Learning Aid:

Alberta NGL Pricing Submissions Spreadsheet Upload Specifications

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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:
- **NGL Pricing Submission** – you submit mandatory information as required by the Alberta Department of Energy per the Reporting Guide – Natural Gas Liquids Price Reporting.

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.

For example, if you initially only report pricing data for a delivery month and facility but only the C3-SP product and later for the same delivery month and facility submit the C4-SP product data. The second C4-SP submission must also include the C3-SP data, if the C3-SP data is still valid

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 Resource Centre website page
> b. Click the Job Aid – Alberta Spreadsheet Upload Templates.

Step 2.   Create a new worksheet from the template.
> a. Create a new worksheet within your existing spreadsheet.
> b. 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 (NGL pricing 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 NGL Pricing 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 file type
> d. Click **Save**. The following message appears.
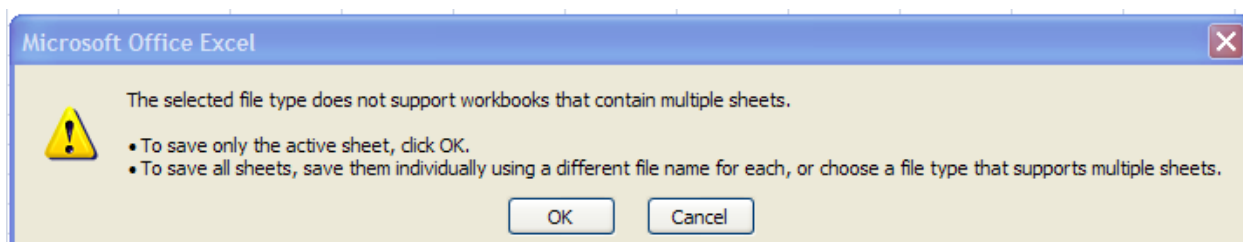
> e. Click **OK** to save your active worksheet.

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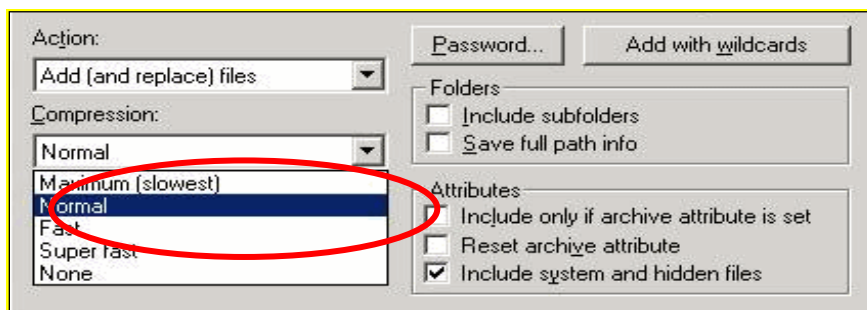
Note: only one file can be included in a zipped file.

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. 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.

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.

NGL Pricing 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	NGLPRICING		Y	NGLPRICING is the only valid noun
C	Revision	001	(prefix with 0's)	Y	Current is 001
D	PurchaserBAID	ABC1	Max 4 chars	Y	Must be a valid BA ID
E	Delivery Month	2014-07	YYYY-MM	Y	Dash is mandatory
F	Submitting Facility Province State	AB	2 chars	Y	Must be AB
G	Submitting Facility Type	BT	2 chars	Y	BT, GS or GP are the only valid facility types
H	Submitting Facility Identifier	0001001	7 digits (prefix with 0's)	Y	Must be 7 digits
I	Reference Code	NGL Inv 1234	max 16 digits	N	Optional reference to your internal system
J	Product	C3-MX	max 12 chars	Y	Must be one of the following valid product codes: C3-MX, C3-SP, C4-MX, C4-SP, C5-MX and C5-SP
K	Volume	100.0	Maximum 10 digits (1 decimal)	Y	Volume purchased in m3
L	Cost	50000.00	10 digits (2 decimal)	Y	Cost of purchased volume in dollars and cents (cannot contain commas)