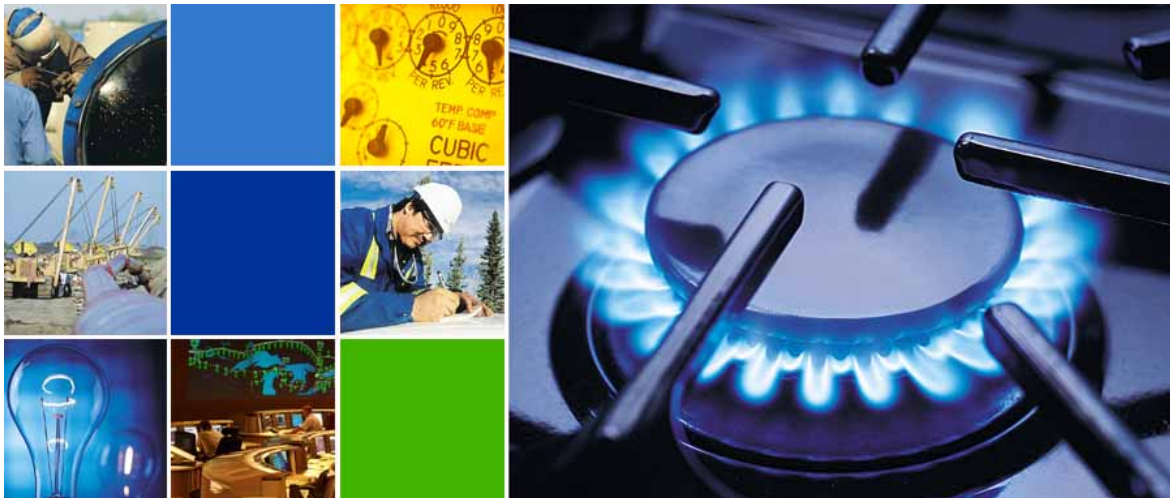

Alberta System Invoice Management

User Guide



Quick Reference Cards

Access E-Billing: Login and Logout

Before you begin

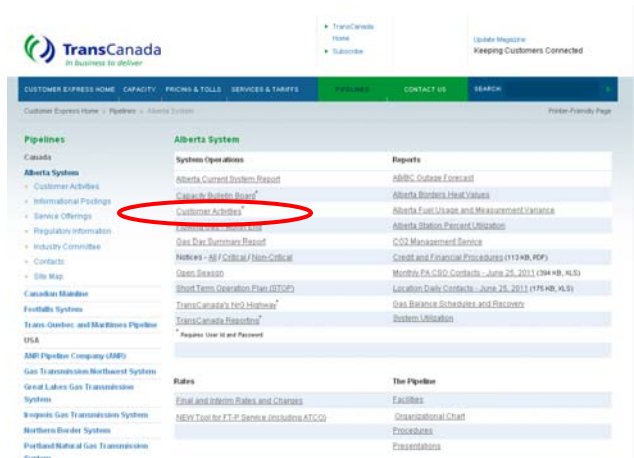
- You must have a user ID
- Your company Administrator must have assigned you permission to view and download Invoices

A. Log In

1. Open your Internet browser and go to <http://www.transcanada.com>

From the section at the left at "Customer Information", pull down the menu and select "Alberta System".

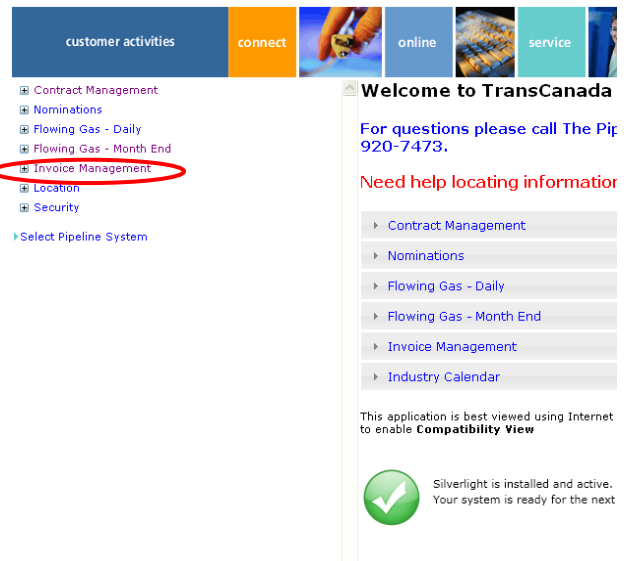
2. Select "Customer Activities".



3. Enter your user name and password. Click <Sign In>.



You can now access your Invoices.



Alberta System Invoice Management - User Guide

To access E-Billing, select "Download Invoices" from the Invoice Management heading on the navigation bar.

The screenshot shows the TransCanada Customer Account navigation bar. The 'Download Invoices' link under the 'Invoice Management' heading is circled in red. Other navigation options include Contract Management, Nominations, Flowing Gas - Daily, Flowing Gas - Month End, Location, and Security. A welcome message and a list of menu items are also visible.

You have now entered the E-Billing area.

The screenshot shows the TransCanada Invoicing / Download Invoice page. The page features a 'Select Invoice or Report' section with a 'VIEW' button, a 'DOWNLOAD' button, and a 'CANCEL' button. Below this are fields for 'CUSTOMER', 'INVOICE PERIOD' (set to July 2011), and 'INVOICE OR REPORT' (set to Invoice). There is also an 'EMAIL NOTIFICATION' section with a checkbox and an 'update' button.

B. Log Out

To log out of the E-Billing system, select the <LOG OUT> option at the top right of the screen.

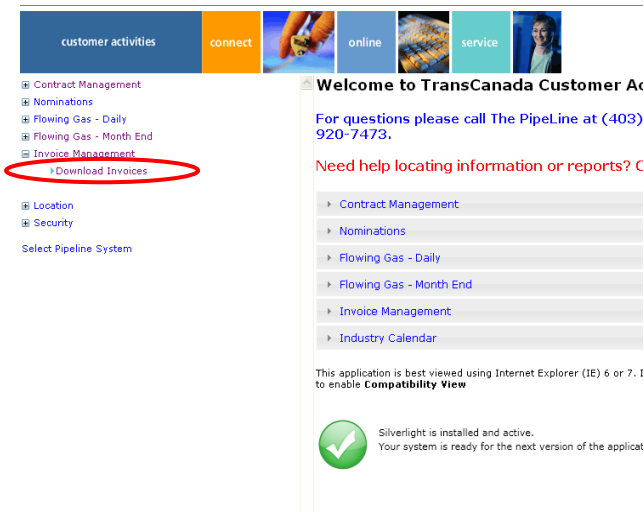
The screenshot shows the TransCanada Invoicing / Download Invoice page. The 'Logout' link at the top right of the page is circled in red. The page content is identical to the previous screenshot, showing the 'Select Invoice or Report' section and the 'EMAIL NOTIFICATION' section.

Quick Reference Cards

Download Invoice

- Before you begin
- You must have a user ID
 - Your company Administrator must have assigned you permission to view and download Invoices

1. Login to Customer Activities and select "Download Invoices".



2. Select the criteria to display an invoice.



This screen defaults to the first customer for which you have access, and is displayed in alphabetical order.

a. Customer

This selection list will be limited to those customers for which you have access, and which have at least

one invoice within the last 14 finalized billing periods. This includes:

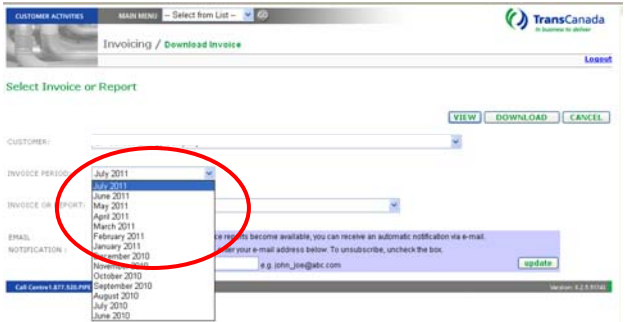
- invoices for your own company,
- invoices for the companies that you are currently an agent for (if you cease to be an agent for an enterprise, you will not be able to see any of that enterprise's invoices),
- invoices for companies that have amalgamated for which you previously had access.

Choose the desired customer from the list. The other selection lists will be refreshed with information specific to the customer you have chosen.

If your desired customer is already displayed, move directly to the Invoice Period selection. You do not have to re-select the customer.

b. Invoice Period

The invoice period choices are populated after the customer is chosen, with the most recent finalized billing period and 13 prior billing periods (sorted from most recent to oldest).

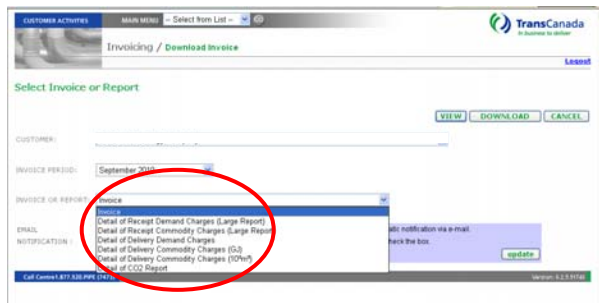


Select the desired invoice period from the list. The Invoice or Report list will be refreshed with the options available for that period. If your desired invoice period is already displayed, proceed to the Invoice or Report selection. You do not have to re-select the period.

Note: When switching customer or invoice period, allow time for the screen to refresh to the new selection.

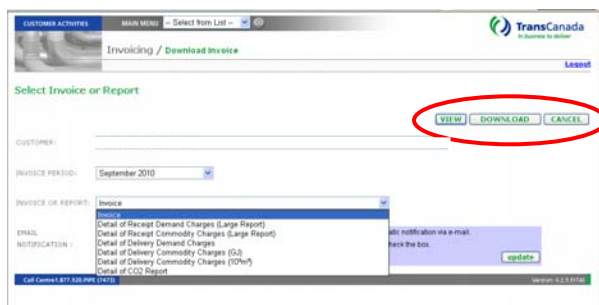
c. Invoice or Report

Select the desired invoice or report from the available options in the list.



Depending on the Invoice period selected, the options available will be displayed for that particular invoice, including: invoice PDF, receipt demand report, receipt commodity report, delivery demand report, delivery commodity reports and CO2 report. Only one document can be selected at a time.

3. Click either <View> or <Download>.



For Invoices:

- <View> will open an Adobe Acrobat PDF version of the invoice.
- <Download> will open the download dialogue box for the PDF file.

For Invoice Reports:

- <View> will open the MS Excel dialogue box for opening the file.
- <Download> will open the MS Excel dialogue box for saving to file.