LINK Nominations Training



Introduction



Agenda

- Overview
- Nominations
- Confirmations
- Scheduled Quantity
- > Nomination Analytics
- > Training Environment
- > Q & A

Nominations Confirmations Scheduled Quantities

Overview



Nominations

- Nomination entry includes the supply, transport, and market info all within one record
- Nominations can be entered in the Nomination Screen or through Nomination Import
- Understanding the Nomination Screen: Look up fields, preferences, customization, related screens
- Review Nomination Cycles and timelines in LINK
- Retroactive Nominations
- Auto-Renomination
- TAB Nominations and Pool Balancing

Confirmations

- All Nominations must be confirmed in order to be scheduled
- Auto Confirmations & Upper Limits
- Email Notifications
- Scheduled Quantity
 - Shipper Reduction Results
 - TAB Reductions
- Nomination Analytics & Reporting



Nomination Basics

A Nomination is a customer request to move gas from location to location in accordance with their service agreements.

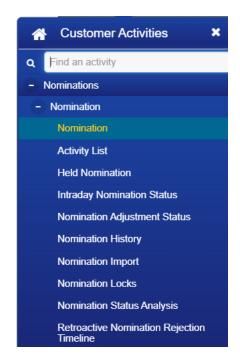
To enter a Nomination you need to know:

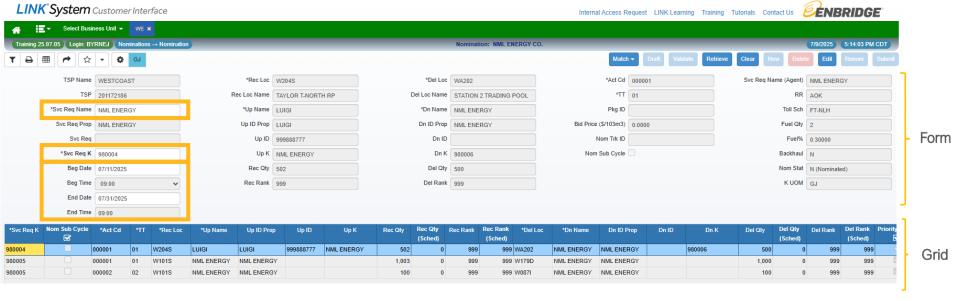
- The Receipt Location you are taking gas from
- The Upstream Party you are getting gas from
- The Upstream Party TAB# if you are getting gas from them at Station 2 Pool, otherwise not required
- The Delivery Location you are taking gas to
- The Downstream Party you are delivering gas to
- The Downstream Party TAB# if you delivering gas to Station 2 Pool
- The Downstream Party Contract# if required for EDI confirmation purposes
- The transport contract you are using to move the gas
- The beginning and end dates of the nomination

The Nomination can be entered directly in the Nomination screen or through the Nomination Import screen.



Nomination Basics





- Nomination records can be searched for via entity name (Svc Req Name) or contract number (Svc Req K).
- Nomination records can be entered for a single date or a date range.
- Nominations can be entered in the form (top of the screen) or grid (bottom of the screen).



Nomination Filter



- Click the Filter button in the top left to reveal filters in the Nomination screen.
- Direct text filtering is done in the grid (bottom), lookup tools (*) are available in the form (top)
- To clear filters, click on the Clear Filters button.
- To remove filters, click the filter button again.

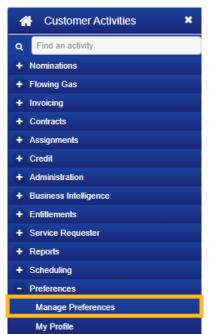


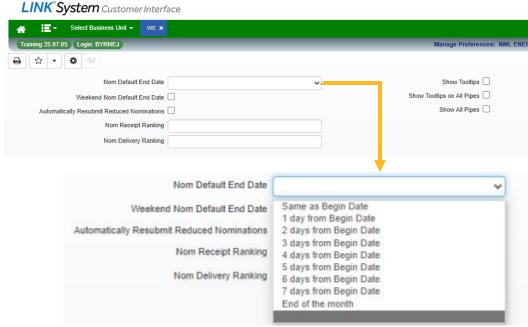
ENBRIDGE

Remove Ranking Preferences Submit

Internal Access Request LINK Learning Training Tutorials Contact Us

Nomination Default Preferences

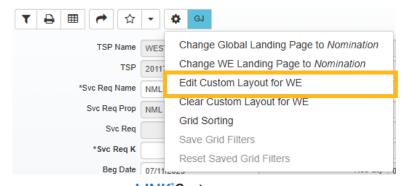




- Use this screen to select:
 - Nom Default End Date
 - Weekend Nom Default End Date
 - Automatically Resubmit Reduced Nominations
 - Receipt & Delivery Rankings



Nomination Screen Customization

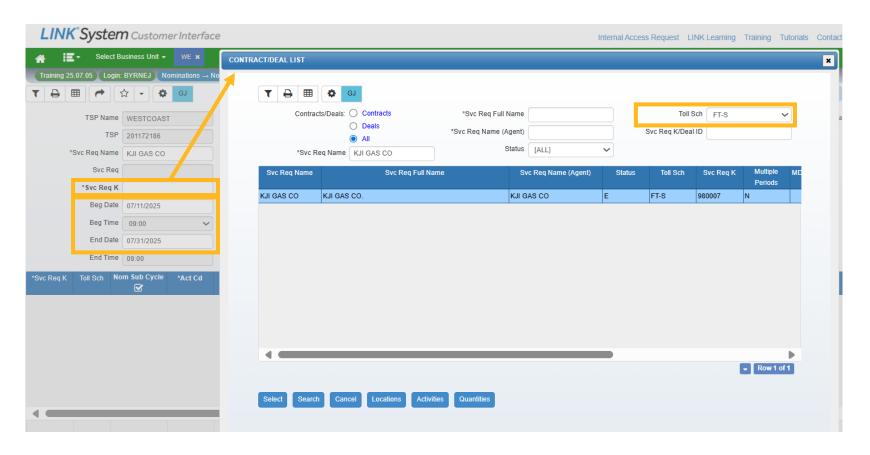


- Click on the Settings button
- Select Edit Custom Layout for WE
- Click on any field in the form or column heading in the grid to hide it; if it's highlighted red that means it will be hidden after you hit Done
- Rearrange columns in the grid by dragging them
- Click on Done to save changes





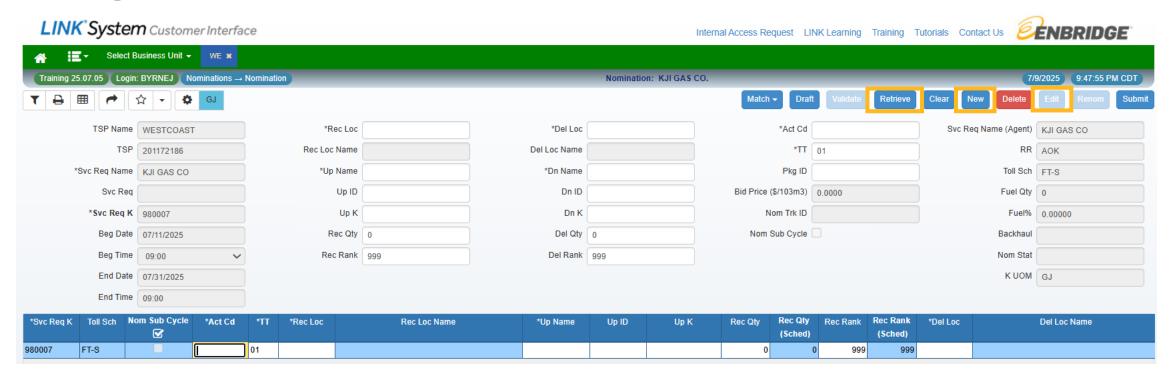
Entering a Nomination



- Select your nom dates
- Enter your contract number (Svc Req K)
- The Svc Req K field has an * in front of; double click to access the look up box.
- Select your search parameters and click Search.
- Double click on the line you want or click once and click on the Select button.



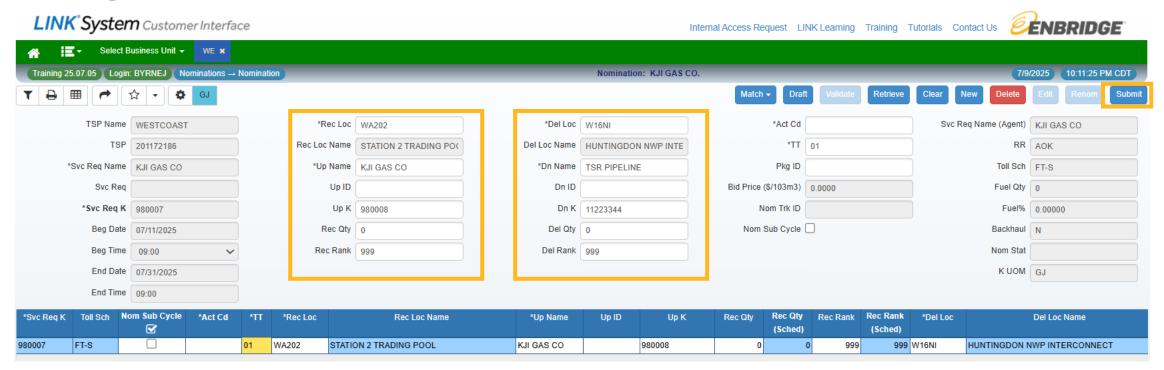
Entering a Nomination



- Click on the Retrieve button; this enables the Edit button
- Click on the Edit button; this enables the New button
- Click on the New button
- A new line will appear in the grid and the fields in the form will become editable.



Entering a Nomination



- Enter data in either the form or in the grid.
- Enter the Receipt and Delivery Locations (both fields have look up features)
- Enter the Upstream and Downstream party names (both fields have look up features)
- Enter the Upstream (Up K) and/or Downstream (Dn K) contract if either is at a Pool Location.
- Enter the Transaction Type (TT): 01 for Regular Business or 02 for AO Service
- Enter a Rec Rank and Del Rank from 1 (highest) to 999 (lowest)
- Click on Submit



Nomination Cycles

A successful Timely nomination will display the following upon hitting Submit.



LINK calls Noms entered *after* Timely and *before* the start of the gas day Late Noms, and Noms *after* the start of the gas day Intraday Noms. Late/Intraday Noms are entered in the same way as the Timely nomination. The date range MUST be 1 day for Late/Intraday Noms. The following will display upon the successful submission of a Late/Intraday Nom:

If Auto-confirm is applicable for both receipt and delivery meters:

NOMINATION(S) ACCEPTED AS LATE/INTRADAY & Message Explanation

If Auto-confirm is not applicable:

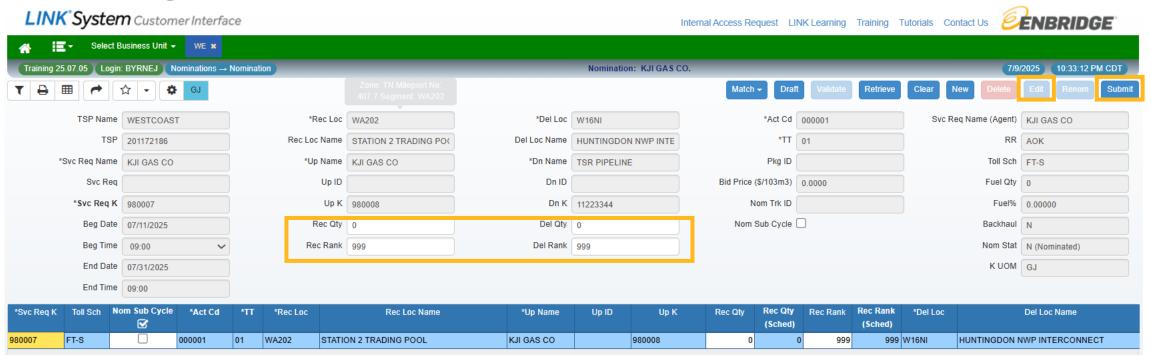
TIMESTAMP IS OUTSIDE OF ACCEPTABLE RANGE FOR TIMELY NOMS: YOUR LATE NOMINATION HAS BEEN SUBMITTED AND WILL BE SCHEDULED PENDING CONFIRMATION BY ALL PARTIES

Retro Noms are entered in the same way as Timely noms, but backdated. The date range MUST be 1 day for a Retro Nom. The following will display upon the successful submission of a Retro Nom:

RETRO NOMINATION(S) ACCEPTED 🔑



Edit Existing Nominations



- To search for a Nomination to edit hit Clear, then enter the data you would like to search for and click on Retrieve.
- Select the Nomination record you want to edit and click on the Edit button.
- When you enter a new nomination with a unique nom path (i.e. different location, Up/Dn name or ID, Pkg ID etc.)
 LINK will assign it an Activity Code in consecutive order that they are created, for each Contract.
- You can only edit Rec Qty OR Del Qty (not both due to fuel calculation) and/or Rec and/or Del Ranks.
- If there is different info you want to edit you need to create a new nomination.
- After you have finished editing click on the Submit button.

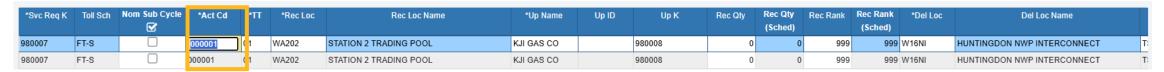


Activity Codes

- As the Activity Code is a unique path it also makes for a great look up feature when you want to create a new nomination using an existing nom path or a new Activity with a similar path.
- In the Nomination screen, enter the Contract (Svc Req K) for the service you are using and click on the Retrieve button
- Click Edit then New, then double-click in the Act Cd field.



To create a new Activity using an existing Activity as a template, enter (or look up) the Activity Code you would like to
use. When you select it, all the other fields (except for quantity) will auto-populate to the info in that Activity Code.



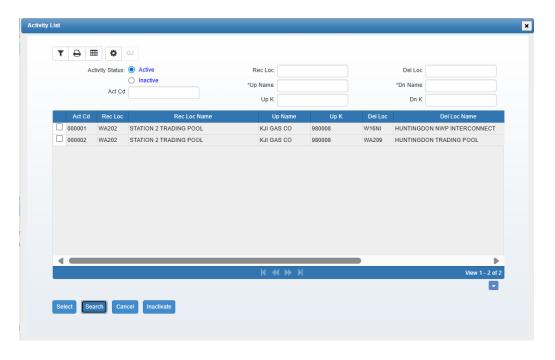
- You can change any editable (white) field then click on Submit.
- LINK will assign a new Activity Code to the new nomination path.

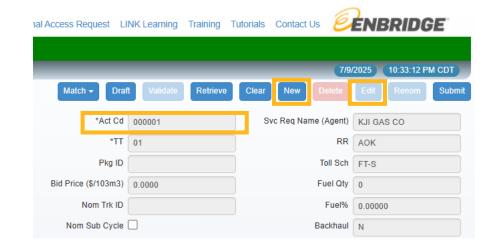
*Svc Req K	Toll Sch	Nom Sub Cycle	*Act Cd	*11	*Rec Loc	Rec Loc Name	*Up Name	Up ID	Up K	Rec Qty	Rec Qty (Sched)	Rec Rank	Rec Rank (Sched)	*Del Loc	Del Loc Name
980007	FT-S		000002	1	WA202	STATION 2 TRADING POOL	KJI GAS CO		980008	0	0	999	999	WA209	HUNTINGDON TRADING POOL
980007	FT-S		000001	01	WA202	STATION 2 TRADING POOL	KJI GAS CO		980008	0	0	999	999	W16NI	HUNTINGDON NWP INTERCONNECT



Activity Codes

- To create a new Nomination using the look up feature of the Activity Code field you would enter the appropriate contract (Svc Req K) as Activity Codes are contract specific.
- Click on Retrieve
- Click on Edit, then New
- Double click in the Act Cd field



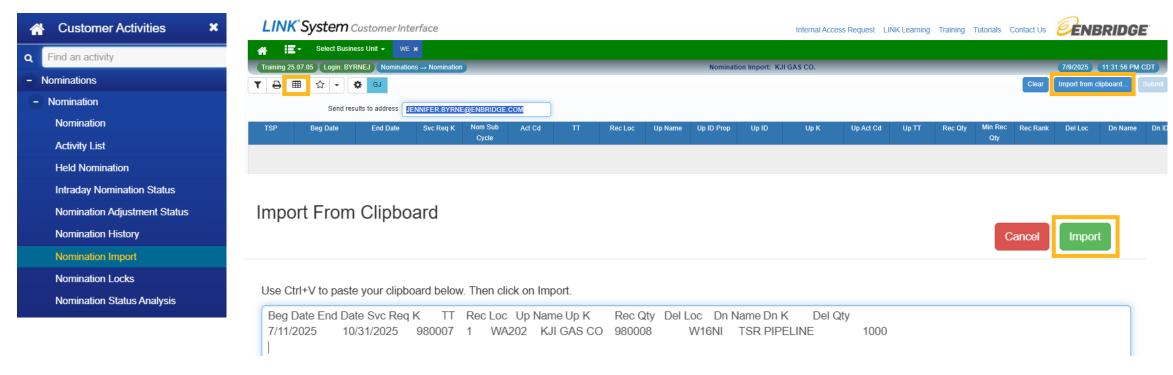


- If you do not enter any search criteria and click on the Search button, it will pull up a list of all Activity Codes for each contract.
- You could use the Filter button or the Rec Location and Del Location fields to search for a specific location as well.
- Select the Activity you wish to use by double-clicking on the row or clicking on the row once, then the Select button.
- This Activity Code info will populate in a new row in your nomination screen.
- Activity Codes are basically a Nomination clipboard where you can select the nom path and just update your quantities.

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Nomination Import

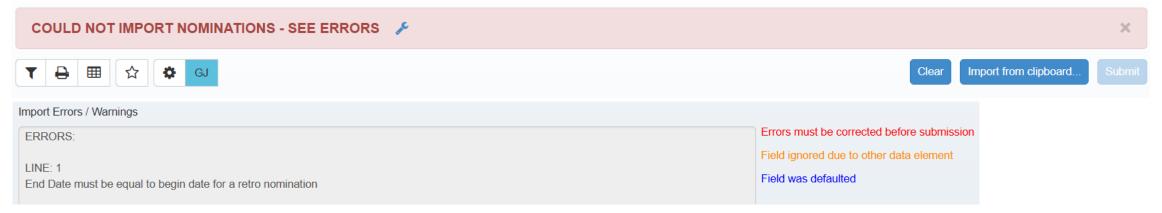


- From the Nomination Import screen, click on the Grid button in the upper left of the screen to export the Nomination template to Excel
- Fill in the required fields in Excel
- Click on Import from Clipboard in the upper right side of the screen
- · Copy and paste the header and data cells into the clipboard
- Click on Import

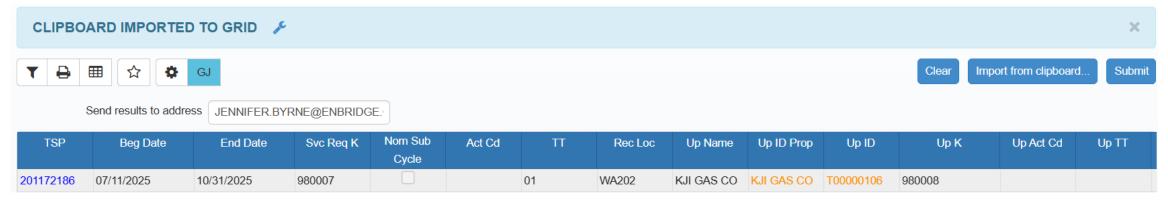


Nomination Import

If there are errors in your data, a red banner will be displayed outlining errors. Scroll down the screen to find details.



If the import is successful you will see the following banner; click on the Submit button to complete the import.



Supply Nominations



Nomination Import: Required Fields

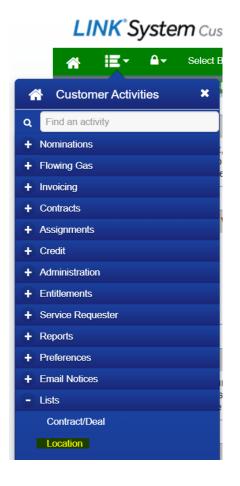
Required LINK Field	Description
Beg Date	The nomination start gas day
End Date	The nomination end gas day – may be single day, multi-day, or months
Svc Req K	Service Agreement for transport, TAB Agreement for inter-Pool nominations
TT	Transaction Type: 01 = Regular Business, 02 = Authorized Overrun
Rec Loc	LINK ID for Receipt Location = WXXXS (Supply), WXXXI (I/C), WA2XX (Pool), WA9XX (CTP)
Up Name	From Receipt Point = Producer, From Station 2 = Pool Supplier
Up K	From Receipt Point = Shipper, From Station 2 = Pool Supplier TAB #
Rec Qty OR Del Qty	Enter Quantity in ONLY one of these fields; LINK calculates fuel and determines other quantity.
Del Loc	LINK ID for Delivery Location = WXXXD (Delivery), WXXXI (I/C), WA2XX (Pool), WA9XX (CTP)
Dn Name	To Delivery Point = Operator or Company depending on EDI, To Pool = Pool Owner
Dn K	To Delivery Point = Contract depending on EDI, To Pool = Pool Owner TAB #
Bid Price	Only required for IT-S; cannot be lower than floor price (IT toll as per Toll Schedule)

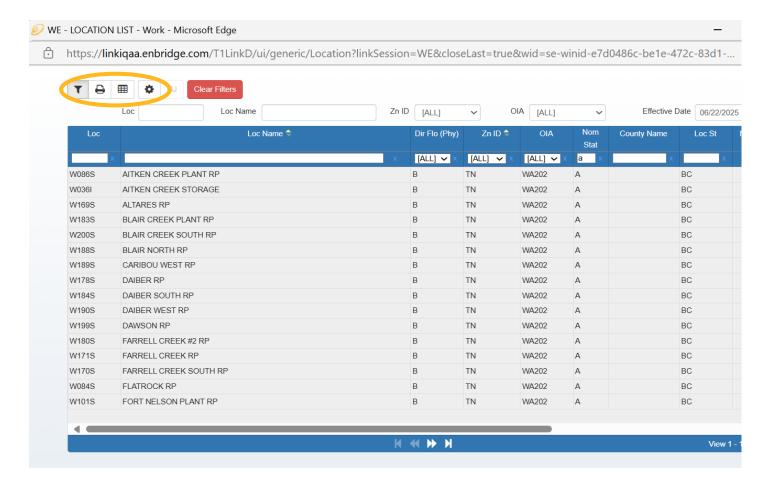
Supply Nominations



Nomination Import: Look Up References

LINK Location ID's can be found in the Location List. This can be printed or exported to Excel.



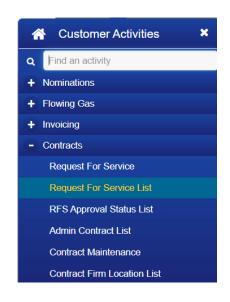


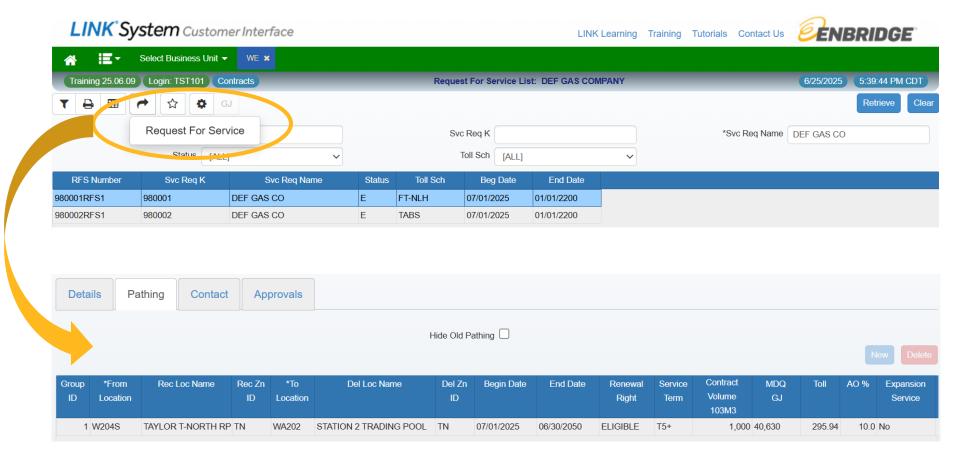
Supply Nominations



Nomination Import: Look Up References

LINK Contract information can be found in the Request for Service List. This can be printed or exported to Excel.







Retroactive Nominations

- Retro Nominations are the creation or adjustment of a nomination for a past gas day.
- LINK provides the ability to process retroactive adjustments for occurrences such as:
 - Customer errors
 - Pipeline errors
 - Scheduled volume discrepancies identified at interconnects
- Retro Nominations must be made within 3 business days of the gas day being adjusted.
- Retro Nomination requests must be confirmed within a maximum of 10 business days of the gas day being
 adjusted or the request will be automatically rejected. Once confirmed the request still has to meet all other
 validation criteria to be scheduled.
- Retro adjustments related to customer errors will be accepted for further processing provided they meet the following criteria:
 - Adjustments are authorized by all affected parties
 - Improve an imbalance position for the parties impacted
 - Do not cause scheduled volume discrepancies at interconnecting facilities
 - Do not cause a nomination to cross a restriction
 - Do not provide the potential for system arbitrage
 - Do not impact Pipeline or other customers in a detrimental manner

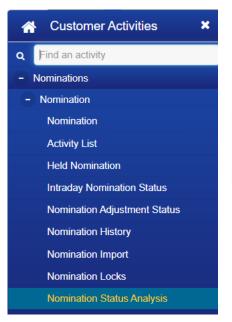


Retroactive Nominations

Retro Nominations can be made by two methods in the Nomination screen:

- 1. Editing existing nominations for past gas days
- 2. Creating back-dated nominations

The Nomination Status Analysis screen will inform the user if the Retro Nomination has been confirmed yet.





- Enter the Gas Date and click on Retrieve
- Check the Wait Reason and Wait Description fields for confirmation status



Auto-Renomination

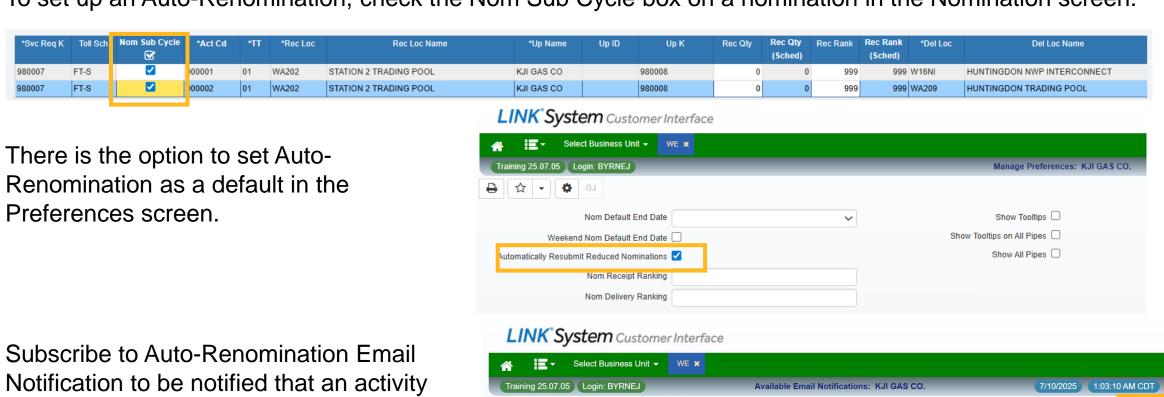
- Allows a customer to configure a nomination to be automatically re-nominated should the original nomination be reduced.
- Can be applied to a single gas day or multiple gas days.
- Is in effect until the 5:00pm CCT/4:00pm MT batch job of the current day unless deactivated.
- Customers can sign up for an email notification when an activity selected for Auto-Renomination has been scheduled to the original requested quantity.
- Re-nominations are triggered by reductions such as capacity constraint or confirmation cut associated with codes: CRD, CAP, CBL, CRN, CRR, PBD, PBR or PCC.

RR	RR Description
CAP	CONFIRMING PARTY'S CAPACITY CONSTRAINT
CBL	CONTRACT BALANCING
CRD	CONFIRMATION NOT CONDUCTED BY DOWNSTREAM CONFIRMING PARTY
CRN	CONFIRMATION RESPONSE NOT RECEIVED
CRR	CONFIRMATION NOT CONDUCTED BY UPSTREAM CONFIRMING PARTY
PBD	PIPELINE BALANCING OF DELIVERIES AT A LOCATION
PBR	PIPELINE BALANCING OF RECEIPTS AT A LOCATION
PCC	PIPELINE CAPACITY CONSTRAINT



Auto-Renomination

To set up an Auto-Renomination, check the Nom Sub Cycle box on a nomination in the Nomination screen.



Functional Area Nominations

Functional Area

Notification Type

AUTO-RENOMINATION

that was cut and marked for re-nomination has been scheduled.



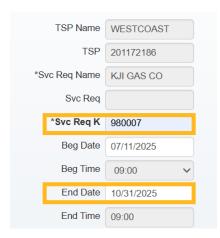


Rolling Nominations

- All or specific nomination activities can be rolled over from one month to another using the Activity Rollover feature.
- Nominations may be rolled from any prior date to any current future date.
- Activities can be transferred with or without scheduled quantity for the specified gas day.
- All rolled activities are subject to the same validations as any other nomination.



Rolling Nominations



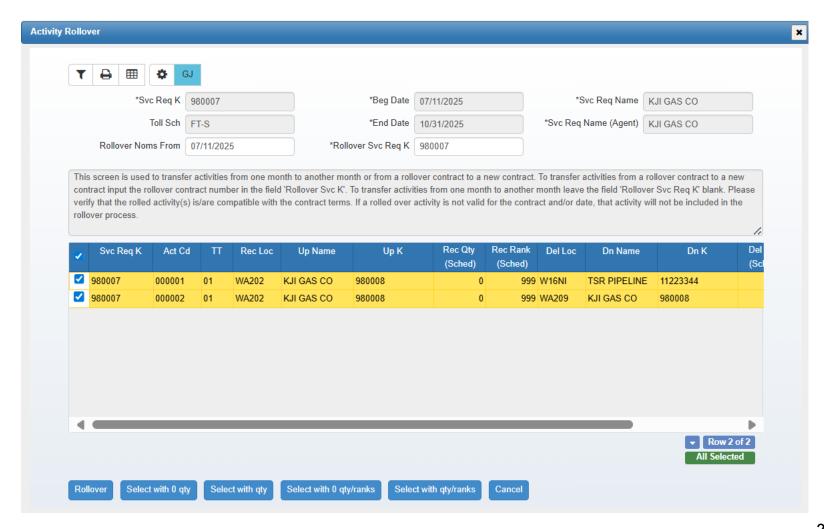
- In the Nomination screen enter the Contract number (Svc Req K) that you want to roll forward
- Enter the future End Date you want to roll the nominations to
- Retrieve → Edit → Shortcut Button
- Select Activity Rollover





Rolling Nominations

- Check Rollover Noms From date
- Enter the Contract in the Rollover Svc Req K field
- Click on Retrieve
- Select the nomination activities you want to roll forward.
- Select if you want to include quantities and with or without ranks.
- The rollover will be applied, and you will see the adjusted End Date reflected in the Nomination screen.





TAB Pools

- Transportation Aggregation Balancing (TAB) Agreement
 - Allows customers to aggregate gas at pooling points (TAB Pools)
 - TAB Pools are commercial, non-physical locations
- Westcoast has two TAB pool locations:
 - Station 2 Pool (WA202)
 - Huntingdon Pool (WA209)
- TAB contracts are required:
 - To receive gas into a pool location
 - To deliver gas from a pool location
 - To transact within the Station 2 Pool (replaces SIT's)
 - To transact with the Huntingdon Pool (replaces TT's)
 - To deliver gas from the Huntingdon Pool to a Huntingdon Delivery Point (replaces HDEL)
- Only one TAB contract is required per shipper as the TAB contract can hold multiple TAB pool locations.



TAB Pools

TAB Nominations

- Nominations from a physical location to a TAB Pool must use a transport contract to nominate the gas, and the Downstream party must have a TAB contract in the Dn K to receive the gas into their pool account.
- Nominations from Station 2 Pool to a physical location or to the Huntingdon Pool, must use a transport contract to nominate the gas, and the Upstream party must have a TAB contract in the Up K to deliver the gas out of their pool account.
- Nominations from one Shipper's Pool account to another Shipper's Pool account must have a TAB contract in the Up K for the Upstream Shipper and a TAB contract in the Dn K for the Downstream Shipper. This nomination can only be done where the Pool location is the same for both the Rec and Del location.
- Nominations from upstream of Huntingdon Pool to Huntingdon Pool must use a transport contract to nominate the gas, and the Downstream party must have a TAB contract in the Dn K to receive the gas into their pool account.
- Nominations from a Huntingdon Pool account to a Huntingdon delivery point where the Service Requester is the Upstream party, will use their TAB contract in the Svc Req K field as well as the Up K field.

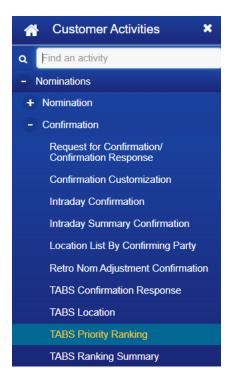
ICE Transactions

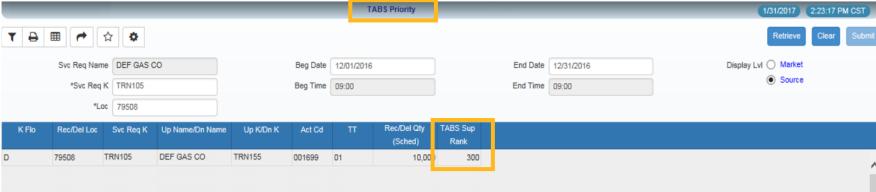
- ICE will upload all nominations into and out of their Pool accounts at both Station 2 and Huntingdon pool locations. As such, Shippers transacting with ICE will require a TAB contract for ICE to nominate to/from.
- Shippers transacting with ICE will be set-up to auto-confirm ICE nominations (similar to the SIT waiver)



TAB Ranking

The TAB Priority screen allows Shippers to rank market and supply nominations. Rankings will be used for prioritizing which nominations are cut first during scheduling reductions or pool force balancing.







TAB Balancing

- Shippers are not permitted to carry an imbalance in their TAB account at the Huntingdon Pool location (WA209).
- Shippers are permitted to carry a cumulative imbalance within their Station 2 Pool Tolerance Range.
- Station 2 Pool Tolerance Range = The greater of the 30 day average, for the period ending on the 20th of the previous month, of gas scheduled to Station 2 or from Station 2 on that Shipper's transport service x 2% (minimum 500 GJ). This tolerance range is applied to the Shipper's Station 2 pool for each day of the following month.
- If a Shipper does not have a transport contract to or from Station 2, and therefore only transacts at Station 2, they will not be permitted to carry an imbalance at the Station 2 pool.



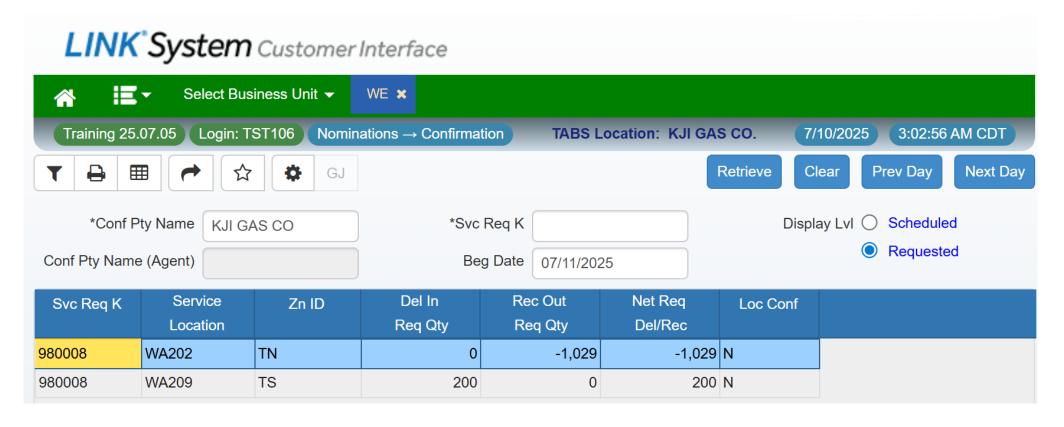
TAB Balancing

- Station 2 will be force balanced to within their tolerance range twice daily:
 - o At 5:00am MT to provide a preview of potential cuts and allow time for correction during Intraday cycles
 - If Auto-Renomination is selected the system will attempt to re-nom the full volume on the next batch job at 6:00am MT.
 - If you are nom'ing to a confirming party that has auto-confirm turned on, it will get re-confirmed at the original quantity.
 - Capacity is reserved for 4 hours from the time of the cut (until 9am MT for a 5am cut)
 - If the nomination has not been confirmed after 2 hours, shippers and confirming parties who have signed up
 for notifications will receive an email notification of the pending confirmation.
 - If the nomination has not been confirmed after 4hours, the nomination will automatically be rejected. There
 is an email notification to subscribe to for this as well.
 - At 6:00pm MT for the ID3 Cycle
 - Auto-renominations are not permitted after 5:00pm MT (the last batch job run before ID3)



TAB Reporting

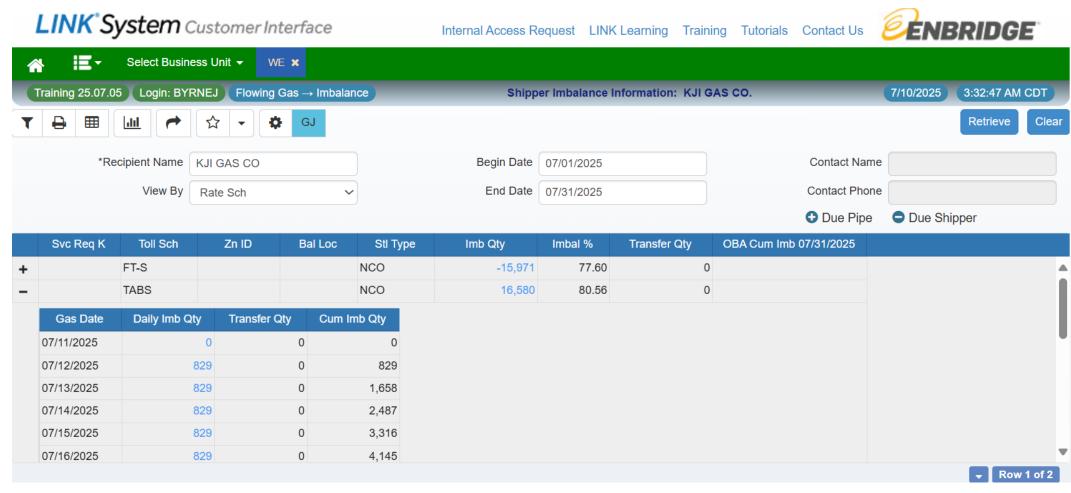
TAB Locations Screen: Provides daily imbalances by location.





TAB Reporting

Shipper Imbalance Information: Provides cumulative imbalances by Toll Schedule/Service Type for a date range.



Confirmations



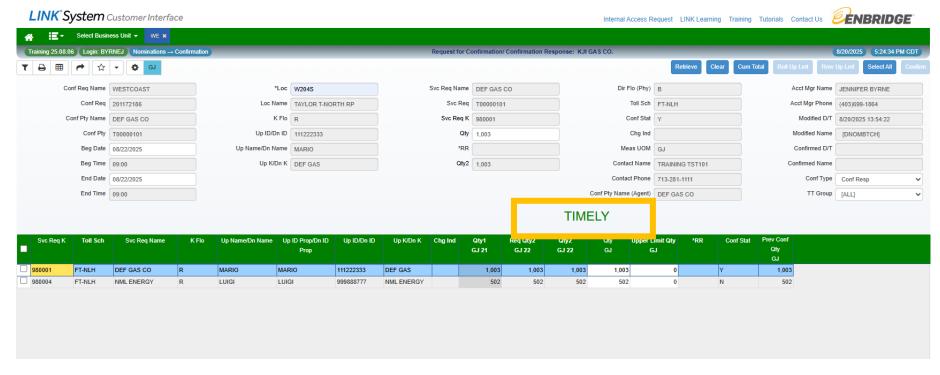
- All Nominations must be confirmed in order to be scheduled. This includes:
 - Receipt and Delivery Confirming parties on Transport nominations
 - Receipt and Delivery Confirming parties on TAB nominations
 - LINK auto-confirms where the Service Requestor and the Upstream and/or Downstream party are the same entity.
- Timely nominations are confirmed in the Request for Confirmation/Confirmation Response screen. All
 nominations are confirmed on Timely if there is no RFC; this only applies to the Timely cycle.
- Intraday nominations must be confirmed in the Intraday Confirmation screen.
- Retro nominations must be confirmed in the Retro Nom Adjustment Confirmation screen.
- Auto Confirmations can be set up in the Confirmation Customization screen
- Upper Limits on confirmations may be applied in the Request for Confirmation/Confirmation Response screen. This auto-confirms nominations up to the limit indicated here.
- Email Notifications may be set up for nominations awaiting confirmation.

Confirmations



Request for Confirmation/Confirmation Response





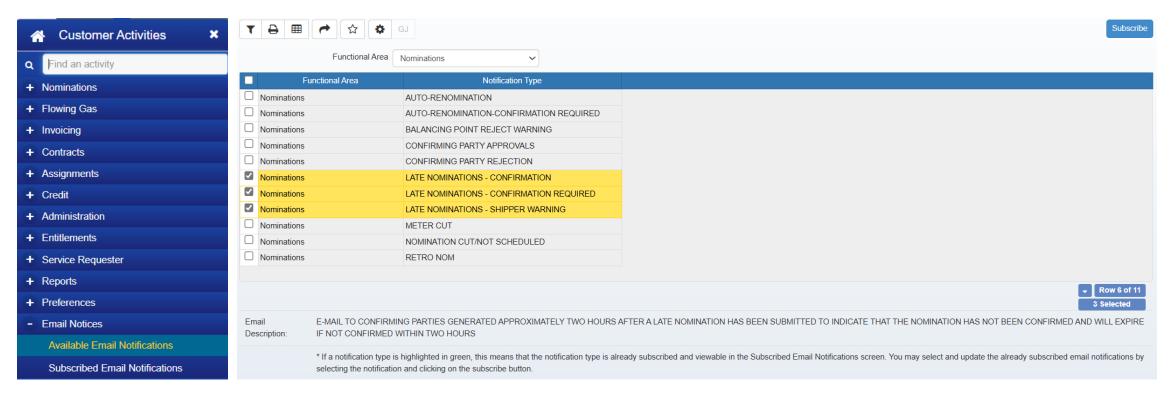
Timely nominations are done in this Request for Confirmation/Confirmation Response screen.

The Cycle indicator will remain in place until the last job before the next Cycle's nomination deadline.

Confirmations



Subscribe to Confirmation Email Alerts



Late Nominations – Confirmation Required: Email generated instantly when a late nomination is nominated to your meter and you have 4 hours to confirm the nomination if the meter is not set to auto-confirm.

Late Nominations – Confirmation: Email to confirming parties generated ~2hr after a late nomination has been submitted to indicate that the nomination has not been confirmed and will expire if not confirmed within 2hr.

Late Nominations – Shipper Warning: Email to nominating parties generated ~2hr after a late nomination has been submitted to indicate that the nomination has not been confirmed and will expire if not confirmed within 2hr.



Job Runs

- LINK schedules nominated gas using hourly jobs that consist of:
 - Batch Validation Processes
 - Confirmation Reduction Processes
- Batch Validation Processes
 - These processes perform tasks such as reapplying on-line nomination validations, generating nomination priorities, applying confirmation reductions, balancing, and enforcing scheduling limits.
 - The countdown clock in the upper right-hand portion of the screen provides notice when jobs are nearing execution.
- Confirmation Reduction Processes
 - o These processes apply confirmation reductions only during the interconnect reconciliation effort.
 - Changes to nominated quantities are not considered during these jobs; they would be part of the validation process in the next Batch Validation Process job.



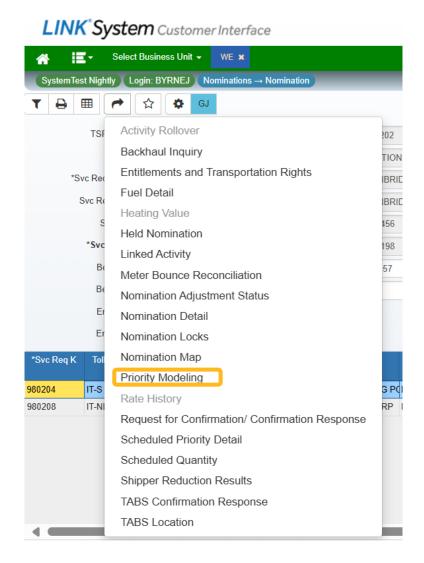
Gas Cycles: Deadlines follow NAESB timeline

TIMELY	EVENING	ID1	ID2	ID3
12:00pm Nom Deadline	5:00pm Nom Deadline Nom Job	9:00am Nom Deadline Nom Job	1:30pm Nom Deadline	6:00pm Nom Deadline Nom Job
12:35pm Timely Job*	6:00pm Nom Job	10:00am Nom Job	2:00pm Nom Job	7:00pm Nom Job
2:00pm 3:00pm 4:00pm Nom Jobs	6:35pm 7:00pm 7:15pm Cut Jobs	10:35am 11:00am 11:15am Cut Jobs	3:00pm 3:30pm 3:45pm Cut Jobs	7:30pm 8:00pm 8:20pm Cut Jobs
* All nom's confirmed on Timely	8:30pm Confirm's Deadline	11:30am Confirm's Deadline	4:00pm Confirm's Deadline Nom Job	8:30pm Confirm's Deadline
	9:00pm Nom Job	12:00pm 1:00pm Nom Jobs	5:00pm Nom Job	8:35pm Cut Job
	Nom Jobs run hourly until ID1			9:00pm Hourly Nom Jobs

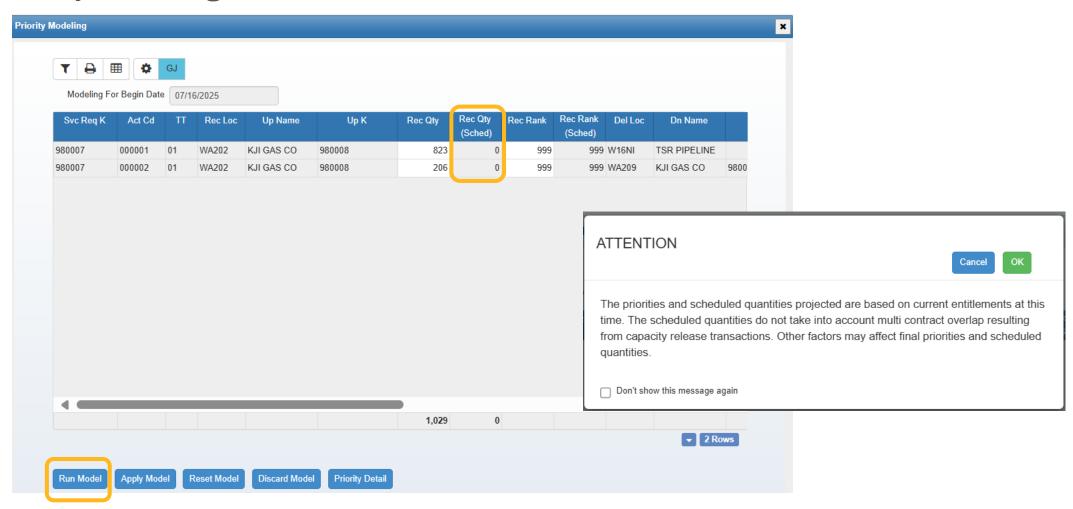


Nomination Screen: Priority Modeling

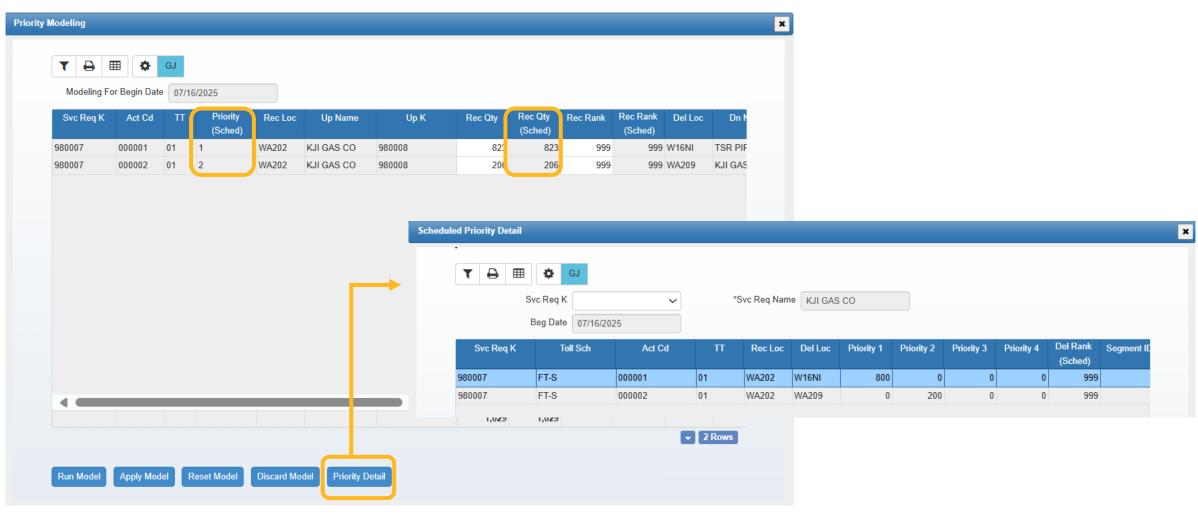
- Nominations are not assigned priority until they are scheduled.
- To preview what priority a nomination would be scheduled at you must first select the nomination from the Nomination screen, then click on the Edit button.
- When you click on the shortcut button now, the Priority Modeling option will be available.
- Click on Priority Modeling to run the model.





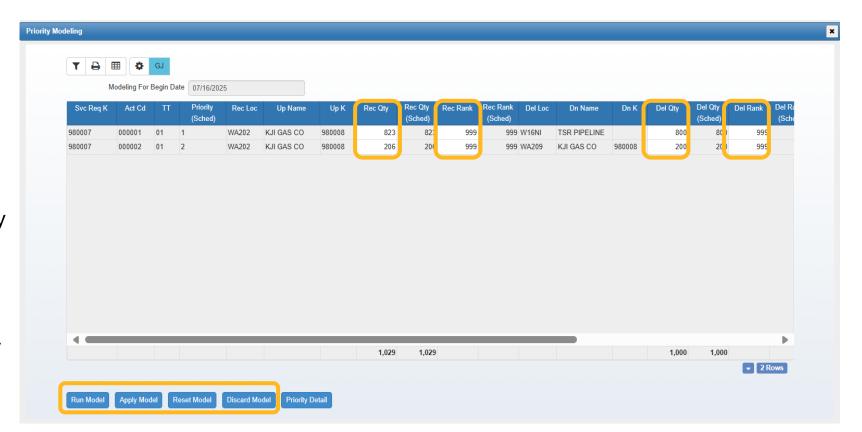








- The following fields are now editable:
 - Rec Qty
 - Rec Rank
 - Del Qty
 - Del Rank
- Values in the editable fields may be changed; click the Run Model button again to view the results of any changes.
- You may apply changes directly from here by clicking Apply Model.



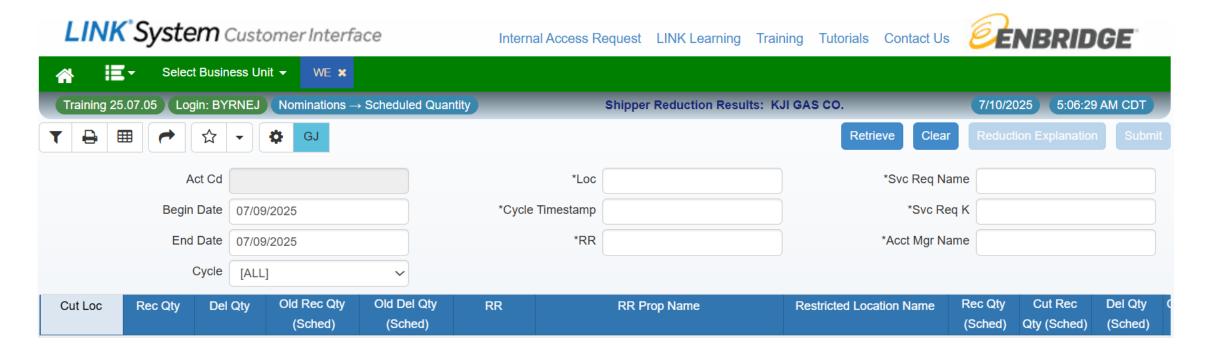
- Select Reset Model to discard changes and go back to original values.
- Select Discard Model to close this window.



LINK Priority	T-North	GMS Priority	T-South	GMS Priority
1	Rec Location and Del Location are in the Contracted Path	FI	Rec Location and Del Location as per Contracted path.	FI
2	Rec Location or Del Location in path, but changed to point on a restricted lateral (Aitken Creek Lateral or Stewart Lake/Sunset Creek)	FS	Del Location changed to Upstream Location (Upstream Diversion) or alternate Huntingdon Delivery Area delivery point.	UD
3	Rec Location and/or Del Location outside of contracted path, but flow through path in same direction.	T2	Authorized Overrun Service	AO
4	Authorized Overrun Service	AO	Del Location changed to Downstream Location (Downstream Diversion)	DD



Reduction Reasons



The Shipper Reduction Results screen will show you the reason for any cuts received.

Select a date range and any other parameters you would like and click on Retrieve to view results.



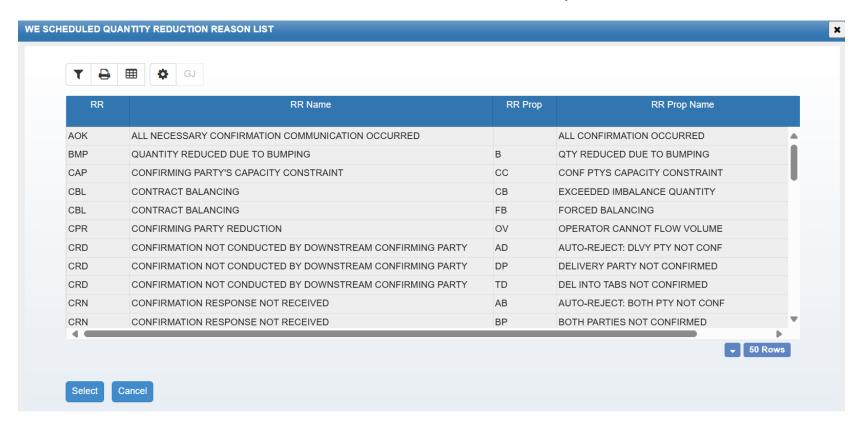
Reduction Reasons

RR = Reduction Reasons

RR is a look-up fields. Double click in it to see all the RR Codes and their Descriptions.

The RR provides a general reduction reason.

The RR Prop provides a more detailed explanation.



Email Notifications



Subscriptions





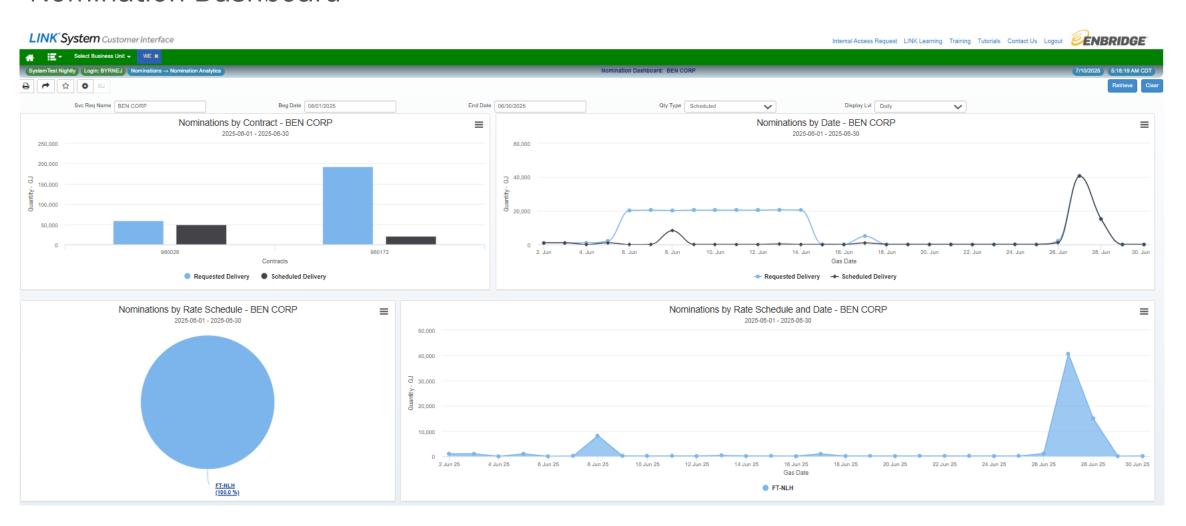
Search by Functional Area to select what email notifications you would like to subscribe to. For example, select Informational Postings to select all notifications for all Critical postings.

Manage Email Notification subscriptions by selecting "Subscribed Email Notifications" in the Customer Activities menu.

Nomination Analytics



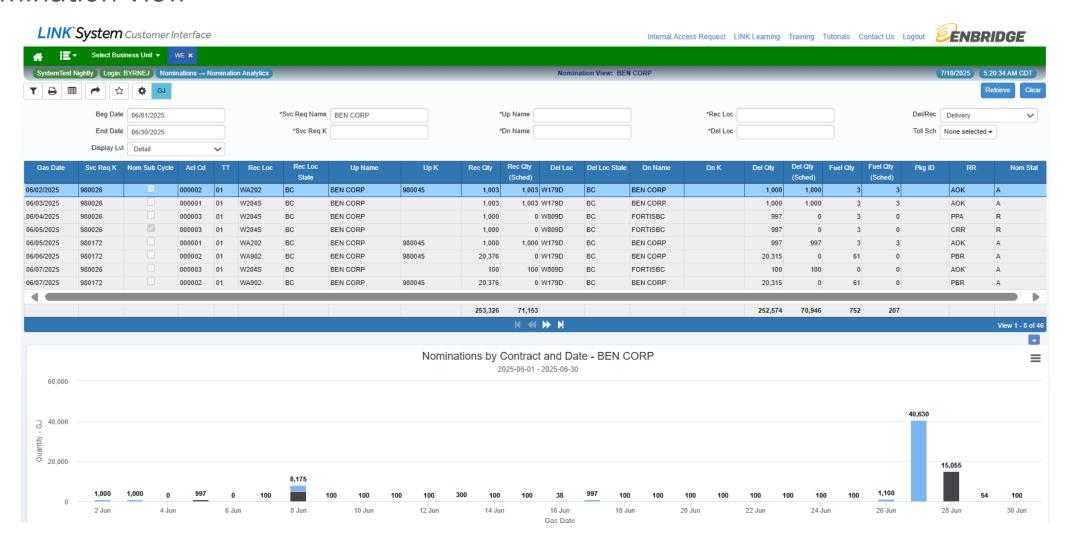
Nomination Dashboard



Nomination Analytics



Nomination View





Q & A