

# **Change Pipeline Settings in IMOS**

## **Change History**

Update the following table as necessary when this document is changed.

| Date       | Name | Change Description   |
|------------|------|--|
| 12/13/2007 | Amy  | Created preliminary document   |
| 12/17/2007 | Amy  | Updated to Draft A   |
| 12/18/2007 | Russ | Draft A edit   |
| 12/18/2007 | Amy  | Updated to Draft B   |
| 01/10/08   | Amy  | Added Space Allocation/Restriction, Nomination Attributes, and new screens to GEB. |
| 01/11/08   | Amy  | SME approved, Final  |



# **Change Pipeline Settings in IMOS**

#### **Document Control Information**

#### Purpose

Use this procedure to make changes to existing pipeline settings in IMOS.

#### Trigger

Perform this procedure when you have received a request to make changes to gasoline equivalency barrels or nomination periods.

#### Prerequisites

Pipeline transport master must exist in ODM and have been published to IMOS.

#### **Business Application**

IMOS

#### Menu Path or Transaction Code

Admin > Pipeline Settings

#### **Filter Criteria**

None

#### Performed By

Master Data Analyst

#### **Helpful Hints**

None

#### **Revision Notes**

The procedure described in this document has passed the business ready standards of the Physical Operations implementation.



## **Business Procedure**

**Pipeline Settings – Gasoline Equivalency Barrels** 

| Pipeline Settings - Microsoft Internet Explorer provided by E    | P Group Digital Business          |                        |                  | _ @ 🛛         |
|--|-----------------------------------|------------------------|------------------|---------------|
| File Edit View Favorites Tools Help                              |                                   |                        |                  | Links » 🥂     |
| aspentech  |                                   |                        |                  | <u>^</u>      |
| driving process profitability IMOS - Inventory                   | Management & Operations           | Scheduling             |                  | v2006.4 RC1   |
| Admin Deals Inventory Planning Nominations<br>Amy Hoffman Logout | Scheduling Tank Readings Inte     | egration Private Plans | Location Balance |               |
|  |                                   |                        |                  | Help          |
|  |                                   |                        |                  |               |
| Gasoline Equivalency Barrels Nominations & Pipeline Cy           | cles Nomination Attributes Nomina | ation Periods          |                  |               |
| Space Allocation/Restriction                                     |                                   |                        |                  |               |
|  |                                   |                        |                  |               |
| Gasoline Equivalency Ba  | rels (GEB)                        |                        |                  |               |
|  |                                   | Reset                  |                  |               |
| Pipeline   | Please Choos                      | ie 🗸                   |                  |               |
|  |                                   |                        |                  |               |
| Segment  | Please Choos                      | e 🔽                    |                  |               |
| Nomination Period  | Please Choos                      |                        |                  |               |
|  |                                   |                        |                  |               |
| Inventory Grade/Grade Group                                      | Select Grade                      | <u>-</u>               |                  |               |
|  |                                   |                        |                  |               |
|  |                                   |                        |                  |               |
| Conversion Factor  |                                   |                        |                  |               |
|  |                                   |                        |                  |               |
| R  | etrieve Save                      |                        |                  |               |
|  |                                   |                        |                  |               |
|  |                                   |                        |                  |               |
|  |                                   |                        |                  | ~             |
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The Pipeline Settings screen opens with the options for changing gasoline equivalency barrels (GEB) displayed.

#### 1. Perform one of the following:

i

| lf  | Then                                | Go To          |
|---|-------------------------------------|----------------|
| You need to change the GEB for a given inventory grade or grade group |                                     | Step <u>2</u>  |
| You need to change the dates of a nomination period                   | Click Nomination Periods            | Step <u>8</u>  |
| You need to assign a new nomination period to a pipeline cycle        | Click Nominations & Pipeline Cycles | Step <u>14</u> |
| You need to set up pipeline nomination attributes                     | Click Nomination Attributes         | Step <u>20</u> |



*le:* Change Pipeline Settings in IMOS *pa:* Transportation and Logistics Strategy (B.2) *ty:* Operate Logistics Assets and Contracts (B.2.4)

| lf   | Then                               | Go To          |
|--|------------------------------------|----------------|
| You need to reset space allocation or restriction for a pipeline | Click Space Allocation/Restriction | Step <u>23</u> |

2. As required, complete the following fields:

| Field Name | R/O/C | Description  |
|------------|-------|--|
| Pipeline   | R     | A network of pipes used to convey liquids and gasses.  |
|            |       | Example: OLYMPIC PIPELINE  |
| Segment    | R     | A section of pipeline as defined by third-party owners.<br>Pipeline Segments can connect an origin with one or many<br>destination locations. Pipeline Segments are used when<br>entering allocations. |
|            |       | Example: All   |

If you know the name of the inventory grade or grade group you want, you can refine your search by selecting it from the **Inventory Grade/Grade Group** drop-down list. An open search may produce so many results that the following message appears at the top of the screen, "More data available, please refine criteria to display".

3. Click Retrieve to view inventory grades for that pipeline, each mapped to its conversion factor.



## **Pipeline Settings – Gasoline Equivalency Barrels**

| 🗿 Pipel | ine Settings - Microsof       | t Internet Explorer pro | vided by BP Group   | Digital Business                  |               |                  |                  | × |
|---------|-------------------------------|-------------------------|---------------------|-----------------------------------|---------------|------------------|------------------|---|
| File Ed | lit View Favorites Too        | ols Help                |                     |                                   |               |                  | Links » 🧂        | , |
|         | aspentech                     |                         |                     |                                   |               |                  |                  | ^ |
| C       | driving process profitability | IMOS - Ir               | ventory Manag       | ement & Operations Sche           | duling        |                  | v2006.4 RC1      |   |
| Adr     | nin Deals Invento             | ory Planning Nomi       | nations Schedulin   | g Tank Readings Integration       | Private Plans | Location Balance |                  |   |
|         | An                            | ny Hoffman Logout       |                     |                                   |               |                  | Help             |   |
| More d  | ata available, please refin   | e criteria to display   |                     |                                   |               |                  |                  |   |
|         | Gasoline Equivalency E        | Barrels Nominations &   | Pipeline Cycles Nor | nination Attributes Nomination Pe | riods         |                  |                  |   |
|         | Space Allocation/Restr        | iction                  |                     |                                   |               |                  |                  |   |
|         |                               |                         |                     |                                   |               |                  |                  |   |
|         |                               | Gasolina Equival        | ancu Barrala (C     |                                   |               |                  |                  |   |
|         |                               | Gasonne Equivai         | ency barrels (G     |                                   |               |                  |                  |   |
|         |                               |                         |                     | Reset                             |               |                  |                  |   |
|         | Pipeline                      |                         |                     |                                   |               |                  |                  |   |
|         |                               |                         |                     |                                   |               |                  |                  |   |
|         | Segment                       |                         |                     | All                               | *             |                  |                  |   |
|         |                               |                         |                     |                                   |               |                  |                  |   |
|         | Nomination                    | Period                  |                     | Please Choose                     | *             |                  |                  |   |
|         | Inventory Gr                  | rade/Grade Group        |                     | Select Grade                      |               |                  |                  |   |
|         |                               |                         |                     |                                   |               |                  |                  |   |
|         |                               | <b>- - - - - -</b>      |                     |                                   |               |                  |                  |   |
|         | Conversion                    | ractor                  |                     |                                   |               |                  |                  |   |
|         |                               |                         |                     |                                   |               |                  |                  |   |
|         |                               |                         | Retrieve            | Save                              |               |                  |                  |   |
|         |                               |                         |                     |                                   |               |                  |                  |   |
|         | Pipeline Segr                 | ment Nomination Peri    | od Inventory Grad   | e/Grade Group Conversion Fac      | tor           |                  |                  |   |
|         | OLYMPIC PIPELINE 1            | 2007 - October          | ULR KM10.0AZ        | 6.00                              | _             |                  |                  |   |
|         | OLYMPIC PIPELINE 2            | 2007 - October          | ULR KM10.0AZ        | 6.00                              |               |                  |                  | ¥ |
| <       |                               |                         |                     |                                   |               |                  | >                |   |
| 🙆 Done  |                               |                         |                     |                                   |               |                  | 🧐 Local intranet |   |

4. Select an inventory grade by clicking it. That grade and its corresponding conversion factor appear in **Inventory Grade/Grade Group** and **Conversion Factor** fields.

Example: ULR KM10.0AZ

5. As required, complete the following fields:

| Field Name        | R/O/C | Description  |
|-------------------|-------|--|
| Conversion Factor | R     | The number by which barrels of a given grade are multiplied<br>to achieve gasoline equivalency barrels (GEB). For<br>instance, if Jet A has a conversion factor of 3, then 10,000<br>barrels of Jet A will use the same space allocation as 30,000<br>barrels of gasoline. |
|                   |       | Example:   |

6. Click Save . You have successfully changed the GEB for a given inventory grade or grade group.



| lf  | Then                                | Go To          |
|---|-------------------------------------|----------------|
| You need to change the GEB for another inventory grade or grade group |                                     | Step <u>2</u>  |
| You need to change the dates of a nomination period                   | Click Nomination Periods            | Step <u>8</u>  |
| You need to assign a new nomination period to a pipeline cycle        | Click Nominations & Pipeline Cycles | Step <u>14</u> |
| You need to set up pipeline nomination attributes                     | Click Nomination Attributes         | Step <u>20</u> |
| You need to reset space allocation or restriction for a pipeline      | Click Space Allocation/Restriction  | Step <u>23</u> |
| You have completed all changes to pipeline settings                   | The system task is complete         |                |



## **Pipeline Settings – Nomination Periods**

|       | as     | pen          | tech  | L        |                   |              |                                 |                  |               |                  |                | ^        |
|-------|--------|--------------|---|----------|-------------------|--------------|---------------------------------|------------------|---------------|------------------|----------------|----------|
| C     | drivin | ng process p | rofitability  | IMC      | )S - Invento      | ry Manager   | me <mark>nt &amp; Oper</mark> a | tions Sched      | uling         |                  | v2006.3.07     |          |
| A     | dmin   | Deals        | Inventory   | Planning | Nominations       | Scheduling   | Tank Readings                   | Integration      | Private Plans | Location Balance | L Liala        |          |
|       |        |              |   |          |                   |              |                                 |                  |               |                  | I Hep          | <u>.</u> |
|       |        |              | a la companya la companya la companya da companya da companya da companya da companya da companya da companya d |          | issa o pisalissa  |              | at a state to see a             |                  |               |                  |                |          |
|       | Ga     |              | ivalency barrels  |          | Jons & Pipeline ( | Uycles North | auon Auributes                  | Nomination Perio | Jus           |                  |                |          |
|       | Sp     | ace Alloca   | uonyRestriction   |          |                   |              |                                 |                  |               |                  |                |          |
|       |        |              | N -   |          | . Daula da        |              |                                 |                  |               |                  |                |          |
|       |        |              | NO  | mination | i Perioas         |              |                                 |                  |               |                  |                |          |
|       |        |              |   |          |                   |              |                                 | Reset            |               |                  |                |          |
|       |        | Pir          | peline  |          |                   |              | Disco                           | Ohanaa 🕡         |               |                  |                |          |
|       |        | ,            |   |          |                   |              | Pleasi                          | e Choose 🛛 🚩     |               |                  |                |          |
|       |        | No           | mination Period   |          |                   |              |                                 |                  |               |                  |                |          |
|       |        |              |   |          |                   |              |                                 |                  |               |                  |                |          |
|       |        | Sta          | art Date  |          |                   |              |                                 |                  |               |                  |                |          |
|       |        | En           | d Date  |          |                   |              |                                 |                  |               |                  |                |          |
|       |        |              |   |          |                   |              |                                 |                  |               |                  |                |          |
|       |        | Clo          | ose Date  |          |                   |              |                                 |                  |               |                  |                |          |
|       |        |              |   |          |                   |              |                                 |                  |               |                  |                |          |
|       |        |              |   |          | ſ                 | Retrieve     | Save De                         | lete             |               |                  |                |          |
|       |        |              |   |          | -                 |              |                                 |                  |               |                  |                |          |
|       |        |              |   |          |                   |              |                                 |                  |               |                  |                |          |
| <     |        |              |   |          |                   |              |                                 |                  |               |                  |                | >        |
| 🙆 Dor | e      |              |   |          |                   |              |                                 |                  |               |                  | Uccal intranet |          |

8. From the **Pipeline** drop-down list, select the name of a pipeline.

Example: OLYMPIC PIPELINE

**9.** Click Retrieve to view all nomination periods. A list of nomination periods and their corresponding dates appears.



## **Pipeline Settings – Nomination Periods**

| Ad | min Deals   | Inventory        | Planning           | Nominations        | Scheduling                         | Tank Readings    | Integration     | Private Plans | Location Balance |                | ^ |
|----|-------------|------------------|--------------------|--------------------|------------------------------------|------------------|-----------------|---------------|------------------|----------------|---|
|    |             |                  |                    |                    |                                    |                  |                 |               |                  | Help           |   |
|    |             |                  |                    |                    |                                    |                  |                 |               |                  |                |   |
|    | Gasoline Eq | uivalency Barro  | els Nomina         | tions & Pipeline ( | Cycles Nomina                      | ation Attributes | omination Perio | ds            |                  |                |   |
|    | Space Alloc | ation/Restrictio |                    |                    |                                    |                  |                 |               |                  |                |   |
|    | opdee Alloc |                  |                    |                    |                                    |                  |                 |               |                  |                |   |
|    |             |                  |                    |                    |                                    |                  |                 |               |                  |                |   |
|    |             | N                | lominatio          | n Periods          |                                    |                  |                 |               |                  |                |   |
|    |             |                  |                    |                    |                                    |                  | Decet           | 1             |                  |                |   |
|    |             |                  |                    |                    |                                    |                  | Keset           | 1             |                  |                |   |
|    | P           | ipeline          |                    |                    |                                    | OLYMPI           |                 |               |                  |                |   |
|    |             |                  |                    |                    |                                    |                  |                 |               |                  |                |   |
|    | N           | omination Perio  | bd                 |                    |                                    |                  |                 |               |                  |                |   |
|    |             |                  |                    |                    |                                    |                  |                 |               |                  |                |   |
|    | s           | tart Date        |                    |                    |                                    |                  |                 | <b>••</b>     |                  |                |   |
|    |             |                  |                    |                    |                                    |                  |                 |               |                  |                |   |
|    | E           | nd Date          |                    |                    |                                    |                  |                 | <b>••</b>     |                  |                |   |
|    |             |                  |                    |                    |                                    |                  |                 |               |                  |                |   |
|    | с           | lose Date        |                    |                    |                                    |                  |                 | <b>••</b>     |                  |                |   |
|    |             |                  |                    |                    |                                    |                  |                 |               |                  |                |   |
|    |             |                  |                    |                    | Betrieve                           | Saus Dolo        | to.             |               |                  |                |   |
|    |             |                  |                    |                    | Reuleve                            |                  | 18              |               |                  |                |   |
|    |             |                  |                    |                    |                                    |                  |                 |               |                  |                |   |
|    | Pipeline    | e Nominat        | tion Period        | Start Date En      | d Date Close I                     | Date             |                 |               |                  |                |   |
|    | OLYMPIC PIP | ELINE 2007 - O   | ctober<br>overober | 10/01/2007 10/3    | 31/2007 10/15/2<br>30/2007 11/15/2 | 2007             |                 |               |                  |                |   |
|    | OLYMPIC PIP | ELINE 2007 - D   | ecember            | 12/01/2007 12/3    | 31/2007 12/15/2                    | 2007             |                 |               |                  |                | ~ |
| <  |             |                  |                    |                    |                                    |                  |                 |               |                  |                | > |
| e) |             |                  |                    |                    |                                    |                  |                 |               | •                | Local intranet |   |
| -  |             |                  |                    |                    |                                    |                  |                 |               |                  |                |   |

You may need to scroll down, as shown, to view the list of nomination periods.

**10.** Click a nomination period to select it. That period and its corresponding dates populate the screen fields.

Example: 2007 - October



# **Pipeline Settings – Nomination Periods**

| 🌔    | aspen       | profitability     | IMC        | S - Invento     | ry Manager   | ment & Opera      | tions Sched      | uling         |                  | v2006.3.07 |
|------|-------------|-------------------|------------|-----------------|--------------|-------------------|------------------|---------------|------------------|------------|
| Admi | in Deals    | Inventory         | Planning   | Nominations     | Scheduling   | Tank Readings     | Integration      | Private Plans | Location Balance | Help       |
| -    |             |                   |            |                 |              |                   | 1                |               |                  |            |
| L    | Gasoline Eq | uivalency Barre   | ls Nominat | ions & Pipeline | Cycles Nomin | nation Attributes | Nomination Perio | ods           |                  |            |
|      | Space Alloc | ation/Restriction |            |                 |              |                   |                  |               |                  |            |
|      |             | No                | omination  | Periods         |              |                   |                  |               |                  |            |
|      |             |                   |            |                 |              |                   | Reset            | )             |                  |            |
|      | F           | Pipeline          |            |                 |              | OLYMP             | PIC PIPELINE 💌   |               |                  |            |
|      | М           | Iomination Perio  | Ч          |                 |              | 2007 -            | October          |               |                  |            |
|      | s           | itart Date        |            |                 |              | 10/01/2           | 2007             |               |                  |            |
|      | E           | nd Date           |            |                 |              | 10/31/2           | 2007             |               |                  |            |
|      | c           | Close Date        |            |                 |              | 10/15/2           | 2007             |               |                  |            |
|      |             |                   |            | [               | Retrieve     | Save De           | lete             |               |                  |            |
| 1    | Pipelin     | e Nominat         | ion Period | Start Date En   | d Date Close | Date              |                  |               |                  |            |
|      |             |                   |            |                 |              | - III             |                  |               | 1 1 1 1 1        |            |

**11.** Conditional upon on the request you received for a date change, complete the following fields:

| Field Name | R/O/C | Description  |
|------------|-------|--|
| Start Date | С     | The earliest date in a range of dates.   |
|            |       | Example: 10/01/207   |
| End Date   | С     | The latest date in a range of dates.   |
|            |       | Example: 10/31/2007  |
| Close Date | С     | The date by which all nominations for a period must be received. The close date precedes the end date of the period. |
|            |       | Example: 10/15/2007  |

12. Click Save

. You have successfully changed the dates of a nomination period.



| lf  | Then                                | Go To          |
|---|-------------------------------------|----------------|
| You need to change the dates of another nomination period             |                                     | Step <u>8</u>  |
| You need to change the GEB for a given inventory grade or grade group | Click Gasoline Equivalency Barrels  | Step <u>2</u>  |
| You need to assign a new nomination period to a pipeline cycle        | Click Nominations & Pipeline Cycles | Step <u>14</u> |
| You need to set up pipeline nomination attributes                     | Click Nomination Attributes         | Step <u>20</u> |
| You need to reset space allocation or restriction for a pipeline      | Click Space Allocation/Restriction  | Step <u>23</u> |
| You have completed all changes to pipeline settings                   | The system task is complete         |                |



## **Pipeline Settings – Nominations & Pipeline Cycles**

|      | aspent            | tech-           |           |                 |             |                  |                | ~                |               |                      | ~      |
|------|-------------------|-----------------|-----------|-----------------|-------------|------------------|----------------|------------------|---------------|----------------------|--------|
| C.   | driving process p | rofitability    | IMC       | )S - Invento    | ry Manage   | ment & Ope       | rations Sch    | eduling          | Lusstine Date | v2006                | 5.3.07 |
| Adr  | nin Deals         | Inventory       | Planning  | Nominations     | Scheduling  | Tank Readir      | igs Integratio | on Private Plans | Location Bala | ince                 | Help 1 |
|      |                   |                 | 1.475     |                 |             |                  | 22             |                  |               |                      |        |
|      | Gasoline Equi     | valency Barrel  | s Nominat | ions & Pipeline | Cycles Nomi | nation Attribute | Nomination P   | 'eriods          |               |                      |        |
|      | Space Allocat     | ion/Restriction |           |                 |             |                  |                |                  |               |                      |        |
|      |                   |                 |           |                 |             |                  |                |                  |               |                      |        |
|      |                   | No              | omination | 1 & Pipeline    | Cycles      |                  |                |                  |               |                      |        |
|      |                   |                 |           |                 |             |                  | Rese           | t                |               |                      |        |
|      | Pin               | eline           |           |                 |             | Dia              |                |                  |               |                      |        |
|      |                   |                 |           |                 |             | Pie              | ase choose     | ×                |               |                      |        |
|      | Pip               | eline Cycle     |           |                 |             | Ple              | ase Choose     | ~                |               |                      |        |
|      | No                | mination Perioo | ł         |                 |             | Dia              | Chasses        |                  |               |                      |        |
|      |                   |                 |           |                 |             | Fie              | ase choose     |                  |               |                      |        |
|      |                   |                 |           | ſ               | Retrieve    | Save             | Delete         |                  |               |                      |        |
|      |                   |                 |           |                 |             |                  |                |                  |               |                      |        |
|      |                   |                 |           |                 |             |                  |                |                  |               |                      |        |
|      |                   |                 |           |                 |             |                  |                |                  |               |                      |        |
|      |                   |                 |           |                 |             |                  |                |                  |               |                      |        |
|      |                   |                 |           |                 |             |                  |                |                  |               |                      |        |
| <    |                   |                 |           |                 |             |                  |                |                  |               |                      |        |
| Done |                   |                 |           |                 |             |                  |                |                  |               | Second Second Second |        |

**14.** From the **Pipeline** drop-down list, select the name of a pipeline.

Example: OLYMPIC PIPELINE

**15.** Click **Retrieve** to view all pipeline cycles, mapped to their corresponding nomination periods, as shown in the following screen image.



## **Pipeline Settings – Nominations & Pipeline Cycles**

| min  | Deals I       | nventory P    | lanning Non   | ninations s  | Schedulina      | Tank Reading     | s Integration    | Private Plans | Location Balance |      |
|------|---------------|---------------|---------------|--------------|-----------------|------------------|------------------|---------------|------------------|------|
|      |               |               |               |              | A.400 B.414105. |                  |                  |               |                  | I He |
|      |               |               |               |              |                 |                  |                  |               |                  |      |
| Gas  | oline Equiva  | lency Barrels | Nominations 8 | Pipeline Cyc | les Nomin       | ation Attributes | Nomination Perio | ods           |                  |      |
| Spa  | ce Allocation | /Restriction  |               |              |                 |                  |                  |               |                  |      |
|      |               |               |               |              |                 |                  |                  |               |                  |      |
|      |               | Norr          | nination & P  | ipeline Cy   | cles            |                  |                  |               |                  |      |
|      |               |               |               |              |                 |                  | Reset            | ]             |                  |      |
|      | Pipeli        | ne            |               |              |                 | OLYN             | IPIC PIPELINE 🔽  |               |                  |      |
|      | Pipeli        | ne Cvde       |               |              |                 | Bloo             | Chaosa           |               |                  |      |
|      |               |               |               |              |                 | Fieds            | se choose        |               |                  |      |
|      | Nomi          | nation Period |               |              |                 | Pleas            | e Choose         | *             |                  |      |
|      |               |               |               |              |                 |                  |                  |               |                  |      |
|      |               |               |               | Re           | strieve         | Save D           | elete            |               |                  |      |
|      |               |               |               |              |                 |                  |                  |               |                  |      |
| F    | Pipeline      | Pipeline Cy   | cle Perio     | d            |                 |                  |                  |               |                  |      |
| OLYM | PIC PIPELIN   | E J1 2007     | 2007 - Octo   | ber          |                 |                  |                  |               |                  |      |
| OLYM | PIC PIPELIN   | E J2 2007     | 2007 - Octo   | ber          |                 |                  |                  |               |                  |      |
| OLYM | PIC PIPELIN   | E J3 2007     | 2007 - Octo   | ber          |                 |                  |                  |               |                  |      |
| OLYM | PIC PIPELIN   | E J4 2007     | 2007 - Octo   | ber          |                 |                  |                  |               |                  |      |
| OLYM | PIC PIPELIN   | E J5 2007     | 2007 - Octo   | ber          |                 |                  |                  |               |                  |      |
| OLYM | PIC PIPELIN   | E K1 2007     | 2007 - Nov    | ember        |                 |                  |                  |               |                  |      |

**16.** Click a pipeline cycle to select it. That cycle and the corresponding nomination period appear in Pipeline Cycle and Nomination Period fields.

Example: J1 2007



## **Pipeline Settings – Nominations & Pipeline Cycles**

| driving | process profi | tability      | IMOS - Inve        | ntory Manag   | jement & Oper           | ations Sched       | wing          |                  | v2006.3.0 |
|---------|---------------|---------------|--------------------|---------------|-------------------------|--------------------|---------------|------------------|-----------|
| dmin    | Deals I       | nventory Pl   | lanning Nominatio  | ins Scheduli  | ng Tank Reading         | s Integration      | Private Plans | Location Balance |           |
| 22      |               |               |                    |               |                         |                    |               |                  | Help      |
|         |               |               |                    |               |                         |                    |               |                  |           |
| C       | line Environ  | lan av Davida | Naminations & Dina |               | anta attan Attailanta a | Namination Davi    |               |                  |           |
| Gasu    | ine cyuiva    | ency barreis  | Nominations & Pipe | Ine Cycles No | mination Attributes     | Nomination Peri    | uus           |                  |           |
| Space   | e Allocation  | /Restriction  |                    |               |                         |                    |               |                  |           |
|         |               |               |                    |               |                         |                    |               |                  |           |
|         |               |               |                    |               |                         |                    |               |                  |           |
|         |               | Nom           | ination & Pipeli   | ne Cycles     |                         |                    |               |                  |           |
|         |               |               |                    |               |                         | ·                  | _             |                  |           |
|         |               |               |                    |               |                         | Reset              |               |                  |           |
|         |               |               |                    |               |                         |                    |               |                  |           |
|         | Pipeli        | ne            |                    |               | OLYN                    | PIC PIPELINE 🔽     |               |                  |           |
|         |               |               |                    |               |                         |                    |               |                  |           |
|         | Pipeli        | ne Cycle      |                    |               | J1 20                   | 07 - 09/30/2007 to | 10/05/21 🗸    |                  |           |
|         |               |               |                    |               |                         |                    |               |                  |           |
|         | Nomir         | nation Period |                    |               | 2007                    | - October          | ~             |                  |           |
|         |               |               |                    |               | 2001                    | OCIODEI            |               |                  |           |
|         |               |               |                    |               |                         |                    |               |                  |           |
|         |               |               |                    | Retrieve      | Save D                  | elete              |               |                  |           |
|         |               |               |                    |               |                         |                    |               |                  |           |
|         |               |               |                    |               |                         |                    |               |                  |           |
| Pi      | ipeline       | Pipeline Cy   | cle Period         |               |                         |                    |               |                  |           |
| OLYMP   | IC PIPELIN    | E J1 2007     | 2007 - October     |               |                         |                    |               |                  |           |
| OLYME   | IC PIPELIN    | E J2 2007     | 2007 - October     | Ê.            |                         |                    |               |                  |           |
| OLYME   | IC PIPELIN    | E J3 2007     | 2007 - October     |               |                         |                    |               |                  |           |
| OLYME   | IC PIPELIN    | 2 J4 2007     | 2007 - October     | 1             |                         |                    |               |                  |           |
| OLYMP   | IC PIPELIN    | 2 J5 2007     | 2007 - October     | 8             |                         |                    |               |                  |           |
|         | IC PIPELIN    | E KI 2007     | 2007 - Novembe     | £2.           |                         |                    |               |                  |           |

**17.** From the Nomination Period drop-down list, select a new period.

Example: 2007 - September



| lf  | Then                               | Go To          |
|---|------------------------------------|----------------|
| You need to assign a new nomination period to another pipeline cycle    |                                    | Step <u>14</u> |
| You need to change the GEB factor for an inventory grade or grade group | Click Gasoline Equivalency Barrels | Step <u>2</u>  |
| You need to change the dates of a nomination period                     | Click Nomination Periods           | Step <u>8</u>  |
| You need to set up pipeline nomination attributes                       | Click Nomination Attributes        | Step <u>20</u> |
| You need to reset space allocation or restriction for a pipeline        | Click Space Allocation/Restriction | Step <u>23</u> |
| You have completed all changes to pipeline settings                     | The system task is complete        |                |



# **Pipeline Settings – Nomination Attributes**

| Pipeline Settings - Microsoft Internet Explorer provided by BP Group Digital Bus | siness   |                |
|--|--|----------------|
| File Edit View Favorites Tools Help  |  | Links » 🥂      |
| Admin Deals Inventory Planning Nominations Scheduling Tank                       | Operations Scheduling<br>Readings Integration Private Plans Location Balance | v2006.4 RC1    |
| Amy Hoffman Logout   | tributes Nomination Periods  | i Help i       |
| Space Allocation/Restriction   |  |                |
| Nomination Attributes  |  |                |
|  | Reset  |                |
| Pipeline   | Please Choose  |                |
| Nomination Template  |  |                |
| Nomination Template Type   | Please Choose 🛛 👻  |                |
| Retrieve Save  |  |                |
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**20.** As required, complete the following fields:

| Field Name               | R/O/C | Description  |
|--------------------------|-------|--|
| Pipeline                 | R     | A network of pipes used to convey liquids and gasses.  |
|                          |       | Example: OLYMPIC PIPELINE  |
| Nomination Template      | R     | The name of the MS Excel or .CSV file that reformats<br>outgoing nomination messages in the style preferred by a<br>specific pipeline.   |
|                          |       | Example: Olympic   |
| Nomination Template Type | R     | An IMOS pipeline setting that specifies whether a pipeline<br>company wants full or partial nomination reports. If "Full" is<br>selected, the pipeline gets a complete report of a nomination<br>every time there is a new iteration. If "Partial" is selected,<br>the pipeline gets a full report for the first iteration; for each<br>subsequent iteration, only changes appear on the report. |
|                          |       | Example: Partial   |



- 21. Click Save . You have successfully configured the nomination template and template type for a pipeline.
- **22.** Perform one of the following:

| lf  | Then                                | Go To          |
|---|-------------------------------------|----------------|
| You need to set up nomination attributes for another pipeline           |                                     | Step <u>20</u> |
| You need to change the GEB factor for an inventory grade or grade group | Click Gasoline Equivalency Barrels  | Step <u>2</u>  |
| You need to change the dates of a nomination period                     | Click Nomination Periods            | Step <u>8</u>  |
| You need to assign a new nomination period to a pipeline cycle          | Click Nominations & Pipeline Cycles | Step <u>14</u> |
| You need to reset space allocation or restriction for a pipeline        | Click Space Allocation/Restriction  | Step <u>23</u> |
| You have completed all changes to pipeline settings                     | The system task is complete         |                |



## **Pipeline Settings – Space Allocation/Restriction**

| Pipeline Settings - Microsoft Internet Explorer provided by BP Group Digital Bu | siness  | _ @ 🛛         |
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| driving process profitability IMOS - Inventory Management &                     | - Operations Scheduling                             | v2006.4 RC1   |
| Admin Deals Inventory Planning Nominations Scheduling Tank                      | Readings Integration Private Plans Location Balance |               |
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| Gasoline Equivalency Barrels Nominations & Pipeline Cycles Nomination At        | ttributes Nomination Periods                        |               |
| Space Allocation/Restriction  |   |               |
|   |   |               |
| Pipeline Carrier Space Allocation/Restri  | iction  |               |
|   | Reset   |               |
|   |   |               |
| Pipeline  | Please Choose 🔽                                     |               |
| Segment   |   |               |
|   |   |               |
| Nomination Period   | ×   |               |
|   |   |               |
| Space Allocation/Restriction  |   |               |
| UOM   |   |               |
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Schedulers can change space allocation from IMOS Nominations screen. Changes made there will be reflected on the Admin screen shown in this work instruction.

**23.** As required, complete the following fields:

| Field Name        | R/O/C | Description  |
|-------------------|-------|--|
| Pipeline          | R     | A network of pipes used to convey liquids and gasses.  |
|                   |       | Example: OLYMPIC PIPELINE  |
| Segment           | R     | A section of pipeline as defined by third-party owners.<br>Pipeline Segments can connect an origin with one or many<br>destination locations. Pipeline Segments are used when<br>entering allocations. |
|                   |       | Example: 1   |
| Nomination Period |       | A grouping of pipeline cycles, usually congruent with a calendar month. For example, Kinder-Morgan cycles 21-24 would be part of Nomination Period 6, June.  |
|                   |       | Example: 2008 – March  |



24. Click Retrieve



## **Pipeline Settings – Space Allocation/Restriction**

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| Gasoline Equivalency Barrels Nominations & Pipeline Cycles Nomination A<br>Space Allocation/Restriction | Attributes Nomination Periods                        | i neh i        |
| Pipeline Carrier Space Allocation/Rest  | riction  |                |
|   | Reset  |                |
| Pipeline  |  |                |
| Segment   | 1  |                |
| Nomination Period   | 2008 - March   |                |
| Space Allocation/Restriction  |  |                |
| UOM   | Please Choose 👻                                      |                |
| Retrieve Saya   | : Delete   |                |
| Pipeline Segment Nomination Period Space Allocation/Restri  | ction UOM  |                |
| OLIMPIC PIPELINE I 2006 - March ISUUUUU   |  |                |
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**25.** Click a pipeline segment to select it. That segment and its current space allocation populate the screen fields.

Example: OLYMPIC PIPELINE 1



## **Pipeline Settings – Space Allocation/Restriction**

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| Admin Deals Inventory Planning Nominations Scheduling Ta                         | nk Readings Integration Private Plans Location Balance |                |
| Amy Horrman Logout   |  | Help           |
|  |  |                |
| Gasoline Equivalency Barrels Nominations & Pipeline Cycles Nomination            | Attributes Nomination Periods                          |                |
| Space Allocation/Restriction   |  |                |
|  |  |                |
| Pipeline Carrier Space Allocation/Rest   | riction  |                |
|  | Reset  |                |
| Provide a  |  |                |
| Pipeline   |  |                |
| Segment  | 1  |                |
|  |  |                |
| Nomination Period  | 2008 - March 💌   |                |
| Space Allocation/Restriction   | 1500000 0  |                |
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| OLYMPIC PIPELINE 1 2008 - March 1500000.0  | ьы   |                |
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26. As required, complete the following fields:

| Field Name                      | R/O/C   | Description   |
|---------------------------------|---|---|
| Space<br>Allocation/Restriction | R Volume, in GEB, set aside for COMPAN<br>segment during a given nomination peri<br>allocation is subdivided by pipeline cycle<br>Pipeline Allocation or GEB Allocated. | Volume, in GEB, set aside for COMPANY on a pipeline<br>segment during a given nomination period. Sometimes,<br>allocation is subdivided by pipeline cycle. Also known as<br>Pipeline Allocation or GEB Allocated. |
|                                 |   | Example: 1000000.0  |

27. Click Save . You have successfully changed the space allocated on a pipeline segment for a particular nomination period.



| lf  | Then                                | Go To          |
|---|-------------------------------------|----------------|
| You need to reset space allocation or restriction for another pipeline  |                                     | Step <u>23</u> |
| You need to change the GEB factor for an inventory grade or grade group | Click Gasoline Equivalency Barrels  | Step <u>2</u>  |
| You need to change the dates of a nomination period                     | Click Nomination Periods            | Step <u>8</u>  |
| You need to assign a new nomination period to a pipeline cycle          | Click Nominations & Pipeline Cycles | Step <u>14</u> |
| You need to set up nomination attributes for a pipeline                 | Click Nomination Attributes         | Step <u>20</u> |
| You have completed all changes to pipeline settings                     | The system task is complete         |                |