Eversource Nominations Portal (ENP) – Marketers User Manual

Last Updated:
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1. Welcome

We welcome our business partners to the Eversource Nominations Portal (ENP). The purpose of this web site is to offer relevant information and secure electronic services to you through the World Wide Web. This web site will be used to:

- o   Enter and Edit Daily Nominations
- o   Provide you with access to your Marketer Usage Information
- o   Manage and Approve Nominations

1.1. Navigation

To Navigate to the Eversource Nominations Portal, go to nominations.eversource.com

1.2. Hardware and Software Requirements

- This site is best to run on Google Chrome. To use Internet Explorer, you must turn on Compatibility Mode
- Compatibility Mode is found under the TOOLS menu

2. New Users

1. **Access Request**

    There is a two-step process to get access to the Eversource Nominations Portal (ENP).

    - External Marketers must receive an Eversource Azure Active Directory Account (AAD).
    - To receive an Azure Active Directory account, please contact your Eversource End User Transportation Team:
        - ee_eut_ma@eversource.com
        - Include the following information for the new user:
            - First Name
            - Last Name
            - Current Business Email Address
            - Marketer Group Name
    - Once the Marketer is approved and added by the development team to their correct Marketer group, they will be able to sign in using their Eversource credentials


2. **Contact Us**

    - Any questions regarding the portal, please contact us: EEGasTrading&Scheduling@eversource.com and ee_eut_ma@eversource.com

3. Layout of Site

- When users sign in to ENP, they will navigate to the Home Splash page with the following features:
  - Left panel page navigation, which contains the following:
    - Name and marketer the user is associated with
    - Pages available to user with ability to toggle between pages
  - Main section with editable field
    - Ability to select operating company if user is associated with more than one operating company
  - Ability to log out by clicking downward arrow from top right-hand side of page
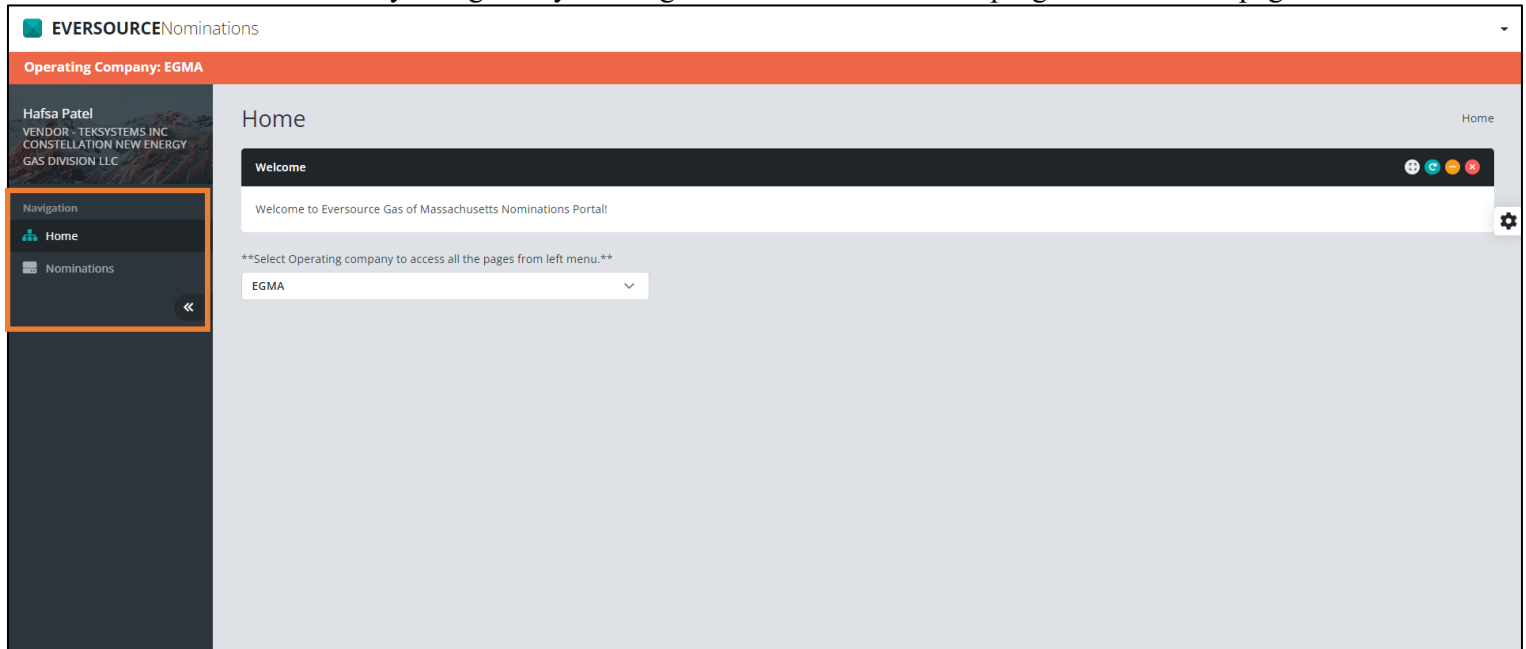
4. Enter Nomination Page

How to Enter a Nomination

- Marketers must be signed in via AAD and go to nominations.eversource.com/nominations/create.
- Marketers can also use the left panel and go to "Enter Nominations" page.
- The user must fill in all the information on the page – green/red marks will appear depending on if the field is filled in properly.
- If the Marketer is adding a multi-day nomination, a "help text" will appear with a calculation for the number of days the proposed nomination is being added for.
- When user chooses a Pipeline, the Region field will only show associated region options, for the selected pipeline.
- For Gate stations, there will be a selected list of options based on the Region selected.
- When user chooses Gate Station first, Region and Pipeline will be automatically populated with associated Region and Pipeline.

EVERSOURCENominations

Operating Company: EGMA

Hafsa Patel
VENDOR - TEKSYSTEMS INC
CONSTELLATION NEW ENERGY
GAS DIVISION LLC

Navigation
Home
Nominations
  View Nominations
  Enter Nomination
  Company Managed
  Scheduled Nominations
«

Create New Nomination

Home / Nominations / View Nominations

Marketer:	Constellation
Contact Name:	Hafsa Patel
Beg Date:	08/24/2022
End Date:	08/24/2022
Nomination Type:	Pipeline
Pool:	Daily
Pipeline:	Algonquin Gas Transmission
Region:	Brockton
Gate Station:	000024 - Brockton
Contract Number:	1234567
Nominated Volume (in MMBTU):	200

Single-day nomination

Clear   Cancel   Submit

EVERSOURCENominations

Operating Company: NSTAR Gas

Hafsa Patel
VENDOR - TEKSYSTEMS INC
CONSTELLATION NEW ENERGY
GAS DIVISION LLC

Navigation
Home
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Create New Nomination

Home / Nominations / View Nominations

Marketer:	Constellation
Contact Name:	Hafsa Patel
Beg Date:	08/24/2022
End Date:	08/24/2022
Nomination Type:	Pipeline
Pool:	Daily
Pipeline:	Tennessee Gas Pipeline
Region:	Worcester
Gate Station:	420510 - Hopkinton
Contract Number:	345678
Nominated Volume (in MMBTU):	Nominated Volume (in MMBTU)

Single-day nomination

Clear   Cancel   Submit

If there are no validation errors, user clicks submit and is informed of their submission, there is the option to "View Nominations".

5. *How to Enter a Managed Asset*

- Users must go to the Enter Nominations page and fill out the provided form
- Once user gets to "Nomination Type" they must choose the associated Asset Type
- When user adds a Managed Asset field, the contract number and gate station will be removed

- *Note:*
  - o Storage is only available for EGMA for 11/1-3/31
  - o Peaking is only available for EGMA and NSTAR for 11/1-4/30
  - o AGT CAM MAINT is only available for NSTAR for 4/1-10/31 during pipeline maintenance periods.
    - ▪ *These options will be removed and appear only for above dates*

- At the bottom of the screen, there are buttons to **Clear**, **Cancel**, **Submit** nominations.
- *Clear*: Will erase all the fields entered above

- *Cancel:* Will erase all the fields entered above, and will navigate user away from the page

- *Submit:* Pending no validation errors, nomination will be submitted

Note: Any nominations entered by the Marketer will be set to unconfirmed status and will wait for approval by Analyst

6. *View Nominations Page*

There are multiple ways that Marketers can view nominations that have been entered, this page is updated frequently
- I) Navigate to nominations.eversource.com/nominations/view in your browser
- II) Click "*View Nominations*" Page on the Left Panel navigation
- III) Once a user successfully enters a nomination, they can click "*View Nominations*"

On the "View Nominations" page, Marketers see previously submitted Nominations for their Marketer company

Filters
- Users can choose any filters and date ranges that they would like to see.
- Once the user clicks "Search" the table below on the page will populated with desired fields.
- If none of the fields are selected, the results will "*show all*" for that field.

Status' and Action buttons

Marketers will be able to see multiple status and action buttons to view the current state and modify current nominations.

a. ***Breakdown of Status'***:
   i) C= Nomination Confirmed
   ii) U = Unconfirmed
   iii) O = Overridden by Analyst

b. ***Breakdown of Actions:***

   a. 📝 Edit functionality – see below "Edit Nominations" Section

   b. 🗐 Duplicate functionality – On the View Nominations screen, when a Marketer clicks the "Duplicate" button on, the user will be brought to a "Create New Nomination" page, that has prepopulated information from the previous entry. This option expedites the process to create new nominations that have redundant information.

c. 🗑 Delete Functionality – When the Marketer clicks the "Delete" Icon, there will be a confirmation message indicating if the Marketer wants to delete the request with Yes/No options. If the Marketer clicks yes, they will receive a confirmation message, if user clicks no, they will return to the View Nominations screen

- **Download to Excel Option**

Users can choose to "Download to Excel," the system will maintain the filters applied above for easy exporting/reporting purposes

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Date	Marketer	Contact	Pool	Pipeline	Region	Gate	Asset	Contract1	Scheduled	Contract2	Cycle	Status					
2	08/19/2022	Constellation	Hafsa Patel	D	TGP	Springfield	420193	Pipeline	1234567	20		Timely	U					
3	08/19/2022	Constellation	Hafsa Patel	D	TGP	Springfield	420193	Pipeline	1234567	30		Timely	U					

7. *Edit Nominations Page*

- Once a user clicks the "Edit" Action button on the View Nominations page, they will be brought to the Edit Nominations Page.
  - i) This page is prepopulated with the entry that was selected
  - ii) Marketers can change the Pool, Contract Number, and Nominated Volume

8. Company Managed Page

- On the Left Panel you will find a page for Company Managed
  https://nominations.eversource.com/nominations/manage
  - On this page is a list of filters available for the Company Managed Nominations

Here, Marketers can choose necessary filters and click "Download to Excel" to see a list of the desired results

9. Scheduled Nominations Page

- On the Left Panel you will find a page for Scheduled Nominations
  https://nominations.eversource.com/nominations/scheduled
  - On this page is a list of filters available for the Scheduled Nominations
  - The "*Pipeline Only*" results show the confirmed and overridden nominations, which represent the approved pipeline nominations.

○ The "**All**" results shows the results for Pipeline, Peaking, and Storage Nominations for the filtered date

Here, Marketers can choose necessary filters and click "Download to Excel" to see a list of the desired results

10. *Cycles*

- On the View Nominations page, users can see the cycle that the nomination was submitted. If a nomination submission violates these cycle times, there will be a pop-up message provided indicating the violation.

i)   Breakdown of Cycle Codes

"Cycle" Values in the View Nominations page	Description
Timely	All Nominations submitted timely prior to 2PM day ahead- no restrictions
Pipeline_ID	Pipeline nominations submitted after 2PM day ahead and before the end of gas day.
Asset_Evening	Managed nominations submitted after 2PM day ahead and before start of gas day.
Asset_ID	Managed nominations submitted after 10AM (start of gas day) and before the end of gas day deadline of 9am.
Retro	Retro nominations submitted by _Eversource users_ after 9AM of the current gas day.

*After 9AM of the current gas day, nominations changes are not allowed by marketers.