



Learning Aid: IOGC CSV Spreadsheet Upload Specifications



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Reference Materials

Before attempting this Learning Aid, it is strongly suggested that you understand the IOGC reporting requirements. The following reference materials will assist you in learning about these reporting requirements.

- IOGC Royalty Reporting Guidelines, Section 5, Gas Cost Allowance
 - For a copy of this document, send an e-mail request to aadnc.qca.aandc@canada.ca
- [Indian Oil and Gas Act](#)
- [Indian Oil and Gas Regulations](#)
- [Stakeholder Readiness Guide](#)
- [Information Letter on Expanded Royalty Reporting Requirements and Jurisdiction](#)

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

- 4.2 - Manage Data Submission – Online and Batch
- 7.13 Manage IOGC GCA Submissions
- 7.14 Manage IOGC GCA Reports and Queries
- 5.20 Manage Pricing Submissions
- 5.21 Manage Pricing Reports
- 6.12 Manage Royalty Tax Payer Submissions (AB only)
- 6.13 Manage Royalty Tax Payer Reports (AB Only)



Introduction

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

- **Online.** Petrinex's online functionality allows 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 and upload this data directly to Petrinex. You can only upload data created within a spreadsheet, if that data is saved as a CSV (Comma Separated Values) file.

You may upload IOGC GCA, Royalty Tax Payer and Product Pricing data in CSV spreadsheets for the following annual work process:

- IOGC Gas Cost Allowance Submissions (GCA1 – GCA 3) to submit mandatory IOGC Gas Cost Allowance (GCA) information as required by Indian Oil & Gas Canada (IOGC).
- IOGC Product Pricing Submissions – to submit mandatory IOGC Product Pricing (Gas/C5-SP, Condensate, NGL and Sulphur) information as required by Indian Oil & Gas Canada (IOGC).
- IOGC Royalty/Tax Payer Submissions – to submit mandatory IOGC Royalty Tax Payer information as required by Indian Oil and Gas Canada (IOGC).

This document provides the information necessary to create the CSV spreadsheets for batch submissions to Petrinex for the functionality listed above.

Each batch upload is considered a "**full-form**" replacement for the applicable submission. Each upload that you make to Petrinex overwrites earlier uploads, so new submissions must include all data for the effected period data. If you report additional data after the first submission, then you must resubmit the initial data, along with the new data.



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 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.

- a. Go to the Learning Centre website page
- b. Go to Learning Job Aids – Spreadsheet CSV Upload Specifications and Templates
- c. Click the Job Aid – IOGC Spreadsheet Upload Templates

Step 2. Create a new worksheet from the template.

- a. Create a new worksheet within your existing spreadsheet.
- b. Copy the Petrinex-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 Facility Cost Centres/facilities for GCA functionality. The order of the header row must match the order that is specified in the templates for each work process.



	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.

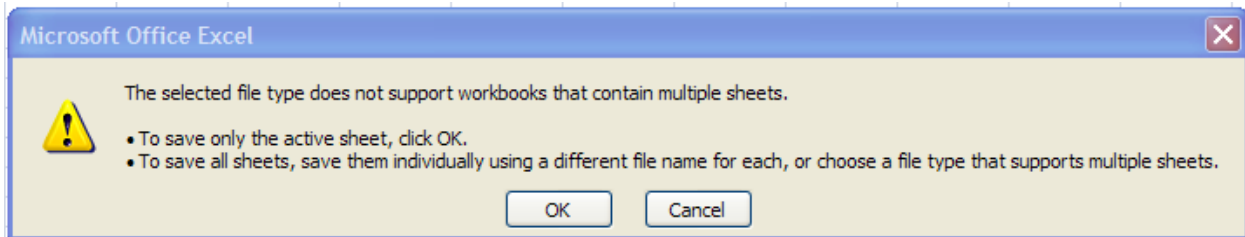
Starting in Row 2, copy, move, paste, or link the appropriate data from your spreadsheet into the new worksheet.



- 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 file type
- d. Click **Save**. The following message appears.

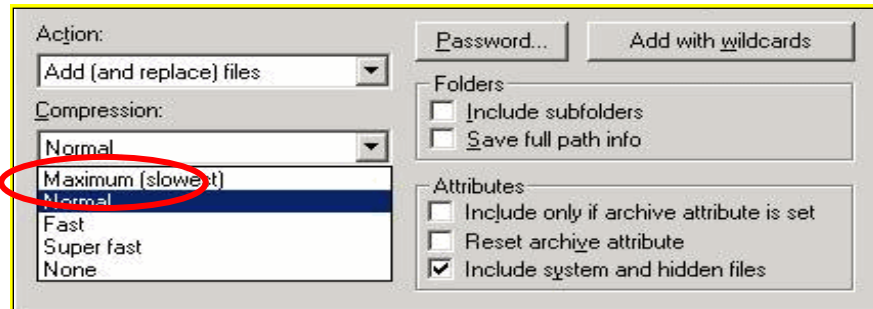


- e. Click **OK** to save your active worksheet.

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 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.
 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.

- a. Access Petrinex, using your Web browser.
- b. On the Main Menu, select **Data Submission** and then **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.
- e. You will receive an e-mail notification detailing the results of the upload when Petrinex has processed the submitted upload.

Addition notes for IOGC GCA submissions:

1. IOGC GCA submissions require attachments however, csv uploads do not handle attachments.
2. Users must upload the csv file data using a submission status of "Open" and then login to Petrinex and go to the appropriate edit screen to include the attachments prior to submitting the data using the submission status "Submitted".
3. IOGC GCA submission with a submission status of "Open" are not complete and are not sent to IOGC. When a submission is made with the submission status of "Submitted" then the data will be sent to IOGC for their review and approval.

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.

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



IOGC Worksheet Format – GCA1 Facility Information

<u>Spreadsheet Column</u>	<u>Data Element</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	IOGCGCA1		Y	IOGCGCA1 is the only valid noun
C	Revision	001	(prefix with 0's)	Y	Current is 001
D	FacilityProvinceState	AB	2 chars	Y	Only AB or SK are valid
E	FacilityType	BT	2 chars	Y	Only BT, CS, GS and GP are valid
F	FacilityIdentifier	0001234	Max 7 digits (prefix with 0's)	Y	The identifier for the facility
G	FlowLine	0001	Max 4 digits	Y if reported	See Note ** below for details on when this used
H	FacilityStartDate	2018-01	YYYY-MM	Y	Must be a valid date
I	FacilityEndDate	2020-12	YYYY-MM	Y	If supplied must be a valid date
J	GCAType	FULL	10 characters	Y	Full and Capital are the only current valid types
K	PercentageOfCapitalAllowed	10	Max 2 digits	N	5% for BT (with one or more flow lines), 5% for GS, 10% for GP and 15% for a CS (Compressor Station). Only required for a GCA1 with GCA type = Capital
L	SubmissionStatus	OPEN	12 chars	Y	Open is the only Industry option for csv submissions
M	RelatedFacilityStartDate	2018-01	YYYY-MM	Y only for the for Related Facilities data rows	Must be a valid date
N	RelatedFacilityEndDate	2020-12	YYYY-MM	N	If supplied must be a valid date
O	FromFacilityProvinceState	AB	2 chars	Y only for the for Related Facilities data rows	Only AB or SK are valid
P	FromFacilityType	BT	2 chars	Y only for the for Related Facilities data rows	Only BT, CS, GS and GP are valid
Q	FromFacilityIdentifier	0001234	Max 7 digits (prefix with 0's)	Y only for the for Related Facilities data rows	The identifier for the facility
R	FromFacilityFlowline	0001	Max 4 digits	Y only for the for Related Facilities data rows	Flowline number for the facility
S	ReceivingFacilityProvinceState	AB	2 chars	Y only for the for Related Facilities data rows	Only AB or SK are valid. This is the last (end point) Facility
T	ReceivingFacilityType	BT	2 chars	Y if there is data for Related Facilities	Only BT, CS, GS and GP are valid This is last (end point) Facility



Learning Aid: IOGC CSV Spreadsheet Upload Specifications

<u>Spreadsheet Column</u>	<u>Data Element</u>	<u>Example Field Content</u>	<u>Format</u>	<u>Required on each row? Y/N</u>	<u>Comment</u>
U	ReceivingFacilityIdentifier	0001234	Max 7 digits (prefix with 0's)	Y only for the for Related Facilities data rows	The identifier for the facility. This is the last (end point) Facility
V	ReceivingFlowline	0001	Max 4 digits	Y only for the for Related Facilities data rows	This is the last (end point) Facility flowline.
W	SwingPercent	75	Max 3 digits No decimals	N	Percentage of gas that swings to this Receiving Facility
X	AdjustedPercent	100	Max 3 digits No decimals	N	Will be 100% in most cases.
Y	FacilityOwnershipStartDate	2018-01	YYYY-MM	Y only for the Ownership data rows	Must be a valid year month. The star date this set of owners are effective
Z	FacilityOwnershipEndDate	2020-12	YYYY-MM	Y only for the Ownership data rows	If supplied must be a valid date.
AA	FacilityOwnershipBAID	1234	Max 4 digits in AB and 5 digits SK.	Y only for the Ownership data rows	Must be valid BA id
AB	FacilityOwnershipPercentage	10.00000	Max 3 digits with 7 decimals in AB and 3 digit with 5 decimals in SK	Y only for the Ownership data rows	Must be > 0 < 100. Sum of all owners must add to 100%
AC	LinkStartDate	2018-01	YYYY-MM	Y only for the Link data rows	Must be a valid year month. The start date this set of links are effective
AD	LinkEndDate	2020-12	YYYY-MM	If reported Y only for the Link data rows	If supplied must be a valid date.
AE	WellProvinceState	AB	2 chars	Y	Only AB or SK are valid.
AF	WellType	WI	2 chars	Y	WI is the only valid entry
AG	WellIdentifier	10001020300400W5	16	N	Must be a valid well identifier
AH	Commentary		500 chars	N	Submission Commentary
AI	FCC_ID			N	Option field used to list old/previous FCC ids

** Note: Flow line is used when a single volumetric reporting facility needs to be divided up for IOGCGCA purposes. A flow line must be used if a GCA rate is requested for a BT (battery) flow line to another location. Flowline Number 910-999 can be used to identify an unlicensed compressor station on a BT or GS flowline.

Each file may contain multiple IOGCGCA1 Facilities as long as they are sorted by GCA Facility id.



IOGC Worksheet Format – GCA2 Custom Processing Fees

<u>Spreadsheet Column</u>	<u>Data Element</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	IOGCGCA2		Y	AC5 is the only valid noun
C	Revision	001	(prefix with 0's)	Y	Version is 002
D	ProductionYear	2018	YYYY	Y	Must be supplied
E	FacilityProvinceState	AB	2 characters	Y	Must be AB or SK
F	FacilityType	GS	2 characters	Y	Must be a GS or GP
G	FacilityIdentifier	0001001	Max 7 digits (prefix with 0's)	Y	Must be a valid IOGCGCA1 facility ID
H	Flowine	0001	Max 4 digits	Y if reported	Flowline number for the facility
I	SubmittingBA	1234	Max 4 digits in AB and 5 digits SK.	Y	Must be valid BA id
J	SubmissionStatus	OPEN	12 chars	Y	Open is the only Industry csv option
K	Contact First Name	Mary	Max 50 chars	N	Must be supplied in each submission
L	Contact Last Name	Smith	Max 50 chars	N	Must be supplied in each submission
M	Contact Phone #	4032661234	Max 128 chars	N	Must be supplied in each submission No brackets, spaces or hyphens
N	Contact email	MarySmith@xyz.ca	Max 14 digits	N	Must be supplied in each submission.
O	Estimated Flag	Y	1 char	N	Only Y or N are valid. Identifies if this is an estimated rate.
P	Custom Processing Fee	25.7575	Max 7 digits with 4 decimals	N	\$ rate per 10 ³ m ³
Q	Custom Processing FeeStartDate	2018-01	YYYY-MM	Y	Must be a valid date
R	CustomProcessingFeeEndDate	2018-12	YYYY-MM	Y	Must be a valid date
S	Commentary		500 chars	N	Submission Commentary

Each file may contain multiple IOGCGCA2 submissions as long as they are sorted by GCA Facility id.



IOGC Worksheet Format – GCA3 Allowable Costs

<u>Spreadsheet Column</u>	<u>Data Element</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	IOGCGCA3		Y	IOGCGCA3 is the only valid noun
C	Revision	001	(prefix with 0's)	Y	Version is 001
D	Production Year	2018	YYYY	Y	Must be supplied and a valid year
E	FacilityProvinceState	AB	2 chars	Y	Only AB or SK are valid
F	FacilityType	BT	2 chars	Y	Only BT, CS, GS and GP are valid
G	FacilityIdentifier	0001234	max 7 digits (prefix with 0's)	Y	The identifier for the facility
H	FlowLine	0001	Max 4 digits	Y if reported	The Flow line for the facility.
I	GCAType	FULL	10 characters	Y	Full and Capital are the only current valid types
J	submissionStatus	OPEN	12 chars	Y	Open and Submitted are the only Industry options
K	EscalationRateConfirmed	Y	1 char	N	Only Y or N are valid – 15% is the standard escalation rate
L	EscalationRatePercent	10	2 digits no decimals	N	If Escalation Rate confirmation is N this must be reported
M	EscalationRateComment	New additions next year	256 chars	N	Explanation of why the escalation rate is non standard
N	FinalDownstreamPointProvinceState	AB	2 chars	Y	Only AB or SK are valid
O	FinalDownstreamPointType	GP	2 chars	Y	Only BT, CS, GS and GP are valid
P	FinalDownstreamPointIdentifier	0001234	max 7 digits (prefix with 0's)	Y	The identifier for the facility for the final downstream facility
Q	OutletVolume	212536.4	Max 13 digits with 1 decimal	N	The total volume for the year that was disposed from the final downstream facility
R	NumberOfOperatingMonths	12	Max 2 digits	N	1 to 12 are the only valid entries
S	CumulativeBeginningCapital	100000	Max 13 digits no decimals	N	No decimals. Only required for the first year of the IOGC GCA facility. Can be blank if not the first year.
T	NetBeginningCapital	900000	Max 13 digits no decimals	N	No decimals
U	Land	10000	Max 13 digits no decimals	N	No decimals
V	Avg Spare Parts Inventory	500	Max 13 digits no decimals	N	No decimals



Learning Aid: IOGC CSV Spreadsheet Upload Specifications

<u>Spreadsheet Column</u>	<u>Data Element</u>	<u>Example Field Content</u>	<u>Format</u>	<u>Required on each row? Y/N</u>	<u>Comment</u>
W	Contact First Name	Mary	Max 50 chars	N	Must be supplied in each submission
X	Contact Last Name	Smith	Max 50 chars	N	Must be supplied in each submission
Y	Contact email	MarySmith@xyz.ca	Max 128 chars	N	Must be supplied in each submission
Z	Contact Phone #	4032661234	Max 14 digits	N	Must be supplied in each submission. No brackets, spaces or hyphens
AA	EstimatedRateIndicator	Y	1 char	N	Must be Y or N. If N then the defaulted estimate rate will be used for the next year.
AB	EstimatedRate	14.5025	Max 7 digits with 4 decimals	N	\$ rate per 10 ³ m ³ Must be reported if Estimated rate indicator is Y
AC	EstimatedRateStartDate	2018-01	YYYY-MM	N	Must be a valid year month. Must be reported if Estimated rate indicator is Y
AD	EstimateRateEndDate	2018-12	YYYY-MM	N	Must be a valid year month. Must be reported if Estimated rate indicator is Y
AE	EstimatedRateComment	New Contract	Max 256 Chars	N	Must be completed. if Estimated rate indicator is Y
AF	CapitalAFE	AFE 12345	Max 50 Chars	N	Completed if you have new capital additions
AG	CapitalDescription	Upgrade GP meters	Max 50 Chars	N	
AH	CapitalType	Additions	Max 11 Chars	N	Only Additions and Retirements are valid
AI	CapitalCumulativeCapitalAmount	1000000	Max 13 digits no decimals	N	Cumulative Capital costs. No Decimals
AJ	CapitalNetCapitalAmount	800000	Max 13 digits no decimals	N	Net Capital Costs. No Decimals
AK	Labour	1000	Max 13 digits no decimals	N	Only required for GCA type Full. Can be zero but no decimals. Blank for GCA type Capital
AL	Materials	1000	Max 13 digits no decimals	N	Only required for GCA type Full. Can be zero but no decimals. Blank for GCA type Capital
AM	Chemicals	1000	Max 13 digits no decimals	N	Only required for GCA type Full. Can be zero but no decimals. Blank for GCA type Capital
AN	Transportation	1000	Max 13 digits no decimals	N	Only required for GCA type Full. Can be zero but no decimals. Blank for GCA type Capital



Learning Aid: IOGC CSV Spreadsheet Upload Specifications

<u>Spreadsheet Column</u>	<u>Data Element</u>	<u>Example Field Content</u>	<u>Format</u>	<u>Required on each row? Y/N</u>	<u>Comment</u>
AO	ContractServices	1000	Max 13 digits no decimals	N	Only required for GCA type Full. Can be zero but no decimals. Blank for GCA type Capital
AP	Utilities	1000	Max 13 digits no decimals	N	Only required for GCA type Full. Can be zero but no decimals. Blank for GCA type Capital
AQ	Maintenance	1000	Max 13 digits no decimals	N	Only required for GCA type Full. Can be zero but no decimals. Blank for GCA type Capital
AR	Automotive	1000	Max 13 digits no decimals	N	Only required for GCA type Full. Can be zero but no decimals. Blank for GCA type Capital
AS	Insurance	1000	Max 13 digits no decimals	N	Only required for GCA type Full. Can be zero but no decimals. Blank for GCA type Capital
AT	PropertyTaxes	1000	Max 13 digits no decimals	N	Only required for GCA type Full. Can be zero but no decimals. Blank for GCA type Capital
AU	SurfaceRentals	1000	Max 13 digits no decimals	N	Only required for GCA type Full. Can be zero but no decimals. Blank for GCA type Capital
AV	OtherCostDescription	Road Maintenance	Max 25 Characters	N	Description of other operating costs not specifically identified by category
AW	OtherOperatingCost	1000	Max 13 digits	N	Only required for GCA type Full. Can be zero but no decimals. Blank for GCA type Capital
AX	MiscellaneousIndicator	Y	1 char	N	Only Y or N are valid. Identifies if Miscellaneous costs are being claimed
AY	Miscellaneous	1000	Max 13 digits no decimals	N	Only required if Miscellaneous indicator is Y and for GCA type Full. Can be zero but no decimals. Blank for GCA type Capital
AZ	OverheadIndicator	Y	1 char	N	Only Y or N are valid. Identifies if Overhead costs are being claimed
BA	Overhead	1000	Max 13 digits	N	Only required if Overhead indicator is Y and for GCA type Full. Can be zero but no decimals. Blank for GCA type Capital
BB	Commentary		500 chars	N	Submission Commentary

Each file may contain multiple IOGCGCA3 submissions as long as they are sorted by GCA Facility id.



IOGC Worksheet Format – Product Pricing - Gas/C5-SP/Condensate

<u>Spreadsheet Column</u>	<u>Data Element</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	GASC5SPCON DPRICING		Y	
C	Revision	001	(prefix with 0's)	Y	Version is 001
D	SubmittingBAID	01234	Max 20 digits	Y	Must be valid BA id
E	ProductionMonth	2020-07	YYYY-MM	Y	
F	FacilityWellID	SKGP0005678	Max 11 digits for Facility and 20 digits for WI	Y	Must be valid facility/well identifier
G	ReferenceCode	1234	Max 16 chars	Y	Optional
H	Product	Cond	Max 4 chars	Y	Can only be Cond, C5-SP or Gas
I	PointofsaleID	SKGP0005678	Max 11 digits for Facility and 20 digits for WI	N	Must be valid facility/well identifier
J	PurchaserID	23456	Max 5 digits SK BA id and 4 digits for AB and 4 digits for MB	Y	Must be a valid BA id
K	ContractNumber	1234	Max 20 Chars	Y	
L	TransportationDeduction	5.00	Max 8 chars and 2 decimals	Y	
M	FuelGasDeduction	5.00	Max 8 chars and 2 decimals	Y	
N	Volume	100.0	Max 8 chars and 1 decimals	Y	Product Volume Sold
O	Energy		Max 11 chars and 0 decimal	Y	Product Energy Sold
P	Revenue	15.00	Max 10 digits with 2 decimals	Y	



IOGC Worksheet Format – Product Pricing - Sulphur

<u>Spreadsheet Column</u>	<u>Data Element</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	SULPRODUCTPRICING		Y	
C	Revision	001	(prefix with 0's)	Y	Version is 001
D	SubmittingBAID	01234	Max 20 chars	Y	Must be valid BA id
E	ProductionMonth	2020-07	YYYY-MM	Y	
F	FacilityWell/ID	SKGP0005678	Max 11 chars for Facility Type and 20 chars for WI	Y	Must be valid facility/well identifier
G	Reference Code	1234	.Max 16 chars.	Y	optional
H	No Sale	N	1 char	Y	Y or N
I	PointofsaleID	0005678	Max11 chars for Facility Type and 20 chars for WI	Y	Must be valid facility/well identifier
J	PurchaserID	23456	Max 5 chars SK BA id and 4 chars for AB and 4 chars for MB	Y	Must be a valid BA id
K	ContractNumber	1234	Max 16 chars	Y	
L	TransportationCost	5.00	Max 8 digits with 2 decimals	Y	
M	StorageCost	11.00	Max 8 digits with 2 decimals	Y	
N	Volume	100.0	Max 8 digits with 1 decimals	Y	Product Volume Sold
O	GrossSalesVolume	50.00	Max 8 digits with 2 decimals	Y	



IOGC Worksheet Format – Product Pricing - Natural Gas Liquids (NGL)

<u>Spreadsheet Column</u>	<u>Data Element</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	NGLPRODUCTPRICING		Y	
C	Revision	001	(prefix with 0's)	Y	Version is 001
D	SubmittingBAID	01234	Max 20 chars	Y	Must be valid BA id
E	ProductionMonth	2020-07	YYYY-MM	Y	
F	FacilityWellID	SKGP0005678	Max11 digits for Facility Type and 20 digits for WI	Y	Must be valid facility/well identifier
G	Reference Code	1234	.	Y	optional
H	Product	Cond	Max 4 chars	Y	Can only be Cond, C5-SP or Gas
I	PurchaserID	23456	Max 5 digits SK BA id	y	Must be a valid BA id
J	ContractNumber	1234	Max 16 chars	y	
K	Volume	100.0	Max 8 digits with 1 decimals	y	Product Volume Sold
L	Revenue	100.00	Max 8 digits with 2 decimals	Y	



IOGC Worksheet Format – ADD Royalty Tax Payer

<u>Spreadsheet Column</u>	<u>Data Element</u>	<u>Example Field Content</u>	<u>Format</u>	<u>Required on each row?</u> Y/N	<u>Comment</u>
A	Verb	ADD		Y	ADD is the only valid verb
B	Noun	RTP		Y	
C	Revision	005	(prefix with 0's)	Y	Version is 005
D	ProvinceState	AB	Max 2 chars	Y	Must be valid Province/State
E	Type	IF	Max 2 chars	Y	Can only be IF or WI
F	Identifier	0099380	Max 7 digits for Facility Type and 16 digits for WI (prefix with 0's)	Y	The identifier for the facility/well
G	Product	OIL	3 chars	Y	Can be OIL only
H	StartDate	2020-07	YYYY-MM	Y	
I	EndDate	9999-12	YYYY-MM	Y	
J	OperatorBAID	1234	Max 4 chars	Y	Must be a valid BA id
K	PayerBAID	1234	Max 4 chars	Y	Must be a valid BA id
L	MineralOwnership	ABFNInterest	12 chars	Y	This is the only Mineral Ownership type in AB
M	RPTRatio	100	Max 10 char with 7 decimals	Y	



IOGC Worksheet Format – CHANGE Royalty Tax Payer

<u>Spreadsheet Column</u>	<u>Data Element</u>	<u>Example Field Content</u>	<u>Format</u>	<u>Required on each row?</u> Y/N	<u>Comment</u>
A	Verb	CHANGE		Y	ADD is the only valid verb
B	Noun	RTP		Y	
C	Revision	005	(prefix with 0's)	Y	Version is 005
D	ProvinceState	AB	Max 2 chars	Y	Must be valid Province/State
E	Type	IF	Max 2 chars	Y	Can only be IF or WI
F	Identifier	0099380	Max 7 digits for Facility Type and 16 digits for WI (prefix with 0's)	Y	The identifier for the facility/well
G	Product	OIL	3 chars	Y	Can be OIL only
H	StartDate	2020-07	YYYY-MM	Y	
I	EndDate	9999-12	YYYY-MM	Y	
J	OperatorBAID	1234	Max 4 chars	Y	Must be a valid BA id
K	PayerBAID	1234	Max 4 chars	Y	Must be a valid BA id
L	MineralOwnership	ABFNInterest	12 chars	Y	This is the only Mineral Ownership type in AB
M	RPTRatio	100.0000000	Max 10 char with 7 decimals	Y	



IOGC Worksheet Format Oil Valuation – Royalty Tax Payer (RTP) AB and SK

<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	OILVALRTP		Y	OILVALRTP is the only valid noun
C	Revision	003/001	(prefix with 0's)	Y	SK is 003 AB is 001
D	Reporting BA ID	12345/1234	max 5 char SK (prefix with 0's) Max 4 char AB [prefix with 0's]	Y	Must be a valid BA ID SK 5 Characters AB 4 Characters
E	Submitting Facility/Unit Prov. SK Submitting Facility ov AB	SK/AB	2 chars	Y	SK for Saskatchewan and AB for Alberta
F	Submitting Facility/Unit Type SK Submitting Facility AB	BT	2 chars	Y	Must be unit (UN) or a valid Facility Type SK, Must be a valid facility Type AB
G	Submitting Facility/Unit Identifier SK Submitting Facility Identifier AB	0095005	max 7 digits (prefix with 0's)	Y	Must be a valid unit or facility ID AB and SK
H	Production Month	2012-11	YYYY-MM	Y	Dash is mandatory SK and AB
I	Reference	1234	max 16 digits	N	Optional reference to your internal system Can be alpha and/or numerical AB and SK
J	Delivering Fac Prov	SK/AB	2 chars	Y	AB and SK
K	Delivering Fac Type	BT	2 chars	Y	Must be valid Fac type in AB and/or SK
L	Delivering Fac Identifier	0012345	max 7 digits (prefix with 0's)	Y	Must be valid Fac ID in AB and/or SK
M	Receiving Fac Prov	SK/AB	2 chars	Y	AB and SK
N	Receiving Fac Type	BT	2 chars	Y	Must be valid Fac type in AB and/or SK
O	Receiving Fac Identifier	0012345	max 7 digits (prefix with 0's)	Y	Must be valid Fac Identifier in AB and/or SK
P	CTP Fac Prov	SK/AB	2 chars	Y	AB and SK
Q	CTP Fac Type	BT	2 chars	Y	Must be valid Fac type in AB and/or SK
R	CTP Fac Identifier	0012345	max 7 digits (prefix with 0's)	Y	Must be valid Fac Identifier in AB and/or SK
S	Contract	654871	max 20 char	N	Optional AB and SK
T	Purchaser ID	12345/1234	max 5 char SK max 5 char AB	Y	Must be a valid BA ID
U	Volume	1234567.8 SK/AB	is 7.1. Decimal type	Y	All products are 1 decimal only AB and SK



Learning Aid: IOGC CSV Spreadsheet Upload Specifications

			with precision = 87digits 1 decimal		
V	Gross Price	1234.567	4.3. Decimal type with precision = 7	Y	Price per unit of Oil in dollars AB and SK
W	Clean Oil Transportation	1234567.89 SK 123456.12 AB	Field size is 7,2. Decimal type with precision = 9, SK Field size is 6,2. Decimal type with precision = 8 AB	Y	Cost of transportation in dollars AB and SK



IOGC Worksheet Format Oil Valuation – Purchaser AB and SK

<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 AB and SK
B	Noun	OILVALPURCHASER		Y	OILVALPURCHASER is the only valid noun AB and SK
C	Revision	001	(prefix with 0's)	Y	Current is 001 AB and SK
D	Reporting BA ID	12345/1245	max 5 char SK(prefix with 0's) Max 4 Char AB	Y	Must be a valid BA ID AB and SK
E	Production Month	2012-11	YYYY-MM	Y	Dash is mandatory AB and SK
F	Reference	1234	max 16 digits	N	Optional reference to your internal system Can be alpha and/or numerical AB and SK
G	Source Producer ID	12345/1234	max 5 char SK(prefix with 0's) Max 4 char AB	Y	Must be a valid BA ID AB and SK
H	Delivering Fac Prov	SK/AB	2 chars	Y	AB and SK
I	Delivering Fac Type	BT	2 chars	Y	Must be valid Fac type in AB and/or SK
J	Delivering Fac Identifier	0012345	max 7 digits (prefix with 0's)	Y	Must be valid Fac ID in AB and/or SK
K	Receiving Fac Prov	SK/AB	2 chars	Y	AB and SK
L	Receiving Fac Type	BT	2 chars	Y	Must be valid Fac type in AB and/or SK
M	Receiving Fac Identifier	0012345	max 7 digits (prefix with 0's)	Y	Must be valid Fac ID in AB and/or SK
N	CTP Fac Prov	SK/AB	2 chars	Y	AB and SK
O	CTP Fac Type	BT	2 chars	Y	Must be valid Fac type in AB and/or SK
P	CTP Fac Identifier	0012345	max 7 digits (prefix with 0's)	Y	Must be valid Fac ID in AB and/or SK
Q	Contract	SK654871	max 20 char	N	Optional AB and SK
R	Density	1234.5 SK/AB	5 digits (1 decimal)	Y	Density of oil as KG/m3 AB and SK
S	Sulphur	12.3	3 digits (1 decimal)	Y	Sulphur content in G/KG AB and SK
T	Submitted Volume	1234567.8 SK/AB	8 dig decimal SK/AB	Y	Raw crude oil purchase volume AB and SK
U	Gross Price	1234.567 AB and SK	7 digits (3 decimal)	Y	Price per unit of Oil in dollars AB and SK