



Learning Aid: Alberta Spreadsheet Upload Specifications
Alberta Crown Shippers' Balance Submissions



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Introduction

There are two main ways that you can submit monthly data to Petrinex. You can submit data:

- **Online.** The Petrinex online forms allow you to enter data that is reported to Petrinex.
- **Batch upload process.** In a batch submission, you create data in your internal system, and then upload it to Petrinex. The standard for batch file submission is XML (Extensible Markup Language). You can also create your data in spreadsheets and upload this data directly to Petrinex as a CSV (Comma Separated Values) file.

You may upload data in spreadsheets for a variety of processes including:

- **Alberta Crown Shippers' Balance Submissions** – submit mandatory information as required by Alberta Energy and the Alberta Petroleum Marketing Commission regarding a Shippers' Balance from a Pipeline/Terminal or Custom Treating facility.

Note: Each spreadsheet upload is considered a full-facility replacement for the reported month. Each upload that you make to Petrinex overwrites earlier uploads, therefore new submissions must include all data for the month. If you report additional data after the first submission, then you must resubmit the initial data, along with the new data.

The following table outlines the requirements for a given activity:

	Connected From/To Facility	From/To Facility	From/To BA Province	From/To BA	Volume
RECCON	x				x
RECTRK	x	x			x
TRFIS			x	x	x
TRFIF	x				x
TRFOS			x	x	x
TRFOF	x				x
LOSS					x
OVRSHRT					x
INVCL					x
INVOP					x



Create and Save Data within a Spreadsheet

You must follow specific rules to create and save data in a spreadsheet for upload to Petrinex. For example, you can only upload data created within a spreadsheet, if that data is saved as a CSV (Comma Separated Values) file. Petrinex does not accept data on a spreadsheet saved as any other format. You may create spreadsheets in any spreadsheet software (such as Microsoft Excel) that can save as a CSV file.

For illustration purposes only, Microsoft Excel conventions are used in the following step-by-step procedures. In this example, we use the terms spreadsheet and worksheet. A worksheet is an individual page that is organized into columns and rows and is always stored in spreadsheet. A spreadsheet may contain many worksheets. Note: Microsoft Excel refers to spreadsheets as workbooks.

Follow these steps to create and save data within a spreadsheet before uploading the data to Petrinex.

Step 1. Download the worksheet template for the work process data that you want to upload.

To download the worksheet template, complete the following steps.

- Go to the Resource Centre website page
- Click the Job Aid – Alberta Crown Shippers' Balance Submission Spreadsheet Upload Templates.

Step 2. Create a new worksheet from the template.

- Create a new worksheet within your existing spreadsheet.
- Copy the provided template into your new worksheet or type the header row from the template into your new worksheet. Row 1, the header row, must contain the column descriptions in your new worksheet.

Note: You may only include one work process (Alberta Crown Shippers' Balance Submission) per worksheet, but you may include multiple facilities (note the data must be sorted by facility) when submitting a file to Petrinex. The order of the header row must match the order that is specified in the templates for Alberta Crown Shippers' Balance Submission work process).

Header Row

	A	B	C	D
1	Verb	Noun	Format Version	Submitting Facility Province
2				
3				
4				

Step 3. Enter the data from your existing spreadsheet into the new worksheet. Starting in Row 2, copy, move, paste, or link the appropriate data from your spreadsheet into the new worksheet.

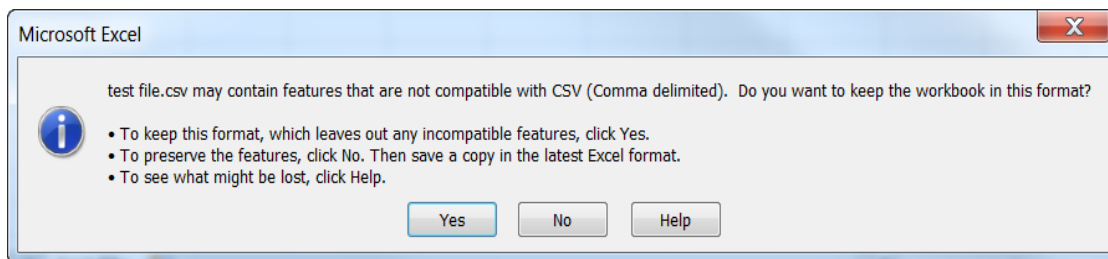
Step 4. Select/highlight all data on the worksheet. Choose Format – Cells – Number (tab) and choose Text. Click OK. All data on the worksheet must be in text format prior to saving in .csv format.

Step 5. Save your new worksheet. You may only save the worksheet in CSV format for upload to Petrinex. Further, only the active worksheet may be saved as a CSV file. Multiple



worksheets, within a single spreadsheet, must be saved as individual CSV files, and uploaded separately.

- a. On the File menu, select **Save As**
- b. Type the file name that you want to use
- c. Select the CSV (Comma delimited) (*.csv) file type
- d. Click **Save**. The following message appears.



- e. Click Yes.

If you were to open this worksheet at this point, you will lose all of the preceding zero's in any of the data. Example BA Code 0123 would show as 123, Facility Identifier 0000123 would show as 123. If you were to upload this document to Petrinex in this manner it would not be accepted as it would not meet the required schema. Therefore, we need to create a worksheet in text to upload.

- a. Open a new Excel worksheet and click on Data to import your saved worksheet into this new worksheet.
- b. Click "From Text" to open the Import Text file window
- c. Highlight the document that you previously saved and click Import.
- d. This opens the Text Import Wizard:
 1. Click the radio button – Delimited and click Next
 2. Change the radio button under Deliminaters from Tab to Comma and click Next.
 3. You will want to change all the columns to be Text rather than General. To do this – Hold down the Shift Key and using the scroll bar on the bottom bring it as far to the right as you can. This will highlight all the columns.
 4. Click the radio button Text
 5. Click Finish
 6. You are now asked where you want to put the data? Click the radio button – Existing Worksheet and click OK.
 7. Save the new worksheet in a .csv file format – you can overwrite the original if you choose to ensure that you do not try to upload the wrong version.

Large files may be compressed, using the file compression utilities PKZIP or WinZip, or the built-in compression utility within Microsoft XP (referred to as NTFS compression). When using WinZip, files must be compressed in the **Normal** compression mode, as shown below. It is recommended that any files over 5Mg should be zipped.



Note: only one file can be included in a zipped file.

- Step 6.** Submit the saved worksheet (with the .csv file extension) to Petrinex. You may only upload one file to Petrinex at a time.
- Access Petrinex, using your Web browser.
 - On the Main Menu, select **Data Submission** and then **Batch Upload**.
 - Type in your CSV file location and name or use the **Browse** button to locate the file.
 - Click **Upload**. You will receive an onscreen message indicating if the file is uploaded successfully. We recommend that you record the file incoming key number. If the batch was to fail, this number will help the Petrinex staff in assisting in determining the cause of the failure.
 - You will receive an e-mail notification detailing the results of the upload when Petrinex has processed the submitted upload.

Downloadable Validation Results

A downloadable report is available for all batch validation notifications associated with **Validation Failure and Validation Success with Warning**. This will not impact batch Validation Success notifications. The original "text only" notification details will still be available; however, this downloadable version will allow sorting and filtering of validation results.

On the Petrinex In-Box Notifications screen a dropdown icon will be displayed beside the appropriate validation results notification. Clicking on this icon will open a download window to open the file.

Petrinex In-Box Notifications

Date/Time	Notification #	Message Subject	Facility ID	Facility Name
2024-07-22 14:28	OPS015	Validation Results OPS (Split): Failure - [CR 4...		

The downloaded file will open in csv and display information specific to the type of batch file that was submitted. Standard columns include the type of file submitted, file number, number of submissions: received, successful, partially successful and rejected. All the other columns will detail the various data elements submitted and any error message codes and descriptions applicable to this particular type of batch submission.



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This downloadable file will allow users to save, filter and sort their notifications results making it easier to find the items that need attention.



Alberta Crown Shippers' Balance Submission Worksheet Format

Spreadsheet Column	Data element	Example Field Content	Format	Required on each row? Y/N	Comments
A	Verb	ADD		Y	ADD is the only valid verb
B	Noun	SHIPPERSBALANCE		Y	SHIPPERSBALANCE is the only valid noun
C	Format Version	001	(prefix with 0's)	Y	Current is 001
D	Submitting Facility Province	AB	2 chars	Y	<p>Must be eligible for submissions.</p> <p>For AB facilities: PL facilities: 207, 209 CT facilities: 611, 612 TM facilities: 671, 672, 673, 675.</p> <p>For SK facilities: The facility ID must exist in the list of valid SK facilities.</p> <p>For BC facilities: The facility ID must exist in the list of valid BC facilities.</p> <p>For a listing of available SK and BC facilities see Appendix B</p>
E	Submitting Facility Type	TM	2 chars	Y	<p>PL, CT and TM are the only valid AB and SK facility types</p> <p>TM, CT, OM and PT are the only valid BC facility types</p>
F	Submitting Facility Identifier	0001001	7 digits (prefix with 0's)	Y	<p>Must be 7 digits</p> <p>For a listing of available SK and BC facilities see Appendix B</p>
G	Production Year-Month	2014-07	YYYY-MM	Y	
H	Stream Type	CRD	Max 3 char	Y	Must be a valid stream type: (see Appendix A)
I	Shipper BA Province/State	AB	2 chars		Must be AB
J	Shipper BA ID	0PMC	Max 4 chars (prefix with 0's)	Y	Can only be 0PMC or A6JG
K	Reference Code	1234	max 16 digits	N	Optional reference to your internal system



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Spreadsheet Column	Data element	Example Field Content	Format	Required on each row? Y/N	Comments
L	Activity	RECCON	max 12 chars	Y	One of the following activity values can be used: INVCL - Closing Inventory, OVRSHRT – Overage/Shortage, LOSS – Loss Allowance RECCON – Connected receipts RECTRK – Trucked receipts TRFIF – Transfer In from a Facility, TRFIS – Transfer in from another Shipper, TRFOF – Transfer out to another Facility TRFOS – Transfer out to another Shipper
M	Connected From/To Facility Province	AB	2 chars	N	Can be AB, SK or BC
N	Connected From/To Facility Type	BT	2 chars	N	Must be valid facility type
O	Connected From/To Facility Identifier	100055	7 digits (prefix with 0's)	N	Must be 7 digits For a list of the applicable SK or BC Facilities see Appendix B Note: The following activity combinations will require a fromToFacility value: RECCON – Connected receipts RECTRK – Trucked Receipts TRFIF – Transfer in from a facility TRFOF – Transfer out to another facility
P	From/To Facility Province	AB	2 chars, Uppercase	Y	Must be AB
Q	From/To Facility Type	BT	2 chars	Y	Must be BT
R	From/To Facility Identifier	0001011	7 digits (prefix with 0's)	Y	Must be 7 digits Note: The following activities will require a fromToFacility value: RECTRK – Trucked receipt
S	From/To BA Province/State	SK	2 chars,	N	Only required for TRFOS , TRFIS activities



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Spreadsheet Column	Data element	Example Field Content	Format	Required on each row? Y/N	Comments
T	From/To BA ID	0123	Max 4 chars (prefix with 0's)	Y	Must be valid BA
U	Volume	100.0	Maximum 5 digits (1 decimal)	Y	Volume purchased in m3



Appendix A – Stream Types

Stream Type ID	Stream Type Description
ACR	Boundary Lake Sour
BR	Bow River
C5+	Condensate
CAL	Central Alberta
CRD	Crude – not to be used for AB Shippers' Balance. Will receive an error message.
CRW	Segregated Sweet Condensate
F	Fosterton
GEH	Gibson Edmonton Heavy
HSO	Heavy Sour Oil
LLB	Lloydminster Blend
LLK	Lloyd Kerrobert
LSB	Light Sour Blend Originating In Saskatchewan and Manitoba
LSO	Light Sour Crude
MBL	Hardisty Light Sour
MSB	Midale Sour Blend
MSO	Medium Sour – Actually A Light Sour Blend
MSW	Light Sweet Crude
SH	Seal Heavy
SHE	Edmonton High Sulphur Sour
SLE	Edmonton Low Sulphur Sour
SO	Light Sour Crude
SW	Sweet Crude
WCB	Western Canadian Blend
WCS	Western Canadian Select



Appendix B – Acceptable Out-of-Province Facilities for Submitting Facility and Connected From/To Facility

Updated: December 5, 2024

Saskatchewan

SKCT0009980 – Broadbill Plato-North Custom Treater – effective Dec 5/24

SKCT0010821 – Baytex Tangleflags 8-24 Cleaning Plant
SKCT0012003 – Secure Kindersley FST
SKCT0012046 – Baytex Buzzard 16-27-47-26W3 CT
SKCT0023005 – Avon Hill C. Treating 3-16-30-22W3
SKCTC100012 – Husky Landrose Cleaning Plant
SKCTC100014 – Husky Tangleflags 13-36
SKCTC100015 – Husky Lashburn Cleaning Plant
SKCTC100018 – Secure Silverdale
SKCTC100169 – CNRL East Till Cleaning Plant
SKCTC100883 – CNRL Golden Lake Cleaning Plant
SKCTC100887 – Caltex Dulwich Cleaning Plant
SKCTC200005 – Dodsland Cleaning Plant 7-20
SKPLOP00013 – Husky Pipeline
SKPLOP00015 – Manito Pipeline
SKPLOP00018 – South Saskatchewan Pipeline
SKPLOP00060 – Mid Sask Pipeline (Light)

SKPL0005333 – Broadbill Energy Plato Pipeline – effective Dec 5/24

SKPL0025881 – Kerrobert Lite Pipeline System
SKTM0009981 – Broadbill Plato-North Terminal
SKTM0013727 – Altex New Lashburn Terminal
SKTM0026182 – Secure Kerrobert Terminal
SKTM0027104 – Baytex Gleneath 12-11 Terminal
SKTMTT10002 – Dodsland Terminal
SKTMTT10007 – Dodsland Cleaning Plant Terminal
SKTMTT13003 – Tangleflags Terminal
SKTMTT13004 – Altex Lashburn Terminal
SKTMTT13006 – Husky Landrose Terminal
SKTMTT18002 – Gull Lake Terminal (Gibson)
SKTMTT15003 – Dulwich Terminal
SKTMTT18008 – Gull Lake Terminal (Plains)
SKTMTT21002 – Plover Lake Cleaning & Terminal
SKTM0027104 – Baytex Energy Ltd.

Note:

- If using the above facilities as the Submitting Facility BA you must be signed in Petrinex with your SK BA.



- If a Saskatchewan CTP Facility identified above is reported in pipeline splits as the Receiving Facility, it must also be reported as the CTP Facility.

British Columbia

BCTM0007341 – Boundary Lake Terminal
BCTM0007796 – Secure Dawson Creek Terminal
BCTM0000444 – Taylor Terminal
BCCT0007341 – Boundary Lake Custom Treater
BCCT0007796 – Secure Dawson Creek Custom Treater
BCPL0000300 – Plateau Delivery Pipeline
BCPL0000400 – Boundary Lake Pipeline
BCPL0000500 – BC Light Pipeline

Note: If using the above BC facilities as the Submitting Facility BA you must be signed in Petrinex with your BC BA.

Note: any changes to the lists above must be approved by the APMC