

# Manage a Long Imbalance in ServiceLynx

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## 01 Scope and Purpose

This document provides instructions for customers on how to nominate for a long imbalance, or a surplus of gas, in ServiceLynx.

## 02 Definitions and Descriptions

None.

## 03 Work Instructions

Use the following instructions to manage a long imbalance in ServiceLynx.

**Note:** See the next page for steps.

## 03.01.01 Manage a Long Imbalance

1. Select the **Nomination** link under the Nominations section of the menu.

The screenshot displays the ServiceLynx web application interface. At the top left is the ServiceLynx logo. A horizontal navigation bar contains the following items: Change from EOIT, Help, Logoff, Nominations, Flowing Gas, Invoicing, Contracts, Report Request, Info Postings, and Site Map. The left sidebar menu is organized into sections: WELCOME (Change Profile, Logoff, Change Company from EOIT), NOMINATIONS (Nomination, Confirmation, Scheduled Quantity), FLOWING GAS (Pre-determined Allocation, Allocation, Imbalance, Measurement, Storage Monitoring), and INVOICING (Invoice). The 'Nomination' link is highlighted with a red box. The main content area features a welcome message for 'JOE SMITH 2 11', a 'LOGOFF' link, a paragraph of text about customer feedback, and the ENABLE MIDSTREAM PARTNERS logo. Below this is a 'Servicelynx News' section. The browser's address bar at the bottom shows a URL starting with 'http://milmgmsams01.cnp.int/webgis/webgis.controller.Controller?ControllerTask=BuildNomsTaskj&RTRNTYPE=...'.

Figure 1: Nomination Link

2. Select dropdown menu to indicate the **BA** to nominate.

Return Main Menu Change from EOT Submit Print Help Logoff Nominations Flowing Gas Invoicing Contracts Report Request Info Postings Site Map

**TSP Name: Enable Oklahoma Intrastate Transmission, LLC** TSP: 007205412

[Contract Totals](#) | [Copy Fwd](#) | [Refresh](#)

Nomination Listing - Daily

Nomination Date: 2016/02/25 Monthly

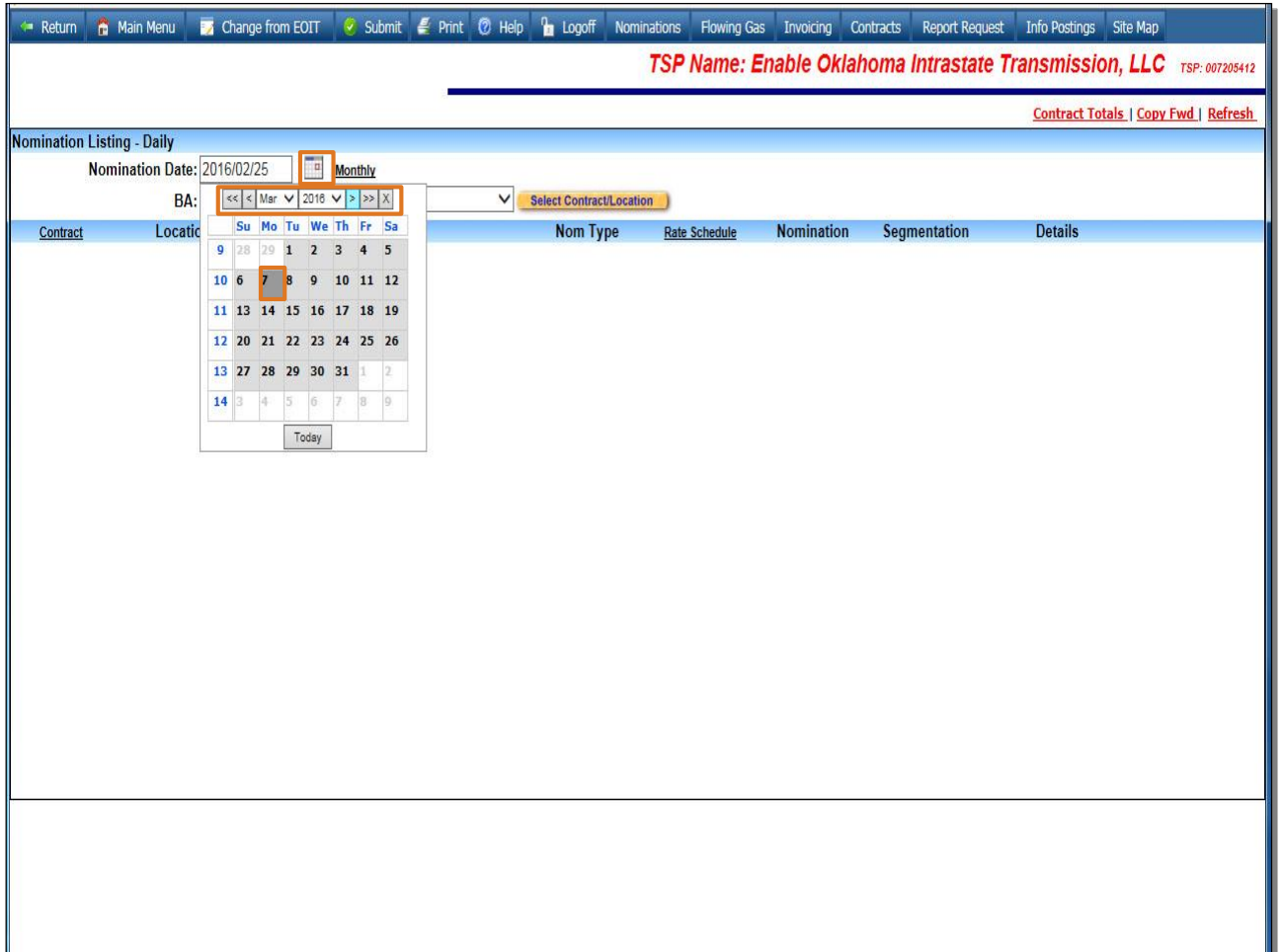
BA:12345 ABC COMPANY Select Contract/Location

Contract	Location	Name	Nom Type	Rate Schedule	Nomination	Segmentation	Details
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Figure 2: Select BA

3. Select the **Nomination Date Monthly** calendar icon.
4. Select the arrow(s) to adjust the Month/Year, as needed.
5. Select the **Nomination Date**.

**Note:** After the BA and Date are selected, a list of available contracts display based on what was chosen.



**Figure 3: Indicate Nomination Date**

6. Select the contract to adjust.

TSP Name: **Enable Oklahoma Intrastate Transmission, LLC** TSP: 007205412

[Contract Totals](#) | [Copy Fwd](#) | [Refresh](#)

Nomination Listing - Daily

Nomination Date: 2016/03/07 Monthly

BA: 12345 ABC COMPANY [Select Contract/Location](#)

Contract	Location	Name	Nom Type	Rate Schedule	Nomination	Segmentation	Details
9004579	610090	NGPL CUSTER	INT	IT	0		Shipper Imbalance
9001234	631799	NGPL BECKHAM	INT	IT	1,987		Shipper Imbalance

Figure 4: Select Contract

7. Select the **Downstream ID** field and enter the Downstream ID number.
  8. Select the **Downstream Contract** field and enter the Downstream Contract number.
  9. Select the **Delivery Quantity** field and enter the Delivery Quantity.
  10. Enter the letter Y in the **Imbalance Payback** field.
- Note:** The letter Y signifies to the system to use the excess length as supply for delivery on the contract.
11. Press the **Enter** key.

**TSP Name: Enable Oklahoma Intrastate Transmission, LLC** TSP: 007208412

[Nomination Summary](#) | [Imbal](#) | [Select Contract/Nom](#) | [Fuel Calculator](#) | [Contract Totals](#) | [Contract Info](#) | [Reset](#)

**NEW SPAN DAY SELECTED**

TT Desc: **Current Business**    K Type: **TRANSPORT NOMINATIONS FOR BA**    Nom Type: **INT**    Service Requester:    Seg:

Svc Req Contract/Name: 90001234 XYZ ENERGY    Nomination Supply: 0    CS Rep:  
 Location: 610090 - NGPL CUSTER - 0    Delivery Total: 0    Customer Rep:  
 Gas Flow Month: 03 2016 Day:     Beg Date: 03/7/2016 End Date: 03/31/2016    Discrepancy: 0    Cycle: **Timely**  
 Beg Time: 9:00 AM End Time: 8:59 AM    Fuel: 0

Rec Loc Prop Rec Loc Name	Rec Qty Gross(R)	Rec Qty Net(D)	Cycle	Rec Loc	Up Name	Up K Up ID	Pkg ID	Status	Rec Rank	DMP Pr	RMP Pr	Imbal Paybk
634427	<input type="text" value="0"/>	0	<a href="#">Timely</a>	0	73857	<a href="#">073857</a>		Pending	99	P	P	
634427	<input type="text" value="0"/>	0	<a href="#">Timely</a>	0	73857	<a href="#">073857</a>		Pending	99	P	P	Y
	<input type="text"/>											
	<input type="text"/>											
	<input type="text"/>											
	<input type="text"/>											
	<input type="text"/>											
	<input type="text"/>											
	<input type="text"/>											

Dn K ID	Downstream Contract	Del Qty	Cycle	Nom Status	Del Rank	Pkg ID	EU/ Pr	Imbal Paybk
<a href="#">123456</a>	<a href="#">123456</a>	<input type="text" value="0"/>	<a href="#">Timely</a>	Pending	99		P	
<input type="text" value="123456"/>	<input type="text" value="123456"/>	<input type="text" value="500"/>						<input type="text" value="Y"/>

**Figure 5: Enter Imbalance Details**

When the information is processed, you will receive an Update Successful message in the upper left corner. This indicates the adjustment has been captured

**Note:** A long imbalance nomination is not included as part of the daily receipt and delivery totals, but is included in the total delivered quantity.

Figure 6: Update Successful Message

If you need help, contact the IT Help Desk at 1-844-639-2670 or helpdesk@enablemidstream.com Monday – Friday, 7:00 am – 7:00 pm Central Time

## 04 Review History

Version Number	Name(s) and Title(2) Revisers and Business Unit	High-Level Description of Changes Made	Date	Status
1.0		New		