



## Change to Annual Pipeline Invoice Process

**TO:** Industry Clients

**EFFECTIVE DATE:** April 1, 2012

### **BACKGROUND:**

Previously, the BC Oil and Gas Commission's (Commission) Annual Pipeline Invoice review process was managed through a secure website. Logon information was provided to industry users as part of their invoice package. Changes to the invoice review process have been implemented which move this functionality into the KERMIT application.

### **REQUIREMENT:**

Industry access to Annual Pipeline Invoices has been moved into KERMIT. To enable this access, each company's designated Company Administrator is required to assign the role 'Invoice Reconciliation' to selected staff.

Users with the required permissions may then access the new portal via the 'Project and Sites' tab within KERMIT. The new heading 'Annual Pipeline Invoicing' now appears on the screen, along with a 'Reconcile Invoices' link. Selecting this link will display the invoices associated with companies for which the user has been assigned the Invoice Reconciliation role. These invoices can be reviewed and printed via the 'Overview' tab.

A Reconciliation tab is also available for all segments of each pipeline - if users wish to request an invoice correction they can do so using the functionality available via this tab. If no corrections are required, the user can simply select the 'Complete Reconciliation' checkbox at the bottom of the screen and complete the reconciliation.

More details of this process change are available in the 'Pipeline Reconciliation Support' document found on the Commission website at [www.bcogc.ca/document.aspx?documentID=1225](http://www.bcogc.ca/document.aspx?documentID=1225).

**Should you have any questions regarding this Industry Bulletin, please contact:**

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