

# Customs Report Instructions for Volumes Imported on GTN

*For GTN Shippers*

## Overview:

GTN is required to report on a monthly basis to U.S. Customs all receipts at Kingsgate that are being imported.

Shippers are also required to report on a monthly basis to U.S. Customs volumes imported into the U.S. For GTN Shippers, this should include FHBC supply and any 3<sup>rd</sup> party FHBC supply that is scheduled into either market center or transportation contracts.

## How to Compile Customs Report for GTN:

- Log into Pacific Express
- Go to Flowing Gas – Shipper Allocation
- Select Report Parameters – Month/Year and Units (KM3), click search/enter.
- Select ALL to view all contracts in a single report.
- Go to page 2 of the report to begin viewing report data.
- Look at the top of each page to see the pipeline and contract name/number.
- For the Customs Report, pages with “GTN” pipeline headings (in blue) indicate the data that should be reviewed:

GTN	<i>(indicates data for GTN contracts)</i>
#####	<i>(GTN Contract #)</i>

- Next, look for columns headed with the following information (in blue):

R	<i>(indicates receipt volumes)</i>
KING	<i>(Kingsgate)</i>
3498	<i>(point identifier code)</i>
ANG	<i>(from FHBC pipeline)</i>
XYZ	<i>(FHBC contract)</i>

- Record the total volume listed for all columns that contain the above heading information.
- All volumes should be summed and the total volume can be sent to US Customs for the month for your company.

Please contact Gas Transportation Services with any questions at 503-833-4300 Option 1.