Training Module

Nominations

This module covers the Nominations process which includes the ability to create, retrieve and edit nominations, calculate fuel on nominations, check the available space on firm contracts (contract MDQ), and look up all information necessary to create a nomination in 1Line.
NOMINATIONS

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Nominations

Introduction

The Nominations area of 1Line includes the areas of Nominations, Confirmations, Pre-determined allocations (PDA), Scheduling, and Critical Day.

The nomination process is how those who want to transport gas request space on the pipeline. From the Retrieve Nominations page, 1Line users have the ability to create, retrieve and edit nominations, calculate fuel on nominations, check the available space on firm contracts (contract MDQ), and look up all information necessary to create a nomination.

<table>
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<th>Functions Granted by Role</th>
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<td>Nominations</td>
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<td>Nominations View</td>
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<td>E-Notification Pool Out of Balance</td>
<td>Receive notification of out of balance pools electronically.</td>
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<td>E-Notification Scheduling Cuts Operator</td>
<td>Operators receive notification of scheduling cuts electronically.</td>
</tr>
<tr>
<td>E-Notification Nom Change Operator</td>
<td>Operators receive notification after nom deadline for Eve, ID1 and ID2 cycles of any new nominations submitted since the Timely cycle. Operator must elect to receive it.</td>
</tr>
</tbody>
</table>

Parties wishing to have access to nominations information, whether to view nominations online or to submit nominations via the online screens or via Flat Files or EDI, must have the proper roles assigned to them, as described below. Roles can be assigned by each Business Associate's (BA's) designated System Security Administrator (SSA).
Cycles

Standard Cycles

The standard gas day is from 9 a.m. to 9 a.m. (Central Clock time) and characterized by several cycles.

Timely Nomination Cycle: Nominations are received for the next day's business or subsequent days. The nomination period closes on 1:00 pm during the current day for the next day's business.

Evening Nomination Cycle: Nominations are received after 1:00 pm on the current gas day for the next day’s business. The nomination period closes on 6:00 pm on the current gas day for the next day's business.

Intraday 1 Nominations Cycle: Nominations are received after 6:00 pm on the current gas day for the next day's business. The nomination period closes on 10:00 am on the next day. During the Intraday 1 Nomination Cycle nominations can be lowered by no more than 5/24 of the previously scheduled volume before encountering elapsed pro-rata scheduled quantity.

Intraday 2 Nomination Cycle: Nominations are received after 10:00 am on the current gas day. The nomination period closes on 2:30 pm on the current gas day. During the Intraday 2 Cycle nominations may be lowered by no more than 9/24 of the original nomination before encountering elapsed pro-rata scheduled quantity.

Intraday 3 Nomination Cycle: Nominations are received after 2:30 pm on the current gas day. The nomination period closes on 7:00 pm on the current gas day. During the Intraday 3 Cycle nominations may be lowered by no more than 13/24 of the original nomination before encountering elapsed pro-rata scheduled quantity.

Post Nomination Cycle: Nominations are received after 7:00 pm on the current gas day. The nomination period closes at 10:00 am the next day for yesterday's business. During the Post Cycle, nominations are not subject to elapsed pro-rata scheduled quantity. The rules for Post cycle are different from the other cycles.

Retro Cycle

Prior gas day (retro) Nomination and PDA changes may be made for current and prior months. Retro changes are subject to the following deadlines:

Current Month Retros - must be submitted within the month of the original gas flow date and by the first business day or 2nd calendar day of the next month (whichever is later). Retros must be submitted by midnight. The retro must be scheduled (after obtaining all approvals) by the 4th of the next month. Any retros not meeting these timelines will not be scheduled and will need to be re-submitted after allocations has closed for the month (as posted on 1Line). These retros will then be processed as prior period adjustments.
Prior Month Retros – may be requested for up to 7 months from the original flow month date. Prior month retros may be submitted in 1Line for processing in the current accounting month until the last day of the month. After the last day of the month, any retro changes may not be submitted until after allocations close (as posted on 1Line).

Expiration of Submitted Changes (applies to current and prior month retros) – Prior month retros may be submitted in 1Line for processing in the current accounting month until the last day of the month. After the last day of the month, any prior month retro changes may not be submitted until after the month’s allocations close (as posted on 1Line, generally by the 5th of the next month).

Future Cycles

Customers have the ability to designate the cycle in which they would like a nomination to be submitted. Nominations will default to the earliest open cycle upon submission if no cycle is selected.

Retrieving Nominations

Nominations must be retrieved prior to performing all actions available from this page except for Create Nominations and Upload. Nominations are retrieved using the filters on the page. To go to the Retrieve Nominations page, select:

Navigation>Nominations>Nomination> Retrieve Nominations

Note: The User Preferences feature is available for the nominations page. For more detailed information on which user preferences are available, please click here for the training module.
The top portion of the Retrieve Nominations page is used for setting Begin and End Gas Flow dates, and Transaction Types for retrieving or creating nominations. Service Requester can also be specified, if applicable. The default Service Requester ID is the BAID of the party who is logged in.

The middle portion of the page contains numerous filters that can be used to narrow the search for existing nominations. Action buttons available are: Retrieve and Clear. Retrieve will display nominations based on the filters and Clear will clear the page. The menu actions for nominations are listed in alphabetical order.

On the bottom portion of the page, retrieved nominations are displayed, and all nomination editing and creating, as well as any other action available from this page, is performed. The option to exclude Zero Quantity Nominations from the list retrieved can be selected using a checkbox. The Select All checkbox will show after retrieving nominations and is used to select all nominations on the current page. The messages area above the list of nominations displays a Grand Total Quantity for receipt and delivery quantities, as well as any success, error or warning messages. The Grand Totals automatically recalculate when quantities on the page are changed, or when nominations are added or deleted. The Download button will display once nominations are retrieved. This action allows you to download selected or all nominations into a csv file.
To retrieve nominations:

1. Enter Transaction Type(s)
   - These can be entered manually, separated by commas, or by clicking on the TT Details lookup provided, and then selecting from the pick list displayed.
   - If no Transaction Type is entered, nominations of all Transaction Types that meet the other filter criteria will be returned.
For definitions of the Transaction Types, please click [here](#).

### 2. Enter Begin and End Gas Flow Dates

- A date range can be entered manually or selected using the calendar widgets provided.
- Both Begin and End Gas Flow Dates default to tomorrow's date.
- If a new Begin Date is entered, the End Date can be automatically filled-in with the same date by pressing the Tab button.

**Note:** Users are only able to retrieve nominations assigned to their BA and contracts. The more filters used (such as locations and upstream/downstream parties) the more specific the results will be.

### 3. Click on the Retrieve button located midway down the screen to retrieve all nominations for the selected Transaction Types, date range, and Service Requester, or use any of the filter fields provided in the middle of the page (i.e. Package ID, Rec Loc (prop), Rec Zone, etc.) to further narrow the search for specific nominations.

- Once nominations are retrieved, the dates, quantities and ranks can be edited from the bottom portion of the page.
4. Proceed with any validations, or save or submit the nominations.

To edit Contract Number, Transaction Type or Package ID, the **Edit Create** action must be used.

### Edit-Create Nominations

The **Edit Create** action is used to update retrieved nominations. Nominations must first be retrieved to the page as instructed above. To **edit** the retrieved nominations, or to **create** a new nomination using existing nominations as a template:

1. Retrieve nominations to the page by setting the desired filters and clicking **Retrieve**.
2. Select nomination(s) to be edited by highlighting the row.
3. Right click to access the **Edit Create** action or use the action menu on the page.
   - A duplicate nomination will appear under each selected nomination.
   - All fields are now editable.
4. Edit nomination and proceed with Save, Submit, Validate Collection, or any other desired action.

**Auto Pooling Disaggregation Nomination**

The Auto Pooling Disagg Nomination feature is where the owner of the pool can create a one-time disagg nomination (TT08) that will automatically adjust based on their own market nominations.

A new nomination will be created with the Package ID **SYSTEM DISAGG** when the action **Submit Auto Disagg** is used. The pool owner will have the ability to choose the rank.

**Note:** The pool owner will still need to nominate (TT08) for 3rd party markets pulling from their pool.

There are 3 ways to create or turn on the Auto Disaggregation nomination.

If you already have an existing TT08 nomination for the desired pooling location:

1. Highlight the existing nomination row
2. Choose quantity greater than zero
3. Actions> **Submit Auto Disagg**
   - A new auto disagg will overlay the existing TT08, but when you select retrieve, both TT08’s will appear
   - Package ID will default to SYSTEM DISAGG
If you only want the SYSTEM DISAGG then all TT08’s that reference the pool owner’s Downstream ID will need to be zeroed out

*Note: You can only have 1 System Disagg, but you are not precluded from having regular TT08’s submitted to match your market nominations, the System Disagg will take the swing and have the lowest priority.*

If you want to edit an existing TT08 disagg nomination:

1. Highlight an existing nomination row
2. **Actions > Edit Create**
3. Choose quantity greater than zero
4. Change to preferred Pooling Location ID
5. **Actions > Submit Auto Disagg**

- Package ID will default to SYSTEM DISAGG
- If you only want the SYSTEM DISAGG then all TT08’s that reference the pool owner’s Downstream ID will need to be zeroed out

*Note: You can only have 1 System Disagg, but you are not precluded from having regular TT08’s submitted to match your market nominations, the System Disagg will take the swing and have the lowest priority.*

New customers or current customers submitting a TT08 for the 1st time:

1. **Actions > Create**
2. Enter Pooling contract number, make sure TT is 08, enter Pool Delivery location, Delivery Quantity and Downstream ID
3. **Actions > Submit Auto Disagg.**

- Package ID will default to SYSTEM DISAGG
- If you only want the SYSTEM DISAGG then all TT08’s that reference the pool owner’s Downstream ID need to be zeroed out

*Note: You can only have 1 System Disagg, but you are not precluded from having regular TT08’s submitted to match your market nominations, the System Disagg will take the swing and have the lowest priority.*
Create a Nomination

The **Create** button is used when creating a nomination from scratch. Nominations are **created** from the bottom portion of the page. Filters in the middle of the page are used for **retrieving** nominations only.

To **create a new nomination**:

1. Enter the desired **Transaction Type(s)**, using the TT Details lookup function, if desired.
2. Enter a Begin Flow Date, and an End Flow Date.
   - Dates default to tomorrow's date.
3. Enter a **Svc Req ID** if the desired Svc Req is not the one displayed. The Svc Req ID lookup button can be used if needed due to agency relationships.
4. Click on the **Create** button.
5. Input nomination information.
   - Certain fields are required and/or validated, depending on the type of nomination, and the type of receipt or delivery location.
Fields Required and/or Validated on Nominations

**Upstream K and ID Requirements**

**Receipts at:**

**Wellhead/Production Locations**
Upstream ID is required. Upstream ID is validated for points upstream of processing plants (except Mobile Bay), where the valid producer BAID or Duns should be used.

**Pooling Locations**
Upstream K and ID required. Upstream Contract is validated. (Must use Service Requester’s pooling contract)

**Interconnect Locations**
Upstream K and ID are required, but not validated. (DUNS numbers are required by some interconnects, please check with your Transportation Services Rep)

**Storage Transfer Locations**
Upstream K is required and validated. (Must be a 1Line storage contract), and Upstream Id is required.

**Delivery Lateral Service Transfer Location**
Upstream K and ID are required, but not validated. Receipts from the DLS transfer location to the DLS delivery should be made on a DLS contract referencing the corresponding mainline transportation contract as the upstream contract.

**Downstream K and ID Requirements**

**Deliveries at:**

**Pooling Locations-Using Transportation contract**
Downstream K and ID are required. Downstream K is validated (must use shipper’s pooling contract)

**Pooling Locations-Using Disaggregation K**
Downstream ID is required and validated. (Must be 1Line BAID or DUNS)

**Interconnect Locations**
Downstream K and ID are required, but not validated. (DUNS numbers are required by some interconnects; please check with your Transportation Services Rep)

**LDC Locations**
Downstream ID is required, but not validated.

**Storage Transfer Locations**
Downstream K is required and validated (must be a 1Line storage contract), and Downstream Id is required.
Delivery Lateral Service Transfer Location

Downstream K and ID are required, but not validated. Deliveries to the DLS transfer location on any mainline transportation contract should include the FDLS or IDLS contract as the downstream contract.

Downstream K and ID Requirements

Deliveries at:

Pooling Locations - Using Transportation contract
Downstream K and ID are required. Downstream K is validated (must use shipper’s pooling contract)

Pooling Locations - Using Disaggregation K
Downstream ID is required and validated. (Must be 1Line BAID or DUNS)

Interconnect Locations
Downstream K and ID are required, but not validated. (DUNS numbers are required by some interconnects; please check with your Transportation Services Rep)

LDC Locations
Downstream ID is required, but not validated.

Storage Transfer Locations
Downstream K is required and validated (must be a 1Line storage contract), and Downstream Id is required.

Delivery Lateral Service Transfer Location
Downstream K and ID are required, but not validated. Deliveries to the DLS transfer location on any mainline transportation contract should include the FDLS or IDLS contract as the downstream contract.

6. Validate, Save, Submit or perform any other action available from the page
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ASR Nominations

With three possible routes on the Central Penn Line, Leidy Line, or Mainline, shippers receiving from or delivering to Zone 6 will need to designate their route, if applicable. A NAESB nomination element ROUTE is required for affected Zone 6 transactions.

- NAESB WGQ Standard 1.4.1 – Nominations.
- Element is Business Conditional (BC)

Route Option Rules

- Route Option will not apply to nominations with Receipts and Deliveries in Zone 1 through Zone 5 or in a Zone 6 area that does not require a route.
- Route Option will be required if your Receipt/Delivery locations fall in Zone 6 where route options are available.
- 3 Directional Routes:
  - Non-CPLS – Transaction moves ON the Mainline or Leidy Line
  - South-CPLS – Transaction moves DOWN THE Central Penn Line South to the Mainline
  - North-CPLS – Transaction moves UP the Central Penn Line South to Leidy Line

Route option will be required if your Receipt/Delivery locations fall in Zone 6 where route options are available. Based on the receipt/delivery combination selected for your transaction, 1line will list the applicable routes. Example:

Priority of Service (POS)

A new transaction type will be required for designating nominations to take a high burn swing (where measured is more than scheduled) at a Swing Service Delivery Point (SSDP). These High Burn Limit Values (HBLV) will be on a NAESB Transaction Type 22 No-Notice Service (TT22). This is a request submitted by the shipper which gives approval to the location operator to set a rank and limit value for the swing on the shipper’s contract. Shippers will submit a designated contract for a high burn swing at a SSDP.
A shipper will create/submit the Transaction Type 22 No-Notice in the nominations page.

The shipper will input the following information for TT22:

- **Service Requestor Contract** – the designated FT or IT contract taking the high burn swing
- **Delivery Rank** – the shipper’s ranking of multiple transactions on the same contract for allocation of the swing when there is a constraint
- **Delivery Location** – the swing service delivery location for which the shipper has given permission for the operator to swing on them for high burns
- **Package ID** - Optional
The imbalance created from the HBLV swing will reflect the zone of the SSDP as the zone of the receipt for the HBLV.

- Example: If your SSDP is in zone 6, then the Due From imbalance created from the TT22 will reside in zone 6.

Once the nomination is processed, the Transaction Type 22 No-Notice will be displayed on the Pre-Determined Allocations (PDA) page where the location operator will set the rank and limit value.

**Transaction Type 22 No-Notice – Retro Submission**

Shippers submitting a retro Transaction Type 22 No-Notice will be automatically approved on the retro list page, including when the shipper and the operator are different. If the operator is different from the shipper, the operator will receive a notification via email if the operator has requested notification.

The TT22 will then be displayed on the PDA page where the location operator can set the rank and limit value. This will create a retro request ID (RRID) prompting the shipper to approve the reallocation.
Route Options for MDQ Evaluation

Due to changes in the capacity model, the data element “Route” will be required for some firm nominations when the receipt and delivery location are at the same milepost (MP). This will allow the transaction to be evaluated correctly for maximum daily quantity (MDQ) evaluation.

Route Options:
- Increase MP
- Decrease MP
- Lateral Decrease MP

Those R/D combinations are listed below:
- Zone 4 OIA 1: MP 784.66 – 9003962 Scott Mountain M3601, 9004982 Pine View M3617, 1000105 Pooling St 85 – Zn 4
- Zone 4A Mobil Bay Lateral: MP 0.00 - 9003962 Scott Mountain M3601, 9004982 Pine View M3617, 9005542 Pooling St 85 – Zn 4A
- Zone 6 OIA 3: MP 1829.0 – 1006382 Long Island Lighting, 1006558 Brooklyn Union, 1006571 Consolidated Edison
• Zone 6 Leidy Line: MP 206.80 - 1004720 Leidy-Tennessee, 1006161 Leidy-Dominion, 1007065 Leidy-National Fuel
• Zone 6 Leidy Line: MP 179.59 – 9005644 Bull Run Vista, 9007222 Bull Run Vista 2
• Zone 6 Leidy Line: MP 174.05 – 9004302 Tombs Run, 9005643 Breon
• Zone 6 Leidy Line: MP 136.21 – 9007162 MARC 1, 9009286 Lairdsville

**MDQ Segment List Page**

1Line offers the option to view the MDQ of any submitted nominations through the MDQ Calculate Page. After submitting the nomination(s) that have the “Route Options,” a shipper can view the segment(s) by selecting the “MDQ Calculate” action to view segmented capacity on the contract.

The transactions that have the ”Route Options“ will have a (-0) representing the increasing “Segment Begin” and a (+0) representing the decreasing “Segment End.”
Example: “Increasing MP” Route (-0 Segment Begin)

Example: “Decreasing MP” Route (+0 Segment End)

MDQ Notes:

The rules for calculating the MDQ for transactions are different for those that are nominated compared to those that are scheduled.

1. Nominated
   - Cycle is not started or not finalized.
   - Retro is not in Scheduled/Final status.
   - Cycle is not selected for date. Data will be shown for next available cycle which is not finalized.

2. Scheduled
   - Regular cycle is selected and it is finalized.
   - Retro is in Scheduled/Final status or regular nom in Retro.
Cycle is not selected for date. If Post is completed then it will be applied excluding rules for Retro noms.

**Linked Nominations**

Linked nominations are Current Business Transactions (TT1). Shipper will continue to submit these requests to their Transportation Service Representatives. Once the request has been reviewed and approved, the Transportation Service Representative will link the nominations. The linked nominations will display on the high burn and low burn section of the PDA page and will be identified through an asterisk under the link column.

- Low Burn Link transactions may inject up to the storage maximum daily injection quantity (MDIQ) and may swing the difference, if any, as imbalance to the contract.
  - Any imbalance will reside in the zone of receipt.
- High Burn Linked transactions will be validated for transportation and storage capacity under the applicable contracts.
  - The swing that takes place on the transaction will be limited to the storage contract’s MDWQ.
  - Any transportation in excess of the storage contract’s MDWQ will need to be submitted on a transaction type 22 No-Notice separately from the link transaction.
- Linked Transactions will be evaluated through any Location or Segment Throughput Section Boundaries (TSBs) with the nominations. Linked transactions are different from Transaction Type 22 No-Notice Service (swing) because they are backed by physical gas (storage).
- Shippers utilizing linked nominations now have the option to display active linked transactions on the nominations page.
EDI – X12 and Flat File Nominations

Transaction Type 22:

The Transaction Type 22 No-Notice service is available to use through Flat File and X12.

The updated template can be downloaded from the nominations page or requested from a Transportation Services Representative.

Example of File Downloaded from 1Line:

- The quantity (QTY) will be left blank for a TT22

MDQ Route Options:

The new MDQ Route options to validate capacity will require a code value when using Flat Files and X12. The field is available on the templates.

- Increase MP: RTE Code – 100
- Decrease MP: RTE Code – 101
- Lateral Decrease MP: RTE Code - 102

Example of File Downloaded from 1Line:

If testing is required prior to using the template, please contact a Transportation Service Rep for more information.

Validate

The Validate action can be used to validate selected nominations from the list portion of the Retrieve Nominations page. All nominations are validated upon submittal, but validating the nomination prior to submitting will ensure that the nomination will not be rejected later due to errors with the nomination setup. The validation process checks for valid dates, locations, ranks, contracts, service requesters, Up and Dn IDs, etc. Validating the nomination will also calculate fuel.
To validate a nomination(s):

1. **Select** any nominations to be validated by highlighting the row(s) or clicking the **Select All** checkbox.

2. Click the **Validate** action.
   - Error and/or success messages will be returned at the top of the page.
   - Nominations with errors will be designated with a "Y" in the Error column to the left of the nomination with a rejected status and an Error hyperlink.

3. To view a description of the error, click the Error hyperlink
   - A description of the error(s) will be displayed as a **pop up** on the middle on the screen. Close the pop up to continue.

**Save Nominations**

The **Save Nom** action is used to save nominations in **WIP** (Work In Progress) status. WIP nominations can be retrieved by filtering for WIP status using the **Status** filter in the middle of the page. The list of nominations at the bottom of the page can also be sorted by **Status** to locate WIP nominations by clicking on the blue **Status** column heading.

To **save nominations**:

1. Select the nomination(s) to be saved by highlighting the row(s).

2. Click on the **Save Nom** action.
   - Selected nominations will be saved in WIP status.
   - Nominations with WIP status that have not yet been submitted can be deleted.

**Submit Nominations**

The **Submit Collection** action allows users to submit all selected nominations that pass validation in the appropriate cycle. The **Submit Collection** action will automatically run the validation process and apply fuel on any nominations that have not previously been validated. Nominations with warnings will be submitted, but those with errors will be rejected.

To **submit nominations**:

1. Select the nomination(s) to be submitted by highlighting the row(s).
   - The **Select All** checkbox can be used to submit all nominations on the list.

2. Click the Submit Collection action.
3. Confirm that the status of the selected nomination(s) has changed from **WIP** (Work-In-Progress) to **Submitted**, and that it was submitted in the appropriate cycle.

**Calculate MDQ**

1Line offers the option to validate Firm contract MDQ (Maximum Daily Quantity) from the **Retrieve Nominations** page. This action will validate all submitted nominations within a collection.

Note: "Total" and "MDQ Avail" quantity shown represents only the potential "Total" and "MDQ Avail" quantity for the segment under this Contract. That "Total" and "MDQ Avail" quantity may not be available for scheduling. Pursuant to Transco’s FERC Gas Tariff, the sum of all quantities nominated in any segment in a zone by a Buyer and by any and all Replacement Shippers that derive a firm capacity entitlement in that zone from the Buyer is limited to the Buyer’s original firm capacity entitlement in that segment of the zone. If the sum of all such nominated quantities exceeds the original firm capacity entitlement in that segment of the zone, then such nominated quantities are subject to reduction or interruption as specified in Transco’s FERC Gas Tariff.

To **validate the MDQ** of a particular contract, or of all contracts on the Retrieve Nominations page:

1. **Retrieve nominations** to the page by setting the desired filters, including the Svc Req K filter if the MDQ validation is to be performed for only a single contract, and clicking on the **Retrieve** button.

2. Click on the **MDQ Calculate** action.

**MDQ Segment List Page**

Several view options are offered on this page. The default setting is **MDQ Segments Exceeded**. To select a different view option, click on the associated radio button, and the page will automatically refresh with that view displayed. A brief description of each view option is provided below the screen print.
MDQ Segments Exceeded - (default view) displays those segments in which the contract's MDQ is exceeded. If no MDQ violations are found, the page will initially be blank.

Display Only Underutilized Segments - displays segments where the entire contract MDQ is not utilized.

Display All Segments – displays both underutilized segments and segments where the contract MDQ has been exceeded.

Display Only Segments in Nomination Paths – displays only segments with nominated quantities.

Exclude Zero Nominations from Segment Splits - when checked in conjunction with any view option, indicates that zero nominations will not be displayed. A zero nomination is one with a nominated quantity of zero, and is not the same as no nomination. For example, if this box is not checked, and the option "Display Only Segments in Nomination Paths" is selected, some segments displayed may show a zero in the Nominated column, while segments with no nominations at all, will not be displayed.

Show PDA in MDQ Calculation - when checked, PDAs are included with the nominations in the MDQ calculation.
Viewing Nomination Confirmation Status

A page has been created in 1Line to allow users to quickly view when their nominations have been confirmed by an operator. To access this new page select: Nominations>Nomination> Nomination Confirmation Status View.

Once you get to the page, select Retrieve and you should see a list of all applicable nominations. Please note that TT08 are not applicable. If the location is auto confirmed then the Confirmation Status is Auto-Confirm. If the nomination is self-confirmed (shipper is the same as operator or an agent for operator), Pooling locations, PAL locations, SMG, Storage Transfer, then Confirmation Status will be Auto Confirm.

Nominations will initially display as Pending. The system will auto approve when the shipper/agent and the delivery/receipt operator are the same. Pool transactions will also auto approve but will be validated when the current cycle processes. Resubmitting nominations will generate a new set of emails to affected parties and if the Del/Rec confirmed status was approved, rejected or mismatch, it will revert back to pending.
If no action is taken on Pending nominations; nomination will be rejected. Once the receipt or delivery operator approves or rejects the nomination the Rec and/or Del confirmed status will update to show either Approved, Rejected or Mismatch. If the receipt or delivery operator does not confirm a new nomination, the status will show No Confirmation.

Please note: The Post or Retro cycle processes have not changed from how it currently operates. Emails will still be sent to affected parties. Shippers are still expected to keep their pools balanced during the post and retro cycles. To check if your pool is balanced after submitting your nominations, please go to Navigation>Nominations>Pool Balancing Summary Page for the post and retro cycles.

**Calculate Fuel**

Fuel can be calculated for the entire collection of nominations or for a selected nomination prior to submittal. Submit Collection and Validate will also calculate fuel.

To Calculate Fuel for any transaction(s):

1. Select the nomination(s) to calculate fuel by highlighting the row(s).
2. Right click and select Calculate Fuel from the action menu.
   - If the user enters both a receipt and a delivery volume on a transaction and the System determines that the user has not calculated fuel correctly, gross receipts will be adjusted based on the delivery volume entered.
Nominations Training Module

- If only a receipt volume is entered, Calculate Fuel will calculate the delivery quantity, net of fuel.
- If only a delivery quantity is entered, the receipt volume will be adjusted to include fuel.

**Bulk Update**

The Bulk Update action allows the user to select one or more nominations from the lower portion of the Retrieve Nominations page and change the date and/or contract number, depending on the mode (Edit, or Edit Create) that nominations are in when selected. If the nomination(s) selected were retrieved to the page using the Retrieve button, then only the Begin and End Dates can be changed via Bulk Update. If the Edit Create or the Create actions are selected, then the Contract is also editable, both on the page, and through Bulk Update. The Bulk Update action is often used for capacity release-related nominations where the user wants to maintain paths but change contracts and dates.

To Bulk Update nominations:

1. Select the nominations to be updated by highlighting the row(s) and right clicking the action Bulk Update.
   - Note that to change only the dates, nominations can be in "Retrieve" mode, as is the case when the nomination list was created using the Retrieve button.
   - To change Contract numbers, nominations must be in Edit Create, or Create modes, so that the Contract field is editable.
2. Change the desired information (Dates, or Contracts, if allowable), and click Save to return to the Retrieve Nominations page.
3. Check to ensure that the results are as expected.
   - If the selected nominations were in different modes (i.e. Retrieve vs. Edit Create), and Bulk Update was used to update a Contract number, then the following warning will appear, indicating that not all nominations selected were updated. Warning: Contract cannot be updated for non-editable nominations
4. To update contracts for nominations that were not editable, select those nominations, and click on Edit Create.
   - Nominations will now be editable both on the page, and via Bulk Update.

**Remove List**

The Remove List action allows the user to remove selected records from the detail list for the current session on the Retrieve Nominations page. These records will remain in the database, and can be retrieved later.
To **Remove** Nominations from the page:

1. Select the desired nomination(s) by highlighting the row(s) on the **Retrieve Nominations** page.
2. Right click and select **Actions > Remove List**.
   - The user may view the removed nominations by using the **Retrieve** action.

**Deleting Nominations**

The **Delete Nom** action allows the user to delete multiple nominations at a time from the detail list on the **Retrieve Nominations** page. A nomination can be deleted if it has been saved, but not yet submitted (still in WIP status).

To Delete a Nomination:

1. Highlight the nomination (with WIP or Rejected Status) on the **Retrieve Nominations** page.
2. Right Click and select **Delete Nom**.
   - A prompt will be displayed: “Are you sure...?”
3. Click **OK**.
   - A success message will be displayed at the top of the page.

**Withdraw Post Nominations**

The **Withdrawal Nom** action allows the user to withdraw multiple nominations at a time from the detail list on the **Retrieve Nominations** page.

To Withdraw a Post Nomination:

1. Highlight the nomination on the **Retrieve Nominations** page.
2. Right Click and select **Withdrawal Nom**.
   - A prompt will be displayed: “Are you sure...?”
3. Click **OK**.
   - A success message will be displayed at the top of the page.

**Upload**

Nominations may also be created off-line and can be imported into 1Line by:

- Using the **Upload** function from the 1Line Banner Menu (**Tools > Upload**)
Nominations Training Module

- Using the Retrieve Nominations page (Actions>Upload).
- Through Transco’s Informational Postings page

Uploading from the Banner Menu will upload and submit the nomination file in one step and upload the nominations in Submitted Status.

**Uploading from the Banner Menu**

1. Click **Tools>Upload** from the Banner Menu
   - The Upload Files page will then load.
2. Click on **Browse** to locate and select the name of the file to be uploaded.
3. Click **Upload**.
   - A message at the bottom of the page indicates whether or not the upload was successful.
   - A success message does not mean that all nominations were validated and submitted without errors. To view information on the validation and submittal of the Uploaded nominations, go to the **Messages** area of 1Line.
4. The **Messages** area can be accessed by clicking on **Tools>Messages** from the Banner Menu.
5. To view a nominations file, enter **.NMST** (the file extension for nominations files) in the Description Filter box on the Messages page, and click **REFRESH**.
   - Information on an uploaded Nominations file can be displayed by highlighting the row and right click for the view action.

**Uploading from the Retrieve Nominations page**

1. Select Actions>Upload
2. Click on **Browse** to locate the name of the file to be uploaded.
3. Select the file, and click on **Open**
4. Click on the **Upload** button.
   - A message at the bottom of the page indicates whether or not the upload was successful.
5. Select Actions>Close
   - The **Retrieve Nominations** page will load.
   - The lower frame is populated with the uploaded nominations, all in **WIP status**.
   - The nominations can now be edited
Uploading from the Informational Postings Page

1. In order to use this option you cannot be logged into 1Line
2. Go to the Informational Postings Page
3. Select the 1Line Tab and click on Flat File Upload
4. Enter your 1Line user id and password
5. Click on Browse to locate the name of the file to be uploaded.
6. Select the file, and click on Open
7. Click on the Upload button.
   - A message at the bottom of the page indicates whether or not the upload was successful.
   - A success message does not mean that all nominations were validated and submitted without errors. To view information on the validation and submittal of the Uploaded nominations, go to the Messages area of 1Line.

Downloading Nominations

The Download NMST action downloads all the selected nominations from the lower frame of the Retrieve Nominations page to a location specified by the user in csv file. Existing nominations can be downloaded, modified, and then uploaded again.

To Download Nominations:

1. Highlight the row(s) of the desired nomination(s) on the Retrieve Nominations page.
2. Select Actions>Download NMST
   - A file download window will open.
3. Select Save
4. Type the download location in the File Name text box.
5. Click Save.
   - A window will appear indicating whether or not the Download process was completed.

Tariff Reference

Nominations can be found in the General Terms and Conditions of Transco’s FERC Gas Tariff under Section 28.1.
### Exhibit 1: Transaction Types

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Current Business (Transportation)</td>
<td>Allow users to submit current business nominations on an IT or FT contract.</td>
</tr>
<tr>
<td>3</td>
<td>Imbalance Payback From TSP</td>
<td>Delivery Makeup – (Due To) Long.</td>
</tr>
<tr>
<td>4</td>
<td>Imbalance Payback To TSP</td>
<td>Receipt Makeup – (Due From) Short</td>
</tr>
<tr>
<td>5</td>
<td>Plant Thermal Reduction</td>
<td>Used to nominate PTR transactions.</td>
</tr>
<tr>
<td>6</td>
<td>Storage Injection</td>
<td>Used for Bundled Storages or for Unbundled Storages when Shipper is different from Storage owner.</td>
</tr>
<tr>
<td>7</td>
<td>Storage Withdrawal</td>
<td>Used for Bundled Storages or for Unbundled Storages when Shipper is different from Storage owner.</td>
</tr>
<tr>
<td>8</td>
<td>Pooling</td>
<td>Used for Disaggregation Nominations and auto disagg nominations.</td>
</tr>
<tr>
<td>12</td>
<td>Authorized Injection Overrun</td>
<td>Used for excess GSS.</td>
</tr>
<tr>
<td>13</td>
<td>Authorized Withdrawal Overrun</td>
<td>Used for excess GSS.</td>
</tr>
<tr>
<td>22</td>
<td>No Notice Service</td>
<td>Used to designate a contract for high burn no notice swing</td>
</tr>
<tr>
<td>63</td>
<td>Prior Month Imbalance Payback from TSP</td>
<td>Delivery Makeup for Prior Month Imbalance and for OBA’s.</td>
</tr>
<tr>
<td>64</td>
<td>Prior Month Imbalance Payback to TSP</td>
<td>Receipt Makeup for Prior Month Imbalance and for OBA’s.</td>
</tr>
<tr>
<td>109</td>
<td>Retrograde</td>
<td>Used to nominate Bayou Black.</td>
</tr>
<tr>
<td>152</td>
<td>LNG Truck Withdrawal</td>
<td>Used to nominate LNG truck withdrawal for LNG Customers</td>
</tr>
</tbody>
</table>
## Exhibit 2: Nomination Actions

<table>
<thead>
<tr>
<th>ACTION</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bulk Update</td>
<td>Often used for capacity release related nominations where the user wants to maintain paths but change contracts and dates.</td>
</tr>
<tr>
<td>Calculate Fuel</td>
<td>Fuel can be calculated on nominations not yet scheduled.</td>
</tr>
<tr>
<td>Clear</td>
<td>Clears all filters being used and nominations. <strong>Action only available from the page.</strong></td>
</tr>
<tr>
<td>Create</td>
<td>Creates a nomination from scratch.</td>
</tr>
<tr>
<td>Delete Nom</td>
<td>The ability to delete future cycle and future day nominations not yet scheduled.</td>
</tr>
<tr>
<td>Download</td>
<td>Allows user to download selected nominations in the current format once nominations are retrieved. <strong>Action only available from the page.</strong></td>
</tr>
<tr>
<td>Download NMST</td>
<td>Allows user to download selected nominations into a csv file format.</td>
</tr>
<tr>
<td>Edit Create</td>
<td>Update retrieved nominations. Can also be used as a template to create a new nomination using existing nominations.</td>
</tr>
<tr>
<td>Edit WIP</td>
<td>Update nominations in WIP status.</td>
</tr>
<tr>
<td>MDQ Calculate</td>
<td>Validates Firm contract MDQ.</td>
</tr>
<tr>
<td>Remove List</td>
<td>Allows user to remove selected nominations. Nominations can be retrieved later.</td>
</tr>
<tr>
<td>Retrieve</td>
<td>Retrieves nominations based on the filters entered. <strong>Action only available from the page.</strong></td>
</tr>
<tr>
<td>Retro Submit</td>
<td>Allows user to submit retro nominations</td>
</tr>
<tr>
<td>Save Nom</td>
<td>Saves nomination in WIP (Work In Progress) status. Does not validate.</td>
</tr>
<tr>
<td><strong>Submit Collection</strong></td>
<td>Submit all selected nominations that pass validation in the appropriate cycle. Also calculates fuel.</td>
</tr>
<tr>
<td>-----------------------</td>
<td>---------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Submit Auto Disagg</strong></td>
<td>Allows users to submit an automatically adjustable pooling nomination if pool owner is the market.</td>
</tr>
<tr>
<td><strong>Upload NMST</strong></td>
<td>Allows user to upload nominations in WIP status from a csv file.</td>
</tr>
<tr>
<td><strong>Validate Collection</strong></td>
<td>Validates selected nominations based on valid dates, locations, contracts, service requesters etc. Calculates fuel.</td>
</tr>
<tr>
<td><strong>View Nom History</strong></td>
<td>Allows user to see who submitted a nom and when.</td>
</tr>
<tr>
<td><strong>Withdrawal</strong></td>
<td>Allows user to withdraw retro/post nominations.</td>
</tr>
</tbody>
</table>
Elapased Pro-Rata Validation

Elapased pro-rated scheduled quantities are evaluated to determine if a party is violating the EPSQ rules during nominations, confirmations, or scheduling cuts. If a party nominates below their EPSQ volume, the nominations page will show a warning.

Elapased Pro-Rata validation is specifically performed on a transactional level. It is not possible to change upstream/downstream contract, Receipt point, Delivery point or package ID on a nomination record and have the “new” transaction inherit the Elapsed Pro-rata of the old record.

1Line uses previously scheduled information to calculate EPR volumes. That being said, a nomination can be submitted before the scheduling engine has completed the final previous run that would give updated EPR information. In that event the nominations page in 1Line would give a warning message that will inform the party that their nominated volume may be subject to EPSQ adjustment.

Nominations scheduled in Timely and Evening are not subject to EPSQ rules since the gas will not flow until the next day at 9am.

<table>
<thead>
<tr>
<th>Gas Flow Time</th>
<th>Timely</th>
<th>Evening</th>
<th>Intraday 1</th>
<th>Intraday 2</th>
<th>Intraday 3</th>
<th>Post</th>
<th>Retro</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 am</td>
<td>Next Day</td>
<td>2:00 pm</td>
<td>6:00 pm</td>
<td>10:00 pm</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To determine the lowest amount available (on an EPSQ basis) for the ID1, ID2 or ID3 Cycle, use the following formulas.

**EPSQ Example - Based on Formula**

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

\[ ID1 \text{ EPSQ} = \left\lfloor \frac{\text{Evening Sched. Qty} \times 5}{24} \right\rfloor \]

\[ ID2 \text{ EPSQ} = \left\lfloor \frac{(ID1 \text{ Sched. Qty}) \times 9}{24} \right\rfloor \]
Lowest Quantity Available for ID3

\[
\text{ID3 EPSQ} = \left( \frac{(ID2 \text{ Sched. Qty}) \times 13}{24} \right)
\]

Scheduled in Evening for 9am Flow: 12,000

\[
\text{ID1 EPSQ} = \left( \frac{12,000 \times 5}{24} \right)
\]

Total EPSQ for ID1: 2,500

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

Total EPSQ for ID2: 4,500

\[
\text{ID3 EPSQ} = \left( \frac{12,000 \times 13}{24} \right)
\]

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 Nominations

The process for submitting EPSQ nominations in 1Line can be found under the EPSQ Training module.

ICTS Validation Tool

The ICTS Validation Tool has been added to the “Tools” menu to assist in the calculation of determining valid usage of nominating on an ICTS contract. For more information regarding an ICTS contract, please refer to the Contracts – Overview module or Part III – Rate Schedules, Section 10.1 – Rate Schedule ICTS of Transco’s tariff.

To access the ICTS Validation Tool:

1. Click Tools>ICTS Validation Tool
2. Enter the receipt location id and delivery location id combination to validate whether or not an ICTS contract can be used to transport gas.
3. Select Submit action from the action menu.
4. If valid, the following information will display:

![Image of a computer screen showing a nomination form with the ICTS path validated and no errors]

5. Possible errors include:
   - **Error**: The distance between the receipt and delivery location cannot be greater than 50 miles and/or
   - **Error**: ICTS nomination can only be made for interconnects and processing plants with OBA

6. Additional information will be displayed: receipt location name, delivery location name, flow direction, and mileage of requested combination.

7. Rate information for an ICTS agreement can be found in Part II – Statement of Rates and Fuel, Section 11.1 of Transco’s tariff.