# Contract Menu – Search and Update Affidavits

## Purpose:

The purpose of this document is to provide detailed instructions for a Nicor Gas Nomination System administrator to search and update affidavits for single account end users, end user groups, and customer select groups.  An affidavit allows a supplier to nominate on behalf of an end user.

**Note:** If a field is required to be completed, the field name is **bold.**

## Instructions:

You can choose to either display all affidavits or filter your search to display selected affidavits.

### Displaying All Affidavits

1.  Select Contract in the Main Menu.
2.  Select Affidavit in the Sub-menu.
3.  The Affidavit Search page will display.



4.  Click the **Search** button.
5.  The list of Affidavits will display at bottom of the page.



| Field | Function |
|---|---|
| Nominating Company | Displays your company information. |
| Customer Company | Displays Customer Company names.  The list could include single account end users, end user groups, and customer select groups. |

| Field | Function |
|---|---|
| Contract Code | Displays the customer's contract code.  The contract code naming conventions are:<br>Single account end user - 5 digit number<br>End user group - G + 4 digit Transportation ID<br>Customer select group - C + last 4 digits of Transportation ID |
| Contract Name | Displays the contract name associated with the affidavit.  The contract name naming conventions are:<br>Single account end user – 10 digit Transportation ID @Pipeline<br>End user group - 4 digit Transportation ID @Pipeline<br>Customer select group - 6 digit Transportation ID @Pipeline |
| Start Date | Displays start date for affidavit. |
| End Date | If applicable, displays end date for affidavit. |

## Filtered Affidavit Search

1. Select Contract in the Main Menu.
2. Select Affidavit in the Sub-menu.
3. The Affidavit Search page will display.



| Field | Function |
|---|---|
| Nominating Company | Displays your company information. |
| Customer Company | To filter by customer, enter the Transportation ID of the customer.  Hit the **Enter** key.  The Customer name will display. |
| Contract | To filter by contract, enter the contract code.  Hit the **Enter** key and the contract name will display.  To enter the contract name, check the box ☑ next to Name. |

4. To clear your entries, click the **Clear** button.
5. To search, click the **Search** button.  The results will appear at the bottom of the page.

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| Field | Function |
|---|---|
| Nominating Company | Displays your company information. |
| Customer Company | Displays Customer Company names. The list could include single account end users, end user groups, and customer select groups. |
| Contract Code | Displays the customer's contract code. The contract code naming conventions are:<br>Single account end user - 5 digit number<br>End user group – G + 4 digit Transportation ID<br>Customer select group - C + last 4 digits of Transportation ID |
| Contract Name | Displays the contract name associated with the affidavit. The contract name naming conventions are:<br>Single account end user – 10 digit Transportation ID @Pipeline<br>End user group – 4 digit Transportation ID @Pipeline<br>Customer select group - 6 digit Transportation ID @Pipeline |
| Start Date | Displays start date for affidavit. |
| End Date | If applicable, displays end date for affidavit. |

## Updating an Affidavit

1. Search for an Affidavit using the instructions above.
2. The Affidavits will display at the bottom of the page.



3. Click the "pencil" icon.

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4. The Update Affidavit page will display.
5. Enter an End Date to make the Affidavit inactive.
6. Hit the Save button.



7. The End Date will display.
8. To make a path active again, click the "pencil" icon and remove the end date.