



## Capacity Release Tutorial

- Offer Video Tutorial: [Creating an Offer for Capacity Release](#)
  - Bid Video Tutorial: [Placing a Bid for Capacity Release](#)
  - Recall Video Tutorial: [Creating a Capacity Release Recall](#)
  - Reput Video Tutorial: [Creating a Capacity Release Reput](#)
- If you need assistance with a specific field on a document, you can hover over the small "i" icon for the tool tip within CSI for help.

### Offer Summary List

Rel St Date	 			
06/01/2020		Offer No	Process Status	Rate Sch(
Releaser Data				X
Bidder Data				X Rel K Prei

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## Capacity Release Overview

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### 1.0 Overview

- ◆ Capacity Release - The temporary or permanent reassignment of a shipper's capacity, in whole or in part, under Rate Schedules TSS (Trans-Storage Service), FTS (Firm Transportation Service), FSS (Firm Storage Service), and FS1 (Firm Storage Service with Market Based Rates) as provided in Southern Star's Tariff Section 11 of General Terms and Conditions within the term of the shipper's underlying Service Agreement.
- ◆ Open access pipelines are required by 18 CFR §284.8 to offer the release of firm capacity as part of their open access tariff.
- ◆ Capacity releases are accomplished using standards approved by NAESB, adopted by FERC per 18 CFR §284.12, and incorporated by Southern Star.

## Access and Security

### 2.0 Access & Security

- ◆ To place offers and bids for capacity on Southern Star's CSI website, users are required to have a login and password with capacity release rights in order to access the Customer Activities area of our website which contains the Capacity Release Menu.
- ◆ Access can be requested electronically by completing the CSI Access Form found under the Informational Postings area of Southern Star's CSI website under Electronic Forms.

## Setting Up Capacity Release Offers

### 3.0 How to set up a Capacity Release Offer

#### Offers

To create an offer for released capacity: Under Capacity Release/Offers, choose the Create button in the top right corner.

The screenshot displays the Southern Star CSI website interface for Capacity Release Offers. On the left, a sidebar menu lists various options, with 'Offers' highlighted by a red arrow. The main content area features a dark blue header with the text 'Offer Search' and two buttons: 'RETRIEVE' and 'CREATE'. A red arrow points to the 'CREATE' button. Below the header, the 'Offer Summary List' is shown, which includes a table with columns for 'Rel St Date' (12/05/2019), 'Offer No', 'Process Status', 'Rate Sch(Replacement)', and 'Loc Zn'. There are also sections for 'Releaser Data' and 'Bidder Data', each with a close button (X).

**A. OFFER INFO – All Mandatory items will be highlighted in red.**

- a. Under **Releaser Information**, Choose Releaser Prop Name and Rel Contact.

Under **Contract Information**, use the dropdown arrow to see a list of all firm contracts. (Only contracts that are able to be released will populate). Choose the contract from which capacity is to be released. The system will automatically populate the information specific to the selected contract. **NOTE:** The Rate Sch (Replacement) field will default automatically except when the release is from a TSS. Choose the replacement rate schedule type of FTS, FSS or TSS as well as the Location Zone, depending on the nature of the release.

- b. Enter the Rel St Date, Rel End Date. (The Rel End Date should be a “to date”. For example, a Rel End Date of 10/1/2019 would result in a release including gas day 9/30/2019 but not including 10/1/2019).
- c. For the Perm Rel Desc, & All Re-Rel use the dropdown arrow to choose the appropriate description from the list.

The screenshot shows the 'New Offer' form with the 'OFFER INFO' tab selected. The 'Contract Information' section contains the following fields:

- Rel K \***: TA632
- Rate Sch (Releasing)**: FTS
- Rate Sch (Replacement) \***: FTS
- Loc/QTI Desc \***: Mainline quantity
- Loc Zn \***: Market
- Prev Rel**: 2
- Rel K St Date**: 09/27/2006
- Rel K End Date**: 10/01/2022
- Rel St Date \***: 12/06/2019
- Rel End Date \***: 12/13/2019
- Perm Rel Desc**: Offer not made available for perman...
- Rel Type Desc**: Temporary repackaged
- All Re-rel \***: N

- d. Under **Pre-Arranged Customer Information**, use the dropdown arrow to choose the appropriate description from the list. **If the release is pre-arranged:** Choose a dropdown under Affiliate Indicator & Bidder Data to identify your bidder. **If the release is not pre-arranged:** No other fields will be required.

## Pre-Arranged Customer Information

Prearr Deal Desc * Offer is subject to a prearranged deal	Affiliate Indicator * None
Bidder Data * 190 - Bluegrass Marketing Co. - 046700779	

e. **Bid Information:** Choose from the dropdown for the Bid Deal Desc: biddable or non-biddable. If biddable is chosen, addition fields will show up requiring information specific to the parameters of the bid. The Repl SR Role Ind must be filled out via the dropdown options. Bid Eval Ind Desc, Bid Eval, Bid T-brk, & Shorter Term will populate based on previous criteria. Bid Per St Date /Time will default to the current date. You may choose future dates as long as they follow the NAESB bid period requirements. The Prearr Match Date/Time and Bid Per End Time & Cap Awd Date will default automatically to the correct dates and times. The Rel Req Post Date/Time will default to current date and time once the offer is submitted. You may, however, enter your own NAESB required timeframes. You can save the offer at this point by clicking the “Save Offer” button in the top right corner of the screen.

### Bid Information

Bid Deal Desc * Biddable deal	Repl SR Role Ind * Asset Management Arrangement	
Bid Eval Ind Desc Present Value	Bid Eval Bid Eval	Bid T-brk Pipeline's Tariff Reference
Shorter Term * Offeror will not accept less than full term		
Bid Per St Date 12/05/2019 3:29 pm	Bid Per End Date 12/06/2019 10:00 am	Prearr Match Date 12/06/2019 11:30 am
Rel Req Post Date	Cap Awd Date 12/06/2019 12:00 pm	

← New Offer				SAVE OFFER	SUBMIT OFFER
OFFER INFO	RATE	QUANTITY/LOCATION	TERMS		

Once all information has been completed, choose the **RATE** tab from the top menu ribbon to proceed to the next section.

- B. RATE:** The top portion will Auto populate with the applicable information.
- a. Use the dropdown arrow to choose the appropriate Rate Form/Type Desc:
  - b. Use the dropdown arrow to choose the appropriate Rel Acpt Bid Basis Desc.
  - c. The Mkt Based Rate Ind. And IBR Ind will automatically default to the appropriate information.
  - d. Use the dropdown arrow to choose the appropriate Min Rate Discl Des. if applicable.
  - e. The Surchg Ind Desc, Res Rate Basis Desc and Meas Basis Desc fields will automatically default to the correct information
  - f. Disc Ind field will default to “No Discount” if a discount does not exist. If a discount does exist, choose the appropriate option from the dropdown.
  - g. After completing the above fields, the Standard Rate fields will appear. Enter the appropriate information under the rate fields. Depending on the type of release, there may be more than one field to complete.

In the example below, it is a biddable pre-arranged deal, so a Min Acpt Rate and Rate Bid are required.

OFFER INFO	RATE	QUANTITY/LOCATION	TERMS
Offer No	Rel K TA632	Rate Schedule (Replacement) FTS	Rel Contact Curtis Price
			Rel St Date 12/07/2019
			Rel End Date 12/09/2019
Rate Form / Type Desc * Reservation charge only		Mkt Based Rate Ind No	
Rel Acpt Bid Basis Desc * Non-Index-Based Release - Absolute dollars and cents per unit basis		IBR Ind No	
Min Rate Disci Desc * Undisclosed	Disc Ind * No Disc	Res Rate Basis Desc Per Day	
Surchg Ind Desc Rate(s) stated include all applicable surcharges;no surcharge detail or surcharge total ...		Meas Basis Desc Million BTU's	
<b>Standard Rate</b>			
Rate Id	Max Trf Rate	Min Acpt Rate	Rate Bid
RES	0.146200	0.101000	0.120000

e. Once all information has been completed, choose the next tab from the top menu ribbon (Quantity/Location). You can also Save Offer at this point.

\*\*If there are errors, you will see a list of all errors in a pop-up, an indicator on each tab where the error is occurring, and the field with errors will be Red.

### C. QUANTITY/LOCATION

- The Avail Qty – K field will be automatically populated with the quantity available for release for the chosen contract. The Cycle field will default to the appropriate cycle depending on the dates chosen on the Offer Info page.
- Enter the appropriate quantity in the Max Offer Qty – K field.
- Use the dropdown arrow beside Rel Sr Less Qty to choose the appropriate information. If “Y” is chosen, complete the appropriate information for the Min Offer Qty K field and (if prearranged) the Bid Qty –K field.
- Choose the appropriate information for the RAPP Desc field by using the dropdown arrow.

- e. Once all of the above information is completed, the Locations screen will appear. Enter the appropriate information related to the quantities by location under all fields required. In the example below, it is a prearranged, biddable deal with the agreement of the releasing party to accept a lesser volume. Therefore, a Max, Min and Bid Qty are required.

Edit Offer

SAVE OFFER
SUBMIT OFFER

OFFER INFO

RATE

QUANTITY/LOCATION

TERMS

Offer No

Rel K

Rate Schedule (Replacement)

Rel Contact

Rel St Date

Rel End Date

99020120

TA632

FTS

Curtis Price

12/07/2019

09/08/2020

Avail Qty - K

Cycle

14,041

TIM

Max Offer Qty - K \*

14,041

Rel SR Less Qty \*

Min Offer Qty - K \*

Bid Qty - K

Y

10,000

14,041

RAPP Desc \*

No

Locations

Receipt Locations

Loc Purp	Loc Purp Desc	Loc	Loc Name	Line Segment	Avail Qty - Loc	Max Offer Qty - Loc	Bid Qty - Loc
M2	Receipt Location	16593	TIGT Glavin	190	3000	3,000	3000
M2	Receipt Location	999000	Prd/Mkt Interface	909	11041	7,000	7000

Rows per page: 10
1-2 of 2

Delivery Locations

Loc Purp	Loc Purp Desc	Loc	Loc Name	Line Segment	Avail Qty - Loc	Max Offer Qty - Loc	Bid Qty - Loc
MO	Delivery Location	16953	Merriam	115	14041	10,000	10000

- f. Once all information has been completed, you can choose the Save Offer button to save the offer for future submission or you can proceed to the next tab (Terms) from the top menu ribbon. Again, if there are errors, you will see a list of all errors in a pop-up, an indicator on each tab where the error is occurring, and the field with errors will be Red.

## D. TERMS

- a. Use the dropdown arrow to choose the appropriate information for the Rel Sr Contng field. If "Y" is chosen, the Contingency End Date/Time fields as well as the Releasing Shipper's Contingency Terms field will appear. Choose or enter the appropriate information for those fields.

- b. Under Recall/Reput Desc, use the dropdown arrow to choose the appropriate information. If any form of recallable is chosen, the Recall/Reput Terms field will appear as well as the Business Day and Cycle Indicator fields. Choose or enter the appropriate information for those fields. Option to use the dropdown arrow in the “All” field to choose Y or N to auto-populate all the following fields, Business Day Indicator, Recall notif Timely, Recall notif EE, Recall Notif EVE, Recall notif ID1, Recall Notif ID2, Recall Notif ID3.
- c. For the Stand-ain offer field. If “N” is chosen, the Not a Stand Alone Offer terms fields will appear. Choose or enter the appropriate information.
- d. If there are any Special Terms, Indemnification Clauses or if the agreement has an AMA relationship, complete the related fields with the appropriate information.
- e. Once all the above information is complete, choose the “Save Offer” button to save the offer for future submission or the “Submit Offer” button to submit immediately. If there are errors, a list of all errors will appear, and an indicator on each tab will show where the error is occurring. The field(s) with errors will display in red. Correct the error(s) and choose the Submit button again.

← Edit Offer

SAVE OFFER

SUBMIT OFFER

OFFER INFO

RATE

QUANTITY/LOCATION

TERMS



## Example of Errors Received:

**OFFER INFO**      RATE      QUANTITY/LOCATION      **TERMS**

Offer No: 99020121      Rel K: TA632      Rate Schedule: FTS      Curtis Price

Rel SR Conting \*: N

Recall/Reput Desc \*: Capacity recallable by releasing shipper and reputable at the optio...

Recall/Reput Terms \*: Recallable within 24 hours

All: Y      Business Day Indicator \*: Y

Recall Notif Timely: Y      Recall Notif EE: Y

Recall Notif ID1: Y      Recall Notif ID2: Y

Stand-ain Offer \*: Y

Special Terms and Miscellaneous Notes

Indemnification Cla

**Special Terms and Miscellaneous Notes - AMA Obligations \***

**Errors:**

- Affiliate Indicator cannot be blank
- AMA Obligations is required.

Once Errors have been corrected, choose Submit offer once again.

- f. If submitted successfully, there will be a message at the top of the screen containing the offer number.

**View Offer**      WITHDRAW OFFER      MODEL OFFER

**OFFER INFO**      RATE      QUANTITY/LOCATION      TERMS

✓ Offer 99020121 submitted successfully.

Offer Name: 7906233 Southern Star Central Gas Pipeline, Inc.      Process Status: Submitted      Status: Original      Offer No: 99020121

**easer Information**

vaser Data

## How to Search for Offers Other than your Own.

The Offer Summary List, (Capacity Release/Offers) is the search screen used to search for offers other than your own. It is not necessary to complete all fields. Depending on what type of offer you are looking for, it may be necessary to fill in only one box. For example, the Process Status Box or the Location Zone box. Once you have chosen your search criteria, select the Retrieve button

Offer Search

RETRIEVECREATE

Offer Summary List

Rel St Date

12/09/2019

i

Offer No

Process Status

Rate Sch(Replacement)

Loc Zn

Releaser Data

Bidder Data

Rel K Prefix

Rel K ID

☐ Only My Offers

☐ Only Open Biddable Offers

To retrieve a download of the offer with all the offer details, click on the Offer Number displayed.  
To place a bid on the offer, choose the Gavel next to the Offer number.

Offer Summary List

Rel St Date

12/09/2019

i

Offer No

Process Status

Submitted

Rate Sch(Replacement)

Loc Zn

Releaser Data

Bidder Data

Rel K Prefix

Rel K ID

☐ Only My Offers

☐ Only Open Biddable Offers

## Placing Bids on Capacity Release

### 4.0 How to place a Bid on Capacity Release

Under Capacity Release choose Bids, select the “Create” button. To begin the bid process, choose the Gavel button.

Offer Summary List

Rel St Date: 12/09/2019 | Offer No: | Process Status: Submitted | Rate Sch(Replacement): | Loc Zn: |

Rel K Prefix: | Rel K ID: | ☐ Only My Offers | ☐ Only Open Biddable Offers

View	Modify	Bid	Offer No	Process Status	Rel K	Releaser Data	Rel St Date	Rel End Date	Bid Deal Desc	Bid Per St Date/Time	Bid Dat
			<a href="#">99020122</a>	Submitted	TA29280		12/11/2019	12/17/2019	Biddable deal	12/09/2019 10:23 am	12/10/2019
			<a href="#">99020119</a>	Submitted	TA29280		12/06/2019	04/01/2020	Biddable deal	12/04/2019 12:52 pm	12/10/2019
			<a href="#">99020121</a>	Submitted	TA632		12/10/2019	12/17/2019	Biddable deal	12/06/2019 02:55 pm	12/10/2019

## A. BID INFO

- a. Fields are populated with information specific to the offer and are not editable. For example, if the releasing party will not accept a lesser term, the release term start and end dates will not be editable. However, if the releasing party will accept a lesser term, the bid term dates will be editable. The only required fields on this page are the Bidder Data Name, Bidder Contact and the Affiliate Indicator field. Use the dropdown arrow to select the appropriate information from the list for each field then proceed to the next tab on the top menu ribbon (Rate).

← Create Bid


SAVE BID

SUBMIT BID

BID INFO	RATE	QUANTITY/LOCATION	TERMS
Offer No 99020139	Rel K TA1008	Releaser Data 190 - Bluegrass Marketing Co. - 046700779	
Bid No 0	Repl SR K	Rate Schedule (Replacement) FTS	
TSP/Name 007906233 Southern Star Central Gas Pipeline, Inc.			
<b>Bidder Information</b>			
Bidder Data * 14507 - Racer Gas Transmission - 919191919		Bidder Contact David Tipmore - Racer Gas Transmission	
Bidder E-mail David.Tipmore@southernstar.com		Affil * None	
Bidder Phone (270) 852-4591			
<b>Bid Term</b>			
Bidder Rel Term St 12/17/2019		Bidder Rel Term End 12/27/2019	
Prearr Bid Desc Bidder is not the prearranged deal bidder			

## RATE

a. The rate page will display all the rate information related to the offer. Fields are populated with information specific to the offer and are not editable. However, fields requiring data will be colored red and should be completed. Once all information is complete, choose the next tab on the menu ribbon at the top (Quantity/Location).

BID INFO	RATE	QUANTITY/LOCATION	TERMS
Offer No 99020122	Rel K TA29280	Releaser Data [REDACTED]	
Bid No 0	Repl SR K	Rate Schedule (Replacement) FTS	
Rate Form/Type Desc Reservation charge only	Res Rate Basis Desc Per Day	Meas Basis Desc Million BTU's	
Rel Acpt Bid Basis Desc Non-Index-Based Release - Absolute dollars and cents per unit basis			
Disc Ind No Disc			
Surchg Ind Desc Rate(s) stated include all applicable surcharges;no surcharge detail or surcharge total provided			IBR Ind N
Rate Id	Max Trf Rate	Min Acpt Rate	Rate Bid 
RES	0.2054	0.180000	<div></div> <div>Rate Bid is required.</div>

## C. QUANTITY/LOCATION

- a. The Quantity/Location page will display all the quantity information related to the offer. Fields are populated with information specific to the offer and are not editable. Once all information is complete, choose the next tab on the menu ribbon at the top (Terms).

BID INFO
RATE
QUANTITY/LOCATION
TERMS

Offer No  
99020122

Rel K  
TA29280

Releaser Data

Bid No  
0

Repl SR K

Rate Schedule (Replacement)  
FTS

Bid Qty - K  
100

Max Offer Qty - K  
100

Loc/QTI Desc  
Mainline quantity  
 Loc Zn  
Production  
 Cycle  
TIM

**Receipt Locations**

Loc Purp	Loc Purp Desc	Loc	Loc Name	Line Segment	Max Offer Qty - Loc	Bid Qty - Loc
M2	Receipt Location	17068	EOIT Alfalfa	458	100	100

Rows per page: 10 ▼    1-1 of 1    < >

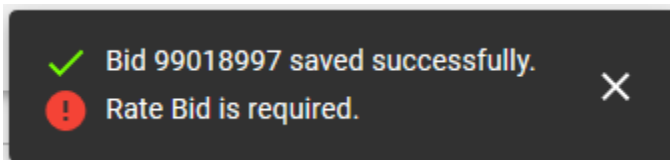
**Delivery Locations**

Loc Purp	Loc Purp Desc	Loc	Loc Name	Line Segment	Max Offer Qty - Loc	Bid Qty - Loc
MQ	Delivery Location	33	OGT Mutual	458	100	100

## D.TERMS

- b. The terms page will include all terms related to this offer including the recall/reput terms and other special terms. The Stand-alone Bid Desc is the only field requiring completion. If you choose “Not a stand-alone”, Bid Terms and Conditions will appear. Select the dropdown arrow and choose the correct option for the bid. Once all information is complete, choose the Save Bid button to save the bid for future submission or choose the Submit Bid button to submit your bid. If there are errors on any page, a message will be display on the top of the screen in red. Correct the error and choose Submit Bid again. If successfully submitted, the Bid number will appear at the top of the screen with the bid #.
- c. Pre-arranged non-biddable deals will be awarded instantly.  
Biddable deals will be awarded on the bid end date at 1:00pm.

### Example of an Error Message once trying to Submit.



## Successful Submission from Terms Page

✓ Bid 99018998 saved successfully. ✕

BID INFO	RATE	QU
Offer No 99020122	Rel K TA29280	Releaser Data [REDACTED]
Bid No 99018998	Repl SR K	Rate Schedule (Replacement) FTS
Recall/Reput Desc Capacity not recallable.		
Stand-ain Bid Desc * Stand-alone Bid ←		
Bidder Contng * N		
Special Terms and Miscellaneous Notes: (Bid)		
Special Terms and Miscellaneous Notes: (Offer)		

## Bid Search

Use the Bids screen to search for bids that have been placed. Complete the search criteria then choose the Retrieve button. Bids matching the search criteria will return on the screen below Bids.

Bid Search

RETRIEVECREATEEXPORT TO EXCEL

Bids

Bid No

Bid Per St Date

Bidder Data

12/09/2019

8676 - Julianie Marketing Co. LLC - 006943781

X

Repl SR K Prefix

Repl SR Rel K ID

Offer No

Releaser Data

X

Rel K Prefix

Rel K ID

View	Modify	Match Bid	Bid No	Process Status	Bidder Data	Offer No	Releaser Data	Rel K
			<a href="#">99018997</a>	Submitted	8676 Julanie Marketing Co. LLC 006943781	<a href="#">99020122</a>		TA29280
			<a href="#">99018998</a>	Saved	8676 Julanie Marketing Co. LLC 006943781	<a href="#">99020122</a>		TA29280

From this screen you can choose to place another bid, (Create) view (Eye icon) or modify/edit (pencil). If you wish to Withdraw a bid, choose the submitted bids Eye icon and the Withdraw Bid button at the top right. Previously submitted bids can also be exported to Excel using the button at the top.

**Bid Search**

[RETRIEVE](#)
[CREATE](#)
[EXPORT TO EXCEL](#)

**Bids**

Bid No

Offer No

Bid Per St Date  
12/09/2019

Repl SR K Prefix

Releaser Data

Rel K Prefix

Bidder Data

Repl SR Rel K ID

Rel K ID

X

X

View	Modify	Match Bid	Bid No	Process Status	Bidder Data	Offer No	Releaser Data	Rel K	Bidder Rel Term St	Bidder Rel Term End
			99018997	Submitted	8676 Julanie Marketing Co. LLC 006943781	99020122		TA29280	12/11/2019	12/17/2019
			99018998	Saved	8676 Julanie Marketing Co. LLC 006943781	99020122		TA29280	12/11/2019	12/17/2019

TSP Name: Southern Star Central Gas Pipeline, Inc.  
TSP: 007906233

**Bid Download**  
Bid Number 99018997

12/9/2019 9:42 PM  
Page 1 of 4

TSP/Name: 007906233 - Southern Star Central Gas Pipeline, Inc.  
Offer No: 99020122

**Bid Information**

Bid Number: 99018997  
Bid Receipt Date: 12/09/2019  
Bid Receipt Time: 12:19:26 PM  
Bidder Rel Term St: 12/11/2019  
Prearr Bid Desc:

Process Status: Submitted  
Post Date: 12/09/2019  
Post Time: 12:19:26 PM  
Bidder Rel Term End: 12/17/2019

Status: Original  
Affil: None

**Contract Information**

Rel K: TA29280  
Loc/QTI Desc: Mainline quantity

Rate Sch (Replacement): FTS  
Loc Zn: Production

TSP Name: Southern Star Central Gas Pipeline, Inc.  
TSP: 007906233

**Offer Download**  
Offer Number 99020122

12/9/2019

TSP/Name: 007906233 - Southern Star Central Gas Pipeline, Inc.  
Offer No: 99020122

Process Status: Submitted Status: Original

**Releaser Information**

Releaser Name:  
Rel Contact:  
Rel E-Mail:

Releaser Prop: 8809 Releaser: 188779862  
Rel Phone:

**Contract Information**

Rel K: TA29280  
Loc/QTI Desc: Mainline quantity  
Rel St Date: 12/11/2019  
Perm Rel Desc: Offer not made available for permanent release  
All Re-rel: N

Rate Sch (Releasing): FTS  
Loc Zn: Production  
Rel End Date: 12/17/2019  
Rel Type Desc: Temporary repackaged

Rate Sch (Replacement): FTS  
Prev Rel: 2  
Cycle: Timely

**Pre-Arranged Customer Information**

Prearr Deal Desc: Offer is not subject to a prearranged deal

**Bid Information**

Bid Deal Desc: Biddable deal  
Bid Eval Ind Desc: Present Value  
Shorter Term: N  
Bid Per St Date: 12/09/2019  
Bid Per St Time: 10:23:00 AM  
Post Date: 12/09/2019  
Post Time: 10:24:28 AM

Repl SR Role Ind: Other  
Bid Eval:  
Bid Per End Date: 12/10/2019  
Bid Per End Time: 10:00:00 AM  
Cap Awd Date: 12/10/2019  
Cap Awd Time: 11:00:00 AM

Bid T-brk: PT

## Recalls and Reputs

### 5.0 Recalls

- A.** To recall capacity, go to Capacity Release/Recall. Select “Create Recall” at the top right of the screen. All offers available to recall will be listed below. To filter through, you can type the offer number into the search criteria at the top and hit retrieve.
- B.** To recall capacity, select the recall arrow next to the offer number you would like to recall from.

Award Search

RETRIEVEEXPORT TO EXCEL

Awards

Offer No

Rel St Date

Releaser Data

Rate Schedule

Loc Zone


Bid No

Bid Per St Date

Bidder Data

Repl SR K

Only Recallable Awards

Recall	Offer No	Offer Status	Releaser Data	Rate Sch(Replacement)	Loc Zn	Offer Quantity	Rel St Date	Rel End Date	Awd No	Bid No	Bid Status	Bidder Data	Bid Quantity
	<a href="#">99020547</a>	Awarded	14579 ABC Company	FTS	Production	5,000	05/28/2020	08/01/2020	<a href="#">99019395</a>	<a href="#">99019395</a>	Awarded		5,000

- C.** Once the Recall Arrow has been chosen, the first screen is the “Detail” tab and displays the offer information. Review this information to make sure that it is correct. All data on this first page will be un-editable and only for your review. To continue to the recall information, choose the “Recall” tab at the top of the page in the gray bar. The only fields that can and must be filled in on the recall tab are: **Recall Reason, Recall St. Date, Recall End Date, Recall Notice Qty, Receipt Recall Qty, and Delivery Recall Qty.**

← Create Recall

SAVE RECALL

SUBMIT RECALL

DETAIL

RECALL

Offer No  
99020547

Releaser Data  
14579 - ABC Company

Rel K  
TA30218

Rel Contact  
John Doe

Bid No  
99019395

Bidder Data  
[REDACTED]

Repl SR K  
RA30219

Bidder Contact  
[REDACTED]

Recall Terms

Recall/Reput Terms  
Recall/Reput Terms

Recall Reason \*

Rel St Date  
05/28/2020

Rel End Date  
08/01/2020

Recall St Date

Recall End Date

Recall No

Process Status

Quantity

Award Qty - K  
5,000

Max Recall Qty - K  
5,000

Recall Notice Qty \*

Receipt Locations

Loc	Loc Name	Line Segment	Award Qty - Loc	Max Recall Qty - Loc	Recall Qty - Loc
13011	OGT Mutual	458	5,000	5,000	0

Delivery Locations

Loc	Loc Name	Line Segment	Award Qty - Loc	Max Recall Qty - Loc	Recall Qty - Loc
999000	Prd/Mkt Interface	909	5,000	5,000	0

D. Once you have filled in the required fields, click on “Submit Recall” at the top right of the page

← Create Recall

SAVE RECALL

SUBMIT RECALL

DETAIL

RECALL

Recall Reason \*

Cold Weather

Rel St Date

05/28/2020

Rel End Date

08/01/2020

Recall St Date

06/01/2020

Recall End Date

07/01/2020

Recall No

Process Status

Quantity

Award Qty - K

5,000

Max Recall Qty - K

5,000

Recall Notice Qty \*

2,500

Receipt Locations

Loc	Loc Name	Line Segment	Award Qty - Loc	Max Recall Qty - Loc	Recall Qty - Loc
13011	OGT Mutual	458	5,000	5,000	2,500

- E. If submitted successfully, a “Recall ##### Successfully Submitted” message will appear at the top of the screen. Save the recall number for your records or for future reference. The request for recall will then be processed by Southern Star in a timely manner.

## 6.0 Reputs

- A. To Reput capacity go to Capacity Release/Reput. Select “Create Reput” at the top right of the screen. All offers available to be Reput will be listed below. To filter through, you can type the offer number into the search criteria at the top and hit retrieve.
- B. To reput capacity, select the reput arrow next to the offer number you would like to reput from.

Recall Search
RETRIEVE
EXPORT TO EXCEL
CREATE RECALL

Recalls

Offer No  
99020547

Rel St Date

Releaser Data

Bid No

Bidder Data

Recall No

Recall St Date

Process Status

Loc Zone

Loc Prop

☒ Only Reputable Recalls

View
Modify
Reput

Offer No	Releaser Data	Rel K	Sch(Replacement)	Bid No	Bidder Data	Rel SR K	Bid Rel St Date
<a href="#">99020547</a>	14579 ABC Company	TA30218	FTS	<a href="#">99019395</a>			05/28/2020

- C. Once the Recall Arrow has been chosen, the first screen is the “Detail” tab and displays the offer information. Review this information to make sure that it is correct. All data on this first page will be un-editable and only for your review. To continue to the reput information, choose the “Reput” tab at the top of the page in the gray bar. The only fields that can and must be filled in on the reput tab are: **Reput Reason**, **Reput St. Date**, **Reput End Date**, **Reput Notice Qty**, **Receipt Reput Qty**, and **Delivery Reput Qty**.

← Create Reput
SAVE REPUT
SUBMIT REPUT

DETAIL
REPUT

Offer No  
99020547

Releaser Data  
14579 - ABC Company

Rel K  
TA30218

Rel Contact  
John Doe

Bid No  
99019395

Bidder Data

Rel SR K  
RA30219

Bidder Contact

Reput Terms

Recall/Reput Terms  
Recall/Reput Terms

Reput Reason  
Test

Recall St Date  
06/01/2020

Recall End Date  
07/01/2020

Reput St Date  
06/01/2020

Reput End Date  
07/01/2020

Recall No  
99000997

Process Status  
Awarded

Reput No

Process Status

**Quantity**

Recall Qty - K

Max Reput Qty - K

Reput Notice Qty

**Receipt Locations**

Loc	Loc Name	Line Segment	Recall Qty - Loc	Max Reput Qty - Loc	Reput Qty - Loc
13011	OGT Mutual	458	2,500	2,500	<input type="text" value="1,000"/>

Rows per page: 10 1-1 of 1

**Delivery Locations**

Loc	Loc Name	Line Segment	Recall Qty - Loc	Max Reput Qty - Loc	Reput Qty - Loc
999000	Prd/Mkt Interface	909	2,500	2,500	<input type="text" value="1,000"/>

- D.** Once you have filled in the required fields, click on “Submit Reput” at the top right of the page

← Create Reput SAVE REPUT SUBMIT REPUT

DETAIL REPUT

Offer No  Release Date  Rel K  Rel Contact

Bid No  Bidder Data  Repl SR K  Bidder Contact

**Reput Terms**

Recall/Reput Terms

Reput Reason

Recall St Date  Recall End Date

Reput St Date  Reput End Date

Recall No  Process Status

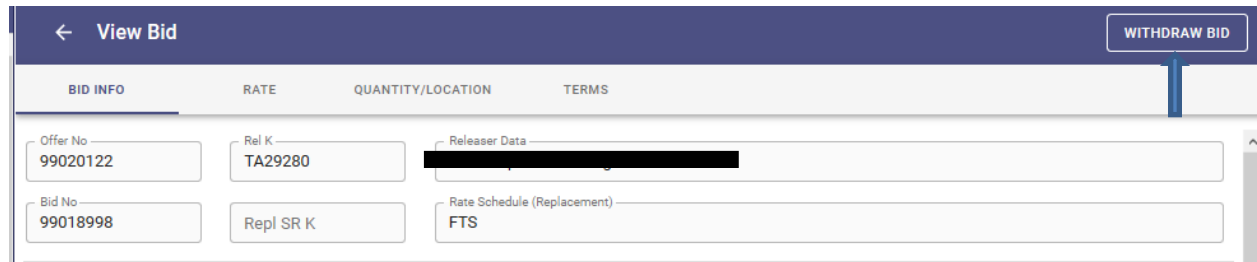
Reput No  Process Status

- E.** If submitted successfully, a “Reput ##### Submitted Successfully” message will appear at the top of the screen. Save the reput number for your records or for future reference. The request for reput will then be processed by Southern Star in a timely manner.

## Withdrawing Bids on Capacity Release

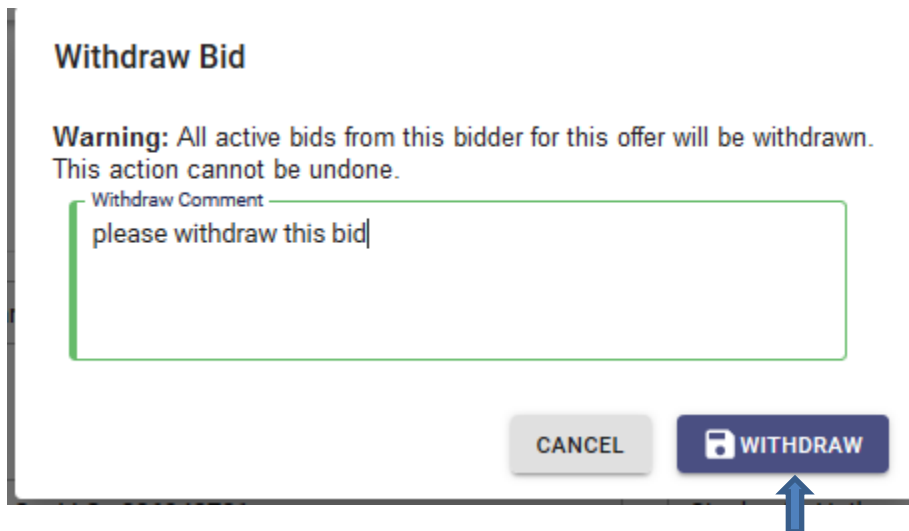
### 7.0 Withdrawals of Bids

- A. To withdraw a Bid, search for the bid under the My Bids search screen. Click on the Eye Icon to view the Bid. From the first page of the Bid screen, choose the Withdraw Bid button in the top right-hand corner.



The screenshot shows the 'View Bid' screen with a dark blue header bar containing a back arrow and the text 'View Bid'. In the top right corner of the header is a button labeled 'WITHDRAW BID'. Below the header is a tabbed interface with four tabs: 'BID INFO', 'RATE', 'QUANTITY/LOCATION', and 'TERMS'. The 'BID INFO' tab is active. It contains several input fields: 'Offer No' with the value '99020122', 'Rel K' with the value 'TA29280', 'Releaser Data' (redacted with a black box), 'Bid No' with the value '99018998', 'Repl SR K', and 'Rate Schedule (Replacement)' with the value 'FTS'.

A pop up “Withdraw Bid” and Warning box will appear for comments. Enter comments then choose Withdraw Bid in the bottom right hand of the box.



The screenshot shows a 'Withdraw Bid' dialog box. At the top, it says 'Withdraw Bid'. Below that is a warning message: 'Warning: All active bids from this bidder for this offer will be withdrawn. This action cannot be undone.' There is a text input field labeled 'Withdraw Comment' containing the text 'please withdraw this bid'. At the bottom of the dialog are two buttons: 'CANCEL' and 'WITHDRAW'. A blue arrow points to the 'WITHDRAW' button.

If successful, a message will display at the top of the screen stating, “Bid withdrawn successfully”.

←
View Bid

BID INFO	RATE	QUANTITY/LOCATION	TERMS
Offer No <b>99020122</b>	Rel K <b>TA29280</b>	Releaser Data [REDACTED]	
Bid No <b>99018997</b>	Repl SR K	Rate Schedule (Replacement) <b>FTS</b>	
TSP/Name <b>007906233 Southern Star Central Gas Pipeline, Inc.</b>			

✓
Bid withdrawn successfully.
✕

## Capacity Release Awards

### 8.0 How to Utilize the Award Screen

- To search for awarded capacity, navigate to Capacity Release/Awards. Once on the Awards screen you can click Retrieve in the top Right corner and it will pull up all awarded capacity. You can also search by offer number, bid number, date range or by party by entering the search criteria and selecting the Retrieve button. You can view the award by clicking on the underlined Offer No. from the list.

Award Search

RETRIEVE
EXPORT TO EXCEL

**Awards**

Offer No

Rel St Date  
07/09/2020

Releaser Data

Rate Schedule

Loc Zone

Bid No

Bid Per St Date

Bidder Data

Repl SR K

☐ Only Recallable Awards

Recall	Offer No	Offer Status	Releaser Data	Rate Sch(Replacement)	Loc Zn	Offer Quantity	Rel St Date	Rel End Date	Awd No	Bid No	Bid Stat
	<u>99020547</u>	Awarded	14579 ABC Company	FTS	Production	5,000	05/28/2020	08/01/2020	99019395	99019395	Awarded

### 8.0 Billing for Capacity Release Transactions

- How is the Billing handled for Capacity Release Transactions?
  - ◆ Shipper is billed rate at full volume then a separate line item credit is applied with the released volume and rate.
  - ◆ Replacement shipper is billed by Southern Star at the awarded rate and volume.

## CSI Help Desk

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### 10.0 CSI Help Desk

- ◆ Please contact us at the CSI Help Desk number (270-852-5123) with any additional Capacity Release questions.
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