

# DART Regional Training Workshop

Nominations, Scheduling, Confirmations and Reporting





#### Welcome

John Driscoll
Manager

Xpress Nominations and Schedule Group





# **Training Team**

Paul Haas
John Driscoll
Mike Baker
Vanessa Krizek
Sherry Saunders
Tonie Stephens
Celeste Aragon





# **Workshop Training Objectives**



#### Workshop Training Objectives

After completing this training workshop, in DART you should be able to:

- 1) Set Favorites; Business and Individual Preferences; and Identify Open DART Screens
- 2) Create Batch files
- 3) Identify and match counterparty nomination information
- 4) Enter basic nominations using DART's Nomination Matrix
- 5) Copy nominations from one Batch file into a new Batch file
- 6) Review and interpret Scheduling and Confirmation Reports
- 7) Apply Ranks to your nominations
- 8) Sign up to automatically receive reports through Report Subscription





# **Workshop Training Schedule**



# **Training Schedule**

7:45 – 8:15 Reception/Breakfast (Continent
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8:15 – 8:30 Opening Remarks/Administrative Matters

8:30 – 9:00 General DART Navigation

Exercise 1 – Set Individual Preferences

Exercise 2 – Set Business Preferences

Exercise 3 – Set DART Favorites

Exercise 4 – Identify Open DART Screens

9:00 – 9:15 Break

9:15 – 10:30 Nominations

Exercise 5 – Creating a New Batch File

Exercise 6 – Reviewing and Matching

**Counterparty Nominations** 



# Training Schedule (continued)

9:15 – 10:30 Nominations (continued)

Exercise 7 – Enter New Nominations

10:30 – 10:45 Break

10:45 – 11:30 Nominations (continued)

Exercise 8 – Enter a Additional

Nomination

Exercise 9 – Copying Nominations

11:30 – 12:45 Lunch is Served

12:45 -- 1:15 Confirmations

Exercise 10 – Review Confirmed Volumes

1:15 – 1:30 Break

# Training Schedule (continued)

1:30 – 2:30 Scheduling Reports

Exercise 11 – View Buy/Sell Mismatches

Exercise 12 – View Scheduling Volumes

Exercise 13 – Navigating Report

Subscription

2:30 – 2:45 Break

2:45 – 4:00 Exercise 14 -- DART Ranks

Exercise 15 – Nominations

Upload/Download

4:00 – 4:30 Open Forum Questions/Practice

4:30 – 5:00 Workshop Wrap-up



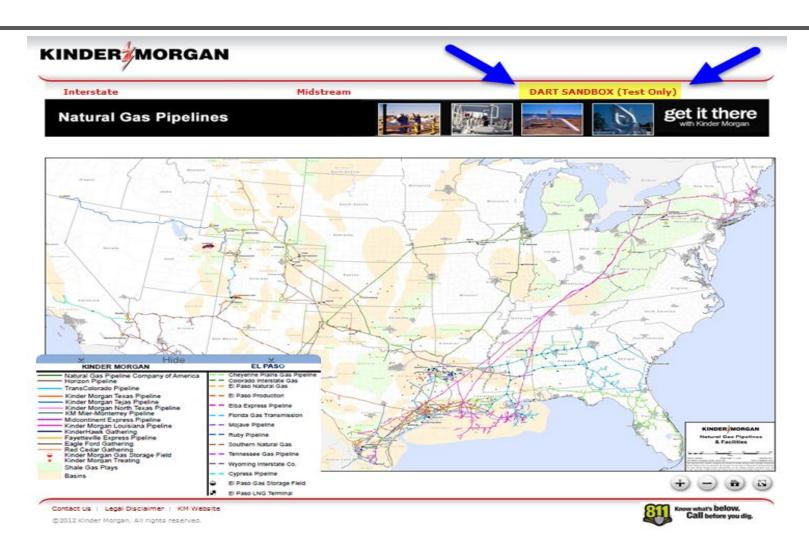


# Sandbox Login:

(Http://DARTTEST.KINDERMORGAN.COM)



# **DART Sandbox Login**







#### **DART Sandbox Login**



#### Step 1:

Click on "DART SANDBOX (Test Only)"
(Web Link: http://darttest.kindermorgan.com)



#### Step 3: Enter DART User ID and Password Make sure Log onto: reads "KMDMZ"

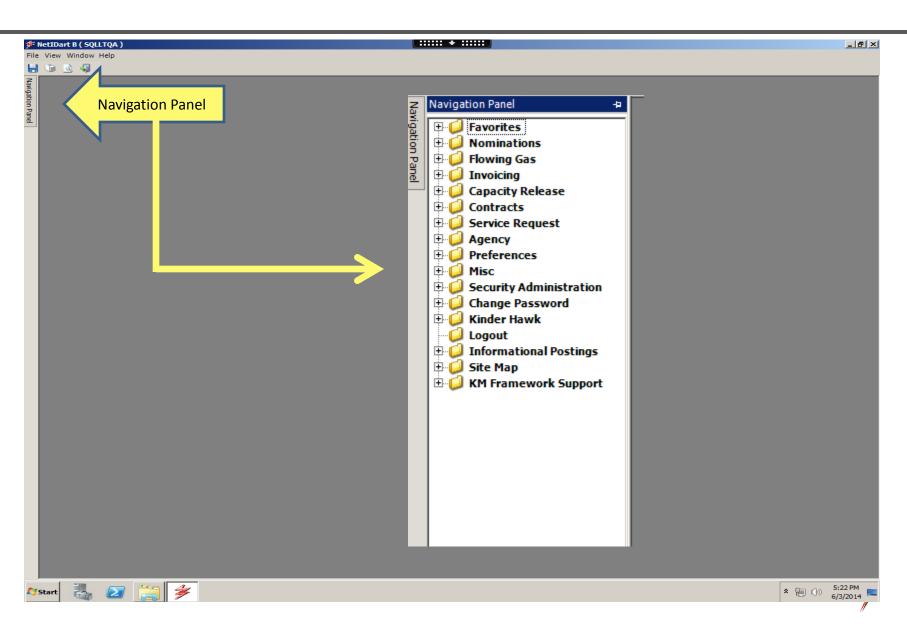


#### Step 2:

"Important Notice:" page: Read notice and click on "OK"



#### DART Splash Screen/Navigation Panel





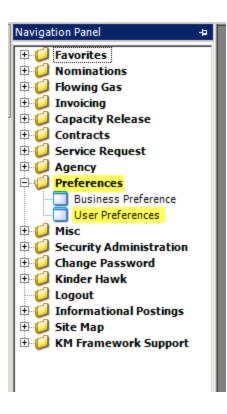
#### **General DART Preferences**

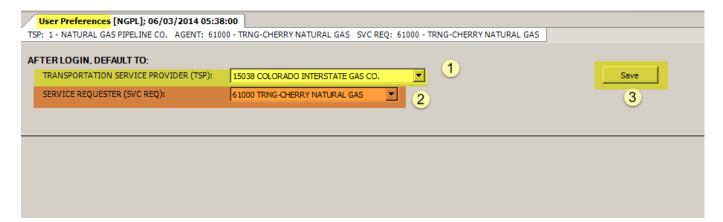


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# Setting Individual Preferences





- Select Primary Transportation Service Provider (TSP) from dropdown list
- 2) Set Service Requester (if you do business as more than one GID)
- 3) Save your update

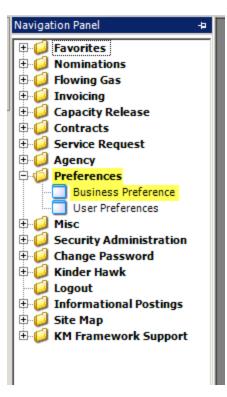
#### Exercise #1

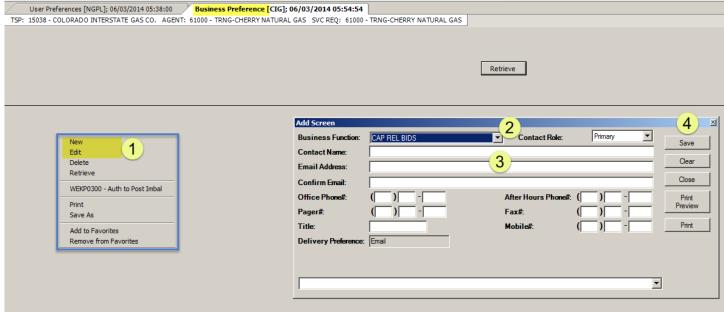
#### Exercise Title: Setting Individual Preferences

- Exercise Scenario/Parameters:
  - Set Colorado Interstate Gas Co (CIG) as your primary TSP to log into
  - Evaluate the Service Requester field
    - Do you have more than 1 GID showing: Yes or No (circle one)
    - If you have more than 1 GID showing, how many do you have? (fill in the blank)
    - If you have more than 1 GID showing, set your primary company as your default Service Requestor



#### Setting Business Preferences





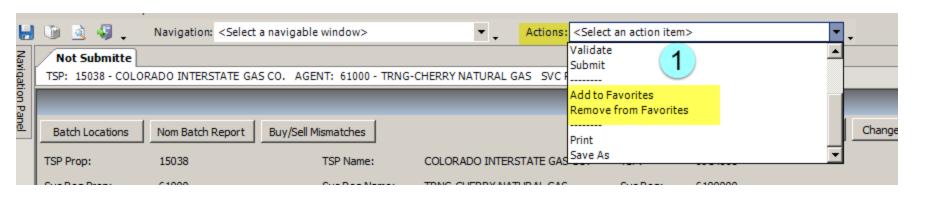
- 1) Right Click and select "New" (to add a Preference) or "Edit" (to edit existing Preference(s))
- 2) Select "Business Function" from dropdown list
- 3) Enter user contact information
- 4) "Save" your Preference request

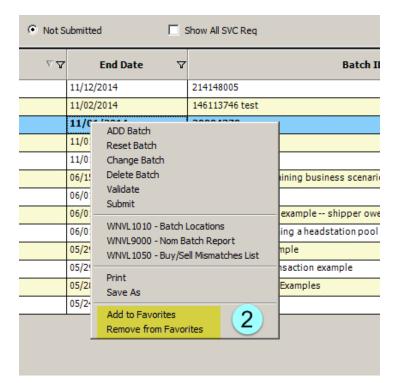
#### Exercise #2

- ✓ Exercise Title: Setting Business Preferences
  - Find and set your non-critical and critical notices preferences
    - Set yourself as a "Primary" for critical notices
    - Set yourself as a "Secondary" for non-critical notices



# Setting Up "Favorites" in DART





Two ways to add, or delete, Favorites in DART

1) On the main toolbar, "Actions" panel

2) Right Click on any window and select from the pop up window

#### Exercise #3

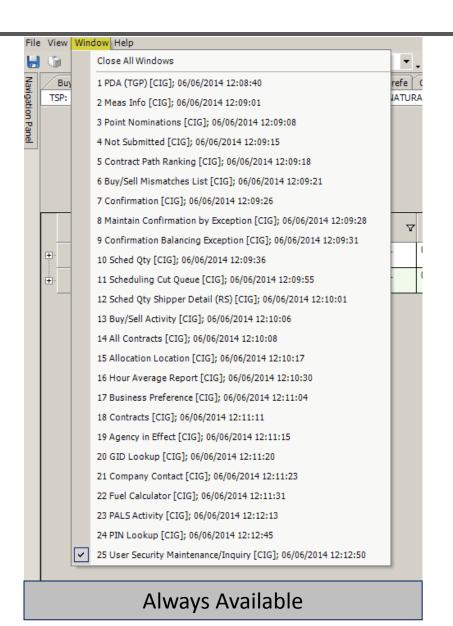
- Exercise Scenario/Parameters:
  - Open the Nominations (Not Submitted) window and save it as a favorite
  - Open the Contracts window and save it as a favorite
  - If you already a favorite DART report, open that report and save it as a favorite
    - Otherwise, open Scheduled Quantities Shipper and save it as a favorite



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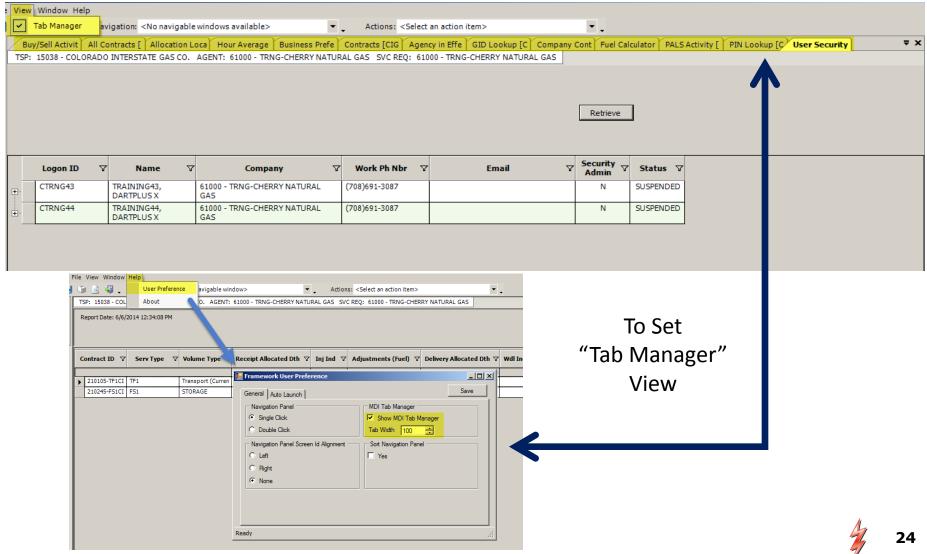


#### Viewing Open DART Windows





# Viewing Open DART Windows



#### Exercise #4

- Exercise Scenario/Parameters:
  - Set DART Window "User Preferences"
    - Set to "Show MDI Tab Manager"
    - Set Tab Width to "100"
  - Open up several random DART windows and evaluate how the tab manager works
    - Now, close all your open windows with the "Close All Windows" option

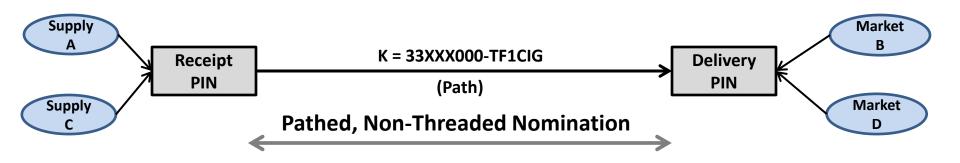




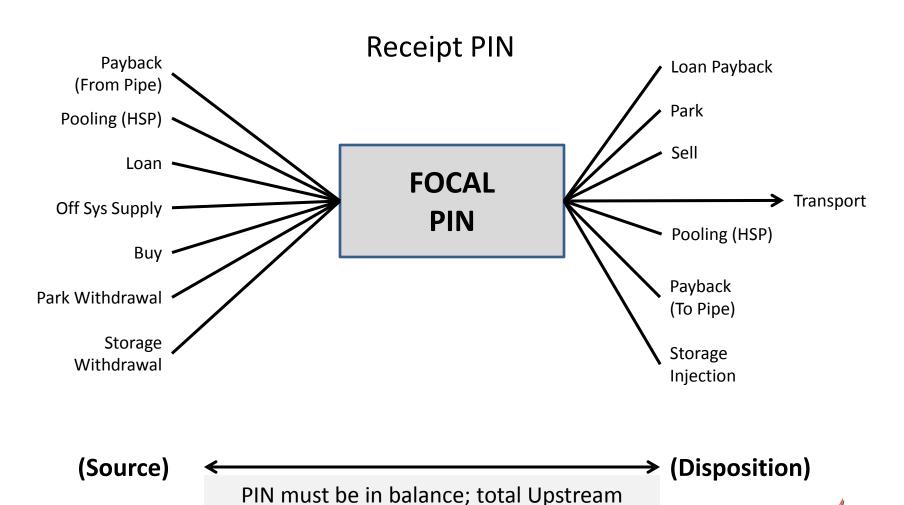
# Nominating in DART



#### 'Pathed, Non-Threaded' Nomination Model

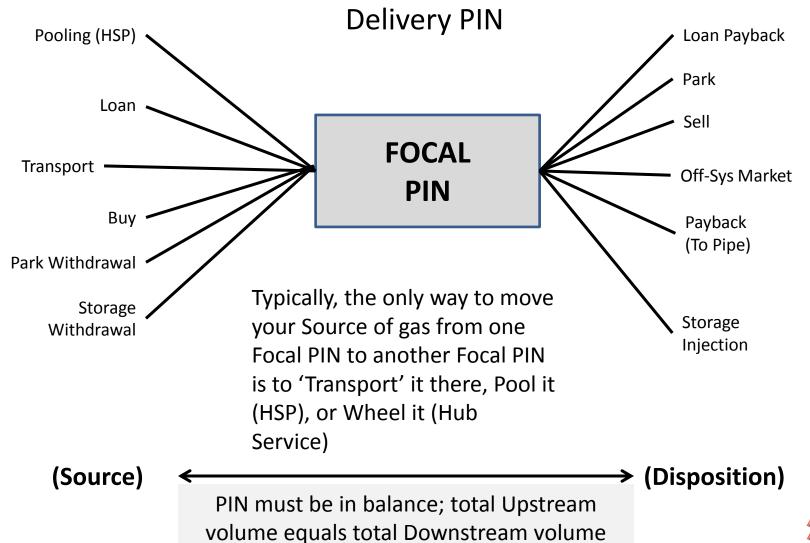


#### DART = Focal PIN-Centric

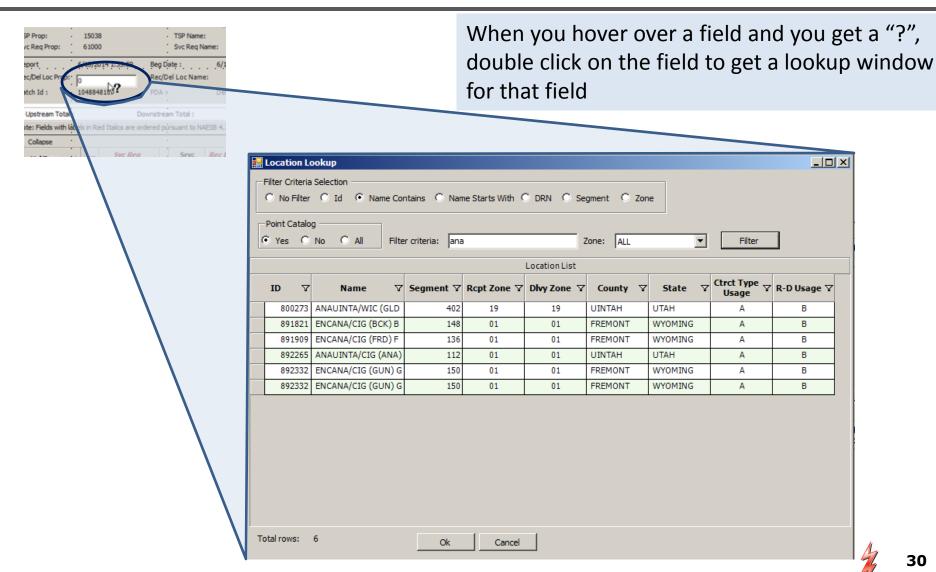


volume equals total Downstream volume

#### DART = Focal PIN Centric



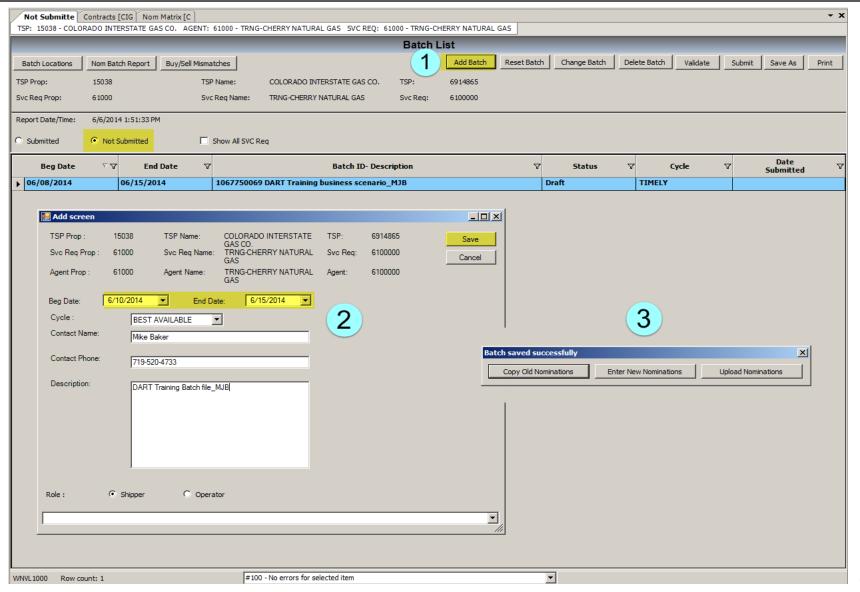
#### DART Tip – Field Lookups



В

В

# Adding a Batch File

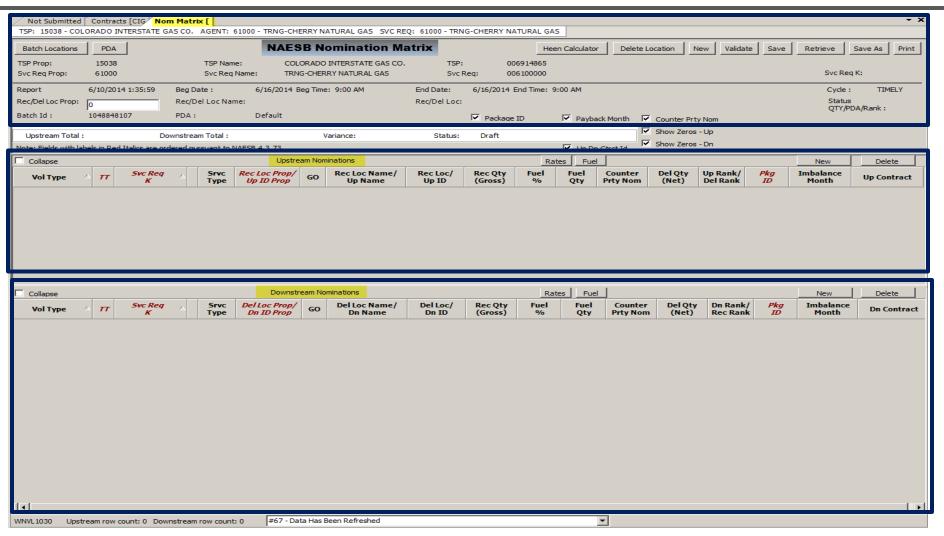


#### Exercise #5

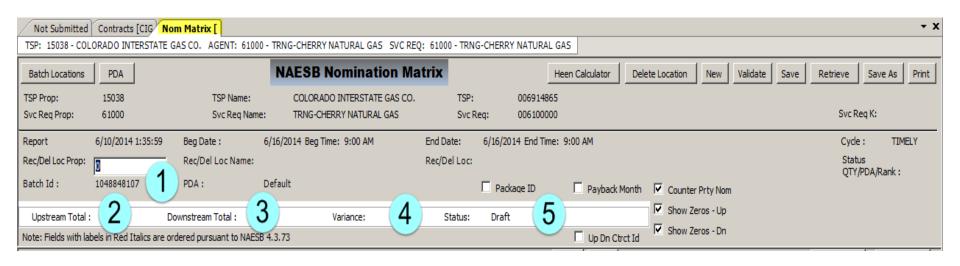
- Exercise Scenario/Parameters:
  - Create a new Batch File
    - Begin Date: \_\_\_\_\_
    - End Date: \_\_\_\_\_
    - Enter Batch information
      - Cycle: Best Available
      - Contact Name: Your name goes here
      - Contact Phone: 555-555-555
      - Description: Give your Batch file a name and finish with your initials in all caps
      - Role is "Shipper" (default should already be selected)
    - Select "Enter New Nominations" from the next pop up window



#### **DART Nomination Matrix**

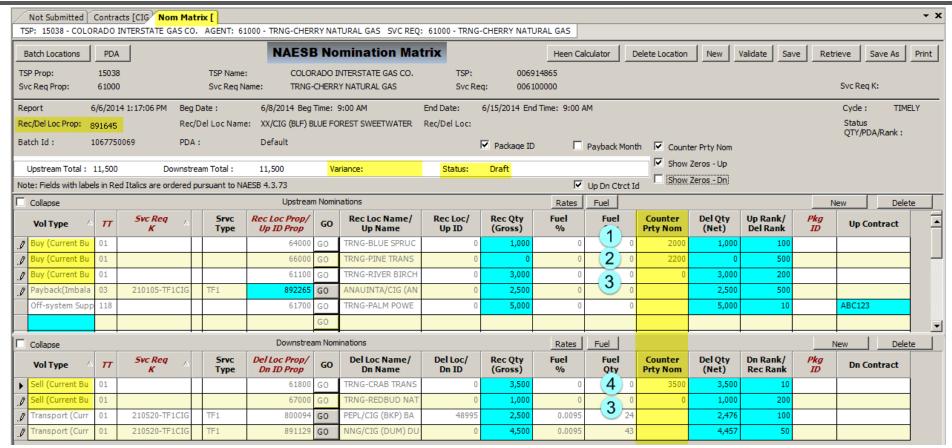


# Nominating in DART



- Nominating starts with entering the "Focal PIN"
- 2) Upstream Total: (populates as you enter nomination upstream line items)
- 3) Downstream Total: (populates as you enter nomination downstream line items)
- 4) Variance: Difference between the Upstream and Downstream Total fields (any volume here indicates your PIN is not in balance and that volume must be resolved)
- 5) Status: Status of your Batch file

# Reviewing and Matching "Counter Party" Nominations



- 1) You are under confirming your counter party's volume
- Counter party has shown up; you are either under confirming or have not yet completed your business for the day
- 3) You have entered your nominations and your counter party has not yet entered their business or the are under confirming
- 4) You and your counter party match

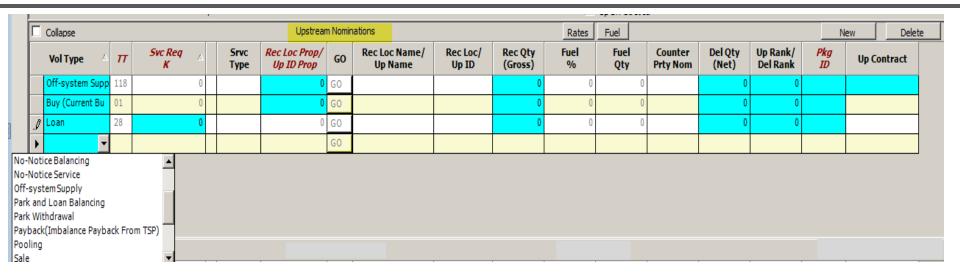


#### Exercise #6

- Exercise Scenario/Parameters:
  - Review and Match counter party nominations information
    - In the Navigation Panel, under Nominations, launch the Buy/Sell Mismatches List report
    - Select Flow Date:
    - Timely Cycle
    - Unclick "Mismatches Only" box
    - Click on "Show All Svc Req" box
    - Do you have a Buy/Sell mismatch? Yes or No
    - How much is the mismatch?



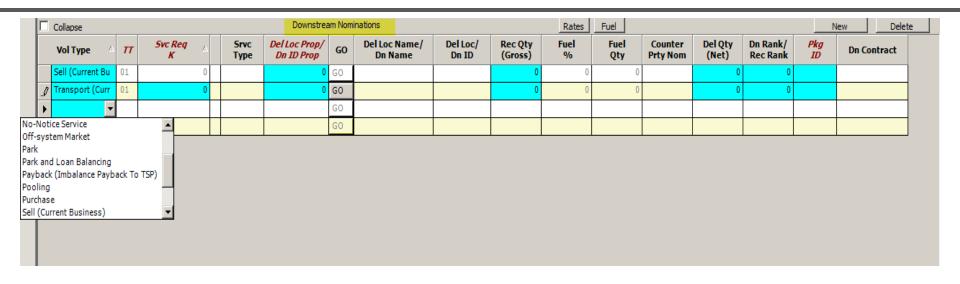
# Adding New Nomination Line Items



- 1) From the first available line item in the data grid, hover over the "Vol Type" and select the appropriate volume type from the field dropdown list
- 2) Once you have selected a Volume Type, DART will define the required fields that need to be filled in (turquoise colored fields)
- 3) Enter either a Receipt or Delivery Quantity and DART will fill in the other gross volume quantity based on nomination fuel rules
- 4) Rank is a mandatory field; DART default rank is 500
- 5) Package ID field is optional
- 6) Up Contract field is mandatory when turquoise in color (for confirmations)



# Adding New Nomination Line Items



- 1) From the first available line item in the data grid, hover over the "Vol Type" and select the appropriate volume type from the field dropdown list
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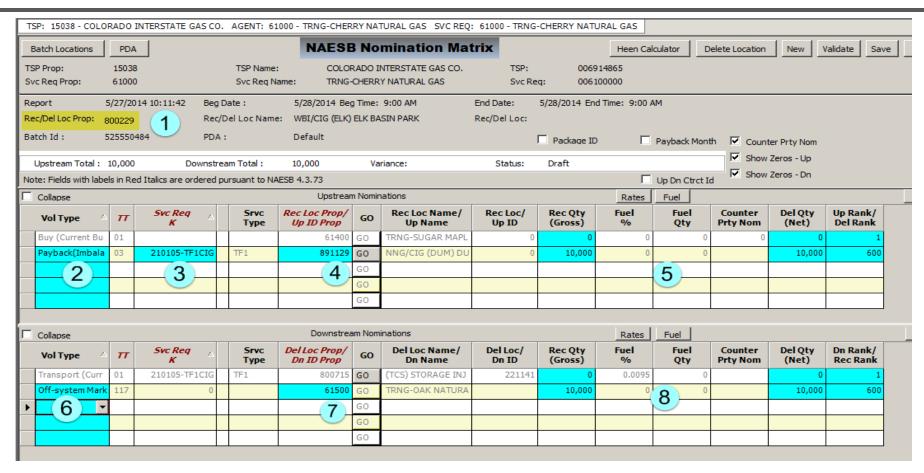


## Exercise #7

- Exercise Scenario/Parameters:
  - Add a new off system supply to transport to off system market transaction
    - Off system volume type:
    - GID: \_\_\_\_\_
  - Add a new buy/sell transaction
    - Buy 10,000 Dth from GID 61700
    - Sell 10,000 Dth to GID
  - "Submit" your Batch File to the pipeline for processing

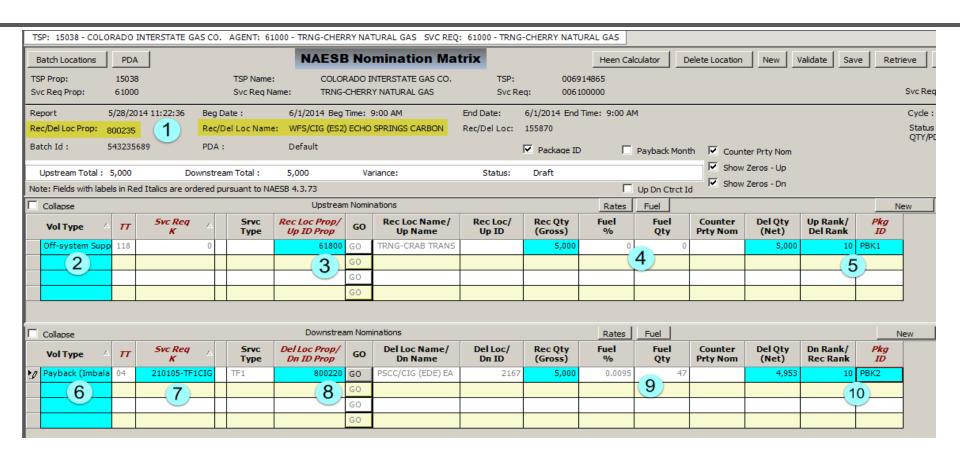


# Payback – Pipeline Owes Shipper



- 1) Enter Focal PIN where payback is to occur
- 3) Enter transport contract being paid back
- 5) Enter payback volume amount and rank
- 7) Enter GID you are connecting with at off-system market
- 2) Select Payback (Imbalance Payback from TSP
- 4) Enter a PIN, other than focal PIN
- 6) Enter disposition volume type
- 8) Enter off-system market volume and rank

# Payback – From Shipper to TSP



- 1) Enter Focal PIN where Payback takes place
- 3) Enter GID of the party you are receiving gas from
- 5) Enter Rank and Package ID as applicable
- 7) Enter transport contract containing imbalance
- 9) Enter payback volume (Remember, fuel is deducted for payback to TSP)

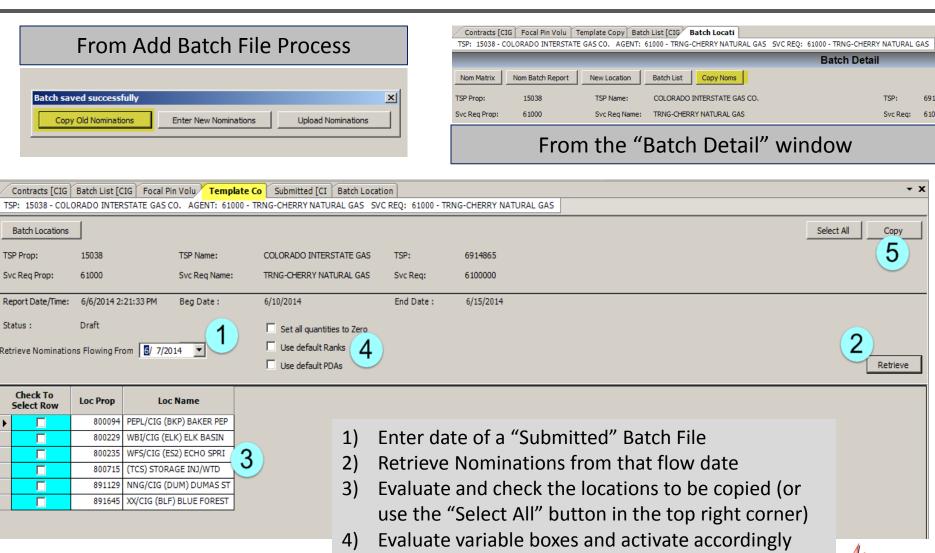
- 2) Select source of additional gas to be paid back
- 4) Enter payback volume
- 6) Select "Payback (Imbalance Payback to TSP)"
- 8) Enter a PIN (which is not the Focal PIN)
- 10) Enter Downstream Rank and Package ID, as applicable



## Exercise #8

- Exercise Scenario/Parameters:
  - Enter a basic payback nomination (Volume Type: Payback (Pipeline owes the shipper)
    - PIN: \_\_\_\_\_
    - GID: \_\_\_\_\_
  - Pick a new PIN and enter another payback nomination (Volume Type: Shipper owes the pipeline)
    - PIN: \_\_\_\_\_
    - GID: \_\_\_\_\_

# **Copying Nominations**

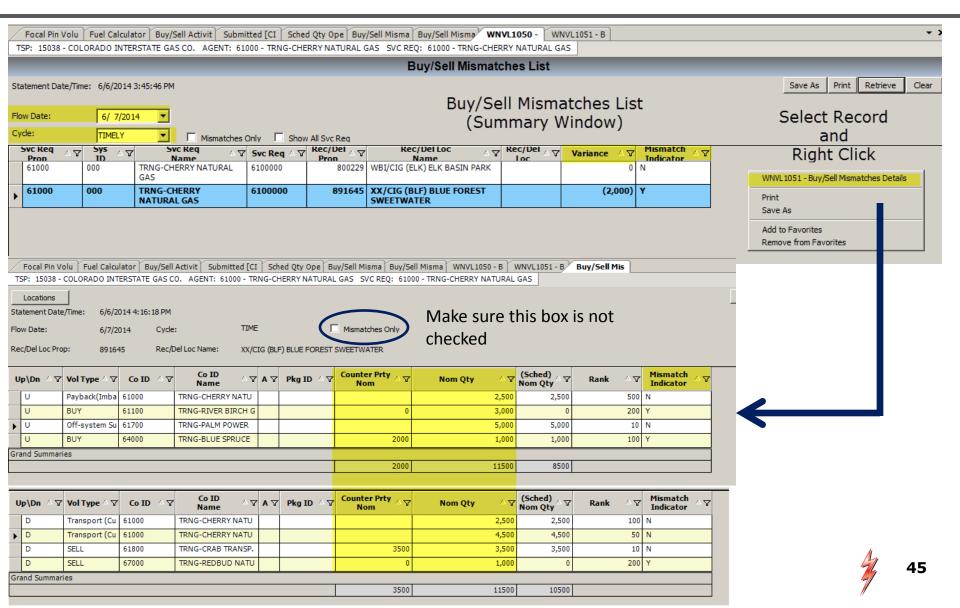


Click on the "Copy' button

### Exercise #9

- Exercise Scenario/Parameters:
  - Copying nominations in DART
    - Start by "adding" a new Batch file
    - Batch begin date:
    - Batch end date:
    - Fill in contact information as appropriate
    - Save the Batch file
    - Select "Copy Old Nominations" from the pop up window
      - Select 1 of the existing nomination PIN locations to copy into your new Batch file

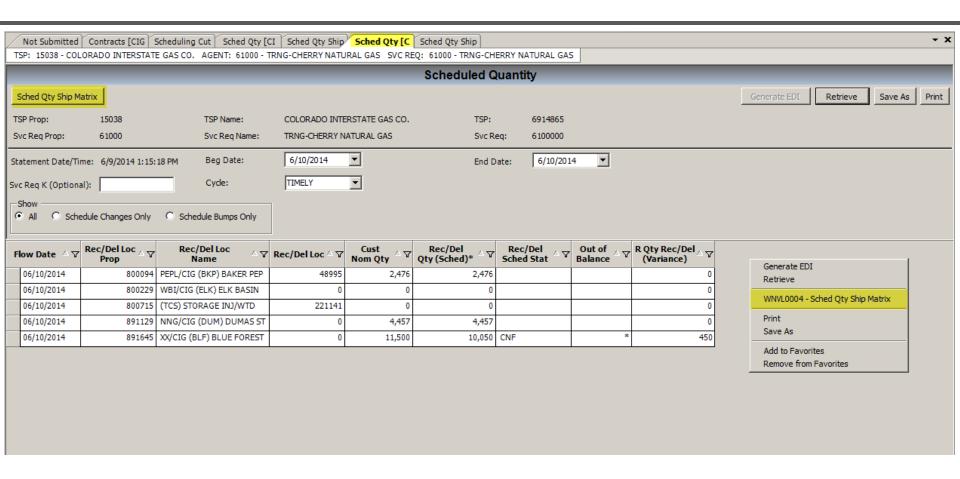
# Viewing Buy/Sell Mismatches



### Exercise #10

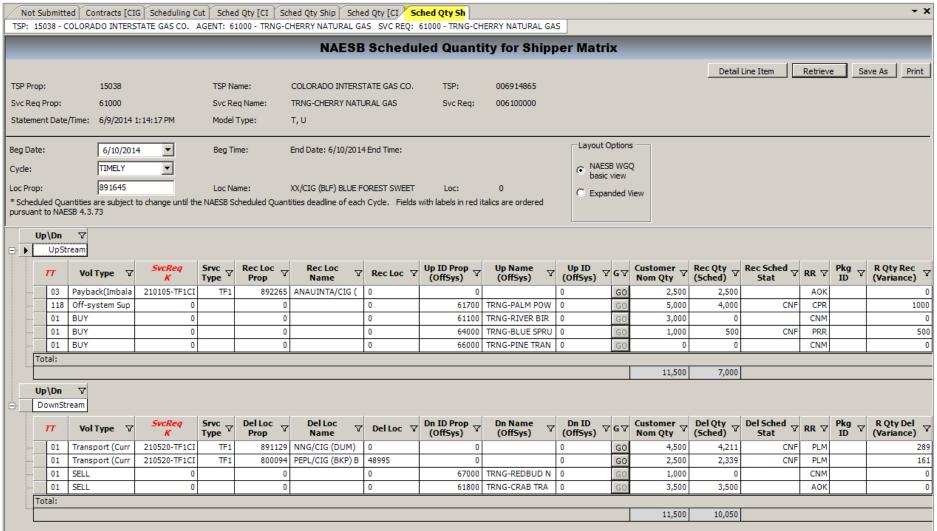
- Exercise Scenario/Parameters:
  - View Buy/Sell Mismatches List
    - Enter flow date for the Batch file we submitted to the pipeline in exercise #7
    - Select a record in the summary data grid that shows a "Variance"
    - Right click and select the "details" report
    - Make sure "Mismatches Only" box is unchecked
    - Find a Buy/Sell mismatch and report below
      - Your Volume is: \_\_\_\_\_\_; Counter party volume is\_\_\_\_\_\_

# Viewing Scheduled Volumes

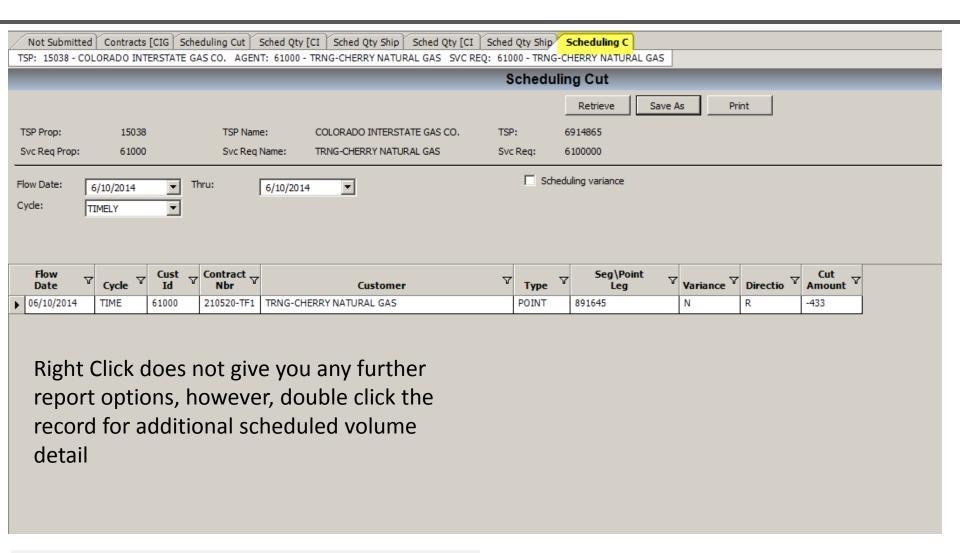


**Summary Report** 

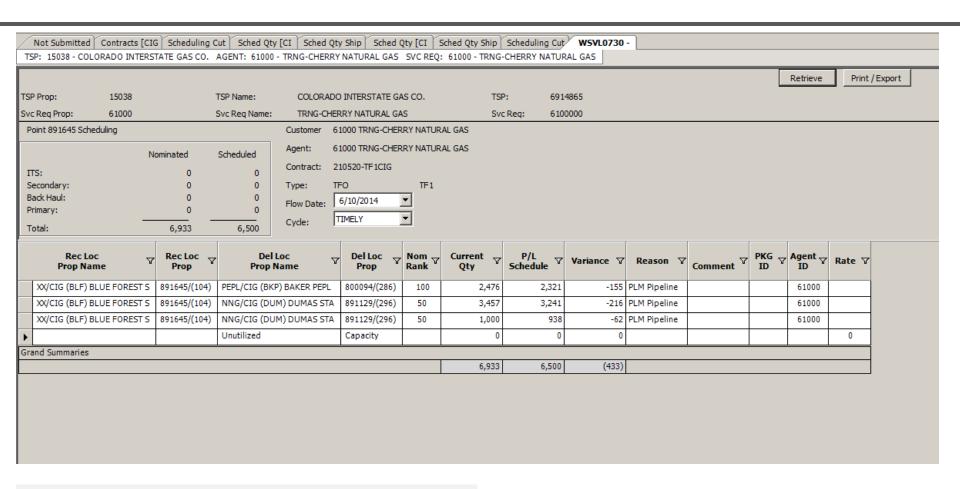
# Viewing Scheduled Quantities



# Viewing Scheduled Volumes



# Viewing Scheduled Volumes



Scheduling Cut Que Detail Screen

### Exercise #11

- Exercise Scenario/Parameters:
  - Retrieve and review scheduled volumes shipper report
    - Did any of your transactions get reduced? Yes or No (Circle one)
    - How much was your transaction reduced?
    - Identify any Reduction Reason Codes that actually caused a reduction:

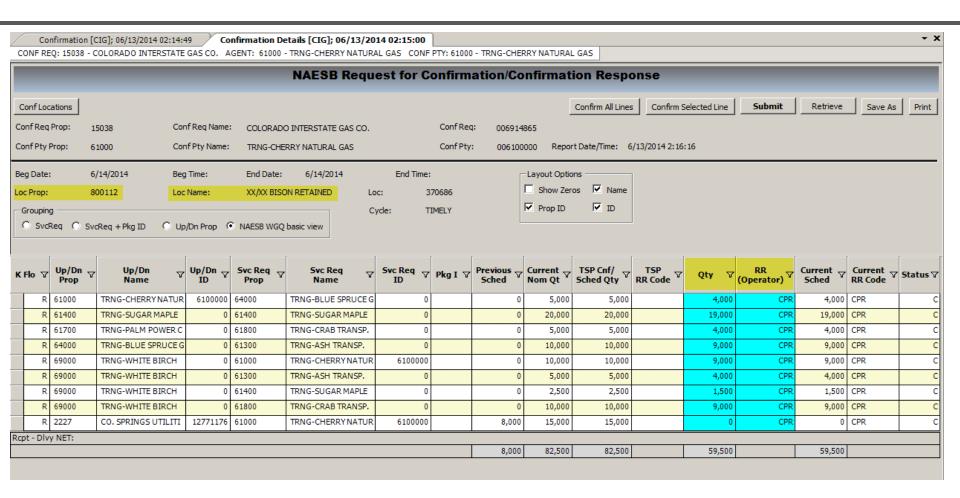
\_\_\_\_ \_\_\_\_



## **DART Confirmations**



# **Reviewing Confirmations**



# Scheduled Quantities - Operator

WNVL0007\_RS Preparer ID Prop: 15038 Preparer Name: COLORADO INTERSTATE GAS CO. Preparer ID: 6914865 Statement Date/Time: 6/13/2014 2:29:50PM Final Sched Qty Operator Detail TIME Cycle NOTE: Scheduled Quantities are subject to change until the NAESB Scheduled Quantities deadline of each cycle. Fields with labels in red italics are ordered persuant to NAESB 4.3.73 Level: OPR Recipient: 6100000 Beg Date: 06/14/2014 End Date: 06/14/2014 Cycle: TIME Recipient Name: TRNG-CHERRY NATURAL GAS Loc Prop: 800112 Loc Name: XX/XX BISON RETAINED LIQUIDS PAYBAC K Flo: R Up ID Prop Up Name Up ID Svc Req Name Svc Req Pkg ID Prev Current TSP Cnf TSP Qty (Oper Qty (Final Sched R Qtv Sched Qty Nom Qty Sched Qty RR Conf) Sched) Stat (Variance) TRNG-CHERR 6100000 TRNG-CHERRY 6100000 0 5.000 4.000 4.000 61000 61000 5.000 PRD C 1,000 Y NATURAL NATURAL GAS GAS TRNG-CHERR 6100000 CO. SPRINGS 127711760 15,000 61000 10.000 15.000 15,000 PRD 0 0 C Y NATURAL UTILITIES GAS TRNG-CHERR 6100000 TRNG-BLUE 10.000 10.000 PRD 9.000 9.000 1.000 Y NATURAL SPRUCE GAS GAS MARKET TRNG-CHERR 6100000 TRNG-PALM 5.000 5.000PRD 4.000 4.000 1.000 POWER CO. Y NATURAL GAS TRNG-CHERR 6100000 61000 61400 TRNG-SUGAR 0 20.000 20,000 PRD 19.000 19.000 1,000 Y NATURAL MAPLE GAS GAS TRNG-CHERR 6100000 TRNG-WHITE 0 27.500 27.500 PRD 23.500 23.500 4.000 Y NATURAL BIRCH GAS GAS PRODUCT Total: 82,500 59,500 59,500 23,000 10,000 82,500

# Scheduled Quantities - Shipper

WNVL0004 RS Preparer Name: COLORADO INTERSTATE GAS CO. Preparer ID: 6914865 Preparer ID Prop: 15038 Statement Date/Time: 06/13/2014 14:39:14 Cycle TIME Final Scheduled Quantity Shipper/UDP Detail NOTE: Scheduled Quantities are subject to change until the NAESB Scheduled Quantities deadline of each cycle. Fields with labels in red italics are ordered persuant to NAESB 4.3.73 Recipient: 6100000 Begin Date: 06/14/2014 End Date: 06/14/2014 Cycle: TIME Recipient Name: TRNG-CHERRY NATURAL GAS Loc Prop: 800112 Up Upstream Up ID Prop Rec Loc Name Rank/Del Loc Prop Up Name (Offsys) Up ID (Offsys) R Qty Rec Customer Rec Qty Rec Qty (Offsys) Rank Nom Qty (Variance) Vol Type Svc Rea K (Sched) Stat 118 Off-system Supply 0 CO. SPRINGSUTILITIES CPR 127711760 15.000 0 CNF 15,000 500 118 Off-system Supply 0 69000 TRNG-WHITE BIRCH GAS 10.000 9,000 CNF CPR 1.000 10 Total: 25,000 9,000 Dn Downstream Dn ID Prop R Qty Del Rank/Rec Loc Prop Del Loc Name Dn Name (Offsys) Dn ID (Offsys) Customer Del Qty Del Qty Pkg ID (Offsys) (Sched) (Variance) Rank Nom Qty Stat Vol Type Svc Rea K Transport (Current Bt 210155-TF1CIG 800089 EPNG/CIG (BIG) BIG BLUEMC 15,000 2,425 CNF PRR 12,575 500 TRNG-BLUE SPRUCEGAS 0 2.000 2.000 CNF CNM SELL 0 TRNG-CRAB TRANSP. 2,000 1,075 CNF CNM 10 0 TRNG-PINE TRANSPORTA 2,000 0 CNF CNM 10 0 TRNG-ASH TRANSP. 2,000 2,000 CNF AOK 10 01 SELL 0 0 61400 TRNG-SUGAR MAPLEGAS 2.000 1,500 CNF CNM 10 Total: 25.000 9.000

### Exercise #12

- Exercise Scenario/Parameters:
  - Review and interpret confirmed volumes reports
  - This will be done through the instructor's GID and will be presumed to be after confirmations has closed and the pipeline system is balanced





# **DART Reporting**

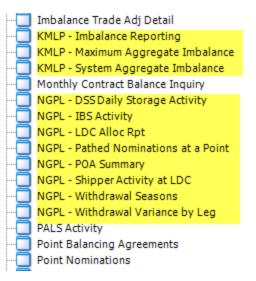


# **DART Tip**

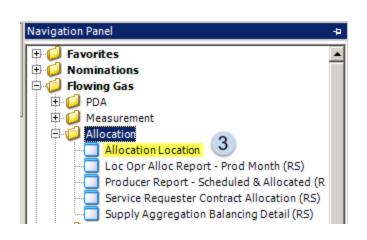
DART Reports:

If pipeline initials precede
a report title – that report
is only used on that
pipeline.

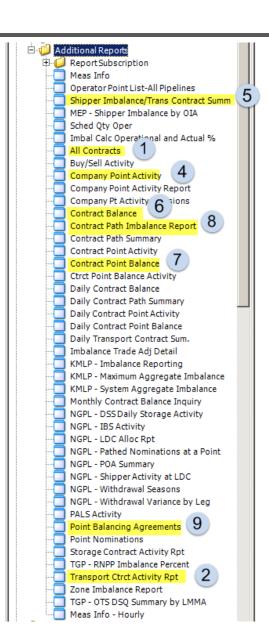
# Reports excerpt from DART Navigation Panel



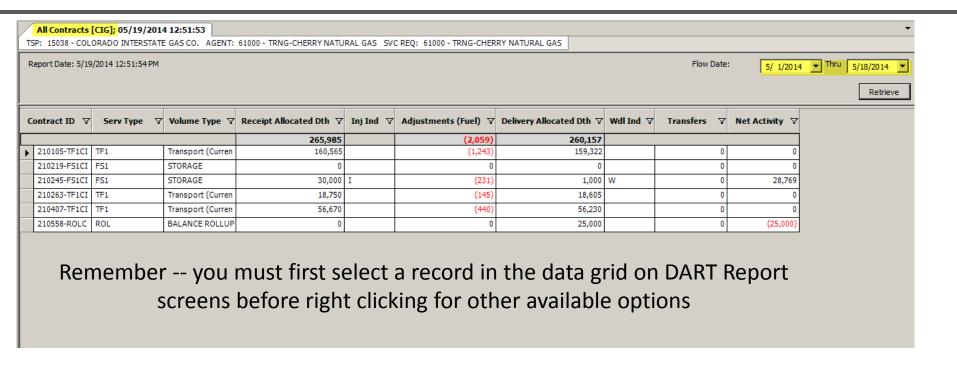
# Allocation-related Reports in DART

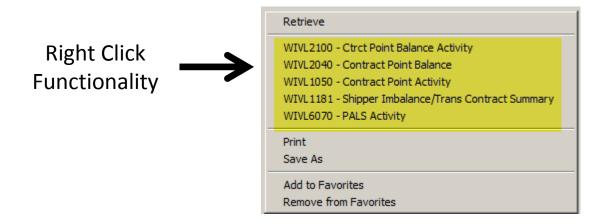




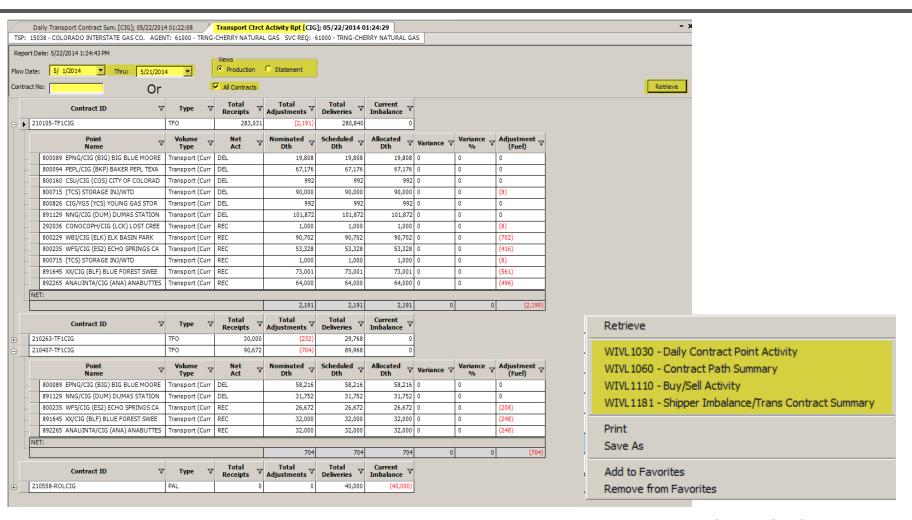


# 1 – All Contracts Report

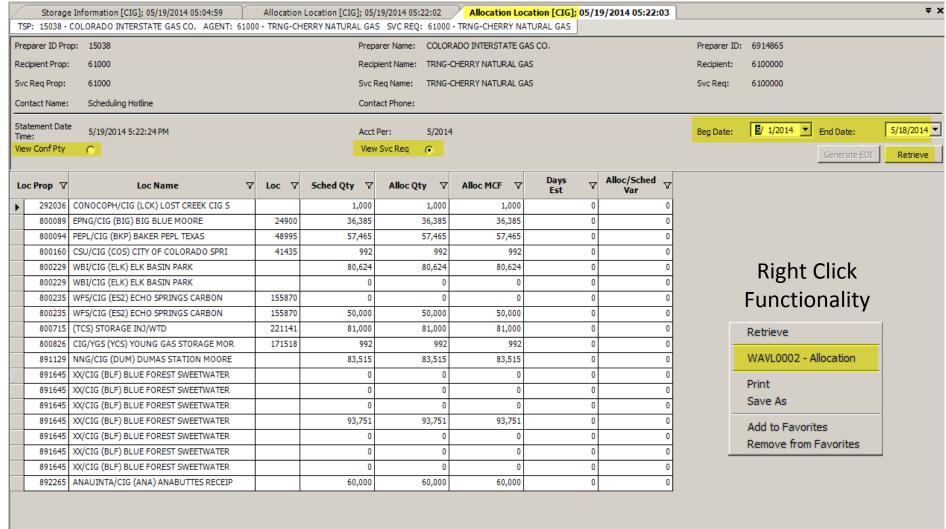




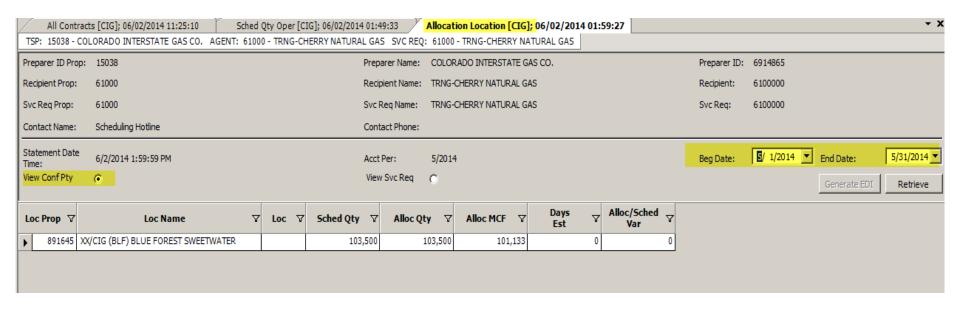
## 2 – Transport Contract Activity Report

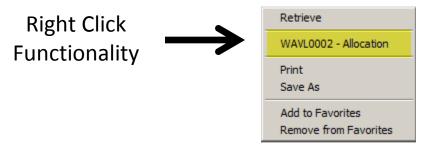


# 3 – Allocation Location Report (Shipper)



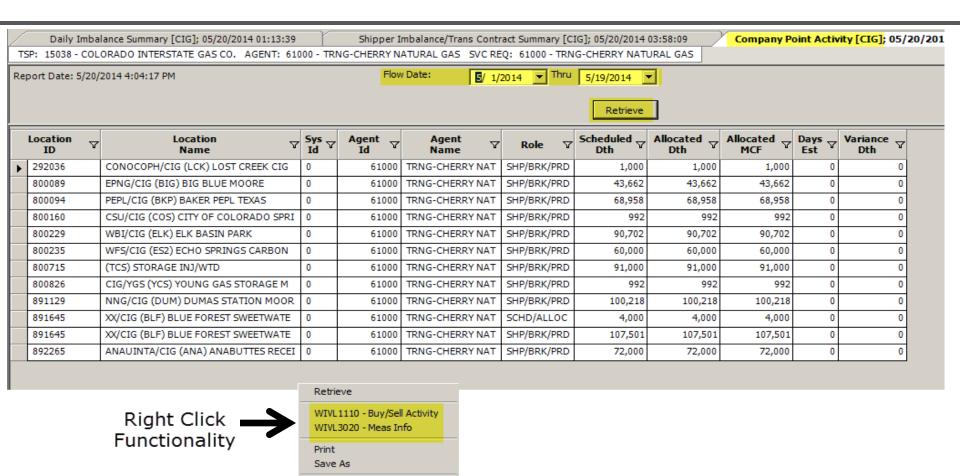
# 3 – Allocation Location Report (Operator)







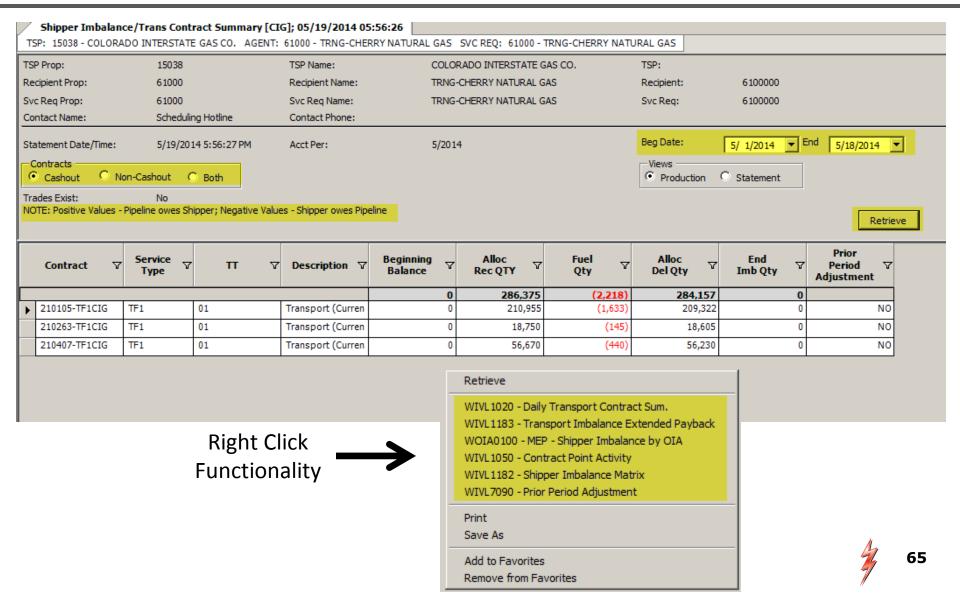
# 4 – Company Point Activity Report



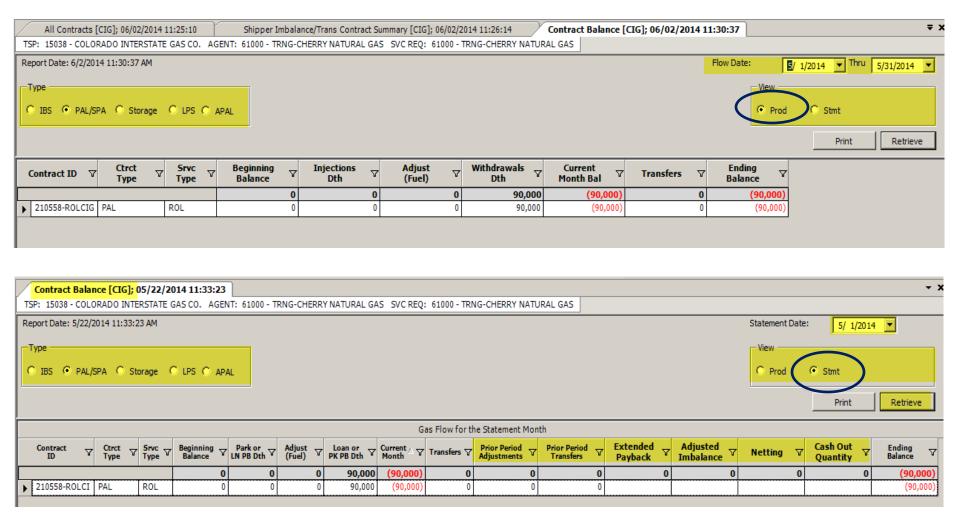
Add to Favorites Remove from Favorites



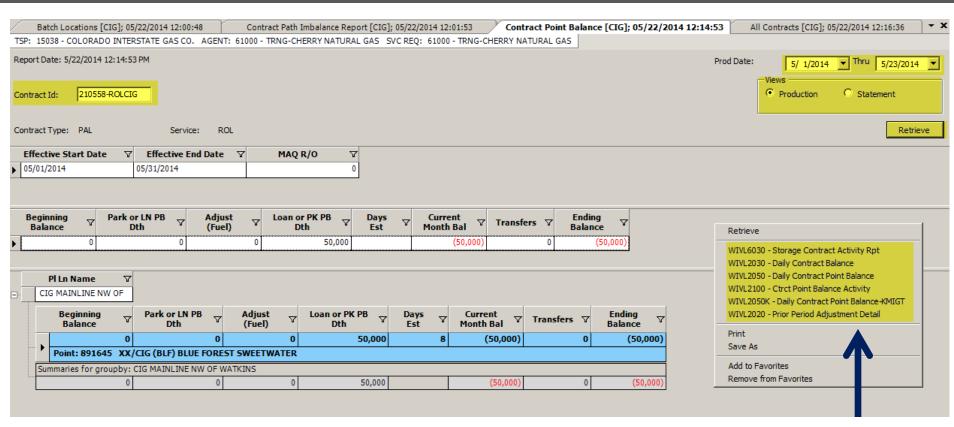
# 5 – Shipper Imbalance/Transport Contract Summary



## 6 – Contract Balance



## 7 – Contract Point Balance



Right Click Functionality



## 8 – Contract Path Imbalance Report

892265 / 800094

Date: 6/2/2014

CIG

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WIVL6040

#### CONTRACT IMBALANCEBY PATH 61000 TRNG-CHERRY NATURAL GAS Nominated Volumes from 5/1/2014 thru 5/20/2014

892265 / 891129

Contract: 210105-TF1CIG

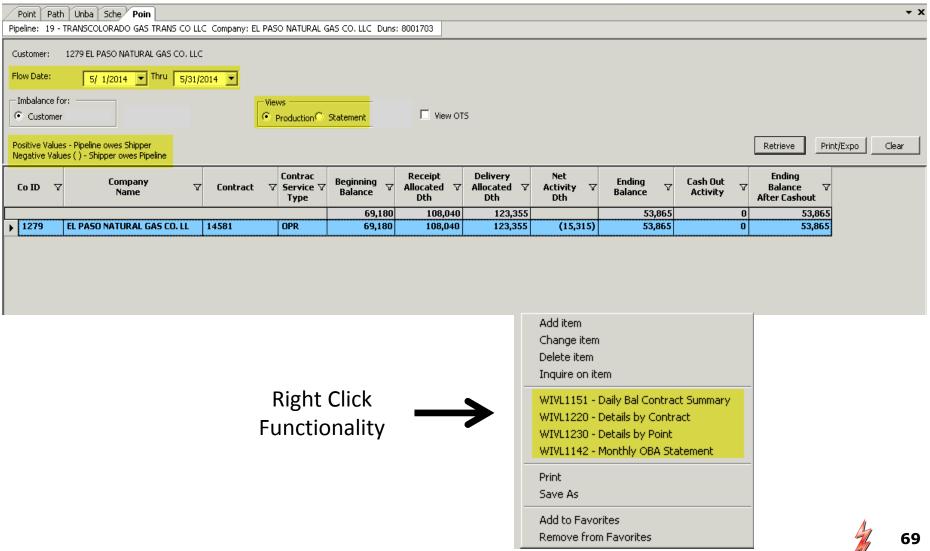
891645 / 891129

	XX/CIG (I	BLF)BLUE	FOREST	SWEETW/	ANAUINT	A/CIG (AN	A) ANABU	TTES RE	ANAUINTA	/CIG (ANA	) ANABUT	TES RE				
	NNG/CIG	(DUM) DU	JMAS STA	TION MOC	PEPL/CI	G (BKP)BA	KER PEPL	TEXAS	NNG/CIG (	DUMIDUM	AS STATIO	)0 M M		Tota	al	
Day	Rept	Fuel	Dlvy	Imbal	Rcpt	Fuel	Dlvy	Imbal	Ropt	Fuel	Dlvv	Imbal	Rept	Fuel	Dlvy	lmbal
1	0	0	0	0	0	0	0	0	0	0	0	0	35079	271	34808	0
2	0	0	0	0	0	0	0	0	0	0	0	0	2000	16	1984	0
3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6	0	0	0	0	0	0	0	0	0	0	0	0	10078	78	10000	0
7	0	0	0	0	0	0	0	0	0	0	0	0	10078	78	10000	0
8	0	0	0	0	0	0	0	0	0	0	0	0	10078	78	10000	0
9	0	0	0	0	0	0	0	0	0	0	0	0	10078	78	10000	0
10	0	0	0	0	0	0	0	0	0	0	0	0	10078	78	10000	0
11	0	0	0	0	0	0	0	0	0	0	0	0	10078	78	10000	0
12	0	0	0	0	0	0	0	0	0	0	0	0	10078	78	10000	0
13	0	0	0	0	0	0	0	0	0	0	0	0	10078	78	10000	0
14	6000	46	5954	0	4500	35	4465	0	3500	27	3473	0	20666	160	20506	0
15	6000	46	5954	0	4500	35	4465	0	3500	27	3473	0	20666	160	20506	0
16	6000	46	5954	0	4500	35	4465	0	3500	27	3473	0	20666	160	20506	0
17	6000	46	5954	0	4500	35	4465	0	3500	27	3473	0	20666	160	20506	0
18	6000	46	5954	0	4500	35	4465	0	3500	27	3473	0	20666	160	20506	0
19	6000	46	5954	0	4500	35	4465	0	3500	27	3473	0	20666	160	20506	0
20	6000	46	5954	0	4500	35	4465	0	3500	27	3473	0	20666	160	20506	0
	42000	322	41678	0	31500	245	31255	0	24500	189	24311	0	262365	2031	260334	0

Legend: -Imbal = short to P/L + Imbal = long to P/L



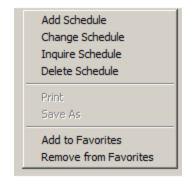
# 9 – Point Balancing Agreements



# Report Subscription



1		nel Calculator Buy/Sell Activit Submitted [CI Sched Qty Ope Buy/Sell Mis DO INTERSTATE GAS CO.	sma Buy/Sell Misma WNVL1050 - B WNVL1051 - B Buy/Sell Misma Avail					
	Screen ID   ▽	Name <b>Y</b>	<b>Description</b>					
	WSVL0342_RS	Interruptible & Overrun Daily Report	Interruptible & Overrun Daily Report					
	WSVL0341_RS	IT/AO Volume by Shipper Report	IT/AO Volume by Shipper Report					
	WIVL9000_RS	Loc Opr Alloc Report - Prod Month (RS)	Loc Opr Alloc Report - Prod Month (RS)					
	WIVL9010_RS	Producer Report - Scheduled & Allocated (RS)	Producer Report - Scheduled & Allocated (RS)					
	WNVL0007_RS	Sched Qty Oper Detail (RS)	Sched Qty Operator Detail					
	WNVL0006_RS	Sched Qty Oper Summary (RS)	Sched Qty Operator Summary					
	WNVL0004_RS	Sched Qty Shipper Detail (RS)	Sched Qty Shipper Detail					
	WNVL0003_RS	Sched Qty Shipper Summary (RS)	Sched Qty Shipper Summary					
	WIVL9005_RS	Service Requester Contract Allocation (RS)	Service Requester Contract Allocation (RS)					
	WVRVC1261_RS	Storage Balance Detail (RS)	Storage Balance Detail (RS)					
	WVRVC1255_RS	Storage Fuel Retained Detail (RS)	Storage Fuel Retained Detail(RS)					
	WIVL9015_RS	Supply Aggregation Balancing Detail (RS)	Supply Aggregation Balancing Detail (RS)					
		_						

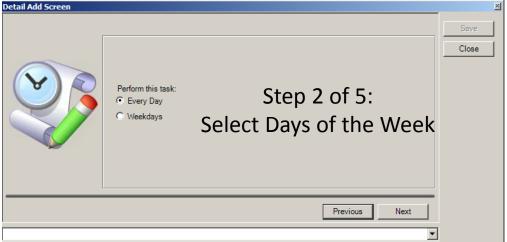




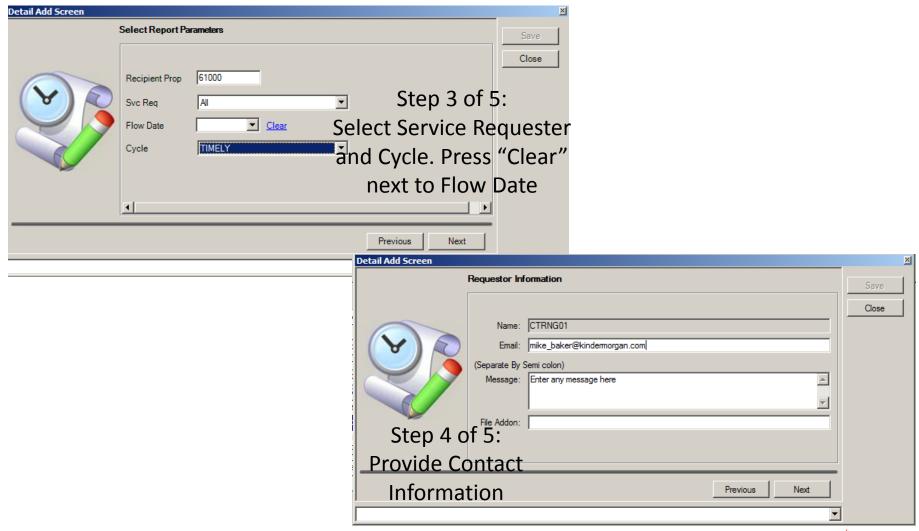
- 1) Red-highlighted reports are currently subscribed
- Select a new report and right click for more options
- 3) Select "Add Schedule" from pop up window

# **Report Subscription**

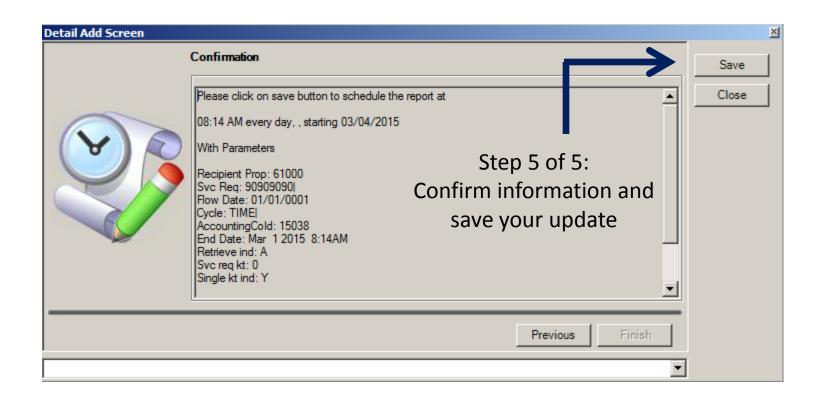




# Report Subscription



# Report Subscription



### Exercise #13

- Exercise Scenario/Parameters:
  - Subscribe to at least 1 report from the Report Subscription menu of reports
    - Go through the 5 steps we just went over and set you report parameters as you deem appropriate





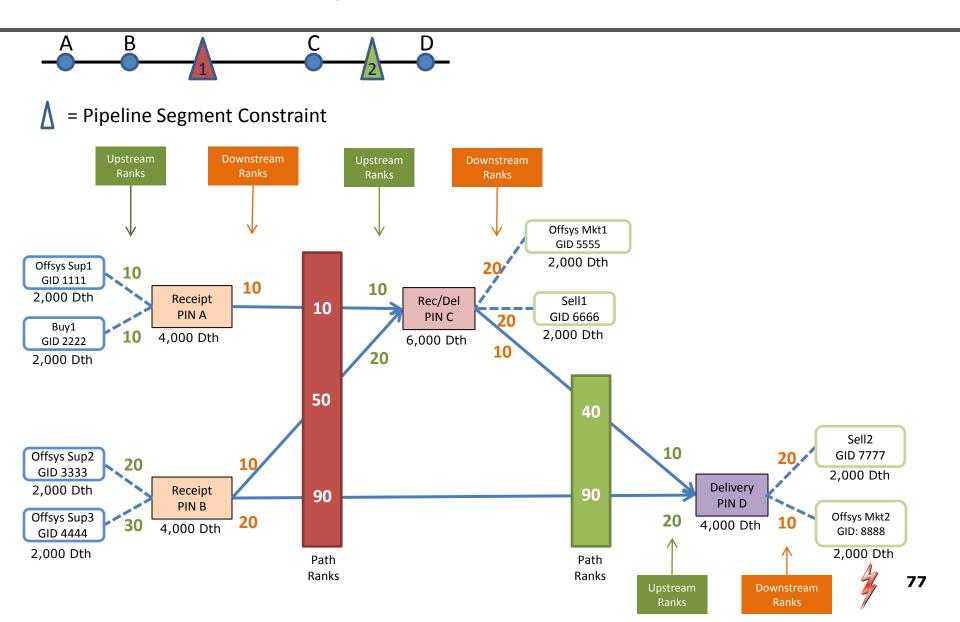
# Using Ranks in DART



## Using Ranks in DART

- Up to five ranks in a pathed transaction
  - Upstream and Downstream ranks at the Receipt PIN
  - Upstream and Downstream ranks at the Delivery PIN
  - Ranks placed on the paths
    - Used in pipeline segment scheduling only
- → A rank can be anywhere from 1 (highest priority) to 999 (lowest priority)
- ✓ DART's default rank is 500

# Ranks Example

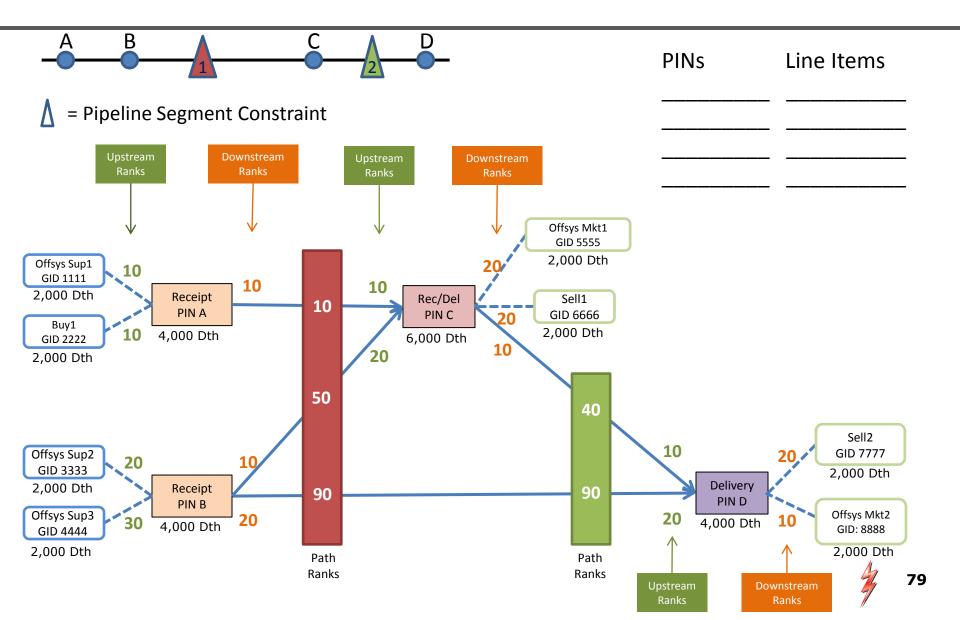


### Exercise #14

- Exercise Scenario/Parameters:
  - Analyzing rank use in DART
    - Exercise Assumptions:
      - Fuel will be ignored in our exercise
      - All transaction line items equal 1,000 Dth received/1,000 Dth delivered
    - Exercise A:
      - Pipeline segment constraint #1 is reduced by 1,000 dth
        - » Identify the PIN(s) and corresponding Up/Downstream item(s) that would get reduced as a result of the pipeline segment reduction



### Exercise 14a



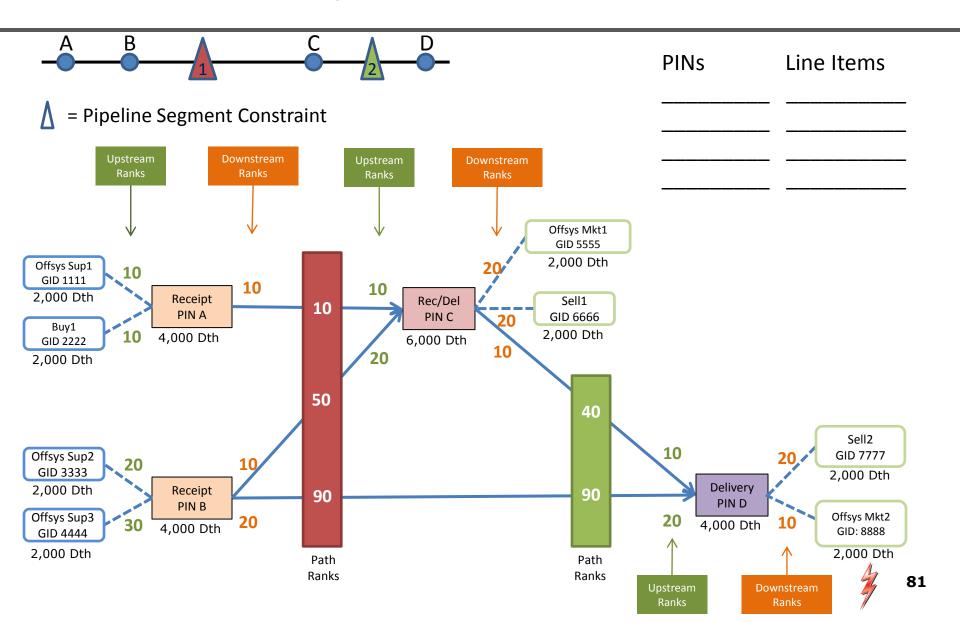
# Exercise #14 (continued)

#### Exercise Scenario/Parameters:

- Analyzing rank use in DART
  - Exercise Assumptions:
    - Fuel will be ignored in our exercise
    - All transaction line items equal 1,000 Dth received/1,000 Dth delivered
  - Exercise B:
    - At Recept PIN "A", Offsys Supply 1 is under confirmed by the operator by 1,000 Dth
    - Identify the PIN(s) and corresponding up/downstream item(s) thyat would get reduced as a result of the operator under confirmation



# Ranks Example

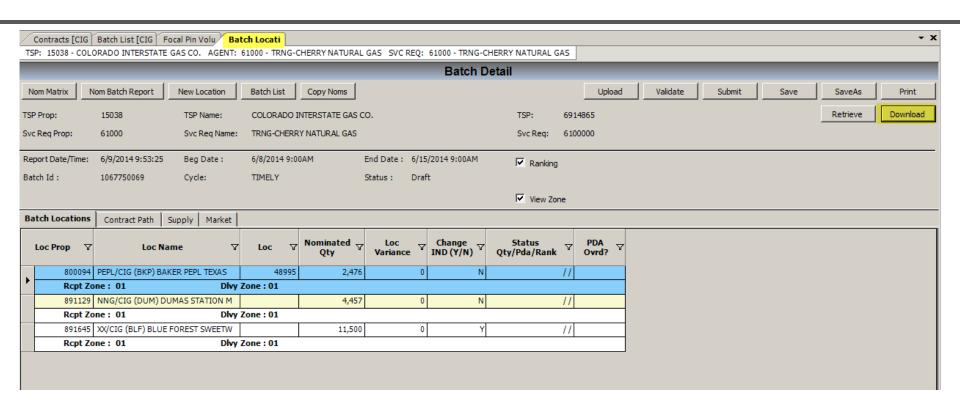




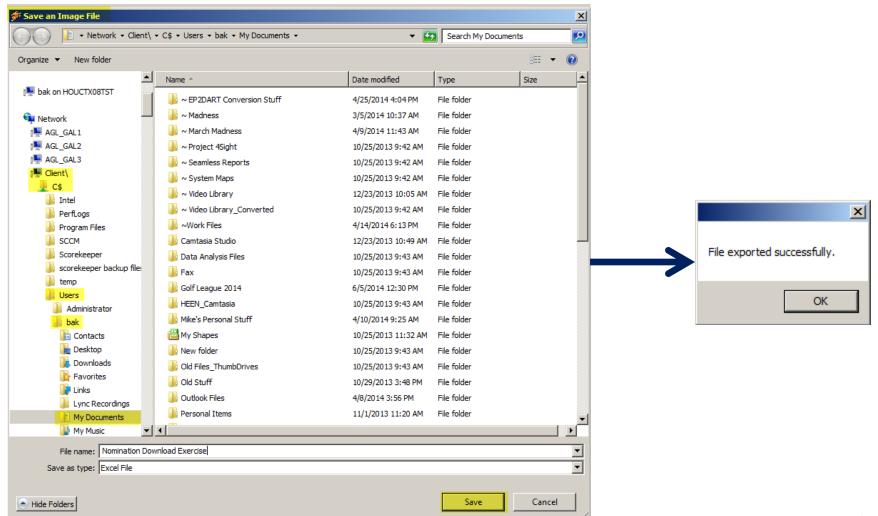
# Nominations Download and Upload



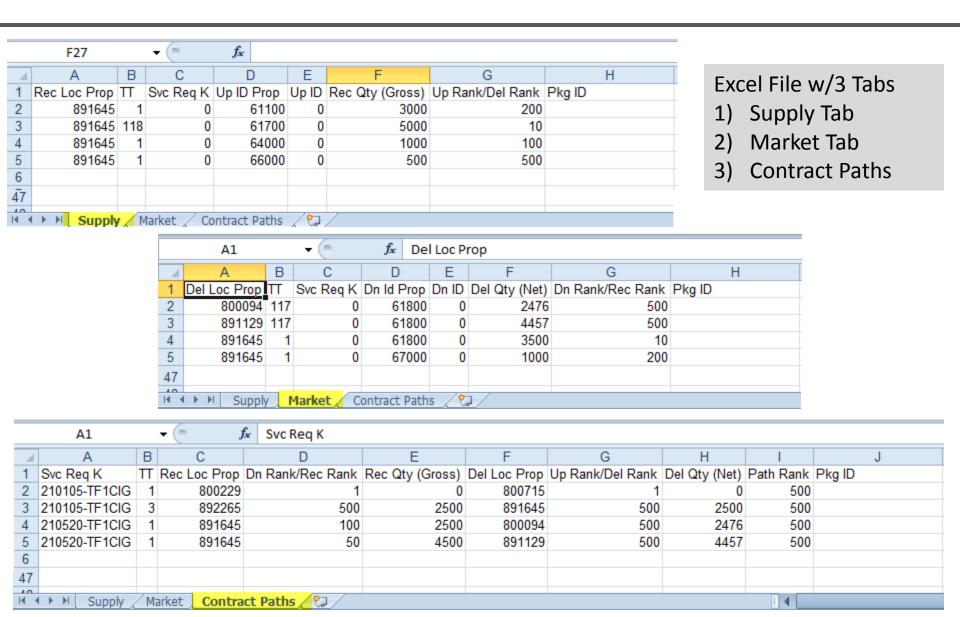
# Download/Upload Nominations



# Saving Your Downloaded Nominations File



### Nominations Download File



# **Uploading Nominations**

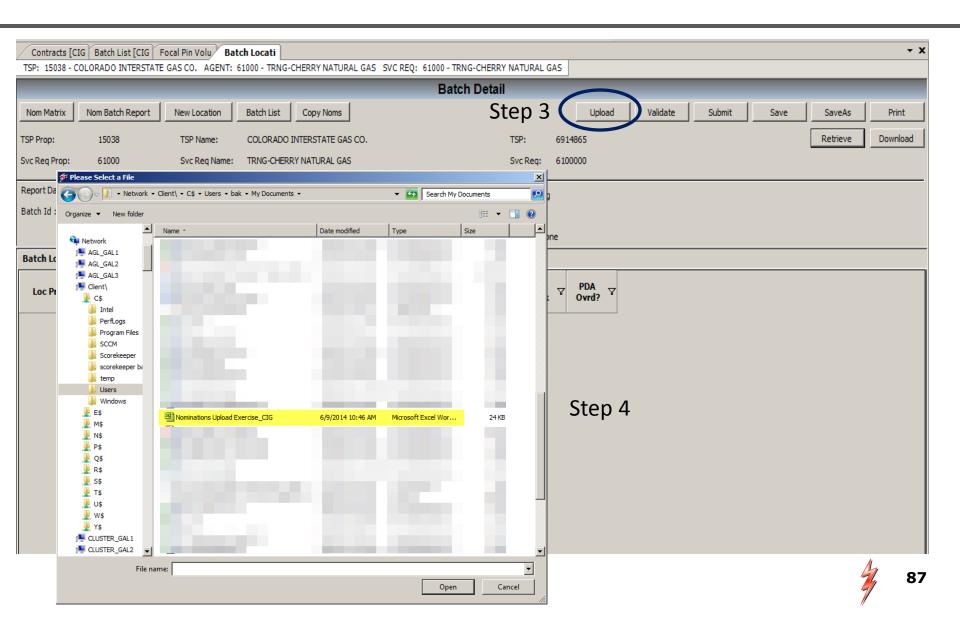
Step 1

Create a new Batch File And save it

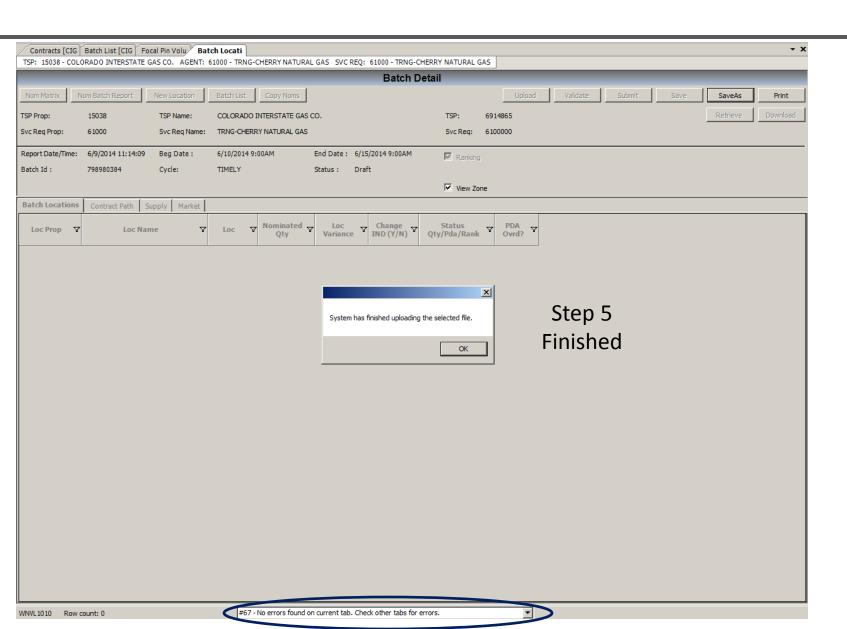
Step 2



### Nominations Uploading (continued)



### Nominations Uploading (continued)



### Exercise #15

- Exercise Scenario/Parameters:
  - Download nominations
    - Using one of your batch files you have created today:
      - Navigate to the Batch Detail window
      - Click on the "Download" button to download that set of nominations
      - Follow the file save instructions provided earlier in class to save your downloaded files



## Exercise #15 (continued)

#### Exercise Scenario/Parameters:

- Upload nominations
  - Using the nomination file you just downloaded:
    - Copy the downloaded file to a new file name (this will become your nominations upload file)
    - Make some changes (volumes, package ID, etc...) to the newly created nominations upload file
    - Create a new Batch File, with a begin date and an end date at the end of the month and save the batch file
    - When the feedback window pop ups up, select "Upload Nominations" button
    - Follow the 5 steps we just covered to uploading nominations

# Workshop Training Objectives

After completing this training workshop, in DART you should be able to:

- 1) Set Favorites; Business and Individual Preferences; and Identify Open DART Screens
- 2) Create Batch files
- 3) Identify and match counterparty nomination information
- 4) Enter basic nominations using DART's Nomination Matrix
- 5) Copy nominations from one Batch file into a new Batch file
- 6) Review and interpret Scheduling and Confirmation Reports
- 7) Apply Ranks to your nominations
- 8) Sign up to automatically receive reports through Report Subscription





# Questions?





### Contact us at:

Email: DARTConversionWest@KinderMorgan.com





# Appendix A Volume Type Codes



# Common Volume Types for West Region KM Pipelines

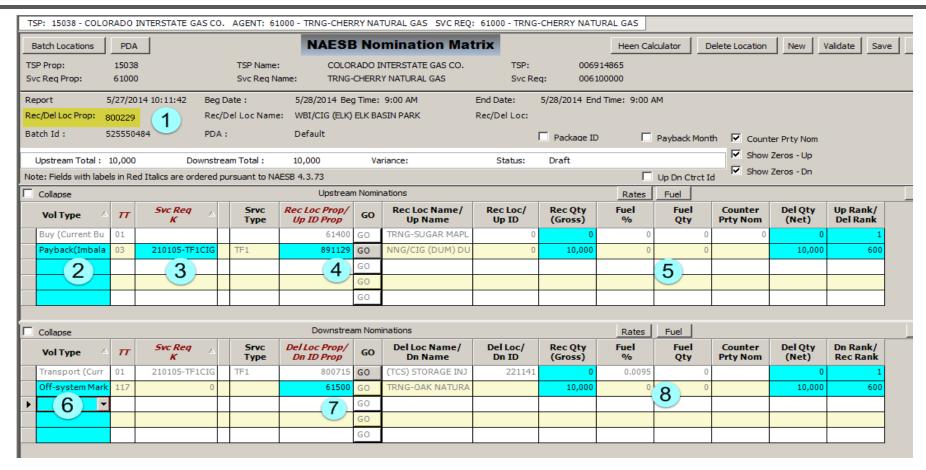
Α	В	С	D	E	F
Volume Code	Most Common Volume Types On West Region KM Pipes	<u>Volume Type Purpose</u>	<u>Detail Information Needed On The Transaction Line</u>		
			Up/Down Party GID	Transport Contract	Up/Down K
01	Buy (Current Business)	Allows the Ability to Buy Gas from another West Region KM Pipeline Shipper at a Physical Focal Pin Without Using a Transportation Contract	Y	N	N
01	Sell (Current Business)	Allows the Ability to Sell Gas to Another West Region KM Pipeline Shipper at a Physical West Region KM Focal Pin Without Using a Transportation	Y	N	N
118	Off-System Supply	Used to Indicate the Intent to Bring Gas Onto a West Region KM Pipeline at a Focal Pin	Y	N	Υ
117	Off-System Market	Used to Indicate the Intent to Take Gas Off of a West Region KM Pipeline at a Focal Pin	Y	N	Υ
01	Transport (Current Business)	Used to Indicate Intent to Transport from One Focal Pin to Another	N	Y	N
26	Park	Used to Indicate Intent to Park Gas Onto a TSP	N	Y	N
28	Loan	Used to Indicate Intent to Loan Gas From a TSP	N	Y	N
03	Payback (Imbalance Payback from TSP)	Used at a Focal Pin to Payback an Imbalance Off of a TSP	Y	Υ	N
04	Payback (Imbalance Payback to TSP)	Used at a Focal Pin to Payback an Imbalance Onto a TSP	Y	Y	N
08	Pooling	Used to Indicate Intent to Aggregate Supply Using a Headstation Pooling Agreement	N	Y	N
132	Wheeling	CIG Hub Service Volume Type - For Use in Place of a Transport (01) Volume Type for Hub Service	N	Y	N
06	Injection (Storage Injection)	Used to Indicate Intent to Inject into Storage on CIG or High Plains	N	Υ	N
07	Withdrawal (Storage Withdrawal)	Used to Indicate Intent to Withdrawal from Storage on CIG or High Plains	N	Y	N
27	Park Withdrawl	Used to Withdrawal From a Previous Park Onto the Pipeline	N	Y	N
29	Loan Payback	Used to Payback To a Previous Loan Off of the Pipeline	N	Y	N



# Appendix B Various Transaction Examples

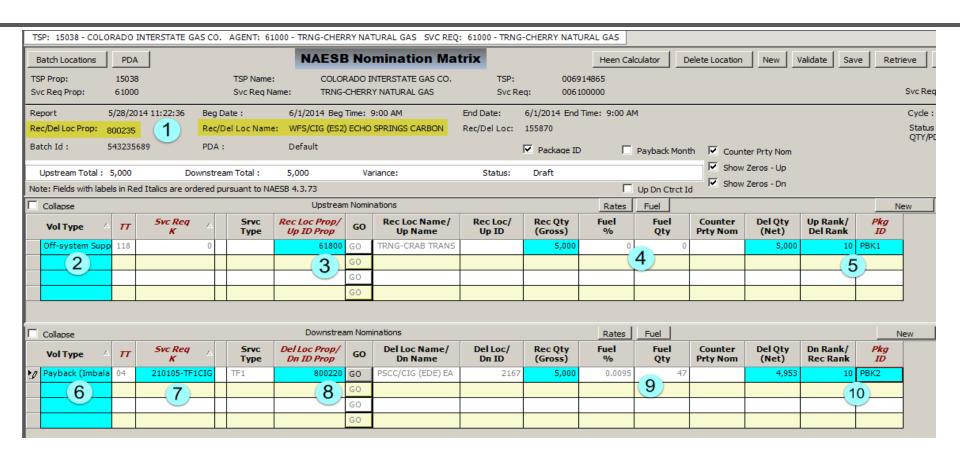


# Payback – Pipeline Owes Shipper



- 1) Enter Focal PIN where payback is to occur
- 3) Enter transport contract being paid back
- 5) Enter payback volume amount and rank
- 7) Enter GID you are connecting with at off-system market
- 2) Select Payback (Imbalance Payback from TSP
- 4) Enter a PIN, other than focal PIN
- 6) Enter disposition volume type
- 8) Enter off-system market volume and rank

# Payback – From Shipper to TSP

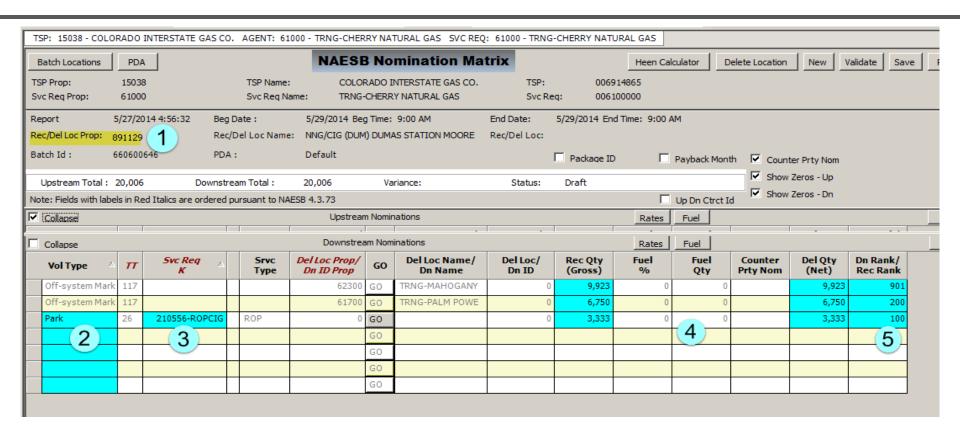


- 1) Enter Focal PIN where Payback takes place
- 3) Enter GID of the party you are receiving gas from
- 5) Enter Rank and Package ID as applicable
- 7) Enter transport contract containing imbalance
- Enter payback volume
   (Remember, fuel is deducted for payback to TSP)

- 2) Select source of additional gas to be paid back
- 4) Enter payback volume
- 6) Select "Payback (Imbalance Payback to TSP)"
- 8) Enter a PIN (which is not the Focal PIN)
- 10) Enter Downstream Rank and Package ID, as applicable



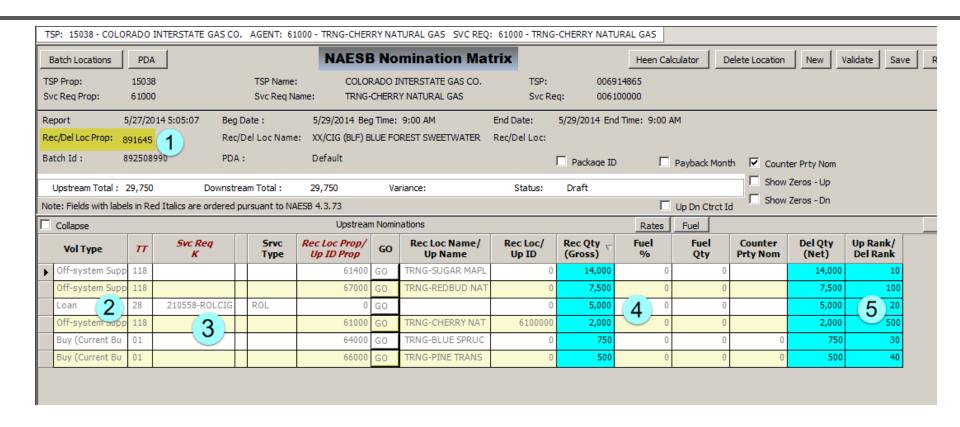
# Park Transaction Example



- 1) Enter Focal PIN where Park to occur
- 3) Enter Request Order Park (ROP) contract
- 5) Enter transaction rank

- 2) Select "Park" volume type from the drop down
- 4) Enter Park volume

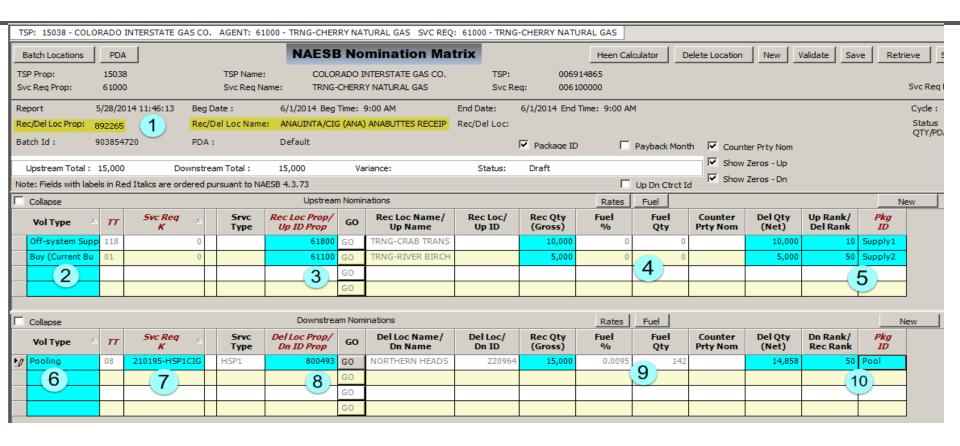
## Loan Transaction Example



- 1) Enter Focal PIN where Loan is to occur
- 3) Enter Request Order Loan (ROL) contract
- 5) Enter transaction rank

- 2) Select "Loan" volume type from the drop down
- 4) Enter Loan volume

# Supplying A Headstation Pool

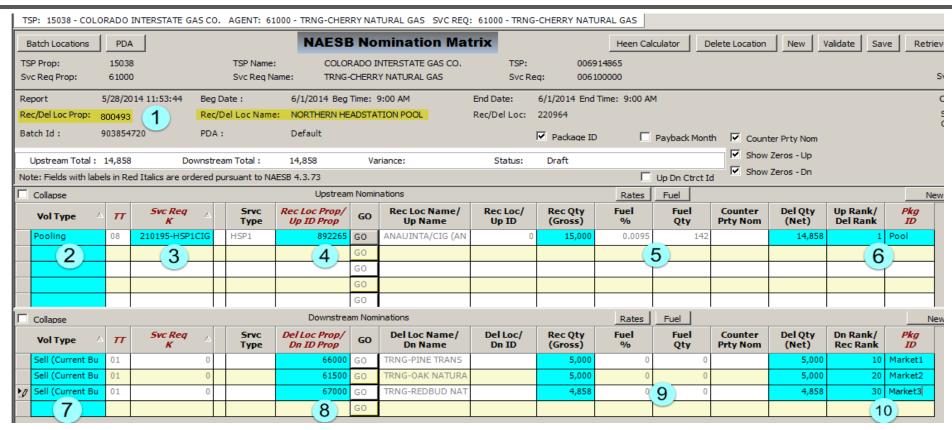


- 1) Focal PIN of sourced gas
- 3) GID of the counter party(s) supply your gas
- 5) Rank and Package ID, if applicable
- 7) Enter your Pooling contract here
- 9) Enter Pool volumes
  - (NOTE: In Production, fuel will not be taken when supplying a Pool)

- 2) Source Volume Type (Buy, Off-sys supply, etc...)
- 4) Receipt volume(s)
- 6) Select "Pooling" from drop down menu
- 8) Enter the HSP Pool PIN for your Pool
- 10) Enter Rank and Package ID, as applicable



# Selling Out of a Headstation Pool



- 1) Focal PIN of your Pool
- 3) Enter your HSP Pooling contract
- 5) Enter volume amount you are selling from you Pool
- 7) Typically select 'Sell" from the drop down menu
- 9) Enter Pool volumes

- 2) Enter Volume Type "Pooling"
- 4) Enter supply PIN supplying your pool
- 6) Enter Rank and Package ID, if applicable
- 8) Enter the GID(s) of the buying party(s)
- 10) Enter Rank and Package ID, as applicable

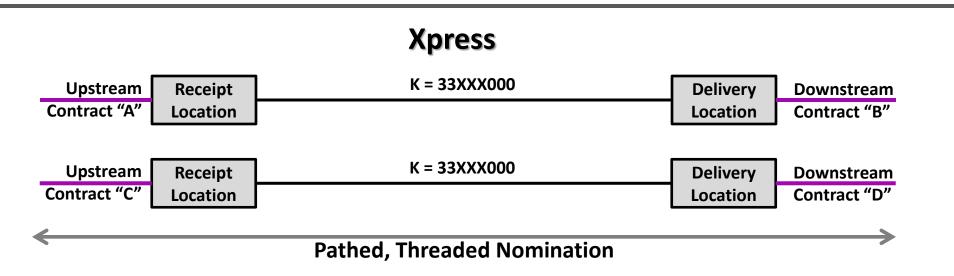


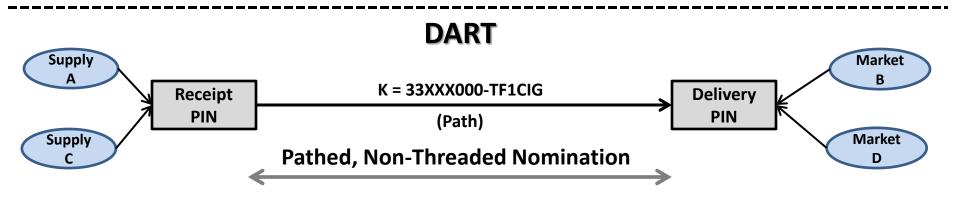


# Appendix C DART Methodologies



#### 'Threaded' versus 'Non-Threaded' Nominations

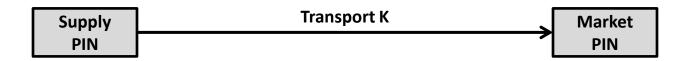




### **Nomination Model**

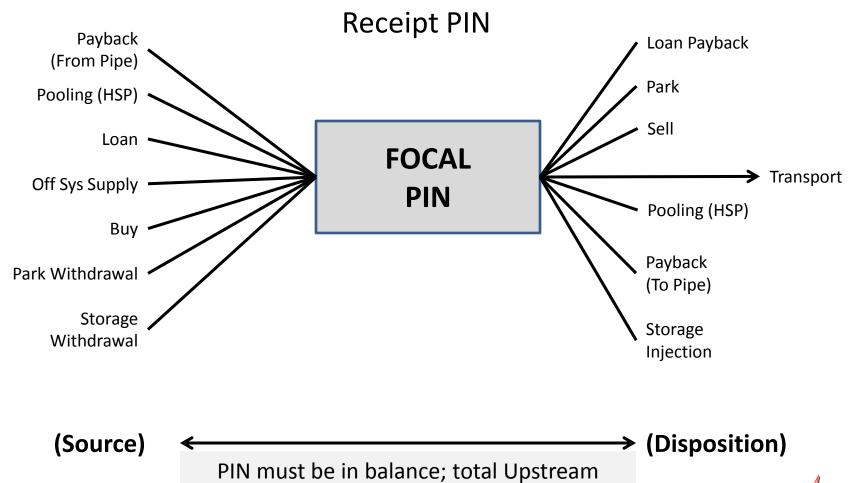
#### Pathed, Non-Threaded Nominations

NAESB nomination model used to nominate and schedule in DART



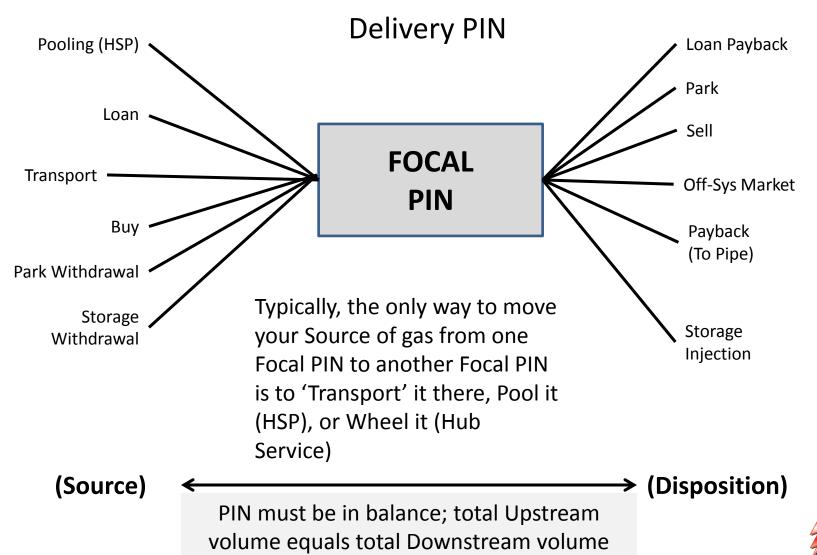
- The Non-Threaded model allows a shipper to separate commercial counterparty (buy/sell) transactions at specific locations from transportation transactions between locations
- Gives shippers *full control* of their business **via ranks**. Shippers can individually rank supplies and markets; receipt and delivery locations; and paths between receipt and delivery locations.
- This model allows independent ranking of contract paths separate from points
- Ranks at both the Supply and Market PINs will be used to distribute transaction reductions, as appropriate

### DART = Focal PIN-Centric



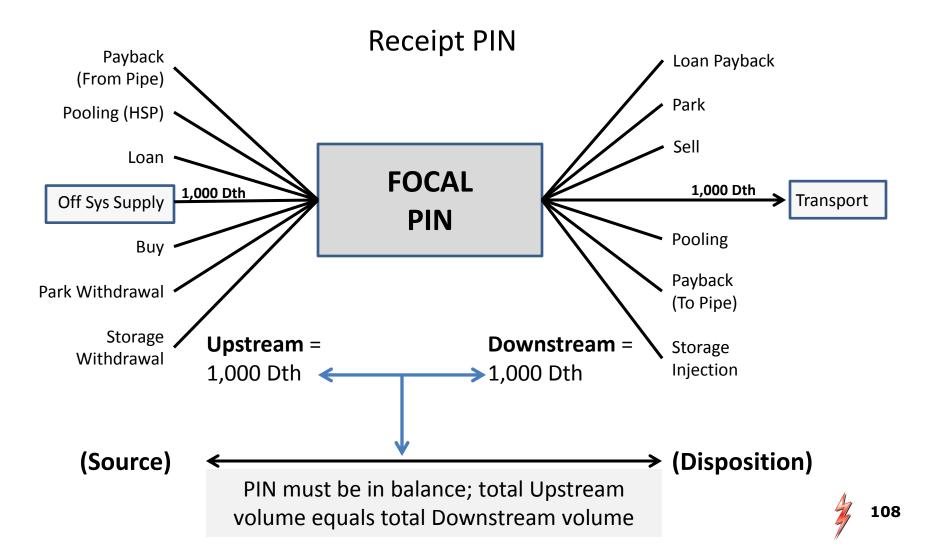
volume equals total Downstream volume

### DART = Focal PIN Centric



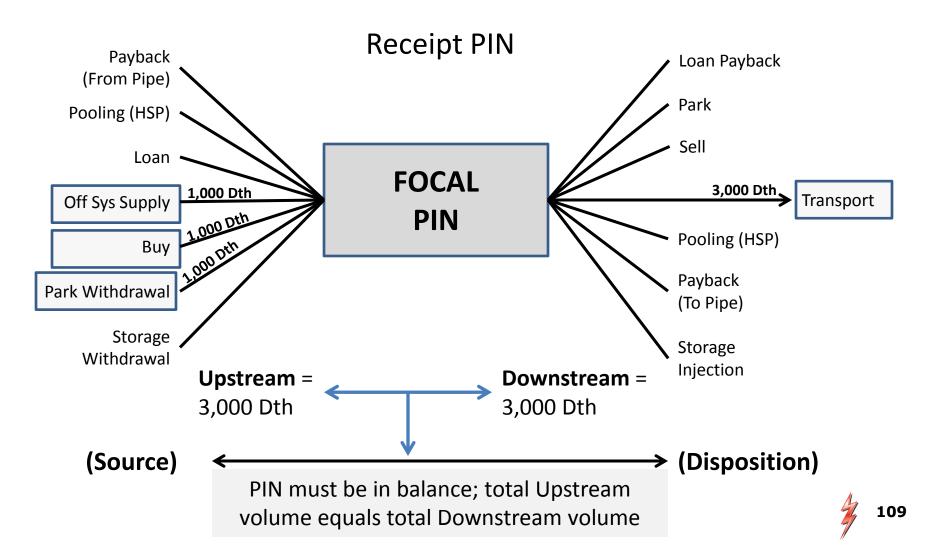
## Upstream-Downstream Example 1

One **Upstream** source to one **Downstream** disposition at the same PIN



## Upstream-Downstream Example 2

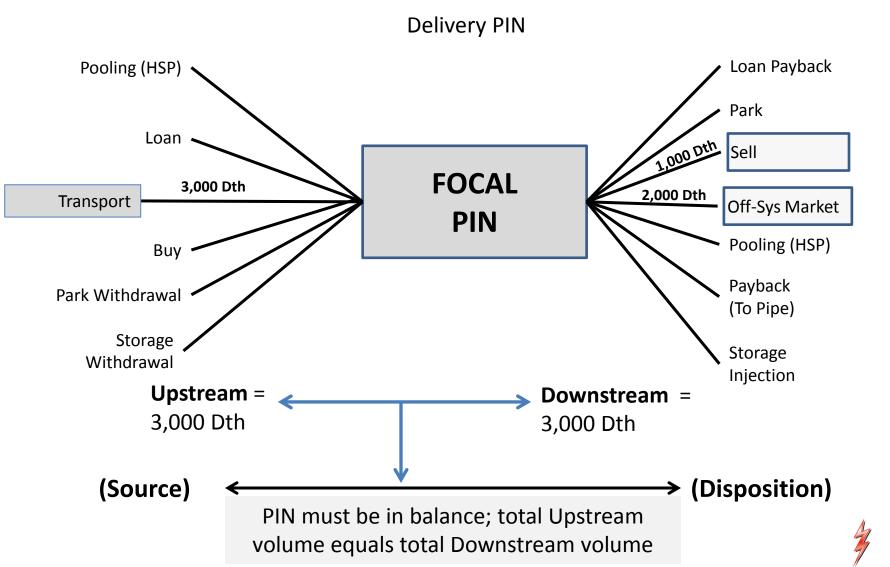
Multiple **Upstream** sources to single **Downstream** disposition at the same PIN



## Upstream-Downstream Example 3

Multiple **Upstream** sources to multiple **Downstream** dispositions at the same single PIN Receipt PIN Payback Loan Payback (From Pipe) **Park** Pooling (HSP) 150 Oth Sell Loan **FOCAL** 1,750 Dth 1,000 Dth Off Sys Supply **Transport** PIN Pooling (HSP) Buy Payback Park Withdrawal (To Pipe) Storage Storage Withdrawal Upstream = Downstream = Injection 3,000 Dth 3,000 Dth (Source) (Disposition) PIN must be in balance; total Upstream volume equals total Downstream volume

## Upstream-Downstream Example 4





## Appendix D Notable Xpress to DART Changes



## Segment Scheduling

- ✓ ISP Scheduling changes to Segment Scheduling terminology/reporting
  - Very similar to the Xpress ISP model
  - Segment model closely resembles physical layout of the pipeline
  - Changing from ISP naming to segment naming conventions

# Operationally Available Capacity Reporting Changes

### **Xpress Today**

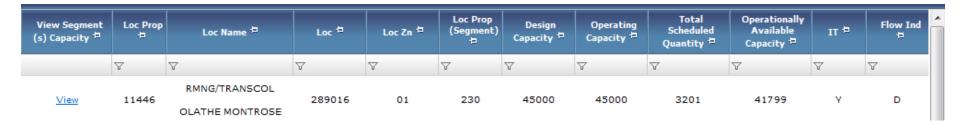
Post Date/Time ▽	Effective Gas Day ▽ 中		Ending Effective Gas Day ▽ 中				Location Name 😙 🗖	Location ▽	Loc Zn*	Loc Purp Desc	Loc/QTI Desc ▽	Flow Indicator ▽ -
5/6/2014 12:18:09 PM	05/06/2014	5:00 PM	05/07/2014	Intraday 1	FINAL	ELC	Elk Basin Compressor- Choke Point	221127	400	Main Line	Main Line	N
5/6/2014 12:18:09 PM	05/06/2014	5:00 PM	05/07/2014	Intraday 1	FINAL	ELK	Elk Basin	34584	400	Bi-Directional	Bi-Directional Point	D

#### In DART

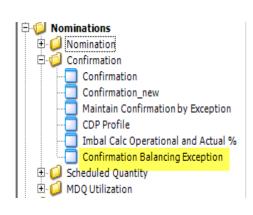
#### **Segment Reporting**

View Point(s) Capacity <sup>†3</sup>	Loc Prop (Segment) <sup>년</sup>	Loc Name (Segment) <sup>년</sup>	Loc (Segment) <sup>†3</sup>	Loc Zn 🗖	Design Capacity +⊐	Operating Capacity <sup>†</sup>	Total Scheduled Quantity <sup>‡</sup>	Operationally Available Capacity ⊢⊐	пъ	Flow Ind
<u>View</u>	220	WHITE WATER C.S. TO OLATHE		01	341,000	341,000	38,987	302,013	γ	TD1
View	230	OLATHE C.S. TO RED VALE C.S.		01	362,500	362,500	38,383	324,117	N	TD1

### **Individual PIN Reporting**

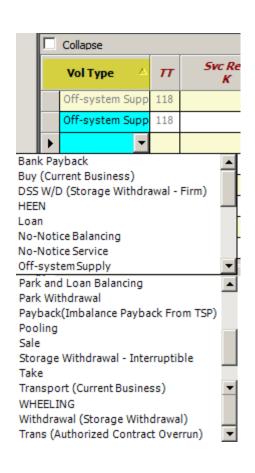


## Confirmation Balancing Exception



- → DART will allow shippers to place their contracts on the Confirmation Balancing Exception Table
  - Applies to Colorado Interstate Gas (CIG) only
  - Allows shippers to keep either their supply or market whole when the other side of their transport transaction(s) are under confirmed
  - Should have Auto Park and Lend coverage (alternative is Scheduled Imbalance Penalty)

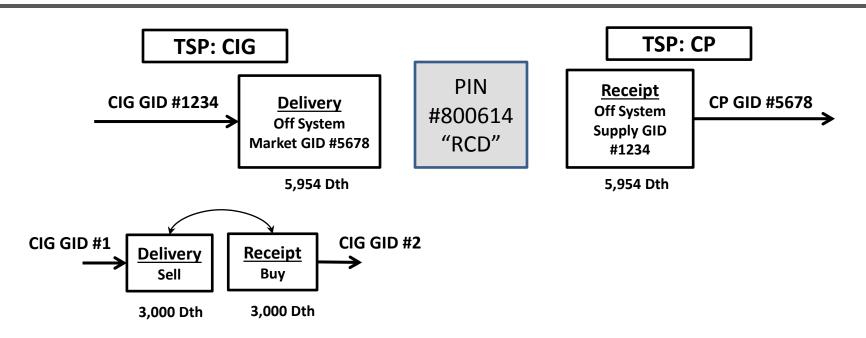
## **Using Volume Types**



- ✓ The DART NAESB Nomination

  Matrix requires the user to select
  a "volume type"
  - This selection then determines the additional fields that will need to be filled in on the nomination
  - Not all Volume Types are valid for legacy Xpress pipelines
  - Appendix B is a list of Volume Types used on legacy Xpress pipelines

### Nominations Between KM Owned TSP's



- Nominations at locations that cross Kinder Morgan TSPs require an Off System Market or Off System Supply Volume Type at a Focal Pin\*
- 2) Nominations on the Same Kinder Morgan TSPs can use Buy / Sell Volume Types at a Focal Pin
- 3) Example shown does not depict transactions utilizing Off System Capacity as defined in the tariff.

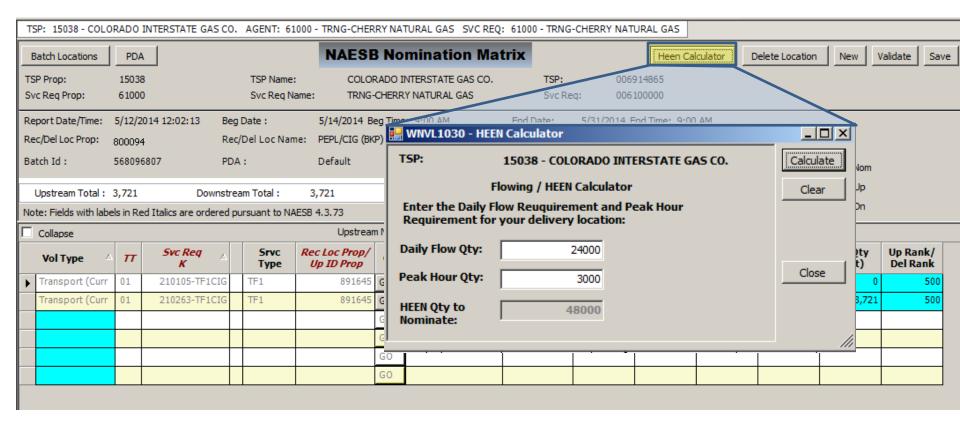


<sup>\*</sup> Further details for Volume Types when utilizing Off System Capacity Focal Pins will be forthcoming

## **Buy/Sell Replaces Location Pools**

- → DART Buy/Sell concept replaces Xpress Location Pooling and their contracts
- Buy and Sell at a PIN, at the GID level
- No more Location Pool contracts or Location Pool confirmation screens
- Headstation Pooling
  - Nominated using volume type "Pooling"
  - Regionally located on the pipeline
  - Supply sources associated to a specific pool
  - Headstation pool confirmations not necessary

# Hourly Entitlement Enhancement Nomination (HEEN) Calculator





## Appendix E Scheduling Cycle Timelines



## Cycle Timelines

Action	Timely, Cycle 1	Evening, Cycle 2	Intraday 1, Cycle 3	Intraday 2, Cycle 4
Nomination Deadline**	10:30 am	5:00 pm	9:00 am	4:00 pm
Scheduling Complete*	Between 11:30 am and Noon	Between 5:30 pm and 6:00 pm	Between 9:30 am and 10:00 am	Between 4:30 pm and 5:00 pm
Confirmation Deadline	2:30 pm	8:00 pm	Noon	7:00 pm
Final Scheduled Results	3:30 pm	9:00 pm	1:00 pm	8:00 pm

#### **All Times are Colorado Time**

- \* = Targeted times for completion
- \*\* = NAESB Deadline (seamless transactions); all others add 15 minutes

