

# **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.

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### 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
	9:00 am	9:00 am	2:00 pm	6:00 pm	10:00 pm	
*Gas Flow	next day	next day	same day	same day	same day	

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.
  - o <u>Wellhead-</u> 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.

Williams Cycle POST Inter Date 09/19/0222 09:18 Kan 155 and Postava-availability there %(Loan/SSE - For more information regarding availability, any shipper interested in receiving daily park and loan specifics over ICE chat, and or to scheduling, Dates call:Studie 13.2.15.4626 , Laurie 71.3.2.15.4356, Kristy 71.3.2.15.3625 or Chris 71.3.2.15.2566. A Paty/Stapper Makeg Transactions - availability there are SVBS Tinfection - Not Available beginning 11/12/2019 cess GSS Withdraval - Not Available beginning 11/16/2020 cess VSS Withdraval - Not Available beginning 11/16/2020 cess VSS Withdraval - Not Available beginning 11/16/2020 SX/GSS/OBA: For more information, please call your Commercial Server representative of loterance - 116 beginning with the Bigning Jurger SX/GSS/OBA: For more information, please call your Commercial Server representative of Journal - Not Available beginning 11/16/2020 Content for Postname and Heavier Components (CS+): not to exceed 0.23 mol% or processed prior to mainline delivery OFO Information - Watch Critical Process ting Date: 09/16/2022 08:18 11/30 11/29 OPEN CLOSED 11/28/2022 ata for August is Final Gas Day Changes for OCT,2022 available through 11/02/20 Gas Day Changes for MAR,2022 - SEP,2022 not allowed at this tim ary October and November De pices are now available ry October and November Com lity Invoices are now avail mand Invoices for Sep tember are Fina ber trading Opens on Thursday 12/01

To choose your level of confirmation:

• Select: Navigation > Nominations > Confirmation > Confirmation

Once in the Confirmation screen, the filters Begin Date, Cycle, Location ID, and ٠ Confirming Level must be chosen. Then select the Retrieve button.

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#### **Location Level**

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

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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.

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#### 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.

- <u>Wellhead-</u> aggregated by upstream/downstream party
- <u>LDC-</u> aggregated by upstream/downstream party and shipper
- <u>Interconnect-</u> aggregated by contract, upstream/downstream party, and upstream/downstream contract

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#### **Nomination Level**

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

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#### **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.

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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 (DUNS) 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 Version 2.9 9

#### **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 gas day.
- 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 Preconfirmation 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 <u>Description of Cut Codes</u> in this document.
- **Subsequent Cycl**e 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 wasmade.
- 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 thenomination.

#### 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.

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#### 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



- 2. 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**.
- 3. **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**.

Auto Confirmation					
Nominations> Confirmation> Auto Confirmation					INCTIONS HENU 👻
Filters					COLLAPSE &
* Cycle: All 🗸	* Beg Date: 01/04/2023		* End Date: 01/04/2023	* Loc: 9012423	
Location Name: Location AllC Contact Name: SSA, 1LINE D	UMMY GAS CUSTOMER		Contact Phone: 7132154344	Conf Pty Name: 1LINE DURINY GAS C.	STOMER
Retrieve Clear Download				Search successfully completed. Records found: 1	
Flow Date 👙	Timely	Evening 🖕	Intraday1 🖕	Intraday2 🖕	Intraday3 🖕
01/04/2023	On	On	On	On	On

In order to turn the Auto Confirm On or Off:

#### 1. Select: Actions Menu > Auto Conf Off or Auto Conf On.

Example showing Auto Confirm being turned OFF

ams.					
My Dashboard Navigation + +				Gas Measurement (GM) +	Pipelines • Tools • Reports P
rmation					
is> Confirmation> Auto Confirmation					(Ro
					Auto Conf Off
~	* Beg Date: 01/11/2023	R	* End Date: 01/11/2023	* Loc: 9012423	Auto Conf On
Location Name: Location ABC Contact Name: SSA: 1LINE DL	JMMY GAS CUSTOMER		Contact Phone: 7132154344	Conf Pty Name: 1LINE DUMNY GAS CL	JSTOMER
Clear				Auto confirmation successfully changed	
			hadrond and	Introduct *	
Flow Date	Timely	Evening -	inuauayi -	muabayz -	Intraday3

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 nextcycle 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 hascompleted.

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.

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11/30/202	2			11/3	0/2022		- (	INTRADAY 1 V	Cycle Indicati	215		901	2383	SAMPLE V	ELLHEAD	NOMINATION	<u>•</u>		
		Conf Req	Prop/Name: 4010	1/Transco			Cont Pty Prop/0	Auto Conf:	238908/1LINE DUI On	MMY GAS CUSTO	4EK				Contact Name: Contact Phone:	7132154344	OMER		
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4															N				F

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.

		0	
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

#### **Results of Setting Auto Confirm and Subsequent Cycle Indicators**

# **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. Seebelow.
- 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.

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		Last Leve Conf Reg	Confirmed: AUTO Prop/Name: 401151/Transco		Conf Pty Prop/	238908/1LINE DUM On	IMY GAS CUSTON	(ER				Contact Name Contact Phone	SSA, 1LINE DUMMY GAS CUST 7132154344	OMER	Download	RRFC		
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			238908/1LINE DUMMY GAS		238908	1LINE DUMMY GAS		SAMPLE NOM							~			
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6. Go to Actions Menu > Submit Confirmation

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 2<sup>nd</sup> intermediate scheduling run (3<sup>rd</sup> run overall) has already completed, the scheduling engine will NOT increase** the scheduled quantity for that cycle. Refer to the <u>Confirmation Cycles</u> table above.
- Decreases in confirmation quantities for ID1, ID2 or ID3 cycles are subject to Elapsed proratascheduled 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 <u>previously scheduled</u> nomination may only be **reduced by 19/24** of its scheduled volume.
  - For the **ID2 cycle**, a <u>previously scheduled</u> nomination may only be **reduced by 15/24** of its scheduled volume.
  - For the **ID3 cycle**, a <u>previously scheduled</u> nomination may only be **reduced by 11/24** of its scheduled volume.

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

### **Reduction Reason Codes**

### **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.

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* Flow Date: 04/08/2015					Cycle: NTRADAY 1 -					Loc Prop/Name:	•			
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1001808	Pending	238908	K123456	238908 1LINE DUMMY GAS CUSTOMER	9169192	CUSTOMER NOM	400	5091	1697	Approve	Pending	UE12002	04/07/2015 20:52	1002260
•							m			View Comments				•

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 <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.



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.

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1001808	Pending	238908	K123456	238908 1LINE DUMMY GAS CUSTOMER	9169192	CUSTOMER NOM	400	5091	1697	400	Approved	UE12018	04/07/2015 20:52	1002260
•	\$						m	9) 						•

#### 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 <u>explicitly</u> 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



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

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

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7. Select: Actions Menu > Submit Confirmation

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

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#### To reject Post Cycle quantities:

 Select a Reduction Reason Code (<u>Reason Code is required or error will display</u>) and then Select: Actions Menu > Reject

TSP/Prep/I	Name/ID: Transco - 007933021   TE	XAS EASTERN TH		9- Tra	aini .inux	ng	1			Test Rec	Operator   1Line S	stem Time 10:1	2 AM CDT
Confirm	nation												
Nominat	tions> Confirmation> Confirmation										Prese	t Filters	г нено 👻
P	Previous Receipt Scheduled Quantity: revious Delivery Scheduled Quantity: Previous Net Scheduled Quantity:	12,289 0 12,289	Re	ceipt Nominated: 702 Ivery Nominated: 0 Net Nominated: 702		Add Confirmation Comment Copy Nom To Confirmed Download All RQCF			Receipt C Delivery C Net C	onfirmed 12,99 onfirmed 0 onfirmed 12,99	1	Receipt Scheo Delivery Scheo Net Scheo	uled: uled: uled:
Down	lload 📄 🔚 Select Al					Download All RRFC Download All SQOP		Search s	uccessfu	ly completed. 4	ecords found.		
0	L	Jpstream/Dow	nstream Contra	ct		Download RQCF Download RRFC		Qu for Sele	antity cted Cyc	le		Last Confir This Le	med at vel
Dir Flo	Up/ Dn/ ID /Name 🖕	Up/ Down K	Svc Req Prop Svc Req	Svc Req Name ț	svo	Download SQOP Reject Submit Confirmation	ill for onf	Confirmed	Sched	Reduction Reason Cod	Post Nom Status	Date / Time	Name
R	990002/ABC Producer	123	990001 666777888	XYZ LDC Company	300	Subsequent Cycle On	02	702	(	-	Pending		

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

TSP/Prep/Name/ID: Transco - 007933021   TEXAS E/	ASTERN TRANSMISSION, LP	States and States	and the second	1			Test Rec Ope	erator   1Line Sys	tem Time 10:1	3 AM CDT
Williams. Home My Dashboard Navigation		Training Linux						Tools • Rep	orts Print	Logoff
Confirmation										
Nominations> Confirmation> Confirmation								Preset	Filters	I HENU 👻
Scheduled Quantities						-			Cou	AFSEA
ID2 Final Previous Receipt Scheduled Quantity: 12,2 Previous Delivery Scheduled Quantity: 0 Previous Net Scheduled Quantity: 12,2	89 Receipt Non Delivery Non Net Non	Transactional Messages Error Must provide a reduction	n réason to reject	POST X a post nom	Rin De	eceipt Confirm elivery Confirm Net Confirm	ned: 12,991 ned: 0 ned: 12,991	$\sum$	Receipt Sched Delivery Sched Net Sched	uled: uled: uled:
Download Deectre	aam/Downstream Contract				Quar for Select	tity ted Cycle			Last Confir This Lev	med at vel
Dir Flo Up/ Dn/ ID /Name	Down K Svc Req Svc Req Svc	Req Name	ID2 Post Sched Nom	Avail for Conf	Confirmed	R Sched Re	eduction ason Code	Post Nom Status	Date / Time	Name
R 990002/ABC Producer	123 990001 XYZ	LDC Company 3000023	702	702	702		•	Pending		

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

Download Select Al Confirmation quantity updated successfully. Search successfully completed. 4 records found														
0		Upstream/Dow	nstream Contra	ct					Qu for Sele	antity cted Cyd	:le		Last Confirm This Let	med at vel
Dir Flo		Up/ Down K	Svc Req Prop		Svc Req K	ID2	Post	Avail for			Reduction	Post Nom	-	
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	000002/ABC Depthicar	100	990001	W2100 Compositu	2000022		702	2 702	702	(	000 -	Delethed	11/07/2014	115 1171
ĸ	390002/ABC Producer 123 666777888	XTZ LUC Company 3000023		102	102	102		PAR *	Rejected	10.14	UETTA			

*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 firstcolumn.

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 Reque	st Lists≫ Retro Request	List										ACTIONS MENU
0	Retro Request	Retro Type	Initiating BAID Svc Req	Scheduling Rep	j Exp Dat	iration e	Flow Date	Pe	Acctg riod	Submitted Date	Retro Status	Error
5	306687	Nomination	XYZ LDC Company/990001	Diane Ezernack	01/04/20	015	12/03/2014	12/01/	2014 1	2/05/2014	Pending	
		Routing Activity			Retro Type	Res	ponsible Party/B/	AID	Res ponso Date	e Status	Us er ID	Comments
Nom Submitter Contact (a)) >	< K# 3000023 > < Up	K# 123/ Dn K# 456	> < Submitted By: U	E01704 (XYZ	Nomination	XYZ LDC	Company/990001		12/05/2014 10:29:17	Approv ed	XYZ Contact (a)/7132152000	N
Receipt Opera	tor				Nomination					Pending		N
DeliveryOper:	ator <locid: 9000001<="" td=""><td>&gt;</td><td></td><td></td><td>Nomination</td><td>XYZ LDC</td><td>Company/990001</td><td></td><td>12/05/2014 10:29:18</td><td>Auto Approved</td><td>ISPFROD</td><td>N</td></locid:>	>			Nomination	XYZ LDC	Company/990001		12/05/2014 10:29:18	Auto Approved	ISPFROD	N
Frans portation	Services Review				Nomination	Diane Eze	ern ack/990001		12/05/2014 10:29:18	Auto Approved	ISPFROD	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

Confirmation				
Confirmation				Preset Filters
Filters				COLLAPSE &
* Beg Date:	End Date:	* Cycle:	* Loc Prop/Name:	* Confirming Level:
12/03/2014	12/03/2014	RETRO  V Cycle Indicators	9006082	
Loc (DRN): Last Level Confirmed:	Conf Pty Pr	op/Conf Pty Name: 401455/TEXAS EASTERN TRANSMISS Auto Conf:	ION, LP Conf Party Conf Party	Contact Name: Contact Phone:
Conf Req Prop/ Name: Last Level PDAed:		TSP EDI Role:		Conf Options:
Show Only Retros: 🗌 Check to fil	lter out Zero qty Nomina	ions: 🗹 Show PDAs: 🗌		
<b>Retrieve</b> Clear				

- 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.** 

TSP/Prep/Name/ID: Transco - 007933021   XYZ LDC Company		XYZ Contact (11)   1Line System Time 3:53 PM CDT
Williams.		
Home Navigation <del>*</del> *		Measurement Tools - Reports Print Logoff
Confirmation		
		ACTIONS HERE Y
Filters		
* Beg Date: End Date:	* Cycle:	* Loc Prop/Name: * Confirming Level:
10/24/2011 10/24/2011	RETRO Cycle Indicators	9000001 / XYZ LDC Corp 💌 TRANSACTION 💌
Loc (DRN): 0	Conf Pty Prop/Conf Pty Name: 990001/XYZ LDC Comp	any Conf Party Contact Name: Leneva Ascherman
Last Level Confirmed: Not Confirmed	Auto Conf: Off	Conf Party Contact Phone: 7132154365
Conf Reg Prop/Name: 990001/XYZ LDC Company	TSP EDI Role: Responder	Conf Options All
Last Level PDAed: TRANSACTION	Comment	×
Check to filter out Zero qty Nominations: 🔽 Show PDAs: 🗌		<u> </u>
	Retro	
Filter for PDA		EXPAND (
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Scheduled Quantities		COLLAPSE A
	∎ ! <b>+</b>	DETRO
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POST Delivery Scheduled Quantity: 0 Current Delivery	Scheduled Quantity: U Retro Delivery Nominated: 8,	,000 Delivery: Confirmed: Scheduled:
POST Net Scheduled Quantity: 0 Current Net	Scheduled Quantity: 0	

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	Last Confirmed at This Level				
Retro Conf Status	Reduction Reason Code	Retro Scheduled	Retro Request ID	Date / Time	Name
APPROVED			<u>310387</u>	12/05/2014 16:29	JARIAS

Please contact your Commercial Services Rep with any Confirmation questions.