Go to National Grid’s website at WWW.NATIONALGRIDUS.COM, and choose “Albany” from the drop down menu under “New York.”
Click on the area entitled “For Energy Suppliers” under “Business Partners.”
Click on Energy Supplier Login and then type in your User ID and Password.
History Requests:

- **Energy Use History Request**
  The *Energy Use History Request* function allows you to view a customer’s monthly gas use. This use can be viewed online or downloaded into a spreadsheet. All that is needed is the customer’s National Grid account number.

- **Gas Daily History Request**
  The *Gas Daily History Request* function allows you to view a customer’s daily usage. This request will only supply usage if the customer is telemetered.

- **Credit History Request**
  The *Credit History Request* function allows you to submit up to 25 accounts at a time for credit history review. The results will be e-mailed to you.

Daily Reports:

- **Enrollments/Drops Verification Report**
  This report is for non-EDI enrollments. Please note if National Grid does a manual enrollment for you, the add record will show on this report. It will not be transmitted via EDI. - The *Enrollments/Drops Verification Report* allows you to view any customers that you have enrolled or dropped via the website. After enrolling or dropping a customer, you should check this report the following day to verify that indeed the add or drop did take place. If you have added an account and the account does not appear on the *Enrollments/Drops Verification Report*, check the *Exceptions Report*. If you are a one-bill ESCo and you are doing price changes via the website and not EDI, this report will verify your change transactions.

- **Discontinued Service Report**
  This is for Non-EDI Enrollments - The *Discontinued Service Report* allows you to view any of your customers who have discontinued their gas service.
• **Billing Determinants Report**
  Note that this is not available for natural gas billing. All natural gas billing information is delivered via EDI. The *Billing Determinants Report* allows you to view Billing information for your customers.

• **Exceptions Report**
  **This is for Non-EDI transactions** - The *Exceptions Report* will allow you to view any accounts that were electronically enrolled, price changes were done or tax changes were done but did not appear on the *Enrollments/Drops Verification Report*. The report will display a brief explanation of why the enrollment was not accepted.

**SupplierSelect Natural Gas Program:**

• **Customer Enrollment**
  This form is to be used when you need National Grid to manually enroll an account for you. You may electronically complete the form and then print and fax the enrollment. Do not submit the form online.

• **Customer Drop**
  This form is to be used when you need National Grid to manually drop an account for you. You may electronically complete the form and then print and fax the drop. Do not submit the form online.

• **Billing Maintenance**
  The Billing Maintenance section allows a one-bill ESCo to change a customer from utility one-bill to two-bill or from two-bill to utility one-bill, change a customer to a new program or pricing group, change a customer’s sales tax status, add a new price, correct a price and add a message to a customer’s bill.

• **Transportation Services Applications**
  This application allows you to view daily usage, run reports, and perform many other tasks to help you manage your Monthly and Daily Pools. In order to gain access to TSA, please see the User’s Manual for National Grid’s Upstate New York Electronic Bulletin Board (EBB). In order to gain access to TSA, you must first login to the EBB. Once you are in the EBB, you will find a link for access to TSA.
**For Nominations:**

Effective November 1, 2002, gas nominated on Dominion Pipeline for delivery to a National Grid meter must be entered on Dominion’s ESCRIPT system as a 1Nom©. 1Nom© automatically transfers the information to National Grid’s TSA system and to National Grid’s Electronic Bulletin Board (EBB) where it is confirmed. In Dominion’s ESCRIPT system, a Customer will enter its National Grid Pool Code, or other appropriate designated National Grid Pool Code location, into the Downstream Contract Field. For help with ESCRIPT, please call 804-771-3763. Pool Codes are assigned by National Grid. For information on Pool Codes, please contact National Grid at 516-545-2599.

Once assigned, your Pool Code will be referenced next to your Pool Name on TSA’s nomination page as well as in our EBB. Depending on the type of program(s) that your customers are participating in, you will have either Daily or Monthly Balancing pools, or both. Simply click by Daily Balancing or Monthly Balancing to switch back and forth between the pools. Your pool will be separated into East/West depending on if you have customers located in both areas. To switch between East/West, click on the drop down arrow next to Pool Name. Please note that all non-Dominion nominations in the Daily Balancing program must be entered into the EBB. These nominations will then be automatically uploaded into TSA.

**ENTERING NEW CONTRACTS**

All new Empire, Iroquois, and Tennessee contracts must be entered by the marketer directly into the EBB. Contracts on Dominion Pipeline are created and maintained through the 1Nom process. It is not necessary for you to maintain the Contract Information in TSA or EBB separately for Dominion Pipeline contracts.
To assist you in determining what you should nominate in Dominion’s ESCRIPT for Monthly Balancing, go back to the Transportation Services Applications Menu and under the **Nomination** heading, click on **Monthly Balancing Pools**. Provided there is a forecasted DCQ.

Once the gas day has ended, nominations are balanced the next morning with the pipelines. A National Grid Administrator makes any changes that are necessary to match the nominated volumes with the delivered volumes on the pipelines in TSA and the EBB. You may view any changes individually by day on the Nomination Screen, or you may call up the **Nomination Flow Page Report** from the Transportation Services Applications menu which will give you a monthly view of nomination history.

Nomination (Daily/Monthly Balancing):

- **Daily Balancing Pools**
  Allows you to view and download a list of all your Daily Balanced customers.

- **Monthly Balancing Pools**
  Allows you to view and download a list of all your Monthly Balanced customers.

Usage (Daily Balancing):

- **Daily Customer Usage by Meter**
  Allows marketers to view their customers’ daily usage on an individual basis by meter.
• **Partial Day Usage**
  Allows marketers to view partial day usage for all customers in their Daily Balancing pool.
  At 1:35 P.M. marketers can obtain usage from 10:00 A.M. thru 1:00 P.M.
  At 4:35 P.M. marketers can obtain usage from 10:00 A.M. thru 4:00 P.M.

• **Pool Usage by Customer**
  Allows marketer to view all customer daily usage in East or West pool.

• **Total Daily Customer Usage**
  Allows marketer to view customer on an individual basis.

**Imbalance (Daily Balancing):**

• **Marketer Daily Imbalances/Cashouts**
  Allows marketers participating in Daily Balancing to view their daily imbalances (nomination versus usage). Also allows marketers to view cashout volumes and rates.

**Trade (Daily Balancing):**

• **Pool Imbalance Status (+/-)**
  At month’s end, when imbalance trading begins, this application provides a list of marketers to trade with and their positions (negative or positive). The list also provides contact names and numbers.

**Rates:**

• **Daily Balancing Tier Price Rates**
  Allows marketers participating in Daily Balancing to view tiered daily cashout rates and at months end the monthly cashout rate.

**Miscellaneous:**

• **First of the Month Nomination and Holiday Calendar**
  Lists first of the month nomination deadlines as well as holidays observed by National Grid.

• **Heating Degree Days Weather Forecast**
  Displays next days-forecasted HDDs, as well as provide previous days-actual HDDs.

• **10 Day Heating Degree Day Forecast**
  Displays 10 day forecasted HDDs.

**Reports:**

• **Nomination Flow Page Report**
  Allows marketers to view their nominations in total by day and contract.

• **Usage Status Report**
  Allows marketers participating in Daily Balancing to view a list customers whose RTUs did not call in or have been edited.

• **View True-Up Data for Monthly Balancing**
  Allows marketers participating in Monthly Balancing to view their quarterly true-ups.

**Contact Information:**

• **Marketer Contact Information (Add/Edit)**
  Allows marketers to add or edit contact information. Once the contact information has been added you must assign a relationship using the next application.
• **Marketer Contact Relationships (Assign)**
  Once you have added a contact you need to assign that person a contact relationship or relationships. By assigning a relationship to a contact, National Grid is able to contact the correct person in your organization concerning different issues i.e. nominations, interruptions, billing, etc.

• **Marketer Curtailment List (Add/Edit)**
  Marketers participating in Daily Balancing must create a curtailment list. The curtailment list is a list of a marketer’s customers in order that the marketer would curtail if needed. This list should be updated every month as customers are added or dropped.

• **Storage Transfer List**
  Marketers participating in monthly balancing can use this list if looking to buy or sell storage inventory volumes. This list is provided by the marketers using the Marketer Contact Information (Add/Edit) and the Marketer Contact Relationships (Assign).