# Learning Aid:

# Manitoba Spreadsheet Upload Specifications



Updated April 2022

# Change Log

| Date | Description |
|------|-------------|
| April 2022 | Volumetrics Worksheet Format – new version 003<br><br>Appendix A – Province/Territory/State/Country Codes.  Added MX - Mexico |

# Table of Contents

# Reference Materials

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

- 5.01 Manage Volumetric Submissions
- 5.03 Manage Volumetric Submissions for Batteries and Injection Facilities
- 5.05 Manage Volumetric Submissions for Terminals
- 5.09 Manage Oil/LPG Pipeline Splits
- 5.12 Manage Allocations – SOV/SAF/OAF
- 5.16 Manage Oil Valuation – Royalty/Tax Payer
- 5.17 Manage Oil Valuation - Purchaser

# 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, 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 data in spreadsheets for the following work processes:
- **Volumetrics** – you submit mandatory information as required by the Manitoba Ministry Natural Resources and Northern Development.

- **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.

    - **Deliveries to Refineries –** you submit oil deliveries to refineries.

**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.
   a.  Go to the Resource Centre website page → Training Job Aids
   b.  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.
   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 (volumetrics, allocations, pipeline splits, oil valuation, etc.) 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 templates for each work process (volumetrics, allocations, or pipeline splits, etc.).**

| Header Row | A | B | C | D |
|---|---|---|---|---|
|  |  |  | Format Version | Submitting Facility Province |
| 1 | Verb | Noun | | |
| 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.

> 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.

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**Microsoft Office Excel**                                                    ✕

⚠️   The selected file type does not support workbooks that contain multiple sheets.

    • To save only the active sheet, click OK.
    • To save all sheets, save them individually using a different file name for each, or choose a file type that supports multiple sheets.

                [ OK ]    [ Cancel ]

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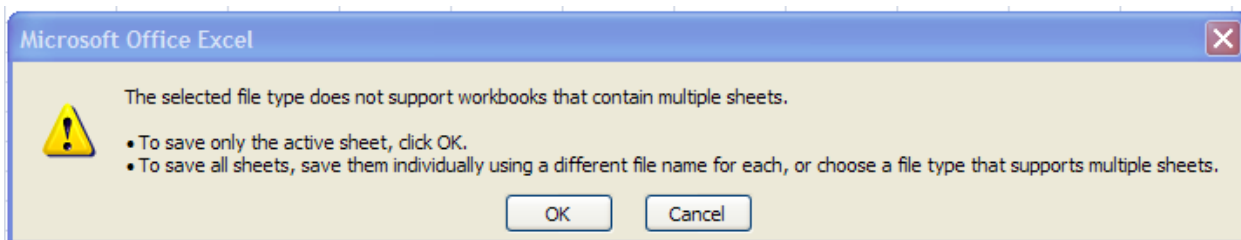
> e. Click **OK** to save your active worksheet.

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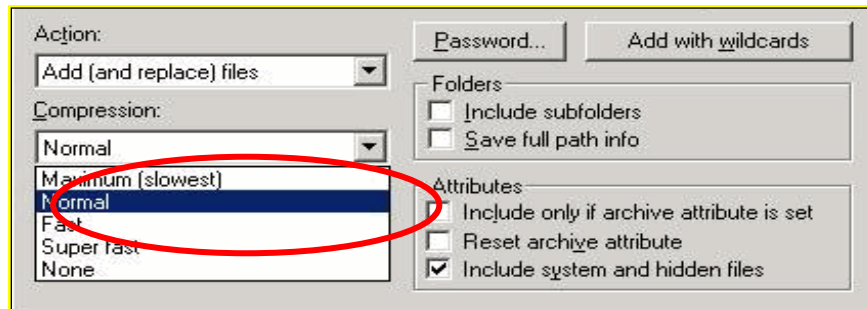
Note: only one file can be included in a zipped file.

**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 → 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.

# Volumetric Worksheet Format (Version 3)

| 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 | VOLUMETRIC | | Y | VOLUMETRIC is the only valid noun |
| C | Revision | 003 | (prefix with 0's) | Y | Current is 003 |
| D | Submitting Facility Province | MB | 2 chars | Y | Must be a valid Prov/State, see Appendix A |
| E | Submitting Facility Type | BT | 2 chars | Y | Must be a valid facility type, see Appendix B |
| F | Submitting Facility Identifier | 0001001 | 7 digits (prefix with 0's) | Y | |
| G | Production Year-Month | 2020-04 | YYYY-MM | Y | Dash is mandatory |
| H | Reference | BTY 07-05 | max 16 digits | N* | Optional reference to your internal system |
| I | From/To Fac/Well Province | MB | 2 chars | N* | Must be a valid Prov/State, see Appendix A |
| J | From/To Fac/Well Type | BT | 2 chars | N* | Must be a valid facility type, see Appendix B; Miscellaneous code, see Appendix C; or WI for well |
| K | From/To Fac/Well Identifier | 0002002 | max 16 digits (prefix with 0's) | N* | 7 digits for a facility |
| | | | | | 16 digits for a well |
| L | Product | OIL | max 12 chars | Y* | Must be a valid product code, see Appendix D – Volumetric Product Codes |
| M | Activity | REC | max 12 chars | Y* | Must be a valid activity code, see Appendix F |
| N | Hours | 744 | max 3 digits | N* | |
| O | Volume | 123456789.1 | 10 digits (1 decimal) | Y* | All products are 1 decimal only |
| P | Energy | 1234567890 | 10 digits (0 decimals) | N* | Energy can be reported for: Gas Disp – as required Gas Prod (well gas production) • Gas well mandatory • Oil well producing Gas optional |
| Q | CCI Code | 9 | 1 char | N* | Consecutive Concurrent Injection Code |
| R | Proration Product | OIL | max 12 chars | ** | Only valid for the products Oil, Water and Gas |

# Volumetric Worksheet Format (Version 3), cont'd

| Spreadsheet Column | Data element | Example Field Content | Format | Required on each row? Y/N | Comments |
|---|---|---|---|---|---|
| S | Proration Factor | 1.23456 | 6 digits (5 decimals) | ** | |
| T | Avg. Pressure | 12345 | 5 digits (0 decimals) | N* | Monthly average well head pressure reported for: <br>• Active wells linked to injection facilities (IF)<br>• Rows with volumetric activity of INJ (injection) reported.<br>• Production month 2022-03 and greater. |

** If Proration Product and Proration Factor are included on a row, then all cells marked with * in the required column must be blank.

Note:  Proration rows must appear at the end of a facility's submission, and cannot be combined with Facility or Well Activity rows.

# Combined SAF/OAF (Volume) Worksheet Format

| Spreadsheet Column | Data Element | Example Field Content | Format | Required on each row? Y/N | Comment |
|---|---|---|---|---|---|
| A | Verb | ADD | | Y | ADD is the only valid verb |
| B | Noun | SAFOAF | | Y | SAFOAF is the only valid noun |
| C | Revision | 001 | (prefix with 0's) | Y | Current is 001 |
| D | Submitting Facility Province | MB | 2 chars | Y | Must be a valid Prov, see Appendix A |
| E | Submitting Facility Type | BT | 2 chars | Y | Must be a valid Facility Type, see Appendix B |
| F | Submitting Facility Identifier | 0001001 | max 7 digits (prefix with 0's) | Y | |
| G | Production Year- Month | 2020-04 | YYYY-MM | Y | Dash is mandatory |
| H | Product | GAS | max 12 chars | Y | Must be a valid product code, see Appendix D |
| I | Activity | DISP | max 12 chars | Y | Must be a valid Activity Code, see Appendix F |
| J | From To Fac/Well Province | MB | 2 chars | N | Must be a valid Prov, see Appendix A |
| K | From To Fac/Well Type | BT | 2 chars | N | Must be a valid Facility Type, see Appendix B |
| L | From To Fac/Well Identifier | 0002002 | max 7 digits (prefix with 0's) | N | Can use ALL. Should use ALL when responding to cascades using ALL. |
| M | Cascade Facility Province | MB | 2 chars | N | Must be a valid Prov, see Appendix A |
| N | Cascade Facility Type | TM | 2 chars | N | Must be a valid Facility Type, see Appendix B |
| O | Cascade Facility Identifier | 0001003 | max 7 digits (prefix with 0's) | N | |
| P | Reference | 1234 | max 16 digits | N | Optional reference to your internal system |
| Q | Stream Fac/Well Province | MB | 2 chars | Y | Must be a valid Prov, see Appendix A. |
| R | Stream Fac/Well Type | WI | 2 chars | Y | Must be a valid Facility Type, see Appendix B; or WI for well. |
| S | Stream Fac/Well Identifier | 191010100125W300 | max 16 digits (prefix with 0's) | Y | Max. 7 digits for a facility.  Max. 16 digits for a well. |
| T | Owner Identifier | 1234 | 4 chars | Y | Must be valid BA ID |
| U | Volume | 123456789.0 | 10 digits (1 decimals) | Y | |
| V | Energy | 1234567890 | 10 digits (0 decimals) | Y | |

# SAF (Factors) Worksheet Format

| Spreadsheet Column | Data Element | Example Field Content | Format | Required on each row? Y/N | Comment |
|---|---|---|---|---|---|
| A | Verb | ADD | | Y | ADD is the only valid verb |
| B | Noun | SAF | | Y | SAF is the only valid noun |
| C | Revision | 001 | (prefix with 0's) | Y | Current is 001 |
| D | Submitting Facility Province | MB | 2 chars | Y | Must be a valid Prov/State, see Appendix A |
| E | Submitting Facility Type | BT | 2 chars | Y | Must be a valid Facility Type, see Appendix B |
| F | Submitting Facility Identifier | 0001001 | 7 digits (prefix with 0's) | Y | |
| G | Production Year-Month | 2020-04 | YYYY-MM | Y | Dash is mandatory |
| H | Product | GAS | max 12 chars | Y | Must be a valid product code, see Appendix D |
| I | Activity | DISP | max 12 chars | Y | Must be a valid Activity Code, see Appendix F |
| J | From/To Fac/Well Province | MB | 2 chars | N | Must be a valid Prov/State, see Appendix A |
| K | From/To Fac/Well Type | BT | 2 chars | N | Must be a valid Facility Type, see Appendix B |
| L | From/To Fac/Well Identifier | 0002002 | 7 digits (prefix with 0's) | N | |
| M | Cascade Facility Province | MB | 2 chars | N | Must be a valid Prov/State, see Appendix A |
| N | Cascade Facility Type | TM | 2 chars | N | Must be a valid Facility Type, see Appendix B |
| O | Cascade Facility Identifier | 0001003 | 7 digits (prefix with 0's) | N | |
| P | Static Factor Indicator | YES | Yes/No | N | |
| Q | Reference | 1234 | max 16 digits | N | Optional reference to your internal system |
| R | Stream Fac/Well Province | MB | 2 chars | Y | Must be a valid Prov/State, see Appendix A. |
| S | Stream Fac/Well Type | WI | 2 chars | Y | Must be a valid Facility Type, see Appendix B; or WI for well. |
| T | Stream Fac/Well Identifier | 191010100124W300 | max 16 digits (prefix with 0's) | Y | Max. 7 digits for a facility. Max. 16 digits for a well. Max 5 for production entities. |
| U | Factor Volume | 0.1234567890 | 11 digits (10 decimals) | Y | |
| V | Factor Energy | 0.1234567890 | 11 digits (10 decimals) | Y | |

# OAF (Factors) Worksheet Format

| Spreadsheet Column | Data Element | Example Field Content | Format | Required on each row? Y/N | Comment |
|---|---|---|---|---|---|
| A | Verb | ADD | | Y | ADD is the only valid verb |
| B | Noun | OAF | | Y | OAF is the only valid noun |
| C | Revision | 001 | (prefix with 0's) | Y | Current is 001 |
| D | Submitting Facility Province | MB | 2 chars | Y | Must be a valid Prov, see Appendix A |
| E | Submitting Facility Type | BT | 2 chars | Y | Must be a valid Facility Type, see Appendix B |
| F | Submitting Facility Identifier | 0001001 | max 7 digits (prefix with 0's) | Y | |
| G | Production Year-Month | 2020-04 | YYYY-MM | Y | Dash is mandatory |
| H | Stream Fac/Well Province | MB | 2 chars | Y | Must be a valid Prov, see Appendix A. |
| I | Stream Fac/Well Type | WI | 2 chars | Y | Must be a valid Facility Type, see Appendix B; or WI for well. |
| J | Stream Fac/Well Identifier | 191010100125W300 | max 7 digits (prefix with 0's) | Y | Max. 7 digits for a facility. Max. 16 digits for a well. |
| K | Product | GAS | max 12 chars | Y | Must be a valid product code, see Appendix D |
| L | Activity | DISP | max 12 chars | Y | Must be a valid Activity Code, see Appendix F |
| M | From/To Fac/Well Province | MB | 2 chars | N | Must be a valid Prov, see Appendix A |
| N | From/To Fac/Well Type | BT | 2 chars | N | Must be a valid Facility Type, see Appendix B |
| O | From/To Fac/Well Identifier | 0002002 | max 7 digits (prefix with 0's) | N | Max. 7 digits for a facility. Max. 16 digits for a well. |
| P | Cascade Facility Province | MB | 2 chars | N | Must be a valid Prov, see Appendix A |
| Q | Cascade Facility Type | TM | 2 chars | N | Must be a valid Facility Type, see Appendix B |
| R | Cascade Facility Identifier | 0001003 | max 7 digits (prefix with 0's) | N | |
| S | Static Factor Indicator | YES | Yes/No | N | |
| T | Reference | 1234 | max 16 digits | N | Optional reference to your internal system |
| U | Owner Identifier | 1234 | max 4 chars (prefix with 0's | Y | Must be a valid BA ID |
| V | Factor Volume | 0.1234567890 | 11 digits (10 decimals) | Y | |
| W | Factor Energy | 0.1234567890 | 11 digits (10 decimals) | Y | |

# Pipeline Splits Worksheet Format – Version 003

| Spreadsheet Column | Column Header | Example Field Content | Format | Required on each row? Y/N | Comment |
|---|---|---|---|---|---|
| A | Verb | ADD | | Y | ADD is the only valid verb |
| B | Noun | PLSPLIT | | Y | PLSPLIT is the only valid noun |
| C | Revision | 003 | (prefix with 0's) | Y | Current is 003 |
| D | Delivering Facility Province | MB | 2 chars | Y | Must be a valid Prov, see Appendix A |
| E | Delivering Facility Type | BT | 2 chars | Y | Must be a valid Facility Type, see Appendix B |
| F | Delivering Facility Identifier | 0091001 | max 7 digits (prefix with 0's) | Y | |
| G | Receiving Facility Province | MB | 2 chars | Y | Must be a valid Prov, see Appendix A |
| H | Receiving Facility Type | TM | 2 chars | Y | Must be a valid Facility Type, see Appendix B |
| I | Receiving Facility Identifier | 0002002 | max 7 digits (prefix with 0's) | Y | |
| J | Production Year-Month | 2020-04 | YYYY-MM | Y | Dash is mandatory |
| K | Product | OIL | max 12 chars | Y | Must be a valid product, see Appendix D |
| L | Custody Transfer Point Facility Province | MB | 2 chars | Y | Must be a valid Prov, see Appendix A |
| M | Custody Transfer Point Facility Type | TM | 2 chars | Y | Must be a valid Facility Type, see Appendix B |
| N | Custody Transfer Point Facility Identifier | 0003003 | max 7 digits (prefix with 0's) | Y | |
| O | Reference | 1234 | max 16 digits | N | Optional reference to your internal system |
| P | Shipper Pipeline Contract | 654871 | max 20 char | N | optional |
| Q | Shipper Identifier | 1234 | max 4 char (prefix with 0's) | Y | Must be a valid BA ID |
| R | Shipper Owner Contract | 200106 | max 20 char | N | optional |
| S | Owner Identifier | 1234 | max 4 char | Y | Must be a valid BA ID |
| T | Purchaser Identifier | 1234 | max 4 char | Y | Must be a valid BA ID |
| U | Stream Province | MB | 2 Char | N | Must be a valid Prov, see Appendix A Identifier • Oil - SK only valid province |
| V | Stream Type | UN | 2 Char | N | Stream Id Oil – Unit only Gas - well, unit, miscellaneous |

# Pipeline Splits Worksheet Format – Version 003, cont'd

| Spreadsheet Column | Column Header | Example Field Content | Format | Required on each row? Y/N | Comment |
|---|---|---|---|---|---|
| W | Stream Identifier | U1234 | max 16 digits (prefix with 0's) | N | Oil - Must be a valid unit identifier<br><br>Gas – must be a valid unit, well or miscellaneous code |
| X | Owner Volume | 1234567.8 | 8 digits (1 decimal) | Y | |
| Y | Owner Energy | 123456789 | max 9 digits (Gas split only) | N | Gas pipeline split only |
| Z | Other Facility Province | MB | 2 chars | N | Must be a valid Prov/State, see Appendix A |
| AA | Other Facility Type | BT | 2 chars | N | Must be a valid Facility Type, see Appendix B |
| AB | Other Facility Identifier | 0095005 | max 7 digits (prefix with 0's) | N | |
| AC | OOP (out of province) Facility Operator | 12345 | max 20 char | N | Required if other Prov not MB |
| AD | Other Facility Volume | 1234567.8 | 8 digits (1 decimal) | N | |
| AE | Other Facility Energy | 123456789 | max 9 digits (Gas split only) | N | Gas pipeline split only |
| AF | Other Facility Shipper Pipeline Contract | 200206 | max 20 char | N | optional |
| AG | Other Facility Shipper ID | 12345 | max 5 char | N | Must be a valid BA ID |
| AH | Other Facility Forecasted Nominated Volume | 1234567.8 | 8 digits (1 decimal) | N | Required for full pipeline splits only. (SK does not have full pipeline splits at this time.) |
| AI | Other Facility Forecasted Nominated Energy | 123456789 | max 9 digits (Gas split only) | N | Required for full pipeline splits only. (SK does not have full pipeline splits at this time.) |
| AJ | Other Facility Estimated Volume | 1234567.8 | 8 digits (1 decimal) | N | Required for full pipeline splits only. (SK does not have full pipeline splits at this time.) |
| AK | Other Facility Estimated Energy | 123456789 | max 9 digits (Gas split only) | N | Required for full pipeline splits only. (SK does not have full pipeline splits at this time.) |
| AL | Confirmation # | | | N | Not required for MB |
| AM | RTIK Indicator | N | Y, N or blank | N | Optional |
| AN | First POS | Y | Y or N | N | Optional |

# Oil Valuation – Royalty Tax Payer (RTP)

| Spreadsheet Column | Column Header | Example Field Content | Format | Required on each row? Y/N | Comment |
|---|---|---|---|---|---|
| A | Verb | ADD | | Y | ADD is the only valid verb |
| B | Noun | OILVALRTP | | Y | OILVALRTP is the only valid noun |
| C | Revision | 001 | (prefix with 0's) | Y | Current is 001 |
| D | Reporting BA ID | 1234 | max 4 char (prefix with 0's) | Y | Must be a valid BA ID |
| E | Submitting Facility/Unit Prov | MB | 2 chars | Y | Must be a valid Prov/State, see Appendix A |
| F | Submitting Facility/Unit Type | BT | 2 chars | Y | Must be unit (UN) or a valid Facility Type, see Appendix B |
| G | Submitting Facility/Unit Identifier | 0095005 | max 7 digits (prefix with 0's) | Y | Must be a valid unit or facility ID |
| H | Production Month | 2020-05 | YYYY-MM | Y | Dash is mandatory |
| I | Reference | 1234 | max 16 digits | N | Optional reference to your internal system Can be alpha and/or numerical |
| J | Delivering Fac Prov | MB | 2 chars | Y | Must be a valid Prov/State, see Appendix A |
| K | Delivering Fac Type | BT | 2 chars | Y | Must be a valid Facility Type, see Appendix B |
| L | Delivering Fac Identifier | 0012345 | max 7 digits (prefix with 0's) | Y | |
| M | Receiving Fac Prov | MB | 2 chars | Y | Must be a valid Prov/State, see Appendix A |
| N | Receiving Fac Type | BT | 2 chars | Y | Must be a valid Facility Type, see Appendix B |
| O | Receiving Fac Identifier | 0012345 | max 7 digits (prefix with 0's) | Y | |
| P | CTP Fac Prov | MB | 2 chars | Y | Must be a valid Prov/State, see Appendix A |
| Q | CTP Fac Type | BT | 2 chars | Y | Must be a valid Facility Type, see Appendix B |
| R | CTP Fac Identifier | 0012345 | max 7 digits (prefix with 0's) | Y | |
| S | Contract | 654871 | max 20 char | N | optional |
| T | Purchaser ID | 1234 | max 5 char | Y | Must be a valid BA ID |
| U | Volume | 1234567.8 | 8 digits (1 decimal) | Y | All products are 1 decimal only |
| V | Gross Price | 1234.567 | 7 digits (3 decimal) | Y | Price per unit of Oil in dollars |
| W | Clean Oil Transportation | 123456.78 | 8 digits (2 decimal) | Y | Cost of transportation in dollars |

# Oil Valuation – Purchaser

| Spreadsheet Column | Column Header | Example Field Content | Format | Required on each row? Y/N | Comment |
|---|---|---|---|---|---|
| A | Verb | ADD | | Y | ADD is the only valid verb |
| B | Noun | OILVALPURCHASER | | Y | OILVALPURCHASER is the only valid noun |
| C | Revision | 001 | (prefix with 0's) | Y | Current is 001 |
| D | Reporting BA ID | 1234 | max 4 char (prefix with 0's) | Y | Must be a valid BA ID |
| E | Production Month | 2020-05 | YYYY-MM | Y | Dash is mandatory |
| F | Reference | 1234 | max 16 digits | N | Optional reference to your internal system Can be alpha and/or numerical |
| G | Source Producer ID | 1234 | max char (prefix with 0's) | Y | Must be a valid BA ID |
| H | Delivering Fac Prov | MB | 2 chars | Y | Must be a valid Prov/State, see Appendix A |
| I | Delivering Fac Type | BT | 2 chars | Y | Must be a valid Facility Type, see Appendix B |
| J | Delivering Fac Identifier | 0012345 | max 7 digits (prefix with 0's) | Y | |
| K | Receiving Fac Prov | MB | 2 chars | Y | Must be a valid Prov/State, see Appendix A |
| L | Receiving Fac Type | BT | 2 chars | Y | Must be a valid Facility Type, see Appendix B |
| M | Receiving Fac Identifier | 0012345 | max 7 digits (prefix with 0's) | Y | |
| N | CTP Fac Prov | MB | 2 chars | Y | Must be a valid Prov/State, see Appendix A |
| O | CTP Fac Type | BT | 2 chars | Y | Must be a valid Facility Type, see Appendix B |
| P | CTP Fac Identifier | 0012345 | max 7 digits (prefix with 0's) | Y | |
| Q | Contract | MB654871 | max 20 char | N | optional |
| R | Density | 1234.5 | 5 digits (1 decimal) | Y | Density of oil as KG/m3 |
| S | Sulphur | 12.3 | 3 digits (1 decimal) | Y | Sulphur content in G/KG |
| T | Submitted Volume | 1234567.8 | 8 digits (1 decimal | Y | Raw crude oil purchase volume |
| **U** | Gross Price | 1234.567 | 7 digits (3 decimal) | Y | Price per unit of Oil in dollars |

# Oil Valuation – Deliveries to Refineries

| Spreadsheet Column | Column Header | Example Field Content | Format | Required on each row? Y/N | Comment |
|---|---|---|---|---|---|
| A | Verb | ADD | | Y | ADD is the only valid verb |
| B | Noun | OILVALPURDELREF | | Y | OILVALPURDELREF 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 | Production Month | 2020-04 | YYYY-MM | Y | Dash is mandatory |
| F | Reference | MB1234 | max 16 digits | N | Optional reference to your internal system Can be alpha and/or numerical |
| G | Refinery Fac Prov | MB | 2 chars | Y | Must be a valid Prov/State, see Appendix A |
| H | Refinery Fac Type | RF | 2 chars | Y | RF only |
| I | Refinery Fac Identifier | 0012345 | max 7 digits (prefix with 0's) | Y | |
| J | Stream Type Code | WCB | 3 chars | Y | Must be a valid Stream Type, see Appendix E |
| K | Submitted Volume | 1234567.8 | 8 digits (1 decimal) | Y | Stream crude oil purchase volume |

# 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 |

# 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 |

# Appendix C – Miscellaneous Codes

| Miscellaneous Code | Description |
|---|---|
| CO | Delivery/Sale of Natural Gas to a Commercial Customer |
| IN | Delivery/Sale of Natural Gas to an Industrial Customer |
| MC | Receipts/Deliveries of an unknown source |
| RC | Railcar Loading/Unloading |
| RE | Delivery/Sale of Natural Gas to a Residential Customer |
| RM | Road Maintenance Use |
| RO | Run Off Water |
| WC | Water Condensation Use |
| WM | Waste Materials |

# Appendix D – Volumetric Product Codes

| General Information | | |
|---|---|---|
| **Product Code** | **Unit of Measurement** | **Description** |
| ACGAS | $10^3m^3$ | Acid Gas |
| AIR | $10^3m^3$ | Air |
| ALKWTR | $m^3$ | Alkaline Water |
| ASP | $m^3$ | Alkaline Surfactant Polymer |
| BRINE | $m^3$ | Brine |
| BRKWTR | $m^3$ | Brackish Water |
| C1-MX | $m^3$ | Methane Mix |
| C2-MX | $m^3$ | Ethane Mix |
| C2-SP | $m^3$ | Ethane Spec |
| C3-MX | $m^3$ | Propane Mix |
| C3-SP | $m^3$ | Propane Spec |
| C4-MX | $m^3$ | Butane Mix |
| C4-SP | $m^3$ | Butane Spec |
| C5-MX | $m^3$ | Pentane Mix |
| C5-SP | $m^3$ | Pentane Spec |
| CO2 | $10^3m^3$ | Carbon Dioxide |
| CO2-MX | $10^3m^3$ | Carbon Dioxide Mix |
| C02-SP | $10^3m^3$ | Carbon Dioxide Spec |
| COND | $m^3$ | Condensate |
| DIESEL | $m^3$ | Diesel Oil |
| ENTGAS | $10^3m^3$ | Entrained Gas |
| FLUEGAS | $10^3m^3$ | Flue Gas |
| FSHWTR | $m^3$ | Fresh water |
| GAS | $10^3m^3$ | Gas |
| HELIUM | $10^3m^3$ | Helium |
| IC4-MX | $m^3$ | Iso-Butane Mix |
| IC4-SP | $m^3$ | Iso-Butane Spec |
| IC5-MX | $m^3$ | Iso-Pentane Mix |
| IC5-SP | $m^3$ | Iso-Pentane Spec |
| N2 | $10^3m^3$ | Nitrogen |

# Volumetric Product Codes, cont'd

| General Information | | |
|---|---|---|
| **Product Code** | **Unit of Measurement** | **Description** |
| Naphtha | $m^3$ | Naphtha |
| NC4-MX | $m^3$ | Normal Butane Mix |
| NC4-SP | $m^3$ | Normal Butane Spec |
| NC5-MX | $m^3$ | Normal-Pentane Mix |
| NC5-SP | $m^3$ | Normal-Pentane Spec |
| O2 | $10^3 m^3$ | Oxygen |
| OIL | $m^3$ | Crude Oil |
| POLYMER | $m^3$ | Polymer |
| SAND | $m^3$ | Sand |
| SO2 | $10^3 m^3$ | Sulphur Dioxide |
| SOLV | $m^3$ | Solvent |
| STEAM | kg | Steam |
| SUL | tonne | Sulphur |
| SURF | $m^3$ | Surfactant |
| SYNCRD | $m^3$ | Synthetic Crude |
| WASTE | $m^3$ | Waste |
| WATER | $m^3$ | Water |

# Appendix E - Stream Type Codes

| Stream Type ID | Stream Type Description |
|---|---|
| BR | Bow River |
| F | Fosterton |
| KSW | Kerrobert Sweet |
| LLB | Lloydminster Blend |
| LLK | Lloydminster Kerrobert |
| LSB | Light Sour Blend |
| M | Midale Blend |
| MSM | Westpur Midale |
| SC | Smiley Coleville Heavy |
| MSW | Mixed Sweet Blend |
| UMC | Portal Midale |
| UOC | U.S. Sour - Clearbrook |
| WCB | Western Canadian Blend |
| WCS | Western Canadian Select |

# Appendix F – Activity Codes

Items in *italics* are not valid for data submission, but will be calculated by Petrinex.
Items shown with an asterisk (*) can be submitted only when associated with a non-reporting facility such as a disposition to a SK facility or for specific circumstances i.e. Gas to a WP.

| Activity Code | Description | Valid Facility Types |
|---|---|---|
| *DIFF* | *Difference* | *All except WP* |
| *DISP  * | *Disposition* | *All* |
| EMIS | Emission | BT, CT, GP, GS, IF, WT |
| FIRE | Fire | All except WP |
| FLARE | Flare | All |
| FRAC | Fractionate | GP |
| FUEL | Fuel | All |
| *IMBAL* | *Imbalance* | *All* |
| INJ | Injection | IF |
| INVADJ | Inventory Adjustment | All |
| INVCL | Inventory Close | All |
| *INVOP* | *Inventory Open* | *All* |
| LDINJ | Load injection | BT |
| LDINVADJ | Load inventory adjustment | BT |
| *LDINVCL* | *Load inventory close* | *BT* |
| *LDINVOP* | *Load inventory open* | *BT* |
| LDREC | Load recovered | BT |
| *PROC* | *Process to create product* | *GP* |
| PROD | Production | BT, WT |
| *PURDISP *| *Purchase Disposition* | *BT* |
| PURREC | Purchase Receipt | BT |
| REC | Receipt | All |
| *SHR* | *Shrinkage* | *BT, CT, GP, PL, TM* |
| SHUTIN | Shut in | All |
| SPILL | Spillage | All except WP |
| THEFT | Theft | All |
| VENT | Vent | All |