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I. EQR Redesign for 3rd Quarter 2013 and Beyond

The new Electric Quarterly Reports (EQR) system provides a technical solution to collect, analyze, and manage the data reported in the EQRs.

The EQR system will allow required Sellers (“Sellers”) to file their EQRs by use of a web interface or by submitting an Extensible Mark-Up Language-formatted (XML) data.

The redesigned system will engage a service-oriented architecture and capitalize on the existing systems in the FERC enterprise specifically. EQR Sellers and their designated Agents will be required to use the FERC’s eRegistration and Company Registration portals.

- The existing eRegistration services are used for authentication and authorization of the individual(s) using the system. Only individuals registered in the FERC eRegistration system are designated to file EQRs on behalf of one or more Seller(s). Information regarding eRegistration is found on the FERC website at http://www.ferc.gov/docs-filing/eregistration.asp. Please contact ferconlinesupport@ferc.gov with additional eRegistration questions.

- The existing Company Registration system is used for authorization and authentication of the Companies that do business with FERC, including Sellers and Agents. Sellers will be required to use the Company Registration system to obtain a Company Identifier (if the company does not already have a Company Identifier). A Seller may also designate employees or registered third party individuals or companies to submit EQR filings on its behalf. Information regarding Company Registration is found on the FERC website at http://www.ferc.gov/docs-filing/company-reg.asp. Please contact ferconlinesupport@ferc.gov with additional Company Registration questions.

EQR Application Overview

The EQR application is designed to gather and manage information about these four main data elements:

- ID Data
- Contract Data
- Transaction Data
- Index Reporting Data
**EQR Filing System Rules**

The rules governing the flow of information are contained in the Data Dictionary and validation rules at the following links. Error messages and their cause are listed in Appendix B of this guide.


Error Message Table: (See Appendix B in this guide for a listing of all error messages)

**Filing for 2nd Quarter 2013 and Earlier**

Filings prior to 3rd Quarter, 2013 should follow the steps and processes described in the “Filing for 2nd Quarter 2013 and Earlier” portion of the EQR page at the link below.


---

**Figure 1 – Where to Find Prior Filing Information**
II. Getting Started through Web Interface

The EQR system provides a web-based user interface where users can create, edit, update, copy, and delete EQR filings. Filings for 3rd Quarter 2013 and beyond should follow the steps in this Guide as well as any information described in the “Filing for 3rd Quarter 2013 and Beyond” portion of the EQR page.

**NOTE:** Prior to using the EQR system, a user must be eRegistered and be delegated by a registered Seller company.  

**Logging In**
To access the EQR Web client, a user should:

2. Click on the **Documents & Filing** menu → **Electric Quarterly Report (EQR)**.
3. Click on the EQR Registration link Icon.
4. The following screen displays the EQR Initial Log-In Screen.

![EQR Initial Log-In Screen]

5. Enter the email address and password created in the eRegistration system.

---

6. The Sellers Screen (Figure 3, below) lists the Seller (Data Dictionary Field 2) names that are assigned to the user who logs in.

**Sellers Screen Field Descriptions**

**Filing Period**
The filing period will default to the current filing period.

**Seller Name (Seller CID)**
The Seller is the name of the company that is authorized and required to file as indicated in the Company Registration. The “Seller Names” column displays those companies that have assigned the currently logged-in user as an EQR Seller contact or delegated EQR Agent. The Company Identifier (CID) is a number that is assigned to the Seller during the Company Registration process.

**Last Action Date**
This column will populate with an appropriate date if there is a filing that has been filed and accepted.
Filer
The Filer list reflects the Sellers and designated Agents registered during the Company Registration Process. In most cases, the Seller is also the Filer, as shown below.

![Figure 4 - Seller Name and Filer Name](image)

**NOTE:** The user may select another Seller from the Filer drop-down menu if the user has been assigned as an EQR Agent for multiple Sellers in the Company Registration process.

### Status
This column displays one of the following:

- **Editable** – This is the status of a previous filing that has been submitted by this seller.
- **Locked** – This is the status of a filing that another user is editing. Please see rules below.
- **Blank** – This is the status if a filing has not been filed by this seller.

**Locked Status Rules**
It is possible for multiple users at multiple locations to perform edits in the EQR system on the same EQR filing (for the same Seller and for the same Filing Period). However, the following guidelines apply:

- Only one assigned user at a time may edit the same EQR filing in the EQR System for a given Seller and given Filing Period.
- When a user selects a Seller for a filing Action, the system locks the Seller’s working data to prevent other users from selecting that same Seller for any filing Action within the same Filing Period.
- As long as the user is actively working on the data, the system will remain locked.
- The user will be automatically logged out if the session is inactive for 20 minutes.
- When a user intentionally logs out, the system will also release the lock on the Seller’s working data. The system will save the changes made by that user and will keep the working data available for subsequent users until FERC accepts that filing.
- If a user unintentionally exits the web interface, the working data will be saved for subsequent users.
**Entering Data through Actions on Seller Screen**

A user must select an Action from the drop-down menu of available options under the “Action” column to create, review, or modify a filing. The following options are available from the drop-down menu:

- **No Action** – This default status indicates that the user has not yet selected any action for the Seller/Filing period.

- **CSV New** – This action allows a user to create a new EQR filing from data that is uploaded in a zip file (containing up to four CSV files). This selection creates Seller’s Identification, Contract Information, and Transactions Information.

- **CSV Replace** – This action will override all or a portion of the information in an existing filing of the selected Seller/Filing Period with the data contained in a replacement CSV file uploaded by the user.

- **Manual New** – This action displays blank data entry screens, allows the user to enter all (or a portion of) the filing information manually. The Seller’s Identification information, the Contract Information, and/or the Transactions Information can be keyed in by the user.

- **Manual Edit** – This action retrieves existing data for the selected Seller/Filing period from the EQR database, displays the data on the screen, and allows the user to update and save the data. The Seller’s Identification Information, the Contract Information, and/or the Transactions Information can be updated manually. This option is only available for non-legacy data (i.e., a Seller must have filed at least one quarter of EQR data in the new system before this option becomes available).

- **Prefill from Prior Filing Period** – This action retrieves existing Seller and Contract information from the previous quarter’s filing, and displays the data on the screen. The user can then update the data and reuse it for the current filing period. This option is only available for non-legacy data (i.e., once a user has made a prior-period filing in the new system).
**EQR Filing Steps: “CSV New” Action**

If the user selects the CSV New Action, (s)he will perform the following steps:

1. Select the correct **Filing Period** from the drop-down box on the initial Seller’s Screen.

![Figure 5 - Initial Seller’s Screen and Fiscal Quarter Drop Down](image)

**IMPORTANT**: The filing period selected from the drop-down menu must correspond to the filing quarter indicated in the Identification CSV file or the system will not accept the filing.

![Figure 6 – Filing Period Must Match Filing Quarter Column in CSV File](image)
2. Select **CSV New** from the Action drop-down list.

![Figure 7 – Action List](image)

3. Click **Browse** to locate the CSV File to upload in the EQR system.

![Figure 8 – File Selection](image)

4. Click **Upload** to upload the CSV Zip file in the EQR System.

If you entered data using CSV new and received a large CSV file notification, please skip to EQR Filing Steps: Uploading Large CSV Files on the next page.

**IMPORTANT:**
Loading the data, is not the same as filing. Users must proceed to step 5 ("click enabled Seller name, Figure 10 – Zip File loaded and Seller Name enabled) and click on “submit” (Figure 11 – Submit Button) to complete an EQR filing.

**NOTE:** If the uploaded data contain errors, the screen will display error information in one of two ways shown in Figure 9 below. The errors listed in the screen must be corrected before the data can be successfully uploaded. For a list of error messages, please see Appendix B of this guide.

![Figure 9 – Examples of Validation Error Notices](image)
5. Click on the enabled Seller name. The loaded Zip file is now associated with this Seller name and will display the data detailed in the Data Verification and Filing section of this guide.

![Figure 10 – Zip File loaded and Seller Name enabled](image)

**IMPORTANT:**
Loading the data, is not the same as filing. Users must proceed to step 5 (“click enabled Seller name, Figure 10 Figure 10 – Zip File loaded and Seller Name enabled) and click on “submit” (Figure 11 Figure 11 – Submit Button) to complete an EQR filing.

![Figure 11 – Submit Button](image)

**NOTE:** Before hitting submit, users are encouraged to proceed to instructions in III. Data Review and Verification in the Web Interface beginning on page 34.

**EQR Filing Steps: Uploading Large CSV Files**
CSV files over a certain size will prompt notification that the file is too large to be submitted for pre-validation and provide an option to submit the file for Test Only or Direct CSV Submission. This accommodates the system’s process queue management. At any given time, the system may adjust one or more size thresholds in order to optimize queue management. Upon receiving the notification, users can select the option to submit the file for **Test Only** or for **Direct CSV Submission**.
NOTE: The Test Only process does not write to the database so we encourage use of the Test Only process to improve submission response time and queue management. Once testing is completed, users may submit tested files in Direct CSV Submission to complete filing requirements.

1. Select the correct Filing Period from the drop-down box on the initial Seller’s Screen.

   ![Figure 12 - Initial Seller’s Screen and Fiscal Quarter Drop Down](image)

   **Figure 12 - Initial Seller’s Screen and Fiscal Quarter Drop Down**

   IMPORTANT: The filing period selected from the drop-down menu must correspond to the filing quarter indicated in the Identification CSV file or the system will not accept the filing.

   ![Figure 13 – Filing Period Must Match Filing Quarter Column in CSV File](image)

   **Figure 13 – Filing Period Must Match Filing Quarter Column in CSV File**
2. Select **CSV New** from the Action drop-down list.

![Figure 14 - Action List](image1)

3. Click **Browse** to locate the CSV File to upload in the EQR system.

![Figure 15 – File Browse Selection](image2)

4. Click **Upload** to upload the CSV Zip file in the EQR System.

5. A CSV file too large will display the following message.

![Figure 16 – Large File Message](image3)
6. Click **OK**. New filing options will display at the bottom of the screen as in Figure 17 below.

![Figure 17 – Large File Options displayed](image)

7. Select from one of the following Options
   - Test Only Validation
   - Direct Submission

8. Click the **Browse** button to select the file again.

9. Click the **Upload** button to load the file.

10. The file will now be processed for Large CSV File Processing. The system will email results of the selected process upon processing completion.

![Figure 18 – Message Confirming Large File Sent](image)

11. The Large File Processing buttons list can be closed by clicking into the blue triangle on the left of the buttons list (see Figure 17, above). System function will be returned back to regular file size. You may upload the file again.
NOTE: To view data from a submission containing over 10,000 rows of data, use the report viewer after the file is accepted at http://eqrreportviewer.ferc.gov

Figure 19 – Error Retrieval Message
EQR Filing Steps: “Prefill from Prior Filing Period” Action

This action retrieves existing Seller’s identification and contract information from the prior quarter’s filing, and displays the data on the screen. The user can then update the data and reuse it for the current filing period.

1. Select the current **Filing Period** from the Filing Period drop-down menu.

   **NOTE:** The Filing Period selection is critical to this action. Users who select “prefill” must be able to retrieve data already stored in the system from a preceding quarter. Prefill works in the current quarter only if there is a **Last Action Date** message displayed for the seller reflecting that there is an earlier quarter’s data.

   ![Figure 20 – Seller Names and Last Action Date](image)

2. Select the **Prefill from Prior Filing Period** action from the Action drop-down box.

   ![Figure 21 – Prefill from Prior Period Action](image)

3. Click the **Seller name**.

   **NOTE:** If the Seller has not filed the previous quarter, the prefill option is not available and the system will display the message in Figure 22.

   ![Figure 22 – No Prior Filing Error](image)
4. If prefill data is available, the ID Data Tab is displayed with data as shown in Figure 23.

![Figure 23 – ID Data Tab](image)

<table>
<thead>
<tr>
<th>Email</th>
<th>Name</th>
<th>Program</th>
<th>Phone</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:Linda.Baker@ferc.gov">Linda.Baker@ferc.gov</a></td>
<td>Linda C. Baker</td>
<td></td>
<td>202-501-8411</td>
<td></td>
</tr>
</tbody>
</table>
5. Click **Filer** radio button to verify contact information for Agent.

**NOTE:** There can be only one Filer Agent Contact.

6. If the logged in filer has changed, click **Remove**. Then select the logged in filer from the contact drop-down list and click **Assign Contact** to assign Filer Agent Contact.

7. Click **Seller** radio button to verify the Seller contact information. As above, the Seller Contact may be Removed and a new Contact Assigned from the drop-down list.
8. Check the box beside **Transactions Reported to Index Publisher**, if applicable, at the bottom of the ID Data tab. Using CSV upload, please indicate Y or N as applicable.

9. Select a Price Publisher (Field 73) (such as EIG, IP, DJ) from the drop-down list.

10. Click **Save** to save the information.

11. Click **Add** to add an additional Index Price Publisher.

**IMPORTANT:**
If the Seller has no further contracts or transaction data to report, the Seller may click on “**submit**” to proceed with the EQR filing.
12. Click on **Buyers** Tab to view Customer Company information.

![Figure 27 – Customer Company Information on Buyers Tab](image)

13. Click **Add** to add any additional Customer Companies.

![Figure 28 – Adding Customer Company Information](image)

14. Enter the new Customer Company name in the field provided.

15. Click **Save** to save the changes.

16. Click on a Customer Company to edit the Customer Company name.

17. Click **Edit** to modify the company name.
18. Click **Delete** to remove a company name from the list.

19. Click **Reset** to reset to the previous data.

20. Click **Save** to save the changes.

   **NOTE:** If there are no additional changes, the user can send the EQR data by clicking **Submit**.

21. Click **Contracts Tab** (Figure 30 below) to view Contracts Information.

22. Click **Add** to add Contract Details information.
23. Click **Edit** to edit the information displayed in the Contracts Details Screen.

**IMPORTANT:** Every field containing an asterisk must be reported as required and defined in the Data Dictionary at [http://www.ferc.gov/docs-filing/eqr/order770/data-dictionary.pdf](http://www.ferc.gov/docs-filing/eqr/order770/data-dictionary.pdf).

24. Click **Delete** to delete the contract. If the Seller has existing transactions associated with this contract, the system will warn the user to first delete the associated transactions before removing the related contract.

25. Click **Save** to save the new data.

26. Click the **Contract Products** Tab shown in Figure 31 to view Product information.
27. Click **Add** to add additional Contract Products.

28. Click **Edit** to edit existing data.

![Electric Quarterly Reports](image1)

Figure 31 – Contract Products Tab

29. Click **Delete** to delete selected Contract Products.

30. Click **Save** to save changes.

**IMPORTANT:** Every field containing an asterisk must be reported as required and defined in the Data Dictionary at [http://www.ferc.gov/docs-filing/eqr/order770/data-dictionary.pdf](http://www.ferc.gov/docs-filing/eqr/order770/data-dictionary.pdf).
31. Click the **Transactions Tab** (Figure 32) to view Transaction Details.

![Figure 32 – Transactions Tab](image)

32. Click **Add** to add additional Transactions. The fields will now be enabled.

**IMPORTANT:** Every field containing an asterisk must be reported as required and defined in the Data Dictionary at [http://www.ferc.gov/docs-filing/eqr/order770/data-dictionary.pdf](http://www.ferc.gov/docs-filing/eqr/order770/data-dictionary.pdf).
33. Click **Submit** to send the current EQR data for filing.

![Figure 33 – Showing the Submit Button](image1)

34. The following screen displays.

![Figure 34 – Confirmation Screen](image2)
EQR Filing Steps: “Manual New” Action

This action displays new data entry screens and allows the user to enter data manually. The minimum required data is the Seller Identification data. If applicable, the user must also report Contract, Transaction, and Index Reporting data.

To create a new EQR filing, the user must perform the following steps:

1. Select the Manual New action from the drop-down menu in the Action column of the associated seller.

2. Click the enabled Seller name link as shown in Figure 35, above. The ID Data Screen displays as shown in the example below.

3. Click the Filer radio button (Figure 37, below) to select and/or assign an Agent Contact.

**NOTE:** There can be only one Agent Contact per filing.
4. Click the **Seller** radio button to verify the Seller contact information. If there are changes in the Seller name, the user may delete the current Seller Contact and add a new Contact from the contact drop-down list. The information must match the contact information in eRegistration and Company Registration.
5. Select another name from the Contact Name and Email list.

6. Click the **Assign Contact** button to add additional Seller Contacts.

![Figure 39 – Assign Seller Contact](image-url)
NOTE: The Seller name can be changed by clicking the X under “Remove” to delete the current name and selecting another contact name from the drop-down menu.

Figure 40 – Seller Contact Screen

7. Click on the **Buyers** Tab to proceed to Customer Company data entry.

Figure 41 – Customer Company Information on Buyers Screen
8. Click **Add** to add Customer Company Data.

9. Enter Customer Company Name in the available field.

10. Click **Save** to save Customer Company information. The Customer Company name will display in the list of Customer Companies.
11. Click the **Contracts** Tab.

12. Click **Add** to add a Contract and Associated Contract Details.

![Figure 43 – Contracts Tab](image)

13. Enter data in the Contract Details Tab as required and defined in the **Data Dictionary** and **Validation Rules**.

14. Click **Save** (Figure 43, above). The data entered will display in the top section of the contracts screen as shown (in Figure 44, below)

**IMPORTANT:** The Contract Execution Date must be earlier than or equal to the last day of the selected filing period.
After clicking **Save**, the data entered will display in the top section of the Contracts screen as shown below.

![Contracts Details Screen](image)

**Figure 44 – Contracts Details Screen**
15. Click the **Contract Products** Tab.

![Figure 45 – Contract Products Fields](image)

16. Click **Add** to enable data input. The drop-down menus appear after the **Add** button is clicked.

![Figure 46 – Contracts Products Data](image)
17. Click **Save** to save the new Contract Products data. The new data record will display in the Contracts Product screen.

<table>
<thead>
<tr>
<th>Product Type</th>
<th>Product Name</th>
<th>Class Name</th>
<th>Term Name</th>
<th>Increment Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>CB</td>
<td>CAPACITY</td>
<td>F</td>
<td>LT</td>
<td>D</td>
</tr>
</tbody>
</table>

**Figure 47 – Contract Product Data**

18. Click the **Transactions** Tab to display the Transaction Details Screen as shown below.

19. Click **Add** to enable the Transaction Details Fields.

20. Enter the information in the Transaction Details Fields as required and defined by the **Data Dictionary**.

**Figure 48 – Transactions Screen**

21. Click **Save**.

**IMPORTANT**: The begin and end dates in Transaction Details must fall within the filing period selected.
22. The Transaction data that was entered and saved displays as shown in Figure 49, below.

![Figure 49 – Transactions Data](image)

23. Click **Submit** to send the data to FERC for Filing.

![Figure 50 – Submit Button](image)

24. The following screen will display after the data is submitted.

![Figure 51 – Confirmation Screen](image)
III. Data Review and Verification in the Web Interface

Once data is uploaded, manually entered, or edited, the information will be available for review on the system Tabs and in Fields, as displayed in the screen below.

**NOTE:** The system will only display up to 10,000 rows of data for users to review in the User Interface.

1. Click the **enabled Seller Name** from the web Interface Screen to open the ID Data tab.

![Figure 52 – Seller Screen](image)

**ID Data Tab**

This is the initial screen that will display after the enabled Seller link is selected.

![Figure 53 – ID Data Tab](image)

**Filer Radio Button**

1. Click **Filer** radio button under the ID Data tab. The Filer Contact Screen displays as shown in Figure 54, below.
2. Select a Contact name from the drop-down list to view applicable contact information.

3. Click **Assign Contact** to assign additional contacts to the particular EQR Filing.

4. Click the red “X” in the contact name grid to remove the contact from the list.
NOTE: The original contact information is populated from the eRegistration and Company Registration systems. In order to modify the existing EQR contacts, the user must first edit the information in those systems.

5. Click Seller. The screen associated with the Seller contains the transaction field at the bottom of the page.

Sellers
Each EQR filing must have Seller Contact information associated with contract and transaction data.

Figure 56 – Seller Contact Screen
1. Select a Contact name from the drop-down menu to display the contact information.

**NOTE:** The default contact can be removed by clicking the red “X” (Figure 57, below) and can be replaced with a new contact from the list of available names in the drop down menu. That list is populated from Company Registration.

![Figure 57 – Seller Contact Name Selected or Removed](image)

View the **Index Price Publisher** Information (Data Dictionary Field 73) in the **Transactions Reported to the Index Publisher** (Field 13) section at the bottom of the ID Data tab screen.

2. Click **Add** to add additional transactions reported to the Index Publisher.

![Figure 58 – Transaction Fields](image)

3. Click **Save** to save the information.
Customer Company Information on the Buyer Tab

1. Click the Buyers Tab to view the Customer Company Names (Data Dictionary Field 17).

2. Click **Edit** to edit any existing Customer Company information.

3. Click **Delete** to delete a selected Customer Company from the list.

4. Click **Add** to add an additional Customer Company.

5. Enter the new Customer Company name in the field.

6. Click **Save**.

The information displayed lists all Customer Companies populated from the CSV File or Manual Entry for that particular Seller during the relevant EQR Filing Period.
The new Customer Company information will display at the end of the Customer Company list as shown below.

![Figure 61](image1.png) - New Customer Company Added

**Contracts Tab**

1. Click the Contracts tab to view the contracts screen as shown below.

![Figure 62](image2.png) – Contracts Lists

**NOTE:** The Contract Unique ID (Data Dictionary Field 15) must begin with the letter C. The Contract Unique ID matches the contract product to the related contract.

2. Select the Contract drop-down menu to display all contracts or specific contracts.
3. Select a **Customer Company** from the Buyer drop-down menu to view contracts with a given Customer.

![Figure 63 – Customer Company Drop-down Menu](image)

4. Select a FERC Tariff reference (Data Dictionary Field 19) from the drop-down menu to view the referenced information.

![Figure 64 – Tariff Reference Listing](image)

**Figure 65 - Screen showing Contract-Customer Company and Tariff Reference Selected**

**NOTE:** A non-public utility without a FERC Tariff Reference should enter “NPU” for the FERC Tariff Reference in Field 19.
Contracts Details Tab

This section of the Contracts Screen provides information about the relevant agreement.

Figure 66 - Contracts Selected

1. Click **Add** to make additional entries in Contract Details.

Figure 67 – Contract Details Enabled Fields

2. Fields identified by an asterisk (*) are required and must contain data as specified in the [Data Dictionary](#).

3. Click **Save** to save the new Contract Details Information.

4. Click **Delete** to delete the selected Contract Details Information.

5. Click **Edit** to make changes in the contract details.

6. Click **Save** to save changes to the information in these screens. The **Save** option is enabled after the user completes data edits.
Contract Products Tab

All contracts must include at least one contract product.

1. Click Add to add additional contract products.
2. Click Edit to make changes to a selected Contract Product.
3. Click Delete to delete the Contract Product Details selected.
4. Click Save to save the changes.
**Transactions Tab**

The Transactions Tab lists the transactions from the selected Contract.

1. Click **Add** to add additional transaction information in the fields provided. All fields with asterisks are mandatory.

2. Select each drop-down menu to select the options for each mandatory field.

   **NOTE:** Follow the Data Dictionary guidelines to select the appropriate options for each field.

3. Click **Edit** to edit the selected transaction.

4. Click **Delete** to delete the selected transaction.

5. Click **Save** to save the new transaction or changes to an existing transaction.
After the transactions details are properly populated and saved, the information will display as shown below in Figure 71, below.

![Figure 71 – Populated Transaction Details Data](image)

Figure 71 – Populated Transaction Details Data
IV. Submitting the EQR Filing

1. From any of the screens in the previous sections, click Submit to send the data to FERC for filing.

![Submit Button](image)

**Figure 72 – Submit Button**

NOTE: If there are errors that will prevent the report from being filed with FERC, they will display on the screen. The confirmation screen will not display.

![Confirmation Pop-up](image)

**Figure 73 – Confirmation Pop-up**

2. Click OK to affirm the decision to submit the EQR data.

3. The confirmation screen displays.
Figure 74 – Confirmation Screen
V. EQR Test Only Option

The Test Only Validation feature allows users to run a file through FERC’s data validation screens before submitting data files to FERC for filing and processing. The advantage of using the test-only option is that testing the data first speeds up eventual processing time. It also allows users to receive error messages more quickly.

Users can send data to test it via Manual Entry, CSV upload, or XML upload into the Working Data system. After receiving error messages in the test-only environment, users can edit data in manual edit before submitting the files to be processed.

Once data is available in the Data System, the user can use the “CSV download” button to download the files.

Accessing the Test Only Option

1. Click the ID Data Tab or any available tab to view the Test Only Option Triangle as shown in the screen below.

2. Click the blue triangle to display the Test Only box.
3. Check the **Test Only Option** box to view the additional menus.

![Figure 76 – Test Only Options Selected](image)

- **Submit for Test** – This will allow the user to send a file and view data before validating the EQR.
- **Download CSV** – This will allow the user to view a CSV file at any point before or after making changes.
Sending Data for Test Only Validation
The "Submit for Test" button allows the user to submit the data for validation in the test only environment before sending the data to FERC for filing.

Load the CSV File according to the steps listed in this guide.

1. Click the **Submit for Test** button.

2. Click **OK** to confirm that you want to submit the test file to be validated.

3. A confirmation message will appear on the screen as shown in Figure 79, below. An automated receipt email will be sent to the person who sent the EQR file for Validation.
**Test Only – CSV File Download**

Load the CSV File according to the steps listed in this guide.

1. Click the ID Data Tab or any available tab to view the Test Only Option Triangle as shown in Figure 75 above.

2. Click the blue triangle to display the Test Only box as shown in Figure 76 above.

3. Click the **Download CSV** button. The following screen displays.

4. Click **OK** to view the unzipped CSV files as shown below.

5. Click the icon beside each file’s name to open and view its contents.
Test Only XML Submission Download

This menu option allows the user to view the test file in XML format regardless of the initial file format.

1. Click the “Test Only XML Submission Download” link as shown below.

![Figure 83 – Test XML Download Screen](image)

2. Enter the user’s eRegistered email address.

3. Enter password to download previously submitted test files.

4. Click “Test Only Submissions” to view all the submissions the user has sent.

**IMPORTANT:** Clicking the Download button (below) will display the file in XML even if the initial files were submitted as CSV or by Manual Entry.
5. Click the **Download** link of the XML Submission.

6. Click **Open** to open the file.

7. The XML file will open.

8. Click on the file to view XML code similar to that shown in Figure 87, below.
Figure 87 – File of XML Code
Delete Working Data

Once the user logs into the EQR Submission Viewer and accesses the Seller page, the user will see a “Temp Data” column on the right side of the screen.

The Delete button is enabled depending on the status of the test filing, described in scenarios 1 – 3 in Figure 89, below.

IMPORTANT: This button can only delete test data using the Test Only Features. If the user has submitted the report as a final filing, the delete button will NOT be enabled. The user must refile using the steps described in this guide.

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Does Working Data Exist?</th>
<th>Does filing exist in EQR database (DB) for same filing period?</th>
<th>Is Delete Button Enabled?</th>
<th>Populate User Interface (UI) from:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Working Data</td>
</tr>
<tr>
<td>2</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Working Data</td>
</tr>
<tr>
<td>3</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>EQR DB</td>
</tr>
</tbody>
</table>

Figure 88 – Temp Data Column

Figure 89 – Conditions under which Delete Button is enabled for Test Data
VI. Notifications

There are different emails notifications based on the status of the EQR filing. It is important that the user review the emails for instructions or errors that may require data correction in order for the report to be successfully filed with FERC.

The following diagram displays the three possible email types and the order in which users will receive them. If the filing submitted is for test only, that will be indicated in the email.

1. Receipt Email
2. Validation Email
3. Acceptance Email
3. Rejection Email
**FERC Receipt of EQR data**

After EQR data is sent to FERC, an automatic email is sent to the user who clicked the “Submit” button. Receipt of EQR data by FERC does not mean the EQR file has been accepted as valid by FERC. Figure 90 shows an example of a receipt email.

---

Subject: FERC Receipt of EQR data

Confirmation of Receipt

Thank you for participating in the FERC Electronic Filing System.

This is to confirm receipt by the FERC’s EQR Facility of the following Electric Quarterly Report (EQR) file:

- Submission ID: 355179 (Note: We have not yet opened your data to report included information.)
- Filed By: Isaac Samaha
- Filing Date: Electric Quarterly Report
- Submission Date/Time: 10/15/2013 3:29:56 PM

You will receive an email shortly, concerning the status of validation for this data file. If the file is accepted in validation, you will be notified once the data is accepted for filing.

If you have any questions, or if you detect errors in your submission or the FERC generated PDF, please contact FERC at:

E-Mail: ferconline.support@ferc.gov (do not send filings to this address)
Toll Free: 888-208-3676.

---

**Figure 90 – Typical Receipt Confirmation**

If a large CSV file is sent to FERC, an automatic email is sent to the user. Figure 91 shows an example of a large CSV file receipt email.

---

Figure 91 – Large CSV Pre-Validation email
**FERC Validation Processing**

Once data is sent to FERC, an automatic email is sent to the user when the data enters validation. It does not mean that the EQR has been accepted by FERC. If the data is sent for **Test Only** Validation, the email message will differ slightly.

The email will indicate any initial errors or warnings associated with the file. However, an additional email will signal final results. If the file is rejected, a separate rejection email is sent to the user. The file is not considered accepted until a separate acceptance email is sent.

---

Subject: FERC Validation of EQR data: <Seller Company Name> CID, <Filing Period>

Confirmation of EQR Validation

------------------------

Thank you for participating in the FERC Electronic Filing System. The FERC Electric Quarterly Report (EQR) facility has found that the following EQR data is acceptable:

- Submission ID: {1}
- Company Identifier: <CID>
- Company Name: <Seller Company Name>
- Filing Identifier: {2}
- Filing Period: <Filing Period>
- Filed By: {3}
- Time file received: {4}
- Time file began processing: {5}
- Time file ended processing: {6}

Although your file passed validation, following is the list of specific data warnings that were triggered:

-- Warning List -- Minor Defects; filing will be accepted for processing if no errors were identified. No warnings

If you have any questions, please contact FERC at:

E-Mail: feroconsupport@ferc.gov (do not send filings to this address)
Toll Free: 866-208-3676.

---

**Figure 92 – Validation email**
**FERC Rejection of EQR Filing**

This email is sent to all Filer and Seller Contacts if a Filing is rejected. If this email has been received, please contact FERC Online Support at ferconlinesupport@ferc.gov (Telephone: 202-502-6652; Toll-free: 1-866-208-3676) to report the issue.

---

**Figure 93 – Rejection of Filing Confirmation**
**FERC Acceptance of EQR Filing**

This email is sent to all Filer and Seller Contacts once a Filing is accepted. If this email has not been received, then FERC has not accepted the filing.

---

The FERC Office of the Secretary has accepted the following Electric Quarterly Report (EQR) submission for filing (Acceptance for filing does not constitute approval of any application):

- Submission ID: 203998
- Company Identifier: Oil Company Test 15
- Filing Identifier: 25
- Filing Period: 2013 Fourth Quarter
- Filed By: Praveen

Summary reports can be obtained at the links below:


E-Mail: ferconlinesupport@ferc.gov (do not send filings to this address) Toll Free: 866-208-3676.

---

**Figure 94 – Acceptance of Filing Confirmation**

**IMPORTANT:** If there are no errors and the acceptance email is not received, please contact FERC Online Support at ferconlinesupport@ferc.gov (Telephone: 202-502-6652; Toll-free: 1-866-208-3676) to report the issue.
VII. Uploading an XML File

In Order 770, the Commission discussed the many XML parser programs (commonly referred to as XML editors) available free on-line that can help you to check whether your XML file is consistent with the EQR XML Schema. The editors will check for data formatting errors. If your file contains business logic errors, a validation email will notify you. You can find some of the EQR XML editors @ [http://en.wikipedia.org/wiki/Comparison_of_XML_editors](http://en.wikipedia.org/wiki/Comparison_of_XML_editors)

FERC has released a web service for the outside users to submit the zipped EQR XML files to FERC. To send the EQR filing in XML format, there are two options.

**Option-1: Direct XML Upload**

This webpage is used to upload an EQR XML to the FERC. The EQR XML must be zipped. The direct xml upload page is as follows. [http://eqrsandbox.ferc.gov/FormsSubmissionWCF.aspx](http://eqrsandbox.ferc.gov/FormsSubmissionWCF.aspx)

1. Enter the user’s eRegistered email address and password.

![Figure 95 - Direct XML File Submission](image)

2. Click the **Browse** button to locate the file to load (sample file list displayed in Figure 96, below)
VII. Uploading an XML File

3. Click the **Upload** button shown in Figure 95 above to upload the zipped XML to FERC.

![Figure 96 – File Listings to Load XML File](image)

4. Click **OK** to submit the filing.

5. Upon successful submission, the user will see a File Upload Status and FERC EQR Submission ID as shown in the figure below.

![Figure 97 – XML Confirmation Box](image)
Figure 98 – XML Upload Status Screen
**Option-2: Web Service**

FERC has released a web service for the users to submit EQL files. The WSDL location for the service is as follows, [https://formssubmissionservice.ferc.gov/](https://formssubmissionservice.ferc.gov/).

The service features two interface methods, Hearbeat() and SubmitFile() and submitFileValidateOnly() is https enabled. The client software can use the above link to access the service and generate a proxy class. The example below is written in c#.

```xml
<wsdl:definitions xmlns:tns="urn:FercEqlWsdl">
  <wsdl:service name="FercEqlWsdl">
    <wsdl:port name="Hearbeat" operation="Hearbeat"/>
    <wsdl:port name="SubmitFile" operation="SubmitFile"/>
    <wsdl:port name="SubmitFileValidateOnly" operation="SubmitFileValidateOnly"/>
  </wsdl:service>
</wsdl:definitions>
```

Figure 99 – XML file displayed
XML Data Validation

For XSD validation, FERC is providing two online documents,

http://eqr.ferc.gov/XSD/XmlModelPublic_DataStructure.xsd
http://eqr.ferc.gov/XSD/XmlModelPublic_DataValue.xsd

For validation, reference only http://eqr.ferc.gov/XSD/XmlModelPublic_DataStructure.xsd from code. This file contains an xs:include to the second file, http://eqr.ferc.gov/XSD/XmlModelPublic_DataValue.xsd, so both are automatically included in the validation.

The XML data should be validated before uploading to FERC. Two XML samples are hyperlinked below:

File=New
File=Replace

NOTE: The PORSL and PODSL fields were split into two parts PORSL/PORSLHub, and PODSL/PODSLHub because of business rules that could not be used in XSD without splitting. Specifically, if PODBA=HUB, then PODSL must come from Appendix C, but if PODBA is not HUB, then PODSL can be anything. Likewise, if PORBA=HUB, then PORSL must come from Appendix C, but if PORBA is not HUB, then PORSL can be anything.

In order to accommodate the logic in XSD the fields were split into two. If PODBA=HUB, then set PODSLHub from Appendix C and exclude PODSL from the XML. If PODBA is not HUB, then set PODSL and exclude PODSLHub from the XML. Likewise if PORBA=HUB, then set PORSLHub from Appendix C and exclude PORSL from the XML, but if PORBA is not HUB then set PORSL and exclude PORSLHub from the XML.
**Direct XML Submissions Test Only**

1. Click the Direct XML Submission Link.

2. Click the **Test Only Option** box. The Test Only confirmation box displays.

3. Click the **OK** box.

4. Enter the user’s eRegistered email address and password.

5. Click **Browse** to locate the file.
Figure 102 – Loading XML File for Test Only Validation

6. Click **Upload** to upload the XML File.

7. Click **OK** to confirm the upload.

Figure 103 – Confirmation

8. The Test filing has been sent and a submission ID will display as shown below.

Figure 104 - Direct XML Submission-Successful
Appendix A – The CSV File

The tabs and information in the following sections will display data contained in the CSV File. The CSV File must be zipped before being uploaded into the EQR System.

The CSV is composed of four individual files. The beginning part of the file name can be different but all four files must end with the following text.

_ident.csv
_contracts.csv
_transactions.csv
_indexpub.csv

The CSV files must be zipped using a MS Windows standard compression tool. The extension name of the uploading file must be .zip; for example, the name of the zip file might be 201306_C003118.zip or 2013_TestEnergyCompany.zip.

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Compressed size</th>
<th>Password Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>201306_Order_768_Power_LLC_contracts.csv</td>
<td>Microsoft Excel Comma Separated Values File</td>
<td>7 KB</td>
<td>No</td>
</tr>
<tr>
<td>201306_Order_768_Power_LLC_ident.csv</td>
<td>Microsoft Excel Comma Separated Values File</td>
<td>1 KB</td>
<td>No</td>
</tr>
<tr>
<td>201306_Order_768_Power_LLC_indexpub.csv</td>
<td>Microsoft Excel Comma Separated Values File</td>
<td>1 KB</td>
<td>No</td>
</tr>
<tr>
<td>201306_Order_768_Power_LLC_transactions.csv</td>
<td>Microsoft Excel Comma Separated Values File</td>
<td>54 KB</td>
<td>No</td>
</tr>
</tbody>
</table>

Figure 105 –Example CSV Files

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>file_unique_id</td>
<td>company_name</td>
<td>contract_id</td>
<td>contact_name</td>
<td>contact_city</td>
<td>contact_state</td>
<td>contact_type</td>
<td>11/10/12</td>
<td>999_99_99-00</td>
</tr>
<tr>
<td>2</td>
<td>FS1</td>
<td>Order 768</td>
<td>C. Baker</td>
<td>166 1st St.</td>
<td>Washington</td>
<td>NT</td>
<td>T2P 0.1</td>
<td>CA</td>
<td>201406.08</td>
</tr>
</tbody>
</table>

Figure 106 - Example of an Ident file displayed in Excel

Each file contains various fields that contain information on company data, transaction data, contract data, and various types of contact information. For detailed information concerning the fields and information in each file, please refer to the Data Dictionary at the following URL: http://www.ferc.gov/docs-filing/eqr/order770/data-dictionary.pdf

**IMPORTANT:** When opening a CSV file that includes any long date - or - time format number, please use Notepad instead of Excel. Because Excel automatically converts those long numbers into scientific format, users who open CSV files in Excel will need to change them to the general format with no decimals before resaving as a (zipped) CSV file.
# Appendix B – Error Messages for CSV Upload and Pre-Validation

**NOTE:** Message numbers do not indicate any classification or categorization of errors.

<table>
<thead>
<tr>
<th>Message #</th>
<th>Cause</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>50</td>
<td>Browser Version checking.</td>
<td>This Browser [{0}] and Version [{1}] does not support FERC EQR at this time! Please use Internet Explorer version ≥ 7 or Google Chrome version ≥ 31</td>
</tr>
<tr>
<td>60</td>
<td>System maintenance.</td>
<td>EQR System is down for maintenance.</td>
</tr>
<tr>
<td>70</td>
<td>Plan for system maintenance.</td>
<td>EQR Sandbox will be down for maintenance from &lt;time&gt; &lt;date&gt; for about &lt;hours&gt; hours</td>
</tr>
<tr>
<td>80</td>
<td>Forgot password, then requested for “Send Password Info” with wrong email.</td>
<td>The entered eMail address is not registered in the FERC Company Registration System (<a href="http://www.ferc.gov/docs-filing/company-reg.asp">http://www.ferc.gov/docs-filing/company-reg.asp</a>).</td>
</tr>
<tr>
<td>90</td>
<td>Didn’t enter email address when login</td>
<td>You must enter an eMail address or FERC ID.</td>
</tr>
<tr>
<td>100</td>
<td>Login or password is incorrect.</td>
<td>Login or password is incorrect. Please try again or contact FERC Online Support.</td>
</tr>
<tr>
<td>200</td>
<td>Logged in email address was not registered.</td>
<td>The email address is not registered in the FERC Company Registration System (<a href="http://www.ferc.gov/docs-filing/company-reg.asp">http://www.ferc.gov/docs-filing/company-reg.asp</a>).</td>
</tr>
<tr>
<td>300</td>
<td>No Seller found for a logged in user</td>
<td>No Seller was found from your list. There may be a data communication issue, or you are not currently authorized to file on behalf of any Seller. You can try again later or contact FERC Online Support at <a href="mailto:ferconlinesupport@ferc.gov">ferconlinesupport@ferc.gov</a> or Telephone: 202-502-6652; Toll-free: 1-866-208-3676</td>
</tr>
<tr>
<td>400</td>
<td>Zip file was unable to select / Zip file is empty</td>
<td>No file was selected or the selected file is empty. Please check the zip file you uploaded to confirm that it contains the appropriate CSV files.</td>
</tr>
<tr>
<td>500</td>
<td>When the user selected a wrong Action</td>
<td>Incorrect Action type selected for CSV upload. Please try again.</td>
</tr>
<tr>
<td>600</td>
<td>Selected file for upload has different extension than &quot;.zip&quot;</td>
<td>The file you tried to upload is not recognized as a “.zip” file. Please confirm that the file name ends in “.zip” and it is a .zip file.</td>
</tr>
<tr>
<td>Message #</td>
<td>Cause</td>
<td>Message</td>
</tr>
<tr>
<td>-----------</td>
<td>----------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>800</td>
<td>Server data file is locked for further processing purpose (like queuing for submission, or is opening under other user name, or under system maintenance, or within 20 minutes since last processing…)</td>
<td>The current data is being processed and cannot be edited. Please try again later.</td>
</tr>
<tr>
<td>900</td>
<td>Unknown cause of errors.</td>
<td>The uploaded file could not be processed. Please retry or contact FERC Online Support at <a href="mailto:ferconlinesupport@ferc.gov">ferconlinesupport@ferc.gov</a> or Telephone: 202-502-6652; Toll-free: 1-866-208-3676.</td>
</tr>
</tbody>
</table>
| 910       | Processing Errors.  
UI codes:  
UKN: unknown,  
DLC: deadlock,  
DES: deserializing,  
IEX: other inner exceptions. | An error occurred while processing your filing. Please restart the webpage and try again at a later time or contact FERC Online Support at ferconlinesupport@ferc.gov or Telephone: 202-502-6652; Toll-free: 1-866-208-3676. UI code: [{0}] Please send your zip file through email for troubleshooting. (show this sentence if UI code = IEX/OBJ) |
| 920       | Request for large number of rows on the UI.  
Current setting:  
{0} = 10,000  
{2} = http://eqrreports.ferc.gov/ | The system is unable to retrieve data with more than {0} rows. Your data contains {1} rows. To view your submitted data, please use Report Viewer at {2} |
| 930       | Requested Manual Edit for more than {0} rows in the UI.  
Current setting:  
{0} = 1,000 | Your request for large data retrieving has been sent. Please check back and use Refresh Status button after 30 minutes. |
| 940       | Prefill for more than {0} rows of contract contract products in the UI.  
Current setting:  
{0} = 10,000 | The system is unable to retrieve data for prefill with more than {0} rows of contract products. Your data contains {1} rows. |
| 950       | Request for Prefill more than {0} rows in the UI.  
Current setting:  
{0} = 1,000 | Your request for large data Prefill has been sent. Please check back and use Refresh Status button after 30 minutes. Then, use Manual New with [Editable] status to continue the next steps. |
<p>| 960       | CSV Replace selected without any previous submissions.               | This CSV action can be selected only if a previous filing found. No filing activity found for the Seller you selected within {current period} |
| 970       | CSV New selected with previous submission.                          | This CSV New action can only be selected for the first filing of the period. A filing was found on {previous filing date} for the Seller you selected within {current period} |</p>
<table>
<thead>
<tr>
<th>Message #</th>
<th>Cause</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>970</td>
<td>Manual New selected previous submission and without “Editable” status</td>
<td>This Manual New action can only be selected for the first filing of the period, or if the data status is Editable. A filing was found on { \textit{previous filing date} } for the Seller you selected within { \textit{current period} }.</td>
</tr>
<tr>
<td>980</td>
<td>Manual Edit with no previous submission</td>
<td>The Seller you selected has not had any filing activity within { \textit{current period} }.</td>
</tr>
<tr>
<td>1000</td>
<td>Successfully uploaded to Working Table.</td>
<td>Your file has successfully been uploaded. If you chose not to file your EQR at this time, it will be held in a working directory until overwritten.</td>
</tr>
<tr>
<td>1010</td>
<td>Uploaded large file</td>
<td>The large data file for Seller { \textit{Seller CID} } - { \textit{Quarter/Year} } is being uploaded and will be directly submitted for { \textit{Test Only Validation or Validation/Submission} } through an offline process. You will be notified by email on the status of the filing.</td>
</tr>
<tr>
<td>1200</td>
<td>When there was at least an error with uploading.</td>
<td>The following errors were encountered while validating the data:</td>
</tr>
<tr>
<td>1300</td>
<td>Seller name clicked without CSV uploading (CSV new, CSV replace)</td>
<td>You have tried to select a Seller without uploading data files. Before proceeding to the next step, you must upload CSV files or choose an alternate Action.</td>
</tr>
<tr>
<td>1400</td>
<td>System unable to connect to servers.</td>
<td>A communication error has occurred. Please retry or contact FERC Online Support at <a href="mailto:ferconlinesupport@ferc.gov">ferconlinesupport@ferc.gov</a> or Telephone: 202-502-6652; Toll-free: 1-866-208-3676.</td>
</tr>
<tr>
<td>1700</td>
<td>Seller has no filings in previous quarter.</td>
<td>No previous quarter data for this Seller exist. Previous quarter data cannot be used to prefill the current quarter unless Seller has successfully submitted a filing in the previous quarter.</td>
</tr>
<tr>
<td>1800</td>
<td>Action not selected.</td>
<td>Please select an Action from one of the Seller’s drop down menus above to continue.</td>
</tr>
<tr>
<td>1900</td>
<td>Seller’s data is opened under other user or within '20 minutes policy'</td>
<td>Active User Name: &lt;name&gt; Company: &lt;name&gt; appears to be working with data in this filing period. If (s)he is not, please ask the active user to log out of the EQR system or try again in 30 minutes.</td>
</tr>
<tr>
<td>2100</td>
<td>Trying to open data that are in validation.</td>
<td>The current data are being validated and cannot be edited or changed. Please try again later.</td>
</tr>
<tr>
<td>2200</td>
<td>Replace large data, which is under processing.</td>
<td>The current uploaded large data is being processed and cannot be edited or changed. Please try again later.</td>
</tr>
<tr>
<td>Message #</td>
<td>Cause</td>
<td>Message</td>
</tr>
<tr>
<td>-----------</td>
<td>--------</td>
<td>---------</td>
</tr>
<tr>
<td>2210</td>
<td>Request for data, which is updating by other process (or user).</td>
<td>Current data record is being updated by another process.</td>
</tr>
<tr>
<td>2220</td>
<td>Deleted temp data by “Delete” button.</td>
<td>You have successfully deleted your working data file from the temporary working data area. WorkingData ID = {0}; CID = {seller CID} - {selected quarter}</td>
</tr>
<tr>
<td>2230</td>
<td>Unable to delete the temp data.</td>
<td>Unable to delete working data file from the temporary working data area. The data maybe already removed.</td>
</tr>
<tr>
<td>2240</td>
<td>Clicked on Delete button to delete the temp data</td>
<td>You are about to erase the entire working data file from the temporary working data area. Click OK to erase the data.</td>
</tr>
<tr>
<td>2300</td>
<td>Server is unable to connect to FERC Online Support for verification ID/Password.</td>
<td>An error occurred due to a server communication problem. Please try at a later time or contact FERC Online Support at <a href="mailto:ferconlinesupport@ferc.gov">ferconlinesupport@ferc.gov</a> or Telephone: 202-502-6652; Toll-free: 1-866-208-3676.</td>
</tr>
<tr>
<td>2400</td>
<td>Contract Page submission error</td>
<td>A processing issue has occurred; please resubmitting or contact FERC Online Support at <a href="mailto:ferconlinesupport@ferc.gov">ferconlinesupport@ferc.gov</a> or Telephone: 202-502-6652; Toll-free: 1-866-208-3676.</td>
</tr>
<tr>
<td>2500</td>
<td>Contract Page missing Customer Company</td>
<td>Customer Company Name (Data Dictionary Field 17) is a required field. Please include at least one Customer Company Name to upload or manually add a contract. Please see the EQR Data Dictionary available at <a href="http://www.ferc.gov/docs-filing/eqr.asp">http://www.ferc.gov/docs-filing/eqr.asp</a>.</td>
</tr>
<tr>
<td>2502</td>
<td>Omitted a required field value in Contract tab.</td>
<td>{Field Name} is Required! Or: {Field Name} is missing!</td>
</tr>
<tr>
<td>2024</td>
<td>Rule F24.6 validation on the UI.</td>
<td>TotalTransactionCharge is not equal to (TransactionQuantity * Price + TotalTransmissionCharge) (± 1%). See rule F24.6</td>
</tr>
<tr>
<td>2506</td>
<td>Enter wrong date format</td>
<td>{Field Name} is Invalid! (must be {date format})</td>
</tr>
<tr>
<td>2508</td>
<td>One of four rate fields missing.</td>
<td>One of four rate fields (Rate, Rate Minimum, Rate Maximum, or Rate Description) must be included!</td>
</tr>
<tr>
<td>2510</td>
<td>Assigned duplicated contact</td>
<td>{Contact} is already assigned to this {Contact Type}</td>
</tr>
<tr>
<td>2520</td>
<td>Successfully assigned a contact</td>
<td>Assigned Contact(s) for {Company CID}</td>
</tr>
<tr>
<td>2530</td>
<td>Attempting to remove a contact from list</td>
<td>Are you sure you want to delete this contact?</td>
</tr>
<tr>
<td>Message #</td>
<td>Cause</td>
<td>Message</td>
</tr>
<tr>
<td>-----------</td>
<td>-------</td>
<td>---------</td>
</tr>
<tr>
<td>2540</td>
<td>Uploaded invalid value into Contract Products tab. System replaced by default values.</td>
<td>Invalid value [{0}] was removed!</td>
</tr>
<tr>
<td>2600</td>
<td>Contract Page error: too many contracts</td>
<td>There are too many contracts to display in the Web Interface. Please use the download CSV option to obtain a copy of your working data and review the Contracts that you have submitted.</td>
</tr>
<tr>
<td>2610</td>
<td>ID Data (Filer/Seller Contact) is not assigned.</td>
<td>ID Data (Filer/Seller Contact) is required and may not be left blank. Please complete ID Data tab before continuing other tasks.</td>
</tr>
<tr>
<td>2620</td>
<td>Submit filing with incorrect Filer authentication.</td>
<td>Your current login ID Data (Email={0}, Company ID={1}) does not match with the Filer ID Data (Email={2}, Company ID={3}). Please update the Filer ID Data before submitting.</td>
</tr>
<tr>
<td>2630</td>
<td>A system error occurred when processing the submitting data.</td>
<td>System error when producing CSV file from system, please try to download again at a later time, or send this screenshot to FERC Online Supports. Internal system message: &lt;message&gt;</td>
</tr>
<tr>
<td>2640</td>
<td>Filing Notes errors.</td>
<td>A processing issue has occurred; please check your Filing Notes again or contact FERC Online Support at <a href="mailto:ferconlinesupport@ferc.gov">ferconlinesupport@ferc.gov</a> or Telephone: 202-502-6652; Toll-free: 1-866-208-3676.</td>
</tr>
<tr>
<td>2650</td>
<td>Submitted the filing</td>
<td>Your file is being submitted. Please wait .....</td>
</tr>
<tr>
<td>2660</td>
<td>CSV data download requested.</td>
<td>CSV files are being created. Please wait .....</td>
</tr>
<tr>
<td>2670</td>
<td>Submission button clicked.</td>
<td>You are about to send {FilingPeriod} data to FERC for Filing Validation. Click OK to proceed.</td>
</tr>
<tr>
<td>2680</td>
<td>Test only button clicked.</td>
<td>Are you sure you want to send data for Test Only Validation? Click OK to proceed.</td>
</tr>
<tr>
<td>2700</td>
<td>Zip file compressing type unrecognized.</td>
<td>The file you tried uploading is not recognized as a “.zip” file. Please confirm that the file name ends in “.zip” and is a .zip file. Please see the instructions in the Filing Guide regarding submitting compressed zip files.</td>
</tr>
</tbody>
</table>
| 2800      | More than four files found in the zip. | No more than four files can be included in the zip file that you upload at any one time. The four CSV files must end with the following text: 
  _ident.CSV
  _contracts.CSV
  _transactions.CSV
  _indexpub.CSV |
<table>
<thead>
<tr>
<th>Message #</th>
<th>Cause</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>2900</td>
<td>No Zip File was selected or the selected Zip file was empty.</td>
<td>The zip file you submitted is empty. Please check the zip file you uploaded to confirm that it contains the appropriate CSV files.</td>
</tr>
<tr>
<td>3000</td>
<td>Files in zip file are not CSV type.</td>
<td>The zip file you uploaded does not include files in CSV format with CSV extensions.</td>
</tr>
<tr>
<td>3010</td>
<td>Uploaded CSV file with un-recognized name.</td>
<td><code>{csv_fileName}</code> file does not match file name requirements.</td>
</tr>
<tr>
<td>3100</td>
<td>Mandatory valid _ident.csv file not found</td>
<td>Each submitted upload must include a zip file whose name ends in _ident.csv.</td>
</tr>
<tr>
<td>3200</td>
<td>More than one of each four CSV files found in the zip</td>
<td>Submitted uploads cannot include multiple files with the same suffix. There is more than one &lt;suffix&gt;.CSV in the zip file.</td>
</tr>
</tbody>
</table>
| 3300      | Incorrect CSV file named found in the zip | The submitted upload cannot be processed because the CSV file(s): `<csvFile>` is (are) not allowed as a file name(s). The CSV files must end with the following text::  
`_ident.CSV`  
`_contracts.CSV`  
`_transactions.CSV`  
`_indexpub.CSV` |
<p>| 3400      | Uploaded _transactions.csv without _contracts.csv file | No _contracts.csv file found for the uploaded _transactions.csv file in the zip. Transactions that occur within the reporting quarter must have corresponding contracts reported during the same reporting quarter. |
| 3600      | CSV file size is too big | Zip file size exceeds maximum allowable size ({0} MB) |
| 3610      | CSV file size is large enough for direct processing. | It appears that the zip file is too large for the Prevalidation process. Please choose Test Only Validation or Direct Submit to process the file. Results will be emailed upon completion. (Note: please reselect your file before hitting the Upload button.) |
| 3620      | Direct processing selected however regular file size re-uploaded. | The reloaded zip file appeared to be regular size and has been processed as such. |
| 3700      | Compressing errors found in the zip. | The uploaded zip file has compression errors. Please create a new zip file and retry uploading with the new file. |
| 3800      | Unable to de-compress zip file. | The file you tried to upload is not recognized as a '.zip' file. Please confirm that the file name ends in '.zip' and is a .zip file. |</p>
<table>
<thead>
<tr>
<th>Message #</th>
<th>Cause</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>3900</td>
<td>Unknown CSV files parsing errors</td>
<td>The EQR system has had unidentifiable problems reading your CSV files. Please recreate your CSV files, compress them, and try resubmitting the files.</td>
</tr>
<tr>
<td>4100</td>
<td>_ident.csv file missing FS row</td>
<td>No Seller (code 'FS') found in the ID Data file (Ident.CSV). At least one Filer Unique Identifier of FS# (where “#” is an integer) is required to indicate a Seller employee’s contact information.</td>
</tr>
<tr>
<td>4300</td>
<td>_ident.csv file missing FA row</td>
<td>No Agent (code 'FA') found under Ident.CSV file. A Filer Unique Identifier of FA1 is required to indicate the Agent contact information. The Agent should reflect a person actually sending the data and may be a company employee or designated third party.</td>
</tr>
<tr>
<td>4400</td>
<td>More than 1 FA code found in _ident.csv</td>
<td>There is more than one Agent row (code 'FA') found under Ident.CSV file.</td>
</tr>
<tr>
<td>4410</td>
<td>Uploaded different Seller CIDs for multiple FSs</td>
<td>There is more than one Seller CID found under Ident.CSV file!</td>
</tr>
<tr>
<td>4420</td>
<td>_ident.csv file total data rows is less than 2 or more than 10 (not including the header row), matching 1 FA and max 9 FS</td>
<td>Number of data rows from Ident.csv file must be between the range of 2 and 10.</td>
</tr>
<tr>
<td>4500</td>
<td>Selected reporting period is different than the one from _ident.csv</td>
<td>The Filing Quarter (Data Dictionary Field 14) in the Ident.CSV file (&lt;quarter&gt;) does not match the selected Filing Period indicated in the User Interface. Please change the CSV or chose an alternate Filing Period from the pull down menu above before uploading the CSV data.</td>
</tr>
<tr>
<td>4600</td>
<td>Selected Seller CID is different than the one from _ident.csv file</td>
<td>The Seller CID from Ident.CSV file &lt;theSellerCID&gt; does not match selected the Seller CID indicated on the User Interface list selected above. Please check that you are uploading data for the Seller you intend to and/or check that the CIDs are correct.</td>
</tr>
<tr>
<td>4700</td>
<td>The selected CID is different than the one from _ident.csv file</td>
<td>Company Identifier (Data Dictionary Field 3) of the ID Data in _Ident.CSV &lt;theAgentCID&gt; does not match the Seller CID indicated on the User Interface list selected. Please check that you are uploading data for the Seller you intend to and/or check that the CIDs are correct.</td>
</tr>
<tr>
<td>4800</td>
<td>Seller name and Seller CID are mismatched where Filer Unique Identifier is FS#.</td>
<td>Company Name (Data Dictionary Field 2) of the ID Data (_Ident.CSV) [&lt;theSellerName&gt;] for &lt;Filer Unique Identifier&gt; does not match with registered name [&lt;RegisteredName&gt;] for the specified Company</td>
</tr>
</tbody>
</table>
## VII. Uploading an XML File

<table>
<thead>
<tr>
<th>Message #</th>
<th>Cause</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>4900</td>
<td>The Contact name and Company Identifier are mismatched where Filer Unique Identifier is FA1</td>
<td>Company Name (Data Dictionary Field 2) of the ID Data (_Ident.CSV) [(&lt;\text{FilerName}&gt;)] for &lt;Filer Unique Identifier&gt; does not match with registered name [(&lt;\text{RegisteredName}&gt;)] for the specified Company Identifier (Data Dictionary Field 3).</td>
</tr>
<tr>
<td>5000</td>
<td>Missing _indexpub.csv file with field (13) answered as YES</td>
<td>When Transactions Reported to Index Publishers is reported as Y (Data Dictionary Field 13) an Index Reporting Data file, indexpub.csv (Data Dictionary Fields 71 through 74) _) is required. Please include the _indexpub.csv in the Zip file and try uploading again.</td>
</tr>
<tr>
<td>5100</td>
<td>Field (71) does not match field (1)</td>
<td>Filer Unique Identifier (Data Dictionary Field 71) of the Index Reporting Data (_indexpub.csv) does not match a Filer Unique Identifier in Field 1 of the ID data (_ident.csv).</td>
</tr>
<tr>
<td>5300</td>
<td>Uploaded header row differs from system header row. Warning only. Appears only when there was another error.</td>
<td>Warning: It appears that &lt;file&gt;.CSV file has data in the wrong fields because your file’s header row does not match the System sample files. Please check that uploaded data includes all fields. - System header row: &lt;list of standard fields&gt; - Your header row: &lt;list of submitted fields&gt;.</td>
</tr>
<tr>
<td>5400</td>
<td>Other than FS, FA found in the _indent.csv file</td>
<td>The ID Data must include at least one Seller and one Agent. &lt;UID&gt; is unidentified Filer Unique ID. Filer Unique Identifier (Data Dictionary Field 1) is used to identify contact information for the seller and the agent. (1) A Filer Unique Identifier of FS# (where “#” is an integer) should be used to indicate a Seller employee contact(s) information. (2) A Filer Unique Identifier of FA1 should be used to indicate the Agent contact Information. Agent may be a company employee or designated third party.</td>
</tr>
<tr>
<td>5500</td>
<td>Other than FS1 – FS9, FA1 found in the _indent.csv file</td>
<td>&lt;FS,FA&gt; from Ident.csv file is not coded as &lt;FS,FA&gt;1 as required.</td>
</tr>
<tr>
<td>Message #</td>
<td>Cause</td>
<td>Message</td>
</tr>
<tr>
<td>-----------</td>
<td>-------</td>
<td>---------</td>
</tr>
<tr>
<td>5510</td>
<td>reserved for appending: CSV appending: FSs are not identical</td>
<td>Total Seller contacts [{0}] is not equal to Total Seller contacts found from previously submitted filing [{1}]</td>
</tr>
<tr>
<td>5520</td>
<td>reserved for appending: CSV appending: Field 13 are not identical</td>
<td>Transactions Reported to Index Price Publisher - column 13 ('{0}') does not match the original submitted</td>
</tr>
<tr>
<td>5530</td>
<td>reserved for appending: CSV appending: FS1 before and after are not identical</td>
<td>Appending Seller CID {0} does not match with submitted Seller CID {1}</td>
</tr>
<tr>
<td>5540</td>
<td>reserved for appending: CSV appending: FA1 before and after are not identical</td>
<td>Filer contact [{0}] does not match with previously submitted filing's Filer contact.</td>
</tr>
<tr>
<td>5550</td>
<td>Uploaded none-consecutive list of seller contacts.</td>
<td>Seller contacts must be consecutive. Your seller contacts list: {0} is not consecutive starting by FS1.</td>
</tr>
<tr>
<td>5600</td>
<td>Contract Service Agreement ID missing from _Contracts.csv file</td>
<td>Contract Service Agreement ID (Data Dictionary Field 20) is required. Please review contracts with Contract Unique IDs &lt;list of first 10 incorrect Contract Unique IDs&gt;.</td>
</tr>
<tr>
<td>5700</td>
<td>Contract Service Agreement ID missing from _Transactions.csv file</td>
<td>Contract Service Agreement ID (Data Dictionary Field 49) is required. Please review transactions with Transaction Unique IDs &lt;list of first 10 incorrect Transaction Unique IDs&gt;.</td>
</tr>
<tr>
<td>5800</td>
<td>Seller Company Name missing from _Contracts.csv file</td>
<td>Seller Company Name (Data Dictionary Field 16) is required. Please review contracts with Contract Unique IDs &lt;list of first 10 incorrect Contract Unique IDs&gt;.</td>
</tr>
<tr>
<td>5810</td>
<td>Uploaded Contract Product Quantity as non-numeric format value like “N/A” or so.</td>
<td>_Contracts.csv file: Incorrect Contract Product Quantity (should be numeric with up to 4 decimals) - {list the wrong Quantity}</td>
</tr>
<tr>
<td>5820</td>
<td>Uploaded Standardized Price as non-numeric</td>
<td>_Transactions.csv file: Incorrect Standardized Price (should be Numeric</td>
</tr>
</tbody>
</table>
### Uploading an XML File

#### Message 

<table>
<thead>
<tr>
<th>Message #</th>
<th>Cause</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>5830</td>
<td>Uploaded Standardized Quantity as non-numeric format value like “N/A” or so.</td>
<td>Transactions.csv file: Incorrect Standardized Quantity (should be Numeric with up to 4 decimals) - {list the wrong Standardized Quantity}</td>
</tr>
<tr>
<td>5900</td>
<td>Seller Company Name missing from _Transactions.csv file</td>
<td>Seller Company Name (Data Dictionary Field 46) is required. Please review transactions with Transaction Unique IDs &lt;list of first 10 incorrect Transaction Unique IDs&gt;.</td>
</tr>
<tr>
<td>6000</td>
<td>Customer Company Name missing from _Contracts.csv file</td>
<td>Customer Company Name (Data Dictionary Field 17) is required. Please review contracts with Contract Unique IDs &lt;list of first 10 incorrect Contract Unique IDs&gt;.</td>
</tr>
<tr>
<td>6100</td>
<td>Customer Company Name missing from _Transactions.csv file</td>
<td>Customer Company Name (Data Dictionary Field 47) is required. Please review transactions with Transaction Unique IDs &lt;list of first 10 incorrect Transaction Unique IDs&gt;.</td>
</tr>
<tr>
<td>6200</td>
<td>FERC Tariff Reference missing from _Contracts.csv file</td>
<td>The FERC Tariff Reference (Data Dictionary Field 19) is required. Please review contracts with Contract Unique IDs &lt;list of first 10 incorrect Contract Unique IDs&gt;.</td>
</tr>
<tr>
<td>6210</td>
<td>Contract Products total is bigger than {0}.</td>
<td>Total contract rows should not exceed {0}. Your _contracts.csv file contains {1} rows.</td>
</tr>
<tr>
<td>6220</td>
<td>reserved for appending: Contract C – numbers are repeated.</td>
<td>CSV Append: contract C-numbers: {0} are already used in the previously submitted filing. Hint: the following C-numbers are not in use {list of available numbers}</td>
</tr>
<tr>
<td>6225</td>
<td>reserved for appending: Transaction T – numbers are repeated.</td>
<td>CSV Append: transaction T - numbers: {0} are already used in the previously submitted filing. Hint: the following T-numbers are not in use { list of available numbers }</td>
</tr>
<tr>
<td>6230</td>
<td>reserved for appending: _indexpub.csv file is found in zip</td>
<td>_indexpub.csv file is not allowed in the CSV Append mode. Please remove it from your zip file before uploading.</td>
</tr>
<tr>
<td>6300</td>
<td>FERC Tariff Reference missing from _Transactions.csv file</td>
<td>The FERC Tariff Reference (Data Dictionary Field 48) is required. Please review transactions with Transaction Unique IDs &lt;list of first 10 Transaction Unique IDs&gt;.</td>
</tr>
</tbody>
</table>
| 6310      | Uploaded hidden CR in files. | Please check for a possible hidden carriage return character from your }
<table>
<thead>
<tr>
<th>Message #</th>
<th>Cause</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>6400</td>
<td>4 keys fields found duplicated.</td>
<td>Contracts, which are matched with 4 keys - namely, Seller Company Name (Data Dictionary Field 16), Customer Company Name (Data Dictionary Field 17), Contract Service Agreement ID (Data Dictionary Field 20), and FERC Tariff Reference (Data Dictionary Field 19) - are found duplicated between &lt;list of first 10 duplicated UID groups&gt;.</td>
</tr>
<tr>
<td>6500</td>
<td>Unable to assign transactions to any contracts.</td>
<td>Transactions that occur within the reporting quarter must be under contracts reported during the same reporting quarter; The Seller Company Name (Data Dictionary Field 16), Customer Company Name (Data Dictionary Field 17), Contract Service Agreement ID (Data Dictionary Field 20), and FERC Tariff Reference (Data Dictionary Field 19) must be identical for the transaction to be matched to a contract. Please review transactions with Transaction Unique IDs &lt;list of first 10 Transaction Unique IDs&gt; to match them with reported contracts:</td>
</tr>
<tr>
<td>6600</td>
<td>Contract UID not started by C</td>
<td>Error: Contract Unique ID (Data Dictionary Field 15) &lt;Contract Unique ID&gt; is not valid. This Field should be a number preceded by “C” but cannot include any leading zeroes.</td>
</tr>
<tr>
<td>6700</td>
<td>Leading zeroes found after C in field (15)</td>
<td>Error: Contract Unique ID (Data Dictionary Field 15) &lt;Contract Unique ID&gt; is not valid. This Field should be a number preceded by “C” but cannot include any leading zeroes.</td>
</tr>
<tr>
<td>6800</td>
<td>Transaction UID not started by T</td>
<td>Error: Transaction Unique ID (Data Dictionary Field 45) &lt;Transaction Unique ID&gt; is not valid. This Field should be a number preceded by “T” but cannot include any leading zeroes.</td>
</tr>
<tr>
<td>6900</td>
<td>Leading zeroes found after T in field (45)</td>
<td>Error: Transaction Unique ID (Data Dictionary Field 45) &lt;Transaction Unique ID&gt; is not valid. This Field should be a number preceded by “T” but cannot include any leading zeroes.</td>
</tr>
<tr>
<td>7000</td>
<td>Transactions UID duplicated</td>
<td>Error: Some UIDs from _transactions.csv are found duplicated: &lt;list first 10 duplicated UIDs&gt;.</td>
</tr>
<tr>
<td>Message #</td>
<td>Cause</td>
<td>Message</td>
</tr>
<tr>
<td>----------</td>
<td>-------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>7100</td>
<td>Missing field detected</td>
<td>Error: There is a missing field exception while parsing the <code>&lt;file&gt;</code> CSV file on line number <code>&lt;lineNo&gt;</code> and field number <code>&lt;fieldNo&gt;</code>. While reading your CSV file the system has encountered a blank entry where none is allowed or text when a number was expected. This error may have occurred because an earlier entry on the line is missing or an extra comma was inadvertently added.</td>
</tr>
<tr>
<td>7300</td>
<td>Append mode: field (15) found smaller than the current max UID.</td>
<td>You are trying to Append CSV files. The current maximum Contract Unique IDs (Data Dictionary Field 15) for this filing period is C&lt;maxUID&gt;. Please use Contract Unique IDs greater than C&lt;maxUID&gt; during Append.</td>
</tr>
<tr>
<td>7400</td>
<td>Append mode: field (45) found smaller than the current max UID.</td>
<td>You are trying to Append CSV files. The current maximum Transaction Unique IDs (Data Dictionary Field 45 for this filing period is T&lt;maxUID&gt;. Please use Transaction Unique IDs greater than T&lt;maxUID&gt; during Append.</td>
</tr>
<tr>
<td>7500</td>
<td>_indexpub.csv file presents in the zip for not YES in field (13)</td>
<td>Field 13 – Transactions Reported to Index Publishers is reported as “N” (indicating No). If transactions are not reported to an index price publisher, an Index Reporting Data file (Data Dictionary Fields 71 through 74 in _indexpub.csv) is should not be included. Please correct Data Dictionary Field 13 or remove the _indexpub.csv file before uploading. (See FAQ)</td>
</tr>
<tr>
<td>7700</td>
<td>Wrong Index Publisher name</td>
<td>Index Publisher name [{0}] is not Listed in the Data Dictionary.</td>
</tr>
</tbody>
</table>