

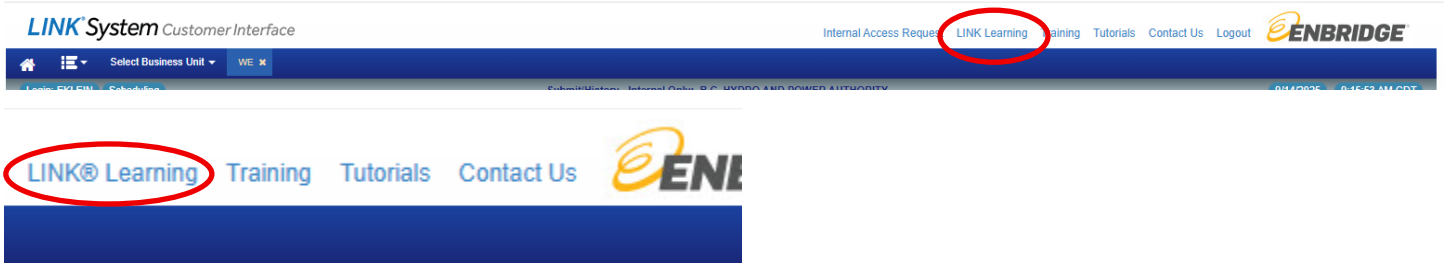
LINK Reference Guide

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LINK Learning Environment

The LINK Learning environment has been updated to reflect all executed contracts in LINK production. October contracts have been backdated to September 15th, allowing shippers/RPOs/DPOs/TAB customers to enter nominations, TAB nominations, confirmations, and view entitlements for September 15-30th. Please note, while daily scheduling jobs will run, there is currently no measurement data in the system; this has no impact on nominations but will show inflated imbalances at receipt points. This environment will be refreshed every weekend. To access LINK Learning, log onto link.enbridge.com and select LINK learning in the top right-hand corner



Cross-reference GMS to LINK Location Name and Numbers

Here is the link to a downloadable excel spreadsheet with the GMS and LINK location names and numbers [GMS LINK locations](#)

Westcoast LINK Training Presentations and Videos

Westcoast hosted a series of LINK training. The links to the presentations and the videos are found below

- o Supply training powerpoint [LINK Supply Training](#) and video [Supply Training Video](#)
- o Delivery training powerpoint [LINK Delivery Training](#) and video [Delivery Training Video](#)
- o Nominations training powerpoint [LINK Nomination Training](#) and video [Nomination Training Video](#)
- o Contracts training powerpoint [LINK Contract and Assignment Training](#) and video [Contract Training Video](#)

LINK System Tutorials

In addition to the Westcoast specific training, LINK has a lot of topic specific training videos. Log onto Link.enbridge.com and select Tutorials on the top right hand side of the screen.



More about LINK®

- [Introduction to LINK®](#)

LINK® System Security

- [Overview of LINK® System Security](#)
- [Multifactor Authentication Setup](#)
- [How to Reset Password](#)
- [How to Become Local Security Administrator](#)
- [LINK® ID Setup/Edit \(Local Admin Only\)](#)
- [Business Entity Maintenance \(Local Admin Only\)](#)
- [System Agreement Execution \(Local Admin Only\)](#)
- [Agency Setup \(Local Admin Only\)](#)
- [Affiliation Setup \(Local Admin Only\)](#)
- [EDI Setup \(Local Admin Only\)](#)

New Entity Setup

- [New Company Setup and Upgrade \(Local Admin Only\)](#)

Contracts

- [Requesting or Amending a Contract](#)
- [Bidding for New Capacity \(Open Season\)](#)
- [Requesting a Discounted Rate](#)

Reports/Emails

- [Email Notification Subscription](#)
- [Report Subscription](#)
- [On-Demand Report Pulling](#)
- [Frequently Used Reports](#)

Entitlements, Segmentation & Nomination priority

- [Contract Pathing & Entitlement Management](#)
- [Firm Capacity Segmentation](#)
- [Nomination Priority \(All Business Units\)](#)

Nominations

- [Nomination Basics](#)
- [Retroactive Nominations](#)
- [TABS Nominations](#)
- [Auto-Renomination](#)
- [Capacity Redirect](#)
- [Roll Nomination Activities](#)
- [Priority Modeling](#)
- [Linked Activities](#)
- [Nomination Import](#)
- [Nomination Draft](#)
- [Hide Nomination Activities](#)
- [Pre-Determined Nominations Distribution \(PDND\)](#)
- [Informational Postings](#)
- [Reconciliation Screens](#)
- [Helpful Nomination Screens](#)

Confirmations

- [Confirmation Basics](#)
- [Auto Confirmation](#)
- [Upper Limit Confirmations](#)

Capacity Release

- [Capacity Release Overview](#)
- [Offer Information](#)
- [Bid Information](#)
- [Award Information](#)
- [Award Recall](#)
- [Offer Quick Copy](#)
- [Quick offer and Bid](#)
- [Capacity Release Import](#)

Flowing Gas - Measurement

- [Pre-Determined Allocations \(PDAs\)](#)
- [Flowing Gas Process Examples](#)
- [Retroactive PDA Adjustments](#)
- [Storage Transfers](#)
- [Imbalance Trading](#)
- [Shipper Imbalance Information](#)
- [Title Transfer](#)
- [No-Notice Projected Balances](#)
- [Current Customer Usage](#)
- [Measurement Report Center](#)

Invoicing

- [On-line Invoices](#)

LINK® Mobile/Tablets

- [LINK® Mobile/Tablet](#)

Tutorials for Applicable BU

- [Assignments - MNCA](#)
- [Scheduled Priority - MNCA](#)
- [Inventory Transfer MNCA](#)
- [MN365 Enhancement Service - MNUS](#)
- [Allocation Option for SS-1 Contract\(s\)-TE](#)
- [Systematic Force Balancing - TE](#)
- [TABS Force Balancing - TE](#)
- [TRRC Scheduling and Curtailment](#)

LINK® Learning System

- [LINK® Learning System](#)

TAB Agreement

If you need assistance identifying counterparties TAB agreement numbers, please reach out to Westcoastcustomerservice@enbridge.com

Important Points

- **Imbalances will now be classified as + Due Pipe and - Due Shipper**
 - Daily Imbalance = Net Deliveries – Net Receipts
 - Deliveries > Receipts = + Due Pipe (Shipper Draft)
 - Deliveries < Receipts = - Due Shipper (Shipper Pack)
 - A + Due Pipe account would need to decrease their deliveries or increase their receipts to ensure they are within tolerance (to correct draft)
 - A - Due Shipper account would need to increase their deliveries or decrease their receipts to ensure they are within tolerance. (to correct pack)
 - OBA Imbalances will also follow the same + Due Pipe - Due Shipper logic
 - This is the opposite of the current GMS system where a drafted(short) account has a negative imbalance, and a packed(long) account has a positive imbalance.
- **Pipeline Capacity Reservations**
 - Capacity Reservation - If you are scheduled through a constraint and an RPO or DPO cut you then the pipeline space is reserved for you to resolve for 4 hours
 - Capacity Exchange - If you are scheduled through a constraint and want to change your nomination to another activity (either changing the Up/Down name or possibly changing your Rec/Del Loc) you can exchange between 1 activity to another activity.
- **Station 2 (WA202) Balancing**
 - All shippers at Station 2 will be balanced at 05:00 and 18:00 MT if their Station 2 account is not within their defined tolerance as specified in the General Terms and Conditions.
 - The 5 am job is intended to give shippers a preview of what cuts will be applied to their Station 2 account if they're out of tolerance and they do not take corrective action to bring their account into tolerance before end of day.
 - Shippers are advised to have preferences set to automatically resubmit reduced nominations. Confirming parties are advised to have confirmation customization set to auto confirm between 5:00 and 5:10 AM Mountain Time.
 - With NOMS and confirms set up accordingly, the 5:00 AM batch job will run, cut out of tolerance accounts, re-nom the cut quantities. They will be auto confirmed and then scheduled back up on the next batch job at 6:00 AM.
 - The 18:00 MT job will force balance accounts not corrected
 - Shippers may also receive a cut to their Station 2 account as the result of a counterparty being force balanced if said counterparty is not within their tolerance.
 - The Reduction Reasons (RR) of MCC and FCC are applicable to the force balancing.
 - MCC – market nominations were reduced to bring shipper within tolerance.
 - FCC – supply nominations were reduced to bring shipper within tolerance.
- **Receipt Point Imbalances**
 - Supply Shipper will continue to hold imbalances at receipt points and the difference between physical and commercial business at the receipt point will not be balanced daily (Article 6 of the Tariff).
- **Title Transfers**
 - The only pooling locations are Station 2 (WA202) and Huntingdon Trading Pool (WA209). You can no longer use title transfers outside of those locations
 - Shippers who want to receive (deliver) gas from (to) a specified party at a particular location must choose the appropriate Up Name (Dn Name) in their nomination to account for this.
- Nomination Deadlines can no longer be extended and cycle run times cannot be delayed.

CI Reports to LINK

The following is a list of existing Customer Activities Reports and where the equivalent information can be found in LINK. Some CI reports are excluded as they are no longer relevant to the LINK system.

| Westcoast CI Customer Activities | | Westcoast LINK System |
|---------------------------------------|--|--|
| Shipper Reports | Detail Supply Multi-Day Shipper Detail Supply | Flowing Gas → Allocation → Allocation |
| | Detailed Estimate Imbalance 4-Day Trend Estimate Aggregate Imbalance 4-Day Trend Estimated Imbalance | Flowing Gas → Imbalance → Shipper Imbalance Summary |
| | Firm & Authorized Overrun Entitlements Interruptible Entitlements | Contracts → Contract Maintenance |
| | Monthly S & T Nom Summary | Reports → Nominations → Nomination → Nomination Summary |
| | S and T Nomination and Scheduled Quantities | Reports → Nominations → Nomination → Scheduled Quantity Report → Month to Date Customer Contract |
| Shipper Reports – Supply Reports | Dry Gas Allocation | Flowing Gas → Allocation → Allocation |
| | Dry Gas Receipt Point Summary Estimate to Actual Comparison | |
| Shipper Reports – Other Reports | Actual Imbalance | Flowing Gas → Imbalance → Shipper Imbalance Summary |
| | Import Summary | Nominations → Nomination → Nomination Import |
| | S & T Firm Shipper Share | Nominations → Scheduled Quantity → Constrained Location Firm Shipper Share |
| | S & T Nomination Audit Trail | Reports → Nominations → Nomination → Scheduled Quantity Report |
| | Shipper Inventory Transfer (SIT) Report – Supply | Flowing Gas → Imbalance → Inventory Balance Transfer |
| | Shipper Inventory Transfer (SIT) Report – Station 2 | Nominations → Confirmation → TABS Confirmation Response |
| | Shipper Inventory Transfer (SIT) Report – Deadlines Report | *Deadline is 8am MT the following gas day. |

Westcoast CI Customer Activities
Westcoast LINK System

| | | |
|---------------------------|---|---|
| RPO Data Entry | Shipper Upstream Supplier (SUS) Actuals | Flowing Gas → Pre-determined Allocation |
| | Shipper Upstream Supplier (SUS) Estimates | |

| | | |
|------------------------|--|--|
| RPO Reports | Dry Gas Allocation | Flowing Gas → Allocation → Allocation Reports → Flowing Gas → Allocation → Operator Allocation Report |
| | Dry Gas Receipt Point SCADA/EFM Data (RPO) Dry Gas Receipt Point Summary Receipt Point Summary | Flowing Gas → Measurement → Measurement Information |
| | Receipt Nominations | Nominations → Confirmation → Request for Confirmation/ Confirmation Response |
| | | |

| | | |
|---------------------------------|---|--|
| Interconnect Reports | Current Active RFC/CR Report | Nominations → Confirmation → Request for Confirmation/ Confirmation Response |
| | Delivery Authorization | Nominations → Scheduled Quantity → Scheduled Quantity By Cycle Nominations → Confirmation → Request for Confirmation/ Confirmation Response |
| | Estimate Statement of Deliveries Actual Statement of Deliveries Annual Actual Statement of Deliveries | Flowing Gas → Imbalance → Shipper Imbalance Summary Flowing Gas → Measurement → Measurement Information |
| | | |

| | | |
|------------------|---------------------------|---|
| Invoicing | Westcoast Energy Invoices | Invoicing → Invoice → Invoice List |
| | Invoice Adjustment Backup | Invoicing → Invoice → Invoice Data List |
| | Motor Fuel Tax Rates | Informational Postings – Invoicing |
| | Carbon Tax Rates | Informational Postings – Invoicing |
| | 2025 Invoice Calendar | Informational Postings – Invoicing |

| | | |
|------------------|-------------------------------|--|
| Contracts | Contract | Contracts → Contract Maintenance |
| | Electronic Service Agreements | Contracts → Request For Service |
| | Shipper Contracted Service | Contracts → Contract Maintenance |

LINK Gas Day Timeline

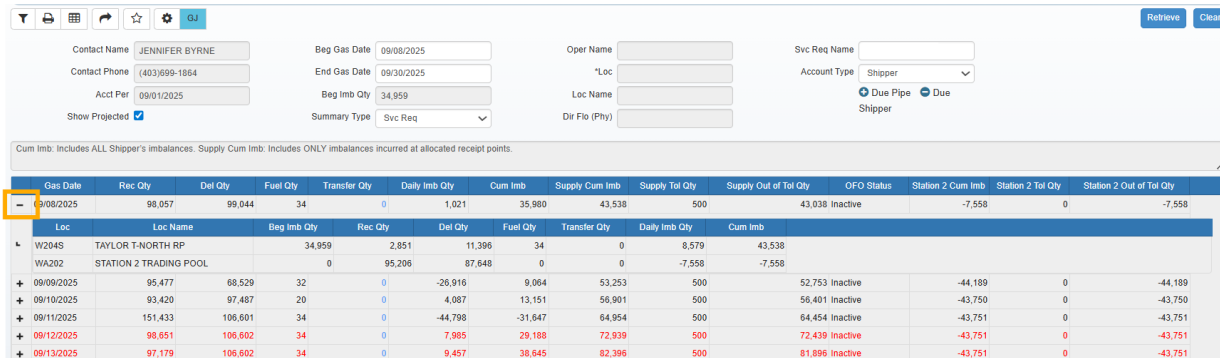
The following is a list of key times that take place throughout the gas day. While October 1st, 2025, Gas Day is used, deadlines and run-times remain the same for other dates.

| September 30 th 2025 | Time (MT) | Additional Notes |
|-------------------------------------|-----------|--|
| Timely Nomination Deadline | 12:00 | Deadlines <u>cannot</u> be extended. |
| Timely Confirmation Deadline | 15:30 | |
| Evening Nomination Deadline | 17:00 | |
| Evening Confirmation Deadline | 19:30 | |
| October 1 st 2025 | | |
| Station 2 Balancing Preliminary Run | 5:00 | Capacity reservation for 4 hours for unconfirmed renominations. |
| GD01 Begins | 8:00 | |
| Intraday 1 Nomination Deadline | 9:00 | |
| Intraday 1 Confirmation Deadline | 11:30 | |
| Intraday 2 Nomination Deadline | 13:30 | |
| Intraday 2 Confirmation Deadline | 16:00 | |
| Intraday 3 Nomination Deadline | 18:00 | |
| Station 2 Final Balancing Run | 18:00 | Cuts will be applied to out of tolerance cumulative imbalances. |
| Intraday 3 Confirmation Deadline | 20:30 | |
| October 2 nd 2025 | | |
| GD01 Ends | 8:00 | |
| GD01 Inventory Transfer Deadline | 8:00 | Deadline to approve inventory transfers submitted from the prior calendar day. |
| GD01 PDA Value Scheme Begins | 9:00 | Value Scheme PDA can be entered by RPO to allocate against final measurement roughly ~1 hour after end of Gas Day. |
| GD01 PDA Value Scheme Deadline | 14:00 | Retro PDA adjustments are available for three days after close of gas day without requiring Westcoast approval. |

LINK also runs hourly batch validation and confirmation jobs, these hourly jobs perform tasks such as generating scheduling priorities, enforcing scheduling limits, applying nomination validations, among others. More information regarding the hourly jobs can be found under the [Nomination Batch Validation Process Times](#) and [Confirmation Reduction Process Times](#) sections.

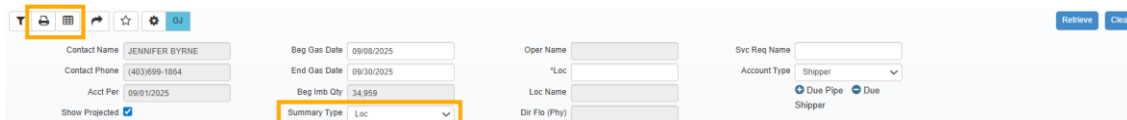
Viewing Shipper Imbalances

- Shipper Imbalances can be retrieved from the Shipper Imbalance Summary. It can be accessed from the Flowing Gas > Imbalance section of LINK.
 - The [Shipper Imbalance Summary](#) screen provides a summary view of daily receipts and deliveries across all locations where the shipper may hold an imbalance
- Shipper Imbalance Summary Overview:



| Gas Date | Rec Qty | Del Qty | Fuel Qty | Transfer Qty | Daily Imb Qty | Cum Imb | Supply Cum Imb | Supply Tol Qty | Supply Out of Tol Qty | OFO Status | Station 2 Cum Imb | Station 2 Tol Qty | Station 2 Out of Tol Qty |
|------------|---------|---------|----------|--------------|---------------|---------|----------------|----------------|-----------------------|------------|-------------------|-------------------|--------------------------|
| 09/08/2025 | 98,057 | 99,044 | 34 | 0 | 1,021 | 35,980 | 43,538 | 500 | 43,038 | Inactive | -7,558 | 0 | -7,558 |
| 09/09/2025 | 95,477 | 68,529 | 32 | 0 | -26,916 | 9,064 | 53,253 | 500 | 52,753 | Inactive | -44,189 | 0 | -44,189 |
| 09/10/2025 | 93,420 | 97,487 | 20 | 0 | 4,087 | 13,151 | 56,901 | 500 | 56,401 | Inactive | -43,750 | 0 | -43,750 |
| 09/11/2025 | 151,433 | 106,601 | 34 | 0 | -44,798 | -31,647 | 64,954 | 500 | 64,454 | Inactive | -43,751 | 0 | -43,751 |
| 09/12/2025 | 98,951 | 106,602 | 34 | 0 | 7,985 | 29,188 | 72,939 | 500 | 72,439 | Inactive | -43,751 | 0 | -43,751 |
| 09/13/2025 | 97,179 | 106,602 | 34 | 0 | 9,457 | 38,645 | 82,396 | 500 | 81,896 | Inactive | -43,751 | 0 | -43,751 |

- The default view for the Shipper Imbalance Summary screen will show the Daily Imbalance and Cumulative Imbalance data for each day of the current month.
- Red highlighted days are projected imbalances based off nominations and projected allocations.
- Clicking the “+” icon in the first column will expand the gas day allowing the user to view Rec and Del quantities across all the shipper’s locations.
- Imbalances are calculated as follows:
 - Daily Imbalance = Deliveries + Fuel – Receipts + Transfer Quantity
 - Deliveries + Fuel > Receipts = **+** Due Pipe (Shipper Draft)
 - Deliveries + Fuel < Receipts = **-** Due Shipper (Shipper Pack)
 - This is the opposite of the current GMS system where a drafted(short) account has a negative imbalance, and a packed(long) account has a positive imbalance.**
 - A **+** Due Pipe account would need to decrease their deliveries or increase their receipts to ensure they are within tolerance
 - A **-** Due Shipper account would need to increase their deliveries or decrease their receipts to ensure they are within tolerance.
- To access imbalance data in an easily exportable PDF or CSV format; select Summary Type: Loc and choose either the export grid or print pdf option located in the top left. You may also specify a location in the “*Loc” field.



Summary Type: **Loc**

Viewing OBA Imbalances

- OBA Imbalances can be retrieved from the Shipper Imbalance Summary screen by toggling the Account Type field to the OBA option.

- The screen will then display the net OBA imbalance information across all locations where a Service Requester holds an OBA contract. To view individual details for each location, click the "+" icon in the first column to expand the gas day. **Red** highlighted days are projected based on nominations and predicted measurement.

| | Gas Date | Energy Qty GJ | Dir Flo (Energy) | Sched Qty | Dir Flo (Sched) | Transfer Qty | Daily Imb Qty | Cum Imb |
|---|------------|---------------|------------------|-------------|-----------------|--------------|---------------|------------|
| + | 09/08/2025 | 422,365 D | | 774,162 D | | 0 | -351,797 | -2,319,604 |
| + | 09/09/2025 | 212,171 D | | 658,531 D | | 0 | -446,360 | -2,765,964 |
| + | 09/10/2025 | 565,668 D | | 252,212 D | | 0 | 313,456 | -2,452,508 |
| + | 09/11/2025 | 556,523 D | | 712,549 D | | 0 | -156,026 | -2,608,534 |
| + | 09/12/2025 | 550,496 D | | 1,077,175 D | | 0 | -522,331 | -3,130,865 |
| + | 09/13/2025 | 338,091 D | | 1,097,195 D | | 0 | -758,234 | -3,889,099 |

- To view OBA information similar to the legacy Westcoast Statement of Deliveries reports change the Summary Type to Loc and enter the location code for the OBA location in the *Loc field.

| | Gas Date | Loc | Loc Name | Energy Qty (Rec) | Energy Qty (Del) | Sched Qty (Rec) | Sched Qty (Del) | Transfer Qty | Daily Imb Qty | Cum Imb |
|--|------------|-----|----------|------------------|------------------|-----------------|-----------------|--------------|---------------|-----------|
| | 09/08/2025 | | | 0 | 112,525 | 257,187 | 234,042 | 0 | 135,670 | 2,184,606 |
| | 09/09/2025 | | | 0 | 67,620 | 257,187 | 237,204 | 0 | 87,603 | 2,272,209 |
| | 09/10/2025 | | | 0 | 241,396 | 149,952 | 247,706 | 0 | 143,642 | 2,415,851 |
| | 09/11/2025 | | | 0 | 240,719 | 157,656 | 237,204 | 0 | 161,171 | 2,577,022 |
| | 09/12/2025 | | | 0 | 237,827 | 257,187 | 247,696 | 0 | 251,363 | 2,828,385 |
| | 09/13/2025 | | | 2 | 126,450 | 257,187 | 247,706 | 0 | 136,738 | 2,965,123 |

- OBA Imbalances will follow the **+** Due Pipe and **-** Due Shipper logic and are calculated as follows.
 - Daily Imbalance = [Del Energy Qty – Rec Energy Qty] - [Del Sched Qty – Rec Sched Qty] + Transfer Qty
 - Cumulative Imbalance = Beg Imbalance Qty + Daily Imbalance
 - A **+** Due Pipe corresponds to what used to be referred to as a drafted OBA.
 - A **-** Due Shipper corresponds to what used to be referred to as a packed OBA.
- Accessing Measurement Information
 - To view measurement information for an OBA location navigate to the [Measurement Information](#) screen which can be located under Flowing Gas > Measurement > Measurement Information. Select the desired location in “*Loc” and the date range you wish to retrieve. If you are the operator for a location that ends in “I” you can view receipt and delivery measurement independently by entering either the “R” or “D” location (Example: W036I is comprised of W036D for delivery measurement and W036R for receipt measurement).

Subscribing to Email Notifications

Users can subscribe to receive email notifications on a regular basis. The following is details on what notifications are available and where to subscribe to them.

- Emailed Notifications are available for the following functional areas:

- | | | |
|------------------------------------|--------------------------------------|---|
| <input type="checkbox"/> Contracts | <input type="checkbox"/> Flowing Gas | <input type="checkbox"/> Informational Postings |
| <input type="checkbox"/> Invoicing | <input type="checkbox"/> Nominations | <input type="checkbox"/> Scheduling |
| <input type="checkbox"/> Other | | |

- Recommended Notifications for getting started include:

| Informational Postings | Nominations | Scheduling |
|--|--|---|
| <input type="checkbox"/> CRITICAL | <input type="checkbox"/> AUTO-RENOMINATION | <input type="checkbox"/> MAINTENANCE SCHEDULE |
| <input type="checkbox"/> CAPACITY REQUESTS | <input type="checkbox"/> AUTO-RENOMINATION – CONFIRMATION REQUIRED | <input type="checkbox"/> PIPELINE CONDITIONS |
| | <input type="checkbox"/> LATE NOMINATIONS – CONFIRMATION | <input type="checkbox"/> PLANNED SRVC OUTAGES |
| | <input type="checkbox"/> LATE NOMINATIONS – CONFIRMATION REQUIRED | |
| | <input type="checkbox"/> LATE NOMINATIONS – SHIPPER WARNING | |
| | <input type="checkbox"/> NOMINATION CUT/NOT SCHEDULE | |

- How to Subscribe to Email Notices:

- Navigate to the [Available Email Notifications](#) screen.
- Choose the available notification you would like to subscribe to and click the subscribe button.

| Category | Functional Area | Notification Type |
|--|------------------------|-------------------|
| <input type="checkbox"/> Infopost | Informational Postings | CAPACITY REQUESTS |
| <input checked="" type="checkbox"/> Infopost | Informational Postings | CRITICAL |

- On the next page complete the following:

- Select which email the notification will be sent to.
- Choose the applicable Enbridge Business Unit, for Westcoast Energy choose WE.

| Business Units | | | | | | | |
|-------------------------------|-------------------------------|-------------------------------|-------------------------------|------------------------------|-------------------------------|-------------------------------|--|
| <input type="checkbox"/> AGT | <input type="checkbox"/> BGS | <input type="checkbox"/> BIG | <input type="checkbox"/> BSP | <input type="checkbox"/> EHP | <input type="checkbox"/> ETNG | <input type="checkbox"/> GB | <input type="checkbox"/> GPL |
| <input type="checkbox"/> MBHP | <input type="checkbox"/> MCGP | <input type="checkbox"/> MNCA | <input type="checkbox"/> MNUS | <input type="checkbox"/> MR | <input type="checkbox"/> NPC | <input type="checkbox"/> NXCA | <input type="checkbox"/> NXUS |
| <input type="checkbox"/> SESH | <input type="checkbox"/> SGSC | <input type="checkbox"/> SR | <input type="checkbox"/> STT | <input type="checkbox"/> TE | <input type="checkbox"/> TPQS | <input type="checkbox"/> VCP | <input checked="" type="checkbox"/> WE |
| <input type="checkbox"/> WRGS | | | | | | | |

- Choose the relevant Service Requester or select multiple if you have Agencies/Affiliations.

| Svc Req Names |
|----------------------------------|
| <input type="checkbox"/> SPECTRA |

- Once those selections are made you can click the Subscribe button located in the top right of the screen.
- Subscribed email notifications will now appear in the [Subscribed Email Notifications](#) screen.