



# GAS TRANSPORTATION NOMINATION PROCEDURE

UGI UTILITIES, INC.  
GAS DIVISION

	<b>Page Number</b>
<a href="#"><u>Preface</u></a>	3
<a href="#"><u>Transportation Service Customers</u></a>	
1. <a href="#"><u>General Information</u></a>	4
2. <a href="#"><u>Sources of Capacity/Supply</u></a>	4
3. <a href="#"><u>Nominating and Scheduling - Overview</u></a>	6
4. <a href="#"><u>Nomination Procedures and Deadlines</u></a>	11
5. <a href="#"><u>Automated Metering Requirements / Information Services</u></a>	14
6. <a href="#"><u>Split Nominations</u></a>	16
<b>Appendix</b>	
A <a href="#"><u>Nomination Submission Specifications</u></a>	19
B. <a href="#"><u>Nomination Fax Document</u></a>	40

## PREFACE

This ***Nomination Procedure*** is a reference document incorporated by reference into the UGI Utilities, Inc. ("UGI") Tariff Gas Pa. PUC No. 5 ("Tariff") which has been designed to assist UGI transportation customers in the areas of nominating, scheduling, balancing, and communicating specific information items which UGI 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 UGI'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 UGI transportation rate schedules:

- Rate XD (Extended Large Volume Delivery Service)
- Rate LFD (Large Firm Delivery Service)
- Rate CDS (Cogeneration Delivery Service)
- Rate DS (Delivery Service)
- Rate IS-DSO (Interruptible Service - Small Volume, Delivery Service Option)
- Rate IL-DSO (Interruptible Service - Large Volume, Delivery Service Option)
- Rate NNS (No-Notice Service)
- Rate R/S (Retail and Standby Rider)

### 1.2 Contact Persons

A list of contact persons at UGI can be found on the UGI 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 CAPACITY/SUPPLY

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

## 2.1 Capacity

Upstream pipeline transportation held by UGI may be available for use by transportation customers or State of Pennsylvania Licensed Natural Gas Suppliers ("Licensed Supplier") to meet the daily needs of UGI TS Customers.

In determining transportation volumes, appropriate pipeline and distribution retainage percentages shall be applied by UGI.

### 2.1.1 Assignment

Upstream pipeline firm transportation capacity held by UGI may be assigned to the Licensed Supplier as agent for the TS Customer. Assignments of upstream pipeline transportation capacity shall be made on a basis of and in accordance with the supply portfolio held by UGI at the time of assignment.

All transportation capacity assigned by UGI is subject to recall at UGI's sole discretion.

## 2.2 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. UGI reserves the right to specify the delivering pipeline or specific pipeline delivery points.

## 2.3 Supplier Notification (Refer to Tariff Page No. 33A-1)

***Nominations*** require TS customers or its Licensed Suppliers to list the physical gas supplier's name and associated pipeline contract numbers by pool for each month in which the TS customer or Licensed Supplier pool is requesting gas transportation service. TS Customers with more than one gas supplier or pipeline are required to notify UGI of each of the gas suppliers or pipelines being utilized,

as well as the related pipeline contract numbers for each gas supplier. TS Customers who change natural gas suppliers during a month must notify UGI of that change prior to the natural gas supplier delivering any supplies into UGI's system by submitting a signed agency letter.

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

#### 3.1 Nominating Agent Information

All TS customers or Licensed Suppliers who nominate gas for delivery on UGI's system must have and maintain Internet access. They shall also provide UGI with a valid email address, a 24 hour day 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 UGI as detailed below.

TS Customers utilizing Licensed Suppliers without proper notification to UGI will be charged the \$500 per month Supplier Administration Fee pursuant to Tariff Section 17.1(k).

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 UGI to the following address:

Manager, Industrial and Commercial Marketing  
UGI Utilities, Inc.  
P.O. 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 UGI 30 days advance written notice of termination. The written agreement must be signed by the customer and submitted to UGI. 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 pre-month and intra-month nominations must be submitted to UGI using either of two approved electronic methods. The approved methods for nominations are submission using UGI's Gas Management web site or an electronic dataset (text

file) created by the Licensed Supplier and submitted via email to UGI. See Section 4.0 for detailed nomination procedures and deadlines. 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 UGI. Web site submitted and electronic file posted nominations are available for review on the Licensed Suppliers' secured section of the UGI 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 UGI of the discrepancy. UGI 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 and capacity utilized. 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 UGI from upstream pipeline of the confirmed volume, and unless superseded by a subsequent transportation volume nomination.

### 3.8 Voluntary Customer Billing Pools

To be become a member of a Voluntary Customer Billing Pool the customer must first meet the eligibility requirements outlined in UGI's Gas Service Tariff (Section 17.1(j)) then provide UGI a completed and signed copy of the Pooling Agreement or a signed copy of UGI's approved Agency Letter containing paragraph two(2) pooling language.

#### 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 UGI. Upon request, the pool representative will provide an aggregated nomination representative of the total pool's nomination to UGI for verification purposes.

#### 3.8.2 Pool Allocations

Licensed Suppliers designated as agents for pooled customers are responsible for coordinating the reconciliation and allocation of voluntary customer billing pool(s). Licensed Suppliers may make pool adjustments from customer to customer within a pool. Licensed Supplies must use the Customer Pool Imbalance Review application located on UGI'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. In the event a Licensed Supplier communicates no pool allocation or an allocation is received after the established deadline, UGI will perform a pro-rata allocation of supplies and imbalances across the members of a voluntary customer billing pool.

Licensed Suppliers may opt to make no pool adjustments when no daily excess imbalance penalties exist. Customers electing automatic no notice service are not subject to daily excess imbalance penalties. For this reason, Licensed Suppliers are restricted from adjusting their daily excess imbalance. While UGI attempts to maintain customer pools, UGI reserves the right to reassign customers to

different work day controls depending on business needs.

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

Nominations received late or deemed invalid by UGI 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 Customer, the Customer will be charged an Administrative Scheduling Fee, pursuant to Tariff section 17.1.a, in an amount no greater than \$1,000 per day for every day such Licensed Supplier is deemed to be in noncompliance with this **Nomination Procedure**. Where UGI determines, in its sole discretion, that the Licensed Supplier is responsible for an intentional imbalance, the Customer will be subject to applicable imbalance charges, plus any penalties, in accordance with the provisions set forth in the Tariff's General Terms for Delivery Service or other superseding language relating to imbalances. In addition, UGI may, at its sole discretion, deny the offending Licensed Supplier access to UGI's system. Furthermore, UGI retains the right to reject nominations that in its sole discretion judgement 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.

There are currently two types nominating methodologies - Combined Nominations (customer and supply nominated via single nomination) and Split Nominations (segregated supply and individual customer nominations which must be balanced to the supply). Unique procedures specific to split nominations are included in Section 6.0 - Split Nominations.

## 4.2 Nomination Types

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

### A. **Pre-Month Nomination**

Ensures gas will flow on the first day of the month

Pre-month nomination time table and deadlines are available on the UGI Gas Management web site.

**NOTE:** Failure to submit a Pre-Month Nomination results in a nomination of zero for all days of the month until a properly submitted Nomination or an Intra-month nomination is received. However, under no circumstances will gas flow on the first day of the month without a Pre-Month Nomination submitted by the deadline.

### B. **Intra-Month Nomination**

A Licensed Supplier may change nominations for the remaining days in a month by properly submitting an Intra-month nomination. Intra-month nominations will not be effective until the second business day of the month. Intra-month changes for the first day of the month will be processed on an exception only basis with prior approval by Gas Supply.

Pre-month nomination time table and deadlines are available on the UGI Gas Management web site. .

**NOTE:** The actual time verification for all web site submitted nominations will be UGI'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 UGI's mail server.

### **C. Intra-Day Nomination**

Intraday nominations will be allowed on an exception only basis after request and verbal approval of UGI'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.

## 4.3 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 UGI'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 [nomop@ugi.com](mailto:nomop@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.

## 4.4 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 UGI Utilities 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 / INFORMATION SERVICE**

### **5.1 Automated Metering Requirements**

As of June 30, 1999, all new transportation customers and existing customers that transfer from retail service to transportation service must have daily metering via Metretek telemetering and shall reimburse Company for all equipment and installation costs. Customer shall provide and maintain phone and/or electric lines to the location of such facilities as specified by the Company. Where the anticipated annual usage at the Customer's meter is less than 4,000 Mcf, Company may at its option waive the requirement for telemetering. As such, Customer meters with an annual usage of less than 4,000 Mcf that do not have telemetering will be billed based on an average daily usage for monthly billing where daily balancing is required; if Customer wants exact daily usages, Company will install metering equipment, if equipment exists, at the Customer's expense. Company retains sole discretion to waive this requirement at any time.

### **5.2 Information Service**

Information Service is an optional service for daily metered customers which provides actual daily meter read information to a customer or designated agent. This information is useful for nominating, scheduling and balancing transportation use and deliveries. Unless otherwise agreed by UGI and the customer, data is forwarded to the customer via email. Information will be reported on a best efforts basis on a time schedule agreed upon by both UGI and the customer. Daily, a report detailing the previous three (3) days usage for subscribed meters will be emailed to the customer. In addition measurement information for information service meters will be available to the customer's Licensed Supplier on UGI's

Gas Management web-site.

### 5.2.1 Enrollment / Termination

Information Service must be requested in writing thirty days prior to commencement of the service. Every effort will be made to respond to customer requests in a timely manner. The Information Service will be in effect until UGI receives a letter requesting the service be terminated. Requests to commence this service or terminate this service should be forwarded to:

UGI Utilities, Inc.  
Large Customer Billing Department  
PO Box 12677  
Reading PA 19612-2677

### 5.3 Availability of Information Service

The Information Service is available to customers with automated metering equipment<sup>1</sup> installed at the location on which the data is requested. Any customer who does not have daily metering equipment installed, but who wishes to utilize the Information Service, may have daily metering equipment installed at their own expense. Requests for installation of metering equipment should be forwarded to:

UGI Utilities, Inc.  
Large Customer Billing Department  
PO Box 12677  
Reading PA 19612-2677

Refer to Tariff Page No. 33A-2.

---

<sup>1</sup>Equipment must be capable of providing remote access daily read data.

## 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 and is intended for Suppliers having 35 or more customers.

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 rate group should match the sum of the associated customer nominations by nomination rate group.

UGI 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 rate group for the next day's flow, the supply package(s) volume will take precedence. UGI 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			
Rate 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			
Rate 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:

	Buyer Group	Supply Nom	Actual Volumes	Prorata Allocation	Adjusted Supply Nominations
Supply A	NDS	10		10%	14
	IS/IL	30		30%	42
	XD	20		20%	28

	LFD	40		40%	56
		100	140	100%	140

### 6.3 Recall of UGI Capacity During Interruptions

UGI may recall or interrupt the customer's use of UGI capacity in whole or part at any time. By 12:30 PM eastern clock time three days prior to the beginning of the flow month Licensed Suppliers nominating via the split nomination methodology may provide UGI with a list designating customers and customer volumes utilizing UGI assigned capacity. This list will be submitted to UGI via an email to [nonmop@ugi.com](mailto:nonmop@ugi.com). In the event a list is not provided prior to the deadline, UGI has the sole right to determine the capacity being utilized to serve customers nominating via the Split Nomination methodology. During any gas in/gas out restriction volumes consumed shall be no greater than the total volumes delivered by the customer through the use of third party alternate capacity resources - except where approved by UGI in its sole discretion.

### 6.4 Pipeline Charges

When a Licensed Supplier utilizes the Split Nomination methodology for nomination purposes, such Licensed Suppliers shall be billed by UGI, and shall be responsible for the payment to UGI, of all the pipeline commodity charges associated with the use of UGI assigned capacity for deliveries to its customers. UGI, in its sole discretion, may require a Licensed Supplier to provide payment security in an amount and manner as determined by UGI prior to allowing the Licensed Supplier to utilize the Split Nomination methodology or as a condition of continued use of the Split Nomination methodology. A late payment charge of 5% will apply on all unpaid amounts after the due date, and an additional 1-1/2% per month for each month thereafter.

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

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

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

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

*This nomination submission method is ideally suited for marketers with a low number of customers and/or infrequent updates. The online web nomination process cannot be used to submit intra-day nominations of any kind.*

The same submission deadlines apply when using online web nominations or the e-mail of electronic datasets to UGI (method 2). However, unlike the electronic dataset method, online submitted nominations are updated real-time on UGI'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 UGI.

### **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 UGI. The e-mail is sent to UGI's Gas Supply Department at e-mail address [nomop@ugi.com](mailto:nomop@ugi.com).

A Licensed Supplier may submit **Pre-Month, Intra-Month and Intra-Day Nominations** to UGI following the Electronic Customer Nomination procedures and specifications detailed below. **Intra-Day Nominations can only *be submitted*** via Electronic datasets. Intra-day nomination require prior approval by UGI's Gas Supply Department. Contact UGI'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 UGI 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 UGI Utilities service area is assigned a Business Associate ID number (BAID). In addition, each customer/contract or Aggregation Pool for which a nomination is sent is assigned a Contract Path Rate (CPR) number. 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 can change from month to month due to contract and/or rate negotiations between UGI Utilities and its customers. The Licensed Supplier will have access to these BAID and CPR numbers on UGI's Gas Management web site.

### 3.0 **CONFIRMATION**

A Licensed Supplier must provide UGI Utilities an e-mail address for the purpose of sending back a confirmation of each submitted electronic dataset nomination. Confirmations will be sent via email within 1 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 UGI Utilities 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 UGI deadlines have expired. However, other volume change requests in the same package for dates not violating UGI deadlines will be posted.

## 4.0 DATASET SUBMISSION FORMAT

Licensed Suppliers have the option to submit electronic nominations by one of two formats:

### 4.1 SUBMISSION OPTION 1: COMBINED NOMINATIONS

Combined nominations link a customer volume with a specific supply for each nomination submitted.

Each Electronic dataset (an ASCII comma delimited file) must contain 1 or more sets of Gas Packages. Each Gas Package represents a volume of gas during a calendar month for a customer contract from a delivering pipeline on a given contract and activity number. The Gas Package consists of **one Gas Package Header record** followed by **1 or more Gas Day/Volume records** (each line represents a record). 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 **Combined 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: Combined Nomination**

<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	Prefix with ‘PKG:’ in order to identify as header record.
2. E-Nom Type	1	NUM	No	Yes	1, 2, or 3 See field definition
3. Marketer BAID	8	NUM	No	Yes	UGI assigned number provided to marketer
4. Contract Path Rate (CPR)	12	NUM	No	Yes	See field definition
5. Delivery Type	1	CHAR	No	Yes	‘A’ or ‘B’ See field definition
6. Delivery P/L BAID	8	NUM	No	Yes	See field definition
7. Delivery P/L Point Nbr	8	NUM	Yes*	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/LFD Indicator	1 - 40	CHAR	No	No*	See field definition
11. Unused	1	CHAR	No	No	Leave blank
12. Calendar Period	7	CHAR	No	Yes	Nomination Calendar Month ‘yyyy/mm’

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

## **Gas Package Gas Day/Volume Record Layout: Combined Nomination**

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

### **4.1.1 GAS MANAGEMENT OPTIONS: COMBINED NOMINATIONS**

Licensed Supplier have two alternatives for delivering gas to the UGI system. UGI Capacity Deliveries (**Type A**) are made on a customers behalf into UGI assigned upstream pipeline capacity. Third-party city gate deliveries (**Type B**) are made directly to UGI's city gate for the customer. The licensed supplier identifies either Type A or Type B for a package in the **Delivery Type** field. While the field layout for submitting e-noms is the same for Type A and Type B deliveries, the information in each field may have a different meaning depending on the delivery type (the difference is identified in the **Detailed Fields Definition** section below).

### **4.1.2 DETAILED FIELD DEFINITIONS: COMBINED NOMINATIONS**

#### **4.1.2.1 GAS PACKAGE HEADER FIELDS: COMBINED NOMINATIONS**

The Gas Package Header record contains 12 data elements (8 mandatory, 4 optional or conditionally required). To denote the record is a Gas Package Header record, the first 4 positions of the record will have the identifier **PKG**: The 12 data elements will immediately follow the Gas Package Header record identifier. **Each data field must be separated by a comma.** If an *optional* data field is not supplied for the package, a comma still must be placed in the file before the next data field. Field definition and requirements for the header record follow:

#### **Package Source ID**

- Required, Alphanumeric... 8 digits max (not including the PKG: prefix)
- An identifier supplied by the licensed supplier that in conjunction with the CPR number and calendar month, uniquely identifies this package of gas. The Package Source ID is essential for the licensed supplier to record for future reference. 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. (1, 2, or 3)
- 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 customer nomination. UGI 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 customer/contract for which the nomination is being supplied. (List of available customer CPR's is provided in the licensed supplier's secured area of UGI's Gas Management web site.)

### **Delivery Type**

- Required, Alphabetic... 1 digit
- Represents the delivery type of the package.  
**A = UGI Assigned Capacity or B = Delivery Directly to UGI's City Gate.**

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

- Required, Numeric... 8 digits.
- An 8 digit number representing UGI's BAID identifier number for the delivering pipeline to the UGI Utilities service area that is supplying the Gas Package. Valid Pipelines are dependent on the transportation customer's contract rate. Possible Delivery Pipelines ID's :  
**Columbia -- 00000075 Texas Eastern – 00000199 Transco - 00000205**

### **Delivery Point Number**

- Required, Numeric... 8 digits.  
UGI'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 UGI's Gas Management web site.)

### **Contract Number**

- Conditionally Required, Alphanumeric... max of 8 digits for Type A, max of 20 digits for Type B. (Field is *required one business day before initial gas flow*. If contract number 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 that the gas package is moving on.
- *For Type A (UGI Assigned Capacity) à UGI Pipeline/Pool TABS Nbr* (Max of 8 characters). When delivering on Columbia, drop the leading "P" from Columbia's contract number and supply only the last 8 digits.  
*For Type B (Delivery to UGI City Gate) à UGI Pipeline Contract Nbr* (Max of 20 characters)

### **Shipper/Supplier ID Number**

- Conditionally Required, 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 UGI's identifier for the Shipper of the gas package.  
Type A à Pool Supplier  
Type B à Shipper
- A complete list of Pool Supplier/Shipper ID numbers is available in the licensed supplier's secured area of UGI's Gas Management web site.

### **Comment / LFD Type Indicator**

- Conditionally Required, Alphanumeric... 40 char max
- Comment is required to contain the literal 'FIRM' or 'ERO' somewhere within the comment for LFD, LFD CAP and XD I CAP customer contracts in order to properly classify gasflow. If not entered, the default will be set to 'FIRM'.
- For all other nominations, this field can be optionally used as comment by the marketer for package/customer/contract identification purposes.

## **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 UGI 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/VOLUME FIELDS – COMBINED NOMINATIONS**

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 UGI City Gate)**

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

### 4.1.3 ELECTRONIC DATASET EXAMPLES - COMBINED NOMINATIONS

Attached are examples of the most common nomination processing requests made using Electronic Datasets.

- Example #1: New Pre-Month Nomination for May 2007  
(must be submitted 8 business days prior to first gasflow date)
- Example #2: Pre-Month Nomination Update of Contract and Shipper Info for a May 2007 Nomination (must be submitted 1 business day prior to initial gasflow date)
- Example #3: Nomination Update of Volumes for a May 2007 Nomination  
(must be submitted 1 business day prior to the first gasflow date being revised)
- Example #4: New Intra-Month Nomination for May 2007  
(must be submitted 1 business day prior to first gasflow date of the new package)
- Example #5: New Pre-Month Nominations for May 2007 for an LFD CAP Customer  
(must be submitted 8 business days prior to first gasflow date)

#### *Electronic Dataset New Pre-Month Nomination*

Text file format for the initial May 2007 nomination for XYZ Company.  
(due by 10:30AM on April 21<sup>st</sup>, 2007)

#### **Example #1:**

```
PKG:12345678, 1, 00001234, 000000012345, A, 00000075, 000002506, , , XYZ CO., , 2007/05
2007/05/01, 156
2007/05/02, 156
2007/05/03, 156
2007/05/04, 156
2007/05/05, 156
2007/05/06, 156
2007/05/07, 156
2007/05/08, 156
2007/05/09, 156
2007/05/10, 156
2007/05/11, 156
2007/05/12, 156
2007/05/13, 156
2007/05/14, 156
2007/05/15, 156
2007/05/16, 156
2007/05/17, 156
2007/05/18, 156
2007/05/19, 156
2007/05/20, 156
2007/05/21, 156
2007/05/22, 156
2007/05/23, 156
2007/05/24, 156
2007/05/25, 156
2007/05/26, 156
2007/05/27, 156
2007/05/28, 156
2007/05/29, 156
2007/05/30, 156
2007/05/31, 156
```

## ***Electronic Dataset Pre-Month Nomination Update for Contract and Shipper***

Text file format for updating ***Contract Number & Shipper ID*** for the May 2007 XYZ Company nomination  
(due by 10:30AM on April 30<sup>th</sup>, 2007)

### **Example #2:**

```
PKG:12345678, 3, 00001234, 000000012345, A, 00000075, 000002506, 2041935, 10111111, XYZ CO.
```

## ***Electronic Dataset Intra-Month Volume Updates***

Text file format for updating ***volumes*** for the May 2007 XZY Company nomination.  
(due by 10:30AM on May 3<sup>rd</sup>, 2007)

Request to update 05/04/2007 thru 05/06/2007 to 145 and 05/25/2007 to 150 .

### **Example #3:**

```
PKG:12345678, 3, 00001234, 000000012345, A, 00000075, 000002506, 2041935, 10111111, XYZ CO., , 2007/05  
2007/05/04, 145  
2007/05/05, 145  
2007/05/06, 145  
2007/05/25, 150
```

## ***Electronic Dataset New Intra-Month Nomination Example***

Text file format for new Intra-Month NOM for May 2007 starting the May 5<sup>th</sup> for XYZ Company  
(due by 10:30AM on May 4<sup>th</sup>, 2007)

### **Example #4:**

```
PKG:87654321, 2, 00001234, 000000012345, B, 00000199, 00000173, 600051, 10111111, XYZ CO. – TETCO, , 2007/05  
2007/05/05, 150  
2007/05/06, 150  
2007/05/07, 150  
2007/05/08, 100  
2007/05/09, 100  
2007/05/10, 120  
2007/05/11, 120  
2007/05/12, 120  
2007/05/13, 120  
2007/05/14, 100  
2007/05/15, 100  
2007/05/16, 120  
2007/05/17, 120  
2007/05/18, 120  
2007/05/19, 120  
2007/05/20, 120  
2007/05/21, 100  
2007/05/22, 100  
2007/05/23, 110  
2007/05/24, 110  
2007/05/25, 110  
2007/05/26, 110  
2007/05/27, 110  
2007/05/28, 100  
2007/05/29, 100  
2007/05/30, 100  
2007/05/31, 110
```

## *Electronic Dataset New Pre-Month Nomination Example*

Text file format for May 2007 Pre-Month nominations for the LFD CAP customer: ABC Inc.  
(due by 10:30AM on April 21<sup>st</sup>, 2007)

### **Example #5:**

```
PKG:12345A, 1, 00001234, 00000005678, B, 00000075, 000000140, 813234 , 10121211, ABC INC.- COL FIRM, , 2007/05
2007/05/01, 180
2007/05/02, 180
2007/05/03, 180
2007/05/04, 180
2007/05/05, 180
2007/05/06, 180
2007/05/07, 180
2007/05/08, 180
2007/05/09, 180
2007/05/10, 180
.....
.....
.....
.....
PKG:12345B, 1, 00001234, 00000005678, B, 00000199, 00000173, 61111 , 10121211, ABC INC.- TETCO FIRM, , 2007/05
2007/05/01, 20
2007/05/02, 20
2007/05/03, 20
2007/05/04, 20
2007/05/05, 20
2007/05/06, 20
2007/05/07, 20
2007/05/08, 20
2007/05/09, 20
2007/05/10, 20
.....
.....
.....
.....
PKG:12345C, 1, 00001234, 00000005678, A, 00000199, 000000188, 61111 , 10121211, ABC INC.- TETCO ERO, , 2007/05
2007/05/01, 40
2007/05/02, 40
2007/05/03, 40
2007/05/04, 40
2007/05/05, 40
2007/05/06, 40
2007/05/07, 40
2007/05/08, 40
2007/05/09, 40
2007/05/10, 40
.....
.....
.....
.....
```

## *Electronic Dataset Confirmation Example*

"=====

UGI Utilities Inc. Customer Nomination Processing -- Summary

Marketer: XYZ Energy Services, Inc.  
Marketer Mnemonic: XYZE  
E-Mail : [NomConfirm@xyz.com](mailto:NomConfirm@xyz.com)  
File Processed: 04-18-2007 13.29.48

3 Nomination(s) Posted Successfully  
0 Nomination(s) Had Errors and Did NOT Post  
0 Warning(s) Generated for Nomination(s)

Please Review Detailed Nomination Package Results Below

=====

"UGI Utilities Inc. Customer Nomination Processing  
IMPORT FILE: g:\gh\all\gastar\custnoms\inqueue\cx132853.txt  
\*\*\*\*\*

Header for Nomination Processed:  
PKG:12345A, 1, 00001234, 00000005678, A, 00000075, 000002506, 813234 , 10121211, ABC INC.- COL FIRM  
Agent : XYZ Energy Services, Inc.  
Customer : ABC, Inc  
Contract Title : Large Firm Delivery  
Pkg Source ID : 12345A  
CPR Number : 000000005678  
Pipeline : Columbia Gas Transmission Corporation  
Gas Days : 2007/05/01 - 2007/05/31  
UGI Package Num: 00007556 (INSERT)  
Total C.G. DTH Package Volume: 5580  
INSERTED AND/OR UPDATED SUCCESSFULLY.

\*\*\*\*\*

Header for Nomination Processed:  
PKG:12345B, 1, 00001234, 00000005678, A, 00000199, 000000188, 61111 , 10121211, ABC INC.- TETCO FIRM  
Agent : XYZ Energy Services, Inc.  
Customer : ABC, Inc  
Contract Title : Large Firm Delivery  
Pkg Source ID : 12345B  
CPR Number : 000000005678  
Pipeline : Texas Eastern Transmission Corporation  
Gas Days : 2007/05/01 - 2007/05/31  
UGI Package Num: 00007557 (INSERT)  
Total C.G. DTH Package Volume: 620  
INSERTED AND/OR UPDATED SUCCESSFULLY.

\*\*\*\*\*

Header for Nomination Processed:  
PKG:12345C, 1, 00001234, 00000005678, A, 00000199, 000000188, 61111 , 10121211, ABC INC.- TETCO ERO  
Agent : XYZ Energy Services, Inc.  
Customer : ABC, Inc  
Contract Title : Large Firm Delivery  
Pkg Source ID : 12345C  
CPR Number : 000000005678  
Pipeline : Texas Eastern Transmission Corporation  
Gas Days : 2007/05/01 - 2007/05/31  
UGI Package Num: 00007558 (INSERT)  
Total C.G. DTH Package Volume: 1240  
INSERTED AND/OR UPDATED SUCCESSFULLY.

END OF IMPORT PROCESS FOR FILE g:\gh\all\gastar\custnoms\cx132653.txt

3 Nomination(s) Posted Successfully  
0 Nomination(s) Had Errors and Did NOT Post

## 4.2 SUBMISSION OPTION 2: SPLIT NOMINATIONS

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 (i.e. XD, XD I, XD I CAP, ERO-XD I CAP, LFD, LFD CAP, NDS, NDS CAP, IS/IL, IS/IL CAP, or ERO-LFD). 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 (i.e. XD, XD I, XD I CAP, ERO-XD I CAP, LFD, LFD CAP, NDS, NDS CAP, IS/IL, IS/IL CAP, or ERO-LFD). 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 PACKAGE HEADER n
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>FIELD NAME</b>	<b>LENGTH</b>	<b>TYPE</b>	<b>UPDATABLE</b>	<b>REQ?</b>	<b>VALUES</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	UGI assigned number provided to marketer
4. Contract Path Rate	12	NUM	No	Yes	UGI Assigned Agent Contract CPR for all Supply noms.
5. Delivery Type	1	CHAR	No	Yes	'Y' – UGI Capacity '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. Rate Group	2	CHAR	No	Yes	Rate 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	UGI 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. Rate Group	1	CHAR	No	Yes	Rate Group See field definitions
12. Calendar Period	7	CHAR	No	Yes	Nomination's Calendar month - 'YYYY/MM'
13. Rate Sub Group	1	CHAR	Yes*	Yes*	Interruptible Rate Sub Group (IS/IL & XD I) 'T' – Third Party Cap. 'U' – UGI Capacity See field definitions

**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 UGI City Gate	1 – 8	NUM	Yes	Yes	No decimals

#### 4.2.1 GAS MANAGEMENT OPTIONS: SPLIT NOMINATIONS—SUPPLYS

Licensed suppliers have two alternatives for delivering gas to the UGI system. UGI Assigned Capacity deliveries (**Type Y**) are made on a customers behalf into UGI assigned upstream pipeline capacity. Third-party city gate deliveries (**Type Z**) are made directly to UGI's city gate. The licensed supplier identifies either Type Y or Type Z for a package in the **Delivery Type** field. While the field layout for submitting e-noms is the same for Type Y and Type Z deliveries, the information in each field may have a different meaning depending on the delivery type (the difference is identified in the *Detailed Fields Definition* section below).

#### 4.2.2 DETAILED FIELD DEFINITIONS: SPLIT NOMINATIONS

##### 4.2.2.1 GAS PACKAGE HEADER FIELDS: SPLIT NOMINATIONS

The header record for Split Nominations contains 13 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. UGI 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 UGI'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: **Y= UGI Assigned Capacity** or  
**Z = Delivery Directly to UGI's City Gate.**

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

- Required (Supply Split Nomination only), Numeric... 8 digits. (Required 5 business days before first of the month for UGI capacity and 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 UGI's BAID identifier number for the delivering pipeline to the UGI Utilities service area that is supplying the gas package. Valid Pipelines are dependent on the supply rate group of the nomination. Possible Delivery Pipelines ID's :  
**Columbia -- 00000075    Texas Eastern – 00000199    Transco - 00000205**

### **Delivery Point Number**

- Required (Supply Split Nominations only), Numeric... 8 digits  
UGI'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 UGI's Gas Management web site)

### **Contract Number**

- Conditionally required (Supply Split Nominations only), Alphanumeric ... max of 8 digits for Type Y, max of 20 digits for Type Z. (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 that the gas package is moving on.
- For Type Y (UGI Assigned Capacity) --> UGI Pipeline/Pool TABS Nbr (Max of 8 characters) When delivering on Columbia drop the leading "P" from Columbia's contract number and supply only the last 8 digits.  
For Type Z (Delivery to UGI City Gate) --> UGI 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 UGI's identifier for the Shipper of the gas package.  
Type Y --> Pool Supplier  
Type Z -- > Shipper
- A complete list of Pool Supplier/Shipper id numbers is available in the licensed supplier's secured area of UGI'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.

### **Group**

- Required, Alphabetic... 2 digits.
- The customer group that is represented by the supplies in this electronic dataset. Valid values include:

**XD = XD**

**LF = LFD**

**ND = NDS**

**LC = LFD CAP**

**IN = IS/IL**

**ER = ERO-LFD**

**DC = NDS CAP**

**IC = IS/IL CAP**

**MC = MAINTENANCE CUSTOMER**

**XI = XD I**

**XC = XD I CAP**

**CH = CHOICE**

**XP = XD F CAP**

**EX = ERO-XD I CAP**

- If group selected on Supply Split Nomination is 'LFD CAP', 'NDS CAP', 'XD I CAP', 'XD F CAP', 'MAINT CUST', 'CHOICE', or 'IS/IL CAP' only delivery type Z (Delivery to UGI City Gate) is allowed.
- Customers that are 'LFD' or 'LFD CAP' must assign their associated group (LFD OR LFD CAP) or the ERO-LFD or the ERO-XD I CAP group depending on what the volume of gas is meeting - firm or ERO requirements. All other customers are required to assign their associated group when submitting nominations. (Groups or rate categories by Customer CPR are on the Gas Management Web site.)

### **Calendar Month**

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

### **Rate Sub Group**

- Conditionally Required (Customer Split Noms only), 1 Character.
- This field will provide an additional way to categorize within a rate group for split nomination balancing purposes.
- Required for customer split nom (Del. Type X) when the rate group is 'IS/IL' (IN) or 'XD I' (XI). Field is only updateable prior to gas flow.
- Currently, for all rate groups other than 'IS/IL' and 'XD I', this field is NOT allowed.
- Values: 'T' = Third Party Capacity, 'U' = UGI Capacity.

### *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 UGI 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.

#### 4.2.2.2 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 to 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 UGI City Gate)**

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

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

Section I – Customer Information

Contact Person: \_\_\_\_\_ UGI 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: \_\_\_\_\_ Contract#: \_\_\_\_\_  
 Pipeline Rate Schedule: \_\_\_\_\_ Upstream Shipper: \_\_\_\_\_

Section IV – Nomination Information

Circle Nomination Type: A. Pre-Month - Preliminary B. Intra-Month

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 \_\_\_\_\_