



# User guide for Danish Offshore Pipeline Systems' Information and booking system

Version 4

14 September 2018

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## 1 Introduction

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Information and booking system, login required.

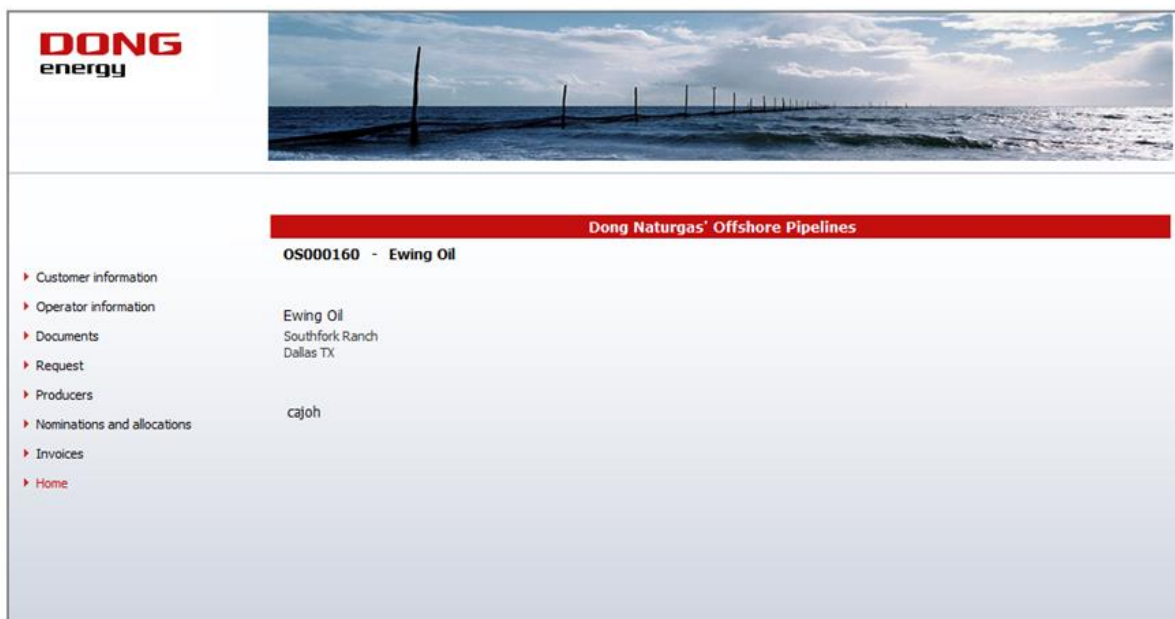
A web user interface has been established to be used by shippers transporting gas in the offshore pipelines. The name of the interface is *Information and booking system*.

Here the shipper can enter requests, view and to some extent edit customer-specific data such as agreements, contacts, producer information, invoices etc.

The initial page that appears when the shipper logs on to the web interface is shown below.

The user Xx is given a user name PIPE-XX and a password.

The link to the web interface is: <https://pipe.dongenergy.dk>



The following examines the functions of the menu items in the menu on the left.

## 2 Customer information

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Click on menu item *Customer information* to go to the page below. This displays basic data for the shipper.

**Dong Naturgas' Offshore Pipelines**

**OS000160 - Ewing Oil**

**Customer information**

Shipper Code	OS000160
Shipper	Ewing Oil
Address	Southfork Ranch Dallas TX
Short name	EWING
GLN	9879798798798
Company registration number	4567891

Contact	Attention	Address	
 Contract issues	John Ross Ewing	Southfork Ranch Dallas TX	Tel. +1 123 41234 Fax +1 123 41235 Email cajoh@dongenergy.dk
 Operating issues	Bobby Ewing	Southfork Ranch Dallas TX	Tel. +1 123 41234 Fax +1 123 41235 Email cajoh@dongenergy.dk
 Billing issues	Bobby Ewing	Southfork Ranch Dallas TX	Tel. +1 123 41234 Fax +1 123 41235 Email cajoh@dongenergy.dk
 Nomination	JR Ewing	Southfork Ranch Dallas TX	Tel. +1 123 41234 Fax +1 123 41235 Email cajoh@dongenergy.dk

It is possible to edit a contact information in the lower part of the screen.

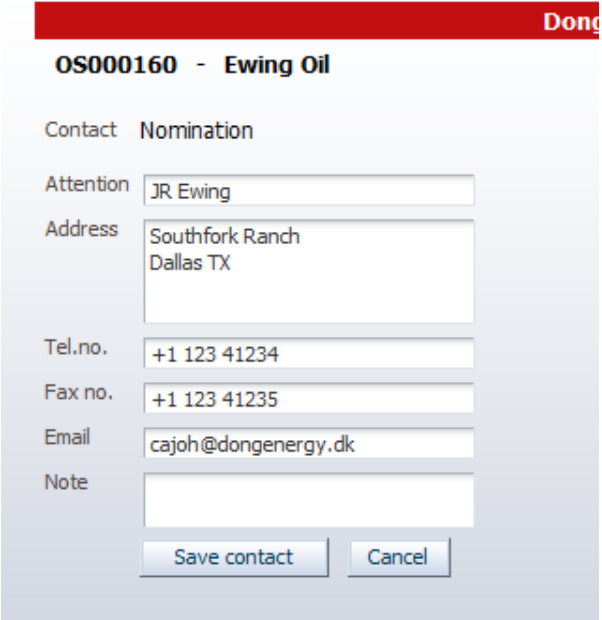
To edit the details of a contact, click on the pencil icon to the left of the contact.

The following screen will appear.

You are now able to edit the content in the fields.

Fill in the new address, new telephone number, new e-mail address etc.

If you want to go back to the previous screen without changing anything, click on the button *Cancel*



The screenshot shows a web-based contact form. At the top right, there is a red header with the word "Dong" in white. Below the header, the title "OS000160 - Ewing Oil" is displayed. The form is titled "Contact Nomination" and contains several input fields: "Attention" with the value "JR Ewing", "Address" with "Southfork Ranch" and "Dallas TX" on separate lines, "Tel.no." with "+1 123 41234", "Fax no." with "+1 123 41235", and "Email" with "cajoh@dongenergy.dk". There is also an empty "Note" field. At the bottom of the form, there are two buttons: "Save contact" and "Cancel".





After changing the content in the relevant fields, click on the button *Save contact*.

The contact is now updated. Please note that the e-mail addresses are used by Danish Offshore Gas System's it-system for automatically generated messages.

OS000160 - Ewing Oil

### Customer information

Shipper Code OS000160  
 Shipper Ewing Oil  
 Address Southfork Ranch  
 Dallas TX  
  
 Short name EWING  
 GLN 9879798798798  
 Company registration number 4567891

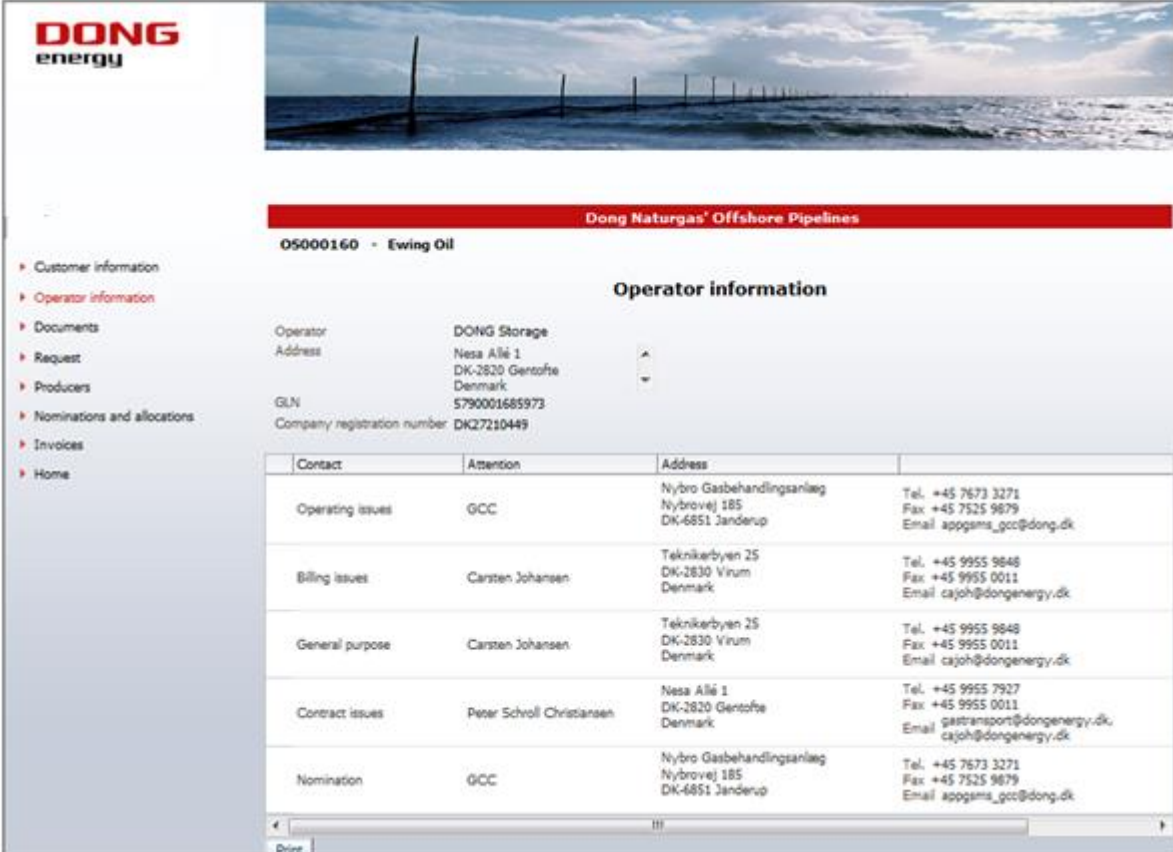
Contact	Attention	Address	
 Contract issues	John Ross Ewing	Southfork Ranch Dallas TX	Tel. +1 123 41234 Fax +1 123 41235 Email cajoh@dongenergy.dk
 Operating issues	Bobby Ewing	Southfork Ranch Dallas TX	Tel. +1 123 41234 Fax +1 123 41235 Email cajoh@dongenergy.dk
 Billing issues	Bobby Ewing	Southfork Ranch Dallas TX	Tel. +1 123 41234 Fax +1 123 41235 Email cajoh@dongenergy.dk
 Nomination	John Ross Ewing	Southfork Ranch Dallas TX	Tel. +1 123 41234 Fax +1 123 41235 Email cajoh@dongenergy.dk

Print

### 3 Operator information

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Click on menu item Operator information to go to the page below. This displays basic data for the operator.



The screenshot shows the DONG energy website interface. At the top left is the DONG energy logo. To the right is a banner image of an offshore pipeline structure over the ocean. Below the banner is a red header bar with the text "Dong Naturgas' Offshore Pipelines". Underneath this, it says "05000160 - Ewing Oil". The main content area is titled "Operator information". On the left side, there is a navigation menu with items: Customer information, Operator information (highlighted in red), Documents, Request, Producers, Nominations and allocations, Invoices, and Home. The main content area displays the following information:

Operator: DONG Storage  
Address: Nesa Allé 1  
DK-2820 Gentofte  
Denmark  
GLN: 5790001685973  
Company registration number: DK27210449





















Contact	Attention	Address	
Operating issues	GCC	Nybro Gasbehandlingsanlæg Nybrovej 185 DK-6851 Janderup	Tel. +45 7673 3271 Fax +45 7525 9879 Email appgms_gcc@dong.dk
Billing issues	Carsten Johansen	Teknikerbyen 25 DK-2830 Virum Denmark	Tel. +45 9955 9848 Fax +45 9955 0011 Email cajoh@dongenergy.dk
General purpose	Carsten Johansen	Teknikerbyen 25 DK-2830 Virum Denmark	Tel. +45 9955 9848 Fax +45 9955 0011 Email cajoh@dongenergy.dk
Contract issues	Peter Schroll Christiansen	Nesa Allé 1 DK-2820 Gentofte Denmark	Tel. +45 9955 7927 Fax +45 9955 0011 Email gastransport@dongenergy.dk, cajoh@dongenergy.dk
Nomination	GCC	Nybro Gasbehandlingsanlæg Nybrovej 185 DK-6851 Janderup	Tel. +45 7673 3271 Fax +45 7525 9879 Email appgms_gcc@dong.dk

This screen is for information only.

## 4 Documents

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Click on menu item *Documents* to go to the page below. This page displays a list of all the shippers requests and concluded contracts.

Dong Natargas' Offshore Pipelines						
OS000160 - Ewing Oil						
Document List						
Document	Type of document	Status	Time	Start date	End date	
 KON-EWING-0020	Transportation Agreement	Contract concluded	27-Sep-2012 09:59	28-Sep-2012	28-Sep-2012	▲
 ANM-EWING-0026	Capacity Order	Request transferre...	27-Sep-2012 09:59	28-Sep-2012	28-Sep-2012	
 ANM-EWING-0025	Request for Nomination Agreement	Request transferre...	27-Sep-2012 09:53	01-Oct-2013	31-Dec-2099	
 KON-EWING-0019	Nomination Agreement	Contract concluded	27-Sep-2012 09:53	01-Oct-2013		
 ANM-EWING-0024	Capacity Order	Request transferre...	26-Sep-2012 14:06	27-Sep-2012	27-Sep-2012	E
 KON-EWING-0018	Transportation Agreement	Contract concluded	26-Sep-2012 14:06	27-Sep-2012	27-Sep-2012	
 KON-EWING-0017	Transportation Agreement	Contract concluded	26-Sep-2012 14:03	27-Sep-2012	27-Sep-2012	
 ANM-EWING-0023	Capacity Order	Request transferre...	26-Sep-2012 14:03	27-Sep-2012	27-Sep-2012	
 ANM-EWING-0022	Capacity Order	Document inserted...	26-Sep-2012 13:51	27-Sep-2012	27-Sep-2012	
 ANM-EWING-0021	Capacity Order	Document inserted...	26-Sep-2012 13:50	27-Sep-2012	27-Sep-2012	
 ANM-EWING-0020	Request for Nomination Agreement	Document inserted...	26-Sep-2012 13:25	28-Sep-2012	31-Dec-2099	
 KON-EWING-0016	Transportation Agreement	Contract concluded	24-Sep-2012 08:46	25-Sep-2012	25-Sep-2012	
 ANM-EWING-0019	Capacity Order	Request transferre...	24-Sep-2012 08:46	25-Sep-2012	25-Sep-2012	
 ANM-EWING-0018	Request for Nomination Agreement	Document inserted...	24-Sep-2012 08:43	30-Sep-2012	31-Dec-2099	
 ANM-EWING-0017	Capacity Order	Request transferre...	20-Sep-2012 13:17	21-Sep-2012	21-Sep-2012	
 KON-EWING-0015	Transportation Agreement	Contract concluded	20-Sep-2012 13:17	21-Sep-2012	21-Sep-2012	
 ANM-EWING-0016	Capacity Order	Document inserted...	20-Sep-2012 13:16	21-Sep-2012	21-Sep-2012	
 ANM-EWING-0015	Request for Nomination Agreement	Request transferre...	20-Sep-2012 12:58	01-Oct-2012	31-Dec-2099	
 KON-EWING-0014	Nomination Agreement	Contract concluded	20-Sep-2012 12:58	01-Oct-2012	30-Sep-2013	
 ANM-EWING-0014	Capacity Order	Request transferre...	20-Sep-2012 11:23	29-Oct-2012	04-Nov-2012	▼

Click on the magnifier icon to the left to see the details for the chosen document.



OS000160 - Ewing Oil

**Transportation Agreement**

<b>Contract ID</b>	<b>KON-EWING-0020</b>
<b>Request ID</b>	<b>ANM-EWING-0026</b>
<b>Start of Booking Period</b>	28-Sep-2012 06:00
<b>End of Booking Period</b>	29-Sep-2012 06:00
<b>Capacity product</b>	Day Ahead
<b>Maximum Hourly Transportation Right</b>	50,000 kWh/Hour
<b>Redelivery Point</b>	Nybro 1 (Tyra East Pipeline)
<b>Capacity Tariff</b>	15,867.77 DKK
<b>Volume Tariff</b>	2.295 DKK/MWh
<b>Upper Imbalance Level</b>	2 %
<b>Lower Imbalance Level</b>	10 %
<b>Contract date</b>	27-Sep-2012
<b>Status</b>	<i>Contract concluded</i>
	This Transportation Agreement together with the Framework Agreement, Nomination Agreement and Standard Terms and Conditions including its Appendices shall constitute the entire legal basis for the Transportation Agreement entered into between the Parties.

[Back](#)[Print](#)

The button *Back* brings you back to the *Document List*.

The menu point *Request* has two sub menu points, *Nominations Agreement* and *Transportation Agreement*.

Here you can submit an order for a *Nominations Agreement* or a *Transportation Agreement*.

### 5.1 Request for Nomination Agreement

To enter a new Nomination Agreement please chose the menu point *Nomination Agreement*. This will bring you to the following page:



The screenshot shows a web form titled "Request for Nomination Agreement" under the header "Dong Naturgas' Offshore Pipelines". The user is logged in as "OS000160 - Ewing Oil". The form contains the following fields:

- Starting date (Gas Day) \* with a calendar icon.
- 1. shipper code in Transmission System \*
- 2. shipper code in Transmission System
- 3. shipper code in Transmission System
- 4. shipper code in Transmission System
- 5. shipper code in Transmission System
- 6. shipper code in Transmission System

Below the fields, there is a checkbox with the text: "\*  The Shipper accepts the "Standard Terms and Conditions for Transportation of Gas in DONG Naturgas' offshore pipelines". A link "Read Standard Terms and Conditions here" is provided. At the bottom, there is a "Create request" button.

The starting gas day of the Nomination Agreement can be picked from the calendar function to the right or be typed in the format DD-MON-YYYY.

Choose the gas day in the calendar

Dong Naturgas 18

D - Ewing Oil

Request for Normal

(Gas Day) \*

October 2012

MON	TUE	WED	THU	FRI	SAT	SUN
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

\*  The Shipper accepts the  
[Read Standard Terms and Conditions](#)

Create request

Type the shipper code for your counterpart in the Energinet.dk's Transmission System in the field 1. *Shipper code in the Transmission system.*

If you have more than one counterpart, please type the second shipper code in the field 2. *Shipper code in the Transmission System* and so on. The order of the shipper codes does not matter.

After ticking off "The customer accepts the Standard Terms and Conditions for Transportation of Gas in DONG Naturgas' offshore pipelines" you can use the button *Create request*.

The system checks whether the shipper code begins with the letters DS followed by 6 digits. If not an error message will be shown.

OS000160 - Ewing Oil

Request for Normal

Starting date (Gas Day) \* 01-Oct-2012

1. shipper code in Transmission System \* DS007891

2. shipper code in Transmission System

3. shipper code in Transmission System

4. shipper code in Transmission System

5. shipper code in Transmission System

6. shipper code in Transmission System

\*  The  
[Read Standard Terms and Conditions](#)

Create request

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Now you can check the entered data before sending the order.

If something has to be changed use the button *Go back and edit*. If the entered data is correct, please use the button *Send*.

The screenshot shows a web interface for a nomination agreement. At the top, there is a red header with the text 'Dong Natur'. Below the header, the title 'OS000160 - Ewing Oil' is displayed. The main heading is 'Nomination Agreement'. The form contains the following fields:

Request ID	ANM-EWING-0027
Starting date	01-Oct-2012 06:00
Priority of shipper codes	Pro rata priority
1. shipper code in Transmission System	DS007891

At the bottom right, there are two buttons: 'Send' and 'Go back and e'.

The Nomination Agreement has now been received, accepted and concluded in one step.

This screenshot shows the same 'Nomination Agreement' form as above, but with the result and log displayed. The title is 'OS000160 - Ewing Oil' and the heading is 'Nomination Agreement'. The form fields are identical to the previous screenshot.

Below the form fields, the text 'Result OK' is displayed. Underneath, there is a log entry: 'Log The formation has been carried out'.

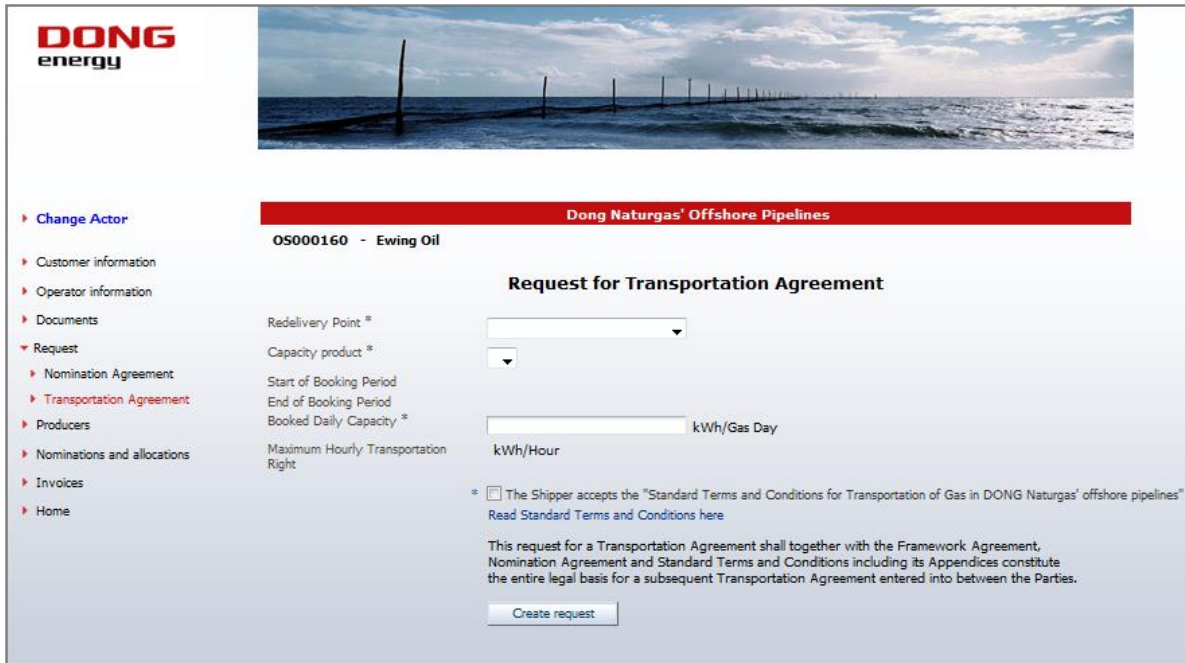
At the bottom, there is a list of bullet points:

- The request (ANM-EWING-0027) is sent to the Operator
- The request is received at the Operator at 09:03 28. sep 2012
- The request order has been accepted. The contract is filed under Doc

## 5.2 Transportation Agreement

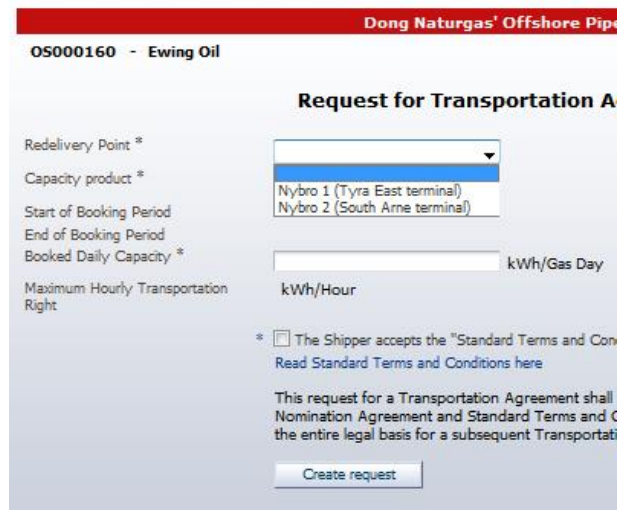
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To book capacity in the offshore pipelines, please choose the menu point *Nomination Agreement*. This will bring you to the following page:



The screenshot shows the DONG energy logo in the top left corner. Below it is a navigation menu with the following items: Change Actor, Customer information, Operator information, Documents, Request (expanded), Nomination Agreement, **Transportation Agreement**, Producers, Nominations and allocations, Invoices, and Home. The main content area is titled 'Dong Naturgas' Offshore Pipelines' and '05000160 - Ewing Oil'. The form is titled 'Request for Transportation Agreement' and includes the following fields: Redelivery Point \* (a drop-down menu), Capacity product \* (a drop-down menu), Start of Booking Period, End of Booking Period, Booked Daily Capacity \* (a text input field with 'kWh/Gas Day' to its right), and Maximum Hourly Transportation Right (a text input field with 'kWh/Hour' to its right). Below the form is a checkbox with the text '\* The Shipper accepts the "Standard Terms and Conditions for Transportation of Gas in DONG Naturgas' offshore pipelines" Read Standard Terms and Conditions here'. A paragraph of text follows: 'This request for a Transportation Agreement shall together with the Framework Agreement, Nomination Agreement and Standard Terms and Conditions including its Appendices constitute the entire legal basis for a subsequent Transportation Agreement entered into between the Parties.' At the bottom of the form is a 'Create request' button.

Choose the relevant *Redelivery Point* from the drop-down list, *Nybro 1 (Tyra East terminal or Nybro 2 (South Arne terminal)*



This is a close-up view of the 'Request for Transportation Agreement' form. The 'Redelivery Point \*' dropdown menu is open, showing two options: 'Nybro 1 (Tyra East terminal)' and 'Nybro 2 (South Arne terminal)'. The other fields in the form are visible but not the focus of this image: Capacity product \*, Start of Booking Period, End of Booking Period, Booked Daily Capacity \* (with 'kWh/Gas Day' to its right), and Maximum Hourly Transportation Right (with 'kWh/Hour' to its right). The checkbox and text below the form are also visible.

The different types of capacity products that are available at the actual time are listed in the drop-down list for *Capacity type* field. Choose the relevant one.

The *Start of Booking Period* and *End of Booking Period* are stated automatically.

Enter now the value for the Daily Booked Capacity in the field.

The *Maximum Hourly Transportation Right* is calculated and presented.

After ticking off *"The customer accepts the Standard Terms and Conditions for Transportation of Gas in DONG Natargas' offshore pipelines"* you can use the button *Create request*.

Please check up on the values before sending the order.

The system will check whether the you as a shipper has sufficient credit limit to book the agreement and check the whether the ordered capacity is available. If the checks are positive the ordered capacity is booked.

Use the button *Send* to submit your order.

OS000160 - Ewing Oil

## Transportation Agreement

Request ID	ANM-EWING-0031
Redelivery Point	Nybro 1 (Tyra East terminal)
Capacity product	Day Ahead
Start of Booking Period	02-Mar-2013 06:00
End of Booking Period	03-Mar-2013 06:00
Booked Daily Capacity	12,000,000 kWh/Gas Day
Maximum Hourly Transportation Right	500,000 kWh/Hour
Capacity Tariff	116,608.26 DKK
Volume Tariff	2.82 DKK/MWh

This request for a Transportation Agreement shall together with the Framework Agreement, Nomination Agreement and Standard Terms and Conditions including its Appendices constitute the entire legal basis for the Transportation Agreement entered into between the Parties.

Send

Go back and edit

The capacity is now booked and the document is filed under *Documents*.

OS000160 - Ewing Oil

## Transportation Agreement

Request ID	ANM-EWING-0031
Redelivery Point	Nybro 1 (Tyra East terminal)
Capacity product	Day Ahead
Start of Booking Period	02-Mar-2013 06:00
End of Booking Period	03-Mar-2013 06:00
Booked Daily Capacity	12,000,000 kWh/Gas Day
Maximum Hourly Transportation Right	500,000 kWh/Hour
Capacity Tariff	116,608.26 DKK
Volume Tariff	2.82 DKK/MWh

This concluded Transportation Agreement shall together with the Framework Agreement, Nomination Agreement and Standard Terms and Conditions including its Appendices constitute the entire legal basis for the Transportation Agreement entered into between the Parties.

Result OK

Log [The formation has been carried out](#)

- The request (ANM-EWING-0031) is sent to the Operator
- The request is received at the Operator at 10:22 01. mar 2013
- The request order has been accepted. The contract is filed under Documents.



The menu point *Producers* brings you to a list of your producers at the production platforms.

**Dong Natargas' Offshore Pipelines**

**OS000160 - Ewing Oil**

### Preliminary/Final Delivery Allocations

**Preliminary/Final Delivery Allocations at Delivery Point Tyra East  
are based on delivery from the following producer(s):**

Producer	Start date	End date
DONG	11-Sep-2012	

---

**Preliminary/Final Delivery Allocations at Delivery Point South Arne  
are based on delivery from the following producer(s):**

Producer	Start date	End date
No producers at this point.		

This list is based on the information given to the Operator about how to distribute the producers allocations. The information is matched with the shippers. If you do not agree in the information please contact the Operator.



## 7 Nominations and allocations

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The menu point *Nominations and allocations* brings you to the following page:

The screenshot shows a web interface for 'Dong Natargas' Offshore Pipelines'. The page title is 'OS000160 - Ewing Oil' and the main heading is 'Nominations and Allocations'. Below the heading, there is a 'Gas Day' input field containing '27-Sep-2012', a 'Go' button, and two navigation buttons: '< Previous day' and 'Next day >'. Below this, there are two summary lines: 'Approved Nominations Total: kWh' and 'Preliminary/Final Delivery Allocations Total: kWh'. A table with three columns is shown: 'Gas Day', 'Hour interval', and 'Approved Nominations'. The table content is 'No data to display.'. A 'Print' button is located at the bottom left of the interface.

You can choose the gas day you want to see nomination and allocation data for by using the calendar function, type in the gas day in the format DD-MON-YYYY or use the buttons *Previous day* or *Next day*.

Use the button *Go* and the 24 values for the nomination and allocation for the redelivery point will be shown if available.

## 8 Invoices

You can see all the historic invoices under this menu point.

Dong Natargas' Offshore Pipelines					
OS000 [REDACTED]					
Invoices					
Invoice no.	Invoice date	Period start	Period end	Total	Unit
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	DKK
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	DKK
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	DKK
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	DKK
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	DKK
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	DKK
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	DKK

Click on the magnifier icon to see the amounts and details for a specific invoice.