

# 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.

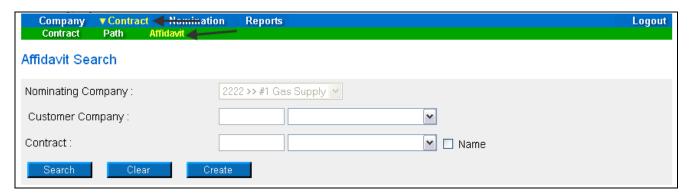
**Note:** If a field is required to be completed, the field name is **bold.** 

#### 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.

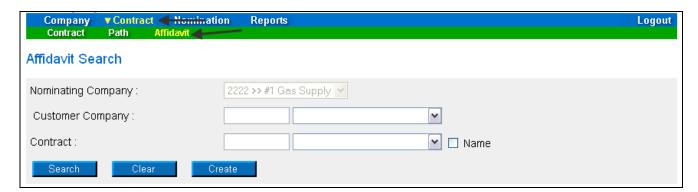
Nominating Company	Customer Company	Contract Code	Contract Name	Start Date	End Date		
#1 Gas Supply	Jones Customer Select	C6321	456321@ANR	07/01/2008		1	Ж
#1 Gas Supply	Member Group End Users	G1234	G1234@ANR	07/01/2008		0	Ж
#1 Gas Supply	Millikin End User	10009	222222222@ANR	07/01/2008		0	Ж

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:
	Single account end user - 5 digit number
	End user group - G + 4 digit Transportation ID
	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:
	Single account end user – 10 digit Transportation ID @Pipeline
	End user group - 4 digit Transportation ID @Pipeline
	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
	<b>Enter</b> key. The Customer name will display.
Contract	To filter by contract, enter the contract code. Hit the <b>Enter</b> 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.

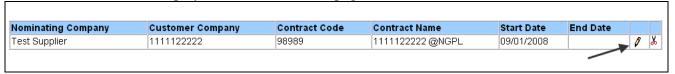
### Nicor Gas Nomination System



Field	Function	
Nominating Company	Displays your company information.	
Customer Company	Displays Customer Company names. The list could include single account e	
	users, end user groups, and customer select groups.	
Contract Code	Displays the customer's contract code. The contract code naming conventions	
	are:	
	Single account end user - 5 digit number	
	End user group – G + 4 digit Transportation ID	
	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:	
	Single account end user – 10 digit Transportation ID @Pipeline	
	End user group – 4 digit Transportation ID @Pipeline	
	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**

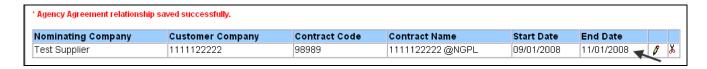
- 1. Search for an Affidavit using the instructions above.
- 2. The Affidavits will display at the bottom of the page.



3. Click the "pencil" icon.



- 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.