

# DEO EBB QPTM Training Guide 9.28.22

## 1. Introduction

### 1.1 Introduction



<b>DEO EBB QPTM Training Guide 9.28.22</b>		
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## 1.2 Navigation Notes

### Navigation Notes

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1. The course is interactive. Best practice is if you see a red arrow or red outlined box, click there to move onto the next slide.



2. You can navigate to specific sections of the training using the menu on the left-hand side, or using the Table of Contents found on the next page (1.3).
3. This course includes sound.

## 1.3 Table of Contents

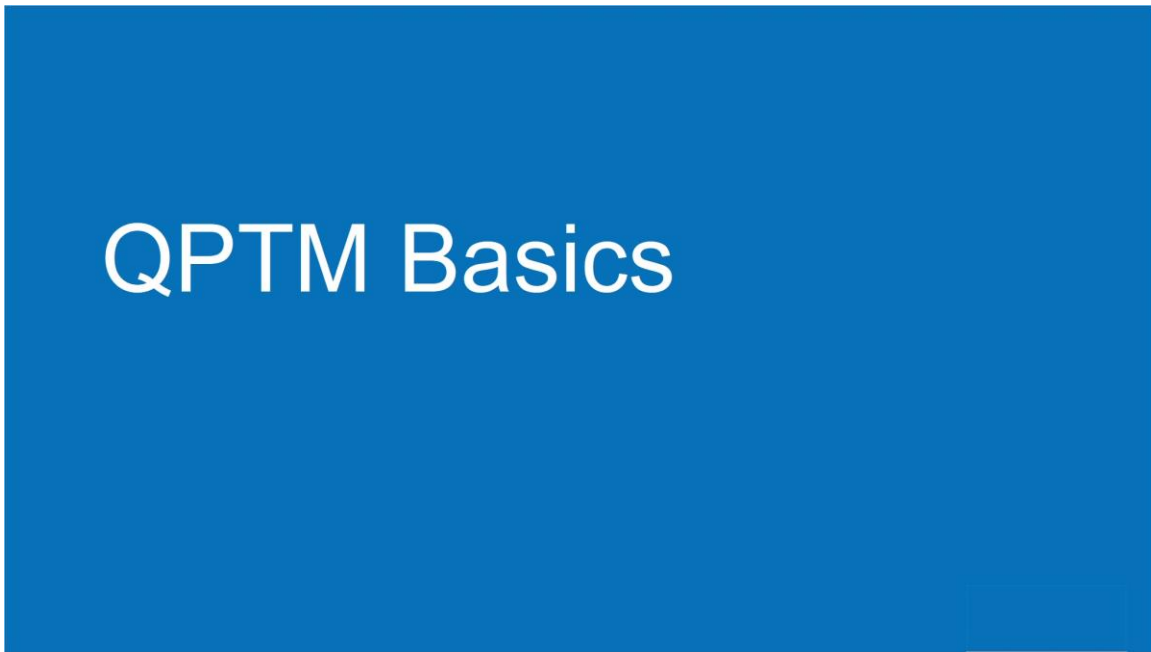
### Table of Contents

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1. QPTM Basics
2. Basic Nomination Guidance
3. Transportation Nominations
4. Local Production Nominations
5. Storage Nominations
6. Storage Ratchets and Balance
7. Reallocation
8. Target Requirements
9. Reports

You can quickly jump to each section by clicking on a desired lesson.

## 1.4 QPTM Basics



## 1.5 Lesson Objectives

<ul style="list-style-type: none"><li>• Logging into QPTM</li><li>• Menu Items</li><li>• Review Dashboard Functionality</li></ul>	 <p>Lesson Objectives</p>
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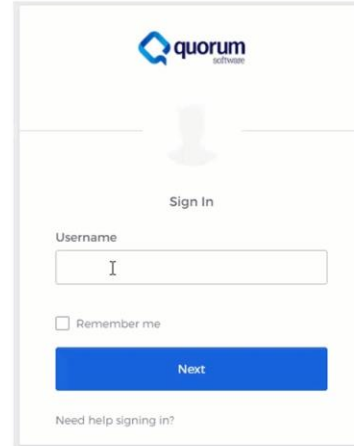
## 1.6 Navigating to the QPTM Website

### Navigating to the QPTM Website

To access myQuorum:  
Open a browser window and log in using your [myQuorum](#) web URL.

(<https://login.myquorumcloud.com/app/UserHome>)

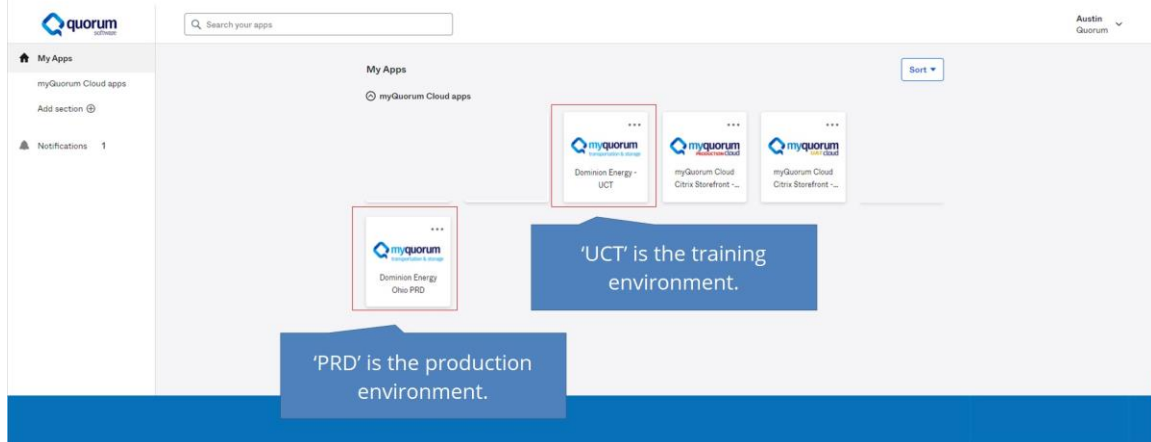
Enter your **User ID** and **Password**, and then click **LOGIN**. Based on your browser settings, you may be able to save your login information.



## 1.7 Navigating to the QPTM Website


### Navigating to the QPTM Website

**For Training, you will use the 'UCT' environment.** You will use the Dominion Energy Ohio Production environment 'PRD' when we go-live.



## 1.8 Menu Items


- Logging into QPTM
  - Menu Items
  - Review Dashboard Functionality

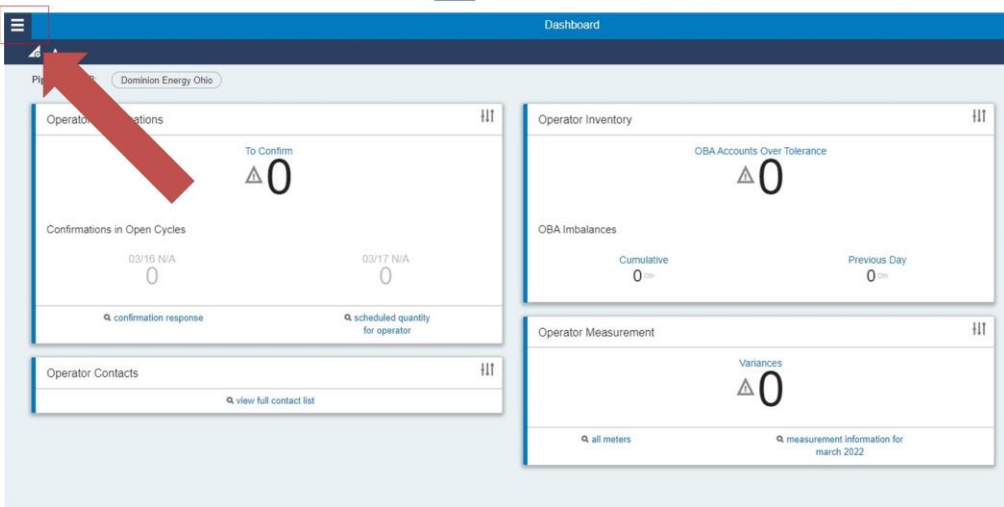
A blue rectangular graphic with a white target icon at the top center. Below the icon, the text "Lesson Objectives" is written in a large, white, sans-serif font.

# Lesson Objectives

## 1.9 Menu Items

### Menu Items

To view the Menu Items, click the  icon in the **top left corner** on any screen.

A screenshot of the QPTM dashboard interface. The dashboard has a blue header bar with the word "Dashboard" on the right. Below the header, there are several data panels. A red arrow points to a hamburger menu icon (three horizontal lines) in the top left corner of the dashboard area. The panels include: "Operator Confirmations" with a "To Confirm" section showing a large "0" and a warning triangle; "Confirmations in Open Cycles" with two sub-sections for "03/16 N/A" and "03/17 N/A", both showing "0"; "Operator Inventory" with "OBA Accounts Over Tolerance" showing a large "0" and a warning triangle; "OBA Imbalances" with "Cumulative" and "Previous Day" both showing "0"; and "Operator Measurement" with "Variances" showing a large "0" and a warning triangle. Search icons are present at the bottom of several panels.

Operator Confirmations

To Confirm

0

Confirmations in Open Cycles

03/16 N/A

0

03/17 N/A

0

confirmation response

scheduled quantity for operator

Operator Inventory

OBA Accounts Over Tolerance

0

OBA Imbalances

Cumulative

0

Previous Day

0

Operator Measurement

Variances


0

all meters

measurement information for march 2022

## 1.10 Menu Items

### Menu Items


×

Menu Sitemap

The QTM menu can be used to navigate to the various screens within the system.

Please note, **NOT EVERY MENU ITEM IS APPLICABLE.**

**Nominations** ▾

- Nomination ▾
- Nomination Submission ●
- Nomination Maintenance ●
- Confirmation ▾
- Confirmation Response ●
- Confirmation Summary ●
- Scheduled Quantity ▾
- Scheduled Quantity ●
- Scheduled Quantity for Operator ●

The nomination submission screen is where you learn more details on the nomination submissions. The confirmation response screen is read-only. Only be ECPS, SSO, LPPS, FRPS, and UTICA customers will be able to query data. This screen is **not** applicable.


**Scroll over the icon next to each menu item to learn more.**

This screen is **not** applicable.

This screen is not applicable to you.

## 1.11 Menu Items

### Menu Items


×

Menu Sitemap

The QTM menu can be used to navigate to the various screens within the system.

Please note, **NOT EVERY MENU ITEM IS APPLICABLE.**

**Flowing Gas** ▾

- Allocation ▾
- Allocation Download - Daily ●
- Allocation Download - Monthly ●
- Imbalance ▾
- Customer Accounts ▾
- Authorization to Post Imbalances ●
- Measurement ▾
- Measurement Information ●

This screen is **not** applicable.

This screen is **not** applicable.

The Authorization to Post Imbalance screen is where you can view your storage transactions and inventory.

This screen **not** applicable. You will view measurement data in QQM reports.

## 1.12 Menu Items

### Menu Items

The QPTM menu can be used to navigate to the various screens within the system.

This screen is **not** applicable.  
Please note, **NOT EVERY MENU ITEM IS APPLICABLE.**

This screen is **not** applicable.

Scroll over the icon next to each menu item to learn more.

This screen is **not** applicable.  
The core QPTM report screen is where you can run storage reports, and scheduled vs measured volumes report.

The screenshot shows a sidebar menu with three main sections: Invoicing, Capacity Release, and Reports. Each section has a dropdown arrow. Under 'Invoicing', there are items: Invoice, Invoice Documents (with a grey circle icon), Payment Remittance, Invoice Documents (with a grey circle icon), and Statement of Account. Under 'Capacity Release', there are items: Awards and Award Download (with a grey circle icon). Under 'Reports', there is an item: Reports (with a blue circle icon). A red arrow points to the 'Invoice Documents' icon in the Invoicing section.

## 1.13 Dashboard Functionality

- ✓ • Logging into QPTM
- ✓ • Menu Items
- Review Dashboard Functionality

# Lesson Objectives

The graphic features a blue background with a white target icon (a bullseye with an arrow hitting the center) positioned above the text 'Lesson Objectives'.

## 1.14 Dashboard Review

Overview of your Dashboard. Please find the applicable widgets below.

The dashboard screenshot shows several widgets with callout boxes:

- Nominations - (NominationsWidget/Pipeline)**: Shows Cuts (2) and Errors (1). Callouts: "Cuts are not applicable to you." and "Nom Errors are applicable."
- Title Transfers**: Shows 0. Callout: "Title Transfers are not applicable to you."
- Scheduler Inventory - (SchedulerInventoryWidget/Pipeline)**: Shows Imbalances Out of Tolerance (4). Callout: "The top part of Scheduler inventory is not applicable."
- Nomination Cycle Summary - (Nominatio...)**: Shows nomination cycles for 03/13/2018 and 03/14/2018. Callout: "Nomination Cycles can be seen here."
- Storage Balances**: Shows Total Balance (10000). Callout: "Storage Balances are applicable. If you have multiple storage contracts. The numbers represent totals across all your storage contracts."
- Contracts - (ContractsWidget/Pipeline)**: Shows Active Contracts (857). Callout: "This shows the number of active contracts that you own."
- RFS Activity**: Shows Denied RFS (1). Callout: "RFS Activity is not applicable to you."
- Contracts - (ContactsScheduler/Widget/Pipeline)**: Shows Previous Day Int (1000) and Previous Day WID (0). Callout: "You may view scheduler contacts here."
- Notices - (NoticePostingsWidget/Pipeline)**: Shows a CRITICAL notice. Callout: "Notices can be seen here."

## 1.15 Dashboard Review

Overview of the Nominations Widget.

The Nominations Widget screenshot shows:

- Nominations - (NominationsWidget/Pipeline)**: Shows Cuts (2) and Errors (1). Callouts: "Cuts are not applicable." and "You can view your nom errors here by clicking on the errors in the Nomination Widget."
- Title Transfers**: Shows 0. Callout: "Cuts are not applicable."
- Quantity Mismatch**: Shows 1. Callout: "You can view your nom errors here by clicking on the errors in the Nomination Widget."
- Nomination Errors**: A table showing errors for Current Gas Day (5/12/2020) and Next Gas Day (5/13/2020). Callout: "Errors displays the number of submitted nominations that contain errors for the current and the next gas days' open nomination cycles. The shipper can click the New/Modify Nominations icon to address the error."



## 1.16 Dashboard Review

Overview of the Contracts Widget.

Contracts

Active Contracts  
**17**

This shows the number of active contracts that you are the contract owners for. Supplier agency is not currently taken into account.

If you click on the number, a window with your list of active contract will appear.

## 1.17 Dashboard Review

Overview of the Storage Balance Widget.

Storage Balances

Total Balance  
**10000** Cdn

Previous Day Inj.  
**1000** Cdn

Previous Day W/D  
**0** Cdn

[customer account maintenance](#)

This will be a total across all of your storage contracts.

This will bring you to the Authorization to Post Imbalance screen to view storage balances. Please note, supplier agency is not supported on this widget, the Authorization to Post Imbalance screen, or in the core ATPM reports. Supplier agency will be accounted for in QQM reports.

## 1.18 Dashboard Review

Overview of the Notice Posting Widget.

The screenshot shows a dashboard interface with a 'Notices' widget. The widget is divided into 'Non-Critical' and 'Critical' sections. The 'Non-Critical' section displays a notice titled 'Notice Type Test - Maintenance - Planned Service Outage - Station Offline' with a date range of '01/01/0001 - 12/31/9999'. Below the notice is a 'View in IPWS' link with a broken icon and a 'View more' link. The 'Critical' section displays a notice titled 'TEST CRITICAL - Computer System Status' with the same date range, also featuring 'View in IPWS' and 'View more' links. At the bottom of each section are links to 'view all non-critical notices' and 'view all critical notices'. Three callout boxes provide instructions: one points to the 'View in IPWS' link in the non-critical section stating it is not applicable; another points to the 'View more' link stating it can be used to view the entire message; and a third points to the 'view all critical notices' link stating not to click it.

The view IPWS link is not applicable. Please go directly to the DEO notice posting site.

you can click on view more to view entire message.

Do not click view all.

## 1.19 Dashboard Review

Overview of the Scheduler Contacts Widget.


The screenshot shows a dashboard interface with a 'Scheduler Contacts' widget. The widget displays a single contact entry: 'DEO CONTACT' with an 'Email' link to its right. Below the contact entry is a link to 'view full contact list'. A callout box points to the 'Email' link, stating that clicking it will allow the user to email the scheduler contact. Another callout box points to the 'view full contact list' link, stating not to click it.

Clicking on the email contact will allow you to email the scheduler contact.

Do not click view all.

## 1.20 Lesson Objectives

- ✔ • Logging into QPTM
- ✔ • Menu Items
- ✔ • Review Dashboard Functionality



# Lesson Objectives

## 1.21 Nominations

# Nominations

## 1.22 Adjust Nom Submission Grid

- Adjusting the Nom Submission Grid
- Submitting Nominations
- Review & Update Nominations
- Populate Nom Template and Bulk-Upload Noms
- Download Existing Noms into Template and Re-import to Reuse Nom Paths
- Address Nomination Errors
- Review Confirmation Response



# Lesson Objectives

## 1.23 Adjusting Nomination Submission Grid

### Adjusting Nomination Submission Grid

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In this lesson you will learn the basics of **adjusting** the **nomination submission grid**.


**Key Items to remember include;**

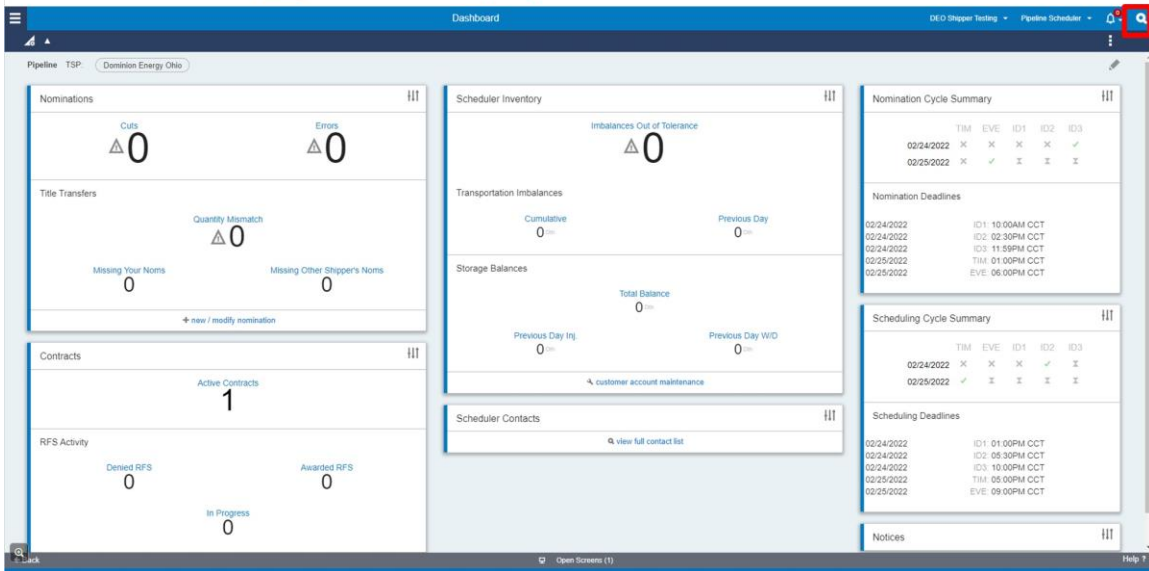
- This layout can be adjusted or tweaked to your preference.
- Your layout will save across your QPTM user profile.
- Subsequent lessons will have the nomination submission columns in similar order to this lesson plan.

Select the arrow to continue



## 1.24 Adjusting the Nomination Submission Grid

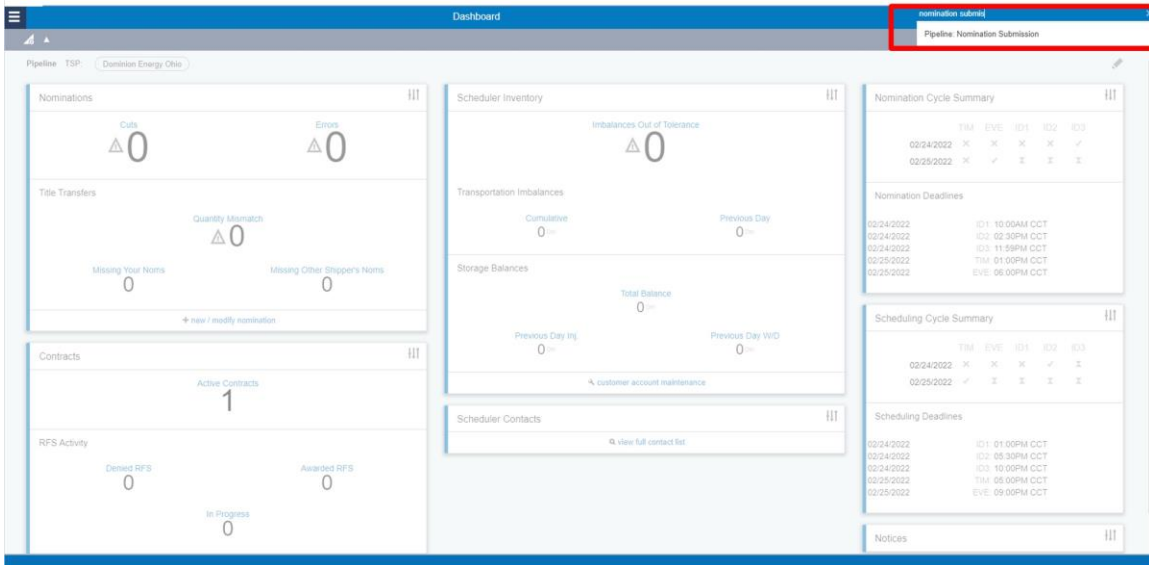
1. Click on the  icon in the **top right corner** to search.



The screenshot shows a dashboard with a blue header bar. In the top right corner, there is a search icon (magnifying glass) inside a red square. The dashboard contains several widgets: 'Nominations' with 'Cuts' and 'Errors' at 0; 'Title Transfers' with 'Quantity Mismatch' at 0; 'Contracts' with 'Active Contracts' at 1; 'RFS Activity' with 'Denied RFS' and 'Awarded RFS' at 0; 'Scheduler Inventory' with 'Imbalances Out of Tolerance' at 0; 'Transportation Imbalances' with 'Cumulative' and 'Previous Day' at 0; 'Storage Balances' with 'Total Balance' at 0; 'Scheduler Contacts' with a 'view full contact list' link; 'Nomination Cycle Summary' with a table of dates and status; 'Scheduling Cycle Summary' with a table of dates and status; and 'Scheduling Deadlines' with a table of dates and times.


## 1.25 Adjusting the Nomination Submission Grid

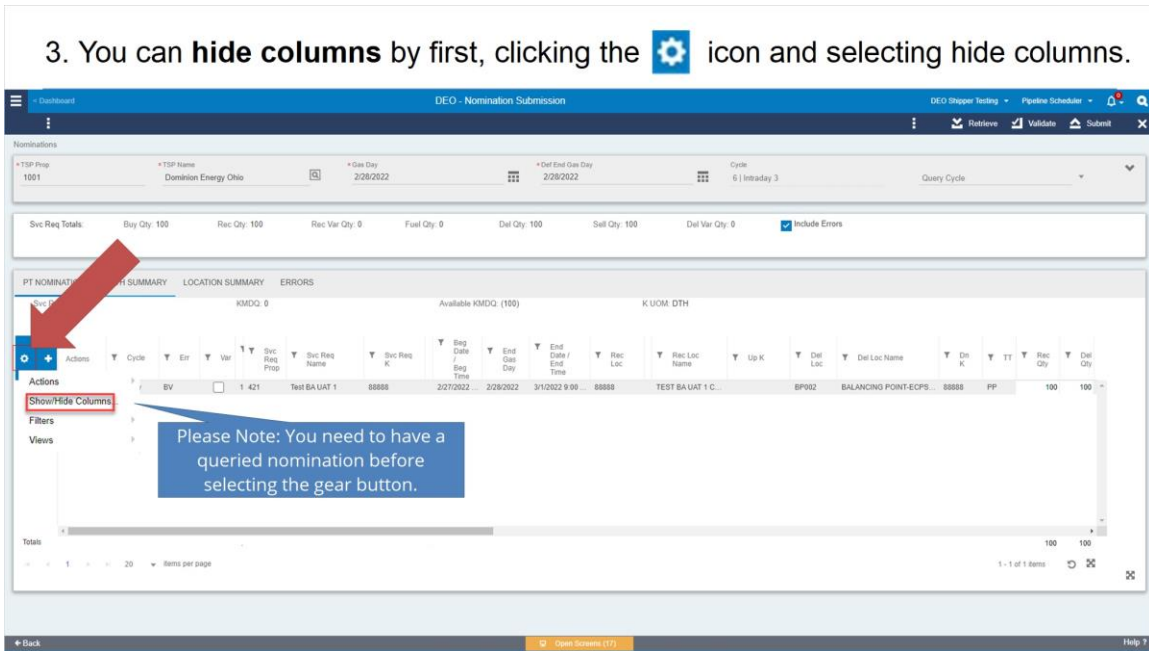
2. Type in **search bar** 'Nomination Submission' and select the drop down option.



The screenshot shows the same dashboard as in 1.24, but with the search bar in the top right corner containing the text 'nomination submit'. A dropdown menu is open below the search bar, showing the option 'Pipeline: Nomination Submission' highlighted in red. The rest of the dashboard content is identical to the previous screenshot.

## 1.26 Adjusting the Nomination Submission Grid

3. You can **hide columns** by first, clicking the  icon and selecting hide columns.

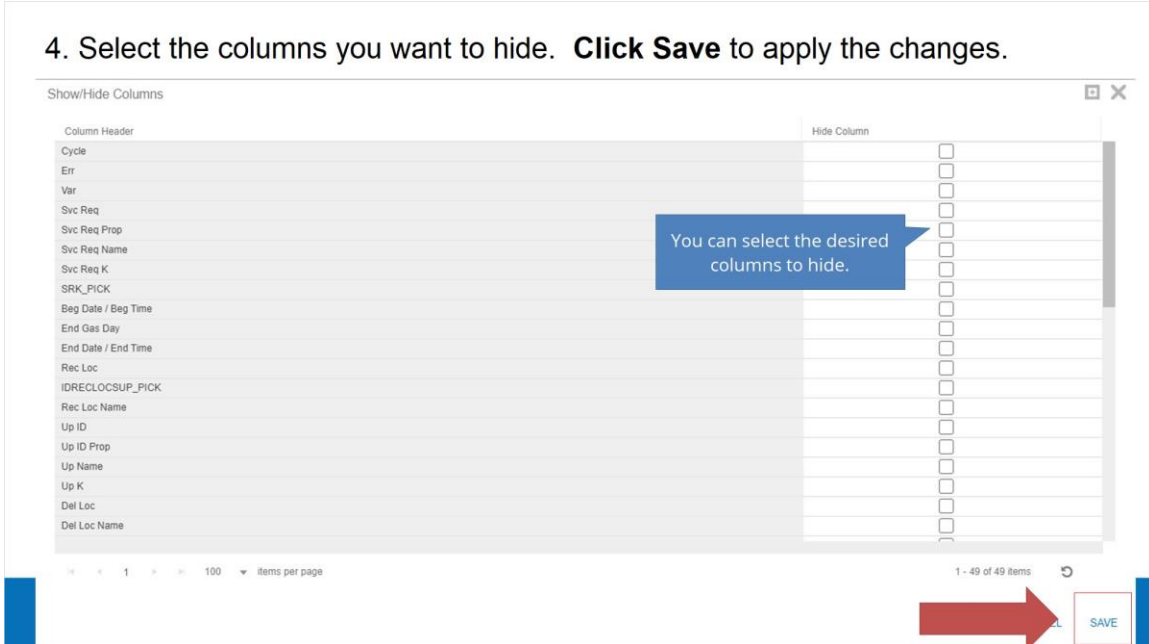


The screenshot shows the 'DEO - Nomination Submission' interface. At the top, there are navigation tabs for 'Dashboard', 'DEO Shopper Testing', and 'Pipeline Scheduler'. Below this, there are filters for 'TSP Prop' (1001), 'TSP Name' (Dominion Energy Ohio), 'Gas Day' (2/26/2022), 'Def End Gas Day' (2/29/2022), and 'Cycle' (6 | Intraday 3). A summary bar shows 'Sec Req Totals' with values for Buy Qty (100), Rec Qty (100), Rec Var Qty (0), Fuel Qty (0), Del Qty (100), Sell Qty (100), and Del Var Qty (0). The main grid is titled 'PT NOMINATION SUMMARY' and 'LOCATION SUMMARY'. A red arrow points to the gear icon in the top-left corner of the grid. A blue callout box with the text 'Please Note: You need to have a queried nomination before selecting the gear button.' is positioned over the grid. The 'Show/Hide Columns' menu is open, showing a list of column headers and checkboxes for hiding them.

Column Header	Hide Column
Cycle	<input type="checkbox"/>
Err	<input type="checkbox"/>
Var	<input type="checkbox"/>
Svc Req	<input type="checkbox"/>
Svc Req Prop	<input type="checkbox"/>
Svc Req Name	<input type="checkbox"/>
Svc Req K	<input type="checkbox"/>
SRK_PICK	<input type="checkbox"/>
Beg Date / Beg Time	<input type="checkbox"/>
End Gas Day	<input type="checkbox"/>
End Date / End Time	<input type="checkbox"/>
Rec Loc	<input type="checkbox"/>
IDRECLOCSUP_PICK	<input type="checkbox"/>
Rec Loc Name	<input type="checkbox"/>
Up ID	<input type="checkbox"/>
Up ID Prop	<input type="checkbox"/>
Up Name	<input type="checkbox"/>
Up K	<input type="checkbox"/>
Del Loc	<input type="checkbox"/>
Del Loc Name	<input type="checkbox"/>

## 1.27 Adjusting the Nomination Submission Grid

4. Select the columns you want to hide. **Click Save** to apply the changes.



The screenshot shows the 'Show/Hide Columns' dialog box. It contains a list of column headers and checkboxes for hiding them. A blue callout box with the text 'You can select the desired columns to hide.' is positioned over the list. At the bottom right, a red arrow points to the 'SAVE' button.

Column Header	Hide Column
Cycle	<input type="checkbox"/>
Err	<input type="checkbox"/>
Var	<input type="checkbox"/>
Svc Req	<input type="checkbox"/>
Svc Req Prop	<input type="checkbox"/>
Svc Req Name	<input type="checkbox"/>
Svc Req K	<input type="checkbox"/>
SRK_PICK	<input type="checkbox"/>
Beg Date / Beg Time	<input type="checkbox"/>
End Gas Day	<input type="checkbox"/>
End Date / End Time	<input type="checkbox"/>
Rec Loc	<input type="checkbox"/>
IDRECLOCSUP_PICK	<input type="checkbox"/>
Rec Loc Name	<input type="checkbox"/>
Up ID	<input type="checkbox"/>
Up ID Prop	<input type="checkbox"/>
Up Name	<input type="checkbox"/>
Up K	<input type="checkbox"/>
Del Loc	<input type="checkbox"/>
Del Loc Name	<input type="checkbox"/>

## 1.28 Submitting Nominations

- ✓ • Adjusting the Nom Submission Grid
- Submitting Nominations
- Review & Update Nominations
- Populate Nom Template and Bulk-Upload Noms
- Download Existing Noms into Template and Re-import to Reuse Nom Paths
- Address Nomination Errors
- Review Confirmation Response



# Lesson Objectives

## 1.29 Submitting a Nomination

### Submitting a Nomination

In this lesson you will learn the basics of **submitting a nomination**.

The nomination shown in the screenshots of this section is an **example nomination** designed to show the general process of nom submission. The particular nom rule used in the example nom may or may not be applicable to you.

The nom rules have not changed between Dekaflow and QPTM. A more detailed overview of these different types of noms will be provided in later lessons.

**Key Items to remember include;**

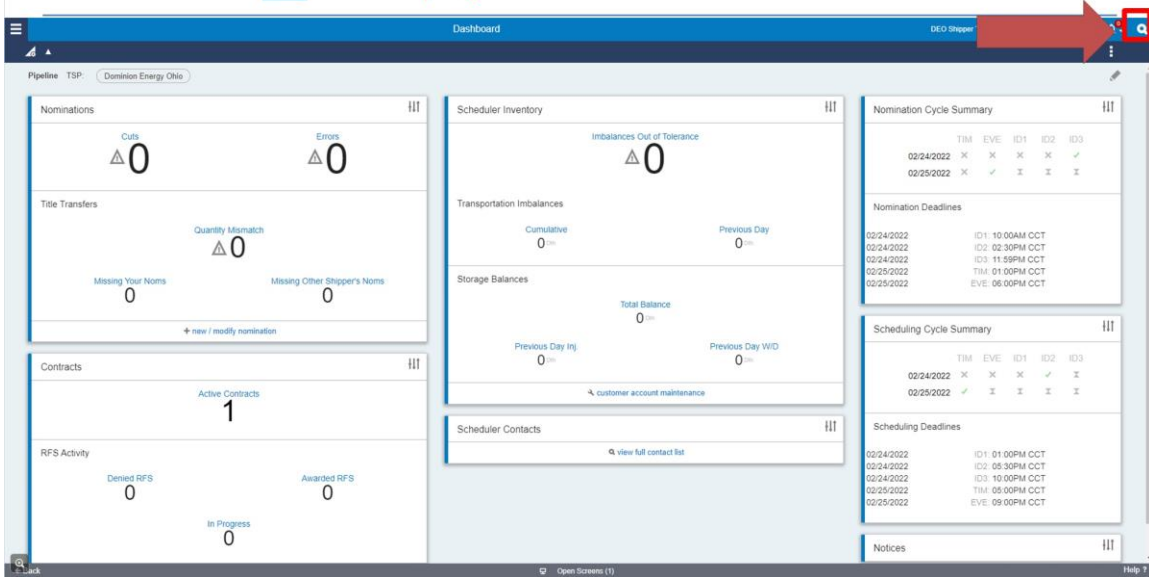
- Validate your nomination before submitting.
- Nomination rules have not changed between Dekaflow and QPTM

Select the arrow to continue



## 1.30 Submitting a Nomination

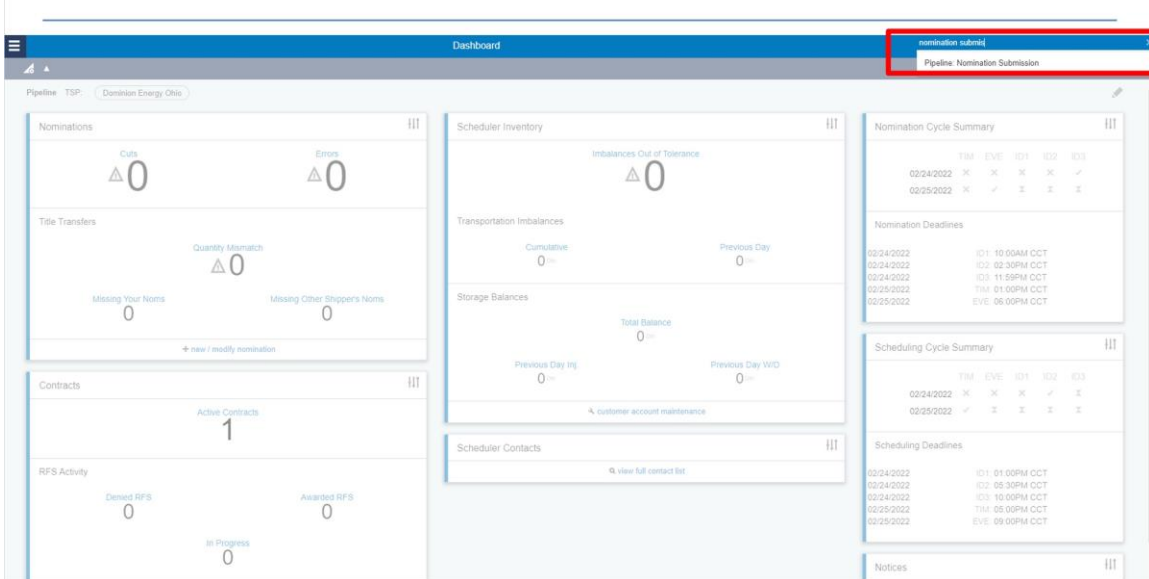
1. Click on the  in the **top right corner** to search.



The screenshot shows a dashboard for 'Pipeline TSP: Dominion Energy Ohio'. The top right corner features a search bar with a magnifying glass icon. A red arrow points to this icon. The dashboard contains several widgets: 'Nominations' (Cuts: 0, Errors: 0), 'Title Transfers' (Quantity Mismatch: 0, Missing Your Noms: 0, Missing Other Shoppers Noms: 0), 'Contracts' (Active Contracts: 1), 'RFS Activity' (Denied RFS: 0, Awarded RFS: 0, In Progress: 0), 'Scheduler Inventory' (Imbalances Out of Tolerance: 0), 'Transportation Imbalances' (Cumulative: 0, Previous Day: 0), 'Storage Balances' (Total Balance: 0, Previous Day Inj: 0, Previous Day WID: 0), 'Nomination Cycle Summary' (table with dates and status), 'Scheduling Cycle Summary' (table with dates and status), and 'Scheduling Deadlines' (table with dates and times). A 'Help' icon is visible in the bottom right corner.

## 1.31 Submitting a Nomination

2. Type **'Nomination Submission'** in the **search bar** and select the drop down option.



The screenshot shows the same dashboard as in 1.30, but with the search bar in the top right corner containing the text 'nomination submit'. A dropdown menu is open, showing the option 'Pipeline: Nomination Submission' highlighted in red. The rest of the dashboard content remains the same as in the previous screenshot.



### 1.32 Submitting a Nomination

3. On the **Nomination Submission Screen** header, **Select** a desired **Gas Date** range to nominate on.

The screenshot shows the 'DEO - Nomination Submission' interface. At the top, there are tabs for 'Retriever', 'Validate', and 'Submit'. Below this, the 'Nominations' section displays a table with columns for TSP Prep, TSP Name, Gas Day, End Gas Day, and Cycle. The 'Gas Day' and 'End Gas Day' columns are highlighted with a red box, showing the date '3/23/2022'. A blue callout bubble points to this box with the text: 'Please note: the nomination is only going to validate based on the first gas day in the gas day range.' Below the table, there are sections for 'Svc Req Totals' and 'PT NOMINATIONS' with various filters and a table header.

### 1.33 Submitting a Nomination

4. **Click** on the  or type in your **Svc Req Name**.

The screenshot shows the 'DEO - Nomination Submission' interface. The 'Svc Req Name' field is highlighted with a red box and a magnifying glass icon. A blue callout bubble points to this field with the text: 'Please note: Noms will be entered at the BA level in QPTM, so you'll have to select a Svc Req (BA) first - which will default to your BA when you open the screen. But if you're an agent operating on behalf of others. You'll need to select other pool operators as the Svc Req. Then you can enter noms for all contracts (e.g. Dominion Energy Ohio & Dominion Energy West Ohio) within one screen.' Below the search field, there are sections for 'Svc Req Totals' and 'PT NOMINATIONS' with various filters and a table header.

### 1.34 Submitting a Nomination

5. In this example, you will be 'Test BA UAT 1'. **Select the Svc Req.**

If you're an agent operating on behalf of others. In this Svc Req picklist, you'll can see and select from your own BA and the other BAs you're the agent for, to view or submit nominations.

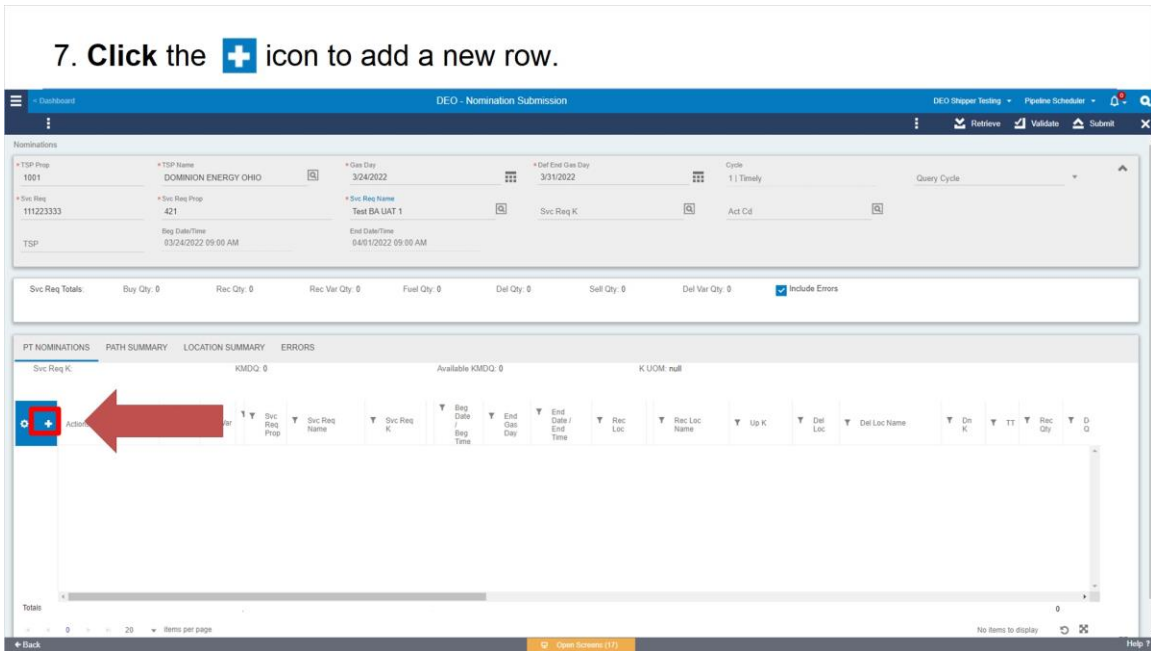
### 1.35 Submitting a Nomination

6. The rest of the fields will populate as shown below. **Select Retrieve.**

Retrieve


## 1.36 Submitting a Nomination

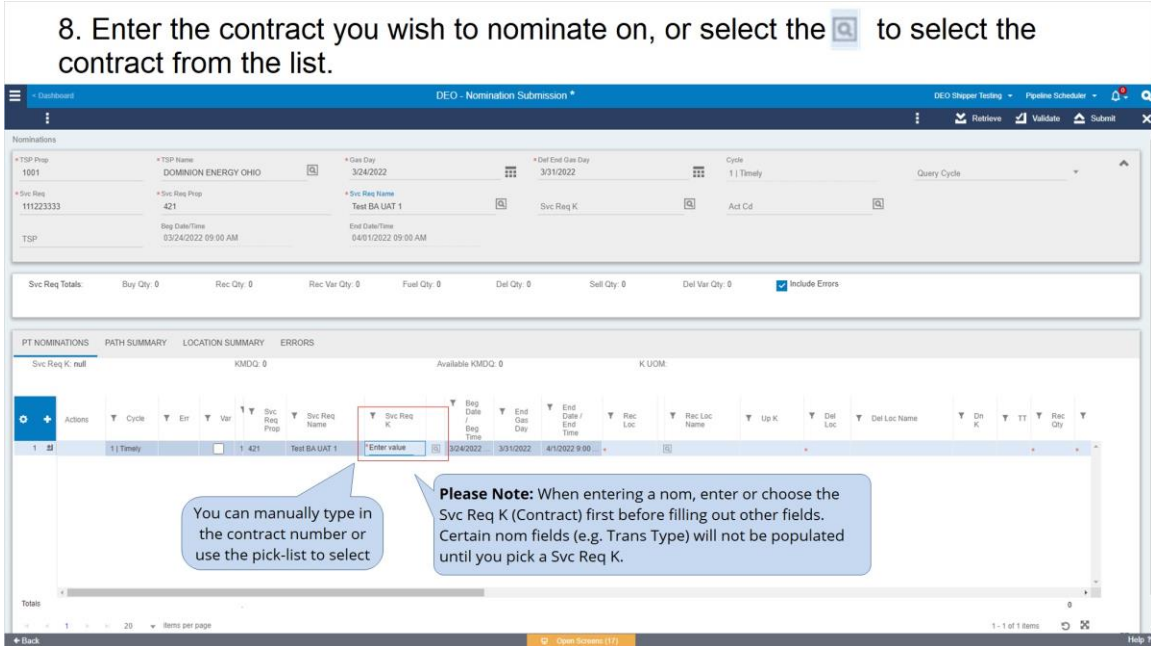
7. Click the  icon to add a new row.



The screenshot shows the 'DEO - Nomination Submission' interface. At the top, there are navigation tabs for 'Dashboard', 'DEO - Nomination Submission', 'DEO Shaper Testing', and 'Pipeline Scheduler'. Below this, there are sections for 'Nominations' and 'PT NOMINATIONS'. The 'Nominations' section contains a form with fields for 'TSP Prop' (1001), 'TSP Name' (DOMINION ENERGY OHIO), 'Gas Day' (3/24/2022), 'Def End Gas Day' (3/31/2022), 'Cycle' (1 | Timely), and 'Query Cycle'. The 'PT NOMINATIONS' section has tabs for 'PT NOMINATIONS', 'PATH SUMMARY', 'LOCATION SUMMARY', and 'ERRORS'. Below these tabs is a table with columns for 'Svc Req K', 'KMDQ', 'Available KMDQ', and 'K UOM'. A red arrow points to a plus icon in the 'Actions' column of the table header.

## 1.37 Submitting a Nomination

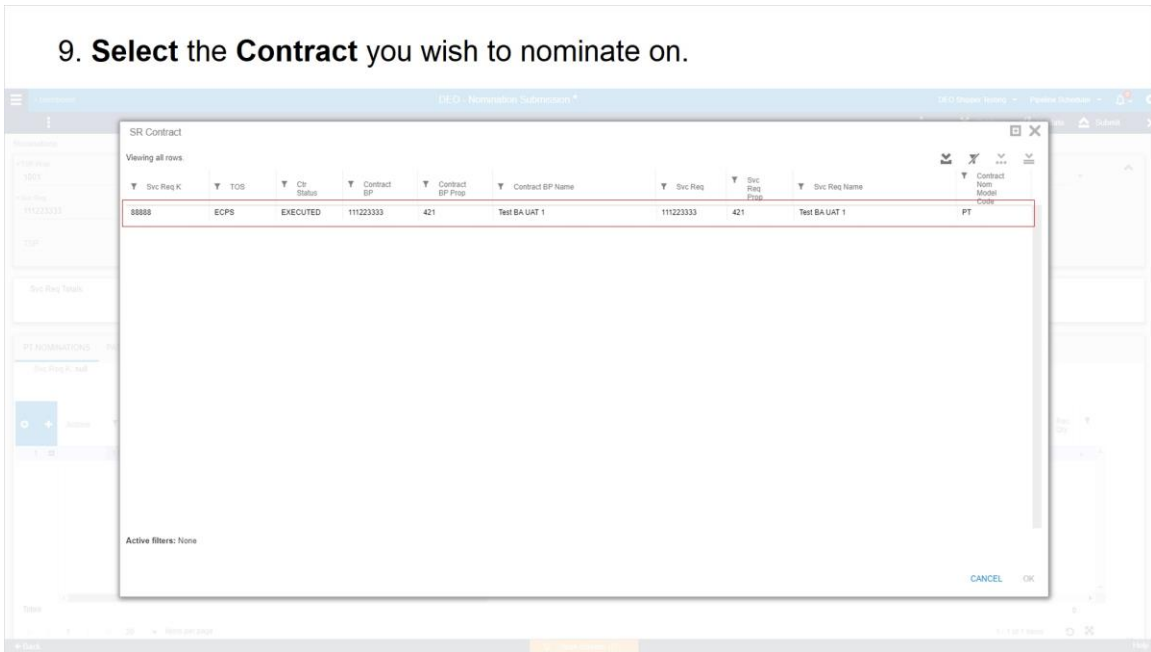
8. Enter the contract you wish to nominate on, or select the  to select the contract from the list.




The screenshot shows the 'DEO - Nomination Submission' interface, similar to the previous one. The 'PT NOMINATIONS' section is active, and the table now contains one row. The 'Svc Req K' column has a pick-list icon, which is highlighted by a red box. A callout box points to this icon with the text: 'You can manually type in the contract number or use the pick-list to select'. Another callout box points to the 'Svc Req K' field with the text: 'Please Note: When entering a nom, enter or choose the Svc Req K (Contract) first before filling out other fields. Certain nom fields (e.g. Trans Type) will not be populated until you pick a Svc Req K.' The table header includes columns for 'Actions', 'Cycle', 'Err', 'Var', 'Svc Req Prop', 'Svc Req Name', 'Svc Req K', 'Beg Date / Beg Time', 'End Gas Day', 'End Date / End Time', 'Rec Loc', 'Rec Loc Name', 'Up K', 'Del Loc', 'Del Loc Name', 'Dn K', 'TT', 'Rec Qty', and 'D Q'.

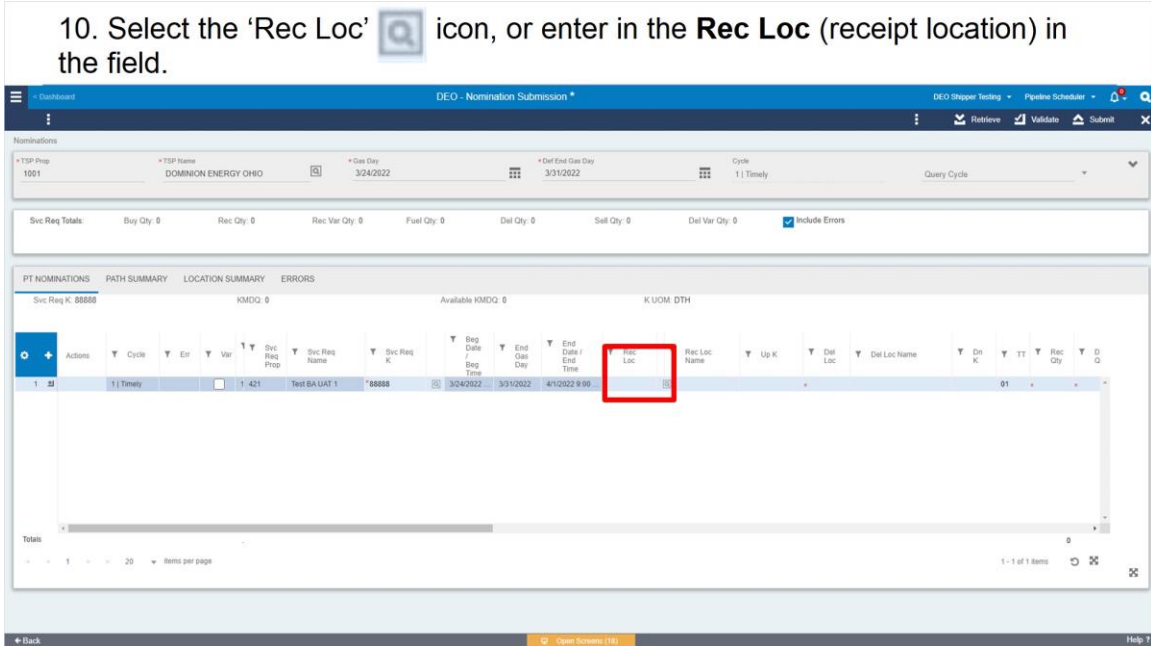
### 1.38 Submitting a Nomination

9. Select the **Contract** you wish to nominate on.



### 1.39 Submitting a Nomination

10. Select the 'Rec Loc'  icon, or enter in the **Rec Loc** (receipt location) in the field.



## 1.40 Submitting a Nomination

### 11. Select a desired 'Rec Loc'.

The screenshot shows a 'Loc Rec Sup' dialog box with a table of records. The first row is highlighted in red:

Rec Loc	Rec Loc Name	RCV
08888	TEST BA UAT 1 CF METER	R
BP002	BALANCING POINT-ECPSSO	R
BP006	BALANCING POINT-ECPSSO MONTHLY TRUE-UP	R
ML001	EASTERN GAS TRANSMISSION	R
ML003	PANHANDLE EASTERN PIPELINE-MAUMEE	R
ML004	ANR PIPELINE-MAUMEE	R
ML017	NCOT PIPELINE	R
ML018	TEXAS EASTERN PIPELINE-CLARINGTON	R
ML019	TENNESSEE GAS PIPELINE-OLMOCHE	R
ML020	TENNESSEE GAS PIPELINE-PETERSBURG	R
ML023	EGTS VIA TOP COCHRANTON	R
ML024	NCOT PIPELINE/SSO	R
ML029	ROCKIES EXPRESS PIPELINE	R
ML049	NEXUS GAS TRANSMISSION	R
ML050	TCO-BUZZARD	R

## 1.41 Submitting a Nomination

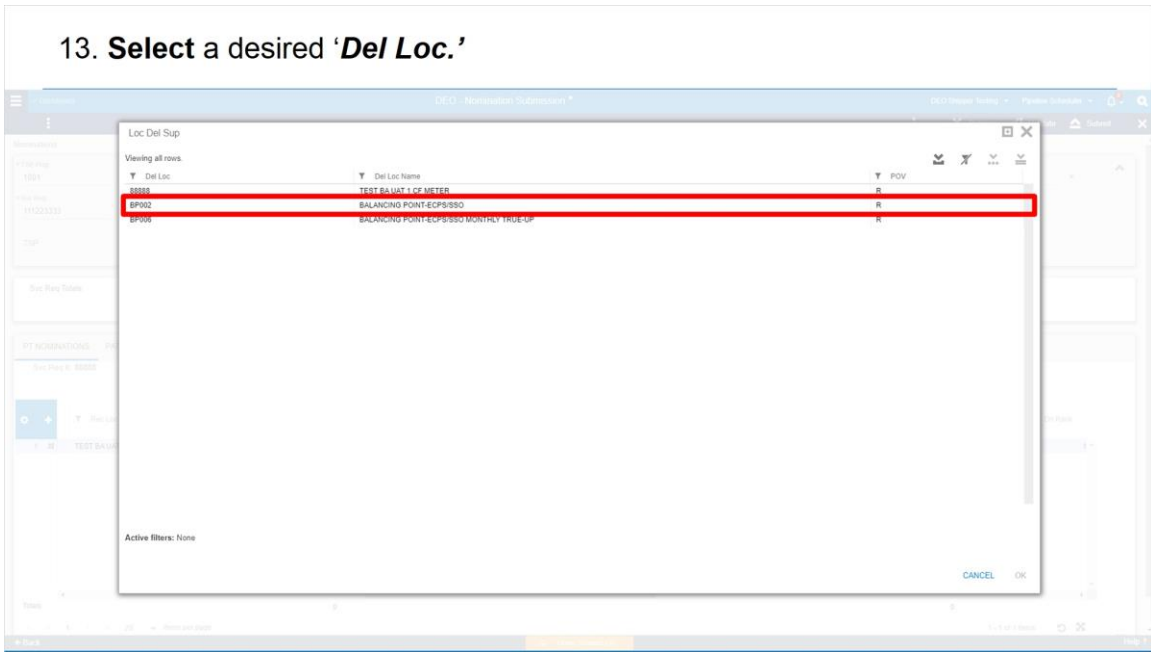
### 12. Click on the 'Del Loc' icon, or enter in the desired 'Del Loc.'

The screenshot shows the main application interface with a table of nominations. The 'Del Loc' and 'Del Loc Name' columns are highlighted in red:

Actions	Cycle	Err	Var	Svc Req Prop	Svc Req Name	Svc Req K	Req Date / Beg Time	End Gas Day	End Date / End Time	Rec Loc	Rec Loc Name	Up K	Del Loc	Del Loc Name	Ch K	TT	Rec Qty	Del Qty
1	Timely			1	421	Test BA UAT 1	08888	3/24/2022	3/31/2022	4/1/2022 9:00	08888	TEST BA UAT 1 C...				01		

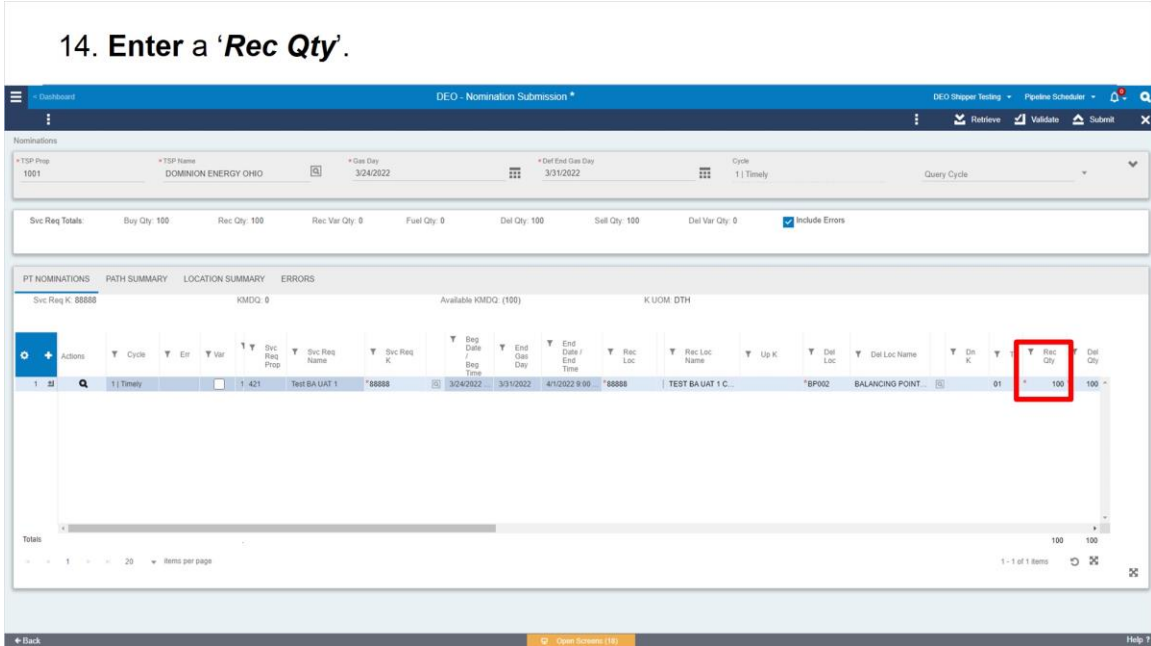
## 1.42 Submitting a Nomination

### 13. Select a desired 'Del Loc.'



## 1.43 Submitting a Nomination

### 14. Enter a 'Rec Qty'.



## 1.44 Submitting a Nomination

15. Depending on the nomination, you may need to enter an 'Up K' or a 'Dn K'.

The screenshot shows the 'DEO - Nomination Submission' interface. The nomination details include TSP Prop 1001, TSP Name DOMINION ENERGY OHIO, Gas Day 3/24/2022, and Def End Gas Day 3/31/2022. The nomination is for a cycle of 1 Timely. The nomination table shows a single entry with the following details:

Actions	Cycle	Err	Var	Svc Req Prop	Svc Req Name	Svc Req K	Req Date / Beg Time	End Gas Day	End Date / End Time	Req Loc	Req Loc Name	Up K	Dn K	TT	Req Qty	Del Qty
	1   Timely			1   421	Test BA UAT 1	*8888	3/24/2022	3/31/2022	4/1/2022 9:00	*8888	TEST BA UAT 1 C...		8888		100	100

**Please Note:** This is just an example nomination to demonstrate the general process of nom submission. In this particular example nom, a Dn K is required.

In general, nom rules have not changes between Dekaflow and QPTM.

## 1.45 Submitting a Nomination

16. Select a desired Trans Type in the 'TT' field. For this nomination, a 'PP' nomination is required.

The screenshot shows the 'DEO - Nomination Submission' interface. The nomination details are the same as in the previous screenshot. The nomination table shows a single entry with the following details:

Actions	Cycle	Err	Var	Svc Req Prop	Svc Req Name	Svc Req K	Req Date / Beg Time	End Gas Day	End Date / End Time	Req Loc	Req Loc Name	Up K	Dn K	TT	Req Qty	Del Qty
	1   Timely			1   421	Test BA UAT 1	*8888	3/24/2022	3/31/2022	4/1/2022 9:00	*8888	TEST BA UAT 1 C...			PP	100	100

## 1.46 Submitting a Nomination

17. Review your nomination and then **click 'Validate'**.

The screenshot shows the 'DEO - Nomination Submission' interface. At the top right, there are buttons for 'Retrieve', 'Validate', and 'Submit'. The 'Validate' button is highlighted with a red box, and a red arrow points to it from below. The main area displays a table of nomination details, including columns for 'Cycle', 'Err', 'Var', 'Svc Req Name', 'Svc Req K', 'Beg Date / Beg Time', 'End Date / End Time', 'Rec Loc', 'Rec Loc Name', 'Up K', 'Del Loc', 'Del Loc Name', 'Dn K', 'TT', 'Rec Qty', and 'Del Qty'. A single row is visible with the following values: 1, Timely, 1, 421, Test BA UAT 1, 08888, 3/24/2022, 3/31/2022, 4/1/2022 9:00, 08888, TEST BA UAT 1 C., BP002, BALANCING POINT, 08888, PP, 100, 100.

## 1.47 Submitting a Nomination

18. If you are unhappy with the nomination, **right-click** on the row, and hit **delete**. Please note, once you **submit** the nomination, you **cannot** delete the row.

The screenshot shows the same 'DEO - Nomination Submission' interface as in the previous image. The 'Delete' option in the context menu is highlighted with a red box. A callout box with a blue background and white text says: "You can also duplicate your nomination row for similar nomination paths." The table data is the same as in the previous image.



## 1.48 Submitting a Nomination

19. If you are happy with your nomination, **Click Validate.**

The screenshot shows the 'DEO - Nomination Submission' interface. At the top right, there are three buttons: 'Retrieve', 'Validate', and 'Submit'. The 'Validate' button is highlighted with a red box, and a red arrow points to it from below. The main content area displays a table of nominations with columns for 'Cycle', 'SVC Reg Prop', 'SVC Reg Name', 'SVC Reg K', 'Beg Date / Beg Time', 'End Gas Day', 'End Date / End Time', 'Rec Loc', 'Rec Loc Name', 'Up K', 'Del Loc', 'Del Loc Name', 'Dn K', 'TT', 'Rec Qty', and 'Del Qty'. A single row is visible with the following values: 1, Timely, 1, 421, Test BA UAT 1, 8888, 3/24/2022, 3/31/2022, 4/10/2022 9:00, 8888, TEST BA UAT 1 C..., BP002, BALANCING POINT..., 8888, PP, 100, 100.

## 1.49 Submitting a Nomination

19. Once you have validated your nomination, **Click Submit.**

The screenshot shows the 'DEO - Nomination Submission' interface, similar to the previous one. At the top right, the 'Submit' button is highlighted with a red box, and a red arrow points to it from below. The main content area displays the same table of nominations with the same data as in the previous screenshot.



## 1.52 Review & Update Noms

- ✓ • Adjusting the Nom Submission Grid
- ✓ • Submitting Nominations
- Review & Update Nominations
- Populate Nom Template and Bulk-Upload Noms
- Download Existing Noms into Template and Re-import to Reuse Nom Paths
- Address Nomination Errors
- Review Confirmation Response



# Lesson Objectives

## 1.53 Review and Update Nominations

### Review and Update Nominations

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In this lesson you will learn how to **review and update nominations**.

**Key Items to remember include;**

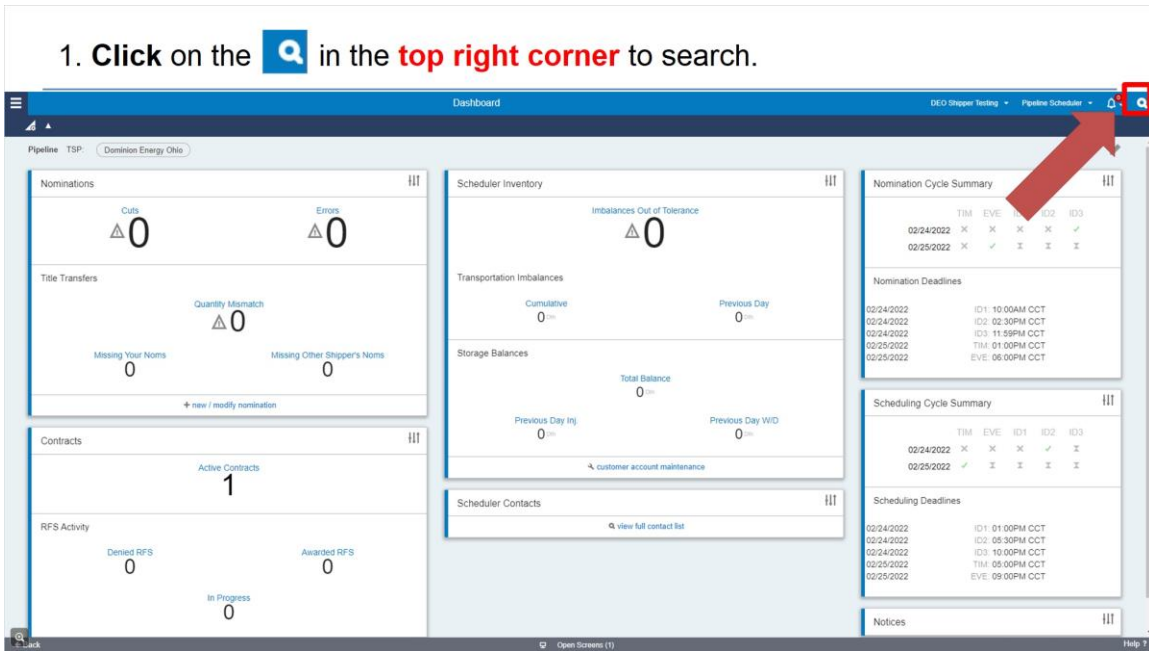
- You can use 'Actions' to open a 'daily view' and update the quantity for multiple days on the same nom path at once.
- Existing noms cannot be deleted.
- When querying noms in Nomination Submission, screen will only show nominations that include the (Start) Gas Day, and ends before or on the Def End Gas Day.

Select the arrow to continue



## 1.54 Review and Update Nominations

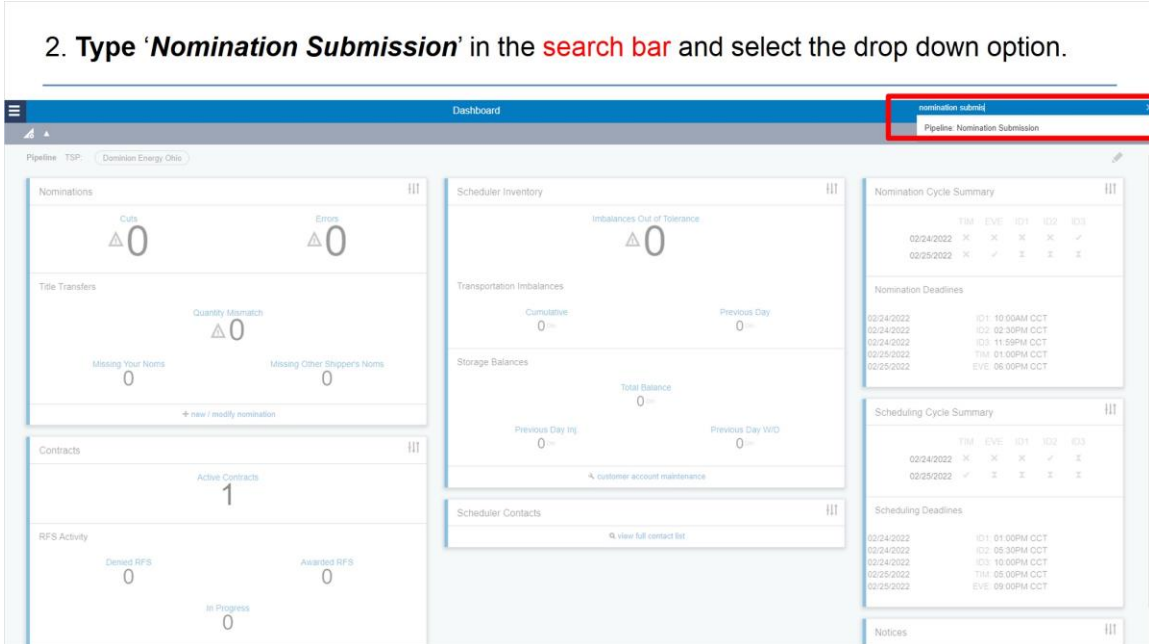
1. Click on the  in the **top right corner** to search.



The screenshot shows a dashboard with a blue header bar. In the top right corner, there is a search icon (magnifying glass) inside a red square, with a red arrow pointing to it. The dashboard contains several widgets: 'Nominations' with 'Cuts' and 'Errors' both at 0; 'Title Transfers' with 'Quantity Mismatch' at 0 and 'Missing Your Noms' and 'Missing Other Shoppers Noms' both at 0; 'Contracts' with 'Active Contracts' at 1; 'RFS Activity' with 'Denied RFS' and 'Awarded RFS' both at 0, and 'In Progress' at 0; 'Scheduler Inventory' with 'Imbalances Out of Tolerance' at 0; 'Transportation Imbalances' with 'Cumulative' and 'Previous Day' both at 0; 'Storage Balances' with 'Total Balance' at 0; 'Scheduler Contacts' with a 'view full contact list' link; 'Nomination Cycle Summary' with a table of dates and status; 'Nomination Deadlines' with a list of dates and times; 'Scheduling Cycle Summary' with a table of dates and status; 'Scheduling Deadlines' with a list of dates and times; and 'Notices'.

## 1.55 Review and Update Nominations

2. Type 'Nomination Submission' in the **search bar** and select the drop down option.



The screenshot shows the same dashboard as in 1.54, but with the search bar in the top right corner active. The search bar contains the text 'nomination submit' and a dropdown menu is open, showing the option 'Pipeline: Nomination Submission' highlighted in red. The rest of the dashboard content is identical to the previous screenshot.

## 1.56 Review and Update Nominations

3. Query for the gas day and nomination you wish to update. Update the quantity, validate, and submit.

The updated quantity will be applicable for the gas day you query for.

Update the quantity as desired.

When querying noms in Nomination Submission, screen will only show nominations that include the (Start) Gas Day, and ends before or on the Def End Gas Day.

The "Beg Date/Beg Time" and "End Date/End Time" represent the begin/end date of this nom record, which does not necessarily match the (Start) Gas Day and Def End Gas Day you enter in the Header section to query data for.

Put it in math terms, Beg Date/Beg Time of nom record <= (Start) Gas Day, and End Date/End Time of the nom record <= Def End Gas Day.


	Actions	Cycle	Err	Var	Svc Req Prop	Svc Req Name	Svc Req K	Beg Date / Beg Time	End Gas Day	End Date / End Time	Rec Loc	Rec Loc Name	Up K	Del Loc	Del Loc Name	Dr K	TT	Rec Qty	U
1	CL	1) Timely	BV		1 421	Test BA UAT 1	8888	3/29/2022	3/31/2022	4/1/2022 9:00	8888	TEST BA UAT 1 C.	BP002	BALANCING POINT...	8888	PP	750	7	
2	CL	1) Timely	BV		1 421	Test BA UAT 1	8888	3/29/2022	3/31/2022	4/1/2022 9:00	8888	TEST BA UAT 1 C.	BP002	BALANCING POINT...	8888	CL	100	1	

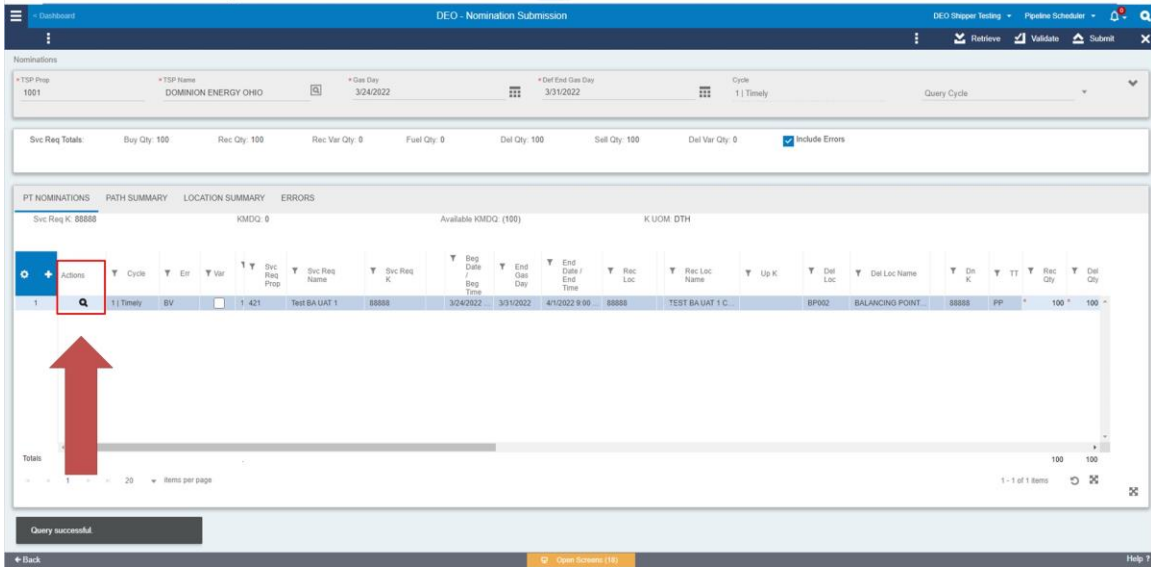
## 1.57 Review and Update Nominations

4. You have updated the quantity based on the gas day range you queried for. Next, you will find out how to edit individual gas days on a given nom path. **Click OK.**

Submission Status  
Submission Successful  
OK

## 1.58 Review and Update Nominations

5. **Retrieve** the nomination created in the past lesson, or query an existing nomination of your choice. **Click the**  **icon under 'Actions.'**

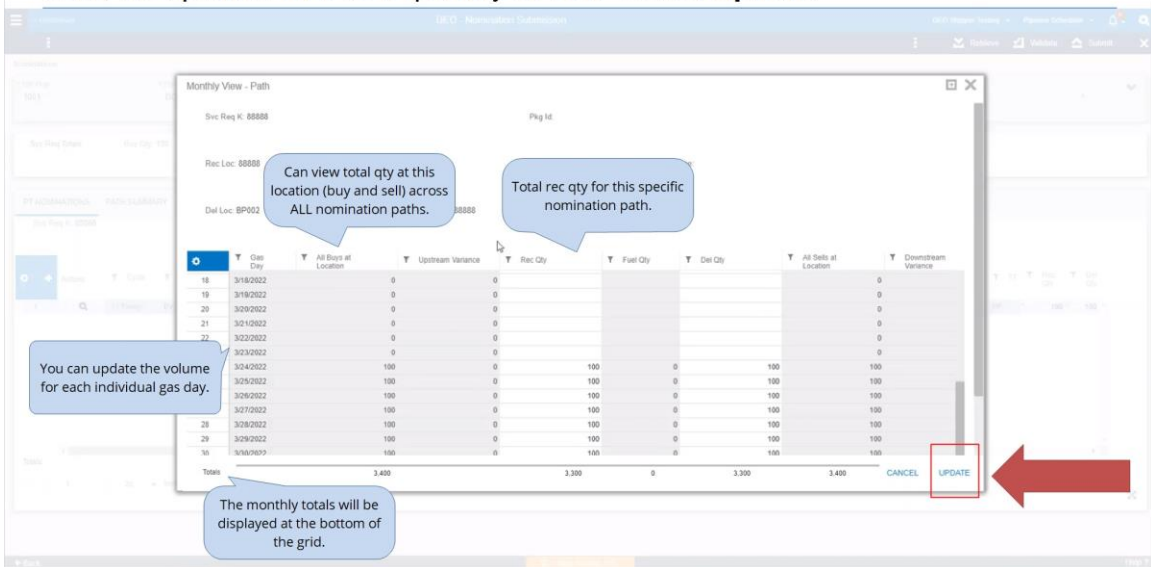


The screenshot shows the 'DEO - Nomination Submission' interface. At the top, there are filters for TSP Prop (1001), Gas Day (3/24/2022), and Cycle (1 | Timely). Below this, a table lists nomination details. A red box highlights the 'Actions' column, and a red arrow points to the magnifying glass icon in the first row.

1	Timely	BV	1	421	Test BA UAT 1	88888	3/24/2022	3/31/2022	4/1/2022 9:09	88888	TEST BA UAT 1 C.	BP002	BALANCING POINT	88888	PP	100	100
---	--------	----	---	-----	---------------	-------	-----------	-----------	---------------	-------	------------------	-------	-----------------	-------	----	-----	-----

## 1.59 Review and Update Nominations

6. You can edit the quantity of an individual gas day for this nom path. As seen here, we updated 3/27 to a quantity of 500. Select **Update**.



The screenshot shows the 'Monthly View - Path' dialog box. It displays a grid of gas days with columns for Gas Day, All Buys at Location, Upstream Variance, Rec Qty, Fuel Qty, Del Qty, All Sells at Location, and Downstream Variance. A red box highlights the 'UPDATE' button at the bottom right. Callouts provide additional information:

- Can view total qty at this location (buy and sell) across ALL nomination paths.
- Total rec qty for this specific nomination path.
- You can update the volume for each individual gas day.
- The monthly totals will be displayed at the bottom of the grid.

Gas Day	All Buys at Location	Upstream Variance	Rec Qty	Fuel Qty	Del Qty	All Sells at Location	Downstream Variance
18 3/18/2022	0	0				0	
19 3/19/2022	0	0				0	
20 3/20/2022	0	0				0	
21 3/21/2022	0	0				0	
22 3/22/2022	0	0				0	
23 3/23/2022	0	0				0	
24 3/24/2022	100	0	100	0	100	100	100
25 3/25/2022	100	0	100	0	100	100	100
26 3/26/2022	100	0	100	0	100	100	100
27 3/27/2022	100	0	100	0	100	100	100
28 3/28/2022	100	0	100	0	100	100	100
29 3/29/2022	100	0	100	0	100	100	100
30 3/30/2022	100	0	100	0	100	100	100
Totals	3,400		3,300	0	3,300	3,400	

## 1.60 Review and Update Nominations

7. We can see on gas day 3/27 the quantity has been **updated to 500**. You need to **click Submit** for the changes to be submitted.

The screenshot shows the 'DEO - Nomination Submission' interface. At the top, there are navigation tabs for 'Retrieve', 'Validate', and 'Submit'. The 'Submit' button is highlighted with a red arrow. Below the navigation, there is a summary section for the nomination, including 'TSP Prog' (1001), 'TSP Name' (DOMINION ENERGY OHIO), 'Gas Day' (3/27/2022), 'Def End Gas Day' (3/27/2022), and 'Cycle' (1 | Timely). The 'Rec Qty' is shown as 500. Below this is a table of 'PT NOMINATIONS' with columns for 'Svc Req K', 'Svc Req Prop', 'Svc Req Name', 'Svc Req K', 'Reg Date / Beg Time', 'End Date / End Time', 'Rec Loc', 'Rec Loc Name', 'Up K', 'Del Loc', 'Del Loc Name', 'Dn K', 'TT', 'Rec Qty', and 'Del Qty'. A blue callout box points to the 'Rec Qty' column, which contains the value '500'. The 'Totals' row at the bottom shows 'Rec Qty' as 500 and 'Del Qty' as 500.

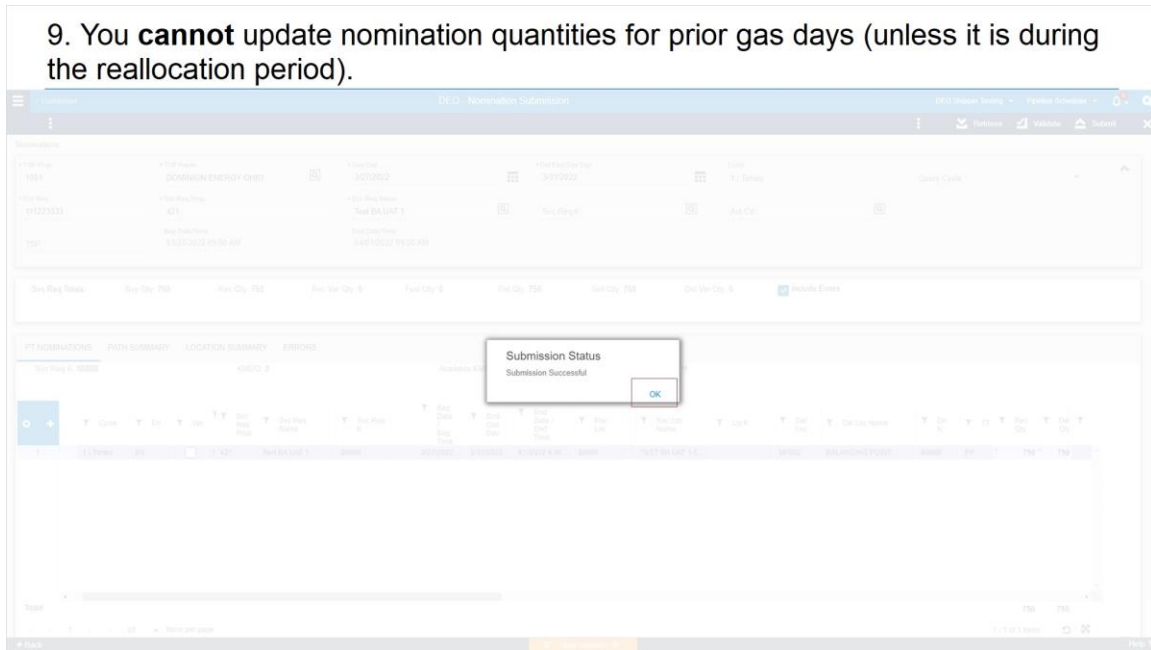
## 1.61 Review and Update Nominations

8. Remember - you can also **update the nom quantity** within the nomination submission grid by **typing in a new 'Rec Qty'** and clicking **Submit**.

The screenshot shows the 'DEO - Nomination Submission' interface. At the top, there are navigation tabs for 'Retrieve', 'Validate', and 'Submit'. The 'Submit' button is highlighted with a red arrow. Below the navigation, there is a summary section for the nomination, including 'TSP Prog' (1001), 'TSP Name' (DOMINION ENERGY OHIO), 'Gas Day' (3/27/2022), 'Def End Gas Day' (3/31/2022), and 'Cycle' (1 | Timely). The 'Rec Qty' is shown as 750. Below this is a table of 'PT NOMINATIONS' with columns for 'Svc Req K', 'Svc Req Prop', 'Svc Req Name', 'Svc Req K', 'Reg Date / Beg Time', 'End Date / End Time', 'Rec Loc', 'Rec Loc Name', 'Up K', 'Del Loc', 'Del Loc Name', 'Dn K', 'TT', 'Rec Qty', and 'Del Qty'. A red box highlights the 'Rec Qty' column, which contains the value '750'. The 'Totals' row at the bottom shows 'Rec Qty' as 750 and 'Del Qty' as 750.

## 1.62 Review and Update a Nomination

9. You **cannot** update nomination quantities for prior gas days (unless it is during the reallocation period).



## 1.63 Populate Nom Template and Bulk-Upload Noms

- ✓ • Adjusting the Nom Submission Grid
- ✓ • Submitting Nominations
- ✓ • Review & Update Nominations
  - Populate Nom Template and Bulk-Upload Noms
  - Download Existing Noms into Template and Re-import to Reuse Nom Paths
  - Address Nomination Errors
  - Review Confirmation Response



# Lesson Objectives



## 1.64 Populate Nom Template and Bulk-Upload Noms

### Populate QPTM Nom Template and Bulk-Upload Noms

In this lesson you will learn how to **populate a QPTM Nom Template from scratch, and upload noms from the template into QPTM.**

**Key Items to remember include;**

- Example QPTM Nom Template "*NomUpload\_SvcReqName\_MMYYYY.xlsx*" can be found:
  - in the Resources (top right) section of this training course
  - on [DEO Informational Posting site](#) (under Transportation Services Information > Forms)
- Use **a separate nom file for each Service Requester/Business Entity** if you're an agent nominating for others. In other words, noms in one file can have different nominating contracts, but all contracts must belong to the same Service Requester/Business Entity.
- Please do not change the column layout and format of the Nom Template when entering noms into the template.

Select the arrow to continue



## 1.65 Populate Nom Template and Bulk-Upload Noms

### 1. Obtain the example QPTM Nom Template, Start populating the template to create a separate nom file for each Service Requester/Business Entity

- Download the example QPTM Nom Template "*NomUpload\_SvcReqName\_MMYYYY.xlsx*" from the **Resources section** (top right) of this training course
- Use the template to create and save **a separate nom file for each Service Requester/Business Entity** if you're an agent nominating on behalf of others
  - Noms in one file can have different nominating contracts, but all contracts must belong to the same Service Requester/Business Entity
- When populating the nom template, Do NOT change the header rows (Row 1 & 2)
- Do NOT change the tab names
- Do NOT change the column layout or file format

## 1.66 Populate Nom Template and Bulk-Upload Noms

### 2. Enter noms into the template based on the below guidance

Column	Column Header in QPTM Nom Template	What to Enter	Column Header in QPTM Nom Submission screen	Example	Notes
B	SubmitDate	The day you're uploading the nom	Update Date	7/27/2022	
C	BegGasDay	Begin gas day of the nom	Beg Date/Beg Time	8/1/2022	- Beg & End gas days must be within the same month - When the same nom path has different rec qty for different gas days, create multiple rows for the nom, one row for each gas day range with the corresponding rec qty (see example below)
D	EndGasDay	End gas day of the nom	End Date/End Time	8/31/2022	
E	IdRecLoc	Receipt location of the nom	Rec Loc	ML001	
F	IdDelLoc	Delivery location of the nom	Del Loc	88888	
G	ActnCode	Rate schedule code of the nominating contract	TOS (Type of Service)	ECPS ECPS-W	Must conform to the following rate schedule codes: - ECPS, ECPS-W, ECPS-S, SSO, SSO-W, SSO-S - DTS, DTS-W, GTS, GTS-W - DPS, DPS-W, GPS, GPS-W, FRPS, FRPS-W - LPPS (local production) - OS-T (off system) - I/O (in/out storage), FSS (firm storage service)
H	SrCtrNo	Nominating contract number	Svc Req K	88888	
N	RecCtrNo	Upstream contract number	Up K	99999	
O	DelCtrNo	Downstream contract number	Dn K	77777	
P	TransType	Trans type code	TT	01	Must conform to the following TT codes: - PP for selling side pool-to-pool trade - IM for selling side imbalance trade - ML for monthly long ECPS/SSO imbalance - MS for monthly short ECPS/SSO imbalance - UT for UTICA point to LPPS pool nom - 06 for storage injection - 07 for storage withdrawal- 01 for all other business
Q	RecQty	Receipt quantity in DTH	Rec Qty	100	Just populate RecQty and leave DelQty blank. The delivery qty will auto-calculate based on the receipt qty and fuel rate upon import
T	Keep Column T = PT for all nom rows				
I,J,K,AB,AC,AD,AE,AI	Keep Column I,J,K,AB,AC,AD,AE,AI = 1 for all nom rows (red text in example template)				
A,L,M,R,S,U-AA,AF-AH,AJ-AQ	Leave Column A,L,M,R,S,U-AA,AF-AH,AJ-AQ blank for all nom rows (black highlighted header in example template)				

## 1.67 Populate Nom Template and Bulk-Upload Noms

### 2. Enter noms into the template based on the below guidance (Cont.)

Example:

Annotations in the screenshot:

- the day you're uploading the nom (points to column B)
- rate schedule code of the nominating contract (points to column G)
- nominating contract (points to column H)
- Keep as '1' (points to columns I, J, K, and T)
- Leave blank (points to columns A, L, M, R, S, U, AA, AF, AH, AJ, and AQ)
- Up K (points to column N)
- Dn K (points to column O)
- trans type code (points to column P)
- Rec Qty (points to column Q)
- Leave blank (points to column R)
- Keep as 'PT' (points to column T)

## 1.68 Populate Nom Template and Bulk-Upload Noms


3. Populate noms with qty change within the month, Delete example noms, Save the nom file

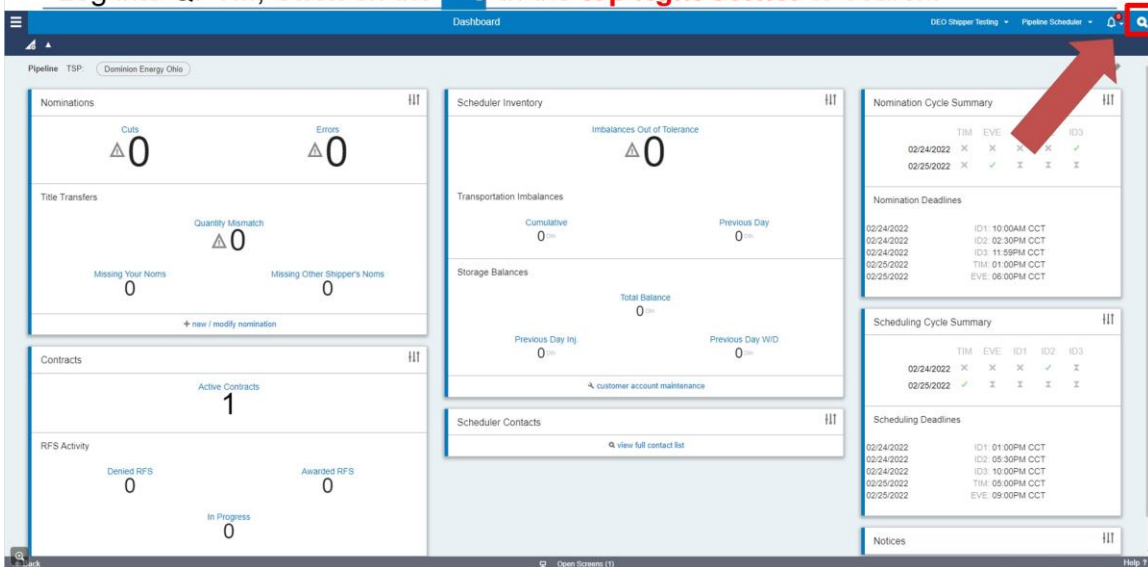
- When the same nom path has different rec qty for different gas days (within the same month), create multiple rows for the nom, one row for each gas day range with the corresponding rec qty

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q			
Mapping	SubmitDate	BegGasDay	EndGasDay	IdRecLo	IdDelLoc	ActnCode	SrCtrNo	IsUpReco	IsDnReco	IsPathRe	RecBpNo	DelBpNo	RecCtrNo	DelCtrNo	TransTyp	RecQty			
User File		Begin Gas Day	End Gas Day	Rec Loc	Delivery Loc	Action Code	Shipper Cont	Up	Nomir	Down	Noi	Path	Re	Receipt B	Delivery E	Receipt C	Delivery C	Nom Tran	Receipt C
	7/27/2022 0:00	8/1/2022 0:00	8/8/2022 0:00	88888	BP002	ECPS	88888	1	1	1						54321	PP		200
	7/27/2022 0:00	8/9/2022 0:00	8/12/2022 0:00	88888	BP002	ECPS	88888	1	1	1						54321	PP		250
	7/27/2022 0:00	8/13/2022 0:00	8/15/2022 0:00	88888	BP002	ECPS	88888	1	1	1						54321	PP		280

- The QPTM Nom Template DEO provided contains example noms for demonstration purpose only; Please DELETE these example noms after populating your actual noms
- Once edits are completed, save the file as a .xlsx; Suggested file naming convention: "NomUpload\_SvcReqName\_MMYYYY.xlsx" (e.g. NomUpload\_TestBA\_082022.xlsx)

## 1.69 Populate Nom Template and Bulk-Upload Noms

4. To navigate to the QPTM Nomination Submission screen to upload noms, Log into QPTM, Click on the  in the **top right corner** to search.



The screenshot displays the QPTM Dashboard with the following sections:

- Nominations:** Cuts (0), Errors (0), Title Transfers (Quantity Mismatch: 0, Missing Your Noms: 0, Missing Other Shipper's Noms: 0).
- Scheduler Inventory:** Imbalances Out of Tolerance (0), Transportation Imbalances (Cumulative: 0, Previous Day: 0), Storage Balances (Total Balance: 0, Previous Day Inj: 0, Previous Day WID: 0).
- Nomination Cycle Summary:** Table with columns TIM, EVE, ID3 and rows for dates 02/24/2022 and 02/25/2022.
- Nomination Deadlines:** Table with columns ID1, ID2, ID3, ID4 and rows for dates 02/24/2022 and 02/25/2022.
- Scheduling Cycle Summary:** Table with columns TIM, EVE, ID1, ID2, ID3 and rows for dates 02/24/2022 and 02/25/2022.
- Scheduling Deadlines:** Table with columns ID1, ID2, ID3, ID4, ID5 and rows for dates 02/24/2022 and 02/25/2022.
- Contracts:** Active Contracts (1).
- RFS Activity:** Denied RFS (0), Awarded RFS (0), In Progress (0).

A red arrow points to the search icon (magnifying glass) in the top right corner of the dashboard.

## 1.70 Populate Nom Template and Bulk-Upload Noms

5. Type 'Nomination Submission' in the search bar and select the drop down option

The screenshot shows a dashboard with a search bar at the top right containing the text 'nomination submit'. Below the search bar, a dropdown menu is open, showing 'Pipeline: Nomination Submission'. The dashboard itself is divided into several sections: 'Nominations' with 'Cuts' and 'Errors' both at 0; 'Title Transfers' with 'Quantity Mismatch' at 0; 'Contracts' with 'Active Contracts' at 1; 'RFS Activity' with 'Denied RFS' and 'Awarded RFS' both at 0; 'Scheduler Inventory' with 'Imbalances Out of Tolerance' at 0; 'Transportation Imbalances' with 'Cumulative' and 'Previous Day' both at 0; 'Storage Balances' with 'Total Balance' at 0; 'Nomination Cycle Summary' with a table of dates and status; 'Scheduling Cycle Summary' with another table of dates and status; and 'Scheduling Deadlines' with a table of dates and times.

## 1.71 Populate Nom Template and Bulk-Upload Noms

6. Retrieve for the Gas Day range and Svc Req (must match the nom file), Click the icon, select 'Import Nominations', Import the updated Nom Template.

The screenshot shows the 'Nomination Submission' screen with several red annotations and arrows indicating steps for importing nominations. The annotations include:
 

- Step 1:** Enter/Select the 'Gas Day' = the EARLIEST BegGasDay (Column C) in the nom file. An arrow points to the 'Gas Day' field with the value '8/1/2022'.
- Step 2:** Enter/Select the 'Def End Gas Day' = the LATEST EndGasDay (Column D) in the nom file. An arrow points to the 'Def End Gas Day' field with the value '8/31/2022'.
- Step 3:** Beg & End gas days must be within the same month. An arrow points to the 'Svc Req name' field with the value 'Test BA UAT 1'.
- Step 4:** An arrow points to the 'Retrieve' button.
- Step 5:** An arrow points to the three dots menu icon.
- Step 6:** An arrow points to the 'Import Nominations' option in the dropdown menu.
- Step 7:** An arrow points to the 'SELECT FILES' button in the 'Nomination Import' section.
- Step 8:** An arrow points to the 'IMPORT' button at the bottom right.

 The 'Nomination Import' section includes the text: 'Select an Excel nomination file to import to the Nomination Submission Screen.' and 'Once imported, the nominations will be available to review and submit on the screen. To download the import template, select the Download Nom Import Template action at the top of the Nomination Submission Screen.'

## 1.72 Populate Nom Template and Bulk-Upload Noms

7. Screen will populate with noms in the Nom Template. You can still make edits if desired. Validate (address errors on the screen if needed) and Submit.

Dashboard DEO - Nomination Submission \* Connie Zhang Pipeline Scheduler

Retrieve Validate Submit

Step 9 Step 10

- Noms uploaded from the nom file still need to be Validated and Submitted  
- If nom errors are detected, correct the noms ON THE SCREEN, then Submit

Once successfully imported, the screen should populate with noms from the nom file

PT NOMINATIONS	PATH SUMMARY	LOCATION SUMMARY	ERRORS											
Svc Req K KMDQ 0														
Svc Req Prop	Svc Req K	Rec Loc	Rec Loc Name	Up K	Del Loc	Del Loc Name	Dn K	Rec Qty	Del Qty	Beg Date / Beg Time	End Date / End Time	User ID	TT	Cycle
1	421	88888	ML001	EASTERN GA...	99999	88888	TEST BA UA...	99	95	8/1/2022 9:00 AM	9/1/2022 9:00 AM	CONNIE_ZHANG	01	1   Timely
2	421	10767	ML003	PANHANDLE ...	ABC123	10767	TEST BA -FR...	900	900	8/1/2022 9:00 AM	9/1/2022 9:00 AM	CONNIE_ZHANG	01	1   Timely

## 1.73 Populate Nom Template and Bulk-Upload Noms

Congratulations – you have successfully populated a QPTM Nom Template from scratch and bulk-uploaded noms from the template!

Dashboard DEO - Nomination Submission \* Connie Zhang Pipeline Scheduler

Retrieve Validate Submit


Click OK, or select next to move onto the next lesson.

Submission Status  
Submission Successful  
OK

## 1.74 Download Existing Noms into Template and Re-import to Reuse Nom Paths

- ✓ • Adjusting the Nom Submission Grid
- ✓ • Submitting Nominations
- ✓ • Review & Update Nominations
- ✓ • Populate Nom Template and Bulk-Upload Noms

- Download Existing Noms into Template and Re-import to Reuse Nom Paths
- Address Nomination Errors
- Review Confirmation Response



# Lesson Objectives


## 1.75 Download Existing Noms into Template and Re-import to Reuse Nom Paths

### Download Existing Noms into Template and Re-import to Reuse Nom Paths

In this lesson you will learn how to **download a Nom Template containing existing noms, modify the noms as needed, and import the updated Nom Template to create noms for a new period.**

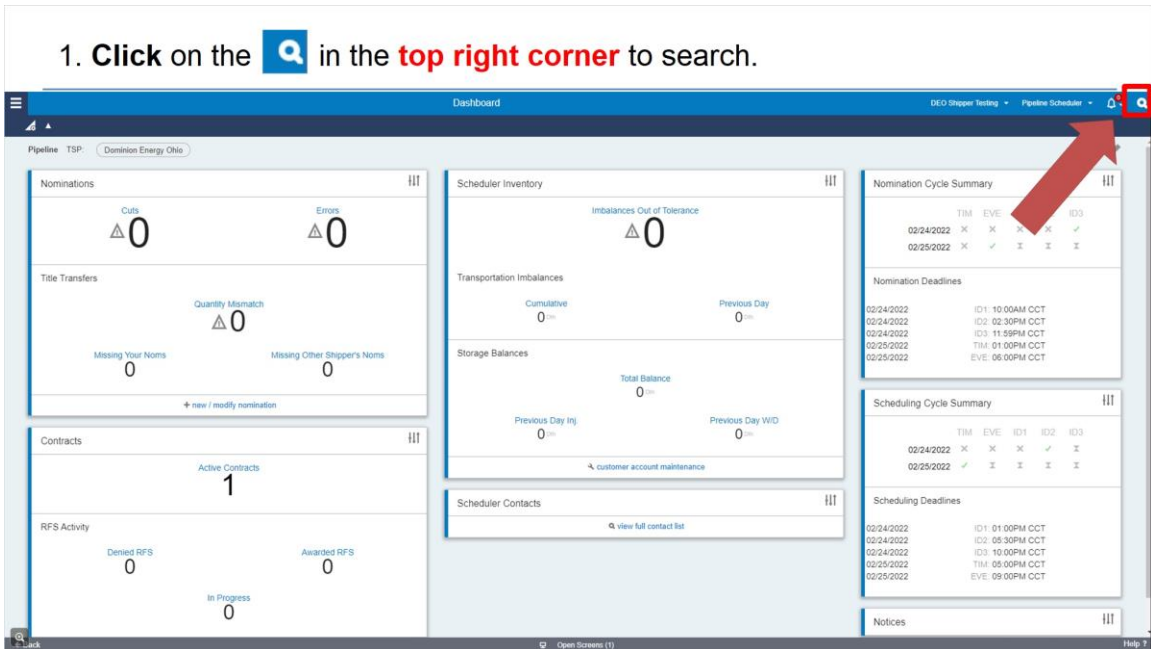
**Key Items to remember include;**

- Understand that **a separate nom template will need to be downloaded and re-imported for each Service Requester/Business Entity** if you're an agent nominating for others.
- QPTM will NOT save nom paths by "Activity Number" like in Dekaflow. But you can download/import the Nom Template to reuse existing nom paths.
- Please **remove the internal-only noms from the Nom Template** before importing.
- Please do not change the column layout and format of the Nom Template when modifying and adding noms.
- We recommend using the Nom Template instead of the nom Copy function as the copy may include internal-only noms that can overwrite next month's internal-only noms and cause errors.

Select the arrow to continue 

## 1.76 Download Existing Noms into Template and Re-import to Reuse Nom Paths

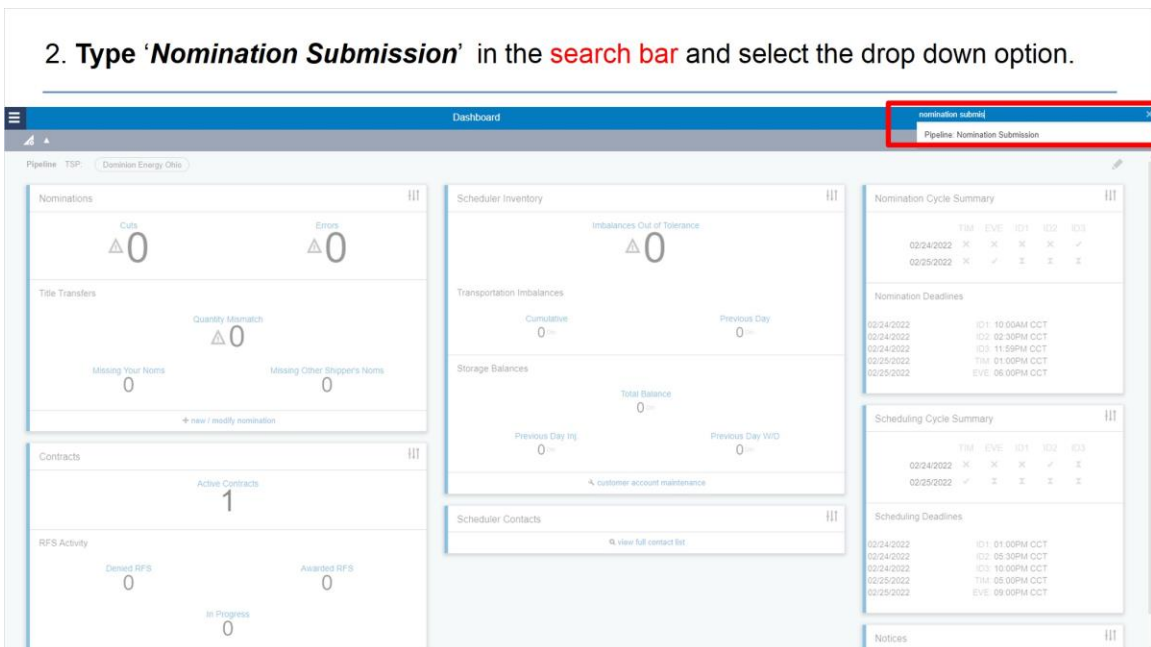
1. Click on the  in the **top right corner** to search.



The screenshot shows a dashboard with various widgets. A red arrow points to a search icon in the top right corner of the dashboard header. The dashboard includes sections for Nominations, Scheduler Inventory, Nomination Cycle Summary, Contracts, and RFS Activity.

## 1.77 Download Existing Noms into Template and Re-import to Reuse Nom Paths

2. Type 'Nomination Submission' in the **search bar** and select the drop down option.



The screenshot shows the same dashboard as in the previous image, but with the search bar in the top right corner containing the text 'nomination submit'. A dropdown menu is visible below the search bar, showing the option 'Pipeline: Nomination Submission'.





## 1.80 Download Existing Noms into Template and Re-import to Reuse Nom Paths

5. Reuse the existing nom paths for a new period by updating the below fields

- Change SubmitDate (Column B) to be the day you're uploading the new noms
- Change BegGasDay (Column C) and EndGasDay (Column D) to be the new period
- Modify RecQty (Column Q) accordingly
- Clear out DelQty (Column R) - The delivery qty will auto-calculate based on RecQty and fuel rate upon import

The screenshot shows an Excel spreadsheet with a table of nomination data. The table has columns labeled A through T. The data rows are as follows:

SubmitDate	BegGasDay	EndGasDay	IdRecLoc	IdDelLoc	ActnCode	SrCtrNo	IsUp	RecNo	IsDn	RecNo	Path	Rei	RecBpNo	DelBpNo	RecCtrNo	DelCtrNo	TransType	RecQty	DelQty	RouteCo	NomMod
6/30/2022	12/7/2022	7/7/2022	ML001	88888	ECPS	88888	1	1	1	1					99999		01	83	80		PT
6/30/2022	12/7/2022	7/7/2022	88888	CABTS	ECPS	88888	1	1	1	1							01	80	80		PT
6/29/2022	12/7/2022	7/7/2022	Z999	10769	LPPS	10769	1	1	1	1							01	50	50		PT
7/6/2022	12/4/2022	7/7/2022	ML003	10767	FRPS	10767	1	1	1	1							01	100	100		PT

Callouts in the image indicate the following actions:

- Change SubmitDate (Column B) to be the day you're uploading the new noms**
- Change BegGasDay (Column C) and EndGasDay (Column D) to be the new period**
- Remove internal-only noms** (pointing to the 'IsUp' and 'IsDn' columns)
- Adjust RecQty (Column Q) accordingly for the new period**
- Clear out DelQty (Column R) (Column R)**
- DelQty (Column R) should be BLANK after the numbers are cleared**

## 1.81 Download Existing Noms into Template and Re-import to Reuse Nom Paths

6. Modify and/or add new noms as needed for the new period based on the guidance below

Column	Column Header in QPTM Nom Template	What to Enter	Column Header in QPTM Nom Submission screen	Example	Notes
B	SubmitDate	The day you're uploading the nom	Update Date	7/27/2022	
C	BegGasDay	Begin gas day of the nom	Beg Date/Beg Time	8/1/2022	- Beg & End gas days must be within the same month - When the same nom path has different rec qty for different gas days, create multiple rows for the nom, one row for each gas day range with the corresponding rec qty (see example below)
D	EndGasDay	End gas day of the nom	End Date/End Time	8/31/2022	
E	IdRecLoc	Receipt location of the nom	Rec Loc	ML001	
F	IdDelLoc	Delivery location of the nom	Del Loc	88888	
G	ActnCode	Rate schedule code of the nominating contract	TOS (Type of Service)	ECPS ECPS-W	Must conform to the following rate schedule codes: - ECPS, ECPS-W, ECPS-S, SSO, SSO-W, SSO-S - DTS, DTS-W, GTS, GTS-W - DPS, DPS-W, GPS, GPS-W, FRPS, FRPS-W - LPPS (local production) - OS-T (off system) - I/O (in/out storage), FSS (firm storage service)
H	SrCtrNo	Nominating contract number	Svc Req K	88888	
N	RecCtrNo	Upstream contract number	Up K	99999	
O	DelCtrNo	Downstream contract number	Dn K	77777	
P	TransType	Trans type code	TT	01	Must conform to the following TT codes: - PP for selling side pool-to-pool trade - IM for selling side imbalance trade - ML for monthly long ECPS/SSO imbalance - MS for monthly short ECPS/SSO imbalance - UT for UTICA point to LPPS pool nom - 06 for storage injection - 07 for storage withdrawal- 01 for all other business
Q	RecQty	Receipt quantity in DTH	Rec Qty	100	Just populate RecQty and leave DelQty blank. The delivery qty will auto-calculate based on the receipt qty and fuel rate upon import
T	Keep Column T = PT for all nom rows				
I,J,K,AB,AC,AD,AE,AI	Keep Column I,J,K,AB,AC,AD,AE,AI = 1 for all nom rows (red text in example template)				
A,L,M,R,S,U-AA,AF-AH,AJ-AQ	Leave Column A,L,M,R,S,U-AA,AF-AH,AJ-AQ blank for all nom rows (black highlighted header in example template)				

## 1.82 Download Existing Noms into Template and Re-import to Reuse Nom Paths

6. Modify and/or add new noms as needed for the new period based on the guidance below (Cont.)

Example:

## 1.83 Download Existing Noms into Template and Re-import to Reuse Nom Paths


7. Populate noms with qty change within the month, Keep column layout and file format, Save the nom file

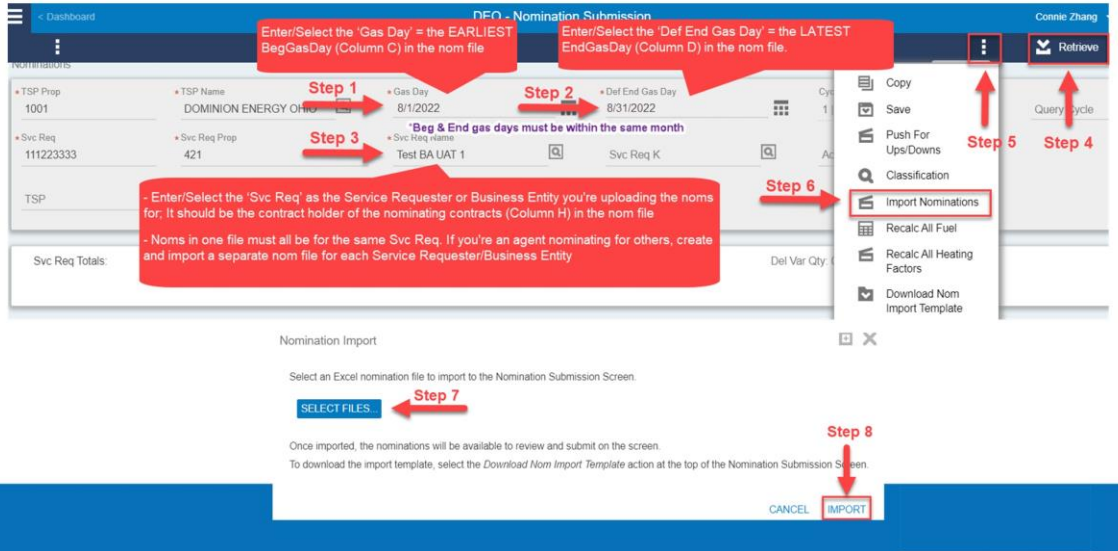
- When the same nom path has different rec qty for different gas days (within the same month), create multiple rows for the nom, one row for each gas day range with the corresponding rec qty

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q		
Mapping	SubmitDate	BegGasDay	EndGasDay	IdRecLo	IdDelLoc	ActnCode	SrCtrNo	IsUpRecc	IsDnRecc	IsPathRecc	RecBpNo	DelBpNo	RecCtrNo	DelCtrNo	Trans Typ	RecQty		
User Fric		Begin Gas Day	End Gas Day	Rec Loc	Delivery Loc	Action Code	Shipper Cont	Up	Nomin	Down No	Path Non	Receipt B Delivery	Receipt C Delivery	C Nom Tran	Receipt C	Delivery C Route Co	NAE5B M	
	7/27/2022 0:00	8/1/2022 0:00	8/8/2022 0:00	88888	BP002	ECPS	88888	1	1	1						54321	PP	200
	7/27/2022 0:00	8/9/2022 0:00	8/12/2022 0:00	88888	BP002	ECPS	88888	1	1	1						54321	PP	250
	7/27/2022 0:00	8/13/2022 0:00	8/15/2022 0:00	88888	BP002	ECPS	88888	1	1	1						54321	PP	280

- When editing the nom template, do NOT change the header rows (Row 1 & 2)
- Do NOT change the tab names
- Do NOT change the column layout or file format
- Once edits are completed, save the file as a .xlsx; Suggested file naming convention: "NomUpload\_SvcReqName\_MMYYYY.xlsx" (e.g. NomUpload\_TestBA\_082022.xlsx)

## 1.84 Download Existing Noms into Template and Re-import to Reuse Nom Paths

8. In Nom Submission screen, **Retrieve** for the new gas day range and Svc Req, **Click the  icon, select 'Import Nominations', Import the updated Nom Template.**



**Step 1:** Enter/Select the 'TSP Name' as the TSP Name you're uploading the noms for; it should be the contract holder of the nominating contracts (Column A) in the nom file

**Step 2:** Enter/Select the 'Gas Day' = the EARLIEST BegGasDay (Column C) in the nom file

**Step 3:** Enter/Select the 'Svc Req' as the Service Requester or Business Entity you're uploading the noms for; it should be the contract holder of the nominating contracts (Column H) in the nom file

**Step 4:** Retrieve

**Step 5:** Import Nominations

**Step 6:** Download Nom Import Template

**Step 7:** SELECT FILES

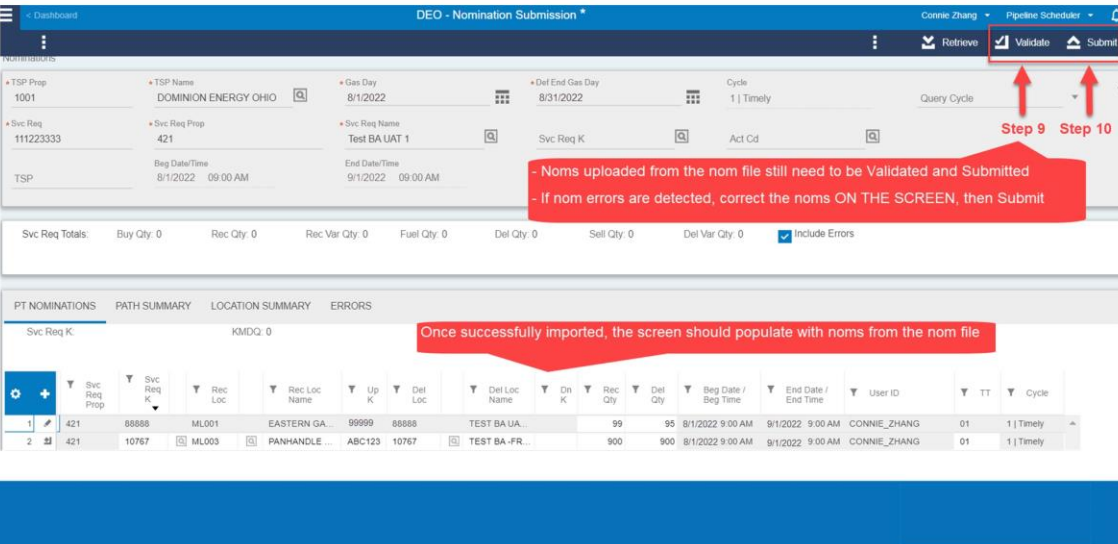
**Step 8:** IMPORT

**Additional Notes:**

- Enter/Select the 'Def End Gas Day' = the LATEST EndGasDay (Column D) in the nom file.
- Beg & End gas days must be within the same month
- Noms in one file must all be for the same Svc Req. If you're an agent nominating for others, create and import a separate nom file for each Service Requester/Business Entity

## 1.85 Download Existing Noms into Template and Re-import to Reuse Nom Paths

9. Screen will populate with noms in the Nom Template. You can still make edits if desired. Validate (address errors on the screen if needed) and Submit.



**Step 9:** Validate

**Step 10:** Submit

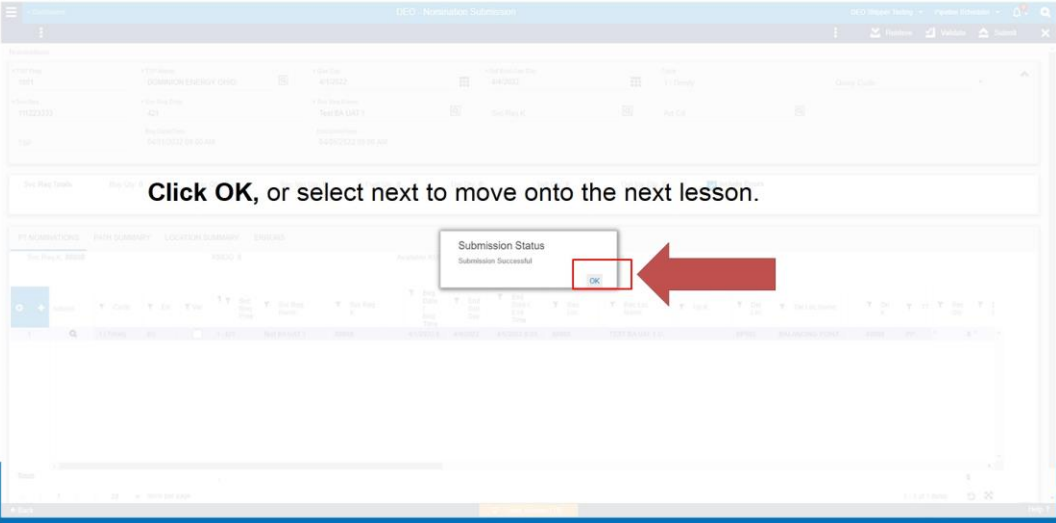
**Additional Notes:**

- Noms uploaded from the nom file still need to be Validated and Submitted
- If nom errors are detected, correct the noms ON THE SCREEN, then Submit
- Once successfully imported, the screen should populate with noms from the nom file

PT NOMINATIONS	PATH SUMMARY	LOCATION SUMMARY	ERRORS											
Svc Req K KMDQ 0														
Del Qty	Del Qty	Beg Date / Beg Time	End Date / End Time											
1	421	88888	ML001	EASTERN GA...	99999	88888	TEST BA UA...	99	95	8/1/2022 9:00 AM	8/1/2022 9:00 AM	CONNIE_ZHANG	01	1   Timely
2	421	10767	ML003	PANHANDLE ...	ABC123	10767	TEST BA -FR...	900	900	8/1/2022 9:00 AM	8/1/2022 9:00 AM	CONNIE_ZHANG	01	1   Timely

## 1.86 Download Existing Noms into Template and Re-import to Reuse Nom Paths

Congratulations – you have successfully reused existing nom paths of a previous period to import noms for a period! You can keep and reuse the Nom Template every month.



Click OK, or select next to move onto the next lesson.

## 1.87 Address Nom Errors

- ✓ • Adjusting the Nom Submission Grid
- ✓ • Submitting Nominations
- ✓ • Review & Update Nominations
- ✓ • Populate Nom Template and Bulk-Upload Noms
- ✓ • Download Existing Noms into Template and Re-import to Reuse Nom Paths
  - Address Nomination Errors
  - Review Confirmation Response



# Lesson Objectives



## 1.90 Address Nomination Errors

### 2. Review Errors tab for error details

PT NOMINATIONS PATH SUMMARY LOCATION SUMMARY **ERRORS**

Additional Dates with Errors: \* Override Through End Date  
9/1/2022

Err	Severit	Validation Date	Svc Req K	Rec Loc	Rec Loc Name	Del Loc	Del Loc Name	Error Message	
1	DRSN6000	ERROR	9/1/2022	88888	88888	TEST BA UAT	BP002	BALANCING	Nominations are only valid if the set up corresponds to a record in Nomination Configuration...

This error message indicates the nom rule is violated or external user is trying to update an internal-only nom.

## 1.91 Address Nomination Errors

### 3. Back in PT Nominations tab, delete the bad nom or modify the nom to resolve the error

If the bad nom should not be made at all, right-click the nom row to delete it.

PT NOMINATIONS PATH SUMMARY LOCATION SUMMARY **ERRORS**

Svc Req K: 88888      KMDQ: 0      K UOM: DTH

Right-click the nom row and select 'Delete'

Err	Svc Req Prop	Svc Req K	TT	Rec Loc	Rec Loc Name	Up K	Del Loc	Del Loc Name	Dn K	Rec Qty	Del Qty
1	BI	421	*88888	PP	*88888	BA UAT ...	*BP002	BALANCING ...		90	90
2		421	88888	01	ML001	ERN GA...	TST	88888	TEST BA UA...	20	19

Or modify the bad nom to resolve the error.

PT NOMINATIONS PATH SUMMARY LOCATION SUMMARY **ERRORS**

Svc Req K: 88888      KMDQ: 0

In this particular example, I was missing a valid Dn K for this pool-to-pool trade nom. I can update the Dn K to fix the issue.

Err	Svc Req Prop	Svc Req K	TT	Rec Loc	Rec Loc Name	Up K	Del Loc	Del Loc Name	Dn K	Rec Qty	Del Qty
1	BI	421	*88888	PP	*88888	TEST BA UAT ...	*BP002	BALANCING ...	77777	90	90
2		421	88888	01	ML001	EASTERN GA...	TST	88888	TEST BA UA...	20	19

## 1.92 Address Nomination Errors

### 4. Validate again, once validation is successful, Submit

The screenshot shows the 'DEO - Nomination Submission' interface. At the top right, the 'Validate' and 'Submit' buttons are highlighted with red arrows. Below the main data area, a 'Validation successful' message is displayed in a dark box.

Svc Req K	Buy Qty	Rec Qty	Rec Var Qty	Fuel Qty	Del Qty	Sell Qty	Del Var Qty
111223333	110	110	0	1	109	109	0

PT NOMINATIONS	PATH SUMMARY	LOCATION SUMMARY	ERRORS											
Svc Req K: 88888	KMDQ: 0	Available KMDQ: (109)	K UOM: DTH											
Err	Svc Req Prop	Svc Req K	TT	Rec Loc	Rec Loc Name	Up K	Del Loc	Del Loc Name	Dn K	Rec Qty	Del Qty	Reg Date / Beg Time	End Date / End Time	User ID
1	421	88888	PP	88888	TEST BA UAT ...	BP002	BALANCING ...	77777	90	90	9/1/2022 9:00 AM	10/1/2022 9:00 AM	CONNIE_ZHANG	
2	421	88888	01	ML001	EASTERN GA...	TST	TEST BA UA...		20	19	9/1/2022 9:00 AM	10/1/2022 9:00 AM	CONNIE_ZHANG	

## 1.93 Address Nomination Errors

### 5. Submission successful, both noms should now show as BV (Business Valid).

The screenshot shows the 'Submission Status' dialog box with the message 'Submission Successful' and an 'OK' button. Below the dialog, the nomination table is updated to show 'BV' in the 'Err' column for both rows.

Err	Svc Req Prop	Svc Req K	TT	Rec Loc	Rec Loc Name	Up K	Del Loc	Del Loc Name	Dn K	Rec Qty	Del Qty	Reg Date / Beg Time	End Date / End Time	User ID
BV	421	88888	PP	88888	TEST BA UAT ...	BP002	BALANCING ...	77777	90	90	9/1/2022 9:00 AM	10/1/2022 9:00 AM	CONNIE_ZHANG	
BV	421	88888	01	ML001	EASTERN GA...	TST	TEST BA UA...		20	19	9/1/2022 9:00 AM	10/1/2022 9:00 AM	CONNIE_ZHANG	


## 1.94 Address Nomination Errors

6. External users should NOT touch internal-only noms.

If you accidentally modified internal-only nom and received an error upon validation or submission, **re-retrieve** to clear your edits.

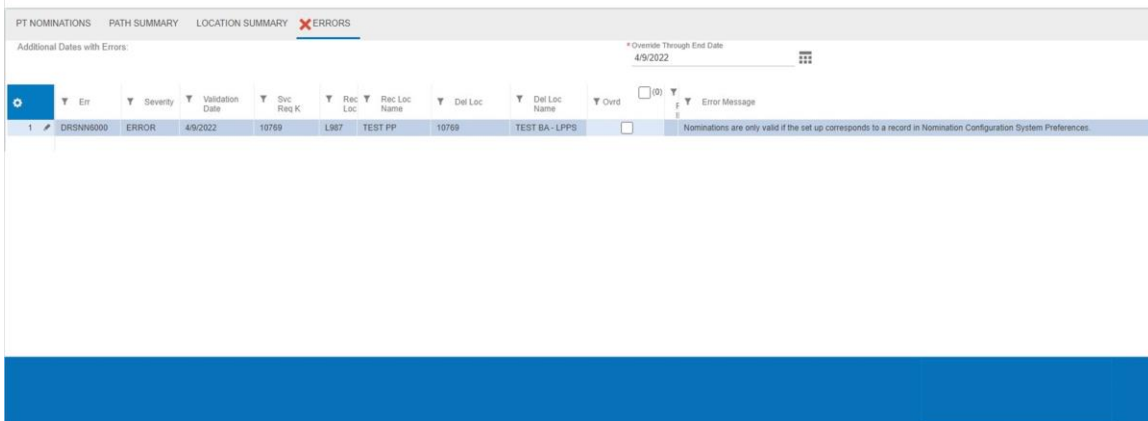
- The below noms are internal-only
  - Daily target nom (ECPS/SSO Pool to CAB meter, TT = 01)
  - Bank nom (BK001 to Pool, TT = BK)
  - LPPS gross receipts nom (Z meter to LPPS Pool, TT = 01)
  - Cashout nom (From/To CO001, TT = CS, OS, OP, TU)

## 1.95 Error tab scenarios

**Error tab scenario 1:** When you see  symbol next to the Errors tab, **click** on the **'errors' tab** to review nom error details.

Scenario 1: Standard error message showing what the errors are.

You can fix or delete the invalid noms accordingly in the PT Nominations tab.



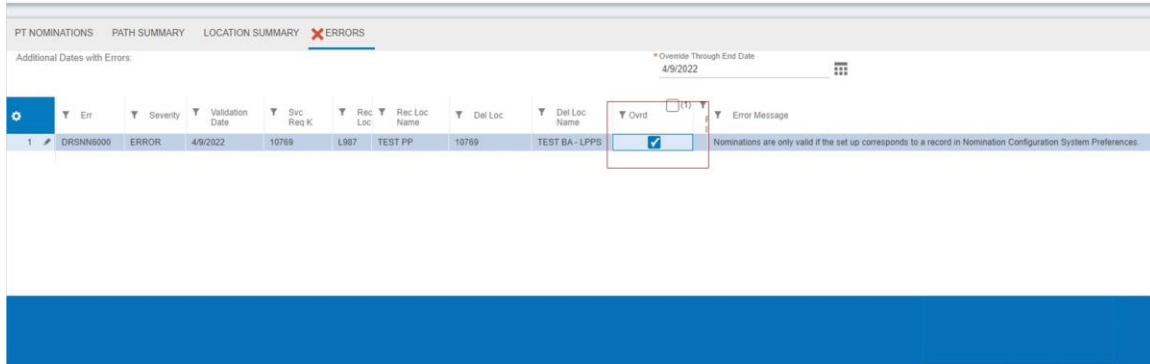
PT NOMINATIONS	PATH SUMMARY	LOCATION SUMMARY	ERRORS							
Additional Dates with Errors: 4/9/2022										
Err	Severity	Validation Date	Src Req K	Rec Loc	Rec Loc Name	Del Loc	Del Loc Name	Overd	Error Message	
1	DRSNV6000	ERROR	4/9/2022	10769	L987	TEST PP	10769	TEST BA - LPPS	<input type="checkbox"/>	Nominations are only valid if the set up corresponds to a record in Nomination Configuration System Preferences



## 1.96 Error tab scenarios

**Error tab scenario 2:** When you see a **✖** symbol next to the Errors tab, **click** on the **'errors' tab** to review nom error details.

Scenario 2: When the 'Ovrd' box is checked, an internal user (DEO) has overridden this error and the nom is successfully submitted / processed. The error will still display as a track record of how it has been approved by DEO.



The screenshot shows a software interface with a navigation bar at the top containing 'PT NOMINATIONS', 'PATH SUMMARY', 'LOCATION SUMMARY', and 'ERRORS' (which is highlighted with a red 'X' icon). Below the navigation bar, there is a section for 'Additional Dates with Errors' with a date filter set to '4/9/2022'. A table of error records is displayed with the following columns: Err, Severity, Validation Date, Svc Req K, Rec Loc, Rec Loc Name, Del Loc, Del Loc Name, Ovrd, and Error Message. The first row of data is: 1, DRSN6000, ERROR, 4/9/2022, 10769, L987, TEST PP, 10769, TEST BA - LPPS, , and 'Nominations are only valid if the set up corresponds to a record in Nomination Configuration System Preferences.' A red box highlights the 'Ovrd' checkbox in the first row.

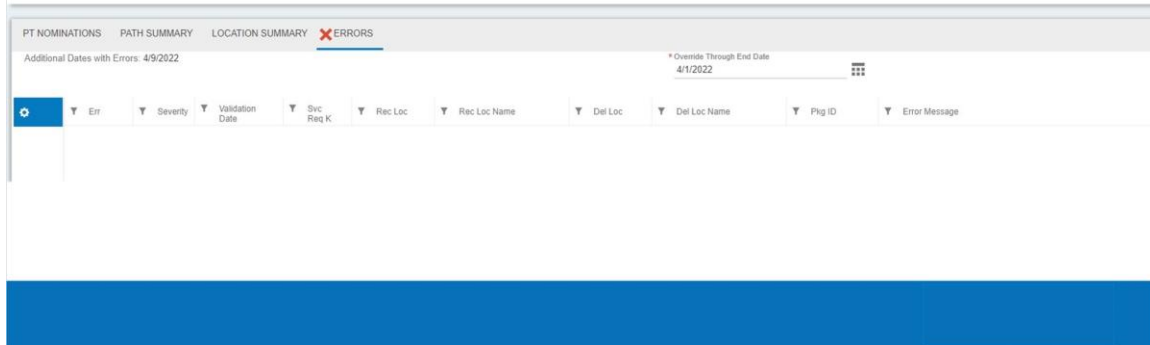
Err	Severity	Validation Date	Svc Req K	Rec Loc	Rec Loc Name	Del Loc	Del Loc Name	Ovrd	Error Message	
1	DRSN6000	ERROR	4/9/2022	10769	L987	TEST PP	10769	TEST BA - LPPS	<input checked="" type="checkbox"/>	Nominations are only valid if the set up corresponds to a record in Nomination Configuration System Preferences.

## 1.97 Error tab scenarios

**Error tab scenario 3:** When you see a **✖** symbol next to the Errors tab, **click** on the **'errors' tab** to review nom error details.

Scenario 3: When there is a **✖** next to Errors tab but the Errors tab is blank, this means there is no errors on this gas day, but other gas days have errors as indicated in 'Additional Dates with Errors'.

Retrieve for the 'Additional Dates with Errors' to see what the errors are.



The screenshot shows a software interface with a navigation bar at the top containing 'PT NOMINATIONS', 'PATH SUMMARY', 'LOCATION SUMMARY', and 'ERRORS' (which is highlighted with a red 'X' icon). Below the navigation bar, there is a section for 'Additional Dates with Errors' with a date filter set to '4/1/2022'. A table of error records is displayed with the following columns: Err, Severity, Validation Date, Svc Req K, Rec Loc, Rec Loc Name, Del Loc, Del Loc Name, Pkg ID, and Error Message. The first row of data is: 1, DRSN6000, ERROR, 4/1/2022, 10769, L987, TEST PP, 10769, TEST BA - LPPS, , and 'Nominations are only valid if the set up corresponds to a record in Nomination Configuration System Preferences.'

Err	Severity	Validation Date	Svc Req K	Rec Loc	Rec Loc Name	Del Loc	Del Loc Name	Pkg ID	Error Message	
1	DRSN6000	ERROR	4/1/2022	10769	L987	TEST PP	10769	TEST BA - LPPS	<input type="checkbox"/>	Nominations are only valid if the set up corresponds to a record in Nomination Configuration System Preferences.

## 1.98 Common Nomination Errors

### Common Nomination Errors and Resolution

- When you attempt to submit multiple noms, if one of the noms is invalid, NONE of the noms will be submitted. You will need to fix or delete the invalid nom, and re-submit the valid ones.
- Noms can be deleted only before they're submitted or saved in the system. Existing noms cannot be deleted.

Error Message	What is Wrong	Resolution
Nominations are only valid if the set up corresponds to a record in Nomination Configuration System Preferences.	The nomination path does not follow business rules. OR you have tried to modify an internal-only nom that you are not allowed to change.	- Adjust the nomination path to meet business rules. - Delete the nomination if it's not supposed to be made/ - If you've accidentally modified an internal-only nom, re-retrieve the screen to clear out your edits.
Late nomination or retroactive nom is not allowed.	You have tried to nominate on a closed gas day, NOT during the reallocation period.	- Delete the nom row and re-retrieve. - If this is a valid nomination you do want to make, for a previously closed gas day, please reach out to DEO for help.
Injection / withdraw nominations exceed fixed MIDQ / MDWQ of '1234' by '567' on contract XYZ. This excess should be nominated as Authorized Injection / Withdrawal Overrun.	You have tried to inject or withdraw more than the daily allowed quantity.	Update the nom quantity to be within the allowed MDIQ/MDWQ. Re-validate and submit.
Nominated quantity for a Group Meter cannot be larger than the Group Meter MDQ.	You have tried to nominate a quantity which exceeds the Group Meter MDQ limit set for the gas day.	Update the nom quantity to be below the GMDQ for the gas day. Re-validate and submit.

## 1.99 Review Confirmation Response

- ✓ Adjusting the Nom Submission Grid
- ✓ Submitting Nominations
- ✓ Review & Update Nominations
- ✓ Populate Nom Template and Bulk-Upload Noms
- ✓ Download Existing Noms into Template and Re-import to Reuse Nom Paths
- ✓ Address Nomination Errors
- Review Confirmation Response



## Lesson Objectives

## 1.100 Confirmation Response Screen

# Confirmation Response Screen

In this lesson, you will learn to utilize the **Confirmation Response Screen**.

### Key Items to remember include;

- The confirmation response screen can be used to check Location Balances for one gas day at a time
- Only ECPS, SSO, LPPS, FRPS, and UTICA customers will be able to query data.
- The screen only shows one side of a nom. The 'K Flow' indicates whether the location is used as Rec Loc or Del Loc in the nom.
- The screen shows qty in the OPPOSITE direction of what you're used to in Dekaflow. The QQM reports will still show qty in the direction you're used to.

Select the arrow to continue



## 1.101 Confirmation Response Screen

1. Navigate to the Confirmation Response screen by typing in '**Confirmation Response**' in the **search bar**. **Select** the drop-down option.

The screenshot displays a dashboard with several key sections:

- Nominations:** Shows Cuts (0) and Errors (1). Includes a 'Quantity Mismatch' section with a value of 0 and 'Missing Your Noms' (0) and 'Missing Other Shipper's Noms' (0).
- Scheduler Inventory:** Shows 'Imbalances Out of Tolerance' (0) and 'Transportation Imbalances' (Cumulative 0, Previous Day 0).
- Storage Balances:** Shows 'Total Balance' (0) and 'Previous Day Inj' (0) and 'Previous Day WID' (0).
- Nomination Cycle Summary:** A table with columns for TBA, E, ID1, ID2, ID3. A red arrow points to the search bar dropdown menu where 'Confirmation Response' is selected.
- Scheduling Cycle Summary:** A table with columns for TBA, EVE, ID1, ID2, ID3.
- Scheduling Deadlines:** A table with columns for ID1, ID2, ID3, THU, FRI, EVE.

## 1.102 Confirmation Response Screen

2. Select Gas Day, Location (optional) and Retrieve to view location balances of the gas day. This screen is good for checking if your pool is balanced for a given gas day without running QQM reports.

When you first retrieve the screen, we recommend hiding/reordering columns as seen in this example.

This screen is one gas day at a time.

• 0 means the location is balanced for the day.  
• In this screen qty is in opposite direction so positive qty means there's more gas leaving the pool than coming into the pool

(Optional) Filter data for a specific loc if you have multiple pools or UTICA points.

• This screen only show one side of a nom. K Flow indicates whether the loc is the Rec/Del loc in the nom.  
• The qty is in the OPPOSITE direction of Dekaflow. However, the qty in QQM reports will follow same direction as Dekaflow.

	Svc Req Prop	Svc Req Name	Svc Req K	Loc	Loc Name	K Flo	Up K	Dn K	TT	Nom Qty	Qty	Sched Qty	Diff Qty	Beg Date/Beg Time	End Time
1	421	Test BA UAT 1	88888	88888	TEST BA UAT 1 CF ...	R			Current Busin...	150	150	150	0	8/1/2022 9:00 AM	8/2/2022 9:00 AM
2	421	Test BA UAT 1	88888	88888	TEST BA UAT 1 CF ...	R		77777	Post to Pool T...	400	400	400	0	8/1/2022 9:00 AM	8/2/2022 9:00 AM
3	421	Test BA UAT 1	88888	88888	TEST BA UAT 1 CF ...	D	12345		Current Busin...	(480)	(480)	(480)	0	8/1/2022 9:00 AM	8/2/2022 9:00 AM

## 1.103 Lesson Objectives

- ✓ • Adjusting the Nom Submission Grid
- ✓ • Submitting Nominations
- ✓ • Review & Update Nominations
- ✓ • Populate Nom Template and Bulk-Upload Noms
- ✓ • Download Existing Noms into Template and Re-import to Reuse Nom Paths
- ✓ • Address Nomination Errors
- ✓ • Review Confirmation Response



## 1.104 Nom Change Report

- Nom Change Report



# Lesson Objectives

## 1.105 Nom Change Report


### Nom Change Report

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In this lesson, you will learn how to utilize the **QQM Nomination Change Report**.

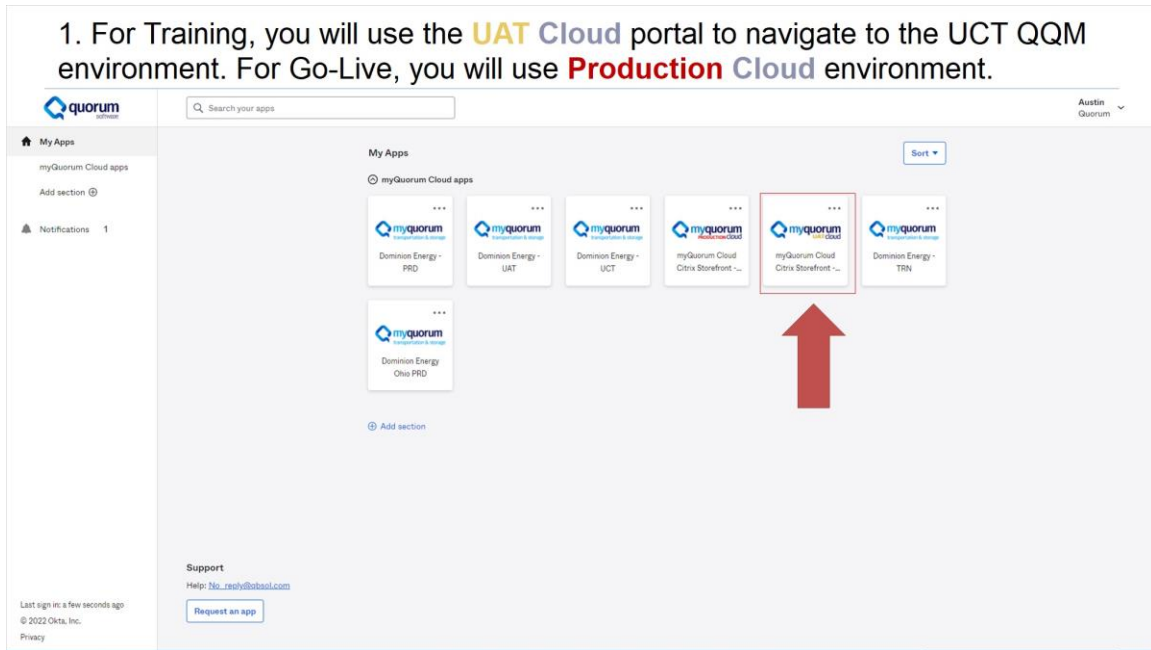
**Key Items to remember include;**

- Use the Nom Change report to review what noms have been updated by internals after the gas day has closed and new noms entered by internals.

Select the arrow to continue 

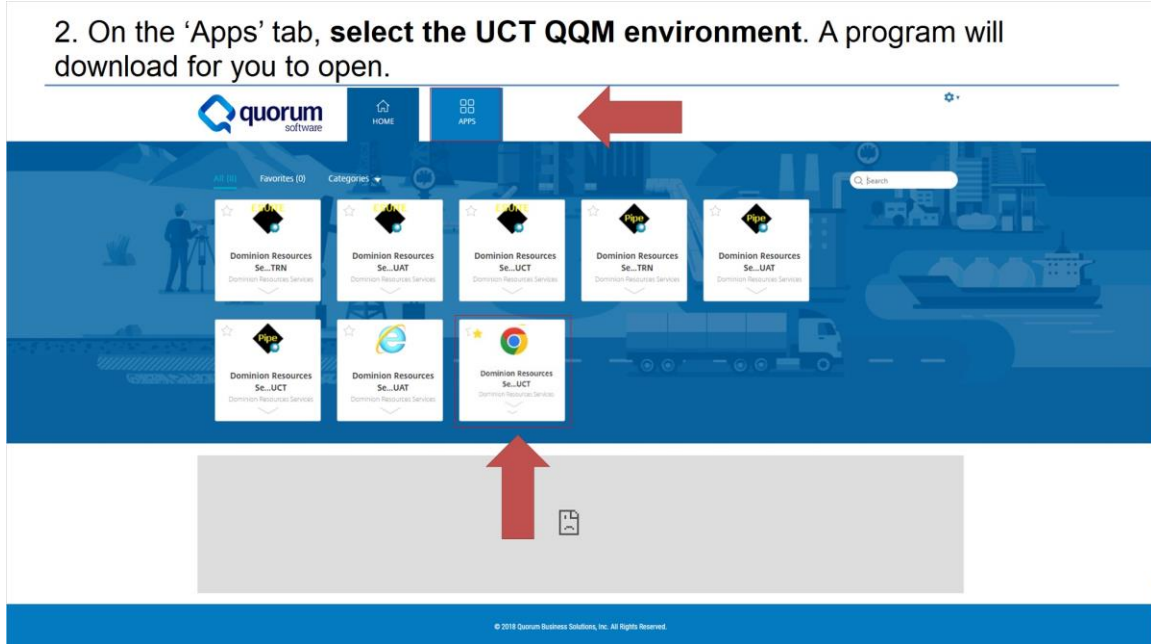
## 1.106 Nom Change Report

1. For Training, you will use the **UAT Cloud** portal to navigate to the UCT QQM environment. For Go-Live, you will use **Production Cloud** environment.



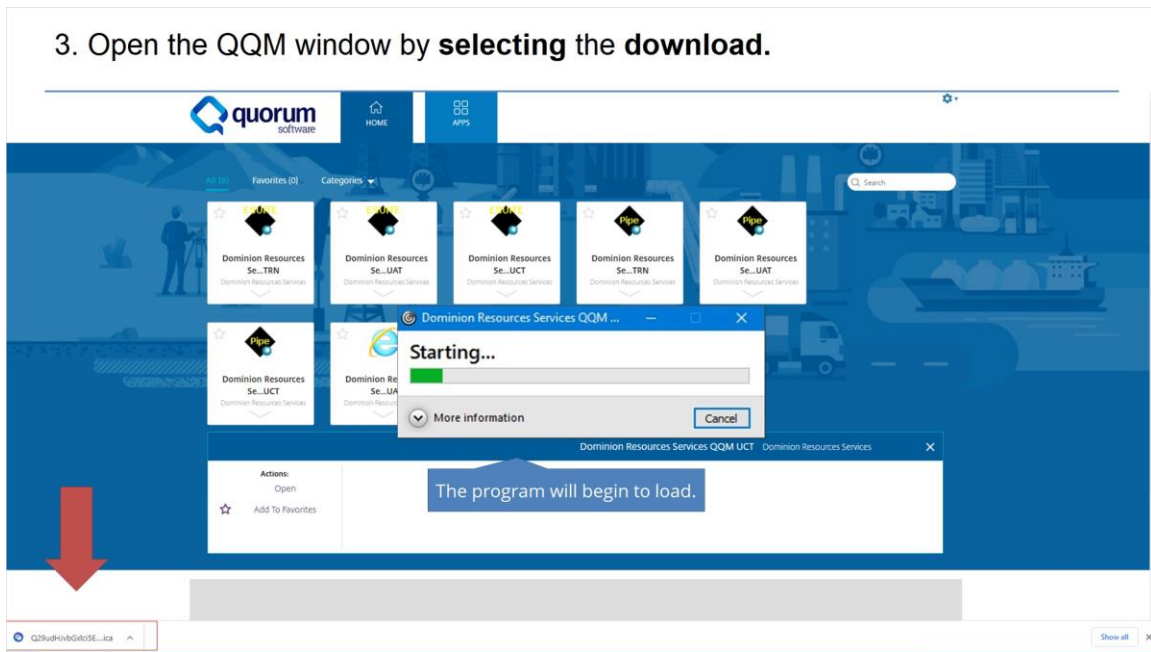
## 1.107 Nom Change Report

2. On the 'Apps' tab, select the **UCT QQM environment**. A program will download for you to open.



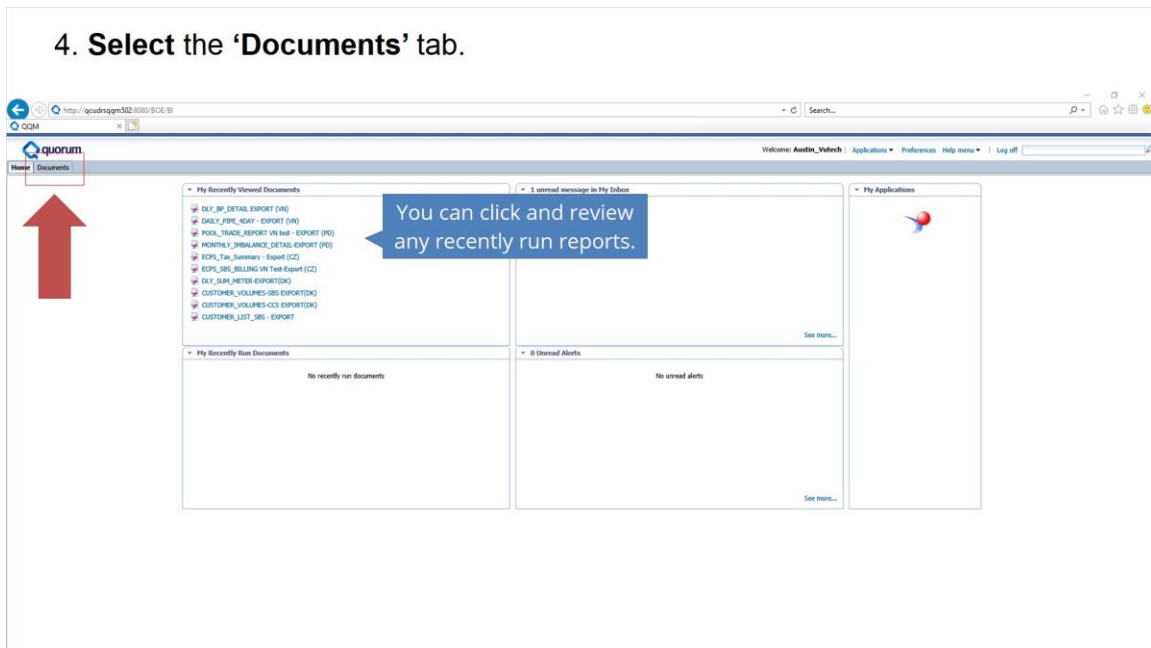
## 1.108 Nom Change Report

3. Open the QQM window by **selecting** the **download**.



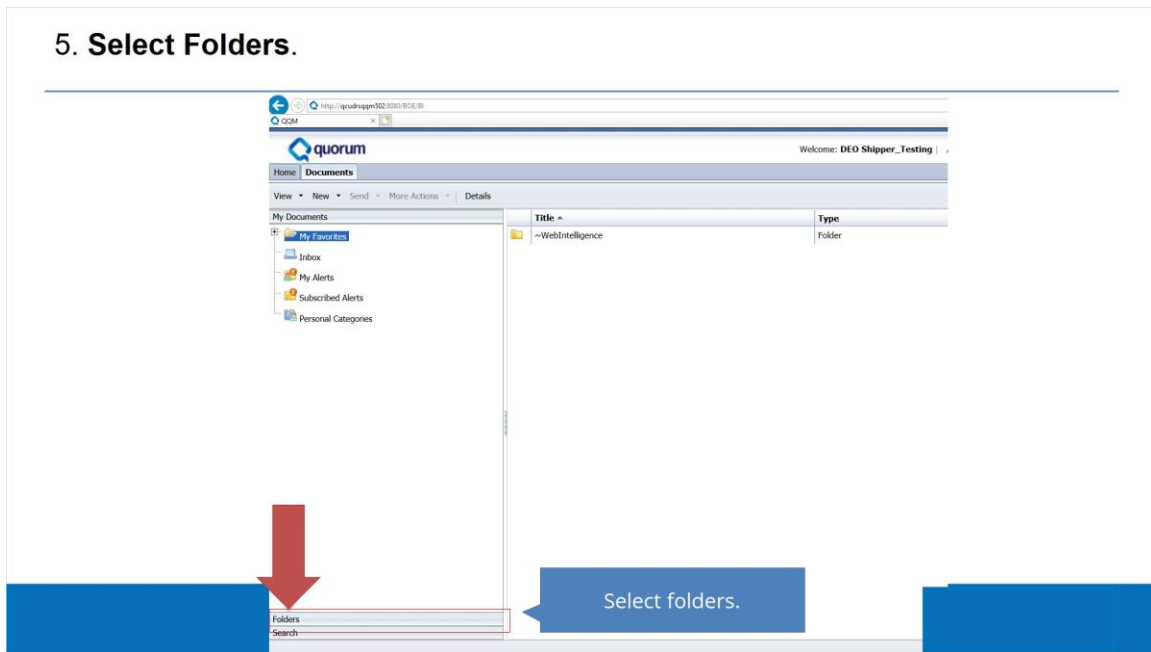
## 1.109 Nom Change Report

4. Select the 'Documents' tab.



## 1.110 Navigating to QQM Reports

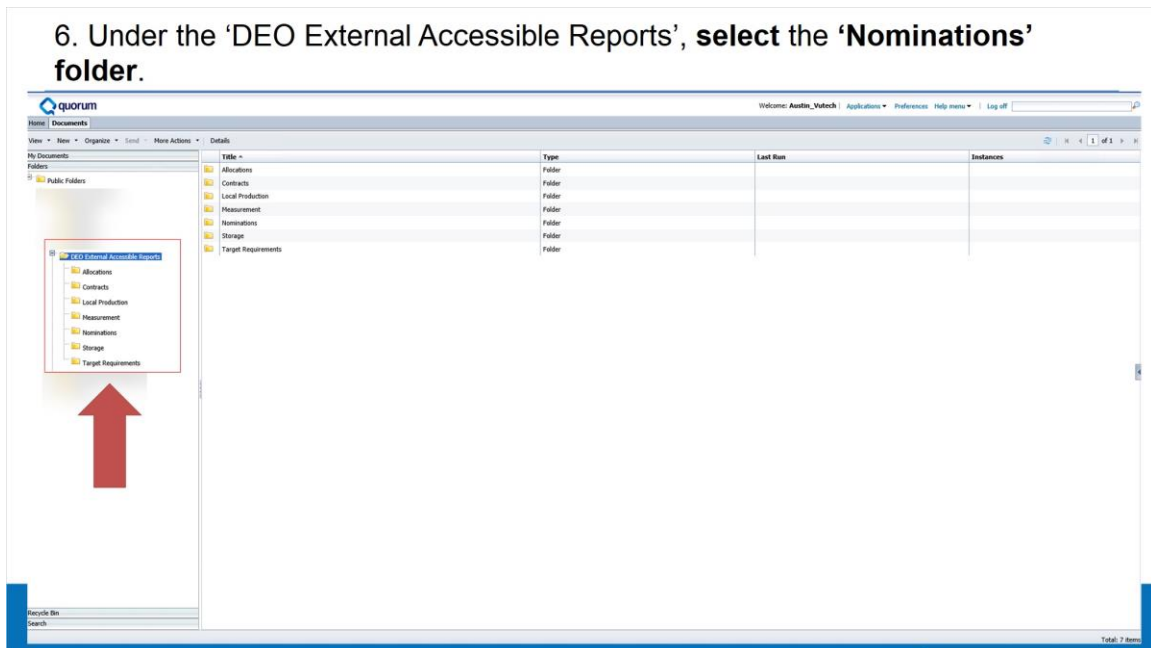
### 5. Select Folders.



The screenshot shows the Quorum Documents web interface. The user is logged in as 'DEO Shipper\_Testing'. The interface includes a navigation menu on the left with options like 'My Favorites', 'Inbox', 'My Alerts', 'Subscribed Alerts', and 'Personal Categories'. A table on the right displays a folder named '~WebIntelligence'. At the bottom of the interface, a blue bar contains a 'Folders' button, which is highlighted with a red arrow. A blue callout box with the text 'Select folders.' points to this button.

## 1.111 Nom Change Report

### 6. Under the 'DEO External Accessible Reports', select the 'Nominations' folder.



The screenshot shows the Quorum Documents web interface with the user logged in as 'Austin\_Vutich'. The interface displays a list of folders under the 'DEO External Accessible Reports' folder. The 'Nominations' folder is highlighted with a red arrow. The table on the right lists the following folders:

Title	Type	Last Run	Instances
Allocations	Folder		
Contracts	Folder		
Local Production	Folder		
Measurement	Folder		
Nominations	Folder		
Storage	Folder		
Target Requirements	Folder		



## 1.112 Nom Change Report

7. Select the 'Nom Change-pdf only' Report. Please note, you will need to enter a Reference Date, which is the 'month-to-date' date.

Available prompt variables

Reference Date (MM/DD/YYYY)

Select Business Party Name(s)

03/01/2022

Enter the desired 'month-to-date' date in the 'Reference Date' field.

## 1.113 Nom Change Report

8. The Nom change report is broken into two sections. Existing Noms changed by internals and new noms entered by internals.

REPORT ID: NOM\_CHANGE-pdf only

DOMINION ENERGY OHIO

NOM CHANGE REPORT

MONTH TO DATE THROUGH 03/01/2022

RUN DATE: 5/4/22

RUN TIME: 9:43:41 AM C

PAGE NUMBER: 1

Existing Noms Changed by Internals

This section will display noms changed by internals after the gas day has closed.

Svc Req Name: Test BA UAT 1

Svc Req Name	Svc Req K	Gas Day	Rec Loc	Up K	Del Loc	Dn K	Rec Qty (Nom)	Rec Qty (Sched)	Del Qty (Nom)	Del Qty (Sched)	Change Reason	Change Reason Name	Comments	Update Date
Test BA UAT 1	88888	03/01/2022	BP002	12031	88888		100	80	100	80	CPR	Confirming Party Reduction	MATCH PIPE	05/03/2022

New Noms Entered by Internals

This section will display new nominations created by internals.

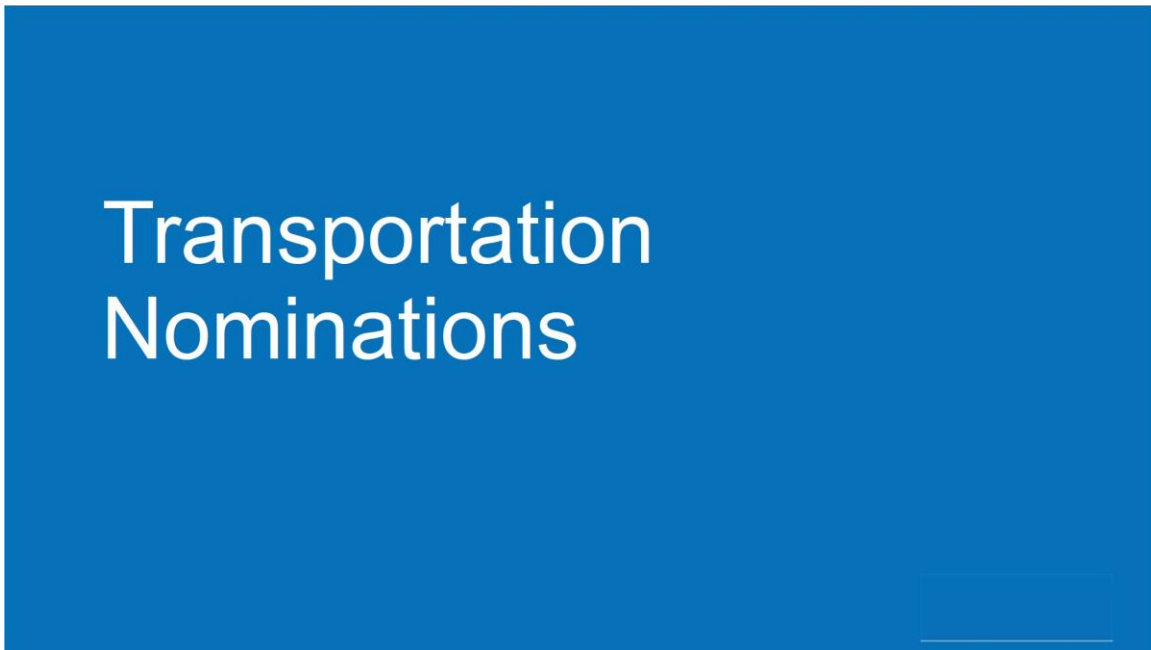
You can find the change reason and comments in the report.

Svc Req Name: Test BA UAT 1


Svc Req Name	Svc Req K	Gas Day	Rec Loc	Up K	Del Loc	Dn K	Rec Qty (Nom)	Rec Qty (Sched)	Del Qty (Nom)	Del Qty (Sched)	Change Reason	Change Reason Name	Comments	Update Date
Test BA UAT 1	88888	03/01/2022	ML001	TST	88888		50	50	48	48			REALLOCATION NOM	05/03/2022

New noms will not have a change reason, but will have a comment.

### ***1.114 Transportation Nominations***



### ***1.115 Interstate Pipeline Nominations***

<ul style="list-style-type: none"><li>• Interstate Pipeline Nominations</li><li>• End User Nominations</li><li>• Pool Trades</li></ul>	 <p><b>Lesson Objectives</b></p>
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## 1.118 Interstate Pipeline Noms

5. Add the contract you wish to nominate on by typing in your K, or using the pick-list.

The screenshot shows the 'DEO - Nomination Submission' interface. At the top, it displays 'TOS: Pooling & Transport' and 'Nom Type: Interstate to Customer'. Below this, there are fields for 'Svc Req Name' (Test BA UAT 1) and 'Svc Req K' (10767). A table below shows the nomination details. A red arrow points to the 'Svc Req K' column in the table, which contains the value '10767'.

Svc Req K	Cycle	Err	Var	Svc Req Prop	Svc Req Name	Svc Req K	Reg Date / Reg Time	End Date / End Time	End Date / End Time	Rec Loc	Rec Loc Name	Up K	Del Loc	Del Loc Name	Dn K	TT	Rec Qty
10767	1   Timely			1	421	Test BA UAT 1	10767	4/7/2022 9:00 AM	4/7/2022 9:00 AM								01

## 1.119 Interstate Pipeline Noms

6. Enter the interstate pipeline that you are shipping the gas on as the **Rec Loc.** Select the appropriate ML location.

The screenshot shows the 'DEO - Nomination Submission' interface. At the top, it displays 'TOS: Pooling & Transport' and 'Nom Type: Interstate to Customer'. Below this, there are fields for 'Svc Req Name' (Test BA UAT 1) and 'Svc Req K' (10767). A table below shows the nomination details. A red arrow points to the 'Rec Loc' column in the table, which contains the value 'ML029'.

Svc Req K	Cycle	Err	Var	Svc Req Prop	Svc Req Name	Svc Req K	Reg Date / Reg Time	End Date / End Time	End Date / End Time	Rec Loc	Rec Loc Name	Up K	Del Loc	Del Loc Name	Dn K	TT	Rec Qty
10767	1   Timely			1	421	Test BA UAT 1	10767	4/7/2022 9:00 AM	4/7/2022 9:00 AM	ML029	ROCKIES EXPRE...						01

## 1.120 Interstate Pipeline Noms

7. Enter the interstate pipeline contract number in the **Up K** field.

The screenshot shows the 'DEO - Nomination Submission' interface. At the top, it displays 'TOS: Pooling & Transport' and 'Nom Type: Interstate to Customer'. Below this, there are fields for 'Svc Req Name' (Test BA UAT 1) and 'Svc Req K' (10767). A table below shows nomination details. The 'Up K' column is highlighted with a red box, and a red arrow points to it from the right.

Actions	Cycle	Err	Var	Svc Req Prop	Svc Req Name	Svc Req K	Bag Date / Bag Time	End Gas Day	End Date / End Time	Rec Loc	Rec Loc Name	Up K	Del Loc	Del Loc Name	DT	TT	Rec Qty	Del Qty
	1   Timely			1   421	Test BA UAT 1	10767	4/7/2022 9:00	4/7/2022	4/8/2022 9:00	ML029	ROCKIES EXPRE	12345					01	

## 1.121 Interstate Pipeline Noms

8. Enter the **contract** you are entering the nomination for as the **Del Loc**.

The screenshot shows the 'DEO - Nomination Submission' interface, similar to the previous one. In this view, the 'Del Loc' column in the table is highlighted with a red box, and a red arrow points to it from the right.

Actions	Cycle	Err	Var	Svc Req Prop	Svc Req Name	Svc Req K	Bag Date / Bag Time	End Gas Day	End Date / End Time	Rec Loc	Rec Loc Name	Up K	Del Loc	Del Loc Name	DT	TT	Rec Qty	Del Qty
	1   Timely			1   421	Test BA UAT 1	10767	4/7/2022 9:00	4/7/2022	4/8/2022 9:00	ML029	ROCKIES EXPRE	12345	10767	TEST BA FRPS				

## 1.122 Adjusting the Nomination Submission Grid

5. Additionally, you can **click and drag** the columns into a desired order.

The screenshot shows the 'DEO - Nomination Submission' interface. At the top, there are navigation tabs for 'Dashboard', 'DEO - Nomination Submission', 'DEO Shopper Testing', and 'Pipeline Scheduler'. Below this, there are sections for 'Nominations' and 'Sec Req Totals'. The main section is a table titled 'PT NOMINATIONS' with columns for 'SVC REQ K', 'KMDQ', 'Available KMDQ', and 'K UOM DTH'. The table has a header row with various columns including 'Actions', 'Cycle', 'Err', 'Var', 'SVC Req Prpg', 'SVC Req Name', 'SVC Req K', 'Beg Date / Beg Time', 'End Gas Day', 'End Date / End Time', 'Rec Loc', 'Rec Loc Name', 'Up K', 'Del Loc', 'Del Loc Name', 'Del K', 'TT', 'Rec Qty', and 'Del Qty'. A blue callout box with a white background and a blue border contains the following text: 'We recommend utilizing the column order shown on the screen. This order will allow you to have the most relevant columns on the screen at one time without having to scroll. You can find a description of each field name in the resources section.'

## 1.123 Interstate Pipeline Noms

9. Enter the **Rec Qty** desired.

The screenshot shows the 'DEO - Nomination Submission' interface. At the top, there are navigation tabs for 'Dashboard', 'DEO - Nomination Submission', 'DEO Shopper Testing', and 'Pipeline Scheduler'. Below this, there are sections for 'Nominations' and 'Sec Req Totals'. The main section is a table titled 'PT NOMINATIONS' with columns for 'SVC REQ K', 'KMDQ', 'Available KMDQ', and 'K UOM DTH'. The table has a header row with various columns including 'Actions', 'Cycle', 'Err', 'Var', 'SVC Req Prpg', 'SVC Req Name', 'SVC Req K', 'Beg Date / Beg Time', 'End Gas Day', 'End Date / End Time', 'Rec Loc', 'Rec Loc Name', 'Up K', 'Del Loc', 'Del Loc Name', 'Del K', 'TT', 'Rec Qty', and 'Del Qty'. A red arrow points to the 'Rec Qty' column, which has the value '50' entered. A text box at the top left of the table area contains the text: 'TOS: Pooling & Transport' and 'Nom Type: Interstate to Customer'.

## 1.124 Interstate Pipeline Noms

10. Select **Validate** to confirm this is a valid nomination.

The screenshot shows the 'DEO - Nomination Submission' interface. At the top right, there are buttons for 'Retrieve', 'Validate', and 'Submit'. A red arrow points to the 'Validate' button. Below the navigation bar, the nomination details are displayed: 'TOS: Pooling & Transport' and 'Nom Type: Interstate to Customer'. The 'Buy Day' is 4/7/2022 and the 'Def End Gas Day' is 4/7/2022. The 'Cycle' is '1 | Timely'. Below this, there are summary statistics for 'Sec Req Totals', 'Buy Qty: 50', 'Rec Qty: 50', 'Rec Var Qty: 0', 'Fuel Qty: 0', 'Del Qty: 50', 'Sell Qty: 50', and 'Del Var Qty: 0'. The 'Include Errors' checkbox is checked. The main table shows 'PT NOMINATIONS' with columns for 'SVC REQ K', 'Actions', 'Cycle', 'Err', 'Var', 'SVC Req Prop', 'SVC Req Name', 'SVC Req K', 'Beg Date / Beg Time', 'End Date / End Time', 'Rec Loc', 'Rec Loc Name', 'Up K', 'Del Loc', 'Del Loc Name', 'Dn K', 'TT', 'Rec Qty', and 'Del Qty'. A single row is visible with values: '1', '1 | Timely', 'EV', '1 421', 'Test BA UAT 1', '10767', '4/7/2022 9...', '4/7/2022', '4/8/2022 9:00...', 'ML029', 'ROCKIES EXPRE...', '12345', '10767', 'TEST BA-FRPS', '01', '50', '50'. A 'Validation successful.' message is shown at the bottom left.

## 1.125 Interstate Pipeline Noms

11. Submit the nomination by **clicking Submit**.

This screenshot is identical to the previous one, showing the 'DEO - Nomination Submission' interface. A red arrow points to the 'Submit' button at the top right. A blue callout box with white text is overlaid on the bottom left of the table area, stating: 'Only submit your nomination if it is valid.' The rest of the interface, including the nomination details, summary statistics, and table, remains the same as in the previous screenshot.

## 1.126 Interstate Pipeline Noms

12. Congratulations, you have **submitted your nomination** successfully! Click OK.

The screenshot shows the 'DEO - Nomination Submission' interface. At the top, it displays 'TOS: Pooling & Transport' and 'Nom Type: Interstate to Customer'. Below this, there are summary statistics for 'Svc Req Totals', 'Buy Qty', 'Rec Qty', 'Fuel Qty', 'Del Qty', and 'Sell Qty'. A table of nominations is visible, with a 'Submission Status' dialog box overlaid on top. The dialog box contains the text 'Submission Successful' and an 'OK' button. A red arrow points from the nomination row to the dialog box.

## 1.127 Interstate Pipeline Noms

13. Review the Nomination. Confirm the status of the nomination is 'BV'.

The screenshot shows the 'DEO - Nomination Submission' interface. At the top, it displays 'TOS: Pooling & Transport' and 'Nom Type: Interstate to Customer'. Below this, there are summary statistics for 'Svc Req Totals', 'Buy Qty', 'Rec Qty', 'Fuel Qty', 'Del Qty', and 'Sell Qty'. A table of nominations is visible, with a red arrow pointing to the 'BV' status in the 'Status' column. A blue callout box contains the following text:


**Please Note:**  
On the corresponding interstate pipeline's EBB, you will need to enter the Dominion Energy Ohio contract number that you are shipping the gas to into one of the following fields:  
ANR, EGTS, PEPL, TETCO – Downstream Contract field  
TCO, REX, TGP – Package ID field  
TGP – Downstream DUNS number field

\*Please reference the nom error section if you receive a 'BI' or 'LI' nomination\*



## 1.128 End User Nominations

- ✓ • Interstate Pipeline Nominations
  - End User Nominations
  - Pool Trades



# Lesson Objectives


## 1.129 End User Nominations

### End User Nominations

In this lesson, you will learn how to **create end user nominations for a DTS or GTS contract.**

**Key Items to remember include;**

- Fuel is deducted from the receipt point to the burner tip on DTS and GTS contracts, not on pool contracts (except ECPS).
- The end-user must hold title to the interstate capacity (be the shipper) if a Supplier wants to deliver interstate gas directly to a DTS or GTS contract.
- Most interstate receipt points require 'gate space' to be able to flow gas into DEO's system. A portion of DEO's capacity is released to Energy Choice and SCO/SSO suppliers.
- DTS and GTS customers require daily supply nominations prior to the start of the month to avoid potential supply issues.

Select the arrow to continue 

## 1.130 End User Nominations

4. Add a new nomination row by clicking the **+** icon.

The screenshot shows the 'DEO - Nomination Submission' interface. At the top, there are fields for 'TOS: DTS or GTS' and 'Nom Type: Pool del to end user'. Below this, there are summary statistics for 'Svc Req Totals' (Buy Qty: 0, Rec Qty: 0, Rec Var Qty: 0, Fuel Qty: 0, Del Qty: 0, Sell Qty: 0, Del Var Qty: 0) and an 'Include Errors' checkbox. The main table has tabs for 'PT NOMINATIONS', 'PATH SUMMARY', 'LOCATION SUMMARY', and 'ERRORS'. The table header includes columns for 'Svc Req K', 'KMDQ', 'Available KMDQ', and 'K UOM'. A red arrow points to a blue plus icon in the header row, indicating where to click to add a new row.

## 1.131 End User Nominations

5. Enter the contract to nominate on by typing it in, or using the pick-list.

The screenshot shows the 'DEO - Nomination Submission' interface after a nomination has been added. The table now contains one row with the following data: '1' in the 'Svc Req K' column, '1 | Timely' in the 'Cycle' column, '1.421' in the 'Var' column, 'Test BA UAT 1' in the 'Svc Req Name' column, and '1076' in the 'Svc Req K' column. A red arrow points to the 'Svc Req K' dropdown menu in the first row, indicating where to enter the contract number.

## 1.132 End User Nominations

6. Enter the pool that you are shipping the gas from as the **Rec Loc**.

Dashboard DEO - Nomination Submission DEO Shipment Testing Pipeline Scheduler

Retrieve Validate Submit

Nominations

TOS: DTS or GTS  
Nom Type: Pool del to end user

11223333 421

Run Day: 4/5/2022 Def End Gas Day: 4/5/2022 Cycle: 1 | Timely Query Cycle

Svc Req Name: Test BA UAT 1 Svc Req K: 10768 Act Cd:

Begin Date/Time: 04/05/2022 09:00 AM End Date/Time: 04/06/2022 09:00 AM

Svc Req Totals: Buy Qty: 0 Rec Qty: 0 Rec Var Qty: 0 Fuel Qty: 0 Del Qty: 0 Sell Qty: 0 Del Var Qty: 0 Include Errors

PT NOMINATIONS PATH SUMMARY LOCATION SUMMARY ERRORS

Svc Req K: 10768 Available KMDQ: 0 K UOM: DTH

Actions	Cycle	Err	Var	Svc Req Prop	Svc Req Name	Svc Req K	Begin Date / Begin Time	End Date / End Time	End Date / End Time	Rec Loc	Rec Loc Name	Del	Del Loc Name	Del K	TT	Rec Qty
+	1   Timely			1   421	Test BA UAT 1	10768	4/5/2022 9:00	4/5/2022	4/6/2022 9:00	8882	TEST-OPS					01

Totals

1 - 1 of 1 items

## 1.133 End User Nominations

7. Enter the nominating contract (who is receiving the gas) as the **Del Loc**.

Dashboard DEO - Nomination Submission DEO Shipment Testing Pipeline Scheduler

Retrieve Validate Submit

Nominations

TOS: DTS or GTS  
Nom Type: Pool del to end user

11223333 421

Run Day: 4/5/2022 Def End Gas Day: 4/5/2022 Cycle: 1 | Timely Query Cycle

Svc Req Name: Test BA UAT 1 Svc Req K: 10768 Act Cd:

Begin Date/Time: 04/05/2022 09:00 AM End Date/Time: 04/06/2022 09:00 AM

Svc Req Totals: Buy Qty: 0 Rec Qty: 0 Rec Var Qty: 0 Fuel Qty: 0 Del Qty: 0 Sell Qty: 0 Del Var Qty: 0 Include Errors

PT NOMINATIONS PATH SUMMARY LOCATION SUMMARY ERRORS

Svc Req K: 10768 Available KMDQ: 0 K UOM: DTH

Actions	Cycle	Err	Var	Svc Req Prop	Svc Req Name	Svc Req K	Begin Date / Begin Time	End Date / End Time	End Date / End Time	Rec Loc	Rec Loc Name	Del	Del Loc Name	Del K	TT	Rec Qty
+	1   Timely			1   421	Test BA UAT 1	10768	4/5/2022 9:00	4/5/2022	4/6/2022 9:00	8882	TEST-OPS		10768	TEST BA		01

Totals

1 - 1 of 1 items

## 1.134 End User Nominations

8. Enter the **volume** to deduct from the pool as the receipt volume in the **Rec Qty**.

The screenshot shows the 'DEO - Nomination Submission' interface. At the top, there are navigation tabs: 'Dashboard', 'DEO - Nomination Submission', 'DEO Shipment Testing', and 'Pipeline Scheduler'. Below this, there are buttons for 'Retrieve', 'Validate', and 'Submit'. The main content area displays nomination details for 'TOS: DTS or GTS' and 'Nom Type: Pool del to end user'. It includes fields for 'Svc Req Name' (Test BA UAT 1), 'Svc Req K' (10768), and 'Act Cd'. Below the details, there are summary statistics: 'Buy Qty: 100', 'Rec Qty: 100', 'Rec Var Qty: 0', 'Fuel Qty: 4', 'Del Qty: 96', 'Sell Qty: 96', and 'Del Var Qty: 0'. A table titled 'PT NOMINATIONS' is shown with columns for 'Svc Req K', 'Cycle', 'Err', 'Var', 'Svc Req Prop', 'Svc Req Name', 'Svc Req K', 'Beg Date / Beg Time', 'End Date / End Time', 'Rec Loc', 'Rec Loc Name', 'Up K', 'Del Loc', 'Del Loc Name', 'Dn K', 'TT', 'Rec Qty', and 'I'. A red box highlights the 'Rec Qty' field in the first row, which contains the value '100'. A red arrow points to this field.

## 1.135 End User Nominations

9. Click **Validate**, to ensure the nomination is Business Valid and Line Valid.

The screenshot shows the same 'DEO - Nomination Submission' interface as in the previous image. The 'Validate' button in the top right corner is highlighted with a red arrow. Below the nomination details, the same summary statistics are displayed. The table below shows the nomination details, with the 'Rec Qty' field now containing the text 'Enter value'. A red arrow points to the 'Validate' button.

### 1.136 End User Nominations

10. Now that you have validated your nomination, **click Submit.**

The screenshot shows the 'DEO - Nomination Submission' interface. At the top, there are navigation tabs: 'Dashboard', 'DEO - Nomination Submission', 'DEO Shopper Testing', and 'Pipeline Scheduler'. Below the tabs, there are buttons for 'Retrieve', 'Validate', and 'Submit'. A red arrow points to the 'Submit' button. The main content area displays nomination details: 'TOS: DTS or GTS', 'Nom Type: Pool del to end user', 'Run Day: 4/5/2022', 'Def End Gas Day: 4/5/2022', 'Cycle: 1 | Timely', and 'Query Cycle'. Below this, there are fields for 'Svc Req Name: Test BA UAT 1' and 'Svc Req K: 10768'. A 'Validation successful' message is visible at the bottom left. The interface also shows a table of nomination details with columns for 'Svc Req K', 'Cycle', 'Err', 'Var', 'Svc Req Name', 'Svc Req K', 'Svc Req K', 'Beg Date / Beg Time', 'End Date / End Time', 'Rec Loc', 'Rec Loc Name', 'Up K', 'Del Loc', 'Del Loc Name', 'Dn K', 'TT', 'Rec Qty', and 'I'.

### 1.137 End User Nominations

11. Congratulations, you have successfully submitted your nomination! **Click OK.**

The screenshot shows the 'DEO - Nomination Submission' interface after a successful submission. A 'Submission Status' dialog box is displayed in the center, with the text 'Submission Successful' and an 'OK' button. A red arrow points to the 'OK' button. The background interface is dimmed, showing the same nomination details as in the previous screenshot. The 'Validation successful' message is still visible at the bottom left.

## 1.138 End User Nominations

12. You can now **review your submitted nomination**. Remember, for future gas days, you can adjust the quantity as desired. Just remember to **validate before you submit!**

The screenshot shows the 'DEO - Nomination Submission' interface. At the top, there are navigation tabs for 'Dashboard', 'DEO - Nomination Submission', 'DEO Shipment Tracking', and 'Pipeline Scheduler'. Below this, there are buttons for 'Retrieve', 'Validate', and 'Submit'. The main content area displays nomination details for 'TOS: DTS or GTS' and 'Nom Type: Pool del to end user'. It includes fields for 'Run Day' (4/5/2022), 'Def End Gas Day' (4/5/2022), 'Cycle' (1 | Timely), and 'Query Cycle'. There are also fields for 'Svc Req Name' (Test BA UAT 1), 'Svc Req K' (10768), and 'Act Cd'. Below this, there are summary statistics: 'Svc Req Totals', 'Buy Qty: 100', 'Rec Qty: 100', 'Rec Var Qty: 0', 'Fuel Qty: 4', 'Del Qty: 96', 'Sell Qty: 96', and 'Del Var Qty: 0'. A table titled 'PT NOMINATIONS' is displayed with columns for 'Svc Req K', 'Svc Req Name', 'Svc Req K', 'Beg Code / Beg Time', 'End Gas Day', 'End Date / End Time', 'Rec Loc', 'Up K', 'Del Loc', 'Del Loc Name', 'Dtl K', 'Rec Qty', 'Del Qty', 'Fuel Qty', 'Fuel Pct', and 'TOS'. The table contains one row with the following values: '10768', 'Test BA UAT 1', '10768', '4/5/2022 9', '4/5/2022', '4/6/2022 9:00', '8882', 'TEST-CPS', '10768', 'TEST BA-', '01', '100', '96', '4', '4.0000', and 'DTS'. A red box highlights the 'Rec Qty' column. At the bottom, there is a note: '\*Please reference the nom error section if you receive a 'BI' or 'LI' nomination\*'. The interface also shows a 'Back' button and a 'Open Summary (DE)' button.

## 1.139 Pool Trades

The slide features a blue background on the right side with a white target icon and the text 'Lesson Objectives'. On the left side, there is a list of objectives:

- ✓ Interstate Pipeline Nominations
- ✓ End User Nominations
- Pool Trades

## 1.140 Pool Trades

# Pool Trades

In this lesson, you will learn the basics of **Pool Trades**.

**Key Items to remember include;**

- Fuel is handled differently depending on which pools are trading volumes.
  - Trades between traditional pools (DPS, GPS, FRPS, LPPS) – at city-gate (no fuel).
- Trades transacted during the Reallocation Period to resolve ECPS/SSO or FRPS imbalances:
  - ECPS/SSO side of the trade is at burner-tip (no fuel included).
  - FRPS side of the trade is at city-gate (grossed up for fuel).
- Seller always pays trade fees.
- First of the month trades have to be entered as Pool-to-Pool (using PP in the TT field). PP trades are priced at \$0.035 per Mcf.
- During the Reallocation Period, Suppliers have the option of zeroing out the first-of-month PP trade and re-entering the volume as an Imbalance Trade (IM). Reenter the trade on the last day of the month using IM in the TT field. IM trades are priced at a flat \$100 fee. This feature only applies to transfers for FRPS and ECPS/SSO pools.
- Trades entered during the Reallocation Period between ECPS/SSO and FRPS pools can only be entered using TT of IM (for a flat \$100 fee).
- Both sides of a trade must match in order for the trade to be valid (i.e. the buy and sell nominations must be on the same day and use the same contracts). The volume must match unless the trade is between ECPS/SSO and FRPS contracts.
- If there is a discrepancy between the buy and sell side of a trade, and the issue cannot be resolved, the “Lessor of” rule of confirmation will hold (lower volume confirmed).

Select the arrow to continue



## 1.141 Pool Trades

4. We will begin with a **buy side trade (you are the purchaser of supply)**.  
Add a new row by clicking the **+** icon.

The screenshot shows a software interface for 'TOS: Pooling Service'. The main heading is 'Nom Type: Pool Trade (buy side)'. Below this, there are several summary rows and a table. The table has columns for 'Buy Qty', 'Rec Qty', 'Fuel Qty', 'Del Qty', 'Sell Qty', and 'Del Var Qty'. A red arrow points to a '+' icon in the table header, indicating where to click to add a new row. The interface also includes a search bar, a 'Query Cycle' dropdown, and a 'Submit' button.

## 1.142 Pool Trades

5. Enter the Svc Req K by typing it in, or use the pick-list.

The screenshot shows the 'DEO - Nomination Submission' interface. At the top, the nomination details are displayed: 'TOS: Pooling Service' and 'Nom Type: Pool Trade (buy side)'. Below this, there are fields for 'Svc Req Name' (Test BA UAT 1) and 'Svc Req K' (10767). The 'Svc Req K' field is highlighted with a red box, and a red arrow points to it. The interface also shows a table with columns for 'Svc Req K', 'Cycle', 'Err', 'Var', 'Svc Req Prop', 'Svc Req Name', 'Svc Req K', 'Beg Date / Reg Time', 'End Date / Gas Day', 'End Date / End Time', 'Rec Loc', 'Rec Loc Name', 'Up K', 'Del Loc', 'Del Loc Name', 'Dn K', 'TT', 'Rec Qty', and 'I'. The 'Svc Req K' column is highlighted with a red box, and a red arrow points to it.

## 1.143 Pool Trades

5. Enter the Rec Loc by typing it in, or use the pick-list. In this example, we will review the pick-list.

The screenshot shows the 'DEO - Nomination Submission' interface. At the top, the nomination details are displayed: 'TOS: Pooling Service' and 'Nom Type: Pool Trade (buy side)'. Below this, there are fields for 'Svc Req Name' (Test BA UAT 1) and 'Svc Req K' (10767). The 'Rec Loc' field is highlighted with a red box, and a red arrow points to it. The interface also shows a table with columns for 'Svc Req K', 'Cycle', 'Err', 'Var', 'Svc Req Prop', 'Svc Req Name', 'Svc Req K', 'Beg Date / Reg Time', 'End Date / Gas Day', 'End Date / End Time', 'Rec Loc', 'Rec Loc Name', 'Up K', 'Del Loc', 'Del Loc Name', 'Dn K', 'TT', 'Rec Qty', and 'I'. The 'Rec Loc' column is highlighted with a red box, and a red arrow points to it.





## 1.146 Pool Trades

7. Enter the nominating contract as the **Del Loc** by manually typing it in, or using the pick-list.

The screenshot shows the 'DEO - Nomination Submission' interface. At the top, the 'TOS: Pooling Service' and 'Nom Type: Pool Trade (buy side)' are displayed. Below this, a table of nomination details is shown. The 'Del Loc' field is highlighted with a red box, and a red arrow points to it. The table includes columns for 'Del Loc', 'Del Loc Name', 'Dn K', 'TT', and 'Rec Qty'.

Del Loc	Del Loc Name	Dn K	TT	Rec Qty
*10767	TEST BA-FRPS		01	

## 1.147 Pool Trades

8. Enter the volume in the **Rec Qty** field.

The screenshot shows the 'DEO - Nomination Submission' interface. The 'Rec Qty' field in the table is highlighted with a red box, and a red arrow points to it. The table includes columns for 'Del Loc', 'Del Loc Name', 'Dn K', 'TT', and 'Rec Qty'.

Del Loc	Del Loc Name	Dn K	TT	Rec Qty
*10767	TEST BA-FRPS		01	100

## 1.148 Pool Trades

9. Click **Validate** to confirm that the nomination is valid.

The screenshot shows the 'DEO - Nomination Submission' interface. At the top right, there are three buttons: 'Retrieve', 'Validate', and 'Submit'. A red arrow points to the 'Validate' button. The main content area displays nomination details for 'TOS: Pooling Service' and 'Nom Type: Pool Trade (buy side)'. Below this, there are summary statistics for 'Svc Req Totals' and a table for 'PT NOMINATIONS'. The table has columns for 'Actions', 'Cycle', 'Err', 'Var', 'Svc Req Name', 'Svc Req K', 'Svc Req K', 'Beg Date / Beg Time', 'End Date / End Time', 'Rec Loc', 'Rec Loc Name', 'Up K', 'Del Loc', 'Del Loc Name', 'Dn K', 'TT', and 'Rec Qty'. A single row is visible in the table with the following values: 1, 1 | Timely, 1 | 421, Test BA UAT 1, \*10767, 4/5/2022 9:00 AM, 4/5/2022 9:00 AM, BP001, BALANCING POINT..., 10855, \*10767, TEST BA-FRPS, 01, 100. At the bottom left, a message box says 'Validation successful!'.

## 1.149 Pool Trades

9. Now that you have **validated your nomination**, you can click **Submit**.

This screenshot is identical to the one above, showing the 'DEO - Nomination Submission' interface. In this view, a red arrow points to the 'Submit' button at the top right. The rest of the interface, including the nomination details, summary statistics, and the 'PT NOMINATIONS' table, remains the same as in the previous screenshot.

## 1.150 Pool Trades

10. Congratulations, you have successfully submitted your nomination. **Click OK** to view it.

The screenshot shows the 'DEO - Nomination Submission' interface. At the top, it displays 'TOS: Pooling Service' and 'Nom Type: Pool Trade (buy side)'. Below this, there are summary statistics for Buy Qty, Rec Qty, and Fuel Qty. The main section is titled 'PT NOMINATIONS' and shows a table with one nomination. A dialog box titled 'Submission Status' with the message 'Submission Successful' and an 'OK' button is overlaid on the table. A red arrow points to the 'OK' button.

## 1.151 Pool Trades

11. You can see your nomination is in 'BV' (Business Valid) Status. Next, **we will review entering a sell side trade.**

The screenshot shows the 'DEO - Nomination Submission' interface. It displays 'TOS: Pooling Service' and 'Nom Type: Pool Trade (buy side)'. The main section is titled 'PT NOMINATIONS' and shows a table with one nomination. The nomination is in 'BV' status. A text box at the bottom left of the screenshot contains the text: '\*Please reference the nom error section if you receive a 'BI' or 'LI' nomination\*'. The table has columns for Cycle, Err, and other nomination details.

Actions	Cycle	Err	Var	Svc Req Price	Svc Req Name	Svc Req K	Reg Date / Reg Time	End Gas Day	End Date / End Time	Rec Loc	Rec Loc Name	Up K	Del Loc	Del Loc Name	Dr K	TT	Rec Qty
	1   Timely	BV		1.421	Test BA UAT 1	10767	4/5/2022 9:00 AM	4/5/2022	4/6/2022 9:00 AM	BP001	BALANCING POINT	10855	10767	TEST BA-FRPS	01		100

## 1.152 Pool trades

12. Query for the desired gas day. Click the **+** icon to add a new row. This example is a **sell-side trade**.

The screenshot shows the 'DEO - Nomination Submission' interface. At the top, there's a header with 'DEO - Nomination Submission' and a search bar. Below that, there's a section for 'TOS: Pooling Service' and 'Nom Type: Pool Trade (sell side)'. The interface includes a table with columns for 'Svc Req K', 'Cycle', 'Err', 'Var', 'Svc Req Prop', 'Svc Req Name', 'Svc Req K', 'Beg Date / Beg Time', 'End Date / End Time', 'Rec Loc', 'Rec Loc Name', 'Up K', 'Del Loc', 'Del Loc Name', 'Del K', 'TT', and 'Rec Qty'. A red arrow points to the '+' icon in the 'Actions' column of the table.

## 1.153 Pool Trades

13. Enter the **Svc Req K** by typing in the **contract number**, or using the pick-list.

The screenshot shows the 'DEO - Nomination Submission' interface. At the top, there's a header with 'DEO - Nomination Submission' and a search bar. Below that, there's a section for 'TOS: Pooling Service' and 'Nom Type: Pool Trade (sell side)'. The interface includes a table with columns for 'Svc Req K', 'Cycle', 'Err', 'Var', 'Svc Req Prop', 'Svc Req Name', 'Svc Req K', 'Beg Date / Beg Time', 'End Date / End Time', 'Rec Loc', 'Rec Loc Name', 'Up K', 'Del Loc', 'Del Loc Name', 'Del K', 'TT', and 'Rec Qty'. A red arrow points to the 'Svc Req K' field in the table, which contains the value '10767'.

## 1.154 Pool Trades

14. Enter the **nominating contract** as the **Rec Loc** by typing it in, or using the pick-list.

The screenshot shows the 'DEO - Nomination Submission' interface. At the top, it displays 'TOS: Pooling Service' and 'Nom Type: Pool Trade (sell side)'. Below this, there are fields for 'Svc Req K: 10767', 'Rec Loc: 10767', and 'Rec Loc Name: TEST BA-FRPS'. A table below shows a single row with the following data:

Rec Loc	Rec Loc Name	Up K	Del Loc	Del Loc Name	Del K	TT	Rec Qty
10767	TEST BA-FRPS					01	

A red arrow points to the 'Rec Loc' field in the table row, which contains the value '10767'.

## 1.155 Pool Trades

15. Enter the correct **Balancing Point** as the **Del Loc** by typing it in, or using the pick-list.

The screenshot shows the 'DEO - Nomination Submission' interface. At the top, it displays 'TOS: Pooling Service' and 'Nom Type: Pool Trade (sell side)'. Below this, there are fields for 'Svc Req K: 10767', 'Rec Loc: 10767', and 'Rec Loc Name: TEST BA-FRPS'. A table below shows a single row with the following data:

Rec Loc	Rec Loc Name	Up K	Del Loc	Del Loc Name	Del K	TT	Rec Qty
10767	TEST BA-FRPS		BP001	BALANCING POINT		01	

A red arrow points to the 'Del Loc' field in the table row, which contains the value 'BP001'. A blue callout box provides a list of Balancing Points:

- BP001 – used for DPS, GPS and FRPS trades
- BP002 – used for ECPS to ECPS trades
- BP003 – used for DPS-W and FRPS-W trades
- BP004 – used for LPPS trades
- BP005 – used for ECPS-W trades
- BP006 – used only during the Reallocation Period for ECPS Monthly True-Up trades (ECPS to ECPS, ECPS to FRPS, FRPS to ECPS).

## 1.156 Pool Trades

16. Enter the **contract number** of the pool that you are selling the volumes to in the **Dn K** field by typing it in, or using the pick-list.

The screenshot shows the 'DEO - Nomination Submission' interface. The nomination details are as follows:

- TOS:** Pooling Service
- Nom Type:** Pool Trade (sell side)
- Req Day:** 4/6/2022
- Def End Gas Day:** 4/6/2022
- Cycle:** 1 | Timely
- Req Name:** Test BA UAT 1
- Req K:** 10767
- Act Cd:**
- Start Date/Time:** 04/06/2022 09:00 AM
- End Date/Time:** 04/07/2022 09:00 AM

The table below shows the nomination details:

Actions	Cycle	Err	Var	Svc Req Prpg	Svc Req Name	Svc Req K	Req Date / Req Time	End Date / End Time	Req Loc	Req Loc Name	Up K	Del Loc	Del Loc Name	Dn K	TT	Req Qty
	1   Timely				Test BA UAT 1	10767	4/6/2022 9:00	4/6/2022 9:00	10767	TEST BA -FRPS		BP001	BALANCING POINT	10855		01

## 1.157 Pool Trades

17. Select the **'PP'** Trans-type. During the reallocation period, you have the option to use the IM trans-type as an Imbalance Trade so you are charged a \$100 flat fee regardless of trade volume.

The screenshot shows the 'DEO - Nomination Submission' interface. The nomination details are as follows:

- TOS:** Pooling Service
- Nom Type:** Pool Trade (sell side)
- Req Day:** 4/6/2022
- Def End Gas Day:** 4/6/2022
- Cycle:** 1 | Timely
- Req Name:** Test BA UAT 1
- Req K:** 10767
- Act Cd:**
- Start Date/Time:** 04/06/2022 09:00 AM
- End Date/Time:** 04/07/2022 09:00 AM

The table below shows the nomination details:

Actions	Cycle	Err	Var	Svc Req Prpg	Svc Req Name	Svc Req K	Req Date / Req Time	End Date / End Time	Req Loc	Req Loc Name	Up K	Del Loc	Del Loc Name	Dn K	TT	Req Qty
	1   Timely				Test BA UAT 1	10767	4/6/2022 9:00	4/6/2022 9:00	10767	TEST BA -FRPS		BP001	BALANCING POINT	10855	PP	01

## 1.158 Pool Trades

18. Enter the desired **volume** to deduct from the supplier's pool in the **Rec Qty** field.

The screenshot shows the 'DEO - Nomination Submission' interface. At the top, there are navigation tabs: 'Dashboard', 'DEO - Nomination Submission', 'DEO Shopper Testing', and 'Pipeline Scheduler'. Below this, the nomination details are displayed: 'TOS: Pooling Service', 'Nom Type: Pool Trade (sell side)', 'Run Day: 4/6/2022', 'Def End Gas Day: 4/6/2022', 'Cycle: 1 | Timely', and 'Query Cycle'. The nomination ID is '111223333' and the quantity is '421'. The start and end dates are '04/06/2022 09:00 AM' and '04/07/2022 09:00 AM' respectively. Below the nomination details, there are summary fields for 'Buy Qty: 100', 'Rec Qty: 100', 'Rec Var Qty: 0', 'Fuel Qty: 0', 'Del Qty: 100', 'Sell Qty: 100', and 'Del Var Qty: 0'. The 'Include Errors' checkbox is checked. The main table shows 'PT NOMINATIONS' with columns for 'Actions', 'Cycle', 'Err', 'Var', 'Svc Req Prop', 'Svc Req Name', 'Svc Req K', 'Svc Req K', 'Beg Date / Beg Time', 'End Date / End Time', 'Rec Loc', 'Rec Loc Name', 'Up K', 'Del Loc', 'Del Loc Name', 'Dn K', 'TT', and 'Rec Qty'. The 'Rec Qty' column is highlighted with a red box and a red arrow pointing to it. The table contains one row with the value '100' in the 'Rec Qty' column. At the bottom, there is a 'Validation successful' message and a '1 - 1 of 1 items' indicator.

## 1.159 Pool Trades

19. Click **Validate** to ensure that the nomination is valid.

The screenshot shows the 'DEO - Nomination Submission' interface, similar to the previous one. The 'Validate' button in the top right corner is highlighted with a red box and a red arrow pointing to it. The nomination details are the same as in the previous screenshot. The 'Rec Qty' field in the table is also highlighted with a red box and a red arrow pointing to it. The 'Validation successful' message is visible at the bottom of the interface.



## 1.160 Pool Trades

20. Now that you have confirmed the nomination is valid, **Click Submit.**

The screenshot shows the 'DEO - Nomination Submission' interface. At the top, there is a navigation bar with 'Submit' highlighted. Below this, the nomination details are displayed: 'TOS: Pooling Service', 'Nom Type: Pool Trade (sell side)', and 'Query Cycle'. A red arrow points to the 'Submit' button in the top right corner. Below the nomination details, there is a table with columns for 'Svc Req K', 'Cycle', 'Err', 'Var', 'Svc Req Name', 'Svc Req K', 'Svc Req K', 'Beg Date / Beg Time', 'End Date / End Time', 'End Date / End Time', 'Svc Req K', 'Rec Lc', 'Rec Lc', 'Rec Lc Name', 'Up K', 'Del Lc', 'Del Lc Name', 'Dk K', 'TT', 'Rec Qty'. The table contains one row of data for '1 | Timely'.

## 1.161 Pool Trades

21. Congratulations, your nomination was submitted successfully. **Click OK.**

The screenshot shows the 'DEO - Nomination Submission' interface. A 'Submission Status' dialog box is displayed in the center, with the text 'Submission Successful' and an 'OK' button. A red arrow points to the 'OK' button. The background interface is dimmed, showing the same nomination details as in the previous screenshot.

## 1.162 Pool Trades

22. You can now view your nomination and see that the nomination has a BV status.

The screenshot displays the 'DEO - Nomination Submission' interface. At the top, it shows 'TOS: Pooling Service' and 'Nom Type: Pool Trade (sell side)'. Below this, nomination details are listed, including 'Nom ID: 111223333', 'Svc Req Name: Test BA UAT 1', and 'Act Cd'. A summary bar shows 'Buy Qty: 100', 'Rec Qty: 100', and 'Del Qty: 100'. The main table lists nomination items with columns for Cycle, Err, Var, Svc Req Name, Svc Req K, Svc Req, Beg Date / Beg Time, End Date / End Time, Rec Lic, Rec Loc Name, Up K, Del Lic, Del Loc Name, Dn K, TT, and Rec Qty. The first row shows a nomination with Cycle '1 | Timely', Err 'BV', and Rec Qty '100'. A callout box at the bottom left of the table area contains the text: '\*Please reference the nom error section if you receive a 'BI' or 'LI' nomination\*'. The interface also includes a 'PT NOMINATIONS' tab, a 'PATH SUMMARY' section, and a 'LOCATION SUMMARY' section.

## 1.163 Lesson Objectives


- ✓ • Interstate Pipeline Nom
- ✓ • End User Nominations
- ✓ • Pool Trades



### **1.164 Local Production Nominations**



### **1.165 Lesson Objectives**

<ul style="list-style-type: none"><li>• Conventional Local Production</li><li>• Local Production Pooling Services</li><li>• LPPS – Utica Processing Plants or Gathering Interconnects</li></ul>	 <p>Lesson Objectives</p>
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## 1.166 Conventional Local Production Noms

### Conventional Local Production Noms

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In this lesson, you will learn the basics of **Local Production Nominations**.

**Key Items to remember include;**

- The dates can change month-to-month, depending on weekends, days in the month, etc. It won't always be the dates specified in these training materials.

Select the arrow to continue



## 1.167 Local Production Process

### Local Production Process in QPTM

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- The local production screen currently available in Dekaflow will not be available in QPTM.
- Conventional local production meter statements will still be posted monthly, sometime around the 20th of the month.
- DEO will email suppliers purchasing conventional local production the last known total production actual volumes, as well as the calculated Ohio adjustment (OHA) from two months prior, around the 25th of the month.
- Suppliers will email DEO their gross receipts nomination (aka expected production) around the 26th of the month for review and approval.
- DEO responds back to suppliers around the 27th of the month with the production nomination volumes for the upcoming month and the pro-rated daily available volume that will be nominated into the local production pool (rounding occurs on the last day).
- DEO will create nominations in QPTM by the last day of the month.

## 1.168 Local Production Process

Local Production Process in QPTM: Month view

May – local production timeline example							2022
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

Production statements available. DEO emails suppliers with OH adjustment and last actuals

Suppliers email DEO with gross receipts nomination for review and approval

DEO send back approval and provides total local production nom to be created

Nominations created in QPTM

## 1.169 Lesson Objectives

- ✓ • Conventional Local Production
  - Local Production Pooling Services
  - LPPS – Utica Processing Plants or Gathering Interconnects



# Lesson Objectives

## 1.170 Local Production Pooling Services

# Local Production Pooling Services

In this lesson, you will learn the basics of Local Production Pooling Services.


### Key Items to remember include;

- Dependent on the type of Local Production Pooling Service Nomination, you might need a different Trans Type.
- LPPS nominations are one sided (only entered on the LPPS contract)

Select the arrow to continue



## 1.171 Local Production Noms

4. Select the  icon to add a new row. In this example, we will begin with nominating your **Local production supply to your non-LPPS pools.**

The screenshot displays the 'DEO - Nomination Submission' interface. At the top, there's a navigation bar with 'Dashboard', 'DEO - Nomination Submission', 'DEO Shaper Testing', and 'Pipeline Scheduler'. Below this, a 'Nomination' card is visible with the following details: 'TOS: LPPS', 'Nom Type: LPPS supply to no LPPS pool', 'Def End Gas Day: 5/31/2022', 'Cycle: 1 | Timely', and 'Query Cycle'. The card also shows 'SVC REQ K: 10769' and 'Act Cd'. Below the card, there's a summary row with 'SVC REQ Totals' and various quantity fields (Buy Qty: 0, Rec Qty: 0, Rec Var Qty: 0, Fuel Qty: 0, Del Qty: 0, Sell Qty: 0, Del Var Qty: 0) and an 'Include Errors' checkbox. The main section is a table titled 'PT NOMINATIONS' with columns: 'SVC REQ K', 'CYCLE', 'EIR', 'VAR', 'SVC REQ PRG', 'SVC REQ NAME', 'SVC REQ K', 'BEG DATE / BEG TIME', 'END DATE / END TIME', 'REC LOC', 'REC LOC NAME', 'UP K', 'DEL LOC', 'DEL LOC NAME', 'DEL K', 'TT', and 'REC QTY'. A red arrow points to the '+' icon in the 'Actions' column of the table. At the bottom, there's a 'Query successful' message and a 'No items to display' message.

## 1.172 Local Production Pooling Noms

5. Select the **LPPS Contract** by typing the contract number in the **Svc Req K**, or by using the pick-list.

The screenshot shows the 'DEO - Nomination Submission' interface. At the top, there are navigation tabs: 'Dashboard', 'DEO - Nomination Submission', 'DEO Shipment Testing', and 'Pipeline Scheduler'. Below this, there are several sections: 'TOS: LPPS', 'Nom Type: LPPS supply to no LPPS pool', and a table of nomination details. The table has columns for 'Svc Req K', 'Rec Loc', 'Up K', 'Del Loc', 'Del Loc Name', 'Del Qty', and 'Rec Qty'. A red arrow points to the 'Svc Req K' field in the first row, which contains the value '10769'.

Svc Req K	Rec Loc	Up K	Del Loc	Del Loc Name	Del Qty	Rec Qty
10769						01

## 1.173 Local Production Pooling Noms

5. The **Rec Loc** is the **LPPS contract number**, enter it in the **Rec Loc** field by manually typing it in the field, or using the pick-list.

The screenshot shows the 'DEO - Nomination Submission' interface, similar to the previous one. The 'Rec Loc' field in the table is highlighted with a red arrow. The value '10769' is entered in the 'Rec Loc' field, and 'TEST 6A - LPPS' is visible in the 'Rec Loc Name' field.

Svc Req K	Rec Loc	Up K	Del Loc	Del Loc Name	Del Qty	Rec Qty
10769	10769			TEST 6A - LPPS		01





## 1.176 Local Production Pooling Noms

8. Click **Validate** to ensure you have a valid nomination.

The screenshot shows the DEO Nomination Submission interface. At the top, there is a navigation bar with 'Dashboard', 'DEO - Nomination Submission', and 'DEO Shipment Testing - Pipeline Scheduler'. Below this, the nomination details are displayed: 'TOS: LPPS' and 'Nom Type: LPPS supply to no LPPS pool'. The 'Validate' button is highlighted with a red arrow. Below the nomination details, there is a table with columns for 'Svc Req Totals', 'Buy Qty', 'Rec Qty', 'Rec Var Qty', 'Fuel Qty', 'Del Qty', 'Sell Qty', and 'Del Var Qty'. The table shows a single row with values: Buy Qty: 100, Rec Qty: 100, Rec Var Qty: 0, Fuel Qty: 0, Del Qty: 100, Sell Qty: 100, Del Var Qty: 0. A 'Validation successful.' message is displayed at the bottom of the interface.

## 1.177 Local Productino Pooling Noms

9. Once you have validated your nomination, click **Submit**.

The screenshot shows the DEO Nomination Submission interface, identical to the previous one. The 'Submit' button is highlighted with a red arrow. The interface displays the same nomination details and table as in the previous screenshot, with the 'Validation successful.' message at the bottom.

## 1.178 Local Production Pooling Noms

10. Congratulations, you have successfully submitted your nom. **Click OK** to review it.

The screenshot shows the DEO Nomination Submission interface. At the top, it displays 'TOS: LPPS' and 'Nom Type: LPPS supply to no LPPS pool'. Below this, there are various summary fields and a table of nominations. A modal dialog box titled 'Submission Status' is open, showing 'Submission Successful' and an 'OK' button. A red arrow points to the 'OK' button.

## 1.179 Local Production Pooling Noms

11. You can now review your nomination and see it has 'BV' status. Next, we will review nominating your **LPPS supply to another Supplier's LPPS pool**.

The screenshot shows the DEO Nomination Submission interface. At the top, it displays 'TOS: LPPS' and 'Nom Type: LPPS supply to no LPPS pool'. Below this, there are various summary fields and a table of nominations. The table has columns for 'Actions', 'Cycle', 'Err', 'Var', 'Syc Reg Prop', 'Syc Reg Name', 'Syc Reg K', 'Beg Date / Beg Time', 'End Date / End Time', 'Rec Loc', 'Rec Loc Name', 'Up K', 'Del Loc', 'Del Loc Name', 'Dn K', 'TT', and 'Rec Qty'. The 'Err' column for the first row contains the value 'BV', which is highlighted with a red box. A blue text box at the bottom left contains the text: '\*Please reference the nom error section if you receive a 'B' or 'L' nomination\*'. The bottom right of the table shows '1 - 1 of 1 items'.

## 1.180 Local Production Pooling Noms

12. We will review nominating your LPPS supply to another Supplier's LPPS pool. First, query for your desired gas day and **select the +** icon to add a new row.

The screenshot shows the 'DEO - Nomination Submission' interface. At the top, there's a header with 'Dashboard', 'DEO - Nomination Submission', 'DEO Shaper Testing', and 'Pipeline Scheduler'. Below this, the 'Nominations' section is active, showing 'TOS: LPPS' and 'Nom Type: LPPS supply to another Supplier's LPPS pool'. The interface includes a summary bar with various quantity fields (Buy Qty, Rec Qty, Rec Var Qty, Fuel Qty, Del Qty, Sell Qty, Del Var Qty) and an 'Include Errors' checkbox. The main area is a table with columns for 'Svc Req K', 'KMDQ', 'Available KMDQ', and 'K UOM'. The 'Svc Req K' column has a plus icon in the 'Actions' column, which is highlighted by a red arrow. The table is currently empty, and the status at the bottom right says 'No items to display'.

## 1.181 Local Production Pooling Noms

13. Enter your LPPS contract in the **Svc Req K** field by manually typing it in, or by using the pick-list.

The screenshot shows the 'DEO - Nomination Submission' interface, similar to the previous one. The 'Nominations' section is active, showing 'TOS: LPPS' and 'Nom Type: LPPS supply to another Supplier's LPPS pool'. The summary bar and table structure are the same. However, the table now contains one row. The 'Svc Req K' field in this row is highlighted with a red box and a red arrow pointing to it. The value in the 'Svc Req K' field is '10769'. The table also shows other columns like 'Cycle' (3 | Intraday 1), 'Svc Req Prop' (1 | 421), 'Svc Req Name' (Test BA UAT 1), 'Svc Req K' (10769), 'Beg Date / Beg Time' (4/10/2022 2:00:00), 'End Date / End Time' (4/10/2022 3:00:00), 'Rec Loc' (00), 'Rec Loc Name', 'Up K', 'Del Loc', 'Del Loc Name', 'Dn K', 'TT', and 'Rec Qty' (01). The status at the bottom right says '1 - 1 of 1 items'.

## 1.182 Local Production Pooling Noms

14. The **Rec Loc** is the **LPPS contract number**. Manually type it in the **Rec Loc** field, or use the pick-list to select the location.

The screenshot shows the 'DEO - Nomination Submission' interface. At the top, it displays 'TOS: LPPS' and 'Nom Type: LPPS supply to another Supplier's LPPS pool'. Below this, there are summary statistics for 'Sec Req Totals', 'Buy Qty', 'Rec Qty', 'Rec Var Qty', 'Fuel Qty', 'Del Qty', 'Sell Qty', and 'Del Var Qty'. The main table is titled 'PT NOMINATIONS' and contains one record with the following details:

Actions	Cycle	Er	Var	Svc Req Prop	Svc Req Name	Svc Req K	Req Date / Beg Time	End Gas Day	End Date / End Time	Rec Loc	Rec Loc Name	Up K	Del Loc	Del Loc Name	DR K	TT	Rec Qty
	3   Intraday 1			1 421	Test BA UAT 1	*10769	4/12/22 2	4/12/22	4/20/22 9:00	*10769	TEST BA - LPPS					01	

A red arrow points to the 'Rec Loc' field, which contains the value '\*10769'.

## 1.183 Local Production Pooling Noms

15. The **Del Loc** is **BP004 (Balancing Point-LPPS)**. Enter it in the **Del Loc** field by manually typing it in, or using the pick-list.

The screenshot shows the 'DEO - Nomination Submission' interface, similar to the previous one. It displays 'TOS: LPPS' and 'Nom Type: LPPS supply to another Supplier's LPPS pool'. The main table contains one record with the following details:

Actions	Cycle	Er	Var	Svc Req Prop	Svc Req Name	Svc Req K	Req Date / Beg Time	End Gas Day	End Date / End Time	Rec Loc	Rec Loc Name	Up K	Del Loc	Del Loc Name	DR K	TT	Rec Qty
	3   Intraday 1			1 421	Test BA UAT 1	*10769	4/12/22 2	4/12/22	4/20/22 9:00	*10769	TEST BA - LPPS		BP004	BALANCING POINT			01

A red arrow points to the 'Del Loc' field, which contains the value 'BP004'.

## 1.184 Local Production Pooling Noms

16. The Dn K is the other Supplier's LPPS contract number. Enter the DN K.

The screenshot shows the 'DEO - Nomination Submission' interface. At the top, it displays 'TOS: LPPS' and 'Nom Type: LPPS supply to another Supplier's LPPS pool'. Below this, there are summary statistics for 'Sec Req Totals', 'Buy Qty', 'Rec Qty', 'Rec Var Qty', 'Fuel Qty', 'Del Qty', 'Sell Qty', and 'Del Var Qty'. The main table is titled 'PT NOMINATIONS' and contains one row of nomination data. The 'Dn K' column in this row is highlighted with a red box, and a red arrow points to it. The value in the 'Dn K' column is '12345'. Other columns include 'Cycle', 'Err', 'Var', 'Srv Reg Prop', 'Srv Reg Name', 'Srv Reg K', 'Beg Date / Beg Time', 'End Date / End Time', 'Rec Loc', 'Rec Loc Name', 'Up K', 'Del Loc', 'Del Loc Name', and 'Rec Qty'.

## 1.185 Local Production Pooling Noms

17. For this nomination, a Trans Type of 'PP' is required. Select the PP trans type. As the seller, you pay the pool-to-pool transfer fee of \$0.035 per Mcf.

The screenshot shows the 'DEO - Nomination Submission' interface, similar to the previous one. It displays 'TOS: LPPS' and 'Nom Type: LPPS supply to another Supplier's LPPS pool'. The main table has one row of nomination data. The 'TT' column in this row is highlighted with a red box, and a red arrow points to it. The value in the 'TT' column is 'PP'. Other columns include 'Cycle', 'Err', 'Var', 'Srv Reg Prop', 'Srv Reg Name', 'Srv Reg K', 'Beg Date / Beg Time', 'End Date / End Time', 'Rec Loc', 'Rec Loc Name', 'Up K', 'Del Loc', 'Del Loc Name', and 'Rec Qty'.

## 1.186 Local Production Pooling Noms

18. Enter the **Rec Qty** desired.

The screenshot shows the 'DEO - Nomination Submission' interface. At the top, there are navigation tabs: 'Dashboard', 'DEO (Shopper Testing)', and 'Pipeline Scheduler'. Below this, the nomination details are displayed: 'TOS: LPPS' and 'Nom Type: LPPS supply to another Supplier's LPPS pool'. The interface includes a summary bar with fields for 'Buy Qty: 100', 'Rec Qty: 100', 'Rec Var Qty: 0', 'Fuel Qty: 0', 'Del Qty: 100', 'Sell Qty: 100', and 'Del Var Qty: 0'. Below this is a table with columns for nomination details. A red arrow points to the 'Rec Qty' column in the first row, which contains the value '100'.

Actions	Cycle	Err	Var	Svc Req Prod	Svc Req Name	Svc Req K	Req	Bag Date / Bag Time	End Gas Day	End Date / End Time	Rec Loc	Rec Loc Name	Up K	Del Loc	Del Loc Name	Dn K	TT	Rec Qty
1	3   Intraday 1			1	421	Test BA UAT 1	*10769	4/1/2022 2:00	4/1/2022	4/2/2022 9:00	*10769	TEST BA - LPPS	BP004	BALANCING POINT...	12345	PP		100

## 1.187 Local Production Pooling Noms

19. Select **Validate** to ensure your nomination is valid.

The screenshot shows the 'DEO - Nomination Submission' interface, similar to the previous one. The 'Validate' button in the top navigation bar is highlighted with a red box, and a red arrow points to it. The nomination details and summary bar are the same as in the previous screenshot.

## 1.188 Local Production Pooling Noms

20. Now that your nomination has been validate, **click Submit**.

The screenshot shows the 'DEO - Nomination Submission' interface. At the top, there are navigation tabs: 'Dashboard', 'DEO - Nomination Submission', 'DEO Shipment Testing', and 'Pipeline Scheduler'. Below the tabs, there are buttons for 'Retrieve', 'Validate', and 'Submit'. A red arrow points to the 'Submit' button. The main content area displays nomination details: 'TOS: LPPS', 'Nom Type: LPPS supply to another Supplier's LPPS pool', and 'Cycle: 3 | Intraday 1'. Below this, there are summary statistics for 'Sec Req Totals' and a table of 'PT NOMINATIONS'. The table has columns for 'Srv Req K', 'Cycle', 'Eir', 'Var', 'Srv Req Prop', 'Srv Req Name', 'Srv Req K', 'Beg Date / Beg Time', 'End Date / End Time', 'Rec Loc', 'Rec Loc Name', 'Up K', 'Del Loc', 'Del Loc Name', 'DR K', 'TT', and 'Rec Qty'. A single row is visible with values: '10769', '3 | Intraday 1', '1 421', 'Test BA UAT 1', '10769', '4/1/2022 2', '4/2/2022 9:00', '10769', 'TEST BA - LPPS', 'BP004', 'BALANCING POINT', '12345', 'PP', and '100'. At the bottom, a 'Validation successful.' message is displayed.

## 1.189 Local Production Pooling Noms

21. Congratulations, you have submitted your nomination! **Click OK** to review it.

The screenshot shows the same 'DEO - Nomination Submission' interface as in the previous image. A 'Submission Status' dialog box is open in the center, displaying 'Submission Successful' and an 'OK' button. A red arrow points to the 'OK' button. The background interface is dimmed, showing the same nomination details and table as in the previous image.

## 1.190 Local Production Pooling Noms

22. You can review your nomination.

**TOS: LPPS**  
**Nom Type: LPPS supply to another Supplier's LPPS pool**

Buy Qty: 100 Rec Qty: 100 Rec Var Qty: 0 Fuel Qty: 0 Del Qty: 100 Sell Qty: 100 Del Var Qty: 0  Include Errors

Actions	Cycle	Err	Var	Svc Req Prop	Svc Req Name	Svc Req K	Req Date / Beg Time	End Date / End Time	Rec Loc	Rec Loc Name	Up K	Del Loc	Del Loc Name	Dr K	TT	Rec Qty
	3   Intraday	B		1	421	Test BA UAT 1	10769	4/12/2022 2:00	4/12/2022 9:00	10769	TEST BA - LPPS	BP004	BALANCING POINT	11602	PP	100

\*Please reference the nom error section if you receive a 'B' or 'L' nomination\*

## 1.191 Local Production Pooling Noms

23. We will now review how to **receive supply into your LPPS pool** from another Supplier's LPPS pool. Click the **+** icon to add a new row.

**TOS: LPPS**  
**Nom Type: Receive supply from LPPS pool**

Buy Qty: 0 Rec Qty: 0 Rec Var Qty: 0 Fuel Qty: 0 Del Qty: 0 Sell Qty: 0 Del Var Qty: 0  Include Errors

Actions	Cycle	Err	Var	Svc Req Prop	Svc Req Name	Svc Req K	Req Date / Beg Time	End Date / End Time	Rec Loc	Rec Loc Name	Up K	Del Loc	Del Loc Name	Dr K	TT	Rec Qty
No items to display																



## 1.192 Local Production Pooling Noms

24. Enter your **LPPS** contract in the **Svc Req K** field by manually typing it in, or using the pick-list.

The screenshot shows the 'DEO - Nomination Submission' interface. At the top, the 'TOS: LPPS' and 'Nom Type: Receive supply from LPPS pool' are displayed. Below this, there are summary statistics for 'Svc Req Totals'. The main data table is titled 'PT NOMINATIONS' and contains one row with the following data:

Actions	Cycle	Err	Var	Svc Req Prod	Svc Req Name	Svc Req K	Req Date / Bag Time	End Date / End Time	Rec Loc	Rec Loc Name	Up K	Del Loc	Del Loc Name	Dr K	TT	Rec Qty
	1   Timely			1   421	Test BA UAT 1	*10769	4/2/2022 9:00	4/2/2022 9:00								01

A red arrow points to the 'Svc Req K' field, which contains the value '\*10769'.

## 1.193 Local Production Pooling Noms

25. Enter **BP004** as the **Rec Loc** to purchase from another LPPS pool.

The screenshot shows the 'DEO - Nomination Submission' interface. At the top, the 'TOS: LPPS' and 'Nom Type: Receive supply from LPPS pool' are displayed. Below this, there are summary statistics for 'Svc Req Totals'. The main data table is titled 'PT NOMINATIONS' and contains one row with the following data:

Actions	Cycle	Err	Var	Svc Req Prod	Svc Req Name	Svc Req K	Req Date / Bag Time	End Date / End Time	Rec Loc	Rec Loc Name	Up K	Del Loc	Del Loc Name	Dr K	TT	Rec Qty
	1   Timely			1   421	Test BA UAT 1	*10769	4/2/2022 9:00	4/2/2022 9:00	BP004	BALANCING POINT L						01

A red arrow points to the 'Rec Loc' field, which contains the value 'BP004'.

## 1.194 Local Production Pooling Noms

25. Enter the other Supplier's LPPS pool in the Up K field.

The screenshot shows the 'DEO - Nomination Submission' interface. The 'TOS: LPPS' and 'Nom Type: Receive supply from LPPS pool' are displayed. The 'Cycle' is set to '1 | Timely'. The 'Include Errors' checkbox is checked. The table below shows a single row with the following data:

Actions	Cycle	Eir	Var	Svc Req Prop	Svc Req Name	Svc Req K	Req Date / Beg Time	End Gas Day	End Date / End Time	Rec Loc	Rec Loc Name	Up K	Del Loc	Del Loc Name	Del K	TT	Rec Qty
	1   Timely			1   421	Test BA UAT 1	*10769	4/20/2022 9:00	4/20/2022	4/30/2022 9:00	BP004	BALANCING POINT-L	1   12345				01	

## 1.195 Local Production Pooling Noms

26. Enter your LPPS contract number as the Del Loc by manually typing it in, or by using the pick-list.

The screenshot shows the 'DEO - Nomination Submission' interface. The 'TOS: LPPS' and 'Nom Type: Receive supply from LPPS pool' are displayed. The 'Cycle' is set to '1 | Timely'. The 'Include Errors' checkbox is checked. The table below shows a single row with the following data:

Actions	Cycle	Eir	Var	Svc Req Prop	Svc Req Name	Svc Req K	Req Date / Beg Time	End Gas Day	End Date / End Time	Rec Loc	Rec Loc Name	Up K	Del Loc	Del Loc Name	Del K	TT	Rec Qty
	1   Timely			1   421	Test BA UAT 1	*10769	4/20/2022 9:00	4/20/2022	4/30/2022 9:00	BP004	BALANCING POINT-L	12345	*10769	TEST BA-LPPS			01

## 1.196 Local Production Pooling Noms

27. Enter the volume you are purchasing in the **Rec Qty** field.

The screenshot shows the 'DEO - Nomination Submission' interface. At the top, there are navigation tabs: 'Dashboard', 'DEO (Shopper Testing)', and 'Pipeline Scheduler'. Below this, the nomination details are displayed: 'TOS: LPPS' and 'Nom Type: Receive supply from LPPS pool'. The 'Cycle' is set to '1 | Timely'. A summary bar shows 'Buy Qty: 100', 'Rec Qty: 100', and other fields. Below this, there are tabs for 'PT NOMINATIONS', 'PATH SUMMARY', 'LOCATION SUMMARY', and 'ERRORS'. The 'PT NOMINATIONS' tab is active, showing a table with columns for 'Srv Req K', 'Cycle', 'Err', 'Var', 'Srv Req Prop', 'Srv Req Name', 'Srv Req K', 'Beg Date / Beg Time', 'End Date / End Time', 'Rec Loc', 'Rec Loc Name', 'Up K', 'Del Loc', 'Del Loc Name', 'Dn K', 'TT', and 'Rec Qty'. A red arrow points to the 'Rec Qty' field in the first row, which contains the value '100'. The bottom of the screen shows a 'Back' button, 'Open screens (2)' button, and a 'Help' icon.

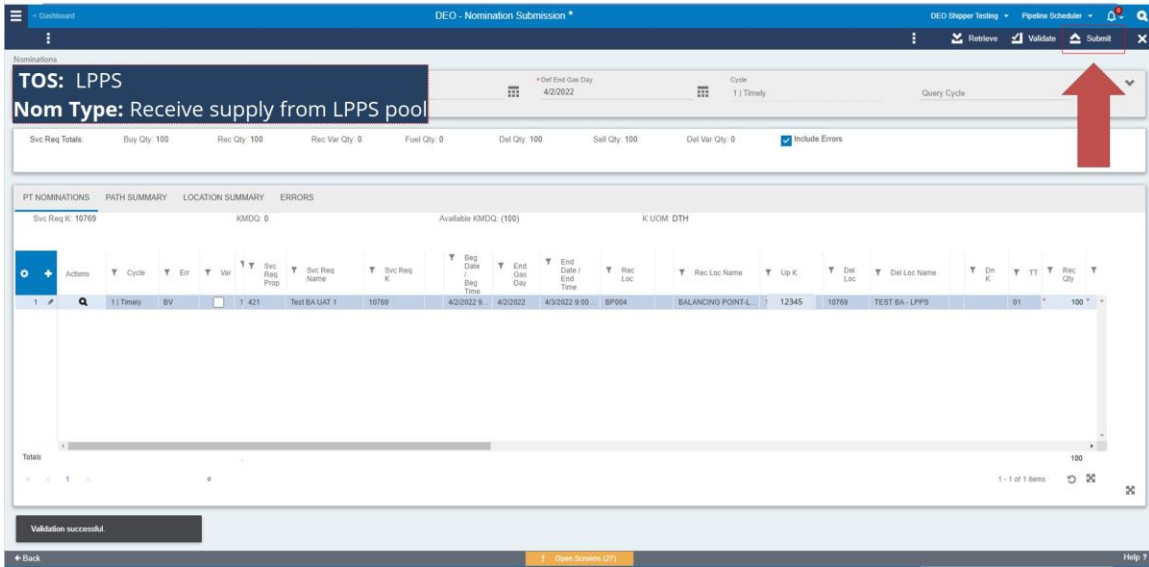
## 1.197 Local Production Pooling Noms

28. Click **Validate** to ensure your nomination is valid.

The screenshot shows the 'DEO - Nomination Submission' interface, similar to the previous one. The nomination details are the same: 'TOS: LPPS' and 'Nom Type: Receive supply from LPPS pool'. The 'Cycle' is '1 | Timely'. The summary bar shows 'Buy Qty: 100', 'Rec Qty: 100', and other fields. Below this, there are tabs for 'PT NOMINATIONS', 'PATH SUMMARY', 'LOCATION SUMMARY', and 'ERRORS'. The 'PT NOMINATIONS' tab is active, showing a table with columns for 'Srv Req K', 'Cycle', 'Err', 'Var', 'Srv Req Prop', 'Srv Req Name', 'Srv Req K', 'Beg Date / Beg Time', 'End Date / End Time', 'Rec Loc', 'Rec Loc Name', 'Up K', 'Del Loc', 'Del Loc Name', 'Dn K', 'TT', and 'Rec Qty'. A red arrow points to the 'Validate' button in the top right corner of the interface. The bottom of the screen shows a 'Back' button, 'Open screens (2)' button, and a 'Help' icon. A 'Validation successful' message is visible at the bottom left.

## 1.198 Local Production Pooling Noms

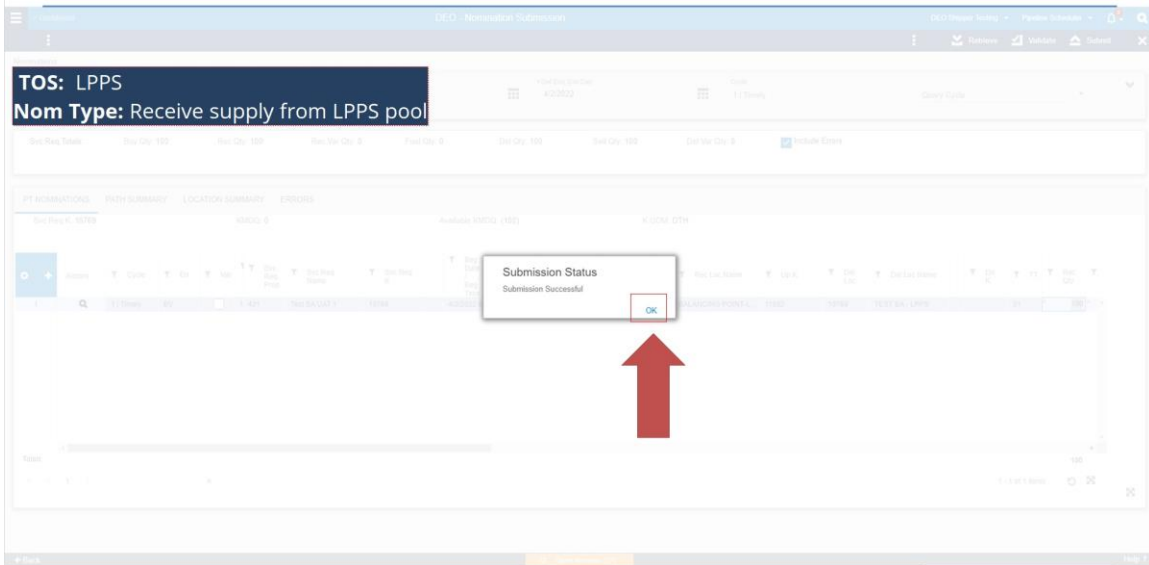
29. Now that your nom is valid, **click Submit.**



The screenshot shows the 'DEO - Nomination Submission' interface. At the top, there are navigation tabs: 'Dashboard', 'DEO - Nomination Submission', 'DEO Shopper Testing', and 'Pipeline Scheduler'. Below the navigation, there are buttons for 'Retrieve', 'Validate', and 'Submit'. The 'Submit' button is highlighted with a red arrow. The main content area displays nomination details: 'TOS: LPPS', 'Nom Type: Receive supply from LPPS pool', and 'Cycle: 1 | Timely'. Below this, there are summary statistics for 'Sec Req Totals' and a table of nomination details. The table has columns for 'Srv Req N', 'Cycle', 'Eir', 'Var', 'Srv Req Prop', 'Srv Req Name', 'Srv Req N', 'Beg Date / Beg Time', 'End Date / End Time', 'Rec LSC', 'Rec Loc Name', 'Up K', 'Del LSC', 'Del Loc Name', 'Del K', 'TT', and 'Rec Qty'. A single row is visible with values: '10769', '1 | Timely', 'EV', '1', '421', 'Test BA UAT 1', '10769', '4/2/2022 9:00', '4/2/2022 9:00', 'BP064', 'BALANCING POINT-L', '12345', '10769', 'TEST BA -LPPS', '01', and '100'. A 'Validation successful' message is displayed at the bottom left.

## 1.199 Local Production Pooling Noms

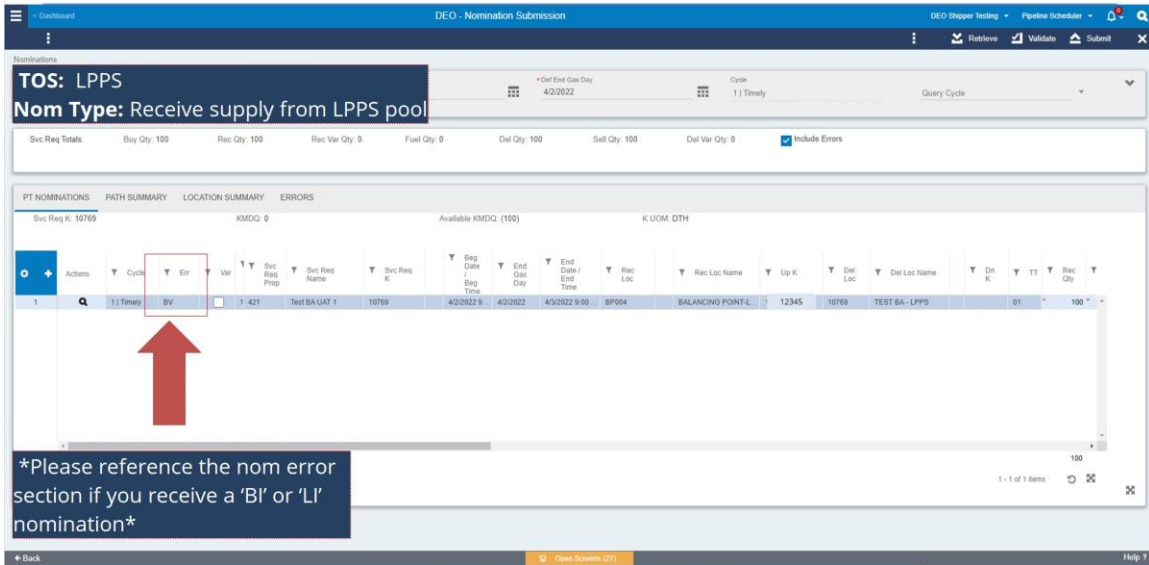
30. Congratulations! Your nomination is successful. **Click OK.**



The screenshot shows the 'DEO - Nomination Submission' interface after a successful submission. A 'Submission Status' dialog box is displayed in the center, with the text 'Submission Successful' and an 'OK' button. A red arrow points to the 'OK' button. The background interface is dimmed, showing the same nomination details as in the previous screenshot.

## 1.200 Local Production Pooling Noms

31. You can now review your nomination in its 'BV' status.



The screenshot shows the DEO - Nomination Submission interface. At the top, it displays 'TOS: LPPS' and 'Nom Type: Receive supply from LPPS pool'. Below this, there are summary statistics for 'Sec Req Totals', 'Buy Qty: 100', 'Rec Qty: 100', 'Rec Var Qty: 0', 'Fuel Qty: 0', 'Del Qty: 100', 'Sell Qty: 100', and 'Del Var Qty: 0'. A table below shows nomination details for 'Svc Req N: 10769'. The table has columns for 'Actions', 'Cycle', 'Err', 'Var', 'Svc Reg Prop', 'Svc Reg Name', 'Svc Reg N', 'Beg Date / Beg Time', 'End Date / End Time', 'Rec LSC', 'Rec Loc Name', 'Up K', 'Del LSC', 'Del Loc Name', 'Del Qty', and 'Rec Qty'. The 'Err' column for the first row contains 'BV', which is highlighted with a red box and a red arrow pointing to it. A text box at the bottom left of the screenshot reads: '\*Please reference the nom error section if you receive a 'B' or 'L' nomination\*'. The interface also includes a 'Back' button and a 'Print Screen (27)' button.

## 1.201 LPPS - Utica Processing Plants/Gathering Interconnects



The slide features a blue background on the right side with a target icon and the text 'Lesson Objectives'. On the left side, there is a list of objectives:

- ✓ Conventional Local Production
- ✓ Local Production Pooling Services
- LPPS – Utica Processing Plants or Gathering Interconnects

## 1.202 LPPS- Utica PP/GI

### LPPS – Utica Processing Plants or Gathering Interconnects

In this lesson, you will submit a Utica processing plant or gathering interconnect nomination.


**Key Items to remember include;**

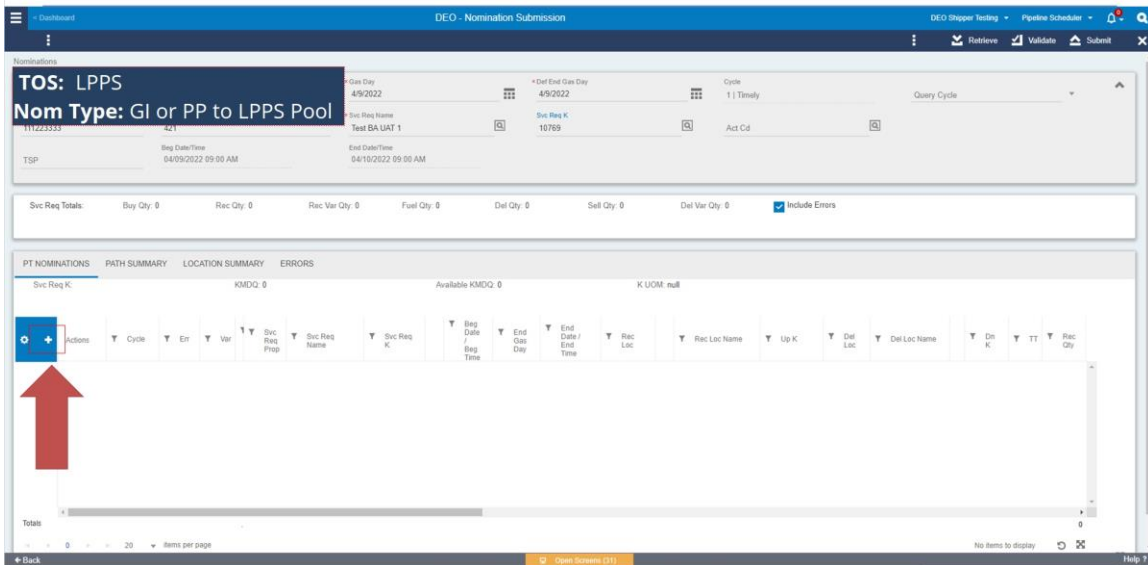
- You will use a new Trans type, 'UT.'

Select the arrow to continue



## 1.203 LPPS - Utica PP/GI

4. Click the  icon to add a new row.



The screenshot displays the 'DEO - Nomination Submission' interface. At the top, there's a navigation bar with 'Dashboard', 'DEO - Nomination Submission', and user options like 'DEO (Drop) History' and 'Pipeline Schedule'. Below this, a 'TOS: LPPS' section is visible, with a sub-section 'Nom Type: GI or PP to LPPS Pool'. The main area contains a table with columns for 'SVC REQ K', 'KMDQ', 'Available KMDQ', and 'K UOM'. A red arrow points to a plus icon in the table's header row, which is used to add new rows.

## 1.204 LPPS - Utica PP/GI

5. Enter your contract in the **Svc Req K** field.

The screenshot shows the 'DEO - Nomination Submission' form. The 'Nomination' section is expanded to show 'TOS: LPPS' and 'Nom Type: GI or PP to LPPS Pool'. The 'Svc Req K' field is highlighted with a red box, and a red arrow points to it. The table below shows the nomination details:

Svc Req Name	Svc Req K	Bag Date / Bag Time	End Date / End Time	Rec Loc	Rec Loc Name	Up K	Del Loc	Del Loc Name	Dr K	TT	Rec Qty
Test BA UAT 1	10769	4/9/2022 9:00 AM	4/9/2022 9:00 AM								01

## 1.205 LPPS - Utica PP/GI

6. Enter the **GI/PP Rec location** in the **Rec Loc** field.

The screenshot shows the 'DEO - Nomination Submission' form. The 'Nomination' section is expanded to show 'TOS: LPPS' and 'Nom Type: GI or PP to LPPS Pool'. The 'Rec Loc' field is highlighted with a red box, and a red arrow points to it. The table below shows the nomination details:

Svc Req Name	Svc Req K	Bag Date / Bag Time	End Date / End Time	Rec Loc	Rec Loc Name	Up K	Del Loc	Del Loc Name	Dr K	TT	Rec Qty	Fuel Qty	Fuel Pct	TOS
BA UAT 1	10769	4/9/2022 9:00 AM	4/9/2022 9:00 AM	L987	TEST PP						01			LPPS

## 1.206 LPPS - Utica PP/GI

7. Enter the producer's LPPS number in the UP K field.

The screenshot shows the 'DEO - Nomination Submission' interface. At the top, there are navigation tabs for 'Dashboard', 'DEO Shopper Testing', and 'Pipeline Scheduler'. Below this, the nomination details are displayed: 'TOS: LPPS' and 'Nom Type: GI or PP to LPPS Pool'. The 'Use Day' is 4/9/2022 and the 'Del End Gas Day' is 4/9/2022. The 'Cycle' is '1 | Timely'. The 'Query Cycle' is also visible. Below the nomination details, there are summary statistics for 'Sec Req Totals', 'Buy Qty', 'Rec Qty', 'Rec Var Qty', 'Fuel Qty', 'Del Qty', 'Sell Qty', and 'Del Var Qty'. The 'Include Errors' checkbox is checked. The main table is titled 'PT NOMINATIONS' and has columns for 'Sec Req Name', 'Sec Req K', 'Beg Date', 'End Date', 'End Date', 'Rec Loc', 'Rec Loc Name', 'Up K', 'Del Loc', 'Del Loc Name', 'Del K', 'TT', 'Rec Qty', 'Del Qty', 'Fuel Qty', 'Fuel Pct', and 'TOS'. The first row of data is for 'BAUAT 1' with 'Sec Req K' 10769, 'Beg Date' 4/9/2022, 'End Date' 4/19/2022, 'Rec Loc' 1067, 'Rec Loc Name' TEST PP, 'Up K' 12345, 'Del Loc' (empty), 'Del Loc Name' (empty), 'Del K' 01, 'Rec Qty' 0, 'Del Qty' 0, 'Fuel Qty' 0, 'Fuel Pct' 0, and 'TOS' LPPS. A red box highlights the 'Up K' field with the value 12345, and a red arrow points to it from below.

## 1.207 LPPS - Utica PP/GI

8. Enter your LPPS pool number in the Del Loc field by manually typing it in, or using the pick-list.

The screenshot shows the 'DEO - Nomination Submission' interface, similar to the previous one. The nomination details are the same: 'TOS: LPPS' and 'Nom Type: GI or PP to LPPS Pool'. The 'Use Day' is 4/9/2022 and the 'Del End Gas Day' is 4/9/2022. The 'Cycle' is '1 | Timely'. The 'Query Cycle' is also visible. Below the nomination details, there are summary statistics for 'Sec Req Totals', 'Buy Qty', 'Rec Qty', 'Rec Var Qty', 'Fuel Qty', 'Del Qty', 'Sell Qty', and 'Del Var Qty'. The 'Include Errors' checkbox is checked. The main table is titled 'PT NOMINATIONS' and has columns for 'Sec Req Name', 'Sec Req K', 'Beg Date', 'End Date', 'End Date', 'Rec Loc', 'Rec Loc Name', 'Up K', 'Del Loc', 'Del Loc Name', 'Del K', 'TT', 'Rec Qty', 'Del Qty', 'Fuel Qty', 'Fuel Pct', and 'TOS'. The first row of data is for 'BAUAT 1' with 'Sec Req K' 10769, 'Beg Date' 4/9/2022, 'End Date' 4/19/2022, 'Rec Loc' 1067, 'Rec Loc Name' TEST PP, 'Up K' 12345, 'Del Loc' 10769, 'Del Loc Name' TEST BA - LPPS, 'Del K' 01, 'Rec Qty' 0, 'Del Qty' 0, 'Fuel Qty' 0, 'Fuel Pct' 0, and 'TOS' LPPS. A red box highlights the 'Del Loc' field with the value 10769, and a red arrow points to it from below.



## 1.208 LPPS - Utica PP/GI

9. Enter the new Trans Type 'UT' in the TT field.

The screenshot shows the 'DEO - Nomination Submission' interface. At the top, there are navigation tabs: 'Dashboard', 'DEO - Nomination Submission', 'DEO Shopper Testing', and 'Pipeline Scheduler'. Below this, there are filters for 'TOS: LPPS' and 'Nom Type: GI or PP to LPPS Pool'. The main table has columns for 'SVC Req Name', 'SVC Req Price', 'SVC Req Name', 'SVC Req K', 'Beg Date / End Time', 'End Date / End Time', 'Rec Loc', 'Rec Loc Name', 'Up K', 'Del Loc', 'Del Loc Name', 'Dn K', 'TT', 'Rec Qty', 'Del Qty', 'Fuel Qty', 'Fuel Pct', and 'TOS'. The 'TT' column for the first row is highlighted with a red box, and a red arrow points to it. The 'Rec Qty' field is currently empty.

SVC Req Name	SVC Req Price	SVC Req Name	SVC Req K	Beg Date / End Time	End Date / End Time	Rec Loc	Rec Loc Name	Up K	Del Loc	Del Loc Name	Dn K	TT	Rec Qty	Del Qty	Fuel Qty	Fuel Pct	TOS	
BA UAT 1	10769			4/9/2022 9	4/19/2022 9.9	L987	TEST PP	12345	*10769	TEST BA- LPPS		UT		0	0	0	0.00000	LPPS

## 1.209 LPPS - Utica PP/GI

10. Enter the desired volume in the Rec Qty field.

The screenshot shows the 'DEO - Nomination Submission' interface. At the top, there are navigation tabs: 'Dashboard', 'DEO - Nomination Submission', 'DEO Shopper Testing', and 'Pipeline Scheduler'. Below this, there are filters for 'TOS: LPPS' and 'Nom Type: GI or PP to LPPS Pool'. The main table has columns for 'SVC Req Name', 'SVC Req Price', 'SVC Req Name', 'SVC Req K', 'Beg Date / End Time', 'End Date / End Time', 'Rec Loc', 'Rec Loc Name', 'Up K', 'Del Loc', 'Del Loc Name', 'Dn K', 'TT', 'Rec Qty', 'Del Qty', 'Fuel Qty', 'Fuel Pct', and 'TOS'. The 'Rec Qty' column for the first row is highlighted with a red box, and a red arrow points to it. The 'Rec Qty' field now contains the value '100'.

SVC Req Name	SVC Req Price	SVC Req Name	SVC Req K	Beg Date / End Time	End Date / End Time	Rec Loc	Rec Loc Name	Up K	Del Loc	Del Loc Name	Dn K	TT	Rec Qty	Del Qty	Fuel Qty	Fuel Pct	TOS	
Test BA UAT 1	10769			4/9/2022 9	4/19/2022 9.9	L987	TEST PP	12345	12556	*10769		UT	100	100	0	0	0.00000	LPPS

## 1.210 LLPS - Utica PP/GI

11. Click **Validate** to ensure you have a valid nomination.

The screenshot shows the DEO - Nomination Submission interface. At the top, there is a navigation bar with 'Dashboard', 'DEO - Nomination Submission', and 'DEO Dropper Testing'. Below this, there are tabs for 'Retrieve', 'Validate', and 'Submit'. A red arrow points to the 'Validate' button. The main content area displays nomination details for 'TOS: LPPS' and 'Nom Type: GI or PP to LPPS Pool'. It includes a table with columns for 'Srv Req K', 'Cycle', 'Err', 'Var', 'Srv Req Prop', 'Srv Req Name', 'Srv Req K', 'Beg Date / Beg Time', 'End Date / End Time', 'Rec Loc', 'Rec Loc Name', 'Up K', 'Del Loc', 'Del Loc Name', 'Dn K', 'TT', and 'Rec Qty'. The table contains one row of data for 'Test BA UAT 1' with a quantity of 150. A 'Validation successful.' message is visible at the bottom of the interface.

## 1.211 LPPS - Utica PP/GI

12. Once you validate your nom, click **Submit**.

This screenshot is identical to the one above, showing the DEO - Nomination Submission interface. In this view, a red arrow points to the 'Submit' button in the top navigation bar. The rest of the interface, including the nomination details and the table, remains the same as in the previous screenshot.

### 1.212 LPPS - Utica PP/GI

13. Congratulations, you have submitted your nomination. **Click OK.**

The screenshot shows the DEO Nomination Submission interface. At the top, there are tabs for 'TOS: LPPS' and 'Nom Type: GI or PP to LPPS Pool'. Below this, there are various data fields and a table. A dialog box titled 'Submission Status' is open, displaying 'Submission Successful' and an 'OK' button. A red arrow points to the 'OK' button.

### 1.213 LPPS - Utica PP/GI


14. You can now review your nom in BV status.

The screenshot shows the DEO Nomination Submission interface. At the top, there are tabs for 'TOS: LPPS' and 'Nom Type: GI or PP to LPPS Pool'. Below this, there are various data fields and a table. A red arrow points to the 'BV' status in the 'Err' column of the table.

1	Q	1   Timely	BV	1	421	Test BA UAT 1	10769	4/9/2022 9:	4/30/2022	5/1/2022 9:00	L987	TEST PP	12345	10769	TEST BA - LPPS	UT	150
---	---	------------	----	---	-----	---------------	-------	-------------	-----------	---------------	------	---------	-------	-------	----------------	----	-----

\*Please reference the nom error section if you receive a 'B' or 'L' nomination\*

## 1.214 Lesson Objectives

<ul style="list-style-type: none"><li>✓ • Conventional Local Production</li><li>✓ • Local Production Pooling Services</li><li>✓ • LPPS – Processing Plant / UTICA</li></ul>	 <h1>Lesson Objectives</h1>
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## 1.215 Storage Nominations

# Storage Nominations

Please note: you will not be able to submit storage nominations in the UCT training environment since prior balances have not been loaded.

## 1.216 Energy Choice Storage Noms

- Energy Choice Storage Nominations
- Firm Storage Service Nominations
- In / Out Storage Nominations



# Lesson Objectives

## 1.217 Energy Choice Storage Noms

### Energy Choice Storage Nominations

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In this lesson, you will learn how submit Energy Choice Storage Nominations.


**Key Items to remember include;**

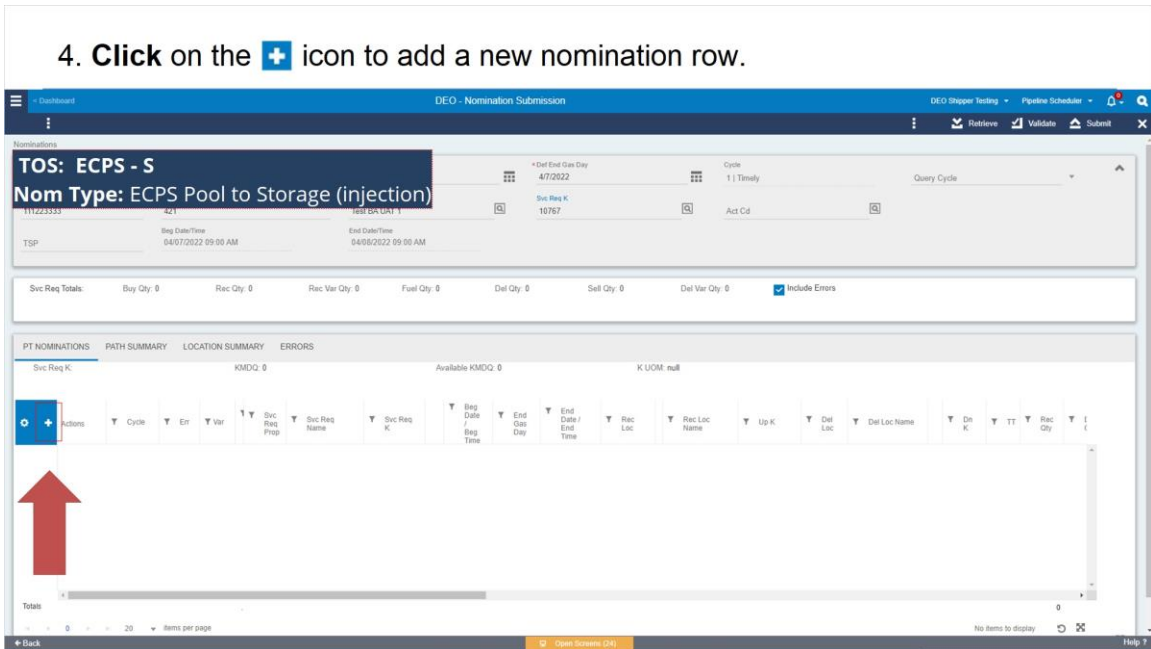
- Injections are (Apr – Oct).
- Withdrawals are (Nov – Mar).
- All storage volumes for ECPS activity are at burner-tip.
- Storage nominations are one sided (only entered on the storage contract).

Select the arrow to continue



## 1.218 Energy Choice Storage Noms

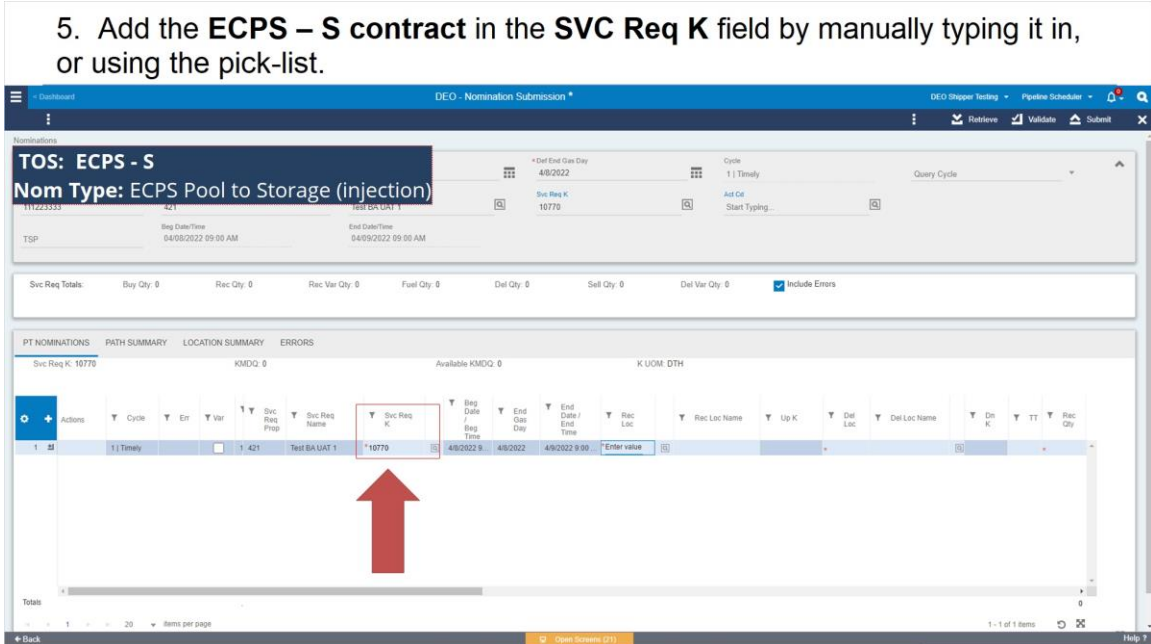
4. Click on the  icon to add a new nomination row.



The screenshot shows the 'DEO - Nomination Submission' interface. At the top, it displays 'TOS: ECPS - S' and 'Nom Type: ECPS Pool to Storage (injection)'. Below this, there are fields for 'Svc Req K' (10767) and 'Act Cd'. A table with columns for 'Svc Req K', 'Cycle', 'Err', 'Var', 'Svc Req Prop', 'Svc Req Name', 'Svc Req K', 'Beg Date / Reg Time', 'End Date / End Time', 'Rec Loc', 'Rec Loc Name', 'Up K', 'Del Loc', 'Del Loc Name', 'Dn K', 'TT', and 'Rec Qty' is shown. A red arrow points to a plus icon in the 'Actions' column of the table. The table currently contains no data rows.

## 1.219 Energy Choice Storage Noms

5. Add the **ECPS – S** contract in the **SVC Req K** field by manually typing it in, or using the pick-list.



The screenshot shows the 'DEO - Nomination Submission' interface. At the top, it displays 'TOS: ECPS - S' and 'Nom Type: ECPS Pool to Storage (injection)'. Below this, there are fields for 'Svc Req K' (10770) and 'Act Cd' (Start Typing...). A table with columns for 'Svc Req K', 'Cycle', 'Err', 'Var', 'Svc Req Prop', 'Svc Req Name', 'Svc Req K', 'Beg Date / Reg Time', 'End Date / End Time', 'Rec Loc', 'Rec Loc Name', 'Up K', 'Del Loc', 'Del Loc Name', 'Dn K', 'TT', and 'Rec Qty' is shown. A red arrow points to the 'Svc Req K' field in the first row of the table, which contains the value '10770'. The table also shows a row with '1 | Timely' and '1 | 421 | Test BA UAT 1 | 10770 | 4/8/2022 9:00 | 4/8/2022 | 4/9/2022 9:00 | Enter value | 0 |'.

## 1.220 Energy Choice Storage Noms

6. Enter your ECPS pool in the Rec Loc field by manually typing it in, or by using the pick-list.

The screenshot shows the 'DEO - Nomination Submission' interface. The header includes 'Dashboard', 'DEO - Nomination Submission', 'DEO Shaper Testing', and 'Pipeline Scheduler'. The main content area displays nomination details for 'TOS: ECPS - S' and 'Nom Type: ECPS Pool to Storage (injection)'. Below this, there are summary statistics for 'Svc Req Totals' and a table for 'PT NOMINATIONS'. The table has columns for 'Cycle', 'Err', 'Var', 'Svc Req Prop', 'Svc Req Name', 'Svc Req K', 'Beg Date / Beg Time', 'End Date / End Time', 'Rec Loc', 'Rec Loc Name', 'Up K', 'Del Loc', 'Del Loc Name', 'Dn K', 'TT', and 'Rec Qty'. The 'Rec Loc' column for the first row is highlighted with a red box, and a red arrow points to it.

Cycle	Err	Var	Svc Req Prop	Svc Req Name	Svc Req K	Beg Date / Beg Time	End Date / End Time	Rec Loc	Rec Loc Name	Up K	Del Loc	Del Loc Name	Dn K	TT	Rec Qty
1   Timely			1   421	Test BA UAT 1	*10770	4/8/2022 9:00	4/8/2022 9:00	88888	TEST BA UAT 1 CF M						0

## 1.221 Energy Choice Storage Noms

7. Enter SS001 as the Del Loc by manually typing it in, or by using the pick-list.

The screenshot shows the 'DEO - Nomination Submission' interface, similar to the previous one. The main content area displays nomination details for 'TOS: ECPS - S' and 'Nom Type: ECPS Pool to Storage (injection)'. Below this, there are summary statistics for 'Svc Req Totals' and a table for 'PT NOMINATIONS'. The table has columns for 'Cycle', 'Err', 'Var', 'Svc Req Prop', 'Svc Req Name', 'Svc Req K', 'Beg Date / Beg Time', 'End Date / End Time', 'Rec Loc', 'Rec Loc Name', 'Up K', 'Del Loc', 'Del Loc Name', 'Dn K', 'TT', and 'Rec Qty'. The 'Del Loc' column for the first row is highlighted with a red box, and a red arrow points to it.

Cycle	Err	Var	Svc Req Prop	Svc Req Name	Svc Req K	Beg Date / Beg Time	End Date / End Time	Rec Loc	Rec Loc Name	Up K	Del Loc	Del Loc Name	Dn K	TT	Rec Qty
1   Timely			1   421	Test BA UAT 1	*10770	4/8/2022 9:00	4/8/2022 9:00	88888	TEST BA UAT 1 CF M		SS001	STORAGE SERVICE			0

## 1.222 Energy Choice Storage Noms

8. Enter **06** as the **trans-type** in the **TT** field since this is in injection (you will use TT 07 for withdrawals).

The screenshot shows the DEO - Nomination Submission interface. The nomination details are as follows:

- TOS:** ECPS - S
- Nom Type:** ECPS Pool to Storage (injection)
- Service Request K:** 10770
- Start Date:** 4/8/2022
- End Date:** 4/9/2022
- Rec Loc:** 88888
- Del Loc:** TEST BA UAT 1 CF M
- Del Loc Name:** STORAGE SERVICE
- TT (Trans Type):** 06

The TT field is highlighted with a red box, and a red arrow points to it from below.

## 1.223 Energy Choice Storage Noms

9. Enter the **volume to deduct from the ECPS pool** as the receipt volume in the **Rec Qty** field.

The screenshot shows the DEO - Nomination Submission interface with the nomination details updated:

- Buy Qty:** 100
- Rec Qty:** 100
- Del Qty:** 100
- TT (Trans Type):** 06
- Rec Qty:** 100

The Rec Qty field is highlighted with a red box, and a red arrow points to it from below.



## 1.224 Energy Choice Storage Noms

10. Click **Validate** to ensure you have a valid nomination.

The screenshot shows the 'DEO - Nomination Submission' interface. At the top, there are navigation tabs: 'DEO Stepper Testing' and 'Pipeline Scheduler'. Below these are buttons for 'Retrieve', 'Validate', and 'Submit'. A red arrow points to the 'Validate' button. The main content area displays nomination details for 'TOS: ECPS - S' and 'Nom Type: ECPS Pool to Storage (injection)'. It includes fields for 'Svc Req K' (10770), 'Cycle' (1 | Timely), and 'Query Cycle'. Below this, there are summary statistics for 'Svc Req Totals' and a table for 'PT NOMINATIONS'. The table has columns for 'Svc Req K', 'Cycle', 'Err', 'Var', 'Svc Req Prop', 'Svc Req Name', 'Svc Req K', 'Beg Date / Beg Time', 'End Date / End Time', 'Rec Loc', 'Rec Loc Name', 'Up K', 'Del Loc', 'Del Loc Name', 'Dn K', 'TT', and 'Rec Qty'. A single row is visible with values: 1, 1 | Timely, [checkbox], 1, 421, TEST BA UAT 1, \*10770, 4/8/2022 9:00 AM, 4/9/2022 9:00 AM, 88888, TEST BA UAT 1 CF M, \*S9001, STORAGE SERVICE, [checkbox], 06, 100. A 'Validation successful' message is shown at the bottom left.

## 1.225 Energy Choice Storage Noms

11. Once you have validated your nomination successfully, click **Submit**.

This screenshot is identical to the previous one, showing the 'DEO - Nomination Submission' interface. In this view, a red arrow points to the 'Submit' button in the top navigation bar. The rest of the interface, including the nomination details, summary statistics, and the 'PT NOMINATIONS' table, remains the same as in the previous screenshot.

## 1.226 Energy Choice Storage Noms

12. Congratulations, you have submitted your nomination successfully. **Click OK.**

The screenshot shows the DEO Nomination Submission interface. At the top, it displays 'TOS: ECPS - S' and 'Nom Type: ECPS Pool to Storage (injection)'. Below this, there are summary statistics for Buy, Rec, and Fuel quantities. A 'Submission Status' dialog box is open in the center, displaying 'Submission Successful' and an 'OK' button. A red arrow points to the 'OK' button.


## 1.227 Energy Choice Storage Noms

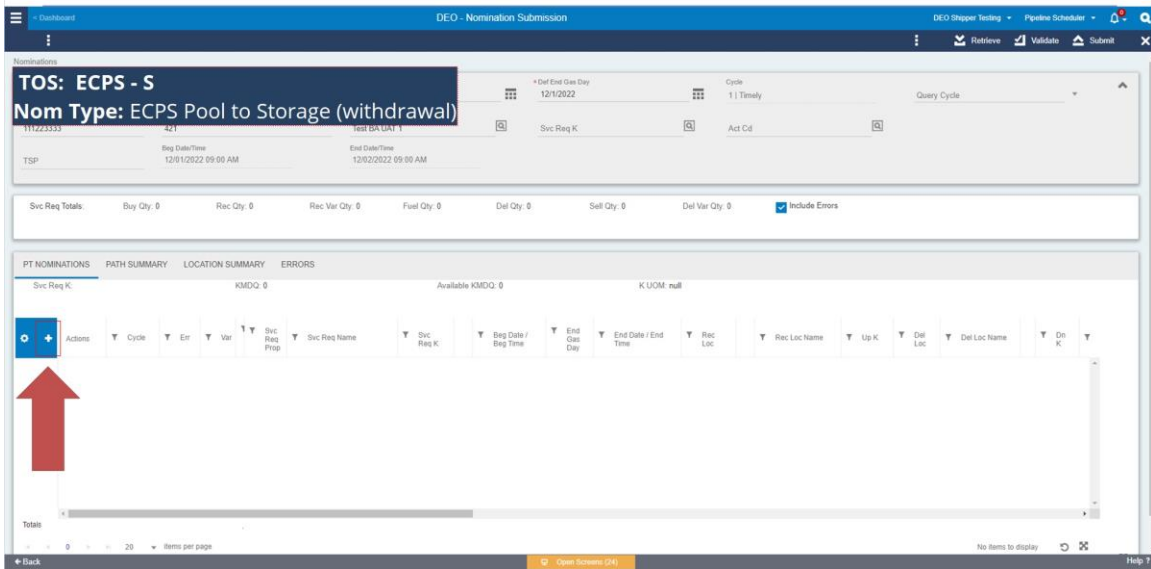
13. You can now view your **injection nomination** with its BV status. Next we will review a withdrawal.

The screenshot shows the DEO Nomination Submission interface with a table of nominations. The table has columns for Cycle, BV, Err, Var, Svc, and Svc Req. The first row shows a nomination with a 'BV' status, which is highlighted by a red arrow. Below the table, there is a blue text box with the following text: '\*Please reference the nom error section if you receive a 'B' or 'L' nomination\*'. The table data is as follows:

Actions	Cycle	Err	Var	Svc	Svc Req	Req Date / Beg Time	End Date / End Time	End Date / End Time	Req Loc	Rec Loc Name	Up K	Del Loc	Del Loc Name	Dr K	TT	Rec Qty
	1   Timely	BV			10770	4/9/2022 9:00	4/9/2022 9:00	4/9/2022 9:00	8888	TEST BA UAT 1 CF M		S0001	STORAGE SERVICE	06		100

## 1.228 Energy Choice Storage Noms

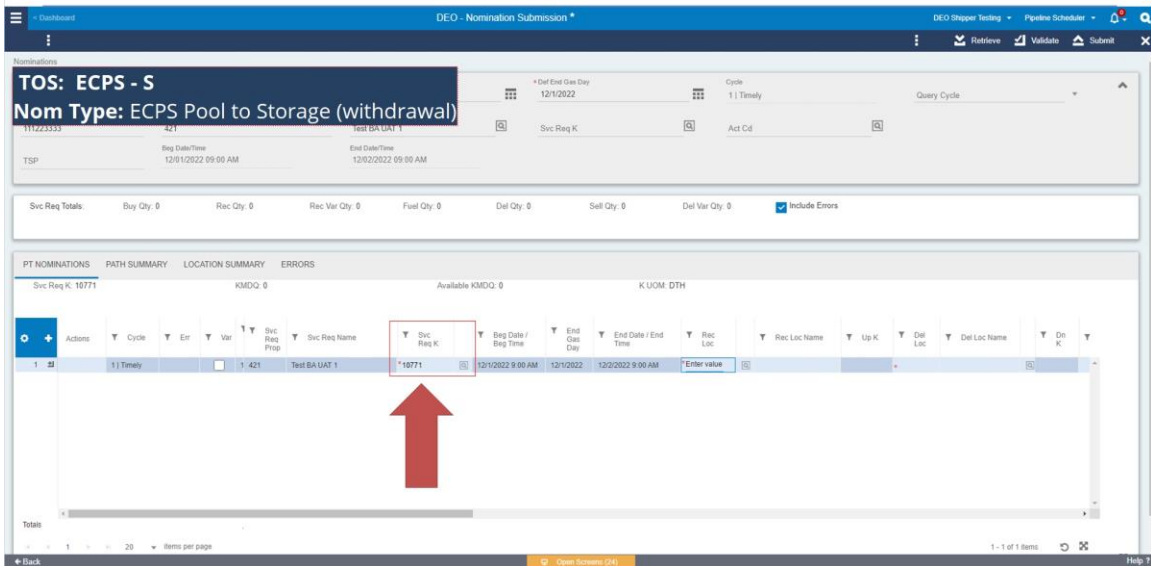
14. Click on the  icon to add a new nomination row.



The screenshot shows the 'DEO - Nomination Submission' interface. At the top, there's a header with 'Dashboard', 'DEO - Nomination Submission', and 'DEO Shaper Testing'. Below this, the 'Nomination' section displays 'TOS: ECPS - S' and 'Nom Type: ECPS Pool to Storage (withdrawal)'. A table below shows nomination details with columns for 'Svc Req K', 'Act Cd', 'Beg Date/Time', and 'End Date/Time'. Below the table, there are summary statistics for 'Svc Req Totals' and 'Include Errors'. The main table has columns for 'Svc Req K', 'Cycle', 'Err', 'Var', 'Svc Req Prop', 'Svc Req Name', 'Cic Req K', 'Beg Date / Beg Time', 'End Gas Day', 'End Date / End Time', 'Rec Loc', 'Rec Loc Name', 'Up K', 'Del Loc', 'Del Loc Name', and 'Dn K'. A red arrow points to a plus icon in the 'Svc Req K' column header.

## 1.229 Energy Choice Storage Noms

15. Add your contract in the **Svc Req K** field.



The screenshot shows the 'DEO - Nomination Submission' interface. At the top, there's a header with 'Dashboard', 'DEO - Nomination Submission', and 'DEO Shaper Testing'. Below this, the 'Nomination' section displays 'TOS: ECPS - S' and 'Nom Type: ECPS Pool to Storage (withdrawal)'. A table below shows nomination details with columns for 'Svc Req K', 'Act Cd', 'Beg Date/Time', and 'End Date/Time'. Below the table, there are summary statistics for 'Svc Req Totals' and 'Include Errors'. The main table has columns for 'Svc Req K', 'Cycle', 'Err', 'Var', 'Svc Req Prop', 'Svc Req Name', 'Cic Req K', 'Beg Date / Beg Time', 'End Gas Day', 'End Date / End Time', 'Rec Loc', 'Rec Loc Name', 'Up K', 'Del Loc', 'Del Loc Name', and 'Dn K'. A red box highlights the 'Svc Req K' field in the first row, and a red arrow points to it.

## 1.230 Energy Choice Storage Noms

16. Enter **SS001** as the **Rec Loc** by manually typing it in, or using the pick-list.

The screenshot shows the 'DEO - Nomination Submission' interface. At the top, it displays 'TOS: ECPS - S' and 'Nom Type: ECPS Pool to Storage (withdrawal)'. Below this, there are fields for 'Svc Req K' (19771) and 'Act Cd'. The main table shows nomination details with columns for 'Rec Loc' and 'Rec Loc Name'. The 'Rec Loc' field is highlighted with a red box, and a red arrow points to it, indicating where to enter 'SS001'.

Rec Loc	Rec Loc Name
SS001	STORAGE SERVICE

## 1.231 Energy Choice Storage Noms

17. Enter your **ECPS** pool as the **Del Loc** by manually typing it in, or using the pick-list.

The screenshot shows the 'DEO - Nomination Submission' interface. At the top, it displays 'TOS: ECPS - S' and 'Nom Type: ECPS Pool to Storage (withdrawal)'. Below this, there are fields for 'Svc Req K' (19771) and 'Act Cd'. The main table shows nomination details with columns for 'Del Loc' and 'Del Loc Name'. The 'Del Loc' field is highlighted with a red box, and a red arrow points to it, indicating where to enter the ECPS pool name.

Del Loc	Del Loc Name
08888	TEST BA UAT 1 CF

## 1.232 Energy Choice Storage Noms

18. Enter 07 (withdrawal trans-type) in the TT field.

The screenshot shows the 'DEO - Nomination Submission' interface. The nomination details are as follows:

- TOS:** ECPS - S
- Nom Type:** ECPS Pool to Storage (withdrawal)
- Start Date:** 12/1/2022 09:00 AM
- End Date:** 12/02/2022 09:00 AM
- Service Request Key:** 10771
- Act Cd:** S8888

The nomination table shows the following data:

Item	Qty	Cycle	Err	Var	Svc Req Prtg	Svc Req Name	Svc Req K	Req Date / Beg Time	End Gas Day	End Date / End Time	Rec Loc	Rec Loc Name	Up K	Del Loc	Del Loc Name	Dn K	TT	Del Qty
1	1	Timely			1	421	Test BA UAT 1	10771	12/1/2022 9:00 AM	12/1/2022	12/02/2022 9:00 AM	S8888	STORAGE SERVICE		S8888	TEST BA UAT 1 CF	07	

## 1.233 Energy Choice Storage Noms

19. Enter the volume to withdraw from storage as the receipt volume in the Rec Qty field.

The screenshot shows the 'DEO - Nomination Submission' interface with the nomination details updated:

- Buy Qty:** 100
- Rec Qty:** 100
- Del Qty:** 100
- Sell Qty:** 100
- Del Var Qty:** 0

The nomination table shows the following data:

Item	Qty	Cycle	Err	Var	Svc Req Prtg	Svc Req Name	Svc Req K	Req Date / Beg Time	End Gas Day	End Date / End Time	Rec Loc	Rec Loc Name	Up K	Del Loc	Del Loc Name	Dn K	TT	Rec Qty	Del Qty
1	1	Timely			1	421	Test BA UAT 1	10771	12/1/2022 9:00 AM	12/1/2022	12/02/2022 9:00 AM	S8888	STORAGE SERVICE		S8888	TEST BA UAT 1 CF	07	100	100

## 1.234 Energy Choice Storage Noms

20. Click **Validate** to validate your nomination.

The screenshot shows the 'DEO - Nomination Submission' interface. At the top right, there are three buttons: 'Retrieve', 'Validate', and 'Submit'. A red arrow points to the 'Validate' button. The main content area displays nomination details for 'TOS: ECPS - S' and 'Nom Type: ECPS Pool to Storage (withdrawal)'. Below this, there are summary statistics for 'Svc Req Totals' and a table for 'PT NOMINATIONS'. The table has columns for Svc Req K, Svc Req Name, Svc Req K, Beg Date / Beg Time, End Date / End Time, Rec Loc, Rec Loc Name, Up K, Del Loc, Del Loc Name, Dr K, TT, Rec Qty, and Del Qty. A single row is visible with the following values: 1, 1421, Test BA UAT 1, \*18771, 12/1/2022 9:00 AM, 12/1/2022 9:00 AM, \*S8001, STORAGE SERVICE, \*S8888, TEST BA UAT 1 CF, 07, 100, 100.

## 1.235 Energy Choice Storage Noms

21. Once you have validated your nomination, click **Submit**.

This screenshot is identical to the previous one, showing the 'DEO - Nomination Submission' interface. In this view, a red arrow points to the 'Submit' button at the top right. The rest of the interface, including the nomination details and the 'PT NOMINATIONS' table, remains the same as in the previous screenshot.

### 1.236 Energy Choice Storage Noms

22. Congratulations, you have submitted your nomination successfully. **Click OK.**

The screenshot shows the 'DED - Nomination Submission' interface. At the top, a dark blue box contains the text: 'TOS: ECPS - S' and 'Nom Type: ECPS Pool to Storage (withdrawal)'. Below this, there are several sections including 'Nomination Summary' and 'Location Summary'. A 'Submission Status' dialog box is open in the center, displaying 'Submission Successful' and an 'OK' button. A red arrow points to the 'OK' button. At the bottom left, another dark blue box contains the text: '\*Please reference the nom error section if you receive a 'BI' or 'LI' nomination\*'. The interface includes various filters and a table of nomination data.

### 1.237 Firm Storage Service Noms

The slide features a blue background on the right side with a white target icon and the text 'Lesson Objectives'. On the left side, there is a list of objectives:

- ✓ • Energy Choice Storage Nominations
  - Firm Storage Service Nominations
  - In / Out Storage Nominations

## 1.238 Firm Storage Service Nominations

# Firm Storage Service Nominations

In this lesson, you will learn how submit firm storage service nominations.


**Key Items to remember include;**

- Used for balancing purposes. Typically entered by a DEO internal analyst after the reallocation period.
- Injections period (Apr - Oct).
- Withdrawals period (Nov – Mar).

Select the arrow to continue



## 1.239 Firm Storage Service Noms

4. Click on the  icon to add a new nomination row.

The screenshot displays the 'DEO - Nomination Submission' interface. At the top, there are navigation tabs for 'Dashboard', 'DEO - Nomination Submission', 'DEO Dragger History', and 'Pipeline Scheduler'. Below this, a nomination form is visible with the following details:

- TOS: FSS**
- Nom Type: Pool to Storage (injection)**
- Start Date/Time:** 04/07/2022 09:00 AM
- End Date/Time:** 04/08/2022 09:00 AM
- Act Cd:** 10757

Below the form, there are summary statistics for 'Svc Req Totals' and a table with the following columns:

Actions	Cycle	Err	Var	Svc Req Prep	Svc Req Name	Svc Req K	Reg Date / Reg Time	End Date / End Time	Rec Loc	Rec Loc Name	Up K	Del Loc	Del Loc Name	Ch K	TT	Rec Qty	Del Qty
---------	-------	-----	-----	--------------	--------------	-----------	---------------------	---------------------	---------	--------------	------	---------	--------------	------	----	---------	---------

A red arrow points to the plus icon in the 'Actions' column of the table header. At the bottom of the page, there is a 'Totals' row and a footer with 'No items to display' and a 'Help' link.





## 1.242 Firm Storage Service Noms

7. Enter SS001 as the Del Loc by manually typing it in, or by using the pick-list.

The screenshot shows the 'DEO - Nomination Submission' interface. At the top, the nomination details are displayed: 'TOS: FSS', 'Nom Type: Pool to Storage (injection)', and 'Svc Req K: 10770'. Below this, a table lists nomination items. The first item is highlighted, and the 'Del Loc' field is selected, showing 'SS001' and 'STORAGE SERVICE'. A red arrow points to the 'Del Loc' field.

Del Loc	Del Loc Name	Dn K	TT	Rec Qty
SS001	STORAGE SERVICE			

## 1.243 Firm Storage Service Noms

8. Enter 06 as the trans-type in the TT field since this is in injection (you will use TT 07 for withdrawals).

The screenshot shows the 'DEO - Nomination Submission' interface, similar to the previous one. The nomination details are the same. In the table, the 'TT' field for the first item is highlighted with a red box, and a red arrow points to it, indicating the step to enter '06'.

Del Loc	Del Loc Name	Dn K	TT	Rec Qty
SS001	STORAGE SERVICE		06	

## 1.244 Firm Storage Service Noms

9. Enter the volume to deduct from your pool as the receipt volume in the Rec Qty field.

The screenshot shows the 'DEO - Nomination Submission' interface. At the top, there are navigation tabs: 'Dashboard', 'DEO Stepper Testing', and 'Pipeline Scheduler'. Below this, the nomination details are displayed: 'TOS: FSS', 'Nom Type: Pool to Storage (injection)', and 'Svc Req K: 10770'. The 'Rec Qty' field is highlighted with a red box, and a red arrow points to it. The table below shows the nomination details:

Actions	Cycle	Err	Var	Svc Req Prop	Svc Req Name	Svc Req K	Req Date / Beg Time	End Date / End Time	Rec Loc	Rec Loc Name	Up K	Del Loc	Del Loc Name	Dr K	TT	Rec Qty
	1   Timely			1   421	TEST BA UAT 1	*10770	4/8/2022 9:00 AM	4/9/2022 9:00 AM	88888	TEST BA UAT 1 CF M		S9001	STORAGE SERVICE		06	100

## 1.245 Firm Storage Service Noms

10. Click Validate to ensure you have a valid nomination.

The screenshot shows the 'DEO - Nomination Submission' interface, similar to the previous one. The 'Validate' button in the top right corner is highlighted with a red arrow. Below the nomination details, a message box at the bottom left indicates 'Validation successful'.

## 1.246 Firm Storage Service Noms

11. Once you have validated your nomination successfully, click **Submit**.

The screenshot shows the DEO Nomination Submission interface. At the top, there is a navigation bar with 'DEO - Nomination Submission' and a 'Submit' button highlighted with a red arrow. Below the navigation bar, the nomination details are displayed, including 'TOS: FSS' and 'Nom Type: Pool to Storage (injection)'. The 'Submit' button is located in the top right corner of the interface.

## 1.247 Firm Storage Service Noms

12. Congratulations, you have submitted your nomination successfully. Click **OK**.

The screenshot shows the DEO Nomination Submission interface after a successful submission. A dialog box titled 'Submission Status' is displayed in the center, with the message 'Submission Successful' and an 'OK' button. A red arrow points to the 'OK' button. The background interface shows the nomination details and a table of nomination data.

Sec Req K	10770	Available KMDO (100)	K UOM	DTH
1	1	1	1	1

## 1.248 Firm Storage Service Noms

13. You can now view your **injection nomination** with its BV status. Next we will review a withdrawal.

The screenshot displays the 'DEO - Nomination Submission' interface. At the top, it shows 'TOS: FSS' and 'Nom Type: Pool to Storage (injection)'. Below this, there are fields for 'Svc Req K: 10770', 'Start Date/Time: 04/08/2022 09:00 AM', and 'End Date/Time: 04/09/2022 09:00 AM'. A summary bar shows 'Buy Qty: 100', 'Rec Qty: 100', and 'Del Var Qty: 0'. The main table has columns for 'Cycle', 'Err', 'Var', 'Svc Req Prop', 'Svc Req Name', 'Svc Req K', 'Reg Date / Beg Time', 'End Date / End Time', 'Rec Loc', 'Rec Loc Name', 'Up K', 'Del Loc', 'Del Loc Name', 'Dn K', 'TT', and 'Rec Qty'. A red arrow points to the 'BV' value in the 'Err' column of the first row. A text box at the bottom left states: '\*Please reference the nom error section if you receive a 'B' or 'L' nomination\*'. The bottom of the screen shows '1 - 1 of 1 items' and a 'Help' icon.

## 1.249 Firm Storage Service Noms

14. Click on the **+** icon to add a new nomination row.

The screenshot displays the 'DEO - Nomination Submission' interface for a withdrawal nomination. It shows 'TOS: FSS' and 'Nom Type: Pool to Storage (withdrawal)'. The 'Svc Req K' is '10770', 'Start Date/Time' is '12/01/2022 09:00 AM', and 'End Date/Time' is '12/02/2022 09:00 AM'. The summary bar shows 'Buy Qty: 0', 'Rec Qty: 0', and 'Del Var Qty: 0'. The table is currently empty, and a red arrow points to the '+' icon in the 'Actions' column header. The bottom of the screen shows 'No items to display' and a 'Help' icon.

## 1.250 Firm Storage Service Noms

15. Add your contract in the Svc Req K field.

The screenshot shows the DEO - Nomination Submission interface. At the top, there is a header with "Dashboard", "DEO - Nomination Submission", and "DEO Shaper Testing". Below the header, the "Nomination" section displays "TOS: FSS" and "Nom Type: Pool to Storage (withdrawal)". The "Svc Req K" field is highlighted with a red box, and a red arrow points to it. The table below shows the nomination details:

Svc Req K	Buy Qty	Rec Qty	Rec Var Qty	Fuel Qty	Del Qty	Sell Qty	Del Var Qty	Include Errors
10771	0	0	0	0	0	0	0	<input checked="" type="checkbox"/>

The table below shows the nomination details:

Svc Req K	Buy Qty	Rec Qty	Rec Var Qty	Fuel Qty	Del Qty	Sell Qty	Del Var Qty	Include Errors
10771	0	0	0	0	0	0	0	<input checked="" type="checkbox"/>

## 1.251 Firm Storage Service Noms

16. Enter SS001 as the Rec Loc by manually typing it in, or using the pick-list.

The screenshot shows the DEO - Nomination Submission interface. At the top, there is a header with "Dashboard", "DEO - Nomination Submission", and "DEO Shaper Testing". Below the header, the "Nomination" section displays "TOS: FSS" and "Nom Type: Pool to Storage (withdrawal)". The "Rec Loc" field is highlighted with a red box, and a red arrow points to it. The table below shows the nomination details:

Svc Req K	Buy Qty	Rec Qty	Rec Var Qty	Fuel Qty	Del Qty	Sell Qty	Del Var Qty	Include Errors
10771	0	0	0	0	0	0	0	<input checked="" type="checkbox"/>

The table below shows the nomination details:

Svc Req K	Buy Qty	Rec Qty	Rec Var Qty	Fuel Qty	Del Qty	Sell Qty	Del Var Qty	Include Errors
10771	0	0	0	0	0	0	0	<input checked="" type="checkbox"/>

## 1.252 Firm Storage Service Noms

17. Enter your pool as the **Del Loc** by manually typing it in, or using the pick-list.

The screenshot shows the 'DEO - Nomination Submission' interface. At the top, it displays 'TOS: FSS' and 'Nom Type: Pool to Storage (withdrawal)'. Below this, there are fields for 'Del End Gas Day' (12/1/2022) and 'Cycle' (1 | Timely). A table of nomination details is visible, with the following columns: Svc Req K, Rec Var, Fuel Qty, Del Qty, Sell Qty, Del Var Qty, and Include Errors. The table contains one row with the following data: Svc Req K: 10771, Rec Var: 0, Fuel Qty: 0, Del Qty: 0, Sell Qty: 0, Del Var Qty: 0, and Include Errors: checked. Below the table, there are tabs for 'PT NOMINATIONS', 'PATH SUMMARY', 'LOCATION SUMMARY', and 'ERRORS'. The 'PT NOMINATIONS' tab is active, showing a table with columns: Svc Req K, KMDQ, Available KMDQ, K UOM, DTH, Cycle, Del Loc, Del Loc Name, Del K, and TT. The table contains one row with the following data: Svc Req K: 10771, KMDQ: 0, Available KMDQ: 0, K UOM: DTH, Cycle: 1 | Timely, Del Loc: 88888, Del Loc Name: TEST BA UAT 1 CF, Del K: 0, and TT: 07. A red box highlights the 'Del Loc' and 'Del Loc Name' fields, and a red arrow points to the 'Del Loc' field.

## 1.253 Firm Storage Service Noms

18. Enter **07** (withdrawal trans-type) in the **TT** field.

The screenshot shows the 'DEO - Nomination Submission' interface. At the top, it displays 'TOS: FSS' and 'Nom Type: Pool to Storage (withdrawal)'. Below this, there are fields for 'Del End Gas Day' (12/1/2022) and 'Cycle' (1 | Timely). A table of nomination details is visible, with the following columns: Svc Req K, Rec Var, Fuel Qty, Del Qty, Sell Qty, Del Var Qty, and Include Errors. The table contains one row with the following data: Svc Req K: 10771, Rec Var: 0, Fuel Qty: 0, Del Qty: 0, Sell Qty: 0, Del Var Qty: 0, and Include Errors: checked. Below the table, there are tabs for 'PT NOMINATIONS', 'PATH SUMMARY', 'LOCATION SUMMARY', and 'ERRORS'. The 'PT NOMINATIONS' tab is active, showing a table with columns: Svc Req K, KMDQ, Available KMDQ, K UOM, DTH, Cycle, Del Loc, Del Loc Name, Del K, and TT. The table contains one row with the following data: Svc Req K: 10771, KMDQ: 0, Available KMDQ: 0, K UOM: DTH, Cycle: 1 | Timely, Del Loc: 88888, Del Loc Name: TEST BA UAT 1 CF, Del K: 0, and TT: 07. A red box highlights the 'TT' field, and a red arrow points to it.

## 1.254 Firm Storage Service Noms

19. Enter the volume to withdraw from storage as the receipt volume in the Rec Qty field.

The screenshot shows the 'DEO - Nomination Submission' interface. At the top, it displays 'TOS: FSS' and 'Nom Type: Pool to Storage (withdrawal)'. Below this, there are fields for 'Svc Req K', 'Act Cd', 'Beg Date/Time', and 'End Date/Time'. A summary bar shows 'Buy Qty: 100', 'Rec Qty: 100', and 'Del Qty: 100'. The main table, titled 'PT NOMINATIONS', contains one row with the following data:

Svc Req K	Path Summary	Location Summary	Errors	Available KMDQ	K UOM	DTH	Rec Qty	Del Qty
10771	TEST BA UAT 1	TEST BA UAT 1		100			100	100

A red box highlights the 'Rec Qty' field in the table, and a red arrow points to it.

## 1.255 Firm Storage Service Noms

20. Click **Validate** to validate your nomination.

The screenshot shows the 'DEO - Nomination Submission' interface. At the top, it displays 'TOS: FSS' and 'Nom Type: Pool to Storage (withdrawal)'. Below this, there are fields for 'Svc Req K', 'Act Cd', 'Beg Date/Time', and 'End Date/Time'. A summary bar shows 'Buy Qty: 100', 'Rec Qty: 100', and 'Del Qty: 100'. The main table, titled 'PT NOMINATIONS', contains one row with the following data:

Svc Req K	Path Summary	Location Summary	Errors	Available KMDQ	K UOM	DTH	Rec Qty	Del Qty
10771	TEST BA UAT 1	TEST BA UAT 1		100			100	100

A red arrow points to the 'Validate' button in the top right corner of the interface.



## 1.256 Firm Storage Service Noms

21. Once you have validated your nomination, **click Submit.**

The screenshot shows the 'DEO - Nomination Submission' interface. At the top right, there are buttons for 'Retrieve', 'Validate', and 'Submit'. A red arrow points to the 'Submit' button. Below the navigation bar, the nomination details are displayed: 'TOS: FSS' and 'Nom Type: Pool to Storage (withdrawl)'. The 'End Date / End Time' is 12/1/2022 9:00 AM. Below this, there are summary statistics for 'Svc Req Totals' and 'Include Errors' (checked). The main section is a table titled 'PT NOMINATIONS' with columns for 'Svc Req K', 'Svc Req Name', 'Svc Req Qty', 'Beg Date / Beg Time', 'End Date / End Time', 'Rec Loc', 'Rec Loc Name', 'Up K', 'Del Loc', 'Del Loc Name', 'Dr K', 'TT', 'Rec Qty', and 'Del Qty'. A single row is visible with the following data: Svc Req K: 18771, Svc Req Name: Test BA UAT 1, Svc Req Qty: 1, Beg Date / Beg Time: 12/1/2022 9:00 AM, End Date / End Time: 12/2/2022 9:00 AM, Rec Loc: S8001, Rec Loc Name: STORAGE SERVICE, Up K: S8888, Del Loc Name: TEST BA UAT 1 CF, Dr K: 07, Rec Qty: 100, Del Qty: 100. At the bottom right, it shows '1 - 1 of 1 items'.


## 1.257 Firm Storage Service Noms

22. Congratulations, you have submitted your nomination successfully. **Click OK.**

The screenshot shows the 'DEO - Nomination Submission' interface after a successful submission. A 'Submission Status' dialog box is displayed in the center, with the text 'Submission Successful' and an 'OK' button. A red arrow points to the 'OK' button. The background interface is dimmed, showing the same nomination details as in the previous screenshot. At the bottom left, there is a text box that reads: '\*Please reference the nom error section if you receive a 'BI' or 'LI' nomination\*'. At the bottom right, it shows '1 - 1 of 1 items'.

## 1.258 In/Out Storage Noms

- ✓ • Energy Choice Storage Nominations
- ✓ • Firm Storage Service Nominations
- In / Out Storage Nominations



# Lesson Objectives


## 1.259 In / Out Storage Nominations

### In / Out Storage Nominations


In this lesson, you will learn how to **submit In / Out Storage Nominations**.

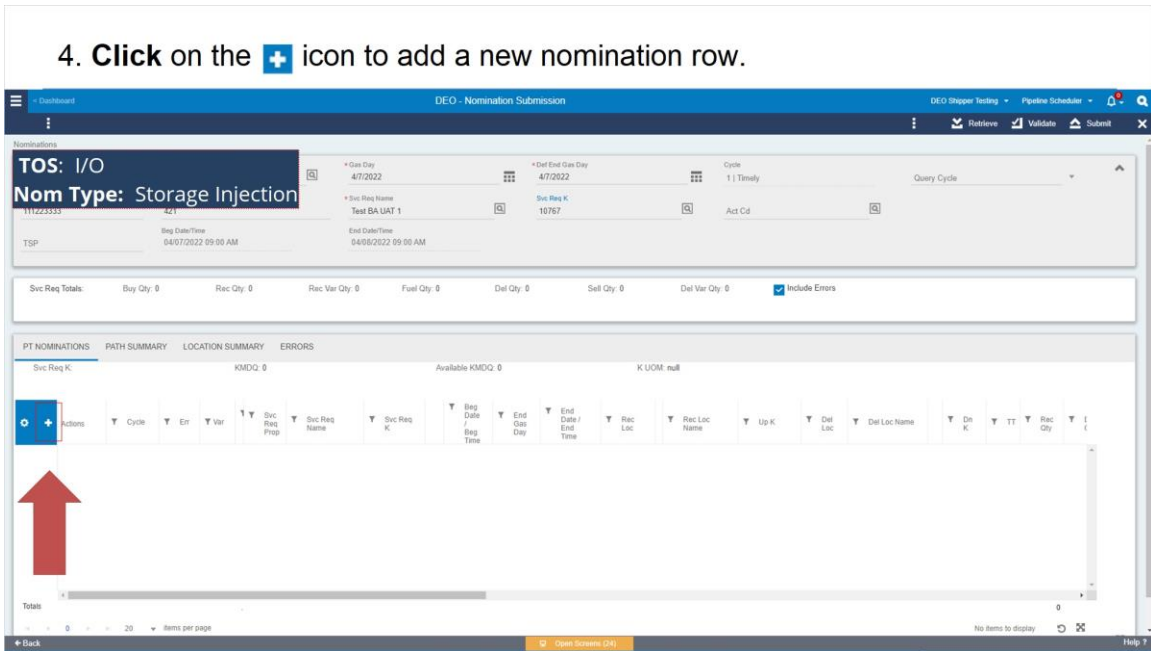
**Key Items to remember include;**

- Nominations would conform to your specific contractual terms.
- All nominations are at burner tip

Select the arrow to continue 

## 1.260 In/Out Storage Noms

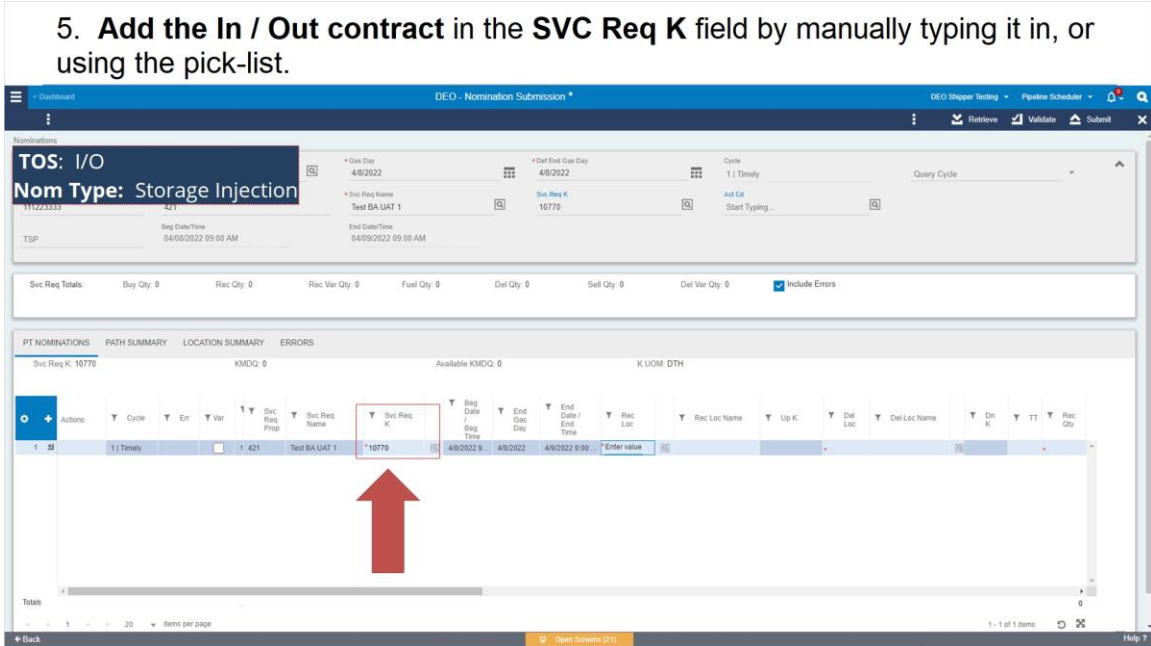
4. Click on the  icon to add a new nomination row.



The screenshot shows the 'DEO - Nomination Submission' interface. At the top, there are fields for 'TOS: I/O' and 'Nom Type: Storage Injection'. Below this, there are search and filter options for 'Gas Day', 'Del End Gas Day', 'Cycle', 'Svc Req Name', 'Svc Req K', and 'Act Cd'. A summary bar shows 'Svc Req Totals' with various quantity fields (Buy Qty, Rec Qty, Rec Var Qty, Fuel Qty, Del Qty, Sell Qty, Del Var Qty) and an 'Include Errors' checkbox. The main table is titled 'PT NOMINATIONS' and has columns for 'Svc Req K', 'KMDQ', 'Available KMDQ', and 'K UOM'. A red arrow points to a blue plus icon in the 'Actions' column of the table header.

## 1.261 In/Out Storage Noms

5. Add the In / Out contract in the **SVC Req K** field by manually typing it in, or using the pick-list.



The screenshot shows the 'DEO - Nomination Submission' interface with a nomination row added. The 'Svc Req K' field in the row is highlighted with a red arrow. The row contains the following data: '1' in the 'Svc Req K' column, '1 | Timely' in the 'Cycle' column, '421' in the 'KMDQ' column, 'Test BA UAT 1' in the 'Svc Req Name' column, '10770' in the 'Svc Req K' column, '4/8/2022 9:00' in the 'Beg Date / Beg Time' column, '4/8/2022' in the 'End Gas Day' column, '4/9/2022 9:00' in the 'End Date / End Time' column, and 'Enter value' in the 'Rec Loc' column. The 'K UOM' is 'DTH'.

## 1.262 In/Out Storage Noms

6. Enter your pool in the **Rec Loc** field by manually typing it in, or by using the pick-list.

The screenshot shows the 'DEO - Nomination Submission' interface. The top section displays nomination details: TOS: I/O, Nom Type: Storage Injection, Gas Day: 4/8/2022, and Svc Req Name: Test BA UAT 1. Below this is a table with columns for various nomination fields. The 'Rec Loc' column is highlighted with a red box, and a red arrow points to the value '8888' in that column. The table also shows 'Rec Loc Name' as 'TEST BA UAT 1 CF M'.

Actions	Cycle	Err	Var	Svc Req Prop	Svc Req Name	Svc Req K	Bag Date / Reg Time	End Gas Day	End Date / End Time	Rec Loc	Rec Loc Name	Up K	Del Loc	Del Loc Name	Dr K	TT	Rec Qty
	1   Timely			1   421	Test BA UAT 1	*10770	4/8/2022 9:00	4/8/2022	4/8/2022 9:00	8888	TEST BA UAT 1 CF M						

## 1.263 In/Out Storage Noms

7. Enter **SS001** as the **Del Loc** by manually typing it in, or by using the pick-list.

The screenshot shows the 'DEO - Nomination Submission' interface, similar to the previous one. The 'Del Loc' column is highlighted with a red box, and a red arrow points to the value 'SS001' in that column. The table also shows 'Del Loc Name' as 'STORAGE SERVICE'.

Actions	Cycle	Err	Var	Svc Req Prop	Svc Req Name	Svc Req K	Bag Date / Reg Time	End Gas Day	End Date / End Time	Rec Loc	Rec Loc Name	Up K	Del Loc	Del Loc Name	Dr K	TT	Rec Qty
	1   Timely			1   421	Test BA UAT 1	*10770	4/8/2022 9:00	4/8/2022	4/8/2022 9:00	8888	TEST BA UAT 1 CF M		SS001	STORAGE SERVICE			

## 1.264 In/Out Storage Noms

8. Enter **06** as the **trans-type** in the **TT** field since this is in injection (you will use TT 07 for withdrawals).

The screenshot shows the DEO - Nomination Submission interface. The nomination details are as follows:

- TOS: I/O
- Nom Type: Storage Injection
- Gas Day: 4/8/2022
- Def End Gas Day: 4/8/2022
- Cycle: 1 | Timely
- Query Cycle: [Dropdown]
- Start Date: 04/08/2022 09:00 AM
- End Date: 04/09/2022 09:00 AM

The nomination summary shows:

- Buy Qty: 0
- Rec Qty: 0
- Rec Var Qty: 0
- Fuel Qty: 0
- Del Qty: 0
- Sell Qty: 0
- Del Var Qty: 0
- Include Errors: [Checked]

The PT NOMINATIONS table is displayed with the following columns: Actions, Cycle, Err, Var, Svc Req Prop, Svc Req Name, Svc Req K, Beg Date / Reg Time, End Date / End Time, Rec Loc, Rec Loc Name, Up K, Del Loc, Del Loc Name, Dn K, TT, Rec Qty.

Actions	Cycle	Err	Var	Svc Req Prop	Svc Req Name	Svc Req K	Beg Date / Reg Time	End Date / End Time	Rec Loc	Rec Loc Name	Up K	Del Loc	Del Loc Name	Dn K	TT	Rec Qty
1	1   Timely			1	421	Test BA UAT 1	*10770	4/8/2022 9:00	4/9/2022 9:00	*88888		TEST BA UAT 1 CF M	*S0001	STORAGE SERVICE	06	

A red box highlights the TT field with the value 06, and a red arrow points to it from below.

## 1.265 In/Out Storage Noms

9. Enter the **volume** to deduct from your pool as the receipt volume in the **Rec Qty** field.

The screenshot shows the DEO - Nomination Submission interface. The nomination details are as follows:

- TOS: I/O
- Nom Type: Storage Injection
- Gas Day: 4/8/2022
- Def End Gas Day: 4/8/2022
- Cycle: 1 | Timely
- Query Cycle: [Dropdown]
- Start Date: 04/08/2022 09:00 AM
- End Date: 04/09/2022 09:00 AM

The nomination summary shows:

- Buy Qty: 100
- Rec Qty: 100
- Rec Var Qty: 0
- Fuel Qty: 0
- Del Qty: 100
- Sell Qty: 100
- Del Var Qty: 0
- Include Errors: [Checked]

The PT NOMINATIONS table is displayed with the following columns: Actions, Cycle, Err, Var, Svc Req Prop, Svc Req Name, Svc Req K, Beg Date / Reg Time, End Date / End Time, Rec Loc, Rec Loc Name, Up K, Del Loc, Del Loc Name, Dn K, TT, Rec Qty.

Actions	Cycle	Err	Var	Svc Req Prop	Svc Req Name	Svc Req K	Beg Date / Reg Time	End Date / End Time	Rec Loc	Rec Loc Name	Up K	Del Loc	Del Loc Name	Dn K	TT	Rec Qty
1	1   Timely			1	421	Test BA UAT 1	*10770	4/8/2022 9:00	4/9/2022 9:00	*88888		TEST BA UAT 1 CF M	*S0001	STORAGE SERVICE	06	100

A red box highlights the Rec Qty field with the value 100, and a red arrow points to it from below.

## 1.266 In/Out Storage Noms

10. Click **Validate** to ensure you have a valid nomination.

The screenshot shows the 'DEO - Nomination Submission' interface. At the top right, there are three buttons: 'Retrieve', 'Validate', and 'Submit'. A red arrow points to the 'Validate' button. The main content area displays nomination details for 'TOS: I/O' and 'Nom Type: Storage Injection'. Below this, there are summary statistics for 'Svc Req Totals' and a table of 'PT NOMINATIONS'. The table has columns for 'Cycle', 'Err', 'Var', 'Svc Req Prop', 'Svc Req Name', 'Svc Req K', 'Beg Date / Beg Time', 'End Date / End Time', 'Rec Loc', 'Rec Loc Name', 'Up K', 'Del Loc', 'Del Loc Name', 'Dn K', 'TT', and 'Rec Qty'. A single row is visible in the table with the following values: 1, Timely, 421, Test BA UAT 1, 10770, 4/8/2022 9:00 AM, 4/9/2022 9:00 AM, 88888, TEST BA UAT 1 CF M, S9001, STORAGE SERVICE, 06, 100. A 'Validation successful.' message is shown at the bottom left of the interface.

## 1.267 In/Out Storage Noms

11. Once you have validated your nomination successfully, click **Submit**.

This screenshot is identical to the previous one, showing the 'DEO - Nomination Submission' interface. In this view, a red arrow points to the 'Submit' button at the top right. The nomination details and table content are the same as in the previous screenshot, including the 'Validation successful.' message.

## 1.268 In/Out Storage Noms

12. Congratulations, you have submitted your nomination successfully. **Click OK.**

The screenshot shows the DEO Nomination Submission interface. At the top, it displays 'TOS: I/O' and 'Nom Type: Storage Injection'. Below this, there are fields for 'Day Day' (4/8/2022), 'Day End Day' (4/8/2022), 'Cycle' (1 | Timely), and 'Query Cycle'. A 'Submission Status' dialog box is open, displaying 'Submission Successful' and an 'OK' button. A red arrow points to the 'OK' button.


## 1.269 In/Out Storage Noms

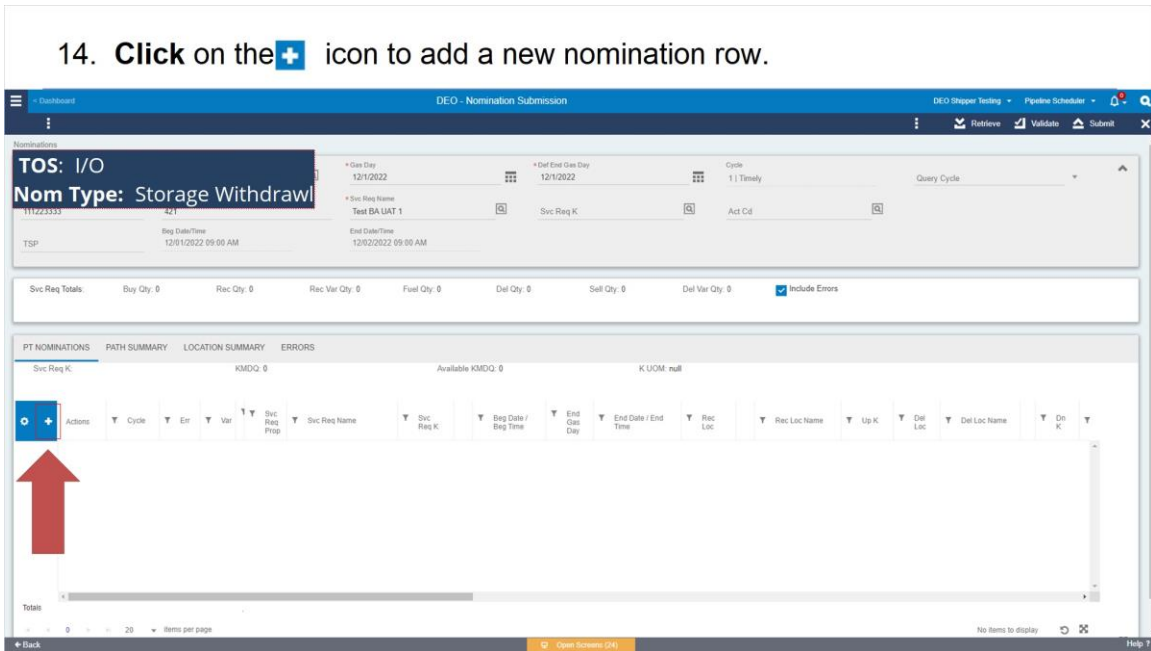
13. You can now view your **injection nomination** with its BV status. Next we will review a withdrawal.

The screenshot shows the DEO Nomination Submission interface. At the top, it displays 'TOS: I/O' and 'Nom Type: Storage Injection'. Below this, there are fields for 'Day Day' (4/8/2022), 'Day End Day' (4/8/2022), 'Cycle' (1 | Timely), and 'Query Cycle'. A table of nominations is displayed, with a red arrow pointing to the 'BV' status in the 'BV' column. A text box at the bottom left contains the text: '\*Please reference the nom error section if you receive a 'BI' or 'LI' nomination\*'. The table has the following data:

Actions	Cycle	Err	Var	Svc Req	Svc Req K	Day Date / Reg Time	End Date / End Time	End Date / End Time	Rac Loc	Rac Loc Name	Up K	Del Loc	Del Loc Name	Dr K	TT	Rac Qty
	1   Timely	BV			10770	4/8/2022 9:00 AM	4/8/2022 9:00 AM	4/8/2022 9:00 AM	8888	TEST BA UAT 1 CF M		S2001	STORAGE SERVICE		06	100

## 1.270 In/Out Storage Noms

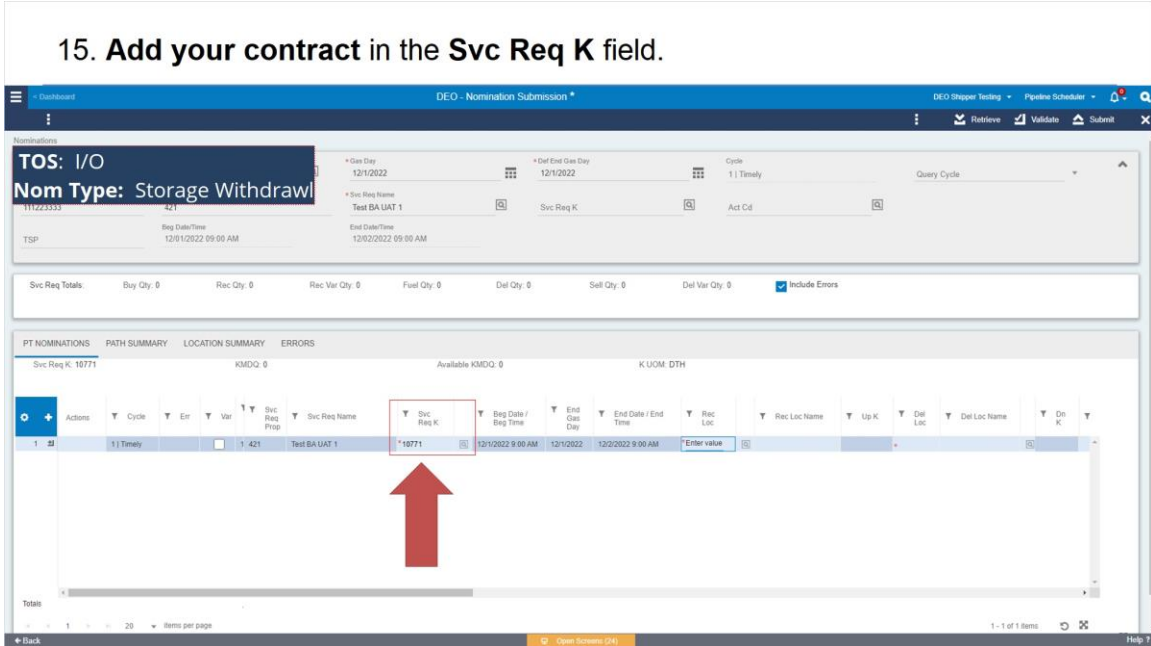
14. Click on the  icon to add a new nomination row.



The screenshot shows the 'DEO - Nomination Submission' interface. At the top, there's a header with 'Dashboard', 'DEO - Nomination Submission', and 'DEO Shaper Testing'. Below the header, there's a 'Nomination' section with 'TOS: I/O' and 'Nom Type: Storage Withdrawal'. The main area contains a table with columns: Svc Req K, Cycle, Err, Var, Svc Req Prtg, Svc Req Name, Svc Req K, Beg Date / Beg Time, End Gas Day, End Date / End Time, Rec Loc, Rec Loc Name, Up K, Del Loc, Del Loc Name, and Dn K. A red arrow points to a plus icon in the first column of the table. The table currently shows 'No items to display'.

## 1.271 In/Out Storage Noms

15. Add your contract in the Svc Req K field.



The screenshot shows the 'DEO - Nomination Submission' interface. The table now has one row with the following data: Svc Req K: 10771, Cycle: 1 | Timely, Err: 0, Var: 0, Svc Req Prtg: 1, Svc Req Name: Test BA UAT 1, Svc Req K: 10771, Beg Date / Beg Time: 12/1/2022 9:00 AM, End Gas Day: 12/1/2022, End Date / End Time: 12/2/2022 9:00 AM, Rec Loc: Enter value, Rec Loc Name: , Up K: , Del Loc: , Del Loc Name: , and Dn K: . A red arrow points to the 'Svc Req K' field in the first row, which contains the value '10771'.



## 1.272 In/Out Storage Noms

16. Enter SS001 as the Rec Loc by manually typing it in, or using the pick-list.

The screenshot shows the DEO Nomination Submission interface. At the top, there's a header with 'Dashboard', 'DEO - Nomination Submission', and user information. Below that, a 'Nomination' summary section displays 'TOS: I/O', 'Nom Type: Storage Withdrawal', and various dates and times. A table below shows nomination details for 'Svc Req K: 10771'. The table has columns for 'Rec Loc' and 'Rec Loc Name'. The 'Rec Loc' cell contains 'SS001' and is highlighted with a red box. A red arrow points upwards to this cell. Other columns include 'Cycle', 'Err', 'Var', 'Svc Req Prop', 'Svc Req Name', 'Svc Req K', 'Reg Date / Reg Time', 'End Gas Day', 'End Date / End Time', 'Up K', 'Del Loc', 'Del Loc Name', and 'Del K'.

## 1.273 In/Out Storage Noms

17. Enter your pool as the Del Loc by manually typing it in, or using the pick-list.

The screenshot shows the DEO Nomination Submission interface, similar to the previous one. The 'Del Loc' field in the nomination table is highlighted with a red box. A red arrow points upwards to this cell. The 'Del Loc Name' cell next to it contains 'TEST BA UAT 1 CF'. The table structure is the same as in the previous screenshot, with columns for 'Del Loc', 'Del Loc Name', 'Up K', and 'Del K'.

## 1.274 In/Out Storage Noms

18. Enter 07 (withdrawal trans-type) in the TT field.

The screenshot displays the 'DEO - Nomination Submission' interface. At the top, the 'TOS: I/O' and 'Nom Type: Storage Withdrawal' are highlighted. The 'Svc Req K' is 19771. The 'TT' field in the table is highlighted with a red box and a red arrow pointing to it, containing the value '07'. The table has columns for various nomination details including Svc Req K, Beg Date, End Date, Rec Loc, and TT.

Svc Req K	Beg Date / Beg Time	End Date / End Time	Rec Loc	TT
19771	12/1/2022 9:00 AM	12/2/2022 9:00 AM	88888	07

## 1.275 In/Out Storage Noms

19. Enter the volume to withdraw from storage as the receipt volume in the Rec Qty field.

The screenshot displays the 'DEO - Nomination Submission' interface. At the top, the 'TOS: I/O' and 'Nom Type: Storage Withdrawal' are highlighted. The 'Svc Req K' is 19771. The 'Rec Qty' field in the table is highlighted with a red box and a red arrow pointing to it, containing the value '100'. The table has columns for various nomination details including Svc Req K, Beg Date, End Date, Rec Loc, and Rec Qty.

Svc Req K	Beg Date / Beg Time	End Date / End Time	Rec Loc	Rec Qty
19771	12/1/2022 9:00 AM	12/2/2022 9:00 AM	88888	100

## 1.276 In/Out Storage Noms

20. Click **Validate** to validate your nomination.

The screenshot shows the 'DEO - Nomination Submission' interface. At the top right, there are three buttons: 'Retrieve', 'Validate', and 'Submit'. A red arrow points to the 'Validate' button. The main content area displays nomination details for 'TOS: I/O' and 'Nom Type: Storage Withdrawal'. Below this, there are summary statistics for 'Svc Req Totals' and a table of 'PT NOMINATIONS'. The table has columns for Svc Req K, Svc Req Name, Svc Req, Beg Date / Beg Time, End Gas Day, End Date / End Time, Rec Loc, Rec Loc Name, Up K, Del Loc, Del Loc Name, Dr K, TT, Rec Qty, and Del Qty. A single row is visible with the following values: 1, 1421, Test BA UAT 1, \*18771, 12/1/2022 9:00 AM, 12/1/2022, 12/2/2022 9:00 AM, \*S8001, STORAGE SERVICE, \*S8888, TEST BA UAT 1 CF, 07, 100, 100.

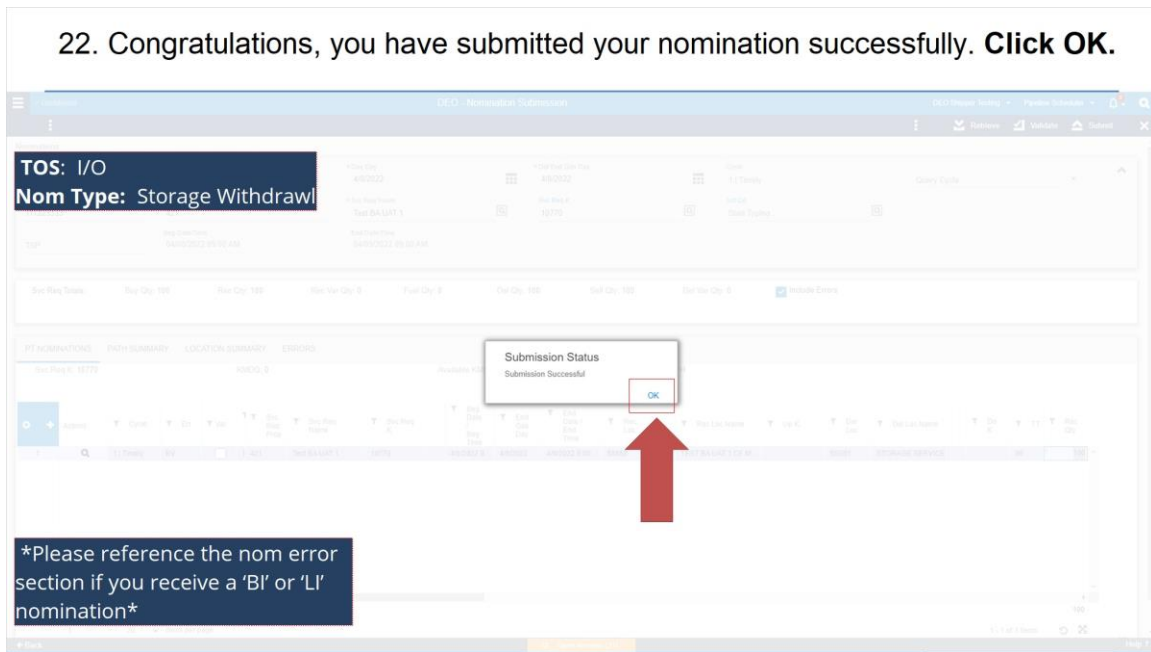
## 1.277 In/Out Storage Noms

21. Once you have validated your nomination, click **Submit**.

This screenshot is identical to the previous one, showing the 'DEO - Nomination Submission' interface. In this step, a red arrow points to the 'Submit' button at the top right of the interface.

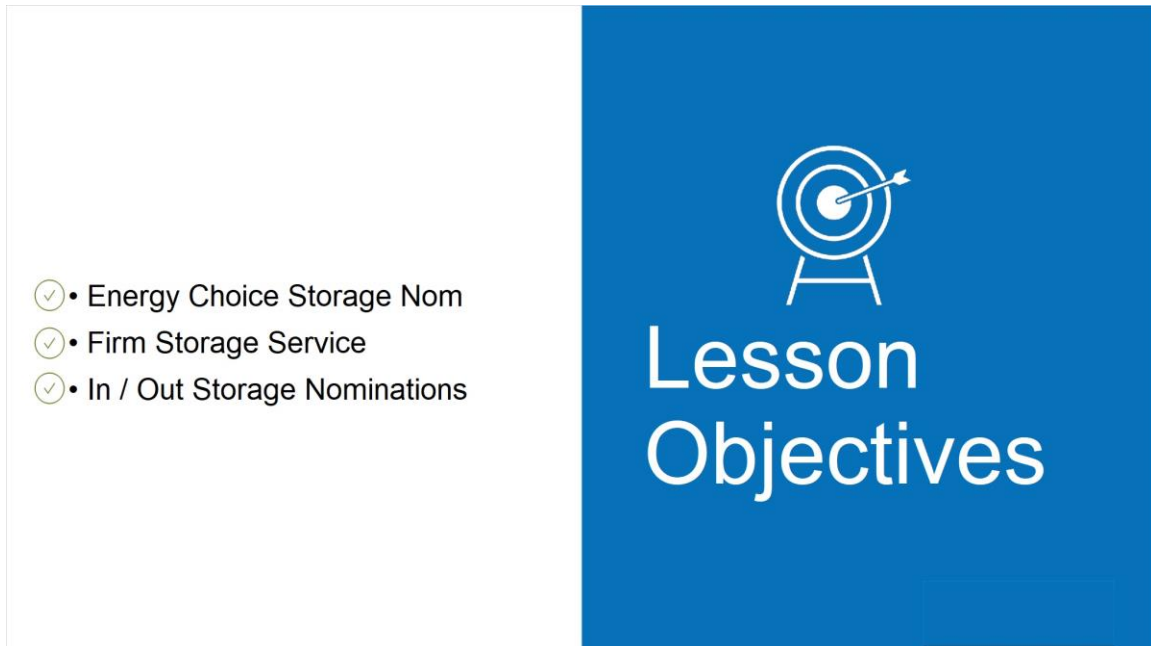
## 1.278 In/Out Storage Noms

22. Congratulations, you have submitted your nomination successfully. **Click OK.**



The screenshot shows the 'DED - Nomination Submission' interface. At the top, a message states: "22. Congratulations, you have submitted your nomination successfully. **Click OK.**" Below this, the interface displays nomination details, including "TOS: I/O" and "Nom Type: Storage Withdrawal". A "Submission Status" dialog box is open, showing "Submission Successful" and an "OK" button. A red arrow points to the "OK" button. A dark blue box at the bottom left contains the text: "\*Please reference the nom error section if you receive a 'BI' or 'LI' nomination\*".

## 1.279 Lesson Objectives



The slide is divided into two sections. On the left, a list of objectives is shown, each preceded by a checkmark in a circle:


- ✓ • Energy Choice Storage Nom
- ✓ • Firm Storage Service
- ✓ • In / Out Storage Nominations

On the right, a blue vertical banner contains a white target icon with an arrow in the center. Below the icon, the text "Lesson Objectives" is written in large white font.

## ***1.280 Storage Ratchets and Balance***



## ***1.281 How to View Storage Ratchets***

<ul style="list-style-type: none"><li>• How to View Storage Ratchets</li><li>• Authorization to Post Imbalance</li><li>• Core Storage Reports (INX03, INX05)</li></ul>	 <p><b>Lesson Objectives</b></p>
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## 1.282 How to View Storage Ratchets

### How to View Storage Ratchets

In this lesson, you will learn **how to view storage ratchets**.

**Key Items to remember include;**

- Storage ratchets may change mid-month and make front-loaded noms invalid. DEO Transportation team will reach out if front-loaded noms are no longer valid due to mid-month changes.

Select the arrow to continue



## 1.283 How to View Storage Ratchets

1. To view currently effective ratchets, we can use the INX05 report. First, **navigate to 'eSuite: Reports'** by searching for it in the search bar. **Select Reports.**

The screenshot displays the eSuite dashboard interface. At the top, there is a search bar with a dropdown menu open, showing search results for 'eSuite: Reports'. A red arrow points to the 'eSuite: Reports' option in the dropdown. The dashboard itself is divided into several sections:

- Nominations:** Includes 'Cuts' (0), 'Errors' (0), 'Title Transfers', 'Quantity Mismatch' (0), 'Missing Your Noms' (0), and 'Missing Other Shipper's Noms' (0).
- Scheduler Inventory:** Includes 'Imbalances Out of Tolerance' (0), 'Transportation Imbalances' (Cumulative 0, Previous Day 0), and 'Storage Balances' (Total Balance 0, Previous Day Int 0, Previous Day WID 0).
- Contracts:** Shows 'Active Contracts' (6).
- RFS Activity:** Shows 'Demanded RFS' (0), 'Awarded RFS' (0), and 'In Progress' (0).
- Capacity Release:** Shows 'Bids Awarded' (0) and 'Available offers' (0).
- Right-hand side panels:** 'Nomination Deadlines' table, 'Scheduling Cycle Summary' table, and another 'Scheduling Deadlines' table.

Date	Time
04/07/2022	01: 10:00AM CCT
04/07/2022	02: 02:30PM CCT
04/07/2022	03: 11:59PM CCT
04/08/2022	7M: 01:00PM CCT
04/08/2022	8V: 05:00PM CCT

Date	TM	EVE	01	02	03
04/07/2022	X	X	X	X	X
04/08/2022	X	X	X	X	X

Date	Time
04/07/2022	01: 01:00PM CCT
04/07/2022	02: 05:30PM CCT
04/07/2022	03: 10:00PM CCT
04/08/2022	7M: 05:00PM CCT
04/08/2022	8V: 09:00PM CCT

## 1.284 How to View Storage Ratchets

2. Under 'CAW INVENTORY (Pipeline)' Select the 'CUMULATIVE STORAGE BALANCES (EXTERNAL) (Pipeline).'

The screenshot shows the 'Reports' page in a web application. On the left, there is a sidebar with 'CAW INVENTORY (Pipeline)' selected. The main area displays a list of reports. A red arrow points to the report 'CUMULATIVE STORAGE BALANCES (EXTERNAL) (Pipeline)' with ID 'RPT\_INX05'. A blue callout box says 'You can also type in 'INX05' to search for this report.'

## 1.285 How to View Storage Ratchets

3. Enter an 'as of date' and any other parameters as desired. Click Execute.

The screenshot shows the configuration page for the 'CUMULATIVE STORAGE BALANCES (EXTERNAL) (Pipeline)' report. A blue callout box says 'If you select a contract number, you can choose any amendment. The as of date is what drives what is returned.' A red arrow points to the 'EXECUTE' button at the bottom.

## 1.286 How to View Storage Ratchets

4. Once the report is ready, click view report.

The screenshot shows the Pipeline Operator Reports interface. On the left, there's a sidebar with categories like 'CAW ALLOCATIONS (Pipeline)', 'CAW INVENTORY (Pipeline)', and 'CAW NOMINATIONS (Pipeline)'. The main area displays the configuration for the 'CUMULATIVE STORAGE BALANCES (EXTERNAL)' report. A blue callout box with a red arrow points to the 'view report [r]' button at the bottom right of the configuration area.

Please Note: This report can be downloaded directly to your machine.

## 1.287 How to View Storage Ratchets

5. View your Current Ratchets and balance information. The INX05 report partially mimics contract screen - storage tab in Dekaflow.

The screenshot shows the output of the 'CUMULATIVE STORAGE BALANCES' report. It includes a header section with report details and a table of storage balance data. A red arrow points to the table.

Run Date/Time: 4/7/2022 12:33:29PM  
TSP: 1001 Dominion Energy Ohio  
As Of Date: 02/01/2022  
Service Requester: None  
Contract: None  
TOS: None  
Tolerance Direction: None  
Pct Full: 0.00  
Expired: N  
Agent: None

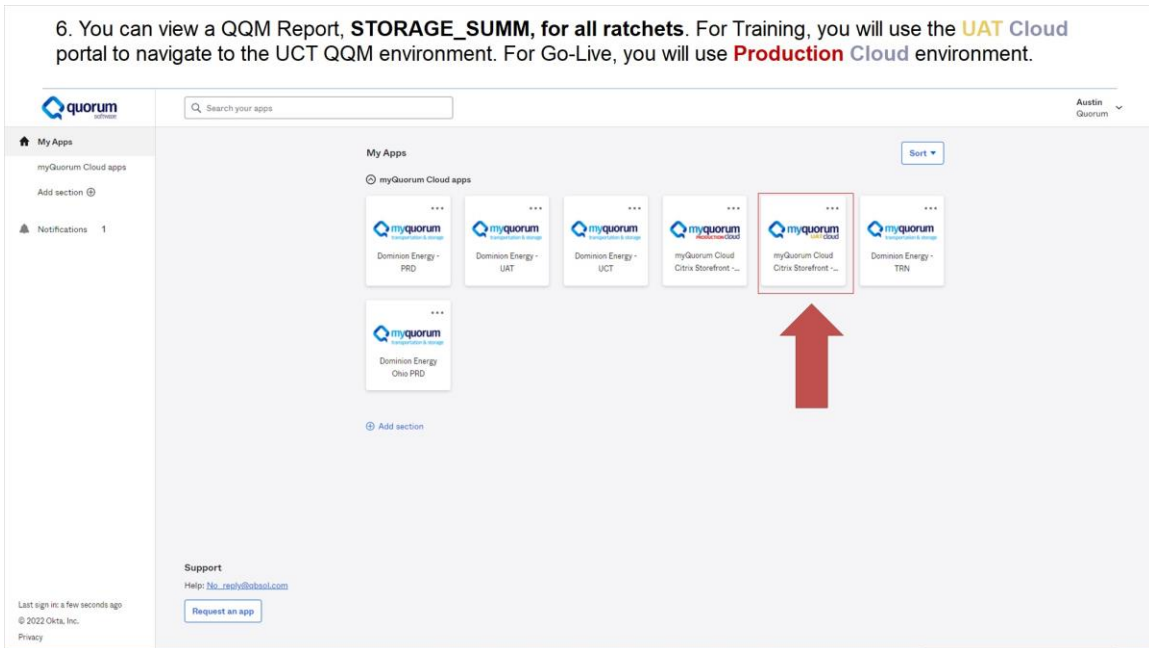
**Dominion Energy Ohio  
CUMULATIVE STORAGE BALANCES**

BP No.	BP Name	Ctr No.	TOS	Cum Storage Balance	Contractual Quantity	% Full	Adjust.	Current Month		MDWQ	MDIQ	Exp	Expiration Date
								Inj	With				
421	Test BA	88888	FSS	104,958	317,400	33		2,780		317,400	317,400	N	03/31/2022
421	Test BA			104,958	317,400	33		2,780		317,400	317,400		



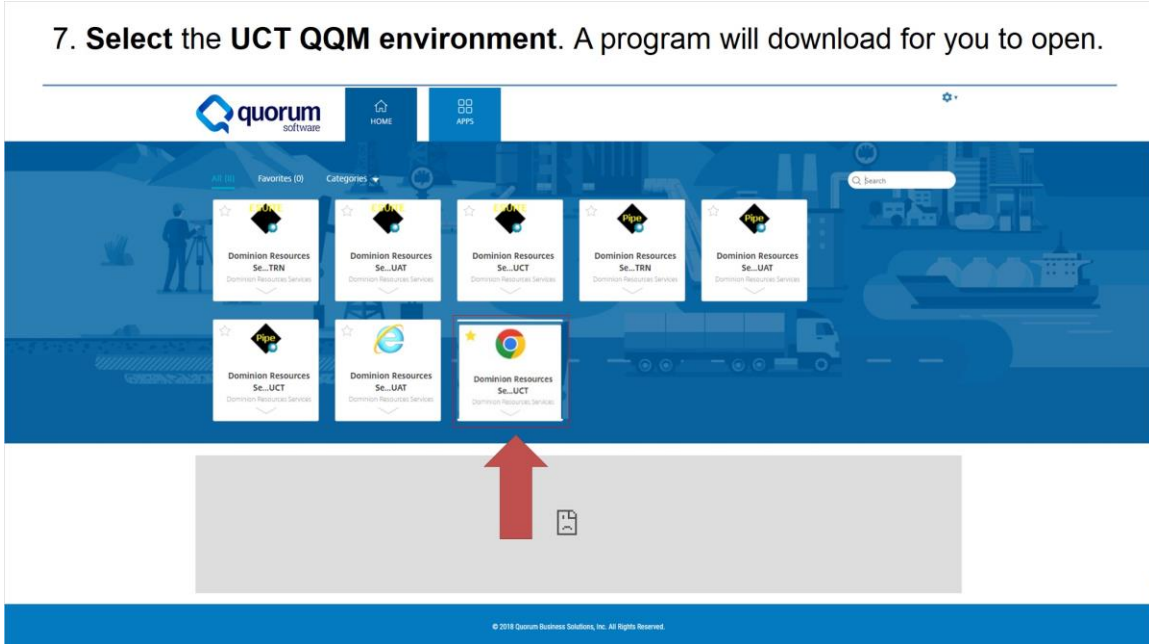
## 1.288 How to View Storage Ratchets

6. You can view a QQM Report, **STORAGE\_SUMM**, for all ratchets. For Training, you will use the **UAT Cloud** portal to navigate to the UCT QQM environment. For Go-Live, you will use **Production** Cloud environment.



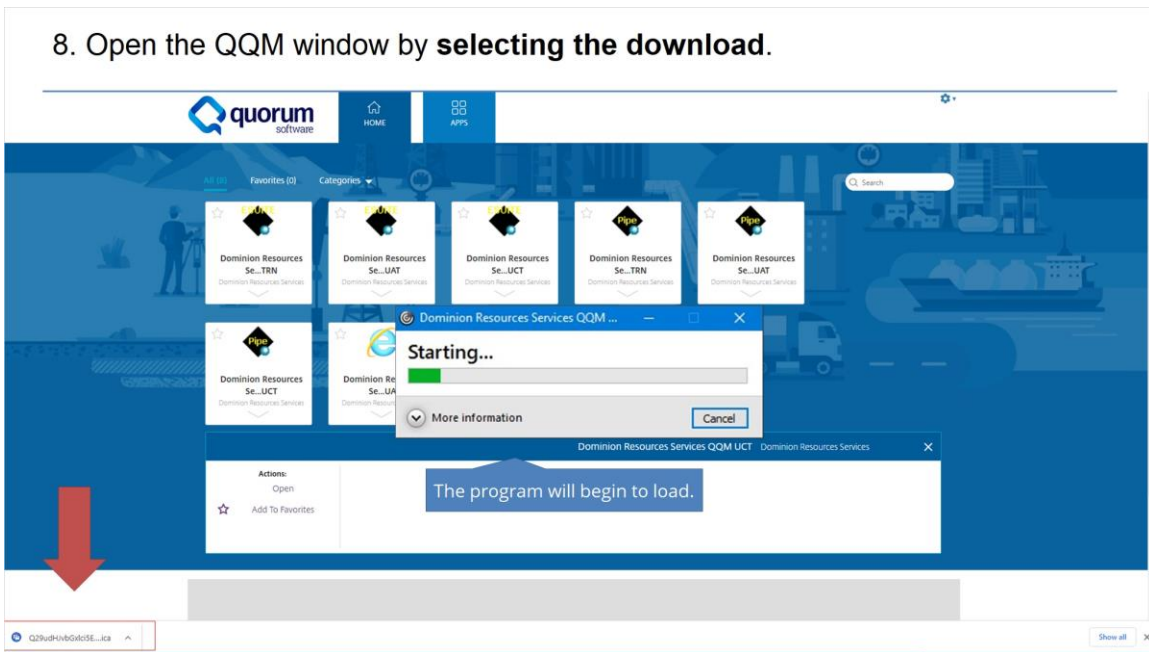
## 1.289 How to View Storage Ratchets

7. Select the **UCT QQM** environment. A program will download for you to open.



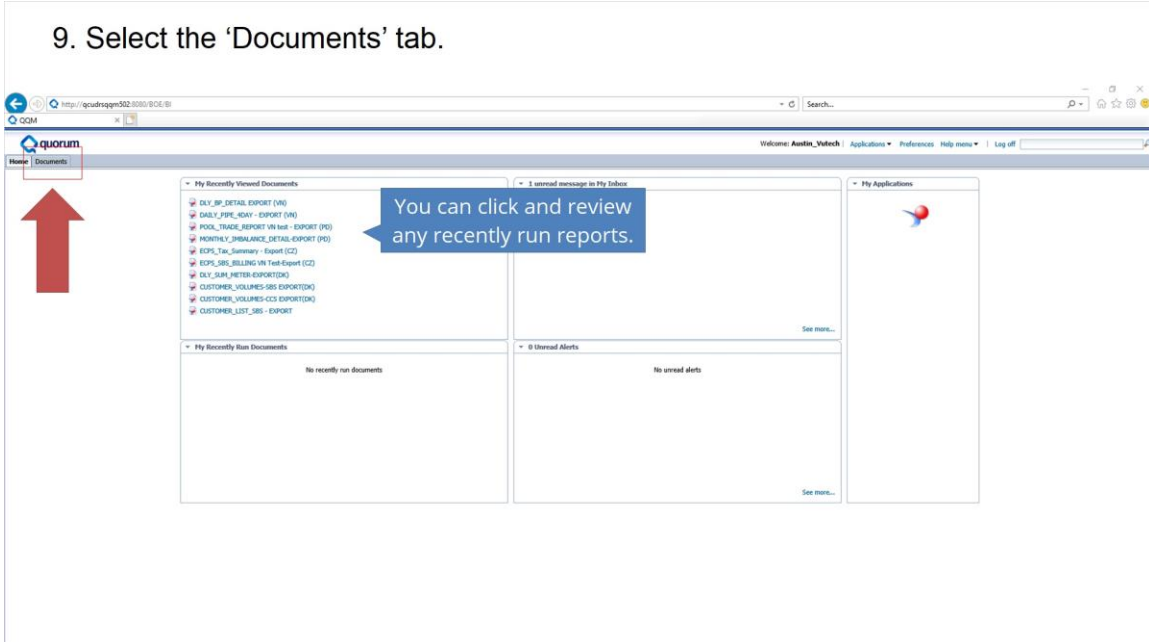
## 1.290 How to View Storage Ratchets

8. Open the QQM window by selecting the download.



## 1.291 How to View Storage Ratchets

9. Select the 'Documents' tab.



## 1.292 Navigating to QQM Reports

### 10. Select Folders.

The screenshot shows the Quorum Documents web interface. The left sidebar contains a 'My Documents' section with links to 'My Favorites', 'Inbox', 'My Alerts', 'Subscribed Alerts', and 'Personal Categories'. Below this is a 'Folders' button, which is highlighted with a red arrow and a blue callout box containing the text 'Select folders.'. The main content area shows a table with columns 'Title' and 'Type', containing one entry: '~WebIntelligence' with type 'Folder'. The browser address bar shows 'http://quorum002.0000.0000.00'. The user is logged in as 'DEO Shipper\_Testing'.

## 1.293 How to View Storage Ratchets

### 11. Under the 'Storage' folder, select the 'IO STORAGE SUMM' or the 'ECPS SSO STORAGE SUMM' report.

The screenshot shows the Quorum Documents web interface with the 'Storage' folder expanded in the left sidebar. The main content area displays a table with columns 'Title', 'Type', 'Last Run', and 'Instances'. Two reports are listed: 'ECPS\_SSO\_STORAGE\_SUMM.pdf only' and 'IO\_STORAGE\_SUMM.pdf only'. A red arrow points to the 'IO\_STORAGE\_SUMM.pdf only' report. The browser address bar shows 'http://quorum002.0000.0000.00'. The user is logged in as 'Austin\_Yatesh'.

Title	Type	Last Run	Instances
ECPS_SSO_STORAGE_SUMM.pdf only	Web Intelligence		0
IO_STORAGE_SUMM.pdf only	Web Intelligence		0

## 1.294 How to View Storage Ratchets

12. As seen in the QQM report, the STORAGE SUMM report will show all ratchets.

REPORT ID: IO_STORAGE_SUMM-pdf only		DOMINION ENERGY OHIO		RUN DATE: 05/05/2022	
		I/O STORAGE SERVICE SUMMARY		RUN TIME: 08:51 AM	
		MONTH THROUGH DATE 03/12/2022		PAGE NUMBER: 1	
CONTRACT NUMBER [REDACTED]					
RATE SCHEDULE : I/O					
CUSTOMER NAME : [REDACTED]					
CAPACITY : 50,731					
DEMAND :					

WITHDRAWAL RATCHETS					INJECTION RATCHETS				
START DATE	END DATE	WHEN INVENTORY <=	WHEN INVENTORY >	WITHDRAWAL QUANTITY	START DATE	END DATE	WHEN INVENTORY <=	WHEN INVENTORY >	INJECTION QUANTITY
9/1/2021	3/31/2022	50,731	0		9/1/2021	3/31/2022	50,731	0	

## 1.295 Authorization to Post Imbalance

- ✓ • How to View Storage Ratchets
  - Authorization to Post Imbalance
  - Core Storage Reports (INX03, INX05)



# Lesson Objectives

## 1.296 Authorization to Post Imbalance

### How to View Storage Balance: Authorization to Post Imbalance

In this lesson, you will learn how to **view your storage balance utilizing the Authorization to Post Imbalance Screen.**

**Key Items to remember include;**

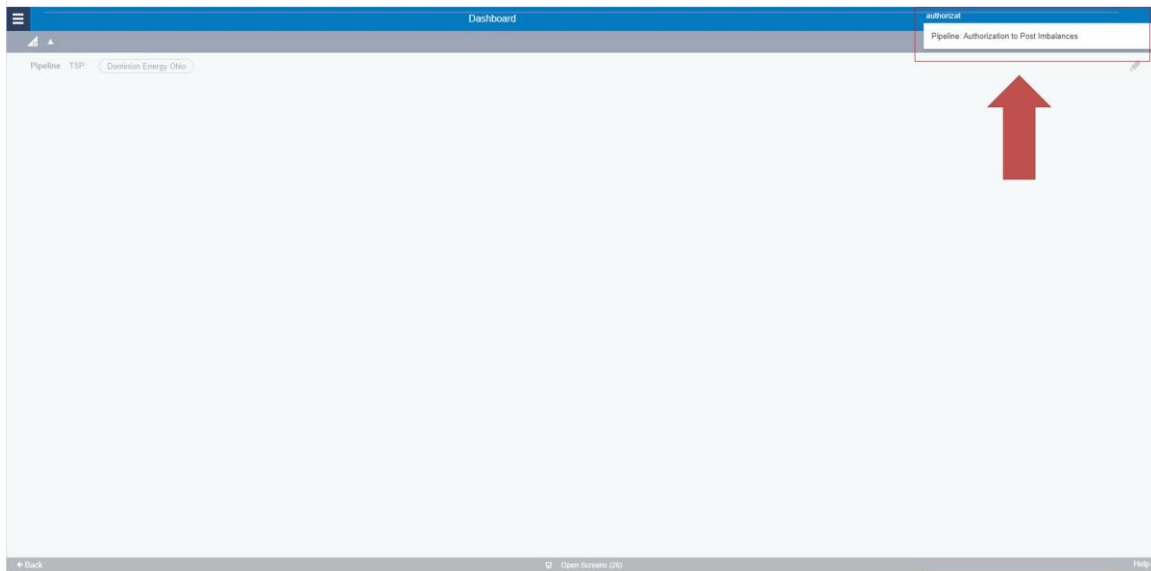
- Storage transactions take one day to be processed and for inventory to be updated.
- For this screen, only days with nomination activity will be displayed. Days without nominations will not appear.

Select the arrow to continue



## 1.297 Authorization to Post Imbalance

1. To navigate to the Authorization to Post Imbalance Screen, use the search bar.  
**Select Pipeline: Authorization to Post Imbalances.**



## 1.298 Authorization to Post Imbalance

2. Enter your **beg** and **end Acct Month**. Then use the pick-list to **select your primary contract** (any amendment will suffice).

#	Account ID	Primary Contract #	Primary K ET Date From	Primary K ET Date To	Operational Impact Area	TOS	Account Type	K Holder Prop	K Holder
1	474486	10765	2/1/2022	3/31/2022	SYS	SSO-S	STORAGE	421	Test BA1
2	474486	10770	4/1/2022	10/31/2022	SYS	ECPS-S	STORAGE	421	Test BA1
3	474486	10770	11/1/2022	12/31/0000	SYS	ECPS-S	STORAGE	421	Test BA1
4	474487	10771	11/1/2022	12/31/0000	SYS	ECPS-S	STORAGE	421	Test BA1

## 1.299 Authorization to Post Imbalance

3. As noted, your contract information will automatically be populated and your records will appear in the grid below for viewing.

BALANCE	ACTIVITY	Y	Early CICO	Prod Month	Acct Month	Beg Balance (DTH)	Gross Receipt Qty (DTH)	Receipt Fuel Qty (DTH)	Alloc Rec Net of Fuel (DTH)	Alloc Del (DTH)	PPA Rec (DTH)	PPA Del (DTH)	P
1				02/2022	02/2022	0	0	0	0	0	98.454	0	
2				03/2022	03/2022	48.760	0	0	0	0	0	0	

## 1.300 Authorization to Post Imbalance

4. Additional columns in the 'Balance' tab can be found by scrolling right. Please reference the 'Authorization to Post Balance' document in resources for more information on each column. Next, we will review the Activity Tab.

Similar to the nomination submission grid, you can drag and relocate these columns as desired.

Equals Alloc Rec net of Fuel (injection qty) - Alloc Del (withdrawal qty) Imbalance resulting from this month's activity.

PPA columns are not applicable to DEO

Storage transfers (buys or sells, and any other ad-hoc inventory adjustments).

	DTH	PPA Del (DTH)	PPA Qty (DTH)	Alloc Del (DTH)	Original Imbalance (DTH)	Trades (DTH)	Transfers (DTH)	Adjustments (DTH)	Payback Qty (DTH)	CICO (DTH)	Open Balance (DTH)
1	0	0	0	0	98.454	0	0	0	0	0	48.780
2	0	0	0	0	(98.454)	0	0	147.214	0	0	48.780
Totals	0	0	0	0	98.454	(98.454)	0	0	147.214	0	0

## 1.301 Authorization to Post Imbalance

5. The Activity tab is a great way to view daily activity for the accounting months entered in the header.

Each day with activity will be displayed. Please note, you will only see gas days with nomination activity. The QQM reports ECPS\_SSO\_STORAGE\_SUMM & IO\_STORAGE\_SUMM will have rows for everyday even if there is no transactions on the day.

For additional information on each column, can be found in the 'Authorization to Post Activity' document in the resources section.

Withdrawal qty.

Injection qty.

Daily Imbalance.

PPA columns are not applicable to DEO


	Activity Date	Prod Month	Acct Month	PPA	Contract #	Beginning Balance (DTH)	Gross Receipt Qty (DTH)	Receipt Fuel Qty (DTH)	Alloc Rec (DTH)	Alloc Del (DTH)	Imbalance/Net Qty (DTH)
1	1/31/2022	01/2022	02/2022	<input checked="" type="checkbox"/>		0	0	0	0	0	0
2	2/1/2022	02/2022	02/2022	<input type="checkbox"/>		147.214	0	0	154	0	(6.385)
3	2/2/2022	02/2022	02/2022	<input type="checkbox"/>		147.880	0	0	2,232	0	(1,884)
4	2/3/2022	02/2022	02/2022	<input type="checkbox"/>		144.848	0	0	4,305	0	(3,956)
5	2/4/2022	02/2022	02/2022	<input type="checkbox"/>		140.463	0	0	6,000	0	(5,859)
6	2/5/2022	02/2022	02/2022	<input type="checkbox"/>		134.463	0	0	4,862	0	(4,727)
7	2/6/2022	02/2022	02/2022	<input type="checkbox"/>		126.601	0	0	3,580	0	(3,453)
8	2/7/2022	02/2022	02/2022	<input type="checkbox"/>		126.021	0	0	3,809	0	(3,682)
9	2/8/2022	02/2022	02/2022	<input type="checkbox"/>		122.212	0	0	3,500	0	(3,377)
10	2/9/2022	02/2022	02/2022	<input type="checkbox"/>		119.712	0	0	3,028	0	(2,908)
11	2/10/2022	02/2022	02/2022	<input type="checkbox"/>		115.684	0	0	3,500	0	(3,384)
12	2/11/2022	02/2022	02/2022	<input type="checkbox"/>		112.184	0	0	1,800	0	(1,687)
Totals						2,730,114	0	0	0	98,454	(98,454)

### 1.302 Authorization to Post Imbalance

5. Additional columns can be found scrolling right. The **Activity** tab is a great way to **view daily activity** for the accounting months entered in the header.

### 1.303 Core Storage Reports

- ✓ • How to View Storage Ratchets
- ✓ • Authorization to Post Imbalance
- Core Storage Reports (INX03, INX05)



# Lesson Objectives



## 1.304 Core Storage Reports

# Core Storage Reports

In this lesson, you will learn how to **view core reports related to storage and balancing.**

**Key Items to remember include;**

- Storage transactions take one day to be processed and for inventory to be updated
- For these reports, only days with nomination activity will be displayed. Days without nominations will not appear.

Select the arrow to continue



## 1.305 Core Storage Reports

1. First, navigate to 'eSuite: Reports' by searching for 'Reports' in the search bar. **Select 'eSuite: Reports'.**

The screenshot displays the eSuite Dashboard interface. At the top, there is a search bar with a dropdown menu open, showing the following options: 'mpsl', 'eSuite: Reports', 'eSuite-Report Viewer', 'eSuite-Report Type', 'eSuite: Active Reports', 'eSuite: Active Reports', and 'eSuite: Active Reports'. A red arrow points to the 'eSuite: Reports' option. The dashboard itself is divided into several sections:

- Nominations:** Cuts (0), Errors (0), Title Transfers, Quantity Mismatch (0), Missing Your Noms (0), Missing Other Shipper's Noms (0).
- Scheduler Inventory:** Imbalances Out of Tolerance (0), Transportation Imbalances (Cumulative 0, Previous Day 0), Storage Balances (Total Balance 0, Previous Day Int 0, Previous Day WID 0).
- Contracts:** Active Contracts (6), RFS Activity (Demanded RFS 0, Awarded RFS 0, In Progress 0).
- Capacity Release:** Bids Awarded (0), Available offers (0).
- Right-hand sidebar:** Nomination Deadlines (table with dates and times), Scheduling Cycle Summary (table with dates and status), Scheduling Deadlines (table with dates and times), and Notices.

## 1.306 Core Storage Reports

2. Under 'CAW INVENTORY (Pipeline)' Select the 'STORAGE CONTRACT DAILY ACTIVITY (EXTERNAL) (Pipeline)'.

The screenshot shows the 'Reports' interface. On the left, under 'CAW INVENTORY (Pipeline)', the report 'STORAGE CONTRACT DAILY ACTIVITY (EXTERNAL) (Pipeline)' is selected and highlighted with a red box. A red arrow points to this report. The main area shows a list of reports, with 'STORAGE CONTRACT DAILY ACTIVITY (EXTERNAL) (Pipeline)' selected. A status bar at the bottom right indicates 'STORAGE CONTRACT DAILY ACTIVITY BY BP (E...)' is processing, with a progress indicator and a 'Process Queue ID: 167366'.

## 1.307 Core Storage Reports

3. Enter a value in the TSP field, a production month and other parameters as desired. Once you have entered the parameters, click Execute.

The screenshot shows the 'Reports' interface with the 'STORAGE CONTRACT DAILY ACTIVITY (EXTERNAL) (Pipeline)' report selected. The right-hand side of the interface displays the configuration parameters for this report. A red arrow points to the 'EXECUTE' button at the bottom of the configuration panel. The parameters include: 'TSP NO' (1001 | Dominion Energy Ohio), 'PRODUCTION MONTH' (02/2022), 'SERVICE REQUESTER BP NO', 'CONTRACT NO', 'REPORT EXPORT MODE PARAM' (VIEW / FILE), 'ACCOUNTING MONTH', 'TYPE OF SERVICE', 'RPT\_PRINTER\_CODE', and 'Report Email Subject'. The 'EXECUTE' button is highlighted with a red box.

## 1.308 Core Storage Reports

4. Once the report is ready, **select view report**.

The screenshot shows the 'Reports' section of the Dekaflow interface. On the left, there are navigation tabs for 'CATEGORIES', 'FAVORITES', and 'RECENT'. The main area displays two report configurations: 'CUMULATIVE STORAGE BALANCES (EXTERNAL) (Pipeline)' and 'STORAGE CONTRACT DAILY ACTIVITY (EXTERNAL) (Pipeline)'. The 'STORAGE CONTRACT DAILY ACTIVITY' report is selected, and its configuration parameters are shown on the right, including 'TYPE BY BP', 'PRODUCTION MONTH', 'CONTRACT NO', 'ACCOUNTING MONTH', and 'REPORT EXPORT MODE PARAM'. A red arrow points to the 'view report' button in the bottom right corner of the report configuration area.

## 1.309 Core Storage Reports

5. You can now **review the report**. This report partially mimics Storage Detail screen in Dekaflow.

Production Month: 12/2022  
Accounting Month: none  
Service Requester: none  
Contract No: none  
Type of Service: none

STORAGE CONTRACT DAILY ACTIVITY BY BP

Contract No: TOS: IO

Facility: EAST OHIO: STR

Activity Date	Beg. Bal	Injection	Withdrawal	Transfer	Trades	Adjustments	Daily Net Ending	End Balance
12/01/2022	0	30	0	0	0	0	30	30
12/02/2022	30	30	0	0	0	0	60	60
12/03/2022	60	30	0	0	0	0	90	90
12/04/2022	90	30	0	0	0	0	120	120
12/05/2022	120	30	0	0	0	0	150	150
12/06/2022	150	30	0	0	0	0	180	180
12/07/2022	180	30	0	0	0	0	210	210
12/08/2022	210	30	0	0	0	0	240	240
12/09/2022	240	30	0	0	0	0	270	270
12/10/2022	270	30	0	0	0	0	300	300
12/11/2022	300	30	0	0	0	0	330	330
12/12/2022	330	30	0	0	0	0	360	360
12/13/2022	360	30	0	0	0	0	390	390
12/14/2022	390	30	0	0	0	0	420	420
12/15/2022	420	30	0	0	0	0	450	450
12/16/2022	450	30	0	0	0	0	480	480
12/17/2022	480	30	0	0	0	0	510	510
12/18/2022	510	30	0	0	0	0	540	540
12/19/2022	540	30	0	0	0	0	570	570
12/20/2022	570	30	0	0	0	0	600	600
12/21/2022	600	30	0	0	0	0	630	630
12/22/2022	630	30	0	0	0	0	660	660
12/23/2022	660	30	0	0	0	0	690	690
12/24/2022	690	30	0	0	0	0	720	720
12/25/2022	720	30	0	0	0	0	750	750
12/26/2022	750	30	0	0	0	0	780	780
12/27/2022	780	30	0	0	0	0	810	810
12/28/2022	810	30	0	0	0	0	840	840
Totals:		840	0	0	0	0	840	

Reminder: Only days with nomination activity will appear. Gas Days without nomination activity will not appear.

### **1.310 QQM Storage\_Summ Report**

- ✓ • How to View Storage Ratchets
- ✓ • Authorization to Post Imbalance
- ✓ • Core Storage Reports (INX03, INX05)



## **Lesson Objectives**

### **1.311 Reallocation**

# **Reallocation**

## 1.312 Reallocation

- Reallocation



# Lesson Objectives

## 1.313 Reallocation


## Reallocation

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In this lesson, you will **learn about the reallocation period.**

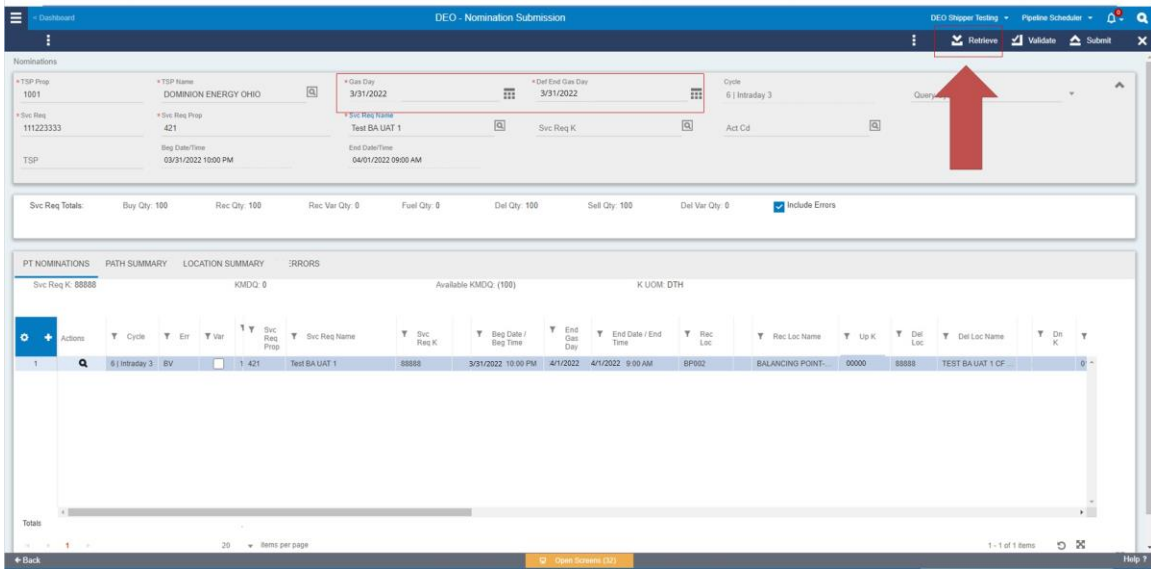
**Key Items to remember include;**

- The Reallocation Period will occur on the 16 and 17 of the next month, unless those days fall on a weekend or holiday.
  - You will receive a notification each month of the reallocation dates.
- Reallocation noms are generally entered on the last gas day of the month
- Enter all supply nominations to revise first of the month nominations to your GTS and DTS customers (if applicable). Revised nominations should match final measured volumes provided on the QQM reports (you will need to convert these volumes to Dekatherms).
- Review all deliveries out of the pools versus all deliveries into the pools and determine the imbalance.
- Enter any pool trades that were transacted.
- Perform final review of pool under/over deliveries, taking storage and the new trades into account (if applicable).
- [NEW] Noms by ECPS/SSO pool operator to resolve monthly imbalance will require Rec/Del Loc = CO002 instead of CF001. The Trans Type remains to be MS/ML.

Select the arrow to continue

### 1.314 Reallocation

Scenario: March Reallocation Period = 4/16 - 4/17. Today is 4/16, your Imbalance is 20 DTH.  
 1. Navigate to **Nomination Submission Screen**. **Query for March (normally last gas day).**



### 1.315 Reallocation

2. On the **Nomination Submission screen**, adjust your nominations similar to the Dekaflow reallocation process.

Common Reallocation Scenarios	
ToS	Common Practice
ECPS, SSO, FRPS, FRPS-W	Zero out the first of the month with a Pool to Pool nomination. Then, enter a new nomination on the last day of the month as an IM nom.
Daily Pooling and Transportation Services	Daily customers usually query for the previous month and adjust each daily quantity (we recommend using the nomination grid) to match the burn report.
GTS	Adjust the last few days of the gas month to mitigate the imbalance, or zero out old noms and re-enter the actual volumes.

### 1.316 Reallocation

#### 3. Submit your reallocation nominations.

DEO - Nomination Submission

DEO Digger Testing Pipeline Scheduler

Retrieve Validate **Submit**

Nominations

TSP Prep: 1001 TSP Name: DOMINION ENERGY OHIO Gas Day: 3/31/2022 Def End Gas Day: 3/31/2022 Cycle: 6 | Intraday 3 Query Cycle

Svc Req: 111223333 Svc Req Prep: 421 Svc Req Name: TEST BA UAT 1 Svc Req K: Svc Req K Act Cd

TSP: Beg Date/Time: 03/31/2022 10:00 PM End Date/Time: 04/01/2022 09:00 AM

Svc Req Totals: Buy Qty: 120 Rec Qty: 120 Rec Var Qty: 0 Fuel Qty: 0 Del Qty: 120 Sell Qty: 120 Del Var Qty: 0 Include Errors

PT NOMINATIONS PATH SUMMARY LOCATION SUMMARY ERRORS

Svc Req K: 88888 Available KMDQ: (120) K UOM: DTH

Req Name	Svc Req K	Beg Date / Beg Time	End Date / End Time	Rec Loc	Rec Loc Name	Up K	Del Loc	Del Loc Name	Del K	TT	Rec Qty	Del Qty	Fuel Qty	Fuel Pct	TOS
1 JAN 1	88888	3/31/2022 10:00 PM	4/1/2022 4/1/2022 9:00 AM	BP002	BALANCING POINT...	00000	88888	TEST BA UAT 1 CF...	01		100	100	0	0.00000	ECPS
2 JAN 1	88888	3/31/2022 10:00 PM	4/1/2022 4/1/2022 9:00 AM	88888	TEST BA UAT 1 CF M...		BP006	BALANCING POINT...	00000	IM	20	20	0	0.00000	ECPS

Totals: 120 120 0

1 - 2 of 2 items

### 1.317 Lesson Objectives


- ✓ Reallocation

# Lesson Objectives

### **1.318 Target Requirements**



### **1.319 Daily Target Requirements**

<ul style="list-style-type: none"><li>• Daily Target Requirements</li><li>• Monthly Imbalance</li></ul>	 <p>Lesson Objectives</p>
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## 1.320 Daily Target Requirements

# Daily Target Requirements

In this lesson, you will learn **about Target Requirements in the QPTM System.**

**Key items to note:**

- Target Requirements will continue to be posted prior to 8:30 ET (Event Notifications are not available from QPTM at this time).
- For now, Target Requirements can be found via a QQM report. A dedicated Requirements screen is scheduled to be delivered October, 2022.
- Historical 'Projected Required' quantities will be replaced with 'Gross Required' quantities. 'Projected Required' quantities will no longer be archived. Please save your reports if you wish to save the historical 'Projected Required' quantities.
- Daily Target Requirement nominations will be made by DEO. You can view these nominations in the QQM report and on the Nomination Submission screen.

Select the arrow to continue



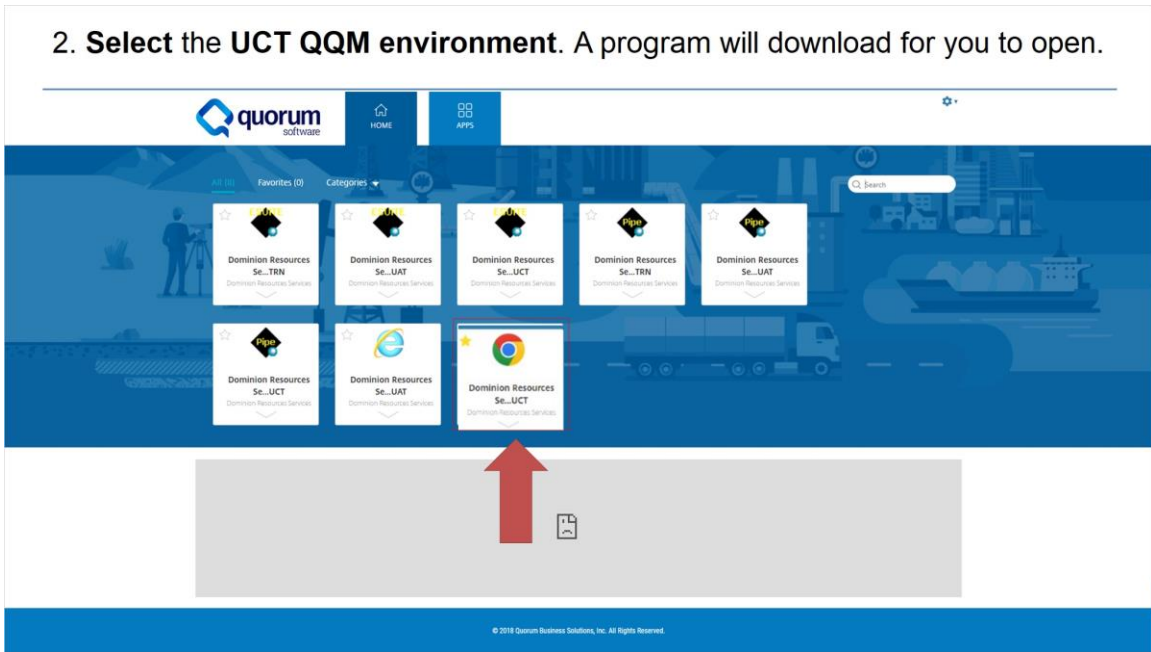
## 1.321 Daily Target Requirements

1. For Training, you will use the **UAT Cloud** portal to navigate to the UCT QQM environment. For Go-Live, you will use **Production Cloud** environment.

The screenshot shows the myQuorum portal interface. At the top, there is a search bar and the user's name 'Austin Quorum'. The main content area is titled 'My Apps' and displays a grid of application tiles. The tiles are arranged in two rows. The first row contains six tiles, and the second row contains one tile. The tile in the first row, second column from the right, is highlighted with a red box. A red arrow points to this tile from below. The tiles are labeled with 'myQuorum' and various environment names like 'Dominion Energy - PRD', 'UAT', 'UCT', 'Citrix Storefront', and 'TRN'. At the bottom left, there is a 'Support' section with a 'Request an app' button. At the bottom right, there is a 'Privacy' link.

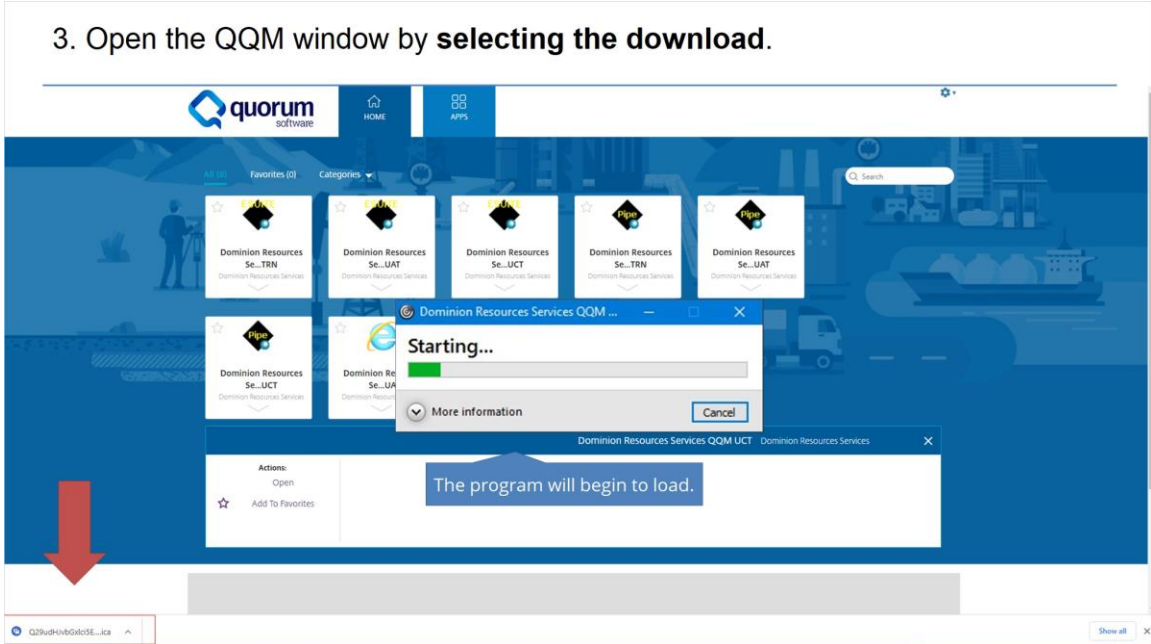
### 1.322 Daily Target Requirements

2. Select the UCT QQM environment. A program will download for you to open.



### 1.323 Daily Target Requirements

3. Open the QQM window by selecting the download.



## 1.324 Daily Target Requirements

### 4. Select the 'Documents' tab.

The screenshot shows the Quorum web application interface. The browser address bar displays <http://quodqpm002.0000/BCE/BI>. The page header includes the Quorum logo and a welcome message for Austin\_Veltech. The navigation bar shows the 'Documents' tab is selected. A red arrow points to this tab. The main content area is divided into several sections: 'My Recently Viewed Documents' (listing reports like DLY\_BP\_DETAIL-EXPORT, DAILY\_FPE\_DAY-EXPORT, etc.), 'My Recently Run Documents' (showing 'No recently run documents'), 'Unread Alerts' (showing 'No unread alerts'), and 'My Applications'. A blue callout box with the text 'You can click and review any recently run reports.' points to the list of recently viewed documents.

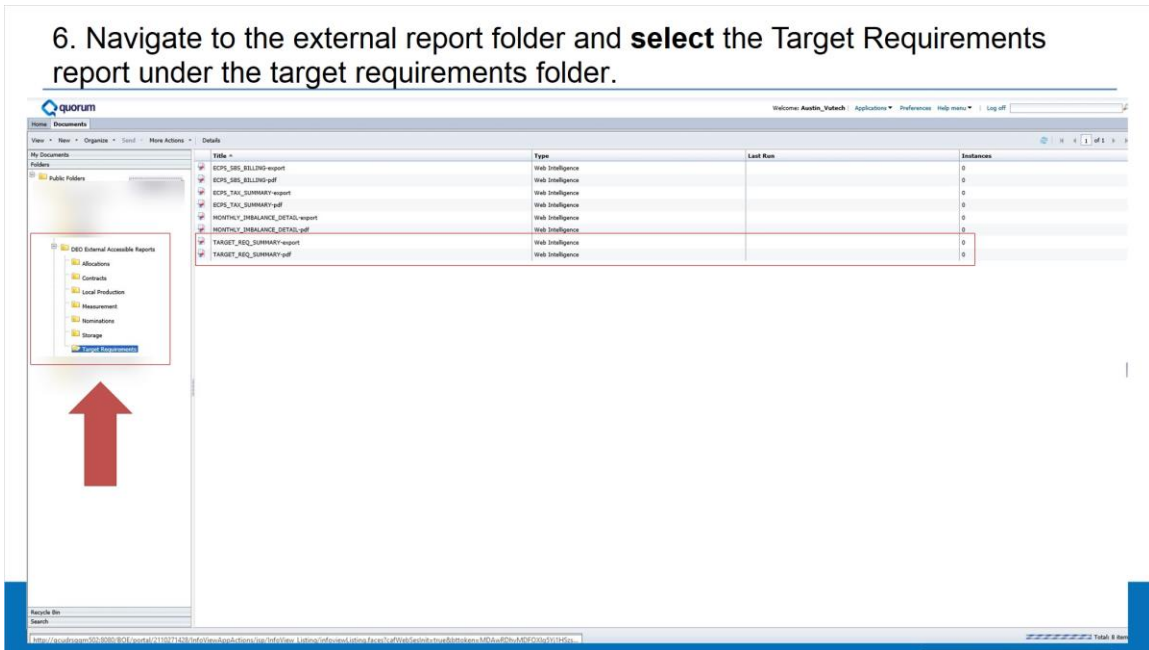
## 1.325 Navigating to QQM Reports

### 5. Select Folders.

The screenshot shows the Quorum web application interface. The browser address bar displays <http://quodqpm002.0000/BCE/BI>. The page header includes the Quorum logo and a welcome message for DEO Shipper\_Testing. The navigation bar shows the 'Documents' tab is selected. The main content area displays a list of documents with columns for 'Title' and 'Type'. A red arrow points to the 'Folders' link in the bottom navigation bar. A blue callout box with the text 'Select folders.' points to this link.

### 1.326 Daily Target Requirements

6. Navigate to the external report folder and **select** the Target Requirements report under the target requirements folder.



### 1.327 Daily Target Requirements

7. The report will provide your daily Target Requirements. The associated nomination can be seen on the Nomination Submission screen.

REPORT ID: TARGET\_REQ\_SUMMARY-

DOMINION ENERGY OHIO  
TARGET REQUIREMENT SUMMARY  
04/2022

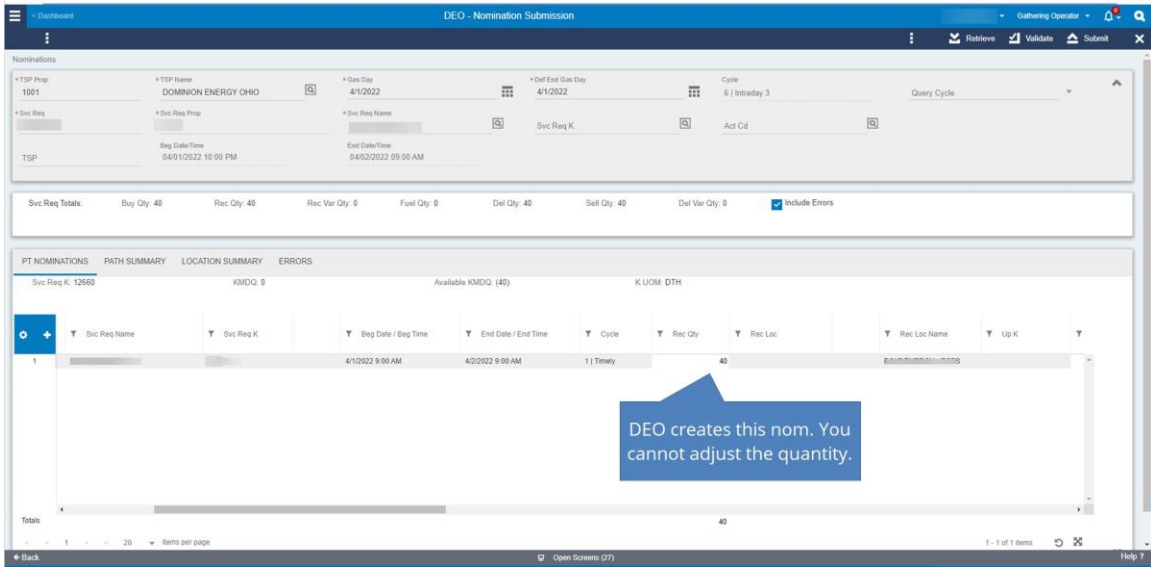
BA NAME	CONTRACT NUMBER	TARGET DATE	CCS RES COUNT	CCS C/I COUNT	TEMP	GROSS REQUIRED	PROJECTED REQUIRED	ISOLATED DELIVERY POINTS					
								COCHRANTON	GILMORE	RISBERG	WOODSFIELD	POWHATAN	ANR-WOG
	100000	04/01/2022	142	0	51	40	0	0	0	0	0	0	0
TOTAL FOR CONTRACT #						40	0	0	0	0	0	0	

Gas Day.

This will be your Del Volume.

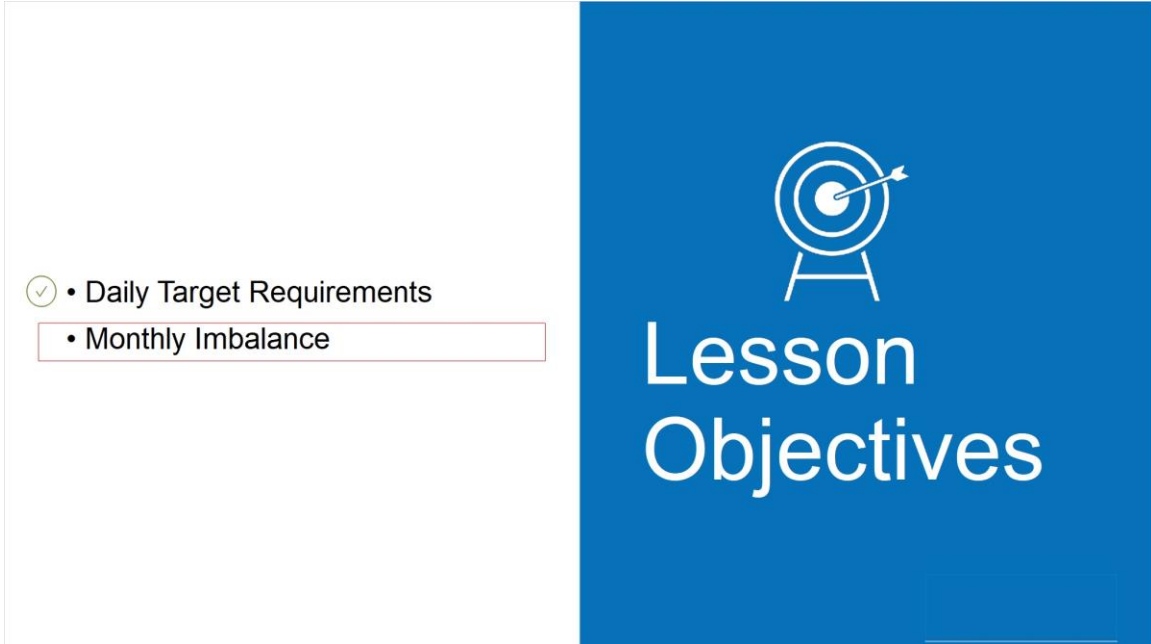
### 1.328 Daily Target Requirements

8. Below is an example of a daily Target Requirement nomination found on the Nomination Submission screen.



The screenshot shows the 'DEO - Nomination Submission' interface. At the top, there are fields for TSP Prop (1001), TSP Name (DOMINION ENERGY OHIO), Gas Day (4/1/2022), and Def End Gas Day (4/1/2022). Below this, there are fields for Svc Req Name, Svc Req Prop, Svc Req Name, and Svc Req K. A table below shows nomination details with columns for Svc Req Name, Svc Req K, Beg Date / Beg Time, End Date / End Time, Cycle, Rec Qty, Rec Lec, and Rec Loc Name. A callout box points to the 'Rec Qty' field, which contains the value '40', with the text: 'DEO creates this nom. You cannot adjust the quantity.'

### 1.329 Monthly Imbalance



The slide features a blue background on the right side with a target icon and the text 'Lesson Objectives'. On the left side, there is a list of objectives:

- ✓ • Daily Target Requirements
- Monthly Imbalance

## 1.330 Monthly Imbalance

# Monthly Imbalance

In this lesson, you will **learn about Monthly Imbalance in the QPTM System.**

**Key Items to remember include;**

- For now, your monthly imbalance can be found via a QQM report. In the near future, a dedicated target requirements screen will be provided.
- Please reference the Monthly Imbalance document in the Resources section for additional details on how to resolve your imbalance.

Select the arrow to continue



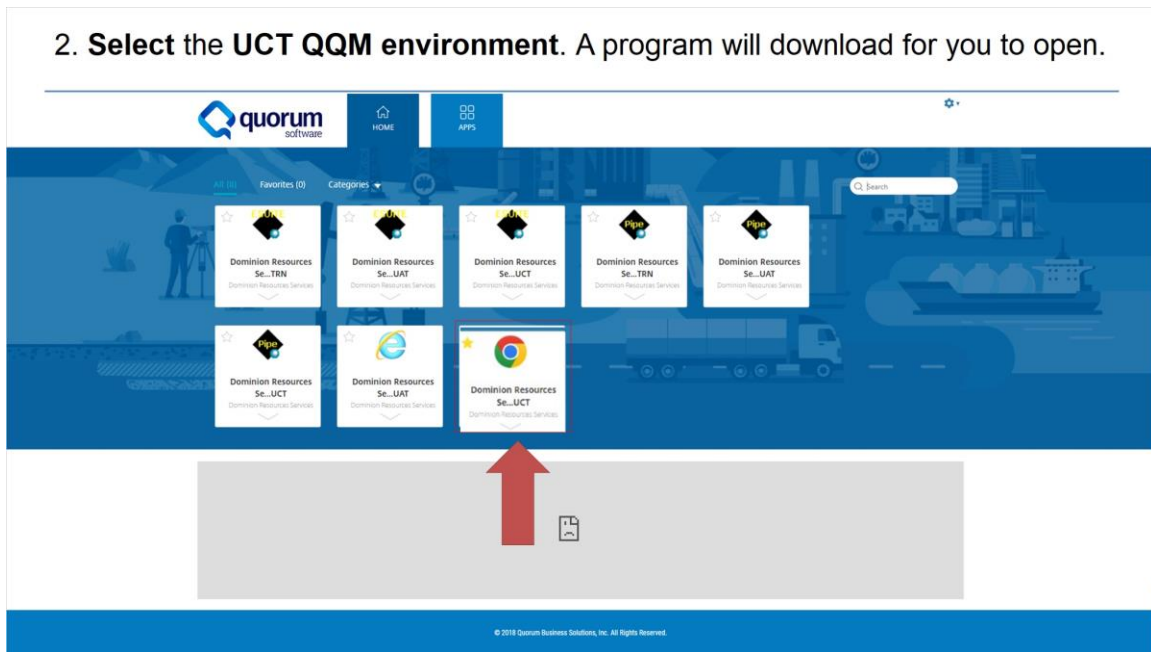
## 1.331 Monthly Imbalance

1. For Training, you will use the **UAT Cloud** portal to navigate to the UCT QQM environment. For Go-Live, you will use **Production Cloud** environment.

The screenshot shows the myQuorum portal interface. At the top, there is a search bar and the user's name 'Austin Quorum'. The main content area is titled 'My Apps' and contains a grid of application tiles. The tiles are arranged in two rows. The first row contains six tiles, and the second row contains one tile. The tile in the first row, fourth column is highlighted with a red box, and a red arrow points to it from below. The highlighted tile is labeled 'myQuorum Cloud Citrix Storefront'. Other tiles include 'myQuorum Cloud apps', 'myQuorum Cloud Citrix Storefront - ...', and 'myQuorum Cloud Citrix Storefront - TRN'. The bottom left corner of the interface shows 'Last sign in: a few seconds ago', '© 2022 Okta, Inc.', and 'Privacy'. The bottom right corner shows 'Support' with a 'Request an app' button.

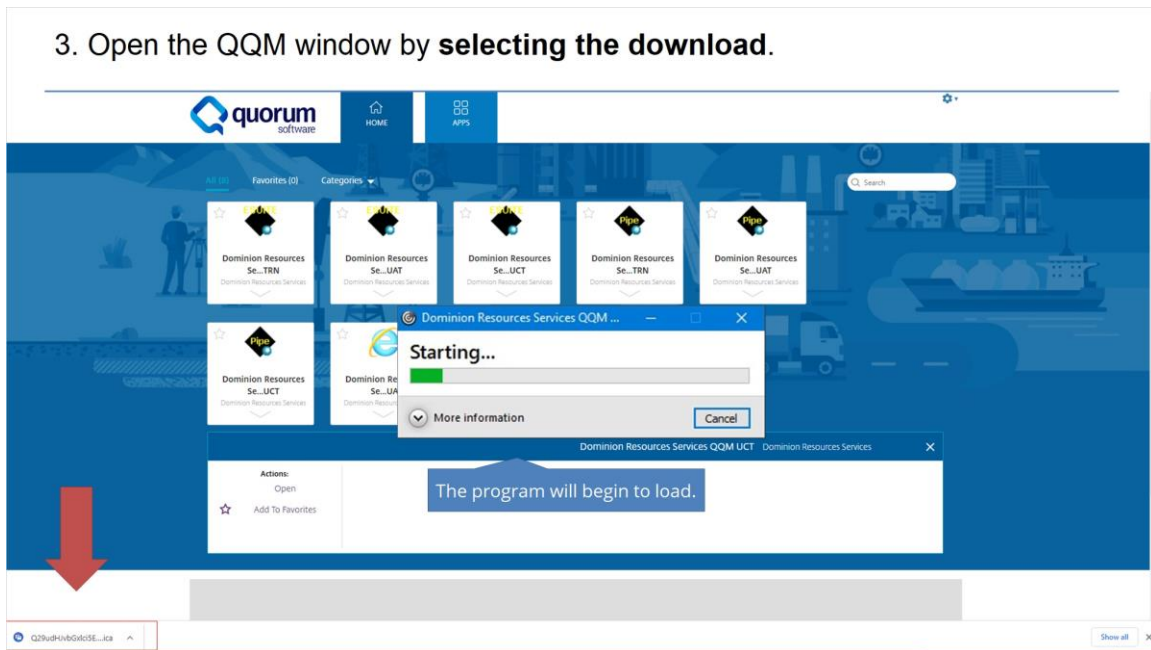
### 1.332 Daily Target Requirements

2. Select the **UCT QQM** environment. A program will download for you to open.



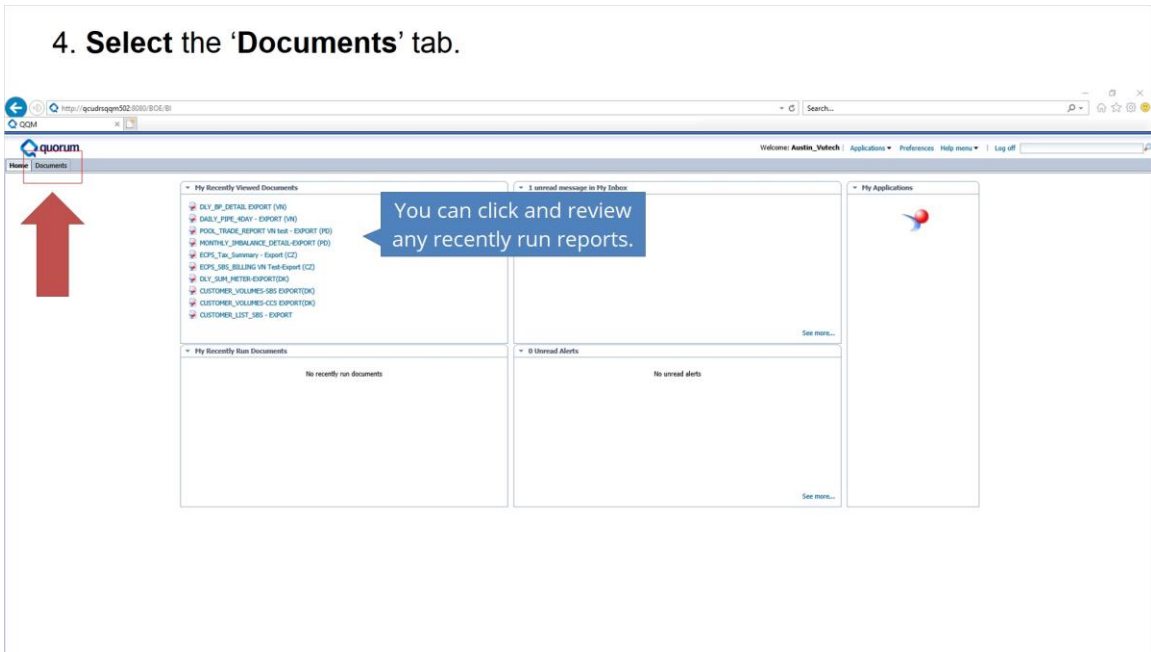
### 1.333 Monthly Imbalance

3. Open the QQM window by **selecting the download**.



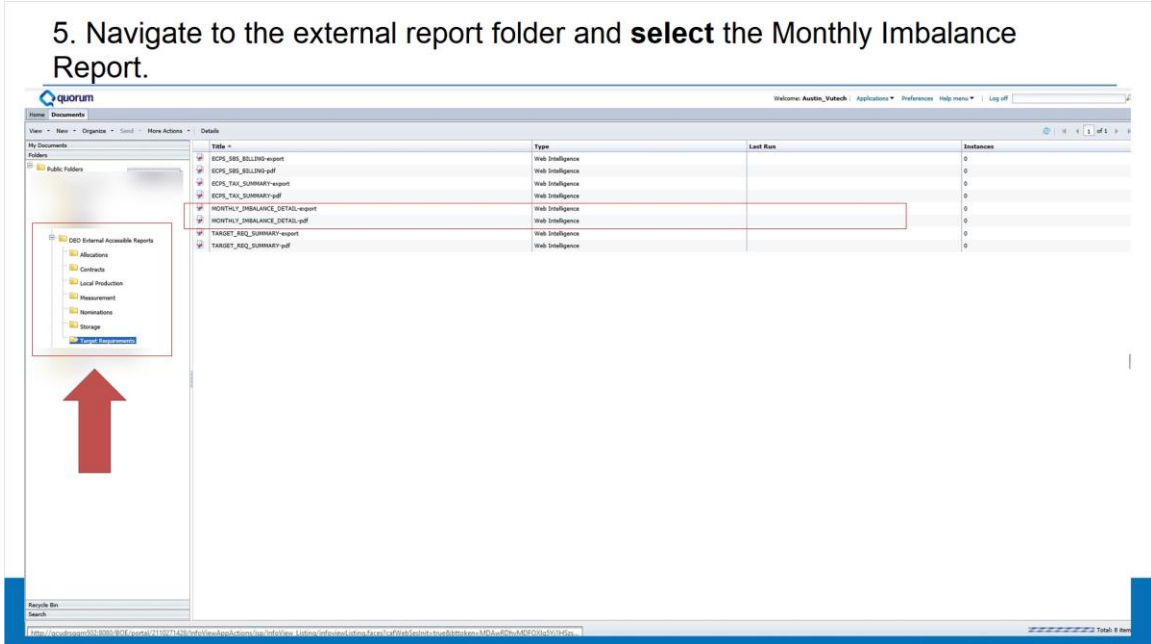
### 1.334 Monthly Imbalance

4. Select the 'Documents' tab.



### 1.335 Monthly Imbalance

5. Navigate to the external report folder and **select** the Monthly Imbalance Report.





### 1.336 Monthly Imbalance

6. The QQM report can be used to view your monthly imbalance.

CONTRACT NUMBER	TARGET REQ MCF	CCS BILL 1-21 MCF	CCS FUTURE 1-5 MCF	CCS BILL 1-5 MCF	FREE GAS MCF	NET CCS MCF	SBS CUR EST MCF	SBS PREV EST MCF	SBS PREV ACT MCF	ADJ MCF	TOTAL BILL MCF	IMBALANCE MCF	IMBALANCE DTH
	123,121	24,755	12,985	11,436	0	26,304	0	0	0	0	26,304	-5,257	-5,562

Please reference the Monthly Imbalance document in the Resources section to learn more on resolving your monthly imbalance.

Volume to resolve.

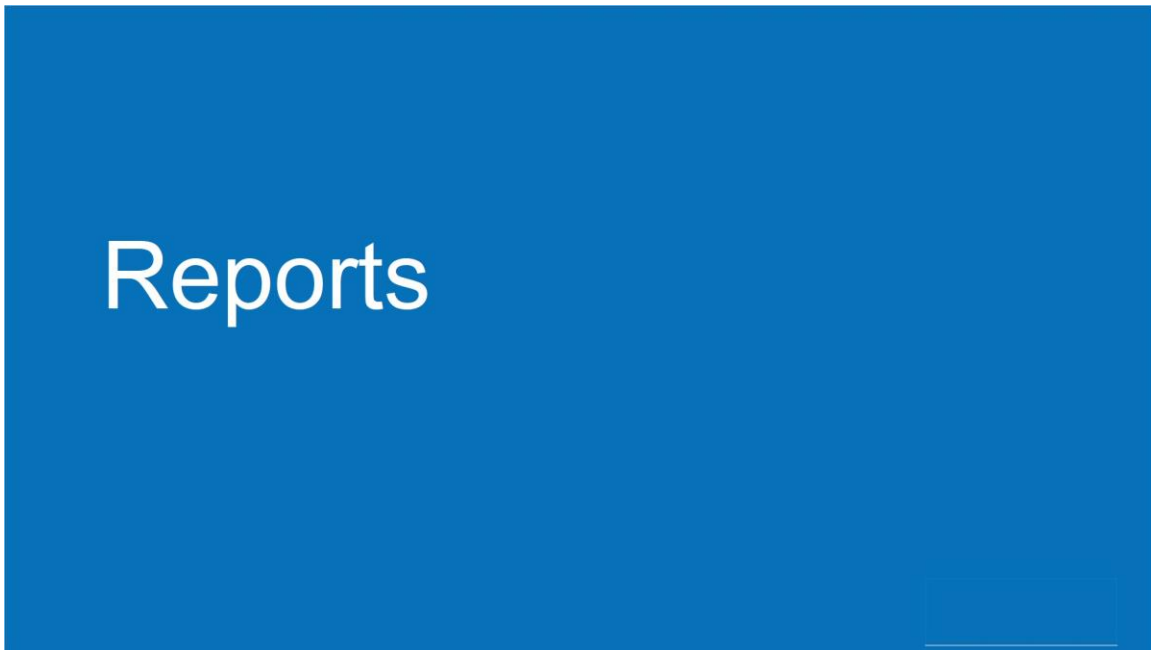
### 1.337 Lesson Objectives

- ✓ • Daily Target Requirements
- ✓ • Monthly Imbalance




Lesson Objectives

## 1.338 Reports



## 1.339 Navigating to QQM Reports

- Navigating to QQM Reports
- QQM Parameters
- QQM Exports
- Core Reports



Lesson  
Objectives

## 1.340 Navigating to QQM Reports

# Reports

In this lesson, you will **learn about QQM Reports and Core QPTM Reports.**

### Key items to note:

- For measurement reports, you will only see data if there are volumes for a given gas day. For example, if there is not measurement for a day, you will not see a 0 quantity, no row will be created.
- Please note: There are PDF versions of the report for viewing or exporting as a PDF. There are also export versions of the reports for .csv and .txt (comma and tab delimited) exports. If the report says 'pdf only' there will only be a PDF version of that report.
- If you are logged out of QQM due to inactivity, you must close the window and reopen the QQM universe. You CANNOT log into QQM from the below screen.



Select the arrow to continue

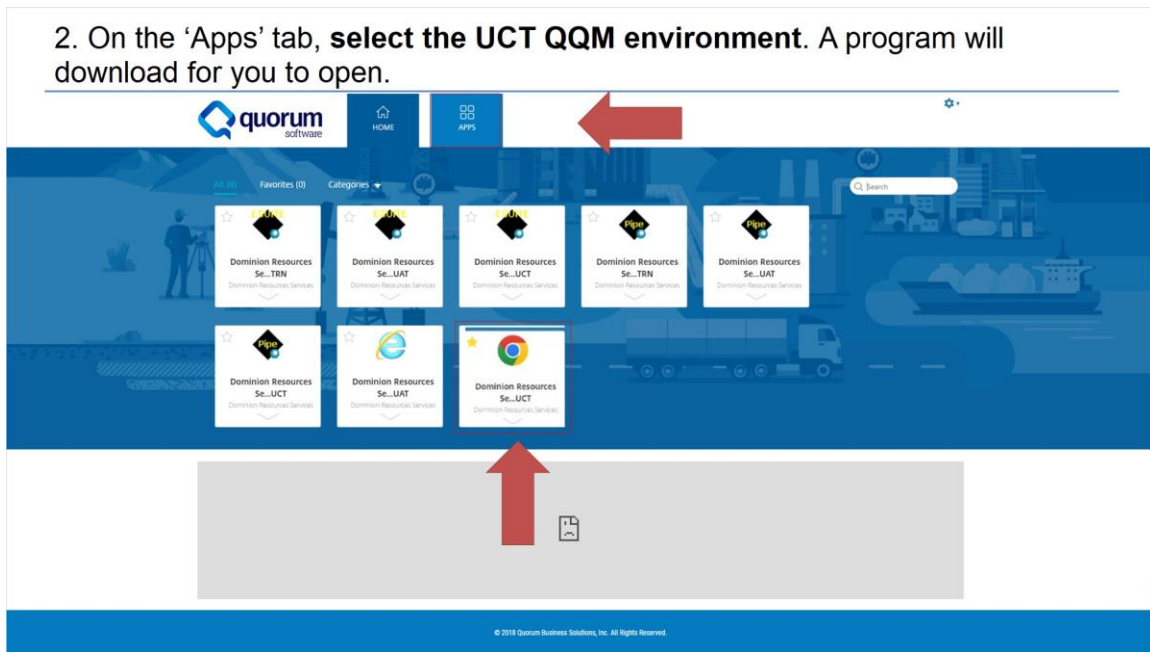


## 1.341 Navigating to QQM Reports

1. For Training, you will use the **UAT Cloud** portal to navigate to the UCT QQM environment. For Go-Live, you will use **Production Cloud** environment.

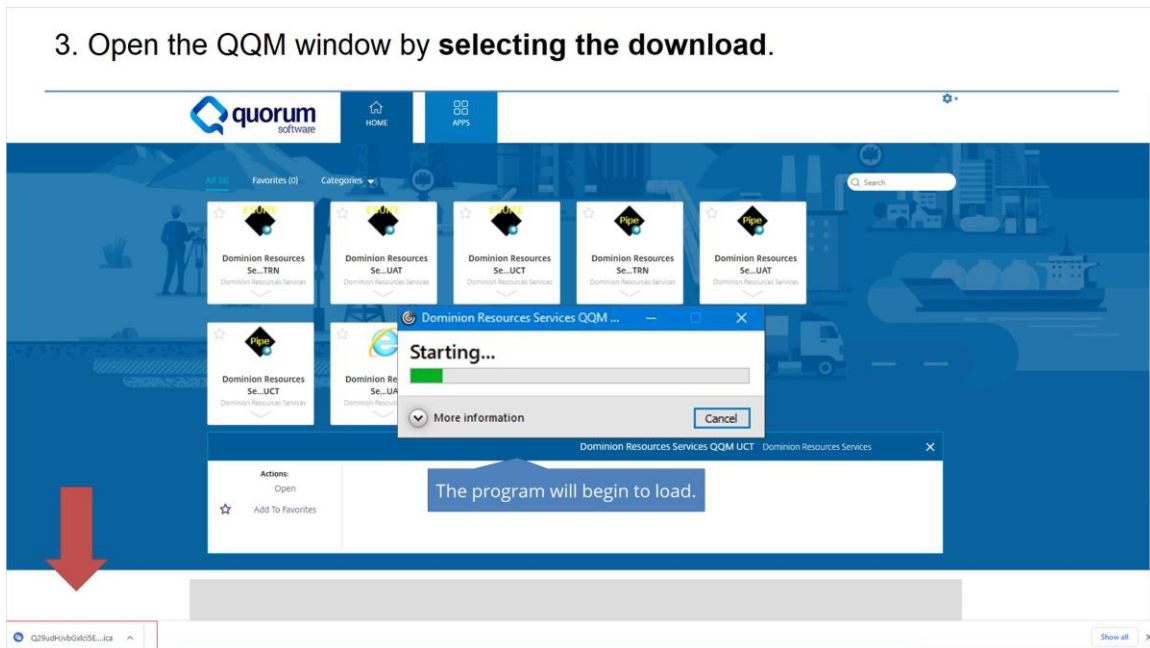
## 1.342 Navigating to QQM Reports

2. On the 'Apps' tab, **select the UCT QQM environment**. A program will download for you to open.



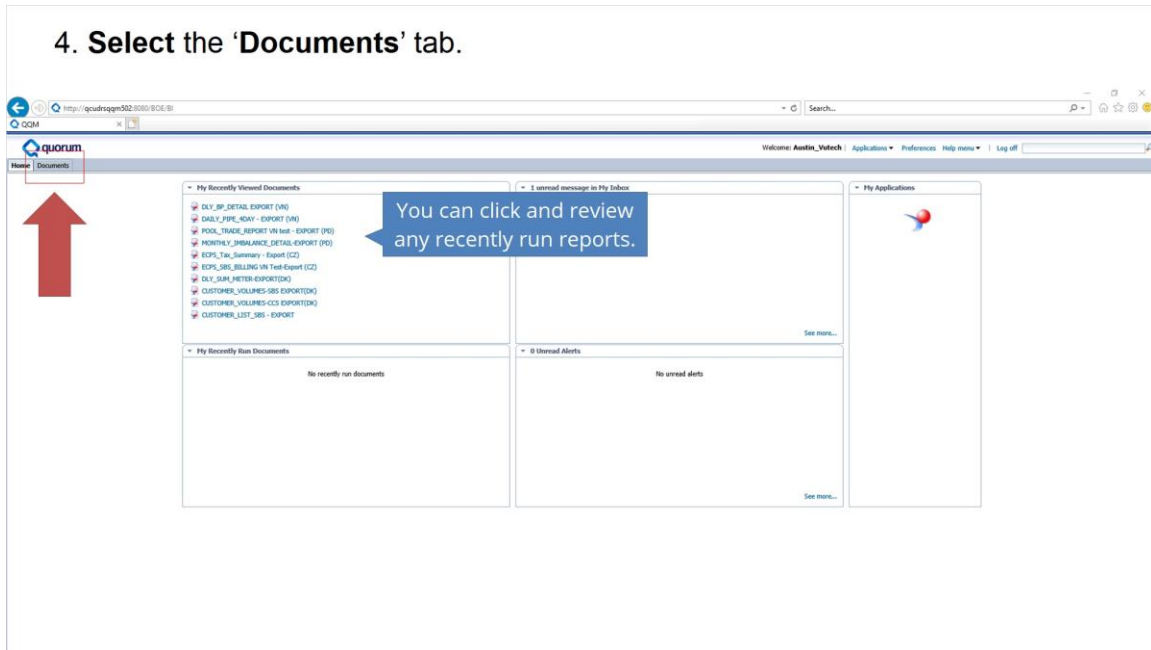
## 1.343 Navigating to QQM Reports

3. Open the QQM window by **selecting the download**.



## 1.344 Navigating to QQM Reports

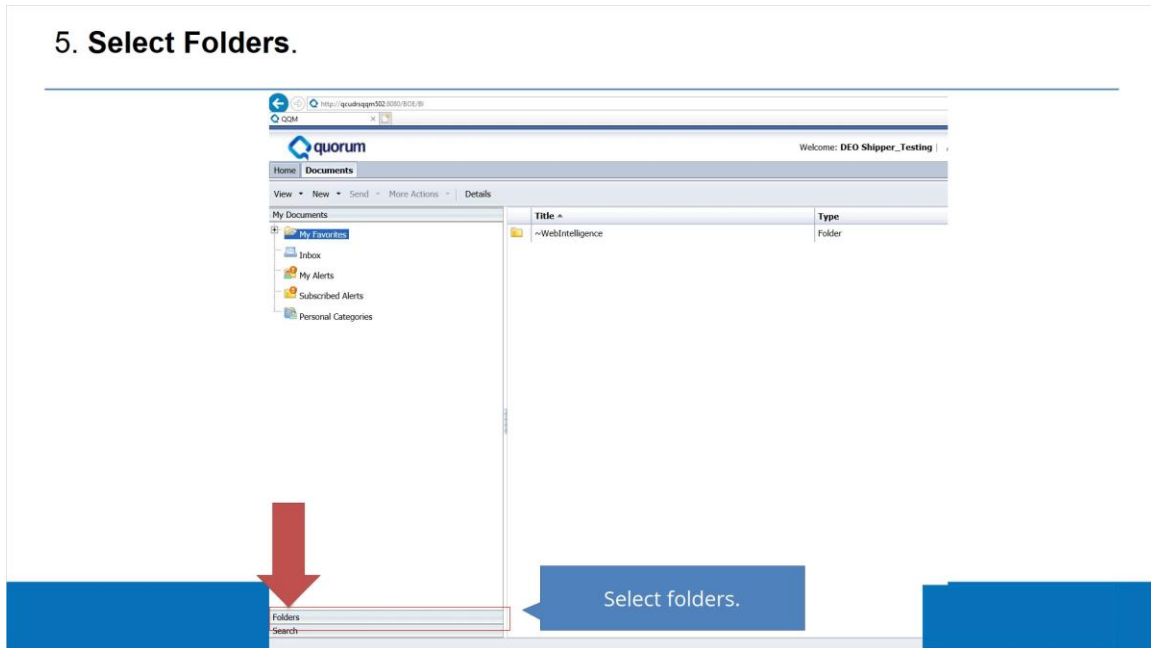
### 4. Select the 'Documents' tab.



The screenshot shows the Quorum QQM web application interface. The browser address bar displays the URL <http://quodiqm02.0000/BC/BI>. The page header includes the Quorum logo and a welcome message for 'Austin\_Veltech'. The 'Documents' tab is highlighted in the top navigation bar, with a red arrow pointing to it. The main content area is divided into several sections: 'My Recently Viewed Documents' (listing various reports like 'DLY\_BP\_DETAIL-EXPORT (X0)', 'DAILY\_FPE\_DAY-EXPORT (X0)', etc.), 'My Recently Run Documents' (showing 'No recently run documents'), 'Unread Alerts' (showing 'No unread alerts'), and 'My Applications'. A blue callout box with the text 'You can click and review any recently run reports.' points to the 'My Recently Viewed Documents' list.

## 1.345 Navigating to QQM Reports

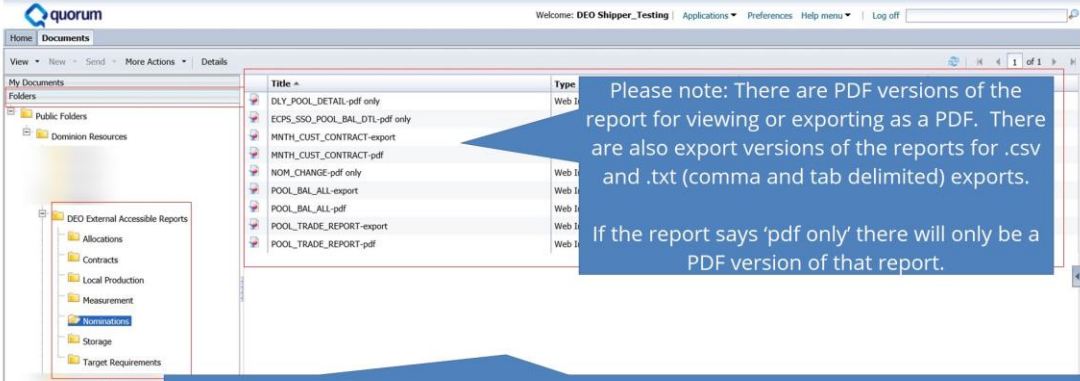
### 5. Select Folders.



The screenshot shows the Quorum QQM web application interface. The browser address bar displays the URL <http://quodiqm02.0000/BC/BI>. The page header includes the Quorum logo and a welcome message for 'DEO Shipper\_Testing'. The 'Documents' tab is selected in the top navigation bar. The main content area shows a list of folders under 'My Documents', including 'My Favourites', 'Inbox', 'My Alerts', 'Subscribed Alerts', and 'Personal Categories'. A red arrow points to the 'Folders' section at the bottom of the page, which is highlighted with a blue background. A blue callout box with the text 'Select folders.' points to this section.

### 1.346 Navigating to QQM Reports

6. Under Folders, navigate to the external report folder and **select your desired report**.

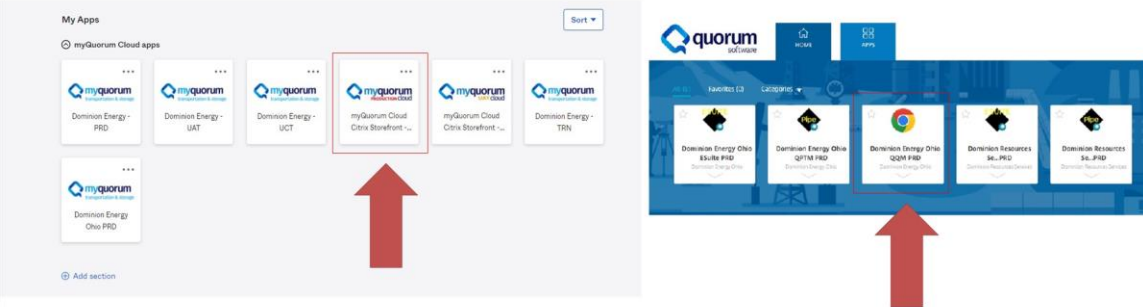


The screenshot shows the Quorum web application interface. The top navigation bar includes 'Home', 'Documents', and a search bar. The main content area is divided into a left sidebar for 'My Documents' and a central file list. The 'My Documents' sidebar shows a tree structure with folders like 'Public Folders', 'Dominion Resources', and 'DEO External Accessible Reports'. The 'DEO External Accessible Reports' folder is highlighted with a red box and a red arrow pointing to it. The central file list shows various report files with columns for 'Title' and 'Type'. A blue callout box with a white arrow points to the file list, containing the text: 'Please note: There are PDF versions of the report for viewing or exporting as a PDF. There are also export versions of the reports for .csv and .txt (comma and tab delimited) exports. If the report says 'pdf only' there will only be a PDF version of that report.'

A list of Dekaflow to Quorum report equivalents can be found in the resources section.

### 1.347 Navigating to QQM Reports

7. Please Note: To **access QQM in Production**, you will use the **Production Cloud** environment and the Google Chrome QQM PRD application.



The screenshot shows the Quorum application dashboard. The left sidebar is titled 'My Apps' and contains a section for 'myQuorum Cloud apps'. Several app tiles are visible, including 'myQuorum Cloud Citrix Storefront...'. A red box highlights this tile, and a red arrow points to it. The main content area shows a 'Favorites' section with several app tiles, including 'myQuorum Cloud Citrix Storefront...'. A red box highlights this tile, and a red arrow points to it.

### 1.348 QQM Parameters

- ✓ • Navigating to QQM Reports
  - QQM Parameters
  - QQM Exports
  - Core Reports

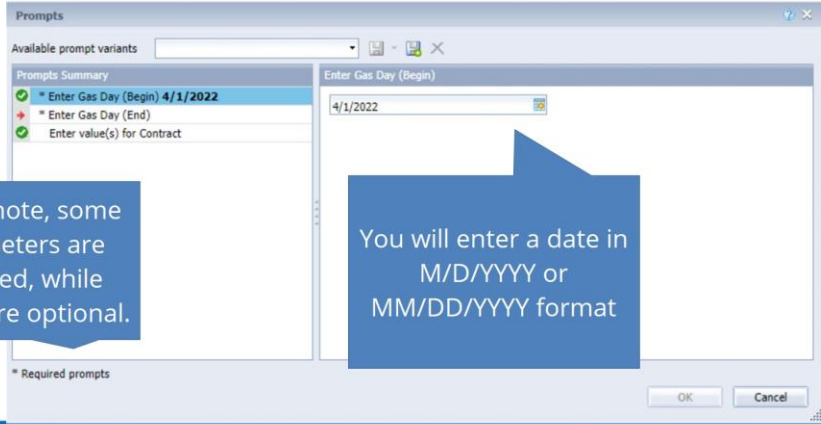


# Lesson Objectives

### 1.349 QQM Parameters

As you open the report, a Prompts pop-up will appear. We will walk through the types of parameters you might encounter.

First, we will review text box date parameters, for which you will enter a date in M/D/YYYY or MM/DD/YYYY format.



Please note, some parameters are required, while others are optional.

You will enter a date in M/D/YYYY or MM/DD/YYYY format

### 1.350 QQM Parameters

For Reference Date parameter, enter the 'as-of-date' or 'month-through-date'. You can usually enter Reference Date = last day of the month to see data for the whole month. The report only returns data that's relevant to you as of the "Reference Date" you enter. *Most but not all reports have the Reference Date parameter.*

The report only returns data that's relevant to you as of the "Reference Date" you enter. For example, if you are the agent of company B in April but not May, you can see its April data with Reference Date = 4/30 but cannot see its May data with Reference Date = 5/31.

### 1.351 QQM Parameters

Meanwhile, once you enter the Reference Date, you have the option to refresh the Business Party or Contract parameter pick-lists to see and select BP(s) and/or Contract(s) you want to view data for. If you do not select specific BP(s) or Contract(s), the report will return all data relevant to you as of the Reference Date.

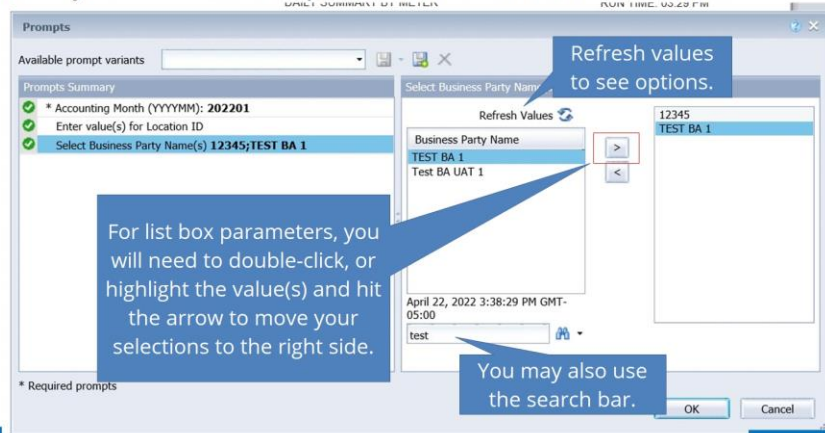
The Business Party list contains only the business parties or contracts that are relevant to you as of the Reference Date you enter.



### 1.352 QQM Parameters

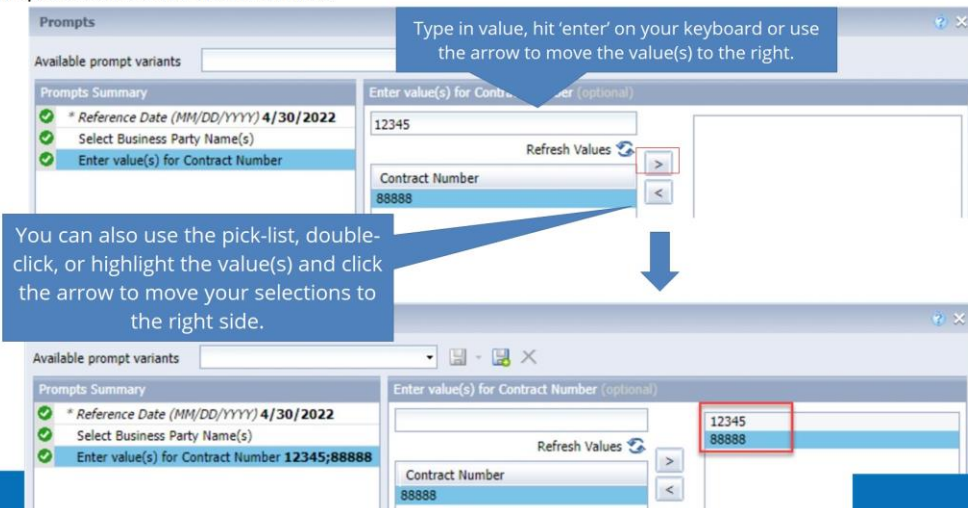
For list box parameters such as Business Party parameter, you will need to select from a pre-defined list of values.

You can double-click your desired value, or highlight the desired value and use the arrows to make your selection. *Multiple selections at a time is allowed.*



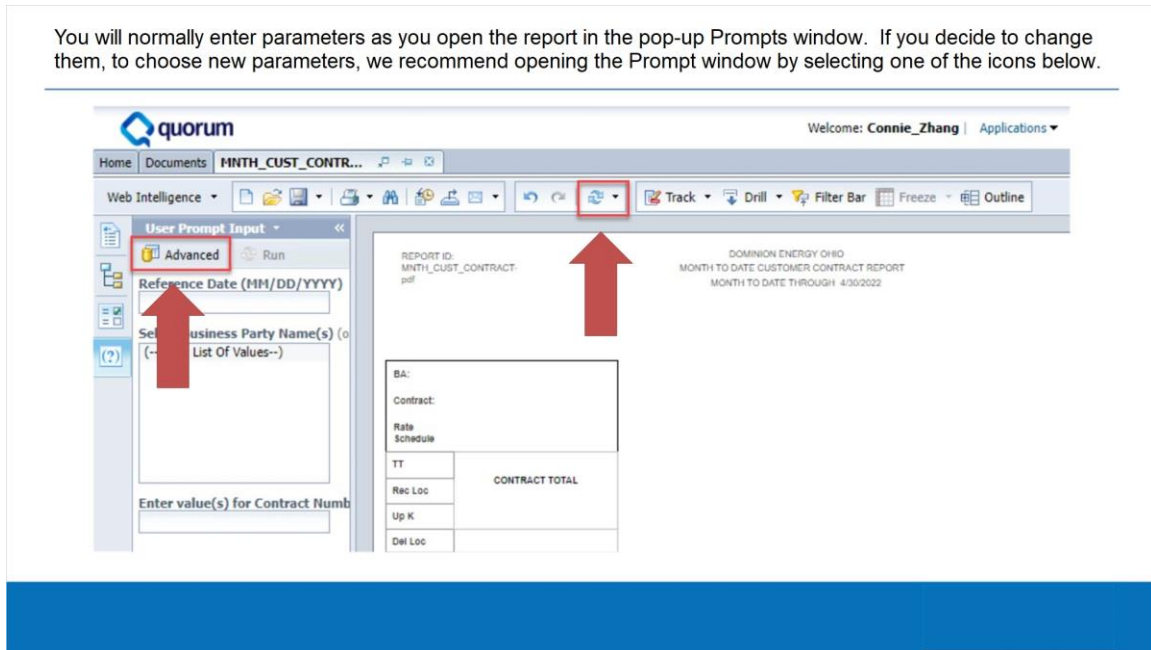
### 1.353 QQM Parameters

For text+list box parameters, to make your selections, you can use the text box to type in value(s), hit 'enter' on your keyboard or use the arrow to move the value(s) to the right. You can also use the list box to see available options, double-click the value(s) or highlight them and use the arrow to move them to the right. *Multiple selections at a time is allowed.*



### 1.354 QQM Parameters

You will normally enter parameters as you open the report in the pop-up Prompts window. If you decide to change them, to choose new parameters, we recommend opening the Prompt window by selecting one of the icons below.



### 1.355 QQM Exports

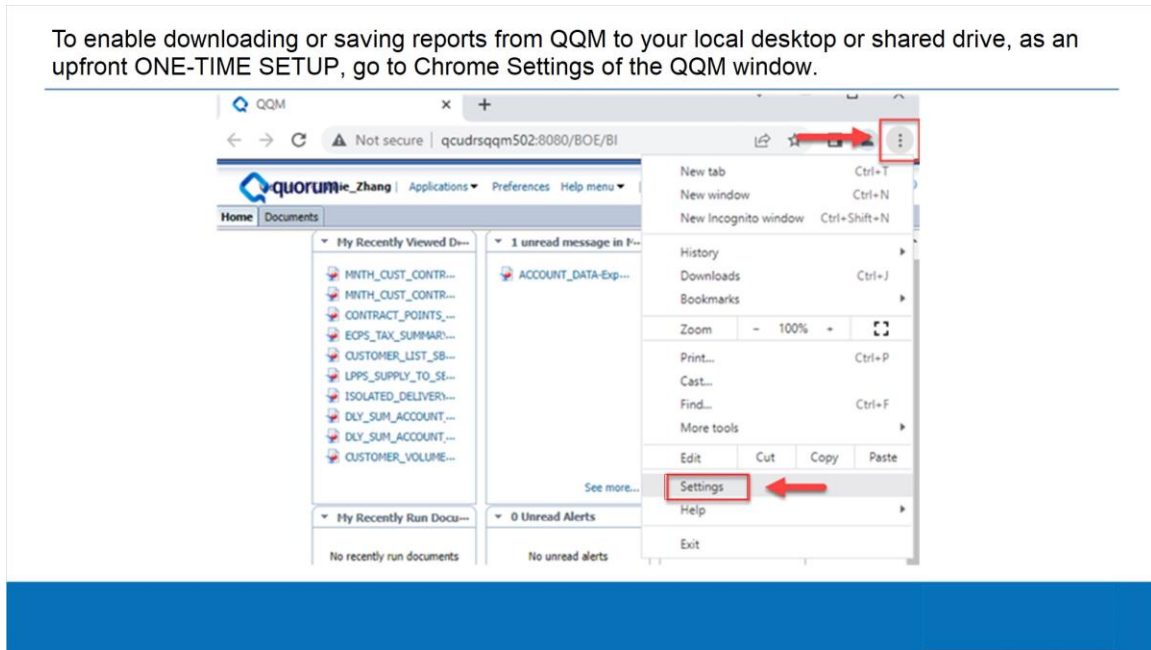
- ✓ • Navigating to QQM Reports
- ✓ • QQM Parameters
- QQM Exports
- Core Reports



## Lesson Objectives

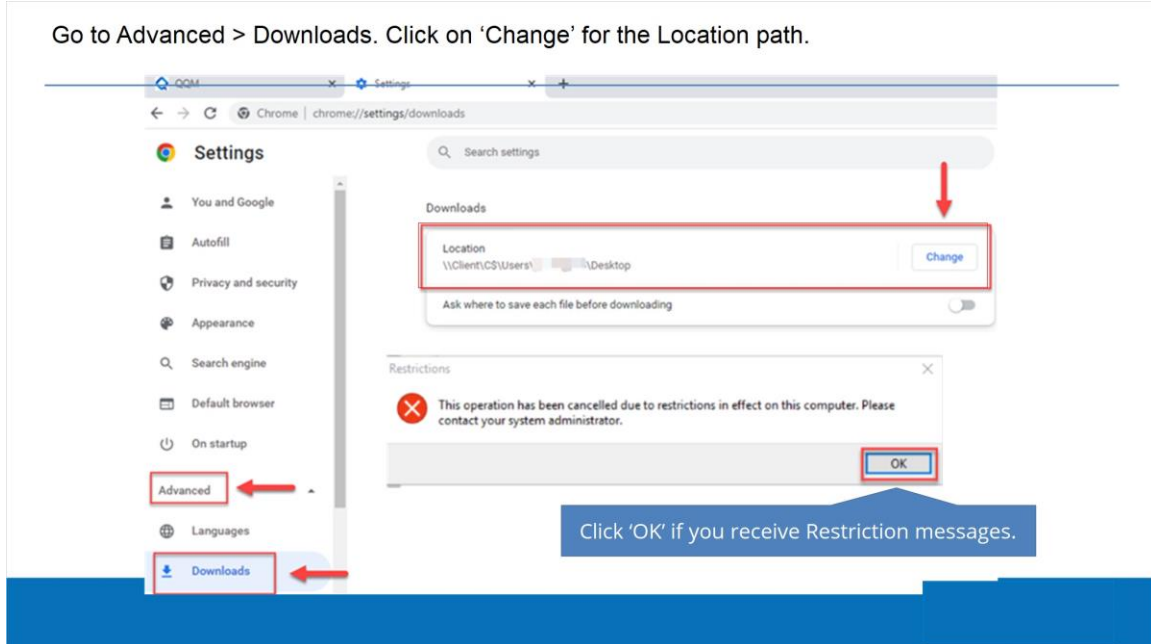
### 1.356 QQM Exports

To enable downloading or saving reports from QQM to your local desktop or shared drive, as an upfront ONE-TIME SETUP, go to Chrome Settings of the QQM window.



### 1.357 QQM Exports

Go to Advanced > Downloads. Click on 'Change' for the Location path.



## 1.358 QQM Exports

In the Location pop-up window, drill down on the left-hand side to find Local Disk > Users > [your user name for your local computer] > [the location on your local computer you'd like the QQM reports to be saved to]. Click 'Select Folder'.

The image shows two windows side-by-side. On the left is a Windows File Explorer window titled 'Save As'. The address bar shows 'Local Disk (C: on USTEWK9Y3F)'. The left sidebar shows 'Local Disk (C: on U...' selected. A blue callout box points to the 'Quick access' section, stating: 'DO NOT select locations under Quick access or This PC. It could be deceiving but these are locations in the Citrix remote cloud instead of your local desktop'. Another blue callout box points to the 'Local Disk (C: on U...' section, stating: 'You must drill down to select locations under your Local Disk (or Shared Drive if applicable) to save reports to your local desktop'. On the right is a 'Citrix Workspace - Security Warning' dialog box. It contains three options: 'Block access', 'Allow reading only', and 'Permit all access'. The 'Permit all access' option is highlighted with a red box and a red arrow. A blue callout box points to this option, stating: 'Select 'Permit all access' if you receive the Security Warning.' There is also a checkbox for 'Do not ask me again for this site' which is checked.

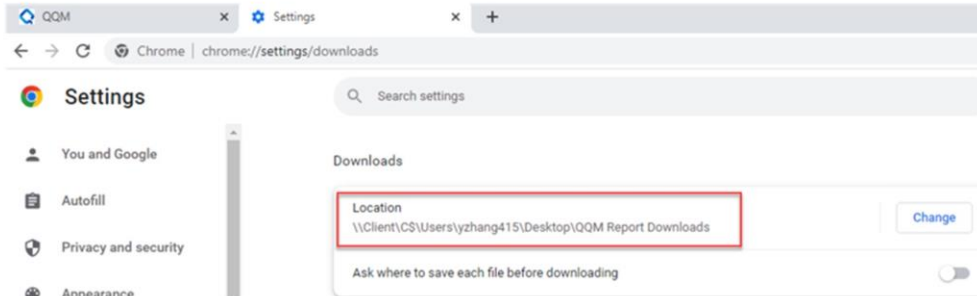
## 1.359 QQM Exports

In the Location pop-up window, drill down on the left-hand side to find Local Disk > Users > [your user name for your local computer] > [the location on your local computer you'd like the QQM reports to be saved to]. Click 'Select Folder'.

The image shows a Windows File Explorer window titled 'Location'. The address bar shows the path: '<< Local Disk (C: on USTW315HLZ) > Users > yzhang415 > Desktop > QQM Report Downloads'. A blue callout box points to this path, stating: 'This is the location on my local desktop where I want all my QQM reports to be downloaded/saved into.' The left sidebar shows the 'QQM Report Downloads' folder selected. At the bottom, the 'Folder:' field contains 'QQM Report Downloads' and the 'Select Folder' button is highlighted with a red box.

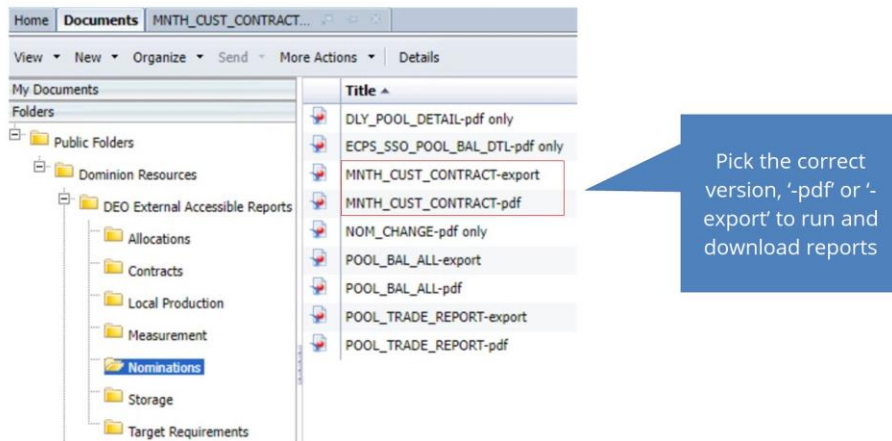
## 1.360 QQM Exports

The Location path should now be updated. This is a ONE-TIME setup and all your QQM reports downloads will be saved into this location.




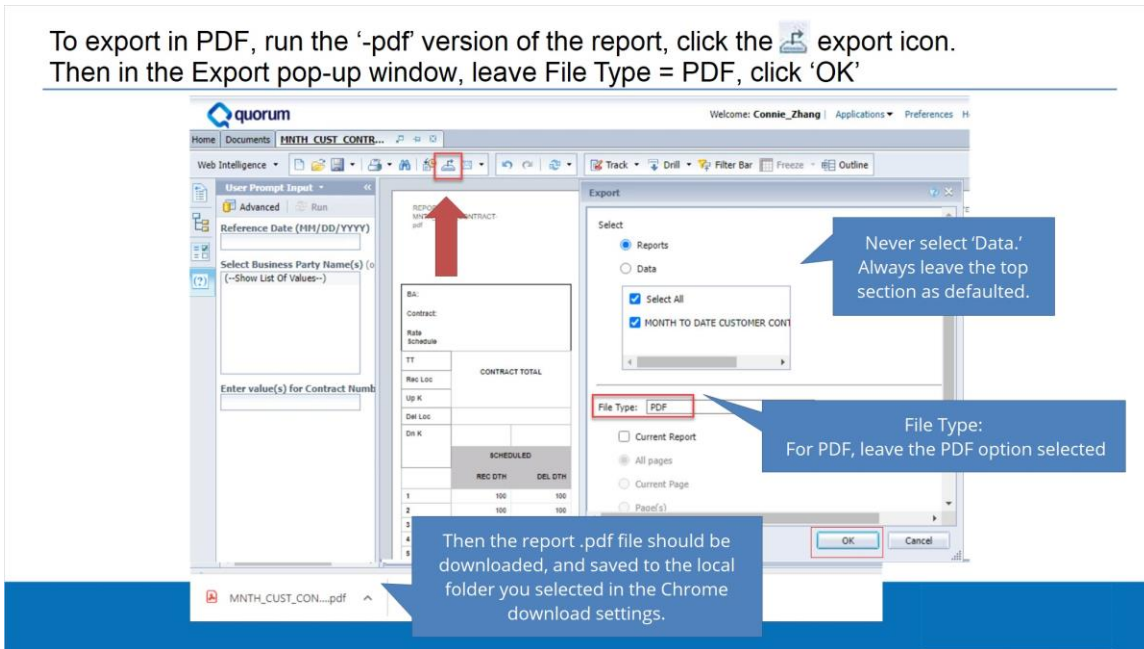
## 1.361 QQM Exports

Please note: Report may have a '-pdf' version for viewing or exporting as a PDF, and a '-export' version for exporting into .csv and .txt (comma and tab delimited) files. If the report has '-pdf only', it only has a PDF version.



### 1.362 QQM Exports

To export in PDF, run the '-pdf' version of the report, click the  export icon. Then in the Export pop-up window, leave File Type = PDF, click 'OK'




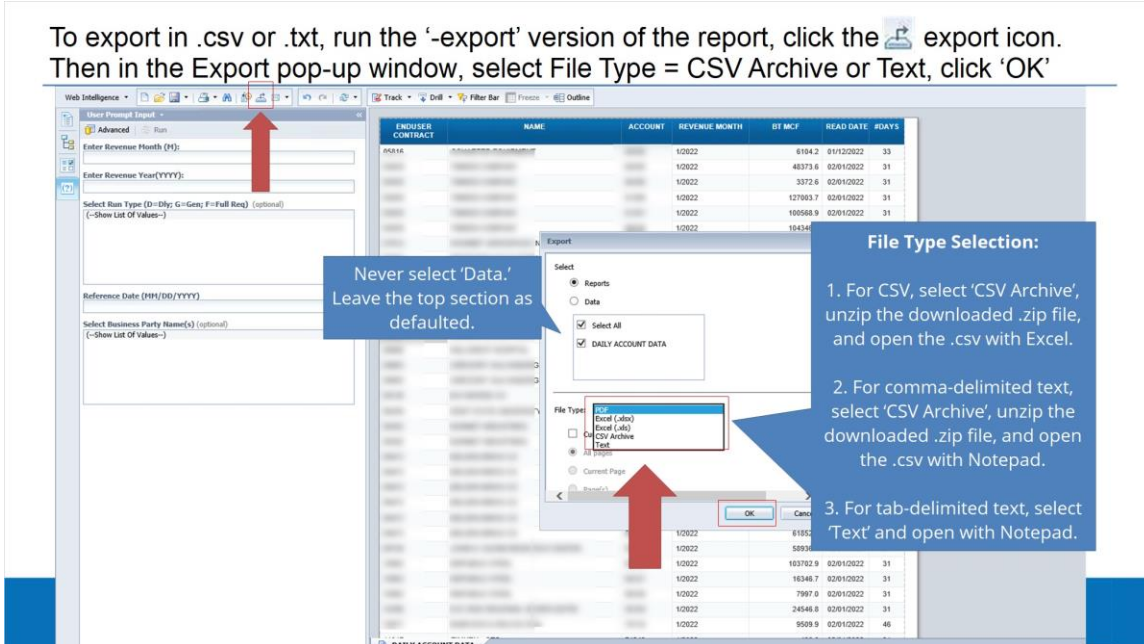
Never select 'Data.' Always leave the top section as defaulted.

File Type: For PDF, leave the PDF option selected

Then the report .pdf file should be downloaded, and saved to the local folder you selected in the Chrome download settings.

### 1.363 QQM Exports

To export in .csv or .txt, run the '-export' version of the report, click the  export icon. Then in the Export pop-up window, select File Type = CSV Archive or Text, click 'OK'



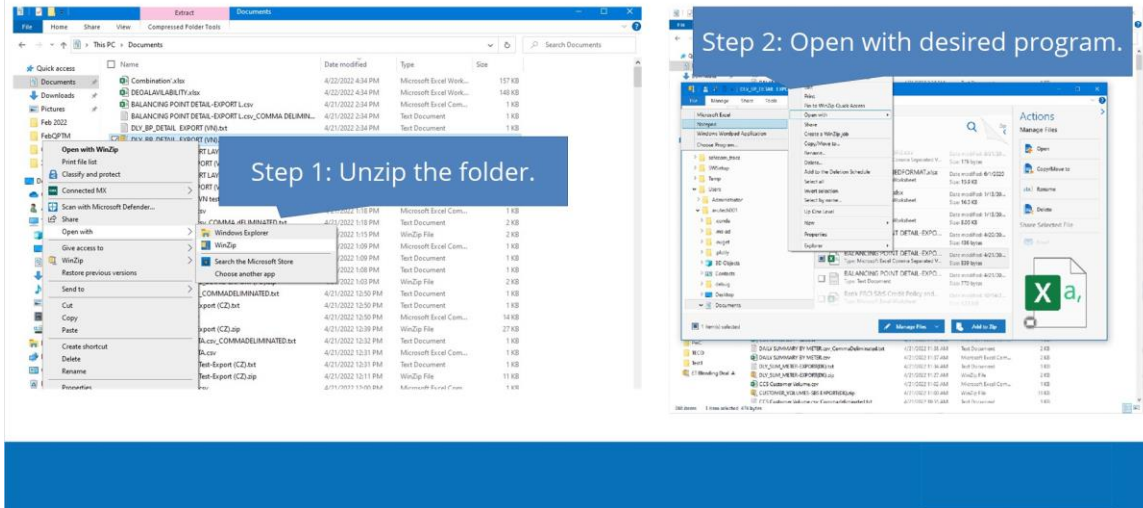
Never select 'Data.' Leave the top section as defaulted.

**File Type Selection:**

1. For CSV, select 'CSV Archive', unzip the downloaded .zip file, and open the .csv with Excel.
2. For comma-delimited text, select 'CSV Archive', unzip the downloaded .zip file, and open the .csv with Notepad.
3. For tab-delimited text, select 'Text' and open with Notepad.

## 1.364 QQM Exports

If you choose CSV Archive, you will download a zip file which needs to be unzipped. You can then open the unzipped file with Notepad or Excel.



## 1.365 Core Reports

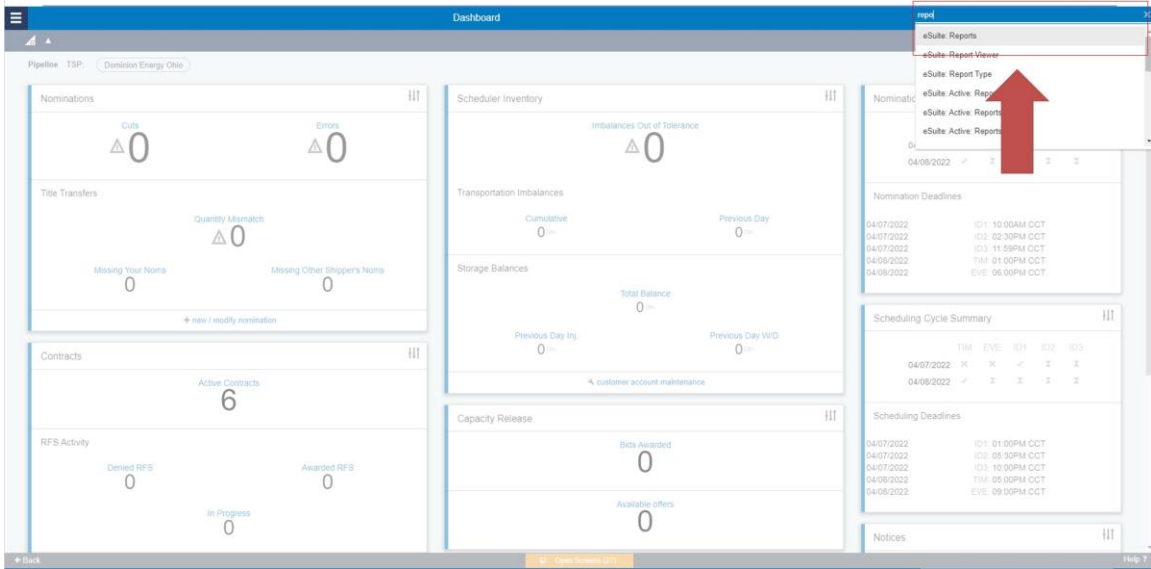
- ✓ • Navigating to QQM Reports
- ✓ • QQM Parameters
- ✓ • QQM Exports
- Core Reports



# Lesson Objectives

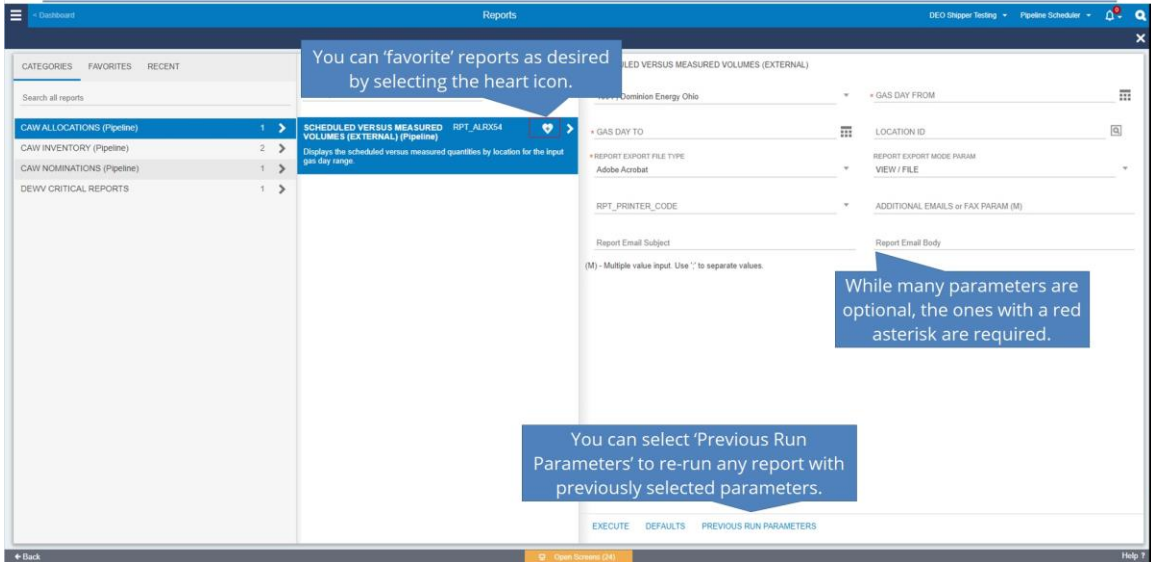
## 1.366 Core Reports

You will utilize a few core reports. First, **navigate to the reports screen.**



## 1.367 Core Reports

Use the Reports window to **select a report to run.** Please see below for additional notes.





## 1.368 Core Reports

You can **select view report**, or **click on the report download** to view the downloaded report.

The screenshot shows the QPTM Reports interface. On the left, a list of report categories is visible, with 'CAW ALLOCATIONS (Pipeline)' selected. The main panel displays details for the 'SCHEDULED VERSUS MEASURED VOLUMES (EXTERNAL)' report. A blue callout box with white text says 'Select 'view report' to view the report in QPTM.' pointing to the 'view report' button in the bottom right corner of the report details panel. The report details include fields for TSP NO, GAS DAY TO, REPORT EXPORT FILE TYPE, RPT\_PRINTER\_CODE, Report Email Subject, and Report Email Body. A progress bar at the bottom indicates the report is being generated.


## 1.369 Lesson Objectives

- ✓ • Navigating to QQM Reports
- ✓ • QQM Parameters
- ✓ • QQM Exports
- ✓ • QPTM Core Reports



## 1.370 Lesson Objectives

- QQM Report Notes



# Lesson Objectives

## 1.371 QQM Report Notes

### QQM Report Notes

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In this lesson, you will learn about important changes to specific **QQM reports**. Some general notes applicable to all reports can be seen below.

**General Notes and Comments;**

- For many reports, there will be a PDF version and an 'export' version (for .txt and .csv exports).
  
- The QQM parameters are case sensitive and you must follow the date formats provided.
  
- Some report exports may differ in format and content than the Dekaflow versions.
  
- Some reports have been combined and now utilize a Type of Service parameter to run the report for each ToS (rate schedule).

Select the arrow to continue



### 1.372 Dekaflow vs QQM Equivalent Report Reference

Dekaflow vs QQM Equivalent Report Reference. Please note, this table can be found in the Resources section of the course.

Report Category	Dekaflow Report	QQM Equivalent	Available Formats
ALLOCATIONS	BROKER DELIVERY STATEMENT	BROKER_DELIVERY_STATEMENT	pdf only
	GATHERING_INTERCONNECT_IMB_EX	GATH_INTER_PROC_PLANT_IMB	pdf and export
	PROCESSING_PLANT_IMB_EX		
	PROCESSING_PLANT_IMB_OPER_EX	GATH_INTER_PROC_PLANT_OPER	pdf and export
	GATHERING_INTER_UPK_DNK_EX	GATH_INTER_PROC_PLANT_UPK_DNK	pdf only
PROC_PLANT_UPK_DNK_EX			
CONTRACTS	N/A. New report to view locations attached to your contracts and MDQs if applicable	CONTRACT_POINTS	pdf only
	CUSTOMER_LIST_EX	CUSTOMER_LIST_SBS	pdf and export
		CUSTOMER_LIST_CCS	pdf and export
N/A. New report to view Group Meter MDQ quantities	GMDQ_RECON	pdf and export	
LOCAL PRODUCTION	GAS_DELIVERY_STATEMENT	LOCAL_PRODUCTION_STATEMENT	pdf and export
MEASUREMENT	ACCOUNT_DATA_EX	ACCOUNT_DATA	pdf and export
	CUSTOMER_VOLUMES_EX	CUSTOMER_VOLUMES_SBS	pdf and export
		CUSTOMER_VOLUMES_CCS	pdf and export
	DLY_SUM_ACCT_DTH_EX	DLY_SUM_ACCT	pdf and export
	DLY_SUM_ACCT_EX		
	DLY_SUM_ACCT_MTR_POS_DTH_EX	DLY_SUM_ACCOUNT_MTR_POS	pdf and export
	DLY_SUM_ACCT_MTR_POS_EX		
DLY_SUM_METER_DTH_EX	DLY_SUM_METER	pdf and export	
DLY_SUM_METER_EX			

### 1.373 Dekaflow vs QQM Equivalent Report Reference

Dekaflow vs QQM Equivalent Report Reference. Please note, this table can be found in the Resources section of the course.

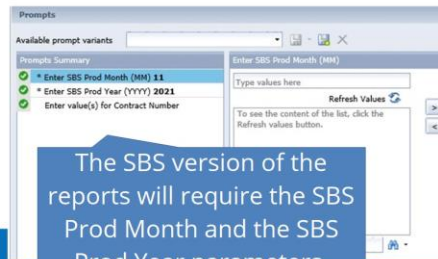
Report Category	Dekaflow Report	QQM Equivalent	Available Formats
NOMINATIONS	DLY_BP_DETAIL_EX	Confirmation Response screen; DLY_POOL_DETAIL for Pools; GATH_INTER_PROC_PLANT series for Gathering Interconnect & Processing Plants	N/A
	DLY_POOL_DETAIL_EX	DLY_POOL_DETAIL	pdf only
	ECPS_POOL_BAL_DTL_EX	ECPS_SSO_POOL_BAL_DTL	pdf only
	SSO_POOL_BAL_DTL_EX		
	MNTH_CUST_CONTRACT_EX	MNTH_CUST_CONTRACT	pdf and export
	N/A. New report to view noms changed or made by DEO internal users on your behalf	NOM_CHANGE	pdf only
	ECPS_POOL_BAL_ALL_EX	POOL_BAL_ALL	pdf and export
	SSO_POOL_BAL_ALL_EX		
	MNTH_POOL_SUMM_ALL_EX		
	MNTH_POOL_SUMMARY_EX	POOL_TRADE_REPORT	pdf and export
POOL_TRADE_REPORT_EX			
SSO_POOL_BAL_ALL_EX			
SSO_POOL_BAL_DTL_EX			
STORAGE	ECPS_STORAGE_SUMM_EX	ECPS_SSO_STORAGE_SUMM	pdf only
	SSO_STORAGE_SUMM_EX		
	IO_STORAGE_SUMM_EX	IO_STORAGE_SUMM	pdf only
	SSO_STORAGE_SUMM_EX	ECPS_STORAGE_SUMM	pdf only
TARGET REQUIREMENTS	ECPS_SBS_BILLING_EX	ECPS_SBS_BILLING	pdf and export
	ECPS_TAX_SUMMARY_EX	ECPS_TAX_SUMMARY	pdf and export
	MONTHLY_IMBALANCE_DETAIL_EX	MONTHLY_IMBALANCE_DETAIL	pdf and export
	TARGET_REQ_SUMMARY_EX	TARGET_REQUIREMENTS	pdf and export
TARGET_REQ_SUMMARY_EX			

### 1.374 Customer Volumes and Customer List

The new QQM **Customer Volumes** and **Customer List** reports will be split into a **CCS report** and a separate **SBS version** of the report.

- CUSTOMER\_VOLUMES\_CCS-export
- CUSTOMER\_VOLUMES\_CCS-pdf
- CUSTOMER\_VOLUMES\_SBS-export
- CUSTOMER\_VOLUMES\_SBS-pdf

- CUSTOMER\_LIST\_CCS-export
- CUSTOMER\_LIST\_CCS-pdf
- CUSTOMER\_LIST\_SBS-export
- CUSTOMER\_LIST\_SBS-pdf

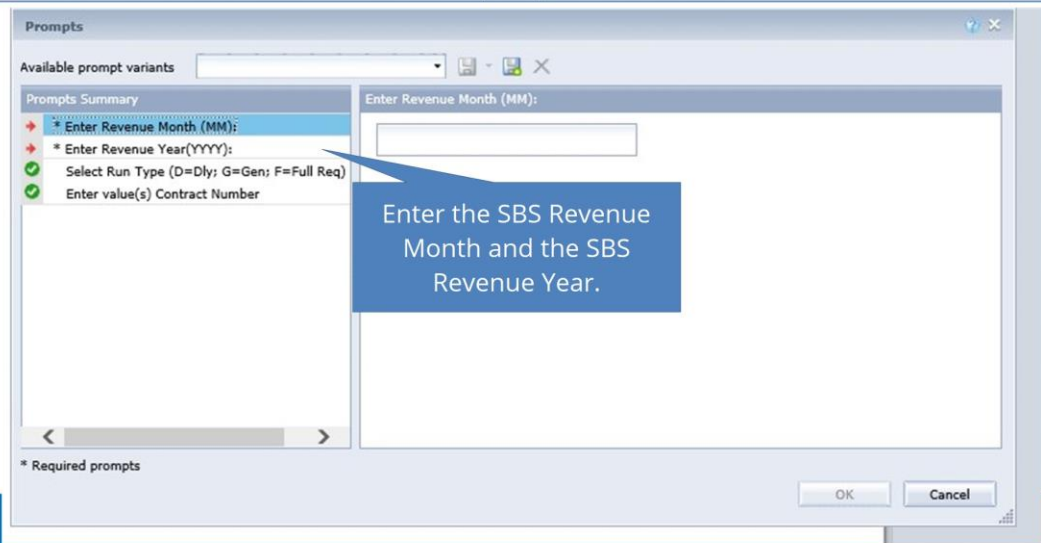


As seen, the report is split in an SBS and CCS section, as well as a PDF and export version.

The SBS version of the reports will require the SBS Prod Month and the SBS Prod Year parameters.

### 1.375 Account Data Report

The **Account Data** report will now require the **SBS Revenue Month** and the **SBS Revenue Year** as input parameters.



Enter the SBS Revenue Month and the SBS Revenue Year.

### 1.376 Gathering Inter Proc Plant IMB Report

The GATH\_INTER\_PROC\_PLANT\_IMB report has one column for Non-Mainline Nominations and one column for Mainline Nominations. They are summed in the Total Nominations column.

DOMINION ENERGY  
PROCESSING PLANT IMB  
FROM 01/01/2022

RUN DATE: 05/10/2022  
RUN TIME: 11:03 AM  
PAGE NUMBER: 1

The report has a Non-Mainline Nomination section and a Mainline Nomination column.

OPERATOR NAME	METER NAME	GAS DAY	VOL (MCF)	ENERGY (DT)	HEAT VALUE (BTU/lb)	NON-MAINLINE NOMINATIONS	MAINLINE NOMINATIONS	TOTAL NOMINATIONS	DAILY IMBALANCE (DT)	CUMULATIVE IMBALANCE (DT)
		01/01/2022	1,020	11,220	11,000	1,077	0	1,077	10,143	10,143
		01/02/2022	1,020	11,220	11,000	777	0	777	10,443	20,586
		01/03/2022	1,020	11,220	11,000	777	0	777	10,443	31,029
		01/27/2022	0	0	0	0	0	0	0	31,029
		02/10/2022	0	0	0	600	0	600	-600	30,429
		02/17/2022	0	0	0	3,333	0	3,333	-3,333	27,096
		03/16/2022	1	12	12,000	0	0	0	12	27,108
		03/17/2022	1	12	12,000	0	0	0	12	27,120
		03/18/2022	1	12	12,000	0	0	0	12	27,132
TOTAL FOR			3,063	33,696	0	6,564	0	6,564	27,132	27,132

### 1.377 Gathering Inter Proc Plant Up/DnK

The GATH\_INTER\_PROC\_PLANT\_UPK DNK report will now show the actual UPK/DNK as opposed to the UPK/DNK owner.

OPERATOR NAME

METER

PRODUCTION DT	Up K/Dn K NUMBER	SCHED(DT)
03/12/2022		21,500
		0
		13,900
TOTAL 03/12/2022		
03/13/2022		21,500
		27,000
TOTAL 03/13/2022		
03/14/2022		21,500
		27,000
TOTAL 03/14/2022		
03/15/2022		21,500
		27,000
TOTAL 03/15/2022		

The Up K/Dn K Number column will show the actual UPK / DNK (ex. '12345') instead of the Up K/DN K owner.

### 1.378 Dly Summ Reports

The DLY\_SUMM Report series will now be combine the MCF and DTH versions into one report showcasing both DTH and MCF measurements. A new Unit of Measurement (UOM) column will be included as seen below.

OPERATOR NAME	LOCATION NUMBER	ACCT NUMBER	DATE	VOLUME	UOM
			03/01/2022	373.7	MCF
			03/02/2022	380.1	MCF
			03/03/2022	402.1	MCF
			03/04/2022	402.9	MCF
			03/05/2022	351.8	MCF
			03/06/2022	356.9	MCF
			03/07/2022	405.2	MCF

A new 'UOM' will let you know if the volume is in DTHs or MCFs.

### 1.379 Contract Points Report

You will not have access to the contracts module in the QPTM system. The CONTRACT\_POINTS report will show you what Rec / Del locations a given contract has. This report will also show your GMDQ quantity.

This report will also show your GMDQ quantities as of the reference date. This GMDQ qty is tied to the "GM" contracts who's TOS = 'GMDQ'.

Business Party Name	Contract Number	Amendment No. Number	Type of Service	Amendment Eff Date From	Amendment Eff Date To	Receipt Location ID	Receipt Location Name	Receipt Location Group ID	Receipt Location Group Name	Delivery Location ID	Delivery Location Name	Delivery Location Group ID	Delivery Location Group Name	Final GMDQ (DTH)
Example BA	GM-TGR	1	GMDQ	05/01/2022	06/30/2022			GM001	GM001 MDO					1,840
								GM005	GM005 MDO					8,194
								GM008	GM008 MDO					1,840

### 1.380 GMDQ\_RECON report

The GMDQ\_RECON report can be run to see your respective GMDQ quantities as of a certain reference date.

GMDQ_RECON-pdf	DOMINION ENERGY OHIO GMDQ RECON AS OF 5/1/2022	RUN DATE: 05/16/2022 RUN TIME: 11:06 AM PAGE NUMBER: 1				
SUPPLIER	BA NUMBER	CONTRACT	START DATE	END DATE	MDQ	GROUP METER LOCATION
Example 1	88888	GM- 11111	05/01/2022	05/31/2022	3,115	GM001
Example 1	88888	GM- 11111	05/01/2022	05/31/2022	1,154	GM005
Example 1	88888	GM- 11111	05/01/2022	05/31/2022	3,115	GM006

You can view your GMDQ start and end dates relative to the as of date.

A report which will compare noms vs GMDQ is upcoming.

### 1.381 Dly\_BP\_Detail Note

The DLY\_BP\_DETAIL report will not be available as Processing Plant/Gathering Interconnect meters are no longer considered BP meters.

The DLY\_BP\_DETAIL report used to contain data for Processing Plant/Gathering Interconnect meters. However, it will no longer be available to external users as Processing Plant/Gathering Interconnect meters are no longer considered BP meters.

In QQM, please use the below to view location balances:

- Confirmation Response screen
- DLY\_POOL\_DETAIL report for Pools
- GATH\_INTER\_PROC\_PLANT series of reports for Processing Plant/Gathering Interconnect meters

**1.382 Conclusion**

# Course Complete

Click Exit in the upper right corner to return to the HUB.