

# Doing Business with TC Energy

## Supplier Holdback Release Invoicing Instructions-Canada

(not including CGL - Coastal Gaslink project)

**Preparing Your Holdback Release Invoice** Invoices must include the following information. If your submission is missing any of the requirements listed below, it will be returned for resubmission.

**All original invoices that had holdback taken must be paid prior to submitting a holdback release. Holdbacks are released by Project and Purchase Order (PO)/Release Order (RO). Requesting Final Release Holdback also means there will be no further invoices submitted for that PO/RO and Project.**

The following requirements should be attached in **one PDF** submission per holdback invoice when sending to our attention by email. **Please label PDF file attachment:**

Vendor name (space) TC Project number (space) PO/RO number(space)Holdback Invoice number  
(NOTE: Project number start with M.xxxxxx, E.xxxxxx or 2.xxxxxx - this information can be found on the purchase order) No symbols to be used.

**Holdback is released two ways which is determined by what is agreed to on the contract:**

### 1. SUBSTANTIAL RELEASE

Work has been mostly completed and has met the agreed to requirements. The Prime contractor will sign the Certificate of Substantial Completion if agreed upon by the project manager; the lien countdown period will begin at that date. After the expiry of the lien period, a title search is obtained to ensure no liens have been filed against the contractor. All subsequent invoices will still have holdback retained for final release later.

- **Holdback Invoice** – Please note this is a **“HOLDBACK RELEASE”** clearly on your invoice. Ensure that the TC Project number, PO/RO reference number and contract number are indicated along with the original invoice number and amount withheld. If there are multiple holdbacks in one project and PO, please Indicate the breakdown of the grand total amount and its original invoice number referencing to the amount.
- **Forms should be filled out:**
  - Certificate of Holdback release
  - Certificate of Substantial Performance (form based on where the work was completed – differ by province)
- Most updated Clearance Letter Certificate or **Workers Compensation Board Certificate (WCB) for Alberta or Saskatchewan/ WorkSafe BC for BC / WSIB (Ontario)/ CNESST for Quebec**

### 2. FINAL RELEASE

The work is complete and there will be no more invoices charged to the contract. The lien period countdown will begin from the completion of the contract (RO). The PO will be closed.

- **Holdback Invoice** – Please note this is a **“HOLDBACK RELEASE”** clearly on your invoice. Ensure that the TC Project number, PO/RO reference number and contract number are indicated along with the original invoice number and amount withheld. If there are multiple holdbacks in one project and PO, please Indicate the breakdown of the grand total amount and its original invoice number referencing to the amount.
- **Forms should be filled out:**
  - Certificate of Holdback release
  - Contractor Release for Final Payment and
  - Certificate for Final Performance
- Most updated Clearance Letter Certificate or **Workers Compensation Board Certificate (WCB) for Alberta or Saskatchewan/ WorkSafe BC for BC / WSIB (Ontario)/ CNESST for Quebec**

Once completed, submit your Holdback Release Invoice to:

#### Calgary Office

Email [supply\\_management@tcenergy.com](mailto:supply_management@tcenergy.com)