GUIDELINES TO ENTERING MAINLINE TEMPORARY ASSIGNMENTS

Before You Begin

Have you executed a Master Temporary Assignment Notice? If not, please contact mainline_temp_assignments@tcenergy.com.

Logging on to Dovetail

- Once access to Contract Management / Request for Service has been set-up, point your web browser to: https://emc.tcenergy.com
- The Dovetail Systems window opens. Bookmark this page to allow for future access.
- Enter your User Name and password in the Systems Login window then click Login

TC Energy

Transcanada Customer Systems Login
User Name:
Password:
Login

This is a restricted access server.
All information on or accessible through this system is strictly confidential. All activity may be monitored.
Unauthorized use or access is strictly prohibited and may result in civil action or criminal prosecution.

The Request for Service: Firm Transportation Temporary Assignment window is displayed

Request for Service: Firm Transportation Temporary Assignment

Transactional Temporary Assignment Report

| SERVICE REQUESTER: | Customer Legal Name | | Submit | Cancel |
| SERVICE PROVIDER: | TransCanada PipeLines ⌄ | | | |

TransCanada PipeLines
Great Lakes Canada

Line Item	Contract #	...signment ...d Date	Assignee Mnemonic? - click here	Assign Quantity (GJ/day)	Reference #
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Call Centre 1.877.920.PIPE(7473)

The page allows for 10 Temporary Assignments to be entered at one time

Please select the pipeline under service provider for the appropriate contract.

The data entry fields include:

Field Name	Details
Contract #	Contract assigning from
Assignment Start Date	1st day of assignment – i.e. 2016/11/01
Assignment End Date	Last day of assignment – i.e. 2016/11/30
Assignee	Must be Mnemonic – i.e. SHIP
Assign Quantity (GJ/d)	Whole number only
Reference #	Customer reference details

Notes When Entering Dates:

- The date format is YYYY/MM/DD
- You can use the Calendar feature by clicking on the box
- You can type in the date as 20161101, tab out of the field and the date will populate

<u>Notes When Entering Assignee:</u>

- If you know the Legal Name, but not the Mnemonic, leave the Assignee field blank, click on the –click here-, the most current All Mainline Mnemonics Report will be loaded. After searching for the Legal Name, you will have to enter the appropriate Mnemonic into the Assignee field.

Transactional Temporary Assignment Report

Report run as of a day to show what has been assigned to You and what You have assigned away to an Assignee