

New Counterparty - GCP Change Request System

- *To:* Dutch Quigley <dutch.quigley@cw-test.com>
 - *Subject:* New Counterparty - GCP Change Request System
 - *From:* Susan Scott <susan.scott@cw-test.com>
 - *Date:* Sat, 04 Apr 2009 09:14:14 +0000
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----- Forwarded by Susan M Scott/HOU/ECT on 10/20/2000 05:12 PM -----

Adnan Patel@ENRON on 10/20/2000 05:08:49 PM

To: Susan M Scott/HOU/ECT@ECT

cc: GCP_Houston

Subject: New Counterparty - GCP Change Request System

I would need a little more information to set this counterparty since I don't have access to Deal information. I would like the HQ address, contact person with the counterparty and a ph/fax number if you would please.

Attached is the process for getting access to GCP Change request system, this would allow an easier and a better turnaround on your future requests. In the mean time use the attached form to do any GCP requests.....Thanks!

Adnan Patel

Global Counterparty

x58335

----- Forwarded by Adnan Patel/Corp/Enron on 10/20/2000 04:57 PM -----

From: Bernice Rodriguez@ECT on 07/18/2000 04:46 PM

To: Adnan Patel/Corp/Enron@ENRON

cc:

Subject: GCP Change Request System

Hi there !

For any new requests, a request must be submitted through the GCP Change Request System. In the meantime, please email us the information and fax any supporting documentation you may have.

To receive access to the GCP Change Request System, each user must submit a SRRS request with the following instructions. Once access has been completed, double click this doclink to add the dbase to your workspace. **PLEASE DO NOT DELETE THIS EMAIL MESSAGE !!!**

If you need me to give you an overview of the system, please call me.

Thanks

Bernice

x37972

1. Open the Lotus Notes ECT Security Resource Request System (SRRS) data base. SRRS =>
2. Compose a new security request.
3. Follow the instructions on the request form. Include the following information specific to requesting access to the GCP Request data base.

- a. In the "Submitted For" field, list the name of the person whom access is being requested for.
- b. Enter the RC and Company # for the "Submitted For" person.
- c. In the Comments/Justification field, enter the following text:
"Please add the following employees to the "ECT GCP Customers" group to grant editor access to the ECT GCP Request Data Base on LN_1; enter the list of employee names here.
4. Click the Create button.
5. In the dialog box, select "Applications/Database".
6. Select "Unlisted Lotus Notes Application" from the drop down list for Application name in the Application Data Base Dialog Box. Click OK to close the dialog box. (No other information needs to be added to the dialog box.)
7. Click the Submit Request button.

Attachment:

000000062C10D52DC49F145B33C74DD2109C81C44D02000.#1.GCP Forms.xls

Description: MS-Excel spreadsheet