



## Learning Aid:

# Saskatchewan Non-Hydrocarbon Gas Valuation Spreadsheet Upload Specifications



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## Change Log

Date	Description
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## Table of Contents

Reference Materials .....	4
Introduction .....	5
Create and Save Data within a Spreadsheet .....	7
Non-Hydrocarbon Gas Valuation Worksheet Format .....	10
Appendix A – Province/Territories/State/Country Codes.....	11
Appendix B – Facility Codes .....	13



## Reference Materials

This Learning Aid is intended as a supplement to the Learning Centre Training Modules. The following training modules will provide you with additional information on Petrinex reporting practices:

- 5.24 Manage Non-Hydrocarbon Valuation Submissions – under construction
- 5.25 Manage Non-Hydrocarbon Valuation Reports – under construction



## Introduction

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

- **Online:** Petrinex's online pages allow you to enter data that is reported to Petrinex.
- **Batch upload:** 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, to upload directly to Petrinex. You can only upload data created within a spreadsheet if that data is saved as a CSV (Comma Separated Values) file.

This document provides the specification and template requirements for the following work process:

**Non-Hydrocarbon Gas Valuation** – the Royalty Tax Payer (RTP) can enter non-hydrocarbon gas valuation information for the sales details (including price, transportation cost and processing cost) for various sales activities.

For spreadsheet upload specifications for these additional work processes see the [Petrinex Website – Learning Centre – Learning Job Aids – Spreadsheet CSV Upload Specifications and Templates](#) – Saskatchewan Spreadsheet Upload Specifications and Saskatchewan Spreadsheet Upload Templates.

- **Volumetrics** – you submit mandatory information as required by the Saskatchewan Ministry of Resources (SER).
- **Allocations** – you submit optional industry-to-industry reporting. Allocations can be submitted in the following two formats:
  - Stream and Owner Allocation Factors (SAF and OAF)
  - Combined SAF/OAF allocation with volumes
- **Pipeline Splits** – Where the product is oil, the pipeline split process is **required** for all splits. Delivering facility operators must complete the split process to all shippers, owners and other facilities that delivered to the facility. The operator will report the split volumes allocated to Royalty Take In Kind (RTIK) companies in this process.
  - Note: The owner (royalty/tax payer) and purchaser volume allocations for oil are used by the Oil Valuation Royalty/Tax Payer and Purchaser processes for applying sales valuation information to the volumes.
- **Oil Valuation**
  - **Royalty Tax Payer** – you submit pricing and clean oil transportation for volumes which have been identified in the pipeline split process at the unit or facility level.
  - **Purchaser** – you submit pricing information for raw crude volumes purchased from royalty tax payers identified in the pipeline split process at the facility/owner level.
  - **Subsequent Purchases** – subsequent purchasers submit oil valuation subsequent purchaser data for pipeline stream purchases. Note: the CSV upload functionality for Subsequent Purchases can only be used for amendments to prior period months up to and including July 2013 production month. See Tip "[Termination of Subsequent Purchaser and Sales to Subsequent Purchaser Functionality for Saskatchewan Users](#)".
  - **Sales to Subsequent Purchasers** – sellers submit oil valuation subsequent purchaser data for pipeline stream sales to subsequent purchasers. Note: the CSV upload



functionality for Subsequent Purchases can only be used for amendments to prior period months up to and including July 2013 production month.

- **Deliveries to Refineries** – you submit oil deliveries to refineries.
- **Gas Valuation**
  - **Gas Plant** - gas plant operators and owners enter their gas plant purchases and sales for all products.
- **Royalty Tax Payer (add and change)** – Well, unit and injection facility operators submit information related to the business associates that are responsible for payment of royalty/tax. This information will be used by ECON in the calculation of oil and gas royalties and production taxes. The Royalty/Tax Payer Add and Change has been moved to Learning Aid: Infrastructure Spreadsheet Upload Specifications.
- **Waste Plant Submissions** - you submit mandatory information as required by the Saskatchewan Ministry of the Economy (ECON).

**Note: Petrinex will not accept uploads of data created in spreadsheets for work processes other than those listed above.**

For monthly data each spreadsheet upload is considered a full-facility replacement for the current production month. Each upload that you make to Petrinex overwrites earlier uploads, so 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. For example, for volumetrics, if you initially only report oil data, and later submit gas data, the second gas submission must also include the oil data.



## Create and Save Data within a Spreadsheet

You must follow specific rules to create and save data in a spreadsheet for uploading 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 saved in any other format. You may create spreadsheets using 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 → Training Job Aids
- Click the Job Aid entitled Saskatchewan Spreadsheet Upload Templates

**Step 2.** There is a separate template for each work process. Create a new worksheet from the appropriate 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 per worksheet, but you may include multiple facilities when submitting a file to Petrinex. The order of the header row must match the order that is specified in the template for this specific work process (non-hydrocarbon gas valuation).

Header Row

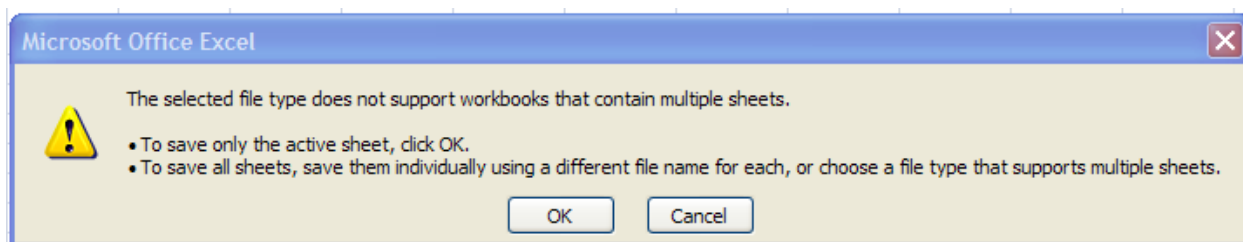
	A	B	C	D
1	Verb	Noun	Format Version	Submitting Facility Province
2				
3				
4				

**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.

- More than one facility may be included in this worksheet.
- Follow the worksheet format that is included in this document to ensure all columns are completed as required.
- A data element (cell) that is not required on any particular row may be left blank (other than row 1).



- 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 a CSV format.
- Step 5.** Save your new worksheet. You may only save the worksheet in a CSV format for uploading 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.
- On the File menu, select **Save As**
  - Type the file name that you want to use
  - Select the .CSV file type
  - Click **Save**. The following message appears.



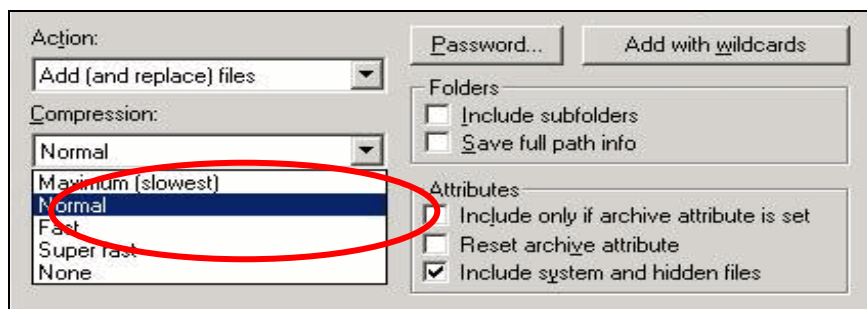
- Click **OK** to save your active worksheet.

If you were to open this worksheet at this point, you will lose all of the preceeding zero's in any of the data. Example BA Code 00123 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.

- Open a new Excel worksheet, and click on Data to import your saved worksheet into this new worksheet.
- Click "From Text" to open the Import Text file window
- Highlight the document that you previously saved and click Import.
- This opens the Text Import Wizard:
  - Click the radio button – Delimited and click Next
  - Change the radio button under Deliminaters from Tab to Comma and click Next.
  - You will want to change all of 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 of the columns.
  - Click the radio button Text
  - Click Finish
  - You are now asked where you want to put the data? Click the radio button – Existing Worksheet and click OK.
  - 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.

- a. Access Petrinex, using your Web browser.
- b. On the Main Menu, select **Data Submission → Batch Upload**.
- c. Type in your .CSV file location and name, or use the **Browse** button to locate the file.
- d. 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.
- e. You will receive an e-mail notification detailing the results of the upload when Petrinex has processed the submitted upload.



## Non-Hydrocarbon Gas Valuation Worksheet Format

<u>Spreadsheet Column</u>	<u>Column Header</u>	<u>Example Field Content</u>	<u>Format</u>	<u>Required on each row? Y/N</u>	<u>Comment</u>
A	Verb	ADD		Y	ADD is the only valid verb
B	Noun	NONHYDGAS		Y	NONHYDGAS is the only valid noun
C	Revision	001	(prefix with 0's)	Y	Current is 001
D	Reporting BA ID	12345	max 5 char (prefix with 0's)	Y	Must be a valid BA ID
E	Facility/Prov/State	SK	2 chars	Y	Must be a valid Prov/State, see Appendix A
F	Facility Type	BT	2 chars	Y	Must be a valid Facility Type, see Appendix B
G	Facility Identifier	0095005	max 16 digits (prefix with 0's)	Y	Max. 7 digits for a facility.
					Max. 16 digits for a well.
H	Product	HELIUM	16 chars	Y	Helium is the only valid product at this time.
I	Production Month	2012-11	YYYY-MM	Y	Dash is mandatory
J	ReferenceCode	1234	max 16 digits	N	Optional reference to your internal system.
K	NoSalesFlg	N	1 char	Y	Y or N only valid responses
L	EstimateFlg	N	1 char	N*	Y or N only valid responses * If K is yes, this is blank
M	ReceivingProvState	SK	2 chars	N*	Must be a valid Prov/State, see Appendix A * if K is yes, this is blank
N	ReceivingType	BT	2 chars	N*	Must be a valid Facility Type, see Appendix B * if K is yes, this is blank
O	ReceivingIdentifier	0034567	max 16 digits (prefix with 0's)	N*	Max. 7 digits for a facility.
					Max. 16 digits for a well. * if K is yes, this is blank
P	ContractNumber	654871	max 12 chars	N*	optional
Q	PurchaserID	12345	max 5 chars	N*	Must be a valid BA ID * if K is yes, this is blank * if R is yes, this is blank
R	MiscPurchaserID	M00016	20 chars	N*	ID of miscellaneous purchaser * if K is yes, this is blank * if Q is yes, this is blank
S	SalesVolume	287.6	10 digits (1 decimal)	N*	All products are 1 decimal only * if K is yes, this is blank
T	SalesPrice	634.851	10 digits (3 decimal)	N*	Price per unit of Gas in dollars * if K is yes, this is blank
U	TransportationCost	334.54	10 digits (2 decimal)	N*	Cost of transportation in dollars * if K is yes, this is blank
V	ProcessingCosts	224.54	10 digits (2 decimal)	N*	Cost of processing in dollars * if K is yes, this is blank



## Appendix A – Province/Territories/State/Country Codes

### Province/Territories Codes

AB	Alberta
BC	British Columbia
MB	Manitoba
NB	New Brunswick
NF	Newfoundland
NS	Nova Scotia
NT	Northwest Territories
NU	Nunavut
ON	Ontario
PE	Prince Edward Island
QC	Quebec
SK	Saskatchewan
YT	Yukon

Note: for Waste Plant submissions any non-Alberta waste generators or receivers will be reported as AB WL waste locations.

### State Codes

AK	Alaska
AL	Alabama
AR	Arkansas
AZ	Arizona
CA	California
CO	Colorado
CT	Connecticut
DC	District of Columbia
DE	Delaware
FL	Florida
GA	Georgia
HI	Hawaii
IA	Iowa
ID	Idaho
IL	Illinois
IN	Indiana
KS	Kansas
KY	Kentucky
LA	Louisiana
MA	Massachusetts
MD	Maryland
ME	Maine



### State Codes, Cont'd.

MI	Michigan
MN	Minnesota
MO	Missouri
MS	Mississippi
MT	Montana
NC	North Carolina
ND	North Dakota
NE	Nebraska
NH	New Hampshire
NJ	New Jersey
NM	New Mexico
NV	Nevada
NY	New York
OH	Ohio
OK	Oklahoma
OR	Oregon
PA	Pennsylvania
RI	Rhode Island
SC	South Carolina
SD	South Dakota
TN	Tennessee
TX	Texas
UT	Utah
VA	Virginia
VT	Vermont
WA	Washington
WI	Wisconsin
WV	West Virginia
WY	Wyoming

### Country Codes

MX	Mexico
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## Appendix B – Facility Codes

Facility Code	Description
BT	Battery
CS	Compressor Station
CT	Custom Treating Facility
GP	Gas Plant
GS	Gas Gathering System
IF	Injection/Disposal Facility
MS	Metering Station
PL	Pipeline
RF	Refinery
SA	Oil Satellite
TM	Terminal
WP	Waste Plant
WS	Surface Water Source
WT	Formation Water Source