ENB Oracle Supplier Portal: Acknowledging A Purchase Order

Learning Guide

July 2021

Contents

Acknowledging a Purchase Order

Purpose	This learning guide provides details of how to acknowledge a purchase order within the Oracle Supplier Portal

Oracle Supplier Portal Landing Page

1. Log in to your Oracle Home page. Recent notifications on your account, can be accessed by clicking on the **Bell** icon in the top right of the page. Notifications are also visible under the **Things to Finish** section of the Oracle Home page.
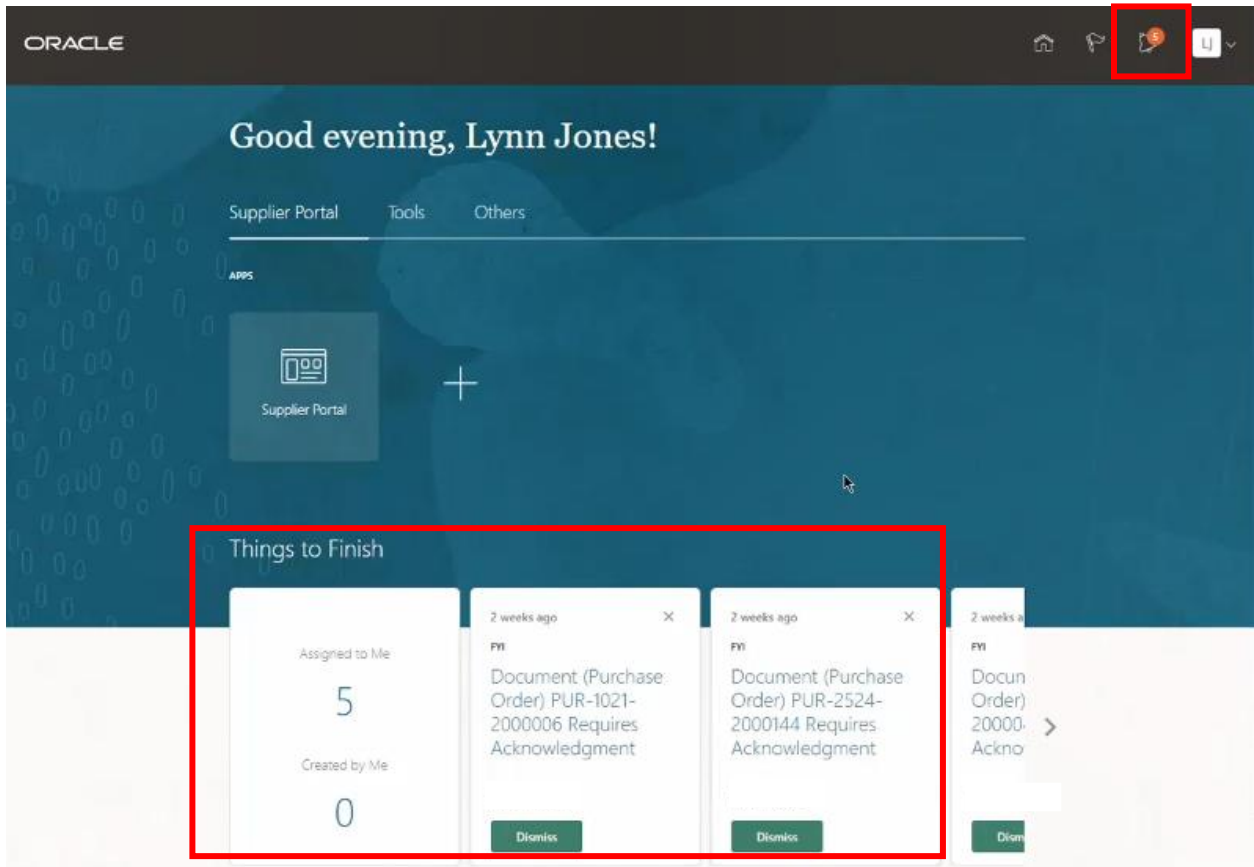
2. In addition to your notifications in the **Supplier Portal**, you will also receive an **email** from Enbridge Oracle Cloud advising you that a purchase order has been issued. Click on the hyperlink to **Review and Acknowledge** to be directed to Oracle Cloud and the **Acknowledge Document (Purchase Order)** screen. Please proceed to **Step 20** to respond by clicking on the email.

    You will be required to acknowledge the **Purchase Order** before performing any fulfillment. Please accept or reject the **Purchase Order** with in **24 hours**.

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		Order	PUR-2664-2000020
Assigned Date	4/20/21 4:19 PM	Buyer	
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	

3. Click on the **Supplier Portal** application tile to be directed to the **Supplier Portal** dashboard.
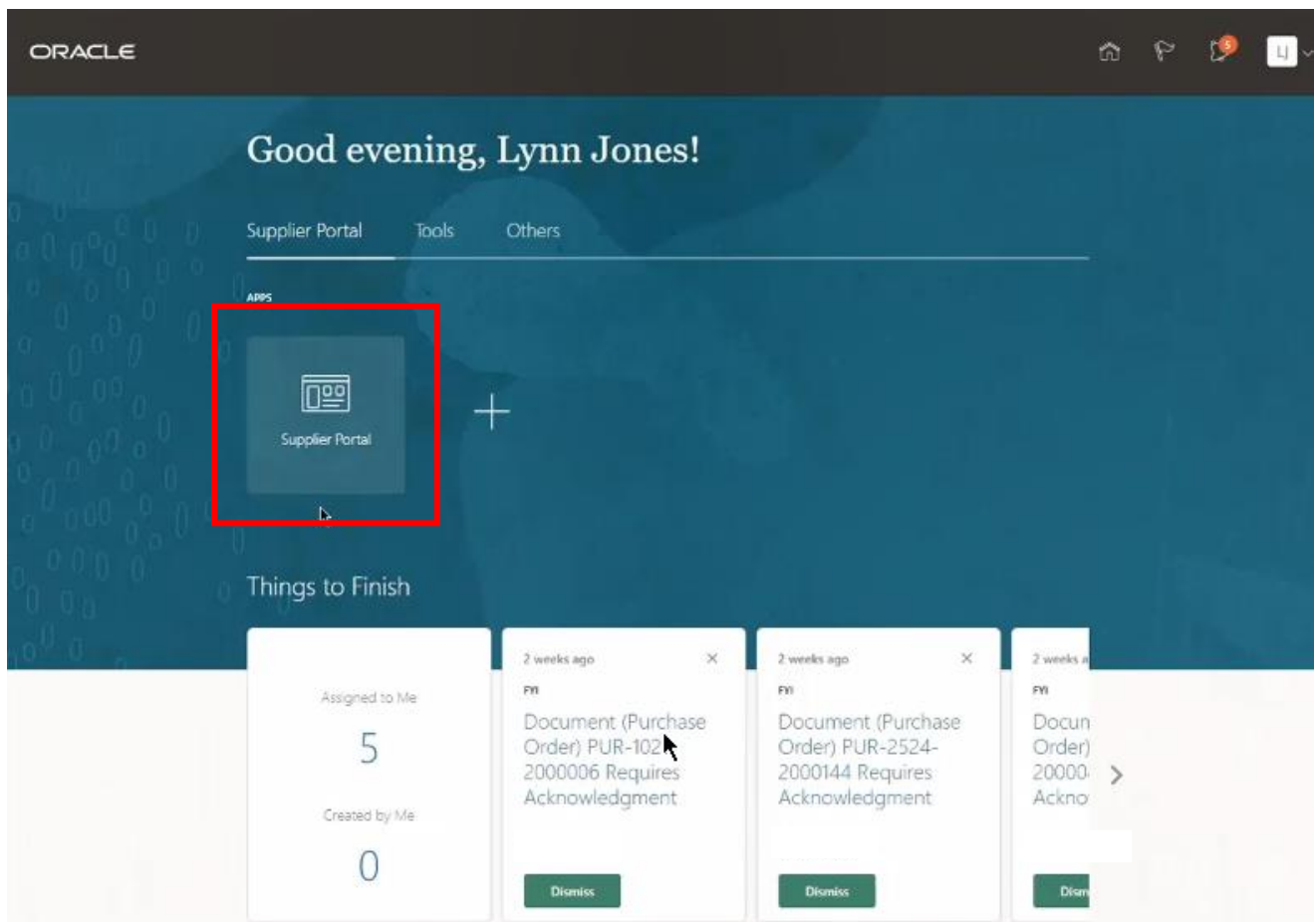
4. Infolets on your **Supplier Portal** dashboard show outstanding actions and recent activity.

5. Use the Search bar at the top of the page to search by individual Purchase Order number.

6. Click Manage Orders to view your Purchase Orders**.**
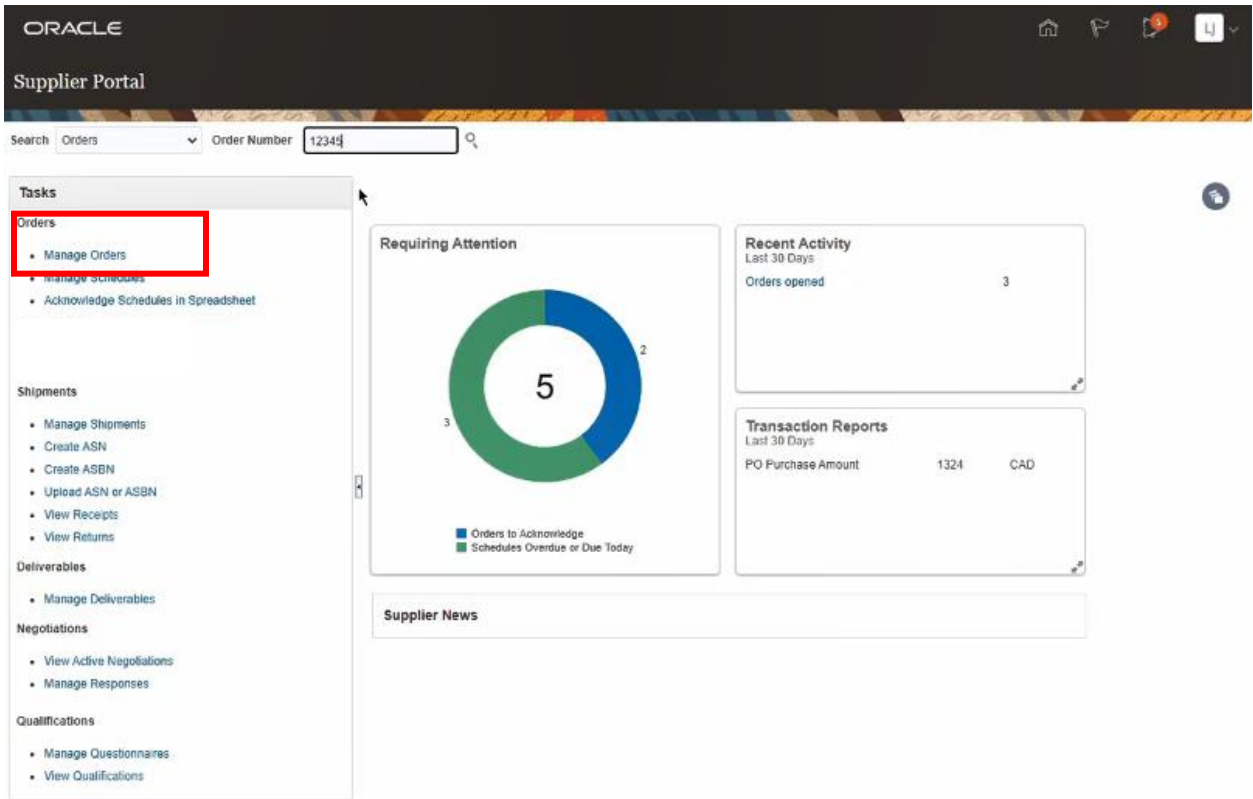

Manage Orders

7. 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**.
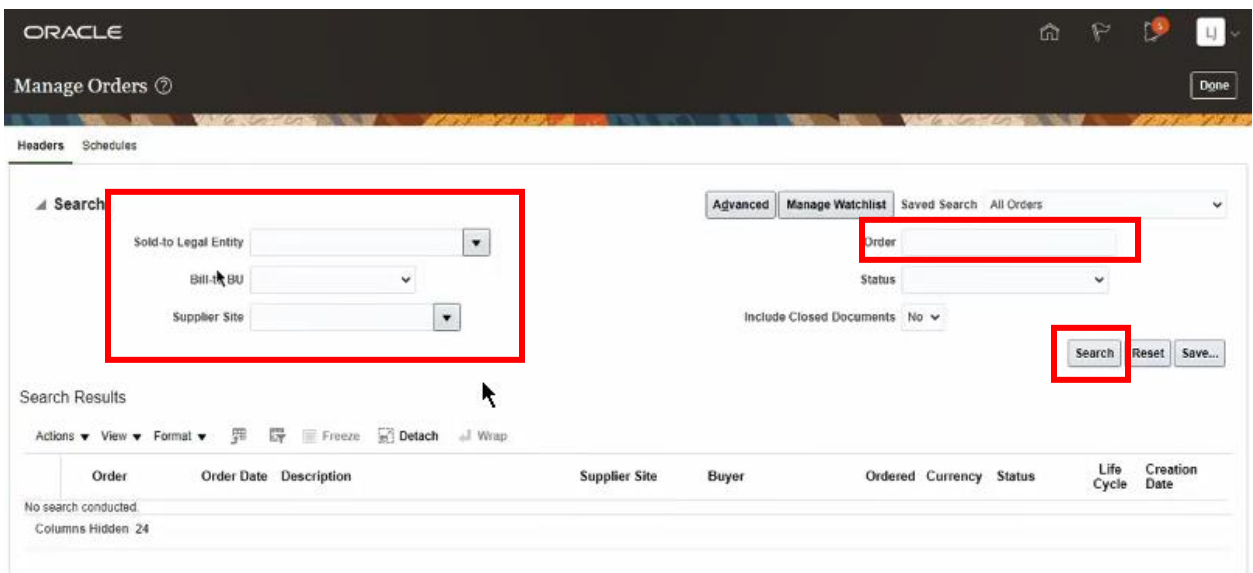
8. If you wish to customize your **Search Results** you can **Save** your frequent searches to have them run automatically. Use the **Manage Watchlist** feature to view your saved searches.
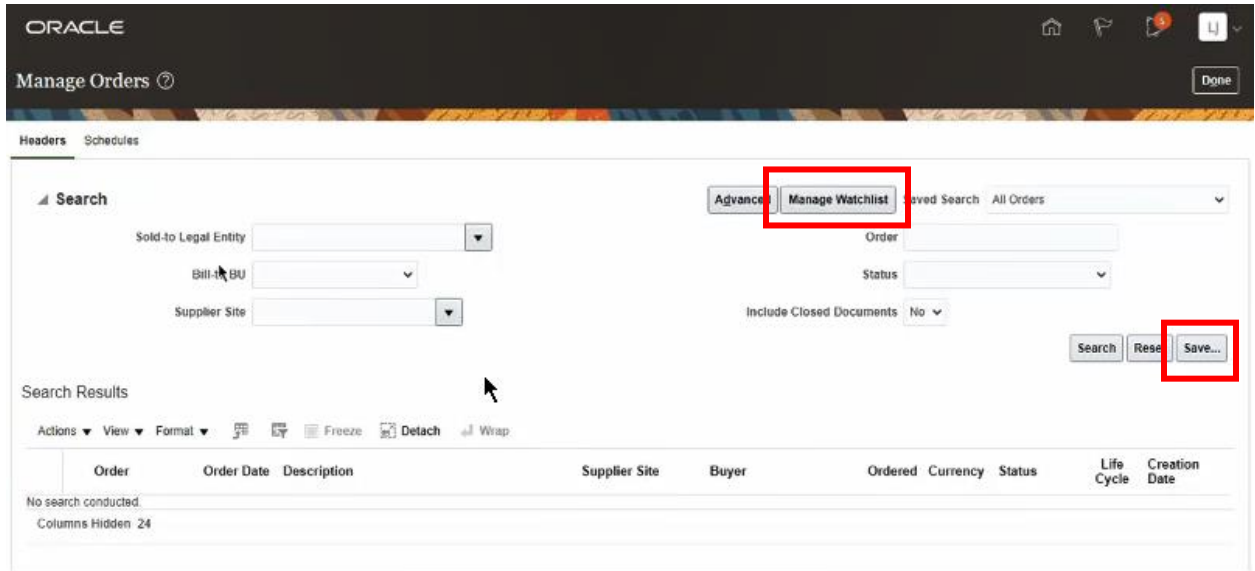
9. The **Search Results** work area displays an overview of your purchase orders.
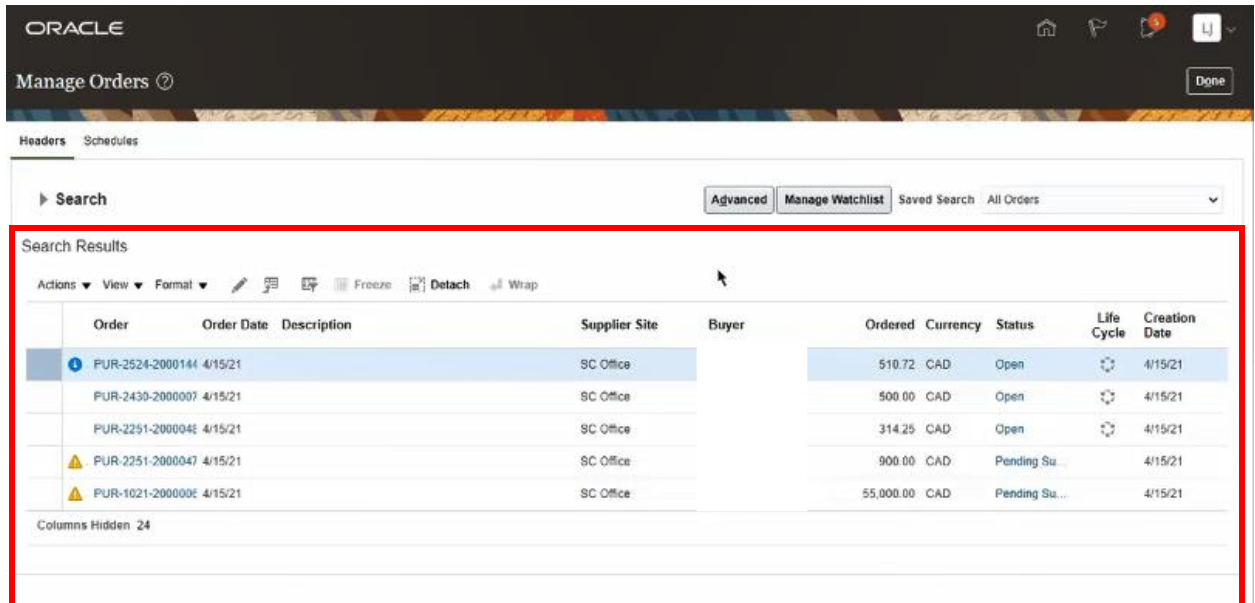
You can customize the fields that display in the **Search Results** area clicking View → Columns → and check the fields you want to display.
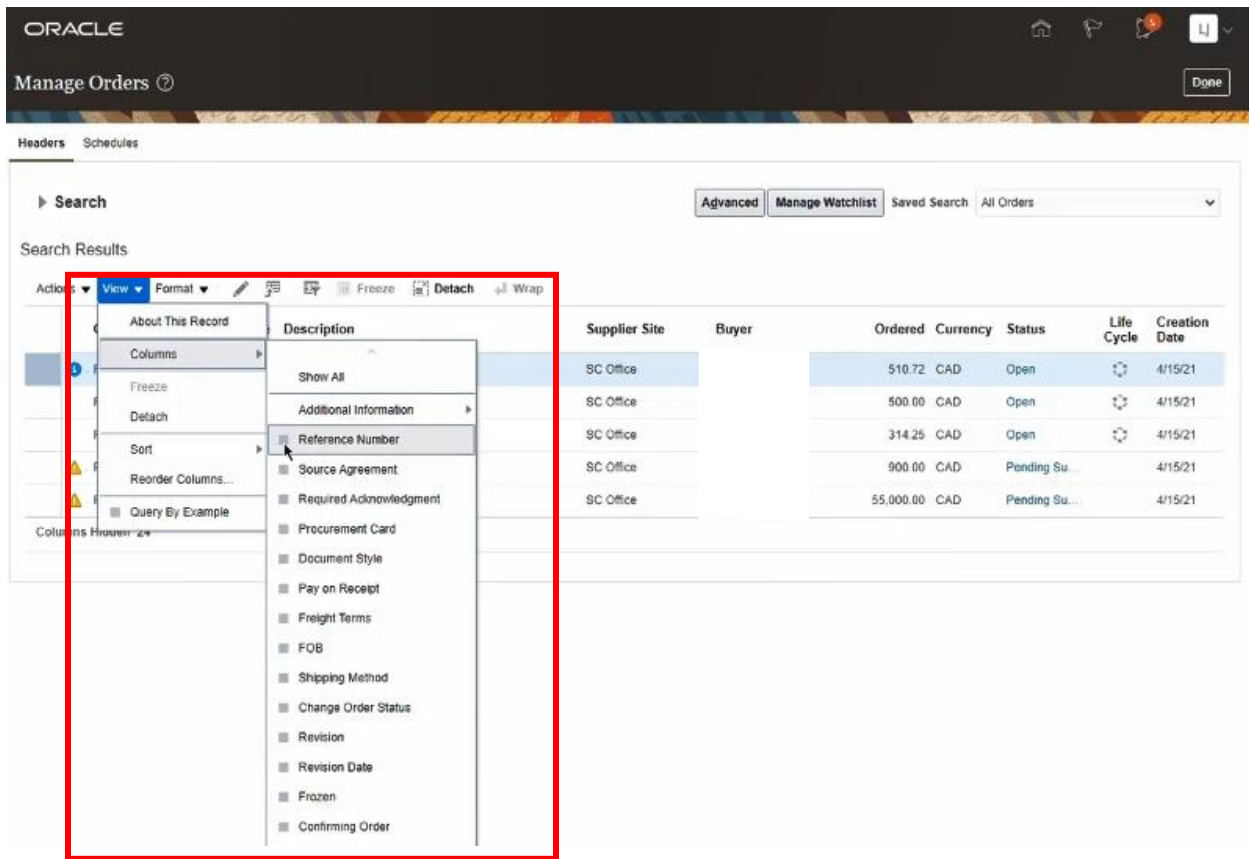
10. To action a **Purchase Order**, highlight the **Purchase Order** in the **Search Results** work area and select **Actions**. **Purchase Orders** that require **Acknowledgement** have a **Status** of **Pending Supplier Acknowledgement**.

    Note: ⚠ *Indicates that the purchase order requires your attention.*
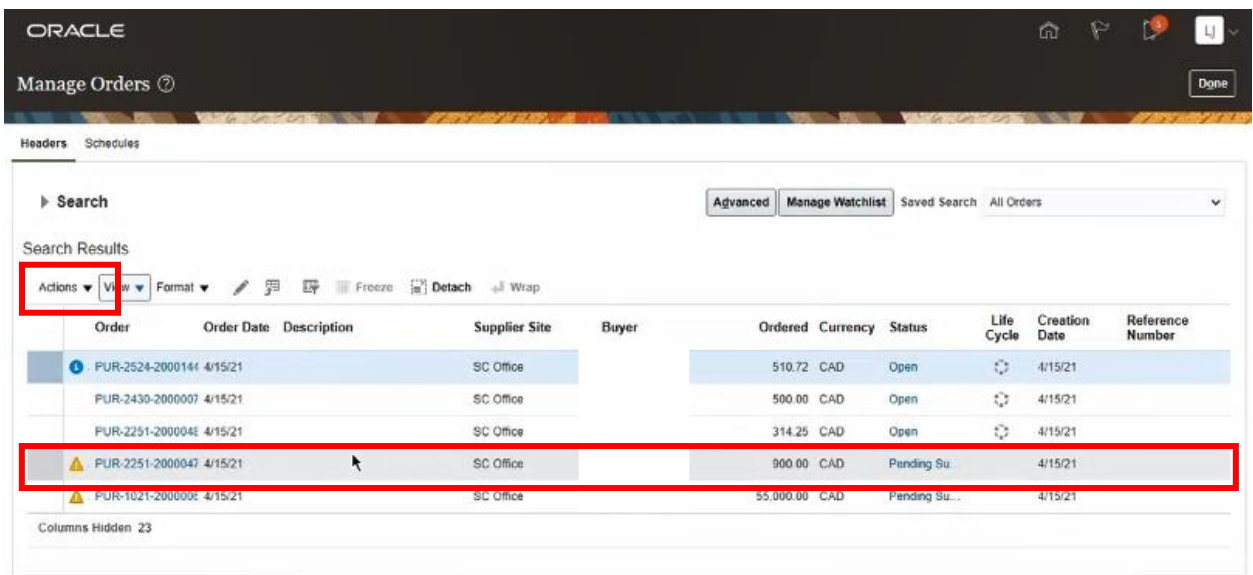
11. You can perform any of the **Actions** available from the drop-down menu or click on the hyperlink to the **Purchase Order** in the **Search Results** work area.

Review Purchase Order

12. Clicking on the hyperlink will open the **Purchase Order** display screen. The **Purchase Order** number will be visible at the top of the screen.

13. Click on the **View PDF** button to download the **Purchase Order** as a **PDF** copy. Ensure that you review the **PDF** copy of the **Purchase Order** prior to **Acknowledging** the **Purchase Order**, this is considered a contractual document.

Refer to the **Purchase Order Reference Guide** to review the specific elements of the **PDF** or view the details of the **Purchase Order** on your screen. Descriptions of the on-screen elements are found in **Appendix A**.
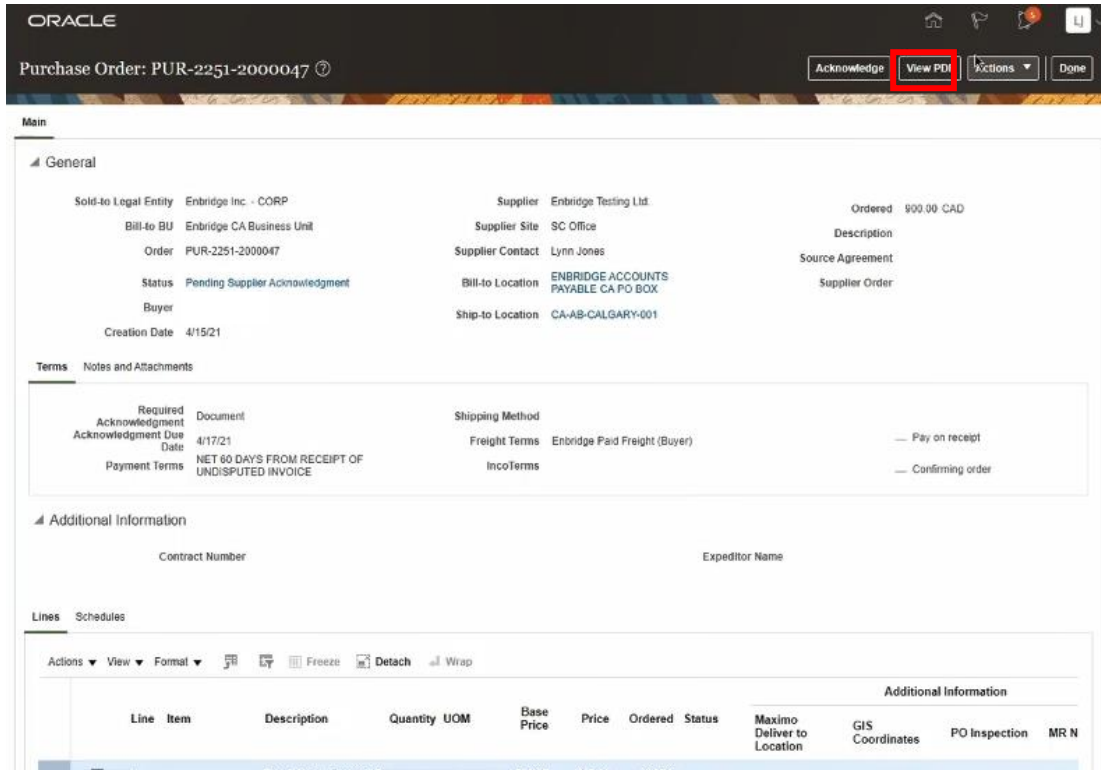
14. Clicking on hyperlinks in the **Purchase Order** detail screen displays additional information about the **Purchase Order.**

15. Click on **Notes and Attachments** to view any comments or Attachments from the buyer. **Please ensure you review this section for any important information.** Some agreements may display the **Terms and Conditions** in this section.

16. **Line** item details are displayed at the bottom of the screen.

Purchase Order: PUR-2251-2000047 ⑦   Acknowledge   View PDF   Actions ▼   Done

Main

⊿ General

Sold-to Legal Entity	Enbridge Inc. - CORP	Supplier	Enbridge Testing Ltd.	Ordered	900.00 CAD
Bill-to BU	Enbridge CA Business Unit	Supplier Site	SC Office	Description	
Order	PUR-2251-2000047	Supplier Contact	Lynn Jones	Source Agreement	
Status	Pending Supplier Acknowledgment	Bill-to Location	ENBRIDGE ACCOUNTS PAYABLE CA PO BOX	Supplier Order	
Buyer		Ship-to Location	CA-AB-CALGARY-001		
Creation Date	4/15/21				

Terms   Notes and Attachments

Note to Supplier   Attachments None

⊿ Additional Information

Contract Number   Expeditor Name

Lines   Schedules

Actions ▼   View ▼   Format ▼   ⬚   ⬚   ▥ Freeze   ⬚ Detach   ⬚ Wrap

Additional Information

Line	Item		Description	Quantity	UOM	Base Price	Price	Ordered	Status	Maximo Deliver to Location	GIS Coordinates	PO Inspection	MR N
	1		Requisition - Approved RI			900.00	900.00	900.00					

Columns Hidden 18

17. Click **Schedules** to review the **Requested** and **Promised Delivery Dates**. For services **Requested Delivery Date** = start date of work to be performed, **Promised Delivery Date** = end date of work to be performed. For materials **Promised Delivery Date** = contractual date agreed to for delivery of goods.

18. When you are ready to **Acknowledge** the **Purchase Order**, click the **Acknowledge** button at the top of the screen.

19. You will be directed to the **Acknowledge Document (Purchase Order)** screen.

20. You can populate a **Supplier Order** number and provide **Acknowledgement Notes** with your **Acknowledgement Document** in the spaces provided.

21. If you have chosen to **Reject** the **Purchase Order**, please provide comments in the **Rejection Reason** box at the bottom of the screen before clicking the **Reject** button.

22. To accept the **Purchase Order** in its entirety, click the **Accept** button.

23. You will receive a **Warning** notification asking for your confirmation to continue. Click **OK** to proceed.
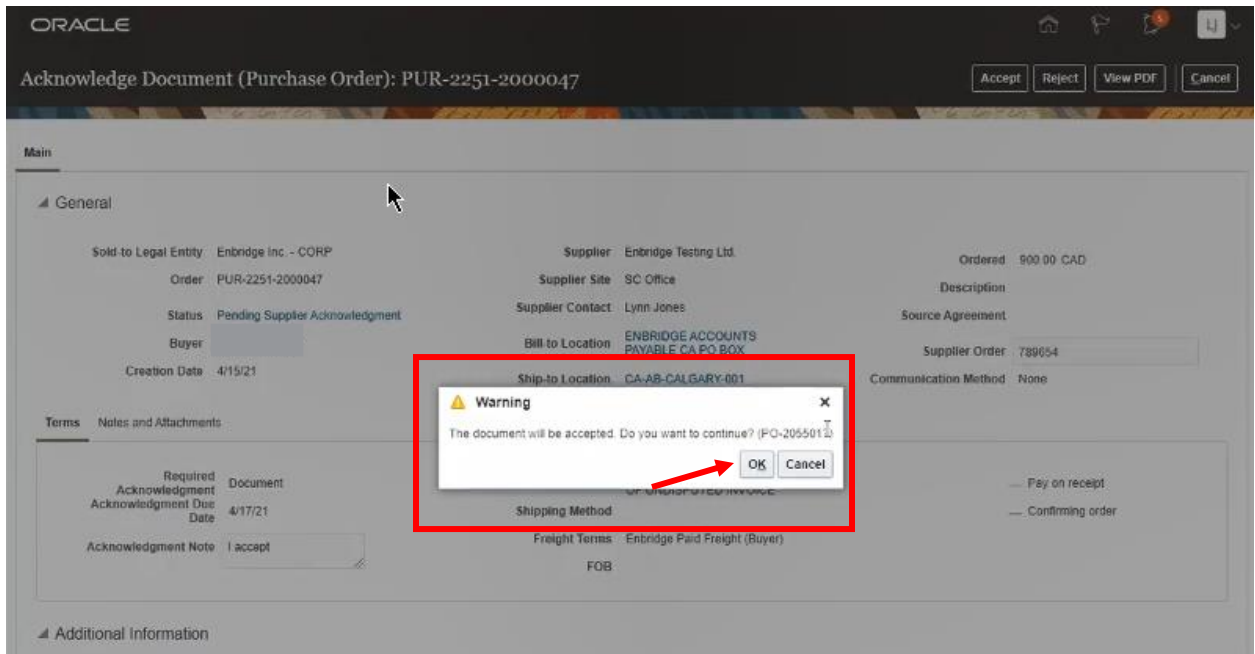
24. You will be returned to the **Purchase Order** detail screen. Click **Done** to return to the **Manage Orders** page.
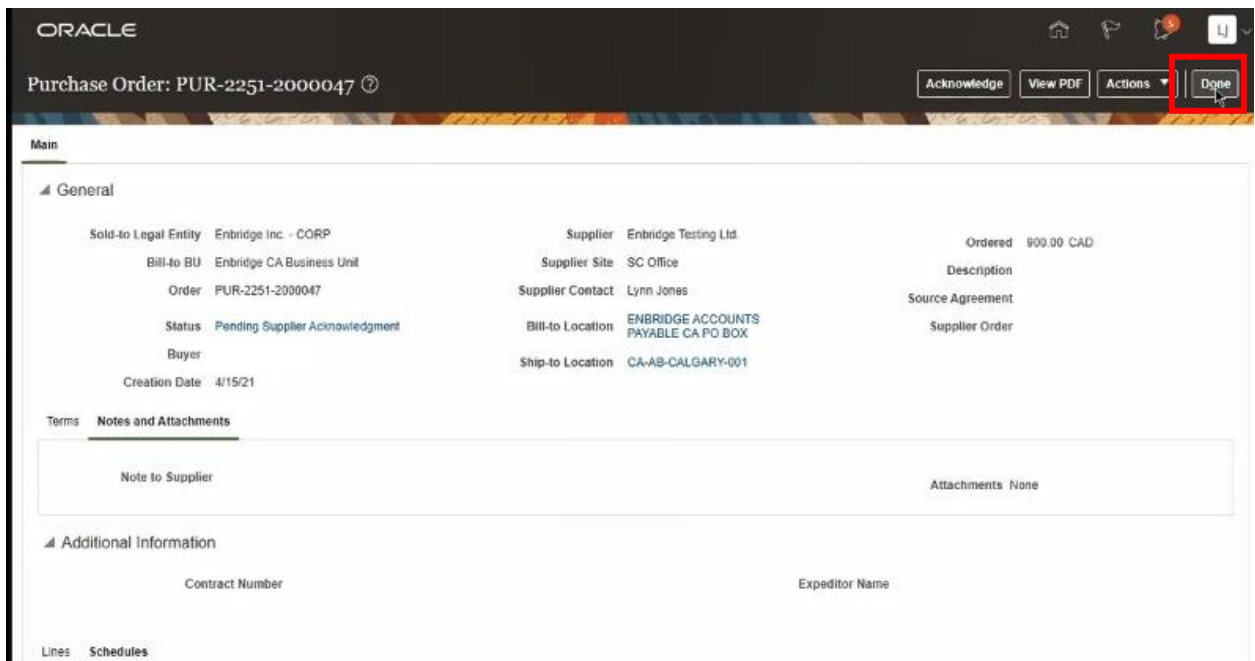
25. If you search your **Purchase Orders** again, you will notice the status of your **Acknowledged PO** is now **Open**.

26. You can now begin fulfillment of your **Purchase Order,** in accordance to the agreed upon **Terms and Conditions**.

Appendix A

When viewing a purchase order in Oracle Cloud, the details of the **Purchase Order** are visible in the **Purchase Order Details** screen (see **Step 12**).

The key elements of an Enbridge purchase order in Oracle Cloud are listed below. Please find the corresponding letter on the images below.

a. **Numbering convention:** this is a unique identifier that can be used when referencing the **Purchase Order** to Enbridge
b. **Contract Terms:** Can contain additional **Terms and Conditions**, and **Contractual Deliverables** the Supplier is responsible for completing
c. **Sold-to Legal Entity:** the Enbridge legal entity that has issued the **Purchase Order**
d. **Supplier:** the legal name of the **Supplier** on the **Purchase Order**
e. **Status:** the current **Status** of the **Purchase Order**
f. **Buyer:** the Enbridge **Buyer** who issued the **Purchase Order**
g. **Ship to location**: If the same for all lines, the address will be populated at the top of will remain the same. If the **Ship to location varies**, the address will change for each line.
h. **Source Agreement**: is linked to a **Purchase Order** where a Blanket or Contract Purchase Agreement exists.
i. **Terms:** includes payment terms and freight terms.
j. **Notes and Attachments**: can contain additional information such as attachments and/or Terms and Conditions.
k. **Contract Number:** if a governing Contract that the **Purchase Order** is released from is in place, it will appear here.
l. **Expeditor:** the name of the Enbridge Expeditor responsible for material orders.
m. **Enbridge Item Number:** Enbridge unique **item** reference number
n. **Price:** reflects the agreed upon pricing

o. **Inspection Levels:** Identifies the required inspection for each material line
p. **Schedules:** Include **Requested** and **Promised Delivery Dates** (see **Step 17**)