



NOMINATIONS UPLOAD/DOWNLOAD

Effective January 2017, Iroquois has added a new optional feature to the Iroquois Online system to assist with nominations. On the nominations screen, you will now find buttons for uploading and downloading a spreadsheet into the system.



To **Download** the nominations spreadsheet, go to the nomination you would like to adjust and select the Download button shown above.

- If you are downloading a blank nomination, there will be no data in the spreadsheet.
- If you are downloading a submitted nomination, there will be data to adjust in the spreadsheet.

When you have made your adjustments and you are ready to upload the nomination, you will choose to **Upload** on the nominations screen. Select the file you wish to upload.

- Note: If there is currently a submitted nomination on the contract, uploading the spreadsheet will override the current information.

Frequently Asked Questions

Q: Do I **HAVE** to use the uploader? I prefer to just enter my nominations into the system on my own.

-You do not have to use the uploader to adjust your nominations, this is simply a new feature to help you if you choose to use it! You can even use the uploader in one cycle, and then make adjustments on the nomination in another cycle if you so choose!

Q: Can I upload all my nominations with one spreadsheet?

-Currently the upload function is on a contract level, meaning each contract would have to have its own spreadsheet to upload. There are separate spreadsheets for transport contracts and Park and Loan contracts. Cross-contract functionality is on our enhancements list to better assist with our shippers business needs.

Q: Can I use my internal spreadsheet to upload nominations?

-The information needs to be in the correct format to be able to upload. You can download the spreadsheet by going to the nomination screen and using the download feature.

If you have any questions regarding the nominations uploader, please contact your Iroquois representative!