

DOING BUSINESS WITH TC ENERGY

INVOICING INSTRUCTIONS

TC Energy values our supplier relationships, and we want to ensure we efficiently process valid payments as per our contractual arrangements. To process quality invoices in a timely manner, we need our suppliers to verify that the required information is provided on submitted invoices. Below is a guide with examples of a purchase order (PO), including a legend of required information and a non-PO invoice, to help you submit accurate invoices for timely processing.

Follow these simple steps to ensure your invoice is processed quickly and correctly by TC Energy:

What to Include on Your Invoice

- Correct TC Energy full legal entity and full address (from Contract or PO)
- Your company's full legal name and remit-to address
- TC Energy contact's full email address (for Non-PO invoices)
- Clearly labeled as 'Invoice' or 'Credit Memo' (credit must reference original invoice)
- Invoice date and unique invoice number (max 16 characters)
- Description of goods/services and location of delivery/performance
- Subtotal, tax breakdown, total amount and currency
- Show any holdbacks/retainage as deductions
- Include applicable taxes (multiple taxes on separate lines)
- Tax registration numbers (CA only)
- Only one PO number per invoice
- Mark 'FINAL INVOICE' if it's the last one for that PO
- Do NOT include banking info

Format Rules

- Submit one PDF invoice per email
- Invoice must be the first page of the document
- Use recognizable characters (no handwriting or images)
- Send to the correct Accounts Payable (AP) inbox
 - » You can 'cc' your TC Contact/Business Support



Where to Send Your Invoice

- Canada: invoices_ca@tcenergy.com
- U.S.: invoices_us@tcenergy.com
- Mexico (International Suppliers): invoices_mx@tcenergy.com
- Mexico (Local Suppliers): ap_invoices_mexico@tcenergy.com



Using Email Submission

- TC Energy's technology uses OCR (Optical Character Recognition)
- Use clear labels like: Invoice: 12345, PO: 4500xxxxxx, Invoice Total \$5625
- Avoid symbols like #, commas in amounts, or handwritten notes



Using OpenInvoice (eCommerce)


- Submit through the OpenInvoice platform, if your company has been onboarded with OpenInvoice (For Canada and US only)
- Follow invoicing rules in the OpenInvoice Help Center under Supplier Guidelines



Need Help?

- Canada: ap_inquiries_calgary@tcenergy.com
- U.S.: ap_inquiries_houston@tcenergy.com
- Mexico: ap_inquiries_mexico@tcenergy.com

EXAMPLE OF TC ENERGY PO:

Order Number: 450067XXXX 1			
Document Date: 06/24/25		TC Energy Bill to Entity ("Company")	
Contractor : Your Company Name 2 123 Supplier Street HOUSTON TX 77041-2667		Ship to : TC Site Address 1234 Site Road Sugar Grove OH 43155-9795	
Supplier Number: 2030xxx Telephone: 832-978-xxxx			
This Release Order is issued pursuant to and governed by the terms of Agreement #460000xxxx			
Shipping instructions: See Shipping Instructions located with Terms & Conditions in the Purchase Order.			
Please note that the following information on Contractor's invoice must match the information in the PO and in Company's records in order to be processed: "bill to" Company name, "remit to" Contractor name and Contractor address. 5		Submit Invoice To: TC Energy Bill to Entity 3 Email: invoices_XX@tcenergy.com 4 Supplier Invoice Instructions must be adhered and are found at https://www.tcenergy.com/siteassets/pdfs/vendors/tc-supplier-invoicing-instructions.pdf eCommerce submission via designated platform	
For Canadian contractors, Contractor's GST # must match those in Company's records. Where the above information fails to match, Company reserves the right to return the invoice to Contractor for correction and resubmission, or contact Buyer to resolve any outstanding discrepancies.			
Buyer: YOUR TC BUYERS NAME 6 Phone Number: (832) 320-xxxx E-Mail Address: firstname_lastname@tcenergy.com			
Payment Terms: Net 60 Days 7		Incoterms® 2020: FCA Free Carrier Named Place or Port: SHIPPING POINT	

1. PO Number
2. Your company's full legal name and remit to address
3. Bill to entity name must match the entity name in the "Submit Invoice To" section
4. Submission email
5. General invoicing requirements
6. TC Buyer contact information
7. Payment terms

EXAMPLE OF VALID TC ENERGY NON-PO INVOICE:

Non-PO Sample Invoice – TC Energy Supplier

Your Company Legal Name
123 Supplier Street
Calgary, AB T2P 3N4
Remit-to Address: Same/Different as above
GST No.: 123456789 RT0001

Bill To Information:
Invoice No.: INV20251103
Invoice Date: November 3, 2025
TC Energy Bill to Entity: Correct Bill to TC Entity
TC Energy Contact Email: firstname_lastname@tcenergy.com

Description of Goods/Services:
- Office Supplies
- Delivered to: TC Energy warehouse, Edmonton, AB

Amount Details:

Item Description	Quantity	Unit Price	Total
Pens	100	\$5.00	\$500.00
Shipping & Handling	1	\$25.00	\$25.00
Subtotal			\$525.00
Tax Type (%)			\$26.25
Total Invoice Amount			\$551.25

Currency: CAD
Payment Terms: Net 60