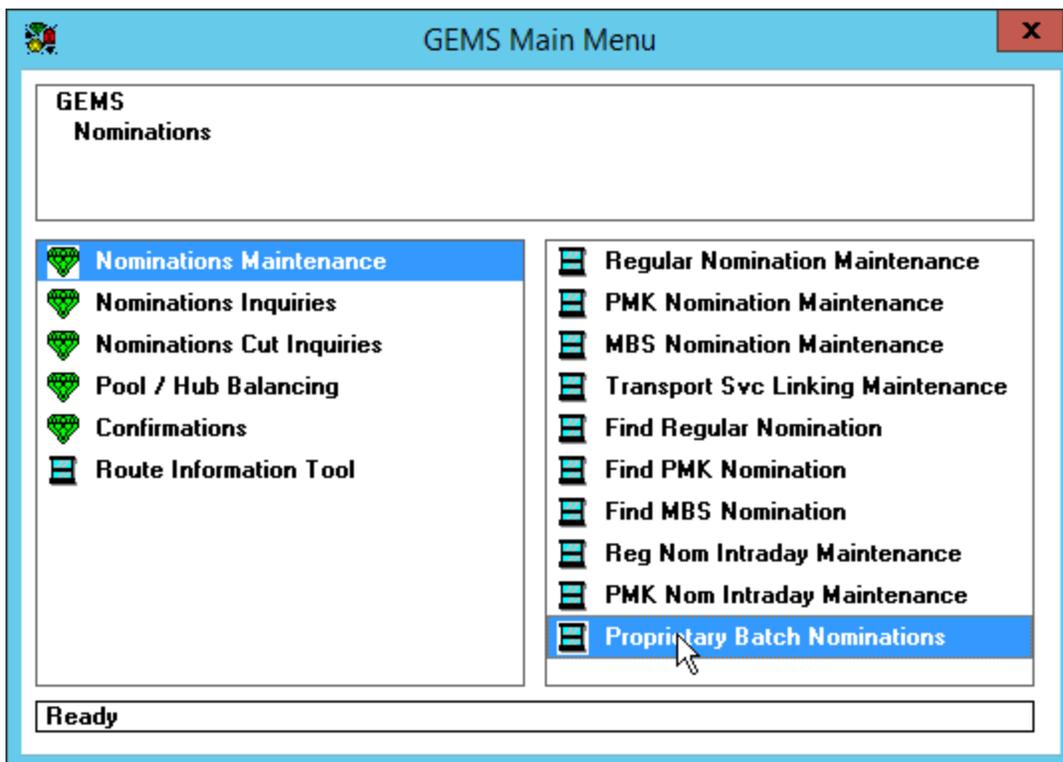
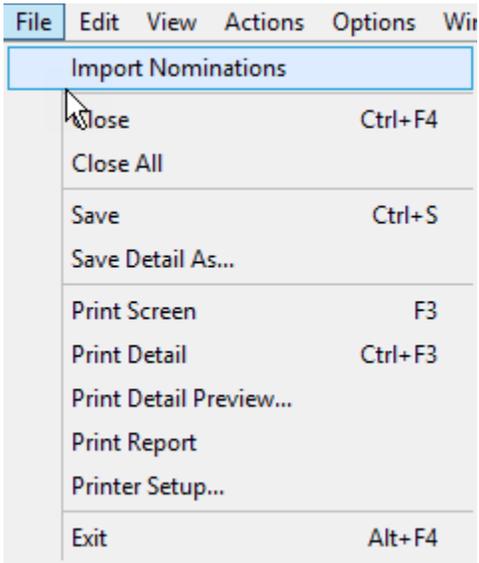


## ANR GEMS Batch Nom File Directions

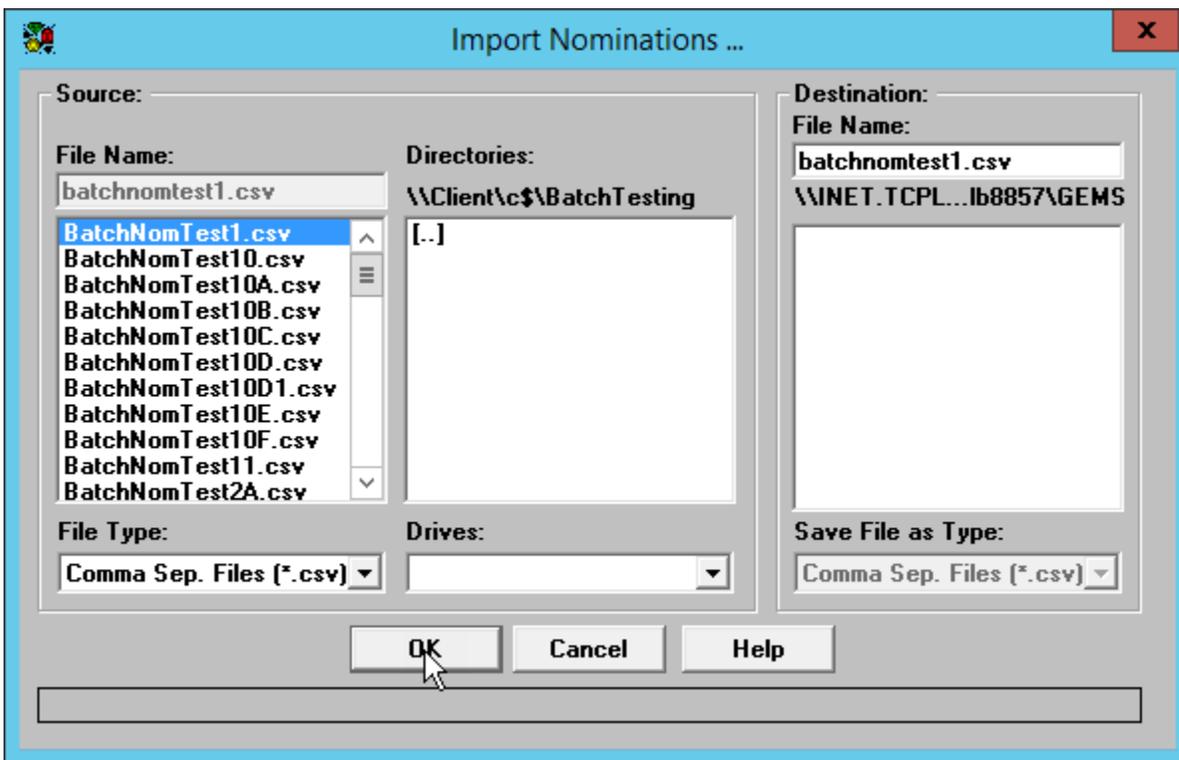
- **NOTE: Intraday rollover is automatic when using the batch nom files, unless you make a manual change after a nom was created with the batch nom file. In that case, you must actively turn on the intraday rollover feature.**
- Create a batch nom file using the batch nom file layout and save it in your **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
1	Invalid Service Requester Invalid Service Requester Contract	

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

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

---

**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

- 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
1	Processed	

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

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

---

**Nomination Business Key** | **Nomination Details**

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

File Edit View Actions Options Window Help

	Description	Detail Errors:0
1	Processed	

Totals: Errors:0 Detail Errors: No

Row 1 of 1

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