- 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 <u>C drive</u> 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

GEMS Main Menu				
GEMS Nominations				
 Nominations Maintenance Nominations Inquiries Nominations Cut Inquiries Pool / Hub Balancing Confirmations Route Information Tool 	 Regular Nomination Maintenance PMK Nomination Maintenance MBS Nomination Maintenance Transport Svc Linking Maintenance Find Regular Nomination Find PMK Nomination Find MBS Nomination Find MBS Nomination Reg Nom Intraday Maintenance PMK Nom Intraday Maintenance Proprint Rest Character 			
Ready				

• Then select file/import nominations

File	Edit	View	Actions	Options	Wir
Import Nominations					
	Glose			Ctrl+F4	1
	Close All				
	Save			Ctrl+S	5
	Save Detail As				
	Print Screen			F3	3
	Print Detail			Ctrl+F3	3
	Print Detail Preview				
	Print Report				
	Printer Setup				
	Exit			Alt+F4	1

• 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 <u>C drive</u>, then select OK

.	Import Nominations	X
Source: File Name: batchnomtest1.csv BatchNomTest10.csv BatchNomTest10A.csv BatchNomTest10B.csv BatchNomTest10D.csv BatchNomTest10D.csv BatchNomTest10D.csv BatchNomTest10E.csv BatchNomTest10E.csv BatchNomTest10.csv BatchNomTest10.csv BatchNomTest10.csv BatchNomTest10.csv	Directories: \\Client\c \$ \BatchTesting []	Destination: File Name: batchnomtest1.csv \\INET.TCPLIb8857\GEMS
File Type: Comma Sep. Files (*.csv) ▼	Drives:	Save File as Type: Comma Sep. Files (*.csv)

- 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	n - File:batchnomtest	1.csv Batch ID:1656864	Row 2 of 2	Status: Validated	
1	Description	Detail Errors: 1		Rec: 1 of 1	
	Invalid Service Requester				
	Invalid Service Requester Contract				
				Start Dt: 6/11/2020 15:24:10	
				End Dt:	
				% Completed:	
Totals: Error	rs:2 Deta	ill Errors: Yes			
			<u> </u>		
			· · · · · · · · · · · · · · · · · · ·		
	Nomination Business	Кеу	Nomin	nation Details	
Record ID:1	Nomination Business	Key	Nomin	nation Details Row 1 of 1	
Record ID:1 Detail ID Start Dt	Nomination Business	Key	Nomi	nation Details Ro w 1 of 1	
Record ID:1 Detail ID Start Dt 1 4/20/2020	Nomination Business Cycle End Dt TIM 4/20/2020	Key Description	Nomi	nation Details Row 1 of 1	
Record ID:1 Detail ID Start Dt 1 4/20/2020	Nomination Business Cycle End Dt TIM 4/20/2020	Key Description Invalid Nomination Beginning/En	N omin	nation Details Row 1 of 1	
Record ID:1 Detail ID Start Dt 1 4/20/2020	Nomination Business <u>Cycle End Dt</u> TIM 4/20/2020	Key Description Invalid Nomination Beginning/En	Nomin ding Date/Time	nation Details Row 1 of 1	
Record ID:1 Detail ID Start Dt 1 4/20/2020	Nomination Business <u>Cycle End Dt</u> TIM 4/20/2020	Key Description Invalid Nomination Beginning/En	Nomin ding Date/Time	nation Details Row 1 of 1	
Record ID:1 Detail ID Start Dt 1 4/20/2020	Nomination Business Cycle End Dt TIM 4/20/2020	Key Description Invalid Nomination Beginning/En	Nomin ding Date/Time	nation Details Row 1 of 1	

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

ile	Edit View Actions Options Window Help	
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-		
N	minations Validation - File:batchtest1.csv Batch ID:1656879	Row 1 of 1 Status: Validated
	1 Description Detail Errors:0	Rec: 1 of 1
	Processed	Duration: 00:00:01
		Total Recs: 1
		Start Dt: 6/11/2020 15:51:42
		End Dt:
		% Completed:
To	als: Errors: 0 Oetail Errors: No 📐	
<		>
	Nomination Business Key	Nomination Details

• MAKE SURE THE STATUS SHOWS SAVED BEFORE EXITING THE SCREEN

File Edit View Actions Options Window Help	
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Nominations Validation - File:batchtest1.csv Batch ID:1656879 Row 1 of 1	Status: Saved
1 Description Detail Errors:0	Rec: 1 of 1
Processed	Duration: 00:02:12
	Total Recs: 1
	Start Dt: 6/11/2020 15:51:42
	End Dt: 6/11/2020 15:53:54
	Completed:
Totals: Errors: 0 Detail Errors: No	

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