



Contact Cross Reference

Training Module

This describes the process of using the Contact cross reference tool in 1Line.



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Important Information – Please Read

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Introduction

This document is designed to give you an overview of the new contact cross reference tool in 1Line. This cross-reference tool will assist customers in looking up contact information associated with contracts or BAIDs. The contact type roles are limited to one person per company. These roles will be **defaulted to the SSA** for each Business Associate until the SSA assigns these roles to the appropriate rep. It is your SSA's responsibility to assign these roles to the appropriate users. For any assistance, please call your Commercial Services Representative.

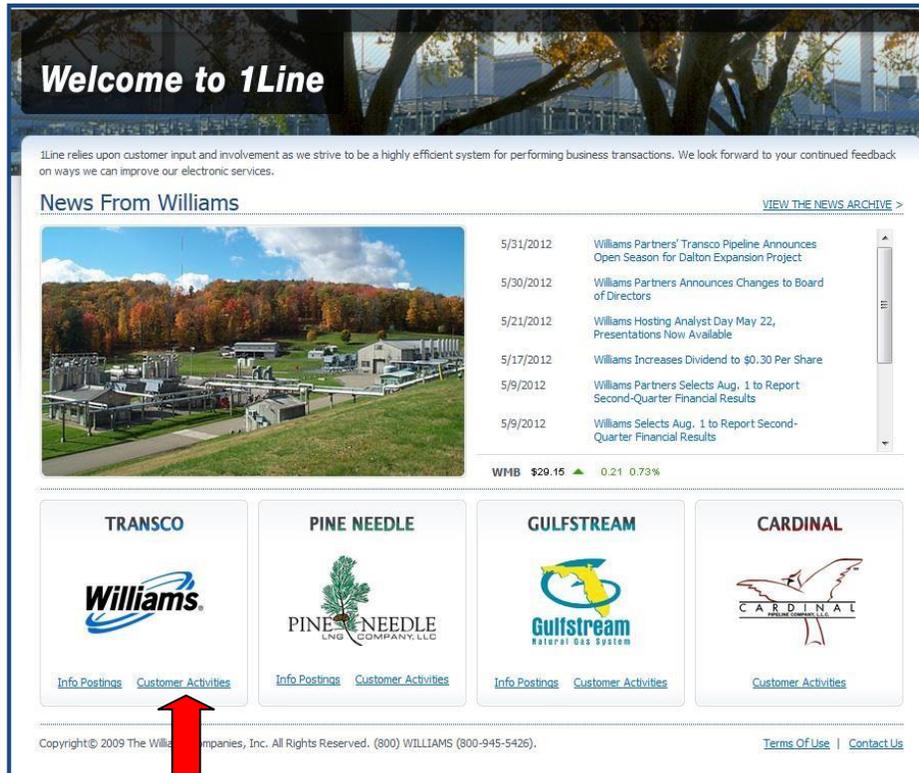
Contact Types

There are several contact types that customers will be able to look up. Below you will find a list of those contact types and information needed to find that contact.

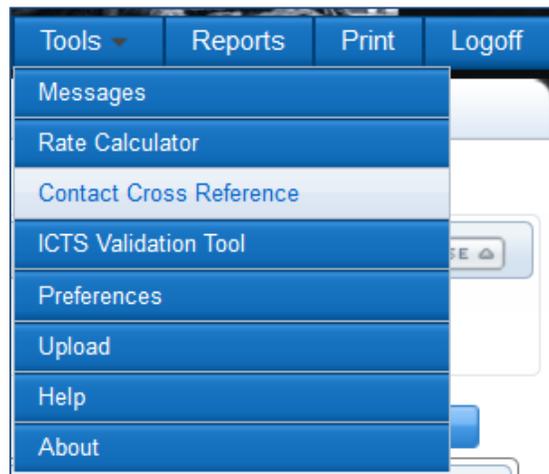
CONTACT TYPE	FILTERS FOR FINDING CONTACT
NOMINATIONS CONTACT	Enter Contract No or Business Assoc. ID
BALANCE TRADE CONTACT	Enter Contract No or Business Assoc. ID
CAPACITY RELEASE CONTACT	Enter Contract No or Business Assoc. ID
CONFIRMING PARTY PRIMARY CONTACT	Enter Location ID or Business Assoc. ID
STORAGE CONFIRMATION CONTACT	Enter Contract No or Business Assoc. ID

Where to find the Cross Reference Tool

1. Go to the Williams Portal Page at: <http://www.1line.Williams.com>
2. Under **Transco, Customer Activities**
3. Log into 1Line

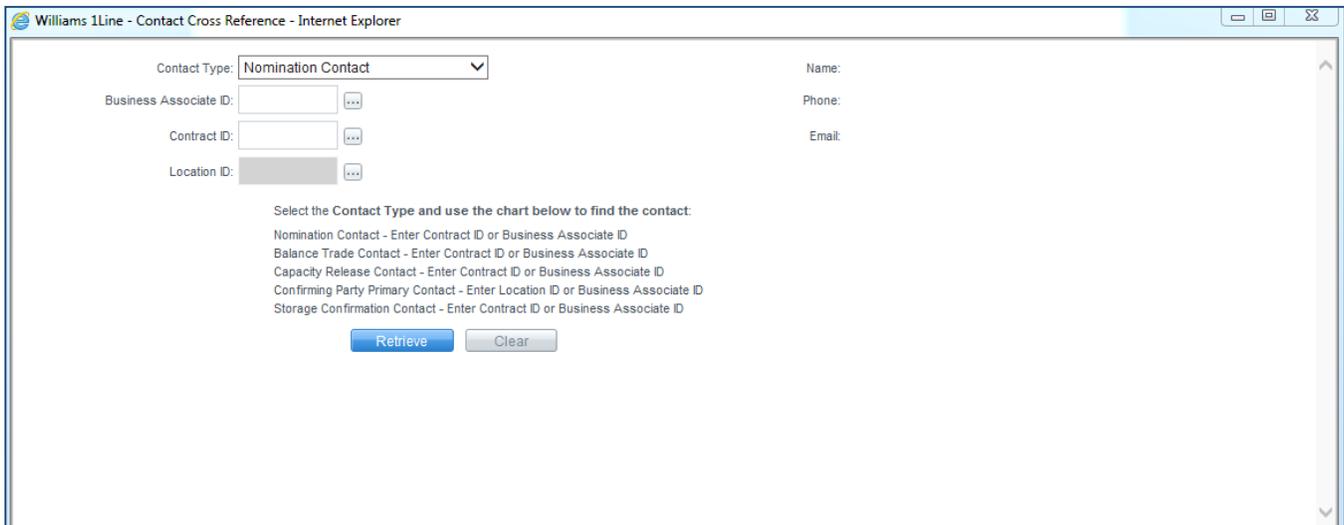


4. Select: **Tools > Contact Cross Reference.**



5. A dialog box will open on your page for you to select the type of contact you are looking for. You can enter either the Business Associate ID, the Contract Number or Location Number for the contact information you need.

*Note: Depending on what contact type you select, some filters may not be applicable and will be grayed out.



Williams 1Line - Contact Cross Reference - Internet Explorer

Contact Type: **Nomination Contact** (dropdown)

Business Associate ID: (disabled)

Contract ID: (disabled)

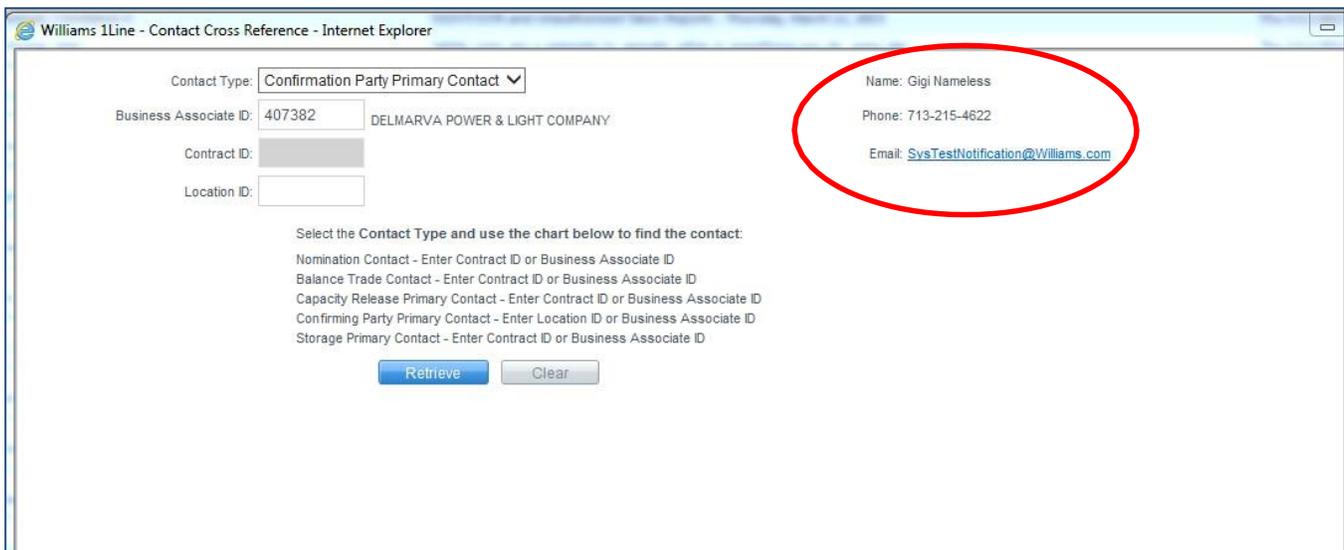
Location ID: (disabled)

Name: _____
Phone: _____
Email: _____

Select the Contact Type and use the chart below to find the contact:

- Nomination Contact - Enter Contract ID or Business Associate ID
- Balance Trade Contact - Enter Contract ID or Business Associate ID
- Capacity Release Contact - Enter Contract ID or Business Associate ID
- Confirming Party Primary Contact - Enter Location ID or Business Associate ID
- Storage Confirmation Contact - Enter Contract ID or Business Associate ID

6. Once you populate any one of the filters select **Retrieve**. The page will then refresh with the contact information name, Telephone Number and Email Address.



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Contact Type: **Confirmation Party Primary Contact** (dropdown)

Business Associate ID: DELMARVA POWER & LIGHT COMPANY

Contract ID: (disabled)

Location ID: (disabled)

Name: **Gigi Nameless**
Phone: 713-215-4622
Email: SysTestNotification@Williams.com

Select the Contact Type and use the chart below to find the contact:

- Nomination Contact - Enter Contract ID or Business Associate ID
- Balance Trade Contact - Enter Contract ID or Business Associate ID
- Capacity Release Primary Contact - Enter Contract ID or Business Associate ID
- Confirming Party Primary Contact - Enter Location ID or Business Associate ID
- Storage Primary Contact - Enter Contract ID or Business Associate ID

Reports

Under the Functional Area of Customer Info, on the reports request page of 1Line, we have a report that you can request called **Business Associate Contact Role Assignment**. This report will show a list of all your companies user's roles with all of the associated user names and user ID's.

1Line Reports		
List	Request	Subscriptions
Functional Area:	Customer Info	<input type="checkbox"/> Data Files Only
Report Name:	Business Associate Contact Role Assignment	
Report Format:	Acrobat PDF	
User Defined Report Name:	Business Associate Contact Role Assignment	

Please contact your Commercial Services Representative with any Reference Tool questions.