USER MANUAL

SATURN Pipeline Management System

For any scheduling and invoicing questions reach out to the corresponding group below

Scheduling team – PIPELINESCHEDULING.SharedMailbox@nexteraenergy.com
Accounting – Kayley.Haynes@nexteraenergy.com

Last updated: March 23, 2021

Table of Contents

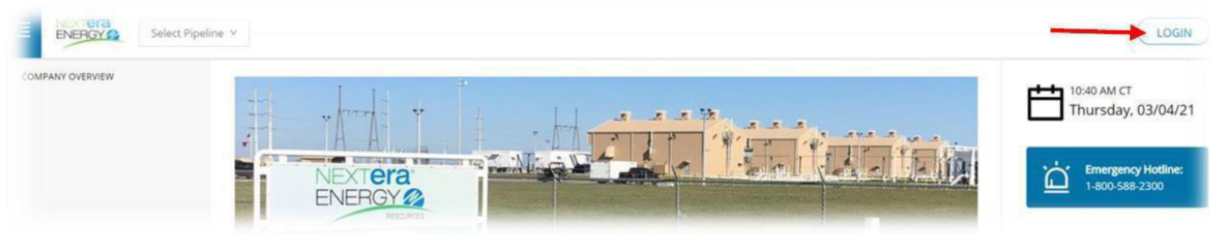
1 Home page, login and navigation 3
1.1 Registration process and requesting access 3
1.2 Login and navigation 5
1.3 NAESB cycles and system deadlines 5
1.4 User profile 5
1.5 User roles and permissions 6
1.5.1 Third Party Point operator 6
1.5.2 Shipper Scheduler 6
1.5.3 Shipper Accountant 6
2 Shipper Training 7
Upstream/Downstream Contracts 7
2.1.1 Creating Upstream/Downstream Contracts 7
2.1.2 Searching and Managing Upstream and Downstream Contracts 7
2.2 Nominations 8
2.2.1 Create a Nomination 9
2.2.2 Creating multiple nominations 11
2.2.3 Duplicate nominations 11
2.2.4 Types of nominations 11
2.2.5 Nominating within contract limits (MDQ, AOS, location limits) 11
2.2.6 Searching Nominations 12
2.2.7 View Nomination History 13
2.2.8 Editing Nominations 14
2.2.9 Copy Nominations 15
2.2.10 Bulk Edit Nominations 16
2.2.11 Delete Nominations 17
2.3 Scheduled Qty by Contact 18
2.4 Transport and PAL Monthly and Daily Imbalances 19
3 Point Operator Training 22
3.1 Confirmations 22
3.1.1 Viewing Confirmations and Confirmation History 22
3.1.2 Modifying Confirmations 24
3.2 Scheduled Qty by Location 25
3.3 Meter Measurement 26

3.3.1 Searching for meter measurements ... 26
3.4 OBA Monthly and Daily Imbalances ... 28
4 Viewing Invoices ... 30
5 Agency Rights ... 31
5.1 Nominating Agency Rights ... 31
5.1.1 Create Nomination as the Nominating Agent ... 31
5.1.2 Creating Nomination as the Service Requester for the Contract ... 31
5.1.3 Managing Nominations for Agency Contract ... 31
5.2 Balancing Agency Rights ... 31
5.2.1 Viewing Balances as an Agent ... 32
5.3 Invoicing Agency Rights ... 32
5.3.1 Viewing Invoices as an Agent ... 32
6 Pooling ... 33
6.1 Pooling Model ... 33
6.2 Creating and Managing Pooling nominations ... 34
6.3 Pool Balance ... 36
6.4 Pool Allocations ... 40

1 Home page, login and navigation

1.1 Registration process and requesting access

New users can register by selecting the “Login” button



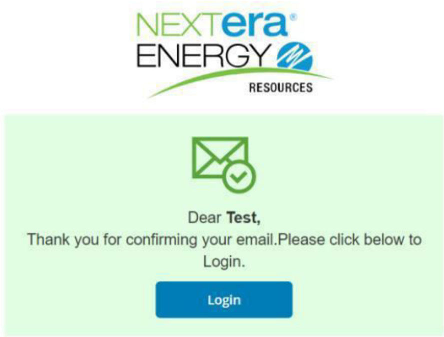
Once on the login page, select the “Create New Account” option.

Complete the registration form with your first name, last name, company email address, password and company name

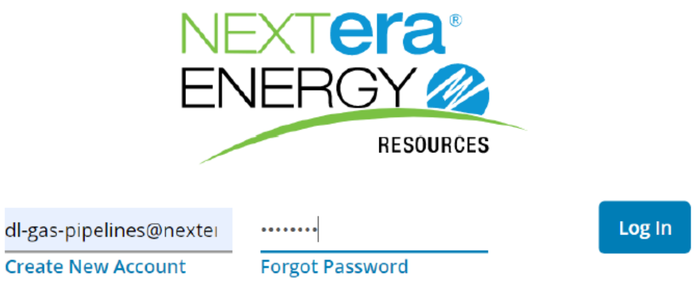
Upon completion of the registration a confirmation will be sent to the email account used in the registration process.

Steps to finalize registration:

- Click in the link within the email;



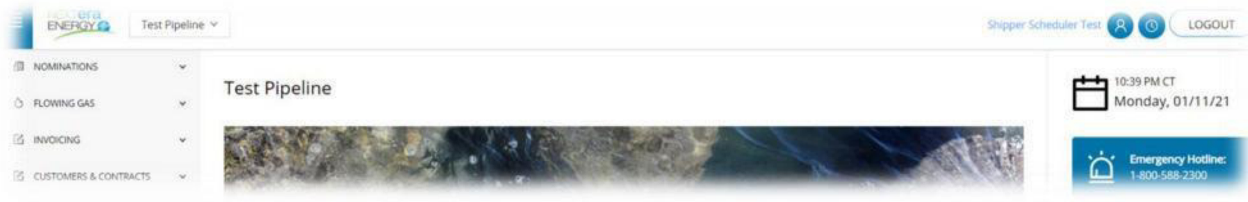
- Login using your credentials (this is an important and required step in order to complete the registration);



- Select a pipeline;
- Contact your pipeline operator who can finalize your account access to the pipeline(s) which you are authorized to have access.

1.2 Login and navigation

To access the customer activity website, select the “Login” icon and enter your credentials. The default page is generic and does not contain pipeline specific information. Select a pipeline from the header and you will be redirected to the pipeline specific customer activity webpage. The left-hand navigation menu provides a list of pages which can be accessed. The menu can be collapsed with a click to allow for more real estate on the page.

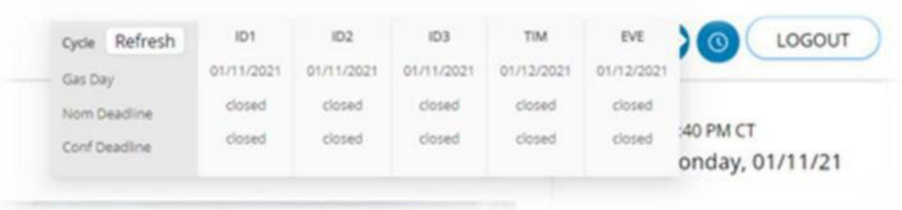


1.3 NAESB cycles and system deadlines

The cycles and nominations, confirmations, and scheduling deadlines used by the specific pipeline are posted on the home page and display in the time zone of the user location. All time related information throughout the system is also displayed in the user time zone.

The currently open cycle processes can be viewed by hoovering over the clock icon in the header. This information is accessible from any page.

If the pipeline operator has extended the nomination deadline, the system will require a refresh which can be triggered by clicking on the Refresh button from the Cycle indicator popup.



1.4 User profile

All user accessibility permissions are setup by pipeline. After selecting a pipeline, click on the user icon. The page will display the user company assignment, role and associated permissions.

1.5 User roles and permissions

1.5.1 Third Party Point operator

The point operator role enables the external users whose company is assigned as point operator on a specific location to view and confirm nominations for that location only. They can also view and manage data for their company contract(s). It has the following high-level permissions:

- View pipeline customers, contracts, deals (limited to only their own company records), view location(s) (limited to the locations for which their company is assigned as Point operator), and view pipelines (all pipelines for which they have a service agreement)
- View all nominations and nomination, confirmation and scheduled volumes using the location for which the company is point operator and the side of the nomination path using that location
- View confirmation history only for the nomination path sides using the operator location
- View their contract monthly and daily balances, and the related imbalance adjustments, cashouts and allocated volumes
- View pipeline cycles – nomination, confirmation and scheduling cycle deadlines
- View their invoices and export invoice PDF

1.5.2 Shipper Scheduler

The shipper scheduler role enables external users to view and manage data for their company contracts only. It has the following high-level permissions:

- View, create, edit and delete Up/Dn K
- View pipeline customers, contracts, deals (limited to only their own company records), view location(s) (limited to the locations which are part of their contract deals), and view pipelines (all pipelines with which they have service agreement)
- view, create, edit and delete nominations (excluding past nominations)
- view cycle nomination, confirmation and scheduled volumes for their nominations and nomination history
- view their contract monthly and daily balances, and the related imbalance adjustments, cashouts and allocated volumes
- view pipeline cycles – nomination, confirmation and scheduling cycle deadlines

1.5.3 Shipper Accountant

The shipper accountant role enables the external users to view the balances, view invoices, and export invoice PDFs for their company contracts.