

Title Transfer 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 Title Transfer Nomination. A Title Transfer Nomination involves one supplier allocating gas to another supplier. Only the company that is delivering the gas will need to nominate.

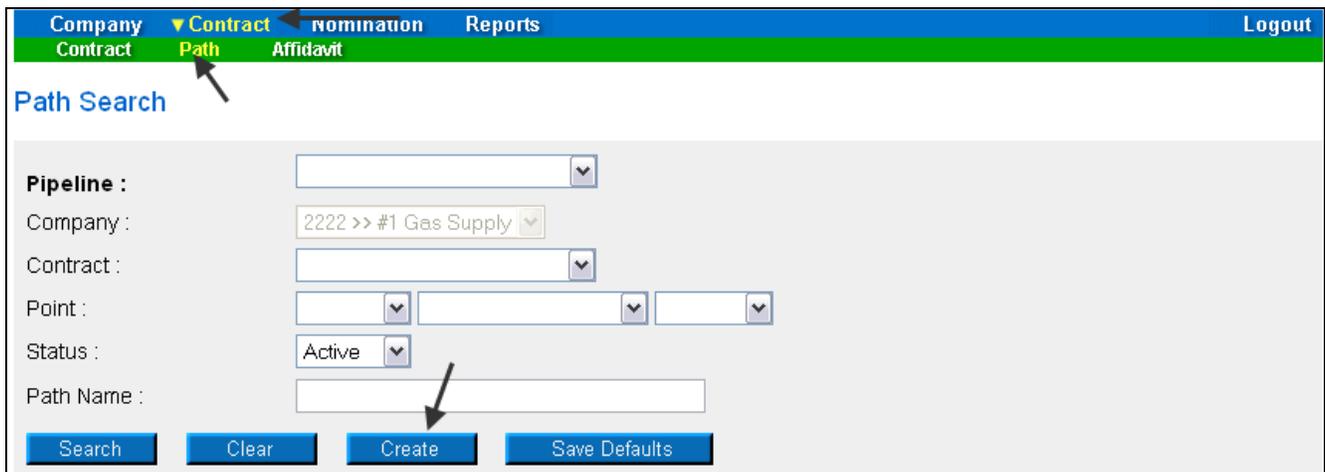
Note: If a field is required to be completed, the field name is **bold**.

Instructions:

Creating a Title Transfer Path

Prior to Nominating, the supplier must create a Title Transfer Path for each supplier to which they will nominate on 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 the following items: Company, Contract (expanded), Nomination, Reports, and Logout. Under the 'Contract' menu, 'Path' and 'Affidavit' are visible. Below the navigation bar, the 'Path Search' form is displayed. The form includes the following fields and controls:

- 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.

At the bottom of the form, there are four buttons: Search, Clear, Create, and Save Defaults. An arrow points to the 'Create' button.

4. The Create Path page will display. The following fields must be completed for a Title Transfer Nomination.

Create Path

Pipeline : ANR Pipeline
Company : 0000 >> Gas Supplier - Training
Contract : 0000 Title Transfer @ANR >> 0000TT5
Receipt Point : 0000POOL5 0000 POOL @ANR UpK :
Delivery Point : 1111Pool5 1111 Supplier Pool @ ANR DnK :
 Fuel Category :
Path Name : 0000POOL5->1111Pool5 **Package ID :** 1111 Company Name
Start Date : 08/22/2008 **End Date :**
Status : Active

Field	Function
Pipeline	Select the pipeline associated with path.
Company	Displays your company.
Contract	Select the contract that pertains to this path. The contract has been created by the Nicor SuperAdmin. The naming convention for a title transfer contract is: Your 4 digit Broker Number + Title Transfer @Pipeline Name >> Your 4 digit Broker Number + TT + Pipeline Code. Ex: 2222Title Transfer @ANR >> 2222TT5
Receipt Point	Select your receipt point. The receipt point identifies the source of gas. The point has been created by the Nicor SuperAdmin. The receipt point The naming convention for your receipt point is: 4 digit Broker Number + Pool + Pipeline Code. Ex: 2222Pool5
UpK	Upstream contracts show gas coming from outside Nicor territory. Upstream contract does not apply to a title transfer.
Delivery Point	Select your trading partner's delivery point for the gas. The delivery point identifies the destination of gas. The delivery point has been created by the Nicor SuperAdmin. The naming convention for the delivery point is: Receiving Company 4 digit Broker Number + Pool + Pipeline Code. Ex: 1111Pool5
DnK	Downstream contract does not apply to a title transfer.
Fuel Category	This field is not currently being used.
Path Name	The Path Name will be automatically generated by the information entered above. The naming convention for a title transfer path name is: Your 4 digit Broker Number + Pool + Pipeline Code -> Receiving Company 4 digit Broker Number + Pool + Pipeline Code. Ex: 2222Pool5 -> 1111Pool5
Package ID	Enter your trading partner's company name.
Start Date	Enter the start date of this path.

Field	Function
End Date	End date that this path will be effective. Note: This field is not required. Leave the field blank to keep this path effective for an extended period of time.
Status	Select the default value of Active.

- To create paths for many brokers on the current pipeline, click the **Save & Copy** button. The Create Path page will open.
- Select a new Delivery Point to create a path for a different broker. Continue this process until the paths have been created for all brokers on this pipeline.

Create Path

Pipeline :	<input type="text" value="ANR Pipeline"/>	
Company :	<input type="text" value="0000 >> Gas Supplier - Training"/>	
Contract :	<input type="text" value="0000 Title Transfer @ANR >> 0000TT5"/>	
Receipt Point :	<input type="text" value="0000POOL5"/> <input type="text" value="0000 POOL @ANR"/>	UpK : <input type="text"/>
Delivery Point :	<input type="text" value="2222Pool5"/> <input type="text" value="2222 Supplier Pool @ ANR"/>	DnK : <input type="text"/>
Fuel Category :	<input type="text"/>	
Path Name :	<input type="text" value="0000POOL5->2222Pool5"/>	Package ID : <input type="text" value="2222 Company Name"/>
Start Date :	<input type="text" value="8/22/2008"/>	End Date : <input type="text"/>
Status :	<input type="text" value="Active"/>	

- 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.**

Title Transfer Nomination in the Timely or Evening Cycle

After the Title Transfer 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 :

View a Nomination Session

Show all Current Nominations

Display Totals :

No Total

For a Gas Day 

For the Date Range

Primary Display :

Display Options :

Show Nominated Include Paths With Zero Quantities

Show Scheduled Show Ranks

Show Allocated

Field	Function
Pipeline	Select the pipeline to search.
Gas Day	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.
Company	Displays your company name.
Contract Type	To search nominations for the Title Transfer contract type, select: Title Transfer @Pipeline – Displays all nominations from your company to another supplier.
Contract	To search nominations by contract, select the contract name. The naming convention for the Title Transfer Contract is: Your 4 digit Broker Number + “TT” + Pipeline Code >> Your 4 digit Broker Number + “Title Transfer @” + Pipeline Name. Ex: 2222TT5 >>2222 Title Transfer @ANR
View a Nomination Session	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.
Show all Current Nominations	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 **08/23/2008** Through **08/31/2008** Totals are shown for **08/23/2008** Through **08/31/2008**

Pipeline : **NGPL 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			Net Ran
			Gross	Fuel	Net	Gross	Fuel	Net	Gross	Fuel	Net	
+ 2222TT3 (2222 TitleTransfer @NGPL)												
+ 001002222 (2222 to 0000000000 @NGPL)												
+ C94002222 (2222 to 789400 @NGPL)												
+ G11142222 (2222 to G1114 @NGPL)												

5. Click on the + sign next to the Title Transfer Contract Code and Name to drill down to the specific broker paths. The contract code naming convention will be: Your 4 digit Broker Number + TT + Pipeline Code (Your 4 digit Broker Number + Title Transfer @ + Pipeline Name)

	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)					

Save Cancel

6. To nominate to a specific trading partner, click on the + sign next to the appropriate Receipt Point and Name and Delivery Point and Name. The naming convention will be: Your 4 digit Broker Number + Pool + Pipeline Code -> The Receiving Broker's 4 digit Broker Number + Pool + Pipeline Code.

	StartDate	EndDate	Nominated MMBtu		
			Gross	Fuel	Net
- 2222TT3 (2222 TitleTransfer @NGPL)					
+ 2222Pool3->1111POOL3					
+ 2222Pool3->7777POOL3					
+ 001002222 (2222 to 0000000000 @NGPL)					
+ C94002222 (2222 to 789400 @NGPL)					
+ G11142222 (2222 to G1114 @NGPL)					

Save Cancel

7. 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
- 2222TT3 (2222 TitleTransfer @NGPL)					
- 2222Pool3->1111POOL3					
- 2222Pool3->1111POOL3 (1111 Supplier Name)	08/23/2008	08/31/2008			
- 2222Pool3->7777POOL3					
- 2222Pool3->7777POOL3 (7777 Supplier Name)	08/23/2008	08/31/2008			
+ 001002222 (2222 to 0000000000 @NGPL)					
+ C94002222 (2222 to 789400 @NGPL)					
+ G11142222 (2222 to G1114 @NGPL)					

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

	StartDate	EndDate	Nominated MMBtu			Scheduled MMBtu			Allocated MMBtu			Net	Ran
			Gross	Fuel	Net	Gross	Fuel	Net	Gross	Fuel	Net		
2222TT3 (2222 TitleTransfer @NGPL)													
2222Pool3->1111POOL3													
2222Pool3->1111 Supplier Name	08/23/2008	08/31/2008	4000									99	+
2222Pool3->7777POOL3													
2222Pool3->7777 Supplier Name	08/23/2008	08/31/2008										99	+
001002222 (2222 to 0000000000 @NGPL)													
C94002222 (2222 to 789400 @NGPL)													
G11142222 (2222 to G1114 @NGPL)													

Save Cancel

- 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 3,000 MMBtu to another supplier for 7/16/08. You want to increase the nomination by 2,000 MMBtu either 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.

Nicor Gas Nomination System

	StartDate	EndDate	Nominated MMBtu		
			Gross	Fuel	Net
⊕ H0222215 (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)			4,000	0	4,000
⊖ 2222Pool5->1111Pool5			4,000	0	4,000
⊖ 2222Pool5->1111Pool5			4,000	0	4,000
⊖ 07/17/2008 Through 07/17/2008-266			4,000	0	4,000
⊖ 07/17/2008	<input type="text" value="07/17/2008"/>	<input type="text" value="07/31/2008"/>	<input type="text"/>		<input type="text"/>
⊕ 2222Pool5->9999Pool5					

Save Cancel

- 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
⊕ H0222215 (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)			37,500	0	37,500
⊖ 2222Pool5->1111Pool5			37,500	0	37,500
⊖ 2222Pool5->1111Pool5			37,500	0	37,500
⊖ 07/17/2008 Through 07/31/2008-269			2,500	0	2,500
⊖ 07/17/2008	<input type="text" value="07/17/2008"/>	<input type="text" value="07/17/2008"/>	<input type="text" value="1000"/>		<input type="text" value="0"/>
⊕ 2222Pool5->9999Pool5					

Save Cancel

Note: For this scenario, we currently have a nomination of 2500 MMBtu from your supplier pool to the trading partner with Broker Number 1111. This nomination is scheduled each day from 7/17/08 – 7/31/08. We are changing the nomination that nomination to 1000 MMBtu for only 7/17/08 in the Timely or Evening Cycle.

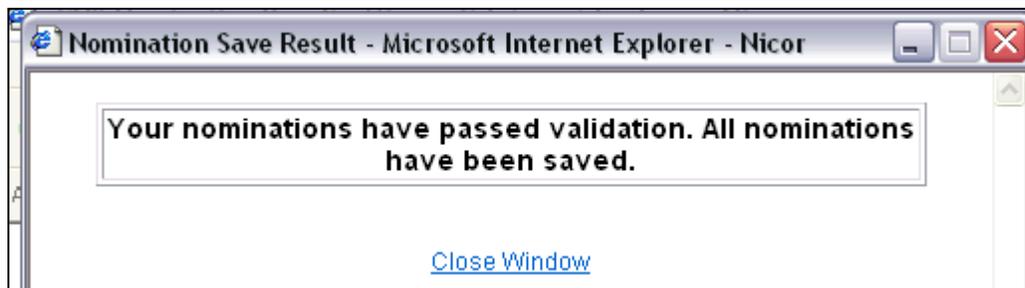
- Select the calendars and change the start and end date to 7/17/08. Enter 1000 for Gross amount.
- Click the **+** icon to add the nominations.

Nicor Gas Nomination System

		Nominated MMBtu		
StartDate	EndDate	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)		37,500	0	37,500
- 2222Pool5->1111Pool5		37,500	0	37,500
- 2222Pool5->1111Pool5		37,500	0	37,500
- 07/17/2008 Through 07/31/2008-269		2,500	0	2,500
07/17/2008	07/17/2008	1000	0	1000
07/17/2008	07/31/2008			
+ 2222Pool5->9999Pool5				

Save Cancel

5. Click the **Save** button.



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

		Nominated MMBtu		
StartDate	EndDate	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
- 2222Pool5->1111Pool5		36,000	0	36,000
- 2222Pool5->1111Pool5		36,000	0	36,000
- 07/17/2008 Through 07/17/2008-270		1,000	0	1,000
- 07/18/2008 Through 07/31/2008-269		2,500	0	2,500
07/17/2008	07/31/2008			

7. The nomination amount for 7/17/2008 changes to 1000. **Note:** The nomination amount for 7/18/2008 – 7/31/2008 does not change.