

Supplier Invoicing Instructions



Preparing Your Invoice

Invoices must include the following information:

- Bill to the correct TC Energy legal entity the goods or services were provided to
- A vendor remit to name and 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
- Dollar amount and currency
- Purchase Order/Contract Release Number/Contract Number, if applicable.
- Each invoice needs to be submitted in pdf format and needs to include all supporting material
- Each invoice line must reference the corresponding purchase order line number
- Full Location Address, including Province (Canada) and Zip+4 (US):
 - Goods: Ship to Location
 - Services: Location of Services Performed
- Taxes as applicable (U.S. and Canada) subtotaled
 - State/Federal tax registration number (U.S.)
 - Itemized GST/HST, PST and/or QST (Canada)
- If GST/HST and/or QST are on the invoice, include the GST/HST and/or QST number
- Non-purchase order invoices must include the full name of your TC Energy contact

Note: To ensure invoices are processed in a timely order, please confirm that all required information is present on the invoice, TC Energy will return invoices that are missing any required information (non-compliant invoices)

Submitting Your Invoice

For timely processing, we encourage you to submit your invoices via email.

	Calgary Office	Houston Office
Email	ap_invoices_calgary@tcenergy.com	ap_invoices_houston@tcenergy.com
Mail	Name of legal entity Accounts Payable 450 – 1st Street SW Calgary, Alberta T2P 5H1	Name of legal entity Accounts Payable PO Box 3507 Houston, TX 77253-3507

*** All eCommerce suppliers need to submit invoices through the eCommerce platform. Questions? Please contact eCommerce@tcenergy.com.**

Where to go for help

For inquiries related to invoice payment, please contact:

	Calgary Office	Houston Office
Email	ap_inquiries_calgary@tcenergy.com	ap_inquiries_houston@tcenergy.com
Phone	403.920.7318	832.320.5850