

## Hub Withdrawal 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 Hub Withdrawal Nomination.

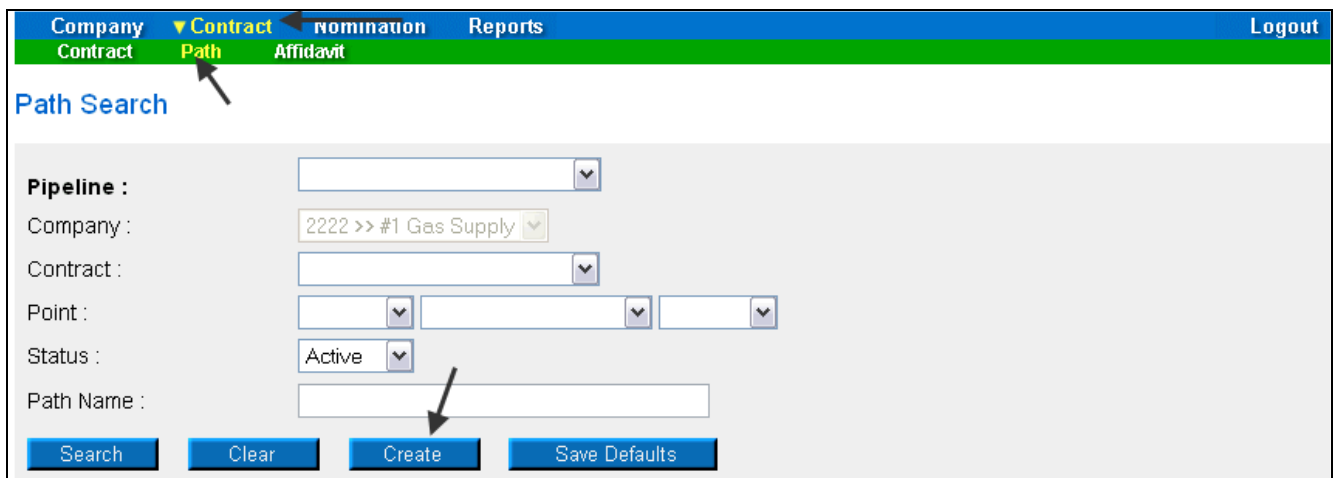
**Note:** If a field is required to be completed, the field name is **bold**.

### Instructions:

#### Creating a Hub Withdrawal Path

Prior to Nominating, the supplier must create a Hub Withdrawal 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 displays the 'Create Path' form within the Nicor Gas Nomination System. The top navigation bar includes 'Company', 'Contract', 'Nomination', 'Reports', and 'Logout'. The 'Contract' menu is expanded, showing 'Path' and 'Affidavit'. The 'Path Search' section contains the following fields:

- Pipeline :** (Dropdown menu)
- Company :** 2222 >> #1 Gas Supply (Dropdown menu)
- Contract :** (Dropdown menu)
- Point :** (Three dropdown menus)
- Status :** Active (Dropdown menu)
- Path Name :** (Text input field)

At the bottom of the form are four buttons: Search, Clear, Create, and Save Defaults. Arrows in the image point to the 'Path' menu item and the 'Create' button.

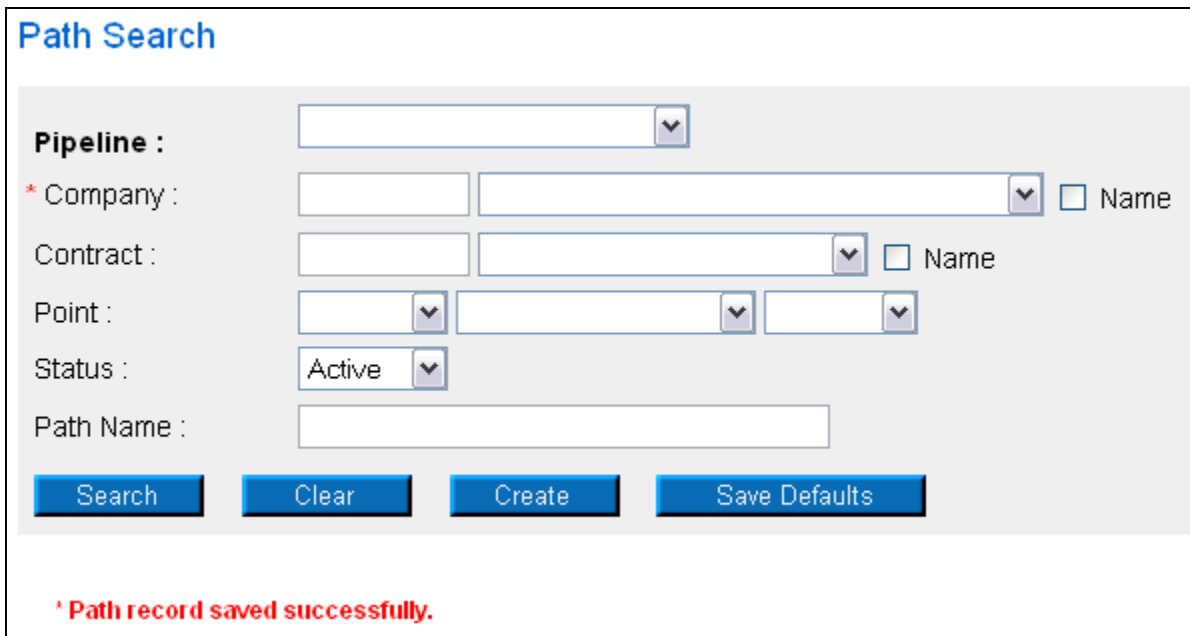
4. The Create Path page will display. The following fields must be completed for a Hub Withdrawal path.

**Create Path**

**Pipeline :** ANR Pipeline  
**Company :** 0818 >> Direct Energy  
**Contract :** 0818 Hub Withdrawal @ ANR >> H0818W5  
**Receipt Point :** HUBPT Hub Point @ANR UpK : R8900 >> 0818-080709-231  
**Delivery Point :** 0818Pool5 0818 Pool @ ANR DnK :  
**Fuel Category :**  
**Path Name :** R8900@HUBPT->0818Pool5 **Package ID :**  
**Start Date :** 7/10/2008 **End Date :**  
**Status :** Active

Field	Function
<b>Pipeline</b>	Select the pipeline associated with path.
Company	Displays your company.
<b>Contract</b>	Select the contract that pertains to this path. The contract has been created by the Hub Administrator. The naming convention for the contract is: Your 4 digit Broker Number + Hub Withdrawal @ANR >> H + Your 4 digit Broker Number + W + Pipeline Code. <b>Ex: 2222 Hub Withdrawal @ANR &gt;&gt; H2222W5</b>
<b>Receipt Point</b>	Select the Hub external receipt point – HUBPT.
UpK	Select the appropriate upstream contract. The upstream contract shows gas coming from outside of Nicor Territory. The naming convention for the contract is: F for Ferc or R for Rate 21 + 4 digit Number Generated by Hub >> Hub Contract Code – 2 digit year + 2 digit month + 2 digit day of contract – 3 digit number generated by Hub. <b>Ex: R8900 &gt;&gt; 0818-080707-231</b>
<b>Delivery Point</b>	Select your delivery pool. The pool has been created by the Nicor SuperAdmin. The naming convention for your delivery pool is: Your 4 digit Broker Number + Pool + Pipeline Code. <b>Example: 2222Pool5</b>
DnK	Downstream contract does not apply to a withdrawal from Hub.
Fuel Category	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 the path is: F for Ferc or R for Rate 21 + 4 digit Number Generated by Hub @HUBPT->Your 4 digit Broker Number + Pool + Pipeline Code. <b>Ex: F8900@HUBP-&gt;2222Pool5</b>
Package ID	This field is not currently being used.
<b>Start Date</b>	Enter the start date of this path.
End Date	Enter the 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.

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



The screenshot shows a web form titled "Path Search". It contains several input fields and buttons. The fields are: Pipeline (dropdown), Company (text input), Contract (text input), Point (three dropdowns), Status (dropdown with "Active" selected), and Path Name (text input). There are checkboxes for "Name" next to the Company and Contract fields. Below the fields are four buttons: Search, Clear, Create, and Save Defaults. At the bottom of the form, a red message reads: "Path record saved successfully."

### Creating a Hub Injection Nomination in the Timely and Evening Cycles

After the Hub Withdrawal Path has been created, you can nominate. To nominate:



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



- 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

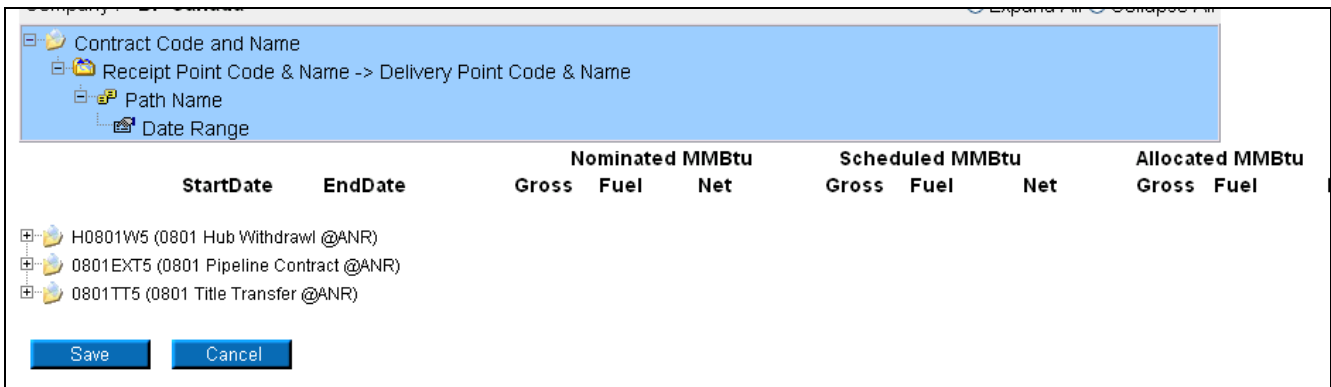
Show Allocated

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 Hub Withdrawal contract type, select: Hub Withdrawal @Pipeline.
<b>Contract</b>	To search nominations by contract, select the contract name. The naming convention for Hub Withdrawal is: Your 4 digit Broker Number + Hub Withdrawal @Pipeline Name >> H + Your 4 digit Broker Number + W + Pipeline. Code. <b>Ex: 2222 Hub Withdrawal @ANR &gt;&gt; H2222W5</b>
<b>View a Nomination Session</b>	To view the nominations for a specific 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.

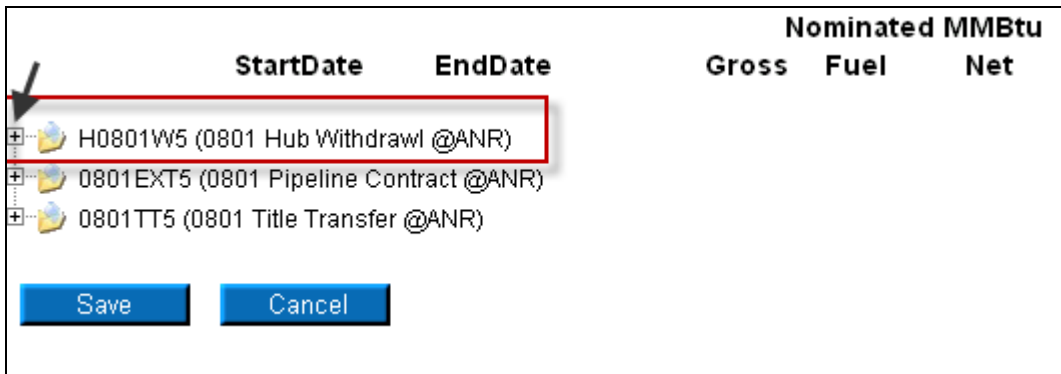
Field	Function
Display Totals	No Total – To avoid displaying totals for the date range, select the radio button. For a Gas Day – To only show totals for a specific gas day, select the radio button. Enter a date in the box to the right. For the Date Range – To show the totals for the entire gas range 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. The Contract Codes and Names of the Paths for the Nominations display at the bottom of the page.

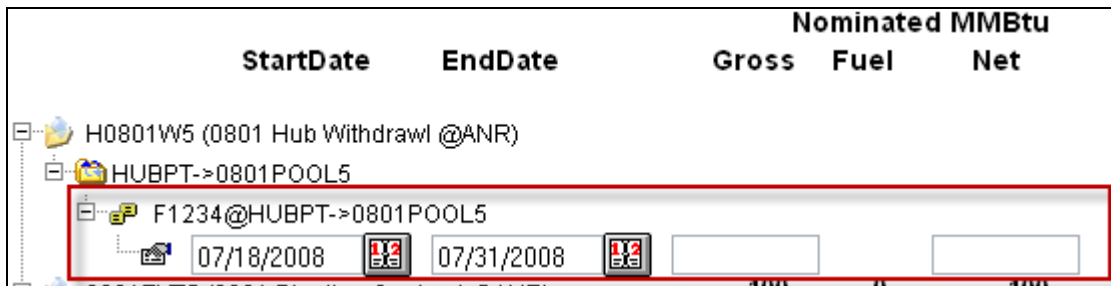
**Note:** The screen shot below is based on the default choices on the search page.



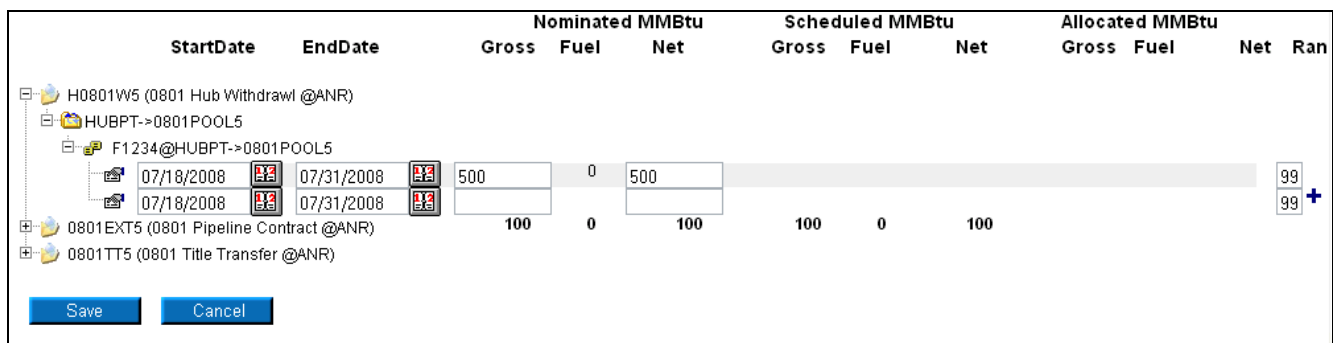
4. Click on the + sign next to the Hub Withdrawal Contract Code and Name to drill down to the path. The contract code naming convention will be: H + Your 4 digit Broker Number + W+ Pipeline Code (Your Broker Number + Hub Withdrawal @ + Pipeline Name).



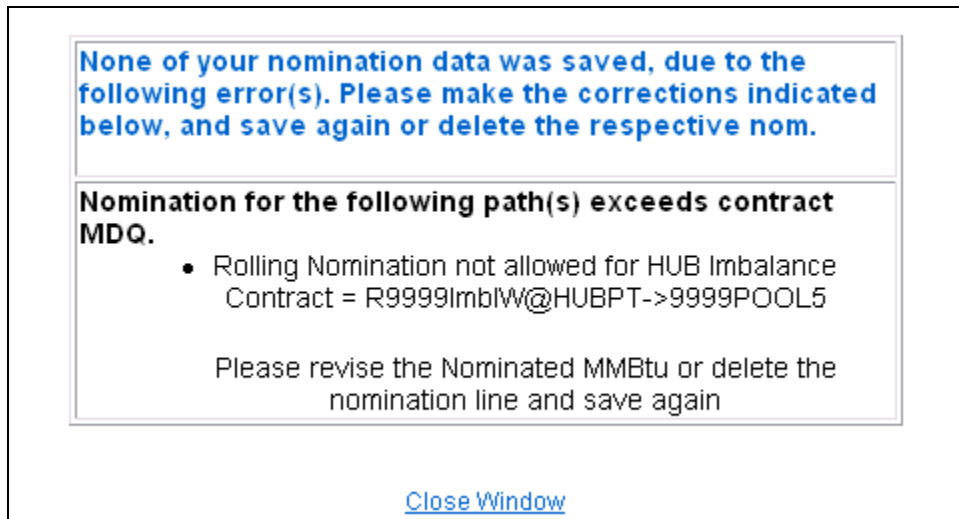
5. Continue to drill down to see the nominations for a specific date range.



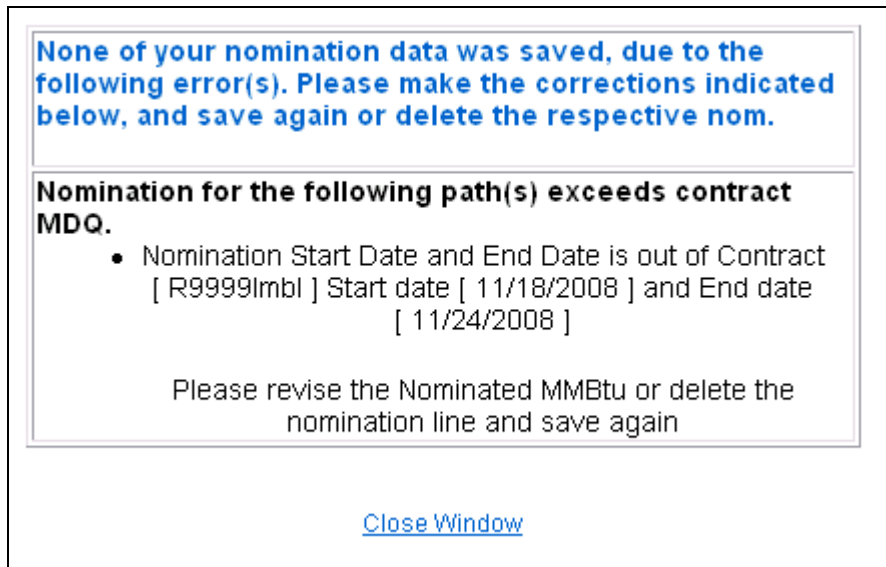
6. You can nominate for up to 1 calendar month at a time. Select the calendars to select the date range for the nomination. **Note:** Rolling nominations will not be allowed on Rate 21 Hub imbalance contracts for Injections or Withdrawals. You will have to nominate these transactions on a daily basis.
7. Enter the Gross amount of the nomination. The Net amount will automatically populate when the nomination added.



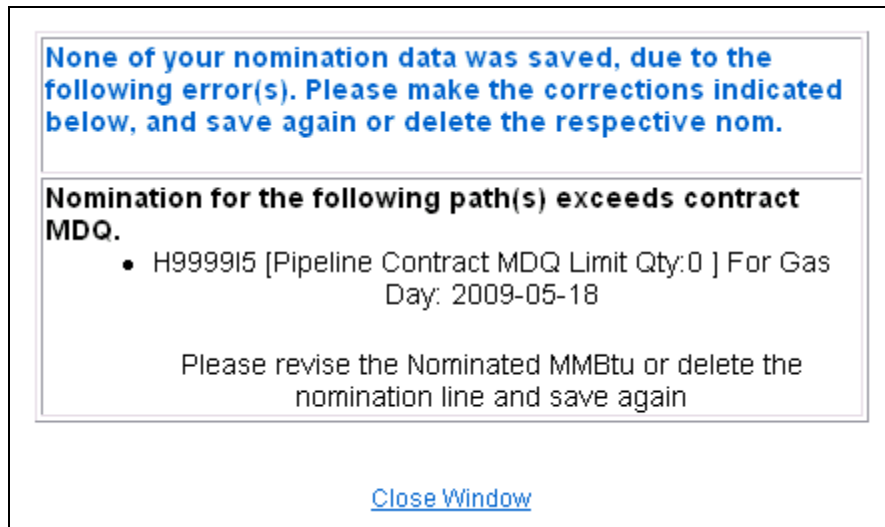
8. Click the + icon to add the nominations
9. If you make a mistake, enter a new nomination for the correct amounts. **Note:** The last nomination amount entered for a date will be utilized. **Ex. You nominate to inject 3,000 MMBtu into the Hub on 7/16/08. You want to increase the nomination by 1,000 MMBtu in the Evening Cycle. You will nominate the full 4,000 MMBtu.**
10. When complete, click the **Save** button.
11. If you attempt to make a rolling nomination on a Rate 21 Hub Imbalance Contract, the following error message will display. You will need to update your nomination and resubmit.



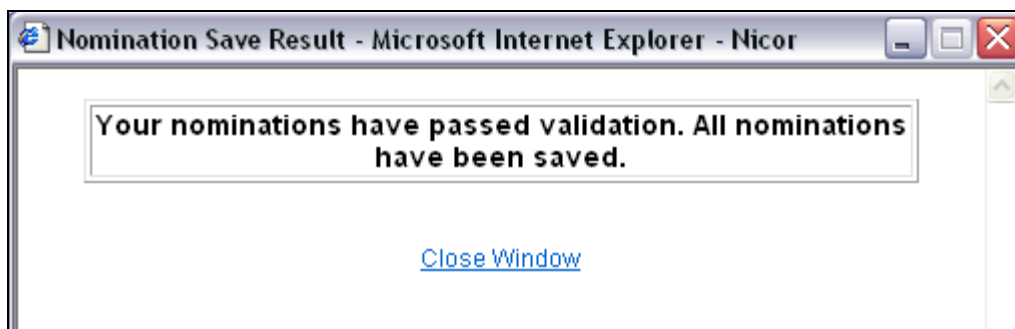
12. If a nomination is outside of the contract start and end date, the following error message will display. You will need to “cut” the nomination by clicking on the scissors and resubmit.



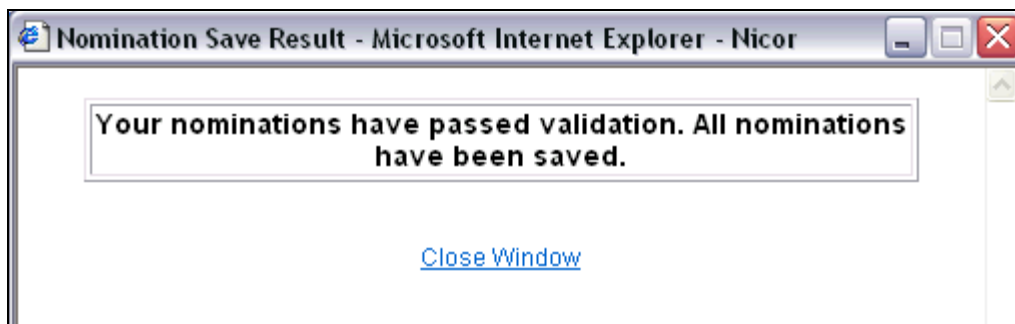
13. If you exceed the MDQ on the Hub Injection Contract or Path, the following error message will display. You will need to correct the nomination and resubmit.



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



15. Click [Close Window](#) to close the window.
16. If no errors exist, a window will display with the message “Your nominations have passed validation. All nominations have been saved.”



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

## Update Nomination and Evening Cycle Nomination

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



Nicor Gas Nomination System

	StartDate	EndDate	Nominated MMBtu		
			Gross	Fuel	Net
[-] H0801W5 (0801 Hub Withdrawl @ANR)			7,000	0	7,000
[-] HUBPT->0801POOL5			7,000	0	7,000
[-] F1234@HUBPT->0801POOL5			7,000	0	7,000
[-] 07/18/2008 Through 07/31/2008-280			500	0	500
[-] 07/18/2008	07/18/2008	07/31/2008			
[+] 0801EXT5 (0801 Pipeline Contract @ANR)			100	0	100
[+] 0801TT5 (0801 Title Transfer @ANR)					

Save Cancel

- Once a nomination is saved, it can not be deleted. To cancel an entered nomination, enter 0 in the gross amount.
- To update a nomination, enter 0 to “zero out” the initial nomination; this will help avoid false MDCQ error messages.
- Enter the updated nomination amount. The last nomination entered for a date will show in the system.

**Note:** For this scenario, we currently have a Hub withdrawal nomination of 500 MMBtu for each day from 7/18/2008 – 7/31/2008. We want to increase the withdrawal later in the Timely Cycle or in the Evening Cycle for 7/18/08 by 500 MMBtu.

- Select the calendars and change the start and end date to 7/18/08. Enter 0 for the Gross amount.
- Click the **Save** button.
- Enter 1000 for Gross amount.

	StartDate	EndDate	Nominated MMBtu		
			Gross	Fuel	Net
[-] H0801W5 (0801 Hub Withdrawl @ANR)			7,000	0	7,000
[-] HUBPT->0801POOL5			7,000	0	7,000
[-] F1234@HUBPT->0801POOL5			7,000	0	7,000
[-] 07/18/2008 Through 07/31/2008-280			500	0	500
[-] 07/18/2008	07/18/2008	07/18/2008	1000	0	0

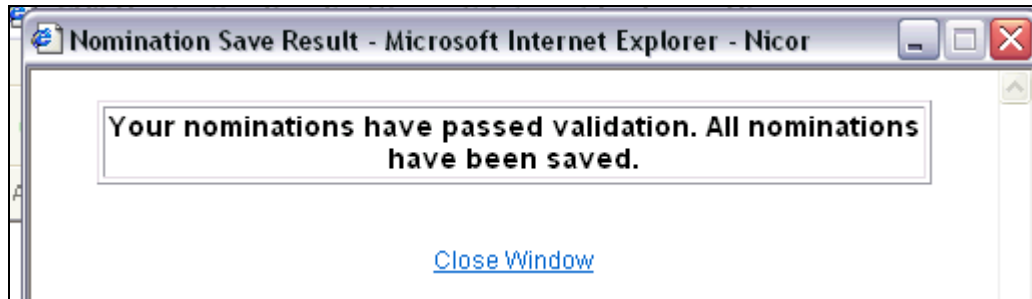
- Click the **+** icon to add the nominations.

Nicor Gas Nomination System

	StartDate	EndDate	Nominated MMBtu		
			Gross	Fuel	Net
[-] H0801W5 (0801 Hub Withdrawal @ANR)			7,000	0	7,000
[-] HUBPT->0801POOL5			7,000	0	7,000
[-] F1234@HUBPT->0801POOL5			7,000	0	7,000
[-] 07/18/2008 Through 07/31/2008-280			500	0	500
[-] 07/18/2008	07/18/2008	07/18/2008	1000	0	1000
[-] 07/19/2008	07/18/2008	07/31/2008			
[+] 0801EXT5 (0801 Pipeline Contract @ANR)			100	0	100
[+] 0801TT5 (0801 Title Transfer @ANR)					

Save Cancel

9. Click the **Save** button.



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

	StartDate	EndDate	Nominated MMBtu		
			Gross	Fuel	Net
[-] H0801W5 (0801 Hub Withdrawal @ANR)			7,500	0	7,500
[-] HUBPT->0801POOL5			7,500	0	7,500
[-] F1234@HUBPT->0801POOL5			7,500	0	7,500
[-] 07/18/2008 Through 07/18/2008-281			1,000	0	1,000
[-] 07/19/2008 Through 07/31/2008-280			500	0	500
[-] 07/18/2008	07/18/2008	07/31/2008			
[+] 0801EXT5 (0801 Pipeline Contract @ANR)			100	0	100
[+] 0801TT5 (0801 Title Transfer @ANR)					

11. The nomination amount for 7/18/2008 changes to 1000. **Note:** The nomination amount for 7/19/2008 – 7/31/2008 does not change.