QuestLine

QuickStarts

Dominion Energy Questar Pipeline Support

Contacts	Functional Area	Phone
David Reeder	Contract Services	801-324-5604
Abbey Petersen	Contract Services	801-324-2041
Marina Rodriquez	Contract Services	801-324-5280
Heather Hunter	Contract Services	801-324-5340
Chad Campbell	Nominations/Scheduling	801-324-5985
James Bonnett	Nominations/Scheduling	801-324-5318
Lori Creer	Engineering & Gas Control	801-324-5349
Lindsay Green	Accounting	801-324-5149

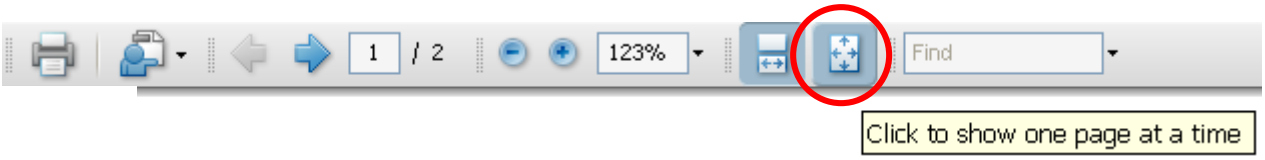
333 South State Street ♦ P.O. Box 45360
Salt Lake City, UT 84145-0360
www.questarpipeline.com

QUICKSTART

PDF Viewer Tip

Note

To view full screen in the PDF viewer, click on this toolbar icon.



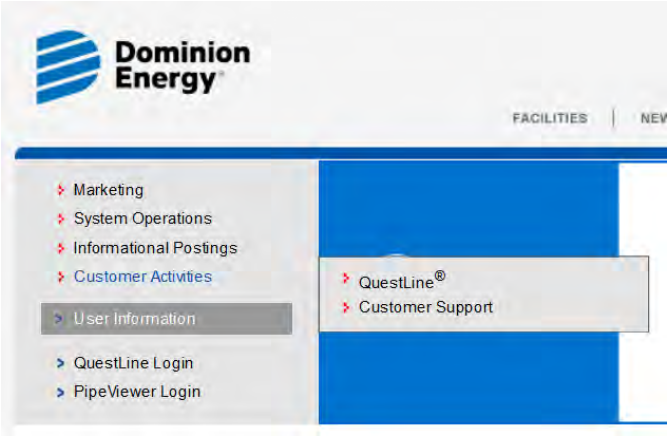
To change the default magnification for the PDF viewer:

1. **Choose Edit > Preferences.**
2. **Under Categories, select Page Display.**
3. **Open the Zoom pop-up menu and choose a default magnification level.**
4. **Click Ok.**

QUICKSTART

How to Log On to QuestLine

1. **Access Dominion Energy Questar Pipeline's website. Hover cursor over *Customer Activities.* Choices are:**
   - **QuestLine**
     - **Access the new system login window**
   - **Customer Support**
     - **Access contact information and other online assistance**

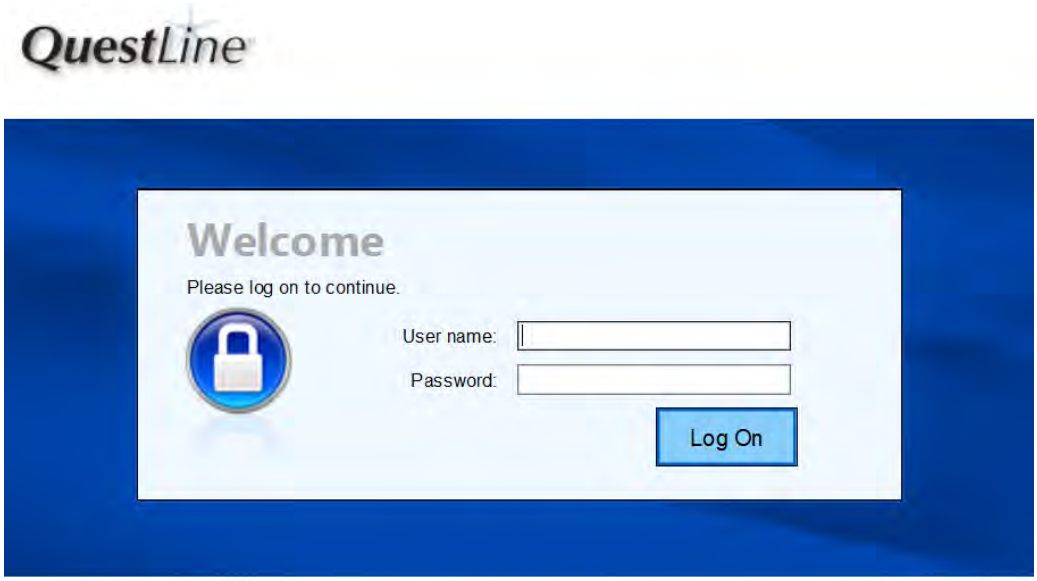


Note

You can also access QuestLine directly through this URL: https://nac.questar.com/Citrix/XenApp/auth/login.aspx

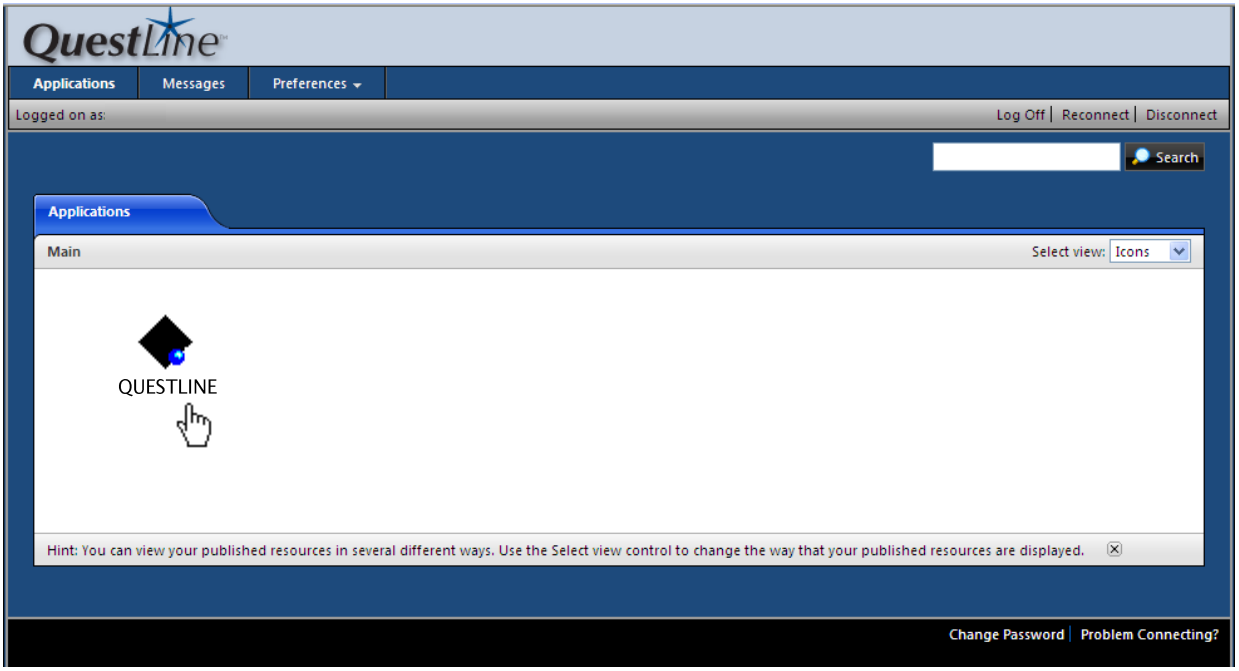
2. **Select QuestLine**

3. **When the Citrix screen appears, log on with your User name (not case-sensitive) and Password (case sensitive).**

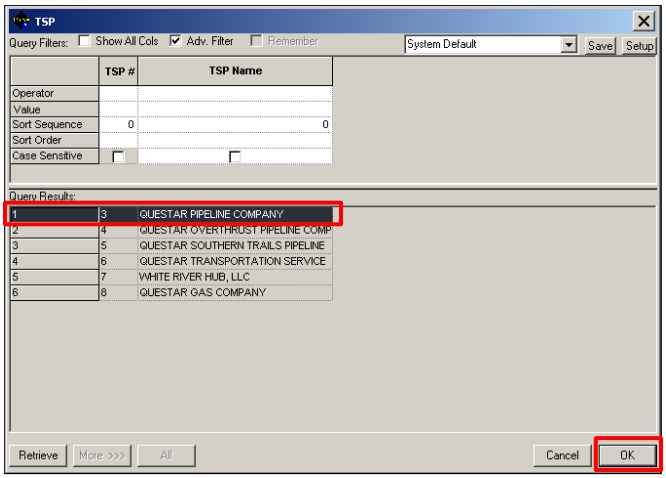


How to Log On to QuestLine

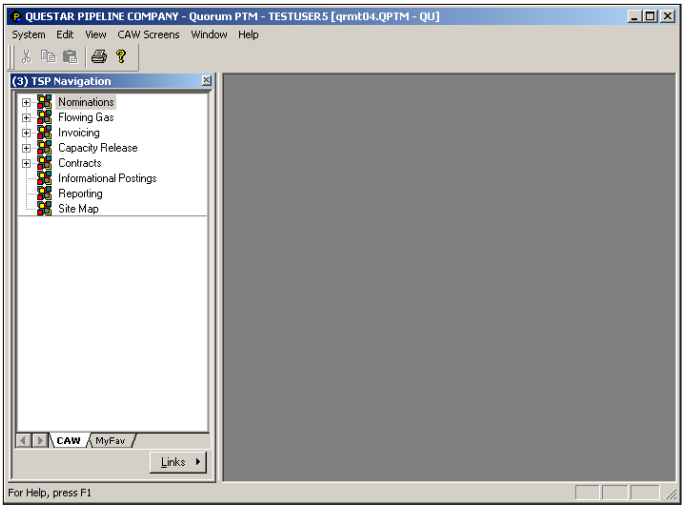
4 **Single click on the icon in the Applications area to open QuestLine.**



5 **Double click the TSP (Transportation Service Provider) that you want to work with. Or highlight the desired TSP and click the *OK* button.**



The application screen appears.



QUICKSTART

PDF Viewer Tip

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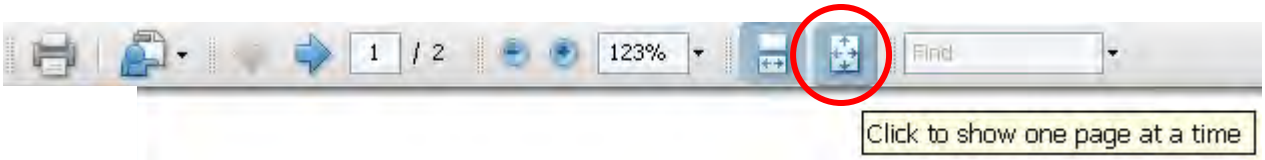


To change the default magnification for the PDF viewer:

1. **Choose Edit > Preferences.**
2. **Under Categories, select Page Display.**
3. **Open the Zoom pop-up menu and choose a default magnification level.**
4. **Click Ok.**

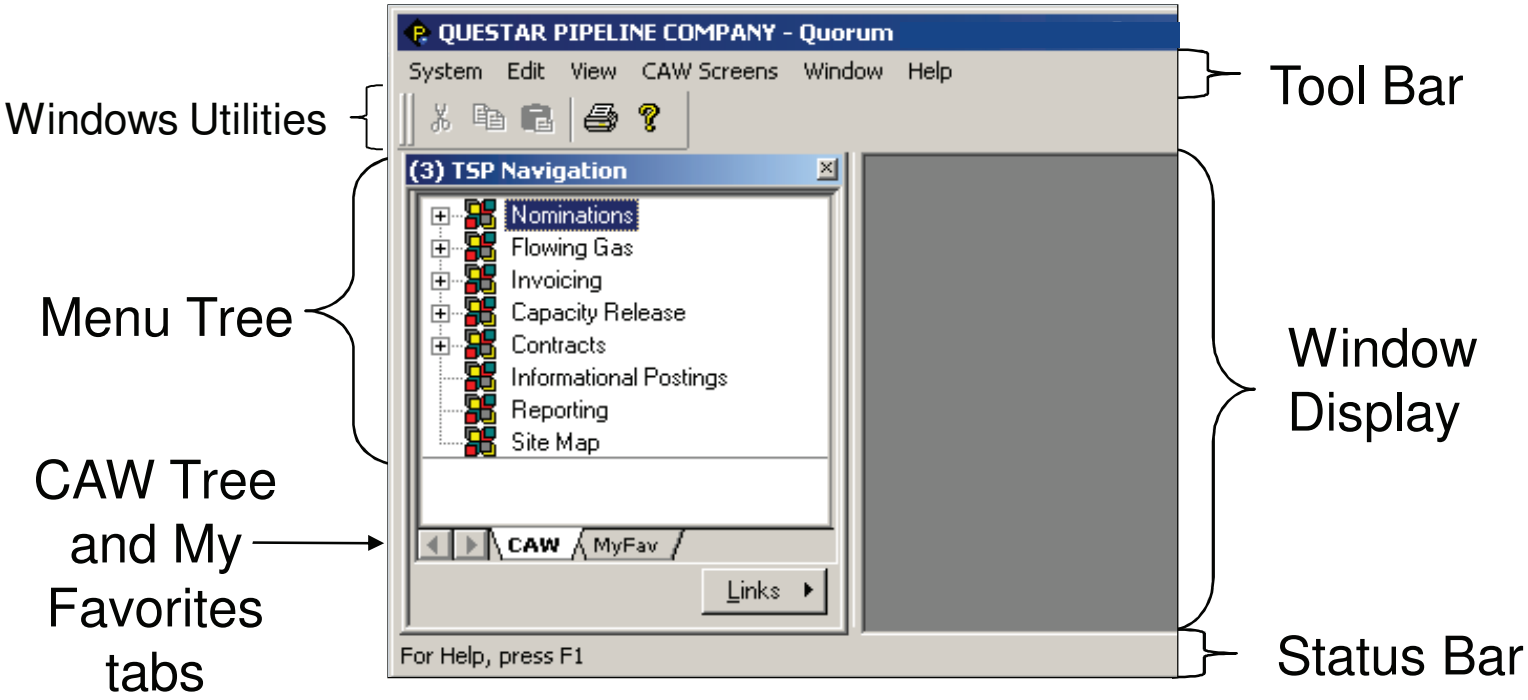
QUICKSTART

Application Basics

QuestLine

How to Use Menu Items

Screen Layout

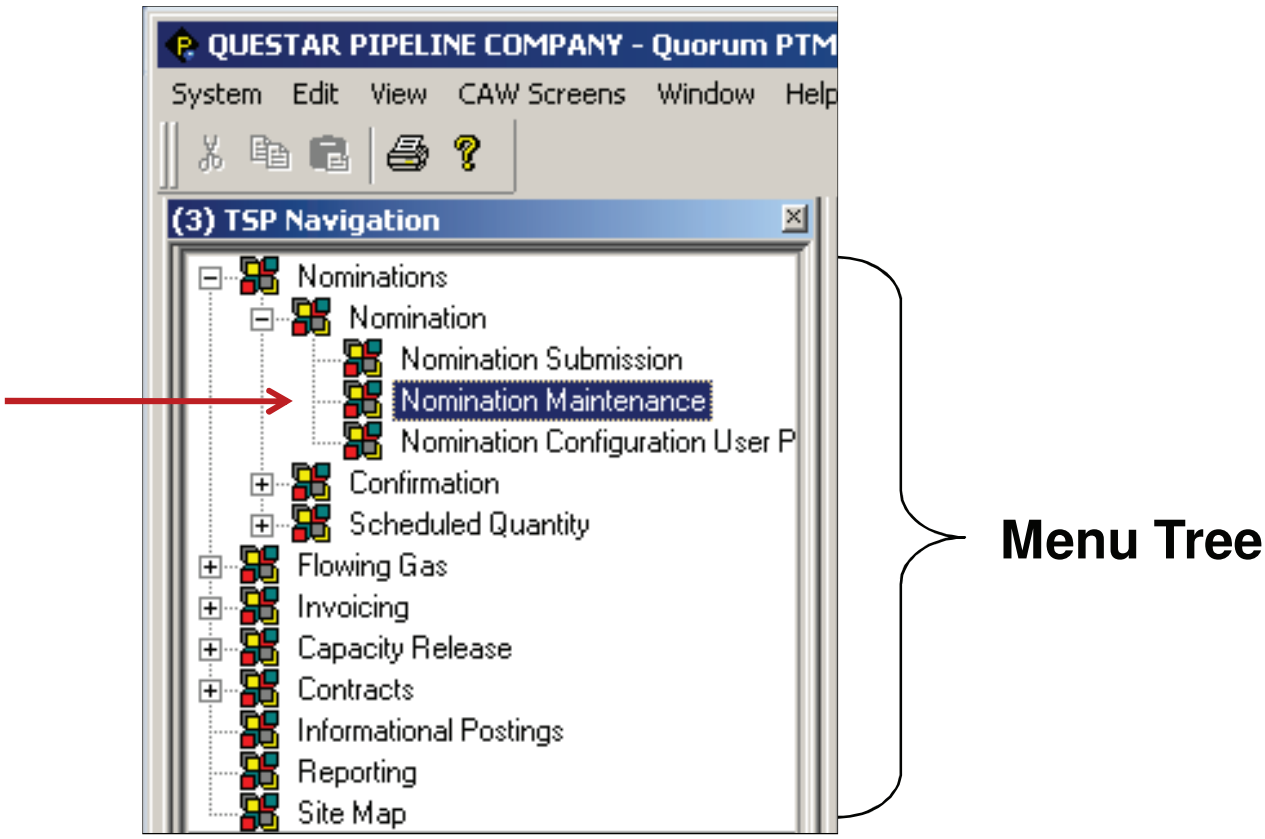


How to Use Menu Items

MENU TREE

1. To expand the *Nominations* submenu, click the plus sign (+) next to the *Nominations* menu option.

2. Double-click *Nomination Maintenance* submenu option.

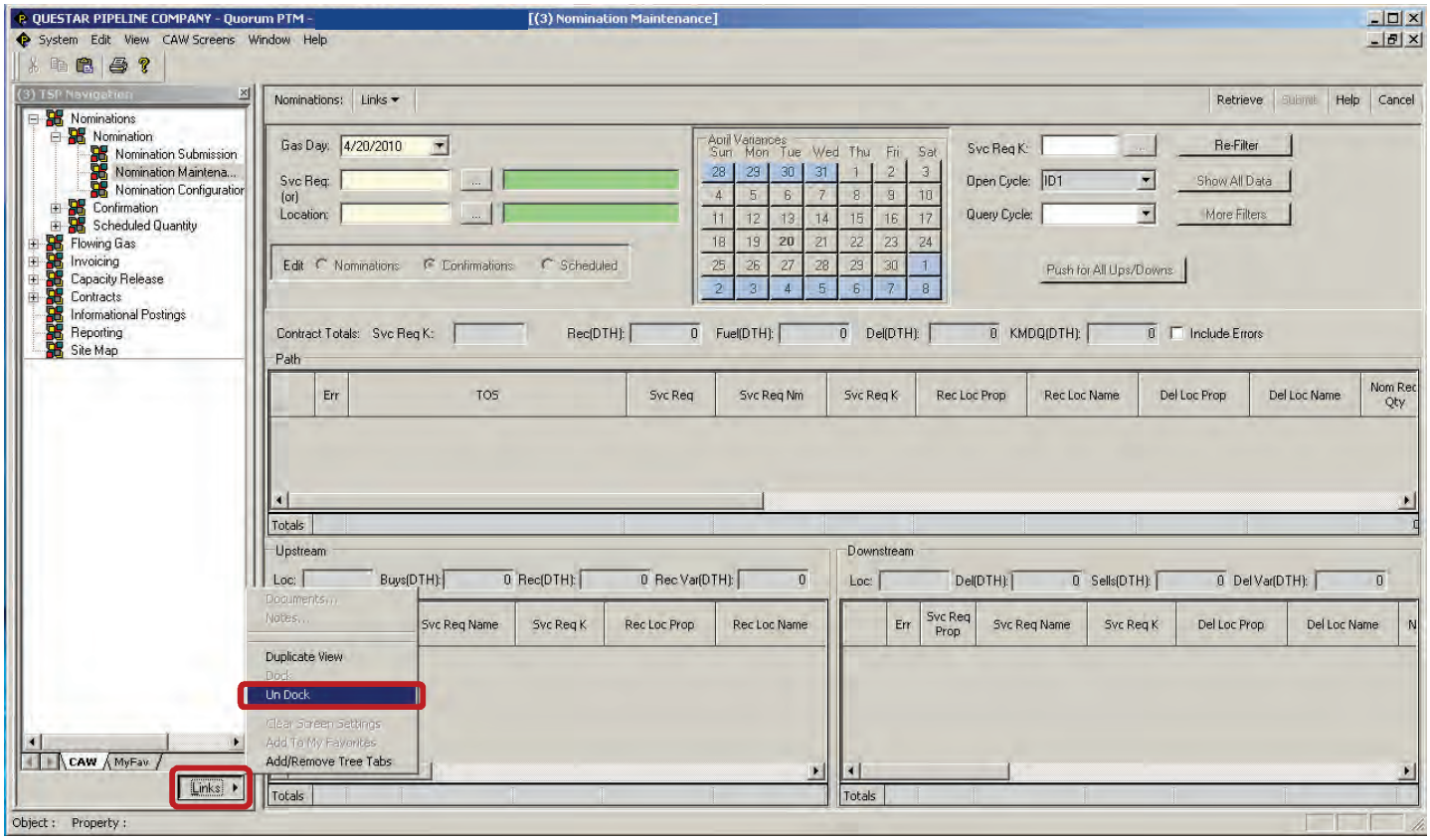


How to Use Menu Items

MENU TREE (CONTINUED)

3 **The *Nomination Maintenance* screen opens.**

To minimize the *Menu Tree*, click the *Links* button and select Un Dock.

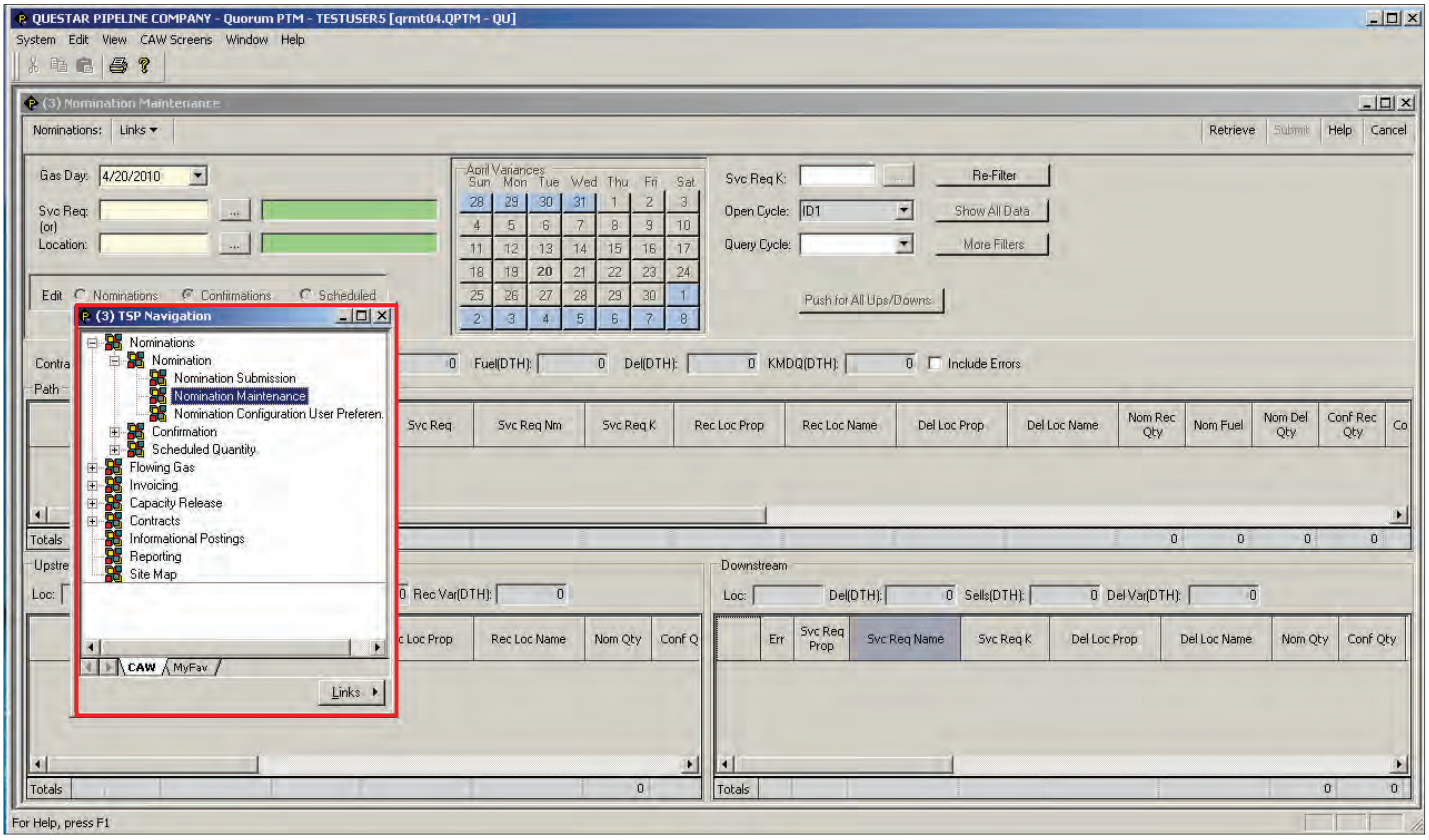


How to Use Menu Items

MENU TREE (CONTINUED)

4 **The *Menu Tree* will then *UnDock* from the left side of the main window.**

To minimize the *Menu Tree,* click the Minimize button.

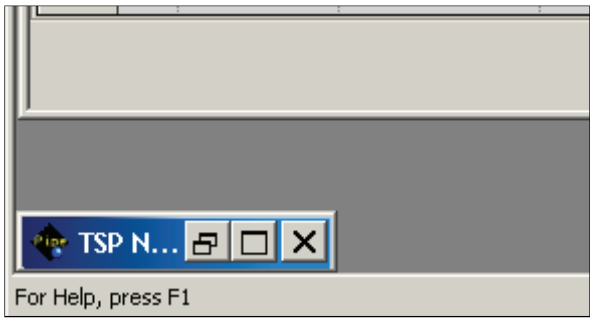


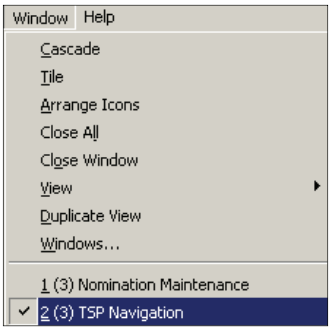
QuestLine

How to Use Menu Items

MENU TREE (CONTINUED)

5 **If the main window is maximized, the *Menu Tree Header* can be seen towards the bottom of the main window.**





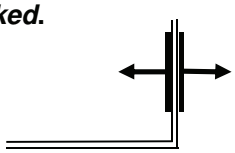
Note — **If the *Menu Tree Header* is hidden from view, select TSP Navigation from the Window menu to place it on top.**

A **To restore the Tree to its undocked state, expand it by selecting the Restore Up button.**

B **Select Dock from the Links menu to replace the Tree in the left frame.**

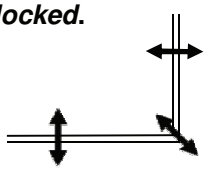
6 **Instead of minimizing the *Menu Tree,* another option is to minimize the width. Hover over the right edge of the Menu Tree frame until the mouse pointer changes.**

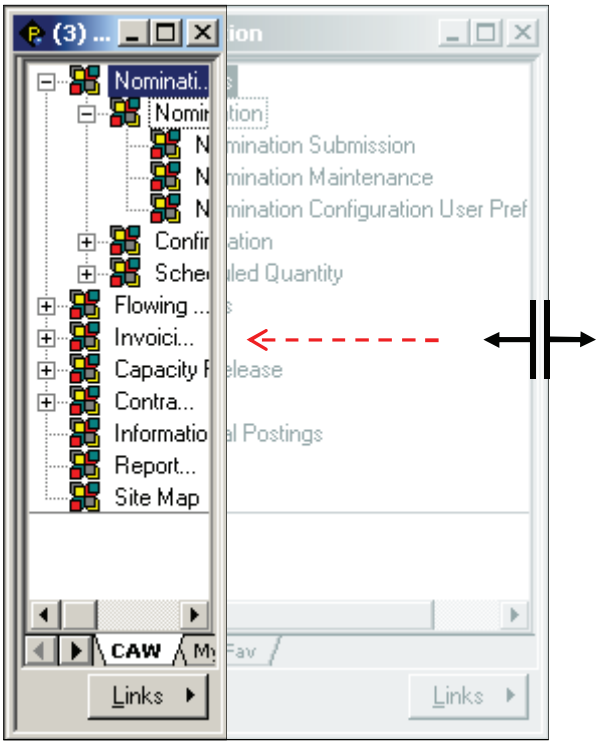
Note — **This is the mouse pointer when the Menu Tree is *docked*.**



Hold down the mouse button and drag the right edge of the *Menu Tree* frame with the arrowed pointer to either minimize or maximize the width.

Note — **This is the mouse pointer when the Menu Tree is *undocked*.**





How to Use Menu Items

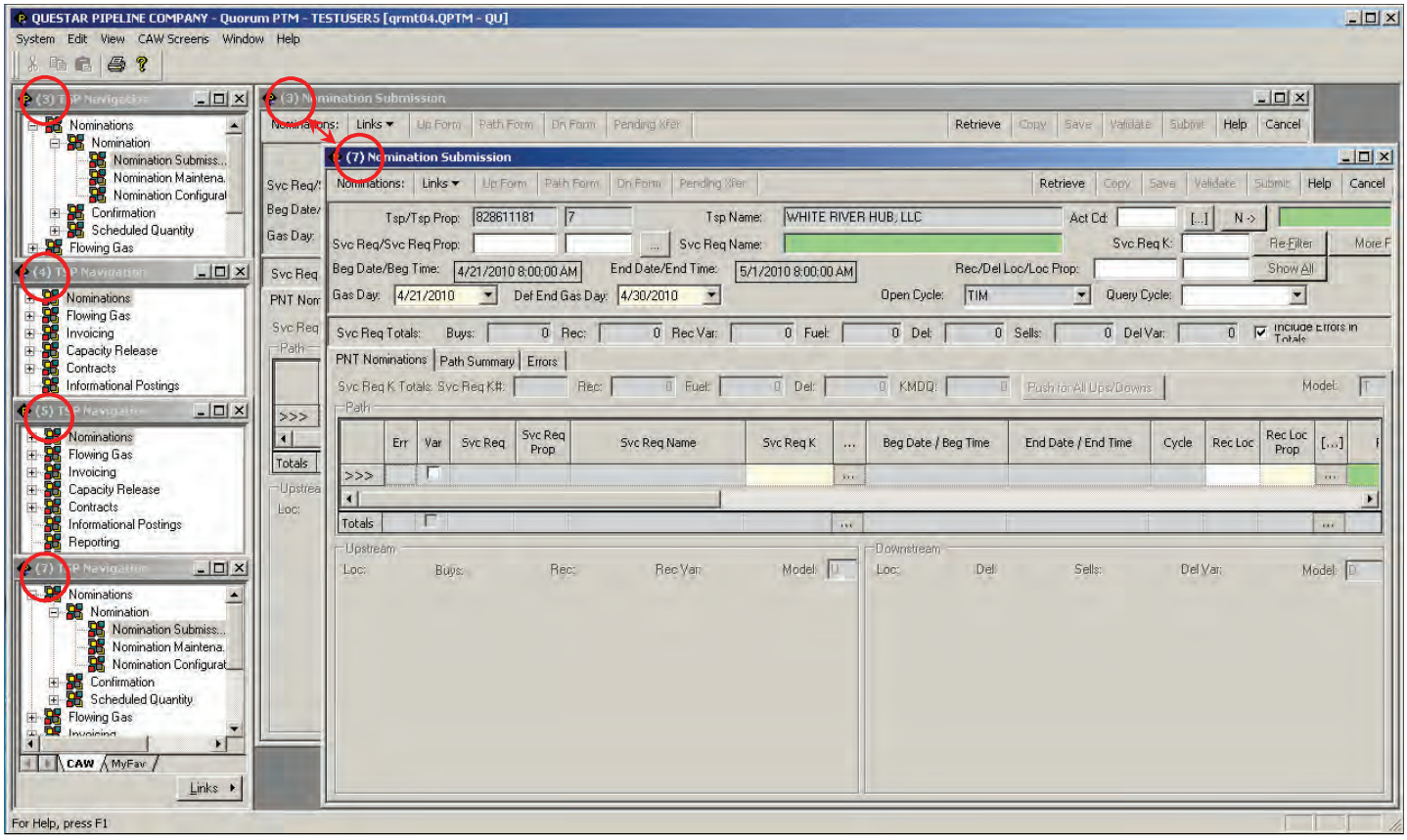
MENU TREE (CONTINUED)

7 **If you frequently open and work in multiple pipelines (Menu: System > Open TSP), you may want to use the docking and frame sizing functions described in steps 3 through 6 to stack the *Menu Trees* for each pipeline as shown.**

Important

The number in parentheses in each window's title bar indicates the corresponding pipeline company number. Be sure you are in the appropriate window before submitting a transaction for the desired pipeline. For example, in the illustration below a Nominations Submission window is open for Questar Pipeline (3) and for White River Hub, LLC (7).

(3) = QUESTAR PIPELINE
(4) = QUESTAR OVERTHRUST PIPELINE COMP
(5) = QUESTAR SOUTHERN TRAILS PIPELINE
(6) = QUESTAR TRANSPORTATION SERVICE
(7) = WHITE RIVER HUB, LLC
(8) = QUESTAR GAS COMPANY



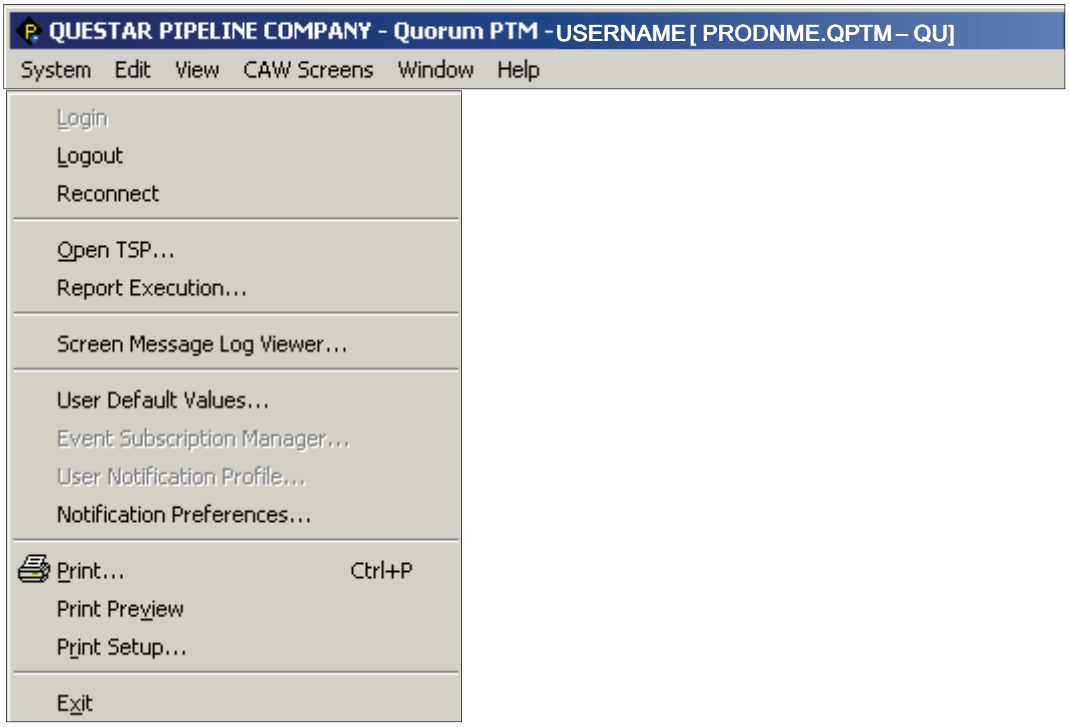
QuestLine

How to Use Menu Items

System Menu

Click the *System* tool bar menu option to see all the system-related screens.

Some of the options from the system menu are logging out, reconnecting, opening additional TSP menu trees, running report execution, setting up notification preferences, etc.

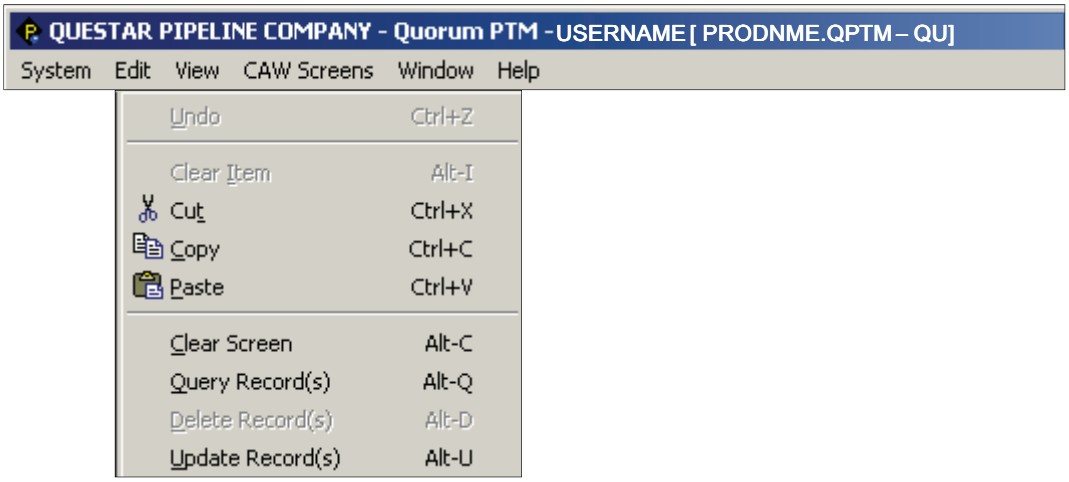


How to Use Menu Items

EDIT MENU

Click the *Edit* tool bar menu option to display the edit options.

The edit menu displays all of the options that can be performed on a record or on a field. The edit options can affect an entire set of data in the screen or individual fields. Options that affect an entire set of data in the screen include the retrieve records, delete records, and update records. Entire set of data refers to everything contained within a screen. For instance, if the *delete records* option is chosen from the edit menu, all of the records contained within the screen will be deleted. Options that affect individual fields only are cut, copy, and paste.

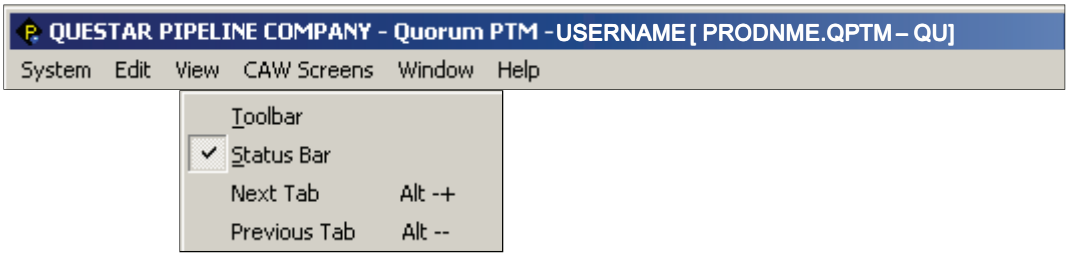


How to Use Menu Items

VIEW MENU

Click the *View* tool bar menu option to display the view options.

The view menu option allows the display to be configured within the application, including whether or not the tool bar and status bar are displayed.

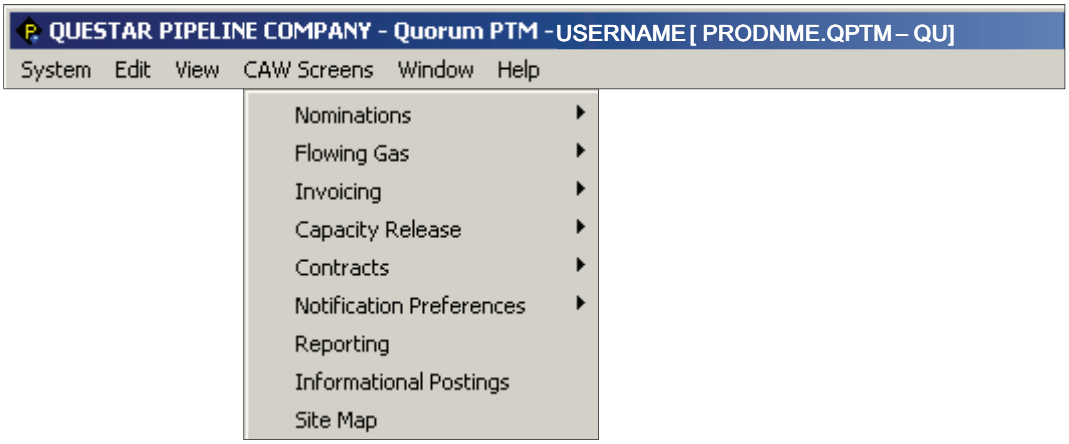


How to Use Menu Items

SCREENS MENU

Click the *CAW Screens* tool bar menu option to display a list of screens contained in the application.

The *CAW Screens* menu displays all of the screens that are in the *Menu Tree*. To navigate the system, use the *CAW Screens* menu option versus using the *Menu Tree*.



Note

For internal users, a *Screens* menu is displayed instead of *CAW Screens*.

How to Use Menu Items

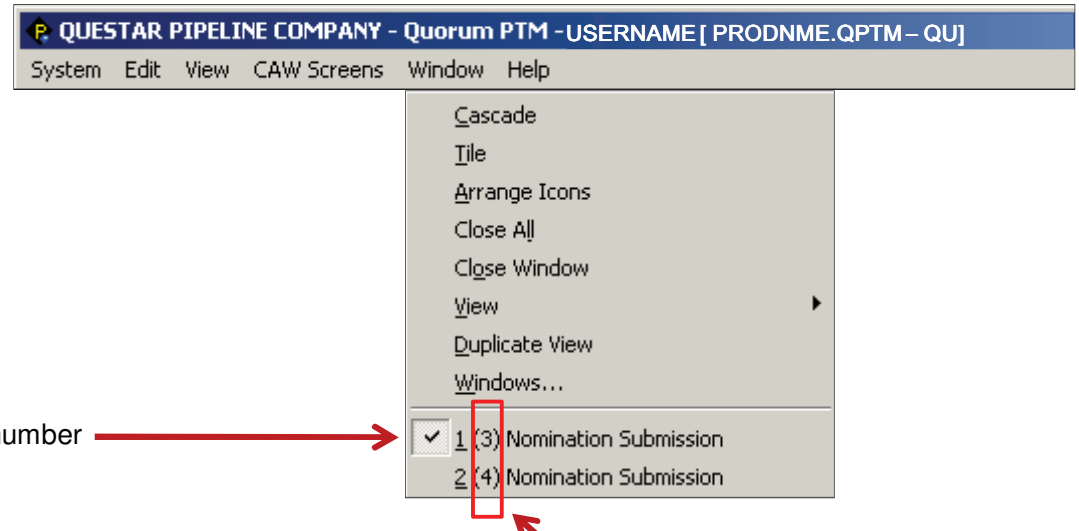
WINDOW MENU

Click the *Window* tool bar menu option to display the window options.

The Window menu allows users to manipulate the way the screens are displayed in the application. It also lists all of the screens that are open and can be used to navigate to open screens.

Note

The checked box indicates that the *Nomination Submission scr*een is open. If more than one screen is open and they have the same name, the number in parentheses indicates the pipeline (see Menu Tree, step 7 above).



Pipeline number

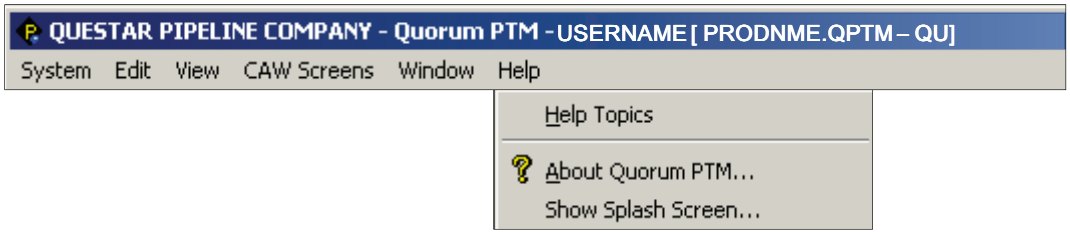
Pipeline number

How to Use Menu Items

HELP MENU

Click the *Help* tool bar menu option to display the help options.

The help menu allows the user to access all of the help documents from one location.

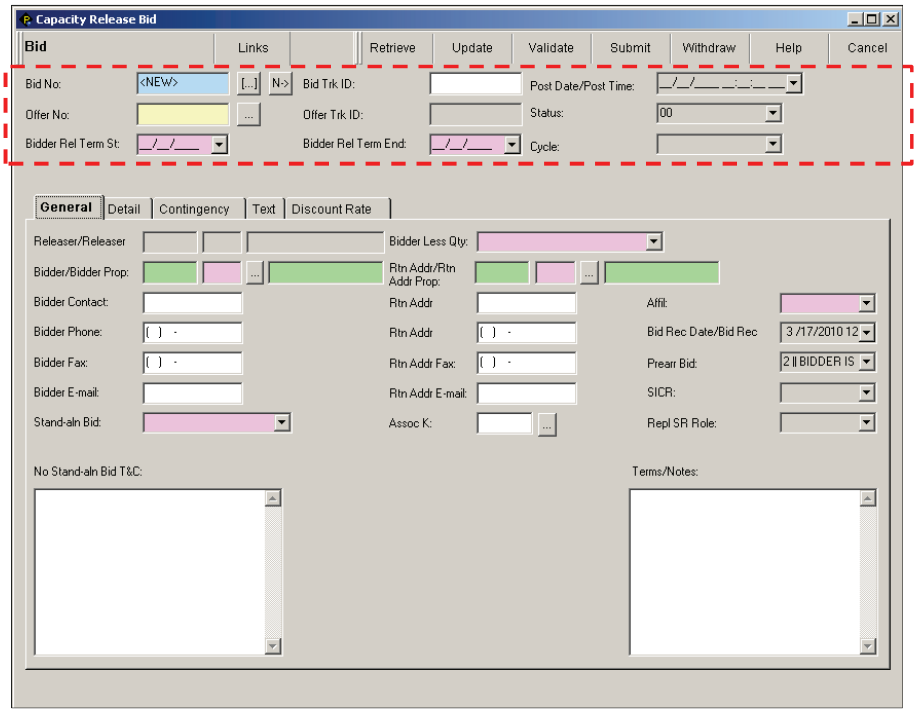


V 3.1

Screens, Fields, Buttons, Picklists, and Grids

Screens and Fields

This portion of the screen is called the screen header



Blue	Required field that defines data to be viewed on the screen.
Yellow	Required field.
Green	These fields are associated with other fields and auto-populate from a pick list. Fields that are green typically display the long name of an ID. • Type in the first few known letters and press the tab key to quickly populate a green field.
White	These fields are usually optional, unless configured as a business requirement. • To add data, type in the field, select from a *Picklist*, or dropdown menu.
Grey	Indicates read-only information.
Pink	Required by database.

QuestLine

V 3.1

Screens, Fields, Buttons, Picklists, and Grids

STANDARD BUTTONS

[...]	"Scoped" pick button – The scope list brings back results related to the screen that is currently displayed.
...	"Un-scoped" pick button – The un-scoped list brings back all results related to that field, not just for the current displayed screen.
N->	Assigns the next available ID for whatever field it is beside.
Open Ended	Signifies that a record is effective until the end of time.
To	Enables a close date to be picked for a time period.
Retrieve	Retrieves data from the database and returns records based on the input values that are entered.
More	Shows additional records in a grid when a query has not returned all of the candidate records from the database. To retrieve the next set of records (size of set determined by the Screen setup), click this button.
All	Displays all of the records in a grid.
Add	Adds a new record to the system.

QuestLine

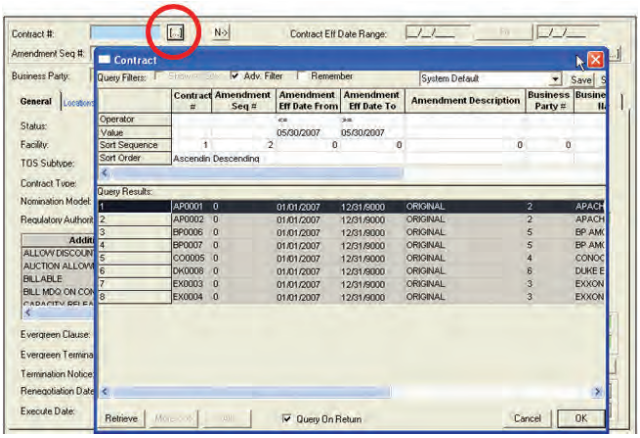
Screens, Fields, Buttons, Picklists, and Grids

STANDARD BUTTONS, CONTINUED

Update	Saves the record showing on the screen, saving any changes that have been made. Note The *Add and Update buttons are interchanged as appropriate based on the state of the data.* If the user is able to add data, the Add button will be displayed. If the user is able to update the data, the Update button will be displayed.
Help	Connects to help documentation specific to the screen that is displayed.
Links	Provides a way for users to quickly access related screens via a link. This feature enables linkage to other screens.
Close	Closes the screen that is displayed. There is also a Cancel button, however, the Cancel button closes the screen that is displayed and clears any data entry that has not been submitted.

Example – "Scoped" Pick Button

In this example, the entire list of contracts is displayed in the pick list.



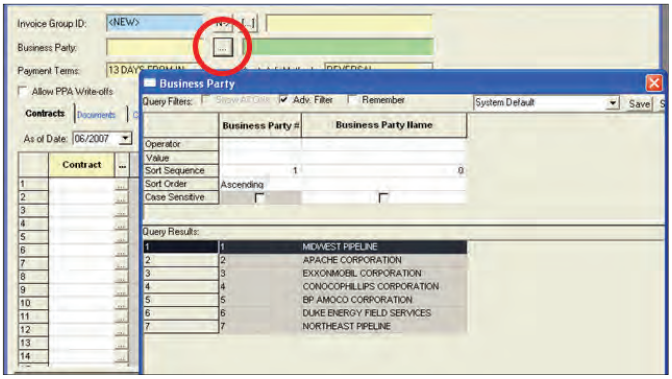
QuestLine

Screens, Fields, Buttons, Picklists, and Grids

STANDARD BUTTONS, CONTINUED

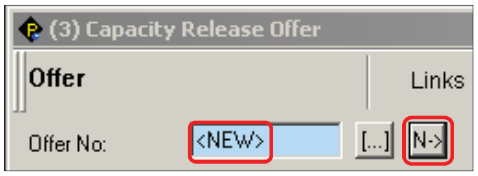
Example – "Un-Scoped" Pick Button

In this example, the entire list of business parties is displayed in the pick list.



Example – Assigns the Next Available ID Button

When selected, <NEW> will appear in the field (highlighted).



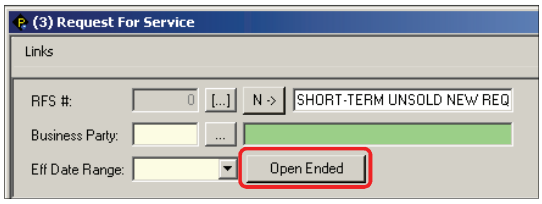
QuestLine

Screens, Fields, Buttons, Picklists, and Grids

STANDARD BUTTONS, CONTINUED

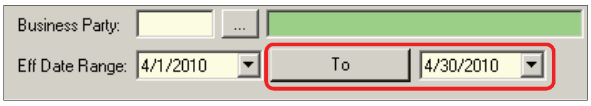
Example – Open Ended Button

To signify that a record is effective until the end of time, click the Open Ended button.



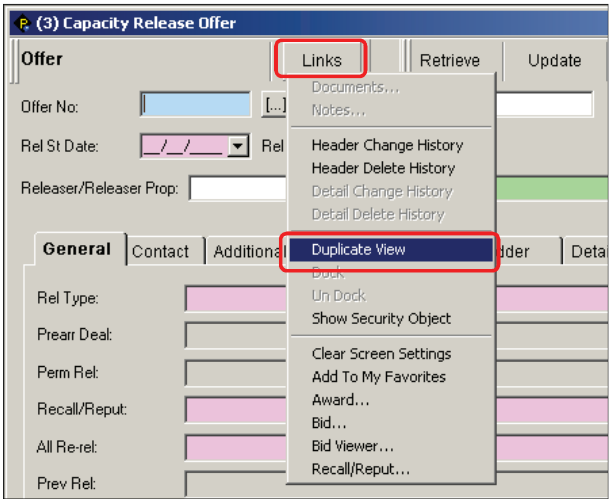
Example – Close Date Button

Pick a close date for a time period.



Example – Links Button

Select Duplicate View (highlighted below) to open another view of the screen that is selected.



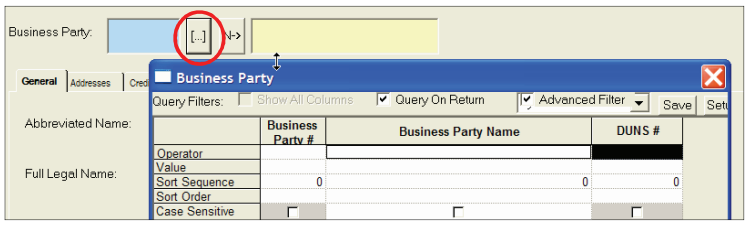
QuestLine

V 3.1

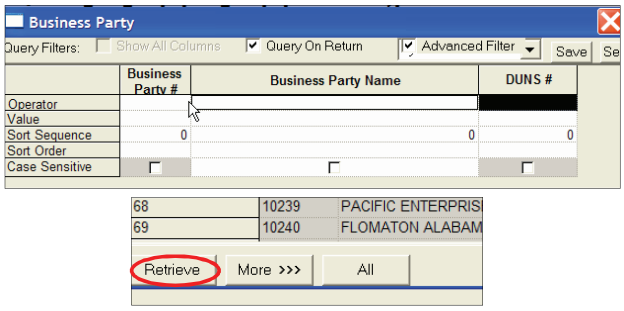
Screens, Fields, Buttons, Picklists, and Grids

How to Use Picklists

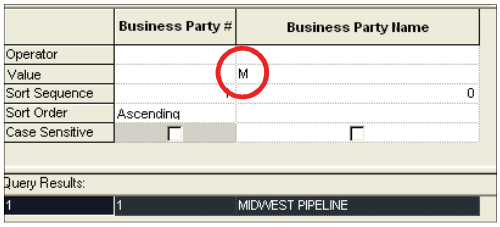
1. To retrieve a pick list, select [...] or [...].

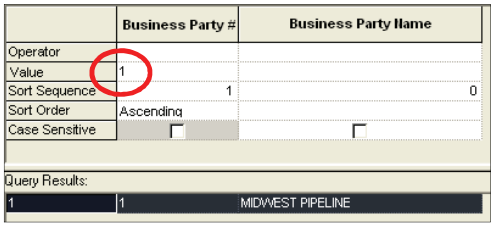


2. To filter information, populate the Query filters and press the Retrieve button to display the appropriate info.



3. To filter the information, type a full or partial value in the field. An equal sign (=) in the Operator field is not required, because equal is the assumed default value.



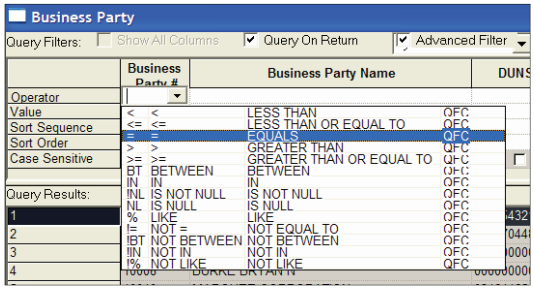


QuestLine

Screens, Fields, Buttons, Picklists, and Grids

How to Use Pick Lists, continued

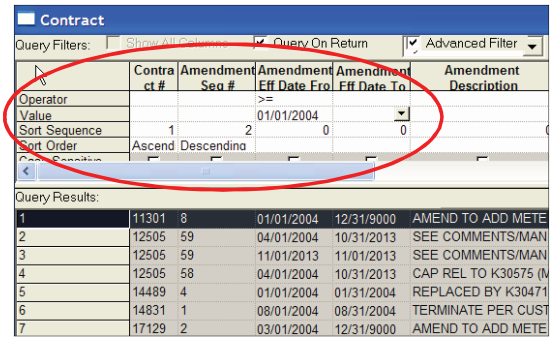
4 **For filtering, a variety of Operator Values are available to select.**



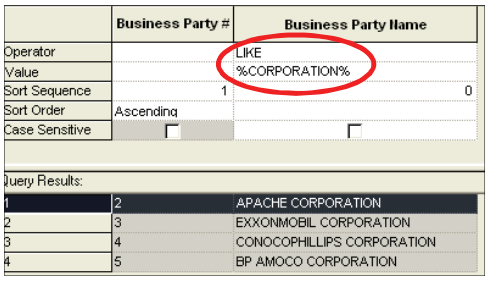
5 **To display information in a certain order, a Sort Sequence can be added.**

Note

The information entered in the Query Filters will display all Amendments > or = to 01/01/04. The Sort Sequence order is Contract # displayed first in ascending order, and then second in Amendment Seq # order.



6 **LIKE is a popular operator value used in filtering information. Example: The % sign can be added before and after a value to retrieve all business parties that contain Corporation in their Business Party Name.**



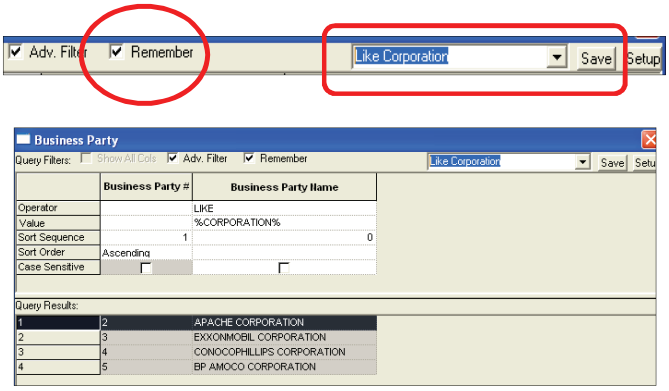
QuestLine

Screens, Fields, Buttons, Picklists, and Grids

How to Use Pick Lists, continued

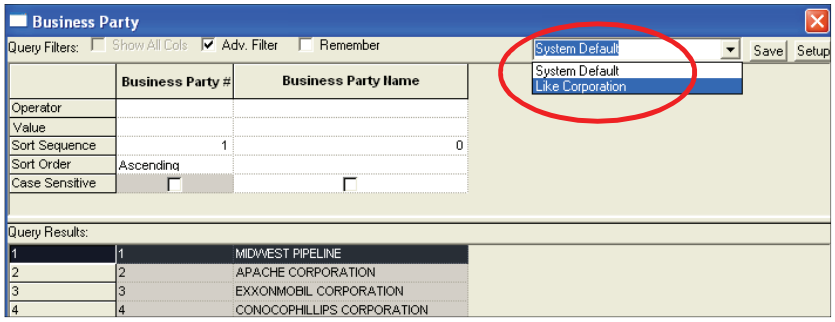
7 **The "Remember" check box is a temporary save for the current session only.**

Popular queries can be saved for future use. After retrieving the data, type in a query name and press Save.



8 **Example: Previously saved "Like Corporation" is available in the drop-down list. The Query Filter information populates automatically when the query is selected.**

- **To retrieve the data, click Retrieve.**
- **To select a Business Party, double-click on the row highlighted or highlight the row. Click OK.**



QuestLine

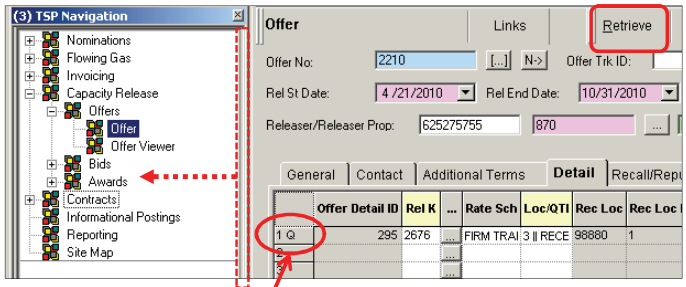
V 3.1

Screens, Fields, Buttons, Picklists, and Grids

How to Use the Grid

1. When first entering a screen that is setup as a grid, press Retrieve.

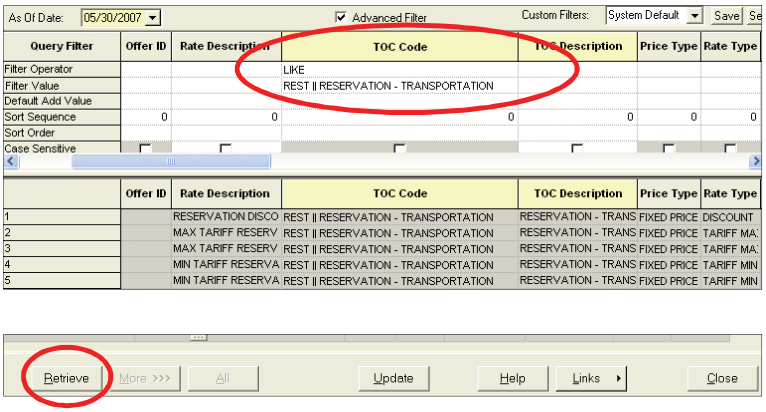
To view more grid columns, minimize the tree by dragging the right-edge to the left.



Codes in first column:

- **1Q = Query**
- **1M – Modify**
- **1A – Added**
- **1D – Press Delete button**
  (upon update, the row will be deleted)

2. The information that displays may or may not be useful. To reduce the amount of data, populate the Query Filters and click Retrieve.



QuestLine

Screens, Fields, Buttons, Picklists, and Grids

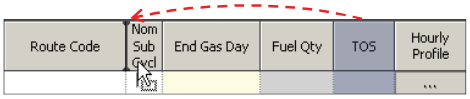
How to Use the Grid (Continued)

3 **Click and drag to move a column** (or columns) to a new location.

A Click the column heading once to highlight the column to drag.

B Click and hold the mouse button down a second time and a black bar (or a red line) will appear on the right-edge of the cell.

C Now drag the column to the desired location and release the mouse button (the black bar displays where the columns will be inserted).



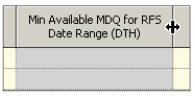
Note

To highlight and move multiple (touching) columns:

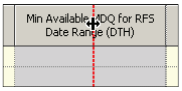
- Click once and continue to drag the mouse pointer until the desired multiple columns are highlighted.
  - Or, click once, then hold down the shift key as each additional column heading is clicked.
- Release the Shift key. Click and drag the multiple highlighted columns to the new location.

4 **Columns can be resized by dragging to the left or right.** To decrease a column to a smaller width to view additional columns without scrolling:

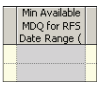
A Hover over the right edge of the cell until the cursor turns to an arrowed bar.



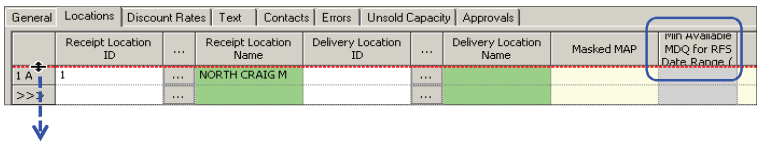
B Click and drag to the left (a red dotted guide line appears).



C Release the mouse button when the desired width is reached.



5 **Rows can be resized** (similar to Step 5 above) so the full column heading is displayed. The arrowed cursor only appears when hovering in the location shown below *in the first column* of the grid. Click and drag down to increase the row height.



QuestLine

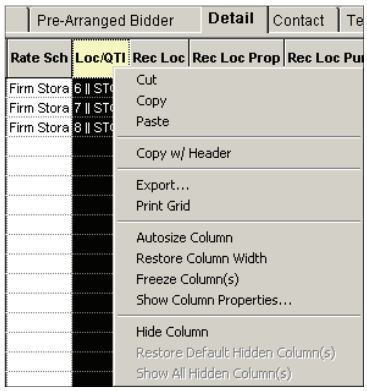
Screens, Fields, Buttons, Picklists, and Grids

How to Use the Grid, continued

5 **Depending on the screen, there may be an abbreviated context menu or additional context menu choices available for customizing the grid area and associated *Picklist* windows (as shown in A and B below).**

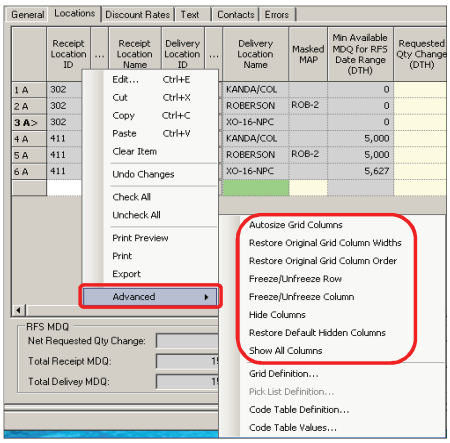
To Autosize, Restore, Freeze/Unfreeze, Hide, or Show Hidden columns, highlight a column and right click.

A **Highlight and left click the desired function.**



Abbreviated context menu

B **Select Advanced and then left click the desired function.**



Full context menu

Note **The grid can also be exported. In addition, some picklist and screen grids have the option to print the information displayed using Print (or Print Grid).**

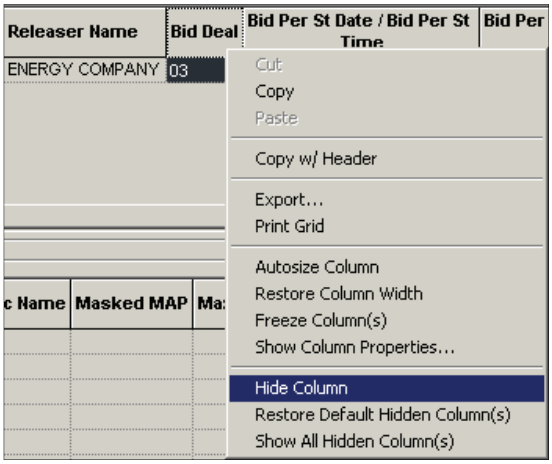
QuestLine

Screens, Fields, Buttons, Picklists, and Grids

HOW TO USE THE GRID, CONTINUED

6 **To hide a column:**

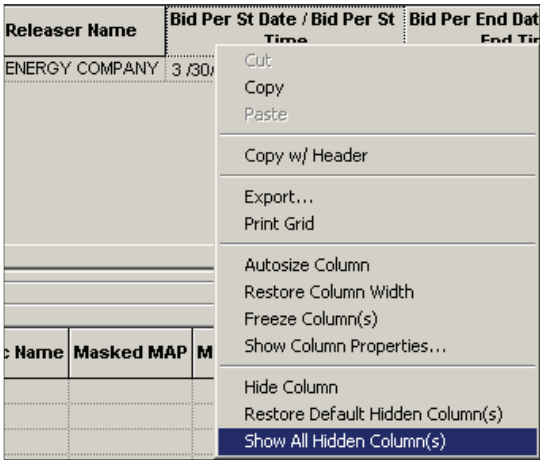
- **Left click to highlight the column name.**
- **Right click and select "Hide Column."**



The Bid Deal column is now hidden.

7 **To restore hidden columns:**

- **Right click anywhere on the column headings.**
- **Select "Show All Hidden Column(s)."**

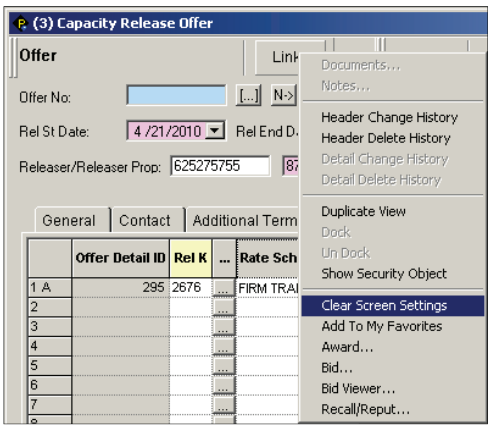


QuestLine

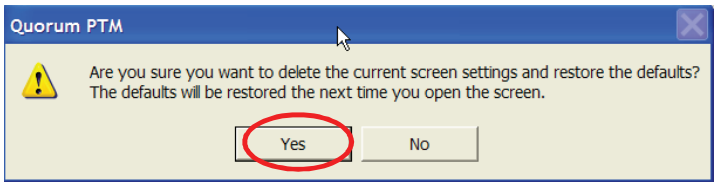
Screens, Fields, Buttons, Picklists, and Grids

How to Use the Grid, continued

8 **To restore the screen settings, left click on Links and highlight "Clear Screen Settings."**



9 **After clicking "Clear Screen Settings", the following message will be displayed. To restore the screen setting the next time that the screen is entered, click Yes.**



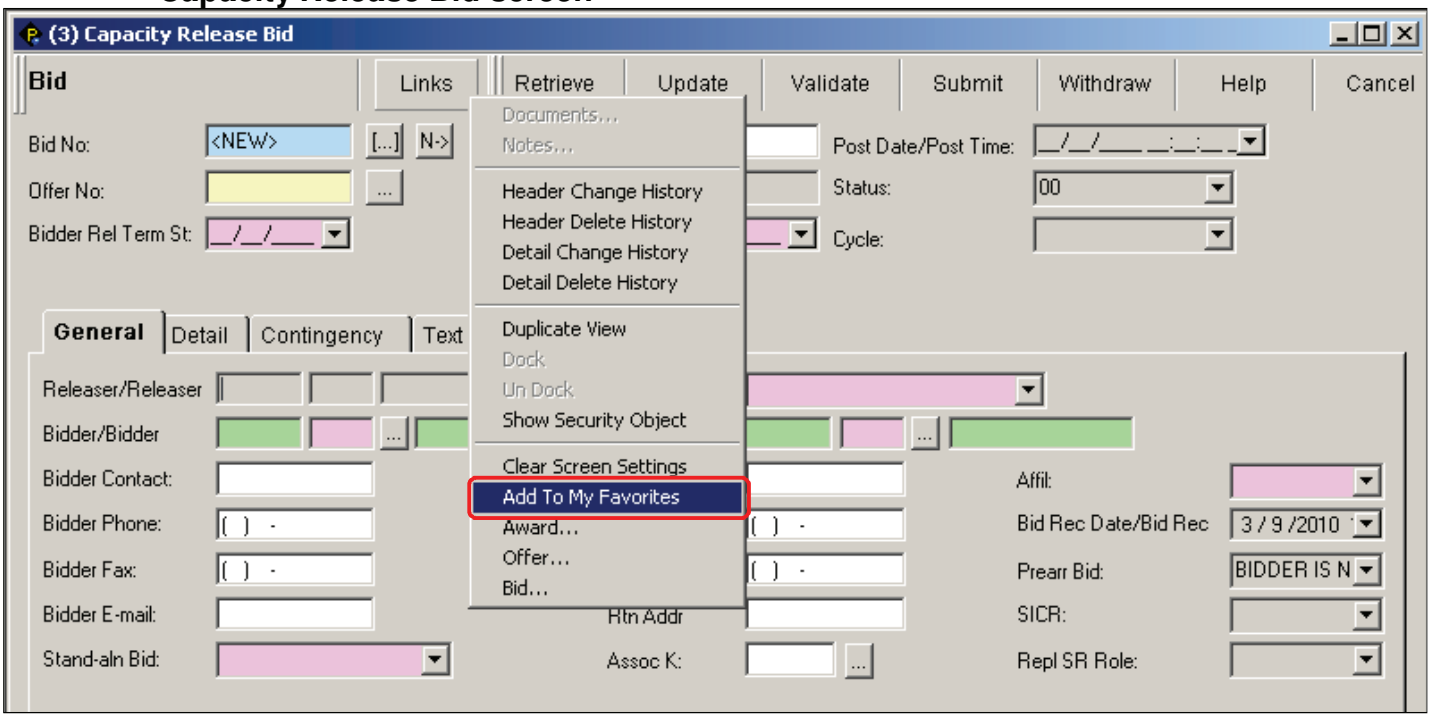
QuestLine

QUICKSTART

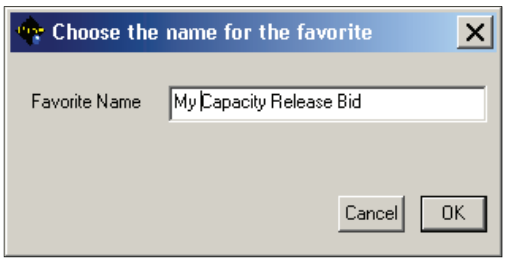
How to Use My Favorites

1. From the screen you desire to save in *My Favorites*, click the *Links* button and select the *Add To My Favorites* menu option.

Capacity Release Bid screen

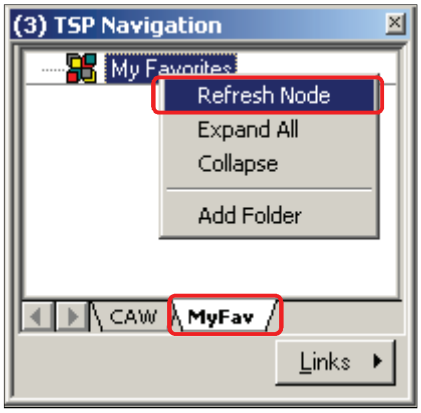


2. The name of the screen will auto-populate the favorites dialog box. You can leave the default screen name or add your own. The name given will display in the *My Favorites* tree. Click the *OK* button.

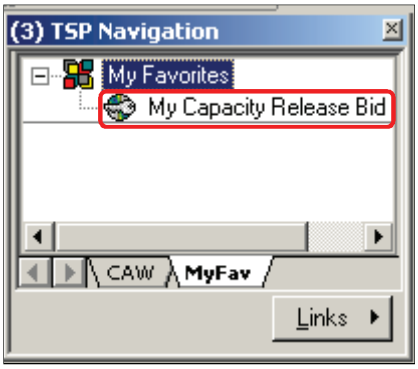


Example: "(3) Capacity Release Bid" was changed to "My Capacity Release Bid"

3. After using the Links button to add a screen to *My Favorites*, refresh the tree to see it on the tab: Right click "My Favorites" in the tree view and select "Refresh Node."



4. The newly created node should appear in the tree. If the node does not appear after the refresh in Step 3, close and restart the application.



QuestLine

How to Use the Hot Keys

Press the specified keys at the same time.

Action	Hot Key	Definition
Clear Item	Alt+l	Allows you to clear an editable field.
Cut	Ctrl+x	Allows you to cut selected text. If you cut the text, the text is deleted and copied into a "clipboard". You can use the *Paste* hot key to place the text somewhere else.
Copy	Ctrl+c	Copy – The *Copy* hot key allows you to copy selected text. If you copy the text, the text is copied into a "clipboard" (and not deleted from the original location that you copied it from).
Paste	Ctrl+v	Allows you to paste text that you have either cut or copied into the clipboard using the *Cut* or *Copy* hot keys.
Clear Screen	Alt+c	The *Clear Screen* hot key allows you to clear an entire screen and make it blank. All tabbed screens are also cleared.
Retrieve Records	Alt+r	Allows you to retrieve records for a screen and is the same as clicking the *Retrieve* button with your mouse. For example, on the Nomination Submission screen, enter a Service Requester number and press the "Alt" and "r" keys at the same time to retrieve the nomination records associated with the Service Requester number.
Update Records	Alt+u	Allows you to update records for a screen and is the same as clicking the *Update* button with your mouse.

QUICKSTART

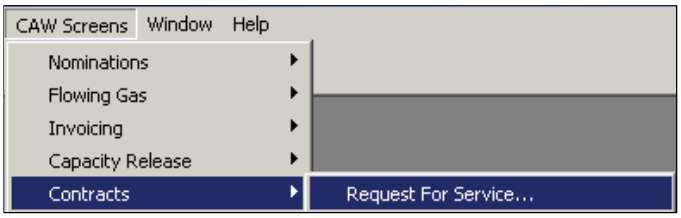
Contracts

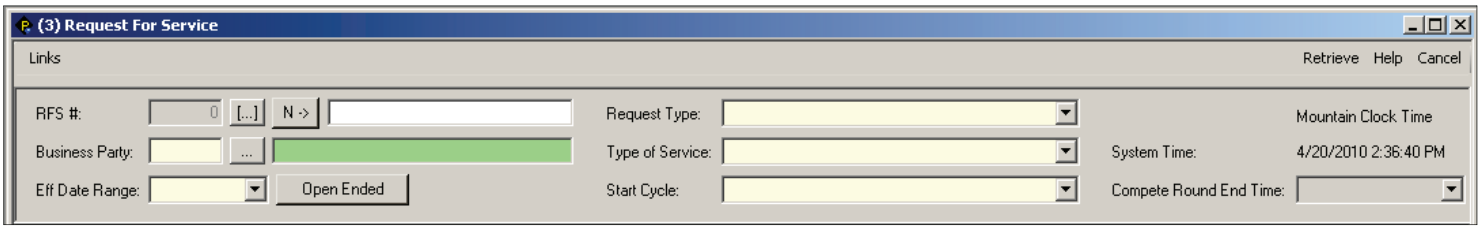
QuestLine

How to Set Up a Bid for Long-Term Unsold Capacity

Transportation or Storage Bid

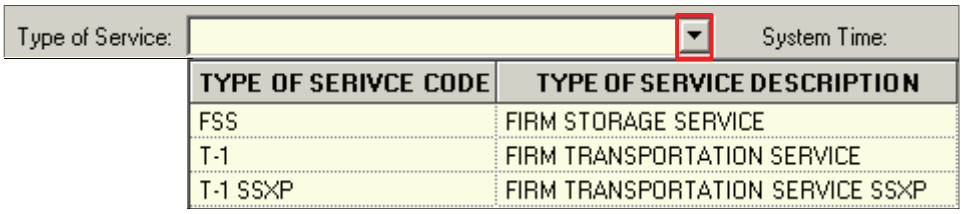
1. To set up a Transportation or Storage bid, navigate to Menu Option: CAW Screens > Contracts >> Request for Service.





2. Select Long-Term Unsold Bid as the Request Type.

3. Select a Type of Service by using the dropdown.

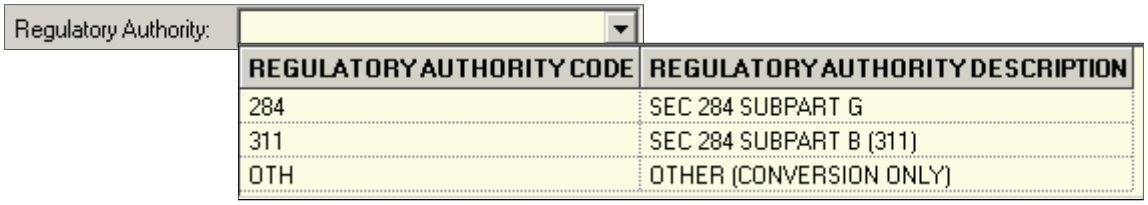


4. Enter your BP No. in the yellow Business Party field and tab out (or type a partial name in the green field and tab out).

5. Select the appropriate Effective Date Range.

Note Once the TOS and effective date range are selected, applicable tabs for the type of service are displayed.

6. Select the appropriate Regulatory Authority Code

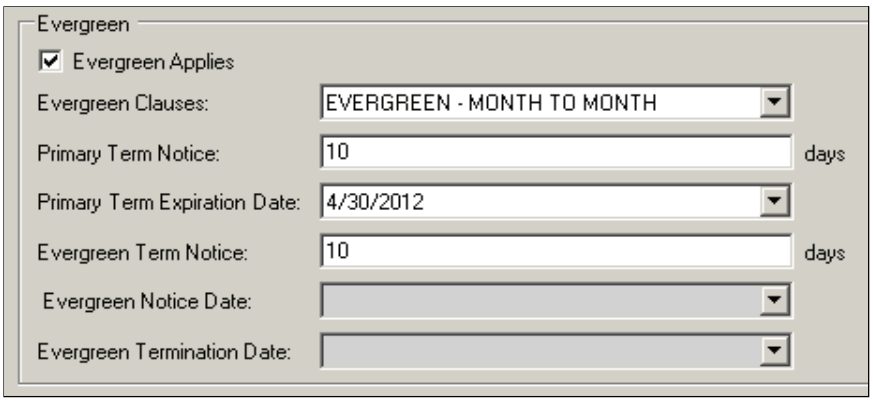


QuestLine

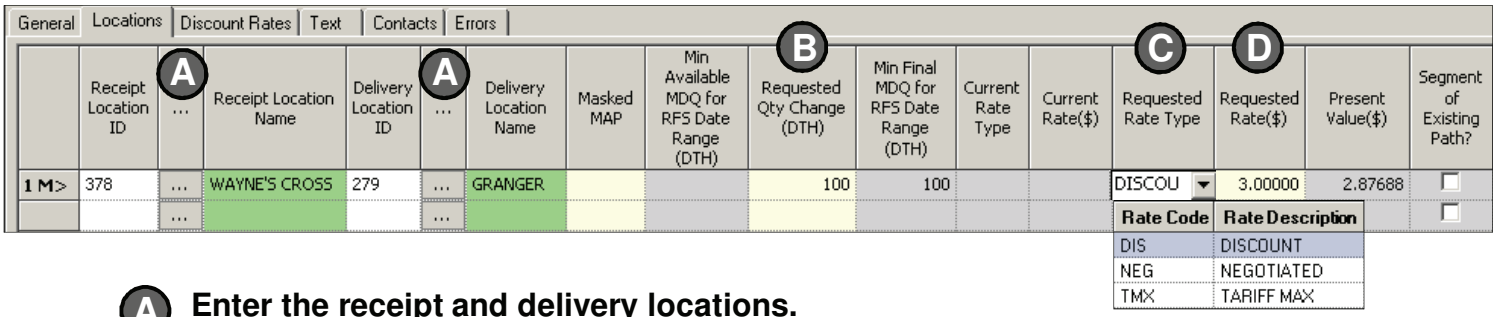
How to Set Up a Bid for Long-Term Unsold Capacity

Transportation Bids

7.1 **On the General Tab, check the "Evergreen Applies" checkbox and enter the applicable Evergreen fields (Evergreen Clause, Primary Term Notice, Primary Term Expiration Date, Evergreen Notice Date).**



7.2 **On the Locations tab, enter the following:**



A **Enter the receipt and delivery locations.**

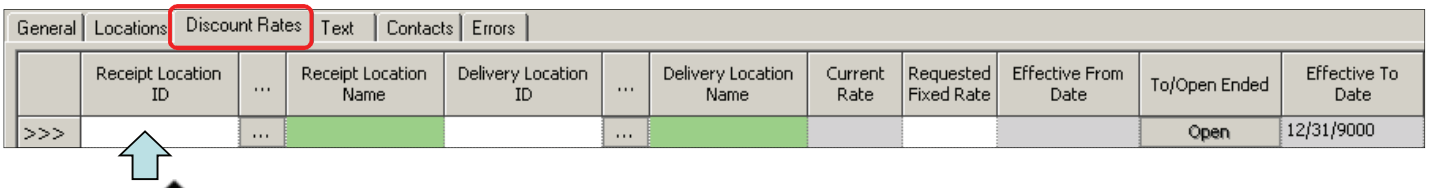
B **Enter a Requested Qty Change.**

C **Select a Requested Rate Type (Discount, Negotiated, Tariff Max).**

D **Enter a Requested Rate ($).**

A requested rate must be entered so that the Present Value can be calculated and displayed on the Locations tab. Present Value is the basis for determining which bid wins.

7.3 **If applicable, enter supplemental discount rates for specific paths or specific delivery points on the Discount Rates tab.**



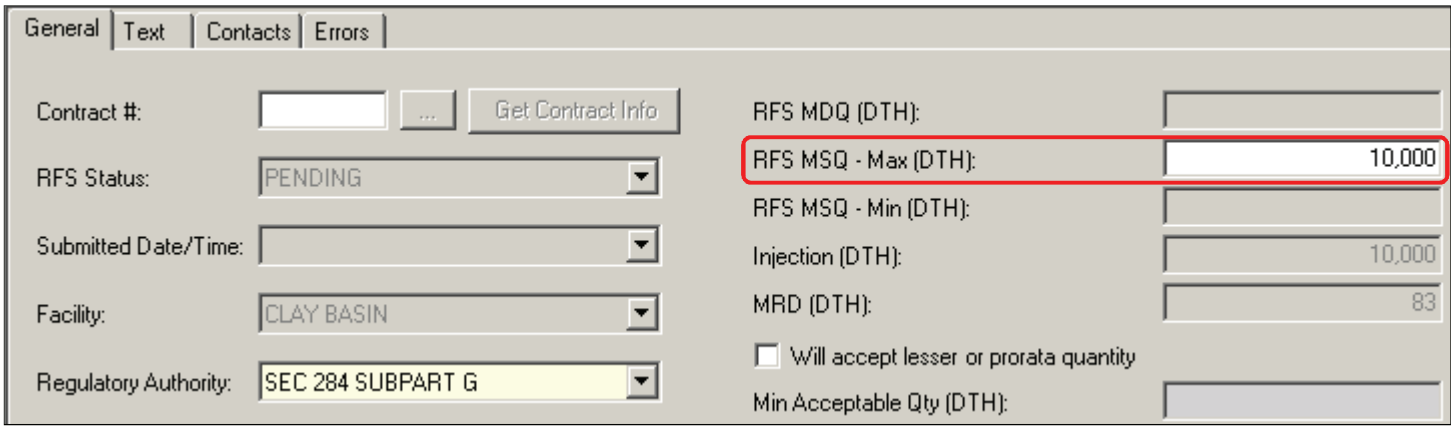
To indicate "All Locations," leave the Receipt Location ID *blank.*

How to Set Up a Bid for Long-Term Unsold Capacity

Storage Bids

7 **On the General Tab, enter the following:**

A **Enter the requested Maximum Storage Quantity (Injection and Minimum Required Deliverability fields are auto-populated).**



B **In the Requested Rates grid, select a Requested Rate Type and enter a Requested Rate ($).**

Requested Rates

	Type of Charge	Current Rate Type	Current Rate($)	Requested Rate Type	Requested Rate($)	Tariff Max($)	Tariff Min($)	Present Value($)
1 A	RESERVATION STORAGE - CAPACITY			TARIFF MAX	.02378	.02378		.52760
2 A>	RESERVATION STORAGE - DELIVERABILITY			TARIFF MAX	2.85338	2.85338		63.30690

Note

A requested rate must be entered so that the Present Value can be calculated and displayed on the above Requested Rates grid. Present Value is the basis for determining which bid wins. The Tariff Max rate shown is for information only.

How to Set Up a Bid for Long-Term Unsold Capacity

QUICKSTART

Transportation or Storage Bids – Enter Remaining Info as Needed

Optional

Text and contact information can also be entered for bids. Refer to the last page of this reference for further details.

8 Click the appropriate Action button. Retrieve Update Validate Submit Help Cancel

Update	Runs minimum database and security validations and does not submit. If successful, Update saves the data and creates an RFS #.
Validate	Runs business process validations but does not save the data.
Submit	Runs both types of validations. If the submission passes with no errors, the request is sent to internal users for approval.

Note

Before a request can be submitted, the transaction must be error free. To fix errors:

1. **Navigate to the *Errors* tab and verify if there are errors.**

   Note **The RFS Status field on the General tab will also indicate if there is an error.**

2. **If there are errors, make the appropriate corrections.**
3. **Click the *Submit* button.** Submit

Note

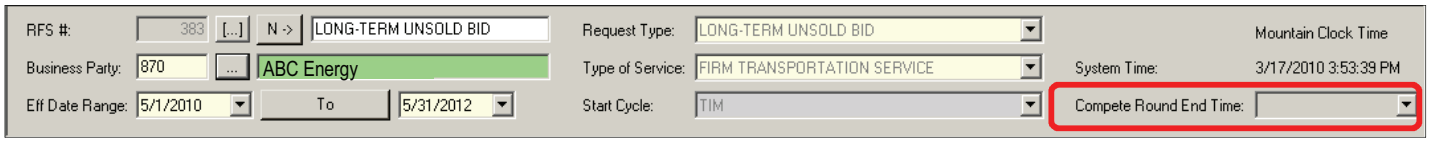
Long-term unsold bids cannot be withdrawn.

QuestLine

How to Set Up a Bid for Long-Term Unsold Capacity

Compete Round

The Compete Round End Time is displayed in the header if a compete round is needed.

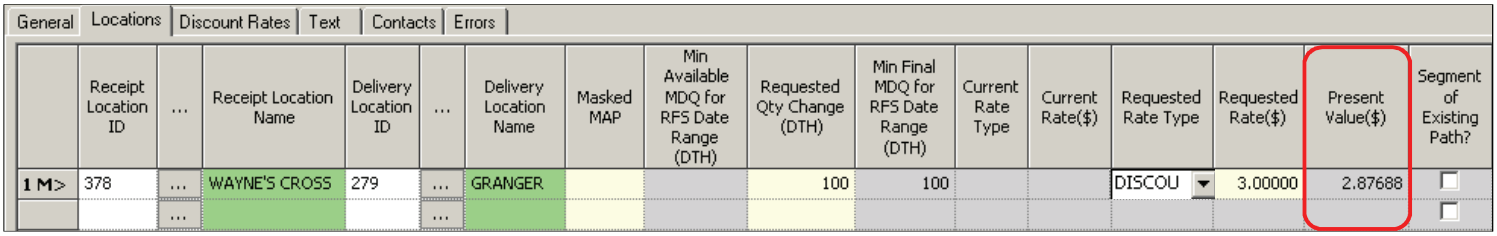


The rate or term may be changed during the compete round to increase Present Value. Present value cannot be increased by changing the quantity.

Note **Present Value is the basis for determining which bid wins.**

To view Present Value:

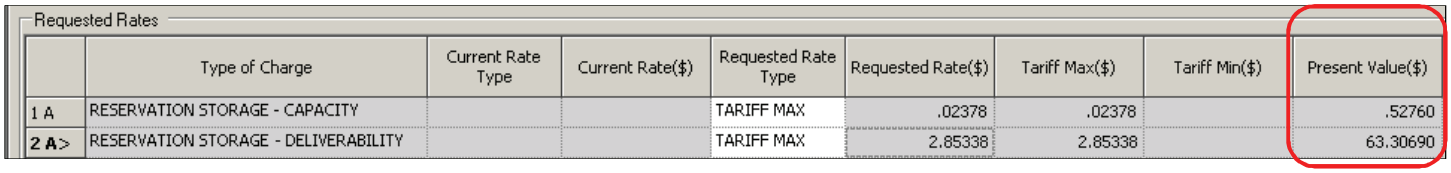
Transportation: On the Locations tab, scroll to the right to view the Present Value column.



General | Locations | Discount Rates | Text | Contacts | Errors

	Receipt Location ID	...	Receipt Location Name	Delivery Location ID	...	Delivery Location Name	Masked MAP	Min Available MDQ for RFS Date Range (DTH)	Requested Qty Change (DTH)	Min Final MDQ for RFS Date Range (DTH)	Current Rate Type	Current Rate($)	Requested Rate Type	Requested Rate($)	Present Value($)	Segment of Existing Path?
1 M>	378	...	WAYNE'S CROSS	279	...	GRANGER			100	100			DISCOU	3.00000	2.87688	☐
		...			...											☐

Storage: On the General tab, navigate to the Requested Rates grid and view the Present Value column.



Requested Rates

	Type of Charge	Current Rate Type	Current Rate($)	Requested Rate Type	Requested Rate($)	Tariff Max($)	Tariff Min($)	Present Value($)
1 A	RESERVATION STORAGE - CAPACITY			TARIFF MAX	.02378	.02378		.52760
2 A>	RESERVATION STORAGE - DELIVERABILITY			TARIFF MAX	2.85338	2.85338		63.30690

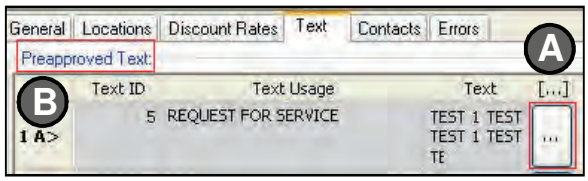
During the compete round, the Resubmit button is enabled (not the Submit Button).

How to Set Up a Bid for Long-Term Unsold Capacity

Optional Add, Delete, or Change Text

Click on the Text tab to add, delete, or change text:

1. **Preapproved text is already approved by the company's legal and regulatory departments.**



   - **A** To add preapproved text, click the *Picklist* button and select the appropriate text. Then, click Update.
   - **B** To delete preapproved text, highlight the appropriate row by clicking on the row number on the left. Click the Delete key on the keyboard. Then, click Update.

   Note: Required text from Questar ("boilerplate" text) is not allowed to be deleted.

2. **Non-preapproved text can be added, deleted, and/or changed.**
   - **A** To add non-preapproved text, navigate to the Requested Text area and select the appropriate Text Usage. Next, enter the desired text (up to 4,000 characters) in the Text field. Then, click Update.
   - **B** To delete non-preapproved text, check the "Remove?" checkbox on the applicable row within the Current Text from Contract area. Then, click Update.

   Note: The text to be deleted and Remove checkmark remain visible. The Award process will remove the selected text when the new contract is created.

   - **C** To modify non-preapproved text, copy text from the Current Text from Contract area and paste in the Requested Text area. Then, modify as needed. After copying the text, be sure to delete the current text by clicking the "Remove?" checkbox. After the text has been changed, click *Update*.

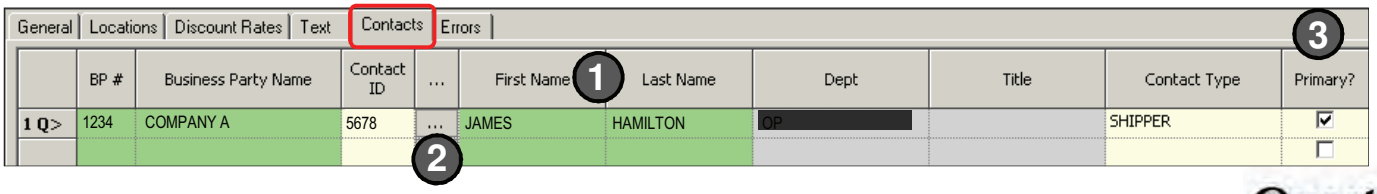
   Note: If any errors are displayed after clicking the *Update* button, correct the errors and then click Submit.

Optional Add Contacts to an Existing Contract

Note: The Contacts tab is auto-populated to show the contact info for the current user.

1. **Verify that the auto-populated Contact is accurate.**
2. **If necessary, use the *Picklist* button to add a contact.**
3. **Uncheck and check another Primary, if needed.**
4. **Click Update.** Update

Note: Only one primary contact is allowed. If one contact is displayed, this field auto-populates.

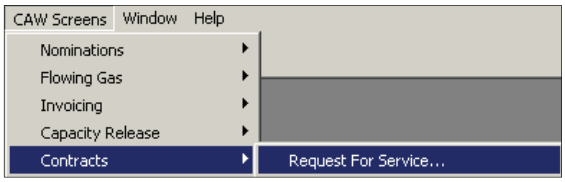


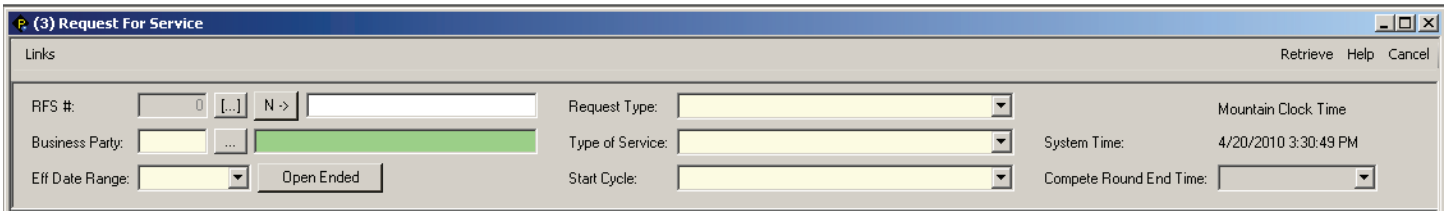
QuestLine

How to Set Up a Bid for Short-Term Unsold Capacity

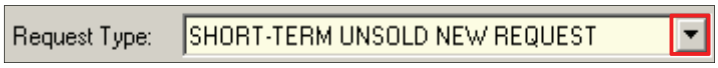
Transportation or Storage Bids

1. To set up a Transportation or Storage bid, navigate to Menu Option: CAW Screens > Contracts >> Request for Service.

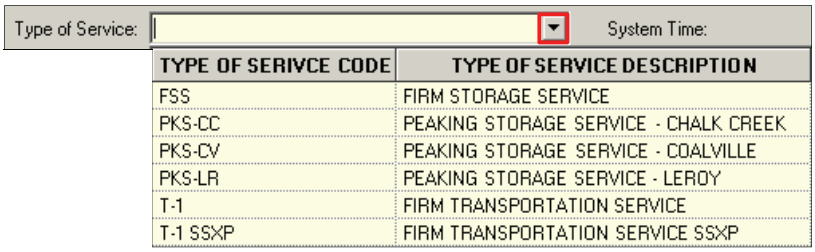




2. Select <u>Short-Term Unsold New Request</u> as the Request Type.

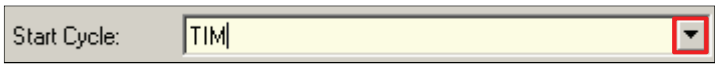


3. Select a Type of Service by using the dropdown.



TYPE OF SERIVCE CODE	TYPE OF SERVICE DESCRIPTION
FSS	FIRM STORAGE SERVICE
PKS-CC	PEAKING STORAGE SERVICE - CHALK CREEK
PKS-CV	PEAKING STORAGE SERVICE - COALVILLE
PKS-LR	PEAKING STORAGE SERVICE - LEROY
T-1	FIRM TRANSPORTATION SERVICE
T-1 SSXP	FIRM TRANSPORTATION SERVICE SSXP

4. Select a Start Cycle, if service should begin in a cycle other than Timely. The field will default to the next open cycle for requesting service based on the start date selected.

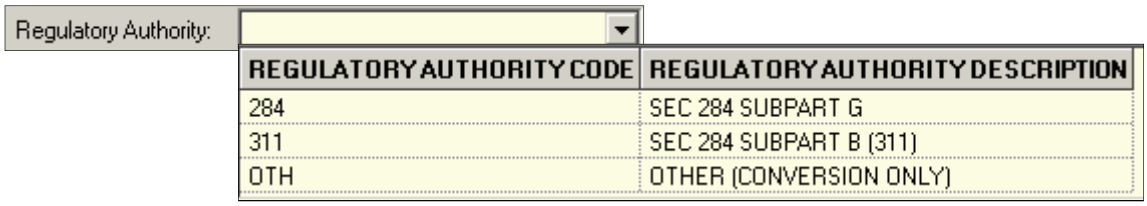


Note: Evergreen is not applicable on short-term bids.

5. Enter your BP No. in the yellow Business Party field and tab out (or type a partial name in the green field and tab out).

6. Select the appropriate Effective Date Range.

7. Select the appropriate Regulatory Authority Code



REGULATORY AUTHORITY CODE	REGULATORY AUTHORITY DESCRIPTION
284	SEC 284 SUBPART G
311	SEC 284 SUBPART B (311)
OTH	OTHER (CONVERSION ONLY)

How to Set Up a Bid for Short-Term Unsold Capacity

Transportation Bids

8.1 On the Locations tab, enter the following:

General | Locations | Discount Rates | Text | Contacts | Errors

	Receipt Location ID	...	Receipt Location Name	Delivery Location ID	...	Delivery Location Name	Masked MAP	Min Available MDQ for RFS Date Range (DTH)	Requested Qty Change (DTH)	Min Final MDQ for RFS Date Range (DTH)	Current Rate Type	Current Rate($)	Requested Rate Type	Requested Rate($)	Present Value($)	Segment of Existing Path?
1 M>	378	...	WAYNE'S CROSS	279	...	GRANGER			100	100			DISCOU	3.00000	2.87688	☐
		...			...											☐

A A B C D

Rate Code	Rate Description
DIS	DISCOUNT
NEG	NEGOTIATED
TMX	TARIFF MAX

- **A** Enter the receipt and delivery locations.
- **B** Enter a Requested Qty Change.
- **C** Select a Requested Rate Type (Discount, Negotiated, Tariff Max).
- **D** Enter a Requested Rate ($).

8.2 If applicable, enter supplemental discount rates for specific paths or specific delivery points on the Discount Rates tab.

General | Locations | Discount Rates | Text | Contacts | Errors

	Receipt Location ID	...	Receipt Location Name	Delivery Location ID	...	Delivery Location Name	Current Rate	Requested Fixed Rate	Effective From Date	To/Open Ended	Effective To Date
>>>		...			...					Open	12/31/9000

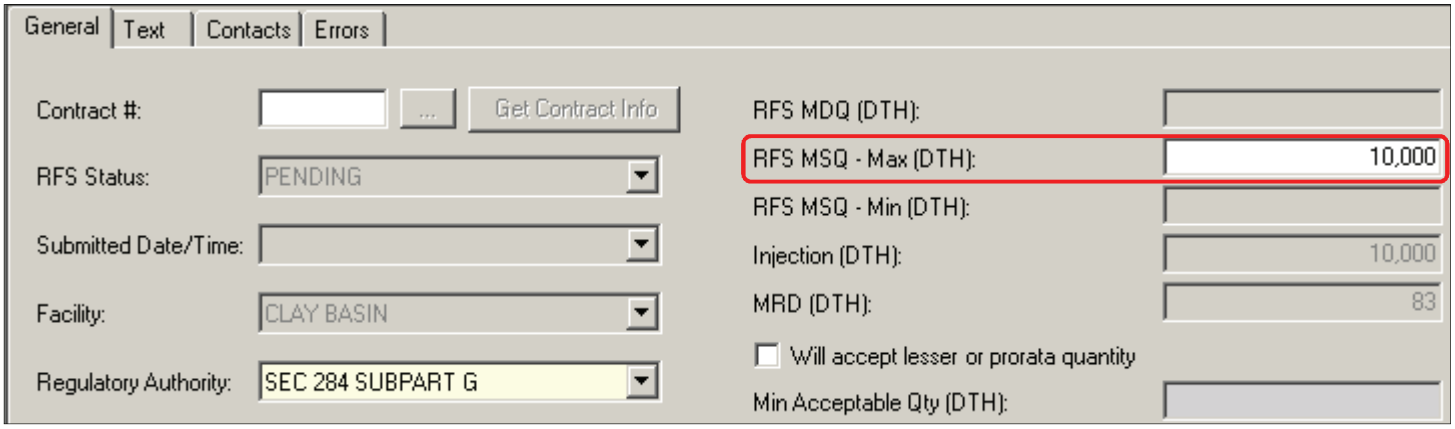
Note

To indicate "All Locations," leave the Receipt Location ID *blank.*

How to Set Up a Bid for Short-Term Unsold Capacity

Storage Bids

8.1 **On the General Tab, enter the requested Maximum Storage Quantity, (Injection and Minimum Required Deliverability are auto-populated).**



8.2 **In the Requested Rates grid, select a Requested Rate Type and enter a Requested Rate ($).**

Requested Rates

	Type of Charge	Current Rate Type	Current Rate($)	Requested Rate Type	Requested Rate($)	Tariff Max($)	Tariff Min($)	Present Value($)
1 A	RESERVATION STORAGE - CAPACITY			TARIFF MAX	.02378	.02378		.02280
2 A>	RESERVATION STORAGE - DELIVERABILITY			TARIFF MAX	2.85338	2.85338		2.73627

Note

The Tariff Max rate shown is for information only. If a max tariff rate needs to be requested, enter the Requested Rate Type as "Max Tariff".

How to Set Up a Bid for Short-Term Unsold Capacity

QUICKSTART

Transportation or Storage Bids – Enter Remaining Information as Needed

Optional

Text and contact information can also be entered for bids. Refer to the last page of this reference for further details.

9 **Click the appropriate Action button.** Retrieve Update Validate Submit Help Cancel

Update	Runs minimum database and security validations and does not submit. If successful, Update saves the data and creates an RFS #.
Validate	Runs business process validations but does not save the data.
Submit	Runs both types of validations. If the submission passes with no errors, the request is sent to internal users for approval.

Note

Before a request can be submitted, the transaction must be error free. To fix errors:

A **Navigate to the *Errors* tab and verify if there are errors.**

Note

The RFS Status field on the General tab will also indicate if there is an error.

B **If there are errors, make the appropriate corrections.**

C **Click the *Submit* button.** Submit

Note

Short-term unsold bids may be withdrawn.

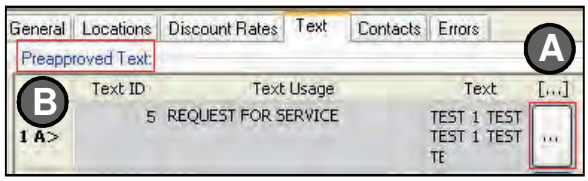
There is no compete round for short-term bids for unsold capacity.

How to Set Up a Bid for Short-Term Unsold Capacity

Optional Add, Delete, or Change Text

Click on the Text tab to add, delete, or change text:

1. **Preapproved text is already approved by the company's legal and regulatory departments.**



   - **A** To add preapproved text, click the *Picklist* button and select the appropriate text. Then, click Update.
   - **B** To delete preapproved text, highlight the appropriate row by clicking on the row number on the left. Click the Delete key on the keyboard. Then, click Update.

   Note: Required text from Questar ("boilerplate" text) is not allowed to be deleted.

2. **Non-preapproved text can be added, deleted, and/or changed.**
   - **A** To add non-preapproved text, navigate to the Requested Text area and select the appropriate Text Usage. Next, enter the desired text (up to 4,000 characters) in the Text field. Then, click Update.
   - **B** To delete non-preapproved text, check the "Remove?" checkbox on the applicable row within the Current Text from Contract area. Then, click Update.

   Note: The text to be deleted and Remove checkmark remain visible. The Award process will remove the selected text when the new contract is created.

   - **C** To modify non-preapproved text, copy text from the Current Text from Contract area and paste in the Requested Text area. Then, modify as needed. After copying the text, be sure to delete the current text by clicking the "Remove?" checkbox. After the text has been changed, click *Update*.

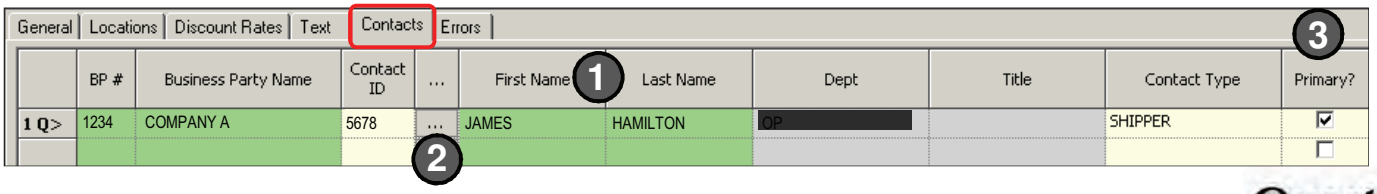
   Note: If any errors are displayed after clicking the *Update* button, correct the errors and then click Submit.

Optional Add Contacts to an Existing Contract

Note: The Contacts tab is auto-populated to show the contact info for the current user.

1. **Verify that the auto-populated Contact is accurate.**
2. **If necessary, use the *Picklist* button to add a contact.**
3. **Uncheck and check another Primary, if needed.**
4. **Click Update.** Update

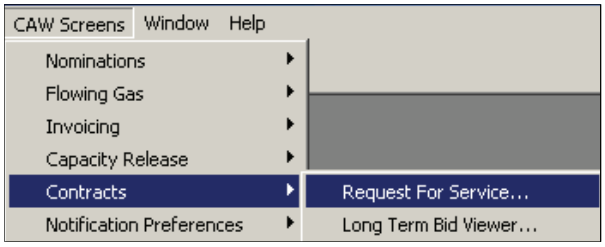
Note: Only one primary contact is allowed. If one contact is displayed, this field auto-populates.



QuestLine

How to Set Up a Park & Loan Deal

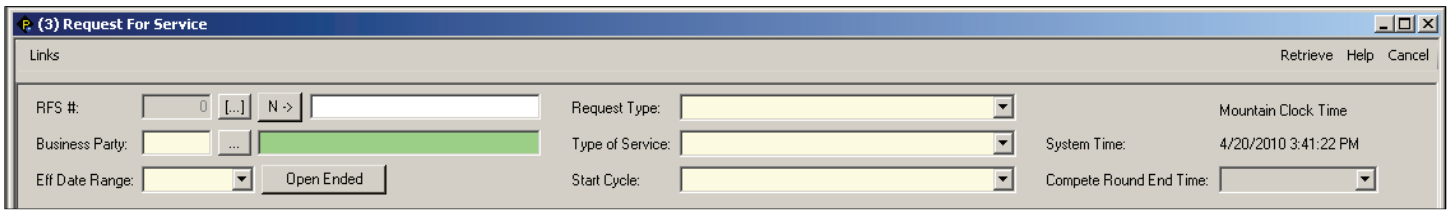
1 **To set up a deal, navigate to Menu Bar: CAW Screens > Contracts >> Request for Service.**



Note

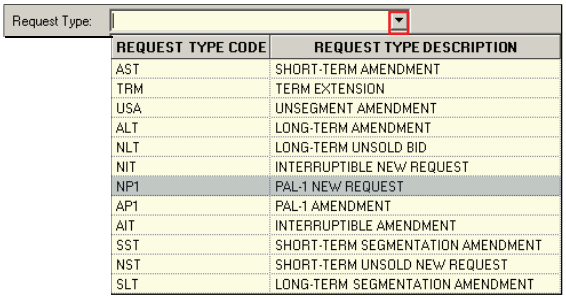
Internal Users:
Navigate to Menu Bar: Screens > Contracts >> Request for Service.

The Request for Service screen opens.

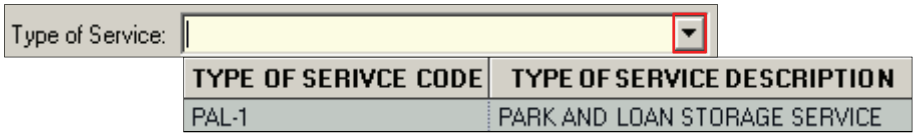


2 **Select a request from the *Request Type* drop-down field.**

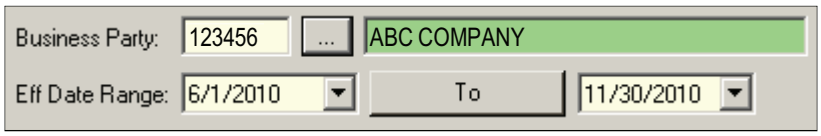
***Example:* "PAL-1 New Request" is selected.**



3 **Select the type of service from the *Type of Service* drop-down field.**



4 **Complete the following header fields:**



- **A** **Select the Business Party from the *Picklist* button.**
- **B** **Select the Effective Date Range from the drop-down calendar.**
- **C** **Click the Open Ended button and select the end date from the drop-down calendar.**

5 **Only the tabs that apply to the PAL service will appear. Click the PAL *tab*.**

How to Set Up a Park & Loan Deal

6 **Enter the following on the PAL tab:**

A **Select Park or Lend in the Deal Type drop-down list.**

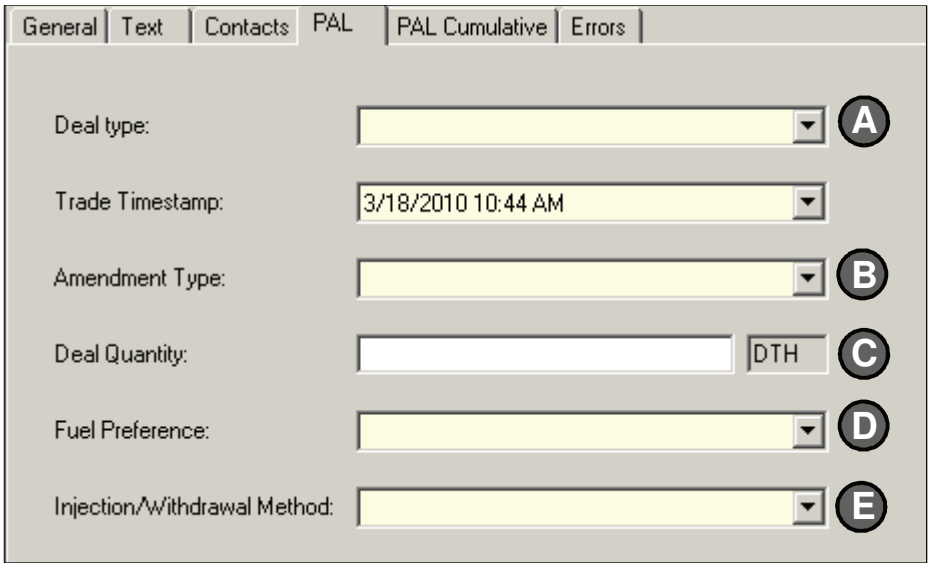
Note **The Trade Timestamp field defaults to the current date and time.**

B **Select Acceleration or Delay (for amendments only), or Original Contract (new contracts only) in the Amendment Type drop-down list.**

C **Enter DTH amount in the Deal Quantity field.**

D **Select Cash for Fuel or Fuel in Kind in the Fuel Preference drop-down list.**

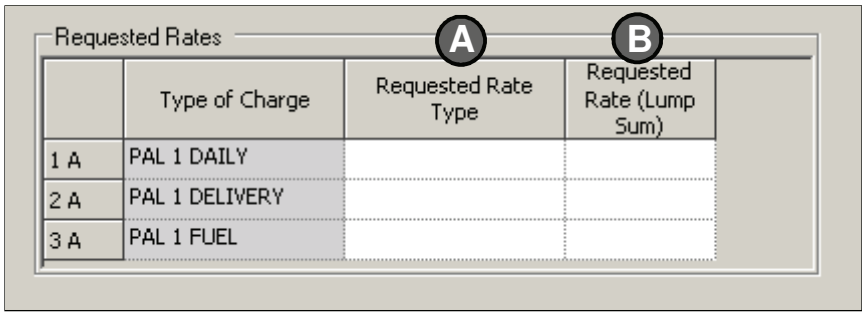
E **Select Nominate or Transfer in the Injection/Withdrawal Method drop-down list.**



7 **In the Requested Rates area of the PAL tab:**

A **Select Discount, Negotiated, or Tariff Max in the Requested Rate Type drop-down list.**

B **Enter an amount in the Requested Rate (Lump Sum) field.**



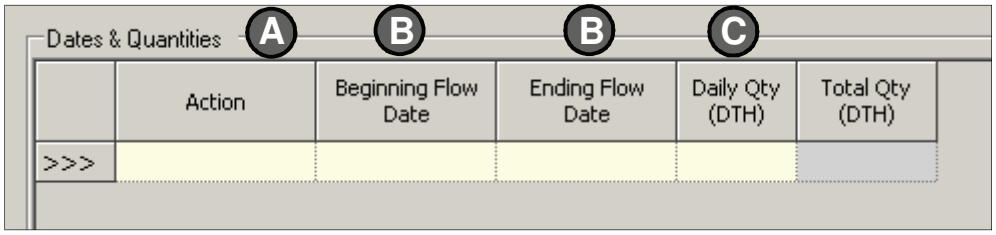
How to Set Up a Park & Loan Deal

8 In the Dates & Quantities area of the PAL tab:

A Select Injection or Withdrawal in the Action drop-down list.

B Select the Beginning and Ending Flow dates.

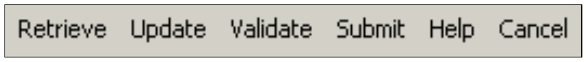
C Enter the Daily Qty (DTH) amount.



Note

Total injection amounts (and total withdrawal amounts) must equal the Deal Quantity.

9 Click the appropriate Action button.



Update	Runs minimum database and security validations and does not submit. If successful, Update saves the data and creates an RFS #.
Validate	Runs business process validations but does not save the data.
Submit	Runs both types of validations. If the submission passes with no errors, the request is sent to internal users for approval.

Note

If there are any errors, the screen is automatically directed to the Errors tab. Return to the PAL tab to correct any errors and submit again.

How to Set Up a Park & Loan Deal

Completed Park & Loan Deal

(3) Request For Service

Links | Retrieve | Update | Validate | Submit | Help | Cancel

RFS #: 888 [...] N -> PAL-1 NEW REQUEST
Business Party: 123456 ... ABC COMPANY
Eff Date Range: 6/1/2010 To 12/31/2010

Request Type: PAL-1 NEW REQUEST
Type of Service: PARK AND LOAN STORAGE SERVICE
Start Cycle: TIM

Mountain Clock Time
System Time: 3/18/2010 11:29:14 AM
Compete Round End Time:

General | Text | Contacts | PAL | PAL Cumulative | Errors

Deal type: PARK
Trade Timestamp: 3/18/2010 10:44 AM
Amendment Type: ORIGINAL CONTRACT
Deal Quantity: 1,000 DTH
Fuel Preference: FUEL IN KIND
Injection/Withdrawal Method: TRANSFER

Dates & Quantities

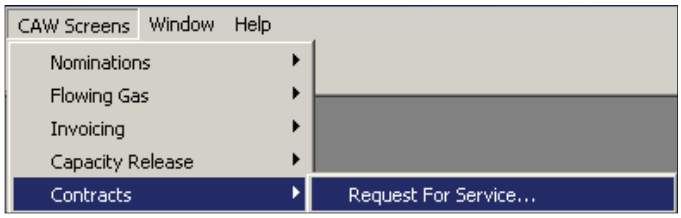
	Action	Beginning Flow Date	Ending Flow Date	Daily Qty (DTH)	Total Qty (DTH)
1 Q	INJECTION	6/1/2010	6/30/2010	12	360
2 Q	INJECTION	7/1/2010	7/31/2010	12	372
3 Q	INJECTION	8/1/2010	8/25/2010	10	250
4 Q	INJECTION	8/26/2010	8/31/2010	3	18
5 Q	WITHDRAWAL	10/1/2010	10/31/2010	12	372
6 Q	WITHDRAWAL	11/1/2010	11/30/2010	12	360
7 Q	WITHDRAWAL	12/1/2010	12/25/2010	10	250
8 Q>	WITHDRAWAL	12/26/2010	12/31/2010	3	18

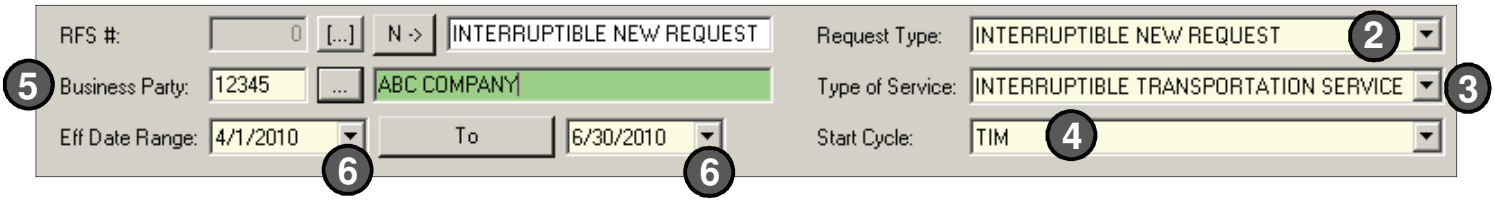
Requested Rates

	Type of Charge	Requested Rate Type	Requested Rate (Lump Sum)
1 Q	PAL 1 DAILY	NEGOTIATED	10000.00000
2 Q	PAL 1 DELIVERY	NEGOTIATED	10000.00000
3 Q>	PAL 1 FUEL	NEGOTIATED	10000.00000

How to Request Interruptible Service

1 To setup a Transportation or Storage bid, navigate to Menu Option: CAW Screens > Contracts >> Request for Service.





2 Select Interruptible New Request as the Request Type.

3 Select either Interruptible Transportation Service or Interruptible Storage Service as the Type of Service by using the dropdown.

4 Select a Start Cycle, if service should begin in a cycle other than Timely. The field will default to the next open cycle for requesting service based on the start date selected.

5 Enter your BP No. in the yellow Business Party field and tab out (or type a partial name in the green field and tab out).

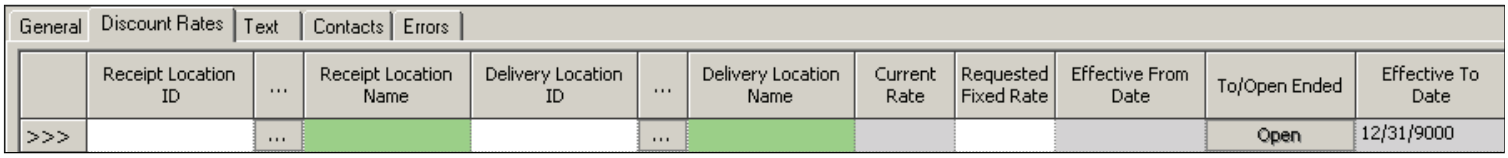
6 Select the appropriate Effective Date Range.

Interruptible Transportation Service Bids (Steps 7.1 and 7.2)

7.1 On the General Tab, enter the Maximum Daily Quantity in the RFS Interruptible MDQ (DTH) field.

Note Evergreen is not applicable to Interruptible Transportation Service bids.

7.2 On the Discount Rates tab, enter the commodity discounts for specific paths or a specific delivery point.

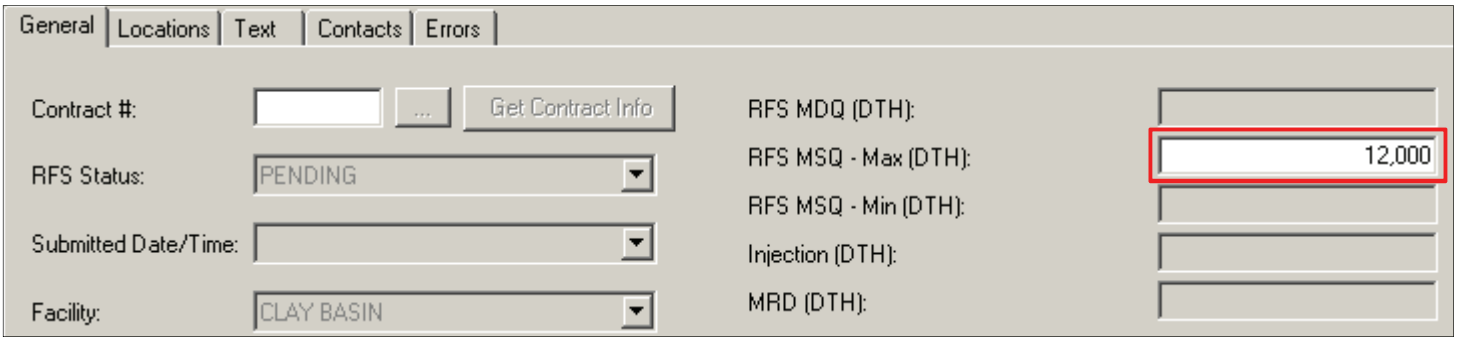


QuestLine

How to Request Interruptible Service

Interruptible Storage Service Bids (Step 7.1)

7.1 On the General Tab, enter the requested Maximum Storage Quantity.



Interruptible Transportation or Storage Bids

8 Enter remaining information as needed.

Optional — **Text and contact information can also be entered for this type of request. Refer to the last page of this reference for further details.**

9 Click the appropriate Action button. Retrieve Update Validate Submit Help Cancel

Update	Runs minimum database and security validations and does not submit. If successful, Update saves the data and creates an RFS #.
Validate	Runs business process validations but does not save the data.
Submit	Runs both types of validations. If the submission passes with no errors, the request is sent to internal users for approval.

Note — **Before an request can be submitted, the transaction must be error free. To fix errors:**

1. **Navigate to the *Errors* tab and verify if there are errors.**

   Note — **The RFS Status field on the General tab will also indicate if there is an error.**

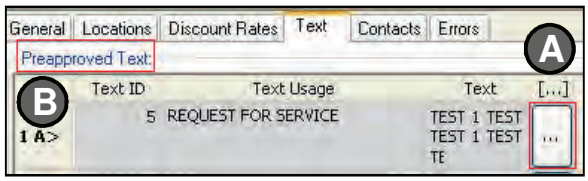
2. **If there are errors, make the appropriate corrections.**
3. **Click the *Submit* button.** Submit

How to Request Interruptible Service

Optional Add, Delete, or Change Text

Click on the Text tab to add, delete, or change text:

1. **Preapproved text is already approved by the company's legal and regulatory departments.**



   - **A** To add preapproved text, click the *Picklist* button and select the appropriate text. Then, click Update.
   - **B** To delete preapproved text, highlight the appropriate row by clicking on the row number on the left. Click the Delete key on the keyboard. Then, click Update.

   Note: Required text from Questar ("boilerplate" text) is not allowed to be deleted.

2. **Non-preapproved text can be added, deleted, and/or changed.**
   - **A** To add non-preapproved text, navigate to the Requested Text area and select the appropriate Text Usage. Next, enter the desired text (up to 4,000 characters) in the Text field. Then, click Update.
   - **B** To delete non-preapproved text, check the "Remove?" checkbox on the applicable row within the Current Text from Contract area. Then, click Update.

   Note: The text to be deleted and Remove checkmark remain visible. The Award process will remove the selected text when the new contract is created.

   - **C** To modify non-preapproved text, copy text from the Current Text from Contract area and paste in the Requested Text area. Then, modify as needed. After copying the text, be sure to delete the current text by clicking the "Remove?" checkbox. After the text has been changed, click *Update*.

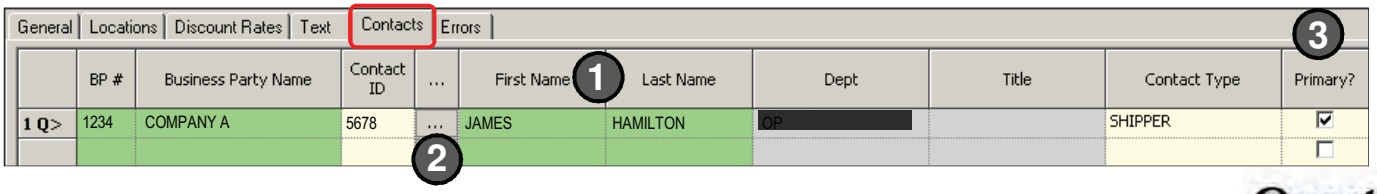
   Note: If any errors are displayed after clicking the *Update* button, correct the errors and then click Submit.

Optional Add Contacts to an Existing Contract

Note: The Contacts tab is auto-populated to show the contact info for the current user.

1. **Verify that the auto-populated Contact is accurate.**
2. **If necessary, use the *Picklist* button to add a contact.**
3. **Uncheck and check another Primary, if needed.**
4. **Click Update.** Update

Note: Only one primary contact is allowed. If one contact is displayed, this field auto-populates.

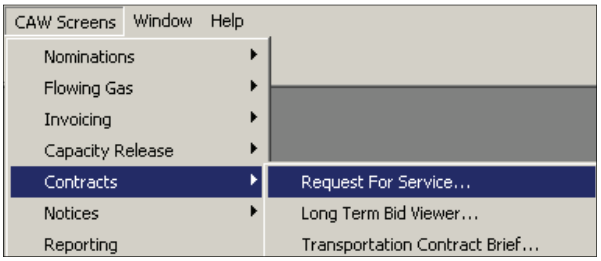


QuestLine

How to Set Up an Interruptible Park & Loan Deal

QUICKSTART

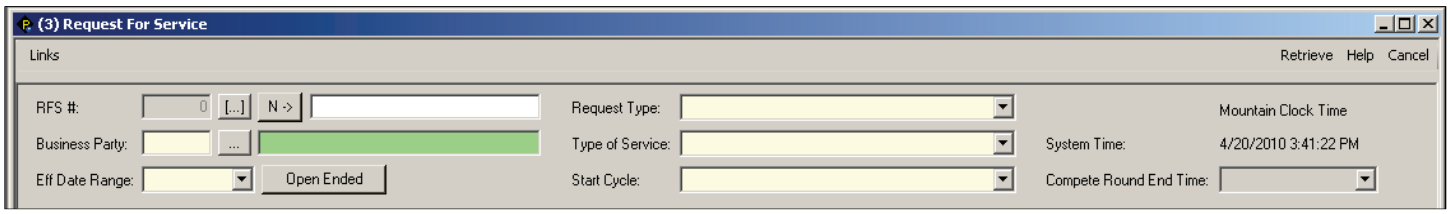
1 **To set up a deal, navigate to Menu Bar: CAW Screens > Contracts >> Request for Service.**



Note

Internal Users:
Navigate to Menu Bar: Screens > Contracts >> Request for Service.

The Request for Service screen opens.



2 **Select a request from the *Request Type* drop-down list.**

Example: **"Interruptible New Request" is selected.**

Request Type:

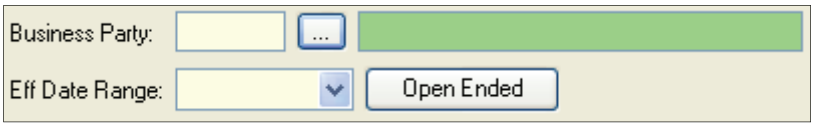
REQUEST TYPE CODE	REQUEST TYPE DESCRIPTION
AST	SHORT-TERM AMENDMENT
TRM	TERM EXTENSION
USA	UNSEGMENT AMENDMENT
ALT	LONG-TERM AMENDMENT
NLT	LONG-TERM UNSOLD BID
NIT	INTERRUPTIBLE NEW REQUEST
NP1	PAL-1 NEW REQUEST
AP1	PAL-1 AMENDMENT
AIT	INTERRUPTIBLE AMENDMENT
SST	SHORT-TERM SEGMENTATION AMENDMENT
NST	SHORT-TERM UNSOLD NEW REQUEST
SLT	LONG-TERM SEGMENTATION AMENDMENT

3 **Select the appropriate PAL-2 type of service from the *Type of Service* drop-down list.**

Type of Service:

TYPE OF SERIVCE CODE	TYPE OF SERVICE DESCRIPTION
ISS	INTERRUPTIBLE STORAGE SERVICE
PAL-2-L	PARK AND LOAN TRANSPORTATION SERVICE-LOAN
PAL-2-P	PARK AND LOAN TRANSPORTATION SERVICE-PARK
T-2	INTERRUPTIBLE TRANSPORTATION SERVICE

4 **Complete the following header fields:**



A **Select the Business Party from the *Picklist* button.**

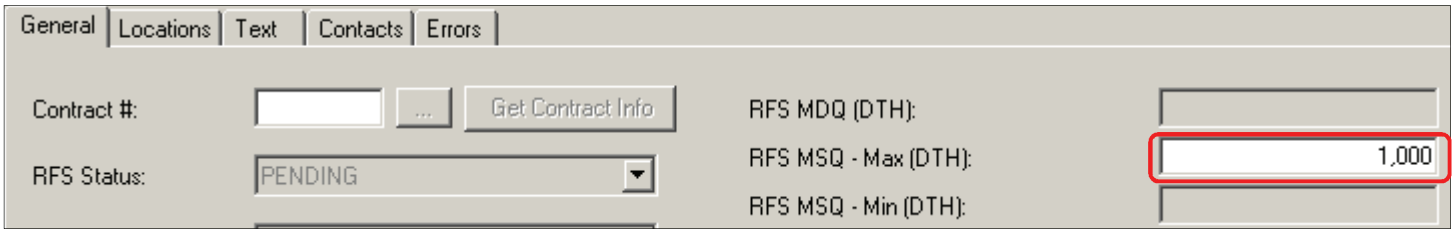
B **Select the Effective Date Range from the drop-down calendar.**

C **Click the Open Ended button and select the end date from the drop-down calendar.**

How to Set Up an Interruptible Park & Loan Deal

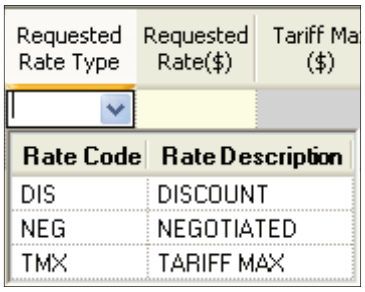
5 **On the General tab:**

A **If the request type is Park, enter a maximum storage quantity amount in the RFS MSQ – Max (DTH) field.**

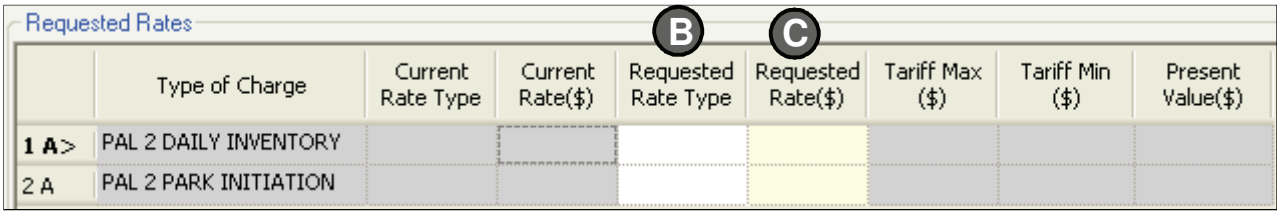


Note **If the request type is Loan, enter a negative (-) DTH amount in the RFS MSQ – Min (DTH) field.**

B **At the bottom of the General tab is the Requested Rates area. Select the Requested Rate Type for the Inventory and Initiation types of charges.**



C **Enter the Requested Rates for the Inventory and Initiation types of charges.**



Note **After parking stops and withdrawal begins switching to parking is not allowed.**

6 **Click on the Text and Contacts tabs and update as needed. For additional information, refer to the QuickStart on How to Request Interruptible Service.**

7 **Click the appropriate Action button.**

Update	Runs minimum database and security validations and does not submit. If successful, Update saves the data and creates an RFS #.
Validate	Runs business process validations but does not save the data.
Submit	Runs both types of validations. If the submission passes with no errors, the request is sent to internal users for approval.

Note **If there are any errors, the screen is automatically directed to the Errors tab. Correct any errors and resubmit.**

How to Request No-Notice Transportation Service

Initiation of requests for No-Notice Transportation Service are done off-line.

To request No-Notice Transportation Service, contact the Contract Services Department. For current phone numbers, visit the Questar Pipeline web page at http://www.questarpipeline.com/.

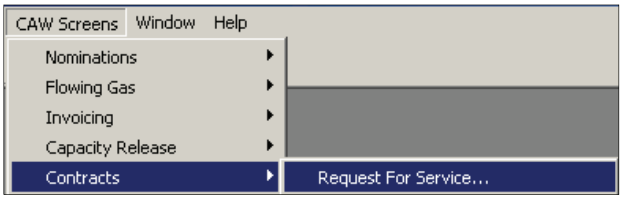
How to Amend an Existing Contract

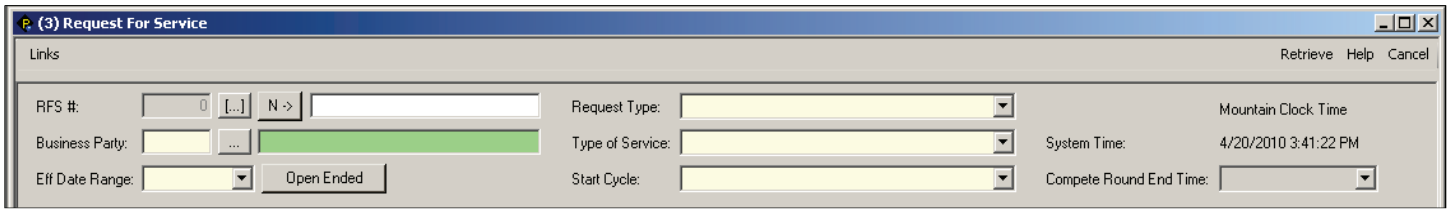
Important **Amendments are used to replace contract terms. The terms seen on the RFS screen will replace any existing terms for the contract and date range selected.**

Short-Term Amendment (Firm Transportation)

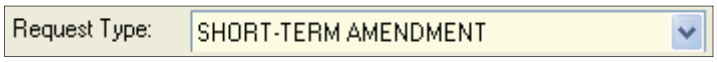
Example: **Capacity realignment (with new receipt point to same delivery point)**

1. **To create a Short-Term Amendment, navigate to Menu Option: CAW Screens > Contracts >> Request for Service.**

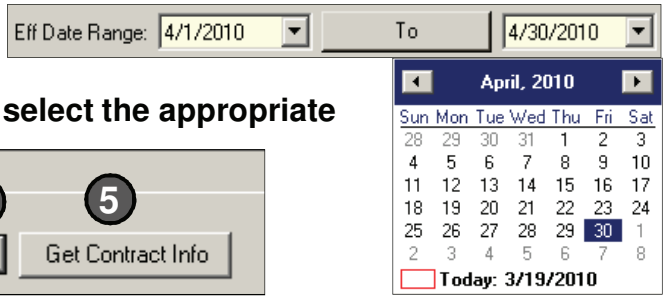




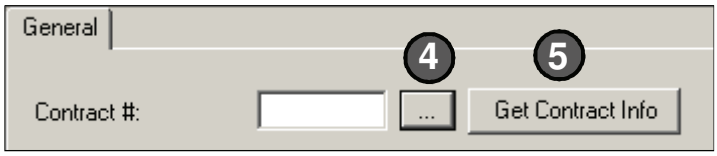
2. **Select <u>Short Term Amendment</u> as the Request Type.**



3. **Select the appropriate Effective Date Range.**

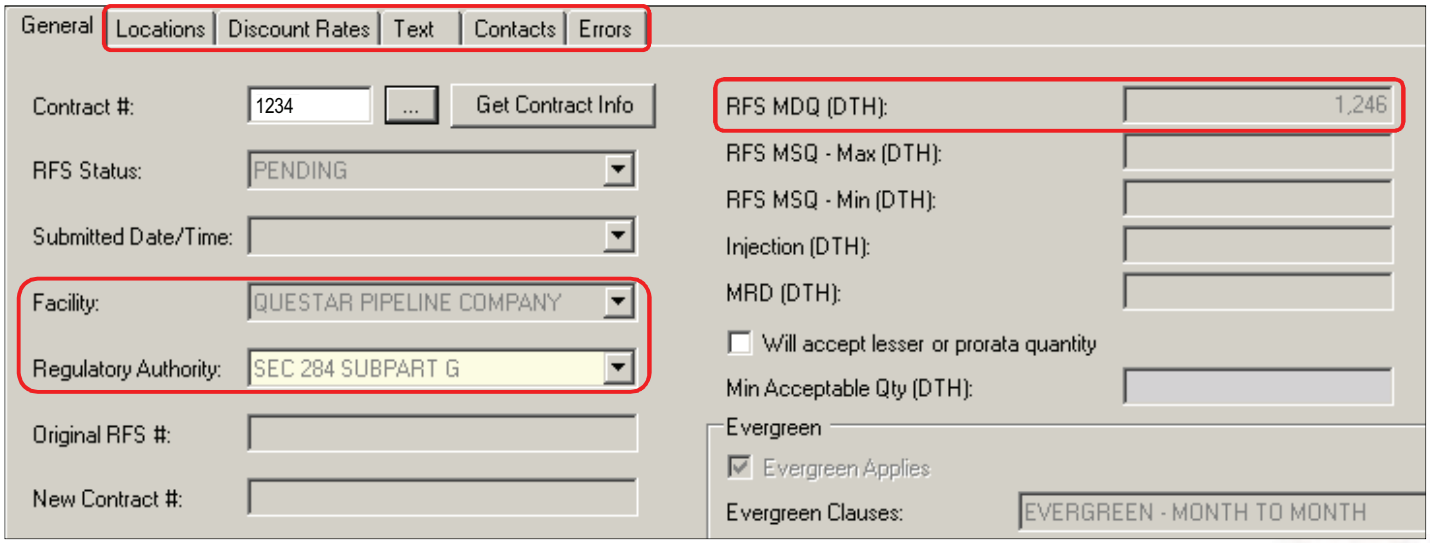


4. **On the General tab, use the *Picklist* button to select the appropriate Contract #.**



5. **Click the *Get Contract Info* button.**

Applicable tabs for the type of service will be displayed. Information from the selected contract is filled out on all tabs.



How to Amend an Existing Contract

Short-Term Amendment (Firm Transportation) Continued…

6 On the Locations tab, paths are auto-populated from the existing contract. To enter a new path:

General | Locations | Discount Rates | Text | Contacts | Errors

	Receipt Location ID	A ...	Receipt Location Name	Delivery Location ID	A ...	Delivery Location Name	A Masked MAP	Min Available MDQ for RFS Date Range (DTH	B Requested Qty Change (DTH)	Min Final MDQ for RFS Date Range (DTH)	Current Rate Type	Current Rate($)	D Requested Rate Type	E Requested Rate($)
1 A>	313	...	QPC GREASEWOO	164	...	QGC WASATCH F	WF-S	1,246		1,246	TARIFF M	5.28804		
		...			...									

A On the next empty row in the grid, select the appropriate Receipt Location ID and Delivery Location ID by clicking the *Picklist* button.

Note: You may also use the auto-lookup feature (any green field) by typing in the first part of the location name and pressing the *Tab* button on the keyboard. The system will then display a list of locations to choose from.

Note: If the delivery location selected has a masked map, the Masked Map field will be required.

B Enter the appropriate amount in the Requested Qty Change field.

If capacity needs to be reduced on an existing path, enter a negative number.

C Verify that the Net Requested Qty Change field (near the bottom of the screen) equals "0".

RFS MDQ
Net Requested Qty Change: 0

If not, revise the Requested Qty Change field to balance the transaction to zero.

D Select the appropriate Requested Rate Type (Discount; Max Tariff, or Negotiated).

Note: If the location is a city gate point, "Tariff Max" must be selected as the Requested Rate Type.

E Enter the appropriate dollar amount in the Requested Rate field.

Optional: Text and contact information can also be entered for this type of amendment. Refer to the last page of this reference for further details.

7 Click the appropriate Action button. Retrieve Update Validate Submit Help Cancel

Update	Runs minimum database and security validations and does not submit. If successful, Update saves the data and creates an RFS #.
Validate	Runs business process validations but does not save the data.
Submit	Runs both types of validations. If the submission passes with no errors, the request is sent to internal users for approval.

Note: Before an amendment can be submitted, the transaction must be error free. To fix errors:

1. Navigate to the *Errors* tab and verify if there are errors.

   Note: The RFS Status field on the General tab will also indicate if there is an error.

2. If there are errors, make the appropriate corrections.
3. Click the *Submit* button. Submit

QuestLine

How to Amend an Existing Contract

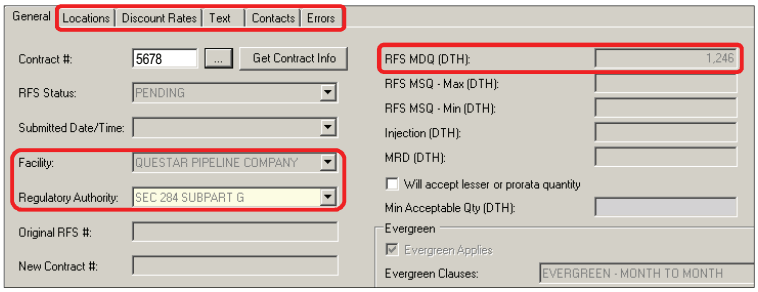
Discount Rate Amendment for Long-Term or Short-Term Firm Transportation

1. Complete Steps 1 and 2 from the Short-Term Amendment instructions.
2. Enter the appropriate Effective Date Range.

Note This date can be changed to either the current calendar month (as shown above) or left open-ended (life of the contract). To leave a contract open-ended, enter ONLY the effective from date and select "Long-Term Amendment" as the Request Type.

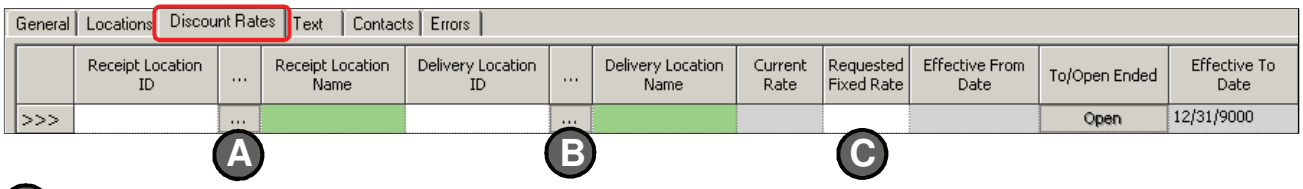
3. On the General tab, use the *Picklist* button to select the appropriate Contract #.
4. Click the *Get Contract Info* button.

Applicable tabs for the type of service will be displayed. Information from the selected contract is filled out on all tabs.



Note On the Discount Rates tab, any existing discount rates will only auto-populate when the user selects the appropriate contract and gets the current contract information for the contract that is being amended. The rates on this tab refer to discount supplemental rates.

5. If applicable, on the Discount Rates tab enter the following:



A. Select a Receipt Location ID by clicking on the *Picklist* button. Or, leave the field blank to indicate the discount applies to all receipts.

B. Select a Delivery Location ID by clicking on the *Picklist* button.

C. Enter the appropriate Requested Fixed Rate.

Note The Effective From and To Date fields will auto-populate based on the effective date range that was selected in the header.

Optional Text and contact information can also be entered for this type of amendment. Refer to the last page of this reference for further details.

6. Click Update.  If appropriate, correct any errors.
7. Click Submit. 

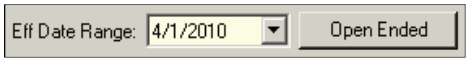
How to Amend an Existing Contract

Discount Rate Amendment for Long-Term or Short-Term Interruptible Transportation

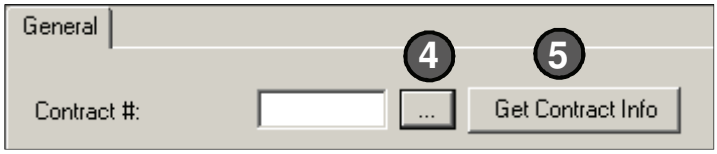
1. Complete Step 1 from the Short-Term Amendment instructions.
2. Select "Interruptible Amendment" as the Request Type.

3. Enter the appropriate Effective Date Range.

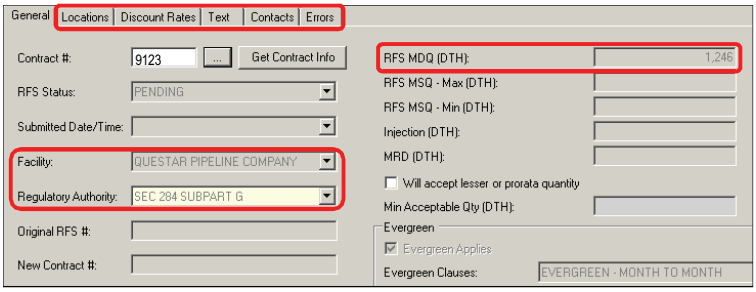
Note This date can be changed to either the current calendar month (as shown above) or left open-ended (life of the contract). To leave a contract open-ended, enter ONLY the effective from date and select "Long-Term Amendment" as the Request Type.



4. On the General tab, use the *Picklist* button to select the appropriate Contract #.
5. Click the *Get Contract Info* button.

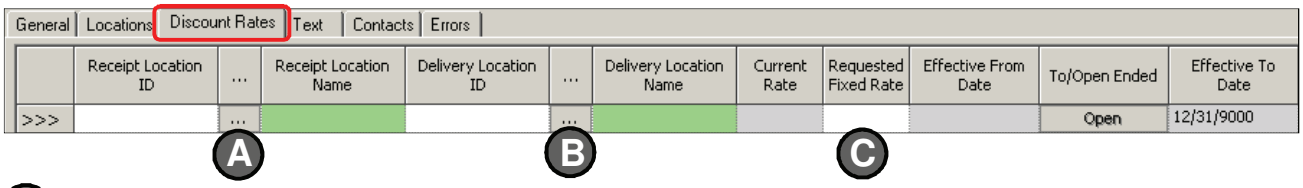


Applicable tabs for the type of service will be displayed. Information from the selected contract is filled out on all tabs.



Note On the Discount Rates tab, any existing discount rates will only auto-populate when the user selects the appropriate contract and gets the current contract information for the contract that is being amended. The rates on this tab refer to discount supplemental rates.

6. If applicable, on the Discount Rates tab enter the following:



A. Select a Receipt Location ID by clicking on the *Picklist* button. Or, leave the field blank to indicate the discount applies to all receipts.

B. Select a Delivery Location ID by clicking on the *Picklist* button.

C. Enter the appropriate Requested Fixed Rate.

Note The Effective From and To Date fields will auto-populate based on the effective date range that was selected in the header.

Optional Text and contact information can also be entered for this type of amendment. Refer to the last page of this reference for further details.

7. Click Update. 

If appropriate, correct any errors.

8. Click Submit. 

QuestLine

How to Amend an Existing Contract

Segment a Contract (Firm Transportation)

1. Complete Step 1 from the Short-Term Amendment instructions.

2. Select either "Short-Term Segmentation" or "Long-Term Segmentation" as the Request Type.

Request Type:

REQUEST TYPE CODE	REQUEST TYPE DESCRIPTION
AST	SHORT-TERM AMENDMENT
TRM	TERM EXTENSION
USA	UNSEGMENT AMENDMENT
ALT	LONG-TERM AMENDMENT
NLT	LONG-TERM UNSOLD BID
NIT	INTERRUPTIBLE NEW REQUEST
NP1	PAL-1 NEW REQUEST
AP1	PAL-1 AMENDMENT
AIT	INTERRUPTIBLE AMENDMENT
SST	SHORT-TERM SEGMENTATION AMENDMENT
NST	SHORT-TERM UNSOLD NEW REQUEST
SLT	LONG-TERM SEGMENTATION AMENDMENT

Note

Short-term is one month or less; thus, the effective date for segmentation has to be for the rest of the month.

Long-term is greater than one month or less than or equal to six months.

Allow 3 days for review of the segmentation request. (See QPC tariff for segmentation terms and conditions).

3. On the General tab, use the *Picklist* button to select the appropriate Contract #.

4. Click the *Get Contract Info* button.

General

Contract #: [ ] ... Get Contract Info

Applicable tabs for the type of service will be displayed. Information from the selected contract is filled out on all tabs.

Note

On the Locations tab, the contract paths will auto-populate when the user selects the appropriate contract and gets the current contract information for the contract that is being amended.

General | Locations | Discount Rates | Text | Contacts | Errors | Unsold Capacity

	Receipt Location ID	[...]	Receipt Location Name	Delivery Location ID	[...]	Delivery Location Name	Masked MAP	Min Available MDQ for RFS Date Range (DTH)	Requested Qty Change (DTH)	Min Final MDQ for RFS Date Range (DTH)	Current Rate Type	Current Rate($)	Requested Rate Type	Requested Rate($)	Present Value($)	Segment of Existing Path?	[...]	Parent Path Receipt Location ID	Parent Path Receipt Location Name	Parent Path Delivery Location ID	Parent Path Delivery Location Name	Segment Set ID
1 A	820	...	SUMMIT	844	...	PATASKALA		3,000	(1,000)	2,000	TMX	5.10000				☐	...					
2 A	821	...	MARYVILLE	847	...	LAKE ST. LOUI		4,000		4,000	TMX	5.10000				☐	...					
3 A	820	...	SUMMIT	843	...	LYONS			1,000	1,000						☑	...	820	SUMMIT	844	PATASKALA	1
4 A	826	...	NEOSHO	844	...	PATASKALA			1,000	1,000						☑	...	820	SUMMIT	844	PATASKALA	1

5. Enter a negative quantity in the Requested Qty Change for the existing path that is being segmented (Line 1 in this example).

6. On the next empty grid row (Line 3 in this example), enter the Receipt Location ID and Delivery Location ID for the segment being created from the first path that capacity was removed from. Then, enter the quantity to segment in the Requested Qty Change (Dth).

7. Repeat this step for however many segments are being created from the existing path. See Line 4.

8. Check the "Segmentation of Existing Path?" column for those segments that were created from an existing path.

9. Use the *Picklist* button to select the parent path of the segment. This selection will be the existing contract path from which the segment is being created.

10. Enter the same Segment Set ID for each set of child segments that go together. *Example:* A different Segment Set ID should be used if contract path 820-844 is segmented again with different segments.

11. Click Update. [Update] If appropriate, correct any errors.

12. Click Submit. [Submit]

Optional

Text and contact information can also be entered for this segmented contract. Refer to the last page of this reference for further details.

QuestLine

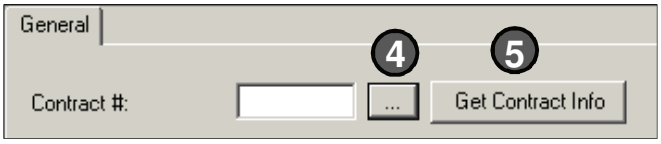
How to Amend an Existing Contract

Term Extension

Only available on contracts with an Evergreen clause.

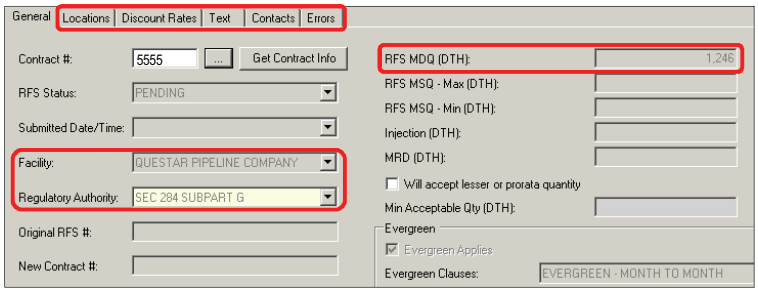
1. Complete Step 1 from the Short-Term Amendment instructions.
2. Select "Term Extension" as the Request Type.

3. Select the appropriate Effective Date Range.
4. On the General tab, use the *Picklist* button to select the appropriate Contract #.
5. Click the *Get Contract Info* button.



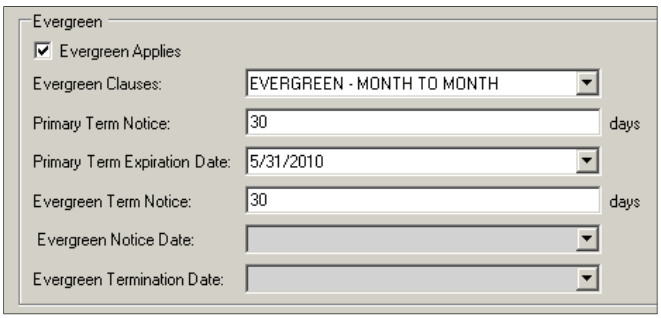
Applicable tabs for the type of service will be displayed.

Information from the selected contract is filled out on all tabs, including the current evergreen terms, including the Primary Term Expiration Date.



6. On the General Tab, navigate to the existing Primary Term Expiration Date in the Evergreen area. Change this date to the new Primary Term Expiration Date.

   Example: The primary term expiration date was originally 4/30/2010. It will now be changed to 5/31/2010.



Optional — Text and Contact information can also be entered for this contract type. To enter text and contact information, refer to the last page of this reference.

7. Click Update. 

If appropriate, correct any errors.
8. Click Submit. 

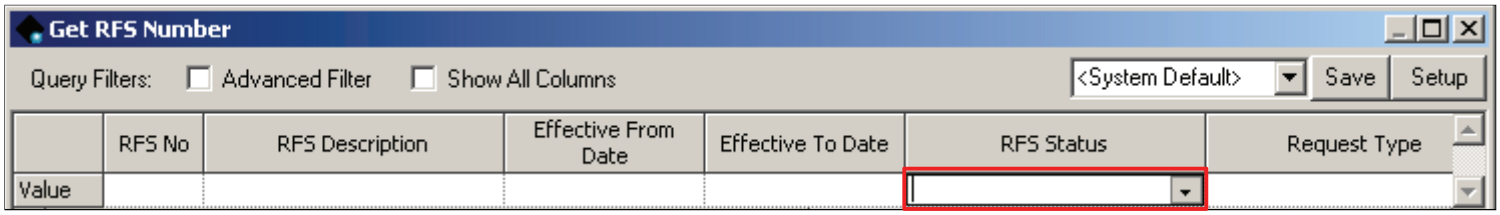
How to Amend an Existing Contract

Withdraw an Amendment

1. Complete Step 1 from the Short-Term Amendment instructions.

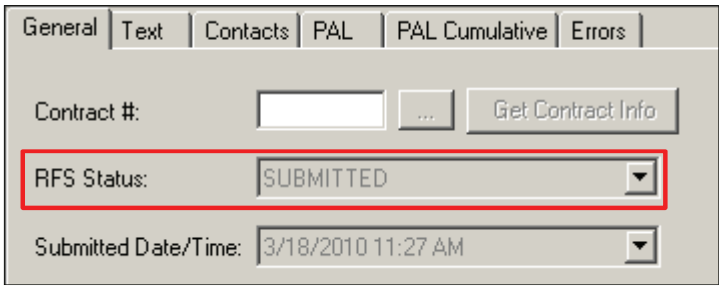
2. Select an existing request by clicking the RFS # *Picklist* button.

Note If appropriate, use the query filter to select an existing request by RFS Status (such as Submitted).



3. On the General Tab, click the *Withdraw* button.

Note The *Withdraw* button is only active when a request has a "Submitted" status and the Request Type allows submitted requests to be withdrawn. The request status can be verified on the General tab.

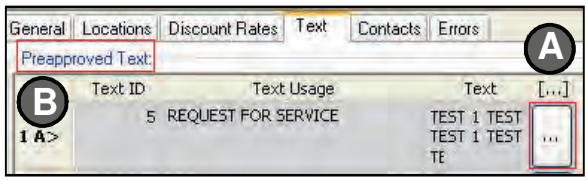


How to Amend an Existing Contract

Optional Add, Delete, or Change Text

Click on the Text tab to add, delete, or change text:

1. **Preapproved text is already approved by the company's legal and regulatory departments.**



   - **A** To add preapproved text, click the *Picklist* button and select the appropriate text. Then, click Update.
   - **B** To delete preapproved text, highlight the appropriate row by clicking on the row number on the left. Click the Delete key on the keyboard. Then, click Update.

   Note: Required text from Questar ("boilerplate" text) is not allowed to be deleted.

2. **Non-preapproved text can be added, deleted, and/or changed.**
   - **A** To add non-preapproved text, navigate to the Requested Text area and select the appropriate Text Usage. Next, enter the desired text (up to 4,000 characters) in the Text field. Then, click Update.
   - **B** To delete non-preapproved text, check the "Remove?" checkbox on the applicable row within the Current Text from Contract area. Then, click Update.

   Note: The text to be deleted and Remove checkmark remain visible. The Award process will remove the selected text when the new contract is created.

   - **C** To modify non-preapproved text, copy text from the Current Text from Contract area and paste in the Requested Text area. Then, modify as needed. After copying the text, be sure to delete the current text by clicking the "Remove?" checkbox. After the text has been changed, click *Update*.

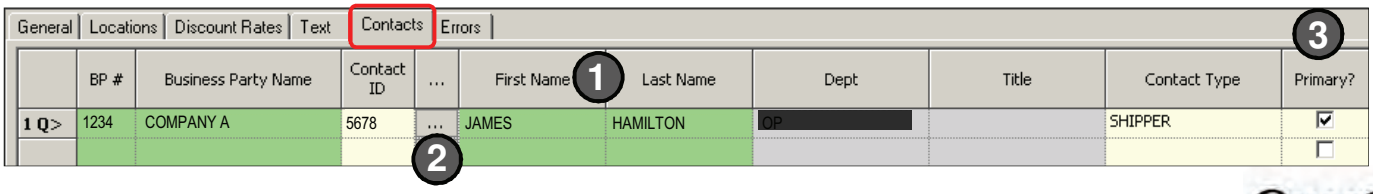
   Note: If any errors are displayed after clicking the *Update* button, correct the errors and then click Submit.

Optional Add Contacts to an Existing Contract

Note: The Contacts tab is auto-populated to show the contact info for the current user.

1. **Verify that the auto-populated Contact is accurate.**
2. **If necessary, use the *Picklist* button to add a contact.**
3. **Uncheck and check another Primary, if needed.**
4. **Click Update.** Update

Note: Only one primary contact is allowed. If one contact is displayed, this field auto-populates.



QUICKSTART

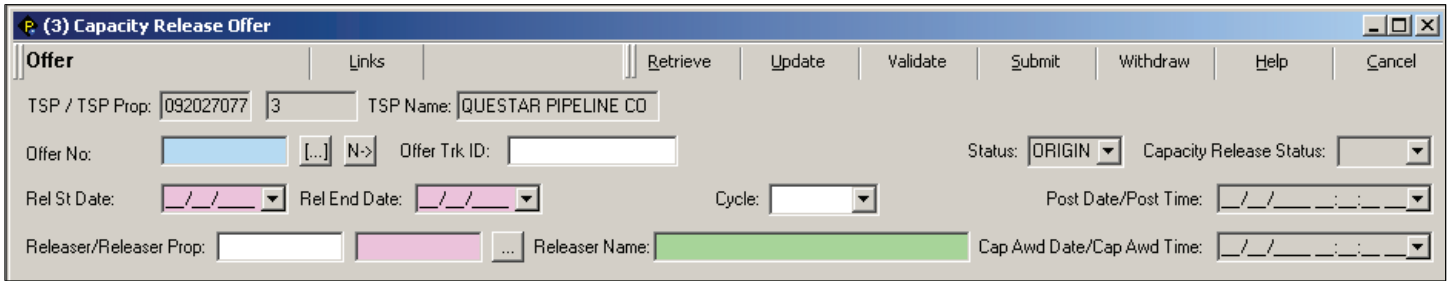
Capacity Release

QuestLine

How to Set Up a Transportation Capacity Release Offer

Note Questar requires only one releasing contract per offer.

1. To set up a capacity release offer, navigate to Menu Option: CAW Screens > Capacity Release >> Offers >>> Offer.



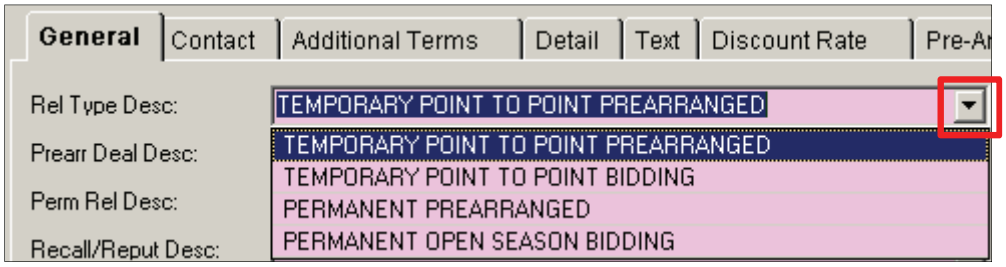
2. Create a new offer by clicking on the N-> button.

3. Enter the release start and end dates.

4. The cycle will default to <u>Timely</u> but can be changed, if desired.

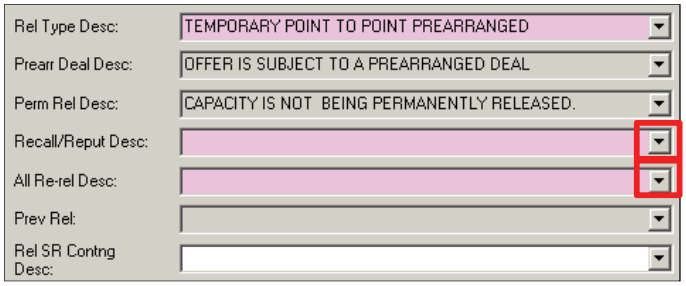
5. Enter the Releaser in the Releaser/Releaser Prop (Proprietary Code) field or select by using the *Picklist* button.

6. On the General tab, select the appropriate Release Type (Temporary Point to Point Prearranged; Temporary Point to Point Bidding (Non-Prearranged); Permanent Prearranged; Permanent Open Season Bidding (Non-Prearranged)).



How to Set Up a Transportation Capacity Release Offer

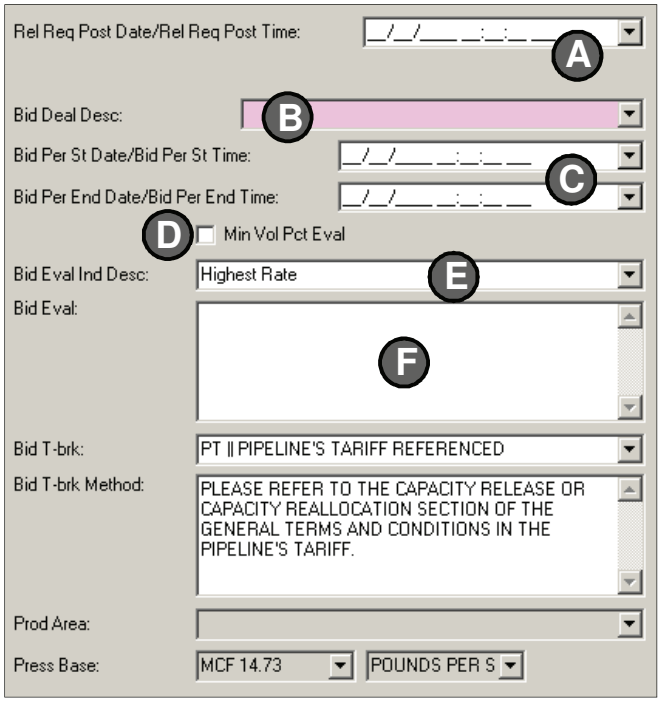
7 **If Temporary Point to Point Prearranged or Temporary Point to Point Bidding (Non-Prearranged) was selected in step 6, select whether the offer can be recalled, reput, and whether the releasing shipper may re-release the capacity (Recall/Reput Desc and All Re-rel Desc fields).**



Note

The last field in this section is optional (Releasing Shipper's Contingency Indicator Description). Use Rel SR Contng Desc to specify if you will or will not accept a bid with a contingency.

8 **In the right section of the General tab:**



A **Specify a Releaser Requested Post Date and Post Time.**

B **Select whether this a biddable or non-biddable deal.**

C **Select the Bid Period Start Date and End Date.**

D **If the offer is a volumetric release and the percentage load factor should be considered in the bid evaluation, check the Min Vol Pct Eval checkbox.**

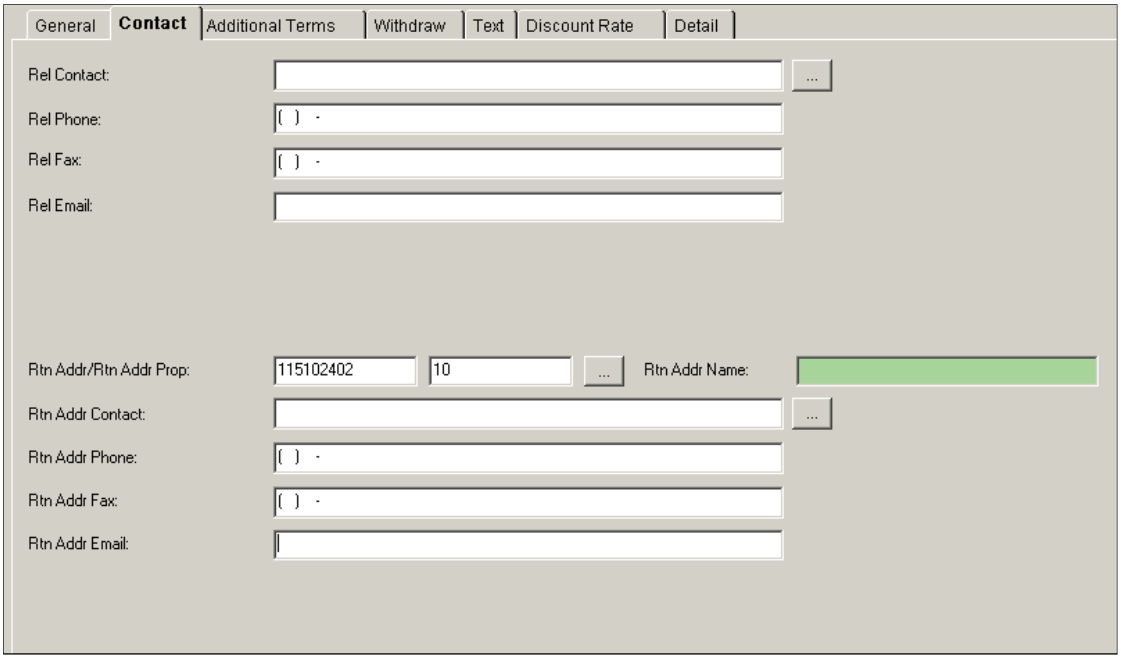
E **The Bid Evaluation Indicator Description defaults to "Highest Rate." If the bid is to be evaluated using a different method, select the appropriate Bid Eval Ind Desc using the dropdown menu.**

F **If "Other Method' is selected as the Bid Eval Ind Desc, enter the method in the Bid Eval text field.**

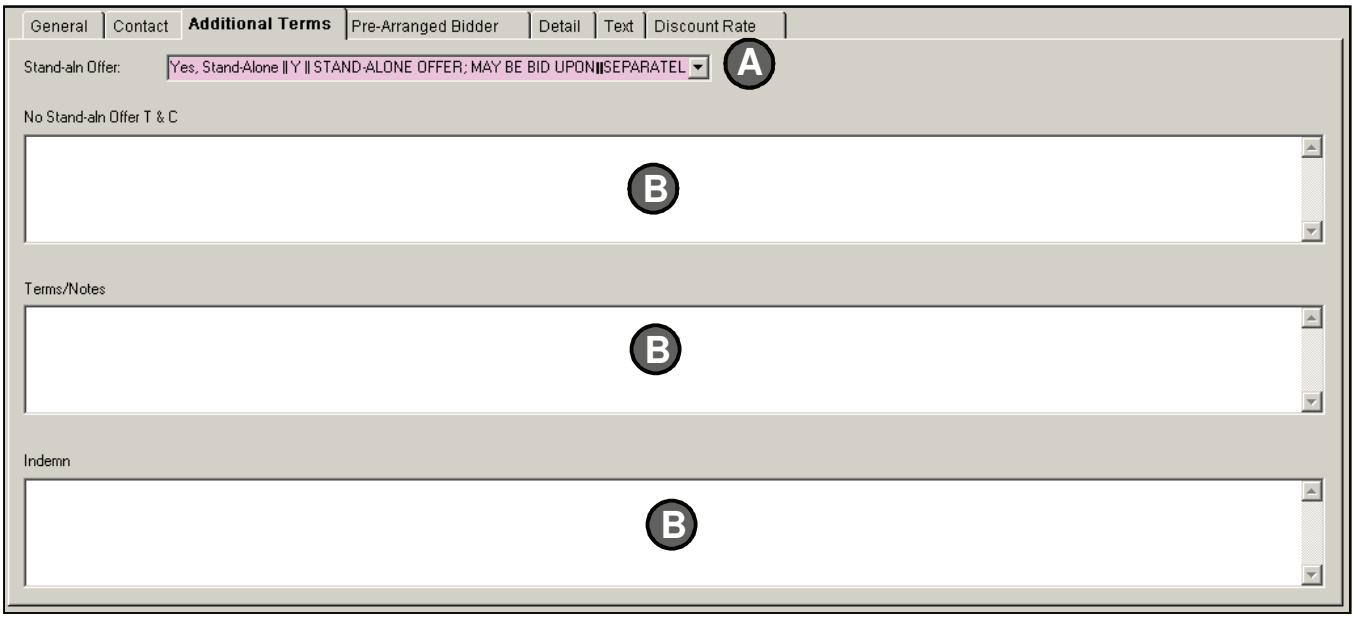
How to Set Up a Transportation Capacity Release Offer

9 **Enter contact information on the Contact tab using the picklist buttons or freeform text.**

Questar Pipeline requires a Releaser Contact name and Releaser Phone number for assisting bidders who have questions.



10 **On the Additional Terms tab, enter the following:**

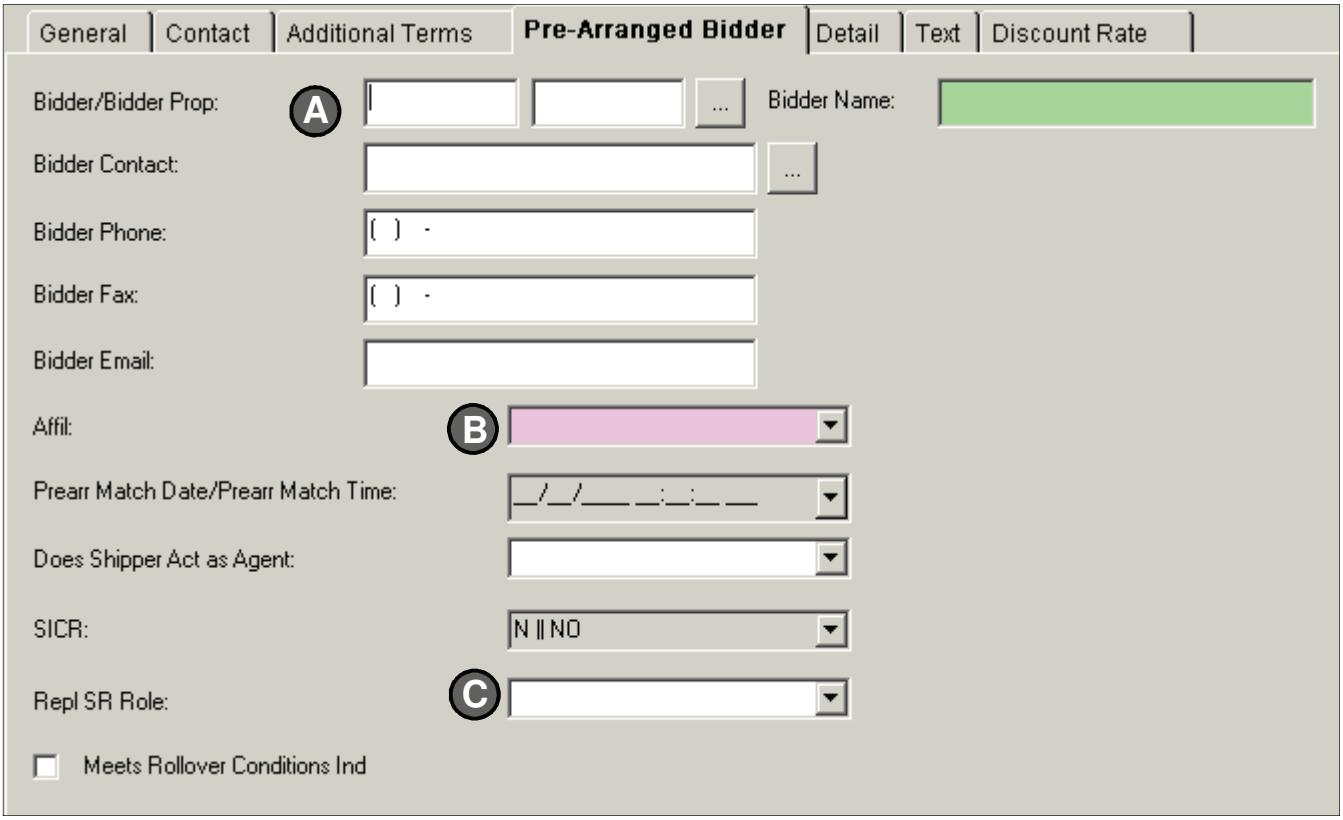


A **Indicate whether or not the offer is a stand-alone offer.**

B **Enter any special terms such as Terms/Notes, No Stand-Aln Offer Terms & Conditions, or Indemnification Clause.**

How to Set Up a Transportation Capacity Release Offer

11 **If a Release Type of 'Permanent Prearranged' or 'Temporary Point to Point Prearranged' was selected on the General tab, the Pre-Arranged Bidder tab is displayed. Enter the following in the Pre-Arranged Bidder tab:**



A **Select the Bidder by entering the information in the green field or use the *Picklist* button. The *Picklist* displays business parties for all TSPs, not just the pipeline you are releasing on. Enter the Bidder Contact and Phone number.**

B **Indicate whether any affiliations exist with the TSP or Shipper using the dropdown menu for Affil.**

C **If acting as an agent for the capacity release, select Replacing Shipper Role from the dropdown menu. Asset Management Agreements should be designated by selecting 'AMA" in the Repl SR Role dropdown menu.**

How to Set Up a Transportation Capacity Release Offer

12 On the Details tab, enter the following:

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

	Offer Detail ID	Rel K	... (A)	Rate Sch	Loc/QTI Desc	Loc (Rec)	Loc Prop (Rec)	Loc Purp (Rec)	Loc Purp Desc (Rec)	Loc (Del)	Loc Prop (Del)	Loc Purp (Del)	Loc Purp Desc (Del)	Masked MAP	Seg ment	Capacity Available	Max Offer Qty - K	Max Offer Qty - Loc
1			...		(B)										☐			(C)
2			...												☐			

A Select the appropriate Releasing Contract by using the *Picklist* button. The Picklist also allows selection of the releasing path. Rate Schedule for the contract will be returned from the Picklist selection.

B Select the Location Quantity Type Indicator ('Receipt Point(s) to Delivery Point(s)' for transportation).

C Enter the quantity to be released in the Max Offer Qty - Loc field.

Note

The Max Offer Qty - K field is calculated by summing the Max Offer Qty - Loc field for all paths released from the same contract. If two paths are released from the same contract, the Max Offer Qty – K column shows the same sum on each line.

Max Offer Qty - K	Max Offer Qty - Loc
5,000	3,000
5,000	2,000

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

	Max Offer Qty - Loc	Min Offer Qty - K	Min Offer Qty - Loc	Rate Form/Type Desc	Load Factor Type	Min Acpt Vol Pct	Min Acpt Vol Qty	Min Acpt Vol Lf Pct	Meas Basis Desc	Rel Acpt Bid Basis Desc	Rate ID Desc	Min Acpt Rate	Res Rate Basis Desc	Min Acpt Pct
1				(D)						(E)				
2														

D Select the appropriate Rate Form Type:

1. Reservation Charge Only
2. Volumetric Charge Only. Then select a Load Factor Type of 'Percentage of MDQ' or 'Explicit Quantity'.
   - a. If 'Percentage of MDQ', enter the percentage in the Min Accpt Vol Pct field.
   - b. If 'Explicit Quantity', enter the quantity in dekatherms in the Min Accpt Vol Qty field.

E Select the appropriate Releaser Acceptable Bid Basis.

1. If Percentage of Maximum Tariff Rate (P), enter the percentage in the Min Acceptable % field.
2. If Absolute Dollars and Cents per Unit Basis (A), enter the dollar value in the Min Acceptable Rate ($) field. (If you want to view and then enter the Max Tariff Rate, the read-only Max Tariff Rate field populates only after validation.)

Note

If there is a pre-arranged bidder, the Bid-related fields in the grid will auto-populate. These fields are displayed at the far right in the grid and include the Bid Qty – K, Bid Qty – Loc, Bidder Bid Basis Desc, Rate Bid, Pct Max Trf Rate Bid, Min Vol Pct, and Min Vol Qty field.

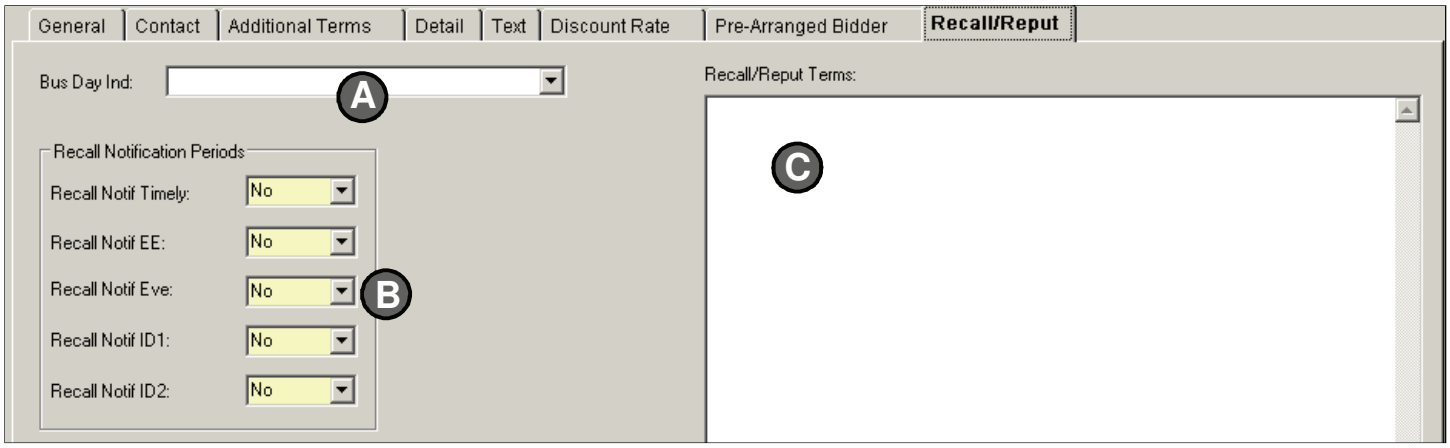
How to Set Up a Transportation Capacity Release Offer

F After you have clicked the Update button to validate, save, and assign an offer number, you can then click the Get Capacity Available button. Review and compare the Capacity Available column to your entry in Max Offer Qty.

Get Capacity Available

Capacity Available	Max Offer Qty - K	Max Offer Qty - Loc
5,000	2,500	2,500

13 If any of the first three Recall/Reput Types were selected on the General tab, then the Recall/Reput tab will be displayed. On the Recall/Reput tab, enter the following:



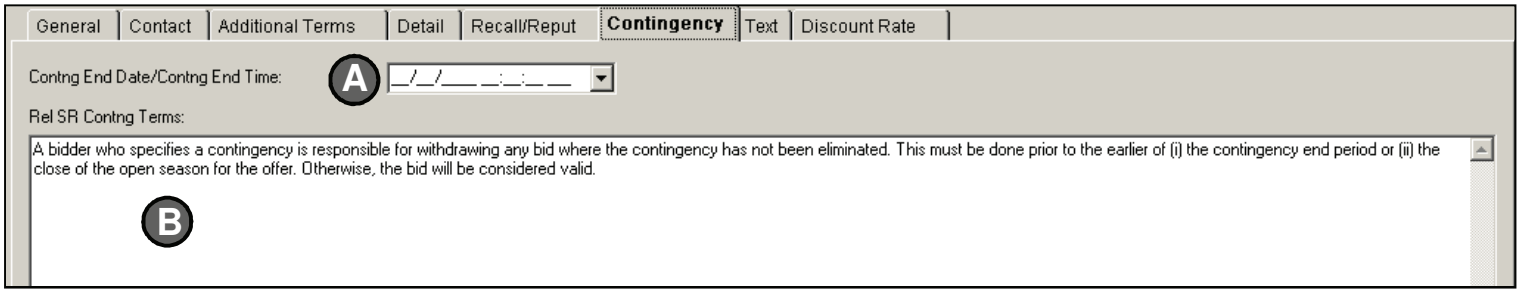
A Select the appropriate Business Day Recall Notification Restriction (Business Day Only or Any Calendar Day).

B Select the Recall Notif Period (at least one cycle is required).

C Enter any terms in the Recall/Reput Terms textbox.

Optional — Text information can also be entered for this offer. Refer to the last page of this reference for further details.

14 The Contingency tab appears if Y is selected in the Rel SR Contng (Releasing Shipper Contingency) field on the General tab.



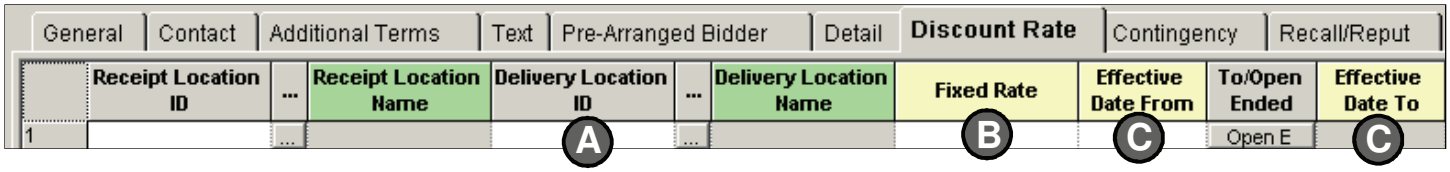
A Enter a Contingency End Date and End Time.

B Enter applicable contingency terms.

How to Set Up a Transportation Capacity Release Offer

15 **The Discount Rate tab is used for supplemental (or flex) rates and is in addition to the demand rate on the Detail tab. Discount Rates are applicable only to transportation releases. Only the Delivery Location needs to be specified if the flex rate is applicable to all receipt locations flowing to the specific delivery location.**

On the Discount Rate tab, enter the following:



A **Select the Delivery Location ID by clicking the *Picklist* button.**

B **Enter the dollar amount in the Fixed Rate field.**

C **Select the Effective From and To dates.**

16 **To complete the Capacity Release Offer, click the appropriate Action button in the screen header.**

Update	An Offer # is assigned and the record is saved if the preliminary validation is passed. The second part of the validation may produce errors.
Validate	Runs minimum database validations, assigns an Offer #, and saves the data.
Submit	Runs both validations. If the submission passes with no errors, the request is sent to internal users for approval.

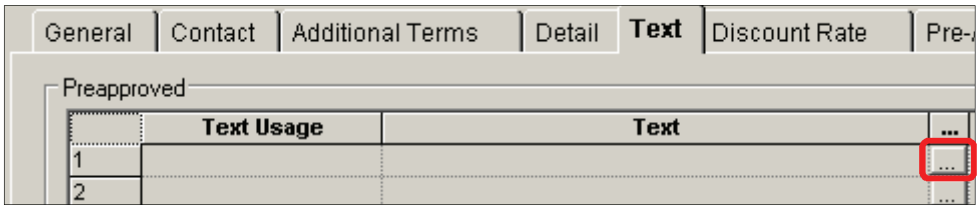
How to Set Up a Transportation Capacity Release Offer

Optional

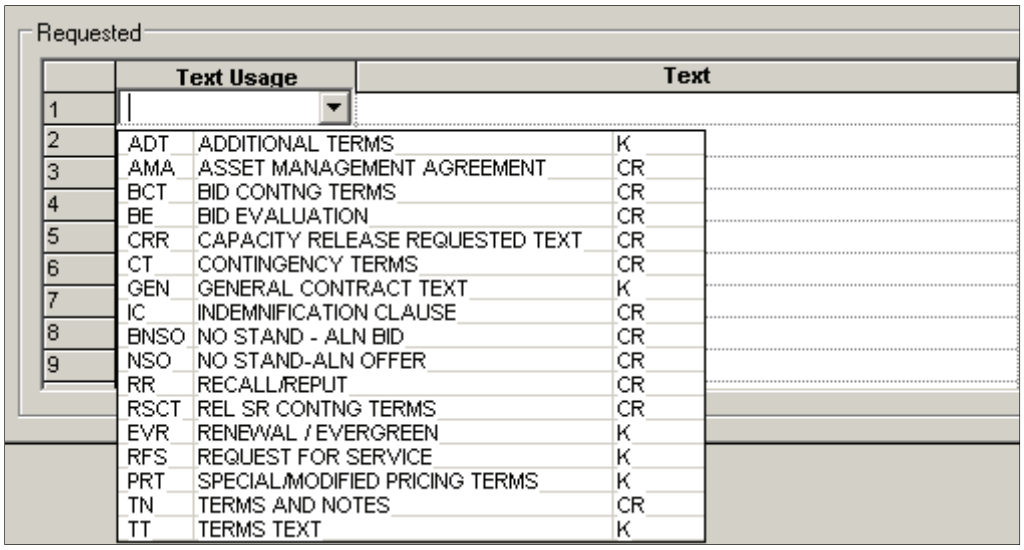
Add, Delete, or Change Text

On the Text tab, add text by either selecting Preapproved or Requested text:

1. **Preapproved text is already approved by Questar's legal and regulatory departments. To enter preapproved text, click the *Picklist* button and select the appropriate text. Then, click Update.**



2. **To add non-preapproved text, navigate to the Requested Text area and select the appropriate Text Usage by using the dropdown menu. Next, enter the desired text (up to 4,000 characters) in the Text field. Then, click Update.**



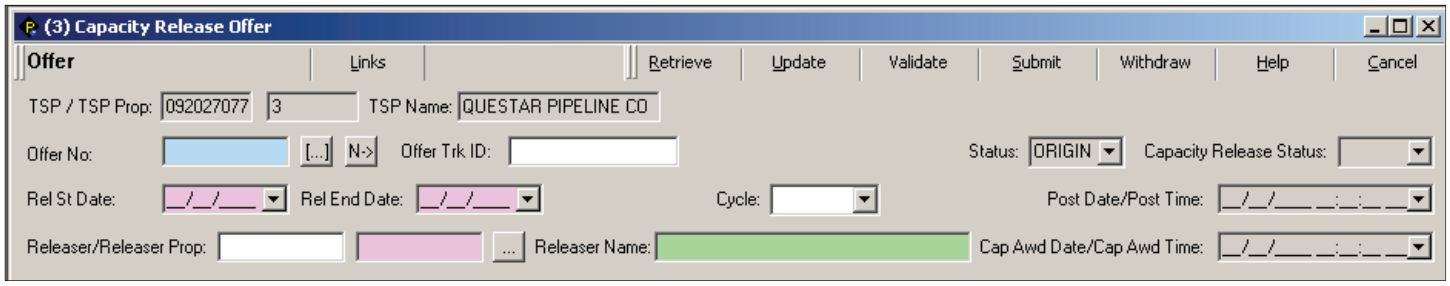
A. **To delete non-preapproved text, click the appropriate row and click the Delete key on your keyboard. The row of data will then disappear.**

B. **To modify non-preapproved text, navigate to the Text field and modify the text as needed. After the text has been changed, click *Update*.**

How to Set Up a Storage Capacity Release Offer

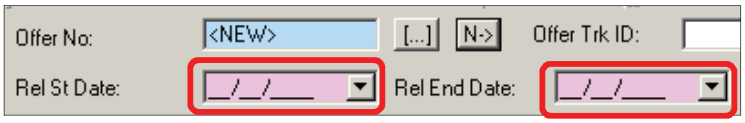
Note Questar requires only one releasing contract per offer.

1. To set up a storage capacity release offer, navigate to Menu Option: CAW Screens > Capacity Release >> Offers >>> Offer.



2. Create a new offer by clicking on the N-> button.

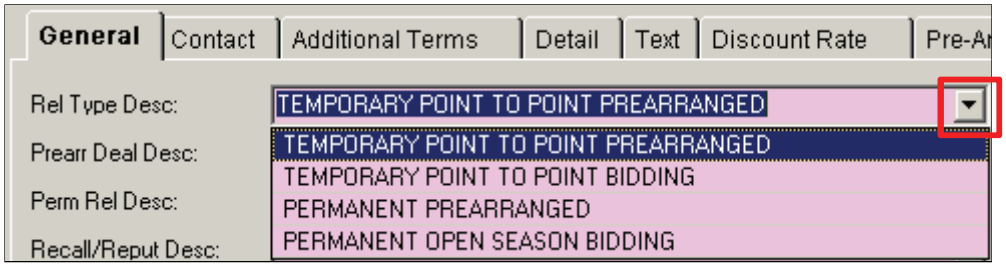
3. Enter the release start and end dates.



4. The cycle will default to <u>Timely</u> but can be changed, if desired.

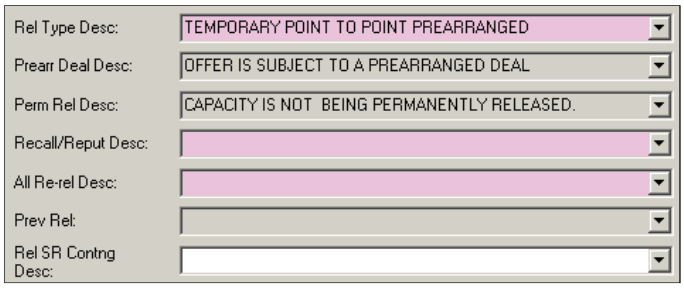
5. Enter the Releaser in the Releaser/Releaser Prop (Proprietary Code) field or select by using the *Picklist* button.

6. On the General tab, select the appropriate Release Type (Temporary Point to Point Prearranged; Temporary Point to Point Bidding (Non-Prearranged); Permanent Prearranged; Permanent Open Season Bidding (Non-Prearranged)).



How to Set Up a Storage Capacity Release Offer

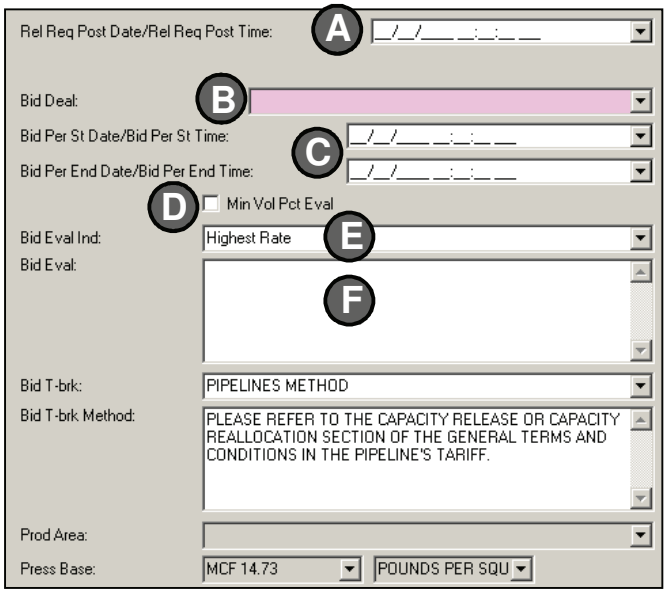
7 **If Temporary Point to Point Prearranged or Temporary Point to Point Bidding (Non-Prearranged) was selected in step 6, select whether the offer can be recalled, reput, and whether the releasing shipper may re-release the capacity (Recall/Reput Desc and All Re-rel Desc fields).**



Note

The last field in this section is optional (Releasing Shipper's Contingency Indicator Description). Use Rel SR Contng Desc to specify if you will or will not accept a bid with a contingency.

8 **In the right section of the General tab:**



A **Specify a Releaser Requested Post Date and Post Time.**

B **Select whether this a biddable or non-biddable deal.**

C **Select the Bid Period Start Date and End Date.**

D **If the offer is a volumetric release and the percentage load factor should be considered in the bid evaluation, check the Min Vol Pct Eval checkbox.**

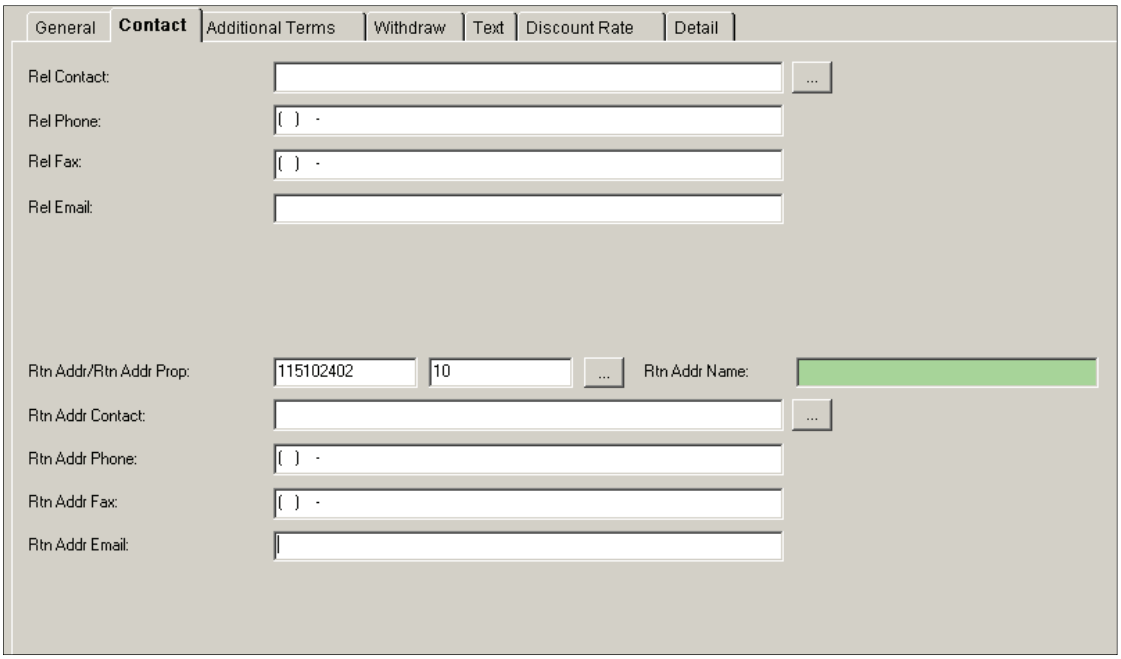
E **The Bid Evaluation Indicator defaults to Highest Rate. If the bid is to be evaluated using a different method, select the appropriate Bid Eval Ind using the dropdown menu.**

F **If "Other Method' is selected as the Bid Eval Ind, enter the Bid Eval Method.**

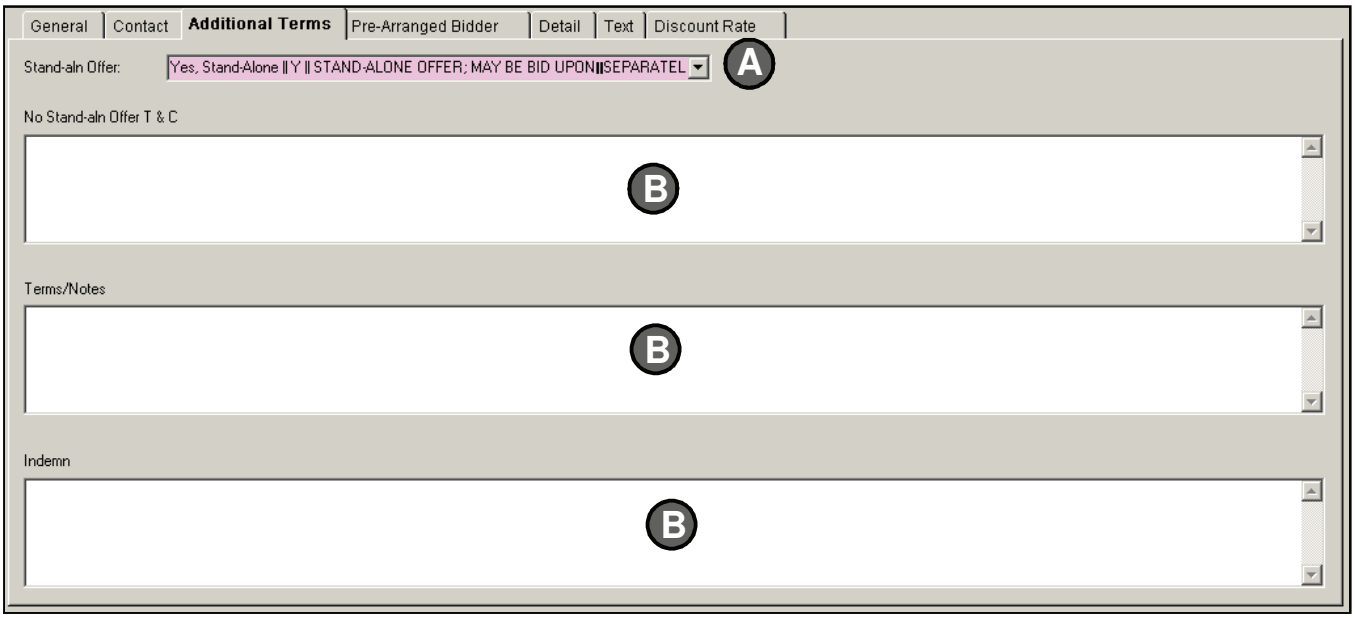
How to Set Up a Storage Capacity Release Offer

9 **Enter contact information on the Contact tab using the picklist buttons or freeform text.**

Questar Pipeline requires a Releaser Contact name and Releaser Phone number for assisting bidders who have questions.



10 **On the Additional Terms tab, enter the following:**



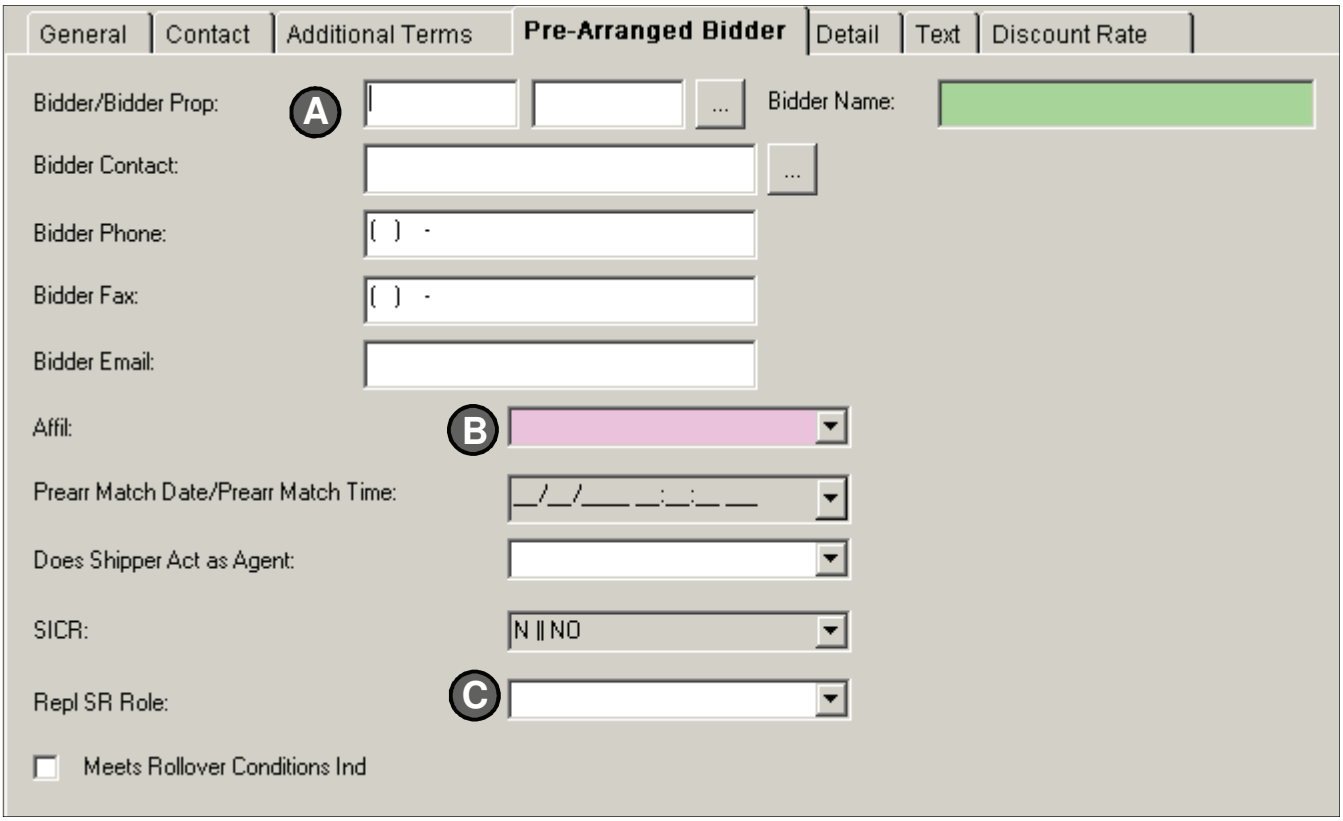
A **Indicate whether or not the offer is a stand-alone offer.**

B **Enter any special terms such as Terms/Notes, No Stand-Aln Offer Terms & Conditions, or Indemnification Clause.**

QuestLine

How to Set Up a Storage Capacity Release Offer

11 **If a Release Type of 'Permanent Prearranged' or 'Temporary Point to Point Prearranged' was selected on the General tab, the Pre-Arranged Bidder tab is displayed. Enter the following in the Pre-Arranged Bidder tab:**



A **Select the Bidder by entering the information in the green field or use the *Picklist* button. The *Picklist* displays business parties for all TSPs, not just the pipeline you are releasing on. Enter the Bidder Contact and Phone number.**

B **Indicate whether any affiliations exist with the TSP or Shipper using the dropdown menu for Affil.**

C **If acting as an agent for the capacity release, select Replacing Shipper Role from the dropdown menu. Asset Management Agreements should be designated by selecting 'AMA" in the Repl SR Role dropdown menu.**

How to Set Up a Storage Capacity Release Offer

12 On the Details tab, enter the following:

General | Contact | Additional Terms | Pre-Arranged Bidder | **Detail** | Recall/Reput | Withdraw | Text | Discount Rate

	Offer Detail ID	Rel K	...	Rate Sch	Loc/QTI Desc	Bundle ID	Loc (Rec)	Loc Prop (Rec)	Loc Purp (Rec)	Loc Purp Desc (Rec)	Loc (Del)	Loc Prop (Del)	Loc Purp (Del)	Loc Purp Desc (Del)	Masked MAP	Seg ment	Capacity Available	Max Offer Qty - K	Max Offer Qty - Loc
1 M	306	111	...	Firm Storage Service	STORAGE WITHDRAWAL QUANTITY	1										☐		8,333	8,333
2 M	305	111	...	Firm Storage Service	STORAGE INJECTION QUANTITY	2										☐		800,000	800,000
3 M	304	111	...	Firm Storage Service	STORAGE QUANTITY	2										☐		1,000,000	1,000,000

Surchg Ind

☑ Bundle

Get Capacity Available

A Select the appropriate Releasing Contract by using the *Picklist* button. The Picklist also allows selection of the releasing path. Rate Schedule for the contract will be returned from the Picklist selection.

B Select the Location/Quantity Type Indicator ('Storage Injection Quantity', 'Storage Withdrawal Quantity', or 'Storage Quantity' for storage).

C Check the Bundle checkbox to allow two or more storage components (injection, withdrawal, or capacity) to be bundled together in an offer. Enter a user-selected identifier in the Bundle ID field (numeric only). In the above example the first line item is "bundled" by itself.

D Enter the quantity to be released in the Max Offer Qty - Loc field.

Max Offer Qty - K	Max Offer Qty - Loc
8,333	8,333
800,000	800,000
1,000,000	1,000,000

Note For a storage release offer, the Max Offer Qty - K field does not calculate the sum of the Max Offer Qty – Loc fields released from the same contract.

General | Contact | Additional Terms | Recall/Reput | **Detail** | Pre-Arranged Bidder | Withdraw | Text | Discount Rate

	Max Offer Qty - Loc	Min Offer Qty - K	Min Offer Qty - Loc	Rate Form/Type Desc	Load Factor Type	Min Acpt Vol Pct	Min Acpt Vol Qty	Min Acpt Vol Lf Pct	Meas Basis Desc	Rel Acpt Bid Basis Desc	Rate ID Desc	Min Acpt Rate
1 Q	8,333			RESERVATION CHARGE ONLY					MILLION BTU'S	ABSOLUTE DOLLARS	RESERVATION	$ 6.25595

E Select 'Reservation Charge Only' as the Rate Form/Type.

Note Volumetric releases are not allowed on storage contracts and will result in a validation error.

F Select the appropriate Releaser Acceptable Bid Basis.

1. If Percentage of Maximum Tariff Rate, enter the percentage in the Min Acceptable % field (Min Acpt Pct).
2. If Absolute Dollars and Cents per Unit Basis, enter the dollar value in the Min Acceptable Rate field (Min Acpt Rate). (If you want to view and then enter the Max Tariff Rate, the read-only Max Tariff Rate field populates only after validation.)

Note If there is a pre-arranged bidder, the Bid-related fields in the grid will auto-populate. These fields are displayed at the far right in the grid and include the Bid Qty – K, Bid Qty – Loc, Bidder Bid Basis Desc, Rate Bid, Pct Max Trf Rate Bid, Min Vol Pct, and Min Vol Qty fields.

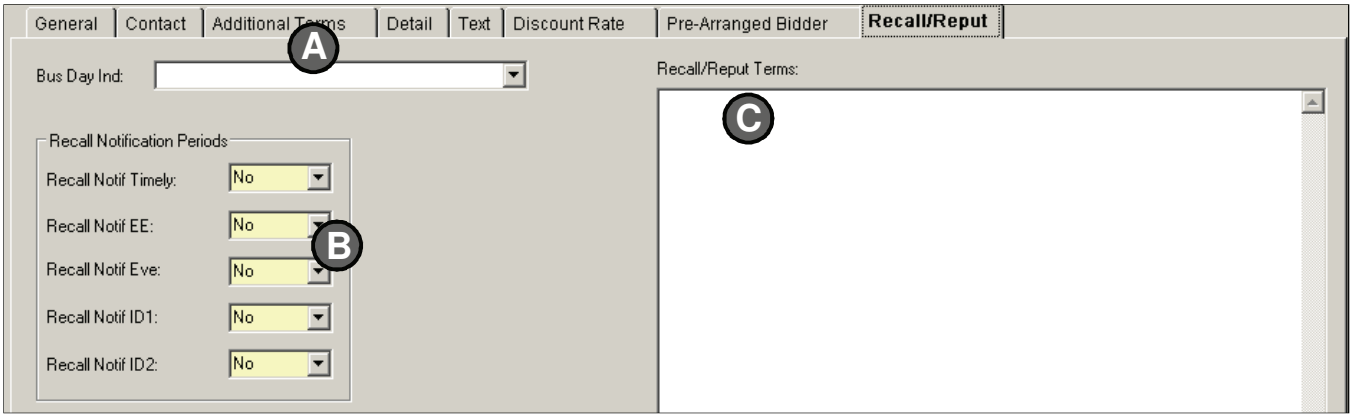
How to Set Up a Storage Capacity Release Offer

G After you have clicked the Update button to validate, save, and assign an offer number, you can then click the Get Capacity Available button. Review and compare the Capacity Available column to your entry in Max Offer Qty.

Capacity Available	Max Offer Qty - K	Max Offer Qty - Loc
49,701	1,808,333	8,333
5,964,000	1,808,333	800,000
2,614,000	1,808,333	1,000,000

Get Capacity Available

13 If any of the first three Recall/Reput Types were selected on the General tab, then the Recall/Reput tab will be displayed. On the Recall/Reput tab, enter the following:



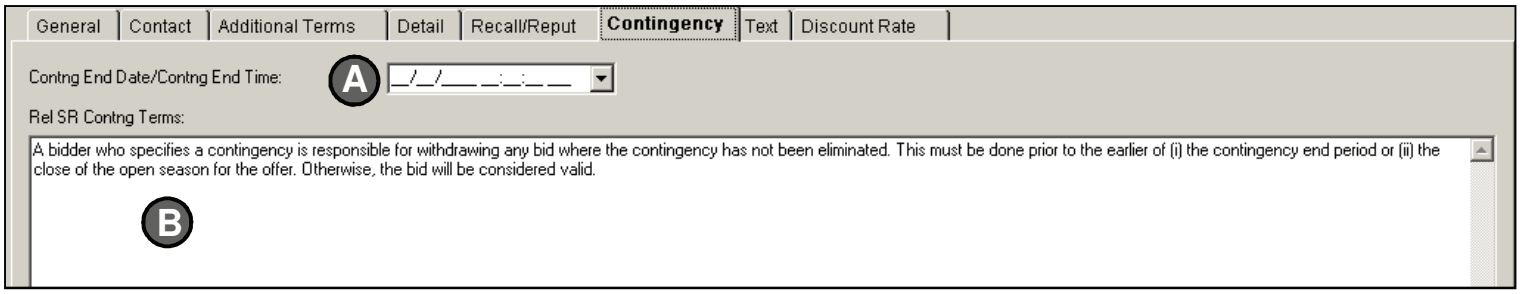
A Select the appropriate the Business Day Recall Notification Restriction (Business Day Only or Any Calendar Day).

B Select the Recall Notif Period (at least one cycle is required).

C Enter any additional terms in the Recall/Reput Terms text box.

Optional — Text information can also be entered for this offer. Refer to the last page of this reference for further details.

14 The Contingency tab appears if Y is selected in the Rel SR Contng (Releasing Shipper Contingency) field on the General tab.



A Enter a Contingency End Date and time.

B Enter applicable contingency text.

How to Set Up a Storage Capacity Release Offer

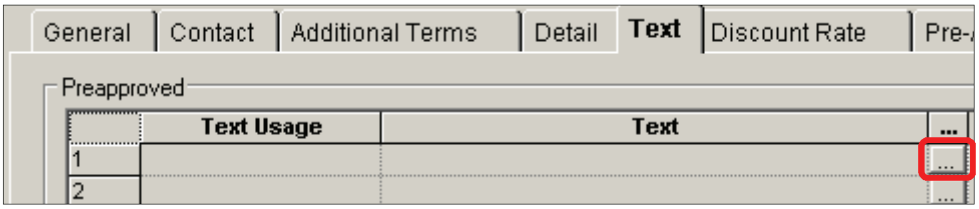
15 **To complete the Capacity Release Offer, click the appropriate Action button in the screen header.**

Update	An Offer # is assigned and the record is saved if the preliminary validation is passed. The second part of the validation may produce errors.
Validate	Runs minimum database validations, assigns an Offer #, and saves the data.
Submit	Runs both validations. If the submission passes with no errors, the request is sent to internal users for approval.

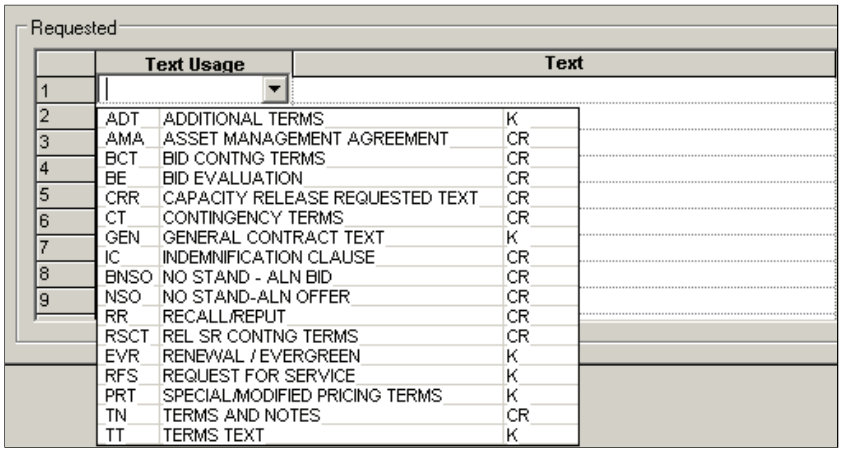
Add, Delete, or Change Text

On the Text tab, add text by either selecting Preapproved or Requested text:

1 **Preapproved text is already approved by Questar's legal and regulatory departments. To enter preapproved text, click the *Picklist* button and select the appropriate text. Then, click Update.**



2 **To add non-preapproved text, navigate to the Requested Text area and select the appropriate Text Usage by using the dropdown menu. Next, enter the desired text (up to 4,000 characters) in the Text field. Then, click Update.**



A **To delete non-preapproved text, click the appropriate row and click the Delete key on your keyboard. The row of data will then disappear.**

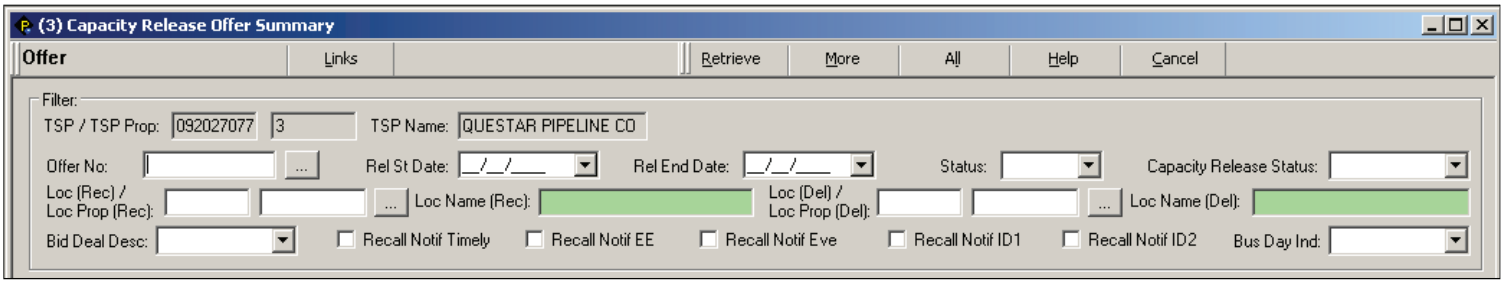
B **To modify non-preapproved text, navigate to the Text field and modify the text as needed. After the text has been changed, click *Update*.**

How to View Capacity Release Offers

1 **To view capacity release offers, navigate to Menu Option: CAW Screens > Capacity Release >> Offers >>> Offer Summary**

Note

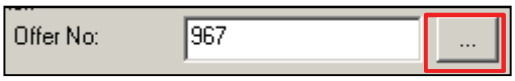
Internal Users:
Navigate to Menu Bar: Screens > Capacity Release >> Offer Summary.

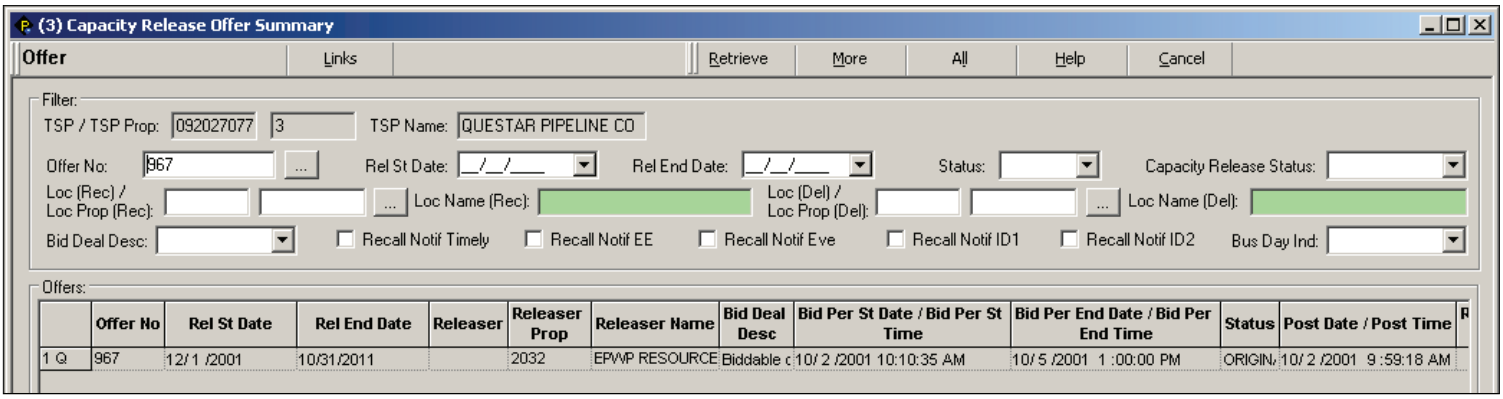


2 **Click the Retrieve button to view all biddable or non-biddable offers in the populated Offers grid.**

Note

Use the upper portion of the screen to filter offers by criteria such as status or location. To view a specific Offer, enter the number in the Offer Number field or use the Offer No. *picklist.*





Note

The Capacity Release Status field in the grid indicates the current status for the offer The code appears if an offer has been submitted, awarded, or withdrawn. (Scroll to the right to view the column or drag and drop the column to the left to avoid scrolling in the future.)

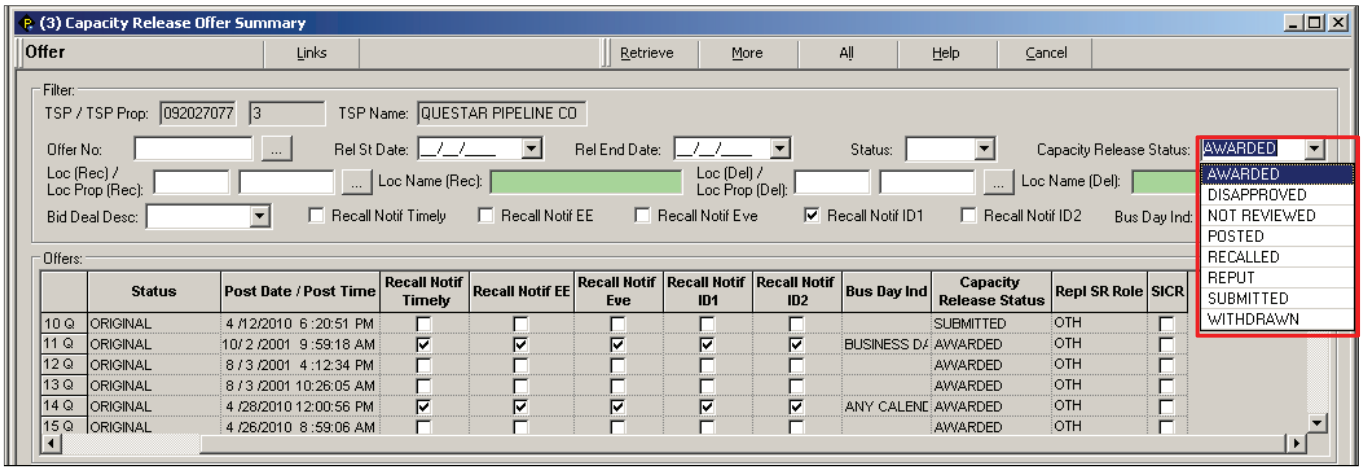
Bus Day Ind	Capacity Release Status	Repl SR Role
	SUBMITTED	OTH
BUSINESS DA	AWARDED	OTH

Withdrawn	This offer has been withdrawn.
Awarded	This offer has been awarded.
Submitted	This offer has been posted.

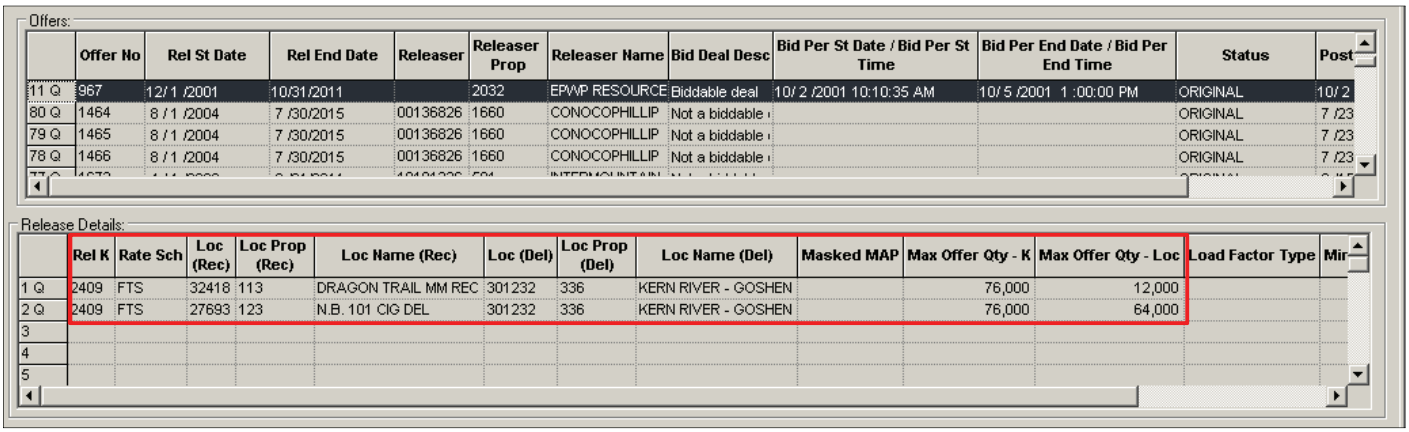
How to View Capacity Release Offers

Note

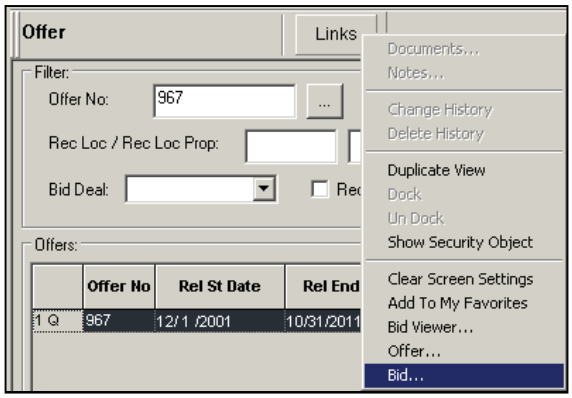
Any field listed in the Filter area can be used to narrow the offers displayed in the Offers grid. Example: If "Awarded" is selected in the Capacity Release Status field and the *Retrieve* button is clicked, the Offer grid will populate with all the awarded offers.



4 **In the Offers grid, click once on the appropriate row in the grid. After clicking, the offer details will be displayed in the Release Details grid below. Continue to click on additional Offers (if any) within the grid to review additional offers.**



5 **After highlighting the appropriate offer in the upper Offers grid, setup a bid if appropriate. To setup a bid, click the *Links* button and select the "Bid" option. This selection will open the *Capacity Release Bid* screen.**



TimeSaver

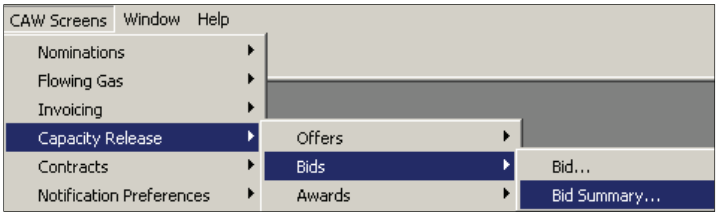
Double-clicking on the grid row of the corresponding Offer record opens the *Capacity Release Offer* screen. To open the *Capacity Release Bid* screen to bid on the offer, use the Links functionality.

6 **Refer to the "How to Setup a Capacity Release Bid" QuickStart for additional details on setting up the bid.**

QuestLine

How to View Capacity Release Bids

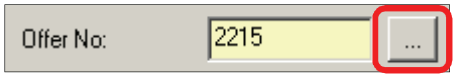
1 **To view capacity release offers, navigate to Menu Option: CAW Screens > Capacity Release >> Bids >>> Bid Summary.**



Note

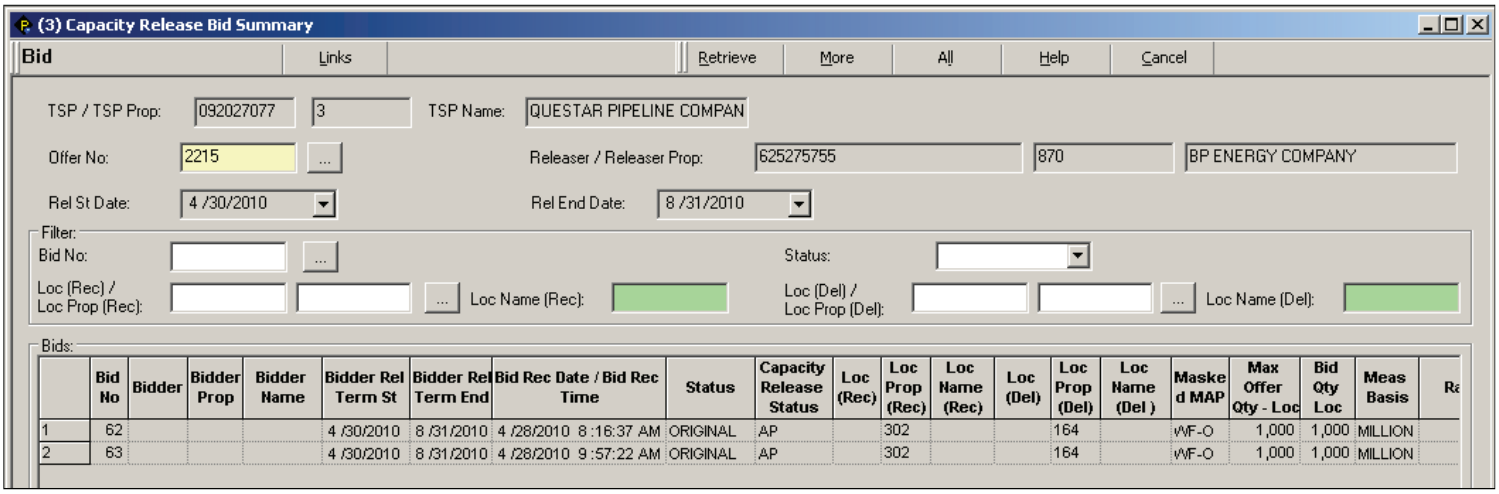
Internal Users:
Navigate to Menu Bar: Screens > Capacity Release >> Bid Summary.

2 **Select the appropriate Offer by entering an offer number or selecting one from the Offer No. picklist.**



Note

The Offer No. query screen displays all offers as the default.



	Bid No	Bidder	Bidder Prop	Bidder Name	Bidder Rel Term St	Bidder Rel Term End	Bid Rec Date / Bid Rec Time	Status	Capacity Release Status	Loc (Rec)	Loc Prop (Rec)	Loc Name (Rec)	Loc (Del)	Loc Prop (Del)	Loc Name (Del)	Masked MAP	Max Offer Qty - Loc	Bid Qty Loc	Meas Basis	Ra
1	62				4 /30/2010	8 /31/2010	4 /28/2010 8 :16:37 AM	ORIGINAL	AP		302			164		WF-O	1,000	1,000	MILLION	
2	63				4 /30/2010	8 /31/2010	4 /28/2010 9 :57:22 AM	ORIGINAL	AP		302			164		WF-O	1,000	1,000	MILLION	

Note

In the populated Bids grid, users can view terms of competing bids, including any auto-generated bids for pre-arranged replacement shippers.

Note

The Capacity Release Status field in the grid indicates the current status for the offer. Each status type is detailed below:

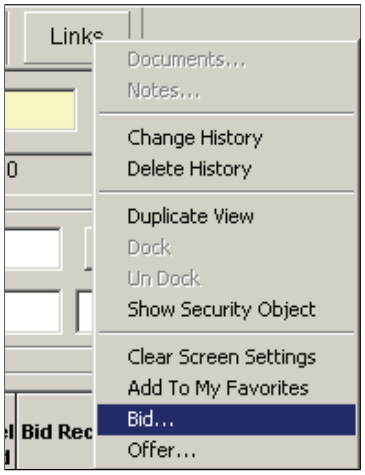
Bid Rec Date / Bid Rec Time	Status	Capacity Release Status
4 /28/2010 8 :16:37 AM	ORIGINAL	AP
4 /28/2010 9 :57:22 AM	ORIGINAL	AP

Withdrawn (WI)	This bid has been withdrawn.
Awarded (AW)	This bid has been awarded.
Submitted (AP)	This bid has been posted.

A Status appears if an offer has been submitted, awarded, or withdrawn.

How to View Capacity Release Bids

3 **To setup a bid, click the *Links* button and select the "Bid" option. This selection will open the *Capacity Release Bid* screen.**



Note

A bidder may view the detail of their <u>own bid</u> on the Capacity Release Bid screen by double-clicking the applicable grid row in the Bid Summary screen.

4 **Refer to the "How to Setup a Capacity Release Bid" QuickStart for additional details on setting up the bid.**

How to Set Up a Capacity Release Bid

Pre-Arranged Bidders

Note

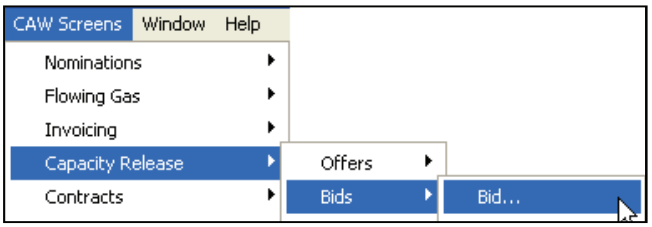
When a shipper is the pre-arranged bidder, the system creates the bid, but the pre-arranged bidder must select it and submit it.

1. **To see the pre-arranged bid that has been created, go to the Bid Summary screen.**
2. **Select the offer from the Offer No. drop down. The bid will return in the bottom half of the screen.**
3. **Double click on the left side of the Bid No. in row 1 to go to the Bid form.**
4. **View all the details of your bid in the Bid form. Select 'Submit' to submit your bid on the offer.**

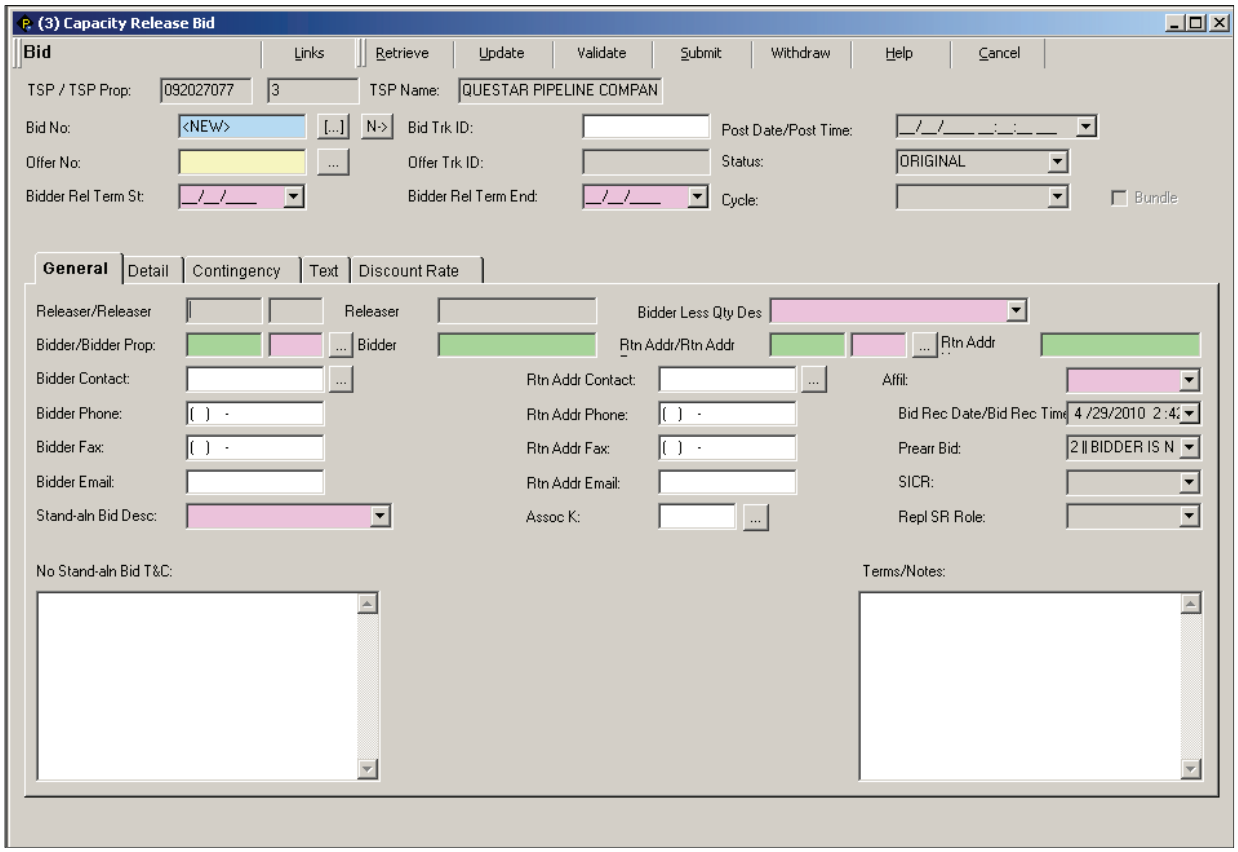
Basic Bid Steps (Competing Shippers or Pre-Arranged Bidders)

Important

View all biddable offers before setting up a bid. Refer to the "How to View Capacity Release Offers" QuickStart.



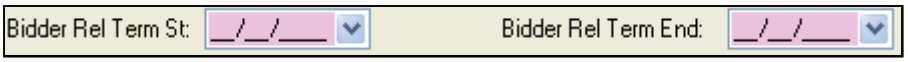
1. **To view a specific capacity release bid, navigate to Menu Option: CAW Screens > Capacity Release >> Bids >>> Bid.**



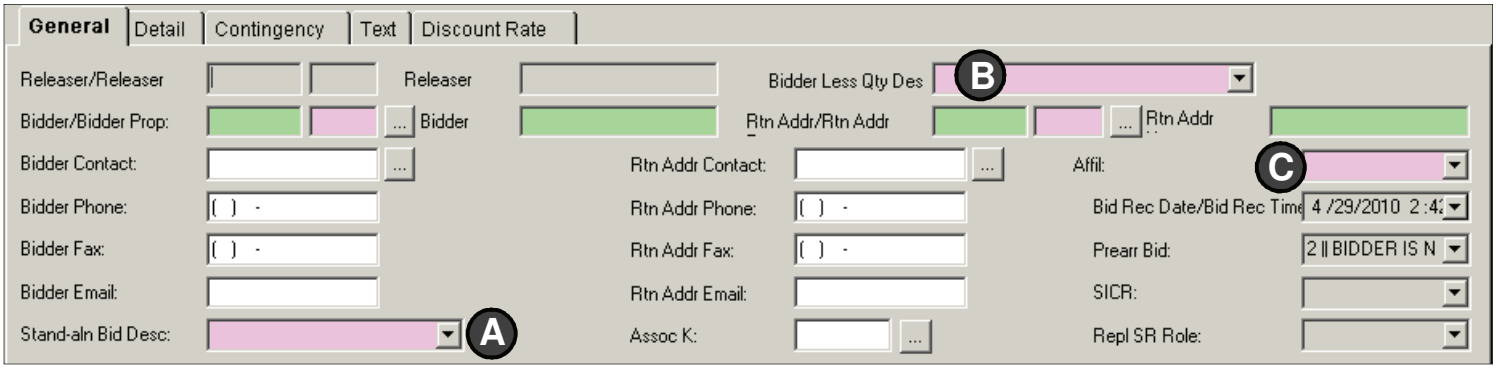
How to Set Up a Capacity Release Bid

2 **Select the appropriate Bid No. by clicking on the *Picklist* button.**

3 **If the offer accepts bids for a shorter date range (based on terms specified on the Capacity Release Offer screen's General tab), change the Bidder Release Term Start and End dates.**



4 **On the General tab, bidder fields will auto-populate based on the user who is logged on. Enter the following:**



A **Select whether the bid is stand-alone.**

B **Select whether a lesser award will be accepted.**

Note **All of the Return (Rtn) fields will auto-populate, based on the Bidder and Bidder Contact data.**

C **Select the appropriate Affiliate information.**

5 **On the Detail tab, the Offer Detail ID and associated fields will auto-populate based on the offer selected in the screen header.**

A **Verify or change the Bid Qty – Loc quantity. If "No, Will not Accept Less Qty" was selected on the Capacity Release Offer screen's General tab, the bidder will not be able to enter a lesser quantity.**

General | Detail | Contingency | Text | Discount Rate | Withdraw

	Bid Detail ID	Offer Detail ID	...	Loc (Rec)	Loc Prop (Rec)	Loc Purp (Rec)	Loc Purp Desc (Rec)	Loc (Del)	Loc Prop (Del)	Loc Purp (Del)	Loc Purp Desc (Del)	Masked MAP	Segment	Rel K	Capacity Release Status	Loc/QTI Desc	Rate ID Desc	Res Rate Basis Desc	Rate Form/Type Desc	Surchg Ind Desc	A Bid Qty - Loc	Bid Qty - K	Bid Min Qty - Loc	Bid Min Qty - K
1 Q	72	276	...										☐	926	AP	STORAG	RESER	PER MONTH	RESERVATIC	RATE(S) :	250,000	250,000	50,000	50,000
2 Q	73	277	...										☐	926	AP	STORAG	RESER	PER MONTH	RESERVATIC	RATE(S) :	15,000	15,000	3,000	

How to Set Up a Capacity Release Bid

B **Verify or change the Rate Bid.**

General | **Detail** | Contingency | Text | Discount Rate | Withdraw

	Bid Qty - Loc	Bid Qty - K	Bid Min Qty - Loc	Bid Min Qty - K	Min Vol Pct	Min Vol Qty	Bidder Bid Basis Desc	Rate Bid (B)	Rate Sch	Pct Max Rate Bid	Tot Surchg	Seasnl St	Seasnl End	Repl SR K	Load Factor Type	Meas Basis Desc
1 Q	250,000	250,000	50,000	50,000			ABSOLUTE DOLLARS AI	$ 0.10500	Firm Stora							MILLION BTU'S
2 Q	15,000	15,000	3,000				ABSOLUTE DOLLARS AI	$ 0.00000	Firm Stora							MILLION BTU'S

6 **On the Contingency tab, enter the following:**

General | Detail | **Contingency** | Text | Discount Rate | Withdraw

Bidder Contng Desc: THE BID IS CONTINGENT (A)

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

Bidder Contng Terms:

(B)

A **Select whether the bid is contingent or not.**

B **If a contingency will be accepted, enter the terms of the contingency.**

Note

On the Text and Discount Rates tab, the text information is displayed as read only from the offer selected. If awarded the capacity, the replacement shipper receives this text and the discount rate on their contract.

7 **Click the appropriate action button.**

Retrieve | Update | Validate | Submit | Withdraw | Help | Cancel

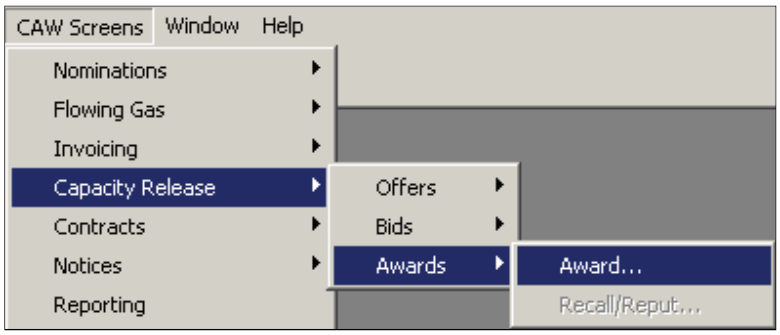
Validate	Runs business process validations but does not save the data.
Update	Runs minimum database and security validations and does not submit. If successful, Update saves the data and creates an RFS #.
Submit	Runs both types of validations. If the submission passes with no errors, the request is sent to internal users for approval.

How to Use the Award Screen

Note

Awards are also posted publicly for 90 days on the applicable TSP website: Informational Postings > Transactional Reporting >> Firm (or Interruptible) >>> . . .Awards.

1. **To view an award, navigate to Menu Option: CAW Screens > Capacity Release >> Awards >>> Award.**

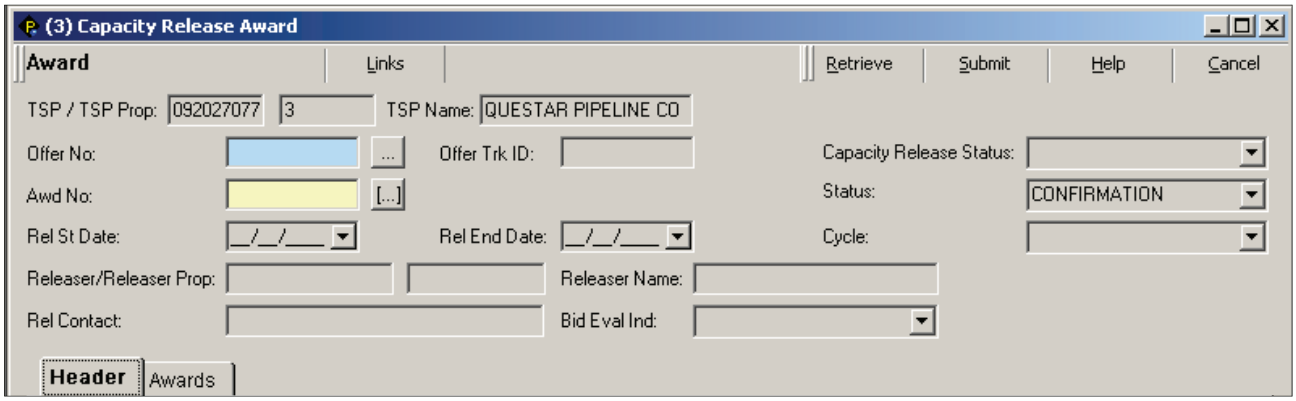


Note

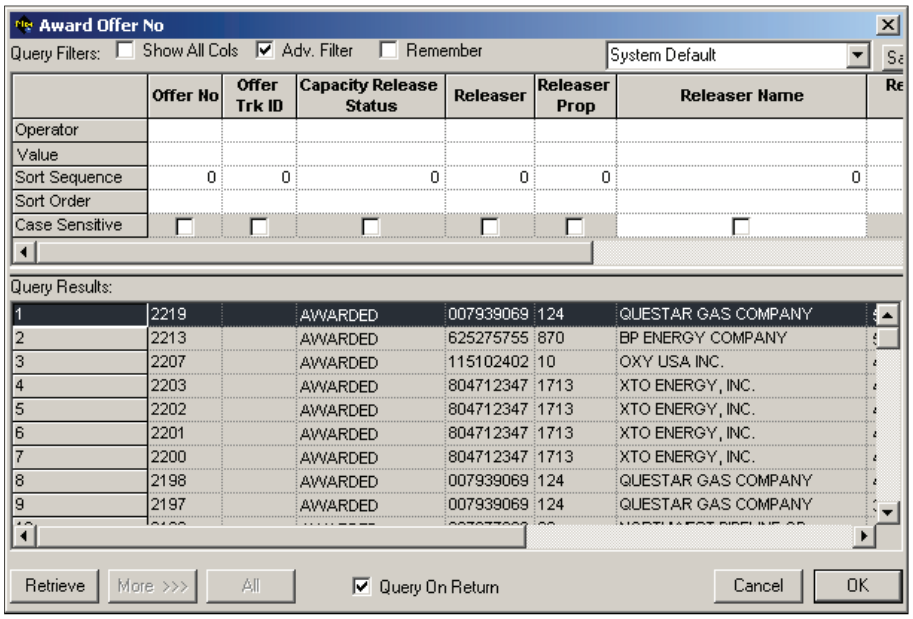
Internal Users navigate to Menu Option: Screens > Capacity Release >> Awards.

Optional

Access the Award screen from the relevant Bid or Offer screen using the Links button.



2. **Select the applicable offer by clicking on the *Picklist* button. In the picklist, filter by offer number, offer status, or releasing shipper.**



How to Use the Award Screen

Once the offer is retrieved, the header section displays the release term, offer status, releasing company, releasing contact information, and the bid evaluation method.

(3) Capacity Release Award

Award | Links | Retrieve | Submit | Help | Cancel

TSP / TSP Prop: 092027077 3 TSP Name: QUESTAR PIPELINE CO

Offer No: 2192 ... Offer Trk ID: Capacity Release Status: AWARDED

Awd No: [...] Status: CONFIRMATION

Rel St Date: 4 /15/2010 Rel End Date: 8 /31/2010 Cycle: 1 || TIM

Releaser/Releaser Prop: 007939069 124 Releaser Name: QUESTAR GAS COMPANY

Rel Contact: BRENT BAKKER Bid Eval Ind: Highest Rate

Header | Awards

All Re-rel Desc: REPLACEMENT SHIPPER MAY NOT RE

Prearr Deal Desc: OFFER IS SUBJECT TO A PREARRANG

Perm Rel Desc: CAPACITY IS NOT BEING PERMANEN

Prev Rel Desc: OFFER DOES NOT CONTAIN ANY CAP

Recall/Reput Desc: CAPACITY RECALLABLE BUT NOT REP

RAPP Desc:

Recall / Reput Terms:

Terms/ Notes:

Additional offer and bid details are provided on the Header and Awards tab.

(3) Capacity Release Award

Award | Links | Retrieve | Submit | Help | Cancel

TSP / TSP Prop: 092027077 3 TSP Name: QUESTAR PIPELINE CO

Offer No: 2192 ... Offer Trk ID: Capacity Release Status: AWARDED

Awd No: [...] Status: CONFIRMATION

Rel St Date: 4 /15/2010 Rel End Date: 8 /31/2010 Cycle: 1 || TIM

Releaser/Releaser Prop: 007939069 124 Releaser Name: QUESTAR GAS COMPANY

Rel Contact: BRENT BAKKER Bid Eval Ind: Highest Rate

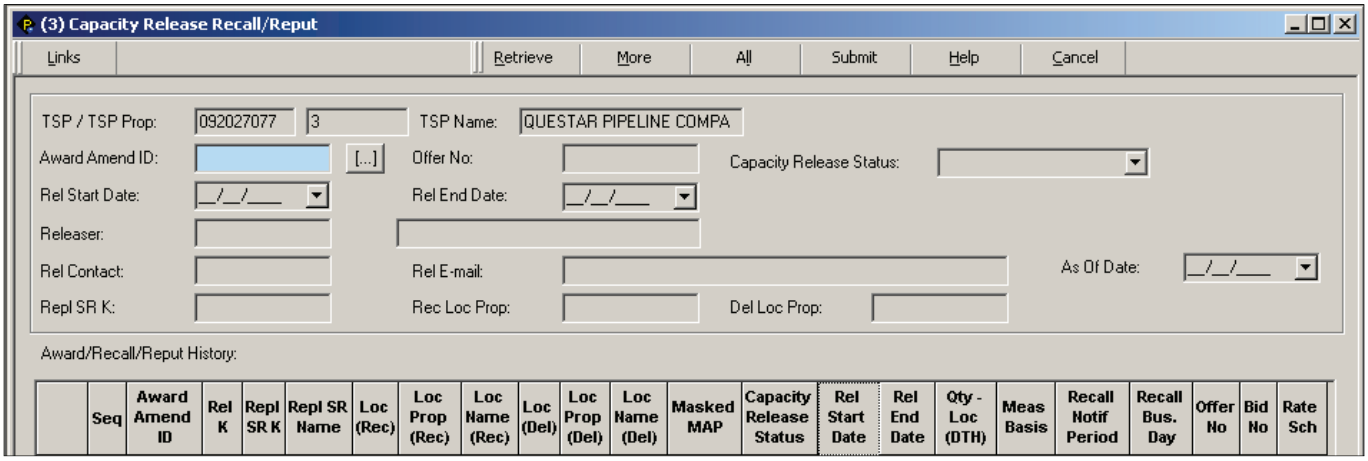
Header | Awards

	Bid Trk ID	Rel K	Rec Loc Prop	Del Loc Prop	Repl SR K	Bidder Name	Awd Qty - K (DTH)	Awd Qty - Loc (DTH)	Bid Q
1		935			4358	TENASKA MARKETING VENTURES	200,000	200,000	

How to Use the Recall Reput Screen

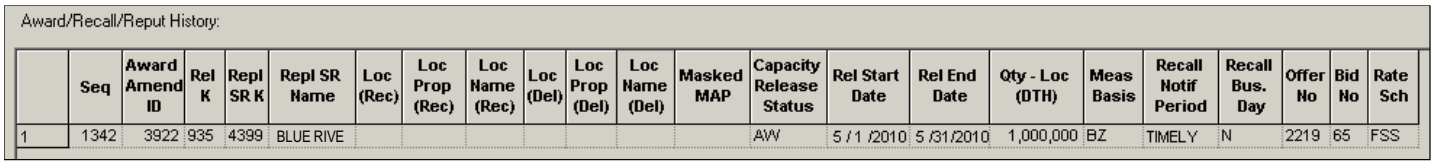
Recall an Award

1. To recall an award, navigate to Menu Option: CAW Screens > Capacity Release >> Awards >>> Recall/Reput.



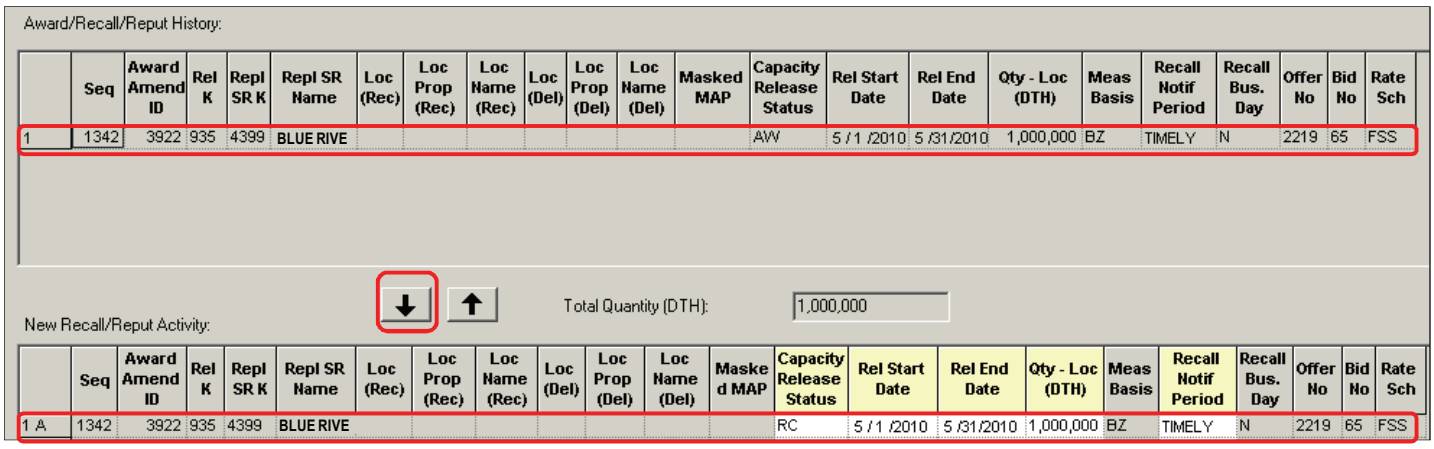
2. Select the appropriate Award Amend ID by clicking on the *Picklist* button. In the picklist, the user can filter by offer number, releasing shipper, receipt location, or delivery location.

3. After selecting the appropriate Award Amend ID, the Award/Recall/Reput History grid will populate.



	Seq	Award Amend ID	Rel K	Repl SR K	Repl SR Name	Loc (Rec)	Loc Prop (Rec)	Loc Name (Rec)	Loc (Del)	Loc Prop (Del)	Loc Name (Del)	Masked MAP	Capacity Release Status	Rel Start Date	Rel End Date	Qty - Loc (DTH)	Meas Basis	Recall Notif Period	Recall Bus. Day	Offer No	Bid No	Rate Sch
1	1342	3922	935	4399	BLUE RIVE								AW	5 / 1 /2010	5 /31/2010	1,000,000	BZ	TIMELY	N	2219	65	FSS

4. Click on the appropriate Award Amend row (typically the last row). Then, click the down arrow button to copy the row from the History grid to the New Recall/Reput Activity grid.



	Seq	Award Amend ID	Rel K	Repl SR K	Repl SR Name	Loc (Rec)	Loc Prop (Rec)	Loc Name (Rec)	Loc (Del)	Loc Prop (Del)	Loc Name (Del)	Masked MAP	Capacity Release Status	Rel Start Date	Rel End Date	Qty - Loc (DTH)	Meas Basis	Recall Notif Period	Recall Bus. Day	Offer No	Bid No	Rate Sch
1	1342	3922	935	4399	BLUE RIVE								AW	5 / 1 /2010	5 /31/2010	1,000,000	BZ	TIMELY	N	2219	65	FSS

	Seq	Award Amend ID	Rel K	Repl SR K	Repl SR Name	Loc (Rec)	Loc Prop (Rec)	Loc Name (Rec)	Loc (Del)	Loc Prop (Del)	Loc Name (Del)	Masked MAP	Capacity Release Status	Rel Start Date	Rel End Date	Qty - Loc (DTH)	Meas Basis	Recall Notif Period	Recall Bus. Day	Offer No	Bid No	Rate Sch
1 A	1342	3922	935	4399	BLUE RIVE								RC	5 / 1 /2010	5 /31/2010	1,000,000	BZ	TIMELY	N	2219	65	FSS

How to Use the Recall Reput Screen

5 In the New Recall/Reput Activity Grid area, enter the following:

New Recall/Reput Activity:

	Seq	Award Amend ID	Rel K	Repl SR K	Repl SR Name	Loc (Rec)	Loc Prop (Rec)	Loc Name (Rec)	Loc (Del)	Loc Prop (Del)	Loc Name (Del)	Masked MAP	Capacity Release Status	A Rel Start Date	Rel End Date	B Qty - Loc (DTH)	Meas Basis	C Recall Notif Period	Recall Bus. Day	Offer No	Bid No	Rate Sch
1 A	1342	3922	935	4399	BLUE RIVE								RC	5 /23/2010	5 /31/2010	500,000	BZ	TIMELY	N	2219	65	FSS

Note The Capacity Release Status column in the New Recall/Reput Activity Grid defaults to RC (Recall).

A Select the dates for when to recall.

B Enter the quantity for the location.

C The Recall Notif Period is tied to the Recall Notif Period that was selected on the Recall/Reput tab of the original Capacity Release offer (Example values: Timely, ID1, ID2, Evening, Early Evening)

6 Click the Submit button. Submit

Note After clicking Submit, the updated row now appears in the upper Award/Recall/Reput History grid with a Recall (RC) status.

Reput an Award

Note The application allows unlimited recalls and reputs; however, the terms of the offer may not be violated. In addition, NAESB rules do not allow a recall and a reput of the same award on the same day.

1 Complete Steps 1 through 4 from the Recall an Award section.

2 In the New Recall/Reput Activity Grid area, enter the following:

New Recall/Reput Activity:

	Seq	Award Amend ID	Rel K	Repl SR K	Repl SR Name	Loc (Rec)	Loc Prop (Rec)	Loc Name (Rec)	Loc (Del)	Loc Prop (Del)	Loc Name (Del)	Masked MAP	Capacity Release Status	A Rel Start Date	Rel End Date	B Qty - Loc (DTH)	Meas Basis	Recall Notif Period	Recall Bus. Day	Offer No	Bid No	Rate Sch
1 A	1361	3922	935	4399	BP ENERG								RP	5 /23/2010	5 /31/2010	500,000	BZ	TIMELY	N	2219	65	FSS

Note The Status column in the New Recall/Reput Activity Grid defaults to RP (Reput).

A Select the dates for when to reput.

B Enter the quantity for the location.

3 Click the Submit button. Submit

Note After clicking Submit, the updated row now appears in the upper Award/Recall/Reput History grid with a Reput (RP) status.

QUICKSTART

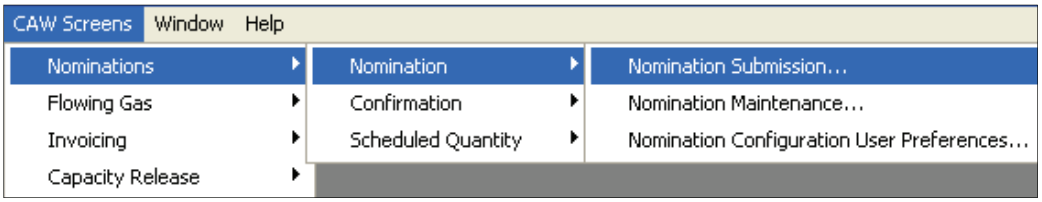
Nominations

QuestLine

How to Enter or Change a Nomination

Entering a Nomination

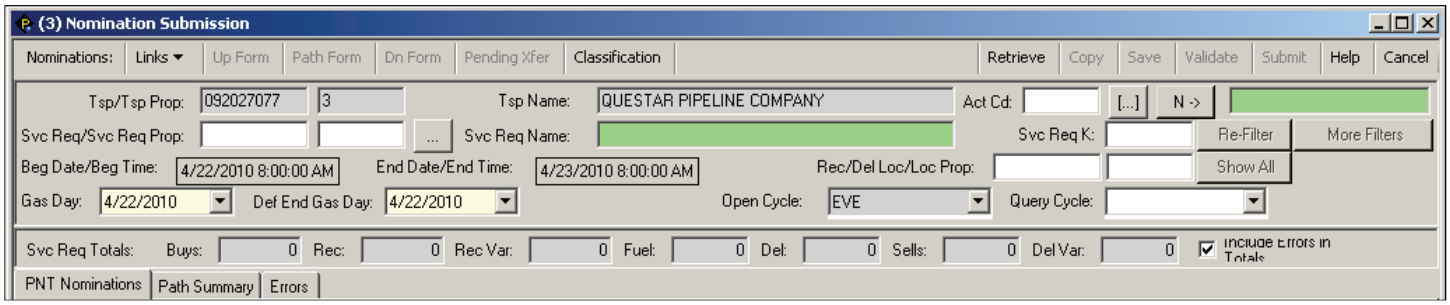
1 **To Enter a Nomination, navigate to Menu Bar:**
CAW Screens > Nominations >> Nomination >>> Nomination Submission.



Note

Internal Users:
Navigate to Menu Bar: Screens > Nominations >> Nomination Submission.

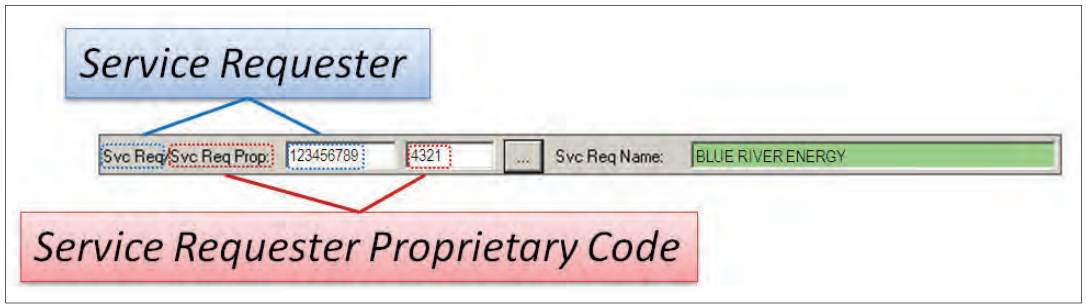
Nomination Submission



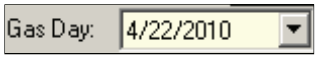
2 **In the Svc Req field, select the appropriate service requester.**

Note

Be sure to enter your 4-digit service requester number in the second field (or use the picklist button), not the first field (the 9-digit number in the first field will auto-populate).



3 **In the Gas Day field, select the first gas day that the nomination will be submitted.**



4 **Click Retrieve button.**

How to Enter or Change a Nomination

Optional

To complete a nomination in tabular form, click the Path Form button to access the NAESB Nom Submission screen. A tabular form is also available for the upstream (Up Form button) and downstream (Dn Form button).

Nominations: | Links ▾ | Up Form | Path Form | Dn Form | Pending Xfer | Classification

NAESB Nom Submission

Nomination: New Change

Business Entity and Contract Data Group

TSP / TSP Prop: 092027077 | 3 Tsp Name: QUESTAR PIPELINE C Model: T

Svc Req / Svc Req Prop: 6932789 | 23456 Svc Req Name: BLUE RIVER ENER Svc Req K: 11111

Beg Date / Beg Time: 4/8/2010 | 8:00:00 AM End Date / End Time: 5/1/2010 | 8:00:00 AM Cycle: TIM

Receipt Data Group

Rec Loc / Rec Loc Prop: 260332 | 302 Rec Loc Name: CO2 PLT OUTLET

Up ID / Up ID Prop: Up Name:

Rec Qty: 4414 Min Rec Qty: Rec Rank: 2 Up Rank:

Up Pkg ID: Up K:

Delivery Data Group

Del Loc / Del Loc Prop: 301232 | 336 Del Loc Name: KERN RIVER - GOSHEN

Dn ID / Dn ID Prop: Dn Name:

Del Qty: 4354 Min Del Qty: Del Rank: 2 Dn Rank:

Dn Pkg ID: Dn K:

Transaction Specific Data Group

Act Cd: TT Desc: Current Business Pkg ID:

☐ Max Rate Ind Bid Trans Rate:

Nom Trk ID:

Nom Sub Cycle: Yes

Nom User Data 1: Nom User Data 2:

How to Enter or Change a Nomination

5 Enter the following required information on the PNT Nominations tab:

A In the Path grid, click the applicable pick button and make selections for the following fields:

- Service requester contract number (Svc Req K)
- Receipt location on the nomination (Rec Loc Prop)
- Delivery location on the nomination (Del Loc Prop)

B Enter the nominated receipt quantity (Rec Qty).

PNT Nominations | Path Summary | Errors

Svc Req K Totals: Svc Req K#: 3333 Rec: 8,817 Fuel: 120 Del: 8,697 KMDQ: 8,697 Push for All Ups/Downs Model:

Path

	Err	Var	TOS	Svc Req K	...	Rec Loc Prop	[...]	Rec Loc Name	Rec Rank	Del Loc Prop	[...]	Del Loc Name	Del Rank	Rec Qty	Fuel Qty	Del Qty
13 M	BV	☑	T-1	3333	...	370	...	RED WASH - FIDLAR	1	171	...	KANDA/COL CIG DEL	1	5,000	67	4,933

A A A B

Note After entering the Svc Req K, Rec Loc Prop, Del Loc Prop, and Nom Rec Qty information, the Fuel and Nom Del Qty fields will automatically be populated based on the applicable fuel rates.

C Select the TT Desc (Transaction Type Description). The type defaults to "Current Business" but can be changed as needed.

TT Desc	Pkg ID	Bid Trans Rate	[...]	Route Code
Current Business			...	

TRANS TYPE DESCRIPTION	TRANS TYPE CODE
Current Business	01
Authorized Contract Overrun	02
Current Period Imbal Payback to Shipper	03
Current Period Imbal Payback to Pipeline	04
No Notice Service	22
Meter Bounce	31
Prior Period Imbal Payback to Shipper	63
Prior Period Imbal Payback to Pipeline	64

D Enter a package ID, if applicable.

Pkg Id

E In the End Gas Day field, enter the end date through which the nominated quantities are constant.

End Gas Day
4/30/2010

F In the Upstream grid, enter Rec Qty first. This autopopulates the Svc Req K and Rec Loc Prop and Rec Loc Name fields from the Path area above. Enter the Del Qty field to autopopulate the Svc Req K and Del Loc Prop and Del Loc Name fields.

Upstream
Loc: 370 Buys: 1,000 Rec: 1,000 Rec Var: 0 Model: U

	Err	Var	Svc Req K	...	Rec Loc Prop	[...]	Rec Loc Name	Rec Qty	Up Rank	Up Name
1 A>		☐	3333	...	370	...	RED WASH - FIDLAR	1,000	1	CITY OF
		☐		...		...				
Totals		☐		...		...		1,000		

Downstream
Loc: 170 Del: 987 Sells: 987 Del Var: 0 Model: D

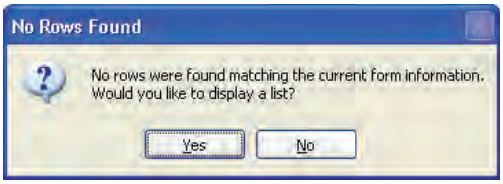
	Err	Var	Svc Req K	...	Del Loc Prop	[...]	Del Loc Name	Del Qty	Dn Rank	Dn Name
1 A>		☐	3333	...	170	...	MAPCO	987	1	CITY OF
		☐		...		...				
Totals		☐		...		...		987		

Note The total fields for these two grids will populate as the records are entered into all three grid areas (Path, Upstream, and Downstream).

How to Enter or Change a Nomination

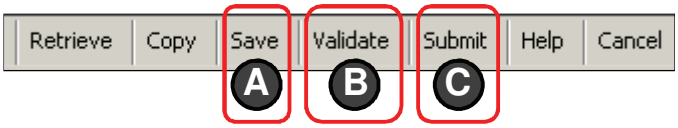
G Enter remaining Upstream and Downstream information, including the required Up/Down Name, Up/Down ID number:

- Use the pick button to select an existing Name.
- If the Up/Down Name does not exist in the pick list, enter the actual Name in the free-form field.
- Click "No" when the "No Rows Found" message appears.



6 Verify that the receipt variance (Rec Var) and delivery variance (Del Var) are both "0" before proceeding.

7 Once all the nomination records have been entered and the variances have been resolved, select one of the following options:



A Click Save to save the nomination and allow the data to be retrieved and submitted at a later date. After clicking Save, the activity code (Act Cd) at the top will be populated (use the Act Cd for quick retrieval in the future).

B Click Validate to validate the nomination and present any errors or warnings on the Error tab. Errors must be corrected before the nomination can be submitted.

Note: Refer to Line vs. Business Validations on the next page of this QuickStart.

C Click Submit to validate and submit the nomination. Once any validation errors have been corrected and the nomination has been submitted, it can be confirmed.

Changing a Nomination

1 Enter required header information on the Nominations Submission screen and click Retrieve to retrieve an existing nomination (Steps 1 through 5 from instructions for How to Enter a Nomination). Alternate: Query by Service Requester, Gas Day, and Location.

2 Change applicable fields in any of the path, buy or sell grids.

Note: Changes may be made until the cycle deadline closes. Any modifications must be validated and submitted.

3 Complete validation and submission Steps 7 and 8 from instructions for Entering a Nomination.

Note: A change to Transaction Type requires a new path row. The new path will appear as a new cycle nomination for capacity scheduling.

How to Enter or Change a Nomination

Line vs. Business Validations

1 **Line validations are based on application rules.**
LV = Line Valid LI = Line Invalid

A **Line Validations errors:**

- **Validation button presents any Line Validation errors.**
- ***Must* be corrected before data will be accepted into the database.**

Example: The nominated path is Line Invalid for the contract.

Path

	Err	Var	TOS
1 M	LV		T-1
2 M	LV		T-1
3 M	LV		T-1
4 M>	LI		T-1

B **Hover over red boxes to display error message.**

Rec Qty	Fuel Qty	Del Qty	Bid Trans Rate	[...]	Pkg ID	TT Desc	End Gas Day
2525	25	2500		...		Current Business	8/31/2007
2525	25	2500		...		Authorized Point	8/31/2007
900	5	895		...		Current Business	8/1/2007
(100)	(1)	(99)		...	ABC	Authorized Point	8/31/2007
				...			

Error: The receipt quantity is less than zero(-100) for contract AP0004 and receipt location 824.

C **Click on the Errors tab to view detail.**

PNT Nominations | Path Summary | Errors

Additional Dates with Errors:

	Err	Severity	Validation Date	BV	Rec Loc	Rec Loc Prop	Rec Loc Name	Del Loc	Del Loc Prop	Del Loc Name	TT	Pkg ID	Error Message
1>	NNMAN04187	ERROR	4/22/2010			1	NORTH CRAIG MM #46				01		Upstream contract must be populated. See location 1.
2	NNMAN04186	ERROR	4/22/2010			1	NORTH CRAIG MM #46				01		Up Name must be populated. See location 1.
3	NNMAN04176	ERROR	4/22/2010						123	N.B. 101 CIG DEL	01		Dn Name must be populated. See location 123.
4	NNMAN04177	ERROR	4/22/2010						123	N.B. 101 CIG DEL	01		Downstream contract must be populated. See location 123.
5	NNMAN04187	ERROR	4/22/2010			370	RED WASH - FIDLAR				01		Upstream contract must be populated. See location 370.
6	NNMAN04177	ERROR	4/22/2010						170	MAPCO	01		Downstream contract must be populated. See location 170.

2 **Business validations are based on business rules configured by the TSP.**
BV = Business Valid BI = Business Invalid

A **Business Validation errors:**

- **Submit button presents any Business Validation errors.**
- ***Should* be corrected before submitting a nom.**

B **Follow same steps to view Business Validations errors: Hover over red boxes to display error message or click Errors tab to view detail.**

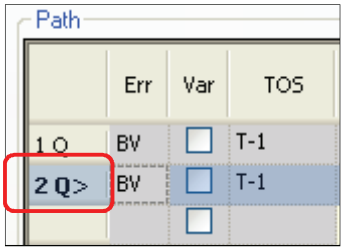
How to Enter or Change a Nomination

Using the 31 Day Popup Window

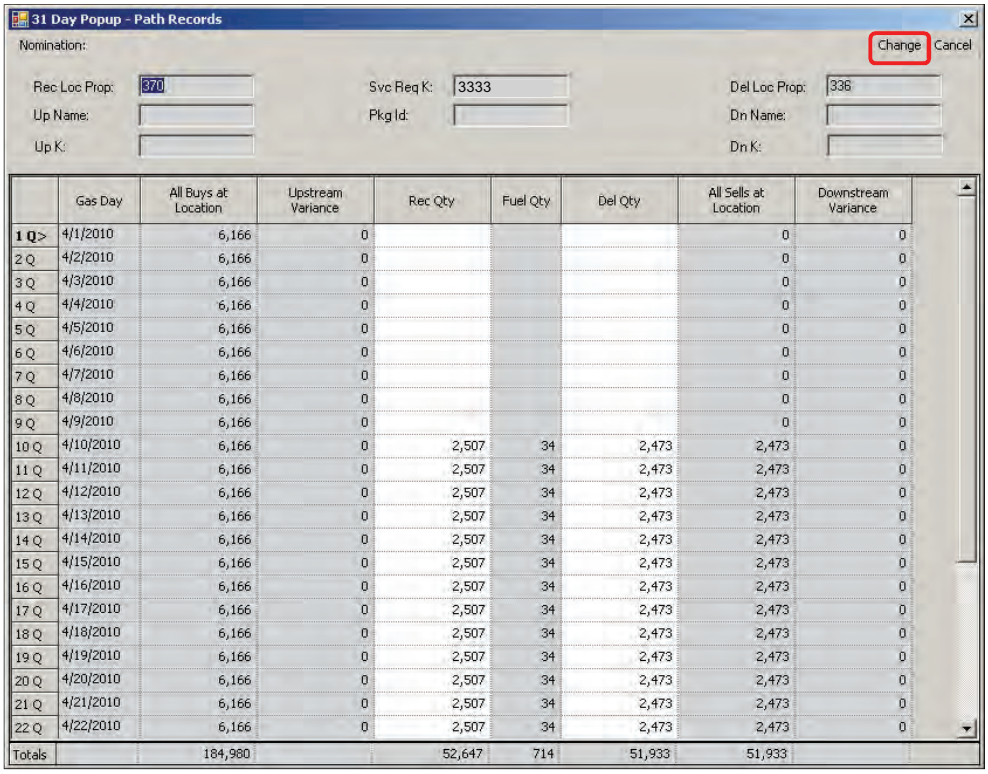

Note

Nominations cannot be submitted across months in one submission (i.e., January 15 through February 14). However, a full month may be submitted for the same month using the 31 Day Popup Window.

1. **Double-click a Path nomination row (on line number column) to open the 31Day Popup screen.**



2. **Enter the receipt or delivery quantity that is being transported for each day.**



	Gas Day	All Buys at Location	Upstream Variance	Rec Qty	Fuel Qty	Del Qty	All Sells at Location	Downstream Variance
1 Q>	4/1/2010	6,166	0				0	0
2 Q	4/2/2010	6,166	0				0	0
3 Q	4/3/2010	6,166	0				0	0
4 Q	4/4/2010	6,166	0				0	0
5 Q	4/5/2010	6,166	0				0	0
6 Q	4/6/2010	6,166	0				0	0
7 Q	4/7/2010	6,166	0				0	0
8 Q	4/8/2010	6,166	0				0	0
9 Q	4/9/2010	6,166	0				0	0
10 Q	4/10/2010	6,166	0	2,507	34	2,473	2,473	0
11 Q	4/11/2010	6,166	0	2,507	34	2,473	2,473	0
12 Q	4/12/2010	6,166	0	2,507	34	2,473	2,473	0
13 Q	4/13/2010	6,166	0	2,507	34	2,473	2,473	0
14 Q	4/14/2010	6,166	0	2,507	34	2,473	2,473	0
15 Q	4/15/2010	6,166	0	2,507	34	2,473	2,473	0
16 Q	4/16/2010	6,166	0	2,507	34	2,473	2,473	0
17 Q	4/17/2010	6,166	0	2,507	34	2,473	2,473	0
18 Q	4/18/2010	6,166	0	2,507	34	2,473	2,473	0
19 Q	4/19/2010	6,166	0	2,507	34	2,473	2,473	0
20 Q	4/20/2010	6,166	0	2,507	34	2,473	2,473	0
21 Q	4/21/2010	6,166	0	2,507	34	2,473	2,473	0
22 Q	4/22/2010	6,166	0	2,507	34	2,473	2,473	0
Totals		184,980		52,647	714	51,933	51,933	

3. **Click "Change" to save changes and close screen.**


Important

After completing the 31 Day Popup window, the "Submit" button on the Nomination Submission screen must be clicked to submit the nomination.

How to Enter or Change a Nomination

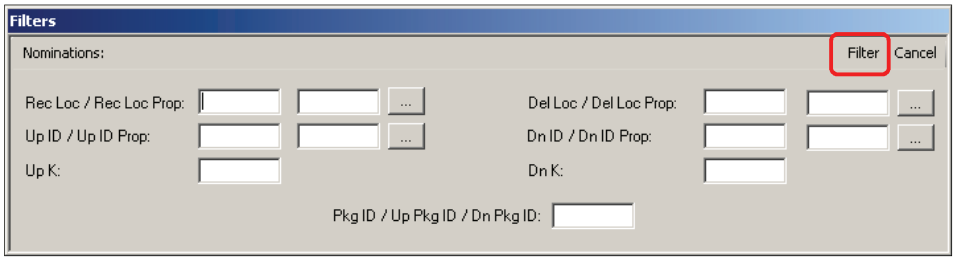
Copying a Nomination

1. Enter required header information and click Retrieve to retrieve an existing nomination (Steps 1 through 5 from instructions for Entering a Nomination). Alternate: Query by Service Requester, Gas Day, and Location or use More Filters to narrow query criteria.

2. Click on the More Filters button in the header. More Filters

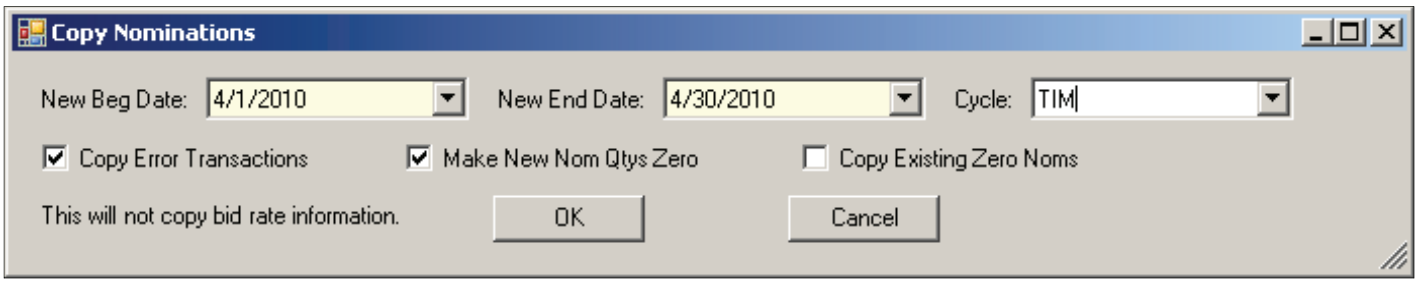
   TimeSaver Click the Show All button to quickly clear the Filters window. Show All

3. Enter applicable criteria and click Filter button.



4. Click Copy button.

5. In the Copy Nominations pop-up window:
   - A. Select a New Beginning and Ending Date.
   - B. Select a different Cycle as needed.
   - C. Check or uncheck:
     - Copy Error Transactions – whether to include BI nominations (Business Invalid) in new nomination
     - Make New Nom Qtys Zero – whether to set all receipt and delivery quantities to zero.
     - Copy Existing Zero Noms – whether to include zero noms in new nomination
   - D. Click OK. Nomination for new gas day and cycle will be created.



Important After using the copy function, "Submit" <u>must be clicked</u> on the Nominations Submission Screen to submit the copied nomination.

How to Enter or Change a Nomination

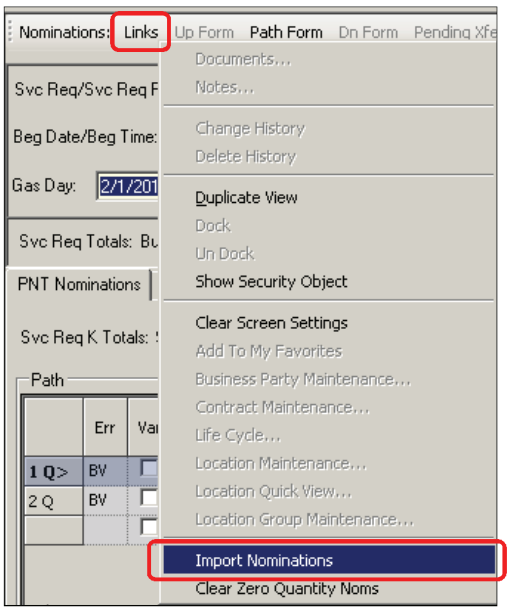
Importing Nominations from a Spreadsheet

Important

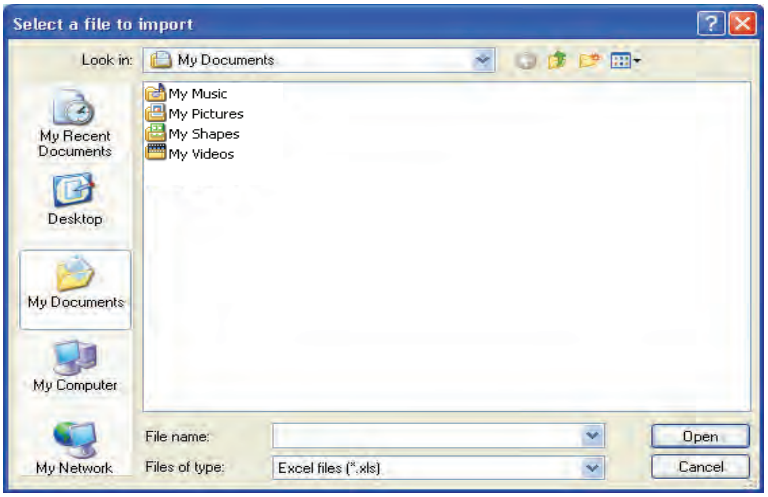
Contact your scheduling representative to obtain a spreadsheet template for importing nominations into QuestLine.

1. **Access Nomination Submission screen and complete required header information. Click Retrieve to retrieve any existing nominations for the gas day (Steps 1 through 5 from instructions for Entering a Nomination).**

2. **Click Links button and select *Import Nominations*.**



3. **Select desired spreadsheet in import window and click Open.**



4. **After the spreadsheet data autopopulates the Nomination Submission screen, complete validation and submission Steps 7 and 8 for Entering a Nomination.**

How to Use the Nomination Maintenance Screen

Note

Use the Nomination Maintenance screen as a quick way to see how nominations have been confirmed and scheduled. Out-of-balance days are highlighted on the calendar.

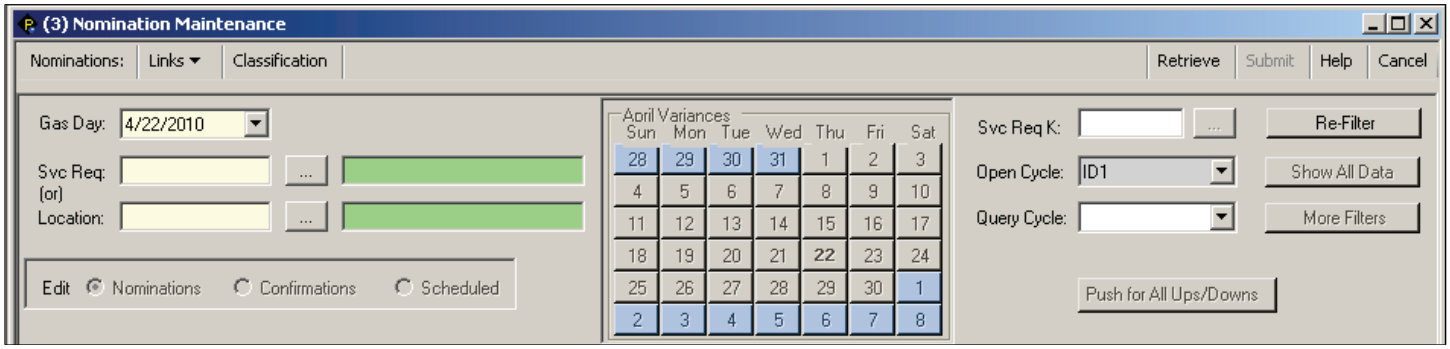
Screen Rights	Nomination Maintenance Screen	Nomination Submission Screen
External Users	View Only	View, Add , or Change
Internal Users	View or Change	View, Add , or Change

Viewing a Nomination

1. **To View a Nomination, navigate to Menu Bar > CAW Screens >> Nominations >>> Nomination Maintenance.**

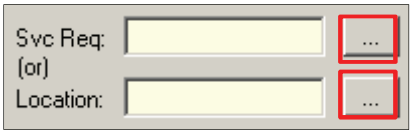
Note

Internal Users Navigate to Menu Bar: Screens > Nominations >> Nomination Maintenance



2. **Using the dropdown, select the appropriate Gas Day for the nomination to be viewed.**

3. **Using the appropriate pick button, select either the Service Requester (Svc Req) or the Location for the nomination to be viewed.**

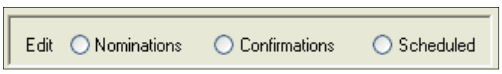


Note

When searching by location, you will see either the upstream or downstream area populated, based on the meter's POV.

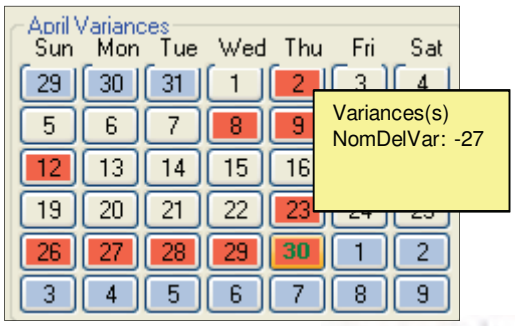
Use the Delete key to clear fields, not the space bar. A space is recognized as text and will cause an error message.

4. **Click Retrieve.** Retrieve



5. **In the Edit area, select the stage to highlight for viewing.**

6. **To identify days with a variance, hover over a red-highlighted day in the calendar to determine amount and type of variance (Nominations, Confirmations, Scheduling).**



TimeSaver

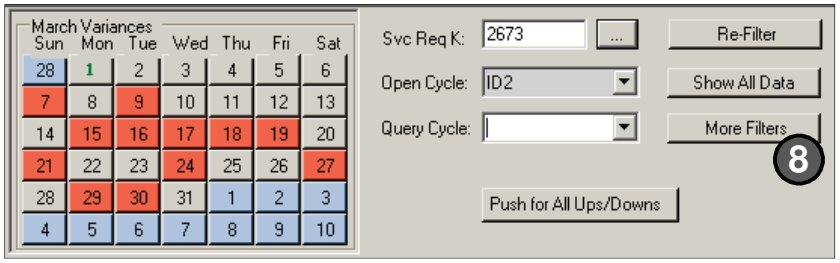
Change the Gas Day by clicking on any calendar day.

QuestLine

How to Use the Nomination Maintenance Screen

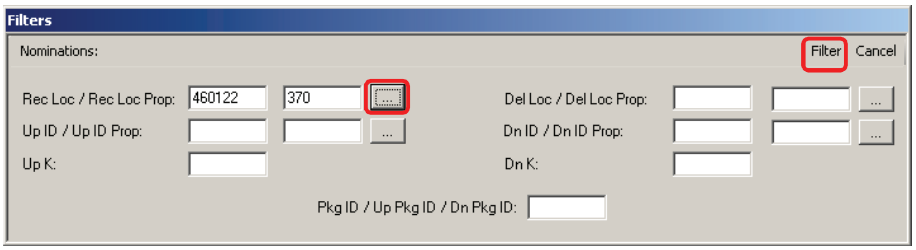
7. To view only one contract, enter the Service Requester and then enter the Service Requester Contract number.

8. Click on the More Filters button to narrow a query further.



TimeSaver

Click the Show All Data button to quickly clear the Filters window.



9. Depending on the stage selected in Step 4, the applicable information is highlighted in the path, upstream, and downstream. The stage may be changed before or after querying.

Example: If Nominations was selected as the stage, the Nom Rec Qty, Nom Fuel and Nom Del Qty columns are highlighted.

Path

	Err	TOS	Svc Req	Svc Req K	Rec Loc Prop	Rec Loc Name	Del Loc Prop	Del Loc Name	Nom Rec Qty	Nom Fuel	Nom Del Qty	Conf Rec Qty	Conf Fuel	Conf Del Qty
1 Q	BV	T-1	7	NE0002	302	CO2 PLT	336	KERN RIVE	5,351	72	5,279	5,351	72	5,279
2 Q	BV	T-1	7	NE0002	411	HUNTING	336	KERN RIVE	9,546	129	9,417	9,546	129	9,417
3 Q	BV	T-1	7	NE0002	329	WILDCAT	336	KERN RIVE	2,969	40	2,929	2,969	40	2,929

Example: If Confirmations was selected as the stage, the Conf Rec Qty, Conf Fuel, and Conf Del Qty columns are highlighted.

Path

	Err	TOS	Svc Req	Svc Req K	Rec Loc Prop	Rec Loc Name	Del Loc Prop	Del Loc Name	Nom Rec Qty	Nom Fuel	Nom Del Qty	Conf Rec Qty	Conf Fuel	Conf Del Qty
1 Q	BV	T-1	7	NE0002	302	CO2 PLT	336	KERN RIVE	5,351	72	5,279	5,351	72	5,279
2 Q	BV	T-1	7	NE0002	411	HUNTING	336	KERN RIVE	9,546	129	9,417	9,546	129	9,417
3 Q	BV	T-1	7	NE0002	329	WILDCAT	336	KERN RIVE	2,969	40	2,929	2,969	40	2,929

Example: If Scheduled was selected as the stage, the Sched Rec Qty, Sched Fuel, and Sched Del Qty columns are highlighted.

Path

	Rec Loc Prop	Rec Loc Name	Del Loc Prop	Del Loc Name	Nom Rec Qty	Nom Fuel	Nom Del Qty	Conf Rec Qty	Conf Fuel	Conf Del Qty	Sched Rec Qty	Sched Fuel	Sched Del Qty
1 Q	302	CO2 PLT	336	KERN RIVE	5,068	68	5,000	5,068	68	5,000	5,068	68	5,000
2 Q	411	HUNTING	336	KERN RIVE	9,546	129	9,417	9,546	129	9,417	9,546	129	9,417
3 Q	329	WILDCAT	336	KERN RIVE	2,969	40	2,929	2,969	40	2,929	2,969	40	2,929

How to Use the Nomination Maintenance Screen

Example: **In the Upstream and Downstream grids, the corresponding columns are highlighted based on the selected stage.**

Upstream

Loc: 302 Buys(DTH): 5,068 Rec(DTH): 5,068 Rec Var(DTH): 0

	Rec Loc Prop	Rec Loc Name	Nom Qty	Conf Qty	Sched Qty
1 Q	302	CO2 PLT OUTLET	5,068	5,068	5,068
Totals			5,068	5,068	5,068

Downstream

Loc: 336 Del(DTH): 17,346 Sells(DTH): 17,346 Del Var(DTH): 0

	Del Loc Prop	Del Loc Name	Nom Qty	Conf Qty	Sched Qty
1 Q	336	KERN RIVER - GOSHEN	10,000	10,000	10,000
2 Q	336	KERN RIVER - GOSHEN	7,346	7,346	7,346
Totals			17,346	17,346	17,346

10 **If viewing more than one day, double-click on any row in any of the three grids to open the 31 day Popup grid.**

Nom Maintenance 31 Day Popup - Path records

Receipt Loc: 184 Svc Req K: DK0002 Del Loc: 152

Up Name: Pkg Id: Down Name:

Up K: Down K:

	Day	All Buys at Location	Upstream Variance	Nom Rec	Nom Fuel	Nom Del	Conf Rec	Conf Fuel	Conf Del	Sched Rec	Sched Fuel	Sched Del	All Sells at Location	Downstream Variance
1 Q	3/1/2010	13797	0	13,797	0	13,797	13,797	0	13,797	13,797	0	13,797	13797	0
2 Q	3/2/2010	3797	0	3,797	0	3,797	3,797	0	3,797	3,797	0	3,797	3797	0
3 Q	3/3/2010	3738	0	3,738	0	3,738	3,535	0	3,535	3,535	0	3,535	3738	0
4 Q	3/4/2010	3234	0	3,234	0	3,234	3,233	0	3,233	3,233	0	3,233	3234	0
5 Q	3/5/2010	3733	0	3,733	0	3,733	3,733	0	3,733	3,733	0	3,733	3733	0
6 Q	3/6/2010	3733	0	3,733	0	3,733	3,733	0	3,733	3,733	0	3,733	3733	0
7 Q	3/7/2010	3733	0	3,733	0	3,733	3,733	0	3,733	3,733	0	3,733	3733	0
8 Q	3/8/2010	3733	0	3,733	0	3,733	3,733	0	3,733	3,733	0	3,733	3733	0
9 Q	3/9/2010	3733	0	3,733	0	3,733	3,733	0	3,733	3,733	0	3,733	3733	0
10 Q	3/10/2010	3733	0	3,733	0	3,733	3,733	0	3,733	3,733	0	3,733	3733	0
11 Q	3/11/2010	3733	0	3,733	0	3,733	3,733	0	3,733	3,733	0	3,733	3733	0
12 Q	3/12/2010	3733	0	3,733	0	3,733	3,733	0	3,733	3,733	0	3,733	3733	0
13 Q	3/13/2010	3733	0	3,733	0	3,733	3,733	0	3,733	3,733	0	3,733	3733	0
14 Q	3/14/2010	3733	0	3,733	0	3,733	3,733	0	3,733	3,733	0	3,733	3733	0
15 Q	3/15/2010	3733	0	3,733	0	3,733	3,733	0	3,733	3,733	0	3,733	3733	0
16 Q	3/16/2010	3733	0	3,733	0	3,733	3,733	0	3,733	3,733	0	3,733	3733	0
17 Q	3/17/2010	3733	0	3,733	0	3,733	3,733	0	3,733	3,733	0	3,733	3733	0
18 Q	3/18/2010	3733	0	3,733	0	3,733	3,733	0	3,733	3,733	0	3,733	3733	0
19 Q	3/19/2010	3733	0	3,733	0	3,733	3,733	0	3,733	3,733	0	3,733	3733	0
20 Q	3/20/2010	3733	0	3,733	0	3,733	3,733	0	3,733	3,733	0	3,733	3733	0
21 Q	3/21/2010	3733	0	3,733	0	3,733	3,733	0	3,733	3,733	0	3,733	3733	0
22 Q	3/22/2010	3733	0	3,733	0	3,733	3,733	0	3,733	3,733	0	3,733	3733	0
23 Q	3/23/2010	3733	0	3,733	0	3,733	3,733	0	3,733	3,733	0	3,733	3733	0
24 Q	3/24/2010	3733	0	3,733	0	3,733	3,733	0	3,733	3,733	0	3,733	3733	0
Totals		125357		125,357		125,357	125,153		125,153	125,153		125,153	125357	

How to Use the Nomination Maintenance Screen

Changing a Nomination

1. **Internal users: Follow Steps 1 through 5 for Viewing a Nomination in this QuickStart.**

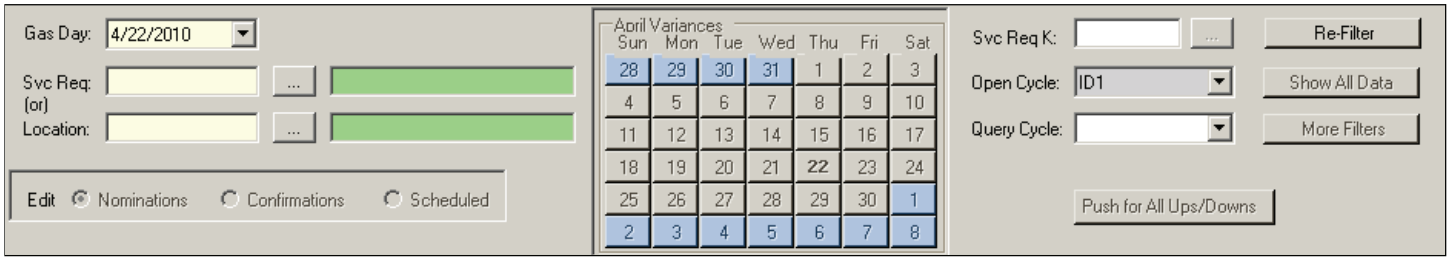
2. **Change quantities in the Path, Upstream, or Downstream grids as needed.**

   Note: **Changes to Nominations will automatically update Confirmations and Scheduling. Changes to Confirmations will automatically update Scheduling.**

3. **Click Submit.** Submit

   Note: **Any submitted changes will be applied to the Last Cycle.**

4. **To make changes to a cycle other than the last cycle, use the Query Cycle filter at the top of the screen (highlighted below) to select a specific cycle. Click Retrieve button.** Retrieve



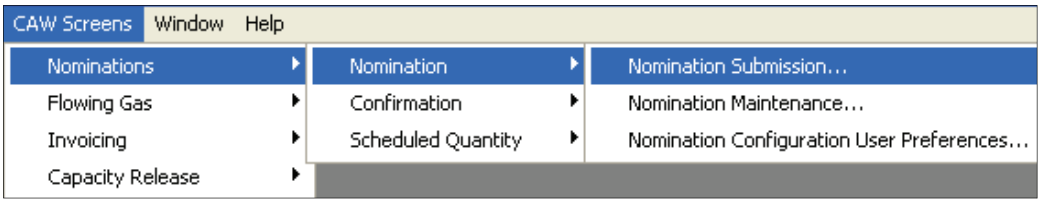
Note: **Updates for the queried gas day will be made in the queried cycle. Updates for all other days will still be applied to the last cycle.**

How to Enter a Title Transfer Nomination

Note A Title Transfer nomination is a buy or sell at a pooling, storage or meter bounce location. A pending Title Transfer is created to alert the shipper that a nomination transaction requires their acceptance at a Title Transfer point.

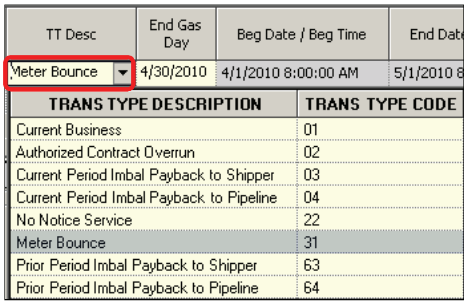
Entering a Title Transfer Nomination

1. To enter a Transfer Title Nomination, navigate to Menu Bar > CAW Screens >> Nominations >>> Nomination Submission.



2. To initiate a Title Transfer Nomination complete the Path, Upstream, and Downstream grids, follow Steps 2 through 6 from instructions on How to Enter a Nomination.

3. Select the appropriate Transaction Type for the title transfer location (i.e., select Meter Bounce if applicable).



TT Desc	End Gas Day	Beg Date / Beg Time	End Dat
Meter Bounce	4/30/2010	4/1/2010 8:00:00 AM	5/1/2010 8

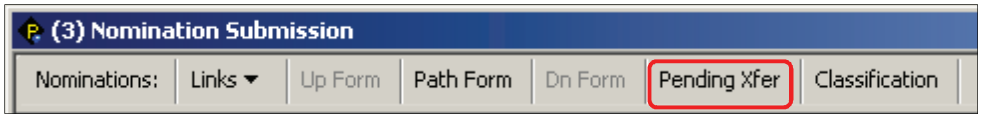
TRANS TYPE DESCRIPTION	TRANS TYPE CODE
Current Business	01
Authorized Contract Overrun	02
Current Period Imbal Payback to Shipper	03
Current Period Imbal Payback to Pipeline	04
No Notice Service	22
Meter Bounce	31
Prior Period Imbal Payback to Shipper	63
Prior Period Imbal Payback to Pipeline	64

4. Complete validation and submission Steps 7 and 8 from the instructions on How to Enter a Nomination.

Accepting/Declining a Pending Title Transfer Nomination

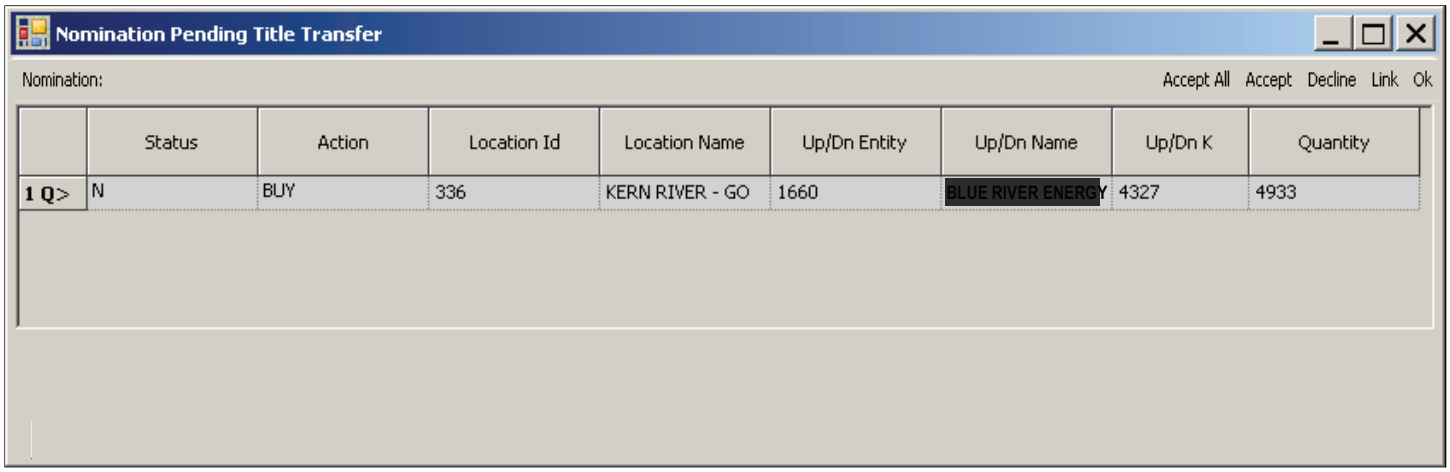
1. Access the Nomination Submission screen, complete the header information, and click Retrieve button. Retrieve

2. If a Title Transfer is pending, the Pending Xfer button will be activated at the top of the Nomination Submission Screen. Click Pending Xfer to access the Nomination Pending Title Transfer window.

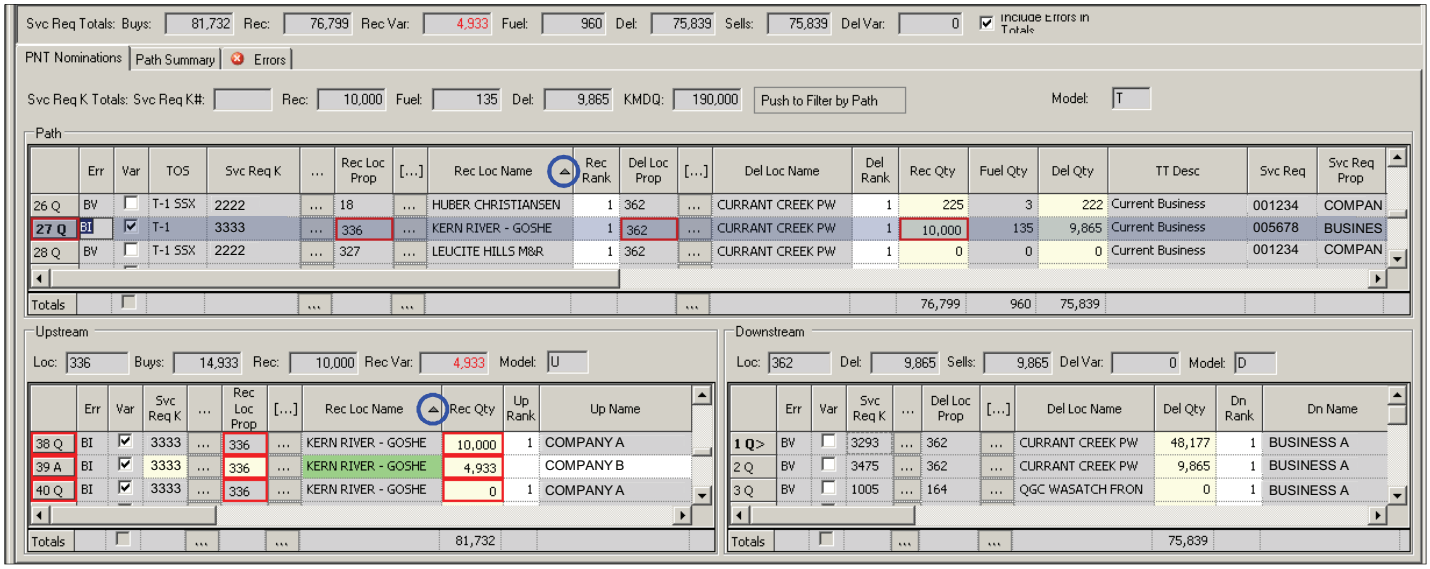


How to Enter a Title Transfer Nomination

3 **To build the buy/sell, select *Accept All* and click the OK button (or highlight the desired row, select *Accept,* and then click OK).**



The accepted buy/sell appears in the Upstream or Downstream grid of the Nomination Submission screen.



4 **Complete the Path grid and the associated buy/sell grid.**

TimeSaver

To balance the transaction, click the Validate button to highlight affected quantities and balances and use column sorts to locate the pending transfer before completing the path and buy/sell grids.

5 **Complete validation and submission Steps 7 and 8 from instructions on How to Enter a Nomination.**

Important

If the pending Title Transfer is not accepted, the initiating nomination will also be cut on confirmation.

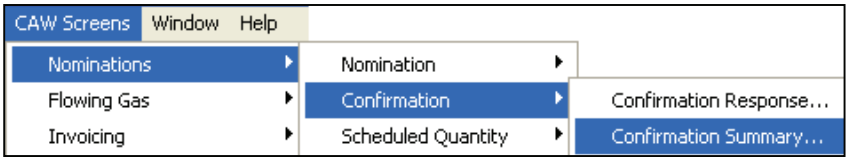
QUICKSTART

Confirmations

QuestLine

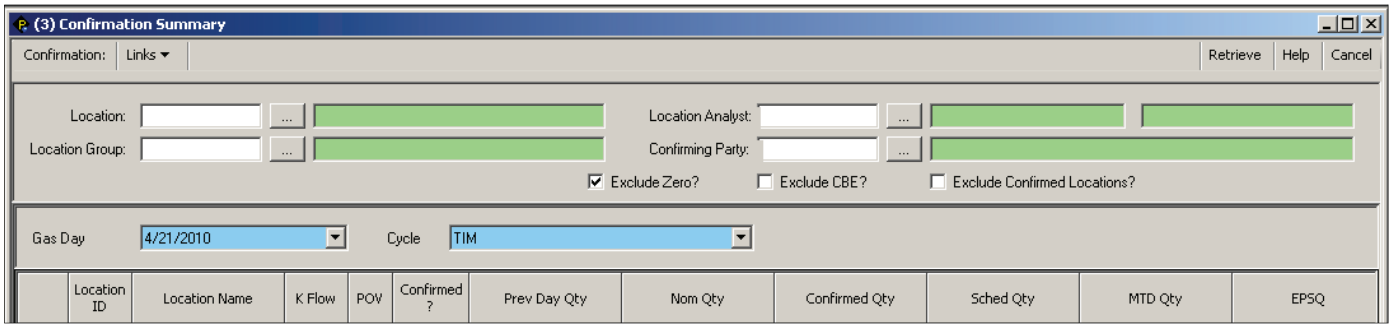
How to Use the Confirmation Summary Screen

1 To view confirmation summaries, navigate to Menu Option: CAW Screens > Nominations >> Confirmation >>> Confirmation Summary.



Note

Internal Users:
Navigate to Menu Bar: Screens > Confirmations >> Confirmation Summary.



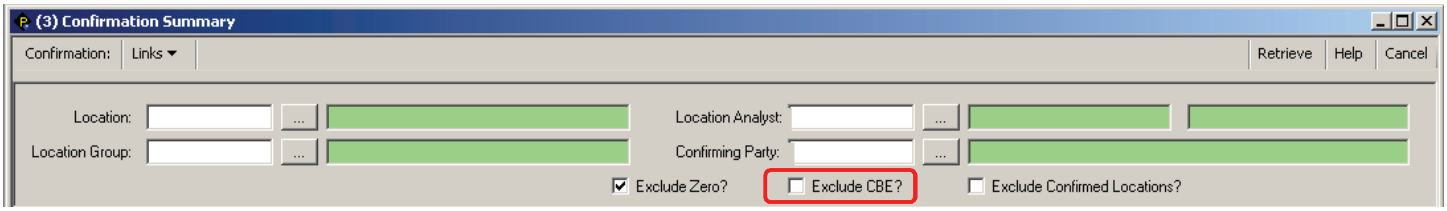
Note **Updates cannot be made on this screen.**

2 The following options can be used to view confirmation summaries:

A To view data for the current Gas Day and Cycle, click the Retrieve button. Retrieve

B To filter results by Location, enter a Location ID or use the *Picklist* button to select a Location ID.

C Check or uncheck applicable exclusion boxes in the header. *Example:* To exclude nominations (Confirm by Exception), check the "Exclude CBE?" checkbox.

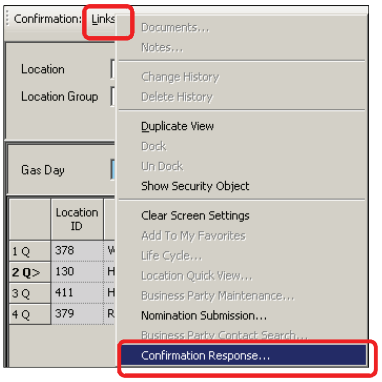


3 After selecting an option, click the *Retrieve* button. Retrieve

Note If <u>any</u> nomination on a location has NOT been confirmed, the Confirmed ? checkbox will not be checked.

	Location ID	Location Name	K Flow	POV	Confirmed ?
1 Q	378	WAYNE'S CROSSING	R	R	☐
2 Q>	130	HILL CREEK MM	R	R	☑
3 Q	411	HUNTINGTON PLANT	R	R	☐
4 Q	379	RIVER TAP	R	R	☑

4 To access the Confirmation Response screen from the grid area, highlight any row, click the Link button, and select Confirmation Response.

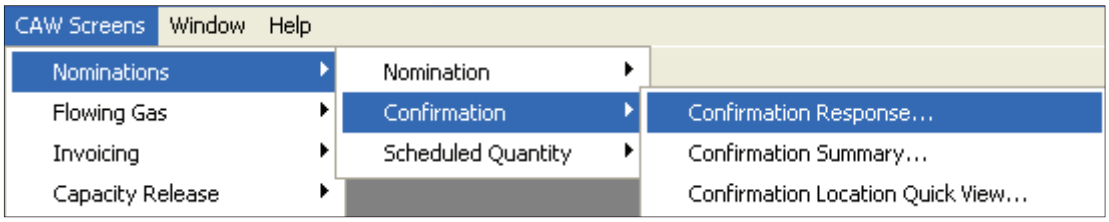


TimeSaver Double-click on any row in the grid area to open the *Confirmation Response* screen.

QuestLine

How to Confirm a Nomination

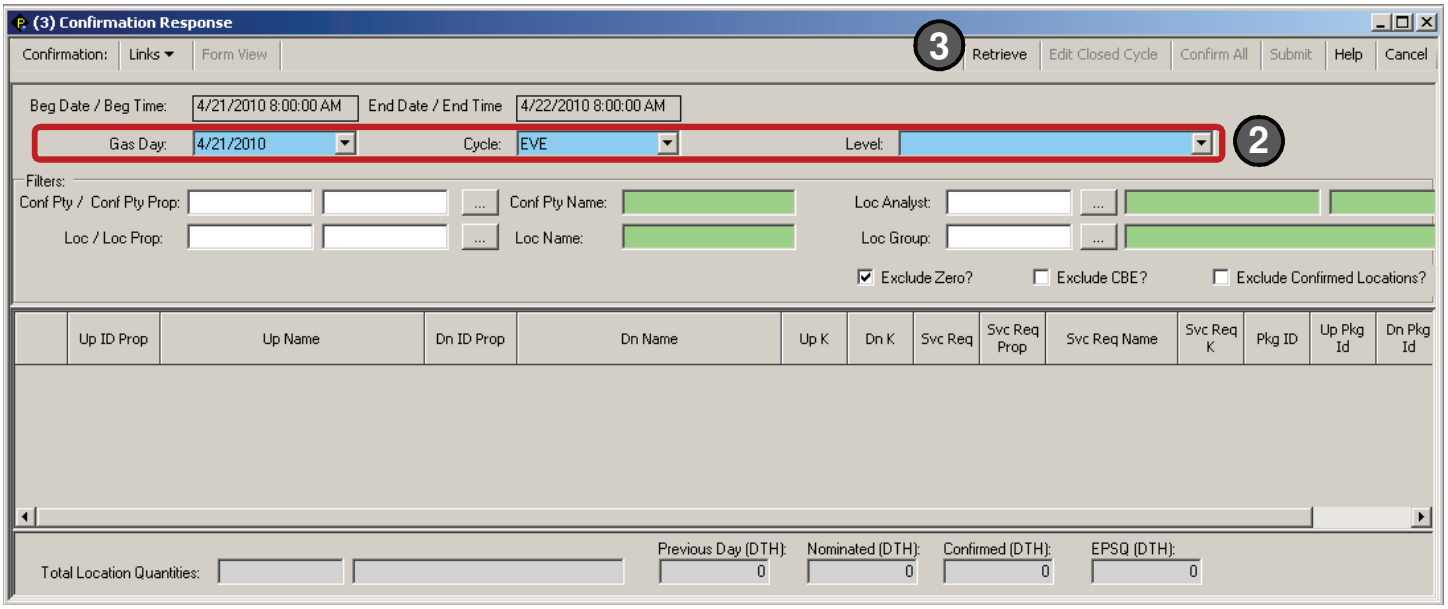
1 **To Confirm a Nomination, navigate to Menu Bar:**
CAW Screens > Nominations >> Confirmation >>> Confirmation Response.



Note

Internal Users:
Navigate to Menu Bar: Screens > Confirmation >> Confirmation Response.

The *Confirmation Response* screen opens.



2 **Enter a Gas Day, Cycle, and Level by typing in the fields or using the *Picklist* menus.**

3 **Click the *Retrieve* button.** Retrieve

QuestLine

How to Confirm a Nomination

Note

After the "Retrieve" button has been clicked, the nominations that meet the applied filter criteria for gas day, cycle, and level are retrieved and displayed on the grid.

	Conf Req	Conf Req Prop	Conf Req Name	Conf Pty	Conf Pty Prop	Con	Beg Date/Beg Time	End Date/End Time	Cycle	Loc	Loc Prop	Loc Name	Conf Role	K Flo	Up ID Prop	UpN	Dn ID Prop	Dn	Up K	Dn K	Svc Req	Svc Req Prop
1 Q>	804712347	1713		804712347	1713	X	2/1/2010 8:00:00 AM	2/2/2010 8:00:00 AM	TIM	149280	130	HILL CREEK MM		R	999	N			9999		837565	1187
2 Q	804712347	1713		804712347	1713	X	2/1/2010 8:00:00 AM	2/2/2010 8:00:00 AM	TIM	149280	130	HILL CREEK MM		R	1713	X			9999		804712	1713
3 Q	804712347	1713		804712347	1713	X	2/1/2010 8:00:00 AM	2/2/2010 8:00:00 AM	TIM	149280	130	HILL CREEK MM		R	1713	X			9999		804712	1713
4 Q	804712347	1713		804712347	1713	X	2/1/2010 8:00:00 AM	2/2/2010 8:00:00 AM	TIM	149280	130	HILL CREEK MM		R	1713	X			9999		804712	1713
5 Q	804712347	1713		804712347	1713	X	2/1/2010 8:00:00 AM	2/2/2010 8:00:00 AM	TIM	149280	130	HILL CREEK MM		R	1713	X			9999		804712	1713
6 Q	804712347	1713		092027077	52	C	2/1/2010 8:00:00 AM	2/2/2010 8:00:00 AM	TIM	27558	164	QGC WASATCH		D			837	S		1609	804712	1713
7 Q	804712347	1713		092027077	52	C	2/1/2010 8:00:00 AM	2/2/2010 8:00:00 AM	TIM	27558	164	QGC WASATCH		D			837	S		1650	804712	1713
8 Q	804712347	1713		621617372	931	K	2/1/2010 8:00:00 AM	2/2/2010 8:00:00 AM	TIM	68528	176	ROBERSON CRE		D			837	S		241	804712	1713
9 Q	804712347	1713		621617372	931	K	2/1/2010 8:00:00 AM	2/2/2010 8:00:00 AM	TIM	68528	176	ROBERSON CRE		D			837	S		5126	804712	1713

Total Location Quantities:	130	HILL CREEK MM	Previous Day (DTH): 18,446	Nominated (DTH): 17,624	Confirmed (DTH): 17,624	EPSQ (DTH): 0	Previous Cycle (DTH): 0

4. **Enter the confirmation quantity in the *Confirmed Qty* column and select the checkbox in the *Confirmed?* column.**

Qty	Conf?
1,010	☑
1,000	☑
1,010	☑
350	☑
400	☑
758	☑
750	☑
758	☑

5. **If the confirmation quantity is less than the nomination quantity, select a Reduction Reason.**

Reduction Reason	Method
	CONFIRM BY EXCEPTION

Code	Description
001	INVALID BEGINNING/ENDING DATE/TIME
002	INVALID LOCATION
003	INVALID CONTRACTUAL FLOW INDICATOR
004	INVALID SERVICE REQUESTER
005	INVALID UPSTREAM IDENTIFIER CODE
006	INVALID DOWNSTREAM IDENTIFIER CODE
007	INVALID UPSTREAM CONTRACT IDENTIFIER
008	INVALID DOWNSTREAM CONTRACT IDENTIFIER
009	INVALID SERVICE REQUESTER CONTRACT
010	INVALID CONFIRMATION SERVICE IDENTIFIER CODE
011	INVALID ASSOCIATED CONTRACT
012	NO CORRESPONDING NOMINATION

Note

For locations that are not confirmed by exception, operators may select the Confirm in Subsequent Cycles checkbox. This option will allow reduced confirmations to roll to subsequent cycles.

6. **Click the Confirm All button.** Confirm All

Note

After clicking the Confirm All button, the grid will be updated with the confirmed quantity that was entered.

Note

Internal Users:
If the cycle is closed, click the *Edit Closed Cycle* button to enable the confirmed columns for edits.

Edit Closed Cycle

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QUICKSTART

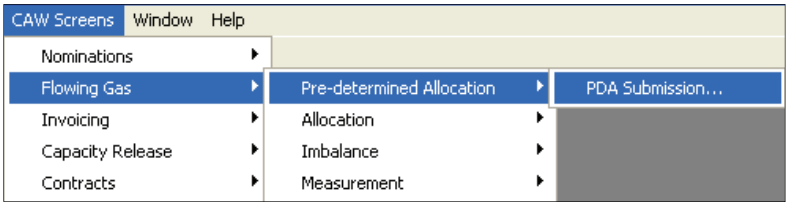
Allocations & Inventory

QuestLine

QUICKSTART

How to Submit a PDA

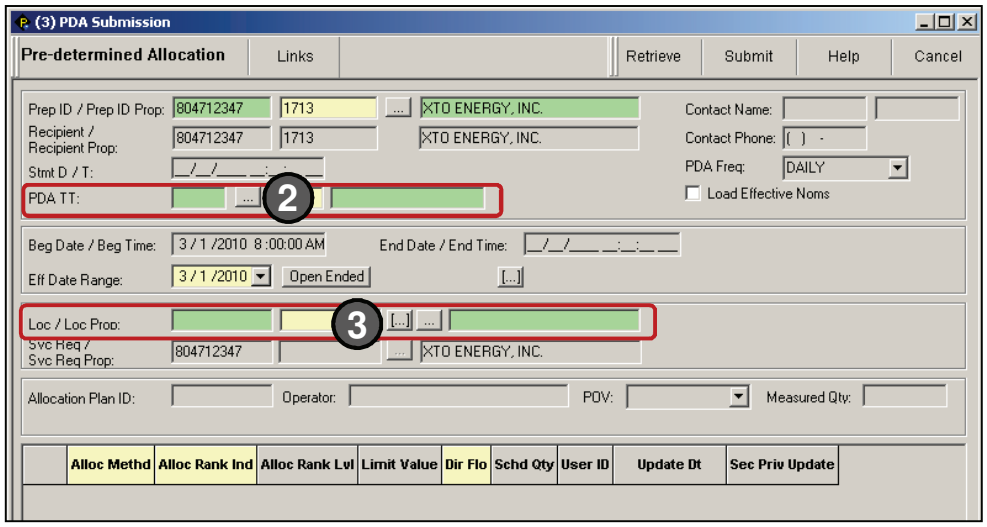
1. To submit a PDA (pre-determined allocation), navigate to Menu Bar: CAW Screens > Flowing Gas >> Pre-determined Allocation >>> PDA Submission.



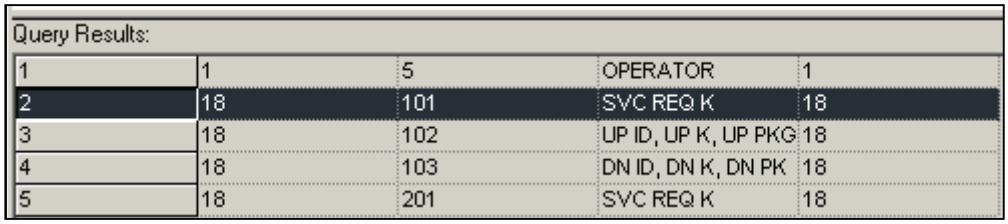
Note

Internal Users:
Navigate to Menu Bar: Screens > Allocations >> PDA Submission.

The PDA Submission screen opens with pre-populated shipper information (Prep ID Prop = Preparer ID Proprietary number).



2. Click the *Picklist* button to select the PDA TT (Transaction Type)

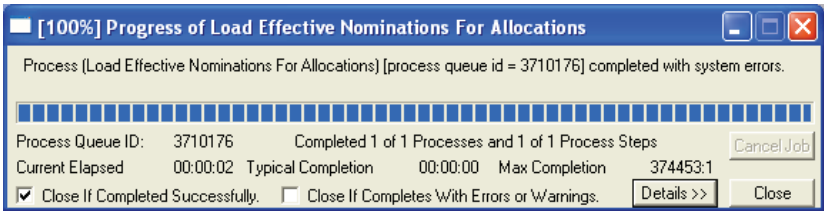


3. Enter a Loc/ Loc Prop or use the location *PickList* button to search for a location.

4. Click the Retrieve button.

Note

After clicking the *Retrieve* button, a progress dialogue screen appears.



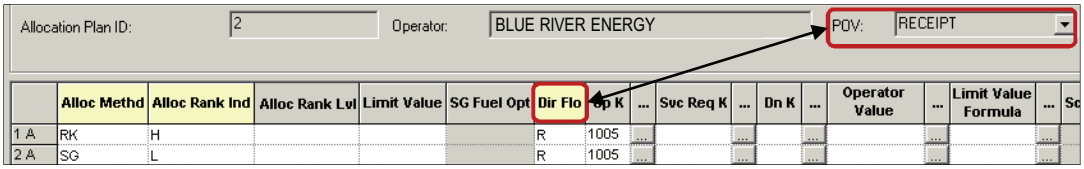
A batch process is being loaded that will retrieve all existing PDAs and any effective nominations that do not have a PDA.

How to Submit a PDA

Note

If the nomination does not have a PDA, nothing is displayed in the Allocation Method field. If there is no specific allocation, assume proration.

The Direction of Flow field in the grid has to be the same as the location POV (position of valve) in the Allocation Plan ID section.



5 **The Allocation Rank Level is dependent upon the Allocation Method.**

Examples:

If the allocation method is Rank (RK), then enter the appropriate rank in the Alloc Rank Level.

Alloc Methd	Alloc Rank Ind	Alloc Rank Lvl
RK	H	1

If the allocation method is Percentage (PC), put the percentage amount in the Alloc Rank Lvl column.

Alloc Methd	Alloc Rank Ind	Alloc Rank Lvl
PC	H	25

If the allocation method is Pro Rata (PR) or Swing, leave the column Alloc Rank Lvl blank.

Alloc Methd	Alloc Rank Ind	Alloc Rank Lvl
PR	H	

6 **Select when the allocation should occur. Specify whether the selected allocation method is applicable to a measured volume that is:**

A **High compared to the scheduled quantity - select High in the Allocation Rank Indicator field.**

B **Low compared to the scheduled quantity - select Low in the Allocation Rank Indicator field.**

Note

Both rows (High and Low) are required for the Alloc Rank Ind, as shown in the Swing example below.

C **The *Limit Value* field is the maximum quantity that will be allocated.**

	Alloc Methd	Alloc Rank Ind	Alloc Rank Lvl	Limit Value	SG Fuel Opt	Dir Flo
1 Q	SG	H A		C		R
2 Q	SG	L B				R

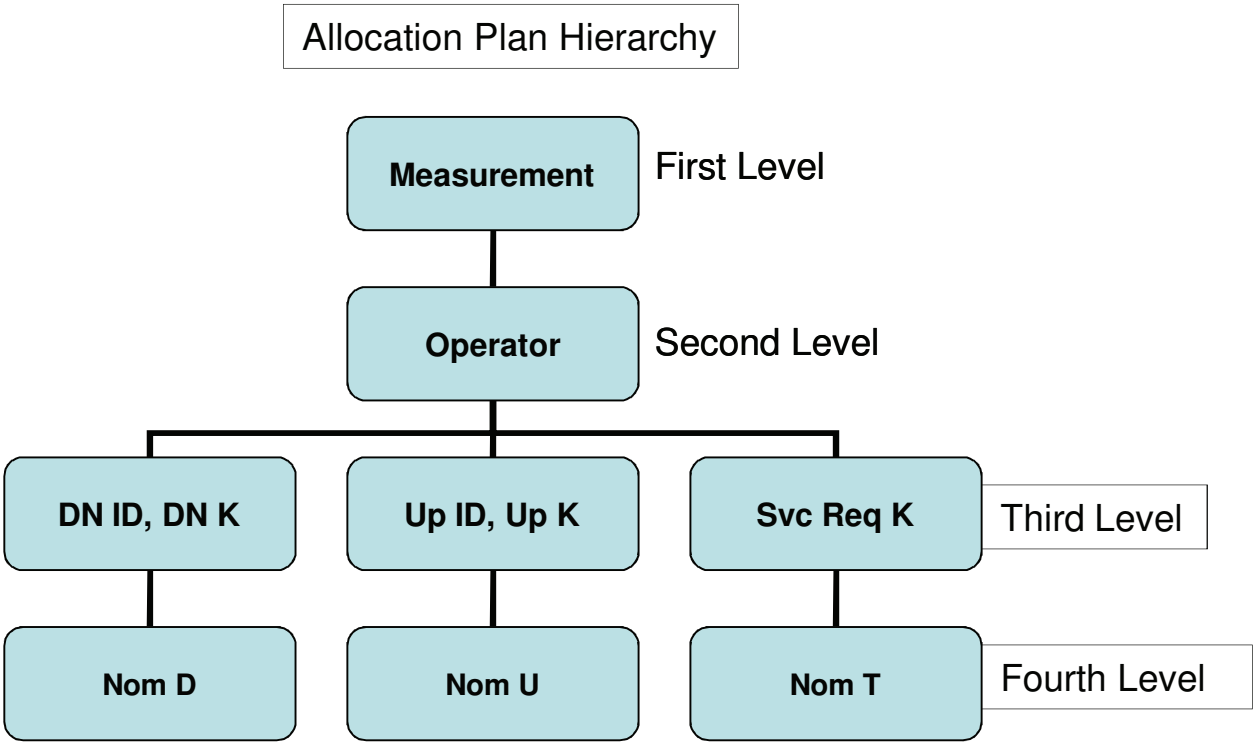
7 **Click the Submit button to submit the PDA.**

How to Submit a PDA

Note

IV Tier Allocation Plan Illustration:

The hierarchy below illustrates the parent to child relationships for each level within the allocation plan details. The allocation plan has four levels with the allocation plan hierarchy showing rank and relationship. The rank is highest from top to bottom.



IV Tier Allocation Plan

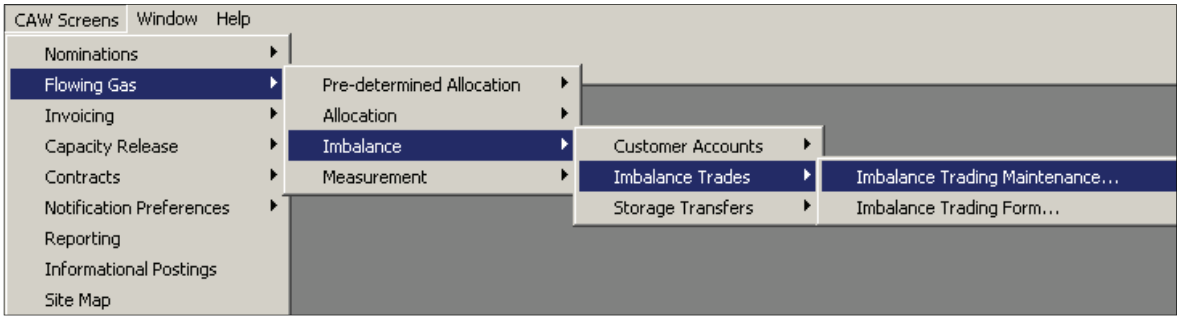
PDATT/ATT | Locations

	Level	Trans Type ID	...	Trans Type Name	PDATT	ATT	Source	Parent Trans Type ID	...	Parent Trans Type Name	Role for PDA Entry
1 Q	1	1	...	DEFAULT MEASUREMEN					...		
2 Q	4	2	...	DEFAULT - NOM T			T	6	...	SVC REQ K	
3 Q	4	3	...	DEFAULT - NOM UP			U	7	...	UP ID, UP K	
4 Q	4	4	...	DEFAULT - NOM DN			D	8	...	DN ID, DN K	
5 Q	2	5	...	OPERATOR	Svc Requ	Svc Requ	T	1	...	DEFAULT MEASUREMEN	OPERATOR
6 Q	3	6	...	SVC REQ K	Svc Req	Svc Req	T	5	...	OPERATOR	SERVICE REQU
7 Q	3	7	...	UP ID, UP K	Up BP - U	Up BP - U	U	5	...	OPERATOR	SERVICE REQU
8 Q	3	8	...	DN ID, DN K	Dn BP - D	Dn BP - D	D	5	...	OPERATOR	SERVICE REQU
9			...						...		

Although Trans Type ID 5 is designated as an Operator at the Second Level , it is not necessary to be an Operator to submit a PDA.

How to View Imbalance Trades

1 **To view Imbalance Trades, navigate to Menu Bar: CAW Screens > Flowing Gas >> Imbalance >>> Imbalance Trades >>>> Imbalance Trading Maintenance.**



Note

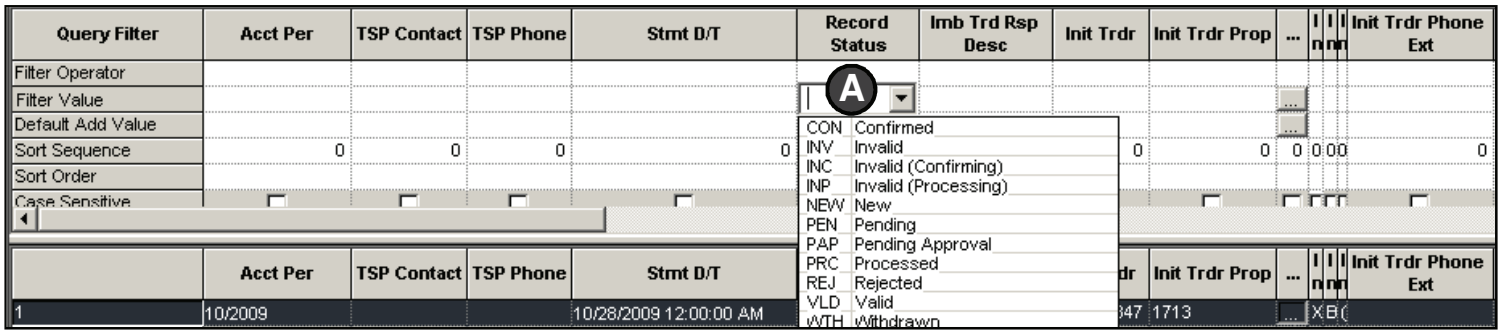
Internal Users: Navigate to Menu Bar: Screens > Inventory Accounts >> Imbalance Trades >>> Imbalance Trading Maintenance.

2 **To view all trades of any status on the Imbalance Trading Maintenance screen, click the Retrieve button.** Retrieve

Note

Trading Parties can view only their own trades; internal users can view all trades.

3 **The Query Filter in the header area can be used to filter data in a variety of ways.**



A **Example: Under the Record Status column, select a Filter Operator in the first row if desired (if blank, defaults to "=") and select in the second row from one of the eleven Filter Values, such as Pending, Confirmed, or Withdrawn.**

B **Click Retrieve button.** Retrieve

How to View Imbalance Trades

4 View the status of trades in the Trade Status column. As a trading party, you may want to contact the initiating or confirming business party if a trade is in "Pending."

	Acct Per	TSP Contact	TSP Phone	Stmt D/T	Imb Trd Rsp Desc	Record Status
1	10/2009			10/28/2009 12:00:00 AM		Confirmed
2	11/2009			11/18/2009 12:00:00 AM		Confirmed
3	12/2009			12/29/2009 12:00:00 AM		Rejected
4	01/2010			1 /25/2010 12:00:00 AM		Pending
5	12/2009			12/29/2009 12:00:00 AM		Confirmed

5 Scroll the grid to the right to view the Trade Qty Req.

Note

Move the Trade Qty Req column to the left for easier viewing. Drag and drop the column from within the Query Filter heading area. See How to Use the Grid in Application Basics / Screens, Fields, Buttons, Picklists, and Grids.

Acct Per: __/____ Advanced Filter Custom Filters: Syst

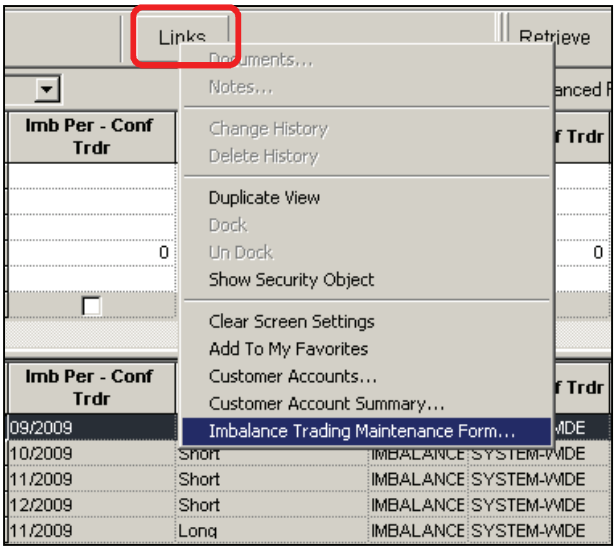
Query Filter	Imb Per - Conf Trdr	Imb Type - Conf Trdr	Conf Trdr Acct Type	OIA - Conf Trdr	Imb Trd Dir Desc	Fuel Method	Trd Qty Req	Trd Fuel Qty - Init Trdr
Filter Operator								
Filter Value								
Default Add Value								
Sort Sequence	0	0	0	0	0	0	0	0
Sort Order								
Case Sensitive	☐	☐	☐	☐	☐	☐	☐	☐

	Imb Per - Conf Trdr	Imb Type - Conf Trdr	Conf Trdr Acct Type	OIA - Conf Trdr	Imb Trd Dir Desc	Fuel Method	Trd Qty Req	Trd Fuel Qty - Init Trdr
1	09/2009	Short	IMBALANCE	SYSTEM-WIDE	FROM INIT TRDR		1,051	
2	10/2009	Short	IMBALANCE	SYSTEM-WIDE	FROM INIT TRDR		6,403	
3	11/2009	Short	IMBALANCE	SYSTEM-WIDE	FROM INIT TRDR		57,654	
4	12/2009	Short	IMBALANCE	SYSTEM-WIDE	FROM INIT TRDR		49,322	
5	11/2009	Long	IMBALANCE	SYSTEM-WIDE	TO INIT TRDR		9,655	

6 To open the Imbalance Trading Maintenance Form: Single click the row of the desired trade record, click the Links button, and select Imbalance Trading Maintenance Form.

TimeSaver

Double click desired trade record row to open the Imbalance Trading Maintenance Form.

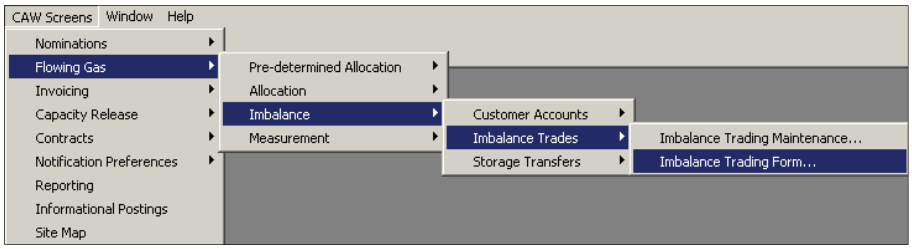


QuestLine

How to Perform Imbalance Trades

Submitting an Imbalance Trade

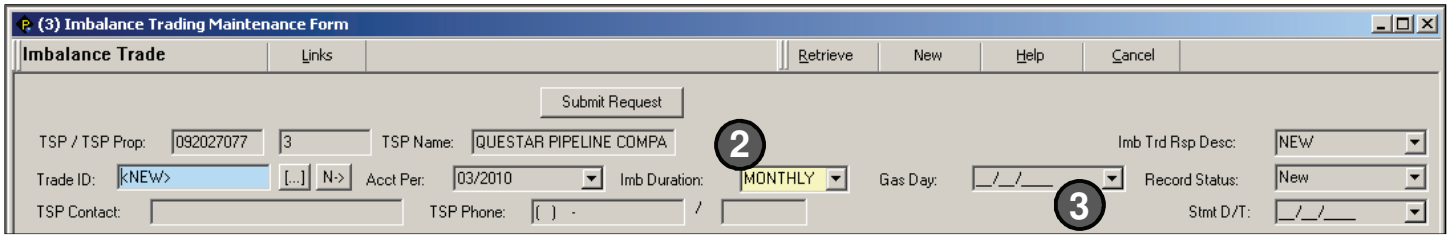
1. To submit an Imbalance Trade, navigate to Menu Bar: CAW Screens > Flowing Gas >> Imbalance >> Imbalance Trades >>> Imbalance Trading Form.



Note

Internal Users:
Navigate to Menu Bar: Screens > Inventory Accounts >> Imbalance Trades >>> Imbalance Trading Form.

The Imbalance Trading Maintenance Form screen opens.
The Trade ID field defaults to <NEW>.



2. Select Daily or Monthly for the Imbalance Duration.

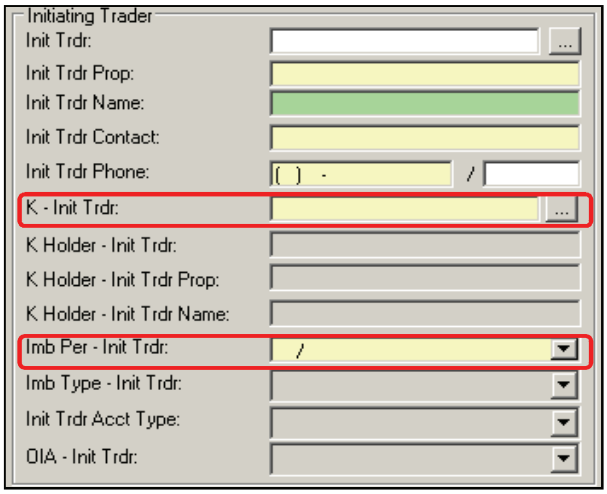
3. If a Daily Imbalance Period was selected, enter a Gas Day.

Note Daily trades are only allowed during penalty periods for Questar.

4. Use the *Picklist* buttons to select the BP numbers for the Initiating and Confirming Traders.

5. Enter all required Initiating Trader information in yellow fields.

Note After the contract and imbalance period are selected (K – Init Trdr and Imb Per – Init Trdr), the Imb Type – Init Trdr field autopopulates with Long, Short, or Storage.

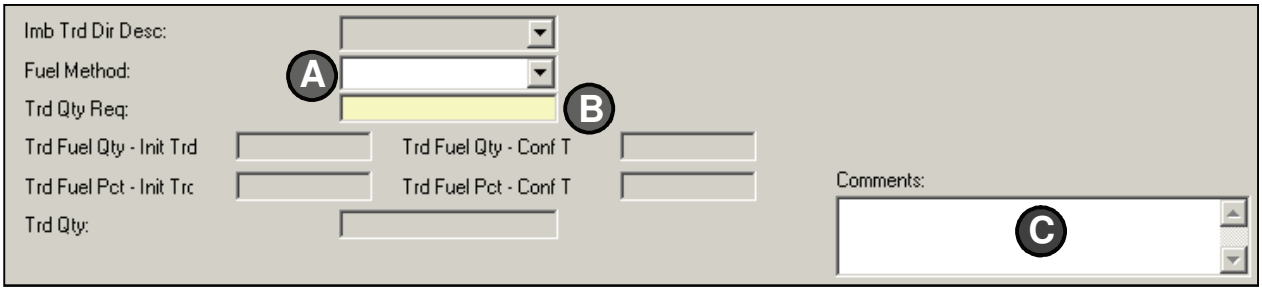


How to Perform Imbalance Trades

Submitting an Imbalance Trade (continued)

6 In the bottom section of the Imbalance Trading Maintenance Form:

- **A** Enter the Fuel Method, if applicable.
- **B** Enter the Trd Qty Req (Trade Quantity Requested in DTH).
- **C** Enter Comments, if applicable.



7 The Initiating Trader clicks the Submit Request button to save. A Trade ID is assigned.

Submit Request

Note A validation is run to ensure that the initiating trader has an adequate imbalance to trade the amount requested.

TimeSaver

To copy information on an existing Trade ID to a new Trade ID:

- Use the Trade ID pick button to query an existing Trade ID.
- Click the New button at the top of the screen.

New

Authorization to Post an Imbalance Trade

1 Authorization to post is required to allow others to view the proposed trade:

Navigate to Menu Bar: CAW Screens > Flowing Gas >> Imbalance >>> Customer Accounts >>>> Authorization to Post Imbalance.

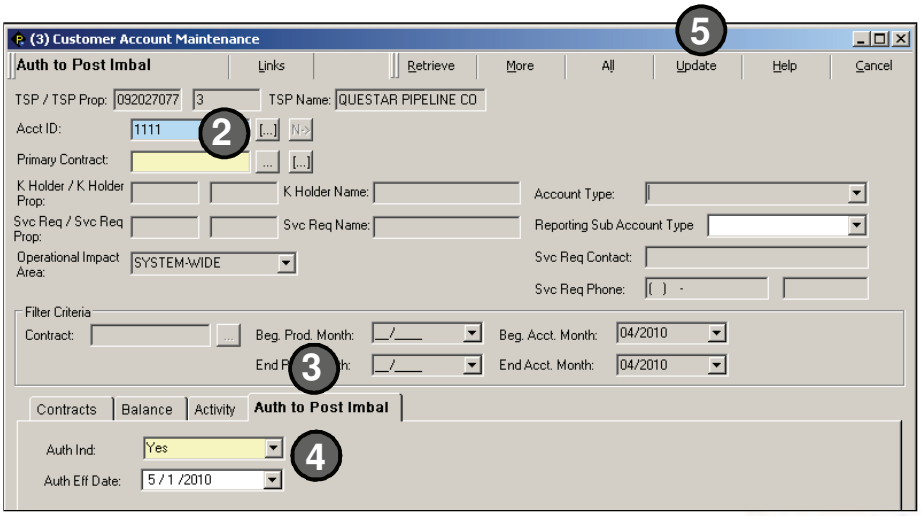
Note Internal Users Navigate to Menu Bar: Screens > Inventory Accounts >> Customer Accounts >>> Custom Account Maintenance screen

2 Enter an Acct ID (or select from the *picklist* button.

3 Click the Auth to Post Imbal tab.

4 Select "Yes" in the Auth Ind field and select an Auth Eff Date.

5 Click the Update button.



How to Perform Imbalance Trades

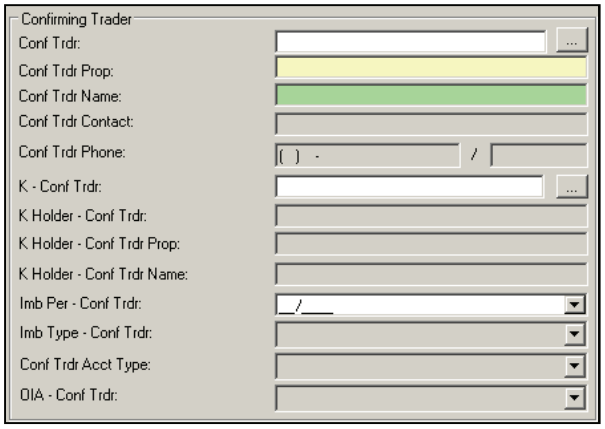
Confirming an Imbalance Trade (continued)

1 The Confirming Trader can access a specific Imbalance Trade as follows:

A Use the *Picklist* button on the Imbalance Trading Form screen to search for the Trade ID, or enter the Trade ID in the blue field. Click Retrieve.

-or-

B Access the Imbalance Trading Maintenance screen (refer to applicable QuickStart), locate the trade, and link to the Imbalance Trade Form. Links



2 Enter Confirming Trader information (Contact, Phone Number, Imbalance Period, Contract, and Imbalance Type).

3 The Confirming Trader clicks the Accept or Reject button. Accept Reject

Note If the Confirming Trader rejects the trade, the Trade Status changes to Invalid. Any errors can be corrected by the Initiating Trader and then the Confirming Trader can choose to accept or reject the trade.

4 The confirmed trade may be viewed by either the Initiating or Confirming Trader:

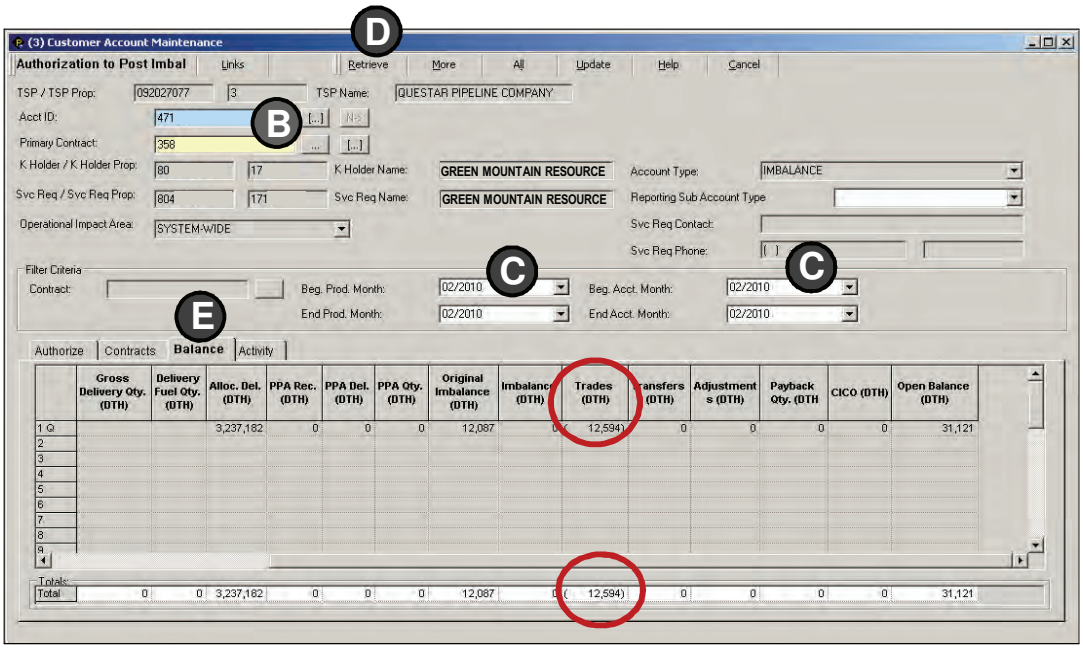
A Navigate to Menu Bar: CAW Screens > Flowing Gas >> Imbalance >>> Customer Accounts >>>> Authorization to Post Imbalance.

B Enter the Acct ID and click the Retrieve button (or use the *Picklist* button to select the applicable account).

C Enter the Beginning and Ending Production Months and Accounting Months.

D Click the Retrieve button. Retrieve

E Click the Balance tab to view the confirmed trade.



How to Perform Imbalance Trades

Withdrawing an Imbalance Trade (Internal User)

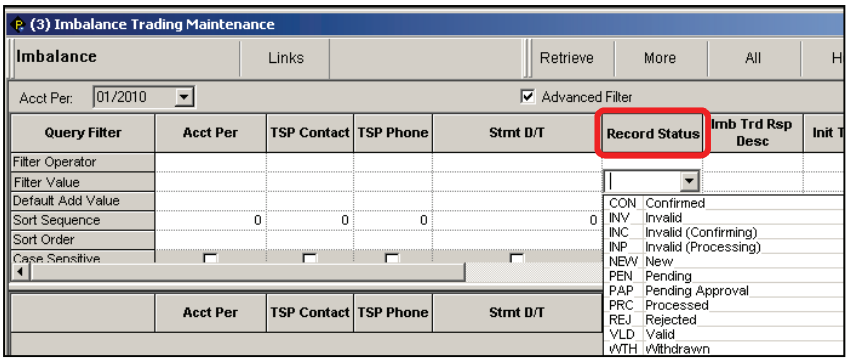
Once a trade is confirmed, the TSP has the option of withdrawing the trade, if necessary.

1 **To view the trade to be withdrawn:**

A **Navigate to Menu Bar: Screens > Inventory Accounts > Imbalance Trades >> Imbalance Trading Maintenance.**

B **Select the Accounting Month. Use the Query Filter to view all transfers or filter to view a specific Record Status.**

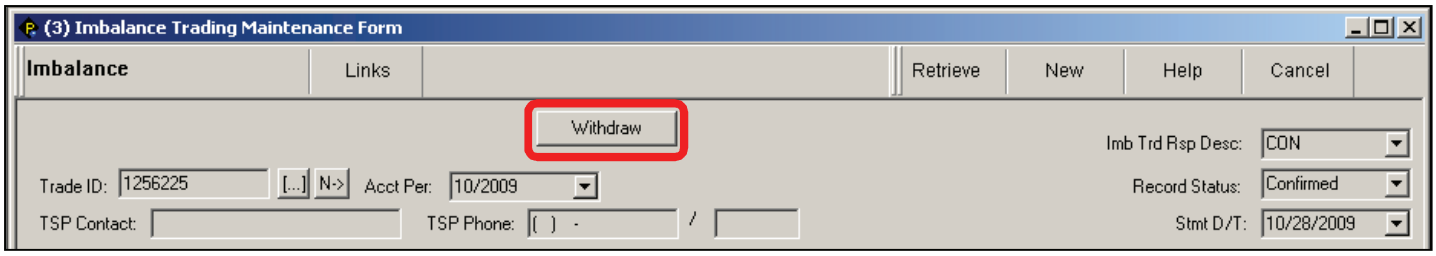
C **Click the Retrieve button.**



2 **Double-click the trade record on the Imbalance Trading Maintenance screen to access the populated Imbalance Trading Form.**

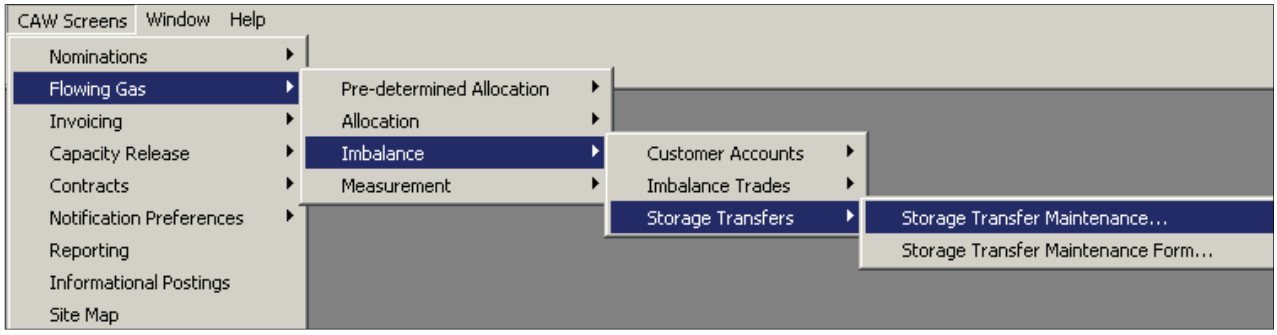
	Acct Per	TSP Contact	TSP Phone	Stmt D/T	Record Status	Imb Trd Rsp Desc	Init Trd
1	10/2009			10/28/2009 12:00:00 AM	Confirmed		80471234
2	11/2009			11/18/2009 12:00:00 AM	Confirmed		80471234

3 **On the Imbalance Trading Form, the TSP clicks the Withdraw button.**



How to View Storage Transfers

1 **To view Storage Transfers, navigate to Menu Bar: CAW Screens > Flowing Gas >> Imbalance >>> Storage Transfers >>>> Storage Transfer Maintenance.**

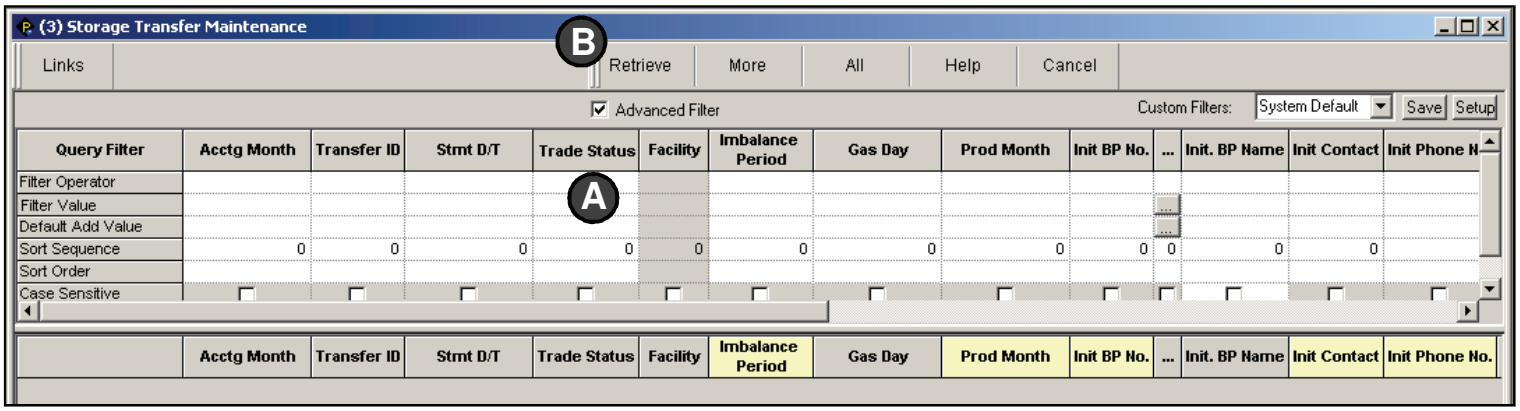


Note **Internal Users: Navigate to Menu Bar: Screens > Inventory Accounts >> Storage Transfers >>> Storage Transfer Maintenance.**

2 **To view all transfers of any status on the Storage Transfer Maintenance screen, click the Retrieve button.** Retrieve

Note **Business Parties can view only their own transfers; internal users can view all transfers.**

3 **The Query Filter in the header area can be used to filter data in a variety of ways.**

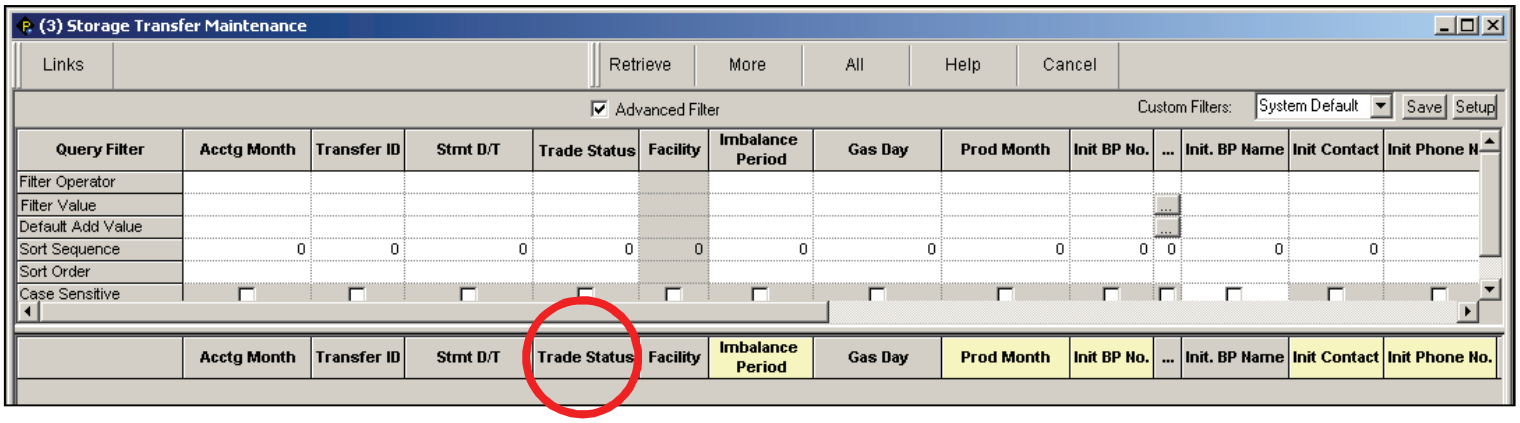


A **Example: Under the Trade Status column, select a Filter Operator if desired (if blank, default is "=") and select from one of the eleven Filter Values, such as Pending, Confirmed, or Withdrawn.**

B **Click Retrieve button.** Retrieve

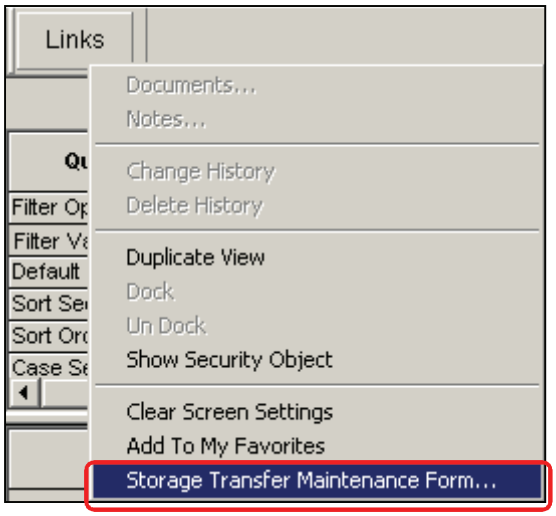
How to View Storage Transfers

4 **View the status of transfers in the Trade Status column. As a transferring party, you may want to contact the initiating or confirming business party if a transfer is in "Pending."**



5 **To open the Storage Transfer Maintenance Form: Single click the row of the desired transfer record, click the Links button, and select Storage Transfer Maintenance Form.**

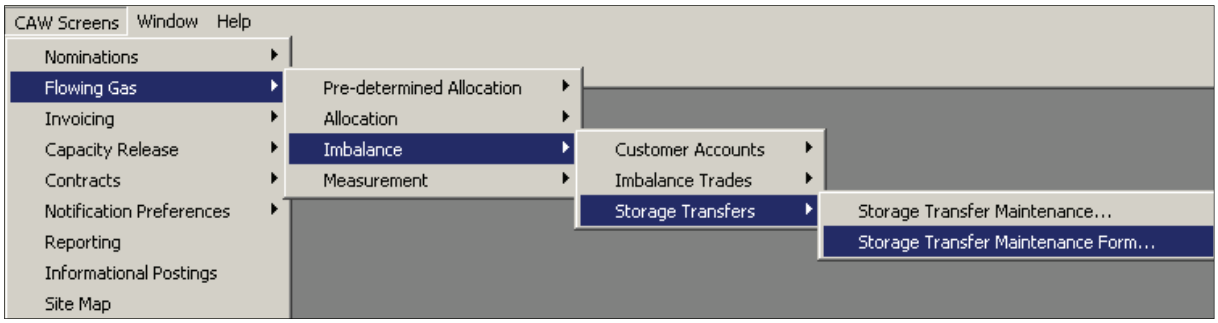
Double click desired transfer record row to open the Storage Transfer Maintenance Form.



How to Perform Storage Transfers

SUBMITTING A STORAGE TRANSFER

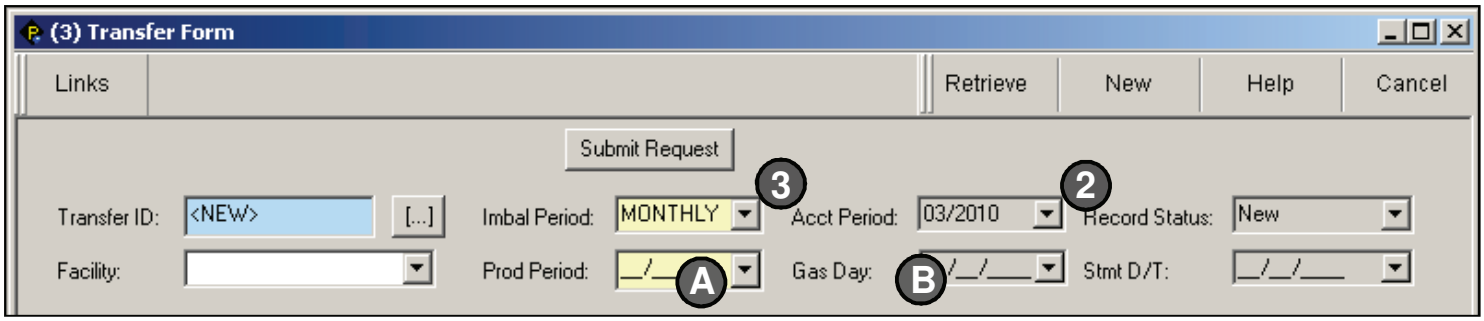
1. To submit a Storage Transfer, navigate to Menu Bar: CAW Screens > Flowing Gas >> Imbalance >>> Storage Transfers >>>> Storage Transfer Maintenance Form.



Note

Internal Users:
Navigate to Menu Bar: Screens > Inventory Accounts >> Storage Transfers >>> Storage Transfer Maintenance Form.

The Storage Transfer Maintenance Form screen opens.
The Transfer ID field defaults to <NEW>.



2. A default month/year appears in the Accounting Period.

3. Select Daily or Monthly for the Imbalance Period.

   A. If a Monthly Imbalance Period was selected, select the Production Period date.

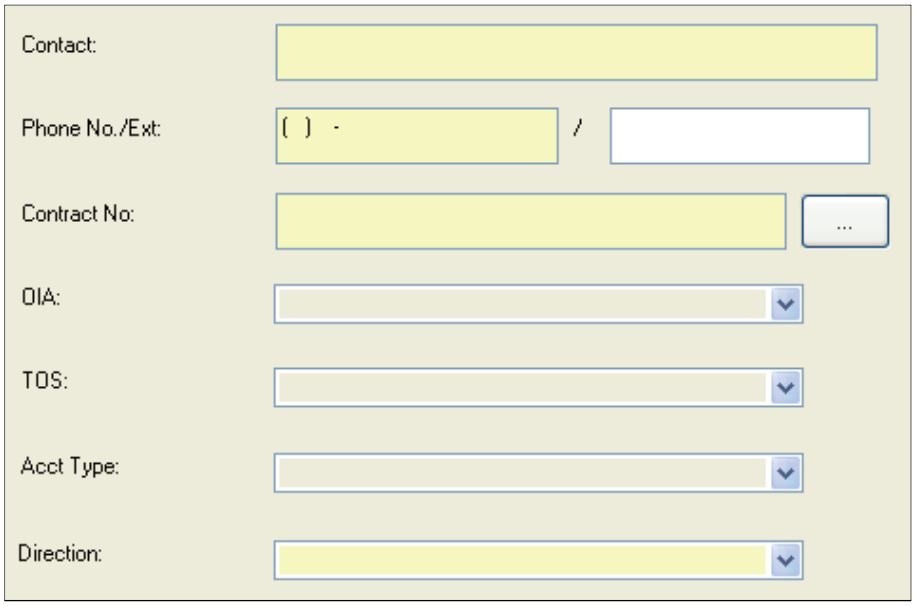
   B. If a Daily Imbalance Period was selected, select a Gas Day.

4. Use the *Picklist* buttons to select the BP numbers for the Initiating and Confirming Business Parties.

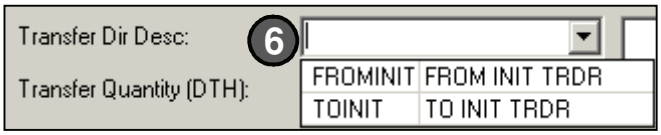
How to Perform Storage Transfers

SUBMITTING A STORAGE TRANSFER (CONTINUED)

5 **Enter all required Initiating Business Party information in yellow fields.**



6 **Select if the transfer is TO or FROM the initiating trader's account in the Transfer Direction Description drop-down list.**



7 **Enter the Transfer Quantity (DTH). If applicable, enter Comments.**

The Initiating Business Party clicks the Submit Request button. A Transfer ID is assigned.

A validation is run to ensure that the initiating trader has an adequate imbalance to transfer the amount requested.

To copy information on an existing Transfer ID to a new Transfer ID:

- **Use the Transfer ID pick button to query an existing Transfer ID.**
- **Click the New button at the top of the screen.**

How to Perform Storage Transfers

Confirming a Storage Transfer

1. The Confirming Business Party can access a specific Storage Transfer as follows:

   A. Use the *Picklist* button on the Storage Transfer Form screen to search for the Transfer ID, or enter the Transfer ID in the blue field. Click Retrieve.

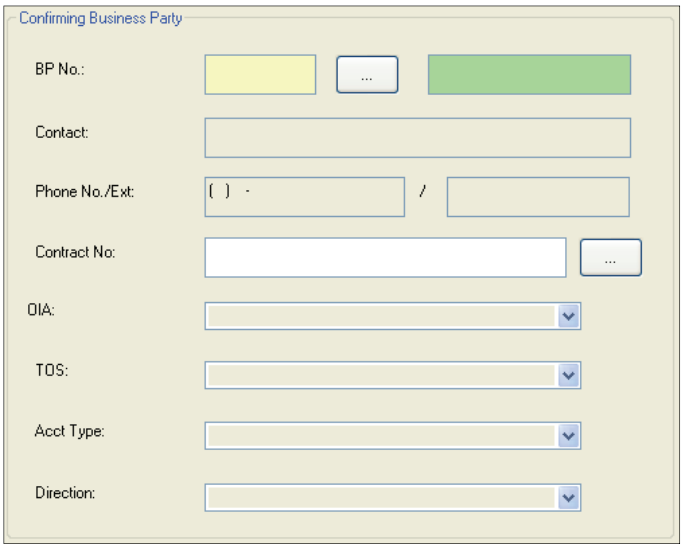
   

   -or-

   B. Access the Storage Transfer Maintenance screen (refer to applicable QuickStart), locate the transfer, and link to the Storage Transfer Maintenance form.

2. Enter required Confirming Business Party information in yellow fields.



3. The Confirming Business Party clicks the Accept or Reject button.

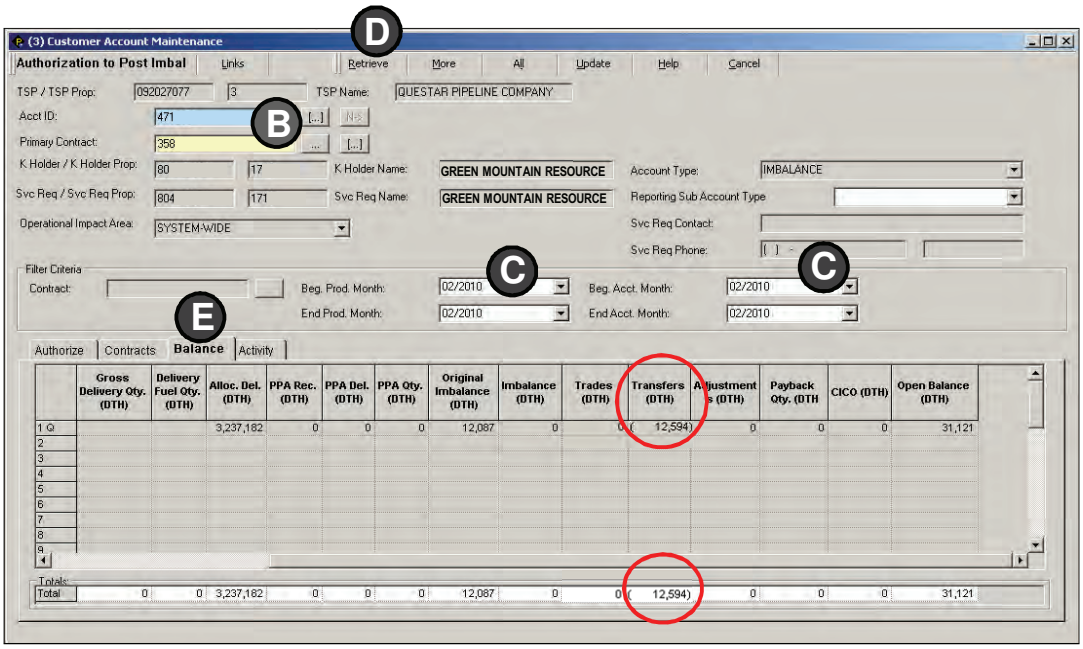
Note If the Confirming Business Party rejects the transfer, the Transfer Status changes to Invalid. Any errors can be corrected by the Initiating Business Party and then the Confirming Business Party can choose to accept or reject the transfer.

How to Perform Storage Transfers

CONFIRMING A STORAGE TRANSFER (CONTINUED)

4 **The confirmed storage transfer may be viewed by either the Initiating or Confirming Trader:**

- **A** **Navigate to Menu Bar: CAW Screens > Flowing Gas >> Imbalance >>> Customer Accounts >>>> Authorization to Post Imbalance.**
- **B** **Enter the Acct ID and click the Retrieve button (or use the *Picklist* button to select the applicable account).**
- **C** **Enter the Beginning and Ending Production Months and Accounting Months.**
- **D** **Click the Retrieve button.** Retrieve
- **E** **Click the Balance tab to view the confirmed transfer.**



How to Perform Storage Transfers

Withdrawing a Storage Transfer (Internal User)

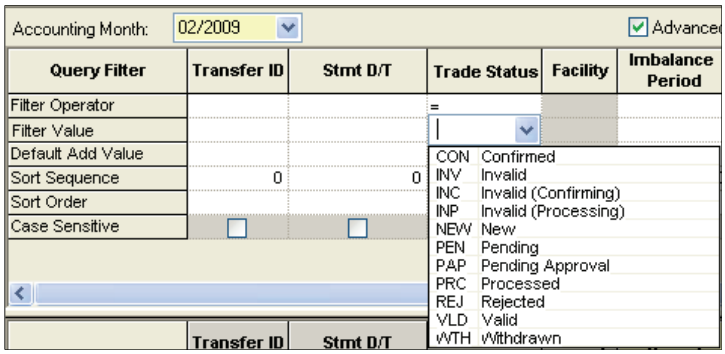
Once a storage transfer has been confirmed, the TSP has the option of withdrawing the transfer, if necessary.

1. **To view the transfer to be withdrawn:**

   A. **Navigate to Menu Bar: Screens > Inventory Accounts > Storage Transfers >> Storage Transfer Maintenance.**

   B. **Select the Accounting Month. Use the Query Filter to view all transfers or filter to view a specific Trade Status.**

   C. **Click the Retrieve button.**



2. **Double-click the transfer record on the Storage Transfer Maintenance screen to access the populated Storage Transfer Maintenance Form.**

3. **On the Storage Transfer Maintenance Form, the TSP clicks the Withdraw button.**

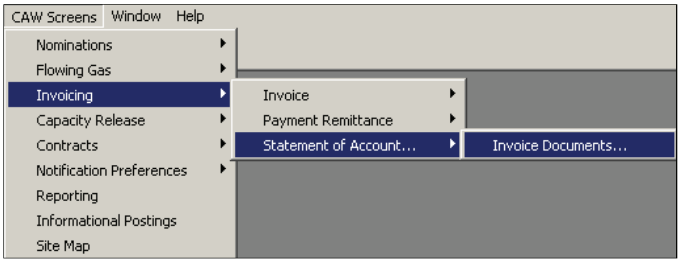
QUICKSTART

Billing

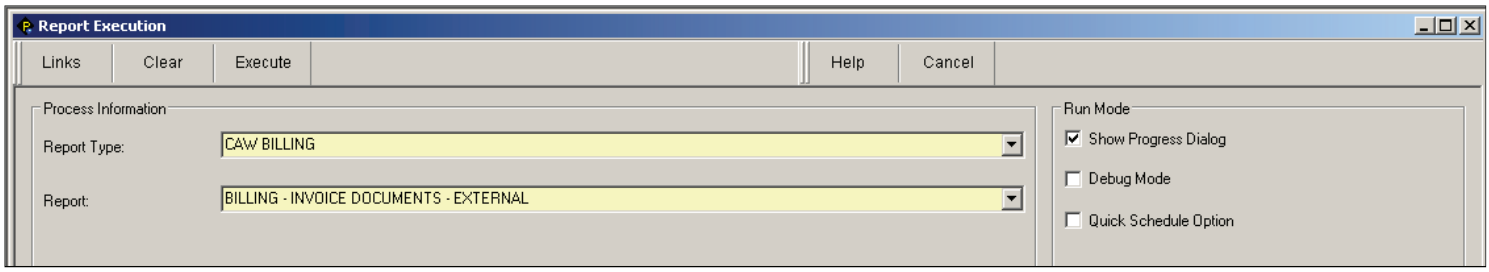
QuestLine

How to Run an Invoice Report

1 **To run an invoice report, navigate to Menu Bar: CAW Screens > Invoicing >> Statement of Account >>> Invoice Documents**



TimeSaver **Accessing the Report Execution screen from the tree (left frame of the screen) autopopulates the Report Type and Report fields as shown.**



2 **In the Value field of the Parameter grid select from the drop-down lists:**

- **Accounting Month**
- **Invoice Sort Order = ACCOUNTING MGR/BP NAME**
- **Invoice Statement Display Type = CONFIG**

Click the checkbox for the desired invoice sections (scroll down for additional invoice sections).

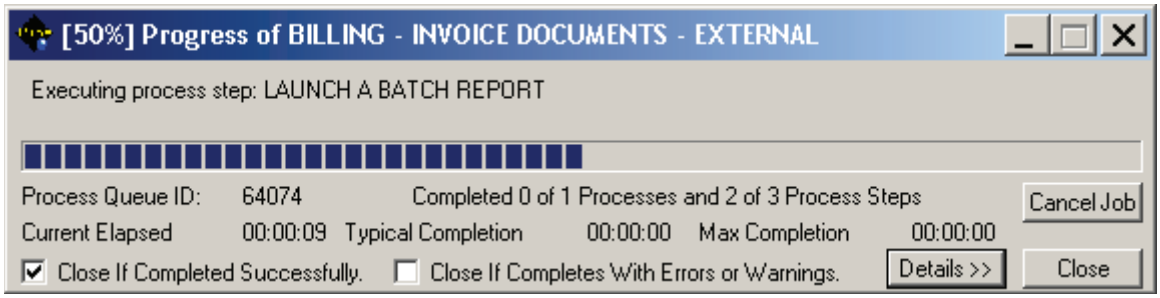
	Parameter Name	Param Input	Value (From if range input)	...	Value: (TO if range input, Selector if Multi input)	...	Ignore Param	Description
1	ACCOUNTING MONTH	Single Discrete Input	07/2009				☐	Accounting month
2	INVOICE SORT ORDER	Single Discrete Input	ACCOUNTING MGR/BP NAME				☐	DROP DOWN LIST: 1=DELIVERY METTHOD/BP NAME; 2=ACM/B
3	ACCOUNT_MANAGER	Single Discrete Input		...			☑	Account Manager
4	INVOICE GROUP ID - EXTERNAL	Single Discrete Input		...			☑	
5	INVOICE STMT DISPLAY TYPE	Single Discrete Input	CONFIG				☐	DROP DOWN LIST - MANUAL OR CONFIG (M / C)
6	PRINT STMT OF ACCTS	Single Discrete Input	☑				☐	Yes/No checkbox with numeric values: 0 = False 1 = True
7	PRINT INVOICE SUMMARY	Single Discrete Input	☑				☐	Yes/No checkbox. values: N = 0 Y = 1
8	PRINT INVOICE REMIT ADVICE	Single Discrete Input	☑				☐	Yes/No checkbox with numeric values: 0 = False 1 = True
9	PRINT INVOICE DETAIL	Single Discrete Input	☑				☐	Yes/No checkbox with numeric values: 0 = False 1 = True
10	PRINT INVOICE STORAGE STMT	Single Discrete Input	☑				☐	Yes/No checkbox with numeric values: 0 = False 1 = True

3 **Click the Execute button.** Execute

How to Run an Invoice Report


Note

A process dialogue box will appear and close automatically when execution is complete.



Report Export File Type: Adobe Acrobat (PDF)

Wire Payments:
QUESTAR PIPELINE COMPANY

ACH Payments:

Mail Check Payments to:
QUESTAR PIPELINE COMPANY
NONE
NONE, – 00000-0000
USA

GREEN MOUNTAIN RESOURCES
ARWEN POTTER
1515 GREEN MOUNTAIN DR
DENVER, CO 80239-
USA

Contract Holder: GREEN MOUNTAIN RESOURCES
Account Number: 158

July 2009 Statement Of Account
PRELIMINARY
Invoice Date: 07/09/2009
Invoice Identifier: QPC07200910
Due Date: 8/23/2009

Invoice Identifier	Accounting Period	Invoice Date	Due Date	Original Invoice Amount	Amount Due
QPC07200910	07/2009	07/09/2009	08/23/2009	$10,714.94	$10,714.94
			Total Amount:	$10,714.94	$10,714.94

The receivable amounts stated above include applicable transportation, reservation, ACA, maintenance fees and cashout charges as of 07/09/2009.
These balances do not include any prepayments received or other receivables not related to your transportation service with Sabine Pipe Line LLC.

Should you have any questions regarding these billings, please call your account representative RORY MCDONALD at (801) 324-2476
Delivery Method: MAIL

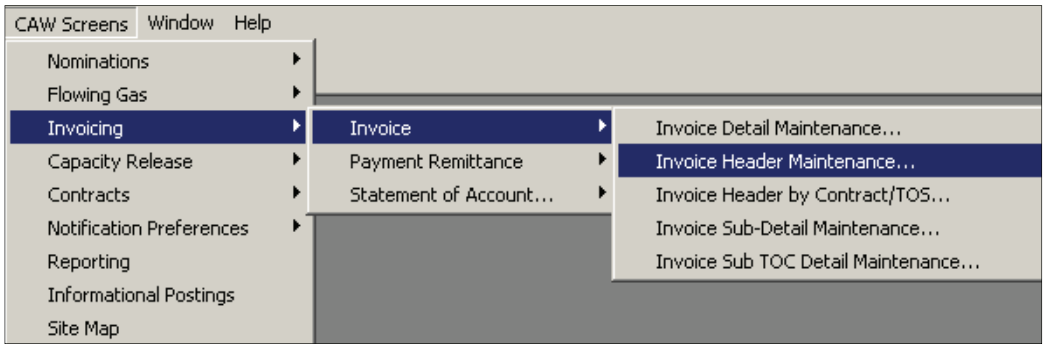
How to View an Invoice

Invoice Header Maintenance Screen

Note

The Invoice Header Maintenance screen displays a total invoice amount and due date for each invoice group and billing period.

1. **To View an Invoice, navigate to Menu Bar:**
CAW Screens > Invoicing >> Invoice >>> Invoice Header Maintenance



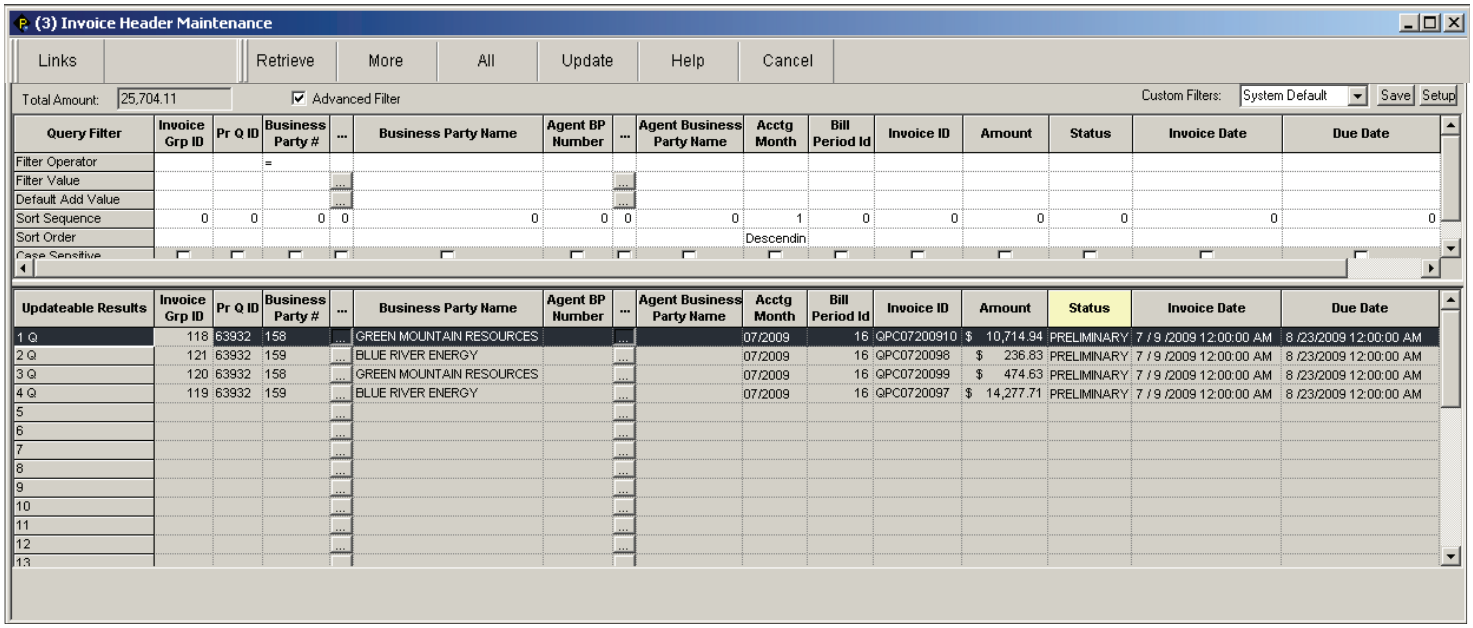
Note

Internal Users:
Navigate to Menu Bar: Screens > Billing >> Invoice Header Maintenance

2. **A blank Invoice Header Maintenance window appears. To view all contracts, click the Retrieve button.**

Note

Query results may be narrowed by entering a filter value. For example, to view only invoices for Blue River Energy, enter "Blue" in the Business Party Name column on the Filter Value row and click Retrieve button.



3. **To view the next level of detail, double click on the desired grid row. A populated Invoice Header by Contract/TOS screen opens.**

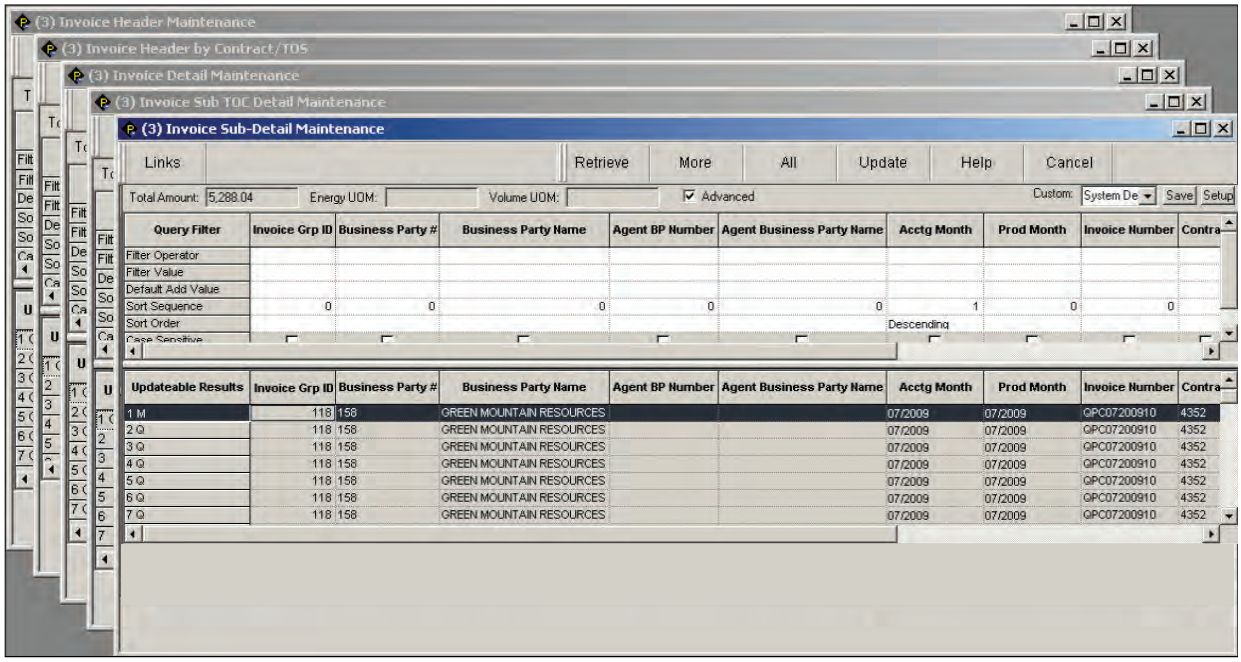
How to View an Invoice

Connected Invoice Screens

1. **The five invoice screens may be opened one at a time through the CAW menu. However, they can also be accessed by double clicking on any populated grid row and opening a subsequent screen that is already auto-populated with the next level of detail.**

Note

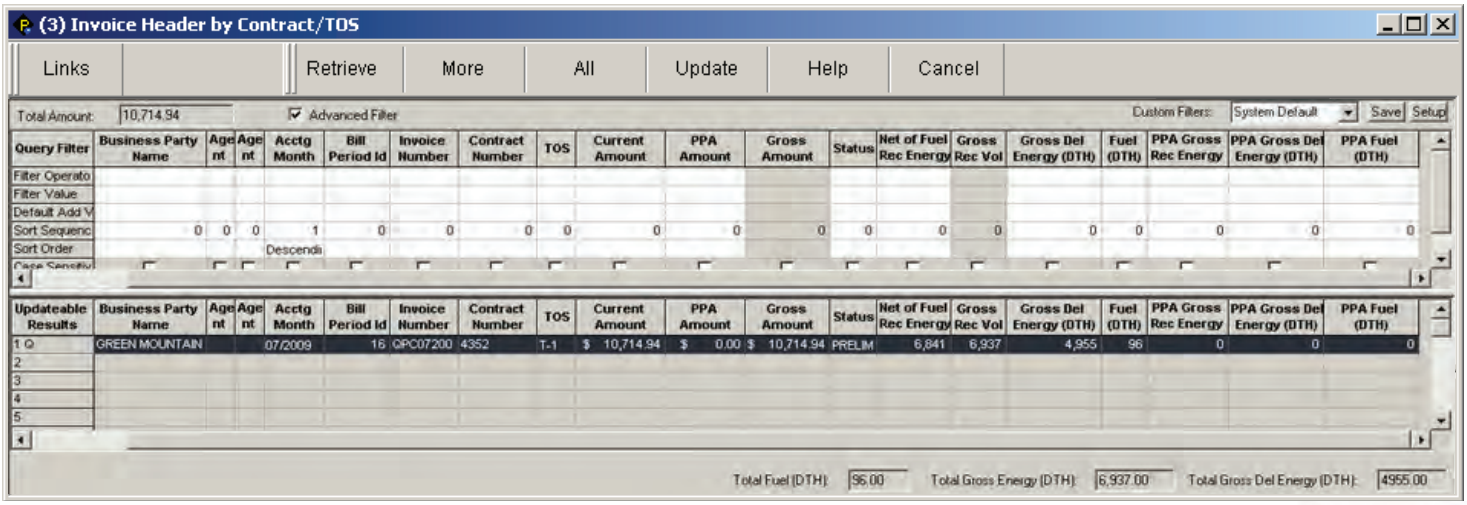
As shown below, the highest level of detail starts with the Invoice Header Maintenance screen and the progresses through the lowest level of detail on the fifth screen (Invoice Sub Detail Maintenance screen).



Invoice Header by Contract/TOS Screen

Note

The Invoice Header by Contract/TOS screen displays a total invoice amount and total allocated quantities for each contract, which corresponds to the Invoice Summary page of the invoice packet.

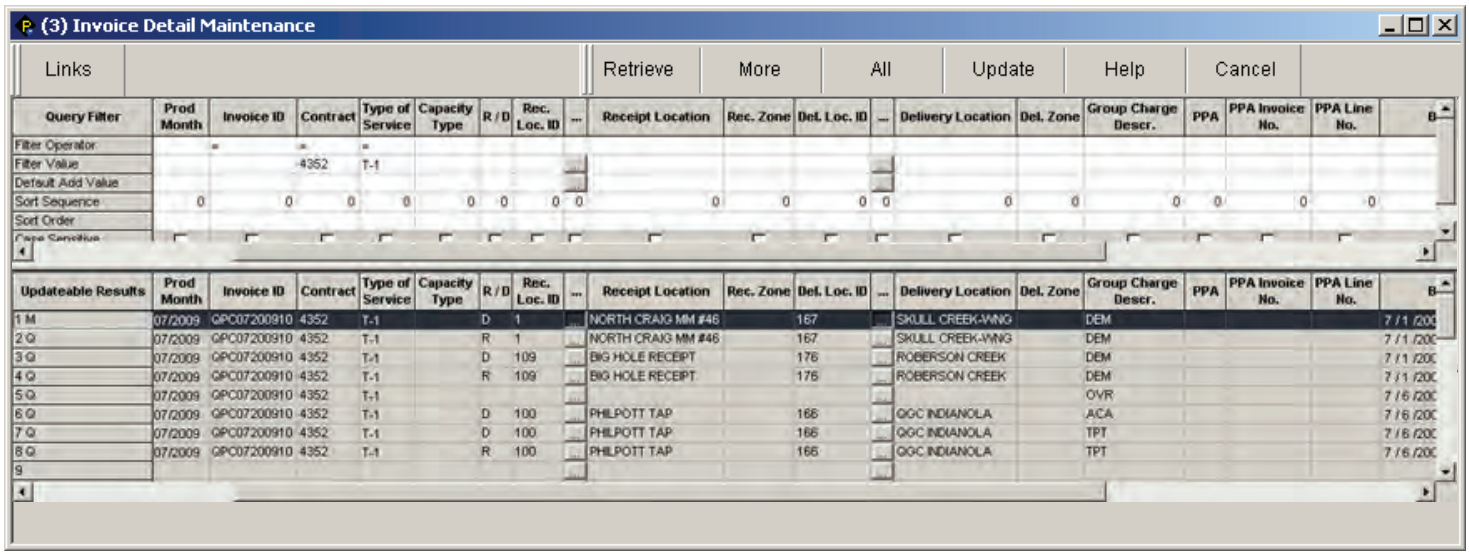


How to View an Invoice

Invoice Detail Maintenance Screen

Note

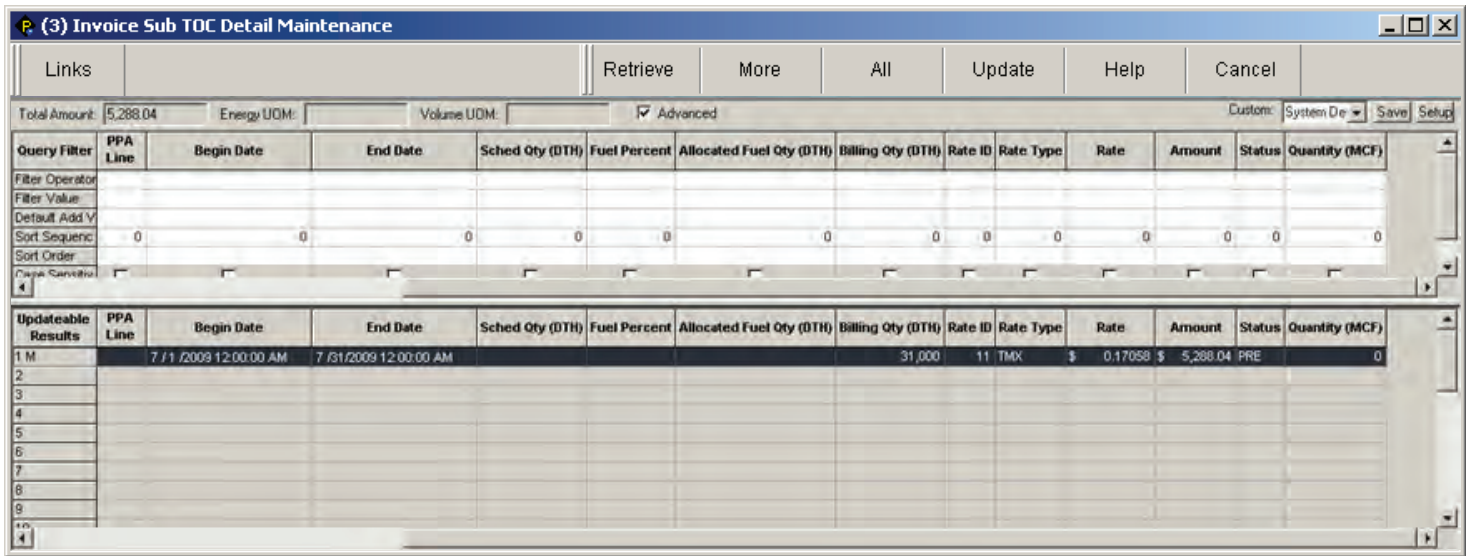
The Invoice Detail Maintenance screen displays invoice detail records corresponding with the lines on the Invoice Detail page of the invoice packet.



Invoice Sub TOC Detail Maintenance Screen

Note

The Invoice Sub TOC Detail Maintenance screen displays each invoiced transaction and type of charge summed up to a monthly level.

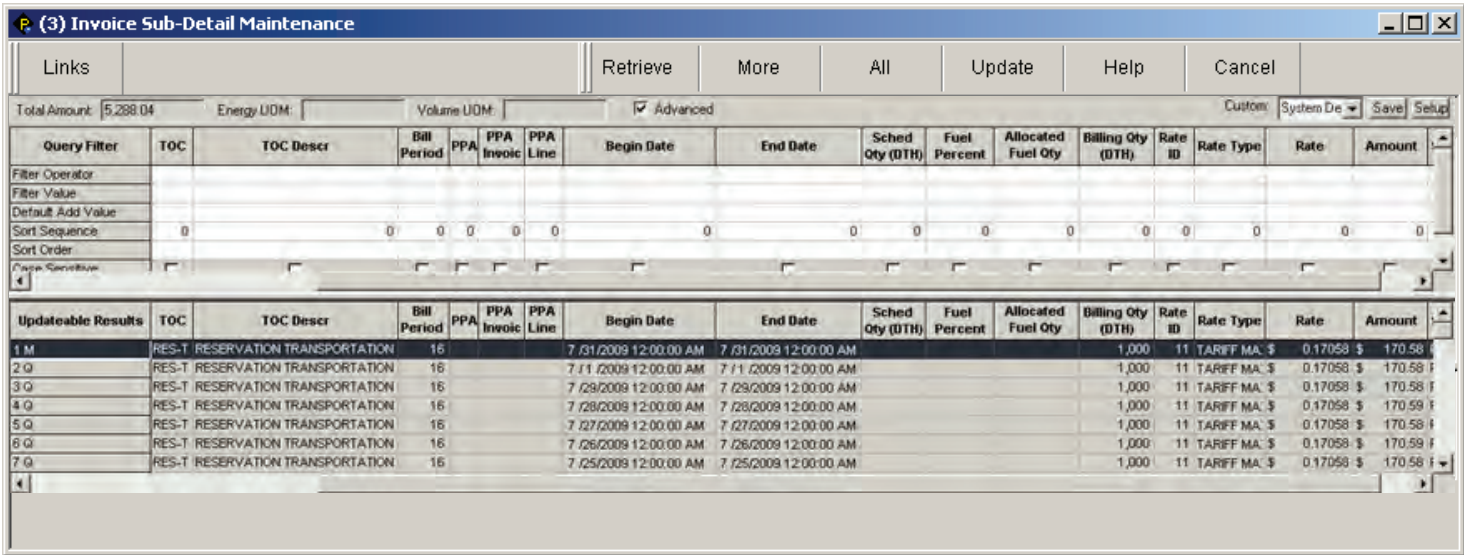


How to View an Invoice

Invoice Sub-Detail Maintenance Screen

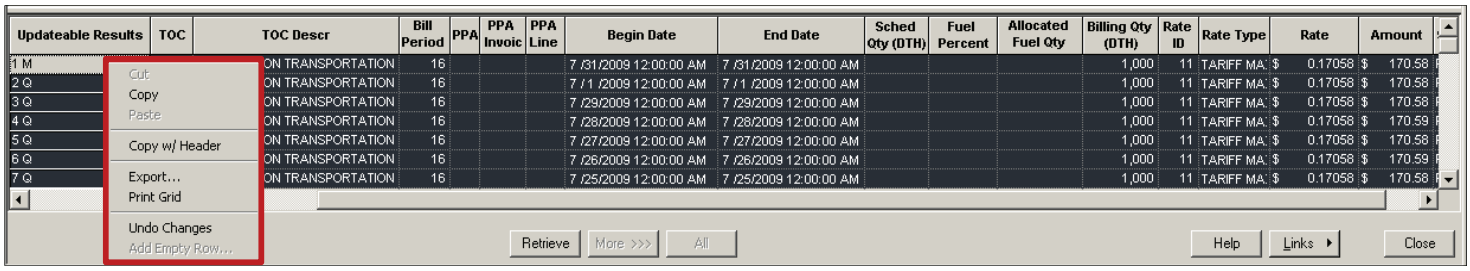
Note

The Invoice Sub-Detail Maintenance screen displays invoice sub-detail records, the lowest level of detail maintained by the system.



Copy / Export Function

1. **On any populated Invoice screen, select desired grid rows, right click and select menu option for copying or exporting.**



2. **Paste or export into spreadsheet application.**

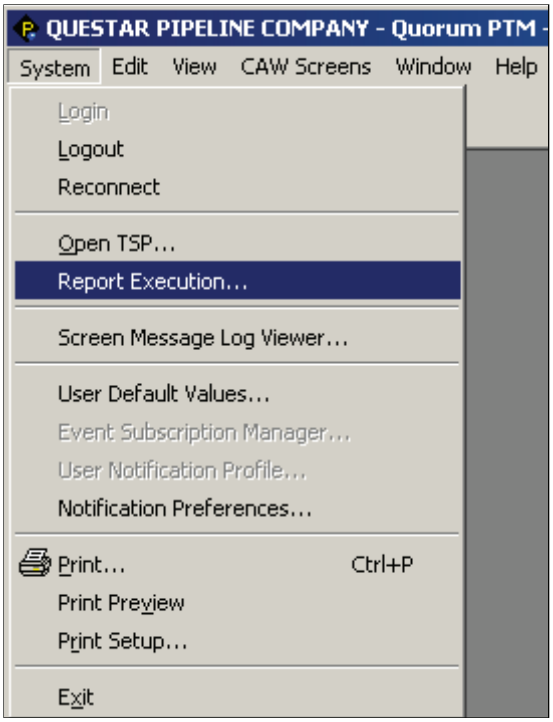
QUICKSTART

Reports & Pipeline Information

QuestLine

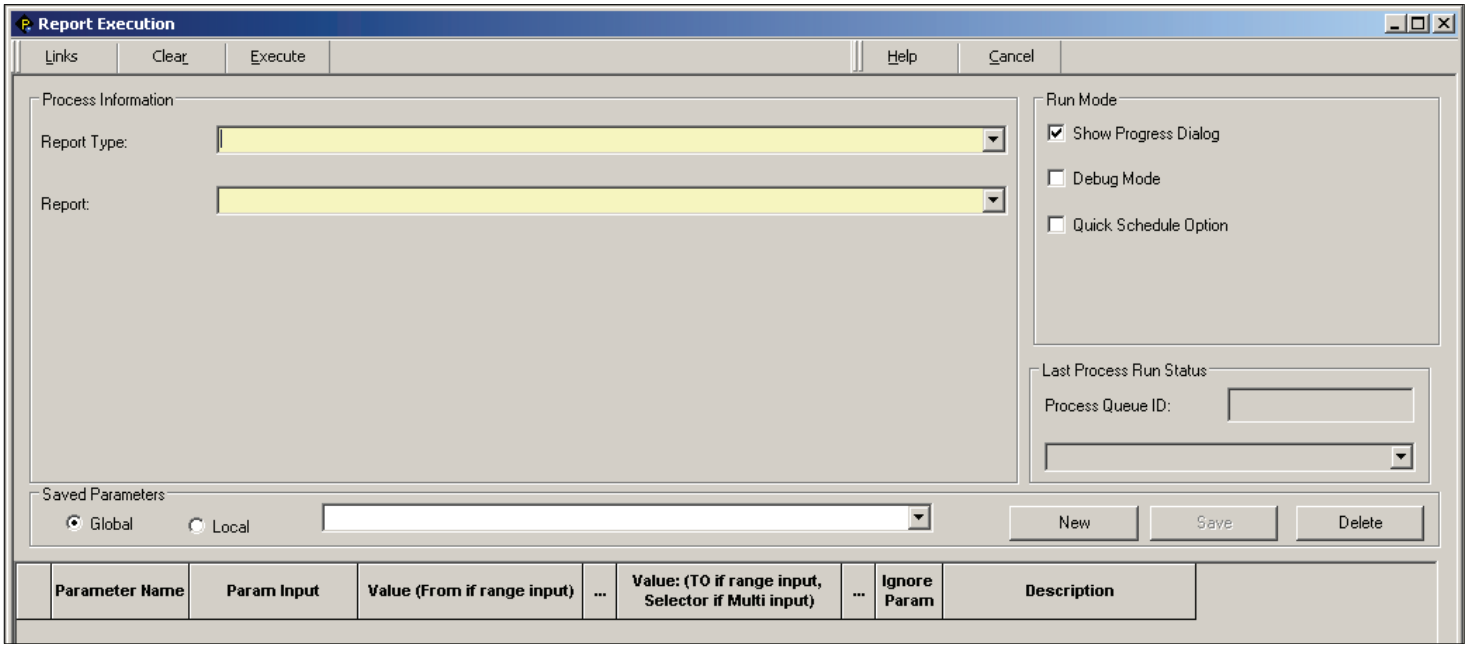
How to Run Basic Reports

1. To open the *Report Execution* screen, select the *System* tool bar menu option and then select *Report Execution…*



After clicking Report Execution, the following screen will be displayed.

Report Execution screen

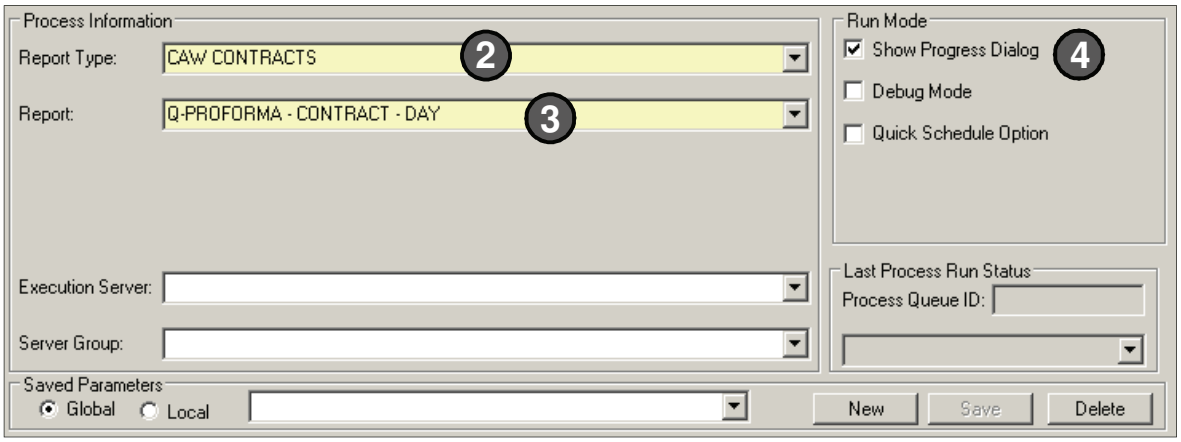


How to Run Basic Reports

2. From the *Report Type* drop-down list, select CAW CONTRACTS. The *Report Type* selection will derive the list of reports to select.

3. From the *Report* drop-down list, select *Q-PROFORMA – CONTRACT - DAY.*

4. Under *Run Mode*, the *Show Progress Dialog* box should be checked.



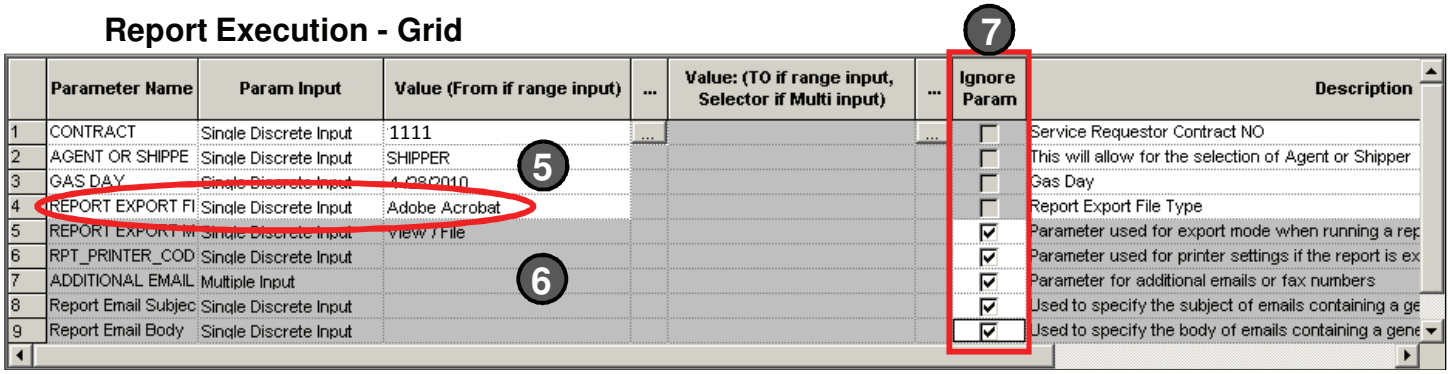
Note After making the *Report* selection from the drop-down list, the *Report Execution – Grid* will display all the necessary parameters needed to execute the report process.

5. White fields in the grid area are required parameters for the report.

6. The gray fields will be ignored (not used).

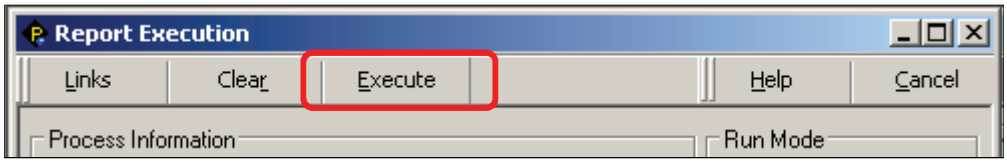
7. The checkboxes under the *Ignore Param* column enable users to select which parameters to use for the report. For each box checked under the *Ignore Param*, that report parameter will be ignored (grayed out). *Example: Parameter Name* "CTR_STATUS" will be not be used for this report generation.

Report Execution - Grid



8. Verify that the appropriate Report Export File Type is selected (circled above).

9. To begin the report generation, click the *Execute* button.



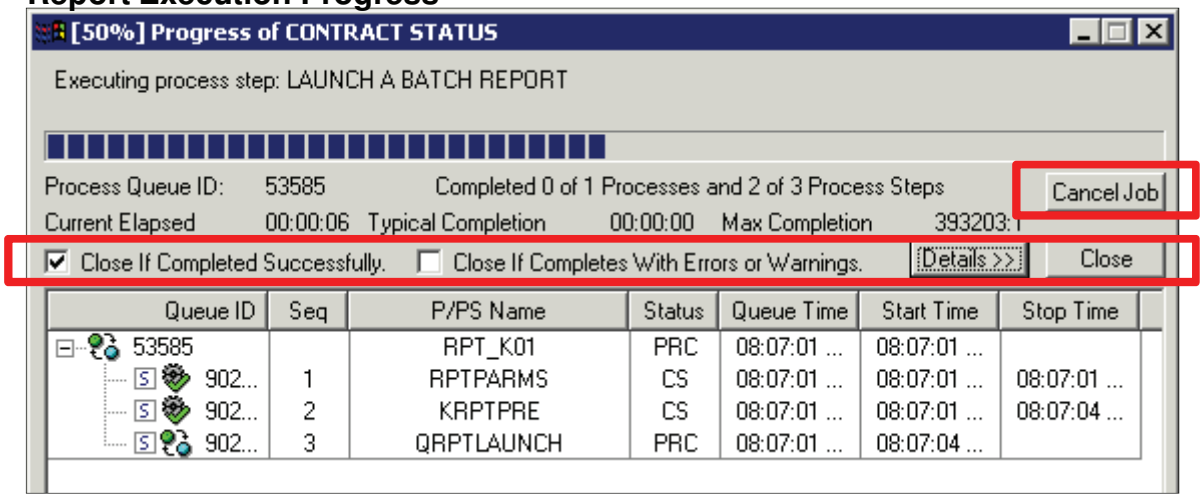
How to Run Basic Reports

Note

The *Report Execution Progress* window is displayed after the *Execution* button is clicked. This screen will show you the progress of each step taken to generate the report. Once all the steps are executed successfully, the *Report Execution Progress* window will automatically close and the report results will display.

See table below for an explanation of options for the *Report Execution Progress* window.

Report Execution Progress



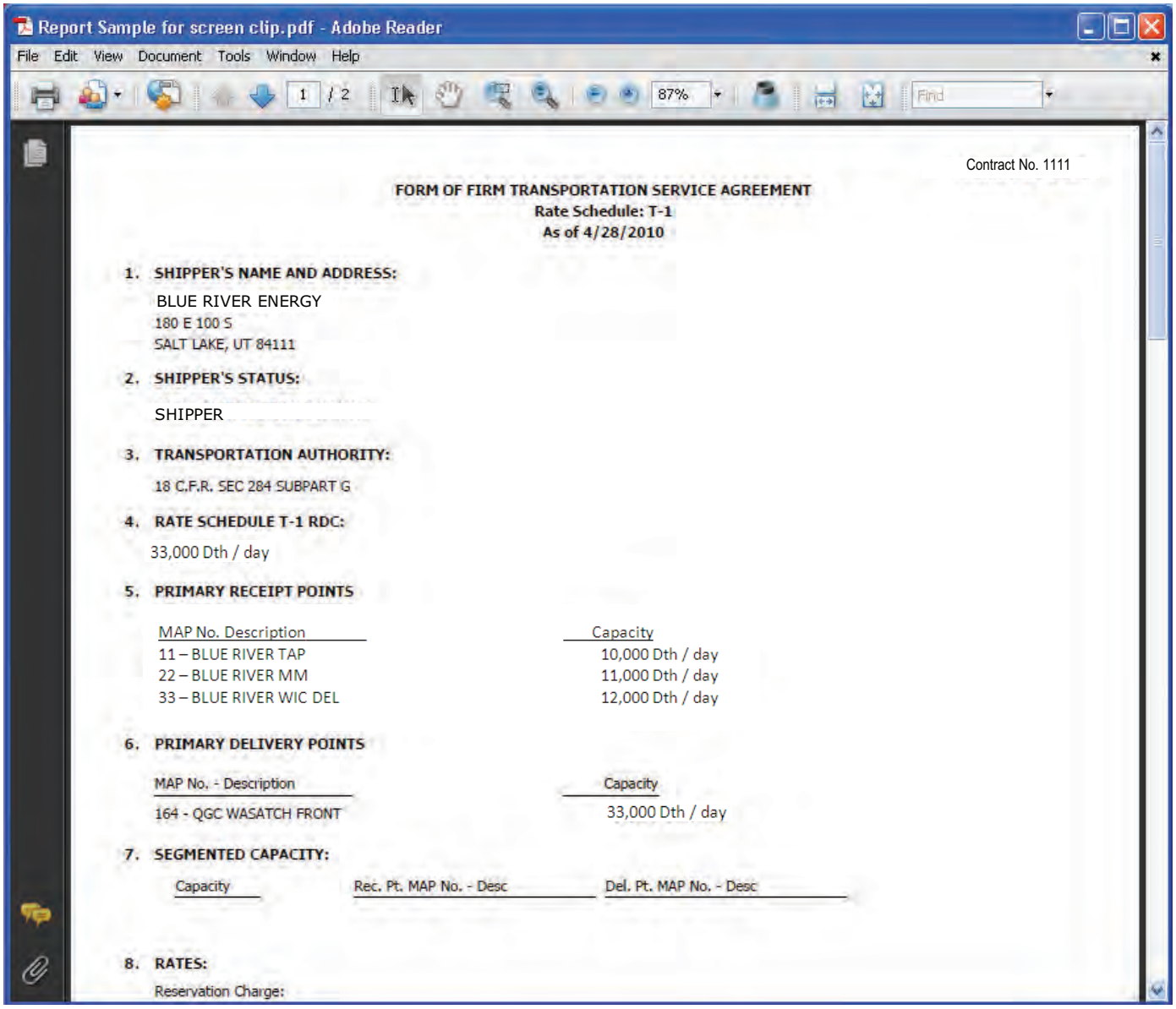
Options	Definition
Close If Completed Successfully	To automatically close the screen after the report runs successfully, check this option. If this box is not checked, the screen will have to be manually closed by clicking Close.
Close If Completes with Errors or Warnings	To review warning and error messages from this screen, leave this option unchecked.
Details	Collapse and expand the step details.
Close	Close the progress window. This option will not cancel the report generation.
Cancel Job	Cancel the report generation request.

How to Run Basic Reports

Note

If Acrobat Reader is selected as the Report Export File Type, the report results will automatically be displayed in the Acrobat Reader format.

Report Results



Report Sample for screen clip.pdf - Adobe Reader

File Edit View Document Tools Window Help

1 / 2 87% Find

Contract No. 1111

FORM OF FIRM TRANSPORTATION SERVICE AGREEMENT
Rate Schedule: T-1
As of 4/28/2010

1. SHIPPER'S NAME AND ADDRESS:

BLUE RIVER ENERGY
180 E 100 S
SALT LAKE, UT 84111

2. SHIPPER'S STATUS:

SHIPPER

3. TRANSPORTATION AUTHORITY:

18 C.F.R. SEC 284 SUBPART G

4. RATE SCHEDULE T-1 RDC:

33,000 Dth / day

5. PRIMARY RECEIPT POINTS

MAP No. Description	Capacity
11 – BLUE RIVER TAP	10,000 Dth / day
22 – BLUE RIVER MM	11,000 Dth / day
33 – BLUE RIVER WIC DEL	12,000 Dth / day

6. PRIMARY DELIVERY POINTS

MAP No. - Description	Capacity
164 - QGC WASATCH FRONT	33,000 Dth / day

7. SEGMENTED CAPACITY:

Capacity	Rec. Pt. MAP No. - Desc	Del. Pt. MAP No. - Desc

8. RATES:

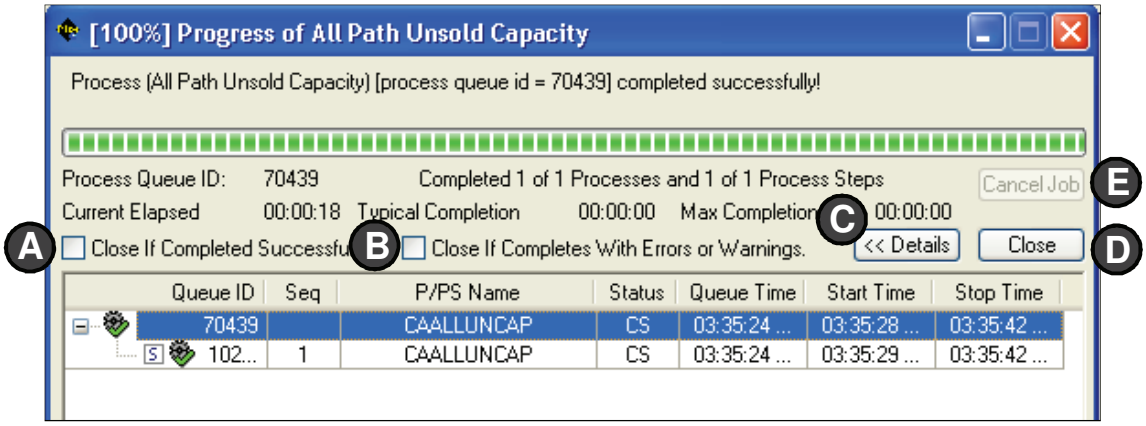
Reservation Charge:

Note

The parameters from the last report run will be retrieved, each time the same report is selected in the Report Batch Process Execution screen,

How to Use the Process Dialogue Box

1. When processes are executed on many screens (excluding Nominations and Request for Service), a process dialogue box appears. This box should be left open during processing.



2. Options for the Process Dialogue Box:

Options	Definition
A Close If Completed Successfully	To automatically close the screen after the process runs successfully, check this option. If this box is not checked, the screen will have to be manually closed by clicking Close.
B Close If Completes with Errors or Warnings	To review warning and error messages from this screen, leave this option unchecked.
C Details	Collapse and expand the step details.
D Close	Closes the progress window. This option will not cancel the report generation. However, if an error occurs during processing, the user will not know an error has occurred.
E Cancel Job	Cancels the request. If submitting a report, this is acceptable. However, if running a batch job to add or update records, do not click the Cancel Job button or records will be partial processed (some records will be updated and some will not). If this occurs, assistance may be needed from the TSP.

3. Review the codes in the Status column. If the status is CW or CE, double click on the affected row to view more information about the error.

Codes	
CS	Closed Successfully
CW	Closed with Warnings
CE	Closed with Errors

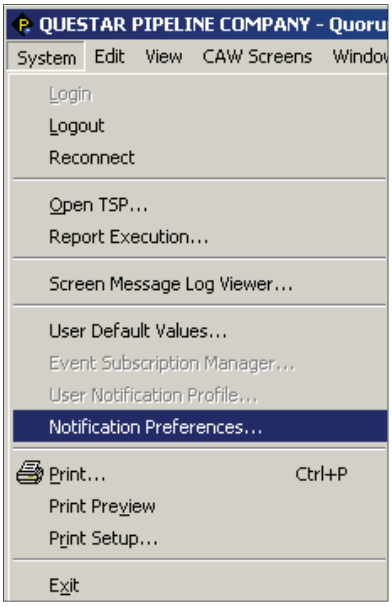
Note: For internal users, after running a batch process, double clicking will open the Batch Process Message Log Viewer .

4. In addition to the Status code column, the process tree is also color-coded.
   Green = Successful
   Red = Warning or Error

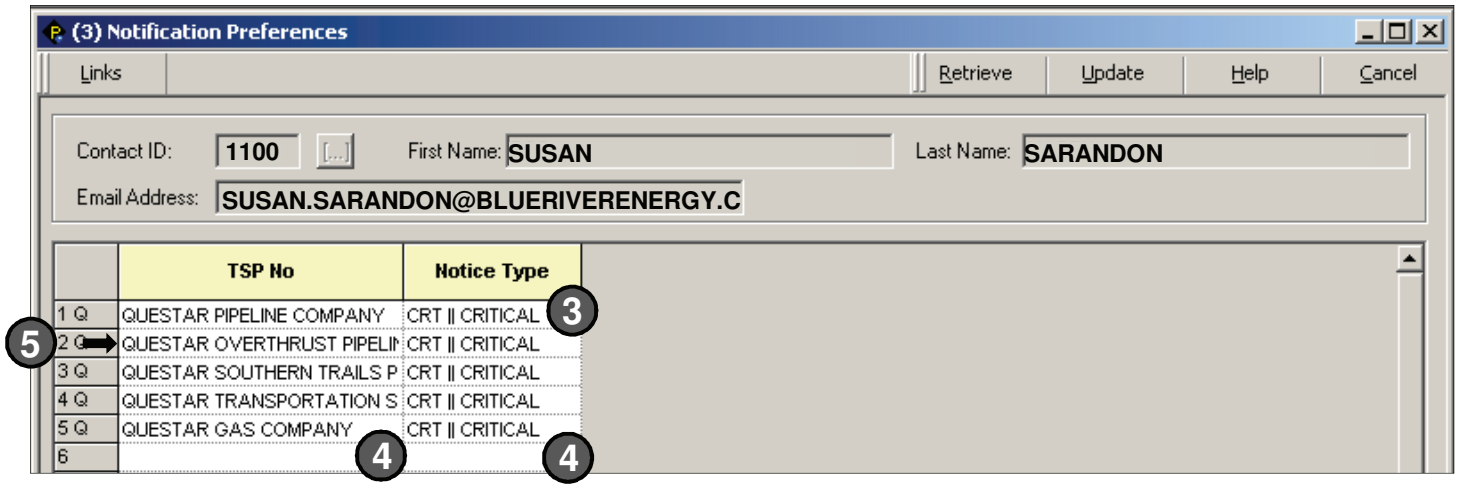
How to Subscribe to Notifications

Note **Applies to notice postings that are mass-mailed.**

1. **To set notification preferences, navigate to Menu Option: System > Notification Preferences.**



Note **The Contact ID and name fields default to the current user. TSP's and Notice Types that you subscribe to, if any, are loaded in the grid area.**



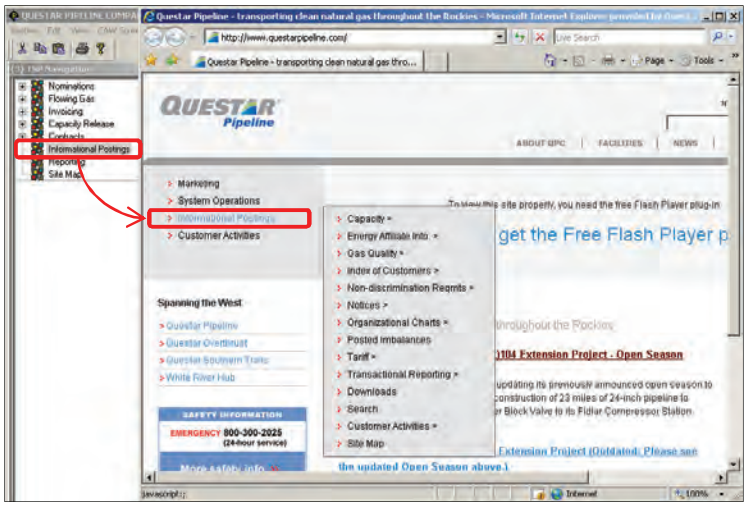
2. **Verify that the information shown in the screen header is you. If the current user is incorrect, contact Questar Pipeline to update the current user name and/or email address.**
3. **To change the Notice Type for an existing TSP, click on the drop down menu and select a new Notice Type.**
4. **To add an additional TSP, select the TSP from the dropdown menu in the TSP No column. Select a Notice Type from the dropdown menu in the Notice Type column.**
5. **To stop receiving notices, hover over the "numbered" column until the mouse pointer changes to a black arrow, then click to highlight the desired row. Press the "Delete" key. As shown above, the row label will change from "2Q" to "2D." Upon update, the row will be deleted.**
6. **Click the *Update* button.** Update

How to Access QuestarPipeline.com

1. Open a browser and enter the URL: http://www.questarpipeline.com/index.php

--or--

2. From within the QuestLine application, double click *Informational Postings* in the tree. This will launch a browser window and load the QuestarPipeline.com home page. Hover over Informational Postings for selections.



--or--

3. From within the QuestLine application, double click *Site Map* in the tree. This will launch a browser window and load the Site Map for QuestarPipeline.com.