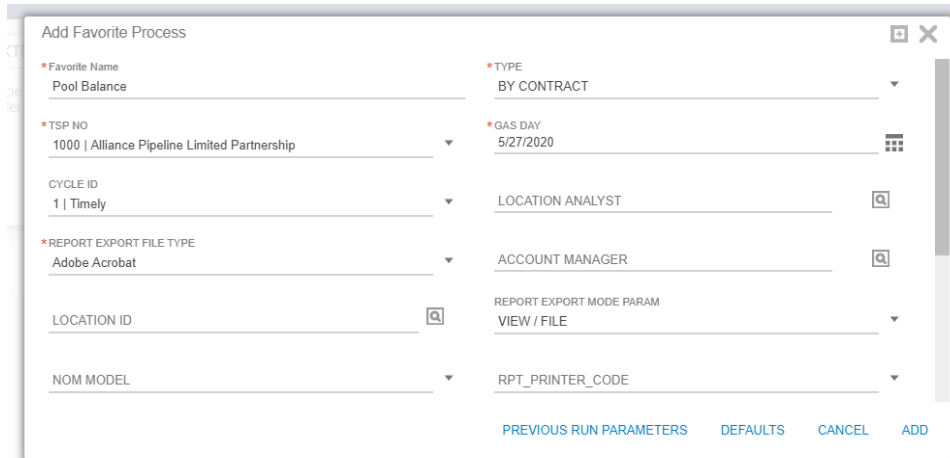


The screenshot shows the 'Reports' section of a web application. The top navigation bar includes a menu icon, '< Dashboard', 'Reports', 'Shipper - Test account', 'Shipper', a notification bell with a red '0', and a search icon. The main content area displays a report card for 'IMBALANCE POSITION REPORT (EXTERNAL) (RPT...)' with details on status, run date, and parameters. A 'Report Launcher' icon (envelope) is highlighted with a green arrow. Below it, an 'Add Favorite' icon (heart) is also highlighted with a green arrow. To the right, a sidebar menu is shown with sections for 'Search Function', 'Favorites List', 'Recents List', and 'Category List', each with a corresponding green arrow pointing to its respective UI element.

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



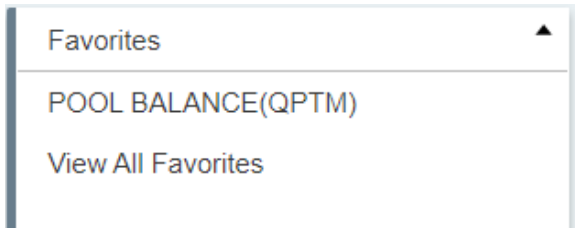
The screenshot shows a dialog box titled "Add Favorite Process" with a close button in the top right corner. The dialog contains several input fields and dropdown menus for configuring a favorite report process. The fields are arranged in two columns.

Field Label	Value
* Favorite Name	Pool Balance
* TYPE	BY CONTRACT
* TSP NO	1000 Alliance Pipeline Limited Partnership
* GAS DAY	5/27/2020
CYCLE ID	1 Timely
LOCATION ANALYST	
* REPORT EXPORT FILE TYPE	Adobe Acrobat
ACCOUNT MANAGER	
LOCATION ID	
REPORT EXPORT MODE PARAM	VIEW / FILE
NOM MODEL	
RPT_PRINTER_CODE	

At the bottom of the dialog, there are four buttons: "PREVIOUS RUN PARAMETERS", "DEFAULTS", "CANCEL", and "ADD".

Favorites List Cont.

3. The report will now show in your favorites list

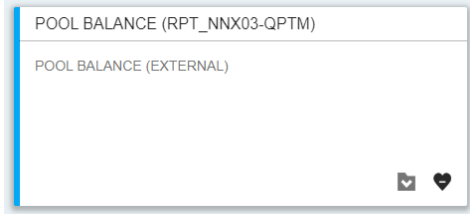


Clicking on View All Favorites will display all of your Favorite reports. To remove a report from the list, click the heart icon



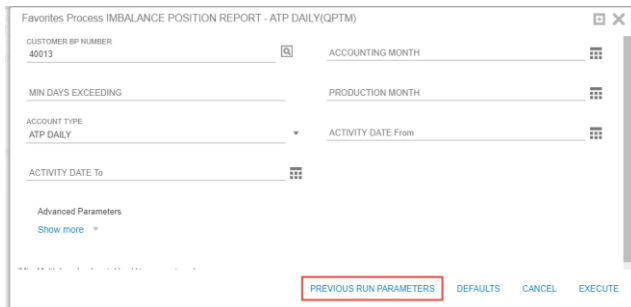
Launching Reports

1. Click the Launch Report icon



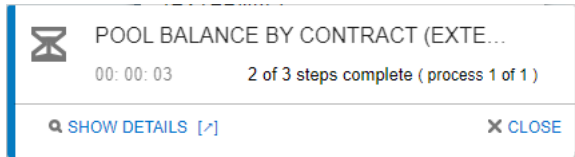
2. In the Parameters screen you can

- Use Previous Run Parameters
- Use Default
- Enter new parameters

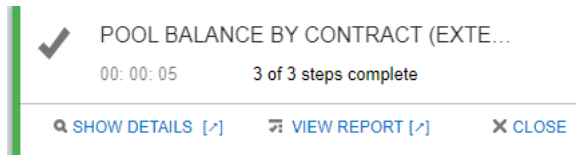


Launching Reports

3. Click Execute. In the bottom right 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

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)

Execute IMBALANCE POSITION REPORT (RPT_IN62-QPTM)

*TSP NO 1,000	CUSTOMER BP NUMBER 40375
ACCOUNTING MONTH	MIN DAYS EXCEEDING
PRODUCTION MONTH	ACCOUNT TYPE
ACTIVITY DATE From 7/5/2020	ACTIVITY DATE To 7/5/2020

Advanced Parameters
[Show more](#)

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

PREVIOUS RUN PARAMETERS DEFAULTS CANCEL EXECUTE

Pool Balance Report – NNX03

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

- CAW NOMINATIONS – POOL BALANCE (EXTERNAL) (RPT_NNX03)

Execute POOL BALANCE (EXTERNAL) (RPT_NNX03-QPTM) 🗲 ✕

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

PREVIOUS RUN PARAMETERS DEFAULTS CANCEL EXECUTE

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.

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

Execute MONTHLY ACTIVITY - UP/DN (RPT_ALRX17-QPTM) ⊞ ✕

* TSP NO
1000 | Alliance Pipeline Limited Partnership

* SORT BY
LOCATION

SERVICE REQUESTER BP NO

NOM MODEL

LOCATION ANALYST

UP/DN ID NO

HIDE 0 ALLOCATED QUANTITY

SERVICE REQUESTER CONTRACT NO

* REPORT EXPORT FILE TYPE
Adobe Acrobat

RPT_PRINTER_CODE

* PRODUCTION MONTH

LOCATION ID

UP/DN CONTRACT NO

OPERATOR BP NO

ACCOUNT MANAGER

UP/DN NM

* UOM TYPE
ENERGY

* SEE DETAILS
1

REPORT EXPORT MODE PARAM
VIEW / FILE

ADDITIONAL EMAILS or FAX PARAM (M)

PREVIOUS RUN PARAMETERS DEFAULTS CANCEL EXECUTE

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)

Execute SCHEDULED QUANTITY FOR SERVICE REQUESTOR (EXTERNAL) (RPT_CAX15-QPTM) 🗲 ✕

* VIEW
ALTERNATE VIEW ▼

* TSP NO
1000 | Alliance Pipeline Limited Partnership ▼

GAS DAY ⋮ CYCLE ID ▼

* SERVICE REQUESTOR BP NO 🔍 REDUCTIONS ONLY

REDUCTION REASON CODE ▼ WORD WRAP NAMES

Advanced Parameters
[Show more](#) ▼

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

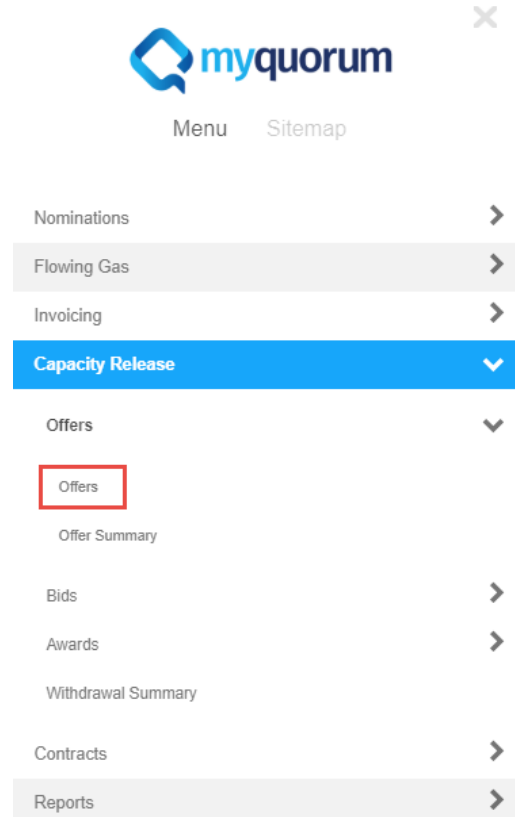
PREVIOUS RUN PARAMETERS DEFAULTS CANCEL EXECUTE

Capacity Release

Capacity Release – Placing an Offer

You can access Capacity Release through the fly out menu.

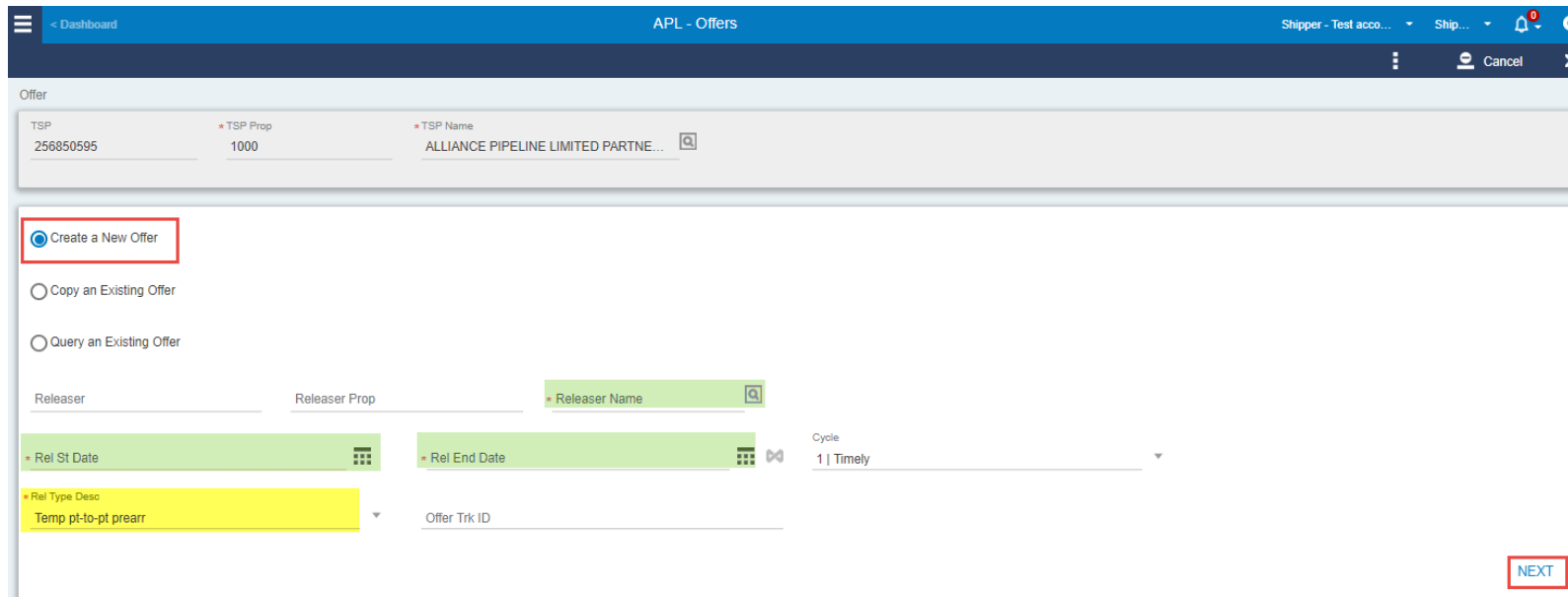
Select Capacity Release, Offers, Offers



Capacity Release – Placing an Offer

To create a new offer from scratch:

The required fields are highlighted below. Green indicates you can enter your specific details, yellow indicates recommended text for that field.



The screenshot shows the 'Offer' form in the APL - Offers application. The form is divided into several sections:

- Header:** Includes navigation links for '< Dashboard' and 'APL - Offers', and user information for 'Shipper - Test acco...' and 'Ship...'. A 'Cancel' button is visible in the top right.
- Offer Details:** Fields for 'TSP' (256850595), 'TSP Prop' (1000), and 'TSP Name' (ALLIANCE PIPELINE LIMITED PARTNE...). The 'TSP Name' field is highlighted in green.
- Offer Type:** Radio buttons for 'Create a New Offer' (selected and highlighted with a red box), 'Copy an Existing Offer', and 'Query an Existing Offer'.
- Releaser Information:** Fields for 'Releaser', 'Releaser Prop', and 'Releaser Name' (highlighted in green).
- Release Dates:** Fields for 'Rel St Date' and 'Rel End Date' (both highlighted in green), and a 'Cycle' dropdown menu set to '1 | Timely'.
- Offer Type and ID:** A dropdown for 'Rel Type Desc' with 'Temp pt-to-pt prearr' selected (highlighted in yellow), and an 'Offer Trk ID' field.

NEXT

Capacity Release – Placing an Offer

To copy an existing offer

Create a New Offer

Copy an Existing Offer

Query an Existing Offer

	Offer No	Offer Trk ID	Capacity Release Status	Releaser	Releaser Prop	Releaser Name	Rel St Date	Rel End Date
28	701		Awarded	A1059	40071	Leucrotta Exploration Inc.	4/1/2020	4/30/20...
29	700		Awarded	A1059	40071	Leucrotta Exploration Inc.	4/1/2020	4/30/20...
30	699		Awarded	A1059	40071	Leucrotta Exploration Inc.	4/1/2020	4/30/20...
31	698		Awarded	201936528	40259	Chinook Energy Inc	4/1/2020	10/31/2...
32	697		Awarded	A1019	40099	Velvet Energy Ltd.	4/1/2020	10/31/2...
33	696		Awarded	A1065	40101	Storm Resources Ltd.	3/1/2020	3/31/20...
34	695		Awarded	A1065	40101	Storm Resources Ltd.	3/1/2020	3/31/20...
35	694		Awarded	202828182	40124	PetroChina International (Canada) Tradi...	3/1/2020	10/31/2...
36	693		Awarded	A1073	40066	PetroChina Duvernay Gas Partnership	3/1/2020	3/31/20...
37	692		Awarded	A1065	40101	Storm Resources Ltd.	3/1/2020	3/31/20...
38	691		Awarded	A1065	40101	Storm Resources Ltd.	3/1/2020	3/31/20...
39	690		Awarded	A1065	40101	Storm Resources Ltd.	3/1/2020	3/31/20...
40	689		Awarded	A1065	40101	Storm Resources Ltd.	3/1/2020	3/31/20...

1 2 3 4 5 ... 100 items per page

1 - 100 of 699 items

Releaser

Releaser Prop

Releaser Name

Rel St Date

Rel End Date

Cycle

1 | Timely

Rel Type Desc

Temp pt-to-pt prearr

Offer Trk ID

Capacity Release – Placing an Offer

Basic Info

Offer

Offer Information

Rel St Date - Rel End Date
12/1/2018 - 12/31/2018
Rel Type Desc
Temporary point-to-point prearranged

- Basic Info
- Indicators & Disclosures
- Contact Info
- Pre-arranged Bid
- Detail
- Alternate Points
- Additional Terms
- Summary

Basic Info

*Recall/Reput Desc
No Tells whether the release can be recalled and/or reput subsequent to the award of capacity to the winning bidder

*All Re-rel Desc
No Can the capacity be re-released by the replacement shipper to another party?

*Repl SR Role ind
Asset Management Arrangement Always select AMA in Canada

*Bid Deal Desc
No Tells potential bidders if the Offer is biddable or non-biddable

Rel Req Post Date / Time

89

NEXT

Capacity Release – Placing an Offer

Indicators & Disclosures

Offer

Offer Information

Rel St Date - Rel End Date
12/1/2018 - 12/31/2018
Rel type Desc
Temporary point-to-point prearranged

- Basic Info
- Indicators & Disclosures**
- Contact Info
- Pre-arranged Bid
- Recall Reput
- Detail
- Alternate Points
- Additional Terms
- Summary

Indicators & Disclosures

*IBR Ind No	Indicates if the release is utilizing index based pricing
*Mkt Based Rate Ind No	Indicates if the release is utilizing market based rates
RIAPP Desc No	Does the replacement shipper have the right to amend the primary point?
Discpl Desc No Releasing Shipper does not want transportation service provider to disclose all minimum conditions relating to the offer.	Whether or not to disclose the minimum conditions related to the offer
Rel SR Less Qty Desc No	Tells whether the releasing shipper will accept less than the full quantity listed
Min Rate Discpl Desc Undisclosed The transportation service provider should not disclose the minimum rate the releaser will accept.	Whether or not to disclose the minimum rate the releaser will accept
*Stand-ain Offer Desc Yes	Tells bidders if the offer is stand-alone. Yes = the offer is stand-alone
Shorter Term Desc No	Tell's bidders whether the releasing shipper will accept bids for less than full term
Min Term (Days)	
Rel SR Contng Desc No	Tells bidders whether the releasing shipper will accept bids which are contingent from the bidder's point of view

BACK

NEXT

Capacity Release – Placing an Offer



Contact Info

Offer Information

Rel St Date - Rel End Date
1/1/2019 - 1/31/2019
Rel Type Desc
Temporary point-to-point prearranged

- Basic Info
- Indicators & Disclosures
- Contact Info
- Pre-arranged Bid
- Recall Reput
- Detail
- Alternate Points
- Additional Terms
- Summary

Contact Info

Rel Contact
ROBYN MASTERS

Rel Phone
(555) 555-5555

Rel E-mail
ROBYN@ABC.COM

Rtn Addr Info Same as Releaser

Rtn Addr

Rtn Addr Name
ISLAND HOPPERS

Rtn Addr Contact

Rtn Addr Phone

Rtn Addr E-mail

Rel Fax

Rtn Addr Prop
40342

Rtn Addr Fax

BACK

NEXT

Capacity Release – Placing an Offer

Pre-arranged Bid

Offer

Offer Information

Rel St Date - Rel End Date
12/1/2018 - 12/31/2018

Rel Type Desc
Temporary point-to-point prearranged

- Basic Info
- Indicators & Disclosures
- Contact Info
- Pre-arranged Bid**
- Detail
- Alternate Points
- Additional Terms
- Summary

Pre-arranged Bidder

Bidder
246802625

Bidder Name

Bidder Contact
Joe Dash

Bidder Phone
555-555-5555

Bidder E-Mail
Joe.Dash@abc.com

*Affil
None

Prearr Match Date / Prearr Match Time

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

None - Bidder is not affiliated with the Transportation service provider

Both - Bidder is affiliated with the Transportation Service Provider and the Releasing Shipper

Releasing Shipper - Bidder is affiliated with the Releasing Shipper

Transportation Service Provider - Bidder is affiliated with the Transportation Service Provider

BACK

Bidder Prop
49999

Bidder Fax

*Does Shipper Act as Agent
N | Releasing Shipper does not act as an agent

NEXT

Capacity Release – Placing an Offer

Recall Reput

Offer

Offer Information

Rel St Date - Rel End Date
12/1/2018 - 12/31/2018
Rel Type Desc
Temporary point-to-point prearranged

- Basic Info
- Indicators & Disclosures
- Contact Info
- Pre-arranged Bid
- Recall Reput**
- Detail
- Alternate Points
- Additional Terms
- Summary

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 ID2
NO

*Recall Notif ID3
NO

*Recall/Reput Terms Type
RELEASER REQUIRED TEXT

Recall/Reput Terms
RECALLABLE

BACK

NEXT

Capacity Release – Placing an Offer

Detail – When creating an offer from scratch

Offer

Offer Information

Rel St Date - Rel End Date
12/1/2018 - 12/17/2018

Rel Type Desc
Temporary point-to-point prearranged

- Basic Info
- Indicators & Disclosures
- Contact Info
- Pre-arranged Bid
- Recall Reput
- Detail**
- Alternate Points
- Additional Terms
- Summary

Offer Detail

SICR Ind
No Bundle

Releasing Contract Info
*Rel ID
100000

Rate Sch
FR55

Loc (Rec)
AB66

Loc (Del)
ATP

Loc Name (Rec)
TONY CREEK

Loc Name (Del)
ALLIANCE TRADING POOL

Loc Purp (Rec)
M2

Loc Purp (Del)
MQ

Loc Purp Desc (Rec)
RECEIPT LOCATION

Loc Purp Desc (Del)
DELIVERY LOCATION

Route

Segment

*LOC /OTI Desc
Receipt Point(s) to Delivery Point(s) Quantity

Capacity Available

BACK

NEXT

+ Add Detail

Capacity Release – Placing an Offer

Detail – When creating an offer from scratch

Offer

Offer Information

Rel St Date - Rel End Date
12/1/2018 - 12/17/2018

Rel Type Desc
Temporary point-to-point prearranged

- Basic Info
- Indicators & Disclosures
- Contact Info
- Pre-arranged Bid
- Recall Reput
- Detail
- Alternate Points
- Additional Terms
- Summary

*LOC /QT1 Desc
Receipt Point(s) to Delivery Point(s) Quantity

Capacity Available

Others

*Max Offer Qty-Loc
100

*Rate Form / Type Desc
Reservation Charge only

*Rel Acpt Bid Basis Desc
Non-HBR-Absolute

*Rate ID Desc
Reservation

Surchg ID Desc
Excl Surchrg-Det / No Tot

Pre-arranged Bid

Bid Qty-Loc

Rate Bid
\$461.95000

* Min Offer Qty-Loc

Bundle Id

Min Acpt Vol Qty

Min Acpt Rate

*Mess Basis Desc
GJ

*Res Rate Basis Desc
Per Month

Tot Surchg

Min Vol Qty

Min Vol Pct

Pct Max Trf Rate Bid

UPDATE
CANCEL

NEXT

BACK

Capacity Release – Placing an Offer

Detail – When copying an offer, click the pencil icon to edit the details



Offer Information

Rel St Date - Rel End Date
1/1/2019 - 1/31/2019
Rel Type Desc
Temporary point-to-point prearranged

- Basic Info
- Indicators & Disclosures
- Contact Info
- Pre-arranged Bid
- Detail**

Offer Detail

+ Add Detail

Release K	Location(Rec) AB40	Loc Name(Rec) KAYBOB	
Location(Del) ATP	Loc Name(Del) ALLIANCE TRADING POOL	LOC /QTI Desc Receipt Point(s) to Delivery Point(s) Quantity	

Capacity Release – Placing an Offer

Detail – When copying an offer

Offer

Offer Information

Rel St Date - Rel End Date
12/1/2018 - 12/17/2018
Rel Type Desc
Temporary point-to-point prearranged

- Basic Info
- Indicators & Disclosures
- Contact Info
- Pre-arranged Bid
- Recall Report
- Detail**
- Alternate Points
- Additional Terms
- Summary

Offer Detail

Bundle

SICR Ind
No

Releasing Contract Info
*Rel K

Loc (Rec)
AB70

Loc Name (Rec)
MOOSE CREEK

Loc Purp (Rec)
M2

Loc Purp Desc (Rec)
Receipt Location

Route

*LOC /QTI Desc
Receipt Point(s) to Delivery Point(s) Quantity

Capacity Available
5.0

Rate Sch
FIRM RECEIPT SERVICE - 5 YEAR | FRSS

Loc (Del)
ATP

Loc Name (Del)
ALLIANCE TRADING POOL

Loc Purp (Del)
MQ

Loc Purp Desc (Del)
Delivery Location

Segment

BACK

NEXT

Capacity Release – Placing an Offer

Detail – When copying an offer

Offer

Offer Information

Rel St Date - Rel End Date
12/1/2018 - 12/17/2018

Rel Type Desc
Temporary point-to-point prearranged

- Basic Info
- Indicators & Disclosures
- Contact Info
- Pre-arranged Bid
- Recall Reput
- Detail
- Alternate Points
- Additional Terms
- Summary

*LOC /QTI Desc Receipt Point(s) to Delivery Point(s) Quantity			▼
Capacity Available 5.0			

Others			
*Max Offer Qty-Loc 5	* Min Offer Qty-Loc	Bundle Id	
*Rate Form / Type Desc Reservation Charge only	Min Acpt Vol Qty	Min Acpt Vol Pct	
*Rel Acpt Bid Basis Desc Non-IBR-Absolute	* Min Acpt Rate	* Min Acpt Pct	
*Rate ID Desc Reservation	*Meas Basis Desc GJ	*Res Rate Basis Desc Per Month	
Surchg ID Desc	*Surchg Ind Desc Excl Surchrg-Det / No Tot	Tot Surchg	
Pre-arranged Bid Bid Qty-Loc 5	Min Vol Qty	Min Vol Pct	
Rate Bid \$461.95000	Pct Max Trf Rate Bid		

UPDATE
CANCEL

NEXT

BACK

NEXT

Capacity Release – Placing an Offer

Additional Terms

Offer

Offer Information

Rel St Date - Rel End Date
12/1/2018 - 12/17/2018
Rel Type Desc
Temporary point-to-point prearranged

- Basic Info
- Indicators & Disclosures
- Contact Info
- Pre-arranged Bid
- Recall Reput
- Detail
- Alternate Points
- Additional Terms**
- Summary

Additional Terms

- Contract Text
- Preapproved Text
- Additional Terms/Notes
FOR SURCHARGE DETAILS PLEASE REFER TO THE ALLIANCE PIPELINE TARIFF
If a FRGS contract you need to add that in this Terms/Notes
- Term/Notes-AMA
N/A
- Term/Notes-Storage
- No Stand-ain Offer T&C
- Indemn

BACK

NEXT

Capacity Release – Placing an Offer



Summary – Review the summary information. Validate and then if no errors Submit.

Offer

Offer Information

Rel St Date - Rel End Date
12/1/2018 - 12/17/2018

Rel Type Desc
Temporary point-to-point prearranged

- Basic Info
- Indicators & Disclosures
- Contact Info
- Pre-arranged Bid
- Recall Reput
- Detail
- Alternate Points
- Additional Terms
- Summary

Basic Information

TSP 256850595	TSP Prop 1000	TSP Name Alliance Pipeline Limited Partnership
Offer No 0	Rel Type Desc Temp pt-to-pt prearr	
Releaser	Releaser Prop 40342	Releaser Name Island Hoppers
Rel St Date 12/01/2018	Rel End Date 12/17/2018	Cycle 1 Timely
Offer Trk ID	Repl SR Role Ind Asset Management Arrangement	Auction Type Capacity Release
Status Original	Capacity Release Status	Post Date/Post Time
Cap Awd Date/Cap Awd Time		

Release Type

Rel Req Post Date / Rel Req Post Time

Bid Deal Desc
No

BACK

SAVE VALIDATE SUBMIT CANCEL

NEXT

Capacity Release – Placing a Bid

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

Capacity Release


Bids Awarded
🏆 0

Available offers
🕒 1

Available Offers

Action	Offer No	Rel Name	Rel St Date	Rel End Date	Post Date / Time
VIEW OFFER	498		*1/8/2019	*1/9/2019	*1/4/2019 11:09:48

[BID](#)



Menu Sitemap

- Nominations >
- Flowing Gas >
- Capacity Release** ▾
 - Offers >
 - Bids ▾
 - Bids**
 - Bid Summary
 - Awards >
 - Withdrawal Summary
- Contracts >

Capacity Release – Placing a Bid

Once in the bid screen, locate the pre-arranged bid from the list and a select next

Creating a Prearranged Bid - Entry Page

TSP: 946553225 TSP Prop: 25001 TSP Name: Midwest Pipeline

Find and Submit a Prearranged Bid **1**

Create a New Bid

Query an Existing Bid

Copy a Prearranged Bid for Match Period

	Bid Trk ID	Bid No	Offer No	Releaser	Releaser Prop	Releaser Name	Prearr Bid	Bidder Ref Term St	Bidder Ref Term End	Bidder
1	1060	1477	884331012	2	APACHE CORPORATION (OPTM)	1 Yes	8/1/2017	8/31/2017	123456789	10
2	1058	1475	884331012	2	APACHE CORPORATION (OPTM)	1 Yes	8/1/2017	8/31/2017	123456789	10
3	1054	1471	884331012	2	APACHE CORPORATION (OPTM)	1 Yes	8/1/2017	8/31/2017	123456789	10
4	1052	1468	884331012	2	APACHE CORPORATION (OPTM)	1 Yes	8/1/2017	8/31/2017	123456789	10
5	1051	1467	884331012	2	APACHE CORPORATION (OPTM)	1 Yes	8/1/2017	8/31/2017	123456789	10
6	1044	1452	946553225	1	Midwest Pipeline	1 Yes	11/1/2016	11/30/2016	884331012	2
7	1040	1444	946553225	1	Midwest Pipeline	1 Yes	1/11/2017	1/11/2017	123456789	10
8	1039	1443	946553225	1	Midwest Pipeline	1 Yes	1/6/2017	1/10/2017	123456789	10
9	1010	1394	884331012	2	APACHE CORPORATION (OPTM)	1 Yes	1/1/2019	1/1/2019	996554433	01
10	948	1301	884331012	2	APACHE CORPORATION (OPTM)	1 Yes	1/1/2018	12/31/2018	996554433	01
11	946	1297	884331012	2	APACHE CORPORATION (OPTM)	1 Yes	1/1/2018	12/1/2018	996554433	01
12	945	1293	884331012	2	APACHE CORPORATION (OPTM)	1 Yes	1/1/2018	1/16/2018	996554433	01

14 1 100 Items per page 1 - 30 of 30 items

*Offer No: 1477 *Bid No: 1060

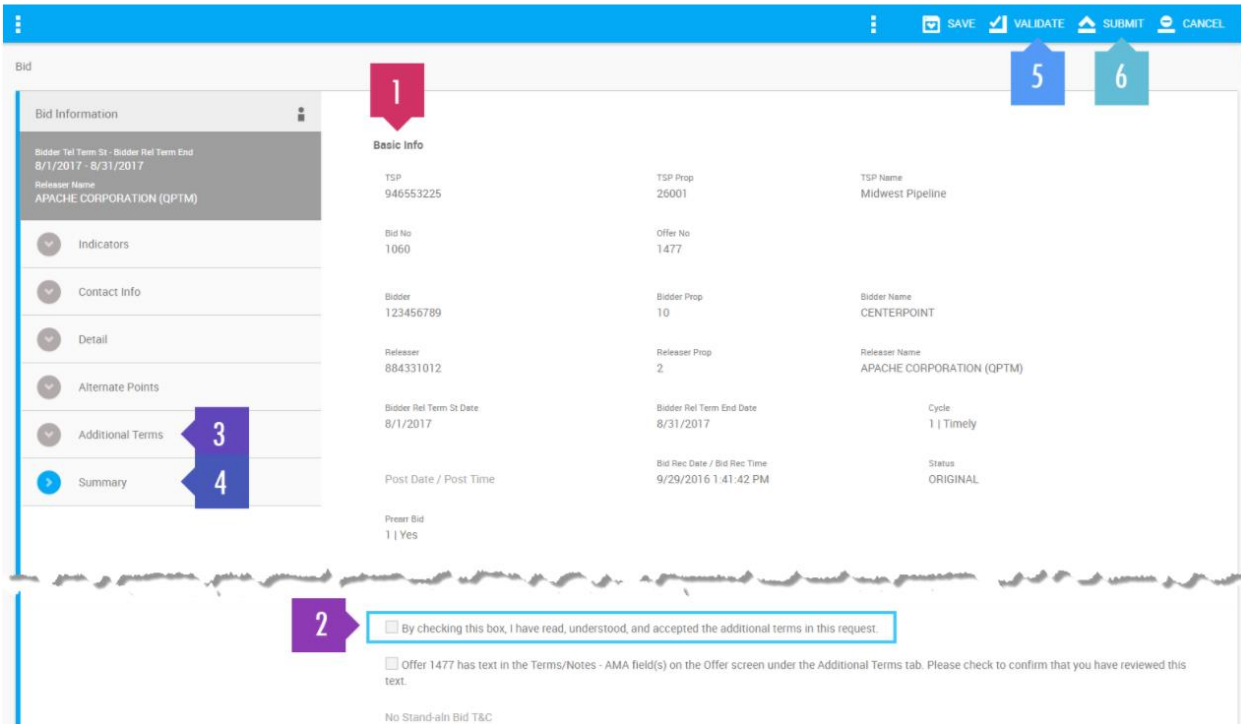
Bidder: 123456789 Bidder Prop: 10 *Bidder Name: CENTERPOINT

Bid Trk ID: _____

3 NEXT

Capacity Release – Placing a Bid

Bidding on an Offer - Summary



Bid Information

Bidder Tel Term St - Bidder Rel Term End
8/1/2017 - 8/31/2017

Releaser Name
APACHE CORPORATION (OPTM)

- Indicators
- Contact Info
- Detail
- Alternate Points
- Additional Terms **3**
- Summary **4**

Basic Info

TSP 946553225	TSP Prop 26001	TSP Name Midwest Pipeline
Bid No 1060	Offer No 1477	
Bidder 123456789	Bidder Prop 10	Bidder Name CENTERPOINT
Releaser 884331012	Releaser Prop 2	Releaser Name APACHE CORPORATION (OPTM)
Bidder Rel Term St Date 8/1/2017	Bidder Rel Term End Date 8/31/2017	Cycle 1 Timely
Post Date / Post Time	Bid Rec Date / Bid Rec Time 9/29/2016 1:41:42 PM	Status ORIGINAL

Preser Bid
1 | Yes

2 By checking this box, I have read, understood, and accepted the additional terms in this request.

Offer 1477 has text in the Terms/Notes - AMA field(s) on the Offer screen under the Additional Terms tab. Please check to confirm that you have reviewed this text.

No Stand-ain Bid T&C

5 SAVE **VALIDATE** **6** SUBMIT CANCEL

- Review the details of the bid in the summary screen.

- Check the Additional Terms Acknowledgement box is checked, if not click on the Additional Terms section on the left and check the Additional Terms Acknowledgement

- Validate and Submit

Password Resets

Resetting your Password

You can reset your own password by going to https://qcctx02.qbsol.com/vpn/index_qbsol.html

1. Click on Forgot Password or Account Locked?



2. Choose Reset Password



QCLOUD Account Assistance

Please select one of the options on the right hand side to either reset your password or unlock your account.

Select the link below if you need to go back to the QCLOUD Citrix logon page.

[Login to QCCTX01.qbsol.com](#)

[Login to QCCTX02.qbsol.com](#)



Reset Password

Reset your forgotten password

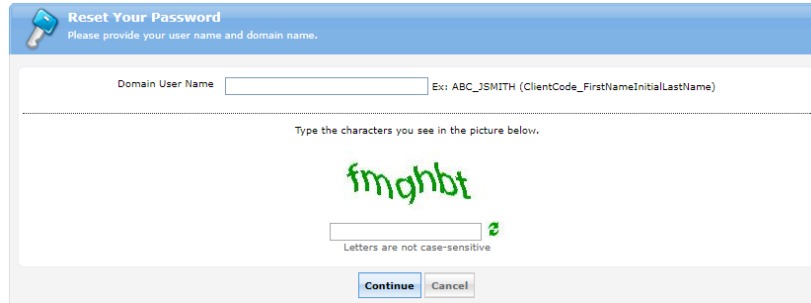


Unlock Account

Unlock your locked out account

Resetting your Password

3. Enter the email you provided for your Alliance account, the character code and click continue.



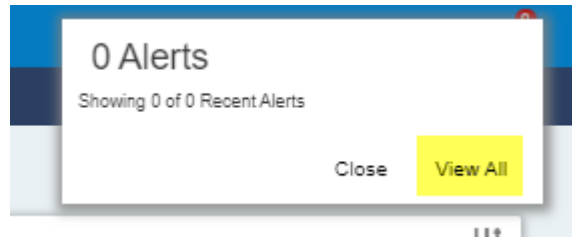
The screenshot shows a web form titled "Reset Your Password" with a blue header bar. Below the header, there is a sub-header "Please provide your user name and domain name." The form contains a "Domain User Name" input field with an example "ABC_JSMITH (ClientCode_FirstNameInitialLastName)" to its right. Below this is a CAPTCHA section with the instruction "Type the characters you see in the picture below." The CAPTCHA image shows the word "fmqhtb" in a green, handwritten font. Below the CAPTCHA is an input field for the characters, a green checkmark icon, and the text "Letters are not case-sensitive". At the bottom of the form are "Continue" and "Cancel" buttons.

4. You will receive an email with a verification code to enter in the password reset page. You will be prompted to change your password at that time.
5. Once you have completed the reset you will be able to log back into the Citrix application. To get into the web application you will need to call the Hotline 403-517-6277 option 1. Please inform us that you are a web user and have reset your password and need us to unlock your account for web.

Error Messages

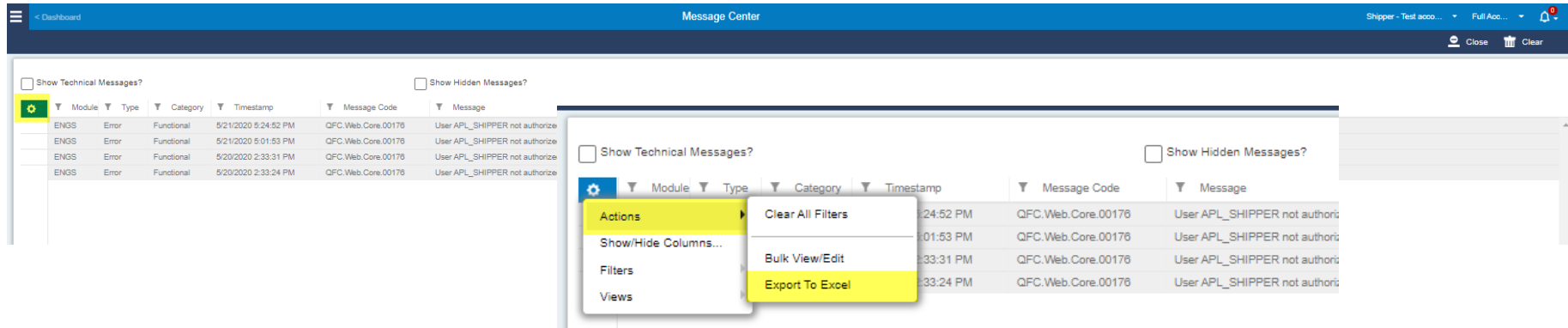
What to do with Errors

If you are getting an error or Alert message click on the Alerts box at the top of the screen and select View All



What to do with Errors

- Click on the cog wheel and select Actions, Export to Excel
- Send the excel file to aplcustomerservice@pembina.com



The screenshot displays the 'Message Center' interface. At the top, there is a navigation bar with 'Dashboard', 'Message Center', and user information. Below the navigation bar, there are two checkboxes: 'Show Technical Messages?' and 'Show Hidden Messages?'. A table of messages is visible, with columns for Module, Type, Category, Timestamp, Message Code, and Message. The table contains four rows of error messages. An 'Actions' menu is open over the table, showing options: 'Actions', 'Show/Hide Columns...', 'Filters', and 'Views'. The 'Actions' sub-menu is also open, showing 'Clear All Filters', 'Bulk View/Edit', and 'Export To Excel' (which is highlighted in yellow).

Module	Type	Category	Timestamp	Message Code	Message
ENGS	Error	Functional	5/21/2020 5:24:52 PM	QFC.Web.Core.00176	User APL_SHIPPER not authorize
ENGS	Error	Functional	5/21/2020 5:01:53 PM	QFC.Web.Core.00176	User APL_SHIPPER not authorize
ENGS	Error	Functional	5/20/2020 2:33:31 PM	QFC.Web.Core.00176	User APL_SHIPPER not authorize
ENGS	Error	Functional	5/20/2020 2:33:24 PM	QFC.Web.Core.00176	User APL_SHIPPER not authorize

Notes



Notes

