

Gas pipeline nominations portal user guide

March 2022

Gas pipeline nominations portal user guide

The AER has developed the **AER portal** to provide a streamlined method for facility operators to submit pipeline nominations in line with the **Day Ahead Auction Record Keeping Guideline**¹.

Important notes on data submitted through the portal

The AER has built customised scripts to automatically ingest the data through the portal into the AER data systems. These ingestion scripts are customised for every facility operator based on the data templates provided to the AER.

Facility operators should **NOT** make any changes to their pipeline nomination templates without consulting with the AER. These changes include but are not limited to:

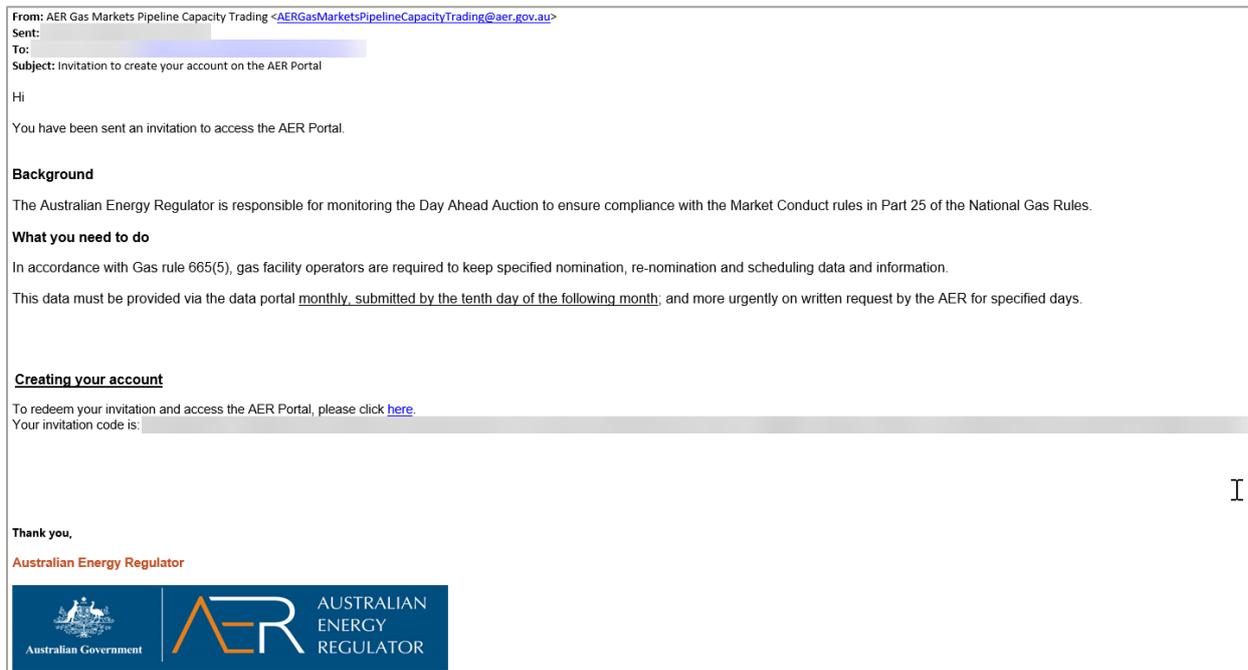
- Changing the file format in which the data is submitted.
- Changing the layout or format of the file worksheets.
- Changing the naming of any column headers.
- Adding to or deleting from the template any columns.
- Submitting data with empty fields.

¹ Day Ahead Auction record keeping guideline: <https://www.aer.gov.au/wholesale-markets/guidelines-reviews/day-ahead-auction-record-keeping-guideline>

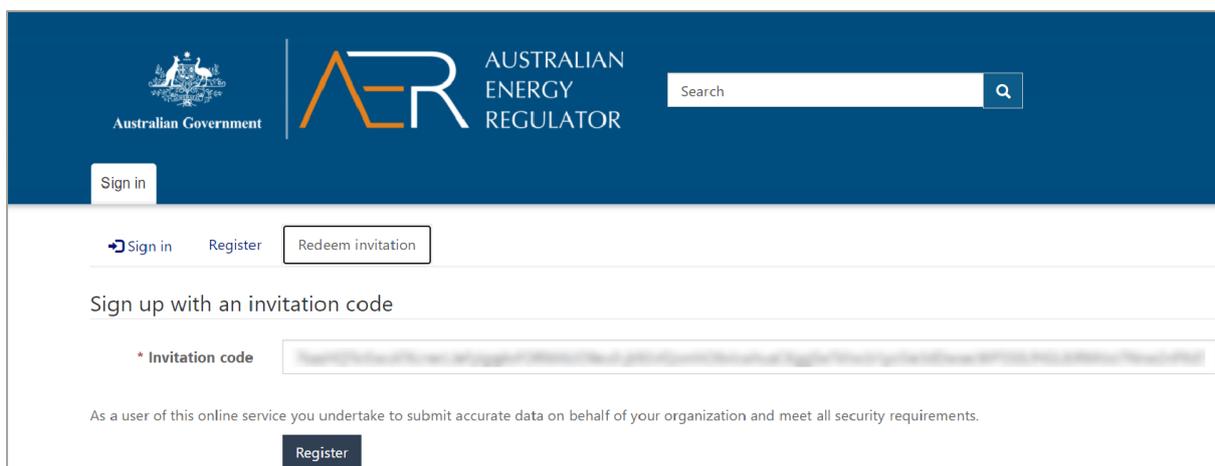
How to create your account

Step 1: Use your invitation email to setup an account.

You would have received an email inviting you to establish a portal account. Sample invitation email below.



Step 2: Click on the hyperlink in the invitation email and you will arrive at the redeem invitation screen. The code included within the email will auto-populate in the 'Invitation code' field.

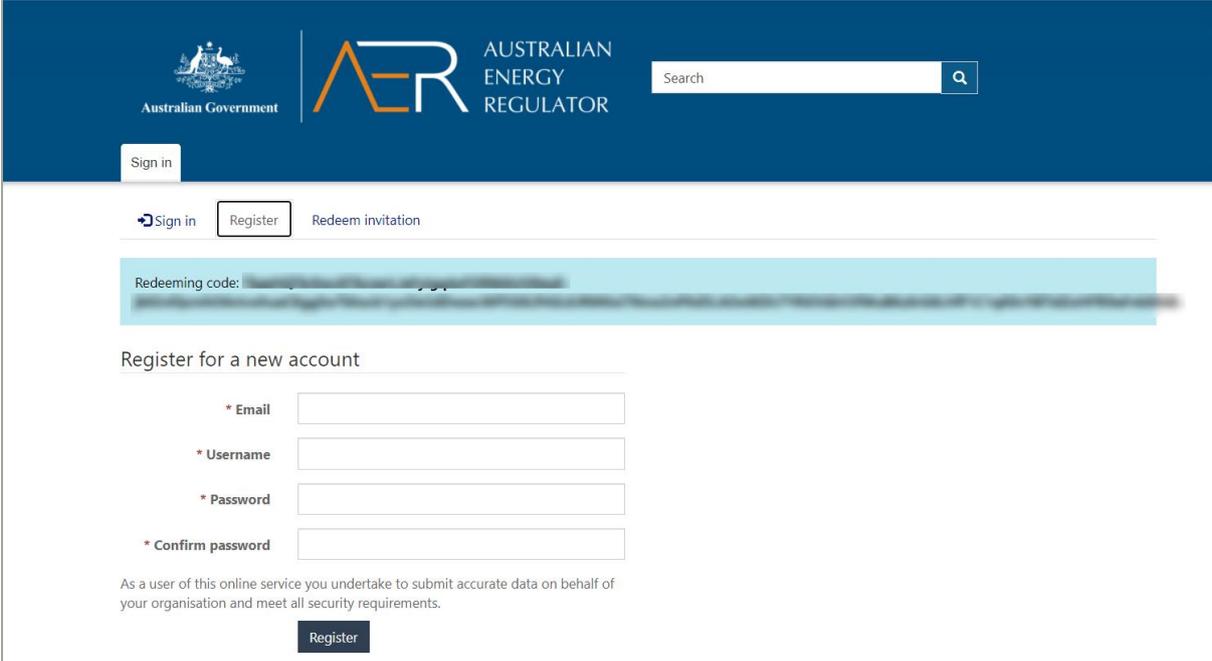


Step 3: Click the 'Register' button that will take you to the registration screen.

1. Registration

Step 1: Please enter your email and create a username and password to successfully register as an authenticated user. *(There are no restrictions on creating your password).*

Username tip: *This is at the user's discretion; however we suggest that you use an email for your username.*



The screenshot shows the registration page of the Australian Energy Regulator. At the top, there is a dark blue header with the Australian Government logo on the left, the AER logo in the center, and a search bar on the right. Below the header, there are three buttons: 'Sign in', 'Register', and 'Redeem invitation'. The 'Register' button is highlighted with a red border. Below these buttons is a light blue bar with the text 'Redeeming code: [redacted]'. Underneath this bar, the heading 'Register for a new account' is followed by four input fields: '* Email', '* Username', '* Password', and '* Confirm password'. Below the input fields is a small disclaimer: 'As a user of this online service you undertake to submit accurate data on behalf of your organisation and meet all security requirements.' At the bottom of the form is a 'Register' button.

Step 2: Please tick the checkbox to accept the terms and conditions.

The screenshot shows the AER portal's Terms and Conditions page. At the top, there is a dark blue header with the Australian Government logo on the left and the AER logo on the right. A search bar is located in the top right corner. Below the header, a 'Sign in' button is visible. The main content area is white and contains the following text:

Terms and Conditions

The Australian Energy Regulator (AER) portal is an online digital service of the Australian Government and access is restricted to authorised users only.

As an authorised user you are responsible for:

- Providing correct and up-to-date information to the AER on behalf of your organisation
- Keeping your login details safe and making sure that only you can access the portal with them
- Informing the AER if you think that anyone else has access to your login details

You must not use this online service:

- For any illegal or fraudulent activity
- To access data without authority
- To insert, alter, erase or destroy data without authority
- In a way that impedes or prevents access to the service by other users

agree to these terms and conditions.

Continue

Step 3: You may choose to edit some of your details i.e., first name, last name, email, phone number, website & title. You may also choose to change your password if necessary.

The screenshot shows the AER portal's Profile page. At the top, there is a dark blue header with the Australian Government logo on the left and the AER logo on the right. Below the header, there is a navigation bar with a home icon, a 'Retailers' dropdown menu, and a 'Profile' button. The main content area is white and contains the following text:

Profile

Home > Profile

Profile

First Name

Last Name *

E-mail

Business Phone

Web Site

Title/Position

Company

How to create a pipeline submission

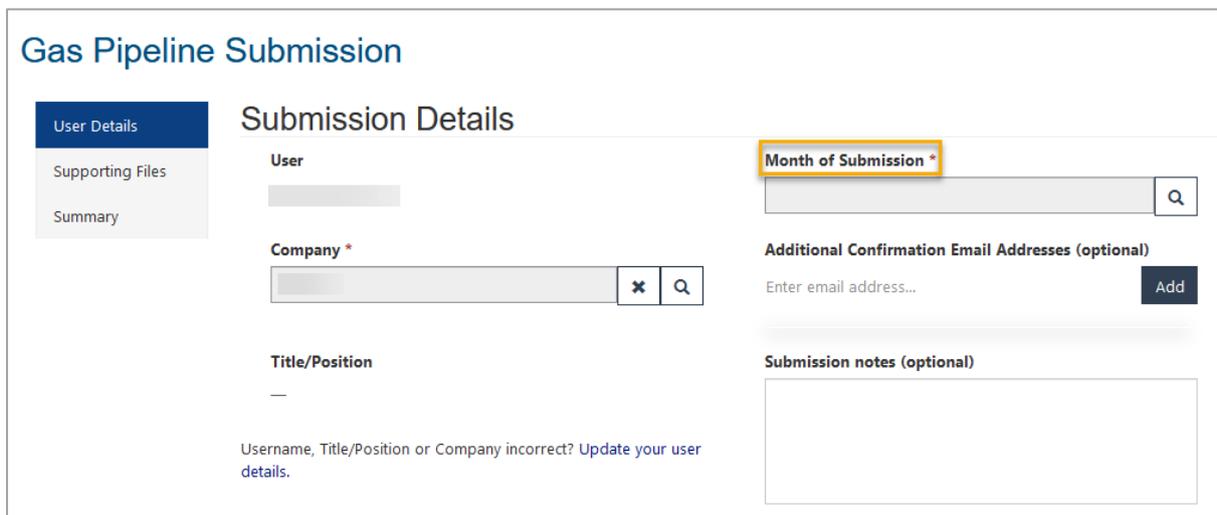
Step 1: Hover over the "Pipelines" tab and click "Gas Pipeline Data Submission".



Step 2: Click "Create Submission" to submit nominations data.



Step 3: Select the Month of Submission.



STEP 4: Select the month for which data is being submitted from the Lookup records and click “Select”.

✓	Month	End Date ↓
<input checked="" type="checkbox"/>	February 2022	27/02/2022
<input type="checkbox"/>	January 2022	30/01/2022
<input type="checkbox"/>	December 2021	30/12/2021
<input type="checkbox"/>	November 2021	29/11/2021
<input type="checkbox"/>	October 2021	30/10/2021
<input type="checkbox"/>	September 2021	30/09/2021
<input type="checkbox"/>	August 2021	31/08/2021
<input type="checkbox"/>	July 2021	31/07/2021

< 1 2 >

Select Cancel Remove value

STEP 5: Click “Next” to navigate to the “Supporting Files” section.

Gas Pipeline Submission

- User Details
- Supporting Files
- Summary

Submission Details

User

Company *

Title/Position

Username, Title/Position or Company incorrect? Update your user details.

Month of Submission *

January 2022

Additional Confirmation Email Addresses (optional)

Enter email address... Add

Submission notes (optional)

Next

NOTE: You may choose to select any month from the look up. However, if you choose anything other than the most recent month, an alert message will appear to inform you of your selection.

Please ignore this alert message (shown below) if you are submitting data for a month earlier than the most recent month.

Home > Pipeline > Gas Pipeline Data Sub... > Gas Pipeline Submission - Create

Gas Pipeline Submission

- User Details
- Supporting Files
- Summary

Submission Details

You have not selected the most current month. Please ensure you want to submit data for December 2021 before continuing.

User
[Input Field]

Company *
[Input Field] [Q]

Month of Submission *
December 2021 [X] [Q]

Additional Confirmation Email Addresses (optional)
Enter email address... [Add]

NOTE: Ensure there isn't an existing "DRAFT" or "SUBMITTED" record with an identical set of company and month of submission. Duplicate DRAFT records are not allowed, and the following error message will be returned.

Home > Pipeline > Gas Pipeline Data Sub... > Gas Pipeline Submission - Create

Gas Pipeline Submission

- User Details
- Supporting Files
- Summary

Submission Details

A submission already exists for the selected company and month. Please select a different company or month, or return to the submission list and edit the existing submission.

User
[Input Field]

Company *
[Input Field] [X] [Q]

Title/Position
—

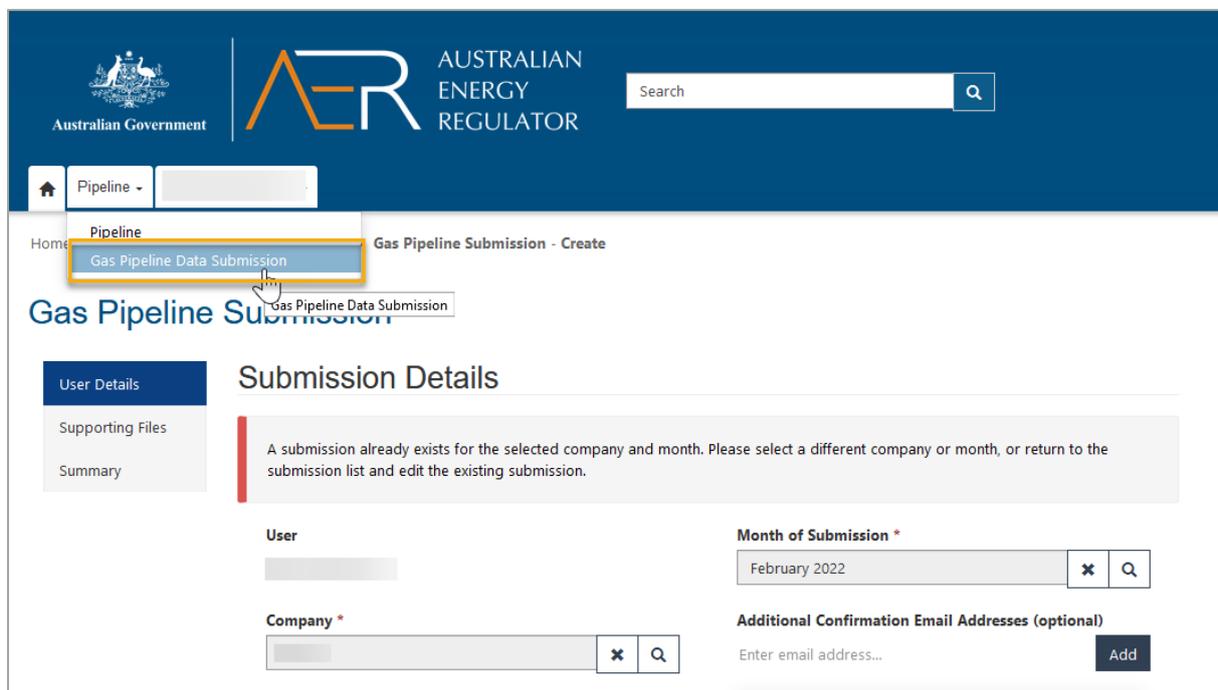
Month of Submission *
February 2022 [X] [Q]

Additional Confirmation Email Addresses (optional)
Enter email address... [Add]

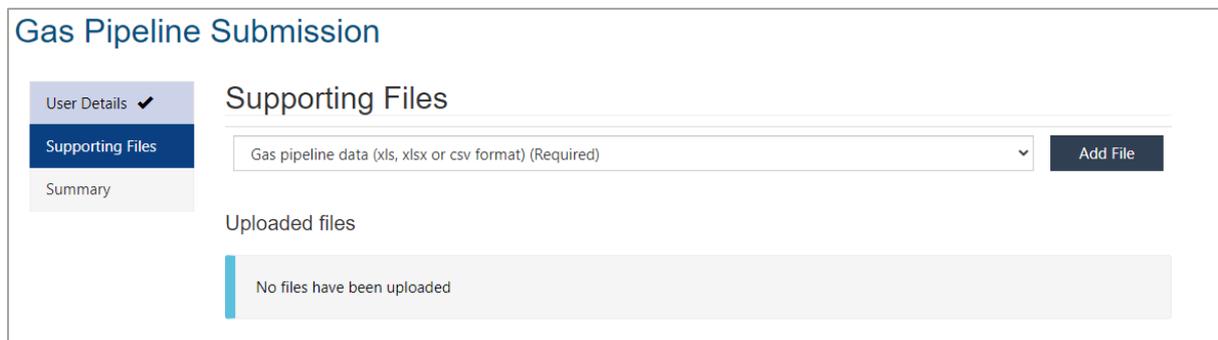
Submission notes (optional)
[Text Area]

Username, Title/Position or Company incorrect? Update your user details.

If the above error appears, click on the “Gas Pipeline Data Submissions” sub-menu to navigate to the Gas Pipeline Data Submissions landing page. Identify the existing DRAFT or SUBMITTED record for identical set of company and month of submission. Edit the record identified instead of trying to create a new one.



STEP 6: Click “Add File” to browse files for upload.



NOTE: There are two types of supporting files that could be uploaded.

1. Gas pipeline data (xls, xlsx or csv) – Mandatory attachment
 - a. Multiple files could be uploaded against this type of supporting files.
2. Optional Supporting Material.

STEP 7: Click “Choose file” to select file to upload. After the file is selected choose “Upload File”. Then choose “Save File”.

✕

Upload File

Gas pipeline data (xls, xlsx or csv format)

Choose file No file chosen

Upload File

Save File Cancel

✕

Upload File

Gas pipeline data (xls, xlsx or csv format)

Choose file Test_1.xlsx

Upload File

File name: Test_1.xlsx

File size: 8.11 KB **File type:** xlsx

Save File Cancel

Upload File

✕

Gas pipeline data (xls, xlsx or csv format)

Test_1.xlsx

File name: Test_1.xlsx

File size: 8.11 KB **File type:** xlsx

File uploaded successfully

Step 8: Successfully uploaded files will be displayed under Uploaded files section.

Gas Pipeline Submission

User Details ✓

Supporting Files

Summary

Supporting Files

Uploaded files

Document Type	File Name	File Size	
Gas pipeline data (xls, xlsx or csv format)	[Redacted]	26.49 KB	<input style="background-color: #1a3d4d; color: white; padding: 2px 5px; border: none;" type="button" value="Delete"/> <input style="padding: 2px 5px; border: 1px solid #ccc; margin-left: 5px;" type="button" value="Download"/>

11

STEP 9: If more than one file needs to be uploaded repeat **STEP 7** for every file. Refer to NOTE under **Step 6**.

Gas Pipeline Submission

User Details ✓

Supporting Files

Summary

Supporting Files

Gas pipeline data (xls, xlsx or csv format) (Required) ▼ Add File

Uploaded files

Document Type	File Name	File Size		
Gas pipeline data (xls, xlsx or csv format)		26.49 KB	Delete	Download
Gas pipeline data (xls, xlsx or csv format)		775 Bytes	Delete	Download

Previous Next

NOTE: You could choose to remove an incorrect file by clicking on “Delete”. You could also click “Download” in case you wish to check the file which has been uploaded.

STEP 10: Click “Next” in the Supporting Files section to progress to the “Summary” screen. It displays the consolidated view of all the information entered in the previous two sections of the form. You’re expected to review all the information before submitting the record to AER.

Home > Pipeline > Gas Pipeline Data Sub... > Gas Pipeline Submission - Create

Gas Pipeline Submission

User Details ✓

Supporting Files ✓

Summary

Submission Summary

Name *	Submission Date/Time	Status Reason
GAS-0001079	—	Draft

User Details

User <input type="text"/>	Month of Submission * January 2022
Company * <input type="text"/>	Additional Confirmation Email Addresses —
Title/Position —	Submission Notes —

Supporting Files

File Type	File Name	File Size	
Gas pipeline data (xls, xlsx or csv format)	<input type="text"/>	26.49 KB	Download
Gas pipeline data (xls, xlsx or csv format)	<input type="text"/>	775 Bytes	Download

Previous
Save and Exit
Submit

STEP 11: Once you have reviewed your summary you have the option to:

- “Submit” your record, or
- Save your record as Draft with “Save and Exit”.
- Edit your current record by clicking “Previous” and navigating to the User Details or Supporting Files section.

Submit

Click “*Submit*” if you wish to submit the record to the AER. A confirmation email will be sent to your email-id after successful submission.

The record will be displayed in the Gas Pipeline Data Submission landing page with status – “Submitted”.



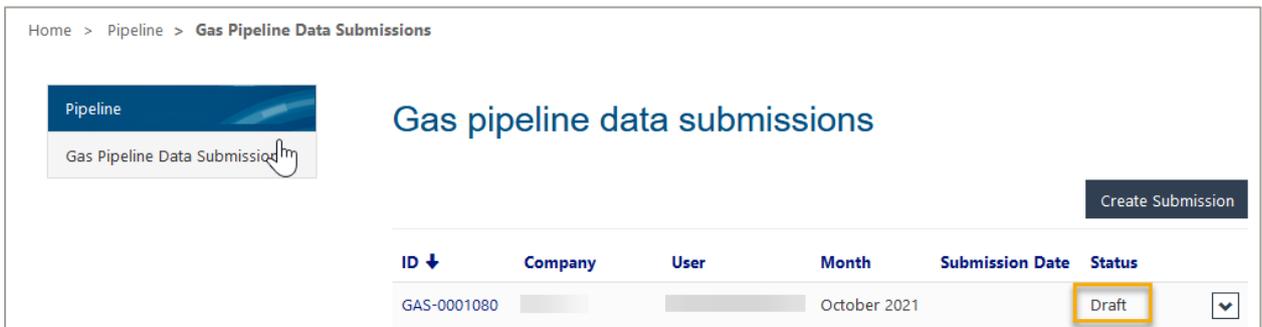
The screenshot shows the 'Gas pipeline data submissions' landing page. At the top right is a 'Create Submission' button. Below it is a table with columns: ID ↓, Company, User, Month, Submission Date, and Status. A single record is shown with ID GAS-0001078, Company and User fields blurred, Month February 2022, Submission Date 04/03/2022 1:10 PM, and Status Submitted. The 'Submitted' status is highlighted with a yellow box.

ID ↓	Company	User	Month	Submission Date	Status
GAS-0001078			February 2022	04/03/2022 1:10 PM	Submitted

NOTE: There could be an intermittent status “Processing” while your submission is processed in our backend system before the “Submitted” status is displayed.

Save and Exit

If you click “*Save and Exit*” the submission will be displayed in the Gas Pipeline Data Submission landing page with status - “Draft”



The screenshot shows the 'Gas pipeline data submissions' landing page with a breadcrumb trail: Home > Pipeline > Gas Pipeline Data Submissions. On the left, there is a 'Pipeline' menu with 'Gas Pipeline Data Submissions' selected. At the top right is a 'Create Submission' button. Below it is a table with columns: ID ↓, Company, User, Month, Submission Date, and Status. A single record is shown with ID GAS-0001080, Company and User fields blurred, Month October 2021, Submission Date blank, and Status Draft. The 'Draft' status is highlighted with a yellow box.

ID ↓	Company	User	Month	Submission Date	Status
GAS-0001080			October 2021		Draft

Previous

If you wish to navigate back to the Supporting Files or User Details sections to amend any information, click on the Previous button.

Home > Pipeline > Gas Pipeline Data Sub... > Gas Pipeline Submission - Create

Gas Pipeline Submission

User Details ✓

Supporting Files ✓

Summary

Submission Summary

Name *	Submission Date/Time	Status Reason
GAS-0001079	—	Draft

User Details

User	Month of Submission *
—	January 2022
Company *	Additional Confirmation Email Addresses
—	—
Title/Position	Submission Notes
—	—

Supporting Files

File Type	File Name	File Size	
Gas pipeline data (xls,xlsx or csv format)	—	26.49 KB	Download
Gas pipeline data (xls,xlsx or csv format)	—	775 Bytes	Download

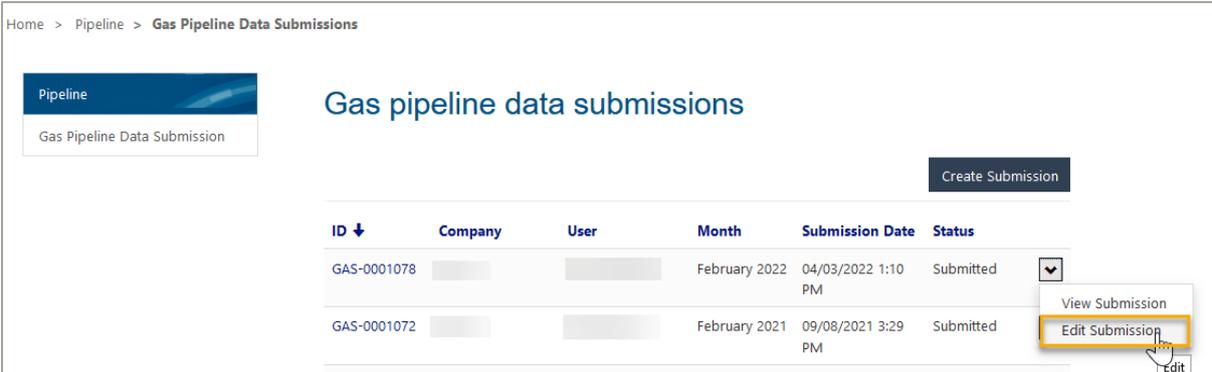
[Previous](#) [Save and Exit](#) [Submit](#)

How to submit a new set of data to replace data previously submitted

It might sometimes be necessary to replace a current set of data files already submitted through the portal with a new set of files.

You must inform the AER staff responsible for overseeing pipeline nomination submissions before uploading new data to replace previously submitted data. Only upload a new set of data once you have received approval from the AER.

STEP 1: Identify the record where you need to replace data files, click on the drop-down menu on the right, and select “*Edit Submission*”.



Home > Pipeline > Gas Pipeline Data Submissions

Pipeline

Gas Pipeline Data Submission

Gas pipeline data submissions

Create Submission

ID ↓	Company	User	Month	Submission Date	Status	
GAS-0001078			February 2022	04/03/2022 1:10 PM	Submitted	View Submission
GAS-0001072			February 2021	09/08/2021 3:29 PM	Submitted	Edit Submission

NOTE: In case you wish to edit your record immediately after submitting then you will need wait till the “Submitted” status is displayed. “Edit Submission” link will only appear when status is “Submitted”.

STEP 2: On the “Submission Details” page click “Next”.

Gas Pipeline Submission

Submission Details

User
[Input Field]

Company *
[Input Field]

Title/Position
[Input Field]

Month of Submission *
February 2022

Additional Confirmation Email Addresses (optional)
Enter email address... [Add]

Submission notes (optional)
[Text Area]

Username, Title/Position or Company incorrect? Update your user details.

[Next]

NOTE: If you edit a “Submitted” record you will not be able to change the Month of Submission.

STEP 3: Click “Delete” button corresponding to each file to remove them before uploading the new files.

Home > Pipeline > Gas Pipeline Data Sub... > Gas Pipeline Submission - Edit

Gas Pipeline Submission

User Details ✓
Supporting Files
Summary

Supporting Files

Gas pipeline data (xls,xlsx or csv format) (Required) [Add File]

Uploaded files

Document Type	File Name	File Size	
Gas pipeline data (xls,xlsx or csv format)	[Input Field]	26.49 KB	[Delete] [Download]

NOTE: The deleting of files through the portal is only to ensure the new files are uploaded into the AER system. The original files submitted to the AER will still be available to the AER if required.

STEP 4: After deleting the files the new files can be uploaded by selecting the “Add File” button. Follow the same process for adding the new files as described in Step 6 to Step 9 under “How to create a pipeline submission”.

STEP 5: Once your file is uploaded successfully, you MUST provide your reasons for re-submission under “Resubmission Comments”. This field is mandatory and marked with an asterisk(*).

Home > Pipeline > Gas Pipeline Data Sub... > Gas Pipeline Submission - Edit

Gas Pipeline Submission

User Details ✓

Supporting Files

Summary

Supporting Files

Gas pipeline data (xls, xlsx or csv format) (Required) Add File

Uploaded files

Document Type	File Name	File Size		
Gas pipeline data (xls, xlsx or csv format)		26.49 KB	Delete	Download

Resubmission Comments *

Previous Next

STEP 6 : Click “Next” to navigate to the Summary section to review the information before submitting the record. Refer to Step 10 & 11 under “How to create a pipeline submission” for assistance.

Further assistance

For further information, please contact the AER for any assistance regarding navigation or functionality of the portal - AERGasMarketsPipelineCapacityTrading@er.gov.au