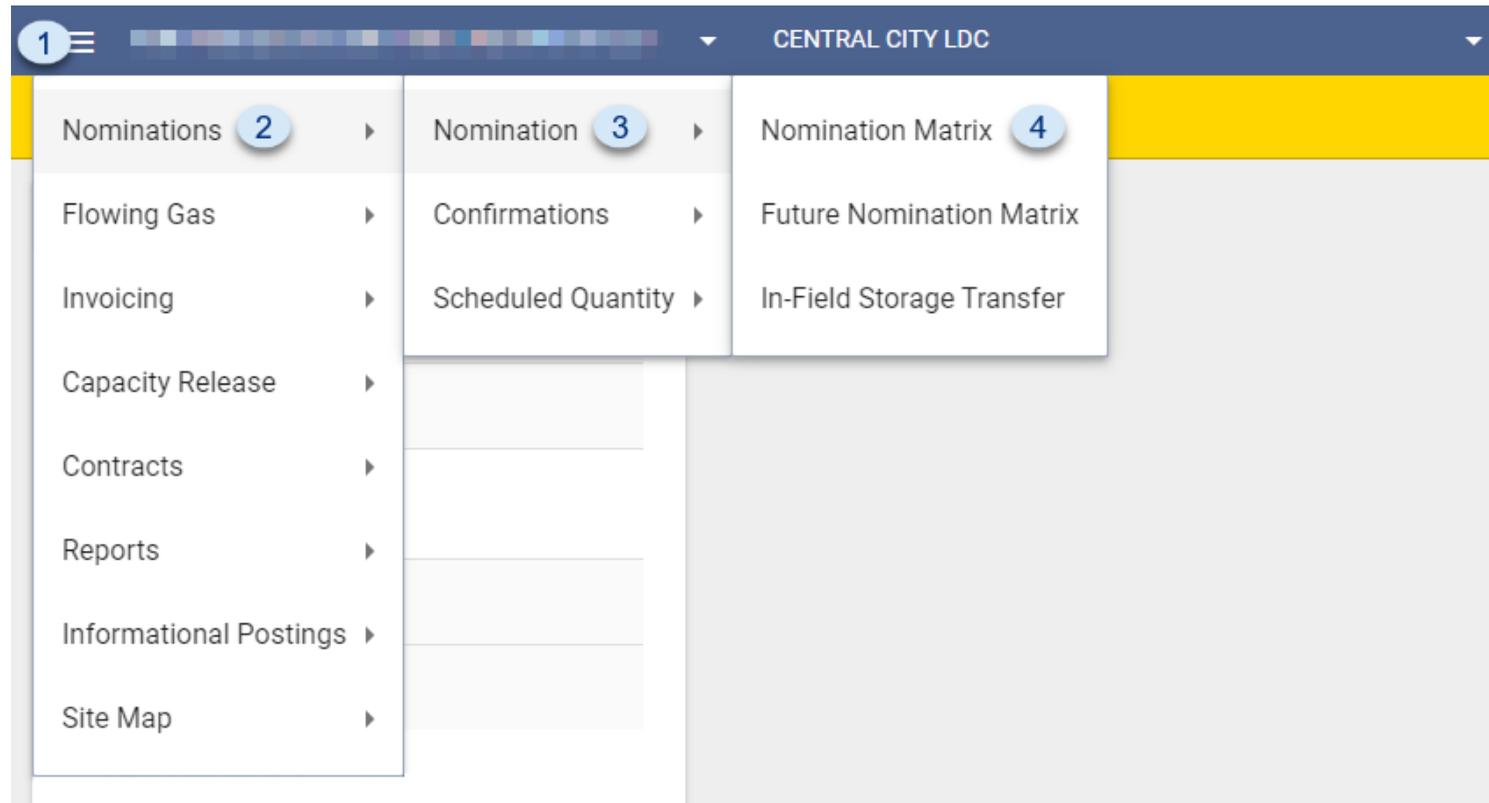




Messenger+
Nominations:
Editing a Nomination

Editing a Nomination

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



1. To edit a **Nomination**, select the **Customer Activities Menu**. 

2, 3 & 4. Select **Nominations**, **Nomination**, and **Nomination Matrix**

Editing a Nomination, cont.



Navigation: CENTRAL CITY LDC

Breadcrumbs: Nominations > Nomination > Nominations Matrix

Pinned Contracts

Begin Date: 08-13-2021 (5) | End Date: 08-13-2021 (6)

Search: Enter Svc Req K* 67356 (7) [RETRIEVE]

Svc Req K	Repl Ind	Rate Sched	Svc Req Name	Service Requester	Svc Req Agent	Svc Req Agent Code	MDCQ/MSQ	MRPL	MDPL	Assoc K	Term Date	
<input checked="" type="radio"/> 67356 (7)		EFT	Central City ...	000000001	Central City ...	000000001	1,645	AP	1000		03-31-2025	
<input type="radio"/> 67358		FS	Central City ...	000000001	Central City ...	000000001	149,000				03-31-2025	

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 button.

Editing a Nomination, cont.

Navigation: Nominations > Nomination > Nominations Matrix

Service Request Summary: 67356, EFT, Central City LDC, 000000001, Central City LDC, 000000001, ID1, 1,645 AP, 1000, 03-31-2...

Nominations Matrix

Begin Date: 08-13-2021, End Date: 08-13-2021, Filter Zero Noms:

Re Nom	Stat	RR	Conf Cycle	Act Cd	TT	Rec Loc *	Up Name *	Up K	Nom Rec Qty *	Conf Rec Qty	Rec Rank *	Del Loc *	Dn Name *	Dn K	Nom Del Qty *	Conf Del Qty	Del Rank *	Nom Fuel Qty	Conf Fuel Qty	Pkg ID
ALL	PEN		EVE	3		062...	Central City LDC	673...	0	0	999	098...	Central City LDC		1,200	1,200	999	54	54	
Total									0	0				1,200	1,200		54	54	-1,2...	

	EPSQ	Location Name	Up ID/Dn ID	Operator	OBA	G/T	TABS	SYS	Zone	Mileage	Confirm	Fuel %
Receipt	261	PEPL CIG EXCHANGE	000000001	Colorado ...	Y	T			FLD	-235	UNC	4.33
Delivery	250	PEPL-GENERATION INTERCONN...	000000001	Generatio...	Y				MKT	841	UNC	

- 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.
- In order to nominate by **Delivery Quantity** first zero the **Receipt Quantity**.
- Click the button to update the **Nomination**.

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