Informational Postings

Informational Postings are publicly shared resource of the most current information. There are 3 Categories:

❖ Notices
❖ General Messages
❖ Tariff Information

Most users refer to Notices for important and critical issues that may affect their scheduling decisions. General Messages are often viewed to keep abreast of many areas of interest to ENVOY users. You may also access SoCalGas and SDG&E tariffs directly from the homepage of ENVOY.

Notices and General Messages

Message Ledgers

Notice Ledgers:

❖ Notices – Critical

❖ Notices - Non-Critical

❖ Extend Deadlines

General Message Ledgers:

❖ Rate Schedules

❖ ENVOY News

❖ Gas Company Forms

❖ Capacity Release

❖ Storage Notices

❖ Maintenance Schedules

❖ Affiliate Transactions

❖ Questions and Answers

❖ SDG&E Notices

❖ Tariffs: SoCalGas

❖ Tariffs: SDG&E

Notice Ledgers

Notices are related to gas scheduling or pipeline operations, or other important messages for ENVOY users. In Envoy®, these kinds of messages can be emailed out as "alerts". For information regarding managing alerts refer to Help Document "Alert Services".

There are three Notice types, Critical, Non-Critical, and Extended Deadlines. The author places the Notice Message in either the Critical or Non-Critical Message Ledgers depending on the time sensitive importance of the message.

Message Ledger	Description of Content
Critical	Messages that tend to relate to a near term decision, a significant financial impact, or a government mandated change in business process. These messages are typically related to gas transportation operations for which a decision must be made immediately. For example, the ledger may include messages about an Operational Flow Order (OFO), or a new business procedure for a service territory.
Non-Critical	Messages containing important but non time sensitive information such as customer meetings or advice letters.
Extended Deadlines	Messages containing the date and cycle which have been extended.

General Message Ledgers

| Message Ledger	Description of Content
Rate Schedules	Messages that include current information on SoCalGas rates and imbalance buy-back rates.
ENVOY News	Messages that include news on enhancements or updates to the ENVOY system.
Gas Company Forms	Messages with attachment files of various SoCalGas forms. Users can print a hardcopy form, fill it out, then fax the form with the information to SoCalGas. For example, this includes Nominations, Imbalance Trades, Change of Marketer, and New Subscriber forms.
Capacity Release	Messages about SoCalGas' Interstate Capacity Release Program.
Storage Notices	Messages about the SoCalGas storage programs, open seasons, and as-available storage opportunities.
Maintenance Schedules	Messages with attachment files that provide maintenance schedules.
Affiliate Transactions	Messages used to post commercial Transactions or communications between SoCalGas and Sempra Energy companies as required by the Affiliate Transaction rules. These messages are also automatically posted on the Affiliate Transactions page of the SoCalGas Internet web site.
Questions and Answers	Messages used to post questions from external users with the response from SoCalGas. This addresses a regulatory requirement (25 Remedial Measures).
SDG&E Notices	Messages about the SDG&E specific activity.
Tariffs: SoCalGas	Links to the SoCalGas tariffs.
Tariffs: SDG&E	Links to the SDG&E tariffs.

Selecting a Message Ledger

You can access all Message Ledgers once you have logged into ENVOY. Click the Start Menu button and mouse over the Home category, Informational Postings will appear in a side menu allowing you to select a specific Message Ledger.

From within a Message Ledger you can jump between different topics by selecting a Message Ledger name from the drop-down menu in the title bar. The title bar appears at the top and bottom of all ledger pages.

Messages are displayed on the Message Ledger with Next and Previous buttons for browsing. For each message, the Message Ledger lists the subject, date posted, and author. By default, the messages are listed by date posted in descending order. The ledger displays a paper clip icon if there are one or more associated files attached to the message.

To read the entire text of a message and any attached files, select one message by clicking its respective radio button and then by right clicking to access the Context Menu. The Context Menu allows you to select "View/Edit" when a message is selected. If you are not the author of the selected message, you will only be able to view the message.
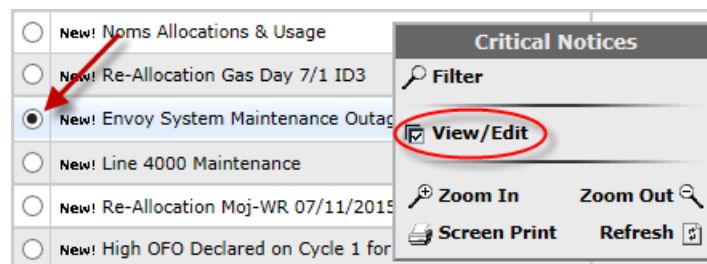
Viewing a Selected Message
The message selected from the Message Ledger is displayed in the View message pop-up window. The display includes the subject, author, expiration date, message text, and a list of attached files.

You can choose an attachment from the list to view or download. Select the attachment you wish to view by clicking the respective radio button and then the View button.

View Message

Subject:	Advice Letter 4822 – Low OFO/EFO
Author:	Edward A Vera
Date Posted:	06/30/2015 02:36:26 PM

Attached is Advice Letter 4822 with new tariffs for the implementation of the new Low OFO/EFO rules.

Upon approval of the tariffs SoCalGas will host a webinar to discuss this new process with shippers. Notice of the webinar will be posted on the SoCalGas EBB.

View Attachment: ◉ 4822.pdf

[View]

Key Points

❖ Informational postings share information on key topics of interest to ENVOY users.

❖ Critical Notices inform users of important or critical issues.

❖ General Messages cover areas of interest on many topics.

❖ Informational Postings can include attached files.

❖ Informational Postings are stored on Message Ledgers.

Key Points

❖ An ENVOY user can:

- Select a Message Ledger under Informational Postings and view a list of all existing messages.
  - For each message, the Message Ledger displays the message subject, date posted, and author.
  - A paper clip icon is displayed on the Message Ledger to indicate if a message contains one or more attachments.

- Select one message from the message ledger to review the message details in the View/Edit Message pop-up window.
  - The View/Edit pop-up window displays the subject, author, expiration date, message text and attachments.

- Select an attachment while viewing a message's details and either download or view the attachments.

What is the External Link to Tariff Information?

Both Southern California Gas (SoCalGas) and San Diego Gas and Electric (SDG&E) provide detailed "Tariff Book" information on their Internet web sites. Any Internet user can review this information as it is a public document.

ENVOY provides a direct link to these tariff information web pages from the ENVOY Homepage. The image below highlights the tariff links as shown when logged into ENVOY.
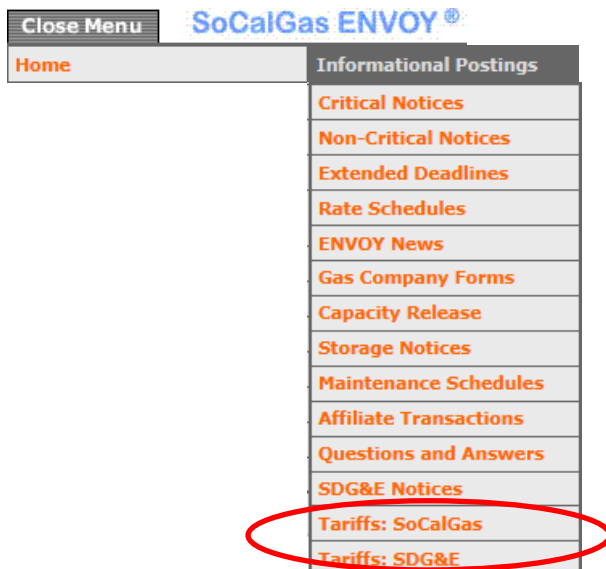
SoCalGas Tariff Web Pages

The SoCalGas Regulatory Online Tariffs page is displayed when a user clicks the SoCalGas tariff link on ENVOY.

The Regulatory Online Tariffs page contains links to the various Rate Schedules and Rules.

SDG&E Tariff Web Pages

The link from the ENVOY to SDG&E Tariffs displays the page below. SDG&E gas tariffs are located in on the left hand side under "Current and Effective Tariffs." The SDG&E tariff web pages are similar to the SoCalGas tariff pages. The initial web page offers an option to view the SDG&E Tariff Book table of contents. From there you can select the specific sections and subsections you wish to review.