

# VICTORIAN DECLARED WHOLESALE GAS MARKET WEBEXCHANGER USER GUIDE

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Approved for distribution and use by:

APPROVED BY: Luke Garland  
TITLE: A/ Group Manager Gas Real Time Operations

DATE: TBD

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7.0	December 2016	Updated to incorporate the manual process for terminating a standing AIHN.

7.1	11 November 2020	Updated template Technical Document in the Wholesale Market Electronic Communication Procedure.
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## Abbreviations and symbols

Abbreviation	Term
<b>AEMO</b>	Australian Energy Market Operator
<b>AIHN</b>	agency injection hedge nomination
<b>AMDQ</b>	authorised maximum daily quantity (collective term for authorised MDQ and AMDQ credits)
<b>AMIQ, AMIQ%</b>	authorised maximum interval quantity (GJ) or percentage profile (%)
<b>BOD</b>	beginning of day
<b>CPP</b>	close proximity injection point
<b>d, d-1, d-2</b>	today, yesterday, day before yesterday
<b>D, D+1, D+2</b>	current gas day, next gas day (day-ahead), gas day after next (two-days-ahead)
<b>EST</b>	Eastern Standard Time
<b>GJ</b>	gigajoule is a unit of measure of energy equal to $10^9$ joule
<b>GMS</b>	Gas Market System
<b>GPG</b>	gas-fired power generation
<b>IHN</b>	injection hedge nomination
<b>ITR</b>	injection tie-breaking right
<b>MCE</b>	Market Clearing Engine
<b>MDQ</b>	maximum daily quantity
<b>MIBB</b>	Market Information Bulletin Board
<b>MIRN</b>	Metering Installation Registration Number
<b>MP</b>	market participant
<b>NGR</b>	National Gas Rules
<b>PJ</b>	petajoule is a unit of measure of energy equal to $10^{15}$ joule
<b>SDPC</b>	supply and demand point constraint
<b>SIP</b>	system injection point
<b>TJ</b>	terajoule is a unit of measure of energy equal to $10^{12}$ joule
<b>UAFG</b>	unaccounted-for-gas
<b>UH</b>	uplift hedge
<b>VOLL</b>	value of lost load—the maximum market price

# 1 Introduction to WebExchanger

The WebExchanger (WEX) is a web-based application that is provided for use by market participants (MP) in the Declared Wholesale Gas Market (DWGM). Each MP must submit important market information to AEMO (withdrawal and injection bids, demand forecast, injection hedge nominations, agency injection hedge nominations, and authorised maximum daily quantity (AMDQ) nominations) when required for each gas day in accordance with the National Gas Rules (NGR).

It is important that MPs understand these rules, the requirements, and the benefits of compliance with these rules.

AEMO will use the submitted market information as part of the input required in order to produce required scheduling instructions for the gas market. Schedule instructions will be provided to relevant market participants via the Market Information Bulletin Board (MIBB).

The WebExchanger is built on Java Enterprise technology to provide flexible and efficient interfaces with other market system components and support business processes that have been developed for the DWGM.

## Main functions of WebExchanger

WebExchanger enables MPs to submit gas market information to AEMO, including:

- Controllable injection and withdrawal bids.
- Demand forecasts (uncontrollable withdrawals).
- Injection hedge nominations (IHN) (if required).
- Agency injection hedge nominations (AIHN) (if required).
- Agency injection hedge nomination confirmations (if required).
- AMDQ nominations (if required).

All information submitted is written directly into AEMO's internal systems for processing. Data can be entered manually, or entered by file upload, or submitted through automated processes (web services). The different methods and processes are detailed in this guide.

## 2 Getting Started with WebExchanger

### 2.1 Account registration

---

User access to the WebExchanger must be registered through a valid MIBB user account.

New users must apply to AEMO for an MIBB user account and request access to WebExchanger. Existing MIBB users must complete the *MIBB Account Access and Password Change Request Form* and nominate access to WebExchanger. This form can be obtained from:

- MarketNet Users: [https://vicgas.prod.marketnet.net.au/Public\\_Dir/Documents/](https://vicgas.prod.marketnet.net.au/Public_Dir/Documents/)

After the registration process is complete, user accounts are set up by an AEMO IT system administrator. Each market participant is given access to the market information, system interfaces, and details that are relevant to their profile. For example, drop-down lists are populated only with meters and settings that the participant has permission to access. Registered users will be issued with a username and password.

### 2.2 MPs involved in agency injection hedge nominations

---

Market participants involved in agency injection hedge nominations or confirmations (as injecting or recipient MPs) are required to submit e-mail distribution list details to AEMO to ensure that all emails are distributed according to the market participant's requests. These emails inform MPs involved in an agency injection hedge nomination or confirmation that an action is required from them. For more information, see Section 3.3.

### 2.3 Help

---

For assistance with WebExchanger, contact the AEMO Information and Support Hub at [supporthub@aemo.com.au](mailto:supporthub@aemo.com.au) or 1300 236 600 (1300 AEMO 00).

### 2.4 System security

---

AEMO applies industry-standard security measures to protect market systems and data integrity, including password security, system time-outs, bid entry start and cut-off times (in accordance with the NGR), and participant data confidentiality.

Password security measures include:

- Passwords must be changed at least every 42 days.

- Passwords must be at least six characters in length.
- The system remembers up to 13 previous passwords.
- Passwords must meet complexity requirements (see Section 2.5).

All accounts are locked on three unsuccessful attempts to login and will require an administrator to unlock.

MPs are encouraged to have individual accounts for each registered user and not generic accounts that are shared. This helps AEMO manage accounts and avoid problems such as the changing of passwords among multiple users.

Only the nominated MIBB security officer appointed by each organisation can approve account changes.

## 2.5 Password requirements

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These requirements are applied whenever passwords are changed or created. Passwords must not contain all or part of the user's account name, and must contain characters from three of the following four categories:

- Uppercase alphabetical characters A through Z.
- Lowercase alphabetical characters a through z.
- Numerals 0 through 9.
- Non-alphabetical characters, such as !, \$, #, %.

## 2.6 Session time-out

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The WebExchanger application will time-out if it is left inactive for more than 30 minutes. Any data entered or partly entered will be lost.

---

**Note.** Data submitted in the session before the WebExchanger time-out is processed normally—only data that has not been submitted will be lost.

---

## 3 The WebExchanger Interface

The WebExchanger interface contains several elements which change in relation to the function being performed. Figure 3-1 shows the WebExchanger home page, which contains the elements that are generic to all WebExchanger screens:

- Work area
- Main menu
- Actions menu
- Log-in details and system clock.

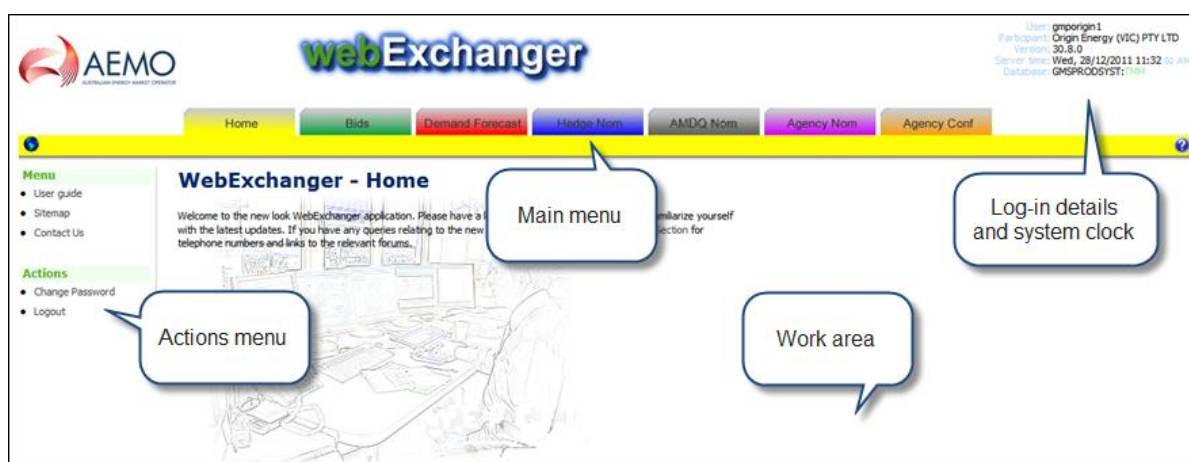


Figure 3-1 WebExchanger home page

The functions and information displayed in the Actions menu and work area will change with each tab selected in the Main menu.

### 3.1 Main menu

Tabs on the WebExchanger main menu provide access to all WebExchanger functions. For example, the **Bids** tab gives access all bids functions.

Tab	Functions
<b>Home</b>	<ul style="list-style-type: none"> <li>• General Information.</li> <li>• Access to home page action menu items.</li> </ul>
<b>Bids</b>	<ul style="list-style-type: none"> <li>• Create new bids (injection or withdrawal).</li> <li>• Search for and modify existing bids (save as new).</li> <li>• Revise current gas day bids.</li> <li>• Submit bids.</li> <li>• Review bids.</li> </ul>
<b>Demand Forecast</b>	<ul style="list-style-type: none"> <li>• Create new demand forecasts.</li> <li>• Search for and modify existing forecasts (save as new).</li> <li>• Revise current gas day forecasts.</li> <li>• Submit demand forecasts.</li> <li>• Review demand forecasts.</li> </ul>
<b>Hedge Nom</b>	<ul style="list-style-type: none"> <li>• Create new IHN and AMIQ profile.</li> <li>• Search for and modify existing IHN and AMIQ profile (save as new).</li> <li>• Revise current gas day IHN and AMIQ profile.</li> <li>• Submit IHN and AMIQ profile.</li> <li>• Review IHN and AMIQ profile.</li> </ul>
<b>AMDQ Nom</b>	<ul style="list-style-type: none"> <li>• Create new AMDQ nominations.</li> <li>• Search for and modify existing AMDQ nominations (save as new).</li> <li>• Revise current gas day AMDQ nominations.</li> <li>• Submit AMDQ nominations.</li> <li>• Review AMDQ nominations.</li> </ul>
<b>Agency Nom</b>	<ul style="list-style-type: none"> <li>• Create new AIHN.</li> <li>• Search for and view existing AIHN.</li> <li>• Submit AIHN.</li> <li>• Review AIHN.</li> <li>• Withdraw AIHN.</li> </ul>
<b>Agency Conf</b>	<ul style="list-style-type: none"> <li>• View AIHN.</li> <li>• Confirm AIHN.</li> <li>• Confirm withdrawal of AIHN.</li> </ul>

## 3.2 General features and common tasks

### 3.2.1 Change password

#### To change your password:

1. Click the **Home** tab.
2. On the **Actions** menu, click **Change password**.
3. In the **Old Password** box, type your current password.
4. In the **New Password** box, type the new password (see Section 2.5 for requirements).
5. In the **Verify New password** box, type the password again.
6. Click **Change password**.

The change will take effect the next time you log in.

### 3.2.2 System clock

AEMO systems run to Eastern Standard Time (EST) all year round without adjustment for daylight-saving. Market participants must make the necessary adjustments during periods of daylight-saving. The system clock is displayed at all times in the upper right corner of the screen.

### 3.2.3 Calendar tool

Use the Calendar tool to select a date range when searching for existing bids, demand forecasts, or nominations. This ensures that dates are entered into the WebExchanger in the correct format.

**Note.** A gas day is the 24-hour period starting at 6:00 AM (ending at 6:00 AM the next day).

#### To select dates with the Calendar tool:

1. Click inside the field box of any date field to open the Calendar tool.

To gas day:

2. Click a date to select it.

March, 2012							
<<	<	Today				>	>>
wk	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8					1	2	3
9	4	5	6	7	8	9	10
10	11	12	13	14	15	16	17
11	18	19	20	21	22	23	24
12	25	26	27	28	29	30	31
Select date							

- To scroll forwards or backwards through the months, click the < or > controls.

- To select a specific month, hold down the > control and select the month from the drop down list.
- To scroll forwards or backwards through the years, click the << or >> controls.
- To select a specific year, hold down the >> control and select the year from the drop down list.
- To return to the current date, click the **Today** link.

### Take care when selecting dates

Because a gas day starts at 6:00 AM one day and ends at 6:00 AM on the next calendar day, care must be taken when selecting date ranges in WebExchanger. For example, to retrieve all bids for the month of January, you must select the date range from 1 January to 1 February. Similarly, if you wish to submit a standing bid that would remain in effect for the month of January, you must select the date range to commence on 1 January and terminate on 1 February. This is because a To Gas Day date of the 31 January will not pick up bids between midnight of 31 January and 6:00 AM of 1 February.

#### 3.2.4 Cancelling data entry

Because WebExchanger is an online application, its behaviour is similar to any web page. And so, to cancel out of a data entry process, simply click out of the data entry screen (click the Home tab, for example). The data entry screen will close and the unsubmitted data will be discarded.

---

**Note.** You can still cancel the entry during the final confirmation step.

---

## 3.3 Email messages

---

WebExchanger automatically generates email messages to market participants involved in agency injection hedge nominations and confirmations. This advises the injecting participant and the recipient when:

- The nomination has been received by AEMO—the nomination must still be confirmed by the recipient before it takes effect.
- The nomination has been accepted and confirmed by the recipient—the AIHN is then in effect.

---

**Note.** AEMO does not follow up unconfirmed nominations. It is the responsibility of each party involved to fulfil their obligations in regard to an AIHN.

---

AEMO recommends that market participants provide AEMO with an email distribution list for these nominations. For more information, contact the AEMO Information and Support Hub.



## 3.4 File upload

---

The WebExchanger file upload function enables MPs to enter bidding, demand forecasts, injection hedge and agency injection hedge nominations, AMIQ profiles and AMDQ nominations by uploading a CSV file (comma-separated values).

---

**Note.** The uploaded file only populates the screen (bid price, quantity steps, and dates). All data must be manually submitted, regardless of how the data is input.

---

The MP prepares a data file with a third-party tool, such as Microsoft® Excel™ or any text editor. Each file can contain only one of the following:

- A single bid.
- A single non-site-specific demand forecast or a single site-specific demand forecast.
- A single injection hedge nomination and AMIQ profile.
- A single agency injection hedge nomination that may contain up to 10 recipient MPs.
- A single AMDQ nomination.

Details of file formats and the upload function can be found in *Declared Wholesale Gas Market Participant Build Pack [3]*, which can be requested from the AEMO Help Desk.

### 3.4.1 Excel file compatibility

WebExchanger only accepts CSV files with the date format DD MMM YYYY. When a file is saved in Excel, Excel might automatically change the date format to DD-MM-YY. This includes files created in other applications, which are opened and saved in Excel. If a file is opened in Excel without saving, the date formats are not affected.

## 3.5 Searching and retrieving historical data

---

All submissions are stored in AEMO file systems for up to 18 months. AEMO records all submissions, including multiple submissions for the same schedule, within that period. Market participants, however, can only access the last-approved submission for each schedule of each day with a specified date range. This applies to historical bid, forecast and nomination data.

For example, if an MP submits three sets of data for the 6:00 AM schedule on a gas day, AEMO records all three entries. But the MP can only view the last-approved submission in the list of historical bids.

However, if the MP submits one entry for the 6:00 AM schedule on a gas day, and then submits revised data for the 2:00 PM schedule for the same day, both submissions will appear in the historical bids list.

From gas day: 05-SEP-2006 To gas day: 07-SEP-2006

Historical Bids: 29957 <05-AUG-2006 - 05-SEP-2006> 6 AM

- 51179 <04-SEP-2006 - 05-SEP-2006> 6 AM
- 51193 <05-SEP-2006 - 06-SEP-2006> 6 AM
- 51194 <05-SEP-2006 - 06-SEP-2006> 2 PM
- 51195 <06-SEP-2006 - 07-SEP-2006> 6 AM
- 51196 <06-SEP-2006 - 07-SEP-2006> 2 PM

Figure 3-2 Results of a search, showing all (last-approved) entries that fall wholly or partially within the date range.

The WebExchanger user can select an existing submission from a previous day, modify it (if necessary), and then save it as a new submission for the current day or days ahead or as a new standing submission. The only exception to this is an Agency Injection Hedge Nomination, where a previous submission can be viewed but cannot be modified. The search criteria available with each data type are listed in Table 3.1.

Table 3.1 Search criteria

Data type	Search criteria
Bids	<ul style="list-style-type: none"> <li>Bid type</li> <li>Meter (withdrawal or injection point)</li> <li>Date range</li> </ul>
Demand Forecast	<ul style="list-style-type: none"> <li>Forecast type</li> <li>Date range</li> </ul>
Injection Hedge Nomination	<ul style="list-style-type: none"> <li>Close proximity injection point</li> <li>Date range</li> </ul>
Agency Injection Hedge Nomination	<ul style="list-style-type: none"> <li>Close proximity injection point</li> <li>Date range</li> </ul>
AMDQ Nomination	<ul style="list-style-type: none"> <li>Close proximity injection point</li> <li>Date range</li> </ul>

## 3.6 Web Services

There are two methods by which market participants can interact with AEMO's market systems:

- WebExchanger provides an interactive user interface accessed from a web browser. This mode allows users to view and submit data and upload CSV files. This guide describes the WebExchanger user interface.
- WebExchanger Web Services provides a protocol by which the market participant's systems can communicate directly with AEMO's market systems.

The WebExchanger Web Services are divided into a number of discrete services relating to particular areas of functionality:

- Bid service.
- Demand forecast service.
- AMDQ nomination service.
- Injection hedge nomination service.
- Agency injection hedge nomination service.

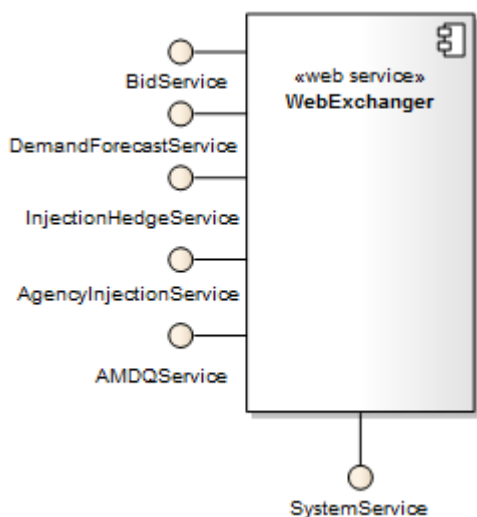


Figure 3-3 WebExchanger Web Services

For information about Web Services, including details of input and output parameters and error messages, refer to the *Declared Wholesale Gas Market Participant Build Pack* [3].

### 3.7 MIBB reports

Reports triggered by processes in WebExchanger can be accessed on the MIBB. These reports allow MPs to verify that submitted data (bids, demand forecasts, and nominations) has been received and processed by AEMO.

MIBB reports are summarised in Table 3.2. For a complete description, refer to *User Guide to MIBB Reports* [6].

Table 3.2 Summary of MIBB reports

MIBB Report	Name	Details
INT103a	Bid Confirmation	This is an MP report, produced after an MP withdrawal or injection bid is accepted by the market system.
INT103b	Injection Hedge Nomination Confirmation	This is an MP report, produced after an injection hedge nomination has been accepted by the market system. It reports the AMIQ profile and the IHN for close proximity injection points.

MIBB Report	Name	Details
INT103c	Demand Forecast Confirmation	This is an MP report, produced after an MP's demand forecast is accepted by the market system.
INT103e	AMDQ Nomination Confirmation	This is an MP report, produced after an AMDQ nomination has been accepted by the market system. It reports the AMDQ nomination for system injection points at the related close proximity injection point.
INT 103f	AIHN Confirmation	This is an MP report, produced after an agency injection hedge nomination submitted by an injector has been accepted by the market system and confirmed by the recipient MP, or when a confirmed agency injection hedge nomination is withdrawn by the relevant injector. It reports the AIHN for close proximity injection points for the associated injectors and recipients.
INT 181	Injection Tie Breaking Right	This is an MP report, produced after an operating schedule has been approved. It reports a detailed breakdown of MP's injection tie-breaking rights at each relevant system injection point.
INT 182	Agency Injection Tie Breaking Right	<p>This is an MP report, produced for MPs engaged in agency injection hedge nominations, after an operating schedule has been approved.</p> <p>For the injector, it reports the details of the agency injection hedge rights received by that injector from each of the recipient(s) that it injects on behalf of, at each relevant system injection point.</p> <p>For the recipient, it reports the details of the agency injection hedge rights that it provides to each of the relevant injectors at each relevant system injection point.</p> <p>This is a supplementary report to INT 181 which only shows the total AIHR an injector receives from all its recipients at each relevant system injection point..</p>

Access to market participant reports is strictly controlled through the permissions granted to each user.

## 4 Data submissions

### 4.1 Rules for data submission

---

Market participants must comply with the relevant rules when submitting the required market information. The AER monitors compliance by market participants and AEMO. The National Gas Rules<sup>1</sup> (NGR) set out an MP's obligations in relation to market data provisions:

- Rule 207 Requirement to submit bids and demand forecasts.
- Rule 208 Demand forecasts.
- Rule 209 Bids.
- Rule 210 Accreditation (of controllable injections and withdrawals).
- Rule 211 Timing of submissions by Market Participants.
- Rule 213 Other requirements for submissions by Market Participants.

### 4.2 Understanding scheduling intervals and horizons

---

The terms 'schedule', 'scheduling interval', and 'scheduling horizon' are related, but they are not the same.

#### Scheduling interval

There are five scheduling intervals in the current gas day market. 6:00 AM – 10:00 AM, 10:00 AM - 2:00 PM, 2:00 PM – 6:00 PM, 6:00 PM – 10:00 PM, and 10:00 PM – 6:00 AM.

#### Scheduling horizon

The scheduling horizon refers to the period of time over which a bid applies. For example, 6:00 AM bids (also referred to as beginning-of-day or BOD bids) are applied to the 6:00 AM – 6:00 AM scheduling horizon (the whole gas day). However, 2:00 PM revised bids for the current gas day, apply to the 2:00 PM – 6:00 AM scheduling horizon.

#### Schedule

For the current gas day, a schedule is run for each scheduling horizon at the start of each scheduling interval. There are therefore, on a normal gas day, five schedules run for the current gas day at 6:00 AM (BOD), 10:00 AM, 2:00 PM, 6:00 PM, and 10:00 PM. Additional day-ahead and two-day-ahead schedules are also run.

---

<sup>1</sup> <http://www.aemc.gov.au/Gas/National-Gas-Rules/Current-Rules.html>

### Which scheduling horizon do I enter the bid into?

BOD (current day) bids, day-ahead bids, and standing bids are only entered in the 6:00 AM scheduling horizon. Revised bids (rebids) are entered in the remaining scheduling horizons (10:00 AM, 2:00 PM, and so forth).

## 4.3 Schedule types

---

AEMO prepares and publishes two types of schedules at each schedule time:

### Pricing schedule

The key output in a pricing schedule (PS) is the market price.

### Operating schedule

The key outputs from the operating schedule (OS) are the scheduled injection and withdrawal quantities for each MP at each system injection and withdrawal point. These are issued to each MP in the scheduling instructions.

## 4.4 Market timeline

---

### 4.4.1 Schedule publishing times

The schedule times, schedule types, and scheduling horizons are summarised in Table 4.1 and described below:

- Each day at 6:00 AM, the beginning-of-day (BOD) pricing schedule (PS) and operating schedule (OS) are published by AEMO. These schedules cover the scheduling horizon from 6:00 AM to 6:00 AM for the current gas day.
- At 8:00 AM, the day-ahead (D+1) PS and OS are published. These schedules cover the scheduling horizon from 6:00 AM to 6:00 AM for the next gas day.
- At 10:00 AM, the first revised PS and OS are published for the current gas day, covering the scheduling horizon from 10:00 AM to 6:00 AM (that is, the remaining hours of the current gas day). The revised data replaces the beginning-of-day schedule data going forward and becomes the last-approved schedule.
- At 12:00 PM, the two-day-ahead (D+2) PS and OS are published. These schedules cover the scheduling horizon from 6:00 AM to 6:00 AM for the day after the next gas day.
- At 2:00 PM, the second revised PS and OS are published for the current gas day, covering the scheduling horizon from 2:00 PM to 6:00 AM (the remaining hours of the current gas day). This is now the last-approved schedule.
- The process continues throughout the day (at 4:00 PM, 6:00 PM, 10:00 PM and 12:00 AM). As schedules are revised, market instructions are updated.

Although AEMO publishes revised schedules for each of the scheduling horizons, it is not mandatory for MPs to provide revised data for these later schedules.

---

**Important.** AEMO systems operate on Eastern Standard Time (EST) and are not adjusted for periods of daylight saving.

---

**Table 4.1** Gas day scheduling times and horizons

Schedules published at	Contain these schedule types	For this scheduling horizon
6:00 AM	Beginning-of-day (BOD) PS and OS for current gas day (D)	Gas day D 6:00 AM – 6:00 AM 24-hour horizon
8:00 AM	PS and OS for next gas day (D+1)	Gas day D+1 6:00 AM – 6:00 AM 24-hour horizon
10:00 AM	Revised PS and OS for current gas day (D)	Gas day D 10:00 AM – 6:00 AM 20-hour horizon
12:00 PM noon	PS and OS for two-days ahead (D+2)	Gas day D+2 6:00 AM – 6:00 AM 24-hour horizon
2:00 PM	Revised PS and OS for current gas day (D)	Gas day D 2:00 PM – 6:00 AM 16-hour horizon
4:00 PM	Revised PS and OS for next gas day (D+1)	Gas day D+1 6:00 AM – 6:00 AM 24-hour horizon
6:00 PM	Revised PS and OS for current gas day (D)	Gas day D 6:00 PM – 6:00 AM 12-hour horizon
10:00 PM	Revised PS and OS for current gas day (D)	Gas day D 10:00 PM – 6:00 AM 8-hour horizon
12:00 AM midnight	Revised PS and OS for next gas day (D+1)	Gas day D+1 6:00 AM – 6:00 AM 24-hour horizon

#### 4.4.2 Data submission time frames

There is a defined window within which bids, demand forecasts, and nominations for each scheduling horizon can be entered into WebExchanger. These timeframes are listed in Table 4.2, which, referring to the column labels *S*, *G*, *V* and *W* in the table, are read as “Data *V* for schedule *S* on gas day *G* must be submitted before *W*<sub>2</sub> and not before *W*<sub>1</sub>”.

The cut-off time for each round of submissions is one hour before the publishing time for that schedule with the exception of the revised D+1 12:00 AM (midnight) schedule, for which the bid cut-off time is 10:00 PM. Data cannot be submitted after the cut-off time using WebExchanger—the software only permits input into the next available scheduling interval (or horizon).

Similarly, each scheduling horizon has a submission start time, before which data cannot be entered for that horizon.

Table 4.2 Data submission time frames

Submissions for schedules published today at	For gas day (D)	For these types of submission data						Must be submitted before		And not earlier than	
S	G	V						W2		W1	
today = d	D = current gas day D+1 = next gas day D+2 = gas day after next	Bids	Demand forecast	IHN	AIHN	AMIQ profile	AMDQ norms	d = today d-1 = yesterday d-2 = day before yesterday			
6:00 AM	D	■	▲	□	□	□	□	5:00 AM	d	10:01 PM	d-1
8:00 AM	D+1	■	▲	□	□	□	□	7:00 AM	d	10:01 PM	d-1
10:00 AM	D	□	□			□	□	9:00 AM	d	5:01 AM	d
12:00 PM	D+2	■	▲	□	□	□	□	11:00 AM	d	10:01 PM	d-1
2:00 PM	D	□	□			□	□	1:00 PM	d	9:01 AM	d
4:00 PM	D+1	□	□	□	□	□	□	3:00 PM	d	7:01 PM	d-1
6:00 PM	D	□	□			□	□	5:00 PM	d	1:01 PM	d
10:00 PM	D	□	□			□	□	9:00 PM	d	5:01 PM	d
12:00 AM	D+1	□	□	□	□	□	□	10:00 PM	d	3:01 PM	d

■ = mandatory submission by injecting MP or withdrawing MP with controllable demand

▲ = mandatory submission by withdrawing MP with uncontrollable demand

□ = optional submission

## 4.5 Standing data

Standing data entries can be made for market bids, demand forecast, IHN, AIHN, and AMDQ nominations. There are two strategies that are commonly employed for standing data:

- Standing data can be used as a back-up in the event of a system failure. AEMO encourages MPs to submit standing entries for back-up purposes.
- Standing data can save time when submitting the same data for an extended period—days, weeks or perhaps months.

**Note.** To commence a standing data entry on the current gas day, the submission must be made prior to 5:00 AM (beginning-of-day cut-off time).



### Duration and precedence of standing data

- The standing bid, demand forecast, IHN, AIHN, or AMDQ nomination commences at 6:00 AM on the commencement date.
- The standing bid, demand forecast, IHN, AIHN or AMDQ nomination terminates at 6:00 AM on the termination date.
- An individual bid, demand forecast, IHN or AMDQ nomination that is submitted after and overlaps with an existing standing data entry takes precedence over standing data. The standing data entry takes effect again when there are no superseding individual entries.
- A standing bid, demand forecast, IHN or AMDQ nomination that is submitted after and overlaps with an existing individual entry takes precedence over the individual entry.
- An existing AIHN cannot be overridden without first being withdrawn, and so a standing AIHN cannot overlap an existing nomination. Also note that an AIHN cannot be withdrawn after the commencement date.

#### Example

Market participant A has a standing bid where:

- Commencement Date = 1st of a new month.
- Termination Date = 1st of the following month.

On the 15th, market participant A submits a bid for the current gas day (commencing on the 15th at 6:00 AM and ending on the 16th at 5:59 AM).

The bids will function as follows:

- Standing bid commences 6:00 AM on the 1st.
- Current gas day bid takes effect on the 15th at 6:00 AM.

Standing bid recommences on 6:00 AM on the 16th and continues until the end of the month (until 6:00 AM on the morning of the 1st of the following month) unless further current gas day bids are specified.

## 5 Market bids

MPs who intend to inject gas into or withdraw controllable (or price responsive) gas from the Declared Transmission System (DTS) must submit bids to AEMO to indicate their intention to do so. Bids are submitted from the WebExchanger **Bids** tab.

Bids for the current gas day are submitted prior to the beginning of each gas day, and optional revised bids can be entered at any of the four subsequent scheduling intervals throughout the gas day. Revised bids are entered at the discretion of the MP – beginning-of-day bids in the 6:00 AM schedule will apply to the full gas day if no revised bids are subsequently submitted. This allows MPs to shift their position if market conditions change during the gas day.

Day-ahead (D+1), two-day-ahead (D+2) and standing bids are also submitted from the WebExchanger **Bids** tab. When entering bids for D+1 or D+2 schedules, MPs must enter the data against the 6:00 AM schedule for that gas day.

AEMO collates all bids, produces the operating and pricing schedules and publishes the scheduling instructions to the Market Information Bulletin Board. Bids are accepted by AEMO contingent on a range of market and operating conditions being met over the course of the gas day.

### 5.1 Types of market bids

---

#### Injection bids

A separate injection bid must be submitted for each system injection point at which the MP intends to inject gas on a gas day. All system injection points that the MP has access to will be available from a drop-down list on the injection bids entry screen.

Each injection bid must specify:

- The gas day to which the injection bid applies.
- The identity of the MP submitting the injection bid.
- The system injection point at which the MP intends to inject gas.
- Up to 10 bid steps for that schedule.

#### Withdrawal bids

A separate withdrawal bid must be submitted for each system withdrawal point from which the MP intends to withdraw gas on a gas day. All system withdrawal points that the MP has access to will be available from a drop-down list on the withdrawal bids entry screen.

Each withdrawal bid must specify:

- The gas day to which the withdrawal bid applies.
- The identity of the MP submitting the withdrawal bid.
- The system withdrawal point from which the MP proposes to withdraw gas.

- Up to 10 bid steps for that schedule.

## 5.2 Bid sets, bids, and bid steps

The following terms are used to describe bidding information:

- **Bid set.** The bid set is defined as the collection of all bids for the gas day. For example, if the MP enters beginning-of-day bids, and subsequently enters revised bids for the 10:00 AM and 2:00 PM scheduling horizons, the bid set contains all three entries.
- **Bid.** A bid is a price-ordered collection of up to ten bid steps for a specific scheduling horizon.
- **Bid step.** A bid step is a price-quantity step in a bid.

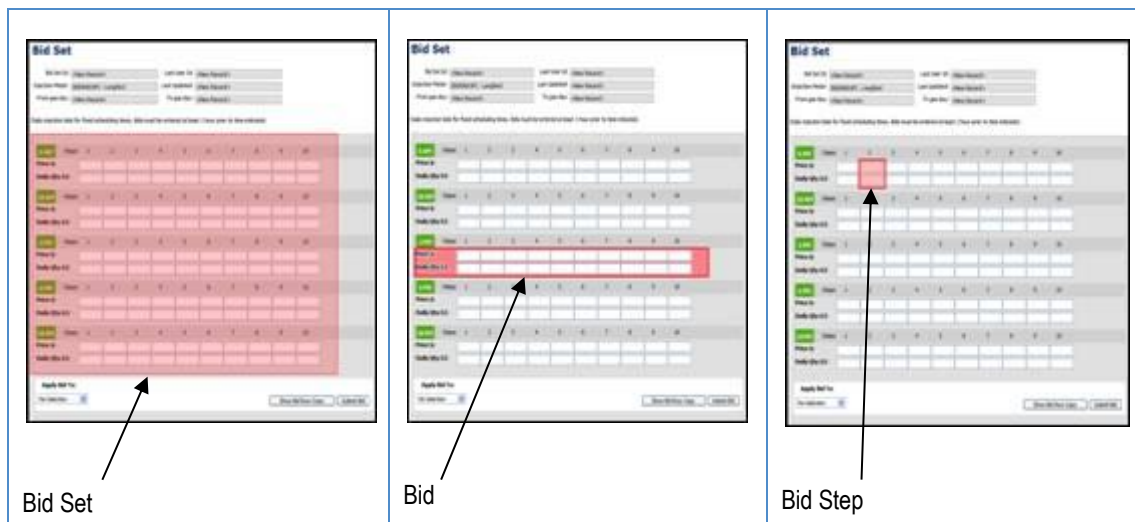


Figure 5-1 Bid set, bid and bid step

Bids contain up to 10 bid steps specifying a price in \$/GJ to four decimal places and a daily quantity in whole gigajoules (GJ) that the MP proposes to inject or withdraw at that price.

The example in Figure 5-2 indicates that the MP is prepared to inject up to:

200 GJ at a price of 3.55 \$/GJ, or

250 GJ at a price of 3.80 \$/GJ, or

300 GJ at a price of 4.00 \$/GJ.

6 AM	Steps:	1	2	3
Price \$:		3.5500	3.8000	4.0000
Daily Qty GJ:		200	250	300

Figure 5-2 Bid step example

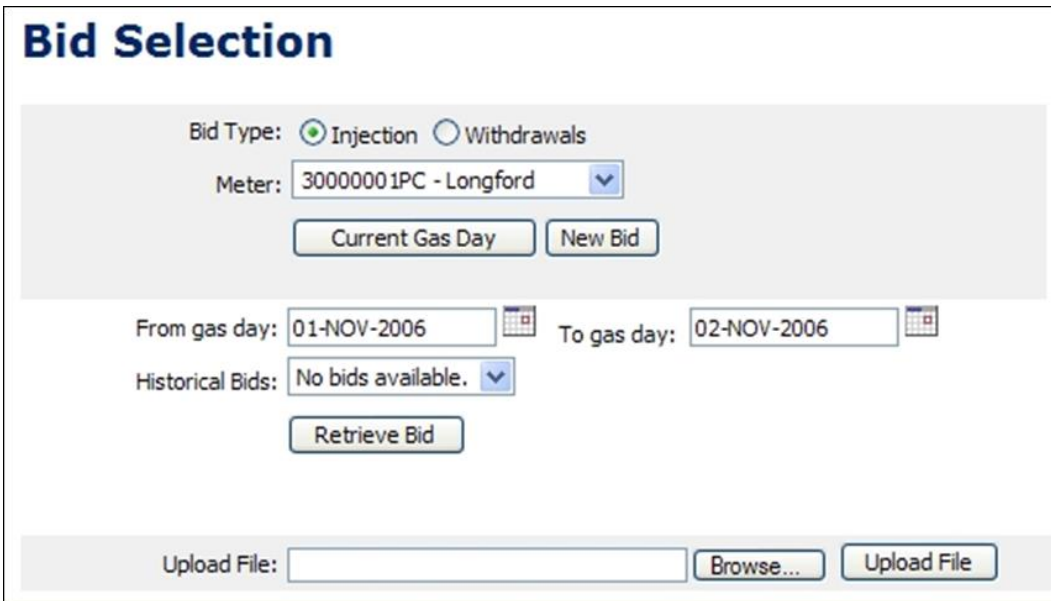
Each bid step applies for the entire gas day if no other bids are subsequently entered. When rebidding (at, say, the 2 PM schedule), the quantities are daily quantities, and the price is only applied to that scheduling horizon (from 2 PM to 6 AM, for example). Consequently, the rebid quantity cannot be less than the quantity that the MP has already been scheduled to inject or withdraw in earlier scheduling intervals. The number of bid steps, quantities, and prices in a rebid are otherwise independent to any previously submitted or scheduled bid.

## 5.3 Bid Selection screen

When the WebExchanger **Bids** tab is selected, the **Bid Selection** screen is displayed (Figure 5-3), from which the user can:

- Select the **Bid Type** as either **Injection** or **Withdrawals**.
- From the **Meter** drop down list, select the injection or withdrawal meter – only meters that they have already registered with AEMO are displayed.
- Create a new or revised bid using one of the following methods:
  - To create a new current day, day-ahead or two-days-ahead bid, click **New Bid** to open the Bid Set screen. For more information, see Section 5.6.
  - To revise bids for the current gas day in the Bid Set screen, click **Current Gas Day**. For more information, see Section 5.7.
  - To revise day-ahead bids in the Bid Set screen, click **Retrieve Bid**. For more information, see Section 5.7.
  - To use a historical bid as a new bid, select the **From gas day** and **To gas day** search range, and then select a bid from the **Historical Bids** drop-down list. Click **Retrieve Bid** to load the bid data to the Bid Set screen, where it can then be modified. For more information, see Section 5.8
  - To upload a prepared CSV file to the Bid Set screen, click **Browse** to locate the CSV file, and then click **Upload File**. For more information, see Section 5.9.

Refer to *Declared Wholesale Gas Market Participant Build Pack [3]* for specifications of the CSV file format.



The screenshot shows the 'Bid Selection' screen with the following elements:

- Bid Type:** Radio buttons for 'Injection' (selected) and 'Withdrawals'.
- Meter:** A dropdown menu showing '30000001PC - Longford'.
- Buttons:** 'Current Gas Day' and 'New Bid'.
- From gas day:** A date input field showing '01-NOV-2006' with a calendar icon.
- To gas day:** A date input field showing '02-NOV-2006' with a calendar icon.
- Historical Bids:** A dropdown menu showing 'No bids available.'.
- Buttons:** 'Retrieve Bid'.
- Upload File:** A text input field, a 'Browse...' button, and an 'Upload File' button.

Figure 5-3 Bid Selection screen

## 5.4 Bid set screen

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On the Bid Selection screen, after selecting the type of bid and the applicable meter or an historical bid, when the user clicks either **Current Gas Day**, **New Bid**, or **Retrieve Bid**, the Bid Set screen is displayed (Figure 5-4). This screen has three sections:

- The top section contains details that are generated by the system during and after the bid submission. For more information, see Section 5.4.1.
- The middle section is where the user enters bid price and bid quantity for each bid step. There are five rows corresponding to five schedules for the gas day. The applicable fields are enabled or disabled for data entry once the **Apply Bid To** function (see Section 5.4.2) is selected. This defines whether the bid is current gas day, day ahead, standing and such.
- Other functions are shown at the bottom of the Bid Set screen.

Users can type the bid data directly in to the selected scheduling horizon or copy the details of an existing bid in the Bid Set screen using the **Bid Row Copy** function (see Section 5.4.2) and then paste the data to the row for the selected scheduling horizon. When complete, the user clicks **Submit Bid** (see section 5.4.4) to submit the bid set for validation and processing.

## Bid Set

Bid Set Id: <New Record>      Last User Id: <New Record>  
 Injection Meter: 30000001PC - Longford      Last Updated: <New Record>  
 From gas day: <New Record>      To gas day: <New Record>  
 Selection Criterion: 165885 <01-JUL-2011 - 01-JAN-2012> 6 AM, modified by Visy02 on 27-JUN-2011 17:19:50

Daily injection bids for fixed scheduling times. Bids must be entered at least 1 hour prior to time indicated.

Time	Steps	1	2	3	4	5	6	7	8	9	10	
<b>6 AM</b>	Steps:	1	2	3	4	5	6	7	8	9	10	165885
Price \$:		0.0000										
Daily Qty GJ:		8,000										
<b>10 AM</b>	Steps:	1	2	3	4	5	6	7	8	9	10	
Price \$:												
Daily Qty GJ:												
<b>2 PM</b>	Steps:	1	2	3	4	5	6	7	8	9	10	
Price \$:												
Daily Qty GJ:												
<b>6 PM</b>	Steps:	1	2	3	4	5	6	7	8	9	10	
Price \$:												
Daily Qty GJ:												
<b>10 PM</b>	Steps:	1	2	3	4	5	6	7	8	9	10	
Price \$:												
Daily Qty GJ:												

Apply Bid To:  
 No Selection ▼


Show Bid Row Copy      Submit Bid

Figure 5-4 Bid Set screen

### 5.4.1 System displayed information

The following details will be displayed automatically by the system for user reference and data tracking purposes:


<b>Bid Set ID</b>	A unique identifier for the overall bid set. The Bid Set Id is generated when the first set of bids for the gas day is successfully submitted. Note that each bid entered will have a unique Bid ID (see Bid ID below).
<b>Injection/Withdrawal Meter</b>	As selected on Bid Selection screen.
<b>Last User ID</b>	Displays the last user to modify the bid set.
<b>Last Updated</b>	Displays the time the bid set was last modified.
<b>From Gas Day</b>	As selected on Bid Selection screen or the Apply Bid To field.
<b>To Gas Day</b>	As selected on Bid Selection screen or the Apply Bid To field.

<b>Bid ID</b>	<p>Each individual bid entry (for a scheduling horizon) has a unique Bid ID (shown in red). When searching for existing bids, the Bid ID is displayed by WebExchanger—not the Bid Set ID. The example below shows “Bid ID &lt;from date – to date&gt; schedule run time”.</p> <div> Historical Bids: 50517 &lt;31-AUG-2006 - 01-SEP-2006&gt; 2 PM   <input type="button" value="Retrieve Bid"/> </div>
---------------	---

#### 5.4.2 Apply Bid To function

The gas day is selected using the **Apply Bid To** function at the bottom-left corner of the screen:

**Apply Bid To:**

No Selection   
No Selection  
Current Gas Day  
Day Ahead  
Two Days Ahead  
Standing Bid

<b>Current Gas Day</b>	Select this option to enter the beginning-of-day bids for the current gas day.
<b>Day Ahead</b>	Select this option to enter the initial one-day-ahead bids.
<b>Two Days Ahead</b>	Select this option to enter the initial two-days-ahead bids.
<b>Standing Bid</b>	Select this option to enter a new standing bid. Date range fields are displayed to select the period for which the bids are to stand.

If the day-ahead or two-day-ahead options are selected, only the row for the 6:00 AM scheduling horizon is available for data entry (see Figure 5-5).

6 AM	Steps:	1	2	3	4	5	6	7	8	9	10
Price \$:											
Daily Qty GJ:											

10 AM	Steps:	1	2	3	4	5	6	7	8	9	10
Price \$:											
Daily Qty GJ:											

2 PM	Steps:	1	2	3	4	5	6	7	8	9	10
Price \$:											
Daily Qty GJ:											

6 PM	Steps:	1	2	3	4	5	6	7	8	9	10
Price \$:											
Daily Qty GJ:											

10 PM	Steps:	1	2	3	4	5	6	7	8	9	10
Price \$:											
Daily Qty GJ:											

Figure 5-5 Bid Set screen for day-ahead and two-day-ahead bids

#### 5.4.3 Bid Row Copy function

The **Bid Row Copy** function allows the user to copy the data from any bid row on the screen to the current selected scheduling horizon.

**To copy bid data to the current selected scheduling horizon:**

1. Click the **Show Bid Row Copy** button. The **Copy From Interval** function is displayed.

**Copy From Interval:**
☐ 6 AM
 ☐ 10 AM
 ☒ 2 PM
 ☐ 6 PM
 ☐ 10 PM

2. Select the scheduling horizon to be copied.
3. Click the **Copy To <time> Interval** button, where <time> is the current selected scheduling horizon.

The screen refreshes with the copied data displayed.

#### 5.4.4 Submit Bid function

The **Submit Bid** function allows the user to submit the bid information they have created. The **Bidding Information and Confirmation** message is then displayed. Click **Confirm Bid** to proceed with the submission or **Cancel Bid** to cancel the submission.



**Bidding Information and Confirmation**

Are you sure? Note that only one bid out of the entire bid set will be taken for consideration by WebExchanger.

**Meter: 30000001PC - Longford**  
**Apply To Gas Day: Current Gas Day**  
**Bid Type: Injection**  
**Commencement Date: 14-JUN-2006**  
**Termination Date: 15-JUN-2006**

Please cancel or confirm your bid using the buttons below.

Figure 5-6 Bid Information and Confirmation screen for current gas day submission

## 5.5 Bid data validation rules

The following rules apply to Bid Step data entry:

<b>Price \$</b>	<ul style="list-style-type: none"> <li>Price in \$/GJ to four decimal places—the system auto-completes entries under four decimal places.</li> <li>Must be greater than or equal to zero and less than VOLL</li> </ul>
<b>Daily Qty GJ</b>	<ul style="list-style-type: none"> <li>Daily quantity in whole gigajoules.</li> <li>Positive value or zero if the first or only bid step.</li> <li>Consistent with any prevailing supply and demand point constraints SPDCs.</li> </ul>
<b>Available data fields</b>	Depending on the time of day and the bid type and gas day (Apply Bid To) selected, the system will enable or disable the relevant fields for data entry. Disabled fields are greyed-out.

The NGR also stipulates that price and quantity value entries must follow these guidelines:

For an injection bid:

- The quantity of gas specified in a price step must be at least as much as the quantity specified for a price step specifying a lower price (NGR Clause 209[6]).
- For the current gas day, an updated bid must be for the whole of the gas day, and must be consistent with the quantity scheduled in respect of that bid for the current and preceding scheduling intervals on that gas day (NGR Clause 211[5]).

For a withdrawal bid:

- The quantity of gas specified in a price step must be no more than the quantity specified for a price step specifying a lower price (NGR Clause 209[7]).
- For the current gas day, an updated bid must be for the whole of the gas day, and must be consistent with the quantity scheduled in respect of that bid for the current and preceding scheduling intervals on that gas day (NGR Clause 211[5]).

What this means is that for an injection bid, the price and quantity must both begin at the lowest amount and increase with each step, as shown below:

<b>6 AM</b>	Steps:	1	2	3	4
<b>Price \$:</b>		3.5000	3.7500	4.0000	4.2500
<b>Daily Qty GJ:</b>		300	500	700	800

For a withdrawal bid, the price must start at the highest amount and decrease with each step, and the quantity must start at the lowest and increase with each step, as shown below:

<b>6 AM</b>	Steps:	1	2	3	4
<b>Price \$:</b>		4.2500	4.0000	3.7500	3.5000
<b>Daily Qty GJ:</b>		300	500	700	800

When MPs enter injection or withdrawal bids, the data must be entered for each applicable scheduling horizon as indicated below:

For gas day	If the bid type is	Enter bids into this scheduling horizon	For example
Current (D)	BOD	6:00 AM only	At 4:00 AM the user can enter current gas day bids for the 6:00 AM scheduling horizon only.
Current (D)	Revised	Next scheduling horizon	At 12:00 PM the user can enter current gas day bids for the 2:00 PM scheduling horizon only.
Day Ahead (D+1)	New or revised	6:00 AM only	Bids apply to the whole gas day.
Two-Day Ahead (D+2)		6:00 AM only	Bids apply to the whole gas day.
Any future gas day	Standing bids	6:00 AM only	Bids apply to the whole gas day.

## 5.6 Creating new bids

This section describes how to create a new submission for:

- BOD bids for the current gas day.
- Day-ahead bids.
- Two-day-ahead bids.
- Standing bids.

**Note.** When the user selects to create a new bid, the Meter drop-down list is automatically populated with the market participant's registered injection points or withdrawal points.

### To create a new bid:

1. Click the **Bids** tab.

The **Bid Selection** screen is displayed (Figure 5-3).

2. Select the **Bid Type**—Injection or Withdrawal.
3. Select the **Meter** from the drop-down list.
4. Click **New Bid**.

The **Bid Set** screen is displayed (Figure 5-4).

5. From the **Apply Bid To** drop-down list, and select the gas day:
  - Select **Current Gas Day** to create a BOD bid for “current” gas day.

---

**Note.** The submission window for current day (gas day D) BOD bids is 10:01 PM to 5:00 AM on gas day D-1 (see Table 4.2).

---

- Select **Day Ahead** to create an initial day-ahead bid.

---

**Note.** The submission window for day-ahead (gas day D+1) bids is 10:01 PM on gas day D-1 through to 7:00 AM on gas day D (see Table 4.2).

---

- Select **Two Days Ahead** to create an initial two-day-ahead bid.

---

**Note.** The submission window for two-days-ahead (gas day D+2) bids is 10:01 PM on gas day D-1 through to 11:00 AM on gas day D (see Table 4.2)

---

- Select **Standing Bid** to create a bid over a date range.

---

**Note.** The submission window for a standing bid that commences on gas day D closes at 5:00 AM on gas day D-1 (see Table 4.2).

---

6. If a standing bid, the screen refreshes to show the date range fields.

Apply Bid To:	Commencement Gas Day:	Termination Gas Day:
Standing Bid		

Click in the commencement and termination gas day boxes to select the required dates with the calendar tool (see Section 3.2.3). The commencement date must be at least one day after of the date of data entry. For more information about standing data, see Section 4.5.

7. In the 6:00 AM schedule row, type the **Price** and **Daily Qty** in bid step 1.

<b>6 AM</b>	Steps: 1
Price \$:	
Daily Qty GJ:	

Type additional bids steps as required (up to 10 steps allowed). Bids steps must be entered consecutively, with no gaps between steps. See Section 5.5 for data entry rules.

8. When complete, click **Submit Bid**.

The **Bid Information and Confirmation** screen (Figure 5-6) is displayed.

9. Verify that all details are correct, and then click **Confirm Bid** to proceed. A message is displayed if errors are detected. If required, correct the errors and then resubmit.
10. A message is displayed confirming that the bid was submitted successfully.

## 5.7 Revising bids

---

Market participants can submit revised bids for:

- Current gas day for the 10:00 AM, 2:00 PM, 6:00 PM and 10:00 PM schedules (Section 5.7.1).
- The day-ahead 4:00 PM and 12:00 AM schedules (Section 5.7.2).

---

**Note.** It is not mandatory to revise bids. Beginning-of-day bids stay in effect until revised bids are submitted.

---

### 5.7.1 Revising current gas day bids

Depending on the time of day, only the data entry row for the next available schedule is enabled. Previous bid data is displayed for user reference or can be copied into the current scheduling horizon (see Section 5.4.3). For example, Figure 5-7 shows the Bid Set screen for gas day 21 December 2011 for the 2 PM scheduling horizon. Only the row for 2 PM scheduling horizon is available for receiving bid data.

### Bid Set

Bid Set Id:  Last User Id:   
 Injection Meter:  Last Updated:   
 From gas day:  To gas day:

Daily injection bids for fixed scheduling times. Bids must be entered at least 1 hour prior to time indicated.

Time	Steps	1	2	3	4	5	6	7	8	9	10
<b>6 AM</b>	Price \$:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Daily Qty GJ:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>10 AM</b>	Price \$:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Daily Qty GJ:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>2 PM</b>	Price \$:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Daily Qty GJ:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>6 PM</b>	Price \$:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Daily Qty GJ:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>10 PM</b>	Price \$:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Daily Qty GJ:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Apply Bid To: 
 Note: If you submit this bid for the current gas day (21-DEC-2011), it will be considered for the scheduling horizon starting at 2 PM.

Figure 5-7 Bid Set screen for current gas day for 2 PM scheduling horizon

#### To revise current gas day bids:

1. Click the **Bids** tab.  
The **Bid Selection** screen is displayed.
2. Select the **Bid Type**—Injection or Withdrawal.
3. Select the **Meter** from the drop-down list.
4. Click **Current Gas Day**.

The **Bid Set** screen is displayed. Depending on the time of submission, the next available scheduling horizon row is enabled. Existing bid data for the selected Meter and Bid Type for the current day is shown for reference purposes only.

5. In the next available scheduling horizon row, type the **Price** and **Daily Qty** in bid step 1. Type additional bids steps as required (up to 10 steps allowed). Bids steps must be entered consecutively, with no gaps between steps. Refer to Section 5.5 for data validation rules.
6. When complete, click **Submit Bid**.

The **Bid Information and Confirmation** screen is displayed.

7. Verify that all details are correct, and then click **Confirm Bid** to proceed. A message is displayed if errors are detected. If required, correct the errors and then resubmit.
8. A message is displayed confirming that the bid was submitted successfully.

### 5.7.2 Revising day-ahead (D+1) bids

Previously submitted day-ahead bids can be retrieved, revised and submitted as a new day-ahead bid using the **Retrieve Bid** function. Refer to Section 5.8 for details.

## 5.8 Creating a bid from historical data

The search and retrieve historical bid function on the Bid Selection screen (Figure 5-8) allows users to search historical submitted bids. Retrieved bids can be used to create new bids. For more information about using this function, see Section 3.5.

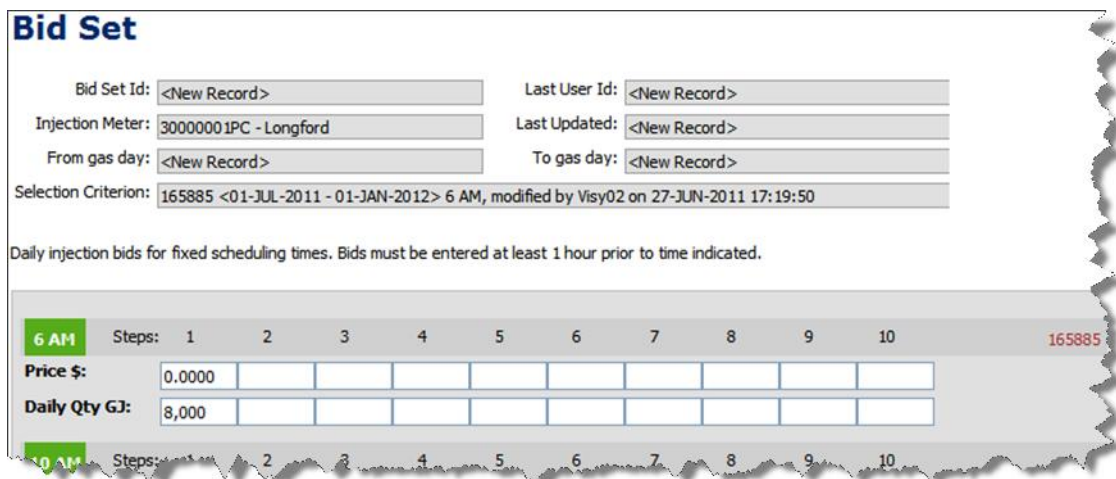


Figure 5-8 Search and retrieve bid function

### To create a bid from historical data:

1. Click the **Bids** tab.
- The **Bid Selection** screen is displayed.
2. Select the **Bid Type** – Injection or Withdrawal.
  3. Select the **Meter** from the drop-down list.
  4. Select the **From Gas Date** and **To Gas Date**.
  5. The screen refreshes and all available bids for the specified range are listed in the **Historical Bids** drop-down list. Select the required bid from the list.
  6. Click **Retrieve Bid**.

The **Bid Set** screen opens with all details for the selected bid. The example below shows the standing bid information submitted for the 6:00 AM scheduling horizon for 1 Jul 2011 to 1 Jan 2012 with a bid ID = 165885.



**Bid Set**

Bid Set Id: <New Record> Last User Id: <New Record>

Injection Meter: 3000000 IPC - Longford Last Updated: <New Record>

From gas day: <New Record> To gas day: <New Record>

Selection Criterion: 165885 <01-JUL-2011 - 01-JAN-2012> 6 AM, modified by Visy02 on 27-JUN-2011 17:19:50

Daily injection bids for fixed scheduling times. Bids must be entered at least 1 hour prior to time indicated.

6 AM	Steps:	1	2	3	4	5	6	7	8	9	10	165885
Price \$:		0.0000										
Daily Qty GJ:		8,000										

- From the **Apply Bid To** drop-down list, and select the gas day.
- Modify the bids steps as required. Refer to Section 5.5 for data validation rules.
- When complete, click **Submit Bid**.

The **Bid Information and Confirmation** screen is displayed.

- Verify that all details are correct, and then click **Confirm Bid** to proceed.
- A message is displayed confirming that the bid was submitted successfully.

## 5.9 Uploading a bid file

Bid data can be uploaded from a correctly formatted CSV file. For more information, refer to Section 3.4.



Figure 5-9 The File Upload tool

For details of CSV file format and specifications, refer to the “Injection Bid Interface Definition” and “Withdrawal Bid Interface Definition” in *Declared Wholesale Gas Market Participant Build Pack [3]*.

### To upload a bid data CSV file:

- Click the **Bids** tab.  
The **Bid Selection** screen is displayed.
- On the **File Upload** tool, click **Browse**.
- Locate and select the file to be uploaded and click **Open**.
- Click **Upload File**.



The **Bid Set** screen opens with all details from the uploaded file. The bids step data can be modified, if required. Refer to Section 5.5 for data validation rules.

5. Click **Submit Bid**.

The **Bid Information and Confirmation** screen is displayed.

6. Verify that all details are correct, and then click **Confirm Bid** to proceed.
7. A message is displayed confirming that the bid was submitted successfully.

## 5.10 Cancelling bids

Bids cannot be cancelled, but an MP can enter a zero-quantity bid to overwrite a previous bid. The MCE always takes the most recently submitted bids when it runs the scheduling processes, so a zero-quantity bid can be used in several ways, depending on the timing of the bid and whether any gas has been scheduled to flow on the previous bid. Consider the following scenarios in which an MP decides to cancel a bid:

### Scenario 1: MP temporarily cancels a standing bid

The individual zero-quantity bid takes precedence over an existing standing bid for that day.

For example, an MP has a standing bid to inject 300 GJ per day, but wants to cancel the bid for a single day within the period covered by the standing bid. The MP enters a zero quantity current gas day BOD bid, and the standing bid will be ignored for that day. The standing bid takes effect again on the following gas day.

### Scenario 2: MP cancels a BOD bid

A zero-quantity bid is submitted before the 5:00 AM cut-off.

For example, an MP has submitted a bid to inject 300 GJ for the current day in the 6:00 AM schedule and decides to cancel that bid. The MP enters a new zero-quantity bid in the 6:00 AM schedule and overwrites the original bid. The zero-quantity bid must be submitted before the 5:00 AM bid cut-off time. If the MP misses the bid cut-off time, the original offer of 300 GJ will stand (for at least the first scheduling horizon—see next scenario for cancelling the bid at a later schedule).

### Scenario 3: MP zeroes a bid during the gas day

Cancelling or zeroing a bid during the gas day depends on whether gas has been scheduled to flow on that bid in the preceding scheduling intervals.

For example, if an MP misses the bid cut-off time (as described in Scenario 2), the MP can rebid at the next available (10:00 AM) scheduling interval. But the quantity of the rebid depends on what was scheduled to flow in the 6:00 AM schedule.

If AEMO schedules the beginning-of-day bid of 300 GJ, where 50 GJ of the bid is scheduled in the first scheduling interval, then the MP can submit a 50 GJ bid for the 10:00 AM schedule, which effectively zeroes the remaining scheduling intervals.

If AEMO does not schedule any of the 300 GJ in the first interval, the MP can submit a zero bid at the 10:00 AM scheduling interval, which effectively cancels the original bid.





## 6 Demand Forecast

MPs who supply uncontrollable withdrawals must submit hourly site- and non-site-specific demand forecasts in WebExchanger.

Uncontrollable withdrawals refer to the quantities of gas that the customers of MPs will withdraw regardless of market price. This applies to most customers in the residential, commercial and industrial sectors. Uncontrollable withdrawals also include demand from gas-fired power generators.

AEMO aggregates the demand forecasts from all MPs and compares it with its own demand forecasts. AEMO can apply demand forecast overrides, if required, in accordance with the *Wholesale Market Gas Scheduling Procedures* [7].

MPs supplying uncontrollable withdrawals must submit current gas day, day-ahead and two-day-ahead demand forecasts in accordance with NGR 208 and must comply with the data submission timeline outlined in Section 4.4.

The demand forecast functions are accessed from the **Demand Forecast** tab on the WebExchanger main menu. These functions enable users to:

- Create and submit new demand forecasts.
- Update demand forecast information for the current gas day (as the day progresses).
- Search for existing historical demand forecasts.
- Upload demand forecast data by CSV file.

### 6.1 Types of demand forecasts

---

MPs who supply uncontrollable withdrawals must submit (unless exempted by AEMO):

- Hourly site-specific demand forecasts for each Tariff D site that has an accredited point-specific maximum daily quantity (MDQ) of 5 TJ/d or more and a volatile withdrawal pattern—for example, power generators and large refineries).
- Hourly aggregated demand forecasts for the remaining system-wide uncontrollable withdrawals of their customers.

### 6.2 Demand Forecast Selection screen

---

When the user selects the WebExchanger **Demand Forecast** tab, the **Demand Forecast Selection** screen (Figure 6-1) is displayed, from which the user can:

- Specify the demand **Forecast Type**—either **Site specific** or **Non site specific**.
- Create or revise demand forecasts using one of the following methods:

- To create a new demand forecast, click **New Forecast** to open the Demand Forecast screen. For more information, see Section 6.5.
- To revise current gas day forecasts, click **Current Gas Day**. For more information, see Section 6.6.
- To revise day-ahead demand forecasts in the Demand Forecast screen, click **Retrieve Forecast**. For more information, see Section 6.6.
- To use historical data as a new forecast, select the **From gas day** and **To gas day** search range, and then select a demand forecast from the **Historical Forecast** drop-down list. Click **Retrieve Forecast** to load the forecast data to the Demand Forecast screen, where it can then be modified. For more information, see Section 6.7
- To upload a prepared CSV file to the Demand Forecast screen, click **Browse** to locate the CSV file, and then click **Upload File**. For more information, see Section 6.8.

Refer to *Declared Wholesale Gas Market Participant Build Pack [3]* for specifications of the CSV file format.

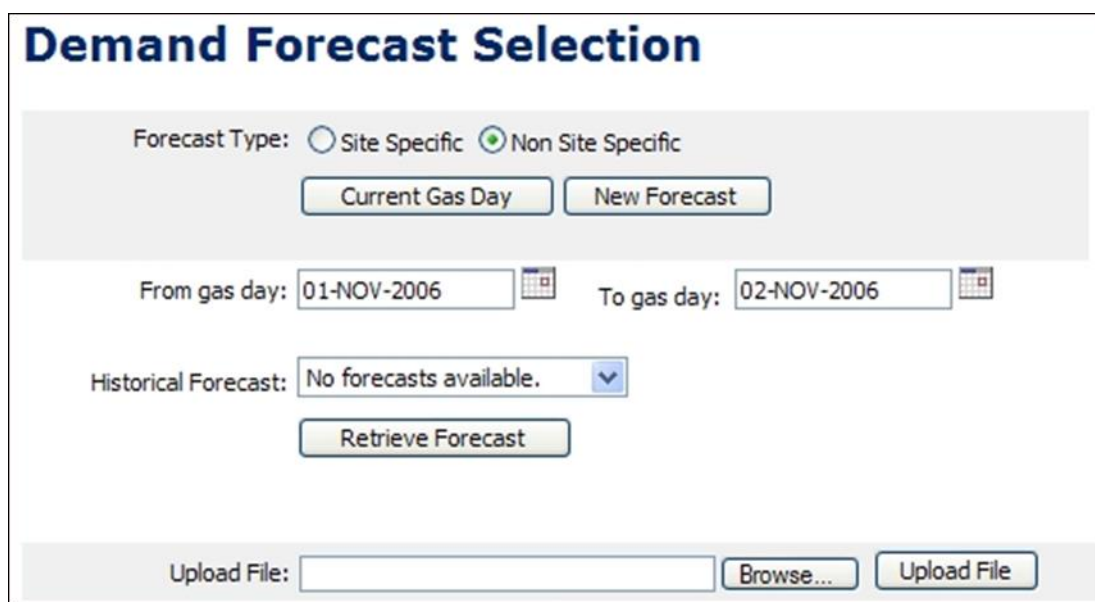


Figure 6-1 Non-site-specific demand forecast selected

**Note.** Standing submissions for the current gas day must be made prior to 5:00 AM.

If a site-specific demand forecast type is selected, the **Demand Forecast Selection** screen is refreshed to show the **Meter** drop-down list (see Figure 6-2). Only those meters that have been registered by that MP with AEMO are listed.

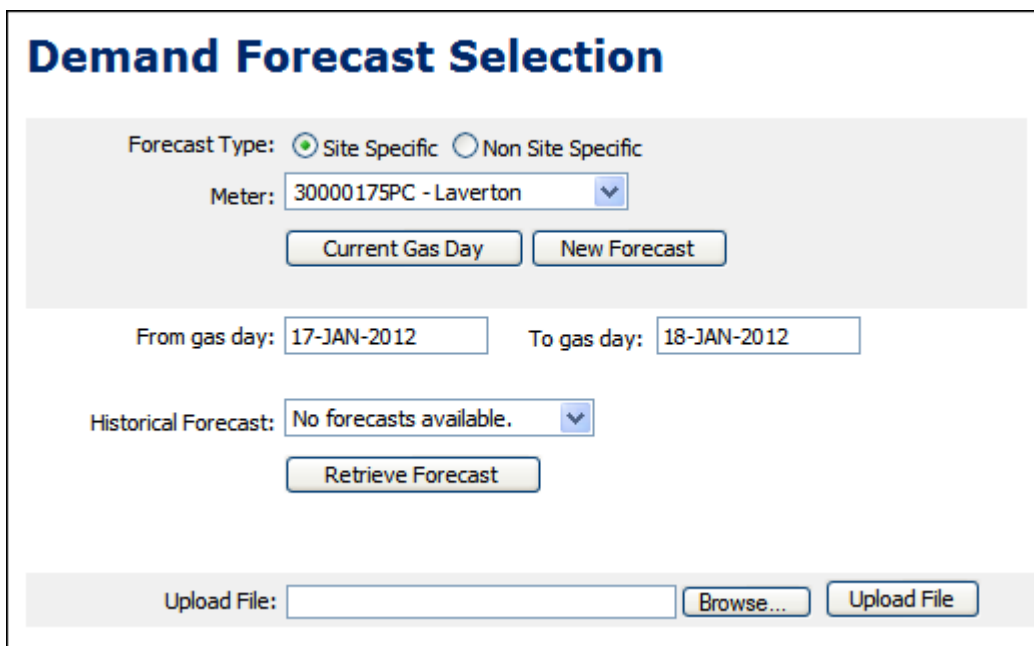


Figure 6-2 Site-specific demand forecast selected

## 6.3 Demand Forecast screen

On the Demand Forecast Selection screen, after selecting the type of forecast and the applicable meter or an historical forecast, when the user clicks either **Current Gas Day**, **New Forecast**, or **Retrieve Forecast**, the Demand Forecast screen (Figure 6-3) is displayed, from which the user enters hourly demand forecasts. This screen has three sections:

- The top section contains details that are generated by the system during and after the demand forecasts submission (see Section 6.3.1).
- The middle section is where the user enters the hourly demand forecasts. There are twenty-four boxes corresponding to the hours of the gas day. The applicable fields are enabled or disabled for data entry once the **Apply Demand Forecast To** function (see Section 6.3.2) is selected. This defines whether the forecast is for the current gas day, day ahead, standing and such.
- Other functions are shown at the bottom of the Demand Forecast screen.

Users type the demand forecast data directly in to each hour. Values must be entered for each hour of the day. As the day progresses, elapsed time values will become uneditable, but the values for the remaining hours of the day can be modified and resubmitted. All submissions must be made before the relevant cut-off time for the upcoming schedule (see Section 4.4.2).

When completed, the user clicks **Submit Forecast** (see section 6.3.3) to submit the forecast for validation and processing.

## Demand Forecast

Forecast Id: <New Record>
 Meter: Non-specific forecast
 From gas day: <New Record>

Last User Id: <New Record>
 Last Updated: <New Record>
 To gas day: <New Record>

### Hourly Demand Forecast (GJ)

06:00 AM	<input type="text"/>	06:00 PM	<input type="text"/>
07:00 AM	<input type="text"/>	07:00 PM	<input type="text"/>
08:00 AM	<input type="text"/>	08:00 PM	<input type="text"/>
09:00 AM	<input type="text"/>	09:00 PM	<input type="text"/>
10:00 AM	<input type="text"/>	10:00 PM	<input type="text"/>
11:00 AM	<input type="text"/>	11:00 PM	<input type="text"/>
12:00 PM	<input type="text"/>	12:00 AM	<input type="text"/>
01:00 PM	<input type="text"/>	01:00 AM	<input type="text"/>
02:00 PM	<input type="text"/>	02:00 AM	<input type="text"/>
03:00 PM	<input type="text"/>	03:00 AM	<input type="text"/>
04:00 PM	<input type="text"/>	04:00 AM	<input type="text"/>
05:00 PM	<input type="text"/>	05:00 AM	<input type="text"/>

### Daily Total (GJ)

NOTE: AEMO may reject a portion of the forecast if it is outside the scheduling horizon according to the AEMO system clock.

**Apply Demand Forecast To:**  

No Selection

▼

Figure 6-3 Demand Forecast screen

Note that the process of creating a site-specific or non-site-specific forecast on this screen is the same—the only difference is on the Demand Forecast Selection screen where the meter for a site-specific demand forecast is selected.

### 6.3.1 System displayed information

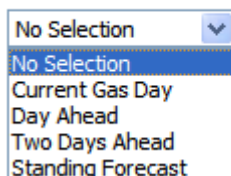
The following details will be displayed automatically by the system. These values are provided for user reference and data tracking purposes:

<b>Forecast ID</b>	A unique identifier is generated when the forecast data is submitted.
<b>Meter</b>	As selected on Demand Forecast Selection screen (site-specific only).
<b>Last User ID</b>	Displays the last user to modify the forecast.
<b>Last Updated</b>	Displays the time the forecast was last modified.
<b>From Gas Day</b>	As selected on Demand Forecast Selection screen or the Apply Demand Forecast To field.
<b>To Gas Day</b>	As selected on Demand Forecast Selection screen or the Apply Demand Forecast To field.

### 6.3.2 Apply Demand Forecast To function

The gas day is selected using the **Apply Demand Forecast To** function at the bottom-left corner of the screen:

#### Apply Demand Forecast To:



<b>Current Gas Day</b>	Select this option to enter the beginning-of-day demand forecast for the current gas day.
<b>Day Ahead</b>	Select this option to enter the initial one-day-ahead demand forecast.
<b>Two Days Ahead</b>	Select this option to enter the initial two-days-ahead demand forecast.
<b>Standing Forecast</b>	Select this option to enter a new standing demand forecast. Date range fields are displayed to select the period for which the demand forecast stands.

### 6.3.3 Submit Demand Forecast function

The **Submit Demand Forecast** function allows the user to submit the demand forecasts they have created. The **Forecast Information and Confirmation** message is then displayed. Click **Confirm Forecast** to proceed with the submission or **Cancel Forecast** to cancel the submission.

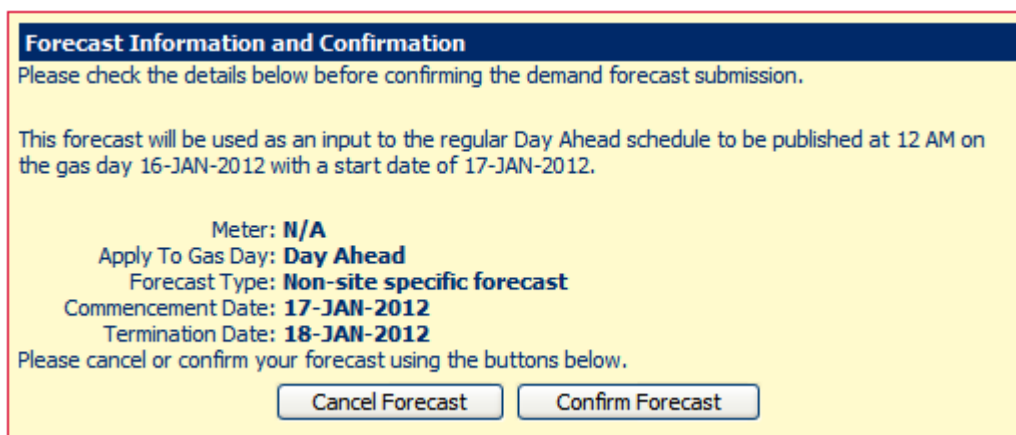


Figure 6-4 Forecast Information and Confirmation screen for day ahead submission

## 6.4 Demand forecast validation rules

The following rules apply to demand forecast data entry:

<b>Hourly Demand Forecast (GJ)</b>	<ul style="list-style-type: none"> <li>Hourly quantity in whole gigajoules.</li> <li>Non-negative (positive or zero value).</li> <li>A value must be entered for every hour—no blank entries.</li> </ul>
------------------------------------	--

<b>Daily Total (GJ)</b>	<ul style="list-style-type: none"> <li>Calculated automatically by system.</li> </ul>
-------------------------	---



### 6.4.1 Validation limits

MPs can submit hourly demand forecast validation limits to AEMO. Their demand forecast submissions will then be validated against these limits at each system injection point for which limits have been supplied.

For information about submitting demand forecast validation limits, refer to *Declared Wholesale Gas Market Participant Build Pack [3]* or contact the AEMO Help Desk.

## 6.5 Creating a new demand forecast

This section describes how to create a new submission for:

- BOD demand forecast for the current gas day.
- Day-ahead demand forecast.
- Two-day-ahead demand forecast.
- Standing demand forecast.

**Note.** When the user selects to create a new site-specific demand forecast, the Meter drop-down list is automatically populated with the market participant's registered site meters.

### To create a new demand forecast:

1. Click the **Demand Forecast** tab.

The **Demand Forecast Selection** screen is displayed (Figure 6-1).

2. Select the **Forecast Type**—Site Specific or Non Site Specific.
3. If Site Specific selected, select the **Meter** from the drop-down list.
4. Click **New Forecast**.

The **Demand Forecast** screen is displayed (Figure 6-3).

5. From the **Apply Demand Forecast To** drop-down list, and select the gas day:

**Note.** See Table 4.2 for submission timelines for each demand forecast type.

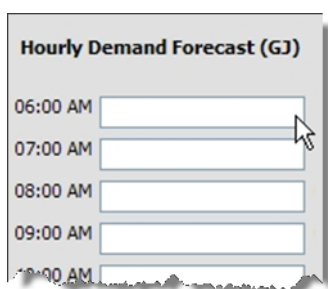
- Select **Current Gas Day** to create a BOD demand forecast for current gas day.
- Select **Day Ahead** to create an initial day-ahead demand forecast.
- Select **Two Days Ahead** to create an initial two-day-ahead demand forecast.
- Select **Standing Forecast** to create a demand forecast over a date range.

6. If a standing demand forecast, the screen refreshes to show the date range fields.



Click in the commencement and termination gas day boxes to select the required dates using the calendar tool (see Section 3.2.3). The commencement date must be at least one day ahead of the date of data entry. For more information about standing data, see Section 4.5.

7. Type the **Hourly Demand Forecast** quantities for each and every hour. See Section 6.4 for data entry rules.



8. When complete, click **Submit Forecast**.

The **Forecast Information and Confirmation** screen (Figure 6-4) is displayed.

9. Verify that all details are correct, and then click **Confirm Forecast** to proceed. A message is displayed if errors are detected. If required, correct the errors and then resubmit.
10. A message is displayed confirming that the forecast was submitted successfully.

## 6.6 Revising demand forecasts

Market participants can submit revised demand forecasts for:

- Current gas day for the 10:00 AM, 2:00 PM, 6:00 PM and 10:00 PM schedules (Section 6.6.1).
- The day-ahead 4:00 PM and 12:00 AM schedules (Section 6.6.2).

**Note.** It is not mandatory to revise demand forecasts. The beginning-of-day forecast stays in effect until a revised demand forecast is submitted.

### 6.6.1 Revising current gas day demand forecasts

Depending on the time of day, only the data entry boxes for the hours in and following the next available scheduling horizon are available. Previous data is displayed for user reference. For example, Figure 6-5 shows the Demand Forecast screen for the current gas day. Only the entry boxes from 6 PM to 5 AM are available for receiving data.



## Demand Forecast

Forecast Id: <New Record>	Last User Id: <New Record>
Meter: Non-specific forecast	Last Updated: <New Record>
From gas day: 17-JAN-2012	To gas day: 18-JAN-2012

Hourly Demand Forecast (GJ)		Daily Total (GJ)
06:00 AM	<input type="text"/>	0  NOTE: AEMO may reject a portion of the forecast if it is outside the scheduling horizon according to the AEMO system clock.
07:00 AM	<input type="text"/>	
08:00 AM	<input type="text"/>	
09:00 AM	<input type="text"/>	
10:00 AM	<input type="text"/>	
11:00 AM	<input type="text"/>	
12:00 PM	<input type="text"/>	
01:00 PM	<input type="text"/>	
02:00 PM	<input type="text"/>	
03:00 PM	<input type="text"/>	
04:00 PM	<input type="text"/>	
05:00 PM	<input type="text"/>	
06:00 PM	<input type="text"/>	
07:00 PM	<input type="text"/>	
08:00 PM	<input type="text"/>	
09:00 PM	<input type="text"/>	
10:00 PM	<input type="text"/>	
11:00 PM	<input type="text"/>	
12:00 AM	<input type="text"/>	
01:00 AM	<input type="text"/>	
02:00 AM	<input type="text"/>	
03:00 AM	<input type="text"/>	
04:00 AM	<input type="text"/>	
05:00 AM	<input type="text"/>	

**Apply Demand Forecast To:**

Figure 6-5 Demand Forecast screen for revised current gas day demand forecasts

### To revise current day demand forecasts:

1. Click the **Demand Forecast** tab.

The **Demand Forecast Selection** screen is displayed.

2. Select the **Forecast Type**—Site Specific or Non Site Specific.
3. If Site Specific selected, select the **Meter** from the drop-down list.
4. Click **Current Gas Day**.

The **Demand Forecast** screen is displayed. Existing demand forecast data for the selected Forecast Type (and meter) for the current day is shown.

5. Review and amend the **Hourly Demand Forecast** quantities for the available hours. See Section 6.4 for data validation rules.
6. When completed, click **Submit Forecast**.

The **Forecast Information and Confirmation** screen is displayed.

7. Verify that all details are correct, and then click **Confirm Forecast** to proceed. A message is displayed if errors are detected. If required, correct the errors and then resubmit.
8. A message is displayed confirming that the demand forecast was submitted successfully.

### 6.6.2 Revising day-ahead demand forecasts

Previously submitted day-ahead demand forecasts can be retrieved, revised and submitted as a new day-ahead demand forecast using the **Retrieve Forecast** function. Refer to Section 6.7 for details.

## 6.7 Creating a demand forecast from historical data

The search and retrieve historical forecasts function on the Demand Forecast Selection screen (Figure 6-6) allows users to search historical submitted demand forecasts. Retrieved forecasts can be used to create new forecasts. For more information about using this function, see Section 3.5.

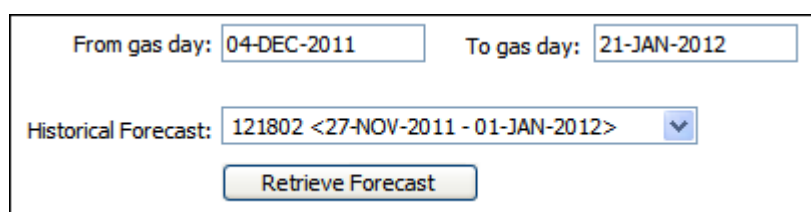


Figure 6-6 Historical forecasts selection

### To create a demand forecast from historical data:

1. Click the **Demand Forecast** tab.
- The **Demand Forecast Selection** screen is displayed.
2. Select the **Forecast Type** – Site Specific or Non Site Specific.
3. If Site Specific selected, select the **Meter** from the drop-down list.
4. Select the **From Gas Date** and **To Gas Date**.
5. The screen refreshes and all available demand forecasts for the specified range are listed in the **Historical Forecast** drop-down list. Select the required demand forecast from the list.
6. Click **Retrieve Forecast**.

The **Demand Forecast** screen opens with all details for the selected forecast.

7. From the **Apply Demand Forecast To** drop-down list, and select the gas day.
8. Review and edit the **Hourly Demand Forecast** quantities as required. See Section 6.4 for data validation rules.
9. When completed, click **Submit Forecast**.

The **Forecast Information and Confirmation** screen is displayed.

10. Verify that all details are correct, and then click **Confirm Forecast** to proceed.
11. A message is displayed confirming that the forecast was submitted successfully.

## 6.8 Uploading a demand forecast file

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Demand forecast data can be uploaded from a correctly formatted CSV file. For more information, refer to Section 3.4.



Figure 6-7 The File Upload tool

For details of CSV file format and specifications, refer to the 'Site Specific Demand Forecast' and 'Non-Site Specific Demand Forecast' sections under 'Demand Forecast' in *Declared Wholesale Gas Market Participant Build Pack [3]*.

### To upload a demand forecast data CSV file:

1. Click the **Demand Forecast** tab.

The **Demand Forecast Selection** screen is displayed.

2. On the **File Upload** tool, click **Browse**.
3. Locate and select the file to be uploaded and click **Open**.
4. Click **Upload File**.

The **Demand Forecast** screen opens with all details from the uploaded file.

5. Review and edit the **Hourly Demand Forecast** quantities as required. See Section 6.4 for data validation rules.
6. When completed, click **Submit Forecast**.

The **Forecast Information and Confirmation** screen is displayed.

7. Verify that all details are correct, and then click **Confirm Forecast** to proceed.
8. A message is displayed confirming that the forecast was submitted successfully.

## 7 Injection Hedge and AMIQ Profile Nomination

MPs who submit injection bids and hold authorised MDQ or AMDQ credits (collectively known as AMDQ) can optionally submit an injection hedge nomination (IHN) using the WebExchanger Injection Hedge Nomination function. When submitting an IHN, MPs also nominate an authorised maximum interval quantity (AMIQ) profile, which is used to allocate the MPs' achieved uplift hedge to each scheduling interval of the gas day.

MPs can submit current gas day, day-ahead, two-day-ahead, and standing IHN and AMIQ profile.

The injection hedge nomination and AMIQ profile functions are accessed from the **Hedge Nom** tab on the WebExchanger main menu. These functions enable users to:

- Create and submit new IHNs and AMIQ profiles.
- Update IHN and AMIQ profile information for the current gas day (as the day progresses).
- Search for existing historical IHNs and AMIQ profiles.
- Upload IHN and AMIQ profile data by CSV file.

### 7.1 About IHN and AMIQ profiles

---

#### Injection hedge nominations

IHN represents the quantity of an MP's scheduled gas injection that it nominates as an injection hedge to protect itself against potential uplift charges. The nominated quantity of gas is not entitled to ancillary payments.

MPs can submit IHN for the close proximity injection point (CPP) that it injects gas from. The IHN must be submitted before 5 AM of each gas day. The submitted values cannot change during the gas day and will apply for all the schedules for that gas day.

It is the responsibility of each injecting MP to submit IHN for a CPP in accordance with their holdings of AMDQ.

#### AMIQ profiles

MPs submit an AMIQ profile to allocate their daily total uplift hedge (summed across all CPPs) to the scheduling intervals of the gas day. The AMIQ profile must be submitted before 5 AM of the gas day and can be revised during the gas day.

The submitted AMIQ profile must comply with the AMIQ upper (Table 7.1) and lower limits (0%) for each scheduling interval. For example, the maximum allowable amount that can be nominated for the 6:00 AM and 10:00 AM scheduling intervals is 25.8%. However, if the full 25.8% is nominated for the 6:00 AM scheduling interval, only 16.8% can be nominated for the 10:00 AM scheduling interval because the maximum for these two scheduling intervals is 42.6%. The only exception to these rules, is the upper limit for the 2:00 PM and 10:00 PM scheduling intervals (41.8%), where the maximum allowable amount that can be nominated is 41.7999%. This exception is due to a known issue with validation of the upper limits and will remain in place until further notice.

Table 7.1 AMIQ% profile upper limits

6 AM – 10 AM	10 AM – 2 PM	2 PM – 6 PM	6 PM – 10 PM	10 PM – 6 AM
100%				
78.4%				42.6%
42.6%		41.8%		42.6%
25.8%	25.8%	25.8%	25.8%	42.6%

**Note.** AMIQ quantities that are outside of these limits will return an error message and the data will be rejected. In addition, due to a known issue with validation of the upper limits, the current maximum allowable AMIQ quantities for the 2 PM – 10 PM scheduling interval is 41.7999%. This temporary arrangement remains in place until advised otherwise.

## 7.2 Injection Hedge Nomination Selection screen

When the user selects the WebExchanger **Hedge Nom** tab, the **Injection Hedge Nomination Selection** screen (Figure 7-1) is displayed, from which the user can:

- Create a new injection hedge nomination and AMIQ profile – click **New Nomination** to open the Injection Hedge Nomination screen. For more information, see Section 7.5.
- Revise current gas day IHN and AMIQ profiles in the Injection Hedge Nomination screen – click **Current Gas Day**. For more information, see Section 7.6.
- Revise day-ahead IHN and AMIQ profiles in the Injection Hedge Nomination screen – click **Retrieve Nomination**. For more information, see Section 7.6.
- Use historical data as a new IHN and AMIQ profile – select the **From gas day** and **To gas day** search range, and then select an IHN from the **Historical Nomination** drop-down list. Click **Retrieve Nomination** to load the IHN data to the Injection Hedge Nomination screen, where it can then be modified. For more information, see Section 7.7
- Upload a prepared CSV file to the Injection Hedge Nomination screen, click **Browse** to locate the CSV file, and then click **Upload File**. For more information, see Section 7.8.

Refer to the *Declared Wholesale Gas Market Participant Build Pack [3]* for specifications of the CSV file format.



Figure 7-1 Injection Hedge Nomination Selection screen

### 7.3 Injection Hedge Nomination screen

On the Injection Hedge Nomination screen, when the user clicks either **Current Gas Day**, **New Nomination**, or **Retrieve Nomination** (if an historical nomination is selected), the Injection Hedge Nomination screen (Figure 6-3) is displayed, from which the user enters the IHN and AMIQ profile. This screen has four sections:

- The top section contains details that are generated by the system during and after the IHN and AMIQ profile submission (see Section 7.3.1).
- The next section is where the user enters the IHN for each CPP. The CPPs applicable to the MP are displayed – new CPPs are available at least seven days in advance of the date the MP can inject gas from. The applicable fields are enabled or disabled for data entry once the **Apply Nomination To** function (see Section 7.3.2) is selected. This defines whether the nomination is for the current gas day, day ahead, standing and such.
- The third section is where the user enters the AMIQ% for each scheduling interval. The system calculates the sum of the AMIQ% entered and displays the total on the screen.
- Other functions are shown at the bottom of the Injection Hedge Nomination screen.

Users type values directly in to each box. Nominations for CPPs can be left blank, but AMIQ% entries are required in all five scheduling intervals. When completed, the user clicks **Submit Nomination** (see section 7.3.3) to submit the nomination for validation and processing. All submissions must be made before the relevant cut-off time for the upcoming schedule (see Section 4.4.2).

## Injection Hedge Nomination

Nomination Id: <New Record>

Last User Id: <New Record>

From gas day: <New Record>

Last Updated: <New Record>

To gas day: <New Record>

Selection Criterion: <New Record>

**Injection Hedge Nominations for Close Proximity Point (GJ)**

Culcairn(CPP)

Iona(CPP)

Bass Gas(CPP)

**AMIQ (%)**  
 (Please note that all digits entered will be in actual percentages. Eg 20 will be regarded as 20% and 0.5 will be 0.5%. The AMIQ % can be updated at the reschedule and must add no more than 100%)

6 AM	10 AM	2 PM	6 PM	10 PM	Total (%)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.0000

**Apply Nomination To:**

▼

Figure 7-2 Injection Hedge Nomination screen

### 7.3.1 System displayed information

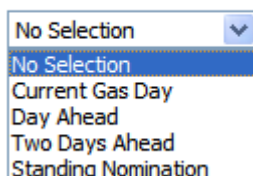
The following details will be displayed automatically by the system. These values are provided for user reference and data tracking purposes:

<b>Nomination ID</b>	A unique identifier is generated when the nomination is submitted.
<b>Last User ID</b>	Displays the last user to modify the nomination.
<b>Last Updated</b>	Displays the time the nomination was last modified.
<b>From Gas Day</b>	As selected on Injection Hedge Nomination Selection screen or the Apply Nomination To field.
<b>To Gas Day</b>	As selected on Injection Hedge Nomination Selection screen or the Apply Nomination To field.
<b>Selection Criteria</b>	Lists the nomination ID and date range for the selected historical nomination.

### 7.3.2 Apply Nomination To function

The gas day is selected using the **Apply Nomination To** function at the bottom-left corner of the screen:

#### Apply To:



<b>Current Gas Day</b>	Select this option to enter the beginning-of-day IHN and AMIQ profile for the current gas day.
<b>Day Ahead</b>	Select this option to enter the initial one-day-ahead IHN and AMIQ profile.
<b>Two Days Ahead</b>	Select this option to enter the initial two-day-ahead IHN and AMIQ profile.
<b>Standing Nomination</b>	Select this option to enter a new standing IHN and AMIQ profile. Date range fields are displayed to select the period for which the IHN and AMIQ profile stands.

### 7.3.3 Submit Nomination function

The **Submit Nomination** function allows the user to submit the IHN they have created. The **Injection Hedge Information and Confirmation** message is then displayed. Click **Confirm Nomination** to proceed with the submission or **Cancel Nomination** to cancel the submission.

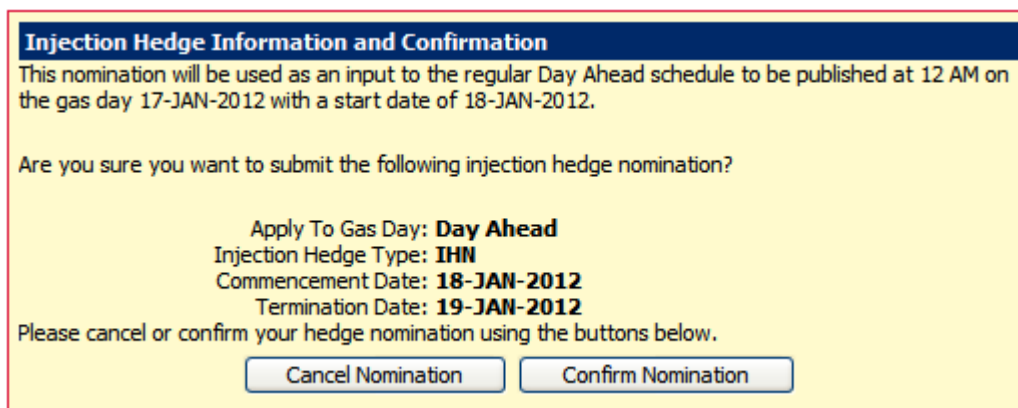


Figure 7-3 Injection Hedge Information and Confirmation screen




## 7.4 Injection hedge nomination and AMIQ% validation rules

The following rules apply to IHN and AMIQ% data entry:



<b>Injection Hedge Nominations for Close Proximity Point (GJ)</b>	<p>Only the CPPs containing SIPs with approved accreditation are displayed.</p> <ul style="list-style-type: none"> <li>Quantity in whole gigajoules up to 999,999 GJ. Decimal values are truncated (rounded down) to whole GJ. For example, typing 100.99 will be recorded as 100.</li> <li>CPPs can be left blank.</li> <li>Non-negative (positive or zero value). Negative values are converted to positive.</li> </ul>
<b>AMIQ (%)</b>	<ul style="list-style-type: none"> <li>Valid range 0 to 100, but subject to limits shown in Table 7.1.</li> <li>Up to four decimal places – additional decimal places are ignored.</li> <li>Do not enter the % symbol after the number.</li> <li>Non-negative (positive or zero value). Negative values are converted to positive.</li> <li>A value must be entered for every scheduling interval—no blank entries.</li> <li>Calculated Total (%) cannot exceed 100.</li> </ul>

Table 7.2 Injection hedge nomination and AMIQ profile error messages

Reason	Error message
IHN exceeds 999,999GJ	 <b>Please fix the following problems before continuing:</b> <ul style="list-style-type: none"> <li>Invalid quantity value supplied. The quantity exceeded the maximum input value.</li> </ul>
Missing AMIQ values	 <b>Please fix the following problems before continuing:</b> <ul style="list-style-type: none"> <li>All AMIQ profile values are mandatory, no gaps between the displayed gas day intervals are allowed.</li> </ul>
Entered AMIQ values do not comply with the allowable maximum limits	 <b>Please fix the following problems before continuing:</b> <ul style="list-style-type: none"> <li>Invalid AMIQ percentage supplied. The total value from 6AM to 10PM must have a maximum limit of 78.4.</li> </ul>

## 7.5 Creating a new injection hedge nomination

This section describes how to create a new submission for:

- BOD injection hedge nomination for the current gas day.
- Day-ahead injection hedge nomination.
- Two-day-ahead injection hedge nomination.
- Standing injection hedge nomination.

### To create a new injection hedge nomination:

- Click the **Hedge Nom** tab.

The **Injection Hedge Nomination Selection** screen is displayed (Figure 7-1).

- Click **New Nomination**.

The **Injection Hedge Nomination** screen is displayed (Figure 7-2).

- From the **Apply Nomination To** drop-down list, and select the gas day:

- Select **Current Gas Day** to create a BOD IHN and AMIQ profile for current gas day.
  - Select **Day Ahead** to create an initial day-ahead IHN and AMIQ profile.
  - Select **Two Days Ahead** to create an initial two-day-ahead IHN and AMIQ profile.
  - Select **Standing Nomination** to create an IHN and AMIQ profile over a date range.
4. If a standing IHN, the screen refreshes to show the date range fields.

<b>Apply Nomination To:</b>	<b>Commencement Gas Day:</b>	<b>Termination Gas Day:</b>
Standing Nomination ▼	<input type="text"/>	<input type="text"/>

Click in the commencement and termination gas day boxes to select the required dates using the calendar tool (see Section 3.2.3). The commencement date must be at least one day ahead of the date of data entry. For more information about standing data, see Section 4.5.

5. Type the **Injection Hedge Nominations for Close Proximity Point** quantities for each CPP (optional). Only the CPPs containing SIPs with approved accreditation are displayed. See Section 7.4 for data entry rules.

<b>Injection Hedge Nominations for Close Proximity Point (GJ)</b>
Culcairn(CPP) <input type="text"/>
Iona(CPP) <input type="text"/>
Bass Gas(CPP) <input type="text"/>

6. Type the **AMIQ** percentages for each scheduling interval. See Section 7.4 for data entry rules.

<b>AMIQ (%)</b>					
(Please note that all digits entered will be in actual percentages. Eg 20 will be regarded as 20% and 0.5 will be 0.5%. The AMIQ % can be updated at the reschedule and must add no more than 100%)					
6 AM	10 AM	2 PM	6 PM	10 PM	<b>Total (%)</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.0000

7. When complete, click **Submit Nomination**.

The **Injection Hedge Information and Confirmation** screen (Figure 7-3) is displayed.

8. Verify that all details are correct, and then click **Confirm Nomination** to proceed. A message is displayed if errors are detected. If required, correct the errors and then resubmit.
9. A message is displayed confirming that the nomination was submitted successfully.

## 7.6 Revising injection hedge nomination and AMIQ profiles

---

Market participants can submit revised AMIQ profiles for:

- Current gas day for the 10:00 AM, 2:00 PM, 6:00 PM and 10:00 PM schedules (Section 7.6.1).

Market participants can submit revised IHN and AMIQ profiles for:

- The day-ahead 4:00 PM and 12:00 AM schedules (Section 7.6.2).

### 7.6.1 Revising current gas day AMIQ profile

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**Note.** Only the AMIQ profile can be revised after 5:00 AM of the current gas day.

---

#### To revise current day AMIQ profile:

1. Click the **Hedge Nom** tab.

The **Injection Hedge Nomination Selection** screen is displayed.

2. Click **Current Gas Day**.

The **Injection Hedge Nomination** screen is displayed. Existing IHN data for the current gas day is shown.

3. Review and amend the **AMIQ** percentages for the available scheduling intervals. See Section 7.4 for data validation rules.
4. When completed, click **Submit Nomination**.

The **Injection Hedge Information and Confirmation** screen is displayed.

5. Verify that all details are correct, and then click **Confirm Nomination** to proceed. A message is displayed if errors are detected. If required, correct the errors and then resubmit.
6. A message is displayed confirming that the nomination was submitted successfully.

**Close Proximity Point (GJ)**  
 Longford(CPP)   
 Culcairn(CPP)   
 Iona(CPP)

**AMIQ (%)**  
 (Please note that all digits entered will be in actual percentages. Eg 20 will be regarded as 20% and 0.5 will be 0.5%)
 

6 AM	10 AM	2 PM	6 PM	10 PM	Total (%)
<input type="text" value="23.2097"/>	<input type="text" value="18.3669"/>	<input type="text" value="5.0000"/>	<input type="text" value="10.0000"/>	<input type="text" value="5.0000"/>	<input type="text" value="61.5766"/>

**Apply Nomination To:**

Figure 7-4 Revising the AMIQ% profile

### 7.6.2 Revising day-ahead IHN and AMIQ profiles

Previously submitted day-ahead IHN and AMIQ profiles can be retrieved, revised and submitted as a new day-ahead IHN and AMIQ profiles using the **Retrieve Nomination** function. Refer to Section 7.7 for details.

## 7.7 Creating injection hedge nomination and AMIQ profile from historical data

The search and retrieve historical IHN function on the Injection Hedge Selection screen (Figure 7-5) allows users to search historical submitted nominations. Retrieved nominations can be used to create new nominations. For more information about using this function, see Section 3.5.

From gas day:  To gas day:

Historical Nominations

Figure 7-5 Historical injection hedge nominations selection

#### To create an IHN from historical data:

1. Click the **Hedge Nom** tab.

The **Injection Hedge Nomination Selection** screen is displayed.

2. Select the **From Gas Date** and **To Gas Date**.
3. The screen refreshes and all available nominations for the specified range are listed in the **Historical Nominations** drop-down list. Select the required nomination from the list.

- Click **Retrieve Nomination**.

The **Injection Hedge Nomination** screen opens with all details for the selected nomination.

- From the **Apply Nomination To** drop-down list, and select the gas day.
- Review and edit the **Injection Hedge Nominations for Close Proximity Point** quantities for each CPP and **AMIQ** percentages for each scheduling interval as required. See Section 7.4 for data validation rules.
- When completed, click **Submit Nomination**.

The **Injection Hedge Information and Confirmation** screen is displayed.

- Verify that all details are correct, and then click **Confirm Nomination** to proceed. A message is displayed if errors are detected. If required, correct the errors and then resubmit.
- A message is displayed confirming that the nomination was submitted successfully.

## 7.8 Uploading injection hedge nomination file

IHN data can be uploaded from a correctly formatted CSV file. For more information, refer to Section 3.4.



Figure 7-6 The File Upload tool

For details of CSV file format and specifications, refer to the 'IHN Interface' section in *Declared Wholesale Gas Market Participant Build Pack [3]*.

### To upload an IHN data CSV file:

- Click the **Hedge Nom** tab.

The **Injection Hedge Nomination Selection** screen is displayed.

- On the **File Upload** tool, click **Browse**.
- Locate and select the file to be uploaded and click **Open**.
- Click **Upload File**.

The **Injection Hedge Nomination** screen opens with all details from the uploaded file.

- Review and edit the **Injection Hedge Nominations for Close Proximity Point** quantities for each CPP and **AMIQ** percentages for each scheduling interval as required. See Section 7.4 for data validation rules.
- When completed, click **Submit Nomination**.

The **Injection Hedge Information and Confirmation** screen is displayed.

7. Verify that all details are correct, and then click **Confirm Nomination** to proceed. A message is displayed if errors are detected. If required, correct the errors and then resubmit.
8. A message is displayed confirming that the nomination was submitted successfully.

## 8 Agency Injection Hedge Nomination

An MP can nominate a portion of its aggregate scheduled injection at a CPP to be used by other MPs to generate an uplift hedge. This is called an agency injection hedge nomination (AIHN).

The agency injection hedge nomination functions (described in this section) are accessed from the **Agency Nom** tab on the WebExchanger main menu. These functions enable users to:

- Create and submit new AIHNs.
- Update AIHN information for the current gas day (as the day progresses).
- Search for existing historical AIHNs.
- Upload AIHN data by CSV file.

The agency injection hedge confirmation functions are accessed from the **Agency Conf** tab on the WebExchanger main menu. This is described in Section 9.

### 8.1 The parties to an agency injection hedge nomination

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For each AIHN there is one injecting MP (who nominates) and one or more recipient MPs (who confirms).

#### The injecting MP

The injecting MP for AIHN usually holds spare injection capacity at a CPP and contracts with recipient MPs to transfer some of its scheduled injection quantity to support the recipient MPs' uplift hedge.

The injecting MP for AIHN must submit an AIHN for each recipient MP using the AIHN function in WebExchanger. The information provided in the nomination includes the name of the recipient MP, the AIHN, the CPP, the nomination period, and the allocation method for its scheduled injections.

Injections by the injecting MP for AIHN must satisfy its own injection hedge nomination (IHN) before meeting any AIHN requirements.

#### The recipient MP

The recipient MP for AIHN normally holds AMDQ but cannot achieve sufficient injections from the associated CPP to support its uplift hedge. The recipient receives an agency injection hedge (AIH) from the injecting MP if the AIHN is met.

The recipient MP for AIHN can provide some of its unused AMDQ to the injecting MP to support the injecting MP's injection tie-breaking right using an agency injection hedge right (AIHR). For more information, refer to *Injection Tie-Breaking Right Functional Design* [4].

An injecting MP at a CPP can also be a recipient of AIHN at a CPP if other parties have been contracted to inject on its behalf at that CPP.

## 8.2 Agency injection hedge nomination process

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The following process and business rules apply to the AIHN process:

1. The injecting MP submits the AIHN in WebExchanger (described in this section).
2. Each recipient MP nominated by the injecting MP, receives a system-generated e-mail requesting it to confirm the AIHN. The AIHN for that recipient will only take effect when the recipient confirms the AIHN.
3. The recipient MP confirms the AIHN in WebExchanger (see Section 9). Confirmations must be completed before the 5:00 AM cut-off time on the gas day concerned for the AIHN to apply for that gas day. No subsequent updates to the AIHN are allowed after 5:00 AM (see Section 8.11 for terminating an AIHN).
4. Once a nomination has been submitted by the injecting MP, it cannot be modified, but it can be withdrawn by the injecting MP. If withdrawn, a new nomination must be received and confirmed by 5:00 AM on the gas day for the new AIHN to apply for that gas day.
5. Multiple nominations by the same injecting MP for the same CPP can be submitted – nominations are cumulative. However, as a general rule, a recipient MP cannot receive more than one nomination from the same injecting MP for that CPP (exception to this rule applies, see Section 8.5).

## 8.3 Agency Nomination Selection screen

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When the user selects the WebExchanger **Agency Nom** tab, the **Agency Nomination Selection** screen (Figure 8-1) is displayed, from which the user can:

- Select the **CPP** from the drop-down list for the nomination. Only CPPs containing accredited SIPs are listed.
- Create and revise AIHN using one of the following methods:
  - Create a new agency injection hedge nomination – click **New Nomination** to open the Agency Injection Hedge Nomination screen. For more information, see Section 8.6.
  - Replace an existing agency injection hedge nomination – withdraw the nomination and then submit a new nomination. For more information, see Section 8.7 and 8.10.
  - View historical AIHN data (for reference purposes only) – select the **From gas day** and **To gas day** search range, and then select an AIHN from the **Current Nominations** drop-down list. Click **View Nominations** to view the submitted AIHN data on the Agency Injection Hedge Nomination screen. For more information, see Section 8.8.
  - Upload a prepared CSV file to the Agency Injection Hedge Nomination screen, click **Browse** to locate the CSV file, and then click **Upload File**. For more information, see Section 8.9.



Refer to the *Declared Wholesale Gas Market Participant Build Pack [3]* for specifications of the CSV file format.

- Withdraw AIHN—select the **From gas day** and **To gas day** search range, select an AIHN from the **Historical Nomination** drop-down list, and then click **Withdraw Nomination**. For more information, see Section 8.10.



Figure 8-1 Agency Nomination Selection Screen

## 8.4 Agency Injection Hedge Nomination screen

On the Agency Nomination Selection screen, after selecting the CPP, when the user clicks **New Nomination**, or, after selecting a previously submitted nomination, the user clicks **View Nominations** or **Withdraw Nominations**, the Agency Injection Hedge Nomination screen (Figure 8-2) is displayed, from which the user enters, views, or withdraws the AIHN. This screen has three sections:

- The top section contains details that are generated by the system during and after the AIHN submission (see Section 8.4.1).
- The middle section is where the user enters, views, or withdraws the AIHN for the selected CPP. The CPP applicable to the MP are displayed – new CPPs are available at least seven days in advance of the date the MP can inject gas from. See Section 8.4.2 for information about the values entered in the **Nomination** group and Section 8.4.3 for **Apportionment Type**. The applicable fields are enabled or disabled for data entry once the **Apply To** function (see Section 0) is selected. This defines whether the nomination is for the current gas day, day ahead, standing and such.
- Other functions are shown at the bottom of the Agency Injection Hedge Nomination screen.

When completed, the user clicks **Submit Nomination** (see section 8.4.5) to submit the nomination for validation and processing. All submissions must be made before the relevant cut-off time for the upcoming schedule (see Section 4.4.2).

### Agency Injection Hedge Nomination

Confirmation Id: <New Record>      Last User Id: <New Record>  
 Close Proximity Point: Longford(CPP)      Last Updated: <New Record>  
 From gas day: <New Record>      To gas day: <New Record>

**Nomination**

Identity Number	Market Participant	Agency Nomination GJ	Confirmed	Nomination Withdrawn	Withdrawal Nomination Confirmed
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Apportionment Type:**      **Apply To:**  
☒ Prorata    ☐ Preference      No Selection

Save Nominations

Figure 8-2 Agency Injection Hedge Nomination Screen

#### 8.4.1 System displayed information

The following details are displayed automatically by the system. These values are provided for user reference and data tracking purposes:

<b>Confirmation ID</b>	A unique identifier is generated when the nomination is submitted.
<b>Close Proximity Point</b>	As selected on Agency Injection Hedge Nomination Selection screen.
<b>Last User ID</b>	Displays the last user to modify the nomination.
<b>Last Updated</b>	Displays the time the nomination was last modified.
<b>From Gas Day</b>	As selected on AIHN Selection screen or the Apply Nomination To field.
<b>To Gas Day</b>	As selected on AIHN Selection screen or the Apply Nomination To field.

#### 8.4.2 Agency injection hedge nomination details

The following details are displayed under the **Nomination** group on the Agency Injection Hedge Nomination screen:

<b>Identity Number</b>	System generated ID.
<b>Market Participant</b>	The user (injecting MP) selects the name of the AIHN recipient MP from the drop-down list.
<b>Agency Nomination</b>	The user (injecting MP) types the quantity of AIHN in GJ for the selected recipient MP.

<b>Confirmed</b>	When selected, indicates that the recipient MP has confirmed the AIHN.
<b>Nomination Withdrawal</b>	The user (injecting MP) selects to withdraw the AIHN (see Section 8.10).
<b>Withdrawn Nomination Confirmed</b>	When selected, indicates that the recipient MP has confirmed the withdrawn AIHN (see Section 8.10).

#### 8.4.3 Apportionment method

If there is insufficient gas injection to meet all submitted and confirmed AIHN, the available scheduled injections will be apportioned to the recipient MPs according to the **Apportionment Type** method. The selected method applies to all nominated MPs at that CPP.

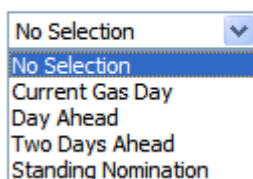
<b>Pro rata</b>	<ul style="list-style-type: none"> <li>This is the default selection.</li> <li>Under this option, gas will be allocated proportionately (in percentage terms) among all recipient participants based on the AIHN.</li> <li>A recipient MP can only be nominated once for that CPP in the AIHN.</li> </ul>
<b>Preference</b>	<ul style="list-style-type: none"> <li>Under this option, gas will be allocated in the order in which recipient MPs appear in the nomination. The available gas is first allocated to the first recipient MP at the top of the list. If there is gas available, it is then allocated to the second recipient MP, and so forth down the list. The allocation process continues down the list until all the available injection quantity is fully allocated.</li> <li>A recipient MP can be nominated multiple times (unlimited) for that CPP in the AIHN.</li> </ul>

For information on how apportionment works with multiple AIHNs at the same CPP or after a nomination is withdrawn, refer to Section 8.12.

#### 8.4.4 Apply To function

The gas day is selected using the **Apply To** function at the bottom-left corner of the screen:

##### Apply To:



<b>Current Gas Day</b>	Select this option to enter the beginning-of-day AIHN for the current gas day.
<b>Day Ahead</b>	Select this option to enter the initial one-day-ahead AIHN.
<b>Two Days Ahead</b>	Select this option to enter the initial two-day-ahead AIHN.
<b>Standing Nomination</b>	Select this option to enter a new standing AIHN. Date range fields are displayed to select the period for which the AIHN stands.

#### 8.4.5 Submit Nominations

The **Submit Nomination** function allows the user to submit the AIHN they have created. The **Agency Information and Confirmation** message is then displayed. Click **Confirm Nomination** to proceed with the submission or **Cancel Nomination** to cancel the submission.

**Agency Information and Confirmation**

This nomination will be used as an input to the regular Day Ahead schedule to be published at 12 AM on the gas day 18-JAN-2012 with a start date of 19-JAN-2012.

Are you sure you want to submit the agency nominations?

Close Proximity Point: **Longford(CPP)**  
 Apply To Gas Day: **Day Ahead**  
 Commencement Date: **19-JAN-2012**  
 Termination Date: **20-JAN-2012**

Please cancel or confirm your nominations using the buttons below.


Figure 8-3 Agency Information and Confirmation screen

## 8.5 Agency injection hedge nomination data validation rules

The following rules apply to AIHN data entry:

<b>Market Participant</b>	<ul style="list-style-type: none"> <li>All market participants except the injecting MP are displayed in the drop-down list, i.e. the injecting MP can nominate any MP other than itself in an AIHN.</li> <li>A market participant can only be nominated once in a pro rata AIHN.</li> <li>A market participant can be nominated multiple times (unlimited) in a preference AIHN.</li> <li>A market participant cannot be nominated if it has already been nominated by the injecting MP for the same CPP in a previously submitted and unwithdrawn AIHN.</li> </ul>
<b>Agency Nomination (GJ)</b>	<ul style="list-style-type: none"> <li>Quantity in whole gigajoules up to 999,999 GJ. Decimal values are truncated (rounded down) to whole GJ. For example, typing 100.99 will be recorded as 100.</li> <li>Blank values are treated as zero.</li> <li>Non-negative (positive or zero value). Negative values are converted to positive.</li> </ul>

Table 8.1 Agency injection hedge nomination error messages

Reason	Error message
AIHN exceeds 999,999GJ	 <b>Please fix the following problems before continuing:</b> <ul style="list-style-type: none"> <li>Invalid quantity value supplied. The quantity exceeded the maximum input value.</li> </ul>

## 8.6 Creating a new agency injection hedge nomination

This section describes how to create a new submission for:

- BOD agency injection hedge nomination for the current gas day.
- Day-ahead agency injection hedge nomination.
- Two-day-ahead agency injection hedge nomination.

- Standing agency injection hedge nomination.

**To create a new agency injection hedge nomination:**

1. Click the **Agency Nom** tab.

The **Agency Nomination Selection** screen is displayed (Figure 8-1).

2. Select the **Close Proximity Point** from the drop-down list.
3. Click **New Nomination**.

The **Agency Injection Hedge Nomination** screen is displayed (Figure 8-2).

4. From the **Apply Nomination To** drop-down list, and select the gas day:
  - Select **Current Gas Day** to create a BOD AIHN for current gas day.
  - Select **Day Ahead** to create an initial day-ahead AIHN.
  - Select **Two Days Ahead** to create an initial two-day-ahead AIHN.
  - Select **Standing Nomination** to create an AIHN over a date range.

---

**Important.** Note that any existing nomination for a recipient MP must be withdrawn before a new nomination for the same MP at the same CPP can be submitted. This applies regardless of the 'apply to' method selected. For example, if a standing nomination for MPs A and B spans the gas day, the standing nomination must be withdrawn (terminated) before a two-days-ahead, day-ahead, or current day nomination can be submitted for either MP.

---

5. If a standing AIHN, the screen refreshes to show the date range fields.

Apply To:	Commencement Date:	Termination Date:
Standing Nomination ▼	<input type="text"/>	<input type="text"/>

Click in the commencement and termination gas day boxes to select the desired dates using the calendar tool (see Section 3.2.3). The commencement date must be at least one day ahead of the date of data entry. For more information about standing data, see Section 4.5.

6. Under **Nomination**, in the first row, click the **Market Participant** box and select the name of the recipient MP. Type the **Agency Nomination** quantity for that MP at the selected CPP. See Section 8.5 for data entry rules. See Section 8.4.2 for more information about agency nomination details.
7. If required, repeat step six in the second row and continue down the screen for each recipient MP.
8. Select the **Apportionment Type**. See Section 8.4.3 for details. If only one MP is nominated, the Pro Rata option is selected.
9. When complete, click **Submit Nomination**.

The **Agency Information and Confirmation** screen (Figure 8-3) is displayed.

10. Verify that all details are correct, and then click **Confirm Nomination** to proceed. A message is displayed if errors are detected. If required, correct the errors and then resubmit.
11. A message is displayed confirming that the nomination was submitted successfully.

## 8.7 Revising agency injection hedge nominations

BOD AIHN for the current gas day can be withdrawn and resubmitted any time from 10:01 PM through to 5:00 AM of the previous gas day. Intraday revisions to AIHN cannot be made after the cut-off time.

A submitted AIHN cannot be revised directly. Any submitted AIHN (regardless of whether it is confirmed or unconfirmed) must first be withdrawn by the injecting MP (see Section 8.10), before a new AIHN containing revised data for the same recipient MPs can be submitted by the injecting MP (see Section 8.6). The new AIHN must still be confirmed by the recipient MPs (see Section 9) before the cut-off time for it to be a valid nomination for the relevant gas day. Similarly, day-ahead AIHNs must be withdrawn before resubmission.

However, a new AIHN can be submitted without withdrawing an existing AIHN provided that it does not contain nominations for MPs that have already received nominations for that CPP on that gas day.

## 8.8 View historical agency injection hedge nominations

All submitted and confirmed AIHN are stored in the WebExchanger database for 18 months. MPs can search for an existing AIHN for reference purposes or to withdraw it. The search and retrieve historical AIHN function on the Agency Injection Hedge Nomination Selection screen (Figure 8-4) allows users to search historical submitted nominations. For more information about using this function, see Section 3.5.

**Note.** Unlike other WebExchanger data, AIHN historical data cannot be modified and submitted as a new nomination.

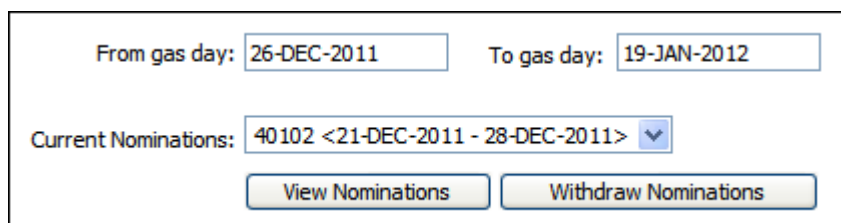


Figure 8-4 Historical nominations selection

### To view historical AIHN data:

1. Click the **Agency Nom** tab.  
The **Agency Nomination Selection** screen is displayed.
2. Select the **Close Proximity Point** from the drop-down list.

3. Select the **From Gas Date** and **To Gas Date**.
4. The screen refreshes and all available AIHNs for the specified range are listed in the **Current Nominations** drop-down list. Select the required nomination from the list.
5. Click **View Nominations**.

## 8.9 Uploading an agency injection hedge nomination file

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AIHN data can be uploaded from a correctly formatted CSV file. For more information, refer to Section 3.4.

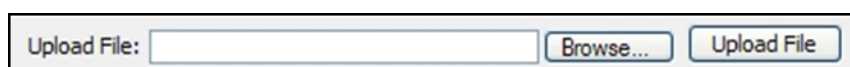


Figure 8-5 The File Upload tool

For details of CSV file format and specifications, refer to the 'AIHN Interface' section in *Declared Wholesale Gas Market Participant Build Pack [3]*.

### To upload an AIHN data CSV file:

1. Click the **Agency Nom** tab.

The **Agency Nomination Selection** screen is displayed.

2. On the **File Upload** tool, click **Browse**.
3. Locate and select the file to be uploaded and click **Open**.
4. Click **Upload File**.

The **Agency Injection Hedge Nomination** screen opens with all details from the uploaded file.

5. Review and edit the nominations for recipient MPs as required. See Section 8.5 for data validation rules.
6. When completed, click **Submit Nomination**.

The **Agency Information and Confirmation** screen is displayed.

7. Verify that all details are correct, and then click **Confirm Nomination** to proceed. A message is displayed if errors are detected. If required, correct the errors and then resubmit.
8. A message is displayed confirming that the nomination was submitted successfully.

## 8.10 Withdrawing an agency injection hedge nomination

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The injecting MP can withdraw an existing AIHN any time up until one hour before the nominated commencement gas date. Nominations can be withdrawn for one, some, or all of the recipient MPs involved. Each withdrawal is treated separately.

The injecting MP might decide to withdraw an AIHN because it is no longer required, because it wishes to change the quantity nominated for a particular recipient MP, or because it wishes to change the method or order of apportionment.

### To withdraw AIHN:

1. Click the **Agency Nom** tab.

The **Agency Injection Hedge Nomination Selection** screen is displayed.

2. Select the **Close Proximity Point** from the drop-down list.
3. Select the **From Gas Date** and **To Gas Date**.
4. The screen refreshes and all available AIHNs for the specified range are listed in the **Current Nominations** drop-down list. Select the required nomination from the list.
5. Click **Withdraw Nominations**.

The **Agency Injection Hedge Nomination** screen opens with all details for the selected AIHN.

6. Under **Nominations**, select the **Withdraw Nominations** check box on the nominations for MPs that are being withdrawn.
7. Click **Save Nominations** to apply the changes.

Each recipient MP is notified of the withdrawn nomination. The nomination is withdrawn regardless of whether the recipient MPs confirms the withdrawal.

## 8.11 Terminating an agency injection hedge nomination

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MPs cannot terminate an AIHN using the WebExchanger after the cut-off time of that AIHN's commencement gas date. If an injecting MP wishes to end an AIHN at any time after the cut-off time, the MP must write to AEMO (via the support hub) and request AEMO to terminate that nomination.

This process requires AEMO to update the market systems database manually, so MPs should allow seven business days for the nomination to be terminated.

The email requesting the AIHN to be terminated should be titled: *DWGM – AIHN Termination* with the associated nomination ID included in the email and sent to [supporthub@aemo.com.au](mailto:supporthub@aemo.com.au).



## 8.12 How apportionment works with multiple AIHNs

AIHNs are cumulative – in other words, to replace the original AIHN, it must firstly be withdrawn and then a new AIHN submitted. The apportionment of a single AIHN (as described in Section 8.4.3) is reasonably straightforward, but it gets more complicated when any of the following occur:

- Nominations for individual MPs in an AIHN are withdrawn.
- More than one AIHN is submitted for the same CPP on the same gas day.
- There is a mixture of apportionment methods at the same CPP.

**Note.** Apportionment only occurs when the quantity available for injection at the CPP is less than the total quantity of AIHNs applicable at that CPP. The following discussion and examples assume this condition. There is a different outcome when the nominated quantity is less than the available quantity.

The available injection quantity is apportioned (if less than the total AIHN quantity) to all AIHNs that are applicable at that CPP. This is a two-step process and depends on the method of apportionment selected in each nomination:

1. Firstly, the available injection quantity is allocated to each of the AIHNs applicable at the CPP. The allocation is proportionate to the ratio of the total quantity nominated in that AIHN and the total quantity available for injection at that CPP.
2. Secondly, the allocation to recipient MPs in each AIHN is then made according to the selected apportionment method.

Where there are multiple AIHNs at the same CPP, when a nomination for one or more recipient MPs is withdrawn, the quantity allocated to the AIHN will be reduced in response to the reduced total quantity in the AIHN and will be apportioned according to the quantities for each remaining nominated MP.

If a new AIHN is then submitted for the same gas day for the same CPP, the quantity allocated to each AIHN applicable at that CPP will be reduced in response to the increased total quantity nominated.

The following examples demonstrate how this process works under three different apportionment scenarios in which some nominations are withdrawn:

- Example of multiple AIHNs with pro rata apportionment.
- Example of multiple AIHNs with preference apportionment.
- Example of multiple AIHNs with a mixture of apportionment methods.

### Example of multiple AIHNs with pro rata apportionment

In the example shown in Table 8.2, the available scheduled injection at the CPP is 30 GJ. The table shows how the pro rata apportionment of AIHN1 with a total nomination of 50 GJ changes from (1) the original nomination, to (2) after the nomination for MP B is withdrawn, and then to (3) after AIHN2 for the same gas day is submitted for MPs B and D. Both AIHN1 and AIHN2 are pro rata apportionment.

Note that the allocation to each AIHN is made before the allocated quantity is apportioned to the MPs in each of the AIHNs.

Table 8.2 Pro rata apportionment example

		1. Original AIHN		2. After withdrawal		3. After submission of AIHN2	
ID	Market participant	Agency nomination GJ	Apportioned quantity GJ	Agency nomination GJ	Apportioned quantity GJ	Agency nomination GJ	Apportioned quantity GJ
30 GJ total quantity available							
AIHN1 pro rata							
Quantity allocated:		30 GJ		30 GJ		17.5 GJ	
1	A	25	15.0	25	21.4	25	12.5
2	B	15	9.0	Withdrawn	0.0	Withdrawn	0.0
3	C	10	6.0	10	8.6	10	5.0
Total AIHN1		50	30.0	35	30.0	35	17.5
AIHN2 pro rata							
Quantity allocated:		Not applicable		Not applicable		12.5 GJ	
1	B	–	–	–	–	20	10.0
2	D	–	–	–	–	5	2.5
Total AIHN2		–	–	–	–	25	12.5
Total all AIHNs		50	30.0	35	30.0	60	30.0

### Example of multiple AIHNs with preference apportionment

In the example shown in Table 8.3, the available scheduled injection at the CPP is 30 GJ. The table shows how the preference apportionment of AIHN1 with a total nomination of 50 GJ changes from (1) the original nomination, to (2) after the nomination for MP B is withdrawn, and then to (3) after AIHN2 for the same gas day is submitted for MPs B and D. Both AIHN1 and AIHN2 are preference apportionment.

Note that the allocation to each AIHN is made before the allocated quantity is apportioned to the MPs in each of the AIHNs. And the apportionment follows the submitted order (ID=1, 2, 3, etc.) in both AIHNs.

Table 8.3 Preference apportionment example

		1. Original AIHN		2. After withdrawal		3. After submission of AIHN2	
ID	Market participant	Agency nomination GJ	Apportioned quantity GJ	Agency nomination GJ	Apportioned quantity GJ	Agency nomination GJ	Apportioned quantity GJ
30 GJ total quantity available							
AIHN1 preference							
Quantity allocated:		30 GJ		30 GJ		17.5 GJ	
1	A	25	25.0	25	25.0	25	17.5
2	B	15	5.0	Withdrawn	0.0	Withdrawn	0.0
3	C	10	0.0	10	5.0	10	0.0
Total AIHN1		50	30.0	35	30.0	35	17.5
AIHN2 preference							
Quantity allocated:		Not applicable		Not applicable		12.5 GJ	
1	B	–	–	–	–	20	12.5
2	D	–	–	–	–	5	0.0
Total AIHN2		–	–	–	–	25	12.5
Total all AIHNs		50	30.0	35	30.0	60	30.0

#### Example of multiple AIHNs with a mixture of apportionment methods

In the example shown in Table 8.4, the available scheduled injection at the CPP is 30 GJ. The table shows how the apportionment of AIHN1 with a total nomination of 50 GJ changes from (1) the original nomination, to (2) after the nomination for MP B is withdrawn, and then to (3) after AIHN2 for the same gas day is submitted for MPs B and D. In this case, AIHN1 is by preference and AIHN2 is pro rata.

Note that the allocation to each AIHN is made before the allocated quantity is apportioned to the MPs in each of the AIHNs (regardless of apportionment method). And then the apportionment to each MP depends on the type of apportionment method applied to each of the AIHNs.

Table 8.4 Mixed apportionment example

		1. Original AIHN		2. After withdrawal		3. After submission of AIHN2	
ID	Market participant	Agency nomination GJ	Apportioned quantity GJ	Agency nomination GJ	Apportioned quantity GJ	Agency nomination GJ	Apportioned quantity GJ
30 GJ total quantity available							
AIHN1 preference							
Quantity allocated:		30 GJ		30 GJ		17.5 GJ	
1	A	25	25.0	25	25.0	25	17.5
2	B	15	5.0	Withdrawn	0.0	Withdrawn	0.0
3	C	10	0.0	10	5.0	10	0.0
Total AIHN1		50	30.0	35	30.0	35	17.5

		1. Original AIHN		2. After withdrawal		3. After submission of AIHN2	
ID	Market participant	Agency nomination GJ	Apportioned quantity GJ	Agency nomination GJ	Apportioned quantity GJ	Agency nomination GJ	Apportioned quantity GJ
AIHN2 pro rata							
Quantity allocated:		Not applicable		Not applicable		12.5 GJ	
1	B	–	–	–	–	20	10.0
2	D	–	–	–	–	5	2.5
Total AIHN2		–	–	–	–	25	12.5
Total all AIHNs		50	30.0	35	30.0	60	30.0

## 9 Agency Injection Hedge Confirmation

This section describes how a recipient MP for agency injection hedge nominations (AIHN) confirms a nomination by an injecting MP. For information about agency injection hedge nominations (AIHN) and how they are submitted, see Section 8.

After an injecting MP submits or withdraws an AIHN, the recipient MPs are notified by e-mail (see Section 3.3) or when they next log in to WebExchanger.

The recipient MP uses the Agency Confirmation function in WebExchanger to confirm (accept) the AIHN. The AIHN must be confirmed before it can be applied. Confirmation must be received before 5:00 AM on the nominated commencement date. When confirmed by the recipient MP, the injecting MP is notified by e-mail.

The recipient MP also uses the Agency Confirmation function in WebExchanger to acknowledge when an AIHN is withdrawn by the injecting MP.

### 9.1 Agency Injection Hedge Nomination Confirmation Selection screen

When the user selects the WebExchanger **Agency Conf** tab, the **Agency Injection Hedge Nomination Confirmation Selection** screen (Figure 9-1) is displayed, from which the user can:

- Select the **CPP** from the drop-down list for the nomination. Only CPPs containing accredited SIPs are listed.
- Select the **Injector** – the injecting MP that submitted the AIHN.
- Select the **From gas day** and **To gas day** search range, and then select a submitted AIHN from the **Current Nominations** drop-down list. Click **View/Verify Nominations** to load the AIHN data to the Agency Injection Hedge Confirmation screen, where it can be reviewed and confirmed. For more information, see Section 9.2.



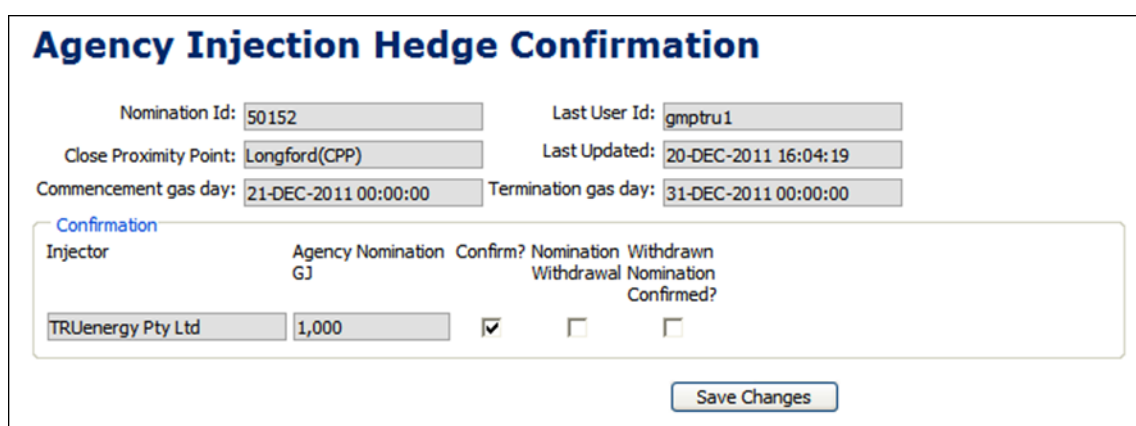
Figure 9-1 Agency Injection Hedge Nomination Confirmation Selection screen

## 9.2 Agency Injection Hedge Confirmation screen

After selecting the submitted AIHN to be viewed, the Agency Injection Hedge Confirmation screen (Figure 9-2) is displayed, from which the user can confirm the acceptance or withdrawal of the nomination. This screen has two sections:

- The top section contains details that are generated by the system during and after the AIHN submission (see Section 9.2.1).
- The middle section is where the user (recipient MP) confirms the acceptance or withdrawal of the AIHN. See Section 9.2.2 for information about the values displayed in the **Confirmation** group.

When completed, the user clicks **Save Changes** to apply the changes. Confirmations of nominations must be made before the relevant cut-off time for the upcoming schedule (see Section 4.4.2).



**Agency Injection Hedge Confirmation**

Nomination Id: 50152 Last User Id: gmptru1

Close Proximity Point: Longford(CPP) Last Updated: 20-DEC-2011 16:04:19

Commencement gas day: 21-DEC-2011 00:00:00 Termination gas day: 31-DEC-2011 00:00:00

**Confirmation**

Injector	Agency Nomination	Confirm?	Nomination Withdrawn	Withdrawal Nomination Confirmed?
TRUenergy Pty Ltd	1,000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Save Changes**

Figure 9-2 Agency Injection Hedge Confirmation screen

### 9.2.1 System displayed information

The following details are displayed automatically by the system. These values are provided for user reference and data tracking purposes:

<b>Nomination ID</b>	A unique identifier is generated when the nomination is submitted.
<b>Close Proximity Point</b>	The CPP at which the AIHN applies.
<b>Last User ID</b>	Displays the last user to modify the nomination.
<b>Last Updated</b>	Displays the time the nomination was last modified.
<b>Commencement Gas Day</b>	The first gas day on which the AIHN applies.
<b>Termination Gas Day</b>	The last gas day on which the AIHN applies.

### 9.2.2 Confirmation details

The following details are displayed under the **Confirmation** group on the Agency Injection Hedge Confirmation screen:

<b>Injector</b>	The injecting MP who submitted the AIHN.
<b>Agency Nomination</b>	The quantity of AIHN in GJ contracted with the injecting MP.

<b>Confirm?</b>	Recipient MP selects to confirm the AIHN.
<b>Nomination Withdrawal</b>	When selected, indicates that the injecting MP has withdrawn the AIHN (see Section 8.10).
<b>Withdrawn Nomination Confirmed?</b>	Recipient MP selects to confirm withdrawal of the AIHN. This check box is only available to recipient MPs and can only be selected after the injector has withdrawn the AIHN. Note that the AIHN is withdrawn regardless of whether the recipient MPs confirm the withdrawal.

## 9.3 Confirming agency injection hedge nominations

---

### To confirm an AIHN from an injecting MP:

1. Click the **Agency Conf** tab.

The **Agency Injection Hedge Nomination Confirmation Selection** screen is displayed.

2. Select the **Close Proximity Point** from the drop-down list.
3. Select the **Injector** from the drop-down list.
4. Select the **From Gas Date** and **To Gas Date**.
5. The screen refreshes and all available AIHNs for the specified range are listed in the **Current Nominations** drop-down list. Select the required nomination from the list.
6. Click **View/Verify Nominations**.

The **Agency Injection Hedge Confirmation** screen opens with the details for the selected AIHN displayed.

7. Select the **Confirm?** check box next to the nominations being confirmed.
8. Click **Save changes** to apply the changes.

An e-mail notification is sent to the injector advising that the nomination has been confirmed.

## 9.4 Confirming a withdrawn agency injection hedge nomination

---

### To confirm AIHN withdrawn by the injecting MP:

1. Click the **Agency Conf** tab.

The **Agency Injection Hedge Nomination Confirmation Selection** screen is displayed.

2. Select the **Close Proximity Point** from the drop-down list.
3. Select the **Injector** from the drop-down list.
4. Select the **From Gas Date** and **To Gas Date**.

5. The screen refreshes and all available AIHNs for the specified range are listed in the **Current Nominations** drop-down list. Select the required nomination from the list.
6. Click **View/Verify Nominations**.

The **Agency Injection Hedge Confirmation** screen opens with the details for the selected AIHN displayed. Withdrawn AIHN are indicated by the **Nomination Withdrawn** check box.

7. Select the **Withdrawn Nomination Confirmed?** check box next to the nominations being confirmed.
8. Click **Save changes** to apply the changes.

An email notification is sent to the injector advising that the withdrawal of the nomination has been confirmed.

---

**Note.** A withdrawn agency injection hedge nomination is withdrawn regardless of whether the recipient MPs confirm the withdrawal.

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## 10 AMDQ Nomination for Injection Tie-Breaking Right

MPs can allocate a quantity of their authorised MDQ or AMDQ credit (collectively known as AMDQ) associated with a CPP to each individual SIP to create injection tie-breaking rights (ITR). MPs can update the nominated values at each reschedule of the gas day.

### 10.1 About AMDQ and injection tie-breaking right

---

#### Authorised MDQ

An MP's authorised MDQ (associated with the Longford CPP) is the sum of its diversified authorised MDQ allocated to Tariff D sites and the hub and its Tariff V authorised MDQ. The Tariff V authorised AMDQ allocated to a market participant is updated daily to account for net changes to the MP's total Tariff V customer numbers (total completed customer gains less total completed customer losses) that occurred over the previous business day.

#### AMDQ credit

An MP's AMDQ credit is the sum of its diversified AMDQ credit allocated to sites and the reference hub. AMDQ credit (certificates) must be contracted with the Declared Transmission Pipeline Service Provider.

#### Injection tie-breaking right

Injection tie-breaking rights (ITR) provide MPs with priority rights for tied (equally priced) injection bids. Injection bids associated with injection tie-breaking rights will be scheduled ahead of those that are not associated with injection tie-breaking rights.

Injection tie-breaking rights are calculated for each system injection point (SIP) associated with a close proximity injection point (CPP). Refer to *Wholesale Market Uplift Payment Procedures (Victoria)* [5] for the current CPP and the associated SIPs. ITR are based on an MP's AMDQ at a CPP. MPs nominate AMDQ to each SIP associated with the CPP using the AMDQ Nomination function in WebExchanger.

### 10.2 AMDQ Nomination Selection screen

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When the user selects the WebExchanger **AMDQ Nom** tab, the **AMDQ Nomination Selection** screen (Figure 10-1) is displayed, from which the user can:

- Select the **CPP** from the drop-down list for the nomination. Only CPPs containing accredited SIPs are listed.
- Create and revise AMDQ nominations using one of the following methods:
  - Create a new AMDQ nomination – click **New Nomination** to open the AMDQ Nomination screen. For more information, see Section 10.5.

- Revise current gas day AMDQ nominations in the AMDQ Nomination screen – click **Current Gas Day**. For more information, see Section 10.7.
- Revise day-ahead AMDQ nomination in the AMDQ Nomination screen – click **Retrieve Nomination**. For more information, see Section 10.7.
- Use historical data as a new AMDQ nomination – select the **From gas day** and **To gas day** search range, and then select an AMDQ nomination from the **Historical Nominations** drop-down list. Click **Retrieve Nomination** to load the AMDQ nomination data to the AMDQ Nomination screen, where it can then be modified. For more information, see Section 10.8.
- Upload a prepared CSV file to the AMDQ Nomination screen, click **Browse** to locate the CSV file, and then click **Upload File**. For more information, see Section 10.9.

Refer to the *Declared Wholesale Gas Market Participant Build Pack [3]* for specifications of the CSV file format.



Figure 10-1 AMDQ Nomination Selection screen

### 10.3 AMDQ Nomination screen

On the AMDQ Nomination screen, after selecting the CPP or an historical nomination, when the user clicks either **Current Gas Day**, **New Nomination**, or **Retrieve Nomination**, the AMDQ Nominations screen (

Figure 10-2) is displayed, from which the user enters AMDQ nominations. This screen has three sections:

- The top section contains details that are generated by the system during and after the AMDQ nomination submission (see Section 10.3.1).
- The middle section is where the user enters the AMDQ nominations for the meters (SIPs) assigned to the selected CPP. All meters assigned to the selected CPP and valid for future gas days are

displayed – new CPPs are available at least seven days in advance of the date the MP can inject gas. See Section 10.3.2 for information about entering AMDQ nominations.

- At the bottom, the user selects the **Apply Nomination To** function (see Section 10.3.3) to define whether the nomination is for the current gas day, day ahead, standing and such.

When completed, the user clicks **Submit AMDQ** (see section 10.3.4) to submit the nomination for validation and processing. All submissions must be made before the relevant cut-off time for the upcoming schedule (see Section 4.4.2).

## AMDQ Nominations

Nomination Id:	<New Record>	Last User Id:	<New Record>
Close Proximity Point:	Iona	Last Updated:	<New Record>
From gas day:	<New Record>	To gas day:	<New Record>
Available AMDQ (GJ):	131000.0		

Meter	AMDQ Nomination % *	AMDQ Nomination GJ	Cumulative Used AMDQ % **	Cumulative Used AMDQ GJ **
30000154PC-Iona Injection	20.0000	26200.0000		
30000168PC-SEA Gas Injection	16.0000	20960.0000		
30000181PC-Otway (Woodside) Inj	5.0000	6550.0000		
30000197PC-SEA Gas Mortlake Injection	10.0000	13100.0000		
<b>Total:</b>	<b>51.0000</b>	<b>66810.0000</b>		

**Apply Nomination To:**

No Selection Submit AMDQ

\* The sum of the AMDQ nominations can not be more than 100%  
 \*\* This is the sum of the AMDQ deemed to have been used over all prior and current scheduling intervals

Figure 10-2 AMDQ Nominations screen

### 10.3.1 System displayed information

The following details are displayed automatically by the system. These values are provided for user reference and data tracking purposes:

<b>Nomination ID</b>	A unique identifier is generated when the nomination is submitted.
<b>Close Proximity Point</b>	As selected on AMDQ Nomination Selection screen.
<b>Last User ID</b>	Displays the last user to modify the nomination.
<b>Last Updated</b>	Displays the time the nomination was last modified.
<b>From Gas Day</b>	As selected on AMDQ Nomination Selection screen or the Apply Nomination To field.
<b>To Gas Day</b>	As selected on AMDQ Nomination Selection screen or the Apply Nomination To field.
<b>Available AMDQ (GJ)</b>	The last updated quantity of AMDQ available to the MP for injection tie-breaking rights

### 10.3.2 AMDQ nomination details

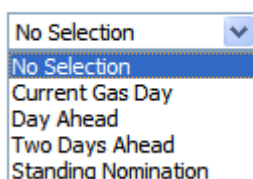
The AMDQ nomination details are displayed in the middle section of the AMDQ Nominations screen. The user enters the **AMDQ Nomination %** against each SIP (meter). The other data is calculated by the system:

<b>Meter</b>	The meters (SIPs) assigned to the selected CPP.
<b>AMDQ Nomination %</b>	User types the AMDQ nomination as a percentage of total AMDQ at the CPP.
<b>AMDQ Nomination (GJ)</b>	The AMDQ nomination in GJ (calculated).
<b>Cumulative used AMDQ %</b>	The proportion of AMDQ used for tie-breaking rights over the gas day up to the current scheduling interval.
<b>Cumulative used AMDQ GJ</b>	The quantity of AMDQ used for tie-breaking rights over the gas day up to the current scheduling interval.
<b>Total</b>	The sum of AMDQ nomination %, AMDQ nomination GJ, cumulative used AMDQ % and cumulative used AMDQ GJ for all the meters at the selected CPP.

### 10.3.3 Apply Nomination To function

The gas day is selected using the **Apply NominationTo** function at the bottom-left corner of the screen:

**Apply To:**



<b>Current Gas Day</b>	Select this option to enter the beginning-of-day AMDQ nomination for the current gas day.
<b>Day Ahead</b>	Select this option to enter the initial one-day-ahead AMDQ nomination.
<b>Two Days Ahead</b>	Select this option to enter the initial two-day-ahead AMDQ nomination.
<b>Standing Nomination</b>	Select this option to enter a new standing AMDQ nomination. Date range fields are displayed to select the period for which the AMDQ nomination stands.

### 10.3.4 Submit AMDQ function

The **Submit AMDQ** function allows the user to submit the AMDQ nomination they have created. The **AMDQ Information and Confirmation** message is then displayed. Click **Confirm Nomination** to proceed with the submission or **Cancel Nomination** to cancel the submission.

MPs are reminded to check that they have allocated AMDQ% to valid SIPs before submitting the nominations. Failing to do so can result in suboptimal AMDQ allocations and inadequate injection tie-breaking rights.

**Amdq Information and Confirmation**

Please check that the assigned AMDQ% are for SIPs valid for the entire nominated period/gas day. Failing to do so may result in sub-optimal AMDQ allocations and reduced injection tie-breaking rights (i.e. AMDQ assigned to invalid SIPs). Do you want to submit the following AMDQ nomination?

Apply To Gas Day: **Standing Nomination**  
 Commencement Date: **25-Jan-2012**  
 Termination Date: **31-Jan-2012**

Please cancel or confirm your amdq nomination using the buttons below.


Figure 10-3 AMDQ Information and Confirmation

## 10.4 AMDQ nomination validation rules

The following rules apply to AMDQ% data entry:

<b>AMDQ Nomination %</b>	<ul style="list-style-type: none"> <li>The unit is % and the sum of the entered values must not exceed 100%. The total AMDQ% can be less than 100%—this can occur when a recipient MP of AIHN provides AMDQ to the injecting MP to increase the injector's ITR.</li> <li>Non-negative numbers up to 4 decimal places are allowed.</li> <li>Do not enter the % symbol after the number.</li> <li>Blanks are treated as zero.</li> <li>Negative values are corrected to positive numbers when entered.</li> <li>The nominated AMDQ% can be updated in reschedules, but the renominated values must not be less than the cumulative amount of AMDQ% used over the past and the current scheduling intervals. An error message is displayed and the user must resubmit valid data.</li> <li>If MPs fail to submit the valid data before the cut-off time of the given reschedule, the previously submitted and valid AMDQ% will be used.</li> </ul>
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Table 10.1 AMDQ nomination error messages

Reason	Error message
Nominated AMDQ% exceeds the cumulative used AMDQ%	 <b>Please fix the following problems before continuing:</b> <ul style="list-style-type: none"> <li>The AMDQ Nomination percentage for Longford is less than the cumulative used percentage</li> </ul>

## 10.5 Splicing standing AMDQ nominations

Importantly, for standing nominations, SIPs (meters) associated with the selected CPP are displayed if the MPs are accredited to inject from these meters and the accreditation has not expired. MPs must ensure that they only assign AMDQ to SIPs that are valid for the entire nomination period. Failing to do so can result in sub-optimal use of AMDQ and injection tie-breaking rights. In such cases, multiple spliced nominations should be submitted, each covering the set of SIPs that are valid for a nominated period.

For example, an MP intends to submit a standing nomination for the Longford CPP, which is associated with the Longford and VicHub SIP, for the period 1 Jan 2012 to 31 Dec 2012. The MP can inject from Longford for the whole period but can only inject from VicHub from 1 Jun 2012 to 30 Sep 2012. The MP would submit three different standing nominations for:

- Longford SIP 1 Jan 2012 – 30 May 2012.
- Longford and VicHub SIP 1 Jun 2012 – 30 Sep 2012.
- Longford SIP 1 Oct 2012 – 31 Dec 2012.

## 10.6 Creating new AMDQ nominations

This section describes how to create a new submission for:

- BOD AMDQ nomination for the current gas day.
- Day-ahead AMDQ nomination.
- Two-day-ahead AMDQ nomination.
- Standing AMDQ nomination.

### To create a new AMDQ nomination:

1. Click the **AMDQ Nom** tab.

The **AMDQ Nomination Selection** screen is displayed (Figure 10-1).

2. Select the **Close Proximity Point** from the drop-down list.
3. Click **New Nomination**.

The **AMDQ Nominations** screen is displayed (Figure 10-2).

4. From the **Apply Nomination To** drop-down list, and select the gas day:
  - Select **Current Gas Day** to create a BOD AMDQ nomination for current gas day.
  - Select **Day Ahead** to create an initial day-ahead AMDQ nomination.
  - Select **Two Days Ahead** to create an initial two-day-ahead AMDQ nomination.
  - Select **Standing Nomination** to create an AMDQ nomination over a date range.
5. If a standing AMDQ nomination, the screen refreshes to show the date range fields.

Apply Nomination To:	Commencement Gas Day:	Termination Gas Day:
Standing Nomination ▼	<input type="text"/>	<input type="text"/>

Click in the commencement and termination gas day boxes to select the required dates using the calendar tool (see Section 3.2.3). The commencement date must be at least one day ahead of the date of data entry. For more information about standing data, see Section 4.5.

**Important.** Before creating a standing AMDQ nomination, users should read Section 10.5 'Splicing standing AMDQ nominations'.

6. Type the **AMDQ Nomination %** for each SIP. See Section 10.4 for data entry rules.

Meter	AMDQ Nomination % *	AMDQ Nomination GJ	Cumulative Used AMDQ % **	Cumulative Used AMDQ GJ **
30000001PC-Longford	20.0000	46286.0220	0.0000	00
30000167PC-VicHub Injection	16.0000	37028.8176	0.0000	00
Total:	36.0000	83314.8396		

7. When complete, click **Submit AMDQ**.

The **AMDQ Information and Confirmation** screen (Figure 10-3) is displayed.

8. Verify that all details are correct, and then click **Confirm Nomination** to proceed. A message is displayed if errors are detected. If required, correct the errors and then resubmit.
9. A message is displayed confirming that the nomination was submitted successfully.

## 10.7 Revising AMDQ nominations

Market participants can submit revised AMDQ nominations for:

- Current gas day for the 10:00 AM, 2:00 PM, 6:00 PM and 10:00 PM schedules (Section 10.7.1).
- The day-ahead 4:00 PM and 12:00 AM schedules (Section 10.7.2).

### 10.7.1 Revising current day AMDQ nominations

**Note.** Current gas day AMDQ nominations can be updated at reschedules before the applicable cut-off time for each reschedule.

#### To revise current day AMDQ nominations:

1. Click the **AMDQ Nom** tab.

The **AMDQ Nomination Selection** screen is displayed.

2. Select the **Close Proximity Point** from the drop-down list.
3. Click **Current Gas Day**.

The **AMDQ Nominations** screen is displayed. Existing AMDQ% data for the selected CPP on the current gas day is shown.



4. Review and edit the **AMDQ Nomination %** for each meter at the selected CPP. See Section 10.4 for data validation rules.
5. When completed, click **Submit AMDQ**.

The **AMDQ Information and Confirmation** screen is displayed.

6. Verify that all details are correct, and then click **Confirm Nomination** to proceed. A message is displayed if errors are detected. If required, correct the errors and then resubmit.
7. A message is displayed confirming that the nomination was submitted successfully.

### 10.7.2 Revising day-ahead AMDQ nominations

Previously submitted day-ahead nominations can be retrieved, revised and submitted as a new day-ahead nomination using the **Retrieve Nomination** function. Refer to Section 10.8 for details.

## 10.8 Creating AMDQ nominations from historical data

The search and retrieve historical AMDQ nomination function on the AMDQ Nomination Selection screen (Figure 10-4) allows users to search historical submitted nominations. Retrieved nominations can be used to create new nominations. For more information about using this function, see Section 3.5.



Figure 10-4 Historical nominations selection

### To create an AMDQ nomination from historical data:

1. Click the **AMDQ Nom** tab.  
  
The **AMDQ Nomination Selection** screen is displayed.
2. Select the **From Gas Date** and **To Gas Date**.
3. The screen refreshes and all available AMDQ nomination for the specified range are listed in the **Historical Nominations** drop-down list. Select the required nomination from the list.
4. Click **Retrieve Nomination**.

The **AMDQ Nominations** screen opens with all details for the selected AMDQ nomination.

5. From the **Apply Nomination To** drop-down list, select the gas day.
6. Review and edit the **AMDQ Nomination %** for each meter at the selected CPP. See Section 10.4 for data validation rules.



7. When completed, click **Submit AMDQ**.

The **AMDQ Information and Confirmation** screen is displayed.

8. Verify that all details are correct, and then click **Confirm Nomination** to proceed. A message is displayed if errors are detected. If required, correct the errors and then resubmit.
9. A message is displayed confirming that the nomination was submitted successfully.

## 10.9 Uploading AMDQ nomination file

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AMDQ nomination data can be uploaded from a correctly formatted CSV file. For more information, refer to Section 3.4.



Figure 10-5 The File Upload tool

For details of CSV file format and specifications, refer to the 'AMDQ Nomination Interface' section in *Declared Wholesale Gas Market Participant Build Pack [3]*.

### To upload an AMDQ nomination CSV file:

1. Click the **AMDQ Nom** tab.

The **AMDQ Nomination Selection** screen is displayed.

2. On the **File Upload** tool, click **Browse**.
3. Locate and select the file to be uploaded and click **Open**.
4. Click **Upload File**.

The **AMDQ Nominations** screen opens with all details from the uploaded file.

5. Review and edit the **AMDQ Nomination %** for each meter at the selected CPP. See Section 10.4 for data validation rules.
6. When completed, click **Submit AMDQ**.

The **AMDQ Information and Confirmation** screen is displayed.

7. Verify that all details are correct, and then click **Confirm Nomination** to proceed. A message is displayed if errors are detected. If required, correct the errors and then resubmit.
8. A message is displayed confirming that the nomination was submitted successfully.

## Appendix A References

Unless otherwise indicated, the following documents are AEMO publications and are available from the AEMO website at [www.aemo.com.au](http://www.aemo.com.au) or by application to AEMO at Level 22, 530 Collins Street, Melbourne, Victoria 3000. These documents are updated regularly, hence the date of publication has been omitted (check the website to obtain the most recent version).

- [1] *Guide to Victoria's Declared Wholesale Gas Market*
- [2] *Technical Guide to the Victorian Declared Wholesale Gas Market*
- [3] *Declared Wholesale Gas Market Participant Build Pack*
- [4] *Injection Tie-Breaking Right Functional Design*
- [5] *Wholesale Market Uplift Payment Procedures (Victoria)*
- [6] *User Guide to MIBB Reports*
- [7] *Wholesale Market Gas Scheduling Procedures (Victoria)*
- [8] *Wholesale Market Electronic Communication Procedures (Victoria)*

## Appendix B Bidding Checklists

Use the following checklists to verify that all data has been correctly submitted.

### B.1. Injection bid checklist

Task/Function	Steps/Details
Bids	<p>MPs can have multiple injection points in their portfolio—a set of bids must be submitted for <u>every point</u> at which the participant intends to inject gas into the system.</p> <p>Bid steps must be entered within the following guidelines:</p> <ul style="list-style-type: none"> <li>• Price in \$/GJ to four decimal places (e.g. 4.5500).</li> <li>• Price can be zero if the <u>first</u> or only step in the bid.</li> <li>• Quantity in whole GJs (e.g. 120)</li> <li>• <u>Both</u> price and quantity <u>increase</u> with each step.</li> <li>• Consecutive (i.e. no gaps).</li> <li>• Bid step 1 quantity must be <math>\geq</math> MDQ</li> </ul>
Demand Forecast	Demand forecast applies to uncontrollable withdrawals only.
Hedge Nomination	<ul style="list-style-type: none"> <li>• Enter correct injection point.</li> <li>• Quantity correct?</li> <li>• AMIQ% within AMDQ profile limits?</li> <li>• Correct dates (Apply To)?</li> </ul>
Agency Hedge Nomination	<ul style="list-style-type: none"> <li>• Enter correct injection point.</li> <li>• Select correct apportionment type.</li> <li>• Quantities correct?</li> <li>• Correct dates (Apply To)?</li> </ul>
Agency Hedge Confirmation	<ul style="list-style-type: none"> <li>• Correct nomination ID?</li> <li>• Correct data range?</li> </ul>
AMDQ Nomination	<ul style="list-style-type: none"> <li>• AMDQ allocated to valid SIPs?</li> <li>• AMDQ optimally allocated to SIPs?</li> </ul>

**B.2. Withdrawal bid checklist**

Task/Function	Steps/Details
Bids	<p>MPs can have multiple withdrawal points in their portfolio—a set of bids must be submitted for <u>every point</u> at which the participant intends to withdraw gas from the system.</p> <p>Bid steps must be entered within the following guidelines:</p> <ul style="list-style-type: none"> <li>• Price in \$/GJ to four decimal places (e.g. 4.5500).</li> <li>• Price can be zero if the <u>last</u> or only step in the bid.</li> <li>• Quantity in whole GJs (e.g. 120)</li> <li>• <u>Quantity increases</u> and <u>price decreases</u> with each step.</li> <li>• Consecutive (i.e. no gaps).</li> <li>• Bid step 1 quantity must be <math>\geq</math> MDQ.</li> </ul>
Demand Forecast	<p>Demand forecast values must be entered within the following guidelines:</p> <ul style="list-style-type: none"> <li>• Quantity in whole GJs only (e.g. 20)</li> <li>• Values must be submitted for all hourly intervals.</li> <li>• Don't leave field blank, enter 0.</li> <li>• Check meter is correct.</li> <li>• Check dates.</li> </ul>
Hedge Nomination	NA
Agency Hedge Nomination	NA
Agency Hedge Confirmation	NA
AMDQ Nomination	NA

## Appendix C Error Messages

The fault descriptions and error messages enlisted here are for WebExchanger only. To see WebServices' fault descriptions for the fault codes enlisted in Section C.2 to C.8, please refer to *Declared Wholesale Gas Market Participant Build Pack [3]*.

The notation [text] is a system-generated value that forms part of the error message.

### C.1. CSV file upload error messages

Fault Description
<b>WebExchanger Generic Upload Messages</b>
Please supply a valid CSV file.
Please supply a CSV file that has [number] rows of data and corresponds to AEMO's bid upload requirements.
Please supply a valid [file type] in the file header of the CSV file.
Invalid [file type] file type in the CSV file. Please use a valid bid file type: [file type symbol] (see note below)
Note: [file type] = 'bid', 'demand forecast', 'injection hedge', 'AMDQ' [file type symbol] = 'INJ' or 'WDL' for 'bid', 'DFS' or 'DFN' for 'demand forecast', 'IHN' or 'AIH' for 'injection hedge', 'AMD' for 'AMDQ'.
Please supply numeric/positive [file type and corresponding description] in the CSV file. (see note below)
Note: [file type and corresponding description] = 'bid prices and bid quantities for the bid (step(s))', 'demand forecast values', 'IHN values', 'AMIQ values', 'nominated participant and nominated quantity', 'AMDQ values'.
Please supply a CSV file that has [a number or "the correct number of"] columns of data in the [file header]. Fields that are not mandatory still require a blank column. (see note below)
Note: [file header] can be "bid steps row", "demand forecast row", "hedge nomination fields rows", and "AMDQ nomination fields rows"
Please supply a valid market participant id in the file header of the CSV file.
Please supply a valid Close Proximity Point in the file header of the CSV file.
Please supply a valid date range. Commencement date and termination date cannot be the same.
Please supply a valid date range. Commencement date must be supplied if a termination date is supplied in the CSV file.
Invalid commencement date in the CSV file. Please use a 'DD-MMM-YYYY' format.
Invalid commencement date in the CSV file: [submitted date]. Commencement date is before the current date: [current date].
Invalid termination date in the CSV file: [submitted date]. Please use a 'DD-MMM-YYYY' format.
Invalid termination date in the CSV file: [submitted date]. Termination date is earlier than the commencement date: [commencement date].

Fault Description	
Invalid market participant id in the CSV file: [market participant ID]. You can only supply your own market participant id: [submitting market participant's ID].	
Invalid market participant id in the CSV file: [market participant ID]. Please ensure this is a valid number before submitting.	
WebExchanger Bid Upload Messages	
Please supply a bid price and quantity for the first bid step.	
Please supply a scheduling interval that is numeric and between 1 to 5.	
WebExchanger Demand Forecast Upload Messages	
Invalid demand forecast. Please specify three rows of data according to the format in the Participant Build Pack.	
Invalid demand forecast. Please specify at least 5 header columns according to the format in the Participant Build Pack.	
Please supply a valid demand forecast value in column [column number for the hour in question]. All twenty four demand forecast values are mandatory.	
WebExchanger Injection Hedge Upload Messages	
Please supply at least one injection hedge quantity in the CSV file. (e.g. Longford, Iona, Culcairn, etc)	
Invalid injection hedge nomination csv file. [submitted value] Percentage sign must be after the AMIQ value.	
Please supply AMIQ values for all scheduling intervals in the CSV file.	
WebExchanger Agency Nomination Upload Messages	
Please supply an apportionment method in the file header of the CSV file.	
Invalid agency nomination apportionment method in the CSV file. [submitted value] Please use either 'PROR' or 'PREF'.	
Please supply a nominated participant in the first column of the agency nomination fields.	
Please supply an order type for the second column. An order type is mandatory when 'PREF' is selected as the apportionment method.	
Please supply a nominated quantity for the third column in the agency nomination fields.	
Invalid preference order supplied. [submitted order number] The maximum valid preference order that can be supplied is [a set number].	
WebExchanger AMDQ Nomination Upload Messages	
Invalid AMDQ nomination CSV file. [submitted value] Percentage sign must be after the AMDQ value.	

## C.2. Common error messages

Fault Code	Fault Description
3001	Failed to retrieve data: [data retrieval attempted]
3100	Invalid <u>username</u> or password.
3102	You do not have permission to view [this bid / the scheduled quantity / this forecast / this injection hedge / this nomination / this CPP / this AMDQ] information.

Fault Code	Fault Description
3103	You do not have permission to view this meter information.
3104	An invalid apply-to option has been selected: [selected value]. Or; Please select an option from the Apply To menu before submitting. (see note below)  Note: the apply to value must be either of the following values: 'Current Day', 'Day Plus One', 'Day Plus Two', or 'Standing'.
3105	Please supply a valid commencement date and termination date before submitting.
3109	The commencement date for a standing [bid / demand forecast / nomination / agency nomination / AMDQ nomination] must be at least one day after the current gas day. Or; The termination date for the standing [bid / forecast / nomination] must be at least a day later than the commencement date (the termination date is non-inclusive).
3110	The deadline for current gas day submissions has passed. Current Gas Day submissions cannot be made between [time] and [time].
3111	Please only supply positive [hourly demand forecast / IHN and AMDQ / agency nomination] values. Negative values are not permitted.
3112	The specified date '[entered date value]' is invalid – please use a 'DD-MMM-YYYY' format.
3113	Invalid quantity value supplied. The quantity exceeded maximum input value.
3114	Submitted duplicate meter(s) / CPP(s) for the current market participant.
3115	Submitted invalid CPP(s) for the current market participant.
3116	Invalid NMI(s) supplied for the current market participant.

### C.3. Bid error messages

Web Service Fault Code	Error Message
3502	The interval provided is not available. Please re-enter data and resubmit if appropriate. Or; The gas day you previously selected has since been closed. Please re-enter data and resubmit if appropriate.
3504	Price for step [bid step number] must be a positive value: [entered price \$/GJ]
3505	Price for step [bid step number] (\$[entered price \$/GJ]) must be less than or equal to the value of lost load ([VoLL price]).
3506	Bid contains a price gap at step [bid step number].
3507	Daily quantity for step [bid step number] must be a positive value: [entered quantity GJ].
3508	Invalid daily quantity - quantity of gas associated with the highest priced bid step must be equal to or exceed the sum of the scheduled quantity over all preceding and current scheduling intervals of the current gas day: [submitted quantity GJ] < [minimum rebid quantity GJ].

Web Service Fault Code	Error Message
3509	Invalid daily quantity - quantity of gas associated with the lowest priced bid step must be equal to or exceed the sum of the scheduled quantity over all preceding and current scheduling intervals of the current gas day: [submitted quantity GJ] < [minimum rebid quantity GJ].
3510	Bid contains a quantity gap at step [bid step number].
3514	A bid step is invalid. Bid steps for an injection bid must have a price and quantity that is higher than the previous bid step.
3515	A bid step is invalid. Bid steps for a withdrawal bid must have a price that is lower and a quantity that is higher than the previous bid step.
3516	Bid contains an invalid quantity at step [bid step number].
3517	Invalid bid step - at least one bid step with price and quantity must be supplied.
3518	Minimum daily quantity value is invalid: [entered quantity GJ].
3519	Minimum daily quantity must be zero: Please edit the supplied value to zero.

#### C.4. Demand forecast error messages

Web Service Fault Code	Error Message Description
3600	Please enter a forecast value for all hours of the day.
3601	Please only supply positive hourly demand forecast values. Negative values are not permitted.
3603	The meter passed in is not available for your company. Please contact AEMO if you need access to this meter.
3604	The value [gas quantity in GJ] for hour [an hour between 1-24] exceeds the limits you have specified for a demand forecast.
3605	The demand forecast data is not valid. Please contact the AEMO <a href="#">helpdesk</a> for further information. Or, The forecast type is invalid. Please contact the AEMO <a href="#">helpdesk</a> for further information.
3606	Last interval cutoff has been passed. Forecast cannot be submitted at this time.

#### C.5. Agency nomination error messages

Web Service Fault Code	Error Message Description
3700	Please supply at least one nomination before submitting.
3701	The apportion type selected is not valid.



Web Service Fault Code	Error Message Description
3702; 3706	There is a gap in the preference order for preference #[number], please amend before submitting.
3703	Please select a market participant from the drop down list. A market participant must be selected if an agency nomination value has been specified.
3704	The nomination for [nominee] has an overlapping nomination or confirmed nomination already present in the system for this date range. Please withdraw the nomination before proceeding. The existing Confirmation ID is #[number] (visible in the selection screen drop-down menu) and the Identity Number is #[number].
3705	The cut-off time for agency nominations for this date range has expired.
3707	The <u>nominee</u> selected at [a list number] has already nominated at [another list number on the same nomination]. Please select a different <u>nominee</u> .
3708	You do not have permission to access this <u>nominee</u> .
3709	Nominations have previously been withdrawn. Please select another action.
3710	Nominations submitted for confirmation have previously been confirmed.
3711	Nominations submitted for confirmation withdrawal have previously been confirmed for withdrawal
3712	Invalid state transition – status not updated for nomination [nomination ID number].  State transition means the action of changing from one status to another status e.g. from 'Agency nominated' status to 'Nomination confirmed' status.
3713	A quantity must be entered for all selected market participants. The quantity cannot be left blank or have a value of zero.
3714	Preference order element/Value presented in request xml for the apportionment type is incorrect.

#### C.6. Agency confirmation error messages

Web Service Fault Code	Error Message Description
N/A	Please click on the relevant check box before submitting this nomination.

#### C.7. Injection hedge nomination error messages

Web Service Fault Code	Fault Description
3801	Please only supply numeric AMIQ values for the gas day intervals. No gaps between the displayed gas day intervals are allowed.
3802	The deadline for current gas day submissions has passed. Current Gas Day submissions cannot be made between [time in hh:mm:ss] and [time in hh:mm:ss].

Web Service Fault Code	Fault Description
3803	Invalid AMIQ percentage supplied. The total value from [scheduling interval time] must have a [maximum/minimum] limit of [a preset %]. or; The AMIQ percentage limit has been exceeded ([sum of % value] > 100%).
3804	AMIQ for previous scheduling intervals do not match submitted values.
3805	Please only supply numeric IHN values.
3806	Invalid IHN values supplied. Please do not supply empty IHN values.
3807	All AMIQ profile values are mandatory, no gaps between the displayed gas day intervals are allowed.
3808	Interval order must be in ascending order, must start with 1 and does not contain any gaps.
3809	Invalid AMIQ values supplied - values must not be negative.

#### C.8. AMDQ nomination error messages

WebService Fault Code	Fault Description
3901	Invalid AMDQ Nomination percentage values supplied – values must be less than or equal to 100.
3902	The AMDQ Nomination percentage for [CPP name] is less than the cumulative used percentage.