

## **Nomination Change & Connection Codes FAQ**

**As of October 19, 2006**

### **What is changing?**

Explorer is now accepting changes to nominations through Transport4. Previously, users had to fax, call, or e-mail a scheduler to change their nominations. Now, users can submit their changes twenty-four hours a day on Transport4. Additionally, Explorer is requiring users to utilize connection codes in their final nominations.

### **Why is Explorer making this change?**

These changes will make it easier for shippers to manage their nominations by utilizing Transport4's application. The use of connection codes will align the terminology between the nomination and pipeline operation processes.

### **What is the new nomination process?**

The first step in the process requires that a shipper submit a valid nomination. The nomination should have a origin location code and a destination location code for each batch. You can split a batch as long as you follow the existing guidelines regarding minimum batch sizes. The total receipt and delivery volumes must match. To create a placeholder for volumes, long-term nominations can have an Explorer facility code. Allocated volumes will be required to have valid origin and destination connection codes within 72 hours of lifting in order to remain in the current schedule.

Changes to nominations will be reviewed by Explorer Scheduling department each business day. Changes made after 9 AM Central Time will be reviewed the following business day. As always, you are welcome to call a scheduler to discuss shipping changes.

### **What is a facility code?**

For Explorer, facility codes were formally known as location codes. A facility code is a generic code Explorer uses for a location. For example, the facility code at Hammond is HMD.

### **What is a connection code?**

A connection code identifies a specific valve at each of Explorer's facilities. There is one connection code for each tanker at each location. Connection codes are applicable to both origins and destinations. For example, the connection code for CITGO's tanks at Hammond is H01. The connection code must be specified for your batch to ship. It is entered into the "Location" or "Loc" field in the Transport4 nomination screens. If you made an initial nomination with a generic facility code, the connection code replaces the facility code.

When using a connection code, it is not necessary to include the tanker party in the nomination. Transport4 will add the correct tanker for the connection code before the nomination is sent to Explorer. Users will see the tanker party listed with the nomination after submitting the nomination.

### **Where can I find a list of connection codes?**

There are two places to find connection codes.

- Transport4's Help System
  - Click "Location" or "Loc" on Nom Entry or Change screen
  - Click on Help button on the toolbar
    - Help->Lookup Codes->Locations->Explorer
- Explorer's Website
  - In Appendix B on the shipper information page  
<http://www.expl.com/pdfs/Appendix%20B%20-%20Origin%20and%20Delivery%20Locations.pdf>
- Explorer Facility Maps
  - Please contact Rod Woodford, Explorer's Manager of Shipper Relations and Transportation Services at [rwoodford@expl.com](mailto:rwoodford@expl.com) or 918-493-5135.

### **When should I use a facility code and when should I use a connection code?**

Facility codes can only be used when the nomination is made well in advance of the scheduled event and you do not know the tanker party. A connection code should be used whenever you know the tanker party. All facility codes must be changed to connection codes in Transport4 72 hours before the scheduled event time (lifting or delivery).

### **How close to a scheduled event can I submit a nomination change in Transport4?**

Nomination changes can be made in Transport4 any time until 72 hours before the scheduled event time.

### **What if I need to make a nom change within 72 hours of a scheduled event?**

Call the Explorer scheduler. Nom changes within 72 hours of a scheduled event will be on a "best effort" basis.

### **How do I get additional help?**

For issues relating to pipeline movements, please call Explorer's scheduling department. For issues relating to Transport4, please call the help desk at (888) 844-9404.