

## ONEOK Natural Gas Pipelines

### Transportation and Pool Balancing

#### Shipper Requirements:

- Shippers must have their nominations in by **11:30 AM CCT**, on the prior gas day for the next gas day's Timely Cycle.
- Confirmations must be submitted by **3:30 PM CCT**, on the prior gas day for the next gas day's Timely Cycle. Reminder that all points are set up as auto-confirm. It is the Point Operators responsibility to watch your points. If a retro-nomination comes in at the point, the system will automatically confirm it up to **10:00 PM CCT**.
- A Shipper may submit an intra-day nomination up to four hours prior to gas flow. Nominations submitted up to **5:00 PM CCT** the previous gas day will be automatically submitted. After **5:00 PM CCT**, these nominations will be considered as late in the system, which will trigger an error when you submit. On the error tab, you will receive a message that will tell you to save your changes and direct you to contact the Intrastate Scheduling group. **YOU MUST "SUBMIT OR VALIDATE" , THEN "SAVE" THE NOMINATION BEFORE YOU LEAVE THE SCREEN** and note the Activity code (Act.cd) number at the top of the screen. Dependent upon availability, Scheduling may override the error and submit the nomination only after the upstream and downstream parties agree to the new or changed nomination. *[Due to new system training, this functionality has been temporarily disarmed. Instead of an error, you are currently seeing a warning and the nominations have been submitting automatically. **Beginning Monday (March 7<sup>th</sup>)**, the error functionality will be implemented.]*
- Pools must be balanced by **2:30 PM CCT** on the prior gas day. It is the **Shipper's** responsibility to balance their pools. If pools are not balanced, then Shippers will be contacted by Commercial to initiate a park or loan deal. If the pool stays out of balance and a PAL deal is not in place, then an imbalance will be created on the Shipper's contract. Fees and penalties will be charged. It is the responsibility of the Shipper to monitor their contract imbalances and assure, by the end of the month, their imbalance is zero.

## System Procedures-

### To Verify a Pool is balanced:

- Go to CAW Screens>Reporting
- Report Type: CAW Nominations
- Report: Pool Balance
- Select gas day
- Verify the “Unbalanced Transactions Only” box in the “Value” column is checked.
- Execute

Process Information

Report Type:

Report:

Execution Server:

Server Group:

Saved Parameters:

Global  Local

Run Mode

Show Progress Dialog

Debug Mode

Quick Schedule Option

Last Process Run Status

Process Queue ID:

New Save Delete

	Parameter Name	Param Input	Value (From if range input)	Value: (TO if range input, Selector if Multi input)	Ignore Param	Description
1	GAS DAY	Single Discrete Input	3/1/2011		<input type="checkbox"/>	Gas Day
2	CYCLE ID	Single Discrete Input			<input checked="" type="checkbox"/>	Cycle ID
3	LOCATION_ANALYST	Single Discrete Input			<input checked="" type="checkbox"/>	Location Analyst
4	ACCOUNT_MANAGER	Single Discrete Input			<input checked="" type="checkbox"/>	Account Manager
5	LOCATION ID	Single Discrete Input			<input checked="" type="checkbox"/>	Location ID
6	NOM MODEL	Single Discrete Input			<input checked="" type="checkbox"/>	Nom Model
7	SR_CTL_NO	Single Discrete Input			<input checked="" type="checkbox"/>	Service Requestor Contract NO
8	SHIPPER REQUESTER NO	Single Discrete Input			<input checked="" type="checkbox"/>	Service Requestor BP NO
9	UNBALANCED TRANSACTIONS ONLY	Single Discrete Input	<input checked="" type="checkbox"/>		<input type="checkbox"/>	GENERIC BOOLEAN
10	HIDE 0 NOMS ON RPT	Single Discrete Input			<input checked="" type="checkbox"/>	Show/Hide zero nominations on rep
11	REPORT EXPORT FILE TYPE	Single Discrete Input	Adobe Acrobat		<input type="checkbox"/>	Report Export File Type
12	REPORT EXPORT MODE PARAM	Single Discrete Input	View / File		<input checked="" type="checkbox"/>	Parameter used for export mode wh
13	RPT_PRINTER_CODE	Single Discrete Input			<input checked="" type="checkbox"/>	Parameter used for printer settings if
14	ADDITIONAL EMAILS or FAX PARAM	Multiple Input			<input checked="" type="checkbox"/>	Parameter for additional emails or fa
15	Report Email Subject	Single Discrete Input			<input checked="" type="checkbox"/>	Used to specify the subject of email

Clear
Execute
Help
Links...
Close

If your pool is balanced it will look like this:

Run Date/Time: 11/29/2010 3:54:07PM

Account Mgr: None  
 Location Analyst: None  
 Location: None  
 Service Requester: None  
 Service Requester K: None  
 Model Type: None  
 Unbalanced Transactions Only: Yes

Pool Balance Report  
 Gas Day 11/1/2010

Downstream/Sell Nominations					Upstream/Buy Nominations						
Svc Req Name	Downstream Name	Nom Qty	Sched Qty	Model	Svc Req Name	Upstream Name	Nom Qty	Sched Qty	Model	Difference	%

No Data Found for These Parameters

If your pool is out of balance, the report will look like this:

Run Date/Time: 12/1/2010 10:46:30AM

Account Mgr: None  
 Location Analyst: None  
 Location: None  
 Service Requester: None  
 Service Requester K: None  
 Model Type: None  
 Unbalanced Transactions Only: Yes

Pool Balance Report  
 Gas Day 10/11/2010

Downstream/Sell Nominations					Upstream/Buy Nominations						
Svc Req Name	Downstream Name	Nom Qty	Sched Qty	Model	Svc Req Name	Upstream Name	Nom Qty	Sched Qty	Model	Difference	%
Pooling Location: WP0181 SEMINOLE ENERGY POOL											
SEMINOLE ENERGY SERVICES L.L.C.	SEMINOLE ENERGY SERVICES L.L.C.	3,500	3,500	PNT	SEMINOLE ENERGY SERVICES L.L.C.	SEMINOLE ENERGY SERVICES L.L.C.	0	0	PNT	3,500	100
SEMINOLE ENERGY SERVICES L.L.C.	WTG GAS MARKETING, INC.	0	0	PNT	WTG GAS MARKETING, INC.	SEMINOLE ENERGY SERVICES L.L.C.	2,500	2,500	PNT	(2,500)	100
		<b>3,500</b>	<b>3,500</b>				<b>2,500</b>	<b>2,500</b>		<b>1,000</b>	<b>40</b>

Nomination changes will need to be made to balance. It is the Shipper's responsibility to contact those parties that they are not balancing with.

**To Track Contract Imbalances:**

- Go to CAW Screens>Reporting

- Report Type: CAW Inventory
- Report: Shipper Imbalance
- Select the production month
- Execute

ONEOK WESTEX TRANSMISSION, L.L.C. - Quorum PTM - OKE10069 [pqintra.QPTM - ONK] - [Report Execution]

System Edit View Screens Maintenance Window Help

Process Information

Report Type: CAW INVENTORY

Report: SHIPPER IMBALANCE

Execution Server:

Server Group:

Saved Parameters

Global  Local

	Parameter Name	Param Input	Value (From if range input)	...	Value: (TO if range input, Selector if Multi input)	...	Ignore Param	Description
1	ACCOUNTING MON	Single Discrete Input	03/2011				<input checked="" type="checkbox"/>	Accounting month
2	PROD_MTH	Single Discrete Input	03/2011				<input type="checkbox"/>	Production Month
3	CTR_NO	Single Discrete Input	...				<input checked="" type="checkbox"/>	Contract Number
4	REPORT EXPORT FI	Single Discrete Input	Adobe Acrobat				<input type="checkbox"/>	Report Export File Type
5	REPORT EXPORT M	Single Discrete Input	View / File				<input checked="" type="checkbox"/>	Parameter used for export mode wh
6	RPT_PRINTER_COD	Single Discrete Input					<input checked="" type="checkbox"/>	Parameter used for printer settings if
7	ADDITIONAL EMAIL	Multiple Input					<input checked="" type="checkbox"/>	Parameter for additional emails or fa
8	Report Email Subjec	Single Discrete Input					<input checked="" type="checkbox"/>	Used to specify the subject of email
9	Report Email Body	Single Discrete Input					<input checked="" type="checkbox"/>	Used to specify the body of emails c
10	TOS_CD	Single Discrete Input	...				<input checked="" type="checkbox"/>	TYPE OF SERVICE CODE
11	INV_ACCT_ID	Single Discrete Input	...				<input checked="" type="checkbox"/>	Inventory account ID
12	LOCATION ID	Single Discrete Input	...				<input checked="" type="checkbox"/>	Location ID
13	SR_CTR_NO	Single Discrete Input	...				<input checked="" type="checkbox"/>	Service Requestor Contract NO
14	Prod Month Only	Single Discrete Input	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	Used for Reports that run on Prod M

The imbalance report shows the monthly activity on the contract. The header portion of the report tells you the current imbalance quantity.

If you have a zero imbalance the *Shipper Imbalance* report will look like:

Stmt D/T: 3/1/2011 4:35:42PM

### Shipper Imbalance

Prep ID: 61185602  
 Prep ID Prop: 1825  
 Prep Name: ONEOK WESTEX TRANSMISSION, L.L.C.  
 Contact Name:

Recipient:  
 Recipient Prop Code:  
 Recipient Name:  
 Contact Phone:  
 Contact Email:

**Svc Req K:**

Svc Req:  
 Svc Req Name:  
 Svc Req Prop:

End Imb Qty: 0  
 Settlement Type: NCO  
 Imb Rpt Type: TR

**No Imbalance on Contract**

Acct Per: March 2011

Prod Mth: March 2011

Stmnt Basis: A

Beg Date/Time: 3/1/2011 9:00:00AM

Adj Type:

End Date/Time: 4/1/2011 9:00:00AM

Rec Loc	Rec Loc Prop	Rec Loc Name	Sched Rec Qty	Alloc Rec Qty	Fuel Qty	Del Loc	Del Loc Prop	Del Loc Name	Sched Del Qty	Alloc Del Qty
103709		ENTERPRISE WAHA PECOS	260	260	0		WP1690	NMNG POOL	260	260
103763		HEADLEE PLANT	1,000	1,000	0		WP1690	NMNG POOL	1,000	1,000
WP1690		NMNG POOL	1,260	1,260	19		103924	ATMOS TRIANGLE 3RD PARTY	1,241	1,241

If you have an imbalance the Shipper Imbalance report will look like:

Stmt D/T: 3/1/2011 4:52:06PM

### Shipper Imbalance

Prep ID: 61185602  
 Prep ID Prop: 1825  
 Prep Name: ONEOK WESTEX TRANSMISSION, L.L.C.  
 Contact Name:

Recipient:  
 Recipient Prop Code:  
 Recipient Name:  
 Contact Phone:  
 Contact Email:

**Svc Req K:**

Svc Req:  
 Svc Req Name:  
 Svc Req Prop:

End Imb Qty: (21,780)  
 Settlement Type: NCO  
 Imb Rpt Type: TR

**Imbalance on Contract**

Prod Mth: March 2011

Acct Per: March 2011

Rec Loc	Rec Loc Prop	Rec Loc Name	Sched Rec Qty	Alloc Rec Qty	Fuel Qty	Del Loc	Del Loc Prop	Del Loc Name	Sched Del Qty	Alloc Del Qty
148101		DUKE SANFORD	15,000	15,000	0		WP17931	ONEOK POOL	15,000	15,000
310381		DORA ROBERTS PLANT DUKEI	22,000	0	0		WP17931	ONEOK POOL	21,780	21,780

**Scheduled receipts don't match allocated receipts therefore creating an imbalance, by the delivered volume amount, on the contract.**