

# **External Batch Nomination**

### **Purpose:**

The purpose of this document is to provide detailed instructions for a Nicor Gas Nomination System user to perform all of the steps of an External Batch Nomination.

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

## Instructions:

## Uploading an External Batch File on the Timely Cycle

- 1. Prior to uploading an external batch transfer, all of the relevant paths and affidavits must be created. For information on completing these, see the Job Aids entitled "Creating Paths" and "Creating Affidavits."
- 2. When ready to upload, click Nomination in the main menu.
- 3. The Nomination Search Page will display.
- 4. Click the **Upload** button.

#### Nicor Gas Nomination System

Company Contra Nomination	ct Nomination Reports			
Nomination Search				
Pipeline :	Skokie 💌			
Gas Day :	7/19/2008 III Through 7/31/2008			
Company :	1717 >> Gas Supplier 🔛			
Contract Type :	✓			
Contract :				
	<ul> <li>○ View a Nomination Session</li> <li>Show all Current Nominations</li> </ul>			
Display Totals :	O No Total O For a Gas Day O For the Date Range			
Primary Display :	Nominated 💌			
Display Options :	<ul> <li>✓ Show Nominated</li> <li>✓ Include Paths With Zero Quantities</li> <li>✓ Show Scheduled</li> <li>✓ Show Allocated</li> </ul>			
Search C	lear Save Defaults Upload			

5. A window will open allowing you to post your file. Click the Browse button.

🕘 GNS-Upload File - Microsoft Internet Explorer - Nicor	
Gas Nomination System	<u>^</u>
Post a File to Upload	
	Browse
Upload	
Close Window	

6. The choose file window will open. Select you file and click the **Open** button.

Choose file			? 🔀
Look in:	🞯 Desktop	•	+ 🖿 📥 -
My Recent Documents Desktop My Computer	My Computer Adobe Captiv Adobe Reade SnagIt 9 SnagIt 9 Edite testing attach Adobe Reade SnagIt 9 SnagIt 9 S	rate 3 r 7.0 or mments ommunicationnoenduser7-14.rtf I-57-42 AM.png 531.txt 7.txt	g_x1big.jpg Gas Nomination System Ba gasSuppliercommunication gasSuppli
My Network Places	End User Contract Codes - Centerpoint.xls End User Contract Codes - Integrys.xls End User Contract Codes-Exelon.xls g_x1.jpg		
	File name: Files of type:	Batchtest1717.txt All Files (*.*)	<ul><li>✓ Open</li><li>✓ Cancel</li></ul>

7. Below is an example of an External Batch File. For more information on this report, see the job aid entitled "Gas Nomination System Batch Program Specifications."

🝺 Batchtest.txt - Notepad		
File Edit Format View Help		
HD20080724 DT5 200807312008072599000000900UPSCON@EXTP->9371Pool5 DT5 2008073120080725990000003009371Pool5->9254Pool5 HT000002		

8. The file will display in the upload window. Click the Upload button.



Nicor Gas Nomination System

9. If the file is correct, a window will appear with the message, "Your nominations have passed validation. All nominations have been saved.



- 10. When you search nominations, they will appear on the nominations screens.
- 11. If you attempt to add a batch nomination to a path that does not exist, the following message will display.

🕘 No	mination Save Result - Microsoft Internet Explorer - Nicor	_ 🗆 🗙
	Invalid Path! Path [ 9371POOL5->9254POOL5 ] Not available in GNS System	
	Close Window	

12. If the nomination dates are incorrect, the following message will display.



13. The date on the header file must be the same date when the external batch nomination is uploaded. If the date is not correct, the following message will display.



## Uploading an External Batch File on the Evening Cycle

Note: The Batch Transfer file specifications have not changed.

1. To nominate on the Evening Cycle via a batch nomination, you will first upload a batch file nominating 0 (zero) for all of your Timely Cycle nominations. This will "zero out" your Timely Cycle nominations, so you do not receive a false MDCQ error message for end users. (See example below.)

HD20081105	
DT3	20081105200811309900000000000UPSCON@EXTP->99999Pool3
DT3	2008110520081130990000000 <mark>0009</mark> 999Pool3->0900Pool3
нт,00002	

2. Upload a batch file with all the cumulative amounts of your Timely Cycle and Evening Cycle nominations. **Ex: You nominated 200 to an end user in the Timely Cycle, but want to increase that nomination to 400 in the Evening Cycle. Your batch file will have a nomination for the full 400 in the Evening Cycle.**