GUIDE TO THE GAS BULLETIN BOARD WEBSITE

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Important Notice

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Further information

For further information, please visit www.aemo.com.au or contact:
AEMO Information and Support Hub
Phone: 1300 AEMO 00 (1300 236 600) and follow the prompts.
Email: supporthub@aemo.com.au

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1 Introduction

1.1 Purpose

This guide aims to help users of the Gas Bulletin Board (GBB) website to understand and navigate the GBB website. This guide covers navigation, data uploading, use of web forms and reporting pages.

This document is written in plain language for ease of reading. Where there is a discrepancy between the National Gas Rules or the Exchange Agreement, and information or a term in this document, the National Gas Rules or Exchange Agreement take precedence.

1.2 Audience

This guide is relevant to all users of the GBB website, with additional information for registered (or authorised) participants who will upload data to the reporting site of the GBB website.

For a more detailed explanation of CSV file transactions, see Guide to GBB CSV File Transactions.
For a more detailed explanation of the Reports published on the GBB website, see Guide to GBB Reports.

1.3 How to use this guide

Follow the steps in this guide to use the GBB website, or to upload GBB data (Registered BB Participants only) to the reporting site.

Text in this format, indicates a direct hyperlink with further details of the resource listed in Section 7 "References" on page 23.

2 About the GBB Website

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2.1 What the GBB Website is for

The GBB website facilitates informed decisions and enhances trade in gas and pipeline capacity. The GBB website provides readily accessible and up-to-date gas flow and capacity information. Facility operators are obligated under the National Gas Rules to provide AEMO with the relevant information. Users have extensive access to forecast and historical data, and are able to filter and drill down on data of greatest importance to them, with reports presented in a simple, exportable format. The graphical interface also displays information for the gas systems in an interactive manner.

2.2 Who can use the GBB Website

Authorised users can access the secure site contents via the My Account Login from the site's home page. Others who access the site will be able to review public content only.

2.3 Browser Requirements

Access to the GBB website requires a web browser and either:

- Microsoft Internet Explorer version 10.x
- Mozilla Firefox version 32.x
- Chrome version 38.x

2.4 AEMO GBB Website Disclaimer

When you first access the AEMO GBB Website (see Section 2.5) , you will need to read and accept the AEMO terms and conditions to progress to the user interface. On future visits, your browser will proceed directly to the GBB Website.

2.5 GBB Website Access

The GBB website is hosted by AEMO on the AEMO website.

To access the GBB website, simply launch your web browser and go to: https://gbb.aemo.com.au

Authorised Secure GBB Website Access

Authorised GBB website users (generally registered participants) can access the secure site to view secure AEMO Reporting data, upload data to the site, and manage other AEMO material.
Access the secure site via the **My Account** button on the GBB home page which takes you to the Login:

Once successfully logged in, authorised users will be able to change their password and submit data to the GBB.

Please refer to supporting documentation under the Bulletin Board Information tab on the GBB for how to register and use the self-service password facility.

2.6 GBB Reports

- **Reports Menu**

Detailed public report information can be retrieved from the GBB Website:

From the Home Menu banner, select Reports.

To view a particular Report, click on the name of the Report in the left column:

The following image shows an example of the publicly viewable Actual Flow report.

To view specific Report information, enter filter information in the allocated fields and click the

button. For example:

• Reports Menu Options (Email, Download)

The following actions are also accessible via the Reports Menu:

Email Selected GBB Report

Click the Email button aligned with the Report you wish to send. Your mail site will open an email containing the hyperlink URL, ready to send.

Favorite Reports

Click the Star button aligned with the Report you wish to save. Your browser will enable you to save as either a Shortcut or a Favorite.

Note: at this stage this function only works for the Medium Capacity Outlook Report in Internet Explorer. It is not a feature enabled in Chrome or Firefox.

Download a Report (in CSV format)

Click the Download button next to the Report you wish to save.
You will be able to save a CSV-formatted copy to your local directory.

3 Uploading Data to the GBB Website

How to submit or deliver report data using the GBB Website.

Feature restricted to authorised users.

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3.1 Using the GBB Web Forms

Only authorised users are able to upload data using the Web Forms.

From the **Home Page**, go to **My Account** and log in as an authorised user.

From the **My Account** page, select Submit Data :

The **Submit Data** page (following image) offers the option to view the following **Web Forms**: Actual Flow, Capacity Outlook, Delivery Nomination, Linepack Adequacy Flag, or Standing Capacities.

Select the WebForm button and choose from the drop-down menu.

For example, to access the **Actual Flow** form, select:

Once you are in the **Actual Flow** screen, enter the information in the relevant fields.

Click on Submit Data to submit the Web Form (with your data).

You will receive confirmation that the data has been submitted as a banner message (shown in image below). Your data will also be visible in the results menu at the foot of the page:

You can view all submitted Web Form data via the Reports (see Section 2). There may be some delay between successful submission of data and the results appearing in the Reports, typically up to a few minutes at most.

3.2 Uploading CSV Files to the Web Interface

NOTE: Before you can upload a .CSV file, you must have one prepared on your local computer. (For more information, refer to Guide to GBB CSV File Transactions).
Only authorised users are able to upload .CSV files.

Navigate from the **Home Page** to the **My Account** page and log in as an authorised user.

From the **My Account** page, select the Submit Data button.

Go to the **Submit Data** page. From **Submit Data**, select the data type you are uploading.

Select the format type (CSV) ○CSV and click Next Step

From the following screen, Browse... for your .CSV file and select Upload

The following message will display when your file has been successfully uploaded. Otherwise, you will receive an error message telling you what needs correcting.

3.3 Submitting Medium Term Capacity Outlook to the GBB

Medium Term Capacity Outlook for a BB Facility (BB Pipeline, BB Production Facility or BB Storage Facility) is a medium term outlook (up to 12 month outlook) of facility capacity, which should be the same information that is sent from a facility operator to their shippers.

If a facility operator does not have a standardized form for communication of upcoming changes in capacity, they can send details of the medium term capacity outlook in an email to AEMO. As a guide, a medium term capacity outlook should include the following data:

- BB Facility Name
- Change in facility capacity
- Dates that capacity will be reduced/increased (start and end dates)
- Reasons for change in capacity

Operators submit this data by emailing the outlook to AEMOs Bulletin Board Operations team at bbo@aemo.com.au. AEMO will convert this outlook to a PDF format and upload to the Medium Term Capacity reporting page (under the Reports tab):

Please note that the submission of a medium term capacity outlook does not replace the need for BB Facility operators to submit 7-day capacity outlook data for the period in question.

4 GBB Map Interaction

4.1 Map Functions

When you access the GBB website, the **Home Page** displays the following customary map:

From this page, you can interact with the map to view the information of your choice.

The Legend menu , when expanded (below), describes each of the items on the GBB Map.

It also allows you to select and view the Gas Basins , the pipeline Flow direction and the Geographical terrain .

- ## Zoom bar, Zoom In-Out and Drag the Map

A zoom bar is available on the top left corner of the map. Click on the **+** or **–** symbols to zoom in and out. Alternatively, double-click the **left** mouse button to **zoom into** the GBB Map. Double-click the right mouse button to zoom out. You can also hover over the map and scroll to **zoom** in and out.

Click and drag the map to view a particular area of interest:

- ## Expand or Shrink Map

Expand the Map to full screen size, Click on the **Expand-Shrink** button (at the top right of the GBB Map). Collapse back by clicking again.

- **Pipeline Information**

Click on a pipeline within the GBB Map to retrieve detailed information on that pipeline. Note that the scroll bar on the right that allows you to scroll between the expanded legend and the detailed information.

- **Facility Information**

Click on a facility within the GBB Map (eg.

) to retrieve detailed information:

- ## Demand Zone Information Box

The demand zone information box in the left hand screen (when expanded) displays forecast delivery nominations per demand zone. Expand the zone by clicking the plus on the right to see the breakdown of the forecast demand in the zone. Please refer to default flow direction in the Schedule of Default Pipeline Flow Direction on the BB Website for the meaning of positive and negative quantities.

- ## Geographical or Schematic Map display

To view the GBB Map in either Geographical format or Schematic format,

select either option from the drop-down menu.

You can view detailed information by clicking on the respective pipelines and facilities.

- ## Default Pipeline Flow Direction

Pipeline flow is represented on the Bulletin Board map with moving arrows, which move according to the default flow direction for each BB Pipeline. The default flow direction for each BB Pipeline can be found in the Schedule of Default Pipeline Flow Direction on the GBB Website.

5 Other Pages of Interest

Other GBB website pages that users may be interested in, include:

5.1 Transmission Capacity Listing

From the **Home Page**, go to the Transmission Capacity Listing page (to the right of Reports).

5.2 AEMO Emergency Protocols Page

From the **Home Page**, go to Emergency Protocols (to the right of Bulletin Board Information):

6 Need Help?

6.1 AEMO's Information and Support Hub

- **Contact AEMO's Information and Support Hub**

Phone: 1300 AEMO 00 (**1300 226 600**) and follow the prompts.

For non-urgent issues, normal coverage is 8:00 AM to 6:00 PM on weekdays (AEST).
Email: supporthub@aemo.com.au

Please note that AEMO recommends participants call AEMO's Information and Support Hub for all urgent issues, whether or not you have logged a call in the Customer Portal.

Log your **request for assistance** from the Customer Portal:
http://helpdesk.preprod.nemnet.net.au/nemhelplite/

You will need access credentials available from your organisation's IT security contact or participant administrator.

- **Information to provide AEMO**

When requesting assistance from AEMO, please be ready to provide the following information:

Your name

Organisation name

Participant ID

System or application name

Environment: (production or pre-production)

Problem description

Screenshots

For AEMO software-related issues, please also provide:

Version of software (that you are using)

Properties or log files

Replication Manager Support dump and instance name (if Data Interchange problem)

- **Feedback**

To suggest improvements to this document, please contact the AEMO Information and Support Hub.

7 References

The following resources may be helpful:

7.1 Rules, Law, and Government Bodies

The Australian Energy Market Commission (AEMC) makes rules under the National Gas Law, the National Electricity Law and the National Energy Retail Law that must be followed by all participants in the Australian energy market (excluding WA and NT). The National Gas Rules can be found on the AEMC website: http://www.aemc.gov.au/Energy-Rules/National-gas-rules/Current-rules

The Australian Energy Regulator (AER) overseas compliance by participants in the Australian Energy Market with the National Gas Law and National Gas Rules: www.aer.gov.au

The Gas Supply Hub Exchange Agreement can be found on AEMO's website: http://www.aemo.com.au/Gas/Market-Operations/Gas-Supply-Hub/Join-the-Market

7.2 Relevant Documents and Guides

User guides for the Gas Bulletin Board can be found within the Bulletin Board Information Tab on the GBB website, (here: https://gbb.aemo.com.au/Bulletin%20Board%20Information/Documents.aspx).

This includes:

- Guide to GBB CSV File Transactions – detailed explanation for uploading CSV Files to provide data to AEMO for the GBB website
- Guide to GBB Reports – detailed explanation for accessing, viewing, and saving data reports available on the GBB website
- GBB Participation Registration Kit – information for prospective participants in the GBB and National gas systems
- GBB Procedures – the procedures that regulate the operation of the GBB website
- Guide to GBB Website (this document) – guide to using the GBB website
- Guide to Using the Self Service Password Management Facility – guide for how to use the self-service password management facilty, once registered, for those with secure access only
- Guide to Register to use the Self Service Password Management Facility – guide for how to register to use the self service password management facility, for those with secure access only
- Schedule of Default Pipeline Flow Direction – schedule that defines the default direction for all BB Pipelines.