

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 |

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 Salt Lake City, UT 84145-0360
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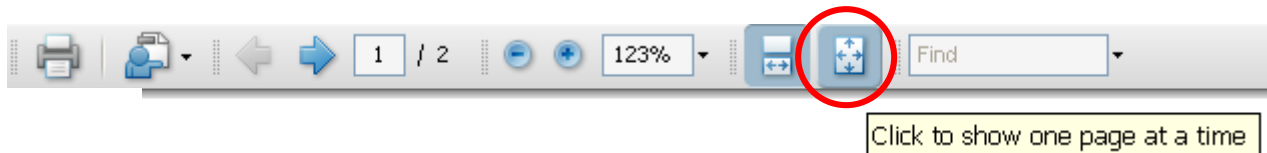
QUICKSTART

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.

How to Log On to QuestLine

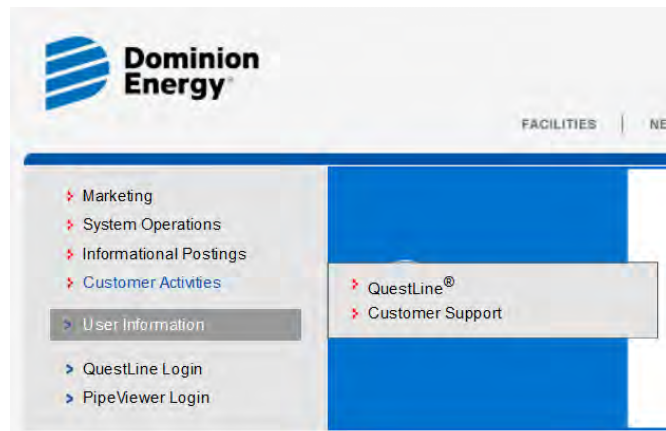
- 1 Access Dominion Energy Questar Pipeline's website. Hover cursor over *Customer Activities*. Choices are:
 - QuestLine
 - Access the new system login window
 - Customer Support
 - Access contact information and other online assistance



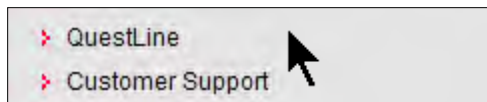
Note

You can also access QuestLine directly through this URL:

<https://nac.questar.com/Citrix/XenApp/auth/login.aspx>



- 2 Select QuestLine



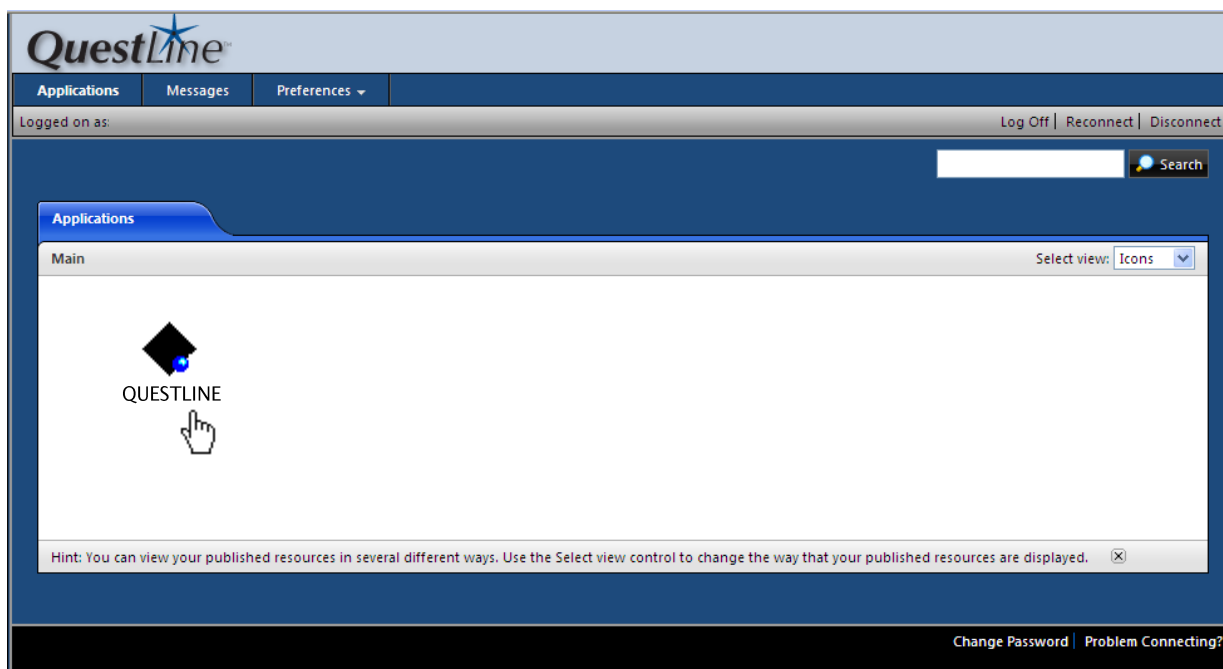
- 3 When the Citrix screen appears, log on with your User name (not case-sensitive) and Password (case sensitive).

QuestLine

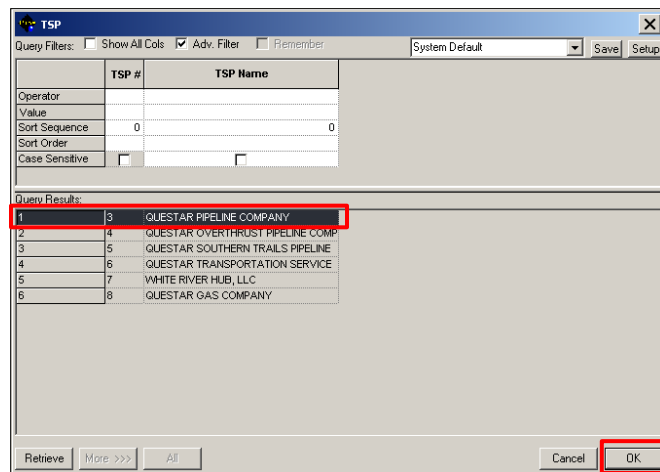
 A screenshot of the QuestLine login screen. It has a blue background with a white box in the center. The box contains the text 'Welcome' and 'Please log on to continue.' Below this is a padlock icon. To the right of the padlock are two input fields: 'User name:' and 'Password:'. A 'Log On' button is located at the bottom right of the white box.

How to Log On to QuestLine

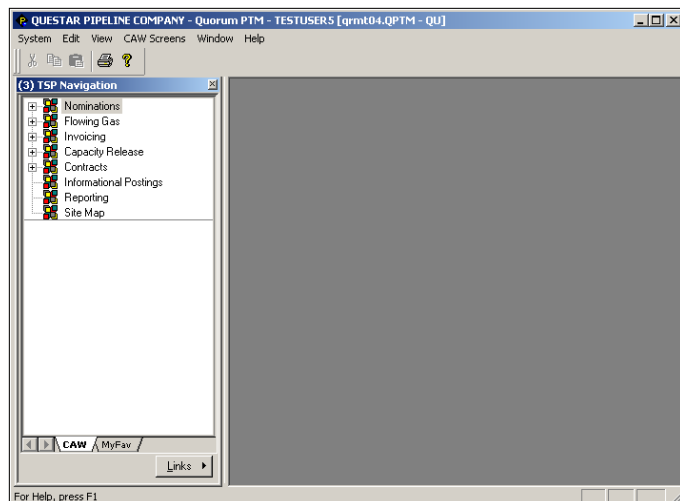
- 4 Single click on the icon in the Applications area to open QuestLine.



- 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



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

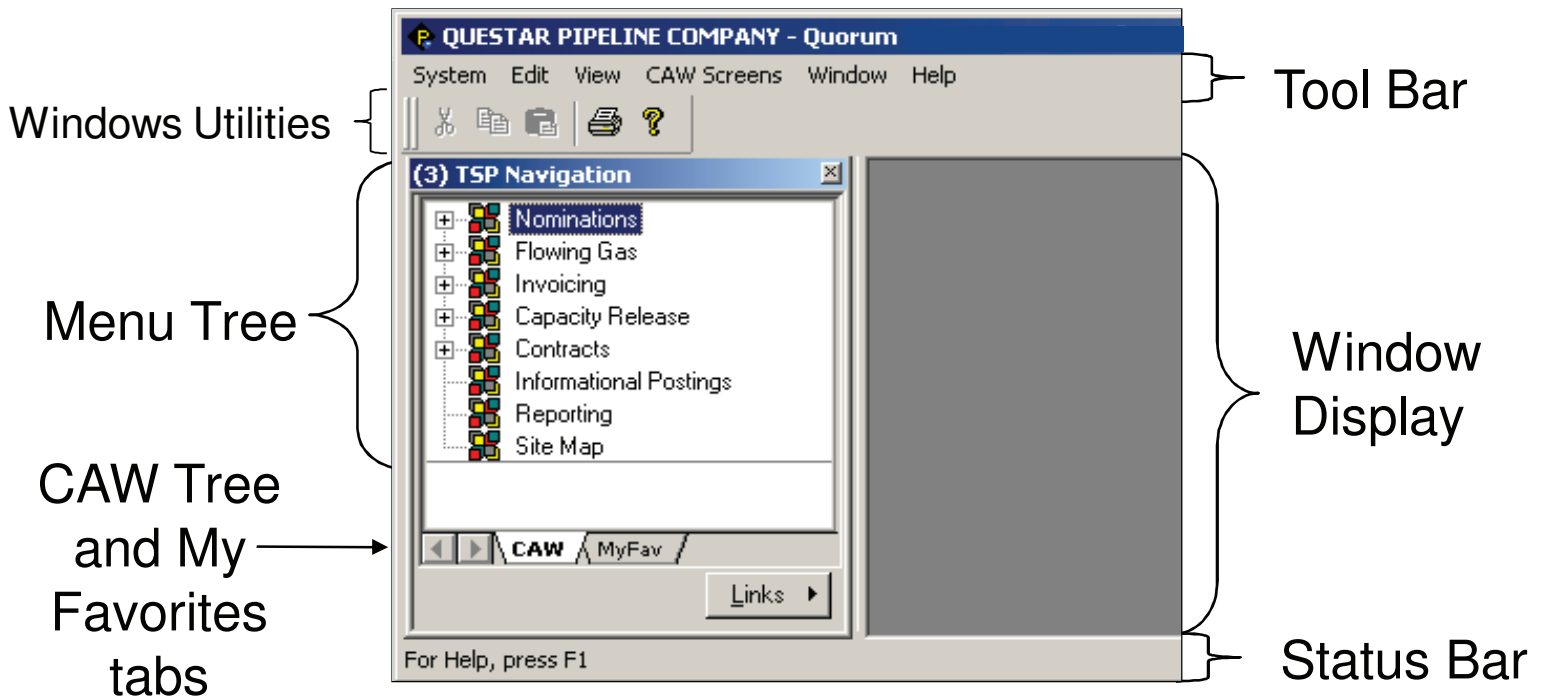


**Application
Basics**

QuestLine

How to Use Menu Items

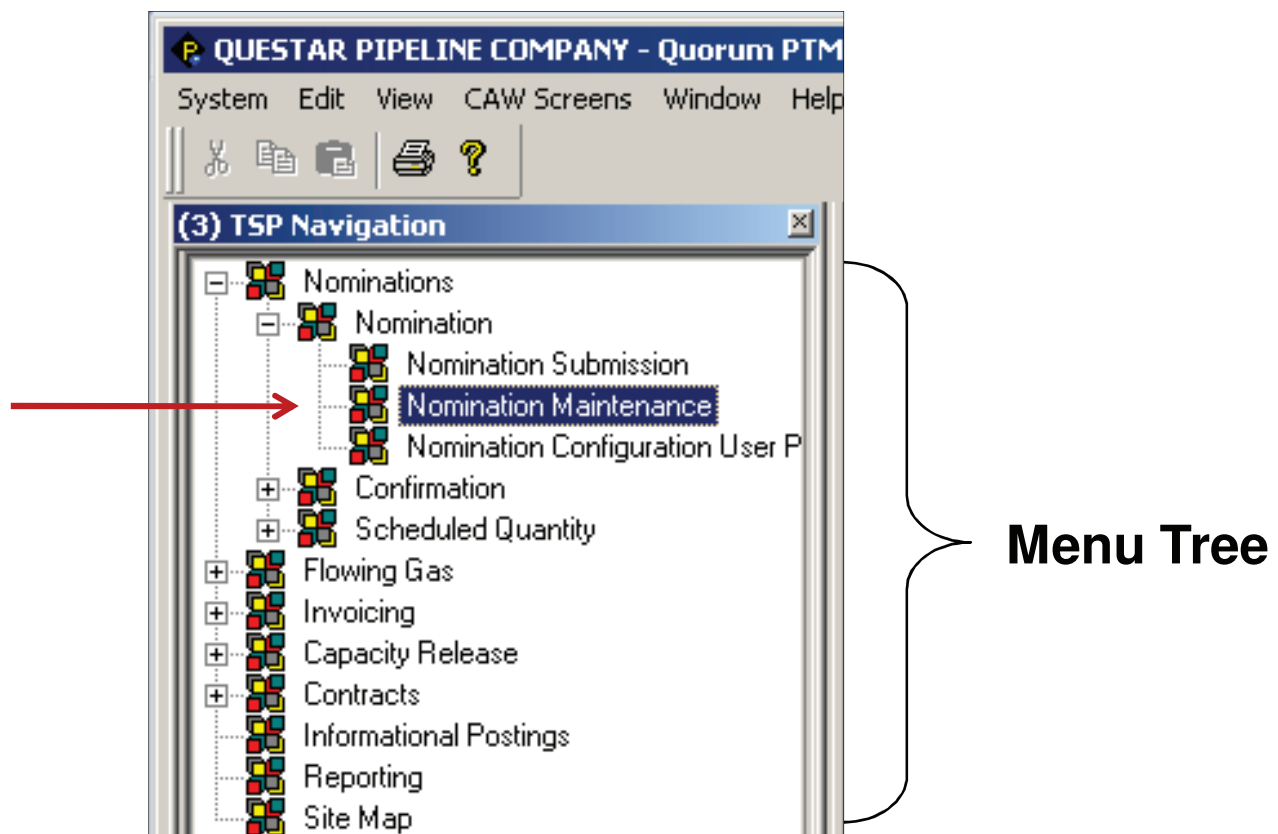
SCREEN LAYOUT



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.

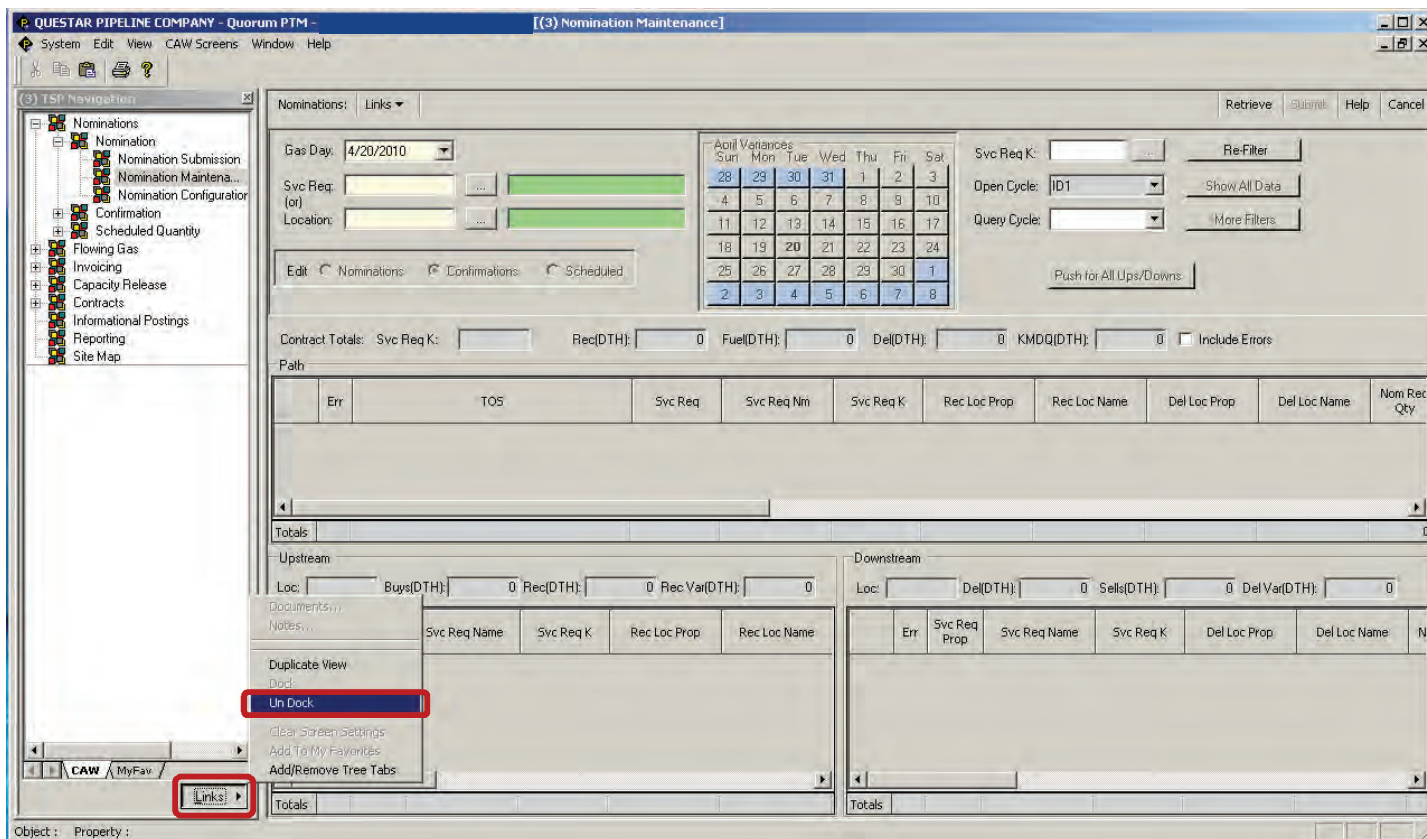


How to Use Menu Items

MENU TREE (CONTINUED)

3 The *Nomination Maintenance* screen opens.


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

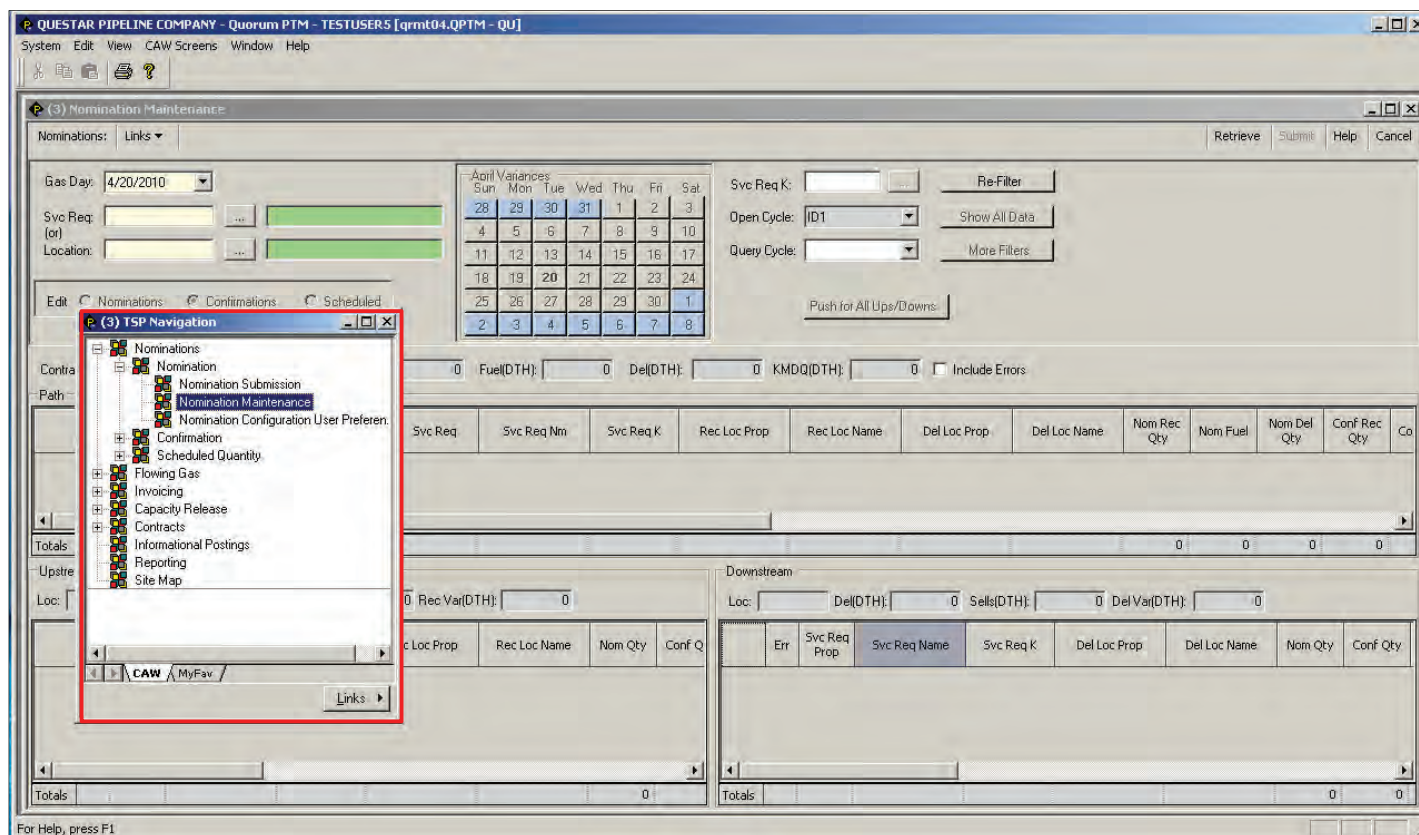


QUICKSTART

How to Use Menu Items

MENU TREE (CONTINUED)

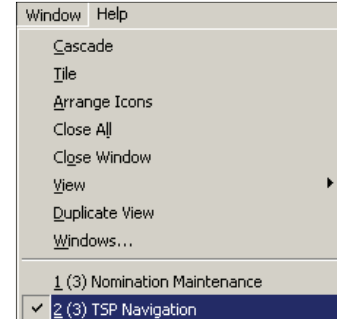
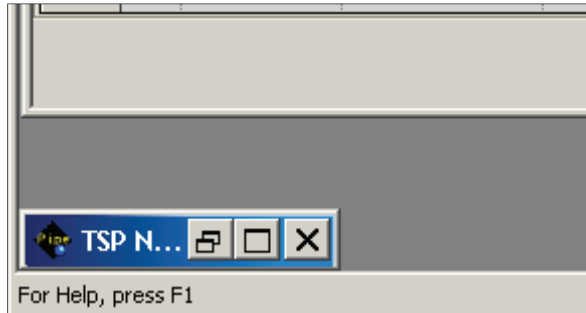
- 4 The *Menu Tree* will then *UnDock* from the left side of the main window.
To minimize the *Menu Tree*, click the Minimize  button.



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.



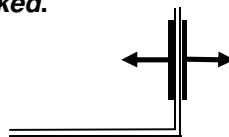
- B Select Dock from the Links menu to replace the Tree in the left frame.

- 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*.

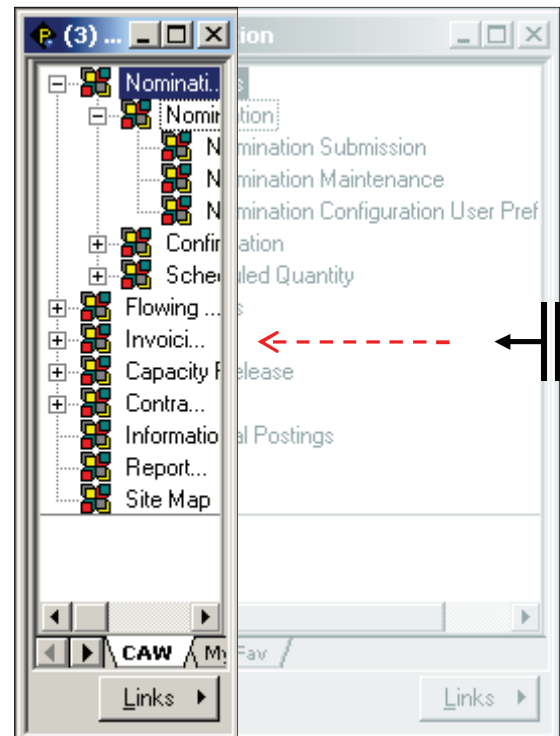
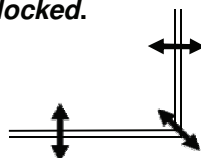


Hold down the mouse button and drag the right edge of the *Menu Tree* frame with the arrowed pointer to either minimize or maximize the width.



Note

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



How to Use Menu Items

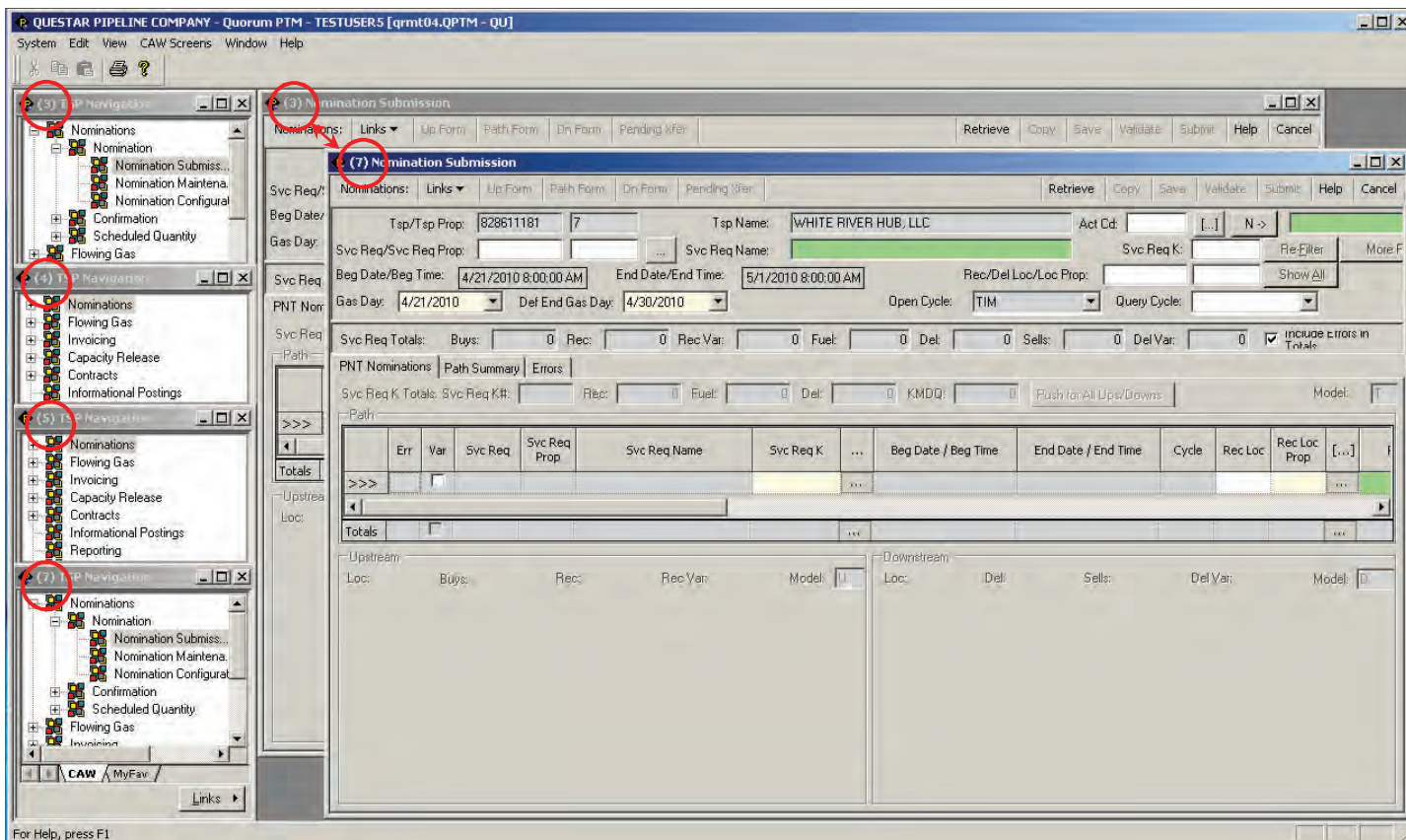
MENU TREE (CONTINUED)

- 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.



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

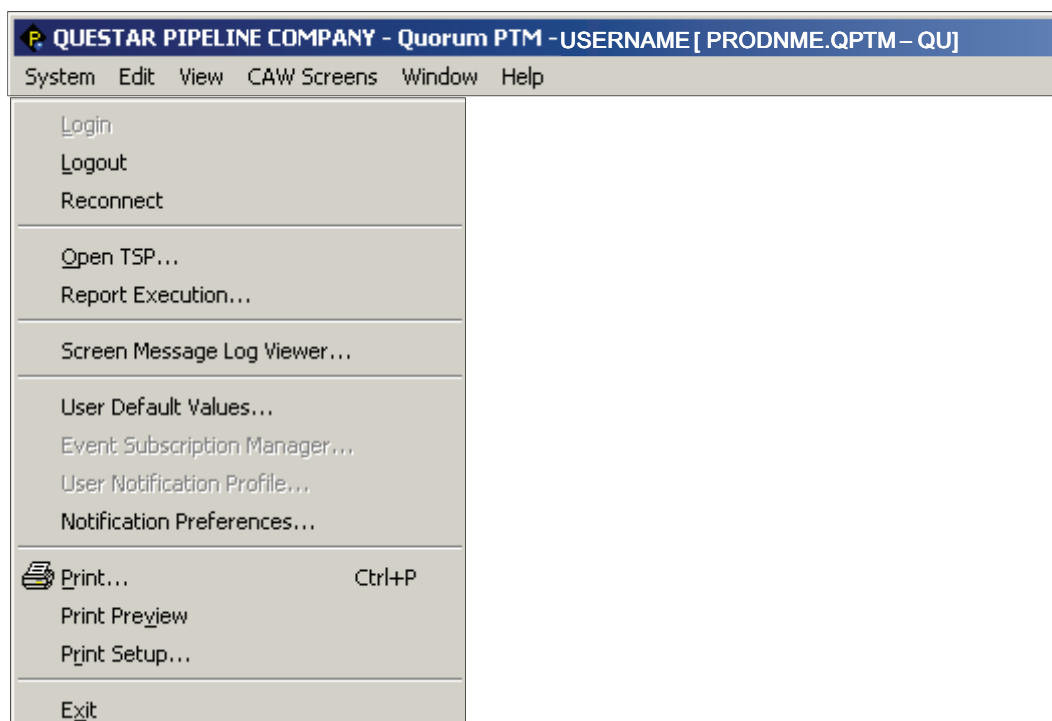


How to Use Menu Items

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.



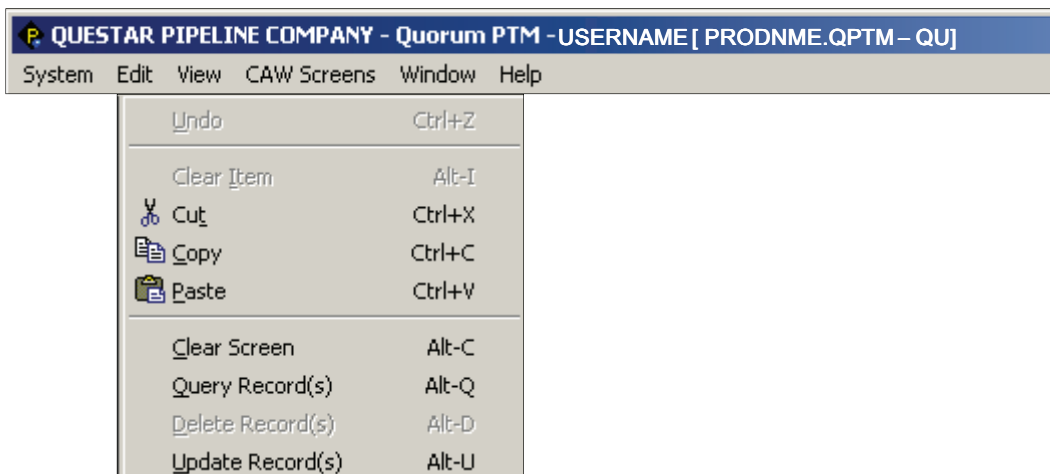
QUICKSTART

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.

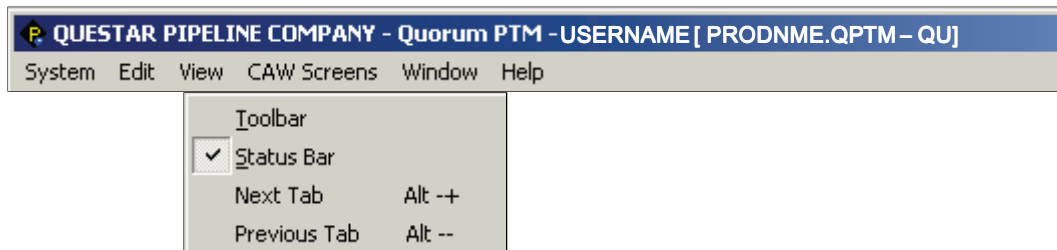


How to Use Menu Items

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.

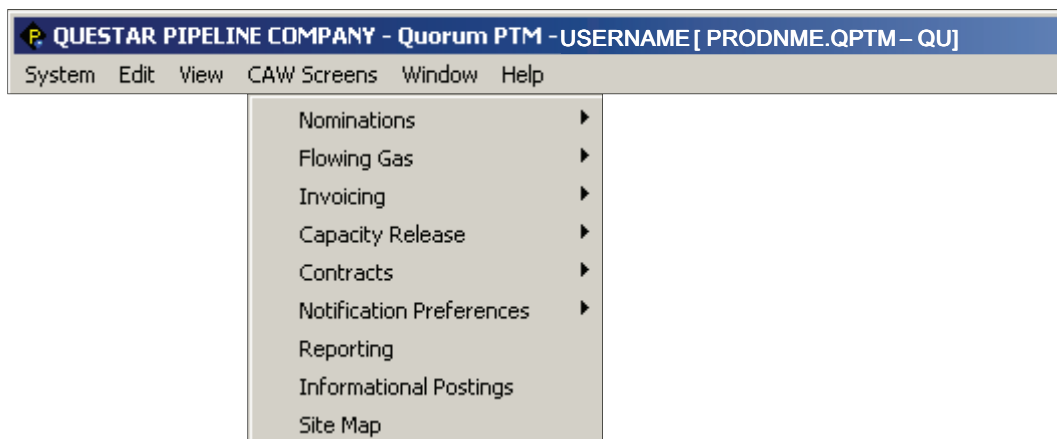


How to Use Menu Items

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

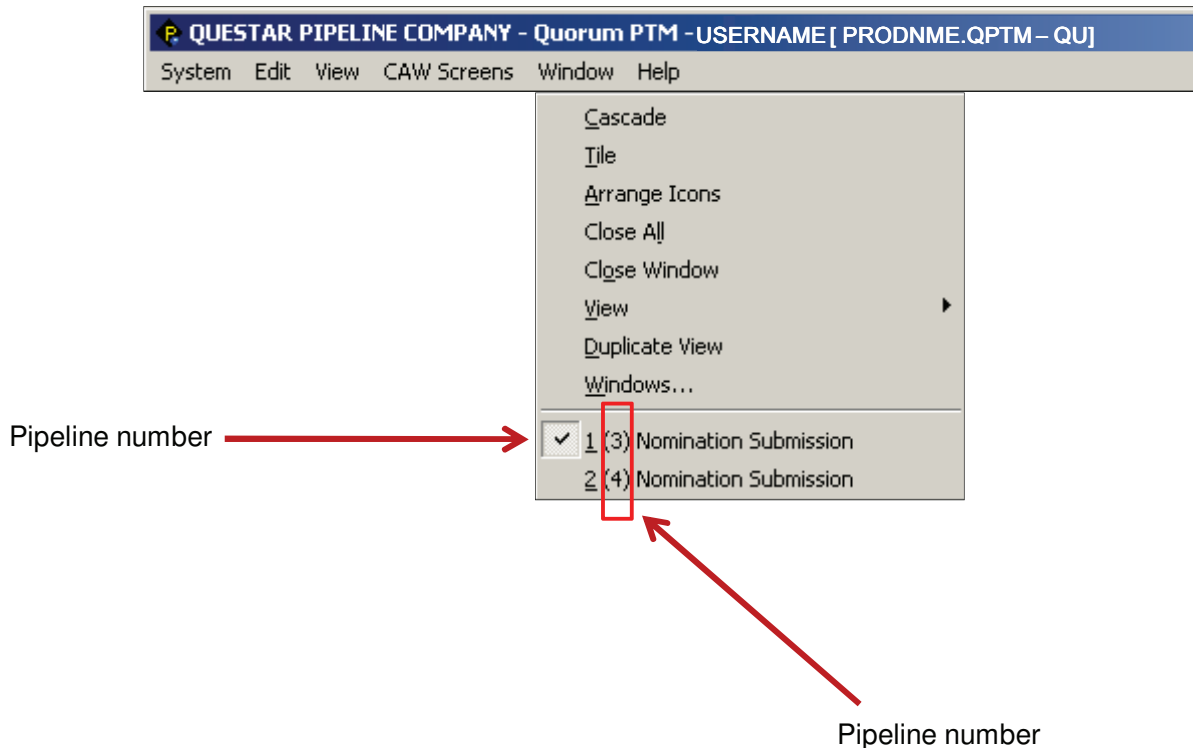
Click the *Window* tool bar menu option to display the window options.

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* screen 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).

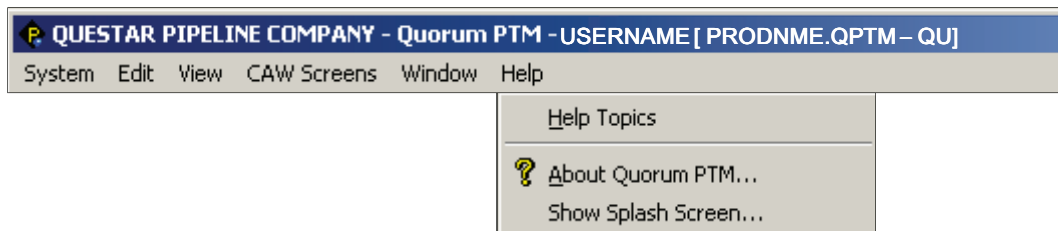


How to Use Menu Items

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.



Screens, Fields, Buttons, Picklists, and Grids

SCREENS AND FIELDS




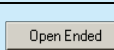
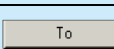




This portion of the screen is called the screen header

- 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.

The screenshot shows the 'Capacity Release Bid' window. The top section, highlighted by a red dashed box, is the screen header, containing fields for Bid No., Offer No., Bidder Rel Term St., Bid Trk ID, Offer Trk ID, Bidder Rel Term End, Post Date/Post Time, Status, and Cycle. Below this is the 'General' tab, which contains various fields for bidder information, contact details, and bid specifications. Fields are color-coded according to the legend: blue for required fields defining data to be viewed, yellow for required fields, green for fields associated with other fields and auto-populating from a pick list, white for optional fields, grey for read-only information, and pink for fields required by the database.





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. |
|  | Assigns the next available ID for whatever field it is beside. |
|  | Signifies that a record is effective until the end of time. |
|  | Enables a close date to be picked for a time period. |
|  | Retrieves data from the database and returns records based on the input values that are entered. |
|  | 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. |
|  | Displays all of the records in a grid. |
|  | Adds a new record to the system. |

Screens, Fields, Buttons, Picklists, and Grids

STANDARD BUTTONS, CONTINUED

| | |
|---|---|
|  | Saves the record showing on the screen, saving any changes that have been made. Note The <i>Add</i> and <i>Update</i> 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. |
|  | Connects to help documentation specific to the screen that is displayed. |
|  | Provides a way for users to quickly access related screens via a link. This feature enables linkage to other screens. |
|  | 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).

Screens, Fields, Buttons, Picklists, and Grids

STANDARD BUTTONS, CONTINUED

Open Ended

Example – Open Ended Button

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

The screenshot shows the 'Request For Service' screen. The 'Eff Date Range' field has a dropdown menu open, and the 'Open Ended' option is highlighted with a red box.

To

Example – Close Date Button

Pick a close date for a time period.

The screenshot shows the 'Business Party' and 'Eff Date Range' fields. The 'Eff Date Range' field has a dropdown menu open, and the 'To' option is highlighted with a red box.

Links

Example – Links Button

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

The screenshot shows the 'Capacity Release Offer' screen. The 'Links' button is highlighted with a red box, and its dropdown menu is open, showing 'Duplicate View' highlighted with a red box.

Screens, Fields, Buttons, Picklists, and Grids

HOW TO USE PICKLISTS

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

The screenshot shows the 'Business Party' screen. The 'Business Party' field has a pick list icon [...] highlighted with a red circle. Below it, the 'Query Filters' section is visible, showing a table with columns: Business Party #, Business Party Name, and DUNS #. The table has one row with values 0, 0, and 0 respectively. The 'Case Sensitive' checkbox is checked.

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

The screenshot shows the 'Business Party' screen with the 'Query Filters' section populated. The table has columns: Business Party #, Business Party Name, and DUNS #. The table has two rows: 68, 10239, PACIFIC ENTERPRISES and 69, 10240, FLOMATON ALABAMA. The 'Retrieve' button is highlighted with a red circle.

- 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.

The screenshot shows the 'Business Party' screen with the 'Value' field populated with 'M'. The 'Query Results' section shows a table with one row: 1, 1, MIDWEST PIPELINE.

The screenshot shows the 'Business Party' screen with the 'Value' field populated with '1'. The 'Query Results' section shows a table with one row: 1, 1, MIDWEST PIPELINE.

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

| Business Party | | | |
|---|------------------|--------------------------|--------|
| Query Filters: <input type="checkbox"/> Show All Columns <input checked="" type="checkbox"/> Query On Return <input type="checkbox"/> Advanced Filter | | | |
| | Business Party # | Business Party Name | DUNS # |
| Operator | < | | |
| Value | < | LESS THAN | OFC |
| Sort Sequence | <= | LESS THAN OR EQUAL TO | OFC |
| Sort Order | > | GREATER THAN | OFC |
| Case Sensitive | >= | GREATER THAN OR EQUAL TO | OFC |
| Query Results: | BT BETWEEN | BETWEEN | OFC |
| 1 | IN IN | IN | OFC |
| 2 | INL IS NOT NULL | IS NOT NULL | OFC |
| 3 | NL IS NULL | IS NULL | OFC |
| 4 | % LIKE | LIKE | OFC |
| 1 | = NOT = | NOT EQUAL TO | OFC |
| 2 | IBT NOT BETWEEN | NOT BETWEEN | OFC |
| 3 | IN NOT IN | NOT IN | OFC |
| 4 | % NOT LIKE | NOT LIKE | OFC |

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.

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

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.

Contract

Query Filters: ☐ Show All Columns ☒ Query On Return ☒ Advanced Filter

| | Contract # | Amendment Seq # | Amendment Eff Date From | Amendment Eff Date To | Amendment Description |
|---------------|------------|-----------------|-------------------------|-----------------------|-----------------------|
| Operator | | | >= | | |
| Value | | | 01/01/2004 | 0 | |
| Sort Sequence | 1 | 2 | | | |
| Sort Order | Ascending | Descending | | | |

Query Results:

| | Contract # | Amendment Seq # | Amendment Eff Date From | Amendment Eff Date To | Amendment Description |
|---|------------|-----------------|-------------------------|-----------------------|-----------------------|
| 1 | 11301 | 8 | 01/01/2004 | 12/31/9000 | AMEND TO ADD METE |
| 2 | 12505 | 59 | 04/01/2004 | 10/31/2013 | SEE COMMENTS/MAN |
| 3 | 12505 | 59 | 11/01/2013 | 11/01/2013 | SEE COMMENTS/MAN |
| 4 | 12505 | 58 | 04/01/2004 | 10/31/2013 | CAP REL TO K30575 (M |
| 5 | 14489 | 4 | 01/01/2004 | 01/31/2004 | REPLACED BY K30471 |
| 6 | 14831 | 1 | 08/01/2004 | 08/31/2004 | TERMINATE PER CUS |
| 7 | 17129 | 2 | 03/01/2004 | 12/31/9000 | AMEND TO ADD METE |

| | Business Party # | Business Party Name |
|----------------|--------------------------|--------------------------|
| Operator | | LIKE |
| Value | | %CORPORATION% |
| Sort Sequence | 1 | 0 |
| Sort Order | Ascending | |
| Case Sensitive | <input type="checkbox"/> | <input type="checkbox"/> |

Query Results:

| | | |
|---|---|----------------------------|
| 1 | 2 | APACHE CORPORATION |
| 2 | 3 | EXXONMOBIL CORPORATION |
| 3 | 4 | CONOCOPHILLIPS CORPORATION |
| 4 | 5 | BP AMOCO CORPORATION |

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.

The screenshot shows the 'Business Party' window. At the top, there are checkboxes for 'Adv. Filter' and 'Remember', and a picklist showing 'Like Corporation'. The 'Remember' checkbox and the picklist are circled in red. Below this is a table with columns 'Business Party #' and 'Business Party Name'. The table contains four rows of data: 1. APACHE CORPORATION, 2. EXXONMOBIL CORPORATION, 3. CONOCOPHILLIPS CORPORATION, and 4. BP AMOCO CORPORATION.

| Business Party # | Business Party Name |
|------------------|----------------------------|
| 1 | APACHE CORPORATION |
| 2 | EXXONMOBIL CORPORATION |
| 3 | CONOCOPHILLIPS CORPORATION |
| 4 | BP AMOCO CORPORATION |

- 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.

The screenshot shows the 'Business Party' window. At the top, there are checkboxes for 'Show All Cols', 'Adv. Filter', and 'Remember', and a picklist showing 'System Default'. The picklist is circled in red. Below this is a table with columns 'Business Party #' and 'Business Party Name'. The table contains four rows of data: 1. MIDWEST PIPELINE, 2. APACHE CORPORATION, 3. EXXONMOBIL CORPORATION, and 4. CONOCOPHILLIPS CORPORATION.

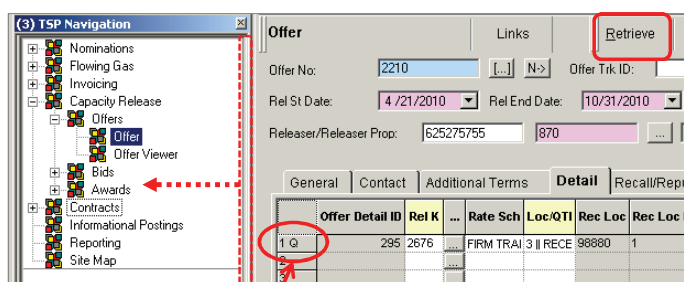
| Business Party # | Business Party Name |
|------------------|----------------------------|
| 1 | MIDWEST PIPELINE |
| 2 | APACHE CORPORATION |
| 3 | EXXONMOBIL CORPORATION |
| 4 | CONOCOPHILLIPS CORPORATION |

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.

As Of Date: 05/30/2007 ☒ Advanced Filter Custom Filters: System Default Save Se

| Query Filter | Offer ID | Rate Description | TOC Code | TOC Description | Price Type | Rate Type |
|-------------------|--------------------------|--------------------------|--------------------------------------|--------------------------|--------------------------|--------------------------|
| Filter Operator | | | LIKE | | | |
| Filter Value | | | REST II RESERVATION - TRANSPORTATION | | | |
| Default Add Value | | | | | | |
| Sort Sequence | 0 | 0 | | 0 | 0 | 0 |
| Sort Order | | | | | | |
| Case Sensitive | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| | Offer ID | Rate Description | TOC Code | TOC Description | Price Type | Rate Type |
|---|----------|-------------------|--------------------------------------|--|------------|-----------|
| 1 | | RESERVATION DISCO | REST II RESERVATION - TRANSPORTATION | RESERVATION - TRANS FIXED PRICE DISCOUNT | | |
| 2 | | MAX TARIFF RESERV | REST II RESERVATION - TRANSPORTATION | RESERVATION - TRANS FIXED PRICE TARIFF MA | | |
| 3 | | MIN TARIFF RESERV | REST II RESERVATION - TRANSPORTATION | RESERVATION - TRANS FIXED PRICE TARIFF MIN | | |
| 4 | | MAX TARIFF RESERV | REST II RESERVATION - TRANSPORTATION | RESERVATION - TRANS FIXED PRICE TARIFF MA | | |
| 5 | | MIN TARIFF RESERV | REST II RESERVATION - TRANSPORTATION | RESERVATION - TRANS FIXED PRICE TARIFF MIN | | |



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.

| | | |
|----------|-----|----------------|
| Fuel Qty | TOS | Hourly Profile |
|----------|-----|----------------|

- 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.

| | | |
|----------|-----|----------------|
| Fuel Qty | TOS | Hourly Profile |
|----------|-----|----------------|

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

| | | | | | |
|------------|--------------|-------------|----------|-----|----------------|
| Route Code | Nom Sub Grid | End Gas Day | Fuel Qty | TOS | Hourly Profile |
|------------|--------------|-------------|----------|-----|----------------|



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.

| |
|--|
| Min Available MDQ for RFS Date Range (DTH) |
|--|

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

| |
|--|
| Min Available MDQ for RFS Date Range (DTH) |
|--|

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

| |
|--|
| Min Available MDQ for RFS Date Range (DTH) |
|--|

- 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.

| General | Locations | Discount Rates | Text | Contacts | Errors | Unsold Capacity | Approvals |
|---------|---------------------|----------------|-----------------------|----------------------|--------|------------------------|------------|
| | Receipt Location ID | ... | Receipt Location Name | Delivery Location ID | ... | Delivery Location Name | Masked MAP |
| 1 A | 1 | ... | NORTH CRAIG M | | ... | | |
| >>> | | ... | | | ... | | |

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).

A Highlight and left click the desired function.

Abbreviated context menu

| 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) | Request Qty Check (DTH) |
| 1 A | 302 | Edit... Ctrl+E | | KANDA/COL | | 0 | |
| 2 A | 302 | Cut Ctrl+X | | ROBERSON | ROB-2 | 0 | |
| 3 A> | 302 | Copy Ctrl+C | | XO-16-NPC | | 0 | |
| 4 A | 411 | Paste Ctrl+V | | KANDA/COL | | 5,000 | |
| 5 A | 411 | Clear Item | | ROBERSON | ROB-2 | 5,000 | |
| 6 A | 411 | Undo Changes | | XO-16-NPC | | 5,627 | |
| | | Check All | | | | | |
| | | Uncheck All | | | | | |
| | | Print Preview | | | | | |
| | | Print | | | | | |
| | | Export | | | | | |
| | | Advanced ▶ | | | | | |
| RFS MDQ | | | | | | | |
| Net Requested Qty Change: | | | | | | | |
| Total Receipt MDQ: | | | | | | | |
| Total Delivery MDQ: | | | | | | | |

Autosize Grid Columns

Restore Original Grid Column Widths

Restore Original Grid Column Order

Freeze/Unfreeze Row

Freeze/Unfreeze Column

Hide Columns

Restore Default Hidden Columns

Show All Columns

Grid Definition...

Pick List Definition...

Code Table Definition...

Code Table Values...

QuestLine

HOW TO USE THE GRID, CONTINUED

7 To restore hidden columns:

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

| Releaser Name | Bid Per St Date / Bid Per St Time | Bid Per End Date / Bid Per End Time |
|----------------|-----------------------------------|-------------------------------------|
| ENERGY COMPANY | 3 / 30/ | |
| | Cut | |
| | Copy | |
| | Paste | |
| | Copy w/ Header | |
| | Export... | |
| | Print Grid | |
| | Autosize Column | |
| | Restore Column Width | |
| | Freeze Column(s) | |
| | Show Column Properties... | |
| | Hide Column | |
| | Restore Default Hidden Column(s) | |
| | Show All Hidden Column(s) | |

| Releaser Name | Bid Per St Date / Bid Per St Time |
|----------------|-----------------------------------|
| ENERGY COMPANY | 3 /30/2010 6 :50:00 PM |

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.”

The screenshot shows the 'Capacity Release Offer' screen. The 'Offer' section has fields for 'Offer No.', 'Rel St Date' (4/21/2010), and 'Rel End D.'. Below these are tabs for 'General', 'Contact', and 'Additional Term'. A table with columns 'Offer Detail ID', 'Rel K', and 'Rate Sch' is visible. On the right, a 'Links' menu is open, showing options like 'Documents...', 'Notes...', 'Header Change History', 'Header Delete History', 'Detail Change History', 'Detail Delete History', 'Duplicate View', 'Dock', 'Un Dock', 'Show Security Object', 'Clear Screen Settings' (highlighted), 'Add To My Favorites', 'Award...', 'Bid...', 'Bid Viewer...', and 'Recall/Reput...'.

- 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.

The screenshot shows a 'Quorum PTM' dialog box with a yellow warning icon. The text inside says: 'Are you sure you want to delete the current screen settings and restore the defaults? The defaults will be restored the next time you open the screen.' There are two buttons: 'Yes' (circled in red) and 'No'.

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

The screenshot shows the 'Capacity Release Bid' window. The 'Links' menu is open, and 'Add To My Favorites' is highlighted with a red box. The window contains various input fields for bid information, including Bid No., Offer No., Bidder Rel Term St., and tabs for General, Detail, Contingency, and Text. The 'General' tab is active, showing fields for Releaser/Releaser, Bidder/Bidder, Bidder Contact, Bidder Phone, Bidder Fax, Bidder E-mail, Stand-ain Bid, Affil, Bid Rec Date/Bid Rec, Prearr Bid, SICR, and Repl SR Role.

- 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”

The dialog box titled 'Choose the name for the favorite' shows the 'Favorite Name' field populated with 'My Capacity Release Bid'. There are 'Cancel' and 'OK' buttons at the bottom right.

- 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*.”

The 'TSP Navigation' window shows a tree view with 'My Favorites' selected. A right-click context menu is open, and 'Refresh Node' is highlighted with a red box. Other options include 'Expand All', 'Collapse', and 'Add Folder'. The bottom of the window shows a breadcrumb trail: 'CAW > MyFav'.

- 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.

The 'TSP Navigation' window shows the tree view after a refresh. The 'My Capacity Release Bid' node is now visible under 'My Favorites' and is highlighted with a red box. The breadcrumb trail at the bottom is 'CAW > MyFav'.

QUICKSTART

How to Use the Hot Keys

Press the specified keys at the same time.

| <u>Action</u> | <u>Hot Key</u> | <u>Definition</u> |
|------------------|----------------|---|
| 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 <i>Paste</i> hot key to place the text somewhere else. |
| Copy | Ctrl+c | Copy – The <i>Copy</i> 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 <i>Cut</i> or <i>Copy</i> hot keys. |
| Clear Screen | Alt+c | The <i>Clear Screen</i> 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 <i>Retrieve</i> 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 <i>Update</i> button with your mouse. |

QUICKSTART



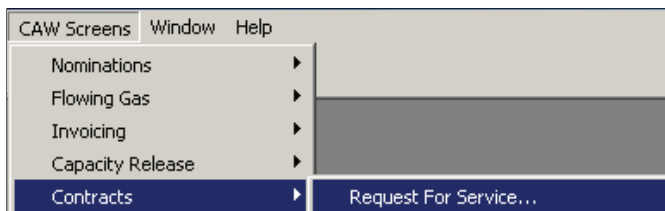
Contracts

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.



(3) Request For Service

Links Retrieve Help Cancel

RFS #: 0 [...] N-> Request Type:

Business Party: ... Type of Service: System Time: 4/20/2010 2:36:40 PM

Eff Date Range: Open Ended Start Cycle: Complete Round End Time:

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

Request Type: LONG-TERM UNSOLD BID

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

Type of Service:

| TYPE OF SERVICE CODE | TYPE OF SERVICE DESCRIPTION |
|----------------------|----------------------------------|
| FSS | FIRM STORAGE SERVICE |
| T-1 | FIRM TRANSPORTATION SERVICE |
| T-1 SSXP | FIRM TRANSPORTATION SERVICE SSXP |

- 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).

Business Party: ...

- 5** Select the appropriate Effective Date Range.

Eff Date Range: 5/1/2010 To 5/31/2012



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

Regulatory Authority:

| 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 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, Evergreen Termination Date).

Evergreen

☒ Evergreen Applies

Evergreen Clauses: EVERGREEN - MONTH TO MONTH

Primary Term Notice: 10 days

Primary Term Expiration Date: 4/30/2012

Evergreen Term Notice: 10 days

Evergreen Notice Date:

Evergreen Termination Date:

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

| General | | Locations | | Discount Rates | | Text | | Contacts | | Errors | | | | | | | | | |
|---------|---------------------|-----------|-----------------------|----------------------|-----|------------------------|------------|--|-----|----------------------------|--|-------------------|------------------|-----------|---------------------|---------|--------------------|-------------------|---------------------------|
| | Receipt Location ID | A | Receipt Location Name | Delivery Location ID | A | Delivery Location Name | 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(\$) | C | Requested Rate Type | D | Requested Rate(\$) | Present Value(\$) | Segment of Existing Path? |
| 1 M> | 378 | ... | WAYNE'S CROSS | 279 | ... | GRANGER | | | 100 | 100 | | | | DISCOU | 3.00000 | 2.87688 | | | |
| | | ... | | | ... | | | | | | | | | Rate Code | Rate Description | | | | |
| | | | | | | | | | | | | | | DIS | DISCOUNT | | | | |
| | | | | | | | | | | | | | | NEG | NEGOTIATED | | | | |
| | | | | | | | | | | | | | | TMX | TARIFF MAX | | | | |


Enter the receipt and delivery locations

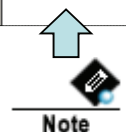
- A** Enter the receipt and delivery locations.
- B** Enter a Requested Qty Change.
- C** Select a Requested Rate Type (Discount, Negotiated, Tariff Max).
- D** Enter a Requested Rate (\$).



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.

| | | | | | | | | | | | |
|---------|---|----------------|-----------------------|----------------------|--------|------------------------|--------------|----------------------|---------------------|---------------|-------------------|
| 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 |



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).

| General | | Text | Contacts | Errors |
|---|--|------|--|--------|
| Contract #: | <input type="text"/> | ... | <input type="button" value="Get Contract Info"/> | |
| RFS Status: | <input type="text" value="PENDING"/> | | | |
| Submitted Date/Time: | <input type="text"/> | | | |
| Facility: | <input type="text" value="CLAY BASIN"/> | | | |
| Regulatory Authority: | <input type="text" value="SEC 284 SUBPART G"/> | | | |
| RFS MDQ (DTH): | <input type="text"/> | | | |
| RFS MSQ - Max (DTH): | <input type="text" value="10,000"/> | | | |
| RFS MSQ - Min (DTH): | <input type="text"/> | | | |
| Injection (DTH): | <input type="text" value="10,000"/> | | | |
| MRD (DTH): | <input type="text" value="83"/> | | | |
| <input type="checkbox"/> Will accept lesser or prorata quantity | | | | |
| Min Acceptable Qty (DTH): | <input type="text"/> | | | |

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

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

| | |
|---|--|
|  | Runs minimum database and security validations and does not submit. If successful, Update saves the data and creates an RFS #. |
|  | Runs business process validations but does not save the data. |
|  | 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.

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.

| | | | | | | |
|-----------------|----------|------|----------------------|------------------|-----------------------------|---|
| RFS #: | 383 | N -> | LONG-TERM UNSOLD BID | Request Type: | LONG-TERM UNSOLD BID | Mountain Clock Time |
| Business Party: | 870 | ... | ABC Energy | Type of Service: | FIRM TRANSPORTATION SERVICE | System Time: 3/17/2010 3:53:39 PM |
| Eff Date Range: | 5/1/2010 | To | 5/31/2012 | Start Cycle: | TIM | Compete Round End Time: |

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 | <input type="checkbox"/> |
| | | ... | | | ... | | | | | | | | | | | <input type="checkbox"/> |

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.

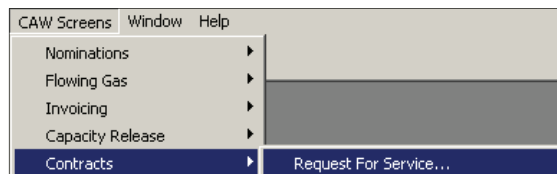
Note Only one primary contact is allowed. If one contact is displayed, this field auto-populates.

| General Locations Discount Rates Text Contacts Errors 3 | | | | | | | | | | |
|---|------|---------------------|------------|----------|---------------------|-----------|------|-------|--------------|-------------------------------------|
| | BP # | Business Party Name | Contact ID | ... | First Name 1 | Last Name | Dept | Title | Contact Type | Primary? |
| 1 Q> | 1234 | COMPANY A | 5678 | ... | JAMES | HAMILTON | OP | | SHIPPER | <input checked="" type="checkbox"/> |
| | | | | 2 | | | | | | <input type="checkbox"/> |

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.



(3) Request For Service

Links Retrieve Help Cancel

RFS #: [...] N-> Request Type: Mountain Clock Time

Business Party: ... Type of Service: System Time: 4/20/2010 3:30:49 PM

Eff Date Range: Open Ended Start Cycle: Complete Round End Time:

- 2 Select Short-Term Unsold New Request as the Request Type.

Request Type:

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

Type of Service: System Time:

| TYPE OF SERVICE 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.

Start Cycle:



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).

Business Party: ...

- 6 Select the appropriate Effective Date Range.

Eff Date Range: To

- 7 Select the appropriate Regulatory Authority Code

Regulatory Authority:

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

8.1 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 (\$).

| 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 |



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).

| General | | Text | Contacts | Errors |
|---|--|------|--|--------|
| Contract #: | <input type="text"/> | ... | <input type="button" value="Get Contract Info"/> | |
| RFS Status: | <input type="text" value="PENDING"/> | | | |
| Submitted Date/Time: | <input type="text"/> | | | |
| Facility: | <input type="text" value="CLAY BASIN"/> | | | |
| Regulatory Authority: | <input type="text" value="SEC 284 SUBPART G"/> | | | |
| RFS MDQ (DTH): | <input type="text"/> | | | |
| RFS MSQ - Max (DTH): | <input type="text" value="10,000"/> | | | |
| RFS MSQ - Min (DTH): | <input type="text"/> | | | |
| Injection (DTH): | <input type="text" value="10,000"/> | | | |
| MRD (DTH): | <input type="text" value="83"/> | | | |
| <input type="checkbox"/> Will accept lesser or prorata quantity | | | | |
| Min Acceptable Qty (DTH): | <input type="text"/> | | | |

- 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

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

| | |
|---|--|
|  | Runs minimum database and security validations and does not submit. If successful, Update saves the data and creates an RFS #. |
|  | Runs business process validations but does not save the data. |
|  | 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.

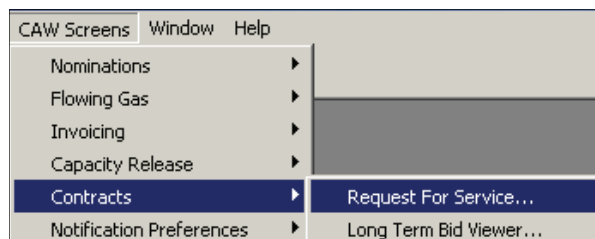
How to Set Up a Park & Loan Deal

- 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.

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

| TYPE OF SERVICE CODE | TYPE OF SERVICE DESCRIPTION |
|----------------------|-------------------------------|
| PAL-1 | PARK AND LOAN STORAGE 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.

- 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.

| | Type of Charge | Requested Rate Type | Requested Rate (Lump Sum) |
|-----|----------------|---------------------|---------------------------|
| 1 A | PAL 1 DAILY | | |
| 2 A | PAL 1 DELIVERY | | |
| 3 A | PAL 1 FUEL | | |

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.

| Dates & Quantities | | | | | |
|--------------------|----------|---------------------|------------------|-----------------|-----------------|
| | A | B | B | C | |
| | Action | Beginning Flow Date | Ending Flow Date | Daily Qty (DTH) | Total Qty (DTH) |
| >>> | | | | | |



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

9 Click the appropriate Action button.

Retrieve Update Validate Submit Help Cancel

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



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 Request Type: PAL-1 NEW REQUEST Mountain Clock Time

Business Party: 123456 ABC COMPANY Type of Service: PARK AND LOAN STORAGE SERVICE System Time: 3/18/2010 11:29:14 AM

Eff Date Range: 6/1/2010 To 12/31/2010 Start Cycle: TIM Complete 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

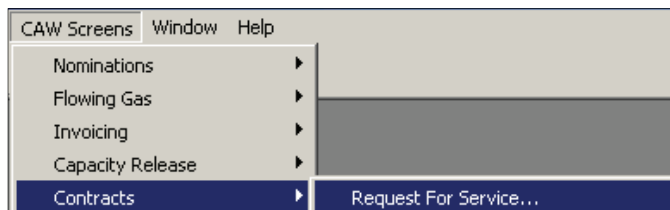
| | Action | Beginning Flow Date | Ending Flow Date | Daily Qty (DTH) | Total Qty (DTH) |
|------|------------|---------------------|------------------|-----------------|-----------------|
| 1 Q | INJECTION | 6/1/2010 | 6/30/2010 | 12 | 360 |
| 2 Q | INJECTION | 7/1/2010 | 7/31/2010 | 12 | 372 |
| 3 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.



RFS #: 0 [...] N -> INTERRUPTIBLE NEW REQUEST
 Business Party: 12345 [...] ABC COMPANY
 Eff Date Range: 4/1/2010 To 6/30/2010
 Request Type: INTERRUPTIBLE NEW REQUEST
 Type of Service: INTERRUPTIBLE TRANSPORTATION SERVICE
 Start Cycle: TIM

- 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.

General | Discount Rates | Text | Contacts | Errors
 Contract #: Get Contract Info RFS MDQ (DTH): RFS Interruptible MDQ (DTH):



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.

| General | 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 |

How to Request Interruptible Service

Interruptible Storage Service Bids (Step 7.1)

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

| General | | Locations | Text | Contacts | Errors |
|----------------------|---|-----------|-------------------|----------|--|
| Contract #: | <input type="text"/> | ... | Get Contract Info | | |
| RFS Status: | <input type="text" value="PENDING"/> | | | | RFS MDQ (DTH): <input type="text" value="12,000"/> |
| Submitted Date/Time: | <input type="text"/> | | | | RFS MSQ - Max (DTH): <input type="text"/> |
| Facility: | <input type="text" value="CLAY BASIN"/> | | | | RFS MSQ - Min (DTH): <input type="text"/> |
| | | | | | Injection (DTH): <input type="text"/> |
| | | | | | MRD (DTH): <input type="text"/> |

Interruptible Transportation or Storage Bids

- 8** Enter remaining information as needed.



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

| | |
|---|--|
| <input type="button" value="Update"/> | Runs minimum database and security validations and does not submit. If successful, Update saves the data and creates an RFS #. |
| <input type="button" value="Validate"/> | Runs business process validations but does not save the data. |
| <input type="button" value="Submit"/> | Runs both types of validations. If the submission passes with no errors, the request is sent to internal users for approval. |



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.



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.

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.



Note

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

| General | Locations | Discount Rates | Text | Contacts | Errors | | | | | |
|---------|-----------|---------------------|------------|----------|------------|-----------|------|-------|--------------|-------------------------------------|
| | BP # | Business Party Name | Contact ID | ... | First Name | Last Name | Dept | Title | Contact Type | Primary? |
| 1 Q> | 1234 | COMPANY A | 5678 | ... | JAMES | HAMILTON | OP | | SHIPPER | <input checked="" type="checkbox"/> |
| | | | | | | | | | | <input type="checkbox"/> |

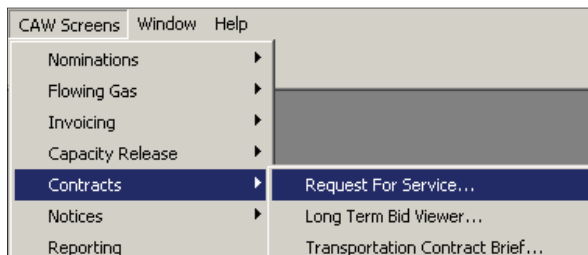
How to Set Up an Interruptible Park & Loan Deal

- 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 list.

Example: "Interruptible New Request" is selected.

| 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 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.

| | | | | | |
|-------------|----------------------|-------------------|------|----------------------|------------------------------------|
| General | | Locations | Text | Contacts | Errors |
| Contract #: | <input type="text"/> | Get Contract Info | | RFS MDQ (DTH): | <input type="text"/> |
| RFS Status: | PENDING | | | RFS MSQ - Max (DTH): | <input type="text" value="1,000"/> |
| | | | | RFS MSQ - Min (DTH): | <input type="text"/> |



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.

| Requested Rate Type | Requested Rate(\$) | Tariff Ma (\$) |
|----------------------|--------------------|----------------|
| <input type="text"/> | | |
| Rate Code | Rate Description | |
| DIS | DISCOUNT | |
| NEG | NEGOTIATED | |
| TMX | TARIFF MAX | |

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

| Requested Rates | | | | | | | | |
|-----------------|-----------------------|-------------------|------------------|---------------------|--------------------|-----------------|-----------------|-------------------|
| | Type of Charge | Current Rate Type | Current Rate(\$) | Requested Rate Type | Requested Rate(\$) | Tariff Max (\$) | Tariff Min (\$) | Present Value(\$) |
| 1 A> | PAL 2 DAILY INVENTORY | | | | | | | |
| 2 A | PAL 2 PARK INITIATION | | | | | | | |



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.

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. |



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

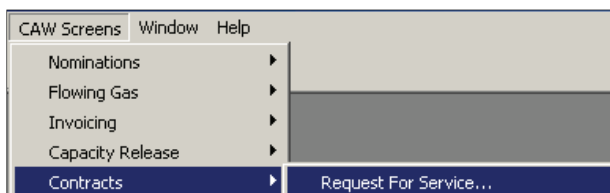


Amendments are used to replace contract terms. The terms seen on the RFS screen will replace any existing terms for the contract and date range selected.

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 Short Term Amendment 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 #.

| April, 2010 | | | | | | |
|-------------|-----|-----|-----|-----|-----|-----|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| 28 | 29 | 30 | 31 | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |

Today: 3/19/2010

- 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 | A | | B | | D | | E | | |
|---------|---------------------|----------------|-----------------------|----------------------|--------|------------------------|------------|--|----------------------------|--|-------------------|------------------|---------------------|--------------------|
| | Receipt Location ID | A | Receipt Location Name | Delivery Location ID | A | 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(\$) |
| 1 A> | 313 | ... | QPC GREASEWOO | 164 | ... | QGC WASATCH F | WF-5 | 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:

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

| | |
|---|--|
|  | Runs minimum database and security validations and does not submit. If successful, Update saves the data and creates an RFS #. |
|  | Runs business process validations but does not save the data. |
|  | 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.



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.

Eff Date Range: 4/1/2010 To 4/30/2010



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.

Eff Date Range: 4/1/2010 Open Ended

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.

General Locations Discount Rates Text Contacts Errors

Contract #: 5678 ... Get Contract Info

RFS Status: PENDING

Submitted Date/Time:

Facility: QUESTAR PIPELINE COMPANY

Regulatory Authority: SEC 284 SUBPART G

Original RFS #:

New Contract #:

RFS MDQ (DTH): 1,245

RFS MSQ - Max (DTH):

RFS MSQ - Min (DTH):

Injection (DTH):

MRD (DTH):

☐ Will accept lesser or prorata quantity

Min Acceptable Qty (DTH):

Evergreen

☒ Evergreen Applies

Evergreen Clauses: EVERGREEN - MONTH TO MONTH



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:

| | | | | | | | | | | | |
|---------|---------------------|----------------|-----------------------|----------------------|--------|------------------------|--------------|----------------------|---------------------|---------------|-------------------|
| 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 |

A

B

C

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.

Request Type: INTERRUPTIBLE AMENDMENT

3 Enter the appropriate Effective Date Range.

Eff Date Range: 4/1/2010 To 4/30/2010



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.

Eff Date Range: 4/1/2010 Open Ended

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.

General

Contract #: ...

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

Contract #: 9123 ...

RFS Status: PENDING

Submitted Date/Time:

Facility: QUESTAR PIPELINE COMPANY

Regulatory Authority: SEC 284 SUBPART G

Original RFS #:

New Contract #:

RFS MDQ (DTH): 1,245

RFS MSQ - Max (DTH):

RFS MSQ - Min (DTH):

Injection (DTH):

MRD (DTH):

☐ Will accept lesser or prorata quantity

Min Acceptable Qty (DTH):

Evergreen

☒ Evergreen Applies

Evergreen Clauses: EVERGREEN - MONTH TO MONTH



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:

| | | | | | | | | | | | |
|---------|---------------------|----------------|-----------------------|----------------------|--------|------------------------|--------------|----------------------|---------------------|---------------|-------------------|
| 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 |

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.

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.



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).

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

4 Click the *Get Contract Info* button.

General

Contract #:

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 | | 5 | | 8 | | 9 | | 10 | |
|---------------------|--|-----------------------|--|----------------------|--|------------------------|--|------------|--|--|--|----------------------------|--|--|--|-------------------|--|------------------|-----------|---------------------|----------------|--------------------|------|-------------------|----------|-------------------------------------|--------|---------------------------------|-----------------|-----------------------------------|---|----------------------------------|---|------------------------------------|---|----------------|----|--|
| 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 | | | | | | | | <input type="checkbox"/> | | | | | | | | | | | | |
| 2 A 821 | | MARYVILLE | | 847 | | LAKE ST. LOUI | | | | 4,000 | | | | 4,000 | | TMX | | 5.10000 | | | | | | | | <input type="checkbox"/> | | | | | | | | | | | | |
| 3 A 820 | | SUMMIT | | 843 | | LYONS | | | | | | 1,000 | | 1,000 | | | | | | | | | | | | <input checked="" type="checkbox"/> | | 820 | | SUMMIT | | 844 | | PATASKALA | | 1 | | |
| 4 A 826 | | NEOSHO | | 844 | | PATASKALA | | | | | | 1,000 | | 1,000 | | | | | | | | | | | | <input checked="" type="checkbox"/> | | 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. If appropriate, correct any errors.

12 Click 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.

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.

Request Type: **TERM EXTENSION**

3 Select the appropriate Effective Date Range.

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

General

Contract #: ... **Get Contract Info**

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.

General Locations Discount Rates Text Contacts Errors

Contract #: 5555 ... Get Contract Info

RFS Status: PENDING

Submitted Date/Time:

Facility: QUESTAR PIPELINE COMPANY

Regulatory Authority: SEC 284 SUBPART G

Original RFS #:

New Contract #:

RFS MDQ (DTH): 1,245

RFS MSQ - Max (DTH):

RFS MSQ - Min (DTH):

Injection (DTH):

MRD (DTH):

☐ Will accept lesser or prorata quantity

Min Acceptable Qty (DTH):

Evergreen

☒ Evergreen Applies

Evergreen Clauses: EVERGREEN - MONTH TO MONTH

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.

Evergreen

☒ Evergreen Applies

Evergreen Clauses: EVERGREEN - MONTH TO MONTH

Primary Term Notice: 30 days

Primary Term Expiration Date: 5/31/2010

Evergreen Term Notice: 30 days

Evergreen Notice Date:

Evergreen Termination Date:



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.

RFS #: [...]



Note

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

Get RFS Number

Query Filters: ☐ Advanced Filter ☐ Show All Columns <System Default> Save Setup

| | RFS No | RFS Description | Effective From Date | Effective To Date | RFS Status | Request Type |
|-------|--------|-----------------|---------------------|-------------------|----------------------|--------------|
| Value | | | | | <input type="text"/> | |

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

Retrieve Update Withdraw Help Cancel



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.

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

Contract #: ... Get Contract Info

RFS Status: SUBMITTED

Submitted Date/Time: 3/18/2010 11:27 AM

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.

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

| | | | | | | | | | | | |
|---------|-----------|---------------------|------------|----------|------------|---|-----------|------|-------|--------------|-------------------------------------|
| General | Locations | Discount Rates | Text | Contacts | Errors | | | | | | 3 |
| | BP # | Business Party Name | Contact ID | ... | First Name | 1 | Last Name | Dept | Title | Contact Type | Primary? |
| 1 Q> | 1234 | COMPANY A | 5678 | ... | JAMES | | HAMILTON | OP | | SHIPPER | <input checked="" type="checkbox"/> |
| | | | | 2 | | | | | | | <input type="checkbox"/> |

QUICKSTART



Capacity Release

QuestLine

How to Set Up a Transportation Capacity Release Offer



Note

Questar requires only one releasing contract per offer.

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



(3) Capacity Release Offer

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

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

Offer No: [] [...] N-> Offer Trk ID: []

Rel St Date: [] Rel End Date: [] Cycle: []

Releaser/Releaser Prop: [] Releaser Name: [] Cap Awd Date/Cap Awd Time: []

Status: ORIGIN Capacity Release Status: []

Post Date/Post Time: []

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

Offer No: [] [...] **N->**

- Enter the release start and end dates.

Offer No: <NEW> [...] N-> Offer Trk ID: []

Rel St Date: [] Rel End Date: []

- The cycle will default to Timely but can be changed, if desired.

Cycle: 1 || TIM []

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

Releaser/Releaser Prop: [] [] []

- 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)).

General | Contact | Additional Terms | Detail | Text | Discount Rate | Pre-Arr

Rel Type Desc: TEMPORARY POINT TO POINT PREARRANGED []

Prearr Deal Desc: TEMPORARY POINT TO POINT PREARRANGED

Perm Rel Desc: TEMPORARY POINT TO POINT BIDDING

Recall/Reput Desc: PERMANENT PREARRANGED

PERMANENT OPEN SEASON BIDDING

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).

| | |
|---------------------|---|
| Rel Type Desc: | TEMPORARY POINT TO POINT PREARRANGED |
| Prearr Deal Desc: | OFFER IS SUBJECT TO A PREARRANGED DEAL |
| Perm Rel Desc: | CAPACITY IS NOT BEING PERMANENTLY RELEASED. |
| Recall/Reput Desc: | |
| All Re-rel Desc: | |
| Prev Rel: | |
| Rel SR Contng Desc: | |



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.

| | |
|---|---|
| Rel Req Post Date/Rel Req Post Time: | |
| Bid Deal Desc: | |
| Bid Per St Date/Bid Per St Time: | |
| Bid Per End Date/Bid Per End Time: | |
| <input type="checkbox"/> Min Vol Pct Eval | |
| Bid Eval Ind Desc: | Highest Rate |
| Bid Eval: | |
| Bid T-brk: | PT II PIPELINE'S TARIFF REFERENCED |
| Bid T-brk Method: | PLEASE REFER TO THE CAPACITY RELEASE OR CAPACITY REALLOCATION SECTION OF THE GENERAL TERMS AND CONDITIONS IN THE PIPELINE'S TARIFF. |
| Prod Area: | |
| Press Base: | MCF 14.73 POUNDS PER S |

How to Set Up a Transportation Capacity Release Offer

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



Note

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:

The screenshot shows the 'Pre-Arranged Bidder' tab selected. The fields and their corresponding labels are:

- Bidder/Bidder Prop:** A field with a green highlight and a circled 'A' next to it.
- Bidder Contact:** A field with a green highlight.
- Bidder Phone:** A field with a green highlight.
- Bidder Fax:** A field with a green highlight.
- Bidder Email:** A field with a green highlight.
- Affil:** A dropdown menu with a pink highlight and a circled 'B' next to it.
- Prearr Match Date/Prearr Match Time:** A date/time field.
- Does Shipper Act as Agent:** A dropdown menu.
- SICR:** A dropdown menu with 'N || NO' selected.
- Repl SR Role:** A dropdown menu with a circled 'C' next to it.
- Meets Rollover Conditions Ind:** A checkbox.

- 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/QTl 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 | | | | | | | | | | <input type="checkbox"/> | | | C |
| | 2 | | ... | | | | | | | | | | | | <input type="checkbox"/> | | | |

- 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 Acpt Vol Pct field.
 - b** If 'Explicit Quantity', enter the quantity in dekatherms in the Min Acpt 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:

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

Bus Day Ind: A

Recall/Reput Terms: C

Recall Notification Periods:

Recall Notif Timely: No

Recall Notif EE: No

Recall Notif Eve: No B

Recall Notif ID1: No

Recall Notif ID2: No

- 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.

General | Contact | Additional Terms | Detail | Recall/Reput | **Contingency** | Text | Discount Rate

Conting End Date/Conting End Time: A

Rel SR Contng Terms: B

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.

- A** Enter a Contingency End Date and End Time.
- B** Enter applicable contingency terms.

How to Set Up a Transportation Capacity Release Offer

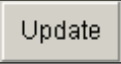

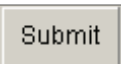
- 15** The Discount Rate tab is used for supplemental (or flex) rates and is in addition to the demand rate on the Detail tab. Discount Rates are applicable only to transportation releases. Only the Delivery Location needs to be specified if the flex rate is applicable to all receipt locations flowing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

On the Discount Rate tab, enter the following:

| General | Contact | Additional Terms | Text | Pre-Arranged Bidder | Detail | Discount Rate | Contingency | Recall/Reput | | |
|---------|---------------------|------------------|-----------------------|----------------------|--------|------------------------|-------------|---------------------|---------------|-------------------|
| | Receipt Location ID | ... | Receipt Location Name | Delivery Location ID | ... | Delivery Location Name | Fixed Rate | Effective Date From | To/Open Ended | Effective Date To |
| 1 | | ... | | A | ... | | B | C | Open E | C |

- 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.

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

| | |
|---|---|
|  | An Offer # is assigned and the record is saved if the preliminary validation is passed. The second part of the validation may produce errors. |
|  | Runs minimum database validations, assigns an Offer #, and saves the data. |
|  | 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.

| | | | | | | |
|-------------|---------|-------------------|--------|-------------|---------------|------|
| General | Contact | Additional Terms | Detail | Text | Discount Rate | Pre- |
| Preapproved | | | | | | |
| | | Text Usage | | Text | | ... |
| 1 | | | | | | ... |
| 2 | | | | | | ... |

- 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.

| | | | |
|-----------|------|---------------------------------|-------------|
| Requested | | | |
| | | Text Usage | Text |
| 1 | | | |
| 2 | ADT | ADDITIONAL TERMS | K |
| 3 | AMA | ASSET MANAGEMENT AGREEMENT | CR |
| 4 | BCT | BID CONTING TERMS | CR |
| 5 | BE | BID EVALUATION | CR |
| 6 | CRR | CAPACITY RELEASE REQUESTED TEXT | CR |
| 7 | CT | CONTINGENCY TERMS | CR |
| 8 | GEN | GENERAL CONTRACT TEXT | K |
| 9 | IC | INDEMNIFICATION CLAUSE | CR |
| | BNSO | NO STAND - ALN BID | CR |
| | NSO | NO STAND-ALN OFFER | CR |
| | RR | RECALL/REPUT | CR |
| | RSCT | REL SR CONTING TERMS | CR |
| | EVR | RENEWAL / EVERGREEN | K |
| | RFS | REQUEST FOR SERVICE | K |
| | PRT | SPECIAL/MODIFIED PRICING TERMS | K |
| | TN | TERMS AND NOTES | CR |
| | TT | TERMS TEXT | K |

- 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.



(3) Capacity Release Offer

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

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

Offer No: [] [N->] Offer Trk ID: [] Status: ORIGIN Capacity Release Status: []

Rel St Date: [] Rel End Date: [] Cycle: [] Post Date/Post Time: []

Releaser/Releaser Prop: [] Releaser Name: [] Cap Awd Date/Cap Awd Time: []

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

Offer No: [] [N->]

- 3 Enter the release start and end dates.

Offer No: <NEW> [N->] Offer Trk ID: []

Rel St Date: [] Rel End Date: []

- 4 The cycle will default to Timely but can be changed, if desired.

Cycle: 1 || TIM []

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

Releaser/Releaser Prop: [] [] []

- 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)).

General | Contact | Additional Terms | Detail | Text | Discount Rate | Pre-A

Rel Type Desc: TEMPORARY POINT TO POINT PREARRANGED []

Prearr Deal Desc: TEMPORARY POINT TO POINT PREARRANGED

Perm Rel Desc: TEMPORARY POINT TO POINT BIDDING

Recall/Reput Desc: PERMANENT PREARRANGED

PERMANENT OPEN SEASON BIDDING

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).

| | |
|---------------------|---|
| Rel Type Desc: | TEMPORARY POINT TO POINT PREARRANGED |
| Prearr Deal Desc: | OFFER IS SUBJECT TO A PREARRANGED DEAL |
| Perm Rel Desc: | CAPACITY IS NOT BEING PERMANENTLY RELEASED. |
| Recall/Reput Desc: | |
| All Re-rel Desc: | |
| Prev Rel: | |
| Rel SR Contng Desc: | |



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.

| | | |
|---|----------|---|
| Rel Req Post Date/Rel Req Post Time: | A | |
| Bid Deal: | B | |
| Bid Per St Date/Bid Per St Time: | C | |
| Bid Per End Date/Bid Per End Time: | C | |
| <input type="checkbox"/> Min Vol Pct Eval | D | |
| Bid Eval Ind: | E | Highest Rate |
| Bid Eval: | F | |
| Bid T-brk: | | PIPELINES METHOD |
| Bid T-brk Method: | | PLEASE REFER TO THE CAPACITY RELEASE OR CAPACITY REALLOCATION SECTION OF THE GENERAL TERMS AND CONDITIONS IN THE PIPELINE'S TARIFF. |
| Prod Area: | | |
| Press Base: | | MCF 14.73 POUNDS PER SQU |

How to Set Up a Storage Capacity Release Offer

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



Note

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 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:

The screenshot shows the 'Pre-Arranged Bidder' tab selected. The fields and their current states are as follows:

- Bidder/Bidder Prop:** A text field with a green highlight, labeled with a circled 'A'.
- Bidder Name:** A green text field.
- Bidder Contact:** A text field.
- Bidder Phone:** A text field with a placeholder '() -'.
- Bidder Fax:** A text field with a placeholder '() -'.
- Bidder Email:** A text field.
- Affil:** A dropdown menu with a pink highlight, labeled with a circled 'B'.
- Prearr Match Date/Prearr Match Time:** A date/time picker field.
- Does Shipper Act as Agent:** A dropdown menu.
- SICR:** A dropdown menu with 'N || NO' selected.
- Repl SR Role:** A dropdown menu with a white highlight, labeled with a circled 'C'.
- Meets Rollover Conditions Ind:** A checkbox.

- 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/QTl 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 | 3 | | | | | | | | | | | 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.

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.

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

| 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.)



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.

Get Capacity Available

| 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 |

- 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:

The screenshot shows the 'Recall/Reput' tab selected. The 'Bus Day Ind' dropdown is labeled A. The 'Recall Notif Periods' section contains five dropdowns: 'Recall Notif Timely', 'Recall Notif EE', 'Recall Notif Eve', 'Recall Notif ID1', and 'Recall Notif ID2'. The second dropdown, 'Recall Notif EE', is labeled B. The 'Recall/Reput Terms' text box is labeled C.

- 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.

The screenshot shows the 'Contingency' tab selected. The 'Conting End Date/Conting End Time' dropdown is labeled A. The 'Rel SR Contng Terms' text box is labeled B.

- 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.

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

| | |
|----------|---|
| 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.

| | | | | | | |
|-------------|---------|-------------------|--------|-------------|---------------|------|
| General | Contact | Additional Terms | Detail | Text | Discount Rate | Pre- |
| Preapproved | | | | | | |
| | | Text Usage | | Text | | ... |
| 1 | | | | | | ... |
| 2 | | | | | | ... |

- 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.

| |
|--------|
| Update |
|--------|

| | | | |
|-----------|------|---------------------------------|-------------|
| Requested | | | |
| | | Text Usage | Text |
| 1 | | | |
| 2 | ADT | ADDITIONAL TERMS | K |
| 3 | AMA | ASSET MANAGEMENT AGREEMENT | CR |
| 4 | BCT | BID CONTING TERMS | CR |
| 5 | BE | BID EVALUATION | CR |
| 6 | CRR | CAPACITY RELEASE REQUESTED TEXT | CR |
| 7 | CT | CONTINGENCY TERMS | CR |
| 8 | GEN | GENERAL CONTRACT TEXT | K |
| 9 | IC | INDEMNIFICATION CLAUSE | CR |
| | BNSO | NO STAND - ALN BID | CR |
| | NSO | NO STAND-ALN OFFER | CR |
| | RR | RECALL/REPUT | CR |
| | RSCT | REL SR CONTING TERMS | CR |
| | EVR | RENEWAL / EVERGREEN | K |
| | RFS | REQUEST FOR SERVICE | K |
| | PRT | SPECIAL/MODIFIED PRICING TERMS | K |
| | TN | TERMS AND NOTES | CR |
| | TT | TERMS TEXT | K |

- 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.

(3) Capacity Release Offer Summary

Offer Links Retrieve More All Help Cancel

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

Offer No: [] Rel St Date: [] Rel End Date: [] Status: [] Capacity Release Status: []

Loc (Rec) / Loc Prop (Rec): [] Loc Name (Rec): [] Loc (Del) / Loc Prop (Del): [] Loc Name (Del): []

Bid Deal Desc: [] Recall Notif Timely [] Recall Notif EE [] Recall Notif Eve [] Recall Notif ID1 [] Recall Notif ID2 [] Bus Day Ind: []

- 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*.

Offer No: 967 []

(3) Capacity Release Offer Summary

Offer Links Retrieve More All Help Cancel

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

Offer No: 967 Rel St Date: [] Rel End Date: [] Status: [] Capacity Release Status: []

Loc (Rec) / Loc Prop (Rec): [] Loc Name (Rec): [] Loc (Del) / Loc Prop (Del): [] Loc Name (Del): []

Bid Deal Desc: [] Recall Notif Timely [] Recall Notif EE [] Recall Notif Eve [] Recall Notif ID1 [] Recall Notif ID2 [] Bus Day Ind: []

Offers:

| | Offer No | Rel St Date | Rel End Date | Releaser | Releaser Prop | Releaser Name | Bid Deal Desc | Bid Per St Date / Bid Per St Time | Bid Per End Date / Bid Per End Time | Status | Post Date / Post Time | R |
|-----|----------|-------------|--------------|----------|---------------|---------------|---------------|-----------------------------------|-------------------------------------|---------|-------------------------|---|
| 1 Q | 967 | 12/1 /2001 | 10/31/2011 | | 2032 | EPWP RESOURCE | Biddable c | 10/ 2 /2001 10:10:35 AM | 10/ 5 /2001 1 :00:00 PM | ORIGIN: | 10/ 2 /2001 9 :59:18 AM | |



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 DAY | 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.

(3) Capacity Release Offer Summary

Offer: Links Retrieve More All Help Cancel

Filter:

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

Offer No: Rel St Date: Rel End Date: Status: Capacity Release Status: **AWARDED**

Loc (Rec) / Loc Prop (Rec): Loc Name (Rec): Loc (Del) / Loc Prop (Del): Loc Name (Del):

Bid Deal Desc: Recall Notif Timely Recall Notif EE Recall Notif Eve Recall Notif ID1 Recall Notif ID2 Bus Day Ind:

Offers:

| | Status | Post Date / Post Time | Recall Notif Timely | Recall Notif EE | Recall Notif Eve | Recall Notif ID1 | Recall Notif ID2 | Bus Day Ind | Capacity Release Status | Repl SR Role | SICR |
|------|----------|-------------------------|---------------------|-----------------|------------------|------------------|------------------|-------------|-------------------------|--------------|------|
| 10 Q | ORIGINAL | 4 /12/2010 6 :20:51 PM | | | | | | | SUBMITTED | OTH | |
| 11 Q | ORIGINAL | 10 /2 /2001 9 :59:18 AM | | | | | | BUSINESS DA | AWARDED | OTH | |
| 12 Q | ORIGINAL | 8 /3 /2001 4 :12:34 PM | | | | | | | AWARDED | OTH | |
| 13 Q | ORIGINAL | 8 /3 /2001 10:26:05 AM | | | | | | | AWARDED | OTH | |
| 14 Q | ORIGINAL | 4 /28/2010 12:00:56 PM | | | | | | ANY CALENC | AWARDED | OTH | |
| 15 Q | ORIGINAL | 4 /26/2010 8 :59:06 AM | | | | | | | AWARDED | OTH | |

- 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.

Offers:

| | Offer No | Rel St Date | Rel End Date | Releaser | Releaser Prop | Releaser Name | Bid Deal Desc | Bid Per St Date / Bid Per St Time | Bid Per End Date / Bid Per End Time | Status | Post |
|------|----------|-------------|--------------|----------|---------------|---------------|------------------------|-----------------------------------|-------------------------------------|--------|------|
| 11 Q | 967 | 12/1 /2001 | 10/31/2011 | 2032 | EPWP RESOURCE | Biddable deal | 10/2 /2001 10:10:35 AM | 10/5 /2001 1 :00:00 PM | ORIGINAL | 10/2 | |
| 80 Q | 1464 | 8 /1 /2004 | 7 /30/2015 | 00136826 | 1660 | CONOCOPHILLIP | Not a biddable | | ORIGINAL | 7 /23 | |
| 79 Q | 1465 | 8 /1 /2004 | 7 /30/2015 | 00136826 | 1660 | CONOCOPHILLIP | Not a biddable | | ORIGINAL | 7 /23 | |
| 78 Q | 1466 | 8 /1 /2004 | 7 /30/2015 | 00136826 | 1660 | CONOCOPHILLIP | Not a biddable | | ORIGINAL | 7 /23 | |

Release Details:

| | Rel K | Rate Sch | Loc (Rec) | Loc Prop (Rec) | Loc Name (Rec) | Loc (Del) | Loc Prop (Del) | Loc Name (Del) | Masked MAP | Max Offer Qty - K | Max Offer Qty - Loc | Load Factor Type | Mir |
|-----|-------|----------|-----------|----------------|---------------------|-----------|----------------|---------------------|------------|-------------------|---------------------|------------------|-----|
| 1 Q | 2409 | FTS | 32418 | 113 | DRAGON TRAIL MM REC | 301232 | 336 | KERN RIVER - GOSHEN | | 76,000 | 12,000 | | |
| 2 Q | 2409 | FTS | 27693 | 123 | N.B. 101 CIG DEL | 301232 | 336 | KERN RIVER - GOSHEN | | 76,000 | 64,000 | | |
| 3 | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | |

- 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.

Offer: Links

Filter:

Offer No: 967

Rec Loc / Rec Loc Prop:

Bid Deal: Recall Notif Timely

Offers:

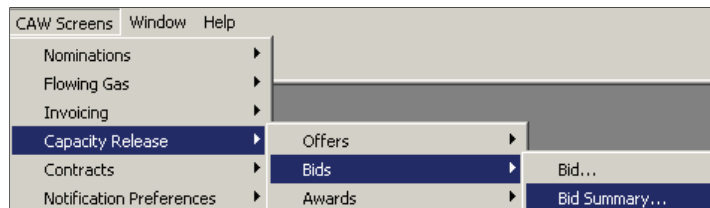
| | Offer No | Rel St Date | Rel End |
|-----|----------|-------------|------------|
| 1 Q | 967 | 12/1 /2001 | 10/31/2011 |

Documents...
Notes...
Change History
Delete History
Duplicate View
Dock
Un Dock
Show Security Object
Clear Screen Settings
Add To My Favorites
Bid Viewer...
Offer...
Bid...

- 6 Refer to the “How to Setup a Capacity Release Bid” QuickStart for additional details on setting up the bid.

How to View Capacity Release Bids

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



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.

Offer No:



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

(3) Capacity Release Bid Summary

TSP / TSP Prop: TSP Name:

Offer No: Releaser / Releaser Prop:

Rel St Date: Rel End Date:

Filter: Bid No: Status:

Loc (Rec) / Loc Prop (Rec): Loc Name (Rec): Loc (Del) / Loc Prop (Del): Loc Name (Del):

| 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) | Maske d MAP | Max Offer Qty - Loc | Bid Qty Loc | Meas Basis | Re |
|--------|--------|-------------|-------------|--------------------|---------------------|-----------------------------|----------|-------------------------|-----------|----------------|----------------|-----------|----------------|----------------|-------------|---------------------|-------------|------------|----|
| 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.

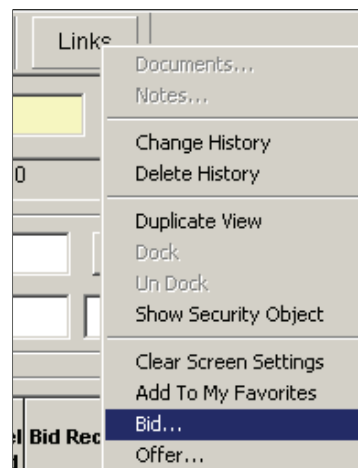
How to View Capacity Release Bids

- 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 own bid 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.

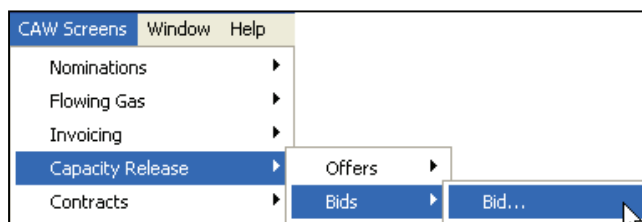
Basic Bid Steps (Competing Shippers or Pre-Arranged Bidders)



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.



(3) Capacity Release Bid

Bid Links Retrieve Update Validate Submit Withdraw Help Cancel

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

Bid No: <NEW> [...] N-> Bid Trk ID: Post Date/Post Time: / / : : : :
 Offer No: Offer Trk ID: Status: ORIGINAL
 Bidder Rel Term St: Bidder Rel Term End: Cycle: Bundle

General Detail Contingency Text Discount Rate

Releaser/Releaser Releaser Bidder Less Qty Des
 Bidder/Bidder Prop: Bidder Rtn Addr/Rtn Addr Rtn Addr
 Bidder Contact: Rtn Addr Contact: Affit
 Bidder Phone: Rtn Addr Phone: Bid Rec Date/Bid Rec Time 4 / 29 / 2010 2 : 4 :
 Bidder Fax: Rtn Addr Fax: Prearr Bid: 2 || BIDDER IS N
 Bidder Email: Rtn Addr Email: SICR:
 Stand-ahn Bid Desc: Assoc K: Repl SR Role:

No Stand-ahn Bid T&C: Terms/Notes:

How to Set Up a Capacity Release Bid

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

Bid No:

- 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.

Bidder Rel Term St: Bidder Rel Term End:

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

| General | Detail | Contingency | Text | Discount Rate |
|---------------------|-------------------------------|-------------------|----------------------|---|
| Releaser/Releaser | <input type="text"/> | Releaser | <input type="text"/> | Bidder Less Qty Des B <input type="text"/> |
| Bidder/Bidder Prop: | <input type="text"/> | Bidder | <input type="text"/> | Rtn Addr/Rtn Addr <input type="text"/> |
| Bidder Contact: | <input type="text"/> | Rtn Addr Contact: | <input type="text"/> | Affil: C <input type="text"/> |
| Bidder Phone: | <input type="text"/> | Rtn Addr Phone: | <input type="text"/> | Bid Rec Date/Bid Rec Time: 4/29/2010 2:41 |
| Bidder Fax: | <input type="text"/> | Rtn Addr Fax: | <input type="text"/> | Pearr Bid: 2 BIDDER IS N |
| Bidder Email: | <input type="text"/> | Rtn Addr Email: | <input type="text"/> | SICR: <input type="text"/> |
| Stand-ain Bid Desc: | <input type="text"/> A | Assoc K: | <input type="text"/> | Repl SR Role: <input type="text"/> |

- 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 | A | | | | | | | | | | | | | | | | |
|---------|---------------|-----------------|-------------|-----------|----------------|----------------|---------------------|-----------|----------------|----------------|---------------------|------------|--------------------------|-------|-------------------------|--------------|--------------|---------------------|---------------------|-----------------|---------------|-------------|-------------------|-----------------|
| | 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 | Seg ment | Rel K | Capacity Release Status | Loc/QT Desc | Rate ID Desc | Res Rate Basis Desc | Rate Form/Type Desc | Surchg Ind Desc | Bid Qty - Loc | Bid Qty - K | Bid Min Qty - Loc | Bid Min Qty - K |
| 1 Q | 72 | 276 | | | | | | | | | | | <input type="checkbox"/> | 926 | AP | STORAG RESER | | PER MONTH | RESERVATIC | RATE(S) | 250,000 | 250,000 | 50,000 | 50,000 |
| 2 Q | 73 | 277 | | | | | | | | | | | <input type="checkbox"/> | 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 | B | | | | | | | | | |
|---------|---------------|-------------|-------------------|-----------------|---------------|-------------|------------------------|----------|------------|------------------|------------|-----------|------------|-----------|------------------|-----------------|
| | 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 | 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 A/ \$ | 0.10500 | Firm Stora | | | | | | | MILLION BTU'S |
| 2 Q | 15,000 | 15,000 | 3,000 | | | | ABSOLUTE DOLLARS A/ \$ | 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 |
|----------|--------|----------|--------|----------|------|--------|

| | |
|---|--|
|  | Runs business process validations but does not save the data. |
|  | Runs minimum database and security validations and does not submit. If successful, Update saves the data and creates an RFS #. |
|  | 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

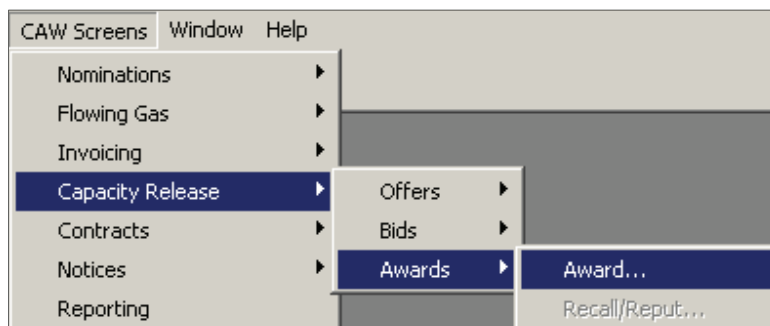
Awards are also posted publicly for 90 days on the applicable TSP website: Informational Postings > Transactional Reporting >> Firm (or Interruptible) >>> . . .Awards.

- 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.



(3) Capacity Release Award

Award | Links | Retrieve | Submit | Help | Cancel

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

Offer No: [] Offer Trk ID: [] Capacity Release Status: []

Awd No: [] Status: CONFIRMATION

Rel St Date: [] Rel End Date: [] Cycle: []

Releaser/Releaser Prop: [] Releaser Name: []

Rel Contact: [] Bid Eval Ind: []

Header | Awards

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

Offer No: [] []

Award Offer No

Query Filters: ☐ Show All Cols ☒ Adv. Filter ☐ Remember System Default

| | Offer No | Offer Trk ID | Capacity Release Status | Releaser | Releaser Prop | Releaser Name | Re |
|----------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|----|
| Operator | | | | | | | |
| Value | | | | | | | |
| Sort Sequence | 0 | 0 | 0 | 0 | 0 | | 0 |
| Sort Order | | | | | | | |
| Case Sensitive | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Query Results: | | | | | | | |
| 1 | 2219 | | AWARDED | 007939069 124 | | QUESTAR GAS COMPANY | |
| 2 | 2213 | | AWARDED | 625275755 870 | | BP ENERGY COMPANY | |
| 3 | 2207 | | AWARDED | 115102402 10 | | OXY USA INC. | |
| 4 | 2203 | | AWARDED | 804712347 1713 | | XTO ENERGY, INC. | |
| 5 | 2202 | | AWARDED | 804712347 1713 | | XTO ENERGY, INC. | |
| 6 | 2201 | | AWARDED | 804712347 1713 | | XTO ENERGY, INC. | |
| 7 | 2200 | | AWARDED | 804712347 1713 | | XTO ENERGY, INC. | |
| 8 | 2198 | | AWARDED | 007939069 124 | | QUESTAR GAS COMPANY | |
| 9 | 2197 | | AWARDED | 007939069 124 | | QUESTAR GAS COMPANY | |

Retrieve More >>> All ☒ Query On Return Cancel OK

QUICKSTART

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

Recall / Reput Terms:

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:

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

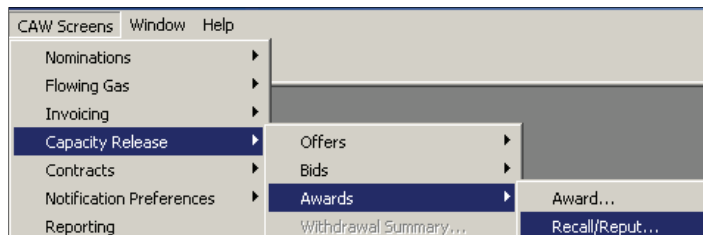
Header | **Awards**

| | 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.



(3) Capacity Release Recall/Reput

Links: Retrieve More All Submit Help Cancel

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

Award Amend ID: [] Offer No: Capacity Release Status: []

Rel Start Date: [] Rel End Date: []

Releaser: []

Rel Contact: [] Rel E-mail: [] As Of Date: []

Repl SR K: [] Rec Loc Prop: [] Del Loc Prop: []

Award/Recall/Reput History:

| 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 |
|-----|----------------|-------|-----------|--------------|-----------|----------------|----------------|-----------|----------------|----------------|------------|-------------------------|----------------|--------------|-----------------|------------|---------------------|-----------------|----------|--------|----------|
|-----|----------------|-------|-----------|--------------|-----------|----------------|----------------|-----------|----------------|----------------|------------|-------------------------|----------------|--------------|-----------------|------------|---------------------|-----------------|----------|--------|----------|

- 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.

Award Amend ID: [] []

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

Award/Recall/Reput History:

| 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 | | | | | | | AWV | 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.

Award/Recall/Reput History:

| 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 | | | | | | | AWV | 5 / 1 / 2010 | 5 / 31 / 2010 | 1,000,000 | BZ | TIMELY | N | 2219 | 65 | FSS |

↓ ↑ Total Quantity (DTH): 1,000,000

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 | 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

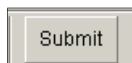
5 In the New Recall/Reput Activity Grid area, enter the following:

| New Recall/Reput Activity: | | | | | | | | | | | | | | A | | B | | C | | | | | |
|----------------------------|----------------|-------|-----------|--------------|-----------|----------------|----------------|-----------|----------------|----------------|------------|-------------------------|----------------|--------------|-----------------|------------|---------------------|-----------------|----------|--------|----------|--|--|
| 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 | BLUERIVE | | | | | | | 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.




 **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

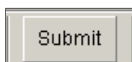
 **Note** The application allows unlimited recalls and reputs; however, the terms of the offer may not be violated. In addition, NAESB rules do not allow a recall and a reput of the same award on the same day.

- 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: | | | | | | | | | | | | | | A | B | | | | | | | | |
|----------------------------|----------------|-------|-----------|--------------|-----------|----------------|----------------|-----------|----------------|----------------|------------|-------------------------|----------------|--------------|-----------------|------------|---------------------|-----------------|----------|--------|----------|--|--|
| 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 | 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.



 **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.

CAW Screens Window Help

- Nominations
 - Nomination
 - Nomination Submission...
 - Nomination Maintenance...
 - Nomination Configuration User Preferences...
 - Flowing Gas
 - Invoicing
 - Capacity Release



Note

Internal Users:

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

Nomination Submission

(3) Nomination Submission

Nominations: Links Up Form Path Form On Form Pending Xfer Classification Retrieve Copy Save Validate Submit Help Cancel

Tsp/Tsp Prop: 092027077 3 Tsp Name: QUESTAR PIPELINE COMPANY Act Cd: [...] N ->

Svc Req/Svc Req Prop: [...] [...] [...] Svc Req Name: [...] Svc Req K: [...] Re-Filter More Filters

Beg Date/Beg Time: 4/22/2010 8:00:00 AM End Date/End Time: 4/23/2010 8:00:00 AM Rec/Del Loc/Loc Prop: [...] Show All

Gas Day: 4/22/2010 Def End Gas Day: 4/22/2010 Open Cycle: EVE Query Cycle: [...]

Svc Req Totals: Buys: 0 Rec: 0 Rec Var: 0 Fuel: 0 Del: 0 Sells: 0 Del Var: 0 Include Errors in Totals

PNT Nominations Path Summary Errors

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

Svc Req/Svc Req Prop: [...] [...] [...] Svc Req Name: BLUE RIVER ENERGY



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).

Service Requester

Svc Req/Svc Req Prop: 123456789 4321 [...] Svc Req Name: BLUE RIVER ENERGY

Service Requester Proprietary Code

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

Gas Day: 4/22/2010

- 4 Click Retrieve button.

Retrieve

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 [New] [Change]

Nomination:

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 | <input checked="" type="checkbox"/> | 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 | | |



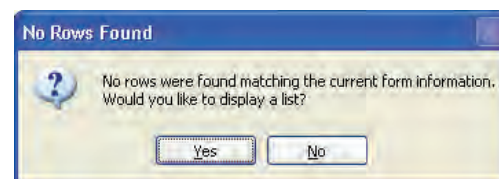
Note The total fields for these two grids will populate as the records are entered into all three grid areas (Path, Upstream, and Downstream).

How to Enter or Change a Nomination



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.

| | | | | | | | | | |
|----------|------------|------------|------------|----------|------------|----------|-----------|------------|----------|
| Upstream | | | | | Downstream | | | | |
| Loc: 370 | Buy: 1,000 | Rec: 1,000 | Rec Var: 0 | Model: U | Loc: 170 | Del: 987 | Sell: 987 | Del Var: 0 | Model: D |

7

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

| | | | | | | |
|----------|------|------|----------|--------|------|--------|
| Retrieve | Copy | Save | Validate | Submit | Help | Cancel |
| | | A | B | C | | |

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 | <input type="checkbox"/> | T-1 |
| 2 M | LV | <input type="checkbox"/> | T-1 |
| 3 M | LV | <input type="checkbox"/> | T-1 |
| 4 M> | LI | <input type="checkbox"/> | 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 | 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 | | On 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.

| Path | | | |
|------|-----|--------------------------|-----|
| | Err | Var | TOS |
| 1 Q | BV | <input type="checkbox"/> | T-1 |
| 2 Q> | BV | <input type="checkbox"/> | T-1 |
| | | <input type="checkbox"/> | |

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

31 Day Popup - Path Records

Nomination: Change Cancel

Rec Loc Prop: 370 Svc Req K: 3333 Del Loc Prop: 336
 Up Name: Pkg Id: Dn Name:
 Up K: Dn K:

| | 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 | | 184,960 | | 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



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.

Retrieve **Copy** Save Validate Submit Help Cancel

- 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.



After using the copy function, “Submit” must be clicked on the Nominations Submission Screen to submit the copied nomination.

How to Enter or Change a Nomination

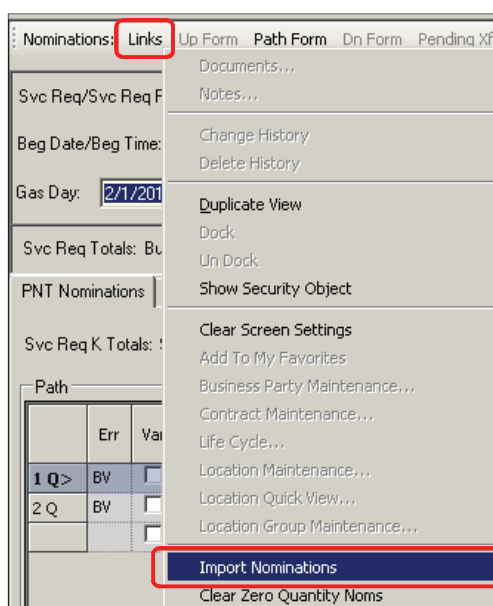
IMPORTING NOMINATIONS FROM A SPREADSHEET



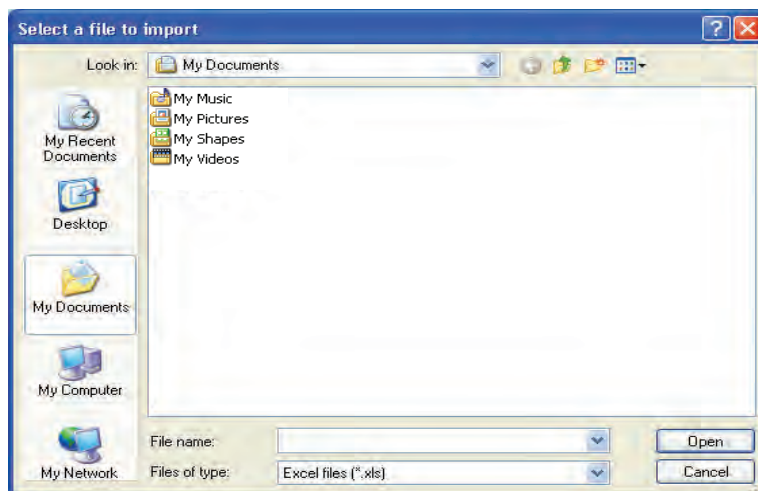
Contact your scheduling representative to obtain a spreadsheet template for importing nominations into QuestLine.

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

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

| | | |
|-------------|--------------------|--|
| Nominations | Nomination | Nomination Submission... |
| Flowing Gas | Confirmation | Nomination Maintenance... |
| Invoicing | Scheduled Quantity | Nomination Configuration User Preferences... |



Note

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

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

Gas Day:

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

Svc Req:

(or)

Location:



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.

- Click Retrieve.

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

Edit ☐ Nominations ☐ Confirmations ☐ Scheduled

- 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.

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.

March Variations

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 28 | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |

Svc Req K: 2673

Open Cycle: ID2

Query Cycle:



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

Filters

Nominations:

Rec Loc / Rec Loc Prop: 460122 370

Up ID / Up ID Prop:

Up K:

Del Loc / Del Loc Prop:

Dn ID / Dn ID Prop:

Dn K:

Pkg ID / Up Pkg ID / Dn Pkg ID:

- 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 | | | | | | Downstream | | | | | |
|----------|--------------|------------------|---------|-----------------|-----------|-----------------|--------------|---------------------|---------|--------------------|-----------|
| Loc: 302 | | Buys(DTH): 5,068 | | Rec(DTH): 5,068 | | Rec Var(DTH): 0 | | Loc: 336 | | Del(DTH): 17,346 | |
| | | | | | | | | | | Sells(DTH): 17,346 | |
| | | | | | | | | | | Del Var(DTH): 0 | |
| | Rec Loc Prop | Rec Loc Name | Nom Qty | Conf Qty | Sched Qty | | Del Loc Prop | Del Loc Name | Nom Qty | Conf Qty | Sched Qty |
| 1 Q | 302 | CO2 PLT OUTLET | 5,068 | 5,068 | 5,068 | 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 | | | 5,068 | 5,068 | 5,068 | 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.

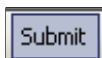
2 Change quantities in the Path, Upstream, or Downstream grids as needed.



Note

Changes to Nominations will automatically update Confirmations and Scheduling. Changes to Confirmations will automatically update Scheduling.

3 Click Submit.



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.



| Gas Day: 4/22/2010 | <table border="1"> <tr> <th>Sun</th> <th>Mon</th> <th>Tue</th> <th>Wed</th> <th>Thu</th> <th>Fri</th> <th>Sat</th> </tr> <tr> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> </tr> <tr> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> </tr> <tr> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> </tr> <tr> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>1</td> </tr> <tr> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> </tr> </table> | Sun | Mon | Tue | Wed | Thu | Fri | Sat | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | Svc Req K: <input type="text"/> ... <input type="button" value="Re-Filter"/> Open Cycle: ID1 <input type="button" value="Show All Data"/> Query Cycle: <input type="text"/> ... <input type="button" value="More Filters"/> <input type="button" value="Push for All Ups/Downs"/> |
|---|--|-----|-----|-----|-----|-----|-----|-----|----|----|----|----|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|---|---|---|---|---|---|---|---|--|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 28 | 29 | 30 | 31 | 1 | 2 | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 25 | 26 | 27 | 28 | 29 | 30 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Edit <input checked="" type="radio"/> Nominations <input type="radio"/> Confirmations <input type="radio"/> Scheduled | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |



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

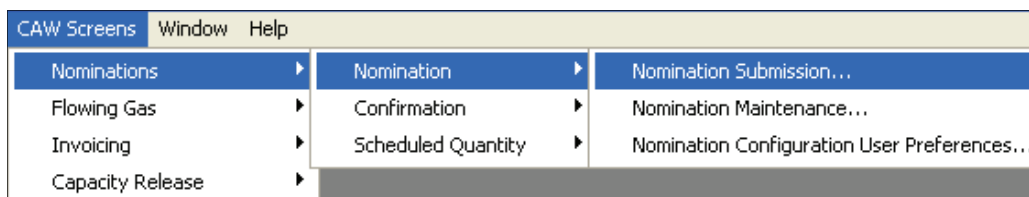


Note

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 Date |
|--|-------------|---------------------|------------|
| 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 | |

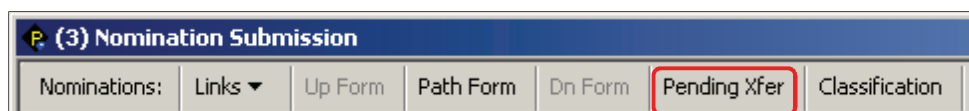
- 4 Complete validation and submission Steps 7 and 8 from the instructions on How to Enter a Nomination.

Accepting/Declining a Pending Title Transfer Nomination

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



- 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).

Nomination Pending Title Transfer

Nomination: Accept All Accept Decline Link Ok

| | Status | Action | Location Id | Location Name | Up/Dn Entity | Up/Dn Name | Up/Dn K | Quantity |
|------|--------|--------|-------------|-----------------|--------------|-------------------|---------|----------|
| 1 Q> | N | BUY | 336 | KERN RIVER - GO | 1660 | BLUE RIVER ENERGY | 4327 | 4933 |

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

Svc Req Totals: Buys: 81,732 Rec: 76,799 Rec Var: 4,933 Fuel: 960 Del: 75,839 Sells: 75,839 Del Var: 0 ☒ Include Errors in Totals

PNT Nominations Path Summary Errors

Svc Req K Totals: Svc Req K#: Rec: 10,000 Fuel: 135 Del: 9,865 KMDQ: 190,000 Push to Filter by Path Model: T

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 | TT Desc | Svc Req | Svc Req Prop |
|--------|-----|-------------------------------------|---------|-----------|-----|--------------|-----|--------------------|----------|--------------|-----|------------------|----------|---------|----------|---------|------------------|---------|--------------|
| 26 Q | BV | | T-1 SSX | 2222 | ... | 18 | ... | HUBER CHRISTIANSEN | 1 | 362 | ... | CURRENT CREEK PW | 1 | 225 | 3 | 222 | Current Business | 001234 | COMPAN |
| 27 Q | BI | <input checked="" type="checkbox"/> | T-1 | 3333 | ... | 336 | ... | KERN RIVER - GOSHE | 1 | 362 | ... | CURRENT CREEK PW | 1 | 10,000 | 135 | 9,865 | Current Business | 005678 | BUSINES |
| 28 Q | BV | | T-1 SSX | 2222 | ... | 327 | ... | LEUCITE HILLS M&R | 1 | 362 | ... | CURRENT CREEK PW | 1 | 0 | 0 | 0 | Current Business | 001234 | COMPAN |
| Totals | | | | | | | | | | | | | | | | | | | |

Upstream

Loc: 336 Buys: 14,933 Rec: 10,000 Rec Var: 4,933 Model: U

| | Err | Var | Svc Req K | ... | Rec Loc Prop | ... | Rec Loc Name | Rec Qty | Up Rank | Up Name |
|--------|-----|-------------------------------------|-----------|-----|--------------|-----|--------------------|---------|---------|-----------|
| 38 Q | BI | <input checked="" type="checkbox"/> | 3333 | ... | 336 | ... | KERN RIVER - GOSHE | 10,000 | 1 | COMPANY A |
| 39 A | BI | <input checked="" type="checkbox"/> | 3333 | ... | 336 | ... | KERN RIVER - GOSHE | 4,933 | | COMPANY B |
| 40 Q | BI | <input checked="" type="checkbox"/> | 3333 | ... | 336 | ... | KERN RIVER - GOSHE | 0 | 1 | COMPANY A |
| Totals | | | | | | | | | | |

Downstream

Loc: 362 Del: 9,865 Sells: 9,865 Del Var: 0 Model: D

| | Err | Var | Svc Req K | ... | Del Loc Prop | ... | Del Loc Name | Del Qty | Dn Rank | Dn Name |
|--------|-----|-----|-----------|-----|--------------|-----|------------------|---------|---------|------------|
| 1 Q> | BV | | 3293 | ... | 362 | ... | CURRENT CREEK PW | 48,177 | 1 | BUSINESS A |
| 2 Q | BV | | 3475 | ... | 362 | ... | CURRENT CREEK PW | 9,865 | 1 | BUSINESS A |
| 3 Q | BV | | 1005 | ... | 164 | ... | QGC WASATCH FRON | 0 | 1 | BUSINESS A |
| Totals | | | | | | | | | | |

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



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.



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

QUICKSTART



Confirmations

QuestLine

- CAW Screens Window Help
- Nominations
 - Nomination
 - Flowing Gas
 - Confirmation
 - Invoicing
 - Scheduled Quantity
- Confirmation Response...
- Confirmation Summary...

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

P (3) Confirmation Summary

Confirmation: [Links](#) [Retrieve](#) [Help](#) [Cancel](#)

Location: Location Analyst:

Location Group: Confirming Party:

☒ Exclude Zero? ☐ Exclude CBE? ☐ Exclude Confirmed Locations?

Gas Day: Cycle:

| Location ID | Location Name | K Flow | POV | Confirmed ? | Prev Day Qty | Nom Qty | Confirmed Qty | Sched Qty | MTD Qty | EPSQ |
|-------------|---------------|--------|-----|-------------|--------------|---------|---------------|-----------|---------|------|
|-------------|---------------|--------|-----|-------------|--------------|---------|---------------|-----------|---------|------|

Updates cannot be made on this screen.

- Retrieve

- Location

- (3) Confirmation Summary**

Confirmation: [Links](#) Retrieve Help Cancel

Location: Location Analyst:

Location Group: Confirming Party:

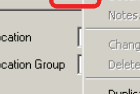
☒ Exclude Zero? ☐ Exclude CBE? ☐ Exclude Confirmed Locations?

- Retrieve

If any 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 | <input type="checkbox"/> |
| 2 Q > | 130 | HILL CREEK MM | R | R | <input checked="" type="checkbox"/> |
| 3 Q | 411 | HUNTINGTON PLANT | R | R | <input type="checkbox"/> |
| 4 Q | 379 | RIVER TAP | R | R | <input checked="" type="checkbox"/> |

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

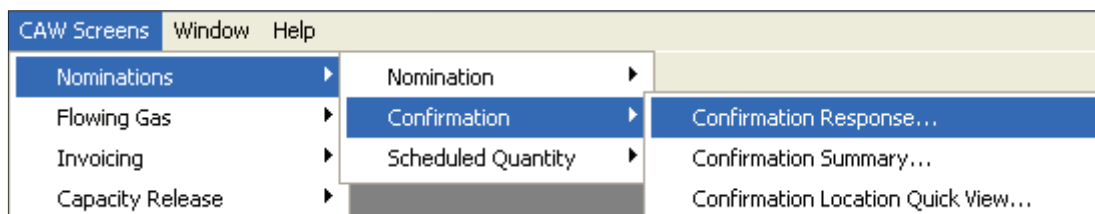


The screenshot shows the 'Confirmation' window with the 'Links' menu open. The menu items are:

- Documents...
- Notes...
- Change History
- Delete History
- Duplicate View
- Dock
- Un Dock
- Show Security Object
- Clear Screen Settings
- Add To My Favorites
- Life Cycle...
- Location Quick View...
- Business Party Maintenance...
- Nomination Submission...
- Business Party Contact Search...
- Confirmation Response...

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.

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 Qty | Conf Req Name | Conf Qty | Conf Prop | Cycle | Loc | Loc Prop | Loc Name | Conf Role | K Flo | Up ID Prop | Up ID Prop | Up ID Prop | Up ID Prop | Up K | Dn K | Svc Req | Svc Rec 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 | E | 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 | E | 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 | E | 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 | E | 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

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

| Qty | Conf? |
|-------|-------------------------------------|
| 1,010 | <input checked="" type="checkbox"/> |
| 1,000 | <input checked="" type="checkbox"/> |
| 1,010 | <input checked="" type="checkbox"/> |
| 350 | <input checked="" type="checkbox"/> |
| 400 | <input checked="" type="checkbox"/> |
| 758 | <input checked="" type="checkbox"/> |
| 750 | <input checked="" type="checkbox"/> |
| 758 | <input checked="" type="checkbox"/> |



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.

- 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.



QUICKSTART



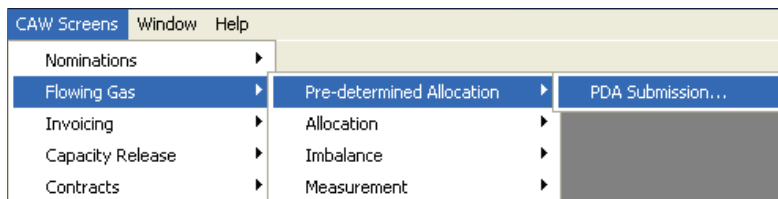
Allocations & Inventory

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).

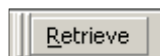
- 2 Click the *Picklist* button to select the PDA TT (Transaction Type)

Query Results:

| | | | | |
|---|----|-----|---------------------|----|
| 1 | 1 | 5 | OPERATOR | 1 |
| 2 | 18 | 101 | SVC REQ K | 18 |
| 3 | 18 | 102 | UP ID, UP K, UP PKG | 18 |
| 4 | 18 | 103 | DN ID, DN K, DN PK | 18 |
| 5 | 18 | 201 | SVC REQ K | 18 |

- 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.

| | | | | | |
|---------------------|---|-----------|-------------------|------|---------|
| Allocation Plan ID: | 2 | Operator: | BLUE RIVER ENERGY | POV: | RECEIPT |
|---------------------|---|-----------|-------------------|------|---------|

| | Alloc Methd | Alloc Rank Ind | Alloc Rank Lvl | Limit Value | SG Fuel Opt | Dir Flo | Op K | ... | Svc Req K | ... | Dn K | ... | Operator Value | ... | Limit Value Formula | ... | Sc |
|-----|-------------|----------------|----------------|-------------|-------------|---------|------|-----|-----------|-----|------|-----|----------------|-----|---------------------|-----|----|
| 1 A | RK | H | | | R | 1005 | | | | | | | | | | | |
| 2 A | SG | L | | | R | 1005 | | | | | | | | | | | |

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.

Submit

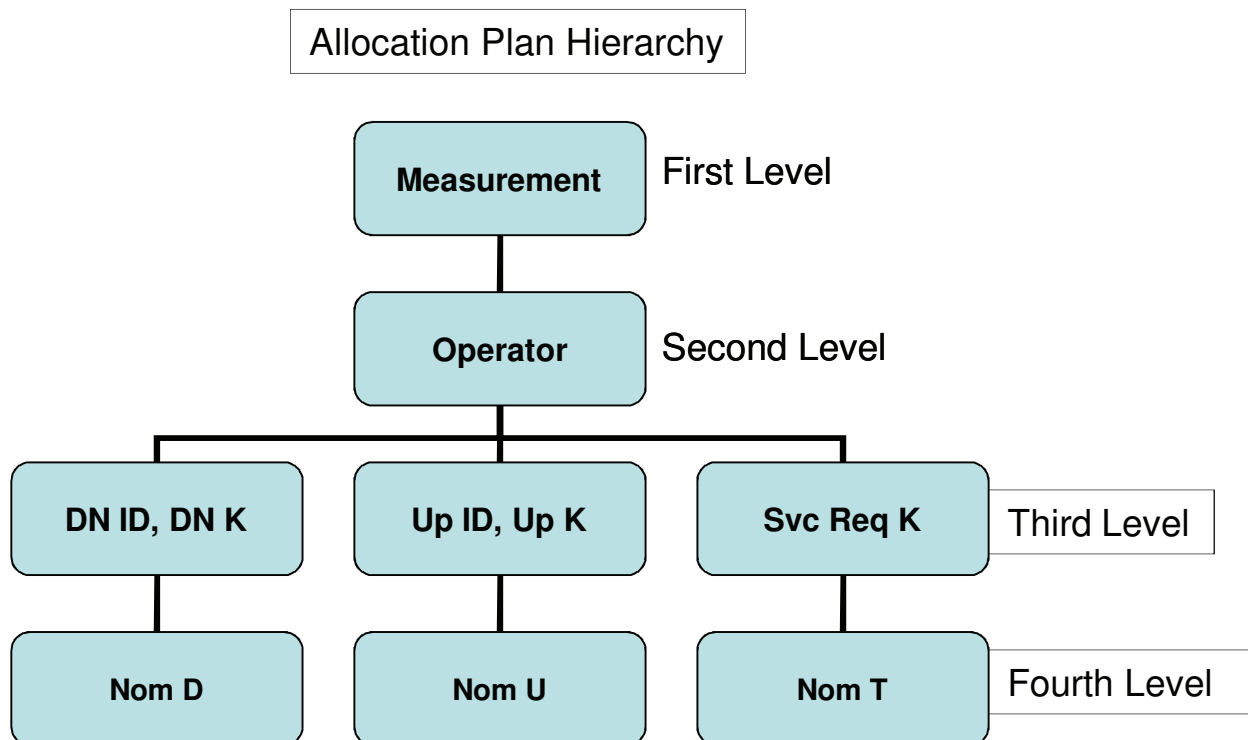
How to Submit a PDA



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.



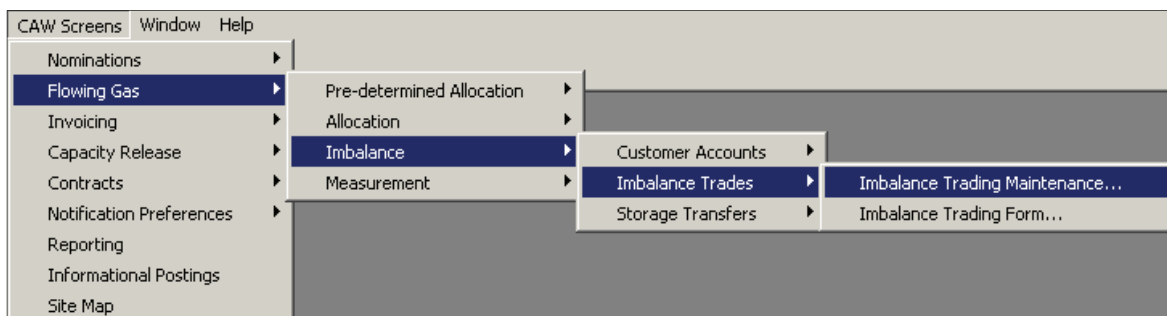
IV Tier Allocation Plan

| 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 Reql | Svc Reql | T | 1 | ... | DEFAULT MEASUREMEN | OPERATOR |
| 6 Q | 3 | 6 | ... | SVC REQ K | Svc Req | Svc Req | T | 5 | ... | OPERATOR | SERVICE REQL |
| 7 Q | 3 | 7 | ... | UP ID, UP K | Up BP - U | Up BP - U | U | 5 | ... | OPERATOR | SERVICE REQL |
| 8 Q | 3 | 8 | ... | DN ID, DN K | Dn BP - D | Dn BP - D | D | 5 | ... | OPERATOR | SERVICE REQL |
| 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.



Note

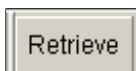
Trading Parties can view only their own trades; internal users can view all trades.

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

| Query Filter | Acct Per | TSP Contact | TSP Phone | Stmt D/T | Record Status | Imb Trd Rsp Desc | Init Trdr | Init Trdr Prop | ... | Init Trdr Phone Ext |
|-------------------|--------------------------|--------------------------|--------------------------|--------------------------|---------------|------------------|-----------|----------------|-----|---------------------|
| Filter Operator | | | | | A | | | | | |
| Filter Value | | | | | | | | | | |
| Default Add Value | | | | | | | | | | |
| Sort Sequence | 0 | 0 | 0 | 0 | | | 0 | 0 | 0 | 0 |
| Sort Order | | | | | | | | | | |
| Case Sensitive | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | |
| | | | | | | | | | | |
| | Acct Per | TSP Contact | TSP Phone | Stmt D/T | | | dr | Init Trdr Prop | ... | Init Trdr Phone Ext |
| 1 | 10/2009 | | | 10/28/2009 12:00:00 AM | | | 047 1713 | | | XBC |

- 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.



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: <input type="text"/> | <input checked="" type="checkbox"/> Advanced Filter | | | | | | | Custom Filters: <input type="text"/> |
|--------------------------------|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------------------|
| 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 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | | | | | |
| | 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

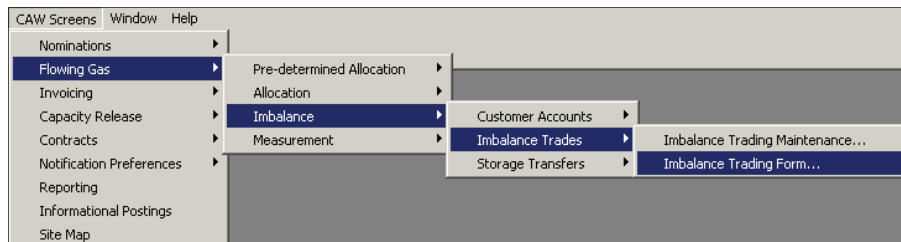
Double click desired trade record row to open the Imbalance Trading Maintenance Form.

| | | |
|---------|---------------------------------------|-----------------------|
| | Links | Retrieve |
| | Documents... | |
| | Notes... | |
| | Change History | |
| | Delete History | |
| | Duplicate View | |
| | Dock | |
| | Un Dock | |
| | Show Security Object | |
| | Clear Screen Settings | |
| | Add To My Favorites | |
| | Customer Accounts... | |
| | Customer Account Summary... | |
| 09/2009 | Imbalance Trading Maintenance Form... | WIDE |
| 10/2009 | Short | IMBALANCE SYSTEM-WIDE |
| 11/2009 | Short | IMBALANCE SYSTEM-WIDE |
| 12/2009 | Short | IMBALANCE SYSTEM-WIDE |
| 11/2009 | Long | IMBALANCE SYSTEM-WIDE |

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.



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.



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

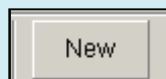


A validation is run to ensure that the initiating trader has an adequate imbalance to trade the amount requested.



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.



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.



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.

Trade ID:

-or-

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

Confirming Trader

Conf Trdr:

Conf Trdr Prop:

Conf Trdr Name:

Conf Trdr Contact:

Conf Trdr Phone: - /

K - Conf Trdr:

K Holder - Conf Trdr:

K Holder - Conf Trdr Prop:

K Holder - Conf Trdr Name:

Imb Per - Conf Trdr:

Imb Type - Conf Trdr:

Conf Trdr Acct Type:

OIA - Conf Trdr:

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

3 The Confirming Trader clicks the Accept or Reject button.



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.
- E** Click the Balance tab to view the confirmed trade.

(3) Customer Account Maintenance

Authorization to Post Imbal

TSP / TSP Prop: TSP Name:

Acct ID:

Primary Contract:

K Holder / K Holder Prop: K Holder Name: Account Type:

Svc Req / Svc Req Prop: Svc Req Name: Reporting Sub Account Type:

Operational Impact Area:

Svc Req Contact:

Svc Req Phone:

Filter Criteria

Contract: Beg. Prod. Month: Beg. Acct. Month:

End Prod. Month: End Acct. Month:

Authorize

| | Gross Delivery Qty. (DTH) | Delivery Fuel Qty. (DTH) | Alloc. Del. (DTH) | PPA Rec. (DTH) | PPA Del. (DTH) | PPA Qty. (DTH) | Original Imbalance (DTH) | Imbalance (DTH) | Trades (DTH) | Transfers (DTH) | Adjustments (DTH) | Payback Qty. (DTH) | CICO (DTH) | Open Balance (DTH) |
|--------|---------------------------|--------------------------|-------------------|----------------|----------------|----------------|--------------------------|-----------------|--------------|-----------------|-------------------|--------------------|------------|--------------------|
| 1 Q | | | 3,237,182 | 0 | 0 | 0 | 12,087 | | 12,594 | 0 | 0 | 0 | 0 | 31,121 |
| 2 | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | | | |
| 9 | | | | | | | | | | | | | | |
| 10 | | | | | | | | | | | | | | |
| Totals | 0 | 0 | 3,237,182 | 0 | 0 | 0 | 12,087 | 12,594 | 0 | 0 | 0 | 0 | 0 | 31,121 |

How to Perform Imbalance Trades

WITHDRAWING AN IMBALANCE TRADE (INTERNAL USER)

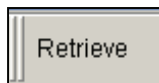
Once a trade is confirmed, the TSP has the option of withdrawing the trade, if necessary.

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.



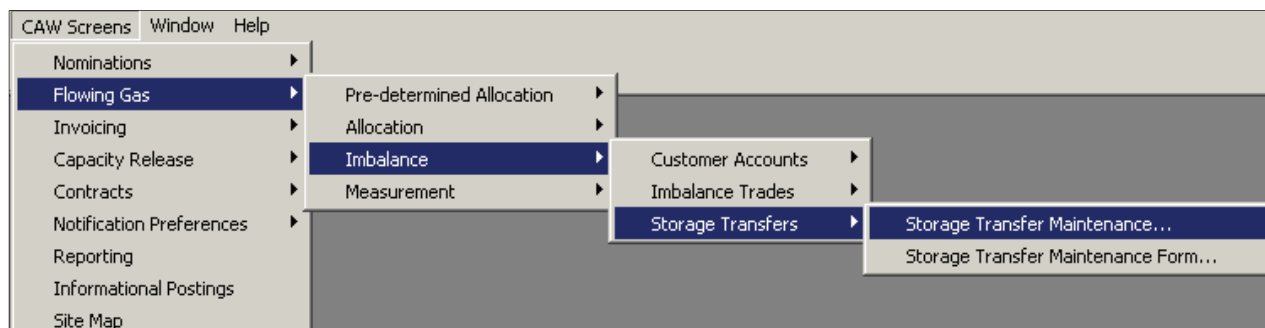
2 Double-click the trade record on the Imbalance Trading Maintenance screen to access the populated Imbalance Trading Form.

| | 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.

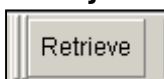
How to View Storage Transfers

- 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.



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

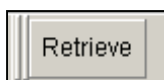
- 3** The Query Filter in the header area can be used to filter data in a variety of ways.

The screenshot shows the 'Storage Transfer Maintenance' window. The 'Query Filter' section is highlighted with a circle 'A'. The 'Retrieve' button is highlighted with a circle 'B'. The 'Advanced Filter' checkbox is checked. The 'Custom Filters' dropdown is set to 'System Default'. The table below shows the filter criteria and the resulting data.

| Query Filter | Acctg Month | Transfer ID | Stmt D/T | Trade Status | Facility | Imbalance Period | Gas Day | Prod Month | Init BP No. | ... | Init. BP Name | Init Contact | Init Phone No. |
|-------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Filter Operator | | | | | | | | | | | | | |
| Filter Value | | | | | | | | | | | | | |
| Default Add Value | | | | | | | | | | | | | |
| Sort Sequence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sort Order | | | | | | | | | | | | | |
| Case Sensitive | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

- 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.



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.”

The screenshot shows the 'Storage Transfer Maintenance' window. At the top, there are buttons for 'Links', 'Retrieve', 'More', 'All', 'Help', and 'Cancel'. Below these is an 'Advanced Filter' section with a 'Custom Filters' dropdown set to 'System Default' and 'Save' and 'Setup' buttons. The main area is a table with the following columns: Query Filter, Acctg Month, Transfer ID, Stmt D/T, Trade Status, Facility, Imbalance Period, Gas Day, Prod Month, Init BP No., Init. BP Name, Init Contact, and Init Phone No. The 'Trade Status' column is circled in red. Below the table, there is a row of buttons: Filter Operator, Filter Value, Default Add Value, Sort Sequence, Sort Order, and Case Sensitive.

- 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.



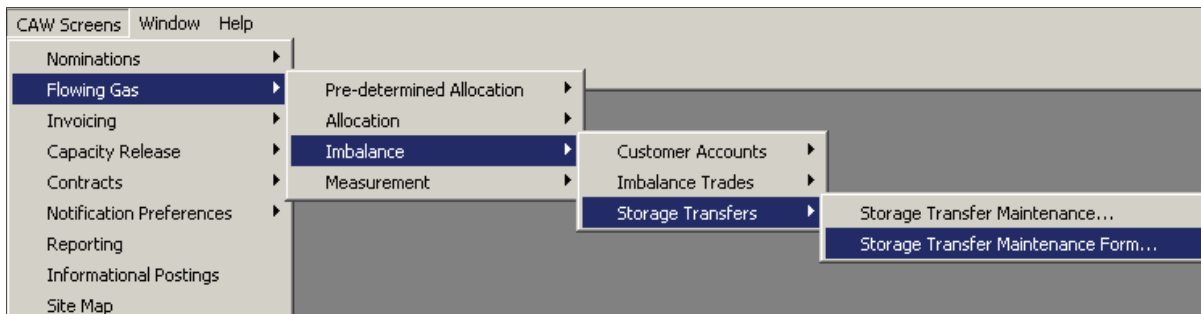
Double click desired transfer record row to open the Storage Transfer Maintenance Form.

The screenshot shows a context menu with the following options: Documents..., Notes..., Change History, Delete History, Duplicate View, Dock, Un Dock, Show Security Object, Clear Screen Settings, Add To My Favorites, and Storage Transfer Maintenance Form... The 'Storage Transfer Maintenance Form...' option is highlighted with a red box.

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.



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>.

 A screenshot of the '(3) Transfer Form' window. The window has a title bar with a yellow icon and the text '(3) Transfer Form'. Below the title bar is a menu bar with 'Links', 'Retrieve', 'New', 'Help', and 'Cancel'. Below the menu bar is a 'Submit Request' button. The form contains several fields: 'Transfer ID' (text box with '<NEW>'), 'Imbal Period' (dropdown menu with 'MONTHLY'), 'Acct Period' (dropdown menu with '03/2010'), 'Record Status' (dropdown menu with 'New'), 'Facility' (text box), 'Prod Period' (dropdown menu with a date), 'Gas Day' (dropdown menu with a date), and 'Stmnt D/T' (dropdown menu with a date). There are three numbered callouts: 1 points to the 'Transfer ID' field, 2 points to the 'Acct Period' dropdown, and 3 points to the 'Imbal Period' dropdown. There are also two lettered callouts: A points to the 'Prod Period' dropdown and B points to the 'Gas Day' dropdown.

- 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.

 A screenshot of the 'Initiating Business Party' and 'Confirming Business Party' sections. Each section has a 'BP No.' label, a yellow text box, a green text box, and a blue button with three dots. The blue buttons are highlighted with red rectangles.

How to Perform Storage Transfers

SUBMITTING A STORAGE TRANSFER (CONTINUED)

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

| | |
|----------------|---|
| Contact: | <input type="text"/> |
| Phone No./Ext: | <input type="text"/> () - <input type="text"/> / <input type="text"/> |
| Contract No: | <input type="text"/> <input data-bbox="1404 499 1490 556" type="button" value="..."/> |
| OIA: | <input type="text"/> <input type="button" value="v"/> |
| TOS: | <input type="text"/> <input type="button" value="v"/> |
| Acct Type: | <input type="text"/> <input type="button" value="v"/> |
| Direction: | <input type="text"/> <input type="button" value="v"/> |

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

| | | | | | |
|--------------------------|---|----------|----------------|--------|--------------|
| Transfer Dir Desc: | <input type="text"/> <input type="button" value="v"/> | | | | |
| Transfer Quantity (DTH): | <table border="1"> <tr> <td>FROMINIT</td> <td>FROM INIT TRDR</td> </tr> <tr> <td>TOINIT</td> <td>TO INIT TRDR</td> </tr> </table> | FROMINIT | FROM INIT TRDR | TOINIT | TO INIT TRDR |
| FROMINIT | FROM INIT TRDR | | | | |
| TOINIT | TO INIT TRDR | | | | |

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

| | | | |
|--------------------------|---|-----------|----------------------|
| Transfer Dir Desc: | <input type="text"/> <input type="button" value="v"/> | Comments: | <input type="text"/> |
| Transfer Quantity (DTH): | <input type="text"/> | | <input type="text"/> |

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



Note

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.

| | | |
|--------------|-------|-------|
| Transfer ID: | <NEW> | [...] |
|--------------|-------|-------|

-or-

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



Confirming Business Party

| | | | |
|----------------|---|------------------------------------|----------------------|
| BP No.: | <input type="text"/> | <input type="button" value="..."/> | <input type="text"/> |
| Contact: | <input type="text"/> | | |
| Phone No./Ext: | <input type="text"/> () - <input type="text"/> | / <input type="text"/> | |
| Contract No: | <input type="text"/> | <input type="button" value="..."/> | |
| OIA: | <input type="text"/> | | |
| TOS: | <input type="text"/> | | |
| Acct Type: | <input type="text"/> | | |
| Direction: | <input type="text"/> | | |

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

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

| | |
|--------|--------|
| Accept | Reject |
|--------|--------|




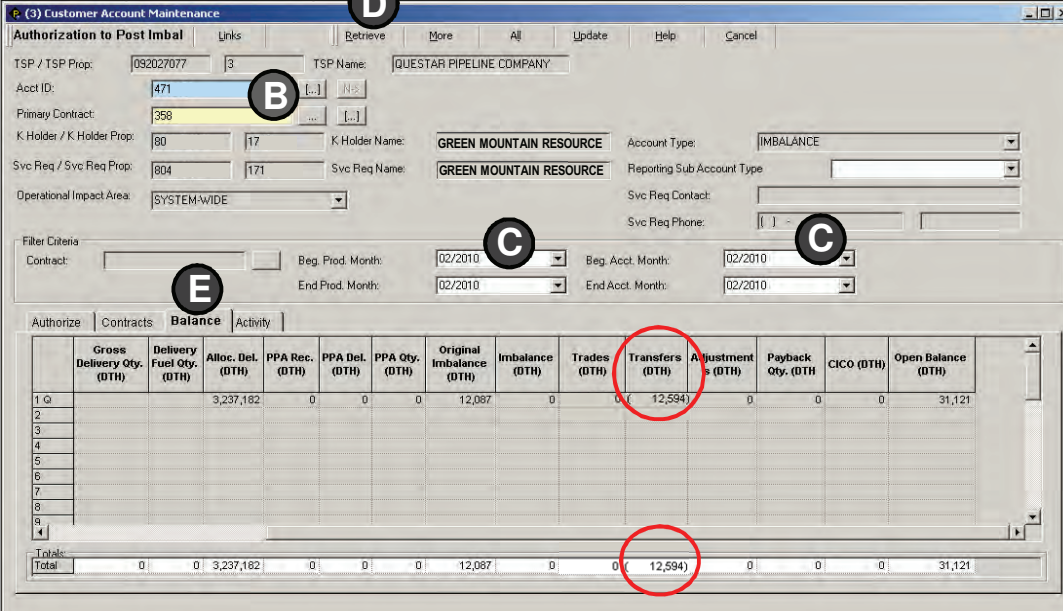
Note

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. 
 - E Click the Balance tab to view the confirmed transfer.



(3) Customer Account Maintenance

Authorization to Post Imbal Links Retrieve More All Update Help Cancel

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

Acct ID: 471

Primary Contract: 358

K Holder / K Holder Prop: 80 17 K Holder Name: GREEN MOUNTAIN RESOURCE Account Type: IMBALANCE

Svc Req / Svc Req Prop: 804 171 Svc Req Name: GREEN MOUNTAIN RESOURCE Reporting Sub Account Type:

Operational Impact Area: SYSTEM-WIDE Svc Req Contact: Svc Req Phone:

Filter Criteria

Contract: Beg. Prod. Month: 02/2010 Beg. Acct. Month: 02/2010

End Prod. Month: 02/2010 End Acct. Month: 02/2010

Authorize Contracts **Balance** Activity

| | Gross Delivery Qty. (DTH) | Delivery Fuel Qty. (DTH) | Alloc. Del. (DTH) | PPA Rec. (DTH) | PPA Del. (DTH) | PPA Qty. (DTH) | Original Imbalance (DTH) | Imbalance (DTH) | Trades (DTH) | Transfers (DTH) | Adjustments (DTH) | Payback Qty. (DTH) | CICO (DTH) | Open Balance (DTH) |
|--------|---------------------------|--------------------------|-------------------|----------------|----------------|----------------|--------------------------|-----------------|--------------|-----------------|-------------------|--------------------|------------|--------------------|
| 1 Q | | | 3,237,182 | 0 | 0 | 0 | 12,087 | 0 | 0 | 12,594 | 0 | 0 | 0 | 31,121 |
| 2 | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | | | |
| 9 | | | | | | | | | | | | | | |
| 10 | | | | | | | | | | | | | | |
| Totals | 0 | 0 | 3,237,182 | 0 | 0 | 0 | 12,087 | 0 | 0 | 12,594 | 0 | 0 | 0 | 31,121 |

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.

Retrieve

| Query Filter | | Transfer ID | Stmt D/T | Trade Status | Facility | Imbalance Period |
|-------------------|--------------------------|--------------------------|----------|--------------|----------------------|------------------|
| Filter Operator | | | | = | | |
| Filter Value | | | | | | |
| Default Add Value | | | | CON | Confirmed | |
| Sort Sequence | | 0 | 0 | INV | Invalid | |
| Sort Order | | | | INC | Invalid (Confirming) | |
| Case Sensitive | <input type="checkbox"/> | <input type="checkbox"/> | | INP | Invalid (Processing) | |
| | | | | NEW | New | |
| | | | | PEN | Pending | |
| | | | | PAP | Pending Approval | |
| | | | | PRC | Processed | |
| | | | | REJ | Rejected | |
| | | | | VLD | Valid | |
| | | | | WTH | Withdrawn | |

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.

Withdraw

QUICKSTART

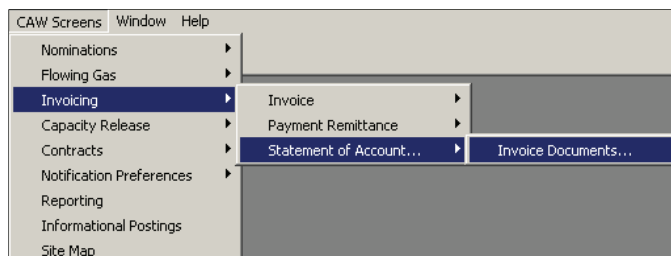


Billing

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**



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 | | <input type="checkbox"/> | Accounting month |
| 2 | INVOICE SORT ORDER | Single Discrete Input | ACCOUNTING MGR/BP NAME | | <input type="checkbox"/> | DROP DOWN LIST: 1=DELIVERY METHOD/BP NAME; 2=ACMB |
| 3 | ACCOUNT_MANAGER | Single Discrete Input | | | <input checked="" type="checkbox"/> | Account Manager |
| 4 | INVOICE GROUP ID - EXTERNAL | Single Discrete Input | | | <input checked="" type="checkbox"/> | |
| 5 | INVOICE STMT DISPLAY TYPE | Single Discrete Input | CONFIG | | <input type="checkbox"/> | DROP DOWN LIST - MANUAL OR CONFIG (M / C) |
| 6 | PRINT STMT OF ACCTS | Single Discrete Input | <input checked="" type="checkbox"/> | | <input type="checkbox"/> | Yes/No checkbox with numeric values: 0 = False 1 = True |
| 7 | PRINT INVOICE SUMMARY | Single Discrete Input | <input checked="" type="checkbox"/> | | <input type="checkbox"/> | Yes/No checkbox, values: N = 0 Y = 1 |
| 8 | PRINT INVOICE REMIT ADVICE | Single Discrete Input | <input checked="" type="checkbox"/> | | <input type="checkbox"/> | Yes/No checkbox with numeric values: 0 = False 1 = True |
| 9 | PRINT INVOICE DETAIL | Single Discrete Input | <input checked="" type="checkbox"/> | | <input type="checkbox"/> | Yes/No checkbox with numeric values: 0 = False 1 = True |
| 10 | PRINT INVOICE STORAGE STMT | Single Discrete Input | <input checked="" type="checkbox"/> | | <input type="checkbox"/> | 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.

[50%] Progress of BILLING - INVOICE DOCUMENTS - EXTERNAL

Executing process step: LAUNCH A BATCH REPORT

Process Queue ID: 64074 Completed 0 of 1 Processes and 2 of 3 Process Steps

Current Elapsed 00:00:09 Typical Completion 00:00:00 Max Completion 00:00:00

☒ Close If Completed Successfully. ☐ Close If Completes With Errors or Warnings.

[Details >>](#) [Cancel Job](#) [Close](#)

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
ARIEN 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 caseload charges as of 07/09/2009. These balances do not include any prepayments received or other receivables not related to your transportation service with Sapine Pipe Line LLC.

Should you have any questions regarding these billings, please call your account representative RORY McDONALD at (801) 334-2476.
Delivery Method: MAIL

Page 2 of 6

How to View an Invoice

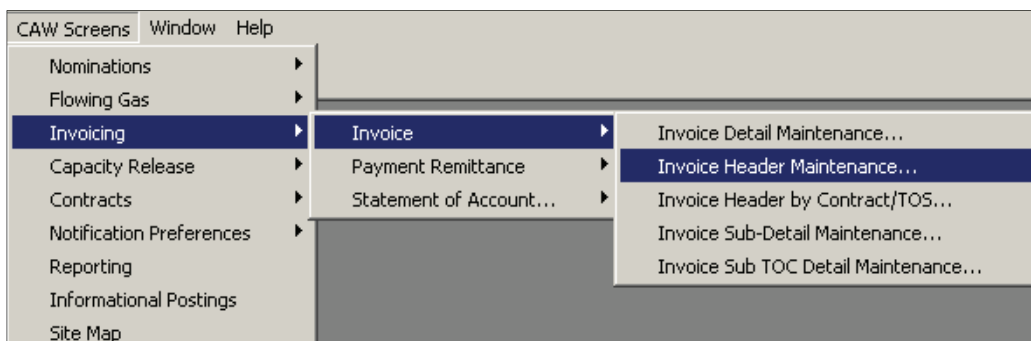
INVOICE HEADER MAINTENANCE SCREEN



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) Invoice Header Maintenance

Links: Retrieve More All Update Help Cancel

Total Amount: 25,704.11 ☒ Advanced Filter Custom Filters: System Default Save Setup

| Query Filter | Invoice Grp ID | Pr Q ID | Business Party # | Business Party Name | Agent BP Number | Agent Business Party Name | Acctg Month | Bill Period Id | Invoice ID | Amount | Status | Invoice Date | Due Date |
|-------------------|----------------|---------|------------------|---------------------|-----------------|---------------------------|-------------|----------------|------------|--------|--------|--------------|----------|
| Filter Operator | | | = | | | | | | | | | | |
| Filter Value | | | | | | | | | | | | | |
| Default Add Value | | | | | | | | | | | | | |
| Sort Sequence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 |
| Sort Order | | | | | | | Descendin | | | | | | |
| Case Sensitive | | | | | | | | | | | | | |

| Updateable Results | Invoice Grp ID | Pr Q ID | Business Party # | Business Party Name | Agent BP Number | Agent Business Party Name | Acctg Month | Bill Period Id | Invoice ID | Amount | Status | Invoice Date | Due Date |
|--------------------|----------------|---------|------------------|--------------------------|-----------------|---------------------------|-------------|----------------|-------------|--------------|-------------|-------------------------|------------------------|
| 1 Q | 118 | 63932 | 158 | GREEN MOUNTAIN RESOURCES | | | 07/2009 | 16 | GPC07200910 | \$ 10,714.94 | PRELIMINARY | 7 / 9 /2009 12:00:00 AM | 8 /23/2009 12:00:00 AM |
| 2 Q | 121 | 63932 | 159 | BLUE RIVER ENERGY | | | 07/2009 | 16 | GPC0720098 | \$ 236.83 | PRELIMINARY | 7 / 9 /2009 12:00:00 AM | 8 /23/2009 12:00:00 AM |
| 3 Q | 120 | 63932 | 158 | GREEN MOUNTAIN RESOURCES | | | 07/2009 | 16 | GPC0720099 | \$ 474.63 | PRELIMINARY | 7 / 9 /2009 12:00:00 AM | 8 /23/2009 12:00:00 AM |
| 4 Q | 119 | 63932 | 159 | BLUE RIVER ENERGY | | | 07/2009 | 16 | GPC0720097 | \$ 14,277.71 | PRELIMINARY | 7 / 9 /2009 12:00:00 AM | 8 /23/2009 12:00:00 AM |
| 5 | | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | | |
| 9 | | | | | | | | | | | | | |
| 10 | | | | | | | | | | | | | |
| 11 | | | | | | | | | | | | | |
| 12 | | | | | | | | | | | | | |
| 13 | | | | | | | | | | | | | |

- 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).

The screenshot shows the 'Invoice Sub Detail Maintenance' window. It has a menu bar with 'Links', 'Retrieve', 'More', 'All', 'Update', 'Help', and 'Cancel'. Below the menu bar, there are fields for 'Total Amount: 5,288.04', 'Energy UOM:', 'Volume UOM:', and a checked 'Advanced' checkbox. A 'Query Filter' section includes 'Filter Operator', 'Filter Value', 'Default Add Value', 'Sort Sequence', and 'Sort Order'. The main data grid has columns: 'Invoice Grp ID', 'Business Party #', 'Business Party Name', 'Agent BP Number', 'Agent Business Party Name', 'Acctg Month', 'Prod Month', 'Invoice Number', and 'Contract'. The grid shows 7 rows of data for 'GREEN MOUNTAIN RESOURCES' with invoice numbers 4352 and 4351.

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.

The screenshot shows the 'Invoice Header by Contract/TOS' window. It has a menu bar with 'Links', 'Retrieve', 'More', 'All', 'Update', 'Help', and 'Cancel'. Below the menu bar, there are fields for 'Total Amount: 10,714.94' and a checked 'Advanced Filter' checkbox. A 'Query Filter' section includes 'Filter Operator', 'Filter Value', 'Default Add Value', 'Sort Sequence', and 'Sort Order'. The main data grid has columns: 'Business Party Name', 'Agent', 'Acctg Month', 'Bill Period Id', 'Invoice Number', 'Contract Number', 'TOS', 'Current Amount', 'PPA Amount', 'Gross Amount', 'Status', 'Net of Fuel Rec Energy', 'Gross Rec Vol', 'Gross Del Energy (DTH)', 'Fuel (DTH)', 'PPA Gross Rec Energy', 'PPA Gross Del Energy (DTH)', and 'PPA Fuel (DTH)'. The grid shows 5 rows of data for 'GREEN MOUNTAIN' with invoice numbers 4352 and 4351. At the bottom, there are summary fields: 'Total Fuel (DTH): 96.00', 'Total Gross Energy (DTH): 6,937.00', and 'Total Gross Del Energy (DTH): 4955.00'.

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.

P (3) Invoice Detail Maintenance

| Links | Retrieve | More | All | Update | Help | Cancel | | | | | | | | | | | |
|-------------------|------------|------------|----------|-----------------|---------------|--------|--------------|------------------|-----------|--------------|-------------------|-----------|---------------------|-----|-----------------|--------------|---|
| Query Filter | Prod Month | Invoice ID | Contract | Type of Service | Capacity Type | R / D | Rec. Loc. ID | Receipt Location | Rec. Zone | Del. Loc. ID | Delivery Location | Del. Zone | Group Charge Descr. | PPA | PPA Invoice No. | PPA Line No. | B |
| Filter Operator | | | | | | | | | | | | | | | | | |
| Filter Value | | | 4352 | T-1 | | | | | | | | | | | | | |
| Default Add Value | | | | | | | | | | | | | | | | | |
| Sort Sequence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sort Order | | | | | | | | | | | | | | | | | |
| Page Controls | | | | | | | | | | | | | | | | | |

| Updateable Results | Prod Month | Invoice ID | Contract | Type of Service | Capacity Type | R / D | Rec. Loc. ID | Receipt Location | Rec. Zone | Del. Loc. ID | Delivery Location | Del. Zone | Group Charge Descr. | PPA | PPA Invoice No. | PPA Line No. | B |
|--------------------|------------|-------------|----------|-----------------|---------------|-------|--------------|--------------------|-----------|--------------|-------------------|-----------|---------------------|-----|-----------------|--------------|---|
| 1 M | 07/2009 | GPC07200910 | 4352 | T-1 | | D | 1 | NORTH CRAIG MM #46 | 167 | | SKULL CREEK-WING | DEM | | | | 7/1/2009 | |
| 2 Q | 07/2009 | GPC07200910 | 4352 | T-1 | | R | 1 | NORTH CRAIG MM #46 | 167 | | SKULL CREEK-WING | DEM | | | | 7/1/2009 | |
| 3 Q | 07/2009 | GPC07200910 | 4352 | T-1 | | D | 109 | BIG HOLE RECEIPT | 176 | | ROBERSON CREEK | DEM | | | | 7/1/2009 | |
| 4 Q | 07/2009 | GPC07200910 | 4352 | T-1 | | R | 109 | BIG HOLE RECEIPT | 176 | | ROBERSON CREEK | DEM | | | | 7/1/2009 | |
| 5 Q | 07/2009 | GPC07200910 | 4352 | T-1 | | | | | | | | OVR | | | | 7/1/2009 | |
| 6 Q | 07/2009 | GPC07200910 | 4352 | T-1 | | D | 100 | PHILPOTT TAP | 166 | | GGC INDIANOLA | ACA | | | | 7/1/2009 | |
| 7 Q | 07/2009 | GPC07200910 | 4352 | T-1 | | D | 100 | PHILPOTT TAP | 166 | | GGC INDIANOLA | TPT | | | | 7/1/2009 | |
| 8 Q | 07/2009 | GPC07200910 | 4352 | T-1 | | R | 100 | PHILPOTT TAP | 166 | | GGC INDIANOLA | TPT | | | | 7/1/2009 | |
| 9 | | | | | | | | | | | | | | | | | |

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.

P (3) Invoice Sub TOC Detail Maintenance

| Links | Retrieve | More | All | Update | Help | Cancel | | | | | | | |
|-----------------|----------|-------------|-------------|--|--------------|--------------------------|-------------------|---------|-----------|------|--------|--------|----------------|
| Total Amount: | 5,288.04 | Energy UOM: | Volume UOM: | <input checked="" type="checkbox"/> Advanced | Custom: | System De | | | | | | | |
| Query Filter | PPA Line | Begin Date | End Date | Sched Qty (DTH) | Fuel Percent | Allocated Fuel Qty (DTH) | Billing Qty (DTH) | Rate ID | Rate Type | Rate | Amount | Status | Quantity (MCF) |
| Filter Operator | | | | | | | | | | | | | |
| Filter Value | | | | | | | | | | | | | |
| Default Add V | | | | | | | | | | | | | |
| Sort Sequence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sort Order | | | | | | | | | | | | | |
| Page Controls | | | | | | | | | | | | | |

| Updateable Results | PPA Line | Begin Date | End Date | Sched Qty (DTH) | Fuel Percent | Allocated Fuel Qty (DTH) | Billing Qty (DTH) | Rate ID | Rate Type | Rate | Amount | Status | Quantity (MCF) |
|--------------------|----------|----------------------|-----------------------|-----------------|--------------|--------------------------|-------------------|---------|-----------|------------|-------------|--------|----------------|
| 1 M | | 7/1/2009 12:00:00 AM | 7/31/2009 12:00:00 AM | | | | 31,000 | 11 | TMX | \$ 0.17058 | \$ 5,288.04 | PRE | 0 |
| 2 | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | | |
| 9 | | | | | | | | | | | | | |

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.

(3) Invoice Sub-Detail Maintenance

Links: Retrieve More All Update Help Cancel

Total Amount: 5,288.04 Energy UOM: Volume UOM: ☒ Advanced Custom: System De Save Setup

| Query Filter | TOC | TOC Descr | Bill Period | PPA | PPA Invoice | PPA Line | Begin Date | End Date | Sched Qty (DTH) | Fuel Percent | Allocated Fuel Qty | Billing Qty (DTH) | Rate ID | Rate Type | Rate | Amount |
|-------------------|-----|-----------|-------------|-----|-------------|----------|------------|----------|-----------------|--------------|--------------------|-------------------|---------|-----------|------|--------|
| Filter Operator | | | | | | | | | | | | | | | | |
| Filter Value | | | | | | | | | | | | | | | | |
| Default Add Value | | | | | | | | | | | | | | | | |
| Sort Sequence | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sort Order | | | | | | | | | | | | | | | | |
| Copy Sequence | | | | | | | | | | | | | | | | |

| Updateable Results | TOC | TOC Descr | Bill Period | PPA | PPA Invoice | PPA Line | Begin Date | End Date | Sched Qty (DTH) | Fuel Percent | Allocated Fuel Qty | Billing Qty (DTH) | Rate ID | Rate Type | Rate | Amount |
|--------------------|-------|----------------------------|-------------|-----|-------------|----------|-----------------------|-----------------------|-----------------|--------------|--------------------|-------------------|---------|-----------|------------|-----------|
| 1 M | RES-T | RESERVATION TRANSPORTATION | 16 | | | | 7/31/2009 12:00:00 AM | 7/31/2009 12:00:00 AM | 1,000 | | | 1,000 | 11 | TARIFF MA | \$ 0.17058 | \$ 170.58 |
| 2 Q | RES-T | RESERVATION TRANSPORTATION | 16 | | | | 7/1/2009 12:00:00 AM | 7/1/2009 12:00:00 AM | 1,000 | | | 1,000 | 11 | TARIFF MA | \$ 0.17058 | \$ 170.58 |
| 3 Q | RES-T | RESERVATION TRANSPORTATION | 16 | | | | 7/29/2009 12:00:00 AM | 7/29/2009 12:00:00 AM | 1,000 | | | 1,000 | 11 | TARIFF MA | \$ 0.17058 | \$ 170.58 |
| 4 Q | RES-T | RESERVATION TRANSPORTATION | 16 | | | | 7/28/2009 12:00:00 AM | 7/28/2009 12:00:00 AM | 1,000 | | | 1,000 | 11 | TARIFF MA | \$ 0.17058 | \$ 170.59 |
| 5 Q | RES-T | RESERVATION TRANSPORTATION | 16 | | | | 7/27/2009 12:00:00 AM | 7/27/2009 12:00:00 AM | 1,000 | | | 1,000 | 11 | TARIFF MA | \$ 0.17058 | \$ 170.58 |
| 6 Q | RES-T | RESERVATION TRANSPORTATION | 16 | | | | 7/26/2009 12:00:00 AM | 7/26/2009 12:00:00 AM | 1,000 | | | 1,000 | 11 | TARIFF MA | \$ 0.17058 | \$ 170.59 |
| 7 Q | RES-T | RESERVATION TRANSPORTATION | 16 | | | | 7/25/2009 12:00:00 AM | 7/25/2009 12:00:00 AM | 1,000 | | | 1,000 | 11 | TARIFF MA | \$ 0.17058 | \$ 170.58 |

COPY / EXPORT FUNCTION

1

On any populated Invoice screen, select desired grid rows, right click and select menu option for copying or exporting.

| Updateable Results | TOC | TOC Descr | Bill Period | PPA | PPA Invoice | PPA Line | Begin Date | End Date | Sched Qty (DTH) | Fuel Percent | Allocated Fuel Qty | Billing Qty (DTH) | Rate ID | Rate Type | Rate | Amount |
|--------------------|-----|-------------------|-------------|-----|-------------|----------|-----------------------|-----------------------|-----------------|--------------|--------------------|-------------------|---------|-----------|------------|-----------|
| 1 M | | ON TRANSPORTATION | 16 | | | | 7/31/2009 12:00:00 AM | 7/31/2009 12:00:00 AM | 1,000 | | | 1,000 | 11 | TARIFF MA | \$ 0.17058 | \$ 170.58 |
| 2 Q | | ON TRANSPORTATION | 16 | | | | 7/1/2009 12:00:00 AM | 7/1/2009 12:00:00 AM | 1,000 | | | 1,000 | 11 | TARIFF MA | \$ 0.17058 | \$ 170.58 |
| 3 Q | | ON TRANSPORTATION | 16 | | | | 7/29/2009 12:00:00 AM | 7/29/2009 12:00:00 AM | 1,000 | | | 1,000 | 11 | TARIFF MA | \$ 0.17058 | \$ 170.58 |
| 4 Q | | ON TRANSPORTATION | 16 | | | | 7/28/2009 12:00:00 AM | 7/28/2009 12:00:00 AM | 1,000 | | | 1,000 | 11 | TARIFF MA | \$ 0.17058 | \$ 170.59 |
| 5 Q | | ON TRANSPORTATION | 16 | | | | 7/27/2009 12:00:00 AM | 7/27/2009 12:00:00 AM | 1,000 | | | 1,000 | 11 | TARIFF MA | \$ 0.17058 | \$ 170.58 |
| 6 Q | | ON TRANSPORTATION | 16 | | | | 7/26/2009 12:00:00 AM | 7/26/2009 12:00:00 AM | 1,000 | | | 1,000 | 11 | TARIFF MA | \$ 0.17058 | \$ 170.59 |
| 7 Q | | ON TRANSPORTATION | 16 | | | | 7/25/2009 12:00:00 AM | 7/25/2009 12:00:00 AM | 1,000 | | | 1,000 | 11 | TARIFF MA | \$ 0.17058 | \$ 170.58 |

Retrieval: Retrieve More >>> All Help Links > Close

2

Paste or export into spreadsheet application.

QUICKSTART



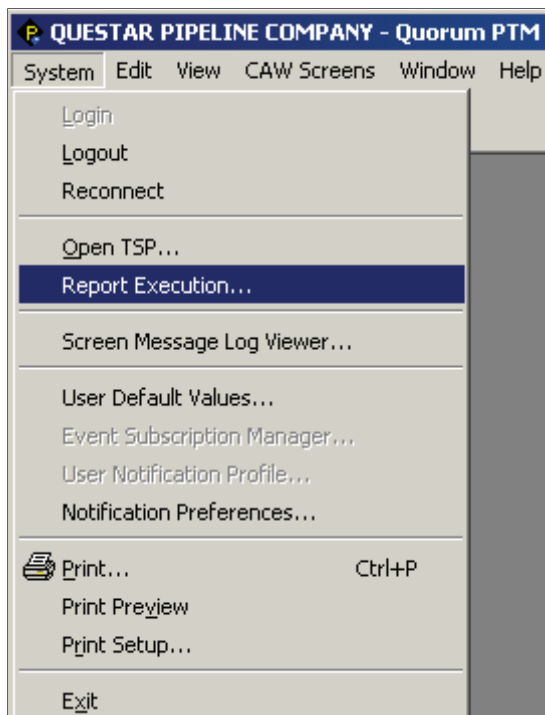
**Reports & Pipeline
Information**

QuestLine

QUICKSTART

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

The 'Report Execution' screen contains the following elements:

- Process Information:**
 - Report Type: [Dropdown menu]
 - Report: [Dropdown menu]
- Run Mode:**
 - ☒ Show Progress Dialog
 - ☐ Debug Mode
 - ☐ Quick Schedule Option
- Last Process Run Status:**
 - Process Queue ID: [Text field]
 - [Dropdown menu]
- Saved Parameters:**
 - Global ☒ Local ☐ [Text field]
 - [New] [Save] [Delete] buttons
- Table:**

| Parameter Name | Param Input | Value (From if range input) | ... | Value: (TO if range input, Selector if Multi input) | ... | Ignore Param | Description |
|----------------|-------------|-----------------------------|-----|---|-----|--------------|-------------|
| | | | | | | | |

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

| | Parameter Name | Param Input | Value (From if range input) | ... | Value: (TO if range input, Selector if Multi input) | ... | Ignore Param | Description |
|---|---------------------|-----------------------|-----------------------------|-----|---|-----|-------------------------------------|---|
| 1 | CONTRACT | Single Discrete Input | 1111 | ... | | ... | <input type="checkbox"/> | Service Requestor Contract NO |
| 2 | AGENT OR SHIPPE | Single Discrete Input | SHIPPER | ... | | ... | <input type="checkbox"/> | This will allow for the selection of Agent or Shipper |
| 3 | GAS DAY | Single Discrete Input | 4 080010 | ... | | ... | <input type="checkbox"/> | Gas Day |
| 4 | REPORT EXPORT FI | Single Discrete Input | Adobe Acrobat | ... | | ... | <input type="checkbox"/> | Report Export File Type |
| 5 | REPORT EXPORT M | Single Discrete Input | view / File | ... | | ... | <input checked="" type="checkbox"/> | Parameter used for export mode when running a rep |
| 6 | RPT_PRINTER_COD | Single Discrete Input | | ... | | ... | <input checked="" type="checkbox"/> | Parameter used for printer settings if the report is ex |
| 7 | ADDITIONAL EMAIL | Multiple Input | | ... | | ... | <input checked="" type="checkbox"/> | Parameter for additional emails or fax numbers |
| 8 | Report Email Subjec | Single Discrete Input | | ... | | ... | <input checked="" type="checkbox"/> | Used to specify the subject of emails containing a ge |
| 9 | Report Email Body | Single Discrete Input | | ... | | ... | <input checked="" type="checkbox"/> | Used to specify the body of emails containing a gene |

- 8 Verify that the appropriate Report Export File Type is selected (circled above).
- 9 To begin the report generation, click the *Execute* button.

QUICKSTART

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

| Queue ID | Seq | P/PS Name | Status | Queue Time | Start Time | Stop Time |
|----------|-----|------------|--------|--------------|--------------|--------------|
| 53585 | | RPT_K01 | PRC | 08:07:01 ... | 08:07:01 ... | |
| 902... | 1 | RPTPARMS | CS | 08:07:01 ... | 08:07:01 ... | 08:07:01 ... |
| 902... | 2 | KRPTPRE | CS | 08:07:01 ... | 08:07:01 ... | 08:07:04 ... |
| 902... | 3 | QRPTLAUNCH | PRC | 08:07:01 ... | 08:07:04 ... | |

| 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. |

QUICKSTART

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:

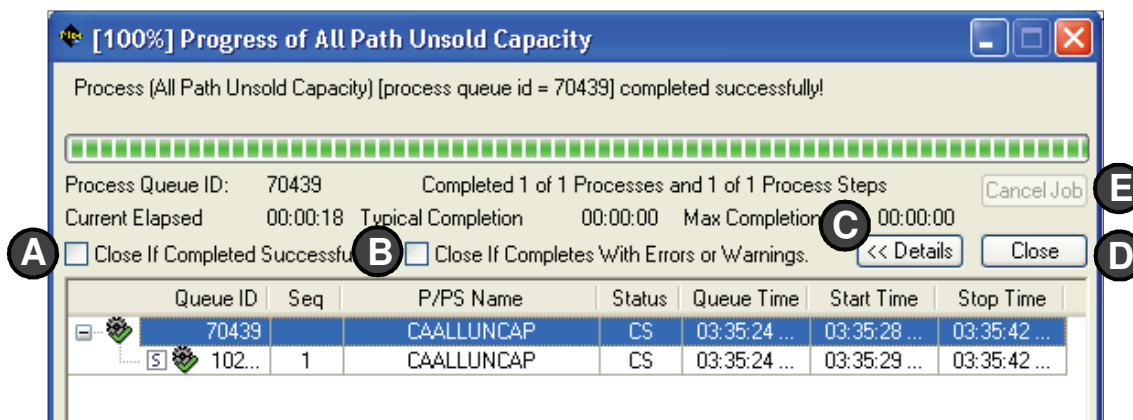


Note

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.



Note

For internal users, after running a batch process, double clicking will open the Batch Process Message Log Viewer .

| Codes | |
|-------|----------------------|
| CS | Closed Successfully |
| CW | Closed with Warnings |
| CE | Closed with Errors |

- 4 In addition to the Status code column, the process tree is also color-coded.
 Green = Successful
 Red = Warning or Error

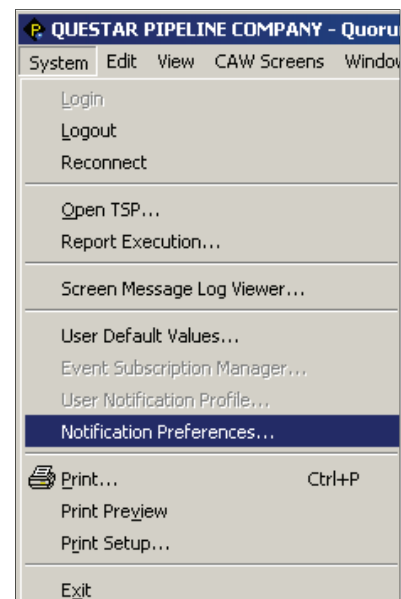
How to Subscribe to Notifications



Note

Applies to notice postings that are mass-mailed.

- 1 To set notification preferences, navigate to Menu Option: System > Notification Preferences.

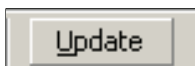


Note

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.

| | TSP No | Notice Type |
|-----|----------------------------|-----------------|
| 1 Q | QUESTAR PIPELINE COMPANY | CRT II CRITICAL |
| 2 Q | QUESTAR OVERTHRUST PIPELIN | CRT II CRITICAL |
| 3 Q | QUESTAR SOUTHERN TRAILS P | CRT II CRITICAL |
| 4 Q | QUESTAR TRANSPORTATION S | CRT II CRITICAL |
| 5 Q | QUESTAR GAS COMPANY | CRT II CRITICAL |
| 6 | | |

- 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.

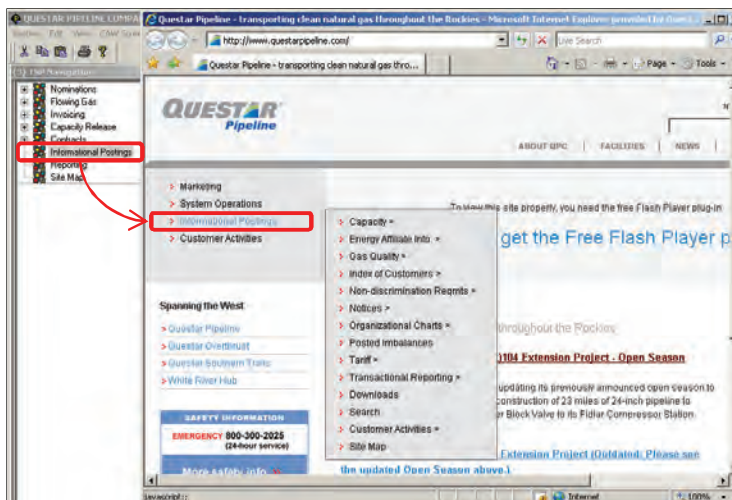


How to Access QuestarPipeline.com

- 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.

