

Exhibit XI



SJI Services

SOUTH JERSEY GAS

MARKETER PORTAL'S
AUTOMATED ALLOCATION
AND NOMINATION
GUIDELINES



OVERVIEW

Present Allocation \ Nomination Practice

Currently marketers send across their Allocations and Nominations to South Jersey Gas via email with or without NOM Sheet excel spreadsheets. These spreadsheets are reviews by SJG's Transportation Department and further uploaded into our system.

Purpose of this Document

Moving forward, the emails and spreadsheets are going to be replaced by Marketer Portal which is already available to the marketers. In this new process the marketer will use the NOM Sheets in Marketer Portal to allocate\nnominate gas which will update our system automatically once Transportation approves it. Transportation also has the ability to reject NOM Sheets with the needed comments which can be then viewed by the Marketers to update their rejected NOM sheets for resubmission.

This document will serve as a reference for the marketer to work with NOM sheets from the Marketer Portal.

Step by Step Guidelines

Marketer Logon:

Marketer Portal can be accessed using the link (<https://marketer.sjindustries.com>) by all Marketers. Every Marketer has a dedicated login and Password to enter the portal as below.

Log On - SJG Marketer Portal

South Jersey Gas **Marketer Portal** [Log On] Home

Log On
Please enter your user name and password.

Account Information

User name
M...

Password
.....

Remember me?

[Log On] [Forgot Password](#)



Once inside the portal Please navigate to the *Daily Nomination* tab as below

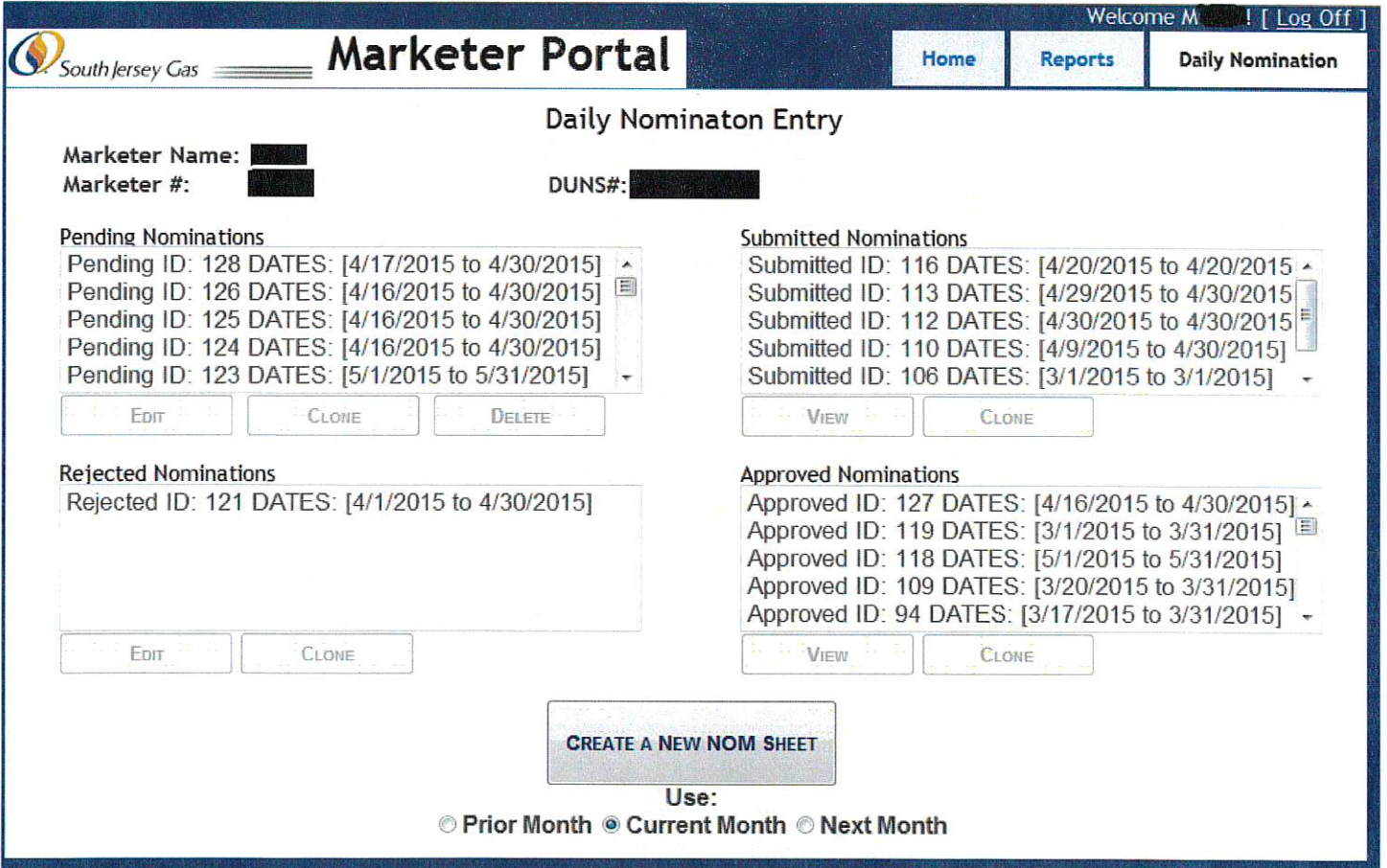


DAILY NOMINATION HOME SCREEN:

The below screenshot is a view of the *Daily Nomination* tab's Home Screen. There are 4 windows in the Home Screen as follows

1. PENDING NOMINATIONS
2. SUBMITTED NOMINATIONS
3. REJECTED NOMINATIONS
4. APPROVED NOMINATIONS

All the 4 Windows will hold the NOM Sheets associated with a marketer and display the date range each NOM Sheet was created with.





HOME SCREEN WINDOWS IN DETAIL:

1. PENDING NOMINATIONS:

All the NOM Sheets a marketer creates\updates but has not yet submitted will be present in this window. These NOM Sheets can be later revisited by the marketer and submitted\deleted.

2. SUBMITTED NOMINATIONS:

All the NOM Sheets submitted by a marketer and are yet to be reviewed by SJG's Transportation are present in this window. The NOM sheets in this window will move out only when it is Approved or rejected by SJG's Transportation. A NOM Sheet submitted by a marketer cannot be deleted nor edited until reviewed by SJG's Transportation.

3. REJECTED NOMINATIONS:

A NOM Sheet submitted by a marketer can be rejected by SJG's Transportation due to various reasons. These rejected NOM Sheets will be present in this window and the marketer will be displayed with the Comments provided by SJG's Transportation for rejection.

4. APPROVED NOMINATIONS:

All NOM Sheet approved by SJG's Transportation will be present in this window. A NOM Sheet once approved cannot be deleted nor edited by a Marketer.

NOM SHEET BUTTONS

1. VIEW:

This option will let you View any NOM Sheet chosen

2. CLONE

This option will let you duplicate any NOM Sheet Created\Approved\Rejected\Submitted. The Cloned NOM Sheet will mirror the existing NOM Sheet chosen to clone in terms of the Allocations and Nominations. The only change will be the Date which will always default to the beginning and end of the current month the Cloning Is initiated in

3. EDIT

This option will let you edit any NOM Sheet chosen

4. DELETE

This option will let you delete any NOM Sheet chosen

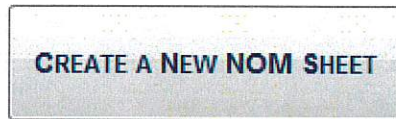


CHOOSING A MONTH TO CREATE A NEW NOM SHEET

At any point a marketer can create a new NOM Sheet for a 3 month window as follows by selecting the corresponding Month option. Each month selection followed by clicking the 'CREATE A NEW NOM SHEET' button will bring up a popup asking for confirmation for the NOM Sheet creation in the corresponding month

1. Current Calendar Month
2. The previous month with respect to the current calendar month
3. Next Month with respect to the current calendar month

As example if the marketer is trying to create a new NOM Sheet on April 20th2015, he can create a new NOM sheet for the month of April, the immediate following month May and the immediate prior month March.



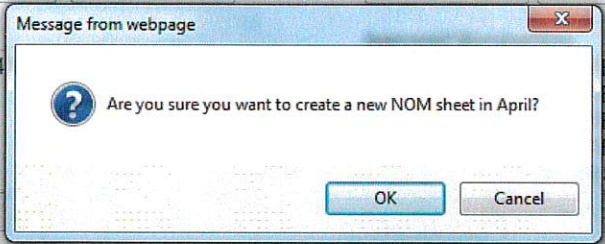
Use:

- Prior Month Current Month Next Month

// 'CREATE A NEW NOM SHEET' clicked after choosing 'Current Month' option

Pending Nominations	Submitted Nominations
Pending ID: 128 DATES: [4/17/2015 to 4/30/2015]	Submitted ID: 116 DATES: [4/20/2015 to 4/20/2015]
Pending ID: 126 DATES: [4/16/2015 to 4/30/2015]	Submitted ID: 113 DATES: [4/29/2015 to 4/30/2015]
Pending ID: 125 DATES: [4/16/2015 to 4/30/2015]	Submitted ID: 112 DATES: [4/30/2015 to 4/30/2015]
Pending ID: 124 DATES: [4/16/2015 to 4/30/2015]	Submitted ID: 110 DATES: [4/9/2015 to 4/30/2015]
Pending ID: 123 DATES: [5/1/2015 to 5/31/2015]	Submitted ID: 106 DATES: [3/1/2015 to 3/1/2015]

Rejected Nominations
Rejected ID: 121 DATES: [4/16/2015 to 4/30/2015]
Rejected ID: 120 DATES: [3/1/2015 to 3/31/2015]
Rejected ID: 119 DATES: [5/1/2015 to 5/31/2015]
Rejected ID: 118 DATES: [3/20/2015 to 3/31/2015]
Rejected ID: 117 DATES: [3/17/2015 to 3/31/2015]



Use:

- Prior Month Current Month Next Month



Marketer Portal's Automated Allocation and Nomination Guideline Document

// 'CREATE A NEW NOM SHEET' clicked after choosing 'Prior Month' option

Pending Nominations
Pending ID: 128 DATES: [4/17/2015 to 4/30/2015] ▲
Pending ID: 126 DATES: [4/16/2015 to 4/30/2015] ▾
Pending ID: 125 DATES: [4/16/2015 to 4/30/2015]
Pending ID: 124 DATES: [4/16/2015 to 4/30/2015]
Pending ID: 123 DATES: [5/1/2015 to 5/31/2015] ▼

Submitted Nominations
Submitted ID: 116 DATES: [4/20/2015 to 4/20/2015] ▲
Submitted ID: 113 DATES: [4/29/2015 to 4/30/2015] ▾
Submitted ID: 112 DATES: [4/30/2015 to 4/30/2015] ▾
Submitted ID: 110 DATES: [4/9/2015 to 4/30/2015]
Submitted ID: 106 DATES: [3/1/2015 to 3/1/2015] ▼

Rejected Nominations
Rejected ID: 121 DATES: [4/16/2015 to 4/30/2015] ▲
Rejected ID: 120 DATES: [3/1/2015 to 3/31/2015] ▾
Rejected ID: 119 DATES: [5/1/2015 to 5/31/2015]
Rejected ID: 118 DATES: [3/20/2015 to 3/31/2015]
Rejected ID: 117 DATES: [3/17/2015 to 3/31/2015] ▼

Buttons: EDIT, CLONE, DELETE, VIEW, CLONE

Message from webpage

Are you sure you want to create a new NOM sheet in March?

OK Cancel

CREATE A NEW NOM SHEET

Use:
 Prior Month Current Month Next Month

// 'CREATE A NEW NOM SHEET' clicked after choosing 'Next Month' option

Pending Nominations
Pending ID: 128 DATES: [4/17/2015 to 4/30/2015] ▲
Pending ID: 126 DATES: [4/16/2015 to 4/30/2015] ▾
Pending ID: 125 DATES: [4/16/2015 to 4/30/2015]
Pending ID: 124 DATES: [4/16/2015 to 4/30/2015]
Pending ID: 123 DATES: [5/1/2015 to 5/31/2015] ▼

Submitted Nominations
Submitted ID: 116 DATES: [4/20/2015 to 4/20/2015] ▲
Submitted ID: 113 DATES: [4/29/2015 to 4/30/2015] ▾
Submitted ID: 112 DATES: [4/30/2015 to 4/30/2015] ▾
Submitted ID: 110 DATES: [4/9/2015 to 4/30/2015]
Submitted ID: 106 DATES: [3/1/2015 to 3/1/2015] ▼

Rejected Nominations
Rejected ID: 121 DATES: [4/16/2015 to 4/30/2015] ▲
Rejected ID: 120 DATES: [3/1/2015 to 3/31/2015] ▾
Rejected ID: 119 DATES: [5/1/2015 to 5/31/2015]
Rejected ID: 118 DATES: [3/20/2015 to 3/31/2015]
Rejected ID: 117 DATES: [3/17/2015 to 3/31/2015] ▼

Buttons: EDIT, CLONE, DELETE, VIEW, CLONE

Message from webpage

Are you sure you want to create a new NOM sheet in May?

OK Cancel

CREATE A NEW NOM SHEET

Use:
 Prior Month Current Month Next Month



CREATING A NEW NOM SHEET FOR THE CURRENT MONTH

On choosing the 'Current Month' option and clicking the 'CREATE A NEW NOM SHEET' button the following screen will be displayed. This screen will be a near replication of the Excel Spread sheets used by marketer all along to provide the allocation and nomination to SJG.

By default the **DateOfChange** for the Current Month NOM Sheet will reflect the **NextDayOfTheCurrentCalendarMonth** until the **EndOfMonthOfTheCurrentCalendarMonth**. These dates can be modified and any date range in the current month can be chosen. You will be not be provided with an option to pick another date in another month and will be strictly restricted to the current calendar month.

The 'Status' will be shown as 'Pending' for the NOM Sheet being created by the marketer.

All the customers, and their corresponding Account Number, Group Number, Rate Class, currently enrolled with the marketer will be auto populated here with a volume of 0 on Transco \ Columbia pipelines and quantity.

The marketer can submit a NOM Sheet with 0 volumes as well. So in this case, if the marketer clicks the 'SUBMIT NOM SHEET' button the nom sheet will be submitted with 0 volumes.

If the marketer wants to enter the volumes for the customers, he needs to choose the **Edit** icon on the Right most corner along the corresponding customer. The Pencil icon will then be replace by a **Save Delete** icon and the Columbia and Transco columns will turn into editable boxes where volumes can then be entered. To save this Allocation the **Save** icon needs to be clicked. To delete an existing Allocation you can click the icon followed by the icon for that corresponding allocation. The Quantity column will be automatically updated to reflect the sum of volumes entered in Transco and Columbia columns.

Marketer Portal Home Reports Daily Nomination


Daily Nomination Form
 Date of Change(s): 04-21-2015 through 04-30-2015
 Marketer Name: [Redacted] Status: Pending
 Marketer #: [Redacted] DUNS#: [Redacted]

Account #	Customer Name	Columbia (DTH)	Transco (DTH)	Quantity (DTH)	Group #	Rate Class	
[Redacted]	[Redacted]	0	0	0	0002	CTS	
[Redacted]	[Redacted]	0	0	0	0104	EGSI	
[Redacted]	[Redacted]	0	0	0	NONE	GSLVFTJ	
[Redacted]	[Redacted]	0	0	0	NONE	GSLVFTJ	
[Redacted]	[Redacted]	0	0	0	NONE	GSGFTI	
[Redacted]	[Redacted]	0	0	0	6402	EGSFTJ	


Contract # | Pipeline | Volume

BALANCE
 BY CUSTOMER: COLUMBIA: 0 TRANSCO: 0 TOTAL: 0
 BY CONTRACT: COLUMBIA: 0 TRANSCO: 0 TOTAL: 0

NOTE: YOU WON'T BE ABLE TO SUBMIT THIS NOM SHEET UNTIL ALL OF THE ABOVE BALANCES MATCH AND SHOW GREEN.

To enter the Nominations the marketer needs to hit the **'ADD CONTRACT'** button. This will provide the marketer an editable **CONTRACT#**, **Pipeline** Dropdown defaulted to Transco, **Volume** along with **Save** and **Cancel** button. Marketer needs to pick a pipeline and give the corresponding Contract number based on the pipeline's regulation. Else the message below will appear when an invalid Contract number is entered. When the volume is filled in the Save button can be hit to save the nomination. You can also cancel out the nomination instead of saving it. Any saved nomination can be edited or deleted using  buttons.

Message from webpage

 Invalid Contract Number. For Transco, the contract number must be 7 or more digits. For Columbia, the contract number must be less than 7 digits.

Columbia (DTH)	Transco (DTH)	Quantity (DTH)	Group #	Rate Class
100	0	100	0002	CTS
0	350	350	0104	EGSI
0	0	0	NONE	GSGLVFTJ
0	0	0	NONE	GSGLVFTJ
0	0	0	NONE	GSGFTI
0	0	0	6402	EGSFTJ

Contract #	Pipeline	Volume
1233545	Transco	250
123	Transco	100


DUNS#:

BALANCE
 BY CUSTOMER: COLUMBIA: 100 TRANSCO: 350 TOTAL: 450
 BY CONTRACT: COLUMBIA: 0 TRANSCO: 250 TOTAL: 250

NOTE: YOU WON'T BE ABLE TO SUBMIT THIS NOM SHEET UNTIL ALL OF THE ABOVE BALANCES MATCH AND SHOW GREEN.

The NOM Sheet can only be submitted when the Balance Greens out. In other words the Allocated volumes should match with the Nominated Volumes in terms of Pipeline and Volume Quantity. Until then the Balance will be displaying the volumes in Red and Submitting a contract with Red Balance will display the below error.

Message from webpage

 You cannot submit this NOM Sheet because the volume totals do not balance.

Account #	Customer Name	Columbia (DTH)	Transco (DTH)	Quantity (DTH)	Group #	Rate Class
		100	0	100	0002	CTS
		0	350	350	0104	EGSI
		0	0	0	NONE	GSGLVFTJ
		0	0	0	NONE	GSGLVFTJ
		0	0	0	NONE	GSGFTI
		0	0	0	6402	EGSFTJ

Contract #	Pipeline	Volume
1233545	Transco	250
12323478	Transco	100
3636	Columbia	10

BALANCE
 BY CUSTOMER: COLUMBIA: 100 TRANSCO: 350 TOTAL: 450
 BY CONTRACT: COLUMBIA: 10 TRANSCO: 350 TOTAL: 360

NOTE: YOU WON'T BE ABLE TO SUBMIT THIS NOM SHEET UNTIL ALL OF THE ABOVE BALANCES MATCH AND SHOW GREEN.



//Valid Submission volumes

Account #	Customer Name	Columbia (DTH)	Transco (DTH)	Quantity (DTH)	Group #	Rate Class	
		100	0	100	0002	CTS	✓
		0	350	350	0104	EGSI	✓
		0	0	0	NONE	GSGLVFTJ	✓
		0	0	0	NONE	GSGLVFTJ	✓
		0	0	0	NONE	GSGFTI	✓
		0	0	0	6402	EGSFTJ	✓

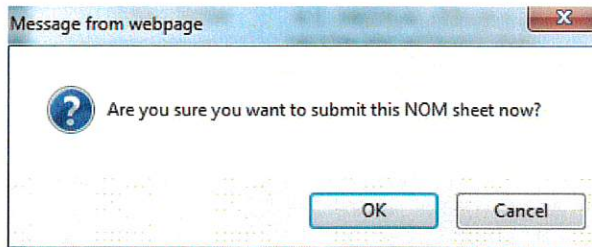
Contract #	Pipeline	Volume	
1233545	Transco	250	✓ ✗
12323478	Transco	100	✓ ✗
3636	Columbia	100	✓ ✗

BALANCE
BY CUSTOMER: COLUMBIA: 100 TRANSKO: 350 TOTAL: 450
BY CONTRACT: COLUMBIA: 100 TRANSKO: 350 TOTAL: 450
 NOTE: YOU WON'T BE ABLE TO SUBMIT THIS NOM SHEET UNTIL ALL OF THE ABOVE BALANCES MATCH AND SHOW GREEN.

Add Contract

SUBMIT NOM SHEET DONE

The 'SUBMIT NOM SHEET' button will display the below confirmation.



CREATING A NEW NOM SHEET FOR THE NEXT/PRIOR MONTH

Any remediation's for the last month can be sent in using the 'PRIOR MONTH' NOM Sheet and all future Nominations can be sent in using 'NEXT MONTH' NOM Sheet.

By default all these NOM Sheets will display the date range as the start of the Month to the EndOfTheMonth. The customers will be auto populated and the switched customers will be displayed accordingly.

NOTE: If you are trying to allocate for the next month and if there is a customer, who would be switching from you to another marketer, please let SJG's Transportation know. They will make the take the necessary steps involved to avoid auto populating this customer in your new NOM Sheet for the next month. The customer will continue being displayed in the current month and during remediation's for a prior month.



APPROVED NOM SHEETS

All the Submitted NOM Sheets will be present in **Submitted Nominations** window until it's reviewed by SJG's Transportation. One approved it will move out of this window into **Approved Nominations** window

The Approved Nominations will hold the Status of 'APPROVED' can only be viewed in future and can't be edited.

If you want to change any details on an approved NOM Sheet please recreate a new NOM Sheet for the same date range and resubmit it. Once SJG's Transportation approves it, the latest Allocations\Nominations will be overwritten in our system.

We have provided the CLONE option to save your effort in recreating a NOM Sheet from scratch when the NOM Sheet is almost similar to an existing NOM Sheet created

Daily Nomination Form

Date of Change(s): through

Status: Approved

REJECTED NOM SHEETS

All the Submitted NOM Sheets will be present in **Submitted Nominations** window until it's reviewed by SJG's Transportation. One rejected it will move out of this window into **Rejected Nominations** window.

When you choose these rejected NOM Sheets the rejection comments provided by SJG's Transportation will be displayed. You can then edit the NOM Sheet based on the comments and resubmit it. This NOM Sheet will then move out of rejected box into '**Pending Nomination**' window until it's reviewed.

Rejection Comments:

This is a test of email notifications for rejecting a NOM sheet.