

Messenger+ Nominations: Editing a Nomination

## **Editing a Nomination**



Follow these steps to learn how to edit a Nomination in Messenger+.

1=		•	CENTRAL CITY LDC	•
Nominations 2	Þ	Nomination 3 →	Nomination Matrix 4	
Flowing Gas	F	Confirmations	Future Nomination Matrix	
Invoicing	F	Scheduled Quantity 🕨	In-Field Storage Transfer	
Capacity Release	F			
Contracts	Þ			
Reports	Þ			
Informational Postings	Þ			
Site Map	Þ			
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- 1. To edit a Nomination, select the Customer Activities Menu.
- 2, 3 & 4. Select Nominations, Nomination, and Nomination Matrix

## **Editing a Nomination, cont.**



	₩ <b>4 1</b>
Nominations > Nominations Matrix	
Pinned Contracts	
Begin Date < ☐ 08-13-2021 5 > < ☐ Date ○ 08-13-2021 6 >	7 Enter Svc Req K * RETRIEVE 67356 Q
Service         Svc Req Agent           Svc Req K         Repl Ind         Rate Sched         Svc Req Name         Requester         Svc Req Agent         Code         MDCQ/MSQ         MRPL	MDPL Assoc K Term Date
67356     7     EFT     Central City     000000001     Central City     000000001     1,645     AP	1000 03-31-2025 📋
O 67358 FS Central City 000000001 Central City 000000001 149,000	03-31-2025
4	

## 5 & 6. Select the Begin & End Date

- If the Begin Date is adjusted, the End Date will default to the last day of the month. This can be adjusted simply by choosing a different End Date.
- 7. Enter the **Svc Req K**, or choose the <sup>Q</sup> button.

## **Editing a Nomination, cont.**

Nomina	ations > No	mination > Nominations Matri	ix						
eq Repl Ind	Rate Sched	Svc Reg Name	Service Requester Svc Req Ag	gent Coo	c Req Agent de Cycle	MDCQ/MSQ MRPL	MDPL	Asso K	c Term Date
56	EFT	Central City LDC	000000001 Central Ci	ity LDC 00	0000001 ID1	1,645 AP	1000		03-31-2
ominatior	ns Matrix								
Begin D	Date * 8-13-2021	>	End Date *	> [	Filter Zero Non	ns			
NOMINAT	IONS	DATE RANGE							
Re Nom	Stat	RR Cycle Act Cd TT	Rec	8 Nom Rec	c  Conf Rec Rec	Del	9 Nom Del C	Conf Del Del Fuel	Fuel
			200 Pop Hamo	Up K Qty	* Qty Rank *	* Loc * Dn Name *	Dn K Qty *	Qty Rank * Qty	Qty Pkg ID
ALL	PEN	EVE 3	062 Central City LD	IC 673 0	* Qty Rank *	Loc * Dn Name *     098 Central City	Dn K Qty*	Qty         Rank *         Qty           1,200         999         54	Qty Pkg ID 54
ALL	PEN	EVE 3	062 Central City LD	Up K Qty C 673 0	* Qty Rank *	Loc * Dn Name *     098 Central City	Dn K Qty*	Qty         Rank*         Qty           1,200         999         54	Qty Pkg ID 54
ALL	PEN	EVE 3	062 Central City LD	Up K Qty 1	Qty Rank *     Qty Rank *     O 999     O 999     Conf	O98 Central City	LDC 1,200	Qty         Rank *         Qty           1,200         999         54           oonf         No         0	Qty Pkg ID 54 Con Imb
ALL	PEN	EVE 3	062 Central City LD	Nom Total 0	*         Qty         Rank *           0         999           Conf         0           0         0	Loc * Dn Name *     098 Central City	Dn K         Qty*           LDC         1,200           Nom         C           1,200         1,200	Qty         Rank *         Qty           1,200         999         54           onf         No         0           1,200         54	Qty         Pkg ID           54         -           Con         Imb           54         -1,2
ALL	PEN	EVE 3	062 Central City LD	Up K         Qty <sup>1</sup> C         673         0           Nom         Total         0           D         Operator         0	•         Qty         Rank *           0         999           Conf         0           0         0           0         0           0BA         G/T	Central City	Dn K         Qty*           LDC         1,200           Nom         C           1,200         1,200	Qty         Rank *         Qty           1,200         999         54           sonf         No         0           1,200         54           Mileage         Confirm	Qty         Pkg ID           54
ALL	PEN EPSQ 261	EVE 3 Location Name PEPL CIG EXCHANGE	062 Central City LD	Nom Total Operator Operator OtoColorado	•         Qty         Rank *           0         999         999           Conf         0         900           0         0         0           0         0         0           V         0         0           V         T         T	Loc * Dn Name *     O98 Central City     TABS	Dn K Qty* LDC 1,200 Nom C 1,200 SYS Zone FLD	Qty         Rank *         Qty           1,200         999         54           onnf         No         0           1,200         54         0           Mileage         Confirm           -235         UNC	Qty         Pkg ID           54         54           Con         Imb           54         -1,2           Fuel %         4.33

**1** For Same-Day nomination changes, please take note of the **EPSQ**.



- 8. The only editable fields are the **Nom Rec Qty/Nom Del Qty** and the **Rec Rank/Del Rank** fields. Once a nomination is submitted, it cannot be deleted.
- 9. In order to nominate by **Delivery Quantity** first zero the **Receipt Quantity**.

**10.** Click the **I** button to update the **Nomination**.