Foothills BC System
Invoice Management
User Guide

Need Help? Call 1.877.920.PIPE (7473)

TC Energy

Before you begin…

- You must have a User Name & Password (assigned by your administrator)
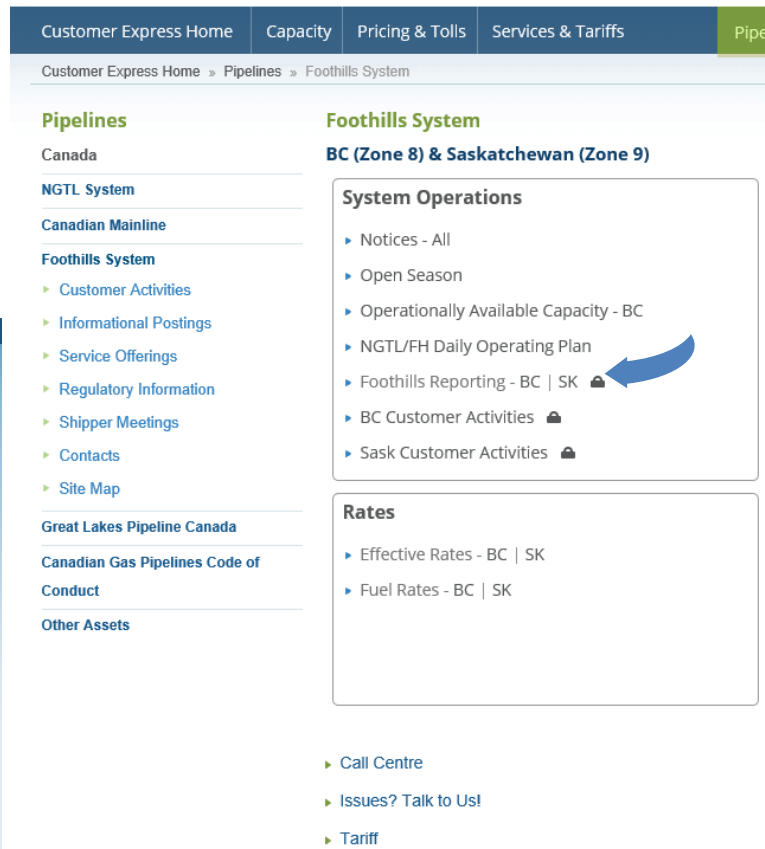- your administrator must have assigned you permission to view and download invoices

Log In

1. **Go to http://www.tccustomerexpress.com/index.html**

   Select the 'Pipelines' tab then select 'Foothills System'

2. **Select 'Foothills Reporting - BC'.**

3. **Enter your User Name and Password, then 'Sign in'**

View Invoices and Reports

1. **Expand on the Contracts and Invoicing menu item**

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⊞ Contracts and Invoicing
⊞ Nominations
⊞ Administration

▸ Assume Customer Identity

▸ Select Pipeline System

Welcome to TC Energy's Customer Activities

Foothills Systems Reporting Changes

We're continuing to improve customer experience with upcoming changes to our Foothills Reporting System.

Reports previously found on the Customer Operational Reporting application for Foothills, are now located within these Customer Activities menus, utilizing the same functionality that is in place for NGTL.

Below is a table referencing the previously used Customer Operational Report, and the new AGA report that provides you that same data.

Report ID	COR Report	AGA location/report
BC500	Shipper Account Contract Quantity	Contracts and Invoicing - Foothills Reports - Contract Reporting - **Shipper Contract Quantities**
BAL01	Custody Transfer Detail Report	Contracts and Invoicing - Foothills Reports - Invoice Reporting - **Daily Justification of Shippers Dailies Report**
IOB1D	Interconnecting Operator Balance Report	Contracts and Invoicing - Foothills Reports - Invoice Reporting - **Daily Interconnecting Operator Balance Report**
INVBC/INVOICE	Invoice	Contracts and Invoicing - Foothills Reports - Invoice Reporting - **Monthly Invoice**
BAL02	Justification of Shipper Dailies Report	Contracts and Invoicing - Foothills Reports - Invoice Reporting - **Monthly Justification of Shipper Dailies Report**
D02	Shipper Operations Summary Report	Contracts and Invoicing - Foothills Reports - Invoice Reporting - **Monthly Shipper Operations Summary Report**
IM01	Shipper Imbalance Summary Report	Contracts and Invoicing - Foothills Reports - Invoice Reporting - **Monthly Shipper Imbalance Inventory Summary Report**
IM02	Pipeline Imbalance Inventory Summary Report	Contracts and Invoicing - Foothills Reports - Invoice Reporting - **Monthly Pipeline Imbalance Inventory Summary Report**
IOB01	Interconnecting Operator?s Balance Report	Contracts and Invoicing - Foothills Reports - Invoice Reporting - **Monthly Interconnecting Operator Balance Report**
MSR01	Measured Quantities Daily Totals Report	Contracts and Invoicing - Foothills Reports - Invoice Reporting - **Monthly Measured Quantities Daily Totals Report**
MSR05	Gas Quality Summary Report	Contracts and Invoicing - Foothills Reports - Invoice Reporting - **Monthly Gas Quality Summary report**
RDS01	Receipt/Delivery Summary Report	Contracts and Invoicing - Foothills Reports - Invoice Reporting - **Monthly Receipt/Delivery Summary report**

Customer Training for TC Energy Customers

Are you new to doing business on TC Energy's pipelines, including BC, Mainline, NGTL and Saskatchewan systems? Could you use some assistance navigating our tools and websites?

The TC Energy Call Centre (Nominations) group offers training for our customers, to assist you in conducting your business. For your convenience, the sessions can be done in person or via WebEx for those customers who are not located in Calgary.

For more information or to request training, please contact Marlene Proctor at 403-920-2686.

For information about Saskatchewan contracts, please contact foothills_contrcting@tcenergy.com.

TC Energy's Customer Service Call Centre is at your service from 7am to 10pm MT, 7 days a week.

The PipeLine at 1.403.920.PIPE (7473) or Toll-free at 1.877.920.PIPE (7473)

TC Energy supports Internet Explorer (recommend IE 11) and Google Chrome.

2. **Select Foothills Reports**

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⊟ Contracts and Invoicing
　▸ Foothills Reports
⊞ Nominations
⊞ Administration

▸ Assume Customer Identity

▸ Select Pipeline System

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INVBC/INVOICE	Invoice	Contracts and Invoicing - Foothills Reports - Invoice Reporting - **Monthly Invoice**
BAL02	Justification of Shipper Dailies Report	Contracts and Invoicing - Foothills Reports - Invoice Reporting - **Monthly Justification of Shipper Dailies Report**
D02	Shipper Operations Summary Report	Contracts and Invoicing - Foothills Reports - Invoice Reporting - **Monthly Shipper Operations Summary Report**
IM01	Shipper Imbalance Summary Report	Contracts and Invoicing - Foothills Reports - Invoice Reporting - **Monthly Shipper Imbalance Inventory Summary Report**
IM02	Pipeline Imbalance Inventory Summary Report	Contracts and Invoicing - Foothills Reports - Invoice Reporting - **Monthly Pipeline Imbalance Inventory Summary Report**
IOB01	Interconnecting Operator?s Balance Report	Contracts and Invoicing - Foothills Reports - Invoice Reporting - **Monthly Interconnecting Operator Balance Report**
MSR01	Measured Quantities Daily Totals Report	Contracts and Invoicing - Foothills Reports - Invoice Reporting - **Monthly Measured Quantities Daily Totals Report**
MSR05	Gas Quality Summary Report	Contracts and Invoicing - Foothills Reports - Invoice Reporting - **Monthly Gas Quality Summary report**
RDS01	Receipt/Delivery Summary Report	Contracts and Invoicing - Foothills Reports - Invoice Reporting - **Monthly Receipt/Delivery Summary report**

3. Select Monthly Invoice
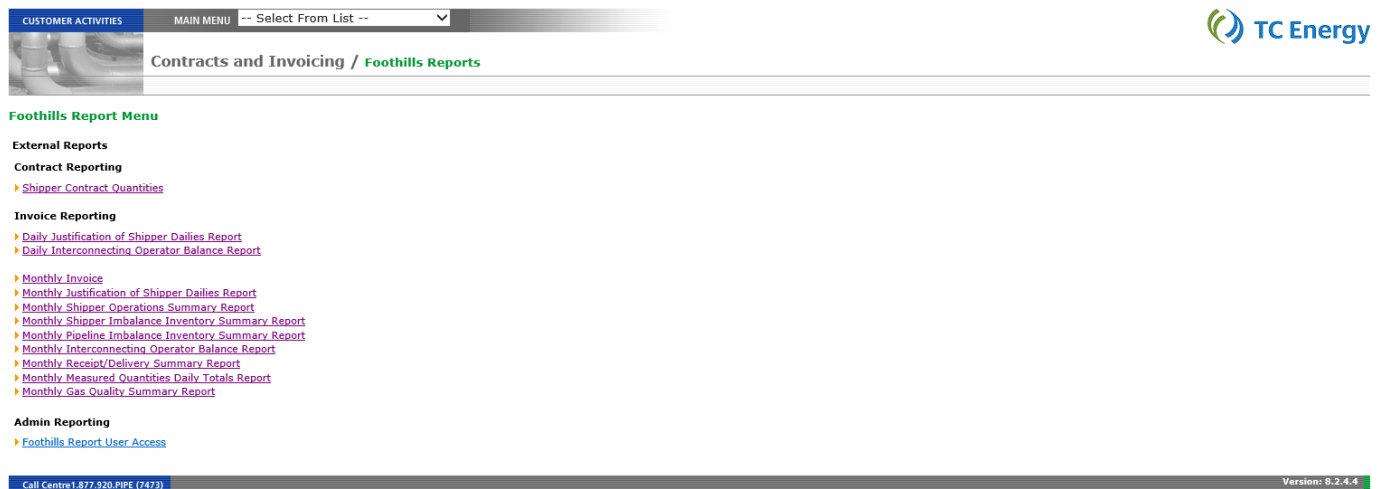
Monthly Invoice - view current/historical invoices (up to 15 months)

Monthly Justification of Shipper Dailies Report (displays daily activity for the invoiced month)

Monthly Shipper Operations Summary Report (displays monthly activity for the invoiced month)

Note: Invoices and reports are in PDF format

Sign Up for Invoice Email Notifications

On the **Monthly Invoice** page, you can sign up to receive an email notification when your invoice is available each month – simply **select the Notification button, check the subscribe button, enter your email address and select 'Submit'**.