

Quick Reference Guide: Nomination Entry

1. **Nomination Deadline:** Nominations must be submitted before the Nomination Window closes for the cycle
2. **Standing Nomination** requests can be entered for the Timely Cycle. The Nomination can be entered for a Gas Day range, for a maximum of one month. For Evening and Intra-day Cycles, the Nomination requests will only be in effect for that Gas Day
3. **Fuel** is calculated automatically on the Nominated Path, based on the associated Fuel Ratio
4. **Tax Zero Rated** field indicates if the Tax is applicable to the selected customer Contract

Nomination Requests

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+ Balance Exceptions

Transport Hub Rec Hub Del Balance Energy Imbalance Instructions

Number of transportation requests: 26

Status	TOS	Account	Receipt Location	Rec Rank	Delivery Location	Del Rank	Nom Qty	Package Id	Bid Price	Fuel Location	Fuel	Tax Zero Rated	Gas Cycle	Begin Date	End Date
IncompleteFT		Niagara Falls	Kirkwall							Niagara Falls	0	N	T	2017-Nov-01 09:00	2017-Dec-01 09:00

5. **Hub Rec** tab implies receiving into your MTT Account. **Hub Del** tab shows deliveries out of your MTT

Nomination Requests

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Transport **Hub Rec** Hub Del Balance Energy Imbalance Instructions

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Status	TOS	Account	Receipt Location	Rec Rank	Delivery Location	Del Rank	Nom Qty	Package Id	Bid Price	Fuel Location	Fuel	Tax Zero Rated	Gas Cycle	Begin Date	End Date
IncompleteFT		Niagara Falls	Kirkwall							Niagara Falls	0	N	T	2017-Nov-01 09:00	2017-Dec-01 09:00

6. **Nomination Request Status** values:

Nomination Requests

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Transport Hub Rec Hub Del Balance Energy Imbalance Instructions

Number of hub receipt requests: 6

Status	Txn Type	Account	Location	Supply Location	TOS	Bid Price	Rank	Qty	Package Id	U/S Contract	U/S DUNS	Gas Cycle
Incomplete	Select											T
New	On System		St. Clair				1	50		123	123	T
Passed	Transport		Chippawa	St. Clair	FT		1	100 1				T
Failed	Transport		Chippawa	St. Clair	FT		1	125 2				T
Mismatched	Buy		St. Clair				1	11				T
Revised	On System		St. Clair				1	100 3		123	123	T
Saved	On System		St. Clair				1	75 4		123	123	T

- a. Incomplete:
 - i. Clicking the Add button will insert an incomplete line item for new nomination entry

- ii. Status indicates that not all required fields are entered. Required fields are marked by a red border
 - iii. Clicking on the 'Undo arrow' removes the line item
 - b. New:
 - i. Indicates that all required fields have been filled in, but the nomination is not yet Saved or Submitted
 - ii. Clicking on the 'Undo arrow' removes the line item
 - c. Saved:
 - i. Highlighted in yellow, indicates that the new nomination entry is saved. Note that the quantity will now be used in Balance section calculations
 - ii. A Saved nomination request is not validated – all validations will be processed when this nomination is 'submitted'
 - iii. Note that the Submit button submits all the Saved requests on the page, regardless if the user has checked specific saved nominations
 - d. Passed:
 - i. Upon submitting a request, Pass status indicates that the nomination passed validation checks and is now successfully submitted for the cycle
 - e. Failed:
 - i. Upon submitting a request, Failed status shows in red, indicating that the nomination failed validation checks
 - ii. Hovering over the status field display the failed validation message
 - f. Mismatched:
 - i. Highlighted in yellow, indicates that the Title Transfer (Buy/Sell) Nomination is submitted for a customer, but the counterparty's matching associated Buy/Sell has not been submitted
 - g. Revised:
 - i. A previously Passed nomination has been edited and the changes have not been saved or submitted yet
 - ii. Clicking on the Undo arrow reverts the edits
- 7. **Balance Section** includes a summary of locations that have Nomination Requests at a location for the selected Hub Account.

Nomination Requests Search Download Upload Reset

Filters

- Balance Exceptions

Location	In	Out	Variance	Passed	Saved	Failed	Mismatch...
Centram MDA	10,379	10,900	-521	9	0	0	0
Enbridge EDA	60	65	-5	2	0	0	0
Union SWDA	196,424	196,425	-1	4	0	0	0
Bayhurst 1	100	100	0	1	0	0	1

Save Copy Delete Submit

Transport	Hub Rec	Hub Del	Balance	Energy Imbalance Instructions			
Location	In	Out	Variance	Passed	Saved	Failed	Mismatched
Empress	407,983	407,449	534	37	0	0	0
Centram MDA	10,379	10,900	-521	9	0	0	0
Enbridge EDA	60	65	-5	2	0	0	0
Union SWDA	196,424	196,425	-1	4	0	0	0
Bayhurst 1	100	100	0	1	0	0	1
Centram SSSA	500	500	0	3	0	0	0
Emerson 1	40,687	40,687	0	4	0	0	0

- Nomination Requests with status values Passed, Mismatched and Saved are included in the calculation
- Locations highlighted in yellow indicates a variance at the location, or location includes a Mismatched or a Saved Nomination Request
- Selecting specific locations (using checkboxes) filters the Nomination Requests for these locations in Tables below

8. Copy Nominations

Transport Hub Rec Hub Del Balance Energy Imbalance Instructions

Number of transportation requests: 26 Add

Status	TOS	Account	Copy Nomination Requests	End Date
Passed	FT D	Bayhurst	BEGIN DATE (CCT): 2018-Apr-02	2018-May-01 09:00
Passed	FT	Empress	GAS CYCLE (CCT): Timely (09:00)	2018-May-01 09:00
Passed	FT	Empress	END DATE (CCT): 2018-May-01	2018-May-01 09:00
Passed	FT D	Empress		2018-May-01 09:00
Passed	FT	Empress		2018-May-01 09:00
Passed	FT D	Empress		2018-May-01 09:00
Passed	FT	Empress		2018-May-01 09:00
Passed	FT	Empress		2018-May-01 09:00
Saved	FT	Empress		2018-May-01 09:00
Saved	FT	Empress	1 Emerson 2 2 5,555 Empress 92 N T	2018-Apr-01 09:00

Copy Cancel

- Existing Nomination Request can be copied to create new entries
- All Nomination Request, regardless of status, can be copied. Note that the Fuel Ratios must be loaded for the future months, before corresponding nominations can be created/copied over
- When copying, the Begin Date defaults to the next Gas Day
- Saves (not Submits) the new /copied-over Nomination Requests