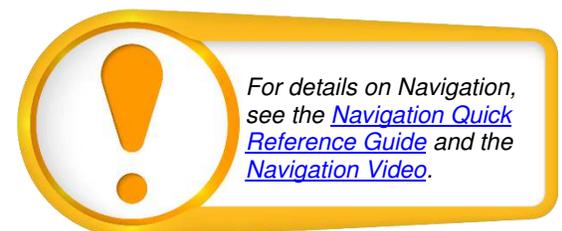


Update a Nomination

After the initial submission of a nomination, adjustments may need to be made throughout the scheduling month. Editing a nomination notifies Enable Midstream, and allows any schedule revisions to be addressed. The shipper makes nominations, so we will work from their persona throughout this document.

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01 Nominations Widget Overview

The Nominations widget displays alerts related to the Shipper’s nomination activity for open gas days. It allows the Shipper to take action on nomination cuts and errors, and add new meters that may require a nomination. You can select each of the alerts shown here to view more information. This document explains what actions are available for each alert.

This section covers the Nominations Widget.

Skip to page 6 if you're ready to retrieve and update a nomination.

1. Select the **Cuts** alert.

Note: The Cuts alert displays the total number of confirmation reductions for the open gas day.

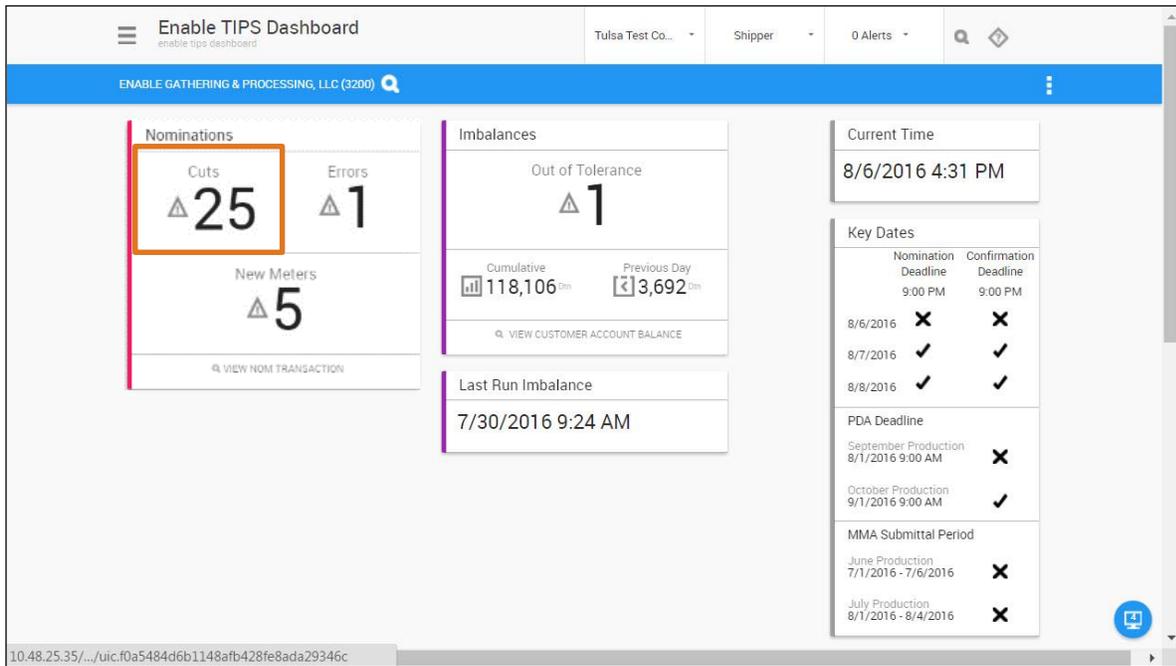


Figure 1: Cuts alert

After selecting the Cuts alert, we see additional details for all of the cuts for the open gas day. From here, you can select the Action icon, which looks like a magnifying glass, to view a nomination transaction and make any adjustments.

2. Select the **Back** arrow.

Gas Day	SR Name	K No	Operator	Flow Direction	Meter	Meter Name	Nom Qty	Sched Qty	Reduction Qty	Reduction Reason	Action
8/6/2016	999358	2003038-W01		Receipt	11981	METER 3 BEHL	50	45	5		
8/7/2016	999358	2003038-W01		Receipt	11981	METER 3 BEHL	50	45	5		
8/9/2016	999358	2003038-W01		Receipt	11981	METER 3 BEHL	50	45	5		
8/10/2016	999358	2003038-W01		Receipt	11981	METER 3 BEHL	50	45	5		
8/11/2016	999358	2003038-W01		Receipt	11981	METER 3 BEHL	50	45	5		
8/12/2016	999358	2003038-W01		Receipt	11981	METER 3 BEHL	50	45	5		
8/13/2016	999358	2003038-W01		Receipt	11981	METER 3 BEHL	50	45	5		
8/14/2016	999358	2003038-W01		Receipt	11981	METER 3 BEHL	50	45	5		
8/15/2016	999358	2003038-W01		Receipt	11981	METER 3 BEHL	50	45	5		
8/16/2016	999358	2003038-W01		Receipt	11981	METER 3 BEHL	50	45	5		
8/17/2016	999358	2003038-W01		Receipt	11981	METER 3 BEHL	50	45	5		
8/18/2016	999358	2003038-W01		Receipt	11981	METER 3 BEHL	50	45	5		
8/19/2016	999358	2003038-W01		Receipt	11981	METER 3 BEHL	50	45	5		
8/20/2016	999358	2003038-W01		Receipt	11981	METER 3 BEHL	50	45	5		

Figure 2: Cuts for Open Gas Day

3. Select the **Errors** alert.

Note: The Error alert displays the total number of nominations that failed any validation rules, such as leaving a required field blank, or submitting a nomination outside of a key date. These errors are for the open gas day, and must be resolved for the nomination to be successfully submitted.

Nominations	
Cuts	25
Errors	1
New Meters	5

Imbalances	
Out of Tolerance	1
Cumulative	118,106
Previous Day	13,692

Key Dates	
Nomination Deadline	Confirmation Deadline
8/6/2016 9:00 PM	9:00 PM
8/7/2016	
8/8/2016	

Figure 3: Errors alert

After selecting the Errors alert, a detailed list of the failed nominations displays. Select the errors icon, which looks like an exclamation point, for a description of the error. Select the Action icon to view the nomination transaction and resolve the error.

4. Select the **Back** arrow.

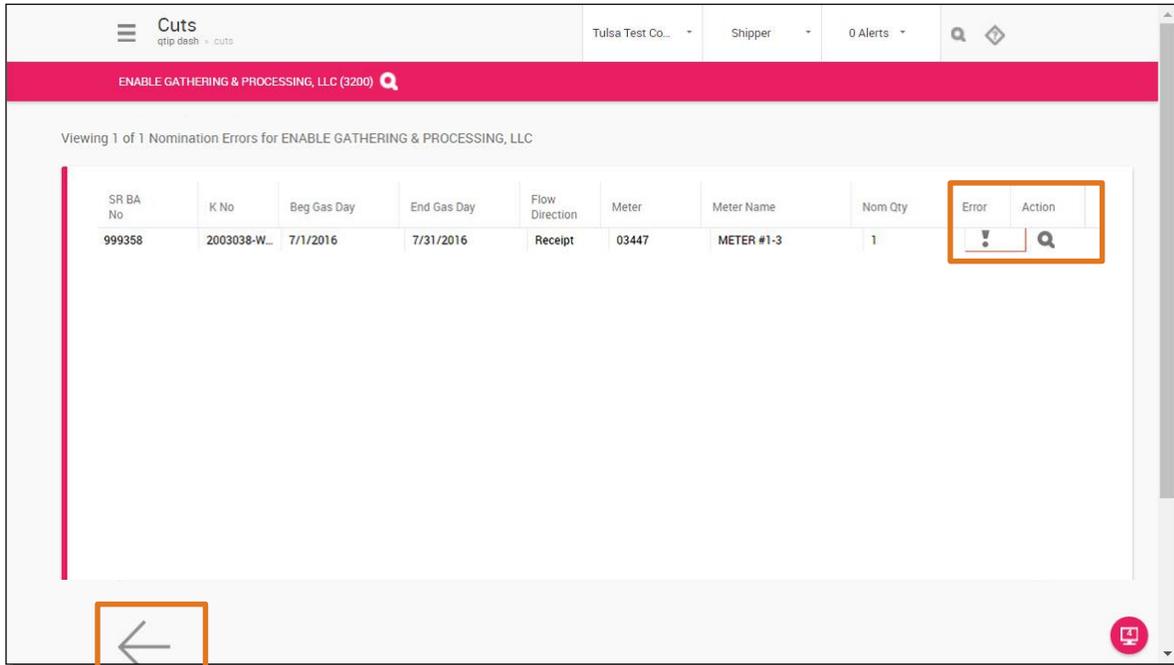


Figure 4: Failed nominations

5. Select the **Meter** alert.

Note: The new meter alert displays the total number of newly added meters that are available for scheduling activity for the current month.

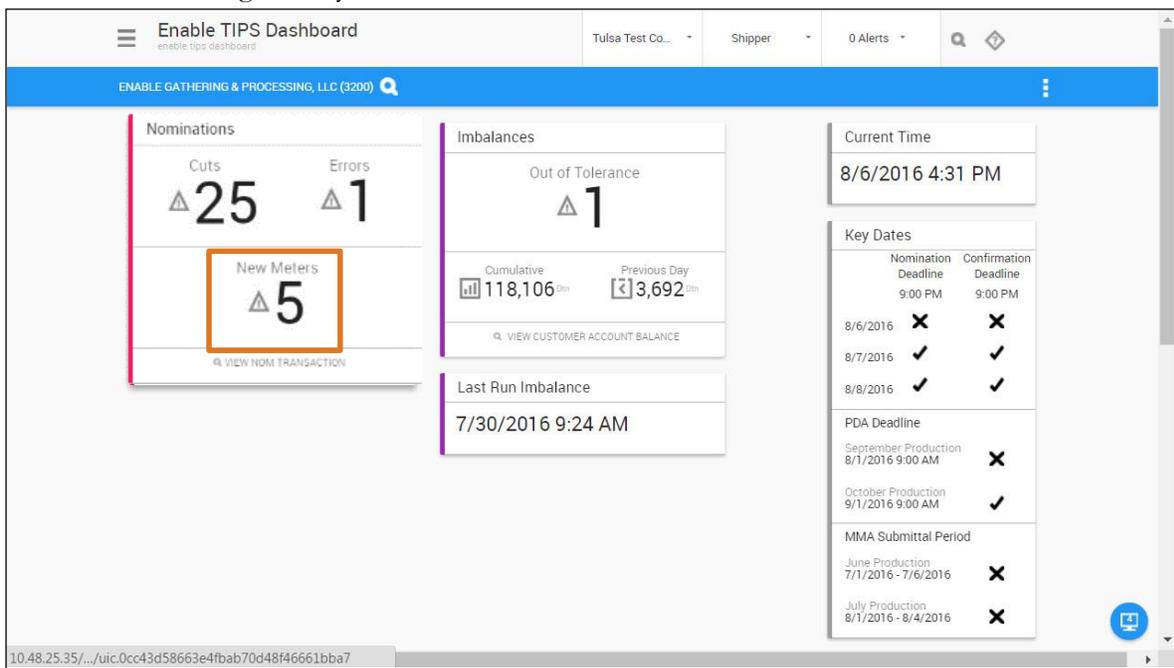


Figure 5: Meter alert

After selecting the New Meters alert, a list of new meters, along with their associated contracts displays. Select the action icon, which looks like a plus sign, to open the nomination transaction screen and add the meter.

6. Select the **Back** arrow.

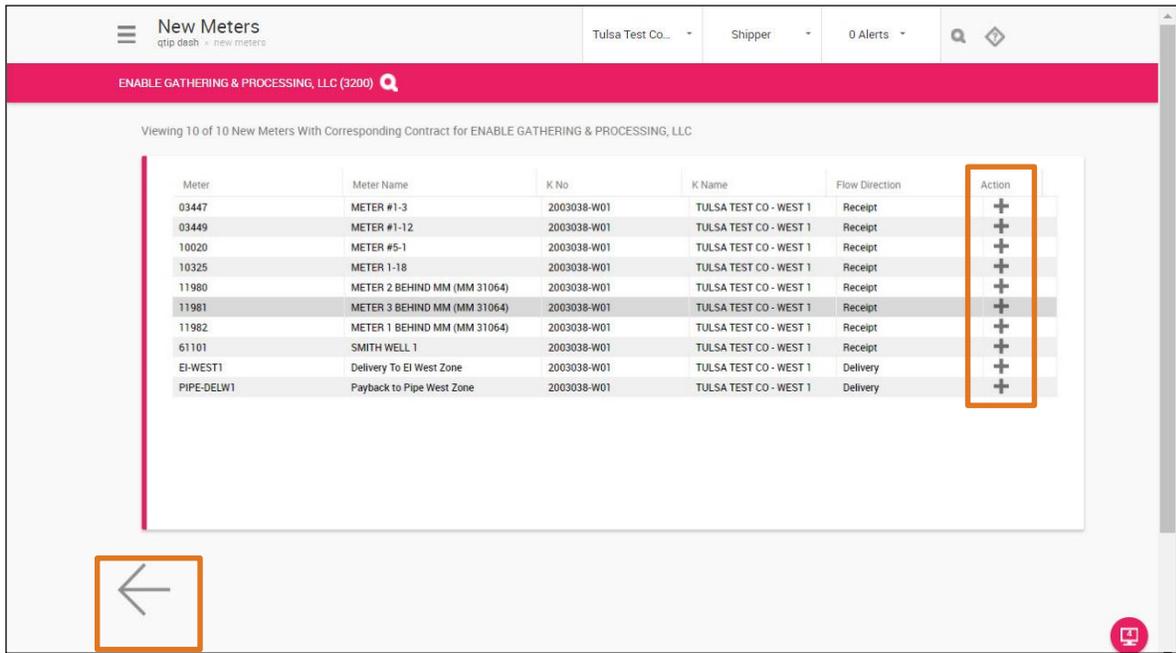


Figure 6: List of new meters

7. Select the View Nom Transaction link to access the main Nomination Transaction screen.

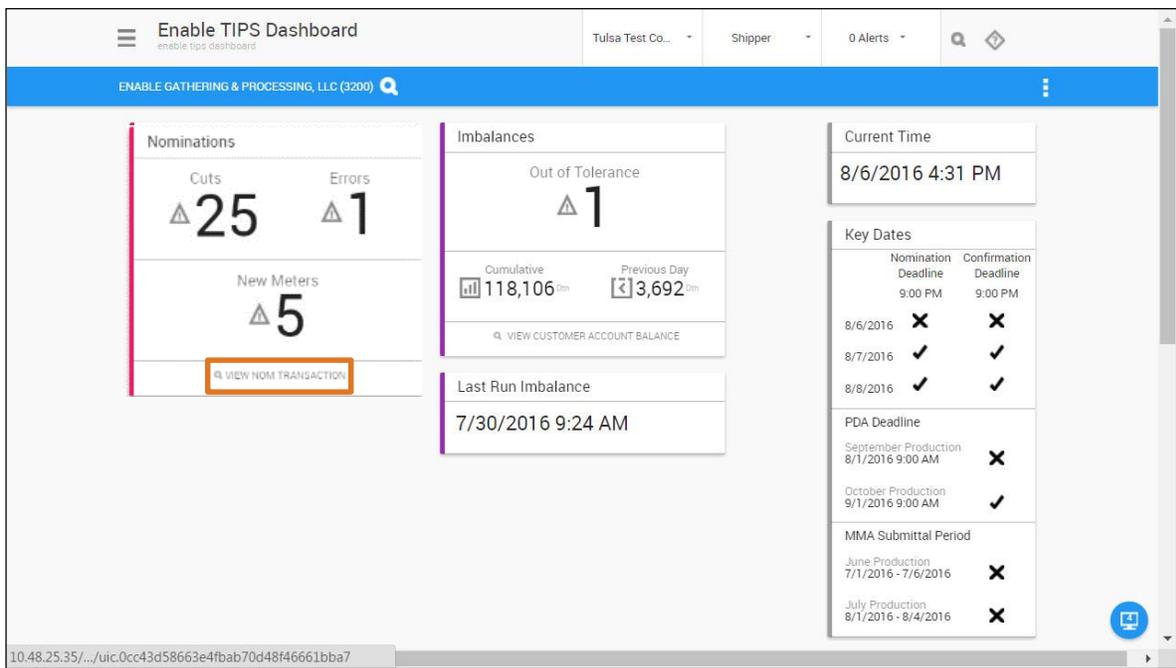


Figure 7: View Nom Transaction link

02 Retrieve and Update a Nomination

Prior to the first time you access myQuorum CAW, your current nomination information related to your contract(s) will be loaded. If on your first login you do not see what is expected, contact your Scheduler for assistance.

02.01 Retrieve a Nomination

RETRIEVE NOM

When you are ready to update a nomination, the first step is to retrieve the nomination. Follow these steps to retrieve a nomination.

1. Select the **Main Menu** icon.

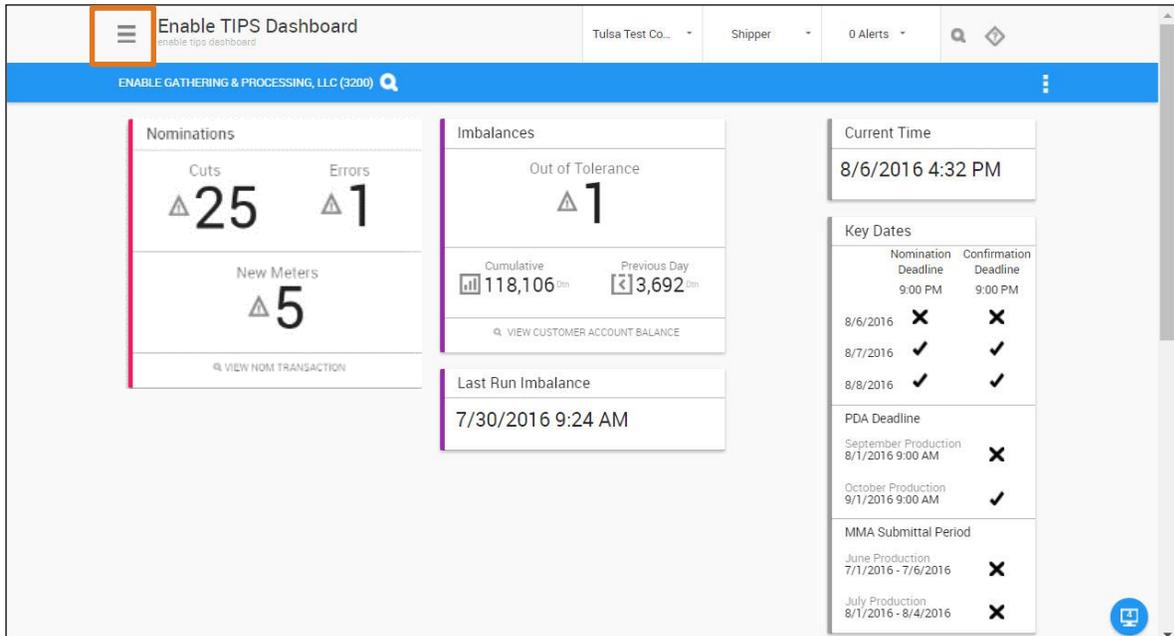


Figure 8: Main Menu icon

2. Select **Nominations**.
3. Select **Nominations** sub-heading.
4. Select **Nominations Transaction**.

Note: You can also access the Nominations Transaction screen using the widget.

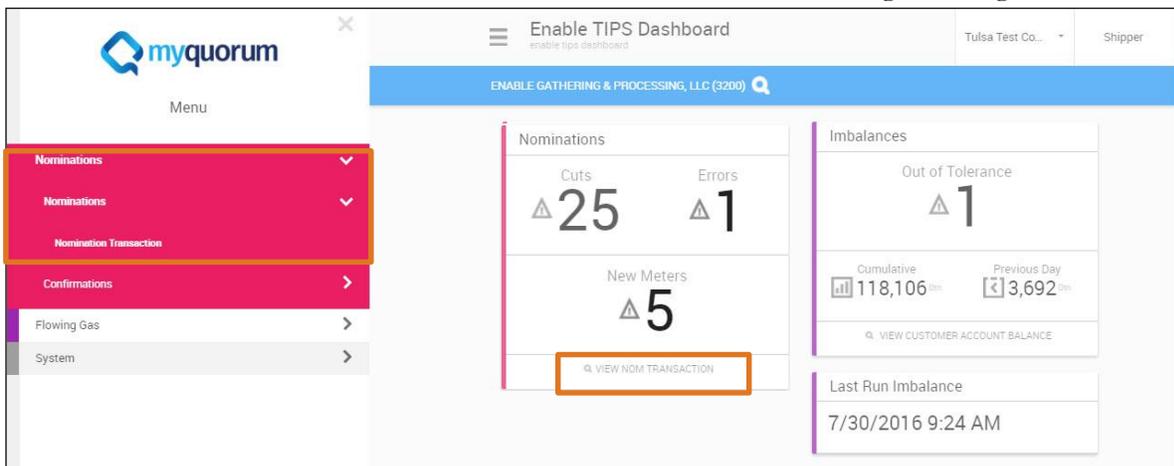


Figure 9: Nominations Transaction

The next step is to enter information in the Header section. Some of the information on this screen can be changed, and some fills in automatically.

5. Verify the Company.

- Note:**
- The company information defaults based on what is selected in the Action Bar on the myQuroum homepage. Use the dropdown menu to change the company, if needed.
 - The Service Requester information will default based on your profile.

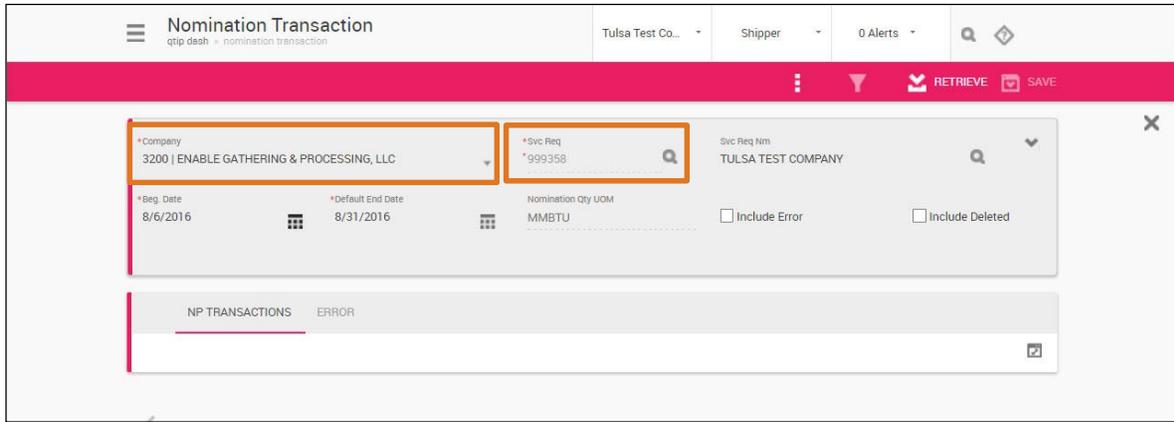


Figure 10: Nomination Transaction

6. Type in the **Beginning Date**, or select using the calendar icon.

- Note:**
- The Beginning Gas Date defaults to the current gas day.
 - The date range must meet the nomination deadline requirements for the Company, selecting a date for a closed cycle is not allowed.
 - After entering a Beginning Date, the End Date will default to the last day of the month selected. You can adjust the Default End Date, if needed.

7. Select **Include Error** checkbox.

Note: Checking this box will include errors associated with the nominations. This will display errors and allow you to fix them before saving your work and submitting the nomination.

Tip! The Include Deleted checkbox can be selected if you want to view any deleted nominations.

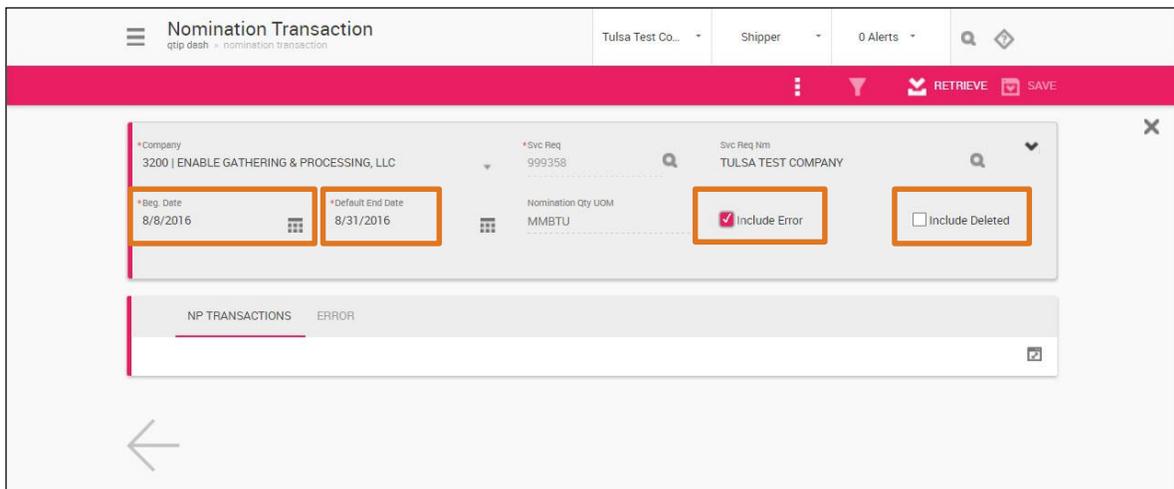


Figure 11: Beginning date

There are additional fields you can use to filter for a nomination, if needed.

8. Select the accordion open arrow (optional).

Note: The additional search filters display. You can filter based on contract, Receipt or Delivery Meter, etc. Enter more filter criteria, if needed.

9. Select the accordion close arrow.

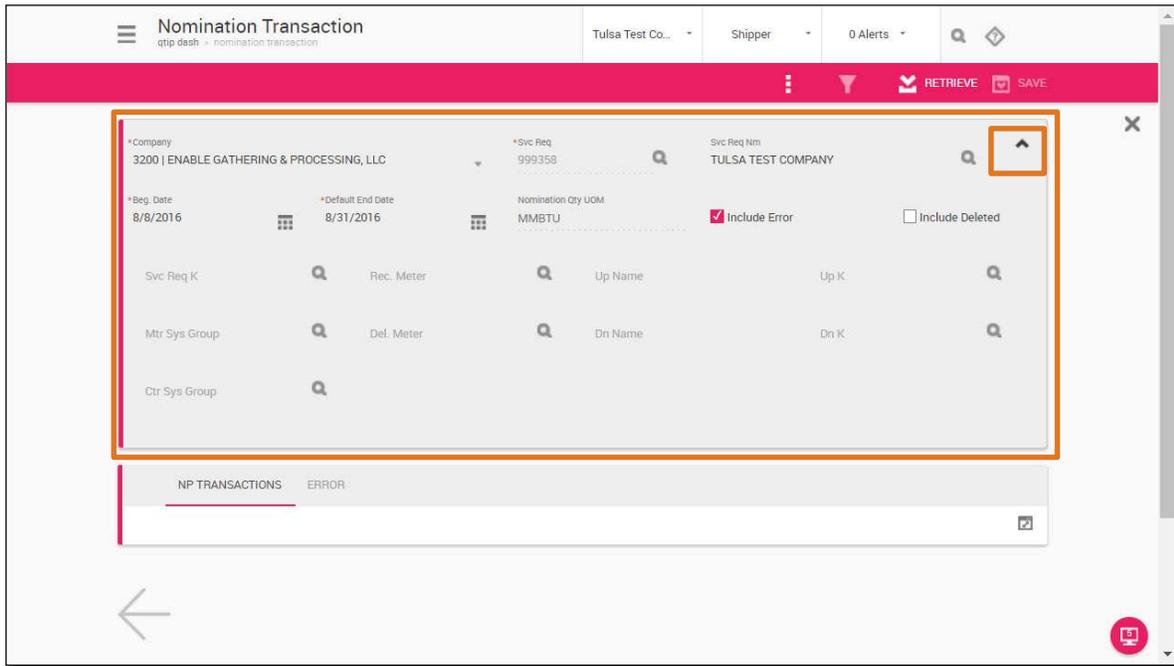


Figure 12: Dropdown arrow

10. Select the **Retrieve** button.

Note: If you did not get the results you expected, or if you want to change the information in the header, you can add or edit fields and select retrieve again.

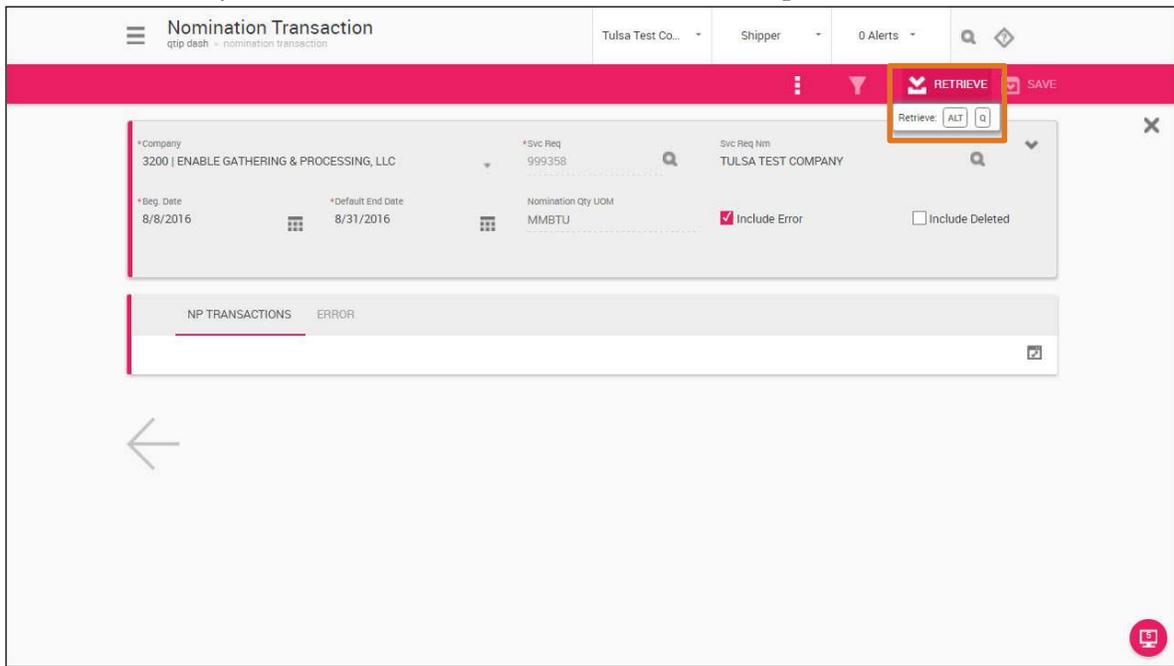


Figure 13: Retrieve button

Upon success, you will see a brief **Query Successful** message display in the lower left corner of the screen. The results from the query will display in the grids below the header.

The screenshot displays the 'Nomination Transaction' application interface. At the top, there is a header with navigation icons and search options. Below the header is a filter bar with search criteria: Company (3200 | ENABLE GATHERING & PROCESSING, LLC), Svc Req (999358), Svc Req Nm (TULSA TEST COMPANY), Beg. Date (8/8/2016), Default End Date (8/31/2016), Nomination Qty UOM (MMBTU), and checkboxes for 'Include Error' (checked) and 'Include Deleted' (unchecked). Below the filter bar is a table with columns for Receipt, Action, Error, Svc Req K, Rec Meter, Rec Meter Name, Rec Zone, and Rec Projec. The table contains 7 rows of data. A 'Query successful.' message is displayed in a dark box in the bottom left corner of the interface.

Receipt	Action	Error	Svc Req K	Rec Meter	Rec Meter Name	Rec Zone	Rec Projec
1			2003038-W01	03449	METER #1-12	W	15
2			2003038-W01	11980	METER 2 BEHIND MM (MM 310...	W	22
3			2003038-W01	61101	SMITH WELL 1	W	22
4			2003038-W01	11982	METER 1 BEHIND MM (MM 310...	W	22
5			2003038-W01	11981	METER 3 BEHIND MM (MM 310...	W	22
6			2003038-W01	03447	METER #1-3	W	15
7			2003038-W01	10325	METER 1-18	W	20

Figure 14: Query Successful message

02.02 Update a Nomination

After you retrieve a nomination, you can make changes, as needed. Follow these steps to update a nomination.

On the Non-Pathed (NP) Transaction tab, there are two sections: Receipt Meters and Delivery meters. Above the Receipt meters section, the totals for overall nomination quantities are displayed, including Total Gross Receipts, Total Fuel, Net Receipts, Total Delivery and Variance information. The information in these fields updates as you make changes to the Receipt and/or Delivery information. When the variance volume is zero, your net receipt and delivery volumes are in balance. The system *allows* a nomination to be submitted out of balance.

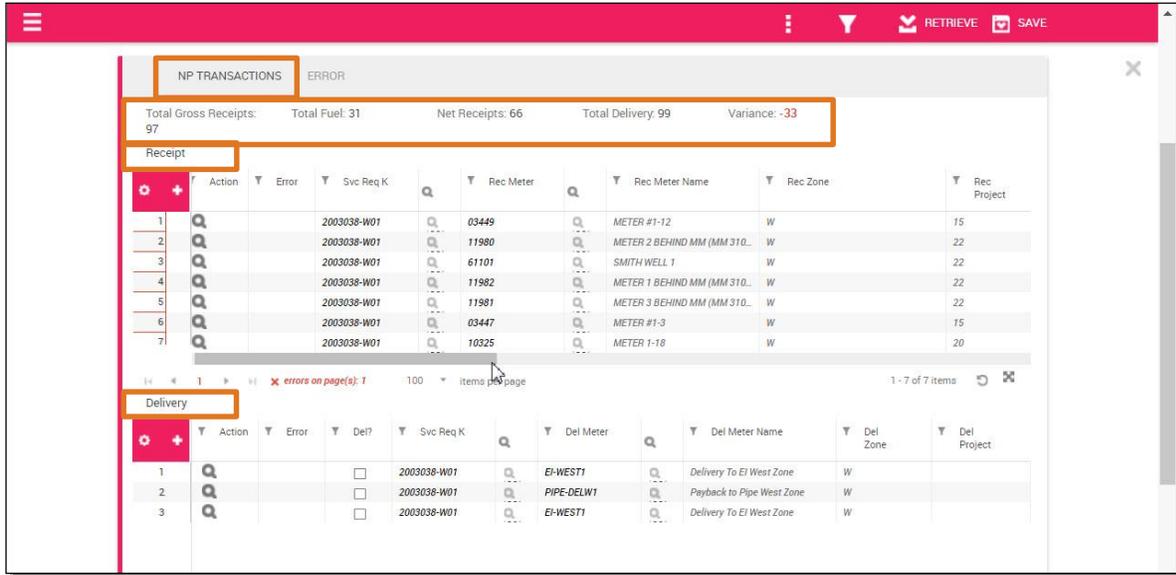


Figure 15: NP Transactions tab

There are two ways to update nominations in the receipt and delivery grids. The first method, *Update by Date Range in Header*, updates a meter or meters for the entire date range indicated in the header. This is the best way to make quick changes for one or more meters.

The second method, *Update Using the 31-Day-Grid*, can be used when making updates to a single meter for one or more days.

Note: In this document, the nominations in the Receipts section are updated, but the steps in the delivery section are nearly identical.

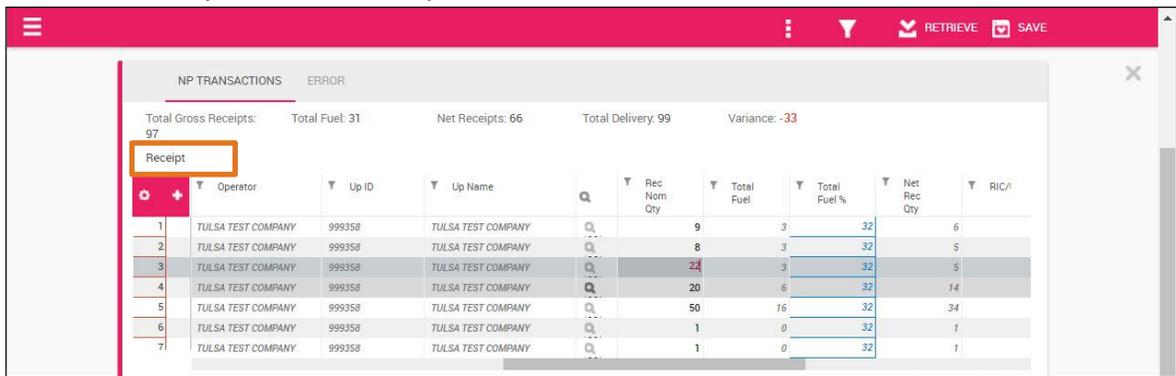


Figure 16: Update nominations

02.02.01 Update by Date Range in Header

In this example, we will update the Nomination Quantity across the entire date range indicated in the header.

1. Verify the date range in the header section is correct. Update, if needed.

Note: Remember, updates can only be made for open gas days.

The screenshot shows the 'Nomination Transaction' interface. At the top, there is a header section with a search bar and filters. Below this, a summary section displays key metrics: Total Gross Receipts: 97, Total Fuel: 31, Net Receipts: 66, Total Delivery: 99, and Variance: -33. The main data table is titled 'NP TRANSACTIONS' and has columns for Receipt, Action, Error, Svc Req K, Rec Meter, Rec Meter Name, Rec Zone, and Rec Projec. The 'Receipt' column is highlighted with a red box, and the 'Rec Meter' column is also highlighted. The 'Rec Meter' column contains values like 03449, 11980, 61101, 11982, 11981, 03447, and 10325. The 'Rec Meter Name' column contains values like 'METER #1-12', 'METER 2 BEHIND MM (MM 310...', 'SMITH WELL 1', 'METER 1 BEHIND MM (MM 310...', 'METER 3 BEHIND MM (MM 310...', and 'METER 1-18'. The 'Rec Zone' column contains values like 'W'. The 'Rec Projec' column contains values like 15, 22, 22, 22, 22, 15, and 20. The interface also includes a 'RETRIEVE' button and a 'SAVE' button.

Figure 17: Validate Date Range

2. Select the **Receipt Nom Quantity** field for the meter you want to adjust.

Note: You may need to scroll right to locate this field.

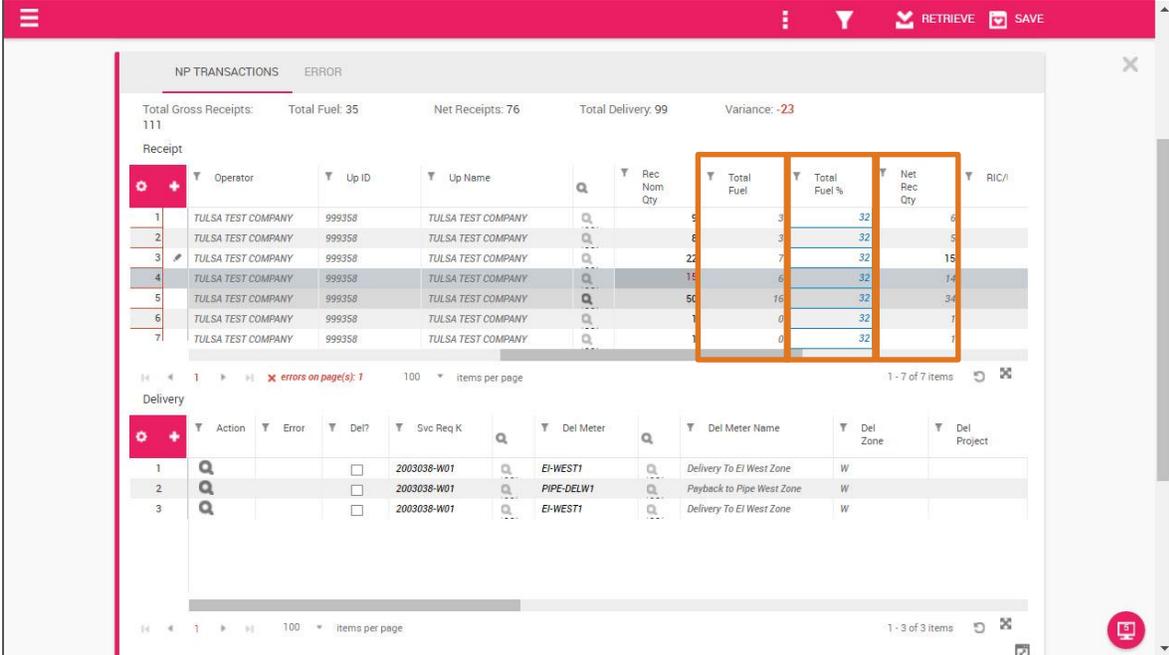
3. Update the quantity. Repeat as needed.

Note: If you change your receipt nom quantity to zero, and the operator has you set up with an allocation percentage, you will receive gas. Please contact your Scheduler if this situation occurs.

The screenshot shows the 'Nomination Transaction' interface, similar to Figure 17. The main data table is titled 'NP TRANSACTIONS' and has columns for Receipt, Operator, Up ID, Up Name, Rec Nom Qty, Total Fuel, Total Fuel %, Net Rec Qty, and RIC/. The 'Rec Nom Qty' column is highlighted with a red box, and the value '23' is highlighted in the third row. The 'Total Fuel' column contains values like 9, 8, 3, 20, 50, 1, and 1. The 'Total Fuel %' column contains values like 3, 3, 3, 6, 16, 0, and 0. The 'Net Rec Qty' column contains values like 6, 5, 5, 14, 34, 1, and 1. The 'RIC/' column contains values like 6, 5, 5, 14, 34, 1, and 1. The interface also includes a 'RETRIEVE' button and a 'SAVE' button.

Figure 18: Receipt Nom Quantity field

When a Nomination Quantity changes, the system will auto-populate the Total Fuel Volume, Total Fuel Percent, and the Net Receipt Quantity. If for some reason, the numbers do not auto-populate, select the **Overflow Menu** , then select **Re-Calc Fuel** (not shown).



NP TRANSACTIONS ERROR

Total Gross Receipts: 111 Total Fuel: 35 Net Receipts: 76 Total Delivery: 99 Variance: -23

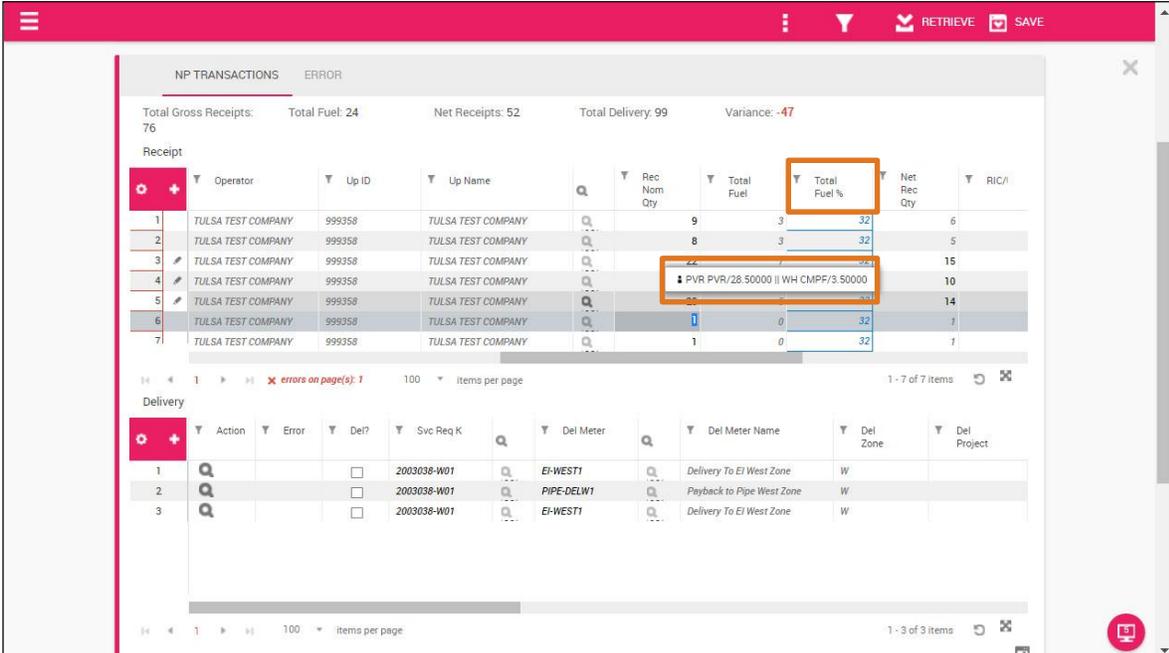
Receipt	Operator	Up ID	Up Name	Rec Nom Qty	Total Fuel	Total Fuel %	Net Rec Qty	RIC/1
1	TULSA TEST COMPANY	999358	TULSA TEST COMPANY	9	3	32	6	
2	TULSA TEST COMPANY	999358	TULSA TEST COMPANY	8	3	32	5	
3	TULSA TEST COMPANY	999358	TULSA TEST COMPANY	22	7	32	15	
4	TULSA TEST COMPANY	999358	TULSA TEST COMPANY	15	6	32	14	
5	TULSA TEST COMPANY	999358	TULSA TEST COMPANY	50	16	32	34	
6	TULSA TEST COMPANY	999358	TULSA TEST COMPANY	1	0	32	1	
7	TULSA TEST COMPANY	999358	TULSA TEST COMPANY	1	0	32	1	

Delivery

Action	Error	Del?	Svc Req K	Del Meter	Del Meter Name	Del Zone	Del Project
1		<input type="checkbox"/>	2003038-W01	EI-WEST1	Delivery To Ei West Zone	W	
2		<input type="checkbox"/>	2003038-W01	PIPE-DELW1	Payback to Pipe West Zone	W	
3		<input type="checkbox"/>	2003038-W01	EI-WEST1	Delivery To Ei West Zone	W	

Figure 19: Total Fuel volume, Total Fuel percent, and Net Receipt quantity

Note: If you hover over the fuel percent, a breakdown of the fuel component percent as applicable to your contract displays, including: System Fuel, Compression Fuel, Plant Volume Reduction (PVR), etc.



NP TRANSACTIONS ERROR

Total Gross Receipts: 76 Total Fuel: 24 Net Receipts: 52 Total Delivery: 99 Variance: -47

Receipt	Operator	Up ID	Up Name	Rec Nom Qty	Total Fuel	Total Fuel %	Net Rec Qty	RIC/1
1	TULSA TEST COMPANY	999358	TULSA TEST COMPANY	9	3	32	6	
2	TULSA TEST COMPANY	999358	TULSA TEST COMPANY	8	3	32	5	
3	TULSA TEST COMPANY	999358	TULSA TEST COMPANY	22	7	32	15	
4	TULSA TEST COMPANY	999358	TULSA TEST COMPANY	15	6	32	10	
5	TULSA TEST COMPANY	999358	TULSA TEST COMPANY	50	16	32	14	
6	TULSA TEST COMPANY	999358	TULSA TEST COMPANY	1	0	32	1	
7	TULSA TEST COMPANY	999358	TULSA TEST COMPANY	1	0	32	1	

Delivery

Action	Error	Del?	Svc Req K	Del Meter	Del Meter Name	Del Zone	Del Project
1		<input type="checkbox"/>	2003038-W01	EI-WEST1	Delivery To Ei West Zone	W	
2		<input type="checkbox"/>	2003038-W01	PIPE-DELW1	Payback to Pipe West Zone	W	
3		<input type="checkbox"/>	2003038-W01	EI-WEST1	Delivery To Ei West Zone	W	

Tooltip: PVR PVR/28.50000 || WH CMPF/3.50000

Figure 20: Total Fuel percent column

02.02.02 Update Using the 31-Day-Grid

In this example, we will update the Nomination Quantity for a single meter for one or more days.

1. Select the **Action** icon, which is a magnifying glass, at the start of the row.

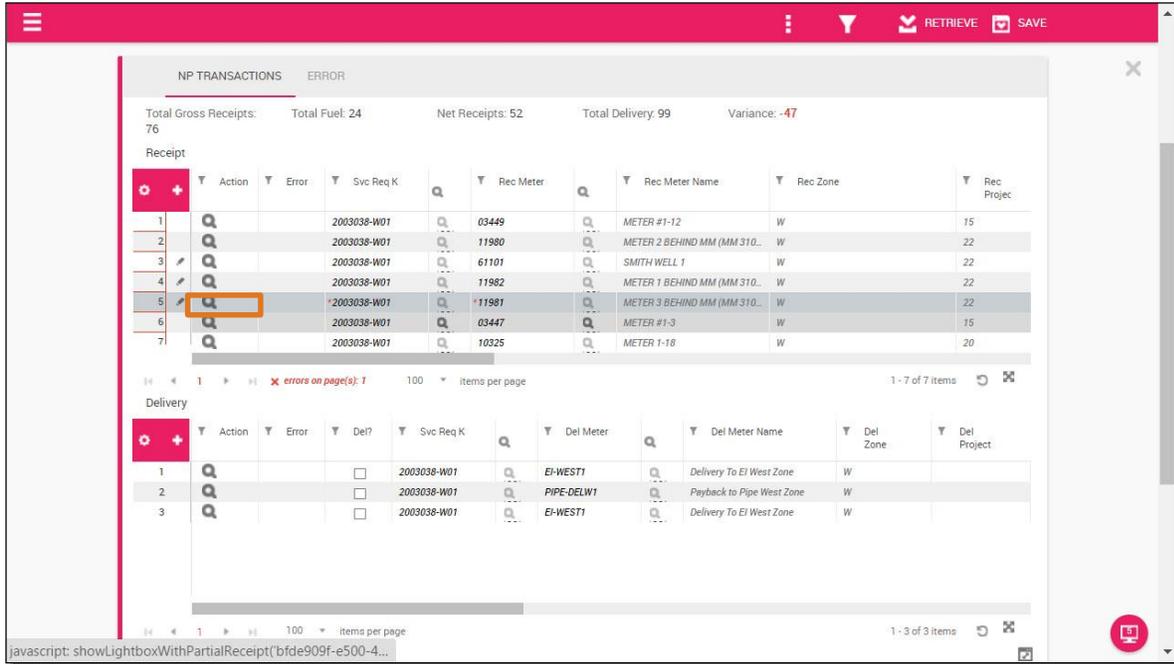


Figure 21: Action icon

A pop-up screen displays with the receipt nomination quantity for every day of the month for the specific meter selected.

Note: If all of the data does not display automatically, select the full screen icon.

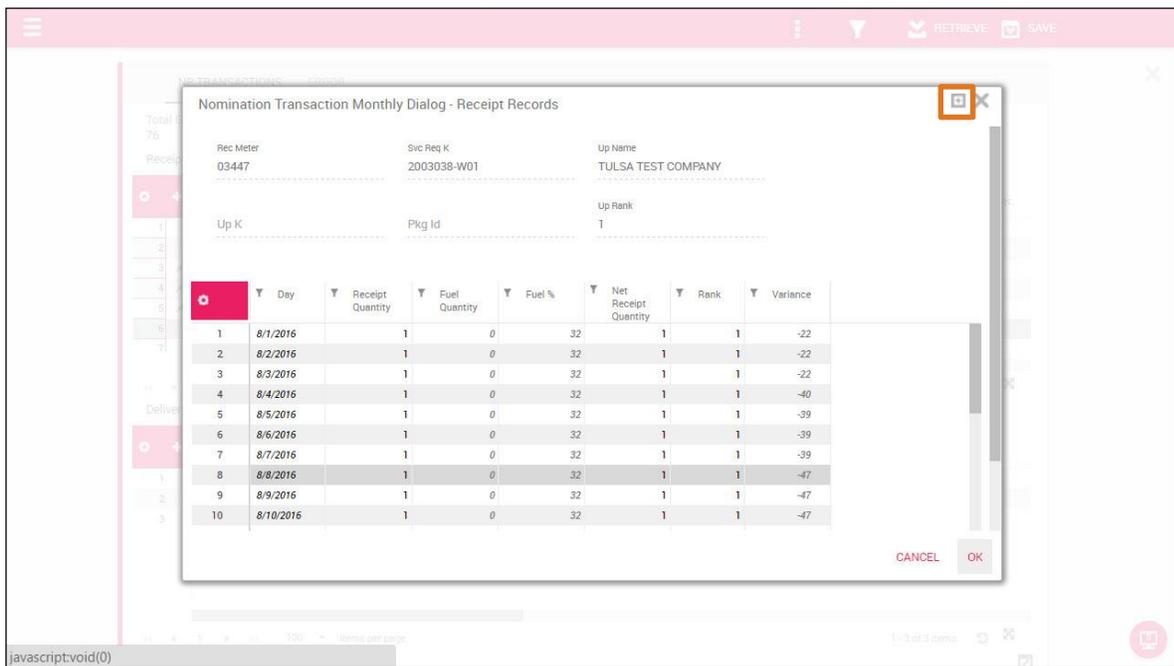


Figure 22: Receipt Nomination Quantity for each meter

2. Locate the gas day to adjust.
3. Select the **Receipt Quantity** field.
4. Enter new quantity. Repeat as needed.
5. Select the **OK** button to keep the updates.

Note: *Selecting OK does not save your changes, but returns you to the nomination transaction screen with the changes in pending. If you decide not to keep the updates, select **Cancel** to return to the Nomination Transaction screen.*

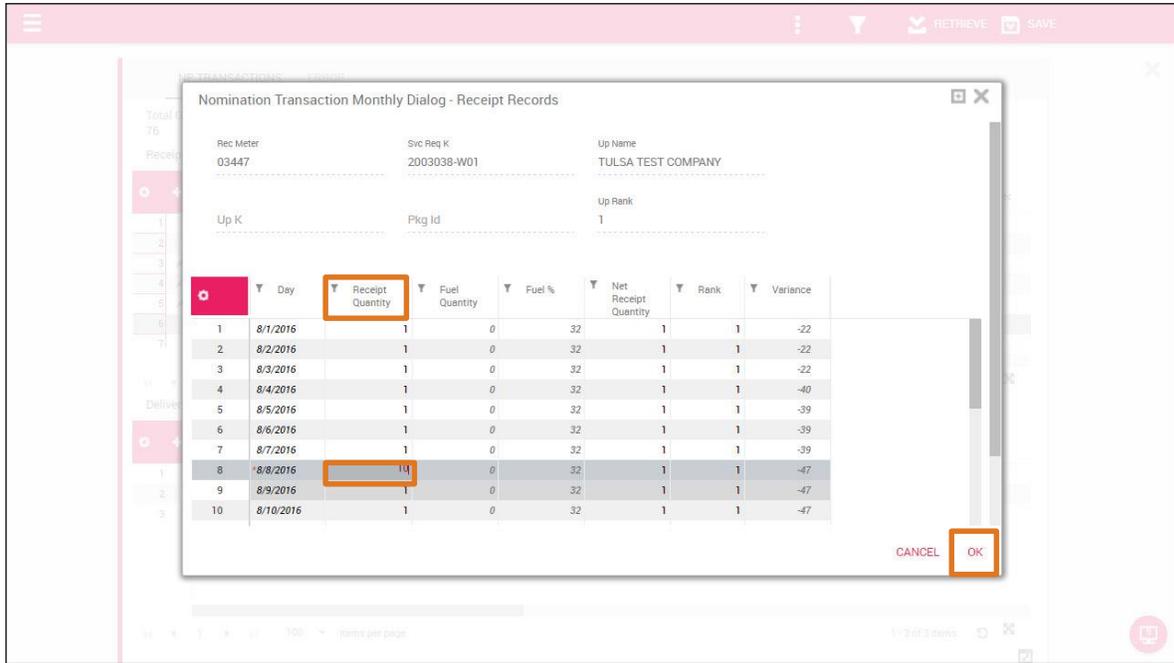


Figure 23: Receipt Quantity field

02.02.03 Save and Check for Errors

After updating nominations, take the following steps to finalize the changes you made.

1. Select the **Save** button.

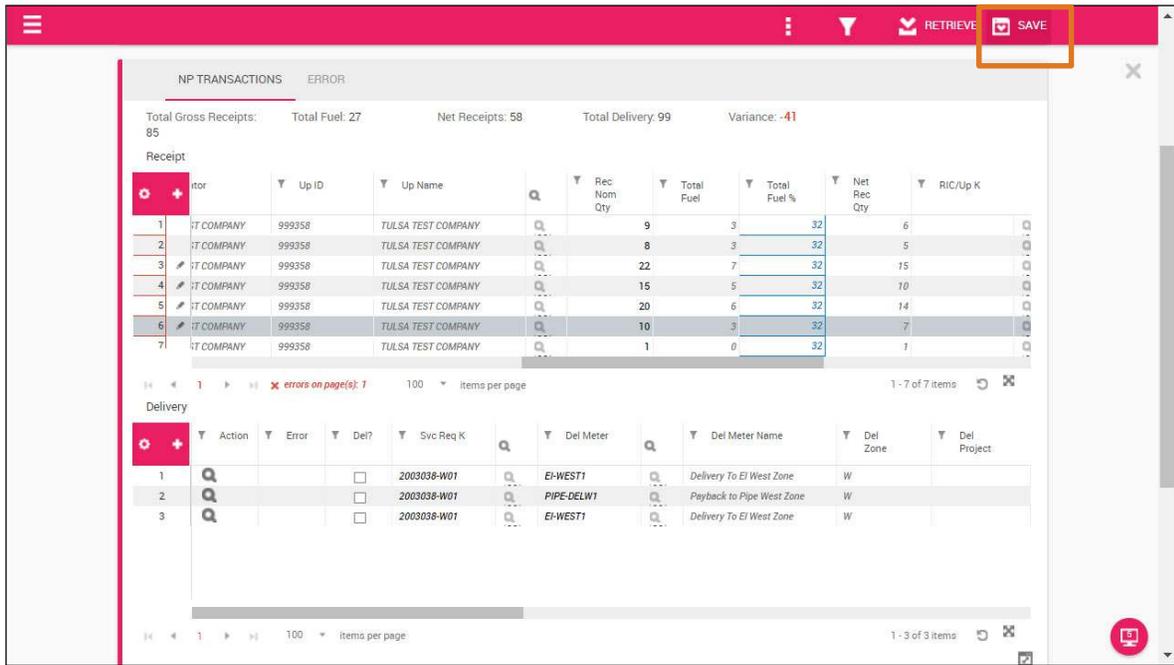


Figure 24: NP Transaction tab

You will see a brief **Nominations Submitted Successfully** message in the left corner of the screen.

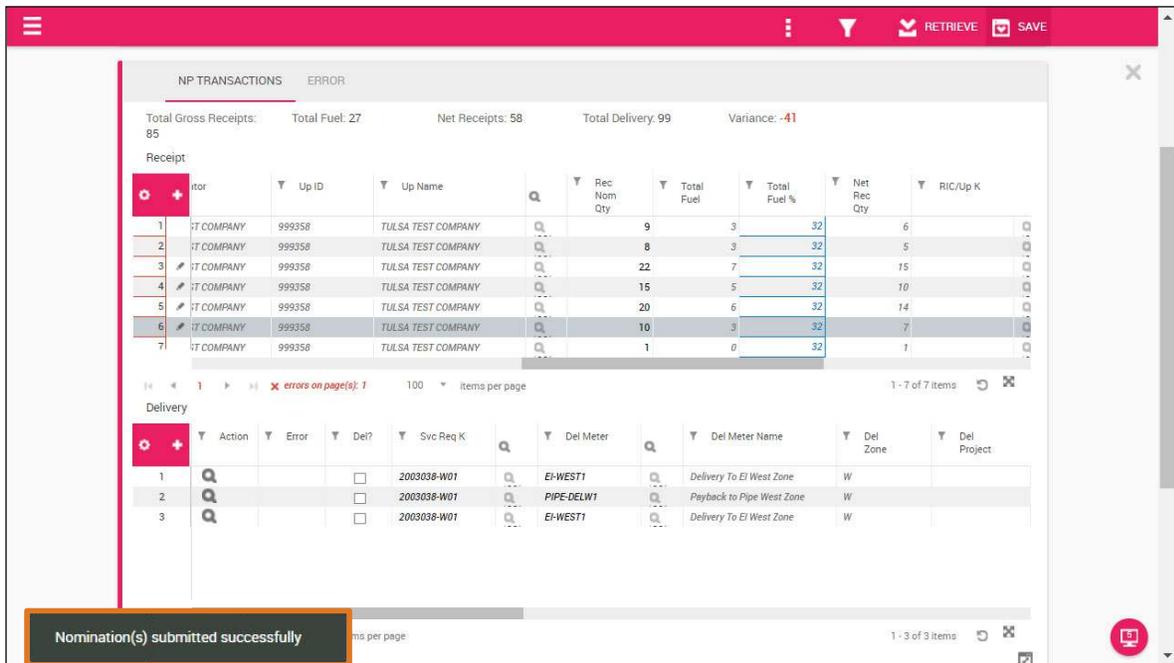


Figure 25: Nominations Submitted Successfully message

2. Select the **Error** tab if errors were indicated after saving.
3. Correct errors, if needed.

Note:

- The Error tab should be selected after saving and will display any errors that may cause problems with the nomination and need to be corrected. Errors should be corrected.
- You can still save even with errors. Saving with errors means that nominations related to the error would not be saved, but any nominations without errors will be maintained.

Tip! If a field with an error is read-only (grayed-out), take the following steps:

- Duplicate the row with the error
- Correct the issue on the new row
- Delete the original row

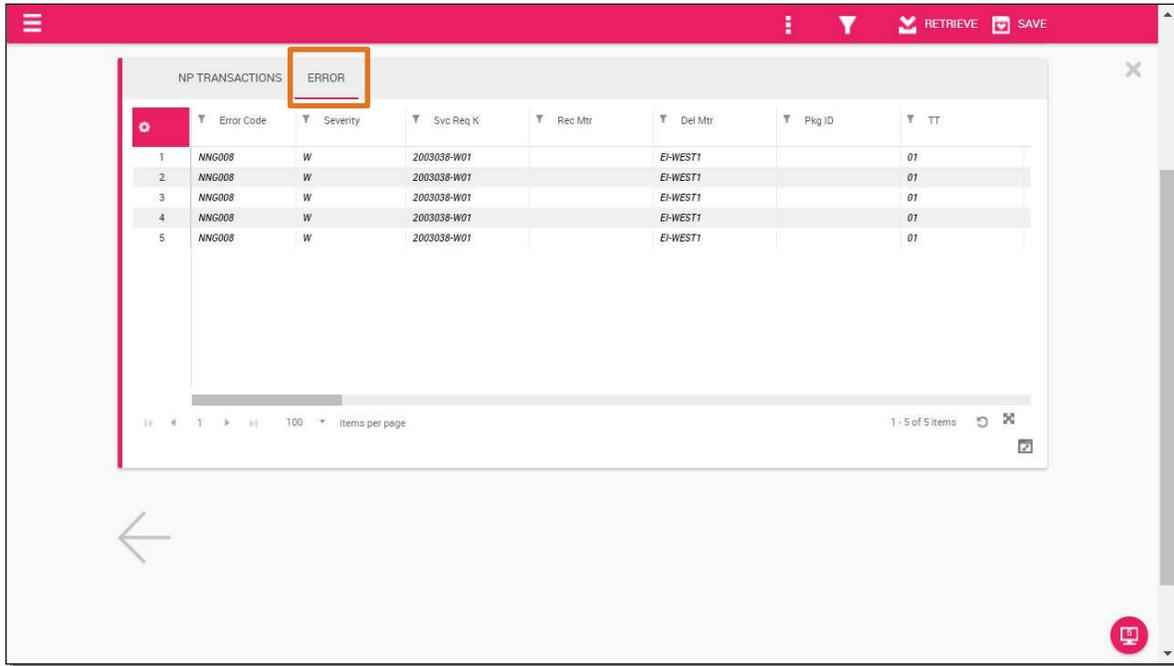


Figure 26: Error tab

Note: This document updated the nomination quantity for a receipt meter, but the steps to update a delivery meter are nearly identical. When updating a delivery, you will want change the value in the Delivery Nom Quantity field.

03 Add or Delete a Meter

Enable Midstream typically adds or remove meters from a Nomination for a Shipper, based on the contract terms/effective dates. In the unusual event a Shipper needs to add or delete a meter, follow the steps below.

03.01 Add a Meter

Use the following steps to add a meter to a nomination:

1. Select the add icon, which looks like a plus sign, in the receipt or delivery grid to add a meter.

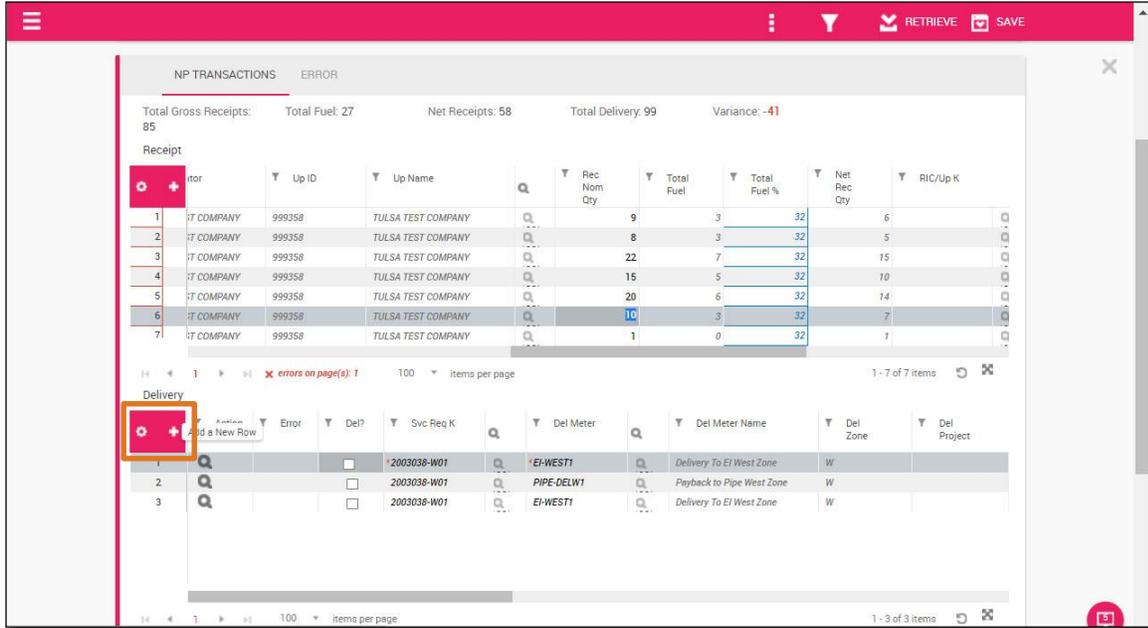


Figure 27: Add icon

The following fields are required when adding a meter: Service Requestor Contract, Receipt or Delivery Meter, and Receipt or Delivery Nomination Quantity. For EGP Customers, an UP BA ID is also required.

2. Select the **Service Requester Contract** field.

The screenshot shows the 'NP TRANSACTIONS' interface with a summary of metrics: Total Gross Receipts: 85, Total Fuel: 27, Net Receipts: 58, Total Delivery: 99, and Variance: -41. There are two tables: 'Receipt' and 'Delivery'.

Receipt Table:

Rec ID	Up ID	Up Name	Rec Nom Qty	Total Fuel	Total Fuel %	Net Rec Qty	RIC/Up K
1	999358	TULSA TEST COMPANY	9	3	32	6	
2	999358	TULSA TEST COMPANY	8	3	32	5	
3	999358	TULSA TEST COMPANY	22	7	32	15	
4	999358	TULSA TEST COMPANY	15	5	32	10	
5	999358	TULSA TEST COMPANY	20	6	32	14	
6	999358	TULSA TEST COMPANY	10	3	32	7	
7	999358	TULSA TEST COMPANY	1	0	32	1	

Delivery Table:

Action	Error	Del?	Svc Req K	Del Meter	Del Meter Name	Del Zone	Del Project
		<input type="checkbox"/>	2003038-W01	EI-WEST1	Delivery To EI West Zone	W	
		<input type="checkbox"/>	2003038-W01	PIPE-DELW1	Payback to Pipe West Zone	W	
		<input type="checkbox"/>	2003038-W01	EI-WEST1	Delivery To EI West Zone	W	
		<input type="checkbox"/>					

The 'Svc Req K' field in the fourth row of the Delivery table is highlighted with an orange box.

Figure 28: Service Requester Contract

3. Type in the Service Requester Contract number, or select it using the picklist (shown below).

The screenshot shows a filtered table titled 'Service Requester K (NP)'. The table contains one row of data.

Svc Req	Company	Contract #	Contract Description	Gas Day
999358	3200 ENABLE GATHERING & PRO...	2003038-W01	TULSA TEST CO - WEST 1	08/08/2016

Active filters: Gas Day = Mon Aug 08 2016 00:00:00 GMT-0500 (Central Daylight Time) and Svc Req = 999358 and Company = 3200 [Clear filters](#)

Figure 29: Service Requester Contract

4. Select the **Delivery Meter** field.
5. Type in the Meter ID, or select it using the picklist (not shown).
6. Complete additional, optional fields, as needed (not shown).

NP TRANSACTIONS ERROR

Total Gross Receipts: 85 Total Fuel: 27 Net Receipts: 58 Total Delivery: 99 Variance: -41

Receipt

	itor	Up ID	Up Name	Rec Nom Qty	Total Fuel	Total Fuel %	Net Rec Qty	RIC/Up K
1	IT COMPANY	999358	TULSA TEST COMPANY	9	3	32	6	
2	IT COMPANY	999358	TULSA TEST COMPANY	8	3	32	5	
3	IT COMPANY	999358	TULSA TEST COMPANY	22	7	32	15	
4	IT COMPANY	999358	TULSA TEST COMPANY	15	5	32	10	
5	IT COMPANY	999358	TULSA TEST COMPANY	20	6	32	14	
6	IT COMPANY	999358	TULSA TEST COMPANY	10	3	32	7	
7	IT COMPANY	999358	TULSA TEST COMPANY	1	0	32	7	

Delivery

	Action	Error	Del?	Svc Req K	Del Meter	Del Meter Name	Del Zone	Del Project
1			<input type="checkbox"/>	2003038-W01	EH-WEST1	Delivery To El West Zone	W	
2			<input type="checkbox"/>	2003038-W01	PIPE-DELW1	Payback to Pipe West Zone	W	
3			<input type="checkbox"/>	2003038-W01	EH-WEST1	Delivery To El West Zone	W	
4			<input type="checkbox"/>	2003038-W01	EH-WEST1	Delivery To El West Zone	W	

Figure 30: Delivery Meter

7. Select the **Delivery Nom Quantity** field.
8. Enter the Delivery Quantity.

NP TRANSACTIONS ERROR

Total Gross Receipts: 85 Total Fuel: 27 Net Receipts: 58 Total Delivery: 99 Variance: -41

Delivery

	ject	Operator	Dn ID	Dn Name	Del Nom Qty	Total Fuel	Total Fuel %	Dn K
1		ENABLE GATHERIN...	999358	TULSA TEST COMPANY	76			
2		ENABLE GATHERIN...	999358	TULSA TEST COMPANY	0	0	0	
3		ENABLE GATHERIN...	999358	TULSA TEST COMPANY	23	0	0	
4		ENABLE GATHERIN...	999358	TULSA TEST COMPANY	100			

Figure 31: Delivery Nom Quantity

9. Select the **Delivery Package ID** field (optional); *must use* if duplicate meter information is used.

10. Enter the Delivery Package ID.

- Note:**
- The Delivery Package ID is a free-form field; enter the differentiating value of your choice.
 - If one meter has two or more downstream parties, each row *must* have a unique Delivery Package ID. If the duplicated row does not contain a unique Delivery Package ID, the system will overwrite the existing row because it thinks the new row is the correct information.

The screenshot shows the 'NP TRANSACTIONS' interface. At the top, there are summary statistics: Total Gross Receipts: 85, Total Fuel: 27, Net Receipts: 58, Total Delivery: 199, and Variance: -141. Below this, there are two tables: 'Receipt' and 'Delivery'. The 'Receipt' table has columns: Rec, Up ID, Up Name, Rec Nom Qty, Total Fuel, Total Fuel %, Net Rec Qty, and RIC/Up K. The 'Delivery' table has columns: Del Nom Qty, Total Fuel, Total Fuel %, Dn K, Del Pkg ID, Rank, and TT. In the 'Delivery' table, the 'Del Pkg ID' column for the first three rows is highlighted in orange, with values 'TT West1 Test', 'POINT 2', and 'POINT 3'. The 'SAVE' button in the top right corner is also highlighted in orange.

Figure 32: Delivery Package ID

11. Before you save, you can delete this meter easily if you decide it is not needed.

Note: To delete the newly added meter, right-click on the row, then select Delete.

Tip! When you right-click on a row, you also see an option to duplicate it. Remember, if you duplicate a row be sure to give it a unique Delivery Package ID.

12. Select the **Save** button.

The screenshot shows the 'NP TRANSACTIONS' interface, similar to Figure 32. The 'Delivery' table has columns: Action, Error, Del?, Svc Req K, Del Meter, Del Meter Name, Del Zone, and Del Project. A context menu is open over the first row of the 'Delivery' table, with 'Delete' and 'Duplicate' options highlighted in orange. The 'SAVE' button in the top right corner is also highlighted in orange.

Figure 33: Action icon

You will see a brief **Nominations Submitted Successfully** message in the left corner of the screen.

The screenshot displays a software interface for managing nominations. At the top, a red header bar contains navigation icons and buttons for 'RETRIEVE' and 'SAVE'. Below this, a window titled 'NP TRANSACTIONS' is open, showing a summary of transactions and two data tables.

Summary statistics:

- Total Gross Receipts: 85
- Total Fuel: 27
- Net Receipts: 58
- Total Delivery: 176
- Variance: -118

Receipt Table:

Rec	Up ID	Up Name	Rec Nom Qty	Total Fuel	Total Fuel %	Net Rec Qty	RIC/Up K
1	999358	TULSA TEST COMPANY	9	3	32	6	
2	999358	TULSA TEST COMPANY	8	3	32	5	
3	999358	TULSA TEST COMPANY	22	7	32	15	
4	999358	TULSA TEST COMPANY	15	5	32	10	
5	999358	TULSA TEST COMPANY	20	6	32	14	
6	999358	TULSA TEST COMPANY	10	3	32	7	
7	999358	TULSA TEST COMPANY	1	0	32	7	

Delivery Table:

Action	Error	Del?	Svc Req K	Del Meter	Del Meter Name	Del Zone	Del Project
		<input type="checkbox"/>	2003038-W01	EH-WEST1	Delivery To El West Zone	W	
		<input type="checkbox"/>	2003038-W01	PIPE-DELW1	Payback to Pipe West Zone	W	
		<input type="checkbox"/>	2003038-W01	EH-WEST1	Delivery To El West Zone	W	

A message box at the bottom left of the window states: "Nomination(s) submitted successfully".

Figure 34: Nominations Submitted Successfully message

Note: We added a meter to the Delivery section, but adding a meter to the Receipts section follows the same basic process.

03.02 Delete a Saved Meter

Use the following steps to delete a saved meter.

Note: To delete a newly added meter (one that has not been saved), refer to the page 20.

1. Locate the row for the meter.
2. Locate the Del? (delete) column.
3. Select the checkbox.
4. Select the **Save** button.

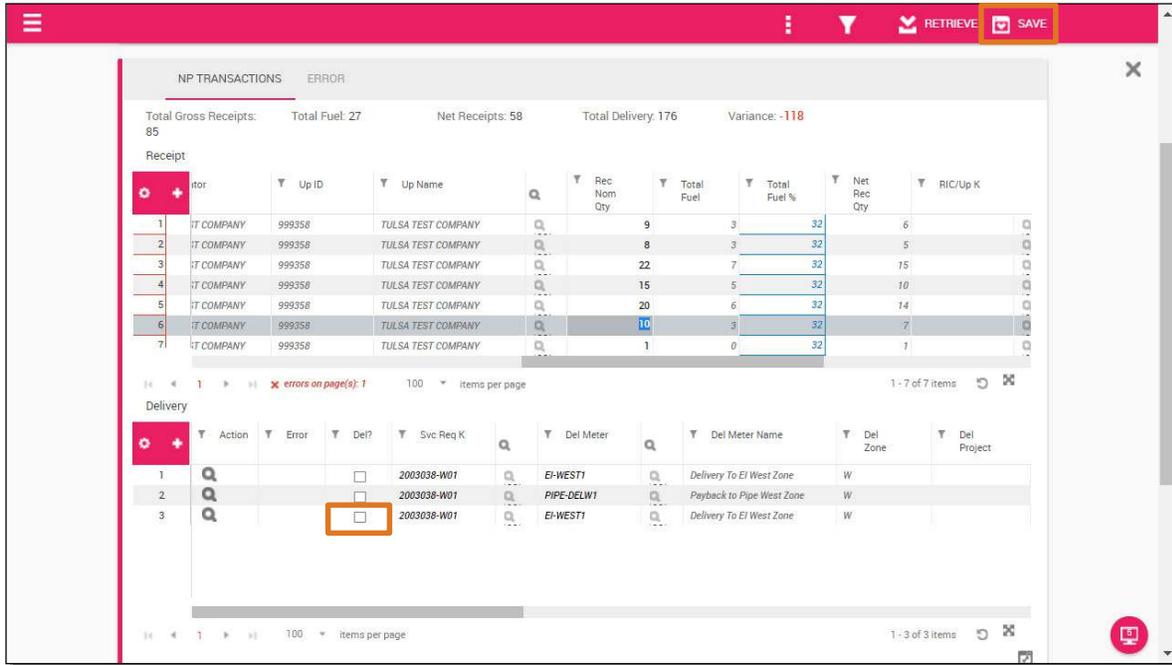


Figure 35: Delete checkmark

You will see a brief **Nominations Submitted Successfully** message in the left corner of the screen.

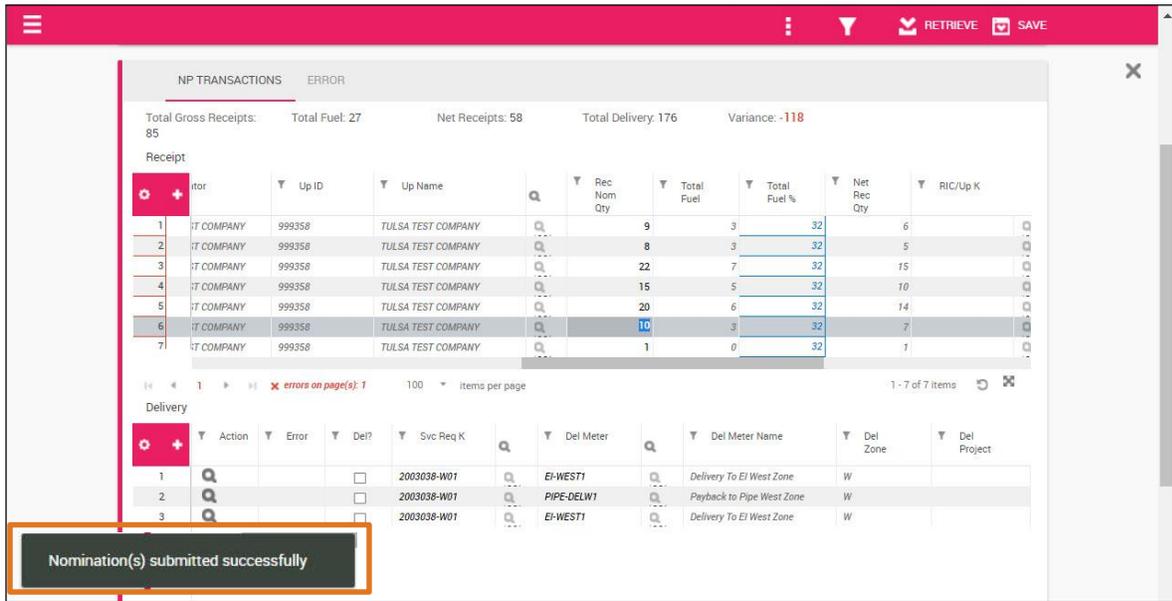


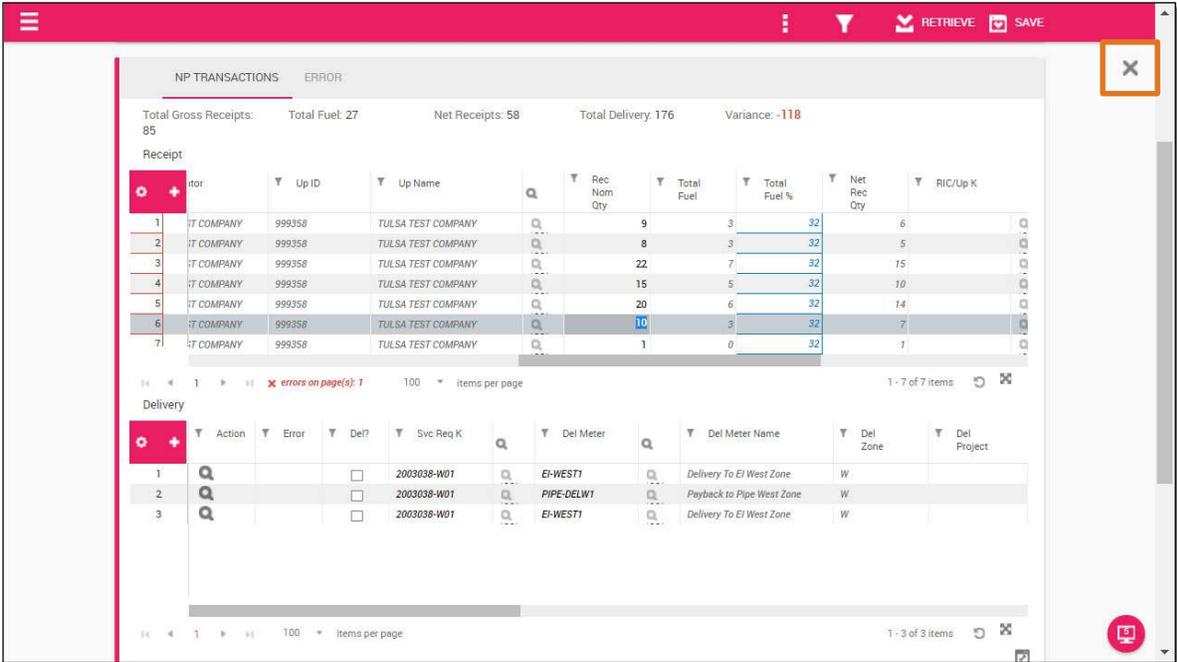
Figure 36: Nominations Submitted Successfully message

Tip! To include meters that have been deleted in subsequent nominations, remember to select the **Delete Meter** checkbox in the header section when you retrieve your nomination.

04 Close the Nominations Transaction Screen

1. Select **X** to close this screen.

Note: Remember, if you do not close this screen it will stay active in your Open Screens.



The screenshot shows the 'NP TRANSACTIONS' screen with a summary of receipts and deliveries. A red box highlights the close button (X) in the top right corner of the application window.

Receipts Summary:

Receipt	Up ID	Up Name	Rec Nom Qty	Total Fuel	Total Fuel %	Net Rec Qty	RIC/Up K
1	999358	TULSA TEST COMPANY	9	3	32	6	
2	999358	TULSA TEST COMPANY	8	3	32	5	
3	999358	TULSA TEST COMPANY	22	7	32	15	
4	999358	TULSA TEST COMPANY	15	5	32	10	
5	999358	TULSA TEST COMPANY	20	6	32	14	
6	999358	TULSA TEST COMPANY	10	3	32	7	
7	999358	TULSA TEST COMPANY	1	0	32	1	

Deliveries Summary:

Action	Error	Del?	Svc Req K	Del Meter	Del Meter Name	Del Zone	Del Project
		<input type="checkbox"/>	2003038-W01	EH-WEST1	Delivery To El West Zone	W	
		<input type="checkbox"/>	2003038-W01	PIPE-DELW1	Payback to Pipe West Zone	W	
		<input type="checkbox"/>	2003038-W01	EH-WEST1	Delivery To El West Zone	W	

Figure 37: Close

This concludes the myQuorum CAW Update a Nomination training.