



Contract Menu – Search and Update Affidavits

Purpose:

The purpose of this document is to provide detailed instructions for a Nicor Gas Nomination System administrator to search and update affidavits for single account end users, end user groups, and customer select groups. An affidavit allows a supplier to nominate on behalf of an end user.

Note: If a field is required to be completed, the field name is **bold**.

Instructions:

You can choose to either display all affidavits or filter your search to display selected affidavits.

Displaying All Affidavits

1. Select Contract in the Main Menu.
2. Select Affidavit in the Sub-menu.
3. The Affidavit Search page will display.

4. Click the **Search** button.
5. The list of Affidavits will display at bottom of the page.

Nominating Company	Customer Company	Contract Code	Contract Name	Start Date	End Date		
#1 Gas Supply	Jones Customer Select	C6321	456321@ANR	07/01/2008			
#1 Gas Supply	Member Group End Users	G1234	G1234@ANR	07/01/2008			
#1 Gas Supply	Millikin End User	10009	222222222@ANR	07/01/2008			

Field	Function
Nominating Company	Displays your company information.
Customer Company	Displays Customer Company names. The list could include single account end users, end user groups, and customer select groups.

Field	Function
Contract Code	Displays the customer's contract code. The contract code naming conventions are: Single account end user - 5 digit number End user group - G + 4 digit Transportation ID Customer select group - C + last 4 digits of Transportation ID
Contract Name	Displays the contract name associated with the affidavit. The contract name naming conventions are: Single account end user – 10 digit Transportation ID @Pipeline End user group - 4 digit Transportation ID @Pipeline Customer select group - 6 digit Transportation ID @Pipeline
Start Date	Displays start date for affidavit.
End Date	If applicable, displays end date for affidavit.

Filtered Affidavit Search

1. Select Contract in the Main Menu.
2. Select Affidavit in the Sub-menu.
3. The Affidavit Search page will display.

Field	Function
Nominating Company	Displays your company information.
Customer Company	To filter by customer, enter the Transportation ID of the customer. Hit the Enter key. The Customer name will display.
Contract	To filter by contract, enter the contract code. Hit the Enter key and the contract name will display. To enter the contract name, check the box <input checked="" type="checkbox"/> next to Name.

4. To clear your entries, click the **Clear** button.
5. To search, click the **Search** button. The results will appear at the bottom of the page.

Nicor Gas Nomination System

Affidavit Search

Nominating Company :

Customer Company :

Contract : Name

Nominating Company	Customer Company	Contract Code	Contract Name	Start Date	End Date		
#1 Gas Supply	Jones Customer Select	C6321	456321@ANR	07/01/2008			

Field	Function
Nominating Company	Displays your company information.
Customer Company	Displays Customer Company names. The list could include single account end users, end user groups, and customer select groups.
Contract Code	Displays the customer's contract code. The contract code naming conventions are: Single account end user - 5 digit number End user group – G + 4 digit Transportation ID Customer select group - C + last 4 digits of Transportation ID
Contract Name	Displays the contract name associated with the affidavit. The contract name naming conventions are: Single account end user – 10 digit Transportation ID @Pipeline End user group – 4 digit Transportation ID @Pipeline Customer select group - 6 digit Transportation ID @Pipeline
Start Date	Displays start date for affidavit.
End Date	If applicable, displays end date for affidavit.

Updating an Affidavit

1. Search for an Affidavit using the instructions above.
2. The Affidavits will display at the bottom of the page.

Nominating Company	Customer Company	Contract Code	Contract Name	Start Date	End Date		
Test Supplier	1111122222	98989	1111122222 @NGPL	09/01/2008			

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3. Click the “pencil” icon.


Update Affidavit


Nominating Company : 9999 >> Test Supplier

*** Customer Company :** 1111122222 >> 1111122222

Contract : 98989 >> 1111122222 @NGPL



Start Date : 09/01/2008 


End Date : 



4. The Update Affidavit page will display.
5. Enter an End Date to make the Affidavit inactive.
6. Hit the Save button.

*** Agency Agreement relationship saved successfully.**

Nominating Company	Customer Company	Contract Code	Contract Name	Start Date	End Date		
Test Supplier	1111122222	98989	1111122222 @NGPL	09/01/2008	11/01/2008		



7. The End Date will display.
8. To make a path active again, click the “pencil” icon and remove the end date.