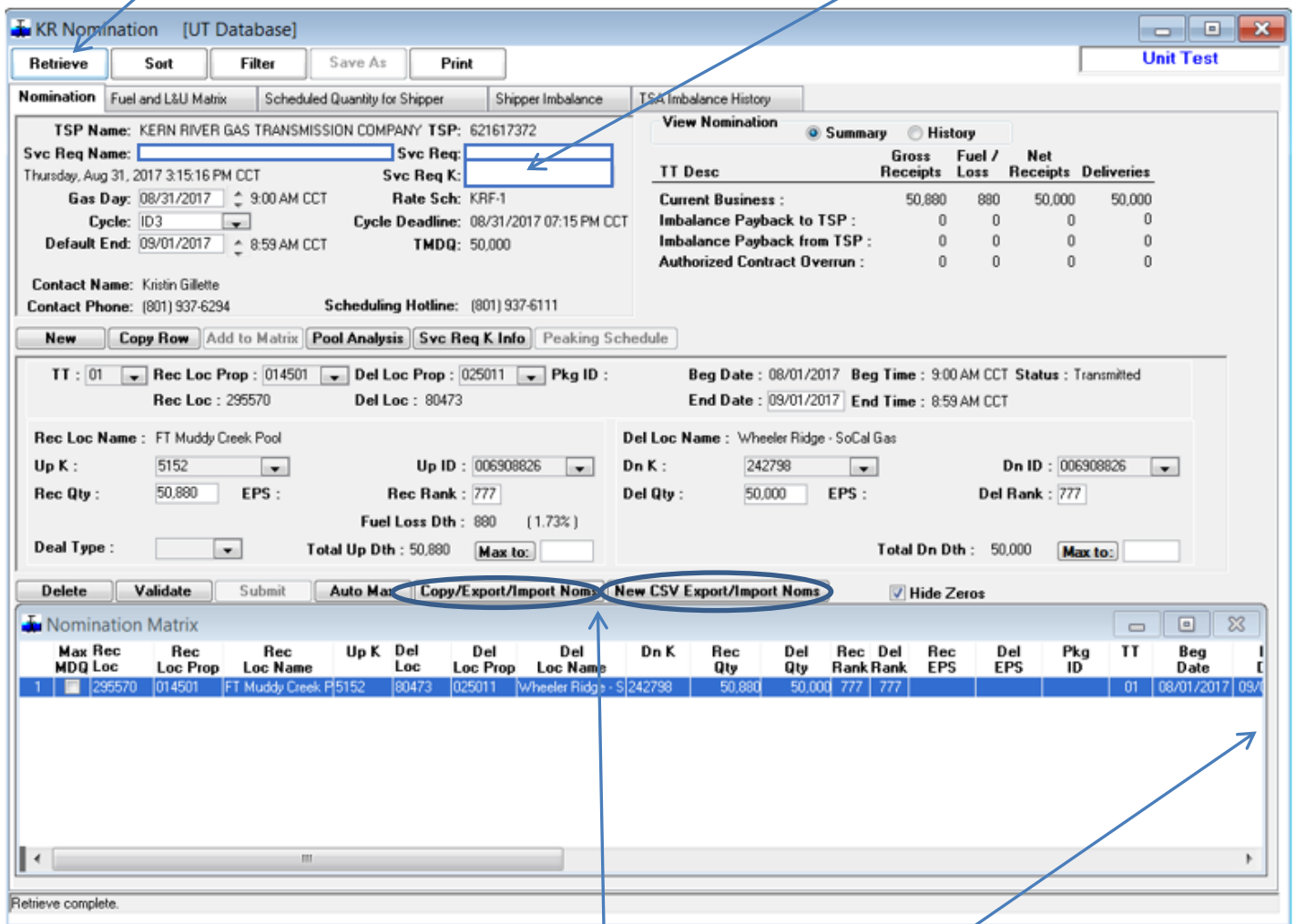


Export/Import/Copy Nominations

NOMINATIONS

To Export Nominations:

1. From the Nomination window, select the Service Requestor Contract (Svc Req K), Gas Day, and Cycle from which the nomination(s) will be exported.
2. Click Retrieve to activate the Copy/Export/Import Noms buttons

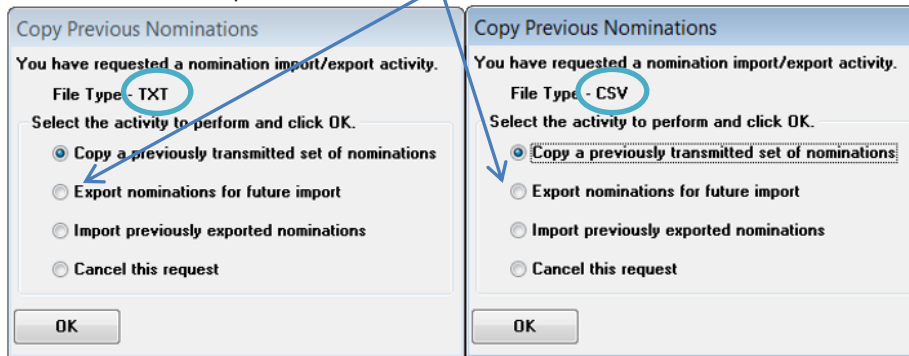


The screenshot shows the 'KR Nomination' window with various fields for nomination details. The 'Retrieve' button is highlighted with a blue arrow. Below the details, there are buttons for 'Copy Row', 'Pool Analysis', 'Svc Req K Info', and 'Peaking Schedule'. A table of nomination details is shown, including 'TT', 'Rec Loc Prop', 'Del Loc Prop', 'Pkg ID', 'Beg Date', 'End Date', 'Rec Loc Name', 'Del Loc Name', 'Up K', 'Dn K', 'Rec Qty', 'Del Qty', 'Rec Rank', 'Del Rank', 'EPS', 'Del EPS', 'Pkg ID', 'TT', 'Beg Date', and 'End Date'. The 'Copy/Export/Import Noms' and 'New CSV Export/Import Noms' buttons are circled in blue. A 'Nomination Matrix' table is also visible at the bottom, showing a list of nominations with columns for 'Max Rec MDQ Loc', 'Rec Loc Prop', 'Rec Loc Name', 'Up K', 'Del Loc', 'Del Loc Prop', 'Del Loc Name', 'Dn K', 'Rec Qty', 'Del Qty', 'Rec Rank', 'Del Rank', 'EPS', 'Del EPS', 'Pkg ID', 'TT', 'Beg Date', and 'End Date'. The first row of the matrix is highlighted in blue.

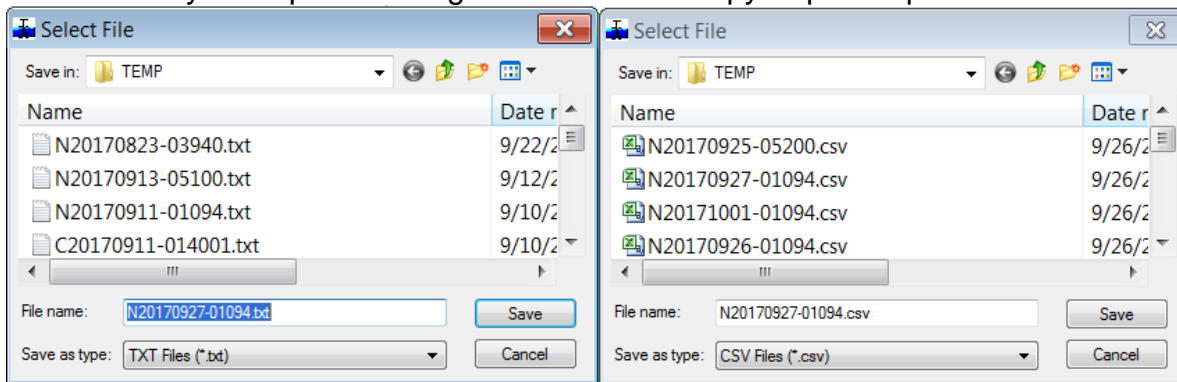
Max Rec MDQ Loc	Rec Loc Prop	Rec Loc Name	Up K	Del Loc	Del Loc Prop	Del Loc Name	Dn K	Rec Qty	Del Qty	Rec Rank	Del Rank	EPS	Del EPS	Pkg ID	TT	Beg Date	End Date
1	295570	014501	FT Muddy Creek P	5152	80473	025011	Wheeler Ridge - S	242798	50,880	50,000	777	777			01	08/01/2017	09/01/2017

3. Identify the nominations you wish to export, and verify they are in **pending** status (they will be blue, and have a P in the ST column).
4. Determine if you will be using the text file or the new CSV file format, and click the Copy/Export/Import Noms button (text file) or the New CSV Export/Import Noms button (CSV file) to open the activity window.

- Both file formats have the same options in the activity window. Select the radio button activity to Export nominations, and click OK.

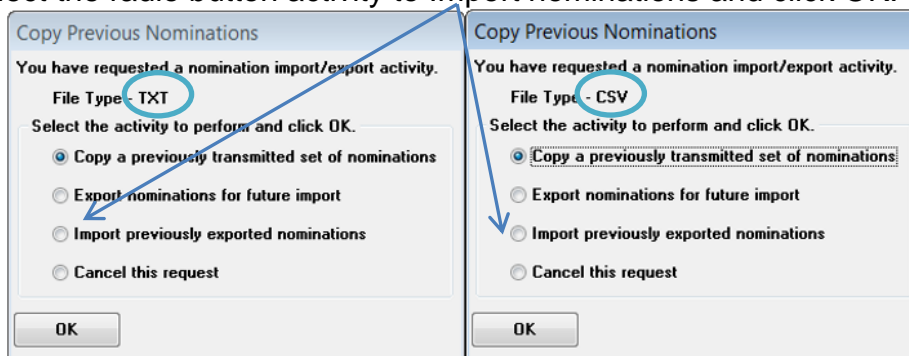


- A "Select file" box will open and the exported nomination text or CSV file can be saved. Once the exported nomination file is saved it can be updated and used to import. NOTE: An exported text file can only be imported using the original Copy/Export/Import Noms button, and an exported CSV file can only be imported using the NEW CSV Copy/Export/Import Noms button.



To Import Nominations:

- From the Nomination window, select the Service Requestor Contract (Svc Req K), Gas Day and Cycle you want the nominations to import to. (See instruction #1 above)
- Click Retrieve to activate the Copy/Export/Import Noms buttons.
- Click either the Copy/Export/Import Noms (for text files) or the New CSV Copy/Export/Import Noms button (for CSV files) to open the activity window.
- Select the radio button activity to Import nominations and click OK.



- The Select File window will open. Select the applicable nomination text or CSV file, and import the nomination file.



- The file will load into the Nomination window. NOTE: The Gas Day and Svc Req K fields in the Nomination window must match the import file for the process to work.
- Once imported, the rank, quantity, and end date fields can be updated before submitting.

Sample Exported/Imported Text File:

```
11164480 11/6/2011 09:00:00 11/7/2011 08:59:00 10/28/2011 14:27:30.603 KRG KRF-51234
014501 FT Muddy Creek Pool 025007 Sycamore - Chevron 5111
TEXACO 968446708 183333145 CHEV MTR 111 110 N 310 300
310 1 0.0313 2 KRYSTALL 10/28/2011 14:27:30.603 N P
1234/014501/025007/5111/TEXACO/968446708/183333145/CHEV/MTR/
```

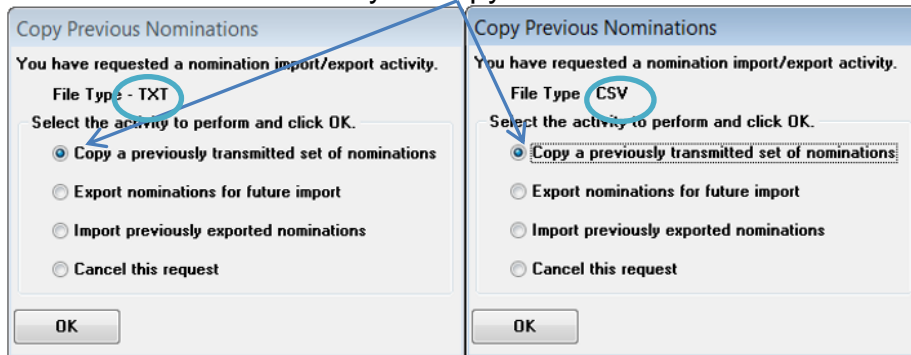
Sample Exported/Imported CSV File:

Gas Day	Service Requestor Contract	Transaction Type	Receipt Location Prop	Upstream Contract	Upstream ID	Delivery Location Prop	Downstream Contract	Downstream ID	Receipt Quantity	Delivery Quantity	Receipt Rank	Delivery Rank	Package ID	Deal Type
10/1/2017		1	14001	J55	186830733	14501	5127	6970891	31	31	1	1	TEST1	
10/1/2017		1	14013	R404	101922222	14501	1842	16200607	5597	5597	75	75	TEST2	
10/1/2017		1	14501	5104	1368265	14501	1842	16200607	6764	6764	999	999	PROD	

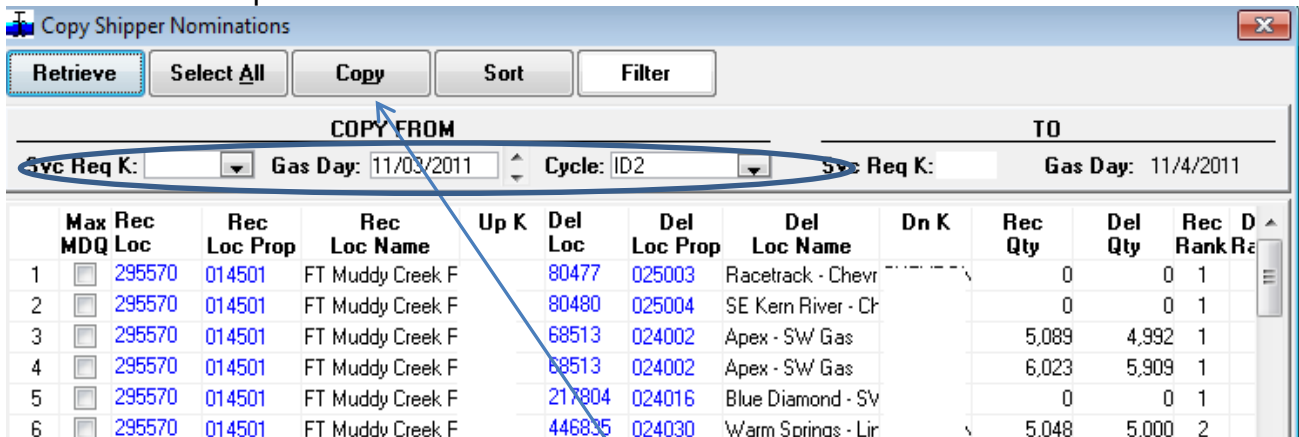
To Copy Nominations:

- From the Nomination window, select the Service Requestor Contract (Svc Req K), Gas Day, and Cycle that you want the nominations copied into.
- Click Retrieve to activate the Copy/Export/Import Noms buttons.
- Click either the Copy/Export/Import Noms (for text files) or the New CSV Copy/Export/Import Noms button (for CSV files) and the activity window will open.

- Select the radio button activity to Copy nominations and click OK.

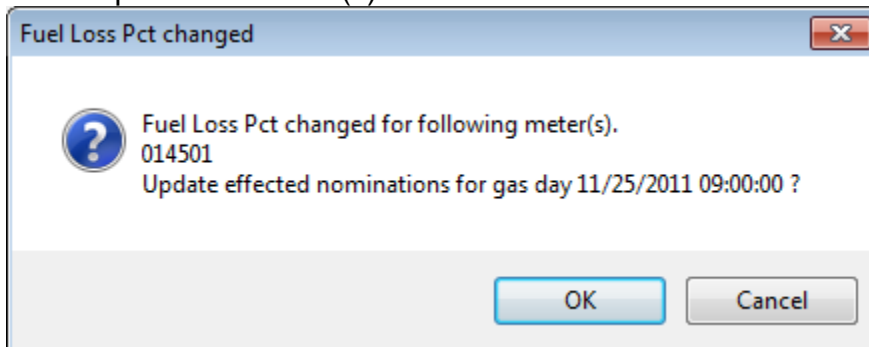


- The copy shipper nominations window will open. Select the Svc Req K, Gas Day and Cycle for the nominations to be copied from and click the Retrieve button.



- The Select All button will highlight all nominations in the window to be copied. If only a few are to be copied, user can select the rows individually (they will turn blue) and copy only the noms wanted.
- Once the nomination rows are selected, click the Copy button and the nominations will be copied into the nomination matrix. The noms will be pending (blue) and the rank, quantity and end date for the nominations can be changed before submitting. *Remember that nominations copied into matrix will be in pending status and must be transmitted!

Also note that if a nomination is being copied from another contract with a different rate schedule, (Example: Rolled In Fuel to Incremental Fuel which have a different fuel loss percentage factors), the below box will appear for informational purposes, and user should select OK to continue to transmit copied nomination(s).



Copy Nomination using COPY ROW:

Follow these steps to copy a nomination row from the Nomination Matrix into the Nomination Creation portion of the window:

Nomination Fuel and L&U Matrix | Scheduled Quantity for Shipper | Shipper Imbalance | TSA Imbalance History

TSP Name: KERN RIVER GAS TRANSMISSION COMPANY TSP: 621617372

Svc Req Name: _____ **Svc Req:** _____

Thursday, Nov 03, 2011 12:46:55 PM CCT **Svc Req K:** _____

Gas Day: 11/25/2011 9:00 AM CCT **Rate Sch:** _____

Cycle: TIM **Cycle Deadline:** 11/24/2011 11:45 AM CCT

Default End: 11/26/2011 8:59 AM CCT **TMDQ:** _____

View Nomination Summary History

TT Desc	Gross Receipts	Fuel Loss	Net Receipts	Deliveries
Current Business :	88,390	2,800	85,590	85,590
Imbalance Payback to TSP :	0	0	0	0
Authorized Contract Overrun :	0	0	0	0

New **Copy Row** **Add to Matrix** **Pool Analysis** **Svc Req K Info**

TT : 01 **Rec Loc Prop :** 014816 **Del Loc Prop :** 024502 **Pkg ID :** M.COOK **Beg Date :** 11/25/2011 **Beg Time :** 9:00 AM CCT **Status :** Pending

Rec Loc : 487757 **Del Loc :** 299646 **End Date :** 11/26/2011 **End Time :** 8:59 AM CCT

Rec Loc Name : Hams Fork WIC - WIC **Del Loc Name :** FT Nevada Pool

Up K : 4 **Up ID :** 8 **Dn K :** ! **Dn ID :** I

Rec Qty : 20,000 **Rec Rank :** 1 **Del Qty :** 19,366 **Del Rank :** 1

Fuel Loss Dth : 634 (3.17%) **Total Up Dth :** 20,000 **Total Dn Dth :** 85,590

Deal Type : _____ **Max to:** _____

Delete **Validate** **Submit** **Auto Max** **Copy/Export/Import Noms** **Excludes Zeros**

Nomination Matrix

	Max Rec MDQ	Rec Loc	Rec Loc Prop	Rec Loc Name	Up K	Del Loc	Del Loc Prop	Del Loc Name	Dn K	Rec Qty	Del Qty	Rec Rank	Del Rank	Rec EPS	Del EPS	Pkg ID	TT	Beg Date	
1	33426	014002	014002	NWPL Muddy Crek1	-----	299646	024502	FT Nevada Pool		5,000	4,842	8	8			J	01	11/25/2011	
2	295570	014501	014501	FT Muddy Creek P5		299646	024502	FT Nevada Pool		15,000	14,525	9	9			K	01	11/02/2011	
3	295570	014501	014501	FT Muddy Creek P5		299646	024502	FT Nevada Pool		15,000	14,525	1	1			E	VI	01	11/03/2011
4	295570	014501	014501	FT Muddy Creek P5		299646	024502	FT Nevada Pool		13,789	13,352	1	1			E	01	11/25/2011	
5	295570	014501	014501	FT Muddy Creek P5		299646	024502	FT Nevada Pool		19,601	18,980	1	1			N	01	11/02/2011	
6	487757	014816	014816	Hams Fork WIC - WIC	4	299646	024502	FT Nevada Pool		20,000	19,366	1	1			N	01	11/25/2011	

1. Select the Service Requestor Contract (Svc Req K), Gas Day, and Cycle that you want the nominations copied into, and click Retrieve.
2. Highlight the nomination to be copied (from the Nomination Matrix).
3. Click the Copy Row button. The highlighted nomination will appear in the "nomination creation" section of the window and all fields can be changed as needed, including the default end date.
4. When changes are finished, click the Add to Matrix button and a new nomination will be added to the Nomination Matrix.
5. When finished, validate and submit nominations.