

Nominations – File Upload

Overview

The **Nominations File Upload** screen is accessed from the **Nominations** menu. It is used to upload Nominations from a file in bulk for any valid nomination day(s) and nomination data.

Using the Nomination File Upload Microsoft Excel template available for download in GTS, valid nominations will be inserted or updated if the LDC, upstream contract, esco\pooling area\metering type\balancing entity (i.e. pool name) and gas day in the file record are acceptable for insert or update via the daily nominations or nomination confirmation screens. Any invalid nominations will be captured and presented on the upload invalid records tab.

Nominations File Upload screen



User Guide

TO BULK UPLOAD NOMINATIONS FOR ONE OR MORE GAS DAYS

Nominations can be bulk uploaded by authorized users for any OPCO, Gas Days, Contracts and Pools in an unlocked month.

All nomination deadlines and business rules apply to uploads. I.e. If the file contains nominations that have passed all nomination deadlines, these nominations will be captured as invalid nominations and appear on the invalid nomination tab and will not overwrite closed gas days. This enables nomination histories to stay in the upload file without negatively affecting the nominations uploaded to GTS.

Using the GTSNomUploadSpreadsheet.xlsx Excel Spreadsheet template load the nominations data to be uploaded to GTS. The following data **MUST** be included in the file and must match exactly to the data on the Daily Nomination screen:

	A	B	C	D	E	F
1	OPCO	GasDay	Contract	PoolName	NominationPending	IsStorage
2	NYSEG	12/15/2015	852460	ESCO Name\AGT\Non-Daily Metered\LDC	17	No
3	NYSEG	12/16/2015	852460	ESCO Name\AGT\Non-Daily Metered\LDC	20	No
4	NYSEG	12/17/2015	852460	ESCO Name\AGT\Non-Daily Metered\LDC	20	No
5	NYSEG	12/18/2015	852460	ESCO Name\AGT\Non-Daily Metered\LDC	20	No
6	NYSEG	12/19/2015	852460	ESCO Name\AGT\Non-Daily Metered\LDC	20	No
7	RG&E	12/15/2015	5D4864	ESCO Name\DTI\EMP\Non-Daily Metered\CSC	698	No
8	RG&E	12/15/2015	856432	ESCO Name\DTI\EMP\Non-Daily Metered\CSC	0	No
9	RG&E	12/15/2015	B98514-285641	ESCO Name\DTI\EMP\Non-Daily Metered\CSC	600	No
10	RG&E	12/16/2015	5D6521	ESCO Name\DTI\EMP\Non-Daily Metered\CSC	716	No
11	RG&E	12/16/2015	856432	ESCO Name\DTI\EMP\Non-Daily Metered\CSC	0	No
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- OPCO – Name of LDC (either NYSEG or RG&E)
- GasDay – Nomination Gas Day
- Contract – Nomination Upstream Contract exactly as it is entered into GTS
- PoolName – must match exactly to the Pool name on the Daily Nomination screen
- NominationPending – Pending Nomination volume
- IsStorage – is the nomination a Storage nomination? Yes or No

In the **Source File Upload** container:

1. Click the **Select** button
 1. The Windows file select dialog window will open
 2. Select the Microsoft Excel file containing the Nomination data to be uploaded
2. If the file loaded successfully you will see the following status:



3. Click **Retrieve** to process the file contents and prepare the data to be uploaded to GTS. The **Status** will display any errors that are encountered while loading the file.

Invalid Status file load example



Valid Status file load example

File Name: NomUploadSpreadsheet - Dec 2015 - BlueRock #3.xlsx
 Status: Upload Complete with Invalid Records

Valid Records							Invalid Records
OPCO	Gas Day	Contract	Pool Name	Pending Nomination	Is Storage	Status	
OPCO#1	05/01/2016	791022	ESCO Name\AGT\Non-Daily Metered\LDC	17	<input type="checkbox"/>	Pending	
OPCO#1	05/02/2016	791022	ESCO Name\AGT\Non-Daily Metered\LDC	20	<input type="checkbox"/>	Pending	
OPCO#1	05/03/2016	791022	ESCO Name\AGT\Non-Daily Metered\LDC	20	<input type="checkbox"/>	Pending	
OPCO#1	05/04/2016	791022	ESCO Name\AGT\Non-Daily Metered\LDC	20	<input type="checkbox"/>	Pending	
OPCO#1	05/05/2016	791022	ESCO Name\AGT\Non-Daily Metered\LDC	20	<input type="checkbox"/>	Pending	
OPCO#1	05/06/2016	791022	ESCO Name\AGT\Non-Daily Metered\LDC	20	<input type="checkbox"/>	Pending	
OPCO#2	05/13/2016	791022	ESCO Name\DTI\EMP\Non-Daily Metered\CSC	20	<input type="checkbox"/>	Pending	
OPCO#2	05/14/2016	791022	ESCO Name\DTI\EMP\Non-Daily Metered\CSC	20	<input type="checkbox"/>	Pending	
OPCO#2	05/15/2016	791022	ESCO Name\DTI\EMP\Non-Daily Metered\CSC	20	<input type="checkbox"/>	Pending	
OPCO#2	05/16/2016	791022	ESCO Name\DTI\EMP\Non-Daily Metered\CSC	20	<input type="checkbox"/>	Pending	
OPCO#2	05/17/2016	791022	ESCO Name\DTI\EMP\Non-Daily Metered\CSC	20	<input type="checkbox"/>	Pending	
OPCO#2	05/01/2016	5D6520	ESCO Name\DTI\EMP\Non-Daily Metered\CSC	698	<input type="checkbox"/>	Pending	
OPCO#2	05/01/2016	811303-300871	ESCO Name\DTI\EMP\Non-Daily Metered\CSC	600	<input type="checkbox"/>	Pending	
OPCO#2	05/02/2016	5D6520	ESCO Name\DTI\EMP\Non-Daily Metered\CSC	716	<input type="checkbox"/>	Pending	

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- Once the file has been loaded GTS displays two Tabs providing the status of the data to be loaded.
 - Valid Records** tab – lists the nomination records that are valid and will be processed by GTS. The status of record will be **Pending**.

Valid Records							Invalid Records
OPCO	Gas Day	Contract	Pool Name	Pending Nomination	Is Storage	Status	
OPCO#1	05/01/2016	791022	ESCO Name\AGT\Non-Daily Metered\LDC	17	<input type="checkbox"/>	Pending	
OPCO#1	05/02/2016	791022	ESCO Name\AGT\Non-Daily Metered\LDC	20	<input type="checkbox"/>	Pending	

- Invalid Records** – lists the nominations records that are NOT valid and will not be processed by GTS. The reason for the error will be in the **Error** column of each record.

Valid Records							Invalid Records
	OPCO	Gas Day	Pool Name	Contract	Pending Nomination	Is Storage	Error
	RG&E	05/01/2016	Blue Rock Energy, Inc.\DTI\EMP\Non-Daily Metered\CSC	790923	0	<input type="checkbox"/>	The upstream contract is missing or invalid.
	RG&E	05/02/2016	Blue Rock Energy, Inc.\DTI\EMP\Non-Daily Metered\CSC	790923	0	<input type="checkbox"/>	The upstream contract is missing or invalid.
	RG&E	05/03/2016	Blue Rock Energy, Inc.\DTI\EMP\Non-Daily Metered\CSC	790923	0	<input type="checkbox"/>	The upstream contract is missing or invalid.
	RG&E	05/04/2016	Blue Rock Energy, Inc.\DTI\EMP\Non-Daily Metered\CSC	5D5891	588	<input type="checkbox"/>	The upstream contract is missing or invalid.

Invalid Records can be ignored, deleted or fixed:

- Ignored invalid records will not be loaded into GTS.

- Deleted records will not be loaded into GTS. To delete an invalid record, click the **Delete** button and click **OK** to confirm the delete.
- To edit an invalid record, click the **Edit** button. Edits can be made to the OPCO name, Gas Day, Pool Name, Contract, Pending Nomination and Is Storage data. Once the changes are made click the **Save** button or **Cancel** button. Once the changes have been saved, the Error will display any new Errors or if the changes passed validation the record will move to the **Valid Records** tab.

Valid Records		Invalid Records					
	OPCO	Gas Day	Pool Name	Contract	Pending Nomination	Is Storage	Error
		5/1/2016	ESCO Name\AGT\Non-Daily Metered\LDC	790923	0	<input type="checkbox"/>	The upstream contract is missing or invalid.
	OPCO#2	05/02/2016	ESCO Name\AGT\Non-Daily Metered\LDC	790923	0	<input type="checkbox"/>	The upstream contract is missing or invalid.

- Once all desired records have passed validation and are in the Valid Record tab, click

Release Nominations to GTS button to commit the valid records tab's nomination data to GTS as pending nominations. Upon Releasing the Nominations to GTS, each record successfully saved will have a status of **Import Successful**.

Valid Records		Invalid Records					
	OPCO	Gas Day	Contract	Pool Name	Pending Nomination	Is Storage	Status
	OPCO#2	05/01/2016	791022	ESCO Name\DTI\EMP\Non-Daily Metered\CSC	17	<input type="checkbox"/>	Import Successful
	OPCO#2	05/02/2016	791022	ESCO Name\DTI\EMP\Non-Daily Metered\CSC	20	<input type="checkbox"/>	Import Successful