

Contents

- What is a Capacity Release? 1
- Capacity Release – Offer 2
- Capacity Release – Bids..... 2
 - Accepting a Capacity Release..... 2
 - Finding a Prearranged Bid..... 4
 - Verify Capacity Release Dates..... 4
 - Verify Capacity Release Contact Information 5
 - Verify Capacity Release Location Details 6
 - Verify Capacity Release Additional Terms 7
 - Review Capacity Release Additional Terms Tab 8
 - Accepting Capacity Release Terms 9
 - Submitting Capacity Release Bid..... 10
 - Withdrawing Your Bid – if required 11
- Capacity Release Widget..... 11
- Capacity Release Awarded..... 12
- Key Points..... 12
- Support Contacts 12

What is a Capacity Release?

- A capacity release is when one party releases some or all of their transport to another party for a specified term.
- TransGas utilizes pre-arranged capacity releases.
 - Pre-arranged means the customer offering the service will only release it to a customer they specify, and it will not be open for bids by other parties.

Capacity Release – Offer

STEP 1

Inform TransGas that you will be releasing some or all of your capacity to another party.

STEP 2

Please notify TransGas of the meter, time frame, quantity and the party you wish to assign the transport to. TransGas will then prepare the assignment form according to your instructions and email the completed form to the appropriate customer. The customer will need to review the form, fill in the return date and send to TransGas Customer Services at custserv@transgas.com.

STEP 3

TransGas will complete the OFFER side of the transaction for the customer and alert the party taking assignment that there is a capacity release ready for them to accept.

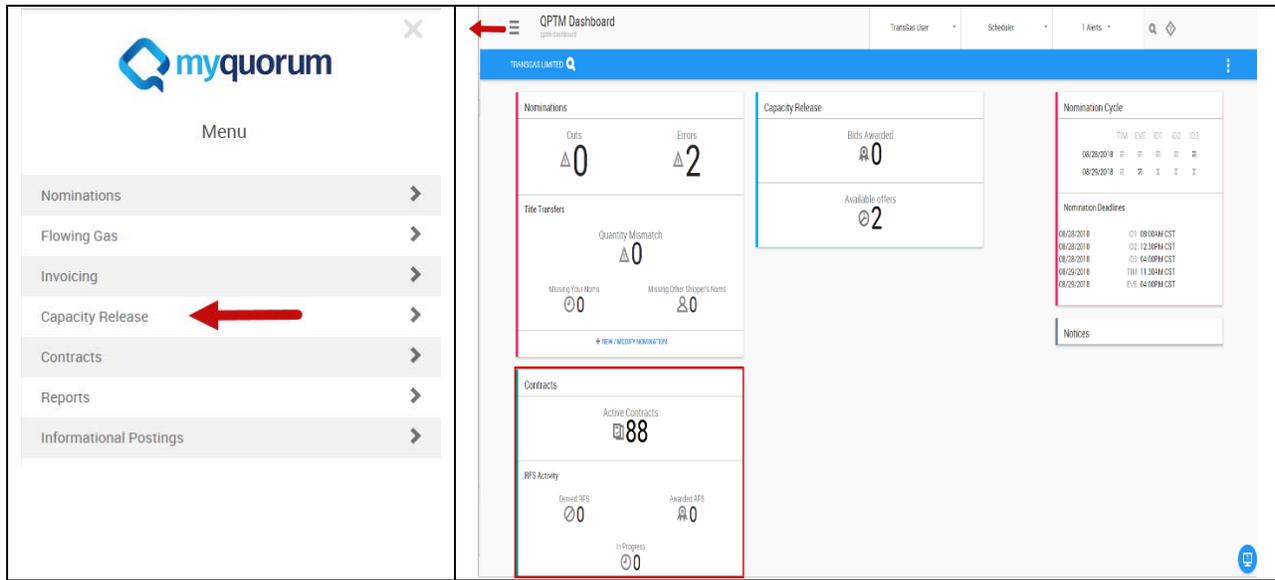
Capacity Release – Bids

Accepting a Capacity Release

Assignee will receive an email stating there is a prearranged bid awaiting their acceptance.

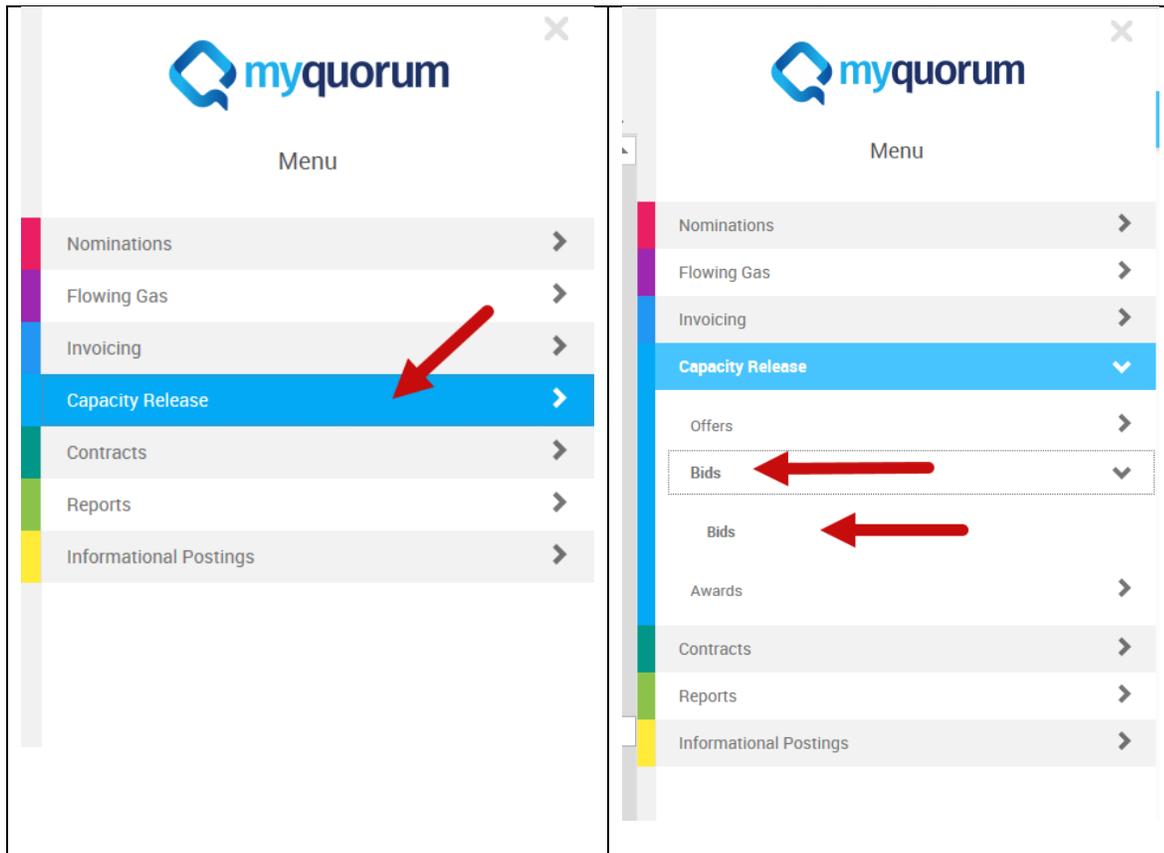
Go to QPTM Dash Board – click on the expandable menu

Choose Capacity Release



Expand Capacity Release Section – you will see three options – Offers – Bids – Awards

Click on 'Bids' – then click on Bids beneath it.



Finding a Prearranged Bid

Verify Capacity Release Dates

STEP 1
This will populate to Find and Submit a Prearranged Bid, or Query an Existing Bid if it is for current day.

This will be prepopulated.

STEP 2
All of the prearranged bids for your business party will appear in this box. Click on the one you want to accept.

Bid Trk ID	Bid No	Offer No	Releaser	Releaser Prop	Releaser Name	Prearr Bid
1	135	205	123 CORP	35	123 CORPORATION	1 Yes

STEP 3
After you select the Bid you want to accept, your company data (as the bidder) will appear in the bottom box. Verify that it is correct, then click **NEXT** to continue.

Offer No	Bid No
205	135

Bidder	Bidder Prop	Bidder Name
-XNR GAS	25	XNR GAS CORPORATION

Bid Trk ID

[NEXT](#)

Bid Information

Bidder Tel Term St - Bidder Rel Term End
3/11/2016 - 3/12/2016

Releaser Name
123 CORPORATION

- Indicators
- Contact Info
- Detail
- Alternate Points
- Additional Terms
- Summary

Basic Info

TSP	TSP Prop	TSP Name
TGAS	100	TransGas Limited
Bid No	Offer No	
135	205	

Bidder	Bidder Prop	Bidder Name
XNR GAS	25	XNR GAS CORPORATION
Releaser	Releaser Prop	Releaser Name
123 CORP	35	123 CORPORATION
Bidder Rel Term St Date	Bidder Rel Term End Date	Cycle
3/11/2016	3/12/2016	1 TIMELY

Post Date / Post Time: 3/8/2016 11:40:41 AM Status: ORIGINAL

Prearr Bid: 1 | Yes

Bid Trk ID: **STEP 4**

Indicators: Verify that the Releasing party, the Bidding party as well as the Dates of the capacity release are correct.

SICR Ind: NO

Repl SR Role Ind: ASSET MANAGEMENT ARRANGEMENT

IBR Ind: No

NOTE
The bidder will be taken to the Summary page. This displays the details of the capacity release. Here the customer must verify the details of the bid.

Verify Capacity Release Contact Information

Mkt Based Rate Ind
NO

Bidder Less Qty Desc
NO

AMS
NONE

Stand-ain Bid Desc
Yes

Assoc K:
Bidder Conting Desc
NO

Contact Info

Bidder Contact
SHELDON COOPER

Bidder Phone
(403) 555-7777 Bidder Fax

Bidder E-mail
TGLCUSTSERVQPTM@TRANSGAS.COM

Rtn Addr
XNR GAS Rtn Addr Prop
25

Rtn Name
XNR GAS CORPORATION

Rtn Addr Contact
SHELDON COOPER

Rtn Addr Phone
(403) 555-7777 Rtn Addr Fax

Rtn Addr E-mail
TGLCUSTSERVQPTM@TRANSGAS.COM

STEP 5
Verify that the contact information for your company is correct.

Verify Capacity Release Location Details

Detail

	Loc (Rec)	Loc Name (Rec)	Loc Purp (Rec)	Loc Purp Desc (Rec)	Loc (Del)
1					70
2	7777	TEP - TGL Energy P...	MQ	DELIVERY LOCATION	

Detail

	Loc (Del)	Loc Name (Del)	Loc Purp (Del)	Loc Purp Desc (Del)	Route
1	70	XNR GAS1	MQ	DELIVERY LOCATION	
2					

Detail

	Bid Qty - Loc	Bid Min Qty - Loc	Min Vol Pct	Min Vol Qty	Meas Basis Desc
1	15,000				GJ
2	15,000				GJ

STEP 6
Verify that the details are correct including the receipt and delivery locations as well as the quantity.

Verify Capacity Release Additional Terms

The screenshot shows a software interface for 'Additional Terms'. It has two main sections: 'Contract Text' and 'Preapproved Text'. The 'Contract Text' section is currently empty. The 'Preapproved Text' section contains two items, with the first one partially visible. At the bottom of the interface, there is an unchecked checkbox with the text: 'By checking this box, I have read, understood, and accepted the additional terms in this request.' A red arrow points to this checkbox.

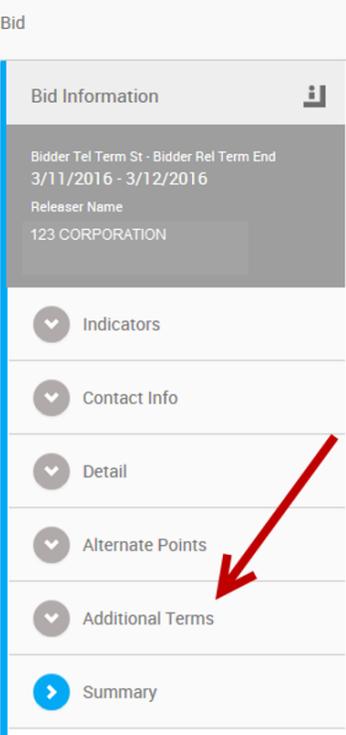
STEP 7

In the **Additional Terms** section of the summary, the additional conditions associated with this transport prepopulate here.

Depending on the meter, these may include both **Preapproved Text** as well as **Contract specific Text**.

The check box under this will be **UNCHECKED**. The bidder must return to the **Additional Terms** tab in order to accept these terms.

Review Capacity Release Additional Terms Tab



The screenshot shows a mobile application interface for a 'Bid'. At the top, the word 'Bid' is displayed. Below it is a 'Bid Information' section with a share icon. The information includes 'Bidder Tel Term St - Bidder Rel Term End' with dates '3/11/2016 - 3/12/2016' and 'Releaser Name' as '123 CORPORATION'. A list of tabs follows: 'Indicators', 'Contact Info', 'Detail', 'Alternate Points', 'Additional Terms', and 'Summary'. A red arrow points to the 'Additional Terms' tab.

STEP 8
Click on the Additional Terms tab to verify the additional terms associated with this capacity release.

Accepting Capacity Release Terms

STEP 9
Verify that you agree to the additional terms of the capacity release, both Preapproved Text as well as any Contract Text.

Click the box under the Preapproved Text box so that a appears here.

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

No Standard Bid T&C

STEP 9 Continued
By checking this box, the bidder is agreeing to the terms of this contract and is bound by the tariff.

Then click **NEXT** to continue. This will return you to the summary page.

BACK NEXT

Submitting Capacity Release Bid

STEP 10
Once you are back on the Summary page and have verified all the terms of the capacity release, click **SUBMIT** to accept the capacity release.

Withdrawing Your Bid – if required

The screenshot shows a web interface for bid management. At the top right, there are two buttons: 'WITHDRAW' and 'CANCEL'. A red arrow points to the 'WITHDRAW' button. On the left side, there is a sidebar with 'Bid Information' and 'Withdrawal' options. The main area displays 'Basic Info' for a bid with the following details:

TSP	TGAS	TSP Prop	100	TSP Name	TransGas Limited
Bid No	135	Offer No	205		
Bidder	XNR GAS	Bidder Prop	25	Bidder Name	XNR GAS CORPORATION
Releaser	123 COPR	Releaser Prop	35	Releaser Name	123 CORPORATION
Bidder Rel Term St Date	3/11/2016	Bidder Rel Term End Date	3/12/2016	Cycle	1 TIMELY
Post Date / Post Time	3/9/2016 7:45:02 AM	Bid Rec Date / Bid Rec Time	3/9/2016 7:45:02 AM	Status	ORIGINAL

STEP 11 – If Required
 Once your bid is submitted, TransGas must verify the bid and award it before it can be used by the bidding party. The bidder has the ability to **WITHDRAW** their request before they accept it.

Capacity Release Widget

The screenshot shows a 'Capacity Release' widget with two sections. The top section is 'Bids Awarded' with a ribbon icon and the number '2'. A red arrow points to the number '2'. The bottom section is 'Available offers' with a clock icon and the number '8'.

STEP 12
 Using the Capacity Release widget, click on the **Bids Awarded** to see that TransGas has awarded your capacity release.

Capacity Release Awarded

STEP 13
Using your BID# from your submission screen, you can see once your RFS has been Awarded.

Awarded Bids

Bid No	Offer No	Rel Name	Cap Awd Date / Time	Repl K	TOS	Bidder Name
135	205	123 CORPORATION	3/21/2016 7:03:10 AM	16001	D11.0	XNR GAS CORPORATION
135	205	123 CORPORATION	3/21/2016 7:03:10 AM	16001	D11.0	XNR GAS CORPORATION

NOTE
You can now nominate on this contract. You can run your new Contract Brief to find your new contact number or view it in Active Contracts.

Key Points

Prearranged Offers and Bids

TGL does not offer customers the ability to submit offers and bids, therefore, all will be prearranged

Offer

TransGas will create this side of the transaction

Bid

Assignee must accept Bid

Capacity Releases Cannot be done retroactively

Support Contacts

Customer Service Administrators

- Email: Transport@transgas.com (nominations , invoices, allocations)
- Email: tglcontracting@transgas.com (contracts)
- Phone: 306-777-9900