

# ENB Oracle Supplier Portal: Create Invoice

**Learning Guide**  
September 2023

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## Creating an Invoice

Purpose	This learning guide provides details of how to submit an <b>invoice</b> through the <b>Oracle Supplier Portal</b>
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### Enbridge Supplier Portal Eligible Invoices

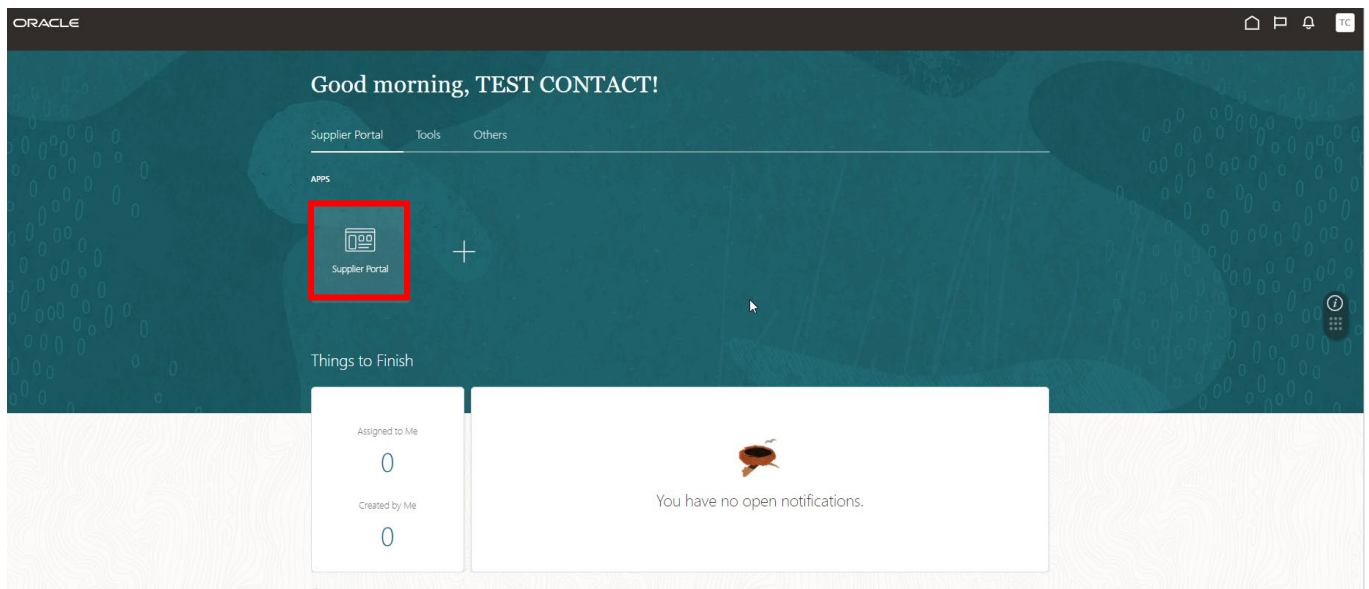
The Supplier Portal will not accept the following invoices:

- **Non-Purchase Order (Non-PO) invoices**
- Invoices for **Enbridge Gas Inc**
- Invoices with **Carbon Tax**
- Invoices with **Miscellaneous Charges** (a charge that is not listed on the Purchase Order eg. storage fees, environmental fees)
- **Holdbacks**
- **Credit Memos**
- **Account Statements**
- **Closed Purchase Orders**

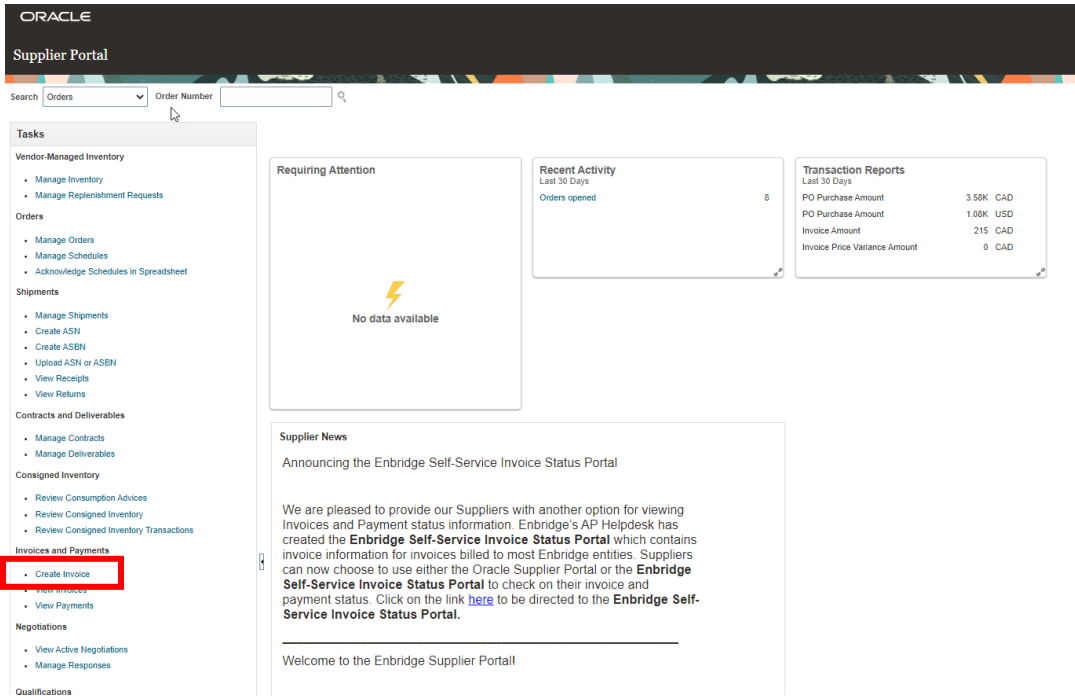
Email these invoice types to the applicable Accounts Payable email address found using the [Enbridge Invoice Submission Matrix](#).

### Oracle Supplier Portal Landing Page

1. From the Oracle **Home Page** navigate to the **Supplier Portal** application tile under the **Supplier Portal** menu to be directed to the **Supplier Portal** dashboard.



2. Click on the **Create Invoice** link.



## Invoice Header

3. Ensure the **Invoice Header** contains the following information:

*Note: Fields with a "\*" are mandatory fields*

<p><b>a. Identifying PO:</b></p>	<p>Select or enter the <b>Purchase Order</b> that the invoice is being submitted for</p>
<p><b>b. Supplier Site and Address</b></p>	<p>Ensure that the correct combination <b>Site Address</b> and <b>Enbridge Business Unit</b> are selected. You will not be able to enter any invoice lines if the correct site has not been selected (<b>see Steps 4-6</b>)</p>

<b>c. Number</b>	Enter the <b>Invoice</b> number and format as follows: <ul style="list-style-type: none"> <li>• Invoice number must be unique</li> <li>• No leading zeros</li> <li>• Only alphanumeric characters (no special characters or punctuation)</li> <li>• Letters must be capitalized</li> <li>• No spaces</li> </ul>
<b>d. Date:</b>	Enter the <b>Invoice Date</b> as it appears on the <b>Invoice</b> copy. <b>Do not</b> submit future dated invoices
<b>e. Type:</b>	This field defaults to <b>Invoice</b> . <b>Do Not</b> submit <b>Credits</b> or <b>Credit Memos</b> through the Supplier Portal
<b>f. Attachment:</b>	Select the “+” sign beside the <b>Attachment</b> field to upload the <b>PDF Invoice</b> copy. Click <a href="#">here</a> to review Enbridge’s <b>Invoice Requirements (see Step 7)</b>
<b>g. Tax Control Amount:</b>	Add the total tax amount (PST, GST, HST, etc) from the Invoice copy. If there are no taxes on the invoice, leave this field blank
<b>h. Customer Taxpayer ID:</b>	This field will prepopulate. Do not change the <b>Customer Taxpayer ID</b>

### Select the Correct Site Address

- You will not be able to enter any invoice lines if the correct **Supplier Site Address** has not been selected. Click the **Supplier Site Address** drop-down list and select the correct address that matches the remittance on the invoice.

The screenshot displays a software interface for creating an invoice. A dropdown menu for 'Supplier Site Address' is open, showing a list of addresses. The selected address is 'HOUSTON(CAD) 915 N ELDRID... Enbridge CA Business Unit', which is highlighted with a red box. Other options include 'Enbridge US Business Unit', 'Vector CA Business Unit', and 'Vector US Business Unit'. The background shows various form fields like 'Supplier', 'Taxpayer ID', 'Date', and 'Type'.

5. If there are multiple identical **Supplier Site Addresses**, use the following to identify the correct **Supplier Site Address**:
  - a. in the left column review the site name to narrow the selection:
    - if currency type (**CAD**) or (**USD**) is displayed, select this site and move to **Step b** (below)
    - if a site name begins with **WO** (wire payment), select this site and move to **Step b** (below)
    - if a site name begins with **EO** (EFT/ACH payments), select this site and move to **Step b** (below)
    - if a site name begins with **CO** (cheque payments), select this site and move to **Step b** (below)
  - b. Next, review the right column to select the correct **Enbridge Business Unit**.
    - Suppliers operating in **Canada**: select the site indicating **Enbridge CA Business Unit**
    - Suppliers operating in the US: select the site indicating **Enbridge US Business Unit**
  - c. After selecting the site, if the Purchase Order lines still do not display, refer to the Purchase Order to identify the correct **Bill To Business Unit (BU)** name

The screenshot shows a software interface with a dropdown menu for 'Supplier Site'. The dropdown list contains the following entries:

Supplier Site	Address	Business Unit
HOUSTON(CAD)	915 N ELDRID...	Enbridge CA Business Unit
HOUSTON(CAD)	915 N ELDRID...	Enbridge US Business Unit
HOUSTON(CAD)	915 N ELDRID...	Vector CA Business Unit
HOUSTON(CAD)	915 N ELDRID...	Vector US Business Unit
HOUSTON(USD)	915 N ELDRID...	Enbridge CA Business Unit
<b>HOUSTON(USD)</b>	915 N ELDRID...	<b>Enbridge US Business Unit</b>
HOUSTON(USD)	915 N ELDRID...	Vector CA Business Unit
HOUSTON(USD)	915 N ELDRID...	Vector US Business Unit

Annotations in the image: A red box labeled 'a' highlights the 'HOUSTON(USD)' entry in the left column. A red box labeled 'b' highlights the 'Enbridge US Business Unit' entry in the right column of the same row.

Below the dropdown menu, there is a 'Purchase Order' table with columns: Number, \* Type, \* Number, \* Line, \* Schedule, Retainage, Retainage Remaining, Retained Invoice Number, and Ret.

6. Click to highlight and select the row with the correct **Supplier Site Address**.

Supplier TEST SUPPLIER-DO NOT USE Attachments None +

Taxpayer ID Tax Control Amount

\* Supplier Site HOUSTON(USD)

Address

Supplier Tax Registration Number

Supplier Name

\* Customer Taxpayer ID

Supplier Company (U.S.) Inc. - CORP

\* Date m/d/yyyy

\* Type Invoice

Invoice Currency USD - US

Payment Currency USD - US

Number	* Type	* Number	* Line	* Schedule	Retainage	Retainage Remaining	Retained Invoice Number	Ret
Total								

Items Freight Miscellaneous Inclusive Tax Exclusive Tax

7. Use the **Search** hyperlink to see the full address or view all available addresses associated with the supplier account.

Supplier TEST SUPPLIER-DO NOT USE Attachments None +

Taxpayer ID Tax Control Amount

\* Supplier Site HOUSTON(USD)

Address

Supplier Tax Registration Number

Supplier Name

\* Customer Taxpayer ID

Supplier Company (U.S.) Inc. - CORP

\* Date m/d/yyyy

\* Type Invoice

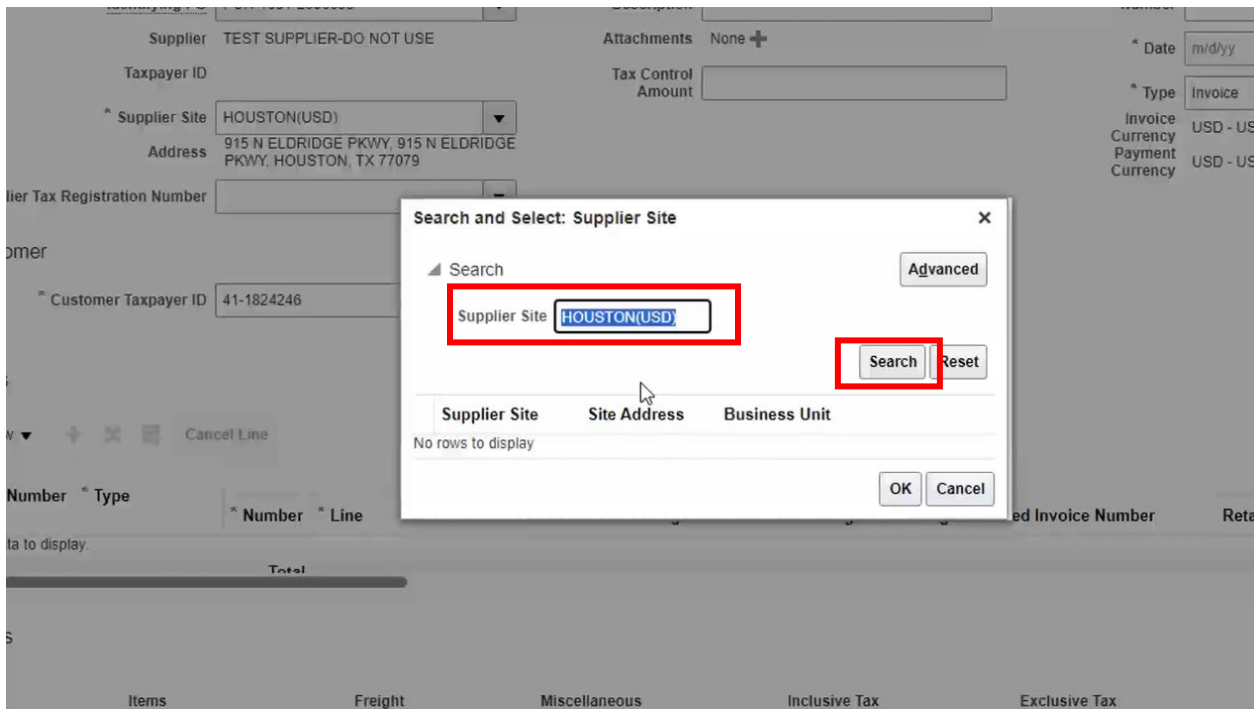
Invoice Currency USD - US

Payment Currency USD - US

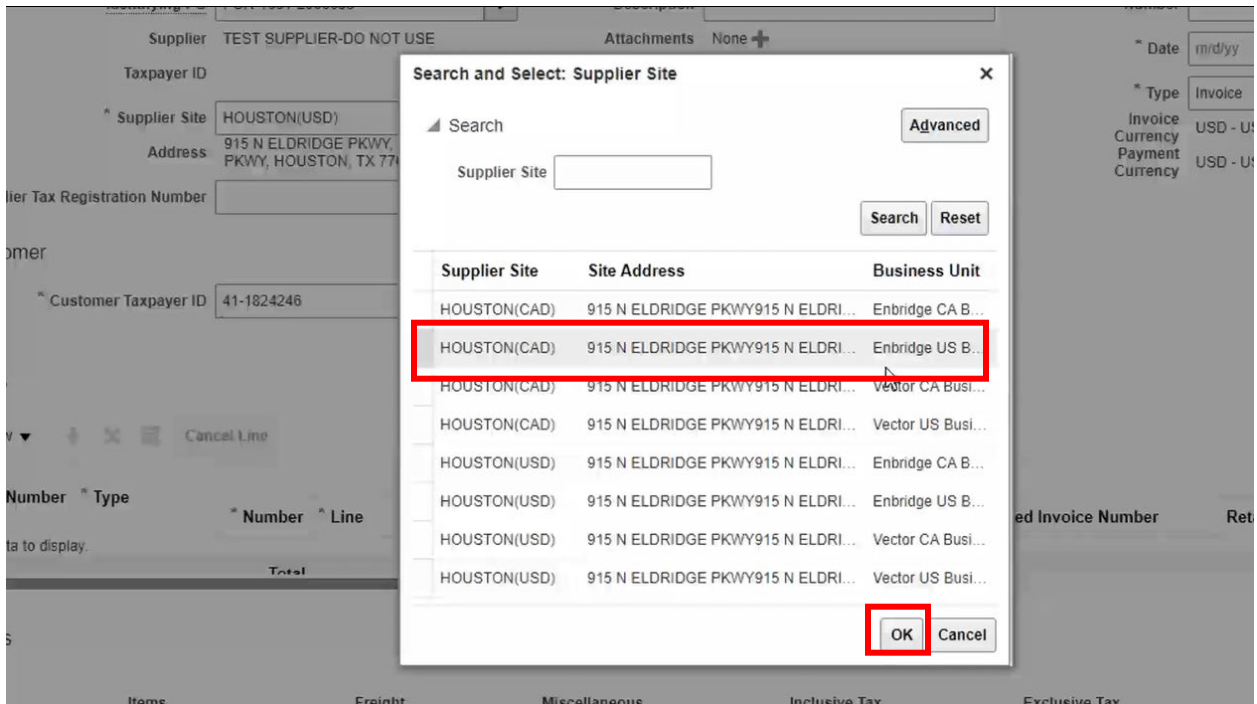
Number	* Type	* Number	* Line	* Schedule	Retainage	Retainage Remaining	Retained Invoice Number	Ret
Total								

Items Freight Miscellaneous Inclusive Tax Exclusive Tax

8. Clear the information in the **Supplier Site** field to make it blank and click the **Search** button.

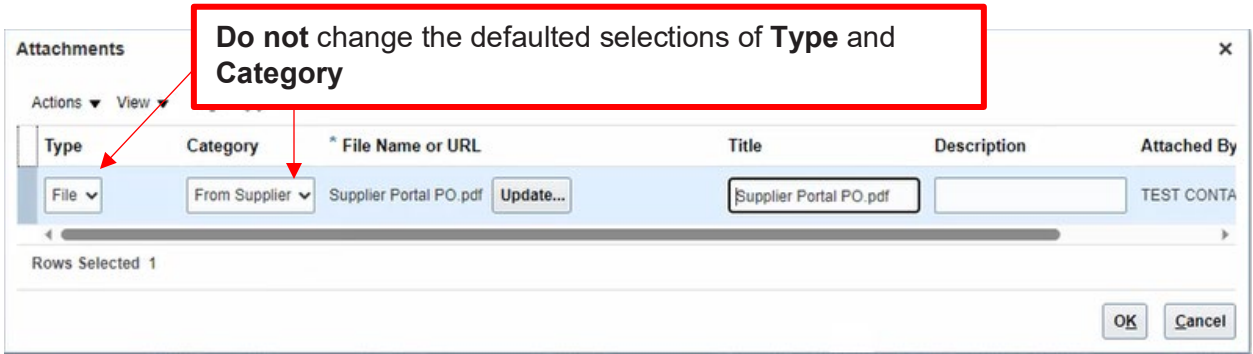


9. Select the **Supplier Site** and **Site Address** that matches the remittance information on the **invoice (see Steps 4-6)**. Click **OK** once selected.



10. Upload the **PDF Invoice** copy. Click [here](#) to review Enbridge's **Invoice Requirements..**

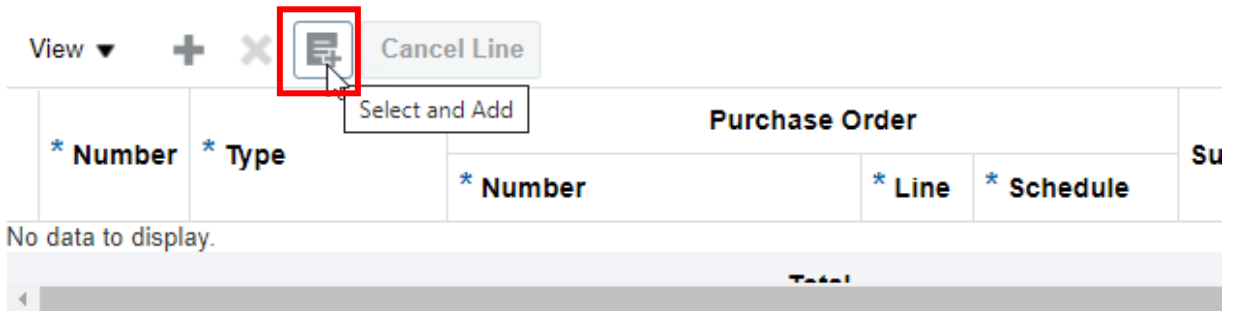




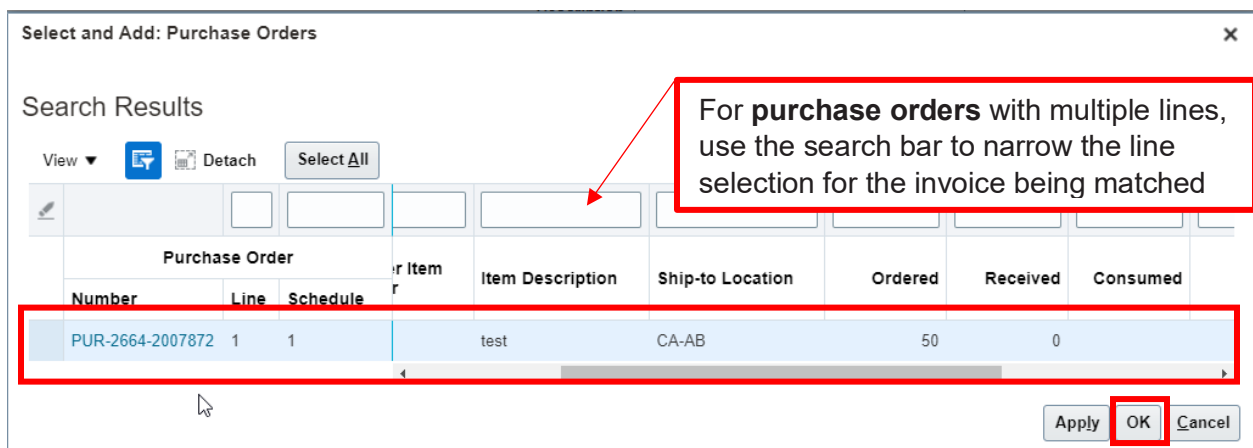
## Invoice Lines

- In the **Lines** work area, click **Select and Add** to add the lines from the **purchase order** that match to the invoice.

### Lines



- Select the corresponding **lines** from the **purchase order** by clicking in the row or hold the **“shift”** key to select multiple lines. Click **OK** to proceed.



- Enter the quantity or the amount for the individual line items, do not include any taxes with the line item.

**Do not** go over the **Available Quantity** amount or the **Amount** total. If you need to **cancel** a line after it has been entered, highlight the row and click **Cancel Line**. Note: if the PO amount or quantity is over the ordered amount you will need to submit the invoice to Enbridge Accounts Payable via email.

Lines

View + × ⌂ Cancel Line

* Number	* Type	* Number	* Line	* Schedule	Supplier Item	Item Description	Ship-to Location	Available Quantity	Quantity	Unit Price	UOM	* Amount
3	Item	PUR-2664-2007872	1	1		test	CA-AB		38		10 Each	380.00
<b>Total</b>												380.00

Totals

Lines

View + × ⌂

* Number	* Type	* Number	* Line	* Schedule	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount	Product Category
	Item	PUR-1890-2005956	1	1		Services	Westheimer						475.00	
<b>Total</b>													475.00	

## Freight

14. Click the “+” button to add **Freight** when the **purchase order** does not include freight as a line item.

Lines

View + × ⌂ Cancel Line

* Number	* Type	* Number	* Line	* Schedule	Supplier Item	Item Description	Ship-to Location	Available Quantity	Quantity	Unit Price	UOM	* Amount
1	Item	PUR-2664-2007872	1	1		test	CA-AB		38		10 Each	380.00
<b>Total</b>												380.00

Totals

15. Enter the freight total in the **Amount** field and select the **Ship to Location** from the drop-down list, it must be the same Ship-to-Location as the Purchase Order line.

Create Invoice ? Invoice Actions Save Save and Close Submit Cancel

Identifying PO: PUR-2664-2007872  
 Supplier: TEST SUPPLIER-DO NOT USE  
 Taxpayer ID:  
 Supplier Site: HOUSTON(CAD)  
 Address: 915 N ELDRIDGE PKWY, 915 N ELDRIDGE PKWY, HOUSTON, TX 77079  
 Supplier Tax Registration Number:

Remit-to Bank Account:  
 Unique Remittance Identifier:  
 Unique Remittance Identifier Check Digit:  
 Description:  
 Attachments: Invoice.docx + ×  
 Tax Control Amount: 24.00

\* Number: 1234567890  
 \* Date: 6/20/2023  
 Type: Invoice  
 Invoice Currency: CAD - Canadian Dollar  
 Payment Currency: CAD - Canadian Dollar

Customer  
 Customer Taxpayer ID: 102505641  
 Name: Enbridge Pipelines Inc. - LP  
 Address:

Lines

* Number	* Type	* Number	* Line	* Schedule	Supplier Item	Item Description	Ship-to Location	Available Quantity	Quantity	Unit Price	UOM	* Amount	Product Category
3	Freight						CA-AB					100.00	
1	Item	PUR-2664-2007872	1	1		test	CA-AB		38		10 Each	380.00	
<b>Total</b>												480.00	

## Review and Submit

16. Confirm the amounts being submitted are correct and click the **Submit** button. The **Totals** will update. Click the **Submit** button again to complete the **Invoice** creation.

**Create Invoice**

Invoice Actions: Save Save and Close **Submit** Cancel

Identifying PO: PUR-2664-2007872  
 Supplier: TEST SUPPLIER-DO NOT USE  
 Taxpayer ID: [Blank]  
 Supplier Site: HOUSTON(CAD)  
 Address: 915 N ELDRIDGE PKWY, 915 N ELDRIDGE PKWY, HOUSTON, TX 77079  
 Supplier Tax Registration Number: [Blank]

Remit-to Bank Account: [Blank]  
 Unique Remittance Identifier: [Blank]  
 Unique Remittance Identifier Check Digit: [Blank]  
 Description: [Blank]  
 Attachments: Invoice.docx + X  
 Tax Control Amount: 10.00

Number: 1234567890  
 Date: 6/20/2023  
 Type: Invoice  
 Invoice Currency: CAD - Canadian Dollar  
 Payment Currency: CAD - Canadian Dollar

Customer: Customer Taxpayer ID: 102505641  
 Name: Enbridge Pipelines Inc. - LP  
 Address: [Blank]

Lines

* Number	Type	* Purchase Order	* Line	Schedule	Supplier Item	Item Description	Ship-to Location	Available Quantity	Quantity	Unit Price	UOM	* Amount	Product Category
3	Freight						CA-AB					100.00	
1	Item	PUR-2664-2007872	1	1		test	CA-AB	38	10	10	Each	100.00	
<b>Total</b>												<b>200.00</b>	

Totals

Items	Freight	Miscellaneous	Inclusive Tax	Exclusive Tax	Invoice Amount
100.00	100.00	0.00	0.00	10.00 Retainage 0.00	210.00 Due 0.00

17. The screen will display the **Invoice Number** and give the option to **Print** a copy of the invoice submission or to **Create Another** invoice.

**ORACLE**

Invoice: 1234567890

Printable Page Create Another Done

Identifying PO: PUR-2664-2007872  
 Supplier: TEST SUPPLIER-DO NOT USE  
 Taxpayer ID: [Blank]  
 Supplier Site: HOUSTON(CAD)  
 Address: 915 N ELDRIDGE PKWY, 915 N ELDRIDGE PKWY, HOUSTON, TX 77079  
 Supplier Tax Registration Number: [Blank]

Remit-to Bank Account: [Blank]  
 Unique Remittance Identifier: [Blank]  
 Unique Remittance Identifier Check Digit: [Blank]  
 Description: [Blank]  
 Attachments: Invoice.docx  
 Tax Control Amount: 10.00

Number: 1234567890  
 Date: 6/20/23  
 Type: Invoice  
 Invoice Currency: CAD  
 Payment Currency: CAD

Customer: Customer Taxpayer ID: 102505641  
 Legal Entity: Enbridge Pipelines Inc. - LP  
 Address: [Blank]

Lines

Number	Type	* Purchase Order		Consumption Advice		Supplier Item	Item Description	Ship-to Location	Ship-from Location	Tax Classification	Location of Final Discharge	Quantity	Unit Price	UOM
		Number	Line	Schedule	Number									
3	FREIGHT							CA-AB						
1	ITEM	PUR-26...	1	1			test	CA-AB				10	10	Each
<b>Total</b>														

Totals

Items	Freight	Miscellaneous	Inclusive Tax	Exclusive Tax	Invoice Amount
100.00	100.00	0.00	0.00	10.00 Retainage 0.00	210.00 Due 0.00

18. To confirm the invoice has been submitted, return to the Supplier Portal Dashboard and select **View Invoices**. To learn more about how to view your invoice status, refer to the **View invoice information** training material [here](#).

Search Orders Order Number

- Tasks
  - Vendor-Managed Inventory
    - Manage Inventory
    - Manage Replenishment Requests
  - Orders
    - Manage Orders
    - Manage Schedules
    - Acknowledge Schedules in Spreadsheet
  - Shipments
    - Manage Shipments
    - Create ASN
    - Create ASN
    - Upload ASN or ASEN
    - View Receipts
    - View Returns
  - Contracts and Deliverables
    - Manage Contracts
    - Manage Deliverables
  - Consigned Inventory
    - Review Consumption Advices
    - Review Consigned Inventory
    - Review Consigned Inventory Transactions
  - Invoices and Payments
    - View Invoices**
    - View Payments
  - Negotiations
    - View Active Negotiations
    - Manage Responses
  - Qualifications

Requiring Attention

Last 30 Days

Orders opened 0

No data available

Recent Activity

Last 30 Days

Orders opened 0

Transaction Reports

Last 30 Days

PO Purchase Amount	3.58K	CAD
PO Purchase Amount	1.08K	USD
Invoice Amount	215	CAD
Invoice Price Variance Amount	0	CAD

Supplier News

Announcing the Enbridge Self-Service Invoice Status Portal

We are pleased to provide our Suppliers with another option for viewing Invoices and Payment status information. Enbridge's AP Helpdesk has created the **Enbridge Self-Service Invoice Status Portal** which contains invoice information for invoices billed to most Enbridge entities. Suppliers can now choose to use either the Oracle Supplier Portal or the **Enbridge Self-Service Invoice Status Portal** to check on their invoice and payment status. Click on the link [here](#) to be directed to the **Enbridge Self-Service Invoice Status Portal**.

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Welcome to the Enbridge Supplier Portal!