National Fuel®
Transportation Scheduling System

NATIONAL FUEL GAS DISTRIBUTION CORPORATION

MARKET POOL OPERATOR MANUAL

Revised February 2023

Note:

Information contained in this manual is meant to be used as a reference.
It is not designed to supersede information contained in the GTOP or Tariff.

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SETTING UP NEW MARKET POOLS

The **Market Pool/Production Pool Request Form** is used when requesting creation of a new, first-time pool, and required for initial setup of a new market pool or a new production pool. To initiate a new pool for use in TSS, complete the Market Pool/Production Pool Request Form that can be found at the following link: https://www.nationalfuel.com/business-partners/operator-manuals-and-forms/

Fax the completed form to Transportation Services @ (716) 857-7479, email to TSSsupport@natfuel.com, or submit a completed form Online.

New pools should be established as early as possible prior to the desired start month, but no later than thirty (30) days before the start month begins. Transportation Services will assign the name of a new pool and will notify the pool operator of the pool name.

MONTH-TO-MONTH SET UP OF MARKET POOLS

Some important things to keep in mind:

- Market pools for the coming month must be set up by Market Pool Operators (MPO) according to the TSS Calendar posted on the NFGDC website: https://www.nationalfuel.com/business-partners/news-and-announcements/
- Brand new pools must first be established and named by Transportation Services before the MPO can work with the pool (see **Setting Up New Market Pools** section).
- Services currently offered in New York (NY) are: Supplier Transportation Balancing and Aggregation (STBA), Daily Metered Transportation with aggregation (DMT), and SC-16 with aggregation (for large co-generation facilities).
- Services currently offered in Pennsylvania (PA) are: Monthly Metered Natural Gas Supplier (MMNGS), Daily Metered Transportation without aggregation (DMT), and Small Aggregation Transportation Service (SATS).
- Refer to the NY and PA Gas Transportation Operating Procedures Manuals (GTOP) for guidelines related to enrollment of transportation customers or contact TSD-Billing at 716-857-7432.
- Mixing of NY and PA end-users in the same market pool is not permitted.
- Market pools for the coming month can be set up any time after Pool Validation is completed in TSS for the current month, and the current month has begun.
- End-users cannot be in more than one market pool in a given month.

For all aggregation group operators in NY and PA it is necessary to set up an additional market pool/group (NABCS00 or PABCS00) each month. This pool is known as a "zero" pool and is used for imbalance trading, mandatory month-end imbalance cash-out, and billing purposes. During monthly processing, all individual NY market pool imbalances (STBA and DMT) will automatically be combined into the "zero" pool and all individual PA market pool imbalances (MMNGS and SATS) will automatically be combined into the "zero" pool. No DDQs will be calculated for this pool and no nominations should be made to this pool. SC-16 is not included in this "zero" pool calculation in NY.

- The responsibility for setting up and maintaining market pools can be delegated (see Delegations in the TSS Operations Manual).
- Preliminary monthly Daily Delivery Quantity (DDQ) estimates are provided to all market pool operators approximately three (3) calendar days before the beginning of the new month.
- Daily forecasted DDQs are provided to STBA, MMNGS and SATS group operators by approximately 8:30 AM ET each business day (see the DDQ section of this Manual). MPOs are required to schedule and deliver gas within set tolerances as detailed in the Gas Transportation Operating Procedures Manual and NFGDC Tariff.

HOW TO SET UP A MARKET POOL

To perform setup of multiple aggregation pools at the same time (Note: cannot be used for NY or PA DMT market pools), perform the following steps:

- Customer Activities
- Nomination
- Pool Configuration
- EAAMS: Auto Aggregation Monthly Setup - or shortcut EAAMS
- Select the desired market pools
- Click on the green checkmark

To perform manual setup of each individual market pool separately (must be used for PA DMT stand-alone customer market pools) and/or to verify market pool information for the next month, perform the following steps:

- Customer Activities
- Nomination
- Pool Configuration
- EMPAM: Market Pool Customer Assignments - or shortcut EMPAM
- Click on the green checkmark
- Select the desired market pool
- Click **Add Month**. This will bring up a screen with contract account or a group number from the last valid month.

Helpful Hint: Throughout TSS, rather than picking the desired market pool from a "pick" list, the Query button can be used with "wild carding." Simply type the first few letters of the Business Party name followed by an asterisk (*), and then click on the green checkmark.

For NY STBA market pools, individual contract account numbers are not kept in TSS, the market pool consists only of a group number. For NY DMT and SC-16 market pools, individual contract account numbers are listed in the TSS market pool. NY STBA and DMT customer additions and deletions are performed through EDI. Note that NY DMT market pools are created automatically by TSS during the monthly pool setup procedure based on the customers that were enrolled through the EDI process so the marketer does not need to create NY DMT market pools each month in TSS. SC-16 customer additions and deletions are maintained in TSS through the ECBAA screen. SC-16 groups must be setup each month through the ECBAA screen, not the EMPAM. The SC-16 market pools are then created automatically based on the contract account numbers listed on the ECBAA screen.

For PA MMNGS and SATS market pools, individual contract account numbers are not kept in TSS, the market pool consists only of a group number. For all PA DMT market pools, individual contract account numbers are listed in the TSS market pool. PA DMT customer additions and deletions are maintained by the marketer through TSS. PA MMNGS and SATS customer additions and deletions must be performed through EDI.

Keep in mind that for all aggregation group operators in NY and PA it is necessary to set up an additional market pool/group (NABCS00 or PABCS00) each month. These pools are used for mandatory cash-out of imbalances.

The Display Comparison button allows the NY SC-16 and PA DMT market pool operator to see which contract accounts were in the market pool in the last valid month that are not present now. It will also display those contract accounts present in the current month which were not in the market pool in the last valid month. The Display Comparison screen automatically opens when pool setup is completed and the save button is chosen. It can also be viewed at any other time by selecting the Display Comparison button.

Imbalance operators can choose to hide month-end aggregator imbalance volumes that are shown on the External Group Imbalance Summary Listing (EGISL) screen by selecting the Suppress Display of Imbalance field. When Suppress Display of Imbalance is chosen, a "+" or a "-" will appear to other business parties on the EGISL screen for that Group's imbalance. SC-16 operators must make the choice to suppress the display of imbalance directly on the ECBAA screen.

The Valid Pool? Field will be blank until Transportation Services performs a batch process that will validate all market pools on approximately the 5th calendar day prior to the start of each month. Nominations cannot be made for invalid pools. Once the Validation Process is complete, a "Y" will appear in the Valid Pool? Field. Market pool operators can check that the Valid Pool? Field has a "Y" before the new month begins. This can be accomplished by selecting Inquire Month on the Market Pool Assignment Maintenance (EMPAM) screen.

For NY DMT market pools, marketers can only verify the members of the market pool each month in TSS. Transportation Services personnel create the NY DMT market pools each month in TSS based on the customer enrollment that the marketer performed via EDI. If the marketer makes no changes, the same members of the group will carry forward. The cut-off for customer enrollments follows the Uniform Business Practices (UBPs).

For PA DMT market pools, click on New to add a new end-user. Enter the appropriate contract account number. The Ratepayer Name field will be automatically populated based on the contract account entered. TSS verifies that all end-users are valid transportation end-users. Click on Del to remove a PA end-user. For NY STBA, PA MMNGS and SATS market pools, the group number carries forward month-to-month when the Add Month button is chosen. The group number cannot be added or deleted.

Helpful Hint: The 3-D buttons over most of the columns can be clicked on to change sort order.

The Start Date and End Date columns are automatically filled in with default dates that typically span the coming month unless an end-user is going off transportation.

For NY SC-16 and PA DMT market pools, a Jurisdictional Delivery Notification (JDN) may be assigned. The JDN is entered as a priority/order and is used to determine the order in which Interstate and Intrastate gas is allocated. The JDN must be filled in by the 7th calendar day following the end of each month. If no JDN is entered, a pro-rata allocation for Interstate and Intrastate gas will be used. If several contract accounts have the same JDN, those are allocated pro-rata within rank.

The JDN defaults by State are TSS parameter entries. Currently, Interstate gas is allocated first for New York end-users and Intrastate gas is allocated first for Pennsylvania end-users. For example, when a New York end-user is given a JDN order of one (1), Interstate gas will be allocated first to this end-user, if available.

For NY SC-16 and PA DMT market pools, the RBA Shortfall (RSH) is entered as a priority/order and is used to determine the order in which contract accounts are allocated gas in the event of a shortfall of gas at allocation. For Daily market pools, the RSH must be entered by 10:00 AM on the day the gas flows. #1 is the highest priority end-user. This end-user will be allocated gas first. For SC-16 market pools, the RSH must be filled in by the 7th calendar day following the end of each month. If no RSH is entered, gas will be allocated pro-rata among all end-users in the market pool, based on scheduled volumes.

The RBA Excess (REX) should only be entered if a market pool could potentially receive excess from a local production pool. It is entered as a percentage (%) and is used to determine the amount of local production gas allocated to the customer(s) within the market pool in the event of production pool excess.

For NY SC-16 market pools, the REX must be entered within 7 calendar days following the end of each month. If no REX is entered, excess is allocated pro-rata based on contract account scheduled quantity. The Total REX field "sums" the individual REX's. The Total REX must equal 100%, or the field must be left blank for all contract accounts.

Refer to the PA GTOP for guidelines related to allocation of production pool excess to DMT market pools.

Once all the information is filled in appropriately, click the save button. The Display Comparison screen will automatically appear for review. Exit the menu by hitting the red X button twice.

Helpful Hint: For multiple aggregation pool setup, enter the shortcut: EAAMS (see instructions above).

NOMINATIONS

Description of Points

Points are defined as the locations where gas is delivered along its path from production source to location of its usage. Points are important to define because change of custody or ownership, and shrinkage and loss are all assessed at points.

The points of note to shippers on NFGDC are:

Upstream Pipeline Interconnects

These are points at which gas enters the gate of one pipeline (upstream of NFGSC) from another pipeline or a production source.

Deliveries Into Supply

Similar to Upstream Supply Points, these are points where gas leaves a pipeline of an Appalachian production source and enters NFGSC.

Local Production Area Point

Typically, this is the metering point immediately upstream of NFGDC facilities, into which local production flows.

Imbalance Point

This is a "paper" point from which surplus imbalance gas from a previous delivery period can be delivered into a market pool.

Central Delivery Point

This point can be thought of as the Delivery Location on Gas-In, and the Receipt Location on Gas-Out on NFGDC's system. It is the point from which all gas is delivered in shrunk Mcfs to the end-user's burner-tip.
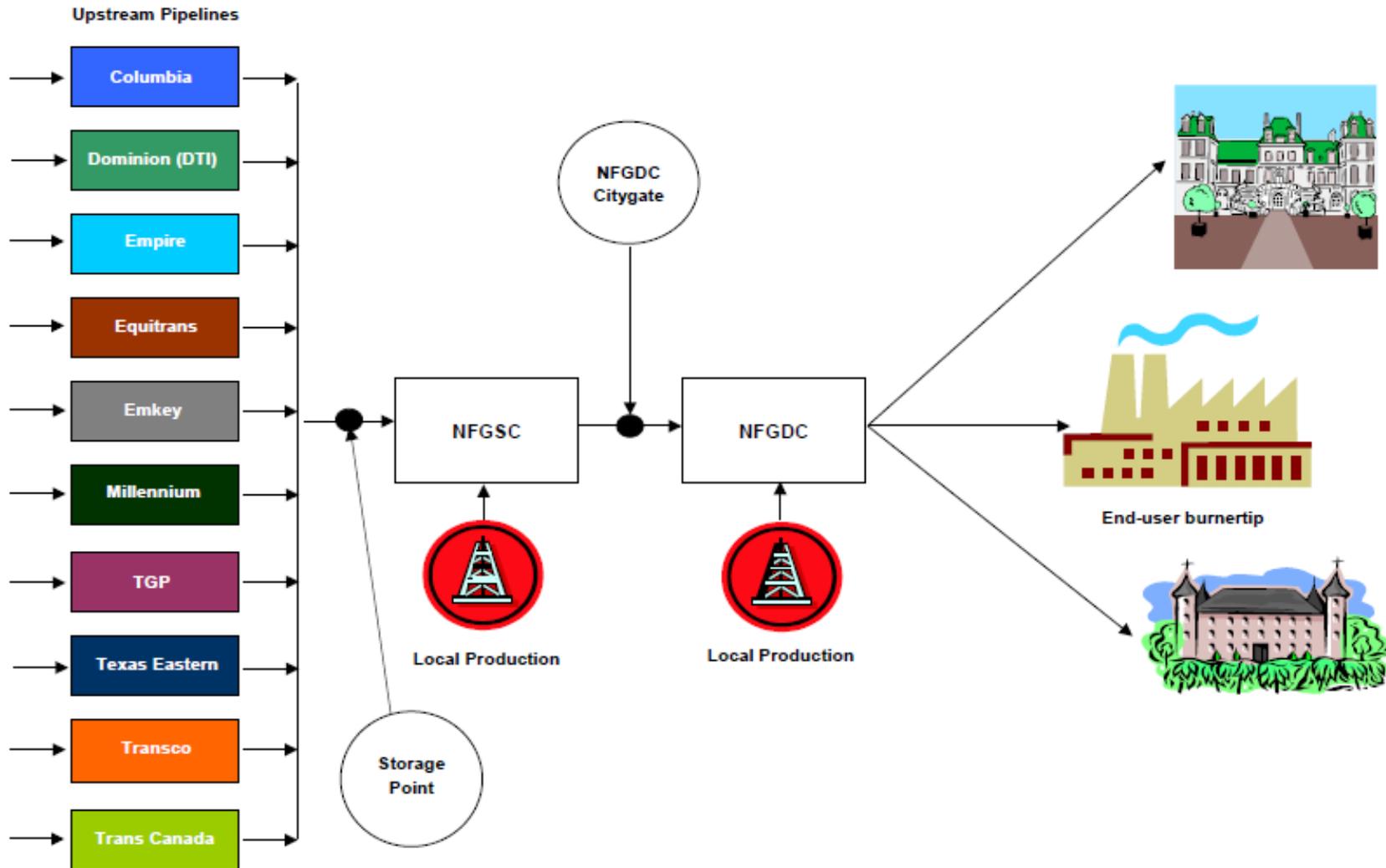
Burner-tip Point

The point of use of the gas by the end-user typically designated as the NFGDC delivery meter on the end-user's premises.

The following illustration depicts these various points:

The Gas-In / Gas-Out Concept

End-user Gas Supply Sources

MINIMUM NOMINATION RULES

Intraday nominations are allowed in TSS for all types of market pools. Gas-in nominations are evaluated to determine if they meet certain criteria. These criteria are in place to ensure reasonable nominated quantities for Intraday nominations taking into account that part of the gas day has already passed, and presumably some gas has already flowed for that day.

In general, scheduled Intraday quantities will be calculated based upon the effective flow time for the Intraday nomination, and the hourly flow of gas already scheduled for the same Gas Day up to the effective flow time (commonly referred to as the "Elapsed Prorated Scheduled Quantity" or "EPSQ"), as well as the information exchanged with the confirming party. For example, an Intraday 1 nomination to decrease flow cannot be scheduled for a total daily quantity less than what has been scheduled to flow for the first five (5) hours of the day.

See diagram below for an example of where a marketer nominates gas in all cycles of a gas day:

Noms in all cycles:

				0.208333	0.375	0.541667		
		Timely	Evening	ID 1	ID 2	ID 3		
Hours				5	9	13	TIMELY	Nom for 1000. Dispersed evenly over 24 hours at an hourly
	Standing Nom	1000	1200	1000	750	499		rate of 42 from 10 am to 9 am.
	Nomination	1000	1200	1000	750	499	EVENING	Nom for 1200. Dispersed evenly over 24 hours at an hourly
	Min Nom Allowed	0	0	250	408	499		rate of 50 from 10 am to 9 am.
	Flow/Hr	42	50	39	23	0		
1	10:00:00 AM	42	50	50	50	50	ID1	Noms in Timely or Evening, standing nom of 1200 as of Evening.
2	11:00:00 AM	83	100	100	100	100		Nom cut to 1000 in ID1, 1000 - 250 (flowed gas thru ID1) = 750
3	12:00:00 PM	125	150	150	150	150		Remaining 750 dispersed at an hourly rate of 39
4	1:00:00 PM	167	200	200	200	200		from 3 pm to 9 am in ID1
5	2:00:00 PM	208	250	250	250	250		
6	3:00:00 PM	250	300	289	289	289	ID2	Nom cut to 750 in ID2, 750-408 (flowed gas thru ID2) = 342
7	4:00:00 PM	292	350	329	329	329		Remaining 342 dispersed at an hourly rate of 23 from 7 pm to
8	5:00:00 PM	333	400	368	368	368		9 am in ID2
9	6:00:00 PM	375	450	408	408	408		
10	7:00:00 PM	417	500	447	431	431	ID3	Nom cut to min vol (499) in ID3, 499 (flowed gas thru ID3) = 0
11	8:00:00 PM	458	550	487	454	454		No gas flowed from 11 pm to 9 am in ID3
12	9:00:00 PM	500	600	526	476	476		
13	10:00:00 PM	542	650	566	499	499		
14	11:00:00 PM	583	700	605	522	499	ID1	=1000 -250/19
15	12:00:00 AM	625	750	645	545	499	ID2	=(750-408)/15
16	1:00:00 AM	667	800	684	568	499	ID3	=(499-499)/11
17	2:00:00 AM	708	850	724	590	499		
18	3:00:00 AM	750	900	763	613	499		
19	4:00:00 AM	792	950	803	636	499		
20	5:00:00 AM	833	1000	842	659	499		
21	6:00:00 AM	875	1050	882	682	499		
22	7:00:00 AM	917	1100	921	704	499		
23	8:00:00 AM	958	1150	961	727	499		
24	9:00:00 AM	1000	1200	1000	750	499		

The Gas-In screen in TSS will continue to prompt a user if a contract volume is being entered below the minimum acceptable amount for the applicable cycle. Note that this minimum acceptable amount is based on best available data at the time of nomination data entry.

DAILY DELIVERY QUANTITIES (DDQs)

The quantity of gas a market pool operator is required to deliver each day is known as a Daily Delivery Quantity (DDQ). Transportation Services determines each end-user's DDQ and, by summing all DDQs of the end-users in the market pool, determines the market pool's Aggregate Daily Delivery Quantity (ADDQ).

Monthly Daily Delivery Quantity (DDQ) estimates based on normal weather are provided to all market pool operators approximately three (3) calendar days before the beginning of the new month.

6-Day Daily forecasted DDQs based on current weather forecasts are provided to STBA, MMNGS and SATS Group operators by approximately 8:30 AM ET each business day. MPOs are required to schedule and deliver gas within set tolerances as detailed in the Gas Transportation Operating Procedures Manual and NFGDC Tariff. These ADDQs are trued up for actual weather, telemetered reads (where available), actual reads throughout the month, and posted via TSS.

The DDQ algorithm selection process works through a set hierarchy. First, the program looks for telemetered reads. If there are none, it looks for base load and degree-day factors. If there are none, the same month last year is used. If the same month last year is not available, two months ago is used. If none of the prior data is available, the default class consumption is used. In the absence of any available data, zero is used.

Throughout the year for all aggregator groups, ADDQs are averaged over weekend and holiday periods only. Weekend averaging periods are specific to each calendar month and averaging does not span over two months. NFGDC reserves the right to temporarily suspend or alter ADDQ averaging at any time. Advance notice of any changes to ADDQ averaging will be communicated as soon as practicable.

Transportation Services can, upon special request, exempt a market pool from the DDQ requirements (Max or Min Nom Vol Rule). All such requests for this exemption should be e-mailed to the following three email addresses: CzechowiczD@natfuel.com and TSSsupport@natfuel.com.

The Degree Day Information Report, which is available on the NFGDC web site, provides NY and PA daily forecasted and actual degree days which are used to determine the ADDQs for STBA, MMNGS, and SATS groups. To access this report, go to the Services for Marketers page https://marketers.natfuel.com/marketers/common_listfile.aspx , then:

Select the General Information line item and scroll down until the following reports are listed:

- Degree Day Information Report – NY
- Degree Day Information Report – PA MMNGS
- Degree Day Information Report – PA SATC

The Degree Day Information Reports are available each business day after the DDQ job has been completed. Two full months plus the current month are available on the web.

Marketers can also obtain DDQ data by individual customer through the secure portion of the web site. To access this data, go to the Services for Marketers page: https://www.nationalfuel.com/business-partners/supplier-and-customer-portal/

- Scroll down to the section named Secure Transactions (password required)
- Choose Supplier / Customer Download Files
- Enter the business parties' User Name and Password (not the same as the TSS login and password) and hit OK

Scroll down until the following files and reports are shown:

- Monthly DDQ Basis File
- Monthly DDQ Basis Report
- 6-Day DDQ Basis File
- 6-Day DDQ Basis Report
- Daily DDQ Mid-course Report (reflects true-up to actual reads)
- Daily DDQ Mid-course File (reflects true-up to actual reads)
- Monthly DDQ Cumulative Basis File (available after month has ended)
- Monthly DDQ Cumulative Basis Report (available after month has ended)

The following is the definition of the algorithms referenced in the above files:

- Algorithm 0 – Estimate based on the default class consumption
- Algorithm 1 – Estimate based on base load and degree day factors
- Algorithm 2 -- Estimate based on two months ago
- Algorithm 3 -- Estimate based on same month last year
- Algorithm 4 -- Estimate based on telemetered data
- Algorithm 5 -- Estimate used for combined accounts that have some meters with base load and degree day factors and some without.

Approximately (3) calendar days prior to the start of each month, all market pool operators and gas schedulers are notified via email and web posting that DDQs and ADDQs are available in TSS. Marketers or Direct Customers may request a change in the specified ADDQ if the Marketer or Direct Customer has specific knowledge that a customer's or customer group's consumption will be different than estimated. Such requests should be submitted via TSS using the EDDQI shortcut noted below before 1:30 PM, on the business day prior to the gas day the change is requested to take effect.

In the event of an emergency situation where TSS is unavailable, such requests may be written up and submitted via email to all three of the following: CzechowiczD@natfuel.com, TSSsupport@natfuel.com, or faxed to Transportation Services at (716) 857-7479.

The "DDQ/PDQ Email Change Request" form is available on the NFGDC website at: https://www.nationalfuel.com/business-partners/operator-manuals-and-forms/ The request should specify the amount by which the ADDQ should be changed as well as provide justification for the change. Distribution is not liable for the difference between the projected consumption and the consumption determination by Distribution.

TSS provides all TSS Users with inquiry access to DDQ information. To access DDQ Information on-screen go to:

- Customer Activities
- Nominations
- EDDQI: DDQ Inquiry - or shortcut EDDQI

If more than one market pool exists, pick the desired market pool and then pick the desired month. Note that the Last Date DDQ Updated is displayed at the top of this screen.

- Select desired month.
- DDQ Modifier & Detail Info is available via the button on this screen. Peak DDQ data is also available on this screen.

From the Pick List that appears for applicable pools, select the desired end-user if this is a PA DMT market pool. If this is an aggregation pool, no individual customer information will be shown on this screen. There will be an aggregation group number. Use the arrow buttons to scroll forward and back though the list of end-users, if applicable.

The DDQ Modifier & Detail Info button is also used to enter DDQ modifier requests. Once this button is selected, choose the DDQ Modifier Request Details button. This will bring up a screen where the DDQ modifiers can be entered by using the New button. The DDQ modifier requests entered here will be reviewed and accepted or rejected by Transportation Services personnel. The Del button can be used to delete applicable DDQ change requests.

DDQ modifier requests must be entered before 1:30 PM each business day. These requests cannot be entered between 1:30 PM and 2:30 PM for any day. There are four required fields: Start Date, End Date, Modifier Volume and Description (reason for the change).

DDQ modifier requests can be entered on a Friday for Saturday, Sunday, and Monday. Data entry of these requests for a holiday must be performed on the business day prior to the holiday. DDQ modifiers can be less than, greater than, or equal to zero and can be deleted or modified only if the request has not been processed.

Delivery Requirements: Reference the NY and PA GTOP, Tariff, and NFGDC web site for detailed delivery requirements and applicable rate information.

NOMINATION TIMELINE
Eastern Standard Time

12:00am |------------------------------- **Calendar Day 1** -------------------------------12:00am |------ **Calendar Day 2**

|-------------------------------- **Gas Day 1** ---|----- Gas Day 2 -----

Gas Flow Times: 10:00am   3:00pm   7:00pm   11:00pm   10:00am

_____|_____|_____|_____|_____|_____

Nomination	11:00am	2:00pm	3:30pm	7:00pm	8:00pm
Deadlines:	**Intraday 1**	**Timely**	**Intraday 2**	**Evening**	**Intraday 3**
	Gas Day 1	**Gas Day 2**	**Gas Day 1**	**Gas Day 2**	**Gas Day 1**
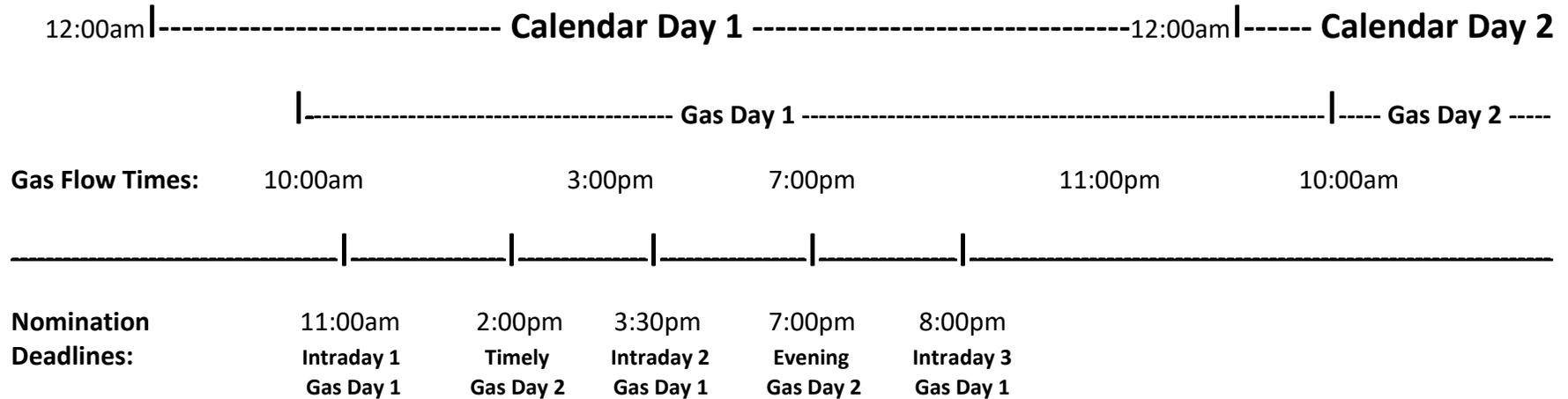
Note: Scheduling gas is an interactive process. All parties are best served when nominations are entered at the earliest possible time.

Gas Flow Times:

A) Timely gas flow begins at 10:00 AM next day.
B) Evening gas flow begins at 10:00 AM next day.
C) Intraday 1 gas flow begins at 3:00 PM current day.
D) Intraday 2 gas flow begins at 7:00 PM current day.
E) Intraday 3 gas flow begins at 11:00 PM current day.

Final Market Pool Confirmation Report will be available by:

1) 6:00 PM for Timely Cycle
2) 10:00 PM for Evening Cycle
3) 2:00 PM for Intraday 1 Cycle
4) 6:30 PM for Intraday 2 Cycle
5) 11:00 PM for Intraday 3 Cycle

GAS-IN NOMINATIONS

Nominating gas deliveries to end-users on NFGDC's system is a one-step process for aggregation pools and a two-step process for PA DMT and NY CBA/SC-16 market pools. The first step for all market pools is the Gas-In nomination. A Gas-In nomination is a request for a delivery of gas from a Supply Point, Local Production Point, or Imbalance Point (where applicable) to a market pool.

Items to keep in mind:

- Nominations must be completed and saved within the cycles given in the Nomination Timeline above. The TSS clock is synchronized to the Denver, CO Atomic Clock. The TSS system time is displayed on most screens. The current time can be seen by clicking on the date and time button. A transaction is timed out when the transaction is saved, not when the User logs into TSS.
- All quantities for a Gas-In nomination are entered in Unshrunk Dth (dekatherms).
- The delivery point of a Gas-In nomination is always either the NY or PA Central Delivery Point (CDP).
- Shrinkage on NFGDC is accounted for on the Gas-In nomination. The system distinguishes between the various sources of gas based on the Receipt Location. The Receipt Location's shrinkage and the Receipt Quantity are used to calculate the Delivery Quantity. The Delivery Location Point currently has no shrinkage (from the CDP to the market pool).
- Local production gas delivering directly into NFGDC cannot be transported from one State to another. NY Local production pools can only deliver to NY market pools, and PA Local production pools can only deliver to PA market pools.
- STBA market pools may schedule up to 105% of estimated local production gas from a production pool.
- Daily production pools can deliver to any market pools within the same state.
- TSS allows nominations to be entered and saved, but this is not an assurance that the nomination will be scheduled.
- Timely, Evening, Intraday 1, Intraday 2, and Intraday 3 cycles are available to all market pool operators.
- Only Timely Cycle Nominations can span more than one gas day.
- When entering nominations, if a NFGSC contract comes up as invalid it may expire part way through the month. To check on the expiration date on the NFGSC contract, contact NFGSC at 716-857-6960 or Interstate Marketing at 716-857-7043. If the contract is only good for part of the month, enter a nomination end date that is prior to the expiration date on the contract. Do not span the nomination through the end of the month because it will not be accepted due to the end date on the contract.
- Superseding nominations are nominations in which one or more of the seven (7) critical fields that encompass a nomination are different from the previous nomination. These critical fields are Rec Loc, UpK, Up ID, Del Loc, DnK, Dn ID, and Pkg ID.
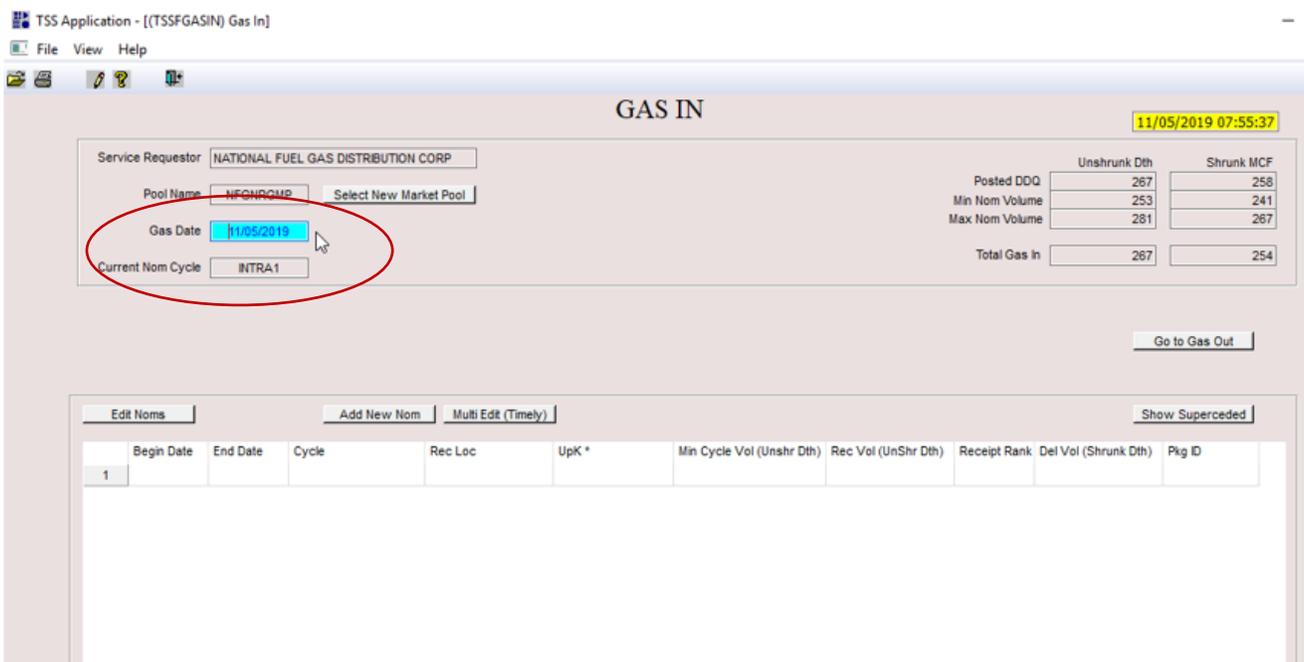
Using the Gas-In Screen

To access the Gas-In screen in TSS, enter Shortcut "**EGASIN**" and then select "**Run**."
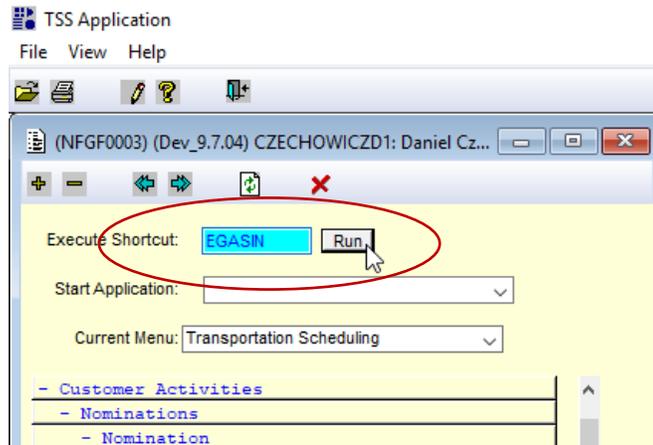
The menu below will appear, enter the Pool Name and select the green checkmark (✔) or leave the pool name blank and hit the green checkmark (✔) to see the complete list of market pools linked to the user login information.
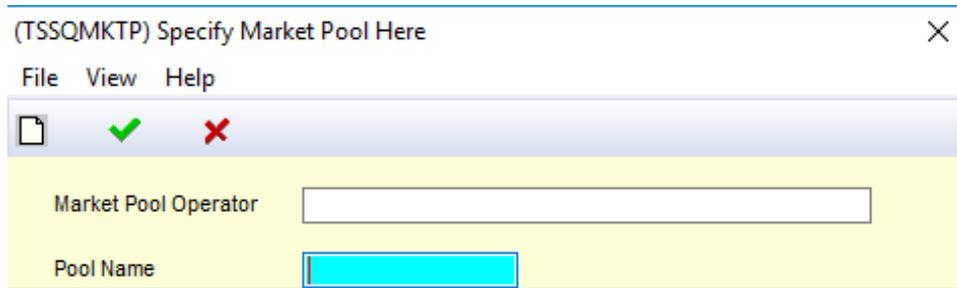

The following Gas-In screen will appear:

When EGASIN is selected, the screen will populate with the next Timely cycle based on the current date and time. The clock in the upper right corner of the screen is real time. When a past date is chosen, "Closed" will appear in the Current Nom Cycle box.

Enter the date by typing it, or double click on the date to bring up a calendar widget to choose a date. Nominations can be sorted by Rec Loc, UpK, or Rec Vol (UpK is the default). Click on the column heading to sort the nominations on that column. An asterisk is displayed on the column being used in the sort. DDQ, Min and Max Nom Vol, and Total Gas In data is specific to the Gas Date chosen.
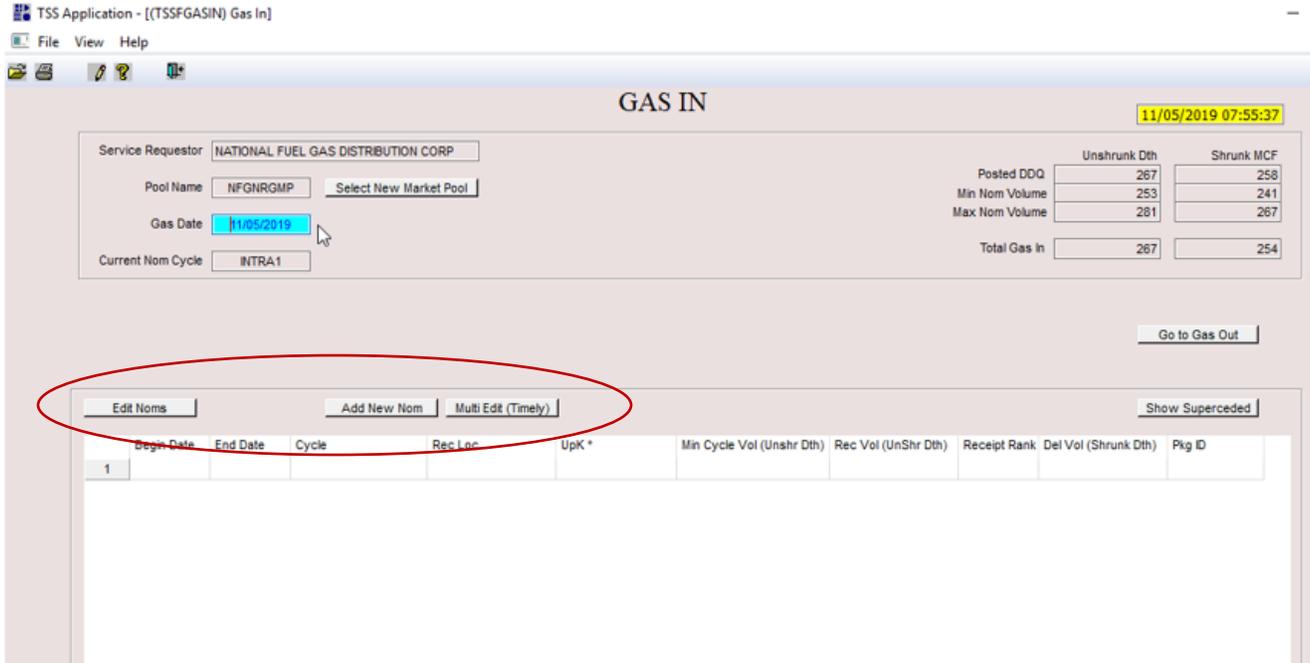
There are three ways to enter nominations:

- By choosing the Add New Nom button
- Through the grid that appears on this default screen (Edit Noms)
- By choosing the Multi Edit button (Timely Cycle only)

Add New Nom

Select the Add New Nom button to enter a new nomination.

Using the Add New Nom Button

- Used when starting out a new month
- Used to create a new nomination that hasn't been entered as yet
- Timely nominations default spanning to the last day of the month but can be changed to any future day in the same month
- If current day is chosen, the applicable End Date and Nom Cycle will fill in and cannot be changed
- Receipt Location, UpK, Rec Vol, Receipt Rank and Pkg ID can be entered
- Del Vol will be calculated and cannot be entered
- Drop-down list is available for Receipt Location (see screen shot above)
- Drop-down list option for UpK will automatically populate each month based on the nominations being entered. Each new month starts fresh with a blank dropdown.
- After all required data entered, save the nomination to add it to the grid below.
- Total Gas In volume in the upper right of the screen updates after each nom is added/saved.

Edit Noms

Select the Edit Noms button to edit existing nominations in the grid below.

Using the Grid on the Default Screen

- For the Timely Cycle, end dates remain in effect from the initial nomination entry. End dates can be changed for all nominations in the grid using the "Set ALL Gas End Dates To:" button to the date specified.
- Rec Vol, Rec Rank and Pkg ID can be changed.
- Del Vol will be recalculated.
- Change applicable data. Colors will change based on the changes being made.

    o Gold – data has been changed
    o Peach – superseded nom will be created
    o Blue – new nom will be created
    o Green – system generated nom

- Min Nom Vol is based on last cycle and edit checks will be in place to disallow entry below the Min Nom Vol.
- Double-click to get back to the original volume, Pkg ID, or Rec Rank.

- For Evening and Intra-Day Cycles, End Dates default to same day, and cannot be changed.
- Min Nom Vol is based on last cycle and edit checks will be in place to disallow entry below the Min Nom Vol.
- Double-click to get back to the original volume, Pkg ID, or Rec Rank.
- Use the Retrigger box to re-nominate an exact duplicate of the nomination on that line item for the next cycle.
- No changes are allowed on Retrigger line.

Multi Edit (Timely) Noms

Using the Multi Edit Button

- Used only for Timely nominations.
- Brings up the next six day window of current nominations based on the System Date.
- Months are distinct. If it is May 26th, only May 27th – May 31st will be shown in this grid.
- If there is a blank for a day, an entry cannot be made through this nomination method.
- Double-click to get back to the original volume.
- After changes are made, select "Save Timely Noms" to save nominations.

EGASI (old screen) for Gas-In Nominations

The **EGASI** screen is currently still active, but may be removed at a future date. To enter a Gas-In nomination using the EGASI screen, perform the following steps:

- Customer Activities
- Nominations
- Nomination
- EGASI: Gas - In Nominations - or enter shortcut EGASI
- On the Specify Market Pool Here screen, click on the desired market pool. If no pick list appears, simply choose the green checkmark.
- The Select New Market Pool button allows the User to switch from one market pool to another without backing out all the way to the main menu.
- Service Requestor and Service Requestor Contract fields are automatically filled in based on the Business Party and market pool chosen.
- Min and Max Nom Vol fields are populated upon completion of market pool validation prior to the start of a month and are updated each business day based on forecasted daily DDQs. These fields represent the minimum and maximum delivery requirements volume range based on forecasted daily DDQs. NY and PA DMT market pools are automatically exempt from the Min and Max Nom Volume rules.

Note: Gas-in Nominations entered that are greater than the Max. Nom. Vol. are not prevented, but will be cut during the daily Scheduling/Confirmation Process.

Transportation Services may exempt certain end-users whose usage is difficult to predict. The market pool operator must request such an exemption via email to CzechowiczD@natfuel.com and TSSsupport@natfuel.com, or by fax to Transportation Services at (716) 857-7479. The market pool operator, if allowed the exemption for an end-user(s), must segregate the end-user(s) into a separate market pool(s).

- Enter the Gas Date for which a nomination is desired (defaults to the next Gas Day based on current date and time). The Current Cycle box will automatically be filled in with the current Cycle for the date shown in the Gas Date field and the current time.
- To the right of Gas Date is a TSS Clock Button. This button can be clicked on at any time to refresh the System Date and Time. The time on this button will also be automatically refreshed when passing through various fields on the screen.
- Click on New to enter in a new Gas In nomination.
- ACT Code (Activity Code) - each unique combination of items in a nomination has an Activity Code generated automatically. Each code is numeric and unique within each market pool. When the User enters an ACT Code, the system populates all associated fields for that Activity Code in the data entry area. The User can then change any fields desired and save as a new nomination.
- Beginning Date (Beg Date) and End Date - These two date fields will auto-populate based on the date entered in the Gas Date field. If the Gas Date entered is less than or equal to the current day, the Beg Date will be the next Timely cycle. If the Gas Date entered is greater than today, the Beg Date field will match the Gas Date field. 'End Date' defaults to last day of the month. Note that for all Cycles other than Timely, the Gas Date, Beg Date and End Date must be the same.
- Spanning Nominations, where the Beginning and End Dates do not match, are only allowed for Timely nominations.
- On NFGDC, a nomination being made for one (1) gas day must have a Beg Date and End Date the same. A nomination intended to span for two (2) or more gas days must have a Beg Date different from the End Date.

Helpful Hint: When entering dates into TSS Date fields simply type, for example, 511 and TSS will recognize this as May 11, current year.

- Cycle - Choose the appropriate cycle from the drop-down box. Refer to the Nominations Timelines for further information.
- Rec Loc (Receipt Location) - choose the appropriate location from the drop-down box. New market pool operators should contact the Transportation and Exchange Department Help Desk at 716-827-2385 for assistance in determining which Rec Loc to choose.

Available New York Receipt Locations:

Gas moving via NFGSC:

NFGDC-MSMX
NFGDC-NASH
NFGDC-NY
NFGDC-VICK
NFGDC-XM8 *** Contact Transportation Services before selecting this point
NFGDC-ZOAR

Production Pool Delivery:

NYDPL

Positive Imbalance:

NYIMB

Available Pennsylvania Receipt Locations:

Gas moving via NFGSC:

NFGDC-CAP
NFGDC-ECTL
NFGDC-IR
NFGDC-MERC
NFGDC-PA

Production Pool Delivery:

PADPL

Positive Imbalance:

PAIMB

- Rec Qty (Receipt Quantity) - enter the amount in unshrunk Dth.
- Up K (Upstream Contract) - enter the source of gas, such as a production pool, a group imbalance, or a contract on NFGSC.

A "Contract Invalid" message may indicate that the NFGSC contract has expired since these contracts may only be valid for part of a month. For assistance contact: NFGSC's Help Desk at 716-857-6960 or Ashley Rohrich in Interstate Marketing at 716-857-7043. Local production gas that is interconnected to NFGDC cannot be transported from one State to another. NY Local production pools can only deliver to NY market pools, and PA Local production pools can only deliver to PA market pools.

- Up ID (Upstream ID) – leave this field blank. In most cases this field will be auto-populated with the DUNS# of the appropriate Imbalance or production pool.
- Rec Rank (Receipt Rank) - leave this field blank if pro-rata scheduling is desired (based on total of all nominations). Enter a Rank to specify which Gas-In nomination is to be scheduled in the event a balancing cut becomes necessary. Rec Rank is used to balance Gas-In and Gas-Out. Gas-In quantities with a Rank of one (1) are the highest priority and are cut last. Duplicate Ranks are prorated (based on total of all nominations).
- Del Loc (Delivery Location) –is the Central Delivery Point (CDP) and its Data Reference Number (DRN).
- Del Qty (Delivery Quantity) – is automatically calculated from the Receipt Quantity minus the shrinkage rate (in Dth) after the nomination is saved.
- DnK (Downstream Contract) - name of the market pool being nominated to.
- DnK ID (Downstream Identification Number) - DUN # of market pool.
- Pkg ID (Package ID) - is a free-form field that can be used to uniquely identify nomination(s) that would otherwise supersede each other. Note: This is not a required field but a corresponding nomination must be entered on NFGSC in order to have the nominations match.
- TT (Transaction Type) - will be automatically populated with Current Business.
- Select Save.
- The width of the Gas-in screen is greater than the available viewing area. To view the entire width of any nomination in the Matrix area, maximize the Gas-out window by clicking on the Maximize Window button. Then use the side-to-side scroll bar at the bottom of the screen.
- The total Gas-In, Gas-Out, and Scheduled nomination appears in the upper right area of the screen. The total is the sum of the delivery quantities in the matrix converted to Shrunk Mcf.
- A warning message that reads "The market pool requesting gas is not in the Production Pool PSI list for the month requested, please contact the production pool operator" will appear on the EGASI screen if the market pool for which the nomination is being made does not appear on the PSI List (shortcut EPPSI) of the production pool from which the gas is being nominated. The nomination can be saved, but will be cut in the scheduling process, unless the market pool is added to the production pool's PSI List.

Some important things to remember:

- Once saved, a nomination cannot be deleted or changed. It can only be superseded.
- Currently, the conversion rate from Dth to Mcf for local production pool transactions is 1.000.
- To view all detail regarding a saved Gas-In nomination, click anywhere in the white boxes near the bottom of the screen, and scroll to the right to view any fields not visible on the main screen.
- The Scheduled Volume box will be at zero until the Confirmation/Scheduling process has been completed by Transportation Services.
- Clicking on the Hide/Show Superseded button will cause grayed-out (superseded) nominations to disappear/reappear.

GAS-OUT NOMINATIONS

A Gas-Out nomination is used to deliver gas from the NFGDC Central Delivery Point ("CDP") to an end-user or an aggregation group. **Entry of Gas Out nominations is not necessary for aggregation group operators. Gas Out nominations are only required for PA DMT and NY SC-16 market pools.**

Gas-Out nominations in TSS can be entered as follows:

- For individual PA DMT customers and for NY SC-16 customers use EGASO
- For multiple PA DMT customers at once use EBGASO (see Batch Gas-Out Nominations)

Items to keep in mind:

- Gas-Out nominations for the first gas day of the month are due by the last calendar day of the previous month. See the Nomination Timeline for specific deadlines.
- Nominations must be completed and saved within the times of the given Cycles. The TSS clock is synchronized to the Denver, CO Atomic Clock. The TSS system time is displayed on most TSS screens and the current time can be seen by clicking on the date and time button. A transaction is timed out when the transaction is saved, not when the user logs into TSS.
- Timely, Evening, Intraday 1, Intraday 2, and Intraday 3 Cycles are available for all market pools.
- Gas-Out nominations are not subject to the Minimum Nomination Rules for each individual end-user, so Intraday nominations on Gas-Out can be lowered to zero for an individual end-user. However, in the Scheduling process, Gas-Out and Gas-In must match, and Intraday Gas-In nominations are subject to the Minimum Nomination Rules. Therefore, the total Gas-Out must still adhere to the Minimum Nomination Rules, but each individual end-user does not need to adhere to the Minimum Nomination Rules.
- All items on the Gas-Out nomination are expressed in Shrunk Mcf.
- The Receipt Location of a Gas-Out nomination is always either the NY or PA Central Delivery Point ("CDP").
- A saved nomination cannot be deleted or changed. It can only be superseded.
- Use shortcut EMCNI to do a Nomination Inquiry on one customer contract account at a time. The inquiry can be done for any number of gas days. For a valid contract account, TSS will show the contract account number, gas day, cycle, rank, nominated ("delivery") volume, and scheduled volume.

To enter a Gas-Out nomination, perform the following steps:
- Customer Activities
- Nominations
- Nomination
- EGASO: Gas Out Nominations – or enter the shortcut EGASO
- Pick the desired market pool
- Service Requestor and Service Requestor Contract fields are automatically filled in based on the Business Party and market pool chosen.
- Enter the Gas Date for which a nomination is desired.

The Select New Market Pool button allows the User to switch from one market pool to another without having to back out all the way to the main menu. On NFGDC, a nomination being made for one (1) gas day must have a Beginning Date and End Date the same. A nomination intended to span for two (2) or more gas days must have a Beginning Date that is different from the End Date.

- The total Gas-In, Gas-Out, and Scheduled nomination appears in the upper right area of the screen. The total is the sum of the delivery quantities in the matrix converted to Shrunk Mcf.
- To the right of Gas Date is a TSS Clock Button that can be clicked on any time to refresh the System Date and Time. The time on this button will also be automatically refreshed when passing through various fields on the screen.
- Click on New. Several of the fields will auto-populate. These fields can be changed where appropriate.
- Beginning Date (Beg Date) and End Date - These two date fields will auto-populate based on the date entered in the Gas Date field. If the Gas Date entered is less than or equal to the current day, the Beg Date will be the next Timely cycle. If the Gas Date entered is greater than today, the Beg Date field will match the Gas Date field. 'End Date' defaults to last day of the month. Note that for all Cycles other than Timely, the Gas Date, Beg Date and End Date must be the same.
- Spanning Nominations, where the Beginning and End Dates do not match, are only allowed for Timely nominations.
- On NFGDC, a nomination being made for one (1) gas day must have a Beg Date and End Date the same. A nomination intended to span for two (2) or more gas days must have a Beg Date different from the End Date.
- Cycle - Choose the appropriate cycle from the drop-down box. Refer to the Nomination Timeline for further information.
- The Rec Loc (Receipt Location) - for a Gas-Out nomination will always be the NY or PA CDP (Central Delivery Point).
- The Up K (Upstream Contract) field will show the market pool name.
- Up ID (Upstream ID) will auto-populate with the DUN # for the market pool.
- Enter the Rec Qty (Receipt Quantity) in Mcf. Keep in mind that this quantity should be expressed in Shrunk Mcf, and that the total of the nominations entered must equal the Total Gas-In (Mcf) (i.e., Gas-in must equal Gas-Out).
- Enter the Del Loc (Delivery Location). The choices are NY or PA BT (Burner-tip).
- Del Qty (Delivery Quantity) will automatically be filled in with the same amount as the Rec Qty, since at this time, there is no shrinkage applied downstream of NFGDC's Central Delivery Point.
- In the DnK field, enter the contract account number of the end-user or the market pool number associated with the market pool. The number associated with the market pool can be found on the EMPAM screen under the Aggregator Number. Note that any leading zeros must be entered.
- No entry is required for the DnK ID.
- The Del Rank field is used during the daily scheduling process. It represents the order in which contract accounts will have gas scheduled. #1 is the first to receive its scheduled gas. If a Del Rank field is left blank, it is the lowest rank. Ranks that are the same will be prorated. If there is a mixture of ranks (i.e. 1,2,3,3,3, and several blanks) the contract accounts with the rank of three (3) will be prorated among the threes, and the blanks will be last and prorated among the blanks.
- TT (Transaction Type) is automatically populated with Current Business.
- Pkg ID (Package ID) is a free-form field used to uniquely identify a nomination that may otherwise replace an existing nomination. This is not a required field.
- Save.

There are two convenient ways to add additional Gas-Out nominations to minimize data entry:

- Click anywhere in the desired Matrix row, then click on the Pick button - all data entry boxes will auto-populate. Field values can be changed.
- Select New - will auto-populate all fields except those in the Receipt column.

The width of the Gas-out screen is greater than the available viewing area. To view the entire width of any nomination in the Matrix area, maximize the Gas-out window by clicking on the Maximize Window button. Then use the side-to-side scroll bar at the bottom of the screen. As each Gas-Out nomination is saved the Total Gas-Out (Mcf) field is increased to reflect the sum of all Gas-Out nominations saved thus far for that Gas Date.

BATCH GAS-OUT NOMINATIONS

The Batch Gas-Out Nomination process minimizes a gas scheduler's data entry time when performing Gas-Out nominations for several individual contract accounts at a time. This process is used primarily when nominating for PA DMT market pools.

To perform a batch Gas-Out nomination operation, click on:

- Customer Activities
- Nominations
- EBGASO: Batch Gas - Out Nomination Nominations - or enter the shortcut EBGASO
- Pick the desired market pool

TSS will default to the next gas day for which Timely cycle Gas-out nominations can be made, and will populate the Beg Date and End Date fields as a spanning nomination through the end of the current month. However, the Cycle, Beg Date, and the End Date fields can be changed, as the Batch Gas-Out function is available for all cycles. For convenience, the RBA (contract account number) and Customer Name column headings are sort buttons. Clicking on these buttons will sort the end-users into the desired order. Clicking repeatedly on a heading button will alternate the sort order between ascending and descending.

- Enter the desired daily quantity of gas (in Shrunk Mcf) into the Revised Del Qty field for each contract account. Do not enter a value into the Revised Del Qty field of any contract account for which a change is not desired.
- The Rank column is used during the daily Scheduling process. It represents the order in which contract accounts will have gas scheduled. #1 is the first to receive its scheduled gas. If a Del Rank field is left blank, it is the lowest rank. Ranks that are the same will be prorated. If there is a mixture of ranks (i.e. 1,2,3,3,3, and several blanks) the contract accounts with the rank of three (3) will be prorated among the threes, and the blanks will be last and prorated among the blanks.
- The Clear button, when clicked prior to saving, will erase any entries made into the Revised Del Qty and Rank fields.
- To save the Gas-Out nominations, simply click the green checkmark button. To verify that the nominations have been saved, go back to the TSS Main Menu, type EGASO into the shortcut box, then select the appropriate market pool and gas day to see the entered and saved batch Gas-Out nominations.

Note that this shortcut cannot be used for Aggregation Group nominations because gas is nominated to the aggregation group, not to individual customers.

THE CONFIRMATION AND SCHEUDLING PROCESS

In TSS, the Confirmation and Scheduling Process compares market pool Gas-In with Gas-Out nominations. Gas-In nominations consist of Supply nominations, production pool nominations, and imbalance nominations. Gas-Out nominations consist of nominations to aggregation groups or individual end-users.

Gas-In nominations are limited by estimated available local production (PDQ) and by group imbalances. This process also validates Gas-In nominations against nomination rules such as the Max Nom Vol Rule, the Minimum Nomination Rules, and schedules deliveries to market pools and end-users via Gas-Out nominations. It makes cuts to Gas-In nominations and/or Gas-Out nominations as necessary to achieve a balance between Gas-In and Gas-Out.

The following is an explanation of the Confirmation and Scheduling Process utilized in TSS:

- Gas-In nominations are compared to the Max Nom Vol stored in the PSI List assigned by a production pool operator. The balancing process is performed until no more cuts are necessary, and is broken down into two steps:

    1. Balance production pool nominations to PDQ, and imbalance nominations to their Group Imbalances.

    2. Balance Gas-In to Gas-Out for each market pool.

Before either balancing step can be performed, TSS verifies if nominations from production pools or against imbalances have not been actively confirmed. If no active confirmation has been performed, and Max Nom Vol has been entered in the Production Pool PSI list, the nomination will be cut to that Max Nom Vol amount. Gas-In scheduling is also subject to the Minimum Nomination Rule limitations previously defined.

The Max Nom Vol Rule is a procedure by which a Gas-In nomination may have to be cut based on DDQ tolerance percentage requirements.

A Superseding Nomination is defined as having the same exact value for Receipt and Delivery Location, Upstream and Downstream Contract ID, Upstream and Downstream Identifier Code and Package ID as an existing nomination for the same day. If two or more superseding nominations are entered during the same Cycle the nomination last entered will be used for that Cycle.

Only Gas-In and Gas-Out nominations for the Timely cycle can span more than one day.

An Example:

A spanning nomination for 2000 Dth is entered on the first day of the month for the entire month. For day 7 a superseding nomination is entered for 2500 Dth to span five days through day 11. For day 10 only, a superseding nomination is entered for 2200 Dth. The results would look like the following:

Day 1 through day 6	2000
Day 7 through day 9	2500
Day 10	2200
Day 11	2500
Day 12 though EOM	2000

Generalized Description of the Confirmation and Scheduling Process

All nominations are gathered for the Gas Day and Cycle being scheduled, and Gas-In nominations are converted from Dth to Mcf. Next, the maximum PSI quantity (in the absence of an Active Confirmation quantity) and minimum scheduling level procedures are applied. Then, production pool nominations are balanced to PDQ and Imbalance nominations are compared to group Imbalance quantities. Last, market pool Gas-In nominations are compared to the Gas-Out nominations and cuts are made until both Gas-In and Gas-Out are balanced.

Important Note: An automated email detailing scheduling cuts by cycle can be sent to TSS end-users identified on the Contact Maintenance Screen with the **GISC – Gas-In Scheduling Cuts** box checked.

MARKET POOL CONFIRMATION REPORTS

The Market Pool Confirmation Report in TSS is provided for Gas Schedulers to view the results of the Scheduling Process which incorporates all Gas-In and Gas-Out nominations for a given Cycle, or for All Cycles for a given Gas Day.

The Market Pool Confirmation Report is not final until the scheduling process has been completed for each cycle (please refer to the Nomination Timeline). This report provides a summary of all Gas-In and Gas-Out nominations. The report, when run prior to the completion of the scheduling process for each cycle, can be utilized as a "Verification Report." This report can also be run to look at previously scheduled nominations.

To run the Market Pool Confirmation Report:

- Customer Activities
- Nominations
- Scheduled Quantity
- EMPCR: Market Pool Confirmation Report - or enter shortcut EMPCR
- Pick the desired market pool

To retrieve the Market Pool Confirmation Report:

- Click on the drop-down box and select the desired Cycle
- Enter the date of the desired Gas Day and click Retrieve

NY DAILY CUSTOMER USAGE / DELIVERY GRAPHS

To retrieve usage and delivery information for NY Daily Metered Transportation customers, select the following:

- Customer Activities
- Flowing Gas
- Graphs
- EMDUG: Meter Daily Usage - or enter shortcut EMDUG
- Pick the desired market pool
- Select applicable Month, Meters, and click on the Generate Graph button. The graph will be generated on the screen.

The same menu drill down noted above can be used for the following graphs:

- ECDUG: Customer Daily/Cumulative Usage - or enter shortcut ECDUG
- ECMHUG: Customer/Meter Hourly Usage - or enter shortcut ECMHUG
- ECMUG: Customer 12 Month Usage - or enter shortcut ECMUG
- EPNUTG: Pool Nom/Usage & Tolerance - or enter shortcut EPNUTG

AUTOMATICALLY GENERATED REPORTS / FILES VIA EMAIL

There are a number of reports that a TSS user can receive automatically via e-mail. This is accomplished by performing the following steps:

- Customer Activities
- Business Party Information
- Contact Maintenance - or enter shortcut ECNTM

On this screen the TSS user can select to receive any or all of the following reports automatically via e-mail by checking off the applicable boxes:

- ADDQ – Aggregator DDQ Statement
- ADDQF.csv – Aggregator DDQ Statement File
- CDUS – Customer Daily Usage Statement
- CMUS – Customer Monthly Usage Statement
- DDQD – DDQ Deficiency Report
- EDDQ – Non-Aggregator DDQ Statement
- GISC – Gas-In Nominations Scheduling Cuts Report
- LPMD – Local Production Meter Data Reports
- MCSH – RBA Site Missing Readings Report
- MMDA – Monthly Market Pool Allocation Statement
- MMTS – Monthly Marketer Trading Statement
- NDMT – NY Daily Metered Market Pool Statement
- PMDA – Production Pool Monthly Allocation Statement

Refer to the TSS **Reports Manual** for further details on these reports.