Registry Tip

Use the correct Contract Number format for APMC Transportation Allowance Claims and/or Pipeline Splits

Release/Revision Date	Location of change in this document	Comment
February 7, 2003		Initial Release
April 21, 2003	This tip now includes the related information previously published as Tip #7, Transportation Allowance and Overdelivery Claims (TAOC)	

Use the correct Contract Number format for APMC Transportation Allowance Claims and/or Pipeline Splits

Audience: All stakeholders

Purpose: This tip describes how you can avoid a common error that causes misreporting of APMC Transportation Allowance Claims and/or Pipeline Splits.

Problem: It is a Registry business rule to use the production month as the contract number on APMC volume in Pipeline Splits and/or APMC Transportation Allowance Claims. The standard format for reporting the production period is YYYY-MM (i.e. 2002-10). However, it is not mandatory that users add the contract number since the Registry will add it by default if that field is left blank.

Pipeline splits generate the details for the Transportation and Overdelivery Claim, so, how the contract number is submitted in the Pipeline Split process impacts how it appears on the claim screen. The screen capture below shows the correct format on the first row and a common (but incorrect) format on the second row.

Duplicate data rows:

This example also demonstrates the common result: the data row is duplicated in the Registry because of the inconsistent contract number format. In the scenario above, the pipeline split information was initially submitted without a contract number (the default was used). Later, the user submitted the same pipeline split information, filling in the contract number field, but using an incorrect format (i.e. 200210. Note: a hyphen is needed between the year and the month when submitting the contract number). This resulted in a duplicate line of information.

Procedures:

On APMC volume in Pipeline Splits and/or APMC Transportation Allowance Claims data entry pages, you can choose either:

Automatic input
Simply leave the box blank and the Registry will automatically enter the current production month, with the correct format.

- Example: 2002-10

or

Manual input
If you enter the data manually, be sure to follow these steps for production months:

- Enter the year (e.g. 2002)
- Then a hyphen
- Then the numeric value of the month (e.g. use 10 for October)
- Example: 2002-10

Note: the contract number is "user-defined". You can use any coding system that you choose. Users typically run into problems when they leave the box blank (for automatic input) and then later try to manually match the production month using the wrong format.

Regardless of whether you choose automatic input or manual input, ensure that you input your contract numbers using the same format.

Manage Transportation Allowance and Overdelivery Claims (TAOC)

Purpose: This is a summary of Training modules 4.12a and 4.12b **Manage Transportation Allowance and Overdelivery Claims (TAOC)**. If your responsibilities include managing TAOCs, the Registry Team strongly recommends that you take these modules and associated prerequisites such as modules 4.03a and 4.03b.

Principles: You must first enter the APMC volume as a pipeline split prior to submitting a Transportation Allowance and Overdelivery claim. Your pipeline split must identify the CTPF facility.

Procedure: **Step one - input your Pipeline Split to the APMC**
a) Navigate to:
    Monthly Reporting
     -> **Oil/LPG Pipeline Splits**
     -> **Edit Shipper/Owner Pipeline Split**
b) Input the Delivering Facility ID, Receiving Facility ID, and Custody Transfer Point ID
c) Click **Go**
d) Input the **Shipper ID** as 0PMC (zero+PMC)
e) Click **Owners**
f) Input the **Owner ID** as 0PMC (zero+PMC) and input the **Actual Volume**
f) Click **Save to WIP**
g) Click **Cancel** (to return to the **Edit Shipper/Owner Pipeline Split** page)
h) Click **Submit**.
i) Your success message may include a Pipeline Split Imbalance but this will not affect your AMPC submission.

Step two - submit your TAOC
j) Navigate to:
    Monthly Reporting
     -> **Oil/LPG Pipeline Splits**

-> **Edit Transportation Allowance and Overdelivery Claims**

k) The pipeline split data autopopulates the TAOC page.
l) Input the **Rate** (per m^3) and **Claim** and **Overdelivery** volumes as applicable
m) Click **Submit**.

For more information: If you have any questions about these procedures, please call the Registry Service Desk.