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.

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

6. The choose file window will open. Select you file and click the **Open** button.
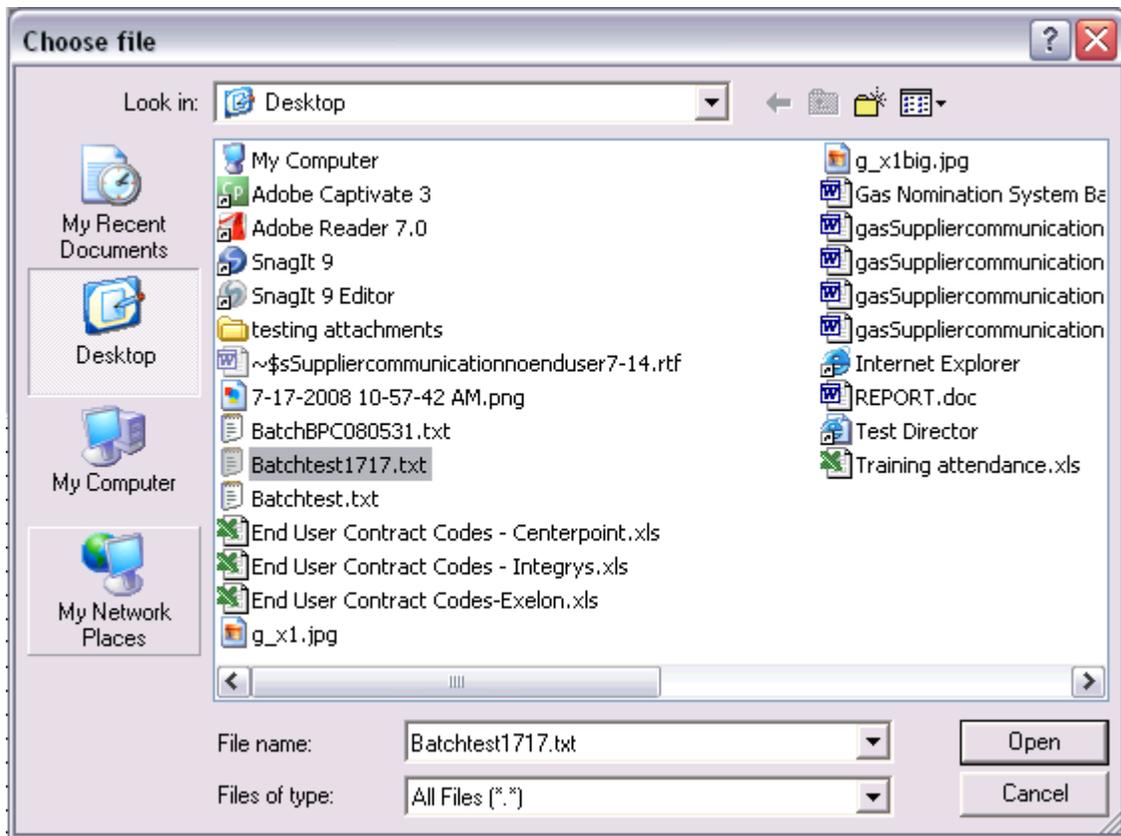
7. Below is an example of an External Batch File. For more information on this report, see the job aid entitled "Gas Nomination System Batch Program Specifications."
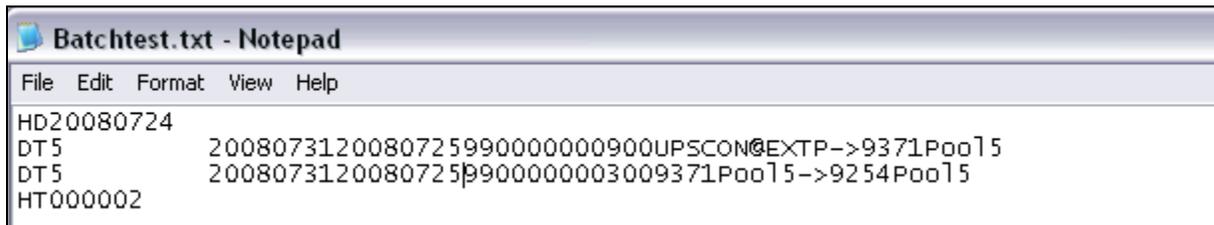
8. The file will display in the upload window. Click the **Upload** button.
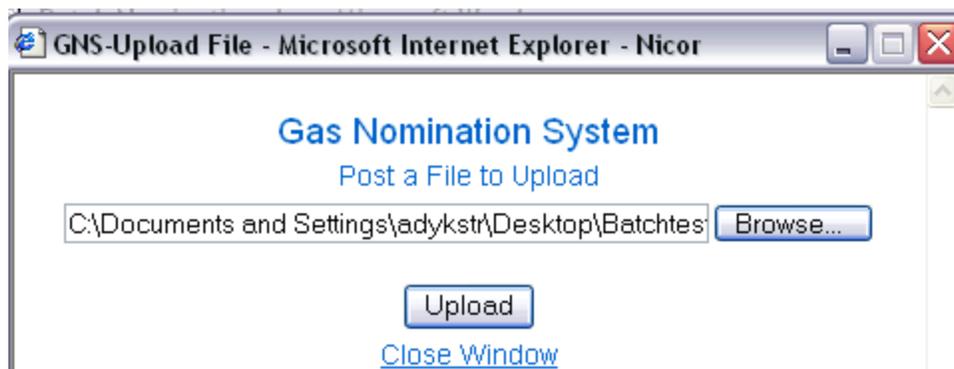
9. If the file is correct, a window will appear with the message, "Your nominations have passed validation. All nominations have been saved.

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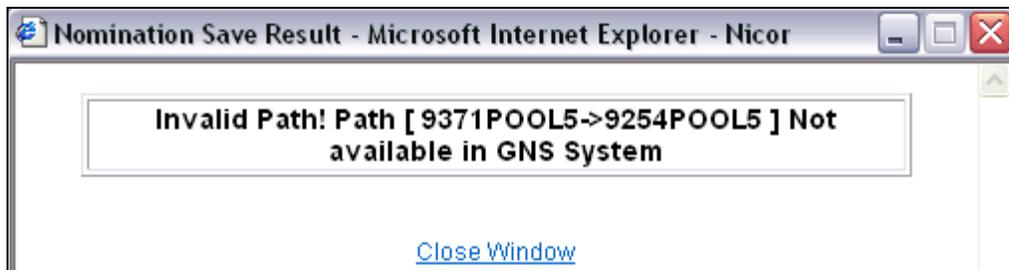
12. If the nomination dates are incorrect, the following message will display.
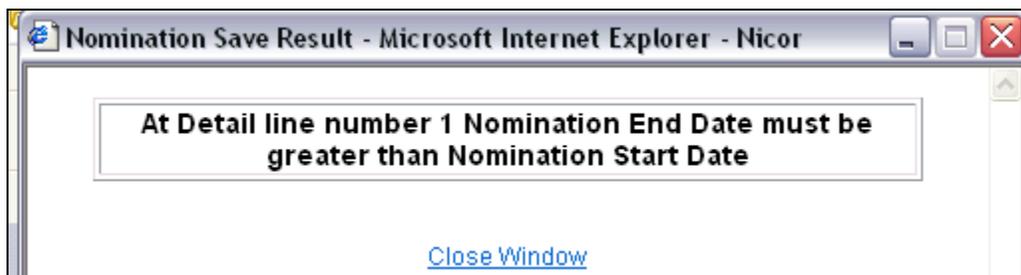
13. The date on the header file must be the same date when the external batch nomination is uploaded. If the date is not correct, the following message will display.

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        200811052008113099000000000000UPSCON@EXTP->9999Pool3
DT3        200811052008113099000000000009999Pool3->0900Pool3
HT,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.**