

Canadian Mainline Invoices and Reporting User Guide

To access the invoices and associated reporting information on the Canadian Mainline system via the web you will need:

- Internet Browser 10 or higher
- Adobe Acrobat Reader,
- Excel,
- A valid NrG Highway login ID and password;

CALL CENTRE HELP

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

For all your Alberta, Mainline, Foothills B.C., Foothills Saskatchewan and NrG Highway questions or training please contact the PipeLine at 1.403.920.PIPE (7473) or Toll-free at 1.877.920.PIPE (7473) or listed below:

IMPORTANT CONTACT INFORMATION

Topic	Contact Name	Email	Phone
Billing and/or Payments	Mike McEwen	mainline_billing@transcanada.com	(587)933 0783
Temporary Assignments	Sherri Lynn Grassick	mainline_temp_assignments@transcanada.com	(403)920 2064
Tolls	Paulo Deoliveira	Paulo_deoliveira@transcanada.com	(403)920 7154
Nominations & Confirmations	Call Center	nominations@transcanada.com	(403)920 7473
General Inquiries	Call Center	TransCanada's Customer Service Call Center is at your service from 7am to 10pm MT, 7 days a week.	(403)920 7473

LOGIN ACCESS AND PRIVILEGES

If you do not have access to NrG Highway, www.nrghighway.com or you are having problems logging in, please call the Help Desk Toll Free at 1.877.920.PIPE (7473) and ask for our NrG administrators, Ken Stapleton, David Miller or Marlene Proctor.

If your company has access to NrG Highway but you personally don't, contact your Internal NRG Administrator to give you a User ID and Password. If you don't know, who at your company is your company's NrG Administrator, please call Toll Free at 1.877.920.PIPE (7473).

Canadian Mainline Invoices and Reporting User Guide

You will access the invoice(s), backup reports and customer information via <https://secure.gcts.transcanada.com/> By default, you will only see invoices and reports for your company. If you require access to another company's invoices, you must contact TransCanada's Mainline Contracting group (see contact information noted above) and request a Shipper Transportation Account form that would allow you to act as an Agent for another customer.

STEPS TO RETRIEVING TRANSCANADA INVOICES ONLINE

3 ways to access **Gas Customer Transactional System:**

1) Gas Customer Transactional System (GCTS)

Login directly to: <https://secure.gcts.transcanada.com/>

2) Customer Express

Open your internet browser, next type in the following URL address: www.transcanada.com



The screenshot shows the TransCanada website homepage. At the top right, there are links for 'Subscribe', 'Sitemap', and 'Contact Us', along with an 'Asset Map' button. Market data for TSX and NYSE is displayed. The main navigation bar includes 'ABOUT US', 'KEY PROJECTS', 'OUR RESPONSIBILITY', 'CONTACT US', 'OUR BUSINESSES', 'CAREERS', 'MEDIA', 'INVESTOR CENTRE', and 'SEARCH:'. The main content area features a headline: 'TransCanada is a leader in the responsible development and reliable operation of North American energy infrastructure.' Below this is a 'Your Quick Connection:' section with links for 'What's New', 'Learn More About', 'CSR and Annual Report', and 'Emergency Numbers'. A 'What's New' section lists recent news items, including '13 Project Agreements Completed with First Nations Along Coastal GasLink Pipeline Route' and 'TransCanada Announces Early Termination of Hart-Scott-Rodino Waiting Period for Anticipated Columbia Pipeline Group Acquisition'. A 'Customer Information' dropdown menu is open, showing options like 'Natural Gas', 'Customer Express', 'NGTL System', 'Canadian Mainline System', 'Foothills System', 'Liquids', 'Keystone Shipper Information', and 'Keystone Customer Portal'. A map of North America with various asset locations is visible on the right side.

Under the Customer Information drop down box select **Canadian Mainline System.**

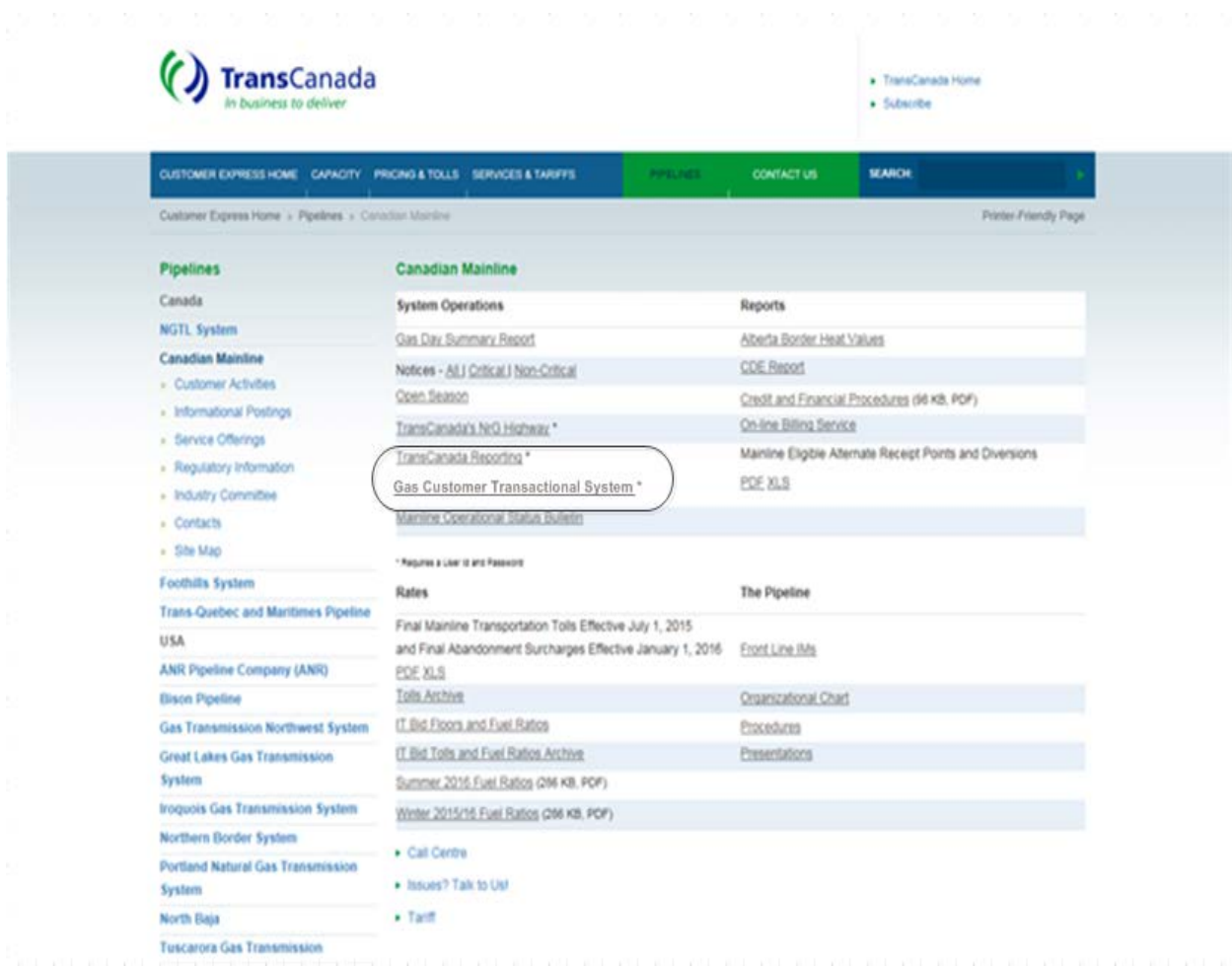
<http://www.tccustomerexpress/mainline.html>

On Customer Express Page, a screen will now display various links and information that is available to our customer(s).

Under the System Operations Menu (middle of the screen):

TransCanada Reporting: Customer Operational Reporting used for Flowing Gas and Invoice, and some aspects of reporting prior to June 2016.

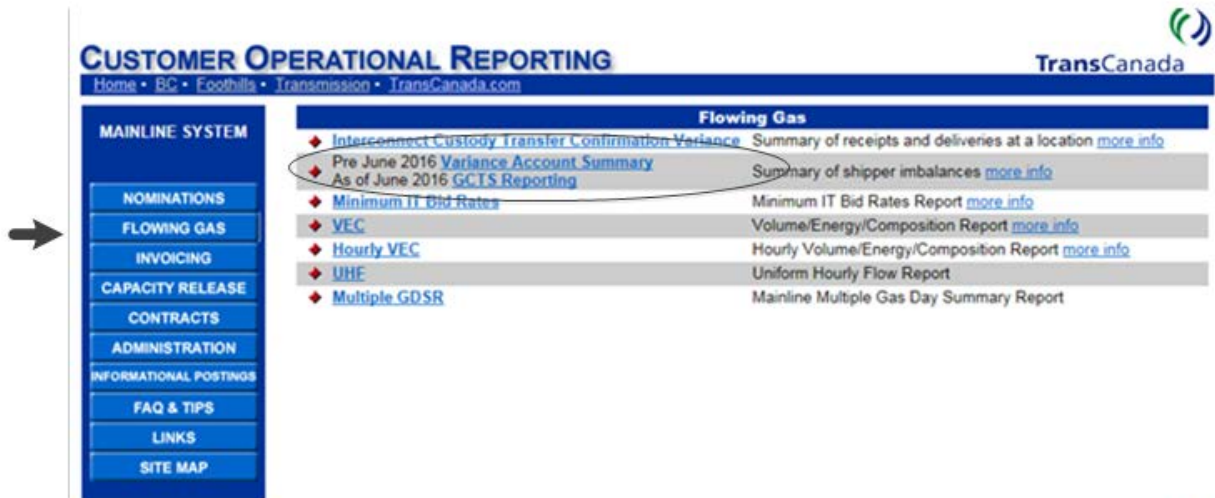
Gas Customer Transactional System: June 2016 forward, invoicing and some aspects of flowing gas reporting will be available through this system



3) TransCanada Reporting on Customer Express

Select TransCanada Reporting from Customer Express.

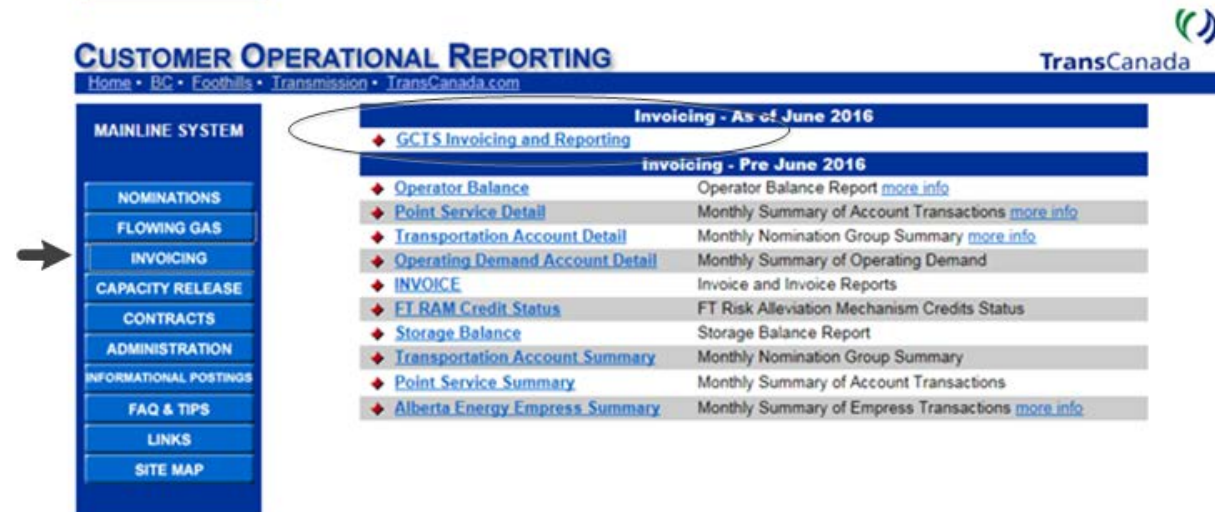
- Flowing Gas Menu has link as of June 2016 available.
- Invoicing Menu has link GCTS Invoicing and Reporting as of June 2016.



CUSTOMER OPERATIONAL REPORTING TransCanada

Home • BC • Foothills • Transmission • TransCanada.com

Flowing Gas	
◆ Interconnect Custody Transfer Confirmation Variance	Summary of receipts and deliveries at a location more info
◆ Pre June 2016 Variance Account Summary As of June 2016 GCTS Reporting	Summary of shipper imbalances more info
◆ Minimum IT Bid Rates	Minimum IT Bid Rates Report more info
◆ VEC	Volume/Energy/Composition Report more info
◆ Hourly VEC	Hourly Volume/Energy/Composition Report more info
◆ UHF	Uniform Hourly Flow Report
◆ Multiple GDSR	Mainline Multiple Gas Day Summary Report



CUSTOMER OPERATIONAL REPORTING TransCanada

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Invoicing - As of June 2016	
◆ GCTS Invoicing and Reporting	
Invoicing - Pre June 2016	
◆ Operator Balance	Operator Balance Report more info
◆ Point Service Detail	Monthly Summary of Account Transactions more info
◆ Transportation Account Detail	Monthly Nomination Group Summary more info
◆ Operating Demand Account Detail	Monthly Summary of Operating Demand
◆ INVOICE	Invoice and Invoice Reports
◆ FT RAM Credit Status	FT Risk Alleviation Mechanism Credits Status
◆ Storage Balance	Storage Balance Report
◆ Transportation Account Summary	Monthly Nomination Group Summary
◆ Point Service Summary	Monthly Summary of Account Transactions
◆ Alberta Energy Empress Summary	Monthly Summary of Empress Transactions more info

You will be prompted to login, use your NrG User ID and Password to login to Gas Customer Transactional System ** It is the same login used to access TransCanada Reporting (COR)



TransCanada Customer Systems Login

User Name:

Password:

This is a restricted access server.
All information on or accessible through this system is strictly confidential. All activity may be monitored.
Unauthorized use or access is strictly prohibited and may result in civil action or criminal prosecution.

← Gas Customer Transactional System
Canadian Mainline
 TransCanada
In business to deliver

Home

Invoicing

Reporting

Version: 1.0.0.20739

Environment: Production

Call Center 1.877.920.8196 (7473)

Home

Welcome to the Gas Customer Transactional System (GCTS)

Canadian Mainline Links

- [Customer Express](#)
- [Tariff](#)
- [Rates: PDF XLS](#)
- [Diversion Toll Calculator](#)
- [Invoice Management User Guide](#)

Mainline Systems

- [TransCanada Reporting \(COR\) *](#)

*Requires a User Id and Password

Contact Us

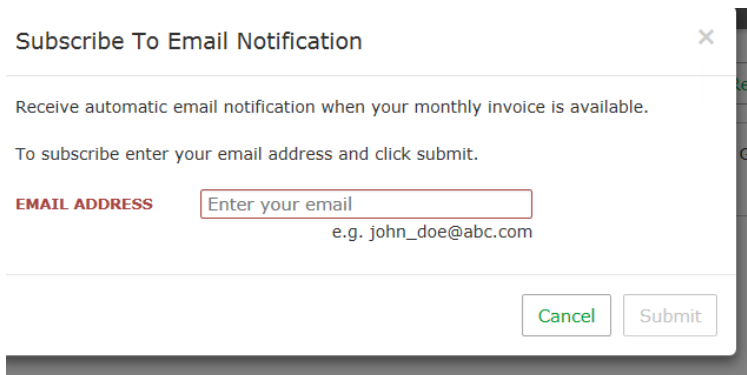
Topic	Contact Name	Email	Phone
Billing and/or Payments	Mike McEwen	mainline_billing@transcanada.com	(587) 933 0783
Temporary Assignments	Sherri Lynn Grassick	mainline_temp_assignments@transcanada.ca	(403) 920 2064
Quantities, Allocations	Wes Meyer	weston_meyer@transcanada.com	(403) 920 6374
Tolls	Paulo Deoliveira	paulo_deoliveira@transcanada.com	(403) 920 7154
Nominations & Confirmations	Call Center	nominations@transcanada.com	(403) 920 7473
General Inquiries	Call Center	TransCanada's Customer Service Call Center is at your service from 7am to 10pm MT, 7 days a week.	(403) 920 7473

INVOICING

To Access Invoices, select Invoicing from Menu -- View Invoices



This screen displays the current invoice plus the ability to search for multiple billing months.



You can subscribe to our notification service that will notify you as soon as the next month's invoices are available for viewing and downloading. If you need to update or delete the email notification, you would select Update Email Notification.

View Invoices

FROM BILLING MONTH:
CUSTOMER: Test Customer
TO BILLING MONTH:

FROM BILLING MONTH: 2016-Apr
TO BILLING MONTH: 2016-Apr

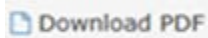
Legend: Download PDF Download PDF with Reports Download CSV

⊞	Billing Month	Invoice Recipient	Download	Total (\$CDN)	Revised Date	Revision
⊞	2016-Apr	Test Customer		4,874,777.32		
⊞		Customer	Invoice Number	Total (\$CDN)	Revised Date	Revision
⊞		Test Customer	111111	\$1,1247.12		
		Invoice Group	Nomination Group			Total (\$CDN)
		12345	12345			\$1,000.00
		67514	67514			\$247.12

Click on the Invoice Recipient to view the invoice. Expand to see the summarized list of invoice groups/nomination groups that have applicable charges for a given billing month.

If you are an agent, expand and see each of the separate customer's information contained in the invoice package.

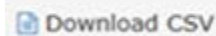
View or download invoices/reports in multiple formats by clicking on the different icons:



Invoice Package available to view or download.



Invoice Package contains Invoice, Transportation Account Detail report and Interest Calculation report (if applicable). Other Invoice supplemental reports such as PALS Billing Detail and Billed Balancing Fees are available in the reporting menu.



Download CSV file will contain all the charges for a given month associated to invoice.


Bookmarks

- Cover Page
- Invoice Package Summary
- Test Customer (Invoice# 111111)
- Invoice Group 12345
 - Transportation
 - Service Type: Firm Transportation (FT)
 - Nomination Group 12345
 - Non-Transportation
 - Service Type: Firm Transportation (FT)
 - Nomination Group 12345
- Transportation Account Detail
 - Invoice Group 12345
 - Nomination Group 12345
 - Transportation
 - Transfer
 - Fuel

Attention: Contact
Test Customer
123 - 1st Street SW
Calgary, AB Canada T1C 3P2

Customer: Test Customer
Contact: Ms. Invoice

TransCanada PipeLines Limited
GST/HST Registration No. 105345904
Invoice # 111111
Payment Due July 20, 2016
For Invoice Period June 2016



450 1st Street S.W.
Calgary, Alberta, Canada T2P 5H1

Invoice Group 12345									
Transportation									
Service Type: Firm Transportation (FT) Nomination Groups: 12345									
Path / Location	Charge Description	Demand (G/day)	Commodity (G/mth)	Toll (\$/G)	Amount CDN (\$)	Tax Base CDN (\$)	Tax Rate (%)	Tax Total CDN (\$)	Total Charges CDN (\$)
Empress to Cornwall	Demand	63		\$8.20929	3,667.19	3,667.19	0%	0.00	3,667.19
Empress to Cornwall	TA to Test 2 Demand	(63)		\$8.20929	(3,667.19)	(3,667.19)	0%	0.00	(3,667.19)
Monthly Transportation Totals		0	0		\$0.00	\$0.00		\$0.00	\$0.00

Non-Transportation									
Service Type: Firm Transportation (FT) Nomination Groups: 12345									
Path / Location	Charge Description	Demand (G/day)	Commodity (G/mth)	Toll (\$/G)	Amount CDN (\$)	Tax Base CDN (\$)	Tax Rate (%)	Tax Total CDN (\$)	Total Charges CDN (\$)
Empress to Cornwall	Abandonment Charge Demand	63		5.02710	316.71	316.71	0%	0.00	316.71
Empress to Cornwall	TA to Test 2 Abandonment Charge Demand	(63)		5.02710	(316.71)	(316.71)	0%	0.00	(316.71)
Monthly Non-Transportation Totals		0	0		\$0.00	\$0.00		\$0.00	\$0.00
Grand Total for Invoice Group 12345					\$0.00	\$0.00		\$0.00	\$0.00

Invoice Layout

- Invoice Package Summary Page - Summarizes Invoice Groups per customer with applicable charges for billing month
- Each Invoice Group is sectioned into Transportation and Non- Transportation charges.
- Pressure is now under Non-Transportation
- Demand Quantity and Commodity Quantity are displayed in separate columns.
- Tax: Previously Tax Base was summarized at an Invoice level. Tax Base is now detailed per charge at a Nom Group level.
- Totals are included after every Transportation and Non- Transportation section as well as a grand total by Invoice Group.
- Electronic indexing of invoice enables quick access to specific sections
- PDF version of Invoice has full indexing and links

Nomenclature Changes

GCTS	COR Reporting	COR Invoice
Invoice Group	Del Class	Customer No.
Nom Group	Account	X – Doesn't exist today

Summary of Invoice Changes

Change	Previous	New
Invoice #	Previously Invoice No. was created for each Customer No. (Invoice Group)	Invoice # per Customer
Invoice Group	No Nom Group reference on invoice	Each Nom group will be broken out on each invoice by transp. and non-transp.

REPORTING

Reports are designed to have summary level information with capability to expand details.

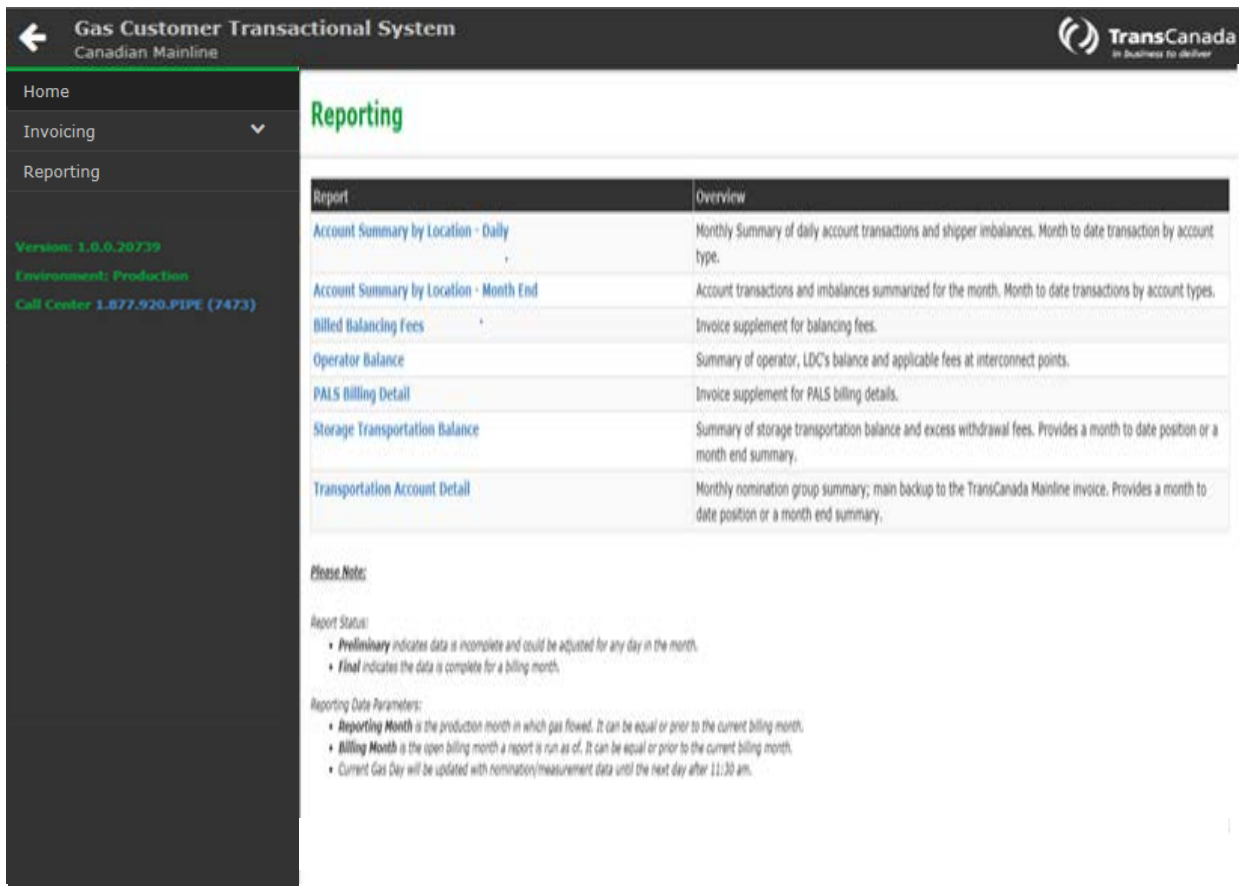
Reports will be available on the screen, pdf or csv format. The pdf version has bookmarks for quick navigation.

Historical Data

Prior to June 2016 – TransCanada Reporting (COR)

June 2016 Forward - Gas Customer Transactional System (GCTS)

To Access Reporting in GCTS, select Reporting from Menu – Reporting



Gas Customer Transactional System
Canadian Mainline

Home
Invoicing
Reporting

Version: 1.0.0.20739
Environment: Production
Call Center 1.877.920.PIPE (7473)

Reporting

Report	Overview
Account Summary by Location - Daily	Monthly Summary of daily account transactions and shipper imbalances. Month to date transaction by account type.
Account Summary by Location - Month End	Account transactions and imbalances summarized for the month. Month to date transactions by account types.
Billed Balancing Fees	Invoice supplement for balancing fees.
Operator Balance	Summary of operator, LDC's balance and applicable fees at interconnect points.
PALS Billing Detail	Invoice supplement for PALS billing details.
Storage Transportation Balance	Summary of storage transportation balance and excess withdrawal fees. Provides a month to date position or a month end summary.
Transportation Account Detail	Monthly nomination group summary; main backup to the TransCanada Mainline invoice. Provides a month to date position or a month end summary.

Please Note:

Report Status:

- **Preliminary** indicates data is incomplete and could be adjusted for any day in the month.
- **Final** indicates the data is complete for a billing month.

Reporting Date Parameters:

- **Reporting Month** is the production month in which gas flowed. It can be equal or prior to the current billing month.
- **Billing Month** is the open billing month a report is run as of. It can be equal or prior to the current billing month.
- Current Gas Day will be updated with nomination/measurement data until the next day after 11:30 am.

Reporting

Report	Overview
Account Summary by Location - Daily	Monthly Summary of daily account transactions and shipper imbalances. Month to date transaction by account type.
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- **Current Gas Day** will be updated with nomination/measurement data until the next day after 11:30 am.

GCTS Reporting Reference

<u>Report Name</u>	<u>COR</u>	<u>GCTS</u>	<u>Comments</u>
Point Service Summary	Flowing Gas	Account Summary by Location-Daily	Monthly summary with daily drill down of details of account transactions and shipper imbalances. Month to date transactions by account types.
Point Service Detail	Invoicing		
Variance Account Summary	Flowing Gas		
Alberta Energy Empress Summary	Invoicing	Account Summary By Location – Month End	Account transactions and imbalances summarized for the month. Month to date transactions by account types.
Billed Balancing Fees	Invoicing	Billed Balancing Fees	Invoice supplement for balancing fees
Operator Balance	Invoicing	Operator Balance	Summary of operator, LDC’s balance and applicable fees at interconnect points.
PALS Billing Detail	Invoicing	PALS Billing Detail	Invoice supplement for PALS billing details.
Storage Transportation Balance	Invoicing	Storage Transportation Balance	Summary of storage transportation balance and excess withdrawal fees. Provides a month to date position or a month end summary.
Transportation Account Detail	Invoicing	Transportation Account Detail	Monthly nomination group summary; main backup to the TransCanada Mainline invoice. Provides a month to date position or a month end summary. The report lists by account all transactions that took place on a Transportation Account/Nomination Group
FT RAM Credit Status	Invoicing	X	Used only for historical purposes in COR
Operating Demand Account Detail	Invoicing	X	Similar information can be found in COR under Contracts - Contract Utilization Report, Account Contract Summary or Transactional TA Report

GCTS FREQUENTLY ASKED QUESTIONS (FAQ)

When will I be able to view my invoice and invoice backup reports?

You will be able to view your invoice and backup reports on or before the 10th day of each month as per the tariff.

As per the Canadian Mainline Tariff, under General Terms & Conditions, Section X & XI, all Invoices shall be available on or before the 10th day of each month. If the 10th falls on a weekend the invoices will be available on the first working day prior to the 10th day of each month that may fall on a weekend.

Example: June 2016 Invoice will be available on July 8th, 2016.

How do I access the data?

TransCanada must give you access to view the invoices. Then you can access the service through www.transcanada.com.

How will I know when the data is available?

Login to the Gas Customer Transactional System, view or download invoices through View Invoices on GCTS Menu.

Subscribe to e-mail notification service when accessing your invoices. After you subscribe, you will receive an e-mail notification every month to let you know the data is available. The e-mail notification service will provide you with a link directly to your login.

What historical data will be available?

Prior to June 2016 - Historical reporting and invoices will be available through TransCanada Reporting (COR).

June 2016 forward - Gas Customer Transactional System (GCTS)

Will there be future improvements or additional invoice reports?

TransCanada is committed to providing a quality online invoice service. If you have any comments/suggestions or additional backup reports you wish to view online, please send your comments to your to mainline_billing@transcanada.com

When are the invoices due for payment?

TransCanada shall receive payment on or before the 20th day of each month. All invoices have the payment due date noted at the bottom of each Invoice. If the 20th falls on a weekend the invoices will be available on the first working day prior to the 20th day of each month that may fall on a weekend. All invoices are in **Canadian (CDN) dollars (\$)**.