Reviewed: 12/23/2025
Revised: 08/23/2023

TMS Operator Confirmation
User Manual

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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

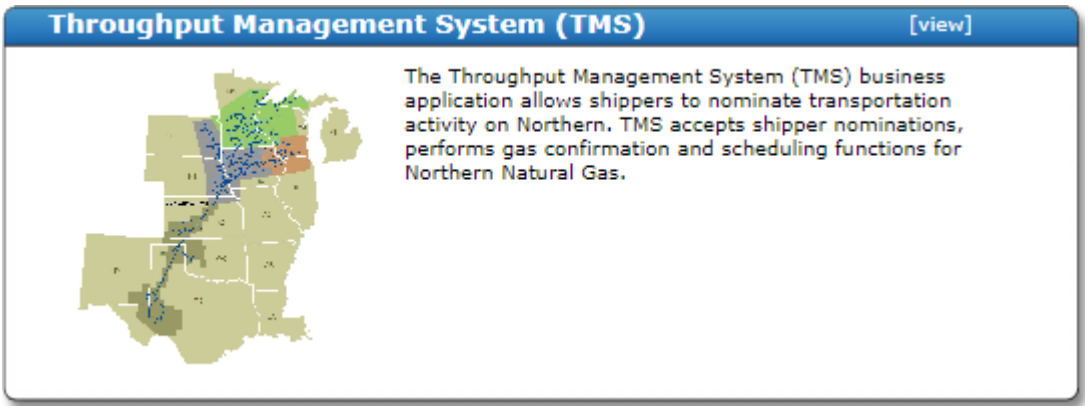
The steps for entering and viewing nominations and scheduled quantities are covered in the *Nominations User Manual*.

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

- Confirmation Maintenance (Page 6)
- Confirmation Summary (Page 13)
- Predictive and Advanced Search (Page 18)

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 provides 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)

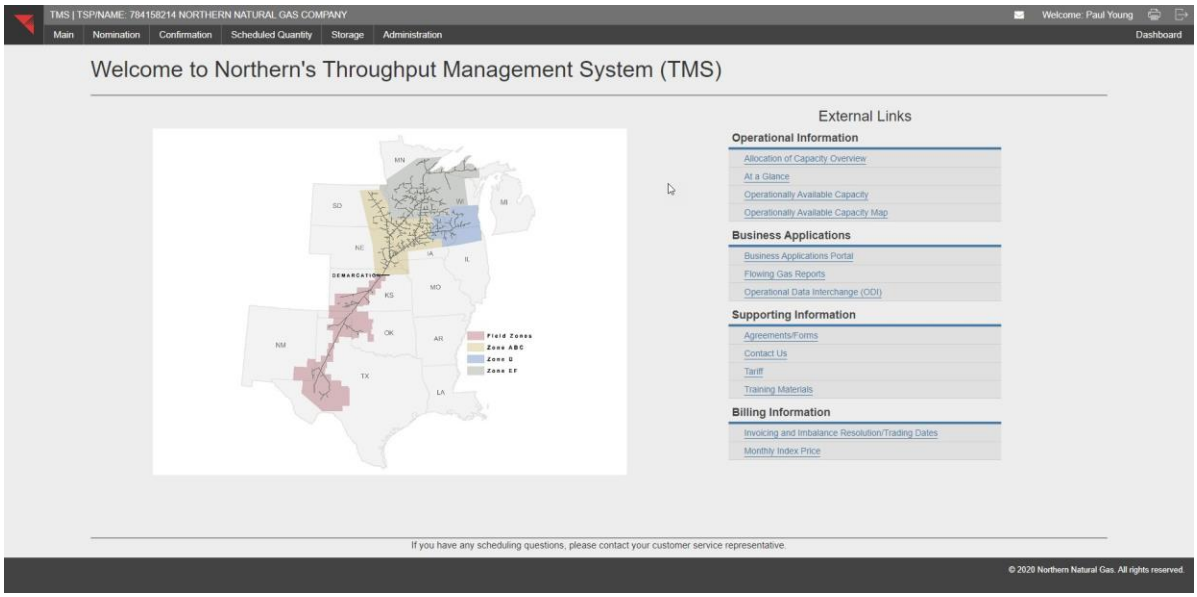
Supporting Information links:

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

Billing Information links:

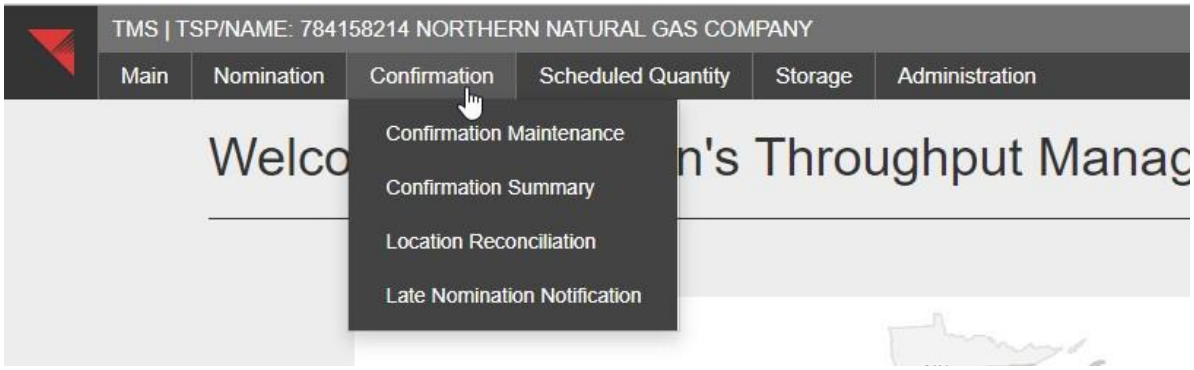
- Invoicing and Imbalance Resolution/Trading Dates
- Monthly Index Price

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 multiple screens 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 pipelines based on the nominations submitted by service requesters. The confirmation processes are shown below:

- Confirmation Maintenance (Page 6)
- Confirmation Summary (Page 13)
- Operator Choice (Page 17)

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.

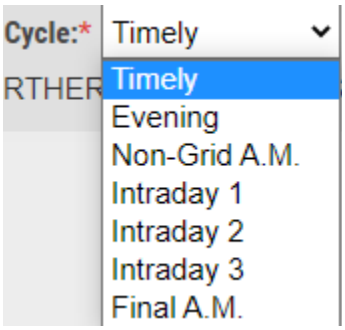
Getting Started

Confirmations differ slightly among all pipelines. Northern Natural Gas displays by location number.

To perform each Confirmation Maintenance operation, you must open the Confirmation Maintenance screen and access the desired pipeline and location(s). The process for accessing the pipelines and location(s) is 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 mm/dd/yyyy 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.

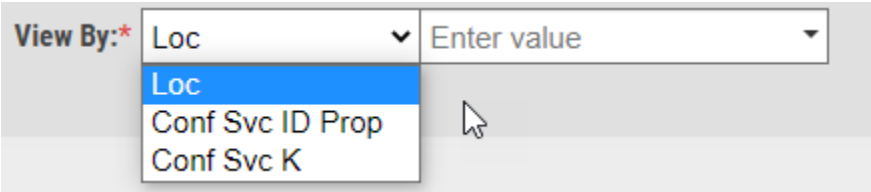
Figure 4. Cycles



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).

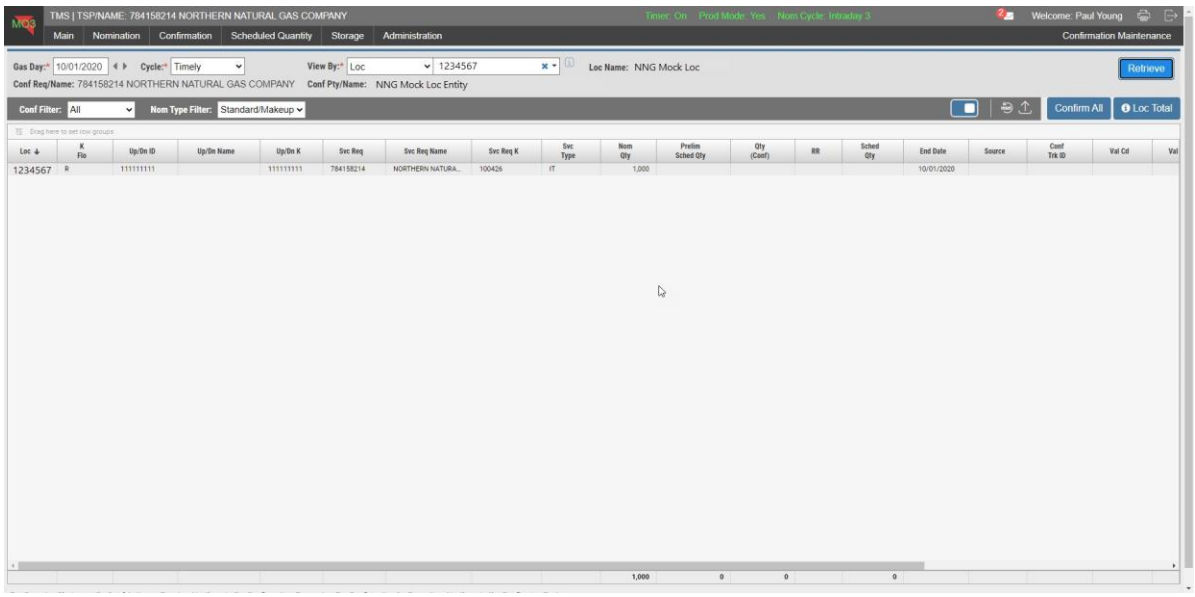
Figure 5. View By - dropdown



- *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

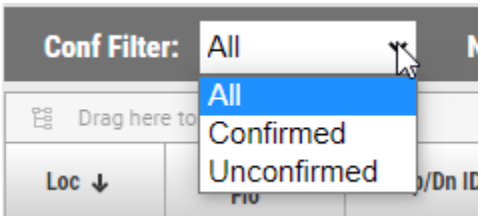
5. Once a *View By* option is selected and a value is entered, select Retrieve and the data will populate if there are nominations for that gas day, cycle, and location (Figure 6).

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 8)
- Submit All Confirmations (Page 9)

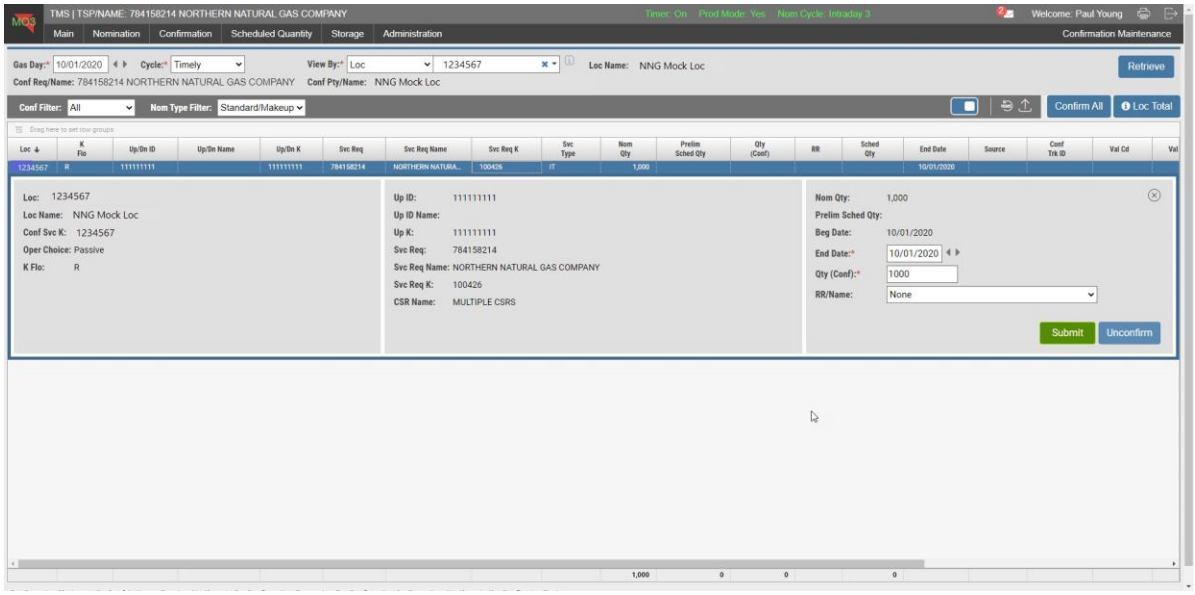
> ***NOTE:*** *See the **Confirmation Maintenance Screen Field Help** section on Page 12 for detailed definitions of each of the fields and column headings on the Confirmation Maintenance screen.*

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



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 Submit. 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.

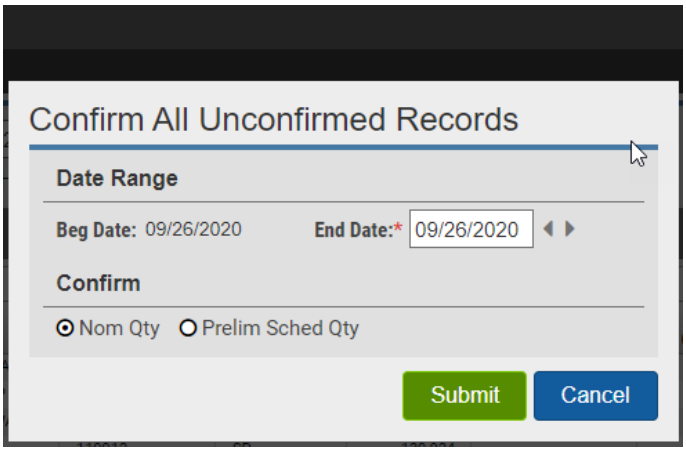
NOTE: *If you have passed the deadline for the cycle that you retrieved, the* ***Submit*** *button will be disabled and you must re-retrieve the confirmation data for the next cycle (select appropriate cycle from the* ***Cycle*** *drop-down box) and then confirm.*

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 Confirm All. 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 Submit. 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.

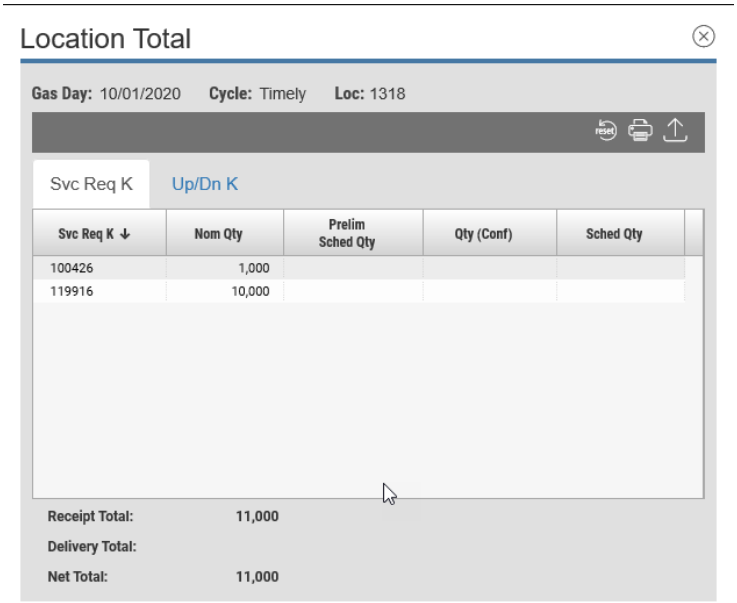
1. To unsubmit a record, select the grid row you wish to unsubmit, and the grid entry form will open.
2. Select *Unsubmit* and the record will return to blank.

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



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

Field Name	*Definition*
Submit	Saves your confirmation line item to the database.
Confirm All	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.
Unconfirm	Allows the operator to unconfirm nominations that were previously confirmed.
Gas Day	The gas date associated with the start of the confirmation.
Conf Date/Time	System-generated confirmation date & time stamp for transactions. Occurs at the time of input or confirm.
Conf Pty/Name	The confirming party's name and DUNS number.
Qty (Conf)	The quantity confirmed by the operator.
Conf Req/Name	The name of the pipeline: Northern Natural Gas Company.
Conf Trk ID	The system-generated tracking number assigned to each confirmation EDI transaction line item. The EDI trading partner may also generate this number.
Cycle	The confirmation cycle associated with the confirmation. It is system-generated at the time of save. The cycles are: ❑ Timely ❑ Evening ❑ Non-Grid AM ❑ Intraday 1 ❑ Intraday 2 ❑ Intraday 3 ❑ Final AM
End Date	The end date associated with the confirmation end date entered by the operator.
Conf Filter	Filters the data to display only a specified type of information as defined in the bullets below: ❑ **All**— Displays all confirmation quantities for a specific gas date and cycle (confirmed, pre-confirmed, and unconfirmed) ❑ **Unconfirmed**— Displays only those quantities that are in an unconfirmed status for that gas date and cycle

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

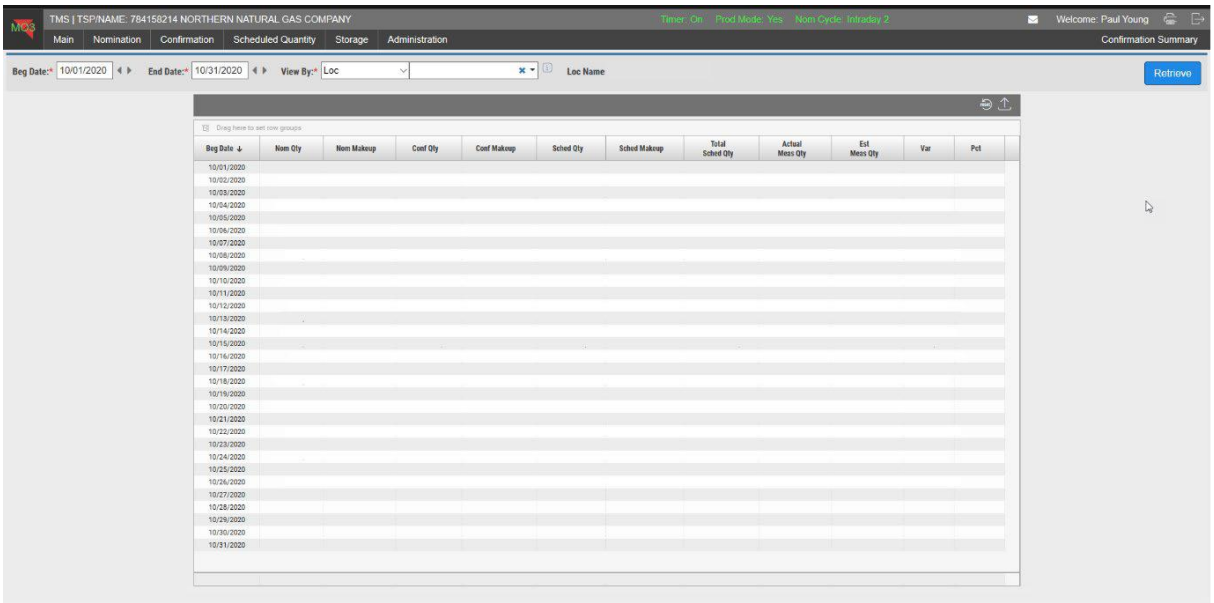
Confirmation Summary

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

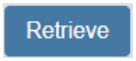
Figure 11. Confirmation Summary Screen



See the **Confirmation Summary Screen Field Help** section on Page 15 for detailed definitions of each of the fields and column headings on the Confirmation Summary screen.

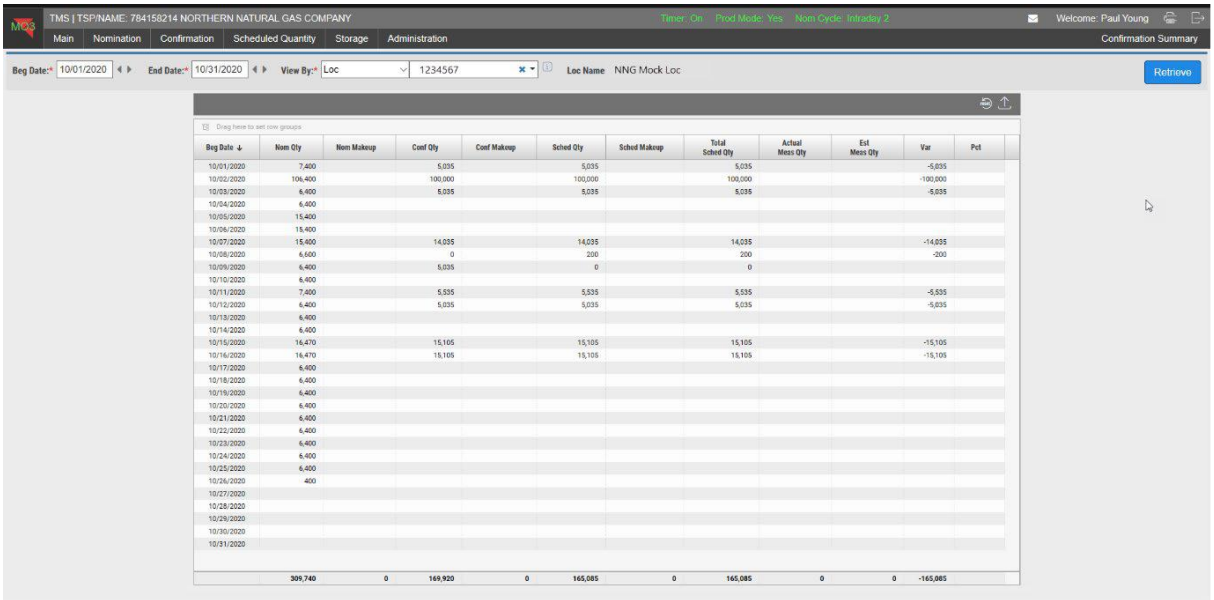
The instructions below explain how to view **Confirmation Summary.**

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 

. 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



Confirmation Summary Screen Field Help

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

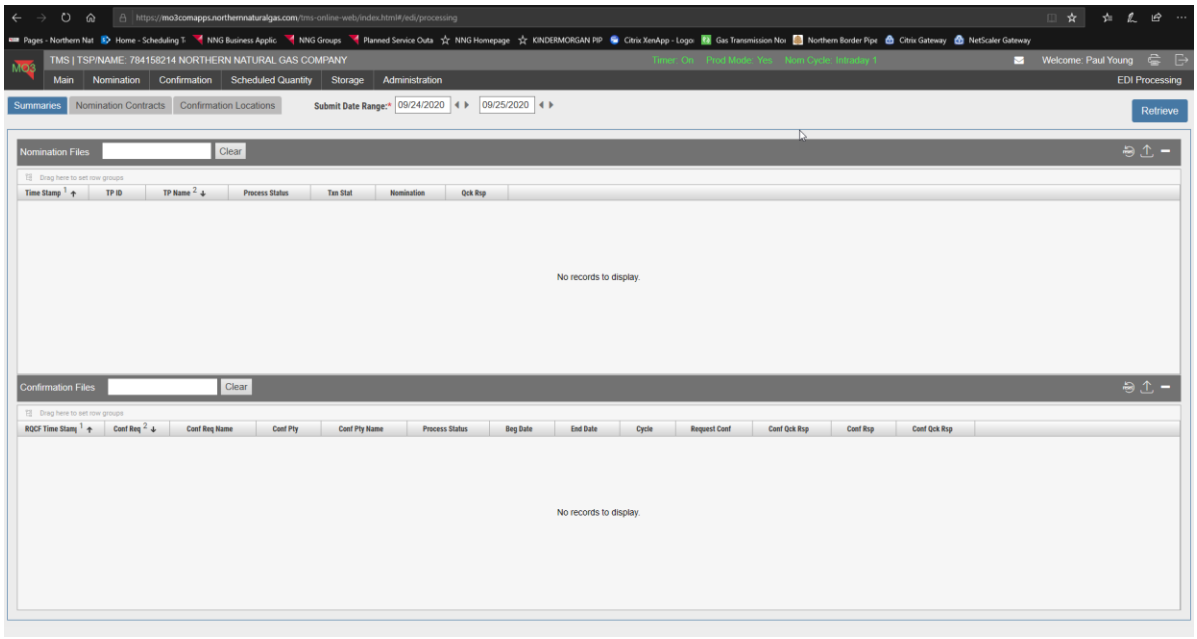
Three status codes are used.

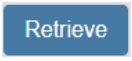
WQ	The entire transaction was accepted.
EZ(W)	Errors and/or warnings occurred in the transaction.
EZ(E)	Transaction has been acknowledged. Errors and/or warnings follow.

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



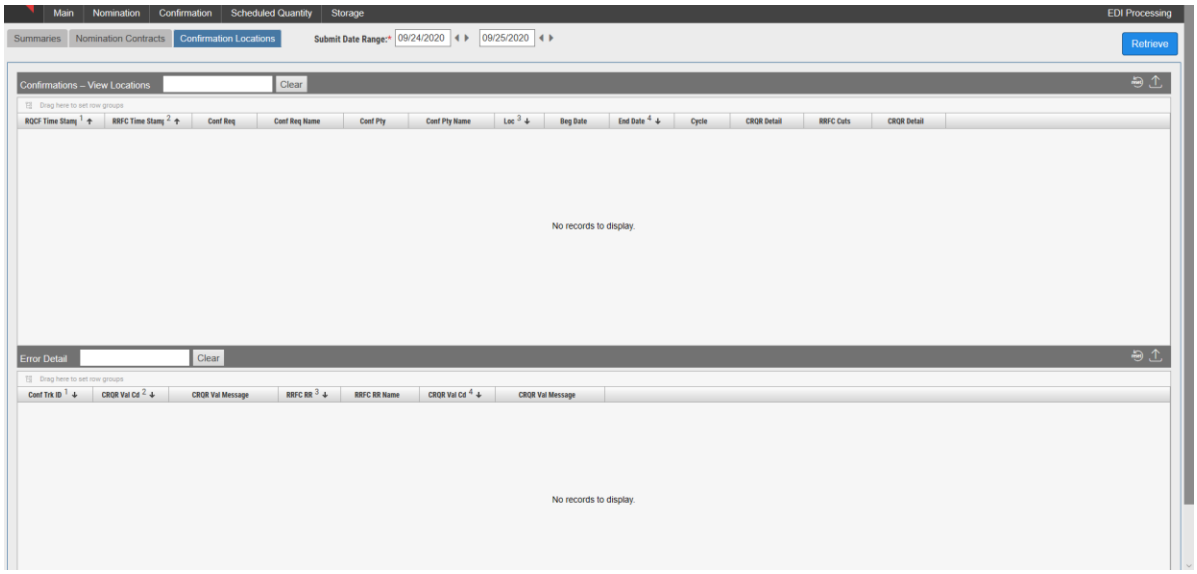
2. Choose a date range in the *Submit Date Range* field and select 

.
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

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

Figure 15: Confirmation Locations Tab



7. The *Confirmation Locations* tab will show error details on files that received an error when loading.
8. 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.~~**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.

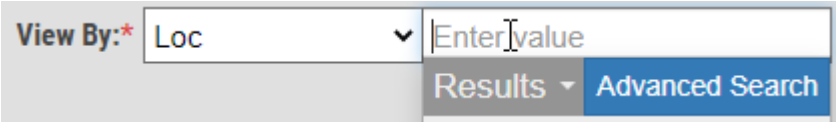
Confirmation by Exception Option

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 can 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 confirming 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



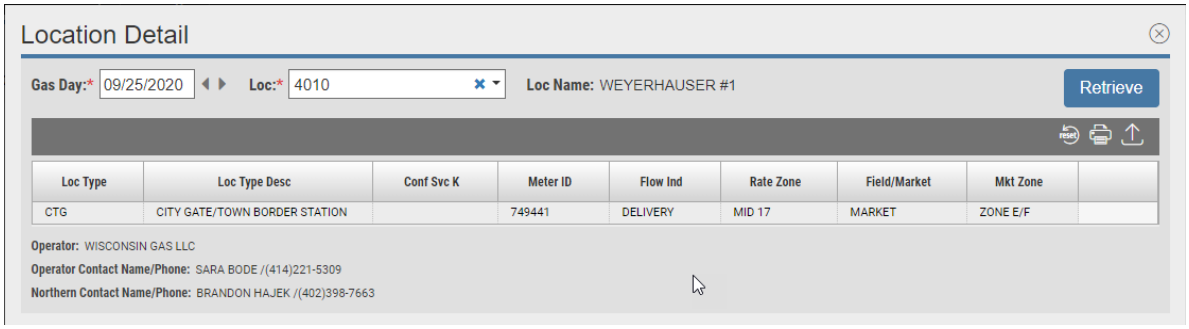
2. By selecting Advanced Search, a pop up will appear that you can search by specific parameters to find a location, legal entity, or contract.

Location Detail Information

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

1. 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).
2. The screen will open and provide details of the current location retrieved.
3. To view for a different day, change the *Gas Day* and select Retrieve.
4. 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



Export and Print

Each screen within the application can 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.

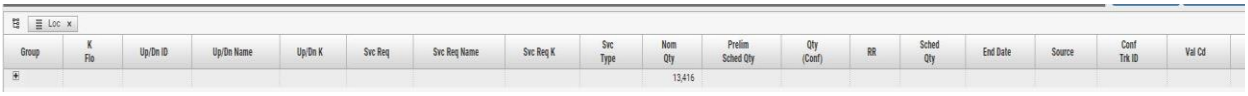
Grouping, Filtering, and Sorting

The grouping, filtering, and sorting functions throughout the application allow the user to adjust the data within the grid. Both Confirmation screens can 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



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

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.

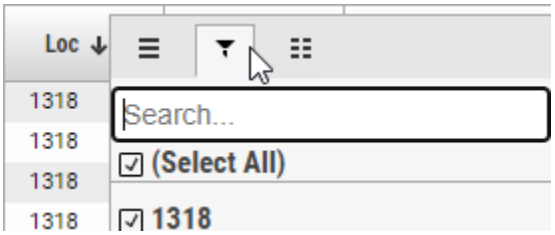
Filtering

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



3. 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

1. 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

3. By clicking on the column header, you can choose between ascending and descending order.
4. 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

Confirmation Deadlines by Cycle Process

The Confirmation deadlines for each cycle are as follows:

- **Timely** 4:30 PM
- **Evening** 8:30 PM
- **Non-Grid** 8:00 AM
- **Intraday 1** 12:30 PM
- **Intraday 2** 5:00 PM
- **Intraday 3** 9:30 PM
- **Final** 8:30 AM