



ANR Pipeline Company

(EPTS)

Corporate System Training Manual

For

ANR - External Users

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APPLICATION OVERVIEW

The Corporate Information Application is used to create and maintain company and related data for entities that do business on the GEMS System. Users can also view the following data:

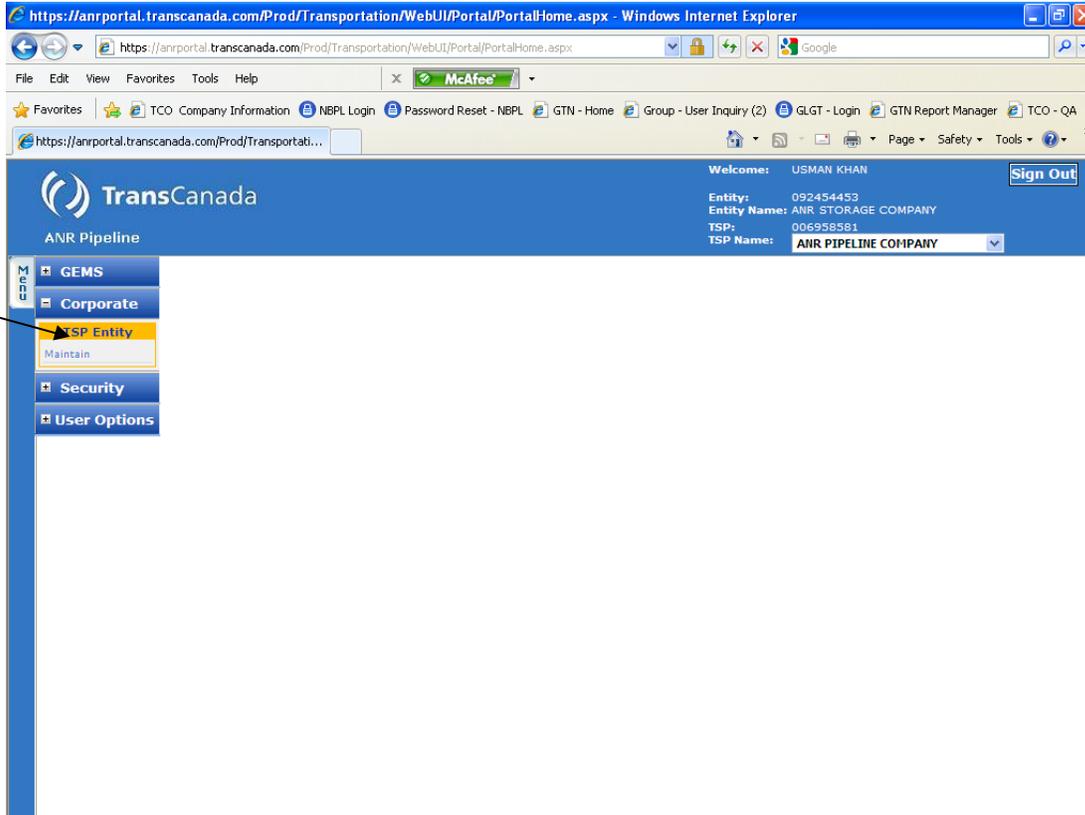
- Ø Entity Details
- Ø Business Uses
- Ø EDI Associations
- Ø Analyst Associations
- Ø Contacts
- Ø Addresses

EXTERNAL USERS ROLES

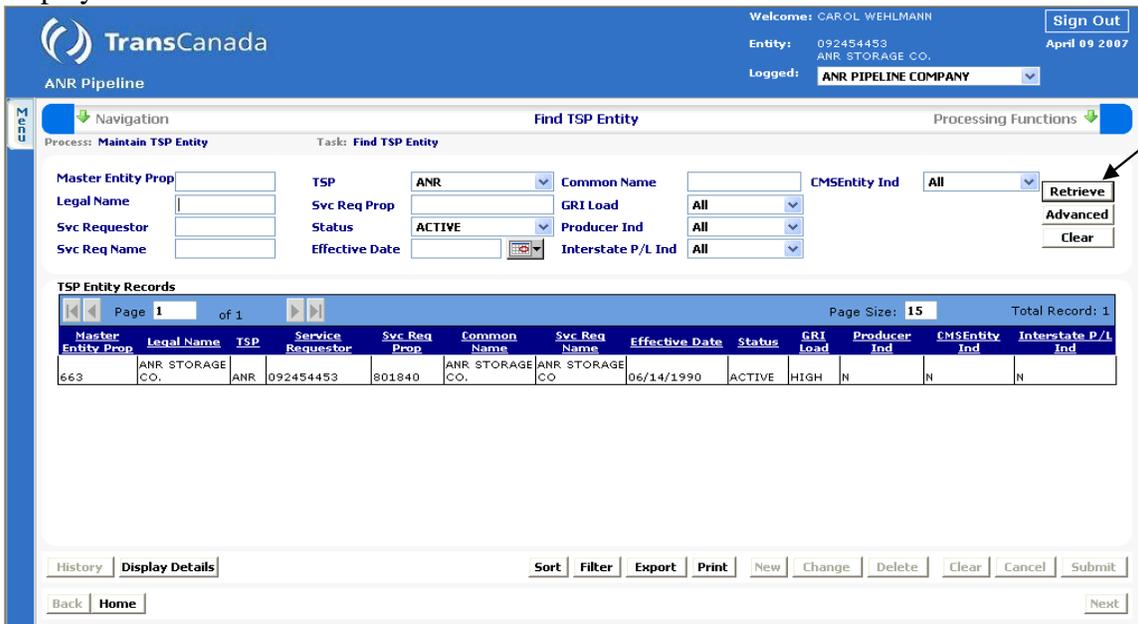
All external users have the ability to view their own company and related data in the Corporate Application. The External Security Administrator (ESA) for your company will also have the ability to both create and maintain contact information and business use association data.

TSP ENTITY DETAILS

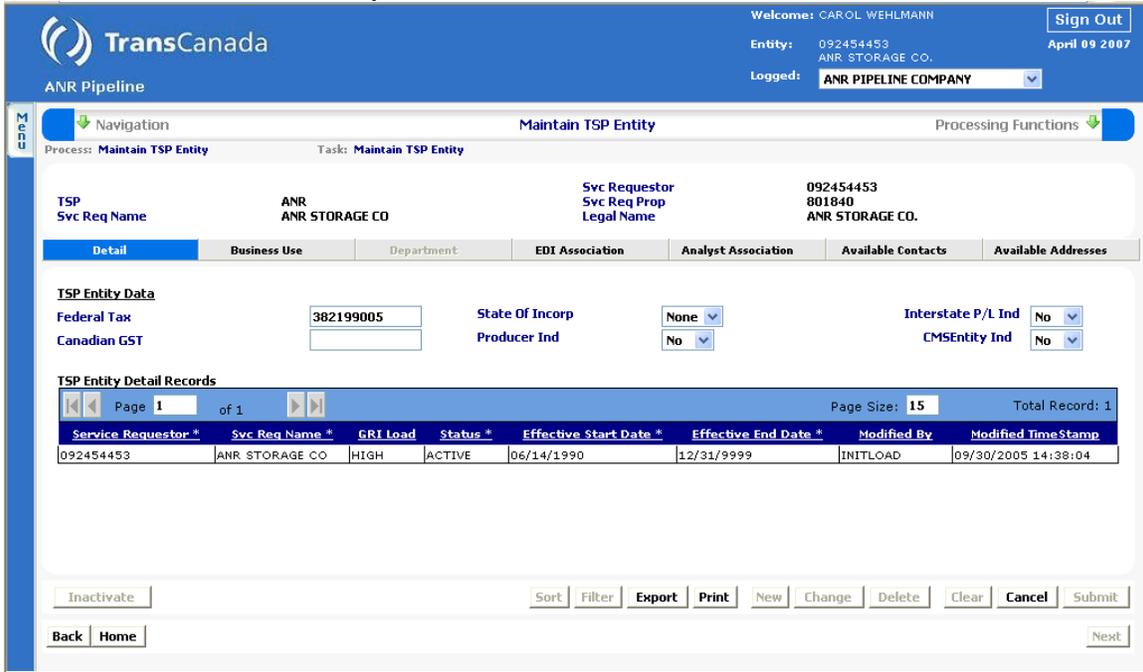
After you log in from www.anrpl.com page, you will go to the EPTS Portal Page. To access the Corporate application, move your mouse to the Menu area. The menu items will be displayed. Click on Corporate, select TSP Entity, next select Maintain.



Select the retrieve button to refresh the screen. Your company information will be displayed.



Double click on the company name or highlight the company name and select the button called “Display Details” at the bottom left of the screen to display the Detail, Business Use, EDI Associations, Analyst Associations, Contacts and Addresses tabs.



The Detail tab displays information related to your company such as Service Requestor (Duns id), Federal Tax id, etc.

The Business Use tab displays the address types and the associated address and contact for each. From this screen, the business use associations can be added, modified or inactivated by your company External Security Administrator (ESA).

If your company processes data through EDI, the EDI Association tab will display the EDI datasets and names that have been set up for you.

Analyst Association shows the Marketing Representative, Account Representative, and Accountant assigned to your company.

The Contacts tab will display all of the contacts that have been added to the system. You can add, modify or inactivate contacts for your company if you are the External Security Administrator (ESA).

The Addresses tab will display all of the addresses that have been added to the system. To maintain this information, you will need to contact your Account Representative.

CREATE A CONTACT

This function can only be performed by the External Security Administrator (ESA).

TransCanada ANR Pipeline

Welcome: CAROL WEHLMANN
Entity: 092454453 ANR STORAGE CO.
Logged: ANR PIPELINE COMPANY

Navigation Entity Contact Processing Functions

Process: Entity Contact Task: Entity Contact

TSP: ANR STORAGE CO. Svc Requestor: 092454453
Svc Req Prop: ANR STORAGE CO. Legal Name: 801840 ANR STORAGE CO.

| Contact ID | Last Name | First Name | Middle Initial | User Id Exists | ESA | User Id TSP | Department | Primary Email | Primary Phone | Primary Fax | Status |
|------------|-----------|------------|----------------|----------------|-----|-------------|-------------------------|----------------------------|----------------|----------------|--------|
| 34361 | FAX | NO | | NO | NO | N/A | | | (713) 420-3306 | (555) 555-5555 | ACTIVE |
| 39851 | HUNT | JULIE | | NO | NO | N/A | | Bridgett.Bolden@elpaso.com | (713) 420-3306 | | ACTIVE |
| 6358 | WEHLMANN | CAROL | | YES | YES | ANR | TRANSPORTATION SERVICES | | (713) 420-3432 | | ACTIVE |

Buttons: History, Show Contracts, Display Details, Sort, Filter, Export, Print, New, Change, Delete, Clear, Cancel, Submit

To add a Contact, click on the Contact tab, and then click on NEW at the bottom right of the page.

TransCanada ANR Pipeline

Welcome: CAROL WEHLMANN
Entity: 092454453 ANR STORAGE CO.
Logged: ANR PIPELINE COMPANY

Navigation Create Contact Processing Functions

Process: Create Contact Task: Create Contact

Legal Name: ANR STORAGE CO.

First Name: GEORGE Middle Initial: []

Last Name: WASHINGTON

Department: [] Room Number: 1300

Work Phone: 7135552000 Extension: 0
eg: 7134202000

Home Phone: [] Cell Phone: []

FAX: 7135553333 No Fax: [] Email: georgc_washington@dc.com
Email address is required for system user id

Comments: []

Status Code: ACTIVE

Buttons: Additional Info, Sort, Filter, Export, Print, New, Change, Delete, Clear, Cancel, Submit

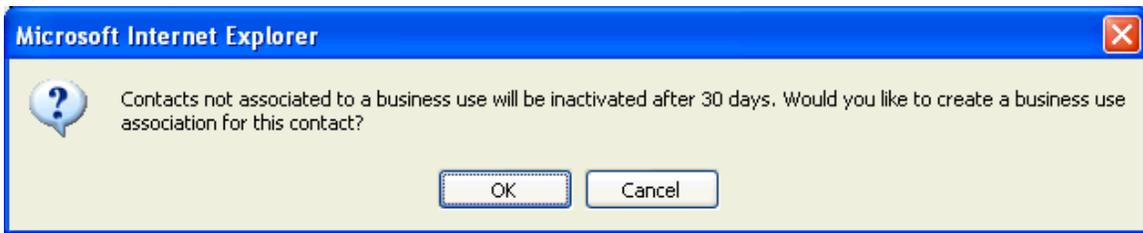
Back Home

Note: Department is required only when First and Last Names are not entered. An active contact that is not associated to a business use within 30 days of creation will automatically be inactivated. Please filter to review inactive status contacts

Enter the appropriate information. Items with ** must be entered. However, if the First Name and Last Name is entered, the Department is not required, and if a Department is entered, the First and Last name are not required. Duplicate contacts can not be created.

If the contact first name and last name entered already exists for that entity, the user will get a validation message preventing them from creating the contact record. At least one telephone number is required. After adding a telephone number, click on Submit.

The following message will be displayed. Contacts that are not associated to a business use will be inactivated after 30 days. If you Cancel, you will be taken back to the Entity Contact screen. If you select OK, you will be taken to the Create a Business Use Association screen.



CREATE A BUSINESS USE ASSOCIATION

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ANR Pipeline

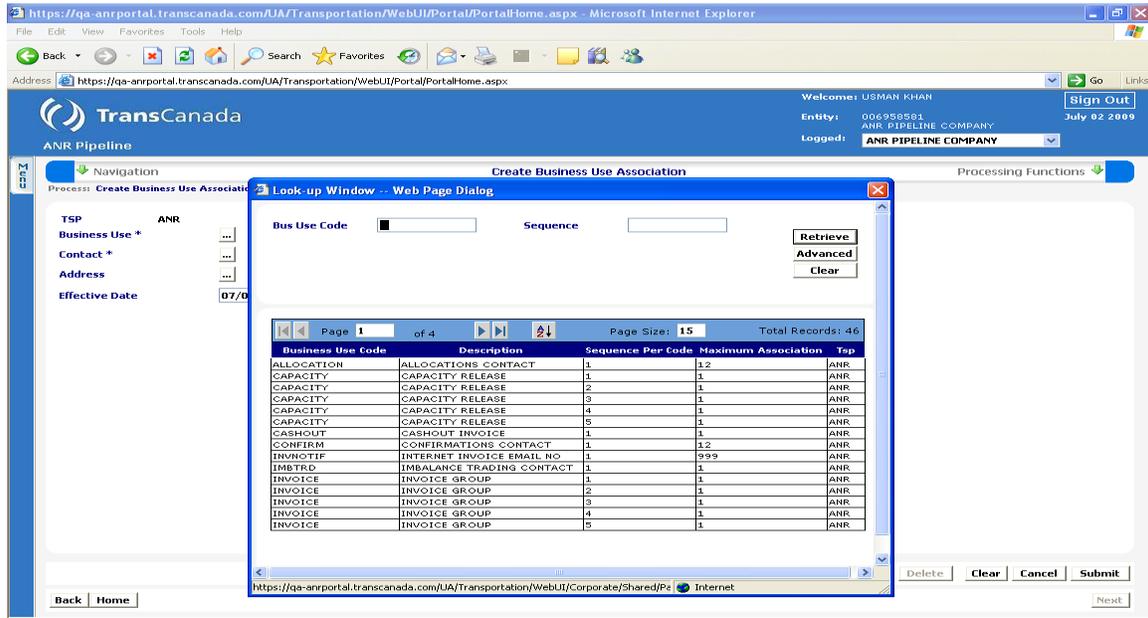
Welcome: CAROL WEHLMANN
Entity: 092454453 ANR STORAGE CO.
Logged: ANR PIPELINE COMPANY
Sign Out
April 17 2007

Navigation
Process: Create Business Use Association Task: Create Business Use Association
Processing Functions

| | | | | | |
|----------------|------------|--------------|--------|--------------|----------------|
| TSP | ANR | Svc Req Prop | 801840 | Svc Req Name | ANR STORAGE CO |
| Business Use * | ... | | | | |
| Contact * | ... | | | | |
| Address | ... | | | | |
| Effective Date | 04/01/2007 | Status | ACTIVE | | |

Back Home Sort Filter Export Print New Change Delete Clear Cancel Submit Next

To create a Business Use Association, first click on Business Use.



A list of valid Business Uses will be displayed. Double click on Business Use Code/Sequence

Next click on Contact. A list of valid contacts will be displayed. Double click on the contact

The screenshot shows the TransCanada ANR Pipeline web application. The user is logged in as USMAN KHAN. The main window is titled 'Create Business Use Association'. A 'Look-up Window -- Web Page Dialog' is open, displaying a search form with fields for 'First Name', 'Last Name', and 'Department'. Below the form is a table of search results. The table has columns: Contact Id, Master Entity Prop, Last Name, First Name, Department, Primary E-Mail, Office Phone, Fax, User ID Exists, and Status. The results show 5 records.

| Contact Id | Master Entity Prop | Last Name | First Name | Department | Primary E-Mail | Office Phone | Fax | User ID Exists | Status |
|------------|--------------------|-------------|------------|-------------------------|----------------------------------|--------------|------------|----------------|--------|
| 6358 | 663 | WEHLMANN | CAROL | TRANSPORTATION SERVICES | carol_wehmann@transcanada.com | 8323205227 | | YES | ACTIVE |
| 34361 | 663 | FAX | NO | | | 8323205227 | 5555555555 | NO | ACTIVE |
| 40996 | 663 | NGUYEN-XUAN | HANG | | hang_nguyen-xuan@transcanada.com | 8323205415 | 5555555555 | NO | ACTIVE |
| 41024 | 663 | DIXON | MARK | TRANS SERV | mark_dixon@transcanada.com | 8323205341 | | YES | ACTIVE |
| 41537 | 663 | MEYERS | SANDY | | sandra_meyers@transcanada.com | 8323205330 | | YES | ACTIVE |

Next click on Address. A list of valid addresses will be displayed. Double click on the address.

The screenshot shows the TransCanada ANR Pipeline web application. The user is logged in as USMAN KHAN. The main window is titled 'Create Business Use Association'. A 'Look-up Window -- Web Page Dialog' is open, displaying a search form with fields for 'Address Line1' and 'City'. Below the form is a table of search results. The table has columns: Address Id, Address Line1, Address Line2, City, State Description, Zip Code, Country, and Status. The results show 1 record.

| Address Id | Address Line1 | Address Line2 | City | State Description | Zip Code | Country | Status |
|------------|------------------|---------------|---------|-------------------|----------|---------------|--------|
| 28575 | 717 TEXAS AVENUE | | HOUSTON | TEXAS | 77002 | United States | ACTIVE |

TransCanada ANR Pipeline

Welcome: CAROL WEHLMANN Sign Out
 Entity: 092454453 ANR STORAGE CO. April 17 2007
 Logged: ANR PIPELINE COMPANY

Navigation Create Business Use Association Processing Functions

Process: Create Business Use Association Task: Create Business Use Association

TSP ANR Svc Req Prop 801840 Svc Req Name ANR STORAGE CO

Business Use *
 Description NOMINATIONS CONTACT Sequence 01

Contact *
 Contact ID 40985 Maintain
 Last Name WASHINGTON First Name GEORGE Department

Address
 Address ID 14067
 Line1 1001 LOUISIANA STREET Line2
 Line3 City HOUSTON
 State / Province TEXAS Zip 77002

Effective Date 04/01/2007 Status ACTIVE

Sort Filter Export Print New Change Delete Clear Cancel Submit

Back Home Next

After all information has been entered, click on Submit

MAINTAIN A CONTACT

An ESA has the right to maintain the details associated to a contact. To maintain a contact, from the Contact tab, highlight or select the row. Next either double click into the record or select the Change button at the bottom of the screen. From the Maintain Contact Screen, the following fields can be updated on the record:

First Name, Last Name, Middle Initial, Department, Room Number, Status, Comments, Contact Details (Contact Type).

TransCanada ANR Pipeline

Welcome: CAROL WEHLMANN Sign Out
 Entity: 092454453 ANR STORAGE CO. April 09 2007
 Logged: ANR PIPELINE COMPANY

Navigation Maintain Contact Processing Functions

Process: Maintain Contact Task: Maintain Contact

Legal Name ANR STORAGE CO. Contact Identifier 40985
 User Id Exists ESA User Id TSP N/A
 First Name ** GEORGE Middle Initial
 Last Name ** WASHINGTON Department **
 Status Code ACTIVE Room Number 1330
 Comments
 Modified By CAROL WEHLMANN Modified TimeStamp 04/09/2007 14:12:35

Page 1 of 1 Page Size: 15 Total Records: 3

| Contact Type | Phone Number | Phone Extension | Email Address | No Fax |
|--------------|--------------|-----------------|---------------|--------------------------|
| WORK | 7135552000 | 0 | | <input type="checkbox"/> |
| FAX | 7135553333 | 0 | | <input type="checkbox"/> |

Add Detail Change Detail Delete Detail Sort Filter Export Print New Change Delete Clear Cancel Submit

Back Home Next

Note: Department is required only when First and Last Names are not entered
 Disclaimer: Updates occurring after the 2nd workday of the month will appear in next month's invoice for TGP and ANR

Updates to certain fields such as the Contact First Name and Last Name are not allowed if the Contact record is associated to an active logon id.

Updating the Contact Type:

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ANR Pipeline

Welcome: CAROL WEHLMANN
Entity: 092454453
ANR STORAGE CO.
Logged: ANR PIPELINE COMPANY
Sign Out
April 09 2007

Navigation
Process: Maintain Contact
Task: Maintain Contact
Processing Functions

Legal Name: ANR STORAGE CO.
User Id Exists: ESA
First Name **: GEORGE
Last Name **: WASHINGTON
Status Code: ACTIVE
Comments:
Modified By: CAROL WEHLMANN
Modified TimeStamp: 04/09/2007 14:12:35

Contact Identifier: 40985
User Id TSP: N/A
Middle Initial:
Department **:
Room Number: 1330

Contact Details

Page 1 of 1
Page Size: 15
Total Records: 4

| Contact Type | Phone Number | Phone Extension | Email Address | No Fax |
|--------------|--------------|-----------------|---------------|--------------------------|
| CELL | | 0 | | <input type="checkbox"/> |
| WORK | 7135552000 | 0 | | <input type="checkbox"/> |

Add Detail | Change Detail | Delete Detail | Sort | Filter | Export | Print | New | Change | Delete | Clear | Cancel | Submit

Back | Home | Next

Note: Department is required only when First and Last Names are not entered
Disclaimer: Updates occurring after the 2nd workday of the month will appear in next month's invoice for TGP and ANR

List of Contact/Phone Type:

- Cell – Cellular Telephone Number
- Email – Email Address
- Fax – Fax Telephone Number
- Home – Home Telephone Number
- Nom24 – 24 Hour Nomination Telephone Number
- Work – Work Telephone Number
- Work2 – Secondary Contact Telephone Number

Contact Type Changes: To add, modify or delete details for a contact type record – the ESA should select the Add Detail or Change Detail or Delete Detail button at the bottom of the screen.

Add Detail – select the Add Detail button, from the Contact Type dropdown – select a contact type. Enter data in the appropriate field.

Change Detail – Highlight a specific record in the contact detail. Update data in the appropriate field.

Delete Detail – Highlight a specific record in the contact detail. Select the Delete Detail button. (Note – all contacts require at least one phone type).

INACTIVATE A CONTACT

Corporate Application

External User Training - ANR

As ESA, you can also inactivate contacts that are no longer valid for your company. Before the contact can be inactivated, it must be removed from any active business use associations that it is tied to. If the contact has a user id, the ESA must first inactivate the user id. *Reference ESA Security procedures to inactivate a user id.*

Click on the Contacts Tab.

TransCanada ANR Pipeline

Welcome: CAROL WEHLMANN
Entity: 092454453 ANR STORAGE CO.
Logged: ANR PIPELINE COMPANY
Sign Out
April 09 2007

Navigation Entity Contact Processing Functions

Process: Entity Contact Task: Entity Contact

TSP Req Name: ANR STORAGE CO. Svc Requestor: 092454453
Svc Req Prop: ANR STORAGE CO. Svc Req Prop: 801840
Legal Name: ANR STORAGE CO.

| Contact ID | Last Name | First Name | Middle Initial | UserId Exists | ESA | UserId TSP | Department | Primary Email | Primary Phone | Primary Fax | Status |
|------------|------------|------------|----------------|---------------|-----|------------|-------------------------|-----------------------------|----------------|----------------|--------|
| 34361 | FAX | NO | | NO | NO | N/A | | | | (555) 555-5555 | ACTIVE |
| 39951 | HUNT | JULIE | | NO | NO | N/A | | Bridgett.Bolden@el Paso.com | (713) 420-3906 | | ACTIVE |
| 40985 | WASHINGTON | GEORGE | | NO | NO | N/A | | george_washington@dc.com | (713) 555-2000 | (713) 555-3333 | ACTIVE |
| 40986 | WASHINGTON | MARTHA | | NO | NO | N/A | | | (713) 555-0555 | | ACTIVE |
| 6358 | WEHLMANN | CAROL | | YES | YES | ANR | TRANSPORTATION SERVICES | | (713) 420-3432 | | ACTIVE |

History Show Contracts Display Details Sort Filter Export Print New Change Delete Clear Cancel

Display Business Use Assns Submit

Back Home Next

Highlight the contact to be inactivated and click on Change

TransCanada ANR Pipeline

Welcome: CAROL WEHLMANN
Entity: 092454453 ANR STORAGE CO.
Logged: ANR PIPELINE COMPANY
Sign Out
April 09 2007

Navigation Maintain Contact Processing Functions

Process: Maintain Contact Task: Maintain Contact

Legal Name: ANR STORAGE CO. User Id Exists: ESA: Contact Identifier: 40986
User Id TSP: N/A

First Name: MARTHA Middle Initial:

Last Name: WASHINGTON Department:

Status Code: INACTIVE Room Number:

Comments:

Modified By: CAROL WEHLMANN Modified TimeStamp: 04/09/2007 14:13:31

| Contact Type | Phone Number | Phone Extension | Email Address | No Fax |
|--------------|--------------|-----------------|---------------|--------------------------|
| WORK | 7135550555 | 0 | | <input type="checkbox"/> |

Add Detail Change Detail Delete Detail Sort Filter Export Print New Change Delete Clear Cancel Submit

Back Home Next

Note: Department is required only when First and Last Names are not entered

Change the Status Code to Inactivate and click on Submit

Retrieving Inactive contact records:

Corporate Application

External User Training - ANR

Inactive contact records must be retrieved by going through the Filter button at the bottom of the screen. First select the filter option, from the status field select the status of "All" or "Inactive" from the dropdown, then select the Search button.

| Field | Operator | Value |
|---------------|----------|-------|
| Contact ID | Equal To | |
| Last Name | Equal To | |
| First Name | Equal To | |
| Department | Equal To | |
| UserID (last) | Equal To | All |
| EA | Equal To | All |
| UserID (st) | Equal To | All |
| Status | Equal To | All |

Search
Close
Reset

All
ACTIVE
Inactive
PENDING

MAINTAIN A BUSINESS USE ASSOCIATION

A Business Use Association can be maintained to update the status, or the associated contact and/or address.

Select/Highlight the specific business use association. Double click on the record or select the Change button.

Select the option next to Contact *, to get a dropdown list of available contacts. Select the contact by double clicking on the record.

If updating the address in the business use association, select the option next to Address *, to get a dropdown list of available addresses. Select the address by double clicking on the record.

Click on the Submit button.

The screenshot displays the 'Maintain Business Use Association' page in the TransCanada ANR Pipeline system. The page includes a header with the user's name (CAROL WEHLMANN), entity (ANR STORAGE CO.), and date (April 09 2007). The main content area shows the following details:

- TSP:** ANR
- Assn ID:** 19347
- Business Use *:** NOMINATIONS CONTACT (Sequence: 02)
- Contact *:** 39851 (Last Name: HUNT, First Name: JULIE, Department:)
- Address *:** 14067 (Line1: 1001 LOUISIANA STREET, Line2: , City: HOUSTON, State / Province: TEXAS, Zip: 77002)
- Effective Date:** 05/01/2006
- Status:** ACTIVE
- Modified By:** CAROL WEHLMANN
- Modified Time:** 05/13/2006 04:53:40

At the bottom of the page, there is a navigation bar with buttons for Sort, Filter, Export, Print, New, Change, Delete, Clear, Cancel, and Submit. An arrow points to the Submit button.

INACTIVATE A BUSINESS USE ASSOCIATION

Business Use Associations can be inactivated. If the Business Use is associated to a contract, the contract must be maintained to add a new business use association first. Inactivating a Business Use does not inactivate the individual address or contact.

To inactivate the Business Use Association, highlight the association to be inactivated. Click on Change

The screenshot shows the 'Maintain Business Use Association' form in the TransCanada ANR Pipeline system. The form includes the following fields and values:

- TSP:** ANR
- Assn ID:** 14740
- Svc Req Prop:** 801840
- Svc Req Name:** ANR STORAGE CO
- Business Use *:**
 - Description: PRIMARY NOMINATION FAX NOTIFICATION
 - Sequence: 01
- Contact *:**
 - Contact ID: 34361
 - Last Name: FAX
 - First Name: NO
 - Department: (empty)
- Address:**
 - Address ID: 14067
 - Line1: 1001 LOUISIANA STREET
 - Line2: (empty)
 - Line3: (empty)
 - City: HOUSTON
 - State / Province: TEXAS
 - Zip: 77002
- Effective Date:** 05/09/2006
- Modified By:** INITLOAD
- Status:** INACTIVE (dropdown menu is open)
- Modified Time:** 05/09/2006 23:42:30

At the bottom of the form, there are several buttons: Sort, Filter, Export, Print, New, Change, Delete, Clear, Cancel, Submit, and Next. Two arrows point to the 'Status' dropdown menu and the 'Submit' button.

Change the Status to Inactive, and then click on Submit

To update the status of the Business Use Association from Active to Inactive – the business use association must not be tied to an active contract. If updating the status from Inactive to Active, the associated Address and Contact records must be activated first if they are not active.

To retrieve an Inactive Business Use Association:

Inactive business use association records must be retrieved by going through the Filter button at the bottom of the screen. First select the filter option, next select the status field from the list, from the dropdown select the status of “All” or “Inactive”, then select the Search button.

Advanced Query - Business Use Associations -- Web Page Dialog

| | | |
|--------------------------|----------|----------|
| Business Use Description | Equal To | |
| Sequence | Equal To | |
| Contact ID | Equal To | |
| First Name | Equal To | |
| Last Name | Equal To | |
| Department | Equal To | |
| Address ID | Equal To | |
| Address Line1 | Equal To | |
| City | Equal To | |
| Zip Code | Equal To | |
| Status | Equal To | INACTIVE |
| Effective Date | Equal To | |

RESET

https://uawwww.elpasopipelines.com/UA/Transportation/WebUI/Corporate/Shared/Pages/AdvancedQuery.aspx?ID=Fr