# ATTACHMENT 1

# Outage Posting

## Go to PPIC Web Site

➢ Go to:  http://www.pge.com/b2b/energysupply/qualifyingfacilities/whotocontact/
➢ Click on Link:  **Power Procurement Information Center**

## Log In

- ➢ Enter User Name
- ➢ Enter Password

- ➢ Click on the **SUBMIT** button
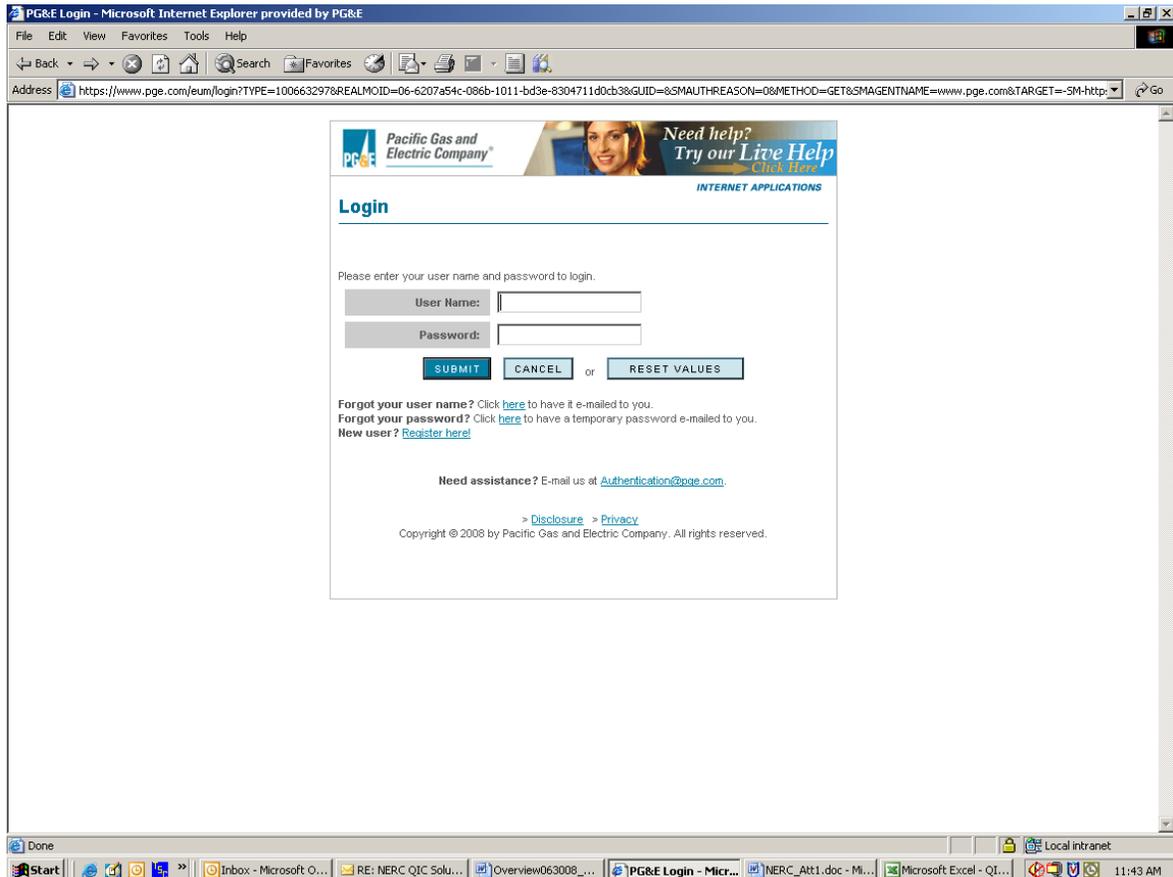
## Select Screen

> Click on Link:  **Post Outages**

## Post Outages, including PG&E/grid, voluntary or forced shut downs, and scheduled maintenances

➢ **Select Project**:  If you have multiple projects, make sure the project you want is highlighted

➢ **Select Outage Type**:  Select either scheduled maintenance, PG&E outage, voluntary shut down, or forced outage

➢ **Select Schedule Dates**:  Enter the Start and End Dates and Times, then complete the other required fields (i.e., fields with an asterisk)

## Enter Even Descriptions & Other Information

➢ Enter a description of the outage, per the NERC/WECC Reliability Requirements, in the "**Plant Shut-Down Comments**" text box, as well as the NERC **GADS** cause code that best describes the reason for the outage or event where applicable (See Appendix A for a list valid NERC **GADS** cause codes)

➢ Enter any other information to adequately describe the event per the NERC/WECC Reliability Requirements

➢ **Contact Name**:  You must enter a contact name

➢ **E-mail Address**:  You must enter an e-mail address

➢ Click on the [CONTINUE] button

➢ Click on the "**Confirm**" button



➢ You will receive a confirmation email within 5 minutes from PG&E's web system that you posting has been received