

# **Eversource Nominations Portal (ENP) – Marketers User Manual**

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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](https://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](mailto: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

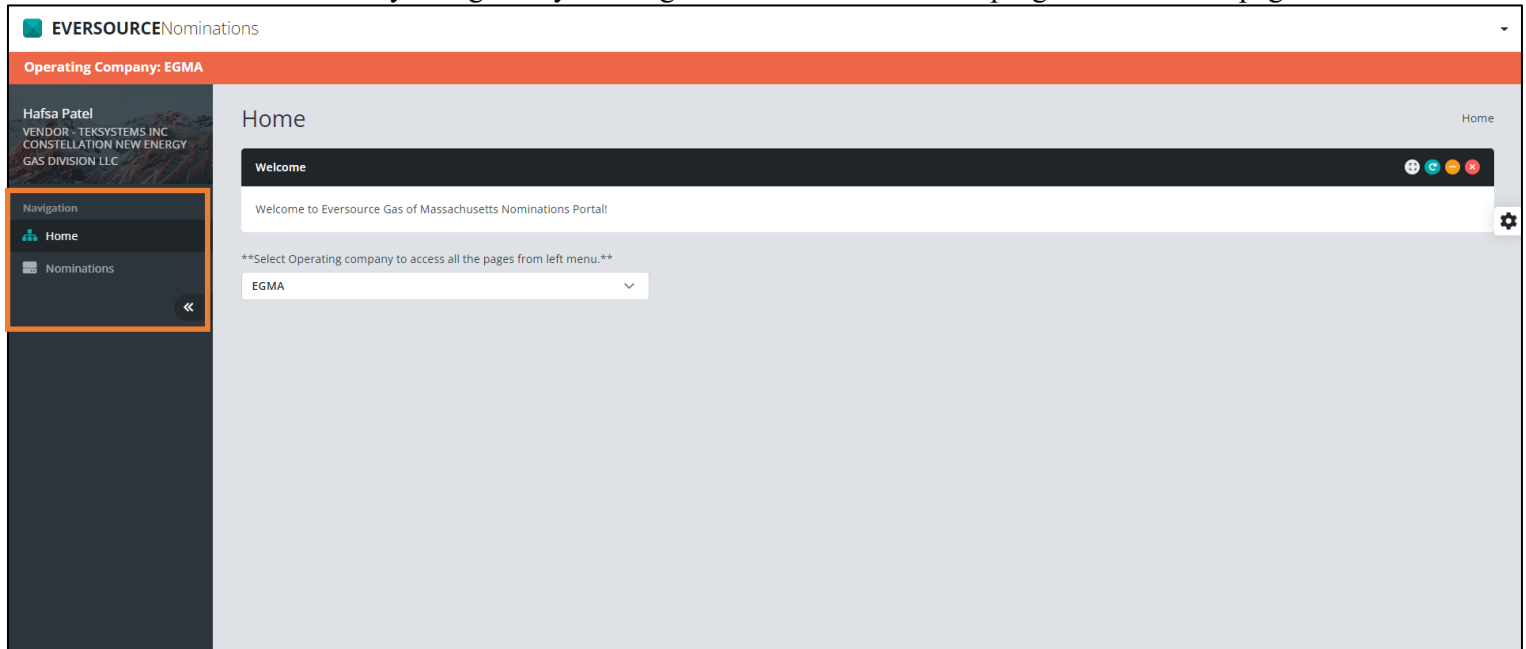
<div> <b>Sign in</b> <input type="text" value="christopher.stournaras@guests.eversource.com"/> <a href="#">Can't access your account?</a> <div><input type="button" value="Back"/> <input type="button" value="Next"/></div></div>	<div> ← christopher.stournaras@eversource.com <b>Enter password</b> <input type="password" value="Password"/> <a href="#">Forgot my password</a> <div><input type="button" value="Sign in"/></div></div>
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### 2. Contact Us

- Any questions regarding the portal, please contact us: [EEGasTrading&Scheduling@eversource.com](mailto:EEGasTrading&Scheduling@eversource.com) and [ee\\_eut\\_ma@eversource.com](mailto: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](https://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.

**EVERSOURCE**Nominations

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

**EVERSOURCE**Nominations

Operating Company: NSTAR Gas

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: 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".

**EVERSOURCE**Nominations

Operating Company: NSTAR Gas

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

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): 100 ✓

Single-day nomination

Clear Cancel Submit

Created

Your request has been received

View Nominations Close

Home / Nominations / 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

**EVERSOURCE**Nominations

Operating Company: NSTAR Gas

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

Marketer: Constellation

Contact Name: Hafsa Patel

Beg Date: 11/03/2022 ✓

End Date: 11/03/2022

Nomination Type: Peaking ✓

Pool: Daily ✓

Pipeline: Tennessee Gas Pipeline ✓

Region: Worcester ✓

Nominated Volume (in MMBTU): 100 ✓

Single-day nomination

Clear Cancel Submit

Home / Nominations / View Nominations

- **Note:**
  - Storage is only available for EGMA for 11/1-3/31
  - Peaking is only available for EGMA and NSTAR for 11/1-4/30
  - 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

The screenshot shows the 'EVERSOURCE Nominations' interface. The header indicates the 'Operating Company: NSTAR Gas'. The left sidebar lists navigation options: Home, Nominations (with sub-options: View Nominations, Enter Nomination, Company Manager, Scheduled Nominations), and a back arrow. The main form is titled 'Create New Nomination' and contains the following fields:

- Marketer: Constellation Energy
- Contact Name: Hafsa Patel
- Beg Date: 11/03/2022
- End Date: 11/03/2022
- Nomination Type: Peaking (dropdown)
- Pool: Daily (dropdown)
- Pipeline: Tennessee Gas Pipeline (dropdown)
- Region: Worcester (dropdown)
- Nominated Volume (in MMBTU): 100

At the bottom of the form are three buttons: 'Clear', 'Cancel', and 'Submit'. A modal dialog box titled 'Clear' is overlaid on the form, asking 'Reset all values on this form without submitting a nomination?' with 'Yes' and 'No' buttons.

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

EVERSOURCE Nominations

Operating Company: NSTAR Gas

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

Navigation

- Home
- Nominations
  - View Nominations
  - Enter Nomination
  - Company Manager
  - Scheduled Nominations

### Create New Nomination

Marketer: Constellation

Contact Name: Hafsa Patel

Beg Date: 11/03/2022

End Date: 11/03/2022

Nomination Type: Peaking

Pool: Daily

Pipeline: Tennessee Gas Pipeline

Region: Worcester

Nominated Volume (in MMBTU): 100

Clear Cancel Submit

Single-day nomination

Close

Exit the form without submitting a nomination?

Yes No

- **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

- Navigate to [nominations.eversource.com/nominations/view](https://nominations.eversource.com/nominations/view) in your browser
- Click “**View Nominations**” Page on the Left Panel navigation
- 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



**EVERSOURCE**Nominations

Operating Company: NSTAR Gas

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

Navigation  
Home  
Nominations  
View Nominations  
Enter Nomination  
Company Managed  
Scheduled Nominations

## View Nominations

Home / Nominations / View Nominations













**Nominations**

Marketer: Constellation  
Pool: ---All---  
Pipeline: ---All---  
Region: ---All---  
Gate Station: ---All---  
Nomination Type: Pipeline  
Cycle: ---All---  
Status: ---All---  
Beg Date: 08/17/2022  
End Date: 08/23/2022

Search Reset Filters Download to Excel

All volumes are in DTH unless otherwise stated

Show 10 Rows

Gas Date	Pool	Marketer	Contact	Pipeline	Region	Gate	Asset	Contract	Volume	Cycle	Status	Actions
08/19/2022	ND	Constellation	Kevin Johnson	TGP	Worcester	420109	Pipeline	526005	600	Timely	C	  
08/19/2022	D	Constellation	Hafsa Patel	AGT	Cambridge	000826	Pipeline	345678	10	Timely	C	  
08/19/2022	D	Constellation	Hafsa Patel	AGT	Ashland	000038	Pipeline	345678	100	Timely	C	  
08/19/2022	D	Constellation	Hafsa Patel	AGT	New Bedford	000019	Pipeline	345678	200	Timely	U	  

## 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’:

- C= Nomination Confirmed
- U = Unconfirmed
- O = Overridden by Analyst

### b. Breakdown of Actions:

-  Edit functionality – see below “Edit Nominations” Section
-  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.

**EVERSOURCE**Nominations

Operating Company: NSTAR Gas

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: Non-Daily

Pipeline: Tennessee Gas Pipeline

Region: Worcester


Gate Station: 420109 - Worcester

Contract Number: 526005

Nominated Volume (in MMBTU): 600

Single-day nomination

Clear Cancel Submit

- 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

**EVERSOURCE**Nominations

Christopher Stournaras  
VENDOR - TEKSYSTEMS INC

Navigation  
Home  
Nominations  
View Nominations  
Enter Nomination  
Company Managed  
Scheduled Nominations

Region: ---All---

Cycle: ---All---

Beg Date: 04/13/2022













Search Download to Excel

Deleted

The selected nomination has been deleted.

View Nominations

All volumes are in DTH unless otherwise stated

Gas Date	Pool	Marketer	Contact	Pipeline	Region	Gate	Asset	Contract	Volume	Cycle	Status	Actions
04/13/2022	D	Constellati	Girish Parab	AGT	Brockton	000024	Pipeline	25CN	25	Timely	U	  
04/15/2022	D	Constellati	Girish Parab	AGT	Brockton	000024	Pipeline	25CN	25	Timely	U	  
04/13/2022	ND	Constellati	Laura Hill	TGP	Lawrence	420121	Pipeline	9562	25	Timely	U	  
04/13/2022	D	Constellati	Christoph	AGT	Brockton	000024	Pipeline	1	100	Timely	U	  

- **Download to Excel Option**

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

AutoSave Off | NominationList (3) - Excel | Patel, Hafsa PH | Share | Comments

File Home Insert Draw Page Layout Formulas Data Review View Help

Clipboard Font Alignment Sensitivity Number Styles Cells Editing Ideas

K7

	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					
4																		
5																		
6																		
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20																		
21																		

## 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.
  - This page is prepopulated with the entry that was selected
  - Marketers can change the Pool, Contract Number, and Nominated Volume

**EVERSOURCE**Nominations

Operating Company: NSTAR Gas

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

Navigation  
Home  
Nominations  
View Nominations  
Enter Nomination  
Company Managed  
Scheduled Nominations

## Edit Nomination

Home / Nominations / Edit Nomination

Marketer: Constellation

Contact Name: Hafsa Patel

Gas Date : 08/16/2022

Nomination Type: Pipeline

Pool: Daily

Pipeline: Tennessee

Region: Worcester

Gate Station: Hopkinton

Contract Number: 10

Nominated Volume (in MMBTU): 10

Cancel Update

**EVERSOURCE**Nominations

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

Operating Company: EOG

Navigation  
Home  
Nominations  
View Nominations  
Enter Nomination  
Company Managed  
Scheduled Nominations

## Edit Nomination

Home / Nominations / Edit Nomination

Marketer: EOG

Contact Name: EOG

Gas Date : 08/16/2022

Nomination Type: Pipeline

Pool: Non-Daily

Pipeline: Tennessee

Region: Springfield

Gate Station: E Longmeadow

Contract Number: 1234567

Nominated Volume (in MMBTU): 30

Cancel Update

Updated

Updated Successfully!

View Nominations Close

## 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

**EVERSOURCE**Nominations

Operating Company: NSTAR Gas

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

Navigation  
Home  
Nominations  
View Nominations  
Enter Nomination  
Company Managed  
Scheduled Nominations

## Company Managed Nominations

Home / Nominations / Company Managed Nominations

**Nominations**

Marketer: Constellation Beg Date: 08/01/2022 End Date: 08/24/2022  
 Nomination Type: All Pipeline: All Region: All

Search Download to Excel

Marketer	Asset	Pipeline	Region	Gas Date	Scheduled Volume(DTH)
No data to display					
0 total					

Filtered Volume Total

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

File Home Insert Draw Page Layout Formulas Data Review View Help

Clipboard Font Alignment Sensitivity Number Styles Cells Editing Ideas

Share Comments

N4

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Marketer	Asset	Pipeline	Region	GasDate	ScheduledVolume										
2	Constellation	Storage	AGT	Brockton	03/24/2022	5555										
3	Constellation	Peaking	AGT	Brockton	03/24/2022	112211										
4	Constellation	Peaking	AGT	Brockton	03/24/2022	1213244										
5	Constellation	Peaking	AGT	Brockton	03/26/2022	990										
6																
7																
8																
9																
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15																
16																
17																
18																

Sheet1

## 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

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Pipeline	Region	Gas Statio	Marketer	Asset	Contract1	Scheduled Volume(DTH)									
2	TGP	Lawrence	420121	Constellation	Pipeline	9000000	1									
3	TGP	Lawrence	420121	Constellation	Pipeline	1	1									
4	TGP	Lawrence	420121	Constellation	Pipeline	2	1									
5	AGT	Brockton	000024	Constellation	Pipeline	911	1									
6																
7																
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18																

## 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 <u>Eversource users</u> after 9AM of the current gas day.

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