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Getting Started

Welcome to Con Edison’s Transportation Customer Information System (TCIS). TCIS was developed to help manage information for marketers participating in the Retail Choice program.

TCIS users must be approved SC20 sellers in Con Edison’s service area and have met the criteria to be qualified in the State of New York by the New York State Public Service Commission prior to serving customers.

This user guide is designed to provide basic instructions to the different menus available on TCIS. This guide is intended to be used for training and informational purposes only; and, in no event, may marketer seek to hold Consolidated Edison Company of New York, Inc. (Con Edison) liable for anything contained in it.

In order to gain access to TCIS, the prospective user needs to have a user ID and password. Please contact us at tcis@coned.com.

TCIS can be accessed at https://www.coned.com/tcis. It is recommended for users not to save the defaulted url as a favorite. Typing the address in each time will ensure that the most current version of TCIS is retrieved.

To access TCIS, enter in the user name and password and click on .

A non-personalized version of TCIS is available to marketers by clicking on . It will take you to a general menu containing the Alerts and Bulletins and Projected Gas Profile Report. See Entering into the non-personalized TCIS.
Alerts and Bulletins

Alerts and Bulletins are displayed directly after log in. Alerts and Bulletins are used to communicate:

- Changes to instructions
- New features on TCIS
- System Alerts
- Operational Flow Orders

Alerts and bulletins are listed in the order in which they were posted, with the most recent listed first. To view an alert or bulletin, click on the appropriate title.

The Alerts and Bulletins screen can also be accessed from the Home menu.

Protecting your Privacy, Securing Your Information
After all transactions on TCIS are completed, please remember to log out of the system. Go to the Home menu and click Log out.

---

Gas Day - 05/15/2014 - Marketers Serving Interruptible Gas Customers
5/14/2014

<<<<<<.....Attention Marketers Serving Interruptible Gas Customers.....>>>>>..... For Gas Day 05/15 we cannot accept nominations from Marketers serving Interruptible gas customers at the Tennessee (White Plains) city-gate.

Return to top
Reports

By clicking on **Reports** on the menu, the following marketer reports can be accessed:

- **Marketer Imbalance***
- **Account Imbalance***
- **Individual Customer Consumption for Interruptible Marketers***
- **Customer Cycle Usage***
- **Daily Marketer Consumption***
- **Account Rerender Invoices***
- **Design Day Peak***
- **SCA**
- **Account Billing History**
- **Storage Supply Tracking***
- **Peaking Tracking***
- **Marketer Daily Summary***

Depending on the user’s customer pools, access is available to some or all of the reports. For example, if the pool contains solely firm customers, the marketer will not have an **Individual Customer Consumption for Interruptible Marketers** report.

*Interruptible marketers only
**Firm marketers only

---

**Marketer Imbalance**

The Imbalance Report is available to marketers serving interruptible customers. Choose **Marketer Imbalance** from the **Reports** menu. Choose the organization’s name and the month and year to view from the dropdown boxes. To view the report on the screen, select go (go). Otherwise, select the disk icon (disk) to download the file.

Data is available on a one-day delay. Please notify us if you do not see data.
The Marketer Imbalance report displays the total amount a marketer nominated, the amount confirmed, the net delivery, line loss volume, net delivery, the cashout metered volume (usage volume), imbalance metered volume (), trade volume, deficit, surplus, percent imbalance, imbalance charge, and a cumulative deficit/surplus for each gas day of the requested month.

### Account Imbalance
The Account Imbalance report is available to marketers serving interruptible customers. The report displays individual interruptible customer imbalances. Choose Account Imbalance from the Reports menu. (Note: Only customers who are part of the aggregation group are available for viewing.)
As shown above, choose your organization’s name from the dropdown box. Then, type in the customer’s full name – beginning with the first name. (Note: If the customer’s name is left blank, a full list of all customers in the aggregation group will be displayed.) Choose the month and year to view, and select GO. The customer or customers indicated will be displayed. To view an imbalance report click on the account number. The customer account imbalance report displays the cashout meter volume and the imbalance meter volume.

<table>
<thead>
<tr>
<th>Gas Day</th>
<th>Cashout Meter Volume</th>
<th>Imbalance Meter Volume</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/1/2014</td>
<td>0</td>
<td>0 ! *</td>
</tr>
<tr>
<td>1/2/2014</td>
<td>0</td>
<td>0 ! *</td>
</tr>
<tr>
<td>1/3/2014</td>
<td>0</td>
<td>0 ! *</td>
</tr>
<tr>
<td>1/4/2014</td>
<td>248</td>
<td>248</td>
</tr>
<tr>
<td>1/5/2014</td>
<td>0</td>
<td>0 ! *</td>
</tr>
<tr>
<td>1/6/2014</td>
<td>81</td>
<td>81</td>
</tr>
<tr>
<td>1/7/2014</td>
<td>0</td>
<td>0 ! *</td>
</tr>
<tr>
<td>1/8/2014</td>
<td>249</td>
<td>249</td>
</tr>
<tr>
<td>1/9/2014</td>
<td>228</td>
<td>228</td>
</tr>
<tr>
<td>1/10/2014</td>
<td>147</td>
<td>147</td>
</tr>
<tr>
<td>1/11/2014</td>
<td>117</td>
<td>117</td>
</tr>
<tr>
<td>1/12/2014</td>
<td>133</td>
<td>133</td>
</tr>
</tbody>
</table>

! Indicates Estimated Reading,* Missing BTU Factor 1.033 used as estimate.
To obtain account imbalances for multiple customers, select the customers and download the .tsv file. Once the file is saved, it is accessible using Notepad or Microsoft Excel.

**Individual Customer Consumption for Interruptible Marketer**

The Individual Customer Consumption for Interruptible Marketer report is available to marketers serving interruptible customers. To view, choose Individual Customer Consumption for Interruptible Marketers from the Reports menu. Choose the organization’s name from the dropdown box, and the month and year to view. This report displays the monthly usage for every customer in the aggregation group. To view the report online, select go. To download the report, select the disk icon.

The individual customer consumption report displays customer gas usage in therms, and the status of the invoicing by customer operations.
**Customer Cycle Usage**

Marketers may obtain usage information on a potential firm gas customer by accessing the customer cycle usage report. Type in the customer’s 15-digit utility account number without spaces or dashes, and then click go.

The Cycle Usage Report contains the usage and billing history for the customer for up to two years.

<table>
<thead>
<tr>
<th>From Date</th>
<th>To Date</th>
<th>Gas Use</th>
<th>Gas Bill Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/30/2014</td>
<td>5/31/2014</td>
<td>3135</td>
<td>$1,991.48</td>
</tr>
<tr>
<td>3/31/2014</td>
<td>4/30/2014</td>
<td>11037</td>
<td>$6,109.66</td>
</tr>
<tr>
<td>2/28/2014</td>
<td>3/31/2014</td>
<td>12665</td>
<td>$6,771.35</td>
</tr>
<tr>
<td>1/31/2014</td>
<td>2/28/2014</td>
<td>6700</td>
<td>$2,616.34</td>
</tr>
<tr>
<td>12/31/2013</td>
<td>1/31/2014</td>
<td>15390</td>
<td>$8,438.74</td>
</tr>
<tr>
<td>11/30/2013</td>
<td>12/31/2013</td>
<td>14697</td>
<td>$9,058.76</td>
</tr>
<tr>
<td>10/31/2013</td>
<td>11/30/2013</td>
<td>13491</td>
<td>$7,323.55</td>
</tr>
<tr>
<td>9/30/2013</td>
<td>10/31/2013</td>
<td>3621</td>
<td>$1,985.49</td>
</tr>
<tr>
<td>8/31/2013</td>
<td>9/30/2013</td>
<td>885</td>
<td>$444.53</td>
</tr>
<tr>
<td>7/31/2013</td>
<td>8/31/2013</td>
<td>1791</td>
<td>$893.72</td>
</tr>
<tr>
<td>6/30/2013</td>
<td>7/31/2013</td>
<td>433</td>
<td>$218.45</td>
</tr>
<tr>
<td>5/31/2013</td>
<td>6/30/2013</td>
<td>412</td>
<td>$204.08</td>
</tr>
<tr>
<td>4/30/2013</td>
<td>5/31/2013</td>
<td>834</td>
<td>$463.79</td>
</tr>
<tr>
<td>3/31/2013</td>
<td>4/30/2013</td>
<td>10372</td>
<td>$5,296.01</td>
</tr>
<tr>
<td>2/28/2013</td>
<td>3/31/2013</td>
<td>13738</td>
<td>$7,524.74</td>
</tr>
<tr>
<td>1/31/2013</td>
<td>2/28/2013</td>
<td>13959</td>
<td>$6,235.87</td>
</tr>
<tr>
<td>12/31/2012</td>
<td>1/31/2013</td>
<td>15403</td>
<td>$6,866.49</td>
</tr>
<tr>
<td>11/30/2012</td>
<td>12/31/2012</td>
<td>14722</td>
<td>$6,050.10</td>
</tr>
<tr>
<td>10/31/2012</td>
<td>11/30/2012</td>
<td>13533</td>
<td>$6,701.25</td>
</tr>
<tr>
<td>9/30/2012</td>
<td>10/31/2012</td>
<td>5910</td>
<td>$3,131.54</td>
</tr>
<tr>
<td>8/31/2012</td>
<td>9/30/2012</td>
<td>865</td>
<td>$417.90</td>
</tr>
<tr>
<td>7/31/2012</td>
<td>8/31/2012</td>
<td>885</td>
<td>$425.87</td>
</tr>
<tr>
<td>6/30/2012</td>
<td>7/31/2012</td>
<td>452</td>
<td>$207.07</td>
</tr>
<tr>
<td>5/31/2012</td>
<td>6/30/2012</td>
<td>2603</td>
<td>$1,297.03</td>
</tr>
</tbody>
</table>

**Totals:**

<table>
<thead>
<tr>
<th>Gas Use</th>
<th>Gas Bill Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>177533</td>
<td>$69,657.00</td>
</tr>
</tbody>
</table>

**Daily Marketer Consumption**

The Daily Marketer Consumption report is available for all firm customer pools. This report replaces the Monthly Marketer Consumption report. The report provides a five-day delivery requirement forecast...
for a marketer’s customer pool. The marketer is to deliver gas based on the day ahead (or three to four days ahead for weekends and applicable holidays) locked day(s).

To view this report, choose Daily Marketer Consumption from the Reports menu. Choose your organization’s name, if you are associated with more than one marketer pool, from the dropdown box. Choose the date you wish to view. The date defaults to the current date, which will provide the next day requirement.

![Daily Marketer Consumption Report](image)

Click on GO to view the report on screen or click on the disk icon to download the report. This report can be sorted by “Name”, “Account Number”, or gas use. To sort, click on the name at the top of the appropriate column, or the temperature to sort by usage. A triangle shape will appear next to the name of the column you sorted by.

The report projects a five-day delivery forecast, with the delivery requirement locked according to the ICE Next Day Trading schedule. The projected temperature is calculated using the average hourly gas day temperature with a temperature variable of 30% current day and 70% next day. The delivery requirement is the heating degree days derived from the forecasted temperature multiplied by the marketer pool’s heat factor plus the marketer pool’s baseload:

\[
\text{Heating Degree Days} = 62 - \text{forecasted temperature}
\]

\[
\text{Daily Delivery Requirement} = (\text{Heat Factor} \times \text{Heating Degree Days}) + \text{Baseload}
\]

The forecasted temperature is listed per day, with the projected gas use for each individual customer within the marketer pool. The marketer is to deliver the total requirement for the locked day, which is displayed on the bottom of the page. The total delivery requirement is listed in therms.

Note: When a forecasted temperature is locked, there is a red “locked” display on top of the date.
**Account Rerender Invoices**

For marketers serving interruptible customers who want to see if any bills have been adjusted, choose Account Re-Render Invoices from the Reports menu. Choose the organization’s name from the dropdown box. Select the date range. Click go to view report on the screen or click on the disk icon to download.

Invoices that have been re-rendered are displayed on the screen. The latest invoiced usage can be distinguished by the Invoice Made Date.
**Design Day Peak**

The Design Day Peak report is available to marketers serving firm transportation customers. **This report replaces the Average Day/Peak Month report.** The report determines the amount of assets (Tier 1 - Firm Transportation Capacity, Tier 2 - Managed Storage, and Tier 3 – Peaking) released to a marketer for a given month. The calculation is based on a linear equation of the heat factor and baseload of the total customers within the marketer’s aggregation pool, multiplied by the heating degree day derived by the design day temperature. The design day is 0 degF which is 62 heating degree days for the CECONY territory. The requirement calculated using the design day temperature is known as the design day peak requirement. The total of the allocated three assets is equal to the design day peak requirement.

\[
\text{Daily Delivery Requirement}_{\text{Design Day}} = (\text{Heat Factor } \times 62) + \text{Baseload}
\]

\[
\text{Daily Delivery Requirement}_{\text{Design Day}} = \text{Tier 1} + \text{Tier 2} + \text{Tier 3}
\]

To view the aggregation pool’s design day peak for any month, choose Design Day Peak from the Reports menu. Choose the organization’s name from the dropdown box, choose the month and year, then click on go to view the report on the screen. Click on the disk icon to download this report.
The report lists each customer in the aggregation pool, its heat factor, baseload and design day peak gas use/requirement. The total design day peak gas use and the asset allocations are listed on the top. The sum of the heat factors and baseloads are listed on the bottom of the page. This report can be sorted by Name, Account Number, Heat Factor, Baseload or Design Day Gas Peak Use. To sort, click on the name at the top of the column. A triangle shape will appear next to the name of the column by which the report is sorted. Note: The report changes monthly. Please save a copy for your records.

The Design Day Peak report changes monthly. Please retain a copy for your records.

All three tiers will be adjusted monthly to account for customer enrollments and de-enrollments within a marketer’s aggregation pool. Tier 2 Managed Storage and Tier 3 Peaking changes will be reflected on the TCIS website.

Tier 1 FT Capacity adjustments after the start of the release year in November will be adjusted on the Transco pipeline.
Small Customer Aggregation (SCA)

For marketer serving firm customers, the SCA report is available. This report provides the requester with a list of all the firm customers within a marketer pool.

Choose the organization’s name from the dropdown box. To see all accounts of a particular status, choose Approved, Rejected or Pending Approved. To view current active accounts, select Active after entering a date range.

Click on the hyperlink of the SCA report under “Account Number” to see the estimated gas usage report for each customer.
By selecting the customer account number hyperlink, the requester gets an estimated gas usage report. For heating customers, the projected usage is normalized for weather.

### Estimated Gas Usage Report

<table>
<thead>
<tr>
<th>CALENDAR MONTH</th>
<th>GAS USE* THERMS</th>
<th>MONTHLY DELIVERY</th>
<th>DAILY DELIVERY**</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/1/2014</td>
<td>2546.00</td>
<td>2580.00</td>
<td>83.23</td>
</tr>
<tr>
<td>4/1/2014</td>
<td>644.00</td>
<td>653.00</td>
<td>21.77</td>
</tr>
<tr>
<td>5/1/2014</td>
<td>52.00</td>
<td>53.00</td>
<td>1.71</td>
</tr>
<tr>
<td>6/1/2014</td>
<td>4.00</td>
<td>4.00</td>
<td>0.13</td>
</tr>
<tr>
<td>7/1/2014</td>
<td>2.00</td>
<td>2.00</td>
<td>0.06</td>
</tr>
<tr>
<td>8/1/2014</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>9/1/2014</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>10/1/2014</td>
<td>156.00</td>
<td>160.00</td>
<td>5.16</td>
</tr>
<tr>
<td>11/1/2014</td>
<td>920.00</td>
<td>932.00</td>
<td>31.07</td>
</tr>
<tr>
<td>12/1/2014</td>
<td>3023.00</td>
<td>3053.00</td>
<td>98.81</td>
</tr>
<tr>
<td>1/1/2015</td>
<td>4692.00</td>
<td>4704.00</td>
<td>151.74</td>
</tr>
<tr>
<td>2/1/2015</td>
<td>4425.00</td>
<td>4180.00</td>
<td>149.29</td>
</tr>
<tr>
<td>Totals</td>
<td>16116.00</td>
<td>16331.00</td>
<td></td>
</tr>
</tbody>
</table>

The Estimated Gas Usage Report is updated monthly.

### Account Billing History

For marketers seeking to view customer billing history, the information can be accessed through the Account Billing History from Reports and then entering in the 15-digit customer account number.

The report shows the customer usage and bills for the last 24 months, if usage history is applicable.
Storage Supply Tracking
The Storage Supply Tracking report is available to marketers serving firm transportation customers. The report provides marketers with a history of their storage withdrawals for a given month. The report also serves as the storage-related backup report for the Storage and Peaking Invoice.

To view the aggregation pool’s Storage Supply Tracking report for any month, choose Storage Supply Tracking from the Reports menu. Choose the organization’s name from the dropdown box. Choose any day within the desired month to view. Click on go to view the report on the screen. Click on the disk icon to download this report.
The report lists the marketer’s storage size ("Storage Contract Quantity (SCQ)") and the amount of gas within its storage at the beginning of the month ("Initial Month Supply"). The SCQ is calculated as the Tier 2 divided by 1.3%. The Initial Month Supply is 90% of the SCQ at the beginning month of each winter season (November).

\[
SCQ = \frac{\text{Tier 2 Managed Storage}}{0.013}
\]

\[
\text{Initial Month Supply}_{\text{November}} = 0.9 \times SCQ
\]

All amounts are in dekatherms. The definition for each column is as follows:

**Date:** Each date of the given month.
**Posted for Date**: The Posted for Date is the date for which the weather adjustment is intended. Please note that this column only applies for the “Weather Adjustment” and “Actuals” column. Otherwise, the Posted for Date column is the same as the Date column.

**Withdrawals**: The Withdrawals is the storage nomination entered into TCIS.

**Actuals**: The Actuals is the storage nomination after accounting for the weather adjustment. A negative weather adjustment increases the storage nomination, and a positive weather adjustment decreases the storage nomination. The Storage and Peaking Invoice is based on the Actuals values.

\[ \text{Actuals} = \text{Withdrawals} - (\text{Weather Adjustment}) \]

**Weather Adjustment**: The weather adjustment is the DDQ based on forecasted temperature subtracted by the DDQ based on actual temperature. A weather adjustment is applicable only if a storage nomination was made, and can be decreased by up to the nomination amount, and increased up to the Tier 2 MDWQ. Note: By convention, a negative weather adjustment indicates a subtraction from the Remaining Gas Supply. This entails that the actual temperature was colder and the storage nomination was adjusted upward. A positive weather adjustment indicates an addition to the Remaining Gas Supply. The actual temperature was warmer, and the storage nomination was adjusted downward.

\[ \text{Weather Adjustment} = \text{DDQ}_{\text{Forecasted}} - \text{DDQ}_{\text{Actual}} \]

**Remaining Gas Supply**: The Remaining Gas Supply is the Initial Month Supply after all “Actuals” nominations have been deducted for the given month. It is a rolling calculation.

% Fill: The Percentage Fill indicates the percentage of supply within the Storage Contract Quantity. It is the Remaining Gas Supply divided by the SCQ.

\[ \% \text{Fill} = \frac{\text{Remaining Gas Supply}}{\text{Storage Contract Quantity}} \times 100 \]

**Peaking Tracking**

The Peaking Tracking report is available to marketers serving firm transportation customers. The report provides marketers with a history of their peaking nominations for a given month. The report also serves as the peaking-related backup report for the Storage and Peaking Invoice.

To view the aggregation pool’s Peaking Tracking report for any month, choose Peaking Tracking from the Reports menu. Choose the organization’s name from the dropdown box. Choose any day within the desired month to view. Click on go to view the report on the screen. Click on the disk icon to download this report.
The report lists the marketer’s Peaking Allocation, which is the daily amount of peaking allocated to the marketer in dekatherms. The Peaking Nomination and Peaking in Excess of Allocation are calculated automatically by TCIS on behalf of marketers. The Peaking Nomination is the requirement (locked forecasted DDQ) minus the firm transportation nominations (using FT capacity) and the nominated storage withdrawals.

\[
\text{Peaking Nomination} = DDQ_{\text{Forecasted}} - (FT \text{ nominations} + Storage \text{ Withdrawals})
\]

The Peaking in Excess of Allocation is calculated when excess is needed to meet the forecasted DDQ after exhausting the Peaking Allocation.

\[
\text{Peaking in Excess of Allocation} = DDQ_{\text{Forecasted}} - (FT \text{ nominations} + Storage \text{ Withdrawals} + \text{Peaking Nomination})
\]

The storage withdrawals used in the calculation takes into account the weather adjustment.
**Marketer Daily Summary**

The Marketer Daily Summary report is available to marketers serving firm transportation customers. The report provides marketers with a history of their storage and peaking transactions for a given month. It contains information from the Daily Marketer Consumption Report, TCIS Nominations, Storage Supply Tracking Report, and the Peaking Tracking Report. It was created to provide marketers with a current status overview of all their transactions in one report.

To view the aggregation pool’s Marketer Daily Summary report for any month, choose **Marketer Daily Summary** from the **Reports** menu. Choose the organization’s name from the dropdown box. Choose any day within the desired month to view. Click on go to view the report on the screen. Click on the disk icon to download this report.

![Marketer Daily Summary Report](image)

The report lists the forecasted temperatures and DDQ from the Marketer Consumption Report. The Actual Temperature is calculated as 30% of the hourly actual gas day average temperature of the prior day and 70% of the hourly actual gas day average temperature of the current day. The Actual Temperature is available approximately two days after the forecasted temperature.

The Pipeline Nominations and Pipeline Confirmations are the FT delivery nominated into our system by marketers, and confirmed in our system by Gas Control. This matches the Nominations transactions.

The Forecast Storage, Storage Weather Adjustment and the Actual Storage are from the Storage Supply Tracking Report. The Forecast Storage is the nominated storage withdrawal entered by the marketer. The Storage weather adjustment is the calculated weather adjustment based on actual temperature. The Actual Storage is the nominated storage withdrawal after accounting for the weather adjustment.

The Allocated Peaking Used and the Excess Peaking Used are from the Peaking Tracking Report. They are the Peaking Nomination and Peaking in Excess of Allocation, respectively.
Nominations

Marketers can relay their scheduled gas flow information to Con Edison through Nominations. Nominations include information on what pipeline the gas is to flow, when the gas is to flow to Con Edison’s citygates, the amount of gas that is to flow, and marketer identifier information. Marketers can add new nominations, edit nominations and batch edit nominations.

Add New Nominations

To add a new nomination, choose Add New Nomination from the Nominations menu.
Choose the organization’s name and the appropriate pipeline from the dropdown boxes. The start and end dates defaults to the last day that changes can be made, which is usually current day. To change the dates, highlight them and type in the desired dates.

Changes can only be made to nominations for current and future gas dates.

**Nom-id:** The Nom-id is a 5 digit identifier distributed to the marketer by Con Edison.

To obtain a Nom-ID, please contact tcis@coned.com.

**Requester:** The requester is the name of the Marketer representative entering the nomination

**Contract:** The contract number on which the gas is being shipped from interstate pipeline. Provide the duns# if the nomination is on Tennessee gas pipeline

**Delivery Location:** The location in which the gas is being delivered (citygate)

**Receipt Location:** The location on which the gas is being received.

All other entries are informational and optional.

Remember to click on Submit, at the bottom of the screen, to save your nomination. Click on Reset to clear the screen.

Note: Interruptible marketers must obtain an allocation from tcis@coned.com prior to the delivery day for all citygates except Transco.
View/Edit Nominations

To view nominations you already added, choose View/Edit Nominations from the Nominations menu. Choose your organization’s name from the dropdown box and type in the date range. Then click View Nominations. The screen will display a list of the nominations you added during the specified date range.
Nomination List

Name: CON ED MARKETER
Date Range: 6/1/2014 - 6/30/2014

<table>
<thead>
<tr>
<th>Date</th>
<th>Nomination</th>
<th>Confirmation</th>
<th>Pipeline</th>
<th>Activity No.</th>
<th>Contract No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/30/2014</td>
<td>200</td>
<td>200</td>
<td>Tennessee Gas Pipeline</td>
<td>GID-6127</td>
<td>005778985</td>
</tr>
<tr>
<td>6/30/2014</td>
<td>160</td>
<td>160</td>
<td>Transcontinental Gas Pipe Line Corp.</td>
<td>9157329</td>
<td></td>
</tr>
<tr>
<td>6/29/2014</td>
<td>160</td>
<td>160</td>
<td>Transcontinental Gas Pipe Line Corp.</td>
<td>9157329</td>
<td></td>
</tr>
<tr>
<td>6/29/2014</td>
<td>200</td>
<td>200</td>
<td>Tennessee Gas Pipeline</td>
<td>GID-6127</td>
<td>005778985</td>
</tr>
<tr>
<td>6/28/2014</td>
<td>200</td>
<td>200</td>
<td>Tennessee Gas Pipeline</td>
<td>GID-6127</td>
<td>005778985</td>
</tr>
<tr>
<td>6/27/2014</td>
<td>160</td>
<td>160</td>
<td>Transcontinental Gas Pipe Line Corp.</td>
<td>9157329</td>
<td></td>
</tr>
<tr>
<td>6/27/2014</td>
<td>160</td>
<td>160</td>
<td>Transcontinental Gas Pipe Line Corp.</td>
<td>9157329</td>
<td></td>
</tr>
<tr>
<td>6/27/2014</td>
<td>200</td>
<td>200</td>
<td>Tennessee Gas Pipeline</td>
<td>GID-6127</td>
<td>005778985</td>
</tr>
<tr>
<td>6/26/2014</td>
<td>200</td>
<td>200</td>
<td>Tennessee Gas Pipeline</td>
<td>GID-6127</td>
<td>005778985</td>
</tr>
<tr>
<td>6/25/2014</td>
<td>160</td>
<td>160</td>
<td>Transcontinental Gas Pipe Line Corp.</td>
<td>9157329</td>
<td></td>
</tr>
<tr>
<td>6/25/2014</td>
<td>160</td>
<td>160</td>
<td>Transcontinental Gas Pipe Line Corp.</td>
<td>9157329</td>
<td></td>
</tr>
<tr>
<td>6/24/2014</td>
<td>200</td>
<td>200</td>
<td>Tennessee Gas Pipeline</td>
<td>GID-6127</td>
<td>005778985</td>
</tr>
<tr>
<td>6/24/2014</td>
<td>160</td>
<td>160</td>
<td>Transcontinental Gas Pipe Line Corp.</td>
<td>9157329</td>
<td></td>
</tr>
<tr>
<td>6/23/2014</td>
<td>100</td>
<td>160</td>
<td>Transcontinental Gas Pipe Line Corp.</td>
<td>9157329</td>
<td></td>
</tr>
<tr>
<td>6/23/2014</td>
<td>200</td>
<td>200</td>
<td>Tennessee Gas Pipeline</td>
<td>GID-6127</td>
<td>005778985</td>
</tr>
<tr>
<td>6/22/2014</td>
<td>200</td>
<td>200</td>
<td>Tennessee Gas Pipeline</td>
<td>GID-6127</td>
<td>005778085</td>
</tr>
<tr>
<td>6/21/2014</td>
<td>160</td>
<td>160</td>
<td>Transcontinental Gas Pipe Line Corp.</td>
<td>9157329</td>
<td></td>
</tr>
<tr>
<td>6/20/2014</td>
<td>160</td>
<td>160</td>
<td>Transcontinental Gas Pipe Line Corp.</td>
<td>9157329</td>
<td></td>
</tr>
<tr>
<td>6/20/2014</td>
<td>200</td>
<td>200</td>
<td>Tennessee Gas Pipeline</td>
<td>GID-6127</td>
<td>005778985</td>
</tr>
<tr>
<td>6/20/2014</td>
<td>200</td>
<td>200</td>
<td>Tennessee Gas Pipeline</td>
<td>GID-6127</td>
<td>005778985</td>
</tr>
</tbody>
</table>

To edit a nomination, select the nomination by clicking on the date of the nomination. The screen turns to the Edit Nominations page where the edit can be made. Individual nominations are changed. To make changes to a nomination for each day of the month, use the batch nomination change.
Batch Update Nomination Amount

To make a batch update change, choose Batch Update Nomination Amount on the Nominations menu. Use this feature to make a change (going forward) to a contract number, activity or nomination amount. Choose the organization’s name and the appropriate pipeline from the dropdown boxes. Select the date range by typing it in or using the calendar icon. The “from” date will always default to the next gas day. The “to” date will always default to the last gas day of the current calendar month.

Be sure to click on Update at the bottom of the screen to save changes.
Imbalance Trading

Imbalance trading allows marketers to trade surplus imbalances with marketers who are in deficit for the month. It is limited to imbalances incurred during the same calendar month. By 4:00 PM EST on the 12th business day of each month Con Edison will post monthly imbalance information from the previous month.

Contact tcis@coned.com if you experience trouble with batch updates.
**Marketer Imbalance Status**

The screen above is the only option available under the Imbalance Trading menu until trading begins (e.g. for January 2002, marketer imbalances status information was available between 05/19/2014 and 05/22/2014). During trading, choose **Marketer Imbalance Status** from the **Imbalance Trading** menu. This screen will display contact names and phone numbers for those marketers that are interested in being listed and their short/long position.

**Add Transaction**

The Add Transaction and View Transaction links will also become active once trading begins.

To enter a trade, the seller must go to Add Transaction under the **Imbalance Trading** and choose the partner marketer from the dropdown box. The Transaction Type will default to GIVE. Enter the trade...
amount in therms. Add any Reference # associated with the trade and click on SAVE to process the transaction.

**View Transaction**

<table>
<thead>
<tr>
<th>Imbalance Trading</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Marketer:</strong> [Please select a Marketer]</td>
</tr>
<tr>
<td><strong>Billing Period:</strong> May 2014</td>
</tr>
</tbody>
</table>

The buyer must then go to the View Transaction bullet, under Imbalance Trading and choose ACCEPT or REJECT from the dropdown box under status, and then click on SAVE. The amounts traded will appear on the cashout invoices for that particular month.

**Virtual Storage**

Con Edison implemented the Daily Delivery Service (“DDS”) effective November 2016, replacing the Load-Following Program. Under DDS, marketers deliver a varying daily load based on day-ahead forecasting. To meet varying daily requirements, marketers obtained a slice of the Company’s storage assets. The Company retains direct access to the assets and makes transactions at the discretion of the marketers during the winter months. During the non-winter months, the Company refills the storage on behalf of the marketers.

Marketers may use storage as an alternative source of gas to meet their customers’ daily delivery requirements (“DDQ”) and to balance its customer loads to mitigate end-of-month cashouts. To do so, marketers nominate a portion of their delivery from storage (known as a withdrawal). In using storage, marketers are required to follow the temperature guidelines. When the forecasted temperature is between 26-29 degF, at least 85% of the released FT capacity must be utilized before storage can be withdrawn. When temperatures drop to 25 degF or below, 100% of FT must be utilized before accessing storage. TCIS enforces this requirement within the storage
nomination. Please refer to the Company’s Gas Transportation Operation Procedures on DDS storage on Section III for more details.

The Virtual Storage section is only accessible to marketers serving firm customers.

**Add New Withdrawals**

To add a new withdrawal, choose Add New Withdrawals from the Virtual Storage menu. Withdrawals for the next gas day, or weekend and Monday, and/or any applicable holiday, must be entered by **10:30 AM EST** of the current gas day.

Choose the organization’s name, unless defaulted. The pipeline defaults to the CON EDISON(CE) pipeline.

**Withdraw Date:** This is the date for which the storage gas is to flow. Nominations can only be made for locked days (in accordance with the Daily Marketer Consumption Report).

**Withdraw Amount:** This is the volume of gas nominated into the Con Edison system from the marketer’s virtual storage allocation. This amount is noted as delivered on behalf of the marketer for its aggregated customer pool. Please note that for forecasted temperatures at or below 29 degF, the withdrawal amount is restricted as follows:

<table>
<thead>
<tr>
<th>For forecasted temperatures:</th>
<th>Maximum Withdrawal Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>At 26 - 29 degF, inclusive</td>
<td>DDQ - (0.85 x Tier 1) or MDWQ whichever is lower</td>
</tr>
<tr>
<td>At and Below 25 degF</td>
<td>DDQ - (1.00 x Tier 1) or MDWQ whichever is lower</td>
</tr>
</tbody>
</table>

The daily delivery quantity (DDQ) is the requirement calculated based on the forecasted temperature.

During forecasted temperatures that are greater than 29 degF, the maximum withdrawal amount is the Maximum Daily Withdrawal Quantity (MDWQ). This is the Tier 2 Managed Storage displayed on the Design Day Peak report.

**Activity No:** This is defaulted to CONED

**Contract No:** This is defaulted to CONED

**Noms-ID:** This value is the same as the first three digits of the Noms-ID used in Nominations. The suffix defaults to -20 to represent withdrawals for internal use.
**View/Edit Withdrawals**

To view withdrawals you already added, choose View/Edit Withdrawals from the Virtual Storage menu. Choose your organization’s name from the dropdown box and type in the date range. Then click View Withdrawal. The screen will display a list of the Withdrawals you added during the specified date range.
To edit a withdrawal, select the withdrawal by clicking on the hyperlinked date. The screen turns to the Edit Withdrawal page where the edit can be made. The hyperlinked dates correspond to the locked days of the Daily Marketer Consumption Report. All edits must be done before 10:30AM EST for next day, or any locked day delivery.
Status

To view the current day status of all withdrawals, choose Status from the Virtual Storage menu.

Storage Contract Quantity: This is the total storage size. It is calculated as the Tier 2 Managed Storage divided by 1.3%.

\[
Storage\ Contract\ Quantity = \frac{\text{Tier 2 Managed Storage}}{0.013}
\]

Total Withdrawal: Running total of all withdrawals across the winter season (November to March).

Remaining Storage Gas: Initial supply is 90% of the Storage Contract Quantity from November. As gas is withdrawn and used over the months, the remaining storage gas decreases.

\[
\text{Remaining Storage Gas} = (0.9 \times \text{Storage Contract Quantity}) - \text{Total Withdrawal}
\]

Please note that as a marketer’s customer pool increases or decreases due to enrollments and de-enrollments during the duration of the winter months, the change in storage supply is represented in the following manner for those customers that are changing marketers:

<table>
<thead>
<tr>
<th>End of:</th>
<th>Beginning of:</th>
<th>Percent full:</th>
</tr>
</thead>
<tbody>
<tr>
<td>October</td>
<td>November</td>
<td>90%</td>
</tr>
<tr>
<td>November</td>
<td>December</td>
<td>82%</td>
</tr>
<tr>
<td>December</td>
<td>January</td>
<td>69%</td>
</tr>
<tr>
<td>January</td>
<td>February</td>
<td>52%</td>
</tr>
<tr>
<td>February</td>
<td>March</td>
<td>38%</td>
</tr>
<tr>
<td>March</td>
<td>April</td>
<td>27%</td>
</tr>
</tbody>
</table>

For example, if customers are moving from Marketer A to Marketer B effective November, the customers will carry 90% storage supply with them to B. However, if customers are moving from A to B effective December, those customers are only carrying a SCQ filled at 82%.

Percentage of Gas left: This is the percentage of the amount remaining in storage over the Storage Contract Quantity.

\[
\text{Percentage of Gas Left} = \frac{\text{Remaining Storage Gas}}{\text{Storage Contract Quantity}} \times 100
\]
Total Monthly Withdrawals: This represents the sum of withdrawals for the month.

Monthly Withdrawal Limit: The DDS program has maximum parameters for withdrawal amounts for each month. It is 25% of the SCQ for November and December, and 30% of the SCQ for January, February and March. The total percentage of withdrawability is 140%, which is much greater than the 90% of SCQ of supply. This is purposely designed to provide marketers with more optionality as well as to simulate the approximate ratchet requirements that are required of Con Edison’s storage fields.

For example, the total withdrawal sum for November should be no greater than the following:

\[ \text{Monthly Withdrawal Limit}_{\text{November}} = (0.25 \times \text{SCQ}) \]

Today Withdrawal: This represents the sum of withdrawals for the day.

<table>
<thead>
<tr>
<th>Storage Contract Quantity</th>
<th>Total Withdraw</th>
<th>Remaining Storage Gas</th>
<th>Percentage of Gas left</th>
</tr>
</thead>
<tbody>
<tr>
<td>27846</td>
<td>3522</td>
<td>21726</td>
<td>78.02%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Monthly Withdrawals</th>
<th>Monthly Withdrawal Limit</th>
<th>Today Withdraw</th>
</tr>
</thead>
<tbody>
<tr>
<td>1355</td>
<td>8354</td>
<td>278</td>
</tr>
</tbody>
</table>

All amounts are running totals up to 1/9/2017

The user may also add a withdrawal from this page by selecting the “Add Withdrawal” button. However, when the user attempts to make the addition after the allowable time, the user would be directed to a screen indicating that the withdrawal period for the day has ended.
Storage Supply Tracking
Please refer to the Storage Supply Tracking report under Reports. A link was also provided under Virtual Storage to provide ease of access to the relevant storage report.

Virtual Peaking
As part of the implementation of the Daily Delivery Service, firm marketers are allocated peaking to meet the design day requirements. The peaking assets are managed by Con Edison on behalf of the marketers. Peaking is used to meet the daily requirement after the marketer has nominated FT capacity deliveries and nominated storage withdrawals. Peaking nominations are automatically defaulted for marketers in TCIS.

The Virtual Peaking section of TCIS is available to firm marketers only.
**Status**

To view the status of peaking nominations for the month, choose Status from the Virtual Peaking menu. Select the marketer name (if your account is connected to multiple aggregation pools).

The link will default to the status page if the user account is associated with a sole marketer account.

All displayed totals are up to the current day.

**Allocated Peaking Amount:** This is the Tier 3 Peaking amount displayed on the Design Day Peak report. It represents the daily maximum amount of peaking allocated to the marketer.

\[
\text{Allocated Peaking Amount} = DDQ_{Design\ Day} - (\text{Tier 1 FT capacity} + \text{Tier 2 Managed Storage})
\]

**Monthly Total of Allocated Peaking Use:** This amount is the sum of peaking nominations used for the given month.

**Monthly Total of Peaking Use in Excess of Allocation:** This amount is the sum of peaking use needed in excess of the peaking allocation for the given month.

**Daily Peaking Nomination:** This amount is the peaking nomination for the given day. It is calculated as the Daily Delivery Requirement minus the FT deliveries and the storage nomination.
Daily Peaking Nomination = DDQ − [FT Deliveries + Storage Nomination]

**Daily Peaking Nomination in Excess of Allocation**: This amount is the peaking nomination in excess of allocation. It is calculated as the Daily Delivery Requirement minus the FT deliveries, the storage nomination and the daily peaking nomination.

\[
\text{Daily Peaking Nomination in Excess of Allocation} = DDQ − [\text{FT Deliveries} + \text{Storage Nomination} + \text{Daily Peaking Nomination}]
\]

**Peaking Tracking**
Please refer to the Peaking Tracking report under Reports. A link was also provided under Virtual Peaking to provide ease of access to the report.

**Account Listing**
Marketers can view all customer accounts associated with their organization through Account Listing.

**Account Listing**
To access the Account Listing report, select Account Listing from the menu. Select the organization’s name.
The active and pending accounts for the requested organization are listed for each month. To download the file, select the disk icon. There are 180 days of reports available.

<table>
<thead>
<tr>
<th>Date</th>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/18/2014</td>
<td>6/17/2014</td>
<td>This is a listing of all your Active, Inactive(last 180 days) and Pending accounts.</td>
</tr>
<tr>
<td>6/16/2014</td>
<td>6/15/2014</td>
<td>This is a listing of all your Active, Inactive(last 180 days) and Pending accounts.</td>
</tr>
<tr>
<td>6/14/2014</td>
<td>6/13/2014</td>
<td>This is a listing of all your Active, Inactive(last 180 days) and Pending accounts.</td>
</tr>
<tr>
<td>6/12/2014</td>
<td>6/11/2014</td>
<td>This is a listing of all your Active, Inactive(last 180 days) and Pending accounts.</td>
</tr>
<tr>
<td>6/10/2014</td>
<td>6/09/2014</td>
<td>This is a listing of all your Active, Inactive(last 180 days) and Pending accounts.</td>
</tr>
</tbody>
</table>

The downloaded file is a .txt file. A list of the acronyms associated with the downloaded file can be obtained through the “File Format” link.

**Municipality Codes**
This link contains a list of municipality codes.
Help

Customer Leads
This link contains an excel sheet of customers that may be interested in using a marketer.

Contact Us
This link contains an updated list of the Retail Choice Contacts.

Entering into the non-personalized TCIS

By clicking on on the log in screen, the user can access limited information in TCIS without a username and password.

The user can view customer profile information through the Projected Gas Profile Report under the Reports menu.

Projected Gas Profile Report
To view the Projected Gas Profile Report, enter in the 15-digit customer account number and select go.

Do not include dashes in the account number
The profile contains the estimated gas usage for the next 12 months.

### Projected Gas Profile Report

**Customer:** CON ED GAS CUSTOMER  
**Service Class:** 91  
**Account Number:** Xxxxxxxxxxxxx

<table>
<thead>
<tr>
<th>CALENDAR MONTH</th>
<th>+GAS USE THERMS</th>
<th>MONTHLY DELIVERY</th>
<th>DAILY DELIVERY</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/1/2014</td>
<td>651.00</td>
<td>659.78</td>
<td>21.99</td>
</tr>
<tr>
<td>7/1/2014</td>
<td>219.00</td>
<td>221.95</td>
<td>7.16</td>
</tr>
<tr>
<td>8/1/2014</td>
<td>409.00</td>
<td>414.51</td>
<td>13.37</td>
</tr>
<tr>
<td>9/1/2014</td>
<td>486.00</td>
<td>492.55</td>
<td>15.42</td>
</tr>
<tr>
<td>10/1/2014</td>
<td>1140.00</td>
<td>1155.37</td>
<td>37.27</td>
</tr>
<tr>
<td>11/1/2014</td>
<td>3339.00</td>
<td>3384.01</td>
<td>112.80</td>
</tr>
<tr>
<td>12/1/2014</td>
<td>4413.00</td>
<td>4472.48</td>
<td>144.27</td>
</tr>
<tr>
<td>1/1/2015</td>
<td>3170.00</td>
<td>3212.73</td>
<td>103.64</td>
</tr>
<tr>
<td>2/1/2015</td>
<td>4206.00</td>
<td>4262.69</td>
<td>152.24</td>
</tr>
<tr>
<td>3/1/2015</td>
<td>4220.00</td>
<td>4308.76</td>
<td>139.99</td>
</tr>
<tr>
<td>4/1/2015</td>
<td>2303.00</td>
<td>2351.44</td>
<td>78.38</td>
</tr>
<tr>
<td>5/1/2015</td>
<td>740.00</td>
<td>755.56</td>
<td>24.37</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>25296.00</strong></td>
<td><strong>25691.84</strong></td>
<td></td>
</tr>
</tbody>
</table>

* For Heating Customers, calendar usage is normalized for weather.

Note: This report is dynamic, and represents a rolling estimated load following report.
If you have any questions about this User Guide or TCIS, please contact us at tcis@coned.com.