# Nomination to End User Group

## 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 an End User Group.
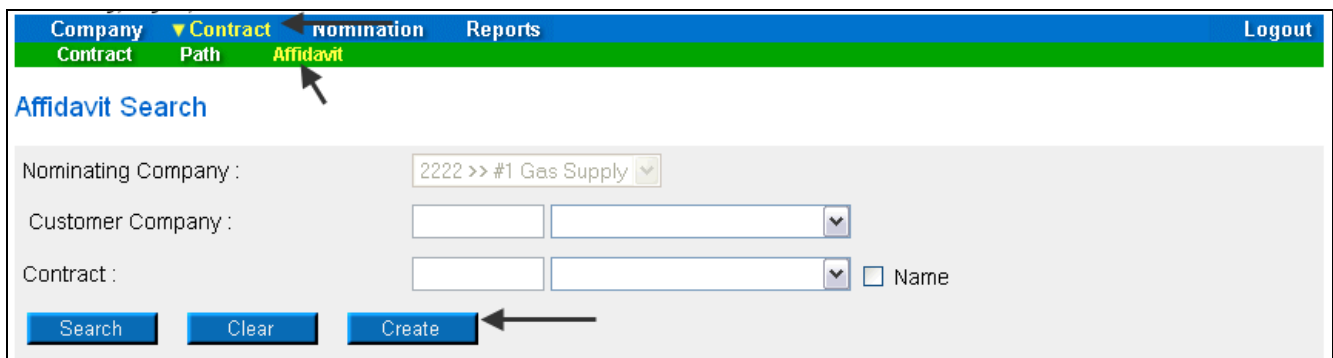
**Note:** If a field is required to be completed, the field name is **bold.**

## Instructions:

## Creating an Affidavit

Prior to nominating to an end user group, 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.



4. The Create Affidavit page will display.

| Field | Function |
|---|---|
| **Nominating Company** | Displays your company information. |
| **Customer Company** | Enter G + the 4 digit Transportation ID of the end user group 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: G + 4 digit transportation code of end user group >> 4 digit transportation code of end user group @ Pipeline.  **Ex: G1234 >> 1234 @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. |

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

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 | | 🔍 |
| 2222EXT5 | 2222 Pipeline Contract @ ANR | #1 Gas Supply | 5 | Ext-Pool | 6/2/2008 | | 🔍 |
| 2222TT2 | 2222TitleTransfer@NNG | #1 Gas Supply | 2 | TTT | 6/24/2008 | 6/24/2009 | 🔍 |
| 2222TT3 | 2222TitleTransfer@NGPL | #1 Gas Supply | 3 | TTT | 6/25/2008 | 6/25/2009 | 🔍 |
| 2222TT5 | 2222TitleTransfer@ANR | #1 Gas Supply | 5 | TTT | 6/2/2008 | | 🔍 |
| F9087 | F2222-080705-231 | #1 Gas Supply | 9 | OTHR | 7/1/2008 | | 🔍 |
| G11142222 | 2222 to 1114 @ANR | #1 Gas Supply | 5 | Pool-EU | 7/9/2008 | | 🔍 |

| Field | Function |
|---|---|
| Contract Code | Displays the Contract Code for the path. The naming convention is: G + 4 digit Transportation ID of End User Group + Your 4 digit Broker Number. **Ex: G11142222** |
| Contract Name | Displays the contract name for the contract. The naming convention for the contract name is: Your 4 digit Broker Number to 4 digit End User Group Transportation ID @Pipeline. **Ex: 2222 to 1114 @ANR** |
| Company Name | Displays your company name. |
| Pipeline | Displays Pipeline Number. |
| Contract Type | Displays the type of contract. The contract type for End User Groups is Pool-EU (Pool to End User). |
| Start Date | Displays the start date of contract. |

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| Field | Function |
|---|---|
| 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 | 2222TT5 | 2222TitleTransfer@ANR | #1 Gas Supply | | 7/3/2008 | | | | |
| 2222Pool5->G1114@NGEUP | G11142222 | 2222 to 1114 @ANR | #1 Gas Supply | | 7/9/2008 | | | | |
| UPSCON@EXTP->2222Pool5 | 2222EXT5 | 2222 Pipeline Contract @ ANR | #1 Gas Supply | | 7/1/2008 | | | | |

| Field | Function |
|---|---|
| Path Name | Displays the Path Name for Nominating (transaction). The naming convention is: Your Broker Number + Pool + 5-> G + 4 Digit Group End User Transportation ID @NGEUP. **Ex: 2222Pool5>G1114@NGEUP** |
| Contract Code | Displays the Contract Code for that path. The naming convention is: G + 4 Digit Group End User Transportation ID + Your 4 digit Broker Number. **Ex: G11142222** |
| Contract Name | Displays the contract name for the contract. The naming convention for the contract name is: Your 4 digit Broker Number to 4 digit Group End User Transportation ID @Pipeline. **Ex: 2222 to 1114 @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. |

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## Adding the Company Name to the Path

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



3. The Update Path page will display.
4. Enter the End User Group name into the Package ID.
5. Click the Save button.



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

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



## Nominating to an End User Group 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.

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| 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 Pool to End User contract type, select: Pool to End User @Pipeline – Displays all nominations from your company to end users. |
| Contract | To search nominations by contract, select the contract name. The naming convention is: G + 4 Digit Group End User Transportation ID + Your 4 digit Broker Number >> Your 4 digit Broker Number to 4 digit End User Group Transportation ID @Pipeline. **Ex: G11142222 >>2222 to 1114 @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. |

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| Field | Function |
|---|---|
| Display Totals | No Total – To avoid displaying totals for the date range, select the radio button.<br>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.<br>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.<br>The choices are:<br>Show Nominated – Displays nominations.<br>Show Scheduled – Displays scheduled allocations.<br>Show Allocated – Displays what has been allocated.<br>Include Paths with Zero Quantities – Displays paths with no nomination.<br>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 Individual End User Contract Code and Name to drill down to the path and dates. The contract code naming convention will be: G + 4 Digit Group End User Transportation ID + Your 4 digit Broker Number (Your 4 digit Broker Number to 4 digit End User Group Transportation ID @Pipeline.) Ex: G11142222 (2222 to 1114 @ANR)

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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 is added.



8. Click the **+** icon to add the nominations.

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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 an end user group for 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 and 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 a nomination of 1000 MMBtu from your supplier pool to the end user group with contract code G1114. This nomination is scheduled each day from 7/17/08 – 7/31/08. We want to reduce the nomination by 500 on 7/17/08 in the Timely Cycle or Evening Cycle.
3. Select the calendars and change the start and end date to 7/17/08. Enter 500 for Gross amount.
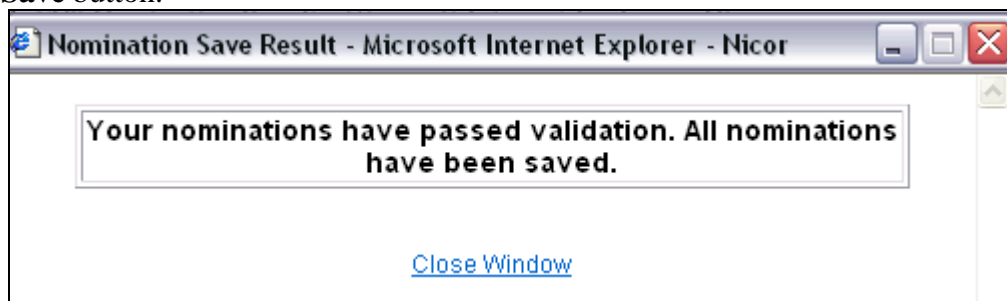
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4. Click the **+** icon to add the nomination.



| | 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 |
| ⊟ 🖿 2222Pool5->NGEUP | | | 15,000 | 0 | 15,000 |
| ⊟ 🖿 2222Pool5->G1114@NGEUP | | | 15,000 | 0 | 15,000 |
| 🖾 07/17/2008 Through 07/31/2008-262 | | | 1,000 | 0 | 1,000 |
| 🖾 | 07/17/2008 | 07/17/2008 | 500 | | 0 |
| ⊞ 🖿 100092222 (2222 to 2222222222@ANR) | | | 14,500 | 0 | 14,500 |
| ⊞ 🖿 2222TT5 (2222TitleTransfer@ANR) | | | 36,000 | 0 | 36,000 |

Save    Cancel

5. Click the **Save** button.



Nomination Save Result - Microsoft Internet Explorer - Nicor

Your nominations have passed validation. All nominations have been saved.

Close Window

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



| | StartDate | EndDate | 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) | | | 14,500 | 0 | 14,500 |
| ⊟ 🖿 2222Pool5->NGEUP | | | 14,500 | 0 | 14,500 |
| ⊟ 🖿 2222Pool5->G1114@NGEUP | | | 14,500 | 0 | 14,500 |
| 🖾 07/17/2008 Through 07/17/2008-276 | | | 500 | 0 | 500 |
| 🖾 07/18/2008 Through 07/31/2008-262 | | | 1,000 | 0 | 1,000 |
| 🖾 | 07/17/2008 | 07/31/2008 | | | |
| ⊞ 🖿 100092222 (2222 to 2222222222@ANR) | | | 14,500 | 0 | 14,500 |
| ⊞ 🖿 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.

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