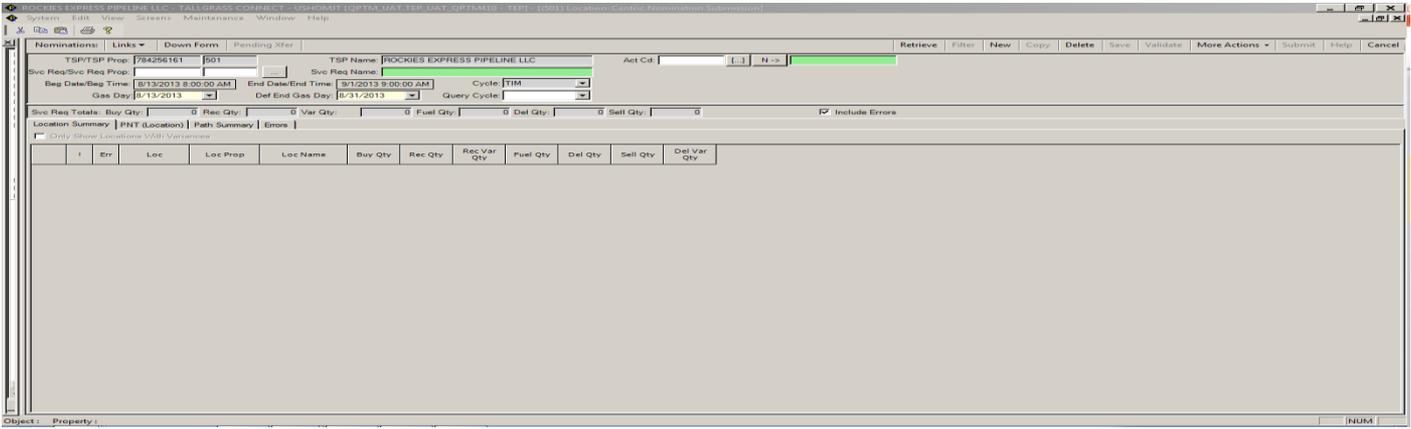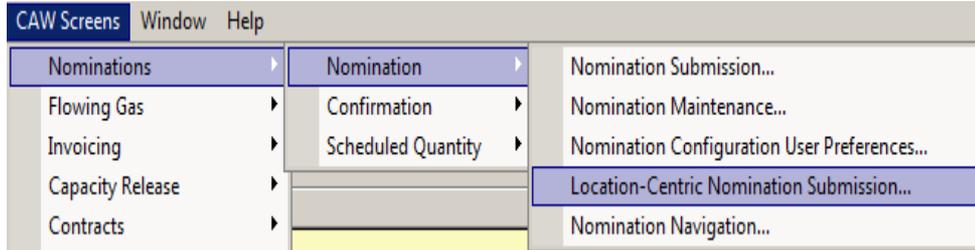# TALLGRASS
ENERGY PARTNERS

Nomination Entry & Related Functions in CONNECT

March 2018
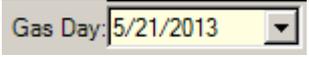
How to enter a Nomination

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

Note 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>		☐	Offsystem Supply	118	99999	...	42722	...	WIC/REX SITTING BULL WELD	1,000	500	001368265	15041	CONOCOPHILLIPS COMPANY	1234
		☐				...		...							

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>		☐	Firm Transportation S	01	554121	...	42722	...	WIC/REX SIT	1,000	500	500		43037	...	NNG/REX GAGE	6	994	6789
		☐				...		...							...				

(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>		☐	Firm Transportation S	01	554121	...	42722	...	WIC/REX SITTING BULL WELD	1,000					6789	43037	...	NNG/REX GAGE	994	.61000	500	500
		☐				...		...									...					

| Totals | | ☐ | | | ... | | | ... | | 1,000 | | | | | | | | ... | | 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>		☐	Offsystem Market	117	99999	...		...					500	43037	...	NNG/REX GAGE		994		001368265	15041	CONOCOPHILLIPS COMPANY	
		☐				...		...							...								

How to enter a Nomination (con't)

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

Note — 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.

Note — 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 |

Note — 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

☐ 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	☐		42722	WIC/REX SITTING BULL WELD	1,000	1,000	0	6	0	0	0
8 Q	☐		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.

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.

Quick Reference Guide: How to Copy a Nomination

(1) **Open the Location-Centric Nomination Submission screen**

The below Screen will appear.
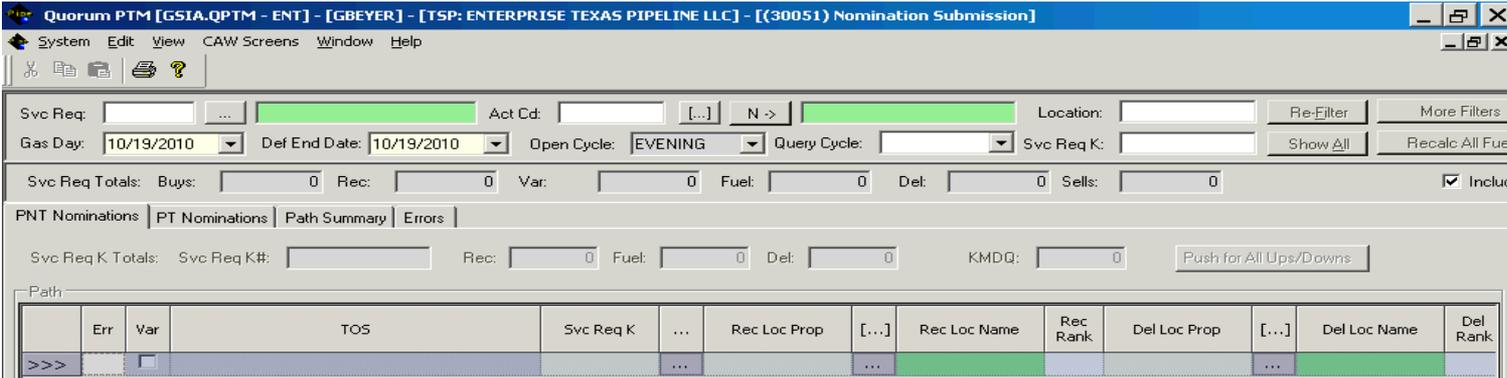
(2) **In the Svc Req field, select the appropriate service requester.**

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

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: | 10/1/2010 | ▼ | New End Date: | 10/1/2010 | ▼ | Cycle: | INTRADAY 2 | ▼ |

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.

[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.

[Validate]

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

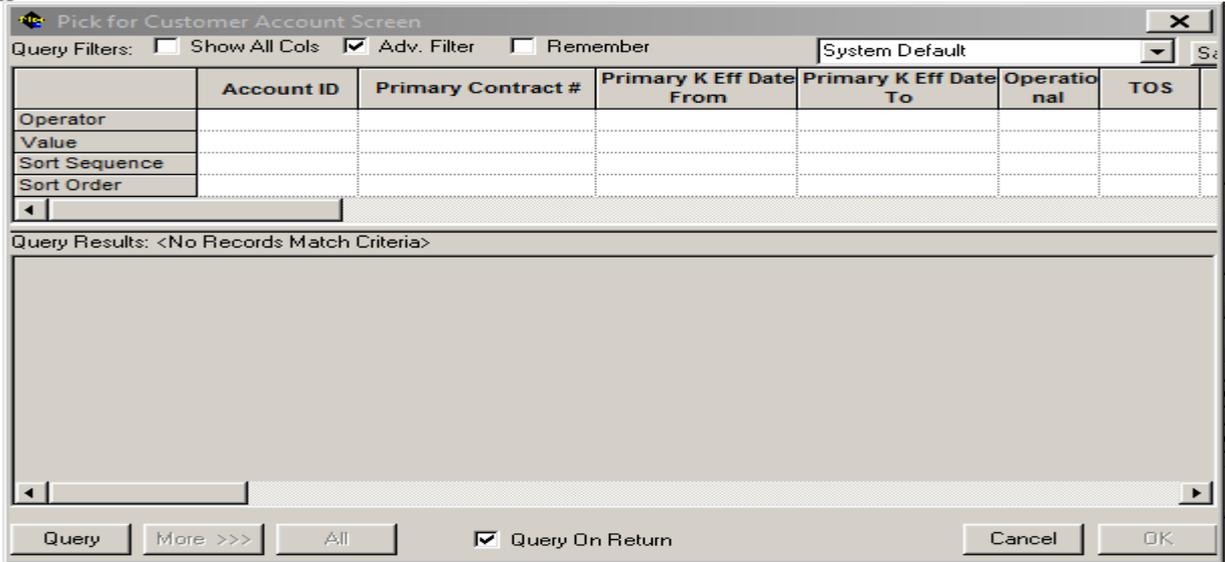**14** After addressing the error, click "Submit" to re-submit the nomination.

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.

Note **Use the Pick List to Locate your contract**

Acct ID: <NEW> [...]

Pick for Customer Account Screen

Query Filters: ☐ Show All Cols ☑ Adv. Filter ☐ Remember   System Default ▼ Sa

	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 | More >>> | All | ☑ Query On Return | Cancel | OK

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.
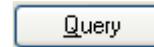
Filter Criteria

Contract: [   ] [...]   Beg. Prod. Month: __/____ ▼   Beg. Acct. Month: __/____ ▼

Meter: [   ] [...]   End Prod. Month: __/____ ▼   End Acct. Month: __/____ ▼

5 **Click Query.**

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

Nomination Navigation

> - **To view upstream/downstream activity (formerly Buy/Sell), from the Menu Bar click on >**

> - **CAW Screens >>**

> - **Nominations >>**

> - **Nomination >>**

> - **Nomination Navigation**

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.**

System   Edit   View   CAW Screens   Window
Login
Logout
Reconnect

Open TSP...
Report Execution...

Screen Message Log Viewer...

This screen appears:

Quorum PTM [GSIS.QPTM - ENT] - [GBEYER] - [TSP: ENTERPRISE TEXAS PIPELINE LLC] - [Report Execution]

System   Edit   View   CAW Screens   Window   Help

Process Information

Report Type:

Report:

Run Mode

☑ Show Progress Dialog

☐ Debug Mode

☐ Quick Schedule Option
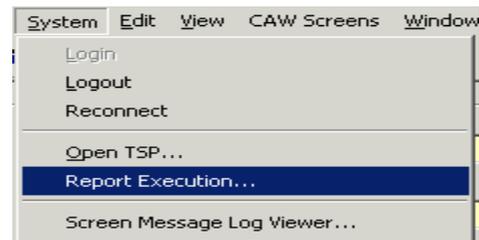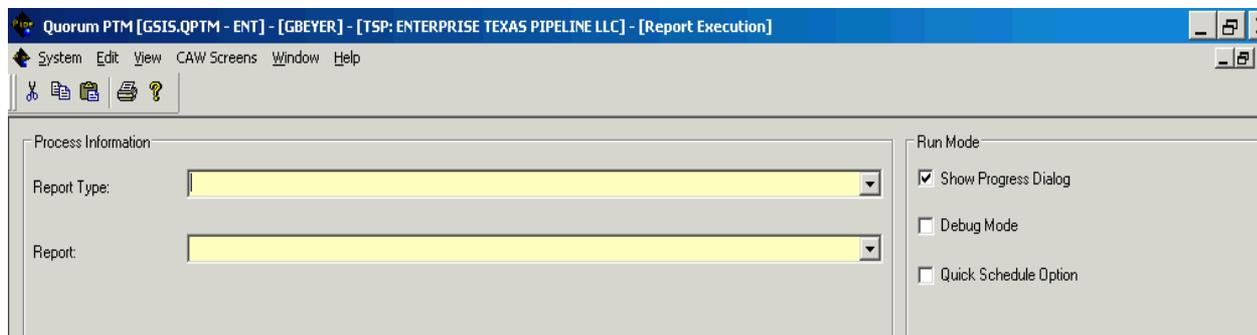
(2) **Select the Report Type from the dropdown list.**

Report Type: ALLOCATIONS

(3) **Select the Report from the dropdown list.**

Report: SERVICE REQUESTER STATEMENT OF GAS ALLOCATION
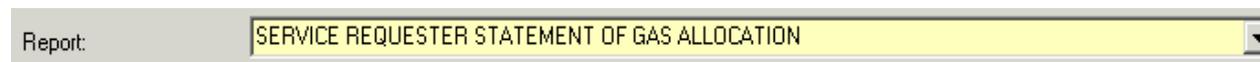
How to Run a Report (con't)

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

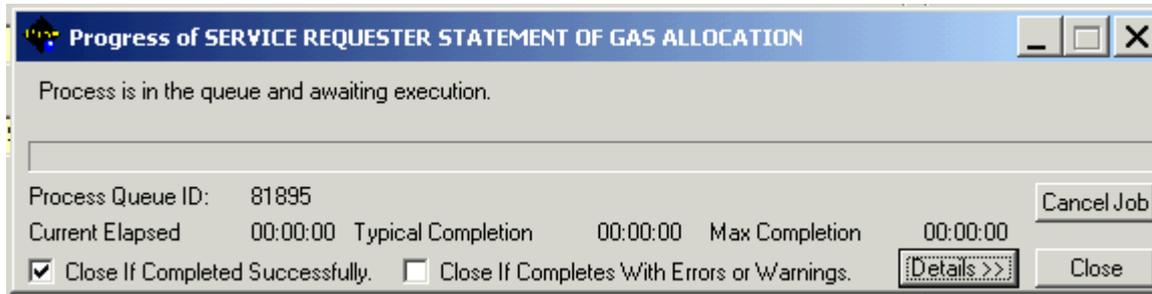Clear   Execute   Help   Links... ▶   Close

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

Execute

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".
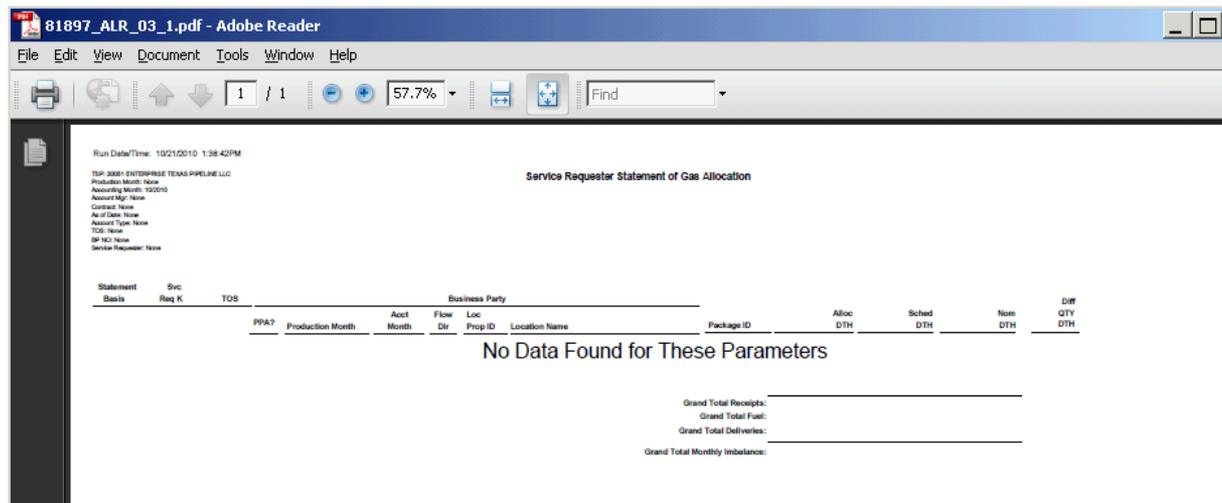
THANK YOU!

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