



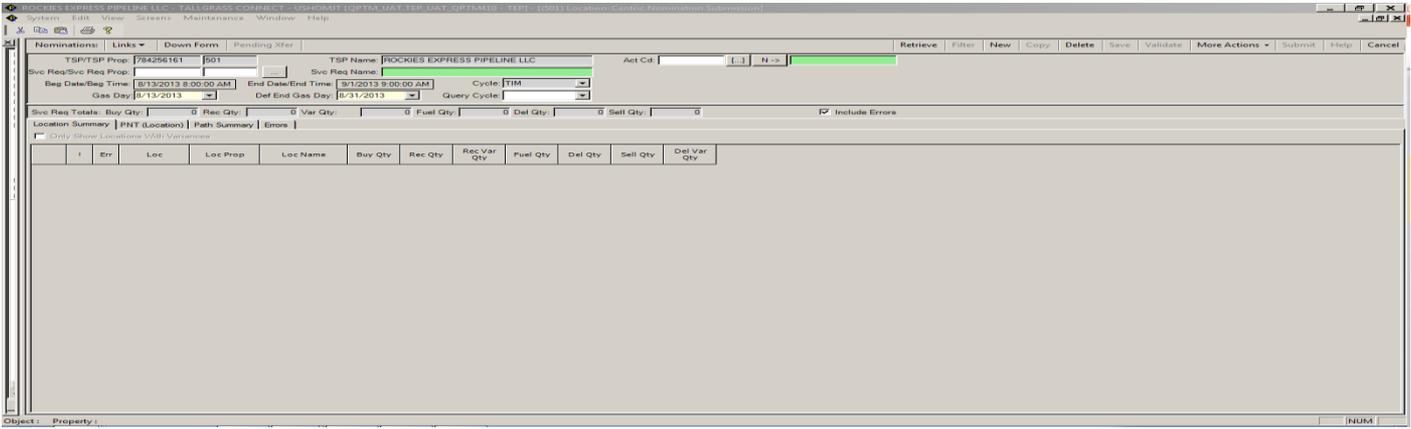
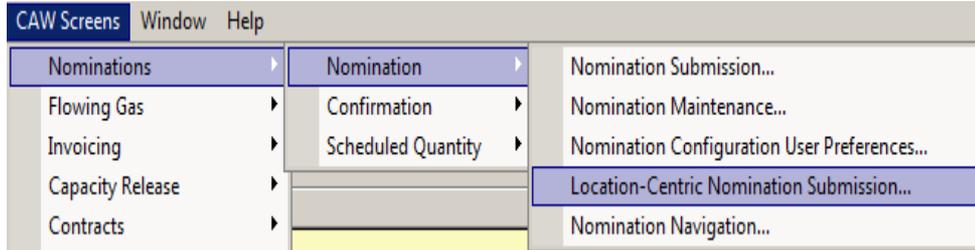
Nomination Entry & Related Functions in CONNECT

March 2018



How to enter a Nomination

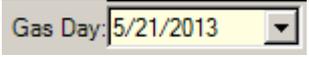
1 To Enter a Nomination, navigate to Menu Bar > CAW Screens >> Nominations >>> Nomination >>> Location-Centric Nomination Submission.



2 In the Svc Req/Svc Req Prop field, input your BA number or select it from the pick list.



3 In the Gas Day field, select the first gas day for which the nomination will be submitted.





How to enter a Nomination (con't)

4 In the Def End Gas Day End Date field, verify that the gas day displayed is the date that the nomination will be submitted through, or change the date to the appropriate end date.

Def End Gas Day: 5/21/2013



This field defaults based on the preferences in the Nomination Configuration System Preferences.

5 Click Retrieve from the Menu Bar.

Retrieve

6 The system will open with Location Summary tab shown. If nominations exist for the Gas Day retrieved, then the nomination quantities will be displayed. Nominations can be modified by double clicking on a line. Nominations for the Location will be displayed on the PNT (Locations) tab.

Location Summary

7 To enter a new nomination click on the PNT (Location) tab and enter a location in the Location field and then enter the following required information.

PNT (Location)

A In the Upstream Grid area, enter the Actn (data will populate depending on the Actn selected). If not already populated enter TT, Rec Loc, Rec Qty, Up Rank, Up ID, Up Name, and Pkg Id (optional). The below screen shot shows the fields populated.

	Err	Var	Actn	TT	Svc Req K	...	Rec Loc	[...]	Rec Loc Name	Rec Qty	Up Rank	Up ID	Up ID Prop	Up Name	Pkg Id
1 A>		<input type="checkbox"/>	OffsystemSupply	118	99999	...	42722	...	WIC/REX SITTING BULL WELD	1,000	500	001368265	15041	CONOCOPHILLIPS COMPANY	1234
		<input type="checkbox"/>										



How to enter a Nomination (con't)

B In the Downstream Grid area, enter the Actn (data will populate depending on the Actn selected). If not already populated, enter TT, Svc Req K, Rec Loc, Del Loc, Del Qty, Rec Rank, Path Rank, Pkg Id (optional). The below screen shot shows the fields populated. To “complete” the nomination double click the line on the Downstream grid and add required information.

	Err	Var	Actn	TT	Svc Req K	...	Rec Loc	[...]	Rec Loc Name	Rec Qty	Rec Rank	Path Rank	Dn Rank	Del Loc	[...]	Del Loc Name	Fuel Qty	Del Qty	Pkg Id
1 A>		<input type="checkbox"/>	Firm Transportation S	01	554121	...	42722	...	WIC/REX SIT	1,000	500	500		43037	...	NNG/REX GAGE	6	994	6789
		<input type="checkbox"/>							

C Double click a line item in the Upstream or Downstream grids to change the location focus to the location that needs to be viewed or to add or modify additional nomination information.

Location Summary PNT (Location) Path Summary Errors																							
Location: 43037 [...] [...] NNG/REX GAGE																							
Upstream																							
	Err	Var	Actn	TT	Svc Req K	...	Rec Loc	[...]	Rec Loc Name	Rec Qty	Up Rank	Up ID	Up ID Prop	Up Name	Pkg Id	Del Loc	[...]	Del Loc Name	Del Qty	Fuel Pct	Del Rank	Path Rank	
1 A>		<input type="checkbox"/>	Firm Transportation S	01	554121	...	42722	...	WIC/REX SITTING BULL WELD	1,000					6789	43037	...	NNG/REX GAGE	994	.61000	500	500	
		<input type="checkbox"/>									
Totals																				994			
Downstream																							
	Err	Var	Actn	TT	Svc Req K	...	Rec Loc	[...]	Rec Loc Name	Rec Qty	Rec Rank	Path Rank	Dn Rank	Del Loc	[...]	Del Loc Name	Fuel Qty	Del Qty	Pkg Id	Dn ID	Dn ID Prop	Dn Name	Fuel Pct
1 A>		<input type="checkbox"/>	Offsystem Market	117	99999					500	43037	...	NNG/REX GAGE		994		001368265	15041	CONOCOPHILLIPS COMPANY	
		<input type="checkbox"/>											



How to enter a Nomination (con't)



After entering the required information, the Fuel Qty and Nom Del Qty fields will automatically be populated based on the applicable fuel rates.



The totals within each of these 2 grids will populate as the records are entered into all the locations for the Upstream and Downstream grids.



Verify that the receipt variance (Rec Var) and delivery variance (Del Var) are both "0" before proceeding. See screen print below.

Rec Var Qty

Del Var Qty



Throughout the process, click Validate on the Menu Bar to check for errors. These should be corrected prior to Submitting nomination.

Validate

Submit

8

From the Location Summary tab double click a line in the grid to navigate to the PNT (Location) tab with the Location selected for the line item that was double clicked. Also, the tab displays if the location has a variance or not. The variances should all be zero before submitting the nomination.

Location Summary PNT (Location) Path Summary Errors											
<input type="checkbox"/> Only Show Locations With Variances											
	!	Err	Loc ▲	Loc Name	Buy Qty	Rec Qty	Rec Var Qty	Fuel Qty	Del Qty	Sell Qty	Del Var Qty
5 Q	<input type="checkbox"/>		42722	WIC/REX SITTING BULL WELD	1,000	1,000	0	6	0	0	0
8 Q	<input type="checkbox"/>		43037	NNG/REX GAGE	0	0	0	0	994	994	0



Park & Loan / SRO Nominations

In Connect, the nomination for a PALS or SRO Transaction requires a path nomination to or from a 'Virtual' meter specifically created for that service type. In the example below detailing a nomination for a SRO Park & Loan, notice the path of the gas for both the Loan & Park are to a Virtual Pals Meter.

Location Summary PNT (Location) Path Summary Errors																							
Location: 43492 [...] ... REX/REXCHEYENNE HUB POOL WELD																							
Upstream																							
Err	Var	Actn	TT	Svc Req K	...	Rec Loc	[...]	Rec Loc Name	Rec Qty	Up Rank	Up ID	Up ID Prop	Up Name	Pkg Id	Del Loc	[...]	Del Loc Name	Del Qty	Fuel Pct	Del Rank	Path Rank		
1 A	<input checked="" type="checkbox"/>	Firm Transportation S	01	554121	...	42760	...	WAMSUTT/REX ECHO SPRING	5,000					5678	43492	...	REX/REXCHEYEN	4,971	.58000	500	500		
2 A>	<input checked="" type="checkbox"/>	STANDING RQST LOA	28	554362	...	RPALS_VTL	...	REX VIRTUAL PALS METER	2,000					ABCD	43492	...	REX/REXCHEYEN	2,000	.00000	500	500		
									7,000												6,971		
Downstream																							
Err	Var	Actn	TT	Svc Req K	...	Rec Loc	[...]	Rec Loc Name	Rec Qty	Rec Rank	Path Rank	Dn Rank	Del Loc	[...]	Del Loc Name	Fuel Qty	Del Qty	Pkg Id	Dn ID	Dn ID Prop	Dn Name	Fuel Pct	
1 A	<input checked="" type="checkbox"/>	STANDING RQST PAR	26	554360	...	43492	...	REX/REXCHE	4,971	500	500		RPALS_VTL	...	REX VIRTUAL PALS ME	0	4,971	5678				.000	
2 A>	<input checked="" type="checkbox"/>	Firm Transportation S	01	554121	...	43492	...	REX/REXCHE	2,000	500	500		43038	...	ANR/REXCHE BROWN	12	1,988	ABCD				.610	



Park & Loan / SRO Nominations (con't)

To complete the nomination at the 'Virtual' meter, all that is required is an 'Offsystem Supply' and/or 'Offsystem Market equal to the Park and/or Loan volume.

Location Summary		PNT (Location)		Path Summary		Errors																	
Location:		RPALS_VTL	[...]	REX VIRTUAL PALS METER																			
Upstream																							
	Err	Var	Actn	TT	Svc Req K	...	Rec Loc	[...]	Rec Loc Name	Rec Qty	Up Rank	Up ID	Up ID Prop	Up Name	Pkg Id	Del Loc	[...]	Del Loc Name	Del Qty	Fuel Pct	Del Rank	Pa Ra	
33 M	BV	<input type="checkbox"/>	Offsystem Supply	118	99999	...	RPALS_VTL	...	REX VIRTUAL PALS METER	2,000	100	784256161	501	ROCKIES EXPRESS PIPELINE LL									
34 A		<input type="checkbox"/>	STANDING RQST PAR	26	554360	...	43492	...	REX/REX CHEYENNE HUB POO	4,971					5678	RPALS_VT	...	REX VIRTUAL PAL	4,971	.00000	500		
Downstream																							
	Err	Var	Actn	TT	Svc Req K	...	Rec Loc	[...]	Rec Loc Name	Rec Qty	Rec Rank	Path Rank	Dn Rank	Del Loc	[...]	Del Loc Name	Fuel Qty	Del Qty	Pkg Id	Dn ID	Dn ID Prop	Dn Name	Fuel
33 M	BV	<input type="checkbox"/>	Offsystem Market	117	99999					100	RPALS_VTL	...	REX VIRTUAL PALS ME	0	4,971		784256161	501	ROCKIES EXPRESS PIPELINE LLC	
34 A		<input type="checkbox"/>	STANDING RQST LOA	28	554362	...	RPALS_	...	REX VIRTUA	2,000	500	500		43492	...	REX/REX CHEYENNE H	0	2,000	ABCD				

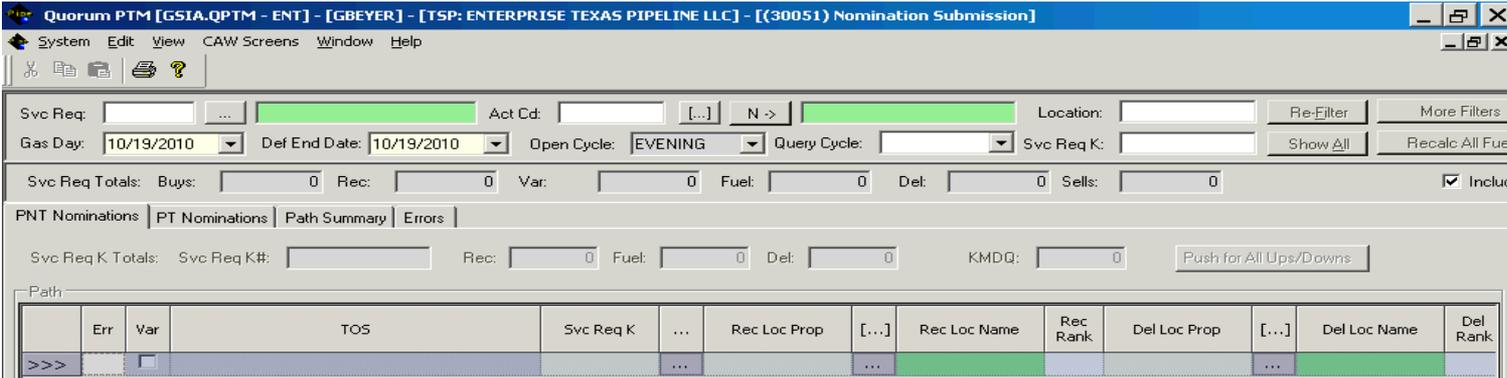


Quick Reference Guide: How to Copy a Nomination

1 Open the Location-Centric Nomination Submission screen



The below Screen will appear.



2 In the Svc Req field, select the appropriate service requester.





Quick Reference Guide: How to Copy a Nomination (con't)

3 In the Gas Day field, select the first gas day that the nomination will be submitted.

Gas Day: 10/19/2010

4 In the Del Def (default) End Date field, verify that the gas day displayed is the date that the nomination will be submitted through, or change the date to the appropriate end date.

Def End Date: 10/19/2010

5 Click Query.

Query

6 For PNT nominations, only path records need to be selected and all applicable upstream and downstream records will automatically be copied.

7 Click Copy.

Copy...

The below data will populate on the screen.

Copy Nominations

New Beg Date: 10/1/2010 New End Date: 10/1/2010 Cycle: INTRADAY 2

Copy Error Transactions Make New Nom Qtys Zero Copy Existing Zero Noms

This will not copy bid rate information. OK Cancel



Quick Reference Guide: How to Copy a Nomination (con't)

8 Select the desired “New Begin Date” and “New End Date” for the copied nomination. Also Select the Cycle for the copied nomination.

New Beg Date: New End Date: Cycle:



Note The nominations from the Beginning Gas Day that are queried will be what is copied to each of the days indicated in this range.

9 Choose whether to copy the following options:

- 1. Copy Error Transactions
- 2. Make New Nom Qtys Zero
- 3. Copy Existing Zero Noms

10 Click OK.

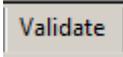


11 The Location Centric Nomination screen will refresh with the new Beg Gas Day, End Gas Day and Cycle. The Nomination Volumes can be updated as necessary.



Note At this point, the copied nominations have NOT been submitted. They still need to be validated.

12 Click Validate to review the copied nominations.





Quick Reference Guide: How to Copy a Nomination (con't)

13 If a nomination is invalid, click on the Errors tab and view the errors that need to be addressed.

The screenshot shows a software interface for nomination submission. The title bar reads "ROCKIES EXPRESS PIPELINE LLC - TALLGRASS CONNECT - USHOMJIT [QPTM_PRD.TEP_PRD_QPTM410 - TEP] - [(501) Location-Centric Nomination Submission]". The menu bar includes "System", "Edit", "View", "Screens", "Maintenance", "Window", and "Help". The toolbar contains icons for copy, paste, and help. The main form area has a "Nominations:" section with a "Links" dropdown and buttons for "Down Form", "Pending Xfer", "Retrieve", "Filter", "New", "Copy", "Delete", "Save", "Validate", "Classification", and "More Actions". The form fields include: "TSP/TSP Prop:" (784256161, 501), "TSP Name:" (ROCKIES EXPRESS PIPELINE LLC), "Act Cd:" (empty), "Svc Req/Svc Req Prop:" (130198013, 18559), "Svc Req Name:" (MORGAN STANLEY CAPITAL GROUP INC.), "Beg Date/Beg Time:" (2/28/2018 9:00:00 AM), "End Date/End Time:" (3/1/2018 9:00:00 AM), "Cycle:" (TIM), "Gas Day:" (2/28/2018), "Def End Gas Day:" (2/28/2018), and "Query Cycle:". Below these are "Svc Req Totals" for Buy Qty, Rec Qty, Var Qty, Fuel Qty, Del Qty, and Sell Qty, all set to 0. A checkbox for "Include Errors" is checked. The "Location Summary" section has tabs for "PNT (Location)", "Path Summary", and "Errors" (which is highlighted in yellow). Below the tabs is a field for "Additional Dates with Errors:". At the bottom is a table with the following columns: "Err", "Severity", "Validation Date", "Svc Req K", "Rec Loc", "Rec Loc Prop", "Rec Loc Name", "Del Loc", "Del Loc Prop", "Del Loc Name", "TT", "Pkg ID", and "Error Message".

14 After addressing the error, click "Submit" to re-submit the nomination.





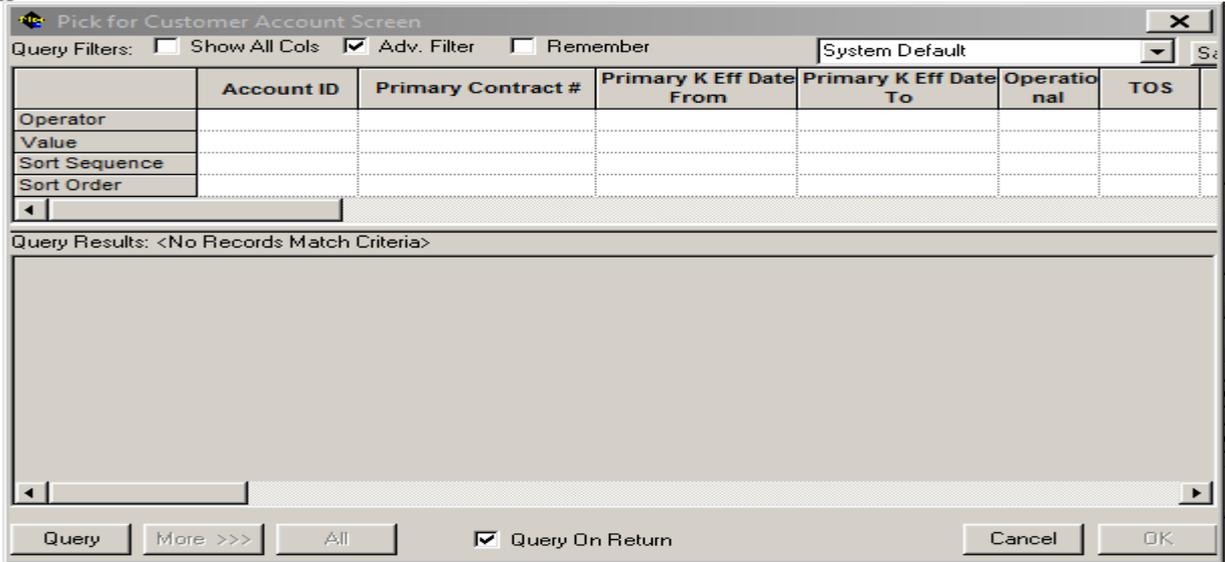
How to View Imbalances via the Customer Account Maintenance Screen

- 3 Navigate to the Customer Account Maintenance screen by clicking on CAW Screens, Flowing Gas, Imbalances, Customer Accounts & Authorization to Post Imbalance.

 Use the Pick List to Locate your contract

Acct ID:

Note



	Account ID	Primary Contract #	Primary K Eff Date From	Primary K Eff Date To	Operational	TOS
Operator						
Value						
Sort Sequence						
Sort Order						

Query Results: <No Records Match Criteria>

Query On Return

- 4 The below Filter Criteria can also be used to return data specific to the criteria entered. These filters should be selected if user wishes to restrict the data before querying the screen.

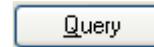
Filter Criteria

Contract:	<input type="text"/> ...	Beg. Prod. Month:	<input type="text"/> / <input type="text"/> / <input type="text"/>	Beg. Acct. Month:	<input type="text"/> / <input type="text"/> / <input type="text"/>
Meter:	<input type="text"/> ...	End Prod. Month:	<input type="text"/> / <input type="text"/> / <input type="text"/>	End Acct. Month:	<input type="text"/> / <input type="text"/> / <input type="text"/>



How to View Imbalances via the Customer Account Maintenance Screen (con't)

5 Click Query.



6 Use the Balance Tab to display data summed by month. Use the Activity Tab to display data summed by day.

ROCKIES EXPRESS PIPELINE LLC - TALLGRASS CONNECT - USHOMIT [OPTM_QA.TEP_QA_OPTM410 - TEP] - [(501) Customer Account Maintenance]

System Edit View CAW Screens Window Help

Auth to Post Imbal Links Retrieve More All Update Help Cancel

TSP / TSP Prop: 784256161 501 TSP Name: ROCKIES EXPRESS PIPELINE LLC

Acct ID: <NEW> [...] N->

Primary Contract: [...] [...] [...]

K Holder / K Holder Prop: [...] [...] K Holder Name: [...] Account Type: [...]

Svc Req / Svc Req Prop: [...] [...] Svc Req Name: [...] Svc Req Contact: [...]

Operational Impact Area: [...] Svc Req Phone: [...] [...]

Filter Criteria

Contract: [...] [...] Beg. Prod. Month: [...] End Prod. Month: [...] Beg. Acct. Month: 02/2018 End Acct. Month: 02/2018

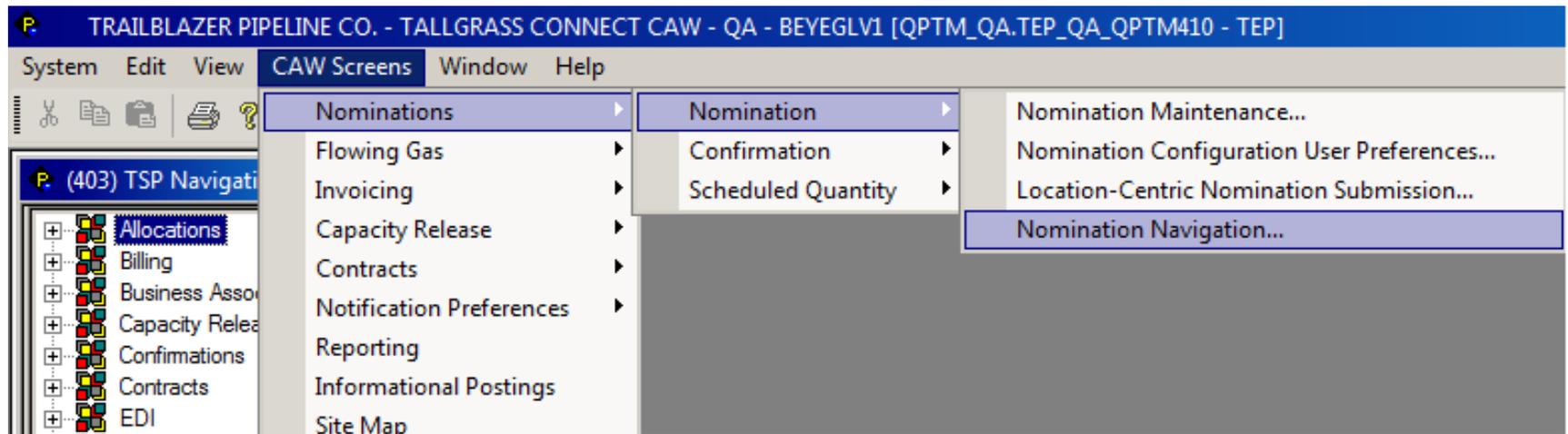
Contracts Balance Activity Auth to Post Imbal

Contract No.	TOS	Assoc. Eff Dt From	Assoc. Eff Dt To
1			Open Ended
2			Open Ended
3			Open Ended
4			Open Ended
5			Open Ended
6			Open Ended
7			Open Ended
8			Open Ended
9			Open Ended
10			Open Ended
11			Open Ended
12			Open Ended
13			Open Ended
14			Open Ended
15			Open Ended
16			Open Ended
17			Open Ended
18			Open Ended

For Help, press F1 NUM



Nomination Navigation



- To view upstream/downstream activity (formerly Buy/Sell), from the Menu Bar click on >
- CAW Screens >>
- Nominations >>
- Nomination >>
- Nomination Navigation



(501) Nomination Navigation

Nomination Navigation: Links ▾ Retrieve

Location: 42234 ... WHITE RI/REX MEEKER RIO E Svc Req: 15041 ... CONOCOPHILLIPS COMPANY

Gas Day
Beg: 8/12/2013 End: 8/12/2013

Role
 Svc Req Operator

Upstream

	Svc Req	Svc Req Nm	Svc Req K	Pkg ID	Actn	TT	Agent	Nom Qty	Conf Qty	Alloc Qty	Alloc MCF Qty	L
1 Q	15041	CONOCOPHILLIP	99999	swing	Buy	01	15041	16,000	16,000			
2 Q	15041	CONOCOPHILLIP	99999	1464	Buy	01	15041	8,400	8,400			
3 Q	15041	CONOCOPHILLIP	99999	3723	Buy	01	15041	15,000	15,000			

Downstream

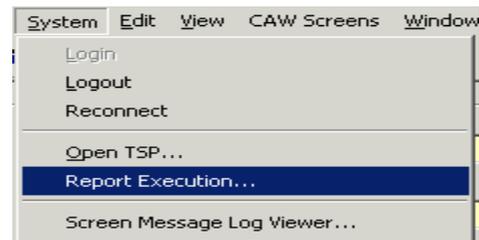
	Svc Req	Svc Req Nm	Svc Req K	Actn	TT	Agent	Nom Qty	Conf Qty	Alloc Qty	Alloc MCF Qty	D
1 Q	15041	CONOCOPHILLIP	99999	Sell	01	15041	5,000	5,000			
2 Q	15041	CONOCOPHILLIP	553077	Firm Transportation Service	01	15041	16,016	16,016			
3 Q	15041	CONOCOPHILLIP	553077	Firm Transportation Service	01	15041	1,059	1,059			

Select Location from the dropdown box as well as the date range of the data you want to review. Click on Retrieve.

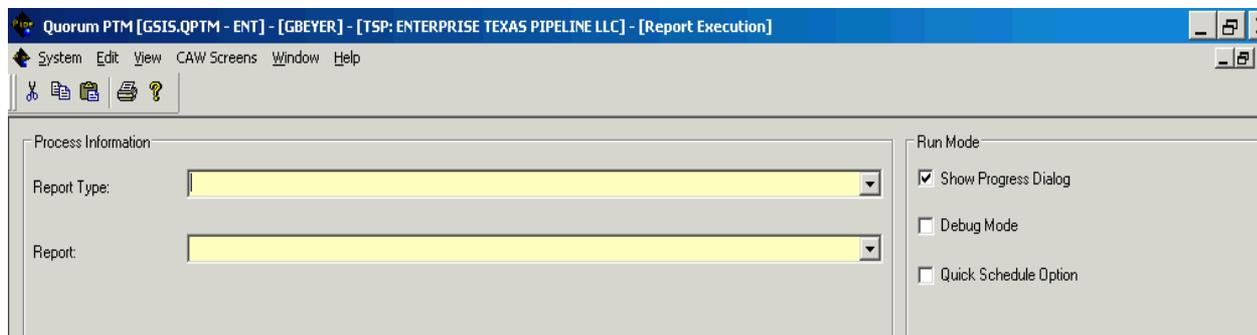


How to Run a Report

- 1 To open a Report, navigate to the System menu on the menu bar, click on Report Execution.



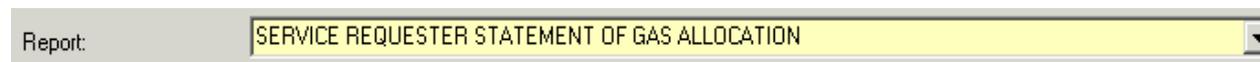
This screen appears:



- 2 Select the Report Type from the dropdown list.



- 3 Select the Report from the dropdown list.





How to Run a Report (con't)

- 4 • The below grid will display the available parameters for the selected report. Enter the appropriate parameters for the data the user wishes to see in the report.
- If the Ignore Param box highlighted below is greyed out, then the parameter is required. If the Ignore Param box is white, the parameter is optional. Uncheck the Ignore Param box for parameters the user wishes to enter and the parameter input field will become editable and the optional parameter can be selected.
- On some reports, if the parameters include both Prod Mth and Accounting Mth, then one of these two parameters must be entered.

	Parameter Name	Param Input	Value (From if range input) ...	Value: (T0 if range input, Selector if Multi input) ...	Ignore Param	Description
1	SERVICE REQUEST	Single Discrete Input			<input checked="" type="checkbox"/>	Service Requestor BP NO
2	AS_OF_DATE	Single Discrete Input	10/21/2010		<input checked="" type="checkbox"/>	As Of Date
3	ACCOUNTING MON	Single Discrete Input	10/2010		<input checked="" type="checkbox"/>	Accounting month
4	PROD_MTH	Single Discrete Input	10/2010		<input checked="" type="checkbox"/>	Production Month
5	TOS_CD	Single Discrete Input			<input checked="" type="checkbox"/>	TYPE OF SERVICE CODE
6	CTR_NO	Single Discrete Input			<input checked="" type="checkbox"/>	Contract Number
7	ACCT_TYPE	Single Discrete Input			<input checked="" type="checkbox"/>	Account Type
8	ACCOUNT_MANAG	Single Discrete Input			<input checked="" type="checkbox"/>	Account Manager
9	CONTRACT HOLDE	Single Discrete Input			<input checked="" type="checkbox"/>	BP Number
10	REPORT EXPORT FI	Single Discrete Input	Adobe Acrobat		<input type="checkbox"/>	Report Export File Type
11	REPORT EXPORT M	Single Discrete Input	View / File		<input checked="" type="checkbox"/>	Parameter used for export mode wh
12	RPT_PRINTER_COD	Single Discrete Input			<input checked="" type="checkbox"/>	Parameter used for printer settings if

Buttons: Clear, Execute, Help, Links..., Close

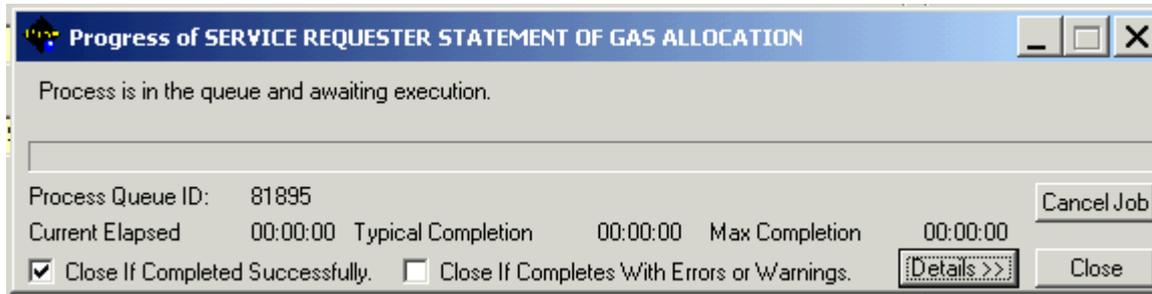
- 5 • After entering all of the require and optional parameters, hit the Execute button on the bottom of the Report Execution screen.



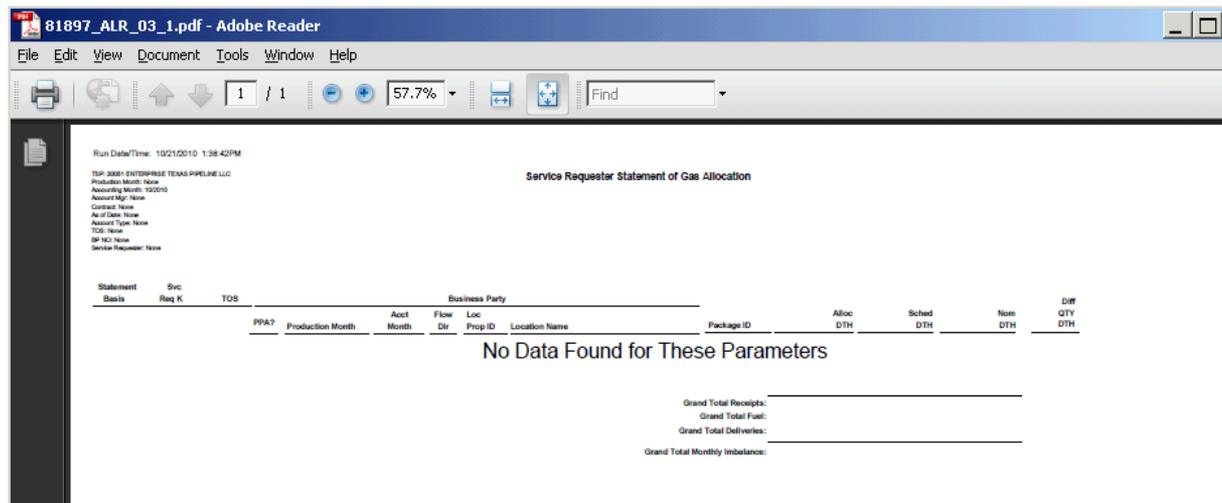


How to Run a Report (con't)

- 6 The below Batch Process screen will pop up on the screen and the report data will be pulled from the database.



- 7 The report will open in a new file output. The below screen is an Adobe Acrobat PDF file output. The reports can be output as a Word, Excel, Adobe Acrobat or Crystal file depending on the parameter selected for "Report Export File Type".





THANK YOU!

Please call the Scheduling Hotline at (303) 763-2906 with any questions