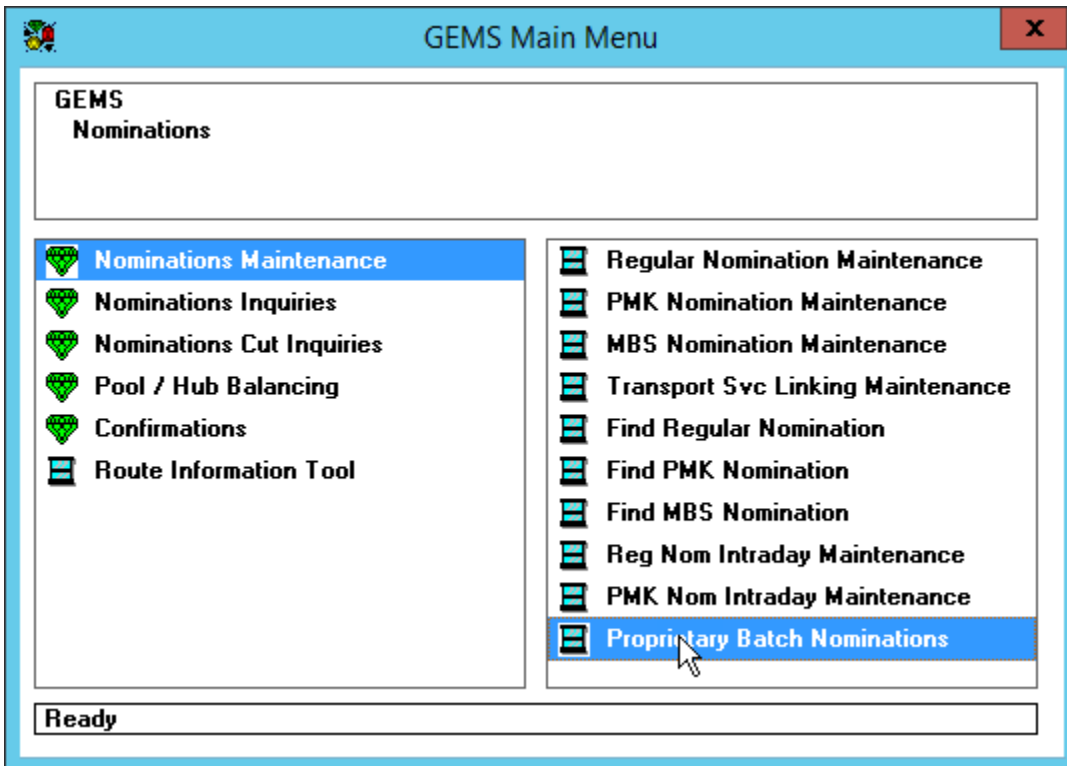
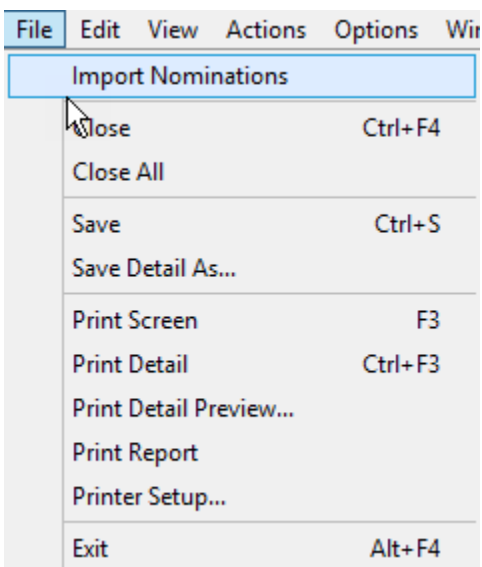


ANR GEMS Batch Nom File Directions

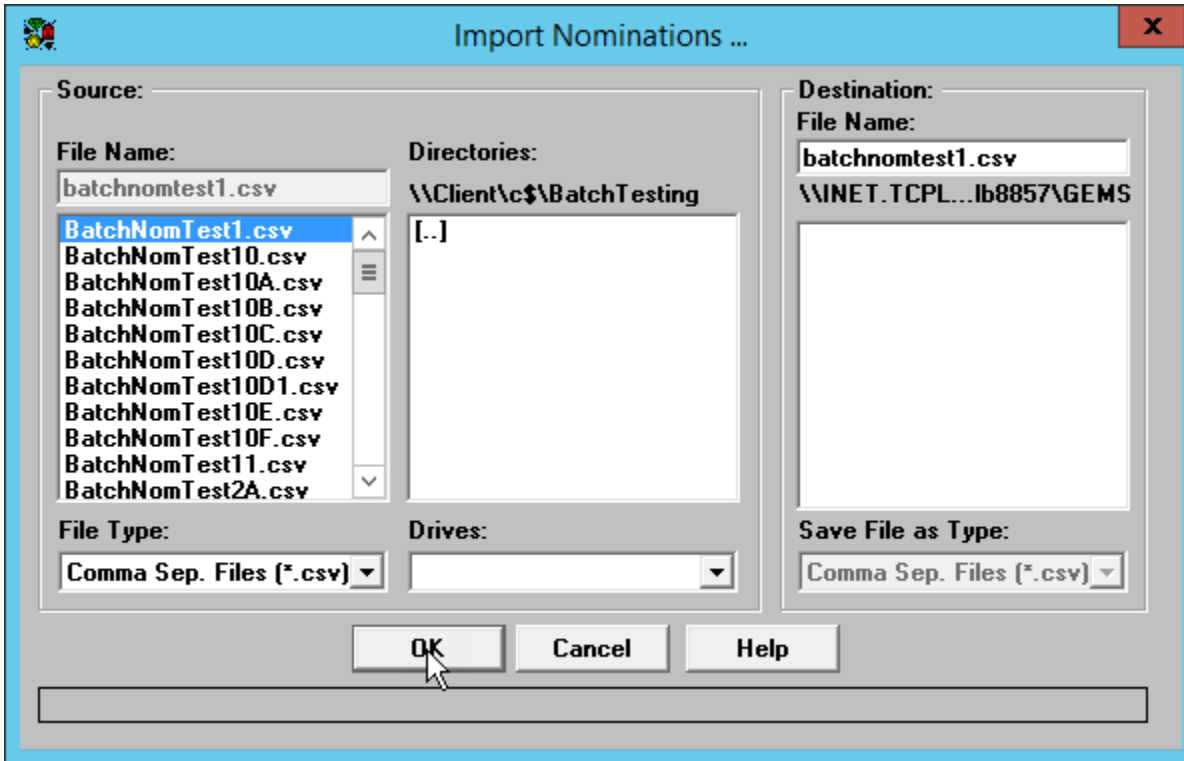
- **NOTE: You will have to turn intraday rollover on for NEW noms created using the batch nom file**
- Create a batch nom file using the batch nom file layout and save it in your **C drive** in a **folder that does not have any symbols in the name** using a **file name that does not have any spaces or symbols**, as a **CSV file**
- Log into GEMS, from the main menu go to nominations>nominations maintenance>proprietary batch nominations



- Then select file/import nominations



- You will then select your batch nom file (**file name must not have any symbols or spaces**) from a folder (**folder name must not have any symbols**) in your **C drive**, then select OK



- Then you will check to make sure you have no errors or detail errors which are identified below
 - Errors** are issues with Nomination Id, Receipt Location, Delivery Location, Contract Id, Shipper Transaction Type, Upstream Contract Id, Upstream Identifier ID, Downstream Contract Id, Downstream Identifier ID, Package ID
 - Detail errors** are issues with Begin Flow Date, End Flow Date, Nominated Quantity Ind, Nominated Quantity, Receipt Rank, Delivery Rank
- If you do encounter errors, you can look under the description for **errors** and under the nomination details tab for **detail errors**
- IF THERE ARE ANY ERRORS ON A SPECIFIC NOM, THAT PARTICULAR NOM WILL NOT LOAD EVEN IF THE STATUS SHOWS SAVED**

Nominations Validation - File: batchnomtest1.csv Batch ID: 1656864 Row 2 of 2

Description	Detail Errors: 1
Invalid Service Requester	
Invalid Service Requester Contract	

Totals: **Errors: 2** **Detail Errors: Yes**

Nomination Business Key | **Nomination Details**

Record ID: 1 Row 1 of 1

Detail ID	Start Dt	Cycle	End Dt	Description
1	4/20/2020	TIM	4/20/2020	Invalid Nomination Beginning/Ending Date/Time

Totals: 1

Status: Validated
 Rec: 1 of 1
 Duration: 00:00:01
 Total Recs: 1
 Start Dt: 6/11/2020 15:24:10
 End Dt:
 % Completed:

- You will want to double check that you do not have any errors at all and then select Save

Nominations Validation - File: batchtest1.csv Batch ID: 1656879 Row 1 of 1

Description	Detail Errors: 0
Processed	

Totals: **Errors: 0** **Detail Errors: No**

Nomination Business Key | **Nomination Details**

Status: Validated
 Rec: 1 of 1
 Duration: 00:00:01
 Total Recs: 1
 Start Dt: 6/11/2020 15:51:42
 End Dt:
 % Completed:

- MAKE SURE THE STATUS SHOWS SAVED BEFORE EXITING THE SCREEN**

Nominations Validation - File: batchtest1.csv Batch ID: 1656879 Row 1 of 1

Description	Detail Errors: 0
Processed	

Totals: **Errors: 0** **Detail Errors: No**

Nomination Business Key | **Nomination Details**

Status: **Saved**
 Rec: 1 of 1
 Duration: 00:02:12
 Total Recs: 1
 Start Dt: 6/11/2020 15:51:42
 End Dt: 6/11/2020 15:53:54
 % Completed:

- At this point your nom(s) have been loaded and you can run a nominations report to verify