TC PLUS User Reference Guide

Invoicing

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General Information

Transportation Invoices for Great Lakes Gas Transmission Limited Partnership will be available by the end of the 3rd 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. 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.

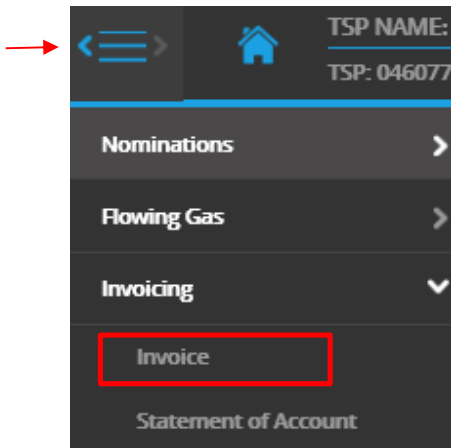You may also download a data file of the invoice detail.

1) ACTION ITEMS – How to:
   a. View an Invoice
   b. View a Statement of Account
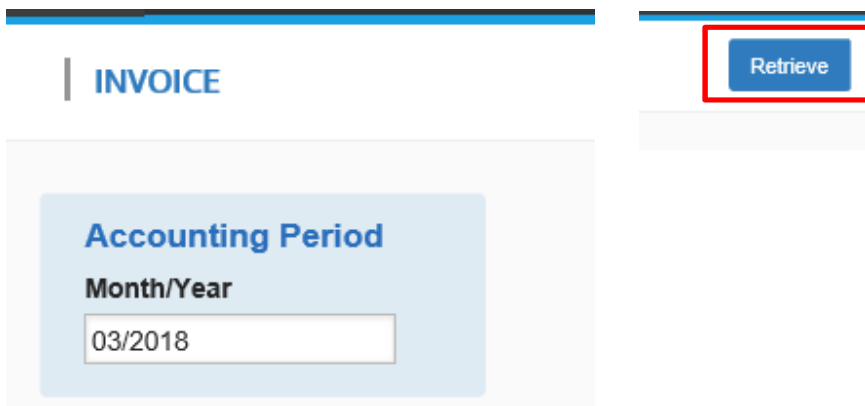
View an Invoice

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

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

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

The Invoice Screen

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.

INVOICE

Accounting Period
Month/Year

03/2018

Service Requester	Service Requester Name	Invoice Identifier	Invoice Status Code	Actions
123333333	ABC Company	GLG1803-01-047	Final	View | Download

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.

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.

Viewing a Statement of Account

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

TransCanada
In business to deliver
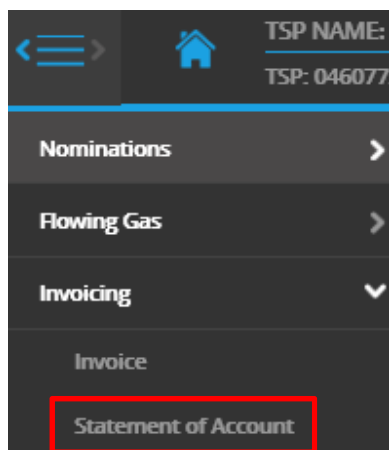
STATEMENT OF ACCOUNT

Accounting Period

Month/Year

03/2018

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.

STATEMENT OF ACCOUNT

Accounting Period

Month/Year

03/2018

Service Requester	Service Requester Name	Invoice Group	Actions
123333333	ABC Company	01	View

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