

INSIDE*tracc*

An In-Depth Guide to Using PG&E's California Gas Transmission's Web-based Application for Nominating and Contracting

Pacific Gas and Electric Company®
California Gas Transmission

September 2026

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One Introduction

About PG&E and CGT

Welcome to Pacific Gas and Electric Company's **California Gas Transmission** (**CGT**) gas nominations guide. This user documentation provides you with an overview of how the company's transmission and distribution system operates as well as step-by-step instructions on the gas nomination and scheduling process.

To make nominations and view important information on the Pacific Gas and Electric Company pipeline system, you will need access to INSIDE*tracc*. This web-based software provides a direct link to GTS, Pacific Gas and Electric Company's gas transaction system.

Nominating electronically with INSIDE*tracc* is easy and provides the quickest and most accurate method for managing your nominations. Additionally, users of INSIDE*tracc* can obtain a variety of up-to-the-minute reports on gas usage, nomination confirmations, scheduled volumes and system throughput.

CGT's Gas Scheduling Team is available for assistance from 6:00 a.m. to 9:00 p.m., Pacific Time, seven days a week by calling the CGT Helpline at 1.800.343.4743.

The PG&E System

Pacific Gas and Electric Company maintains a gas pipeline network of over 5,700 miles of mainline transmission pipeline and 45,200 miles of distribution pipeline. Natural gas traveling on the PG&E system originates from a variety of supply basins in Canada, the Southwest U.S., the Rocky Mountains, and California.

Most of the natural gas in PG&E's system originates in Canada and arrives at the California border on an integrated pipeline system. TransCanada's GTN system (GTN) delivers gas into PG&E's system at Malin, Oregon. Ruby Pipeline delivers gas into PG&E's system near Malin, at the Onyx Hill interconnect.

Gas flowing on the PG&E system may also originate from supply basins in the Southwest U.S. Gas from there travels on either the El Paso Natural Gas (EPNG) pipeline or the Transwestern pipeline (TW) and is received into PG&E's system at Topock, Arizona.

In addition to these major supply basins, gas on the PG&E system may also originate in the Rocky Mountain basin or various California supply basins. Gas from the Rocky Mountain basin arrives in California via three distinct routes. Rocky Mountain gas may travel on Northwest Pipeline to their interconnect with GTN at Stanfield. From there, the gas travels on GTN and onto the PG&E system at Malin, Oregon. In addition, Rocky Mountain gas may travel on the Ruby Pipeline and onto the PG&E system at Onyx Hill. Rocky Mountain gas may also arrive in California via Kern River Gas Transmission (KRGT). In this case, gas enters the PG&E system at the Daggett Interconnect or from the KRGT High Desert Lateral system at the Freemont Peak interconnect. Lastly, gas can come to PG&E from Southern California Gas Company at the Kern River Station interconnect. PG&E also maintains a large network of gas gathering lines that link California source gas with our extensive distribution network at a number of interconnection points.



The Transportation Paths

Transportation on Pacific Gas and Electric Company's system is receipt- and delivery-point specific. For this reason, you will need to establish separate transportation exhibits to your Gas Transmission Service Agreement (GTSA) before nominating on a given path. For example, if you wish to nominate gas received from the GTN system at Malin to an on-system end-use customer, you must first contract for on-system delivery capacity on the Redwood path. To deliver gas from Malin to Kern River Station for ultimate off-system delivery, you would contract for off-system delivery capacity on the Redwood path. The illustration below shows the receipt points associated with each transportation path. Delivery points for each path are either on-system or off-system and must be specified in your transportation exhibit.

RECEIPT POINTS \ DELIVERY POINTS	Onyx Hill	Malin	Citygate	Storage	Kern River Station	Freemont Peak	Daggett	Essex	Topock North and South
Onyx Hill		OFF	ON	ON	OFF	OFF	OFF	OFF	OFF
Malin	OFF		ON	ON	OFF	OFF	OFF	OFF	OFF
Citygate	OFF	OFF		ON	OFF	OFF	OFF	OFF	OFF
Storage	OFF	OFF	ON		OFF	OFF	OFF	OFF	OFF
Kern River Station	OFF	OFF	ON	ON		OFF	OFF	OFF	OFF
Freemont Peak	OFF	OFF	ON	ON	OFF		OFF	OFF	OFF
Daggett	OFF	OFF	ON	ON	OFF	OFF		OFF	OFF
Essex	OFF	OFF	ON	ON	OFF	OFF	OFF		OFF
Topock North and South	OFF	OFF	ON	ON	OFF	OFF	OFF	OFF	
California Gas Production	OFF	OFF	ON	ON	OFF	OFF	OFF	OFF	OFF

When you use PG&E's Citygate (the interconnection between the backbone and the local transmission and distribution systems), a Golden Gate Market Center Citygate account, third party storage, or PG&E storage as a receipt point, you will use the Mission path for your nomination. It is important to note that transporting gas between any of these points requires a Mission path transportation contract. For instance, if you are taking a lend from a Golden Gate Market Center Citygate account and wish to transport gas to an end-use customer on the PG&E system (via the PG&E Citygate), you will need a Mission to on-system transportation exhibit. If you would like to transport gas from any of these receipt points to an off-system destination (such as a Kern River Station downstream TSA), you will need a Mission to off-system transportation exhibit.



Two The Nomination Process

Before you make nominations on the PG&E system, you will need a 4-digit Customer Code and User ID to access INSIDE*tracc*. These will be assigned to you after you have signed a GTSA contract with appropriate exhibits specifying the path or paths on which you wish to transport gas. If you have not nominated on the PG&E system before, please read the following section. If you already have a Customer Code and User ID, please skip to the section titled "General Guidelines."

New Customers

Before nominating on the PG&E system, you must have established credit worthiness with PG&E and submitted an Electronic Commerce System (ECS) User Agreement to California Gas Transmission. During this process you will be assigned a 4-digit Customer Code for use with INSIDE*tracc*.

Once an executed ECS agreement is in place, you must contact a California Gas Transmission Account Manager to complete and sign a Gas Transportation Service Agreement (GTSA) and any appropriate exhibits.

CGT Account Managers can help you with the requirements for creditworthiness, the ECS agreement, and your GTSA.

You will also need to request access for INSIDE*tracc*. Full instructions for requesting access can be found on CGT's Pipe Ranger website by downloading Accessing INSIDE*tracc* (PDF) found under the ***Resource Files*** section.

Once you have logged on to INSIDE*tracc* with your User ID and password, you will have access to only those nomination options and reports specifically linked to your Customer Code.

The Pipe Ranger New to CGT Web page is an excellent source of material for new customers interested in moving gas on PG&E's pipeline system.

General Guidelines

The receipt volume, for nominations that require transportation on the PG&E backbone system or local transmission and distribution system, must be greater than the actual delivered volume to account for shrinkage. Shrinkage is a generic term used to describe the gas PG&E uses as fuel in the transportation of your natural gas and also applies to any gas that may be lost and unaccounted for between receipt and delivery points. For specific shrinkage rates, please refer to the shrinkage entry in the Glossary of Terms (pg. 107 of this document). All nominations are submitted to PG&E in Dekatherms (Dth).

Matching Nominations

If your nomination involves a change of ownership say, from you to another entity that you do not represent, the other party involved in the nomination must submit a matching nomination. This matching nomination is the other party's confirmation that the transaction is valid. For instance, if you nominate gas from your receipt pool to another party's receipt pool, the other party must submit a matching nomination.

Transactions do not require matching nominations when they (a) do not involve a change in ownership, or (b) are between two parties for which you are the authorized agent. An example of such a transaction is

nominating from your receipt pool to your delivery pool. In this case, you are both the buyer and the seller in the transaction, and it is considered matched because it is a one-party nomination.

Please note that matching nominations are required within each nomination cycle. If you make a nomination during the Evening cycle, a matching nomination will also need to be made in the same cycle by the other party involved in the nomination. If a required matching nomination is not made, the nomination will not be confirmed.

Nominations are only considered to be matched if the following seven items are in agreement: Start Date, End Date, Seller Code, Buyer Code, Source ID, Dest ID and Package.

∫ NOTE: Volumes are NOT required to match between two nominations. If two nominations agree on the seven unique fields listed above, but not on volume, then the nominations will be matched, but only the "lesser of" volume will be confirmed.

Similarly, if the date ranges (Start Date and End Date) of the two nominations overlap but are not identical, the nominations will only be partially matched. For example, Shipper A enters a nomination for the first half of the month with a start date of 1/1 and an end date of 1/15. Shipper B submits a nomination with a start date of 1/1 and an end date of 1/10. Only the nominations with end dates through 1/10 will show as being matched to both parties.

The Match process runs automatically every 5-7 minutes for both the current gas day and tomorrow's gas day. The Match process begins matching nominations for tomorrow's gas day at midnight of today's gas day.

∫ NOTE: The Match process does NOT run automatically for nominations whose start date is more than one day in the future.

The match status of the nomination can be seen in the Match Column of the *Query/Copy Unprocessed Noms* screen. If the Match process has not yet run in the time since the nomination was entered, then that nomination will show a blank in the Match column and you'll need to wait 5-7 minutes before re-querying the screen. If the match process has run, the Match column for that nom will show either:

- **Yes** - the nomination is matched
- **No** - the nomination is not matched
- **Part** - the date ranges (Start and End Date) of the two nominations overlap but are not identical

The Match column is sortable by clicking on the header, which allows you to see at-a-glance all the nominations which remain unmatched.

Nominations from Non-PG&E Customers

Non-PG&E customers cannot enter nominations in INSIDE*tracc*. A non-PG&E customer who owns a TSA can permit a PG&E customer to enter the TSA in INSIDE*tracc* and nominate under their TSA.

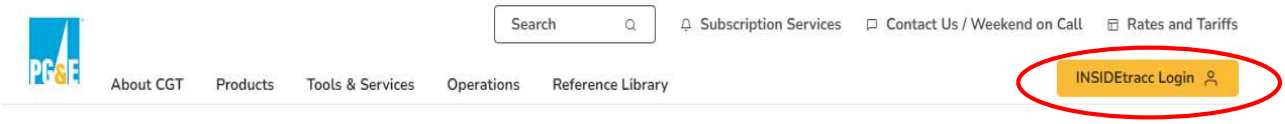
Electronic Nominations Using INSIDE*tracc*

INSIDE*tracc* is a tool which enables a customer to nominate gas to flow on PG&E's pipeline system. Making your nominations through INSIDE*tracc* not only gives you maximum control in managing your nominations but also provides you with a variety of important and timely information.

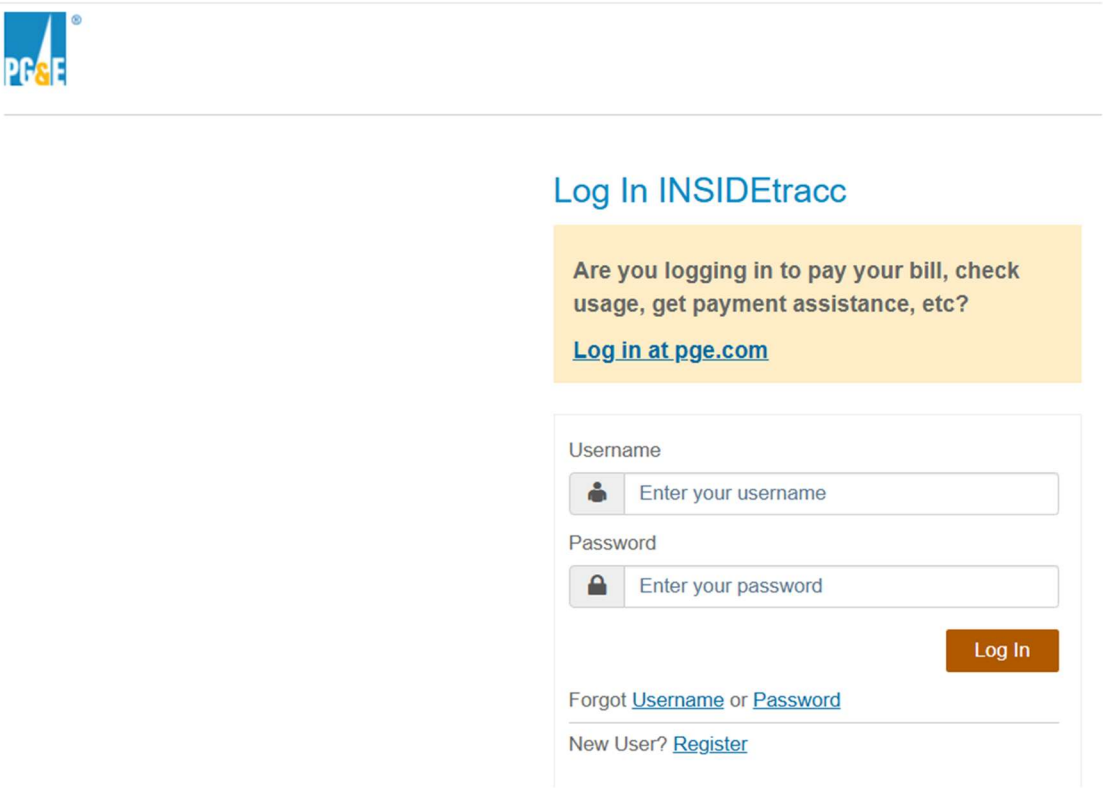
In certain emergency circumstances, customers may e-mail their spreadsheet of nominations to PG&E. In these situations, nominations must be received by PG&E at least one-half hour prior to the nomination deadline. PG&E schedulers process these nominations on a “best-efforts” basis only. PG&E’s standard nomination form ***Gas Transportation Nomination Form (XLS)*** is required, and available on PG&E’s Pipe Ranger web site in the ***Reference Library →Agreement and Forms*** section. Nomination spreadsheets may be e-mailed to PGEScheduling@pge.com.

Launching the INSIDE*tracc* Application

From the Pipe Ranger website home page (https://www.pge.com/pipeline/en.html), click on the INSIDE*tracc* Login in the top right corner. This will bring you to the PG&E authentication login page.



Enter your INSIDE*tracc* Username and Password, then click **LOG IN**. If you do not currently have an INSIDE*tracc* Username and Password, click the "***Register***" link and follow the sign-up instructions.



NOTE: After five (5) tries with an incorrect password, the authentication process will automatically lock you out of the system for a minimum of 15 minutes. CGT strongly recommends clicking the link to have a new password sent to you after three (3) incorrect tries to prevent being locked out of the system.

Logging On

Once you have successfully logged on, the Main GTS/INSIDE*tracc* home page will appear.

The home page is your point of entry to the numerous features available through INSIDE*tracc*. The top navigation menu has options for Dashboard, Nominations, CPBA, Usage, Balancing, Contracts, Customer, Reports, Pipe Ranger, and Logout. These options are available throughout the system.



- **Dashboard** functions as the landing page you'll see upon logging in to INSIDE*tracc.* It contains widgets which allow customers a quick glance at pertinent information such as: Cycle Status, Nomination Deadline, GBAL Imbal Trades, Unmatched Noms, OFO/EFO Event, Contract Limit, Pool Imbalance, and Cuts. This the widgets within the page are all customizable.
- **Nominations** menu allows you to import, create or edit all nominations entered in PG&E's system, create or modify TSAs and view notifications, nomination deadlines, or pipeline information by path or interconnect.
- **CPBA menu** allows you to query CPBA meter contracts or query meter data by CPBA.
- **Usage menu** shows NBAA or end-use customer usage associated with your customer code.
- **Balancing menu** screens help manage Imbalance Trading.
- **Contracts menu** allows you to query information on the various contracts associated with your Customer Code,
- **Customer menu** gives you access to view-only information about your company and contacts for PG&E's California Gas Transmission, as well as credit exposure information based on your contracts with CGT.
- Select **Reports menu** to see your INSIDE*tracc* report selections, print reports, or view report lock/unlock status.
- **Pipe Ranger** will open a separate window for the *Pipe Ranger* website, and
- **Logout** will log you out of INSIDE*tracc*.

*More information on Imbalance Trading can be found in the Imbalance Trading User Documentation located under the **Tools & Services →Imbalance Trading** link on Pipe Ranger*

These three links will appear at the bottom of each screen:

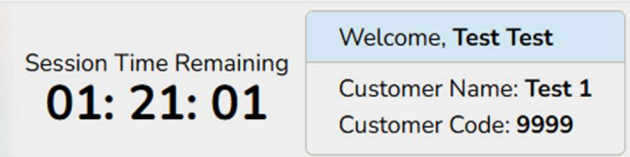


- **My Account** – This link will take you to a page showing your account information as created in the PG&E authentication process.
- **About INSIDE*tracc*** – This link will show information about the current version of INSIDE*tracc*.

- **Home** – This link will take you to the home page of INSIDE*tracc* from any screen.

After two hours of inactivity, you will be logged off the system. Following two hours of activity, you will be prompted to re-enter your logon information. Once you have re-entered your logon information, you will be returned to the screen you were using.

A countdown timer appears in the INSIDE*tracc* header indicating the hours, minutes and seconds remaining before you are logged off. Additional "reminder windows" will also pop up when you have 20 minutes and 5 minutes of your session remaining.



Logging Off

To log off, use the following procedure:
To keep a *Pipe Ranger* window open, select *Pipe Ranger* from the top navigation bar, which will open up Pipe Ranger in a new browser window.
Re-select the INSIDE*tracc* application and select Logout from the top navigation bar.
From the logout screen, click CONTINUE to be directed to the www.pge.com site, or close the window with the X in the upper right corner.



You are now properly logged off.

NOTE: Always end your INSIDE*tracc* session by logging off. Please do not move to another application without logging off first.

Changing Your Password

You may change your Password from the PG&E authentication logon screen. CGT recommends the following guidelines be used when changing passwords:

- Set length to be at least eight characters
- Include a mix of numbers, characters, uppercase and lowercase letters, with letters mixed
- Do not form recognized words
- Use a number at the beginning or end

To change your password:

- From the authentication logon screen, click the "Forgot your password?" link to have a temporary password sent to you
- Logon with the temporary password; you will be asked to change your password at that time.

The system will record your new password, and the INSIDE*tracc* home page will appear.

NOTE: Passwords are C8sE Sens1TivE.

Minimum System Requirements

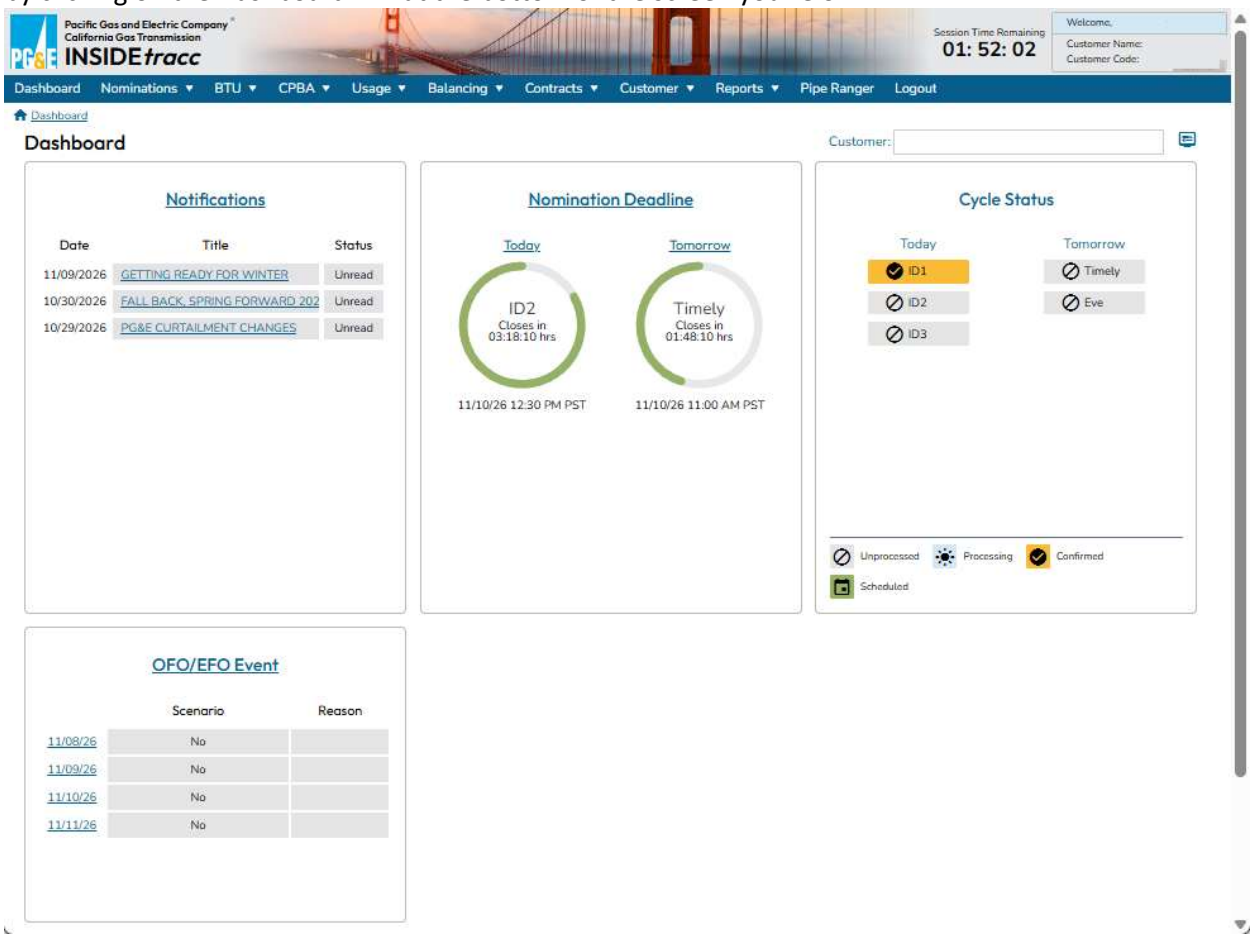
Software

The following browsers are supported for INSIDE*tracc* use:

Browser	Supported Versions
Chrome	2 most recent versions
Firefox	latest and extended support release (ESR)
MS Edge	2 most recent major versions
Safari	2 most recent major versions

Dashboard Screen

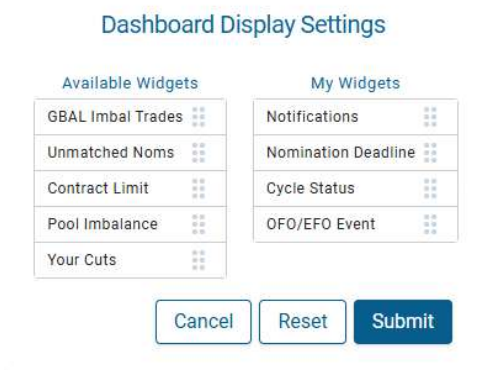
The Dashboard screen is the de facto landing page of INSIDE*tracc* when the user first logs in. It is customizable to the specific login ID of the user. You can return to this screen from anywhere in INSIDE*tracc* by clicking on the Dashboard link at the bottom of the screen you're on.



There are 8 widgets available to display on this screen which can be accessed by clicking on the small monitor icon in the upper right corner.

Doing so produces a pop-up box containing a list of all available widgets from which the user can not only choose to display (or not) by dragging them by the grip edge (image of six dots) to the desired side (*My Widgets* vs *Available Widgets*) but may ALSO change their location on the screen by dragging their positions up or down on the *My Widgets* side.

Clicking on any hyperlink in any widget will automatically take the user to the appropriate screen.



Nomination Timelines

There are five nomination cycles for which you may make nominations for each gas day: Timely, Evening, Intraday 1, Intraday 2 and Intraday 3. Nomination deadlines are exact. Processing intervals are approximations. **Please note that all times are Pacific Time.**

TIMELY NOMINATIONS

Submitted (day before)	No later than 11:00 a.m.
Confirmed	By 2:30 p.m.*
Scheduled	By 3:00 p.m.**
Flow will be effective	7:00 a.m. the following day

EVENING NOMINATIONS

Submitted (day before)	No later than 4:00 p.m.
Confirmed	By 6:30 p.m.*
Scheduled	By 7:00 p.m.**
Flow will be effective	7:00 a.m. the following day

INTRADAY 1 NOMINATIONS ***

Submitted (on gas day)	No later than 8:00 a.m.
Confirmed	By 10:30 a.m.*
Scheduled	By 11:00 a.m.**
Flow will be effective	12:00 noon the same day

INTRADAY 2 NOMINATIONS ***

Submitted (on gas day)	No later than 12:30 p.m.
Confirmed	By 3:00 p.m.*
Scheduled	By 3:30 p.m.**
Flow will be effective	4:00 p.m. the same day

INTRADAY 3 NOMINATIONS ***

Submitted (on gas day)	No later than 5:00 p.m.
Confirmed	By 7:30 p.m.*
Scheduled	By 8:00 p.m.**
Flow will be effective	8:00 p.m. the same day

- -

* *PG&E will attempt, but cannot guarantee, delivery of the Customer Nomination/PG&E Confirmation (100) Report by the times shown (gas Rule 21)*

** *PG&E will attempt, but cannot guarantee, delivery of the Customer Nomination/PG&E Scheduled Volumes (110) Report by the times shown (gas Rule 21)*

*** *For Intraday nominations, you will not be able to reduce your scheduled volume below the amount that has already flowed*

To flow gas on the PG&E system, begin by entering a nomination. A nomination is a request to move gas on the PG&E system and may be made for any of the five nomination cycles. Timely nominations may be made in advance for days, weeks, or months at a time. However, your nomination will not be processed by PG&E until the Timely nomination period for the start date of the nomination (the day prior to gas flow day).

Timely Nominations

On any day prior to gas flow, Timely nominations may be submitted. Timely nominations must be received by 11:00 a.m., Pacific Time. Usually, by 12:00 p.m. PT, confirmed volumes are available through INSIDE*tracc*. If sufficient capacity is not available to confirm all nominations received, capacity is allocated according to priority rules established in our tariff. By 3:00 p.m. PT the same day, scheduled volumes are available through INSIDE*tracc*. In most cases, these volumes will match the volumes confirmed earlier in the cycle. However, should an interconnecting pipeline schedule less than what was confirmed on the PG&E system, your nomination will be cut accordingly.

Evening Nominations

Evening nominations are due by 4:00 p.m., Pacific Time on the day prior to gas flow. Evening nominations are subject to available capacity following the Timely nominations cycle. Confirmed volumes are typically available through INSIDE*tracc* by approximately 5:00 p.m. PT and scheduled volumes are available at approximately 7:00 p.m. PT.

Intraday Nominations

There are three Intraday nomination cycles. Intraday 1 nominations are due by 8:00 a.m. Pacific Time the day of gas flow. Confirmed volumes are usually available by 9:00 a.m. PT and scheduled volumes are available by 11:00 a.m. PT. Intraday 2 nominations are due by 12:30 p.m. PT. Confirmed volumes are typically available by 1:30 p.m. PT and scheduled volumes are available by 3:30 p.m. PT. Intraday 3 nominations are due by 5:00 p.m. PT. Confirmed volumes are available by 6:00 p.m. PT and scheduled volumes are available by 8:00 p.m. PT.

If you wish to reduce a nomination for any of the three Intraday nomination cycles, the volume to which that nomination can be reduced will be calculated according to Elapsed Prorata Scheduled Quantity (EPSQ) rules. Essentially, this calculation determines what portion of your nomination has already flowed at the time you wish to reduce it. If you wish to reduce a nomination for an Intraday nomination cycle, your minimum volume is calculated as follows:

Intraday 1 =	**Evening Scheduled Volume**	**x**	**5* / 24****
Intraday 2 =	**ID1 EPSQ**	**+**	**[(ID1 Scheduled Volume – ID1 EPSQ) x 4* / 19**]**
Intraday 3 =	**ID2 EPSQ**	**+**	**[(ID2 Scheduled Volume – ID2 EPSQ) x 4* / 15**]**

* Hours of flow since last cycle
** Hours remaining in the gas day

The EPSQ field, found in the *Replace Volume or Rank* screen, will show the minimum volume for your nomination, if applicable. If the volume you input is less than the elapsed prorated volume, INSIDE*tracc* will display a pop-up window with the minimum volume required. You will then need to re-input a volume that is equal to or greater than the minimum volume. Please find additional information regarding EPSQ in the Elapsed Pro Rata Scheduled Quantity section of this document.

Advance Nominations

INSIDE*tracc* allows users to place nominations for all or part of the contract period outlined in your specific GTSA exhibit. You may establish an end date for your nomination as far in the future as the expiration date of your GTSA exhibit. Additionally, once you have a valid GTSA exhibit in place, you may make your Timely nominations at any time prior to the nomination deadline for a desired start date. Evening and Intraday nominations cannot be entered in advance.

Nominations – Data Field Overview

Here is a brief overview of the required data fields necessary for an INSIDE*tracc* nomination. Fields listed in bold are considered unique fields for each nomination and must be identical between nominations for those nominations to match.

- **Customer Code**: A 4-digit code assigned to you by PG&E's CGT. (This code defaults to your code once you log in to INSIDE*tracc* and cannot be changed.)
- **Start Date**: The beginning date to flow gas on PG&E's system.
- **End Date**: The ending date to flow gas on PG&E's system.
- **Create Source TSA**: A new source contract of gas, previously unused in CGT's INSIDE*tracc*.
- **Source ID**: The pool or contract from which the gas originates.
- **Rcpt Pt**: The receipt point at which gas will enter PG&E's system.
- **Seller Cust Code**: The 4-digit customer code assigned to your counterparty.
- **Package**: An *optional* field that can be used to help differentiate nominations.
- **Srce Rank**: A number between 1 (highest priority) and 99 (lowest priority) used to prioritize your source gas in case of constraints (*additional details follow regarding ranking*).
- **Create Dest TSA**: A new destination contract of gas, previously unused in CGT's INSIDE*tracc*.
- **Dest ID**: The pool or contract where the gas is going.
- **Delv Pt**: The delivery point at which gas will leave PG&E's system.
- **Buyer Cust Code**: The 4-digit customer code assigned to your counterparty.
- **Dest Rank**: A number between 1 (highest priority) and 99 (lowest priority) used to prioritize your destination/market gas in case of constraints (*additional details follow regarding ranking*).
- **Transp ID**: The transportation exhibit to be used when gas flows between two interconnect points (e.g., Malin to Citygate).
- **Rec Vol (Dth)**: Volume of gas for delivery, prior to any shrinkage.
- **Del Vol (Dth)**: Volume of gas for delivery, after shrinkage.

Nomination Ranking

Ranking your nominations correctly in INSIDE*tracc* is critical to ensuring your gas flows according to your priority. As a Buyer, your Source ranking helps determine which of your suppliers has the highest priority for you. As a Seller, your Destination ranking helps determine which of your markets will be allocated their gas first.

Nominations are ranked from 1 (highest priority) to 99 (lowest priority) to assign preference or importance to the nominations in the event there are cuts due to capacity constraints, or lack of supply or market. These rankings can be changed on any nomination, at any time, for any reason throughout the gas day. PG&E's tariff, however, dictates ranking can only be applied among nominations sharing the same service level (Firm vs. As Available) and price.

For example, in the event of capacity cuts during PG&E's processing, an As-Available nomination with a higher rank than a Firm nomination will not flow before that Firm nomination, even though you assigned it a higher rank. This is because PG&E's tariff mandates that Firm gas must flow before As-Available gas. Similarly, if a customer has two As-Available nominations with different prices, the lower-priced nomination will not flow before the higher-priced nomination even if it has a higher rank. For any nominations having identical rankings (within the same service level and price), cuts will be applied prorata.

If a customer enters a new nomination later in the gas day and assigns it a higher rank than one or more of the existing nominations (having the same service level and price) that are already flowing, then the gas for that new nomination will flow before the existing nomination(s) to the extent possible, and where the gas from the existing nomination(s) has not already flowed and Elapsed Pro rata Scheduled Quantity (EPSQ) is not in play.

If a new nomination is entered with the intent that it flows in place of an existing nomination, it is recommended that the user not de-schedule the original, existing nomination or else risk losing their space on the pipeline. Instead, allow INSIDE*tracc* to re-allocate the gas based on the user's rankings.

See Appendix E for detailed examples.

Golden Gate Market Center Nominations

The Golden Gate Market Center offers storage, parking and lending services. Because each of these transactions may require two nominations, market center nominations can be more complex than other nominations.

Storage Nominations

Although storage nominations are handled similarly to other nominations on the PG&E system, nominations into and out of storage are treated as two distinct transactions. A GTSA storage exhibit is required for each nomination, and a charge may be incurred for each transaction. A shrinkage charge may also apply to the nomination.

Parking and Lending Nominations

The Golden Gate Market Center offers transaction locations at the PG&E Citygate, and at each of the interconnecting pipeline locations: Malin, Onyx Hill, Kern River Station, Daggett, Topock North/South, and Freemont Peak. A nomination into or out of a Golden Gate Market Center exhibit requires the use of an appropriate transportation contract depending on its combination of source and destination locations. The following table indicates whether transportation applies.

Transaction	Source	Destination	Same Location?	Transportation Requirement
Park or Repay	Upstream TSA	GGMC Exhibit	Yes	Yes; path specific
Park or Repay	Upstream TSA	GGMC Exhibit	No	Yes; path specific
Unpark or Lend	GGMC Exhibit	Downstream TSA	Yes	Yes; path specific
Unpark or Lend	GGMC Exhibit	Pool	No	Yes; path specific
Unpark or Lend	GGMC Exhibit	Downstream TSA	No	Yes; path specific

In summary, remember the following when making park and lend nominations:

- Transactions between a Market center Citygate account and an on-system destination (via Citygate) require a Mission-on contract.
- Transactions from a Market center Citygate account to an off-system destination at the same location require a Mission-off contract.

Market center transactions that require a transportation exhibit have the same transportation priority as any other nomination. Shrinkage for market center transactions is applied according to the transportation exhibit used in the transaction.

For sample Golden Gate Market Center nominations, please refer to Appendix B.

Bumping

Bumping is the process in the Evening, Intraday 1 and Intraday 2 nomination cycles where a new FIRM nomination can supersede an As-Available nomination already scheduled in a previous cycle. Bumping occurs when the total requested nominated volume is greater than the available capacity at an interconnect or on a transportation path.

Bumping will occur in the Evening, Intraday 1 and Intraday 2 nomination cycles, and can affect nominations back to the Timely cycle. As-Available nominations will be bumped by price to allow Firm gas to flow, starting in the nomination cycle prior to the current cycle, and working back through each subsequent cycle.

Points to Remember:

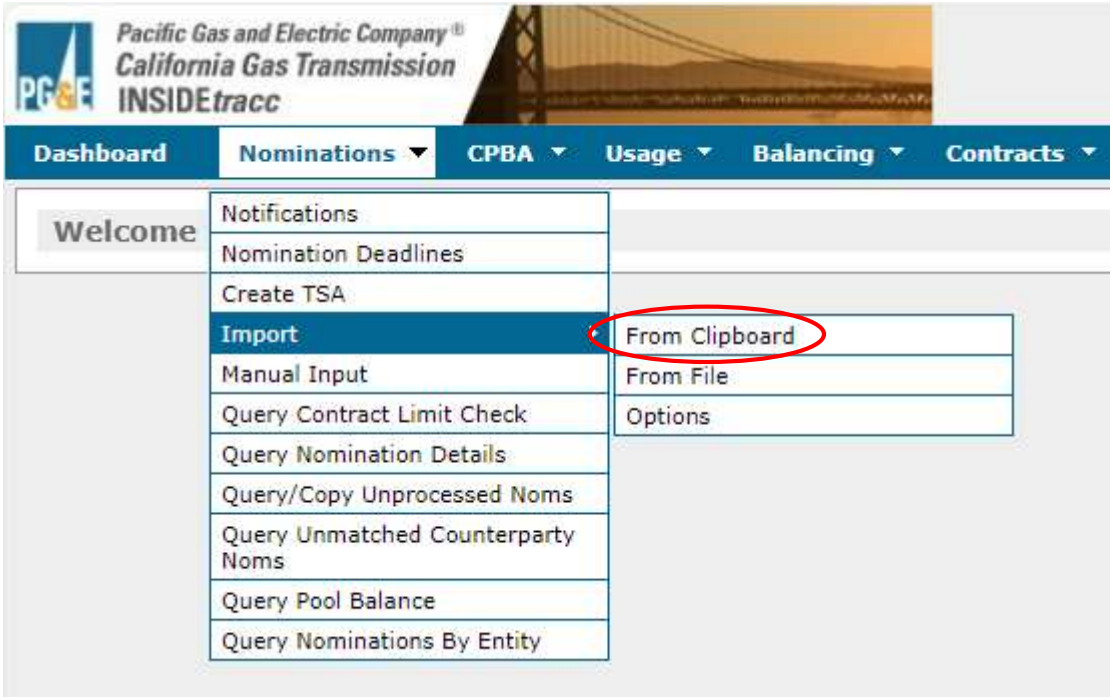
- All As-Available nominations will be bumped first, within cycles, by price.
- As-Available nominations will NOT bump Firm nominations.
- If all nominated Firm gas cannot flow within the available capacity at an interconnect or on a path, current cycle FIRM nominations will be confirmed pro rata.

Once nominations have been processed, the CGT Gas Scheduling group will unlock the 100 and 110 Reports. Simultaneously, for those customers whose nominations have been bumped, an e-mail will be sent to the Operating Communications and Scheduling role contacts listed in INSIDE*tracc*. Please navigate to INSIDE*tracc*'s *Customer→Query Customer Information* screen, then click the View Contacts/Roles bar on the right-hand side of the screen or contact a CGT Account Manager at 800.343.4743 if you would like to verify your company personnel listed in these roles.

Import Nominations Screens

Imported nominations are entered and submitted to PG&E through the Nominations Import screens. *Import Options (see Appendix A) must be set prior to importing nominations!*

Select ***Nominations→Import*** and then ***From Clipboard*** or ***From File*** to access the import screens.
Select ***Nominations→Import→*****Options** to map nomination information in a user's spreadsheet application to INSIDE*tracc*. This ensures that data is correctly imported and displayed in the import table. *Make sure your Import Options (see Appendix A) are set prior to importing nominations*.



For a step-by-step description of how to enter a nomination manually, please refer to ***The Manual Input Nomination*** section.

NOTE: Most INSIDE*tracc* users import their nominations by using the *Import From Clipboard* option. While the *Import From File* option is also available, importing nominations from the clipboard is the preferred, quickest and easiest way to bring nomination data into the INSIDE*tracc* system.

Import From Clipboard

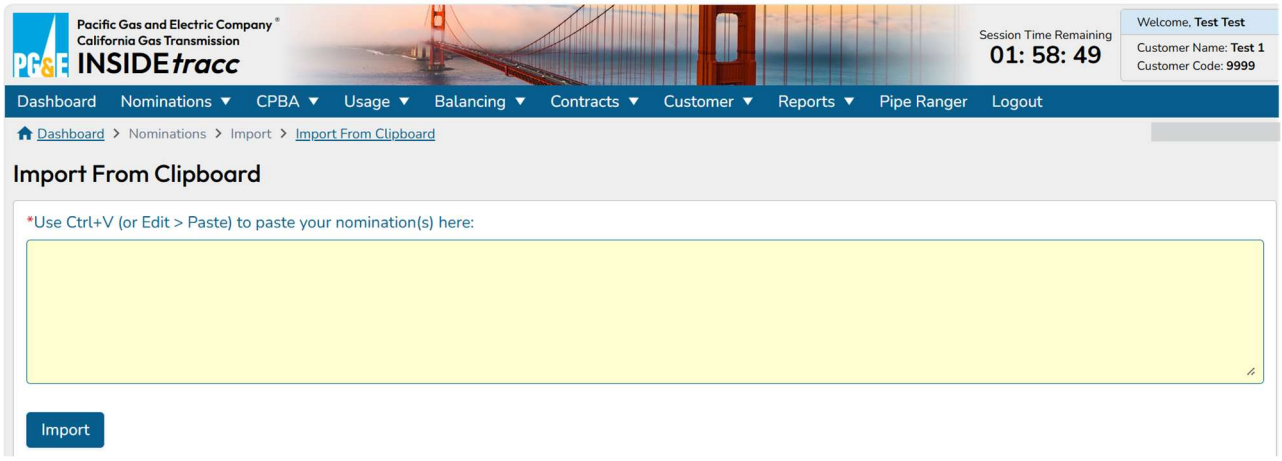
Nominations data maintained on spreadsheets can be imported into INSIDE*tracc* very quickly and easily through the clipboard.

Once your Import Options are set in INSIDE*tracc*, open the spreadsheet containing your nominations. Click and drag with your mouse to select the nominations data, then select Edit, Copy from the Excel toolbar. Your nominations will be copied to the clipboard.

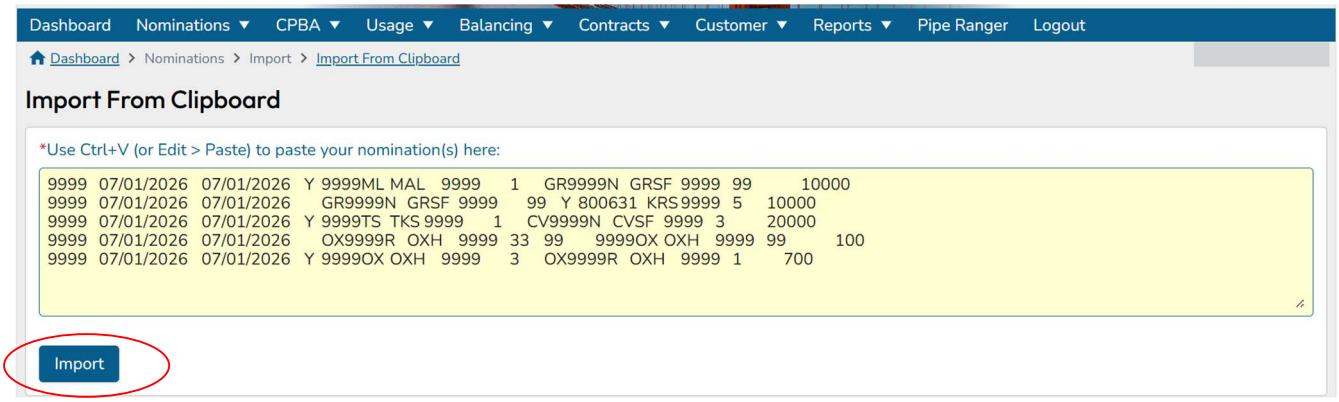
9999	07/01/2026	07/01/2026	Y	9999ML	MAL	9999		1		GR9999N	GRSF	9999	99			10000
9999	07/01/2026	07/01/2026		GR9999N	GRSF	9999		99	Y	800631	KRS	9999	5		10000	
9999	07/01/2026	07/01/2026	Y	9999TS	TKS	9999		1		CV9999N	CVSF	9999	3			20000
9999	07/01/2026	07/01/2026		OX9999R	OXH	9999	33	99		9999OX	OXH	9999	99			100
9999	07/01/2026	07/01/2026	Y	9999OX	OXH	9999		3		OX9999R	OXH	9999	1			700

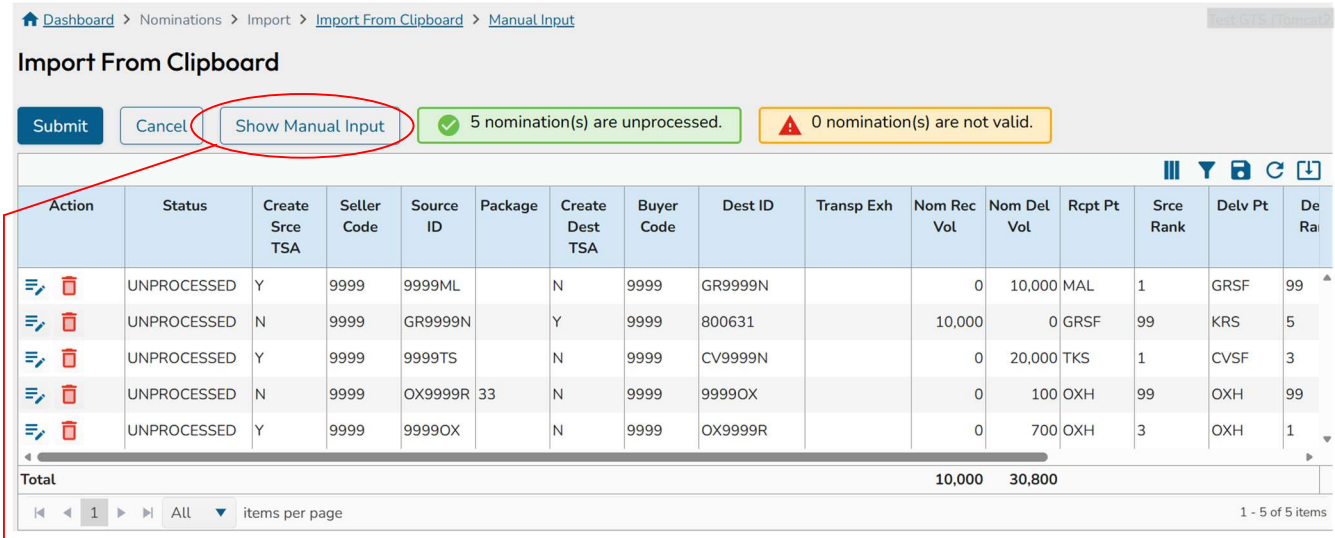
NOTE: Make sure your spreadsheet's columns are formatted as text so that leading zeros are **not** removed (i.e., Transportation Code 0989898 or Customer Code 0001 must retain its leading zero(s) to be valid in INSIDE*tracc*).

Move back to the INSIDE*tracc* application and select Nominations→Import From Clipboard. Place your cursor in the field, then paste your nominations by using Ctrl+V (or Edit, Paste from the browser window).



Your nominations will be copied into the Import screen field. Click the IMPORT button to bring the data into the import table.





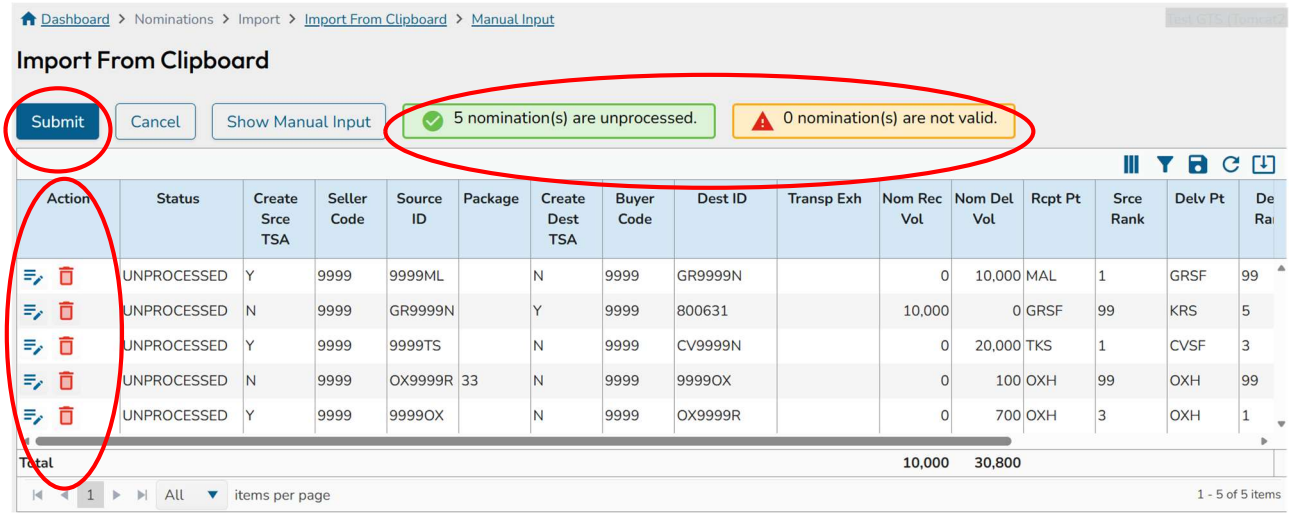
Opens the ***Manual Input*** screen and allows you to add a nomination to the Imported Nominations table using the *Manual Input* screen prior to submitting your nominations.

You will receive a system message regarding successful or invalid nominations data. Imported nominations are color coded as follows:

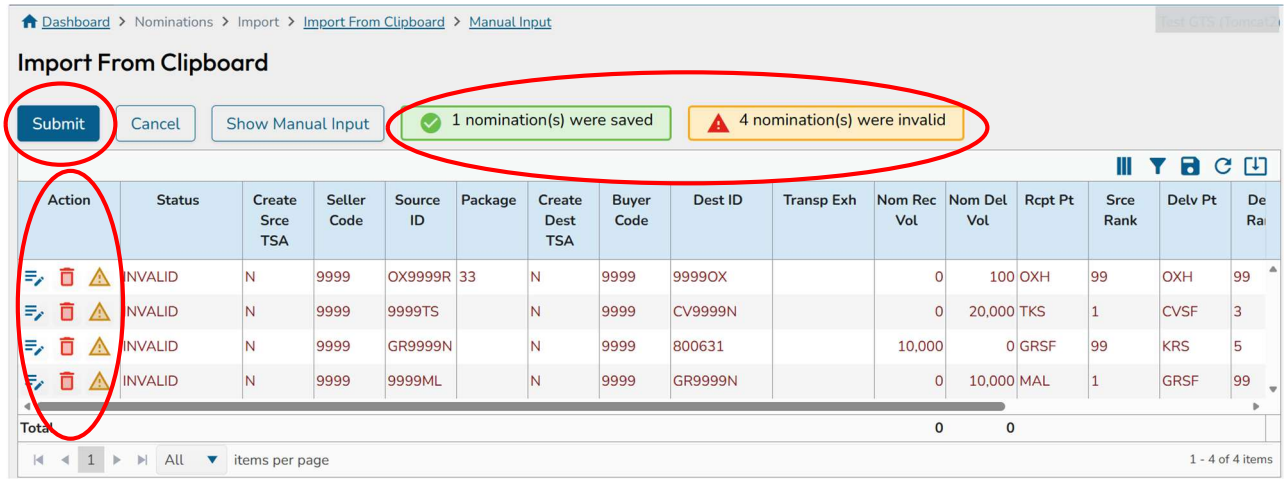
- Black – Unprocessed nominations without errors
- Red – Invalid nominations
- Blue – Unprocessed nominations marked for deletion

Click the Edit icon under the Actions column to correct any invalid nominations or use the red X icon to delete unwanted nominations.

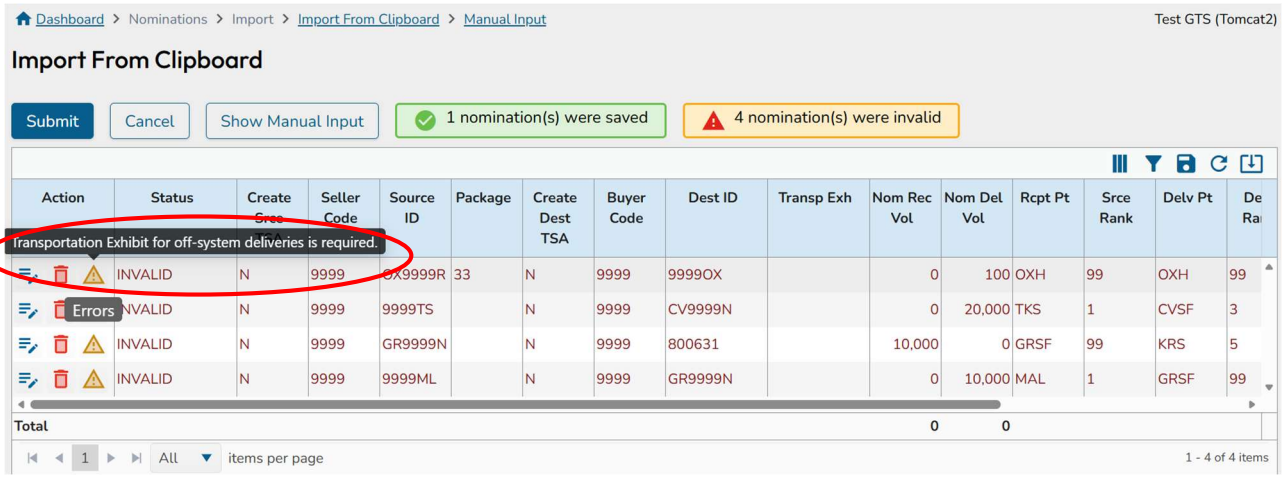
Click the SUBMIT button to submit your nominations to INSIDE*tracc*.



Correct any remaining invalid nominations and re-submit them, OR click the CANCEL button to close the Import From Clipboard screen and remove any remaining nominations in the table.
You will receive system confirmation messages regarding your submitted nominations.



NOTE: A yellow action icon will appear when errors exist for a nomination. Holding your cursor over the triangle will trigger a float over message to appear showing the main error for that nomination.



The Import From Clipboard Nomination Screen Buttons

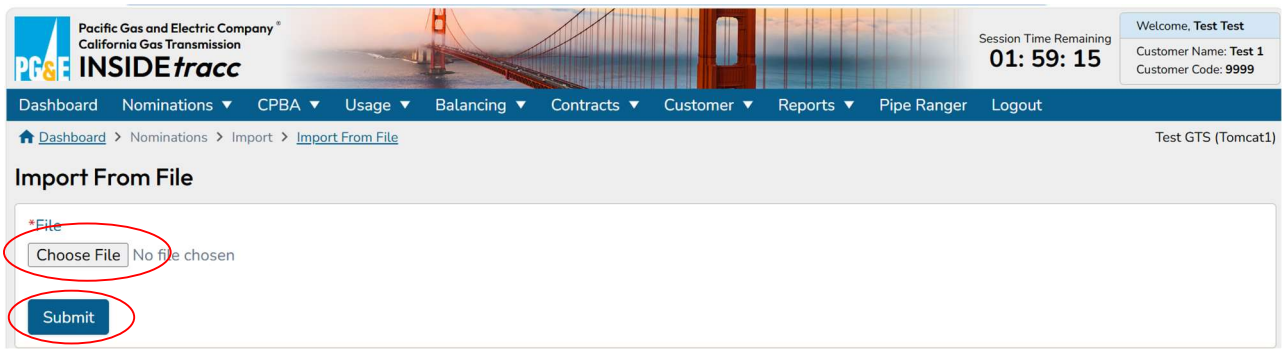
IMPORT	Brings the initial spreadsheet data into the table and designates the status of the nomination(s). Some validation of the data is done at this time.
SUBMIT	Saves the record(s) to PG&E's database and designates the nomination(s) to be processed. Additional validation of the data is done at this time.
CANCEL	Removes any record(s) from the import table and returns the user to the prior INSIDE*tracc* screen.

Import From File

Save your spreadsheet file in a comma delimited or tab delimited format. Most programs allow the user to specify this file format using the Save As option.

NOTE: You must save your file in one of these formats. Spreadsheet programs like Excel add long strings of "control characters" to files to specify formatting, fonts, and formulas. INSIDEtracc does not recognize these control characters, and they will cause the import to fail.

From the Nominations menu, select Nominations→Import→From File, then click CHOOSE FILE to navigate and select the file you want to import. Then click on the SUBMIT button to bring your data into the import table.

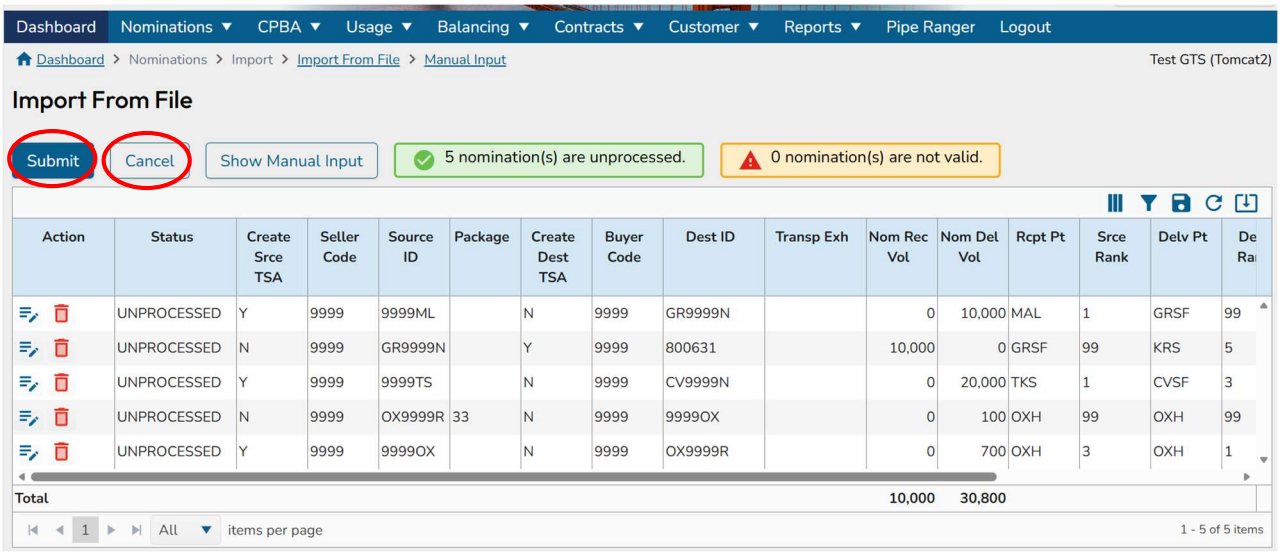


INSIDEtracc imports your data from the file, mapping it, as previously specified in the *Import Options*

screen, into INSIDEtracc's format. Once imported, if you need to modify or delete any noms, follow the instructions in the Import From Clipboard section above.

NOTE: While importing from a file is an option for entering data into INSIDEtracc, importing from the clipboard is the easier, more direct way to import data into the system.

The Import From File Nomination Screen Buttons

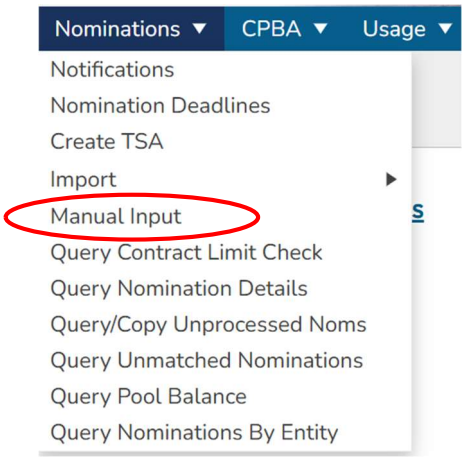


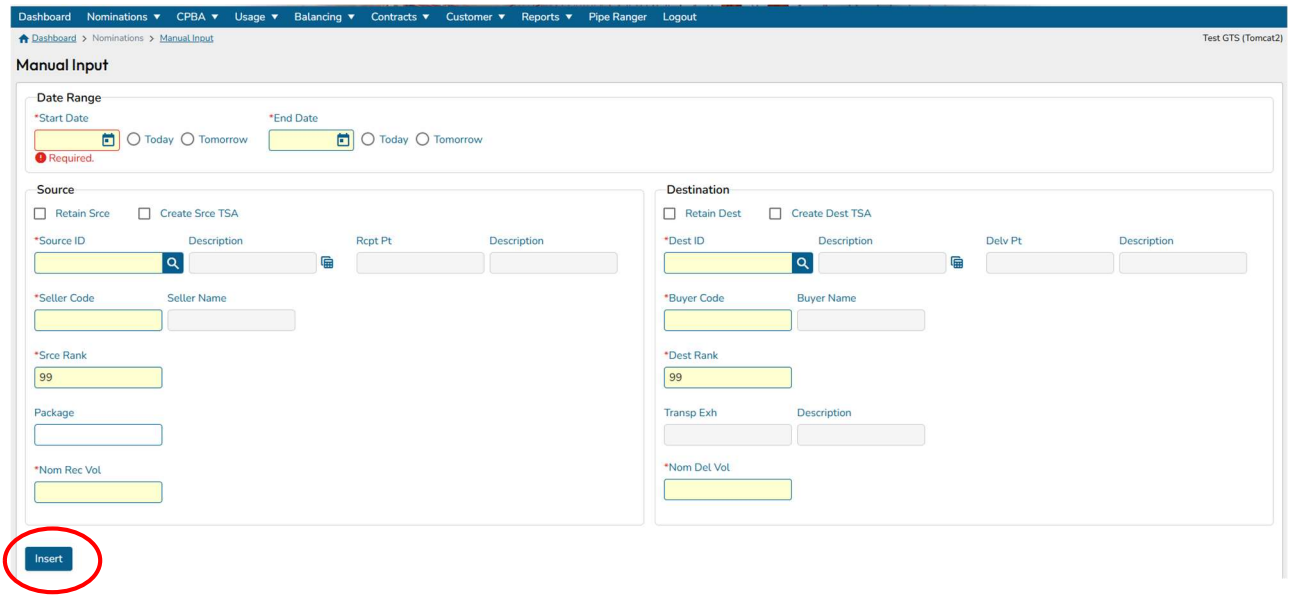
SUBMIT Saves the record(s) to PG&E's database and designates the nomination(s) to be processed. Some validation of the data is done at this time.

CANCEL Removes any record(s) from the import table and returns the user to the prior INSIDE*tracc* screen.

The Manual Input Nomination Screen

To access the Manual Input nomination screen, Select ***Nominations→Manual Input***. This will bring you to the ***Manual Input*** screen.





The Manual Input Screen Buttons

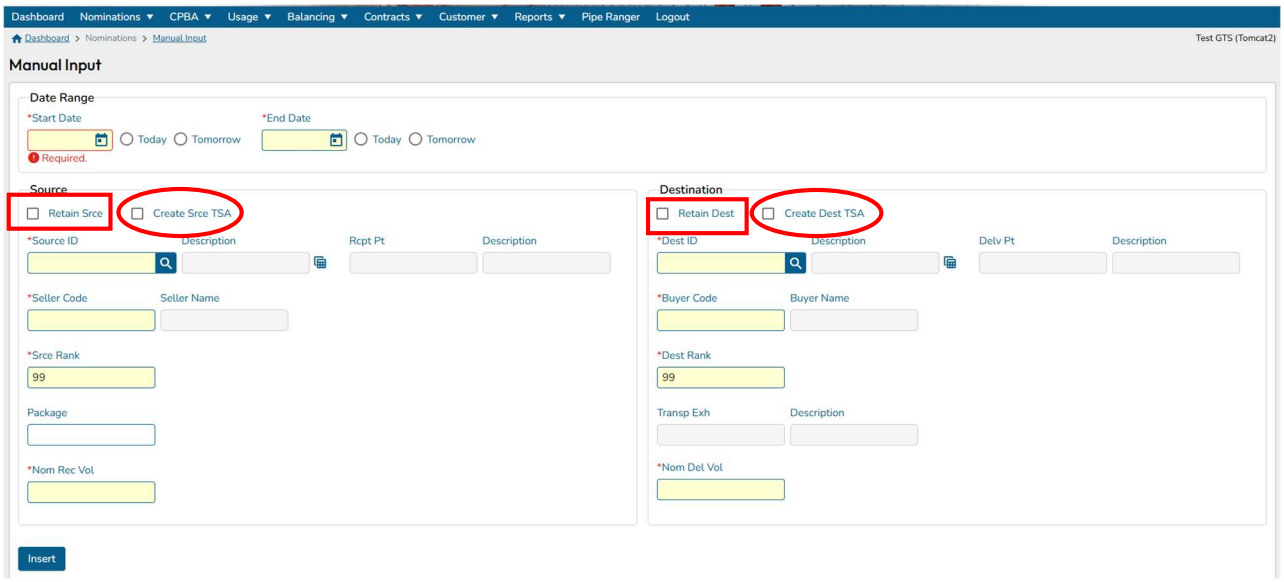
INSERT Inserts the record(s) to the manual input table. Some validation of the data is done at this time

You are now ready to manually enter your nominations. Yellow fields are mandatory and must be filled in. Mandatory fields will change depending on the information entered for any given nomination.

For example, if a nomination is moving gas from a source at one interconnect to a destination at a different interconnect, such as from a pool at Malin to a pool at Citygate, transportation is required and once the ***Source ID*** and ***Dest ID*** fields are entered, the ***Transportation Exhibit*** field will change to yellow and need to be filled in as well.

If you wish to enter multiple noms with either the same source or the same destination, you can click on the ***Retain Source*** or ***Retain Destination*** check box and that information will remain populated after the INSERT button is clicked.

NOTE: Either or BOTH boxes can be checked depending on whether you're entering multiple nominations with the same source, destination or both.

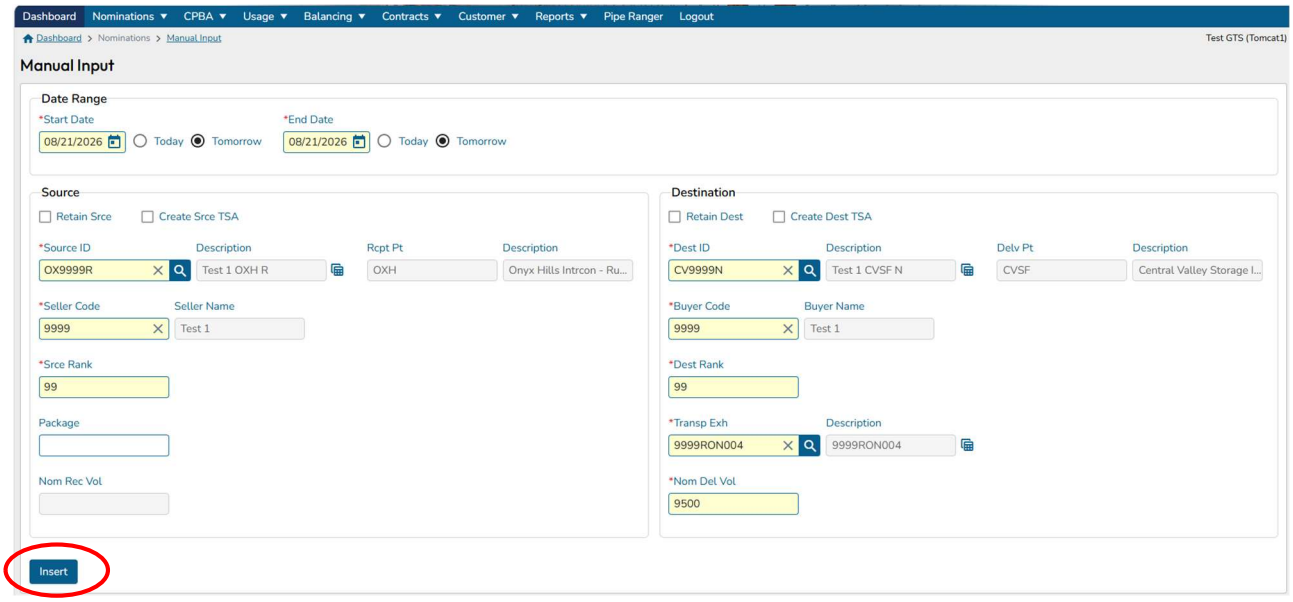


The ***Create Srce TSA*** and ***Create Dest TSA*** check boxes allow the user to create a TSA contract "on the fly" while entering a nomination.

NOTE: If either of these boxes are checked, make sure that only a legitimate TSA contract is entered as a Source ID or Dest ID, and NOT a Pool! Forcing INSIDE*tracc* to create a TSA from a pool can result in your nomination not being picked up during the Confirm process.

The following are the steps required to enter a nomination; this example uses the selection of Retain Destination:

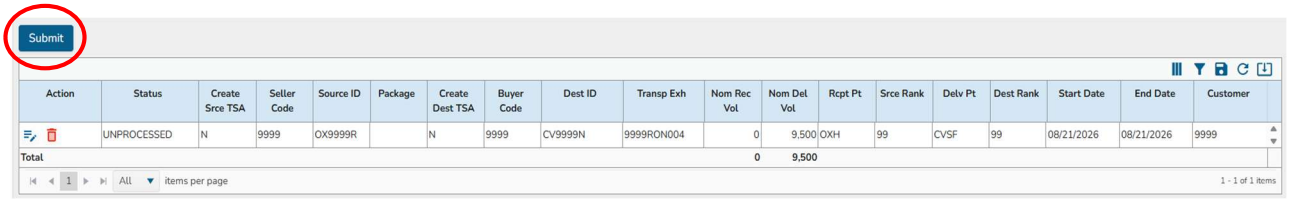
- Enter the **Start** and **End** dates for your nomination.
- Enter the **Source ID**; the Receipt Point will automatically populate based on your Source ID input.
- If desired, enter a package number in the **Package** field.
- If desired, change your source ranking in the **Srce Rank** field from 99 to the ranking of your choice between 1 and 99. The Buyer controls the source ranking.
- Enter the destination ID for your nomination in the **Dest ID** field; the Delivery Point will automatically populate based on your Dest ID input.
- If desired, change your destination ranking in the **Dest Rank** field from 99 to the ranking of your choice between 1 and 99. The Seller controls the destination ranking.
- If required, enter the number of the transportation exhibit you will be using in the **Transp Exh** field (this field will only be enabled, and is required, if your nomination physically moves gas onto the PG&E system from an upstream pipeline, off the system to a downstream pipeline, or moves gas between interconnect points).
- Enter the desired volume for your nomination (in Dth) in the **Nom Rec Vol** or **Nom Del Vol** field (you may only enter either the receipt or delivery volume; INSIDE*tracc* will gray out the field not chosen and calculate the applicable shrinkage rate for the alternate field after the nomination has been processed by PG&E).
- Click on the INSERT button to enter your nomination into the nomination table.
- Repeat the above steps to enter additional nominations into the table.



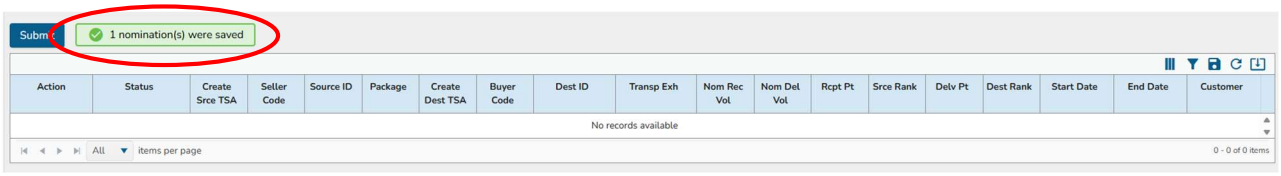
Your nomination(s) will appear in a table below the input fields for your review. The Actions icons on the left allow you to edit or delete nominations from the table. Note that since the Retain Destination box was selected, the Destination fields remain populated.

Once you have reviewed your nominations to ensure they are correct, click the SUBMIT button to send the data to INSIDE*tracc*'s database

NOTE: Once a nomination has been submitted, it cannot be deleted from the INSIDE*tracc* database. If you no longer need/want the nomination, and the cycle deadline has not yet passed, you can resubmit the nomination with a zero volume.



You will receive a system confirmation message regarding your submitted nomination(s).

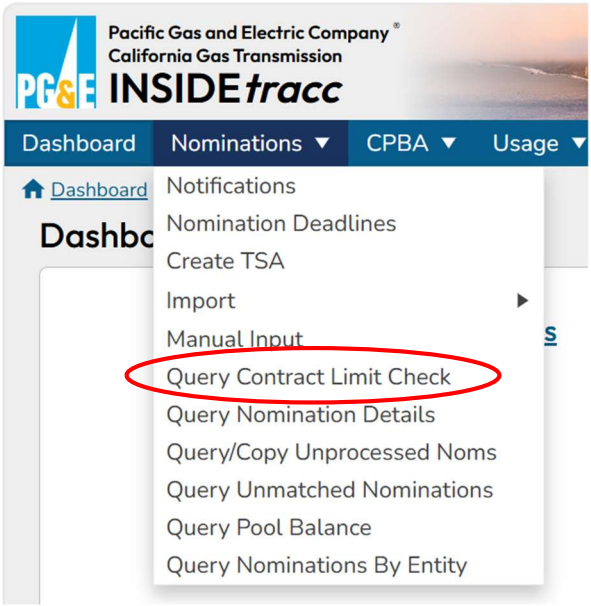


A word about Grid Screens in INSIDEtracc

The Query Contract Limit Check Screen

For any nominations using transportation, storage, park or lend exhibits, the ***Query Contract Limit Check*** screen displays all the MDQs for any exhibits being used by the nominations entered for a specific gas day. The screen shows not only how much has been nominated against that exhibit, but also how much over or under the nominations happen to be against the MDQ limit.

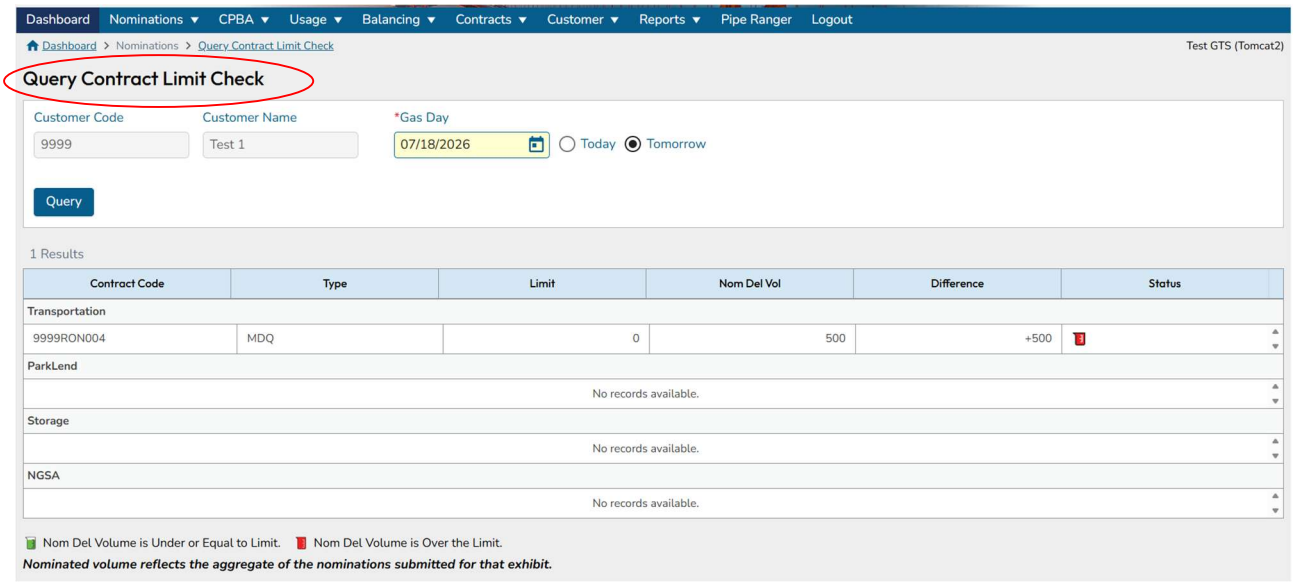
To access the ***Query Contract Limit Check*** screen:
Select **Nominations→Query Contract Limit Check** from the INSIDE*tracc* navigation bar.



Alongside each exhibit being used on a particular gas day is a beaker icon which, like the ***Query Pool Balance*** screen, provides a quick, at-a-glance measure of how much of the exhibit's capacity has been used.

A red beaker means that the exhibit's MDQ has been exceeded, while a green beaker means the nominated volume(s) are still under or equal to the exhibit's MDQ.

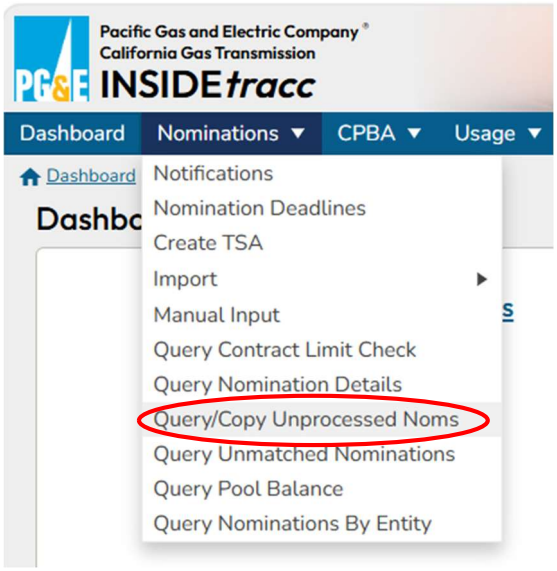
All this information is displayed on the ***Query Contract Limit Check*** screen as soon as the nominations are submitted. If there's a red beaker next to the exhibit, immediate corrective action can be taken to ensure the nomination is under the MDQ, so as to avoid being cut.

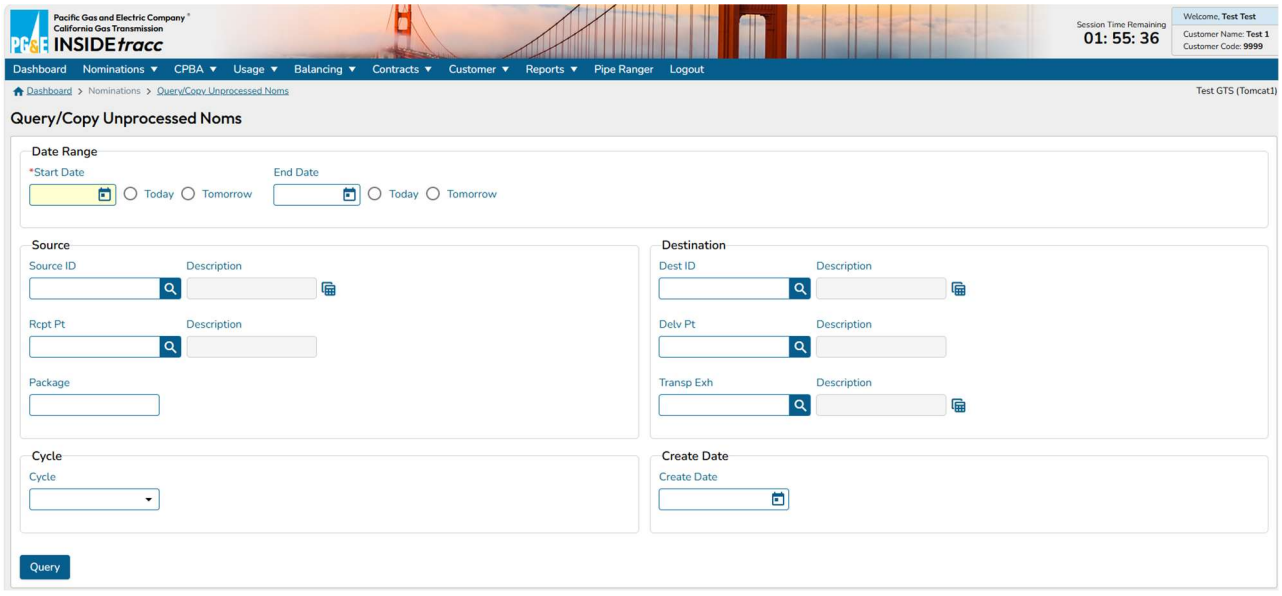


The Query/Copy Unprocessed Noms Screen

After your nominations have been submitted to the PG&E database and *prior to the nomination deadline for that nomination*, you may retrieve them for viewing or modification by using this screen. To access the ***Query/Copy Unprocessed Noms*** screen:

Select ***Nominations →Query/Copy Unprocessed Noms*** from the INSIDE*tracc* navigation bar.





The Query/Copy Unprocessed Noms Screen Buttons



Retrieves all nominations matching the parameters entered.

Query/Copy Unprocessed Noms Parameter Fields

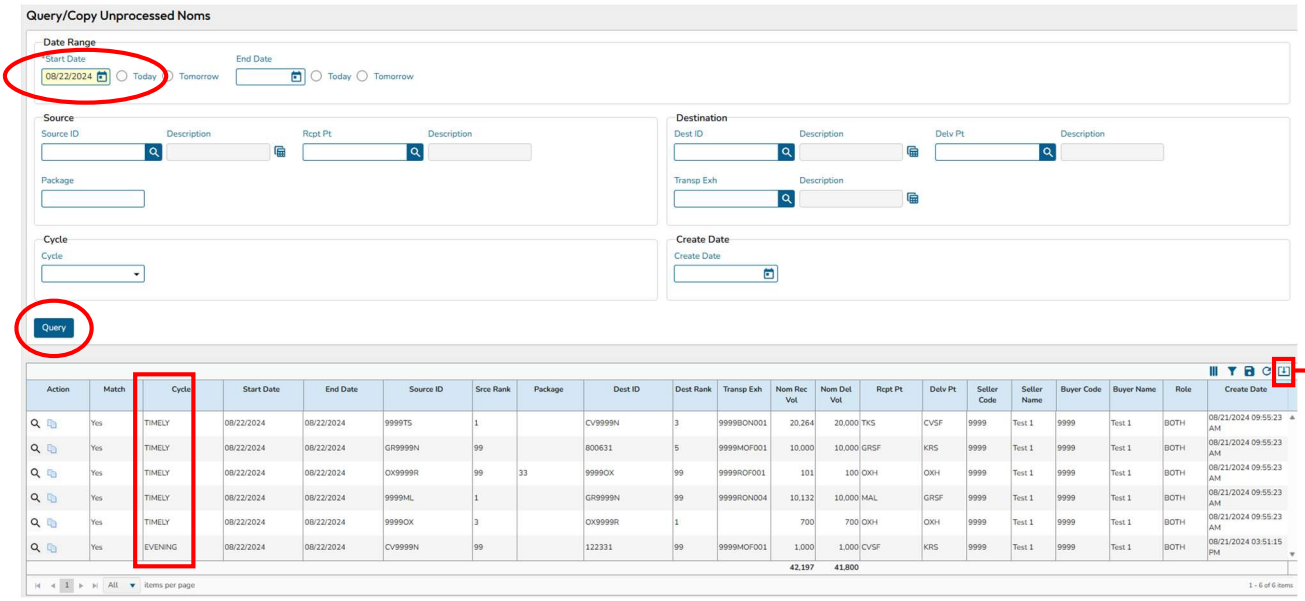
The Query/Copy Unprocessed Noms parameter fields consist of those items by which you may wish to retrieve nominations. The **Start Date** is a required field. Any additional information entered in the additional fields will result in a narrower query, thus targeting more specific nominations.

To retrieve a nomination:

Enter the Start Date for the nomination and any other desired parameters into the additional fields in this screen. By entering additional parameters, you can limit the number of nominations that will be retrieved.

Click on the QUERY button. All nominations matching the parameters you have entered will populate a table below the query fields.

NOTE: Clicking on the header of any of the columns returned in your query results will toggle between sorting the data in that column in ascending or descending order.



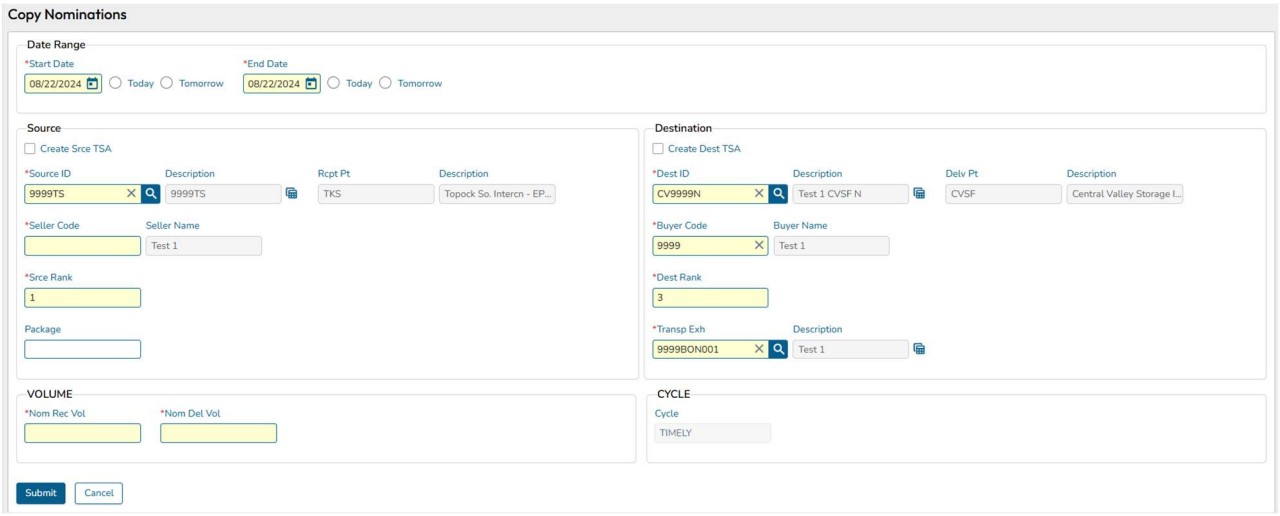
NOTE: Queried table information can be exported to a CSV, Excel, or PDF file.

To copy a nomination for a future gas day:

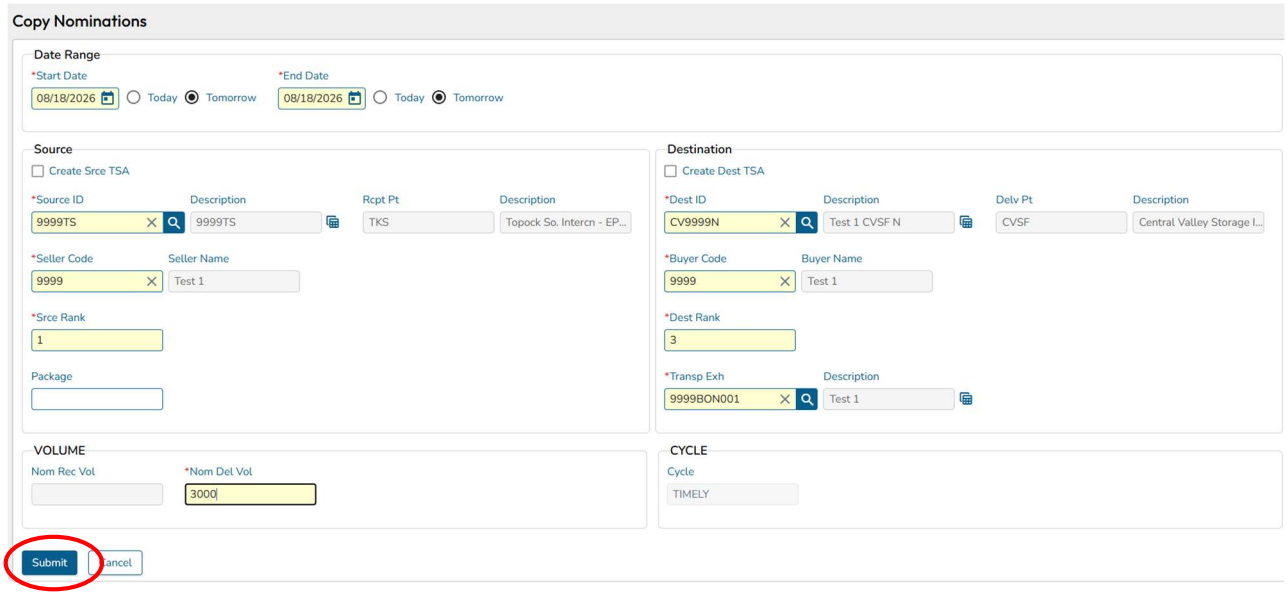
Click on the Copy Nomination icon for the desired nomination in the ***Action*** column.



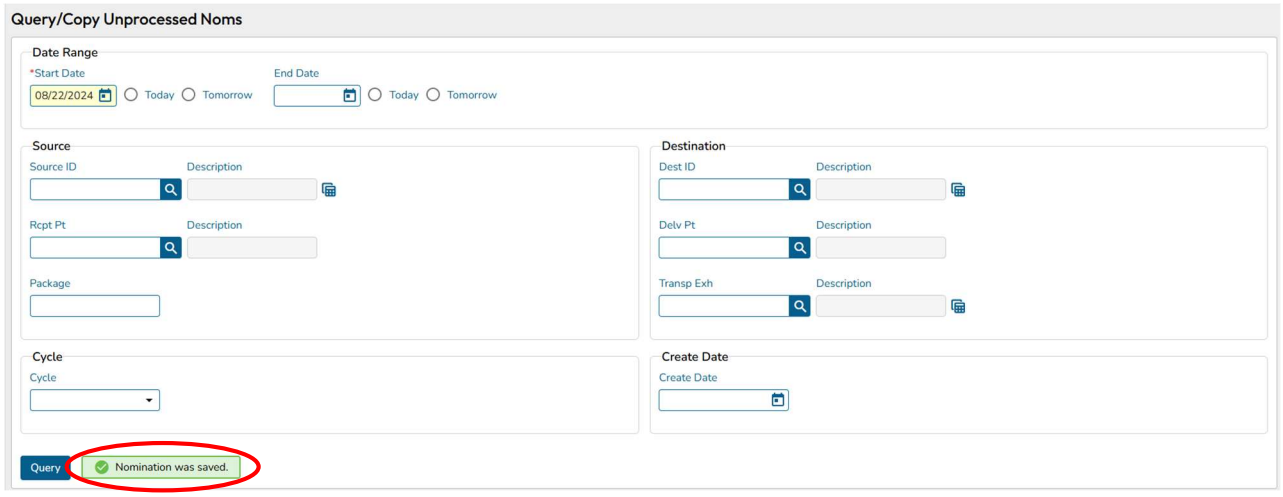
Action	Match	Cycle	Start Date	End Date
	Yes	TIMELY	08/22/2024	08/22/2024
	Yes	TIMELY	08/22/2024	08/22/2024
	Yes	TIMELY	08/22/2024	08/22/2024
	Yes	TIMELY	08/22/2024	08/22/2024
	Yes	TIMELY	08/22/2024	08/22/2024
	Yes	EVENING	08/22/2024	08/22/2024



- Enter a new Start and End Date.
- Enter new Source or Destination data or verify the existing data.
- Enter a new volume. Remember, you may only enter either the receipt or delivery volume; INSIDE*tracc* will gray out the field not chosen and calculate the applicable shrinkage rate for the alternate field after the nomination has been processed by PG&E.
- Click on the SUBMIT button to save changes made to the nomination.

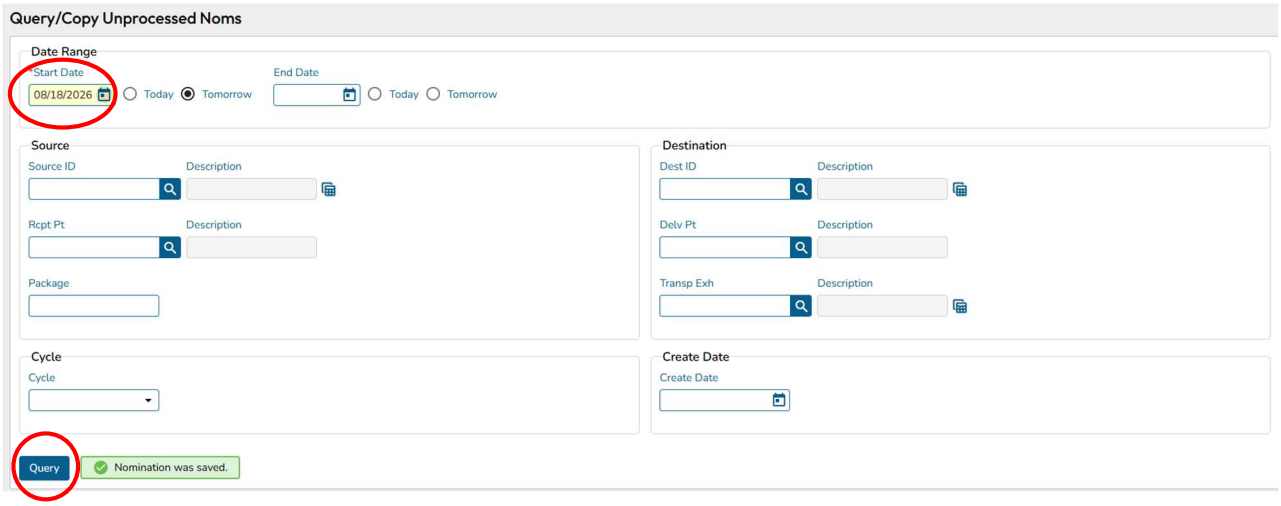


You will be returned to the ***Query/Copy Unprocessed Noms*** screen and see a status bar message regarding the new nomination(s).

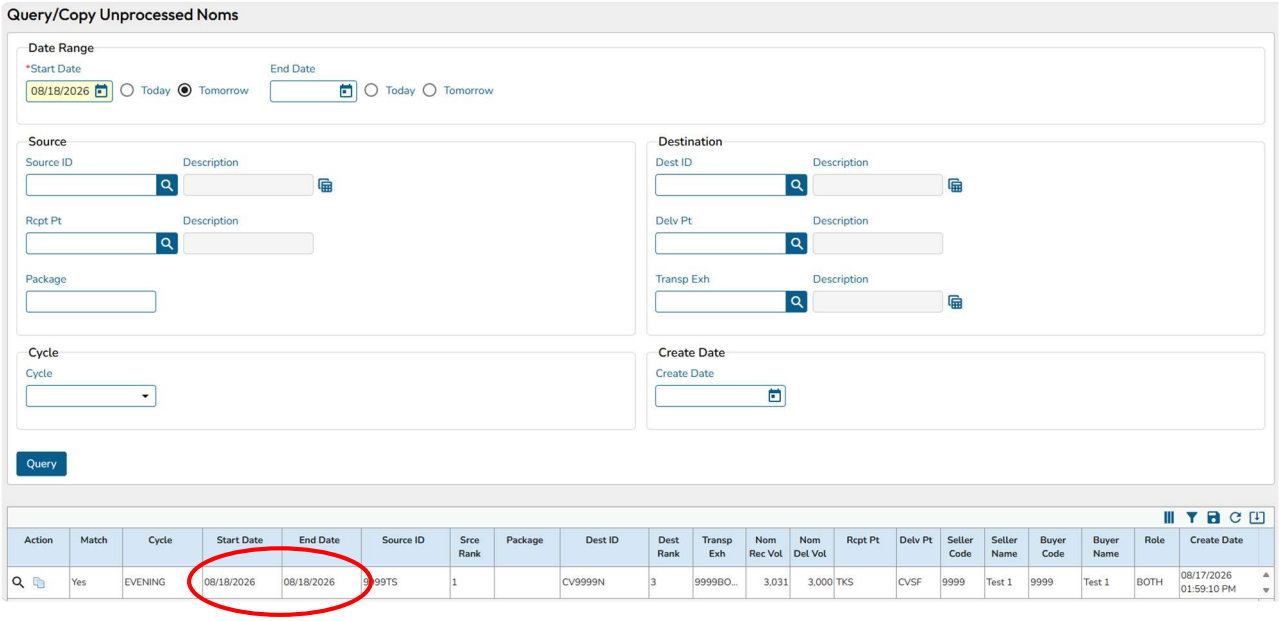


To view the copied nomination(s) with a future start date

Enter the new Start Date for the copied nomination and click the QUERY button.

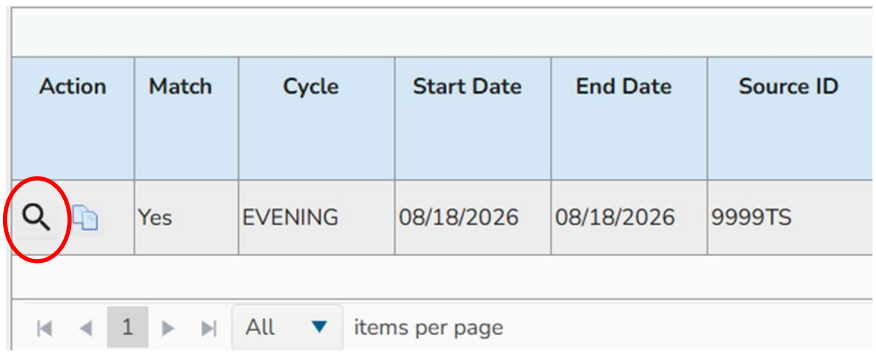


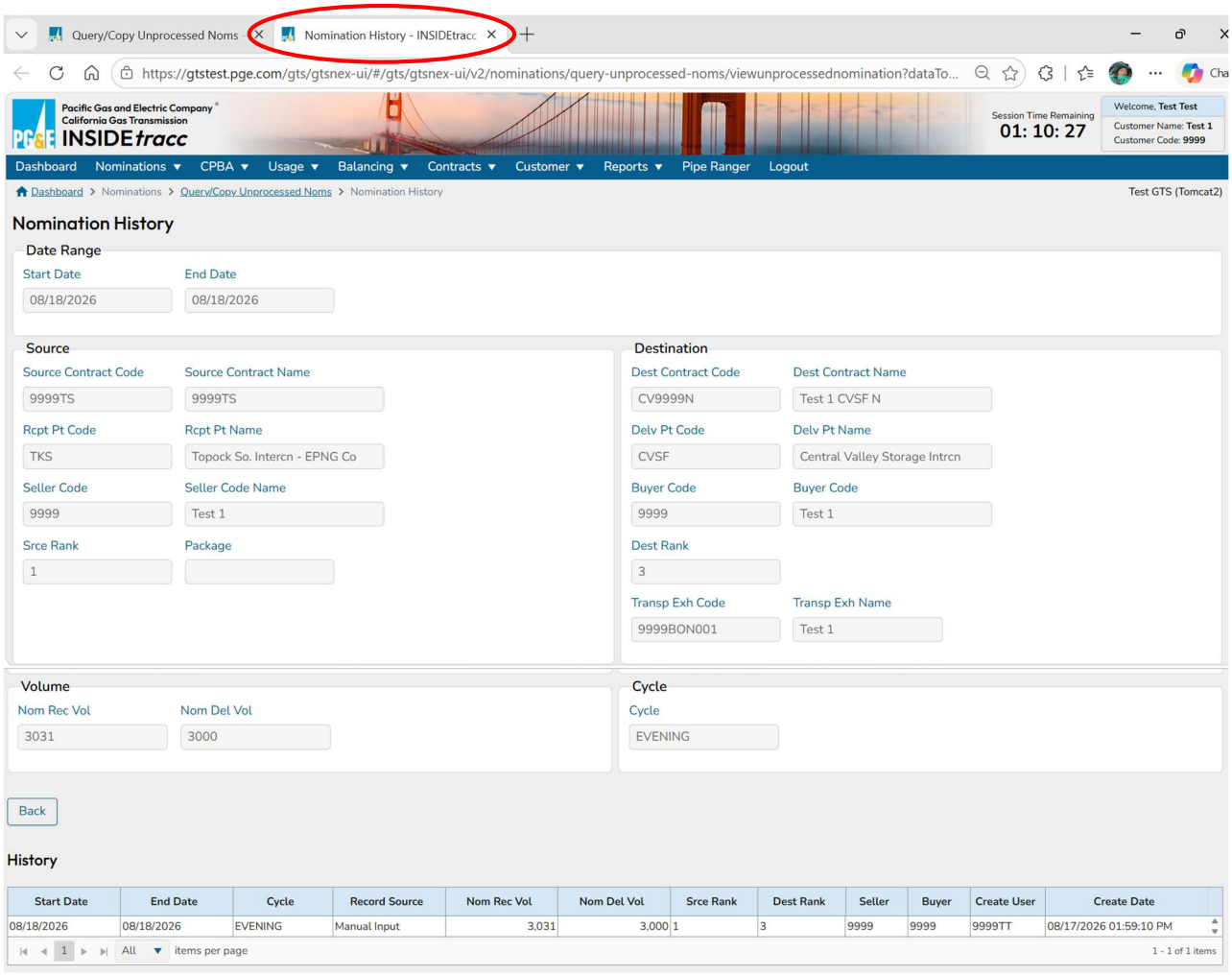
The new nomination will appear in the table below the query fields.



To view history of a nomination

- To view history of a nomination, including whether the nomination has been matched by your counterparty, click the ***View Nomination*** icon in the Action column to the left of the nomination. A new browser tab will open up showing the nomination details along with the history of that nomination.





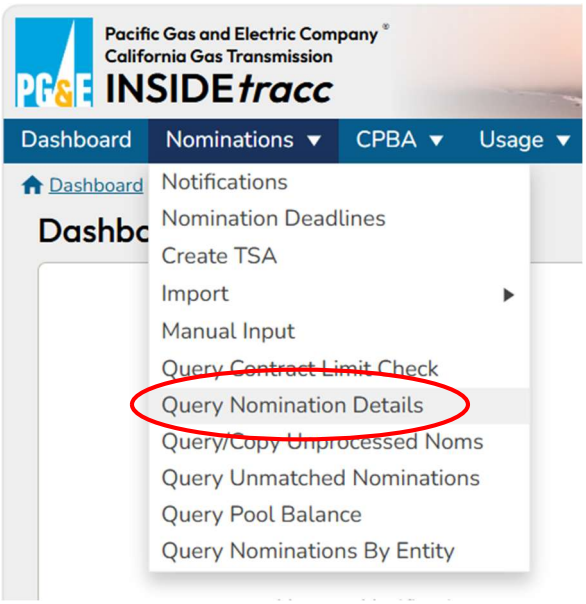
- Since the detailed nomination history opened in a new browser tab, click the X in the upper right corner of that tab to close the Nomination History screen.

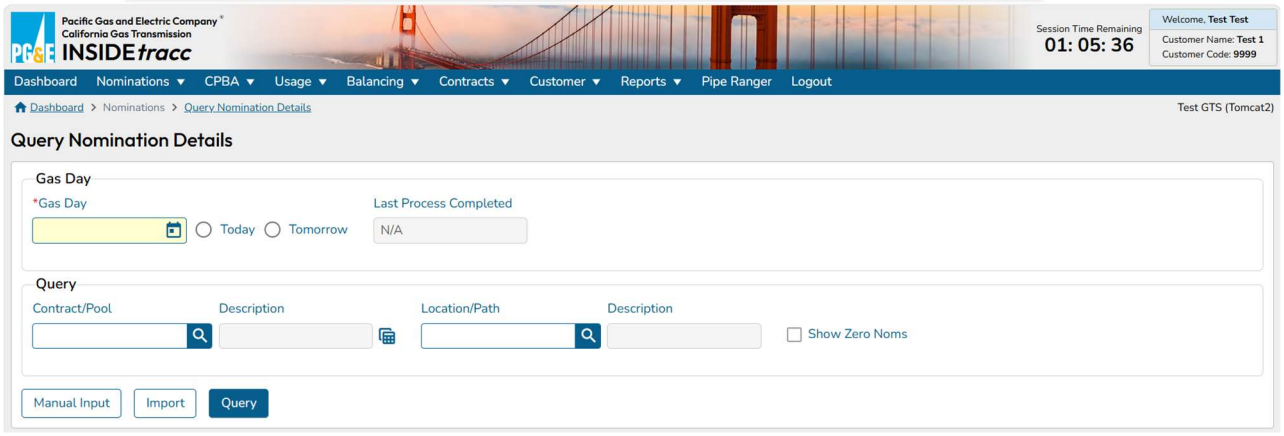
The Query Nomination Details Screen

If you need to change a nomination after it has been processed, you will do so from the ***Query Nominations Details*** screen.

NOTE: If you need to change a nomination you just entered, but the cycle deadline has just passed, then you must call the Gas Scheduling Helpline at 1.800.343.4743 for assistance.

Click on ***Nominations→Query Nomination Details*** from the INSIDE*tracc* menu bar.

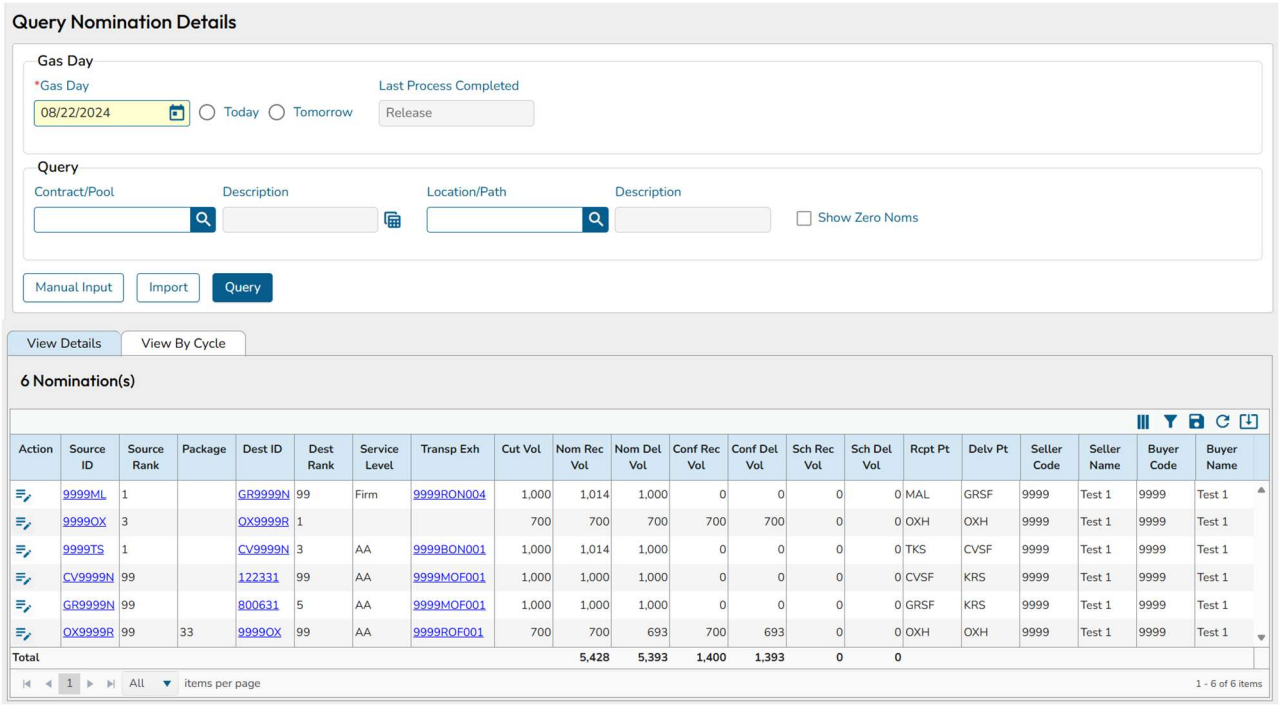




The QND screen is intended to be a “one-stop-shop” screen for customers’ nominations, allowing the user to look at their processed nominations (any time after the Timely Confirm process has run) in a variety of ways. The user also has the ability to either show or suppress any nominations with a zero volume. The default setting, however, is to suppress those nominations.

To retrieve a nomination:

- Enter the **Gas Day** date for the nomination.
- Enter any desired parameters into the additional fields in this screen. By entering additional parameters, you can limit the number of nominations that will be retrieved. You may enter information into as many fields as you like, but at a minimum you must enter a date in the **Gas Day** field.
- Click on the QUERY button. All nominations matching the parameters you have entered will populate a table below the query fields.



Action	Source ID	Source Rank	Package	Dest ID	Dest Rank	Service Level	Transp Exh	Cut Vol	Nom Rec Vol	Nom Del Vol	Conf Rec Vol	Conf Del Vol	Sch Rec Vol	Sch Del Vol	Rcpt Pt	Delv Pt	Seller Code	Seller Name	Buyer Code	Buyer Name
	9999ML	1		GR9999N	99	Firm	9999RON004	1,000	1,014	1,000	0	0	0	0	MAL	GRSF	9999	Test 1	9999	Test 1
	9999OX	3		OX9999R	1			700	700	700	700	700	0	0	OXH	OXH	9999	Test 1	9999	Test 1
	9999TS	1		CV9999N	3	AA	9999BON001	1,000	1,014	1,000	0	0	0	0	TKS	CVSF	9999	Test 1	9999	Test 1
	CV9999N	99		122331	99	AA	9999MOF001	1,000	1,000	1,000	0	0	0	0	CVSF	KRS	9999	Test 1	9999	Test 1
	GR9999N	99		800631	5	AA	9999MOF001	1,000	1,000	1,000	0	0	0	0	GRSF	KRS	9999	Test 1	9999	Test 1
	OX9999R	99	33	9999OX	99	AA	9999ROF001	700	700	693	700	693	0	0	OXH	OXH	9999	Test 1	9999	Test 1
Total									5,428	5,393	1,400	1,393	0	0						

The Query Nomination Details Screen Buttons

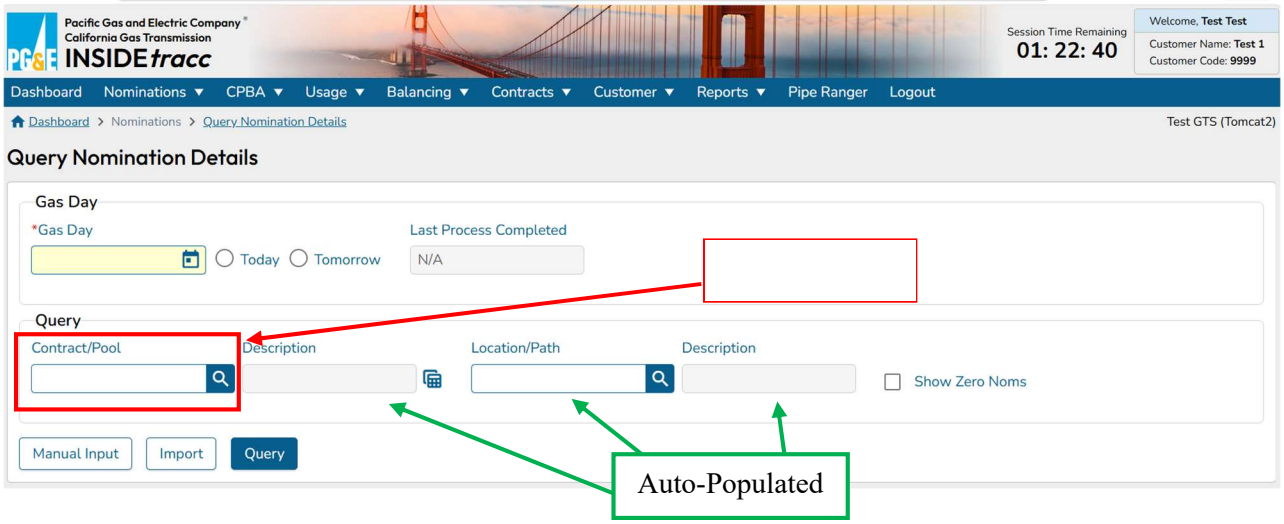
MANUAL INPUT	This selection navigates away from the QND screen and takes you to the Manual Input screen to add a nomination. Saves the record(s) to PG&E’s database and designates the nomination(s) to be processed. Additional validation of the data is
IMPORT	Opens the Import From Clipboard screen and allows you to add any additional nomination(s) by copying and pasting here. The data is brought into the table and designates the status of the nomination(s). Some validation of the data is done at this time.
QUERY	Retrieves all nominations matching the parameters entered.

Query Nomination Details Parameter Fields

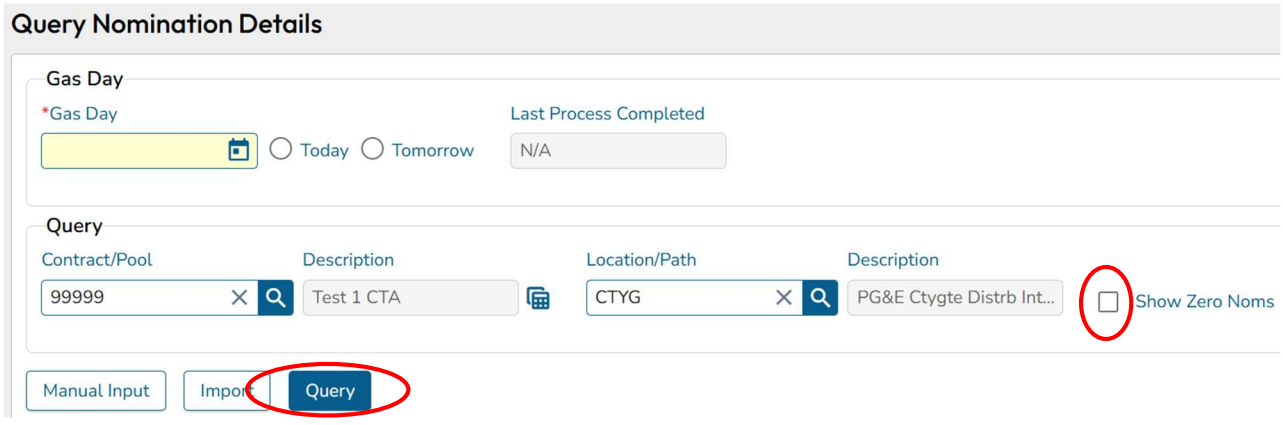
The Query Nomination Details parameter fields consist of those items by which you may wish to retrieve nominations. The Gas Day is a required field. Any additional information entered in the additional fields will result in a narrower query taking place, thus targeting more specific nominations.

To query by Contract/Pool:

Entering a contract (Transportation, TSA, NGSA, Storage, or Park/Lend contract) or a pool in the ***Contract/Pool*** field, and then tabbing out of this field, will cause the ***Location/Path*** field to be auto-populated with the appropriate location information (or path information, if the queried item happened to be a transportation contract).



If you are querying a Core Transport Agreement (CTA) contract, the location could be either Citygate (CTYG) or Storage (STOR). Therefore, after entering the CTA, you may be prompted to select which location is intended. If you select one location but then change your mind, you may click on the magnifying glass under the ***Location/Path*** field to be prompted for the intended location once again.



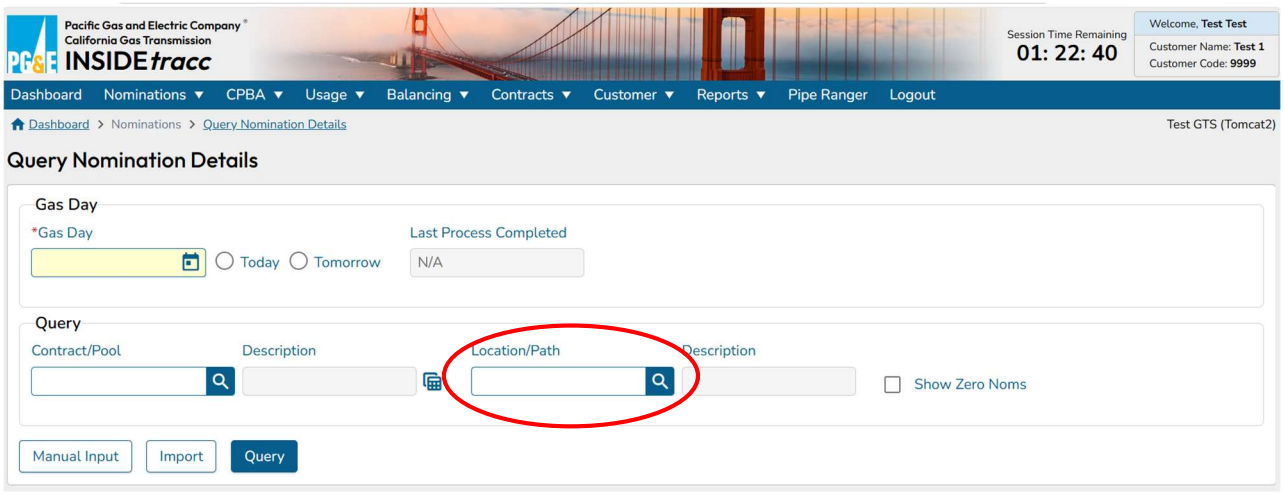
The default setting on this screen is to hide or suppress any zero volume noms. If you want to see ALL your noms, including noms with zero volume, then you should check the ***Show Zero Noms*** checkbox. Once your parameters are entered, click the QUERY button to view the results in the lower half of the screen. Depending on the query, the results are displayed in either one or two sections: ***Incoming Nominations*** and/or ***Outgoing Nominations***.

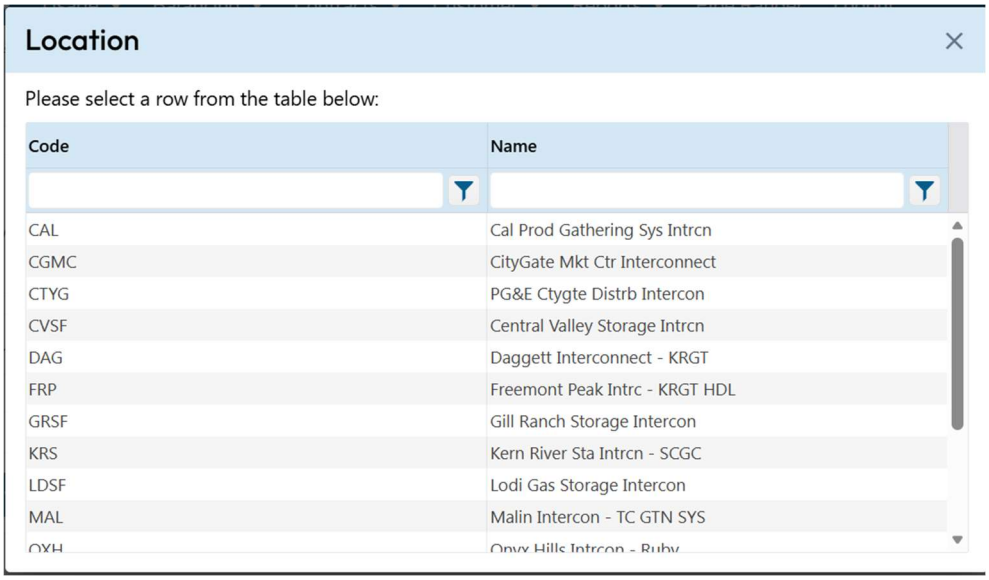
Items where it is possible to have volumes “in” and “out,” such as a pool, a storage contract or a park or lend contract, will have their results displayed in both sections, Incoming Nominations and Outgoing Nominations.

All other queried items will display the results in only one of these sections.

<u>To query by Location/Path:</u>

To query by the ***Location/Path*** field, enter any of the locations available using the magnifying glass. A pop-up window will open with a list of locations to choose from.

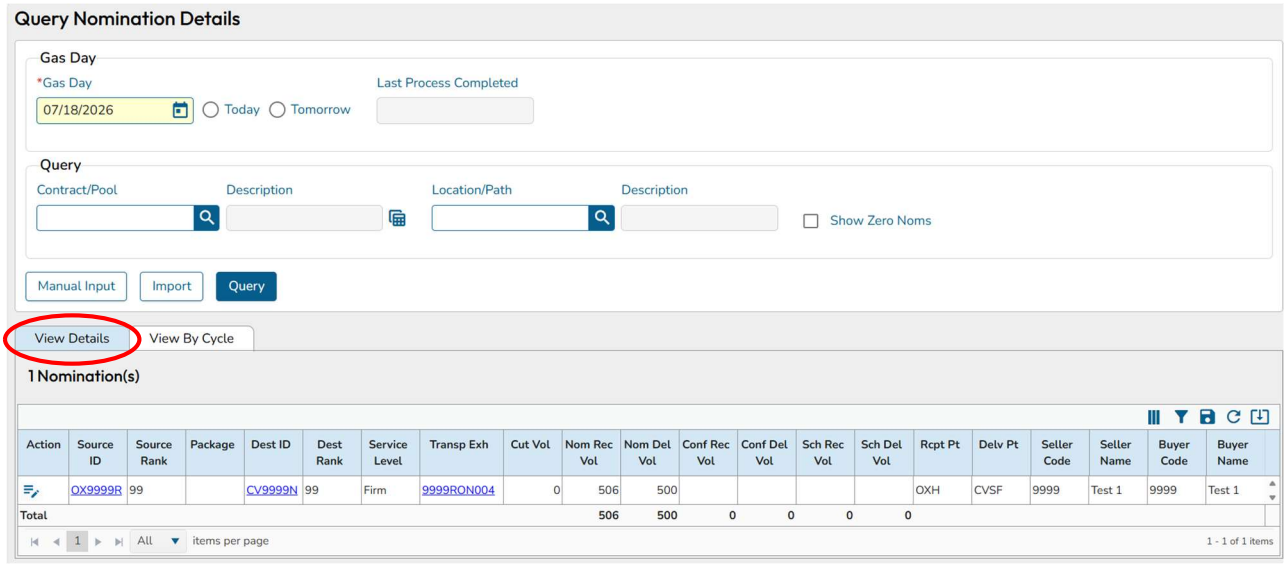




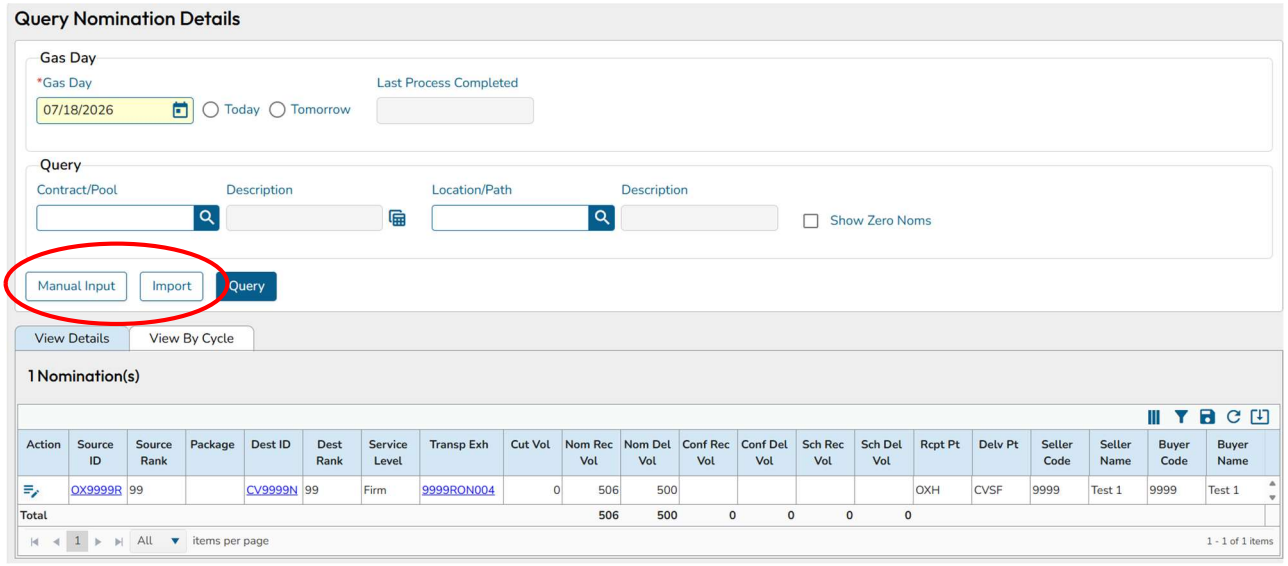
Results returned from a query by location will show any nominations the user may have in INSIDE*tracc* involving that location, regardless of whether that location is the Receipt or Delivery Point.

<u>View Details Tab:</u>

Query results are returned in a table within the query screen, defaulting to the ***View Details*** tab.

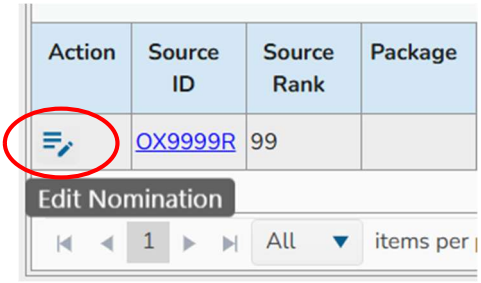


If, after looking at the list of noms in the QND screen the user realizes they want to add a nom or they forgot a nom, there are two buttons which allow them to navigate directly to either the ***Manual Input*** screen to enter a new nomination, or to the ***Import*** screen where they may import one or more nominations. By selecting either of these buttons, the user will navigate away from the QND screen.



NOTE: By selecting either of these buttons, you will navigate away from the ***Query Nomination Details*** screen. Please ensure you are finished making changes in the QND screen prior to selecting either of these buttons, or you will need to re-query your nomination details to return to where you were prior to making these button selections.

To the left of each nomination in the ***Action*** column is an Edit icon.



To edit a nomination:

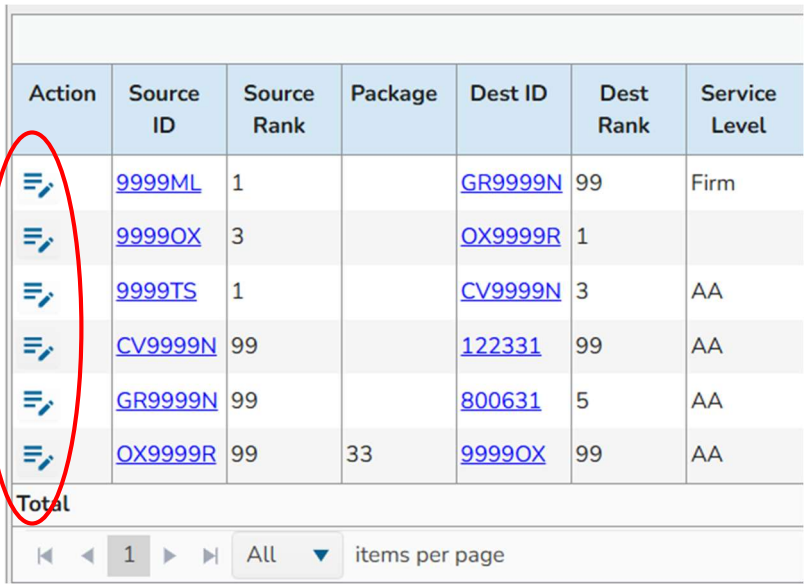
Clicking on the Edit icon takes you to the ***Replace Volume or Rank*** screen, where the user can change the volume of the nomination, the rank of that nomination or both. The ***Replace Volume or Rank*** screen also allows the user to quickly see any cut messages that have been generated by this nomination (See the ***Replace Volume or Rank*** section for more details). Once changes are made, click ***Submit*** (or ***Cancel***) to return this view.

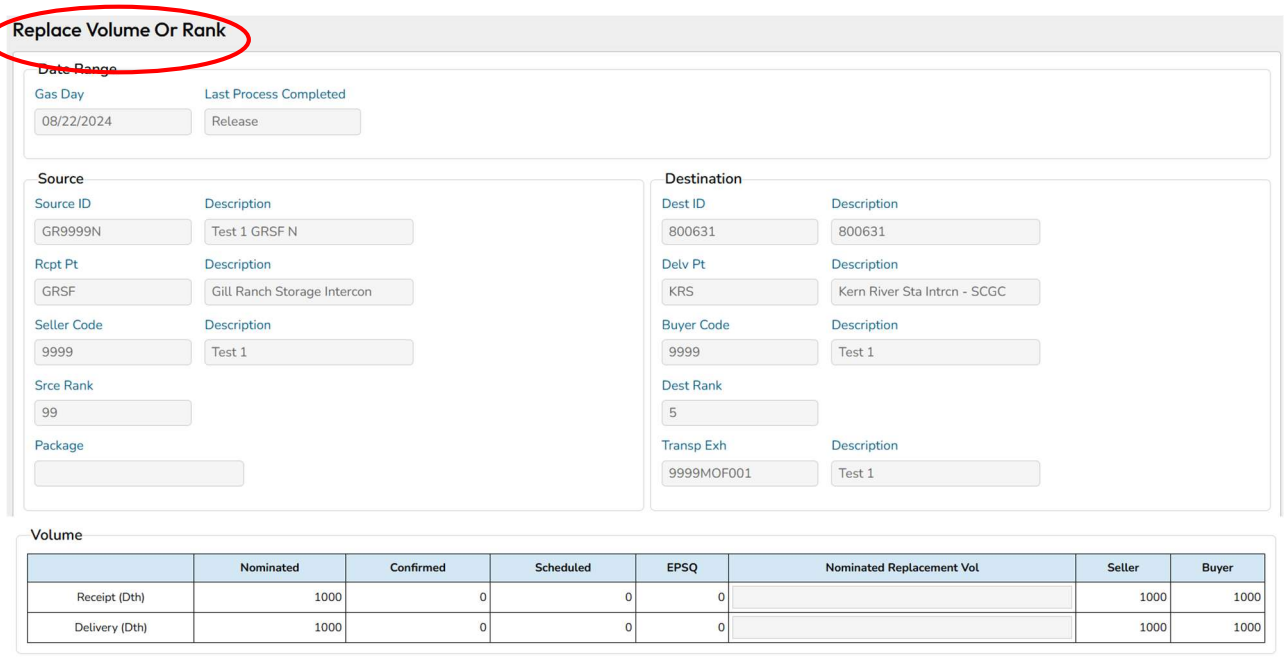
Click on the Edit nomination icon in the ***Action*** column next to the nomination you want to modify. This will open the ***Replace Volume or Rank*** screen.

The Replace Volume or Rank Screen

NOTE: When modifying nominations, remember that INSIDE*tracc* will process the nomination with the latest start date regardless of which nomination was last entered. For this reason, it is best to make single day nomination changes instead of changing all nominations for a range of dates.

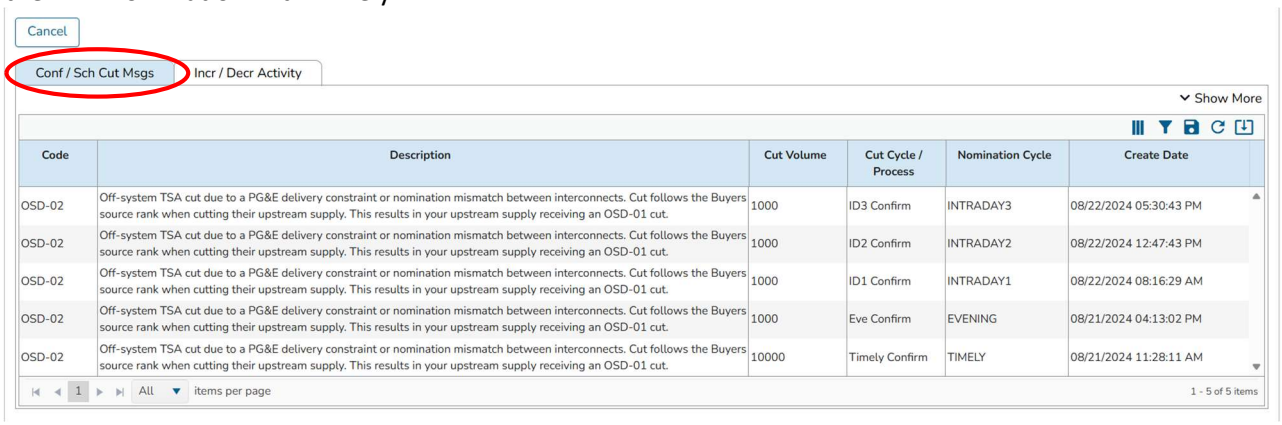
NOTE: Clicking on the header of any of the columns returned in your query results will toggle between sorting the data in that column in ascending or descending order.



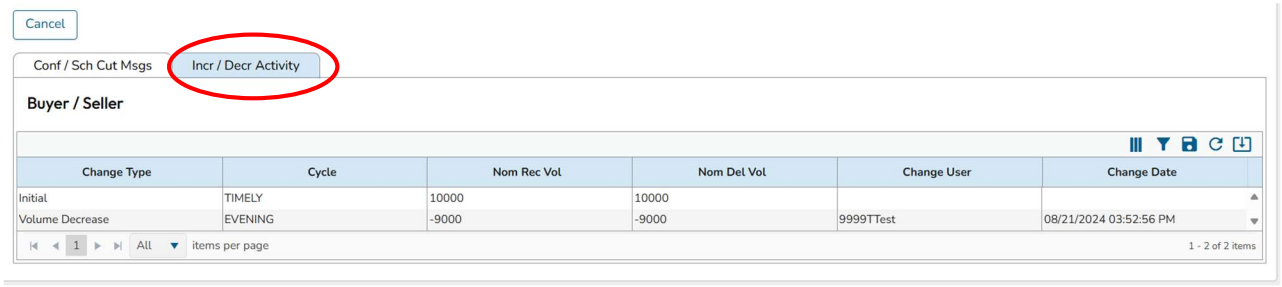


The ***Replace Volume or Rank*** screen has two tabs.

Conf/Sch Cut Msgs – is the default tab and shows any messages associated with your nomination along with the Cut Cycle/Process showing the cycle the cut occurred and Nomination Cycle showing the cycle that nomination was entered. If a constraint was reduced during the gas day or bumping occurred, a user might see a cut cycle/process of *ID1 confirm* on a nomination tagged with a Nomination Cycle belonging to their AA nomination with Timely.

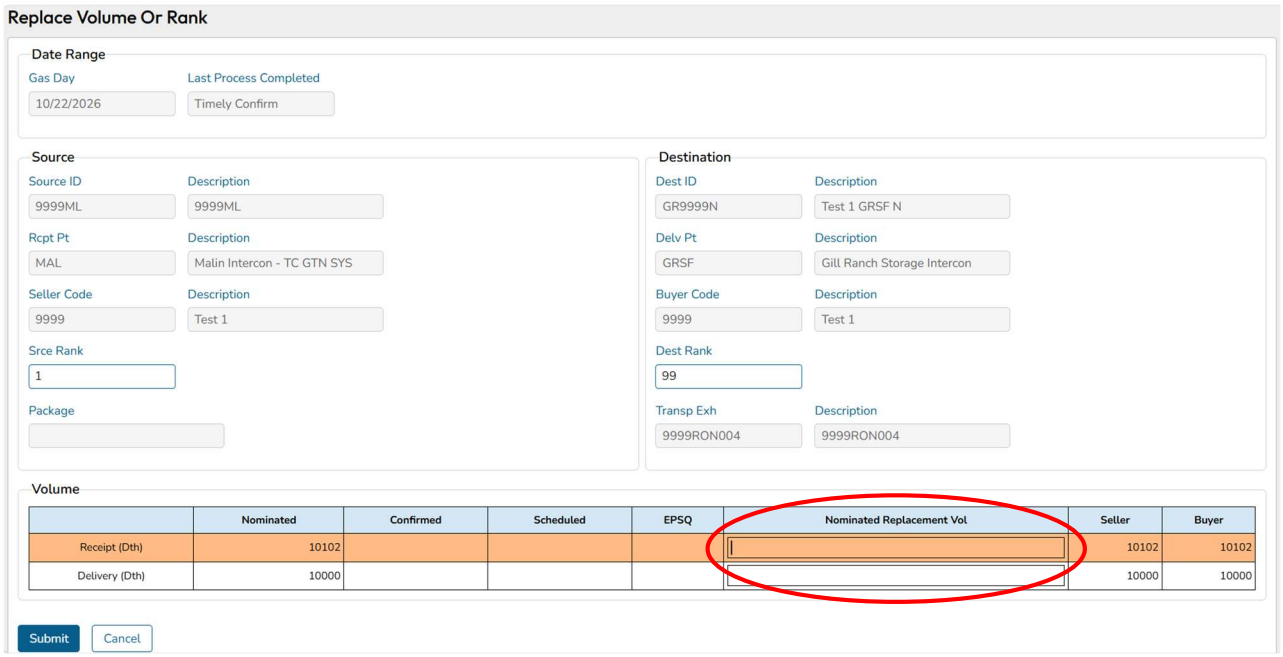


Incr/Decr Activity – Shows the history of any increases or decreases made for the nomination during the gas day.



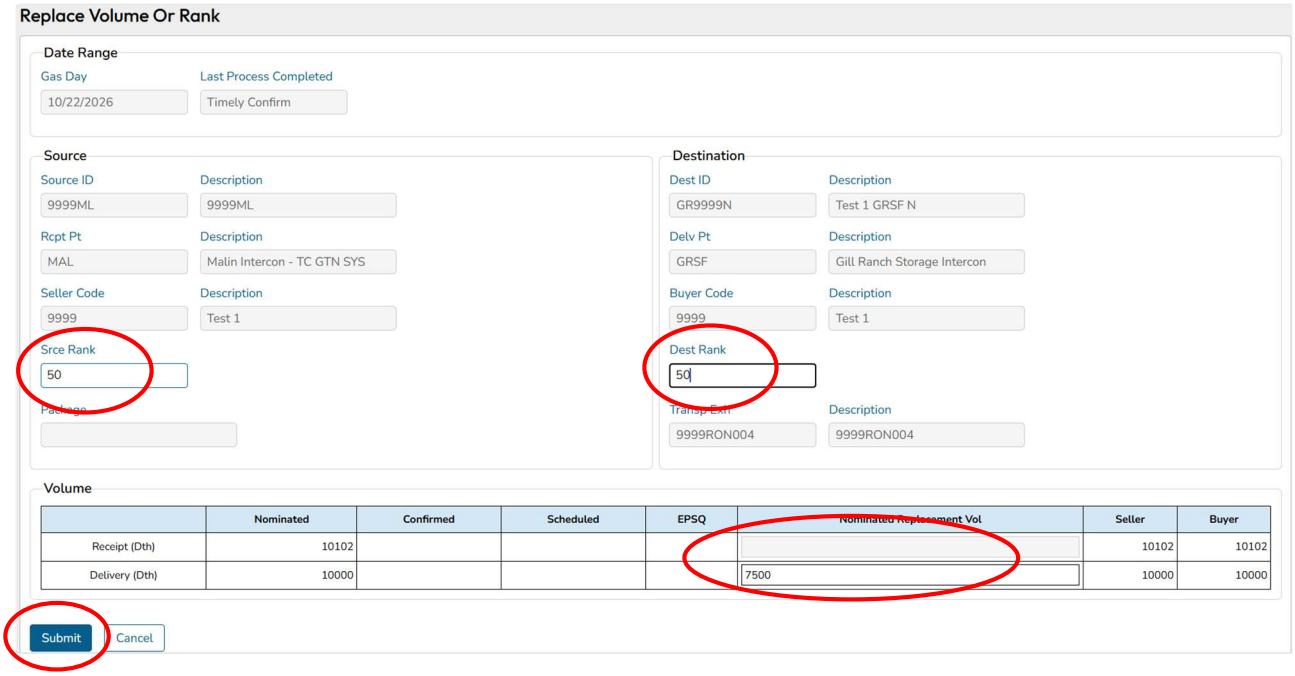
To change a nomination volume:

Enter either the receipt or delivery volume. INSIDE*tracc* will calculate the applicable shrinkage rate if needed for the alternate field after the nomination has been processed by PG&E.



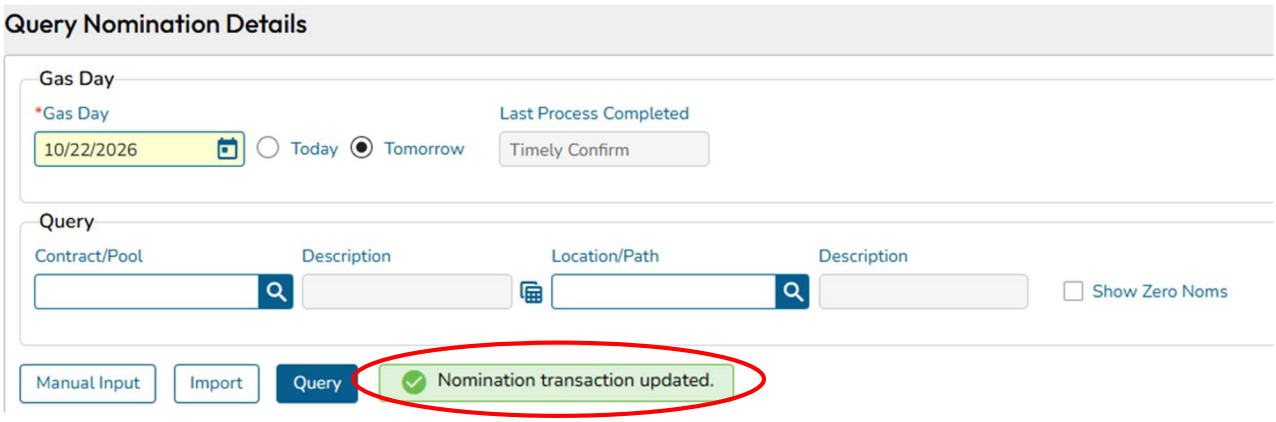
To change a nomination ranking:

- Delete the existing number in the rank field and replace it with the desired rank.
- Click on the SUBMIT button to save changes made to the nomination.



- You will be automatically returned to the Query Nomination Details window and see a status bar message indicating the transaction has been updated.
- A new nomination for the total volume is created for the gas day.

- To view the new nomination, click the edit nomination ***Action*** icon next to the modified nomination to return to the Replace Volume or Rank window.

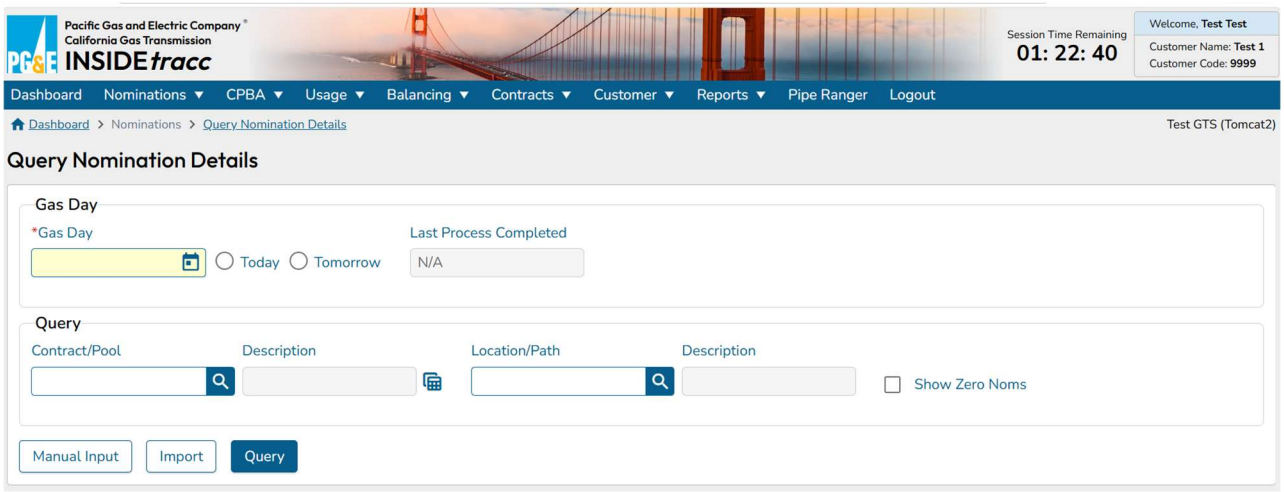


NOTE:

When changing volumes, keep the following in mind:

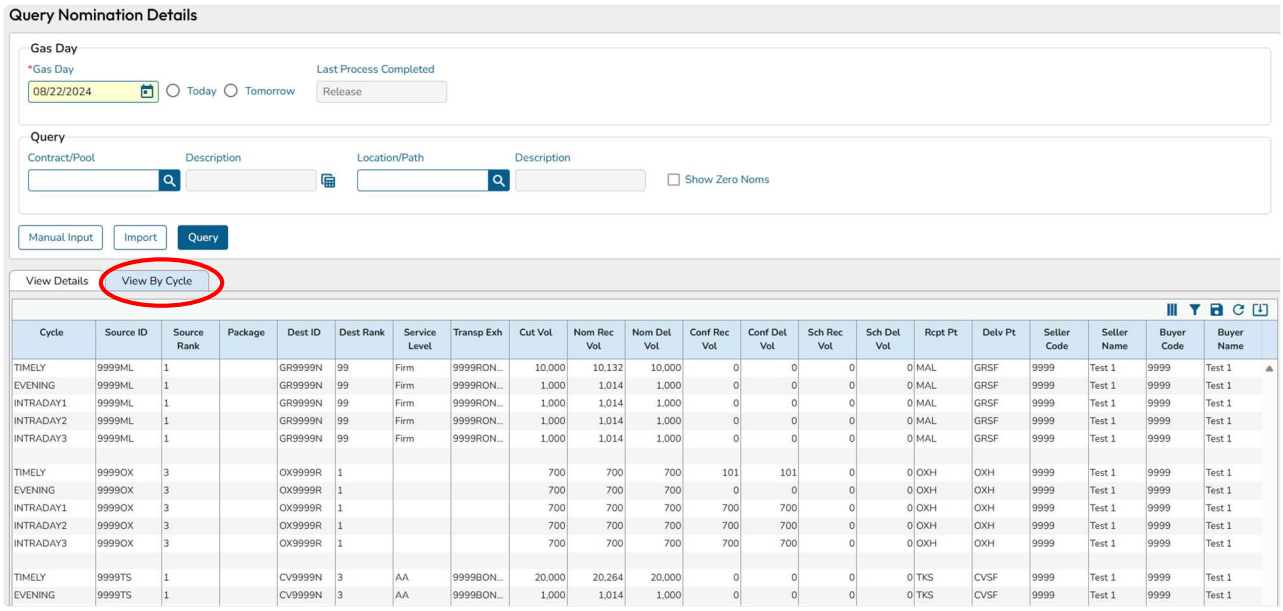
- **Increasing a nomination:** INSIDE*tracc* will allow nominations to be increased as many times as the user wishes
- **Decreasing a nomination:** INSIDE*tracc* will allow nominations to be reduced as many times as the user wishes, down to the Elapsed Pro Rata Scheduled Quantity (EPSQ) shown on the *Replace Volume or Rank* screen
- **Increase then decrease the same nomination:** INSIDE*tracc* will allow a nomination to be increased, then decreased back down to the EPSQ
- **Decrease then increase the same nomination:** INSIDE*tracc* will allow a nomination to be decreased down to the EPSQ, then increased back up

There are two different views to this screen: ***View Details*** and ***View by Cycle***. The default view for this screen is ***View Details***.



View By Cycle Tab:

If a query is entered for either a contract or a pool, you can click on the ***View by Cycle*** tab to see the complete activity history of a particular nomination.



Cycle	Source ID	Source Rank	Package	Dest ID	Dest Rank	Service Level	Transp Exh	Cut Vol	Nom Rec Vol	Nom Del Vol	Conf Rec Vol	Conf Del Vol	Sch Rec Vol	Sch Del Vol	Rcpt Pt	Delv Pt	Seller Code	Seller Name	Buyer Code	Buyer Name
TIMELY	9999ML	1		GR9999N	99	Firm	9999RON...	10,000	10,132	10,000	0	0	0	0	MAL	GRSF	9999	Test 1	9999	Test 1
EVENING	9999ML	1		GR9999N	99	Firm	9999RON...	1,000	1,014	1,000	0	0	0	0	MAL	GRSF	9999	Test 1	9999	Test 1
INTRADAY1	9999ML	1		GR9999N	99	Firm	9999RON...	1,000	1,014	1,000	0	0	0	0	MAL	GRSF	9999	Test 1	9999	Test 1
INTRADAY2	9999ML	1		GR9999N	99	Firm	9999RON...	1,000	1,014	1,000	0	0	0	0	MAL	GRSF	9999	Test 1	9999	Test 1
INTRADAY3	9999ML	1		GR9999N	99	Firm	9999RON...	1,000	1,014	1,000	0	0	0	0	MAL	GRSF	9999	Test 1	9999	Test 1
TIMELY	9999OX	3		OX9999R	1			700	700	700	101	101	0	0	OXH	OXH	9999	Test 1	9999	Test 1
EVENING	9999OX	3		OX9999R	1			700	700	700	0	0	0	0	OXH	OXH	9999	Test 1	9999	Test 1
INTRADAY1	9999OX	3		OX9999R	1			700	700	700	700	700	0	0	OXH	OXH	9999	Test 1	9999	Test 1
INTRADAY2	9999OX	3		OX9999R	1			700	700	700	700	700	0	0	OXH	OXH	9999	Test 1	9999	Test 1
INTRADAY3	9999OX	3		OX9999R	1			700	700	700	700	700	0	0	OXH	OXH	9999	Test 1	9999	Test 1
TIMELY	9999TS	1		CV9999N	3	AA	9999BON...	20,000	20,264	20,000	0	0	0	0	TKS	CVSF	9999	Test 1	9999	Test 1
EVENING	9999TS	1		CV9999N	3	AA	9999BON...	1,000	1,014	1,000	0	0	0	0	TKS	CVSF	9999	Test 1	9999	Test 1

This view shows a cycle-by-cycle recap of any nomination changes made to Source Rank, Destination Rank, Nominated Volume, Confirmed Volume or Scheduled Volume for any nomination where that contract or pool is involved.

Features of the 'Grid' Displaying Query Results

The results of a query from the ***Query Nomination Details*** *(QND)* screen or the ***Copy/Query Unprocessed Noms*** screen, among others, are displayed in a grid which has many features and is highly customizable.

Export

The results displayed in the grid are exportable in multiple formats, CSV, Excel or PDF simply by clicking on the export icon and selecting the preferred format.



Filtering

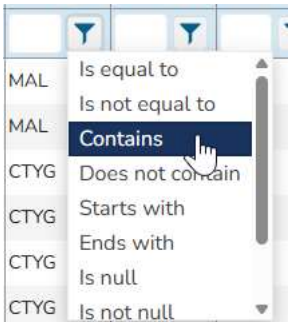
By clicking on the funnel icon…



…a search field appears below each column header.

Action	Source ID	Source Rank	Package	Dest ID	Dest Rank	Service Level	Transp Exh	Cut Vol	Nom Rec Vol	Nom Del Vol	Conf Rec Vol	Conf Del Vol	Sch Rec Vol	Sch Del Vol	Rcpt Pt	Delv Pt	Seller Code	Seller Name	Buyer Code	Buyer Name

The user may either type the criteria they wish to filter by or click on the filter icon in that column to select filtering criteria shown below.



Hiding/Showing columns

By clicking on the Columns icon…



…the user is presented with a scrollable drop down selection of every column in the grid with a checkbox to select which columns they wish to see or hide.



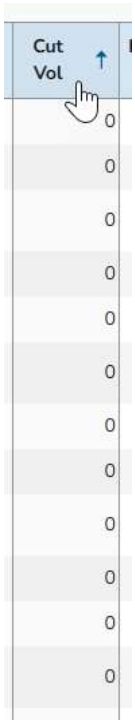




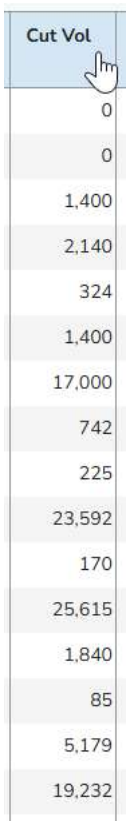
By default, **ALL** the columns are shown, but the user can simply uncheck the box(es) of the column name(s) to suppress.

Sorting

Each column can be sorted independently by clicking on the column header - once to sort Ascending, twice to sort Descending and a third time to return to the original sort.

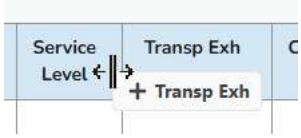






Re-ordering columns

The user can click on any column header, and while holding down the mouse button, drag that column as far right or left as they want to position the column where they desire.



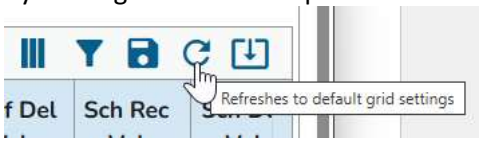
Save Changes

Once the user has customized the grid to their liking they can click on the **Save** icon to preserve their changes.



Restore to Default

If the user changes their mind about a customization they've made, they can always revert to the default by clicking on the icon depicted below.



The Query Unmatched Nominations Screen

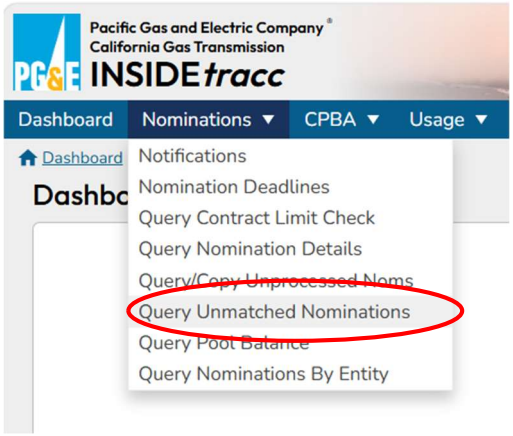
This screen displays nominations that have been entered by your counterparty and are awaiting your matching nomination.

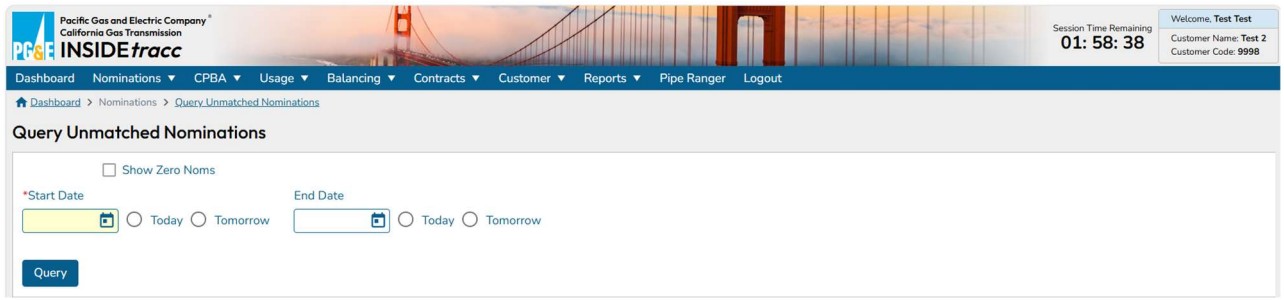
NOTE:

Don't Forget: The gas transportation process requires both buying and selling parties to submit ***identical***, corresponding details (such as volumes, pool codes, and transportation pathways), this screen serves as a critical troubleshooting tool. It allows you to:

- **Identify discrepancies:** Instantly view where a counterparty's submission lacks a corresponding entry from your side.
- **Prevent cuts:** Ensure all transaction entries align perfectly before the cycle processing deadline, preventing unnecessary cuts.

Click on ***Nominations →Query Unmatched Nominations*** from the INSIDE*tracc* menu bar.





Once you Query on the desired date, you will see two sections:

- **Pending Nominations for Me –** This section represents **action required by you.** A counterparty has successfully submitted a nomination that lists your contract or poo code, but you have not yet entered the matching nomination on your side. You will need to open your nomination screen and create a mirroring entry matching their volume, pool codes, pathways, and package ID (if applicable) in order to clear this nomination from this list.
- **Pending Nominations for the Counterparty -** This section represents **action required by the counterparty.** You have successfully submitted a nomination, but your counterparty has not yet entered their matching nomination to mirror yours. You cannot fix this directly in the system. You can proactively contact the counterparty and ask them to submit their matching nomination before the cycle deadline.

Query Unmatched Nominations

Show Zero Noms

*Start Date: 10/22/2026 ○ Today ◉ Tomorrow

End Date: 10/22/2026 ○ Today ◉ Tomorrow

Query

Pending Nominations for me

Actions	Cycle	Start Date	End Date	Source ID	Srce Rank	Package	Dest ID	Dest Rank	Transp Exh	Nom Rec Vol	Nom Del Vol	Rcpt Pt	Delv Pt	Seller Code	Seller Name	Buyer Code	Buyer Name	Role	Create Date	Customer	Nom ID
	EVENING	10/22/2026	10/22/2026	9998OX	3		OX999...	99		700	700	OXH	OXH	9998	Test 2	9999	Test 1	BUY	10/21/2026 15:59:56	9999	9952176
	EVENING	10/22/2026	10/22/2026	OX9998R	99	33		99		100	100	OXH	OXH	9998	Test 2	9999	Test 1	BUY	10/21/2026 15:59:56	9999	9952177
	INTRAD...	10/22/2026	10/22/2026	9998TS	99		TS999...	99		20,000	20,000	TKS	TKS	9999	Test 1	9998	Test 2	SELL	10/21/2026 16:03:34	9999	9952178
	INTRAD...	10/22/2026	10/22/2026	9998ML	99		ML999...	99		10,000	10,000	MAL	MAL	9999	Test 1	9998	Test 2	SELL	10/21/2026 16:03:35	9999	9952179

1 All items per page 1 - 4 of 4 items

Pending Nominations for the counterparty

Actions	Cycle	Start Date	End Date	Source ID	Srce Rank	Package	Dest ID	Dest Rank	Transp Exh	Nom Rec Vol	Nom Del Vol	Rcpt Pt	Delv Pt	Seller Code	Seller Name	Buyer Code	Buyer Name	Role	Create Date	Customer	Nom ID
	EVENING	10/22/2026	10/22/2026	9998OX	3		OX999...	99		700	700	OXH	OXH	9998	Test 2	9999	Test 1	BUY	10/21/2026 15:59:56		9952176
	EVENING	10/22/2026	10/22/2026	OX9998R	99	33		99		100	100	OXH	OXH	9998	Test 2	9999	Test 1	BUY	10/21/2026 15:59:56		9952177
	INTRAD...	10/22/2026	10/22/2026	9998TS	99		TS999...	99		20,000	20,000	TKS	TKS	9999	Test 1	9998	Test 2	SELL	10/21/2026 16:03:34		9952178
	INTRAD...	10/22/2026	10/22/2026	9998ML	99		ML999...	99		10,000	10,000	MAL	MAL	9999	Test 1	9998	Test 2	SELL	10/21/2026 16:03:35		9952179

1 All items per page 1 - 4 of 4 items

Elapsed Pro-rata Scheduled Quantity

If you wish to reduce a nomination for any of the three Intraday nomination cycles, the volume to which that nomination can be reduced will be calculated according to Elapsed Pro-rata Scheduled Quantity (EPSQ) rules. Essentially, this calculation determines what portion of your nomination has already flowed at the time you wish to reduce it. If you wish to reduce a nomination for an Intraday nomination cycle, your minimum volume is calculated as follows:

Intraday 1 =	**Evening Scheduled Volume**	**x**	**5* / 24****
Intraday 2 =	**ID1 EPSQ**	**+**	**[(ID1 Scheduled Volume – ID1 EPSQ) x 4* / 19**]**
Intraday 3 =	**ID2 EPSQ**	**+**	**[(ID2 Scheduled Volume – ID2 EPSQ) x 4* / 15**]**

* Hours of flow since last cycle
** Hours remaining in the gas day

If you wish to reduce a scheduled nomination for the Intraday 1 (ID1), Intraday 2 (ID2), or Intraday 3 (ID3) nomination cycles, the volume to which that nomination can be reduced (the "floor" volume) will be calculated according to elapsed proration. Essentially, this calculation determines what portion of your nomination is considered to have already flowed by the time the next cycle's gas will flow (the cycle for which you are attempting to reduce the nomination).

Nominations can be reduced to zero for a gas day **up to the Evening cycle** because no gas will have flowed for that gas day by the time the Timely and Evening cycle deadlines have passed. That is, the EPSQ calculation is not necessary for these cycles because gas for the Timely and Evening cycles won't flow until 7:00 am the following day.

A customer can view the EPSQ for a particular nomination from the *Nominations* menu in INSIDE*tracc*. From the *Nominations* menu, the user should click on the *Query Nomination Details* screen. Clicking on the *Action* icon next to a particular nomination will display the *Replace Volume or Rank* screen. The EPSQ volume can be seen here. If the customer attempts to reduce a nom below the EPSQ floor, they will receive a message at the top of the page indicating that their action is not allowed.

EPSQ is calculated on a nomination-by-nomination basis.

The following elapsed pro rata formulas will be used to calculate the floor volume for ID1, ID2, and ID3 nomination cycles in INSIDE*tracc*:

ID1 EPSQ:

After Evening Schedule, EPSQ is calculated for the next cycle (ID1). From the start of gas flow for Evening (7:00 am) to the start of gas flow for ID1 (noon), 5 hours will have elapsed. Because Timely and Evening gas won't flow until 7:00 am the following day), there are still 24 hours for gas to flow.

ID1 EPSQ = Evening Scheduled Volume x 5/24

If Evening Scheduled Volume = 12,000 Dth, the EPSQ for ID1 will be 2,500 Dth.
In other words, the customer would not be allowed to reduce their nomination for the ID1 cycle below the floor of 2,500 Dth.

ID2 EPSQ:

After ID1 Schedule, EPSQ is calculated for the next cycle (ID2). From the start of gas flow for ID1 (noon) to start of gas flow for ID2 (4:00 pm), 4 hours will have elapsed.
Because ID1 gas starts flowing at 12:00 noon, there are 19 hours left in the gas day for gas to flow.

ID2 EPSQ = ID1 EPSQ Volume + [(ID1 Scheduled Volume – ID1 EPSQ Volume) x 4/19]

If the ID1 scheduled volume = 12,000 Dth, the EPSQ for ID2 will be 2,500 Dth + [(12,000 Dth – 2,500 Dth) x 4/19] = 4,500 Dth.

In other words, the customer would not be allowed to reduce their nomination for the ID2 cycle below the floor of 4,500 Dth.

ID3 EPSQ:

After ID2 Schedule, EPSQ is calculated for the next cycle (ID3).

From the start of gas flow for ID2 (4:00 pm) to start of gas flow for ID3 (8:00 pm), 4 hours will have elapsed.

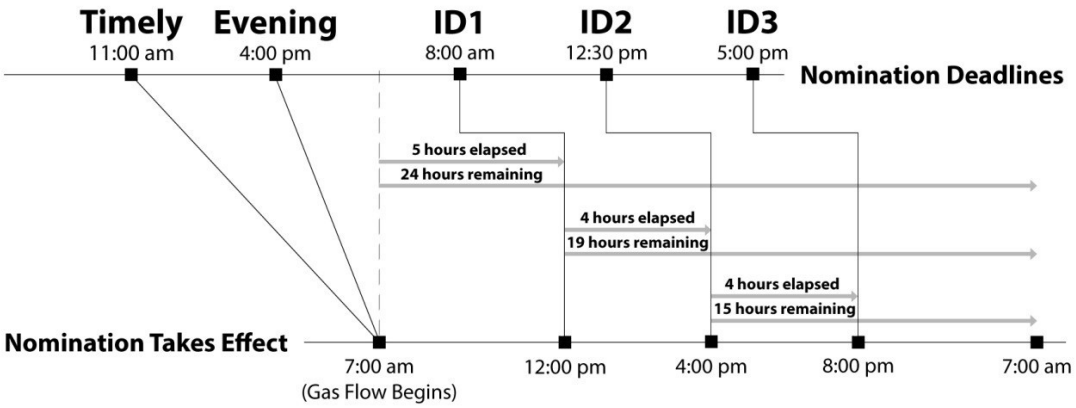
Because ID2 gas starts flowing at 4:00 pm, there are 15 hours left in the gas day.

ID3 EPSQ = ID2 EPSQ Volume + [(ID2 Scheduled Volume – ID2 EPSQ Volume) x 4/15]

If the ID2 scheduled volume = 15,000 Dth, the EPSQ for ID3 will be 4,500 Dth + [(15,000 Dth – 4,500 Dth) x 4/15] = 7,300 Dth.

In other words, the customer would not be allowed to reduce their nomination for the ID3 cycle below the floor of 7,300 Dth.

The following diagram compares the scheduling timeline to the actual physical flow of gas. All times are Pacific Time.



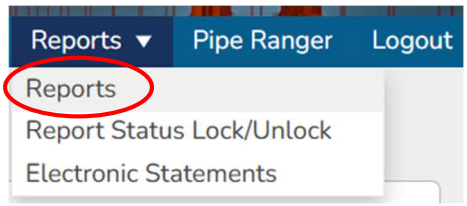
Guide to Nomination Creation/Modifications

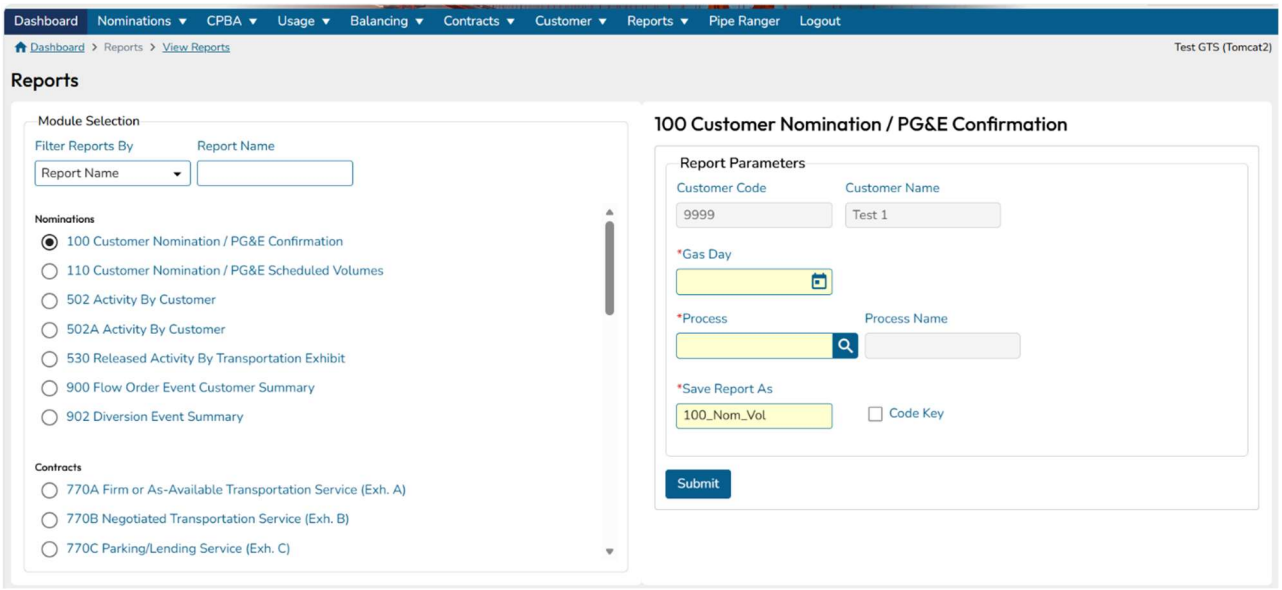
CREATE A NEW NOMINATION	**IMPORT** a. Create a nomination spreadsheet b. Copy spreadsheet nominations to clipboard c. Click ***Import From Clipboard*** button from ***Import Nomination*** Screen **MANUAL INPUT** a. If desired, select "Retain Source," "Retain Destination," or check both boxes b. Enter nomination data c. Submit
COPY AN EXISTING NOMINATION	**QUERY / COPY UNPROCESSED NOMS** a. Identify date plus any other criteria of the nom you wish to copy b. Query nominations c. Select the nomination from table and click the ***Copy Nomination*** icon in the ***Action*** column. d. Change nomination data accordingly e. Submit nomination f. From the Query/Copy Unprocessed Noms screen, enter the Start Date for the new nomination, then click Query to see the new nomination reflected in the table
CHANGE AN EXISTING NOM (just entered) **-** but **Prior to** cycle deadline closing	**QUERY / COPY UNPROCESSED NOMS** a. Identify date plus any other criteria of the nom you wish to change b. Query nominations c. Identify the nomination and click the Copy icon from Action column d. Change nomination data accordingly e. Click Submit to overwrite the nomination with the updated info f. From the Query/Copy Unprocessed Noms screen, click the browser Refresh icon to see the nomination change(s) reflected in the table
CHANGE AN EXISTING NOM (just entered) – **After** the cycle deadline closed, **BUT** before the process has been run	CALL CGT Helpline (1-800-343-4743) for assistance.
CHANGE AN EXISTING NOM – **after** the cycle has been processed	**QUERY NOMINATION DETAILS** a. Identify date plus any other criteria of the nom you wish to change b. Query nominations c. Select line item from table and click the Edit Nomination Action icon d. Enter a new volume in the Nominated Replacement Vol field e. Change the Source or Dest Rank within the table for the new nomination f. Submit nomination g. From the Query Nomination Details screen, click the browser Refresh icon to see the nomination change(s) reflected in the table

Running Reports

To run reports in INSIDE*tracc*:

Click on **Reports**, **Reports** from the INSIDE*tracc* navigation bar.





The Reports Table

From this table you can access reports, separated out by type.

Nominations

- **100 Report** (Customer Nomination/PG&E Confirmation). This report shows nominated and confirmed volumes by cycles. If a nomination was cut, the 100 Report will indicate the reason for the cut in the Cut Code column.
- **110 Report** (Customer Nomination/PG&E Scheduled Volumes). This report shows a single summary line combining all cycles, by Source ID, for nominations into PG&E at the time it is run, as well as nominated and scheduled volumes.
- **502A Report** (Activity by Customer). This report has the same data as the 502 Report but is designed for the ease of use in Excel.
- **502 Report** (Activity by Customer). This report shows month-to-date scheduled volumes by Source ID.
- **530 Report** (Released Activity by Transportation Exhibit). This report shows daily nomination data by Transportation exhibit.
- **900 Report** (Flow Order Event Customer Summary). In the event of an Operational Flow Order (OFO) or Emergency Flow Order (EFO), you can use this report to see forecast usage information for customers linked to your Customer Code.
- **902 Report** (Diversion Event Summary). This report shows forecast usage, pre- and post-diversion scheduled volumes and applicable usage penalties for all customers linked to your Customer Code.

Contracts

- **770 Reports**. These reports are copies of your GTSA exhibits, as well as your GTSA.
- **772M Report** (Noncore Balancing Aggregation Agreement). This report is a copy of your NBAA agreement.
- **775 Report** (NBAA Aggregations Summary). If you are an authorized agent, you can view customer information for Noncore customers aggregated under your Noncore Balancing Aggregation Agreement (NBAA).
- **776 Report** (Summary Contract and Nomination Information). A comprehensive list of contracts and exhibits, for informational purposes.
- **783AB Report** (ECS User Agreement). This report is a copy of your ECS agreement.
- **790 Report** (E-Modifications to Contracts). This report will list out electronic modifications that have been made to your contracts.
- **792 Report** (E-Status of Contracts). This report will show which contracts have or have not been E- accepted.

Usage

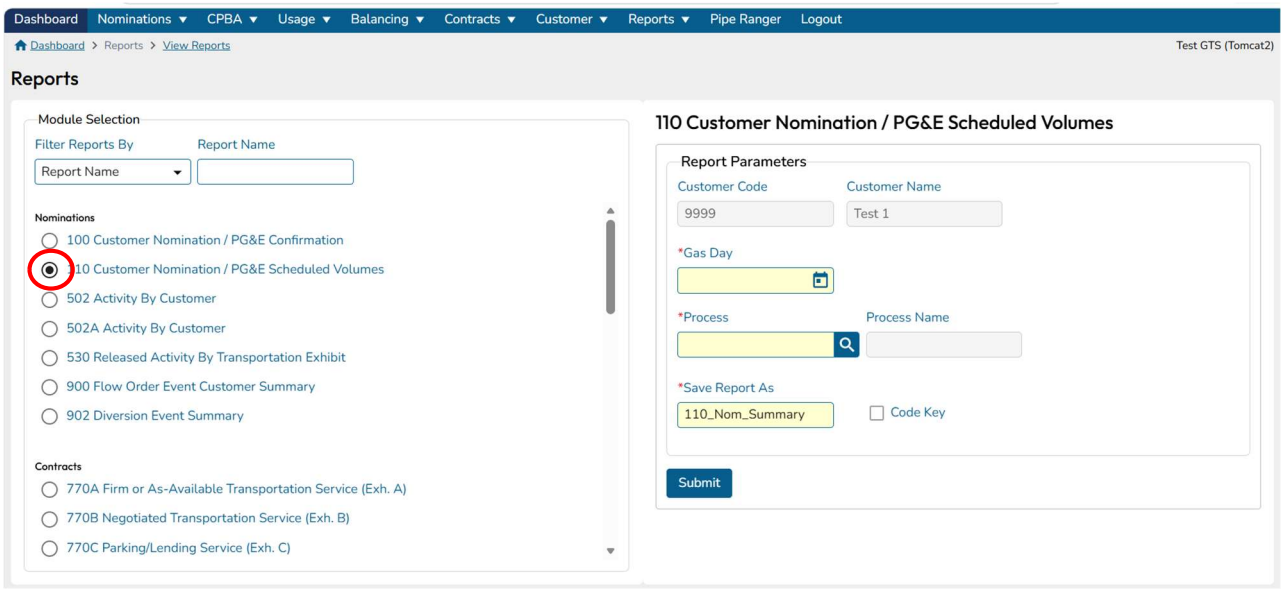
- **400 Report** (Daily Gas Usage By Agent). This report shows end-use customer usage data for a particular day and cumulative month-to-date data.
- **405A Report** (Daily Gas Usage By Agent – Monthly Summary). This report has the same data as the 405 Report but is designed for ease of use in Excel.
- **405 Report** (Daily Gas Usage By Agent – Monthly Summary). This report shows the same end-use customer usage data as the 400 Report but includes data for each day of the month.
- **406 Report** (Daily Gas Imbalance By Agent – Monthly Summary). This report shows the daily scheduled volume, daily end-use customer usage data, daily imbalances and the cumulative imbalance month-to-date by Transportation ID.
- **407A Report** (Billed Usage By Agent – Monthly Summary). This report has the same data as the 407 Report but is designed for ease of use in Excel.
- **407 Report** (Billed Usage By Agent – Monthly Summary). This report provides billing-quality usage data each day after billing commences.
- **408 Report** (ISP Daily Imbalances By Agent). This report is used by the independent storage providers to show their daily and cumulative imbalances.

Balancing

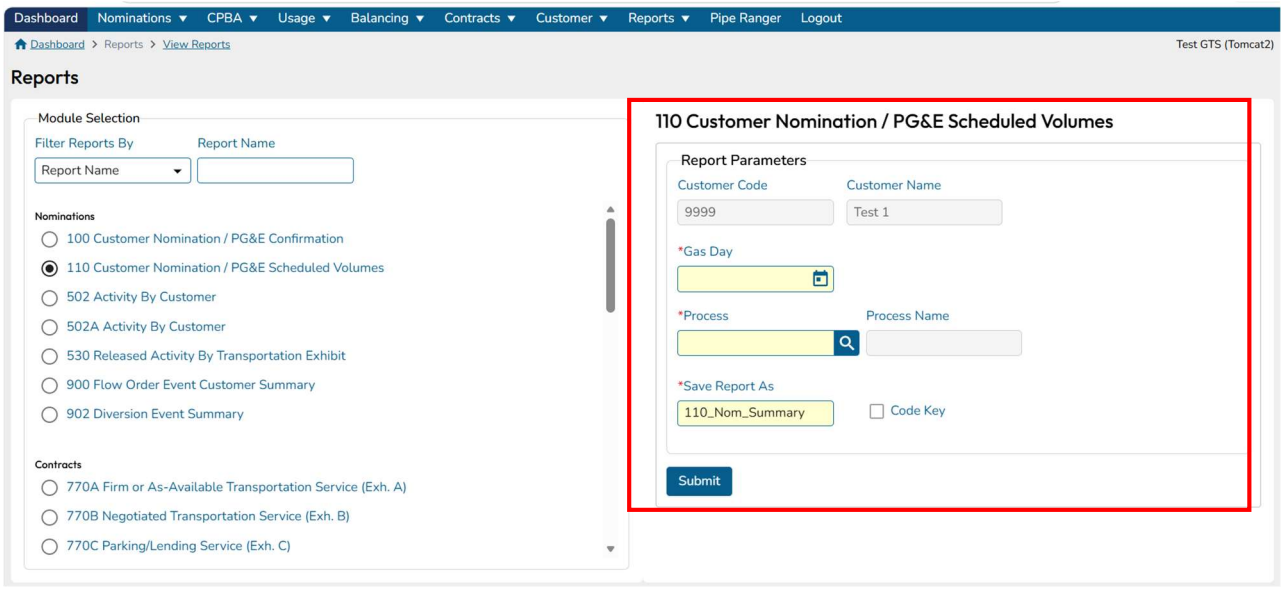
- **570 Report** (Market Center and Balancing Services). This report shows transaction data as well as current balances for a Park, Lend or Storage account.
- **571 Report** (Imbalance Activity by Month). See monthly trade activity for your various account balances.
- **572 Report** (Storage Commitments Report). This report displays the Storage exhibit information including: (1) the latest balance associated with the exhibit – as of the report run date; (2) the Offset Values (CFS exhibits); (3) and calculated fields – Max Daily Injection, Max Daily Withdrawal, % of Inventory, % of Max Injection, % of Max Withdrawal.
- **575 Report** (Monthly Commitments Report). See your commitments for market center deals for a particular month.
- **576 Report** (Market Center Performance Summary). This report provides a snapshot of a customer's activity and position regarding their Market Center exhibits (Park and Lend exhibits).
- **577 Report** (Market Center Performance Detail). This report provides a snapshot of a customer's activity and position regarding one of their Market Center exhibits at a time.
- **600 Report** (California Production Imbalance Statement). This report shows imbalance data by meter for California production.
- **605 Report** (Actual Deliveries and Adjustments by California Production Meter). This report shows actual deliveries from California production meters in Mcf volumes as well as adjusted Dth volumes.

If you wish to run and view or save any of these reports, follow these procedures:

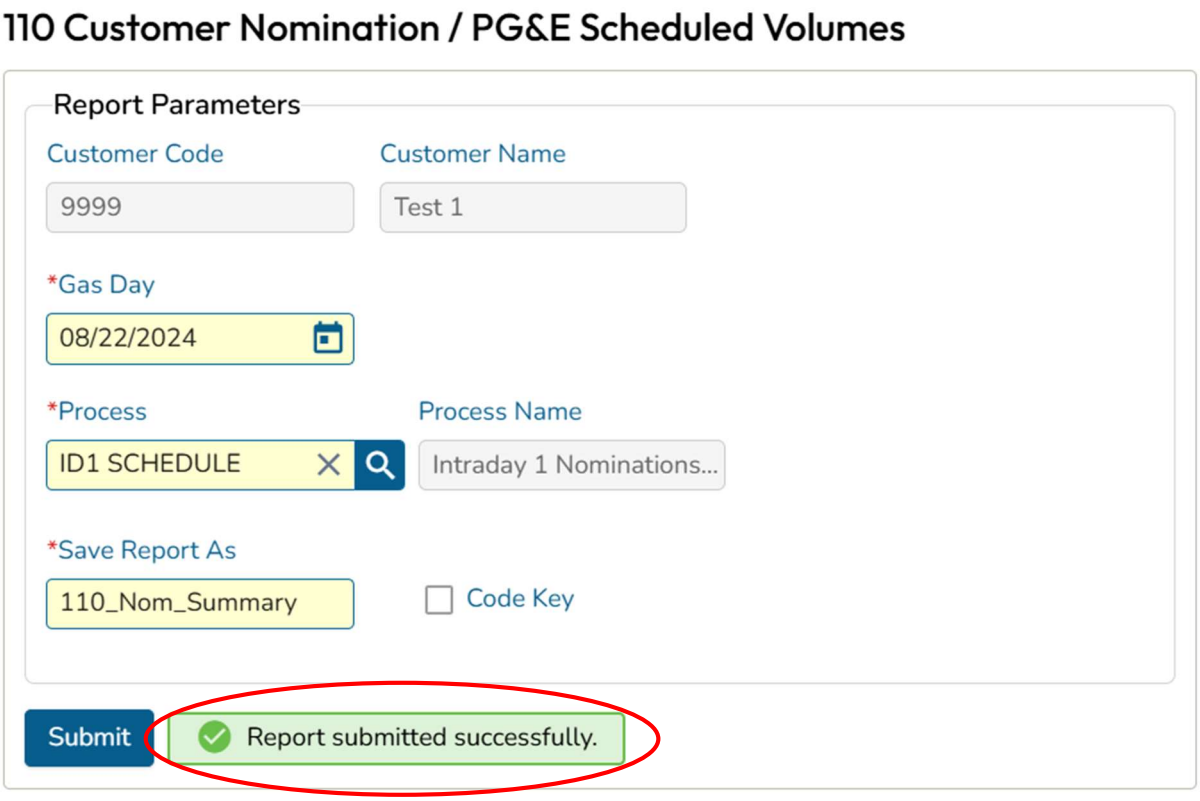
- In the Reports table, click the radio button to the left of the report you wish to run (in this example, the 100 Report).



- A section for report parameters will appear to the right. Parameters will vary based on the selected report.



- Enter the desired parameters for the report.
  - ***Code Key*** will print the list of cut codes (legend) for the 100 report when selected.
  - The ***Save Report As*** field is required and will default to a generic report name. This field can be changed to a report name of your choice in place of the default name, if desired.
- Click the SUBMIT button.



- A status bar message will display with the status of the report request.
- Change parameters and run this report for another Gas Day or Process.

NOTE: Reports automatically run in the background, so you can continue working in INSIDEtracc. The Reports screen refreshes itself every 15 to 30 seconds, approximately.

The status of the submitted report will appear at the bottom of the Reports screen in the Results table. The Results screen refreshes itself approximately every 15 to 30 seconds. While the report is running, the status will show “Running.”

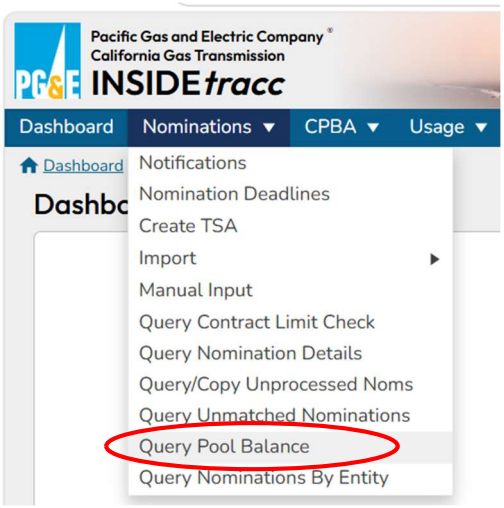
Once the report is complete, the screen will refresh and update the status to “Succeeded.” Three icons will appear to the left of the report listing, allowing the user to view the report in Adobe acrobat, to export the report to Excel or view the report in Actuate.

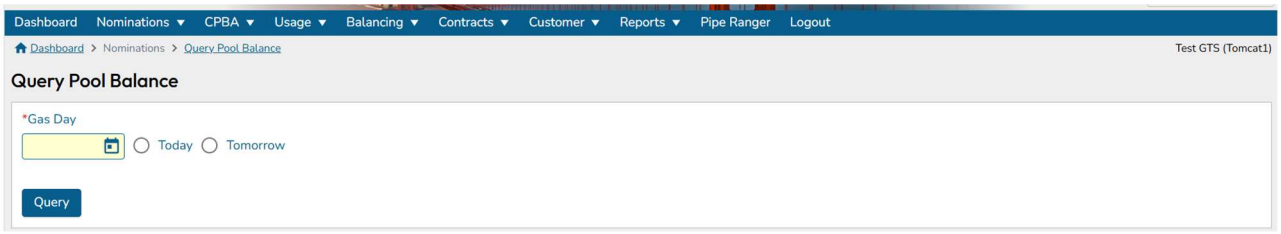


Checking Pool Balances

You can check to see if your pool balances are balanced once your nominations have been submitted to the PG&E database. To check pool balances, follow these procedures:

Select **Nominations**, **Query Pool Balance**.



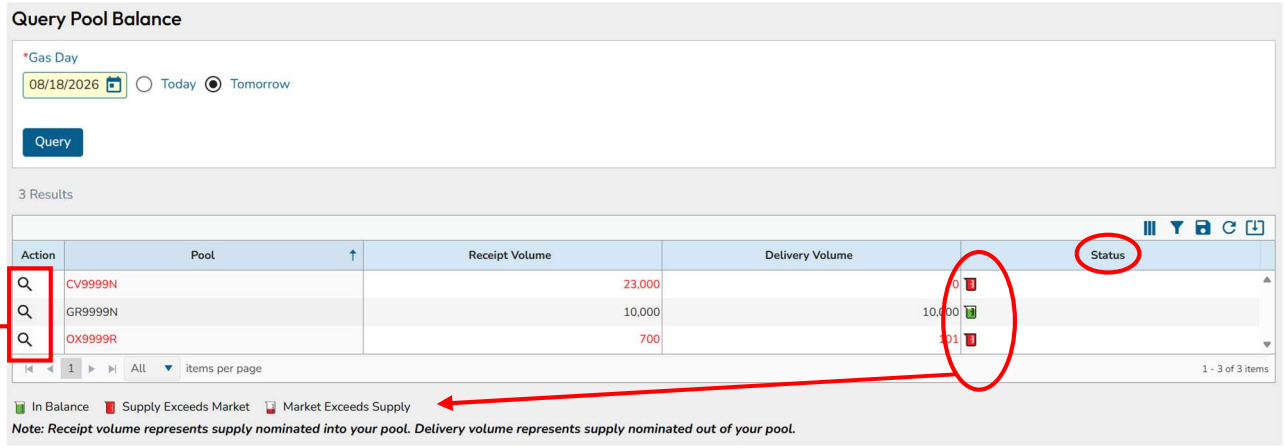


The Query Pool Balance Screen Buttons

QUERY	Retrieves all nominations matching the parameters entered.

To retrieve pool balances for a specific gas day:

- Enter the **Gas Day** date.
- Click the QUERY button.



From this screen, you can see if your pools are in balance for a particular gas day. You will see the total Receipt and Delivery volumes displayed for your pools, as well as any pools for which you are the authorized agent. The window also displays beakers in the Status column that indicate whether or not a particular pool is in balance.

- A green beaker filled to the top line means your pool is balanced.
- A red beaker filled to the very top means there is more supply than market.
- A half-empty red beaker means there is more market than supply.

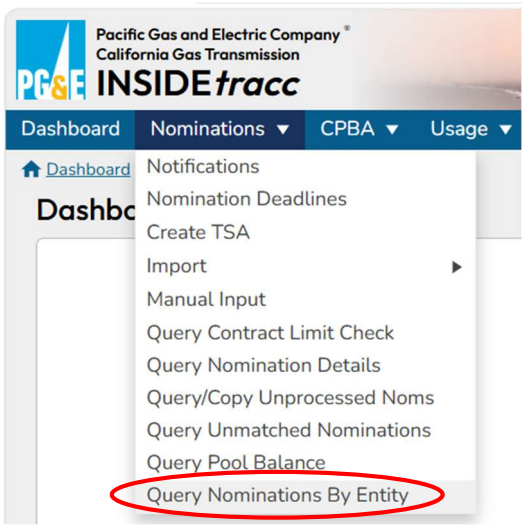
This screen displays all nominations going into and out of your pool(s). Data is available only for pools associated with your Customer Code, or those for which you are an authorized agent.

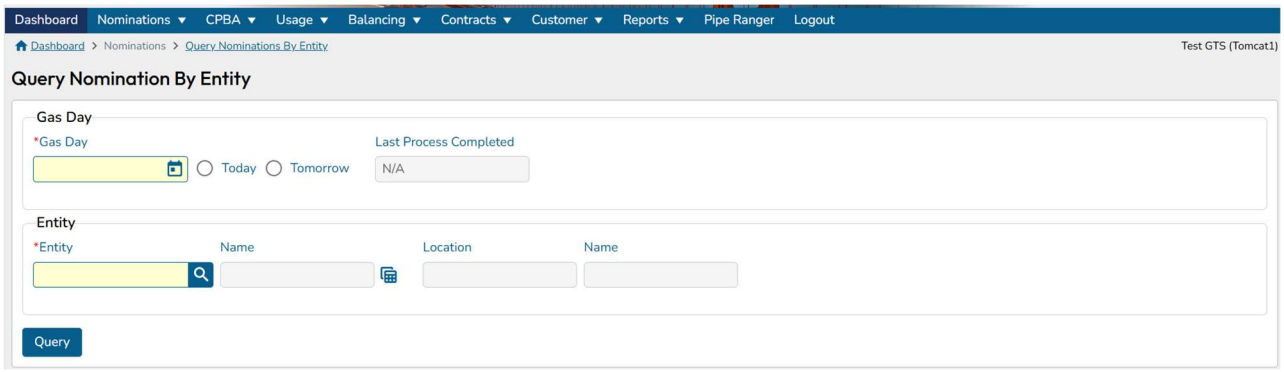
The magnifier *Action* icon will take you to the *Nominations by Entity* screen (also available from the main Nominations navigation), allowing you to modify your nominations to bring your pool(s) back into balance. This screen will only be available after a process has been confirmed. More information on the Nominations by Entity screen can be found in the following section.

NOTE: Pool balances can only be verified after submitting your nominations to PG&E.

Query Nominations by Entity

Volumes nominated into and/or out of a particular entity (e.g., a pool) can be seen from the Nominations→ *Query Nominations by Entity* screen. This screen will show if a particular pool is balanced once your nominations have been submitted to the PG&E database. To check the pool balance, follow these procedures:

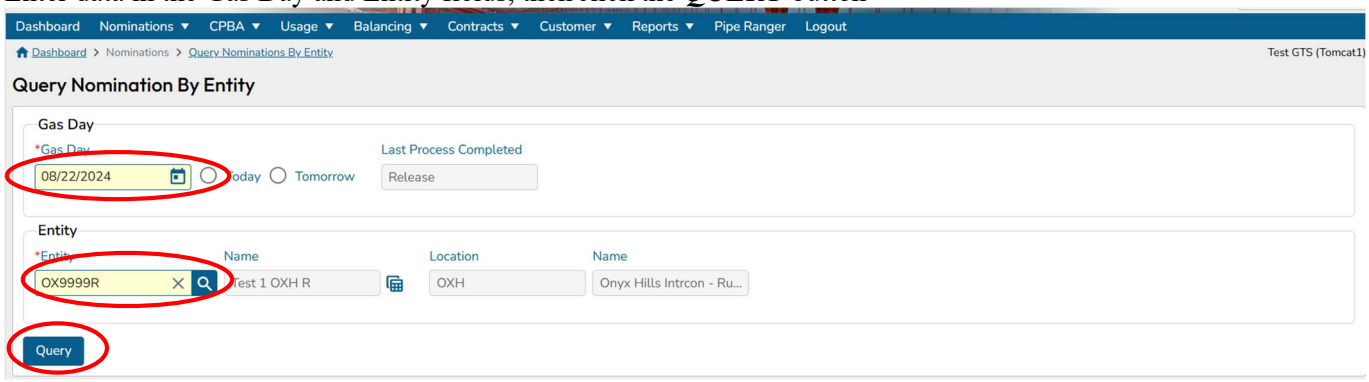


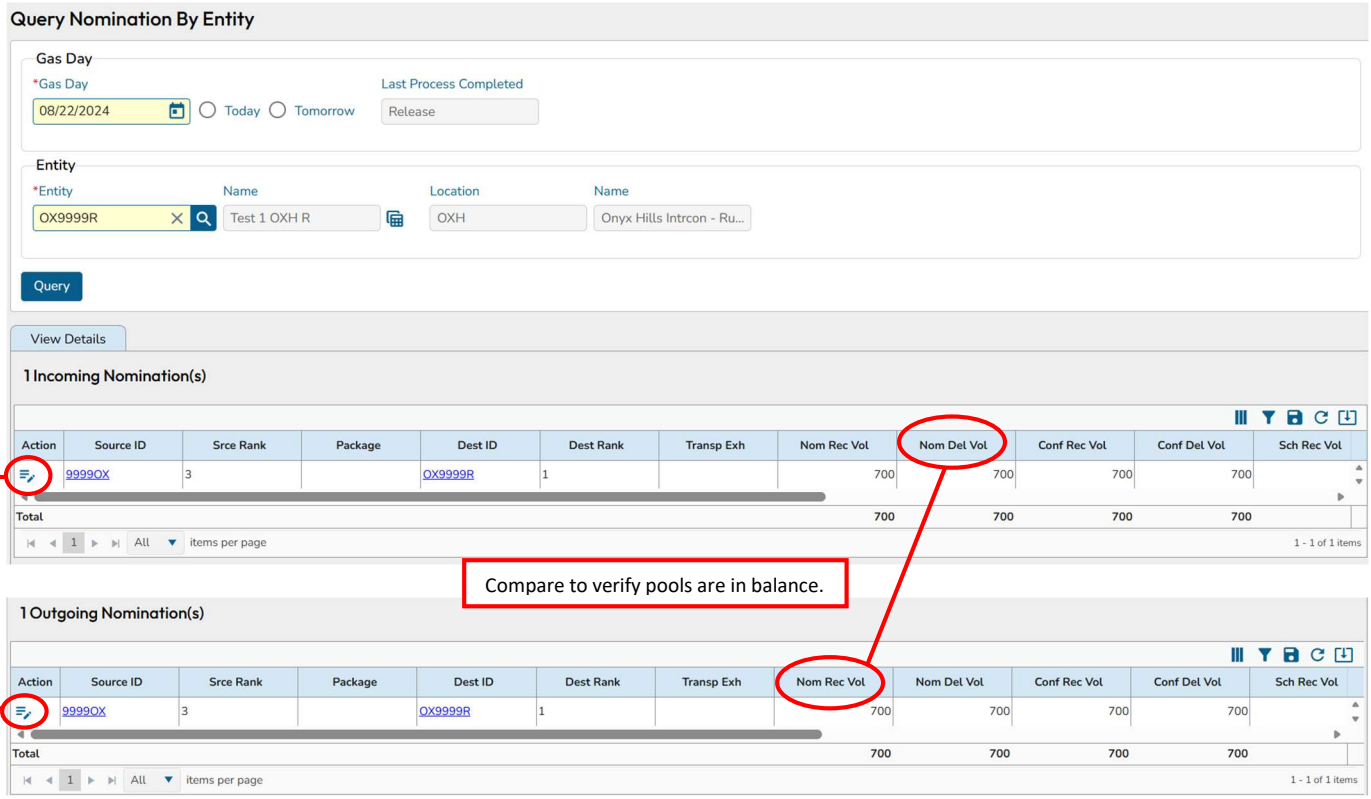


The Query Nominations By Entity Screen Buttons

QUERY	Retrieves all data matching the parameters entered.

Enter data in the Gas Day and Entity fields, then click the ***QUERY*** button





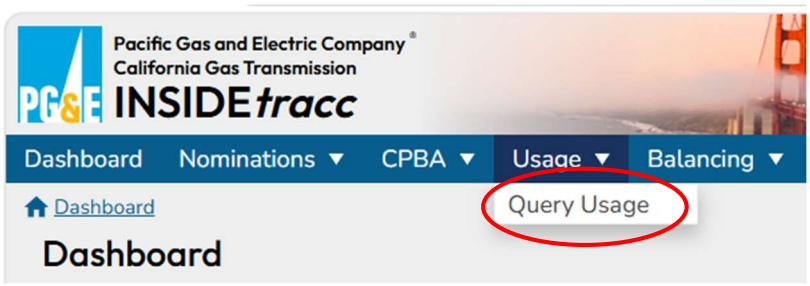
NOTE: This screen may also be accessed directly from the *Query Pool Balance* screen by clicking on the magnifier Action icon.

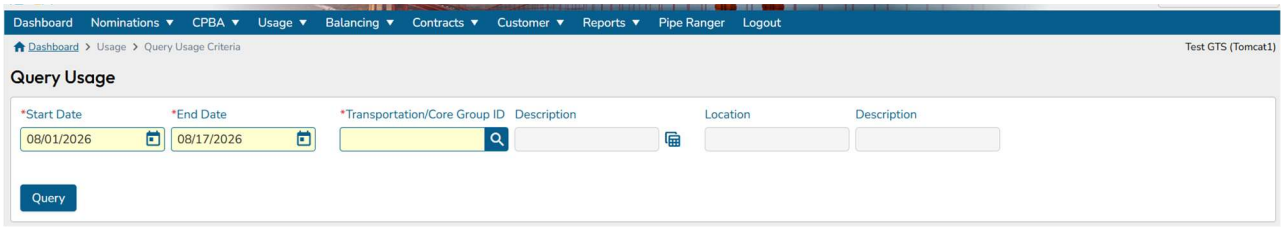
Clicking the edit ***Action*** icon will take you to the ***Replace Volume Or Rank*** screen (please see the ***Replace Volume Or Rank*** section of this document for further information on that screen).

A pool is considered to be balanced if the *Nom Del Vol* total INTO the pool is equal to the *Nom Rec Vol* total OUT of the pool.

Accessing Usage Data

By navigating to the *Usage→ Query Usage* screen, you can access usage data for the various end-use customers linked to your Customer Code.





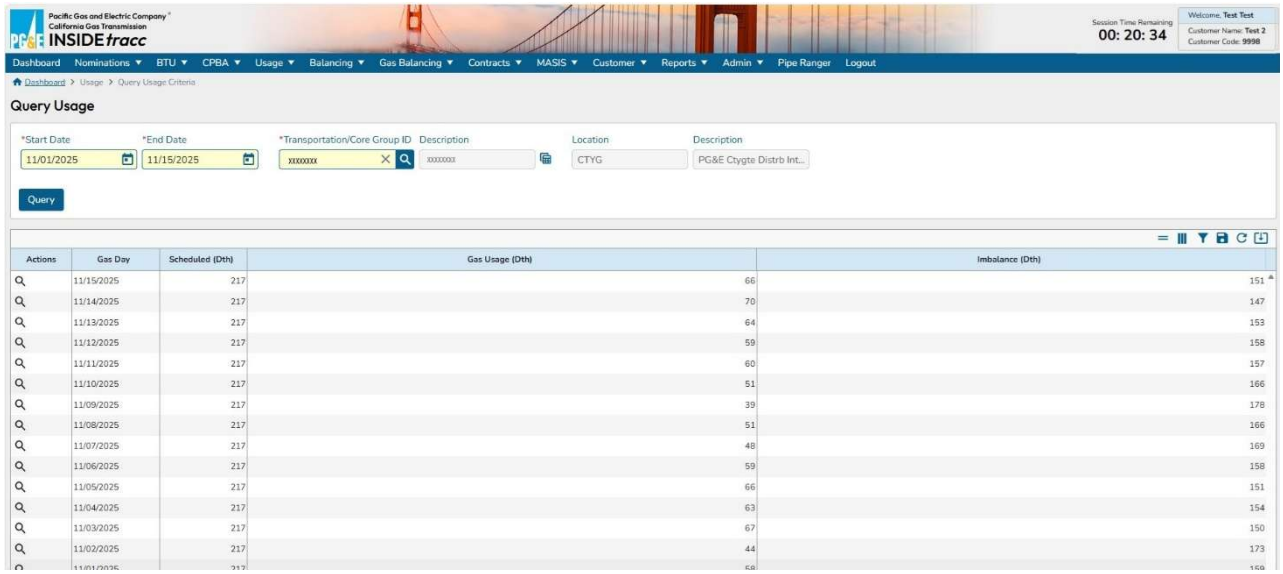
The Usage Screen Buttons

Query	Retrieves all data matching the parameters entered.

<u>To access usage data</u>:

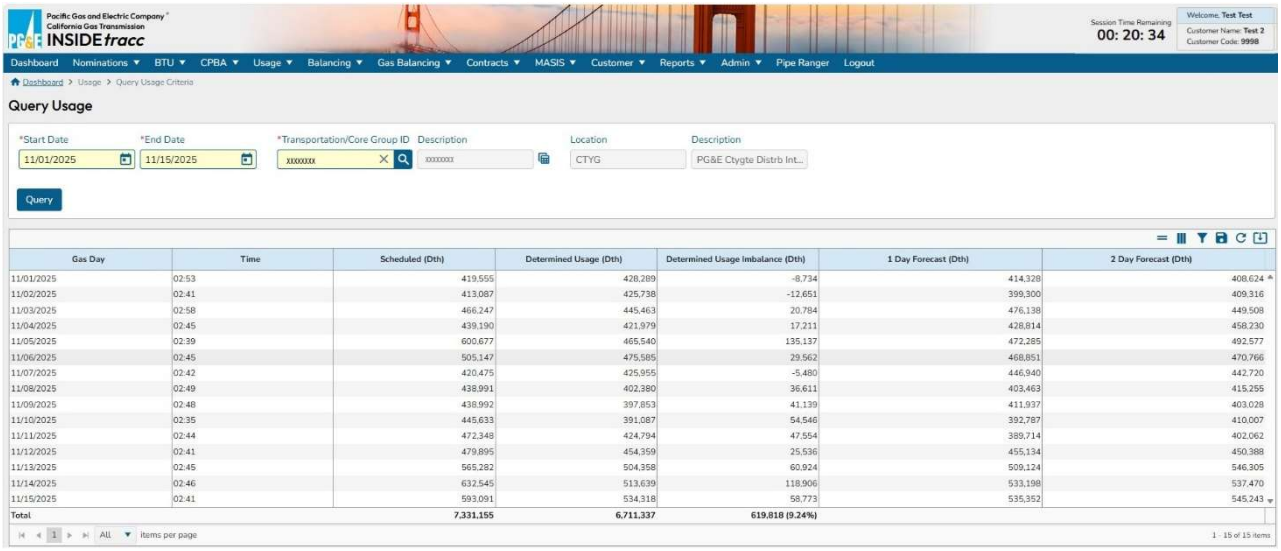
- Enter data into the required fields.
- Click on the QUERY button. A table will populate below the query fields showing information for the Transportation Code or Core Group ID you have entered.

Noncore data screen:



The **Imbalance** column displays differences between scheduled volumes and gas usage expressed as a percentage of gas usage. If less than 24 hours of usage data is available for a specific Gas Day, that data will appear in red and the row will be highlighted in yellow.

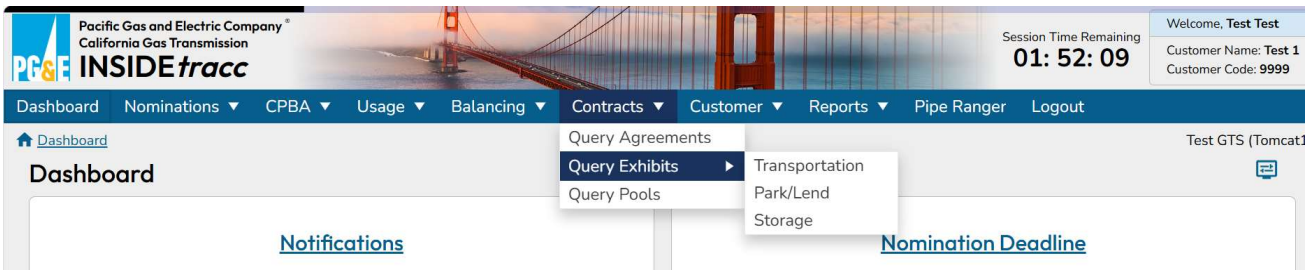
Core data screen:



Gas Day	Time	Scheduled (Dth)	Determined Usage (Dth)	Determined Usage Imbalance (Dth)	1 Day Forecast (Dth)	2 Day Forecast (Dth)
11/01/2025	02:53	419,555	428,289	-8,734	414,328	408,624
11/02/2025	02:41	413,087	425,738	-12,651	399,300	409,316
11/03/2025	02:58	466,247	445,463	20,784	476,138	449,508
11/04/2025	02:45	439,190	421,979	17,211	428,814	458,230
11/05/2025	02:39	600,677	465,540	135,137	472,285	492,577
11/06/2025	02:45	505,147	475,585	29,562	468,851	470,766
11/07/2025	02:42	420,475	425,955	-5,480	446,940	442,720
11/08/2025	02:49	438,991	402,380	36,611	403,463	415,255
11/09/2025	02:48	438,992	397,853	41,139	411,937	403,028
11/10/2025	02:35	445,633	391,087	54,546	392,787	410,007
11/11/2025	02:44	472,348	424,794	47,554	389,714	402,062
11/12/2025	02:41	479,895	454,359	25,536	455,134	450,388
11/13/2025	02:45	565,282	504,358	60,924	509,124	546,305
11/14/2025	02:46	632,545	513,639	118,906	533,198	537,470
11/15/2025	02:41	593,091	534,318	58,773	535,352	545,243
Total		7,331,155	6,711,337	619,818 (9.24%)		

Viewing Contract Information

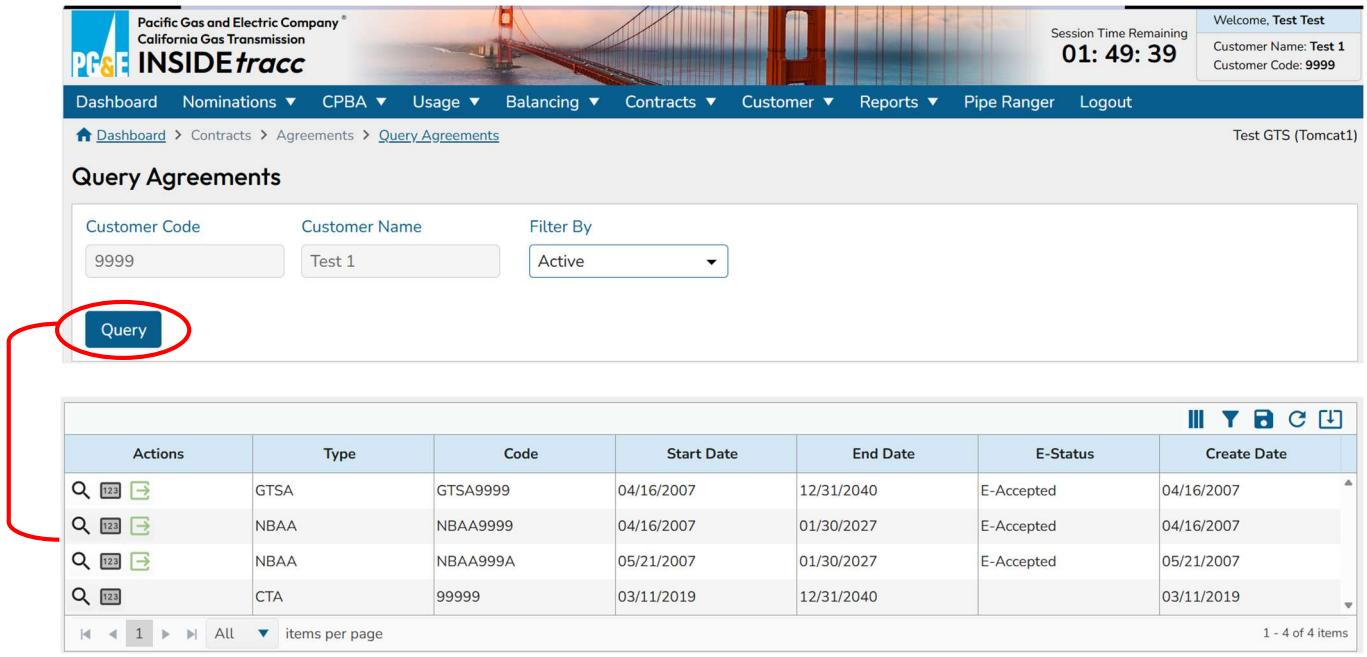
To view contract information applicable to your Customer Code, select **Contracts**, and choose the appropriate navigation selection for the contracts you wish to view.



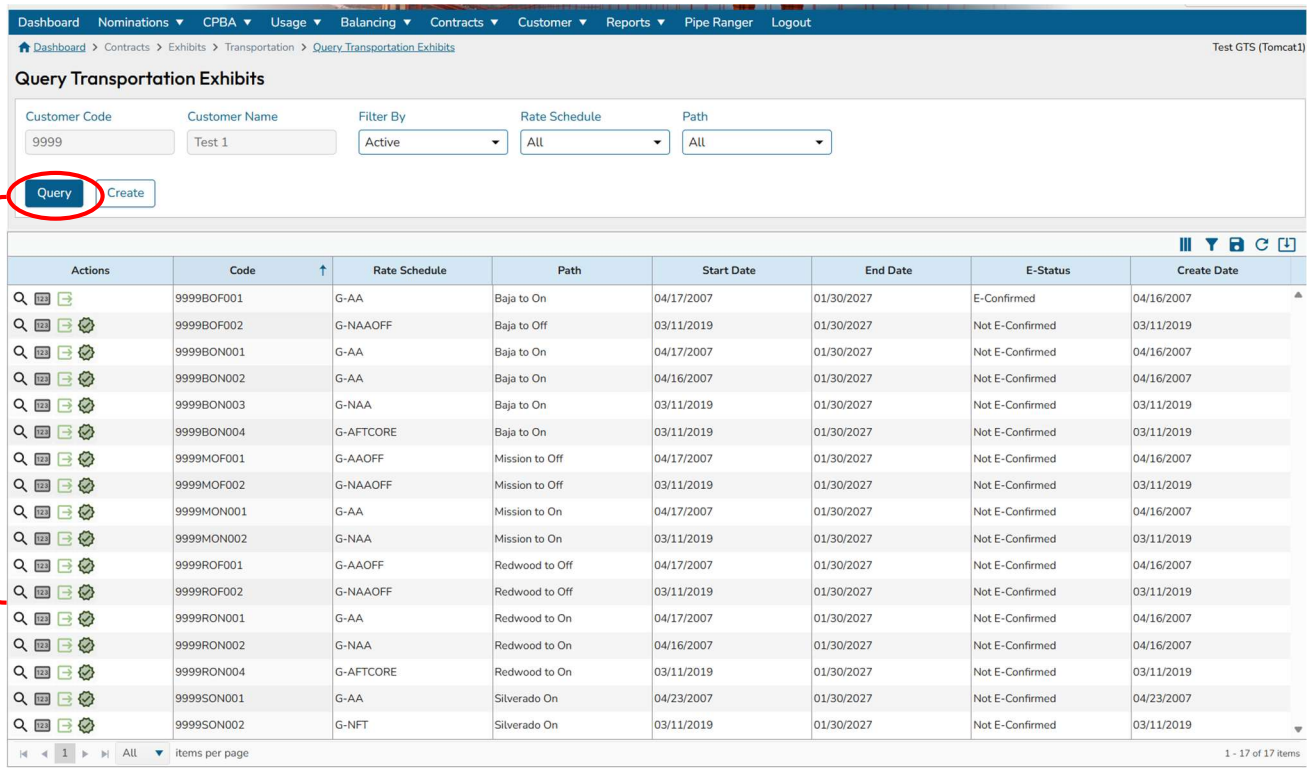
All contract screens will default, when selected, to Active contracts. Filter By selections include ***All*** and ***Past 12 Months***.

Icons to the left of a contract listed in the table will allow you to View Details, Submit a Report, or E-Confirm, depending upon which contract is queried.

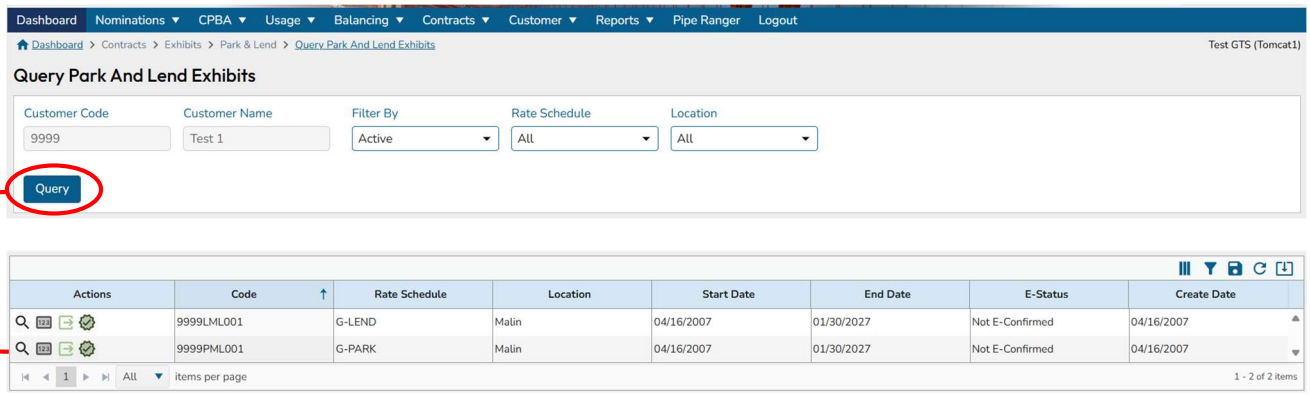
Query Agreements:



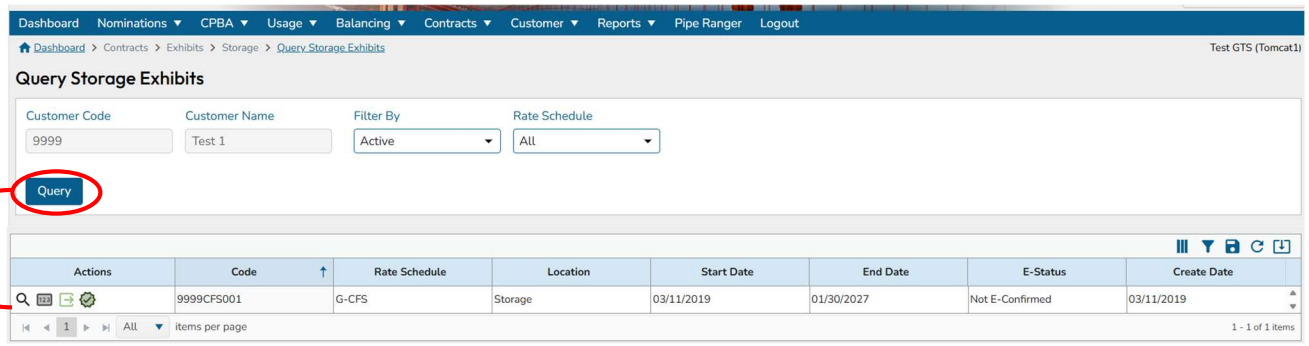
Query Exhibits: Transportation



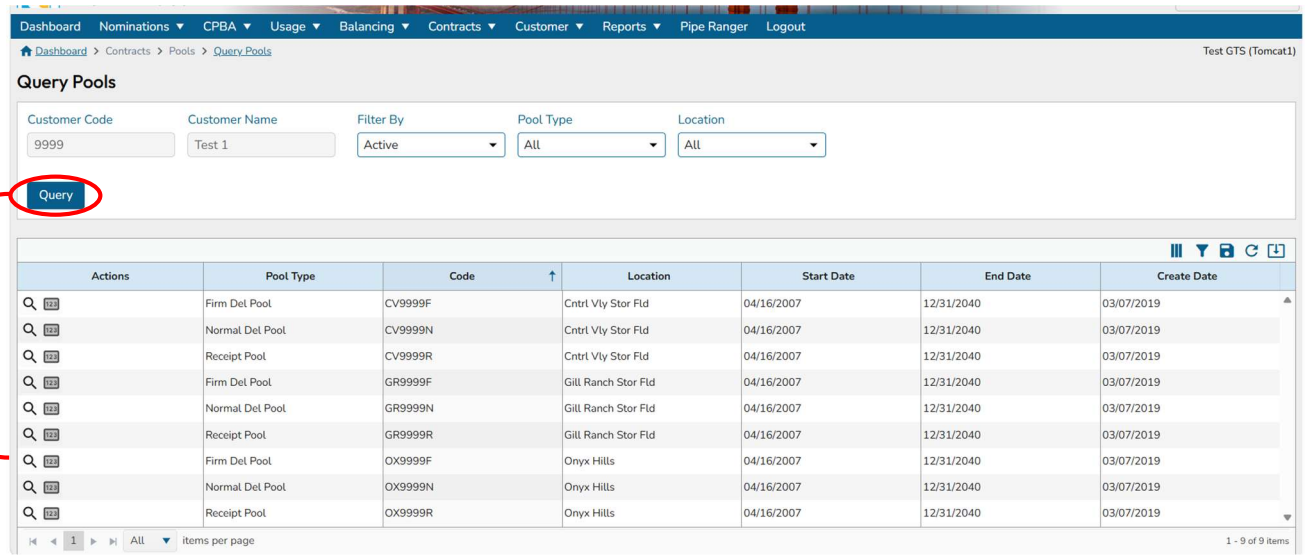
Query Exhibits: Park/Lend



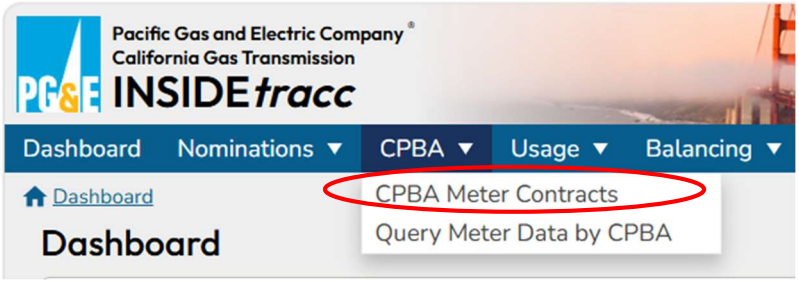
Query Exhibits: Storage

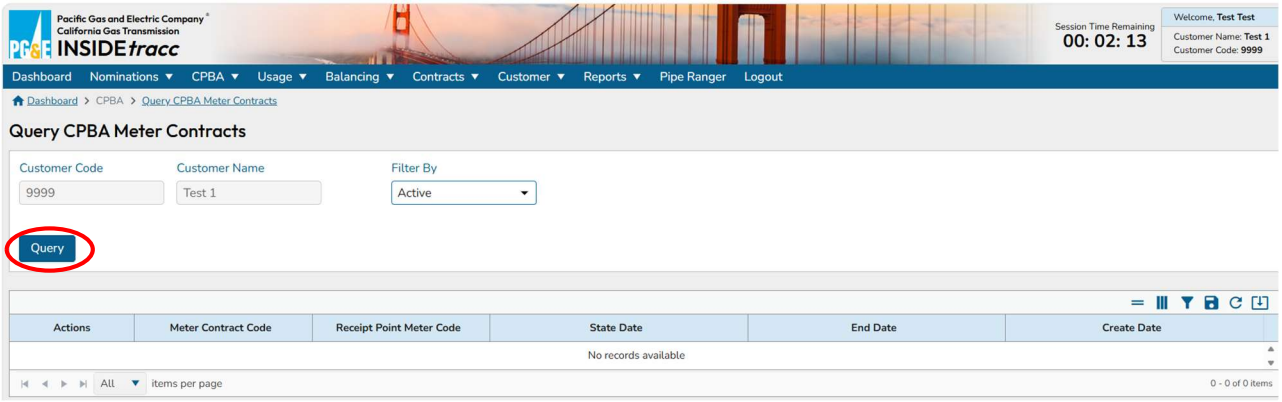


Query Pools:



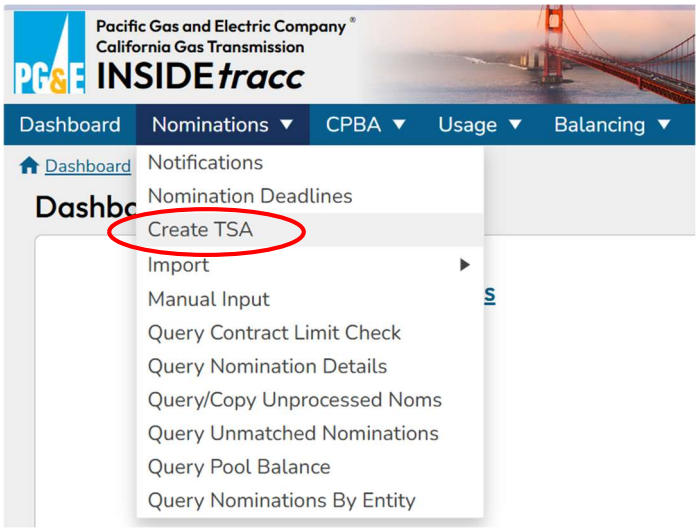
Query Meters:

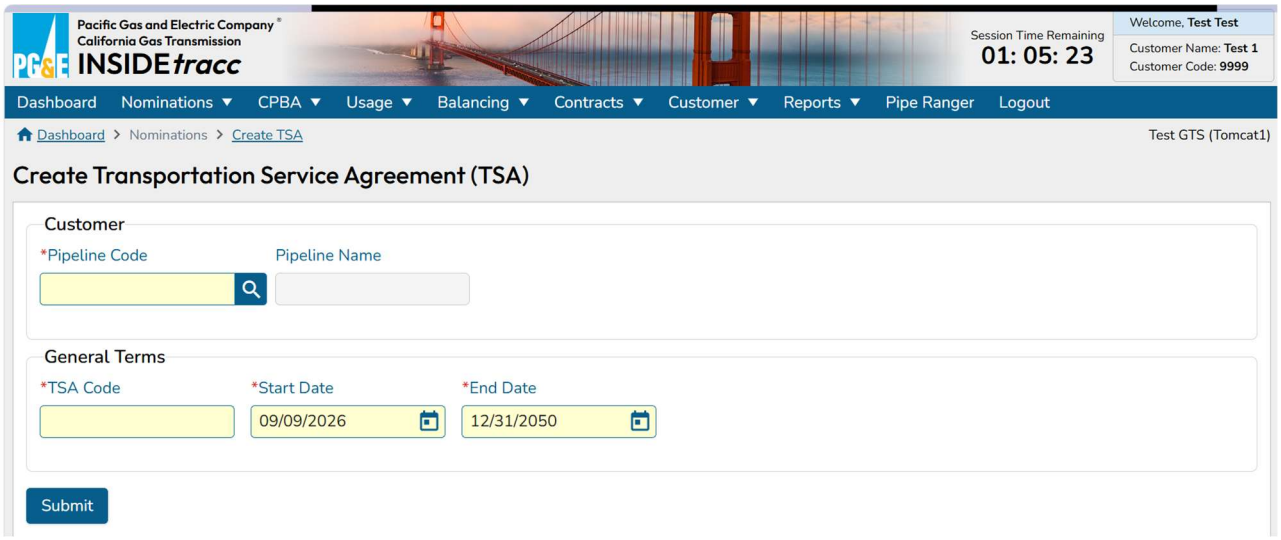




Creating Transportation Service Agreements (TSAs)

To add or modify a TSA, you must navigate to Nominations, Create TSA.



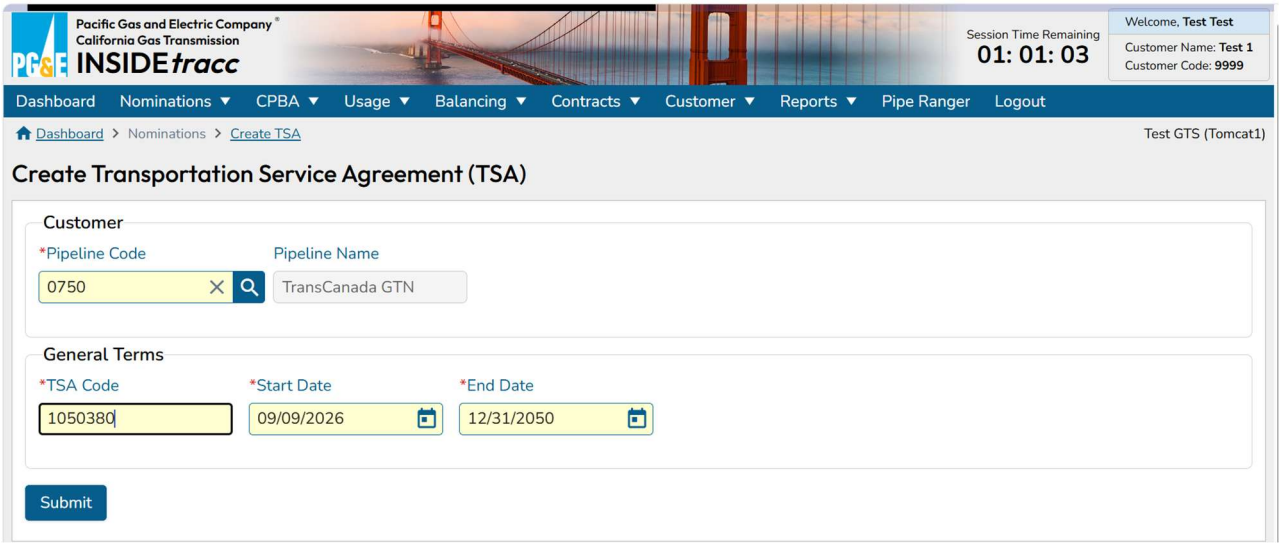


The Create TSA Screen Buttons

SUBMIT	Submits the data to the INSIDE*tracc* database.

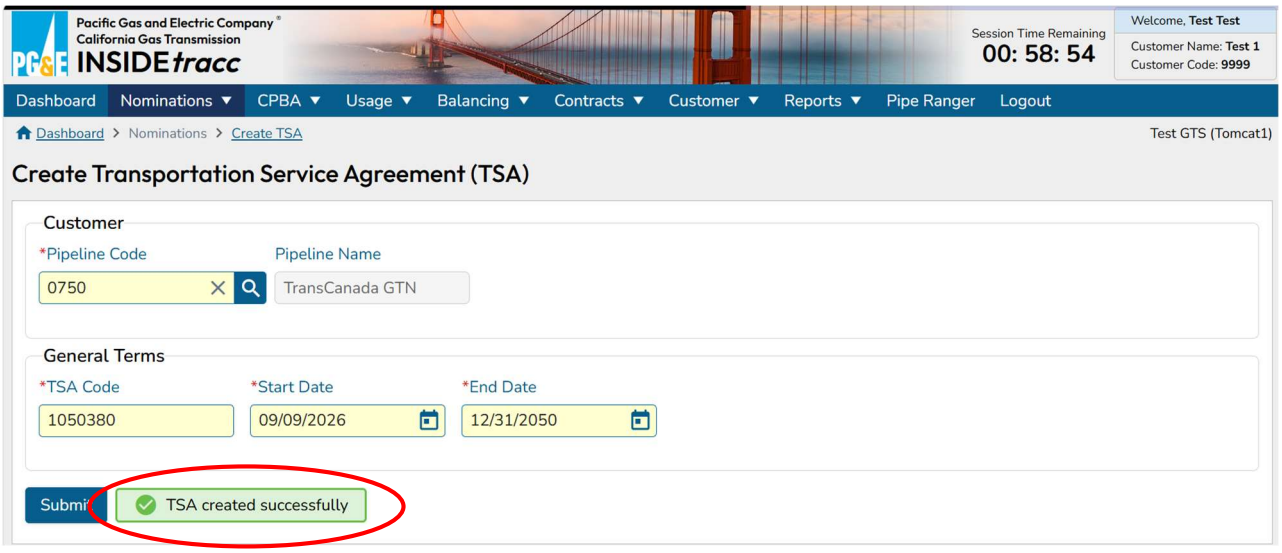
<u>To add a TSA:</u>

- Enter the required information in the Create TSA screen fields.
- Click the SUBMIT button to add the new TSA to INSIDE*tracc*.



NOTE: Once added to INSIDE*tracc*, TSAs belong to the specific interconnect for which they were entered. You will not be able to query a list of TSAs that you have previously entered.

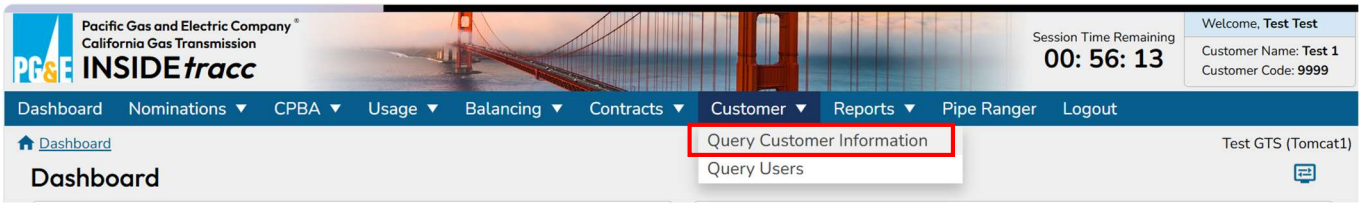
A status bar will appear indicating the status of the TSA submitted.



Viewing Customer and Credit Information

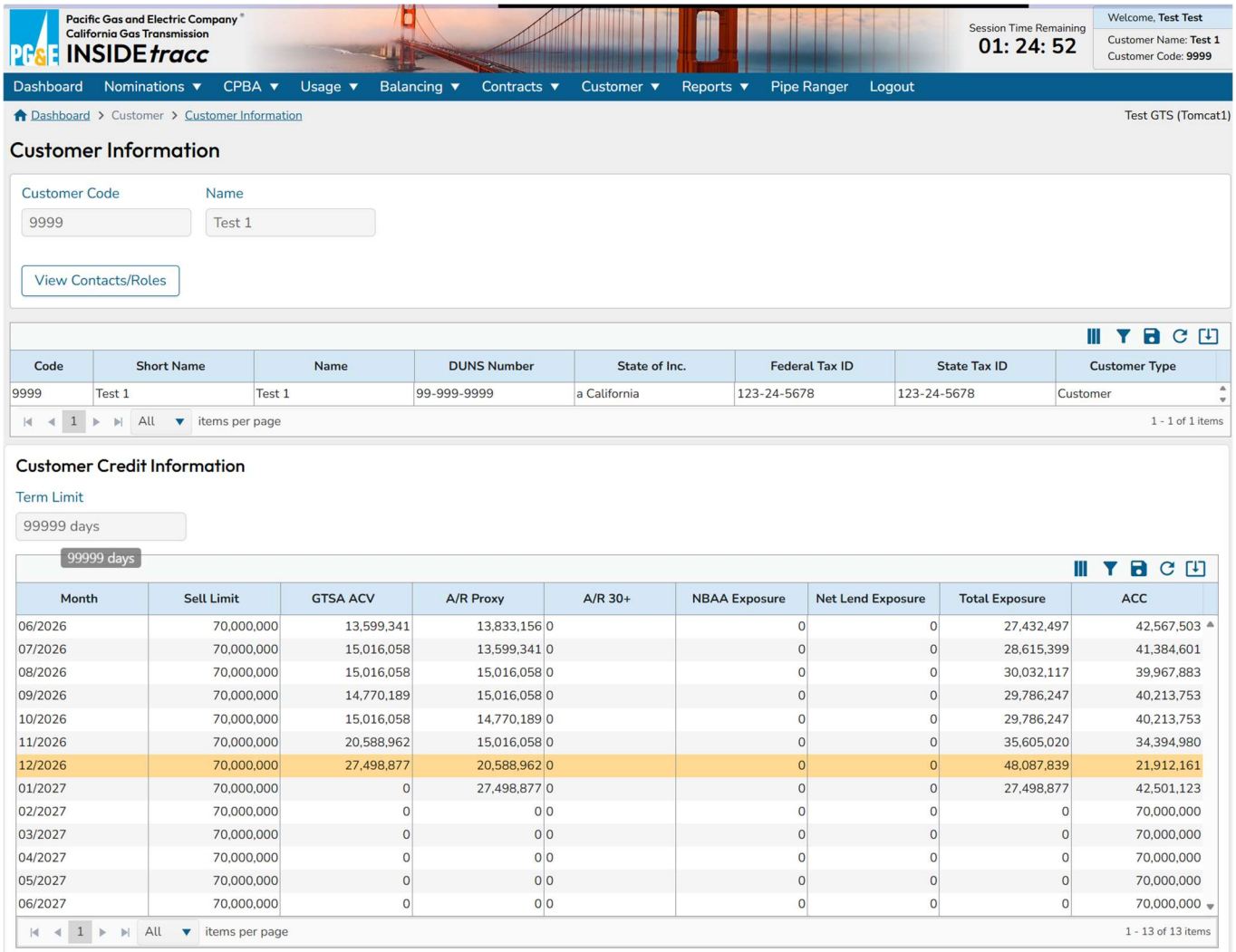
To view information associated with your Customer Code:

- Select **Customer**, **Query Customer Information**.

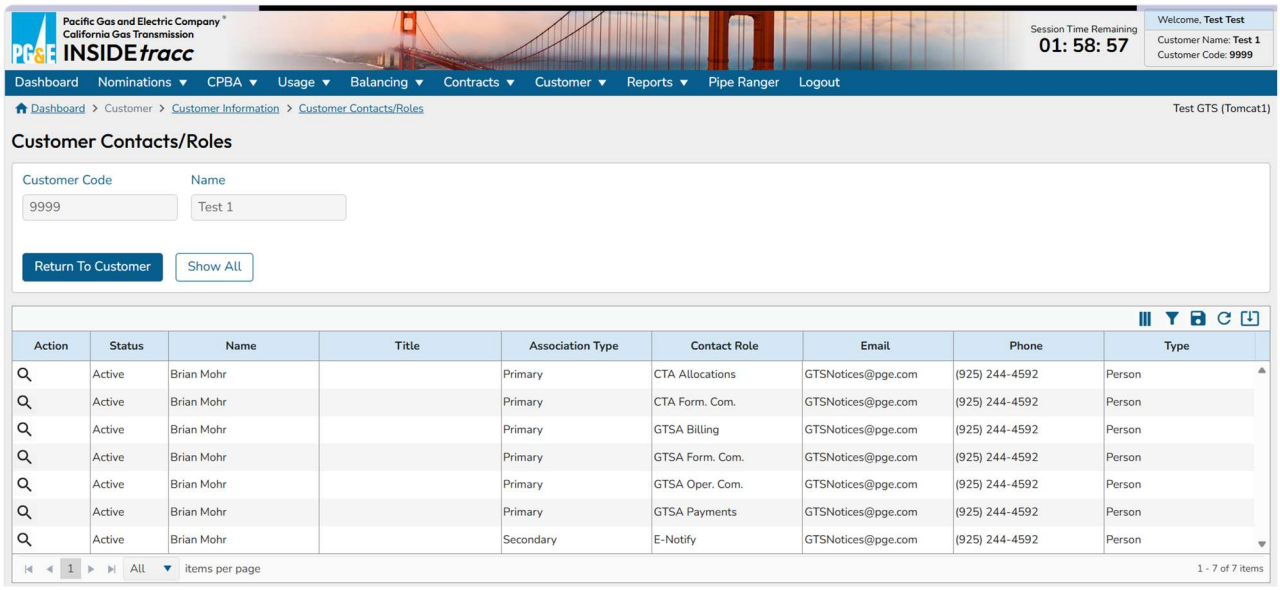


- Company information designated in your GTSA will show in the *Customer Data* section of the screen.
- Contacts designated in your GTSA will show by clicking on the *View Contacts/Roles* bar on the right-hand side of the screen.
- Credit information associated with your Customer Code will show in the *Customer Credit Information* section of the screen.

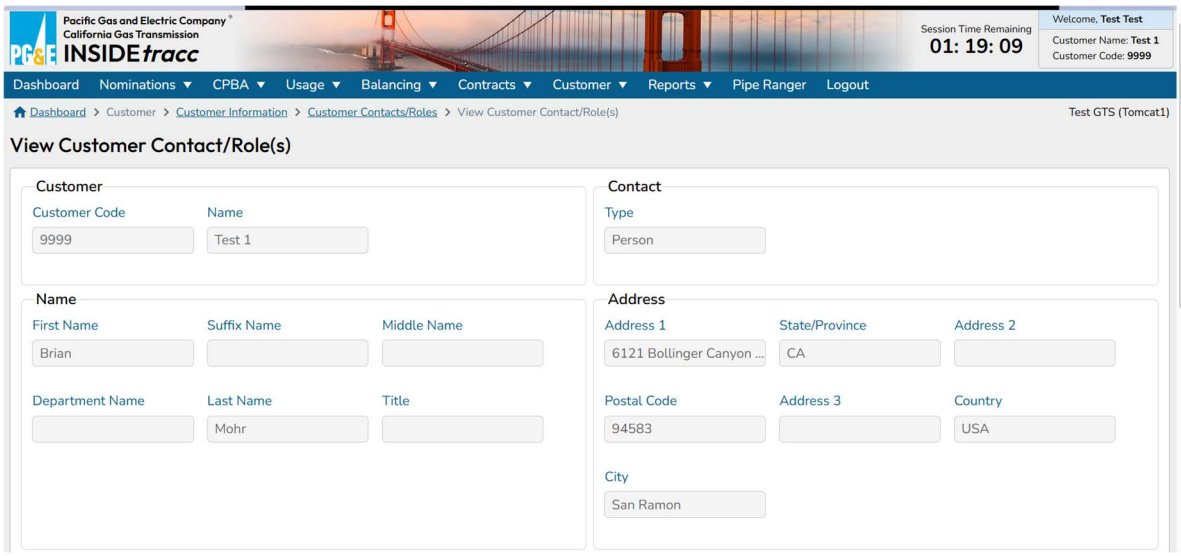
The yellow highlighted row represents the highest month of credit exposure (least amount of credit available). The credit limits for each month are shown along with the exhibit/contract exposure for that month, estimated accounts receivable for the month and over 30 days, commodity exposure related to your NBAA contract and any outstanding lends, total exposure and available customer credit.

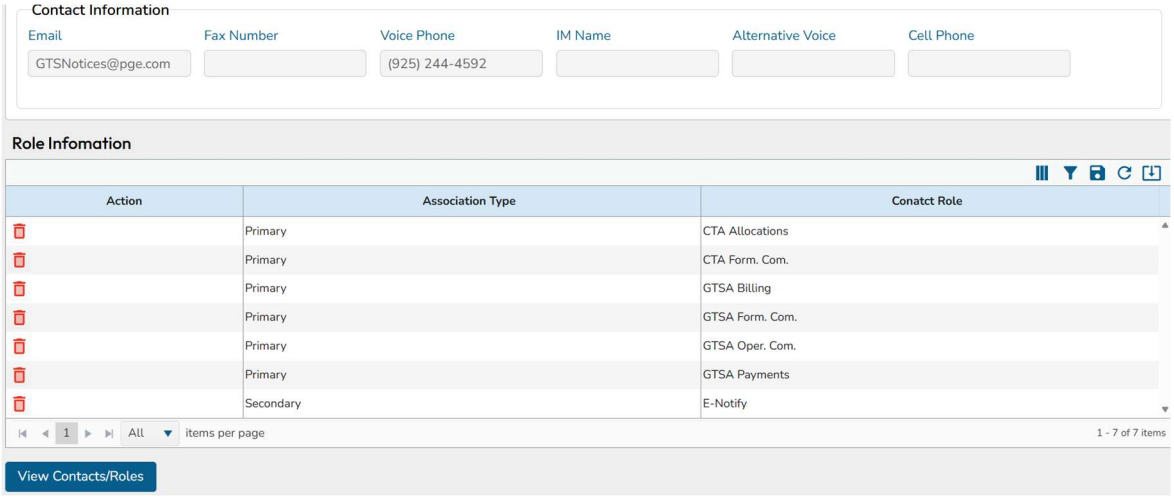


- To view Contacts as designated in your GTSA, click the VIEW CONTACTS/ROLES button.
- The Contact Role for each Customer Contact is shown on this screen as well. These are the specific roles associated with your company contacts, as designated in your GTSA.



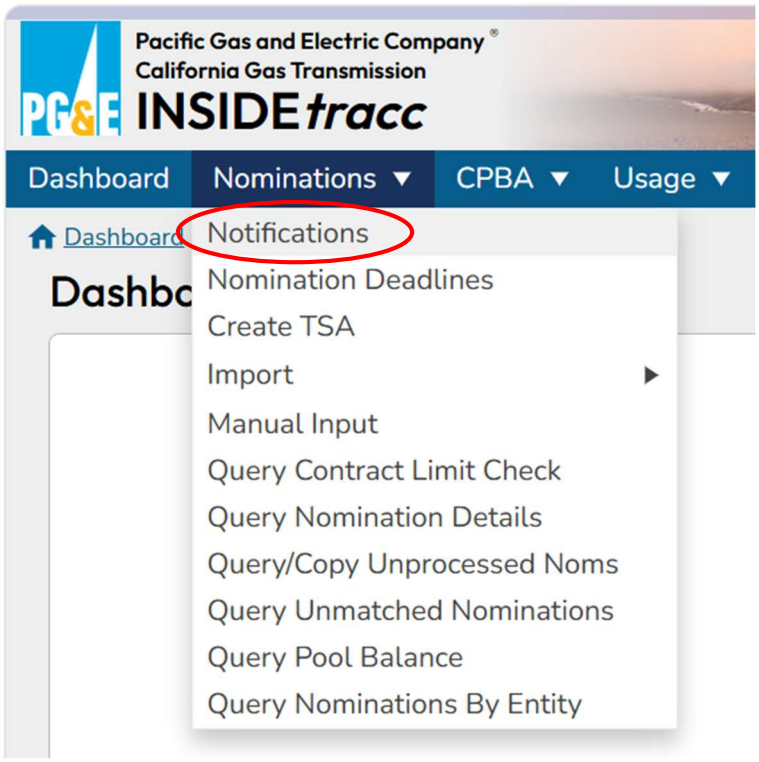
- Additional information about each contact can be seen by clicking the magnifying glass in the *Action* column.



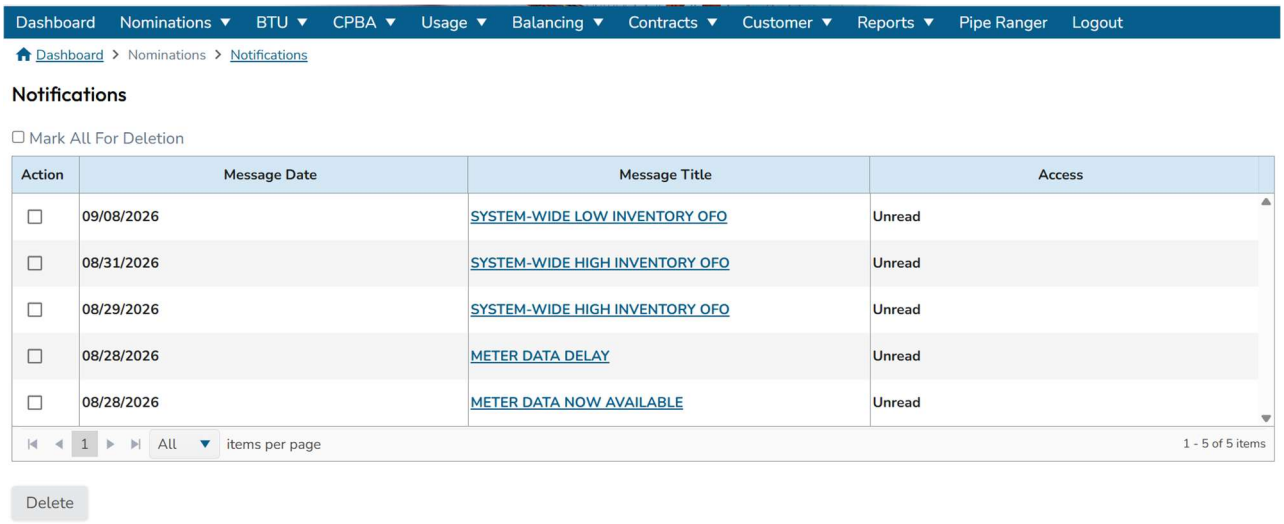


Viewing Notifications

By selecting ***Nominations→Notifications***, you can view important notices from CGT regarding system conditions, scheduling, etc. Notices are available for 90 days after posting.



To view a message, click the Message Title link. To delete a message, check the Action box. The selected message line will turn red. Then click the DELETE button.

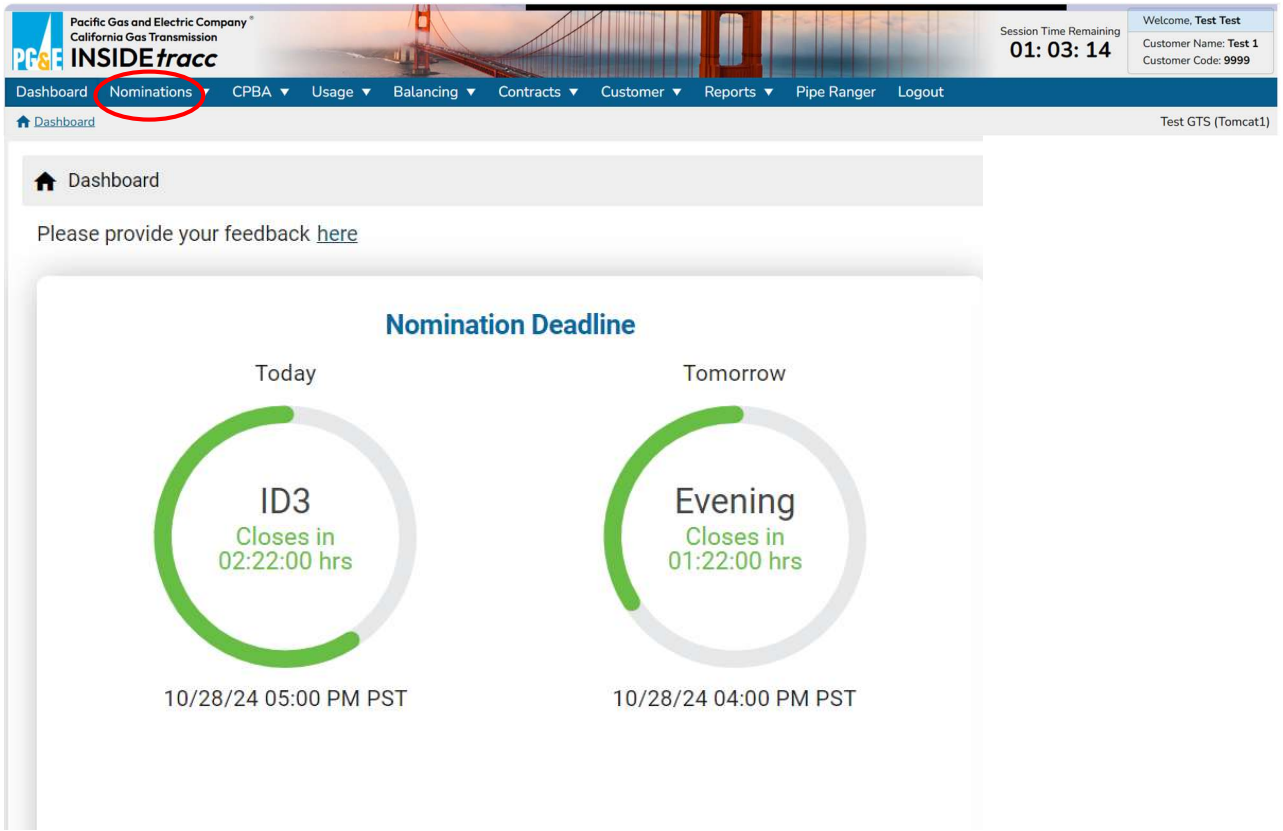


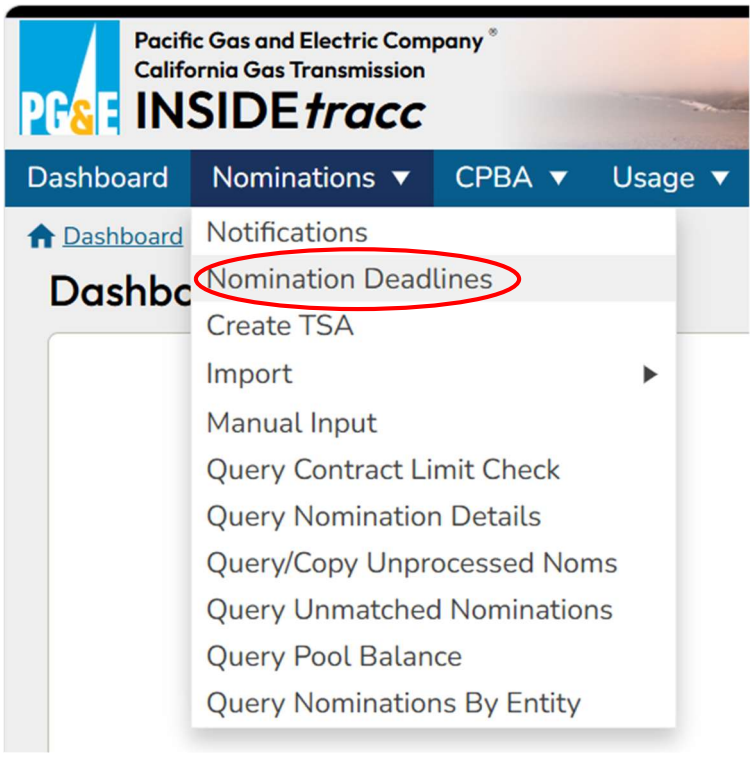
The Notification Message Screen Buttons

	Checks the action box for all messages in the table. To delete these messages, click the SUBMIT button.
DELETE	Submits the delete request(s) to the INSIDE*tracc* system.

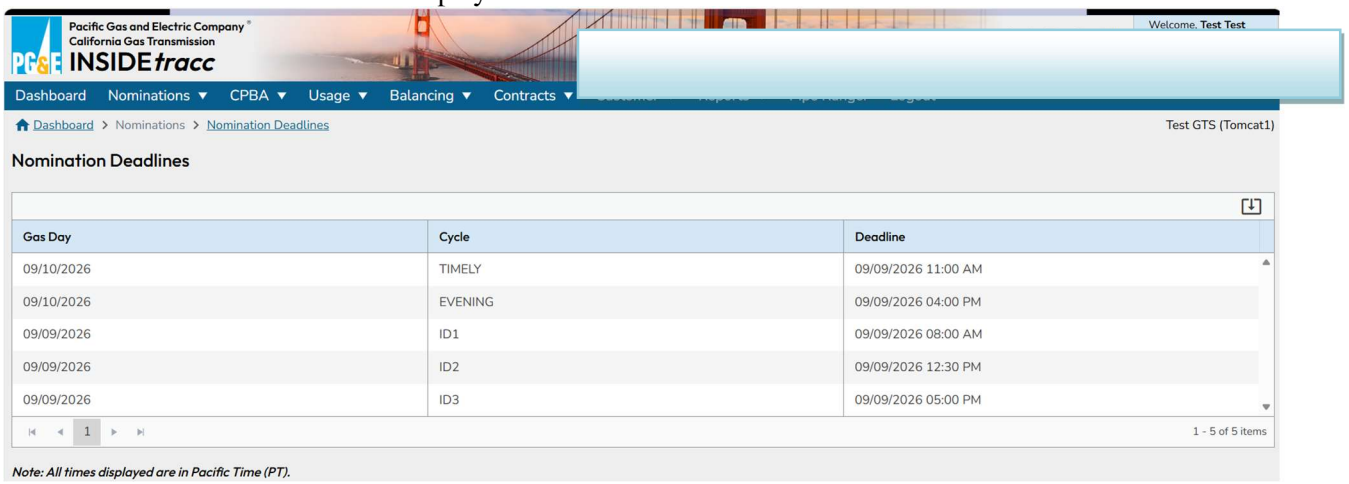
Viewing Nomination Deadlines

You can view nomination deadlines on the PG&E system by selecting the ***Dashboard*** to see the ***Nomination Deadline*** widget or by selecting ***Nominations→Nomination Deadlines***.





Current nomination deadlines are displayed in a table.

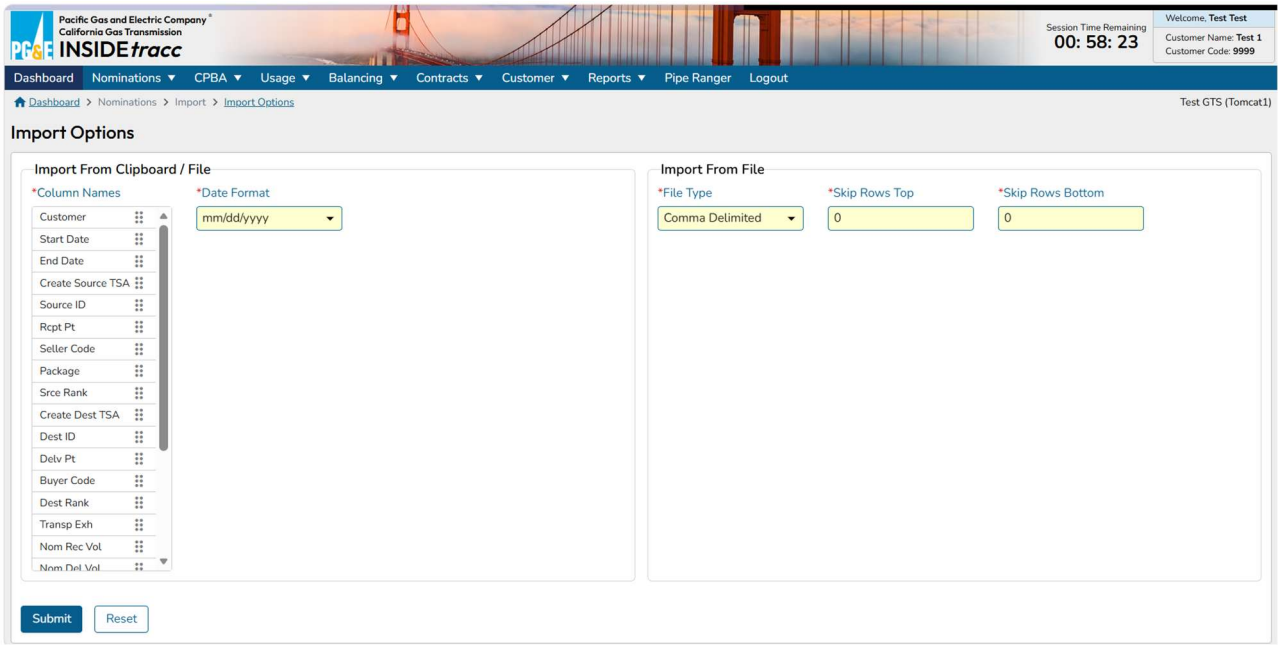


Importing Data

Nomination Import Options Window

Nominations can be imported into INSIDE*tracc* either from a spreadsheet file or through the Clipboard. Prior to importing your nominations to INSIDE*tracc*, you must "map" your data fields so they can be imported correctly into INSIDE*tracc*. The Gas Transportation Nomination Form is a spreadsheet that can be downloaded from the Pipe Ranger Web site. Navigate to Tools & Services, INSIDE*tracc*. The Gas Transportation Nomination Form will be located under the Resource Files section of the page.

- To access the *Import Options* screen, select *Nominations*→*Import*→***Options***. The *Import Options* screen will appear. This screen is used to map the order of the columns, left to right, that are on your spreadsheet to INSIDE*tracc*.

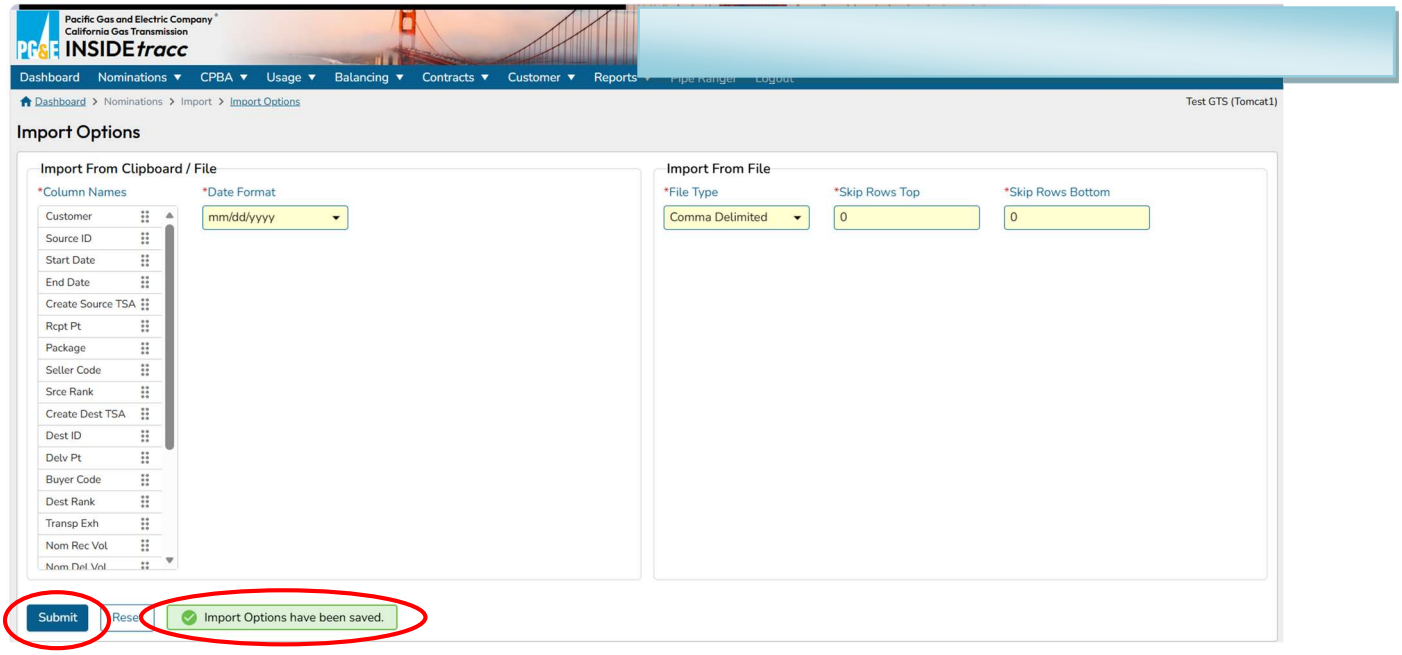


The Column Names table on the left-hand side of this screen displays your current import mapping. Field names are shown in the table. The Ignore Fields are used to skip over columns that appear in your spreadsheet but are not needed in INSIDE*tracc*. These can be placed in any position.

How to change the order of fields

Use the following process to change the order of fields to match the order in which they appear in your spreadsheet:

- Click on the Field Name.
- Move the field to the new column position by clicking and dragging the field up or down.
- Use the ***Ignore*** fields to skip over columns that appear in YOUR spreadsheet but are not needed in INSIDE*tracc* (such as the name of the Source or Destination ID).
- Repeat this process until all fields appear in the same order as they appear left-to-right on your spreadsheet.
- Click the SUBMIT button to save your changes; a confirmation message will appear.



NOTE: You must be sure the order of fields in INSIDE*tracc* matches the column order of the spreadsheet you are using from which to import your nominations. If the order of fields in INSIDE*tracc* does not match the column order of your spreadsheet, your nominations will be invalid and will need to be corrected prior to submitting them to PG&E.

To Import from a Saved File

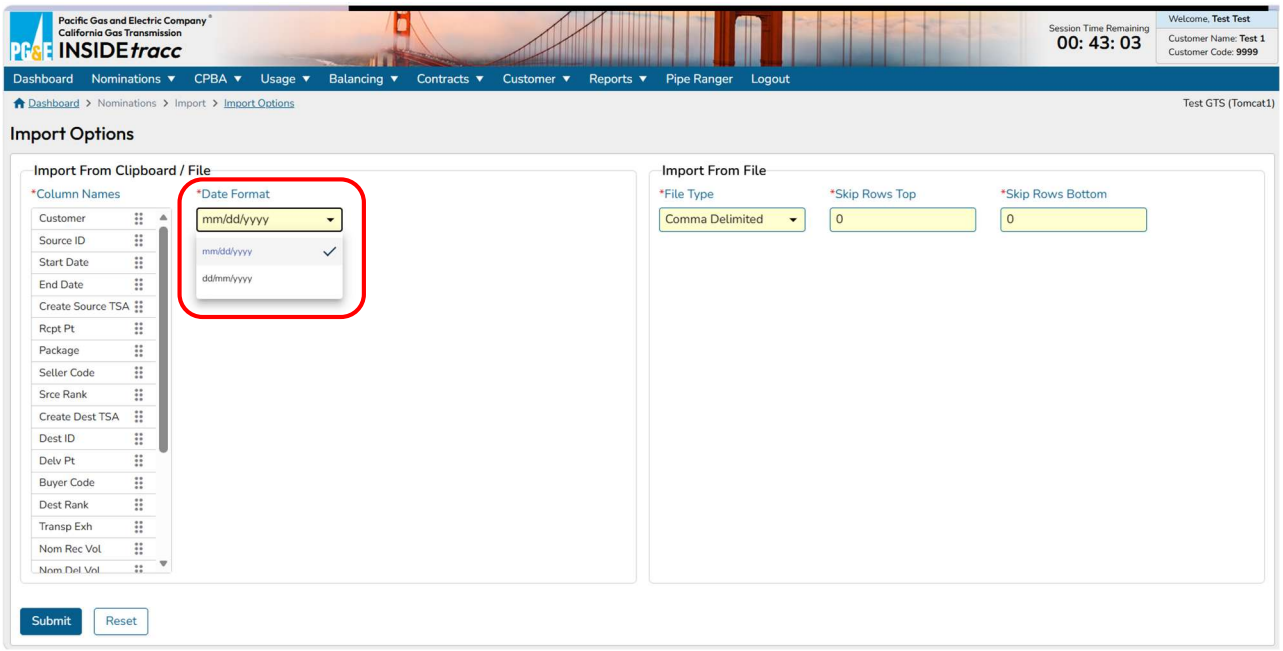
The **Import From File** selections will only need to change if you plan to import your nominations from a saved file (instead of through the clipboard). You may skip any header and footer rows included in your spreadsheet. However, the number of rows you skip must match exactly the number of unneeded rows saved in your text file.

- Click on ***File Type*** and select the ***Comma Delimited*** or ***Tab Delimited*** file, based on how the file was saved.
- ***Skip Rows Top*** field: Enter the number of header rows in your spreadsheet you want INSIDE*tracc* to ignore. Enter a zero if you do not want to skip any rows.
- ***Skip Rows Bottom*** field: Enter the number of footer rows in your spreadsheet you want INSIDE*tracc* to ignore. Enter a zero if you do not want to skip any rows.
- Click the SUBMIT button to save your changes; a confirmation message will appear.

How to change the date format

You must specify the date format used in your spreadsheet so that your date fields can be translated correctly into the format used by INSIDE*tracc*.

Use the drop-down button in the ***Date Format*** field to choose the required date format of mm/dd/yyyy or dd/mm/yyyy.



Importing Data into INSIDE*tracc*

Step 1: Download the *Gas Transportation Nomination Form* from CGT's Pipe Ranger Web site

From the CGT Pipe Ranger home page, choose the Tools & Services tab, INSIDEtracc from the navigation bar. Alternately, choose Reference Library tab, Agreement & Forms, and then select Nominations. Click on the Gas Transportation Nomination Form link to open the Excel spreadsheet and save it as a file on your local computer. Use this Excel spreadsheet as a template for your nomination information.

Step 2: Add fields required by INSIDEtracc but not contained in your spreadsheet

Make sure all data for the fields listed below are contained in your spreadsheet.
The required fields are:

1. Customer (your customer code)
2. Start Date
3. End Date
4. Create Source TSA
5. Source ID
6. Receipt Pt
7. Seller Code
8. Package
9. Source Rank
10. Create Dest TSA
11. Destination ID
12. Delivery Pt
13. Buyer Code
14. Destination Rank
15. Transportation Exhibit
16. Receipt Volume, **OR**
17. Delivery Volume

Files imported into INSIDE*tracc* must contain consecutive data rows. Blank rows within the data will cause errors.

NOTE: Enter a volume in either the ***Receipt Volume*** or ***Delivery Volume*** column and leave the other column blank. INSIDE*tracc* will automatically calculate the shrinkage volume when your nomination is processed.

Step 3: Enter data into your spreadsheet

Enter nominations into your spreadsheet. Make sure your spreadsheet's columns are formatted so that leading zeroes are not removed (i.e., Transportation Code 0989898 or Customer Code 0001 must retain its leading zero(s) to be valid in INSIDEtracc).

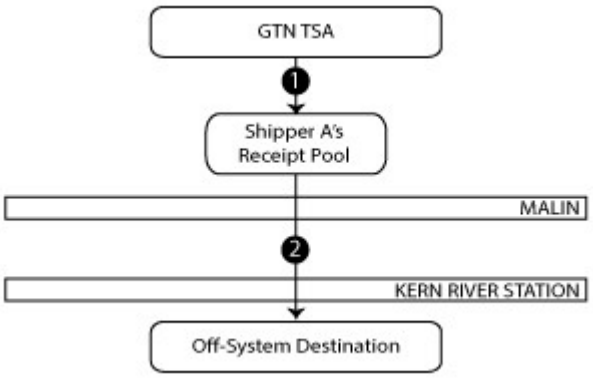
Nomination Examples

Scenario A – Redwood to Off-System Path

In Scenario A, Shipper A (customer code 9999) receives gas from a GTN TSA (00125) and delivers it to their own Malin receipt pool. Shipper A then nominates that gas to an off-system destination TSA (2034875) at SoCalGas. Following are the required nominations:

❶ TSA to receipt pool
00125 to ML9999R (no exhibit required)
Delivery Volume = 10,111
Nominations required on GTN and PG&E by the user of the TSA and on PG&E by Shipper A

❷ Receipt pool to off-system destination
ML9999R to 2034875 (Redwood to off-system exhibit required)
Receipt Volume = 10,111
Delivery Volume = 10,000*
Nominations required on PG&E and SoCalGas by Shipper A

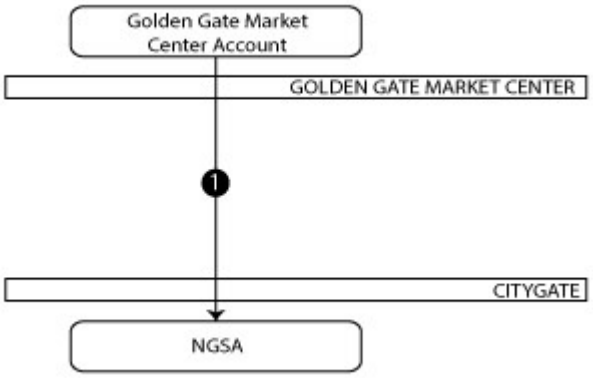


*Assumes shrinkage of 1.11% on the backbone system.

Scenario B – Mission to On-System Path

In Scenario B, Shipper A (customer code 9999) receives gas from their own Daggett Golden Gate Market Center account and delivers it to a noncore end-use customer (NGSA 1234567) at the Citygate. Following are the required nominations:

❶ Market Center to Noncore end-use customer (NGSA)
9999LDG001 to 1234567 (Mission to on-system exhibit required)
Receipt Volume = 10,000
Delivery Volume = 10,000*
One nomination by Shipper A required if Shipper A is the agent for the enduser; otherwise, both parties must nominate



*Assumes shrinkage on the local transmission/distribution system for a noncore end-use customer of 0.16%. In this example, the customer's metered usage will be grossed up to account for shrinkage. Thus, while the delivered volume is 10,000, the metered usage will be 10,016. The difference between the delivered quantity and the metered usage will be treated as an imbalance.

Scenario C – Baja to On-System Path

In Scenario C, Shipper A (customer code 9999) receives gas from an El Paso TSA (9XY7) and delivers it to their own El Paso receipt pool. Shipper A nominates that gas to Shipper B's El Paso receipt pool. Shipper B (customer code 7777) then nominates the gas to their normal delivery pool at the Citygate (a normal delivery pool must be used because the gas is traveling on an as-available transportation exhibit). From their normal delivery pool, Shipper B nominates the gas to Shipper C's normal delivery pool. Finally, Shipper C (customer code 5555) nominates the gas from their normal delivery pool to a noncore end-use customer (NGSA 1234567) at the Citygate. Following are the required nominations:

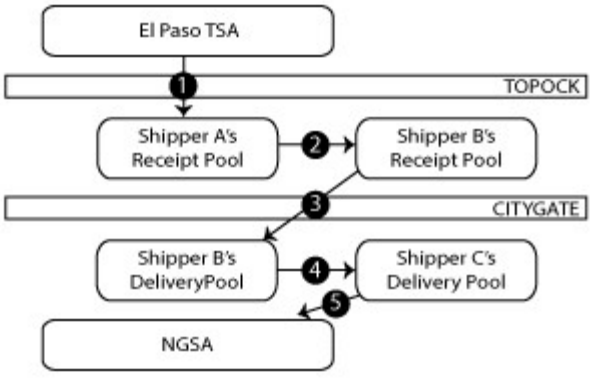
1. TSA to receipt pool
   9XY7 to TS9999R (no exhibit required)
   Delivery Volume = 10,135
   Nominations required on El Paso by the user of the TSA and on PG&E by the user ofthe TSA and Shipper A

2. Shipper A's receipt pool to Shipper B's receipt pool
   TS9999R to TS7777R (no exhibit required)
   Receipt Volume = 10,135
   Delivery Volume = 10,135
   Matching nominations required by Shippers A and B

3. Shipper B's receipt pool to Shipper B's normal delivery pool
   TS7777R to CG7777N (As-Available Baja to on-system exhibit required)
   Receipt Volume = 10,135
   Delivery Volume = 10,000*
   One nomination by Shipper B required

4. Shipper B's normal delivery pool to Shipper C's normal delivery pool
   CG7777N to CG5555N (no exhibit required)
   Receipt Volume = 10,000
   Delivery Volume = 10,000
   Matching nominations required by Shippers B and C

5. Shipper C's normal delivery pool to noncore end-use customer (NGSA)
   CG5555N to 1234567 (no exhibit required)
   Receipt Volume = 10,000
   Delivery Volume = 10,000**
   One nomination by Shipper C required if Shipper C is the agent for end-user; otherwise, both must nominate



*Assumes shrinkage of 1.35% on the backbone system.
**Assumes shrinkage on the local transmission/distribution system for a noncore distribution-level end-use customer of 0.16%. In this example, the customer's metered usage will be grossed up to account for shrinkage. Thus, while the

delivered volume is 10,000, the metered usage will be 10,016. The difference between the delivered quantity and metered usage will be treated as an imbalance.

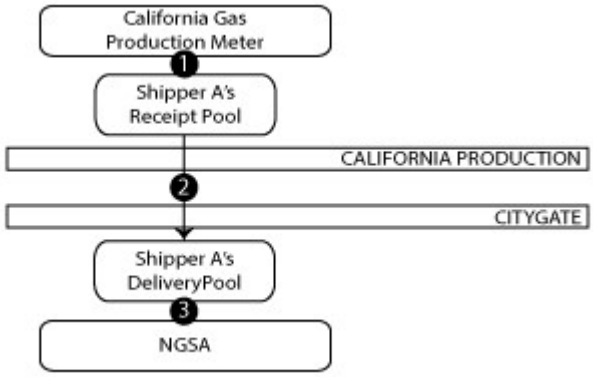
Scenario D – Silverado to On-System Path

In Scenario D, Shipper A (customer code 9999) receives gas from a California Gas Production meter (02658) and delivers it to their Silverado receipt pool. Shipper A then nominates the gas to their normal delivery pool at the Citygate. From their normal delivery pool, Shipper A nominates to a noncore end-use customer (NGSA 1234567). Following are the required nominations:

❶ California gas production meter to receipt pool
02658 to CA9999R (no exhibit required)
Delivery Volume = 10,135
One nomination required by Shipper A (assuming she is the agent for the meter)

❷ Shipper A's receipt pool to Shipper A's normal delivery pool
CA9999R to CG9999N (Silverado to on-system exhibit required)
Receipt Volume = 10,135
Delivery Volume* = 10,000
One nomination required by Shipper A

❸ Shipper A's normal delivery pool to noncore end-use customer (NGSA)
CG9999N to 1234567 (no exhibit required)
Receipt Volume = 10,000
Delivery Volume* = 10,000
One nomination by Shipper B required



*Assumes shrinkage of 1.35% on the backbone system
**Assumes shrinkage on the local transmission/distribution system for a noncore distribution-level end-use customer of 0.16%. In this example, the customer's metered usage will be grossed up to account for shrinkage. Thus, while the delivered volume is 10,000, the metered usage will be 10,016. The difference between the delivered quantity and the metered usage will be treated as an imbalance.

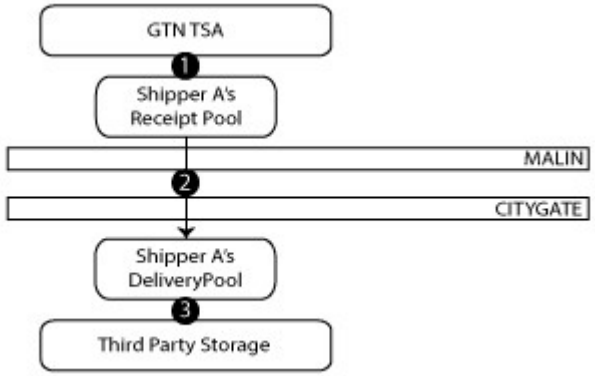
Scenario E – Injections into Third Party Storage

In Scenario E, Shipper A (customer code 9999) receives gas from a GTN TSA (00125) and delivers it to their Malin receipt pool. From there, Shipper A nominates to their normal Citygate pool and then injects the gas into Wild Goose third party storage. Following are the required nominations:

❶ TSA to receipt pool
00125 to ML9999R (no exhibit required)
Delivery Volume = 10,135
Nominations required on GTN and PG&E by the user of the TSA and on PG&E by Shipper A

❷ Receipt pool to normal delivery pool
ML9999R to CG9999N (Redwood to on-system exhibit required)
Receipt Volume = 10,135
Delivery Volume = 10,000*
One nomination required by Shipper A

❸ Normal delivery pool** to third party storage
CG9999N to 9999TPS001 (Mission to on-system exhibit required)
Delivery point must be WG
Receipt Volume = 10,000
Delivery Volume = 10,000
Matching nominations required by Shipper A and Third Party Storage agent



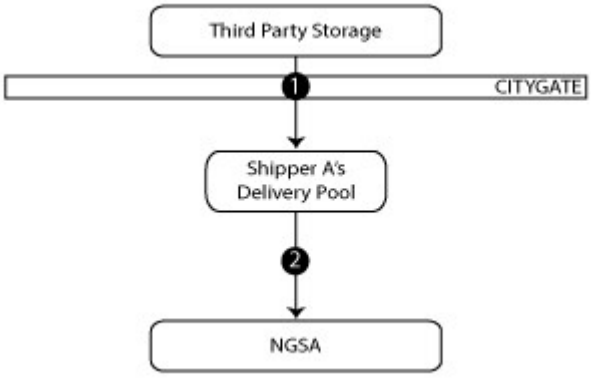
*Assumes shrinkage of 1.35% on the backbone system.
**All storage injections must come from a delivery pool (firm or normal).

Scenario F – Withdrawals from Third Party Storage

In Scenario F, Shipper A (customer code 9999) receives gas from third party storage (9999TPS001) and delivers it to their Citygate normal delivery pool. Shipper A nominates the gas from her normal Citygate delivery pool to a noncore end-use customer (NGSA 1234567). Following are the required nominations:

❶ Third party storage to normal delivery pool
9999TPS001 to CG9999N (Mission to on-system exhibit required)
Receipt Volume = 10,135
Delivery Volume = 10,000*
Matching nominations required by Shipper A and Third Party Storage agent

❷ Shipper A's normal delivery pool to noncore end-use customer (NGSA)
CG9999N to 1234567 (no exhibit required)
Receipt Volume = 10,000
Delivery Volume = 10,000
One nomination by Shipper A required if Shipper A is the agent for the enduser; otherwise, both parties must nominate



*Assumes shrinkage of 1.35% on the backbone system.

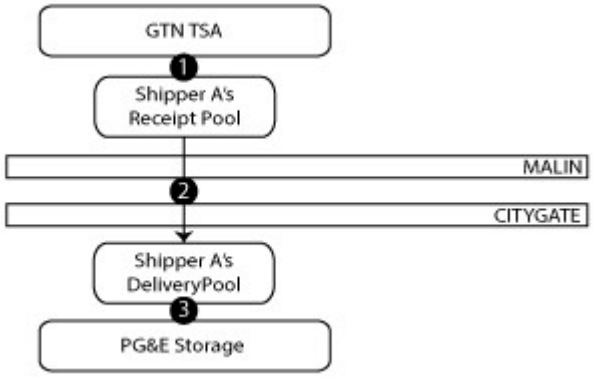
Scenario G – Injections into PG&E Storage

In Scenario G, Shipper A (customer code 9999) receives gas from a GTN TSA (00125) and delivers it to their Malin receipt pool. From there, Shipper A nominates the gas to their normal Citygate pool and then injects into PG&E storage. Following are the required nominations:

❶ TSA to receipt pool
00125 to ML9999R (no exhibit required)
Receipt Volume = 10,135
Nominations required on GTN and PG&E by the user of the TSA and on PG&E by Shipper A

❷ Receipt pool to normal delivery pool
ML9999R to CG9999N (Redwood to on-system exhibit required)
Receipt Volume = 10,135
Delivery Volume = 10,000*
One nomination required by Shipper A

❸ Normal delivery pool** to PG&E storage
CG9999N to 11111 (Mission to on-system exhibit required)
Delivery point must be STOR
Receipt Volume = 10,000
Delivery Volume = 10,000
One nomination by Shipper A required



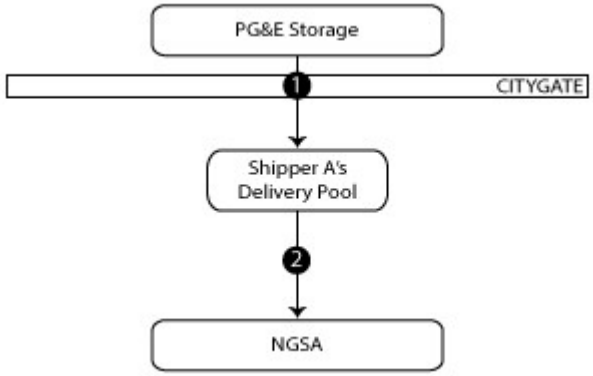
*Assumes shrinkage of 1.35% on the backbone system.
**All injections must come from a delivery pool (firm or normal).

Scenario H – Withdrawals from PG&E Storage

In Scenario H, Shipper A (customer code 9999) receives gas from PG&E storage (11111) and delivers it to their Citygate delivery pool. From there, Shipper A nominates the gas to their normal Citygate delivery pool. Finally, Shipper A nominates the gas from their normal Citygate delivery pool to a noncore end-use customer (NGSA 1234567). Following are the required nominations:

❶ PG&E storage to normal delivery pool
11111 to CG9999N (Mission to on-system exhibit required)
Receipt Volume = 10,135
Delivery Volume = 10,000*
One nomination required by Shipper A

❷ Shipper A's normal delivery pool to noncore end-use customer (NGSA)
CG9999N to 1234567 (no exhibit required)
Receipt Volume = 10,000
Delivery Volume = 10,000
One nomination by Shipper A required if Shipper A is the agent for the enduser; otherwise, both parties must nominate



*Assumes shrinkage of 1.35% on the backbone system.

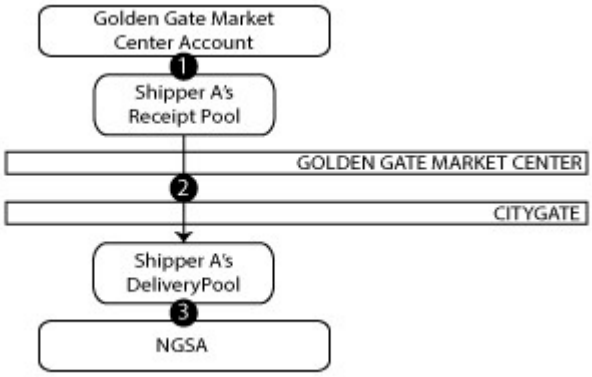
Scenario I – Market Center Lend to On-System Path

In Scenario I, Shipper A (customer code 9999) receives gas from a PG&E Market Center Lend account (9999LPN001) and delivers it to their Malin receipt pool. From there, Shipper A nominates the gas to their normal Citygate pool and then delivers the gas to an end-use customer (NGSA 1234567). Following are the required nominations:

❶ Shipper A's Market Center Lend account to receipt pool
9999LPN001 to ML9999R (no exhibit required)
Receipt Volume = 10,135
One nomination required on PG&E by Shipper A

❷ Shipper A's receipt pool to normal delivery pool
ML9999R to CG9999N (Redwood to on-system exhibit required)
Receipt Volume = 10,135
Delivery Volume = 10,000*
One nomination required by Shipper A

❸ Shipper A's normal delivery pool to noncore end-use customer (NGSA)
CG9999N to 1234567 (no exhibit required)
Receipt Volume = 10,000
Delivery Volume = 10,000
One nomination by Shipper A required if Shipper A is the agent for end-user; otherwise, both must nominate

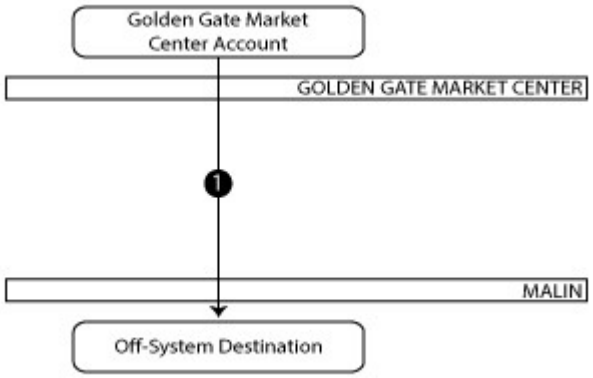


*Assumes shrinkage of 1.35% on the backbone system.

Scenario J – Market Center Park to Off-System Path

In Scenario J, Shipper A (customer code 9999) receives gas from a PG&E Market Center Park account (9999PPN001) and delivers it to an off-system destination at Malin. Following are the required nominations:

❶ Market Center Park account to off-system destination at Malin
9999PPN001 to 19367 (Redwood to off-system exhibit required)
Receipt Volume = 10,111
Delivery Volume = 10,000*
One nomination required by Shipper A (*must include a TSA Contract number* assigned by GTN, ex: 000135)



*Assumes shrinkage of 1.11% on the backbone system.

Appendix C Report Codes

Cut Codes

PG&E's California Gas Transmission
100/110 Report Cut Codes

APPLIED DURING THE CONFIRM PROCESS

Code	What it means:	Our recommendation:
BMP-01	Firm transport bumped your nomination due to a PG&E interconnect constraint. Cut follows the Seller's destination rank.	Use FIRM transport.
BMP-02	Firm transport bumped your nomination due to a PG&E path constraint. Cut follows the Seller's destination rank.	Use FIRM transport.
Contract-01	Nomination volume exceeded the transportation exhibit MDQ. Cut follows the Buyer's source rank.	If you would like the MDQ increased, contact your CGT Account Manager.
Contract-02	Nomination volume exceeded the assigned MDQ on the NGSA. Cut follows the Buyer's source rank.	Decrease the nomination using the Query Nomination Detail screen.
Contract-03	Customer who entered the nomination is not an Agent on the contract.	Contact your CGT Account Manager to discuss being added as an Agent to the contract.
Contract-04	Start and/or End date(s) for the contract being used was not within the contract date range shown in INSIDE*tracc*.	Contact your CGT Account Manager if date ranges are incorrect in INSIDE*tracc*.
CPBA-01	Nomination volume **to** the CPBA reduced to zero because the account balance is positive or zero.	Clear the positive imbalance between the 15th and last business day of the month by nominating out of the account.
CPBA-02	Nomination volume **from** the CPBA reduced to zero because the account balance is negative or zero.	Clear the negative imbalance between the 15th and last business day of the month by nominating into the account.
CPBA-03	Nomination volume **from** the CPBA exceeded the account balance. Cut follows the Buyer's source rank.	No action needed. Negative imbalance was cleared, zero balance was achieved.
CPBA-04	Nomination volume **to** the CPBA exceeded the account balance. Cut follows the Seller's destination rank.	No action needed. Positive imbalance was cleared, zero balance was achieved.
CSA-01	PG&E performed a manual adjustment to your nomination.	N/A
CSA-02	PG&E revised an existing manual adjustment to your nomination.	N/A
CTA-01	The nomination volume exceeded the core storage minimum balance limit. Cut follows the Seller's destination rank.	Decrease the nomination or contact your CGT Account Manager to verify storage inventory level.
Diversion-01	Scheduled volumes have been diverted to Core.	Print the 902 Report after each scheduled cycle to determine the diverted volumes.
Diversion-02	All Market Center nominations have been taken to zero due to a Diversion.	N/A
ImbPool-01	Pool balancing cut due to a supply shortage upstream. Cut follows the Seller's destination rank when cutting their downstream market.	Contact your upstream supplier(s) to discuss the cuts or find additional supply.
ImbPool-02	Pool balancing cut due to insufficient market downstream. Cut follows the Buyer's source rank.	Contact your downstream market(s) to discuss the cuts or find additional market.
Intrcon-01	Pool balancing cut derived from an Intrcon-03 cut upstream. Cut follows the Seller's destination rank when cutting their downstream market.	Find alternate upstream supply or contact CGT's Gas Scheduling Group to discuss interconnect availability, 800.343.4743.
Intrcon-02	Pool balancing cut derived from an Intrcon-03 or Intrcon- 04 cut downstream. Cut follows the Buyer's source rank when cutting their upstream supply.	Find alternate downstream market or contact CGT's Gas Scheduling Group to discuss interconnect availability, 800.343.4743.
Intrcon-03	Interconnect limit cut applied at the transportation level. Cut follows the Buyer's source rank.	Contact CGT's Gas Scheduling Group to discuss interconnect availability, 800.343.4743.
Intrcon-04	Interconnect limit cut occurring when total off-system nomination volumes exceed the on-system nominations. Cut follows the Seller's destination rank. This means an Intrcon-02 cut was applied to your upstream supply.	Either wait for flows on PG&E to increase, or reduce existing nomination.
Meter-01	Nomination volume exceeded the Production Meter Limit. Cut follows the Seller's destination rank.	If you need the MDQ increased, contact your CGT Gas Account Manager to discuss.
MktCtr-03	Nomination was cut due to a PG&E Market Center **draft** constraint. Cut follows the Buyer's source rank.	Contact CGT's Market Center Group to discuss.

MktCtr-04	Nomination was cut due to a PG&E Market Center **pack** constraint. Cut follows the Seller's destination rank.	Contact CGT's Market Center Group to discuss.
MktCtr-05	Nomination volume exceeded the Lend Exhibit MDQ. Cut follows the Seller's destination rank.	Contact CGT's Market Center Group to discuss.
MktCtr-06	Nomination volume exceeded the Park Exhibit MDQ. Cut follows the Buyer's source rank.	Contact CGT's Market Center Group to discuss.
MktCtr-07	Nomination volume exceeded the Lend Exhibit TEQ. Cut follows the Seller's destination rank.	Contact CGT's Market Center Group to discuss.
MktCtr-08	Nomination volume exceeded the Park Exhibit TEQ. Cut follows the Buyer's source rank.	Contact CGT's Market Center Group to discuss.
MktCtr-09	Nominated Delivery volume to repay the Lend Exhibit exceeded the account balance. Cut follows the Buyer's source rank.	N/A
MktCtr-10	Nominated Receipt volume to unpark from the Park Exhibit exceeded the account balance. Cut follows the Seller's destination rank.	N/A
MktCtr-11	Nominated Delivery volume to repay the Lend Exhibit exceeded the MDQ. Cut follows the Buyer's source rank.	Contact CGT's Market Center Group to discuss.
MktCtr-12	Nominated Receipt volume to unpark from the Park Exhibit exceeded the MDQ. Cut follows the Seller's destination rank.	Contact CGT's Market Center Group to discuss.
Nom-01	Your counterparty did not match the volume of gas you nominated. "Lesser of" rule is applied.	Contact your counterparty to determine the correct volume; modify the nomination using the Query Nomination Detail screen.
Nom-02	Your counterparty did not enter a matching nomination or did not enter a matching nomination with a package code.	Contact your counterparty and ask them to enter a matching nomination and/or package code.
Nom-03	Volume reduced to zero on an invalid nomination.	N/A
OSD-01	Pool balancing cut derived from an OSD-02 cut occurring downstream. Cut follows the Buyer's source rank when cutting their upstream supply.	Call your market if your nomination is to another market's pool, or see recommendation below for OSD-02 if nomination is to your own pool.
OSD-02	Off-system TSA cut due to a PG&E delivery constraint or nomination mismatch between interconnects. Cut follows the Buyer's source rank when cutting their upstream supply. This results in your upstream supply receiving an OSD-01 cut.	Call SoCal gas if the nomination is going off-system to KRS; if not, contact CGT's Gas Scheduling Group to discuss, 800.343.4743.
Path-01	Path limit cut applied at the transportation level. Cut follows the Buyer's source rank.	Use an alternate path or FIRM transport if possible.
Path-02	Pool balancing cut derived from a Path-01 cut downstream. Cut follows the Buyer's source rank when cutting their upstream supply.	Leave as is or find an alternate downstream market.
Path-03	Pool balancing cut derived from a Path-01 cut upstream. Cut follows the Seller's destination rank when cutting their downstream market.	Leave as is or find an alternate upstream supply.
Storage-01	Nomination volume exceeded the pipeline storage injection delivery limit. Cut follows the Seller's destination rank.	Contact CGT's Market Center Group to discuss.
Storage-02	Nomination volume exceeded the pipeline storage withdrawal receipt limit. Cut follows the Buyer's source rank.	Contact CGT's Market Center Group to discuss.
Storage-03	Nomination volume exceeded storage injection exhibit MIQ. Cut follows the Buyer's source rank.	Contact CGT's Market Center Group to discuss.
Storage-04	Nomination volume exceeded storage withdrawal exhibit MWQ. Cut follows the Seller's destination rank.	Contact CGT's Market Center Group to discuss.
Storage-05	Nomination volume exceeded storage inventory exhibit limit. Cut follows the Buyer's source rank.	Contact CGT's Market Center Group to discuss.
Storage-06	Nomination volume exceeded storage withdrawal exhibit account balance. Cut follows the Seller's destination rank.	Contact CGT's Market Center Group to discuss.
TPS-01	Nomination **to** an independent storage provider was reduced to zero because the account balance is positive or zero.	Clear the positive imbalance between the 15th and last business day of the month by nominating out of the account.
TPS-02	Nomination **from** an independent storage provider was reduced to zero because the account balance is negative or zero.	Clear the negative imbalance between the 15th and last business day of the month by nominating into the account.

TPS-03	Nomination **to** an independent storage provider exceeded the account balance. Cut follows the Seller's destination rank.	No action needed. Negative imbalance was cleared, zero balance was achieved.
TPS-04	Nomination **from** an independent storage provider exceeded the account balance. Cut follows the Buyer's source rank.	No action needed. Positive imbalance was cleared, zero balance was achieved.
APPLIED DURING THE SCHEDULE PROCESS		
Code	**What it means:**	**Our recommendation:**
SchVol-01	This is a TSA cut from the upstream interconnect. Cut follows the Seller's destination rank.	Contact the upstream interconnect.
SchVol-02	Pool balancing cut derived from a SchVol-01 cut applied upstream. Cut follows the Seller's destination rank when cutting their downstream market.	Contact your supplier.
SchVol-03	Scheduled volumes were unavailable from the upstream interconnect.	Contact the upstream interconnect.

Appendix D California Production Authorized Agents

California Production

California Production Authorized Agents are entities that nominate and balance California production on behalf of well owners (as identified in California Production Balancing Agreements). For the most part, nominations from these entities are completed similarly to those nominations already described in this document. However, there are a number of issues that arise for Authorized Agents that differ from those affecting other customers using the PG&E system. This appendix addresses these issues.

General Information

To nominate gas on behalf of California production well owners, an Authorized Agent must sign a California Production Balancing Agreement (CPBA). This agreement enables the Authorized Agent to do the following:

- Nominate gas on behalf of the well owners.
- Access nomination data applicable to each well owner.
- Manage well imbalances.

Authorized Agents nominate gas from the Receipt Point meter(s) listed in Attachment 2 of the CPBA. Either the Agent (seller) or the customer to whom the Agent is nominating the gas (buyer) must hold a Gas Transmission Service Agreement (GTSA) and an exhibit for Silverado transportation. Depending on the type of Silverado transportation contracted for, this gas may then be nominated to either a Silverado receipt pool or an on- or off-system destination.

It is highly recommended that you nominate electronically using PG&E's INSIDE*tracc*. However, if you do not have access to INSIDE*tracc*, you may e-mail your nomination spreadsheet. The spreadsheet must be received by PG&E at least one-half hour prior to the nomination cycle deadlines to ensure that your nomination is entered into the INSIDE*tracc* system for processing. Spreadsheets may be e-mailed to PGEScheduling@pge.com.

Each Receipt Point meter on PG&E's system has a designated maximum daily production cap. Production caps may be increased for reworked wells, or decreased for declining wells, upon notification to the Authorized Agent by PG&E. Additionally, PG&E may periodically revise these production caps to better match historical delivery volumes into the PG&E system.

Imbalances

By the 15th of each month, a CPBA Imbalance Statement will be available to each California Production Authorized Agent for the prior month's business. The Imbalance Statement (600 Report) is available through the reports feature in INSIDE*tracc*. The Imbalance Statement contains scheduled and metered volumes for each Receipt Point meter included in the Agent's CPBA. The net imbalance of the Receipt point meter(s) for the month must be cleared to between zero and +150 Dth (for a positive imbalance) or –150 Dth (for a negative imbalance) by the last business day of the month. Imbalance information is also available through PG&E's Web site (www.piperanger.com).

Imbalances for a given month are aggregated into an Imbalance Account. If an imbalance in this account is negative, actual delivered volumes for the month were less than what was scheduled. If an imbalance in this account is positive, actual delivered volumes for the month were greater than what was scheduled.

Negative Imbalances

Authorized Agents may clear a negative imbalance by nominating gas from a Receipt Point meter into the negative Imbalance Account. The Imbalance Statement contains the account number for your Imbalance Account. This number is used as the Destination ID for such nominations.

You may make nominations to an Imbalance Account only during the imbalance trading period (from the 15th through the last business day of the month), and only up to the total negative imbalance (i.e., you may not make a nomination which would result in a positive balance in this account). Since you are nominating to your own account, you need not supply a matching nomination. Please remember that the maximum daily production cap applies to nominations into an Imbalance Account. Also, since you are nominating from a Receipt Point meter, nominations made to an Imbalance Account are included in your monthly CPBA imbalance calculation (if the volume delivered to the account is greater or less than what was nominated).

Positive Imbalances

Authorized Agents may clear a positive imbalance by nominating gas from an Imbalance Account to a market. The Imbalance Statement contains the account number for your Imbalance Account. This number is used as the Source ID for such nominations.

You may make nominations from an Imbalance Account only during the imbalance trading period, and only up to the total positive imbalance (i.e., you may not make a nomination which would result in a negative balance in this account). Since you are nominating from your account to another entity's account (pool, premise, etc.), the buyer of this supply must make a matching nomination. However, if you are both the buyer and the seller in this transaction, you need not make a matching nomination. Because you are nominating out of an account and not from the Receipt Point meter, the maximum daily production cap does not apply to nominations out of an Imbalance Account, and such nominations are not included in your monthly CPBA imbalance calculation.

Trading Imbalances

You may also trade imbalances with other California Production Authorized Agents. If you choose to make such trades, all agreements are negotiated solely between Authorized Agents. The Posting Board in INSIDE*tracc* is available for posting offers and requests for imbalance trades.

After a trade has been negotiated, there are two options for submitting the trade to PG&E. If both parties have access to PG&E's Pipe Ranger Web site, the trade may be submitted via PG&E's Pipe Ranger Imbalance Trading tool. If you elect this option, please contact your PG&E representative for documentation on how to use this tool or see our online training site at http://www.pge.com/pipeline/services/imbalance_trading/imbalance_trade_theater/index.page.

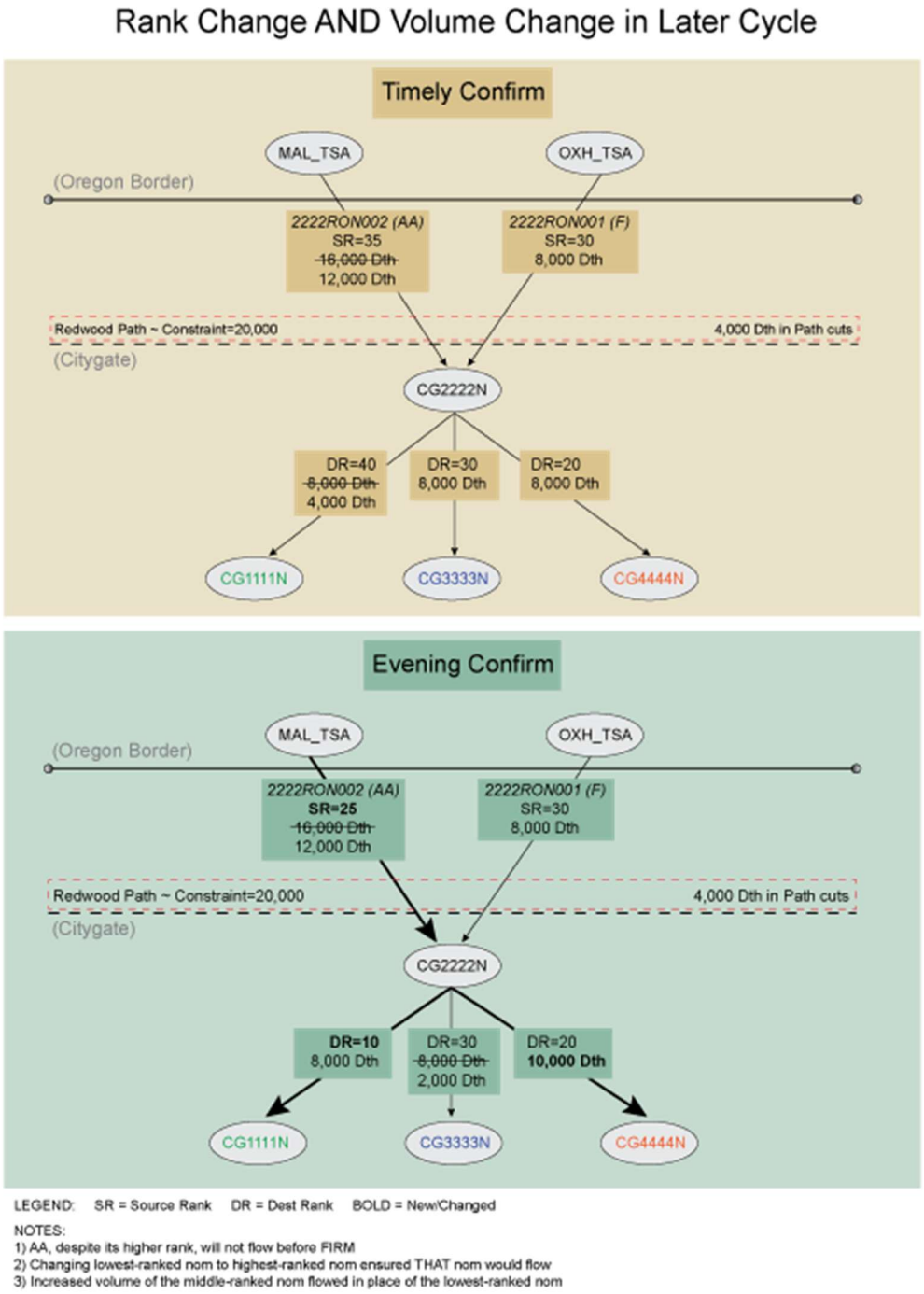
If you prefer, you may complete PG&E Form No. 79-946, California Production Cumulative Imbalance Trading Form. This form must be completed and signed by both parties to the trade and faxed to PG&E prior to the close of the imbalance trading period.

Further Information

This appendix presents nomination information specific to California Production Authorized Agents. Other than the topics presented here, nominations for Authorized Agents are similar to those of any other entity using PG&E's system. For general nomination guidelines, please see other sections of this document.

For a sample California Production Meter transaction, please see Appendix B, Scenario D.

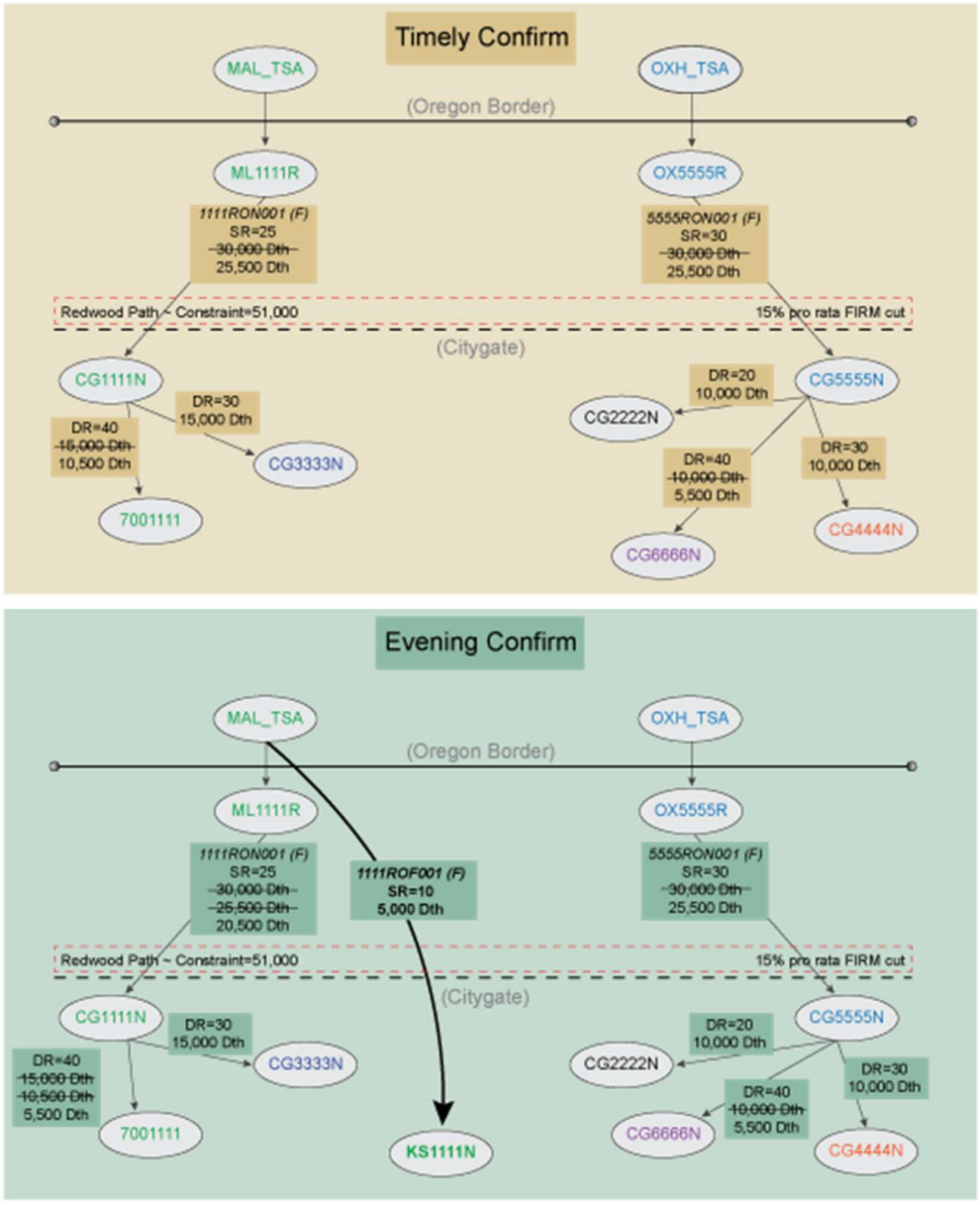
Ranking Examples



LEGEND: SR = Source Rank DR = Dest Rank BOLD = New/Changed

NOTES:
1) AA, despite its higher rank, will not flow before FIRM
2) Changing lowest-ranked nom to highest-ranked nom ensured THAT nom would flow
3) Increased volume of the middle-ranked nom flowed in place of the lowest-ranked nom

New (later cycle) Nomination with HIGHER Rank



LEGEND: SR = Source Rank DR = Dest Rank BOLD = New\Changed

NOTES:
1) Customer 1111 adds a higher-ranked nom, which re-allocates previously scheduled volumes
2) FIRM transports are grouped (regardless of On- or Off-system) when following rank

Glossary

Bcf – One billion cubic feet of gas.

BTU – British Thermal Unit. The standard unit for measuring a quantity of thermal energy. One BTU equals the amount of thermal energy required to raise the temperature of one pound of water one degree Fahrenheit at sea level.

Central Valley Gas Storage – A non-PG&E underground natural gas storage field located in Colusa County, CA, with a working gas capacity of approximately 9 Bcf of natural gas.

Citygate – The interconnection between the backbone and the local transmission and distribution systems.

CGT – California Gas Transmission.

CGT Helpline – A toll-free number (800.343.4743) that provides access to CGT's Gas Scheduling team.

CPUC – California Public Utilities Commission. The regulatory agency empowered by the State of California to oversee the operations and business activities of all public gas, electric, telecommunications, water, and transportation utilities.

Customer Code – A 4-digit number assigned to a customer by CGT that is linked to individual end users for whom the customer acts as an agent. This number enables a customer to access information specifically tied to that number.

Dekatherm – Ten therms. A therm is an amount of thermal energy equal to 100,000 Btus.

Destination ID – A number identifying the destination of gas received into PG&E's system. This may be an end-use customer (premise) within the PG&E service territory, a market center account, another customer's pool, a Core Transport Account, or a Transportation Service Agreement (TSA) contract from an interconnecting pipeline.

Destination Ranking – A ranking system used to indicate delivery priority in the event your nomination is cut. Nominations may be ranked from 1 to 99 (1 is the highest priority and 99 is the lowest).

El Paso Natural Gas Company (EPNG) – An independent interstate pipeline company that delivers natural gas from the Southwest to PG&E and other utilities. El Paso interconnects with PG&E at Topock, and gas received at this interconnect flows onto the PG&E system via the Baja path.

Emergency Flow Order (EFO) – A procedure used by PG&E to restrict customer imbalances. An EFO will typically follow an Operational Flow Order and has a ZERO imbalance tolerance band.

Foothills Pipeline (FKA) – The pipeline system that receives gas from NOVA and delivers it to TransCanada's GTN system at the U.S.-Canada border.

Fuel – See shrinkage.

Gill Ranch Storage – An underground natural gas storage field located in Madera County, CA, jointly owned by Gill Ranch Storage, LLC (75%) and PG&E (25%). Working gas capacity of the field is approximately 20 Bcf of natural gas.

Golden Gate Market Center – PG&E's market center, which offers storage, parking and lending services.

GTS – PG&E's Gas Transaction System.

KRGT High Desert Lateral (HDL) – An independent interstate pipeline company that delivers natural gas from the Rocky Mountains and Canada to PG&E and other utilities. HDL interconnects with PG&E at Kramer Junction, and gas received at this interconnect flows onto the PG&E system via the Baja path.

INSIDEtracc – PG&E's electronic nomination software that enables a customer to make nominations electronically as well as gain access to a variety of reports and other information. INSIDE*tracc* provides a direct link to GTS.

Interconnect – The point at which one pipeline system joins another. The primary interconnects for PG&E's mainline transmission system are located at Malin and Onyx Hill, Oregon; Topock, Arizona; Daggett, California; Kern River Station, California; and Kramer Junction, California.

Interstate Pipeline – A pipeline that transports natural gas across state lines. The Federal Energy Regulatory Commission (FERC) regulates interstate pipeline companies' rates and operations.

Involuntary Diversion – An emergency procedure in which customers' gas supply is diverted to serve core customers.

Kern River Pipeline (Kern River Gas Transmission - KRGT) – An independent interstate pipeline company that delivers natural gas from the Rocky Mountains and Canada to PG&E and other utilities. Kern River interconnects with PG&E at Daggett and Freemont Peak, and gas received at this interconnect flows onto the PG&E system via the Baja path.

Lending – A market center service which offers the temporary loan of gas, to be repaid at a later date.

Line-Pack – A form of short-term gas storage. Gas is compressed to a high pressure in intrastate and interstate transmission lines, usually in anticipation of rising demand.

Local Distribution Company (LDC) – A local utility company that is franchised and/or certified to own, operate, and charge rates for the distribution system that provides direct natural gas service to residential and business customers.

Marketer – A non-regulated intermediary in the natural gas market who brings buyers and sellers together.

MMBtu – One million BTU's aka dekatherm

Nomination – The notification by a customer to a pipeline company that he or she intends to flow gas on the pipeline's system on a specific date. A nomination includes a source, destination, receipt and delivery point, proposed volume, contract number, and start and end date.

NOVA – The Canadian pipeline system that gathers gas from the Canadian wellheads and delivers it to Alberta Natural Gas for export into the United States.

Operational Flow Order (OFO) – A procedure used by PG&E to restrict customer imbalances. An OFO established an imbalance tolerance band from +/- 25% to 0%.

Package ID – A field of up to ten alphanumeric characters used to differentiate nominations from the same source going to the same destination.

Parking – A market center service that offers the temporary storage of gas on PG&E's system. Parked gas must be unparked at a later date.

Pool – A nomination tool that enables a customer to aggregate supply of gas from several sources at any PG&E system interconnect or delivery point. Once supply is aggregated into a pool, it may be nominated to another pool or to an end-use customer.

Producer – The owner of natural gas at the wellhead.

Receipt Point – The upstream interconnect where gas enters the PG&E system.

Ruby Pipeline – An independent interstate pipeline operated by Tallgrass company that delivers Canadian and/or Rocky Mountain natural gas to the California-Oregon border. Ruby interconnects with PG&E near Malin and delivers gas at the Onxy Hills interconnect. Gas received at this interconnect flows onto the PG&E system via the Redwood path.

Scheduling Priority – When nominations on the PG&E system exceed available capacity, scheduling priority is used to determine which nominations can be scheduled and in what order.

Shipper – An end user, customer, broker or supplier who takes possession of gas at a designated location (e.g. state border; wellhead) and transports that gas either on-system or off-system.

Shrinkage – Gas provided by shippers to compensate a pipeline for fuel used to operate the system as well as for gas that is unaccounted for (due to friction, etc.). In addition to backbone transmission shrinkage, customers using the local transmission/distribution system also pay for shrinkage. Shrinkage rates can be found on CGT's Pipe Ranger Web site.

Source ID – A number identifying the source of gas as it enters the PG&E system. This may be a Transportation Service Agreement (TSA) contract from another pipeline, a California meter contract, a market center account number, or a PG&E-assigned pool.

Source Ranking – A ranking system used to indicate source priority in the event your nomination is cut. Nominations may be ranked from 1 to 99 (1 is the highest priority and 99 is the lowest).

Southern California Gas Company (SoCalGas) – A southern California utility. SoCalGas interconnects with PG&E at Kern River Station and Pisgah, and gas received at these interconnects flows onto the PG&E system via the Baja path.

Storage – Storing gas in an underground storage system for future use.

Storage Injection – Pumping gas into an underground storage system where it is stored until withdrawal at a future date.

Storage Withdrawals – Removing gas from an underground storage system and placing it into the PG&E transmission system for delivery.

TransCanada GTN (GTN) – An independent interstate pipeline company that delivers Canadian natural gas, produced mainly in Alberta, to the California-Oregon border. GTN interconnects with PG&E at Malin, and gas received at this interconnect flows onto the PG&E system via the Redwood path.

Transportation Service Agreement (TSA) – A contract to provide transportation on an interstate pipeline.

Transwestern Pipeline Company (Transwestern) – An independent interstate pipeline company that delivers natural gas from the Southwest to PG&E and other utilities. Transwestern interconnects with PG&E at Topock, and gas received at this interconnect flows onto the PG&E system via the Baja path.

Wellhead – The top of a gas well on the surface of the earth.