

User guide



User guide for DONG Naturgas' Offshore Pipelines' Information and booking system

Version 2
12-OCT-2012

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1 October 2012

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1. Introduction

Information and booking system, login required.

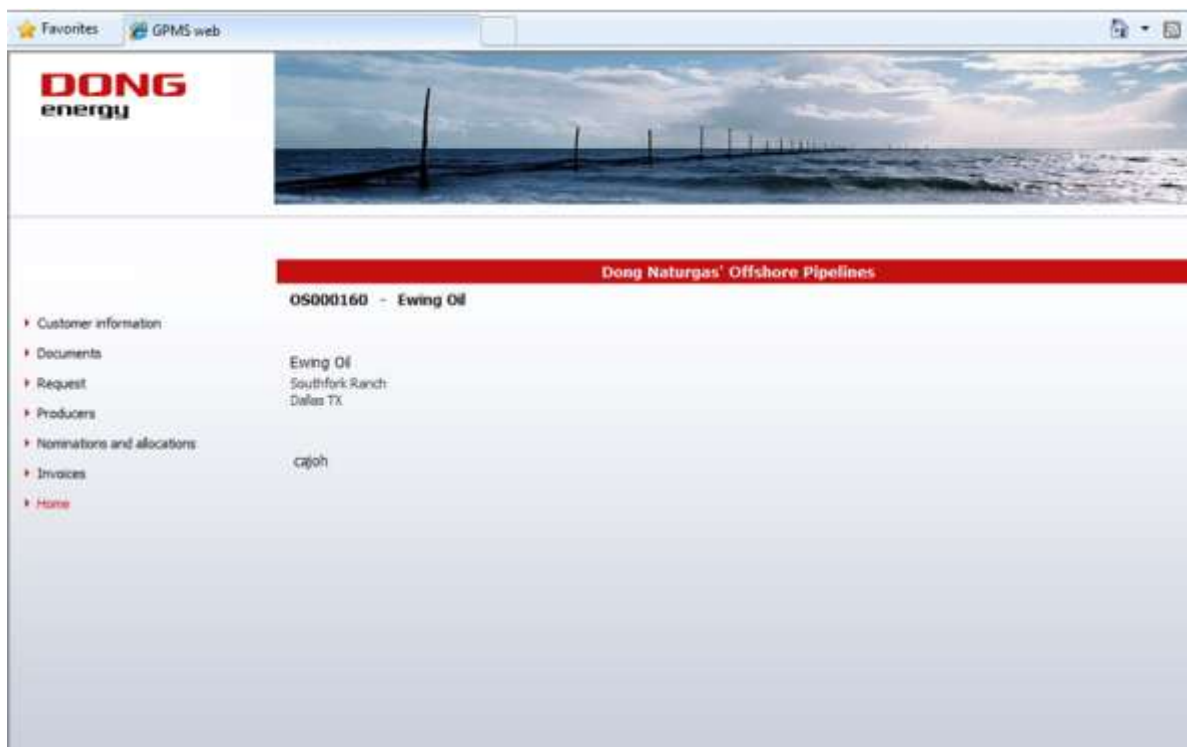
A web user interface has been established to be used by shippers transporting gas in the offshore pipelines. The name of the interface is *Information and booking system*.

Here the shipper can enter requests, view and to some extent edit customer-specific data such as agreements, contacts, producer information, invoices etc.

The initial page that appears when the shipper logs on to the web interface is shown below.

Shipper Xx is given a user name PIPE-XX and a password.

The link to the web interface is: <https://pipe.dongenergy.dk>



The following examines the functions of the menu items in the menu on the left.

2. Customer information

Click on menu item *Customer information* to go to the page below. This displays basic data for the shipper.

Dong Naturgas' Offshore Pipelines

OS000160 - Ewing Oil

Customer information

Shipper Code	OS000160
Shipper	Ewing Oil
Address	Southfork Ranch Dallas TX
Short name	EWING
GLN	9879798798798
Company registration number	4567891

	Contact	Attention	Address
	Contract issues	John Ross Ewing	Southfork Ranch Dallas TX Tel. +1 123 41234 Fax +1 123 41235 Email cajoh@dongenergy.dk
	Operating issues	Bobby Ewing	Southfork Ranch Dallas TX Tel. +1 123 41234 Fax +1 123 41235 Email cajoh@dongenergy.dk
	Billing issues	Bobby Ewing	Southfork Ranch Dallas TX Tel. +1 123 41234 Fax +1 123 41235 Email cajoh@dongenergy.dk
	Nomination	JR Ewing	Southfork Ranch Dallas TX Tel. +1 123 41234 Fax +1 123 41235 Email cajoh@dongenergy.dk

It is possible to edit a contact information in the lower part of the screen.
To edit the details of a contact, click on the pencil icon to the left of the contact.

The following screen will appear.

You are now able to edit the content in the fields.

Fill in the new address, new telephone number, new e-mail address etc.

If you want to go back to the previous screen without changing anything, click on the button *Cancel*

OS000160 - Ewing Oil

Contact Nomination

Attention JR Ewing

Address Southfork Ranch
Dallas TX

Tel.no. +1 123 41234

Fax no. +1 123 41235

Email cajoh@dongenergy.dk

Note

Save contact Cancel

After changing the content in the relevant fields, click on the button *Save contact*.

The contact is now updated. Please note that the e-mail addresses are used by DONG Storage's it-system for automatically generated messages.





Dong Naturgas' Offshore Pipelines

OS000160 - Ewing Oil

Customer information

Shipper Code OS000160
 Shipper Ewing Oil
 Address Southfork Ranch
 Dallas TX

 Short name EWING
 GLN 9879798798798
 Company registration number 4567891





















Contact	Attention	Address	
 Contract issues	John Ross Ewing	Southfork Ranch Dallas TX	Tel. +1 123 41234 Fax +1 123 41235 Email cajoh@dongenergy.dk
 Operating issues	Bobby Ewing	Southfork Ranch Dallas TX	Tel. +1 123 41234 Fax +1 123 41235 Email cajoh@dongenergy.dk
 Billing issues	Bobby Ewing	Southfork Ranch Dallas TX	Tel. +1 123 41234 Fax +1 123 41235 Email cajoh@dongenergy.dk
 Nomination	John Ross Ewing	Southfork Ranch Dallas TX	Tel. +1 123 41234 Fax +1 123 41235 Email cajoh@dongenergy.dk

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Print

3. Documents

Click on menu item *Documents* to go to the page below. This page displays a list of all the shippers requests and concluded contracts.

Dong Naturgas' Offshore Pipelines						
OS000160 - Ewing Oil						
Document List						
Document	Type of document	Status	Time	Start date	End date	
 KON-EWING-0020	Transportation Agreement	Contract concluded	27-Sep-2012 09:59	28-Sep-2012	28-Sep-2012	▲
 ANM-EWING-0026	Capacity Order	Request transferre...	27-Sep-2012 09:59	28-Sep-2012	28-Sep-2012	
 ANM-EWING-0025	Request for Nomination Agreement	Request transferre...	27-Sep-2012 09:53	01-Oct-2013	31-Dec-2099	
 KON-EWING-0019	Nomination Agreement	Contract concluded	27-Sep-2012 09:53	01-Oct-2013		
 ANM-EWING-0024	Capacity Order	Request transferre...	26-Sep-2012 14:06	27-Sep-2012	27-Sep-2012	≡
 KON-EWING-0018	Transportation Agreement	Contract concluded	26-Sep-2012 14:06	27-Sep-2012	27-Sep-2012	
 KON-EWING-0017	Transportation Agreement	Contract concluded	26-Sep-2012 14:03	27-Sep-2012	27-Sep-2012	
 ANM-EWING-0023	Capacity Order	Request transferre...	26-Sep-2012 14:03	27-Sep-2012	27-Sep-2012	
 ANM-EWING-0022	Capacity Order	Document inserted...	26-Sep-2012 13:51	27-Sep-2012	27-Sep-2012	
 ANM-EWING-0021	Capacity Order	Document inserted...	26-Sep-2012 13:50	27-Sep-2012	27-Sep-2012	
 ANM-EWING-0020	Request for Nomination Agreement	Document inserted...	26-Sep-2012 13:25	28-Sep-2012	31-Dec-2099	
 KON-EWING-0016	Transportation Agreement	Contract concluded	24-Sep-2012 08:46	25-Sep-2012	25-Sep-2012	
 ANM-EWING-0019	Capacity Order	Request transferre...	24-Sep-2012 08:46	25-Sep-2012	25-Sep-2012	
 ANM-EWING-0018	Request for Nomination Agreement	Document inserted...	24-Sep-2012 08:43	30-Sep-2012	31-Dec-2099	
 ANM-EWING-0017	Capacity Order	Request transferre...	20-Sep-2012 13:17	21-Sep-2012	21-Sep-2012	
 KON-EWING-0015	Transportation Agreement	Contract concluded	20-Sep-2012 13:17	21-Sep-2012	21-Sep-2012	
 ANM-EWING-0016	Capacity Order	Document inserted...	20-Sep-2012 13:16	21-Sep-2012	21-Sep-2012	
 ANM-EWING-0015	Request for Nomination Agreement	Request transferre...	20-Sep-2012 12:58	01-Oct-2012	31-Dec-2099	
 KON-EWING-0014	Nomination Agreement	Contract concluded	20-Sep-2012 12:58	01-Oct-2012	30-Sep-2013	
 ANM-EWING-0014	Capacity Order	Request transferre...	20-Sep-2012 11:23	29-Oct-2012	04-Nov-2012	▼

Click on the magnifier icon to the left to see the details for the chosen document.

Dong Naturgas' Offshore Pipelines

OS000160 - Ewing Oil

Transportation Agreement

Contract ID	KON-EWING-0020
Request ID	ANM-EWING-0026
Start of Booking Period	28-Sep-2012 06:00
End of Booking Period	29-Sep-2012 06:00
Capacity product	Day Ahead
Maximum Hourly Transportation Right	50,000 kWh/Hour
Redelivery Point	Nybro 1 (Tyra East Pipeline)
Capacity Tariff	15,867.77 DKK
Volume Tariff	2.295 DKK/MWh
Upper Imbalance Level	2 %
Lower Imbalance Level	10 %
Contract date	27-Sep-2012
Status	<i>Contract concluded</i>

This Transportation Agreement together with the Framework Agreement, Nomination Agreement and Standard Terms and Conditions including its Appendices shall constitute the entire legal basis for the Transportation Agreement entered into between the Parties.

BackPrint

The button *Back* brings you back to the *Document List*.

4. Request

The menu point *Request* has two sub menu points, *Nominations Agreement* and *Transportation Agreement*.

Here you can submit an order for a *Nominations Agreement* or a *Transportation Agreement*.

4.1 Request for Nomination Agreement

To enter a new Nomination Agreement please chose the menu point *Nomination Agreement*. This will bring you to the following page:



The screenshot shows a web interface for 'Dong Naturgas' Offshore Pipelines'. At the top, a red banner contains the text 'Dong Naturgas' Offshore Pipelines'. Below this, the user's account information 'OS000160 - Ewing Oil' is displayed. The main heading is 'Request for Nomination Agreement'. The form includes a 'Starting date (Gas Day) *' field with a calendar icon, and six numbered input fields for 'shipper code in Transmission System *'. At the bottom, there is a checkbox for 'The Shipper accepts the "Standard Terms and Conditions for Transportation of Gas in DONG Naturgas' offshore pipelines"', a link to 'Read Standard Terms and Conditions here', and a 'Create request' button.

The starting gas day of the Nomination Agreement can be picked from the calendar function to the right or be typed in the format DD-MON-YYYY.

Choose the gas day in the calendar

Dong Naturgas
D - Ewing Oil
Request for Normal

(Gas Day) *

October 2012

MON	TUE	WED	THU	FRI	SAT	SUN
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

* The Shipper accepts the
[Read Standard Terms and Conditions](#)

Create request

Type the shipper code for your counterpart in the Energinet.dk's Transmission System in the field 1. *Shipper code in the Transmission system.*

If you have more than one counterpart, please type the second shipper code in the field 2. *Shipper code in the Transmission System* and so on. The order of the shipper codes does not matter.

After ticking off "The customer accepts the Standard Terms and Conditions for Transportation of Gas in DONG Naturgas' offshore pipelines" you can use the button *Create request.*

The system checks whether the shipper code begins with the letters DS followed by 6 digits. If not an error message will be shown.

OS000160 - Ewing Oil
Request for Normal

Starting date (Gas Day) * 01-Oct-2012

1. shipper code in Transmission System * DS007891

2. shipper code in Transmission System

3. shipper code in Transmission System

4. shipper code in Transmission System

5. shipper code in Transmission System

6. shipper code in Transmission System

* The Shipper accepts the
[Read Standard Terms and Conditions](#)

Create request

Now you can check the entered data before sending the order.

If something has to be changed use the button *Go back and edit*. If the entered data is correct, please use the button *Send*.

The Nomination Agreement has now been received, accepted and concluded in one step.

Dong Naturgas

OS000160 - Ewing Oil

Nomination Agreement

Request ID	ANM-EWING-0027
Starting date	01-Oct-2012 06:00
Priority of shipper codes	Pro rata priority
1. shipper code in Transmission System	DS007891

Dong Naturgas' Offshore Pipeli

OS000160 - Ewing Oil

Nomination Agreement

Request ID	ANM-EWING-0027
Starting date	01-Oct-2012 06:00
Priority of shipper codes	Pro rata priority
1. shipper code in Transmission System	DS007891

Result OK

Log **The formation has been carried out**

- The request (ANM-EWING-0027) is sent to the Operator
- The request is received at the Operator at 09:03 28. sep 2012
- The request order has been accepted. The contract is filed under Docu

4.2 Transportation Agreement

To book capacity in the offshore pipelines, please choose the menu point *Nomination Agreement*. This will bring you to the following page:

Dong Naturgas' Offshore Pipelines

OS000160 - Ewing Oil

Request for Transportation Agreement

Redelivery Point *

Capacity product *

Start of Booking Period

End of Booking Period

Booked Daily Capacity * kWh/Gas Day

Maximum Hourly Transportation Right kWh/Hour

Volume Tariff 2.295 DKK/MWh

The Shipper accepts the "Standard Terms and Conditions for Transportation of Gas in DONG Naturgas' offshore pipelines"
[Read Standard Terms and Conditions here](#)

This request for a Transportation Agreement shall together with the Framework Agreement, Nomination Agreement and Standard Terms and Conditions including its Appendices constitute the entire legal basis for a subsequent Transportation Agreement entered into between the Parties.

Choose the relevant *Redelivery Point* from the drop-down list, *Nybro 1 (Tyra East Pipeline)* or *Nybro 2 (South Arne Pipeline)*

Dong Naturgas' Offshore Pipelines

OS000160 - Ewing Oil

Request for Transportation Agreement

Redelivery Point *

Capacity product *

Start of Booking Period

End of Booking Period

Booked Daily Capacity * kWh/Gas Day

Maximum Hourly Transportation Right kWh/Hour

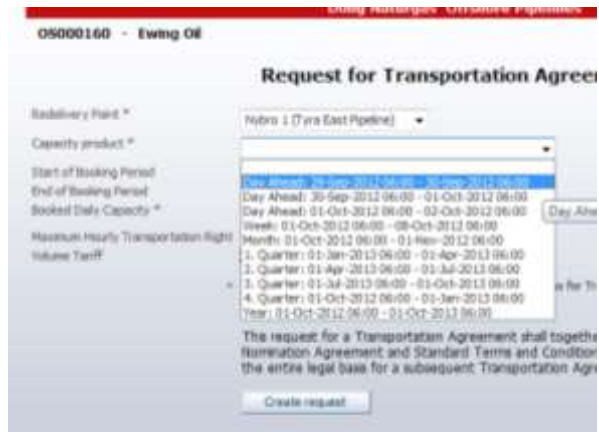
Volume Tariff 2.295 DKK/MWh

The Shipper accepts the "Standard Terms and Conditions for Transportation of Gas in DONG Naturgas' offshore pipelines"
[Read Standard Terms and Conditions here](#)

This request for a Transportation Agreement shall together with the Framework Agreement, Nomination Agreement and Standard Terms and Conditions including its Appendices constitute the entire legal basis for a subsequent Transportation Agreement entered into between the Parties.

The different types of capacity products that are available at the actual time are listed in the drop-down list for *Capacity type* field. Choose the relevant one.

The *Start of Booking Period* and *End of Booking Period* are stated automatically.



Enter now the value for the Daily Booked Capacity in the field.

The *Maximum Hourly Transportation Right* is calculated and presented.



After ticking off *"The customer accepts the Standard Terms and Conditions for Transportation of Gas in DONG Naturgas' offshore pipelines"* you can use the button *Create request*.

Please check up on the values before sending the order.

The system will check whether the you as a shipper has sufficient credit limit to book the agreement and check the whether the ordered capacity is available. If the checks are positive the ordered capacity is booked.

Use the button *Send* to submit your order.

Dong Naturgas' Offshore Pipelines

OS000160 - Ewing Oil

Transportation Agreement

Request ID	ANM-EWING-0028
Redelivery Point	Nybro 1 (Tyra East Pipeline)
Capacity product	Day Ahead
Start of Booking Period	29-Sep-2012 06:00
End of Booking Period	30-Sep-2012 06:00
Booked Daily Capacity	12,000,000 kWh/Gas Day
Maximum Hourly Transportation Right	500,000 kWh/Hour
Capacity Tariff	158,677.69 DKK
Volume Tariff	2.295 DKK/MWh

This request for a Transportation Agreement shall together with the Framework Agreement, Nomination Agreement and Standard Terms and Conditions including its Appendices constitute the entire legal basis for the Transportation Agreement entered into between the Parties.

The capacity is now booked and the document is filed under *Documents*.

Dong Naturgas' Offshore Pipelines

OS000160 - Ewing Oil

Transportation Agreement

Request ID	ANM-EWING-0028
Redelivery Point	Nybro 1 (Tyra East Pipeline)
Capacity product	Day Ahead
Start of Booking Period	29-Sep-2012 06:00
End of Booking Period	30-Sep-2012 06:00
Booked Daily Capacity	12,000,000 kWh/Gas Day
Maximum Hourly Transportation Right	500,000 kWh/Hour
Capacity Tariff	158,677.69 DKK
Volume Tariff	2.295 DKK/MWh

This concluded Transportation Agreement shall together with the Framework Agreement, Nomination Agreement and Standard Terms and Conditions including its Appendices constitute the entire legal basis for the Transportation Agreement entered into between the Parties.

Result: **OK**
Log: **The formation has been carried out.**

- The request (ANM-EWING-0028) is sent to the Operator
- The request is received at the Operator at 09:35 28. sep 2012
- The request order has been accepted. The contract is filed under Documents.

5. Producers

The menu point *Producers* brings you to a list of your producers at the production platforms.

Dong Naturgas' Offshore Pipelines

OS000160 - Ewing Oil

Preliminary/Final Delivery Allocations

Preliminary/Final Delivery Allocations at Delivery Point Tyra East are based on delivery from the following producer(s):

Producer	Start date	End date
DONG	11-Sep-2012	

Preliminary/Final Delivery Allocations at Delivery Point South Arne are based on delivery from the following producer(s):

Producer	Start date	End date
No producers at this point.		

This list is based on the information given to the Operator about how to distribute the producers allocations. The information is matched with the shippers. If you do not agree in the information please contact the Operator.

6. Nominations and allocations

The menu point *Nominations and allocations* brings you to the following page:

Dong Naturgas' Offshore Pipelines

OS000160 - Ewing Oil

Nominations and Allocations

Gas Day: 27-Sep-2012

Approved Nominations Total: kWh
Preliminary/Final Delivery Allocations Total: kWh

Gas Day	Hour interval	Approved Nominations
No data to display.		

You can choose the gas day you want to see nomination and allocation data for by using the calendar function, type in the gas day in the format DD-MON-YYYY or use the buttons *Previous day* or *Next day*.

Use the button *Go* and the 24 values for the nomination and allocation for the redelivery point will be shown if available.

7. Invoices

You can see all the historic invoices under this menu point.

Dong Naturgas' Offshore Pipelines						
OS000 [REDACTED]						
Invoices						
Invoice no.	Invoice date	Period start	Period end	Total	Unit	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	DKK
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	DKK
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	DKK
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	DKK
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	DKK
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	DKK
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	DKK

Click on the magnifier icon to see the amounts and details for a specific invoice.

Dong Naturgas' Offshore Pipelines						
OS000 [REDACTED]						
Invoice						
Invoice no. [REDACTED]						
Invoice date 08-Mar-2012						
Payment date 26-Mar-2012						
Delivery period 01-Feb-2012 - 29-Feb-2012						
<hr/>						
Payment for contracts						DKK
Volume Tariff and Purchase/sale of gas						DKK
<hr/>						
Invoice amount						DKK
VAT 25%						DKK
Invoice amount incl. VAT						DKK
<hr/>						
Payment for contracts						
	Tariff	Capacity	Amount			
Capacity payment						DKK
Amount						DKK
VAT 25%						DKK
Subtotal amount incl. VAT						DKK
<hr/>						
Volume Tariff and Purchase/sale of gas						
	Tariff	Consumption	Amount			
Sale of excess gas at 05-feb-2012		DKK/kWh	kWh			DKK
Purchase of shortfall gas at 06-feb-2012		DKK/kWh	kWh			DKK