



ENB Oracle Supplier Portal: Enbridge Initiated Change Orders

Learning Guide
June 2021

Contents

- Enbridge Initiated Change Orders3
- Enbridge Email Change Order Acknowledgement3
- Oracle Supplier Portal Change Order Acknowledgement 4
- Review the Change Order..... 8
- Acknowledge Change Order12

Enbridge Initiated Change Orders

Purpose	This learning guide provides details of how to acknowledge a change order issued by Enbridge within the Oracle Supplier Portal
---------	--

Enbridge Email Change Order Acknowledgement

1. You will receive both an **email notification** from Enbridge and a notification within the Oracle Supplier Portal when Enbridge has initiated a **Change Order**. You can acknowledge the **Change Order** by either clicking the hyperlink within the email notification, or by clicking the hyperlink within the notification in the Oracle Supplier Portal.
2. If you choose to access the **Change Order Acknowledgement** using the email notification, you will first need to log into your Enbridge Okta account at <https://enbridgesuppliers.okta.com/> and click on the **Oracle Cloud** icon. After you have logged in, please return to the email notification and open the attached **PDF** and review the details of the Change Order. To proceed with acknowledgement of the Purchase Order, click on the **"Review and Acknowledge"** hyperlink. Do not reply directly to the email message.

The hyperlink will direct you to the **Acknowledge Change Order** screen within the Oracle Supplier Portal. You will be asked to acknowledge the **Change Order** before performing any fulfillment. Please respond within 24 hours of receiving the notification.

To continue, please proceed to **Step 18**.

From: Doe, John <john.doe@enbridge.com>
Sent: Tuesday, April 27, 2021 1:57 PM
To: jane.smith@supplier.com

Subject: Document (Purchase Order) PUR-2664-2000020 Requires Acknowledgment

This message is from an EXTERNAL SENDER - be CAUTIOUS, particularly with links and attachments.

ACTION REQUIRED: You are required to acknowledge this Purchase Order before performing any fulfillment. Please open the attached PDF and review the details of the purchase order. Please reply within 24 hours by first logging into your Enbridge Okta account at <https://enbridgesuppliers.okta.com/> and clicking on the Oracle Cloud icon. Once logged into Oracle Cloud, then open the "Review and Acknowledge" hyperlink provided below. Do not reply directly to this message.

Document (Purchase Order) PUR-2664-2000020 Requires Acknowledgment

Details

Assignee	Bruce Wayne	Sold-to Legal Entity	Enbridge Pipelines Inc. - LP
From	CANTACIOIU, ALK	Order	PUR-2664-2000020
Assigned Date	4/20/21 4:19 PM	Buyer	ALKA CANTACIOIU
Due Date	4/22/21 4:19 PM	Ordered	4.00 CAD
Task Number	243888		

Recommended Actions

- [Review and Acknowledge](#)

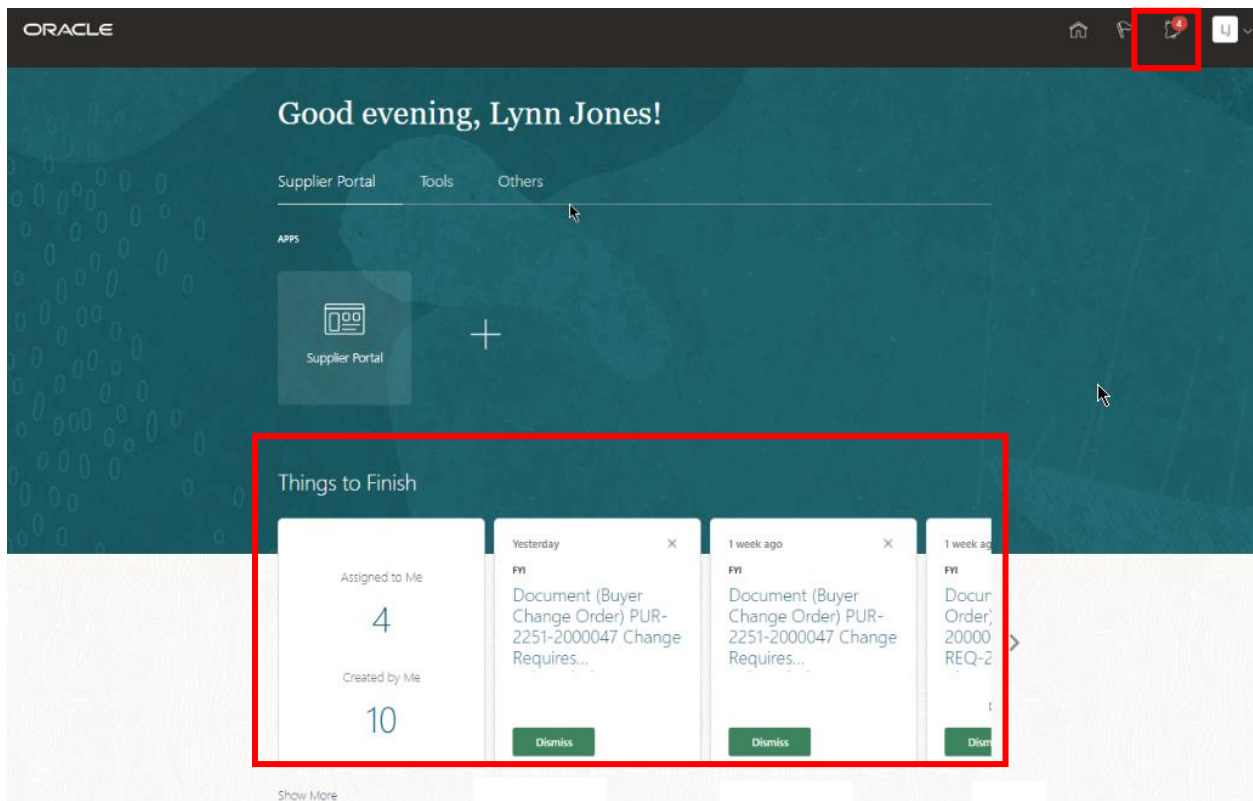
Order Details

Supplier	PRONORTH ENVIRONMENTAL SERVICES	Description	Req 10734 - complete vibration testing and balancing/overhaul on 5 EAE Booster Pump Motors
Supplier Site	STURGEON COUNTY	Note to Supplier	
Ship-to Location	REGINA WAREHOUSE	Requisition	
Supplier Order		Requester	Yalagam Rao

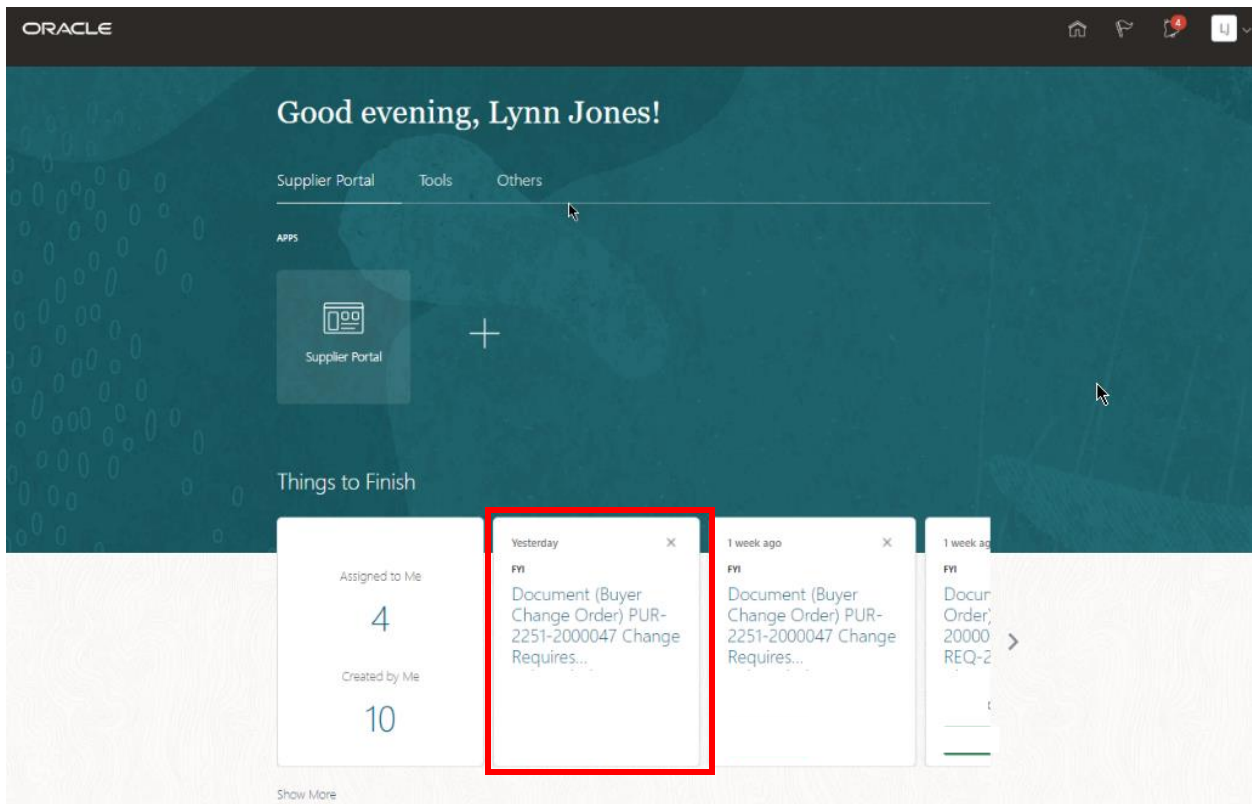
Oracle Supplier Portal Change Order Acknowledgement

3. If you choose to acknowledge the **Change Order** through the **Oracle Supplier Portal**, please first log in to your **Enbridge Okta** account at <https://enbridgesuppliers.okta.com/> and clicking on the **Oracle Cloud** icon.
4. You can acknowledge a **Change Order** from the notifications accessible through the Oracle Home page or by navigating to the **Supplier Portal Dashboard** (see step 6).

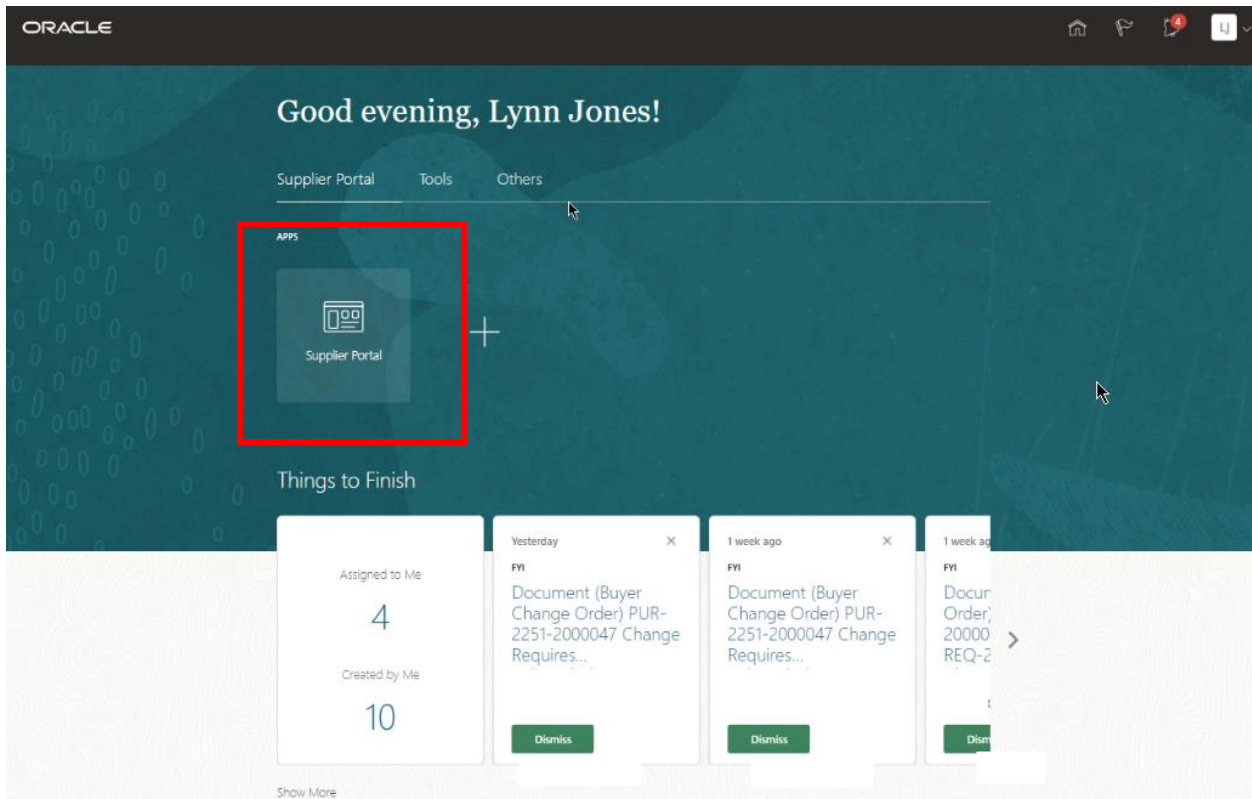
To access acknowledgement through recent notifications on your account click on the **Bell** icon in the top right of the page or under the **Things to Finish** section of the Oracle Home page.



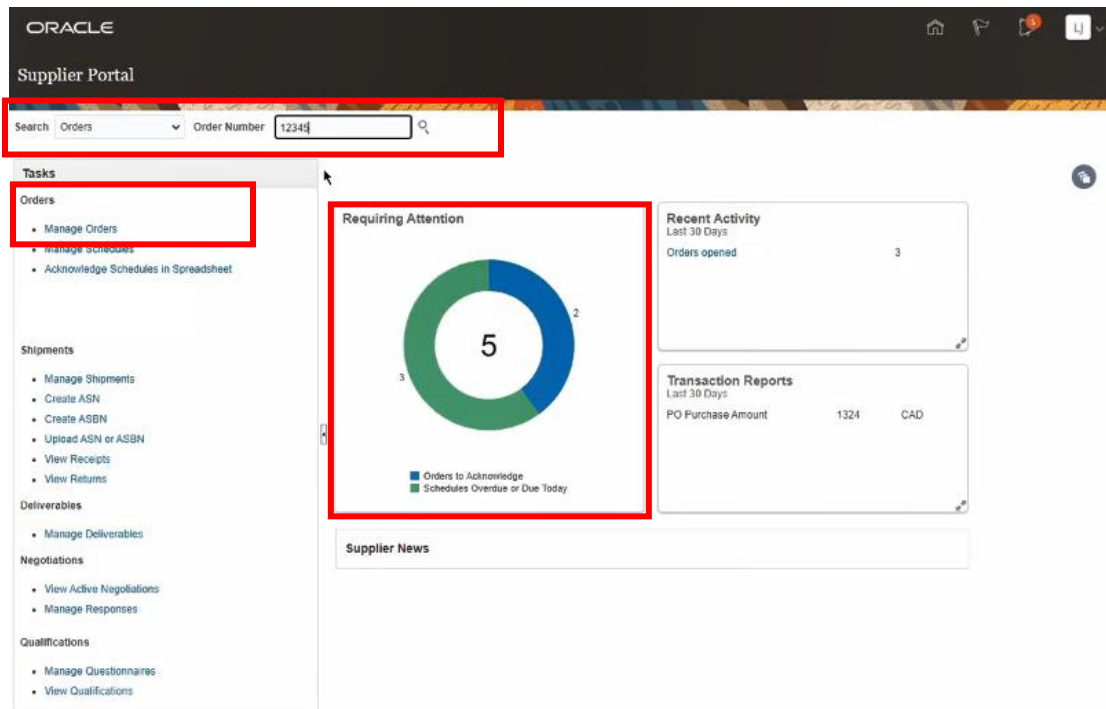
5. Find the notification titled **Buyer Change Order Acknowledgement** and select the blue hyperlink. You will be directed to the **Acknowledge Change Order** screen. Proceed to **Step 18** to accept or reject the **Change Order**.



6. To respond to the **Change Order Acknowledgement** from the Supplier Portal Dashboard, click on the **Supplier Portal** application tile to be directed to the **Supplier Portal** dashboard.

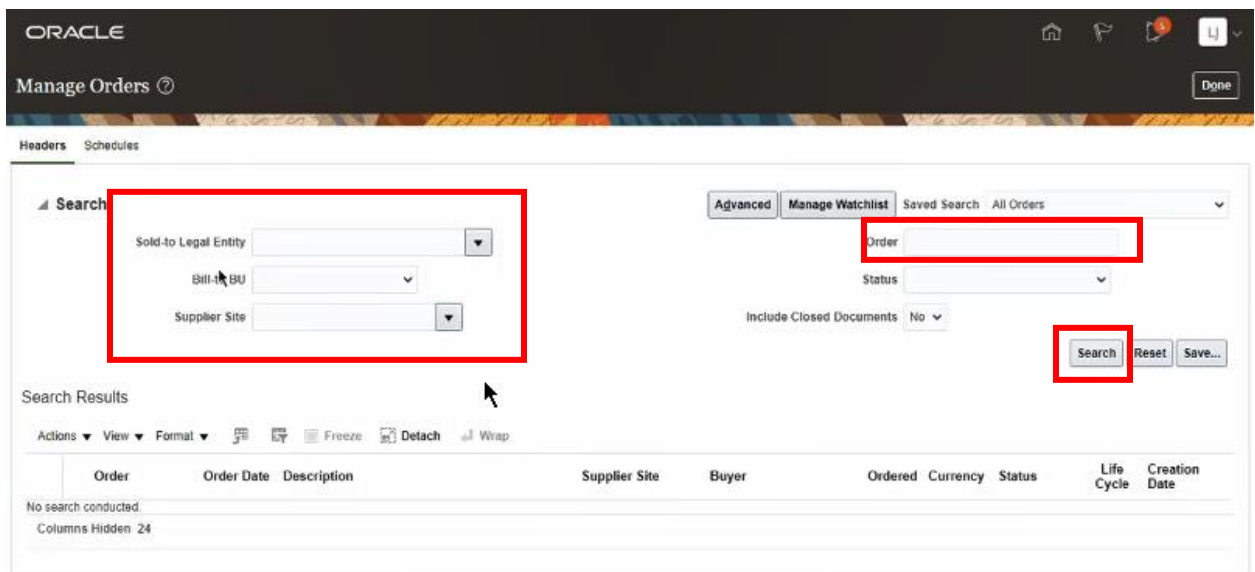


- Click on the **Requiring Attention** infolet to view any **Orders** requiring your attention or use the Search bar at the top of the page to search by individual **Purchase Order** number. You can also select **Manage Orders** to search and view all **Purchase Orders** and their **Purchase Order Status**.

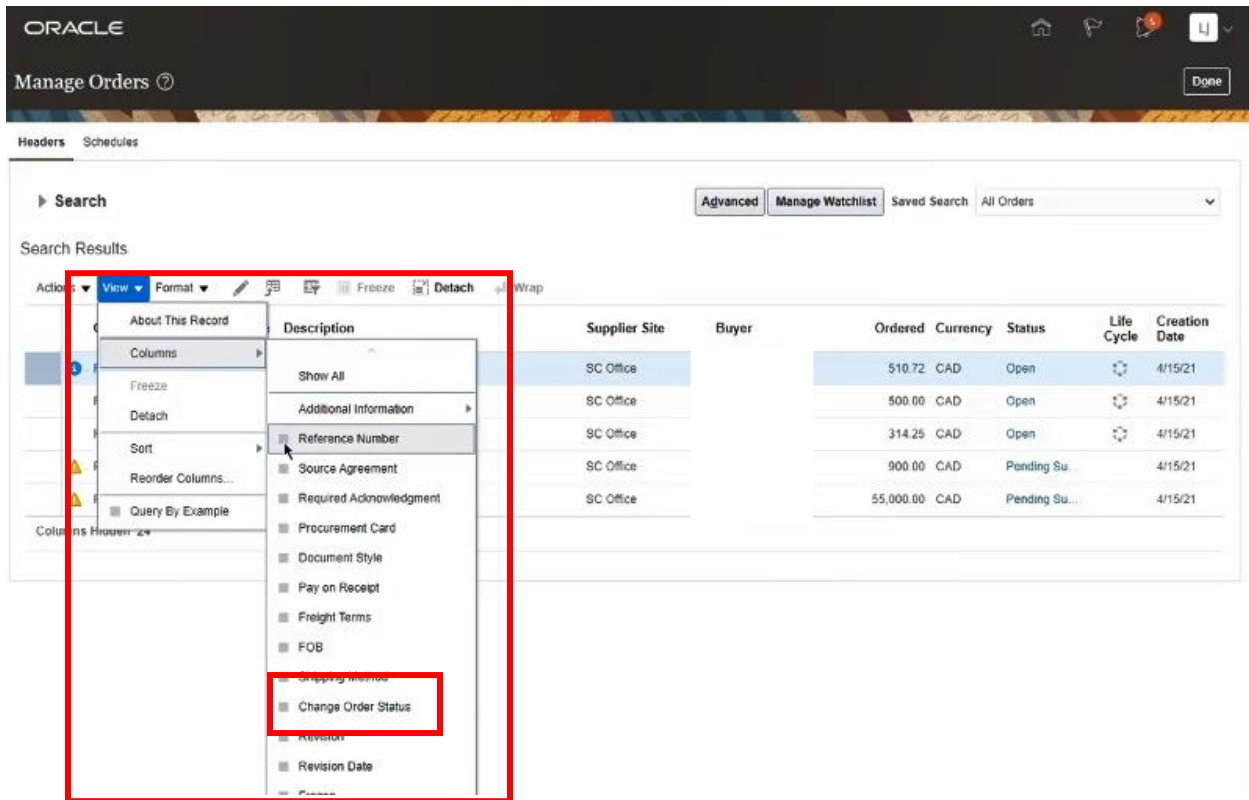


Manage Orders

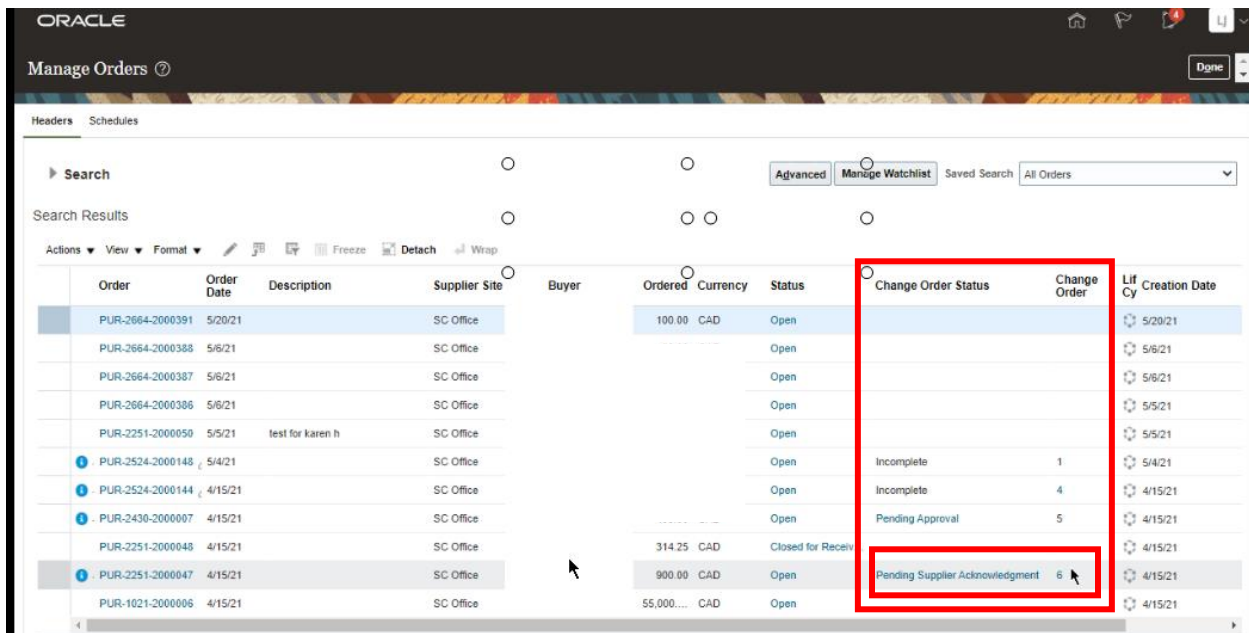
- From the **Manage Orders** screen you can filter your search results by selecting from any of the search parameters, search by individual **Order** or click the **Search** button to display all **Purchase Orders**.



10. The **Search Results** work area displays an overview of your Purchase Orders. Ensure that you have chosen to **View** the **Change Order Status** and **Change Order** number fields by clicking **View** → **Columns** → and check the **Change Order** fields.



11. **Change Order** hyperlinks will appear in the **Change Order** and **Change Order Status** fields. **Change Orders** that require your acknowledgement will display **Pending Supplier Acknowledgement** in the **Change Order Status** field.



12. Click on the **Change Order** number hyperlink to be directed to the **Change Order** screen.

The screenshot shows the Oracle Manage Orders interface. At the top, there is a search bar and a 'Done' button. Below the search bar, there are tabs for 'Headers' and 'Schedules'. The main area displays a table of purchase orders. The table has columns for Order, Order Date, Description, Supplier Site, Buyer, Ordered, Currency, Status, Change Order Status, Change Order, Lif Cy, and Creation Date. The 'Change Order' column is highlighted with a red box. The row for order PUR-2251-2000047 is highlighted in grey, and the value '6' in the 'Change Order' column for this row is also highlighted with a red box.

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Change Order Status	Change Order	Lif Cy	Creation Date
PUR-2664-2000391	5/20/21		SC Office		100.00	CAD	Open				5/20/21
PUR-2664-2000388	5/6/21		SC Office		3.00	CAD	Open				5/6/21
PUR-2664-2000387	5/6/21		SC Office		5.00	CAD	Open				5/6/21
PUR-2664-2000386	5/6/21		SC Office		5.00	CAD	Open				5/5/21
PUR-2251-2000050	5/5/21	test for karen h	SC Office		3.00	CAD	Open				5/5/21
PUR-2524-2000148	5/4/21		SC Office		3.72	CAD	Open	Incomplete	1		5/4/21
PUR-2524-2000144	4/15/21		SC Office		3.04	CAD	Open	Incomplete	4		4/15/21
PUR-2430-2000007	4/15/21		SC Office		400.00	CAD	Open	Pending Approval	5		4/15/21
PUR-2251-2000048	4/15/21		SC Office		314.25	CAD	Closed for Receiv...				4/15/21
PUR-2251-2000047	4/15/21		SC Office		900.00	CAD	Open	Pending Supplier Acknowledgme...	6		4/15/21
PUR-1021-2000006	4/15/21		SC Office		55,000.00	CAD	Open				4/15/21

Review the Change Order

13. The **Change Order** screen will display the **Change Order Number** at the top of the screen.

ORACLE

Change Order: 6

Acknowledge View PDF Actions Done

Change Order 6 Status Pending Supplier Acknowledgment Initiating Party Buyer

Description Update Price and Delivery Date Initiator

Creation Date 6/10/21

Main Contract Terms

General

Sold-to Legal Entity	Enbridge Inc. - CORP	Supplier	Enbridge Testing Ltd.	Ordered	850.00 CAD
Bill-to BU	Enbridge CA Business Unit	Supplier Site	SC Office	Description	
Order	PUR-2251-2000047	Supplier Contact	Lynn Jones	Agreement	
Status	Open	Bill-to Location	ENBRIDGE ACCOUNTS PAYABLE CA PO BOX	Supplier Order	789654
Buyer		Ship-to Location	CA-AB-CALGARY-001		
Creation Date	4/15/21				

Terms Notes and Attachments

Required Acknowledgment	Document	Shipping Method	
Acknowledgment Due Date	6/12/21	Freight Terms	Enbridge Paid Freight (Buyer)
Payment Terms	NET 60 DAYS FROM RECEIPT OF UNDISPUTED INVOICE	FOB	<input type="radio"/> Pay on receipt <input type="radio"/> Confirming order

Additional Information

Contract Number	Enbridge Regional Area	PO Status
Apply Lien/Retainage Holdback	PO Type - SLA	Alternate Approver
Apply Performance Holdback %	Contracting Legal Entity	Preferred Status
Expeditor Name	Contract Owner/Biz Partner	Context Prompt
Maximo Region	Contracting Category	

14. The **Change Order** includes a **Description** of the **Change**, the **Status** of the **Change Order** and the **Initiator**.

ORACLE

Change Order: 6

Acknowledge View PDF Actions Done

Change Order 6 Status Pending Supplier Acknowledgment Initiating Party Buyer

Description Update Price and Delivery Date Initiator

Creation Date 6/10/21

Main Contract Terms

General

Sold-to Legal Entity	Eni	Supplier	Enbridge Testing Ltd.	Ordered	850.00 CAD
Bill-to BU	Enbridge CA Business Unit	Supplier Site	SC Office	Description	
Order	PUR-2251-2000047	Supplier Contact	Lynn Jones	Agreement	
Status	Open	Bill-to Location	ENBRIDGE ACCOUNTS PAYABLE CA PO BOX	Supplier Order	789654
Buyer		Ship-to Location	CA-AB-CALGARY-001		
Creation Date	4/15/21				

Terms Notes and Attachments

Required Acknowledgment	Document	Shipping Method	
Acknowledgment Due Date	6/12/21	Freight Terms	Enbridge Paid Freight (Buyer)
Payment Terms	NET 60 DAYS FROM RECEIPT OF UNDISPUTED INVOICE	FOB	<input type="radio"/> Pay on receipt <input type="radio"/> Confirming order

Additional Information

Contract Number	Enbridge Regional Area	PO Status
Apply Lien/Retainage Holdback	PO Type - SLA	Alternate Approver
Apply Performance Holdback %	Contracting Legal Entity	Preferred Status
Expeditor Name	Contract Owner/Biz Partner	Context Prompt
Maximo Region	Contracting Category	

Lines Schedules

15. Information from the original **Purchase Order** displays under the **Additional Information** section.

Change Order: 6

[Acknowledge](#) [View PDF](#) [Actions](#) [Done](#)

General

Sold-to Legal Entity: Enbridge Inc. - CORP
 Bill-to BU: Enbridge CA Business Unit
 Order: PUR-2251-2000047
 Status: Open
 Buyer:
 Creation Date: 4/15/21

Supplier: Enbridge Testing Ltd.
 Supplier Site: SC Office
 Supplier Contact: Lynn Jones
 Bill-to Location: ENBRIDGE ACCOUNTS PAYABLE CA PO BOX
 Ship-to Location: CA-AB-CALGARY:001

Ordered: 850.00 CAD
 Description:
 Agreement:
 Supplier Order: 789654

Terms **Notes and Attachments**

Required Acknowledgment: Document
 Acknowledgment Due Date: 6/12/21
 Payment Terms: NET 60 DAYS FROM RECEIPT OF UNDISPUTED INVOICE

Shipping Method:
 Freight Terms: Enbridge Paid Freight (Buyer)
 FOB: FOB

— Pay on receipt
 — Confirming order

Additional Information

Contract Number: Enbridge Regional Area
 Apply Lien/Retainage Holdback: PO Type - SLA
 Apply Performance Holdback %: Contracting Legal Entity
 Expeditor Name: Contract Owner/Biz Partner
 Maximo Region: Contracting Category

PO Status
 Alternate Approver
 Preferred Status
 Context Prompt

Actions [View](#) [Format](#) [Print](#) [Freeze](#) [Detach](#) [Wrap](#)

Line	Description	Location	Requested Delivery Date	Promised Delivery Date	Quantity	UOM	Status	Change Reason	Apply Lien/Retainage Holdback	Apply Performance Holdback %	Milestone Details
1	Requisition - Approved REQ without Contingency	CA-AB-CA...	6/10/21	6/30/21			Open				

Columns Hidden: 13

16. A **blue dot** indicates where a change has been initiated.

Change Order: 6 Acknowledge View PDF Actions Done

General

Sold-to Legal Entity: Enbridge Inc. - CORP	Supplier: Enbridge Testing Ltd.	Order Total: 859.00 CAD
Bill-to BU: Enbridge CA Business Unit	Supplier Site: SC Office	Description:
Order: PUR-2251-2000047	Supplier Contact: Lynn Jones	Agreement:
Status: Open	Bill-to Location: ENBRIDGE ACCOUNTS PAYABLE CA PO BOX	Supplier Order: 789654
Buyer:	Ship-to Location: CA-AB-CALGARY:001	
Creation Date: 4/15/21		

Terms Notes and Attachments

Required Acknowledgment: Document	Shipping Method:
Acknowledgment Due Date: 6/12/21	Freight Terms: Enbridge Paid Freight (Buyer)
Payment Terms: NET 60 DAYS FROM RECEIPT OF UNDISPUTED INVOICE	FOB

— Pay on receipt
— Confirming order

Additional Information

Contract Number:	Enbridge Regional Area:	PO Status:
Apply Lien/Retainage Holdback:	PO Type - SLA:	Alternate Approver:
Apply Performance Holdback %:	Contracting Legal Entity:	Preferred Status:
Expeditor Name:	Contract Owner/Biz Partner:	Context Prompt:
Maximo Region:	Contracting Category:	

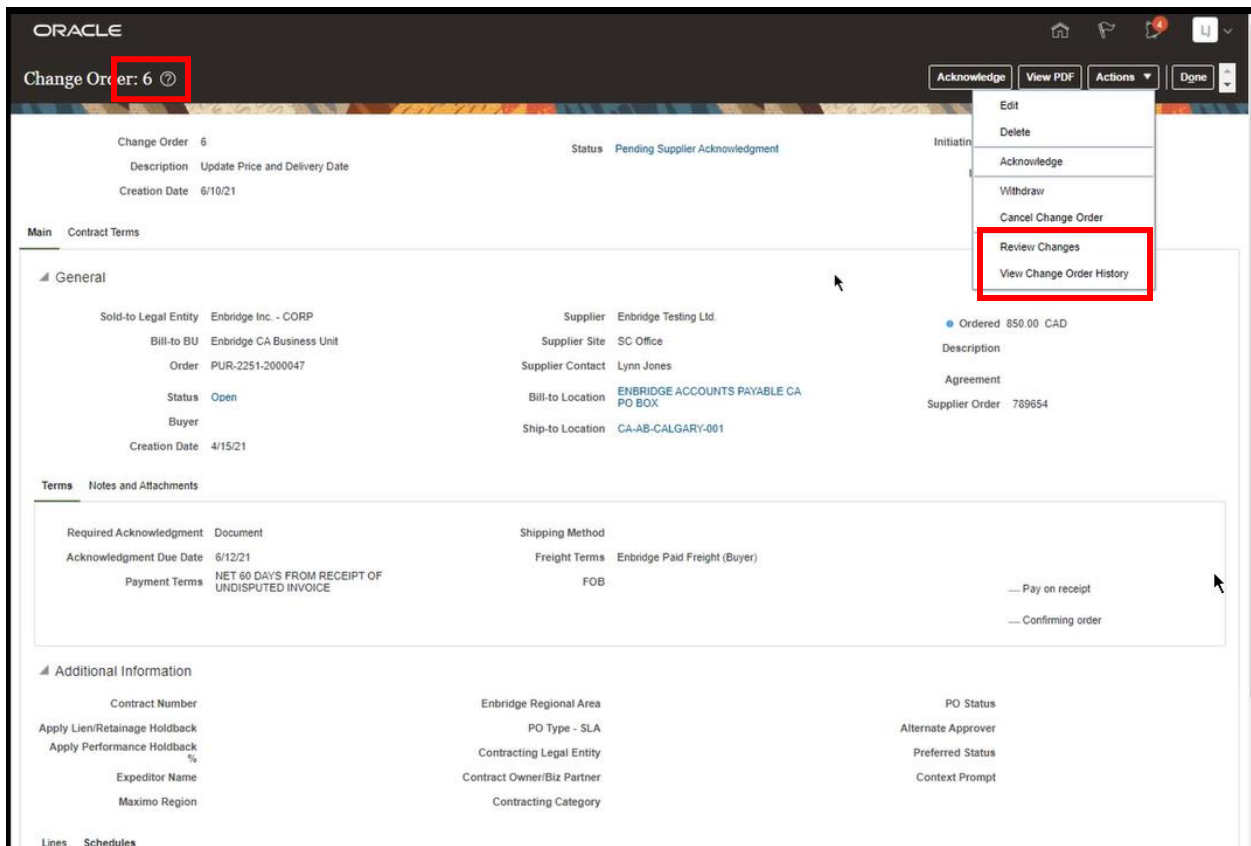
Lines Schedules

Actions View Format Freeze Detach Wrap

Line	Description	Location	Requested Delivery Date	Promised Delivery Date	Quantity	UOM	Status	Change Reason	Apply Lien/Retainage Holdback	Apply Performance Holdback %	Milestone Details
1	Requisition - Approved REQ without Contingency	CA-AB CA...	6/10/21	6/30/21			Open				

Columns Hidden: 13

- Click on **Actions** to **Review Changes** being initiated under the **Change Order Number** or **View Change Order History** to see previous **Change Orders** assigned to the **Purchase Order**.



Acknowledge Change Order

18. When you are ready to proceed, click **Acknowledge** to proceed to the **Acknowledge Change Order** screen.

Change Order: 6

Acknowledge **View PDF** Actions Done

General

Sold-to Legal Entity: Enbridge Inc. - CORP
 Bill-to BU: Enbridge CA Business Unit
 Order: PUR-2251-2000047
 Status: Open
 Buyer
 Creation Date: 4/15/21

Supplier: Enbridge Testing Ltd.
 Supplier Site: SC Office
 Supplier Contact: Lynn Jones
 Bill-to Location: ENBRIDGE ACCOUNTS PAYABLE CA PO BOX
 Ship-to Location: CA-AB-CALGARY-001

Ordered: 850.00 CAD
 Description
 Agreement
 Supplier Order: 789654

Terms Notes and Attachments

Required Acknowledgment: Document
 Acknowledgment Due Date: 6/12/21
 Payment Terms: NET 60 DAYS FROM RECEIPT OF UNDISPUTED INVOICE

Shipping Method
 Freight Terms: Enbridge Paid Freight (Buyer)
 FOB

Additional Information

Contract Number
 Apply Lien/Retainage Holdback
 Apply Performance Holdback %
 Expeditor Name
 Maximo Region

Enbridge Regional Area
 PO Type - SLA
 Contracting Legal Entity
 Contract Owner/Biz Partner
 Contracting Category

PO Status
 Alternate Approver
 Preferred Status
 Context Prompt

Lines Schedules

Actions View Format Freeze Detach Wrap

Line	Description	Location	Requested Delivery Date	Promised Delivery Date	Quantity	UOM	Status	Change Reason	Apply Lien/Retainage Holdback	Apply Performance Holdback %	Milestone Details
1	Requisition - Approved REQ without Contingency	CA-AB CA...	6/10/21	6/30/21			Open				

Columns Hidden: 13

19. The **Supplier Order Number** and **Acknowledgement Notes** will be open to capture your order number and notes.

ORACLE

Acknowledge Change Order: 6

Accept Reject Actions Cancel

Change Order: 6
 Description: Update Price and Delivery Date
 Creation Date: 6/10/21
 Status: Pending Supplier Acknowledgment
 Initiating Party: Buyer
 Initiator

Main Contract Terms

General

Sold-to Legal Entity: Enbridge Inc. - CORP
 Order: PUR-2251-2000047
 Status: Open
 Buyer
 Creation Date: 4/15/21

Supplier: Enbridge Testing Ltd.
 Supplier Site: SC Office
 Supplier Contact: Lynn Jones
 Bill-to Location: ENBRIDGE ACCOUNTS PAYABLE CA PO BOX
 Ship-to Location: CA-AB-CALGARY-001

Ordered: 850.00 CAD
 Description
 Agreement
 Supplier Order: 789654
 Communication Method: None

Terms Notes and Attachments

Required Acknowledgment: Document
 Acknowledgment Due Date: 6/12/21
 Acknowledgment Note:

Payment Terms: NET 60 DAYS FROM RECEIPT OF UNDISPUTED INVOICE
 Shipping Method
 Freight Terms: Enbridge Paid Freight (Buyer)
 FOB

Additional Information

Contract Number
 Apply Lien/Retainage Holdback
 Apply Performance Holdback %
 Expeditor Name
 Maximo Region

Enbridge Regional Area
 PO Type - SLA
 Contracting Legal Entity
 Contract Owner/Biz Partner
 Contracting Category

PO Status
 Alternate Approver
 Preferred Status
 Context Prompt

20. Click **Actions** to download the **Change Order** as a **PDF**. You must review the **Change Order as a PDF**, prior to accepting the **Change Order**. Click on **Review Changes** to display a summary of the **Change Order** on your screen.

Acknowledge Change Order: 6 Accept Reject **Actions** Cancel

Main Contract Terms

General

Sold-to Legal Entity: Enbridge Inc. - CORP	Supplier: Enbridge Testing Ltd.	Ordered: 850.00 CAD
Order: PUR-2251-2000047	Supplier Site: SC Office	Description:
Status: Open	Supplier Contact: Lynn Jones	Source Agreement:
Buyer:	Bill-to Location: ENBRIDGE ACCOUNTS PAYABLE CA PO BOX	Supplier Order: 789554
Creation Date: 4/15/21	Ship-to Location: CA-AB-CALGARY-001	Communication Method: None

Terms Notes and Attachments

Required Acknowledgment: Document	Payment Terms: NET 60 DAYS FROM RECEIPT OF UNDISPUTED INVOICE	— Pay on receipt
Acknowledgment Due Date: 6/12/21	Shipping Method:	— Confirming order
Acknowledgment Note: <input type="text"/>	Freight Terms: Enbridge Paid Freight (Buyer)	
	FOB:	

Additional Information

Contract Number:	Enbridge Regional Area	PO Status:
Apply Lien/Retainage Holdback:	PO Type - SLA	Alternate Approver:
Apply Performance Holdback %:	Contracting Legal Entity:	Preferred Status:
Expeditor Name:	Contract Owner/Biz Partner:	Context Prompt:
Maximo Region:	Contracting Category:	

Schedules

Actions View Format Freeze Detach Wrap

Line	Description	Supplier Item	Quantity	UOM	Price	Requested Delivery Date	Promised Delivery Date	Rejection Reason	Location
1	Requisition - Approved REQ without Contingency Line coded to Ecosys Project					6/10/21	6/30/21	<input type="text"/>	CA-AB-CALGA...

21. The **Review Changes** screen shows a summary of the **Change Order**.

ORACLE

Review Changes: 6

Currency = Canadian Dollar

Contract Terms

Change Order 6

Creation Date 6/10/21

Initiating Party Buyer

Description Update Price and Delivery Date

Status Pending Supplier Acknowledgment

Initiate

Main Contract Terms

General

View Format Freeze

Attribute	Changed From	Changed To
Total (CAD)	900.00	850.00
Ordered (CAD)	900.00	850.00

Attachments

View Format Freeze Detach Wrap

Type	Attachment URL	Title	Description	Category
[Empty Row]				

Lines Schedules

View Format Freeze Detach Wrap

22. **Blue Dots** indicate the sections of the original **Purchase Order** that have been changed. Additional changes can be viewed by clicking on the **Contract Terms** or **Schedules** links.

ORACLE

Review Changes: 6

Currency = Canadian Dollar

Change Order 6

Creation Date 6/10/21

Initiating Party Buyer

Description Update Price and Delivery Date

Status Pending Supplier Acknowledgment

Initiate

Main Contract Terms

General

View Format Freeze Detach Wrap

Attribute	Changed From	Changed To
Total (CAD)	900.00	850.00
Ordered (CAD)	900.00	850.00

Attachments

View Format Freeze Detach Wrap

Type	Attachment URL	Title	Description	Category
[Empty Row]				

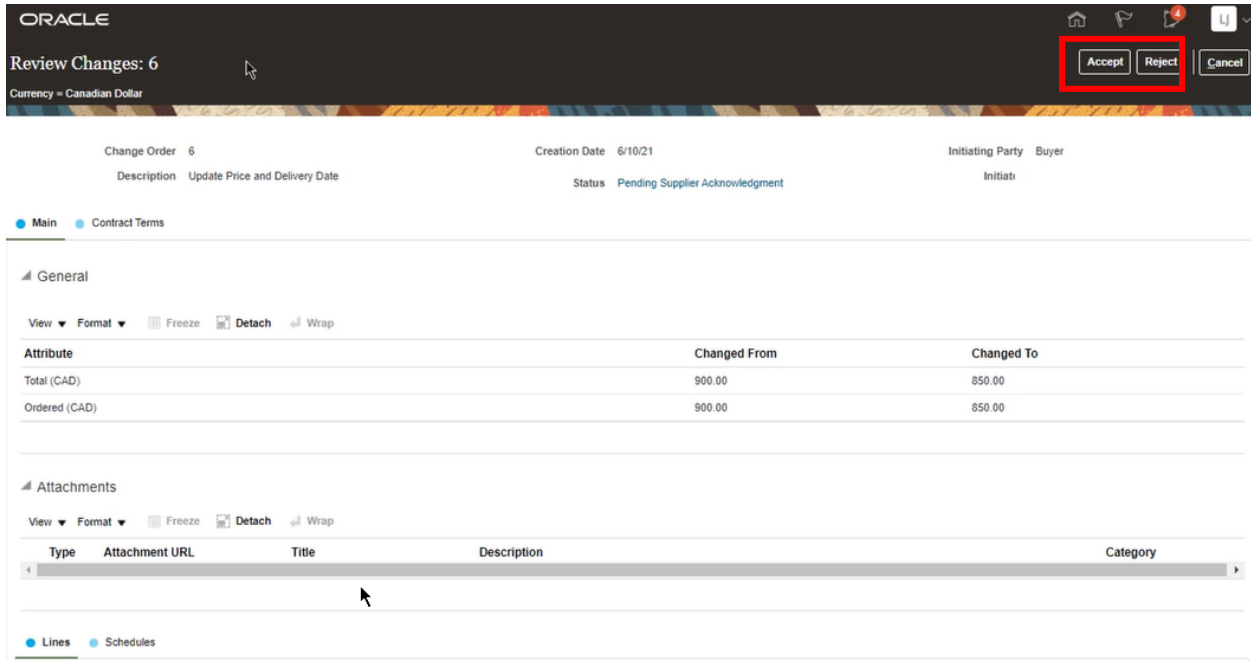
Lines Schedules

View Format Freeze Detach Wrap

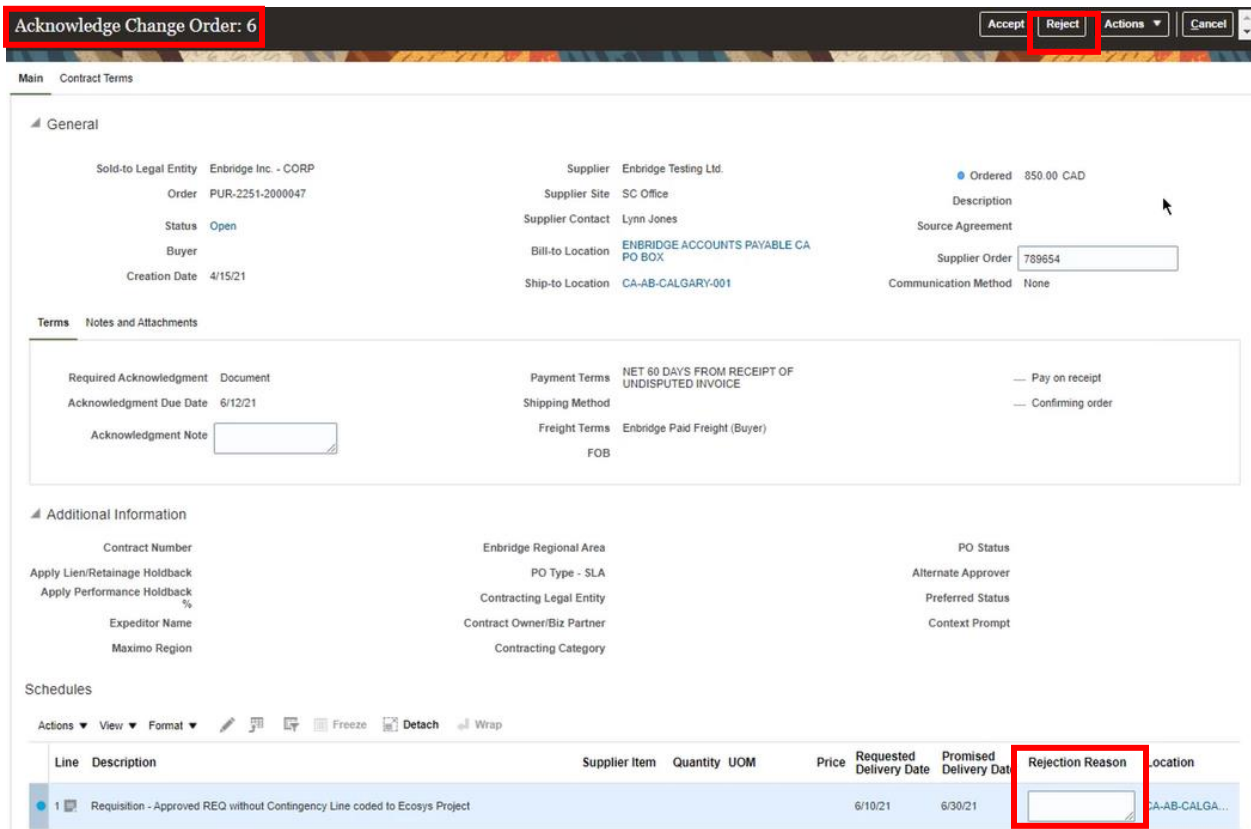
Line	Item	Description	Category Name	Amount Changed	Change Reason	Details
1		Requisition - Approved REQ without Contingency Line coded to Ecosys Project	Archeology/Cultural...	-50.00		

Columns Hidden 1

23. Once you have reviewed the changes, you can choose to either **Accept** or **Reject** the **Change Order** by clicking the button at the top of the screen.



24. If you have chosen to **Reject** the **Change Order**, please first provide a detailed description in the **Reject Reason** text box, and then click the **Reject** button from either the **Review Changes** screen or the **Acknowledge Change Order** screen.



25. **Accept** the **Change Order** by clicking the **Accept** button from either the **Review Changes** screen or the **Acknowledge Change Order** screen.

ORACLE
Acknowledge Change Order: 6

Change Order 6
Description Update Price and Delivery Date
Creation Date 6/10/21
Status Pending Supplier Acknowledgment
Initiating Party Buyer
Initiator

Main Contract Terms

General

Sold-to Legal Entity Enbridge Inc. - CORP
Order PUR-2251-2000047
Status Open
Buyer
Creation Date 4/15/21

Supplier Enbridge Testing Ltd.
Supplier Site SC Office
Supplier Contact Lynn Jones
Bill-to Location ENBRIDGE ACCOUNTS PAYABLE CA PO BOX
Ship-to Location CA-AB-CALGARY-001

Ordered 850.00 CAD
Description
Source Agreement
Supplier Order 789654
Communication Method None

Terms Notes and Attachments

Required Acknowledgment Document
Acknowledgment Due Date 6/12/21
Acknowledgment Note

Payment Terms NET 60 DAYS FROM RECEIPT OF UNDISPUTED INVOICE — Pay on receipt
Shipping Method — Confirming order
Freight Terms Enbridge Paid Freight (Buyer)
FOB

Additional Information

Contract Number
Apply Lien/Retainage Holdback

Enbridge Regional Area
PO Type - SLA

PO Status
Alternate Approver

26. A **Warning** notification will display advising you that the **Change Order** will be **Accepted**. Click the **OK** button to continue. You will be returned to the **Change Order** screen.

ORACLE
Acknowledge Change Order: 6

Change Order 6
Description Update Price and Delivery Date
Creation Date 6/10/21
Status Pending Supplier Acknowledgment
Initiating Party Buyer
Initiator

Main Contract Terms

General

Sold-to Legal Entity Enbridge Inc. - CORP
Order PUR-2251-2000047
Status Open
Buyer
Creation Date 4/15/21

Supplier Enbridge Testing Ltd.
Supplier Site SC Office
Supplier Contact Lynn Jones
Bill-to Location ENBRIDGE ACCOUNTS PAYABLE CA PO BOX
Ship-to Location CA-AB-CALGARY-001

Ordered 850.00 CAD
Description
Source Agreement
Supplier Order 789654
Communication Method None

Terms Notes and Attachments

Required Acknowledgment Document
Acknowledgment Due Date 6/12/21
Acknowledgment Note

Payment Terms NET 60 DAYS FROM RECEIPT OF UNDISPUTED INVOICE — Pay on receipt
Shipping Method — Confirming order
Freight Terms Enbridge Paid Freight (Buyer)
FOB

Additional Information

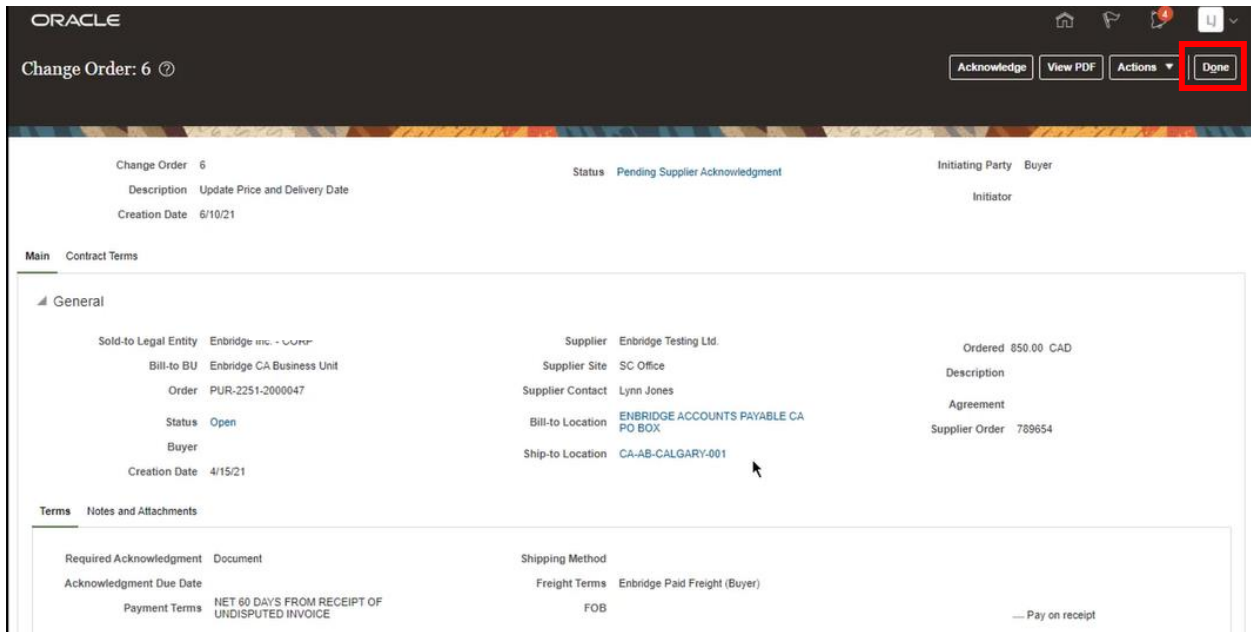
Contract Number
Apply Lien/Retainage Holdback

Enbridge Regional Area
PO Type - SLA

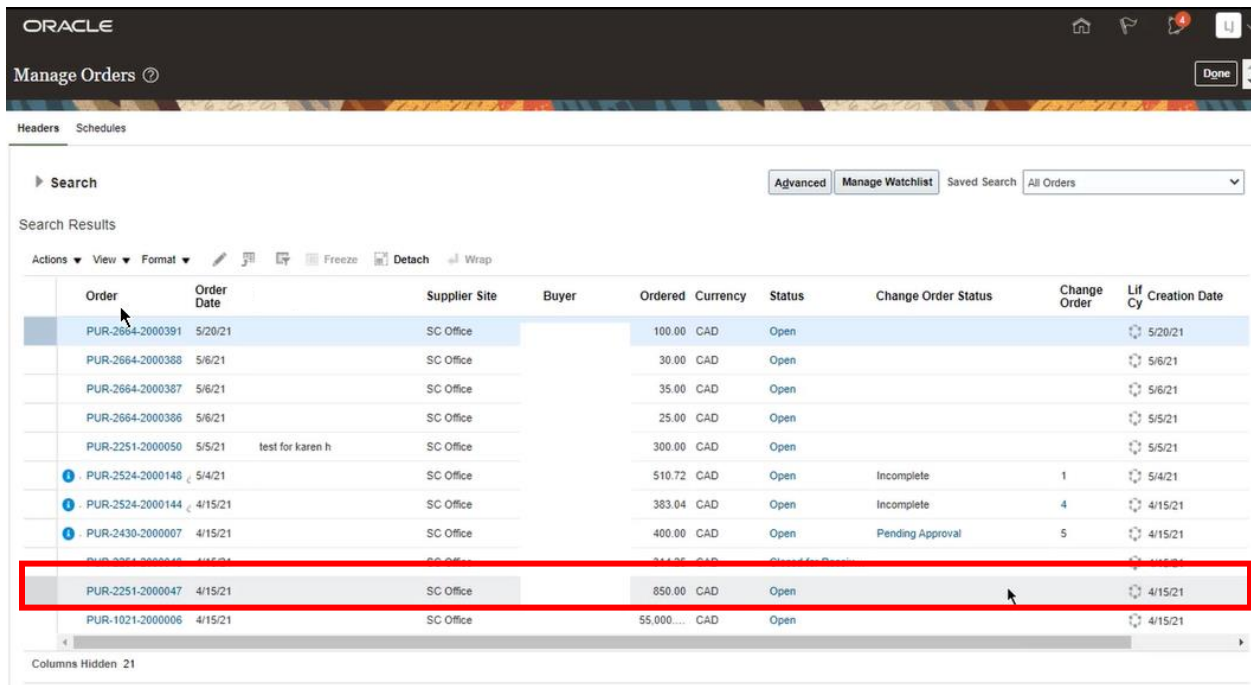
PO Status
Alternate Approver

Warning
The change order will be accepted. Do you want to continue? (PO-2055009)
OK Cancel

27. Click **Done** to close the **Change Order** screen and return to the **Manage Orders** screen.



28. Search the **Purchase Order** again (see **Steps 9-10**) to confirm there are no outstanding **Change Orders** associated with the **Purchase Order**.



29. You can continue with fulfillment of your **Purchase Order** in accordance to the agreed upon **Terms and Conditions**.

