EDI Setup

How to file online TPA, Exhibit A, and EDI Worksheet

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Contents

The following document is divided into three sections based on need. Click on the link that is applicable.

Note: The following slides are only applicable to Local Security Administrators

Overview

EDI Setup

EDI Setup Overview

- To become an EDI training partner with Enbridge the following steps must be completed:
  1. Trading Partner Agreement (TPA) must be executed
  2. TPA Exhibit A must be executed
  3. An EDI Worksheet must be completed.

- What is a TPA?
  – The NAESB Trading Partner Agreement is comprised of three documents. This section deals with the execution of the two legal documents, the actual Trading Partner Agreement and the Trading Partner Agreement Exhibit A. The documents state required communication protocols, encryption, functional acknowledgements, digital signature, testing, limitation of damages and initial contact information. These two documents must be fully executed before any communications setup or testing can occur.

- What is the EDI Worksheet?
  – The EDI worksheet provides Enbridge with the necessary information to setup an entity as an EDI trading partner
    - This includes contact information, public encryption keys, communications data, and transaction data sets

EDI Access

- The Local Security Administrator (LSA) can submit Trading Partner Agreements, TPA Exhibit A and EDI Worksheets.

- LSAs can give other users access to enter and submit this data.
  - This is performed by giving the EDI Admin role to a User ID.
  - See the tutorial "LINK ID Creation/Edit" for details on how to add access roles to user IDs.

Trading Partner Agreement

How to File a TPA in the LINK® System

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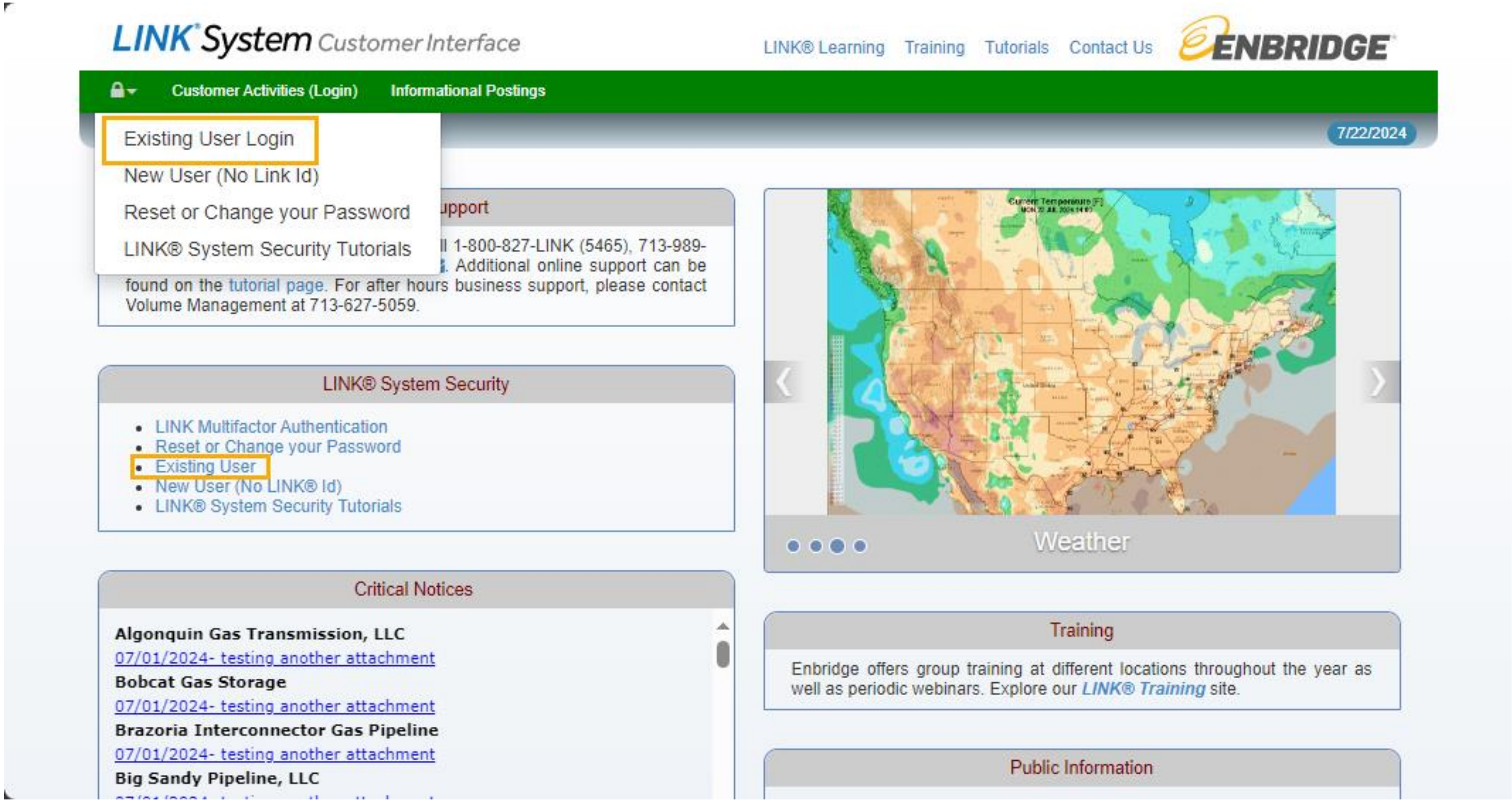
Trading Partner Agreement

Step 1

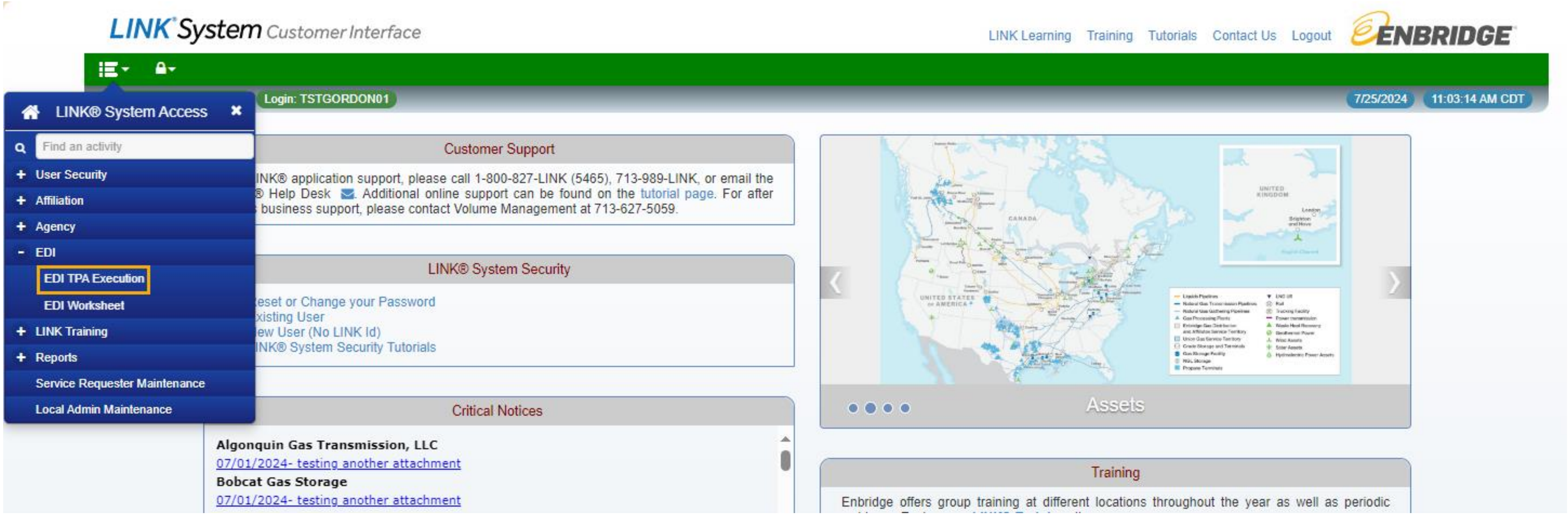
Visit https://link.enbridge.com and login via “Existing User Login”



Trading Partner Agreement

Step 2

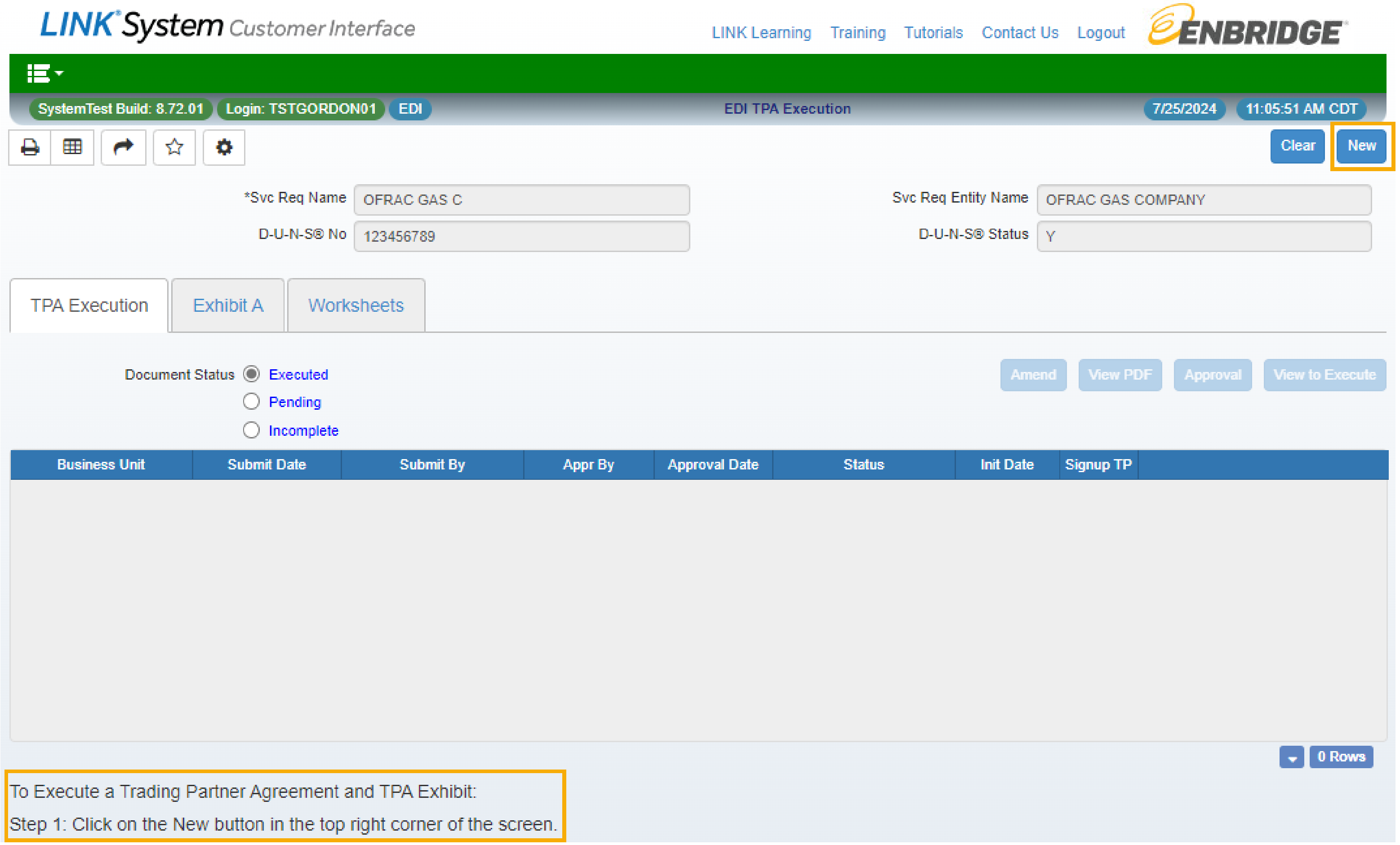
Under the menu tree: EDI→ EDI TPA Execution



Trading Partner Agreement

Step 3

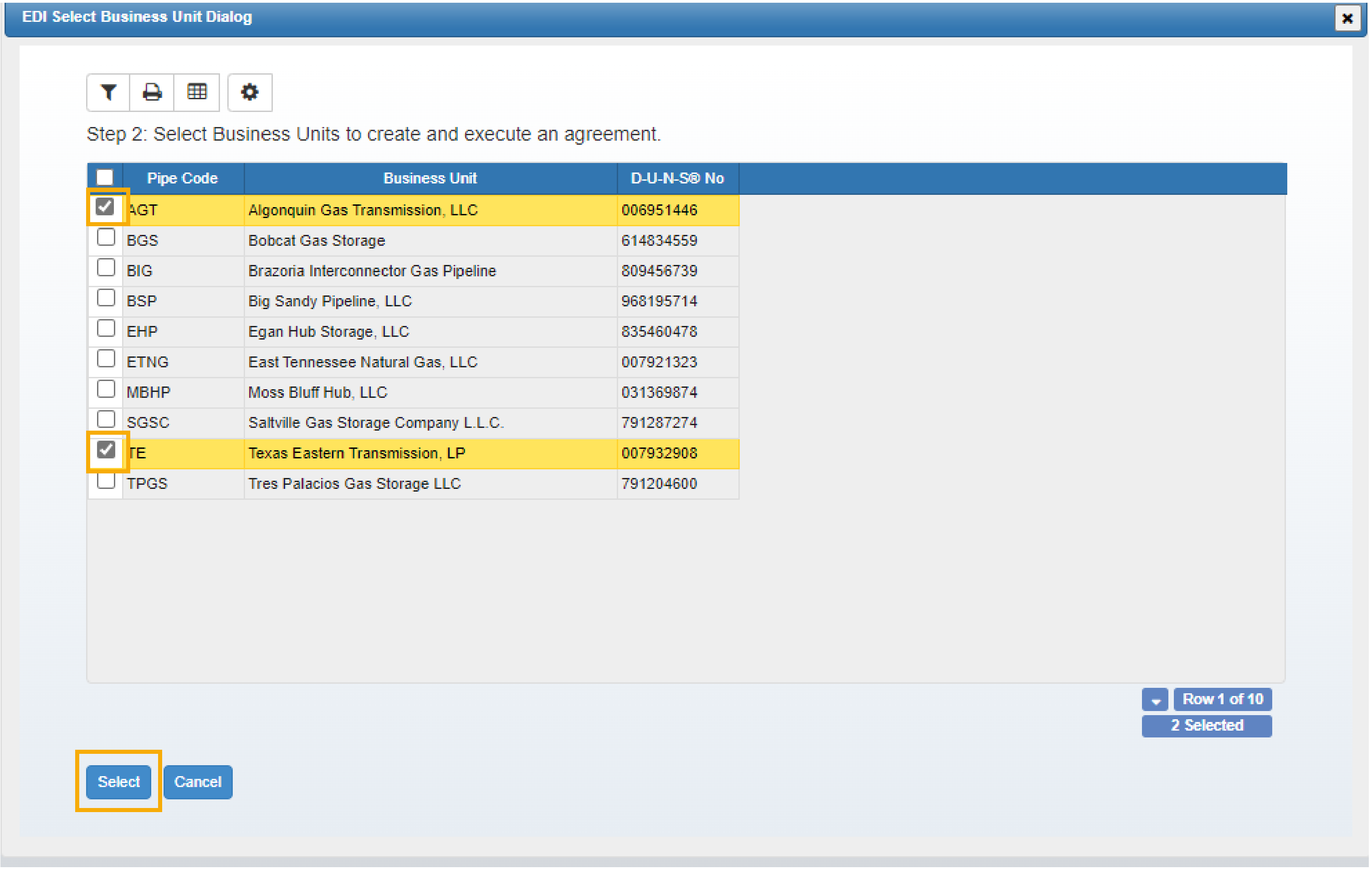
Hit the “New” button



Trading Partner Agreement

Step 4

Select the business units that you would like to file a TPA for. Hit the “Select” button when finished.

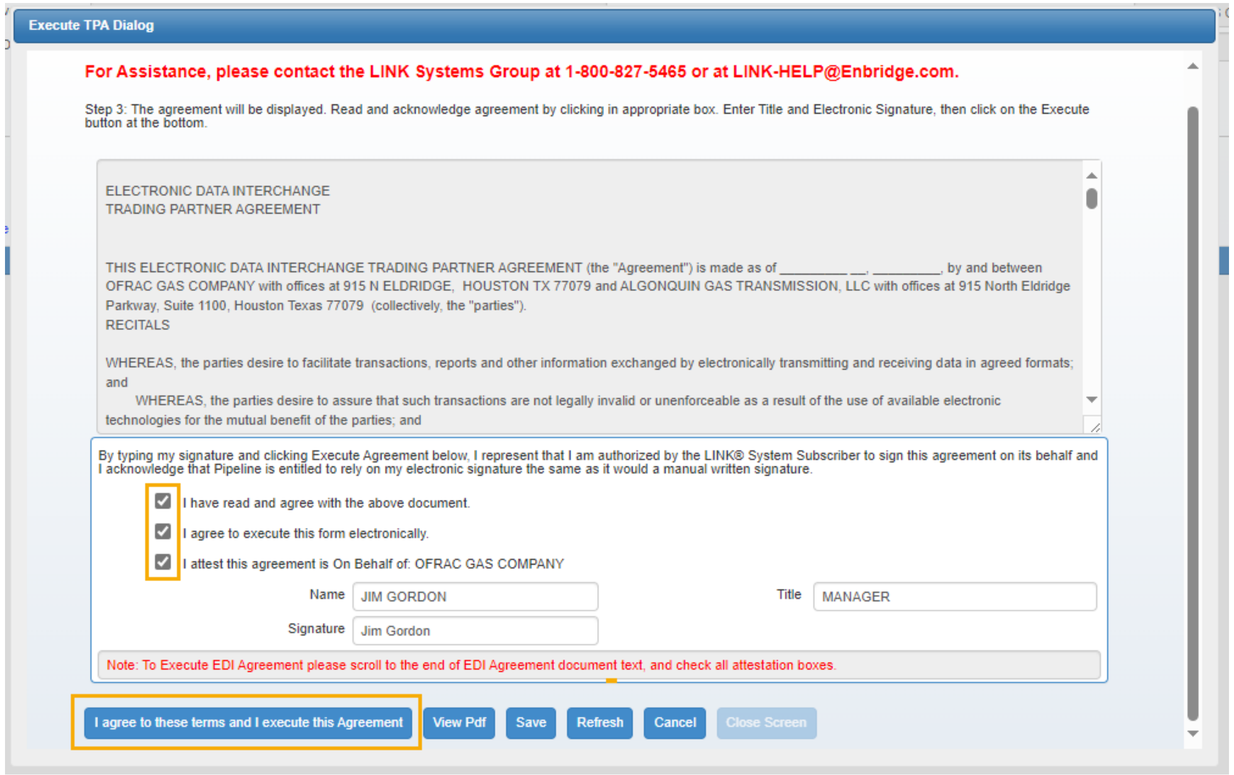


Pipe Code	Business Unit	D-U-N-S® No
AGT	Algonquin Gas Transmission, LLC	006951446
BGS	Bobcat Gas Storage	614834559
BIG	Brazoria Interconnector Gas Pipeline	809456739
BSP	Big Sandy Pipeline, LLC	968195714
EHP	Egan Hub Storage, LLC	835460478
ETNG	East Tennessee Natural Gas, LLC	007921323
MBHP	Moss Bluff Hub, LLC	031369874
SGSC	Saltville Gas Storage Company L.L.C.	791287274
TE	Texas Eastern Transmission, LP	007932908
TPGS	Tres Palacios Gas Storage LLC	791204600

Trading Partner Agreement

Step 5

1. Read and scroll completely through the NAESB TPA
2. Acknowledge that you have read and agree to the TPA by checking the checkboxes below the document.
3. Enter your title and signature.
4. Hit the “I agree” button. A final checkout popup will be presented. Review all information and hit the “I agree” button.



Trading Partner Agreement (Exhibit A)

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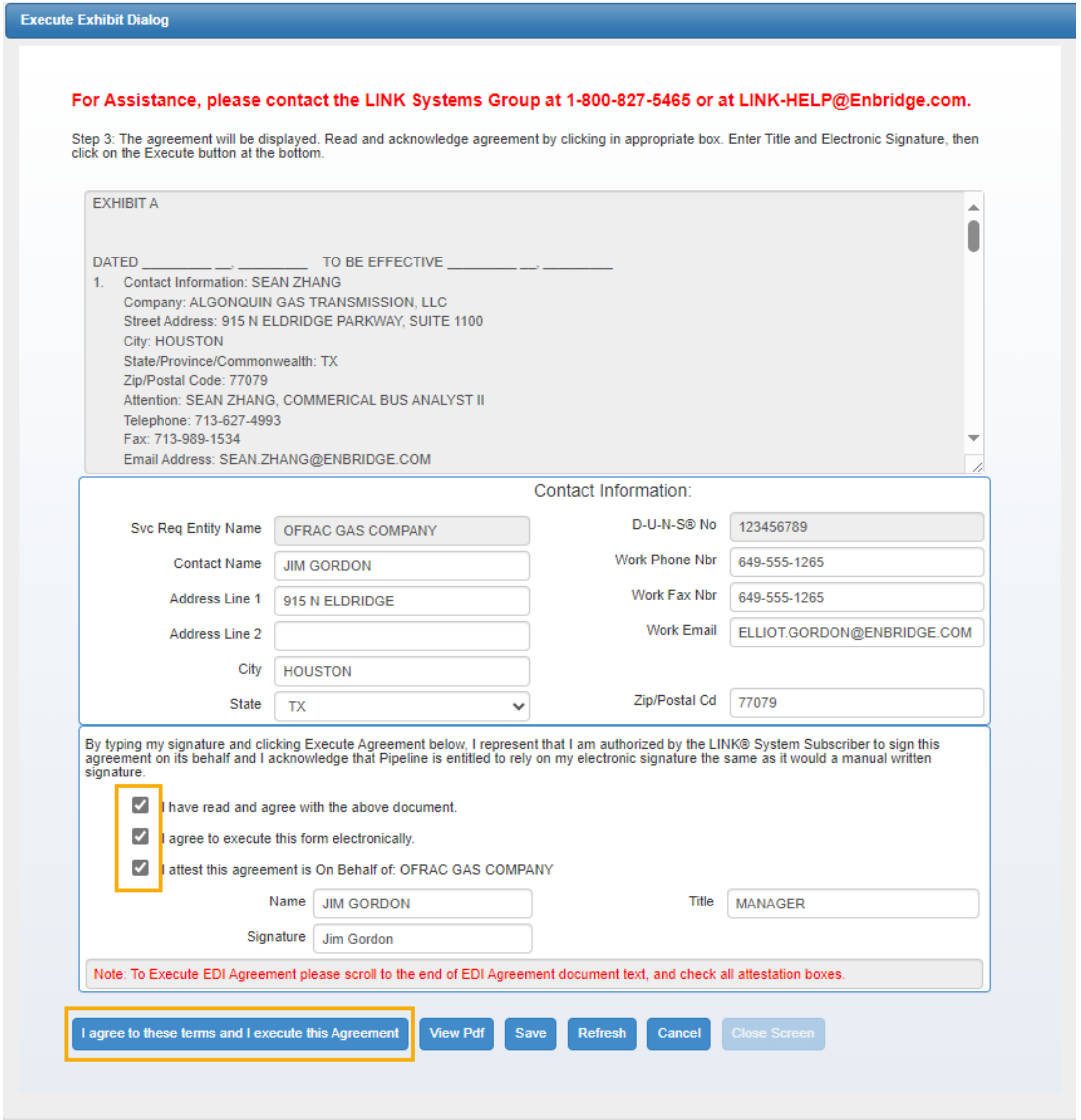
Step 6

After submission of the TPA an **Exhibit A** agreement will appear in a popup

1. Read and scroll <u>completely</u> through the Exhibit A Agreement
2. Fill in your contact information
3. Acknowledge that you have read and agree to the Exhibit A by checking the checkboxes below the document.
4. Enter your title and signature.
5. Hit the “I agree” button. A final checkout popup will be presented. Review all information and hit the “I agree” button.

Trading Partner Agreement (Exhibit A)

Step 6



Execute Exhibit Dialog

For Assistance, please contact the LINK Systems Group at 1-800-827-5465 or at LINK-HELP@Enbridge.com.

Step 3: The agreement will be displayed. Read and acknowledge agreement by clicking in appropriate box. Enter Title and Electronic Signature, then click on the Execute button at the bottom.

EXHIBIT A

DATED _________ __, _________ TO BE EFFECTIVE _________ __, _________

1. Contact Information: SEAN ZHANG
   Company: ALGONQUIN GAS TRANSMISSION, LLC
   Street Address: 915 N ELDRIDGE PARKWAY, SUITE 1100
   City: HOUSTON
   State/Province/Commonwealth: TX
   Zip/Postal Code: 77079
   Attention: SEAN ZHANG, COMMERICAL BUS ANALYST II
   Telephone: 713-627-4993
   Fax: 713-989-1534
   Email Address: SEAN.ZHANG@ENBRIDGE.COM

Contact Information:

Svc Req Entity Name	OFRAC GAS COMPANY	D-U-N-S® No	123456789
Contact Name	JIM GORDON	Work Phone Nbr	649-555-1265
Address Line 1	915 N ELDRIDGE	Work Fax Nbr	649-555-1265
Address Line 2		Work Email	ELLIOT.GORDON@ENBRIDGE.COM
City	HOUSTON		
State	TX	Zip/Postal Cd	77079

By typing my signature and clicking Execute Agreement below, I represent that I am authorized by the LINK® System Subscriber to sign this agreement on its behalf and I acknowledge that Pipeline is entitled to rely on my electronic signature the same as it would a manual written signature.

- [x] I have read and agree with the above document.
- [x] I agree to execute this form electronically.
- [x] I attest this agreement is On Behalf of: OFRAC GAS COMPANY

Name: JIM GORDON Title: MANAGER

Signature: Jim Gordon

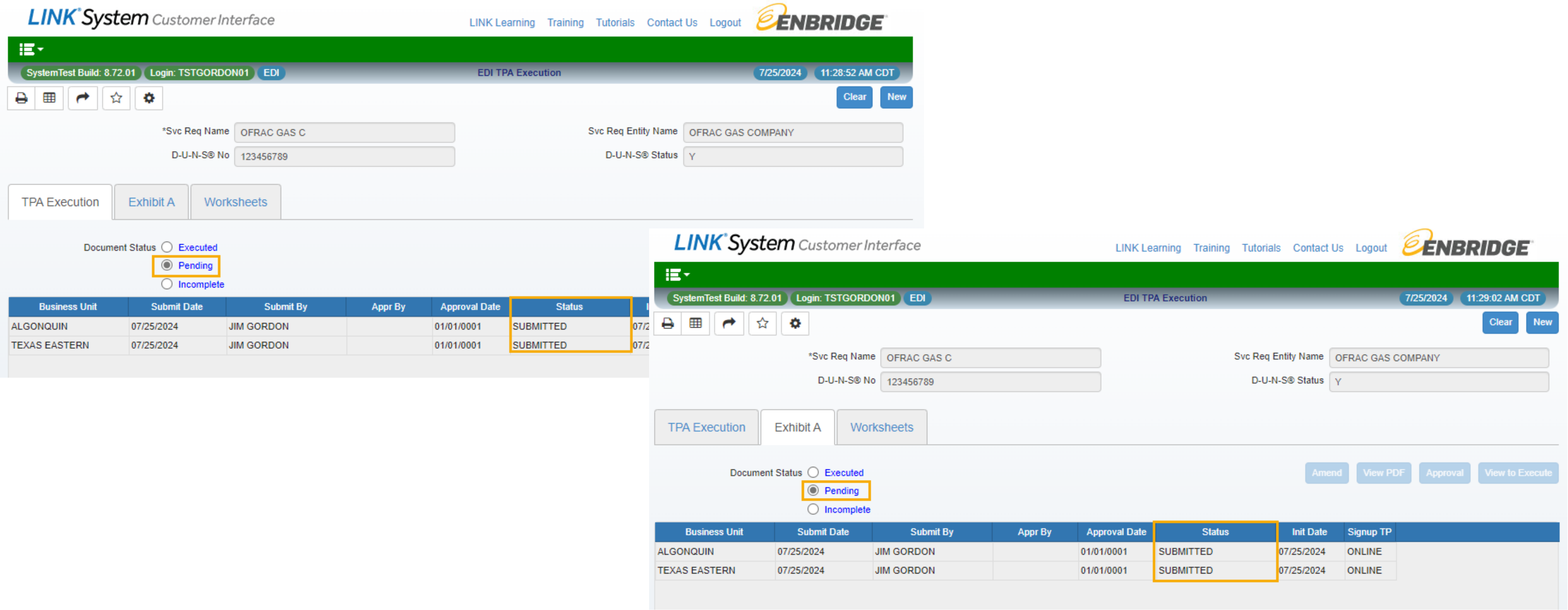
Note: To Execute EDI Agreement please scroll to the end of EDI Agreement document text, and check all attestation boxes.

I agree to these terms and I execute this Agreement | View Pdf | Save | Refresh | Cancel | Close Screen

Trading Partner Agreement (Exhibit A)

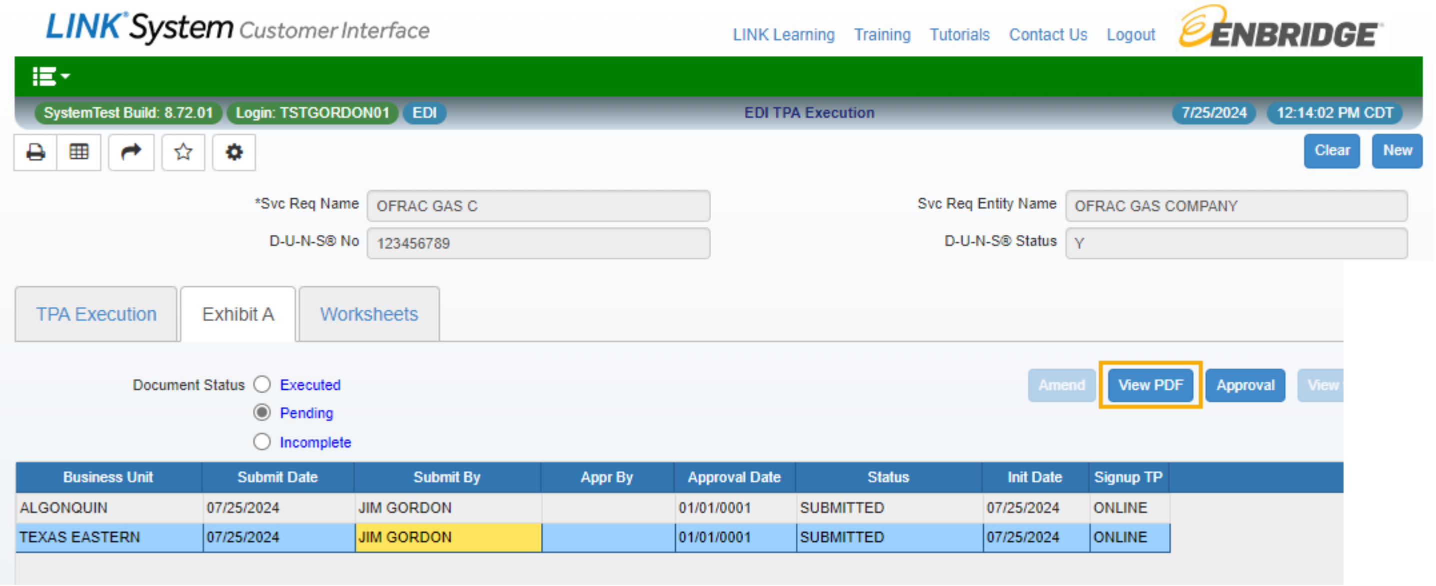
Step 7

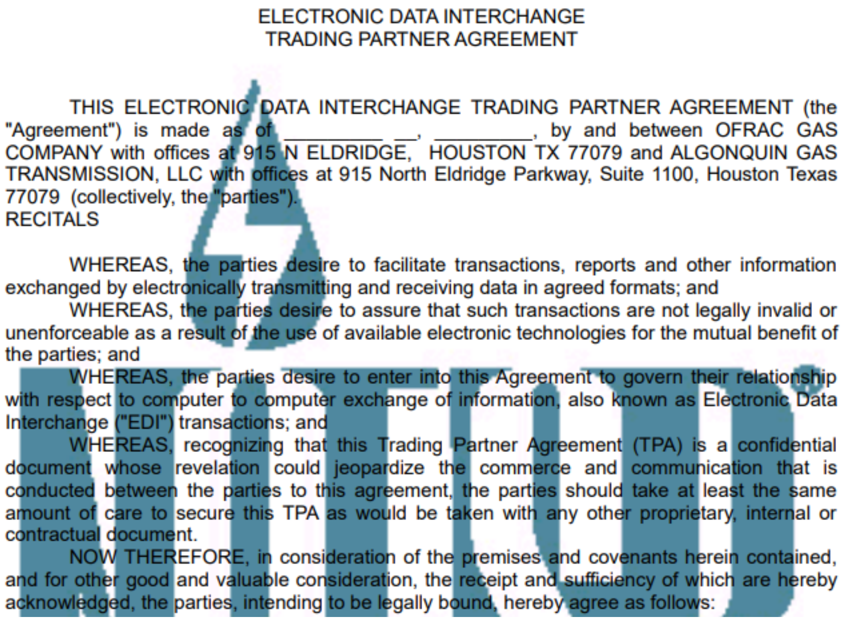
Both the TPA and Exhibit A will show as pending until approved by Enbridge



Trading Partner Agreement (Exhibit A)

At any time, you may access the TPA or Exhibit A by selecting the Business Unit row item and hitting the "View PDF" button





ELECTRONIC DATA INTERCHANGE
TRADING PARTNER AGREEMENT

THIS ELECTRONIC DATA INTERCHANGE TRADING PARTNER AGREEMENT (the "Agreement") is made as of __________ __, __________, by and between OFRAC GAS COMPANY with offices at 915 N ELDRIDGE, HOUSTON TX 77079 and ALGONQUIN GAS TRANSMISSION, LLC with offices at 915 North Eldridge Parkway, Suite 1100, Houston Texas 77079 (collectively, the "parties").

RECITALS

WHEREAS, the parties desire to facilitate transactions, reports and other information exchanged by electronically transmitting and receiving data in agreed formats; and

WHEREAS, the parties desire to assure that such transactions are not legally invalid or unenforceable as a result of the use of available electronic technologies for the mutual benefit of the parties; and

WHEREAS, the parties desire to enter into this Agreement to govern their relationship with respect to computer to computer exchange of information, also known as Electronic Data Interchange ("EDI") transactions; and

WHEREAS, recognizing that this Trading Partner Agreement (TPA) is a confidential document whose revelation could jeopardize the commerce and communication that is conducted between the parties to this agreement, the parties should take at least the same amount of care to secure this TPA as would be taken with any other proprietary, internal or contractual document.

NOW THEREFORE, in consideration of the premises and covenants herein contained, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties, intending to be legally bound, hereby agree as follows:

EDI Worksheet

How to fill out an EDI Worksheet in the LINK® System

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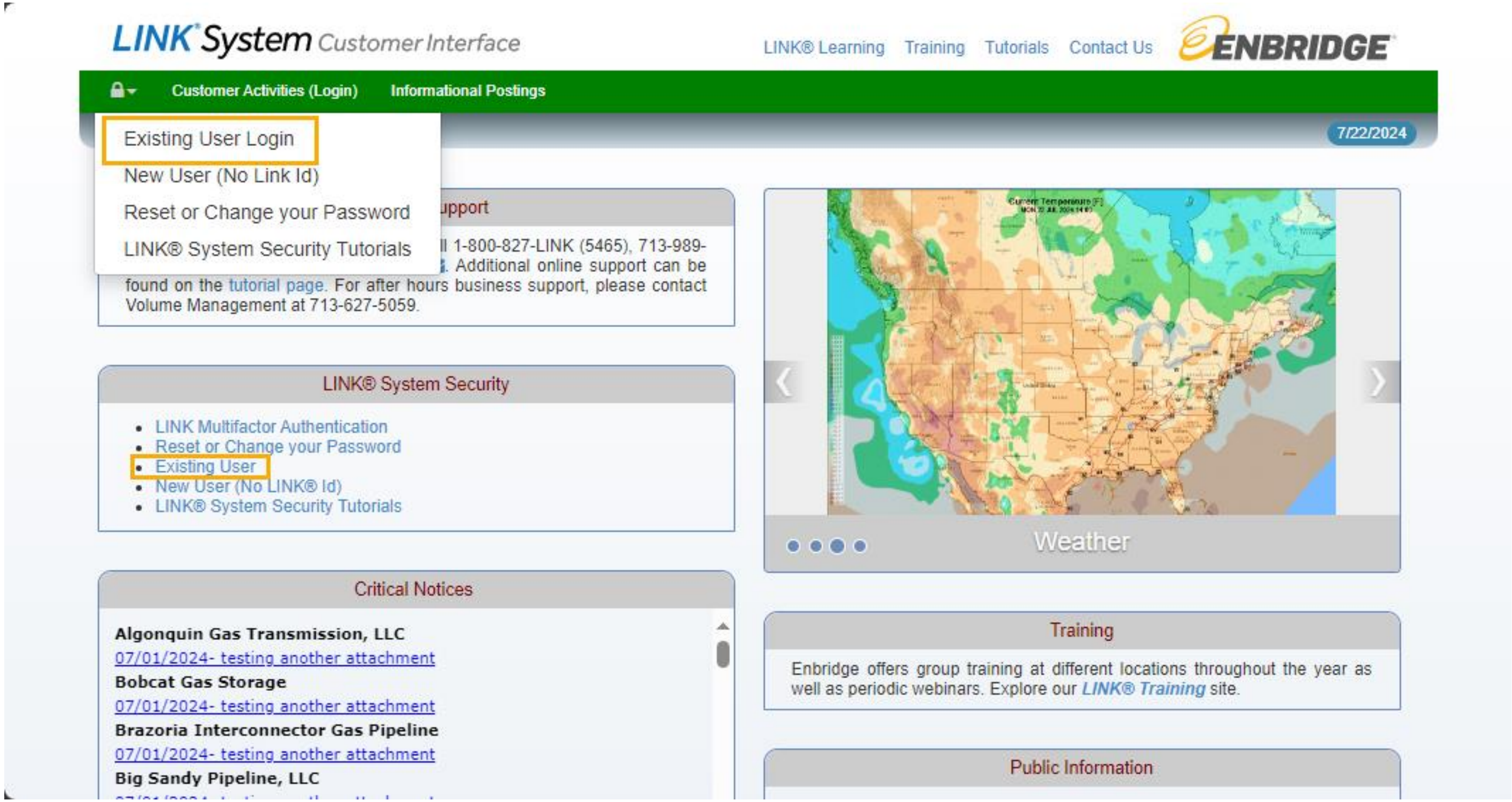
EDI Worksheet

Step 1

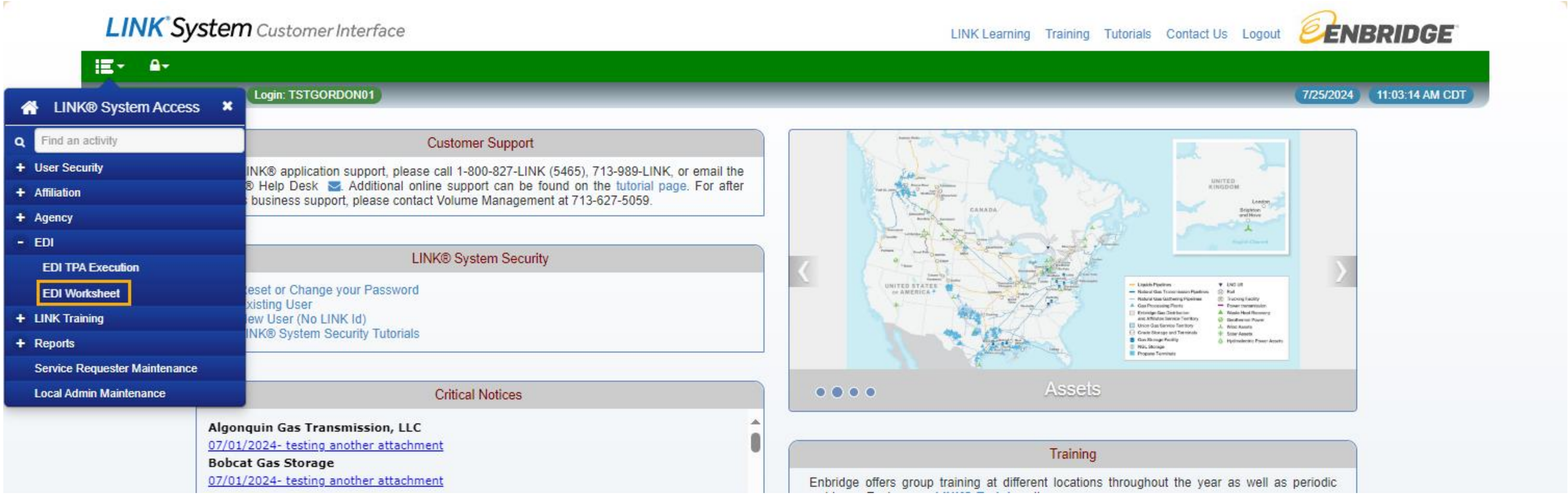
Visit https://link.enbridge.com and login via “Existing User Login”



EDI Worksheet

Step 2

Under the menu tree: EDI→ EDI Worksheet



Instructions

- **All tabs of the EDI worksheet must be completed before testing EDI can begin**
  - Tabs Include Contact Info, Connect to US, Communications, Public Encryption, and Transaction sets

- Note that under each page of the EDI Worksheet there are step by step instructions:

To enter Communications Data:

Step 1: For a New site, click on the Proposed radio button. To Edit, Current radio button indicator must be marked.

Step 2: To create a new record click on the "New" button. To edit, select line item and click on the "Edit" button.

To retain entered data click on "Save", when complete click on "Submit"

To Upload Encryption Key and related data

Step 1: For a New Key, click on the Proposed radio button. To Edit existing, Current radio button indicator must be marked.

Step 2: Choose the Environment from the dropdown, then click on the "New/Edit" button.

To retain entered data click on "Save", when complete click on "Submit" both

To enter Delimiters and Datasets

Step 1: For New/Edit, click on the Proposed radio button.

Step 2: Enter Delimiter Data in screen.

To enter Transaction Sets

Step 1: For New Transaction Sets, click on the Proposed radio button.

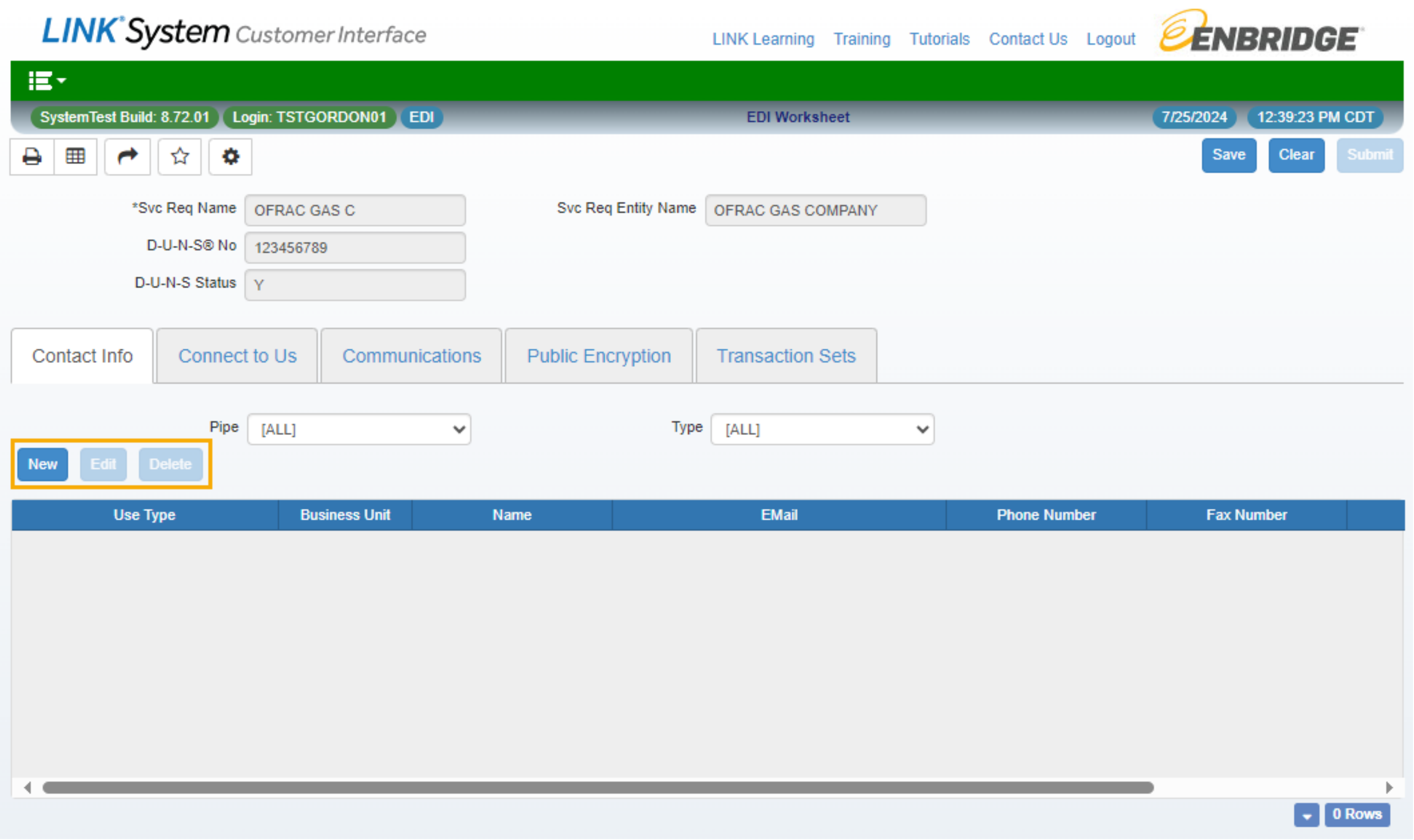
Step 2: Click on the "New" button.

Contact Info

Step 1

Select the “New” button to create a new contact

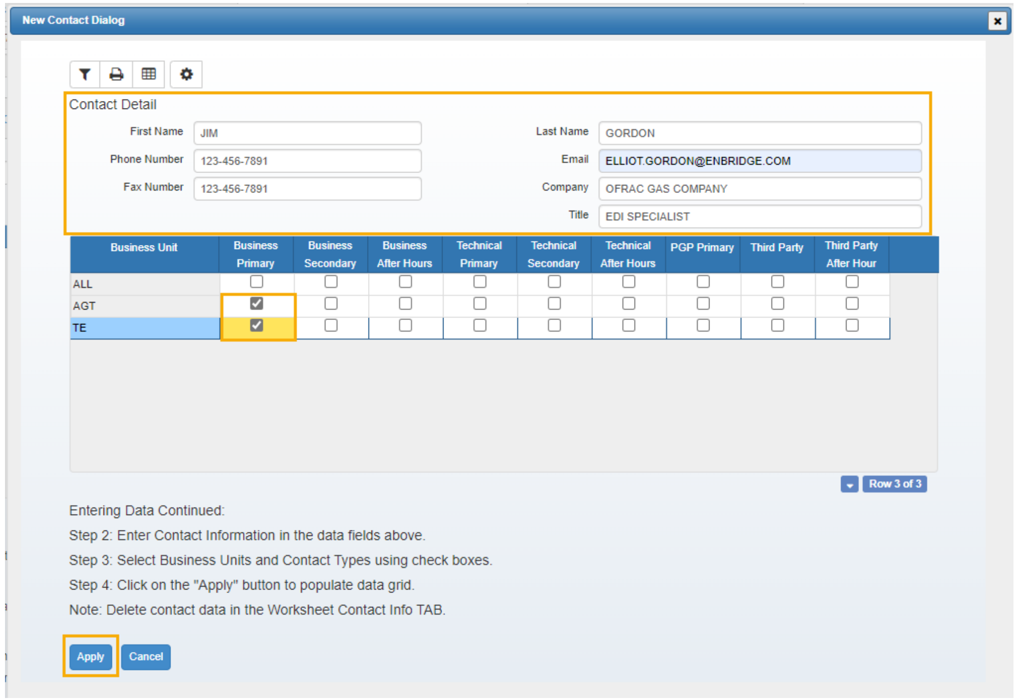
– Contacts can also be edited or deleted once the contact is created

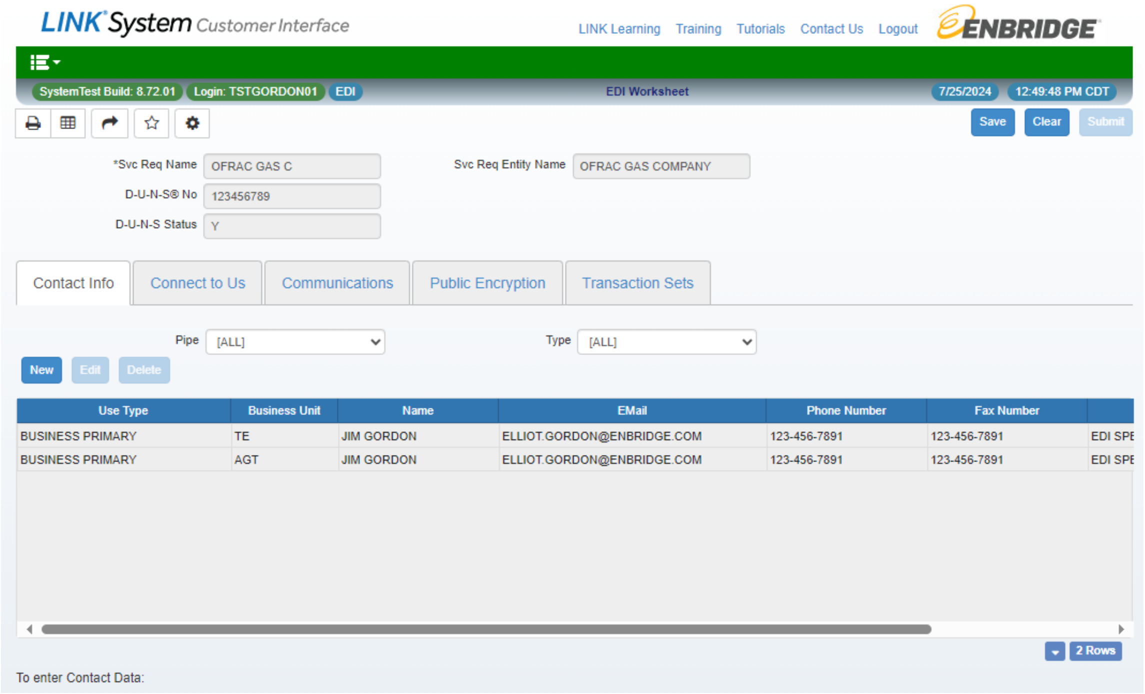


Contact Info

Step 2

1. Fill out required contact information
2. Select the contact Type for each business unit
   – Business Primary, Business Secondary, Business After Hours, Technical Primary, Technical Secondary, Technical After Hours, PGP Primary, Third Party, Third Party After Hours.
3. Hit the “Apply” button





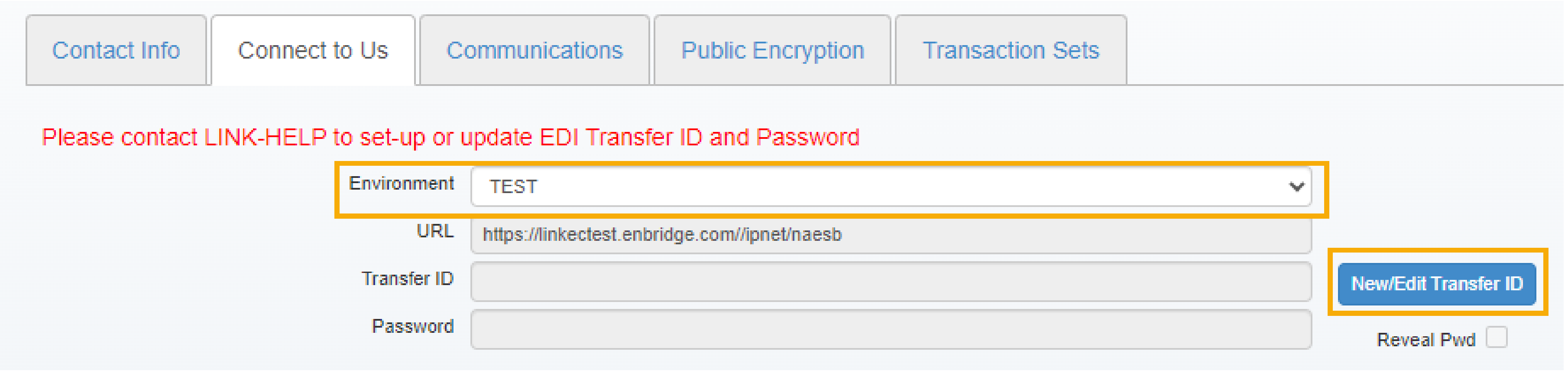
Connect to Us

Create an ID and Password for EDI

Note: The “New/Edit Transfer ID” button must be active before creating an ID or Password. The “New/Edit Transfer ID” button is activated after all internal approvals are performed.

Step 1 - You must create an ID for both the “Test” and “Production Sites.” Choose the environment from the dropdown at the top of the page.

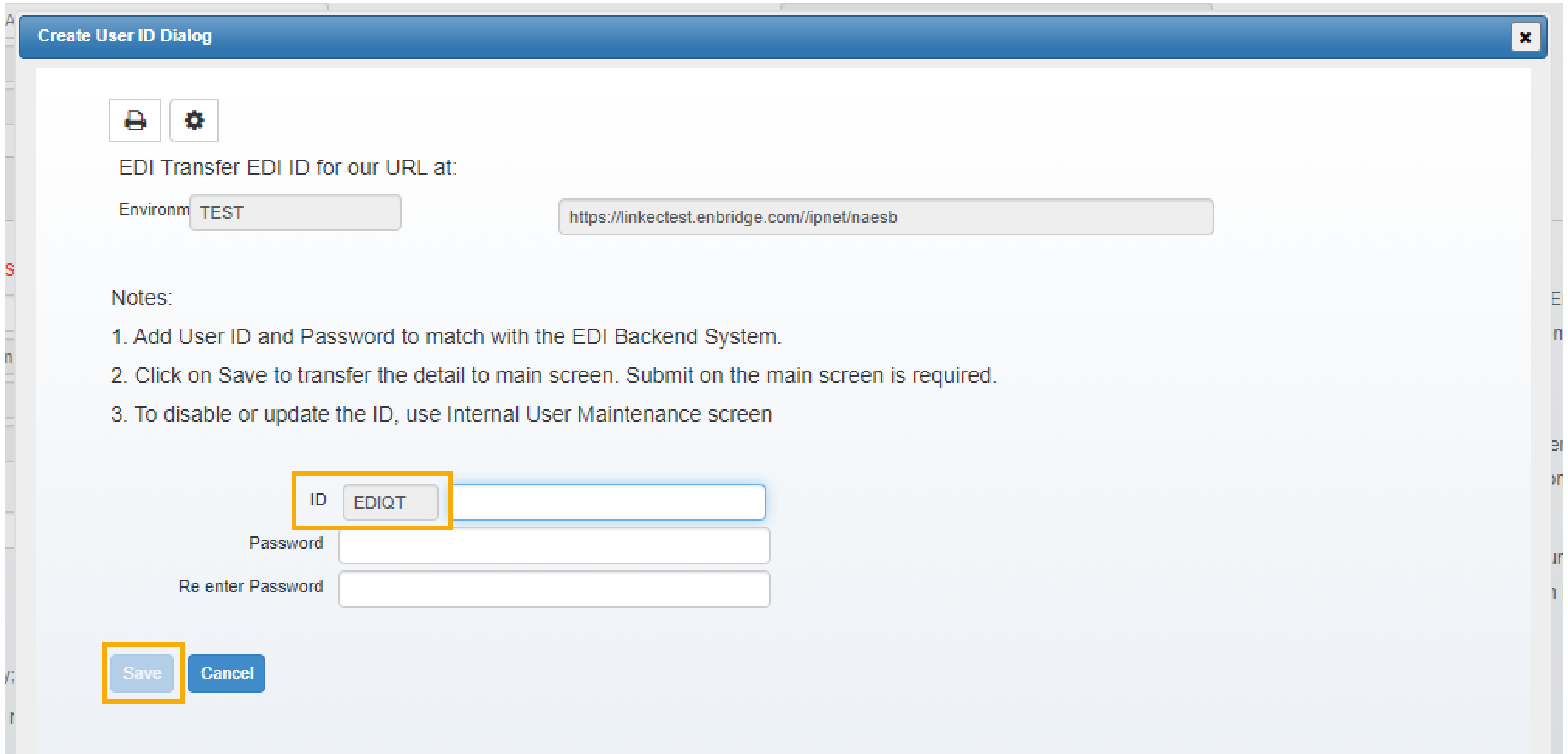
Step 2 - Click the “New/Edit Transfer ID” button which will activate a popup to enter your ID and Password.



Connect to Us

Step 3 - Enter your ID and Password for our site. All IDs will begin with “EDIQT” or “EDIP” which is pre-filled by the system.

Step 4 - When both ID and Password are complete without errors, click the “Save” button.

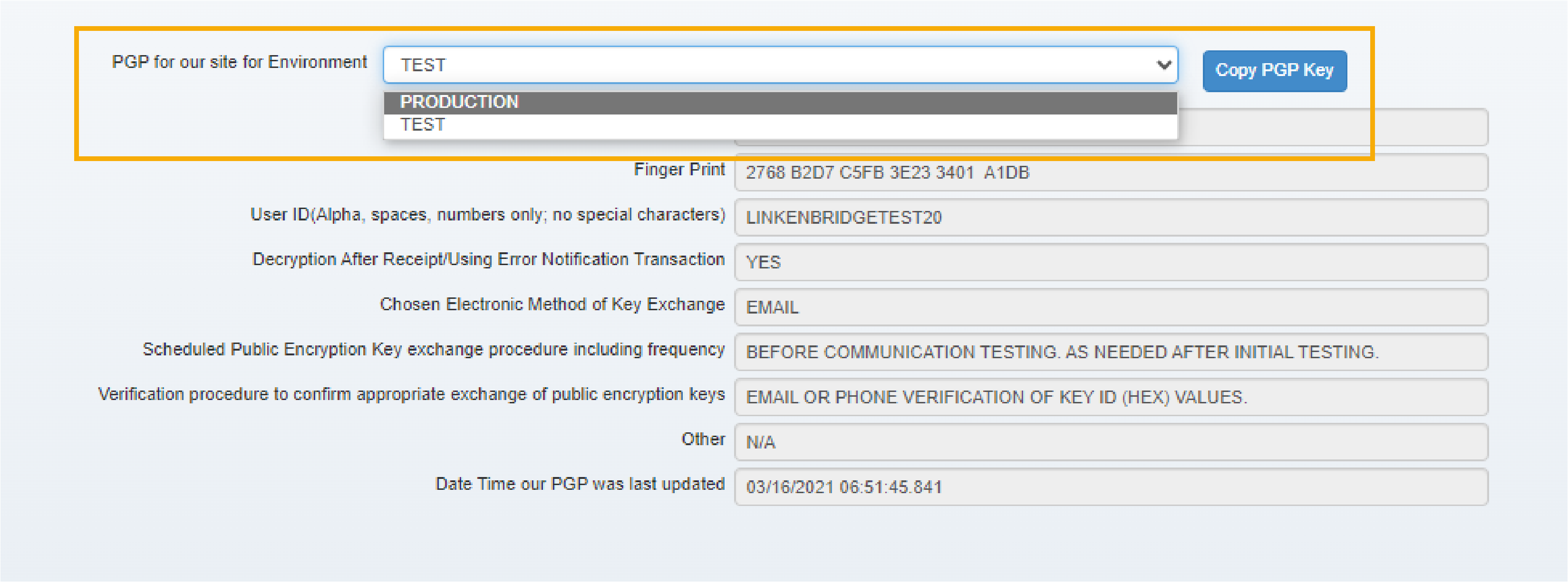


Connect to Us

Copy PGP Key to Decrypt Enbridge's Data

Step 1 - The key is available for our Test and Production data. Choose the correct Environment from the dropdown in the PGP section of the page

Step 2 - Click the "Copy PGP Key" button which will activate a popup where it is possible to copy the PGP text.



Connect to Us

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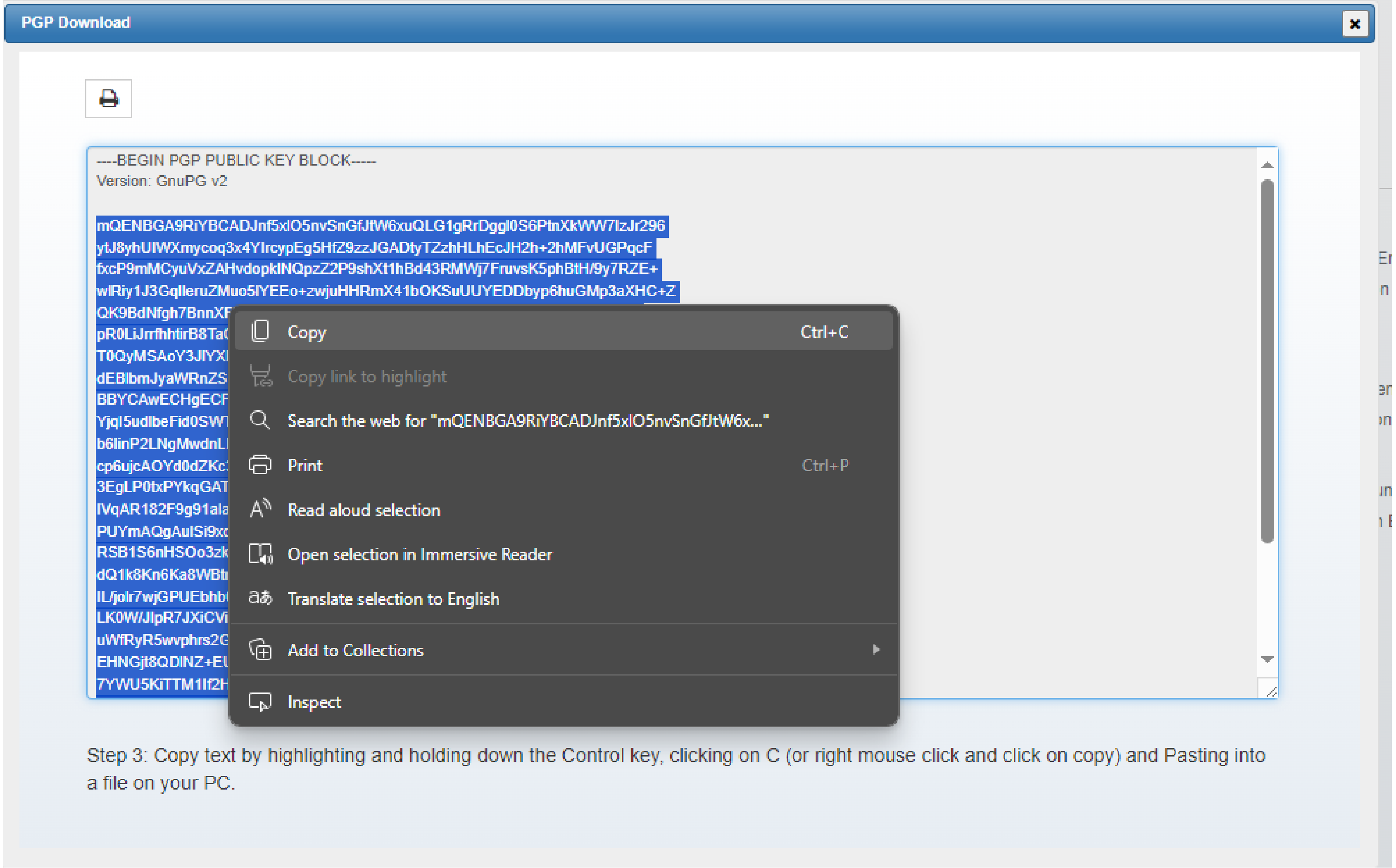
Step 3 – highlight and copy the text.

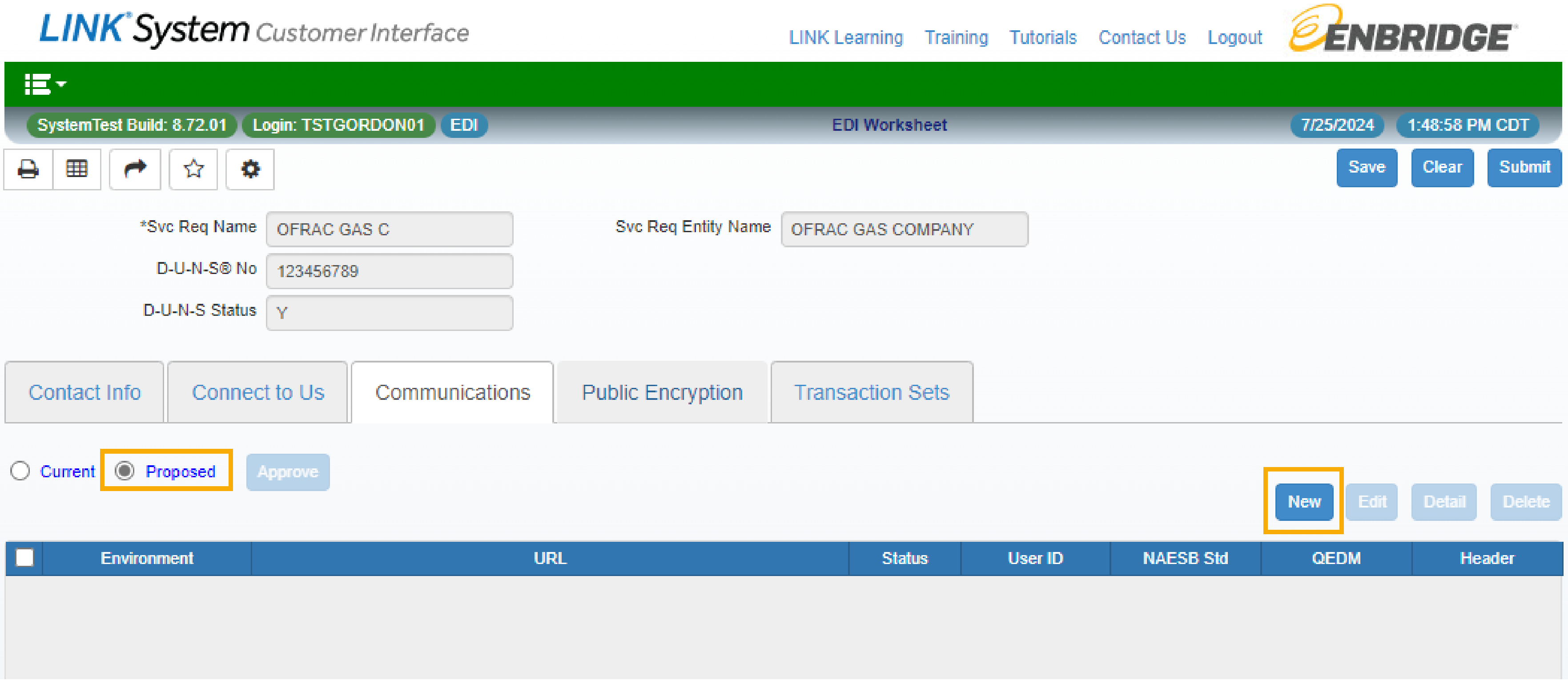


Communications

Enter Communication Records

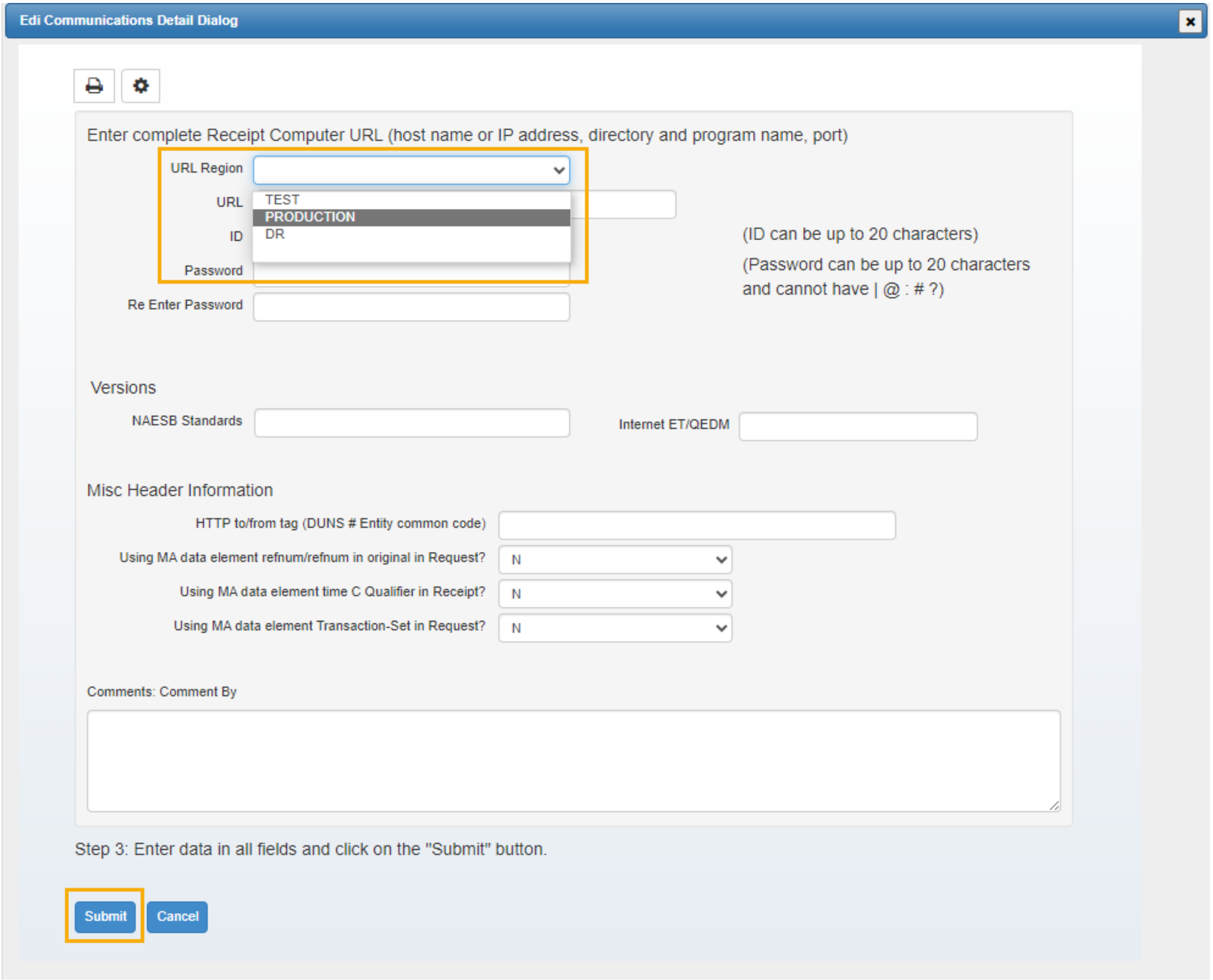
Step 1 - To enter a new site for EDI communications, click the “Proposed” radial button.

Step 2 - Click the “New” button to activate a popup where data can be entered.



Communications

Step 3 - Choose the “Region” from the dropdown choices of Production, Test and DR. A separate URL, ID and Password must be entered for each region. Click the “Submit” button to create the record and close the popup. Repeat the process to enter other possible required regions.

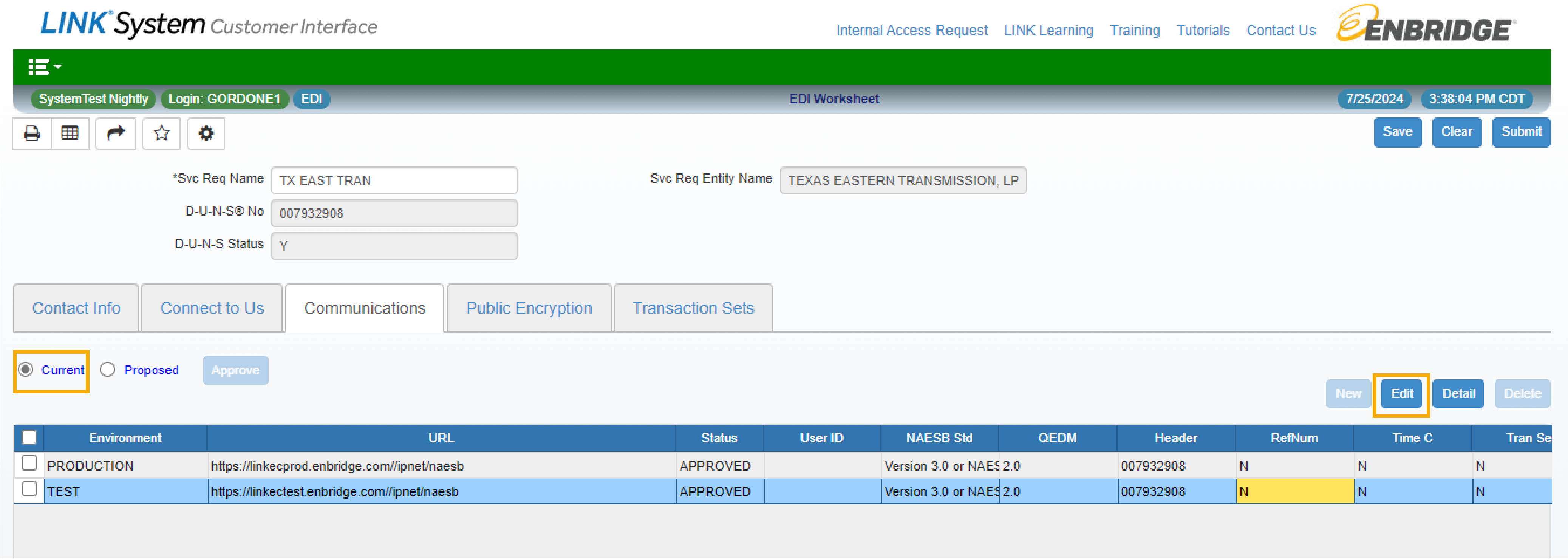


Communications

Edit Existing Communication Records

Step 1 - To edit an existing EDI communications record, click the “Current” radial button.

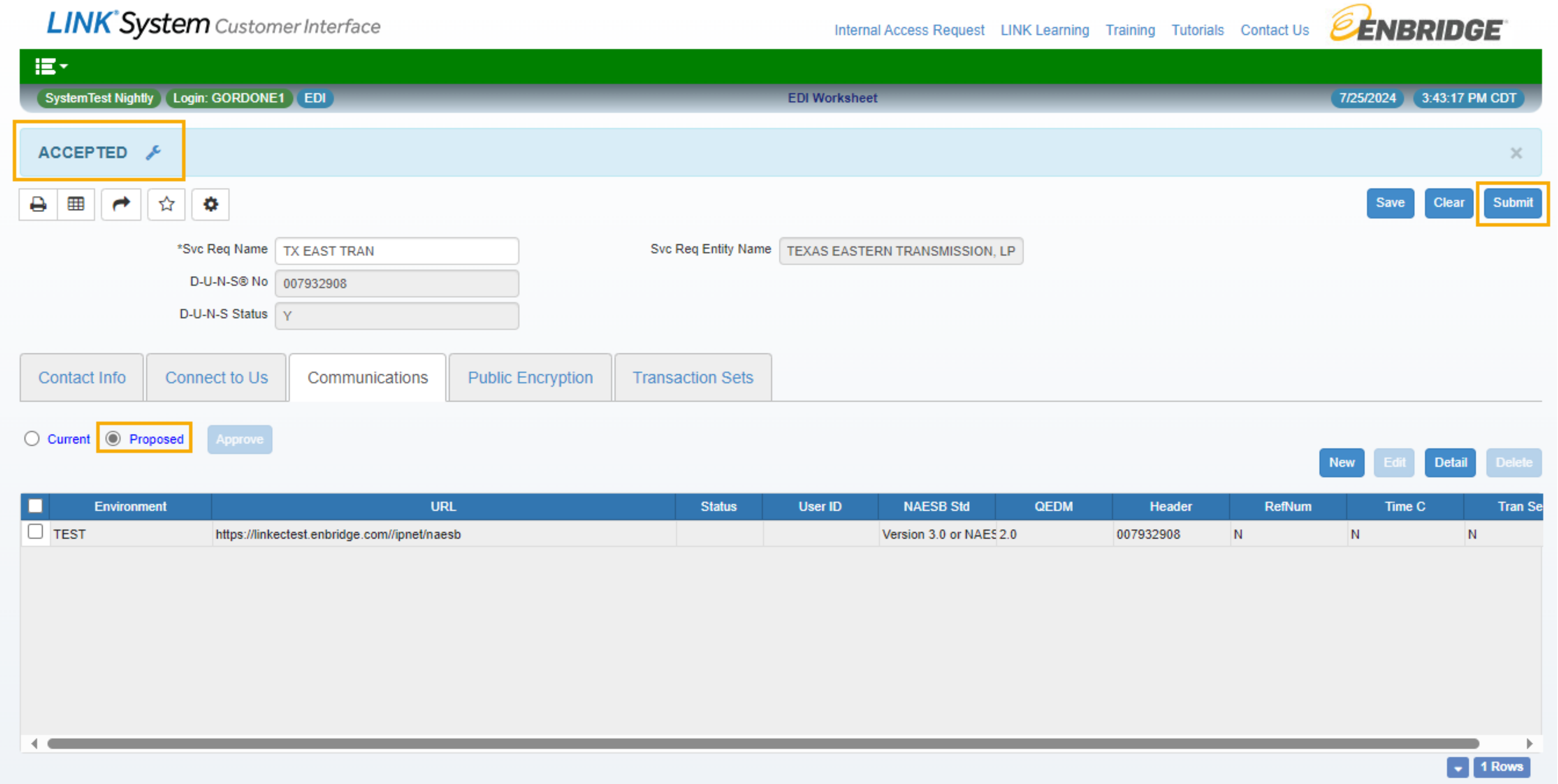
Step 2 - Click the “Edit” button to activate a popup where data can be changed.



Communications

Step 3 – Edit any information necessary in the popup. Hit the “Submit” button when finished.

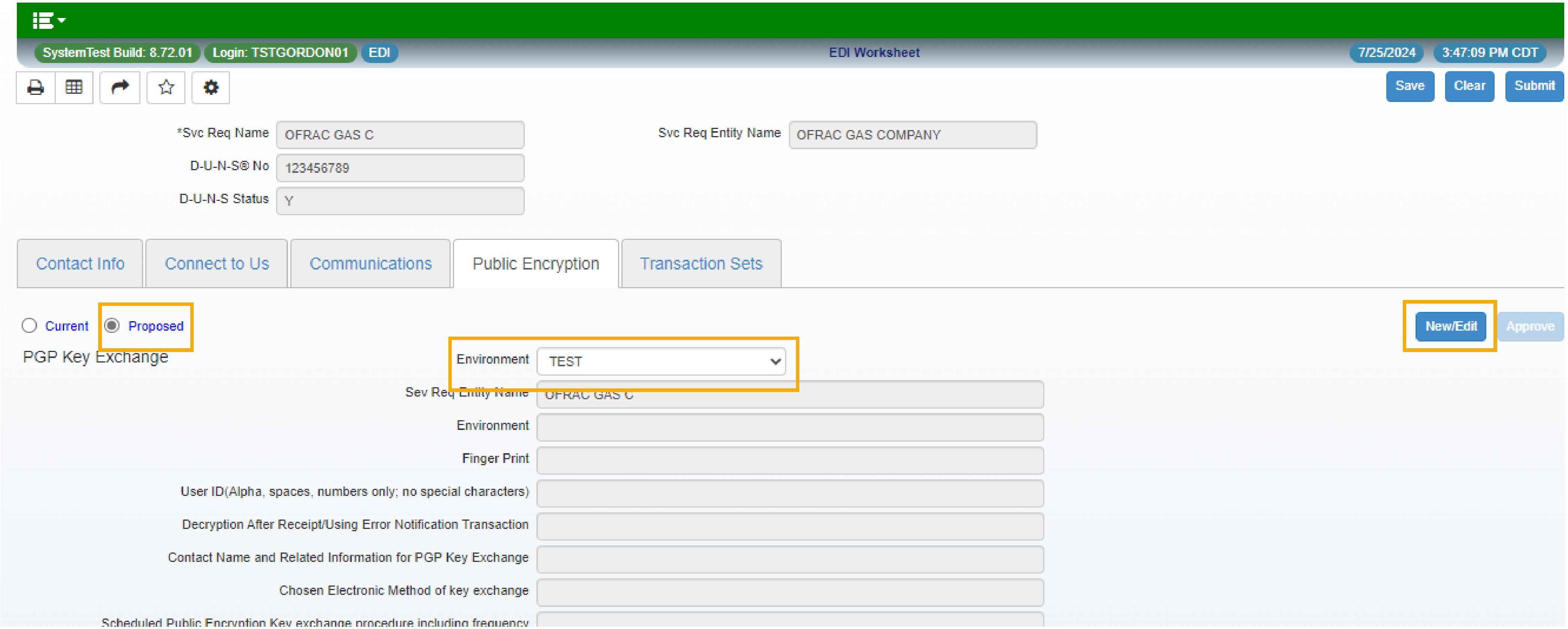
Step 4 - The record will now be under the radial button “proposed”. Hit the “Submit” button when ready to finalize the record.



Public Encryption

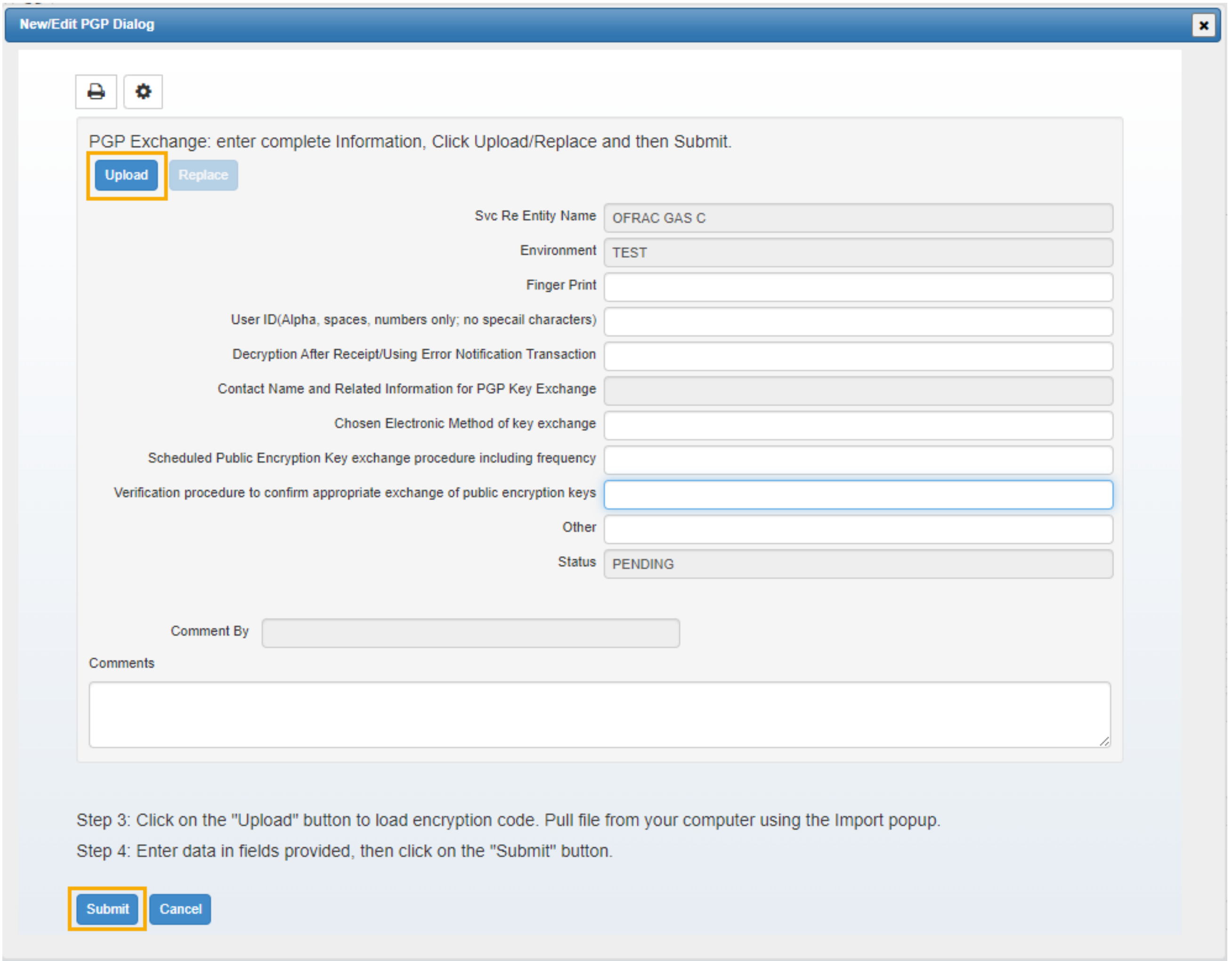
Step 1 - To enter a new PGP key or edit an exiting record, click the “Proposed” radial button.

Step 2 - Select the environment and click the “New” button to activate a popup where data can be entered.



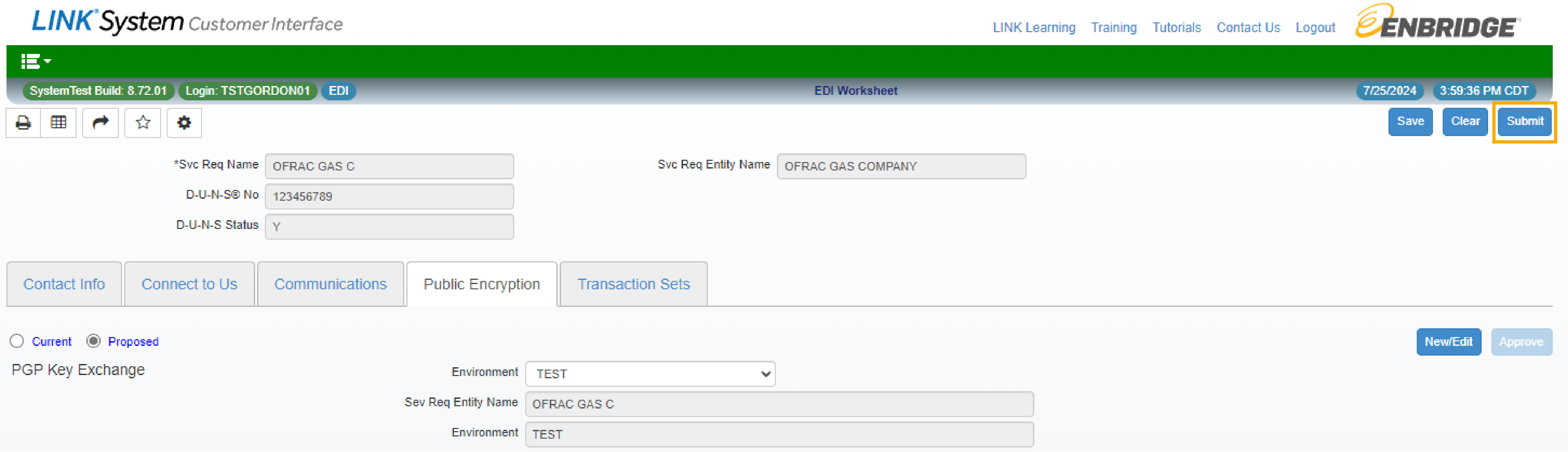
Public Encryption

Step 3 - To upload your PGP Key, click the “Upload” button and import the file using the popup that appears. Hit the “Submit” button once the upload is successful.



Public Encryption

Step 2 – Once the PGP Key is uploaded, hit the “Submit” button on the EDI Worksheet screen.



Transaction Sets

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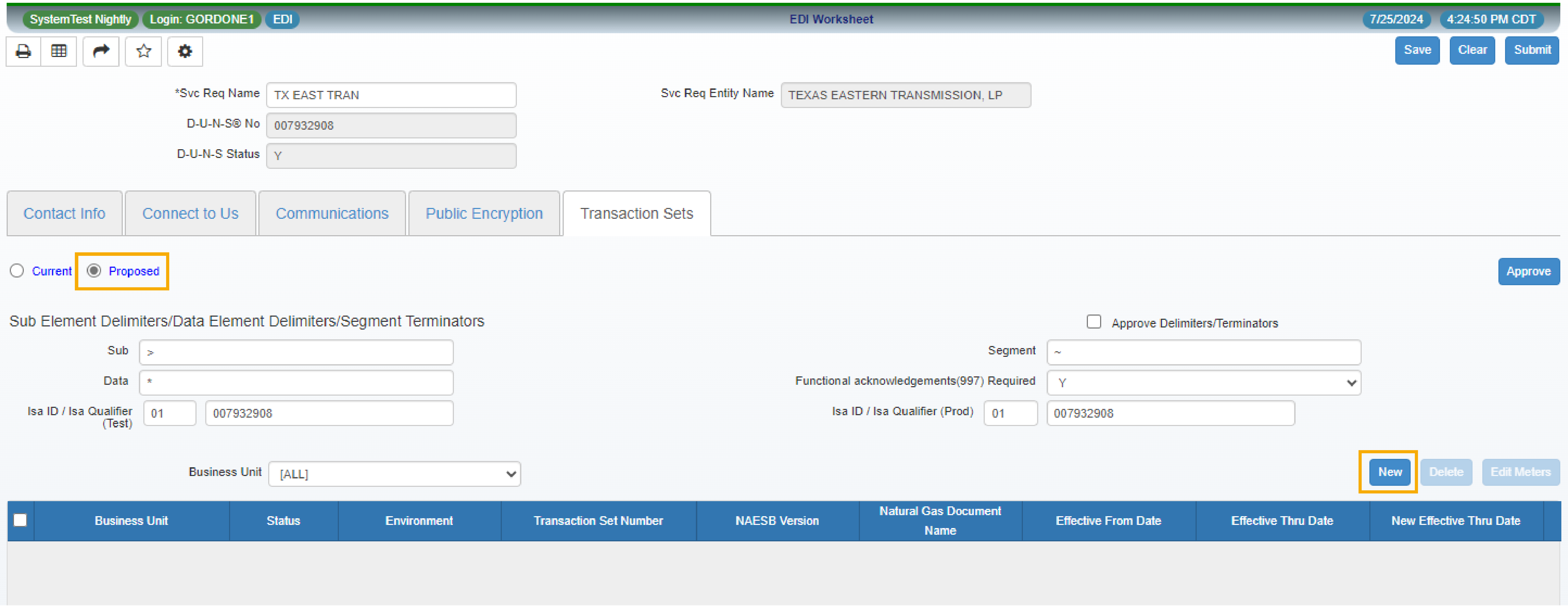
Enter Delimiters and Transaction Sets

Step 1 – Click the “Proposed” radial button and hit the “New” button



Transaction Sets

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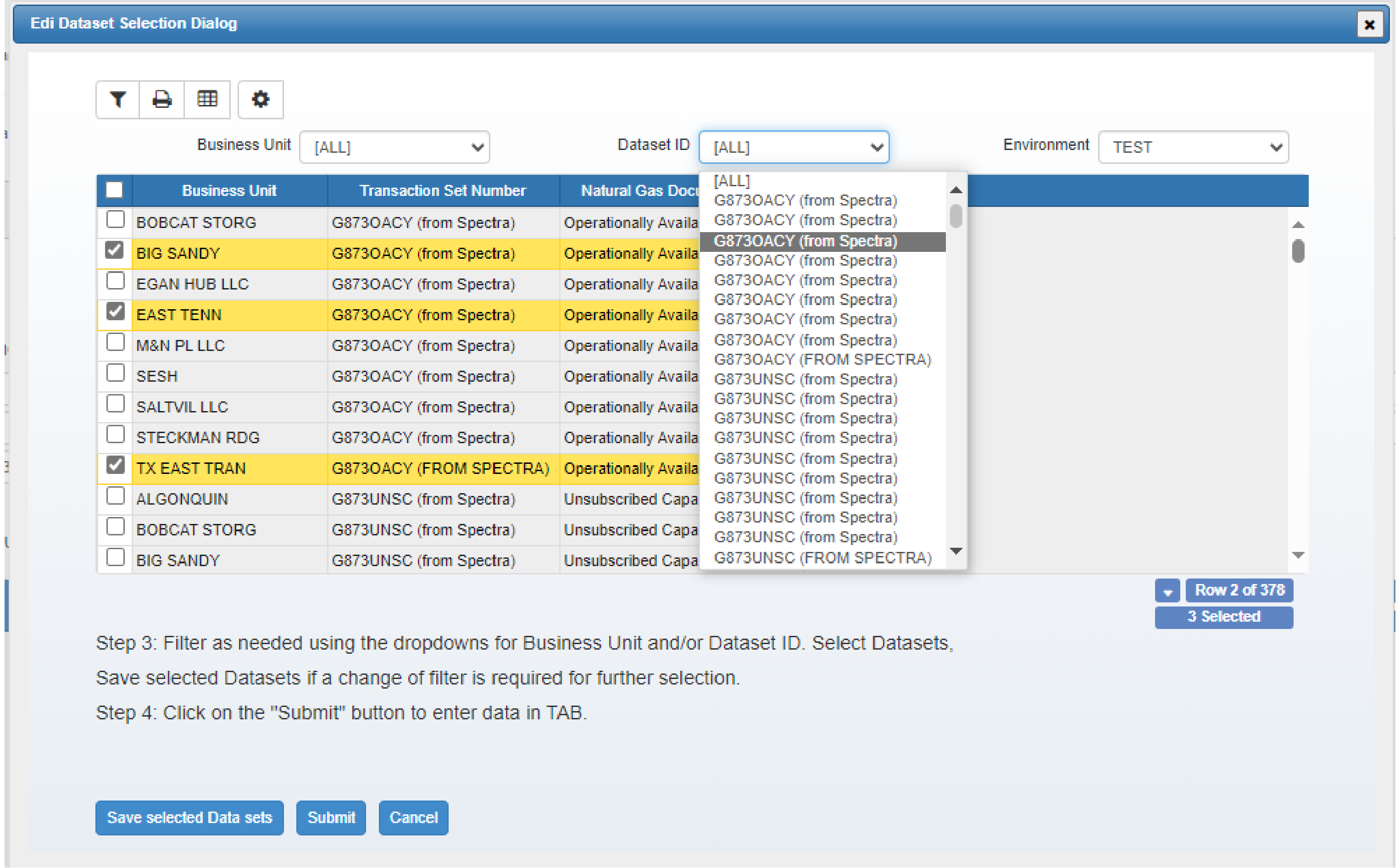
Step 2 – Select the necessary data sets and hit “Submit”.

- You can filter data sets with the filters above the grid by Business Unit, Dataset ID, and Environment
- A group of selections can be saved by clicking the “Save selected Data sets” button. This will allow continued filtering and selection.



Transaction Sets

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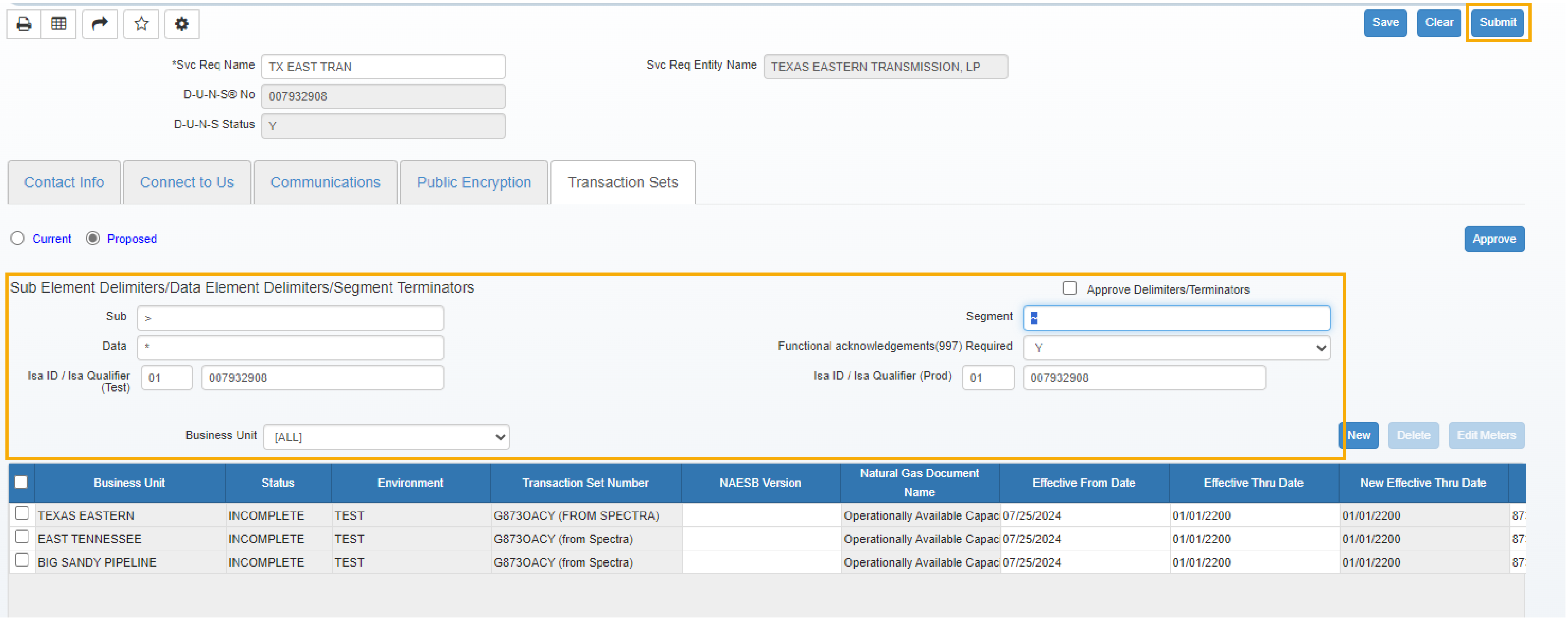
Step 3 – Enter any necessary details pertaining to Sub Element Delimiters/Data Element Delimiters/Segment Terminators

Step 4 – Hit the “Submit” button to finalize the transaction sets. You can also save at anytime.



Business Unit	Status	Environment	Transaction Set Number	NAESB Version	Natural Gas Document Name	Effective From Date	Effective Thru Date	New Effective Thru Date
TEXAS EASTERN	INCOMPLETE	TEST	G873OACY (FROM SPECTRA)		Operationally Available Capac	07/25/2024	01/01/2200	01/01/2200
EAST TENNESSEE	INCOMPLETE	TEST	G873OACY (from Spectra)		Operationally Available Capac	07/25/2024	01/01/2200	01/01/2200
BIG SANDY PIPELINE	INCOMPLETE	TEST	G873OACY (from Spectra)		Operationally Available Capac	07/25/2024	01/01/2200	01/01/2200

Transaction Sets

- Data is assigned a “Pending” status if the “TPA “and “Exhibit A” are fully executed. For the business units that are not fully executed the data is saved as “Incomplete” status.

Contact Info | Connect to Us | Communications | Public Encryption | Transaction Sets

Current   Proposed   Approve

Sub Element Delimiters/Data Element Delimiters/Segment Terminators   Approve Delimiters/Terminators

Sub: >   Segment: ~

Data: *   Functional acknowledgements(997) Required: Y

Isa ID / Isa Qualifier (Test): 01 007932908   Isa ID / Isa Qualifier (Prod): 01 007932908

Business Unit: [ALL]   New   Delete   Edit Meters

	Business Unit	Status	Environment	Transaction Set Number	NAESB Version	Natural Gas Document Name	Effective From Date	Effective Thru Date	New Effective Thru Date	
	BIG SANDY PIPELINE	PENDING	TEST	G873OACY (from Spectra)		Operationally Available Capac	07/25/2024	01/01/2200	01/01/2200	87
	EAST TENNESSEE	PENDING	TEST	G873OACY (from Spectra)		Operationally Available Capac	07/25/2024	01/01/2200	01/01/2200	87
	TEXAS EASTERN	PENDING	TEST	G873OACY (FROM SPECTRA)		Operationally Available Capac	07/25/2024	01/01/2200	01/01/2200	87

Questions?

Email link-help@enbridge.com or call 1-800-827-5465 for LINK® System application support