Nominations

The Nominations area of 1Line includes Nominations, Prior Gas Day Changes, Confirmations, Scheduling, and Critical Day. This module covers the Nominations process.

Gulfstream

Nominations

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Important Information – Please Read

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

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NOMINATIONS

Introduction

The Nominations area of 1Line includes the areas of Nominations, Confirmations, Scheduling, and Critical Day.

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

Parties wishing to have access to nominations information, whether to view nominations online or to submit nominations via the online screens or via EDI (Flat Files or X12), must have the proper roles assigned to them, as described below. Roles can be assigned by each Business Associate's (BA's) designated System Security Administrator (SSA).

Role Name	**Functions Granted by Role**
Nominations	Submit Nominations.
Nominations View	Ability to view Nominations, generate Nominations reports, not Submit.
E-Notification Scheduling Cuts Shipper	Shippers receive notification of scheduling cuts electronically.
E-Notification Scheduling Cuts Operator	Operators receive notification of scheduling cuts electronically.
EDI Nomination (BA Level Role)	Electronic File Upload/Download.

Cycles

Standard Cycles

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

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

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

Intraday 1 Nominations Cycle (12:00 pm Flow): Nominations are received after 6:00 pm on the current gas day for the next day's business. Gulfstream confirms Intraday 1 nominations during the 12:00 pm Flow Cycle. The nomination period closes at 11:00 am on the current gas day. During the Intraday 1 Nomination Cycle nominations can be lowered by no more than 19/24 of the previously scheduled volume before encountering elapsed pro-rata scheduled quantity.

Intraday 2 Nomination Cycle (5:00 pm Flow): Nominations are received after 11:00 am on the current gas day. Gulfstream confirms Intraday 2 nominations during the 5:00 pm Flow Cycle. The nomination period closes at 4:00 pm on the current gas day. During the Intraday 2 Cycle nominations may be lowered by no more than 15/24 of the original nomination before encountering elapsed pro-rata scheduled quantity.

Intraday 3 Nomination Cycle (9:00 pm Flow): Nominations are received after 4:00 pm on the current gas day. Gulfstream confirms Intraday 3 nominations during the 9:00 pm Flow Cycle. The nomination period closes at 8:00 pm on the current gas day. During the Intraday 3 Cycle nominations may be lowered by no more than 11/24 of the original nomination before encountering elapsed pro-rata scheduled quantity.

Transporter accepts nominations twenty-four (24) hours a day. Any nomination submitted at a time that varies from the standard nomination timelines set forth in Section 4.1(a) of the Gulfstream Tariff will be processed provided (i) such nomination is confirmed with upstream and downstream point operators and (ii) it is feasible for Transporter to implement such nomination.

Prior Gas Day Changes and Prior Period Adjustments

Prior Gas Day Nominations and PDA changes may be made for current (Retro) and prior months (Prior Period Adjustment). Prior Period Adjustments are subject to the following deadlines:

Prior Period Adjustments may be requested for a period of up to six (6) months after the end of the applicable Service Month. Gulfstream will accept an adjustment for a scheduled nomination and/or allocation methodology provided that the requested change (i) is agreed upon in writing (including email) by all affected upstream and/or downstream parties and Transporter, and (ii) does not impact Gulfstream in a detrimental manner.

Contact your Transportation Services Representative to request a Prior Gas Day change.

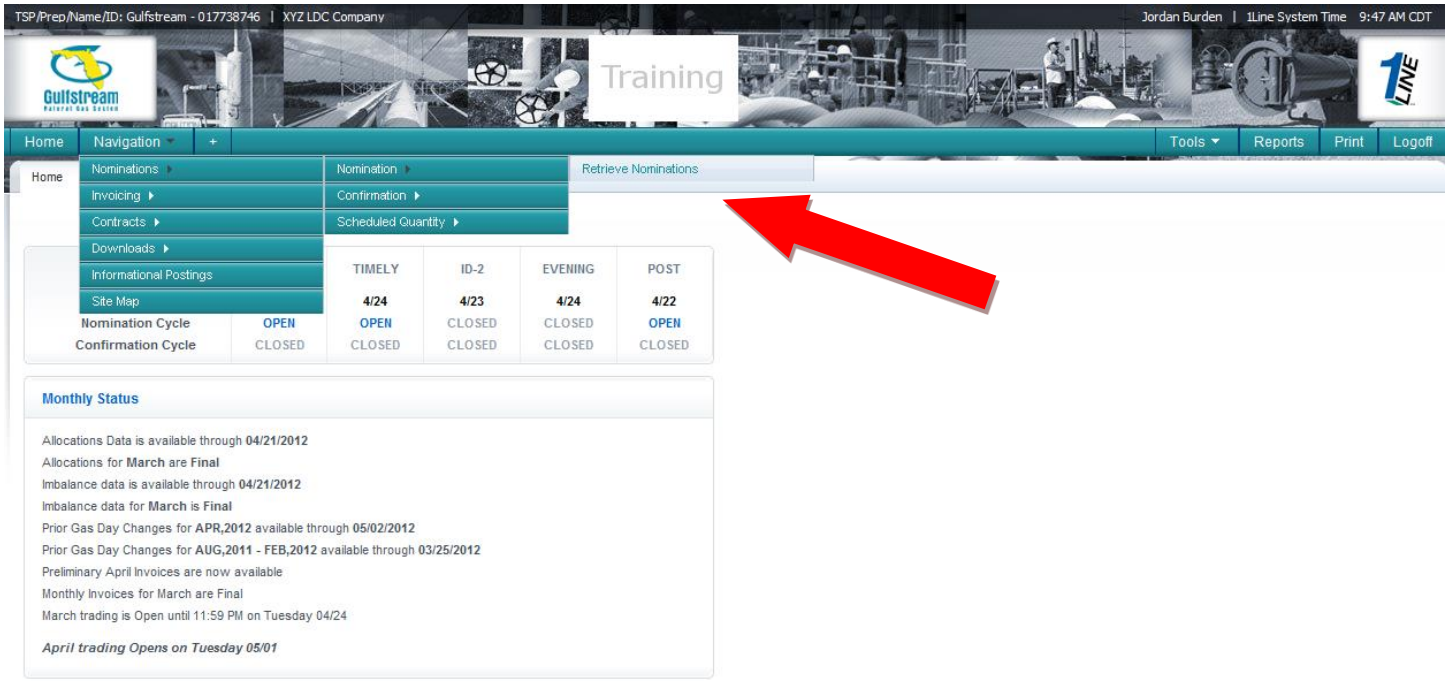
Future Cycles

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

Retrieving Nominations

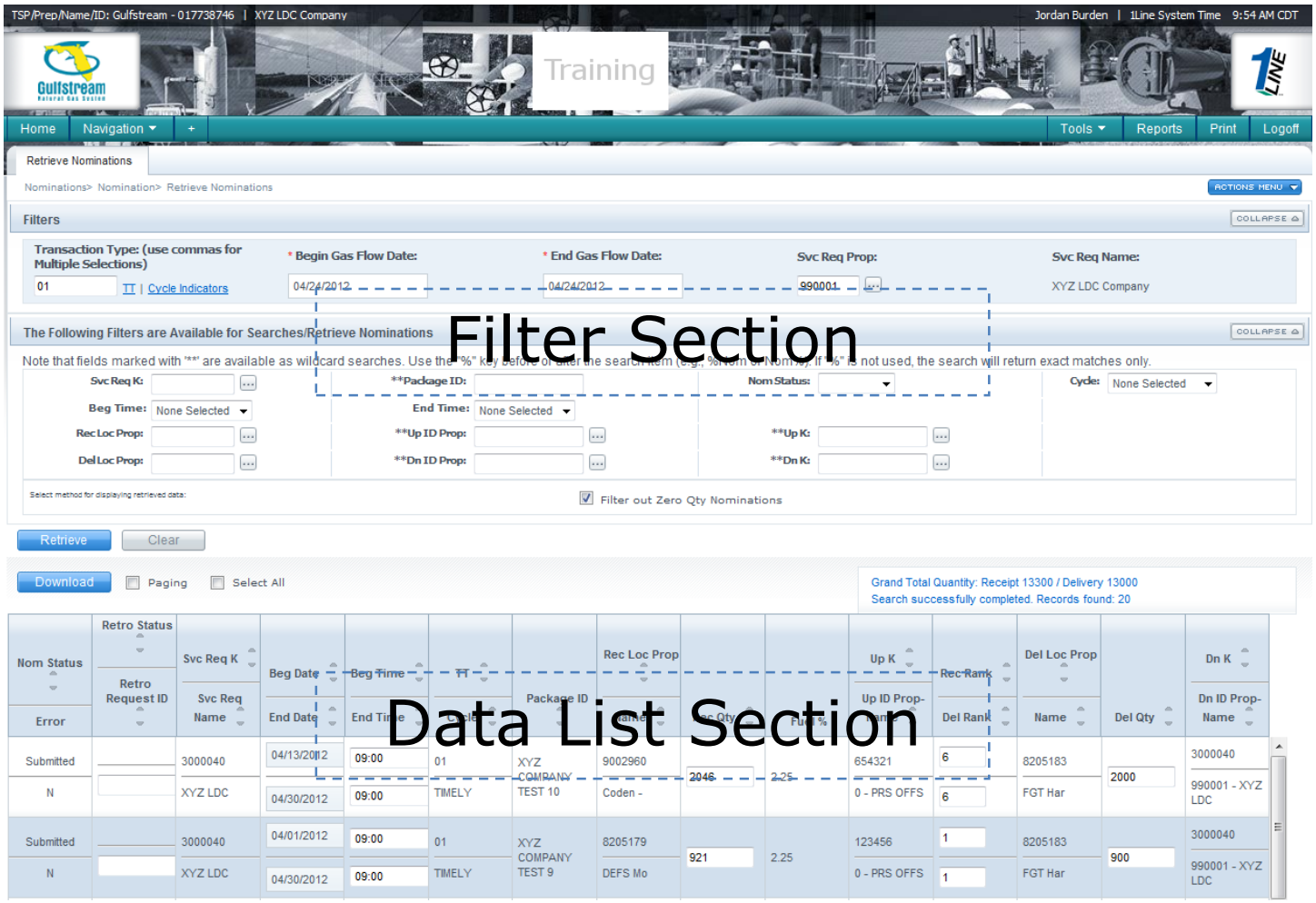
Nominations must be retrieved prior to performing all actions available from this page except for Create Nominations and Upload. Nominations are retrieved using the filters on the page. To go to the **Retrieve Nominations** page, select:

Navigation>Nominations>Nomination> Retrieve Nominations



Note: **Tabs** may be used to open more than one page at a time. Open a new tab using the plus sign and then navigate directly from the open page. Certain filters are also collapsible and will be noted on the page. 1Line will not allow the same page/area to be open at the same time on two tabs.

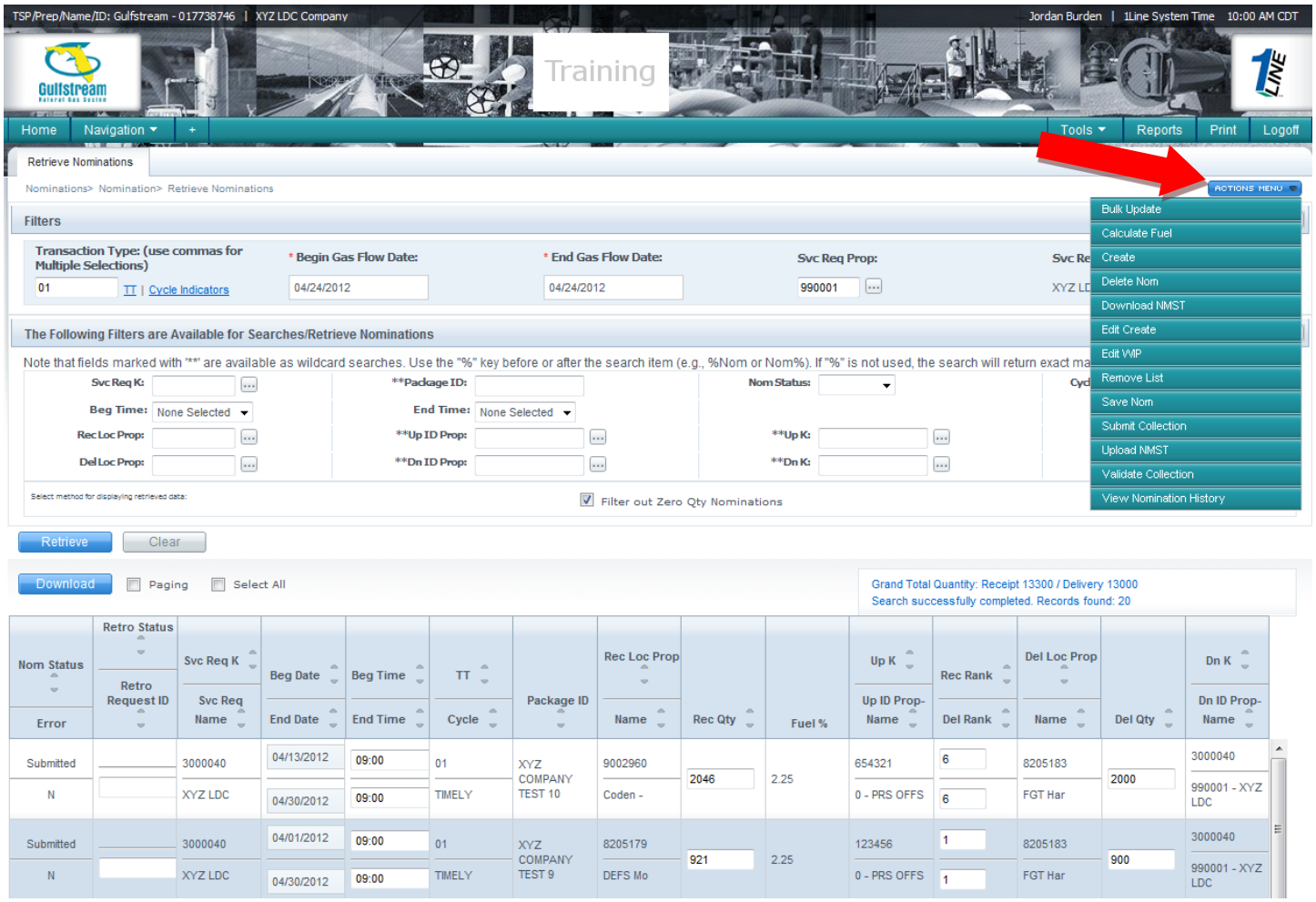
The **top** portion of the **Retrieve Nominations** page is used for setting Begin and End Gas Flow dates, and Transaction Types for retrieving or creating nominations. Service Requester can also be specified, if applicable. The default Service Requester ID is the BA ID of the party who is logged in.



The **middle** portion of the page contains numerous **filters** that can be used to narrow the search for **existing nominations**. The menu actions are grouped in alphabetical order. Hovering over the group will display the actions in that group. For further explanation of Action Menu items, please click here.

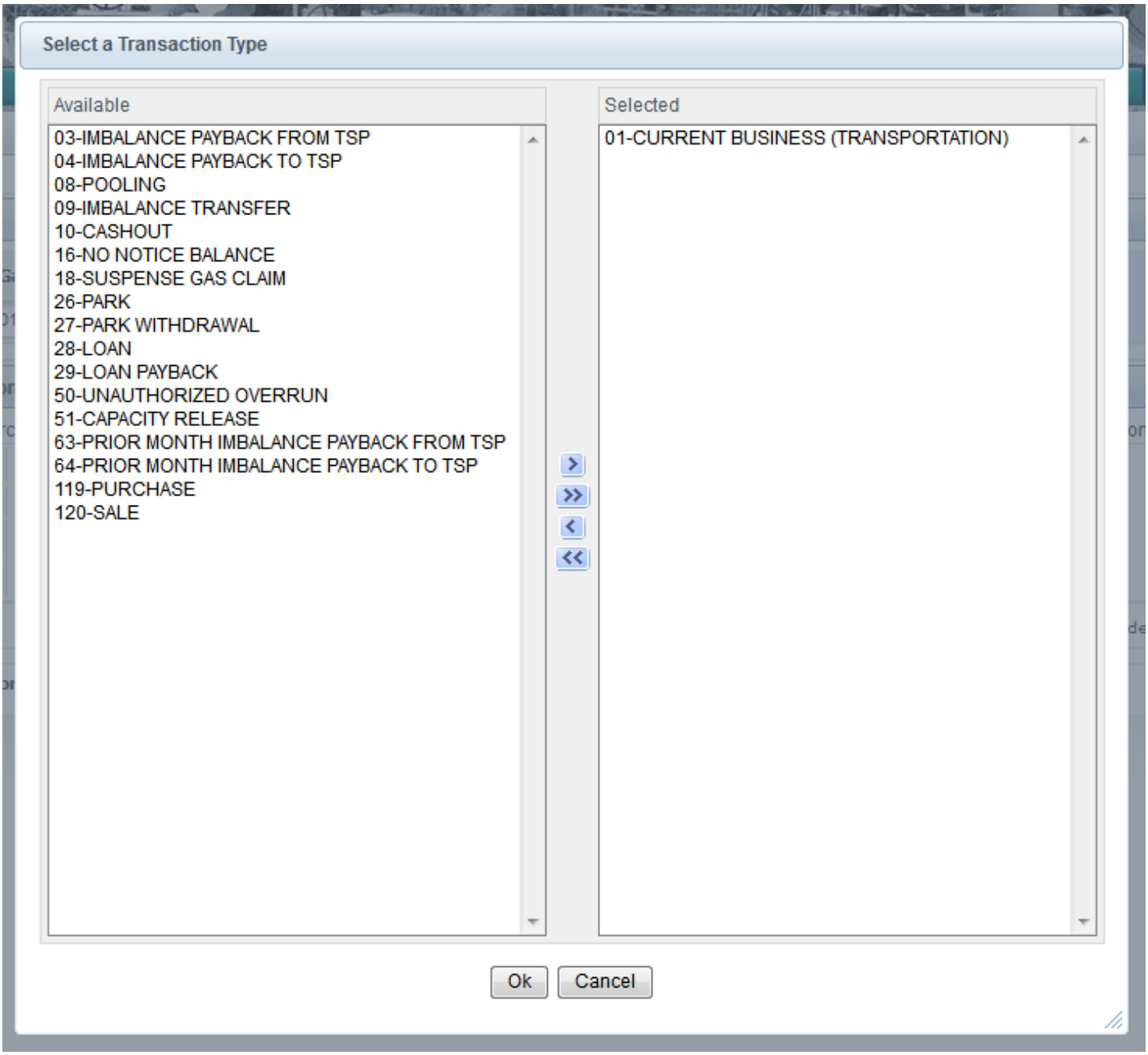
On the **bottom** portion of the page, **retrieved nominations are displayed**, and all nomination editing and creating, as well as any other action available from this page, is performed. The option to **exclude Zero Quantity Nominations** from the list retrieved can be selected using a checkbox provided here. The **Select All** checkbox can be used to select all nominations on the current page. The **messages area** has been relocated to right portion of the page above the data list section and displays a Grand Total Quantity for receipt and delivery quantities, as well as any success, error or warning messages. The Grand Totals automatically recalculate when quantities on the page are changed, or when nominations are added or deleted.

Improved Nomination Error Messaging has been added using color coded hyperlinks to each nomination if additional information is available such as Warnings or Errors. Clicking each hyperlink will open a message box in the middle of the page revealing additional information that may need action taken.



To **retrieve nominations**:

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

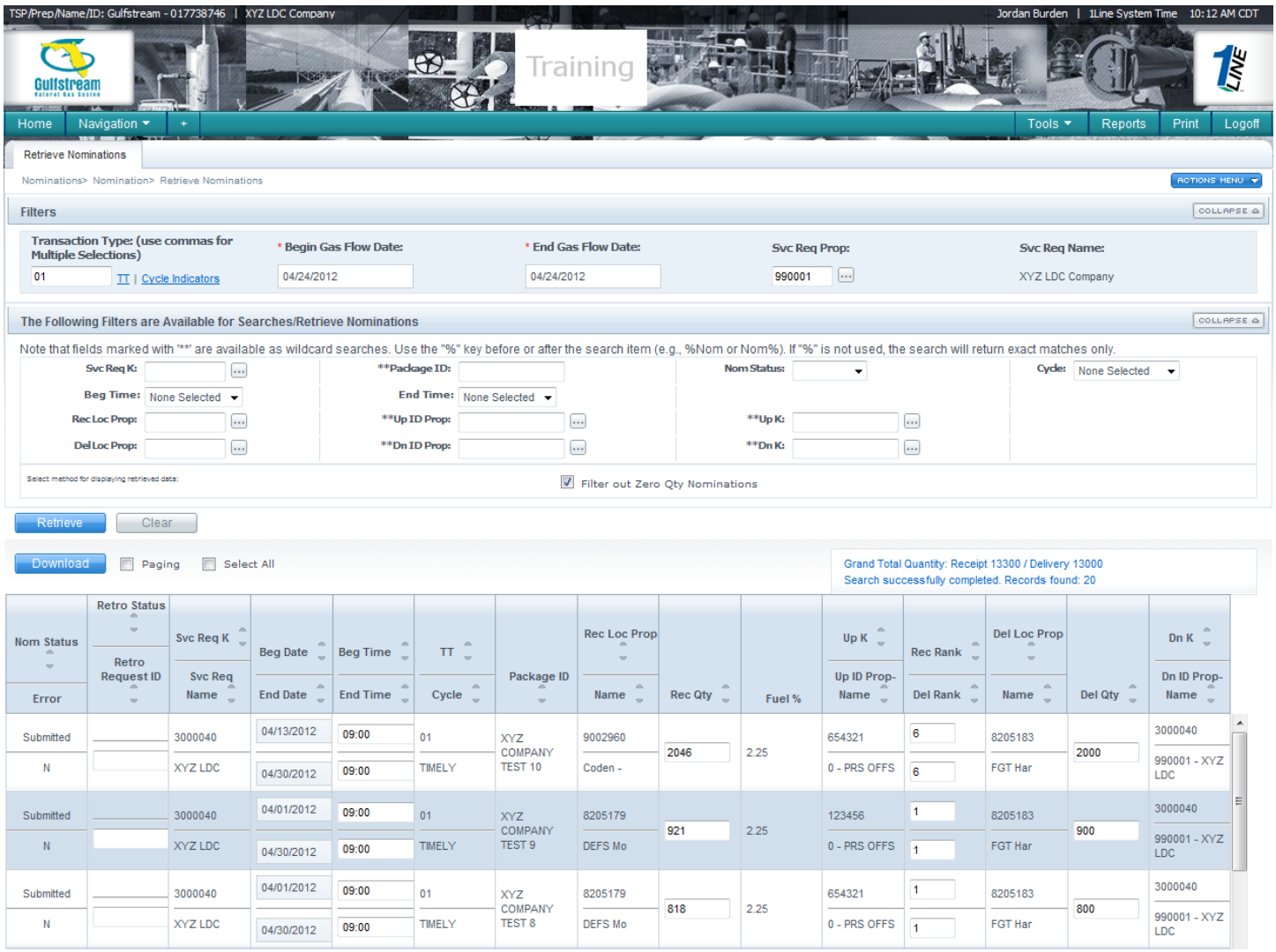


2. Enter **Begin** and **End Gas Flow Dates**
   - A date range can be entered manually, or using the date widget upon clicking in the date fields.
   - Both Begin and End Gas Flow Dates default to tomorrow's date.
   - If a new Begin Date is entered, the End Date will be automatically filled-in with the same date.

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

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

   - Once nominations are retrieved, the dates, quantities and ranks can be edited from the **bottom** portion of the page. Nominations can also be downloaded to a spreadsheet by clicking the **Download** button.



Nom Status / Error	Retro Status / Retro Request ID	Svc Req K / Svc Req Name	Beg Date / End Date	Beg Time / End Time	TT / Cycle	Package ID	Rec Loc Prop / Name	Rec Qty	Fuel %	Up K / Up ID Prop-Name	Rec Rank / Del Rank	Del Loc Prop / Name	Del Qty	Dn K / Dn ID Prop-Name
Submitted / N		3000040 / XYZ LDC	04/13/2012 / 04/30/2012	09:00 / 09:00	01 / TIMELY	XYZ COMPANY TEST 10	9002960 / Coden -	2046	2.25	654321 / 0 - PRS OFFS	6 / 6	8205183 / FGT Har	2000	3000040 / 990001 - XYZ LDC
Submitted / N		3000040 / XYZ LDC	04/01/2012 / 04/30/2012	09:00 / 09:00	01 / TIMELY	XYZ COMPANY TEST 9	8205179 / DEFS Mo	921	2.25	123456 / 0 - PRS OFFS	1 / 1	8205183 / FGT Har	900	3000040 / 990001 - XYZ LDC
Submitted / N		3000040 / XYZ LDC	04/01/2012 / 04/30/2012	09:00 / 09:00	01 / TIMELY	XYZ COMPANY TEST 8	8205179 / DEFS Mo	818	2.25	654321 / 0 - PRS OFFS	1 / 1	8205183 / FGT Har	800	3000040 / 990001 - XYZ LDC

4. Proceed with any validations, or save or submit the nominations.

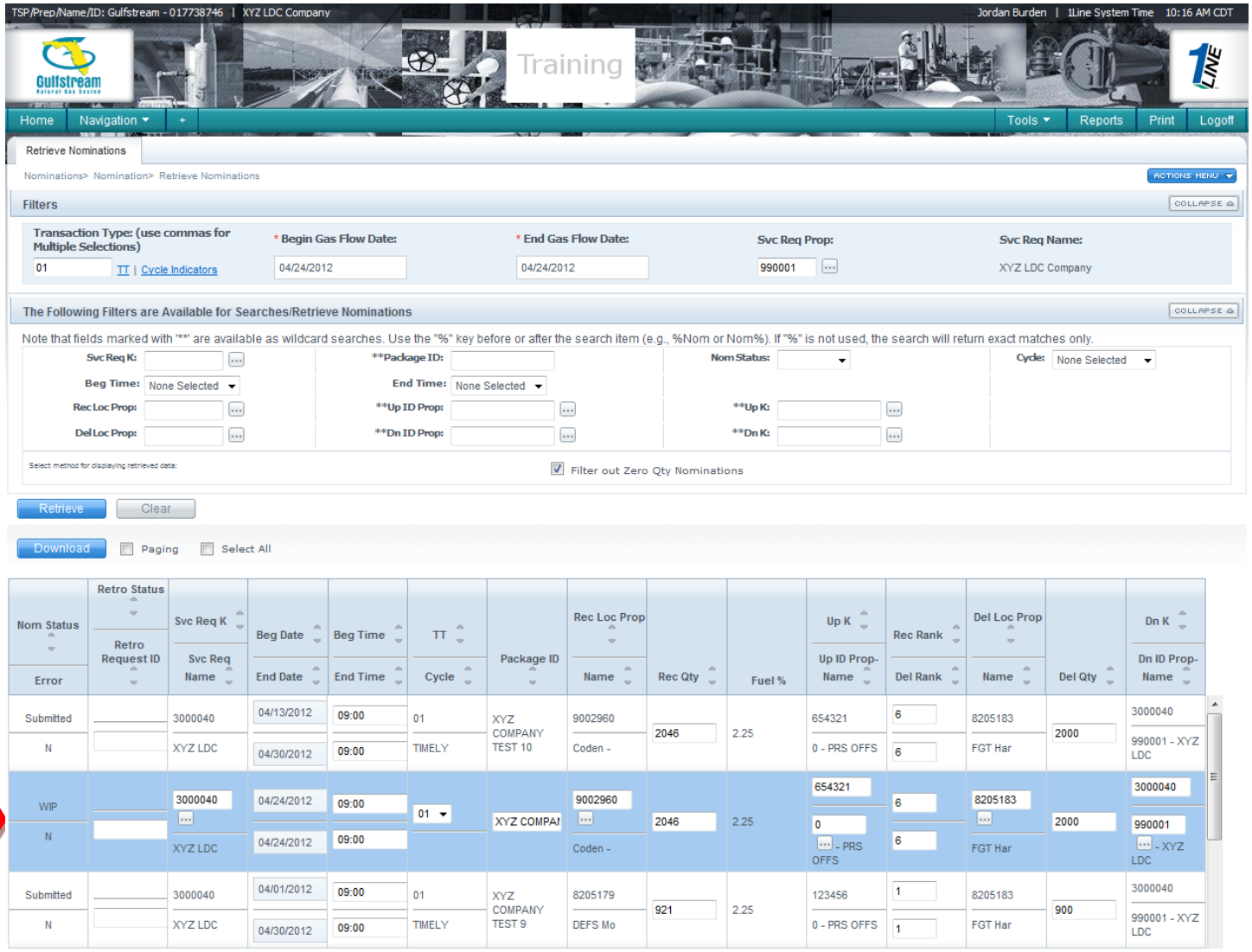
To edit Contract Number, Transaction Type or Package ID, the **Edit Create** action must be used.

Edit-Create Nominations

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

1. Retrieve nominations to the page by setting the desired filters and clicking on the **Retrieve** button.

2. Select nomination(s) to be edited using by left-clicking each desired transaction. It will have changed colors verifying it has been selected.
3. Right-click in the nomination data window or use the action menu in the upper right hand corner choosing from the alphabetical listing of actions and click **Edit Create**.
   - A duplicate nomination will appear under each selected nomination.



   - All fields are now editable.

4. Edit nomination and proceed with Save, Submit, Validate Collection, or any other desired action.

Create a Nomination

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

To **create a new nomination**:

1. Enter the desired **Transaction Type**(s), using the TT Details lookup function, if desired. Multiple nominations can be created by inputting multiple transactions types separated by

commas (i.e. 01,01,03 – This will create two transportation nominations and one imbalance payback nomination).

2. Enter a **Begin Flow Date**, and an **End Flow Date**.
   - Dates default to tomorrow's date.
3. Select the **Svc Req Prop** desired if different than the defaulted Svc Req Prop. The Svc Req Prop lookup button can be used (if needed).
4. Click on the **Create** button.
5. Input nomination information.
   - Certain fields are required and/or validated, depending on the type of nomination, and the type of receipt or delivery location.

Fields Required and/or Validated on Nominations

Upstream K and ID Requirements

Receipts at:

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

Downstream K and ID Requirements

Deliveries at:

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

LDC Locations
Downstream ID is required, but not validated.

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

Validate

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

To **validate** a nomination(s):

1. Select nomination(s) to be validated by left-clicking anywhere in each row, or the **Select All** checkbox.
2. Right-click in the nomination data window or use the action menu in the upper right hand corner choosing from the alphabetical listing of actions and click **Validate**

- Error messages will appear as a red hyperlink(s) in the Error column to the left of each nomination.
- Nominations with errors will be designated with a "Y" in the Error column to the left of the nomination.

3. To view a description of the error(s), click each Error hyperlink and a message box titled "Transactional Messages" will appear. Only one error message may be viewed at a time.
   - Click the 'X' symbol of the message box to close it.

Save Nominations

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

To **save nominations**:

1. Select nomination(s) to be saved by left-clicking anywhere in each row, or the **Select All** checkbox.
2. Click on the **Save** button.
   - Selected nominations will be saved in WIP status.
   - Nominations with WIP status have not yet been submitted, and can be deleted.

Submit Nominations

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

To **submit nominations**:

1. Select nomination(s) to be submitted by left-clicking anywhere in each row, or the **Select All** checkbox.
2. Right-click in the nomination data window or use the action menu in the upper right hand corner choosing from the alphabetical listing of actions and click **Submit**.
3. Confirm that the status of the selected nomination(s) has changed from **WIP** (Work-In-Progress) to **Submitted**, and that it was submitted in the appropriate cycle.

Calculate Fuel

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

To **Calculate Fuel** for any transaction(s):

1. Select nomination(s) by left-clicking anywhere in each row, or the **Select All** checkbox.

2. Right-click in the nomination data window or use the action menu in the upper right hand corner choosing from the alphabetical listing of actions and click **Calculate Fuel**.
   - If the user enters both a receipt and a delivery volume on a transaction and the System determines that the user has not calculated fuel correctly, **gross receipts** will be adjusted based on the delivery volume entered.
   - If only a receipt volume is entered, **Calculate Fuel** will calculate the **delivery** quantity, net of fuel.
   - If only a delivery quantity is entered, the **receipt** volume will be adjusted to include fuel.

Bulk Update

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

To **Bulk Update** nominations:

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

Remove List

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

To **Remove** Nominations from the page:

1. Select nomination(s) by left-clicking anywhere in each row, or the **Select All** checkbox and de-select only the nominations you wish to keep in view.
2. Right-click in the nomination data window or use the action menu in the upper right hand corner choosing from the alphabetical listing of actions and click **Remove List**
   - The user may view the removed nominations by using the **Retrieve** action. Nominations removed using this feature only remove them from the current session's view.

Deleting Nominations

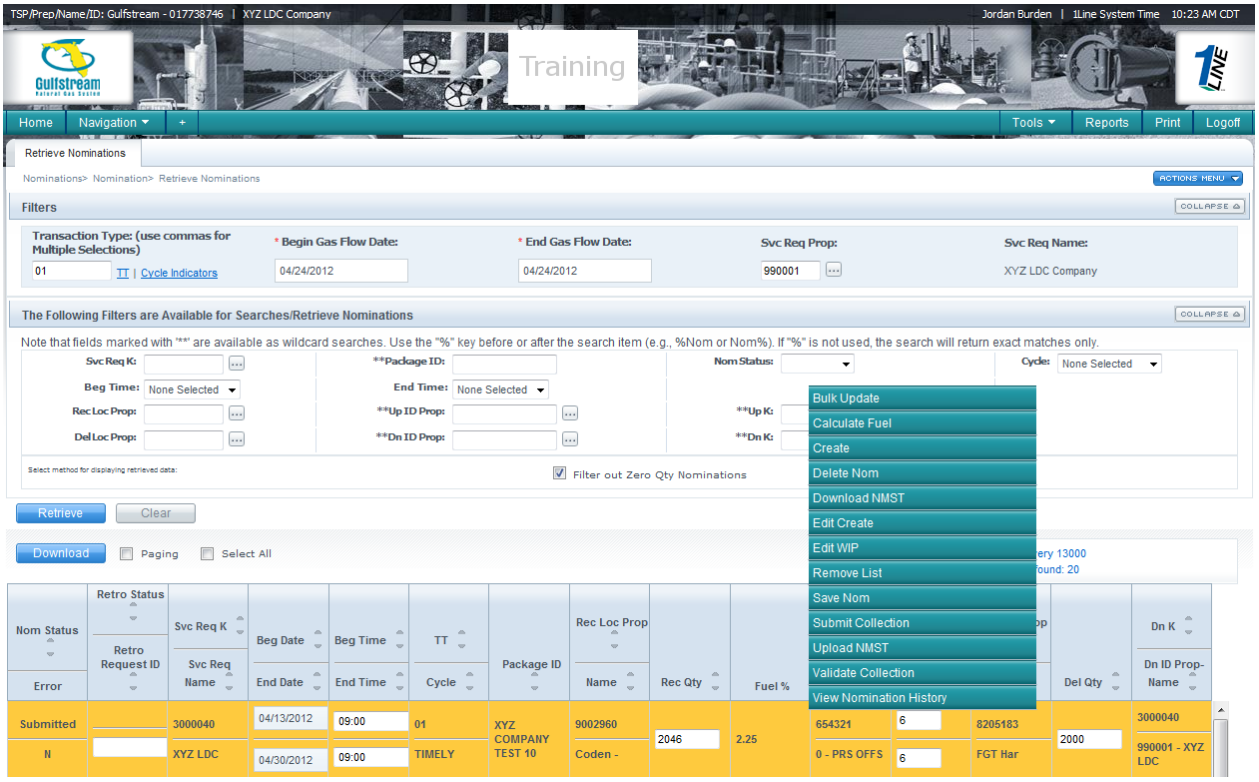
The **Delete Nom** action allows the user to delete one nomination at a time from the detail list on the **Retrieve Nominations** page. A nomination can be deleted if it has been saved, or submitted but not yet scheduled.

To **Delete a Nomination**:

1. Select nomination(s) by left-clicking anywhere in each row on the **Retrieve Nominations** page.
2. Right-click in the nomination data window or use the action menu in the upper right hand corner choosing from the alphabetical listing of actions and click **Delete Nom**
   - A prompt will be displayed: "Are you sure you want to delete this nom?"
3. Click **OK** or **Cancel**.
   - If OK, a success message will be displayed in the message frame in the middle-right portion of the page.

Right-Click Action Menu

The action menu is now available as a right-click mouse option in the data section of the page. This menu has replaced the buttons in the middle of the page allowing for more real estate on the page.



Upload

Nominations may also be created offline and imported into the **Retrieve Nominations** page by using **Upload** from the 1Line Banner Menu (**Tools > Upload**) or when on the **Retrieve Nominations** page (**Actions>Upload NMST**). Uploading from the Banner Menu will upload and submit the nominations file in one step. Uploading from the **Retrieve Nominations** page will upload the nominations to the page in WIP status. For more information on creating and uploading flat files, contact your Transportation Services Representative.

Uploading from the Banner Menu

1. Click **Tools>Upload** from the Banner Menu
   - The Upload Files page will then load.
2. Click on **Browse** to locate and select the name of the file to be uploaded.
3. Click **Upload**.
   - A message at the bottom of the page will indicate "File has been submitted for validation. Please check message board for results."
   - To view information on the validation and submittal of the Uploaded nominations, go to the **Messages** area of 1Line.
4. The **Messages** area can be accessed by clicking on **Tools>Messages** from the Banner Menu.
5. To view a nominations file, enter **.NMST** (the file extension for nominations files) in the Description Filter box on the Messages page, and click **REFRESH.**
   - Information on an uploaded Nominations file can be displayed by clicking on its associated radio button.

Uploading from the Retrieve Nominations page

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

Downloading Nominations

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

To **Download Nominations:**

1. Select nomination(s) by left-clicking anywhere in each row, or the **Select All** checkbox on the **Retrieve Nominations** page.
2. Right-click in the nomination data window or use the action menu in the upper right hand corner choosing from the alphabetical listing of actions and click **Download NMST**.
   - A file download window will open.
3. Select **Save**
4. Type the download location in the **File Name** text box.
5. Click **Save**.
   - A window will appear indicating whether or not the Download process was completed.

Tariff Reference

Nominations can be found in the General Terms and Conditions of Gulfstream's FERC Gas Tariff under Section 4.

Exhibit 2: Nomination Actions

ACTION	DESCRIPTION
Bulk Update	Often used for capacity release related nominations where the user wants to maintain paths but change contracts and dates.
Calculate Fuel	Fuel can be calculated on nominations not yet scheduled.
Clear	Clears all filters being used and nominations.
Create	Creates a nomination from scratch.
Delete Nom	The ability to delete future cycle and future day nominations not yet scheduled.
Download	Allows user to download selected nominations in the current format.
Download NMST	Downloads nominations in flat file format (.nmst).
Edit Create	Copy/Update retrieved nominations. Can also be used as a template to create a new nomination using existing nominations.
Edit WIP	Update nominations in WIP status.
Remove List	Allows user to remove selected nominations. Nominations can be retrieved later.
Retrieve	Retrieves nominations based on the filters entered.
Save Nom	Saves nomination in WIP (Work In Progress) status. Does not validate.
Submit Collection	Submit all selected nominations that pass validation in the appropriate cycle. Also calculates fuel.
Upload NMST	Uploads nomination flat files and saves nominations in WIP (work in progress) status.
Validate Collection	Validates selected nominations based on valid dates, locations, contracts, service requesters etc. Calculates fuel.
View Nom History	Allows user to see who submitted a nom and when.