# 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
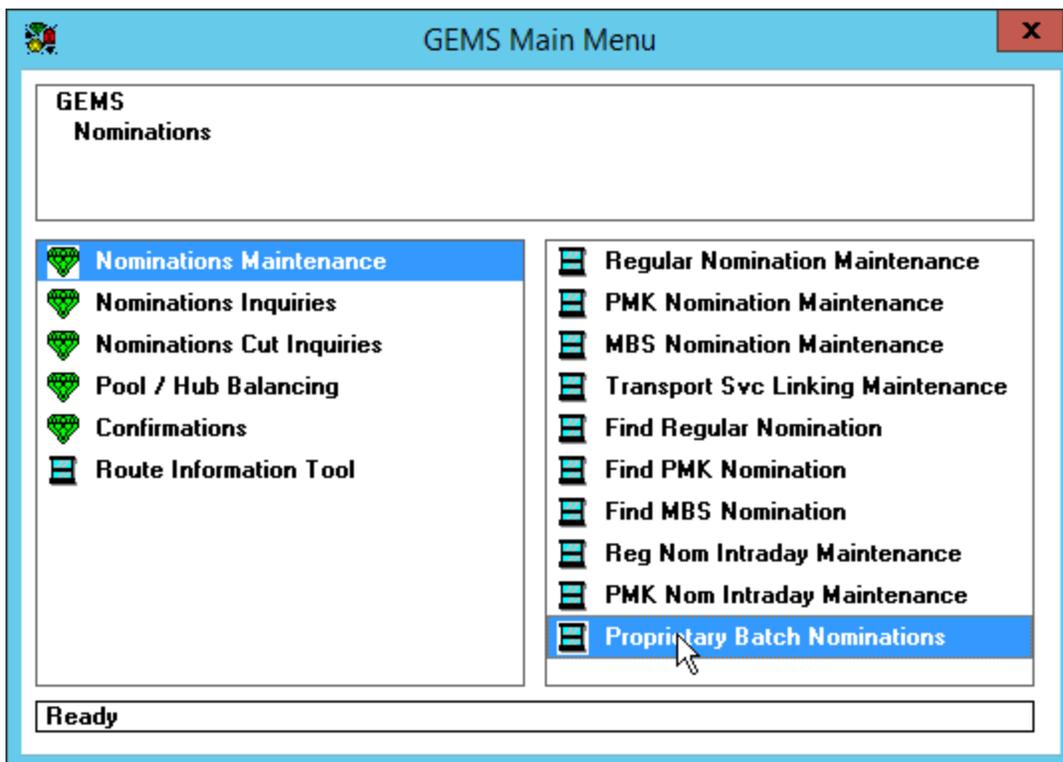
- Then select file/import nominations
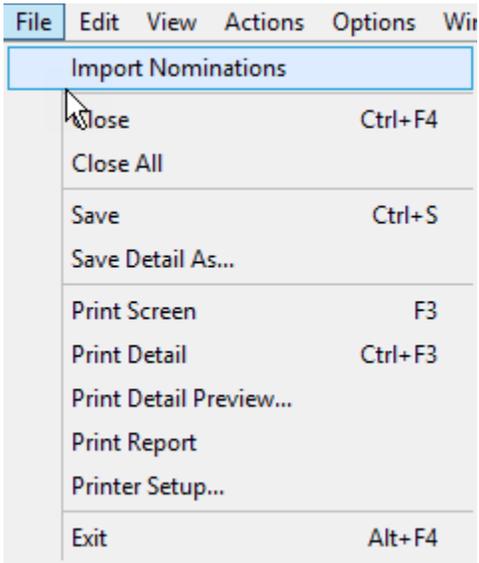
- You will then select your batch nom file **(file name must not have any symbols or spaces)** from a folder **(folder name must not have any symbols)** in your **C drive**, then select OK
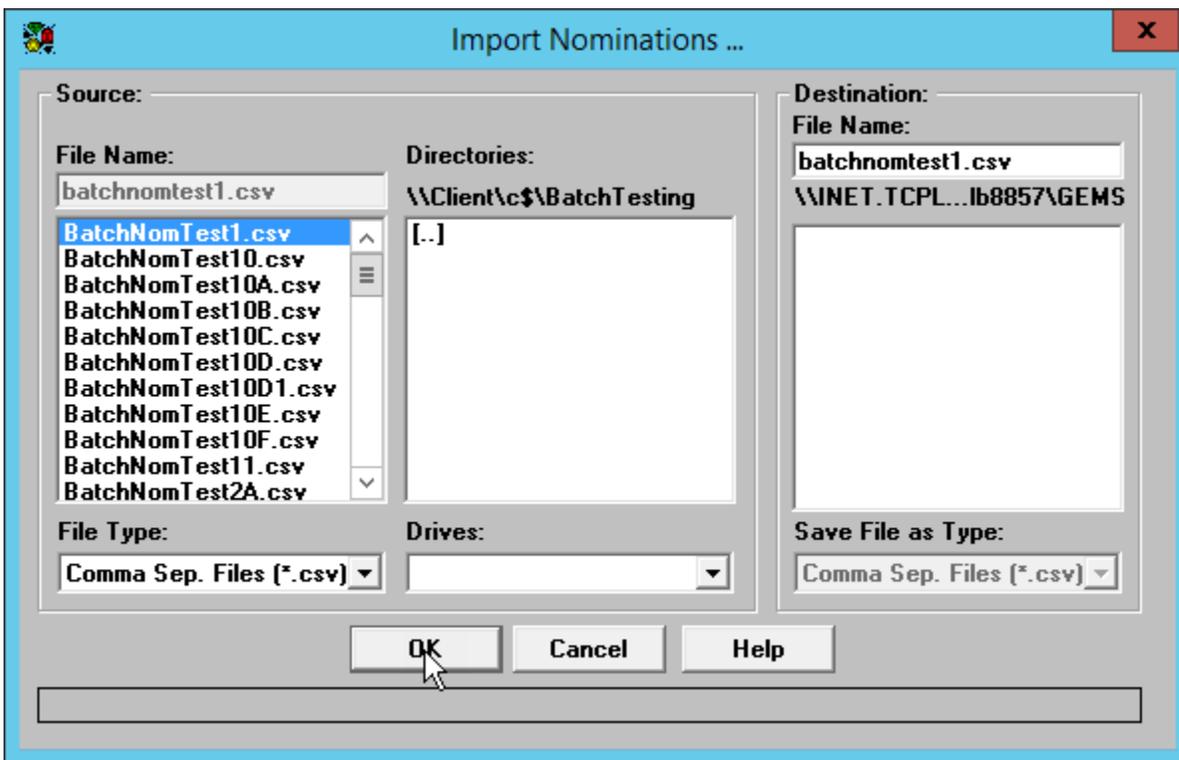
- Then you will check to make sure you have no errors or detail errors which are identified below
  - o **Errors** are issues with Nomination Id, Receipt Location, Delivery Location, Contract Id, Shipper Transaction Type, Upstream Contract Id, Upstream Identifier ID, Downstream Contract Id, Downstream Identifier ID, Package ID
  - o **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**

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

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

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