

## Pipeline to Supplier Pool Nomination

### Purpose:

The purpose of this document is to provide detailed instructions for a Nicor Gas Nomination System user to perform all of the steps of a Pipeline to Supplier Pool Nomination.

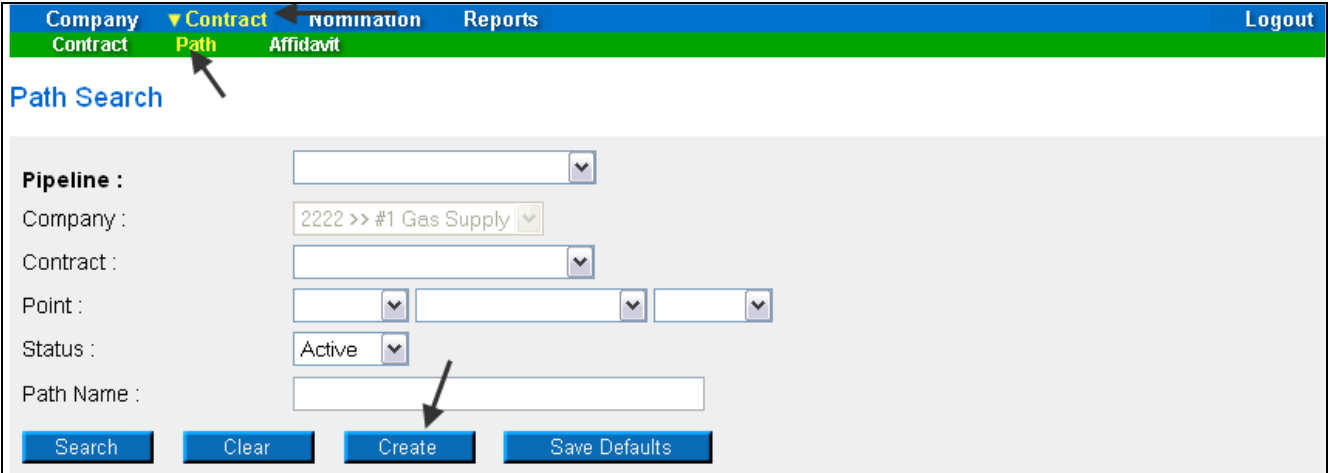
**Note:** If a field is required to be completed, the field name is **bold**.

### Instructions:

#### Creating an Pipeline to Supplier Pool Path

Prior to Nominating, the supplier must create a Pipeline to Supplier Pool Path for each pipeline on which they will nominate. To create the path(s):

1. Select Contract in the Main Menu.
2. Select Path in the Sub-menu.
3. Click the **Create** button.



The screenshot shows the Nicor Gas Nomination System interface. At the top, there is a navigation bar with 'Company', 'Contract', 'Nomination', and 'Reports' menus. The 'Contract' menu is expanded, showing 'Path' and 'Affidavit' options. Below the navigation bar is the 'Path Search' form. The form contains the following fields and buttons:

- Pipeline :** A dropdown menu.
- Company :** A dropdown menu with the value '2222 >> #1 Gas Supply'.
- Contract :** A dropdown menu.
- Point :** Three dropdown menus.
- Status :** A dropdown menu with the value 'Active'.
- Path Name :** A text input field.
- Buttons: Search, Clear, Create, Save Defaults.

Arrows in the image point to the 'Path' option in the 'Contract' menu and the 'Create' button.

4. The Create Path page will display. The following fields must be completed for a Pool to Supplier Pool path.

**Create Path**

**Pipeline :** ANR Pipeline

**Company :** 2222 >> #1 Gas Supply

**Contract :** 2222 Pipeline Contract @ ANR >> 2222EXT5

**Receipt Point :** EXTP External Point By Nicor Gas @ ANR UpK: UPSCON >> Upstream Contract

**Delivery Point :** 2222Pool5 2222 Supplier Pool @ ANR DnK:

Fuel Category :

**Path Name :** UPSCON@EXTP->2222Pool5 Package ID :

**Start Date :** 07/01/2008 End Date :

**Status :** Active

Field	Function
<b>Pipeline</b>	Select the pipeline associated with path.
<b>Company</b>	Displays your company.
<b>Contract</b>	Select the contract that pertains to this path. The contract has been created by the Nicor SuperAdmin. The naming convention for an external pipeline to pool contract is: Your 4 digit Broker Number + Pipeline Contract @Pipeline Name >> Your 4 digit Broker Number + EXT + Pipeline Code. <b>Ex: 2222 Pipeline Contract @ANR&gt;&gt;2222EXT5</b>
<b>Receipt Point</b>	Select the Receipt Point of EXTP. The receipt point identifies the source of gas.
<b>UpK</b>	Select the Upstream Contract UPSCON>>Upstream Contract. The upstream contract shows gas coming in from outside Nicor territory.
<b>Delivery Point</b>	Select your supplier pool. The delivery point identifies the destination of gas. The naming convention for the supplier pool is Your 4 digit Broker Number + Pool + Pipeline Code. <b>Ex: 2222Pool5</b>
<b>DnK</b>	Downstream contract does not apply to a pipeline to pool transaction.
<b>Fuel Category</b>	This field is not currently being used.
<b>Path Name</b>	The Path Name will be automatically generated by the information entered above. The naming convention for an external pipeline to pool is: UPSCON@EXT->Your 4 digit Broker Number + Pipeline Code <b>Ex: UPSCON@EXTP-&gt;2222Pool5</b>
<b>Package ID</b>	This field is not currently being used.
<b>Start Date</b>	Enter the start date of this path.
<b>End Date</b>	End date that this path will be effective. <b>Note:</b> This field is not required. Leave the field blank to keep this path effective for an extended period of time.
<b>Status</b>	Select the default value of Active.

5. When complete, click the **Save** button. The message “Path record saved successfully” will display.

**Path Search**

**Pipeline :**

\* **Company :**     Name

**Contract :**    Name

**Point :**

**Status :** Active

**Path Name :**

**\* Path record saved successfully.**

### Nominating for Pipeline to Pool in the Timely or Evening Cycle

After the Pipeline to Pool Path has been created, you can nominate. To nominate:



1. Navigate to the Search Nomination page by selecting Nomination in the Main Menu.



2. The Nomination Search page will display.

### Nomination Search

**Pipeline :**

**Gas Day :**   **Through**  

**Company :**

**Contract Type :**

**Contract :**

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View a Nomination Session

Show all Current Nominations

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**Display Totals :**

No Total

For a Gas Day  

For the Date Range

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**Primary Display :**

**Display Options :**

Show Nominated  Include Paths With Zero Quantities

Show Scheduled  Show Ranks

Show Allocated

Field	Function
<b>Pipeline</b>	Select the pipeline to search.
<b>Gas Day</b>	Select the calendars to select the Gas Day range that you want to view. The default dates are tomorrow's date through the end of the current month.
<b>Company</b>	Displays your company name.
<b>Contract Type</b>	To search nominations for the Pipeline to Pool contract type, select: Pipeline to Pool @Pipeline.
<b>Contract</b>	To search nominations by contract, select the contract name. The naming convention for External Pipeline to Supplier Pool is: Your 4 digit Broker Number + "EXT" + Pipeline Code >> Your 4 digit Broker Number + "Pipeline Contract @" Pipeline Name <b>Ex: 2222EXT5 &gt;&gt; 2222 Pipeline Contract @ ANR</b>
<b>View a Nomination Session</b>	To view the nominations for a previous nomination session, select the radio button next to View a Nomination Session. Select the session from the dropdown.
<b>Show all Current Nominations</b>	Select the radio button to show all current nominations. The default is to show all current nominations.

Field	Function
Display Totals	No Total – To avoid displaying totals for the date range, select the radio button. For a Gas Day – To only show totals for a specific gas day, select the radio button. Enter a date in the box to the right. For the Date Range – To show the totals for the entire gas range displayed in the Gas Day boxes, select the radio button. The default is to show totals for the entire date range.
Primary Display	The primary display determines which column of information is shown first. Select to show the nominations that have been Nominated, Scheduled or Allocated in the first column. The default is Nominated.
Display Options	Check the boxes to determine what is displayed. The choices are: Show Nominated – Displays nominations. Show Scheduled – Displays scheduled allocations. Show Allocated – Displays what has been allocated. Include Paths with Zero Quantities – Displays paths with no nomination. Show Ranks – This option is not currently being utilized.

3. To search, click the **Search** button. The Nomination Result page will display.

**Note:** The screen shot below is based on the default choices on the search page.

4. The Contract Codes and Names of the Paths for the Nominations display at the bottom of the page.

**Nomination Result:**

Date Range **07/12/2008** Through **07/31/2008** Totals are shown for **07/12/2008** Through **07/31/2008**

Pipeline : **ANR Pipeline**

Company : **#1 Gas Supply**  Expand All  Collapse All

- [-] Contract Code and Name
  - [-] Receipt Point Code & Name -> Delivery Point Code & Name
    - [-] Path Name
      - [-] Date Range

	StartDate	EndDate	Nominated MMBtu			Scheduled MMBtu			Allocated MMBtu			Rank
			Gross	Fuel	Net	Gross	Fuel	Net	Gross	Fuel	Net	
[-] H02222I5 (2222 Hub Injection @ANR)												
[-] 2222EXT5 (2222 Pipeline Contract @ANR)			100,000	0	100,000							
[-] G11142222 (2222 to 1114 @ANR)			20,000	0	20,000							
[-] 100092222 (2222 to 222222222@ANR)			3,000	0	3,000							
[-] 2222TT5 (2222TitleTransfer@ANR)			9,000	0	9,000							

5. Click on the + sign next to the Pipeline to Pool Contract Code and Name to drill down to the path. The contract code naming convention will be: Your 4 digit Broker Number + EXT + Pipeline Code (Your Broker Number + Pipeline Contract @ + Pipeline Name). Continue to drill down to see the nominations for a specific day.

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	StartDate	EndDate	Nominated MMBtu		
			Gross	Fuel	Net
H02222I5 (2222 Hub Injection @ANR)			105,000	0	105,000
2222EXT5 (2222 Pipeline Contract @ANR)			110,000	0	110,000
G11142222 (2222 to 1114 @ANR)			15,000	0	15,000
100092222 (2222 to 2222222222@ANR)					
2222TT5 (2222TitleTransfer@ANR)			36,000	0	36,000

Save Cancel

- You can nominate for up to 1 calendar month at a time. Select the calendars to select the date range for the nomination.

	StartDate	EndDate	Nominated MMBtu		
			Gross	Fuel	Net
H02222I5 (2222 Hub Injection @ANR)			105,000	0	105,000
2222EXT5 (2222 Pipeline Contract @ANR)			110,000	0	110,000
EXTP->2222Pool5			110,000	0	110,000
UPSCON@EXTP->2222Pool5			110,000	0	110,000
07/17/2008 Through 07/17/2008-266			12,000	0	12,000
07/18/2008 Through 07/31/2008-264			7,000	0	7,000
07/17/2008		07/31/2008			

- Enter the Gross amount of the nomination. The Net amount will automatically populate when the nomination added.

	StartDate	EndDate	Nominated MMBtu			Nominated MMBtu			Nominated MMBtu			Rank
			Gross	Fuel	Net	Gross	Fuel	Net	Gross	Fuel	Net	
H02222I5 (2222 Hub Injection @ANR)			105,000	0	105,000	7,000	0	7,000	7,000	0	7,000	
2222EXT5 (2222 Pipeline Contract @ANR)			110,000	0	110,000	5,000	0	5,000	5,000	0	5,000	
EXTP->2222Pool5			110,000	0	110,000	5,000	0	5,000	5,000	0	5,000	
UPSCON@EXTP->2222Pool5			110,000	0	110,000	5,000	0	5,000	5,000	0	5,000	
07/17/2008 Through 07/17/2008-266			12,000	0	12,000							
07/18/2008 Through 07/31/2008-264			7,000	0	7,000							
07/17/2008		07/18/2008	4000		0							

- Click the + icon to add the nominations
- If you make a mistake, enter a new nomination for the correct amounts.  
**Note:** The last nomination amount entered for a date will be utilized.  
**Ex. You nominate to receive 3,000 MMBtu from the external pipeline on 7/16/08. You want to increase the nomination by 2,000 MMBtu later in the Timely Cycle or in the Evening Cycle. You will nominate the full 5,000 MMBtu.**
- When complete, click the Save button.

- If no errors exist, a window will display with the message “Your nominations have passed validation. All nominations have been saved.”



- Click [Close Window](#) to close the window.

### Update Nomination or Evening Cycle Nomination

- To update your nominations, navigate to the Nomination Result page and drill down to the Path Name and Date Range.

	StartDate	EndDate	Nominated MMBtu		
			Gross	Fuel	Net
[-] H02222I5 (2222 Hub Injection @ANR)			105,000	0	105,000
[-] 2222EXT5 (2222 Pipeline Contract @ANR)			110,000	0	110,000
[-] EXTP->2222Pool5			110,000	0	110,000
[-] UPSCON@EXTP->2222Pool5			110,000	0	110,000
[-] 07/17/2008 Through 07/17/2008-266			12,000	0	12,000
[-] 07/18/2008 Through 07/31/2008-264			7,000	0	7,000
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Once a nomination is created, it can not be deleted. To cancel an entered nomination, enter 0 in the gross amount. To update a nomination, enter the new nomination amount. The last nomination amount entered will be your final nomination.

	StartDate	EndDate	Nominated MMBtu		
			Gross	Fuel	Net
[-] H02222I5 (2222 Hub Injection @ANR)			105,000	0	105,000
[-] 2222EXT5 (2222 Pipeline Contract @ANR)			110,000	0	110,000
[-] EXTP->2222Pool5			110,000	0	110,000
[-] UPSCON@EXTP->2222Pool5			110,000	0	110,000
[-] 07/17/2008 Through 07/17/2008-266			12,000	0	12,000
[-] 07/18/2008 Through 07/31/2008-264			7,000	0	7,000
	<input type="text" value="07/18/2008"/>	<input type="text" value="07/18/2008"/>	<input type="text" value="6000"/>	<input type="text" value="0"/>	<input type="text"/>

**Note:** For this scenario, we currently have an external pipeline to supplier pool nomination of 7000 for each day from 7/18/2008 – 7/31/2008. We want to reduce the nomination by 1000 MMBtu on 7/18/08 in the Timely Cycle or in the Evening Cycle.

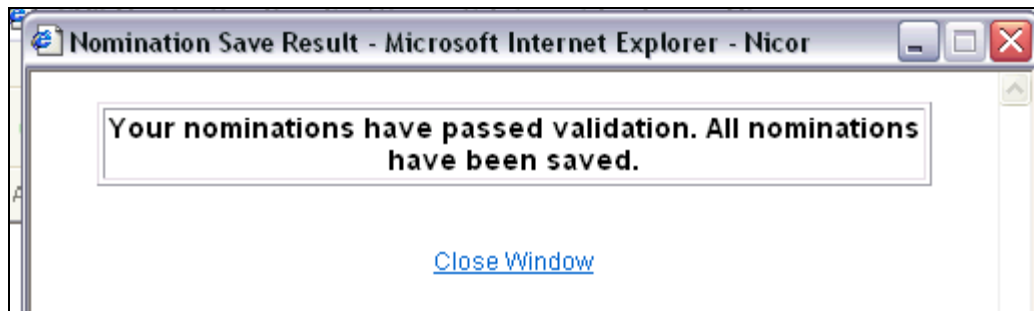
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3. Select the calendars and change the start and end date to 7/18/08. Enter 6000 for Gross amount.
4. Click the **+** icon to add the nominations.

	StartDate	EndDate	Nominated MMBtu		
			Gross	Fuel	Net
+	H02222I5 (2222 Hub Injection @ANR)		105,000	0	105,000
-	2222EXT5 (2222 Pipeline Contract @ANR)		110,000	0	110,000
-	EXTP->2222Pool5		110,000	0	110,000
-	UPSCON@EXTP->2222Pool5		110,000	0	110,000
-	07/17/2008 Through 07/17/2008-266		12,000	0	12,000
-	07/18/2008 Through 07/31/2008-264		7,000	0	7,000
-	07/18/2008	07/18/2008	6000	0	6000
-	07/17/2008	07/31/2008			
+	G11142222 (2222 to 1114 @ANR)		15,000	0	15,000
+	100092222 (2222 to 2222222222@ANR)				
+	2222TT5 (2222TitleTransfer@ANR)		36,000	0	36,000

Save Cancel

5. Click the **Save** button.



6. The Nomination Save Result window will open. Click [Close Window](#) to close the window.



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	StartDate	EndDate	Nominated MMBtu		
			Gross	Fuel	Net
+	H0222215 (2222 Hub Injection @ANR)		105,000	0	105,000
+	2222EXT5 (2222 Pipeline Contract @ANR)		109,000	0	109,000
+	EXTP->2222Pool5		109,000	0	109,000
+	UPSCON@EXTP->2222Pool5		109,000	0	109,000
	07/17/2008 Through 07/17/2008-266		12,000	0	12,000
	07/18/2008 Through 07/18/2008-271		6,000	0	6,000
	07/19/2008 Through 07/31/2008-264		7,000	0	7,000
	07/17/2008	07/31/2008			

7. The nomination amount for 7/18/2008 changes to 6000. **Note:** The nomination amount for 7/19/2008 – 7/31/2008 does not change.