

## Instructions from Notices Task Force to Information Requirements:

Work Paper Submitted by Michael Hansen, co-chair of the Notices Task Force

- Instruct Information Requirements to modify the EDI data set 5.4.16 System-Wide Notices to accommodate the modifications to standard 4.3.29 and to modify the TIBP for this data set to reflect these changes or to create a new data set to accommodate the business practice of sending notifications for intraday bumps, operational flow orders and other critical notices as they deem necessary.
  - **Proposed new Notice Type code values for “Intraday Bump” and “Phone List.”**
  - **Proposed change for the existing code value “Press Release, Company News or Phone List” to “Press Release or Company News.”**
- Instruction to IR: Modify the TIBP for 5.4.16 to clearly state that when sending Internet E-mail notifications for intraday bumps, operational flow orders and other critical notices, the Notice Type label should be the complete text label that corresponds to the Notice Type per standard 4.3.29.
  - **Proposed Text: “When sending System-Wide Notices via Internet E-mail, the Notice Type label used in the subject line (as outlined in standard 4.3.x [S5]) should be the complete text label that corresponds to the Notice Type per standard 4.3.29.”**
    - **The language “(as outlined in standard 4.3.x [S5])” will be modified once the S5 standard is passed and assigned an official standard number.**
    - **It is proposed to insert the above sentence at the end of the existing TIBP language.**

### For Information Only – Proposed Definitions and Principles from the Notices Task Force:

Principles, Definitions and Standards:

- (D1) “Electronic Notice Delivery” is the term used to describe the delivery of notices via Internet E-mail and/or EDI/EDM.
- (S1) Transportation Service Providers should provide affected parties with notification of intraday bumps, operational flow orders and other critical notices through the affected party’s choice of Electronic Notice Delivery mechanism(s).
- (S2) Unless the affected party and the Transportation Service Provider (TSP) have agreed to exclusive notification via EDI/EDM, the affected party should provide the TSP with at least one Internet E-mail address to be used for Electronic Notice Delivery of intraday bumps, operational flow orders and other critical notices. The

obligation of the TSP to provide notification is waived until the above requirement has been met.

- (S3) Transportation Service Providers should support the concurrent sending of electronic notification of intraday bumps, operational flow orders and other critical notices to two Internet E-mail addresses for each affected party.
- (S4) Affected parties should manage internal distribution of notices received by Electronic Notice Delivery.
- (S5) When sending Internet E-mail notifications for intraday bumps, operational flow orders and other critical notices, the subject line of the E-mail should include the following information separated by commas in the following order: (1) "Critical", (2) Notice Type label (per GISB standard 4.3.29), (3) the Notice Effective Date in YYYYMMDD format, (4) the name or abbreviation of the Transportation Service Provider (TSP)(excluding commas), and (5) the TSP's DUNS ® number.
- (S6) Transportation Service Providers should include at least the same level of information for notification of an intraday bump, operational flow order or other critical notice regardless of the method of notification chosen by the affected party (EDI/EDM, EBB/EDM, E-mail or FF/EDM).
- (S7) Intraday bump notices should indicate whether daily penalties will apply for the gas day quantities are reduced.
- (S8) On the Scheduled Quantity Web page, a mechanism should exist to allow the display of those line items that result in nomination reductions due to intraday bumps before all other line items are displayed, or to allow the selection of only those line items that have been reduced due to intraday bumps.
- (S9) Intraday bump notices should contain at least the affected Service Requester Contract, Receipt and/or Delivery Location, and Receipt and/or Delivery Point Quantity from the Scheduled Quantity (GISB standard 1.4.5).
- Modify standard 4.3.29 as follows:

- The words or labels that should appear in the "Notice Type" column in Standard 4.3.28 should be:

<u>Words</u>	<u>Labels</u>
Capacity Constraint	Cap. Constraint
Capacity Discount	Cap. Discount
Curtailment	Curtailment
Force Majeure	Force Majeure
<u>Intraday Bump</u>	<u>Bump</u>
Maintenance	Maintenance
Operational Flow Order	OFO
<del>Press Release, Company News</del>	<del>News, Phone List</del>
<del>— or Phone List</del>	
<u>Phone List</u>	<u>Phone List</u>
<u>Press Release, Company News</u>	<u>News</u>
Other	Other