



February, 2009 – Creating and Using Your New TSA

Welcome to California Gas Transmission's first edition of the Scheduling News Link. This will be an on-going series of helpful scheduling tips that we hope will make scheduling easier, as well as serve to highlight some techniques you can use every day. Our first SNL focuses on Transportation Service Agreements (TSA) and how to create and use your new TSA when placing nominations in CGT's INSIDEtracc system.

A TSA is a contract number that customers receive from a pipeline that interconnects with PG&E's pipeline system. A TSA can be used in INSIDEtracc:

- As a source (Source ID), to bring gas onto the PG&E system at an interconnect on the Redwood or Baja paths.
- As a destination (Dest ID), to move gas off the PG&E system at an interconnect on the Redwood or Baja paths.

When you receive a new TSA from an interconnecting pipeline you will be able to create or create and nominate to or from that TSA by taking one of the following actions.

CREATE (for future use in nominations)

1. Create the new TSA in INSIDEtracc in advance of placing your nomination.
 - Navigate to Nominations, Create TSA.
 - The Create TSA screen has four fields.
 1. Click on the drop down arrow in the Pipeline field and select the appropriate pipeline.
 2. Type in the new TSA number given to you by the interconnecting pipeline.
 3. Verify the Start Date (it will default to today's date) to be the appropriate start date for the new TSA.
 4. Verify the End Date (it will default to 03/31/2019). If you know the actual end date of the new TSA, input that date.
 - Click on SUBMIT to send this information to the database, and your TSA is ready for future use in nominations.

CREATE and NOMINATE (for immediate use in nominations)

2. Create a "TSA on the fly" while using INSIDEtracc's **IMPORT** screen to enter your nominations from an Excel spreadsheet or file.
 - If you are nominating **from** a new TSA (Source ID) be sure to put an "X" in the *Create Source TSA* column in your spreadsheet or file and make sure you use the appropriate *Rcpt Pt* associated with this new TSA. The system will use the default dates as mentioned above for the TSA.

- If you are nominating **to** a new TSA (Destination ID) be sure to put an “X” in the *Create Dest TSA* column in your spreadsheet or file and make sure you use the appropriate *Delv Pt* associated with this new TSA. The system will use the default dates as mentioned above for the TSA.

Note: Please contact CGT’s Gas Scheduling team to change the default end date for the TSA.

3. Create a “TSA on the fly” while using INSIDEtracc’s **MANUAL INPUT** screen to create your nominations.

- If you are nominating **from** a new TSA (Source ID), click on the *Create Srce TSA* box, input the new TSA number in the Source ID field and make sure you select the appropriate *Rcpt Pt* associated with this new TSA. INSIDEtracc will use the default dates as mentioned above for the TSA.
- If you are nominating **to** a new TSA (Destination ID), click on the *Create Dest TSA* box, input the new TSA number in the Dest ID field and make sure you select the appropriate *Delv Pt* associated with this new TSA. INSIDEtracc will use the default dates as mentioned above for the TSA.

Note: Please contact CGT’s Gas Scheduling team to change the default end date for the TSA.

Helpful Tips:

1. Adding a new TSA to INSIDEtracc by any of the 3 options listed above is intended for setting up new TSAs given to customers by pipelines that interconnect with PG&E.
2. Do not create or denote an existing PG&E-assigned pool or contract (for example, DG5554R, 5554PCG004 or 5554RON019) as a new TSA.
3. TSAs are set up as belonging to the specific non-PG&E pipeline for which they’ve been created. This new feature allows anyone nominating in INSIDEtracc to use the TSA without needing to be an agent for the TSA.
4. If you run into any problems while setting up a new TSA in the Create TSA screen, please call the CGT Gas Scheduling team for assistance. For example, you create a new El Paso TSA but, in error, you select the TKN Rcpt Pt (instead of TKS) and submit this data. Gas Scheduling must be notified in order to correct this TSA error before your nomination can be processed.
5. Once a TSA has been created, it can be used as a source (Source ID) or destination (Dest ID).