

Nomination Menu – Create and Update Nominations

Purpose:

The purpose of this document is to provide detailed instructions for a Nicor Gas Nomination System user to create their nominations. Note: The system will always accept nominations, even past the normal cut-off times. Nominations that are created after the cut-off times will not be scheduled and allocated. The cut-off times are 11:30 a.m. for the Timely Cycle and 3:00 p.m. for the Evening Cycle. If you know you are out of balance after the cut-off times, contact the Gas Exchange Administrator.

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

Instructions:

Create Nominations in the Timely and Evening Cycles

- 1. Search for your nominations using the instructions from the Job Aid entitled Search Nominations.
- 2. The Nomination Result Page will display. The nomination information will display in a tree view format (See table below for naming conventions of each level):
 - a. Contract Code and Name
 - i. Receipt Point Code & Name Delivery Point Code and Name
 - 1. Path Name
 - a. Date Range

Nomination Result:										
Date Range 07/16/2008 Through 07/31/2008	Totals are show	n for 07/1	6/2008 Thi	rough 07/31	/2008					
Pipeline : ANR Pipeline										
Company: #1 Gas Supply					С	Expand /	All 💿 Collaps	e All		
➡ Oontract Code and Name ➡ Contract Code and Name ➡ Receipt Point Code & Name -> Delivery ➡ ₽ Path Name ➡ B Date Range	/ Point Code & Nar	ne								
	Nom	ninated N	MMBtu	Sche	duled MN	1Btu	Allocat	ed MMBtu	L	
StartDate EndDate	Gross	Fuel	Net	Gross	Fuel	Net	Gross	Fuel	Net	Rank
표 🍺 H02222I5 (2222 Hub Injection @ANR)										
🗄 🤌 2222EXT5 (2222 Pipeline Contract @ ANR)	80,000	0	80,000							
🖻 步 G11142222 (2222 to 1114 @ANR)	16,000	0	16,000							
🖻 🍺 100092222 (2222 to 222222222@ANR)	1,000	0	1,000							
🗄 🍺 2222TT5 (2222TitleTransfer@ANR)	3,000	0	3,000							
Save Cancel										

Transaction Type	Contract Code and Name	Receipt Point Code & Name – Delivery Point	Path Name
- , , , , , , , , , , , , , , , , , , ,		Code and Name	
External	Your 4 digit Broker Number +	"EXT->"+Your 4 digit	"UPSCON@EXTP ->" +
Pipeline to	"EXT" + Pipeline Code + (Your 4	Broker Number + "Pool"	Your 4 digit Broker
Supplier Pool	digit Broker Number + "Pipeline	+ Pipeline Code	Number + "Pool" +
	Contract @" Pipeline Name	Ex: EXT->2222Pool5	Pipeline Code
	Ex: 2222EXT5 (2222 Pipeline		Ex: UPSCON@EXTP-
	Contract @ ANR)		>2222Pool5
Title Transfer	Your 4 digit Broker Number + "TT"	Your 4 digit Broker	Your 4 digit Broker
	+ Pipeline Code + (Your 4 digit D = 1 $D = 1$ $C = 0$	Number + "Pool" + \mathbf{D}	Number + "Pool" +
	Broker Number + "Title Transfer (a) "	Pipeline Code + $\sim -> \sim +$	pipeline code + $\sim > \sim +$
	+ Pipeline Name	Receiving Company 4	digit Dasher Number
	EX: 2222115 (2222 The Transfer	\pm "Pool" \pm Pipolino Codo	" $(Dool" + Dipoline Code$
	WANK)	Fy: 2222Pool5	$F_{\rm V}$: 2222Pool5 >
		0801Pool5	0801Pool5
Supplier Pool	"G" + 4 digit End User Group	Your 4 digit Broker	Your 4 digit Broker
to End User	Transportation ID + Your 4 digit	Number + "Pool" +	Number + "Pool" +
Group	Broker Number + (Your 4 digit	Pipeline Code + "->	Pipeline Code + "-> G" +
1	Broker Number "to" 4 digit End User	NGEUP"	4 digit Transportation ID
	Transportation ID "@" Pipeline	Ex: 2222Pool5->NGEUP	of End User Group +
	Name)		"@NGEUP"
	Ex: G11142222 (2222 to 1114		Ex: 2222Pool5 ->
	@ANR)		G1234@NGEUP
Supplier Pool	5 digit End User Contract Code +	Your 4 digit Broker	Your 4 digit broker
to Individual	Your 4 digit Broker Number + (Your	Number + "Pool" +	number + "Pool" +
End User	4 digit Broker Number "to" 10 digit	Pipeline Code + "->	Pipeline Code + $->^{\prime\prime}$ + 5
	End User Transportation ID "@"	NGEUP"	digit End User Contract
	$\mathbf{F}_{\text{reline Name}}^{\text{Pipeline Name}}$	EX: 2222P0015->NGEUP	Code + (a)NGEUP
	9084562871 @ANR)		@NGEUP
Supplier Pool	"C" + Last 4 digits of CSEL	Your 4 digit Broker	Your 4 digit Broker
to Customer	Customer Transportation ID + Your	Number + "Pool" +	Number + "Pool" +
Select Pool	4 digit Broker Number + (Your 4	Pipeline Code "->	pipeline code + "-> C" +
	digit Broker Number "to" 6 digit	NGEUP"	last 4 digits of CSEL
	CSEL Customer Transportation ID	Ex: 2222Pool5->NGEUP	group number +
	$(a)^{\prime\prime} Pipeline)$		"@NGEUP"
	Ex: C12342222 (2222 to 123409		
Injection into	"H" + Your 4 digit Broker Number +	Your 4 digit Broker	Your 4 digit broker
Hub (Ferc)	"I" + Pipeline Code + (Your 4 digit	Number + "Pool" +	number + "Pool" +
	Broker Number + "Hub Injection @"	Pipeline Code "->	pipeline code + "-> F " +
	+ Pipeline Name)	HUBPT"	4 digit contract code +
	Ex: H2222I5 (2222 Hub Injection	Ex: 2222Pool5->HUBPT	"@HUBPT"
	@ ANR)		Ex. 2222Pool5 ->
			F2456@HUBPT

Transaction	Contract Code and Name	Receipt Point Code &	Path Name
туре		Code and Name	
Injection into Hub (Rate 21)	"H" + Your 4 digit Broker Number + "I" + Pipeline Code + (Your 4 digit Broker Number + "Hub Injection @" + Pipeline Name) Ex: H2222I5 (2222 Hub Injection @ ANR)	Your 4 digit Broker Number + "Pool" + Pipeline Code "-> HUBPT" Ex: 2222Pool5->HUBPT	Your 4 digit broker number + "Pool" + pipeline code + "-> R" + 4 digit contract code + "@HUBPT" Ex. 2222Pool5 -> R2456@HUBPT
Withdrawal from Hub (Ferc)	"H" + Your 4 digit Broker Number + "W" + Pipeline Code + (Your 4 digit Broker Number + "Hub Withdrawal @" + Pipeline Name) Ex: H2222W5 (2222 Hub Withdrawal @ANR)	"HUBPT->" + Your 4 digit Broker Number + "Pool" + Pipeline Code Ex: HUBPT->2222Pool5	"F" + 4 digit contract code + "@HUBPT ->" + 4 digit broker number + "Pool" + pipeline code EX: F2456@HUBPT -> 0801Pool5
Withdrawal from Hub (Rate 21)	"H" + Your 4 digit Broker Number + "W" + Pipeline Code + (Your 4 digit Broker Number + "Hub Withdrawal @" + Pipeline Name) Ex: H2222W5 (2222 Hub Withdrawal @ANR)	"HUBPT->" + Your 4 digit Broker Number + "Pool" + Pipeline Code Ex: HUBPT->2222Pool5	"F" + 4 digit contract code + "@HUBPT ->" + 4 digit broker number + "Pool" + pipeline code EX: F2456@HUBPT -> 0801Pool5

3. Drill down to the Date Range text boxes by clicking the plus sign. The date range shows the dates that have been nominated.

	Nominated MMBtu			Sche	duled MN	1Btu	Allocat	Allocated MMBtu		
StartDate EndDate	Gross	Fuel	Net	Gross	Fuel	Net	Gross	Fuel	Net	Rank
□										
	80,000	0	80,000						99	9 + %
ETP->2222Pool5 Er# UPSCON@EXTP->2222Pool5	80,000 80,000	0 0	80,000 80,000							
	5,000	0	5,000						99	9 + %
	1,000 3,000	0	1,000 3,000							
Save Cancel										

Field	Function
Start Date End Date	Click on the calendar icon is to select the dates for which to nominate. You can nominate for up 1 calendar month.

Field	Function								
Nominated Gross	Enter the gross nomination amount. Note: If you are nominating in the								
	Evening Cycle, you will nominate the full amount for the Timely and Evening								
	Cycles. For example, you nominated 5,000 MMBtu in the Timely Cycle, and								
	you want to increase the nomination by 200 MMBtu. During the Evening								
	Cycle, you will nominate 5,200 MMBtu.								
Nominated Net	This field is not currently being utilized. It will populate with the gross								
	nominated amount at save.								
Rank	This field is not currently being utilized. The default value is 99.								

- 4. To cut a nomination that has not been added, click the $\overset{\checkmark}{\bullet}$ icon.
- 5. Click the + icon to add the nomination.

	Non	ninated MMBtu	Scheduled MM	Btu	Allocat	ed MMBtu	1
StartDate EndDate	Gross	Fuel Net	Gross Fuel	Net	Gross	Fuel	Net Rank
E- → H02222I5 (2222 Hub Injection @ANR) → 2222Pool5->HUBPT → 2222Pool5->F9087@HUBPT → 2222Pool5->F9087@HUBPT → 1/2008	2000	0 7000					99 #
	80,000 80,000	0 80,000					99 + %
⊡ 🔐 UPSCON@EXTP->2222Pool5	5 000	0 80,000					
	7000	0 7000 0 16,000					99 99 + %
	1,000	0 1,000					
🗄 🍺 2222TT5 (2222TitleTransfer@ANR)	3,000	0 3,000					
Save Cancel							

- 6. To save the nominations, click the **Save** button.
- 7. If no errors exist, a window will display with the message "Your nominations have passed validation. All nominations have been saved."



8. Click <u>Close Window</u> to close the window.

	Nominated MMBtu		Sche	Scheduled MMBtu			Allocated MMBtu			
StartDate EndDate	Gross	Fuel	Net	Gross	Fuel	Net	Gross	Fuel	Net	Rank
	112,000	0	112,000							
2222EXT5 (2222 Pipeline Contract @ ANR)	112,000	0	112,000							
🗄 🭎 G11142222 (2222 to 1114 @ANR)	16,000	0	16,000							
- 100092222 (2222 to 222222222@ANR)	1,000	0	1,000							
- C 2222Pool5->NGEUP	1,000	0	1,000							
	1,000	0	1,000							
	1,000	0	1,000							
07/16/2008 🔛 07/16/2008 🔛	2500	0	2500						9	99 👗
07/16/2008 🔢 07/31/2008 🔢									9	99 🛨 🔏
🖃 沙 2222TT5 (2222TitleTransfer@ANR)	3,000	0	3,000							
- ⊕ 🍅 2222Pool5->1111Pool5	3,000	0	3,000							
🗄 🍅 2222Pool5->9999Pool5										
Save Cancel										

Note: For this scenario, we are nominating 2,500 to an end user with contract code 10009 who has a MDQ of 1000.

9. If you nominate to an end user or inject into the Hub, and you exceed the MDQ, a window will display with the following message. "None of your nomination data was saved, due to the following error(s). Please make the corrections indicated and save again or delete respective nom." This message will also appear if another supplier has already nominated to an end user, and your nomination has resulted in the user being over their MDQ.



- 10. The error message displays the end user contract code (10009), their MDQ Limit (1000) and the total nomination that has already been submitted for the user (1000).
- 11. To save your nominations, you must change or delete the nomination.
- 12. To view the last nomination save result, click "View Nomination Save Result."

Nicor Gas Nomination System



15. The last Nomination Save Result window will display.



Update Nomination and Evening Nomination Cycle

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



Page 6 of 9 Create and Update Nominations v.2 – Effective Date 6/11/09 2. 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 entered for a date will show in the system.

	Nomin	nated I	MMBtu
StartDate EndDate	Gross	Fuel	Net
⊕ H0222215 (2222 Hub Injection @AND)	112.000	0	112.000
Prozzzzi (zzzz Hab injection @ANR)	112,000	0	112,000
□ □ CTP->2222Pool5	112,000	0	112,000
⊡ P UPSCON@EXTP->2222Pool5	112,000	0	112,000
	7,000	0	7,000
🔤 07/16/2008 🔢 07/16/2008 🔢	3500		0
🖻 🤌 G11142222 (2222 to 1114 @ANR) 🛛 🔨 📃	16, 20	0	16,000
🖻 쒑 2222Pool5->NGEUP	16,000	0	16,000
⊡- 🗗 2222Pool5->G1114@NGEUP	16,000	• 0	16,000
	1,000	0	1,000
🔤 07/16/2008 🔢 07/16/2008 🔢	0		0
🗉 沙 100092222 (2222 to 222222222@ANR) 🔨	000	0	1,000
🗄 沙 2222TT5 (2222TitleTransfer@ANR)	3,000	0	3,000
Save Cancel			

Note: For this scenario, we currently have a nomination from external pipeline to supplier pool for 7/16/08 - 7/31/08 for 7000 MMBtu. We also have a nomination from our pool to end user group 1114 from 7/12/08 - 7/31/08 for 1000 MMBtu. We are lowering the external pipeline to supplier pool nomination to 3500. We are also changing the nomination for 7/16/08 to the end user group 1114 to 0.

- 3. Select the appropriate dates by selecting the calendars and enter 3500 and 0 for the Gross amounts.
- 4. Click the + icon to add the nominations.

Nicor Gas Nomination System

	Nom	ninated l	MMBtu	Sche	duled MN	/IBtu	Allocat	ed MMBtu	1	
StartDate EndDate	Gross	Fuel	Net	Gross	Fuel	Net	Gross	Fuel	Net	Rank
	112,000	0	112,000							
2222EXT5 (2222 Pipeline Contract @ ANR)	112,000	0	112,000							
E C EXTP->2222Pool5	112,000	0	112,000							
- 	112,000	0	112,000							
	7,000	0	7,000							
🔤 07/16/2008 🔛 07/16/2008 🔛	3500	0	3500						9	J9 👗
07/16/2008 🔢 07/31/2008 🔢									9	jg 🛨 👗
🖻 🍺 G11142222 (2222 to 1114 @ANR)	16,000	0	16,000							
🖻 🏠 2222Pool5->NGEUP	16,000	0	16,000							
Ė-₽ 2222Pool5->G1114@NGEUP	16,000	0	16,000							
07/12/2008 Through 07/31/2008-262	1,000	0	1,000							
🖙 07/16/2008 🔢 07/16/2008 🔛	0	0	0						9	J9 💑
07/16/2008 🔢 07/31/2008 🔛									9	e 🕂 🦉
😐 🍺 100092222 (2222 to 222222222@ANR)	1,000	0	1,000							
🗄 🍺 2222TT5 (2222TitleTransfer@ANR)	3,000	0	3,000							
Save Cancel										

5. Click the **Save** button.



6. The Nomination Save Result window will open. Click <u>Close Window</u> to close the window.

	Nom	inated I	MMBtu	
StartDate EndDate	Gross	Fuel	Net	
⊞)→ H02222I5 (2222 Hub Injection @ANR)	112,000	0	112,000	
2222EXT5 (2222 Pipeline Contract @ ANR)	108,500	0	108,500	
EXTP->2222Pool5	108,500	0	108,500	
	108,500	0	108,500	_
07/16/2008 Through 07/16/2008-265	3,500	0	3,500	
	7,000	0	7,000	Т
🔤 07/16/2008 🔢 07/31/2008 🔢				
🖻 🍺 G11142222 (2222 to 1114 @ANR)	15,000	0	15,000	
	15,000	0	15,000	
⊡- 🗗 2222Pool5->G1114@NGEUP	15,000	0	15,000	
07/16/2008 Through 07/16/2008-265	0	0	0	7
	1,000	0	1,000	
📾 07/16/2008 🔢 07/31/2008 🔛				
	1 0 0 0		4 0 0 0	

Nicor Gas Nomination System

- 7. The nomination amount for external pipeline to pool changes to 3500 for 7/16/2008. Note: The nomination amount for 7/17/2008 7/31/2008 does not change.
- 8. The nomination amount for supplier pool to end user group 1114 changes to 0. Note: The nomination amount for 7/17/2008 7/31/2008 does not change.
- 9. Once the Nicor SuperAdmin has scheduled and allocated the nominations, you can navigate back to the Nomination Result page to view the scheduled and allocated amounts.

Nomination Result:											
Date Range 07/17/2008 Through 07/17/2008 Totals are shown for 07/17/2008 Through 07/17/2008 Pipeline : ANR Pipeline											
Company : #1 Gas Supply OExpand All OExpand								e All			
타슬 Contract Code and Name 하으 Receipt Point Code & Name -> Delivery Point Code & Name 한 관 Path Name - Log Date Range											
	inated M	/IMBtu	Sche	duled MN	/IBtu	Allocat	ed MMBt	MBtu			
StartDate EndDate	Gross	Fuel	Net	Gross	Fuel	Net	Gross	Fuel	Net	Rank	
	7,000	0	7,000	7,000	0	7,000	7,000	0	7,000		
🗉 🍺 2222EXT5 (2222 Pipeline Contract @ ANR)	12,000	0	12,000	5,000	0	5,000	5,000	0	5,000		
🗄 🍺 G11142222 (2222 to 1114 @ANR)	1,000	0	1,000	1,000	0	1,000	1,000	0	1,000		
🗉 🍺 100092222 (2222 to 222222222@ANR)											
🗄 🍺 2222TT5 (2222TitleTransfer@ANR)	4,000	0	4,000	4,000	0	4,000	4,000	0	4,000		
Save Cancel											