

Contract Menu – Create Affidavit

Purpose:

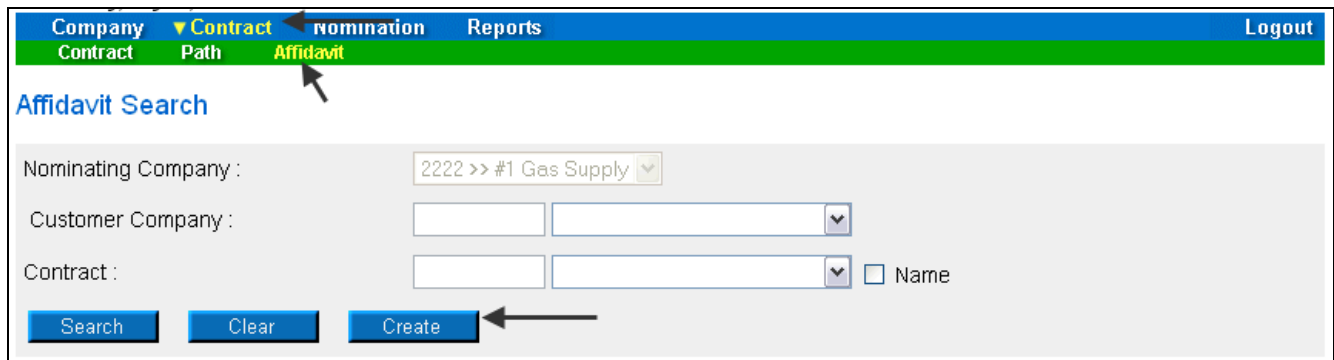
The purpose of this document is to provide detailed instructions for a Nicor Gas Nomination System administrator to create affidavits for single account end users, group end users, and customer select groups. An affidavit allows a supplier to nominate on behalf of an end user.

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

Instructions:

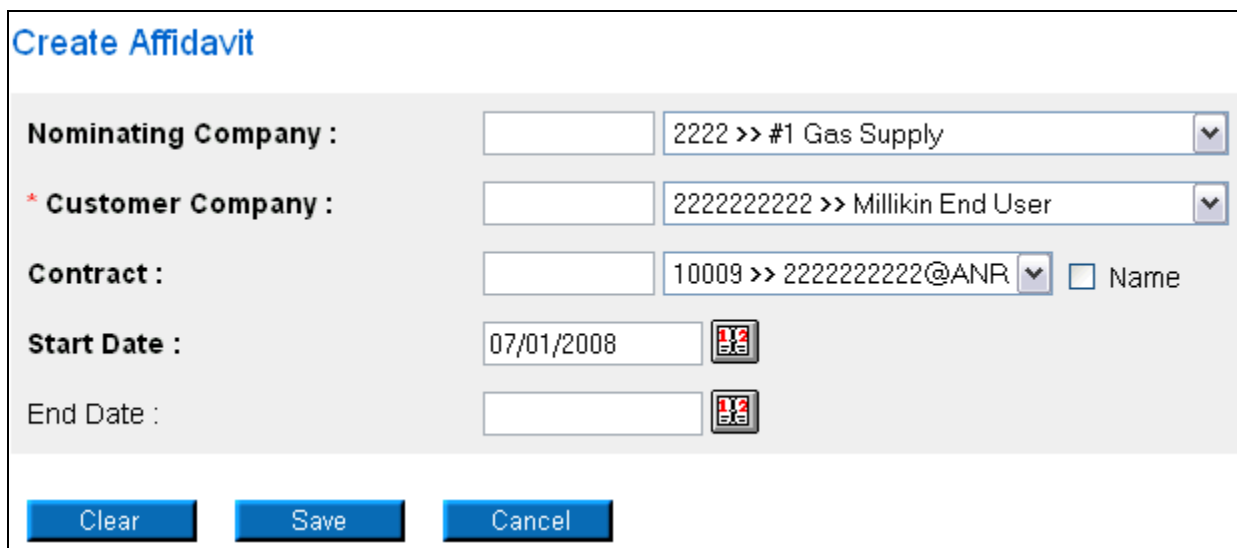
Single Account End Users

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



The screenshot shows the main menu of the Nicor Gas Nomination System. The 'Contract' menu is expanded, showing 'Affidavit' as a sub-option. The 'Create' button is highlighted with an arrow.

4. The Create Affidavit page will display.



The screenshot shows the 'Create Affidavit' page. The form contains the following fields:

- Nominating Company :** 2222 >> #1 Gas Supply
- * Customer Company :** 2222222222 >> Millikin End User
- Contract :** 10009 >> 2222222222@ANR
- Start Date :** 07/01/2008
- End Date :**

The 'Create' button is highlighted with an arrow.

Field	Function
Nominating Company	Displays your company information.
Customer Company	Enter the 10 digit Transportation ID of the individual end user for which you are nominating. Press the Tab key on your keyboard. Note: The customer name will not display.
Contract	Select the contract that pertains to this affidavit. The naming convention for the contract is: 5 digit Contract Code of End User Company >> 10 Digit End User Transportation ID @Pipeline. Ex: 10002 >> 2222222222 @ANR
Start Date	Enter the start date for this affidavit.
End Date	Enter the end date that this affidavit will be effective. Note: This field is not required. Leave the field blank to keep this affidavit effective for an extended period of time.

5. To clear the information that has been entered, click the **Clear** button.
6. To cancel entry, click the **Cancel** button.
7. To save the current affidavit, click the **Save** button. The message “Agency Agreement relationship saved successfully” will display.

Affidavit Search

Nominating Company :

* Customer Company :

Contract :

*** Agency Agreement relationship saved successfully.**

8. A contract has been created between the end user and your company. To view the contract, click Contract in the main menu.
9. Select the pipeline and click the **Search** button.

10. The contracts associated with the pipeline will display at the bottom of the page.

Contract Code	Name	Company Name	Pipeline	Contract Type	Start Date	End Date
100092222	2222 to 2222222222@ANR	#1 Gas Supply	5	Pool-EU	7/1/2008	
2222EXT5	2222 Pipeline Contract @ ANR	#1 Gas Supply	5	Ext-Pool	6/2/2008	

Field	Function
Contract Code	Displays the Contract Code for the path. The naming convention is: 5 digit end user contract code + Your 4 digit Broker Number. Ex: 100092222
Contract Name	Displays the contract name for the contract. The naming convention for the contract name is: Your 4 digit Broker Number to 10 digit End User Transportation ID @Pipeline. Ex: 2222 to 2222222222 @ANR
Company Name	Displays your company name.
Pipeline	Displays Pipeline Number.
Contract Type	Displays the type of contract. The contract type for Single Account End Users is Pool-EU (Pool to End User).
Start Date	Displays the start date of contract.
End Date	Displays the end date of contract.

11. The nomination (transaction) path has also been created. To view the path, click Contract in the Main Menu and Path in the Sub-menu.

12. Select the pipeline and click the **Search** button.

13. The paths associated with this pipeline will display at the bottom of the page.

Path Name	Contract Code	Contract Name	Company Name	Fuel Category	Start Date	End Date		
2222Pool5->10009@NGEUP	100092222	2222 to 2222222222@ANR	#1 Gas Supply		7/1/2008			
2222Pool5->11111Pool5	2222TT5	2222TitleTransfer@ANR	#1 Gas Supply		7/3/2008			

Field	Function
Path Name	Displays the Path Name for Nominating. The naming convention is: Your 4 digit Broker Number + Pool + Pipeline Code->5 digit end user contract code @NGEUP. Ex: 2222Pool5->10009@NGEUP
Contract Code	Displays the Contract Code for the path. The naming convention is: 5 digit end user contract code + Your 4 digit Broker Number. Ex: 100092222
Contract Name	Displays the contract name for the contract. The naming convention for the contract name is: Your 4 digit Broker Number to 10 digit End User Transportation ID @ Pipeline. Ex: 2222 to 2222222222 @ANR
Company Name	Displays your company name.
Fuel Category	This field is not currently being used.
Start Date	Displays the start date of path.
End Date	Displays the end date of path.

Adding the Company Name to the Path

1. Navigate to the Path Search Result page.
2. Click the “pencil” icon.

Nicor Gas Nomination System

Path Search Result

Pipeline : **NGPL Pipeline**
 Contract : Point : Type : Status : **Active**

Cancel

Path Name	Contract Code	Contract Name	Company Name	Fuel Category	Start Date	End Date			
2222Pool3->00100@NGEUP	001002222	2222 to 0000000000 @NGPL	#1 Gas Supply		8/1/2008		→	✎	✂
2222Pool3->1111POOL3	2222TT3	2222 TitleTransfer @NGPL	#1 Gas Supply		7/17/2008	6/25/2008		✎	✂
2222Pool3->7777POOL3	2222TT3	2222 TitleTransfer @NGPL	#1 Gas Supply		7/17/2008	6/25/2008		✎	✂
2222Pool3->C9400@NGEUP (Customer Select Company)	C94002222	2222 to 789400 @NGPL	#1 Gas Supply		8/22/2008			✎	✂
2222Pool3->G1114@NGEUP (End User Group Name)	G11142222	2222 to G1114 @NGPL	#1 Gas Supply		8/1/2008			✎	✂

3. The Update Path page will display.
4. Enter the Customer Select Group name into the Package ID.
5. Click the Save button.

Update Path

Pipeline : NGPL Pipeline
 Company : 2222 >> #1 Gas Supply
 Contract : 001002222 >> 2222 to 0000000000 @NGPL

Receipt Point : 2222Pool3 2222 POOL @NGPL UpK :
 Delivery Point : NGEUP Nicor Gas End User Point @NGPL DnK : 00100 >> 0000000000 @NGPL

Fuel Category :
 Path Name : 2222Pool3->00100@NGEUP Package ID : SA End User Name
 Start Date : 08/01/2008 End Date :
 Status : Active

Save **Save & Copy** **Copy & Save** **Cancel**

6. The company name will display on the Path Search Result page.

Nicor Gas Nomination System

*** Path record saved successfully**

Path Name	Contract Code	Contract Name	Company Name	Fuel Category	Start Date	End Date			
2222Pool3->00100@NGEUP (SA End User Name)	001002222	2222 to 0000000000 @NGPL	#1 Gas Supply		8/1/2008				
2222Pool3->1111POOL3	2222TT3	2222 TitleTransfer @NGPL	#1 Gas Supply		7/17/2008	6/25/2008			
2222Pool3->7777POOL3	2222TT3	2222 TitleTransfer @NGPL	#1 Gas Supply		7/17/2008	6/25/2008			
2222Pool3->C9400@NGEUP (Customer Select Company)	C94002222	2222 to 789400 @NGPL	#1 Gas Supply		8/22/2008				
2222Pool3->G1114@NGEUP (End User Group Name)	G11142222	2222 to G1114 @NGPL	#1 Gas Supply		8/1/2008				

7. The name will also display as part of the path on the Nomination Result page.

Nomination Result:

Date Range **08/23/2008** Through **08/31/2008** Totals are shown for **08/23/2008**

Pipeline : **NGPL Pipeline**

Company : **#1 Gas Supply**

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

	StartDate	EndDate	Nominated MMBtu		
			Gross	Fuel	Net
[-] 2222TT3 (2222 TitleTransfer @NGPL)					
[-] 001002222 (2222 to 0000000000 @NGPL)					
[-] 2222Pool3->NGEUP					
[-] 2222Pool3->00100@NGEUP (SA End User Name)					
[-] C94002222 (2222 to 789400 @NGPL)					
[-] G11142222 (2222 to G1114 @NGPL)					

End User Group

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

4. The Create Affidavit page will display.

Field	Function
Nominating Company	Displays your company information.
Customer Company	Enter G + the 4 digit Transportation ID of the end user group for which you are nominating. Press the Tab key on your keyboard. Note: The customer name will not display.
Contract	Select the contract that pertains to this affidavit. The naming convention for the contract is: G + 4 digit transportation code of end user group >> 4 digit transportation code of end user group @ Pipeline. Ex: G1234 >> 1234 @ANR
Start Date	Enter the start date for this affidavit.
End Date	Enter the end date that this affidavit will be effective. Note: This field is not required. Leave the field blank to keep this affidavit effective for an extended period of time.

- To clear the information that has been entered, click the **Clear** button.
- To cancel entry, click the **Cancel** button.
- To save the current affidavit, click the **Save** button. The message “Agency Agreement relationship saved successfully” will display.

Affidavit Search

Nominating Company : Name

* Customer Company : Name

Contract : Name

*** Agency Agreement relationship saved successfully.**

8. A contract has been created between the end user and your company. To view the contract, click Contract in the main menu.
9. Select the pipeline and click the **Search** button.

Company **Contract** **Nomination** **Reports**

Contract **Path** **Affidavit**

Contract Search

Pipeline : ANR Pipeline

Company : 2222 >> #1 Gas Supply

Contract Type :

Contract : Name

Commencement From Through

Effective

Termination

10. The contracts associated with the pipeline will display at the bottom of the page.

Contract Code	Name	Company Name	Pipeline	Contract Type	Start Date	End Date	
100092222	2222 to 22222222222@ANR	#1 Gas Supply	5	Pool-EU	7/1/2008		
2222EXT5	2222 Pipeline Contract @ ANR	#1 Gas Supply	5	Ext-Pool	6/2/2008		
2222TT2	2222TitleTransfer@NNG	#1 Gas Supply	2	TTT	6/24/2008	6/24/2009	
2222TT3	2222TitleTransfer@NGPL	#1 Gas Supply	3	TTT	6/25/2008	6/25/2009	
2222TT5	2222TitleTransfer@ANR	#1 Gas Supply	5	TTT	6/2/2008		
F9087	F2222-080705-231	#1 Gas Supply	9	OTHR	7/1/2008		
G11142222	2222 to 1114 @ANR	#1 Gas Supply	5	Pool-EU	7/9/2008		

Field	Function
Contract Code	Displays the Contract Code for the path. The naming convention is: G + 4 digit Transportation ID of End User Group + Your 4 digit Broker Number. Ex: G11142222
Contract Name	Displays the contract name for the contract. The naming convention for the contract name is: Your 4 digit Broker Number to 4 digit End User Group Transportation ID @Pipeline. Ex: 2222 to 1114 @ANR
Company Name	Displays your company name.
Pipeline	Displays Pipeline Number.
Contract Type	Displays the type of contract. The contract type for End User Groups is Pool-EU (Pool to End User).
Start Date	Displays the start date of contract.
End Date	Displays the end date of contract.

11. The nomination (transaction) path has also been created. To view the path, click Contract in the Main Menu and Path in the Sub-menu.

12. Select the pipeline and click the **Search** button.

13. The paths associated with this pipeline will display at the bottom of the page.

Path Name	Contract Code	Contract Name	Company Name	Fuel Category	Start Date	End Date			
2222Pool5->10009@NGEUP	100092222	2222 to 2222222222@ANR	#1 Gas Supply		7/1/2008				
2222Pool5->1111Pool5	2222TT5	2222TitleTransfer@ANR	#1 Gas Supply		7/3/2008				
2222Pool5->G1114@NGEUP	G11142222	2222 to 1114 @ANR	#1 Gas Supply		7/9/2008				
UPSCON@EXTP->2222Pool5	2222EXT5	2222 Pipeline Contract @ ANR	#1 Gas Supply		7/1/2008				

Field	Function
Path Name	Displays the Path Name for Nominating. The naming convention is: Your Broker Number + Pool + 5-> G + 4 Digit End User Group Transportation ID @NGEUP. Ex: 2222Pool5>G1114@NGEUP
Contract Code	Displays the Contract Code for that path. The naming convention is: G + 4 Digit End User Group Transportation ID + Your 4 digit Broker Number. Ex: G11142222
Contract Name	Displays the contract name for the contract. The naming convention for the contract name is: Your 4 digit Broker Number to 4 digit End User Group Transportation ID @Pipeline. Ex: 2222 to 1114 @ANR
Company Name	Displays your company name.
Fuel Category	This field is not currently being used.
Start Date	Displays the start date of path.
End Date	Displays the end date of path.

Adding the Company Name to the Path

1. Navigate to the Path Search Result page.
2. Click the “pencil” icon.

Path Search Result

Pipeline : **NGPL Pipeline**
 Contract : _____ Point : _____ Type : _____ Status : **Active**
Cancel

Path Name	Contract Code	Contract Name	Company Name	Fuel Category	Start Date	End Date			
2222Pool3->00100@NGEUP	001002222	2222 to 0000000000 @NGPL	#1 Gas Supply		8/1/2008				
2222Pool3->1111POOL3	2222TT3	2222 TitleTransfer @NGPL	#1 Gas Supply		7/17/2008	6/25/2008			
2222Pool3->7777POOL3	2222TT3	2222 TitleTransfer @NGPL	#1 Gas Supply		7/17/2008	6/25/2008			
2222Pool3->C9400@NGEUP (Customer Select Company)	C94002222	2222 to 789400 @NGPL	#1 Gas Supply		8/22/2008				
2222Pool3->G1114@NGEUP	G11142222	2222 to G1114 @NGPL	#1 Gas Supply		8/1/2008				

3. The Update Path page will display.
4. Enter the End User Group name into the Package ID.
5. Click the Save button.

Update Path

Pipeline :

Company :

Contract :

Receipt Point : UpK:

Delivery Point : DnK:

Fuel Category :

Path Name : **Package ID :**

Start Date : **End Date :**

Status :

6. The company name will display on the Path Search Result page.

*** Path record saved successfully**

Path Name	Contract Code	Contract Name	Company Name	Fuel Category	Start Date	End Date			
2222Pool3->00100@NGEUP	001002222	2222 to 0000000000 @NGPL	#1 Gas Supply		8/1/2008				
2222Pool3->1111POOL3	2222TT3	2222 TitleTransfer @NGPL	#1 Gas Supply		7/17/2008	6/25/2008			
2222Pool3->7777POOL3	2222TT3	2222 TitleTransfer @NGPL	#1 Gas Supply		7/17/2008	6/25/2008			
2222Pool3->C9400@NGEUP (Customer Select Company)	C94002222	2222 to 789400 @NGPL	#1 Gas Supply		8/22/2008				
2222Pool3->G1114@NGEUP (End User Group Name)	G11142222	2222 to G1114 @NGPL	#1 Gas Supply		8/1/2008				

7. The name will also display as part of the path on the Nomination Result page.

Nomination Result:

Date Range **08/23/2008** Through **08/31/2008** Totals are shown for **08/23/2008**

Pipeline : **NGPL Pipeline**

Company : **#1 Gas Supply**

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

	StartDate	EndDate	Nominated MMBtu		
			Gross	Fuel	Net
[-] 2222TT3 (2222 TitleTransfer @NGPL)					
[-] 001002222 (2222 to 0000000000 @NGPL)					
[-] C94002222 (2222 to 789400 @NGPL)					
[-] G11142222 (2222 to G1114 @NGPL)					
[-] 2222Pool3->NGEUP					
[-] 2222Pool3->G1114@NGEUP (End User Group Name)					

Save Cancel

Customer Select Group

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

Company Contract nomination Reports Logout

Contract Path Affidavit

Affidavit Search

Nominating Company : 2222 >> #1 Gas Supply

Customer Company :

Contract : Name

Search Clear Create

4. The Create Affidavit page will display.

Create Affidavit

Nominating Company : 0818 >> Direct Energy

Customer Company : 109400 >> Dave's CSEL Company

Contract : C9400 >> 109400 @ANR Name

Start Date : 07/07/2008

End Date :

Field	Function
Nominating Company	Displays your company information.
Customer Company	Enter the 6 digit CSEL Transportation ID for which you are nominating. Press the Tab key on your keyboard. Note: The customer name will not display.
Contract	Select the contract that pertains to this affidavit. The naming convention for the contract is: C + last 4 digits of CSEL transportation code >> 6 digit CSEL transportation code @ Pipeline. Ex: C9400 >> 109400 @ANR
Start Date	Enter the start date for this affidavit.
End Date	Enter the end date that this affidavit will be effective. Note: This field is not required. Leave the field blank to keep this affidavit effective for an extended period of time.

- To clear the information that has been entered, click the **Clear** button.
- To cancel entry, click the **Cancel** button.
- To save the current affidavit, click the **Save** button. The message “Agency Agreement relationship saved successfully” will display.

Affidavit Search

Nominating Company :

*** Customer Company :**

Contract :

* Agency Agreement relationship saved successfully.

- A contract has been created between the end user and your company. To view the contract, click Contract in the main menu.

9. Select the pipeline and click the **Search** button.

10. The contracts associated with the pipeline will display at the bottom of the page.

Contract Code	Name	Company Name	Pipeline	Contract Type	Start Date	End Date	
0818EXT5	0818 Pipeline Contract @ ANR	Direct Energy	5	Ext-Pool	7/1/2008		
0818TT5	0818 Title Transfer @ ANR	Direct Energy	5	TTT	7/1/2008		
100050818	0818 to 0001606063@ANR	Direct Energy	5	Pool-EU	7/10/2008		
100060818	0818 to 0001600712 @ANR	Direct Energy	5	Pool-EU	7/8/2008		
100070818	0818 to 000167589@ANR	Direct Energy	5	Pool-EU	7/1/2008		
102220818	0818 to 0001234567 @ANR	Direct Energy	5	P-GCC	7/8/2008		
C94000818	0818 to 109400 @ANR	Direct Energy	5	P-GCC	7/8/2008		
C94030818	0818 to 109403@ANR	Direct Energy	5	P-GCC	7/9/2008		

Field	Function
Contract Code	Displays the Contract Code for the path. The naming convention is: C + last 4 digits of CSEL Transportation ID + Your 4 digit Broker Number. Ex: C94000818
Contract Name	Displays the contract name for the contract. The naming convention for the contract name is: Your 4 digit Broker Number to 6 digit CSEL Transportation ID @Pipeline. Ex: 0818 to 109400 @ANR
Company Name	Displays your company name.
Pipeline	Displays Pipeline Number.
Contract Type	Displays the type of contract. The contract type for CSEL is Pool-GCC (Pool to Gas Customer Choice).
Start Date	Displays start date of contract.
End Date	Displays end date of contract.

11. The nomination (transaction) path has also been created. To view the path, click Contract in the Main Menu and Path in the Sub-menu.
12. Select the pipeline and click the **Search** button.

13. The paths associated with this pipeline will display at the bottom of the page.

Path Name	Contract Code	Contract Name	Company Name	Fuel Category	Start Date	End Date			
0818Pool5->10005@NGEUP	100050818	0818 to 0001606063@ANR	Direct Energy		7/10/2008				
0818Pool5->10006@NGEUP	100060818	0818 to 0001600712 @ANR	Direct Energy		7/8/2008				
0818Pool5->10007@NGEUP	100070818	0818 to 000167589@ANR	Direct Energy		7/1/2008				
0818Pool5->10222@NGEUP	102220818	0818 to 0001234567 @ANR	Direct Energy		7/8/2008				
0818Pool5->C9400@NGEUP	C94000818	0818 to 109400 @ANR	Direct Energy		7/8/2008				
0818Pool5->C9403@NGEUP	C94030818	0818 to 109403@ANR	Direct Energy		7/9/2008				

Field	Function
Path Name	Displays the Path Name for Nominating. The naming convention is: Your 4 digit Broker Number + Pool + Pipeline Code-> C + last 4 Digits of CSEL Transportation ID @ NGEUP. Ex: 0818Pool5->C6321@NGEUP
Contract Code	Displays the Contract Code for that path. The naming convention is: C + last 4 Digits of CSEL Transportation ID + 4 digit Broker Number. Ex: C94030818
Contract Name	Displays the contract name for the contract. The naming convention for the contract name is: 4 digit Broker Number to 6 digit CSEL User Transportation ID @ Pipeline. Ex: 0818 to 109403 @ANR
Company Name	Displays your company name.
Fuel Category	This field is not currently being used.
Start Date	Displays the start date of path.
End Date	Displays the end date of path.

Adding the Company Name to the Path

1. Navigate to the Path Search Result page.
2. Click the “pencil” icon.

Path Search Result

Pipeline : **NGPL Pipeline**
 Contract : Point : Type : Status : **Active**
Cancel

Path Name	Contract Code	Contract Name	Company Name	Fuel Category	Start Date	End Date			
2222Pool3->00100@NGEUP	001002222	2222 to 0000000000 @NGPL	#1 Gas Supply		8/1/2008				
2222Pool3->1111POOL3	2222TT3	2222 TitleTransfer @NGPL	#1 Gas Supply		7/17/2008	6/25/2008			
2222Pool3->7777POOL3	2222TT3	2222 TitleTransfer @NGPL	#1 Gas Supply		7/17/2008	6/25/2008			
2222Pool3->C9400@NGEUP	C94002222	2222 to 789400 @NGPL	#1 Gas Supply		8/22/2008				
2222Pool3->G1114@NGEUP	G11142222	2222 to G1114 @NGPL	#1 Gas Supply		8/1/2008				

3. The Update Path page will display.
4. Enter the Customer Select Group name into the Package ID.
5. Click the Save button.

Update Path

Pipeline :

Company :

Contract :

Receipt Point : UpK :

Delivery Point : DnK :

Fuel Category :

Path Name : Package ID :

Start Date : End Date :

Status :

6. The company name will display on the Path Search Result page.

Nicor Gas Nomination System

*** Path record saved successfully**

Path Name	Contract Code	Contract Name	Company Name	Fuel Category	Start Date	End Date			
2222Pool3->00100@NGEUP	001002222	2222 to 0000000000 @NGPL	#1 Gas Supply		8/1/2008				
2222Pool3->1111POOL3	2222TT3	2222 TitleTransfer @NGPL	#1 Gas Supply		7/17/2008	6/25/2008			
2222Pool3->7777POOL3	2222TT3	2222 TitleTransfer @NGPL	#1 Gas Supply		7/17/2008	6/25/2008			
2222Pool3->C9400@NGEUP (Customer Select Company)	C94002222	2222 to 789400 @NGPL	#1 Gas Supply		8/22/2008				
2222Pool3->G1114@NGEUP	G11142222	2222 to G1114 @NGPL	#1 Gas Supply		8/1/2008				

7. The name will also display as part of the path on the Nomination Result page.

Nomination Result:

Date Range **08/23/2008** Through **08/31/2008** Totals are shown for **08/23/2008**

Pipeline : **NGPL Pipeline**

Company : **#1 Gas Supply**

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

	StartDate	EndDate	Nominated MMBtu		
			Gross	Fuel	Net
[-] 2222TT3 (2222 TitleTransfer @NGPL)					
[-] 001002222 (2222 to 0000000000 @NGPL)					
[-] C94002222 (2222 to 789400 @NGPL)					
[-] 2222Pool3->NGEUP					
[-] 2222Pool3->C9400@NGEUP (Customer Select Company)					
[-] G11142222 (2222 to G1114 @NGPL)					

Save Cancel