

Nominating Long Term Storage on Colonial Pipeline

The process to nominate long term storage on Colonial Pipeline is changing. Shippers with storage contracts will be able to nominate storage movements through Transport 4's Nominations tab instead of through email requests to schedulers. After all of the details are entered by the shipper and submitted, Colonial will process the request and, if accepted, will approve the transaction.

In the pages to follow there are instructions and screen shots from T4 outlining the steps a shipper will perform to properly execute a nomination to or from long term storage.

Colonial Storage Locations

- UVJ Upstream Storage (Barrels originated downstream of Collins are not eligible)
- DVJ Downstream Storage (All Gulf origins are eligible)

Colonial Origin Codes

- A Houston (PDA, CBL, HTN)
- E Hebert (HEB, NPA, PAP, PAV, PAT)
- K Lake Charles (LKC)
- S Krotz Springs (KSG)
- B Baton Rouge (BEG, BEL)
- C Collins (CLL, CSL, PWL)
- D Moundville (MDL)

Details for Long Term Storage Examples

Delivery into Storage

Shipper AAA has a storage contract with Colonial allowing them to store A grade products. AAA has entered a **Cycle 36** nomination of **50,000 barrels** of **A2** originating at Houston (**HTN**) from **Supplier XXX**, out of **Tankage** of **XXX**, and has instructed Colonial to place 40,000 Barrels of the batch into **Upstream Storage (UVJ)**.

The **Storage linked batch** code: AAA-A2-00A (**The link sequence of the linked batch indicates the origin of the barrels that were placed in Storage**)

Nominating Long Term Storage on Colonial Pipeline

Receipt Out of Storage

Shipper AAA has a storage contract with Colonial allowing them to store A grade products. **Shipper AAA** enters a **Cycle 50** nomination of **15,000 barrels** of **A2** where the source of the barrels is out of long term storage and has instructed Colonial to deliver the batch to LND **Supplier XXX** into **Tankage of XXX**.

The **Storage linked batch** code: AAA-A2-00A (**The link sequence of the linked batch indicates the origin of the barrels that were placed in Storage**)

Title Transfer Receipt from Storage

Shipper AAA has a storage contract with Colonial allowing them to store A grade products. **Shipper AAA** sells **20,000 barrels** of A2 that are in upstream long term storage to **Shipper BBB**. **Shipper BBB** enters a new nomination for **Product A2, Cycle 52** for **20,000 barrels** at location **Upstream Storage (UVJ)** using event type EXO (Transfer Receipt) from **Supplier AAA**, out of **Tankage CPL**.

The **Storage linked batch** code: AAA-A2-00A (**The link sequence of the linked batch indicates the origin of the barrels that were placed in Storage and must be provided by the seller**)

Delivery Into Storage Steps

1. Add or edit a nomination in T4 (Receipt and Delivery) with enough volume to cover the barrels to be diverted to storage.
2. If adding a new nomination, save the nomination.
3. Add the into long term storage event to the original nomination using the Add Event(s) feature. For this entry the “new” Locl Storage In event type will be chosen. Enter the Volume (the amount to store), Location (where the storage will take place), Sup/Con (will always be CPL), Tankage (will always be CPL), Link Shipper (the shipper storing the product, must be the same as the nomination shipper), Link Product (product being stored, must be the same as the nomination product), Link Cycle (will always be ‘00’), Link Sequence (origin code of the nomination, see Colonial Origin Codes).
4. Adjust the Delivery Event Type Volume by the into storage volume amount so the Total In volume still matches the Total Out volume for the original nomination.
5. Save the Nomination.
6. Confirm no Errors, (warnings, displayed in yellow, are acceptable).
7. Save Nomination again.
8. Confirm receipt of Acknowledged status from carrier.
9. Look for final approval of storage from Colonial by verifying requested changes are on the published schedule.

Nominating Long Term Storage on Colonial Pipeline

Receipt Out of Storage Steps

1. Enter the nomination for the volume of product to be lifted from long term storage. This nomination will include the “new” event type LocI Storage Out for the Receipt of the product and the linked batch information.
2. On the LocI Storage Out event type line enter the Volume (the volume being lifted from storage), Location (where the lifting will take place), Sup/Con (will always be CPL), Tankage (will always be CPL), Link Shipper (the shipper with the stored product, must be the same as the nomination shipper), Link Product (product being lifted from storage, must be the same as the nomination product), Link Cycle (will always be 00), Link Sequence (origin code of the barrels being lifted from storage, see Colonial Origin Codes).
3. On the Delivery event type line enter the Volume, Location, Sup/Con, and Tankage. **** The Delivery location MUST be DOWNSTREAM of the original lifting location. i.e. Moundville origin barrels placed into storage can only be delivered downstream of Moundville when taken out of storage.****
4. Save the Nomination.
5. Confirm no Errors, (warnings, displayed in yellow, are acceptable).
6. Save Nomination again.
7. Confirm receipt of Acknowledged status from carrier.
8. Look for final approval of storage from Colonial by verifying requested changes are on the published schedule.

Title Transfer Receipt from Storage Steps

1. Make arrangements with a Seller/Transfer Originator to buy a specific quantity of product from a specific origin on a specific cycle at a Colonial long term storage location.
2. Receive the origin code from the seller. This will be used as the last character (link sequence) of the linked batch.
3. Enter the nomination for the volume of product to be purchased/transferred. This nomination will include the “new” event type Transfer Receipt for the Receipt of the product, and the linked batch information for the Seller/Transfer Originator. The nomination Product must match the product being sold from long term storage by the Seller.
4. On the Transfer Receipt event type line enter the Volume (the volume being purchased), Location (Upstream or Downstream Storage), Sup/Con (will always be the Seller), Tankage (will always be CPL), Link Shipper (will always be the Seller, same as Sup/Con), Link Product (product being transferred, must match the nomination product), Link Cycle, (will always be 00), Link Sequence (origin code provided by the Seller, See Colonial Origin Codes).
5. On the Delivery event type line enter/update the Volume to offset the Transfer Receipt volume, Location (where the Buyer/Transfer Recipient wants the product delivered), Sup/Con (consignee the Buyer/Transfer Recipient wants to receive the product), Tankage (tanker party the Buyer/Transfer Recipient wants the product delivered to). **** The Delivery location MUST be DOWNSTREAM of the original lifting location. i.e. Moundville origin barrels placed into storage can only be delivered downstream of Moundville when taken out of storage.****
6. Save the Nomination.
7. Confirm that Colonial has Acknowledged the nomination.
8. Confirm no Errors, (warnings, displayed in yellow, are acceptable).
9. Save the Nomination again.
10. Confirm receipt of Acknowledged status from carrier.
11. Look for final approval of transfer from Colonial by verifying requested changes are on the published schedule.

Nominating Long Term Storage on Colonial Pipeline

Delivery in to Storage Steps

Step 1. Add or edit a complete nomination (Receipt and Delivery) with enough volume to cover the barrels to be diverted to storage.

Step 2. If adding a new nomination, save the nomination.

Add Nomination
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Batch Code

Carrier* Shipper* Product* Cycle* Sequence Batch Year*

Additional Information

Shipper Batch ID

Batch Remarks

Volume Totals

Total IN Total OUT Units

2 Nominated Events

Event Type	Volume	Location	Sup/Con	Tankage	Grantees	Link Shipper	Link Product	Link Cycle	Link Sequence	Remark	Shipper External Ind	Delete
Receipt	50	HTN	XXX	XXX								<input type="checkbox"/>
Delivery	50	LND	XXX	XXX								<input type="checkbox"/>

ADD EVENT(s)

Hide Junction Events

Print Clear All
Save Nomination

Nominating Long Term Storage on Colonial Pipeline

Step 3a. Add the Locl Storage In event to the original nomination using the Add Event(s) feature.

Nomination CHANGE

Batch Code

Carrier * Shipper * Product * Cycle * Sequence Batch Year *

Volume Totals: Total IN 50, Total OUT 50, Units Mbarrels

Batch Remarks

4 Nominated Events

Hide Junction Events

Event Type	Volume	Location	Sup/Con	Tankage	Grantees	Link Shipper	Link Product	Link Cycle	Link Sequence	Remark	Shipper External Ind	Projected Date	Carrier Status	S/C Status	Tankage Status	Delete
Receipt	50	HTN	XXX	XXX	Add								Confirmed			<input type="checkbox"/>
Junction	50	GBJ	CPL	CPL									Confirmed			<input type="checkbox"/>
Junction	50	LNJ	CPL	CPL									Confirmed			<input type="checkbox"/>
Delivery	50	LND	XXX	XXX	Add								Confirmed			<input type="checkbox"/>

ADD EVENT(s)

Print Email Clear All

Delete Nomination Copy Nomination Save Nomination

Nominating Long Term Storage on Colonial Pipeline

Step 3b. For this entry the “new” **Locl Storage In** event type will be chosen.

Nomination CHANGE
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Batch Code

Carrier* CPL - Colonial Shipper* AAA - AAA Test Product* A2 Cycle* 36 Sequence 0 Batch Year* 2018

Batch Remarks

Volume Totals

Total IN 50 Total OUT 50 Units Mbarrels

5

Nominated Events

Hide Junction Events

Event Type	Volume	Location	Sup/Con	Tankage	Grantees	Link Shipper	Link Product	Link Cycle	Link Sequence	Remark	Shipper External Ind	Projected Date	Carrier Status	S/C Status	Tankage Status	Delete
Receipt	50	HTN	XXX	XXX	Add								Confirmed			<input type="checkbox"/>
Junction	50	GBJ	CPL	CPL									Confirmed			<input checked="" type="checkbox"/>
Junction	50	LNJ	CPL	CPL									Confirmed			<input checked="" type="checkbox"/>
Delivery	50	LND	XXX	XXX	Add								Confirmed			<input type="checkbox"/>
Delivery	0															<input type="checkbox"/>

- Delivery
- IPTT Delivery
- IPTT Receipt
- Locl Storage In
- Locl Storage Out
- Receipt
- Shrt Trm Stg In
- Shrt Trm Stg Out
- Transfer Receipt
- Xfer Fr Prd Pool
- Xfer To Prd Pool

[Print](#) [Email](#) [Clear All](#)

[Delete Nomination](#)
Copy Nomination
Save Nomination

Nominating Long Term Storage on Colonial Pipeline

Step 3c. Enter the Volume (the amount to store), Location (where the storage will take place, UVJ or DVJ), Sup/Con (will always be CPL), Tankage (will always be CPL), Link Shipper (the shipper storing the product, must be the same as the nomination shipper), Link Product (product being stored, must be the same as the nomination product), Link Cycle (will always be '00'), Link Sequence (origin code of the nomination, see Colonial Origin Codes).

Step 4. Adjust the Delivery Event Type Volume by the into storage volume amount so the Total In volume still matches Total Out volume for the original nomination.

Step 5. Save the Nomination

Nomination CHANGE

Carrier * Shipper * Product * Cycle * Sequence Batch Year *

Volume Totals: Total IN 50, Total OUT 50, Units Mbarrels

Batch Remarks

5 Nominated Events

Hide Junction Events

Event Type	Volume	Location	Sup/Con	Tankage	Grantees	Link Shipper	Link Product	Link Cycle	Link Sequence	Remark	Shipper External Ind	Projected Date	Carrier Status	S/C Status	Tankage Status	Delete
Receipt	50	HTN	XXX	XXX	Add								Confirmed			<input type="checkbox"/>
Junction	50	GBJ	CPL	CPL									Confirmed			<input type="checkbox"/>
Junction	50	LNJ	CPL	CPL									Confirmed			<input type="checkbox"/>
Delivery	10	LND	XXX	XXX	Add								Confirmed			<input type="checkbox"/>
Locl Storage	40	UVJ		CPL		AAA	A2	00	A							<input type="checkbox"/>

[ADD EVENT\(s\)](#)

[Print](#) [Email](#) [Clear All](#) [Delete Nomination](#) [Copy Nomination](#) [Save Nomination](#)

Nominating Long Term Storage on Colonial Pipeline

Step 6. Confirm no Errors, (warnings, displayed in yellow, are acceptable).

Nomination CHANGE

Carrier WARNING - [WarningOnly].
The LSI event type on the event at location UVJ line requires scheduler approval.
Your nomination is submitted pending scheduler approval.

Press save to continue saving the Nomination.

Step 7. Save Nomination again.

Step 8. Confirm receipt of Acknowledged status from carrier.

Success

The nomination was successfully changed - Transaction ID: 1093572950. Carrier Confirm Status: Acknowledged

Step 9. Final Step. Look for final approval of transfer from Colonial by verifying requested changes are on the published schedule.

Nominating Long Term Storage on Colonial Pipeline

Receipt Out of Storage Steps

Step 1. Enter the nomination for the volume of product to be lifted from long term storage. This nomination will include the “new” event type Locl Storage Out for the Receipt of the product and the linked batch information.

Step 2. On the Locl Storage Out event type line enter the Volume (the volume being lifted from storage), Location (where the lifting will take place), Sup/Con (will always be CPL), Tankage (will always be CPL), Link Shipper (the shipper with the stored product, must be the same as the nomination shipper), Link Product (product being lifted from storage, must be the same as the nomination product), Link Cycle (will always be 00), Link Sequence (origin code of the barrels being lifted from storage, see Colonial Origin Codes).

Add Nomination

Batch Code

Carrier* Shipper* Product* Cycle* Sequence Batch Year*

Volume Totals: Total IN 15, Total OUT 15, Units Mbarrels

Additional Information: Shipper Batch ID, Batch Remarks

2 Nominated Events

Event Type	Volume	Location	Sup/Con	Tankage	Grantees	Link Shipper	Link Product	Link Cycle	Link Sequence	Remark	Shipper External Ind	Delete
Locl Storage Out	15	UVJ	CPL	CPL		AAA	A2	00	A			<input type="checkbox"/>
Delivery	15	LND	XXX	XXX								<input type="checkbox"/>

ADD EVENT(s)

Print Clear All Save Nomination

Nominating Long Term Storage on Colonial Pipeline

Step 3. On the Delivery event type line enter the Volume, Location, Sup/Con, and Tankage. **** The Delivery location MUST be DOWNSTREAM of the original lifting location. i.e. Moundville origin barrels placed into storage can only be delivered downstream of Moundville when taken out of storage.****

Step 4. Save the Nomination.

Step 5. Confirm no Errors, (warnings, displayed in yellow, are acceptable).

Carrier WARNING - [WarningOnly].
The LSO event type on the event at location UVJ line requires scheduler approval.
Your nomination is submitted pending scheduler approval.

Press save to continue saving the Nomination.

Step 6. Save Nomination again.

Step 7. Confirm receipt of Acknowledged status from carrier.

✔ Success

The nomination was successfully added - Transaction ID: 1093572960. Carrier Confirm Status: Acknowledged

Step 8. Final Step. Look for final approval of transfer from Colonial by verifying requested changes are on the published schedule.

Nominating Long Term Storage on Colonial Pipeline

Title Transfer Receipt from Storage Steps

Step 1. Make arrangements with a Seller/Transfer Originator to buy a specific quantity of product from a specific origin on a specific cycle at a Colonial long term storage location.

Step 2. Receive the origin code from the seller. This will be used as the last character (link sequence) of the linked batch.

Step 3. Enter the nomination for the volume of product to be purchased/transferred. This nomination will include the “new” event type Transfer Receipt for the Receipt of the product and the linked batch information for the Seller/Transfer Originator. The nomination Product must match the product being sold from long term storage by the Seller.

Add Nomination

Batch Code

Carrier* Shipper* Product* Cycle* Sequence Batch Year*

Volume Totals

Total IN: 20 Total OUT: 20 Units:

Events

- Delivery
- IPTT Delivery
- IPTT Receipt
- Locl Storage In
- Locl Storage Out
- Receipt
- Shrt Trm Stg In
- Shrt Trm Stg Out
- Transfer Receipt**
- Xfer Fr Prd Pool
- Xfer To Prd Pool

Volume	Location	Sup/Con	Tankage	Grantees	Link Shipper	Link Product	Link Cycle	Link Sequence	Remark	Shipper External Ind	Delete
20	UVJ	AAA	CPL		AAA	A2	00	A			<input type="checkbox"/>
20	LND	XXX	XXX								<input type="checkbox"/>

ADD EVENT(s)

Hide Junction Events

Nominating Long Term Storage on Colonial Pipeline

Step 4. On the Transfer Receipt event type line enter the Volume (the volume being purchased), Location (Upstream or Downstream Storage), Sup/Con (will always be the Seller), Tankage (will always be CPL), Link Shipper (will always be the Seller, same as Sup/Con), Link Product (product being transferred, must match the nomination product), Link Cycle, (will always be 00), Link Sequence (origin code provided by the Seller, See Colonial Origin Codes).

Add Nomination

Batch Code

Carrier* Shipper* Product* Cycle* Sequence Batch Year*

Volume Totals

Total IN: 20 Total OUT: 20 Units:

2 Nominated Events

Hide Junction Events

Event Type	Volume	Location	Sup/Con	Tankage	Grantees	Link Shipper	Link Product	Link Cycle	Link Sequence	Remark	Shipper External Ind	Delete
Transfer Receipt	20	UVJ	AAA	CPL		AAA	A2	00	A			<input type="checkbox"/>
Delivery	20	LND	XXX	XXX								<input type="checkbox"/>

ADD EVENT(s)

Nominating Long Term Storage on Colonial Pipeline

Step 5. On the Delivery event type line enter/update the Volume to offset the Transfer Receipt volume, Location (where the Buyer/Transfer Recipient wants the product delivered), Sup/Con (consignee the Buyer/Transfer Recipient wants to receive the product), Tankage (tanker party the Buyer/Transfer Recipient wants the product delivered to). **** The Delivery location MUST be DOWNSTREAM of the original lifting location. i.e. Moundville origin barrels placed into storage can only be delivered downstream of Moundville when taken out of storage.****

Add Nomination
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Batch Code

Carrier* Shipper* Product* Cycle* Sequence Batch Year*

Volume Totals

Total IN: 20 Total OUT: 20 Units: Mbarrels

2

Nominated Events

Hide Junction Events

Event Type	Volume	Location	Sup/Con	Tankage	Grantees	Link Shipper	Link Product	Link Cycle	Link Sequence	Remark	Shipper External Ind	Delete
Transfer Receipt	20	UVJ	AAA	CPL		AAA	A2	00	A			<input type="checkbox"/>
Delivery	20	LND	XXX	XXX								<input type="checkbox"/>

ADD EVENT(s)

Step 6. Save the Nomination.

Step 7. Confirm Colonial has Acknowledged the nomination.

Step 8. Confirm no Errors, (warnings, displayed in yellow, are acceptable).

Carrier WARNING - [WarningOnly].
 The LSO event type on the event at location UVJ line requires scheduler approval.
 Your nomination is submitted pending scheduler approval.

Press save to continue saving the Nomination.

Step 6. Save Nomination again.

Nominating Long Term Storage on Colonial Pipeline

Step 7. Confirm receipt of Acknowledged status from carrier.

 **Success**

The nomination was successfully added - Transaction ID: 1093572960. Carrier Confirm Status: Acknowledged

Step 8. Final Step. Look for final approval of transfer from Colonial by verifying requested changes are on the published schedule.