

# Supplier Invoicing Instructions



TC Energy values our supplier relationships and we want to ensure we efficiently process valid payments as per our contractual arrangements. In order to ensure quality invoices are processed in a timely manner, we need our suppliers to ensure the required information is presented on submitted invoices. Below is a guide and reminder to help you submit quality invoices that can be processed.

## Submitting Your Invoice

All invoices must be submitted to the correct AP In-box. When submitting to the AP In-box you are welcome to cc your business unit contact at that time. By submitting to an individual and not to the correct AP In-box you are delaying payment to your company as aging starts at the day of receipt in AP.

If you are a Freight vendor that works directly with the TC Energy Expediting & Logistics Team, continue to follow the current invoice process in place.

**IMPORTANT NOTE: As previously advised in 2021, with effect from January 2022, TC Energy will start REJECTING invoices that are missing required information as non-compliant invoices.**

**Invoice Requirements** Invoices submitted **must** include the following information:

<ul style="list-style-type: none"> <li>• Bill to the <b>correct TC Energy legal entity</b> the goods or services were provided to as listed on the PO</li> <li>• Include <b>vendor remit to name and payment instructions</b></li> <li>• Clearly <b>identify document</b> as an “invoice” or “credit memo” (credits <b>must</b> reference the original invoice)</li> <li>• Ensure Invoice Data is <b>recognizable characters</b></li> <li>• <b>Invoice date</b> and <b>Unique invoice number</b></li> <li>• <b>Description of goods and services provided</b></li> <li>• <b>Amount due and currency</b></li> <li>• <b>Purchase Order Number</b> or Contract Release Number or Contract Number, that you are billing against. If you <b>submit multiple invoice lines</b>, ensure you <b>reference the right PO for each line</b> (if applicable)</li> <li>• <b>Holdback/Retainage must be identified as a deduction</b></li> <li>• Include your <b>written Company full legal name and address</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Each invoice must be submitted in pdf format or it will not be processed.</b> Invoice must be within the first 5 pages of the document (any supporting material appears after the invoice)</li> <li>• Submit <b>one email per pdf invoice</b> (non eCommerce)</li> <li>• <b>Taxes as applicable subtotaled</b> <ul style="list-style-type: none"> <li>- State/Federal tax registration number (U.S.)</li> <li>- Itemized GST/HST, PST and/or QST (Canada)</li> <li>- Withholding Tax (CAN &amp; MX) &amp; VAT Tax (MX)</li> <li>- If GST/HST and/or QST are on the invoice, include the GST/HST and/or QST registration number</li> </ul> </li> <li>• <b>Full Location Address</b>, including Province &amp;/or Zip+4</li> <li>• <b>Goods: Shipto Location</b></li> <li>• <b>Services: Location of Services Performed</b></li> <li>• <b>Non-purchase order invoices must include the email address of your TC Energy contact in the body of the invoice</b></li> </ul>
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Vendor Invoice Management uses Optical Character Recognition (OCR) technology to scan and enter data which improves process time and accuracy, but it needs some structure to work properly.

- **Avoid adding special characters** (#) before critical data points
  - **DON'T** Enter: Invoice #12345      **DO** Enter: Invoice# 12345
  - **DON'T** Enter: PO#4500xxxxxx      **DO** Enter: PO# 4500xxxxxx
  - **DON'T** Enter: Invoice Total \$5,625      **DO** Enter: Invoice Total \$ 5625
- **DO NOT** add “handwritten” data or highlight or darken fields (OCR can’t capture these areas)
- **DO NOT** rely on a Company Logo or image to relay company name and address (OCR can’t read logo’s)

**IMPORTANT NOTE:** Invoices must only be submitted to Accounts Payable **once**.

...via eCommerce	...to AP via email	...Invoicing inquiries
<p>eCommerce invoices must be submitted via the eCommerce platform <b>OpenInvoice</b> (not available in Mexico)</p> <p>Invoicing requirements for eCommerce are listed in the <b>Open Invoice Help Center</b> under <b>Supply Guidelines</b></p>	<p>The Accounts Payable office serving your region:</p> <p>Calgary: invoices_ca@tcenergy.com</p> <p>Houston: invoices_us@tcenergy.com</p> <p>Mexico: invoices_mx@tcenergy.com</p> <p>(International Suppliers Only)</p>	<p>For other inquiries or additional information, contact the <b>TC Energy contact who placed the order</b></p> <p>The Accounts Payable office serving your region:</p> <p>Calgary: ap_inquiries_calgary@tcenergy.com</p> <p>Houston: ap_inquiries_houston@tcenergy.com</p> <p>Mexico: ap_inquiries_mexico@tcenergy.com</p>

**IMPORTANT NOTE:** TC Energy will **REJECT** invoices that are missing required information as **non-compliant invoices** and you will be required to correct the errors and resubmit in the appropriate manner. Payment due dates will be calculated only upon receipt of a valid invoice meeting the required standard.

**For general inquiries or additional information, contact the **TC Energy contact who placed the order.****