

Instructions for Annual Pipeline Invoicing in KERMIT

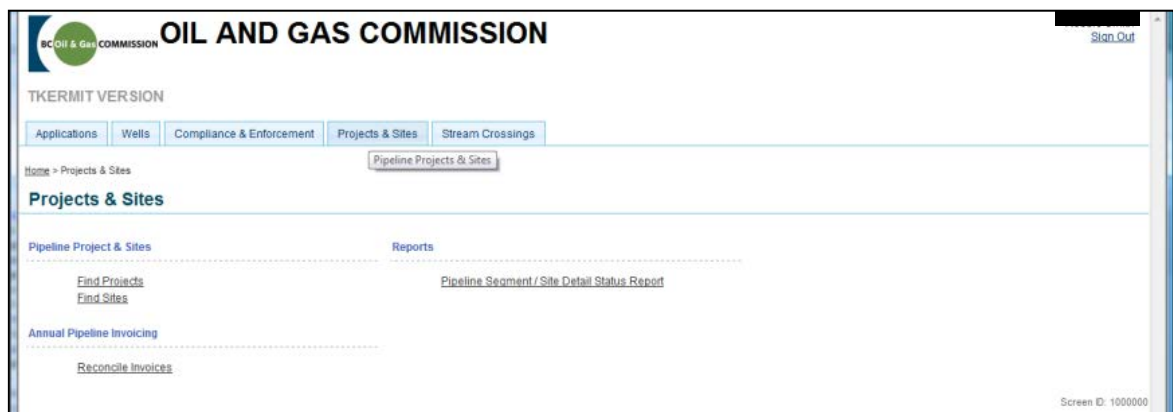
Effective Date: April 1st, 2012

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.

- 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.

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Applications Wells Compliance & Enforcement Projects & Sites Stream Crossings

Invoice #	Fiscal Year	Invoiced Operator	Invoice Amount	Adjusted Amount	Print Date	Paid Date	Operator Adjusted	Operator Complete	Status
[Redacted]	2004	[Redacted]	[Redacted]	[Redacted]	Jul 1, 2006	Mar 27, 2007	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Completed
[Redacted]	2005	[Redacted]	[Redacted]	[Redacted]	Jul 1, 2006	Mar 27, 2007	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Completed
[Redacted]	2006	[Redacted]	[Redacted]	[Redacted]	Jul 1, 2006	Mar 27, 2007	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Completed
[Redacted]	2007	[Redacted]	[Redacted]	[Redacted]	Aug 28, 2007	Oct 24, 2007	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Completed
[Redacted]	2008	[Redacted]	[Redacted]	[Redacted]	Aug 1, 2008	Jan 5, 2009	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Completed
[Redacted]	2009	[Redacted]	[Redacted]	[Redacted]	Apr 1, 2009	Dec 22, 2009	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Completed
[Redacted]	2009	[Redacted]	[Redacted]	[Redacted]	Apr 1, 2009	Jul 28, 2009	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Completed
[Redacted]	2009	[Redacted]	[Redacted]	[Redacted]	Apr 1, 2009	Sep 17, 2009	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Completed
[Redacted]	2010	[Redacted]	[Redacted]	[Redacted]	Apr 1, 2010	Feb 10, 2011	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Completed
[Redacted]	2011	[Redacted]	[Redacted]	[Redacted]	Apr 1, 2011	Aug 12, 2011	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Completed
[Redacted]	2012	[Redacted]	[Redacted]	[Redacted]	Mar 5, 2012	mmm dd, yyyy	<input type="checkbox"/>	<input type="checkbox"/>	Open for Feedback

- The invoice details will be displayed. Clicking the 'Invoice Details Report' button will allow you to print this screen.

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Invoice #: [Redacted] Operator Name: [Redacted]
Fiscal Year: 2004 Invoiced Operator: [Redacted]
Status: Completed

Overview Reconciliation


Print Date: Jul 1, 2006 Invoice Amount: [Redacted]
Paid Date: Mar 27, 2007 Refund Amount: [Redacted]
Payment Expected: Adjusted Amount: [Redacted]
Operator Adjusted:
Operator Complete:
Invoiced Operator: [Redacted]

Payments

Date	Cheque #	Amount
Mar 27, 2007	CONV	[Redacted]

Invoice Details Report

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



Annual Pipeline Invoice Details

2012MAR20
OGCR1180a

Annual Pipeline Details for April 1, 2008 to March 31, 2009

Meters of Pipe < 6 Inches in Diameter:

Meters of Pipe >= 6 Inches in Diameter:

Total Meters of Pipe:

Segment review requested by operator. Please see status column to identify segments for review.

Project	Seg Location	Register Date	LTO Date	As Built	Pipe OD (mm)	Pipe Length (m)	Segment Status
[REDACTED]	1 13- [REDACTED]	1991SEP25	1991DEC05	1992FEB12	[REDACTED]	[REDACTED]	Review Complete
[REDACTED]	2 Heavy Wall Crossing Pipe	1991SEP25	1991DEC05	1992FEB12	[REDACTED]	[REDACTED]	Review Complete
[REDACTED]	3 08- [REDACTED]	1991SEP25	1991DEC05	1992FEB12	[REDACTED]	[REDACTED]	Review Complete

- The 'Reconciliation' tab presents users with the details of the invoice and allows them to review and confirm or request corrections to the invoice.



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[Sign Out](#)

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Invoice #: [REDACTED]

Fiscal Year: 2009

Operator Name: [REDACTED]

Invoiced Operator: [REDACTED]

Status: Completed

Overview **Reconciliation**

Project # / Comment	Segment #	Location	Length (m)	O.D. (mm)	MOP (kPa)	Corrected Length (m)	Corrected O.D. (mm)	Corrected Operator	Segment Status
0000 [REDACTED]	001	13- [REDACTED] to 08- [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="checkbox"/>	Review Complete
The pipeline segment no longer belongs to [REDACTED]									
0000 [REDACTED]	002	Heavy Wall Crossing Pipe	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="checkbox"/>	Review Complete
The pipeline segment no longer belongs to [REDACTED]									
0000 [REDACTED]	003	08- [REDACTED] to 08- [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="checkbox"/>	Review Complete
The pipeline segment no longer belongs to [REDACTED]									

I confirm that I have completed all the segment reconciliation requests. After selecting the Complete Reconciliation button, I will no longer be able to make additional alterations.

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.

Invoice #: [REDACTED]	Length (m): [REDACTED]	Registered Date: Jan 30, 2002
Project #: [REDACTED]	O.D. (mm): [REDACTED]	LTO Date: Jan 8, 2003
Segment #: 1	Wall (mm): [REDACTED]	As Built Date: Jan 8, 2003
Substance: Natural Gas	Grade: [REDACTED]	Category:
MOP (kPa): [REDACTED]		Status: OK
Location: [REDACTED]		

Details

Operator Corrections

Corrected O.D. (mm): _____ Corrected Length (m): _____

Corrected Operator:

Operator Comment: _____

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

- 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.

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Invoice #: [REDACTED] Operator Name: [REDACTED]
 Fiscal Year: 2009 Invoiced Operator: [REDACTED]
 Status: Completed

Overview **Reconciliation**

Project # / Comment	Segment #	Location	Length (m)	O.D. (mm)	MOP (kPa)	Corrected Length (m)	Corrected O.D. (mm)	Corrected Operator	Segment Status
001	001	13-30-078-13 to 08-07-080-13	[REDACTED]	[REDACTED]	[REDACTED]			<input type="checkbox"/>	Review Complete
The pipeline segment no longer belongs to [REDACTED]									
002	002	Heavy Wall Crossing Pipe	[REDACTED]	[REDACTED]	[REDACTED]			<input type="checkbox"/>	Review Complete
The pipeline segment no longer belongs to [REDACTED]									
003	003	08-07-080-13 to 08-07-080-13	[REDACTED]	[REDACTED]	[REDACTED]			<input type="checkbox"/>	Review Complete
The pipeline segment no longer belongs to [REDACTED]									

I confirm that I have completed all the segment reconciliation requests. After selecting the Complete Reconciliation button, I will no longer be able to make additional alterations.

