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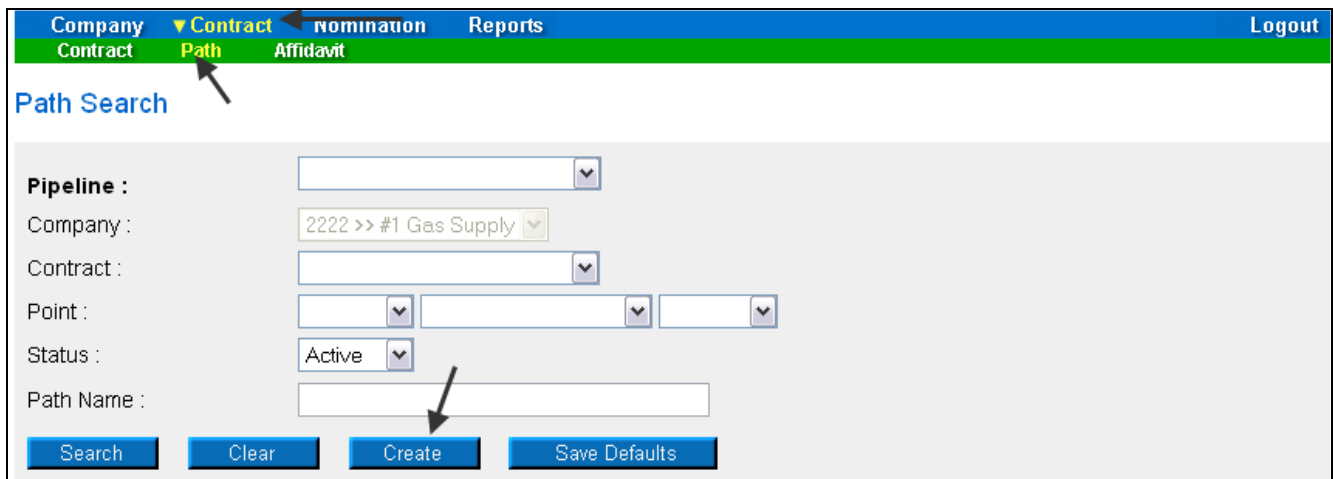
Note: If a field is required to be completed, the field name is **bold.**

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.

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

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 an external pipeline to pool contract is: Your 4 digit Broker Number + Pipeline Contract @Pipeline Name >> Your 4 digit Broker Number + EXT + Pipeline Code. **Ex: 2222 Pipeline Contract @ANR>>2222EXT5**
Receipt Point	Select the Receipt Point of EXTP. The receipt point identifies the source of gas.
UpK	Select the Upstream Contract UPSCON>>Upstream Contract. The upstream contract shows gas coming in from outside Nicor territory.
Delivery Point	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. **Ex: 2222Pool5**
DnK	Downstream contract does not apply to a pipeline to pool transaction.
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 an external pipeline to pool is: UPSCON@EXT->Your 4 digit Broker Number + Pipeline Code **Ex: UPSCON@EXTP->2222Pool5**
Package ID	This field is not currently being used.
Start Date	Enter the start date of this path.
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.

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

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.

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 Pipeline to Pool contract type, select: Pipeline to Pool @Pipeline.
Contract	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 **Ex: 2222EXT5 >> 2222 Pipeline Contract @ ANR**
View a Nomination Session	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.
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.

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.

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

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 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.
10. When complete, click the **Save** button.

11. If no errors exist, a window will display with the message "Your nominations have passed validation. All nominations have been saved."
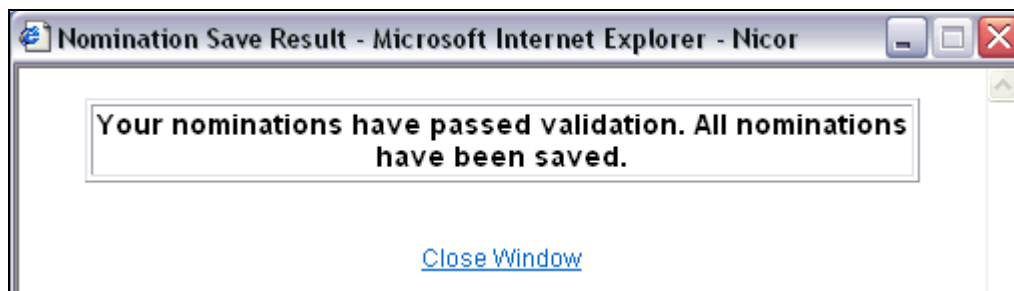
12. Click Close Window to close the window.

Update Nomination or Evening Cycle Nomination

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

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 amount entered will be your final nomination.

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.
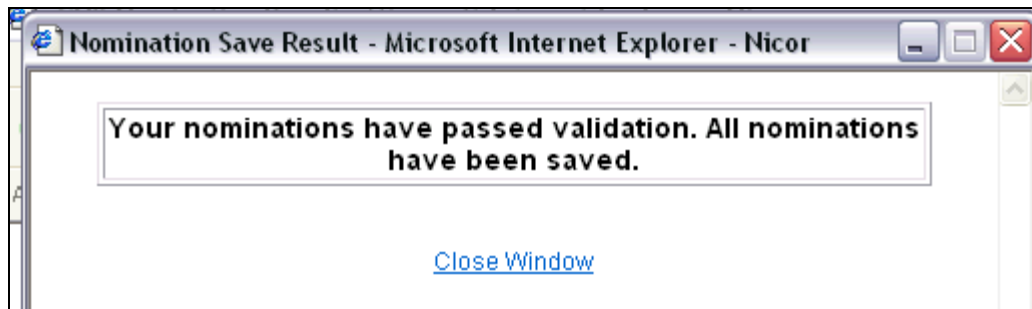
Pipeline to Supplier Pool Nomination v.2 – Effective Date 6/10/09

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.

5. Click the **Save** button.

6. The Nomination Save Result window will open. Click Close Window to close the window.

	StartDate	EndDate	Nominated MMBtu Gross	Fuel	Net
⊞ H02222I5 (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			
			15,000	0	15,000

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.