myQuorum CAW - Adding Downstream Market Information to EMP Gathering Delivery Nominations - for Automated File Exchange with EGT

Enable Midstream Partners (EMP) has an automated file exchange with Enable Gas Transmission (EGT). This process allows EMP to transmit nominations entered in myQuorum CAW to EGT every hour between 7 a.m. and 9 p.m. daily. This allows the Shipper to easily pull these nominations into their Nomination screen in ServiceLynx using the Nom Acceptance button. This exchange is also used for an automated confirmation process with EGT. Please completely read Sections I. through III. prior to entering downstream market information.

I. **Enter your Downstream Market information.** To insure nominations are confirmed properly use one of the two options listed below (but not both).

Option 1: Enter the EGT Transportation Contract and Downstream Meter information (Point Sale)

To nominate to a Transportation Contract and Downstream Meter, type the EGT Transportation Contract number in the **Dn K** field, then type the Downstream Meter number in the **Del Pkg ID** field. *Please Note: a) The Dn K and Del Pkg ID fields are numeric only, thus any alpha characters entered in those fields will cause the nomination to be rejected; b) The Downstream Meter is not the CTP number, therefore it must be a valid delivery meter on the EGT Transportation Contract.*

Option 2: Enter the EGT Pool information

If you wish to nominate to a downstream EGT pool, click on the **Dn Pool** field and a dropdown list of pools will be available. Scroll down to find your market pool for the zone in which the CTP is located. Click on the desired pool, and it will be populated in the **Dn Pool** field. *Please note: You must use a pool with the same zone in which the CTP is located.*

If a pool number is entered in the **Dn Pool** field, please do not enter any information in the **Dn K** or **Del Pkg ID** fields. If a Transportation Contract and Downstream Meter is used, please do not select a pool in the **Dn Pool** field. If information is entered in both fields, the information in the **Dn Pool** field will be used for confirmations.

II.   **Entering Nominations to Multiple Down Pools on the same meter**

In order to nominate to more than one pool on the same meter you must create a new row and add the additional Dn Pool name following the steps below:
   a) Highlight the row with the meter that needs the additional Dn Pool added
   b) Right click on your mouse and select Duplicate from the drop-down selection box
   c) On the newly added row, enter the volume and select the additional Dn Pool name
   d) Click Save
   e) Please note that if you try to change the Dn Pool name once you have saved your nomination, you will receive an error message. Please read below for updating a saved nomination.

III.   **Updating Downstream Market information on a newly Copied or Previously Saved Nomination**

If you have just copied a nom to a new month or have a previously saved nomination, where you are needing to update downstream market information, you will need to create a new row for data entry and delete the old row following the steps below:
   a) Highlight the row you need to update
   b) Right click on your mouse and select **Duplicate** from the drop-down selection box
   c) On the newly added row, enter the volume and update any fields that need changed
   d) On the old row, select the **Del?** checkbox (located at the beginning of the row)
   e) Click **Save**
   f) The nomination is now updated with the newly added row and the original row marked for deletion is removed.

For questions on this training material, please contact your Enable Gathering Scheduler.