

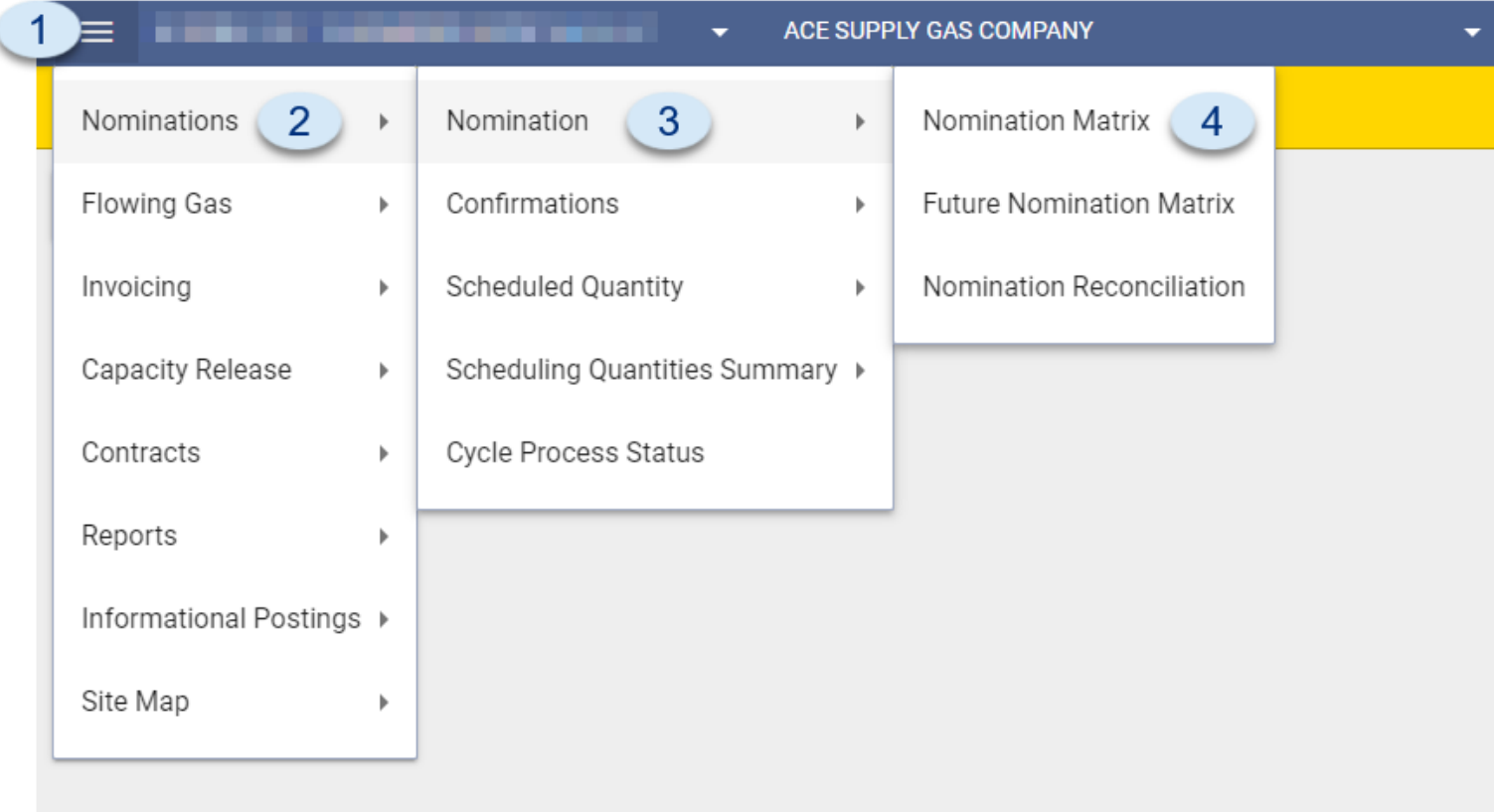



**Messenger+**  
**Nominations:**  
**Editing an Existing Nomination**

# Editing an Existing Nomination



Follow these steps to edit an **Existing Nomination** in **Messenger+**.



1. To edit a **Nomination**, select the **Customer Activities Menu** .

2, 3 & 4. Select **Nominations**, **Nomination**, and **Nomination Matrix**.

# Editing an Existing Nomination, cont.



ACE SUPPLY GAS COMPANY

Nominations > Nomination > Nominations Matrix

PROJECT ONE

Pinned Contracts

Begin Date

< 09-20-2021 5 >

End Date

< 09-20-2021 6 >

7

Enter Svc Req K \*

RETRIEVE

	Svc Req K	Repl Ind	Rate Sched	Svc Req Name	Service Requester	Svc Req Agent	Svc Req Agent Code	MDTQ	Assoc K	Term Date	
<input checked="" type="radio"/>	126914	7	IPS	ACE Supply ...	000015850	ACE Supply ...	000015850	450,000		01-01-2200	
<input type="radio"/>	126907		FTS-3	ACE Supply ...	000015850	ACE Supply ...	000015850	1,500		05-31-2032	

V1.16.0

5 & 6. Select the **Begin & End Date**.

If the **Begin Date** is changed to a future date, the **End Date** will default to the last day of the month selected. This can be adjusted simply by choosing a different **End Date**.

7. Enter the **Svc Req K** if it is known, or click to lookup the **Contract** to edit and then, click the **RETRIEVE** button.

-or-

Select the **Contract** for the **Nomination** you need to edit from within the **Pinned Contract** section. The Pinned Contract section displays **recently used contracts**.

# Editing an Existing Nomination, cont.



ACE SUPPLY GAS COMPANY

PROJECT ONE

Nominations > Nomination > Nominations Matrix

Svc Req K	Repl Ind	Rate Sched	Svc Req Name	Service Requester	Svc Req Agent	Svc Req Agent Code	Cycle	MDTQ	Assoc K	Term Date	
126914	IPS		ACE Supply Gas Company	000015850	ACE Supply Gas Company	000015850	ID3	450,000		01-01-22...	

Nominations Matrix

9

Begin Date

End Date

Filter Zero Noms

Zone

NOMINATIONS

DATE RANGE

Path Type	Nom Cycle	Act Cd	TT	Rec Loc	Rec Loc Name	Up Name	Up K	Nom Rec Qty	Rec Rank	Del Loc	Dn Name	Dn K	Nom Del Qty	Del Rank	Nom Fuel Qty	Pkg ID	Receipt Time	Nominator	Source ID	Nom Trk ID	Created By
D	ID3	3	PB					0	999	253...	CS ...	ACE ...	126...	500	2	0	09-...	ACE Supply...	0		fext...

Nom R...

Nom ...

Nom ...

Imb...

Total	0	500	0	-500
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	EPSQ	Location Name	Up ID/Dn ID	Operator	OBA/DPOA	MKT/WD	SYS	Zone	Confirm	Fuel %
Receipt	0				N				NOM	0
Delivery	15	CS #11 Mt Vernon Zone 3	000015850	Florida Gas T...	N	W		Zone 3	NOM	

V1.16.0

8. The only editable fields are the **Nom Rec Qty/Nom Del Qty** and the **Rec Rank/Del Rank** fields.

- These fields are dependent upon the Nomination “Path Type” being edited. For example a delivery unpathed nomination allows editing of a delivery quantity and a delivery ranking only.
- To nominate a Pathed Nomination by **Delivery Quantity** first zero the **Receipt Quantity**.

9. Click the  button to update the **Nomination**.

 A **saved Nomination cannot be deleted**. Instead the Nomination must be “**Zeroed Out**” by entering a “**0**” in the **quantity fields** and clicking **Save**. An **unsaved Nomination can be deleted** by clicking the **vertical ellipsis**  at the end of the row and selecting “**Delete**”.

 For Current Day nomination changes, please take note of the **EPSQ**.