

Company Menu – View Company

Purpose:

The purpose of this document is to provide detailed instructions for a Nicor Gas Nomination System user to view information about their company.

Instructions:

1. Click on Company in the Main Menu.
2. Click on Company in the Sub-menu.



3. The View Company page will display.

View Company

Company Code : Name :

Transportation ID:

Active :

Company Type : **Current Company Type(s)**
Nominator

Address List

Type	Address	City	State	Zip	Phone	Fax
Billing Address	7777 Company Way	Chicago	IL	60610	(312) 765-4533	

Alias List

Alias

Note: None of these fields are available for edit. To have the information changed, contact your Nicor Representative.

Field	Function
Company Code	Displays your Broker Number.
Name	Displays your Company name.
Transportation ID	Displays your Broker Number
Active	Displays if the company is marked as active or inactive in the system.
Company Type	Displays the type of company. A company can have multiple types.
Type	Displays type of address: Billing, Corporate, or General
Address	Displays the company address that corresponds to address type.
Phone	Displays the telephone number that corresponds to address.

Nicor Gas Nomination System

Field	Function
Fax	Displays the fax number that corresponds to this address.
Alias	Displays the alias name of the company. An alias will only be used is a company's name has been changed.