

GLCONNECT

Open Season Quick Reference Guide

Questions: (800) 275-3611

BIDDING ON OPEN SEASON CAPACITY

- A. Choose GL Open Season Postings from the main menu
- B. Choose GL Current Season Posting
- C. To view offer, click View Offer next to the offer you wish to view
- D. To bid on offer, click Bid on Offer next to the offer you wish to view
- E. Toggle through tabs inputting the required data

VIEWING OPEN SEASON AWARDS

- A. Choose GL Open Season Postings from the main menu
- B. Choose GL Open Season Award Summary
- C. Type in the open season offer no., query for it, or pick it from the listing
- D. Once the open season is chosen, the awards will be listed on the bottom of the screen

EXECUTING AWARD ACKNOWLEDGEMENTS

- A. Choose Contracts from the main menu
- B. Choose Award Acknowledgement Summary
- C. Choose Execute Single (or Multiple) Award Doc

Capacity Release Quick Reference Guide

Questions: (832) 320-5420

CHOOSE CAPACITY RELEASE FROM THE MAIN MENU IN GLCONNECT

INPUTTING AN OFFER TO RELEASE CAPACITY

- A. Input from "Scratch"
 1. Choose Offer Summary
 2. Choose Create New
 3. Toggle through tabs filling in the information
- B. Copy a Previous Offer
 1. Choose Offer Summary
 2. Pick an offer to copy (input the Offer no., query for the offer, or put cursor on the desired offer in the list below)
 3. Choose Copy Offer
 4. Toggle through tabs changing the required data

RECALLING A CAPACITY RELEASE

- A. Choose Recall/Reput Summary
- B. Choose Create New
- C. Click on Transaction Type drop down and choose Recall
- D. Click the drop down and choose the Offer to recall
- E. Click the drop down and choose the Replacement Contract to recall
- F. Fill in all "white" fields at the bottom of the screen
- G. Click Validate/Save



Capacity Release Continued

INPUTTING A BID ON RELEASED CAPACITY

- A. Choose Capacity Available for Release
- B. Click Bid on Offer next to the Release you desire to bid on
- C. Toggle through tabs filling in the information

REPUTTING A CAPACITY RELEASE

- A. Choose Recall/Reput Summary
- B. Choose Create New
- C. Click on Transaction Type drop down and choose Reput
- D. Click the drop down and choose the Associate Recall ID to reput
- E. Fill in all “white” fields
- F. Click Validate/Save

VIEWING CAPACITY RELEASE AWARDS

- A. Choose Award Summary
- B. Use query fields to narrow the list or just pick the release to view by placing cursor on it
- C. View awards in the lower half of screen

VIEWING PAST CAPACITY RELEASE OFFERS

- A. Choose Offer Summary
- B. Pick an Offer to view (input the Offer no., query for the offer, or put cursor on the desired offer in the list below)
- C. Choose Offer Detail

EXECUTING AWARD ACKNOWLEDGEMENTS

- A. Choose Award Acknowledgement Summary
- B. Choose Execute Single (or Multiple) Award Doc

TIMELINE

<u>Recall Cycle</u>	<u>Nom& Rel. Cycle</u>	<u>Recall Due To PL</u>	<u>Recall Due PL to Repl</u>	<u>Capacity Release Posting Due By:</u>	<u>Nomination Deadline</u>	<u>Gas Flow</u>
Timely	Timely	8:00 a.m.	1 hour after notice rec'd	10:30 a.m.	11:45 a.m. 12:15 p.m.	9:00 a.m. next day
Early Evening	N/A	3:00 p.m.	1 hour after notice rec'd	N/A	6:15 p.m. 6:45 p.m.	9:00 a.m. next day
Evening	Evening	5:00 p.m.	1 hour after notice rec'd.	5:00 p.m.	6:15 p.m. 6:45 p.m.	9:00 a.m. next day
Intra-Day 1	Intra-Day 1	7:00 a.m.	1 hour after notice rec'd	9:00 a.m.	10:15 a.m. 10:45 a.m.	5:00 p.m. same day
Intra-Day 2	Intra-Day 2	2:30 p.m.	1 hour after notice rec'd	4:00 p.m.	5:15 p.m. 5:45 p.m.	9:00 p.m. same day

Great Lakes extended its nom deadlines by ½ hour, crossed out nom deadlines are tariff/NAESB nom deadlines.

