October 7, 2016

Frequently Asked Questions

DART Implementation

The Kinder Morgan West Region Pipelines, which include El Paso Natural Gas Company, LLC, (EPNG) and Mojave Pipeline Company, LLC, (Mojave) recently, announced an updated timeline for the EPNG and Mojave conversion to the DART transportation system, which will go live in the second quarter of 2017. The purpose of this Frequently Asked Questions document is to provide basic information to customers in preparation for the DART Implementation.

Updates to this document will continue as new information becomes available. New questions and answers will be labeled as “NEW;” updated answers will be labeled “UPDATED” and the date on the top of this page will be revised as updates are posted.

This document includes bookmarks, and a keyword search. To use the bookmarks, please click on a category, or question, starting on page 2 to be linked with the answer to each question. Also, at the end of each response, click on “Back to Questions” to be linked with the list of questions. To use the keyword search, click on the “Find” field at the top of your PDF screen, type the desired keyword, and press enter. The icons to the right of the “Find” field will help you navigate through the document for your keyword.

We hope you find this information helpful and please continue to contact us directly to discuss any information you need. Inquiries can be sent to the following address:

DARTConversionWest@KinderMorgan.com
DART Implementation

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DART Implementation

General Questions

Question 1: I currently use DART on another Kinder Morgan pipeline. Will this be the same system?
Response 1: Yes, it is the same system; however, it is being enhanced and/or modified to accommodate business differences on EPNG and Mojave.

Question 2: When will DART be available for business?
Response 2: DART will be available in mid-September 2017 in time to conduct transportation business effective on gas day October 1, 2017 and going forward.

Question 3: Will Passport be available after DART is implemented?
Response 3: Passport will be temporarily available on a limited basis following the DART implementation in order to process the last invoices in Passport, including Prior Period Adjustments (PPAs). Passport will remain open for six months following the implementation date in order to process PPAs.

Question 4: Will I have access to my historical data from Passport after the DART implementation?
Response 4: Yes. Once we move to the DART platform for day-to-day business effective October 1, 2017, the legacy Passport environment will still be available, but in a read-only manner. We will keep the legacy Passport environment available to our customers for at least six months (through March 2018).

Question 5: How often will informational updates be provided to customers?
Response 5: Informational updates will be provided to customers as new information becomes available and communicated via notices posted to the EBB. In addition, this FAQ will continue to be updated as the implementation date draws near. Updates to this FAQ will be designated as “NEW” in the list of questions starting on page 2.
Question 6: Is DART accessible via tablet devices?
Response 6: Yes. Instructions are currently posted on our respective pipeline portal pages under “Other Postings”, under “Other Information” in the “Conversion to DART” link. You can view the document here.

Security and License Agreements

Question 1: Will I need a new log-in ID?
Response 1: You will need a DART log-in ID if you do not currently have one. Customers who are already using DART for another Kinder Morgan pipeline will be able to use their existing log-in ID. However, your External Security Administrator may need to update your DART ID permissions to include EPNG and Mojave.

Question 2: Who do I contact to get a new log-in ID?
Response 2: Kinder Morgan customers are required to execute a DART License Agreement (DLA) and to establish at least one of their DART users as an External Security Administrator (or ESA). Their ESA will manage the other DART users in the company and determine what pipelines and functions each of their company’s users will be authorized to perform. Additionally, the ESAs will request, from Kinder Morgan, new DART user IDs for their company. Information on the establishment of company ESAs and the DART system security process can be found here.

Question 3: Will I need a new License Agreement?
Response 3: If your company is currently a DART using company you will not need a new License Agreement. If your company is new DART using company, you will need to complete the DART License Agreement Process (the DLA package is available on both the EPNG and Mojave Portal Pages).

Question 4: Who do I contact to get a new License Agreement?
Response 4: The DART License Agreement (DLA)/External Security Administrator (ESA) package is available on the Pipeline Portal Page, under “Conversion to DART”. (click here)
Question 5: Will DART security work the same way as Passport’s security?

Response 5: DART security will have additional security roles (business functions) that will allow customers to better customize their users’ access. A Security Administrator for each user company will be established, and that person will manage all the DART users within the user’s company.

Question 6: What security business functions will be available in DART?

Response 6: The following security business functions are being defined for DART:

i. Contract Request
ii. Contract Execution
iii. Capacity Release Bidding
iv. Capacity Release Offer
v. Customer Confirmations
vi. Imbalance Trading
vii. Nominations
viii. Operator Point Inquiry
ix. External Security Administrator
x. Read Only
xi. All

Meters/Locations (PINs)

Question 1: What are PINs?

Response 1: Point Identification Numbers (PINs) are DART’s Location Code and are 5-6 digits. Passport’s Location Code, for example ISJCMPLX which is used to represent San Juan Complex, will look something like 123456.

Question 2: Will Passport’s Proprietary Location Codes change?

Response 2: Yes, PINs will be the Location Code used in DART; however, DART will include a location look-up feature that will provide the ability to search by Passport’s Location Name or Description (e.g., ISJCMPLX, San Juan Complex). The old Passport Location Code will also be imbedded in the DART PIN name.
Question 3: Where can I find a cross-reference of location names to PINs?
Response 3: A cross reference between current location names and PINs to be used in DART will be posted on the “Conversion to DART” link on the Portal Page closer to implementation.

Question 4: Will bi-directional locations have two PINs?
Response 4: No, bi-directional locations will have only one PIN that will be used for both contracting and nominations.

Contracts

Question 1: Are contract numbers changing?
Response 1: Existing contract numbers will not change; however, you will see some changes in the way existing contracts are displayed on some screens and reports. Specifically, contract numbers will be enhanced on some screens and reports to offer more information regarding the contract using the following format:

(Numeric Contract Number)-(Service Type)(TSP)

For example, Contract Number FT634000, a FT-1 contract on EPNG, would be displayed as FT634000-FT1EPNG.

Question 2: Will revisions or changes be required to my contract?
Response 2: We do not anticipate changes at this time. While location names are converting to PINs, and the way contracts are displayed may be different, there are no changes to the terms of the contracts.
Nominations, Confirmations, and Scheduling

Question 1: What is the Pathed Non-Threaded Nomination Model?
Response 1: The Pathed Non-Threaded Nomination Model is the NAESB nomination model used by DART. It allows a shipper to separate commercial counterparty transactions at specific locations from transportation transactions between locations. The result is that shippers have full control of their business via ranks.

Question 2: How does the Pathed Non-Threaded Nomination Model differ from the Pathed (Threaded) Nomination Model used in Passport?
Response 2: The diagram below represents the Pathed (Threaded) Nomination model currently used in Passport. In this model, a shipper’s specific commercial counterparties at receipt and delivery locations are linked to a specific pathed transport nomination line item, and to each other. Specifically, the Upstream ID BBBB at Location A is linked to the Downstream ID YYYY at Location B and the Upstream ID AAAA at Location A is linked to the Downstream ID ZZZZ at Location B. To communicate these links two transport line items must be entered for the same transport contract 12345.
In contrast, the Pathed Non-Threaded Nomination Model used by DART does not link the shipper’s specific commercial counterparties at the receipt and delivery locations to each other or a specific pathed transport nomination. The result is that only one transport line item is needed on contract 12345 from Location A to Location B. Reductions to the commercial counterparties will be controlled via the shipper’s ranks.

**Question 3:** Why is the nomination model changing to the Pathed Non-Threaded Nomination Model?

**Response 3:** Customers using the Pathed Non-Threaded Nomination Model experience greater control over reductions to their business through the use of ranks, including cross-contract ranking. In addition, converting to a single nomination model supports Kinder Morgan’s goal of a consolidated transportation system for all of Kinder Morgan’s pipelines. Further, the Pathed Non-Threaded Nomination Model is one of the standard NAESB nomination models and has been used by Kinder Morgan for years with great success on such pipelines as Natural Gas Pipeline Company of America, Midcontinent Express Pipeline, TransColorado Gas Transmission, KM Louisiana Pipeline, Horizon Pipeline Company, and KM Illinois Pipeline.
Question 4: Will I still be able to use the Pathed (Threaded) Nomination Model that Passport uses?
Response 4: No, DART only supports the Pathed Non-Threaded Nomination Model.

Question 5: How can I find out more about the Pathed Non-Threaded Nomination Model?
Response 5: Greater detail on the Pathed Non-Threaded Nomination Model will be provided in upcoming teleconference sessions.

Question 6: Will you be able to support proprietary uploads like Passport does today?
Response 6: Yes. DART allows for nomination uploads using Excel format. Confirmation uploads will not be supported and need to be done online or EDI. Further information about how to use the nomination upload will be provided in upcoming teleconference and training sessions.

Question 7: Can I submit a nomination out of balance in DART?
Response 7: No. While an out of balance nomination can be saved as “work in progress”, nominations must be in balance to be submitted into DART.

Question 8: What if we buy from multiple parties and deliver to multiple markets, do we have to wait until all the points are balanced before we can submit our nominations?
Response 8: No. DART provides a mechanism for customers who need to balance their pool due to late changes within a cycle. Customers can nominate a payback transaction as a placeholder until information is updated before the nomination deadline.

Question 9: What if we are still waiting on one or two counterparties close to the nomination deadline, do we have to submit everything at the last minute?
Response 9: No. Nominations can be submitted in batches, e.g., submit one batch with completed transactions, then create a second batch with pending information and save in “work in progress” until complete information is received to nominate.
Question 10: What is a nomination batch?
Response 10: A nomination batch represents a group of nominated line items for multiple contracts and PINs for a given date range and cycle. The nominated line items include both pathed nominations such as transport, and the related non-threaded nominations with the supply and market commercial counterparties at the applicable PINs. Each batch is assigned a unique batch identification number.

Question 11: Will I be able to see if I am in Overrun on segmented nominations?
Response 11: Yes. Customers can see if nominations are in overrun on the MDQ Utilization/Overrun Analysis screen in DART.

Question 12: Will nominations still include a Package ID field?
Response 12: Yes, the DART Nomination Matrix allows for a shipper specified Package ID to be entered for the upstream supply, the transport line item, and/or the downstream market. These Package IDs do not need to be the same, but they may be.

Question 13: How will ranks be used in DART?
Response 13: There are three different types of nomination ranks used in DART that are described below. In all cases, the range is from “1” (highest priority) to “999” (lowest priority), and if no rank is provided, a default rank of “500” will be used. Nominations with the same rank will be reduced pro rata based on the nominated quantity.

1. Receipt and Delivery ranks: used in scheduling nominations at the receipt and delivery PINs based on shipper’s applicable priority of service, and to apply confirmation reductions at the PINs.
2. Upstream and Downstream ranks: used in balancing shipper’s nominations for reductions. These ranks are used to balance across all commercial counterparties and any applicable package ids that have been submitted.
3. Path Nomination ranks: Used in scheduling shipper’s multiple pathed nominations through a pipeline segment constraint.
Question 14: How do you manage nominations by different Schedulers for the same customer who may be submitting at the same time and prevent overwriting each other, e.g., one nominates Supply and other Transport?

Response 14: DART prevents overwrites by sending a notification to the last submitter, to re-submit, because there are other batches “validating” the same points. Scheduler can then see updated activity and rebalance nomination if necessary and resubmit.

Question 15: What is a Counter Party Nomination?

Response 15: A Counter Party Nomination allows you to see if there is a mismatch between you and your counter party. The Counter Party Nomination is a data field on the Nomination Matrix that allows you to see any nominated quantity from a connected entity, such as in a pooler buy or sell transaction. For example, if you are buying 10,000 Dth from another entity at a PIN and the other entity has entered a corresponding nomination to sell you 10,000 Dth, in DART, you will see the 10,000 Dth in the Counter Party Nomination data element when your nomination has been entered. Only “Submitted” Batch files will populate the Counter Party Nomination file in DART.

Question 16: How can I learn more about changes to specific nomination transactions?

Response 16: Teleconference training sessions specifically focused on nomination transactions will be scheduled closer to implementation. In addition, online video tutorials will be available [click here].

Question 17: Will transactions be permitted to remain out of balance in certain cycles?

Response 17: No, nominations must be balanced each cycle.

VISA

Question 1: Will I still have access to VISA?

Response 1: No. DART will provide key data currently available in VISA. VISA will be retired following completion of the DART implementation.

Question 2: Will I have access to the same data I see now in VISA?

Response 2: Most key information currently accessed in VISA will be available via DART.
Question 3: Which VISA screens will be transferred to DART?
Response 3: While the screen appearance and layouts may be different, data on the following VISA screens will be available in DART:

i. M Spot
ii. Flow By Hr
iii. M Rpt
iv. M 48 Hr, T 48, M Hr Avgs and T Hr Avgs Hr will be combined to one screen
v. M Day Avgs
vi. M Stats and T Stat will be combined to one screen
vii. DART will provide the capability to query data then save to preferred format (Txt, PDF, Excel, Delimited)

Question 4: Will the data in DART be “refreshed” at the same rate as VISA, i.e., will it be near real time data?
Response 4: The “refresh” rate will be every 15 minutes.

EDI

Question 1: Will changes be required to EDI?
Response 1: As a result of the conversion to a Pathed Non-Threaded Nomination Model, changes will be required to the nomination and scheduled quantity for shipper EDI data sets. You may possibly need to change your confirmation EDI data sets as well. Other data sets will not be impacted by the DART implementation.

Question 2: What NAESB versions will be supported by DART?
Response 2: We will be requiring all EDI partners to conform to the latest available version for EDI communication. This is currently NAESB Version 3.0. Currently supported older NAESB versions will no longer be supported within DART.

Question 3: Will new Trading Partner Agreements (TPAs) be required?
Response 3: A new TPA will be required for all EDI customers. We will be in contact with all EDI business partners to update their TPA.
Question 4: When do you anticipate providing the new Trading Partner Agreement (TPA) document and who do I contact regarding such document?
Response 4: All current EDI business partners were sent a copy of the new TPA(s). If you have not received these as of yet, please contact the EDI team with the information provided in Question 6 below.

Question 5: If we already do EDI on another Kinder Morgan pipeline, will EDI work the same for the West Region Pipelines?
Response 5: Yes, but not all of the transaction type descriptions may be available for nominating on all pipelines.

Question 6: Who do I contact regarding EDI questions?
Response 6:
Kathy Lehmann – EDI Lead
(713) 420-3843
Katherine_Lehman@KinderMorgan.com

Paul Box
(719) 520-4461
Paul_Box@KinderMorgan.com

Nichole Lopez
(713) 420-7126
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Training

Question 1: What is the customer training plan for DART?
Response 1: We will employ a four part approach to training customers to use DART:
   a. Teleconference Meetings – A variety of teleconference meetings will be available to introduce and explain the conversion to DART, the changes customers can expect, timelines, and other conceptual topics.
   b. On-line Video Tutorials – Short videos demonstrating “how to” perform specific functions in DART are now available on Kinder Morgan’s DART training web page (click here).
   c. Regional Workshops – Live, hands-on training sessions, offered in regional locations, were held in February 2017.
   d. Sandbox Customer Environment – A DART training environment for customers will be provided approximately two months prior to implementation for customers to practice using the DART system.

Question 2: How will training opportunities be communicated?
Response 2: All training opportunities will be communicated to customers via non-critical notices posted to the EBB.

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