

**PROCEDURE:**

It is essential that MIPL(C)L receive accurate Nominations in order to optimize the pipeline system. MIPL(C)L needs to ensure that pipeline Capacity is available on the Days that Service is requested. This cannot be completed in the most efficient manner if Customers do not nominate accurately and can put Firm Customer commitments at risk when the Nomination for Capacity is not reflected in the actual daily activity.

Customer is required to place Nominations with MIPL(C)L to commence or alter any daily movements of Energy by the following procedures.

Nominations are to be submitted through the electronic web application on the Secure Zone.

Access to the Secure Zone will be made available upon submission of a completed TransGas Electronic Access Application form and selection of the applicable role(s).

In the event, the access to the Secure Zone is unavailable, Nominations can be submitted by facsimile until the web site becomes available.

Customer must place a Nomination with MIPL(C)L specifying the amount of Gas, in GJs, to be made available at the meter indicated on the Nomination at or before the deadlines as outlined in the DEADLINES section below. All Intra and Next Day changes will be accepted and confirmed with Interconnecting Pipelines on the current day. If the amount nominated is not confirmed the lowest nominated amount will flow. All times in this Nomination Procedure are stated as Central Clock Time (CCT).

All Nominations are to be submitted by contract and then meter including upstream and downstream mnemonics when applicable within each Business Party's Class of Service.

Customer must ensure that, where applicable, Nominations are also placed with Customer's producer, marketer, and any upstream or downstream pipeline.

Nominations will be available to view on the electronic web application on the Secure Zone, for current Month and one Month prior.

- Nominations must indicate a start date and time and an end date; the end time will always be 09:00 hours CCT. **If the Nomination is an Intra Day, the Customer will need to place a new Nomination for 9:00 the Next Day or the Nomination will default to the Previous Day's Nomination or zero.** The end date for MIPL(C)L Nomination can be no later than 6 Months from the current date.
- For Nominations that are sent by facsimile and do not specify an end date, the default date will be the 1<sup>st</sup> of the following Month at 09:00 hours CCT.

- Intra-Day Nominations will always end at 09:00 hours CCT on the following Day.

**NOTICE OF NOMINATIONS NOT SCHEDULED DUE TO SYSTEM CONSTRAINTS OR NON-COMPLIANCE TO POLICY**

Confirmation and scheduled status are implicit unless notified otherwise. If Nominations are not scheduled by MIPL(C)L due to Capacity constraints or non-compliance with MIPL(C)L policy, business parties will be notified through the web application or other means. In Capacity constrained areas, Nominations may not be scheduled and Nominations will be pro-rated or cut, subject to provisions in the Tariff, and Customer will be contacted for potential next steps.

**DEFINITIONS OF TRANSPORTATION NOMINATION STATUS ON THE WEB NOMINATIONS APPLICATION IN THE SECURE ZONE**

Once a Nomination has been submitted (i.e. its status is *SENT*, *ACCEPTED*, or *LATE*), it cannot be altered. To change the dates or quantities on a submitted Nomination, a new Nomination must be created which will override the existing one. The customer may only delete Nominations with status of *NEW*, *PENDING*, or *REJECTED*. **Only Nominations with a status of *ACCEPTED* will be scheduled, unless notified otherwise.**

See definitions below for further detail:

- *NEW* – A Nomination that has just been created by the **New** or **Copy** function, or has just been edited, but has not been saved to the database.
- *ERROR* – A Nomination failed the validations during the **Save All**, **Submit** or **Submit All** functions and has not been saved to the database. If error messages exist, the field background will be set to RED.
- *PENDING* – A Nomination that has been saved to the database using the **Save All** function, but has not been submitted to MIPL(C)L for authorization. If error messages exist, the field background will be set to RED.
- *SENT* - A Nomination has been submitted to MIPL(C)L using the **Submit** or **Submit All** function but has not been validated by MIPL(C)L. The **Retrieve** function must be used to display the updated status of *ACCEPTED OR REJECTED*.
- *ACCEPTED* – A Nomination that has been successfully submitted and validated by MIPL(C)L. This Nomination will be processed and scheduled, unless notified otherwise, or unless another Nomination overrides it. If warning messages exists, the background will be set to Red. ***ACCEPTED* status does not indicate that the Nomination is confirmed and scheduled.**

**Note: Error messages can be viewed by clicking on the Messages button.**

- *LATE* – the Nomination has been submitted after the deadline and will be processed at the discretion of MIPL(C)L s (see the Late Nominations section for further details).
- *REJECTED* – the Nomination has been submitted but did not pass validations and was rejected by MIPL(C)L. If error messages exist, the field background will be set to RED.
- *DECLINED* – A late Nomination has been declined by MIPL(C)L. The background of the Status field should be RED. Declined Nominations can be edited and deleted, similar to *REJECTED* Nominations.

**LATE NOMINATIONS:**

A transportation Nomination is considered late if the *Beginning Date* is today (intraday) or tomorrow at 09:00 hours CCT, and the appropriate deadline (based on the *Beginning Time*) has been missed. For other deadlines, the Nomination is set to *REJECTED*. If a late Nomination is required for a Customer (e.g. to correct a discrepancy between Pipelines), Customer must get approval from MIPL(C)L and the late Nomination will need to be entered or status changed by MIPL(C)L.

**DEADLINES:**

**MIPL(C)L reserves the right to change these deadlines without prior notice to conform to deadline changes by interconnecting pipelines.**

<b>Nomination Window</b>	<b>Nomination Deadline</b> Winter (First Sunday in November to Second Sunday in March)	<b>Nomination Deadline</b> Summer (Second Sunday in March to First Sunday in November)	<b>Effective Nomination Time</b>
Timely	11:00 hours CCT, Day before the Gas Day	10:00 hours CCT, Day before Gas Day	09:00 hours CCT, Next Gas Day
Evening	17:00 hours CCT (5:00), Day before the Gas Day	16:00 hours CCT (4:00), Day before Gas Day	09:00 hours CCT, Next Gas Day
Intra-day 1	09:00 hours CCT, Gas Day	08:00 hours CCT, Gas Day	17:00 hours CCT, Gas Day
Intra-day 2	16:00 hours CCT (4:00), Gas Day	15:00 hours CCT (3:00), Gas Day	21:00 hours CCT, Gas Day

**Note: All times are in Central Clock Time.**

All required Nominations must be addressed to:

**Customer Service Administrators**  
**Transport Management**  
**Customer Services**

**General Inquiry Line: (306) 777-9900**  
**Fax: (306) 789-6224**  
**On-Call Cell: (306) 537-0926**  
**Email: CustServ@TransGas.com**

Support for the web application will be available during normal business hours by calling the General Inquiry line. Weekend and holiday support will be available by calling the On-Call Cell during the hours of 9:00 a.m. to 9:00 p.m. CST in the Winter period and 8:00 a.m. to 8:00 p.m. CST in the Summer period.