

**Natural Gas Liquid (NGL) Price Reporting in
Petrinex**

Jurisdiction	Release/Revision Date	Location of Change in this Document	Comment
AB	Sept 10/14	Purpose Section A Section B4 Section B5 Section B6	Change of tense of timing of implementation Change of tense of timing of implementation USA contact for issues NGL Indicator on Facility Infrastructure Report Additional location of CSV upload specifications and templates
AB	July 30/14	Background Section 6	Updated link to NGL Reporting Guide, removed contact information for draft Regulation Amendment and Compliance Process document and added additional link to July DOE Gas Information Bulletin. Updated information related to release of training modules on this functionality.
AB	June 19/14	Background and Steps to Readiness – Sections 4, 6 & 7.	Background - Added additional information regarding links on Petrinex Website – Initiatives – NGL Price Reporting Project

			Section 4: updated tasks in NGL Pricing Edit and Read roles. Section 6: updated timing of release of training modules Section 7: inserted link to IIO Testing Instructions.
AB	April 8, 2014	Background and Steps to Readiness – Section 5	Background - Added additional information regarding links on Petrinex Website – Initiatives – NGL Price Reporting Project Section 5 - Removed information regarding the Job Aid – Eligible NGL Field Facilities, as of April 1 this information is now available under Bulletin Board – Infrastructure Code Reports – Facility Identifiers Report
AB	March 13, 2014	Steps to Readiness – Section 5	Contact information for requesting Pre-NGL Price Reporting System Review
AB	February 12, 2014		Initial Release

Audience: Alberta NGL Field Facility Purchasers

Purpose: The purpose of this tip is to:

- Inform Alberta Industry users of new functionality that has been introduced to Petrinex, effective July 2014 Delivery Month to support Alberta Energy Natural Gas Liquids (NGL) Price Reporting.
- Provide Business Associates (BAs) who are reporting companies with recommended “Steps to Readiness” associated with the new NGL purchase price reporting requirements.

Background:

- During 2013 Alberta Energy and Industry representatives concluded a review of business processes related to the calculation of Natural Gas Liquids Reference Prices and Allowances. This review resulted in an announcement by Alberta Energy on October 1, 2013 outlining changes that will become effective for the production month of July 2014. See Information Letter 2013-35 (link below).
- As of July 2014 delivery month, purchasers of propane (C3), butanes (C4), pentanes plus and condensate (C5+) at NGL field facilities in the province of Alberta will be required to report eligible arm's length purchase information of specification NGLs and NGL mix products through Petrinex.
- The following are various links to the information related to this change:
 - Information Letter – 2013-35 Natural Gas Liquids Reference Prices and Allowances – Business Process Changes. (<http://inform.energy.gov.ab.ca/Documents/Published/IL-2013-35.pdf>)
 - [Information Bulletin – July 2014](#). This bulletin provides program details along with a link to the approved Regulation Amendment
 - [Reporting Guide - Natural Gas Liquids Price Reporting](#)
 - Job Aid – [NGL Spreadsheet Upload Specifications](#)
 - Job Aid – [NGL Spreadsheet Upload Template](#)
 - Petrinex and Department of Energy Presentations and Q&A from the Change Leader Meeting #1 on Oct 30/13 (available on the Petrinex Website – Initiatives – Natural Gas Liquids Price Reporting Project) <http://www.petrinex.ca/189.asp>
 - Petrinex Presentation and Q&A from the Change Leader Meeting #2 on Feb 26/14 (available on the Petrinex Website – Initiatives – Natural Gas Liquids Price Reporting Project) <http://www.petrinex.ca/189.asp>
 - Petrinex Presentation from the Change Leader Meeting #3 on June 11/14 (available on the Petrinex Website – Initiatives – Natural Gas Liquids Price Reporting Project) <http://www.petrinex.ca/189.asp>

A. Overview of new Petrinex NGL pricing functionality

New NGL price reporting functionality was introduced to Petrinex effective August 7, 2014, for the delivery month of July 2014, to support Alberta's NGL price reporting requirements. Prior to this change, designated NGL purchasers completed a single monthly NGL-100 Form and provided it directly to Alberta Energy.

As of August 7, 2014, BAs (reporting companies) have access to the following Industry Petrinex menu items located under Monthly Reporting – NGL Pricing:

- **Edit NGL Pricing**– online screens for submission of data.
- **Query NGL Pricing** – online queries to review submitted data. This query is restricted to the submitter or named BA.

- **Query Global NGL Business Parameters** – online query indicating what the DOE has set as the monthly parameters (expected price ranges) for each NGL product. This query is available to all BA's.
- **Query BA-Specific NGL Business Parameters** – online query indicating what the DOE has set as the monthly parameters (expected price ranges) for one or more NGL products for a specific BA. This query is restricted to requesting BA.

The following reports are also available under the Petrinex menu Reports and Queries – Submit Report Request as of August 7, 2014.

- **NGL Pricing Submissions Report** – on request report detailing NGL prices submitted by the requesting BA. This report is restricted to the submitter or named BA and will be available in pdf, csv and/or xml formats.
- **NGL Pricing Missing/Incomplete Report** – monthly sweep and on request report identifying facilities or products that were reported in the previous month but not included in current month reporting. This report is restricted to the submitter or named BA and will be available in pdf, csv and/or xml formats.
- **NGL Two Month Comparison Report**– on request report comparing the pricing and volume data for any two months specified by the requestor. This report is restricted to the submitter or named BA and will be available in pdf, csv and/or xml formats.

B. Recommended Steps to Readiness

All companies involved in the arm's length purchase of propane (C3), butanes (C4), pentanes plus and condensate (C5+) at NGL field batteries, field gas plants and gas gathering systems in the province of Alberta are strongly encouraged to follow the outlined "Steps to Readiness" to ensure that they are ready for this new functionality and reporting requirement.

Summary of Steps to Readiness
1. Know who your Change Leader is and how they can help with readiness.
2. Read and fully understand the Natural Gas Liquids Price Reporting Guide including compliance requirements identified in the Guide under "Other Key Points"
3. Ensure your company (BA) has access to Petrinex
4. Ensure your BA User Security Administrator assigns the appropriate roles to users
5. Ensure your company (BA) will be prepared to report pricing as per the Natural Gas Liquids Price Reporting Guide
6. Ensure your staff are trained
7. Take the opportunity to test your files prior to go live

Detailed Steps to Readiness

1. Know who your Change Leader is and how they can help with readiness

Most affected companies have identified an NGL Price Reporting Change Leader (CL). The Change Leader's main role are to act as the primary point of contact for your company related to the new NGL price reporting process and to ensure all individuals and systems affected by these changes are ready for the July 2014 delivery month implementation. The Change Leader will:

- receive information from Alberta Energy and Petrinex with respect to the changes, and be expected to disseminate and ensure that information related to these changes is understood by others at your company who are impacted by the changes.
- be invited to attend Change Leader meetings focused on NGL price reporting on Petrinex and related readiness activities.

If you are unaware who your CL is or need to identify one, please contact Mallory.Johnson@gov.ab.ca .

2. Read and fully understand the Natural Gas Liquids Price Reporting Guide including compliance requirements identified in the Guide under "Other Key Points"

Everyone at your company (BA) that will be involved in the NGL price reporting activities needs to fully understand their obligations and responsibilities. Among others, these groups would likely include:

- those responsible for the calculation and reporting of prices paid for field purchases of NGLs and field condensate.
- the BA User Security Administrator (USA) who will have to create and assign roles for Petrinex NGL Pricing users.

The NGL Price Reporting Guide has very detailed information regarding the rules for reporting as well as examples of how various scenarios should be reported.

3. Ensure your company (BA) has access to Petrinex.

If your company does not currently have access to Petrinex click on the link "Apply for Access" on the Petrinex home page (<http://www.petrinex.ca/>) and follow the instructions to apply for both a Business Associate and/or setting up of a BA User Security Administrator (BA USA).



TIP

A BA USA is responsible for granting access to Petrinex for users at their company and identifying what tasks users can perform within Petrinex. Please refer to step # 6 for information regarding access to the training system for a BA USA.

4. **Ensure your BA User Security Administrator (USA) assigns the appropriate roles to users**

The BA USA must assign one of the pre-defined NGL pricing roles for specific users in the company or alternatively, the BA USA could create custom roles of NGL Pricing functionality.

The pre-defined **NGL Pricing Edit** Role includes the following tasks:

- Edit NGL Pricing
- Query NGL Pricing
- Query Global NGL Business Parameters
- Query BA-Specific NGL Business Parameters
- Query Facility Information
- NGL Submissions Pricing Report
- NGL Pricing Missing/Incomplete Report
- NGL Pricing Submissions Two Month Comparison Report

The pre-defined **NGL Pricing Read** Role includes the following tasks:

- Query NGL Pricing
- Query Global NGL Business Parameters
- Query BA-Specific NGL Business Parameters
- Query Facility Information
- NGL Pricing Submissions Report
- NGL Pricing Submissions Two Month Comparison Report

If your BA USA is experiencing difficulties with this task please contact the Petrinex Service at 403-297-6111 or 1-800-992-1144 (Toll Free) or by email to petrinexsupport@petrinex.ca.

5. **Ensure your company (BA) will be prepared to report pricing as per the Natural Gas Liquids Price Reporting Guide**

- Determine whether your NGL purchases (including field condensate) are at NGL field facilities located within Alberta. In April 2014 an identifier indicating if the facility is an NGL Field facility was included on the Facility Identifiers Report on the Petrinex Bulletin Board under [Infrastructure: Code Reports](#). This report is available in PDF (View) or CSV (Download). The CSV version will allow you to filter the report on the indicator to compress the list of available facilities and you can use the location of the facility on this report to map to your sales points and thus identify the applicable Facility Code.

- Effective October 3, 2014 when users request a Facility Infrastructure Report the report will indicate if a facility is a NGL field facility. This report is available in a CSV format.
- Determine whether your NGL purchases (including field condensate) are Eligible Purchases under Arm's Length contracts. Refer to the Natural Gas Liquids Reporting Guide – Glossary of Terms.
- Ensure your internal systems or 3rd party software vendor programs are updated to reflect the new reporting requirements and are ready in time to participate in the testing described in Step 7.
- Request a Pre-NGL Price Reporting system Review from Alberta Energy by contacting Al Hume at al.hume@gov.ab.ca (403-297-8770)

6. Ensure your staff are trained

As part of this project, training will be available to assist users in being ready to use the new reporting process and functionality. This training is provided through internet-based online training modules, Tips and Job Aids which are accessible on the Petrinex website.

i. NGL pricing training modules have been released

All Petrinex functionality has associated web-based training modules available on the Petrinex website under Resource Centre. Training modules on this new functionality have been released and are available in user training profiles.

If you currently do not have access to the Petrinex training system, click on the link **Access the Online Training System** at the bottom on the Resource Center tab on the Petrinex website.

ii. Batch upload job aid

NGL pricing can be submitted via online screens or by uploading a batch file. There are two formats for batch files that can be loaded into Petrinex

- a) Extensible Markup Language (XML) format – a computer file format used to communicate and transfer data between different computer systems. Specification documentation have been provided to 3rd party system vendors and are available on request by contacting the Petrinex Service Desk at petrinexsupport@petrinex.ca.
- b) Comma Separated Values (CSV) format – a computer file format based on a spreadsheet upload. See the Job Aid titled NGL Spreadsheet Upload and the associated template available on the Petrinex Website – Initiatives – Natural Gas Liquids Price Reporting Project. (<http://www.petrinex.ca/189.asp>) or the



TIP

Resource Centre – Training Job Aids – Job Aids – Spreadsheet
Upload Specifications and Templates
(<http://www.petrinex.ca/140.asp>)

7. Take the opportunity to test your files prior to go-live

Petrinex staff will be available to run your batch files in a test environment during the months of June until go-live in August 2014. Sample batch files created by a software system or from spreadsheets can be emailed to Petrinex which will be loaded and the processing results will be emailed back to the requestor.

Instructions for this testing are available on the Petrinex Website under Initiatives – Natural Gas Liquids Price Reporting Project – Tips and Job Aids – Job Aid – Instructions for Industry Interoperability Testing. <http://www.petrinex.ca/189.asp>

For More information:

Related to the NGL Price Reporting Guidelines, please contact Alberta Energy Terry Rayne (403-297-5467) or Winnie Tam (403-297-5427).

Related to Petrinex functionality, please contact the Petrinex Service Desk at petrinexsupport@petrinex.ca or 403-297-6111 or 1-800-992-1144 (Toll Free)