

Foothills SK System Invoice Management User Guide



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'

\geqslant () TC Energy | Customer Express Customer Express - Your one stop source for commercial information on our Canadian pipelines 🕁 WHAT'S NEW 🚔 TOOLS Canadian Mainline GCTS Nominations Training Now Available Conversion Tool CO2 Service Charge Calculato Introducing TC Energy Customer Witness North Bay Junction Long Term Fixed Price Mainline Diversion Calculator Approved Mainline 2020 Abandonment Surcharges Toll Calculator NGTL System 2019 Annual Plan Ø USEFUL LINKS 🚫 NGTL / Foothills (A) Mainline PAGES DOWNLOADS PAGES NLOADS Mainline Future Contract Demand Energy Report NGTL System Capability and Historical Flows Charts USJR Canadian Mainline . Gas Day Summary Report Daily Operating Plan NGTL/FH Base Capab Mainline Operational Status Bulletin Mainline Contract Demand Energy Report Gas Day Summary Report Capability and Historical Flow Charts Empress-McNeil Current System Report Mainline Tolls NrG Notices NrG Notices Capability and Historical Flow Charts AB-BC Mainline- Schedu Compliance Tolls **TC Energy Stories** () TC Energy Russ' reading list 🖓 🧟 🛕 🍇 🖉

2. Select 'Foothills Reporting - SK'.

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| Pipelines | Foothills System |
|---|---|
| Canada | BC (Zone 8) & Saskatchewan (Zone 9) |
| NGTL System | System Operations |
| Canadian Mainline | Notices - All |
| Foothills System Customer Activities Informational Postings Service Offerings Regulatory Information Shipper Meetings Contacts Site Map Great Lakes Pipeline Canada Canadian Gas Pipelines Code of Conduct Other Assets | Open Season Operationally Available Capacity - BC NGTL/FH Daily Operating Plan Foothills Reporting - BC SK BC Customer Activities Sask Customer Activities Sask Customer Activities Effective Rates - BC SK Fuel Rates - BC SK |

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



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Need Help? Call 1.877.920.PIPE (7473)

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View Invoices and Reports

1. Expand on the Contracts and Invoicing menu item



| s a table i | referencing the previously used Customer Ope | rational Report, and the new AGA report that provides you that same data. |
|-------------|--|---|
| ort ID | COR Report | AGA location/report |
| | Shipper Account Contract Quantity | Contracts and Invoicing - Foothills Reports - Contract Reporting - Shipper Contract Quantities |
| | Custody Transfer Detail Report | Contracts and Invoicing - Foothills Reports - Invoice Reporting - Daily Justification of Shippers Dailies Report |
| | Interconnecting Operator Balance Report | Contracts and Invoicing - Foothills Reports - Invoice Reporting - Daily Interconnecting Operator Balance Report |
| INVOICE | Invoice | Contracts and Invoicing - Foothills Reports - Invoice Reporting - Monthly Invoice |
| | Justification of Shipper Dailies Report | Contracts and Invoicing - Foothills Reports - Invoice Reporting - Monthly Justification of Shipper Dailies Report |
| | Shipper Operations Summary Report | Contracts and Invoicing - Foothills Reports - Invoice Reporting - Monthly Shipper Operations Summary Report |
| | Shipper Imbalance Summary Report | Contracts and Invoicing - Foothills Reports - Invoice Reporting - Monthly Shipper Imbalance Inventory Summary Report |
| | Pipeline Imbalance Inventory Summary Report | Contracts and Invoicing - Foothills Reports - Invoice Reporting - Monthly Pipeline Imbalance Inventory Summary Report |
| | Interconnecting Operator?s Balance Report | Contracts and Invoicing - Foothills Reports - Invoice Reporting - Monthly Interconnecting Operator Balance Report |
| | Measured Quantities Daily Totals Report | Contracts and Invoicing - Foothills Reports - Invoice Reporting - Monthly Measured Quantities Daily Totals Report |
| | Gas Quality Summary Report | Contracts and Invoicing - Foothills Reports - Invoice Reporting - Monthly Gas Quality Summary report |
| | 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@4 nerav.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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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.

| Report ID | COR Report | AGA location/report |
|-----------|-----------------------------------|--|
| BC500 | Shipper Account Contract Quantity | Contracts and Invoicing - Foothills Reports - Contract Reporting - Shipper Contract Quantit |
| BALO1 | Custody Transfer Detail Report | Contracts and Invoicing - Footbills Reports - Invoice Reporting - Daily Justification of Shine |

| ALUI | custouy fransier Detail Report | Contracts and involcing - Pootnills Reports - Involce Reporting - Daily Justification of Shippers Dailies Report |
|--------------|---|---|
| 0B1D | Interconnecting Operator Balance Report | Contracts and Invoicing - Foothills Reports - Invoice Reporting - Daily Interconnecting Operator Balance Report |
| IVBC/INVOICE | Invoice | Contracts and Invoicing - Foothills Reports - Invoice Reporting - Monthly Invoice |
| AL02 | Justification of Shipper Dailies Report | Contracts and Invoicing - Foothills Reports - Invoice Reporting - Monthly Justification of Shipper Dailies Report |
| 02 | Shipper Operations Summary Report | Contracts and Invoicing - Foothills Reports - Invoice Reporting - Monthly Shipper Operations Summary Report |
| 401 | Shipper Imbalance Summary Report | Contracts and Invoicing - Foothills Reports - Invoice Reporting - Monthly Shipper Imbalance Inventory Summary Repor |
| 102 | Pipeline Imbalance Inventory Summary Report | Contracts and Invoicing - Foothills Reports - Invoice Reporting - Monthly Pipeline Imbalance Inventory Summary Repo |
| DB01 | Interconnecting Operator?s Balance Report | Contracts and Invoicing - Foothills Reports - Invoice Reporting - Monthly Interconnecting Operator Balance Report |
| SR01 | Measured Quantities Daily Totals Report | Contracts and Invoicing - Foothills Reports - Invoice Reporting - Monthly Measured Quantities Daily Totals Report |
| SR05 | Gas Quality Summary Report | Contracts and Invoicing - Foothills Reports - Invoice Reporting - Monthly Gas Quality Summary report |
| DS01 | 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 Custody Transfer Detail Report (displays daily activity for the invoiced month) Monthly

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'**.