

Supplier Invoicing Instructions (privileged and confidential work – non legal firms)



Please note: All legal invoices submitted by outside counsel, must be submitted through Ascent. Please contact Legal Operations at legal_operations@tcenergy.com with any questions.

Vendors engaged on privileged and confidential scopes, may submit invoices outside of the Ascent system. To do this, please provide **two separate iterations of the same invoice** as follows:

STEP 1: Prepare invoice with all required project details/breakdown. In addition to the full breakdown, please attach a summary page. The summary should only include a vague description of the work and the total amount due for that invoice. Please do not include outstanding amounts, only include what is owing for that invoice.

If work to be invoiced is performed in multiple countries, please break out the information on the invoice as follows:

1 – For services solely performed outside of Canada:

“All services performed in the USA (or location outside of Canada)”.

2 – For services with amount performed in Canada and outside, please break up the amount:

“Services performed in Province + Canada - \$xxxx”

“Services performed in the USA (or location outside of Canada) - \$xxxx”

3 – Separate line items for Travel Expenses or other expenses.

An example is provided below.

Description of the work: Mountain Express Project

Invoice Summary (CAD):

Professional Services:

Services performed in British Columbia, Canada \$ 2,000.00

Services performed in USA \$ 1,000.00

Expenses: \$ 500.00

Travel Expenses: \$ 1,500.00

Total Amount Due: \$ 5,000.00

Label this invoice as “Privileged and Confidential: Submitted for reference, not for payment” and email the detailed pages and the summary page (as one invoice) to your key contact at TC Energy.

STEP 2: Remove the detailed portion of the invoice and submit **only** the summary page for payment to the appropriate Accounts Payable department listed below. The invoice must be submitted only once to Accounts Payable.

| | Calgary Office | Houston Office | Mexico Office |
|-------|--|--|---|
| Email | invoices_ca@tcenergy.com | invoices_us@tcenergy.com | International Suppliers only: invoices_mx@tcenergy.com |

Please ensure all standard invoicing information is provided (i.e. TC Legal entity, remit name/ instructions, date, invoice number, purchase order line item etc.).

For any questions about this process, please contact:

Melissa Martin
Category Lead, Legal and Consulting Services
Email: melissa_martin@tcenergy.com
Phone: 403-920-7019