Quick Guide of Large CSV File Submission

When selecting a file to load, click the Browse button located on the bottom of the screen.
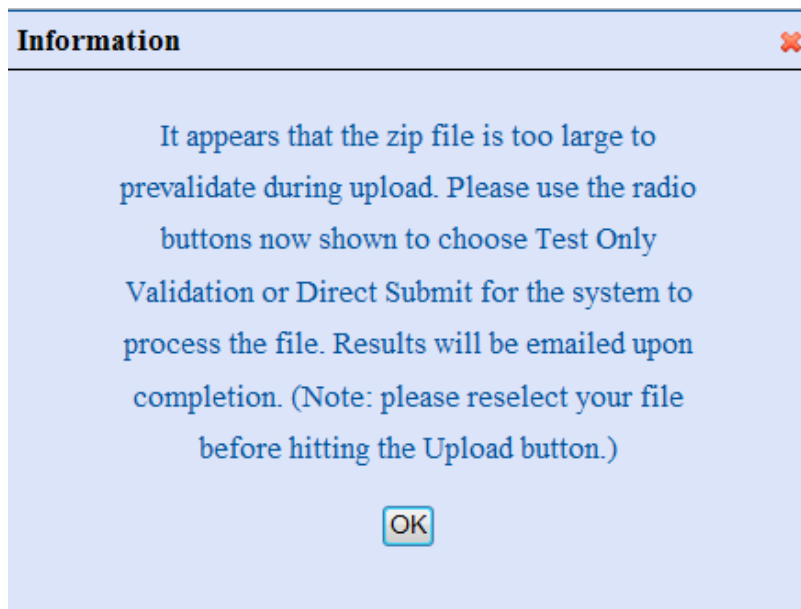

Oil Company Test 213 (C004098)		No Act
Oil Company Test 215 (C004099)		No Act
Oil Company Test 217 (C004100)		No Act
Oil Company Test 216 (C004106)		No Act
Gas Company Test 217 (C004107)		No Act
NGA Gas Company Test 100 (C004127)		No Act
Oil Company Test 1 (C004128)		No Act
Power Admin Company Test 1 (C004130)		No Act
Oil Company Test 100 (C004217)		No Act
Oil Company Test 180 (C004218)		No Act

File Upload: (Select a Zip File that contains 1 to 4 CSV files for processing. You must select the appropriate action above for the relevant seller data you are uploading.)

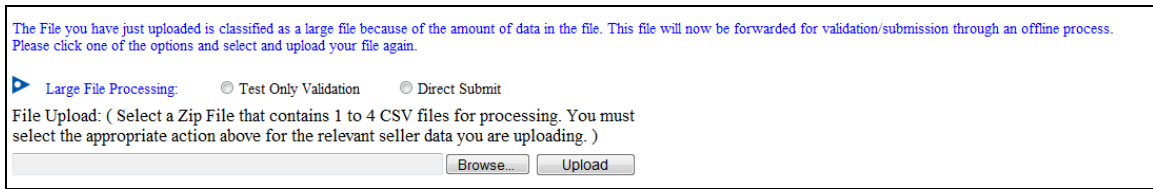C:\Users\lcbgd\Desktop\201309_C004029_LRGFILE.zip   [Browse...]   [Upload]

Figure 1 – Browse Button

1. After the Upload button is selected, the system will display the following message box if the file is too large to pre-validate.
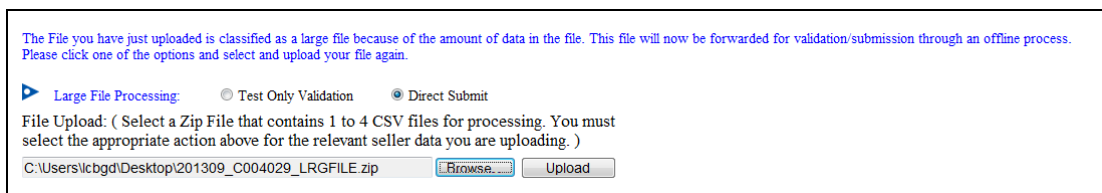

Information ✖

It appears that the zip file is too large to prevalidate during upload. Please use the radio buttons now shown to choose Test Only Validation or Direct Submit for the system to process the file. Results will be emailed upon completion. (Note: please reselect your file before hitting the Upload button.)

[OK]

Figure 2 – Information Box of Large Files

2. Click the OK button. The following options and message will display at the bottom of the screen.
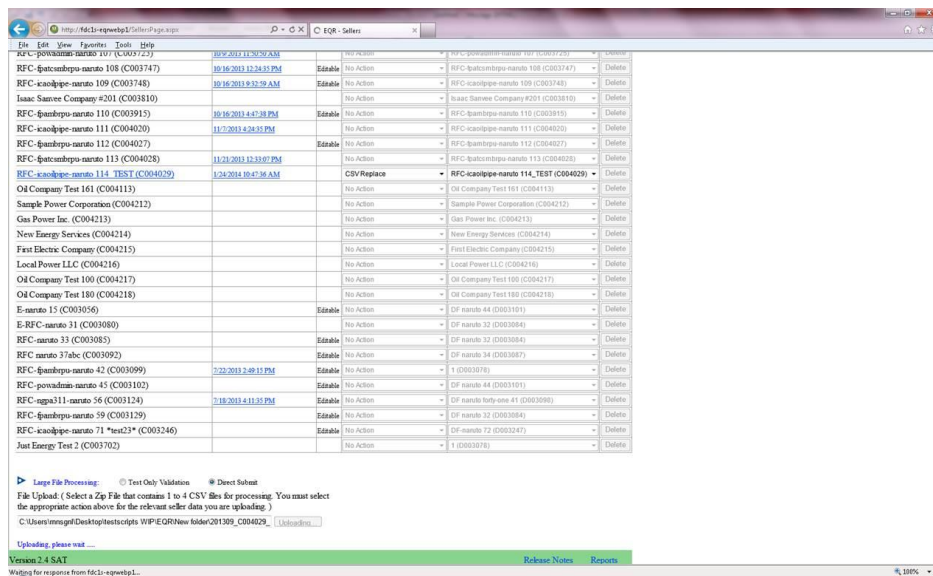

Figure 3 – Large File Selections

3. Click the Test Only Validation or Direct Submit radio button.
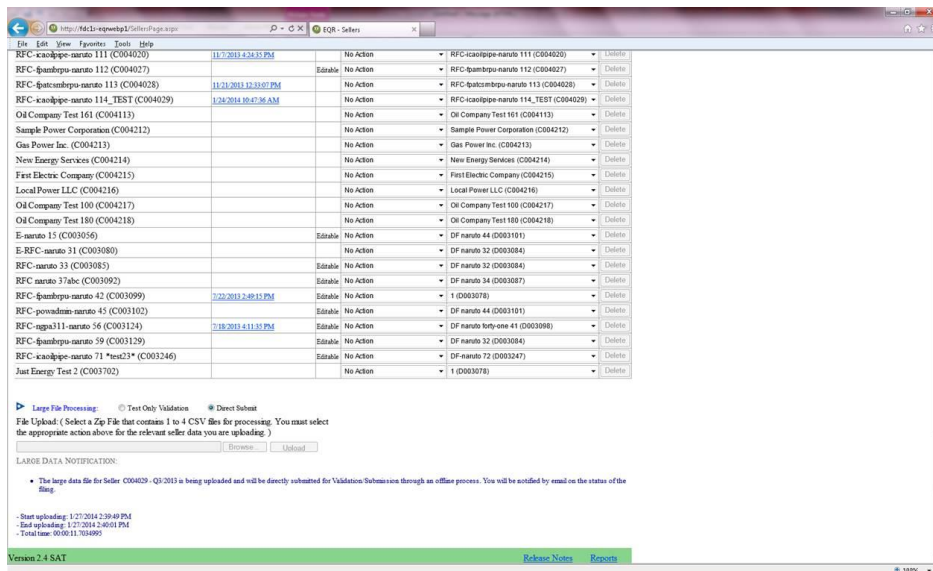4. Click the Browse button to select and upload the file again.

Figure 4 – Uploading Large File

5. Click the Upload button to load the file for Large CSV File Processing.
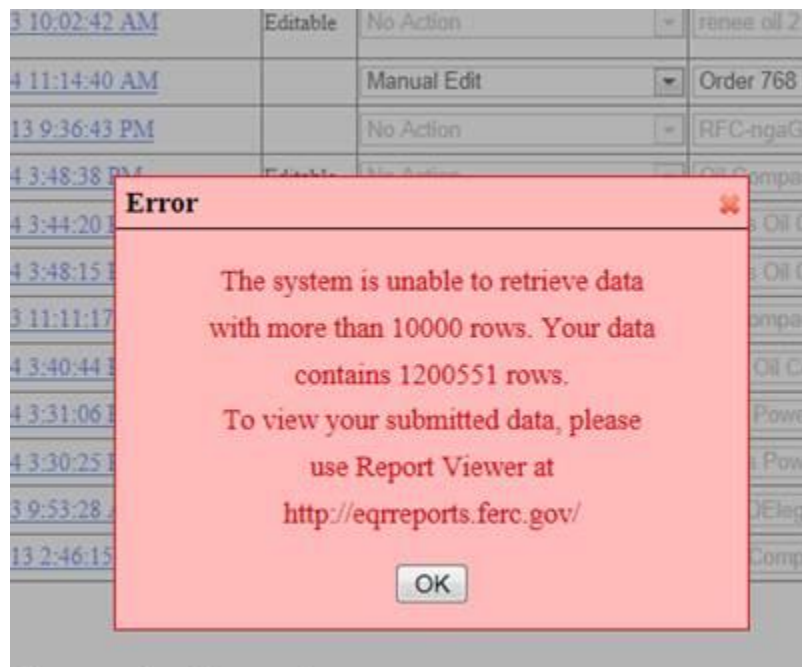

Figure 5 – Uploading Process

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

Figure 6 – Message Confirming Large File Sent

7. The Large File Processing buttons list can be closed by clicking into the blue triangle on the right of the buttons list. System function will be returned back to regular file size. You may upload the file again.

> **NOTE**: To view data from a large submitted file, please use the report viewer at http://eqrreports.ferc.gov/

Figure 7 – Error Retrieval Message