

# Invoicing

## TC PLUS

### 1 General Information

This section reviews how to access invoices and statements of account in TC PLUS

Transportation and Sales Invoices will be available by the end of the 2<sup>nd</sup> workday following the month of gas flow.

Preliminary invoices will be available daily throughout the month.

An email will be sent to notify each invoice contact when the final invoices are available on the website.

You must log in to TC PLUS to access and print your invoice and your statement of account.

- You can log in by clicking the TC PLUS Login link at [www.tcplus.com](http://www.tcplus.com). To obtain a username and password, please contact your External Security Administrator (ESA) for TC PLUS. If you do not know who that is, you may contact Usman Khan at TransCanada at (832)320-5418.

You may also download a data file of the invoice detail.

- 1) ACTION ITEMS – How to:
  - a. [View an Invoice](#)
  - b. [View a Statement of Account](#)

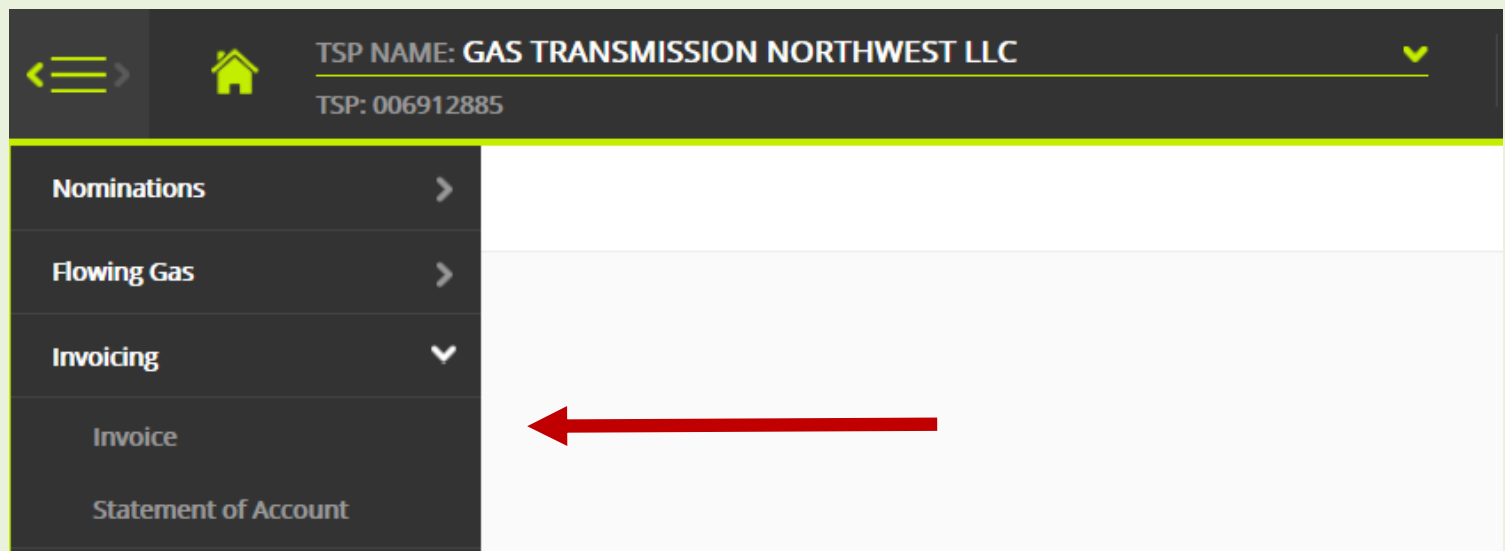
## 2 Invoice

The Invoice is the link to view, print, and download the invoices. Download provides a file of the invoice data.

### 1. Viewing an Invoice

From the MENU screen click on Invoicing and then on Invoice.

To open or close the menu from anywhere in TC PLUS, click on the Menu icon



## 2. The INVOICE Screen

The screenshot shows the 'INVOICE' screen. At the top, there is a dark header bar with a home icon, a hamburger menu icon, and the text 'TSP NAME: GAS TRANSMISSION NORTHWEST LLC' and 'TSP: 006912885'. Below the header, the word 'INVOICE' is displayed on the left, and a blue 'Retrieve' button is on the right. A light blue box contains the text 'Accounting Period' and 'Month/Year' above a text input field containing '04/2015'.

- The Accounting Period will default to the latest period for which there are final invoices.
- You may select another period to see an earlier month's invoice (as more months are processed in TC PLUS) or to see the current month preliminary invoice
- Click on the Retrieve button and your invoice for the period will be listed.

### 3. The INVOICE Screen

TSP NAME: GAS TRANSMISSION NORTHWEST LLC  
TSP: 006912885

INVOICE

Accounting Period  
Month/Year  
04/2015

Service Requester	Service Requester Name	Invoice Identifier	Invoice Status Code	Actions
999999999	ABC Energy Company	GTN1504-001	Final	<a href="#">View</a>   <a href="#">Download</a>

- Click on View and the invoice pdf will open in Adobe Reader. You may print from there.
- To open a data file of your invoice, click on Download. This is a csv (comma separated values) file which will open in Excel.

### 3 Statement of Account

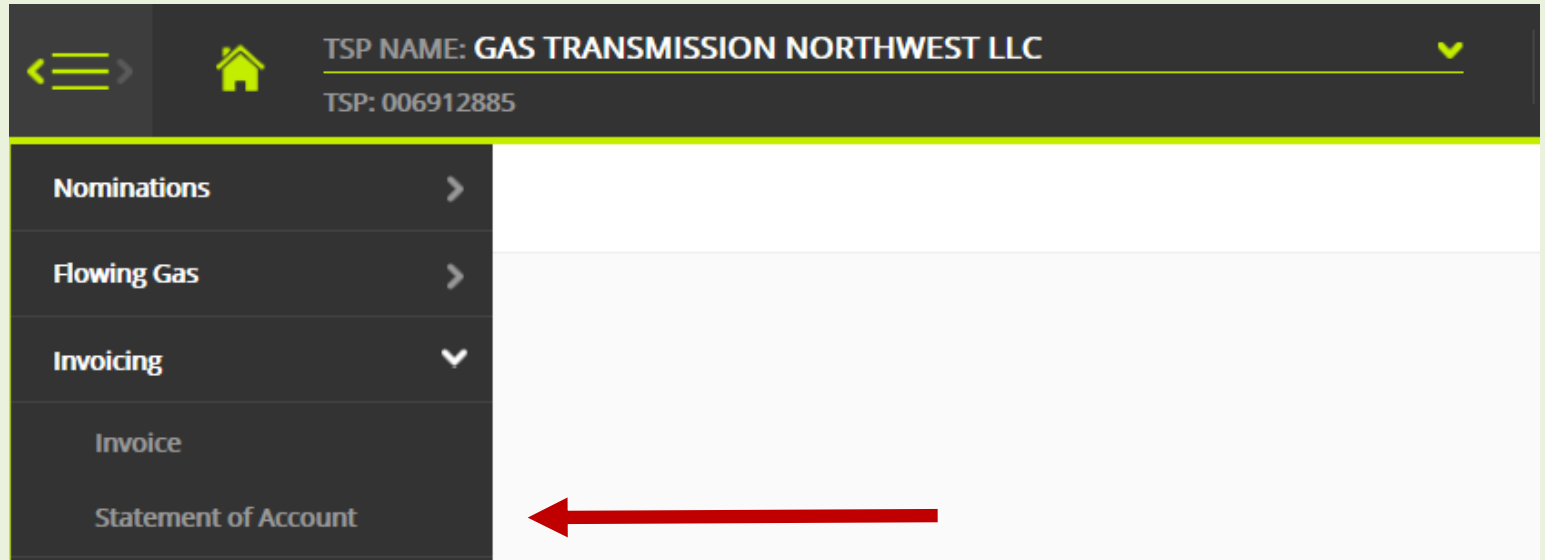
The Statement of Account is the link to view and print the statement. The Statement of Account shows the invoice and payment activity for the month and any past due balances.

#### 1. Viewing a Statement of Account

From the MENU screen Click Invoicing and then Statement of Account.



To open or close the menu from anywhere in TC PLUS, click on the Menu icon



## 2. The STATEMENT OF ACCOUNT Screen

The screenshot displays the 'STATEMENT OF ACCOUNT' screen. At the top, a dark header bar contains a home icon, the text 'TSP NAME: GAS TRANSMISSION NORTHWEST LLC', and 'TSP: 006912885'. Below the header, the title 'STATEMENT OF ACCOUNT' is centered, with a blue 'Retrieve' button to its right. A light blue box labeled 'Accounting Period' contains the text 'Month/Year' and a text input field with the value '04/2015'.

- The Accounting Period will default to the latest period for which there are final invoices.
- You may select another period to see an earlier month's statement (as more months are processed in TC PLUS)
- Click on the Retrieve button and your statement for the period will be listed.

### 3. The STATEMENT OF ACCOUNT Screen

TSP NAME: GAS TRANSMISSION NORTHWEST LLC  
TSP: 006912885

STATEMENT OF ACCOUNT

Accounting Period  
Month/Year  
04/2015

Service Requester	Service Requester Name	Actions
999999999	ABC Energy Company	<a href="#">View</a>

- Click on View and the statement pdf will open in Adobe. You may print from there.