Instructions for
Annual Pipeline Invoicing in KERMIT

Effective Date: April 1st, 2012

How do I gain access?
- Each company’s designated Company Administrator must assign the ‘Invoice Reconciliation’ role to selected staff.

I have the ‘Invoice Reconciliation’ role. What do I do now?
- Users with the required permissions can access the new portal via the ‘Project & Sites’ tab within KERMIT. The new heading ‘Annual Pipeline Invoicing’ now appears on the screen, along with a ‘Reconcile Invoices’ link.

How do I use the Annual Pipeline Invoicing system?

1. Log into KERMIT and navigate to ‘Projects and Sites’. Select the ‘Reconcile Invoices’ link to proceed.
2. Annual Pipeline invoices for all companies for which the user has been assigned the Reconcile Invoices role will be displayed. To review the details of any invoice, select any of the PL Invoice # links on the left side of the screen.

3. The invoice details will be displayed. Clicking the ‘Invoice Details Report’ button will allow you to print this screen.
This will generate a PDF of the invoice details which can then be printed for your records. Actual reconciliation of the invoice is done through functionality available on the ‘Reconciliation’ tab.

4. The ‘Reconciliation’ tab presents users with the details of the invoice and allows them to review and confirm or request corrections to the invoice.
This can be done by selecting the segment number hyperlink corresponding to the segment the user wishes to have corrected. Users can submit change requests for corrected O.D., Length, or Operator – if a correction is submitted, a comment to support the request is required.

The segment will be set for review by the Commission once the Invoice Reconciliation is marked as complete by the company representative.

5. Once all correction requests are completed, the user should mark the invoice as reconciled and reviewed. If no corrections are required, the user can simply skip to this step; the checkbox confirming that a review of all segments has been completed should be checked and ‘Complete Reconciliation’ selected (see red circle on image below).

**NOTE:** Once confirmed, the invoice will no longer be available for changes by the company representative. All information associated with that invoice will be read only to external users.
6. Once the requested changes have been reviewed by the Commission, this response will be available to industry clients through the same 'Invoice Detail' screen.

![Invoice Detail](image)

**NOTE:** All invoices must be paid in full before being disputed and reviewed by the Commission.

**How do I get support?**

- For security and user account related support, please email OGC.Systems@bcogc.ca. An email to this account will generate a call number that will be emailed back to the submitter for future reference.