# DSWeb Help Version 2.1

**Welcome to the DSWeb! BGE's interactive web site.  To help you navigate, please refer to the documents enclosed with your password and the following pages.**

# Table of Contents

# Overview

The DSWeb system allows gas suppliers, gas customers and BGE personnel to:

- View BGE Contacts Information
- View Gas Rates Information
- View Reports
- Send and Receive Electronic Notices
- Perform Electronic Nominations
- Submit Unified Gas Billing Data, Enrollment and Termination Data and Supplier Rate Data to BGE
- Manage Pool Accounts

Access DSWeb through the Internet at www.bge.com/dsweb.

The DSWeb is designed using 800 by 600 pixels screen resolution.  If you encounter a problem where the DSWeb screens are not centered on your monitor, please contact your technical staff.

The new system allows you to have multiple users from one company.  There will be a "Help" button on every screen to assist you.

In order to run the Web system there are some minimum hardware/software requirements that must be met by the users:

- Internet access
- Microsoft Internet Explorer 4.01 or later version

In addition, the user must have one of the following operating systems and the hardware capable of running the operating system:

- Microsoft Windows 95/98
- Microsoft Windows 2000
- Microsoft Windows NT
- Microsoft Windows XP

Every DSWeb user will be assigned their own User ID and password.
Assigned passwords cannot be changed.

You will automatically begin at the Main Tab. The Main Tab displays the following information:

- The News Flash that BGE uses to notify you of urgent messages.
- The Delivery Service Team Fax number
- The Delivery Service Team e-mail address
- The Help Desk Telephone number
- Business Express Line Telephone Number

# ADCQ Report

The ADCQ Report is produced on the 11th and 17th workdays.  The ADCQ Report produced on 17th workday will include the accounts listed from the first ADCQ Report plus any additional changes that were made during the correction timeframe.  Only the current month and the previous month reports (and fixed file layouts) will be available on the DSWeb.  Therefore, it is important the supplier download the files to their local directories once the files are made available in DSWeb.

The ADCQ Report is broken out into four different reports.  Three of the four reports are available in both the standard report format and also in a fixed file format.  One report is available only in a fixed file format (see below).

The ADCQ Report can be viewed or printed or downloaded to the supplier's local directory.
Below is a description of each section of the ADCQ Report.

### ADCQ SUMMARY REPORT

The ADCQ SUMMARY REPORT provides suppliers with a summary daily contract quantity (DCQ) in dekatherms by group.  The report also shows the total number of NEW customers for the upcoming gas month and the grand total number of accounts for the upcoming gas month.

   ADCQSUM.rpt = report name (current month)
   ADCQSUM.old.rpt = report name (previous month)
   ADCQSUM.prn = fixed file name (current month)
   ADCQSUM.old.prn = fixed file name (previous month)

### ADCQ DETAIL REPORT – available only in a fixed file layout

This report will only be available in a fixed file format.
The ADCQ DETAIL fixed file layout provides suppliers with the daily contract quantity (DCQ) for each customer.  In addition, the detailed section will show the customer's BGE bill account number, customer name and service address.  New customers for the month will be displayed with an asterisk '*'.

   ADCQDTL.prn = fixed file name (current month)
   ADCQDTL.old.prn = fixed file name (previous month)

### ADCQ CHANGE REPORT

The ADCQ CHANGE REPORT displays the supplier's existing customers who have elected to switch gas suppliers.  The customer will only appear on the old supplier's ADCQ CHANGE REPORT.  The report will display the supplier's group number, customer's BGE bill account number and the termination effective date with the old supplier.

   ADCQCHG.rpt = report name (current month)
   ADCQCHG.old.rpt = report name (previous month)
   ADCQCHG.prn = fixed file name (current month)
   ADCQCHG.old.prn = fixed file name (previous month)

**ADCQ SERVICE ORDER REPORT**

The ADCQ SERVICE ORDER REPORT provides suppliers with the details when a service order is pending on an account. When a Delivery Service customer moves from one address to another, this report will show the customer's name, old BGE bill account number, old address, new BGE bill account number, new address and the effective date at the customer's new address. The report also shows the details of a straight termination (no longer a BGE customer).

    ADCQSOR.rpt = report name (current month)
    ADCQSOR.old.rpt = report name (previous month)
    ADCQSOR.prn = fixed file name (current month)
    ADCQSOR.old.prn = fixed file name (previous month)

## Description of the Enrollment/Drop/Switch Process

The purpose of the ENROLLMENTS Screen in DSWeb is to allow suppliers to enroll and/or drop and/or switch Commercial and Residential DRS customers from the Gas Options Program. Suppliers must input their Enrollments/drops/switches on the Enrollments screen to be effective the 1st of each respective month.

When customers enroll in the Delivery Service program or switch from supplier to another supplier, BGE sends a confirmation enrollment letter to the customer. When a customer terminates from the Delivery Service program and returns to the utility, BGE sends a confirmation termination letter to the customer. Please note that you as the supplier are still required to provide notice to your customers when your relationship with them is ending.

The following is a description of the enrollment process timeline.

### 1st through 6th Workday

Suppliers can use the ENROLLMENTS screen to submit enrollments/drops/switches daily, until 4:00 PM on the 6th workday of each month. Until this file is uploaded by BGE, the previously sent file will be redisplayed on the ENROLLMENTS screen. The supplier may then add, delete or modify the previously sent file as necessary. Until the 6th workday, each time a new file is sent to BGE, the previously sent file will be overwritten with the new file.

### 7th Workday

On the 7th workday, BGE will upload the file and process the enrollments/drops/switches. The first exception report will be produced on the 7th workday of the month for any enrollments/drops/switches that were not processed.

### 7th through 10th Workday

Corrections must be made to the first exception report by 4:00 PM on the 10th workday of the month. Suppliers should correct the exceptions directly on the ENROLLMENTS screen. Suppliers accessing the ENROLLMENTS screen from the 7th workday to the 10th workday will only see the records that appeared on their exception report.

Suppliers may also enroll, drop or switch customers not included in the original file uploaded on the 7th workday, by adding these customers.

### 11th Workday

On the 11th workday, BGE will upload corrections made to the Enrollments screen and accept new enrollments/drops/switches submitted between the 7th and 10th workday. A second exception report will be produced for the enrollments/drops/switches that were not processed.

### 11th through 16th Workday

After the 11th workday, the ENROLLMENTS screen will display the exceptions. Corrections must be made to the exceptions by 4:00 PM by the 16th workday of the month. Suppliers should correct the exceptions directly on the ENROLLMENTS screen. Suppliers may also add new enrollment/drops/switches that were not included in the original file uploaded on the 11th workday.

### 17th Workday

On the 17th workday, BGE will upload corrections and accept any new enrollments/drops/switches submitted between the 11th and 16th workday. A third exception report will be produced displaying any accounts that were not successfully processed. Any exceptions on the report produced on the 17th workday must be corrected and resubmitted the next month. After the 17th workday, the ENROLLMENTS screen will be blank and the supplier may start entering their Enrollments for the following month.

### 17th Workday through Last Workday of Month

The supplier's final enrollment confirmation will be via the ADCQ Reports. The ADCQ Reports are available on the 11th and 17th workday of the month prior to the month gas is scheduled to flow. The ADCQDTL.prn report will display the actual DCQ in dekatherms (up to three decimal places) for all active customers for the next month. All new customers will be identified with an asterisk (*).

When a supplier enrolls a customer in the Gas Options program, an estimate of that customer's monthly DCQ for a projected 12-month period will be provided through the New Delivery Service Customer's DCQ Report (DCQSmmdd.rpt). The DCQSmmdd.rpt will display the 12-month DCQ for customers who are new to the supplier and customers who are switching suppliers.

**Instructions for Entering Enrollments/Drops/Swiches on the Enrollments Screen**

1. Click on the Enrollments Tab.
2. Input customer data by either:

- Typing the data directly into the Enrollments Screen
- Cutting and pasting data from an outside source into the Enrollments Screen
- Download a fixed file layout of your enrollment data by selecting the OPEN button on the Enrollments Screen.  Refer to the Main Library, for the document (Enrollment Screen-Fixed File Layout.xls) defining the fixed file layout of the Enrollments Screen.

3. Enter the required fields (see below for screen field definitions).
4. Click on the SEND button to transfer the data to BGE.  If any errors are found in the data, the error messages will appear in the box at the bottom of the screen.  Click on the error message and the cursor will take you to the cell where the error occurred.  All errors must be corrected before the file can be sent.  When the file is successfully sent, a confirmation message will appear with the details on how many Enrollments and drops were sent.
5. Click on the SAVE button to save the data to your local drive.  If any errors are found in the data, the error messages will appear in the box at the bottom of the screen.  Click on the error message and the cursor will take you to the cell where the error occurred.

**Instructions for Editing an Existing File on the Enrollments Screen**

To delete customers, select the respective customer row(s) and click the DELETE ROWS button.  To add new customers, go to the first blank row of the spreadsheet and enter the information for the new customer.  If additional rows are needed, click on the ADD ROWS button and enter the number of additional rows needed.

**Enrollments Screen Definitions**

| | |
|---|---|
| Bill Account Number | Customer's BGE 10-digit account number.<br><br>• Required field<br>• No dash in account number |
| Supplier Group | Five-digit group number the customer is assigned with their supplier.<br><br>• Required field<br>• Group numbers are assigned by BGE |
| **COMMERCIAL GROUP NUMBERS** | |
| xx250 - xx269 | Commercial DRS/Firm Rate.  BGE bills for the supplier based on the supplier rate |
| xx270 - xx299 | Commercial DRS/Firm Dual.  Supplier bills the customer directly.<br>BGE will supply consumption to supplier via CONSmmdd.prn report. |
| **RESIDENTIAL GROUP NUMBERS** | |
| xx750 - xx769 | Residential DRS/Firm Rate.  BGE bills for the supplier. |
| xx770 - xx789 | Residential DRS/Firm Dual.  Supplier bills the customer directly.<br>BGE will supply consumption to supplier via CONSmmdd.prn report. |

| | |
|---|---|
| xx790 - xx799 | Residential DRS/Firm Dual. BGE bills a budget billing amount for the supplier. The monthly budget billing amount is submitted to BGE by the supplier on the UGB Upload screen. BGE will supply consumption to supplier via CONSmmdd.prn report. |
| Effective Date | Start or stop effective date on Gas Choice.<br><br>• Required field<br>• Format = mm/dd/yyyy<br>• Must be the 1st of the month<br>• Cannot be a past date |
| Enroll or Term | Flag to indicate whether the input is an enrollment/switch or drop.<br><br>• Required field<br>• **E** = enrollment/switch     **T** = Drop |
| Contract Expiration Date | Date the customer's contract expires with their supplier.<br><br>• Optional field<br>• Format = mm/dd/yyyy |
| Supplier Rate | Supplier's rate per therm. BGE will use this rate to bill customers on consumption based billing.<br><br>• Required field for supplier groups 250-269 and 750-769.<br>• Field should be left blank if supplier bills directly or the customer is in a Residential Budget Billing group. |
| Plan Type | Billing Plan Type.<br><br>• Required field<br>• **C** = BGE bills for supplier (supplier rate x consumption). Can be residential or commercial customers.<br>• **N** = Supplier bills customer directly or submits a Residential Budget Billing flat rate charge. |

**Enrollment Reports**

1. Automated Supplier Exception Report – This report will show the accounts that could not be enrolled or terminated through the Enrollment upload process.

    report name = Excpmmdd.rpt
    (mm = month, dd = day)

**Common Exception Errors on the Exception Report**

    1. **Invalid Account Status** – Account status is not active (finaled BGE account)

2. **Invalid Account Type** – No gas on premise, merchandise only account or current tariff schedule is not a valid schedule for gas Choice.
3. **Invalid Supplier/Group** – Supplier/group number is not a qualified combination (i.e. account is a commercial account but was enrolled in a residential group number).
4. **Must be 1ST of a Month** – Effective dates must equal the 1st of a month.
5. **Invalid Bill Account Number** – Account number is not a valid BGE account.
6. **Cannot be a Past Date** – Effective date cannot be a past date.
7. **Service Order Pending on Account** – Customer moving to another address or terminating current address.

**Billing Options**

Customers may be billed separately by their supplier for commodity costs and billed separately by BGE for transportation costs.  Or, suppliers may choose to participate in BGE's Unified Gas Billing program, which will provide customers an opportunity to receive one bill.  Suppliers may submit their billing information to BGE.  BGE will, in turn, include the supplier's charges on the customer's BGE bill.  For more information about Unified Gas Billing, refer to the HELP documentation on the UGB Upload screen.

## What is Unified Gas Billing?

Unified Gas Billing is a third-party billing service that allows Gas Options Suppliers the ability to bill their customers via BGE's utility bill.  BGE will bill the customer on behalf of the supplier via the current BGE utility bill the customer already receives.

**Cost to Supplier**

The cost of the Unified Gas Billing program includes two components, a flat rate per month for daily electronic transfers BGE processes for the supplier and a per account fee.  Currently, the rates are as follows:

| | |
|---|---|
| Flat Rate | $9.96 per month |
| Per Account | $0.302 per account |

BGE will:

- Render the bill to the customer.
- Collect payments from the customer.
- Transfer funds to supplier via ACH Deposit.
- Provide reports to supplier via BGE's DSWeb.

Suppliers who do not participate in UGB will receive their customer's consumption via the CONSmmdd.prn report in  a fixed file layout.  This file can be found under the View Reports or Download Reports Tab.  Currently, the rate is as follows:

| | |
|---|---|
| Per Account | $0.193 per account |

| | |
|---|---|
| | |

**Application of Payments**

Customer payments will be applied to their accounts consistent with BGE's current allocation hierarchy as shown below.

- Gas BGE arrearages
- Electric BGE arrearages
- Gas Supplier arrearages
- Electric Supplier arrearages
- Gas BGE current charges
- Electric BGE current charges
- Gas Supplier current charges
- Electric Supplier current charges
- Arrearages/current charges for other non-regulated services

**Disclaimers**

All pricing sensitive information will remain confidential with BGE's billing organization.  BGE is only a billing agent and assumes no liability for accounts receivable.

**Getting Started in the Unified Gas Billing Program**

To enroll in the Unified Gas Billing Program, call Ann Cunningham at 410-291-4785, Monday through Friday between 8 AM and 4 PM Eastern Time.

**Instructions for Entering UGB Data on the UGB Upload Screen**

The UGB Upload screen is used to enter Residential Budget Billing charges or flat charges i.e. late fees.  BGE will use this data to bill the supplier's charges.   Suppliers cannot submit credits to apply to the customer's bill.  Credits must be refunded directly by the supplier.

The UGB Upload file will be uploaded to BGE once a month.  Refer to the UGB Rates & UGB Upload Deadline.doc in the Main Library of DSWeb for the cut-off dates to submit Residential Budget Billing charges or consumption based billing adjustments.

1. Click on the UGB Upload tab.
2. Input the required data by either:

    - Typing the data directly into the UGB Upload screen
    - Cutting and pasting data from an outside source into the UGB Upload screen
    - Download your UGB data via the fixed file layout process by using the OPEN button on the UGB Upload screen.  Refer to the Main Library, for the document (UGB Upload Screen-Fixed File Layout.xls) defining the fixed file layout of the UGB Upload Screen.

3. Enter the required fields (see below for field definitions).
4. Click on the SEND button to transfer the data to BGE.  If any errors are found in the data, the error messages will appear in the box at the bottom of the screen.  Click on the error message and

the cursor will take you to the cell where the error occurred.  All errors must be corrected before the data can be successfully sent to BGE.  When the data is successfully sent, a confirmation message will be displayed with the details on how many records were sent along with the total amount of the charges.

5.  Click on the SAVE button to save the data to your local drive.  If any errors are found in the data, error messages will appear in the box at the bottom of the screen.  Click on the error message and the cursor will take you to the cell where the error occurred.

**UGB Upload Field Definitions**

| | |
|---|---|
| Bill Month | Year and month of billing that the transaction represents.<br><br>• Required field<br>• Format = YYYY/MM |
| Bill Account | Ten-digit BGE account number.<br><br>• Required field<br>• No dash in the account number |
| Supplier Group | Five-digit group number the customer is assigned with their supplier.<br><br>• Required field |
| Total Amount | Total amount of all billing transactions included for this account. Required field<br><br>• Required field<br>• Must equal the sum of all the billing components (Base Amount, Late Fee, Taxable Adj Amount, and Non-Taxable Adj Amt)<br>• Total amount CANNOT be less than zero |
| Late Fee | Supplier Late payment amount. |
| Budget Billing | Supplier Budget Billing Amount |
| Taxable Other Charge | Adjustments that are taxable.  BGE will calculate taxes for any amount placed in this field.<br><br>• Must be a positive number |

| | |
|---|---|
| Non-Taxable Other Charge | Adjustments that are NOT taxable (i.e. account is tax exempt) or Residential Budget Billing flat rate charge.<br><br>• Can be negative or positive<br><br>*Note: At least one of the above billing components (Budget Billing, Late Fee, Taxable Adj Other Charge, and Non-Taxable Other charge) must be populated and the sum of the billing components must equal the Total Amount column.* |
| Start Date | Start date of the period being billed.<br><br>• Required field<br>• Format = mm-dd-yyyy |
| End Date | End date of the period billing billed.<br><br>• Required field<br>• Format = mm-dd-yyyy |

**UGB Upload Reports**

After the UGB Upload file has been uploaded to BGE, a number of daily and monthly reports will be made available to the suppliers in the DSWeb.

The following are *monthly* UGB reports posted to the DSWeb:

1. Supplier Input Detail Report – This report describes all the billing transactions submitted by the supplier that were successfully uploaded from the supplier's UGB file.

    report name = DETmmdd.rpt
    fixed file name = DETmmdd.prn

2. Supplier Upload Exception Report – This report describes all the charges submitted by the supplier that are not being accepted by BGE for UGB and the reason why they were rejected.

    report name = EXCmmdd.rpt
    fixed file name = EXCmmdd.prn

3. Supplier Upload Control Report – This report provides a summary of what was accepted and rejected during the UGB upload process.  This report will also sum the total for what was accepted and what was rejected.

    report name = CTRmmdd.rpt
    fixed file name = CTRmmdd.prn

The following reports are *daily* UGB reports posted to the DSWeb:

1.  Supplier Billing Transaction Report – This report shows the details of the account after it is billed by BGE. It shows all supplier charges and the taxes billed to the customer.

    report name = SUMmmdd.rpt
    fixed file name = SUMmmdd.prn

2.  Financial Activity Report – This report details the financial activity at a bill account level. It shows the debit and credit transactions applied to the supplier charges, which ultimately affect the 'payment' amount due the supplier. The report will show cash payments, credit alterations (i.e. supplier bill canceled), credit and debit transfers (customer payments reapplied), and debit charge backs due to a bad check.

    report name = FINmmdd.rpt
    fixed file name = FINmmdd.prn

3.  Voided/Canceled/Bad Debt Charges Report– This report is designed to notify the supplier of supplier charges that were voided, canceled and unpaid charges transferred back to the supplier (bad debt charge-offs).

    report name = VCBmmdd.rpt
    fixed file name = VCBmmdd.prn

4.  Aging Report – The purpose of this report is to show Supplier debits that are billed by BGE. The report will show unpaid current debits, unpaid past due debits and the age of the debit. In order for the bill account to be displayed on the Aging Report, the account has to have an open Supplier debit(s). The bill account will not be displayed on the report if the account has a zero balance with the Supplier. The report is divided into two sections, a Summary page and a Detail page.

    report name = AGEmmdd.rpt
    fixed file name = AGSmmdd.prn (Summary)
    fixed file name = AGDmmdd.prn (Detail)

## Description of UGB Rates Process

The purpose of the UGB Rates screen is to allow suppliers, participating in Unified Gas Billing, the capability of updating a rate for a single account or for a group of accounts. The UGB Rates screen should only be used to 'change' a rate on an existing Gas Choice customer. If a rate update is not submitted on an account, the last rate on record is the rate BGE will use to bill the customer.

*Note: The supplier's rate for a NEW Gas Options customer should be entered on the Enrollments screen when enrolling the new customer in the delivery service program.*
*Suppliers may bill the customer based on their rate and in addition submit a flat charge (i.e. late fee)by using the UGB Upload process.*

To update a rate, the supplier must complete the UGB Rates Tab in DSWeb. A supplier can update a rate for a single bill account by inputting the bill account on the spreadsheet along with the other required information (see below for field requirements). Or, a supplier can update the rate for all accounts within a specific group. To change the rate on a group of accounts, "UPDATE ALL" should be written in the bill

account number field of the spreadsheet. When a supplier changes the rate for a group of accounts, all the accounts being updated must be in the same group, have the same current rate and must be changed to the same rate using the same effective date.

The UGB Rates file will be uploaded to BGE once a month. Refer to the UGB Rates & UGB Upload Deadline.doc in the Main Library of DSWeb for the cut-off dates to submit rate changes.

**Instructions for Entering Rate Changes on the UGB Rates Screen**

1. Click on the UGB Rates tab.
2. Input the required rate data by either:

   - Typing the data directly into the UGB Rates screen
   - Cutting and pasting data from an outside source into the UGB Rates screen
   - Download a fixed file layout of your UGB rates data by selecting the OPEN button on the UGB Rates screen. Refer to the Main Library, for the document (UGB Rates Screen-Fixed File Layout.xls) defining the fixed file layout of the UGB Rates Screen.

3. Enter the required fields (see below for field definitions).
4. Click on the SEND button to transfer the data to BGE. If any errors are found in the data, the error messages will appear in the box at the bottom of the screen. Click on the error message and the cursor will take you to the cell where the error occurred. All errors must be corrected before the file can be sent. When the file is successfully sent, a confirmation will be displayed.
5. Click on the SAVE button to save the data to your local drive. If any errors are found in the data, the error messages will appear in the box at the bottom of the screen. Click on the error message and the cursor will take you to the cell where the error occurred.

**UGB Rates Field Definitions**

| Bill Account Number | Customer's BGE 10-digit account number or enter UPDATE ALL. <br><br> • Required field <br> • No dash in the account number |
|---|---|
| Supplier Group Number | Five-digit group number the customer is assigned with their supplier. <br><br> • Required field |
| Current Supplier Rate | Current rate per therm. <br><br> • Not a required field. May be left blank |
| New Supplier Rate | New rate per therm. <br><br> • Required field |
| Effective Date | Effective date for the NEW rate. <br><br> • Required field <br> • Date format = mm-dd-yyyy |

| | |
|---|---|
| | |

**UGB Rates Reports**

One day after the UGB Rates file is uploaded to BGE, two UGB Rates reports will be available in DSWeb:

1. Supplier Rate Change Exception Report – This report will show the accounts that could not be processed through the UGB Rates process and will list the exception reason.

    report name = REXmmdd.rpt
    fixed file name = REXmmdd.prn

2. Supplier Rate Change Report – This report will show the accounts that were successfully updated through the UGB Rates process.

    report name = RTEmmdd.rpt
    fixed file name = RTEmmdd.prn

**Common Exception Errors on the Exception Report**

1. **Invalid Account Status** – Account status is not active (finaled BGE account).
2. **Invalid Account Type** – No gas on premise, merchandise only account or current tariff schedule is not a valid schedule for Gas Choice.
3. **Eff Date > 30 days in the Past** – The rate effective date cannot be greater than 30 days in the past.
4. **Invalid Bill Account Number** – Account number is not a valid BGE bill account number.
5. **Account Not on Delivery Service** – Account not on the gas Choice program.
6. **Invalid Supplier/Group** - Customer not enrolled with this supplier or customer is not enrolled in the group number entered on the UGB Rates screen.

## Description of View Reports Process

Reports are passed to DSWeb from the Customer Information System (CIS) and from the Delivery Service Information System (DSIS). Reports can be viewed on-line in DSWeb without downloading the file, or the report can be printed from this tab.

Click on the View Reports tab

The reports are listed in alphabetical order in two folders:

1. The Home folder contains reports for Daily-Metered, DRS Residential and DRS Commercial customers.
2. The UGB folder contains reports for Unified Gas Billing.

Select the appropriate folder and click on the report you want to view – this will highlight the report.

Click on the "View/Print Report" button.

This will bring up your browser and the report will be displayed.

To print the report, click on File, Print from the tool bar in the browser window.

To print the IL Report, you will need to make the following changes to the font, the orientation and the margins.  To make these changes:

- Highlight the report by clicking on the Ctrl key and the letter "A"
- Click on View, Text Size, Smallest
- Click on File, Page Setup
- Change the orientation to Landscape
- Default the margins by typing a zero in the Left, Right, Top and Bottom Margins.
- Click on File, Print

It is important to note that the report is **not** saved in your local drive while in the View Reports tab.  To Save the report to your local drive, select the Download Reports tab.

The "Refresh Listing" button allows you to automatically update the reports after information is received from DSIS.  Click on the "Refresh Listing" button and the reports are automatically updated on-line.

There is a search feature that may be used when viewing a report from the View Reports Tab.

- Display the required report – i.e. the ADCQ Report
- Click on Edit, Find (on This Page)
- In the Find what field, enter the bill account number or appropriate information.
- Click on the Find Next button and the information will be highlighted immediately for you.

## Description of Download Reports Process

This tab allows you to download reports from your folders and the Main Library.

The reports are sorted into three folders:

> Home - DRS Customer Reports, Daily-Metered Customer Reports
> UGB - Unified Gas Billing Reports
> Main Library - Reference documents from the DS Team

To download a report:

- Click on the report you wish to download from the Available Reports box – this will highlight the report.  If more than one report is required, hold down the Ctrl key. Click on the arrow to move the report(s) to the Selected Reports box.

  OR

- Double click on the report in order to move it to the Selected Reports box.

- Click on the Download Reports button.
- Save the report to your local drive.

To print the report once you have saved it to your local drive, click on File, Print from the toolbar.

To print the IL Report once you have downloaded it you will need to change the orientation, font and margins. To make these changes:

Select Start, Programs, Accessories, Notepad (or WordPad)

- Open the document in Notepad
- Select File, Open, and select the directory where you saved the report.
- After the report is displayed – select File, Page Setup
- Change the orientation to Landscape
- Delete the Left and Right margins
- Highlight the entire report – select Format, Font and change the font to the smallest size
- Select File, Print

The Main Library reports are accessible from the Download Reports tab. To access the documents in the Main Library, simply click on the Main Library button. Use the instructions above to download and/or print the respective documents.

## Description of the Message Process

The DSWeb gives you the capability to read messages from BGE and send messages to BGE.

When you log on to the DSWeb, you will automatically receive any new messages sent from BGE. Read all of the messages and click OK to continue to the Main Tab.

To read messages after you have already logged into DSWeb, you will need to click on the Messages tab. All messages sent from BGE will automatically be displayed with a date sent and a message description. To read a specific message, simply click on the message and the message text will be displayed.

To print a message:

- Hit the Print Screen button on your keyboard
- Click on Start, Programs, Accessories, WordPad
- Click on Edit, Paste
- Click on File, Print
- Click OK

You will not have the capability to delete messages. BGE will delete the messages when they are no longer applicable.

To write and send a message to BGE:

- Click on the Write button

- Type the Message Description and Message Text
- Click the Send button

# Description of Allocation Process

Allocation is a predetermined method for Suppliers to divide their nominated gas among customers.

This screen displays the allocation options that have been selected for every month and year. The screen is used to add or modify allocation options for future months.

Allocation Options cannot be changed for current or past months. The Allocation Option for the next month must be entered before the first of that month and cannot be changed once the month begins. If you do not select an Allocation Option for a particular month, you will not be allowed to submit nominations for that month.

The Gas Options programs currently support two different allocation options. The Pro-Rata and Priority allocation options are described below.

**Pro-Rata Allocation Option**

The Pro-Rata Allocation Option specifies that each customer should receive a pro-rated portion of the gas that arrives at the city gate for the respective supplier. The gas will be allocated based on the Gas Options program(s) for which your gas is scheduled.

*If you are only participating in the DRS Program, you must choose the Pro-Rata Allocation Option.*

The following is a summary of the various pro-rata allocation scenarios.

### DRS Customer Group

When you only have a DRS Customer Group, all deliveries will be allocated to that group, including overdeliveries and underdeliveries.

### Pool Injection and DRS Customer Group

When you have a Pool Injection and a DRS Customer Group, the Pool Injection will be allocated the exact nomination in an undertender situation if enough gas is delivered. The remaining undertender will be allocated to the DRS Customer Group.

If enough gas is not delivered to cover the Pool Injection, the Pool Injection will be allocated all gas available and the DRS customer Group will be allocated 0.

In an overtender situation, the Pool Injection will be allocated the exact nomination and the overtender will be allocated to the DRS customer group.

### Daily-Metered Customers

When you only have Daily-Metered customers, all deliveries will be allocated to those customers, with overtenders and undertenders being allocated pro-rata among the customers.

### DRS Customer Group and Daily-Metered Customers

When you have both a DRS Customer Group and Daily-Metered customers, the DRS Customer Group will be allocated the exact nomination in an undertender situation if enough gas is delivered. The remaining undertender will be allocated pro-rata among the Daily-Metered customers.

If enough gas is not delivered to cover the DRS Customer Group, the DRS Customer Group will be allocated all gas available, and Daily-Metered customers will be allocated 0.

In an overtender situation, the DRS Customer Group will be allocated the exact nomination and the overtender will be allocated pro-rata among the Daily-Metered customers.

## Pool Injection, DRS Customer Group, and Daily-Metered Customers

When you have a Pool Injection, a DRS Customer Group and Daily-Metered customers, the Pool Injection and DRS Customer Group will be allocated the exact nomination in an undertender situation, if enough gas is delivered. The undertender will be allocated pro-rata among the Daily-Metered customers.

If there is enough gas to cover the Pool Injection, but not enough to cover the DRS Customer Group, the Pool Injection will be allocated the exact nomination, the DRS Customer Group will be allocated all remaining gas, and the Daily-Metered customers will be allocated 0. If enough gas is not delivered to cover the Pool Injection, the Pool Injection will be allocated all gas available and the DRS Customer Group and Daily-Metered customers will be allocated 0.

In an overtender situation, the Pool Injection and DRS Customer Group will be allocated the exact nomination and the overtender will be allocated pro rata among the Daily-Metered customers.

## Priority Allocation Option

The Priority Allocation Option allows a supplier to assign a priority number to each of their Daily-Metered customer. These customers are then allocated gas according to their assigned priority. A supplier can assign each Daily-Metered customer a unique priority number, or he can assign a group of customers the same priority number (in effect, creating an allocation "tier").

You must assign a priority number to all Daily-Metered customers. If you do not assign a priority number to each Daily-Metered customer you cannot submit nominations to BGE.

*Do not assign the DRS Customer Group or Pool Injection a priority number.*

The following is a summary of the various priority allocation scenarios.

### Daily-Metered Customers

When you only have Daily-Metered customers, the group of customers with a Priority #1 will be allocated the exact nomination in an undertender situation, if enough gas is available. Then each successive priority group will be allocated their exact nomination until there is no longer enough gas available to allocate the entire group's nomination. This group will be allocated the remaining gas in a pro-rated manner based on nominations. All other Daily-Metered customers with lower priorities will be allocated 0. If enough gas is not delivered to cover the Priority #1 group of customers, the

amount of gas delivered will be allocated in a pro-rated manner based on nominations and all customers in lower priority groups will be allocated 0.

In an overtender situation, the group of customers with Priority #1 will be allocated their exact nomination and all customers in lower priority groups would be allocated the overtender in a pro-rated manner based on nominations.

## **DRS Customer Group and Daily-Metered Customers**

When you have both a DRS Customer Group and Daily-Metered customers, the DRS Customer Group will be allocated the exact nomination in an undertender situation, if enough gas is delivered. The remaining gas will be allocated to the Daily-Metered customers. The group of customers with a Priority #1 will be allocated the exact nomination in an undertender situation, if enough gas is available. Then each successive priority group will be allocated their exact nomination until there is no longer enough gas available to allocate the entire group's nomination. This group will be allocated the remaining gas in a pro-rated manner based on nominations. All other Daily-Metered customers with lower priorities will be allocated 0. If enough gas is not delivered to cover the Priority #1 group of customers, the amount of gas delivered will be allocated in a pro-rated manner based on nominations and all customers in lower priority groups will be allocated 0.

If enough gas is not delivered to cover the DRS Customer Group, the DRS Customer Group is allocated all gas available, and the Daily-Metered customers are allocated 0.

In an overtender situation, the DRS Customer Group and Priority #1 Daily-Metered customers will be allocated the exact nomination, and all customers in lower priority groups would be allocated the overtender in a pro-rated manner based on nominations.

## **Pool Injection, DRS Customer Group and Daily-Metered Customers**

When you have a Pool Injection, a DRS Customer Group and Daily-Metered customers, the Pool Injection and DRS Customer Group will be allocated the exact nomination in an undertender situation, if enough gas is delivered. The remaining gas will be allocated to the Daily-Metered customers. The group of customers with a Priority #1 will be allocated the exact nomination in an undertender situation, if enough gas is available. Then each successive priority group will be allocated their exact nomination until there is no longer enough gas available to allocate the entire group's nomination. This group will be allocated the remaining gas in a pro-rated manner based on nominations. All other Daily-Metered customers with lower priorities will be allocated 0. If enough gas is not delivered to cover the Priority #1 group of customers, the amount of gas delivered will be allocated in a pro-rated manner based on nominations and all customers in lower priority groups will be allocated 0.

If there is enough gas to cover the Pool Injection, but not enough to cover the DRS Customer Group, the Pool Injection is allocated the exact nomination, the DRS Customer Group is allocated all remaining gas and the Daily-Metered customers are allocated 0. If enough gas is not delivered to cover the Pool Injection, the Pool Injection is allocated all gas available and the DRS customer group and Daily-Metered customers are allocated 0.

In an overtender situation, the Pool Injection, DRS customer group and Priority #1 Daily-Metered customers will be allocated the exact nomination, and all customers in lower priority groups would be allocated the overtender in a pro-rated manner based on nominations.

**Set Allocation Options**

1. Access the Allocation Options screen by clicking on the Allocation tab.
2. Use the drop-down list box next to the respective month to choose one of the two allocation options.
3. Repeat the above steps for each month you want to change.
4. Click Save to save the changes.

## Description of Sources Process

The Sources screen is used to enter scheduled pipeline deliveries to BGE. This screen displays information on pipeline contracts and allows the Supplier to add, change or delete information. The screen also displays pool withdrawals, related to the DRS Program. The pool withdrawals are read-only and cannot be edited.

Click on the SOURCES tab to add, change or delete information regarding pipeline contracts.

Contracts cannot be added, changed or deleted for the current date after 12:00 midnight. Contracts cannot be added, changed or deleted for past dates.

**Sources Screen Field Definitions**

START DATE – Starting date of contract to display.

END DATE – Ending date of contract to display.

The box on the left of the screen lists all the contracts for current and future dates. Fields include:

1. PIPELINE - pipeline for the contract
2. CONTRACT # - Used to identify the contract
3. ACTIVITY #- Used to further identify the contract

The box on the right of the screen shows detailed information about the contract currently selected in the box on the left. Fields include:

STATUS - Indicates whether the contract has been submitted to BGE. The cell will display a 'Y' if submitted and an 'N' if not submitted. This value is automatically reset to 'N' if any changes are made to the contract information for that date.

DATE - The date for which the contract information applies.

QUANTITY - Amount of gas nominated for the contract (in dekatherms).

TOTAL SOURCES FOR DAY - Displays the total amount of gas that you have nominated to all of the pipelines for each date in the selected range (in dekatherms). This total includes any pool withdrawals nominated on the Pool screen.

TOTAL DESTINATIONS FOR DAY - Displays the total amount of gas that you have nominated for all of your customers for each date in the selected range (in dekatherms). This total includes any pool injections nominated on the Pool screen.

**Fields in the Add Source Box**

START DATE - Date the contract with the pipeline begins.

END DATE - Date the contract with the pipeline ends.

PIPELINE - List box that allows you to select from Dominion, Columbia or Transco pipelines.

CONTRACT # - Used to identify a particular contract.

ACTIVITY # - Used to further identify a particular contract. Used only for Transco at this time.

QUANTITY - Amount of gas nominated by the Supplier to a pipeline per day (in dekatherms).

**Add a Pipeline Contract**

1. Click Sources tab. Enter a start date and end date for date range and press SELECT.
2. If you already have the quantity information in a Windows spreadsheet program (such as Excel), you can copy the information from the spreadsheet and paste it directly into the quantity column, contract by contract.
3. If adding a new contract, click the ADD SOURCE button on the Sources screen.
4. Click the down arrow and choose pipeline. Enter contract number, enter activity number (if Transco contract), enter quantity.
5. Click on the SAVE button, this will save the contract information and return the user back to the Sources screen.
6. Repeat the above steps for each contract that you want to enter.

**Change Contract Information**

1. Select the contract you want to change from the CONTRACTS list on the left of the screen.
2. Select the quantity you want to change from the box on the right of the screen.
3. Double click in cell to overwrite or delete old quantity and enter the new quantity value.
4. Click on the SAVE button to save the changes before leaving the Sources screen.

**Delete an Entire Contract**

When an entire contract is deleted, only future dates are deleted. Past dates cannot be deleted. The current date can only be deleted if it is before 12:00 midnight.

1. Select the contract you want to delete from the CONTRACTS list on the left of the screen.
2. Click on the DELETE SOURCE button.
3. Enter date starting from. Click on the OK button of the dialog box.
4. Click SAVE to save the work before leaving the Sources screen.

# Description of Destinations Process

This screen is used to enter customer nominations to BGE.  It displays information on customer nominations and allows the Supplier to add, change or delete information.  The screen also displays pool injections, related to the DRS Program.  The pool injections are read-only and cannot be edited.

Access the Destinations screen by clicking on the Destinations tab.

**Destinations Screen Field Definitions**

START DATE - Starting date of nominations to display.

END DATE - Ending date of nominations to display.

The box on the left of the screen lists all the customers for current and future dates. Field(s) include:

CUSTOMER NAME - The name of the customer.  If a relationship has not been established between a Supplier and a customer, the Supplier will only see the customer AIS #, not the customer name.

The box on the right of the screen is for displaying the nomination information for the selected customer. Fields in the DESTINATIONS DETAIL BOX are:

STATUS - Indicates whether the nomination information has been submitted to BGE.  The cell will display a 'Y' if submitted and an 'N' if not submitted.  This value is automatically reset to 'N' if any changes are made to the nomination information for that date.

DATE - The date for which the nomination information applies.

PRIORITY - The customer's allocation priority for the respective date.  This value is only meaningful if the allocation option is set to "Prioritized Allocation".

QUANTITY - Nomination amount (in dekatherms) for the selected customer on this date.

ALLOCATED RESULTS - If BGE has performed a nomination allocation for a particular date within the selected date range, the results will be displayed here.

TOTAL SOURCES FOR DAY - Displays the total amount of gas that you have nominated to all of the pipelines for each date in the selected range.  This total includes any pool withdrawals nominated on the Pool screen.

TOTAL DESTINATIONS FOR DAY - Displays the total amount of gas that you have nominated for all of your customers for each date in the selected range.  This total includes any pool injections nominated on the Pool screen.

Nomination information for the current date cannot be added, extended, deleted or changed after 12:00 midnight.  Nomination information for past dates cannot be changed.

**Add a New Customer in Destinations**

1. Enter a start date and end date for the nominations date range and press SELECT.
2. Click the ADD DESTINATION button to access the CUSTOMER SELECTION screen. Click the down arrow and choose the customer you want to add. Enter the quantity, and click SAVE. If a relationship has not been established between a Supplier and a customer, the Supplier will only see the customer AIS number, not the customer name.
3. If you already have the quantity information in a Windows spreadsheet program (such as Excel), you can copy the information from the spreadsheet and paste it directly into this screen, customer by customer.
4. Repeat 3 for each new customer.

**Change Customer Nomination Information**

1. Enter a Start Date and End Date for the date range you wish to change and hit SELECT.
2. Select a customer from the Customer List on the left of the screen.
3. Select the quantity or priority information you want to change.
4. Enter the new quantity or priority value either by double clicking in cell so you can overwrite existing information or delete existing information and enter new.
5. Repeat the above steps for each value you want to change.
6. Click on SAVE to save the changes before leaving the Destinations screen.

**Delete Nomination Information**

1. Enter a Start Date and an End Date for the date range you wish to delete and hit ENTER.
2. Select a customer from the customer list box.
3. Select the quantity you want to delete.
4. Enter '0' as the new value for the quantity.
5. Repeat these steps for each value you want to delete.
6. Click on the SAVE button to save your work before leaving the Destinations screen.

# Description of Submit Nominations Process

This screen is used to submit your nominations to BGE for a selected date range. To submit your nominations, the Sources and Destinations must be equal for each day submitted.

To submit nominations to BGE, follow these instructions.

1. Click the SUBMIT tab.
2. Enter a Start and End Date for the nominations date range you want to submit
3. Click SUBMIT.

**Submit Nominations to BGE Dialog Box Field Definitions**

START DATE - Starting date of nominations information to send.

END DATE - Ending date of nominations information to send.

If the pipeline contracts information you have entered matches the customer nominations information you have entered for these dates, the information will be submitted to BGE, and you will receive a confirmation message.

When the nomination is successfully submitted, the STATUS Field on the Sources and Destinations screens changes to 'Y'.

<div align="center">

**TIMELY/LATE/INTRADAY NOMINATIONS**
**Eastern Standard Time**

</div>

Gas nominations for the next day must be submitted to BGE by 2:00 PM on the previous day. These nominations may be changed, but confirmations and refusals will be based on 2:00 PM TIMELY NOMINATIONS.

Changes to Sources (Contract Information) and Destinations (Customer Nominations) for late or intraday nominations must be entered in DSWeb by 12:00 midnight for the gas day that will end at 10:00 a.m.

# Daily Requirement Service (DRS)

At 12:00 PM each day, BGE will calculate the daily requirement and maximum pool injection and withdrawal volumes for the next five days. The first of these five days is the gas day that begins at 10:00 AM. The daily requirement for the gas day beginning at 10:00 AM will not change unless there is a significant difference in the forecasted temperature between 12:00 PM and 7:00 AM forecasted temperatures. It is important to note that the daily requirement for the next four days will most likely change as BGE receives estimated temperature updates.

At 9:00 AM, BGE will finalize the daily requirement for the gas day beginning at 10:00 AM. DRS suppliers will have three options available to fulfill their daily requirement. These three options are listed below.

- Flowing pipeline
- BGE allocated pool withdrawal
- BGE allocated pool injection

Each DRS supplier has until 2:00 PM to finalize their BGE allocated pool nominations for the current gas day. At 2:00 PM all storage adjustments will be finalized and the next day's beginning inventory will be calculated. All pipeline nominations are subject to the current Gas Industry Standards Board (GISB) standards.

After the daily requirement is calculated at 12:00 PM and after the storage day has ended at 2:00 PM, the suppliers should refresh their browsers to obtain updated information.

The DRS supplier will be considered to be in balance when they nominate and deliver to BGE the total daily requirement and nominated injections.  If the supplier does not deliver the total daily requirement and nominated injections, or the supplier with only DRS customers overdelivers to BGE, they will incur penalties.

On the 4th workday of the month, the DRS supplier's deliveries will be "trued-up" to the customers' consumption by class via a pool inventory adjustment.  The monthly true-up volume will be displayed on the Pool Activity report.

## Pool Allocation

At the beginning of each month, BGE will allocate line pack pool capacity to DRS suppliers based on their customer population at the beginning of each month. Average pool capacity allocations are shown below.

| Customer Class | Avg Pool Allocation (Dth) |
|---|---|
| Residential heating (D) | 10.2 |
| Residential non-heating (DH) | 22.8 |
| Commercial heating (C) | 38.2 |
| Commercial non-heating (CH) | 72.3 |
| Commercial annual usage > 15,000 therms (CLX) | 354.3 |

The inventory allocated for converting customers is based on the current inventory held for those customers. BGE will maintain operational control of the no-notice aspect for balancing purposes. The DRS supplier has an implied no-notice service in that the requirement will not change after 9:00 AM regardless of the actual system load.

All DRS Suppliers must actively nominate gas into and out of the pool.  Pool nominations can only be made prior to 2:00 PM (EST) for the current day. These nominations will consist of a blend of 82% Columbia and 18% Dominion during the winter months, and individual pipelines during the summer months. DRS Suppliers will be subject to the same restrictions as BGE. These restrictions for both the winter and summer seasons are listed below.

### Winter Season

### Inventory Withdrawal Ratchets and Injection Rights

| Winter Withdrawal Rights (Capacity) | | | Winter Injection Rights (Capacity) | | |
|---|---|---|---|---|---|
| Inventory (I) Level | Daily Withdrawal | | Month | Month Max | Daily Max |
| I > 35% | 1.37% | | Nov | 6.6% | 0.22% |
| 35% > I > 20% | 1.10% | | Dec | 10.7% | 0.36% |
| 20% > I > 10% | 0.89% | | Jan | 10.7% | 0.41% |
| I < 10% | 0.68% | | Feb | 10.7% | 0.41% |
| | | | Mar | 10.7% | 0.41% |

Note that the withdrawal ratchets are based on the level of inventory.   Pool withdrawal capability decreases late in the season.  The first withdrawal ratchet engages when the inventory level drops to 35%.  The minimum inventory level in January is 38%.  Therefore, withdrawal ratchets cannot engage until the month of February.

The injection rights are based on the month of the year. There are daily limits and monthly limits. Typically the daily limit is the primary restriction. For example in the month of January a supplier could inject gas for 26 days at 0.41% of capacity (10.7/.41 = 26.097 days).  As shown in the table above, the most restrictive injection month is November. The least restrictive months for injections are Jan, Feb, and Mar.

## Inventory Envelopes

| Winter Inventory Envelope (Capacity) | | |
|---|---|---|
| Month | Max Inv | Min Inv |
| Nov 1 | 95% | 90% |
| Nov | 100% | 49% |
| Dec | 100% | 40% |
| Jan | 87% | 38% |
| Feb | 55% | 20% |
| Mar | 41% | 0% |
| Mar 31 | 26% | 0% |

| Expected Inventory Allocation for 1st of Month | |
|---|---|
| Month | Inv |
| Nov | 95% |
| Dec | 90% |
| Jan | 70% |
| Feb | 41% |
| Mar | 20% |

## Maximum Withdrawal and Injection Volumes (by month, by day)

Daily maximum withdrawal volumes are a function of inventory. As the inventory decreases, the daily maximum withdrawal volume will also decrease based on the daily withdrawal rights as depicted in the Winter Withdrawal Ratchets table.

Daily and monthly maximum injection volumes are a function of the daily and monthly maximum injection rights, depicted in the Winter Injection Rights table. Monthly maximum injection volumes could further be limited by the amount of empty pool capacity. For example, if inventory were 95% in November, then the monthly maximum injection would only be 5% rather than 6.6%, since there cannot be more than 100% inventory.

## Summer Season

### Inventory Injection and Withdrawal Rights

| Summer Injection Rights (Capacity) Columbia/East | | |
|---|---|---|
| **Month** | **Month Max** | **Daily Max** |
| Apr | 15% | 0.60% |
| May | 20% | 0.80% |
| Jun | 20% | 0.80% |
| Jul | 20% | 0.80% |
| Aug | 20% | 0.80% |
| Sep | 13% | 0.52% |
| Oct | 7% | 0.28% |

| Summer Withdrawal Rights (Capacity) Columbia/East | |
|---|---|
| **Month** | **Daily Max** |
| Apr | 0.68% |
| May | 0.68% |
| Jun | 0.68% |
| Jul | 0.68% |
| Aug | 0.68% |
| Sep | 0.68% |
| Oct | 1.37% |

| Summer Injection Rights (Capacity) Dominion/West | |
|---|---|
| **Inventory Level** | **Daily Injection** |
| GE 0% & LE 50% | 0.56% |
| GE 50% | 0.47% |

Please note, there are no summer withdrawal rights available from the Dominion/West pool.

The Columbia/East pool allows withdrawals at 50% of full withdrawal capability from April through September.   In October full withdrawals are available from the Columbia/East pool.  The Columbia/East pool has daily and monthly injection restrictions in the summer months also.  Maximum injection capability occurs in May, June, July, and August.  Injection capability decreases in September and October as the line pack pool is filled.

The Dominion/West pool has one injection ratchet.  It engages when inventory reaches 50% of capacity, and decreases the amount of gas that may be injected each day.

### Inventory Envelopes

| Summer Inventory Envelope (Capacity) Columbia/East | | |
|---|---|---|
| **Month** | **Max Inv** | **Min Inv** |
| Apr 1 | 26% | 0% |
| Apr | 40% | 0% |
| May | 60% | 0% |
| Jun | 60% | 15% |
| Jul | 80% | 35% |
| Aug | 85% | 55% |
| Sep | 98% | 75% |
| Oct | 100% | 86% |
| Oct 31 | 95% | 90% |

| Summer Inventory Envelope (Capacity) Dominion/West | | |
|---|---|---|
| **Month** | **Max Inv** | **Min Inv** |
| Apr 1 | 26% | 0% |
| Apr | 52% | 0% |
| May | 66% | 0% |
| Jun | 81% | 20% |
| Jul | 95% | 36% |
| Aug | 95% | 53% |
| Sep | 95% | 67% |
| Oct | 95% | 80% |
| Oct 31 | 95% | 90% |

| Expected Inventory Allocation for 1st of Month |
|---|

| Month | Inv |
|-------|-----|
| Apr | 10% |
| May | 13% |
| Jun | 26% |
| Jul | 45% |
| Aug | 65% |
| Sep | 78% |
| Oct | 90% |

## Maximum Withdrawal and Injection Volumes (by month, by day)

Daily maximum withdrawal volumes from Columbia/East pool vary from month to month. Typically the daily maximum withdrawal is 0.69% of capacity, except in October where the daily maximum withdrawal rises to 1.38% of capacity. This is depicted in the Summer Withdrawal Rights – Columbia/East table. There are no withdrawal rights available from the Dominion/West pool during the summer months.

Daily and monthly maximum injection volumes into the Columbia/East pool are a function of the daily and monthly maximum injection rights, depicted in the Winter Injection Rights – Columbia/East table. Monthly maximum injection volumes into the Columbia/East pool could further be limited by the amount of empty pool capacity. For example, if inventory were 95% in August, then the monthly maximum injection would only be 5% rather than 20%, since there cannot be more than 100% inventory. Daily maximum injection volumes into the Dominion/West pool are a function of inventory level. As the inventory level increases, the daily maximum injection volume decreases as depicted in the Summer Injection Rights – Dominion/West table.

## Pool Activity Screen

The purpose of the Pool Activity screen is to nominate pool injections and withdrawals. The Pool Activity screen is also used to calculate inventory rights. These rights include the daily maximum withdrawal and injection volumes, and the monthly maximum withdrawal and injection volumes (these volumes do not include the shrinkage factor). In addition, the Pool Activity screen displays the daily DRS requirement, with the date and time the requirement was last updated by the system. The daily requirement can change up to 9:00 AM for the gas day beginning at 10:00 AM.

## Instructions for Entering Pool Injections and Withdrawals

Pool Injections:

1. Go to the Pool Activity Tab.
2. Input the nominated pool injections for each of the five respective days displayed on the screen.
3. Check that the pool injections do not exceed the smaller of the Daily Max or Monthly Limit for Injections for each respective day.
4. Once all of the pool injections have been nominated, click the Save or Calc button to recalculate the future pool inventory and rights.
5. Save the nominations when finished.

*The injections that have been nominated will appear as read-only on the Destinations Screen.*

Pool Withdrawals:

1. Go to the Pool Activity Tab.
2. Input the nominated pool withdrawal for each of the five respective days displayed on the screen.
3. Check that the pool withdrawals do not exceed the smaller of the Daily Max or Monthly Limit for each respective day.
4. Once all of the pool withdrawals have been nominated, click the Save or Calc button to recalculate the future pool and inventory rights.
5. Save the nominations when finished.

*The withdrawals that have been nominated will appear as read-only on the Sources Screen.*

**Fields on the Pool Activity Screen**   *(All volumes are displayed in Dekatherms)*

The following are examples of how the Pool Activity Screen will appear in DSWeb under the Pool Tab. Both Summer and Winter Pool Activity Screens are depicted.

Winter Pool Activity Screen



Summer Pool Activity Screen

**DSWeb - Microsoft Internet Explorer provided by Baltimore Gas & Electric Company**

File  Edit  View  Favorites  Tools  Help

Back | Forward | Stop | Refresh | Home | Search | Favorites | History | Mail | Print | Edit

Address  https://dswebt.bge.com/DSWeb/Secure/dsweb.asp

| Destinations | Allocation | Submit | View Reports | Download Reports | Pool | Exit |

| Main | Enrollments | UGB Upload | UGB Rates | Messages | BGE COMMERCIAL BUILDING SYS | Sources |

|  | 02-Apr-2000 | 03-Apr-2000 | 04-Apr-2000 | 05-Apr-2000 | 06-Apr-2000 |
|---|---|---|---|---|---|
| **Col/East** | | | | | |
| Beginning Inv | 590 | 640 | 680 | 720 | 700 |
| Injection | 50 | 40 | 40 | 0 | 0 |
| Daily Max | 67 | 67 | 67 | 67 | 67 |
| Monthly Limit | 1,683 | 1,633 | 1,593 | 1,553 | 1,573 |
| Withdrawal | 0 | 0 | 0 | 20 | 25 |
| Daily Max | 76 | 76 | 76 | 76 | 76 |
| Monthly Limit | 590 | 640 | 680 | 720 | 700 |
| **DTI/West** | | | | | |
| Beginning Inv | 130 | 130 | 130 | 130 | 130 |
| Injection | 0 | 0 | 0 | 0 | 0 |
| Daily Max | 13 | 13 | 13 | 13 | 13 |
| Monthly Limit | 1,151 | 1,151 | 1,151 | 1,151 | 1,151 |
| DRS Requirement | 71 | 65 | 112 | 175 | 76 |
| Total Sources | 16,000 | 16,213 | 15,692 | 16,020 | 16,025 |
| Total Destinations | 16,050 | 16,253 | 15,732 | 16,000 | 16,000 |

**Apr-2000**
| Max DR | 600 |
| Cap (Col/East) | 11,223 |
| Max Inv | 4,489 |
| Min Inv | 0 |
| Cap (DTI/West) | 2,464 |
| Max Inv | 1,281 |
| Min Inv | 0 |

**May-2000**
| Max DR | 600 |
| Cap (Col/East) | 11,223 |
| Max Inv | 6,733 |
| Min Inv | 0 |
| Cap (DTI/West) | 2,464 |
| Max Inv | 1,626 |
| Min Inv | 0 |

Last DRS Update
02-APR-2000 07:00:05

Calc    Save

Data Saved.    Internet

**Date** – The date for each of the five days, that are available for inventory pool injection and withdrawal nominations.

**Blend** – Indicates a blend of capacity during the winter months.  (82% Columbia/East, 18% Dominion/West)

**Beginning Inventory** – The current inventory position for each of the five respective days displayed on the screen.

*Note:  The first day displayed includes shrinkage, while the remaining four days do <u>not</u> include shrinkage.*

**Injection** – The amount of gas the DRS supplier has nominated for injection into the pool for each of the respective days.  This amount may not exceed the smaller of the Daily Max or Monthly Limit for the respective day.

**Daily Max** – The maximum daily pool injection rights for each of the respective days.

**Monthly Limit** – The maximum net injection for the month.

*Note:  This limit will change each day due to pool activity.*

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**Withdrawal** – The amount of gas the DRS supplier has nominated for withdrawal from the pool for each of the respective days. This amount may not exceed the smaller of the Daily Max or Monthly Limit for the respective day.

> **Daily Max** – The maximum daily pool withdrawal rights for each of the respective days.

> **Monthly Limit** – The maximum net withdrawal for the month.

> *Note: This limit will change each day due to pool activity.*

**DRS Requirement** – The amount of gas that must be delivered to the BGE city gate for each of the respective days. This gas can be delivered via a flowing pipeline, BGE allocated pool withdrawal, or allocated pool injection. BGE has until 9:00 AM to finalize this requirement for the gas day starting at 10:00 AM.

**Total Sources –** The sum of all pipeline contracts and pool withdrawals for the respective day.

**Total Destinations –** The sum of all customer nominations (including DRS) and pool injections for the respective day.

**Month/Year** – Month and Year for respective inventory envelope information. During a monthly crossover, this information would appear for the current as well as the next month.

**Max DR** – The maximum daily requirement for the respective month, based on the supplier's current customer mix. This number will be populated for the next month, five days prior to the beginning of that month.

**Cap** – The line pack pool capacity allocated for the respective month, based on the supplier's current customer mix.

**Max Inv** – The maximum pool inventory allowed for the respective month. This is determined by multiplying the maximum envelope percentage by the allocated pool capacity. (Max Envelope % * Cap)

**Min Inv** – The minimum pool inventory allowed for the respective month. This is determined by multiplying the minimum envelope percentage by the allocated pool capacity. (Min Envelope % * Cap)

*Note: The next month's Max DR, Cap, Max Inv and Min Inv are preliminary and displayed in red prior to the 17th workday of the month. During this time, these volumes may change if the number of customers change for the following month. This estimate is used to help the supplier plan their pool inventory, so they stay within the pool envelope. After the 17th workday all customer changes are finalized. Therefore, the next month's Cap, Max Inv and Min Inv will be actual, and appear in blue.*

**Last DRS Update –** The last time the Daily Requirement for the next five days has been updated.

**Calc** – The calc button updates the Beginning Inventory and Monthly Limits without saving the data.

**Save** – The save button saves the changes made to the pool.

*Note: The save button does not submit the pool nominations to BGE.*

**Pool Activity Reports**

1. Pool Activity Report – The purpose of this report is to display daily pool activity for each DRS Supplier.

```
                       ======================
                        POOL ACTIVITY REPORT
                       ======================
                  Report Period:  01-Mar-2000 - 31-Mar-2000
                      Report Date:  03/04/2000 19:03
                         Supplier:  TEST SUPPLIER


-------------------------------------------------------------------------------------------------
Daily Total All Pipelines for MAR-2000
-------------------------------------------------------------------------------------------------
     Date         In Field     Net City     City Gate    Withdrawal   City Gate    Injection    In Field
                  Beginning    Gate         Nominated    Shrinkage    Nominated    Shrinkage    Pool
                  Inventory    Injection/   Withdrawal                Injection                 Adjustments
                               Withdrawal
01-MAR-2000          34620         -150         -150           -4           0            0            0
02-MAR-2000          34466         -200         -200           -4           0            0            0
03-MAR-2000          34262         -210         -210           -5           0            0            0
04-MAR-2000          34047            0            0            0            0            0            0
-------------------------------------------------------------------------------------------------
Total for MAR-2000                 -560         -560          -13           0            0            0
-------------------------------------------------------------------------------------------------
-------------------------------------------------------------------------------------------------
Daily Total All Pipelines for FEB-2000
-------------------------------------------------------------------------------------------------
     Date         In Field     Net City     City Gate    Withdrawal   City Gate    Injection    In Field
                  Beginning    Gate         Nominated    Shrinkage    Nominated    Shrinkage    Pool
                  Inventory    Injection/   Withdrawal                Injection                 Adjustments
                               Withdrawal
28-FEB-2000          36678          100            0            0          100            0            0
29-FEB-2000          36778         -175         -175           -5            0            0            0
-------------------------------------------------------------------------------------------------
Total for FEB-2000                  -75         -175           -5          100            0            0
-------------------------------------------------------------------------------------------------
```

**Common Exception Errors**

1. **You Cannot have an Injection and Withdrawal on the Same Day –** A pool Injection and Withdrawal have been entered for the same day.
2. **The Injection Amount Cannot Exceed the Daily Maximum** – The daily pool Injection has exceeded the Daily Max.
3. **The Injection Amount Cannot Exceed the Monthly Limit –** The daily pool Injection has caused the Monthly Limit to be exceeded.
4. **The Withdrawal Amount Cannot Exceed the Daily Maximum –** The daily pool Withdrawal has exceeded the Daily Max.
5. **The Withdrawal Amount Cannot Exceed the Monthly Limit –** The daily pool Withdrawal has caused the Monthly Limit to be exceeded.