



Confirmations

Training Module

This module is designed to give an overview of the rules and terms surrounding the confirmation process.



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Important Information – Please Read First

The information provided herein is for informational purposes only and does not modify any provision in Transco's FERC Gas Tariff. If a conflict exists between this information and Transco's FERC Gas Tariff, the provisions in Transco's FERC Gas Tariff apply. Transco makes no representation or warranty as to the completeness or accuracy of this information. Transco shall not be liable for any informational errors, incompleteness or delays, or for any actions taken in reliance on this information.

To review the **tariff** language specific to any topic, go to www.1Line.williams.com>click on **Info Postings** under the Transco heading to access the Informational Postings Page>click Tariff >Table of Contents.

Introduction

This packet is designed to give you an overview of the rules and terms surrounding the confirmation process. Confirmations represent the operator’s approval of the submitted nominations across locations with regard to parties, contracts, and volumes. Confirmation is the process by which operators confirm nominated volumes of gas at a given location. The locations can be any allocatable point along the pipeline such as wellheads, interconnects, or city gates. Transco’s confirmation cycles include 5 NAESB standard cycles which are Timely, Evening, Intraday 1 (ID1), Intraday 2 (ID2) and Intraday 3 (ID3). Two additional cycles offered by Transco are Post cycle (after ID3 but before the gas day is allocated) and Retro cycle (Prior Gas Day change). There are different levels at which an operator may confirm, including the Contract, Up/Down Contract, Nomination, and Transaction levels.

Confirmations Cycles/Scheduling Runs

Transco’s Confirmation cycles are driven by the 1Line scheduling engine. The times below show when each cycle first begins to schedule volumes on Transco’s system to when the system processes the final scheduled volumes for the cycle. In between the Pre- confirmation and Final run are Intermediate runs. Scheduled volumes are updated in each run after checks against constraint points, contracts, and confirmations are performed.

	Timely	Evening	Intraday 1	Intraday 2	Intraday 3	Post
Pre Confirmation	1:45 pm	6:45 pm	10:45 am	3:15 pm	7:45 pm	-
Intermediate 1	2:45 pm	7:15 pm	11:15 am	3:45 pm	8:15 pm	-
Intermediate 2	3:40 pm	7:40 pm	11:40 am	4:10 pm	8:40 pm	-
Intermediate 3	4:05 pm	8:05 pm	12:05 pm	4:35 pm	9:05 pm	-
Final	4:30 pm	8:30 pm	12:30 pm	5:00 pm	9:30 pm	10:30 am
*Gas Flow	<i>9:00 am next day</i>	<i>9:00 am next day</i>	<i>2:00 pm same day</i>	<i>6:00 pm same day</i>	<i>10:00 pm same day</i>	

For Transco, there are 7 Confirmation cycles: Timely, Evening, Intraday 1 (ID1), Intraday 2 (ID2), Intraday 3 (ID3), Post, and Retro (Prior Gas Day change). The first 5 cycles are standardized across pipelines by NAESB (North American Energy Standards Board). Post and Retro cycle are additional cycles offered by Transco. Actual gas flow for Timely/Evening begins at 9:00am the next day, for ID1 at 2:00pm the same day, for ID2 at 6:00pm the same day, and for ID3 at 10:00pm the same day.

Choosing Confirmation Levels

Choosing the correct **Confirmation Level** is critical in the confirmation process. Below are explanations of each level.

- **Location Level** – All transactions are rolled into a single line item for that Location (View Only)
- **Contract Level** – At this level, transactions roll up to each service requester contract.
- **Up/Down Contract Level** – Aggregation is dependent on whether the location is a wellhead, LDC, or interconnect.
 - **Wellhead**- aggregated by upstream/downstream party
 - **LDC**- aggregated by upstream/downstream party and shipper
 - **Interconnect**- aggregated by contract, upstream/downstream party, and upstream/downstream contract
- **Nomination Level** – At this level nominations aggregate according to contract, upstream/downstream party, upstream/downstream contract, shipper, packageID.
- **Transaction Level** - This is the lowest level to view transactions. There is no aggregation at all and each individual nomination is displayed according to their nom request ID.

To choose your level of confirmation:

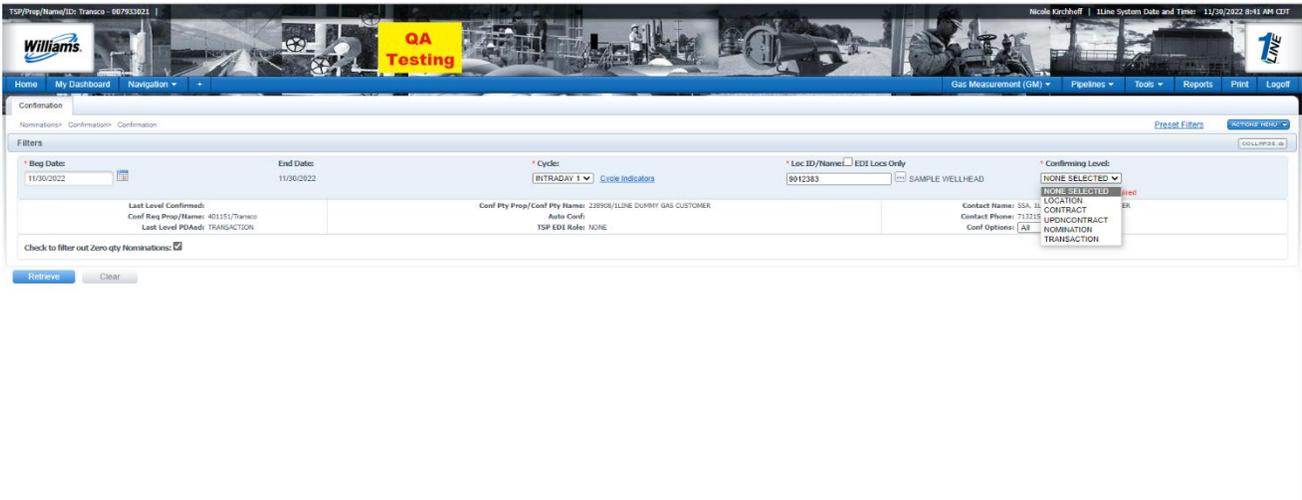
- **Select: Navigation > Nominations > Confirmation > Confirmation**

The screenshot shows the Williams ONE software interface. The navigation menu is open, showing the path: Home > My Dashboard > Navigation > Nominations > Confirmation > Confirmation. A table displays nomination data for ID2, with columns for Nomination, Confirmation, Scheduled Quantity, Critical Day, and POST. The table shows that the nomination is closed for the 11/30 cycle and open for the 11/29 cycle.

Nomination	Confirmation	Scheduled Quantity	Critical Day	POST
ID2			11/30	
	CLOSED		CLOSED	
	CLOSED		CLOSED	
	CLOSED		CLOSED	
	OPEN		11/29	
	CLOSED		CLOSED	

The interface also includes a 'Pipeline Conditions' section with various operational notices and a 'Monthly Status' section with allocation and trading information.

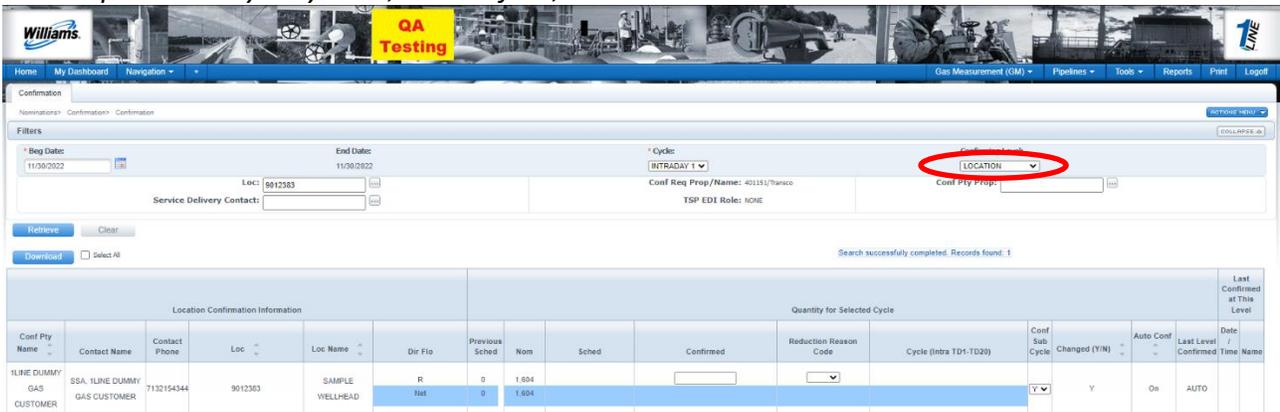
- Once in the Confirmation screen, the filters **Begin Date, Cycle, Location ID, and Confirming Level** must be chosen. Then select the **Retrieve** button.



Location Level

At the **Location Level**, all transactions are rolled into a single line item for that location.

Note: Operator may only view, not confirm, at the Location Level.



Contract Level

At the Contract Level, transactions roll up to each Service Requester Contract.

The screenshot shows the Williams ONE system interface. At the top, there's a navigation bar with 'Home', 'My Dashboard', and 'Navigation'. Below that, a 'Confirmation' page is displayed. The 'Filters' section includes:

- Beg Date: 11/30/2022
- End Date: 11/30/2022
- Cycle: INTRADAY 1
- Loc ID/Name: 5012383
- Confirmation Level: **CONTRACT** (circled in red)

 Below the filters, there's a 'Schedul Quantities' section with a table showing receipt and delivery metrics. The main data table, 'Contract Confirmation Information', has columns for Dir Flo, Svc Req Prop, Svc Req Name, Svc Req K, Previous Sched, Nom, Sched, Confirmed, Reduction Reason Code, Conf Sub Cycle, Inter Cycle (Y/N), and Last Confirmed at This Level. A single row of data is visible for Dir Flo 'R' and Svc Req Prop '238908'.

Up/Down Contract Level

The Up/Down Contract level is the most commonly-used level by Operators on Transco to confirm. Aggregation is dependent on whether the Location is a wellhead, LDC, or interconnect.

- **Wellhead**- aggregated by upstream/downstream party
- **LDC**- aggregated by upstream/downstream party and shipper
- **Interconnect**- aggregated by contract, upstream/downstream party, and upstream/downstream contract

This screenshot is similar to the one above but shows the 'Confirmation Level' dropdown set to 'UPDNCONTRACT'. The 'Schedul Quantities' and main data table structure are identical, but the data table header now includes 'Upstream/Downstream Contract' and 'Up/Down K' columns. The main data row shows 'Up/Down K' as '1,604'.

Nomination Level

At this level nominations aggregate by contract, upstream/downstream party, upstream/downstream contract, shipper and package ID.

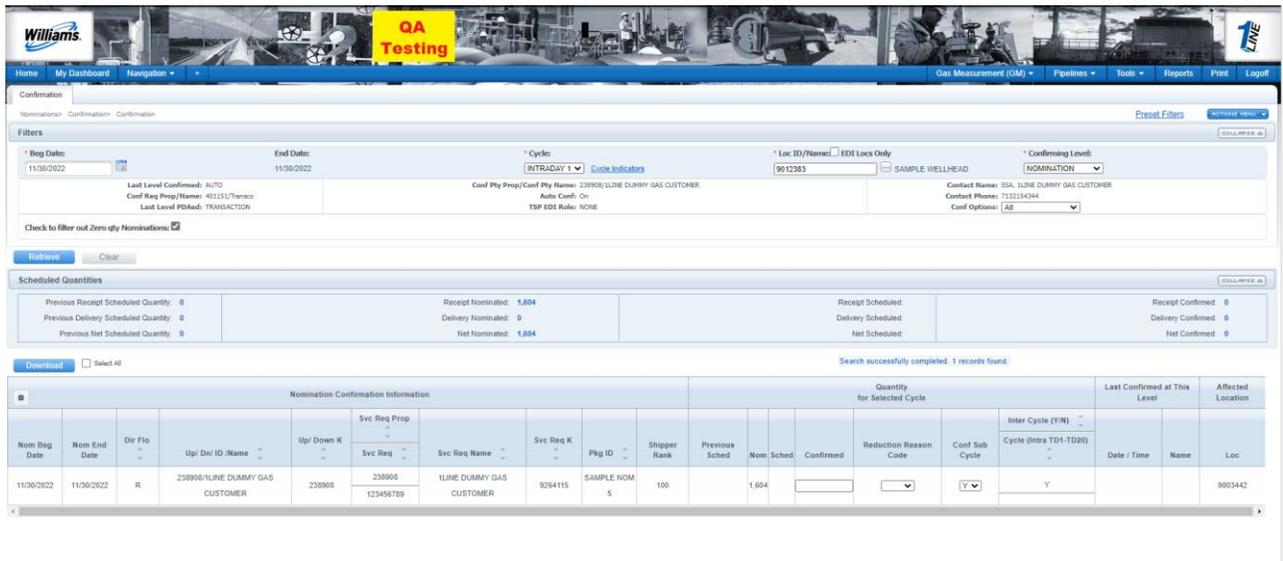
Nomination Confirmation Information										Quantity for Selected Cycle				Last Confirmed at This Level		Affected Location		
Nom Beg Date	Nom End Date	Dir Flo	Up/ Dn/ ID /Name	Up/ Down K	Svc Req Prop	Svc Req Name	Svc Req K	Pkg ID	Shipper Rank	Previous Sched	Nom Sched	Confirmed	Reduction Reason Code	Conf Sub Cycle	Inter Cycle (Y/N)	Date / Time	Name	Loc
11/30/2022	11/30/2022	R	238908/1LINE DUMMY GAS CUSTOMER	238908	238908 123456789	1LINE DUMMY GAS CUSTOMER	9254115	SAMPLE NOM 5	100		1,604			Y	Y			9003442

Transaction Level

This is the lowest (most detailed) level to view transactions. There is no aggregation and each individual nomination is displayed. Confirmation of retro requests (prior day gas changes) can be done at this level.

Nomination Confirmation Information										Quantity for Selected Cycle				Last Confirmed at This Level		Affected Location		
Nom Beg Date	Nom End Date	Dir Flo	Up/ Dn/ ID /Name	Up/ Down K	Svc Req Prop	Svc Req Name	Svc Req K	Pkg ID	Shipper Rank	Previous Sched	Nom Sched	Confirmed	Reduction Reason Code	Conf Sub Cycle	Inter Cycle (Y/N)	Date / Time	Name	Loc
11/30/2022	11/30/2022	R	238908/1LINE DUMMY GAS CUSTOMER	238908	238908 123456789	1LINE DUMMY GAS CUSTOMER	9254115	SAMPLE NOM 5	100		1,604			Y	Y			9003442

Description of Confirmation Page



A brief description of each column heading (starting at the left) is given below for the records displayed. Descriptions are divided by the section headings circled on the page above (Nomination Confirmation Information, Quantities for Selected Cycle, and Last Confirmed at This Level).

Nomination Confirmation Information

- **K Flo** – the direction the gas is flowing on that particular nomination at this specific location (D – delivery by Transco; R – receipt by Transco).
- **Up/Dn/ID/Name** – the party supplying quantities to the service requester/the party receiving quantities from the service requester.
- **Up/Dn K** – the contract of the party supplying quantities to the service requester/ the contract of the party receiving gas from the service requester.
- **Svc Req Prop** – the Transco Business Associate ID for the nominating shipper.
- **Svc Req (DUNNS)** – the identifying number for the nominating shipper. A company’s DUNS number is the same on any pipeline across the country.
- **Svc Req Name** – the name of the nominating shipper.
- **Svc Req K** – shipper’s transportation contract for moving the gas on Transco’s system.
- **Pkg ID** – used by the service requester to uniquely identify and reference their nominations
- **Shipper Rank**- identifies the shipper-provided rank for the nomination.
- **Nom Beg Date** – Starting date of the nomination
- **Nom End Date** – Ending date of the nomination

Quantities for Selected Cycle

- **Previous Sched** – shows what was scheduled during the previous cycle (for Evening, ID1, ID2, ID3 and Post cycles). For the Timely cycle, this column represents what was scheduled during the Timely cycle of the previous gasday.
- **Nom** –the nominated volume of gas.
- **Sched** – the current scheduled volume for each nomination. This volume cannot exceed the nominated volume. The Sched column is not populated until Transco has completed the Pre-confirmation run for the nomination cycle.
- **Confirmed** – this column represents the volume that the operator/confirming party agrees should be scheduled for that nomination. Any number may be entered in this field, but entering a number that is higher than the nominated volume will not result in the scheduled volume being raised above the nominated volume. If a confirming party enters a number that is lower than the nominated quantity in the confirmation column, then the scheduling engine will lower the scheduled column to match it on the next intermediate run. On the other hand, if the scheduled column is less than the nomination column and the nomination is confirmed at its full volume, the scheduling engine may continue to cut the confirmed volume down to the scheduled volume due to other activity or conditions on the pipe (such as operator cuts upstream/downstream, or corridor constraints).
- **Reduction Reason** – these are the cut codes that describe why an operator confirmed a volume below what was nominated. For more detail see [Description of Cut Codes](#) in this document.
- **Subsequent Cycle** – this is a Y/N toggle indicator. “Y” means the confirming party wishes an explicit confirmation (one that is performed manually rather than automatically by 1Line) to “roll” over into the next cycle. “N” means the confirming party does not wish the confirmed volume to carry over into the next cycle.
- **Inter Cycle (Y/N)** – this column tells you if there has been any change to the nominated, scheduled, or confirmed volumes from the previous cycle. (In the case of the Timely cycle, from the previous gas day’s Timely)
- **Cycle (Intra TD1 – TD20)** – offered by Transco to help the operator identify changes *within* a confirmation cycle.
- Per NAESB, these Code Values are defined by the TSP (pipeline). Transco has defined TD1-20 starting with the Timely Intermediate cycle and ending with the ID3 Final cycle. Transco has assigned TD1-TD4 to the Timely cycle, TD5-TD8 to the Evening cycle, TD 9-TD12 to the ID1 cycle, TD13-TD16 to the ID2 cycle and TD17-TD20 to the ID3 cycle.
- These Code Values indicate that changes to the scheduled quantity occurred during one of the intra-cycle scheduling runs. Transco completes these intra cycle scheduling runs between the currently defined NAESB confirmation cycles.

Last Confirmed at This Level

- **Date/Time** – if a confirming party has made an explicit confirmation for that cycle (or set the Subsequent Cycle Indicator to roll the confirmation from a previous cycle) this column will reflect the date and time that confirmation was made.

- **Name** – this column will show the User ID of the party that made the explicit confirmation.

Affected Location

- **ID** - Identifies the receipt or delivery location ID impacted by the nomination.

Functional features on the Confirmation Page

- **Paging** - Allows the user to view records in pages
- **Error Messaging** - Any missing or incorrect filters will display an error message where the error occurs
- **Quick Action Menu** – By right clicking the mouse, a drop down action menu will appear where the right click occurs
- **Selecting Rows** – Single and multiple data row selections are triggered by clicking the row(s) which will highlight in orange
- **Download Data** –Download all or selected data from the page into a .CSV file

Auto Confirmation Settings

Auto Confirm On

Operators have the option of setting an Auto Confirm indicator to “On” in order to allow 1Line to automatically confirm volumes that are nominated during each cycle. Scheduled and confirmed volumes are populated once the window is open for confirmations. The confirmations will continue to roll into the next cycle until the final ID3 cycle is complete unless the Operator enters an explicit confirmation quantity.

Note: An operator has the ability to explicitly/manually confirm any transaction even if Auto Confirm is ON.

The screenshot shows the Williams ONE software interface. At the top, there is a navigation bar with 'Home', 'My Dashboard', and 'Navigation'. Below this is a 'Confirmation' section with various filters and a table of nomination confirmation information. The 'Auto Conf: On' checkbox is circled in red.

Nomination Confirmation Information										Quantity for Selected Cycle				Last Confirmed at This Level		Affected Location				
Nom Beg Date	Nom End Date	Dir Flo	Upl/Dst ID/Name	Upl/Down K	Svc Req Prop	Svc Req	Svc Req Name	Svc Req K	Plg ID	Shipper Rank	Previous Sched	Nom Sched	Confirmed	Reduction Reason Code	Conf Sub Cycle	Inter Cycle (Y/N)	Cycle (Intra TD1-TD20)	Date / Time	Name	Loc
11/30/2022	11/30/2022	R	238906/1LINE DUMMY GAS CUSTOMER	238908	238906	123456789	1LINE DUMMY GAS CUSTOMER	9264115	SAMPLE NOM 5	100	1,604				Y	Y				9003442

Auto Confirm OFF

When Auto Confirm is OFF, the Location will not be confirmed if no confirmation action is taken. There will be no confirmed volumes unless operator explicitly inputs confirmed volumes into the confirmation cells. Date/Time stamps, along with the Operator's user ID for each nomination, will be generated if explicit confirmations are submitted.

Setting Auto Confirmation

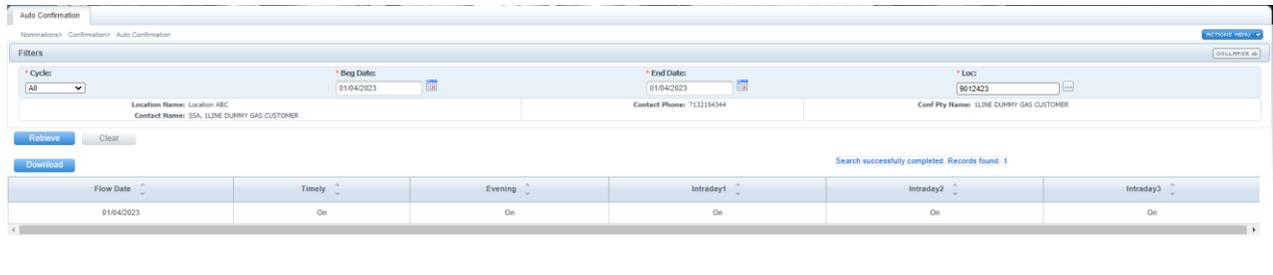
To turn Auto Confirm on or off:

1. Select: **Navigation > Nominations > Confirmation > Auto Confirmation**

The screenshot shows the Williams ONE software interface with the 'Auto Confirmation' menu option highlighted in the navigation tree. The interface includes a navigation bar, a navigation menu, and a main content area with various options and information.

- Choose the Cycle (All or a specific cycle), Begin Flow Date, End Flow Date, and Location ID of where Auto Confirmation is to be turned ON or OFF. Then select **Retrieve**.
- On the Auto Confirmation page, the fields that have red asterisks are required and must be filled in.**

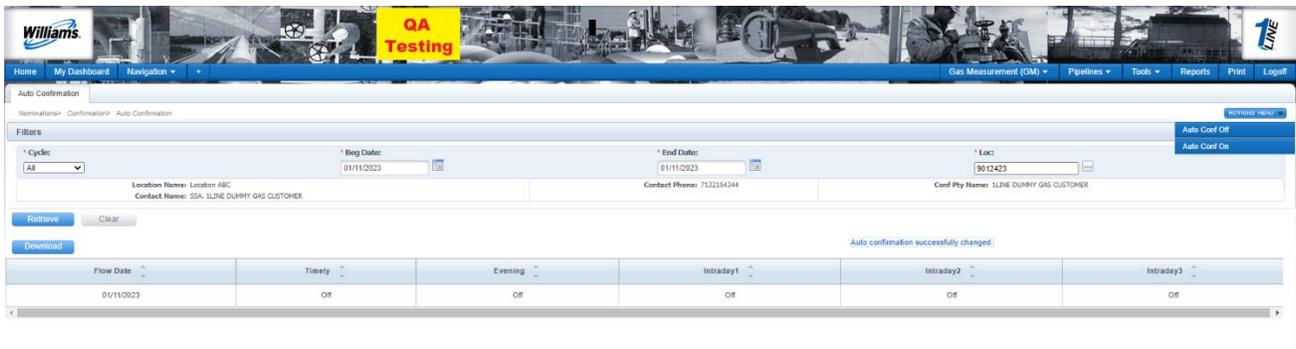
The example below shows that for Location ID 9012383 for all 5 NAESB cycles from January 4, 2023 to January 4, 2023 Auto Confirm is set to **ON**. If this location was currently set to Auto Confirm **OFF**, the information below for each cycle would say **OFF**.



In order to turn the Auto Confirm On or Off:

- Select: **Actions Menu > Auto Conf Off or Auto Conf On.**

Example showing Auto Confirm being turned OFF



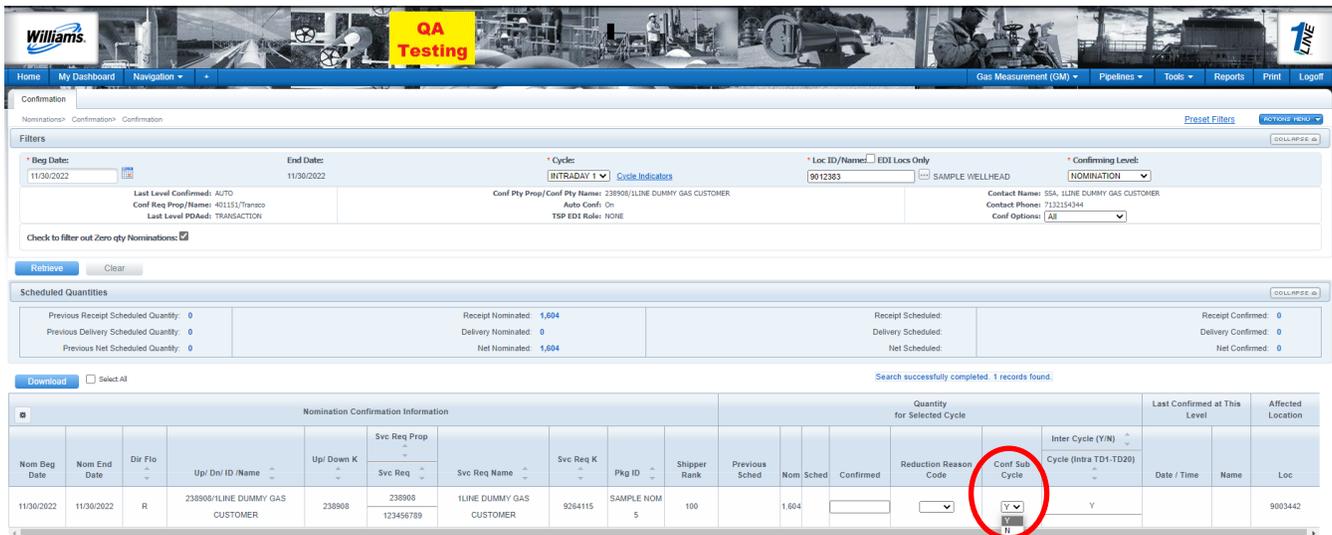
The 1Line system will take a minute to process the change and update the screen to show that the change has been submitted. Once it has been completed, the screen will display the new changes and a success message will be shown at the top of the screen ("Auto confirmation successfully changed").

Rolling Confirmations/Subsequent Cycle Indicator

The **Subsequent Cycle Indicator** may be set to control whether or not confirmation quantities "roll" throughout the cycles within a day. In general, the Subsequent Cycle Indicator is set to "Y"

so that submitted confirmations roll from one cycle to the next cycle within the gas day. For example, a volume that was confirmed in one Cycle (i.e. Timely) will also be rolled over and confirmed in the next cycle (i.e. Evening). The confirmation will continue to roll until the Operator explicitly changes the confirmation (and then the new quantity will roll) or until the final ID3 cycle has completed.

If the Subsequent Cycle indicator is set to “N” then the quantity confirmed for that Cycle *will not roll* into the next Cycle. The next Cycle’s quantity will revert back to the scheduled volume from the previous cycle.



Other variables that determine whether or not a confirmation quantity rolls to the next cycle(s) are the Auto Confirm setting and whether or not an Operator has manually/explicitly confirmed a quantity during the day. The table below shows the expected results due to the possible combinations of the Auto Confirm and Subsequent Cycle settings along with Explicit/Manual confirmations.

Results of Setting Auto Confirm and Subsequent Cycle Indicators

Auto	Explicit Confirmation	Subsequent Cycle	Results
On	Yes	Yes	Submitted Confirmation WILL Copy to next cycle
On	Yes	No	Submitted Confirmation WILL NOT Copy to next cycle
On	No	Yes	Auto Confirmation will be used in next cycle
On	No	No	Auto Confirmation will be used in next cycle
Off	Yes	Yes	Submitted Confirmation WILL Copy to next cycle
Off	Yes	No	Submitted Confirmation WILL NOT Copy to next cycle
Off	No	Yes	No scheduled confirmation
Off	No	No	No scheduled confirmation

Explicit/Manual Confirmation

To confirm a Location explicitly (rather than using Auto Confirm):

1. Select the **Confirmation Level**.
2. Input the desired confirmation volumes in the **Confirmed** cells for each transaction.
 - If volumes confirmed are less than what was previously scheduled for that day, Elapsed Pro Rata Scheduled Quantities (EPSQ) rules may apply. See below.
3. If volumes are reduced, then under the **Reduction Reason** column, choose the appropriate reduction reason code (See Reduction Reason Codes table below) for confirming a lower volume.
 - Reduction reason code is left blank if increasing a volume.
4. Use the **Subsequent Cycle** indicator to choose whether to roll the confirmation into the next cycle (Y), or to only confirm the volume within the current cycle (N).
5. Select the transaction row (will highlight in yellow when row is clicked on) of each transaction to be submitted for confirmation.
6. Go to **Actions Menu > Submit Confirmation**

The screenshot displays the 'Confirmation' screen in the Williams ONE system. At the top, there's a navigation bar with 'Home', 'My Dashboard', and 'Navigation'. A 'QA Testing' banner is visible. The main area contains several sections:

- Filters:** Includes fields for 'Beg Date' (11/30/2022), 'End Date' (11/30/2022), 'Cycle' (INTRADAY 1), 'Loc ID/Name' (9012383), and 'Confirming Level' (NOMINATION).
- Scheduled Quantities:** A summary table showing 'Previous Receipt Scheduled Quantity: 0', 'Receipt Nominated: 1,604', 'Receipt Scheduled: 0', and 'Receipt Confirmed: 0'.
- Nomination Confirmation Information Table:**

Nomination Confirmation Information										Quantity for Selected Cycle				Last Confirmed at This Level		Affected Location		
Nom Beg Date	Nom End Date	Dir Flo	Up/ Dni/ ID /Name	Up/ Down K	Svc Req Prop	Svc Req Name	Svc Req K	Pkg ID	Shipper Rank	Previous Sched	Nom Sched	Confirmed	Reduction Reason Code	Conf Sub Cycle	Inter Cycle (Y/N)	Date / Time	Name	Loc
11/30/2022	11/30/2022	R	238908/1/LINE DUMMY GAS CUSTOMER	238908	238908	1/LINE DUMMY GAS CUSTOMER	9264115	SAMPLE NOM 5	100		1,604			Y				9003442

Once confirmations have been submitted, for each transaction row item, a Date/Time stamp will be generated displaying when the confirmation was initiated along with the Operator’s User ID

Tips for Confirmations

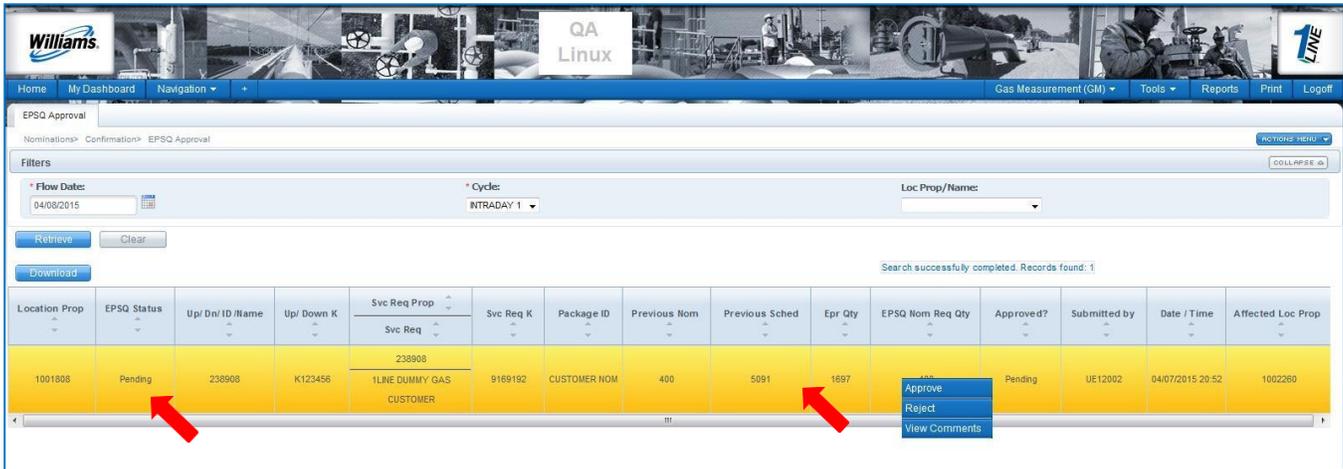
- Operator may not input a confirmation quantity that is greater than the original nominated quantity.
- A confirming party may **decrease a confirmation quantity at any time during the confirmation window** and the scheduling engine will reduce the scheduled volume to match the confirmed volume.
- A confirming party may also increase a confirmed quantity up to the original nominated quantity at any time, however **if the 2nd intermediate scheduling run (3rd run overall) has already completed, the scheduling engine will NOT increase** the scheduled quantity for that cycle. Refer to the [Confirmation Cycles](#) table above.
- Decreases in confirmation quantities for ID1, ID2 or ID3 cycles are subject to Elapsed prorata-scheduled quantity (EPSQ) limitations. Any nomination or confirmation decreases submitted in the ID1, ID2 and ID3 cycles will be subject to the following rules:
 - For **Timely and Evening cycles**, a scheduled volume can be confirmed down to zero with no issues of EPSQ.
 - For the **ID1 cycle**, a previously scheduled nomination may only be **reduced by 19/24** of its scheduled volume.
 - For the **ID2 cycle**, a previously scheduled nomination may only be **reduced by 15/24** of its scheduled volume.
 - For the **ID3 cycle**, a previously scheduled nomination may only be **reduced by 11/24** of its scheduled volume.

Reduction Reason Codes

Code Value Description	Code Value Definition	Code Value
Confirming party reduction at receipt location	Confirming party has reduced the confirmation at the receipt location	PRR
Confirming Party reduction at delivery location	Confirming party has reduced the confirmation at the delivery location	PRD
No corresponding nomination at receipt location	No corresponding delivery nomination upstream of the location that matches the information given	013
No corresponding nomination at delivery location	No corresponding delivery nomination downstream of the location that matches the information given	014

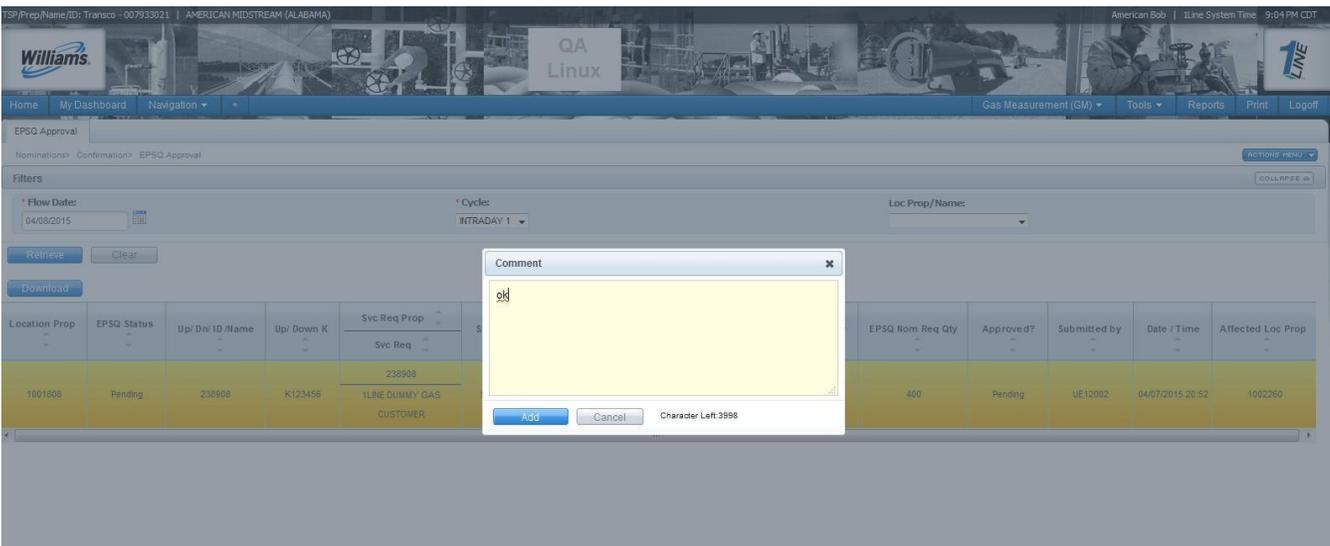
EPSQ Operator Confirmations

To confirm or reject the request, the operator can go to **Navigation>Nominations > Confirmation > EPSQ Approval** to view the EPSQ details. The page provides pertinent nomination details as well as the overall EPSQ request status, previously scheduled volume, the EPR volume, and the current request.



To approve the request, the operator can select the row and then Select: **Actions>Approve**. The operator will then have the option to add any comments.

****Note that the operator can only approve or reject the EPSQ request on the EPSQ Approval page and not on the confirmation page. In addition, because the scheduling run has not started for this cycle, the confirmation page will not have the EPR volume available. After the Scheduling Pre run has completed for ID1, the confirmation page will show both the nominated volume and the updated EPR volume.**



After the operator approves the request, the page reflects the changes made. Note that the **Approved** column pertains only to this operator. The overall EPSQ status is still pending, awaiting action by the delivery operator.

Location Prop	EPSQ Status	Up/ Down ID /Name	Up/ Down K	Svc Req Prop Svc Req	Svc Req K	Package ID	Previous Nom	Previous Sched	Epr Qty	EPSQ Nom Req Qty	Approved?	Submitted by	Date / Time	Affected Loc Prop
1001808	Pending	238908	K123456	238908 1LINE DUMMY GAS CUSTOMER	9189192	CUSTOMER NOM	400	5091	1897	400	Approved	UE12018	04/07/2015 20:52	1002280

Post Cycle Confirmation

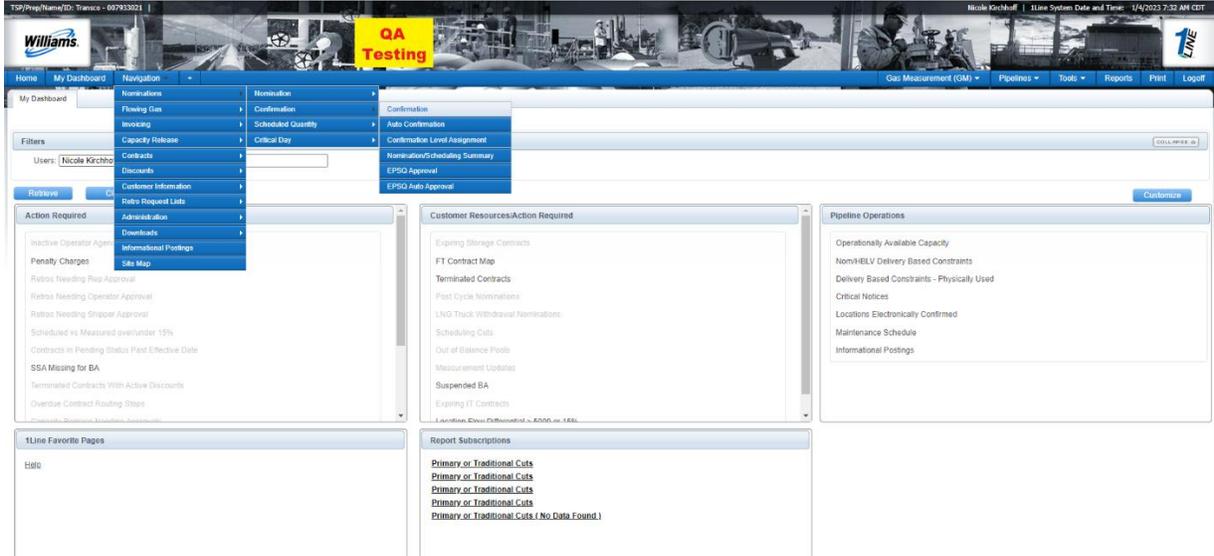
Tips for Confirming Post Cycle Nominations:

- There is no EPSQ rule for the Post Cycle since this cycle occurs after the gas has completely physically flowed for that gas day.
- The Post Cycle is an all-or-nothing opportunity; nomination is scheduled in-full or not at all, as operational conditions permit.
- Post Cycle is not a NAESB-required cycle and must be confirmed by 10:30AM
- There are no intermediate scheduling runs during the Post Cycle. In order for a Post Cycle nomination to successfully schedule, both the receipt and delivery locations must be explicitly confirmed, meaning the confirming parties must manually submit their confirmation in 1Line unless the operator is the same as the shipper/agent then it will be auto approved. A date/time stamp with their User ID will be saved. The confirmation page will display a column called “Rec/Del Conf Status” that indicates the status of the nomination that the operator has applied.
- Operators have the ability approve or reject post nominations. If rejecting, operators are required to select a reduction reason.
- Post nominations in pending status that are not confirmed will automatically be rejected when the post cycle scheduling process completes.
- Auto-Confirmation is defaulted to **OFF** for Post Cycle. Also, the confirmation volume must be the same as the nominated volume (it cannot be below or above the nominated volume). If a confirming party tries to confirm a volume that is even 1 Dth different than what is nominated, the confirmation will not be successful and the scheduled quantity at the Location will revert

back to the ID3 final scheduled volumes.

To confirm Post Cycle quantities:

1. Select: **Navigation > Nominations > Confirmation > Confirmation**



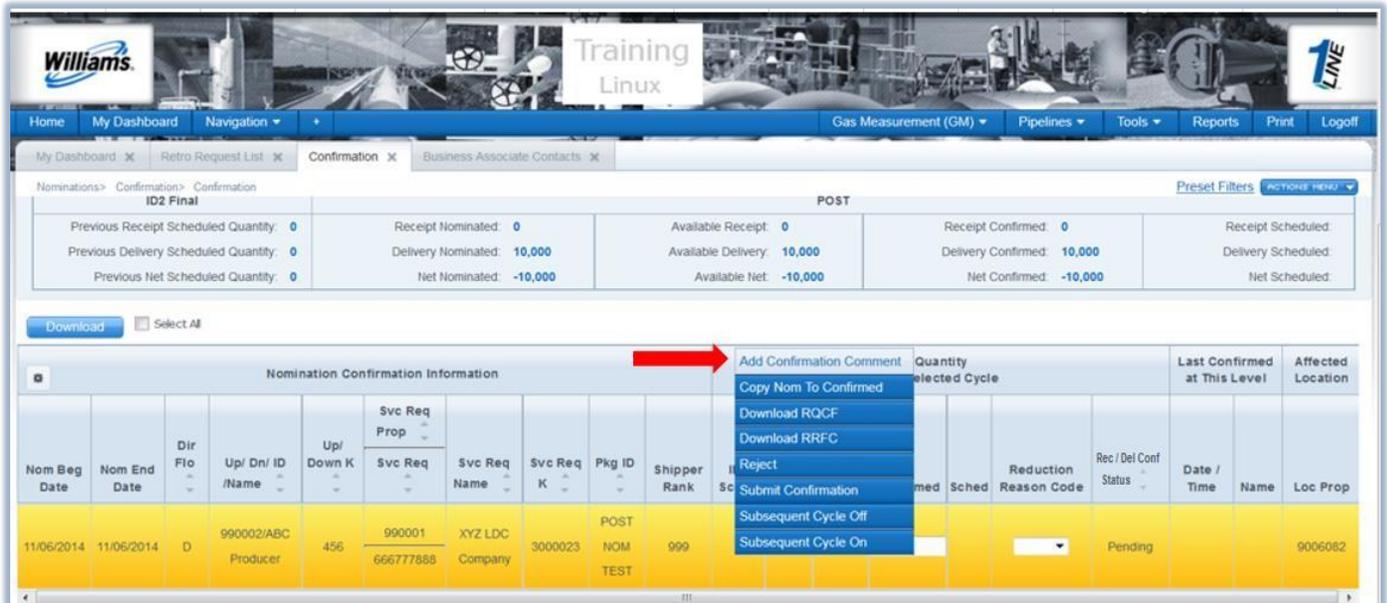
2. On the Confirmation Page, fill in the correct drop down filters.

- Begin (Flow) Date: Use previous gas day's date Cycle: Post
- Location ID
- Confirming Level: Transaction

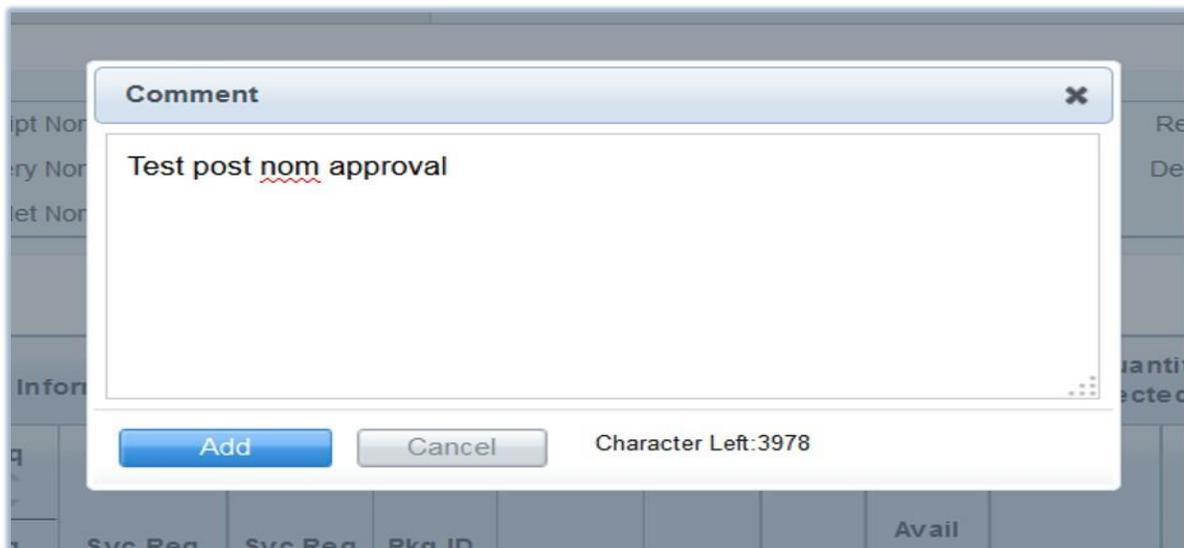
3. Select Retrieve



- Select the transaction row (will highlight in yellow when row is clicked on) associated to the desired Post nomination.
- Right click or Select: **Actions Menu > Add Confirmation Comment**



- Type in a comment for your own reference. Then select **Add**.



- Select: **Actions Menu > Submit Confirmation**

Williams ONE Training Linux

Home My Dashboard Navigation Gas Measurement (GM) Pipelines Tools Reports Print Logoff

My Dashboard Retro Request List Confirmation Business Associate Contacts

Nominations> Confirmation> Confirmation ID2 Final Preset Filters Actions Menu

POST

Previous Receipt Scheduled Quantity: 0	Receipt Nominated: 0	Available Receipt: 0	Receipt Confirmed: 0	Receipt Scheduled: 0
Previous Delivery Scheduled Quantity: 0	Delivery Nominated: 10,000	Available Delivery: 10,000	Delivery Confirmed: 10,000	Delivery Scheduled: 0
Previous Net Scheduled Quantity: 0	Net Nominated: -10,000	Available Net: -10,000	Net Confirmed: -10,000	Net Scheduled: 0

Download Select All

Nomination Confirmation Information										Quantity for Selected Cycle				Last Confirmed at This Level		Affected Location
Nom Beg Date	Nom End Date	Dir Flo	Up/ Dn/ ID /Name	Up/ Down K	Svc Req Prop	Svc Req Name	Svc Req K	Pkg ID	Ship	Confirmed	Sched	Reduction Reason Code	Rec / Del Conf Status	Date / Time	Name	Loc Prop
11/06/2014	11/06/2014	D	990002/ABC Producer	456	990001 666777888	XYZ LDC Company	3000023	POST NOM TEST	999	10000			Pending			9006082

Dropdown menu options: Add Confirmation Comment, Copy Nom To Confirmed, Download RQCF, Download RRFC, Reject, Submit Confirmation, Subsequent Cycle Off, Subsequent Cycle On

A date/time stamp of the confirmation will generate along with the User ID of the confirming Party.

Williams ONE Training Linux

Home My Dashboard Navigation Gas Measurement (GM) Pipelines Tools Reports Print Logoff

Post Nom Status View Retro Request List Confirmation

Nominations> Confirmation> Confirmation Preset Filters Actions Menu

Filters

* Beg Date: 11/06/2014 End Date: 11/06/2014 * Cycle: POST * Loc Prop/Name: 9900001 XYZ LDC Corp * Confirming Level: NOMINATION

Loc (DBR): 4232 Conf Pty Prop/Conf Pty Name: 990001/XYZ LDC Company Conf Party Contact Name: Judy Hall

Last Level Confirmed: NOMINATION Auto Conf: TSP EDI Role: Responder Conf Party Contact Phone: 713-215-4622

Conf Req Prop/Name: 43131/Transac Last Level PDAmb: TRANSACTION Conf Options: All

Show Only Retros: Check to filter out zero qty nominations: Show PDAs:

Review Clear

Scheduled Quantities

ID2 Final POST

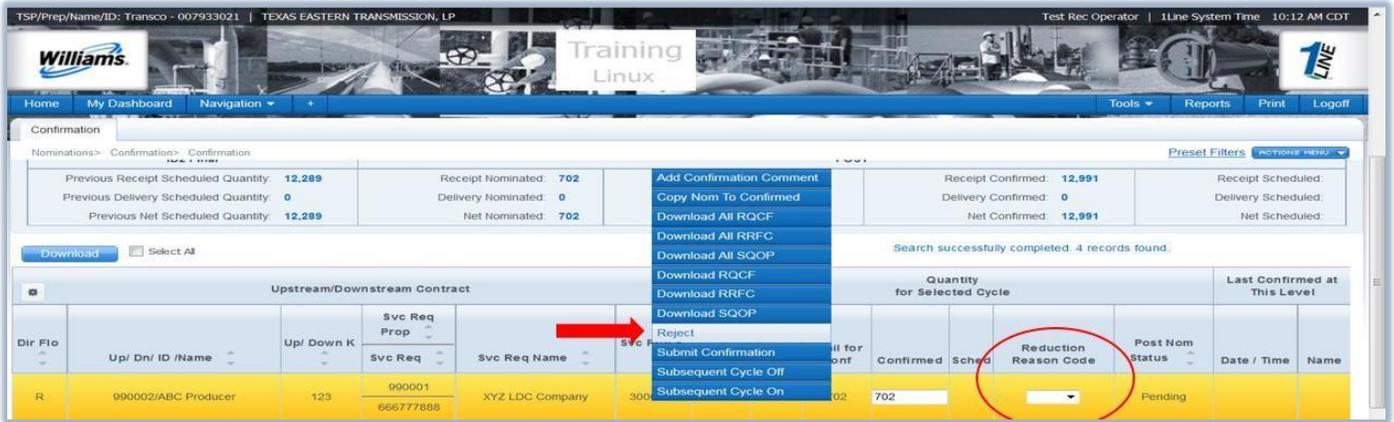
Previous Receipt Scheduled Quantity: 0	Receipt Nominated: 0	Available Receipt: 0	Receipt Confirmed: 0	Receipt Scheduled: 0
Previous Delivery Scheduled Quantity: 0	Delivery Nominated: 10,000	Available Delivery: 10,000	Delivery Confirmed: 10,000	Delivery Scheduled: 0
Previous Net Scheduled Quantity: 0	Net Nominated: -10,000	Available Net: -10,000	Net Confirmed: -10,000	Net Scheduled: 0

Download Select All Search successfully completed. 1 records found.

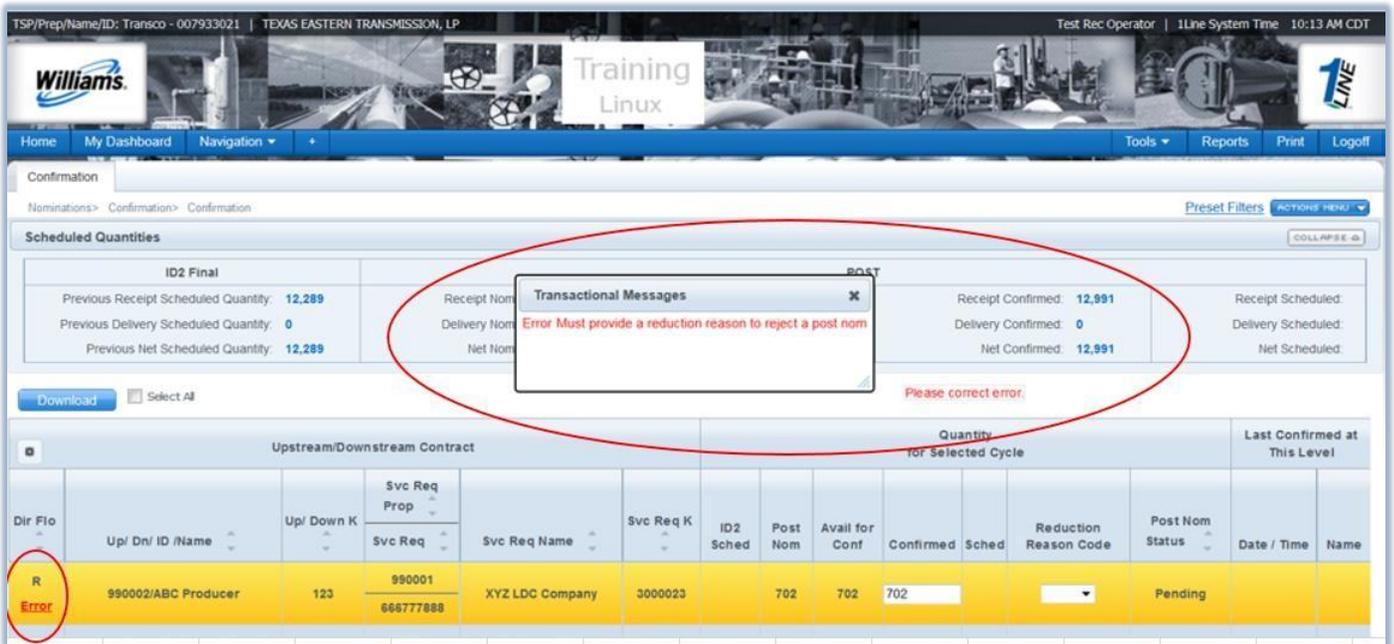
Nomination Confirmation Information										Quantity for Selected Cycle				Last Confirmed at This Level		Affected Location			
Nom Beg Date	Nom End Date	Dir Flo	Up/ Dn/ ID /Name	Up/ Down K	Svc Req Prop	Svc Req Name	Svc Req K	Pkg ID	Shipper Bank	ID2 Sched	Post Nom	Avail for Conf	Confirmed	Sched	Reduction Reason Code	Rec / Del Conf Status	Date / Time	Name	Loc Prop
11/06/2014	11/06/2014	D	990002/ABC Producer	456	990001 666777888	XYZ LDC Company	3000023	POST NOM TEST	999	10,000	10,000	10,000	10,000			Approved	11/07/2014 10:19	UE11742	9006082

To reject Post Cycle quantities:

1. Select a Reduction Reason Code (Reason Code is required or error will display) and then Select: **Actions Menu > Reject**



Example of error if no Reduction Reason Code is not selected:



Once confirmation is submitted, a date/time stamp of the confirmation will generate along with the User ID of the confirming Party.



Note: An operator has the ability to submit confirmation changes till 10:30 AM CST. Example: Reject then approve or approve and then reject.

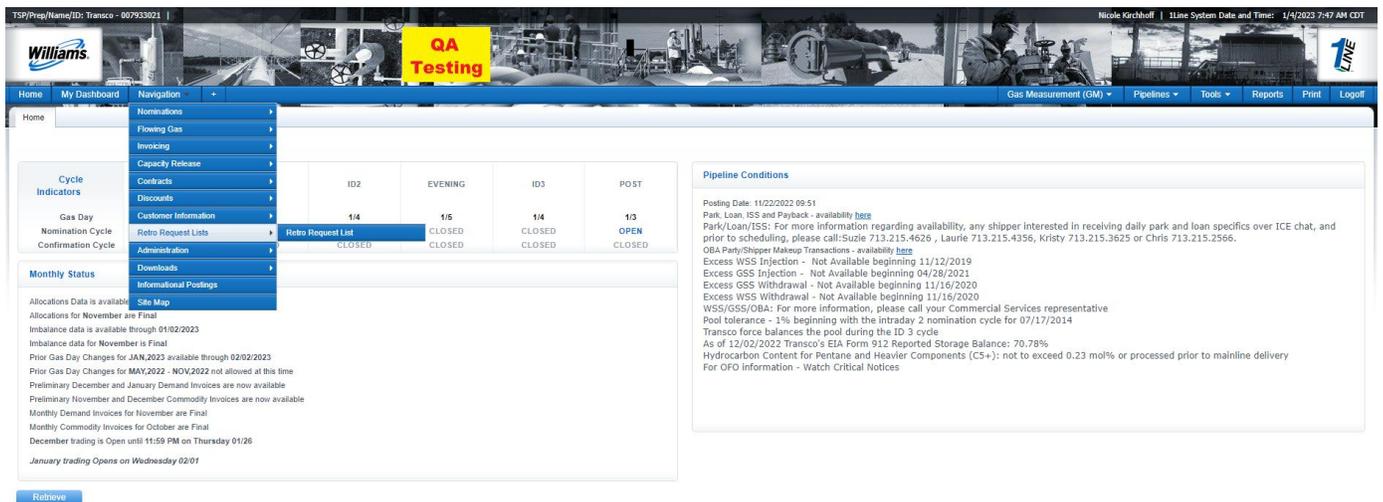
Retro Cycle Confirmation

Confirming Retro Cycle Nominations

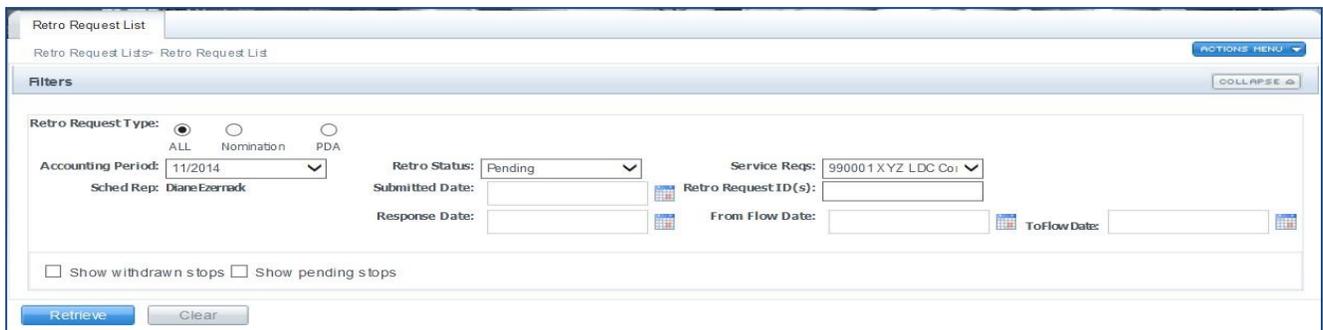
Once a retro nomination has been submitted, all affected parties at the Location will receive an email notification with a Retro ID number. This Retro ID number is used to find and track the retro in 1Line.

To confirm a Retro nomination, first locate the Retro:

1. Select: **Navigation > Retro Request Lists > Retro Request List**



2. Populate the dropdown filters (Accounting Period, Retro Status, Retro Request ID(s), etc.) to locate the retro nomination.
3. Select **Retrieve**.



The **Retro Request List** page is used to view the details of the retro nomination. To expand the rows of the retro, select the +/- symbol in the first column.

The Operator cannot confirm the retro from the **Retro Request List** page. Confirmations for Retro Cycle must be done from the **Confirmation Transaction Level** page.

Retro Request List										
Retro Request Lists > Retro Request List										ACTIONS MENU
	Retro Request ID	Retro Type	Initiating BAID Svc Req	Scheduling Rep	Expiration Date	Flow Date	Acctg Period	Submitted Date	Retro Status	Error
	306687	Nomination	XYZ LDC Company/990001	Diane Ezernack	01/04/2015	12/03/2014	12/01/2014	12/05/2014	Pending	
Routing Activity					Retro Type	Responsible Party/BAID	Response Date	Status	User ID	Comments
Nom Submitter < K# 3000023 > < Up K# 123/ Dn K# 456 > < Submitted By: UED1704 (XYZ Contact (a)) >					Nomination	XYZ LDC Company/990001	12/05/2014 10:29:17	Approved	XYZ Contact (a)/7132152000	N
Receipt Operator					Nomination			Pending		N
Delivery Operator < LocID: 9000001 >					Nomination	XYZ LDC Company/990001	12/05/2014 10:29:18	Approved	ISPPROD	N
Transportation Services Review					Nomination	Diane Ezernack/990001	12/05/2014 10:29:18	Approved	ISPPROD	N

1. To confirm the retro nom, Select: **Navigation > Nominations > Confirmation>Confirmation**



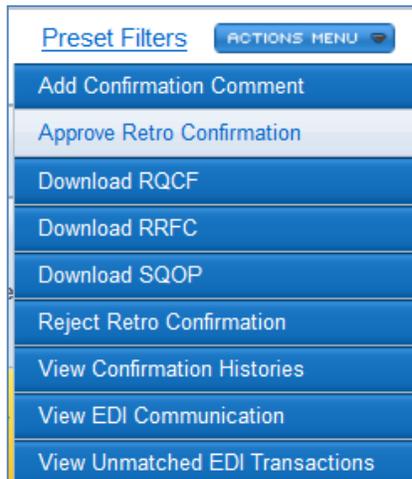
2. On the **Confirmation** page, fill in the drop down filters.

- Begin (Flow) Date (use previous gas day's date)
- Cycle: RETRO
- Location ID
- Confirming Level: Transaction or other desired level

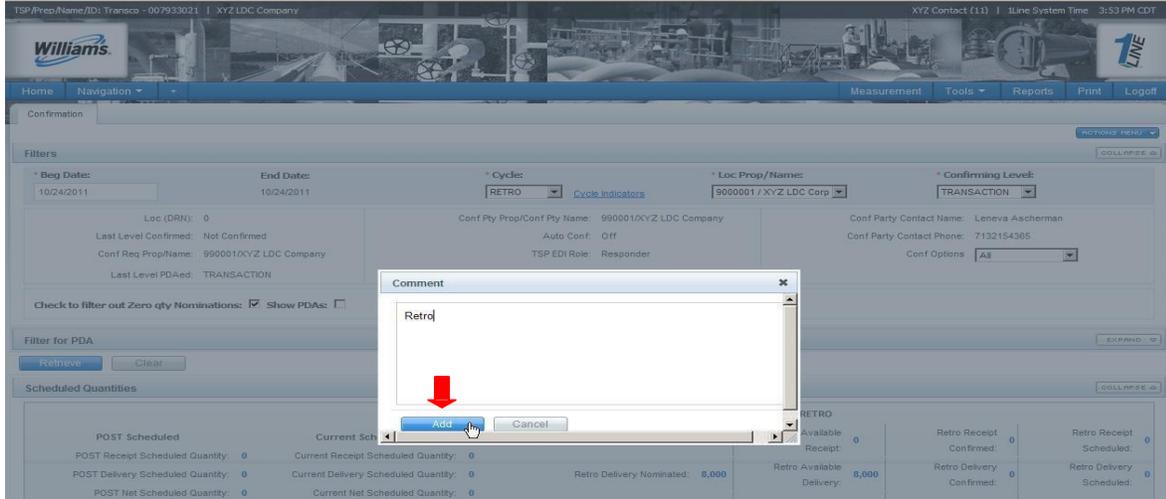
3. Select **Retrieve**

The screenshot shows a 'Confirmation' filter section. It includes fields for 'Beg Date' (12/03/2014), 'End Date' (12/03/2014), 'Cycle' (RETRO), 'Loc Prop/Name' (9006082), and 'Confirming Level' (UPDNCONTRACT). There are also fields for 'Loc (DRH)', 'Last Level Confirmed', 'Conf Req Prop/Name', 'Last Level PDAed', 'Conf Pty Prop/Conf Pty Name', 'Auto Conf', 'TSP EDI Role', 'Conf Party Contact Name', 'Conf Party Contact Phone', and 'Conf Options'. At the bottom, there are checkboxes for 'Show Only Retros', 'Check to filter out Zero qty Nominations', and 'Show PDAs'. 'Retrieve' and 'Clear' buttons are at the bottom left.

4. Select the **transaction row** (will highlight in yellow when row is clicked on) associated to the desired retro nomination.
5. Right Click or Select: **Actions Menu > Approve Retro Confirmation**



6. Type in a comment for your reference, then select **Add**.



7. A date/time stamp of the confirmation will generate along with the User ID of the Confirming Party. **Retro Confirmation Status** cell will also show **APPROVED**.

Quantity for Selected Cycle				Last Confirmed at This Level	
Retro Conf Status	Reduction Reason Code	Retro Scheduled	Retro Request ID	Date / Time	Name
APPROVED			310387	12/05/2014 16:29	JARIAS

Please contact your Commercial Services Rep with any Confirmation questions.