



**Training Module** 

This module describes the process of submitting and processing nominations submitted below the Elapsed Pro-Rata Quantity ("EPSQ") Volume. This process automates the manual procedures previously performed by Transco personnel, allowing for a more efficient nomination and confirmation process.



# **Table of Contents**

Important Information – Please Read	3
Introduction	4
New EPSQ Process	4
Submitting Nominations below EPSQ	5
Email Notifications	7
Shipper Notification	7
Operator Notification	7
Operator Confirmations	8
View Status	9
Scheduling Results	10
New Scheduling Timelines	11
EPSQ Example – Based on Formula:	11
EPSQ Example Based on remaining Flow ID1 Nomination:	12

# **Important Information – Please Read**

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 <u>Transco's Informational Postings page</u>, and select **Tariff** from the left-hand navigation menu.

# Introduction

This module discusses opportunities for customers to submit certain nominations below the elapsed pro-rata scheduled quantity (EPSQ) without the assistance of a Commercial Services representative. This process was previously performed manually based on written requests from a shipper, with approval from affected parties. To streamline this process, Transco has developed a new way for customers to submit certain EPSQ requests.

## **New EPSQ Process**

The new process for submitting nominations below EPSQ is shown below:



Some items to keep in mind regarding the process:

- Two new pages are being introduced for EPSQ: EPSQ Status and EPSQ Approval. The EPSQ Status page (Nominations > Nomination > EPSQ Status) will be used by shippers to track their request. The EPSQ Approval page (Nominations > Confirmation > EPSQ Approval) will be used by operators to confirm or reject a request.
- 2. EPSQ requests are considered on a transaction basis only, and not on a location or other aggregate basis.
- 3. Submitted EPSQ Requests must be approved before the <u>nomination deadline</u> to be scheduled. The ID1 nomination deadline is 10:15AM, ID2 nomination deadline is 2:45PM, and ID3 nomination deadline is 7:15PM. EPSQ nominations for ID1 which are not approved by the 10:15 deadline can still be approved by the ID2 nomination deadline. EPSQ nominations for ID2 which are not approved by the 2:45PM deadline can still be approved by the ID3 nomination deadline.
- 4. EPSQ requests that are <u>not</u> approved will be scheduled at the EPR (Elapsed Pro rata) volume.

- 5. When an EPSQ request is submitted, a confirming email will be sent to the shipper, and a confirming email will also be sent to the operator(s) once the EPR volume is finalized.
- 6. Shippers who are also operators will have their locations automatically approved.
- 7. The impacted upstream or downstream shipper (Pool, Storage Transfer, and Transfer) is considered the "Operator" for this approval (e.g., a Market nomination received from a pool below EPSQ would generate an email notification to the upstream pooling contract owner as the "Operator" for approval on the EPSQ Approval page.)

Emails are sent to the following:

- Shipper & Upstream Downstream considered "Operator": those with Nominations role will receive an email.
- **Locations Operator**: those and their agents with the Confirmation role will receive an email. This email is sent if the nomination(s) are requested below EPSQ and Transco, after final scheduling, has determined the noms to be below ESPQ.
- **Commercial Service Rep**: will receive a notification email that their shipper has sent an EPSQ request.
- To receive this email both the Primary email and role email needs to be checked. These email selections are found on the Business Associates Contact Page.
- 8. The "Operator" should ensure any impacted nominations are submitted to obtain approvals to go below EPSQ if necessary. If not the request(s) may be **Rejected by the System.**
- If the EPSQ nomination requests cause another transaction to go below EPSQ (such as w/pool balancing/storage transfer balancing and transfer balancing) the EPSQ request could be Rejected by the System on the EPSQ Status and EPSQ Approval pages for the EPSQ Status.

# Submitting Nominations below EPSQ

Submitting a nomination below the EPR amount follows the same process and Action Menu being used today:

19-Prep Name //D: Transco - 00793921   II:NE DUMMY		QA Linux				Customer A   1Lr	eports Print Logoff
Retrieve Nominations Nomination> Retrieve Nominations Filters						Prese	t <u>Filters</u> Actions Here Collarse a
Transaction Type: (use commas for Multiple Selections) 01 II   <u>Cycle Indicators</u>	* Begin Gas Flow Date: 04/08/2015	* End Gas Flow D 04/08/2015	ate:	Svc Req Prop:		Svc Req Name:	
The Following Filters are Available for Searches/R Note that fields marked with "** are available as will Swc Reg K: 9169192 en Rec Loc Prop: Del Loc Prop: Retro Nom ID:	etrieve Nominations dcard searches. Use the "%" key before or after "*Package ID: "*Up ID Prop: "*Up ID Prop: Date Submitted:	the search item (e.g., %Nom or No	m%). If "%" is not used, the search Nom Stat **Up **Dn Retro State	Calculate Fuel Create Delete Nom Download NMST Edit Create Edit WIP	y.	Cycle: Nane Selecte Receipt Zone: Delivery Zone:	collress a
Select method for daplaying retrieved data:           Retrieve         Clear           Download         Select Al           Image: Nom Status         Retro Status	Svc Req K 🚊 Beg Date 🔒	g MDQ Calculate Remove List Retro Submit Save Nom tal Quantity: Recept 50 / Delivery 491 Submit Auto Disagg uccessfully completed. Records found: 1 Submit Collection					
Error Retro Request ID 🗘	Svc Req Name         End Date           69192         04/08/2015           NE NUMY GAS CUSTOMED         04/08/2015	Cycle Package ID 01 CUSTOMER NOM	Rec Loc Name         Rec Qty           1001808         400	Upload NMST Validate Collection View Nomination History Withdrawal	ame Del Rank D 999 100	Del Qty	Dn ID Prop-Name
	Denter Des Costoners 04002013		In Control		333 110	A Market of a second seco	20000 rune D

Figure 1- Submit Nomination below EPSQ

In this example, the nomination was previously submitted for the evening cycle with a delivery volume of 5,000. A request is submitted to change the volume to 400 for the ID1 cycle. The user selects the nomination and then selects **Actions>Submit Collection** to submit the request. Once submitted, a window will appear for the user to complete the request.

e Nominations													
	ve Norrecutions												Preset Fi
saction Type: (use commo	s for Multiple Selections)	* Begin Gas Flow Date	oc.		* End Gas Flow Dates			SvcRe	1Prop.			Svc Req Name:	
II   Sycia India	Latora	EPSQ Request											
ollowing Filters are Avai	ilable for Searches/Re	rii Svc Req	K Beg Date	Π		Rec Loc	Rec Qty	Up К	Del Loc	Del Qty	Dn K		
at fields marked with """	Is marked with "" are available as wildcard se Svc Req Name End Date Cycl		Cycle	Cycle Package ID R	Rec Loc Name EPSQ C	EPSQ Qty Up ID Prop-Nan	Up ID Prop-Name	ame Del Loc Name	EPSQ Qty	Dn ID Prop-Name			
Svc Req K:		9184517	03/07/2016	01		1001808	1 123456	1002250 1	1	123456	Cycle	None Selected	
Rec.Loc		1LINE DUMMY GAS	AS CUSTOMER 03/07/2016 INTRADAY 1		CUSTOMER NOM TEST	SNOLI	106	238908-1LINE D	NC	104	238908-1LINE D	Receipt Zone:	
Retro Nose ID:	et data:	Hold to EPSQ – Cancel – Return Submit With EP	Nominated volumes m to nomination page to SQ Request – Submit I limits, please check fi	ay be subje correct qua nomination nal schedul	ect to EPSQ adjustment antities which are below (s) below EPSQ quantity led volumes for previous	based on the in EPSQ and generate r	nformation notifications ly become	available so far. s to affected parties available.	for Approval/R	ejection.			
		14 12											
TE Select Al					Hold to EPSO	Cancel	Sob w	AEPSO Reg				TRADAY 1 cycle	
om Status 📜 Retro	Status [	Sve Rog K	Beg Dato	т :		Rector			Up 1	e :-	Rec Rank	Del Loc	
Error Retro Re	equest ID 📋 Sv	c Reg Name 📋	End Date	Cycle	Package ID	Rec Loc Na	me I i	Ruc Oty 🗧 Fire	🐁 Up ID Prop	Mame 🔅	Det Rank	Del Loc Name	Del Qty
WIP	9164517		03/07/2016		CUSTOMER NOM TES	1001808	1		123456		999	1002260	1 12

Figure 2 - EPSQ Nomination Options

Once submitted, the user has three choices for the EPSQ request:

- Hold to EPSQ Submit nomination at EPR volume;
- Cancel Returns to the nomination page to correct volumes;
- Submit EPSQ Request Sends requests to operator(s) for approval.

Note that the window displays both the nominated volume and the EPR volume for the shipper to review before request is submitted. Once submitted, the nomination page will display the nominated volume and not the EPR volume.

## **Email Notifications**

#### **Shipper Notification**

After the EPSQ Request is submitted, the following message will be sent from 1Line to the shipper notifying the request has been sent to the confirming parties as needed.



Figure 3 - Shipper Confirming Email

#### **Operator Notification**

The following is the email notification sent to the operator or the impacted upstream/downstream shipper, which includes the location and gas day covered by the EPSQ request. It also provides the deadline(s) the request must be approved by. \*\*Note that if the shipper is also the operator, an email will **not** be sent and the location will be automatically approved.



Figure 4 - Operator Email Notifying of a Nomination Request below EPSQ

# **Operator Confirmations**

To confirm or reject the request, the locations operator, the impacted upstream/downstream shipper or upstream/downstream storage party, 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.

Williams	s.					QA Linux					6			1
Home My Da	ashboard Na	vigation 👻 🔸		N47	No.						Gas Measure	ment (GM) 👻	Tools 👻 Repo	orts Print Logoff
EPSQ Approval														
Nominations> C	onfirmation> EPSQ	Approval												ACTIONS MENU V
Filters														COLLAPSE A
* Flow Date: 04/08/2015					Cycle:					Loc Prop/Name:	•			
Retrieve Download	Retrieve     Clear       Download     Search successfully completed. Records found: 1													
Location Prop	EPSQ Status	Up/ Dn/ ID /Name	Up/ Down K	Svc Req Prop	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	9169192	CUSTOMER NOM	400	5091	1697	Approve Reject	Pending	UE12002	04/07/2015 20:52	1002260
٠.							m			View Comments	3			ŀ

Figure 5-EPSQ Approval Page for Operators

To approve the request as shown on Figure 6, 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 <u>not</u> 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.

TSP/Prep/Name/ID: T	iransco - 00793302	1   AMERICAN MIDSTR	REAM (ALABAMA)	150							Ame	rican Bob   1Line S	ystem Time 9:04 PM CDT
Williams	F.					QA Linux		<b>REAL</b>		B4			1
Home My Da	shboard Nav									Gas Measure	ment (GM) 👻	fools 👻 Repo	rts Print Logoff
EPSQ Approval													
Nominations> Co	nfirmation> EPSQ	Approval											ACTIONS HERE -
Filters													
* Flow Date: 04/08/2015					Cycle:				Loc Prop/Name	×			
Retrieve					Commen	t		×					
Download					ok								
Location Prop	EPSQ Status	Up/ Dn/ 1D /Name	Up/ Down K	Svc Req Prop	S				EPSQ Nom Req Qty	Approved?	Submitted by	Date / Time	Affected Loc Prop
*.				Svc Req									
1001808			K123456		Add	Can	Character L	.d	400	Pending			
• [							111.						•

Figure 6 - Operator Confirms the EPSQ Request

After the operator approves the request, the page reflects the changes made as shown on Figure 7. Note that the **Approved?** column pertains only to this operator. The overall EPSQ status is still pending, awaiting action by the delivery operator.

TSP/Prep/Name/ID:	Transco - 00793302	1   AMERICAN MIDSTR	REAM (ALABAMA)				0.0		-	a manager that the same		Ame	rican Bob   1Line S	ystem Time 9:04 PM CDT
Williams						QA Linux					Ba.			
Home My Da	ashboard Na	vigation 👻 🔸		Contraction and the Automation of the							Gas Measurer	ment (GM) 👻 📑	Tools - Repo	rts Print Logoff
EPSQ Approval														
Nominations> Co	onfirmation> EPSQ	Approval												HOTIONS HENU V
Filters														COLLAPSE A
* Flow Date: 04/08/2015					Cycle: INTRADAY 1 👻					Loc Prop/Name:	•			
Retrieve Download	Clear													
Location Prop	EPSQ Status	Up/ Dn/ ID /Name	Up/ Down K	Svc Req Prop	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	9169192	CUSTOMER NOM	400	5091	1697	400	Approved	UE12018	04/07/2015 20:52	1002260
< [							III.							۱.

Figure 7 - EPSQ Approval Page after Operator Update

#### **View Status**

The requesting shipper can review the status of the request at any time by going to **Navigation**> **Nominations** > **Nomination** > **EPSQ Status**. In the example below, only the Receipt Operator has approved the request. The EPSQ Status will remain in 'Pending' status until the Delivery Operator rejects or approves the request. If no action is taken, the EPSQ Status will remain in 'Pending' status, yet the nomination will be scheduled at the EPR volume.

Williams				8		QA Linux							1
Home My D	ashboard Navigation -	+			-							Tools - Rep	orts Print Logo
EPSQ Status													
Nominations> N	omination> EPSQ Status												ACTIONS HEND
Filters													COLLAPSE 4
* Flow Date: 04/08/2015			* Cycle: INTRADAY 1	•		Svc Reg Prop:	-	Svc Rec	a Name:		Service Del	ivery Rep:	
Retrieve Download	Clear Select All								Search	successfully completed. R	ecords found: 1		
	Svc Req K 🌲			Rec Loc Prop			⊎рК 🗘	Del Loc Prop 🌲		Dn K			
EPSQ Status	Svc Req Name 🖕	ττ <sup>‡</sup>	Package ID 🖕	Rec Loc Name 🚆	Rec Qty 🍦	Rec EP SQ Status 🖕	Up ID Prop-Name 🖕	Del Loc Name 🖕	Del Qty 🍦	Dn ID Prop-Name 🖕	Del EP SQ Status	Submitted By	Submitted Date 🖕
Deadler	9169192		CUSTONED NON	1001808	100		K123456	1002260	202	K123456	Deadlas	11542002	04072045 20.52.25
Pending	1LINE DUMMY GAS CUSTOMER	01	CUSTOMER NOM	MAGNOLI	400	Approved	238908 - 1LINE DU	NOKESVI	- 393	238908-1LINE D	Pending	0612002	04/07/2015 20.52.55

Figure 8 - EPSQ Status for Shipper

#### **Scheduling Results**

Home )	My Dashboard	Naviga	tion -	A				QA Linu	X				ų P			Tools • Re	ports Print	
Nom Details																		
Nominations	> Scheduled Quan	tity> Revi	ew/Select Sci	heduling Runs >	Nom Details												ACTIO	INS HENU
Filters																	00	DIL APSE A
	Flow Date: 04/08/2015 Sxc Req Peop: 238908 Viewing Options: ③ View Cuts ⑧ View All								Svc Req N	Cycle: INTRA lame: ILINE Ø Sh	DAY 1 DUMMY GAS CUS ovy PDAs	TOMER			Ri	in Type: Final Confirmation c Req K: 9169192		
Retrieve	d 📄 🗐 Indude N	ested											Searc	h successfully comple	ted. Records f	pund: 2		
Rec Loc Prop	Rec Loc Name	Uр К	Up ID Prop	Rec Nom Dth	Rec Sched Dth	Total Rec Cuts	Del Loc Prop	Del Loc Name	Dn K	Dn ID Prop	Del Nom Dth	Del Sched Dth	Total Del Cuts	Package ID	Discount Rate	TT Desc	Sch	ed Fuel Dth
1001808	MAGNOLIA M3547	K123456	238908	400	400	•	1002260	NOKESVILLE	K12345	6 238908	393	393	K	0 CUSTOMER NOM	0.3734	CURRENT BUSINESS (TRANSPORTATION)		2

Figure 9 - EPSQ Request Is Scheduled

In this example, the Delivery Operator approved the request before the ID1 nomination deadline. Since all parties approved the request, the nomination is now scheduled. However, if the approval <u>had</u> <u>not</u> been made by the ID1 nomination deadline, the <u>scheduled</u> receipt/delivery volumes would adjust to the EPSQ volume.

The "Operator" should ensure any impacted nominations are submitted to obtain approvals to go below EPSQ if necessary. If not, the request(s) may be **Rejected by the System**. If the EPSQ nomination requests cause another transaction to go below EPSQ (such as w/pool balancing/storage transfer balancing and transfer balancing) the EPSQ request will be **Rejected by the system** on the EPSQ Status and EPSQ Approval pages for the EPSQ Status.

	Timely	Evening	Intraday 1	Intraday 2	Intraday3	Post	Retro
Nom. Due	1:00 pm	6:00 pm	10:00 am	2:30 pm	7:00 pm	10:00 am	
Pre-Conf.	1:45 pm	6:45 pm	10:45 am	3:15 pm	7:45 pm	-	8:00 am,
Int. 1	2:45 pm	7:15 pm	11:15 am	3:45 pm	8:15 pm	-	11:15 am,
Int. 2	3:40 pm	7:40 pm	11:40 am	4:10 pm	8:40 pm	-	3:00 pm &
*Int. 3	4:05 pm	8:05 pm	12:05 pm	4:35 pm	9:05 pm	-	9:15 pm
Final	4:30 pm	8:30 pm	12:30 pm	5:00 pm	9:30 pm	10:30 am	
SQR's published	5:00 pm	9:00 pm	1:00 pm	5:30 pm	10:00 pm	-	
Gas Flow	9:00 am	9:00 am	2:00 pm	6:00 pm	10:00 pm	-	
	Next Day	Next Day	Same Day	Same Day	Same Day	The Day Prior	A Previous Day
All time is CST			•		•	•	
NO BUMP IN ID3 CYC	LE		_				

### **New Scheduling Timelines**

### **EPSQ Example – Based on Formula:**

\*This assumes Scheduled Quantity doesn't change for all cycles.

Lowest Quantity Available for ID1

 $\mathsf{ID1}\,\mathsf{EPSQ} = \left[ \underbrace{(Evening\,Scheduled\,Quantity)\,X\,5}_{} \right]$ 24

Lowest Quantity Available for ID2

 $\mathsf{ID2} \, \mathsf{EPSQ} = \left[\frac{(ID1 \, Scheduled \, Quantity) \, X \, 9}{24}\right]$ 

Lowest Quantity Available for ID3 ID3 EPSQ =  $\begin{bmatrix} (ID2 \ Scheduled \ Quantity) \ X \ 13 \\ 24 \end{bmatrix}$ 

Scheduled in Evening for 9am Flow: 12,000

$$\mathsf{ID1}\,\mathsf{EPSQ} = \left[\frac{(12,000)X\,5}{24}\right]$$

Total EPSQ for ID1:

2,500

ID2 EPSQ = 
$$\left[\frac{(12,000) X 9}{24}\right]$$

**Total EPSQ for ID2:** 4,500

ID3 EPSQ = 
$$\left[\frac{(12,000) X \ 13}{24}\right]$$
  
Total EPSQ for ID3: 6,500

If 12,000 was scheduled during the Evening Cycle, the lowest quantity available for ID1 would be  $(12,000 \times 5)/24 = 2,500$ . During the ID2 Cycle,  $(12,000 \times 9)/24 = 4,500$ . During the ID3 Cycle, the lowest quantity available would be  $(12,000 \times 13)/24 = 6,500$ .

### **EPSQ Example Based on remaining Flow ID1 Nomination:**

\* This assumes No nomination was submitted for Timely or Evening cycles and Scheduled Quantity doesn't change for all remaining cycles.

Scheduled in ID1 for 2pm Flow:	12,000
Amount flowed from 2pm – 6pm:	(12,000 x 4) /19 = 2,526 (flow for 4 of 19 remaining hours of the day)
Total EPSQ for ID2:	<u>2,526</u>
Additional amount needing to flow at 6pm:	(12,000 – 2,526) = 9,474
Amount flowed from 6pm – 10pm:	(9,474 x 4) /15 = 2,526 (flow for 4 of 15 remaining hours of the day)
Total Flow: Total EPSQ for ID3:	(2,526 + 2,526) = 5,052 5,052

If 12,000 was scheduled during the ID1 Cycle, the lowest quantity available for ID2 would be <u>(12,000 X 4) / 19 = 2,526</u>. During the ID3 Cycle, the lowest quantity available would be <u>2,526 (amount flowed from ID1) + [9,474 X 4] / 15 = 2,526</u>.

Please contact your Commercial Services Representative with any EPSQ questions.