



## NOMINATION FORM INSTRUCTIONS

### I. NOMINATIONS DEADLINES

<b>Next day Service:</b>	<b>11:30 a.m. daily, 7 days a week</b>
<b>Next day Late/Evening Cycle:</b>	<b>6:00 p.m. daily, 7 days a week</b>
<b>Same day Intraday 1 Cycle:</b>	<b>10:00 a.m. daily, 7 days a week</b>
<b>Same day Intraday 2 Cycle:</b>	<b>5:00 p.m. daily, 7 days a week</b>

### II. HEADING - The following items must be recorded:

- A. Page - Total number of pages and sequence.
- B. Nomination Effective - Effective date range of nomination.
  - 1. Month
  - 2. Start Day
  - 3. End Day
- C. Revision number - indicate if nomination is a revision.
- D. Contract Number - Fully executed Service Agreement.
- E. Service Requester - Name of the Service Requester on contract.
- F. Agent - Party other than Service Requester authorized to nominate on contract, if applicable.
- G. Contact Person - Person responsible for nominations.
  - 1. Phone - Number where contact may be reached.
  - 2. Fax - Number where contact may receive communications by fax.
  - 3. E-mail - Address where contact may be reached.
- H. Contact after 5:00 p.m. - Person responsible for nomination after regular business hours.
  - 1. Phone - Number where contact may be reached.
  - 2. Pager - Pager number of contact person.
  - 3. Fax - Number where contact may receive communications by fax.
  - 4. E-mail - Address where contact may be reached.

### III. POINT-TO-POINT DETAIL - All items below must be recorded unless otherwise noted:

- A. Receipt Location - Valid receipt location on contract.
- B. \*Receipt Rank - How you would like to rank your receipts for scheduling purposes.
- C. Upstream Entity - Party that put the gas into the pipeline.
- D. \*\*Producer/\*\*Upstream Contract Id - Further definition for the source of gas received. Producer is required (TGC and Sea Robin only) if the receipt location is not a pipeline interconnect and has at least one valid Producer defined. Contract ID is required for receipt locations that interconnect to an upstream pipeline. On PEPL, Contract ID is required when the receipt location is a pipeline interconnect.
- E. Receipt Quantity - Receipt quantity. (You may furnish either the Receipt or Delivery Quantity and the other quantity will be calculated.)
- F. Delivery location - Valid Delivery location on contract.
- G. \*Delivery Rank - How you would like to rank your deliveries for scheduling purposes.
- H. Downstream Entity - Party downstream of the delivery point that takes custody of the gas.
- I. \*\*Downstream Contract Id - Further defines the disposition of the gas being delivered. Contract Id is required for delivery locations that interconnect to downstream pipeline.
- J. Delivery Quantity - Delivery quantity. (You may furnish either the Delivery Quantity or the Receipt Quantity and the other quantity will be calculated.)
- K. \*Package Id - Further defines the gas for your records.
- L. Totals - Nomination totals for quantities.

