ENB Oracle Supplier Portal: Create Invoice

Learning Guide
September 2023

Contents

Creating an Invoice

Purpose	This learning guide provides details of how to submit an **invoice** through the **Oracle Supplier Portal**

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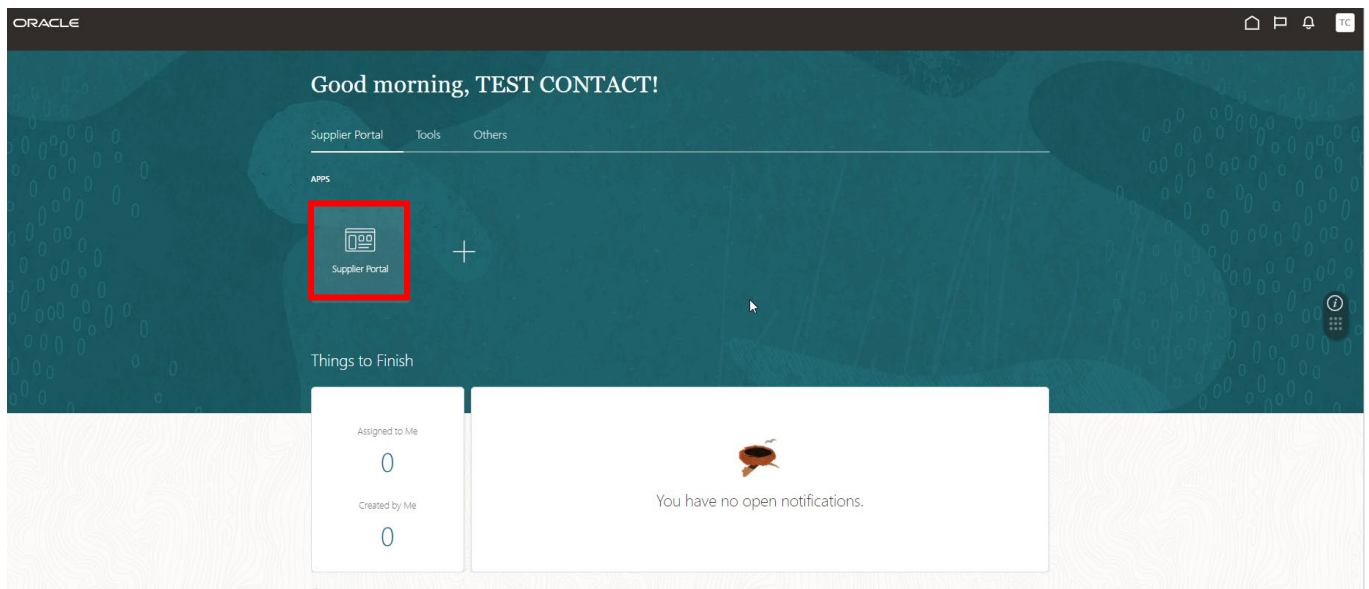
2. Click on the **Create Invoice** link.
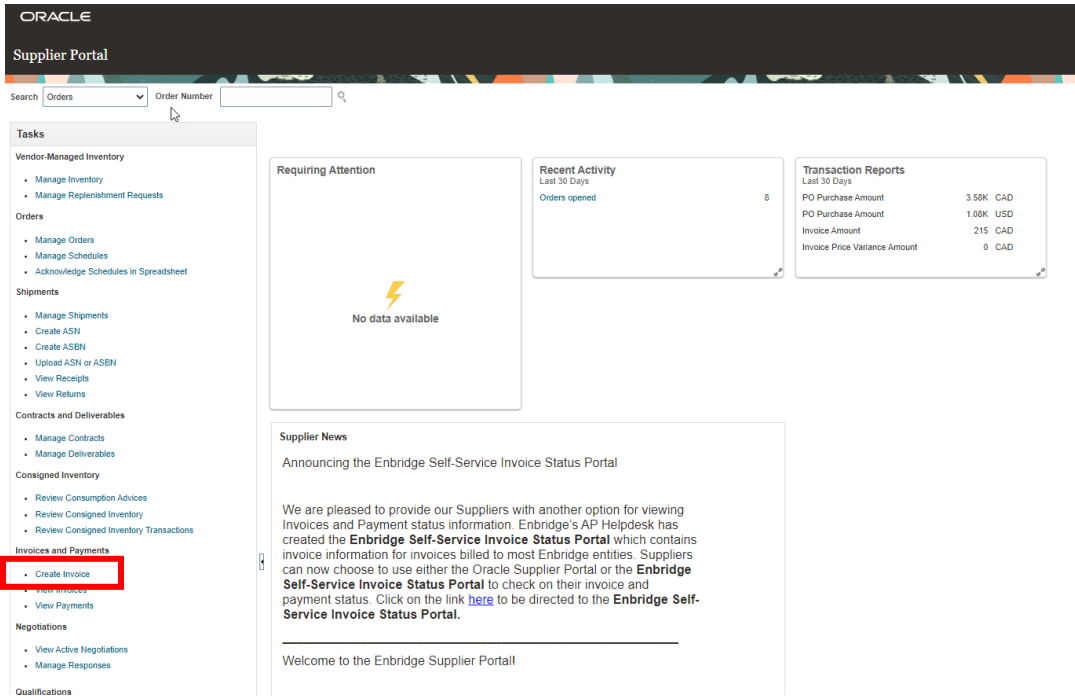
Invoice Header

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

Note: Fields with a "" are mandatory fields*

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

c. Number	Enter the **Invoice** number and format as follows: • Invoice number must be unique • No leading zeros • Only alphanumeric characters (no special characters or punctuation) • Letters must be capitalized • No spaces
d. Date:	Enter the **Invoice Date** as it appears on the **Invoice** copy. **Do not** submit future dated invoices
e. Type:	This field defaults to **Invoice. Do Not** submit **Credits** or **Credit Memos** through the Supplier Portal
f. Attachment:	Select the "+" sign beside the **Attachment** field to upload the **PDF Invoice** copy. Click here to review Enbridge's **Invoice Requirements (see Step 7)**
g. Tax Control Amount:	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
h. Customer Taxpayer ID:	This field will prepopulate. Do not change the **Customer Taxpayer ID**

Select the Correct Site Address

4. 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.

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

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

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

8. Clear the information in the **Supplier Site** field to make it blank and click the **Search** button.
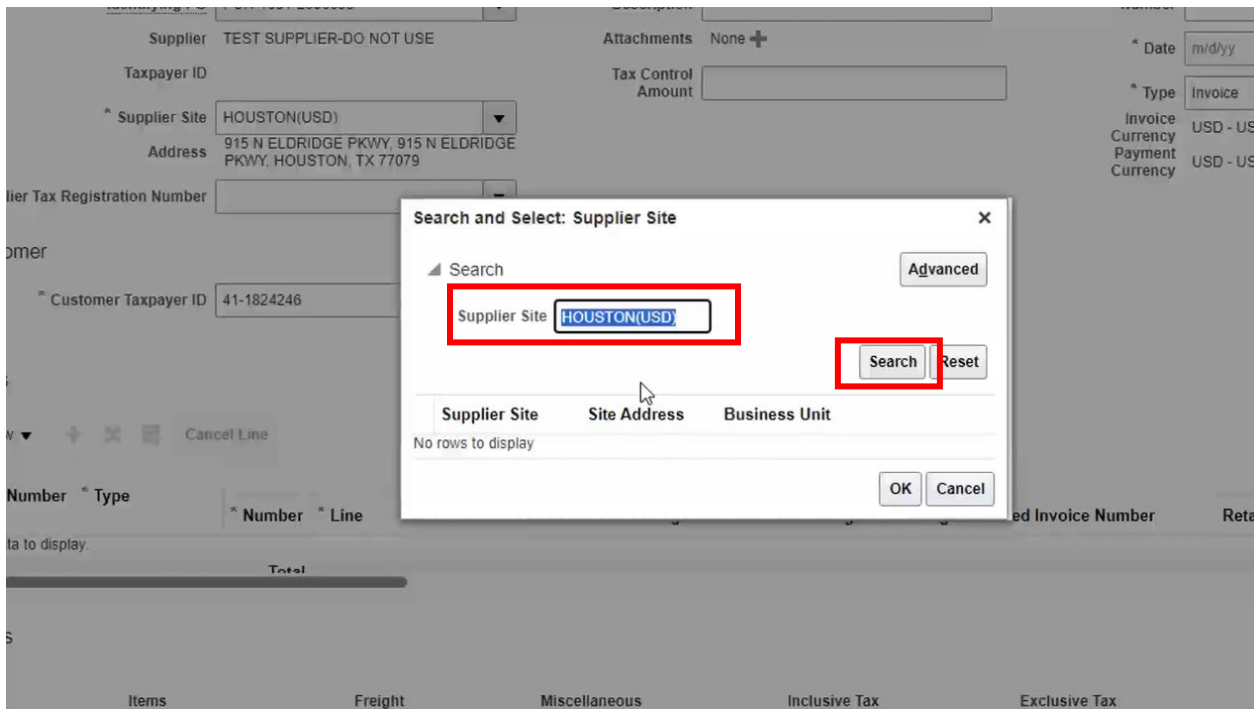
9. Select the **Supplier Site** and **Site Address** that matches the remittance information on the **invoice (see Steps 4-6)**. Click **OK** once selected.
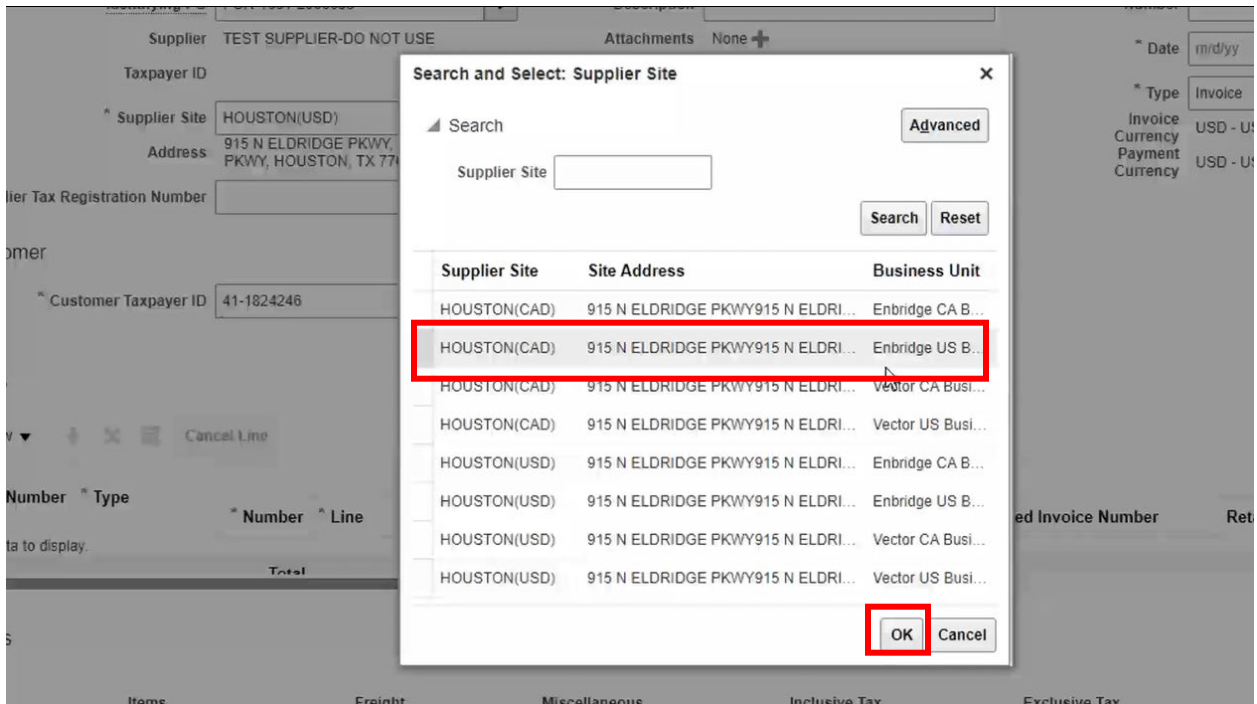
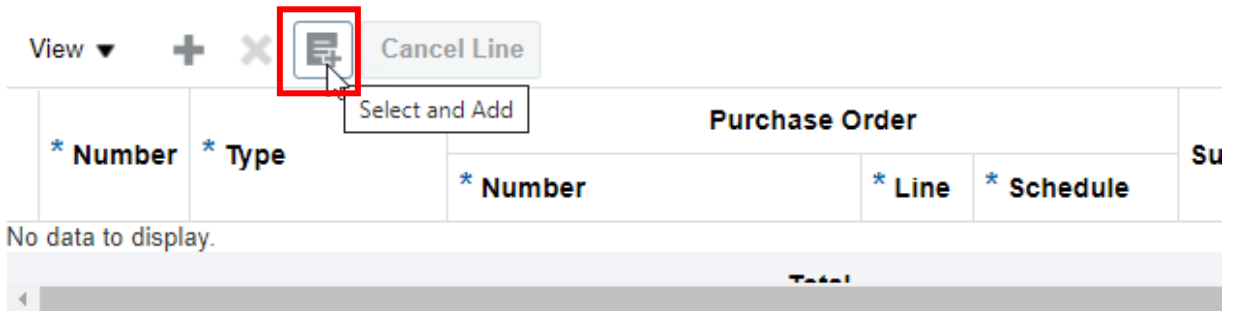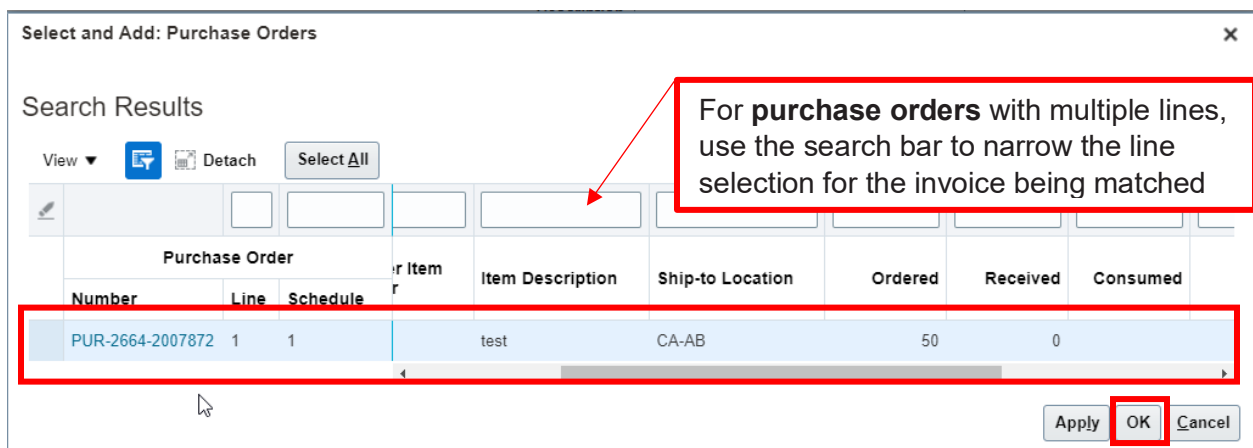10. Upload the **PDF Invoice** copy. Click here to review Enbridge's **Invoice Requirements.**.

Do not change the defaulted selections of Type and Category
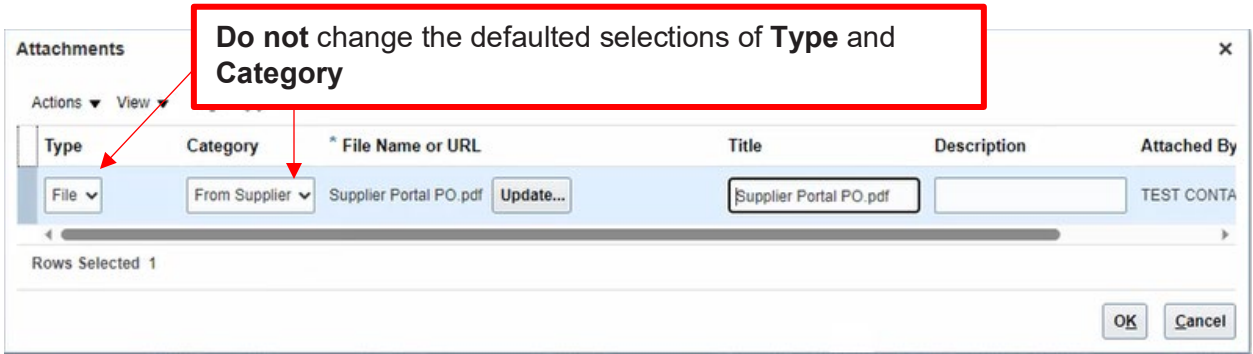
Invoice Lines

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

12. 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.

For **purchase orders** with multiple lines, use the search bar to narrow the line selection for the invoice being matched

13. 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.

Freight

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

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.

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.

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.

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.

ORACLE

Supplier Portal

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 ASBN
- Upload ASN or ASBN
- 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

⚡

No data available

Recent Activity
Last 30 Days

Orders opened   8

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!