

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 <u>www.anrpl.com</u> 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.

		Welcome	CAROL WEHLMANN	Sign Out
() TransCanada		Entity:	092454453 ANR STORAGE CO.	April 09 2007
ANR Pipeline		Logged:	ANR PIPELINE COMPANY	¥
Navigation	Find TS	P Entity	Processing	g Functions 🐣
Process: Maintain TSP Entity	Task: Find TSP Entity			
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History Display Details Back Home	Sort	Filter Export Print New (hange Delete Clear	Cancel Submit

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.

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	Back Home						Next

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).

ANR Pipeline ANR Pipeline ANR Pipeline ANR Storage AN	Entity Contact Entity Contact Svc Requestor Svc Req Prop SGE CO Legal Name	Entity: 092454453 AIR STORAGE CO. ANR PIPELINE COMPANY Proces 092454453 801840	April 09 2007
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Datail Puripare Ura		ANR STORAGE CO.	
Decan Dusiness Ose	Department EDI Association A	Analyst Association Available Contacts	Available Addresses
Contact Records			
A Page 1 of 1		Page Size: 15	Total Records: 3
<u>Contact</u> <u>Last Name</u> <u>First Middle</u> ID <u>Last Name</u> Name Initial	<u>UserId</u> Exists <u>ESA</u> <u>UserId</u> <u>Department</u>	Primary Email Primary Phone	Primary Fax <u>Status</u>
34361 FAX NO	NO NO N/A		(555) 555- 5555 ACTIVE
39851 HUNT JULIE I	NO NA Br	ridgett.Bolden@elpaso.com 3306	ACTIVE
6358 WEHLMANN CAROL	YES YES ANR SERVICES	(713) 420- 3432	ACTIVE

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

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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.

Microso	ft Internet Explorer 🛛 🔀
2	Contacts not associated to a business use will be inactivated after 30 days. Would you like to create a business use association for this contact?
	OK Cancel

Sign Out () TransCanada April 17 2007 Entity: Logged: ANR PIPELINE COMPANY v ANR Pipeline Navigation Create Business Use Association Processing Functions te Business lise Association Task: Create Business Use Association ANR STORAGE CO TSP Svc Req Prop 801840 Svc Reg Name AN Business Use Contact * ... Address ... 04/01/2007 **o** -ACTIVE ¥ Effective Date Status Sort Filter Export Print New Change Delete Clear Cancel Submit Back Home Next

CREATE A BUSINESS USE ASSOCIATION

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	CAPACITY	CAPACITY RELEASE	4 1	ANR		
	CAPACITY	CAPACITY RELEASE	5 1	ANR		
	CASHOUT	CASHOUT INVOICE	1 10	ANR		
	INVNOTIE	INTERNET INVOICE EMAIL NO	1 999	ANR		
	IMBTED	IMBALANCE TRADING CONTACT	1 1	ANB		
	INVOICE	INVOICE GROUP	1 1	ANR		
	INVOICE	INVOICE GROUP	2 1	ANR		
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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

Corporate Appl	lication Ext	ternal User Training - ANR
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Navigation Process: Create Business Use	Create Business Use Association	Processing Functions 🆑
T5P ANR Business Use * Contact * Address	First Name Last Name Department	Retrieve Advanced Clear
Effective Date	Page 1 of 1 D Page Size: 15	Total Records: 5
Back Home	Onder Trop Master Name Department Primary E-Mail Office Phone P 338 6-3 WEHLMANN CAROL TRANGO CRTATION Carol wehlmann transcanada.com 822205227 832205227 33861 6-63 FAX NO hang_nguyen* 8323205227 8358 40996 6-63 DIXON MARK KTANS 823205315 83515 41024 6-63 DIXON MARK TRANS SRV 823205315 83515 41037 6-63 DIXON MARK TRANS SRV sandra_meyerstranscanada.com 8232305330 41537 6-63 MEYERS SANDY sandra_meyerstranscanada.com 9323205330	Loge User VES ACTIVE 1355555 NO ACTIVE VES ACTIVE YES ACTIVE YES ACTIVE
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Next click on Address. A list of valid addresses will be displayed. Double click on the address.

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Corporate Application

External User Training - ANR

		Welcome:	CAROL WEHLMANN		Sign Out
TransCanada		Entity:	092454453 ANR STORAGE CO.		April 17 2007
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Navigation	Create Business Use Associatio	on	F	Processing Functi	ions 📲
TSP ANR Syc Reg Prop 801840 Business Use *	Svc Reg Name	ANR STORAGE CO)		
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 Line3 State / Province TEXAS	Line2 City HOUSTON Zip 77002				
Effective Date 04/01/2007	Status ACTIVE	~			
	Sort Filter Export	Print New Cha	ange Delete	Clear Cancel	Submit
ack Home					Next
				🔮 Internet	t

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).

ANR Pipeline			La	ANR STORAGE CO.	PANY 🔽
Navigation Process: Maintain Contact	Task: Maint	Mai ain Contact	ntain Contact	I	Processing Functions 🖶
Legal Name User Id Exists First Name ** Last Name ** Status Code Comments	ANR STORAGE CO. GEORGE WASHINGTON ACTIVE	E5A	Contact Identifier UserId TSP Middle Initial Department ** Room Number	40985 N/A 1330	
Modified By Contact Details			Modified TimeStamp	04/09/200 Page Size: 15	Total Records: 3
Contact Type	Phone Number	Phone Extension	۱ ۱	Email Address	No Fax
WORK FAX	7135552000 7135553333	o 0			
Add Detail Change Deta	ail Delete Detail	50	rt Filter Export Print N	New Change Delete	Clear Cancel Sub
Back Home					

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.

	() TransCanada	v E	Velcome: CAROL WEHLMANN Sign Out ntity: 092454453 April 09 2007 ANR STORAGE CO. ogged: ANR PIPELINE COMPANY Y
Menu	Navigation Process: Maintain Contact Task: Maintain Contact	Maintain Contact	Processing Functions
	Legal Name ANR STORAGE CO. User Id Exists Erist Name ** GEORGE Last Name ** WASHINGTON Status Code ACTIVE V Comments CAROL WEHLMANN Footact Details	ESA Contact Identifier UserId TSP Middle Initial Department ** Room Number Modified TimeStamp	40985 N/A 1330 04/09/2007 14:12:35
	Contact Decails Page 1 Contact Type Phone Number Cell WORK	Phone Extension 0 0	Page Size: 15 Total Records: 4 Email Address No Fax
	Add Detail Change Detail Delete Detail Back Home	Sort Filter Export Print	New Change Delete Clear Cancel Submit

Updating the Contact Type:

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

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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.*

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Deta	il	Business Use		Depart	ment		EDI Association	Analyst Association	Available	Contacts	Available /	Addresses
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Contact	Page 1 (of 1 📃 <u>First</u>	Middle	<u>UserId</u>	ECA	UserId	Descutasest	Dufer autor	Page Size	Primary	Primary	ecords: 5
<u>ID</u> 34361	FAX	NO	<u>Initial</u>	Exists	NO	TSP N/A	Department		an	Phone	Fax (555) 555- 5555	ACTIVE
39851	HUNT	JULIE		NO	NO	N/A		Bridgett.Bolden@elp	aso.com	(713) 420- 3306		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 Contra	acts Display	Details				Sort Fi	lter Export Print	New Cha	ange Dele	te Clear	r Cancel

Click on the Contacts Tab.

Highlight the contact to be inactivated and click on Change

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ANR Pipeline				Logged:	ANR PIPELINE COMPANY	v
Navigation		Maintair	n Contact		Proces	ssing Functions
Process: Maintain Contact	Task: Maintain Contact					
Legal Name	ANR STORAGE CO.		Contact Identifier		40986	
User Id Exists		ESA	UserId TSP		N/A	
First Name ***	MARTHA		Middle Initial			
Last Name **	WASHINGTON		Department **			
Status Code			Room Number			
Comments						~
Modified By Contact Details	CAROL WEHLMANN		Modified TimeStam	p	04/09/2007 14:1	3:31
🚺 🖣 Page 1 of	1				Page Size: 15	Total Record: 1
Contact Type	Phone Number		Phone Extension		Email Address	No Fax
WORK	7135550555	0				
Add Detail Change Detail De	lete Detail	Sort	Filter Export Print	New	Clear Clear	r Cancel Submit
Back Home						Next
Note: Department is required or	nly 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.

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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.

			Welcome	CAROL WEHLMANN	۱ 	Sign Out
TransCanada			Entity:	092454453 ANR STORAGE CO.		April 09 2007
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TSP ANR Svc Rec Assn ID 19347 Business Use *	n Business Use Associ	ation Svc Reg Name	ANR 5	TORAGE CO		
Description NOMINATIONS CONTACT	Sequence	02				
Contact *						
Contact ID 39851 Maintain Last Name HUNT First Name	JULIE	Department				
Address						
Address ID 14067 Line1 1001 LOUISIANA STREET Line3 State / Province TEXAS	Line2 City Zip	HOUSTON 77002				
Effective Date 05/01/2006	Status Modified Time	ACTIVE 05/13/2006 04:53:40	*			
		Sort Filter Export Print	New C	hange Delete	Clear Cance	Submit
Back Home						Next

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

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) Trans	Canada				Entity:	092454453 ANR STORA <u>GE C</u>		April 09 2007
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ontact * Contact ID 3436 Last Name FAX	51	Maintain First Name	NO	Department				
ontact * Contact ID 3436 Last Name FAX Iddress Address ID Line1 Line3 State / Province		Maintain First Name	NO Line2 City Zip	Department HOUSTON 77002				
ontact * Contact ID 3438 Last Name FAX Address ID Line1 Line3 State / Province Iffective Date todified By	 i1 14067 1001 LOUISTANA S TEXAS 05/09/2006 INITLOAD	Maintain First Name	NO Line2 City Zip Status Modified Time	Department HOUSTON 77002 INACTIVE 05/09/2006 23:42:30	× (/

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.

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