



Kinder Morgan (KME) Terminal Nominations -An Overview

What is a Nomination

A Nomination is a request by the shipper to move product from an origin(s) to a destination(s). These movements are scheduled on specific time frames called cycles. Along with the origin location and destination location, shippers can add the Supplier, Consignee, Tankage, and Third Party members to the Nomination.

Kinder Morgan Terminals requires that the shipper must confirm a batch before it will move. This happens automatically if the shipper is also the customer on all event but in cases where there are multiple companies involved, Vessel Movements, and PTOs for example, all companies must confirm the nomination before KME will confirm the movement.

Once fully confirmed by the customer(s), the carrier will then confirm the movement. KME also can Lock the entire batch or individual events that that changes cannot be made. The shipper is free to make changes to a batch either:

- 1) The event or batch is not LOCKED
- 2) The Carrier has not completed the movement

What is a Batch

In most industries, a batch refers to the quantity of goods produced at one time. In T4, a batch refers to the life cycle of a product from one location to another. Within the batch code lies the Carrier, Shipper, Product, Cycle, Sequence, and SCD (Nomination type). The purpose of a batch code is to provide accurate data along with supply chain responsibility between Carriers and Shippers. Below you will find the components of a T4 batch code:

Batch Code: KME-VAL-ULSD-121-IPL

KME = Carrier (Kinder Morgan Terminals)

VAL = Shipper (VALERO)

ULSD = Product Code (ULSD)

12(1) = 12th Cycle (December) 1st Sequence

IPL = SCD* (IPL = Inbound Pipeline)

*What is a SCD

SCD stands for Special Carrier Designation. For Terminal Nominations, the SCD is the Nomination Type.

KME Specific Nomination Types include:

Below are the different types of KME Nominations. Within the definition you will find which Nom types are available at each Terminal and whether cross Terminal events are allowed.

ANC - Ancillary – Available at Terminals (BOS,PAS,GP,GPW,CAR,CTR) *Can be added to most nominations of most types*
An Ancillary Nomination is used to request actions such as Injection or Mixing. The Ancillary events will take place at the Terminal. *The Ancillary SCD is only used when no other movement type is needed.*

IBR - Inbound Barge – Available at Terminals (BOS,PAS,GP,CAR,CTR) *Cross Terminal Events Allowed*
An Inbound Barge Nomination is used to request a movement from a Barge going into Tank(s) at a Terminal.

IPL - Inbound Pipe – Available at Terminals (BOS,PAS,GP,CAR,CTR)
An Inbound Pipe Nomination is used to request a movement from a Pipeline going into Tank(s) at a Terminal.

IRL - Inbound Rail – Available at Terminals (BOS,GP,GPW,CAR)
An Inbound Rail Nomination is used to request a movement from a Rail going into Tank(s) at a Terminal.

ISH - Inbound Ship – Available at Terminals (BOS,PAS,GP,CAR,CTR) *Cross Terminal Events Allowed*
An Inbound Ship Nomination is used to request a movement from a Ship into Tank(s) at a Terminal.

ITR - Inbound Truck – Available at Terminals (PAS,GP,GPW,CAR,CTR)
An Inbound Truck Nomination is used to request a movement from Truck(s) into Tank(s) at a Terminal.

ISO – Inbound ISO Tank – Available at Terminals (GP,PAS,GPW,CAR)
An Inbound Tank Nomination is used to request a movement from ISO Tank(s) into Tanks(s) at a Terminal.

OBR - Outbound Barge – Available at Terminals (BOS,PAS,GP,CAR,CTR) *Cross Terminal Events Allowed*
An Outbound Barge Nomination is used to request a movement to a Barge from Tank(s) at a Terminal.

OPL - Outbound Pipe – Available at Terminals (PAS,GP,CAR,CTR)
An Outbound Pipe Nomination is used to request a movement to a Pipeline from Tank(s) at a Terminal.

ORL - Outbound Rail – Available at Terminals (BOS,GP,GPW,CAR)
An Outbound Rail Nomination is used to request a movement to a Rail from Tank(s) at a Terminal.

OSH - Outbound Ship – Available at Terminals (BOS,PAS,GP,CAR,CTR) *Cross Terminal Events Allowed*
An Outbound Ship Nomination is used to request a movement to a Ship from Tank(s) at a Terminal.

OTR - Outbound Truck – Available at Terminals (GP,GPW,CAR,CTR)
An Outbound Truck Nomination is used to request a movement to a Truck from Tank(s) at a Terminal.

OSO – Outbound ISO Tank – Available at Terminals (GP,GPW,CAR)
An Outbound Tank Nomination is used to request a movement to an ISO Tank from Tanks(s) at a Terminal.

PTO – Product Transfer Order – Available at Terminals (BOS,PAS,GP,CAR,CTR) *Single Terminal Events ONLY*
A PTO Nomination is tank to tank transfer used to request a transfer between tanks. Transfers between 2 different customers are allowed.

PTX – Cross-Location Product Transfer Order – Available at Terminals (BOS,PAS,GP,CAR,CTR) *Cross Terminal Events ONLY*
A PTO Nomination is tank to tank transfer used to request a transfer between tanks. Transfers between 2 different customers are allowed.

V2V - Vessel to Vessel – Available at Terminals (BOS, PAS, GP) *Cross Terminal Events Allowed*
A Vessel to Vessel Nomination is used to request a movement from one vessel to or from another. Please note that in V2V Nominations, there can be multiple sources and many tanks.

What are Cycles

Carriers use cycles to determine when a product will move. The number of days in a cycle will vary by carrier. Some carriers use 5-day cycles (or 72 per year) while others have 7-day, 10-day, or month long cycles. Kinder Morgan uses a 12-month cycle year where each cycle is a month (1 = January, 3 = March, 12 = December, etc).

Image shows where to select Cycle:

The screenshot shows the 'Add Nomination' form with the following fields and values:

| Carrier* | SCD* | Shipper* | Terminal* | Product* | Cycle/Month* | Sequence | Batch Year* | Requested Date* |
|---------------------|---------------------|--------------------|-----------|----------|--------------|----------|-------------|-----------------|
| KME - Kinder Morgan | OPL - Outbound Pipe | ABG - ABENGOA BIOE | CAR | ULSD | 4 | Next | 2021 | 04/29/2021 |

Volume Totals:

| Total IN | Total OUT | Units |
|----------|-----------|---------|
| 0 | 0 | Barrels |

Note that the **Cycle/Month** will automatically default to current month. If following month is required, use the **Requested Date** field, located to the right of Batch Year.

2 Nominated Events

Link Connecting Carrier Schedules

DBACK

Terminal Codes

Below you will find Terminal Names as well as the corresponding Code. These codes will identify at which Terminal you want the movement to begin and/or end.

- PAS – Pasadena Gulf Coast Terminal
- BOS – BOSTCO Terminal
- GPW – Galena Park West Chemical Truck and Rail
- GP – Galena Park Terminal
- CAR – Carteret Terminal
- CTR – Carteret Truck Rack

Entering a Terminal Nomination (Batch Code)

Entering a Terminal Nomination can be broken down into (2) sections:

- Adding Batch Code
- Adding Nominated Events

Below is a breakdown of each section, with detail on what to add to each field, starting with Adding Batch Code.

The screenshot shows the 'Add Nomination' form with the following fields and callouts:

- 1**: Carrier (KME - Kinder Morgan)
- 2**: SCD (ISH - Inbound Ship)
- 3**: Shipper (ABG - ABENGOA BIOE)
- 4**: Product (ULSD)
- 5**: Cycle/Month (4)
- 6**: Requested Date (04/29/2021)
- 7**: Inspector 1 and Inspector 2 (Agent)
- 8**: Batch Remarks
- 9**: Inspector Remarks

Additional fields include: Sequence (Next), Batch Year (2021), Volume Totals (Total IN: 0, Total OUT: 0, Units: Barrels), Ready to Dock checkbox, Customer Reference #, and Shipper Batch ID.

Helpful Tip: In any Nomination field, hitting the Down Arrow or Space Bar will present a list of all valid options.

1. Select the **Carrier** for which you wish to submit a Nomination. In this case, KME.
2. Add the **SCD**, also known as the Terminal Nomination. Please see above to determine correct SCD.
3. Select the desired **Shipper** from the drop-down list.
4. Enter the **Product** code or description in the product field. The auto-populate feature will only display product that is valid for the selected carrier.
5. Make sure **Cycle** is accurate. **Cycle will automatically default to current month. To change the cycle, use the Requested Date (#6).*
6. Choose the **Requested Date** in which you want this movement to occur.
7. Select **Inspectors** or an **Agent**. To select Inspector 2, Inspector 1 must be identified.
8. **Batch Remarks** are meant to be used as special instructions or Night Notes to be viewed by the Controller.
9. **Inspector Remarks** are meant to be used to relay any information to the Inspector.

Entering a Terminal Nomination (Nominated Events)

The screenshot shows the 'Nominated Events' form. At the top, there is a header 'Nominated Events' with a dropdown for 'Event Type'. Below this is a table with columns: Event Type, Quantity, Units, Terminal, Sup/Con, Customer, Container/Tank, Ship Name, Priority, Contract, Instructions, Remark, and Delete. The first row is highlighted. Below the table is an 'ADD EVENT(S)' dropdown set to '1'. To the right is an 'Attachments' section with a table for file management and a '9' callout pointing to the 'File Name' field. At the bottom right is a '10' callout pointing to the 'Save Nomination' button. A 'QA FEEDBACK' button is on the far right edge.

1. Each Nominated Event will begin with a **Source** and a **Destination**. To add more Event Types, including Ancillary, select Add Event(s) then identify what Event you would like by clicking dropdown arrow next to Event.
2. Default UOM for Kinder Morgan is Barrels. Balanced Nominations are required. (If Source is 4,000, Destination must be 4,000).
3. **Terminal** means Location of the Event.
 - For several SCD's, including PTO and Ancillary, the Terminal will be selected in the Batch Code section.
4. **Supplier/Consignee** will be used if a 3rd party is either supplying product at the Source or signing for product at the Destination. If a Sup/Con is not identified, it will default to the Shipper.
5. **Customer** is the Tankage. The Customer is associated with the Container or Tank the product is moving into or out of. Customers can only see the tanks assigned to their company code. **Defaults to shipper unless changed.*
6. **Container/Tank** is where the Tank number is identified. This will also list the Connecting Carrier name or indicate that the movement is to/from a SHIP, BARGE, TRUCK or RAIL. If the tank is not known, XXX will be the default option.
7. **Tank Details** means Container details. For Vessel movements, a Ship Name must be selected.
8. **Priority** gives the ability to prioritize your Events.
9. **Add an Attachment** if one is required.
10. **Save Nomination**. After saving a Nomination, you will have the ability to either Copy or Change the Nomination. To Delete a Nomination, select Change Nomination and then Delete.

Nominated Events Terminology

Nominated Events Terminology, such as Terminal, Customer, and Tank Details, will vary between specific Nomination Types.

Terminal= Location

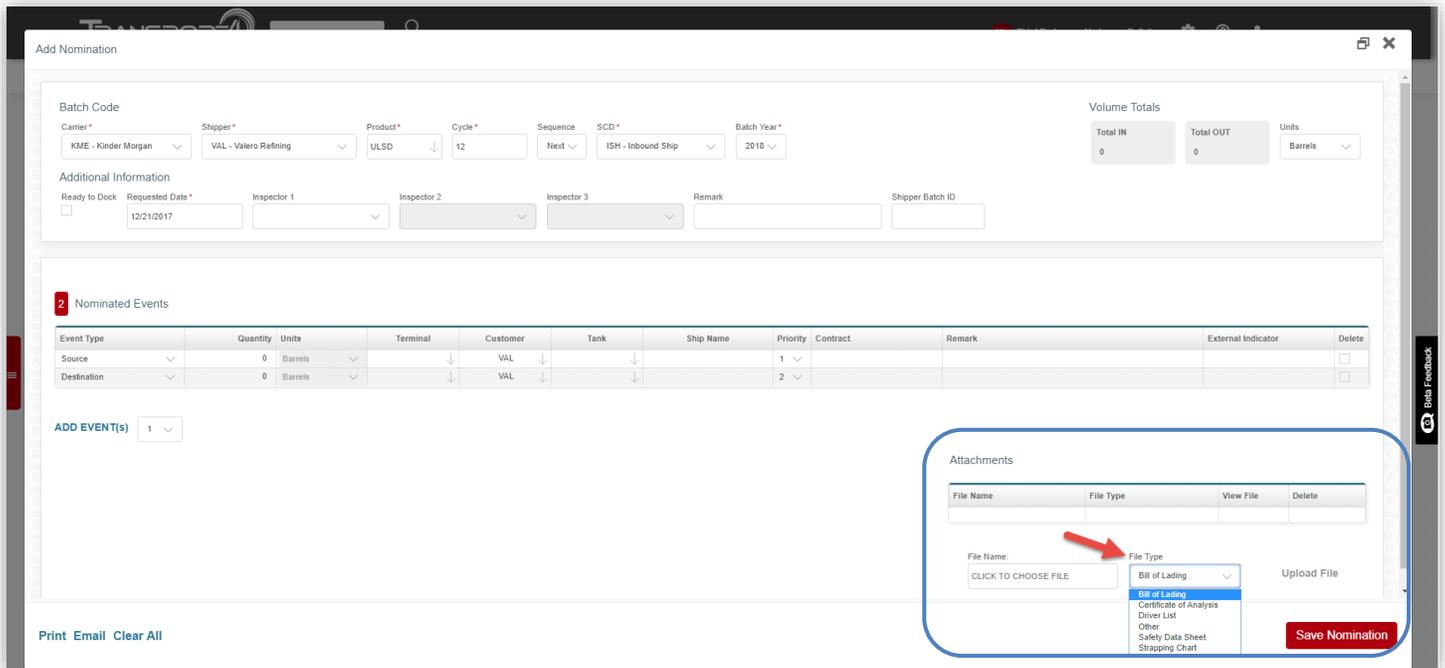
Customer = Tankage

Tank= Container (Tank # indicates Size of the Tank-Order in which the Tank was built)

Tank Details= Container Details

Attaching a File

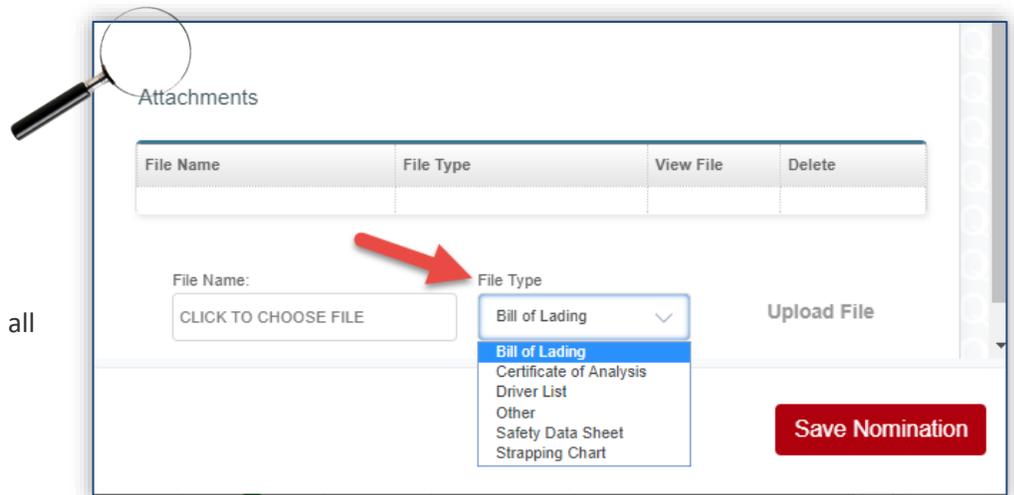
You can Attach a File under Attachments



The file types that can be attached to a pipeline nomination are:

1. Bill of Lading
2. Certificate of Analysis (COA)
3. Driver List
4. Safety Data Sheet
5. Strapping Chart
6. Other

PDFs, Images, and Office documents can all be attached.



Inspectors

Inspectors and Agents can be added to all terminal nominations. You must assign someone to Inspector 1 before moving to Inspector 2. Inspector is NOT required. Inspector remarks can also be added to any nomination.

Add Nomination ✕

Batch Code

| | | | | | | | |
|---------------------|--------------------|-----------------|----------|--------------|----------|-------------|-----------------|
| Carrier* | SCD* | Shipper* | Product* | Cycle/Month* | Sequence | Batch Year* | Requested Date* |
| KME - Kinder Morgan | ISH - Inbound Ship | TRA - Trafigura | ULSD | 4 | Next | 2021 | 04/29/2021 |

Volume Totals ⌵

| | | |
|----------|-----------|---------|
| Total IN | Total OUT | Units |
| 0 | 0 | Barrels |

Additional Information

Ready to Dock

| | | | | |
|-------------|-------------|-------|----------------------|------------------|
| Inspector 1 | Inspector 2 | Agent | Customer Reference # | Shipper Batch ID |
| | | | | |

Batch Remarks

Inspector Remarks

Carrier Remarks

If the inspector has a Nomination Push configured, they will receive a copy of the entire nomination once it is confirmed by the carrier.



Ancillary Events

Ancillary Events, such as Mixing and Injecting, can be added to most Nomination types. In order to add an Ancillary Event, go to Event Type under Nominated Events, and click the Down Arrow next to Source. *The Ancillary SCD is only used when no other movement type is needed.*

Add Nomination

Batch Code

Carrier* KME - Kinder Morgan SCD* ANC - Ancillary Shipper* AAA - AAA Test Terminal* [Select] Product* ULSD Cycle/Month* 4 Sequence Next Batch Year* 2021 Requested Date* 04/29/2021

Volume Totals

| | |
|----------|-----------|
| Total IN | Total OUT |
| 0 | 0 |

1 Nominated Events Event Type

| Event Type | Quantity | Units | Terminal | Sup/Con | Customer | Container/Tank | Tank Details | Priority | Contract | Instructions | Remark | Delete |
|------------|----------|-------|----------|---------|----------|----------------|--------------|----------|----------|--------------|--------|--------|
| Additive | 0 | Totes | | AAA | AAA | | | 1 | | | | |

1 Attachments

| File Name | File Type | View File | Delete |
|-----------|-----------|-----------|--------|
| | | | |

File Name: CLICK TO CHOOSE FILE File Type: Bill of Lading Upload File

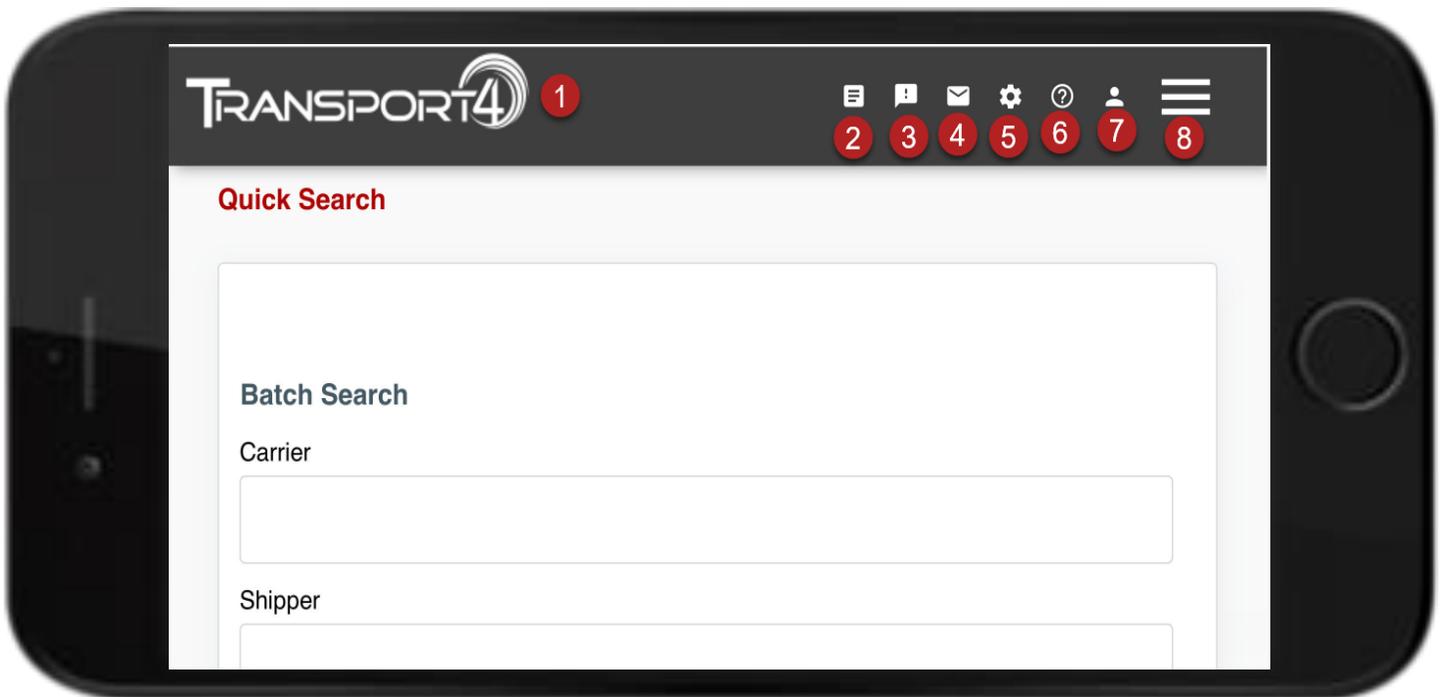
Print Clear All Save Nomination

Ancillary Event Types options change based on the selected terminal.



Mobile Experience

- Mobile Support for frequently used features.
 - New Mobile layout with an updated menu and search interface.
 - Introducing the **Quick Search** mobile landing page.
 - Quickly Search for Nominations, Schedules, or Tickets.
 - Access recently changed or added batches.
 - Easily execute saved searches.
 - Nomination Management (Search, Add, Copy, Edit) have a new Mobile interface.
 - Schedule and Running Orders search and results.
 - Ticket Search and Results.
 - Nomination Capacity Search for Colonial, Buckeye, and Explorer.
 - Mobile Alerts.



*Image taken in Landscape Mode.

1. **Quick Search.**
2. **Third Party Tickets Search.**
3. **Alerts Dashboard.**
4. **Bulletins**
5. **Cog Wheel** – Allows access to User Configuration, Contact Information, User Activity, Auto Reports/Push Options, Services, Lookup Codes.
6. **Question Mark** – T4 knowledge base and online help.
7. **Password Change, Switch Accounts, Logout.**
8. **Primary Menu Bar** – Access your Nominations, Schedules, PTO’s Tickets, Allocations, Inventory, and Billing. A secondary menu will open for each tab.

