

**PROCEDURE:**

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

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

For the following TransGas Services, Customer shall provide TransGas with a daily Nomination:

1. Receipt to TEP
2. TEP to IntraProvincial,
3. TEP to Export
4. Storage Injections, Withdrawals and Storage Inventory Transfers,
5. Trades between Shipper's Imbalance Accounts at TEP.

Customer is required to place Nominations with TransGas to commence or alter any daily movements of Energy by the following procedures.

Nominations are submitted through the electronic web application on the Secure Zone. In the event that access to the Secure Zone is unavailable, Nominations can be submitted by email until the web site becomes available.

Customer must place a Nomination with TransGas specifying the amount of Gas, in GJs, to be made available at the contract level and then meter level indicated on the Nomination at or before the deadlines as outlined in the DEADLINES section below. TEP Trades and Storage Inventory Transfers are effective for 09:00 hour CCT. All times in this Nomination Procedure are stated at Central Clock Time (CCT).

All Nominations are to be submitted by contract level and then by meter while TEP Trades and Storage Inventory Transfers will be from one business party to another business party.

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

Nominations must indicate a start date and time and an end date; the end time will always be 09:00 hours CCT.

- The end date for transportation Nominations, Storage Injection and Withdrawals and Storage Inventory Transfers can be no later than 1 month  
e.g. If the current date for a receipt Nomination is April 25<sup>th</sup>, the latest acceptable end date is May 1st at 09:00 hours CCT
- Intra-Day Nominations will always end at 09:00 hours CCT on the following Day.
- TEP Transfers are always entered as a Gas Day or range of Gas Days. Storage Inventory Transfers can be entered as a Gas Day or Production Month.

**GROUPING AND RANKING NOMINATIONS:**

Where Customer's Nomination is served by multi upstream and/or downstream parties, the Nomination is considered part of a group and special conditions can apply to these Nominations. A group Nomination can occur as follows:

- Upstream on Receipt to TEP or an interconnecting pipeline,
- Downstream on TEP to Export

Changes to Nominations that are part of the group can affect all the Nominations in the group, and grouped Nominations must be submitted together and maintain the same start and end dates.

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

Confirmation and Scheduled status are implicit unless notified otherwise. If your Nominations are not scheduled by TransGas due to Capacity constraints or non-compliance with TransGas policy, business parties will be notified through the web application or other means. In Capacity constrained areas, Nominations may not be scheduled and Nominations will be pro-rated or cut, subject to provisions in the Tariff, and Customer will be contacted for potential next steps. Interruptible Service pro-rations will be based on previous Interruptible flow.

**DEFINITIONS OF TRANSPORT AND STORAGE NOMINATION STATUS ON THE WEB NOMINATIONS APPLICATION IN THE SECURE ZONE**

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

See definitions below for further detail:

- *NEW* – A Nomination that has just been created by the **New** or **Copy** function, or has just been edited, but has not been saved to the database.
- *BUSINESS INVALID OR LINE INVALID*– A Nomination failed the validations during the **Validate or Submit** function and has not been saved to the database. If error messages exist, the status on the Nomination will be BI (Business Invalid) or LI (Line Invalid).
- *BUSINESS VALID* - A Nomination that has been successfully submitted and validated by TransGas. This Nomination will be processed and scheduled, unless notified otherwise, or unless another Nomination overrides it.

**DEFINITIONS OF TEP TRADE AND STORAGE INVENTORY TRANSFER STATUS IN THE SECURE ZONE**

TEP Trade and Storage Inventory Transfers can be initiated by either the buyer or seller. The initiator enters the second party's mnemonic, business party number or business party name and can edit the quantity, dates and their contract, while the transfer has a status of *NEW*. Once the Nomination has been forwarded to the second party, the initiator can no longer edit the transaction. The second party may edit their contract only, and only if there is more than one contract to select from. This is the only potential editable field on a Nomination with a status of *PENDING*, and the only status that allows the second party to edit at all.

An initiator can delete TEP Trades or Storage Inventory Transfers that are in status of *NEW* or have validation errors. Once transfer has been submitted as Pending, it can be rejected, accepted or withdrawn but cannot be deleted.

See definitions below for further detail:

**Initiator Status**

- *NEW* – A TEP Trade or Storage Inventory Transfer that has been created by the **New** or **Copy** function and has not been submitted to the database. Nominations with a status of *NEW* can be edited. Only the initiating party can edit a *NEW* TEP Trade or Storage Inventory Transfer.
- *PENDING* – A TEP Trade or Storage Inventory Transfer has been submitted to the second party using the **Submit** function, but has not been accepted or rejected by the confirming party .
- *REJECTED* – A TEP Trade or Storage Inventory Transfer can be rejected by confirming party if they do not agree to the quantity or dates entered by initiating party. Once rejected, TEP Trade or Storage Inventory Transfer cannot be edited and a new TEP Trade or Storage Inventory Transfer may be required.
- *PROCESSED* – A TEP Trade or Storage Inventory Transfer that has been successfully submitted and validated by both parties. This will be processed and scheduled, unless another TEP Trade overrides it.
- *WITHDRAWN* – TransGas has withdrawn the TEP Trade or Storage Inventory Transfer after the Trade was in a *PROCESSED* status. This would be requested to TransGas by both the initiating party and the confirming party.

**Second Party Status**

- *PENDING* – A TEP Trade or Storage Inventory Transfer has been forwarded by the initiating party using the Submit function and is awaiting authorization by the second party. The initiating party will see a status of *PENDING*; the second party will also see a status of *PENDING*. From this point forward, the Nomination is displayed for both parties.
- *REJECTED* – A TEP Trade or Storage Inventory Transfer can be rejected by confirming party if they do not agree to the quantity or dates entered by initiating party. Once rejected, trade or transfer cannot be edited and a new trade or transfer may be required.
- *INVALID* – Error exists when confirming party attempts to submit trade or transfer as transfer has failed validations.
- *PROCESSED* – A trade or transfer that has been successfully submitted and validated by both parties. This will be processed and scheduled, unless another trade overrides it.
- *WITHDRAWN* – TransGas has withdrawn the TEP Trade or Storage Inventory Transfer after the trade was in a *PROCESSED* status. This would be requested to TransGas by both the initiating party and the confirming party.

**LATE NOMINATIONS**

A transportation or Storage Nomination is considered late if the Nomination cycle being nominated on has closed as per Nomination Deadlines, described below. If the cycle is closed, a warning message is displayed stating that the Nomination status is BI (Business Invalid) and Nomination is Late. If a Late Nomination is required for a Customer (e.g. to correct a discrepancy between Nominations), Customer must get approval from TransGas and the Late Nomination will require TransGas to override the late status.

**DEADLINES**

The following deadlines for placing Nominations with TransGas are applicable to same Day Service and next Day Service.

**TransGas reserves the right to change these deadlines without prior notice to conform to deadline changes by interconnecting pipelines.**

**For Nominations excluding NIT to TEP**

SUMMER Sunday, March 13 to Sunday, Nov 6 2016	Nomination Cycle	Nomination Deadline (Summer) Second Sunday in March to First Sunday in November	Nomination Deadline (Winter) First Sunday in November to Second Sunday in March)	Begin Date/Time Gas Flow	Decrease Allowable
	Timely	11:30	12:30	Tomorrow at 9:00	100%
	Evening	16:00	17:00	Tomorrow at 9:00	100%
	Intraday 1	8:00	9:00	Today at 14:00	79%
	Intraday 2	12:30	13:30	Today at 18:00	63%
	Intraday 3	16:00	17:00	Today at 22:00	46%

**For Nominations NIT to TEP**

SUMMER Sunday, March 13 to Sunday, Nov 6 2016	Nomination Cycle	Nomination Deadline (Summer) Second Sunday in March to First Sunday in November	Nomination Deadline (Winter) First Sunday in November to Second Sunday in March)	Begin Date/Time Gas Flow	Decrease Allowable
	Timely	11:30	12:30	Tomorrow at 9:00	100%
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	Intraday 1	8:00	9:00	Today at 14:00	79%
	Intraday 2	12:30	13:30	Today at 18:00	63%
	Intraday 3	13:00	14:00	Today at 22:00	46%

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

All required Nominations, submitted by email, can be addressed to:

**Customer Service Administrator  
TransGas Customer Services**

**General Inquiry Line: (306) 777-9900  
Fax: (306) 789-6224  
Weekend On-Call Cell: (306) 537-0926  
EMail: [Transport@transgas.com](mailto:Transport@transgas.com)**

Support for the web application will be available during normal business hours by calling the General Inquiry line. Weekend and holiday support will be available by calling the Weekend On-Call Cell during the hours of 08:00 hours CCT to 20:00 hours.