

# Supplier Invoicing Instructions

## Invoice Requirements

*Invoices must include the following information:*

- Bill to the correct TC Energy legal entity the goods or services were provided to as listed on the PO
- A vendor remit to name and payment instructions
- Clearly identified as an “invoice” or credit memo (credits must reference the original invoice)
- Invoice date
- Unique invoice number
- Description of goods and services provided
- Amount and currency
- Purchase Order/Contract Release Number/Contract Number, that you are billing against if applicable.
- **Each invoice must be submitted in pdf format or it will not be processed.** The invoice must be within the first 5 pages and any supporting material must follow the invoice.
- Submit one email per pdf invoice
- Each invoice line must reference the corresponding purchase order line number
- Full Location Address, including Province &/or Zip+4:
- Goods: Ship to Location
- Services: Location of Services Performed
- Taxes as applicable subtotaled
  - State/Federal tax registration number (U.S.)
  - Itemized GST/HST, PST and/or QST (Canada)
  - Withholding Tax (CAN & MX) & VAT Tax (MX)
  - If GST/HST and/or QST are on the invoice, include the GST/HST and/or QST registration number
- Holdback/Retainage must be identified as a deduction
- **Non-purchase order invoices must include the email address of your TC Energy contact in the body of the invoice**

*Note: To ensure invoices are processed in a timely manner, please confirm that all required information is presented on the invoice. TC Energy will reject invoices that are missing any required information (non-compliant invoices).*

## Submitting Your Invoice

	Calgary Office	Houston Office	Mexico Office
<b>Email</b>	<a href="mailto:invoices_ca@tcenergy.com">invoices_ca@tcenergy.com</a>	<a href="mailto:invoices_us@tcenergy.com">invoices_us@tcenergy.com</a>	International Suppliers only: <a href="mailto:invoices_mx@tcenergy.com">invoices_mx@tcenergy.com</a>
<b>eCommerce</b>	<b>Submit via eCommerce platform: OpenInvoice</b> Invoicing requirements are available within OpenInvoice platforms Help Center under Supply Guidelines		Not Available in Mexico

*If you have a contract, and it states to submit your invoice to a specific business unit rather than to Accounts Payable directly, please continue to send your invoice to the specific contact identified on your contract. The invoice must be submitted to AP only once.*

Freight vendors that work with the TC Energy Expediting & Logistics Team are to continue with the current invoice process that is in place.

For other inquiries or additional information please contact **the TC Energy Contact who placed the order.**

The AP office serving your region are: Calgary: [ap\\_inquiries\\_calgary@tcenergy.com](mailto:ap_inquiries_calgary@tcenergy.com)

Houston: [ap\\_inquiries\\_houston@tcenergy.com](mailto:ap_inquiries_houston@tcenergy.com) Mexico: [ap\\_inquiries\\_mexico@tcenergy.com](mailto:ap_inquiries_mexico@tcenergy.com)