

NORTH COAST GAS TRANSMISSION

---

Electronic Bulletin Board

# Shipper User Manual



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# Welcome to North Coast Gas Transmission's EBB User Guide

## Section 1 Hardware Requirements

To use our EBB you will simply need access to Internet Explorer 7 or higher. Other web browsers may work as well or partially work but the EBB code was designed for use with Explorer. Please use the link provided here to download the latest free Internet Explorer software or see your information technology specialist.

<http://www.microsoft.com/ie>



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## Section 2 - Logging into the EBB

The EBB home page is located on the web at <http://www.quicknom.com/northcoast>. This home page provides access to the North Coast company home page, links to our Tariff, a user ID request form, and system map. **Note:** you must have previously been assigned a user ID and password to continue past this home screen. If you still need a user ID and password, please fully complete the EBB User ID Request form, have it signed by your designated administrator, and then send to our office for setup.

**North Coast Gas Transmission, LLC Portal**

**Systems**  
Pipeline System (Nominations)

**Company Information**  
Contact Info  
Homepage Link

**Company Overview**

**North Coast Gas Transmission LLC** operates a 266 mile natural gas pipeline originating in Cynnet, Ohio and ending east of Cleveland, with an additional leg which runs south to north from Marion to Toledo, Ohio. Originally built to transport petroleum products, North Coast converted the line to transport natural gas and began operating the pipeline in September 1997. In November 2002, North Coast boosted line capacity by adding 6,720 H.P. of compression and currently provides natural gas transportation service for a diverse group of local distribution companies, end-users, and market aggregators in Northern Ohio.

The North Coast pipeline allows Ohio natural gas users to access gas supply at the Chicago Hub, an aggregation point for virtually every gas producing basin in the U.S. and Western Canada, including the Gulf Coast, Rocky Mountain, Hugoton, Permian, Alberta and when developed, the North Slope Basins. This supply diversity combined with North Coast's low cost transportation route allows Ohio users to access competitively priced gas supply.

**North Coast Gas Transmission, LLC Links**

**Forms**

- North Coast Tariff
- EBB User ID Request
- North Coast Map

**Informational Postings**

**Date Posted:** 07/24/2009 **Date effective:** 07/24/2009  
**Attention:** Shippers  
**Subject:** Available Capacity for August 2009  
COH Findlay - 675 Dth COH Fostoria - 743 Dth COH Toledo - 0 Dth COH Hinckley - 765 Dth COH Norwalk - 248 Dth COH Oberlin - 225 Dth Dominion - 0 Dth TCO Oberlin - 5,000 Dth  
Please call Michael Yeager at (614) 545-0492 with any questions you may have.

**Step 1:** Click on the "Pipeline System" link on the EBB home page as shown.

**Step 2:** Enter your username and password and select the User Type as "Shipper" then press Log In. Fields are case sensitive. Please call your NCGT representative if you cannot enter system for any reason.

**North Coast Gas Transmission, LLC**  
Pipeline Management System  
[North Coast Gas Transmission, LLC Portal](#)

Username

Password

User Type



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### Section 3 - Creating a Nomination

The heart of the system is designed to allow you to submit your nominations online in a quick and intuitive format.

**North Coast Gas Transmission, LLC**

**Nominations**  
Submit Nomination  
Nominations  
Scheduled Quantities

**Flowing Gas**  
Imbalances

**Capacity Release**  
Submit Offer  
Submit Bid  
Offers, Bids, & Awards

**Contracts**  
Contracts

**Reports**  
Daily Summary  
Contract Summary  
Point Summary

**Misc**  
Invoices  
Points  
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Logout

**Nomination**

Shipper: KNG Energy, Inc. Contract: Select  
First Gas Day: August 26 2009 Last Gas Day: August 26 2009  
Transaction Type: Current Business View Nom History

**Receipt Points**

Receipt Point	Nominator's Tracking ID	Upstream Party	Upstream Contract	Package ID	Receipt Rank	Fuel Percent	Receipt Quantity
Select a contract					1	0	0 X

Add Receipt Point

Receipt Total: 0  
Fuel Amount: 0  
Deliverable Amount: 0

**Delivery Points**

Delivery Point	Nominator's Tracking ID	Downstream Party	Downstream Contract	Package ID	Delivery Rank	Delivery Quantity
Select a contract					1	0 X

Add Delivery Point

Delivery Total: 0

Save Nomination  
Cancel

1. To submit nominations first click the link in the left hand navigation bar named "Submit Nomination" and you should then see the following screen.

**North Coast Gas Transmission, LLC**

**Nominations**  
Submit Nomination  
Nominations  
Scheduled Quantities

**Flowing Gas**  
Imbalances

**Capacity Release**  
Submit Offer  
Submit Bid  
Offers, Bids, & Awards

**Contracts**  
Contracts

**Reports**  
Daily Summary  
Contract Summary  
Point Summary

**Misc**  
Invoices  
Points  
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Logout

**Nomination**

Shipper: KNG Energy, Inc. Contract: FT 10002-A  
First Gas Day: August 26 2009 Last Gas Day: August 26 2009  
Transaction Type: Current Business View Nom History

**Receipt Points**

Receipt Point	Nominator's Tracking ID	Upstream Party	Upstream Contract	Package ID	Receipt Rank	Fuel Percent	Receipt Quantity
Select					1	1.5	0 X

Add Receipt Point

Receipt Total: 0  
Fuel Amount: 0  
Deliverable Amount: 0

**Delivery Points**

Delivery Point	Nominator's Tracking ID	Downstream Party	Downstream Contract	Package ID	Delivery Rank	Delivery Quantity
Select					1	0 X

Add Delivery Point

Delivery Total: 0

Save Nomination  
Cancel

2. Next select the contract you wish to nominate on using the drop box in the upper right corner of the screen. If you don't see your contract in the list, please contact your NCGT representative.



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3. Now enter your nomination start date and nomination end date in the fields highlighted below. Please use the calendar button to the right of the field to properly format your date entry. Remember that nominations are due no later than 12:30 pm on the day preceding gas flow. The EBB will reject late nominations.

4. Next let's fill in the receipt point information. First, select the intended receipt point from the master list drop down box (A). Second (B), type in the name of the party delivering the upstream gas to Cygnet on Crossroads (this will likely be your own company for the majority of nominations). Third (C), enter the upstream contract number (you can type

text and/or digits in this field. You can add/split upstream receipts by clicking on the "Add Receipt Point" button. Note that your contract fuel retentage is automatically inputted and calculated for you. You can leave the other fields blank or use them for other helpful identifying numbers or text.



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**North Coast Gas Transmission, LLC**

**Nomination**

Shipper: KNG Energy, Inc. Contract: FT 10002-A  
 First Gas Day: September 1 2009 Last Gas Day: September 30 2009  
 Transaction Type: Current Business View Nom History

Receipt Points							
Receipt Point	Nominator's Tracking ID	Upstream Party	Upstream Contract	Package ID	Receipt Rank	Fuel Percent	Receipt Quantity
Crossroads		Acme Corp	999999		1	1.5	1100 X
Crossroads		ABC Gas Co	888888		1	1.5	1250 X
						Receipt Total	2350
						Fuel Amount	35
						Deliverable Amount	2315

Delivery Points							
Delivery Point	Nominator's Tracking ID	Downstream Party	Downstream Contract	Package ID	Delivery Rank	Delivery Quantity	
KNG - Bettsville		KNG Pool	123456		1	500 X	
KNG - Charter		KNG Pool	234567		1	500 X	
KNG - System		KNG Pool	345678		1	1315 X	
						Delivery Total	2315

Save Nomination Cancel

5. Now it's time to fill in the delivery point information. First, select the intended delivery point from the master list drop down box (A). Second (B), type in the name of the party you are delivering to. Third (C), enter the upstream contract number (you can type text and/or digits in this field). You can add/split upstream receipts by clicking on the "Add Delivery Point" button. NCGT does not have minimum entry

standards in these description fields other than requiring the selection of the delivery point and delivery quantity. To find out exactly what to enter into these fields, please call your delivery point operator and ask what they are expecting to see and where they want the information listed. You can leave the other fields blank or use them for other helpful identifying numbers or text. You must match your total delivery quantity (D) to your total Deliverable Amount; failure to match these quantities will result in a nomination error message.

**North Coast Gas Transmission, LLC**

**Nomination Add/Edit Confirmation**

Your nomination has been saved.  
 Go to nomination calendar

6. The final step is to simply click "Save Nomination" after all the required information has been entered. Error messages will guide you to fix problems with your nomination as they occur. For persistent problems please contact your NCGT representative.



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**North Coast Gas Transmission, LLC**

**Nominations**

**September 2009**

**Nominations**  
Submit Nomination  
**Nominations** ←  
Scheduled Quantities

**Flowing Gas**  
Imbalances

**Capacity Release**  
Submit Offer  
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Contracts

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Daily Summary  
Contract Summary  
Point Summary

**Misc**  
Invoices  
Points  
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Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Rec 2,350 Del 2,315	2 Rec 2,350 Del 2,315	3 Rec 2,350 Del 2,315	4 Rec 2,350 Del 2,315	5 Rec 2,350 Del 2,315
6 Rec 2,350 Del 2,315	7 Rec 2,350 Del 2,315	8 Rec 2,350 Del 2,315	9 Rec 2,350 Del 2,315	10 Rec 2,350 Del 2,315	11 Rec 2,350 Del 2,315	12 Rec 2,350 Del 2,315
13 Rec 2,350 Del 2,315	14 Rec 2,350 Del 2,315	15 Rec 2,350 Del 2,315	16 Rec 2,350 Del 2,315	17 Rec 2,350 Del 2,315	18 Rec 2,350 Del 2,315	19 Rec 2,350 Del 2,315
20 Rec 2,350 Del 2,315	21 Rec 2,350 Del 2,315	22 Rec 2,350 Del 2,315	23 Rec 2,350 Del 2,315	24 Rec 2,350 Del 2,315	25 Rec 2,350 Del 2,315	26 Rec 2,350 Del 2,315
27 Rec 2,350 Del 2,315	28 Rec 2,350 Del 2,315	29 Rec 2,350 Del 2,315	30 Rec 2,350 Del 2,315			

◀ August 2009      October 2009 ▶

Has Nominations  
 No Nominations

If you want to check on your nominated totals, you can access that data by clicking the "Nominations" link in the left side navigation window as indicated above. Note that this will provide your nominated totals for all contracts held on NCGT.



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## Section 4 - Confirming Your Nomination(s)

You will have the choice of viewing your confirmations by contract or as a shipper total. If you have only one contract on NCGT, all these options will yield the same result but will present the data in different formats and in varying degrees of detail.

To view your daily confirmed quantities by specific contract you will need to follow these instructions.

1. Click on the Daily Summary link in the left hand navigation window as indicated by (A). Fill in the date range you want to confirm. Select the contract you want to confirm as shown by (B) and then press Create Report. You should then see a daily report for the contract you selected in the format shown below.

Print this page

Points: All  
Contracts: FT 10002-A  
Date Range: Sep 01 2009 - Sep 30 2009

Date	Receipts				Deliveries			
	Nominated	Confirmed	Scheduled	Allocated	Nominated	Confirmed	Scheduled	Allocated
Sep 01, 2009	2,350	0	0	0	2,315	0	0	0
Sep 02, 2009	2,350	0	0	0	2,315	0	0	0
Sep 03, 2009	2,350	0	0	0	2,315	0	0	0
Sep 04, 2009	2,350	0	0	0	2,315	0	0	0
Sep 05, 2009	2,350	0	0	0	2,315	0	0	0
Sep 06, 2009	2,350	0	0	0	2,315	0	0	0
Sep 07, 2009	2,350	0	0	0	2,315	0	0	0
Sep 08, 2009	2,350	0	0	0	2,315	0	0	0
Sep 09, 2009	2,350	0	0	0	2,315	0	0	0
Sep 10, 2009	2,350	0	0	0	2,315	0	0	0
Sep 11, 2009	2,350	0	0	0	2,315	0	0	0
Sep 12, 2009	2,350	0	0	0	2,315	0	0	0
Sep 13, 2009	2,350	0	0	0	2,315	0	0	0
Sep 14, 2009	2,350	0	0	0	2,315	0	0	0
Sep 15, 2009	2,350	0	0	0	2,315	0	0	0
Sep 16, 2009	2,350	0	0	0	2,315	0	0	0
Sep 17, 2009	2,350	0	0	0	2,315	0	0	0
Sep 18, 2009	2,350	0	0	0	2,315	0	0	0
Sep 19, 2009	2,350	0	0	0	2,315	0	0	0
Sep 20, 2009	2,350	0	0	0	2,315	0	0	0
Sep 21, 2009	2,350	0	0	0	2,315	0	0	0
Sep 22, 2009	2,350	0	0	0	2,315	0	0	0
Sep 23, 2009	2,350	0	0	0	2,315	0	0	0
Sep 24, 2009	2,350	0	0	0	2,315	0	0	0
Sep 25, 2009	2,350	0	0	0	2,315	0	0	0
Sep 26, 2009	2,350	0	0	0	2,315	0	0	0
Sep 27, 2009	2,350	0	0	0	2,315	0	0	0
Sep 28, 2009	2,350	0	0	0	2,315	0	0	0
Sep 29, 2009	2,350	0	0	0	2,315	0	0	0
Sep 30, 2009	2,350	0	0	0	2,315	0	0	0
<b>Totals :</b>	<b>70,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>69,450</b>	<b>0</b>	<b>0</b>	<b>0</b>

As you can see, daily detail is included. As the scheduling deadlines pass for any gas day, NCGT will confirm the nomination and you will start to see the confirmed column populate with data. If your confirmed quantity does not equal your nominated quantity you will need to contact your NCGT representative for an explanation of why a nomination reduction was made.



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**North Coast Gas Transmission, LLC**

**Nominations**  
 Submit Nomination  
 Nominations  
 Scheduled Quantities

**Flowing Gas**  
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**Capacity Release**  
 Submit Offer  
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**Contract Summary Report**

Report Start Date: August 01 2009 Today

Report End Date: August 31 2009 Tomorrow

Contracts: ALL  
 FT 10002-A - KNG Energy, Inc. (A)

Points: ALL  
 COH - Findlay  
 COH - Fostoria  
 COH - Hinckley  
 COH - Norwalk  
 COH - Oberlin  
 COH - Parma  
 COH - Toledo  
 Crossroads (B)

Create Report

To view your monthly confirmed quantities by specific contract you will need to follow these instructions.

1. Click on the Contract Summary link in the left hand navigation window as indicated by (A).
2. Fill in the date range you want to confirm.
3. Select the contract you want to confirm as shown by (B) and then 4. press Create Report.

You should then see a monthly report for the contract you selected in the format shown below.

**North Coast Gas Transmission, LLC**

**Nominations**  
 Submit Nomination  
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**Capacity Release**  
 Submit Offer  
 Submit Bid  
 Offers, Bids, & Awards

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**Contract Summary Report**

Points: All Print this page

Contracts: FT 10002-A  
 Date Range: Sep 01 2009 - Sep 30 2009

Contract Number	Receipts				Deliveries			
	Nominated	Confirmed	Scheduled	Allocated	Nominated	Confirmed	Scheduled	Allocated
FT 10002-A	70,500	0	0	0	69,450	0	0	0
	70,500	0	0	0	69,450	0	0	0

Back



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**North Coast Gas Transmission, LLC**

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Submit Nomination  
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**Point Summary Report**

Report Start Date:

Report End Date:

Contracts:

Points:

If you want to see your monthly confirmed quantities by contract and by delivery point, follow these instructions.

1. Click on the "Point Summary" report in the left side navigation window as shown in (A).
2. Select your date range.
3. Select contract you want to confirm as shown in (B).
4. Press "Create Report" button at bottom of page.

**North Coast Gas Transmission, LLC**

**Nominations**  
Submit Nomination  
Nominations  
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**Point Summary Report**

Points: All Print this page

Contracts: FT 10002-A

Date Range: Sep 01 2009 - Sep 30 2009

Point Name	Receipts				Deliveries			
	Nominated	Confirmed	Scheduled	Allocated	Nominated	Confirmed	Scheduled	Allocated
COH - Findlay -[500701789]	0	0	0	0	0	0	0	0
COH - Fostoria -[500925224]	0	0	0	0	0	0	0	0
COH - Hinckley -[500791765]	0	0	0	0	0	0	0	0
COH - Norwalk -[500925225]	0	0	0	0	0	0	0	0
COH - Oberlin -[500914386]	0	0	0	0	0	0	0	0
COH - Parma -[Parma]	0	0	0	0	0	0	0	0
COH - Toledo -[501008269]	0	0	0	0	0	0	0	0
Crossroads -[736913]	70,500	0	0	0	0	0	0	0
DEO - Maumee -[Maumee]	0	0	0	0	0	0	0	0
Dominion East Ohio -[ML017]	0	0	0	0	0	0	0	0
KING - Bettsville -[KING - Bettsville]	0	0	0	0	15,000	0	0	0
KING - Charter -[KING - Charter]	0	0	0	0	15,000	0	0	0
KING - System -[KING - System]	0	0	0	0	39,450	0	0	0
North Coast GS -[NCGT GS]	0	0	0	0	0	0	0	0
Orwell - Mantua -[Mantua]	0	0	0	0	0	0	0	0
POET - Fostoria -[POET - Fostoria]	0	0	0	0	0	0	0	0
POET - Marion -[POET - Marion]	0	0	0	0	0	0	0	0
Suburban - Marion -[Suburban - Marion]	0	0	0	0	0	0	0	0
TCO - Oberlin -[738459]	0	0	0	0	0	0	0	0
	70,500	0	0	0	69,450	0	0	0



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There are also several ways to confirm your total nominations for all contracts.

**North Coast Gas Transmission, LLC**

**Scheduled Quantities**

**September 2009**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Rec 0 Del 0	2 Rec 0 Del 0	3 Rec 0 Del 0	4 Rec 0 Del 0	5 Rec 0 Del 0
6 Rec 0 Del 0	7 Rec 0 Del 0	8 Rec 0 Del 0	9 Rec 0 Del 0	10 Rec 0 Del 0	11 Rec 0 Del 0	12 Rec 0 Del 0
13 Rec 0 Del 0	14 Rec 0 Del 0	15 Rec 0 Del 0	16 Rec 0 Del 0	17 Rec 0 Del 0	18 Rec 0 Del 0	19 Rec 0 Del 0
20 Rec 0 Del 0	21 Rec 0 Del 0	22 Rec 0 Del 0	23 Rec 0 Del 0	24 Rec 0 Del 0	25 Rec 0 Del 0	26 Rec 0 Del 0
27 Rec 0 Del 0	28 Rec 0 Del 0	29 Rec 0 Del 0	30 Rec 0 Del 0			

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- All Quantities Scheduled
- Some Quantities NOT Scheduled
- No Nominations

The simplest way is to simply click the "Scheduled Quantities" link in the left side navigation window as shown. This report will provide you total scheduled quantities for all contracts.

To obtain total confirmed or scheduled data, you may also follow the previously outlined instructions for the Daily Summary, Contract Summary, or Point Summary and select "All" when prompted to define a contract.



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## Section 5 - Imbalance Reporting

If your actual deliveries are a higher or lower quantity than your receipts deliverable total, you will create an imbalance on NCGT. The makeup or payback of these imbalances must be arranged with your NCGT representative. To check to see what your imbalance total is, please follow these instructions.

North Coast Gas Transmission, LLC

**Imbalances**

- View Daily Imbalance Calendar
- View Imbalance by Contract
- View Imbalance by Shipper
- View Contract Imbalance Adjustments

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1. Click on the "Imbalance" link in the left side navigation window.

2. Select the type of Imbalance report you want access to.



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## **Section 6 - Capacity Assignment**

On a case by case basis, NCGT allows its shippers to assign their firm transportation to other eligible shippers at the contract rate. This can be performed on a prearranged methodology using the NCGT Capacity Assignment form attached to the EBB portal page.



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## Section 7 - Contracts

You can obtain details on your contracts by clicking on the "Contracts" link in the left side navigation window. You can view much greater detail by selecting the "View" link on the right hand side of each contract row. If you ascertain that any data listed is incorrect or incomplete, please contact your NCGT representative immediately.

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[Submit Nomination](#)  
[Nominations](#)  
[Scheduled Quantities](#)

**Flowing Gas**  
[Imbalances](#)

**Capacity Release**  
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Contracts						
Contract Number	Rate Schedule	Start Date	End Date	Enabled	View	
FT 10002-A	FIRM	Jan 16, 2007	Mar 31, 2010	Yes	<a href="#">View</a>	





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## Section 8 - Invoices

At some point in the future, NCGT may post shipper invoices behind the link named "Invoices" contained in the left side navigation window. NCGT is currently testing the accuracy and completeness of this functionality and will notify our shippers if we intend to start utilizing this link.

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**Invoices**

Click on the Invoice Number to view the invoice and any revisions.

**Approved Invoices**

Archive	Invoice Number	Invoice Month	Contract	MMBTU	Total
No approved invoices to show					