

Nomination to Single Account End User

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 Nomination to a Single Account End User.

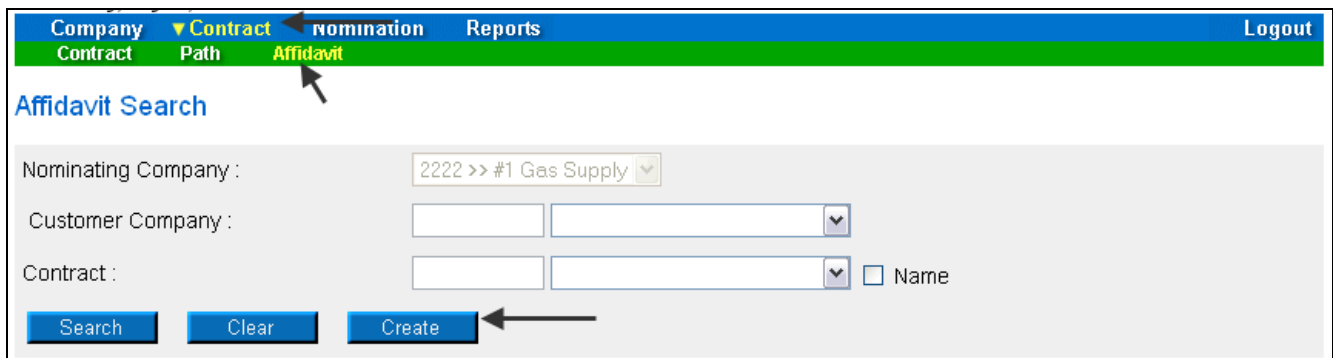
Note: If a field is required to be completed, the field name is **bold**.

Instructions:

Creating an Affidavit

Prior to nominating to a single account end user, an agency agreement must be created using an Affidavit. To create an Affidavit,

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



The screenshot shows the 'Affidavit Search' form. The top navigation bar includes 'Company', 'Contract', 'nomination', and 'Reports'. The 'Contract' menu is expanded, showing 'Contract', 'Path', and 'Affidavit'. The 'Affidavit' menu item is highlighted with a green background and an arrow. Below the navigation bar, the 'Affidavit Search' form is displayed. It contains the following fields and buttons:

- Nominating Company :** 2222 >> #1 Gas Supply (dropdown menu)
- Customer Company :** (empty text box) (dropdown menu)
- Contract :** (empty text box) (dropdown menu) Name
- Buttons:** Search, Clear, Create (with an arrow pointing to it)

4. The Create Affidavit page will display.

Create Affidavit

Nominating Company : 2222 >> #1 Gas Supply

*** Customer Company :** 2222222222 >> Millikin End User

Contract : 10009 >> 2222222222@ANR Name

Start Date : 07/01/2008

End Date :

Field	Function
Nominating Company	Displays your company information.
Customer Company	Enter the 10 digit Transportation ID of the individual end user for which you are nominating. Press the Tab key on your keyboard. Note: The customer name will not display.
Contract	Select the contract that pertains to this affidavit. The naming convention for the contract is: 5 digit Contract Code of End User Company >> 10 Digit End User Transportation ID @Pipeline. Ex: 10002 >> 2222222222 @ANR
Start Date	Enter the start date for this affidavit.
End Date	Enter the end date that this affidavit will be effective. Note: This field is not required. Leave the field blank to keep this affidavit effective for an extended period of time.

- To clear the information that has been entered, click the **Clear** button.
- To cancel entry, click the **Cancel** button.
- To save the current affidavit, click the **Save** button. The message “Agency Agreement relationship saved successfully” will display.

Affidavit Search

Nominating Company : Name

*** Customer Company :** Name

Contract : Name

*** Agency Agreement relationship saved successfully.**

8. A contract has been created between the end user and your company. To view the contract, click Contract in the main menu.
9. Select the pipeline and click the **Search** button.

10. The contracts associated with the pipeline will display at the bottom of the page.

Contract Code	Name	Company Name	Pipeline	Contract Type	Start Date	End Date	
100092222	2222 to 2222222222@ANR	#1 Gas Supply	5	Pool-EU	7/1/2008		
2222EXT6	2222 Pipeline Contract @ ANR	#1 Gas Supply	5	Ext-Pool	6/2/2008		

Field	Function
Contract Code	Displays the Contract Code for the path. The naming convention is: 5 digit end user contract code + Your 4 digit Broker Number. Ex: 100092222
Contract Name	Displays the contract name for the contract. The naming convention for the contract name is: Your 4 digit Broker Number to 10 digit End User Transportation ID @Pipeline. Ex: 2222 to 2222222222 @ANR
Company Name	Displays your company name.
Pipeline	Displays Pipeline Number.
Contract Type	Displays the type of contract. The contract type for Individual End Users is Pool-EU (Pool to End User).
Start Date	Displays the start date of contract.
End Date	Displays the end date of contract.

11. The nomination (transaction) path has also been created. To view the path, click Contract in the Main Menu and Path in the Sub-menu.
12. Select the pipeline and click the **Search** button.

13. The paths associated with this pipeline will display at the bottom of the page.

Path Name	Contract Code	Contract Name	Company Name	Fuel Category	Start Date	End Date			
2222Pool5->10009@NGEUP	100092222	2222 to 2222222222@ANR	#1 Gas Supply		7/1/2008				
2222Pool5->1111Pool5	2222T5	2222TitleTransfer@ANR	#1 Gas Supply		7/3/2008				

Field	Function
Path Name	Displays the Path Name for Nominating. The naming convention is: Your 4 digit Broker Number + Pool + Pipeline Code->5 digit end user contract code @NGEUP. Ex: 2222Pool5->10009@NGEUP
Contract Code	Displays the Contract Code for the path. The naming convention is: 5 digit end user contract code + Your 4 digit Broker Number. Ex: 100092222
Contract Name	Displays the contract name for the contract. The naming convention for the contract name is: Your 4 digit Broker Number to 10 digit End User Transportation ID @ Pipeline. Ex: 2222 to 2222222222 @ANR
Company Name	Displays your company name.
Fuel Category	This field is not currently being used.
Start Date	Displays the start date of path.
End Date	Displays the end date of path.

Adding the Company Name to the Path

1. Navigate to the Path Search Result page.
2. Click the “pencil” icon.

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Path Search Result

Pipeline : **NGPL Pipeline**
 Contract : Point : Type : Status : **Active**

Cancel

Path Name	Contract Code	Contract Name	Company Name	Fuel Category	Start Date	End Date				
2222Pool3->00100@NGEUP	001002222	2222 to 0000000000 @NGPL	#1 Gas Supply		8/1/2008		→	✎	✂	📄
2222Pool3->1111POOL3	2222TT3	2222 TitleTransfer @NGPL	#1 Gas Supply		7/17/2008	6/25/2008		✎	✂	📄
2222Pool3->7777POOL3	2222TT3	2222 TitleTransfer @NGPL	#1 Gas Supply		7/17/2008	6/25/2008		✎	✂	📄

- The Update Path page will display.
- Enter the Customer Select Group name into the Package ID.
- Click the Save button.

Update Path

Pipeline : NGPL Pipeline
 Company : 2222 >> #1 Gas Supply
 Contract : 001002222 >> 2222 to 0000000000 @NGPL

Receipt Point : 2222Pool3 2222 POOL @NGPL UpK :
 Delivery Point : NGEUP Nicor Gas End User Point @NGPL DnK : 00100 >> 0000000000 @NGPL

Fuel Category :
 Path Name : 2222Pool3->00100@NGEUP Package ID : SA End User Name
 Start Date : 08/01/2008 End Date :
 Status : Active

Save Save & Copy Copy & Save Cancel

- The company name will display on the Path Search Result page.

*** Path record saved successfully**

Path Name	Contract Code	Contract Name	Company Name	Fuel Category	Start Date	End Date			
2222Pool3->00100@NGEUP (SA End User Name)	001002222	2222 to 0000000000 @NGPL	#1 Gas Supply		8/1/2008		✎	✂	📄
2222Pool3->1111POOL3	2222TT3	2222 TitleTransfer @NGPL	#1 Gas Supply		7/17/2008	6/25/2008	✎	✂	📄
2222Pool3->7777POOL3	2222TT3	2222 TitleTransfer @NGPL	#1 Gas Supply		7/17/2008	6/25/2008	✎	✂	📄
2222Pool3->C9400@NGEUP (Customer Select Company)	C94002222	2222 to 789400 @NGPL	#1 Gas Supply		8/22/2008		✎	✂	📄
2222Pool3->G1114@NGEUP (End User Group Name)	G11142222	2222 to G1114 @NGPL	#1 Gas Supply		8/1/2008		✎	✂	📄

- The name will also display as part of the path on the Nomination Result page.

Nomination Result:

Date Range **08/23/2008** Through **08/31/2008** Totals are shown for **08/23/2008**

Pipeline : **NGPL Pipeline**

Company : **#1 Gas Supply**

Contract Code and Name
 Receipt Point Code & Name -> Delivery Point Code & Name
 Path Name
 Date Range

	StartDate	EndDate	Nominated MMBtu		
			Gross	Fuel	Net
<input type="checkbox"/> 2222TT3 (2222 TitleTransfer @NGPL)					
<input type="checkbox"/> 001002222 (2222 to 0000000000 @NGPL)					
<input type="checkbox"/> 2222Pool3->NGEUP					
<input checked="" type="checkbox"/> 2222Pool3->00100@NGEUP (SA End User Name)					
<input type="checkbox"/> C94002222 (2222 to 789400 @NGPL)					
<input type="checkbox"/> G11142222 (2222 to G1114 @NGPL)					

Nominating to a Single Account End User in the Timely or Evening Cycle

After the 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 single account end user contract type, select: End User @Pipeline.
Contract	To search nominations by contract, select the contract name. The naming convention for the contract name is: 5 digit end user contract code + Your 4 digit Broker Number >>Your 4 digit Broker Number to 10 digit End User Transportation ID @ Pipeline. Ex: 100092222>>2222 to 222222222 @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.

Nomination Result:
 Date Range **07/12/2008** Through **07/31/2008** Totals are shown for **07/12/2008** Through **07/31/2008**
 Pipeline : **ANR 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			Rank
			Gross	Fuel	Net	Gross	Fuel	Net	Gross	Fuel	Net	
[-] H02222I5 (2222 Hub Injection @ANR)												
[-] 2222EXT5 (2222 Pipeline Contract @ANR)			100,000	0	100,000							
[-] G11142222 (2222 to 1114 @ANR)			20,000	0	20,000							
[-] 100092222 (2222 to 2222222222@ANR)			3,000	0	3,000							
[-] 2222TT5 (2222TitleTransfer@ANR)			9,000	0	9,000							

5. Click on the + sign next to the Single Account End User Contract Code and Name to drill down to the path and dates. The contract code naming convention will be: 5 digit end user contract code + Your 4 digit Broker Number (Your 4 digit Broker Number to 10 digit End User Transportation ID @ Pipeline). **Ex: 100092222 (2222 to 2222222222 @ANR)**

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	StartDate	EndDate	Nominated MMBtu		
			Gross	Fuel	Net
+			104,000	0	104,000
+			109,000	0	109,000
+			15,000	0	15,000
+					
+			36,000	0	36,000

Save Cancel

6. 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
+			104,000	0	104,000
+			109,000	0	109,000
+			15,000	0	15,000
-					
-					
-	07/17/2008	07/31/2008			
+			36,000	0	36,000

7. 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			Rank
			Gross	Fuel	Net	Gross	Fuel	Net	Gross	Fuel	Net	
+			104,000	0	104,000	7,000	0	7,000	7,000	0	7,000	
+			109,000	0	109,000	5,000	0	5,000	5,000	0	5,000	
+			15,000	0	15,000	1,000	0	1,000	1,000	0	1,000	
-												
-												
-	07/17/2008	07/31/2008	1000	0								99
+			36,000	0	36,000	4,000	0	4,000	4,000	0	4,000	

Save Cancel

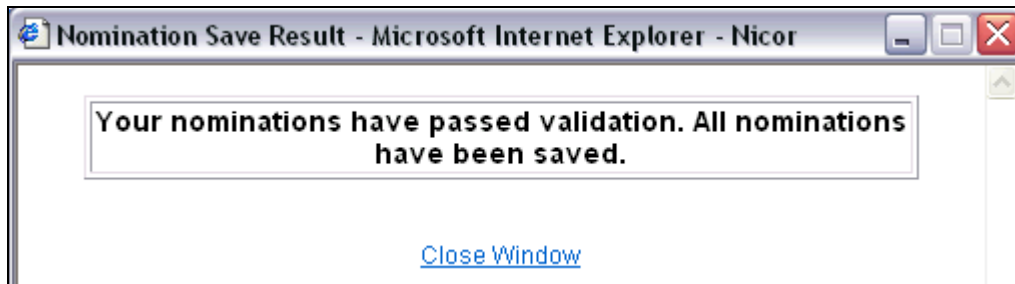
8. Click the + icon to add the nominations.

9. If you make a mistake, enter a new nomination for the correct amounts.

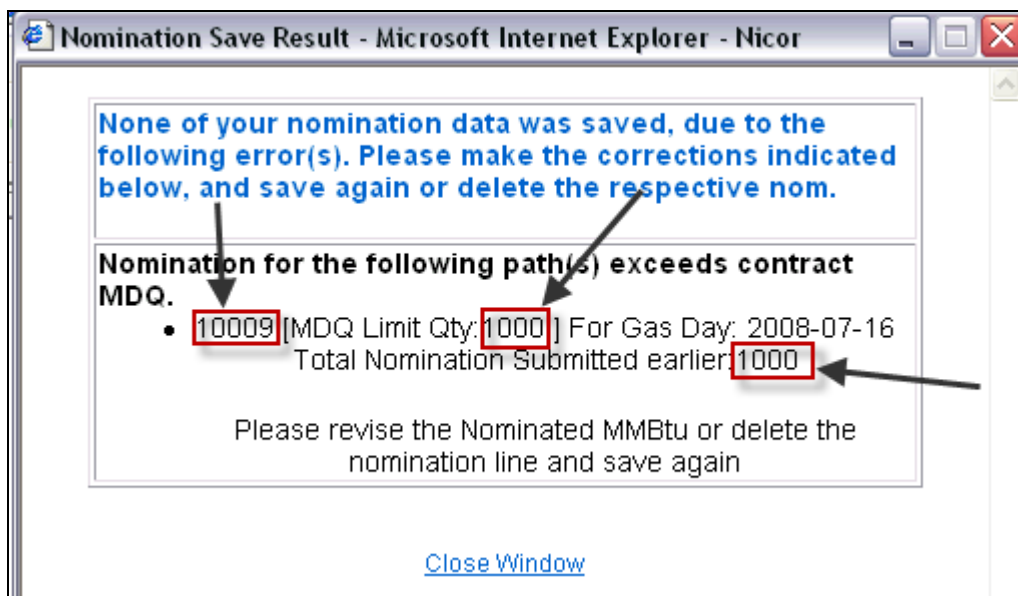
Note: The last nomination amount entered for a date will be utilized.

Ex. You nominate 3,000 MMBtu to a single account end user 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.

- 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.
- If you nominate to an end user, and you exceed the MDQ, the nomination will not save and 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.



- 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).
- To save your nominations, you must change or delete the nomination.

Update Nomination and Evening Cycle Nomination

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

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	StartDate	EndDate	Nominated MMBtu		
			Gross	Fuel	Net
[-] H0222215 (2222 Hub Injection @ANR)			104,000	0	104,000
[-] 2222EXT5 (2222 Pipeline Contract @ANR)			109,000	0	109,000
[-] G11142222 (2222 to 1114 @ANR)			15,000	0	15,000
[-] 100092222 (2222 to 2222222222@ANR)			15,000	0	15,000
[-] 2222Pool5->NGEUP			15,000	0	15,000
[-] 2222Pool5->10009@NGEUP			15,000	0	15,000
[-] 07/17/2008 Through 07/31/2008-274			1,000	0	1,000
[-] 07/17/2008	<input type="text" value="07/17/2008"/>	<input type="text" value="07/31/2008"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
[-] 2222TT5 (2222TitleTransfer@ANR)			36,000	0	36,000

Save Cancel

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 a nomination of 1000 MMBtu from your supplier pool to the single account end user with contract code 10009. This nomination is scheduled each day from 7/17/08 – 7/31/08. We are changing that nomination to 500 MMBtu for only 7/17/08 in the Timely Cycle or the Evening Cycle.

3. Select the calendars and change the start and end date to 7/17/08. Enter 500 for Gross amount.
4. Click the + icon to add the nominations.

	StartDate	EndDate	Nominated MMBtu		
			Gross	Fuel	Net
[+] H0222215 (2222 Hub Injection @ANR)			104,000	0	104,000
[+] 2222EXT5 (2222 Pipeline Contract @ANR)			109,000	0	109,000
[+] G11142222 (2222 to 1114 @ANR)			15,000	0	15,000
[-] 100092222 (2222 to 2222222222@ANR)			15,000	0	15,000
[-] 2222Pool5->NGEUP			15,000	0	15,000
[-] 2222Pool5->10009@NGEUP			15,000	0	15,000
[-] 07/17/2008 Through 07/31/2008-274			1,000	0	1,000
[-] 07/17/2008	<input type="text" value="07/17/2008"/>	<input type="text" value="07/17/2008"/>	<input type="text" value="500"/>	<input type="text" value="0"/>	<input type="text"/>
[+] 2222TT5 (2222TitleTransfer@ANR)			36,000	0	36,000

Save Cancel

5. Click the **Save** button.

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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)		104,000	0	104,000
+	2222EXT5 (2222 Pipeline Contract @ANR)		109,000	0	109,000
+	G11142222 (2222 to 1114 @ANR)		15,000	0	15,000
-	100092222 (2222 to 2222222222@ANR)		14,500	0	14,500
-	2222Pool5->NGEUP		14,500	0	14,500
-	2222Pool5->10009@NGEUP		14,500	0	14,500
-	07/17/2008 Through 07/17/2008-275		500	0	500
-	07/18/2008 Through 07/31/2008-274		1,000	0	1,000
-	07/17/2008	07/31/2008			
+	2222TT5 (2222TitleTransfer@ANR)		36,000	0	36,000

7. The nomination amount for 7/17/2008 changes to 500. **Note:** The nomination amount for 7/18/2008 – 7/31/2008 does not change.