Natural Gas Pricing System

Producer Manual
Table of Contents

Introduction ................................................................................................................................................................. 2
Accessing the System .................................................................................................................................................. 3
  Logging In ................................................................................................................................................................. 3
Natural Gas Volume .................................................................................................................................................... 4
  Volume Master ........................................................................................................................................................ 4
Natural Gas Sales ......................................................................................................................................................... 5
  Sales Entry ................................................................................................................................................................. 5
    Sales Data Entry Search .................................................................................................................................. 5
    Add New Parent Sales Entry ........................................................................................................................... 6
    Add/Edit Sales Details ..................................................................................................................................... 7
      Adding Alberta/Alliance Sales ....................................................................................................................... 7
    Delete Sales Record ........................................................................................................................................ 8
Cost of Service ............................................................................................................................................................. 9
  COS Entry ................................................................................................................................................................. 9
    Cost of Service (COS) Data Entry Search ......................................................................................................... 9
    Add New Parent COS Record ........................................................................................................................ 10
    Add/Edit COS Entry ....................................................................................................................................... 10
    Delete Cost of Service Record ....................................................................................................................... 11
Cost of Service Master ........................................................................................................................................... 12
Producer File Upload ............................................................................................................................................. 13
  Producer Sales and COS File Upload ...................................................................................................................... 13
Producer Reference Price .......................................................................................................................................... 14
  Calculate Reference Price ...................................................................................................................................... 14
  Amendments .......................................................................................................................................................... 15
Report ........................................................................................................................................................................ 15
  Monthly Transaction Summary (MTS) Report ....................................................................................................... 15
References ................................................................................................................................................................. 16
Introduction

The BC Ministry of Energy, Mines and Petroleum Resources has developed a web based Natural Gas Royalty Pricing System (NGPS) that enables BC gas producers to input or upload gas sales and cost of service data online to calculate the monthly natural gas reference prices used for gas royalty assessment.

Features of the NGPS for gas producers include:

- Input or upload gas sales and cost of service data;
- Query natural gas volume data;
- Perform ad hoc producer price calculations;
- Estimate reference price used for royalty estimate payment;
- Generate Reference Price Report for current and previous production months;
- Amend reference price as needed.

Each Producer will need a BCeID in order to be able to access the NGPS. If your company already has a BCeID, please ensure each individual user that will require access to the NGPS gets assigned a user name and password. If your company doesn’t have a BCeID yet, please apply for one as it is required to access NGPS.

If you have any questions, please feel free to contact us at:

Email: pdata.pdata@gov.bc.ca

Phone: (778) 698-7100
Accessing the System

Logging In
To begin log in, navigate to site: https://a100.gov.bc.ca/ext/ngps

Enter USER ID and Password

1) Select Continue
2) If you have forgotten your user ID or password, select Forgot your user ID or password?
3) If you need to register an account select Register for a BCeID
Natural Gas Volume

Volume Master

From the NGPS Home Menu, navigate to Volume > Volume Master

1) Select the Start Period in the drop down list.
2) Enter additional search criteria: End Period, Producer, Shipper, Plant, Receipt Point, production Source, WEI Volume, Operator, Pipeline, Levy, Approved, Royalty Payable, and BC Production. (Optional)
3) Click the Search button.
4) Reset will clear all fields.
5) Create Excel Extract will create an excel spreadsheet of search results.
Natural Gas Sales

Sales Entry

Sales Data Entry Search

From the NGPS Home Menu, navigate to Natural Gas Sales > Sales Entry

Note: Sales Entries will only need to be submitted manually if a producer does not have Sales records automatically generated by uploading the data.

Sales Entry Search: Even if there is no record that exists for the desired Effective Period, this search needs to take place in order to create a new record.

1) Select the production month in the Effective Period drop down list.
2) Select a Producer by searching via producer name or producer code.
3) Click the Search button.
4) If a Sales Record exists for this production month, your Producer Title will be displayed in the Sales Entry Search Results box. (Screenshot 1 displays a successful Sales Entry search for “ABC Energy” in the production month 2016-01)

(If a Sales Record does not appear in the Sales Entry Search Results area, see Manual Item: Add New Parent Sales Entry, this will be required for every new production month).

5) Click on the name of the Producer under the Sales Entry Search Results to access the Sales Details screen.

This will only be available if the Status of the record is set to Producer Entry. Contact the Ministry Pricing assistant for assistance if this is not the case.
Add New Parent Sales Entry

From the NGPS Home Menu, navigate to Natural Gas Sales >Sales Entry

1) Click the Add New Producer button on the Sales Entry screen. You will be directed to a new Sales Details screen. The Sales Details will display any transactions that have been automatically generated from a producer upload.

2) In order to upload a new Parent Sales Entry, select the correct Effective Period from the drop-down list on the Sales Details screen.

3) Click Save to keep the changes, without submitting to record to the Ministry, or changing the status.

4) Click Cancel/Return in order to return to the Sales Entry screen.

5) The system should display a Confirmation Message; if the Parent Sales Record was successfully created.

Note: if the desired TTP or Buyer is not available on the list of options, contact the Ministry staff in order to have them added to the system correctly.
Add/Edit Sales Details

From the NGPS Home Menu, navigate to Natural Gas Sale >Sales Entry, select the Effective Period and click Add New Producer to access the Parent Sales Record.

1) Beginning at the Sales Details screen, click Add New in order to add a new sales detail to the record.
2) Click Copy in order to duplicate an existing record’s TTP and Buyer to a new entry.
3) Add a comment to the transaction detail by clicking on the “C” at right hand side of the screen.
4) After filling in all mandatory fields, and other desired information, the user clicks “Save” in order to keep the current sales record.

Add/Edit Alberta/Alliance Sales

1) Enter Alberta/Alliance Pool Price into appropriate field
2) Select Save.
3) An Alberta/Alliance Pool price will be auto-generated using the entered pool price and the gas gigajoules from the Volume Master for a plant that has gas delivered to TransCanada/Alliance pipeline accordingly.
**Delete Sales Record**

*From the NGPS Home Menu, navigate to Natural Gas Sales >Sales Entry*

1) From the *Sales Entry* screen, find the Sales Record you wish to delete, and click on the “Delete” button for that entry. The delete button appears as a red “X” at the right hand side of the screen.

**Submitting to the Ministry**

*From the NGPS Home Menu, navigate to Natural Gas Sales >Sales Entry*

1) After you have finalized your entries, select the *Submit* button located next to the *Save* button; once selected you will no longer be able to edit entries. *(Note: If you need to edit an entry after it has been submitted you will need to contact a PA to reverse the Status)*
Cost of Service

COS Entry

Cost of Service (COS) Data Entry Search

From the NGPS Home Menu, navigate to Cost of Service>COS Entry

Note: A parent record must be created for COS entries to auto-populate (i.e. GCA Rates and West Coast Energy Invoices)

1) Select the Effective Period in the drop down list.
2) Click the Search button.
3) If a Parent COS Record exists, it will be displayed by the system in the Cost of Service Data Entry Search Results box
   (If a Parent COS Record does not appear in the Cost of Service Data Entry Search Results area, see Manual Item: “Add New Parent COS Record”).
4) Click on the name of the Producer to access the COS Details screen, and to Add a COS Entry (See Edit COS Entry)
Add New Parent COS Record

1) Click the Add New Producer button. You will be directed to a new Cost of Service Data Entry - Create/Edit screen.

2) In order to upload a new Parent COS Record, select the correct Effective Period from the drop-down list on the Cost of Service Data Entry - Create/Edit screen.

3) Click Save

4) Click Cancel/Return in order to return to the Cost of Service Data Entry screen.

5) The system should display a Confirmation Message, if the Parent COS Record was successfully created. If the Record was not created successfully, an Error message will be displayed in red font near the top of the screen. Fix the error, and repeat the above steps to finish creating the record.

Add/Edit COS Entry

From the NGPS Home Menu, navigate to Cost of Service>COS Entry

1) Beginning at the Cost of Service Data Entry – Create/Edit screen, click Add New in order to add a new Sales detail to the COS record.

2) Click Copy in order to duplicate an existing record.

3) After filling in all mandatory fields, and other desired information, the user clicks Save in order to keep the current COS record.
Delete Cost of Service Record

From the NGPS Home Menu, navigate to Cost of Service>COS Entry

1) From the Cost of Service screen, find the Sales Record you wish to delete, and click on the “Delete” button for that entry. The delete button appears as a red “X” at the right hand side of the screen.

Submitting to the Ministry

From the NGPS Home Menu, navigate to Cost of Service>COS Entry

2) After you have finalized your entries, select the Submit button located next to the Save button; once selected you will no longer be able to edit entries. (Note: If you need to edit an entry after it has been submitted you will need to contact a PA to reverse the Status)
Cost of Service Master

Cost of Service Master

From the NGPS Home Menu, navigate to Cost of Service>Cost of Service Master

1) Select the **Start Period** in the drop down list.
2) Enter additional search criteria: End Period, Producer, Submission Status, Provider, Routing Code, Service Type Code, Invoice Type, and Invoice Id. (Optional)
3) Click the **Search** button.

4) **Reset** will clear all fields.

5) **Create Excel Extract** will create an excel spreadsheet of search results.
Producer File Upload

Producer Sales and COS File Upload

From NGPS Home Menu, navigate to Producer File Upload>Producer Sales and COS File Upload

Note: Any secondary upload will add onto existing entries.

1) Select the Production Month in the drop down list.
2) Click the Choose File Button in either the Producer Sales File, or the Producer Non-Wei COS File box, to select a file to upload.
3) Choose either the Yes or No circles in order to Submit the data to the Ministry or not upon successful file upload. (Note: Yes acts as a Save and Submit; whereas, No acts as a Save)
4) Once a file has been selected, click the Upload button to complete the upload process

5) Any Errors the system detects in the file will be displayed in the “Upload Results” square at the bottom of the screen. Fix the data, and re-upload the file to resolve the issue and complete the upload.
Producer Reference Price

Calculate Reference Price

From NGPS Home menu, navigate to Producer Reference Price>Calculate Reference Price.

1) From the Calculate Reference Price Screen, select the correct Production Period.

2) Once the Production Period has been selected, the Generate Report button will appear, allowing you to Select Report Types and Report Format.

3) Once you have selected all desired Report Types and Report Format, click Generate Report.

4) The corresponding reports will be created for viewing, or download on your computer.
**Amendments**

*Producers need to contact the Ministry staff to make changes once the pricing information has been submitted online.*

1) Pricing Analyst will change status back to Producer Entry  
2) Pricing Analyst will review the changes and generate a new version of the Producer Report  
3) Producer will receive a notification for a revised producer price report

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**Reports**

**Monthly Transaction Summary (MTS) Report**

From *NGPS Home menu, navigate to Report>MTS Report*

1) Select desired **Production month** from drop down list.  
2) Enter in which **Producer** you wish to view.  
3) Select preferred **Report Format**: PDF or Excel.  
4) Click **Generate Extract** to retrieve data.  
5) **Reset** will clear all fields.

Sales transactions for Alberta/Alliance are auto-generated using the **Energy** (Gigajoules) associated with **To_Nodes** that indicate the gas flows to Alberta/Alliance (as shown on the MTS Report) and the manually entered Alberta/Alliance Pool price. Please refer to **Add/Edit Alberta/Alliance Sales** section for details.
References

For more information regarding BC natural gas royalties and Pricing please refer to:

Oil and Gas Royalty Handbook

Monthly Natural Gas Pricing Submission Guidelines

Pricing Order

Petroleum and Natural Gas Royalty and Freehold Production Tax Regulation