



Annex: Contract-Related Contacts

Contact type	Contact information – please fill in	Contact type details
Administrator contact	Title (salutation): Last name: First name: Job title: Email: Mobile: Phone:	<p>Person(s) responsible for the management of the different contact types. Administrator will be able to grant, stop and delete the different contact types for all persons who are taking up a role for the Company. Management will be executed via an extranet role, Administrator will receive credentials once the Due Diligence process is finished</p> <p>Please add multiple contacts for this role for backup. Please copy-paste to add multiple contacts for this role if needed.</p>
Main commercial contact	Title (salutation): Last name: First name: Job title: Email: Mobile: Phone:	<p>Primary point of contact for any commercial topics. Receives all notifications regarding commercial and contract-related matters as the first contact (e.g. consultations, ICT maintenance notices, etc.)</p>
Commercial back-up contact	Title (salutation): Last name: First name: Job title: Email: Or generic email (dept./team): Mobile: Phone:	<p>Back-up of the Commercial contact for any commercial topics. Receives all notifications regarding commercial and contract-related matters as the first contact (e.g. consultations, ICT maintenance notices, etc.)</p>

Operational contact	Title (salutation): Last name: First name: Job title: Email: Or generic email (dept./team): Mobile: Phone:	Receives all communications regarding gas operations and dispatching (24/7) (e.g. Contact person for setup of an Edig@s connection if desired, operational settings, shipper code, communication channel, ICT maintenance notices etc.) Please copy-paste to add multiple contacts if needed, as in the case of using a service provider.
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IT contact	Title (salutation): Last name: First name: Job title: Email address: Or generic email address (dept./team): Mobile: Phone:	Receives all notifications regarding IT matters (e.g. IT Maintenance, etc.) Please copy-paste to add multiple contacts for this role if needed.
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Finance contact	Title (salutation): Last name: First name: Job title: Email address: Or generic email address (dept./team): Mobile: Phone:	Receives all notifications regarding finance matters (e.g. creditworthiness requirements ifo the execution of the contract, etc.) Please copy-paste to add multiple contacts for this role if needed.
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Digital Invoice Recipient contact	Title (salutation): Last name: First name: Job title: Email address: Or generic email address (dept./team): Mobile: Phone:	Contact receives invoicing and billing-related communications . Notifications of electronic invoices issued on EDP (where applicable) will be sent to the email address(es) specified, by default no paper invoices are sent
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