

June 3, 2016

APMC INFORMATION BULLETIN: 2016-01

Subject: APMC Report Submissions via Petrinex

The APMC currently receives APMC Report Submissions monthly from Pipeline Operators in various formats and mediums that are manually entered into APMC systems. The current process of loading, verifying, and reconciling these Report Submissions is a manual process performed by the Alberta Petroleum Marketing Commission (APMC) and the Department of Energy (DOE) on a monthly basis. The APMC wants to capture this data in Petrinex via a machine-readable format that will improve the efficiency and accuracy of these manual processes. Changes are being introduced that will standardize, automate, and support these processes for the APMC, DOE, Pipeline Operators (includes pipeline, terminal and custom treater operators). This is part of a broader movement to standardize industry communication which will lead to improved efficiency and reduced cost for both the APMC and industry.

Commencing August 2016 (for the July 2016 production month), Pipeline Operators will be required to submit APMC Report Submissions data including Single Shipper Invoices, Tariff Invoices and Equalization Invoices via Petrinex online processes or via batch submissions using XML or CSV formats. The CSV Report Submission Spreadsheet Upload Specifications and Templates are available on the Petrinex Website – Initiatives – APMC Report Submissions Project – Job Aids. If you require copies of the XML specifications please contact Sheryl Moody, Petrinex Communications/Training Coordinator at Sheryl.Moody@gov.ab.ca or 403-297-5575.

Pipeline Operators will be responsible for making adjustments to Single Shipper Invoice and Tariff Invoice data where receipts and/or transfer data does not balance to the Shippers Balance data received. As with current practice, this will need to be completed by the “Shipper to Buyer” deadline on the APMC Calendar.

Pipeline Operators will be responsible for making adjustments to Equalization Invoice data where the receipts and/or transfer data does not balance by the "Equalization Invoice" deadline at the end of each month.

Pipeline Operators will be able to utilize the following functionality on Petrinex:

- Submit, query and report on APMC Report Submissions Data.
- Report on discrepancies between APMC Report Submissions data and Shippers' Balance data.

Amendments to prior production months are permitted by online processes or via batch submissions. The APMC must be notified before changes are made so the submission for the prior production period can be unlocked.

Additional information related to the APMC Report Submissions Project is available on the Petrinex Website – Initiatives – APMC Report Submissions Project.

The APMC Report Submissions Guide is available at the following link:

- [APMC Report Submissions Guidelines](#)

For further information please contact:

Cindy MacLaren
Manager, Royalty-In-Kind Marketing
Alberta Petroleum Marketing Commission
300, 801 – 6th Avenue SW
Calgary, Alberta T2P 3W2
Phone: (403) 297-5470

Authorized by: Brendan Gray
Director, Royalty in Kind Operations
Alberta Petroleum Marketing
Commission