TC PLUS User Reference Guide

Nominations, Scheduling, Confirmations and OBAs

TransCanada
In business to deliver

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Introduction

TransCanada's TC PLUS system is designed to handle the following transactional activities of pipeline customers and business partners.

- Contracting and Capacity Release
- Nominations and Scheduling
- Confirmations and Operational Balancing Agreements (OBAs)
- Invoicing

Effective June 2015, the TransCanada pipelines currently using TC PLUS include:

- Gas Transmission Northwest Corporation (GTN)
- North Baja Pipeline
- Tuscarora Gas Transmission

The TC PLUS Nominations, Scheduling and Confirmations Reference Manual will familiarize users with the system's online transactional processes related to these functions. The Manual walks Shippers through how to enter nominations and view scheduled volumes reports. It will also demonstrate to Operators the steps necessary to conduct confirmations and manage their Out of Balance Agreements (OBAs) in the system. All users are able to access and download a variety of reports through TC PLUS.

This Manual also explains some important differences between TC PLUS and the legacy system (Pacific Express) that was formerly utilized by GTN, North Baja and Tuscarora pipelines.

Contact Information

Nominations and Scheduling Hotline 888.750.6275

Group Email	westernpipescheduling@transcanada.com
Amanda Bass - Manager	Phone: 832.320.5429
Mark Dixon – Systems	IM: Driverwedg
Mary Arambula	IM: Mary030194
Patricia Briggs	IM: patbriggsanr
Debbie Forth	IM: DebbieForthTC
Brian Hart	IM: GTNBrianH
Margaret Kidd	IM: Margaret_Kidd@transcanada.com
Charlene Kiddy	IM: charlenekiddyanr
Jennifer Marinelli	IM: GLJennyM
Albert Shaver	IM: Albertshava
Rumi Qadeer	IM: Rumi_Qadeer@transcanada.com

Note: The Foothills BC System (FHBC) is not scheduled in TC PLUS. For assistance with FHBC scheduling, please contact the FHBC Scheduling Hotline at 403.920.7473.

Contracts and Capacity Releases Information

Group Email	GTN_PE_Contract_Admin@transcanada.com	
Alan Carr	alan_carr@transcanada.com	832.320.5226
Margaret Mahle	margaret_mahle@transcanada.com	832.320.5673

Billing and Invoicing Information

GTN Group Email	GTN_billing@transcanada.com	
Tuscarora Group Email	Tuscarora_billing@transcanada.com	
Daisy Chiang	daisy_chiang@transcanada.com	832.320.5828

User ID Requests

External Security Administrator	TC PLUS_system@transcanada.com
Usman Khan	832.320.5418

OBA Information

Group Email	uspl_oba@transcanada.com

EBB Websites

Gas Transmission Northwest Pipeline	www.gastransmissionnw.com
Tuscarora Gas Transmission Pipeline	www.tuscaroragastransmission.com
North Baja Pipeline	www.TCPLUS.com

TC PLUS User Manuals

A variety of User Manuals are available for the various functions that the TC PLUS system accommodates:

- Contracts and Capacity Release
- Billing and Invoicing
- System Access and External Security Administrator (ESA)

Please contact one of the appropriate contacts listed above, or download the desired user manual from one of the pipeline EBBs shown above.

TC PLUS – Changes from Pacific Express

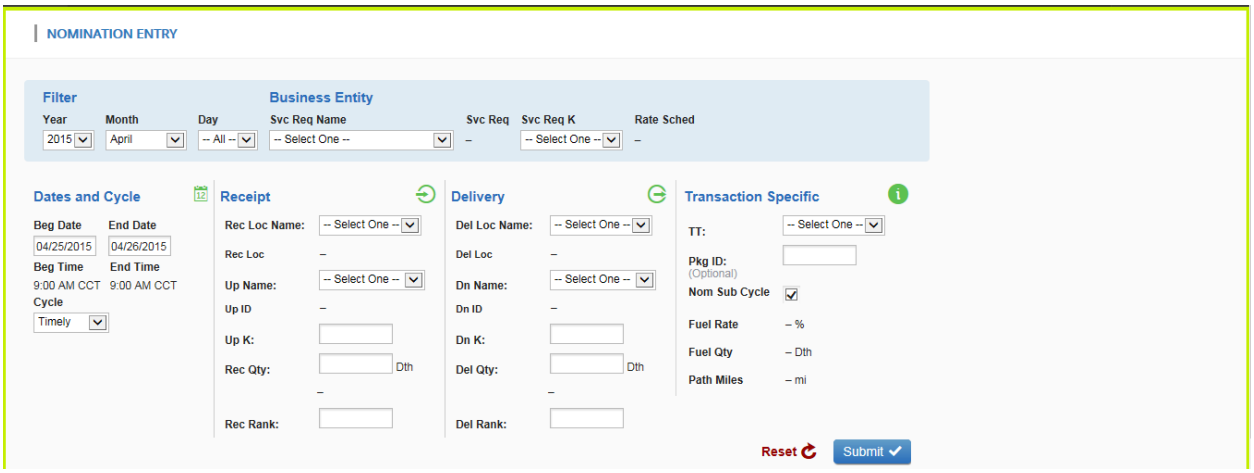
The TC PLUS employs methodologies and business practices that may in some cases be different than those utilized in Pacific Express and the legacy systems. Some of the most significant changes are captured below. For more information about any of the changes described herein, please contact the Nominations and Scheduling group.

Time Zone

TC PLUS uses Central Clock Time (CCT).

Nominations: Path–Threaded

TC PLUS utilizes a path-threaded methodology. A single receipt and a single delivery comprise a path-threaded nomination, as shown in the diagram below:



This is different than in the Pacific Express system where a single nomination may contain multiple receipts and deliveries.

Nominations: MDQ Validation

TC PLUS enforces nominations within MDQ for firm transportation contracts.

Nominations: Segmentation

TC PLUS accommodates segmentation of transportation capacity. There is no need to request an "override" as with Pacific Express.

Nominations: Backstops

TC PLUS balances all nominations prior to scheduling so backstop nominations (for example for parking/lending or backup supply/market) are not permitted in the system.

Nominations: Market Center Contracts

TC PLUS preserves the ability to utilize Market Center contracts. Market Center contracts can be utilized for the same purposes as in Pacific Express.

Market Center nominations in TC PLUS are structured differently, due to the path-threaded platform of TC PLUS. Please refer to the **Market Center Nominations** section later in this manual for more information regarding how to structure these nominations.

To ensure gas is scheduled correctly, these nominations must be in balance. If a shipper's nominations are not in balance when they are submitted, TC PLUS will balance them prior to beginning the scheduling process. Please refer to the **Nomination Reconciliation Report** section later in this manual for more information regarding how to ensure nominations are in balance.

Market Center Contracts: Priority at Physical Points

In TC PLUS, Market Center nominations are assigned the lowest priority among nominations when there are point constraints (i.e., cuts required at a physical receipt or delivery). At these times, it is advisable to nominate directly to/from transportation contracts so that transportation priorities are taken into account during allocations for point capacity.

If point constraints occur for ID-1 cycle, the elapsed prorata scheduled quantity (EPSQ) will prevent scheduled volumes on Market Center contracts from scheduling to zero.

Market Center Locations

TC PLUS has logical Market Center locations. Market Center contracts must nominate either to and/or from a Market Center location when receiving or delivering gas on system.

Elapsed Operational Capacity

To determine available capacity, TC PLUS utilizes Elapsed Operational Capacity. This concept adjusts available capacity to account for the number of hours that have elapsed in the gas day.

Example 1:
Location A has a delivery capacity of 6,000 Dth.

For Timely, Evening and ID-1 no volumes were scheduled to Location A.

For ID-2 cycle, a customer nominates 6,000 Dth.

Since half of the gas day has elapsed, only ½ of the point capacity is available for gas to flow. Therefore, only 3,000 Dth out of the requested 6,000 Dth can be scheduled for ID-2 cycle.

Example 2:

TIMELY CYCLE

Location		Hours Remaining to Flow	Operational Capacity (Dth)	Previously Scheduled Qty	Incremental Nominated Qty	Over By	Total Cut Qty	Scheduled Qty
Name	ID							
Location B	123	24	120,000	0	80,000	0	0	80,000

Shipper A nominates and is scheduled 80,000 Dth

EVENING CYCLE

Location		Hours Remaining to Flow	Operational Capacity (Dth)	Previously Scheduled Qty	Incremental Nominated Qty	Over By	Total Cut	Scheduled Qty
Name	ID							
Location B	123	24	120,000	80,000	0	0	0	80,000

Shipper A nominates and is scheduled 80,000 Dth

ID1 CYCLE

Location		Hours Remaining to Flow	Operational Capacity (Dth)	Previously Scheduled Qty	Incremental Nominated Qty	Over By	Total Cut	Scheduled Qty
Name	ID							
Location B	123	16	80,000	53,333	40,000	13,333	13,333	106,667

1/3 of gas day has elapsed (8 hours)
2/3 of Capacity still remaining (120,000/3 * 2 = 80,000)

New Shipper for ID1
Shipper B is nominating an incremental volume of 40,000 Dth.

Scheduled Volumes for ID1
Shipper A is scheduled 80,000 Dth.
Shipper B is scheduled 26,667 Dth out of the 40,000 Dth that they are trying to nominate for ID1.

ID2 CYCLE

Location		Hours Remaining to Flow	Operational Capacity (Dth)	Previously Scheduled Qty	Incremental Nominated Qty	Over By	Total Cut	Scheduled Qty
Name	ID							
Location B	123	12	60,000	60,000	23,333	23,333	23,333	106,667

1/2 of gas day has elapsed (12 hours)
1/2 of Capacity still remaining (120,000/2 = 60,000)

New Shipper for ID2
Shipper C is nominating an incremental volume of 10,000 Dth.

Scheduled Volumes for ID2
Shipper A is scheduled 80,000 Dth.
Shipper B is scheduled 26,667 Dth.
Shipper C is scheduled 0 Dth out of the 10,000 Dth that they are trying to nominate for ID2.

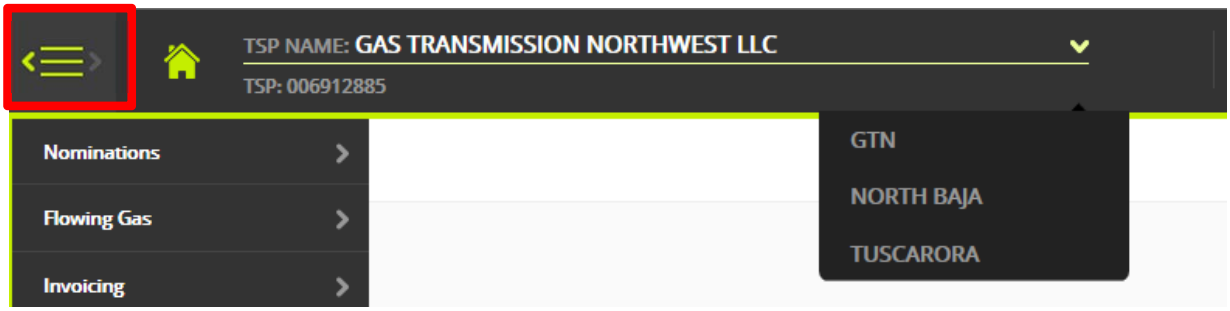
Note: The Operationally Available Capacity report (OAC) on the pipeline's EBB site will always display the Operating Capacity (OPC) for the location based on the full gas day (24 hours). In this case, the OAC report for Location B would show 120,000 Dth as the Operational Capacity (OPC).

Parking and Lending

For GTN there will be a single rate schedule for Parking and Lending activities. A single contract will be created for each park and loan activity for each location. Customers will need to get a PAL Agreement before any park and loan contract can be executed. For more information about PAL Agreements, please contact your Marketing or Contracts representative. For information about how to nominate Parking and Lending contracts, please refer to the **Parking and Lending Nominations** section later in this manual.

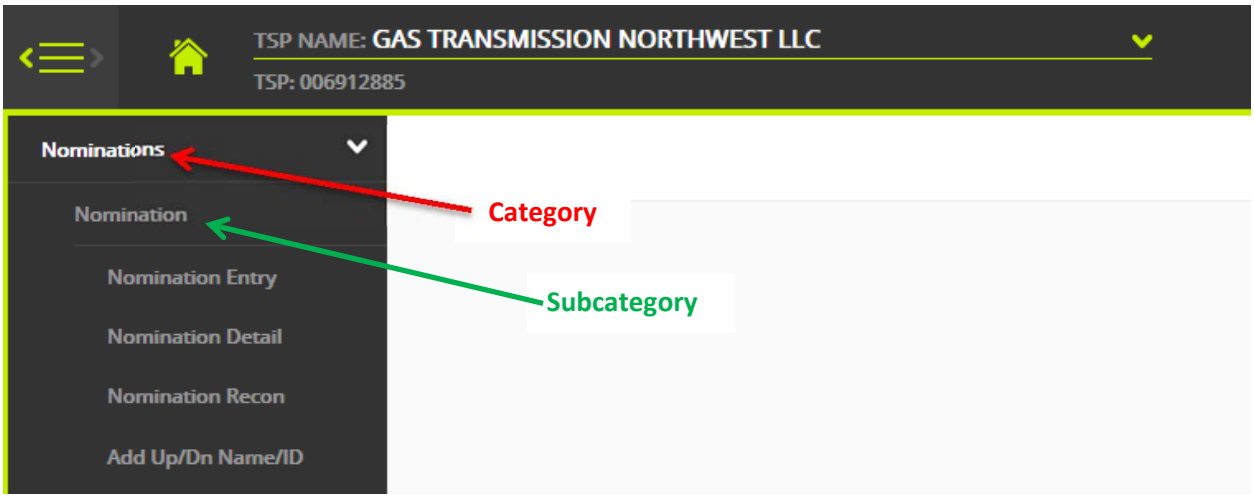
Navigation

TC PLUS is a point and click system. Once you log into the system you will see the name of the pipeline you are logged into. If you have access to multiple pipelines within TC PLUS, click on the down arrow to select the pipeline you would like to access.



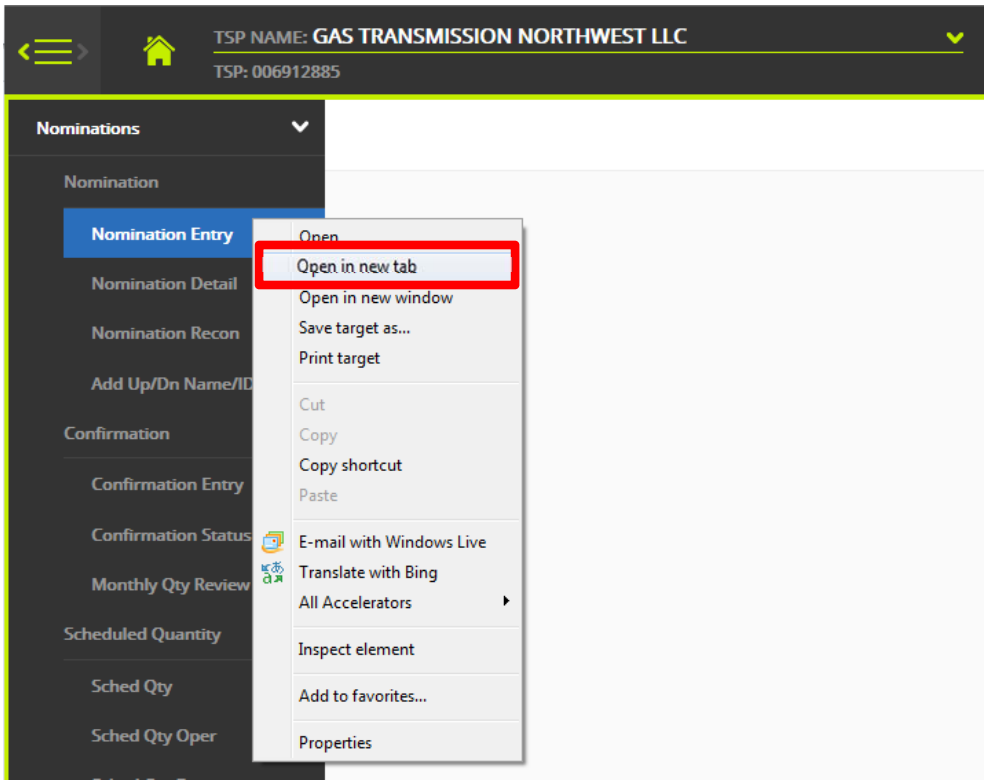
To display the navigation menu click on the navigation button at the top left. This will display all navigation options on the left side of the screen.

Click on any category to expand the options within that category.

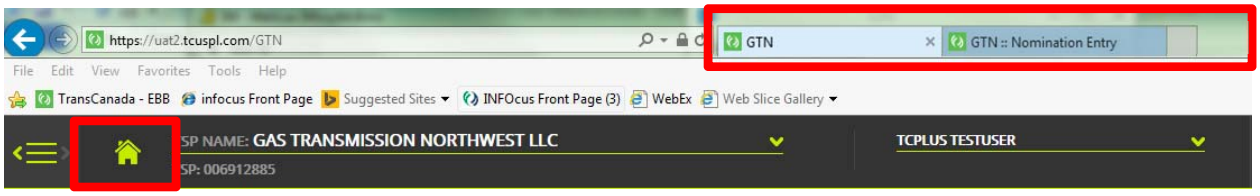


Click on the sub category to access the window for the desired transaction or report.

Multiple tabs may also be opened, which provides the flexibility to switch back and forth from screen to screen. To do this, from the navigation menu, highlight the menu item and right click. A pop-up will appear on the right. Click on "Open in New Tab".



A new tab will be opened. Next, click on this tab to go to the desired task.
Note: Users may open multiple tabs in the application.



To leave any screen and return to the home page menu, click on the house symbol at the top of the screen.

Nominations

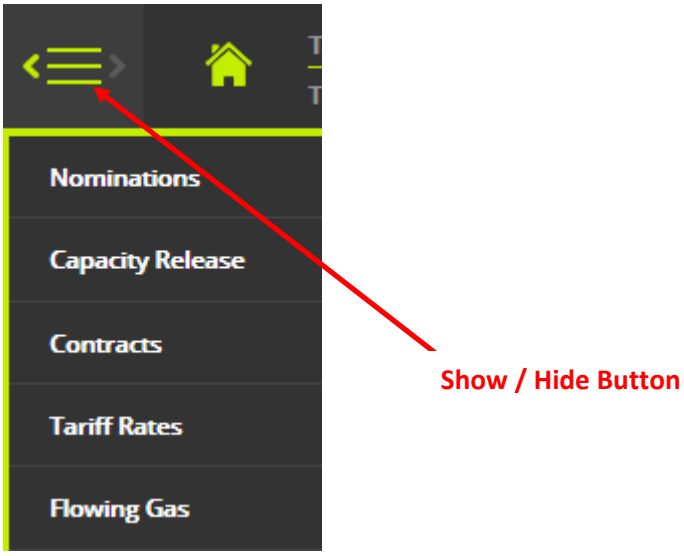
Nomination & Confirmation Timelines

TC PLUS will follow the NAESB deadline standards. All times shown are in Central Clock Time (CCT).

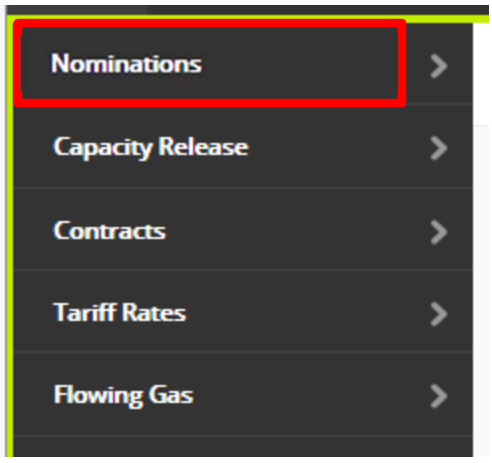
	Day Prior to Gas Flow		On Gas Day	
	Timely Nomination	Evening Nomination	Intraday 1	Intraday 2
Nomination Deadline	11:30 AM	6:00 PM	10:00 AM	5:00 PM
Operator Confirmation	3:30 PM	9:00 PM	1:00 PM	8:00 PM
Scheduled Quantities	4:30 PM	10:00 PM	2:00 PM	9:00 PM
Effective Gas Flow Time	9:00 AM	9:00 AM	5:00 PM	9:00 PM
IT Bumping	N/A	Yes	Yes	No

Creating a Nomination

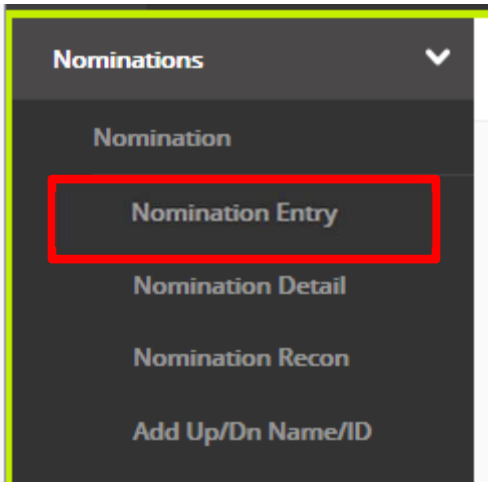
To view the main menu categories and sub-categories click on the show/hide button on the upper left corner.



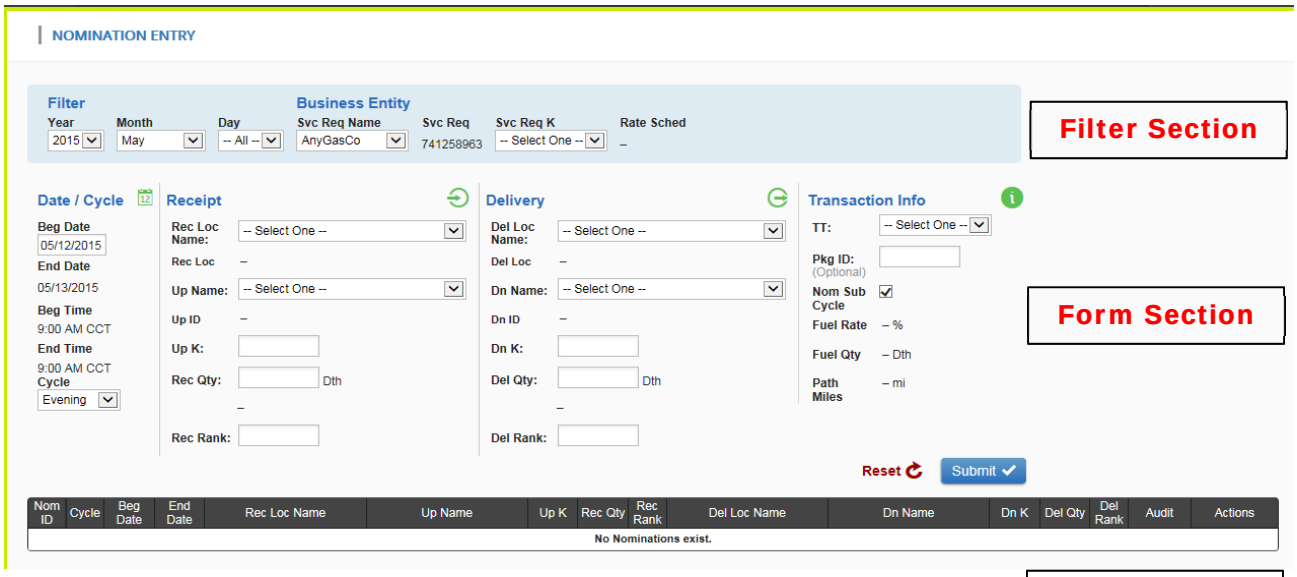
Click on **Nominations** from the drop down Menu on the left-hand side of the screen.



From the **Nominations** Menu, click on **Nomination Entry**



The Nomination Entry screen will open.

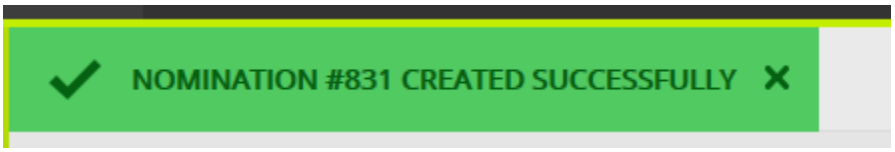


To create a new nomination, select the contract from the Svc Req K drop down list in the filter section of the screen.

Then fill in data for the following fields in the form section:

- Date and Cycles (the gas day begins at 9AM on day 1 and ends at 9AM the next calendar day)
  - Begin Date
  - End Date
  - Cycle
- Receipt / Delivery Locations
  - Based on the path of the nomination the following will display:
    - Fuel Rate
    - Fuel Qty
    - Path Miles
  - Rec Loc Name – this is the name of the receipt location
  - Rec Loc – this is the number of the receipt location
  - Up Name – this is the Entity name of the upstream party
  - Up ID – this is the ID number of the upstream party
  - Up K – this is the contract # of the upstream party. IF a GTN contract, a dropdown list will appear. If an off-system contract, the field is freeform.
  - Rec Qty – this is the receipt quantity
  - Rec Rank – this is the rank of the receipt nomination
  - Del Loc Name – this is the name of the delivery location
  - Del Loc – this is the number of the delivery location
  - Dn Name – this is the Entity name of the downstream party.
  - Dn ID – this is the ID number of the downstream party
  - Dn K – this is the contract # of the downstream party. If it is a GTN contract, a dropdown list will appear. If it is an off-system contract, the field is freeform.
  - Del Qty – this is the delivery quantity
  - Del Rank – this is the rank of the delivery nomination
- Transaction Specific Notes
  - TT – this is the transaction type (current business will default)
  - Pkg ID – this is an optional field for freeform text
  - Nom Sub Cycle – this will default to being checked. If you don't want your nomination to be automatically re-nominated for subsequent cycles, then uncheck the box.

Review nomination and click on "Submit"
You will receive in the top left corner a message that your nomination was saved successfully



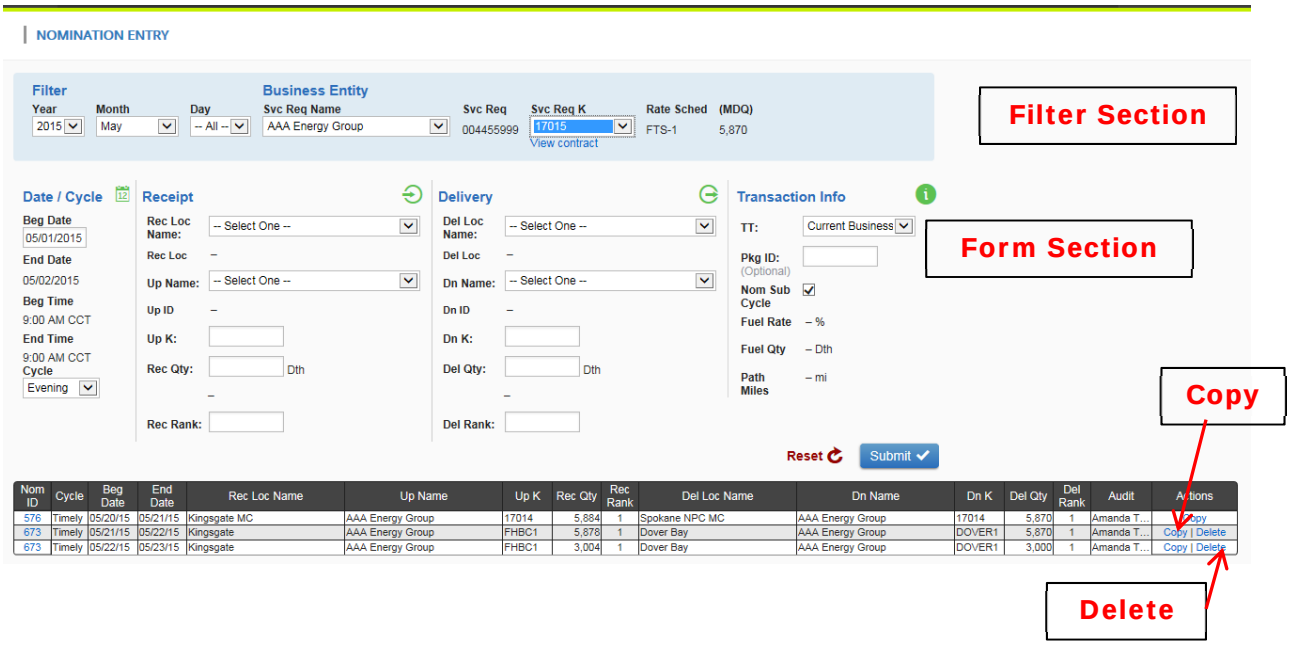
- Your Nomination will populate at the bottom of the nomination matrix section with a new nomination ID (Nom ID).

Nom ID	Cycle	Beg Date	End Date	Rec Loc Name	Up Name	Up K	Rec Qty	Rec Rank	Del Loc Name	Dn Name	Dn K	Del Qty	Del Rank	Audit	Actions
836	Timely	05/23/15	05/24/15	Kingsgate	AnyGasCo	GAS1	15,205	1	Kingsgate MC	MyGasCo	17115	15,205	1	Test User...	Copy
839	Timely	05/23/15	05/24/15	Kingsgate	AnyGasCo	ANY3	7,602	1	Kingsgate MC	MyGasCo	17115	7,602	1	Test User...	Copy
840	Timely	05/23/15	05/24/15	Kingsgate	AnyGasCo	ANY4	2,500	1	Kingsgate MC	MyGasCo	17120	2,500	1	Test User...	Copy

Filtering and Copying Nominations

The filter section of the screen allows users to filter by date, service requester name (if agent for more than one company), and contract. Once filters have been selected, the screen will display existing nominations based on these filter options.

This feature is helpful if users want to copy nomination information from prior gas days for a new nomination.



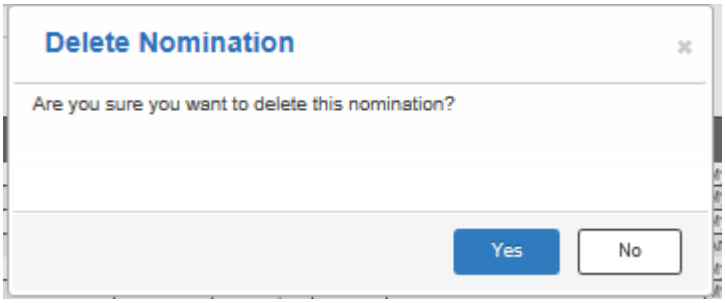
Identify the nomination to be copied and on the right side of the window under Actions, click on "Copy". At this point the nomination information will copy to the screen however it won't assign it a new Nom ID until the nomination is edited and saved.

The copied nomination will appear in the form section. Please note that the Date/Cycle column will show the date/cycle that was selected prior to copying the nomination. Be sure to double check and modify these parameters as needed before saving the copied nomination as a new nomination.

Once the nomination has been submitted, click Reset prior to copying the next nomination.

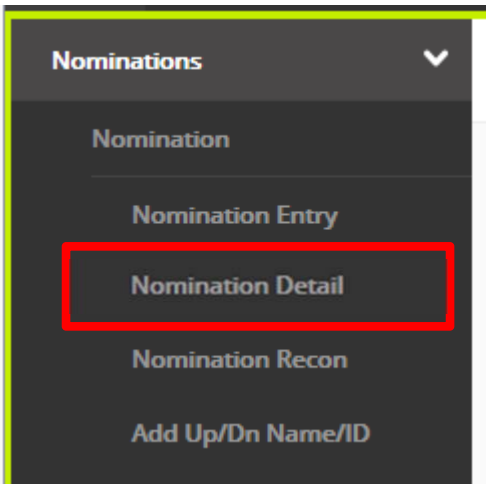
If a nomination is copied to the form section and not submitted, the Reset button should be clicked to clear out the form prior to copying the next nomination.

The option to delete a nomination is only available before the gas day/cycle deadline specified for that nomination. To delete a nomination, click on “Delete” in the Actions section of the nomination line. A pop up window will appear and Yes must be clicked in order to delete the nomination.



Nomination Detail Screen

From the **Nominations** Menu, select **Nomination Detail**



The **Nomination Detail Summary** screen will display. Select the desired fields for the filter and click "Retrieve" to see the nominations that correspond to the filter selections.

NOMINATION DETAIL SUMMARY

Gas Day	Cycle	Nom ID	Rec Loc Name	Del Loc Name	Up K	Dn K
05/20/2015	Timely		-- All --	-- All --		

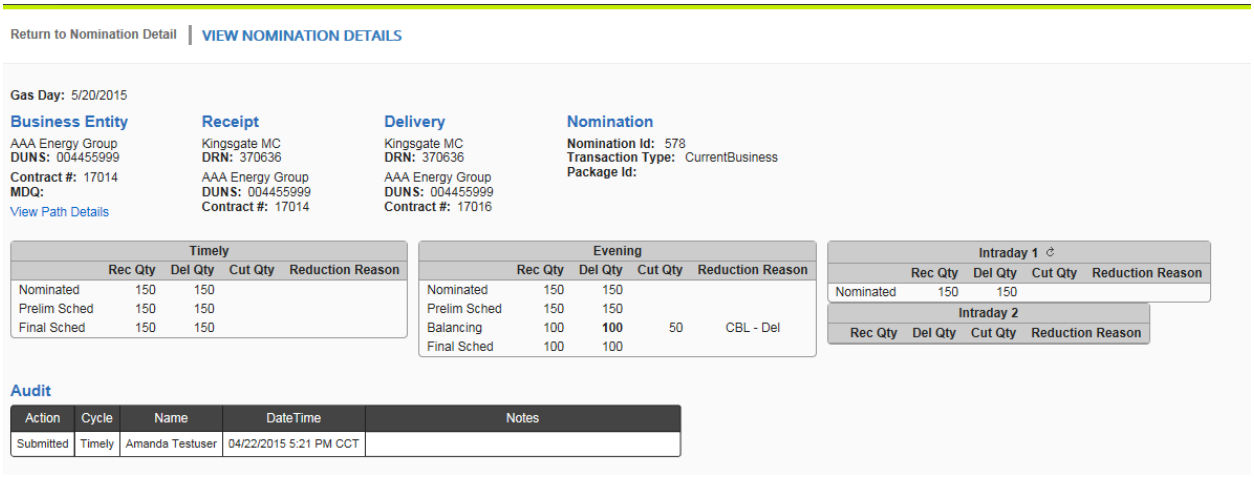
Svc Req Name	Svc Req K	Rate Sched	
AAA Energy Group	17014	-- All --	Retrieve

Total results: 12

Nom ID	Svc Req K	Rate Sched	Gas Day	Rec Loc Name	Up Name	Up K	Rec Rank	Rec Qty	Rec Sched Qty	Del Loc Name	Dn Name	Dn K	Del Rank	Del Qty	Del Sched Qty	Fuel Qty
578	17014	Market C...	05/20/2015	Kingsgat...	AAA Ene...	17014	1	150	150	Kingsgat...	AAA Ene...	17016	1	150	150	0
579	17014	Market C...	05/20/2015	Kingsgat...	AAA Ene...	17014	1	9,024	9,024	Kingsgat...	AAA Ene...	17012	1	9,024	9,024	0
580	17014	Market C...	05/20/2015	Kingsgat...	AAA Ene...	17014	1	1,202	1,202	Kingsgat...	AAA Ene...	17018	1	1,202	1,202	0
582	17014	Market C...	05/20/2015	Kingsgat...	AAA Ene...	17014	1	5,884	5,884	Kingsgat...	AAA Ene...	17015	1	5,884	5,884	0
581	17014	Market C...	05/20/2015	Kingsgat...	AAA Ene...	17014	1	34,448	34,448	Kingsgat...	AAA Ene...	17017	1	34,448	34,448	0
577	17014	Market C...	05/20/2015	Kingsgate	AAA Ene...	AVA	1	50,708	50,708	Kingsgat...	AAA Ene...	17014	1	50,708	50,708	0
585	17014	Market C...	05/20/2015	Spokane...	AAA Ene...	17015	1	5,870	5,870	Spokane...	AAA Ene...	17014	1	5,870	5,870	0
586	17014	Market C...	05/20/2015	Spokane...	AAA Ene...	17017	1	19,788	19,788	Spokane...	AAA Ene...	17014	1	19,788	19,788	0
588	17014	Market C...	05/20/2015	Spokane...	AAA Ene...	17014	1	5,063	5,063	Spokane...	AAA Ene...	NWP2	1	5,063	5,063	0
589	17014	Market C...	05/20/2015	Spokane...	AAA Ene...	17014	1	5,397	5,397	Spokane...	AAA Ene...	NWP3	1	5,397	5,397	0
590	17014	Market C...	05/20/2015	Spokane...	AAA Ene...	17014	1	3,621	3,621	Spokane...	AAA Ene...	NWP4	1	3,621	3,621	0
587	17014	Market C...	05/20/2015	Spokane...	AAA Ene...	17014	1	11,577	11,577	Spokane...	AAA Ene...	NWP1	1	11,577	11,577	0
Total								152,732	152,732					152,732	152,732	0

Total results: 12

For scheduling details related to a nomination, click on the nomination line and the View Nomination Detail screen will appear.



The View Nomination Detail screen provides detailed scheduling information for each nomination, including cut codes that correspond to each phase of the scheduling process.

Nomination Dates

TC PLUS supports the use of overlapping nominations. An example of overlapping nominations is as follows:

Nomination #1	Begin Date:	11/01/15 @ 09:00
Submitted	End Date:	12/01/15 @ 09:00
Nomination #2	Begin Date:	11/15/15 @ 09:00
Submitted	End Date:	11/20/15 @ 09:00
Nomination #3	Begin Date:	11/21/15 @ 09:00
Automatically created	End Date:	12/01/15 @ 09:00

Nomination #1 will be in effect from 11/01/15 @ 09:00 until 11/15/15 @ 09:00

Nomination #2 will be in effect from 11/15/15 @ 09:00 until 11/20/15 @ 09:00

Nomination #3 will be automatically created and used 11/20/15 @ 09:00 until 12/01/15 @ 09:00

Note: The nominations in this scenario will all retain the same Nomination ID. To determine which nomination to use, TC PLUS will look at the effective date and then look at the date the nomination was created. For scheduling purposes, TC PLUS uses the most recently submitted nomination for a specified period.

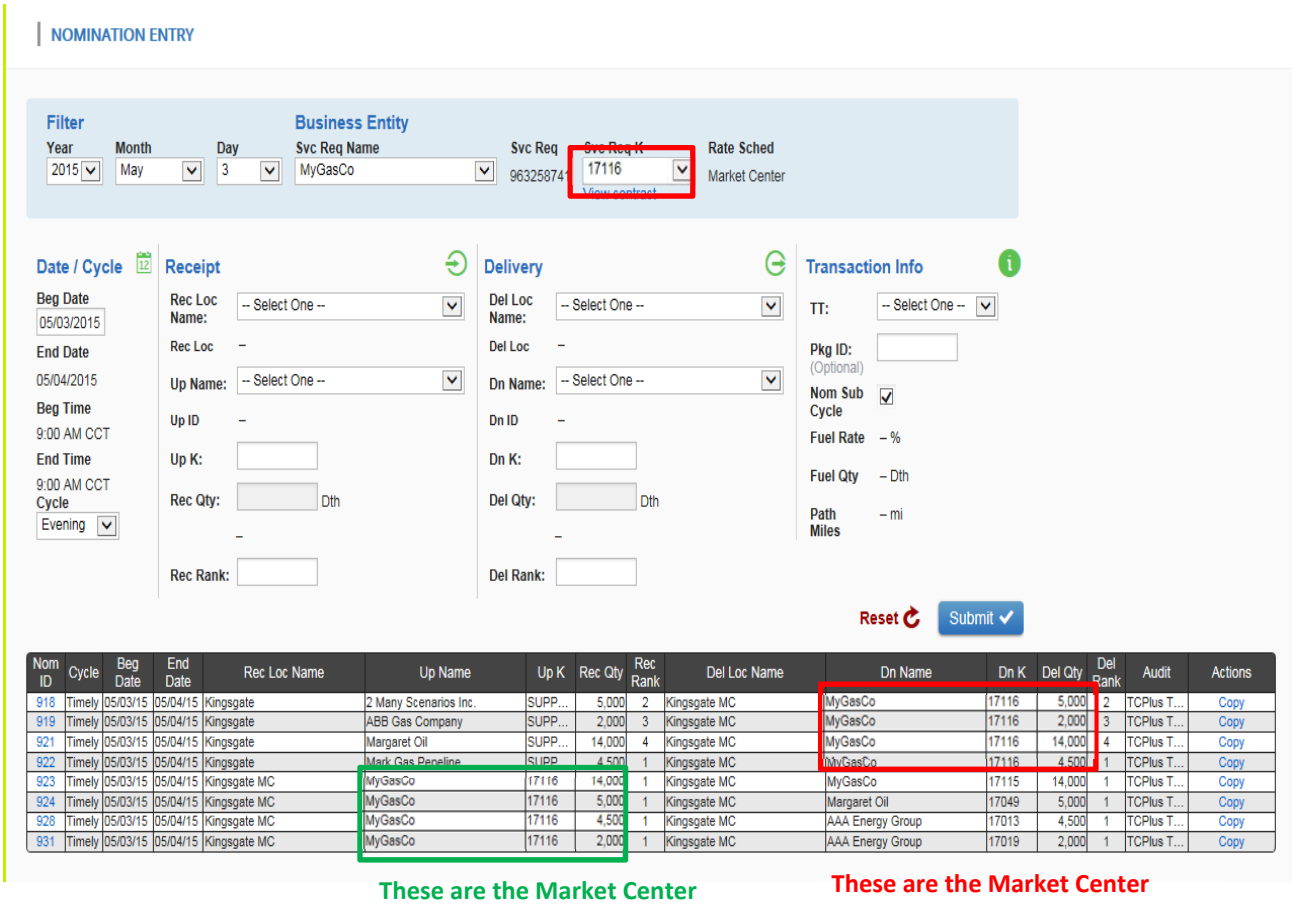
Additional Items to Note:

- There can be multiple nominations for a single contract.
- Submitting a new nomination will replace an existing nomination for the date specified when all parameters other than volume and rank are the same (up/down contract, receipt/delivery location). The most recently submitted nomination will be used by the system for scheduling purposes.
- If you wish to *correct, edit or modify* an existing nomination without re-keying all the information again, you can copy the nomination and submit changes. For more information, refer to the **Filtering and Copying Nominations** section.
- A single gas day nomination begins at 9 AM on Day 1 and ends at 9 AM on the next calendar day.
- A monthly nomination will begin at 9 AM on the first day of the month and end at 9 AM on the first day of the following month. For example, a nomination for the month of June 2015 would begin at 9 AM on 06/01/2015 and would end at 9 AM on 07/01/2015.
- The system will not allow nominations to be submitted after the corresponding nomination cycle deadline. If the deadline has passed, the nomination start time will default to the next cycle.

Market Center Nominations

- No fuel is required for a Market Center (MC) nomination because no transportation occurs.
- Market Center contracts can be used at physical locations where a Market Center location exists.
- TC PLUS balances all nominations prior to starting the scheduling process.
- Multiple ways of nominating.

Example 1: The following example for MyGasCo, Market Center K#17116, illustrates how aggregating gas into and out of a Market Center can be used with multiple suppliers and markets:

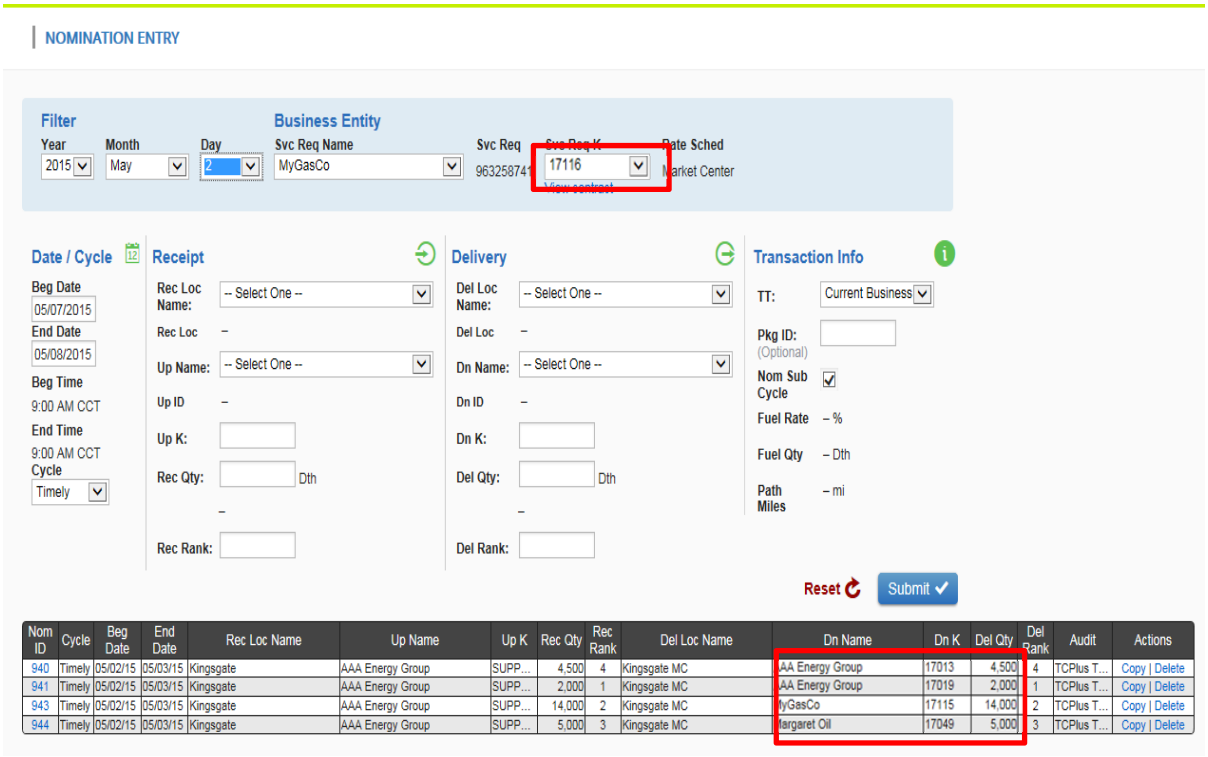


Nom ID	Cycle	Beg Date	End Date	Rec Loc Name	Up Name	Up K	Rec Qty	Rec Rank	Del Loc Name	Dn Name	Dn K	Del Qty	Del Rank	Audit	Actions
918	Timely	05/03/15	05/04/15	Kingsgate	2 Many Scenarios Inc.	SUPP...	5,000	2	Kingsgate MC	MyGasCo	17116	5,000	2	TCPlus T...	Copy
919	Timely	05/03/15	05/04/15	Kingsgate	ABB Gas Company	SUPP...	2,000	3	Kingsgate MC	MyGasCo	17116	2,000	3	TCPlus T...	Copy
921	Timely	05/03/15	05/04/15	Kingsgate	Margaret Oil	SUPP...	14,000	4	Kingsgate MC	MyGasCo	17116	14,000	4	TCPlus T...	Copy
922	Timely	05/03/15	05/04/15	Kingsgate	Mark Gas Pipeline	SUPP...	4,500	1	Kingsgate MC	MyGasCo	17116	4,500	1	TCPlus T...	Copy
923	Timely	05/03/15	05/04/15	Kingsgate MC	MyGasCo	17116	14,000	1	Kingsgate MC	MyGasCo	17115	14,000	1	TCPlus T...	Copy
924	Timely	05/03/15	05/04/15	Kingsgate MC	MyGasCo	17116	5,000	1	Kingsgate MC	Margaret Oil	17049	5,000	1	TCPlus T...	Copy
928	Timely	05/03/15	05/04/15	Kingsgate MC	MyGasCo	17116	4,500	1	Kingsgate MC	AAA Energy Group	17013	4,500	1	TCPlus T...	Copy
931	Timely	05/03/15	05/04/15	Kingsgate MC	MyGasCo	17116	2,000	1	Kingsgate MC	AAA Energy Group	17019	2,000	1	TCPlus T...	Copy

These are the Market Center "Outs" going to Markets

These are the Market Center "Ins" coming from Suppliers

Example 2: The following example for MyGasCo, Market Center K#17116, illustrates how a Market Center can be used to point directly to the markets:

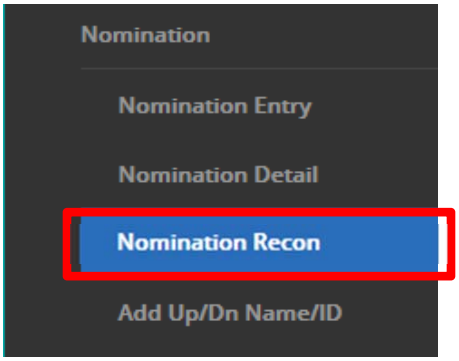


Nomination Reconciliation Report

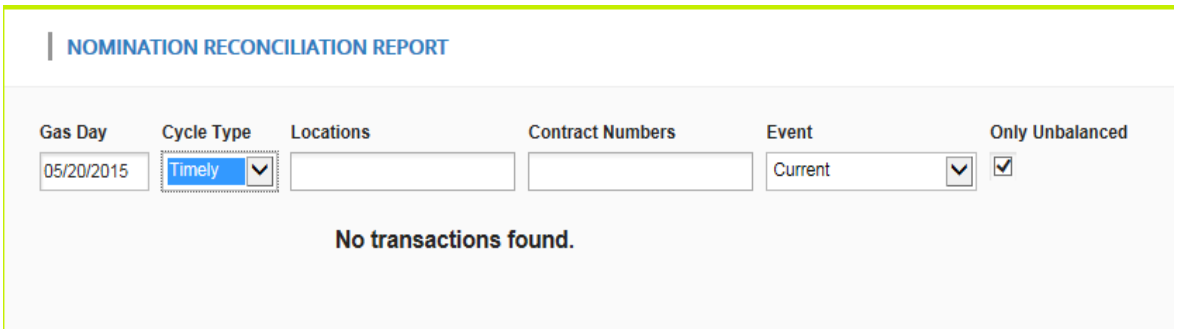
The Nomination Reconciliation Report (Nomination Recon) screen is used to make sure that contracts nominating into and out of Market Center locations are in balance prior to the beginning of a cycle.

You can access the **Nomination Recon** screen in TC PLUS under the **Nominations** heading on the left hand side.

From the **Nominations** Menu, select **Nomination Recon**



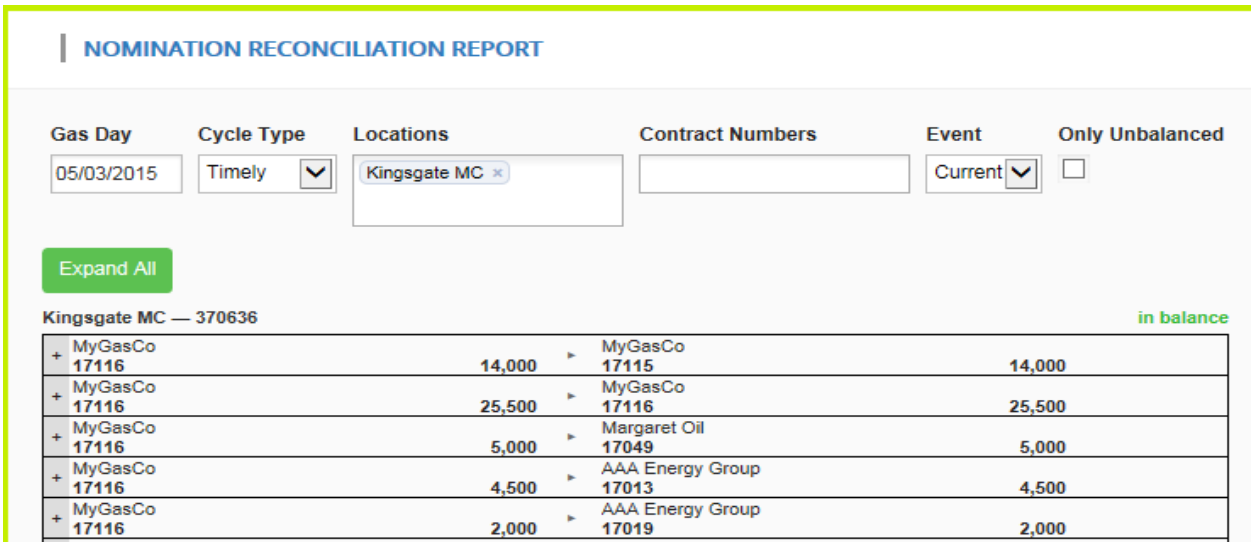
You will be directed to the screen below.



The **Only Unbalanced** box is checked by default. To view all nominations into and out of Market Center locations, uncheck the box.

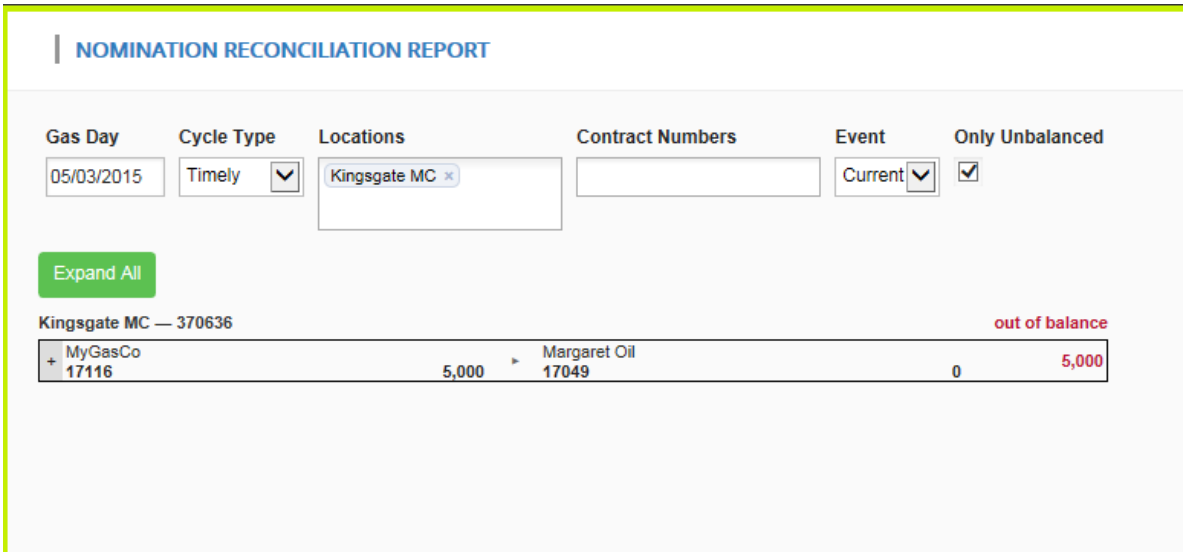
This screen will display all nominations that are nominated into a Market Center and all nominations out of the Market Center location. It will also indicate if suppliers or markets have not entered a nomination to match.

Example 1: "Balanced" Market Center

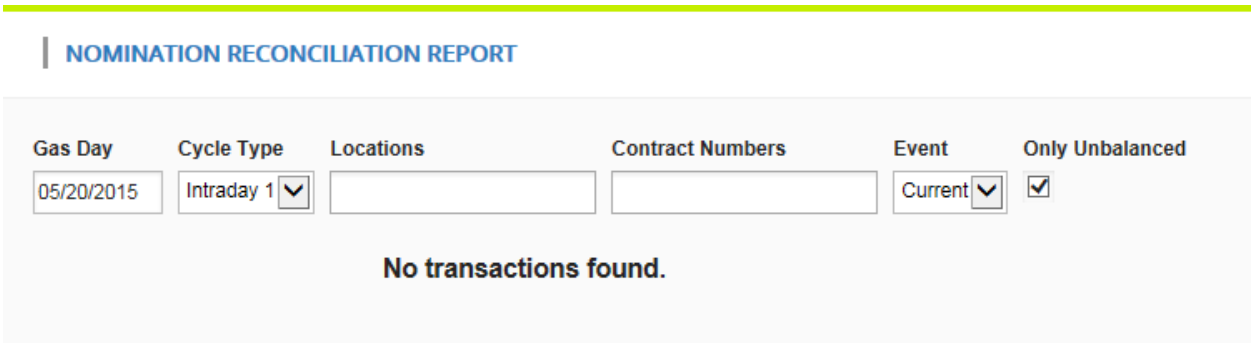


Example 2: "Out of Balance Market Center "

Margaret Oil K#17049 has not entered nomination to receive gas from MyGasCo K#17116



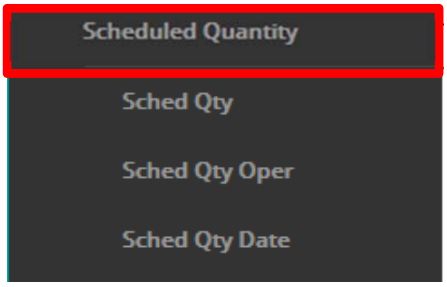
Example 3: Once a market center is balanced, the Nomination Recon report will show no transactions out of balance:



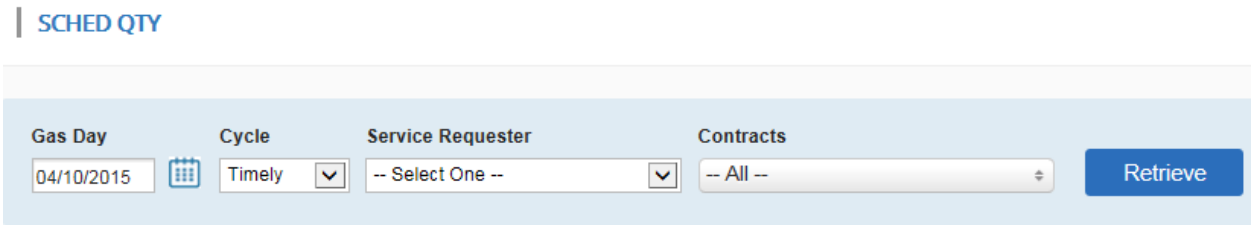
Scheduled Quantity Reports for Shippers

The Scheduled Quantity reports are designed to provide the shipper with the scheduled quantities for a particular contract during the course of the gas day.

You can access scheduled quantity reports in TC PLUS under the **Scheduled Quantity** heading on the left hand side.



Sched Qty – Scheduled Quantity report shows the scheduled volumes for a given gas day, cycle and contract.



TSP Name: Gas Transmission Northwest LLC
TSP: 006912885

Dates

Beginning Date:	Beginning Time:
05/20/2015	9:00 AM CCT
Ending Date:	**Ending Time:**
05/21/2015	9:00 AM CCT
Cycle:	Timely

Details

Service Requester Name:	AAA Energy Group
Service Requester:	004455999
Statement Date/Time:	05/07/2015 2:38 PM CCT

Svc Req K	Rec Loc Name	Rec Loc	Up Name	Up ID	Up K	Rec Qty	Rec Rank	Del Loc Name	Del Loc	Dn Name	Dn ID	Dn K	Del Qty	Del Rank	Pkg ID	Fuel Qty	TT	RR
17020	Kingsgate	3498	AAA Energ...	004455999	AAA1	9,764	1	Kingsgate...	370636	AAA Energ...	004455999	17020	9,764	1		0	Current...	AOK
17020	Kingsgate...	370636	AAA Energ...	004455999	17020	76	1	Kingsgate...	370636	AAA Energ...	004455999	17021	76	1		0	Current...	AOK
17020	Kingsgate...	370636	AAA Energ...	004455999	17020	2,761	1	Kingsgate...	370636	AAA Energ...	004455999	17022	2,761	1		0	Current...	AOK
17020	Kingsgate...	370636	AAA Energ...	004455999	17020	6,566	1	Kingsgate...	370636	AAA Energ...	004455999	17023	6,566	1		0	Current...	AOK
17020	Kingsgate...	370636	AAA Energ...	004455999	17020	45	1	Kingsgate...	370636	AAA Energ...	004455999	17024	45	1		0	Current...	AOK
17020	Kingsgate...	370636	AAA Energ...	004455999	17020	316	1	Kingsgate...	370636	AAA Energ...	004455999	17025	316	1		0	Current...	AOK
					Receipt Total	19,528					Delivery Total		19,528					
					Receipt Grand Total	19,528					Delivery Grand Total		19,528					

Sched Qty Date – Scheduled Quantity by Date report provides the filtering option to view scheduled quantities for a given range of dates. With this report, shippers have a variety of additional options to filter by and access to view the information through printing, csv, excel and pdf format.

Shippers that act as agents for other shippers have the option to review and download reports as the agent.

Parking and Lending Nominations

For GTN there will be a single rate schedule for Parking and Lending activities. A single contract will be created for each park and loan activity for each location. Customers will need to get a PAL Agreement before any park and loan contract can be executed. For more information about PAL Agreements, please contact your Marketing or Contracts representative.

In TC PLUS, nominations for Parking and Lending nominations will require the shipper to reference the Parking or Lending contract in the upstream or downstream contract field from the transportation or market center contract nomination.

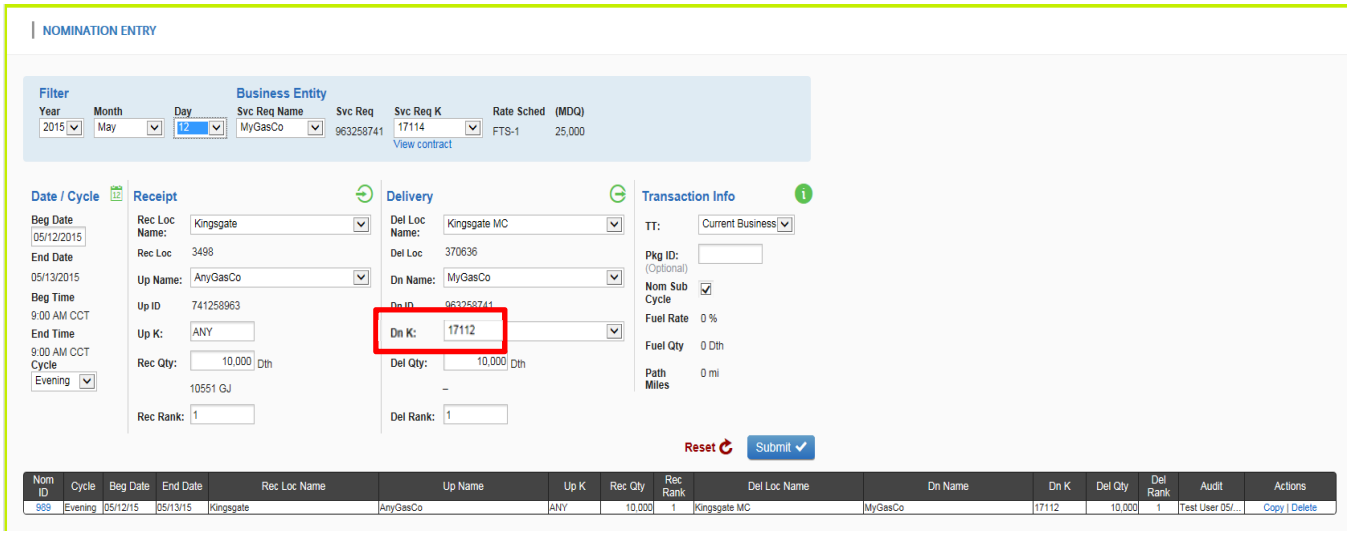
A separate nomination on the parking or lending contract is not required. They can be nominated on an FT, IT or MC contract. There is no fuel required for these transactions.

Each Park or Loan contract will have its own contract number and a new contract will be executed with each deal for a specific term.

Parks will be delivered to a specified MC location as designated in the contract (Receipt Loc = MC). DN K = Park Contract.

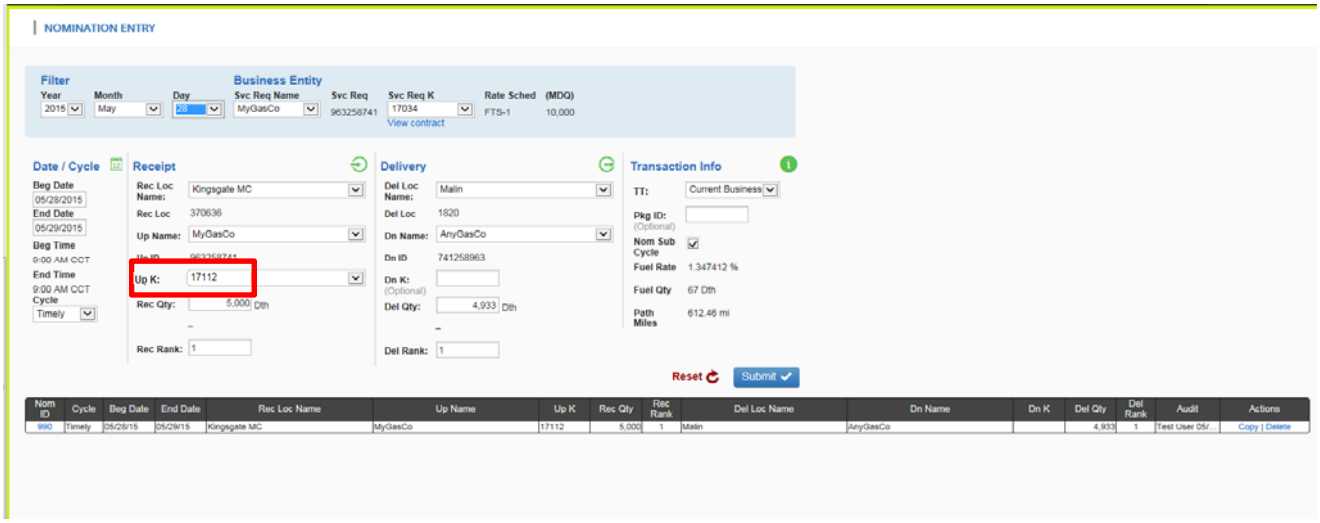
Loans will be receipt to a specified MC location as designated in the contract (Receipt Loc = MC). Up K = Loan Contract.

The example below shows a park nomination moving gas from the shipper's Market Center and parking it in inventory on their park contract 17112.



To “Unpark” gas, the shipper will reference the Parking contract as the Up K on the Market Center or Transportation contract that will be unparking the gas.

The example below shows a Loan nomination to the shipper’s Market Center as coming out of inventory on their park contract 17112.



To do a “Loan Payback” nomination, the shipper will reference the Loan Payback contract as the Dn K on the Market Center or Transportation contract that will be doing the loan payback of the gas.

Confirmations

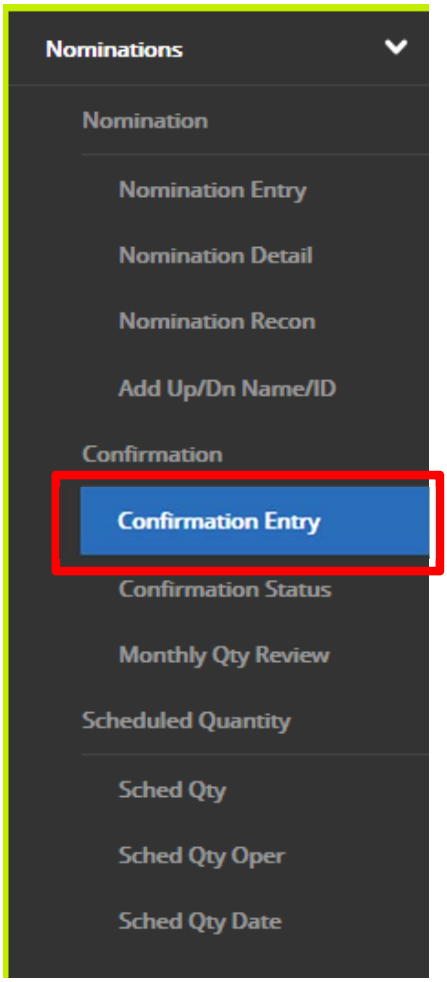
Operators may elect to be either Active or Passive for Confirmations.

If an operator is passive, all volumes that are nominated with confirmable supply/market will schedule fully for each cycle. Even if an operator is set up as passive, it is still possible to confirm actively in TC PLUS using the Confirmation Entry screen.

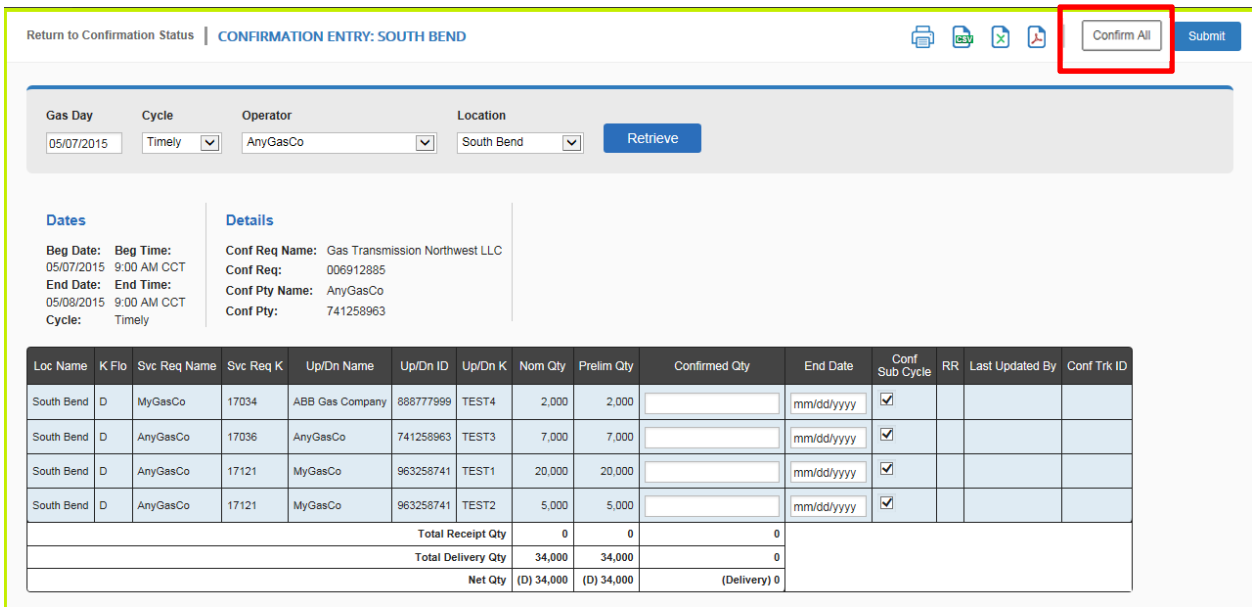
Operators have the ability to confirm volumes under the Confirmation Entry screen for all NAESB cycles.

Active operators must confirm any new volumes nominated to a location for a gas day.

From the **Nominations** Menu under **Confirmation**, select **Confirmation Entry.**



Users will be directed to the screen below:



Loc Name	K Flo	Svc Req Name	Svc Req K	Up/Dn Name	Up/Dn ID	Up/Dn K	Nom Qty	Prelim Qty	Confirmed Qty	End Date	Conf Sub Cycle	RR	Last Updated By	Conf Trk ID
South Bend	D	MyGasCo	17034	ABB Gas Company	888777999	TEST4	2,000	2,000		mm/dd/yyyy	☑			
South Bend	D	AnyGasCo	17036	AnyGasCo	741258963	TEST3	7,000	7,000		mm/dd/yyyy	☑			
South Bend	D	AnyGasCo	17121	MyGasCo	963258741	TEST1	20,000	20,000		mm/dd/yyyy	☑			
South Bend	D	AnyGasCo	17121	MyGasCo	963258741	TEST2	5,000	5,000		mm/dd/yyyy	☑			
						Total Receipt Qty	0	0	0					
						Total Delivery Qty	34,000	34,000	0					
						Net Qty	(D) 34,000	(D) 34,000	(Delivery) 0					

This screen will default to the first Location that needs to be confirmed.

All shipper nominations will display and Operators will need to confirm volumes under the “Confirm Qty” column.

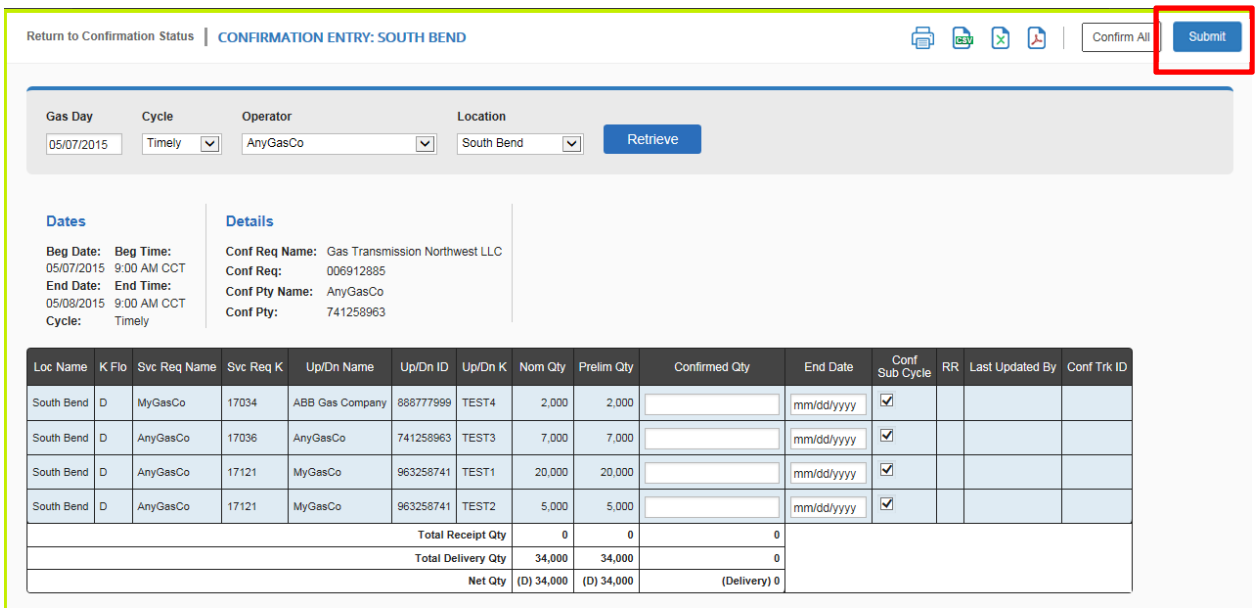
The following data fields are used:

- Loc Name – Location Name
- K Flo – Receipt (R) or Delivery (D)
- Svc Req Name – Shipper’s Name on pipe
- Svc Req K – Shipper’s Contract on pipe
- Up/DN Name – Shipper’s name on other pipe
- Up/DN ID – Shipper’s Duns number on other pipe
- Up/Dn K – Shipper’s Contract number on other pipe
- Nom Qty – Quantity nominating on pipe
- Prelim Qty – Preliminary quantity to be confirmed by pipe
- Confirmed Qty – Quantity confirmed by other pipe
- End Date – End date you wish to confirm volume
- Conf Sub Cycle – Click to allow volume to continue to roll for next cycle
- RR – Reduction Reason code
- Last Updated By – logon id information for last person confirmed
- Conf Trk ID – ID created by pipe for tracking purposes

Operators can either select “Confirm All” to populate the Confirmed Qty column, or confirm volumes for each row individually.

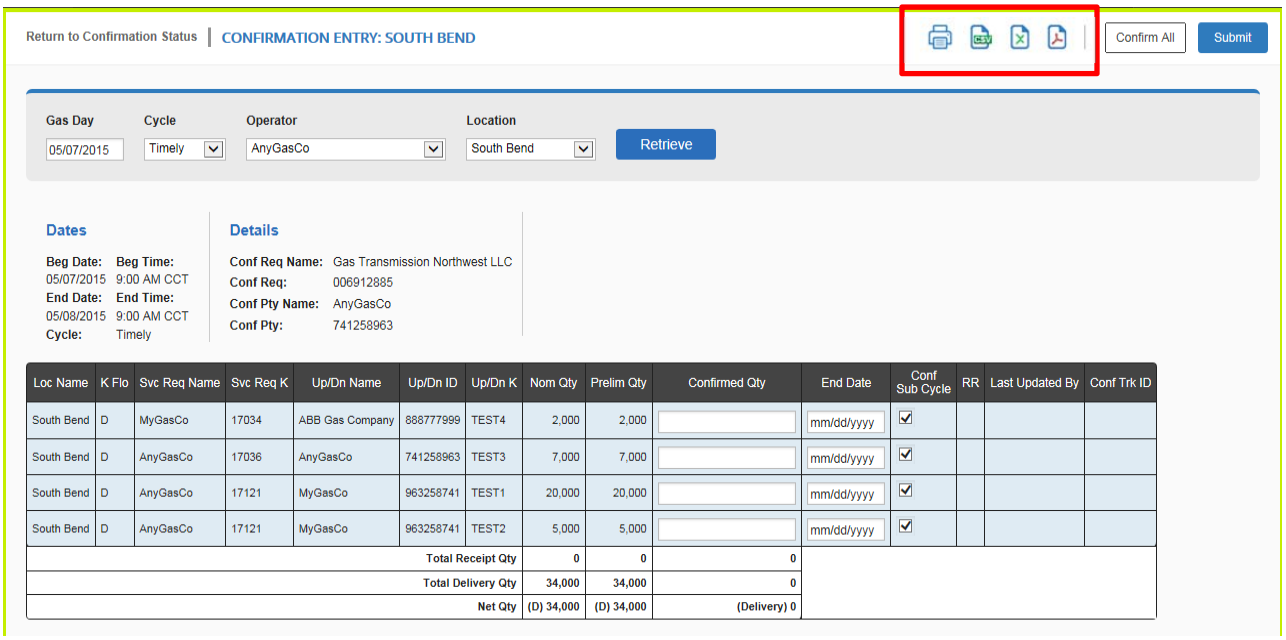
The “Conf Sub Cycle” column is checked by default. This indicates that the confirmed volumes will continue to be confirmed for subsequent cycles for the gas day. “Conf Sub Cycle” may be unchecked if Operator does not want the volumes to be automatically confirmed for the remainder of the gas day.

Clicking “Submit” at the top right hand corner will save all the confirmed volumes.



Loc Name	K Flo	Svc Req Name	Svc Req K	Up/Dn Name	Up/Dn ID	Up/Dn K	Nom Qty	Prelim Qty	Confirmed Qty	End Date	Conf Sub Cycle	RR	Last Updated By	Conf Trk ID
South Bend	D	MyGasCo	17034	ABB Gas Company	888777999	TEST4	2,000	2,000		mm/dd/yyyy	☑			
South Bend	D	AnyGasCo	17036	AnyGasCo	741258963	TEST3	7,000	7,000		mm/dd/yyyy	☑			
South Bend	D	AnyGasCo	17121	MyGasCo	963258741	TEST1	20,000	20,000		mm/dd/yyyy	☑			
South Bend	D	AnyGasCo	17121	MyGasCo	963258741	TEST2	5,000	5,000		mm/dd/yyyy	☑			
						Total Receipt Qty	0	0	0					
						Total Delivery Qty	34,000	34,000	0					
						Net Qty	(D) 34,000	(D) 34,000	(Delivery) 0					

Operators are also able to print and export data from the Confirmation screen.

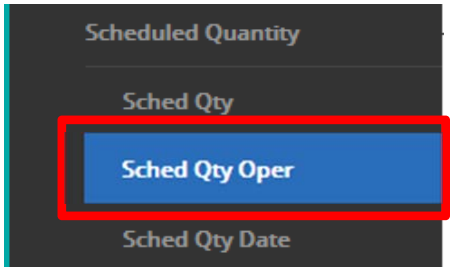


Loc Name	K Flo	Svc Req Name	Svc Req K	Up/Dn Name	Up/Dn ID	Up/Dn K	Nom Qty	Prelim Qty	Confirmed Qty	End Date	Conf Sub Cycle	RR	Last Updated By	Conf Trk ID
South Bend	D	MyGasCo	17034	ABB Gas Company	888777999	TEST4	2,000	2,000		mm/dd/yyyy	☑			
South Bend	D	AnyGasCo	17036	AnyGasCo	741258963	TEST3	7,000	7,000		mm/dd/yyyy	☑			
South Bend	D	AnyGasCo	17121	MyGasCo	963258741	TEST1	20,000	20,000		mm/dd/yyyy	☑			
South Bend	D	AnyGasCo	17121	MyGasCo	963258741	TEST2	5,000	5,000		mm/dd/yyyy	☑			
						Total Receipt Qty	0	0	0					
						Total Delivery Qty	34,000	34,000	0					
						Net Qty	(D) 34,000	(D) 34,000	(Delivery) 0					

Operators can sign up to receive Scheduled Quantity Operator reports at the end of each cycle. Please refer to the section **Contact Set Up to Receive Reports** later in this manual for more information regarding how to sign up for this feature.

Scheduled Quantity Reports for Operator

Scheduled Quantity by Operator report shows the scheduled volumes for operators based on gas day, cycle and location.



Select desired Gas Day, Cycle and Location and click **Retrieve** to view report.

SCHED QTY OPER

Gas Day: 05/07/2015 | Cycle: Timely | Recipient: AnyGasCo | Location Name: South Bend | Retrieve

Dates

Beginning Date:	**Beginning Time:**
05/07/2015	9:00 AM CCT
Ending Date:	**Ending Time:**
05/08/2015	9:00 AM CCT
Cycle:	Timely

Details

Preparer Name:	Gas Transmission Northwest LLC
Preparer ID:	006912885
Recipient Name:	AnyGasCo
Recipient ID:	741258963
Statement Date/Time:	05/11/2015 2:45 PM CCT

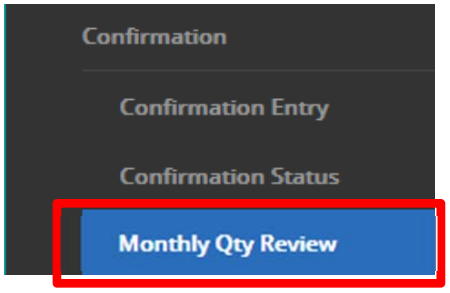
Loc Name	Loc	K Flo	Up/Dn Name	Up/Dn ID	Up/Dn K	Svc Req Name	Svc Req	Svc Req K	Qty
South Bend	217724	D	MyGasCo	963258741	TEST1	AnyGasCo	741258963	17121	20,000
South Bend	217724	D	MyGasCo	963258741	TEST2	AnyGasCo	741258963	17121	5,000
South Bend	217724	D	AnyGasCo	741258963	TEST3	AnyGasCo	741258963	17036	7,000
South Bend	217724	D	ABB Gas Com...	888777999	TEST4	MyGasCo	963258741	17034	2,000
								South Bend Total Delivery Qty	**34,000**
								South Bend Total Receipt Qty	**0**
								South Bend Total Net Qty	**(D) 34,000**

Monthly Quantity Review for Operators

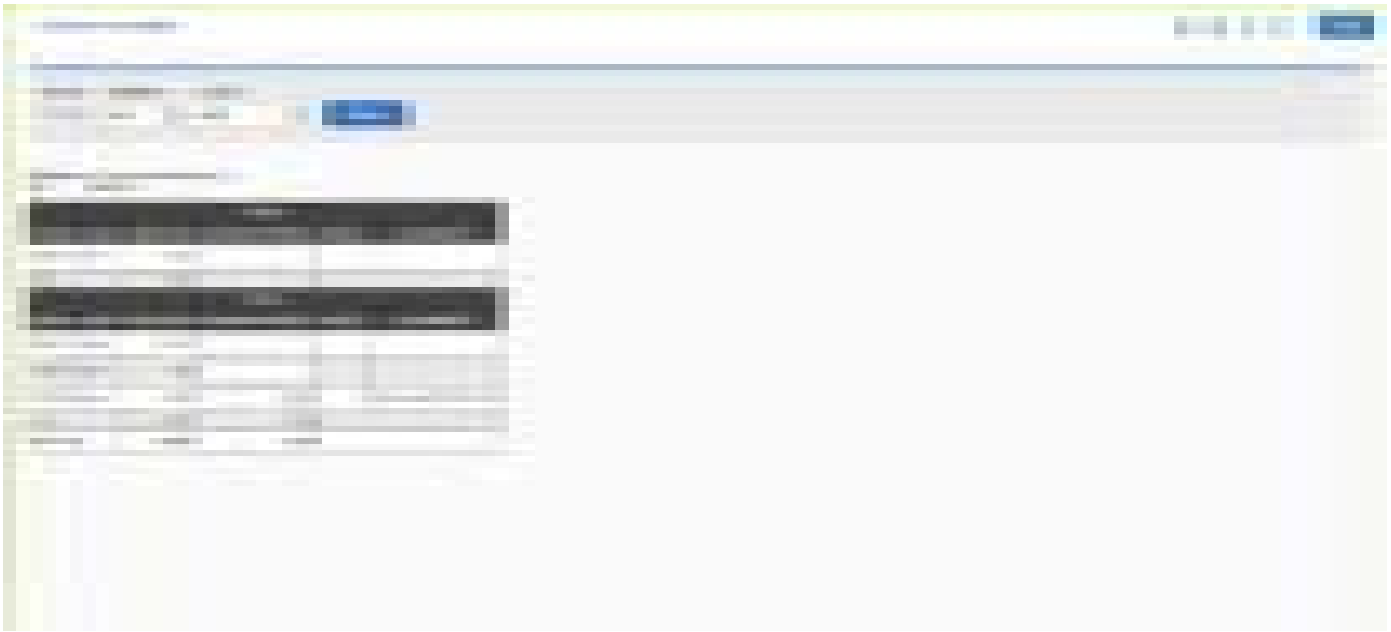
The Monthly Quantity Review screen reflects the pipeline's final, end of day, scheduled volume for each day in the month.

After the close of each gas day's ID-2 cycle, final volumes are available for review. The intent is to give pipeline operators the ability to verify the pipeline's scheduled volumes. This helps with identifying and reconciling mismatches.

The **Monthly Qty Review** screen is accessed in TC PLUS under **Confirmation** on the left hand side.



When **Monthly Qty Review** is selected, users are directed to the screen below:



If the operator enters a volume in the “Interconnect Verified Qty” column that is different from the “Scheduled Qty” number, the difference will display in the “Variance” column.

If a variance occurs, both interconnects are mutually responsible for communicating with one another and addressing out the discrepancy in a timely manner.

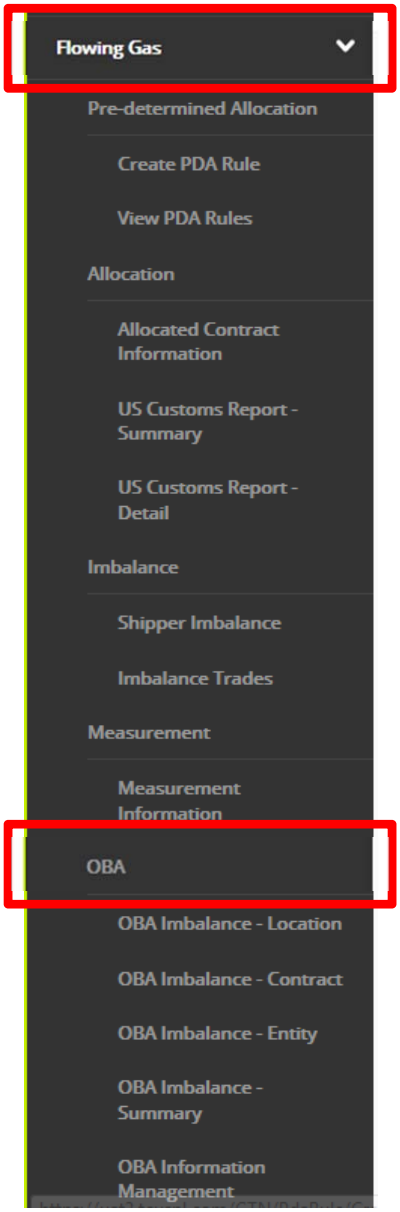
TC PLUS requires that these volumes be verified no later than the 2nd business day of the month for the prior month.

OBA Reporting

Flowing Gas Menu

On the Flowing Gas menu, OBA balances can be viewed in multiple locations and arrangements. A simple month-to-date view can be seen if the contract is pulled up under "Allocated Contract Information" in addition to any allocated transportation contracts.

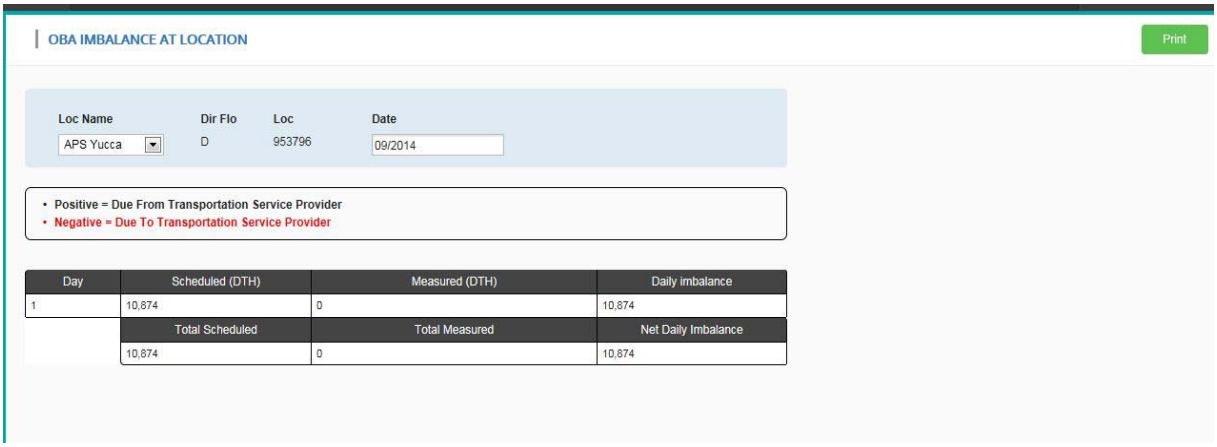
The main area for viewing OBA information is under the OBA subsection. Click on Flowing Gas, then OBA:



OBA Imbalance – Location

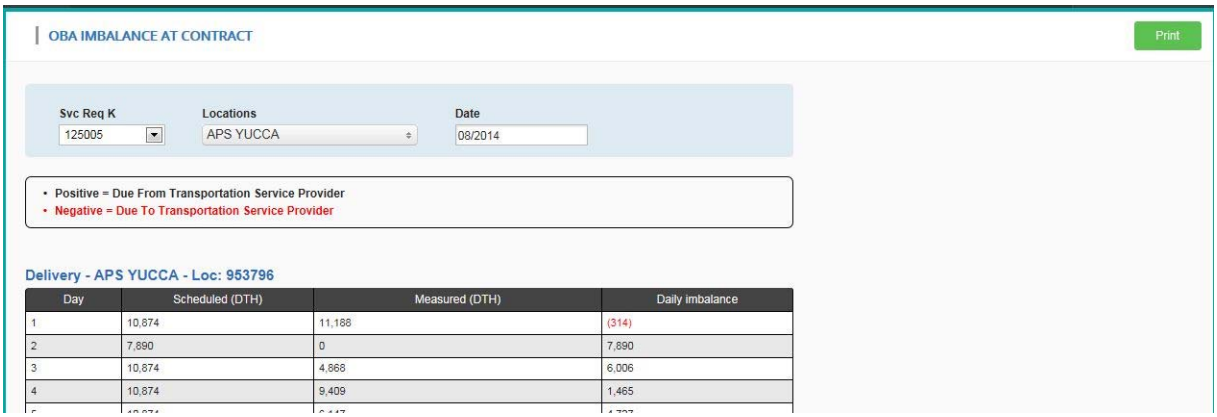
This report provides a narrowed view to a specific location and will provide the running balance for that location.

If an operator manages multiple locations, or is an agent for multiple locations, it is necessary to choose the location from the Loc Name drop down (some locations will be for a flow direction). Then, the production period month and year need to be selected.



OBA Imbalance - Contract

This will be the primary view for all the activity and contract cumulative. Enter the date and the contract number in the filter section of the screen and each location for the contract will be displayed. The location daily balance is similar to the OBA Imbalance – Location.



The bottom section of the screen will have a summary section in which all locations for a given contract are tabulated together and the cumulative OBA balance is calculated.

- BOM – stands for Beginning of Month
- EOM – stands for End of Month

This screen also allows users to see the cumulative balance at a specific location. By using the locations drop down menu and selecting only one location or a combination of locations users can view that locational cumulative imbalance, which can assist in prioritizing payback and OBA management.

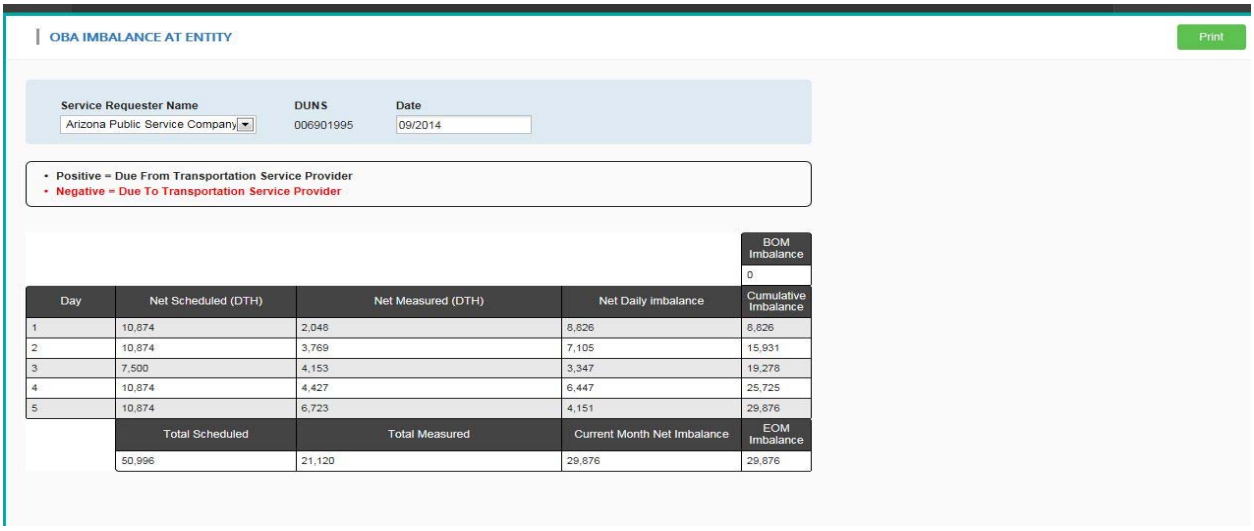
Summary

				BOM Imbalance
				0
Day	Net Scheduled (DTH)	Net Measured (DTH)	Net Daily imbalance	Cumulative Imbalance
1	10,874	2,048	8,826	8,826
2	10,874	3,769	7,105	15,931
3	7,500	4,153	3,347	19,278
4	10,874	4,427	6,447	25,725
5	10,874	6,723	4,151	29,876
	Total Scheduled	Total Measured	Current Month Net Imbalance	EOM Imbalance
	50,996	21,120	29,876	29,876

OBA Imbalance – Entity

This screen provides a view of the combined imbalance position for a Service Requester and is primarily for those with multiple OBA contracts.

To retrieve data, select Service Requestor Name and Date. This view is the summation of all OBA contracts associated with a given Service Requestor.



OBA Imbalance – Confirmation Statement

This will provide the contract imbalance for a closed month.

The Confirmation Statement(s), as stipulated by the OBA contract, provide a mechanism for confirming agreement or disagreement of the balances.

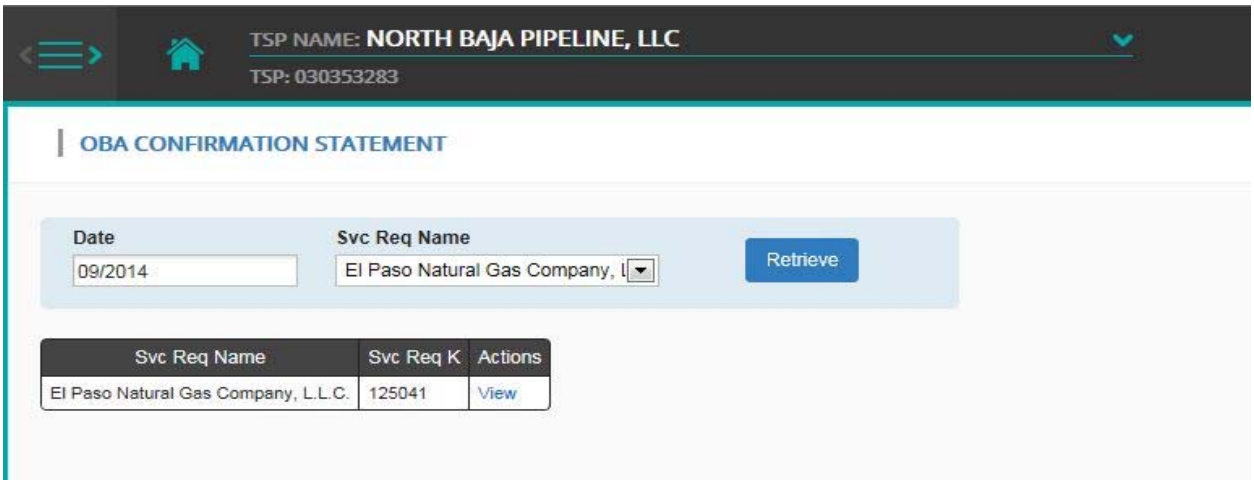
To retrieve data:

- Select Date
- Select Svc Req Name
- Click Retrieve

Selection results will appear.

Click the View link under “Actions”

A PDF document will be downloaded for review
All OBA contract holders should verify the information contained in the OBA Confirmation Statement and return a signed copy of the Statement to the contacts listed on the statement by e-mail or facsimile. Contract holders should indicate agreement or disagreement with the stated values.



TransCanada
In business to deliver

North Baja Pipeline, LLC

Operational Balancing Agreement For the Production Month of September 2014

Statement Date Time	Sunday, September 21, 2014	**Comments**	**Contact Name / Phone No / Fax** Aaron Barber / 832 320-5426 / 832 320-6426 Adam Willborn / 832 320-5250 / 832 320-6250

Positive = Due From Transportation Service Provider
Negative = Due To Transportation Service Provider

Svc Req K	125041	**Beg Imb DTH**	(5,000)
Svc Req	008001703	**Prod Mo Imb**	5,299,504
Svc Req Name	El Paso Natural Gas Company, L.L.C.	**End Imb DTH**	5,294,504

	Loc Name	**Loc ID**	**Scheduled Receipts**	**Metered Receipts**	**Scheduled Deliveries**	**Metered Deliveries**	**Imbalance**
	Ehrenberg (Rec)	336406	5,314,504	5,360,354	0	0	5,314,504
	Ehrenberg (Del)	1389129	0	0	15,000	15,000	(15,000)
Total Imbalance Svc Req K	125041						5,299,504

Agreed ☐ / Disagreed ☐ to this
____ day of _____ 2014
by _____

Primary Contact
Name Ned Smith **Tel** (111) 111-1111
E-mail test@test.com **Fax**

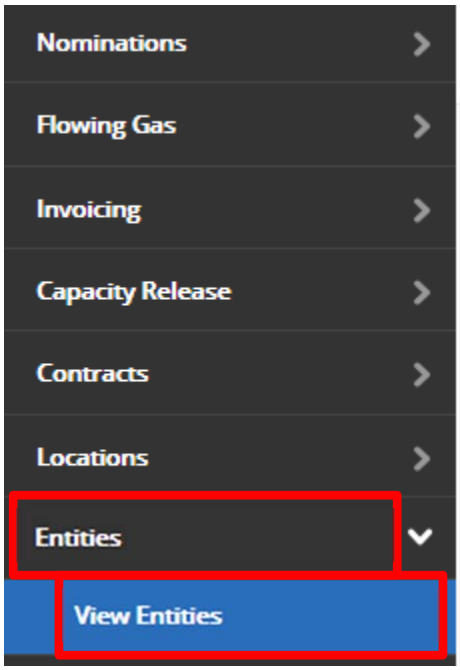
Backup Contact
Name **Tel**
E-mail **Fax**

NOTE: This Statement contains proxy data and that is for informational purposes only and should not be construed to be actual OBA Confirmation Statement information.

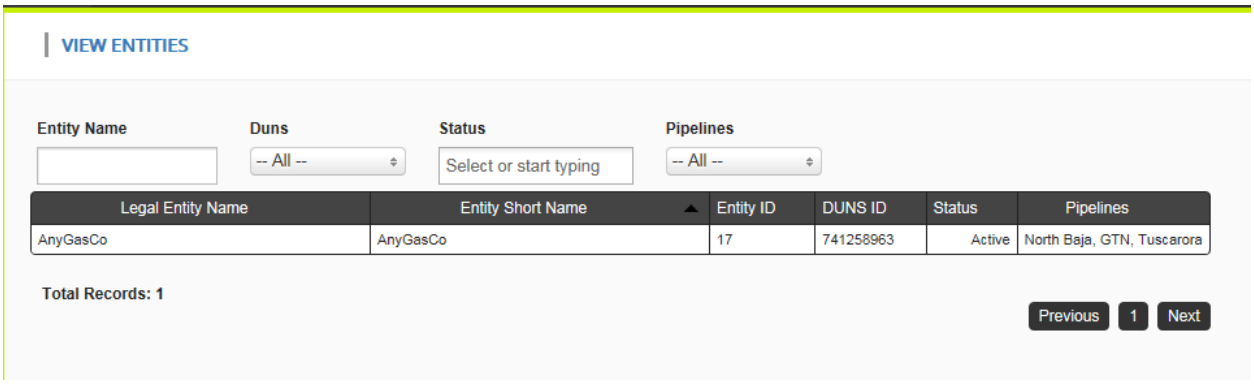
Contact Set Up to Receive Reports

Operators and Shipper can set themselves up to receive emailed reports for Scheduled Volumes. This process is managed under Entities in TC PLUS.

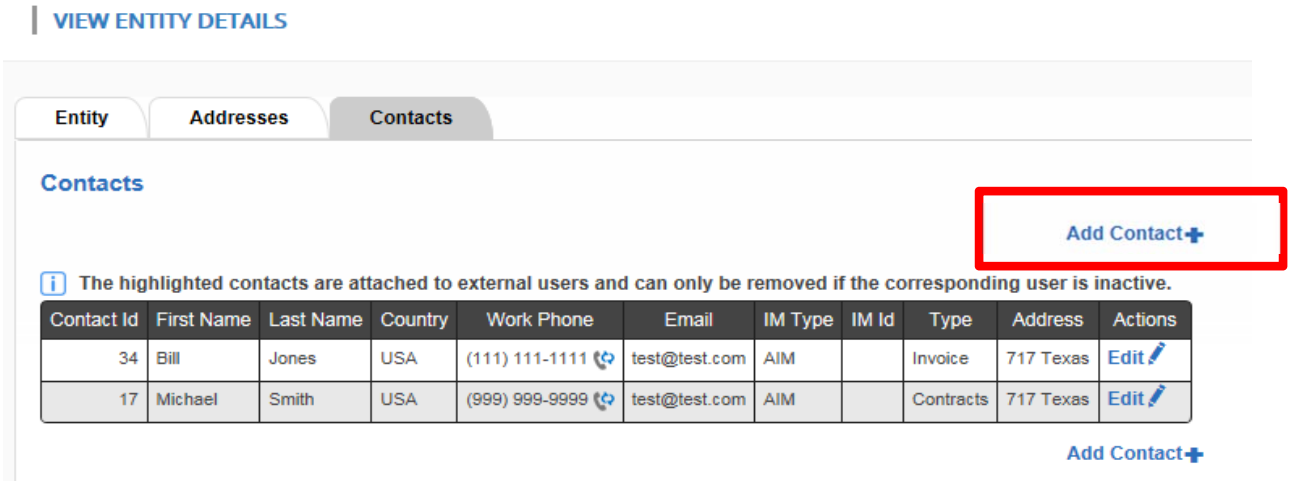
On the **TC PLUS Customer Activities Menu**, select **Entities**, located on the lower left hand side, then **View Entities**.



Next, click on the legal entity name.



A new screen with tabs will appear:



Select the **Contacts** tab and either edit a current contact or select the **Add Contact+** link to create a new one.

The field **Contact Type:** is where users can select the desired report(s). Nominations are for shippers and Confirmations are for operators.

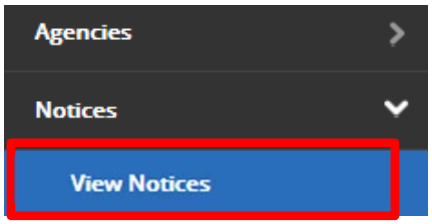
By selecting the Contact Type “Nominations” you will automatically receive by email the Scheduled Qty by Shipper report.

By selecting the Contact Type “Confirmations” you will automatically receive by email the Scheduled Qty by Operator report

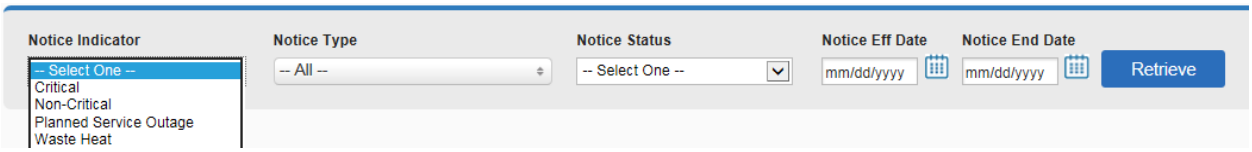
Notices

The schedule for planned maintenance work on a given pipeline can be found in TC PLUS or the pipeline website. The maintenance schedule lists the location of maintenance work, the milepost, start date, end date and the limitations on capacity at the impacted location. The maintenance schedule is frequently updated and posted well in advance of the maintenance start date.

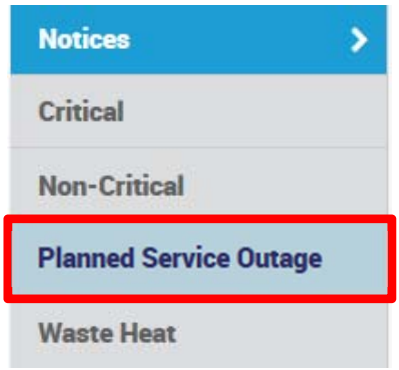
From the **TC PLUS Home Page**, select **Notices**, located on the lower left hand side, then Select **View Notices**.



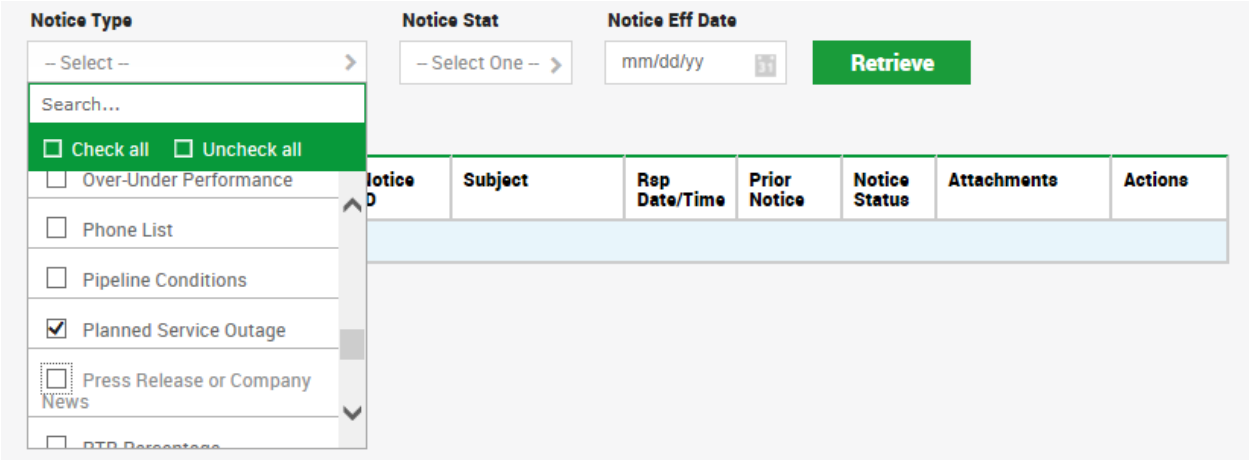
You will be directed to the screen below.



From the pipeline website, select **Notices**, located on the left hand side, then select **Planned Service Outage**.



You will be directed to the screen below.

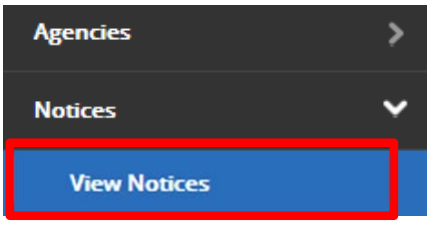


Fuel Rates

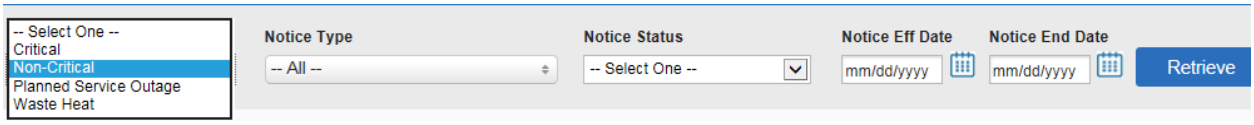
Fuel rates will be calculated automatically on the **Nomination Entry** screen when an upstream or downstream volume is entered.

Fuel rates are posted on the website approximately seven days prior to the beginning of the month. To locate the posted fuel rates.

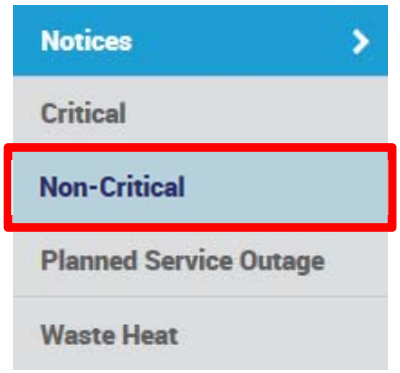
From the **TC PLUS Home Page**, select **Notices,** located on the lower left hand side, then **View Notices** and then the applicable monthly fuel rate notice from the list of Non-Critical notices.



You will be directed to the screen below.



From the pipeline website, select **Notices**, located on the left hand side, then select **Non-Critical**.



Calculating Fuel Rate

The following formula is used to calculate fuel in TC PLUS.

Delivered Quantity / (1 – Fuel Rate) = Receipt Quantity

An example of a receipt-based fuel calculation:

1. Start with your delivered quantity (10,000 Dths).
2. Determine the transportation path (Kingsgate to Malin).
3. Look up the fuel rate for the path (e.g., 0.030000).
4. Divide the delivered quantity by one minus the fuel rate (0.970000).
5. The result is your receipt quantity:

10,000 Dths/(0.970000) = 10,309 Dths