



## TMS Operator Confirmation **User Manual**

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### Icons and Conventions Used in this Manual



**NOTE:** *A note is used to draw your special attention.*



**GOOD IDEA:** *A good idea is a strong recommendation.*



**REMEMBER:** *A reminder.*

## **Introduction**

The Throughput Management System (TMS) is used by Northern Natural Gas Company and has been designed to save customers time by allowing them to conduct business via one application.

### **TMS Abbreviations**

Conf Req	Conf Pty	Gas Day	Cycle	Loc	Conf Svc ID Prop
Confirmation Requester	Confirming Party	Enter gas day	Choose the cycle	Location Proprietary Code	Multiple points under one Legal Entity

Conf Svc K	TT	Conf Filter	Beg Date	End Date	Loc Name
Operator Balancing Agreement	Transaction Type	All/Confirmed/Unconfirmed/Pre-confirmed	Beginning Day	Ending Day	Location Name

Svc Req Name	Conf Trk ID	K Flo	Up / Dn ID	Up / Dn K	Svc Req
Service Requester	Confirmation Track Identification	Contractual Flow Indicator	Upstream or Downstream	Upstream Contract	Service Requester ID

Svc Req K	Nom Qty	Sched Qty	Qty (Conf)	RR	Source
Service Requester Contract	Nominated Quantity	Scheduled Quantity	Confirmed Quantity	Reduction Reason	Identifies where the confirmation quantity originated

## **Throughput Management System**

TMS is used to perform the following tasks:

- ☐ Enter and view operator and shipper nominations
- ☐ Enter and view operator and shipper confirmations
- ☐ View operator and shipper scheduled quantities

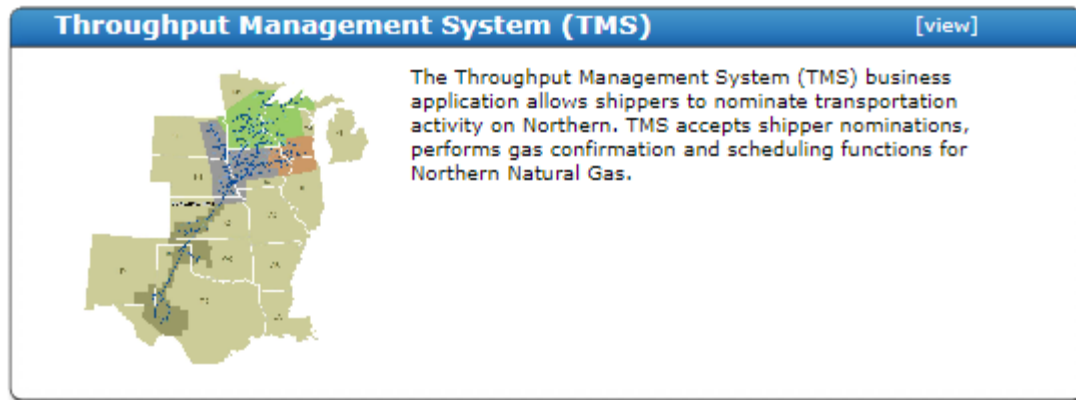
The steps for entering and viewing nominations and shipper-scheduled quantities are covered in the *Nominations User Manual*.

This TMS Operator Confirmation manual covers the menu options and screen functions shown below:

- ☐ Confirmation Maintenance (Page 7)
- ☐ Confirmation Summary (Page 14)
- ☐ Predictive and Advanced Search (Page 19)

You access TMS by logging into the Business Application Portal and selecting the Throughput Management System icon (Figure 1).

**Figure 1. Throughput Management System Icon**



1. After selecting the TMS icon the application will open to the TMS Dashboard screen. The TMS Dashboard screen will provide hyperlinks to operational information, business applications, supporting information, and billing information (Figure 2).

Operational Information links:

- ☐ Allocation of Capacity Overview
- ☐ At a Glance
- ☐ Operationally Available Capacity
- ☐ Operationally Available Capacity Map

Business Applications links:

- ☐ Business Application Portal
- ☐ Flowing Gas Reports
- ☐ Operational Data Interchange (ODI)

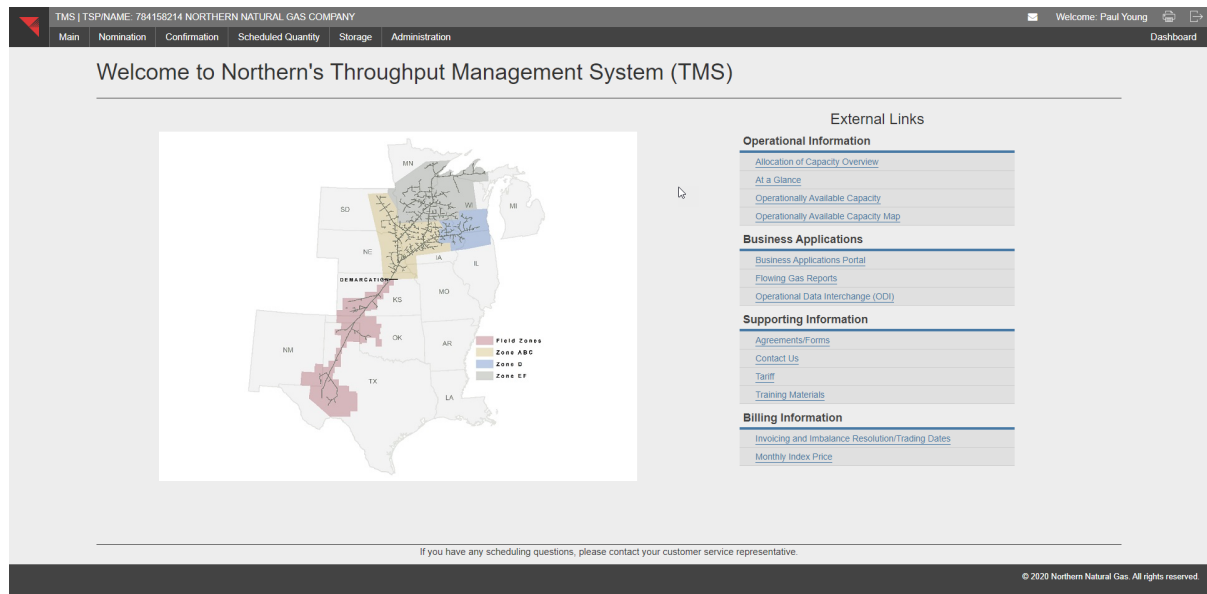
Supporting Information links:

- ☐ Agreements/Forms
- ☐ Contact Us
- ☐ Tariff
- ☐ Training Materials

Billing Information links:

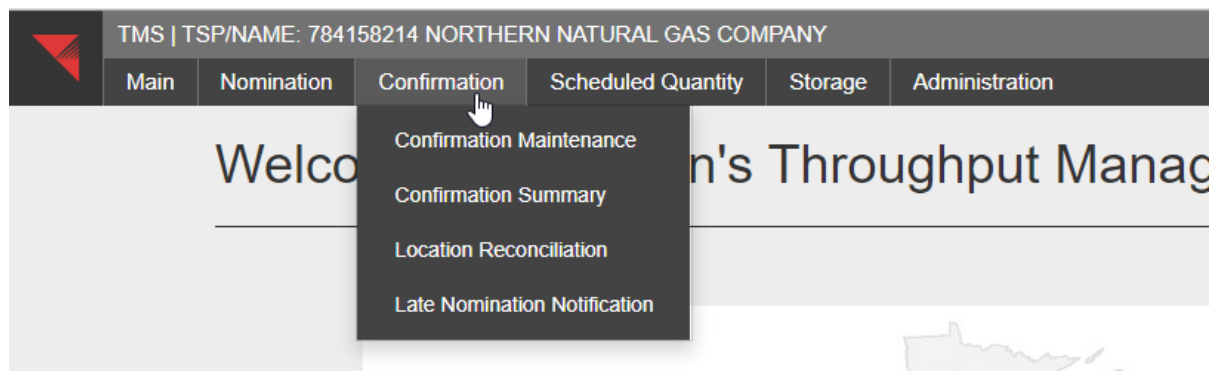
- ❑ Invoicing and imbalance Resolution/Trading Dates
- ❑ Monthly Index Price

**Figure 2. TMS Main Menu**



2. By selecting the menu tabs a drop down will appear for each tab that contains screens available under that menu tab (Figure 3). By selecting the screen in the drop down the page will switch from the current TMS Dashboard screen to the selected screen.
3. To keep the dashboard screen open and also have another screen open within the application right click on the screen name and select open in new tab or open in new window.

**Figure 3. Menu Dropdown**



## Confirmation Maintenance

The purpose of the confirmation process is to provide operators the ability to confirm gas flows between interconnecting parties based on the nominations submitted by service requesters. The confirmation processes are shown below:

- ❑ Confirmation Maintenance (Page 7)
- ❑ Confirmation Summary (Page 14)
- ❑ Operator Choice (Page 20)

### **Confirmation Maintenance**

The purpose of the Confirmation Maintenance screen (Figure 6) is to confirm gas flows between interconnecting parties and request makeup nominations to and from the pipeline. This screen allows you to perform the following functions: confirm a single nomination and confirm all nominations. Before you can perform any of these functions, you must provide information to access the data that you want to confirm.

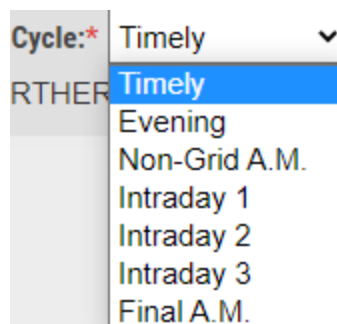
### **Getting Started**

Confirmation Maintenance operations differ slightly among all pipelines. Northern Natural Gas displays the location number.

To perform each Confirmation Maintenance operation, you must open the Confirmation Maintenance screen and access the desired pipeline and location(s) or contract. The process for accessing the pipelines and location(s) is exactly the same for each Confirmation Maintenance function.

1. Select **Confirmation|Confirmation Maintenance** from the **TMS Main Menu**. The Confirmation Maintenance screen opens (Figure 6). The *Conf Pty* field populates based on your logon ID.
2. Type the gas date for the transactions you want to confirm in the *Gas Day* field using the mmddyyyy format or by clicking in the field you can use the calendar to select a date.
3. Click the down arrow in the *Cycle* field and select the appropriate cycle (Figure 4). The system defaults to the current cycle you are in for the selected gas day.

**Figure 4. Cycles**

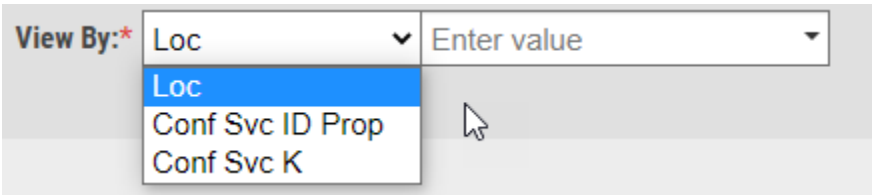


**NOTE:**

*Only nominations effective for the specific cycle that you select will display. To see nominations effective for that 24-hour period, select **Final AM** cycle.*

4. Click the down arrow in the *View By* field to choose between Loc, Conf Svc ID Prop, or Conf Svc K (Figure 5).

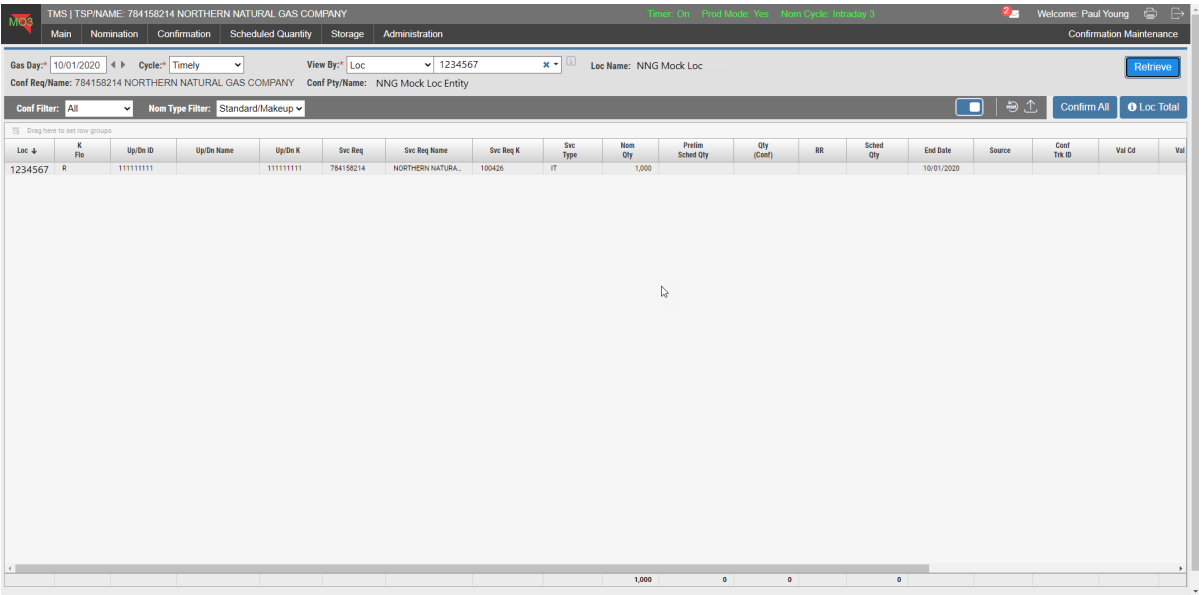
Figure 5. View By - dropdown



- ❑ *Loc* Enter a location number to view nominations for a specific location
- ❑ *Conf Svc ID Prop* Enter a legal entity number to view nominations for all locations that the LE has rights to view
- ❑ *Conf Svc K* Enter an OBA contract to view nominations for a specific contract

5. Once a *View By* option is selected and a value is entered, select Retrieve and the data will populate if there are nominations for that gas day, cycle, and location (Figure 6).

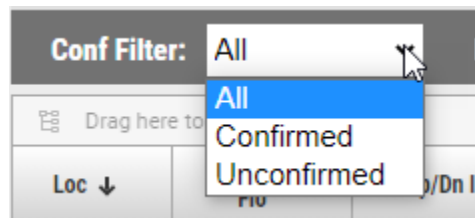
Figure 6. Confirmation Maintenance



If you want to narrow your search to a specific confirmation status type (confirmed or unconfirmed), click the down arrow in the *Conf Filter* field to select a filter other than *All*, which is the default. The following are descriptions of the functions of each filter (Figure 7).



**Figure 7. Conf Filter**



- ☐ *All* Displays all confirmation quantities for a specific gas date and cycle (confirmed and unconfirmed).
- ☐ *Unconfirmed* Displays only those nominations that are unconfirmed for that gas date and cycle.
- ☐ *Confirmed* Displays only confirmed nominations for that gas date and cycle.

Now that you have specified the criteria by filtering the data, you are ready to perform the confirmation processes shown below:

- ☐ Submit a Single Confirmation (Page 9).
- ☐ Submit All Confirmations (Page 10).



**NOTE:** See the **Confirmation Maintenance Screen Field Help** section on Page 13 for detailed definitions of each of the fields and column headings on the Confirmation Maintenance screen.


### **Submit a Single Confirmation**

After retrieving confirmation data from the Confirmation Maintenance screen, you can submit confirmations by line item.

1. If nominations exist, they will be displayed at the following levels:
  - ☐ Svc Req K
  - ☐ Up/Dn K
  - ☐ Up/Dn ID
2. Click once on the nomination line item that you want to confirm. The grid entry form will open for that record (Figure 8).

Figure 8. Grid Entry Form

The screenshot shows the 'Grid Entry Form' in the TMS Operator Confirmation User Manual. The form is titled 'Confirmation Maintenance' and includes a 'Retrieve' button. It displays a table of nomination line items with columns for Loc, Up/Dn ID, Up/Dn Name, Up/Dn K, Svc Req, Svc Req Name, Svc Req K, Svc Type, Nom Qty, Prelim Sched Qty, Qty (Conf), RR, Sched Qty, End Date, Source, Conf Trk ID, and Val. A detailed view of a nomination line item is shown, including fields for Loc, Loc Name, Conf Svc K, Oper Choice, K Flo, Up ID, Up ID Name, Up K, Svc Req, Svc Req Name, Svc Req K, CSR Name, Nom Qty, Prelim Sched Qty, Beg Date, End Date, Qty (Conf), and RR/Name. The 'Submit' button is highlighted.

3. Type the quantity you want to confirm in the *Qty (Conf)* field.
4. Type the confirmation end date for that nomination line item in the *End Date* field.
5. If necessary, click the down arrow in the optional *RR/Name* field and select the appropriate reduction reason code. The reduction reason code displayed will be the reduction code selected by the operator and not the scheduling reduction reason code.
6. Click . The confirmation updates successfully for the nomination line item selected. You will immediately see the changed confirmation quantity in the line item.
7. Repeat this process to confirm line by line.



**NOTE:** If you have passed the deadline for the cycle that you retrieved, the **Submit** button will be disabled and you must re-retrieve the confirmation data for the next cycle (select appropriate cycle from the **Cycle** drop-down box) and then confirm.

### Submit All Confirmations

After retrieving confirmation data from the Confirmation Maintenance screen, you can submit all confirmations (all line items). This option is only available when there is a record within the grid that does not have a confirmed quantity.



1. If nominations exist, they will be displayed at the following levels:
  - ☐ Svc Req K
  - ☐ Up/Dn K
  - ☐ Up/Dn ID
2. Click . The **Confirm All** modal appears (Figure 9).

Figure 9. Confirm All Modal

3. Click the radio button to the left of either **Nom Qty** or **Prelim Sched Qty** depending on how you want to confirm the nominations. **Prelim Sched Qty** is the amount of gas scheduled by the pipeline after balancing. **Nom Qty** is the amount of gas requested by the shipper.
5. Type the date through which you want the volume to be confirmed in the *End Date* field.
6. Click . All unconfirmed nominations for the selected location and cycle are confirmed. You can either change or unsubmit the existing confirmations, as long as the confirmation deadline for that cycle has not passed.



**NOTE:** If only a few changes are necessary, make those confirmation changes to the single lines first and then press the **Confirm All** button to confirm the remainder of the nomination line items. **This will not override the manually confirmed nominations.**

### Change Confirmation Quantity

After retrieving confirmation data from the Confirmation Maintenance screen, you can change a confirmed quantity.

1. If nominations exist, they will be displayed at the following levels:
  - ☐ Svc Req K
  - ☐ Up/Dn K
  - ☐ Up/Dn ID
2. Click on the line item you want to change. The grid entry form will open with the data from the selected grid row. You will make data changes in these fields.
3. Type the new quantity you want to confirm in the *Qty(Conf)* field.



**NOTE:** If the deadline has passed for the cycle that you are changing, the **Confirm** button will be disabled and you must re-retrieve and confirm for the next cycle.

4. Type the confirmation end date for that nomination in the *End Date* field. For Intraday confirmations the end date will default to the same date as the begin date, since Intradays are for only one day.

5. If necessary, click the down arrow in the optional *RR/Name* field and select the appropriate reason code.
6. Click **Submit** to save your changes.
7. Repeat this process to change confirmed quantities line by line.

### **Unsubmit Confirmation Quantity**

There is also the option to unsubmit a confirmed quantity if the confirmation deadline has not expired.

1. To unsubmit a record select the grid row you wish to unsubmit and the grid entry form will open.
2. Select *Unsubmit* and the record will return to blank

### **View Location Contract Totals by Cycle**

To view selected location contract totals by cycle on the Confirmation Maintenance screen (All, Unconfirmed, and Confirmed).

1. If nominations exist, they will be displayed at the following levels:
  - ☐ Svc Req K
  - ☐ Up/Dn K
  - ☐ Up/Dn ID
2. Click **Loc Total**. The **Location Total** screen appears (Figure 10). It displays nomination, preliminary scheduled, confirmation and scheduled totals for the location and confirmation filter you selected.
3. If the grid contains multiple locations select the grid row in which you wish to see the location total and click on **Loc Total**. The screen will open and show all values for that location.

**Figure 10. Location Total**

Location Total

Gas Day: 10/01/2020 Cycle: Timely Loc: 1318

Svc Req K Up/Dn K

Svc Req K ↓	Nom Qty	Prelim Sched Qty	Qty (Conf)	Sched Qty
100426	1,000			
119916	10,000			


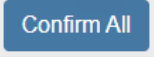

Receipt Total: 11,000

Delivery Total: 11,000

Net Total: 11,000

4. Click the **Svc Req K** tab to view totals by service requester contract for nominations, preliminary scheduled, confirmations and scheduled quantities or click the **UP/DN K** tab to view a sum of all line items at the upstream/downstream contract level only.
5. Click the **X** in the upper right-hand corner to close the Location Total screen (Figure 10). You are returned to the Confirmation Maintenance screen where you can perform other operations or view other location totals.

**Confirmation Maintenance Screen Field Help**

<i>Field Name</i>	<i>Definition</i>
	Saves your confirmation line item to the database.
	Simultaneously confirms all line items that have not previously been confirmed or do not have a zero quantity and are currently displayed in the grid area of the screen.
	Allows the operator to unconfirm nominations that were previously confirmed.
<b>Gas Day</b>	The gas date associated with the start of the confirmation.
<b>Conf Date/Time</b>	System-generated confirmation date time stamp for transactions. Occurs at the time of input or confirm.
<b>Conf Pty/Name</b>	The confirming party's name and DUNS number.
<b>Qty (Conf)</b>	The quantity confirmed by the operator.
<b>Conf Req/Name</b>	The name of the pipeline: Northern Natural Gas Company.
<b>Conf Trk ID</b>	The system-generated tracking number assigned to each confirmation EDI transaction line item. The EDI trading partner may also generate this number.
<b>Cycle</b>	The confirmation cycle associated with the confirmation. It is system-generated at the time of save. The cycles are: <ul style="list-style-type: none"> <li><input type="checkbox"/> Timely</li> <li><input type="checkbox"/> Evening</li> <li><input type="checkbox"/> Non-Grid AM</li> <li><input type="checkbox"/> Intraday 1</li> <li><input type="checkbox"/> Intraday 2</li> <li><input type="checkbox"/> Intraday 3</li> <li><input type="checkbox"/> Final AM</li> </ul>
<b>End Date</b>	The end date associated with the confirmation end date entered by the operator.
<b>Conf Filter</b>	Filters the data to display only a specified type of information as defined in the bullets below: <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>All</b>—Displays all confirmation quantities for a specific gas date and cycle (confirmed, pre-confirmed, and unconfirmed).</li> <li><input type="checkbox"/> <b>Unconfirmed</b>—Displays only those quantities that are in an unconfirmed status for that gas date and cycle.</li> </ul>

<i>Field Name</i>	<i>Definition</i>
	<input type="checkbox"/> <b>Confirmed</b> —Displays only confirmed quantities for that gas date and cycle.
<b>Conf Svc ID Prop</b>	Displays all locations operated by one Legal Entity
<b>K Flo</b>	Flow Indicator. Will be R for receipt or D for delivery.
<b>Loc Name</b>	The name of the pipeline point for which the operator is responsible. The location where the quantity will be scheduled.
<b>Loc</b>	Location Proprietary Code assigned by the pipeline for a specific location.
<b>Nom Date Time</b>	System-generated nomination date time stamp for transactions. Occurs at the time of input or save.
<b>Nom Qty</b>	The quantity nominated by the service requester.
<b>Oper Choice</b>	Within the grid entry form a value automatically populates with Active, Passive or Conf Excpt.
<b>RR/Name (Reduction Reason)</b>	A reduction reason code identifying the reason why the nominated quantity has been reduced by the operator during the confirmation process.
<b>Sched Qty</b>	The quantity scheduled by the pipeline after balancing, allocation and confirmation.
<b>Service Req Name (Name)</b>	The shipper (service requester or the service requester's agent) requesting the service.
<b>Source</b>	Identifies where the confirmation quantity originated from (EDI, Conf, Excpt).
<b>CSR Name</b>	The Customer Service Representative assigned to the service requester contract.
<b>Svc Req</b>	The DUNS Number for the service requester associated with the service requester contract.
<b>Svc Req K</b>	Service Requester's transportation contract number used to nominate to the pipeline.
<b>Up/Dn ID</b>	The DUNS Number of the party supplying or receiving gas quantities to or from the service requester.
<b>Up/Dn K</b>	Alphanumeric contract identifier of the party who is supplying or receiving the gas quantities to or from the service requester.

### **Confirmation Summary**

The purpose of the Confirmation Summary screen is to provide operators a view of their daily and monthly scheduled gas quantities at their locations (Figure 11). They can view these gas quantities by location, legal entity or operational balance agreement contract.

- ☐ **Loc** Provides a summary for the location number specified for the date range selected.

- ❑ **Conf Svc ID Prop** Provides a summary of all locations assigned to a particular ID or legal entity for a specified date range.
- ❑ **Conf Svc K** Provides a summary of any quantities scheduled for the locations on a contract.

**Figure 11. Confirmation Summary Screen**

The screenshot shows the 'Confirmation Summary' screen. At the top, there's a header bar with 'TMS | TSPNAME: 784158214 NORTHERN NATURAL GAS COMPANY' and 'Welcome: Paul Young'. Below this is a navigation bar with tabs: Main, Nomination, Confirmation, Scheduled Quantity, Storage, and Administration. The 'Confirmation' tab is active. The main area has a search bar with 'Beg Date: 10/01/2020', 'End Date: 10/31/2020', and 'View By: Loc'. A 'Retrieve' button is on the right. Below the search bar is a table with the following columns: Beg Date, Nom Qty, Nom Makeup, Conf Qty, Conf Makeup, Sched Qty, Sched Makeup, Total Sched Qty, Actual Mass Qty, Est Mass Qty, Var, and Pct. The table contains data for dates from 10/01/2020 to 10/31/2020.

See the **Confirmation Summary Screen Field Help** section on Page 16 for detailed definitions of each of the fields and column headings on the Confirmation Summary screen.

The instructions below explain how to view **Confirmation Summary**.

## **View Confirmation Summary**

1. Select **Confirmation|Confirmation Summary** from the Main Menu. The Confirmation Summary screen opens.
2. Click the dropdown arrow in the *View By* field to switch between Loc, Conf Svc ID Prop, and Conf Svc K.
3. Confirmations are effective over a date range. Type the begin date of the desired date range in the *Beg Date* field. Type the end date of the desired date range in the *End Date* field.
4. Click **Retrieve**. The Confirmation Summary screen displays the nominated, confirmed, scheduled, makeup and measured quantities with a variance and percentage calculation of scheduled vs. measured (Figure 12). The variance calculation uses the estimated quantity if the actual quantity is blank.
5. Total quantities at the bottom of the screen for the **Loc ID** or **Conf Svc K** number selected are summed over the specified date range. For example, if you select by contract, you will see the total quantities for all locations on the contract (Figure 12).

Figure 12. Confirmation Summary Screen

TMS | TSPNAME: 784158214 NORTHERN NATURAL GAS COMPANY | TSP: On | Prod Mode: Yes | Nom Cycle: Initialy 2 | Welcome: Paul Young | Confirmation Summary

Main | Nomination | Confirmation | Scheduled Quantity | Storage | Administration

Beg Date: 10/01/2020 | End Date: 10/31/2020 | View By: Loc | 1234567 | Loc Name: NNG Mock Loc | [Refresh](#)

Beg Date	Nom Qty	Nom Makeup	Conf Qty	Conf Makeup	Sched Qty	Sched Makeup	Total Sched Qty	Actual Meas Qty	Est Meas Qty	Var	Pct
10/01/2020	7,400		5,035		5,035		5,035			-5,035	
10/02/2020	104,400		100,000		100,000		100,000			-100,000	
10/03/2020	6,400		5,035		5,035		5,035			-5,035	
10/04/2020	6,400										
10/05/2020	15,400										
10/06/2020	18,400										
10/07/2020	15,400		14,035		14,035		14,035			-14,035	
10/08/2020	6,400		0		200		200			-200	
10/09/2020	6,400		5,035		0		0				
10/10/2020	6,400										
10/11/2020	7,400		5,535		5,535		5,535			-5,535	
10/12/2020	6,400		5,035		5,035		5,035			-5,035	
10/13/2020	6,400										
10/14/2020	6,400										
10/15/2020	16,470		15,105		15,105		15,105			-15,105	
10/16/2020	16,470		15,105		15,105		15,105			-15,105	
10/17/2020	6,400										
10/18/2020	6,400										
10/19/2020	6,400										
10/20/2020	6,400										
10/21/2020	6,400										
10/22/2020	6,400										
10/23/2020	6,400										
10/24/2020	6,400										
10/25/2020	6,500										
10/26/2020	400										
10/27/2020											
10/28/2020											
10/29/2020											
10/30/2020											
10/31/2020											
<b>309,740</b>	<b>0</b>	<b>165,920</b>	<b>0</b>	<b>165,085</b>	<b>0</b>	<b>165,085</b>	<b>0</b>	<b>0</b>	<b>-165,085</b>		

**Confirmation Summary Screen Field Help**

Field Name	Definition
<b>Actual Meas Qty</b>	Total physical flow at the location from measurement.
<b>Conf Makeup</b>	Total quantity confirmed by the pipeline at the location.
<b>Conf Qty</b>	Total quantity confirmed by the operator at the location.
<b>Beg Date</b>	The date the gas is scheduled to flow.
<b>Nom Qty</b>	Total quantity nominated by service requesters at the location.
<b>Sched Qty</b>	Total quantity scheduled by the pipeline at the location.
<b>Est Meas Qty</b>	Total estimated physical flow at the location from measurement in Dth.
<b>Loc Name</b>	The location where the quantity will be scheduled.
<b>Nom Makeup</b>	Total quantity nominated for makeup at the location.
<b>Pct</b>	The percent variance calculated between current scheduled and actual.
<b>Sched Makeup</b>	The total quantity scheduled as makeup by the pipeline at the location.
<b>Var</b>	Calculated quantity difference between current scheduled and measured or actual flows.
<b>Conf Svc ID Prop</b>	Operator DUNS number.
<b>Conf Svc K</b>	Confirmation contract number.



## EDI Processing

The purpose of the EDI Processing screen is to provide on-line capability for viewing reduction reason messages, error/warning messages and the status of the EDI files sent using the Internet.

Three status codes are used.

<b>WQ</b>	The entire transaction was accepted.
<b>EZ(W)</b>	Errors and/or warnings occurred in the transaction.
<b>EZ(E)</b>	Transaction has been acknowledged. Errors and/or warnings follow.

Following are instructions for using the EDI Processing screen.

1. EDI Processing can be found under the Main Menu tab. Once the screen opens confirmation files can be viewed under the Summaries tab and the Confirmation Locations tab (Figure 13).

**Figure 13. EDI Processing Screen**

The screenshot shows the EDI Processing screen in a web browser. The browser address bar shows the URL: <http://moccomaps.northernnaturalgas.com/online-web/index.html/edi/processing>. The page has a navigation bar with tabs: Main, Nomination, Confirmation, Scheduled Quantity, Storage, and Administration. The Confirmation tab is selected. Below the navigation bar, there is a 'Submit Date Range' field with a date range of 09/24/2020 to 09/25/2020 and a 'Retrieve' button. The main content area is divided into two sections: 'Nomination Files' and 'Confirmation Files'. Both sections have a search field and a 'Clear' button. The 'Nomination Files' section has a table with columns: Time Stamp, TP ID, TP Name, Process Status, Ten Stat, Nomination, and Qck Rsp. The 'Confirmation Files' section has a table with columns: BQCF Time Stamp, Conf Req, Conf Req Name, Conf Pfy, Conf Pfy Name, Process Status, Beg Date, End Date, Cycle, Request Conf, Conf Qck Rsp, Conf Rsp, and Conf Qck Rsp. Both tables show 'No records to display.'

2. Choose a date range in the *Submit Date Range* field and select [Retrieve](#).
3. The Summaries tab will contain a Nomination Files and Confirmation Files grid. All confirmation EDI files will populate in the Confirmation Files grid.
4. To view file details of a file in the Confirmation Files grid select the hyperlink in the Request Conf, Conf Qck Rsp, Conf Rsp, or Conf Qck Rsp columns. A new tab will open with the file details.
5. There is a search field next to the Confirmation Files label that can be used to sort through the data within the grid (Figure 14).

Figure 14: Search Bar

Confirmation Files
Clear

- The *Confirmation Locations* tab can also be used to view EDI Files (Figure 15).

Figure 15: Confirmation Locations Tab

- The *Confirmation Locations* tab will show error details on files that received an error when loading.
- If a file receives an error when loading you will be able to select the grid row within the *Confirmation-View Locations* grid that contained the error and the *Error Detail* grid will populate data as to why the file contained an error.

## Operator Choice

The confirmation options are **Passive, Active or Confirmation by Exception**. The **Operator choice** default is "**Active**" for all locations. If you choose to change the confirmation option at a location, you can do so on Northern's website under Support>Agreements/Forms>Contracts/Nominations/Scheduling Forms>[Request for Operator Choice form](#).

### Passive Confirmation Option

A **Passive** operator will be required to actively confirm nominations for all locations during the Timely confirmation cycle. If a confirmation is not received for the current Gas Day's Timely Cycle, the Timely Cycle scheduled quantity from the previous Gas Day will be used. The operator is not required to confirm during the Evening or Intraday Cycles. TMS will copy the previous cycle's scheduled quantity to each subsequent cycle.

If you are confirming for a range of days at a passive location, the confirmation quantity used will be the Timely quantity for each day within that range. Then TMS will copy the Timely quantity to all subsequent cycles for those dates.

The operator will also have the option of overriding the passive confirmation by manually inputting a different quantity. If the operator manually overrides a confirmation, that override will remain in effect for all subsequent cycles for the specific Gas Day.

### Active Confirmation Option

An **Active** operator is required to actively confirm nominations for all locations during all cycles (Timely, Evening and all Intraday cycles). For Timely nominations, if no confirmation is received, the previous day's Timely scheduled quantity is used. For Evening and Intraday nominations, if no confirmation is received, the confirmed quantity defaults to the previous cycle's scheduled quantity.

If you are confirming for a range of days at an active location, the confirmation quantity used will be the Timely confirmation for each day within that range.

### Confirmation by Exception Option

The TMS Automatic Confirmation feature automatically confirms ALL NOMINATIONS for the operator or the agent at the specified location. All confirmed quantities will equal nominated quantities for all cycles. Operators have the ability to change any confirmation that is automatically confirmed by Northern during any cycle. The operator should pay close attention to the end dates selected when manually overriding automatic confirmation locations.

### Advanced Search

1. The Advanced Search option is available by clicking in the *View By* value field (Figure 16).

Figure 16. Advanced Search

2. By selecting Advanced Search a pop up will appear that you can search by specific parameters to find a location, legal entity, or contract.

### Location Detail Information

The Location Detail Information screen can be accessed by using the *View By* option *Loc*.



- 1.
2. Once a location is entered in the field a blue  hyperlink will appear. Click on the hyperlink to open the Location Detail Information screen (Figure 17).
3. The screen will open and provide details of the current location retrieved.
4. To view for a different day, change the *Gas Day* and select .
5. To view for a different location, enter a different location number in the *Loc* field or use the Advanced Search to find a different location.



Figure 17. Location Detail Information

Loc Type	Loc Type Desc	Conf Svc K	Meter ID	Flow Ind	Rate Zone	Field/Market	Mkt Zone
CTG	CITY GATE/TOWN BORDER STATION		749441	DELIVERY	MID 17	MARKET	ZONE E/F

Operator: WISCONSIN GAS LLC  
 Operator Contact Name/Phone: SARA BODE /(414)221-5309  
 Northern Contact Name/Phone: BRANDON HAJEK /(402)398-7663

## Export and Print

Each screen within the application is able to be exported as an Excel document or printed as a PDF.

1. To export the data on the screen, select the  icon above the grid and choose to export as CSV or Excel. Exporting by Excel will hold any grouping or sorting changes made to the grid.
2. To print the data on the screen, select the  icon in the top right of the screen. The print function will hold any grouping or sorting changes made to the grid.

## Grouping, Filtering, and Sorting

The grouping, filtering, and sorting functions throughout the application allow the user to adjust the data within the grid. Both Confirmation screens are able to be grouped, filtered and sorted.

### Grouping

1. To group the data, select a column header and drag and drop it into the Drag and Drop Bar above the grid (Figure 25).


**Figure 25. Grouping**

Group	K	Up/Dn ID	Up/Dn Name	Up/Dn K	Svc Req	Svc Req Name	Svc Req K	Svc Type	Nom Qty	Prelim Sched Qty	Qty (Conf)	RR	Sched Qty	End Date	Source	Conf Trk ID	Val Cd	V
									13,416									

2. To group by more than one column drag and drop another column into the Drag and Drop bar behind the first grouping (Figure 26).

**Figure 26. Sub-Grouping**

Group	Up/Dn ID	Up/Dn Name	Up/Dn K	Svc Req	Svc Req Name	Svc Req K	Svc Type	Nom Qty	Prelim Sched Qty	Qty (Conf)	RR	Sched Qty	End Date	Source	Conf Trk ID	Val Cd	Val Msg
R (2)								13,416									

3. To close the grouping select the X in the grouped column in the Drag and Drop bar or select the  and the grid will return to the default state.

### Filtering

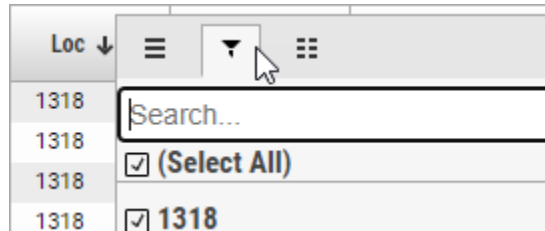
1. To filter the data, select the Column Header Menu to open the filtering menu (Figure 27).


**Figure 27. Column Header Menu**



2. Once the menu opens select the Pin icon (Figure 28) to begin filtering.

**Figure 28. Filter Icon**



- To return the filtering to its default state you can choose Select All within the Filter menu or you can select  and the grid will return to the default state.

## **Sorting**

- To sort the data, select the column header you wish to sort by and an arrow will appear in the column header (Figure 29).

**Figure 29. Sort**



- By clicking on the column header, you can choose between ascending and descending order.
- To have multiple sorts select another column header and hold CTRL. A number will now appear in both columns indicating the sort order (Figure 30).

**Figure 30. Multi-Sort**

