

Integrated EMTS Conversion Tool (ECT) User Guide

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Compliance Division
Office of Transportation and Air Quality
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User Guide for the Integrated EMTS Conversion Tool (ECT)

Overview

The EMTS Conversion Tool allows you to submit data to EMTS by uploading a user-populated Excel file and then converting it to XML for processing.

Excel Template

EPA provides a blank Excel template for use in the Conversion Tool, which allows users to include all transaction types in one file. The Excel Template can be found here <http://www.epa.gov/otaq/fuels/renewablefuels/emtshtml/emtsdocuments.htm> and includes general notes about submitting transactions, user-specific submittal information, and a tab for each transaction type.

Important Notes: The transaction types must remain in the same order presented in the template: Generate, Buy, Separate, Sell, Retire, Lock, and Unlock. The template header rows also must remain unchanged to allow EMTS to process the file.

Required columns have a header that is highlighted yellow. Additional information is included in column header comments. To view comments, hover over the header, as shown in Figure 1 below.

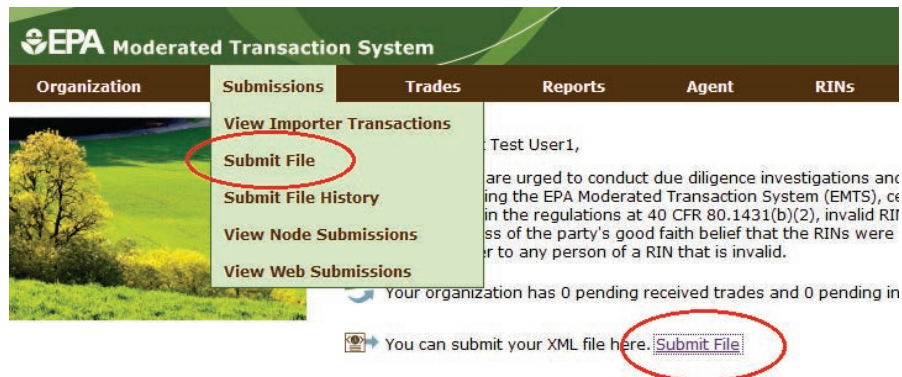
Figure 1: Excel Template Comment

| | A | B | C |
|---|----------------|---|-----------|
| 1 | RIN Quantity + | REQUIRED Amount of RINs that are involved with the transaction. | Fuel Code |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |

Accessing the Conversion Tool

Once you have created an Excel file to submit to EMTS, return to the EMTS website, hover over Submissions on the main menu, and click Submit File. You can also click on the link for 'Submit File' on the EMTS homepage, as shown in Figure 2 below.

Figure 2: EMTS Homepage Submit File Options



The Submit File page is user-specific, so if you represent multiple organizations, you can submit files for all of your organizations from the Submit File page without changing the organization that you represent. However, submissions for each organization must be included in a separate file submission. From this page, you may submit only one Excel file at a time. In addition, you may not submit multiple files with the same file name in a given calendar year (to prevent accidental duplication).

On the Submit File page (see Figure 3), click the Browse button to identify the Excel file you would like to convert. The tab order and name, as well as the header rows, must remain unchanged from the Excel Template.

Figure 3: Submit File Page

Converting the File

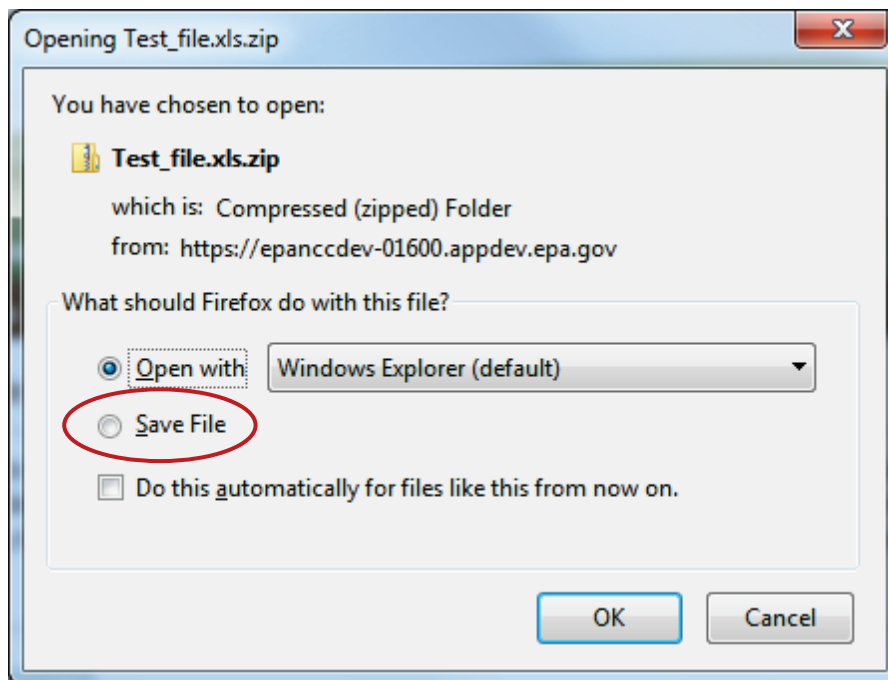
Once you have identified a file, press the Convert button (see Figure 4). After clicking the Convert button, it may take some time to process, so please be patient.

Figure 4: Submit File Page – Loading the File

If your file was successfully converted from Excel to XML, you will see the following screen pop up (see Figure 5), which provides you with an opportunity to save the XML file for your records. If your file had any errors during conversion, you will see the corresponding QA Check Errors pop up on

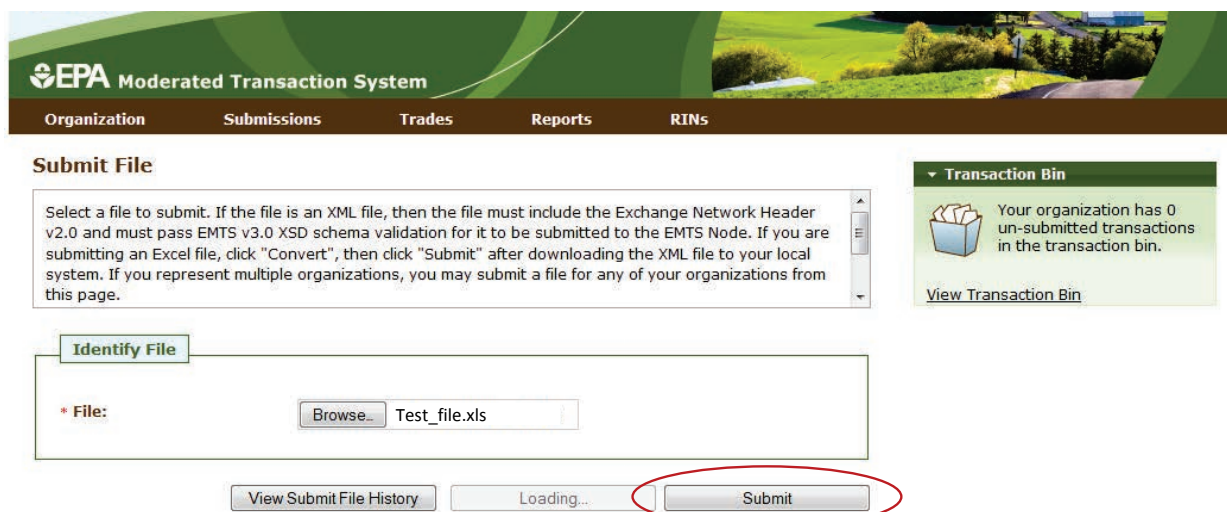
the Submit File page. Once you have corrected your errors, re-submit the file and click the Convert button.

Figure 5: Successful Conversion – Opportunity to Save XML File



Once you have saved the XML file for your records, you are ready to submit it for processing. Click the Submit button from the Submit File page, as shown in Figure 6. It may take some time to process, so please be patient and avoid clicking the Submit button again.

Figure 6: Submit Converted Excel File



Submitting to CDX

The file must first pass through the CDX node before it can be processed by the EMTS node. If your file does not pass schema validation, you will receive an error message on the Submit File page. If your file is valid, the message on the Submit File page will be updated to indicate that your file has been submitted, as seen in the figure below.

Figure 7: Submit File Page

EPA Moderated Transaction System

Organization Submissions Trades Reports RINs

Submit File

Your file Test_file.xml has been submitted. Please see the Submit File History page for the latest status of your submission.

Identify File

* File: No file selected.

Transaction Bin

Your organization has 0 un-submitted transactions in the transaction bin.

[View Transaction Bin](#)

To view the CDX node status details for your submission, press the View Submit File History button. You can also access the Submit File History page by hovering over the Submissions menu option and clicking Submit File History. The Submit File History page (see Figure 8), like the Submit File page, is user-specific (not organization-specific), so it will include records for your submissions for all of your organizations.

It will display information only for files submitted from the Submit File page and not for files submitted using a personal node or node client. If the 'Received By CDX' column displays 'Yes' for a submission, the submission was successfully received by the CDX node and has been sent to the EMTS node for processing.

Figure 8: Submit File History page

EPA Moderated Transaction System

Organization Submissions Trades Reports RINs

Submit File History

The following grid displays status information for all of the files submitted by you through the Submit File page on the EMTS Website.

Transaction Bin
Your organization has 0 un-submitted transactions in the transaction bin.
[View Transaction Bin](#)

Search for Submitted Files

CDX Submission ID:

Begin Date: ...
(MM/DD/YYYY)

End Date: ...
(MM/DD/YYYY)

Results Per Page: 20

Submit File History For: Test Company

Displaying records 1 through 3 of 3 total.

| CDX Transaction ID | File Name | Received By CDX | Status Date |
|---------------------------------------|----------------|-----------------|------------------|
| _5119912c-8643-f135-0f7f-8dd096941215 | Test_file.zip | Yes | 9/24/13 1:52 PM |
| _50f91944-8643-f135-550c-1e6a69945942 | Test_file.zip | Yes | 9/24/13 1:16 PM |
| _504fbb88-8643-f135-6d8a-e93bd90b81a8 | Test_file2.zip | Yes | 9/24/13 10:11 AM |

Export options: [CSV](#) | [Excel](#) | [PDF](#)

Processing by EMTS

After confirming that the file was successfully received by CDX, you will need to check whether the file was processed by EMTS. It is possible for your file to have been successfully received by CDX, but not successfully processed by EMTS.

In order to confirm whether your transaction has been successfully processed by EMTS, hover over the Submissions menu option and click View Node Submissions. The View Node Submissions page displays the results of XML files submitted from a personal node or node client along with XML files submitted from the Submit File page, which acts as a node client.

In the example shown in Figure 9, the submission was successfully sent to CDX, but failed to be processed by EMTS, as seen in the results circled in the “Submission Status” column.

Figure 9: View Node Submissions

EPA Moderated Transaction System

Organization Submissions Trades Reports RINs

View Node Submissions

The following are all of the files submitted on behalf of your organization RAP Inc. GEN EtOH. Choose the View Details option in the I want to... column of the grid below to see more information about a submission and the list of transactions within the submission. You will be able to view transaction details from the submission details page. NOTE: The time it takes to process and load an XML file submission into EMTS will vary depending on current system activity.

Transaction Bin
Your organization has 0 un-submitted transactions in the transaction bin.
[View Transaction Bin](#)

Organizations

Search

CDX Submission ID:

Submission ID:

Status: -- Select --

Submission Date (Begin): (MM/DD/YYYY)

Submission Date (End): (MM/DD/YYYY)

Results Per Page: 20

XML File Submissions for: **Test Company** Number of Files Received: **2**

Displaying records 1 through 2 of 2 total.

| CDX ID | Submission ID | Submission Date | File Name | Submitter | Submission Status | I want to... |
|---------------------------------------|---------------|------------------|----------------|--------------|-------------------|--|
| _50f91944-8643-f135-550c-1e6a69945942 | 21 | 9/24/13 1:16 PM | Test_file.zip | Tester, Demo | Failed | -- Select -- <input type="button" value="Go"/> |
| _504fbb88-8643-f135-6d8a-e93bd90b81a8 | 20 | 9/24/13 10:11 AM | Test_file2.zip | Tester, Demo | Processed | View Details <input type="button" value="Go"/> |

Export options: [CSV](#) | [Excel](#) | [PDF](#)

The View Node Submissions page is organization-specific (and not user-specific), which means that the page displays the status of all files submitted by representatives of the organization specified above the View Node Submissions grid. To switch organizations, click Select a Different Organization in the Organizations tab of the accordion. To filter the View Web Submissions grid to look for a particular submission, use the options in the Search box, and press Filter.

The Submission Status column of the View Node Submissions grid displays the EMTS node status of each XML file submission. A status of Processed indicates that the file passed all QA checks, and a status of Failed indicates that the file failed one or more EMTS QA checks. For processed and failed files, you can select View Details in the “I want to...” column to see more information about the submission and a list of transactions within the submission (see Figure 10).

Figure 10: View Node Submissions Options

| Submission Status | I want to... | |
|-------------------|--------------|----|
| Processed | View Details | Go |
| Processed | View Details | Go |
| Failed | - Select - | Go |
| Processed | View Details | Go |
| Processed | View Details | Go |

From the submission details page, you will be able to view transaction details for each transaction in the submission. From the View Node Submissions page, you can also select QA Results in the “I want to...” column for a failed submission. This will take you to a QA Feedback Report, which contains a list of QA checks that the submission failed.