

# INSIDetracc

## An In-Depth Guide to Using PG&E California Gas Transmission's Nominating and Contracting Tool

August, 2016

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## About PG&E and CGT

Welcome to Pacific Gas and Electric Company's California Gas Transmission 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 *INSIDetracc*. This software provides a direct link to GTS, Pacific Gas and Electric Company's Gas Transaction System. Nominating electronically with *INSIDetracc* is easy and provides the quickest and most accurate method for managing your nominations. Additionally, users of *INSIDetracc* can obtain a variety of up-to-the-minute reports on gas usage, nomination confirmations, scheduled volumes and system throughput.

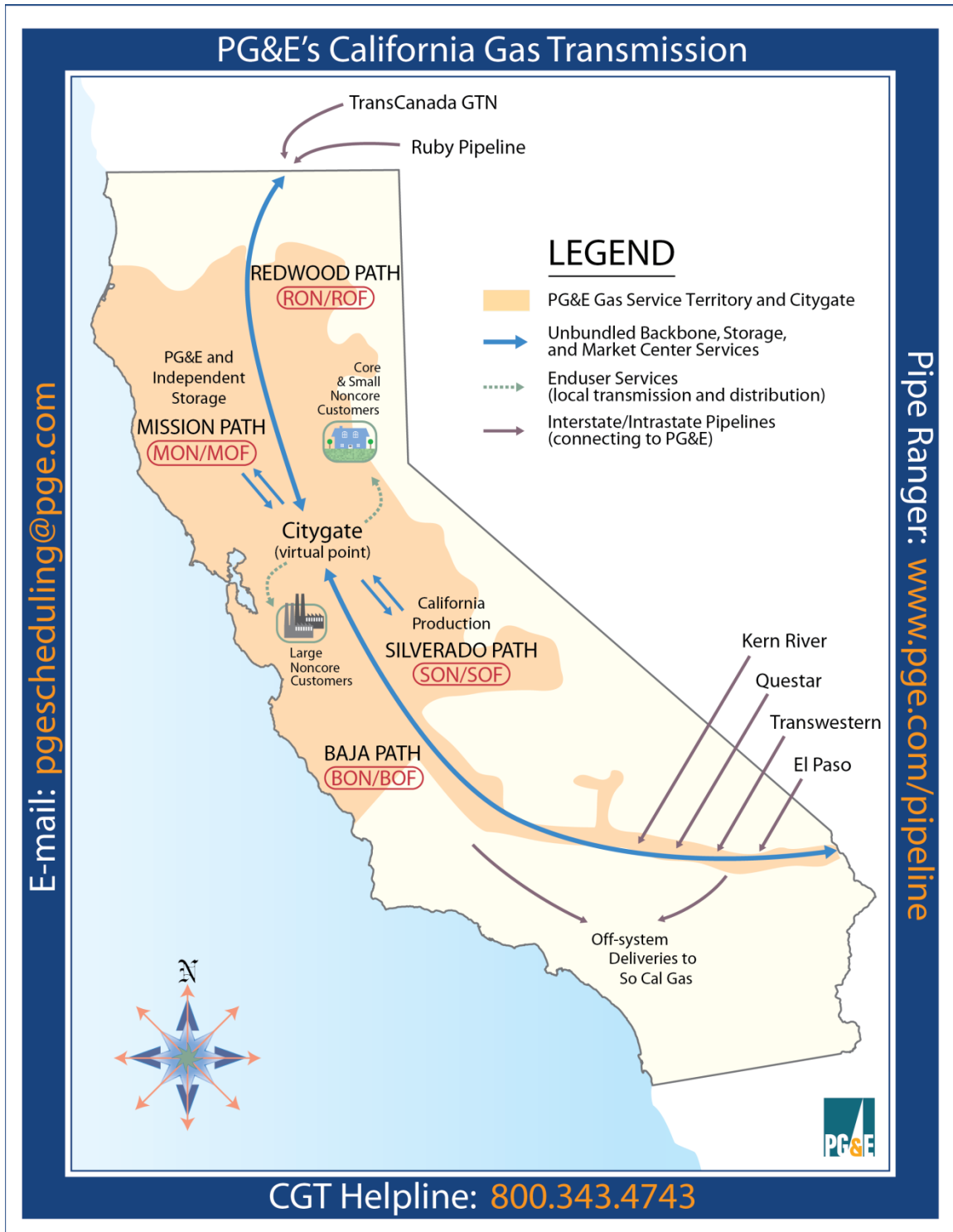
CGT's Gas Scheduling Group is available for assistance from 6:00 a.m. to 8:30 p.m., Pacific Time, seven days a week by calling the CGT Helpline at 1.800.343.4743.

## The PG&E System

Pacific Gas and Electric Company maintains a gas distribution network of over 5,445 miles of mainline transmission pipeline and 33,000 miles of distribution pipeline. Natural gas traveling on the PG&E system originates from a variety of supply basins in Canada, the U.S. Southwest, the Rocky Mountains, and California. The majority of 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 U.S. Southwest. Gas travels on either the El Paso Natural Gas system or the Transwestern Pipeline system and is received into PG&E's system at Topock, Arizona, or the Questar Southern Trails Pipeline system, received into PG&E's system at Essex, California.

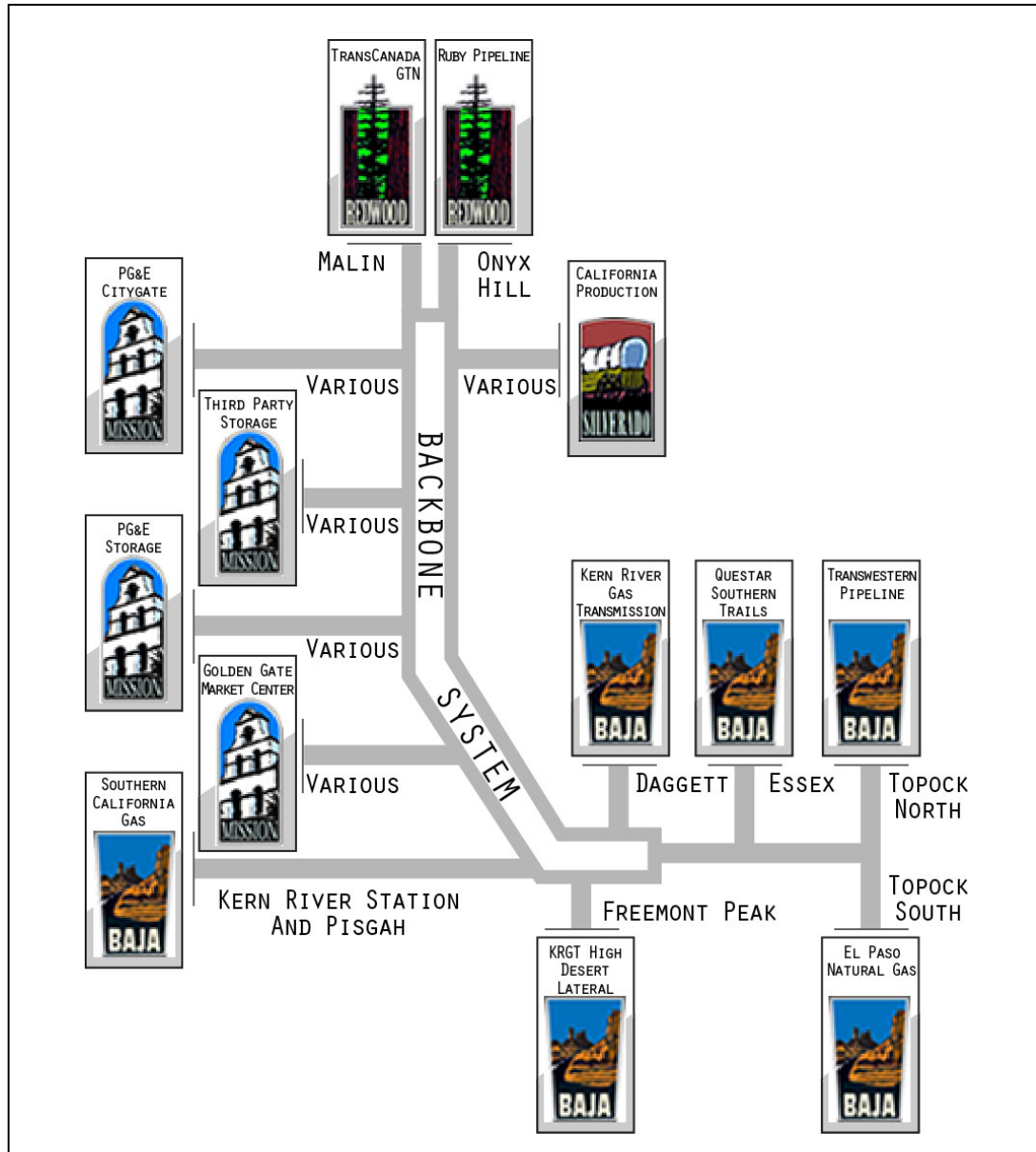
In addition to these major supply basins, gas on the PG&E system may also originate in the Rocky Mountain basin or various California supply basins. Gas from the Rocky Mountain basin arrives in California via three distinct routes. Rocky Mountain gas may travel on Northwest Pipeline to its interconnect with GTN at Stanfield. From there, the gas travels on GTN and into the PG&E system at Malin, Oregon. In addition, Rocky Mountain gas may travel on the Ruby Pipeline and into the PG&E system near Malin, 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.



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.

Before you make nominations on the PG&E system, you will need a 4-digit Customer Code and User ID to access *INSIDetracc*. These will be assigned to you after you have signed a GTSA 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 creditworthiness with PG&E and submitted an Electronic Commerce System (ECS) User Agreement to California Gas Transmission. During this process you will be assigned a Customer Code for use with *INSIDetracc*.

Once an executed ECS agreement is in place, you must contact a California Gas Transmission Account Manager ([www.pge.com/pipeline/about/contact/rep/index.page](http://www.pge.com/pipeline/about/contact/rep/index.page)) to arrange for a Gas Transportation Service Agreement (GTSA) and 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 *INSIDetracc*. Full instructions for [requesting access for INSIDetracc](#) can be found on CGT’s Pipe Ranger Web site.

Once you have logged on to *INSIDetracc* 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

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

## Matching Nominations

If your nomination involves an entity other than yourself or an entity that you do not represent, the other party involved in the nomination must submit a matching nomination. In essence, this matching nomination is the other party’s confirmation that the transaction is valid. For instance, if you nominate gas from your delivery pool to another party’s delivery pool, the other party must submit a matching nomination. In this case, the transaction involves an exchange in ownership of the gas and must be validated by both parties.



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 the owner or authorized agent for both sides of the transaction. Thus, you are the only party required to make the nomination.

Please note that matching nominations are required within each nomination cycle. If you make a nomination during the Evening cycle, a matching nomination (if required) 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 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 Copy/Query Unprocessed Nominations 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 *INSIDetracc*. A non-PG&E customer who owns a TSA can permit a PG&E customer to enter the TSA in *INSIDetracc* and nominate under their TSA.

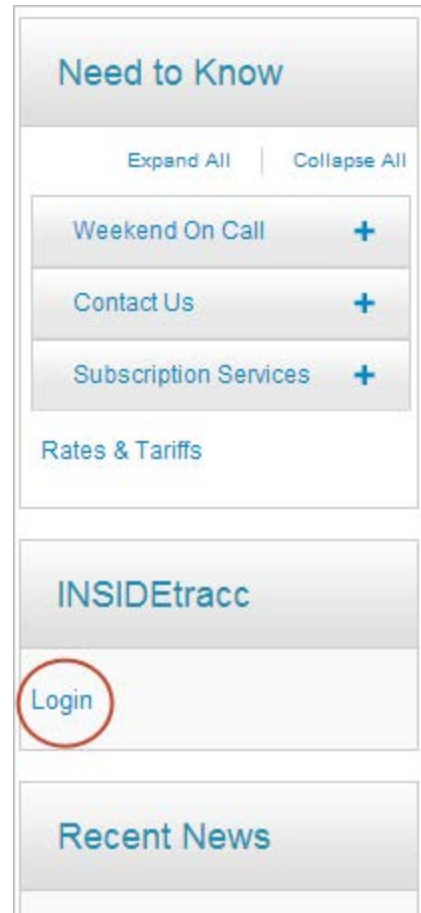
## Electronic Nominations Using *INSIDetracc*

*INSIDetracc* is a tool which enables a customer to nominate gas to flow on PG&E's pipeline system. Making your nominations through *INSIDetracc* 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 fax or e-mail spreadsheet 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) is required, and available on PG&E's Pipe Ranger Web site ([www.pge.com/pipeline/library/forms/forms.shtml](http://www.pge.com/pipeline/library/forms/forms.shtml)) in the Library, Forms section. Nomination spreadsheets may be e-mailed to [PGEScheduling@pge.com](mailto:PGEScheduling@pge.com).


## Starting the INSIDEtracc Application


From the Pipe Ranger Web site home page (www.piperanger.com), click on the **Log In** top navigation link next to the Search field. You can also find the INSIDEtracc Login link by clicking the link from the right Pipe Ranger Controls navigation bar. This will bring you to the PG&E authentication login page.



Enter your INSIDEtracc User Name and Password, then click **LOGIN**. If you do not currently have an INSIDEtracc User Name and Password, click the “Register” link and follow the sign-up instructions.

**Log In INSIDEtracc**

 Username

 Password

Log In

[Forgot Username or Password](#)

New User? [Register](#)

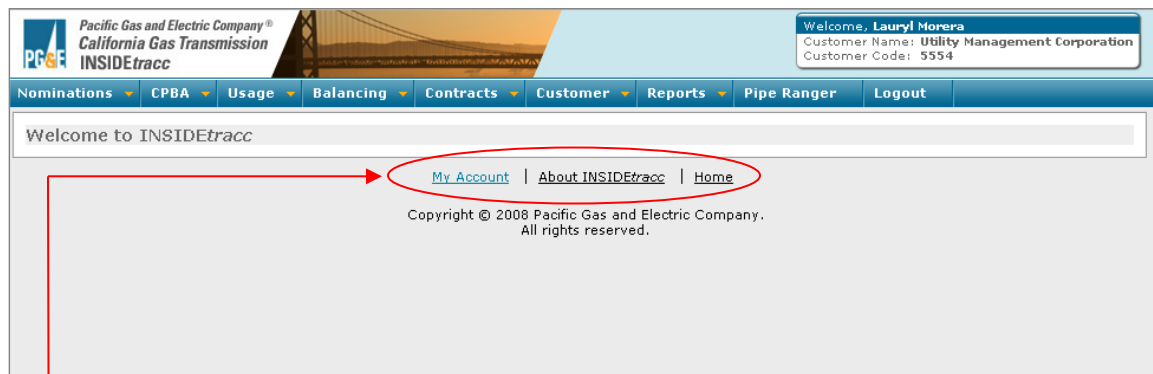
**NOTE:**

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/INSIDEtracc home page will appear.

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



The **Nominations** area 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** allows you to query CPBA meter contracts or query meter data by CPBA. Select **Usage** to view NBAA or end-use customer usage associated with your customer code. **Balancing** screens help manage Imbalance Trading. **Contracts** allows you to query information on the various contracts associated with your Customer Code, and the **Customer** navigation 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** to see your INSIDEtracc report selections, print reports, or view report lock/unlock status. **Pipe Ranger** will open a separate window for the Pipe Ranger Web site, and **Logout** will log you out of INSIDEtracc.

*More information on Imbalance Trading can be found in the Imbalance Trading User Documentation located under the Tools & Services, Imbalance Trading link on the Pipe Ranger Web site at <http://www.pge.com/pipeline>.*

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

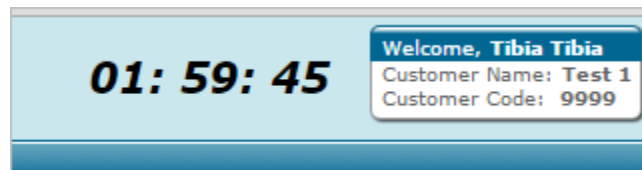


- **My Account** – This link will take you to a page showing your account information as created in the PG&E authentication process.
- **About INSIDEtracc** – This link will show information about the current version of INSIDEtracc.
- **Home** – This link will take you to the home page of INSIDEtracc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

**NOTE:**

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.

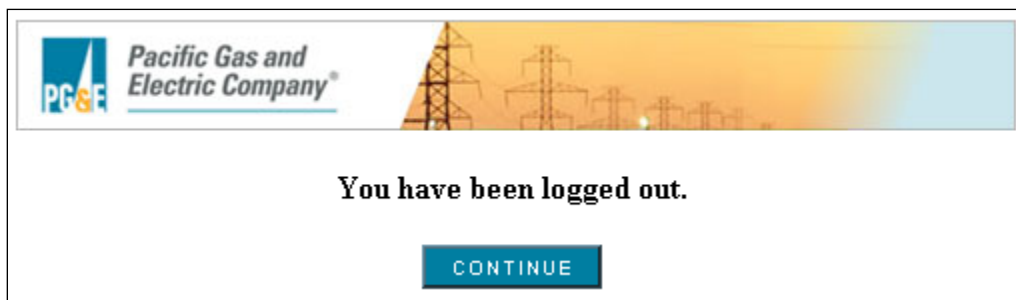
A countdown timer appears in the INSIDEtracc header indicating the hours, minutes and seconds remaining before you are logged off. Additional “reminder windows” will also pop up when you have 20 minutes and 5 minutes of your session remaining.



## 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 INSIDEtracc application and select **Logout** from the top navigation bar.
- From the logout screen, click **CONTINUE** to be directed to the [www.pge.com](http://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 INSIDEtracc 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.



Passwords are C8sE Sens1TivE.

## Minimum System Requirements

### Software

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

- Microsoft Internet Explorer 8.0 or later
- Google Chrome 1.0 or later

## 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 four 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. By 2:30 p.m. PT, confirmed volumes are available through INSIDEtracc. If sufficient capacity is not available to confirm all nominations received, capacity is allocated according to priority rules. By 3:00 p.m. PT the same day, scheduled volumes are available through INSIDEtracc. 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 available through INSIDEtracc at approximately 6:30 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 available by 10:30 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 available by 3:00 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 7:30 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 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:

$$\begin{aligned}
 \text{Intraday 1} &= \text{Evening Scheduled Volume} \times 5^* / 24^{**} \\
 \text{Intraday 2} &= \text{ID1 EPSQ} + [(\text{ID1 Scheduled Volume} - \text{ID1 EPSQ}) \times 4^* / 19^{**}] \\
 \text{Intraday 3} &= \text{ID2 EPSQ} + [(\text{ID2 Scheduled Volume} - \text{ID2 EPSQ}) \times 4^* / 15^{**}]
 \end{aligned}$$

\* Hours of flow since last cycle

\*\* Hours remaining in the gas day

The EPSQ field, found in the Replacement Query - Replace Volume or Rank window, will show the minimum volume for your nomination, if applicable. If the volume you input is less than the elapsed

prorated volume, INSIDEtracc 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

INSIDetracc 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 INSIDetracc nomination. Fields listed in **bold** are considered unique fields for each nomination, and if used, must be identical between nominations for those nominations to match.

- Your 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 INSIDetracc, 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 INSIDetracc.
- **Source ID:** The source contract from whence the gas is coming into PG&E's system.
- 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 INSIDetracc.
- **Dest ID:** The destination contract from whence the gas is coming into PG&E's system.
- 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 INSIDetracc can be critical to the success of your gas flowing as you desire. As a Buyer, your Source ranking helps determine which of the gas you purchase has your highest priority for delivery to you, or which gas you would like to receive first. 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) in order to assign preference or importance to certain 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 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 it has a higher rank. This is because PG&E's tariff mandates that Firm gas will 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. Cuts will be applied pro rata to any nominations having identical rankings (within the same service level and price).

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 flow in place of an existing nomination, it is recommended that the user not de-schedule the original, existing nomination or else they risk losing their space on the pipeline. Instead, allow *INSIDEtracc* 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, Freemont Peak and Essex. 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 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:*

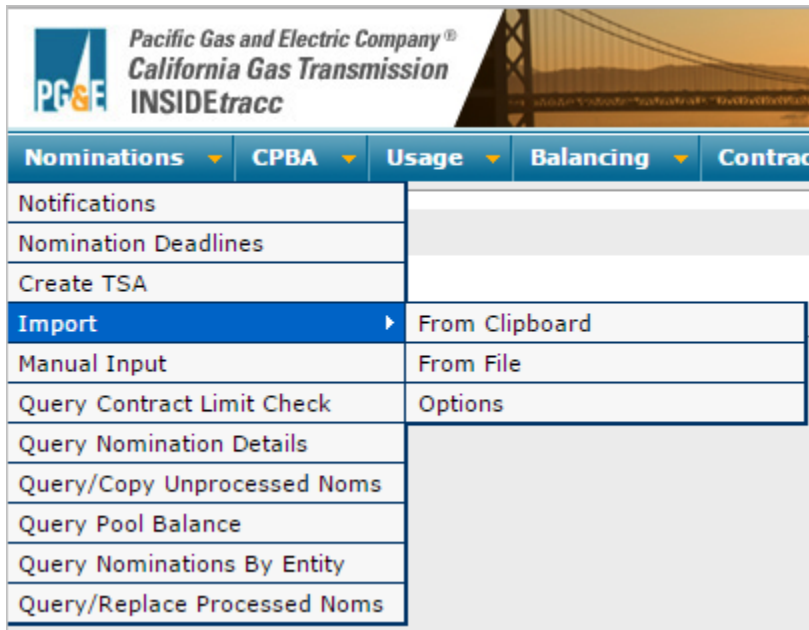
- All as-available nominations will be bumped first, within cycles, by price.
- As-available nominations will not bump firm nominations.
- If nominated firm gas cannot all flow within the available capacity at an interconnect or on a path, current cycle firm nominations will be confirmed pro rata.

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 *INSIDetracc*. Please navigate to *INSIDetracc*'s **Customer, Query Customer Information** screen, then click the View Contacts button at the bottom of the credit information table, 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 **Import, Options** to map nomination information in a user's spreadsheet application to INSIDetracc. 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 starting on page 29.

### **NOTE:**

Most INSIDetracc 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 INSIDetracc system.

## Import From Clipboard

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

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

5554	10/07/2008	10/07/2008		5554	GTNTSA	MAL		1		5554	KRS5554N	KRS	99	5554ROF001	3000	
5554	10/07/2008	10/07/2008		5554	KRS5554N	KRS		99	Y	5554	800631	KRS	5		3000	
5554	10/07/2008	10/08/2008	Y	5554	EPTSA	TKS		1		5551	CGY5551N	CTYG	3		1000	
5554	10/07/2008	10/07/2008		5554	MAL5554R	MAL	33	99		5551	MAL5551R	MAL	99		100	
5554	10/07/2008	10/07/2008		5554	DAGTSA	DAG		3		5554	DAG5554R	DAG	1		20000	

### NOTE:

Make sure your spreadsheet's columns are formatted 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 INSIDetracc).

Move back to the INSIDetracc 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).

Pacific Gas and Electric Company®  
California Gas Transmission  
INSIDetracc

Welcome, **Lauryl Morera**  
Customer Name: Utility Management Corporation  
Customer Code: 5554

Nominations ▾ CPBA ▾ Usage ▾ Balancing ▾ Contracts ▾ Customer ▾ Reports ▾ Pipe Ranger ▾ Logout

Import From Clipboard

\* Use Ctrl+V (or Edit > Paste) to paste your nomination(s) here.:

Import



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

Pacific Gas and Electric Company®  
California Gas Transmission  
INSIDetracc

Welcome, **Lauryl Morera**  
Customer Name: Utility Management Corporation  
Customer Code: 5554

Nominations CPBA Usage Balancing Contracts Customer Reports Pipe Ranger Logout

Import From Clipboard

**\*Use Ctrl+V (or Edit > Paste) to paste your nomination(s) here.:**

5554	10/07/2008	99	10/07/2008	5554	GTNTSA	MAL	1	5554	KRS5554N
5554	10/07/2008		10/07/2008	5554	KRS5554N	KRS	99	5554	800631
5554	10/07/2008	5	10/08/2008	5554	EPTSA	TKS	1	5551	CGY5551N
5554	10/07/2008	3	10/07/2008	5554	MAL5554R	MAL	33	5551	MAL5551R
5554	10/07/2008	99	10/07/2008	5554	DAGTSA	DAG	3	5554	DAG5554R
5554	10/07/2008	1	20000						

**Import**

Pacific Gas and Electric Company®  
California Gas Transmission  
INSIDetracc

Welcome, **Lauryl Morera**  
Customer Name: Utility Management Corporation  
Customer Code: 5554

Nominations CPBA Usage Balancing Contracts Customer Reports Pipe Ranger Logout

Import From Clipboard

**0 nomination(s) are not valid.**

**5 nomination(s) are unprocessed.**

5 Nominations(s)

Actions	Status	Create Src TSA	Seller Code	Source ID	Package	Create Dest TSA	Buyer Code	Dest ID	Transp Exh	Nom Rec Vol	Nom Del Vol	Rcpt Pt	Src Rank	Delv Pt	Dest Rank
	UNPROCESSED	N	5554	GTNTSA		N	5554	KRS5554N	5554ROF001	3,000	0	MAL	1	KRS	99
	UNPROCESSED	N	5554	KRS5554N		Y	5554	800631		3,000	0	KRS	99	KRS	99
	UNPROCESSED	Y	5554	EPTSA		N	5551	CGY5551N		1,000	0	TKS	99	CTYG	99
	UNPROCESSED	N	5554	MAL5554R	33	N	5551	MAL5551R		100	0	MAL	99	MAL	99
	UNPROCESSED	N	5554	DAGTSA		N	5554	DAG5554R		20,000	0	DAG	3	DAG	99
<b>Totals</b>										<b>27,100</b>	<b>0</b>				

**Submit Cancel**

Links to **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.

Use the **SUBMIT** button at the bottom of the page to submit your nominations to INSIDetracc.

Import From Clipboard

0 nomination(s) are not valid.

5 nomination(s) are unprocessed.

5 Nominations(s)

Actions	Status	Create Srce TSA	Seller Code	Source ID	Package	Create Dest TSA	Buyer Code	Dest ID	Transp Exh	Nom Rec Vol	Nom Del Vol	Rcpt Pt	Srce Rank	Delv Pt	Dest Rank	
	UNPROCESSED	N	5554	GTNTSA		N	5554	KRS5554N	5554ROF001	3,000	0	MAL	1	KRS	99	
	UNPROCESSED	N	5554	KRS5554N		Y	5554	800631		3,000	0	KRS	99	KRS	99	
	UNPROCESSED	Y	5554	EPTSA		N	5551	CGY5551N		1,000	0	TKS	99	CTYG	99	
	UNPROCESSED	N	5554	MAL5554R	33	N	5551	MAL5551R		100	0	MAL	99	MAL	99	
	UNPROCESSED	N	5554	DAGTSA		N	5554	DAG5554R		20,000	0	DAG	3	DAG	99	
<b>Totals</b>										<b>27,100</b>	<b>0</b>					

**Submit** **Cancel**

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

Import From Clipboard

1 nomination(s) are not valid.

4 nomination(s) were saved.

1 Nominations(s)

Actions	Status	Create Srce TSA	Seller Code	Source ID	Package	Create Dest TSA	Buyer Code	Dest ID	Transp Exh	Nom Rec Vol	Nom Del Vol	Rcpt Pt	Srce Rank	Delv Pt	Dest Rank	Start Date
	INVALID	N	5554	EPTSA		N	5551	CGY5551N		1,000	0	TKS	99	CTYG		3 10/07/2
<b>Totals</b>										<b>0</b>	<b>0</b>					

**Submit** **Cancel**

**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.

Import From Clipboard

1 nomination(s) are not valid.

4 nomination(s) were saved.

1 Nominations(s)

Actions	Status	Create Src	Seller Code	Source ID	Package	Create Dest TSA	Buyer Code	Dest ID	Transp Exh	Nom Rec Vol	Nom Del Vol	Rcpt Pt	Src Rank	Delv Pt	Dest Rank	Start Date
						N	5551	CGY5551N		1,000		0 TKS		99 CTYG		3 10/07/2
Totals										0	0					

Submit Cancel

## 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 INSIDEtracc 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 within INSIDEtracc, select **Nominations, Import, From File**.

- **BROWSE** to find and select the file you want to import.
- 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. Follow the instructions in the Import From Clipboard area above to modify, delete or submit your nominations.

**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

<b>SUBMIT</b>	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.
<b>CANCEL</b>	Removes any record(s) from the import table and returns the user to the prior INSIDEtracc screen.
<b>RESET</b>	Clears all input fields on the current INSIDEtracc 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.

Pacific Gas and Electric Company  
California Gas Transmission  
INSIDEtracc

Nominations ▾ CPBA ▾ Usage ▾

- Notifications
- Nomination Deadlines
- Create TSA
- Import ▶
- Manual Input**
- Query Contract Limit Check
- Query Nomination Details
- Query/Copy Unprocessed Noms
- Query Pool Balance
- Query Nominations By Entity
- Query/Replace Processed Noms

Pacific Gas and Electric Company  
California Gas Transmission  
INSIDEtracc

Welcome, **Lauryl Morera**  
Customer Name: Utility Management Corporation  
Customer Code: 5554

Nominations ▾ CPBA ▾ Usage ▾ Balancing ▾ Contracts ▾ Customer ▾ Reports ▾ Pipe Ranger ▾ Logout

**Manual Input**

**DATE RANGE**

\*Start Date:   \*End Date:

**SOURCE**

Retain Srce: ☐  
Create Srce TSA: ☐  
\*Source ID:    
Rcpt Pt:   
\*Seller Code:   
\*Srce Rank:  99  
Package:

**DESTINATION**

Retain Dest: ☐  
Create Dest TSA: ☐  
\*Dest ID:    
Delv Pt:   
\*Buyer Code:   
\*Dest Rank:  99  
\*Transp Exh:

**VOLUME**

\*Nom Rec Vol:  \*Nom Del Vol:

## 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 from a source at one interconnect to a destination at a different interconnect, such as a pool at Malin to a pool at Citygate, and transportation is required, the Transportation Exhibit field will change to yellow once the Source ID and Dest ID fields are entered.

The *Retain Source* check box allows the Source data fields to remain populated after the **INSERT** button is clicked. The *Retain Destination* check box allows the Destination data fields to remain populated after the **INSERT** button is clicked. This feature will save time for the user when entering multiple destination nominations from one source ID, or multiple source nominations to one destination ID.

**NOTE:** Either or both boxes can be checked.

The screenshot shows the 'Manual Input' screen of the PG&E INSIDetracc system. The interface includes a navigation bar with tabs like Nominations, CPBA, Usage, Balancing, Contracts, Customer, Reports, Pipe Ranger, and Logout. The main form is divided into several sections: DATE RANGE, SOURCE, DESTINATION, and VOLUME. In the SOURCE section, the 'Create Srce TSA' checkbox is circled in red. In the DESTINATION section, the 'Create Dest TSA' checkbox is also circled in red. The 'Insert' button is located at the bottom right of the form.

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

**NOTE:** If either of these boxes are checked, make sure that **only a TSA** is entered as a Source ID or Dest ID, and not a Pool. A Pool entry can result in your nomination not being picked up during the Confirm process.

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 **Src 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; INSIDetracc 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.

The screenshot shows the 'Manual Input' section of the INSIDetracc application. At the top, there is a navigation bar with tabs: Nominations, CPBA, Usage, Balancing, Contracts, Customer, Reports, Pipe Ranger, and Logout. A welcome message for 'Lauryl Morera' is displayed in the top right corner.

The form is divided into several sections:

- DATE RANGE:** Contains fields for \*Start Date (11/15/2008) and \*End Date (11/15/2008).
- SOURCE:** Includes checkboxes for 'Retain Srce' and 'Create Srce TSA'. It features dropdown menus for \*Source ID (MAL5554R), Rcpt Pt (MAL), \*Seller Code (5554), \*Src Rank (99), and a Package field.
- DESTINATION:** Includes checkboxes for 'Retain Dest' (checked) and 'Create Dest TSA'. It features dropdown menus for \*Dest ID (CGY5554N), Delv Pt (CTYG), \*Buyer Code (5554), \*Dest Rank (99), and \*Transp Exh (5554RON001).
- VOLUME:** Contains fields for \*Nom Rec Vol (grayed out) and \*Nom Del Vol (350).

An 'Insert' button is located at the bottom right of the form, circled in red.

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 INSIDEtracc's database.



**NOTE:**

Once a nomination has been submitted, it cannot be deleted from the INSIDEtracc database.

Pacific Gas and Electric Company®  
California Gas Transmission  
INSIDEtracc

Welcome, **Lauryl Morera**  
Customer Name: Utility Management Corporation  
Customer Code: 5554

Nominations ▾ CPBA ▾ Usage ▾ Balancing ▾ Contracts ▾ Customer ▾ Reports ▾ Pipe Ranger Logout

Manual Input

DATE RANGE

\*Start Date: 11/15/2008

\*End Date: 11/15/2008

SOURCE

Retain Srce: ☐  
Create Srce TSA: ☐  
\*Source ID:    
Rcpt Pt:   
\*Seller Code:   
\*Srce Rank: 99  
Package:

DESTINATION

Retain Dest: ☒  
Create Dest TSA: ☐  
\*Dest ID: CGY5554N   
Delv Pt: CTYG PG&E Ctygte Distrib Intercon  
\*Buyer Code: 5554 Utility Management Corporati  
\*Dest Rank: 99  
\*Transp Exh: 5554RON001

VOLUME

\*Nom Rec Vol:

\*Nom Del Vol:

Insert Submit


1 Nominations(s)

Actions	Status	Create Srce TSA	Seller Code	Source ID	Package	Create Dest TSA	Buyer Code	Dest ID	Transp Exh	Nom Rec Vol	Nom Del Vol	Rcpt Pt	Srce Rank	Delv Pt	Dest Rank
	UNPROCESSED	N	5554	MAL5554R		N	5554	CGY5554N	5554RON001	0	350	MAL	99	CTYG	99
Totals										0	350				


Submit



You will receive system confirmation messages regarding your submitted nominations.




Pacific Gas and Electric Company®  
California Gas Transmission  
INSIDetracc



Welcome, **Lauryl Morera**  
Customer Name: Utility Management Corporation  
Customer Code: 5554

Nominations ▾ CPBA ▾ Usage ▾ Balancing ▾ Contracts ▾ Customer ▾ Reports ▾ Pipe Ranger Logout

Manual Input


**1 nomination(s) were saved.**

DATE RANGE

\* Start Date:

\* End Date:

SOURCE

Retain Srce:
☐

Create Srce TSA:
☐

\* Seller Code:

\* Source ID:

Rcpt Pt:

\* Srce Rank:
 99

Package:

DESTINATION

Retain Dest:
☐

Create Dest TSA:
☐

\* Buyer Code:

\* Dest ID:

Delv Pt:

\* Dest Rank:
 99

\* Transp Exh:

VOLUME

\* Nom Rec Vol:

\* Nom Del Vol:

Insert

August, 2016

33

## The Query Contract Limit Check Screen

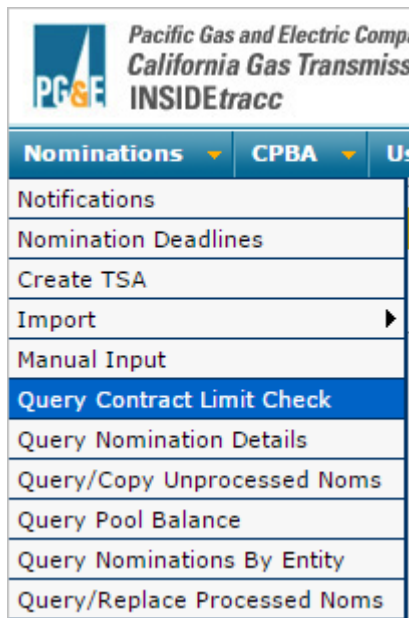
The Query Contract Limit Check screen displays all the MDQs for any exhibits being used by the nominations entered for a specific gas day. The screen shows not only how much has been nominated against that exhibit, but also how much over or under the nominations happen to be against the MDQ limit. The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

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 the exhibit's MDQ. All of 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 get the nomination(s) under the MDQ, and so avoid cuts.

To access the **Query Contract Limit Check** screen:

- Select **Nominations, Query Contract Limit Check** from the INSIDetracc navigation bar.



Query Contract Limit Check

QUERY

\*Gas Day: 08/05/2016 Today Tomorrow

6 Results

Contract Code	Type	Limit	Nom Del Vol	Difference	Status
9999BOP002	Transportation	100,000	1,800	-99,000	100%
9999BOP001	NDQ	10,000	3,000	-7,000	100%
9999BOP001	NDQ	10,000	2,800	-8,000	100%
9999BOP001	NDQ	10,000	1,800	-9,000	100%
9999BOP001	Park/Lend	50,000	1,800	-49,000	100%
9999BOP001	Storage	2,336	1,800	-1,336	100%

Nom Del Volume is Under or Equal to Limit.
 Nom Del Volume is Over the Limit.

Nominated volume reflects the aggregate of the nominations submitted for that exhibit.

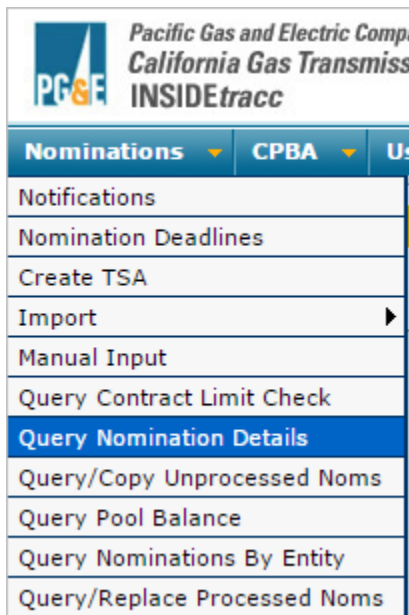
## The Query Nomination Details (QND) Screen

This 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.

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

To access the **Query Nomination Details** screen:

- Select **Nominations, Query Nomination Details** from the INSIDetracc navigation bar.



 This screenshot shows the 'Query Nomination Details' screen. At the top, there's a header with the PG&E logo and a welcome message for 'John Doe' with customer details. Below the header is a navigation bar with tabs: Nominations, CPBA, Usage, Balancing, Contracts, Customer, Reports, Pipe Ranger, and Logout. The main content area is titled 'Query Nomination Details' and includes a 'GAS DAY' section with a date picker and a 'Last Process Completed:' label. Below this is a 'QUERY' section with dropdown menus for 'Contract/Pool' and 'Location/Path', and a checkbox for 'Show Zero Noms'. At the bottom, there are buttons for 'Manual Input', 'Import', 'Query', 'View Details', and 'View by Cycle'.

## The Query Nomination Details Screen Buttons

MANUAL INPUT	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. <i>This selection navigates away from the QND screen.</i>
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. <i>This selection navigates away from the QND screen.</i>
QUERY	Retrieves all nominations matching the parameters entered.
VIEW DETAILS	This view is the default view after parameters are entered and queried results are returned in a table.
VIEW BY CYCLE	See the complete activity history of a particular nomination.

### 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 (immediately below the Contract/Pool field) to be auto-populated with the appropriate location information (or path information, if the queried item happened to be a transportation contract).

The screenshot displays the 'Query Nomination Details' interface. At the top, there's a 'GAS DAY' section with a required field '\*Gas Day:' and a 'Last Process Completed:' label. Below this is the 'QUERY' section. The 'Contract/Pool:' field contains 'CG9998N' and is highlighted with a red box labeled 'Data entered'. The 'Location/Path:' field contains 'CTYG' and is highlighted with a green box labeled 'Auto-populated'. A dropdown menu for 'Contract/Pool' shows 'Test CTYG N Pool' and 'PG&E Ctygte Distrib Intercon'. A 'Show Zero Noms:' checkbox is also present. At the bottom, there are buttons for 'Manual Input', 'Import', 'Query', 'View Details', and 'View by Cycle'.

If you are querying a Core Transport Agreement (CTA) contract, the location could be either Citygate (CTYG) or Storage (STOR). After entering the CTA, you will be prompted to select which location is intended. If you select one location but then change your mind, you may click on the Location (Loc) button to be prompted for the intended location once again.

The screenshot shows the 'Query Nomination Details' form. The 'GAS DAY' is set to a yellow box. The 'QUERY' section has 'Contract/Pool' set to '10098' and 'Test 2 CTA'. The 'Location/Path' is set to 'CTYG' and 'PG&E Ctygte Distrib Intercon'. A red circle highlights the 'Loc' button next to the 'Contract/Pool' field. Another red circle highlights a message box that says 'Contract code is not unique. Please use the Loc icon to select one.' Below the form are buttons for 'Manual Input', 'Import', 'Query', 'View Details', and 'View by Cycle'.

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.

To query by Location/Path:

To query by the Location/Path field, enter any of the locations available using the drop down arrow.

The screenshot shows the 'Query Nomination Details' form with the 'Location/Path' dropdown menu open. A red circle highlights the dropdown arrow. A 'Smart Popup Selector' window is overlaid on the form, showing a list of locations. The window has a 'Filter' set to 'Code' and a table with two columns: 'Code' and 'Name'. The table lists various locations and their codes.

Code	Name
CAL	Cal Prod Gathering Sys Intrcn
CGMC	CityGate Mkt Ctr Interconnect
CTYG	PG&E Ctygte Distrib Intercon
CVSF	Central Valley Storage Intrcn
DAG	Daggett Interconnect - KRGT
ESX	Essex Interconnect - QSTP
FRP	Freemont Peak Intrc - KRGT HDL
GRSF	Gill Ranch Storage Intercon
KRS	Kern River Sta Intrcn - SCGC
LDSF	Lodi Gas Storage Intercon
MAL	Malin Intercon - TC GTN SYS
OXH	Onyx Hills Intrcon - Ruby
STOR	PG&E Undrgrnd Storage Intrcn
THS	Tehachapi Spur Intercon - OSD
TKN	Topock No. Intercon - TW PL Co
TKS	Topock So. Intercon - EPNG Co
WGSF	Wild Goose Storage Intercon

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

#### View Details screen:

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

**Query Nomination Details**

**GAS DAY**

\*Gas Day: 10/23/2014 Last Process Completed: Evening Confirm

**QUERY**

Contract/Pool: OX9998R Test 2 OXH R


Location/Path: OXH Onyx Hills Intrcon - Ruby

Show Zero Noms: ☐

Manual Input Import Query


**View Details** View by Cycle

**1 Incoming Nomination(s)**

Action	Source ID	Src 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
	OXH_TSA_1	34		OX9998R	34			250	1,000	1,000	750	750	N/A	N/A	OXH	OXH	9998	Test 2
<b>Totals:</b>									1,000	1,000	750	750	0	0				

Export options: [CSV](#) | [Excel](#) | [PDF](#)

**1 Outgoing Nomination(s)**


Action	Source ID	Src 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
	OX9998R	34		FRP_TSA_1	34	AA	9998ROF001	0	750	743	750	743	N/A	N/A	OXH	FRP	9998	Test 2
<b>Totals:</b>									750	743	750	743	0	0				

Export options: [CSV](#) | [Excel](#) | [PDF](#)

Manual Input Import

To the left of each nomination in the Action column is an edit icon. Clicking on this icon takes you to the Replace Volume or Rank screen, where you can change the volume of the nomination, the rank of that nomination or both volume and rank. The Replace Volume or Rank screen also allows you to quickly see any cut messages that have been generated by this nomination (See the Query/Replace Processed Noms section for more details). Once changes are made, click Submit (or Cancel) to return this view.

**Action** **Source ID** **Src Rank** **Package** **Dest ID**


 OXH\_TSA\_1 34 OX

**Totals:**

**Edit Nomination**

Export options: [CSV](#) | [Excel](#) | [PDF](#)

**Action** **Source ID** **Src Rank** **Package** **Dest ID**

 OX9998R 34 FRP\_

Two buttons allow you to navigate directly to either the Manual Input screen to enter a new nomination, or to the Import screen where you may import one or more nominations. By selecting either of these buttons, you will navigate away from the QND window.

**QUERY**

Contract/Pool: OX9998R ▼

Location/Path: OXH ▼

Show Zero Noms: ☐

Manual Input Import

**NOTE:**

By selecting either of these buttons, you will navigate away from the Query Nomination Details window. Please ensure you are finished making changes in the QND window *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.

View By Cycle screen:

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

**Query Nomination Details**

**GAS DAY**

\*Gas Day: 10/23/2014 Last Process Completed: Evening Confirm

**QUERY**

Contract/Pool: OX9998R Test 2 OXH R

Location/Path: OXH Onyx Hills Intrcon - Ruby

Show Zero Noms: ☐

Manual Input Import Query

View Details View by Cycle

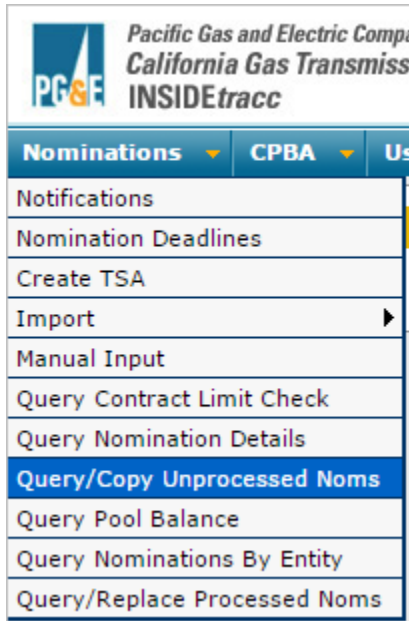
Cycle	Source ID	Src Rank	Package	Dest ID	Dest Rank	Service Level	Transp Exh	Cut Vol	Nom Rec Vol	Nom Del Vol	Conf Rec Vol	Conf Del Vol	Sch Rec Vol	Sch Del Vol	Rcpt Pt	Delv Pt	Seller Code	Seller Name	Buyer Code	Buyer Name
TIMELY	OX9998R	34		FRP_TSA_1	34	AA	9998ROF001	0	750	743	750	743	750	743	OXH	FRP	9998	Test 2	9998	Test 2
EVENING	OX9998R	34		FRP_TSA_1	34	AA	9998ROF001	0	750	743	750	743	N/A	N/A	OXH	FRP	9998	Test 2	9998	Test 2
TIMELY	OXH_TSA_1	34		OX9998R	34			0	750	750	750	750	750	750	OXH	OXH	9998	Test 2	9998	Test 2
EVENING	OXH_TSA_1	34		OX9998R	34			250	1,000	1,000	750	750	N/A	N/A	OXH	OXH	9998	Test 2	9998	Test 2

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.

## 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 INSIDetracc navigation bar.



 This image shows the 'Query/Copy Unprocessed Noms' screen. At the top, there is a header with the PG&E logo and a welcome message for 'Lauryl Morera' with customer details. Below the header is a navigation bar with tabs for Nominations, CPBA, Usage, Balancing, Contracts, Customer, Reports, Pipe Ranger, and Logout. The main content area is titled 'Query/Copy Unprocessed Noms' and contains several filter sections:
 

- DATE RANGE**: Includes 'Start Date' and 'End Date' fields with calendar icons.
- SOURCE**: Includes 'Source ID', 'Rcpt Pt', and 'Package' fields.
- DESTINATION**: Includes 'Dest ID', 'Delv Pt', and 'Transp Exh' fields.
- CYCLE**: Includes a 'Cycle' dropdown menu.
- CREATE DATE**: Includes a 'Create Date' field with a calendar icon.

 A green 'Query' button is located at the bottom right of the form.



## 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 taking place, thus targeting more specific nominations.

To retrieve a nomination:

- Enter the **Start 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 **Start Date** field.
- Click on the  button. All nominations matching the parameters you have entered will populate a table below the query fields.



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.

**Query/Copy Unprocessed Noms**

**DATE RANGE**  
 \*Start Date:  End Date:

**SOURCE**  
 Source ID:  Rcpt Pt:  Package:

**DESTINATION**  
 Dest ID:  Delv Pt:  Transp Exh:

**CYCLE**  
 Cycle:

**CREATE DATE**  
 Create Date:

**7 Results**

Actions	Match	Cycle	Start Date	End Date	Source ID	Src Rank	Package	Dest ID	Dest Rank	Transp Exh	Nom Rec Vol	Nom Del Vol	Rcpt Pt	Delv Pt	Seller Code	Seller Name
	Yes	TIMELY	06/01/2014	06/01/2014	KRGT_TSA	99		KS9998N	99	9998BOF001	3,031	3,000	DAG	KRS	9998	Jo Doe
	Yes	TIMELY	06/01/2014	06/01/2014	EPNG_TSA	99		KS9998N	99	9998BOF001	3,031	3,000	TKS	KRS	9998	Jo Doe
	Yes	TIMELY	06/01/2014	06/01/2014	KS9998N	99		243029	99		6,000	6,000	KRS	KRS	9998	Jo Doe
	Yes	TIMELY	06/01/2014	06/01/2014	GTN_TSA	99		KS9998N	99	9998ROF001	9,082	9,000	MAL	KRS	9998	Jo Doe
	No	TIMELY	06/01/2014	06/01/2014	KS9998N	99 B		KS9999N	99		3,000	3,000	KRS	KRS	9998	Jo Doe
	Part	TIMELY	06/01/2014	06/02/2014	KS9998N	99		KS9999N	99		3,000	3,000	KRS	KRS	9998	Test 2
	Yes	TIMELY	06/01/2014	06/01/2014	KS9998N	99		800631	99		3,000	3,000	KRS	KRS	9998	Test 2
<b>Totals:</b>											<b>30,144</b>	<b>30,000</b>				

Export options: ☒ CSV | ☒ Excel | ☒ PDF

**NOTE:**

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

## To copy a nomination for a future gas day:

- To copy a nomination, click on the Copy Nomination icon to the left of the nomination.

**7 Results**

Actions	Match	Cycle	Start Date	End Date
	Yes	TIMELY	06/01/2014	06/01/20
	Yes	TIMELY	06/01/2014	06/01/20
	Yes	TIMELY	06/01/2014	06/01/20
	Yes	TIMELY	06/01/2014	06/01/20
	No	TIMELY	06/01/2014	06/01/20
	Part	TIMELY	06/01/2014	06/02/20
	Yes	TIMELY	06/01/2014	06/01/20
<b>Totals:</b>				

Export options: ☒ CSV | ☒ Excel | ☒ PDF

Copy Nomination	
<b>DATE RANGE</b>	
*Start Date:	*End Date:
<b>SOURCE</b>	
Create Srce TSA: <input type="checkbox"/>	
*Source ID:	Test KRS N Pool
Rcpt Pt:	KRS Kern River Sta Intrcn - SCGC
*Seller Code:	9998 Test 2
*Srce Rank:	99
Package:	B
<b>DESTINATION</b>	
Create Dest TSA: <input type="checkbox"/>	
*Dest ID:	Test KRS N Pool
Delv Pt:	KRS Kern River Sta Intrcn - SCGC
*Buyer Code:	9999 Test 1
*Dest Rank:	99
*Transp Exh:	
<b>VOLUME</b>	
*Nom Rec Vol:	*Nom Del Vol:
<b>CYCLE</b>	
Current Cycle: TIMELY	
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

- 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; INSIDEtracc 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.

Copy Nomination	
<b>DATE RANGE</b>	
*Start Date:	*End Date:
<b>SOURCE</b>	
Create Srce TSA: <input type="checkbox"/>	
*Source ID:	Test KRS N Pool
Rcpt Pt:	KRS Kern River Sta Intrcn - SCGC
*Seller Code:	9998 Test 2
*Srce Rank:	99
Package:	B
<b>DESTINATION</b>	
Create Dest TSA: <input type="checkbox"/>	
*Dest ID:	Test KRS N Pool
Delv Pt:	KRS Kern River Sta Intrcn - SCGC
*Buyer Code:	9999 Test 1
*Dest Rank:	99
*Transp Exh:	
<b>VOLUME</b>	
*Nom Rec Vol:	*Nom Del Vol:
	2,730
<b>CYCLE</b>	
Current Cycle: TIMELY	
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

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

Query/Copy Unprocessed Noms

✓ Nomination was saved.

**DATE RANGE**

\* Start Date: 10/29/2014 End Date:

**SOURCE**

Source ID: Rcpt Pt: Package:

**DESTINATION**

Dest ID: Delv Pt: Transp Exh:

**CYCLE**

Cycle:

**CREATE DATE**

Create Date:

Query



## 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.




Query/Copy Unprocessed Noms



✓ Nomination was saved.


**DATE RANGE**

\*Start Date: 10/29/2014  End Date: 




**SOURCE**



Source ID:   



Rcpt Pt:  

Package: 


**DESTINATION**

Dest ID:   


Delv Pt:  

Transp Exh:  

**CYCLE**

Cycle: 

**CREATE DATE**



Create Date: 

**Query**




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



Query/Copy Unprocessed Noms


**DATE RANGE**

\*Start Date: 10/29/2014  End Date: 




**SOURCE**



Source ID:   



Rcpt Pt:  

Package: 


**DESTINATION**

Dest ID:   


Delv Pt:  

Transp Exh:  

**CYCLE**


Cycle: 




**CREATE DATE**

Create Date: 

**Query**

**1 Results**


Actions	Match	Cycle	Start Date	End Date	Source ID	Src Rank	Package	Dest ID	Dest Rank	Transp Exh	Nom Rec Vol	Nom Del Vol	Rcpt Pt	Delv Pt	Seller Code	Seller Name	Buyer Code
		TIMELY	10/29/2014	10/29/2014	KS9998N	99 B		KS9999N	99		2,730	2,730	KRS	KRS	9998	Test 2	99
<b>Totals:</b>											2,730	2,730					




Export options:  CSV |  Excel |  PDF

## To view details of a nomination

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

**1 Results**

Actions	Match	Cycle	Start Date	End Date	Source ID	Sr Ra
		TIMELY	10/29/2014	10/29/2014	KS9998N	
<b>Totals:</b>						

Export options:  [CSV](#) |  [Excel](#) |  [PDF](#)

INSIDetracc: Query/Copy | **INSIDetracc: Nominatio...** X

**Nomination History**

**DATE RANGE**  
**Start Date:** 10/29/2014 **End Date:** 10/29/2014

**SOURCE**  
**Source ID:** KS9998N Test KRS N Pool  
**Rcpt Pt:** KRS Kern River Sta Intrcn - SCGC  
**Seller Code:** 9998 Test 2  
**Srce Rank:** 99  
**Package:** B

**DESTINATION**  
**Dest ID:** KS9999N Test KRS N Pool  
**Delv Pt:** KRS Kern River Sta Intrcn - SCGC  
**Buyer Code:** 9999 Test 1  
**Dest Rank:** 99  
**Transp Exh:**

**VOLUME**  
**Nom Rec Vol:** 2,730 **Nom Del Vol:** 2,730

**CYCLE**  
**Cycle:** TIMELY

**History**

Start Date	End Date	Cycle	Record Source	Nom Rec Vol	Nom Del Vol	Srce Rank	Dest Rank	Seller	Buyer	Create User	Create Date
10/29/2014	10/29/2014	TIMELY	Manual Input	2,730	2,730	99		99 9998	9999	sm_9998JoD	10/27/2014 11:15:19 AM

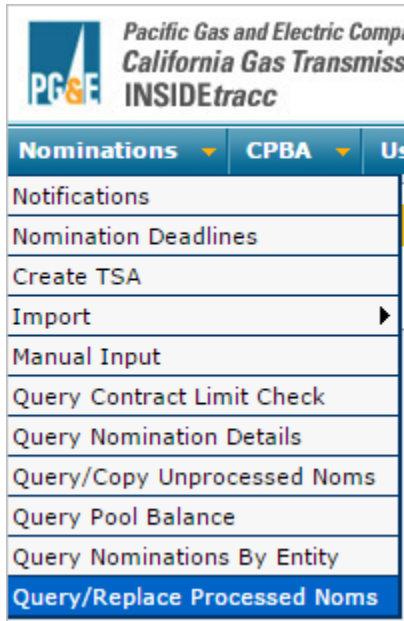
- Since the detailed nomination information opened in a new browser tab, click the X in the right corner of that tab to close the detail information screen.

## The Query/Replace Processed Noms Screen

If you need to change a nomination after it has been processed, you will do so from the Query/Replace Processed Noms screen.

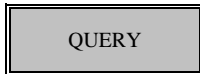
If you need to change a nomination *after submitting it and the deadline has passed*, you must call the Gas Scheduling Helpline at 1.800.343.4743 for assistance.

- Click on **Nominations, Query/Replace Processed Noms** from the INSIDEtracc navigation bar.



 This image shows the 'Query/Replace Processed Noms' screen. At the top, there is a header with the PG&E logo and a welcome message for 'Lauryl Morera' with customer details. Below the header is a navigation bar with tabs for Nominations, CPBA, Usage, Balancing, Contracts, Customer, Reports, Pipe Ranger, and Logout. The main content area is titled 'Query/Replace Processed Noms' and includes a 'GAS DAY' section with a date picker. Below this are two columns of input fields: 'SOURCE' (with fields for Source ID, Rcpt Pt, and Package) and 'DESTINATION' (with fields for Dest ID, Delv Pt, and Transp Exh). Each field has a dropdown arrow and a 'Loc' button. A 'Query' button is located at the bottom right of the form.

## The Query/Replace Processed Noms Screen Buttons




Retrieves all nominations matching the parameters entered.

### Query/Replace Processed Noms Parameter Fields

The Query/Replace Nominations 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 other fields will result in a narrower query taking place, thus targeting more specific 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  button. All nominations matching the parameters you have entered will populate a table below the query fields.

**Query/Replace Processed Noms**

**GAS DAY**

\*Gas Day:  Last Process Completed: Evening Confirm

**SOURCE**

Source ID:

Rcpt Pt:

Package:

**DESTINATION**

Dest ID:

Delv Pt:

Transp Exh:

**6 Results**

Action	Source ID	Src Rank	Package	Dest ID	Dest Rank	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	E
	CG9998N	35		10098	35		50	250	250	200	200	N/A	N/A	CTYG	CTYG	9998	Test 2	S
	CG9998N	36		9998CFS001	36	9998MON001	250	250	247	0	0	N/A	N/A	CTYG	STOR	9998	Test 2	S
	DG9998R	37		CG9998N	37	9998BON001	297	500	495	203	200	N/A	N/A	DAG	CTYG	9998	Test 2	S
	DG9999R	38		DG9998R	39		297	500	500	203	203	N/A	N/A	DAG	DAG	9999	Test 1	S
	OX9998R	34		FRP_TSA_1	34	9998ROF001	0	750	743	750	743	N/A	N/A	OXH	FRP	9998	Test 2	S
	OXH_TSA_1	34		OX9998R	34		250	1,000	1,000	750	750	N/A	N/A	OXH	OXH	9998	Test 2	S
<b>Totals:</b>								<b>3,250</b>	<b>3,235</b>	<b>2,106</b>	<b>2,096</b>	<b>0</b>	<b>0</b>					

Export options: [CSV](#) | [Excel](#) | [PDF](#)



**NOTE:**










When modifying nominations, remember that *INSIDetracc* 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 nominations 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.

To edit a nomination:

- Click on the edit nomination Action button next to the nomination you want to modify. This will open the *Replace Volume or Rank* window.

6 Results						
Action	Source ID	Src Rank	Package	Dest ID	Dest Rank	T
	CG9998N	35		10098	35	
	CG9998N	36		9998CFS001	36 999	
	DG9998R	37		CG9998N	37 999	
	DG9999R	38		DG9998R	39	
	OX9998R	34		FRP_TSA_1	34 999	
	OXH_TSA_1	34		OX9998R	34	
<b>Totals:</b>						
Export options:  <a href="#">CSV</a>    <a href="#">Excel</a>    <a href="#">PDF</a>						

**Replace Volume Or Rank**

**DATE RANGE**

**Gas Day:** 10/23/2014 **Last Process Completed:** Evening Confirm

**SOURCE**

**Source ID:** OXH\_TSA\_1 **OXH\_TSA\_1**  
**Rcpt Pt:** OXH Onyx Hills Intrcon - Ruby  
**Seller Code:** 9998 Test 2  
**Src Rank:** 34  
**Package:**

**DESTINATION**

**Dest ID:** OX9998R Test 2 OXH R  
**Delv Pt:** OXH Onyx Hills Intrcon - Ruby  
**Buyer Code:** 9998 Test 2  
**Dest Rank:** 34  
**Transp Exh:**

**VOLUME**

	Nominated	Confirmed	Scheduled	EPSQ	Nominated Replacement Vol	Seller	Buyer
<b>Receipt (Dth):</b>	1,000	750	N/A	0		1,000	1,000
<b>Delivery (Dth):</b>	1,000	750	N/A	0		1,000	1,000

[Cancel](#)

**Conf / Sch Cut Msgs** **Incr / Decr Activity**

Code	Description	Cut Volume	Cut Cycle / Process	Nomination Cycle	Create Date
ImbPool-02	Destination pool imbalance due to short market.		63 Eve Confirm	EVENING	10/21/2014 10:04:32 AM
ImbPool-02	Destination pool imbalance due to short market.		187 Eve Confirm	TIMELY	10/21/2014 10:04:32 AM
SchVol-03	Scheduled volumes were not received from upstream pipeline.		0 Timely Schedule	TIMELY	10/21/2014 09:54:31 AM

Export options: [CSV](#) | [Excel](#) | [PDF](#)

The Replace Volume or Rank window has two tabs.

- **Conf/Sch Cut Msgs** – Shows any messages associated with your nomination along with the Cut Cycle/Process and Nomination Cycle when the cut occurred.

**Conf / Sch Cut Msgs** **Incr / Decr Activity**

Code	Description	Cut Volume	Cut Cycle / Process	Nomination Cycle	Create Date
ImbPool-02	Destination pool imbalance due to short market.		63 Eve Confirm	EVENING	10/21/2014 10:04:32 AM
ImbPool-02	Destination pool imbalance due to short market.		187 Eve Confirm	TIMELY	10/21/2014 10:04:32 AM
SchVol-03	Scheduled volumes were not received from upstream pipeline.		0 Timely Schedule	TIMELY	10/21/2014 09:54:31 AM

Export options: [CSV](#) | [Excel](#) | [PDF](#)

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

**Conf / Sch Cut Msgs** **Incr / Decr Activity**

**Buyer / Seller**

Change Type	Cycle	Nom Rec Vol	Nom Del Vol	Change User	Change Date
Initial	TIMELY	750	750		
Volume Increase	EVENING	250	250	sm_9998JoD	10/21/2014 09:18:38 AM
<b>Totals:</b>		<b>1,000</b>	<b>1,000</b>		

Export options: [CSV](#) | [Excel](#) | [PDF](#)

To change a nomination volume:

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

**Replace Volume Or Rank**

**DATE RANGE**  
 Gas Day: 10/23/2014      Last Process Completed: Evening Confirm

**SOURCE**  
 Source ID: OX9998R      Test 2 OXH R  
 Rcpt Pt: OXH      Onyx Hills Intrcon - Ruby  
 Seller Code: 9998      Test 2  
 Srce Rank:   
 Package:

**DESTINATION**  
 Dest ID: FRP\_TSA\_1      FRP\_TSA\_1  
 Delv Pt: FRP      Freemont Peak Intrc - KRGT HDL  
 Buyer Code: 9998      Test 2  
 Dest Rank:   
 Transp Exh: 9998ROF001      Test 2

**VOLUME**

	Nominated	Confirmed	Scheduled	EPSQ	Nominated Replacement Vol	Seller	Buyer
Receipt (Dth):	750	750	N/A	0	<input type="text"/>	750	750
Delivery (Dth):	743	743	N/A	0	<input type="text"/>	743	743

Submit Refresh Cancel

Conf / Sch Cut Msgs    Incr / Decr Activity

No results found.

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.

**Replace Volume Or Rank**

**DATE RANGE**  
 Gas Day: 10/23/2014      Last Process Completed: Evening Confirm

**SOURCE**  
 Source ID: OX9998R      Test 2 OXH R  
 Rcpt Pt: OXH      Onyx Hills Intrcon - Ruby  
 Seller Code: 9998  
 Srce Rank:   
 Package:

**DESTINATION**  
 Dest ID: FRP\_TSA\_1      FRP\_TSA\_1  
 Delv Pt: FRP      Freemont Peak Intrc - KRGT HDL  
 Buyer Code: 9998  
 Dest Rank:   
 Transp Exh: 9998ROF001      Test 2

**VOLUME**

	Nominated	Confirmed	Scheduled	EPSQ	Nominated Replacement Vol	Seller	Buyer
Receipt (Dth):	750	750	N/A	0	<input type="text"/>	750	750
Delivery (Dth):	743	743	N/A	0	<input type="text"/>	743	743

Submit Refresh Cancel

Conf / Sch Cut Msgs    Incr / Decr Activity

No results found.

- You will be automatically returned to the Query/Replace Processed Noms 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:** INSIDetracc will allow nominations to be increased as many times as the user wishes
- **Decreasing a nomination:** INSIDetracc 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:** INSIDetracc will allow a nomination to be increased, then decreased back down to the EPSQ
- **Decrease then increase the same nomination:** INSIDetracc will allow a nomination to be decreased down to the EPSQ, then increased back up

## 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:

$$\begin{aligned}
 \text{Intraday 1} &= \text{Evening Scheduled Volume} \times 5^* / 24^{**} \\
 \text{Intraday 2} &= \text{ID1 EPSQ} + [(\text{ID1 Scheduled Volume} - \text{ID1 EPSQ}) \times 4^* / 19^{**}] \\
 \text{Intraday 3} &= \text{ID2 EPSQ} + [(\text{ID2 Scheduled Volume} - \text{ID2 EPSQ}) \times 4^* / 15^{**}]
 \end{aligned}$$

\* 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 flow 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 *INSIDetracc*. 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 *INSIDetracc*:

### 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.

$$\text{ID1 EPSQ} = \text{Evening Scheduled Volume} \times 5/24$$

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.

$$\text{ID2 EPSQ} = \text{ID1 EPSQ Volume} + [(\text{ID1 Scheduled Volume} - \text{ID1 EPSQ Volume}) \times 4/19]$$

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.

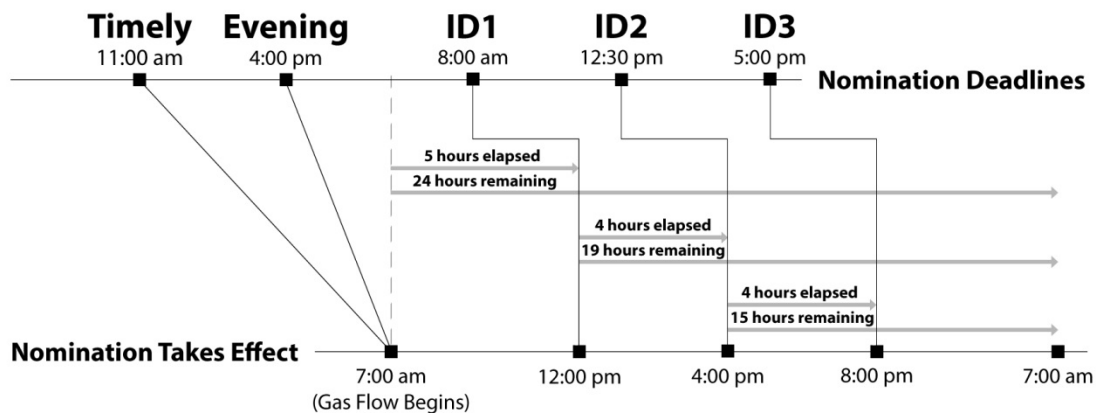
Because ID2 gas starts flowing at 4:00 pm, there are 15 hours left in the gas day.

$$\text{ID3 EPSQ} = \text{ID2 EPSQ Volume} + [(\text{ID2 Scheduled Volume} - \text{ID2 EPSQ Volume}) \times 4/15]$$

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.



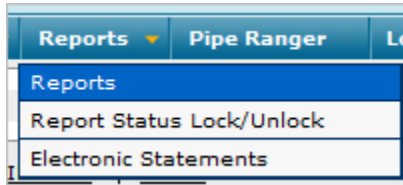
## Guide to Nomination Modifications

CREATE A NEW NOMINATION	<ol style="list-style-type: none"> <li>1. <b>IMPORT</b> <ol style="list-style-type: none"> <li>a. Create a nomination spreadsheet</li> <li>b. Copy spreadsheet nominations to clipboard</li> <li>c. Click Import From Clipboard button from Import Nomination Screen</li> </ol> </li> <li>2. <b>MANUAL INPUT</b> <ol style="list-style-type: none"> <li>a. If desired, select "Retain Source," "Retain Destination," or check both boxes</li> <li>b. Enter nomination data</li> <li>c. Submit</li> </ol> </li> </ol>
COPY AN EXISTING NOMINATION	<ol style="list-style-type: none"> <li>1. <b>QUERY / COPY UNPROCESSED NOMS</b> <ol style="list-style-type: none"> <li>a. Identify date for nomination change</li> <li>b. Select any criteria</li> <li>c. Query nominations</li> <li>d. Select line item from table and click the Copy Nomination Action icon</li> <li>e. Change nomination data accordingly</li> <li>f. Submit nomination</li> <li>g. From the Query/Copy Unprocessed Noms screen, enter the Start Date for the new nomination, then Query to see the new nomination reflected in the table</li> </ol> </li> </ol>
CHANGE AN EXISTING NOMINATION – <i>prior to nomination deadline for that nomination</i>	<ol style="list-style-type: none"> <li>1. <b>QUERY / COPY UNPROCESSED NOMS</b> <ol style="list-style-type: none"> <li>a. Identify date for nomination change</li> <li>b. Select any criteria</li> <li>c. Query nominations</li> <li>d. Select line item from table and click the Copy Nomination Action icon</li> <li>e. Change nomination data accordingly</li> <li>f. Submit nomination</li> <li>g. From the Query/Copy Unprocessed Noms screen, click the browser Refresh icon to see the nomination change(s) reflected in the table</li> </ol> </li> </ol>
CHANGE AN EXISTING NOMINATION – <i>after nomination has been processed</i>	<ol style="list-style-type: none"> <li>1. <b>QUERY / REPLACE PROCESSED NOMS</b> <ol style="list-style-type: none"> <li>a. Identify date for nomination change</li> <li>b. Select any criteria</li> <li>c. Query nominations</li> <li>d. Select line item from table and click the Edit Nomination Action icon</li> <li>e. Enter a new volume in the Nominated Replacement Vol field</li> <li>f. Change the Source or Dest Rank for a future cycle within the table for the new nomination</li> <li>g. Submit nomination</li> <li>h. From the Query/Replace Processed Noms screen, click the browser Refresh icon to see the nomination change(s) reflected in the table</li> </ol> </li> <li>2. <b>QUERY NOMINATION DETAILS</b> <ol style="list-style-type: none"> <li>a. Identify date for nomination change</li> <li>b. Select criteria</li> <li>c. Query nominations</li> <li>d. Select line item from table and click the Edit Nomination Action icon</li> <li>e. Enter a new volume in the Nominated Replacement Vol field</li> <li>f. Change the Source or Dest Rank within the table for the new nomination</li> <li>g. Submit nomination</li> <li>h. From the Query Nomination Details screen, click the browser Refresh icon to see the nomination change(s) reflected in the table</li> </ol> </li> </ol>

## Running Reports

To run reports in INSIDetracc:

- Click on **Reports**, **Reports** from the INSIDetracc navigation bar.



Nominations

CPBA

Usage

Balancing

Contracts

Customer

Reports

Pipe Ranger

Logout

Reports

Nominations

Actions	Name
<input type="radio"/>	100 Customer Nomination / PG&E Confirmation
<input type="radio"/>	110 Customer Nomination / PG&E Scheduled Volumes
<input type="radio"/>	502 Activity By Customer
<input type="radio"/>	530 Released Activity By Transportation Exhibit
<input type="radio"/>	900 Flow Order Event Customer Summary
<input type="radio"/>	902 Diversion Event Summary

Contracts

Actions	Name
<input type="radio"/>	770A Firm or As-Available Transportation Service (Exh. A)
<input type="radio"/>	770B Negotiated Transportation Service (Exh. B)
<input type="radio"/>	770C Parking/Lending Service (Exh. C)
<input type="radio"/>	770E Negotiated Firm Storage Service (Exh. E)
<input type="radio"/>	770F Negotiated As Available Storage Service (Exh. F)
<input type="radio"/>	770L Core Firm Storage Service (Exh. L)
<input type="radio"/>	770M Gas Transmission Service Agreement
<input type="radio"/>	772M Noncore Balancing Aggregation Agreement
<input type="radio"/>	775 NBAA Aggregations Summary
<input type="radio"/>	776 Summary of Contract Activity
<input type="radio"/>	783A Electronic Commerce System User Agreement (ECS)
<input type="radio"/>	783B ECS User Agreement
<input type="radio"/>	790 Primary Customer Contracts
<input type="radio"/>	792 E-Status of Contracts

Usage

Actions	Name
<input type="radio"/>	400 Daily Gas Usage By Agent
<input type="radio"/>	405 Daily Gas Usage By Agent - Monthly Summary
<input type="radio"/>	406 Daily Gas Imbalance By Agent - Monthly Summary
<input type="radio"/>	407 Billed Usage By Agent - Monthly Summary

Balancing

Actions	Name
<input type="radio"/>	570 Market Center Activity
<input type="radio"/>	571 Imbalance Activity by Month
<input type="radio"/>	575 Monthly Commitments Report
<input type="radio"/>	600 California Production Imbalance Statement
<input type="radio"/>	605 Actual Deliveries and Adjustments By California Production Meter



## 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.
- **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.
- **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.
- **407 Report** (Billed Usage By Agent – Monthly Summary). This report provides billing-quality usage data each day after billing commences.

### 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.
- **575 Report** (Monthly Commitments Report). See your commitments for market center deals for a particular month.
- **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).

The screenshot shows the 'Reports' section of the INSIDEtracc application. It features three main columns: 'Nominations', 'Contracts', and 'Usage'. Each column contains a list of reports with a radio button to its left. In the 'Nominations' column, the radio button for '100 Customer Nomination / PG&E Confirmation' is selected and circled in red. The 'Contracts' column lists reports such as '770A Firm or As-Available Transportation Service (Exh. A)' through '792 E-Status of Contracts'. The 'Usage' column lists reports like '400 Daily Gas Usage By Agent' through '605 Actual Deliveries and Adjustments By California Production Meter'. A 'Balancing' section is also visible below the 'Usage' column, containing reports like '570 Market Center Activity' through '605 Actual Deliveries and Adjustments By California Production Meter'.

- A report parameters pop-up window will appear. Parameters will vary based on the report selected.

The screenshot shows a pop-up window titled '100 - Customer Nomination / PG&E Confirmation' with the subtitle 'REPORT PARAMETERS'. It contains several input fields: 'Customer Code' with the value '9998' and a dropdown arrow; 'Gas Day' with a yellow input field and a calendar icon; 'Process' with a yellow input field and a dropdown arrow; 'Code Key' with a checkbox; and 'Save Report As' with the value '100\_Nom\_Vol' and a yellow input field. A 'Submit' button is located at the bottom left of the window.

- Enter the desired parameters for the report.
  - *Code Key* will print the list of cut codes 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 and you can enter a report name of your choice in place of the default name, if desired.
- Click the **SUBMIT** button.

INSIDEtracc: - Windows Internet Explorer

100 - Customer Nomination / PG&E Confirmation

✓ Successfully submitted report.

**REPORT PARAMETERS**

Customer Code: 9998 Test 2

\*Gas Day: 10/21/2014

\*Process: ID2 CONFIRM Intraday 2 Nominatio

Code Key: ☐

\*Save Report As: 100\_Nom\_Vol

Submit




- 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, or close this window by using the red X in the upper right corner.

**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 "Completed." 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.

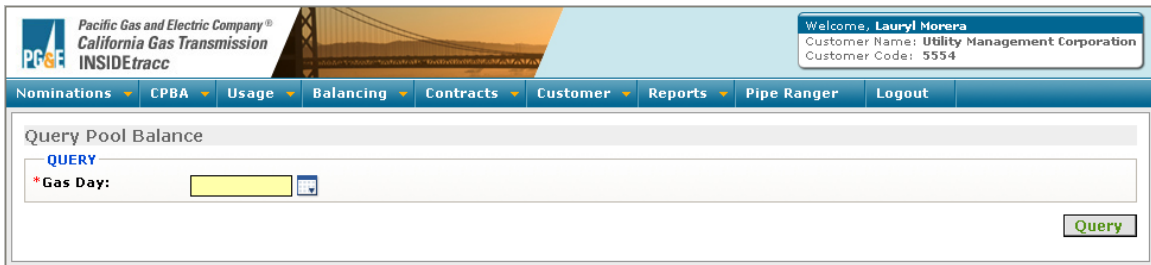
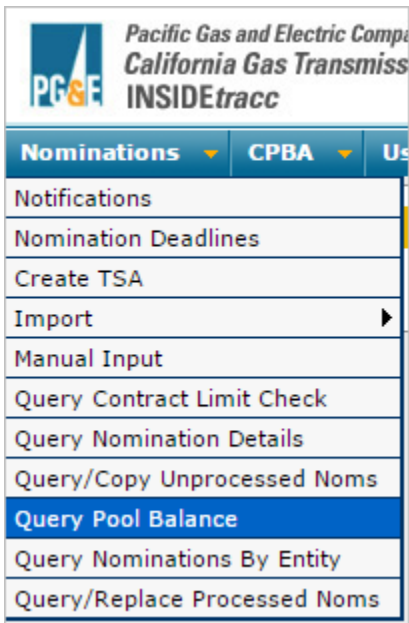
Results					
Actions	Job Name	Start Date/Time	Completion Date/Time	Status	Pages
	100_Nom_Vol	11/05/2014 15:24 PST		Running	0

Results					
Actions	Job Name	Start Date/Time	Completion Date/Time	Status	Pages
  	100_Nom_Vol	11/05/2014 15:24 PST	11/05/2014 15:24 PST	Successful	9

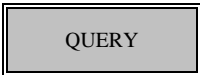
# Checking Pool Balances

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



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.

**Query Pool Balance**

QUERY

\* Gas Day: 10/23/2014

Query

3 Results

Action	Pool	Receipt Volume	Delivery Volume	Status
	CG9998N	495	500	
	DG9998R	500	500	
	OX9998R	1,000	750	

In Balance   
 Supply Exceeds Market   
 Market Exceeds Supply

Note: Receipt volume represents supply nominated into your pool. Delivery volume represents supply nominated out of your pool.

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.

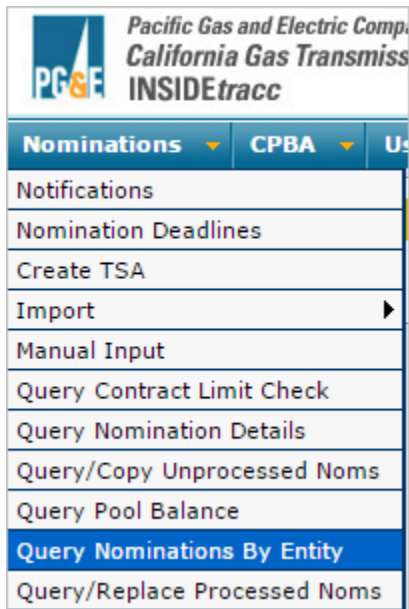
This screen displays all nominations going into and out of your pool(s). Data is available only for pools associated with your Customer Code, or those for which you are an authorized agent.

The magnifier Action icon will take you to the View 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 View 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.

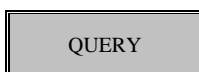
## Query Noms by Entity

Volumes nominated into and/or out of a particular entity (i.e., pool, TSA, etc.) can be seen from the **Nominations, Query Noms by Entity** screen. 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:



 A screenshot of the 'Query Nominations By Entity' screen in the INSIDEtracc application. The screen has a header with the PG&E logo, a navigation bar with tabs like Nominations, CPBA, Usage, Balancing, Contracts, Customer, Reports, Pipe Ranger, and Logout, and a user welcome message for 'Lauryl Morera'. The main form area is titled 'Query Nominations By Entity' and contains two sections: 'GAS DAY' with a '\* Gas Day:' label and a date picker, and 'ENTITY' with a '\* Entity:' label, a dropdown menu, and a 'Location:' label with two text input fields. A 'Query' button is located at the bottom right of the form. A 'Last Process Completed:' label is also present in the top right of the form area.

## The Query Nominations By Entity Screen Buttons



Retrieves all data matching the parameters entered.

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

**Query Nominations By Entity**

**GAS DAY**  
 \*Gas Day: 10/23/2014 Last Process Completed:

**ENTITY**  
 \*Entity: DG9998R Test DAG R Pool  
 Location: DAG Daggett Interconnect - KRG

Query


**Query Nominations By Entity**

**GAS DAY**  
 \*Gas Day: 10/23/2014 Last Process Completed: Evening Confirm

**ENTITY**  
 \*Entity: DG9998R Test DAG R Pool  
 Location: DAG Daggett Interconnect - KRG


Query

**1 Incoming Nomination(s)**

Action	Source ID	Src Rank	Package	Dest ID	Dest Rank	Transp Exh	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
	DG9999R	38		DG9998R	39		500	500	203	203	N/A	N/A	DAG	DAG	9999	Test 1	9998	Test 2
<b>Totals:</b>							500	500	203	203	0	0						

Export options: [CSV](#) | [Excel](#) | [PDF](#)

**1 Outgoing Nomination(s)**

Action	Source ID	Src Rank	Package	Dest ID	Dest Rank	Transp Exh	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
	DG9998R	37		CG9998N	37	9998BON001	500	495	203	200	N/A	N/A	DAG	CTYG	9998	Test 2	9998	Test 2
<b>Totals:</b>							500	495	203	200	0	0						

Export options: [CSV](#) | [Excel](#) | [PDF](#)

Compare to verify pools are in balance.

**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 **Nominations, Query/Replace Processed Noms** screen (please see the **Query/Replace Processed Noms** section of this document for further information on that screen).

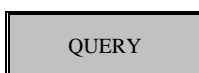
Verify pools are in balance by comparing the Nom Del Vol total to the Nom Rec Vol total.

## Accessing Usage Data

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



## The Usage Screen Buttons



Retrieves all data matching the parameters entered.



To access usage data:

- 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 screenshot shows the INSIDEtracc interface for PG&E California Gas Transmission. The user is logged in as Lauryl Morera. The 'Usage' tab is selected in the navigation bar. The 'Query Usage' section has the following fields filled in:

- DATE RANGE:** Start Date: 11/01/2008, End Date: 11/08/2008
- QUERY:** Transportation ID/Core Group ID: NBAA5554, Location: CTYG

The 'Query' button is visible. Below the query fields, there are '4 Results' displayed in a table:


Gas Day	Scheduled (Dth)	Gas Usage (Dth)	Imbalance (Dth)
11/05/2008	0	38	-38
11/04/2008	0	37	-37
11/03/2008	0	38	-38
11/02/2008	0	37	-37
<b>Totals</b>	<b>0</b>	<b>150</b>	<b>-150 (-100.00%)</b>


Export options: CSV | Excel | PDF

The data in this report and in INSIDEtracc is raw, unreviewed, real-time data provided solely for informational purposes, and not for billing or Rule 14 compliance purposes. PG&E makes no claim or representation that the data provided is accurate. No party should rely on such data, including, but not limited to, for billing or Rule 14 compliance purposes. Data may be subject to adjustments and corrections prior to being used for billing, record keeping, OFD or imbalance reporting.

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:




**Pacific Gas and Electric Company®**  
**California Gas Transmission**  
**INSIDEtracc**



Welcome, **Lauryl Morera**  
 Customer Name: **Utility Management Corporation**  
 Customer Code: **5554**




[Nominations](#) | 
 [CPBA](#) | 
 [Usage](#) | 
 [Balancing](#) | 
 [Contracts](#) | 
 [Customer](#) | 
 [Reports](#) | 
 [Pipe Ranger](#) | 
 [Logout](#)

**Query Usage**  
**DATE RANGE**  
 \* Start Date:  
 \* End Date:  

**QUERY**  
 \* Transportation ID/Core Group ID:     
 Location:

**10 Results**

Gas Day	Time	Scheduled (Dth)	Determined Usage (Dth)	Determined Usage Imbalance (Dth)	1 Day Forecast (Dth)	2 Day Forecast (Dth)
10/10/2008		0	0	0	0	0
10/09/2008		8,883	0	8,883	0	0
10/08/2008		0	0	0	0	0
10/07/2008		0	0	0	0	0
10/06/2008		9,870	0	9,870	0	0
10/05/2008		9,870	0	9,870	0	0
10/04/2008		9,870	0	9,870	0	0
10/03/2008		9,870	0	9,870	0	0
10/02/2008		9,870	0	9,870	0	0
10/01/2008		9,870	0	9,870	0	0
<b>Totals</b>		<b>68,103</b>	<b>0</b>	<b>68,103 (00.00%)</b>		

Export options:  [CSV](#) |  [Excel](#) |  [PDF](#)

*The Determined Usage, 1 Day and 2 Day Forecasts displayed above do not take shrinkage into account. For monthly balancing and OFO/EF0 compliance, shrinkage must be added to the above volumes.*

## 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, edit, submit a report, E-confirm, or add agents, depending upon which contract is queried.

Query Agreements:

5 Results

Actions	Type	Code	Start Date	End Date	E-Status	Create Date
	GTSA	GTSA5554	01/01/2008	12/31/2040	E-Accepted	09/13/2008
	NBAA	NBAA5554	01/01/2008	12/31/2040	E-Accepted	09/13/2008
	CPBA	CPBA5554	01/01/2008	12/31/2040	E-Accepted	09/13/2008
	CPBA	CPBA5554-1	01/01/2008	12/31/2040	E-Accepted	09/13/2008
	CTA	50004	01/01/2008	12/31/2009	E-Accepted	09/13/2008

## Query Exhibits: Transportation

Pacific Gas and Electric Company®  
California Gas Transmission  
INSIDEtracc

Welcome, **Lauryl Morera**  
Customer Name: Utility Management Corporation  
Customer Code: 5554

Nominations ▾ CPBA ▾ Usage ▾ Balancing ▾ Contracts ▾ Customer ▾ Reports ▾ Pipe Ranger Logout

Query Transportation Exhibits

QUERY

Customer Code: 5554 Utility Management Corporation

Filter By: Active ▾

Rate Schedule: All ▾

Path: All ▾

Query

Pacific Gas and Electric Company®  
California Gas Transmission  
INSIDEtracc

Welcome, **Lauryl Morera**  
Customer Name: Utility Management Corporation  
Customer Code: 5554

Nominations ▾ CPBA ▾ Usage ▾ Balancing ▾ Contracts ▾ Customer ▾ Reports ▾ Pipe Ranger Logout

Query Transportation Exhibits

QUERY

Customer Code: 5554 Utility Management Corporation



















Filter By: Active ▾

Rate Schedule: All ▾

Path: All ▾

Query

22 Results

Actions	Code	Rate Schedule	Path	Start Date	End Date	E-Status	Create Date
 	5554BOF001	G-AFTOFF	Baja to Off	01/01/2008	12/31/2010	E-Accepted	09/13/2008
 	5554BOF002	G-AAOFF	Baja to Off	01/01/2008	12/31/2010	E-Accepted	09/13/2008
 	5554BOF003	G-NAAOFF	Baja to Off	01/01/2008	12/31/2010	E-Accepted	09/13/2008
 	5554BOF004	G-NFTOFF	Baja to Off	01/01/2008	12/31/2010	E-Accepted	09/13/2008
 	5554BON001	G-AFT	Baja to On	01/01/2008	12/31/2010	E-Accepted	09/13/2008
 	5554BON002	G-AA	Baja to On	01/01/2008	12/31/2010	E-Accepted	09/13/2008
 	5554BON003	G-NFT	Baja to On	01/01/2008	12/31/2010	E-Accepted	09/13/2008
 	5554BON004	G-NAA	Baja to On	01/01/2008	12/31/2010	E-Accepted	09/13/2008
 	5554MOF001	G-AAOFF	Mission to Off	01/01/2008	12/31/2010	E-Accepted	09/13/2008

## Query Exhibits: Park/Lend

**Pacific Gas and Electric Company®**  
**California Gas Transmission**  
**INSIDEtracc**

Welcome, **Lauryl Morera**  
Customer Name: **Utility Management Corporation**  
Customer Code: **5554**

Nominations ▾ CPBA ▾ Usage ▾ Balancing ▾ Contracts ▾ Customer ▾ Reports ▾ Pipe Ranger Logout

Query Park and Lend Exhibits

**QUERY**

Customer Code:

Filter By:

Rate Schedule:

Location:

**Query**

Query Park and Lend Exhibits

**QUERY**

Customer Code:

Filter By:

Rate Schedule:

Location:

**Query**

10 Results

Actions	Code	Rate Schedule	Location	Start Date	End Date	E-Status	Create Date
	5554LCG001	G-LEND	CG/Mkt. Ctr.	01/01/2008	12/31/2009	E-Accepted	09/13/2008
	5554LEX001	G-LEND	Essex	01/01/2008	12/31/2009	E-Accepted	09/13/2008
	5554LKS001	G-LEND	Kern River Station	01/01/2008	12/31/2009	E-Accepted	09/13/2008
	5554LML001	G-LEND	Malin	01/01/2008	12/31/2009	E-Accepted	09/13/2008
	5554LTP001	G-LEND	Topock North	01/01/2008	12/31/2009	E-Accepted	09/13/2008
	5554PCG001	G-PARK	CG/Mkt. Ctr.	01/01/2008	12/31/2009	E-Accepted	09/13/2008
	5554PDG001	G-PARK	Daggett	01/01/2008	12/31/2009	E-Accepted	09/13/2008
	5554PKS001	G-PARK	Kern River Station	01/01/2008	12/31/2009	E-Accepted	09/13/2008
	5554PML001	G-PARK	Malin	01/01/2008	12/31/2009	E-Accepted	09/13/2008
	5554PTP001	G-PARK	Topock North	01/01/2008	12/31/2009	E-Accepted	09/13/2008

## Query Exhibits: Storage

**PGE** Pacific Gas and Electric Company®  
California Gas Transmission  
INSIDEtracc

Welcome, **Lauryl Morera**  
Customer Name: Utility Management Corporation  
Customer Code: 5554

Nominations ▾ CPBA ▾ Usage ▾ Balancing ▾ Contracts ▾ Customer ▾ Reports ▾ Pipe Ranger Logout

### Query Storage Exhibits

**QUERY**

**Customer Code:**  Utility Management Corporation

**Filter By:**

**Rate Schedule:**

**Query**

---

**PGE** Pacific Gas and Electric Company®  
California Gas Transmission  
INSIDEtracc

Welcome, **Lauryl Morera**  
Customer Name: Utility Management Corporation  
Customer Code: 5554

Nominations ▾ CPBA ▾ Usage ▾ Balancing ▾ Contracts ▾ Customer ▾ Reports ▾ Pipe Ranger Logout

### Query Storage Exhibits

**QUERY**







**Customer Code:**  Utility Management Corporation

**Filter By:**

**Rate Schedule:**

**Query**

**3 Results**

Actions	Code	Rate Schedule	Location	Start Date	End Date	E-Status	Create Date
 	50004	G-CFS	Storage	01/01/2008	12/31/2009	E-Accepted	09/13/2008
 	5554NAS001	G-NAS	Storage	05/01/2008	12/31/2010	E-Accepted	09/13/2008
 	5554NFS001	G-NFS	Storage	05/01/2008	12/31/2010	E-Accepted	09/13/2008

## Query Pools:

**Pacific Gas and Electric Company®**  
**California Gas Transmission**  
**INSIDEtracc**

Welcome, **Lauryl Morera**  
Customer Name: **Utility Management Corporation**  
Customer Code: **5554**

Nominations ▾ CPBA ▾ Usage ▾ Balancing ▾ Contracts ▾ Customer ▾ Reports ▾ Pipe Ranger ▾ Logout ▾

**Query Pools**

**QUERY**

**Customer Code:**

**Filter By:**

**Pool Type:**

**Location:**

**Query**

**Pacific Gas and Electric Company®**  
**California Gas Transmission**  
**INSIDEtracc**

Welcome, **Lauryl Morera**  
Customer Name: **Utility Management Corporation**  
Customer Code: **5554**

Nominations ▾ CPBA ▾ Usage ▾ Balancing ▾ Contracts ▾ Customer ▾ Reports ▾ Pipe Ranger ▾ Logout ▾

**Query Pools**

**QUERY**

**Customer Code:**













**Filter By:**

**Pool Type:**

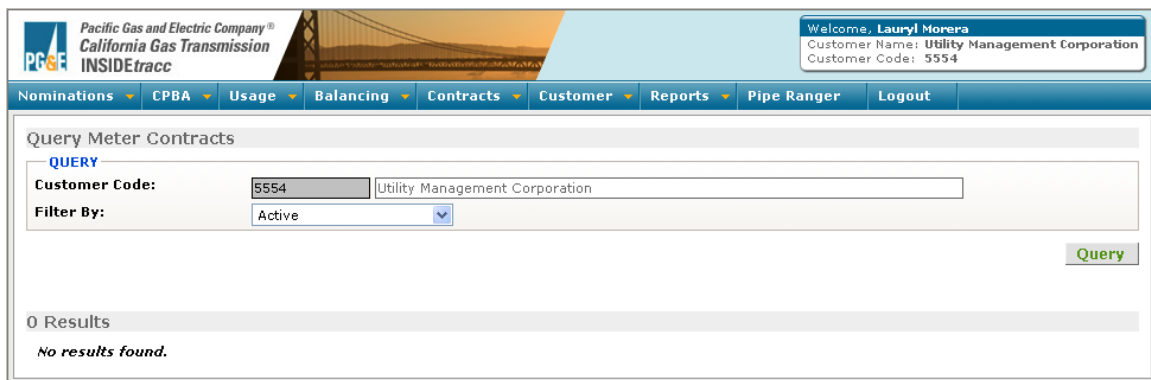
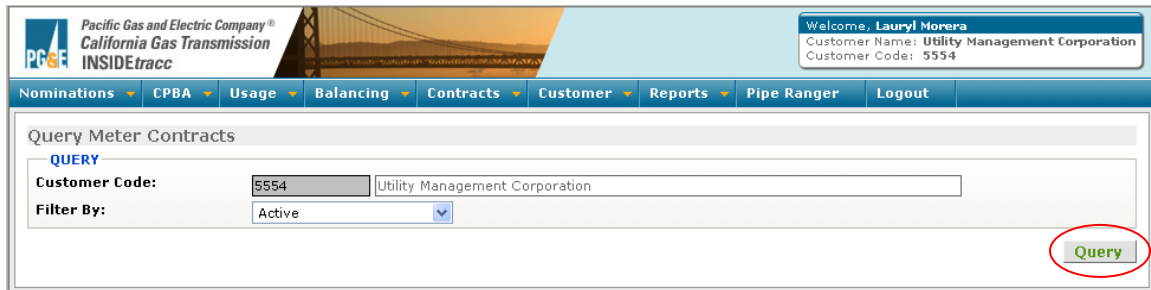
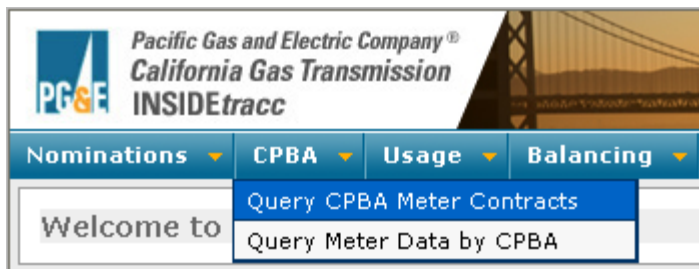
**Location:**

**Query**

**36 Results**

Actions	Pool Type	Code	Location	Start Date	End Date	Create Date
	Firm Del Pool	CAL5554F	Calif Production	01/01/2008	12/31/2040	09/13/2008
	Normal Del Pool	CAL5554N	Calif Production	01/01/2008	12/31/2040	09/13/2008
	Receipt Pool	CAL5554R	Calif Production	01/01/2008	12/31/2040	09/13/2008
	Firm Del Pool	CGY5554F	Citygate	01/01/2008	12/31/2040	09/13/2008
	Normal Del Pool	CGY5554N	Citygate	01/01/2008	12/31/2040	09/13/2008
	Receipt Pool	CGY5554R	Citygate	01/01/2008	12/31/2040	09/13/2008
	Firm Del Pool	DAG5554F	Daggett	01/01/2008	12/31/2040	09/13/2008
	Normal Del Pool	DAG5554N	Daggett	01/01/2008	12/31/2040	09/13/2008
	Receipt Pool	DAG5554R	Daggett	01/01/2008	12/31/2040	09/13/2008
	Firm Del Pool	ESX5554F	Essex	01/01/2008	12/31/2040	09/13/2008
	Normal Del Pool	ESX5554N	Essex	01/01/2008	12/31/2040	09/13/2008
	Receipt Pool	ESX5554R	Essex	01/01/2008	12/31/2040	09/13/2008

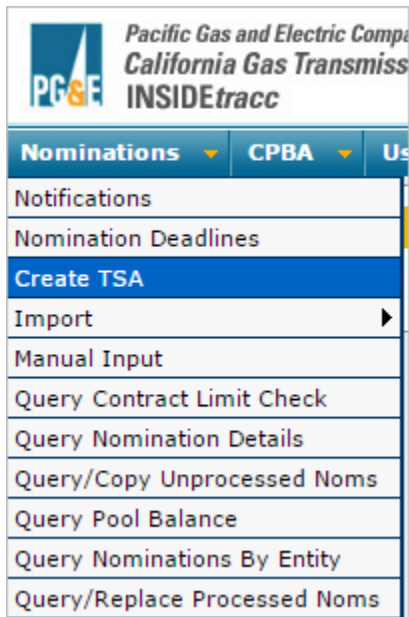
Query Meters:





## Creating Transportation Service Agreements (TSAs)

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



 A screenshot of the INSIDEtracc 'Create TSA' form, displayed within a Microsoft Internet Explorer browser window. The browser title is 'INSIDEtracc: Create TSA - Microsoft Internet Explorer provided by PG&E'. The form is titled 'Create TSA (Version: 1)' and has a 'Submit' button. It is divided into two main sections: 'CUSTOMER' and 'GENERAL TERMS'. The 'CUSTOMER' section has a 'Pipeline' dropdown menu. The 'GENERAL TERMS' section has fields for 'TSA Code', 'Start Date' (set to 10/08/2008), and 'End Date' (set to 03/31/2019). The background of the page shows the PG&E logo and a welcome message for 'Lauryl Morera' with customer details.

## The Create TSA Screen Buttons



Submits the data to the INSIDEtracc database.

To add a TSA:

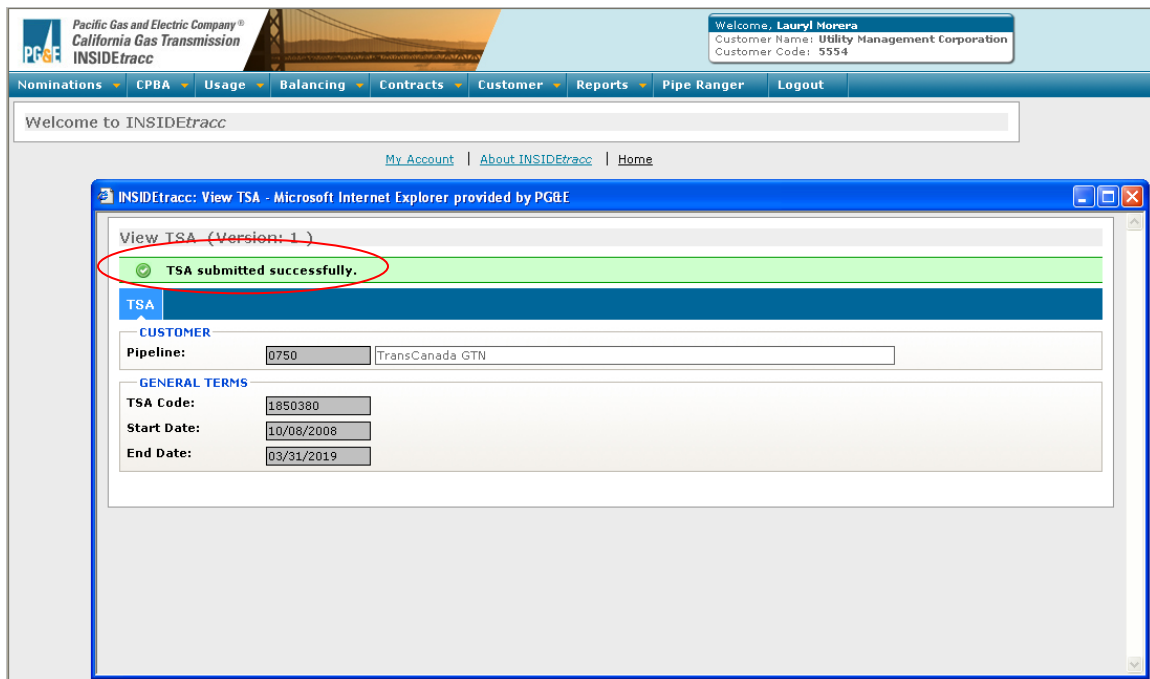
- Enter the required information in the Create TSA screen fields.
- Click the **SUBMIT** button to add the new TSA to INSIDEtracc.

The screenshot displays the 'Create TSA' interface within the INSIDEtracc application. The top navigation bar includes links for Nominations, CPBA, Usage, Balancing, Contracts, Customer, Reports, Pipe Ranger, and Logout. A user welcome message for 'Lauryl Monera' is visible in the top right corner. The main content area is titled 'Create TSA (Version: 1)' and features a 'Submit' button. The form is organized into two main sections: 'CUSTOMER' and 'GENERAL TERMS'. The 'CUSTOMER' section includes a 'Pipeline' dropdown menu currently showing '0750' and a corresponding text field containing 'TransCanada GTN'. The 'GENERAL TERMS' section contains three required fields: 'TSA Code' with the value '1850380', 'Start Date' with the value '10/08/2008', and 'End Date' with the value '03/31/2019'. Each date field includes a calendar icon for selection.

### **NOTE:**

Once added to INSIDEtracc, 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.

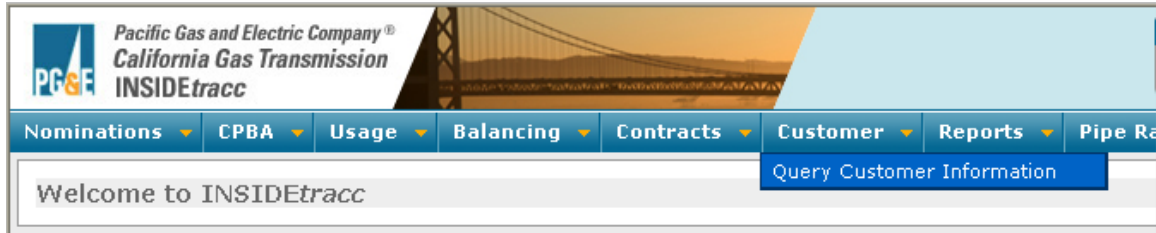
A status bar will appear indicating the status of the TSA submitted.



## 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 in the *Customer Data* section 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.

The screenshot shows the 'Customer Information' and 'Customer Credit Information' sections of the INSIDEtracc application. The 'Customer Code' is 5554, and the customer name is 'Utility Management Corporation'. The 'Customer Data' section displays a table with columns: Code, Short Name, Name, DUNS Number, State of Inc., Federal Tax ID, State Tax ID, and Customer Type. The 'Customer Credit Information' section displays a table with columns: Month, Sell Limit, GTSA ACV, A/R Proxy, A/R 30+, NBAA Exposure, Net Lend Exposure, Total Exposure, and ACC. The row for 04/2009 is highlighted in yellow, indicating the highest month of credit exposure. The 'Term Limit' is 99999 days. Export options for CSV, Excel, and PDF are available.

Code	Short Name	Name	DUNS Number	State of Inc.	Federal Tax ID	State Tax ID	Customer Type
5554	Utility Mgmt.	Utility Management Corporation	55-545-5555	TX	55555554		Customer

Month	Sell Limit	GTSA ACV	A/R Proxy	A/R 30+	NBAA Exposure	Net Lend Exposure	Total Exposure	ACC
12/2008	1,000,000	511,578	43,822	0	0	0	555,401	444,599
01/2009	1,000,000	0	511,578	0	0	0	511,578	488,422
02/2009	1,000,000	0	0	0	0	0	0	1,000,000
03/2009	1,000,000	561,100	0	0	0	0	561,100	438,900
04/2009	1,000,000	81,000	561,100	0	0	0	642,100	357,900
05/2009	1,000,000	0	81,000	0	0	0	81,000	919,000
06/2009	1,000,000	0	0	0	0	0	0	1,000,000
07/2009	1,000,000	0	0	0	0	0	0	1,000,000
08/2009	1,000,000	0	0	0	0	0	0	1,000,000
09/2009	1,000,000	0	0	0	0	0	0	1,000,000
10/2009	1,000,000	0	0	0	0	0	0	1,000,000
11/2009	1,000,000	0	0	0	0	0	0	1,000,000
12/2009	1,000,000	0	0	0	0	0	0	1,000,000
01/2010	1,000,000	0	0	0	0	0	0	1,000,000

- To view Contacts as designated in your GTSA, click the **VIEW CONTACTS** button.

**Customer Contacts**

**CUSTOMER**

Customer Code: 5554      Name: Utility Management Corporation

Actions	Status	Name	Title	Email	Phone	Type
	Active	Doris Hopper		DHopper@utility.com	(703) 111-5553	Person
	Active	Lane Landi		LLandi@utility.com	(703) 111-5552	Person
	Active	Lauryl Morera		LMorera@utility.com	(703) 111-5556	Person
	Active	Robert Ko		RKo@utility.com	(703) 111-5554	Person

[Return To Customer](#) [Show All](#)

- Additional information about each contact can be seen by clicking the Action icon.

**View Customer Contact**

**CUSTOMER**

Customer Code: 5554      Name: Utility Management Corporation

**CONTACT**

Type: Person

**NAME**

Salutation:      Suffix Name:

First Name: Lauryl      Department Name:

Middle Name:      Title:

Last Name: Morera

**ADDRESS**

Address 1:      State/Province:

Address 2:      Postal Code:

Address 3:      Country:

City:

**CONTACT INFORMATION**

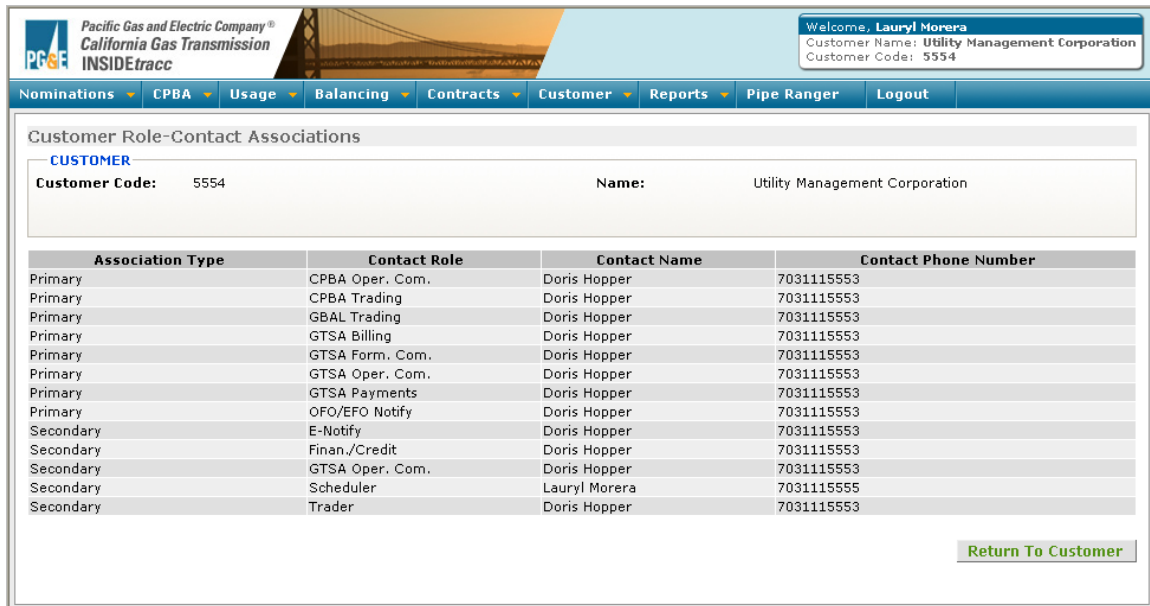
Email: LMorera@utility.com      Fax Number:

Voice Phone: (703) 111-5556      IM Name:

Alternative Voice:      Cell Phone:

[View Contacts](#)

- To view the specific roles associated with your company contacts, as designated in your GTSA, click the **VIEW ROLE-CONTACT ASSOCIATIONS** button from the *Customer Information* screen.



**Pacific Gas and Electric Company®**  
California Gas Transmission  
INSIDEtracc

Welcome, **Lauryl Morera**  
Customer Name: Utility Management Corporation  
Customer Code: 5554

Nominations ▾ CPBA ▾ Usage ▾ Balancing ▾ Contracts ▾ Customer ▾ Reports ▾ Pipe Ranger ▾ Logout

### Customer Role-Contact Associations

**CUSTOMER**

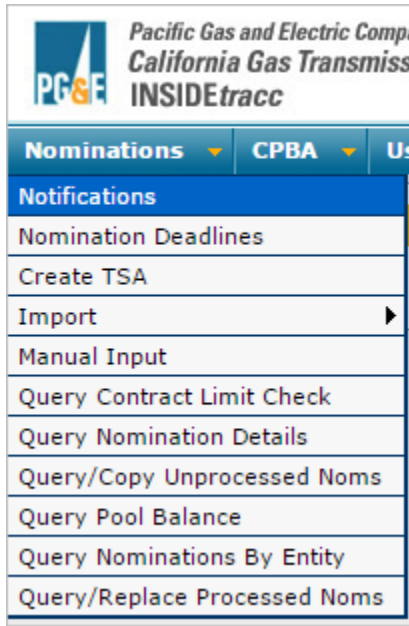
**Customer Code:** 5554      **Name:** Utility Management Corporation

Association Type	Contact Role	Contact Name	Contact Phone Number
Primary	CPBA Oper. Com.	Doris Hopper	7031115553
Primary	CPBA Trading	Doris Hopper	7031115553
Primary	GBAL Trading	Doris Hopper	7031115553
Primary	GTSA Billing	Doris Hopper	7031115553
Primary	GTSA Form. Com.	Doris Hopper	7031115553
Primary	GTSA Oper. Com.	Doris Hopper	7031115553
Primary	GTSA Payments	Doris Hopper	7031115553
Primary	OFO/EFO Notify	Doris Hopper	7031115553
Secondary	E-Notify	Doris Hopper	7031115553
Secondary	Finan./Credit	Doris Hopper	7031115553
Secondary	GTSA Oper. Com.	Doris Hopper	7031115553
Secondary	Scheduler	Lauryl Morera	7031115555
Secondary	Trader	Doris Hopper	7031115553

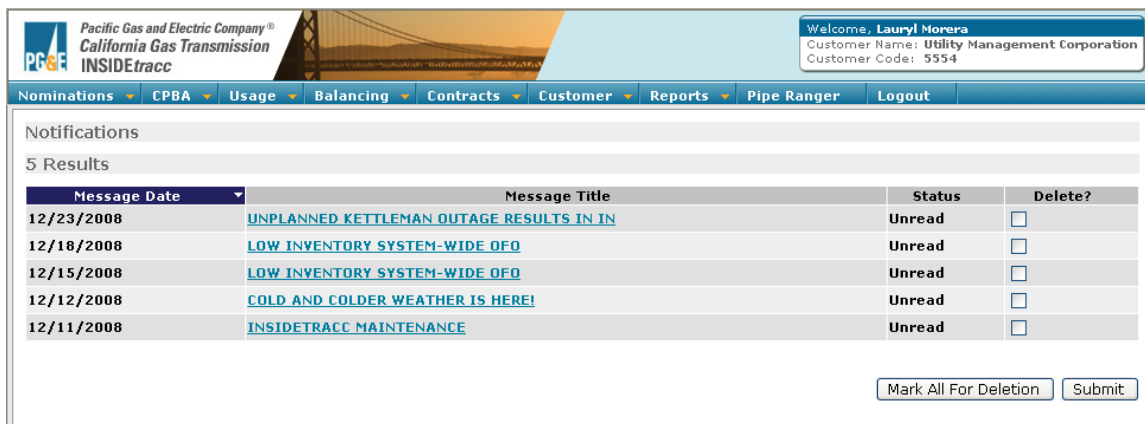
[Return To Customer](#)

## 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 Delete box. The selected message line will turn blue. Then click the **SUBMIT** button.



## The Notification Message Screen Buttons

**MARK ALL FOR DELETION**

Checks the delete box for all messages in the table. To delete these messages, click the **SUBMIT** button.

**SUBMIT**

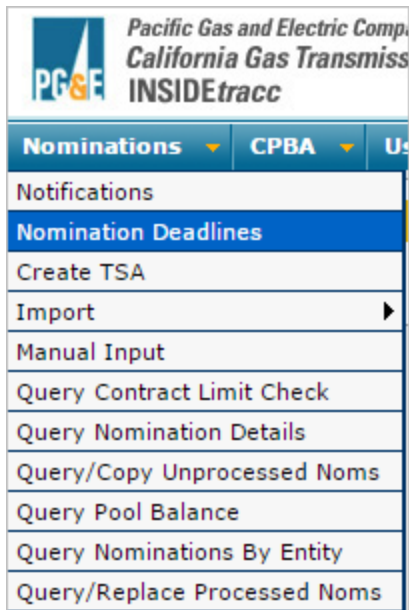
Submits the delete request(s) to the INSIDEtracc system.





## Viewing Nomination Deadlines

You can view nomination deadlines on the PG&E system by selecting **Nominations, Nomination Deadlines**.



Current nomination deadlines are displayed in a table.

The screenshot shows the 'Nomination Deadlines' table in the INSIDEtracc application. The table has three columns: 'Gas Day', 'Cycle', and 'Deadline'. The data is as follows:

Gas Day	Cycle	Deadline
11/06/2008	TIMELY	11/05/2008 09:30 AM
11/05/2008	EVENING	11/05/2008 11:00 AM
11/06/2008	EVENING	11/05/2008 04:00 PM
11/05/2008	ID1	11/05/2008 12:00 PM
11/05/2008	ID2	11/05/2008 03:00 PM

Below the table, there are export options: [CSV](#), [Excel](#), and [PDF](#). A note at the bottom states: **Note: All times displayed are Pacific Time.**

## Nomination Import Options Window

Nominations can be imported into INSIDetracc either from a spreadsheet file or through the Clipboard. Prior to importing your nominations to INSIDetracc, you must “map” your data fields so they can be imported correctly into INSIDetracc. The Gas Transportation Nomination Form is a spreadsheet that can be downloaded from the Pipe Ranger Web site. Go to Reference/Library, Forms for the spreadsheet.

- From the Nominations, Import screen, select **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 INSIDetracc.

The screenshot shows the 'Import Options' window in the INSIDetracc application. The header includes the Pacific Gas and Electric Company logo and a navigation bar with tabs: Nominations, CPBA, Usage, Balancing, Contracts, Customer, Reports, Pipe Ranger, and Logout. A user welcome message for Lauryl Morera is displayed in the top right. The main content area is divided into two sections. The left section, 'IMPORT FROM CLIPBOARD / FILE', features a list of column names for mapping, including Customer, Start Date, End Date, Create Source TSA, Source ID, Rcpt Pt, Seller Code, Package, Srce Rank, Create Dest TSA, Dest ID, Delv Pt, Buyer Code, Dest Rank, Transp Exh, Nom Rec Vol, Nom Del Vol, and Ignore. The right section, 'IMPORT FROM FILE', includes a 'File Type' dropdown menu set to 'Comma Delimited', and two input fields for 'Skip Rows Top' and 'Skip Rows Bottom', both set to 0. A 'Submit' button is located at the bottom right of the window.

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 INSIDetracc. 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 using the up/down arrows.
- Use the Ignore fields to skip over columns that appear in your spreadsheet but are not needed in INSIDetracc (such as the name of the Source or Destination ID).
- Repeat this process until all fields appear in the same order as they appear 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 INSIDetracc matches the column order of the spreadsheet you are using from which to import your nominations. If the order of fields in INSIDetracc does not match the column order of your spreadsheet, your nominations will be invalid and 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 the File Type and select Comma Delimited or Tab Delimited, based on how the file was saved.
- **Top** field: Enter the number of header rows in your spreadsheet you want INSIDetracc to ignore. Enter a zero if you do not want to skip any rows.
- **Bottom** field: Enter the number of footer rows in your spreadsheet you want INSIDetracc 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 INSIDetracc.

- 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 *reference/library, forms* link from the navigation bar. Alternately, choose the *reference/library* link, and under the Forms heading, click the *List of Standard Forms* link. Either click on the Gas Transportation Nomination Form link to open the Excel spreadsheet and save it as a file on your local computer (C:/), or right click the form link and choose Save Target As to save the file on your local computer. Use this Excel spreadsheet as a template for your nomination information.

### Step 2: Add fields required by INSIDE*tracc* 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
17. Delivery Volume

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



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.

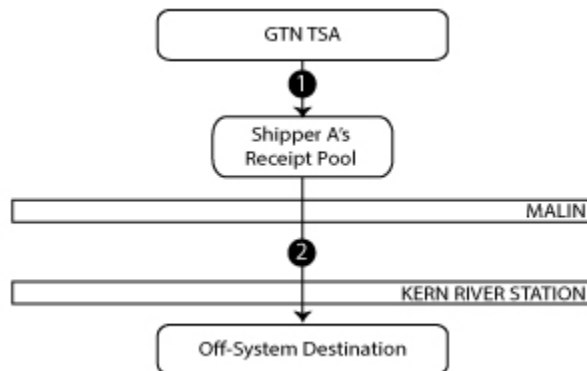
### Step 3: Enter data into your spreadsheet

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 INSIDE*tracc*).

## 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

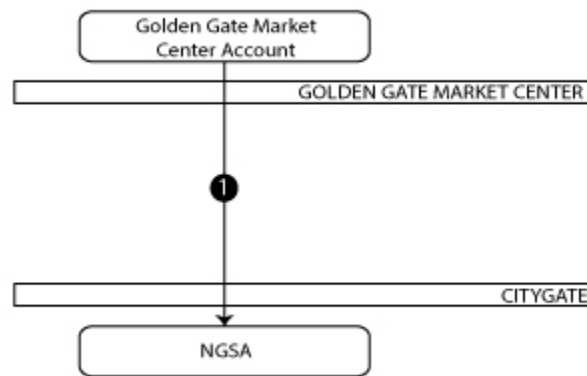


\*Assumes shrinkage of 1.11% on the backbone system.

## 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

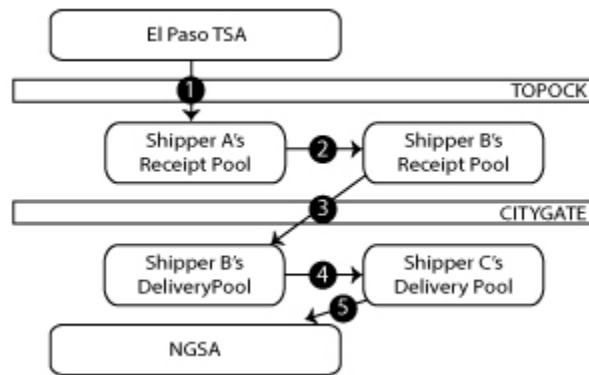


\*Assumes shrinkage on the local transmission/distribution system for a noncore end-use customer of 0.16%. In this example, the customer's metered usage will be grossed up to account for shrinkage. Thus, while the delivered volume is 10,000, the metered usage will be 10,016. The difference between the 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 of the 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 enduser; otherwise, both must nominate



\*Assumes shrinkage of 1.35% on the backbone system.

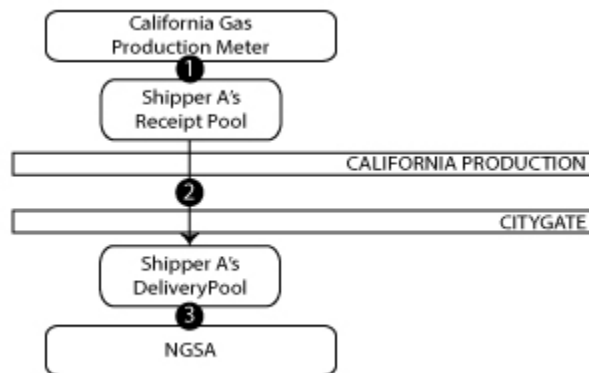
\*\*Assumes shrinkage on the local transmission/distribution system for a noncore distribution-level end-use customer of 0.16%. In this example, the customer's metered usage will be grossed up to account for shrinkage. Thus, while the delivered volume is 10,000, the metered usage will be 10,016. The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



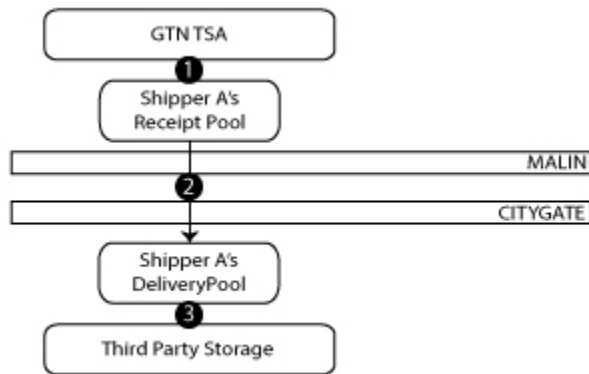
\*Assumes shrinkage of 1.35% on the backbone system

\*\*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



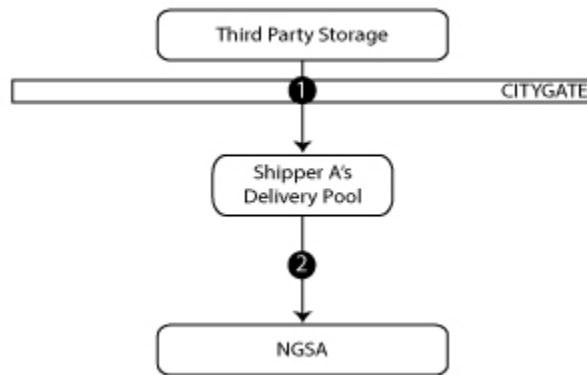
\*Assumes shrinkage of 1.35% on the backbone system.

\*\*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:

- ① 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
- ② 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

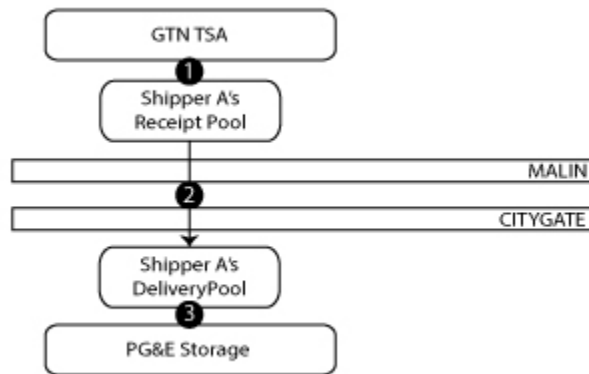


\*Assumes shrinkage of 1.35% on the backbone system.

## 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



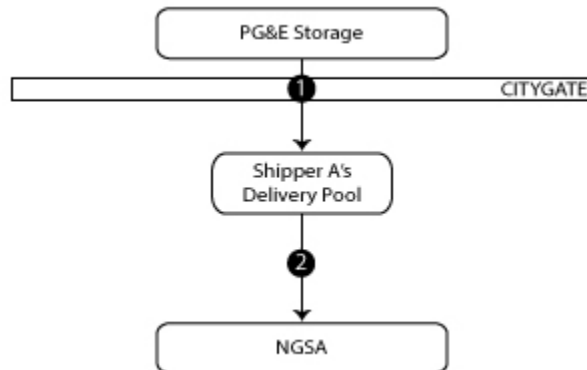
\*Assumes shrinkage of 1.35% on the backbone system.

\*\*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

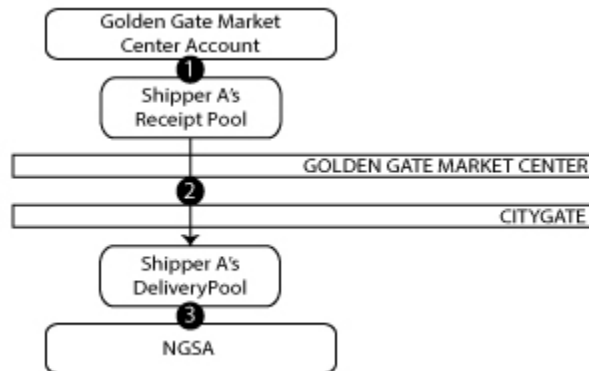


\*Assumes shrinkage of 1.35% on the backbone system.

## 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 enduser; otherwise, both must nominate

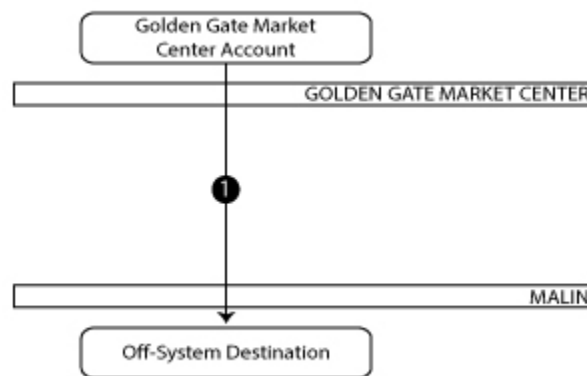


\*Assumes shrinkage of 1.35% on the backbone system.

## 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:

- ① 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 Downstream Contract number assigned by GTN, ex: 000135*)



\*Assumes shrinkage of 1.11% on the backbone system.

## Appendix C

## Report Codes

## Key to Codes

PG&E's California Gas Transmission 100/110 Report Cut Codes		
<b>APPLIED DURING THE CONFIRM PROCESS</b>		
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 <i>INSIDEtracc</i> .	Contact your CGT Account Manager if date ranges are incorrect in <i>INSIDEtracc</i> .
CPBA-01	Nomination volume <b>to</b> 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 <b>from</b> 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 <b>from</b> 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 <b>to</b> 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 <b>draft</b> 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 <b>pack</b> 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.
<b>APPLIED DURING THE CONFIRM PROCESS</b>		
<b>Code</b>	<b>What it means:</b>	<b>Our recommendation:</b>
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 <b>to</b> 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 <b>from</b> 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 <b>to</b> 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 <b>from</b> 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.
<b>APPLIED DURING THE SCHEDULE PROCESS</b>		
<b>Code</b>	<b>What it means:</b>	<b>Our recommendation:</b>
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.

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 *INSIDetracc*. However, if you do not have access to *INSIDetracc*, you may either use a Gas Transportation Nomination Form, and fax your nominations to PG&E or e-mail your nomination spreadsheet. The nomination form and spreadsheet require the same information as the electronic version and are processed in the same way. The form or 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 *INSIDetracc* system for processing. Spreadsheets may be e-mailed to [PGEScheduling@pge.com](mailto: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 15<sup>th</sup> of each month, a CPBA Imbalance Statement will be available to each CP Authorized Agent for the prior month's business. The Imbalance Statement (600 Report) is available through the reports feature in *INSIDetracc*. 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](http://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 15<sup>th</sup> 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 nominations 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 *INSIDetracc* 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](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

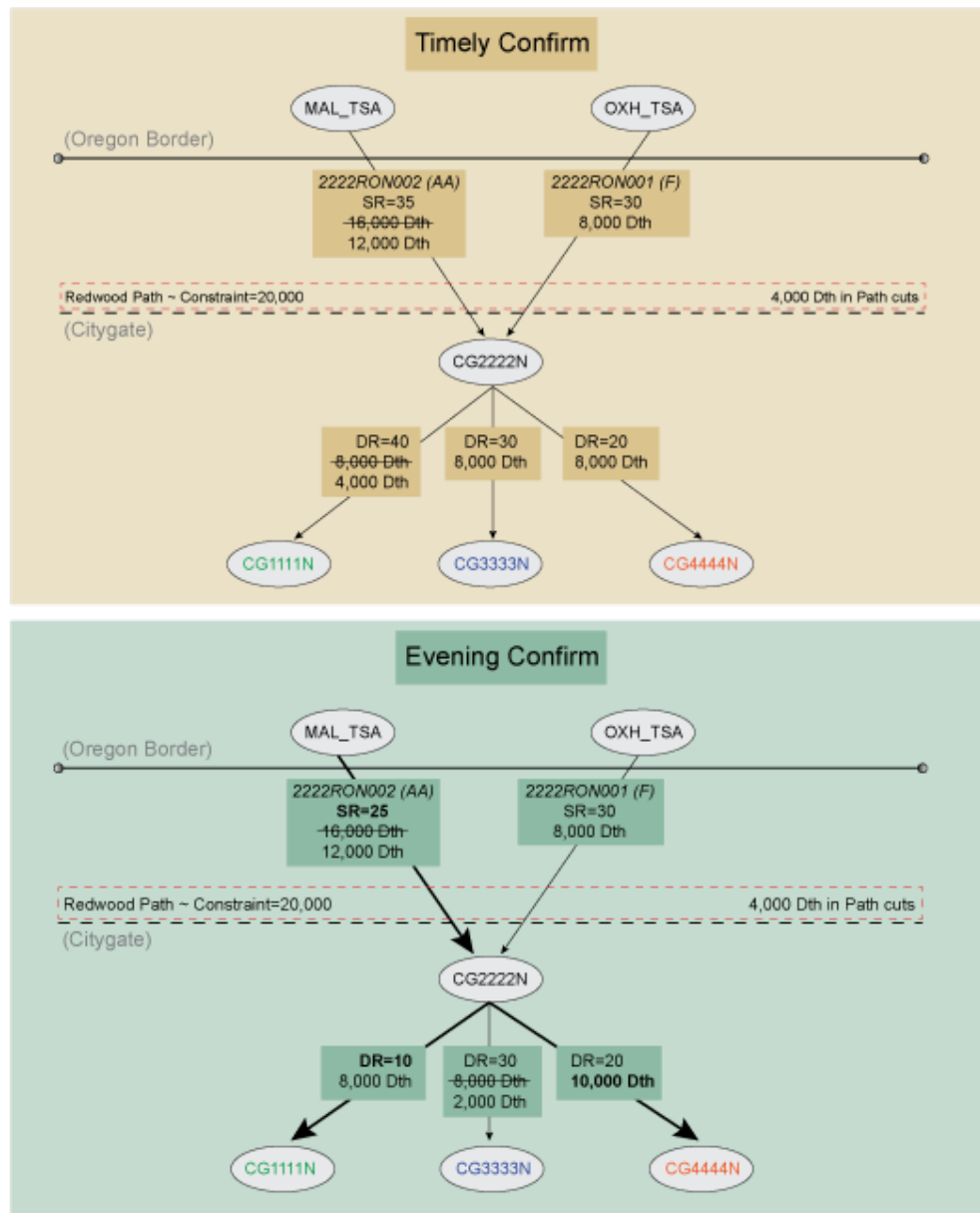
This appendix presents nomination information specific to California Production Authorized Agents. Other than the topics presented here, nominations for Authorized Agents are similar to those of any other entity using PG&E's system. For general nomination guidelines, please see other sections of this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

## Appendix E

## Ranking Examples

## Ranking Examples

## Rank Change AND Volume Change in Later Cycle

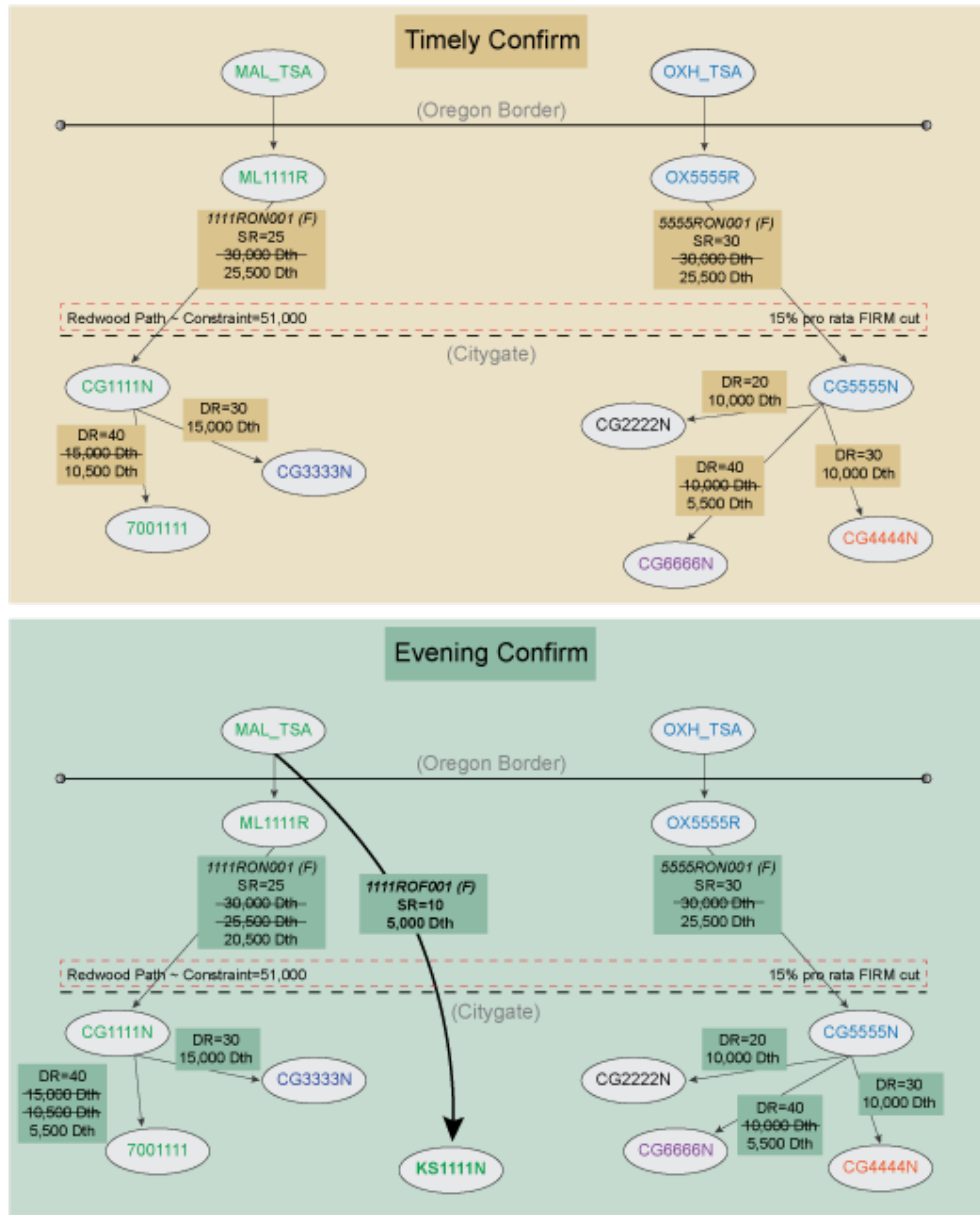


LEGEND: SR = Source Rank DR = Dest Rank BOLD = New/Changed

## 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

## Appendix F

## Glossary of Terms

## Glossary

*Alberta Natural Gas (ANG)* – The pipeline system that receives gas from NOVA and delivers it to TransCanada's GTN system at the U.S.-Canada border.

*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 number assigned to a customer by CGT that is linked to individual endusers for whom the customer acts as an agent. This number enables a customer to access information specifically tied to that number.

*Decatherm* – 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 within the PG&E service territory, a market center account, another customer's pool, a Core Transport account, or a downstream delivery.

*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 (El Paso)* – 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.

*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.

*KRGH 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. INSIDEtracc 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, Oregon; Topock, Arizona; Daggett, Kern River Station, Essex, and Kramer Junction, California.

*Interstate Pipeline* – A pipeline that transports natural gas across state lines. The Federal Energy Regulatory Commission 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)* – 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 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 Btus.

*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.

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

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

*Ruby Pipeline* – An independent interstate pipeline 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 enduser, customer, broker or supplier who takes possession of gas at a designated location (e.g. state border; wellhead).

*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 at [http://www.pge.com/pipeline/operations/new\\_shrink.html](http://www.pge.com/pipeline/operations/new_shrink.html).

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

*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 Pispah, 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.