

# **SERVICE REQUESTER MAINTENANCE**

# Service Requester Maintenance

The screenshot shows the 'Service Requester Maintenance' interface. On the left, a sidebar menu lists various system functions, with 'Service Requester Maintenance' selected and highlighted in red. The main area displays a form for editing a service requester. The form fields are as follows:

Entity Name:	CAMP ENERGY LLC	Svc Req No.:	1000029558	Eff From Date:	07/19/2017
Svc Req Setup:	ALL BUSINESS PURPOSES	Svc Req Pty Cd:	T61332	Eff To Date:	01/01/2200
Svc Req Name:	CAMP ENERGY	Svc Req Status:	ACTIVE		

At the top right of the page, there are buttons for 'Clear', 'New', 'Edit' (highlighted in red), and 'Submit'. Below the form, there are several tabs: 'Contacts', 'Addresses', 'Contact Uses', 'System Agreement', 'Error List', 'Local Admin', 'System Access', and 'Approvals'. A scrollable text area below the tabs provides instructions on how to maintain service requester information.

- To maintain or update contact information, the Local Security Administrator will need to sign on to the LINK® System and select “Service Requester Maintenance” from the menu tree.
- Enter the Svc Req name in the field and hit enter to retrieve the current service requester information.
- Select the “Edit” button to edit the information in each tab.

# Service Requester Maintenance - Details

SystemTest Build: 8.24.02 Login: None Service Requester Maintenance (New/Upgrade)

Print Grid

\*Svc Req Entity Name:  Svc Req No:

Svc Req Setup:  Svc Req Pty Cd:

Svc Req Name:  Svc Req Status:

General Info Details Contacts Addresses Contact Uses System Agreement Error List Local Admin

Help

Svc Req Full Name:  [D&B Website](#)

D-U-N-S® No:

Svc Req Type:

FERC CID No:

- In the Details Tab you can edit the D-U-N-S No., and the Service Requester Type

# Service Requester Maintenance - Contacts

SystemTest Build: 8.24.02 Login: TSTCAMP911 Service Requester Maintenance

\*Svc Req Entity Name: CAMP ENERGY LLC Svc Req No: 1000029558 Eff From Date: 07/19/2017  
Svc Req Setup: ALL BUSINESS PURPOSES Svc Req Pty Cd: T61332 Eff To Date: 01/01/2200

**Edit Contact**

Type: PERSON Dept:   
First Name: CJ MI:  Last Name: SMITH [Associated Contacts](#)  
Work Email: CLJPSMITH@CAMPENERGY.COM Work Phone Nbr: 713-627-5400  
Home Email:  Work Fax Nbr:   
Other Email:

**Mailing Address**

Svc Req Entity Name: CAMP ENERGY LLC  
Contact: CJ SMITH  
\*Line 1: 5400 WESTHEIMER  
\*Line 2:   
\*Line 3:   
\*City: HOUSTON  
\*State: TX  
\*Zip/Postal Cd: 77056  
Country: USA

**Delivery Address**

Same as Mailing Address:   
Svc Req Entity Name: CAMP ENERGY LLC  
Contact:   
\*Line 1: 5400 WESTHEIMER  
\*Line 2:   
\*Line 3:   
\*City: HOUSTON  
\*State: TX  
\*Zip/Postal Cd: 77056  
Country: USA

A Default General Use Contact is required. Would you like to make this contact your Default General Use Contact for all Enbridge business units? Y

Next OK Cancel

General Info Details

Help

Employed-By	First
CAMP ENERGY	CJ
CAMP ENERGY	CAT

New View Edit Delete

Home Email	Other Email
Y.C	
E.CC	

- Contacts tab you can edit the general use contact, create new contact, or delete a contact.

# Service Requester Maintenance - Addresses

SystemTest Build: 8.24.02 Login: TSTCAMP911 Service Requester Maintenance

\*Svc Req Entity Name: CAMP ENERGY LLC Svc Req No: 1000029558 Eff From Date: 07/19/2017  
 Svc Req Setup: ALL BUSINESS PURPOSES Svc Req Pty Cd: T61332 Eff To Date: 01/01/2200  
 Svc Req Name: CAMP ENERGY Svc Req Status: ACTIVE

General Info Details Contacts **Addresses** Contact Uses System Agreement Error List Local Admin System Access

Help

Default	Line 1
<input checked="" type="checkbox"/>	5400 WESTHEIMER

**New / Edit Address: Form**

Note: Addresses entered and maintained here are addresses for the company listed in the Svc Req field listed above. If an agent is used for the company in the Svc Req field listed above, then the AGENT ADDRESSES DO NOT GO HERE. If you have the necessary access for agent, please enter and maintain all agent addresses by first bringing up the Agent service requester, as the agent address 'belongs' to the agent, not the principal.

Line 1: 5400 WESTHEIMER  
 Line 2:   
 Line 3:   
 City: HOUSTON  
 State: TX  
 Zip/Postal Cd: 77058  
 Country: USA

A Default Address is required. Would you like to make this Address your Default Address with Enbridge? Y

OK Cancel

Address ID
1006806

New Edit Delete

- Addresses tab you can also edit, delete, or create an address. Be sure if you have multiple addresses to select one as the default.

# Service Requester Maintenance – Contact Uses

SystemTest Build: 8.24.02 Login: TSTCAMP911 Service Requester Maintenance

\*Svc Req Entity Name: CAMP ENERGY LLC Svc Req No: 1000029568 Eff From Date: 07/19/2017  
 Svc Req Setup: ALL BUSINESS PURPOSES Svc Req Pty Cdt: T61332 Eff To Date: 01/01/2200  
 Svc Req Name: CAMP ENERGY Svc Req Status: ACTIVE

General Info Details Contacts Addresses Contact Uses System Agreement Error List Local Admin System Access

Help Contact: CJ SMITH Business Unit: Use Type: Default:

Business Unit	Use Type	Contact	Employed-By	Default	Contact ID
AGT	GENERAL USE	CJ SMITH	CAMP ENERGY	<input checked="" type="checkbox"/>	1013377

New / Edit Contact Uses: Form

Contact: CJ SMITH

Use Type	ALL	AGT	BGS	BIG	BSP	EHP
GENERAL USE	DEFAULT	DEFAULT	DEFAULT	DEFAULT	DEFAULT	DEFAULT
CONTRACT						
NOMINATION						
CONFIRMATION		YES	YES	YES	YES	YES
MEASUREMENT		DEFAULT				
STORAGE PLAN						
GAS ACCOUNTING INVOICING						
GENERAL ACCOUNTING INVOICING						
BUSINESS UNIT REMITTANCE CONTACT						
PLANT ACCOUNTING INVOICING						
MAIL / DELIVER INVOICE TO						

Note: Select the contact from the drop down that needs to be maintained. Now use the grid to select how the contact will be used and how it will be applied by selecting yes or default. A 'yes' indicates the user will be used for that particular use type. 'Default' comes into play if you select a use type for a service requester - the person marked as the default contact will be contacted first. Selecting 'Yes' or 'Default' under the 'Use Type' column will set the default contact uses setting to all Enbridge business units.

OK Cancel

- Contact Uses tab allows user to edit the contact for each B/U.
- Select BU and contact from the filter as shown in red. Click the “Edit” button.
- Can adjust each B/U to what you wish to have setup per each contact.

# Service Requester Maintenance – System Agreement

SystemTest Build: 8.24.02 Login: TSTCAMP911 Service Requester Maintenance 7/28/2017 11:34:26 AM CDT

Clear New Edit Submit

\*Svc Req Entity Name: CAMP ENERGY LLC Svc Req No: 1000029558 Eff From Date: 07/19/2017  
Svc Req Setup: ALL BUSINESS PURPOSES Svc Req Pty Cd: T61332 Eff To Date: 01/01/2200  
Svc Req Name: CAMP ENERGY Svc Req Status: ACTIVE

General Info Details Contacts Addresses Contact Uses System Agreement Error List Local Admin System Access

Help Status:  Approved  Pending Show Historical  View Executed Detail View to Execute

Business Units Covered	Status	Submit Date	Mkt Appr St	Int Appr St
AGT, TE, BGS, BSP, ETNG, MBHP, EHP, SGSC, OGG	NOT EXECUTED	01/01/0001		
BIG	NOT EXECUTED	01/01/0001		
GB	NOT EXECUTED	01/01/0001		
MCGP	NOT EXECUTED	01/01/0001		
MNCA	NOT EXECUTED	01/01/0001		
MNUS	NOT EXECUTED	01/01/0001		
NXCA	NOT EXECUTED	01/01/0001		
NXUS	NOT EXECUTED	01/01/0001		
OGG	NOT EXECUTED	01/01/0001		
SESH	NOT EXECUTED	01/01/0001		
SR	NOT EXECUTED	01/01/0001		
STT	NOT EXECUTED	01/01/0001		

- System Agreement tab allows user to execute additional agreements.
- Click on “Pending” then select the desired business unit and click “View to Execute” the agreement.

# Service Requester Maintenance – System Access

Service Requester Maintenance 7/28/2017 11:49:45 AM CDT

Svc Req No: 
 Eff From Date:

Svc Req Pty Cd: 
 Eff To Date:

Svc Req Status:

Effective Thru Date	Approver	Approval TS	Requester	Request TS
01/01/2200	CLJOHNSON	2017-07-19-09:57:29.145000	CJ SMITH	2017-07-19-09:40:37.651000

Business Unit	LINK System Agreement	Transportation Or Storage Contracts	Access Allowed
AGT	<input type="checkbox"/>	<input type="checkbox"/>	
BGS	<input type="checkbox"/>	<input type="checkbox"/>	
BIG	<input type="checkbox"/>	<input type="checkbox"/>	
BSP	<input type="checkbox"/>	<input type="checkbox"/>	
EHP	<input type="checkbox"/>	<input type="checkbox"/>	
ETNG	<input type="checkbox"/>	<input type="checkbox"/>	
GB	<input type="checkbox"/>	<input type="checkbox"/>	
MBHP	<input type="checkbox"/>	<input type="checkbox"/>	
MCGP	<input type="checkbox"/>	<input type="checkbox"/>	
MNCA	<input type="checkbox"/>	<input type="checkbox"/>	
MNUS	<input type="checkbox"/>	<input type="checkbox"/>	
NXCA	<input type="checkbox"/>	<input type="checkbox"/>	
NXUS	<input type="checkbox"/>	<input type="checkbox"/>	
OGG	<input type="checkbox"/>	<input type="checkbox"/>	
OGT	<input type="checkbox"/>	<input type="checkbox"/>	
SESH	<input type="checkbox"/>	<input type="checkbox"/>	
SGSC	<input type="checkbox"/>	<input type="checkbox"/>	
SR	<input type="checkbox"/>	<input type="checkbox"/>	

- Local Admin and System Access are view only tabs and cannot be edited.
- Once you have completed editing your entity be sure to hit the “Submit” button to save any changes.