

GUIDELINES TO ENTERING EARLY REVERTS ONLINE

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/>
- Select “10. Dovetail Early Revert Temporary Assignments”
- The Dovetail Systems window opens. Bookmark this page to allow for future access
- Enter your Username and password in the Systems Login window then click Login



Transcanada Custom

User Name:
Password:

The Request for Service: Early Revert Temporary Assignment window is displayed

Under the Service Provide Dropdown, select the appropriate pipeline that you wish to enter the Early Revert for. This is only required if your ID has been granted access under multiple pipes

[Transactional Temporary Assignment Report](#)

SERVICE REQUESTER:

SERVICE PROVIDER: TransCanada PipeLines ▼

Submit
Cancel

| Line Item | Contract # | Assignee Symonic? click here | Reversion Quantity (GJ/day) | Reference # |
|-----------|------------|---|-----------------------------------|-------------|
| 1 | | <div style="border: 1px solid black; padding: 2px;"> TransCanada PipeLines Great Lakes Canada </div> | | |

Request for Service: Early Revert Temporary Assignment

[Transactional Temporary Assignment Report](#)

SERVICE REQUESTER:

SERVICE PROVIDER:

TransCanada PipeLines ▼

| Line Item | Contract # | Reversion Start Date | Assignee Mnemonic? - click here | Reversion Quantity (GJ/day) | Reference # |
|-----------|----------------------|----------------------|--|-----------------------------|----------------------|
| 1 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 2 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 3 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 4 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 5 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 6 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 7 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 8 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 9 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 10 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

[Call Centre 1.877.920.PIPE\(7473\)](#)

The page allows for 10 Early Reverts to be entered at one time

The data entry fields include:

| <u>Field Name</u> | <u>Details</u> |
|------------------------|--|
| Contract # | Contract that is being early reverted (Assignee contract #) |
| Revision Start Date | Day of Early Revert – i.e. 2016/11/01 (day quantity is back with Assignor) |
| Assignee | Must be Mnemonic – i.e. SHIP |
| Assign Quantity (GJ/d) | Whole number only |
| Reference # | Blank Text Field |

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

Notes When Entering Assignee:

- 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.