



# GAS TRANSPORTATION NOMINATION PROCEDURE

UGI PENN NATURAL GAS, INC.

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## PREFACE

This ***Nomination Procedure*** is a reference document incorporated by reference into the UGI Penn Natural Gas, Inc. ("PNG") Transportation Supplier Tariff Gas Pa. PUC No. 8 ("tariff") which has been designed to assist PNG transportation customers in the areas of nominating, scheduling, balancing, and communicating specific information items which PNG may require from those customers receiving gas through one or more of the tariff transportation (also known as "delivery") services. This update includes all additions and changes to the Gas Transportation Nomination Procedure rules and guidelines through the date of issuance.

These guidelines and procedures may be modified from time to time to reflect pipeline and/or company procedural changes or personnel changes. If such revisions occur, a revised copy of this document will be posted to PNG's Gas Management web site located at <http://www.ugi.com/gas/delivery> for reference.

# TRANSPORTATION SERVICE CUSTOMERS ("TS Customers")

## 1. GENERAL INFORMATION

### 1.1 Applicable Rates

As a requirement of transportation service, this **Nomination Procedure** applies to all customers served under the following PNG transportation rate schedules:

- Rate DS (Delivery Service)
- Rate IS (Interruptible Service)
- Rate LFD (Large Firm Delivery Service)
- Rate R/S (Retail and Standby Rider)
- Rate XD (Extended Large Volume Delivery Service)

### 1.2 Contact Persons

A list of contact persons at PNG can be found on the PNG Gas Management web site Contact List. Department affiliation and telephone number are listed. Any questions on the material found in the **Nomination Procedure** should be addressed to the contacts listed under Transportation Policies and Nomination Procedures.

## 2. **SOURCES OF SUPPLY**

The topics in this section apply to supplies received on behalf of TS Customers at City Gate receipt points.

### 2.1 **City Gate Receipt Points**

For nomination purposes, all transportation volumes received on the TS Customer's behalf shall be measured at the transportation City Gate receipt point. PNG reserves the right to specify the delivering pipeline or specific pipeline delivery points.

### 2.2 **Supplier Notification Requirement**

TS Customers who change natural gas suppliers during a month must notify PNG of that change prior to the natural gas supplier delivering any supplies into PNG's system by submitting a signed agency letter. (See letter in Section 3.2.1)

## 3. **NOMINATING AND SCHEDULING - OVERVIEW**

### 3.1 **Nominating Agent Information**

All TS Customers or Licensed Suppliers who nominate gas for delivery on PNG's system must have and maintain Internet access. They shall also provide PNG with a valid email address, a 24-hour, 7-day per week fax number and phone number for contact purposes.

### 3.2 **Third Party Nominations**

TS Customers may elect to have a Licensed Supplier nominate on their behalf. There is a limit of one Licensed Supplier for nominating purposes per TS Customer. It is the responsibility of the Licensed Supplier to ensure that nominations are made in accordance with the Nomination Procedures. Failure to follow the appropriate guidelines will result in an invalid nomination (See Section 3.9). In order to assign

nomination rights, written authorization must be on file with PNG as detailed below.

Customers utilizing Suppliers without proper notification will be charged a \$500 per month Supplier Administration Fee per supplier for those Suppliers pursuant to tariff - Rules and Regulations - Section 16.1 (g).

Customers are requested to provide 30 days written notice to change Licensed Supplier or designated nominating agent.

### 3.2.1 Licensed Supplier Agreement

Should a TS Customer elect to have a Licensed Supplier or broker nominate on their behalf, a written agreement must be forwarded to PNG to the following address:

Manager, I&C Marketing  
2525 North 12<sup>th</sup> Street; Suite 360  
Post Office Box 12677  
Reading, PA 19612-2677

The written agreement shall be valid for the duration of time in which a qualifying TS Customer utilizes that Licensed Supplier and until such time as the customer provides PNG 30 days advance written notice of termination. The written agreement must be signed by the customer and submitted to PNG. The agreement may be the portion of the customer's current agency agreement with his Licensed Supplier, which permits the Licensed Supplier to submit nominations on behalf of the customer. If such an agreement does not exist as part of the contract, a signed letter identical in content to that found here is acceptable.

Dear UGI:

This letter is to inform UGI that (customer's name) has granted (marketer's name) the authority to act as agent for the purposes of purchasing and nominating natural gas for the following accounts: Account #777-777-7777-77, 999-999-9999-99, etc.

**Second Paragraph Only Required if Pooling:**

(Customer's name) authorizes (marketer's name) to place these accounts into the appropriate voluntary customer billing pool. (Customer name) understands that as a member of a pool, (customer's name) will be jointly responsible for the pool imbalances and penalty charges of all other pool members.

(Customer's name) also requests that the effective date of this authorization shall be the next practical meter read date as determined by UGI. Please communicate this date to the following contacts:

(Customer Company Name)	(Marketer Name)
(Contact Name)	(Contact Name)
(Contact Phone and Fax #)	(Marketer Phone and Fax #)
(Customer Address)	(Marketer Address)

(Customer's name) understands this Agreement will remain in effect until (customer name) provides UGI with 30 days advance written notice of termination.

\_\_\_\_\_  
Signature of Customer

\_\_\_\_\_  
Date

### 3.3 Method of Placing Nominations

All nominations must be submitted to PNG using either of two approved electronic methods. The approved methods for nominations are submission using PNG's Gas Management web site or an electronic dataset (text file) created by the Licensed Supplier and submitted via email to PNG. See Section 4.0 for detailed nomination procedures. The Specifications for submitting electronic nominations are documented in Appendix A of this document.

### 3.4 Verifying Nominations

The customer (if nominating on their own behalf) or Licensed Supplier is responsible for verifying the accuracy of nominations processed by PNG. Web site submitted and electronic file posted nominations are available for review on the Licensed Suppliers' secured section of the PNG Gas Management web site.

### 3.5 Incorrect Nominations

In the event a nomination or portion thereof is in error, the customer or Licensed Supplier must notify PNG of the discrepancy. PNG must receive a corrected nomination as soon as possible one business day prior to the flow day.

### 3.6 Due Date of Nominations

The deadlines for nominations vary based on type of nomination. Nominations are due by a specified period or time of day prior to the day of the month in which gas flow is expected (see Gas Management web site for the nomination deadline schedule).

### 3.7 Effective Date of Nominations

Confirmed nominations will become effective on the date specified in the Licensed Supplier's nomination (normally the first day of the calendar month). They will remain in force until the last day of the current calendar month, subject to continued receipt by PNG from upstream pipeline of the confirmed volume, and

unless superseded by a subsequent transportation volume nomination.

### 3.8 TS CUSTOMER Pool Operator Obligations

To become a Pool Operator serving TS Customers on PNG's system, Licensed Supplier must meet the eligibility requirements outlined in the tariff (Rules and Regulations : Rule 1 Pool Operator Obligations)). The TS Customers enrolled in the Licensed Suppliers pool must have completed a signed copy of PNG's approved Agency Letter.

#### 3.8.1 Pool Nominations

Individual nominations must be submitted for each member of an authorized Voluntary Customer Billing Pool. All nominations must be submitted by the Pool's Licensed Supplier unless otherwise agreed by PNG. Upon request, the pool representative will provide an aggregated nomination representative of the total pool's nomination to PNG for verification purposes.

#### 3.8.2 Monthly Pool Allocations

Licensed Suppliers designated as agents for pooled customers are responsible for coordinating the reconciliation and allocation of voluntary customer billing pool(s). PNG will perform a pro-rata allocation of supplies and imbalances across the members of a voluntary customer billing pool simultaneous with the posting of applicable billing data on its Gas Management Web Site. Licensed Suppliers may make pool adjustments from customer to customer within a pool using the Customer Pool Imbalance Review application located on PNG's Gas Management web site when making such adjustments. Allocations must be made by 11:00 am eastern clock time of the first business day following the posting of applicable billing data on the web site.

### 3.9 Late and/or Invalid Nominations, Penalties

Should a Licensed Supplier's actual delivery volume differ from the nominated supply volumes, such supply volumes shall be adjusted to equal the actual delivered

volumes. Nominations received late or deemed invalid by PNG may result in a nomination of zero (0) for the nomination period and gas taken during that nomination time period shall be considered imbalance gas. In addition, if the Licensed Supplier fails to submit a valid nomination in accordance with this Nomination Procedure for the TS Customer, the TS Customer will be charged an Administrative Scheduling Fee, pursuant to tariff section 16.1(a) in an amount no greater than \$1,000 per day for every day such Licensed Supplier is deemed to be in non-compliance with this Nomination Procedure. Where PNG determines, in its sole discretion that the Licensed Supplier is responsible for an intentional imbalance, the Licensed Supplier or Customer will be subject to applicable imbalance charges, plus any penalties, in accordance with the provisions set forth in the tariff or other superseding tariff language relating to imbalances. In addition, PNG may, at its sole discretion, deny the offending Licensed Supplier access to PNG's system. Furthermore, PNG retains the right to reject nominations that in its sole discretion judgment will adversely impact system integrity.

#### 4. **NOMINATION PROCEDURES AND DEADLINES**

##### 4.1 Applicability

The procedures contained in Section 4 apply to all nomination types. Nominations will be consistent with the calendar month.

##### 4.2 Nomination Types

A Nomination can be one of two types, details of each follow.

###### **A. Timely Nomination**

A Licensed Supplier may change nominations for each day in a month by properly submitting an Intra-month nomination by deadlines noted on the PNG Gas Delivery Website.

**NOTE:** The actual time verification for all web site submitted nominations will be PNG's nomination processor system date and time.

The actual time for all electronic dataset nominations will be the system date and time the email is received on PNG's mail server.

## **B. Intra-Day Nomination**

Intraday nominations will be allowed on an exception only basis after request and verbal approval of PNG's Gas Supply Department. Once approval has been granted, the Licensed Supplier should submit a properly completed electronic dataset and/or a written or verbal communication thereof.

Timely and Intra-Day Nominations are entered as Intra-Month Nominations on the Gas Management Web Site.

### 4.3 Pre-Month Estimate Email

An estimate of average daily customer consumption for the following month should be sent to [PNGnomop@ugi.com](mailto:PNGnomop@ugi.com) on or before the 20<sup>th</sup> day of each month.

### 4.4 Nomination Submission Options

Licensed Supplier's have two options for submitting nominations.

#### **A. WEB On-line Nomination Submission**

On-line nomination submission is available on PNG's Gas Management web-site on the Licensed Supplier secured home page.

#### **B. Electronic Dataset submitted via an E-Mail File Attachment**

An ASCII comma delimited text file (sent to [PNGnomop@ugi.com](mailto:PNGnomop@ugi.com) as an e-mail file attachment) will contain nomination information for one or more gas packages. Each package must follow pre-established formatting requirements as outlined in Appendix A.

#### **C. Fax Document**

This option should be used only in the event that the above options are

unavailable. The fax document can be found in Appendix B.

#### 4.5 Nomination Receipt Confirmation

For each electronic data set submitted nomination request, a confirmation detailing the processing results will be sent to the confirming Licensed Supplier's e-mail address. It is the Licensed Supplier's responsibility to review each confirmation. Any nomination package that is rejected by PNG will be clearly identifiable with a description of the processing problem. The Licensed Supplier must correct the identified package problem(s) and resubmit only those nomination packages that were rejected, before applicable deadlines.

Nominations submitted via the web site nomination method will be confirmed immediately upon successful entry of the nomination information, no confirming email will be sent.

### 5. **AUTOMATED METERING REQUIREMENTS**

#### 5.1 Automated Metering Requirements

All TS Customers must have daily metering via remote read devices, i.e. Metretek, and shall reimburse Company for all equipment and installation costs. Customer shall provide and maintain dedicated phone and electric lines to the location of such facilities as specified by the Company.

### 6. **SPLIT NOMINATIONS**

The procedures contained in this section apply specifically to Split Nominations. The Split nomination is designed to eliminate the need for specifying supply paths on an individual customer basis.

The Split Nomination is comprised of two parts, both of which must be nominated - the supply package and the customer package. The supply package distinguishes supplies for customers by group. The customer package details the daily volumes required for each customer without assigning them to a specific supply. The sum of

a Licensed Supplier's supply packages by nomination group should match the sum of the associated customer nominations by nomination group.

PNG has sole discretion for managing all imbalances which may occur as a result of a Licenses Supplier utilizing the Split Nomination option. Subject to waiver Section 6.1 and 6.2 shall govern the resolution of imbalances.

#### 6.1 Imbalance between Supply and Customer Nomination

In the event the sum of the supply package nominations by nomination rate group do not match the sum of the customer nominations by nomination group for the next day's flow, the supply package(s) volume will take precedence. PNG will correct the imbalance by assigning it to the highest delivered volume pooled customer by group. If no pooled customers are present within the buyer group the imbalance will be assigned to the highest delivered volume customer in the group. In either case, should the deliveries scheduled for the highest volume customer be insufficient to cover a shortfall imbalance, the highest volume customer will go to zero and the allocation of supply will continue with the next highest volume customer until there is no imbalance. If no supply packages are provided all customer volumes go to zero.

Example:

Long Example			
Nomination group Supply Deals = 250			
Cust		Cust Nom	Revised Cust Nom
A		100	150
B		50	50
C		40	40
D		10	10
		200	250
Short Example			
Nomination group Supply Deals = 40			
Cust		Cust Nom	Revised Cust Nom
A		100	0
B		50	0
C		40	30
D		10	10
		200	40

## 6.2 Imbalance between Supply Nominations and Actual Deliveries

Prior to the end of a billing month, should a Licensed Supplier's actual delivery volumes differ from nominated supply volumes, such supply nominations shall be adjusted to equal actual deliveries. In cases where a single supply represents deliveries for more than one group, supply nominations will be adjusted for all groups on a pro-rata basis. Once supplies are balanced to actual deliveries, customer nominations will be adjusted to match in accordance with procedure outlined above in Section 6.1.

Example:

	Nom Group	Supply Nom	Actual Volumes	Prorata Allocation	Adjusted Supply Nominations
Supply A	A	10		10%	14
	B	30		30%	42
	C	20		20%	28
	D	40		40%	56
		100	140	100%	140

## **APPENDIX A: NOMINATION SUBMISSION SPECIFICATIONS**

Currently there are two approved methods that Licensed Suppliers may use when submitting nominations to PNG. Licensed Suppliers may use either method when submitting nominations; however, only the second method (Electronic Dataset Submission) can be used for intra-day nominations after receiving PNG Gas Supply approval. For this reason, Licensed Suppliers are requested to be proficient with both methods.

### **METHOD 1: ONLINE WEB NOMINATION PROCEDURE**

PNG's online web nomination process is an interactive nomination function on PNG's Gas Management web site. A licensed supplier must log into a secured region with their assigned userid/password to access the nomination section of the website in order to submit online web nominations.

The same submission deadlines apply when using online web nominations or the e-mail of electronic datasets to PNG (method 2). However, unlike the electronic dataset method, online submitted nominations are updated real-time on PNG's system and the Licensed Supplier is given immediate confirmation of package addition and changes (no e-mail confirmations are sent to the licensed supplier).

## **METHOD 2: ELECTRONIC DATASET PROCEDURES**

This section contains the technical requirements and business procedures to be followed for submitting *Electronic Dataset Nominations* (E-noms) to PNG.

### **1.0 GENERAL INFORMATION**

Electronic Customer Nominations (E-noms) are datasets in a delimited ASCII text file format that are sent as a *file attachment* via an e-mail to PNG. The e-mail is sent to PNG's Gas Supply Department at e-mail address [PNGnomop@ugi.com](mailto:PNGnomop@ugi.com).

A Licensed Supplier may submit nominations to PNG following the Electronic Customer Nomination procedures and specifications detailed below. **Intra-Day Nominations can only *be submitted*** via Electronic datasets. Intra-day nominations require prior approval by PNG's Gas Supply Department. Contact PNG's Gas Supply Department to make such requests, which will be handled on a 'best efforts' basis.

Electronic datasets must contain customer nomination data in a format that follows the PNG layout specifications as contained within this document. Normal nomination deadlines apply to Electronic Dataset nominations. Electronic datasets will be processed in FIFO (first in, first out) order.

### **2.0 TRANSACTIONAL PARTIES AND CONTRACTS**

Each Licensed Supplier, Customer, Marketer Aggregation Pool, Shipper, and Delivering Pipeline to the PNG service area is assigned a Business Associate ID number (BAID). In addition, each Licensed Supplier is assigned a Contract Path Rate (CPR) number which must be used on each supply nomination submitted. These BAID and CPR numbers are required fields for Electronic nominations. Unless mergers, takeovers or new delivering pipelines occur, the BAIDs are permanent. The CPR numbers for the Licensed Supplier will not change; however, the customer CPR number can change from month to month due to contract and/or rate negotiations between PNG and its customers. The Licensed Supplier will have access to these BAID and CPR numbers on PNG's Gas Management web site.

### 3.0 CONFIRMATION

A Licensed Supplier must provide PNG an e-mail address for the purpose of sending a confirmation of each submitted electronic dataset nomination. Confirmations will be sent via email within one hour of being processed. It is the Licensed Suppliers' responsibility to review each confirmation. The confirmation will detail the processing results of each e-nom. **A nomination package that is rejected by PNG will be clearly identifiable with a description of the processing problem.**

The licensed supplier should correct any problem(s) and submit a corrected e-nom. When correcting electronic datasets, **only** those nomination packages in the dataset that were rejected should be resubmitted. Also, confirmations may contain **warning messages** that denote a ***change request not performed*** due to attempting to change volumes for a date where PNG deadlines have expired. However, other volume change requests in the same package for dates not violating PNG deadlines will be posted.

### 4.0 DATASET SUBMISSION FORMAT

Licensed Suppliers will submit electronic nominations using the **Split Nomination** option, which separates supply and customer nominations as separate packages.

#### 4.1 SPLIT SUPPLY NOMINATIONS

A split supply nomination represents a package of gas for particular group of transportation customers having the same nomination group.

For the Split Nomination option, each Electronic dataset (an ASCII comma delimited file) must contain either a group of *customer allocation nominations* or a group of *supply nominations*. Each *customer allocation nomination* represents a volume of gas during a calendar month for a customer contract that must be assigned to a particular group. Each supply nomination represents a volume of gas during a calendar month from a delivering pipeline on a given contract and activity number that must also be assigned to a particular group. It is the responsibility of the licensed supplier to

ensure that gas for customer versus supply nominations balance by group for each calendar day of the month prior to gas flow based on established deadlines. Each nomination (or gas package) in the electronic dataset consists of **one Gas Package Header record** followed by **1 or more Gas Day/Volume records** (each line represents a record). Customer Allocation nominations and Supply nominations are to be submitted in separate electronic datasets. The general dataset format under this option is as follows:

GAS PACKAGE HEADER 1

GAS DAY/VOLUME

GAS DAY/VOLUME

...

...

GAS DAY/VOLUME

GAS PACKAGE HEADER 2

GAS DAY/VOLUME

GAS DAY/VOLUME

...

...

GAS DAY/VOLUME

GAS PACKAGE HEADER *n*

GAS DAY/VOLUME

GAS DAY/VOLUME

...

...

GAS DAY/VOLUME

Below are the record layout specifications for the **Split Nomination** option. A table summarizing the field layout for Gas Package Header and Gas Day/Volume records is followed by detailed field definitions in section **Detailed Field Definitions**. **All fields within a record must be delimited (separated) by commas.**

**Gas Package Header Record Layout: Split Nomination—Supply**

<b><u>FIELD NAME</u></b>	<b><u>LENGTH</u></b>	<b><u>TYPE</u></b>	<b><u>UPDATABLE</u></b>	<b><u>REQ?</u></b>	<b><u>VALUES</u></b>
1. Package Source Id	1- 8	CHAR	No	Yes	Prefixed with 'PKG:' in order to identify as header record. Marketer assigned
2. E-Nom Type	1	CHAR	No	Yes	1, 2, or 3 See field definition
3. Marketer BAID	8	NUM	No	Yes	PNG assigned number provided to marketer
4. Contract Path Rate	12	NUM	No	Yes	PNG Assigned Agent Contract CPR for all Supply noms.
5. Delivery Type	1	CHAR	No	Yes	'Z' – Del. to City Gate See field definition
6. Delivery P/L BAID	8	NUM	No	Yes	See field definition
7. Delivery P/L Point Nbr	8	NUM	No	Yes	See field definition
8. Contract Nbr	1 – 20*	NUM	Yes*	No*	See field definition
9. Shipper Id Nbr	8	NUM	Yes*	No*	See field definition
10. Comment	1 – 40	CHAR	No	No	See field definition
11. Nomination group	2	CHAR	No	Yes	Nomination group See field definitions
12. Calendar Period	7	CHAR	No	Yes	Nomination's Calendar Month – 'YYYY/MM'

- See field definitions for specific rules regarding when field is required or updateable.

**Gas Package Header Record Layout: Split Nomination—Customer**

<b><u>FIELD NAME</u></b>	<b><u>LENGTH</u></b>	<b><u>TYPE</u></b>	<b><u>UPDATABLE</u></b>	<b><u>REQ?</u></b>	<b><u>VALUES</u></b>
1. Package Source Id	1- 8	CHAR	No	Yes	Prefixed with 'PKG:' in order to identify as header record. Marketer assigned
2. E-Nom Type	1	CHAR	No	Yes	1, 2, or 3 See field definition
3. Marketer BAID	8	NUM	No	Yes	PNG assigned number provided to marketer
4. Contract Path Rate (CPR)	12	CHAR	No	Yes	Customer CPR # See field definition
5. Delivery Type	1	CHAR	No	Yes	'X' – Customer Nom See field definition
6. NOT USED	1	CHAR	No	No	Add delimiter ',' only
7. NOT USED	1	CHAR	No	No	Add delimiter ',' only
8. NOT USED	1	CHAR	No	No	Add delimiter ',' only
9. NOT USED	1	CHAR	No	No	Add delimiter ',' only
10. Comment	1 – 40	CHAR	No	No	See field definition
11. Nomination group	1	CHAR	No	Yes	Nomination group See field definitions
12. Calendar Period	7	CHAR	No	Yes	Nomination's Calendar month - 'YYYY/MM'

**Gas Package Gas Day/Volume Record Layout: Split Nomination - Both Customer and Supply**

<b><u>FIELD NAME</u></b>	<b><u>LENGTH</u></b>	<b><u>TYPE</u></b>	<b><u>UPDATABLE</u></b>	<b><u>REQ?</u></b>	<b><u>VALUES</u></b>
1. Gas Flow Date	10	DATE	No	Yes	YYYY/MM/DD
2. Volume in DTH's at PNG City Gate	1 – 8	NUM	Yes	Yes	No decimals

## 4.1.1 GAS MANAGEMENT OPTIONS: SPLIT NOMINATIONS—SUPPLIES

Licensed suppliers on the PNG system must enter all nominations as third-party city gate deliveries (Type Z) which are referred to as the **Delivery Type**.

## 4.1.2 DETAILED FIELD DEFINITIONS: SPLIT NOMINATIONS

### 4.1.2.1 GAS PACKAGE HEADER FIELDS: SPLIT NOMINATIONS

The header record for Split Nominations contains 12 data fields. Each data field must be separated by a comma. Fields may be required or optional depending if the header record is for a Customer Allocation or Supply package. If an optional data field is not supplied for the package, a comma must still be placed in the file before proceeding to the next data field. Field definition and requirements for the header record follow:

#### **Package Source ID**

- Required, Alphanumeric... 8 digits max
- An identifier supplied by the licensed supplier that makes the gas package unique for the calendar month for identification purpose. The package source id is essential for the licensed supplier to record in order to request future package updates. Package updates must contain the original Package Source ID. The Package Source ID always starts in the position 5 of the header record after the literal **PKG:** , which acts as an identifier for a Header Record for a new gas package

#### **E-Nomination Type**

- Required, Character.... 1 digit.
- Represents the type of nomination to be performed for the submitted nomination.  
**1 = New Pre Month, 2= New Intra-month, 3= Update existing package**

### **Marketer BAID Number**

- Required, Numeric.... 8 digits.
- An 8 digit number representing the licensed supplier who is submitting the nomination. PNG will assign and provide this number to the licensed supplier upon participation in the e-nom program.

### **Contract Path Rate (CPR)**

- Required, Numeric... 1 to 12 digits (leading zeros are optional)
- Number identifies the supplier/contract or customer/contract. List of available CPR's is provided in the licensed supplier's secure area of PNG's Gas Management web site.

### **Delivery Type**

- Required, Alphabetic... 1 digit
- Represents the delivery type of the package.

For the Customer Split nomination package: **X = Customer Allocation**

For the Supply Split Nomination package: **Z = Delivery Directly to PNG's City Gate .**

### **Delivery Pipeline BAID to PNG City Gate**

- Required (Supply Split Nomination only), Numeric... 8 digits. (Required 3 business days for 3<sup>rd</sup> party capacity. For delivery type Z, if unknown at nomination time, provide best guess then correct with an updated nomination up to 1 day before the flow of gas.)
- An 8 digit number representing PNG's BAID identifier number for the delivering pipeline to the UGI Penn Natural service area that is supplying the gas package. Valid Pipelines are dependent on the supply nomination group of the nomination.

Possible Delivery Pipelines ID's :

**Tennessee – 00000197      Transco - 00000205**

### **Delivery Point Number**

- Required (Supply Split Nominations only), Numeric... 8 digits
- PNG's delivery point number for the package and contract. (List of available delivery points by pipeline is available in the licensed supplier's secured area on PNG's Gas Management web site)

### **Contract Number**

- Conditionally required (Supply Split Nominations only), Alphanumeric (Field is *required one business day before initial gas flow*. If not initially provided when package created, a nomination update transaction must be provided one business day before initial gas flow.)
- The delivering pipeline contract ID on which the gas package is moving. For Type Z (Delivery to PNG City Gate) à PNG Pipeline Contract Nbr (Max of 20 characters)

### **Shipper ID Number**

- Conditionally Required (Supply Split Nominations only), Numeric... 8 digits. (Field is *required one business day before initial gas flow*. If not initially provided when package created, a nomination update transaction must be provided one business day before initial gas flow.)
- An 8 digit number representing PNG's identifier for the Shipper of the gas package.
- A complete list of Pool Supplier/Shipper id numbers is available in the licensed supplier's secured area of PNG's Gas Management web site.

### **Comment**

- Optional, Alphanumeric... 40 char max
- This field may be optionally used as comment by the marketer for package, customer, contract, or identification purposes.

### **Nomination group**

- Required, Alphabetic... 2 digits.
- The nomination group that is represented by the supplies in this electronic dataset.

Valid values include:

PC – PNG Central

PT – PNG P&G

PH – PNG Honesdale

P1 – PNG Power Plant Central

PN – PNG North

P2 – PNG Power Plant North

PS – PNG South

### **Calendar Month**

- Required, Character... 7 digits in format YYYY/MM
- Gas flow calendar month of the packages in the electronic dataset.

### *MISCELLANEOUS HEADER NOTES*

- No header fields may be updated after the flow of gas has begun. If you have a header record change, licensed supplier must contact PNG Gas Supply. .
- A package can be submitted with a “Gas Package Header Record only” (no volume data) if the package’s Electronic Nomination Type = 3 (update existing package). This option may be used to make header record changes for contract ID and supplier up until 1 day before the flow of gas.

#### 4.1.2.2 GAS PACKAGE GAS DAY DETAIL FIELDS

For new packages, there must be at least one detail record in each Gas Package. If there is more than 1 detail record (this is usually the case), then the Gas Day Dates must be:

a) Contiguous and in ascending order for **new noms** (E-Nom types 1 and 2).

OR

b) In ascending order & previously posted when **updating existing noms** (E-Nom type 3). **Only the gas days with volume changes should be provided.**

In addition, all the Gas Day Dates for a Gas Package must be within the same calendar month. Below are the field descriptions. Each field must be separated by a comma.

##### **Gas Day Date**

- Required, Date. 10 characters in format YYYY/MM/DD
- The date of the gas day for the current gas package.

##### **Volume (DTH at PNG City Gate)**

- Required , Numeric (no decimals)
- The UGI Penn Natural city gate nomination in dekatherms for the current Gas Day. The volume must be a whole number.

**APPENDIX B: FAX NOMINATION DOCUMENT – UGI PENN NATURAL, INC.**

Section I – Customer Information

Contact Person: \_\_\_\_\_ PNG Delivery Service Account#: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Customer Pool Number (if applicable) \_\_\_\_\_

Section II – Authorized Agent Information (Licensed Supplier)

(complete only if Licensed Supplier/Broker is nominating on behalf of customer)

Company Name: \_\_\_\_\_ Representative: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Section III – Pipeline Information

Pipeline/Delivery Point: \_\_\_\_\_ Contract#: \_\_\_\_\_

Pipeline Rate Schedule: \_\_\_\_\_ Upstream Shipper: \_\_\_\_\_

Section IV – Nomination Information

If MONTHLY nomination, enter total here \_\_\_\_\_.

If DAILY nominations, enter the nomination period \_\_\_\_\_ and complete the table below.

ALL NOMINATIONS SHOULD BE MADE IN DTH AT CITY GATE.

_____	1 _____	11 _____	21 _____
Start Date	2 _____	12 _____	22 _____
	3 _____	13 _____	23 _____
	4 _____	14 _____	24 _____
	5 _____	15 _____	25 _____
	6 _____	16 _____	26 _____
	7 _____	17 _____	27 _____
	8 _____	18 _____	28 _____
	9 _____	19 _____	29 _____
	10 _____	20 _____	30 _____
			31 _____

Section V – Authorization

Signature \_\_\_\_\_ Date \_\_\_\_\_