

# NGTL Paperless Dovetail Guide

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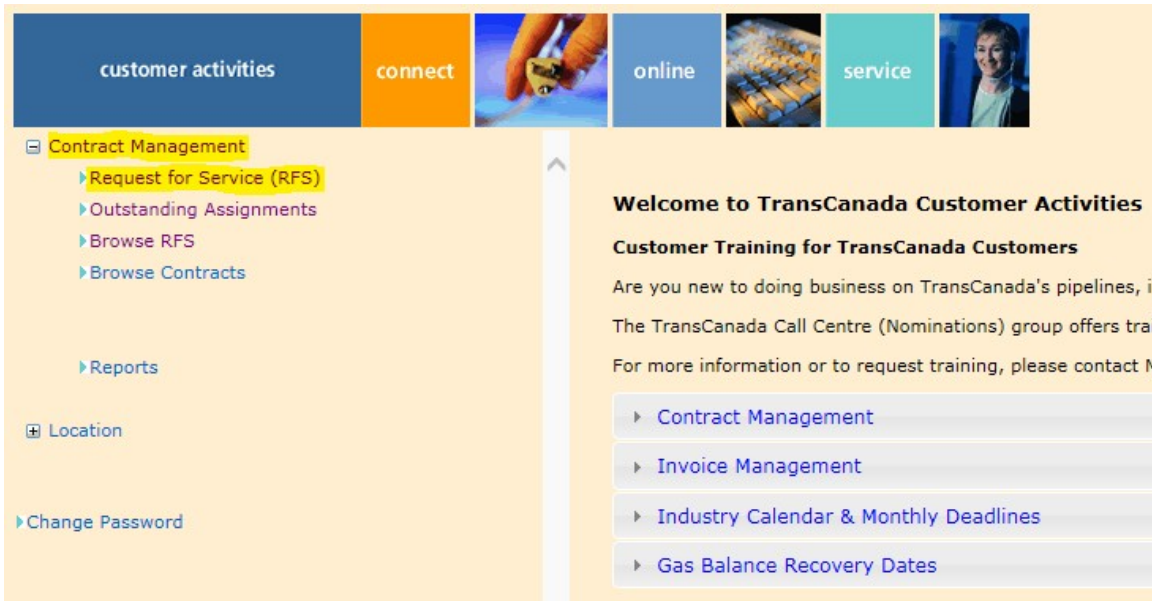
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**Requesting an Assignment:**

1. Select 'Contract Management' followed by 'Request for Service (RFS)':



2. Select the relevant firm service type under either Temporary or Permanent Assignment:



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3. Input assignment information and select 'Find Eligible Contracts':

- Additional Email Address – all notifications for this request will be sent to this email in addition to primary contract contact.

**Request for Service: Firm Transportation Receipt Temporary Assignment**

ASSIGNOR: TS01  
 ASSIGNEE: TEST 2 (TS02)  
 SERVICE PROVIDER: NOVA Gas Transmission Ltd.  
 START DATE: 2019-Oct-01  
 END DATE: 2019-Oct-31  
 ALLOW TA TO BE TRANSFERRED:  If yes, Assignee acknowledges that early reversion (to the current Service location) may not be available in the event that this assignment is terminated prior to the End Date.  
 LOCATION: 1135 RICINUS (RICNU) 0001135  
 ASSIGNMENT QUANTITY: 18 e3m3/day  
 ADDITIONAL EMAIL ADDRESS: ngl\_contracting@tenergy.com X  
 SELECTED AMOUNT TYPE:  Full request on selected contract  Not to Exceed request on selected contract  Retain request on selected contract

**\*Note: Should you fill in the additional email then all notifications for this request will be sent to this email address in addition to the primary contract contact.**

Call Centre: 877-930-PIPE (4473) Version: 1/2/2016

4. Select desired contract(s) and quantity:

**Request for Service: Firm Transportation Receipt Temporary Assignment**

ASSIGNOR: TS01  
 ASSIGNEE: TS02  
 SERVICE PROVIDER: NOVA Gas Transmission Ltd.  
 START DATE: 2019-Oct-01  
 END DATE: 2019-Oct-31  
 TRANSFERABLE: Y  
 LOCATION: RICINUS  
 ASSIGNMENT QUANTITY: 18.0 e3m3/day  
 ADDITIONAL EMAIL ADDRESS: ngl\_contracting@tenergy.com  
 LETTER DATE: 2019-Oct-07 01:21:12  
 RECEIVED DATE/TIME: 2019-Oct-07 01:21:12  
 SELECTED AMOUNT TYPE: Not to Exceed request on selected contract

**CONTRACTS ELIGIBLE FOR ASSIGNMENT**

Select all	Contract #	Contract End Date	Assigned Quantity	Eligible Quantity	Billing Start Date	Billing End Date	Price Point	From TA
<input type="checkbox"/>	201933048	2022-Sep-30	0.0 e3m3/day	10.0 e3m3/day	2019-Oct-01	2019-Oct-31	B	No
<input checked="" type="checkbox"/>	201935035	2021-Mar-31	18.0 e3m3/day	18.0 e3m3/day	2019-Oct-01	2019-Oct-31	B	No
<b>Total</b>			18.0					

5. Hit 'Submit' to complete the request. A summary is displayed and an email is sent to the primary contact(s) for the assignee to accept the assignment:

**Summary of Submitted Request: Firm Transportation Receipt Temporary Assignment**

**REQUEST INFORMATION**

AGREEMENT TYPE: Firm Transportation Receipt  
 REQUEST NUMBER: R2019023435  
 ASSIGNEE: Test 2 Customer for CMS/OFA ProjectXXXXXXXXXXXXXXXXXXXX  
 APPROVAL DATE:  
 STATUS: In Progress  
 RECEIVED DATE TIME: 2019-Oct-07 13:21:12  
 REQUEST OWNER: Eddie Johnson  
 LETTER DATE: 2019-Oct-07  
 CANCEL DATE TIME:  
 CANCEL REASON:  
 CANCELLED DECISION SUMMARY NUMBER:  
 LOCATION(S): 1135.RICINUS  
 LOCATION MODIFICATION NOTES:  
 IS QUEUED: No  
 IS TA TRANSFERABLE: Y

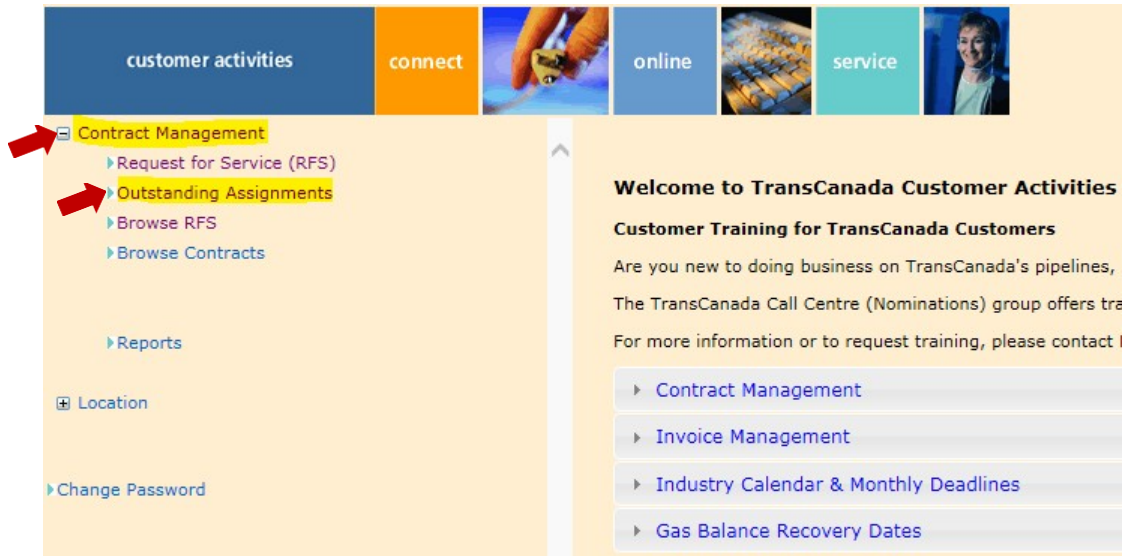
REQUEST TYPE: Temporary Assignment Alberta  
 SERVICE PROVIDER: NOVA Gas Transmission Ltd.  
 ASSIGNOR: Test 1 Customer for CMS/OFA ProjectXXXXXXXXXXXXX52  
 REQUEST START DATE: 2019-Oct-01  
 REQUEST END DATE: 2019-Oct-31  
 ACTUAL START DATE:  
 IS ONLINE PRE-APPROVED: Yes  
 REQUEST SECONDARY START DATE:  
 PROJECT RELATED: No  
 SELECTED CAVATS:

**REQUEST QUANTITIES**

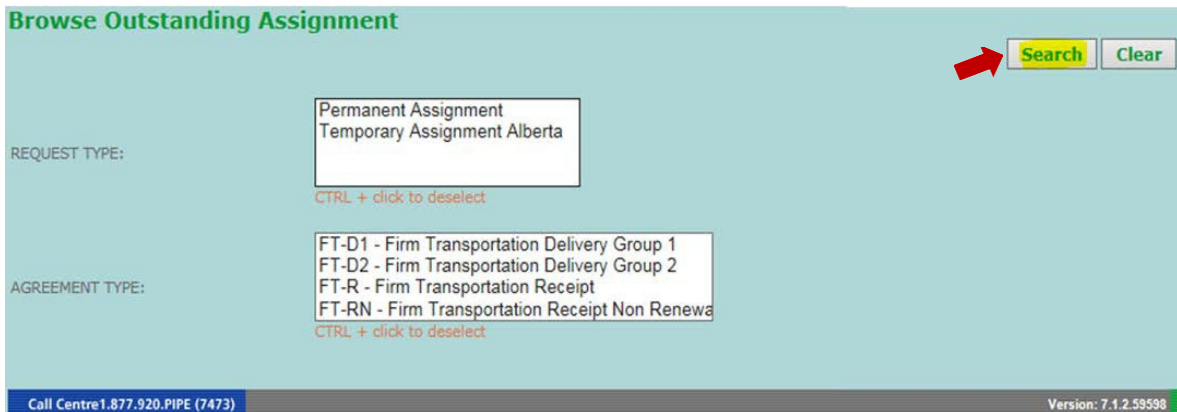
Quantity Type	Quantity	Start Date	End Date	Location/Quantity Type
Demand	18.0 e3m3/day	2019-Oct-01	2019-Oct-31	Demand

## Accepting an Assignment:

1. Select 'Contract Management' followed by 'Outstanding Assignments':



2. Filter search results if required and select 'Search':




3. View list of assignments and select 'Accept / Reject' button on desired assignment:



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- 4 Select 'Accept' or 'Reject' button on assignment:

**Accept/Reject Assignment**

 **Accept** **Reject** **Cancel**

**REQUEST INFORMATION**

ASSIGNOR: Test 1 Customer  
REQUEST NUMBER: 2017520412  
SERVICE PROVIDER: NOVA Gas Transmission Ltd.  
ASSIGNEE: Test 2 Customer  
AGREEMENT TYPE: Firm Transportation Receipt  
REQUEST TYPE: Temporary Assignment Alberta  
REQUEST START DATE: 2017-Sep-01  
LOCATION: 1337:ABEE

Schedule	Secondary Start Date	Start Date	End Date	Quantity	Price Point
1	2017-Aug-01	2017-Sep-01	2017-Sep-30	0.1 e3m3/day	B

Call Centre 1.877.920.PIPE (7473) Version: 7.1.2.59598

- 5 The assignment(s) has now been Accepted or Rejected and an email has been sent to the Assignor:

**Browse Outstanding Assignment**

**Info: Request for Assignment: 2017520412 was accepted.** **Search** **Clear**

REQUEST TYPE:   
CTRL + click to deselect

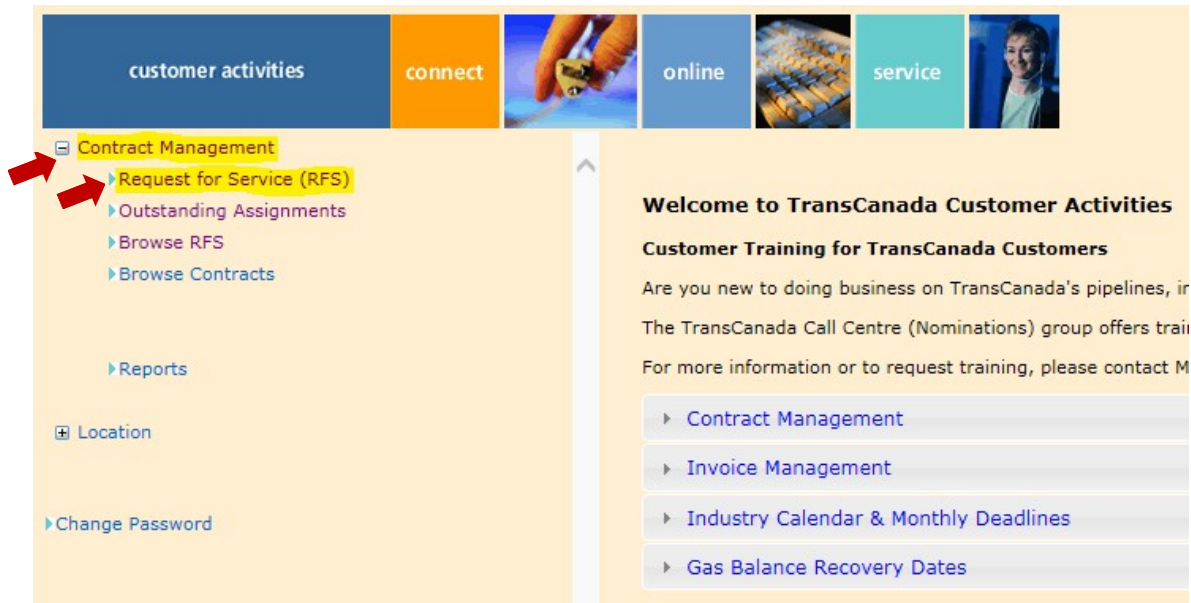
AGREEMENT TYPE:   
CTRL + click to deselect

**SEARCH RESULTS**

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**Requesting a Transfer, Out/Back Transfer, or Transfer to Storage:**

1. Select 'Contract Management' followed by 'Request for Service (RFS)':



2. Select the relevant firm service type under either Transfer or Out/Back Transfer:



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3. Input transfer information and select 'Find Eligible Contracts':

- Email Address Option – all notifications for this request will be sent to this email in addition to primary contract contact.

**Request for Service: Out/Back Firm Transportation Receipt Transfer**

**FIND ELIGIBLE CONTRACTS** **CANCEL**

SERVICE REQUESTER: TS01  
 SERVICE PROVIDER: NOVA Gas Transmission Ltd.  
 START DATE: 2017-Sep-01  
 BACK START DATE: 2017-Oct-01  
 FROM LOCATION: 1624 - CONKLIN (CONKL) 0001624  
 TO LOCATION: 1634 - CONKLIN WEST (CONKW) 0001634  
 TRANSFER QUANTITY: 0.1 e3m3/day  
 EMAIL ADDRESS: ngtl\_contracting@transcanada.com

SELECTED AMOUNT TYPE:  
 Full request on selected contract  Not to Exceed request on selected contract  
 Retain request on selected contract  Minimum Available

**\*Note: Should you fill in the email then all notifications for this request will be sent to this email address.**

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4. Select contract(s) and quantity:

**Request for Service: Out/Back Firm Transportation Receipt Transfer**

**VALIDATE** **SUBMIT** **CANCEL**

SERVICE REQUESTER: TS01  
 SERVICE PROVIDER: NOVA Gas Transmission Ltd.  
 START DATE: 2017-Sep-01  
 BACK START DATE: 2017-Oct-01  
 FROM LOCATION: CONKLIN  
 TO LOCATION: CONKLIN WEST  
 TRANSFER QUANTITY: 0.1 e3m3/day  
 EMAIL ADDRESS: ngtl\_contracting@transcanada.com  
 LETTER DATE:  
 RECEIVED DATE/TIME: 2017-Aug-04 15:38:19  
 SELECTED AMOUNT TYPE: Not to Exceed request on selected contract  
 CONTRACT STATUS: Billable

**CONTRACTS ELIGIBLE FOR TRANSFER**

Select all	Contract #	Contract End Date	Transferred Quantity	Eligible Quantity	Billing Start Date	Billing End Date	Price Point
<input checked="" type="checkbox"/>	2017901539	2020-Jul-31	0.1 e3m3/day	100.0 e3m3/day	2017-Sep-01	2020-Jul-31	B
	<b>Total</b>		<b>0.1</b>				

Call Centre 1.877.920.PIPE (7473) Version: 7.1.2.59598

5. Hit 'Submit' to complete the request. A summary is displayed and the request is sent to NGTL for evaluation:

**Summary of Submitted Request: Firm Transportation Receipt Transfer**

**REQUEST INFORMATION**

AGREEMENT TYPE: Firm Transportation Receipt	REQUEST TYPE: Transfer
REQUEST NUMBER: R2017520417	SERVICE PROVIDER: NOVA Gas Transmission Ltd.
SERVICE REQUESTER: Test 1 Customer	REQUEST START DATE: 2017-Sep-01
APPROVAL DATE:	REQUEST END DATE:
STATUS: In Progress	ACTUAL START DATE:
RECEIVED DATE TIME: 2017-Aug-04 16:19:15	
REQUEST OWNER: Eddie Johnson	
LETTER DATE: 2017-Aug-04	
CANCEL DATE TIME:	
CANCEL REASON:	
CANCELLED DECISION SUMMARY NUMBER:	IS ONLINE PRE-APPROVED: Yes
LOCATION(S): 1634:CONKLIN WEST	STARTED AS PREAPPROVED: Yes
LOCATION MODIFICATION NOTES:	REQUEST SECONDARY START DATE:
IS QUEUED: No	PROJECT RELATED: No
TRANSFER FROM LOCATION: 1624:CONKLIN	SELECTED CAVEATS: No

**REQUEST QUANTITIES**

Quantity Type	Quantity	Start Date	End Date	Location/Quantity Type
Demand	0.1 e3m3/day	2017-Sep-01	9999-Dec-31	Demand

**\* Please Note: Transfers to storage that use volume from Temporary Assignments need to be entered by NGTL Contracting (contact [ngtl\\_contracting@tcenergy.com](mailto:ngtl_contracting@tcenergy.com)) if the request is less than 40 days and for transfer will be for the length of the assignment.**



**Requesting a Transfer, Out/Back Transfer, or Transfer to Storage off a Temporary Assignment:**

1. Out/Back transfers can be done following the same steps from **Requesting a Transfer or Out/Back Transfer** instructions beginning on page 6.
2. **\*New Feature\* Transfers off a Temporary Assignment** – Contracts off temporary assignments that have 40 days or less remaining on the assignment can now be permanently transferred to a new location. At the end of the Temporary Assignment, the total volume will return to the original location with the assignor.
3. Select the relevant firm service type under Transfer:

**Select a Service**

NGTL  
[Out/Back Transfer](#)  
[Temporary Assignment Alberta](#)

**NGTL Request Selections**

OUT/BACK TRANSFER

- [FT-D1 Firm Transportation Delivery Group 1](#)
- [FT-D2 Firm Transportation Delivery Group 2](#)
- [FT-R Firm Transportation Receipt](#)

PERMANENT ASSIGNMENT

- [FT-D1 Firm Transportation Delivery Group 1](#)
- [FT-D2 Firm Transportation Delivery Group 2](#)
- [FT-R Firm Transportation Receipt](#)
- [FT-RN Firm Transportation Receipt Non Renewable](#)

RENEW

- [FT-D1 Firm Transportation Delivery Group 1](#)
- [FT-D2 Firm Transportation Delivery Group 2](#)
- [FT-D3 Firm Transportation Delivery Group 3](#)
- [FT-X Firm Transportation Extraction](#)
- [FT-R Firm Transportation Receipt](#)
- [IT-S Interruptible - Access to Storage](#)

TEMPORARY ASSIGNMENT ALBERTA

- [FT-D1 Firm Transportation Delivery Group 1](#)
- [FT-D2 Firm Transportation Delivery Group 2](#)
- [FT-R Firm Transportation Receipt](#)
- [FT-RN Firm Transportation Receipt Non Renewable](#)

**TRANSFER**

- [FT-D1 Firm Transportation Delivery Group 1](#)
- [FT-D2 Firm Transportation Delivery Group 2](#)
- [FT-R Firm Transportation Receipt](#)

4. Input transfer information and select 'Find Eligible Contracts':

- **\*New Feature\*** if the assignment has more than 40 days remaining No Eligible Contracts Available alert will pop up after Find Eligible Contracts is selected.

**Request for Service: Firm Transportation Receipt Transfer**

SERVICE REQUESTER: TS02

SERVICE PROVIDER: NOVA Gas Transmission Ltd.

START DATE: 2019-Oct-01

FROM LOCATION: 1135 - RICINUS (RICNU) 0001135

TO LOCATION: 2711 - MUSREAU LAKE (MSRLK) 0002711

TRANSFER QUANTITY: 18 e3m3/day

EMAIL ADDRESS: [ngtl\\_contracting@tcenergy.com](mailto:ngtl_contracting@tcenergy.com)

SELECTED AMOUNT TYPE:  Full request on selected contract  Not to Exceed request on selected contract  
 Retain request on selected contract  Minimum Available

**\*Note: Should you fill in the email then all notifications for this request will be sent to this email address.**

5. Select contract(s) and quantity:

- **\*New Feature\*** Contract from TA column. Will indicate any contracts that are connected to a Temporary Assignment.

**Request for Service: Firm Transportation Receipt Transfer**

SERVICE REQUESTER: TS02

SERVICE PROVIDER: NOVA Gas Transmission Ltd.

START DATE: 2019-Oct-01

FROM LOCATION: RICINUS

TO LOCATION: MUSREAU LAKE

TRANSFER QUANTITY: 18.0 e3m3/day

EMAIL ADDRESS: [ngtl\\_contracting@tcenergy.com](mailto:ngtl_contracting@tcenergy.com)

LETTER DATE:

RECEIVED DATE/TIME: 2019-Oct-07 13:50:28

SELECTED AMOUNT TYPE: Full request on selected contract

CONTRACT STATUS: Billable

CONTRACTS ELIGIBLE FOR TRANSFER

<input checked="" type="checkbox"/> Select all	Contract #	Contract End Date	Eligible Quantity	Billing Start Date	Billing End Date	Price Point	From TA
<input checked="" type="checkbox"/>	2019354037	2019-Oct-31	18.0 e3m3/day	2019-Oct-01	2019-Oct-31	B	Yes

Call Centre 1.877.320.PIPE (7473) Version: 7.1.2.5104

6. Hit 'Submit' to complete the request. A summary is displayed and the request is sent to NGTL for evaluation.

7. For transfers to storage from a temporary assignment, if the assignment has less than 40 days remaining and the transfer will run for the entirety of the remaining days of the assignment, the request will need to be entered by NGTL Contracting (please contact [ngtl\\_contracting@tcenergy.com](mailto:ngtl_contracting@tcenergy.com)).

## Find Request Information in 'Browse RFS':

1. Select 'Contract Management' followed by 'Browse RFS':

The screenshot shows the 'customer activities' navigation bar with 'Contract Management' highlighted. The left sidebar contains a tree view where 'Contract Management' is expanded, and 'Browse RFS' is selected. The main content area displays a welcome message and a list of menu items: 'Contract Management', 'Invoice Management', 'Industry Calendar & Monthly Deadlines', and 'Gas Balance Recovery Dates'.

2. Populate the desired fields to refine and then select 'Search':

The 'Browse Requests' form contains the following fields and options:

- REQUEST NUMBER:** Text input field.
- ADVANCED SEARCH:** A banner with the instruction: "CLEAR THE REQUEST NUMBER FIELD WHEN USING THE ADVANCED SEARCH CRITERIA".
- SHOW ONLY REQUESTS FOR WHICH YOUR ROLE IS RESPONSIBLE:**
- SHOW ONLINE PRE-APPROVED REQUESTS ONLY:**
- CONTRACT PARTY:** Text input field containing 'TS01'.
- CONTRACT NUMBER:** Text input field.
- AGREEMENT TYPE:** Dropdown menu with options: CO2 - Carbon Dioxide Service, FCS - Facility Connection Service, FT - Firm Transportation, FT - SK Firm Transportation.
- RECEIPT OR DELIVERY LOCATION:** Text input field.
- PIPELINE:** Dropdown menu set to 'NGTL'.
- REQUEST RECEIVED BETWEEN:** Date range selector with '2017-Aug-23' and an 'AND' operator.
- APPROVED BETWEEN:** Date range selector with an 'AND' operator.
- STATUS:** Dropdown menu with options: Approved, Cancelled, Captured, Complete.
- REQUEST TYPE:** Dropdown menu with options: Amalgamate, ARD Conversion, Asset Sale, Cancel Contract.
- Buttons:** 'Search' (yellow) and 'Clear' (grey).

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3. View list of requests where you can:

- A. Click 'Download CSV' to export entire list as an excel file
- B. Click the request number to view more detailed request information
- C. Click 'View Document' to view the associated document/contract

BROWSE REQUEST RESULTS								
Request #	Service Requester	Assignee	Status	Service Type	Request Type	Request Term Start	Request Term End	Is Online Pre-Approved
	Request Received Date/Time	Quantity		Pipeline	Location/Path		To Location/Path	
<a href="#">R2017520418</a>	TS01		Complete	FT-R	Transfer	2017-Sep-04		Yes <a href="#">View Document</a>
	2017-Aug-04 16:19:15	0.1	e3m3/day	NGTL	1634.CONKLIN WEST		1624.CONKLIN	
<a href="#">R2017520417</a>	TS01		Complete	FT-R	Transfer	2017-Sep-01		Yes <a href="#">View Document</a>
	2017-Aug-04 16:19:15	0.1	e3m3/day	NGTL	1624.CONKLIN		1634.CONKLIN WEST	
<a href="#">R2017520415</a>	TS01		InProg	FT-R	Transfer	2017-Sep-01		Yes
	2017-Aug-04 16:17:06	0.1	e3m3/day	NGTL			1624.CONKLIN	
<a href="#">R2017520414</a>	TS01		InProg	FT-R	Transfer	2017-Aug-01		Yes
	2017-Aug-04 16:17:06	0.1	e3m3/day	NGTL	1624.CONKLIN		1634.CONKLIN WEST	
<a href="#">R2017520412</a>	TS01	TS02	Complete	FT-R	TAsgLiab	2017-Sep-01	2017-Sep-30	Yes <a href="#">View Document</a>
	2017-Aug-04 13:43:36	0.1	e3m3/day	NGTL	1337-ABEE			
Request #	Service Requester	Assignee	Status	Service Type	Request Type	Request Term Start	Request Term End	Is Online Pre-Approved
	Request Received Date/Time	Quantity		Pipeline	Location/Path		To Location/Path	
<a href="#">R2017520398</a>	TS01	TS02	Cancelled	FT-R	TAsgLiab	2017-Sep-01	2017-Sep-02	Yes
	2017-Aug-03 09:35:13	0.1	e3m3/day	NGTL	1624.CONKLIN			
<a href="#">R2017520397</a>	TS01		Complete	FT-R	Transfer	2017-Sep-04		Yes <a href="#">View Document</a>
	2017-Aug-03 09:32:36	0.1	e3m3/day	NGTL	1634.CONKLIN WEST		1624.CONKLIN	
<a href="#">R2017520396</a>	TS01		Complete	FT-R	Transfer	2017-Sep-01		Yes <a href="#">View Document</a>
	2017-Aug-03 09:32:36	0.1	e3m3/day	NGTL	1624.CONKLIN		1634.CONKLIN WEST	
<a href="#">R2017520390</a>	TS02	TS01	Cancelled	FT-R	TAsgLiab	2017-Aug-04	2017-Aug-31	Yes
	2017-Aug-02 16:08:42	0.1	e3m3/day	NGTL	1624.CONKLIN			
<a href="#">R2017520389</a>	TS01	TS02	Cancelled	FT-R	TAsgLiab	2017-Sep-01	2017-Sep-30	Yes
	2017-Aug-02 15:58:33	10.0	e3m3/day	NGTL	1624.CONKLIN			

**A** → [Download CSV](#)

**B** →

**C** →