



STEP Project October 1st, 2021 Checklist:

Southern Star is going live with New Nominations in the CSI system for gas day 10/1/2021. We want to give you a quick checklist to make sure you are ready for the new process.

#	QUESTION	ANSWER	
1	Have you verified that any nominations that span beyond October 1,2021 have been re-entered in the new screens?	YES	NO
2	Flat File Uploads Have you copied the new Flat File Upload format to use for nominations that begin on October 1?	YES	NO
3	Report Subscription – Have you reviewed your Report Subscription and Report Parameters?	YES	NO
4	Training – Have you attended or watched training on the new screens and procedures?	YES	NO
5	Electronic Data Interchange (EDI) testing. Have you consulted Southern Star regarding your current EDI procedures and communication links utilizing the new screens?	YES	NO
6	Have you verified your Auto Renomination Option in the system for your Customer(s)?	YES	NO

QUESTION 1 YES:

Great job, you are ahead of the pack!

QUESTION 1 NO:

The new nominations process will not carry over nominations from the old screens to the new screens. They must be re-entered. Any nominations that span beyond 10/1 on the old screens will be deleted before we go live on October 1.

In the CSI system you can view existing nominations that span past 10/1/2021 on the current Nomination screens ("Nominations -Pre 10/1")?

You can then create a new nomination's record for 10/1/2021 forward on the new screen ("Nominations – 10-1 Forward"). If you need any assistance, please contact your customer service representative as soon as possible.

QUESTION 2 YES:

That's why everyone knows that you are a rock star customer.

QUESTION 2 NO:

The new Flat File Upload option on the navigation pane that is labeled Nominations – 10-1 Forward has a template with the new flat file format. But that's not all! You can now Export the nominations from the Nomination screen, make your modifications, and use the Flat File Upload option to upload your changes! Look on the flat File Upload screen for tutorials on using the new format.

If I don't use Flat File Upload, display:

You can now Export the nominations from the Nomination screen into Excel, make your modifications, and use the Flat File Upload option to upload your changes! Look on the flat File Upload screen for tutorials on using the new format.

QUESTION 3 YES:

Great, you are ready to roll. You can update your report subscriptions and parameters at any time by going here: [Reports Reference List](#)

- a. [Report Subscriptions](#)
- b. [Report Subscription Tutorial](#)

QUESTION 3 NO:

Some reports are changing to new versions as of October 1. Some reports will have changes in their pre-set Report Parameters. Please review the reports list and make sure you continue to get the reports you depend on.

Check here: [Reports Reference List](#)

- c. [Report Subscriptions](#)
- d. [Report Subscription Tutorial](#)

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QUESTION 4:

All of our training materials can be accessed through the

[Commercial Service Resource Library](#)

i. **Sample of Available Training Videos:**

1. [Confirmation Instructions](#)
2. [Creating Storage Nominations](#)
3. [Imbalance Payback and Authorized Overrun Nominations](#)
4. [Interpreting Balance Box Data](#)
5. [Park and Loan Nominations](#)
6. [Understanding PNT Ranks](#)
7. [The Pathed Non-Threaded Scheduling Model](#)
8. [08 and 01 Transaction Types](#)

QUESTION 5 YES:

Thank you for helping us get the job done!

QUESTION 5 NO:

Please contact us as soon as possible to test the new EDI formats required with the new nominations process. You may contact:

Contacts:

- ii. Ed Carter: Edwin.Carter@southernstar.com
- iii. Suzanne Capps: Suzanne.Capps@southernstar.com
- iv. Ronnie Hensley: Ronnie.C.Hensley@southernstar.com
- v. Kevin Gray: Kevin.Gray@southernstar.com

If I don't use EDI, display:

If you are interested in using EDI, you may contact us to set up and test the process. Please contact us:

Contacts:

- i. Ed Carter: Edwin.Carter@southernstar.com
- ii. Suzanne Capps: Suzanne.Capps@southernstar.com
- iii. Ronnie Hensley: Ronnie.C.Hensley@southernstar.com
- iv. Kevin Gray: Kevin.Gray@southernstar.com

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QUESTION 6 YES:

Thank you for checking and verifying your options!

QUESTION 6 NO:

With the conversion over to the new PNT (Path Non-Threaded) model coming up soon, Southern Star will no longer be offering the auto renomination (auto-renom) feature for individual contracts. Your auto-renom selection must be set to Yes or No at a Customer level. You will need to have nomination privileges in order to edit the choices for your company. Customers that have not changed their election prior to 9/30/2021 will be defaulted to a No Auto-Renom or Manual Renom selection. We are also changing how our CPR cuts are treated. If you receive a CPR cut after we move to PNT 10/01/2021 the system will automatically renominate if that is the choice you have selected for all contracts. This is currently done manually.

INSTRUCTIONS

From the Auto Renom Election Screen under Pre 10/1 Nominations place an end date at the contract level and submit.

The screenshot shows a web application interface for 'Auto Renomination'. At the top, there are tabs for 'Search' and 'Auto Renomination'. Below the tabs, the 'Customer ID' is '5153 - Southern Star' and the 'Active On Date' is '8/19/2021'. The main section is titled 'Auto Renomination Selection - Customer Level (All Contracts)' and contains a table with columns: 'Customer Id', 'Begin Date', 'End Date', 'Last Modified By', and 'Last Modified Date'. The table has one row with '5153' in the 'Customer Id' column. Below this is another section titled 'Auto Renomination Selection - Contract Level (Selected Contracts)' with a table containing columns: 'Contract', 'Begin Date', 'End Date', 'Last Modified By', and 'Last Modified Date'. This table has two rows: one for 'TA-09997' with 'Begin Date' '8/19/2021' and 'End Date' '8/20/2021', and another for 'SU-09999'. At the bottom, there are buttons for 'Submit Auto Renomination Selection', 'Undo Changes', and 'Delete Auto Renomination Selection'. A green message at the bottom left reads 'Updated Auto Renomination Info Successfully'.

Customer Id	Begin Date	End Date	Last Modified By	Last Modified Date
5153				

Contract	Begin Date	End Date	Last Modified By	Last Modified Date
TA-09997	8/19/2021	8/20/2021	stranathan_k	8/18/2021 1:57:00.117 PM
SU-09999				

Then from the same screen, place a begin date at the Customer level and submit. You should be able to use the same date as your end date for contracts.

Search

Auto Renomination

Customer ID:

5153 - Southern Star

Active On Date:

8/20/2021

Auto Renomination Selection - Customer Level (All Contracts)

	Customer Id	Begin Date	End Date	Last Modified By	Last Modified Date
	5153	08/20/2021			

Auto Renomination Selection - Contract Level (Selected Contracts)

	Contract	Begin Date	End Date	Last Modified By	Last Modified Date
	TA-09997				
	SU-09999				

Submit Auto Renomination Selection

Undo Changes

Delete Auto Renomination Selection

If you have any questions or need some help making these changes, please contact a Scheduling Representative for assistance.

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Please contact one of the following schedulers for any questions or assistance:

Ronnie Hensley	O: 270-852-4658	E: Ronnie.C.Hensley@southernstar.com
Kevin Renshaw	O: 270-852-4567	E: Kevin.Renshaw@southernstar.com
Angela Mason	O: 270-852-4547	E: Angela.Mason@southernstar.com
Kurt Stranathan	O: 270-852-4453	E: Kurt.L.Stranathan@southernstar.com
Peyton Booth	O: 270-852-4632	E: Peyton.Booth@southernstar.com
Shawn Brumfield	O: 270-852-4629	E: shawn.brumfield@southernstar.com