



ENERGY

Electronic Transfer System

Products Manual for Submissions of:

- APMC-600 Series Forms (Natural Gas)
- Third Party Information (Gas Transmission Reports)
- NGL-100 Forms (Natural Gas Liquids)
- APMC-700 Forms (Straddle Plant Operators)
- APMC-Pipeline In Stream Component Reports

Information Technology

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DISCLAIMER

1. In this disclaimer provision:
 - (a) "Crown" means Her Majesty the Queen in right of the Province of Alberta;
 - (b) "Minister" means the Minister responsible for Alberta Energy;
 - (c) "Their employees" means and includes each, any and every officer, employee, servant and agent of either or both of the Crown and the Minister and without limiting the generality of the foregoing, and includes employees of the Crown and the Minister employed in Alberta Energy.
 - (d) "ETS" means the Electronic Transfer System and all programs, hardware, documentation, functions and services forming a part thereof or associate therewith.
2. The Crown, the Minister and their employees and the contractors and technical advisors of the aforesaid:
 - (a) make no warranty or representations, whether express or implied, to any person with respect to this material or documentation of ETS or as to the service, performance, quality, merchantability or fitness of any part of the aforesaid for any purpose; and
 - (b) shall not be liable for any actions, damages or claims, whether occasioned by negligence or otherwise, that any person, user, Subscriber or any employees of the aforesaid may hereafter have, allege or become entitled to (including but not limited to any claim for third-party contribution or indemnity, any economic or moral loss, or direct, immediate, special, indirect or consequential damages) which do, may, or are alleged to arise as a result of
 - (i) the use of this material or documentation or ETS or any service connection therewith; or
 - (ii) any errors or omissions in data or any loss or partial loss of data or incomplete retrieval of information, even if any or all of the Crown, the Minister or their employees were advised of the possibility of such risk, actions, claims or damages, including damages sustained or actions brought by third parties and claims made against the Subscriber by third parties.
3. The entire risk of loss relating to or associated with the quality and performance of ETS and any product and results thereof shall be assumed by the subscriber and by any other user of ETS.

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1 PREFACE

The Electronic Transfer System (ETS) provides access to a number of the information products available from the Department of Energy. ETS receives and validates requests for the products, sends the requests to the appropriate internal system, and makes the results available when complete. The Electronic Transfer System (ETS) provides

1. A means of making various submissions to the Department electronically, including
 - (a) APMC-600 series forms (Natural Gas)
 - (b) Third Party Information (Gas Transmission Reports)
 - (c) NGL-100 Forms (Natural Gas Liquids)
 - (d) APMC-700 Forms (Straddle Plant Operators)
 - (e) APMC-Pipeline In Stream Component Reports
2. Access to a number of the information products available from the Alberta Department of Energy.

This manual describes the submission process, the requirements for accessing the system, and how the Web interface should be used to submit files and retrieve results.

Inquires on account set up or problems accessing the system, please contact the ETS Help Desk at:

Information Technology
Alberta Department of Energy
300, 801-6th Avenue SW
Calgary, AB T2P 3W2
Phone (403) 297 – 8955

Hours: Monday – Friday 8:15 AM to 4:30 PM except statutory holidays

The operational hours of the ETS system are Sunday 12:00 PM to 10:00 PM and Monday – Saturday 6:00 AM to 10:00 PM. The system may be available during off hours but this is not guaranteed due to maintenance schedules.

Administrative Requirements

To use ETS, you must apply to the Department of Energy (DoE) for an account. The ETS Account application form along with instructions for completing and forwarding can be found in the [forms section](#) of the ETS Main Page. After your application has been

received the department assigns an ETS Account ID and Password. You will then be contacted with the information.

ETS performs other electronic transfer functions in addition to APMC form submissions. If you will use ETS for more than one type of business, or for reporting for more than one submission type or Business Associate ID, you can choose to use the same ETS Account ID.

2 GENERAL ETS DOCUMENTATION

There is an [ETS Overview](#) on the [Electronic Transfer System](#) web page.

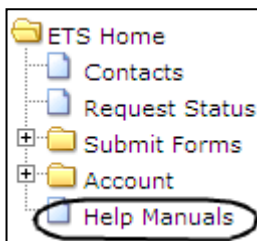
When you request an Electronic Transfer System (ETS) Account in order to use the secure ETS web site, once the application form and the letter of authority have been approved, the Department of Energy will assign an ETS Account Id and Password (called an Administrator Account). The representative that has been issued this Administrator Account id and password will be known as the **Account Administrator** and is responsible for all activity on the web site.

The Account Administrator for a company can create **Client Accounts**, which are subsets of the Administrator Account. Each Client Account created is given access to form types and assigned roles that define the functionality that is required, based on an individual's role within the company.

Refer to the [Client Accounts Manual](#) and [Client Accounts Quick Guide](#), on the [Electronic Transfer System](#) page for information on

- Technical requirements
- Accessing the ETS System
- Navigating the ETS menu
- Setting your Account preferences
- Passwords and changing them
- Client Accounts

The documents *ETS Overview*, *Client Accounts Manual* and *Client Accounts Quick Guide* are also available after you log in to the ETS System, under Help Manuals in the menu at the left of the page.



3 MAKING SUBMISSIONS

3.1 SUBMISSION DESCRIPTIONS

Separate documents describe “Magnetic Media or Electronic Submissions” and give layout and format requirements of files to be submitted. These documents are available on-line, or you can contact DoE Information Technology at the address identified at the beginning of this document.

For submissions via ETS, each delivery month's submission *must* consist of a single file containing all the appropriate record/report types, for each individual company code.

Or, for APMC-600 reporting, a file may contain all information for several delivery months.



The system does not currently accept more than one file for a delivery month; users should combine different report types into the same file for submission.

3.2 SUBMITTING A FILE

1. On the main menu, click the **SUBMIT FORMS** folder.
2. On the sub-menu, click **SEND INPUT FILES**.
3. Use the drop-down arrow to select a form type (only the form types valid for your Login ID for will be displayed).
4. Enter the local path (the path on your computer) and the name of the file to be used as the input file. (*You can type the file location or click **BROWSE** to find the file on your system*).
5. Click **ATTACH** to include the file in the list of attachments to be submitted.
6. If there are more files to submit, repeat the **Browse/Attach** sequence. Files may be removed from the Attachments list by clicking **UNATTACH** button next to it. **File to Upload** field may be cleared by clicking **CLEAR**.
7. When all desired files are in the attachment list, click **SUBMIT**.

In the screenshot below, the APMC-600 file 0tnt250.txt has been selected and attached. From this point, more files could be added to the attachment list, or the one-file list submitted.

EA0271 [Logout](#)

Send Input File

Please click the 'Browse' button to select a file to upload then click the 'Attach' button to add the file to the list of attachments. You can add more than one file to upload. Click the 'Submit' button to upload the files in the list. Each file will be given its own request number.

Attachments	Form Type	Unattach
0tn2t520.txt	APMC-600	Unattach

Form Type:

File to Upload:

3.3 FILE PROCESSING AND USER NOTIFICATION

When the transfer is complete you'll get a message window saying the file has been uploaded, with a Request Number that uniquely identifies the submission.

Send Input File

File Upload Complete

Your file has been submitted with Request Number 882389

File has been received for further processing. In approximately 20 minutes, check the Request Status window of the ETS page and view the Verification Report (Output Files) to determine whether the file (submission) has been accepted or rejected.

Feedback Content | Feedback Technical | Help Text

Some validity checks are then done on the file, including company code and form type for the ETS Account. A verification or rejection report of the file transfer, with a brief summary of the file, will be made available in a few minutes for you to retrieve in the Request Status window (more information in the next section).

4 REQUEST STATUS

To check the status of a submission:

1. On the Main-menu, click **REQUEST STATUS**.
2. Use the drop-down arrow to select the request type or select **ALL**.

The Request Status screen will be displayed.






Request Status

Form: Request #:

Start Date: End Date:

Status:


Account:


#		Sel	Form	Input File/Comment	Status	Date YYYY/MM/DD	Cost	Output Files	Creator
1320781		<input type="checkbox"/>	Calgary - APMC 600 forms	151cDM.ng_del	ERROR	2006/03/15		Rejection Letter	EN0338
1320780		<input type="checkbox"/>	APMC 700 forms	AB10112.700	COMPLETED	2006/03/15		Verify Report	EN0338
1320778		<input type="checkbox"/>	Calgary - APMC 600 forms	151ct596.ng_del	COMPLETED	2006/03/15		Verify Report	EN0338
1320777		<input type="checkbox"/>	Calgary - APMC 600 forms	0tn2t520.txt	COMPLETED	2006/03/15		Verify Report	EN0338
1320776		<input type="checkbox"/>	Calgary - APMC 600 forms	611MSTAT.txt	COMPLETED	2006/03/15		Verify Report	EN0338

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3. To view only a single request, enter the request number.
4. Enter the **START DATE** and **END DATE** to narrow your search.
5. Click **RETRIEVE**.

The following columns are displayed for each request.

#	This is the unique request number assigned to the submission.
	This icon can be used to display more detailed information for the submission. A description of the information follows.

Sel	Once you have viewed and/or saved the output from a particular request and have decided that the line is no longer needed on the Request Status page, click this checkbox on the desired line then click (UN)DELETE . The trashcan icon will change to red. You can repeat these steps to toggle the Delete selection off. Files will be deleted overnight. SEL may also be used with the PICKUP button to open or download output files.
	The colour of this trashcan changes to red when the entry has been selected to be deleted. Entries are deleted overnight.
Form	Form submission type (e.g. APMC-600, PL-ISC)
Input File /Comment	Name of input file.
Status	This column displays the current status of the request. As request moves through its cycle processing it will have one of the following statuses: “Submitted” Request created “Processing” Request is being filled “Completed” Request has been completed and the results are ready for pick-up. “Error” An error has occurred during processing, or the submitted file has been rejected as invalid. Check the rejection letter for details.
Date	This is the creation date of the request.
Cost	n/a
Output Files	These are links to the verification reports and rejection letters generated by the submission. A description of these reports follows (under <i>Picking Up Verification Reports</i>).
Creator	ETS Account or Client Account under which the submission was made.

The Retrieve button may be clicked to refresh the information.

File Acceptance/Rejection

A file is accepted if “Status” is “Completed”. A Verification Report, with a brief summary of the file, will be available under Output Files.


A file is rejected if “Status” is “Error”. The errors identified in the Rejection Letter (under Output Files) must be corrected and the file resubmitted. Rejected files, which have not been entered into the system, do not meet the minimum reporting criteria and are not considered received by the Department of Energy.

Any questions can be directed to your contact at Gas Royalty Valuation and Markets or, if unable to contact him/her, to the main area: Telephone 403-297-5514, Fax: 403-297-5400.



The department will automatically delete status entries based on the number of days set in your preferences. Maximum is 60 days.

4.1 VIEWING SUBMISSION STATUS DETAILS

On the Request Status window click the details icon  for submission details.

Request Details	
Characteristic	Value
Request Number	1320776
Client Id	EN0338
Form Type	APMC-600 - Calgary - APMC 600 forms
Contact	
Input File/Comment	611MSTAT.txt
Status	COMPLETED
Received Date	2006/03/15 11:55 AM
Processed Date	2006/03/15 12:11 PM
Completed Date	2006/03/15 12:11 PM
Cost	
Output File Name(s)	Verify Report(R1320776.VERIFY.TXT)

[Return To Request Status](#)

This window displays more information for the request than the Request Status screen.

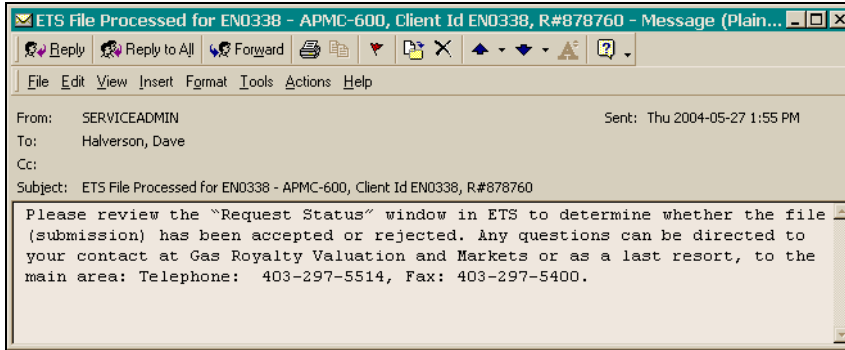
Request Number	a unique number assigned to the submission.
Client ID	your ETS Account or Client ID under which the file was submitted.
Form Type	a more detailed description of the form type.
Contact	n/a
Input File/Comment	the name of the file transferred.
Status	will be one of submitted/processing/completed/error.
Received Date	the date and time the submission request was made.
Processed Date	the date and time processing started on the request.
Completed Date	the date and time processing was completed and the results were made available.
Cost	n/a
Output File Name(s)	The name of the verification report file, which contains a brief summary of the file received.

4.2 PICKING UP VERIFICATION REPORTS

When the files have been processed (this may take 20 minutes or so) the status will change to “Completed” or “Error”, and under Output Files there will be a Verification Report or Rejection Letter that you can retrieve.

When the Verification Report or Rejection Letter is available an e-mail message will be sent to you with the subject “ETS File Processed...” with your ETS ID, form type, submission number and Client Account. We recommend that you develop a habit of checking for the output file without relying on the e-mail message.

Note that the e-mail is sent to the address associated with the ETS ID. If a [Client Account](#) was used to make the submission, the e-mail still is sent to e-mail address of the ETS ID, not to the address associated with the Client Account.



Output files are “linked” for retrieval, your local computer environment determines what happens when you click on the link. You can create your own preference regarding how to display and retrieve the files.

For best printing results the output file should be opened in a text editor or word processor capable of using a fixed 8-point font.

Sample Verification Reports

600 Series forms, submission OK:

```

Alberta Department of Energy
Electronic Transfer System Submission Report
Processed at: 10-MAY-2004 10:45

      UserID: EN0056  Corral Energy Canada
Company Code(s): 0ABC
      Submission: R0009179
      Received at: 10-MAY-2004 10:13
Information Type: APMC-600

Company/Operator: 0ABC  Corral Energy Canada Inc.
      Delivery Month: 0312

*** YOUR FILE WAS ACCEPTED FOR FURTHER PROCESSING.

Your submission contained the following data records:
Type           Count
600             1
601            28
631           635
632            11
  
```

633 4

*** YOUR FILE WAS ACCEPTED FOR FURTHER PROCESSING.

NGL-100 submission; OK:

Alberta Department of Energy
Electronic Transfer System Submission Report
Processed at: 25-MAY-2004 08:30

UserID: EN0338 National Oil Resources Limited
Company Code(s): 0Z0Z
Submission: R0876841
Received at: 25-MAY-2004 08:08
Information Type: NGL-100

Company/Operator: 0Z0Z National Oil Resources Limited
Delivery Month: 0006

*** YOUR FILE WAS ACCEPTED FOR FURTHER PROCESSING.

Your submission contained the following data records:

Type	Count
NGL-100	9

*** YOUR FILE WAS ACCEPTED FOR FURTHER PROCESSING.

Invalid Third Party submission

Alberta Department of Energy
Electronic Transfer System Submission Report
Processed at: 29-MAR-2004 09:15

UserID: EN0054 Canadian Industrial Natural Gas
Company Code(s): CING
Submission: R0009055
Received at: 29-MAR-2004 08:51
Information Type: 3RDPARTY

Company/Operator:
Delivery Month:

*** THERE WERE ERRORS. YOUR FILE WAS REJECTED.

**** No valid records found for processing
The usual cause of this message is that the file sent
is not a delimited text file, or the wrong worksheet
from the Excel template was sent.

Your submission contained the following data records:

Type	Count
------	-------

*** THERE WERE ERRORS. YOUR FILE WAS REJECTED.

Third Party submission, Delivery Month error

Alberta Department of Energy
Electronic Transfer System Submission Report
Processed at: 5-APR-2004 10:46

UserID: EN0054 Canadian Industrial Natural Gas
Company Code(s): CING
Submission: R0009078
Received at: 5-APR-2004 10:25
Information Type: 3RDPARTY

Company/Operator: CING
Delivery Month: 0111

*** THERE WERE ERRORS. YOUR FILE WAS REJECTED.

*** Your file contains multiple delivery months: 0112

*** Your file contains multiple delivery months: 0211

Your submission contained the following data records:

Type	Count
Rec.	206

*** THERE WERE ERRORS. YOUR FILE WAS REJECTED.

4.3 DELETING RESULTS

Once you have viewed and/or saved the Verification Report and no longer need it, click the **SEL** checkbox on the desired line then click **(UN)DELETE**. The trashcan icon will change to red. You can repeat these steps to toggle the Delete selection off. Files will be deleted overnight.

You should consider deleting Verification Reports and Rejection Letters on a periodic basis because system performance will diminish as the Status list gets longer. With this being a “secure” site all transmissions are encrypted therefore requiring more time and resources. The smaller the transmissions, the better the response time.

The department automatically deletes reports based on the number of days set in your preferences. The maximum that may be specified is 60 days.

APPENDIX A – INPUT FILE FORMATS

Separate documents describe Electronic Submissions and give layout and format requirements of files to be submitted. These documents are available online, or contact DoE Information Technology.