**M&A CSS CONTACT TEMPLATE SCRIPT**

**Video 1**

Welcome to the Merger & Acquisition CSSng Bulk Upload Training Video Series, where this is Video 2 in a 4-part series. These videos are for Strategic 3rd Party Partners known as Partitioners. The purpose of this aid is to provide detailed instructions on how to prepare a contact template to submit for uploading, which identifies the local contacts for your cell site. The CSSng Contact Template is the 2nd template for uploading your company’s site data into AT&T’s systems.

**Process Prerequisites**

To begin, you will use the following 3 excel files to reference specific fields in the template:

1. You will need the most current version of the Contact Template.
2. You will also use the most recent Contact List of Values document, which is referenced as the LOV throughout the video. This file is used to provide the existing contacts in the CSS database.
3. Finally, you will need the Location template results.

**Video 2**

**File Requirements**

There are certain criteria and restrictions the file must adhere to for CSS to properly extract its data.

**File Data**

The template may contain up to 700 rows of data. Please do not skip lines or alter the template in anyway. The file must remain Excel 97-2003. Partial data will not be accepted; all required fields must be populated.

**File Name**

When submitting the file, the actual file name cannot exceed 50 characters. This is an example of proper naming convention of a file before it is submitted: BU\_CONTACTS v2d\_COMPANY NAME\_PH1v1\_CURRENT DATE\_Validation Needed.

**Video 3**

**Template Explanation**

Contact records are created as separate records with their own IDs, and they may be associated to multiple USID locations. The LOV document is used to locate existing contact records to prevent duplicate contacts. When gathering information about the cell site, feel free to use the internet to search for information.

Now we are ready to get started, we will use an example of a contact template completed with only the required fields. Starting at the left, row 1 thru 4 are used as a reference for assisting with completing the template. Do not populate column A. Using row 4 headers, the user will begin adding contact site data at cell B5.

**Video 4**

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| This is the operator field that needs to be set to either **I** for **Insert** or **D** for **Delete.** The update function will not be utilized. |
| The **USID** value is required for each contact line. Use the USID auto-generated value from the location template results file. |
| **CONTACT TYPE**  Cell D2 provides the acceptable contact types. Please use one of the values on each line exactly as it is listed in the header:   1. **“*FAA INFORMATION”*** *–* Use existing contact ID “186362” 2. ***“FIRE INFORMATION”*** *-* Use the closest local Fire Department. First, search the LOV for an existing Fire record. If not found create a new record. 3. ***“HVAC”*** *-*For the HVAC company, search LOV. If there is no HVAC company locate an existing No HVAC contact record. 4. ***“LANDLORD”*** *-* Use the Landlord responsible for the property of the cell site location. Search LOV for the landlord, if not found create a new record. 5. ***“POLICE INFORMATION”*** *-* Use the closest local Police Department. First, search the LOV for an existing Police record. If not found create a new record. 6. ***“POWER COMPANY”*** *-* Use the Power Company providing power to the cell sites. First, search the LOV for an existing Power record. If not found create a new record. 7. ***“SITE ACCESS ESCALATION LEVEL 1”*** *–* Use existing contact ID “186363”   These are the only acceptable values; any other values will be returned for correction.  For new Inserts, a total of 7 contact records are required to be populated per USID. |
| The **CONTACT ID** field is required for all existing contact records in order to associate the contact record to a new USID. The field remains blank only for new contact records that do not exist in the LOV.  First, reference the Contact LOV file. Search the document on the appropriate tab based on the contact type. For example, if you are adding police information, go to the police contact tab, then search for the existing police department name or city. Use these contact values to complete the remaining required fields.  These two contact types have standard predefined contact IDs. **FAA INFORMATION is 186362** and **SITE ACCESS ESCALATION LEVEL 1 is 186363**. If there is no specific “HVAC” company, use the standard No HVAC entry from this example or from the LOV. |

**Video 5**

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| The **CONTACT NAME** field requires the actual name of the company of the contact type. For example, the user needs to put the actual **Police Department, Fire Department, Landlord, or Power company’s name.** |
| The **STREET ADDRESS** field is the associated USPS street address or P.O. Box for the contact. |
| The **CITY** field is the associated city for the address of the contact. |
| The **STATE** field is the associated state for the city of the contact. Only use the 2 letter state abbreviation. |
| The **ZIP CODE** field is the associated zip code for the city/state of the contact address. Please use the 5 digit format only. |
| **BUSINESS PHONE NUMBER**  Input the associated business phone number for the contact. Do not use 911, repeating digits, spaces, dashes or special characters. Only use 10-numeric digits in this field. |
| **EMERGENCY PHONE NUMBER**  Please add an emergency contact number; if not available, utilize the business phone number. Do not use 911, repeating digits, spaces, dashes or special characters. Only use 10-numeric digits in this field. |
| Please note that **POWER ACCOUNT NUMBER & METER NUMBER** are not required. |
| This last column can be used as reference for the location site names. |

**Video 6**

Unlike the Location template, there will not be a results file returned for the contact template. However, once the contact template is processed, a confirmation email will be sent with the success status orinstructions if rework is required. Please review the Gap Analysis Contact Report provided by your Project Manager to verify contact data results.

If resubmission is needed, use the current date in the file name and only resubmit data that needs to be loaded.

Submit the completed template to your AT&T contact.

Please feel free to review this recording as needed.

Thank you for listening!