



## Gas Exchange Nomination Instructions

### ADDING A BROKER ID FOR NOMINATIONS

*If a broker ID is not on the Seller ID table, it must be added in order for you use it in your nomination.*

#### **Step 1**

1. From menu bar, select Maintenance
2. Select Seller ID
3. Go to bottom of list
4. Add broker number
5. Add broker name
6. Tab off of line
7. Select OK

### ADDING YOUR BROKER ID AS A NOMINATOR ID

*In order to nominate for your broker ID, you must also add your ID to the Nominator ID table.*

#### **Step 2**

1. From menu bar, select Maintenance
2. Select Nominator ID
3. Go to bottom of list
4. Add the contact person's name & phone number
5. Tab off of current line
6. Select OK

## **NEW NOMINATOR (Company Personnel Change)**

*It is important to be able to contact the correct individual when changes or corrections are required. It is your responsibility to update any personnel or phone changes in the system.*

1. From menu bar, select Maintenance
2. Select Nominator ID
3. Delete prior individual name & phone number
4. Add new individual name & phone number
5. Tab off of current line
6. Select OK

**Note:** *New nominator and phone number will only update on a new nomination (i.e. cannot edit or copy, an existing nomination. Until a New Nomination is created, the old information will appear as contact.)*

## **FOR BROKERS WHO ARE DELIVERING TO ENDUSERS: ADDING NEW GROUP / INDIVIDUAL ACCOUNT**

1. From menu bar, select Maintenance
2. Select Account Code
3. Input Transport ID number (4 Digits or 10 Digits)
4. Enter enduser name
5. Enter Current MDCQ / MDN\*
6. Tab off of line
7. Select OK

*\* It is your responsibility to maintain the MDCQ / MDN of your accounts.*

## **CREATING A NEW NOMINATION**

### **Step 1**

1. From menu bar, select Edit
2. Select New Nomination
3. Input pipe number (this should automatically add the pipe name)
4. Input effective date (date of gas flow)
5. Input Nominator ID Number (your number)
6. OK (will return you to the nomination list, view unspent nomination)

### **Step 2 (If you are selling other broker(s))**

1. From menu bar, select Nomination
2. Select Seller Receipt
3. Input Source of Gas (*broker numbers or pipe number. If they are in your list, the names will appear in the "Shipper Name" column. If not, see **"Adding A Broker Id For Nominations"***)
4. Input Volumes in "Qty-MMBtu" column
5. Select OK

### **Step 3**

1. From menu bar, select Nomination
2. Select Seller Allocation
3. Input broker numbers (*If they are in your list, the names will appear in the "Seller Name" column. If not, see **"Adding A Broker Id For Nominations"***)
4. Input volumes in "Qty-MMBtu" column
5. Select OK

### **Step 4 (If you are transporting to endusers)**

1. From menu bar, select Nomination Select Enduser Allocation
2. Input Transport ID (*10 digit Individual Account / 4 digit Group Account*). This should enter your "End User Name and MDCQ", If not, see **"Adding New Group / Individual Account"**
3. Input volumes in "Qty-MMBtu" column
4. Select OK - Nomination is ready for transfer. See **"Sending A Nomination"**

### **Step 5**

Check result screen. The response you are looking for is, "No Errors Encountered - Nomination Accepted."

*\*\*\* Any other response requires a correction of errors and to resubmit the corrected nomination. \*\*\**

## **SENDING A NOMINATION**

After Nomination is created/edited and balanced.

### **Step 1**

1. Double click on the nomination(s) you wish to transfer. The line you are on is highlighted blue, when you click twice it will italicize the font. If you were to tab off of that line, you would see that the text has changed color to red.

### **Step 2**

1. From menu bar, select Network
2. Select Transfer Marked Nominations
3. The system will dial and transmit nominations

### **Step 3**

1. Wait to view results
2. Check result screen. The response you are looking for is, "No Errors Encountered - Nomination Accepted."
3.  
*\*\*\* Any other response requires a correction of errors and to resubmit the corrected nomination. \*\*\**

## **SENDING TWO OR MORE NOMINATIONS AT ONE TIME**

### **Step 1**

1. Double click on the nomination to be sent
2. Double click on each nomination that would follow that date and pipe line, (*i.e., if you are sending nomination for the 1st, and have already nominated for 2nd, 3rd and 4th, you need to send those nominations with the nomination for the 1st.*)

### **Step 2**

1. From the menu bar, select Network
2. Select Transfer Marked Nominations
3. The system will dial and transmit nominations.

### **Step 3**

Check result screen. The response you are looking for is, "No Errors Encountered - Nomination Accepted."

*\*\*\* Any other response requires a correction of errors and to resubmit the corrected nomination. \*\*\**

## **COPY NOMINATION FROM ONE DAY TO THE NEXT**

### **Step 1**

1. Place cursor on the nomination you would like to copy
2. From menu bar, select Edit
3. Select Copy Nomination
4. Change necessary information (*i.e. effective date*)
5. OK (*will return you to the nomination list, view unsent nomination*).  
This will give you a copy of the prior nomination, except for the changes entered above. Make adjustments from this nomination.

### **Step 2**

1. From the menu bar, select Nomination
2. Select Seller Receipt
3. Input New/Corrected Volumes in "Qty-MMBtu" column
4. Select OK

### **Step 3 (If selling to other broker(s))**

1. From menu bar, select Nomination
2. Select Seller Allocation
3. Input New/Corrected Volumes in "Qty-MMBtu" column
4. Select OK

### **Step 4 (If transporting to enduser(s))**

1. From menu bar, select Nomination
2. Select Enduser Allocation
3. Input New/Corrected Volumes in "Qty-MMBtu" column
4. Select OK - Nomination is ready for transfer. See "**Sending A Nomination**"

### **Step 5**

Check result screen. The response you are looking for is, "No Errors Encountered - Nomination Accepted."

\*\*\* Any other response requires a correction of errors and to resubmit the corrected nomination. \*\*\*

## **EDITING AN EXISTING NOMINATION**

*Once a nomination has been received (No Errors Encountered, Nomination Accepted), all information must remain in your nomination (i.e. seller IDs and enduser accounts) the remainder of the month.*

*Do not delete Seller IDs, Receipt IDs or Transport IDs from your nomination for that month. If a transaction is no longer valid, leave the Broker ID on the nomination with a volume of zero.*

### **Step 1**

1. Select nomination to be edited.
2. Place cursor on that line.

### **Step 2**

1. From menu bar, select Nomination
2. Select Seller Receipt
3. Input Any Corrected Volumes in "Qty-MMBtu" column
4. Select OK

### **Step 3**

1. From menu bar, select Nomination
2. Select Seller Allocation
3. Input Corrected Volumes in "Qty-MMBtu" column
4. Select OK

### **Step 4**

1. From menu bar, select Nomination
2. Select Enduser Allocation
3. Input Corrected Volumes in "Qty-MMBtu" column
4. Select OK - Nomination is ready for transfer. See "**Sending A Nomination**"

### **Step 5**

Check result screen. The response you are looking for is, "No Errors Encountered - Nomination Accepted."

\*\*\* Any other response requires a correction of errors and to resubmit the corrected nomination. \*\*\*

After the nomination deadline, you must have contact with the Nomination Desk. Your window must be reopened to submit nominations after the deadline.