

# Nominations Import User Guide

for

## NrG Web Highway

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## About this User Guide

This User Guide is intended to be a resource for anyone who needs to create files to be imported to NrG Web Highway. It assumes that the user understands their own internal systems that will be used as the basis for the information transferred, as well as the business processes for nominating to a Transportation Service Provider (TSP).

This guide outlines the file format required to import nominations into NrG Web Highway, and describes how to use the file to import nominations to the Transportation Service Providers (TSP) supported by NrG.

It is the responsibility of the user to provide a file in the format that is recognized by NrG Web Highway. NrG Web Highway provides a mechanism permitting the user to identify the file to import, copies the file from the user workspace to the NrG system, and then processes the file. The processing of the file includes saving the nominations to the NrG database, validating and sending the nominations to the TSP.

A glossary of the terms used in this guide can be found in Appendix A.

A summary of the validations that NrG performs can be found in Appendix B.

A summary of the GISB standards for flat files can be found in Appendix C.



## Before you start . . .

You might already be familiar with Nominations Import on NrG Highway (Version 2.0), in which case you are half way there! However, if you are new to NrG Web Highway and to Nominations Import in general, this section will provide you with necessary background information prior to using the module.

### Converting from NrG Highway to NrG Web Highway

The import used in NrG Highway Nominations (Version 2.0) service differs from the NrG Web Highway (Version 3.0) Nominations Import in the following ways:

- Version 2.0 import required a semi-colon in the first column of a record to identify a comment (this was used for heading records). This is not required for version 3.0 import.
- Version 2.0 import required fields to be in a specific order. This is not necessary for version 3.0 as long as the first record (header record) identifies the column order.
- Version 2.0 import required G1 as the first column of all records to identify that the file contained nominations to be imported. This is not required for the version 3.0 import.
- Version 2.0 import allowed the import of multiple service providers in the same file. This is not permitted for version 3.0.
- If you currently have a version 2.0 import file, you will need to:
  - Modify it to include a header record with GI SB standard column abbreviations for the columns.
  - Remove the first column 'G1'.
  - Remove any other comment records (those with a semicolon in the first column).
- GI SB Standard Abbreviations are found in the Standard Fields section of this document.
- Version 2.0 import allowed you to select multiple files to be imported in the same job. This is not permitted in version 3.0.

### User ID

To import nominations, you will need to have a User ID for the Nominations module for the Service Provider you are nominating to on NrG Web Highway. User ID's are provided by your company's NrG Administrator, through pipeline sponsorship. Contact your NrG Administrator or the NrG Help Desk if you don't have a User ID.

### Record Limits

Currently, the NrG limit for sending multiple records for the same contract and date is 1000. For customers who choose to send directly to the service provider, you will have to ensure that your files don't have more than 1000 data records with the same contract. This is only likely to happen on imports to NGTL. NrG is working to remove this limitation and will notify customers when it is changed.



## **Nominations Modules**

There is an NrG Web Highway Nominations module for each of the following service providers:

- Iroquois Gas Transmission L. P. (IGTS)
- Nova Gas Transmission Ltd. (NGTL)
- TransCanada Mainline (TCPL)

Nominations for any of these service providers can be imported and viewed through NrG Web Highway.

Each service provider has its own interface designed to match individual business practices and fields. These interfaces have been designed for ease of data entry for the user, and do not necessarily reflect all of the fields required for nominating to that service provider. Therefore, it is important that you follow the information set forth in this document in order to successfully import nominations.

Information specific to each service provider is outlined in this guide.

## **Exporting Existing Transactions**

If you are using the import function for the first time and have previously been manually entering your nominations into NrG Highway or NrG Web Highway, then you can start off by creating your GI SB compliant flat file by exporting data from the NrG database in the appropriate format. Use the 'Export' feature in the NrG Web Highway Nominations module to export in GI SB flat file format.

If you have never done any nomination entry via NrG services, then you will have to create your flat file from scratch.

## **Upstream & Downstream Contracts**

For NGTL and IGTS, the users maintain their own list of upstream and downstream contracts for Transportation Nominations. All of the upstream and downstream contracts for a company must be set up before any nominations using them can be imported. This is the responsibility of the import user and is done through the Up/Down Contracts module in NrG Web Highway. The upstream and downstream contract information can also be printed or exported from the Up/Down Contracts module.

If you supply an upstream contract you can leave the upstream company identifier empty and it will be populated for you based on the upstream contract in our database. Or, you can populate it yourself. The same is true of the downstream company identifier based on the downstream contract.



## DUNS® Numbers

All fields which identify a company (the Transportation Service Provider, Service Requester, Upstream ID, and Downstream ID) use DUNS® numbers. NrG does not use DUNS® numbers as the key company identifiers within their database. In order to convert the transactions from the GISB flat file into the NrG database, it is necessary to have all of the potential companies entered into the NrG company table with the correct DUNS® number. During the setup of each Transportation Service Provider on NrG, every effort was made to ensure that all of the required upstream and downstream companies used by their shippers were set up in the NrG database, however there could still be some missing. If you come across a situation where the import does not recognize a DUNS® number you have provided, please contact the NrG Help Desk to have the company added to the NrG database.

A list of the NrG companies and the DUNS® numbers that the TSPs recognize for those companies can be found in the NrG Reporting module. This list can be exported if required. To export the list:

1. Open the NrG Reporting module and select the following: Custom Reports/NrG Modules/Other/Company Listing.
2. Submit a report and save it in CSV format.
3. Click **View** on the toolbar or double-click the new report to save the file, identifying the required directory and typing in a filename.
4. Open your spreadsheet application (e.g. Excel) and open the saved file.

## PI DRN Numbers

All fields that identify a location are to be PI DRN numbers. All of the NrG TSPs have PI DRN numbers assigned to their locations. A complete list of nominatable locations (Location Listing) for each TSP can be found in the NrG Web Highway Reporting module in the Other folder under NrG Modules. This list can be exported if required. To export the list:

1. Open the NrG Reporting module and select the following: Custom Reports/NrG Modules/Other/Location Listing.
2. Submit a report and save it in CSV format.
3. Click **View** on the toolbar or double-click the new report to save the file, identifying the required directory and typing in a filename.
4. Open your spreadsheet application (e.g. Excel) and open the saved file.

If a new location is established which does not yet have a PI DRN number, it is possible to nominate to this location using the TSPs proprietary location number. There is a separate field to populate when importing proprietary location numbers. **Note:** The GISB standards state that nominations



against a proprietary location number can only be in effect for one gas day. NrG does NOT enforce this rule through the application or import process.

## **Title Transfers**

For TCPL and NGTL, NrG has implemented a special title transfer process that allows two parties to send authorized title transfers to the service provider. With this process, one party creates a title transfer and sends it to the other party for authorization. The other party can authorize the transaction (which sends it to the service provider), or they can reject it. Should the trading partners agree a waiver can be put in place so that these transactions go directly to the pipeline (pre-authorization). This is done through the NrG Web Highway Waivers module. The only exception to this process is that NGTL allows zero quantity title transfers to be sent directly to the service provider without authorization from the other party.

When including title transfers for TCPL or NGTL in an import, the 'Send' function will send the title transfer to the other party for authorization unless there is a waiver in place.

## **Nominator's Tracking ID**

The GISB flat file requires the user to supply a Nominator's Tracking ID as an identifier for the transaction. NrG will store this number and reflect it back in any error messages pertaining to transactions that could not be stored in the NrG database. NrG will also assign an NrG Nom ID as a unique identifier for the record within our database. This Nom ID will be displayed in the Nominations module as well as in error messages.

## **Service Requester Contract**

This document assumes that you know what the contracts are that you are allowed to nominate to. If you are uncertain, you can contact your pipeline representative or the NrG Help Desk. If the import file contains an invalid contract, the record will not be loaded and therefore not saved. The files can contain multiple service requester contracts but they all must belong to the same service requester.

## **Sending Noms**

If you choose the option to send your nominations through to the service provider, the transmit date and time of the nominations will be the date and time that the file was received at NrG and we started processing it. When importing large files to service providers with a nomination deadline, please take file transfer time into consideration.

## **Need more help?**

If you have any questions regarding this user guide, or require any assistance with the NrG Web Highway Nominations Import, please contact the NrG Help Desk at 1-800-216-8066, or 974-1246 in Calgary, Alberta, CANADA.



## Import Process

Following are the general steps for importing a file of nomination information onto NrG Web Highway.

1. Create a GISB compliant flat file.
2. Logon to NrG Web Highway ([www.nrghighway.com](http://www.nrghighway.com))
3. Select a service provider .
4. Select the Nominations module.
5. Click the **Import** button on the toolbar to display the Import dialog box.
6. Click the **Look in** field to select the file you wish to import.
7. Click the **Import & Validate** radio button (first time default) OR click **Import & Send**, (default if previously selected).
8. Click the **Import** button to start the import.
9. Review the Response field at the bottom of the window. It will either identify the batch number assigned to the batch or identify errors that must be fixed.
10. Correct any reported errors in your flat file and click the **Import** button again.
11. Close the import dialog box.
11. Check for a notification that the import is complete. **Note:** You will only be notified if the Upload Validation option is turned on in NrG Highway's User Preferences module.
12. View any validation messages on the generated import report available through the NrG Reporting module. Find the report by selecting Custom Reports/NrG Modules/Nominations/Import Summary.
13. Retrieve and send the transactions through the Nominations module if you did not elect to automatically send your transactions. **Note:** Any transactions containing format errors will not be saved to the NrG database. Any saved transactions containing validation type errors can be corrected through the Nominations module.

## More explanation on the Processes

### GISB Compliant Flat File

A GISB compliant flat file has the following characteristics:

- The first line must contain the fields that will be present in the rest of the rows of the data. Fields are identified using the GISB standard abbreviation for the field (referred to in this guide as the 'Header Record').
- Rows are separated by a carriage return/line feed (CRLF).
- Fields are separated by commas (comma delimited).
- When a field contains a comma, the field should be enclosed by double quotes.
- Double quotes should not be used within any data field.
- When numeric data is negative, the minus sign should precede the number.
- When numeric data contains decimal precision, the decimal point should be included within the field.
- When numeric data contains one or more significant leading zeroes, these zeroes should be preserved in the flat file (e.g. DUNS® numbers).
- Date fields should be formatted as CCYYMMDD.
- Time fields should be specified in a 24 hour format (i.e. HH:MM).
- Date/time fields should be formatted as CCYYMMDD HH:MM when date and time are expressed in one GISB data element. Note that there should be exactly one space between the day (DD) and the hour (HH).
- The maximum amount of data to be placed in a field should be limited to 256 characters
- When a field contains no data, the empty field should result in two delimiters next to each other. **Note:** There should be no blank spaces between the delimiters.

### Header Record

The Header Record has the following characteristics:

- It is the first record in the file.
- It lists all of the columns that are in the file, separated by commas.
- The column headings are made up of the GISB standard field name abbreviations (see the Field Information section).
- The columns can be in any order.
- Only one header record per file is permitted.
- Field names are NOT case sensitive.
- Any columns that do not match the GISB standard field abbreviations will be ignored by the NrG import. This will allow you to put in additional fields that help you to work with your flat file if you wish. This is a feature that NrG permits with their import only, and is not valid when using the flat files with EDM.

- There are certain mandatory fields that NrG requires in order to save transactions to our database and display them within the NrG Web Highway Nominations modules. If the column heading for any of those fields is missing, then the import will be aborted and the file will not be processed. The mandatory fields are:
  1. Service Provider
  2. Service Requester
  3. Service Requester Contract
  4. Transaction Type
  5. Model Type
  6. Quantity Type
  7. Nomination Begin Date
  8. Begin Time
  9. End Date
  10. Nominator's Tracking ID

**You need to know:**

When copying rows of data from an existing Excel file to create a new Excel file, if there are no values in any rows within the final column of the copied data, then the pasted rows will not recognize that the empty fields are valid. This means that a final comma will not be included for this field in the new CSV (comma separated value) file, therefore the number of columns in the new file will not match the number of columns in the header record, thus invalidating the file format.

There is an easy solution! Create a "dummy" final column, using your own naming convention, then populate all rows in that column. This will ensure that the number of columns matches the header records therefore the file will pass the system header check.

When using Excel, fields containing leading zeros will lose these zeros if you do not format the columns to retain them. Such columns include TSP, SVC REQ, UP ID, DN ID. The easiest method of doing this is using the Format menu - Cells - display the Number tab and select Custom format for DUNS fields type 000000000. For Nova Receipt Nom contracts (i.e. 01), format this column as Custom format = 00.

**Data Records**

- Each data record will be assumed to be in the column order of the header record and must contain, at a minimum, the columns noted as mandatory for the header record (Service Provider, Service Requester, Service Requester Contract, Transaction Type, Model Type, Quantity Type, Nomination Begin Date, Begin Time, End Date and Nominator's Tracking ID).
- The fields in the file must be the correct format and length.
- Any numeric field that contains invalid characters will be cleared out, with an error generated for that field.
- Any date or time field that contains invalid characters will be cleared out with an error generated for that field.



- Any field that is longer than the maximum field size defined by the EDI data field length standards, will be truncated with an error generated for that field.

Each data record must contain a valid service requester and service provider.

- The service provider must be a valid company in the NRG company table.
- The service requester must be a valid company in the NRG company table.
- The service provider must be one of the NRG service providers.
- The service requester must have sponsorship to the Nominations module for the service provider identified.
- The User ID being used to perform the import must be for the service requester company, OR be an agent authorized to do business on behalf of the service requester company.
- If the service provider has contract level security (as TCPL and IGTS do), then the user's company must be authorized to do business for the service requester contract provided.

Other Data Record validations specify that the:

- Records are for the service provider identified in the first data record (only one service provider per file is permitted).
- Records are for the service requester identified in the first data record (only one service requester per file is permitted).
- Service Requester contract must be valid for the service provider selected.
- Model Type must be a valid GISB model type; if not valid, then the transaction will not be processed.
- Transaction Type must be a valid GISB transaction type and be valid for the service provider; if not valid, the transaction will not be processed.
- Capacity type must be a valid GISB capacity type and be valid for the service provider; if not valid, then the transaction will be marked with a fatal error.
- Quantity type must be R, D, or B. If R, then the quantity will be inserted to the receipt quantity; if D then the delivery quantity; if B, then the import will expect both a receipt and delivery quantity to be included in the transaction. If quantity type is not valid, the transaction will not be processed.
- Receipt and Delivery location PI DRN numbers must match a location in the NRG location tables for the service provider. If they are not valid, the transaction will be marked with a fatal error.
- Ranks must be between 1 and 999, if entered. If they are not valid, the transaction will be marked with a fatal error.
- Upstream and Downstream (Company) ID fields must contain valid companies that are in the NRG company table. If they are not valid, the transaction will be marked with a fatal error.
- Upstream and Downstream Contract ID fields must contain valid upstream and downstream contracts from NRG's Up/Down Contract database. If they are not valid, the transaction will be marked with a fatal error.
- If end time is not supplied it will be defaulted to the end of the gas day (09:00 CT) and a warning for the transaction will be generated.



Any fields that are not used by the service provider will be cleared, and a warning will be generated for the transaction, indicating that the field is not used by the service provider. Transactions with warnings will still be sent to the service provider.

Data is NOT case sensitive.

## **Field Information**

The table on the following page outlines the GI SB field name, standard abbreviation, and field length/type for each of the fields in the flat file. The GI SB definition has also been provided for clarity.



## GISB Standard Fields

The Abbrev column indicates the standard abbreviation. The TSP column indicates which service providers support the use of the field.

GISB Business Name	Abbrev	Field Length & Type	TSP	GISB Definition
Associated Contract	Assoc K	A30		Associated contract that provides the rights or information needed to process a transaction with respect to a service requester's contract.
Beginning Date	Beg Date	CCYYMMDD	All	This is the date that a transaction is to be initiated. It includes the century.
Beginning Time	Beg Time	HH:MM	All	This is the time that a transaction is to be initiated
Bid Transportation Rate	Bid Trans Rate	Real 14	TCPL	This field reflects the rate under which the shipper is requesting service.
Capacity Type Indicator	Cap Type	A 30	WEI	Type of capacity being requested. Only the first two characters are used.
Deal Type	Deal Type	A30		A TSP supplied identifier that allows the service requester to specify the specific transportation arrangement under a contract and receipt/delivery. The transportation arrangements may vary in terms of rates, volume commitments, fuel requirements, or other terms offered by the TSP.
Delivery Location	Del Loc	Int 4	All	The location where the quantity will be scheduled for delivery by the TSP (PI DRN).
Delivery Location Proprietary Code	Del Loc Prop	A30	All	
Delivery Rank (Priority)	Del Rank	A30	IGTS, WEI	The scheduling rank (priority) assigned to the quantities on the upstream side of the flange at the delivery location. Priority 1 means the highest priority. Priorities 2,3, etc. are in descending order of priority. Quantities assigned the same rank will be scheduled on a pro-rata basis.  Only the first three characters will be used (max).
Downstream Contract Identifier	Dn K	A30	All	The field identifies the contract of the party who is receiving the quantities from the service requester.
Downstream Identifier Code	Dn ID	A30	All	This field identifies the party who is receiving the quantities from the service requester (DUNS® number).
Downstream	Dn Pkg	A30		Service Requester assigned identifier that



GISB Business Name	Abbrev	Field Length & Type	TSP	GISB Definition
Package ID	ID			corresponds to the Package ID on the downstream TSP.
Downstream Rank (Priority)	Dn Rank	A30	IGTS, WEI	The scheduling rank (priority) assigned to the quantities on the downstream side of the delivery location. If it is a physical location, it can be thought of as the downstream side of the flange. Priority 1 means the highest priority. Priorities 2, 3, etc. are in descending order of priority. Quantities assigned the same rank will be scheduled on a pro-rata basis.  Only the first three characters will be used (max).
Ending Date	End Date	CCYYMMDD	All	This is the last date that the transaction is to finish. It includes the century.
Ending Time	End Time	HH:MM	All	This is the time at which the transaction is to finish. If the ending time is not sent, the time defaults to the end of the gas day.
Export Declaration	Exp Dec	A30	TCPL	Service Requester's Export Declaration.  Valid values are: GSTY (yes) and GSTN (No)  <i>NOTE: This field is pending approval from GISB. Request R98052.</i>
Minimum Delivery Quantity	Min Del Qty	Real 15	TCPL	The minimum quantity that the service requester will accept to be scheduled for delivery. If at least the minimum delivery quantity cannot be scheduled by the TSP, then the delivery quantity scheduled will be zero.  <i>NOTE: This field is pending approval from GISB. Request R98051.</i>
Minimum Receipt Quantity	Min Rec Qty	Real 15		The minimum quantity that the service requester will accept to be scheduled for receipt. If at least the minimum receipt quantity cannot be scheduled by the TSP, then the receipt quantity scheduled will be zero.  <i>NOTE: This field is pending approval from GISB. Request R98051.</i>
Model Type	Model	A30	All	This field identifies the type of nomination structure being used. Types are P (Pathed), N (Non-Pathed), T (Pathed Non-Threaded) and U (Unpathed). Only the first character of the field will be used.
Nominator's Tracking ID	Nom Trk ID	A11	N/A	This is created by the originator of the process. It is line item specific, and is used by the originator of the process to tie quick response and scheduled quantities to nominations. It is not validated by the receiver of the process, nor is it a key in the receiver of the process' database. The receiver of the process will not



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GISB Business Name	Abbrev	Field Length & Type	TSP	GISB Definition
				track this identifier, but merely echo it back in the response document. This identifier will not be utilized on EBBs. This data element contains alpha-numeric data to a maximum of 11 characters.
Package ID	Pkg ID	A30	IGTS, NGTL, WEI	Service Requester assigned identifier used to differentiate between discrete business transactions.
Quantity	Qty	Real 15	All	The amount expressed is a quantity per gas day in standard units.
Delivered Quantity	Del Qty	Real 15	All	
Receipt Quantity	Rec Qty	Real 15	All	
Quantity Type Indicator	QTI	A30	All	This element indicates which quantity (the receipt, delivery, or both) is kept whole for fuel calculation purposes. Only the first character will be used.
Receipt Location	Rec Loc	Int 4	All	The location where the quantity will be scheduled for receipt by the TSP. (PI DRN)
Receipt Location Proprietary Code	Rec Loc Prop	A30	All	
Receipt Rank (Priority)	Rec Rank	A30	IGTS, WEI	The scheduling rank (priority) assigned to the quantities on the downstream side of the flange at the receipt location. Priority 1 means the highest priority. Priorities 2,3, etc. are in descending order of priority. Quantities assigned the same rank will be scheduled on a pro-rata basis. Only the first three characters will be used (max).
Service Provider's Activity Code	Act Cd	A30		Service provider's code for the activity requested by the service requester.
Service Requester Contract	Svc Req K	A30	All	This is the contract under which service is being requested.
Service Requester	Svc Req	A30	All	Identifies the party requesting the service (DUNS® Number).
Time Stamp	Time Stamp	CCYYMMDD HH:MM	N/A	Date and time when data left control of the service requester. <i>For import purposes, this will be the time that the</i>



GISB Business Name	Abbrev	Field Length & Type	TSP	GISB Definition
				<i>user initiated the import.</i>
Transaction Type	TT	A30	All	This field identifies the specific type of transaction. This field will be populated with GISB approved transaction types, e.g. Current Business, Pooling. Default is Current Business.  Only the first two characters are used.
Transportation Service Provider	TSP	A30	All	Identifies the party providing the requested service (DUNS® Number).
Upstream Contract Identifier	Up K	A30	All	This field identifies the contract of the party who is supplying the quantities to the service requester.
Upstream Identifier Code	Up ID	A30	All	This field identifies the party who is supplying the quantities to the service requester (DUNS® Number).
Upstream Package ID	Up Pkg ID	A30		Service Requester assigned identifier which corresponds to the Package ID on the upstream TSP.
Upstream Rank (Priority)	Up Rank	A30	IGTS, WEI	The scheduling rank (priority) assigned to the quantities on the upstream side of the receipt location. If it is a physical location, it can be thought of as the upstream side of the flange. Priority 1 means the highest priority. Priorities 2, 3, etc. are in descending order of priority. Quantities assigned the same rank will be scheduled on a pro-rata basis.  Only the first three characters will be used (max).

### Non-Standard Fields

In order to successfully implement TCPL and IGTS business, Nrg split the type of service off the service requester contract for the Nrg Web Nominations modules. This is not a GISB standard field, but will be accepted in the import as described in the Pipeline Specific Processing Business Rules section.

Business Name	Abbrev	Field Length & Type	TSP	Definition
Type of Service	TOS	A10	TCPL	The type of service for the transportation path e.g. FT, IT.

## Pipeline-Specific Processing

There are several fields and business rules specific to each TSP. This section outlines those rules and fields.

### IGTS

#### Business Rules

- IGTS nomination business is divided into two model types:
  - Pathed non-threaded – the paths of transportation
  - Non-pathed – the title transfers, receipts, deliveries, parks and loans
- IGTS includes fuel with each transportation path. The fuel will be calculated based on keeping the quantity of the Quantity Type field whole. The fuel calculation formula is:
  - $\text{Delivery quantity} = (1 - \text{Fuel Ratio}) * \text{Receipt Qty}$
  - $\text{Receipt Qty} = \text{Delivery Qty} / (1 - \text{Fuel Ratio})$
- Fuel is calculated at the service provider and is not a column included in the import. If you view your transactions through the NrG Web Highway Nominations module, you will see that fuel has been calculated for each transportation path based on the service provider's fuel ratios, and displayed on the screen.
- On the pathed non-threaded transactions, the quantity type must be 'D'.
- Receipt and delivery ranks are permitted on the pathed non-threaded transactions. Upstream and Downstream ranks are permitted on the non-pathed transactions.
- All transactions are in Dekatherms (Dth).
- Package ID is permitted on any transaction.

The contract field (for the version 3.0 import) must match the list of contracts found in the NrG Web Highway Nominations module for IGTS. For those customers not familiar with the NrG Web Highway Nominations module, this is slightly different from the NrG Highway version 2.0 in that the version 2.0 contracts for the transportation paths had the type of service concatenated to them. This is not necessary in NrG Web Highway because there is only ever one type of service allowed for a transportation contract so it is determined by the application. The import works the same way. **Note:** this does NOT apply to the PAL accounts – you still have to concatenate the 'PAL' to your park and loan contract number. Please refer to your list of contracts in the NrG Web Highway Nominations module for IGTS, or contact the NrG Helpdesk for further information.

#### Fields Used

All transactions must have the following fields entered:

- Service Provider
- Service Requester
- Service Requester Contract



- Quantity Type
- Model Type
- Transaction Type
- Begin Date and Time
- End Date

The following fields are optional:

- End Time (defaults to end of gas day (09:00) if not entered)
- Package ID (Optional)
- Ranks (see below)

### **Non-pathed Receipts**

The following fields are used on non-pathed receipt transactions:

- Receipt Location
- Quantity
- Quantity Type = R
- Upstream ID (Company)
- Upstream Contract
- Upstream Rank (optional)

### **Non-pathed Deliveries**

The following fields are used on non-pathed delivery transactions:

- Delivery Location
- Quantity
- Quantity Type = D
- Downstream ID (Company)
- Downstream Contract
- Downstream Rank (optional)

### **Pathed Non-Threaded Transactions**

The following fields are used on all pathed non-threaded transactions:

- Receipt Location
- Receipt Rank (optional)
- Delivery Location
- Delivery Rank (optional)
- Quantity
- Quantity Type = D



## Transaction Types

GISB Transaction Type Code	GISB Transaction Type Description	Notes
01	Current Business	This is the transaction type to be used on the nomination of receipt, deliveries, and transportation for all services other than point services.
03	Imbalance Payback From Transportation Service Provider	The transfer of a volume owed from TCPL to a Shipper or Operator's account for previous imbalances accumulated on the system.
04	Imbalance Payback to Transportation Service Provider	The transfer of a volume owed to TCPL from a Shipper or Operator's account for previous imbalances accumulated on the system.
06	Storage Injection	IGTS uses this transaction type for 'Title Transfer Receipt' business, and that is what will show up in the NrG Web Highway Nominations module for this transaction type. **
07	Storage Withdrawal	IGTS uses this transaction type for 'Title Transfer Delivery' business, and that is what will show up in the NrG Web Highway Nominations module for this transaction type. **
26	Park	The temporary transfer of gas to IGTS linepack from a shipper's account This volume is to be withdrawn at a negotiated future date.
28	Loan	The temporary transfer of gas from IGTS linepack to a Shipper's account This volume is to be paid back at a negotiated future date.

\*\* IGTS uses transaction type codes 06 and 07 for their non-pathed Title Transfer Receipt and Title Transfer Delivery Nominations. They chose to use these descriptions rather than GISB standard descriptions to help customers distinguish between the different types of nominations they need to create.

## NGTL

### Business Rules

- NGTL nomination business is all non-pathed.
- All transportation nominations are receipts (current business and outage). Deliveries are not currently nominated through NrG.
- Title Transfer transactions can be a receipt or delivery.
- Package Ids are only allowed on title transfers and must be unique between two parties unless the transaction is to zero out a previous flowing title transfer. This is not validated within the Import process but it is through the Pipeline validation process which would result in the Nomination failing edits if the Package ID is not unique and the Nom Qty is not zero.
- Upstream/Downstream company is not required on nominations.



- Upstream/Downstream contract ID is mandatory on the title transfers.
- Ranks are not supported.
- Fuel is calculated at NGTL, and is not included in the nomination process.
- All transportation nominations (current business and outage transaction types) are in 103m3.
- All title transfer nominations are in GJs.
- All outage nominations are in flow rates rather than daily quantities.
- All title transfer nominations take place at the location 'NOVA'. NGTL do not have a PI DRN for this location so when importing title transfers you have to use the proprietary location number 'NOVA'.

## Fields Used

All transactions must have the following fields entered:

- Service Provider
- Service Requester
- Service Requester Contract
- Quantity Type
- Model Type
- Transaction Type
- Begin Date and Time
- End Date

The End Time field is optional and defaults to the end of the gas day of the Begin Date (09:00) if not entered.

### **Transportation (Receipts only)**

The following fields must be populated on the NGTL transportation nominations:

- Receipt Location
- Quantity
- Quantity Type = R
- Upstream Contract

### **Title Transfer Non-pathed Receipts**

The following fields must be populated on the NGTL Title Transfer receipt nominations:

- Receipt Location (proprietary code)
- Quantity
- Quantity Type = R
- Upstream ID/Company DUNS (optional)
- Upstream Contract
- Package ID



### Title Transfer Non-pathed Deliveries

The following fields must be populated on the NGTL Title Transfer delivery transactions:

- Delivery Location (proprietary code)
- Quantity
- Quantity Type = D
- Downstream ID/Company DUNS (optional)
- Downstream Contract
- Package ID

### Transaction Types

GISB Transaction Type Code	GISB Transaction Type Description	Notes
01	Current Business	This is the transaction type you choose to place a regular NGTL nomination (Transportation).
05	Plant Thermal Reduction	This is the transaction type you use to place an Outage nomination for NGTL. In the NrG Web Highway Nominations module, transactions of this type will show up as transaction type 'Outage'. **
15	Buy/Sell	NGTL uses this transaction type for 'Title Transfers'. When viewing nominations of this type in the NrG Web Highway Nominations module, they will show up with a transaction type of 'Title Transfer'. This is a Nova Inventory Transfer (NIT). **

\*\* NGTL uses transaction type code 05 for their non-pathed Outage Nominations. They also use 15 as 'Title Transfer' rather than 'Buy/Sell'. They chose to use these descriptions rather than GISB standard descriptions to help customers distinguish between the different types of nominations they need to create.

### TCPL

#### Business Rules

- TCPL nomination business is divided into two model types:
  - Pathed non-threaded – the paths of transportation only.
  - Non-pathed – the title transfers, receipts, deliveries, fuel, parks and loans.
- TCPL does not include fuel with the transportation path, but rather includes a separate non-pathed delivery transaction.
- On the pathed transactions, the quantity type must be 'D' but both Rec Qty and Del Qty must contain the quantity value.
- Bid Transportation Rate is only valid on Interruptible Transportation.
- Bid Transportation Rate has a maximum of four decimal places.
- Minimum Delivery Quantity can be included on Interruptible Transportation transactions.
- There are no ranks permitted.



- Package ID is not supported.
- All transactions are in GJs.
- Exemption Declaration is used on pathed transportation.

The type of service has to somehow be identified on the transportation pathed non-threaded transactions. If you are familiar with the TCPL Nom Groups used with NrG Highway Version 2.0 you will have used a combination of the Nom Group and the type of service for the contract that you nominate to. If you are familiar with the NrG Web Highway Nominations module for TCPL, (version 3.0) you will have used the Nom Group alone as the contract that you nominate to, and have included a separate field on the transaction for the type of service. You can use either approach to identify the contract and type of service with the NrG Web Highway Nominations Import.

If you want to just use the contract field, then the nom group and type of service have to be concatenated together into the service requester contract field with one space between them. (e.g. 1111 FT). If you want to separate the two fields, then you must put the nom group into the service requester contract (SVC REQ K) field, and the type of service in to the type of service (TOS) field. In either case, NrG will ensure that the proper entry is sent to TCPL.

## Fields Used

All transactions must have the following fields entered:

- Service Provider
- Service Requester
- Service Requester Contract
- Quantity Type
- Model Type
- Transaction Type
- Begin Date and Time
- End Date

The End Time field is optional and defaults to the end of the gas day of the Begin Date used (09:00) if not entered.

## Non-pathed Receipts

The following fields must be populated on non-pathed receipt transactions:

- Receipt Location
- Quantity
- Quantity Type = R
- Upstream ID (Company)
- Upstream Contract

## Non-pathed Deliveries

The following fields must be populated on non-pathed delivery transactions:

- Delivery Location



- Quantity
- Quantity Type = D
- Downstream ID (Company)
- Downstream Contract

**Pathed Non-Threaded Transactions**

The following fields must be populated on all pathed non-threaded transactions:

- Receipt Location
- Delivery Location
- Quantity
- Quantity Type = D
- Exemption Declaration

When the transaction is an interruptible transportation nomination, the following fields may also be entered:

- Bid Transportation Rate
- Minimum Delivery Quantity

The valid values for exemption declaration field is:

- GSTY - exempt from tax
- GSTN - not exempt from tax

For the pathed non-threaded transactions, the type of service may also be entered (refer to the business rules above for details).

**Transaction Types**

<b>GISB Transaction Type Code</b>	<b>GISB Transaction Type Description</b>	<b>Notes</b>
01	Current Business	This is the transaction type to be used on the nomination for all pathed non-threaded transportation transactions.
03	Imbalance Payback From Transportation Service Provider	The transfer of a volume owed from TCPL to a Shipper or Operator's account for previous imbalances accumulated on the system.
04	Imbalance Payback to Transportation Service Provider	The transfer of a volume owed to TCPL from a Shipper or Operator's account for previous imbalances accumulated on the system.
15	Buy/Sell	TCPL use this transaction type for 'Title Transfers'. When viewing nominations of this type in the NrG Web Highway Nominations module, they will show up with a transaction type of 'Title Transfer'. TCPL calls these transactions title transfers rather than buy/sell because that's what their customers call them. This is the transfer of title, for a volume, from the account of one Shipper to a different account for another, or the same, Shipper.



GISB Transaction Type Code	GISB Transaction Type Description	Notes
26	Park	The temporary transfer of gas to TCPL's linepack from a Shipper's account. This volume is to be withdrawn at a negotiated future date.
27	Park Withdrawal	The volume transferred from TCPL's account to a Shipper's account. This is the removal of the temporarily parked gas in TCPL's linepack.
28	Loan	The temporary transfer of gas from TCPL's linepack to a Shipper's account. This volume is to be paid back at a negotiated future date.
29	Loan Payback	The volume transferred back to TCPL's account from a Shipper's account. This is the return of the temporary loan of gas from TCPL's linepack.
30	In-Kind Fuel	A nomination for fuel provided to TransCanada for the transportation of gas on the system. The volume is calculated using the published fuel ratio for the transportation nominations multiplied by the volume transported.
32	N/A	This is the transaction type to be used on the nomination for all receipt transfers related to transportation services. **
33	N/A	This is the transaction type to be used on the nomination for all delivery transfers related to transportation services. **

\*\* TCPL use transaction type codes 32 and 33 for their non-pathed receipt and delivery Nominations. They chose to use these rather than current business to help customers distinguish between the different types of nominations they need to create.

### Types of Service

Type of Service	Description
BHI	Back Haul Interruptible
CRF	Capacity Release - GLGT Fuel
CR1	GLGT Capacity Release
ECR1	Enhanced Capacity Release - 1s
ECR2	Enhanced Capacity Release - 2n
ECR2 D	Enhanced Capacity Release - 2n
ECRF	Enhanced Capacity Release - GL



Type of Service	Description
EXU	Exchange with Union
FST	Firm Service Tendered
FST D	Firm Service Tendered Diversion
FT	Firm Transportation
FT D	Firm Transportation Diversion
FT I	Firm Transportation Injection
FT I O	Firm Transportation Injection
IT	Interruptible Transportation
LTWFS	Long Term Winter Firm Service
LTWFS D	Long Term Winter Firm Service Diversion
STFT1	Short Term Firm
STS	Storage Transportation Service
STS O	Storage Transportation Service

## Tips, Tricks, and Troubleshooting Nominations Import

**File Format:** Make sure that the files are saved in .csv format so that they will be comma-delimited. You need to know that when copying rows of data from an existing Excel file to create a new Excel file, if there are no values in any rows within the final column of the copied data, then the pasted rows will not recognize that the empty fields are valid. This means that a final comma will not be included for this field in the new CSV (comma separated value) file, therefore the number of columns in the new file will not match the number of columns in the header record, thus invalidating the file format.

There is an easy solution! Create a “dummy” final column, using your own naming convention, then populate all rows in that column. This will ensure that the number of columns matches the header records therefore the file will pass the system header check.

Also, the final record in the file must be followed by a Carriage Return Line Feed (CRLF).

**Export Feature:** If you are creating a file from scratch, use the export feature to export valid nominations from NrG Web Highway to see the file format.

**Creating New Files:** If you are creating the file from scratch, include any additional columns you need in order to make the file make sense (e.g. company names, transaction type names etc). These columns will be ignored by the import, but will not cause the import to fail (up to maximum of 50 columns in total).

**Reducing Processing Time:** The import goes through a file transfer process, field validation checks, saves to the database, validation of the record, and if selected, sends to the service provider. It will be much quicker to get all the transactions sent if you send several smaller files rather than one large one. For example, a file of 1000 records will take 10-15 minutes to import, save, validate and send. If several smaller imports are done, they will all run concurrently and the processing will be much faster.

**Contract Numbers:** For NGTL upstream contracts which are usually two digits long, it is important to retain the leading zero, because the upstream contract field is alphanumeric and if the leading zero is dropped then a match to the information in the upstream contracts database will not be found. Be sure to format your column in the spreadsheet in a manner that will retain the leading zeroes. (In Excel this can be done by formatting the cells to custom format '00' to retain the zero). The same is true of DUNS® numbers that have leading zeroes and transaction types 01 – 09.

**Missing DUNS® Numbers:** If you have a situation where the DUNS® number isn't in the NrG company table, contact the NrG Help Desk to have it added.

**Up/Down Contracts:** If you get errors on the upstream or downstream contracts being invalid then check the Up/Down Contracts module to ensure that the contract exists. If the service provider is NGTL then the contract must exist for the location specified because upstream contracts for NGTL are specific to a location.



**Imported Files:** The imported files will be retained in the NrG system for 14 days in case there is troubleshooting of the file to be done.

**Reports:** The import reports will be retained in the system for 3 days. A report for a batch can always be rerun.

**Need More Help?** If you have any problems at all, please contact the NrG Help Desk at 1-800-216-8066, or 974-1246 in Calgary, Alberta, CANADA.



## Appendix A – Glossary

Term	Definition
Batch Flat File	The term used within GI SB FF/EDM to describe the automated computer-to-computer transfer of flat files.
GI SB	Gas Industry Standards Board – they define all of the data element and business practice standards for nominations
GI SB FF/EDM	The term used to describe a standardized flat file electronic data interchange of information in files as mapped from the x.4.z GI SB standards. GI SB FF/EDM is communicated between trading partners over the Internet using the GI SB Electronic Delivery Mechanism (EDM).
IGTS	Iroquois Gas Transmission, L.P.
Interactive Flat File	The term used within GI SB FF/EDM to describe the transfer of flat files using an interactive browser.
Intra-day Nominations	An intra-day nomination, for purposes of this document, is any nomination that doesn't start at the start of the gas day (09:00).
Model Type	<p>Model type is a GI SB term used to describe the format of the transaction. There are four GI SB model types: non-pathed, pathed non-threaded, unpathed and pathed threaded.</p> <p><b>Non-pathed:</b> A one-sided transaction that is either a receipt or delivery. Frequently used for account transfers or pooling. There is no fuel applicable on non-pathed transactions. Code to be used on the GI SB flat file = N</p> <p><b>Pathed non-threaded:</b> A path of transportation that does NOT include the supply and market components. With this model type, there is always a non-pathed receipt nomination to identify the supply, and a non-pathed delivery nomination to identify the market. Basically, gas is pooled to the receipt location, transported from the receipt location to the delivery location and then disbursed out of the delivery location, like a pool. Fuel is typically required on pathed transactions. Code to be used on the GI SB flat file = T</p> <p><b>Unpathed:</b> The unthreaded segment of pathed non-threaded business. This is the same as a non-pathed transaction except that upstream and downstream ranks can be used and the receipt and delivery ranks cannot. Code to be used on the GI SB flat file = U</p> <p><b>Pathed threaded:</b> A path of transportation that includes identification of the supply and the market, along with the transportation path. This is an explicit definition of supply and market rather than pooling. Fuel is typically required on pathed transactions. Code to be used on the GI SB flat file = P</p>
NGTL	Nova Gas Transmission Ltd. (the current name in NrG for the Alberta TCPL business).
NI T	"Nova Inventory Transfer" – the former name for NGTL Title Transfers and a term still used by NGTL pipeline and shipper staff.
Outage Nomination	A transportation nomination to NGTL that identifies transactions that are being



<b>Term</b>	<b>Definition</b>
	put in place due to an outage or disruption in service on the pipeline.
Splits	A term used by NGTL and their customers to describe the upstream contracts for a transportation nomination.
TCPL	TransCanada PipeLines Ltd.
Transportation Nomination	The business transaction used to request the movement of natural gas through a service provider's pipeline.
Title Transfer Nomination	The business transaction (nomination) used to request the exchange of natural gas between two accounts on the service provider's pipeline.
TSP	Transportation Service Provider (Pipeline).
Upstream Contract	The identifier for the source of natural gas moving into the service provider's pipeline.
WEI	Westcoast Energy Inc.



## Appendix B – Summary of NrG Validations

The following is a summary of the validations that take place in the NrG Nominations Validation routine. These validations are done prior to send and any fatal errors prevent a nomination from being sent to the service provider.

### Service Requester Contract

- Must be valid for the service requester
- Must have an effective date on or before the nomination start date
- Must have an expiry date (if one is present) that is on or after the nomination end date

### Locations

- Must be valid for the service provider
- Must be nominatable for transportation nominations
- Must allow title transfers for title transfer nominations
- Must be active

### Upstream/Downstream Contracts

- Must be valid for the service provider selected
- In NGTL's case, must be valid for the location selected
- Must have an effective date on or before the nomination begin date
- Must have an expiry date (if present) on or later than the nomination end date
- You can only nominate to an expired upstream or downstream contract if the quantity is zero

### Transaction Type

- Must be valid for the service provider selected
- The list of valid transaction types for each service provider can be found in this document or by running the Transaction Type Listing in the NrG Web Highway Reporting module in the Nominations folder under NrG modules

### Date Checks

- The nomination end date must be later than the nomination begin date
- IGTS Intra-day nominations must be placed at least 4 hours prior to nomination start time
- There is a warning if a nomination is validated with an expired begin date and time
- For all service providers except NGTL, intra-day nominations must end at the end of the gas day
- For TCPL, nominations must end either at the end of the gas day or up to and including the end of the gas month

### Field Usage

- There are checks done to ensure that fields are valid for the model type (e.g. upstream and downstream information is not permitted on pathed non-threaded transactions)



- There are checks done to ensure that you don't include fields that the service provider doesn't support

#### Other Checks

- Model type must be valid for the contract and must be a valid GISB model type
- NGTL allows only receipt transportation noms
- Title transfers can't have the same contract on both sides of the transaction
- Package ID contains only valid characters

If you require additional information on the validations that NrG performs, please contact the NrG Help Desk.

## Appendix C - GISB Principles and Standards

### Principles

The following GISB principles apply to flat file processing for nominations:

Principle Number	Wording	NrG Interpretation or impact
6	There should generally be a one-to-one relationship between data elements used for EDI, and /or flat files and the data displayed on Customer Activities Web pages.	Flat file fields should match the screens in NrG Web Highway, except that we can have all GISB elements rather than just those that apply for the TSP as per standard #4.3.34
12	When standardized, all elements used in standard EB/EDM, EDI/EDM and FF/EDM should be defined in the related GISB x.4.z standard.	Must allow all GISB fields in the file.
13	For GISB FF/EDM, the content and usage of flat files should reasonably correspond to the GISB data sets used for EDI/EDM.	
14	If GISB FF/EDM is implemented, flat files should be exchanged via the GISB EDI/EDM site or the Customer Activities Web site.	Import feature should be in our NrG Web Highway Nominations modules or the high-level activities page.
17	Until such time as GISB standardizes field lengths for data elements, data element field lengths for FF/EDM should not exceed the corresponding field lengths defined for EDI/EDM, as defined in the ANSI ASC X12 version of the GISB implementation guide in which the GISB data element was adopted.	Field lengths on the database match EDI field lengths, and are therefore the maximum that we support.

### Standards

The following GISB standards apply to flat file processing for nominations:

Standard Number or Identifier	Wording	NrG Interpretation or Impact
4.3.2	On time stamping, data leaves control of the originator by the same time (deadline), regardless of mechanism (3 <sup>rd</sup> party service provider time stamp is acceptable) and 15 minutes of communication time should be available to allow accumulation of all	



Standard Number or Identifier	Wording	NrG Interpretation or Impact
	transactions to the pipeline. A standard network protocol (TCP/IP) should be in service for direct connect to the pipeline designated site by 4/1/97.	
4.3.8	The minimum acceptable protocol should be HTTP. All sending and receiving parties should be capable of sending and receiving using HTTP.	
4.3.9	For GISB EDI/EDM and FF/EDM (flat file EDM), there is a time stamp (HTTP time stamp) that designates the time that a file is received at the designated site. The receiving party should generate a time stamp upon successful receipt of the complete file, and send as an immediate response to the sending party. The time stamp should be generated by the Common Gateway Interface (CGI) of the receiving party, prior to further processing by the CGI.	
4.3.34	Columns and data fields that would contain data not supported by the TSP should be eliminated on display and /or entry, and left empty on download.	Export will contain all GISB fields for all service providers even though the fields not used by the service provider will be empty.
S 16	Where they exist for the same business function, flat files and EDI should use the same nomenclature for data set names, data element names, code values, and/or code value descriptions, abbreviations, and message text. Corresponding Web pages should use data set names, data element names, code value descriptions, abbreviations, and message text that correspond to those used in flat files and EDI, where they exist.	The flat file data field names must match EDI for nominations.
S 21	A TSP which determines to provide new features utilizing existing transaction sets via GISB EBB/EDM, for each transaction upon inception of support for such service should: <ul data-bbox="407 1623 935 1894" style="list-style-type: none"><li>• If GISB EDI/EDM or FF/EDM standards exist for the transaction set, provide the service via EDI/EDM, or FF/EDM, or both, utilizing modifications defined by the TSP to the existing file structures.</li><li>• Submit a request for modification or enhancement of the transaction set to GISB including details of the interim</li></ul>	



Standard Number or Identifier	Wording	NrG Interpretation or Impact
	EBB/EDM, EDI /EDM and/or FF/EDM implementation.	
S 22	Where a TSP utilizes a subset of available GISB code values for specific data elements for inbound documents to the TSP, the TSP should make available a list of the supported code values in a download utilizing a GISB electronic format.	Transaction Type Listing is provided in the NrG Web Highway Reporting module under the NrG Modules - Nominations.
S 25	GISB FF/EDM flat files should be formatted as ASCII comma separated value (CSV) files.	
S 27	For a GISB FF/EDM flat file, the first row of the file should be comprised of the standard abbreviations for GISB data elements, including any additional data elements added per GISB standard No. (S21), in the order in which the corresponding data is to appear in all subsequent rows. The data element order is at the option of the sender. If a data element abbreviation is not recognized, the entire flat file should be rejected.	This is one place where import differs from EDM. It is better for the customer that we allowed extra columns because they may need extra columns (e.g. loc name, co name) in their spreadsheet in order to create it properly.
S 28	For GISB FF/EDM flat files, each transaction (e.g. nomination) should be contained in a single row.	
S 29	Where display information on a Customer Activities Web site is derivable from data provided in a previous upload or download, the information should not be included in the EDI /EDM standards (or FF/EDM standard, for later consideration) that directly correspond to the EBB/EDM Web page being displayed.	
S 30	The industry should use common codes for location points and legal entities when communicating via EDI /EDM, EBB/EDM and/or FF/EDM. The corresponding common code name should also be used in EBB/EDM.	
S 48	A TSP which determine to provide new services which do not utilize existing transaction sets via GISB EBB/EDM, should prior to implementation, submit a request for standardization to GISB including descriptions of the EBB/EDM, EDI /EDM, and, as applicable, FF/EDM implementation.	
S 53	For Interactive Flat File EDM, 40-bit Secure	



Standard Number or Identifier	Wording	NrG Interpretation or Impact
	Sockets Layer (SSL) encryption should be used. Where possible, 128-bit SSL encryption is strongly recommended.	
S 54	Access to Interactive Flat File EDM should be protected by HTTP Basic Authentication	
S 76	Where a TSP populates the upstream/downstream identifier via its EBB/EDM implementation based upon provision of an upstream or downstream contract identifier at pooling and logical points, an EDI nomination should be provided the same capability.	In the application, we populate up/down company based on up/down contract. The same feature is offered in import.

**Standard Column Order**

<b>Business Entities Section</b>	Service provider, service requester
<b>Contract Section</b>	Service requester contract, model type
<b>Dates Section</b>	Begin date, begin time, end date, end time
<b>Receipt Section</b>	Receipt location, upstream company, upstream contract, receipt quantity, minimum receipt quantity, receipt rank, upstream rank, upstream package I D, receipt location proprietary code
<b>Delivery Section</b>	Delivery location, downstream company, downstream contract, delivery quantity, minimum delivery quantity, delivery rank, downstream rank, downstream package I D, delivery location proprietary code
<b>Transaction Specific Data</b>	Quantity type, service provider activity code, transaction type, package I D, associated contract, bid rate, capacity type, deal type, nominator's tracking number, export declaration
<b>Custom Fields Section</b>	Type of service