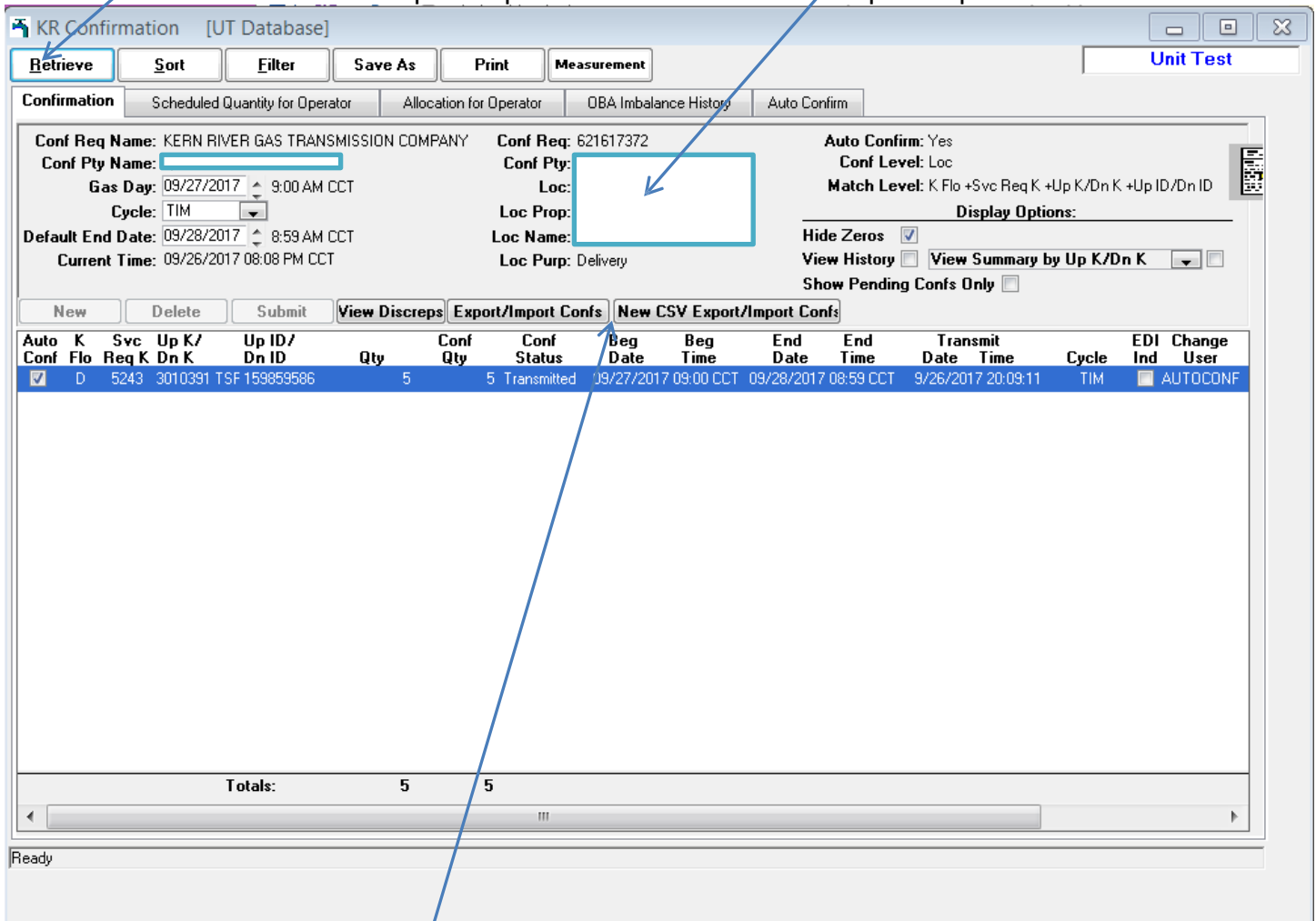# Export/Import Confirmations

CONFIRMATIONS

To Export Confirmations:

1. From the Confirmation window, select the Location (Loc Prop), Gas Day, and Cycle from which the confirmation(s) will be exported.
2. Click Retrieve to activate the Export/Import Confs and New CSV Export/Import Confs buttons.

3. Select the Export/Import Confs or the New CSV Export/Import Confs button. The first will export and import in a TXT format, and the New CSV will export and import in a CSV format. NOTE: All confirmations in the window will be included in the export file; both pending and transmitted confirmations.

4. The Copy Previous Confirmations window will open; select Export and OK.
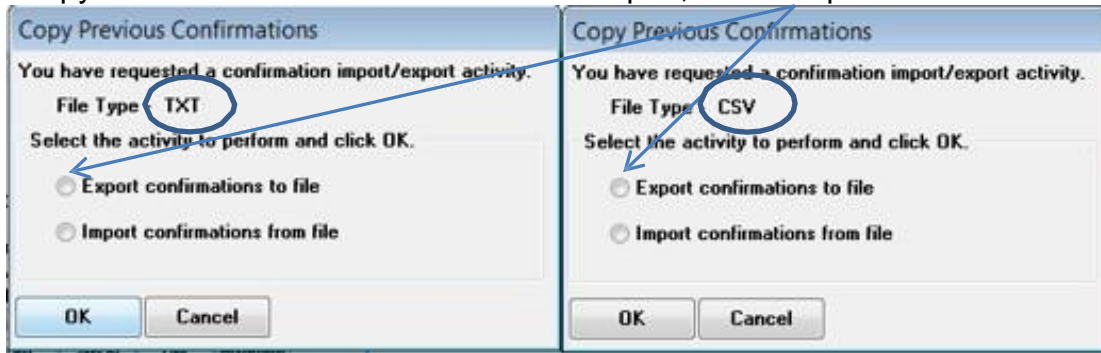
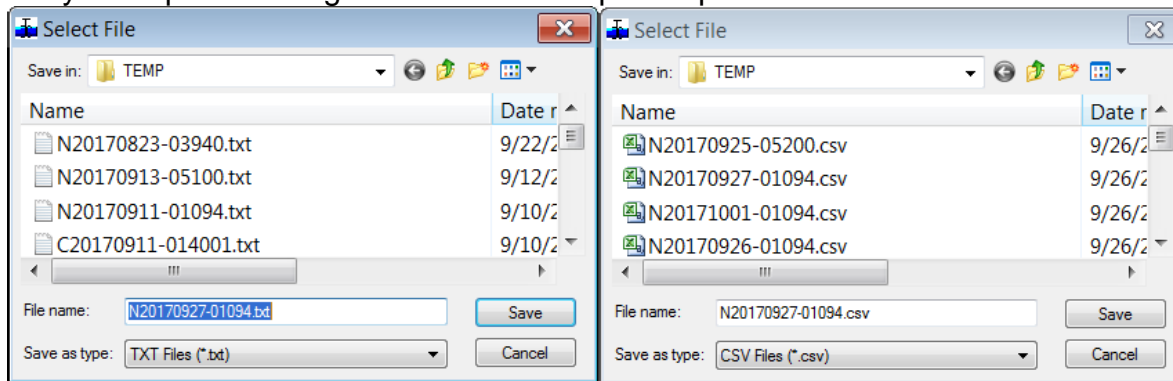5. A "Select file" box will open for the exported confirmation <u>text</u> or <u>CSV</u> file to be saved. Once the exported confirmation file is saved it can be updated and used to import. NOTE: An exported text file can only be imported using the original Export/Import Confs button, and an exported CSV file can only be imported using the NEW CSV Export/Import Confs button.

To Import Confirmations:

1. From the Confirmation window, select the Location (Loc Prop), Gas Day and Cycle you want the confirmations to import to. (See instruction #1 above)
2. Click Retrieve to activate the Export/Import Confs button.
3. Click either the Export/Import Confs (for text files) or the New CSV Export/Import Confs button (for CSV files) to open the activity window.
4. Select the radio button activity to Import confirmations and click OK.
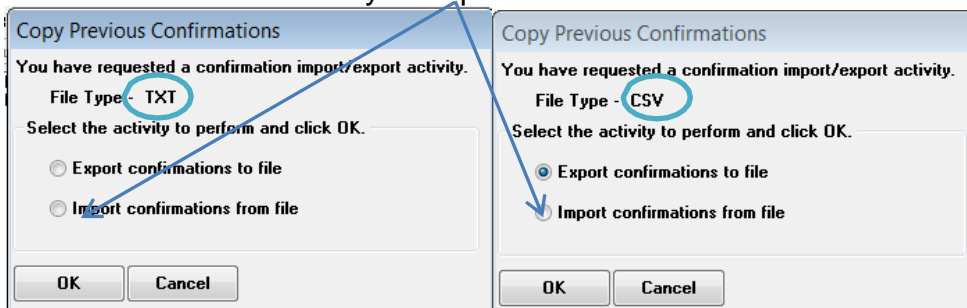
5. The Select File window will open. Select the applicable confirmation text or CSV file and import the confirmation file.

6. The file will load into the Confirmation window. NOTE: The Gas Day and Loc Prop fields must match in the Confirmation window and the import file for the import process to work.
7. With each import, a transmit text box will open asking if the confirmations should be immediately transmitted.
   a. Answer YES to transmit immediately
   b. Answer NO to add confirmations to the window in a pending status.
   c. NOTE: The transmit message box is the same for text and CSV.
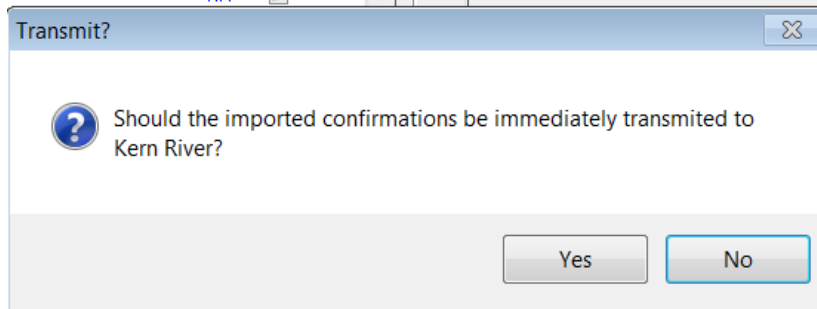
Sample Exported/Imported Text File:

```
C    014000       R    1715 J88    007939069   TIM   1129  1129  9/30/2017 09:00:00
     10/1/2017 08:59:00        X    N    F                          N
C    014000       R    1715 K07    007939069   TIM   1800  1800  9/30/2017 09:00:00
     10/1/2017 08:59:00        X    N    F                          N
C    014000       R    1829 K07    007939069   TIM   251   251   9/30/2017 09:00:00
     10/1/2017 08:59:00        X    N    F                          N
```

Sample Exported/Imported CSV File:

Gas Day	K Flo	Location Prop	Service Requester Contract	Upstream/ Downstream Contract	Upstream/ Downstream ID	Confirmation Quantity
9/30/2017	R	14000		J88	7939069	1129
9/30/2017	R	14000		K07	7939069	1800
9/30/2017	R	14000		K07	7939069	251