



# Instructions for Annual Pipeline Invoicing in KERMIT

**VERSION 1.0: January 2024**

## About the Regulator

The BC Energy Regulator (Regulator) is the single-window regulatory agency with responsibilities for regulating oil and gas activities in British Columbia, including exploration, development, pipeline transportation and reclamation.



The Regulator’s core roles include reviewing and assessing applications for industry activity, consulting with First Nations, ensuring industry complies with provincial legislation and cooperating with partner agencies. The public interest is protected by ensuring public safety, protecting the environment, conserving petroleum resources and ensuring equitable participation in production.

### Vision, Mission and Values

#### Vision

A resilient energy future where B.C.’s energy resource activities are safe, environmentally leading and socially responsible.

#### Mission

We regulate the life cycle of energy resource activities in B.C., from site planning to restoration, ensuring activities are undertaken in a manner that:



Protects public safety and the environment



Supports reconciliation with Indigenous peoples and the transition to low-carbon energy



Conserves energy resources



Fosters a sound economy and social well-being



#### Values

**Respect** is our commitment to listen, accept and value diverse perspectives.

**Integrity** is our commitment to the principles of fairness, trust and accountability.

**Transparency** is our commitment to be open and provide clear information on decisions, operations and actions.

**Innovation** is our commitment to learn, adapt, act and grow.

**Responsiveness** is our commitment to listening and timely and meaningful action.

## Additional Guidance

As with all Regulator documents, this document does not take the place of applicable legislation. Readers are encouraged to become familiar with the acts and regulations and seek direction from Regulator staff for clarification.

The Regulator publishes both application and operations manuals and guides. The application manual provides guidance to applicants in preparing and applying for permits and the regulatory requirements in the planning and application stages. The operation manual details the reporting, compliance and regulatory obligations of the permit holder. Regulator manuals focus on requirements and processes associated with the Regulator's legislative authorities. Some activities may require additional requirements and approvals from other regulators or create obligations under other statutes. It is the applicant and permit holder's responsibility to know and uphold all legal obligations and responsibilities. For example, Federal Fisheries Act, Transportation Act, Highway Act, Workers Compensation Act and Wildlife Act.

Throughout the document there are references to guides, forms, tables and definitions to assist in creating and submitting all required information. Additional resources include:

- [Glossary and acronym listing](#) on the Regulator website.
- [Documentation and guidelines](#) on the Regulator website.
- [Frequently asked questions](#) on the Regulator website.
- [Advisories, bulletins, reports and directives](#) on the Regulator website.
- [Regulations and Acts](#) listed on the Regulator website.

In addition, this document may reference some application types and forms to be submitted outside of the Application Management System but made available on the Regulator's website. Application types and forms include:

- Heritage Conservation Act, Section 12
- Road use permits
- Water licences
- Master licence to cut
- Certificate of restoration
- Waste discharge permit
- Experimental scheme application
- Permit extension application

## Manual Revisions

The Regulator is committed to the continuous improvement of its documentation. Revisions to the documentation are highlighted in this section and are posted to the [Documentation Section](#) of the Regulator's website. Stakeholders are invited to provide input or feedback on Regulator documentation to [SserviceDesk@bc-er.ca](mailto:SserviceDesk@bc-er.ca) or submit feedback using the [feedback form](#).

Version Number	Posted Date	Effective Date	Chapter Section	Summary of Revision(s)
1.0			Various	No content changes. Replace BCOGC with BCER; OGAA with ERAA; new logos, references and associations.

# Instructions for Annual Pipeline Invoicing in KERMIT

## 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.

The screenshot shows a navigation bar with four tabs: 'Wells', 'Post Permit Actions', 'Compliance & Enforcement', and 'Projects & Facilities'. Below the tabs is a breadcrumb trail: 'Home > Projects & Facilities'. The main heading is 'Projects & Facilities'. Underneath, there are two columns of links. The left column is titled 'Pipeline Projects & Facilities' and contains links for 'Find Projects', 'Find Pipeline Installations', and 'Find Facilities'. Below this is a section titled 'Yearly Pipeline Invoicing' with a link for 'Reconcile Invoices'. The right column is titled 'Reports' and contains a link for 'Pipeline Segment Status Report'.

## 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.

Invoice #	Fiscal Year	Invoiced Operator	Invoice Amount	Adjusted Amount	Print Date	Paid Date	Operator Adjusted	Operator Complete	Status
	2004				Jul 1, 2006	Aug 21, 2006	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Completed
	2005				Jul 1, 2006	Aug 21, 2006	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Completed
	2006				Jul 1, 2006	Aug 21, 2006	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Completed
	2007				Aug 28, 2007	Dec 10, 2007	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Completed
	2008				Aug 1, 2008	Oct 22, 2008	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Completed
	2009				Apr 1, 2009	Aug 26, 2009	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Completed
	2010				Apr 1, 2010	Mar 11, 2011	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Completed
	2011				Apr 1, 2011	Aug 22, 2011	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Completed
	2012				Apr 5, 2012	Sep 6, 2012	<input type="checkbox"/>	<input type="checkbox"/>	Open for Feedback
	2013				Apr 11, 2013	May 30, 2013	<input type="checkbox"/>	<input type="checkbox"/>	Open for Feedback
	2014				Apr 9, 2014	Aug 6, 2014	<input type="checkbox"/>	<input type="checkbox"/>	Open for Feedback
	2015				Apr 20, 2015	Jun 12, 2015	<input type="checkbox"/>	<input type="checkbox"/>	Open for Feedback
	2016				Apr 7, 2016	May 5, 2016	<input type="checkbox"/>	<input type="checkbox"/>	Open for Feedback
	2017				Apr 12, 2017	mmm dd, yyyy	<input type="checkbox"/>	<input type="checkbox"/>	Open for Feedback
	2018				Apr 3, 2018	mmm dd, yyyy	<input type="checkbox"/>	<input type="checkbox"/>	Open for Feedback
	2019				Apr 2, 2019	mmm dd, yyyy	<input type="checkbox"/>	<input type="checkbox"/>	Open for Feedback
	2020				Apr 2, 2020	mmm dd, yyyy	<input type="checkbox"/>	<input type="checkbox"/>	Open for Feedback
	2021				Apr 7, 2021	mmm dd, yyyy	<input type="checkbox"/>	<input type="checkbox"/>	Open for Feedback
	2022				Apr 4, 2022	mmm dd, yyyy	<input type="checkbox"/>	<input type="checkbox"/>	Open for Feedback
	2023				Apr 11, 2023	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.

Wells
Post Permit Actions
Compliance & Enforcement
Projects & Facilities

Invoice #: [REDACTED]  
Fiscal Year: 2023

Operator Name: [REDACTED]  
Invoiced Operator: [REDACTED]  
Status: **Open for Feedback**  
*\*Disputes will not be considered until reconciliation is complete.*

Overview
Reconciliation


Print Date: Apr 11, 2023  
Paid Date: mmm dd, yyyy  
Payment Expected:   
Operator Adjusted:   
Operator Complete:   
Invoiced Operator: [REDACTED]  
Operator Contact Email: [REDACTED]

Invoice Amount: [REDACTED]  
Refund Amount: \$0.00  
Adjusted Amount: [REDACTED]

Payments

Date	Cheque #	Amount
<div style="border: 1px solid #ccc; display: inline-block; padding: 2px 5px; margin: 5px 0;">Invoice Details Report</div>		

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

2023JUL12  
OGCR1180a

**Annual Pipeline Details for April 1, 2022 to March 31, 2023**

Meters of Pipe < 6 Inches in Diameter: [REDACTED]

Meters of Pipe >= 6 Inches in Diameter: [REDACTED]

Total Meters of Pipe: [REDACTED]

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 From: [REDACTED] To: [REDACTED]	2007OCT17	2009MAR26	2009MAR31	[REDACTED]	[REDACTED]	OK
[REDACTED]	1 From: [REDACTED] To: [REDACTED]	2007NOV14	2009FEB27	2009MAR02	[REDACTED]	[REDACTED]	OK

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

Wells
Post Permit Actions
Compliance & Enforcement
Projects & Facilities

Invoice #: █████ Operator Name: █████  
 Fiscal Year: 2010 Invoiced Operator: █████  
 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 █████	<a href="#">001</a>	█████ to █████	█████	█████	█████			<input type="checkbox"/>	OK
0000 █████	<a href="#">001</a>	█████ to █████	█████	█████	█████			<input type="checkbox"/>	OK
0000 █████	<a href="#">002</a>	█████ to █████	█████	█████	█████			<input type="checkbox"/>	OK

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.

Complete Reconciliation

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

Details

Operator Corrections

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

Corrected Operator:

Operator Comment:

Save
Cancel

The segment will be set for review by the Regulator 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).

**Please 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.

Wells | Post Permit Actions | Compliance & Enforcement | Projects & Facilities

Invoice #: [redacted] Operator Name: [redacted]  
 Fiscal Year: 2010 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	[redacted] to [redacted]	[redacted]	[redacted]	[redacted]			<input type="checkbox"/>	OK
0000 [redacted]	001	[redacted] to [redacted]	[redacted]	[redacted]	[redacted]			<input type="checkbox"/>	OK
0000 [redacted]	002	[redacted] to [redacted]	[redacted]	[redacted]	[redacted]			<input type="checkbox"/>	OK

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.

**Complete Reconciliation**

- Once the requested changes have been reviewed by the Regulator, this response will be available to industry clients through the same 'Invoice Detail' screen.

**Invoice Detail**

Invoice #: [redacted] Length (m): [redacted] Register Date: Jan 20, 1997  
 Project #: [redacted] O.D. (mm): [redacted] L.T.O. Date: Apr 20, 1997  
 Segment #: 001 Wall (mm): [redacted] As Built Date: Apr 20, 1997  
 Substance: Sour Natural Gas Grade: [redacted] Category:  
 MOP (kPa): [redacted]  
 Location: [redacted]

**Save** **Cancel**

**Operator Corrections**

Corrected O.D. (mm): [redacted] Corrected Length (m): [redacted]  
 Corrected Operator:   
 Operator Comment: Length and OD incorrectly reported on invoice.

**OGC Response**

Reviewed:  Removed:  Revised:  Refund Amount: \$ [redacted]  
 Comments: Reviewed and agreed. Refund approved.

**Save** **Cancel**

**Please Note:**

All invoices must be paid in full before being disputed and reviewed by the Regulator.

## How do I get support?

For security and user account related support, please email [ServiceDesk@bc-er.ca](mailto:ServiceDesk@bc-er.ca). An email to this account will generate a call number that will be emailed back to the submitter for future reference.