

## Contract Menu – Create Paths

### Purpose:

The purpose of this document is to provide detailed instructions for a Nicor Gas Nomination System user to create their company's nomination (transaction) paths. A path gives information on the receiving and delivery points for gas transactions. It also contains additional information such as upstream contract and downstream contract.

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

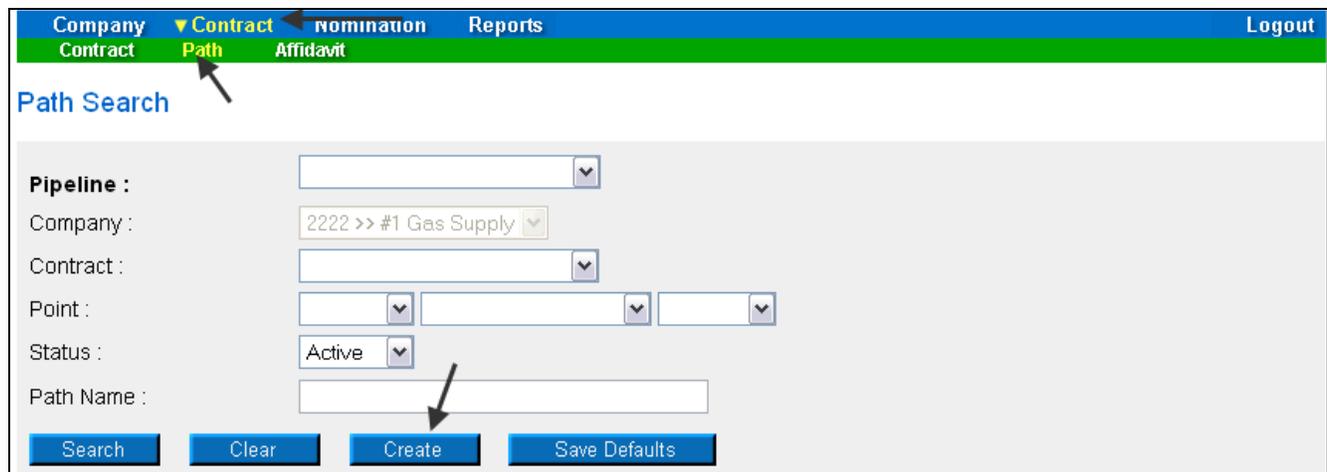
### Instructions:

A path will be needed for all types of gas nominations. The main types of paths to create are:

- Title Transfer
- Pipeline to Supplier Pool
- Injection into Hub
- Withdrawal from Hub
- Supplier Pool to Single Account End User, End User Group, and Customer Select Group. (These paths are created using an Affidavit. See Job Aid entitled “Create Affidavit” for more information.)

To access the Path Create page:

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



The screenshot displays the Nicor Gas Nomination System interface. At the top, there is a navigation bar with the following items: Company, Contract (with a dropdown arrow), Nomination, Reports, and Logout. Below this, a sub-menu is visible with the following items: Contract, Path (highlighted in green), and Affidavit. An arrow points to the 'Path' sub-menu item. Below the navigation bar, the 'Path Search' section is visible. It contains several fields and buttons:

- 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.

**Create Path**

**Pipeline :**    
**Company :** 2222 >> #1 Gas Supply   
**Contract :**    
**Receipt Point :**     UpK :    
**Delivery Point :**     DnK :    
**Fuel Category :**    
**Path Name :**  **Package ID :**   
**Start Date :** 7/1/2008  **End Date :**    
**Status :** Active 

**Title Transfer Path**

1. The following fields must be completed for a Title Transfer Nomination. A title transfer involves nominating from one supplier to another.

**Create Path**

**Pipeline :** ANR Pipeline   
**Company :** 2222 >> #1 Gas Supply   
**Contract :** 2222TitleTransfer@ANR >> 2222TT5   
**Receipt Point :** 2222Pool5  2222 Supplier Pool @ ANR  UpK :    
**Delivery Point :** 1111Pool5  1111 Supplier Pool @ ANR  DnK :    
**Fuel Category :**    
**Path Name :** 2222Pool5->1111Pool5 **Package ID :**   
**Start Date :** 7/3/2008  **End Date :**    
**Status :** Active 

Field	Function
Pipeline	Select the pipeline associated with path.
Company	Displays your company.

Field	Function
<b>Contract</b>	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. <b>Ex: 2222Title Transfer @ANR &gt;&gt; 2222TT5</b>
<b>Receipt Point</b>	Select your receipt point. The receipt point identifies the source of gas. The point has been created by the Nicor SuperAdmin. The naming convention for your receipt point is: 4 digit Broker Number + Pool + Pipeline Code. <b>Ex: 2222Pool5</b>
UpK	Upstream contract does not apply to a title transfer. Upstream contracts show gas coming from outside Nicor territory.
<b>Delivery Point</b>	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. <b>Ex: 1111Pool5</b>
DnK	Downstream contract does not apply to a title transfer.
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 a title transfer path name is: Your 4 digit Broker Number + Pool + Pipeline Code -> Receiving Company 4 digit Broker Number + Pool + Pipeline Code. <b>Ex: 2222Pool5 -&gt; 1111Pool5</b>
Package ID	This field is not currently being used.
<b>Start Date</b>	Enter the start date of this path.
End Date	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.

2. To clear the information that has been entered, click the **Clear** button.
3. To cancel entry of the path, click the **Cancel** button.
4. To create another path, click the **Save & Copy** button. The Path Create page will display.

### Create Path

<b>Pipeline :</b>	<input type="text" value="ANR Pipeline"/>	<input type="button" value="v"/>
<b>Company :</b>	<input type="text" value="2222 &gt;&gt; #1 Gas Supply"/>	<input type="button" value="v"/>
<b>Contract :</b>	<input type="text" value="2222TitleTransfer@ANR &gt;&gt; 2222TT5"/>	<input type="button" value="v"/>
<b>Receipt Point :</b>	<input type="text" value="2222Pool5"/> <input type="text" value="2222 Supplier Pool @ ANR"/>	UpK : <input type="text"/>
<b>Delivery Point :</b>	<input type="text" value="9999Pool5"/> <input type="text" value="9999 @ANR"/>	DnK : <input type="text"/>
<b>Fuel Category :</b>	<input type="text"/>	<input type="button" value="v"/>
<b>Path Name :</b>	<input type="text" value="2222Pool5-&gt;9999Pool5"/>	Package ID : <input type="text"/>
<b>Start Date :</b>	<input type="text" value="07/14/2008"/> <input type="button" value="E3"/>	End Date : <input type="text"/> <input type="button" value="E3"/>
<b>Status :</b>	<input type="text" value="Active"/>	<input type="button" value="v"/>

5. Update the applicable fields to create another path.
6. To save the current path, click the **Save** button. The message “Path record saved successfully” will display.

### Path Search

<b>Pipeline :</b>	<input type="text"/>	<input type="button" value="v"/>
<b>* Company :</b>	<input type="text"/>	<input type="text"/> <input type="button" value="v"/> <input type="checkbox"/> Name
<b>Contract :</b>	<input type="text"/>	<input type="text"/> <input type="button" value="v"/> <input type="checkbox"/> Name
<b>Point :</b>	<input type="text"/> <input type="button" value="v"/>	<input type="text"/> <input type="button" value="v"/> <input type="text"/> <input type="button" value="v"/>
<b>Status :</b>	<input type="text" value="Active"/>	<input type="button" value="v"/>
<b>Path Name :</b>	<input type="text"/>	

**\* Path record saved successfully.**

### Pipeline to Pool

1. The following fields must be completed for a Pipeline to Pool transaction. A pipeline to pool transaction involves bringing gas into your pool from outside Nicor territory.

**Create Path**

**Pipeline :** ANR Pipeline  
**Company :** 2222 >> #1 Gas Supply  
**Contract :** 2222 Pipeline Contract @ ANR >> 2222EXT5  
**Receipt Point :** EXTP External Point By Nicor Gas @ ANR UpK : UPSCON >> Upstream Contract  
**Delivery Point :** 2222Pool5 2222 Supplier Pool @ ANR DnK :  
**Fuel Category :**  
**Path Name :** UPSCON@EXTP->2222Pool5 **Package ID :**  
**Start Date :** 07/08/2008 **End Date :**  
**Status :** Active

Field	Function
<b>Pipeline</b>	Select the pipeline associated with path.
<b>Company</b>	Displays your company.
<b>Contract</b>	Select the contract that pertains to this path. The contract has been created by the Nicor SuperAdmin. The naming convention for a pipeline to pool contract is: Your 4 digit Broker Number + Pipeline Contract @ Pipeline Name >> Your 4 digit Broker Number + EXT + Pipeline Code. <b>Ex: 2222Pipeline Contract @ ANR &gt;&gt; 2222EXT5</b>
<b>Receipt Point</b>	Select the external receipt point – EXTP. The receipt point identifies the source of gas.
<b>UpK</b>	Select the upstream contract UPSCON. Upstream contracts show gas coming from outside Nicor territory.
<b>Delivery Point</b>	Select your 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: Your 4 digit Broker Number + Pool + Pipeline Code. <b>Ex: 2222Pool5</b>
<b>DnK</b>	Downstream contract does not apply to a pipeline to pool transaction. The downstream contract pertains to Hub transactions.
<b>Fuel Category</b>	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 is: UPSCON@EXTP-> Your 4 digit Broker Number + Pool + Pipeline Code. <b>Ex: UPSCON@EXTP-&gt;2222Pool5</b>
<b>Package ID</b>	This field is not currently being used.
<b>Start Date</b>	Enter the start date of this path.
<b>End Date</b>	End the 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.

- To create another path, click the **Save & Copy** button. The Path Create page will display. See the Title Transfer section above for information on **Save & Copy**.
- To clear the information that has been entered, click the **Clear** button.

- To cancel entry of the path, click the **Cancel** button.
- To save the current path, click the **Save** button. The message “Path record saved successfully” will display.

### Path Search

**Pipeline :**

**\* Company :**     Name

**Contract :**     Name

**Point :**

**Status :**

**Path Name :**

\* Path record saved successfully.

## Injection into Hub

- The following fields must be completed for an Injection of Gas into the Hub.

### Create Path

**Pipeline :**

**Company :**

**Contract :**

**Receipt Point :**   UpK:

**Delivery Point :**   DnK:

**Fuel Category :**

**Path Name :**  **Package ID :**

**Start Date :**   **End Date :**

**Status :**

Field	Function
<b>Pipeline</b>	Select the pipeline associated with path.
<b>Company</b>	Displays your company.
<b>Contract</b>	Select the contract that pertains to this path. The contract has been created by the Hub Admin. The naming convention for the contract is: Your 4 digit Broker Number + Hub Injection @Pipeline >>H + Your 4 digit Broker Number + I + Pipeline Code. <b>Ex: 2222 Hub Injection @ANR &gt;&gt; H2222I5</b>

Nicor Gas Nomination System

Field	Function
<b>Receipt Point</b>	Select your receipt point. The receipt point identifies the source of gas. The pool has been created by the Nicor SuperAdmin. The naming convention for your receipt point is: Your 4 digit Broker Number + Pool + Pipeline Code. <b>Ex: 2222Pool5</b>
UpK	Upstream contract is not used for Injection into Hub. The upstream contract shows gas coming from outside Nicor territory.
<b>Delivery Point</b>	Select the external delivery point – HUBPT. The delivery point identifies the destination of gas.
DnK	Select the appropriate downstream contract. The downstream contract has been created by the Hub Administrator. The naming convention for the downstream 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: F8900 &gt;&gt; F0818-080707-231</b>
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 name is: Your 4 digit Broker Number + Pool + Pipeline Code -> F for Ferc or R for Rate 21 + 4 digit Number Generated by Hub @HUBPT. <b>Ex: 2222Pool5-&gt;F8900@HUBPT</b>
Package ID	This field is not currently being used.
<b>Start Date</b>	Enter the start date of this path.
End Date	End the 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.

2. To create another path, click the **Save & Copy** button. The Path Create page will display. See the Title Transfer section above for information on **Save & Copy**.
3. To clear the information that has been entered, click the **Clear** button.
4. To cancel entry of the path, click the **Cancel** button.
5. To save the current path, 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.**

**Withdrawal from Hub**

1. The following fields must be completed for a Withdrawal of Gas from the Hub.

**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.
<b>Company</b>	Displays your company.
<b>Contract</b>	Select the contract that pertains to this path. The contract has been created by the Hub Admin. 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>

Field	Function
<b>Receipt Point</b>	Select the Hub external receipt point – HUBPT. The receipt point identifies the source of gas.
UpK	Select the appropriate upstream contract. The upstream contract shows gas coming from outside 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 receipt pool. The delivery point identifies the destination of gas. The pool has been created by the Nicor SuperAdmin. The naming convention for your receipt 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.

2. To create another path, click the **Save & Copy** button. The Path Create page will display. See the Title Transfer section above for information on **Save & Copy**.
3. To clear the information that has been entered, click the **Clear** button.
4. To cancel entry of the path, click the **Cancel** button.
5. To save the current path, click the **Save** button. The message “Path record saved successfully” will display.

### Path Search

**Pipeline :**  ▼

\* **Company :**   ▼  Name

**Contract :**   ▼  Name

**Point :**  ▼  ▼  ▼

**Status :**  ▼

**Path Name :**

**\* Path record saved successfully.**