



# **ENB Oracle Supplier Portal: Acknowledging A Purchase Order**

**Learning Guide**  
July 2021

---

## Contents

Acknowledging a Purchase Order ..... 3

    Oracle Supplier Portal Landing Page .....3

    Manage Orders ..... 6

    Review Purchase Order ..... 9

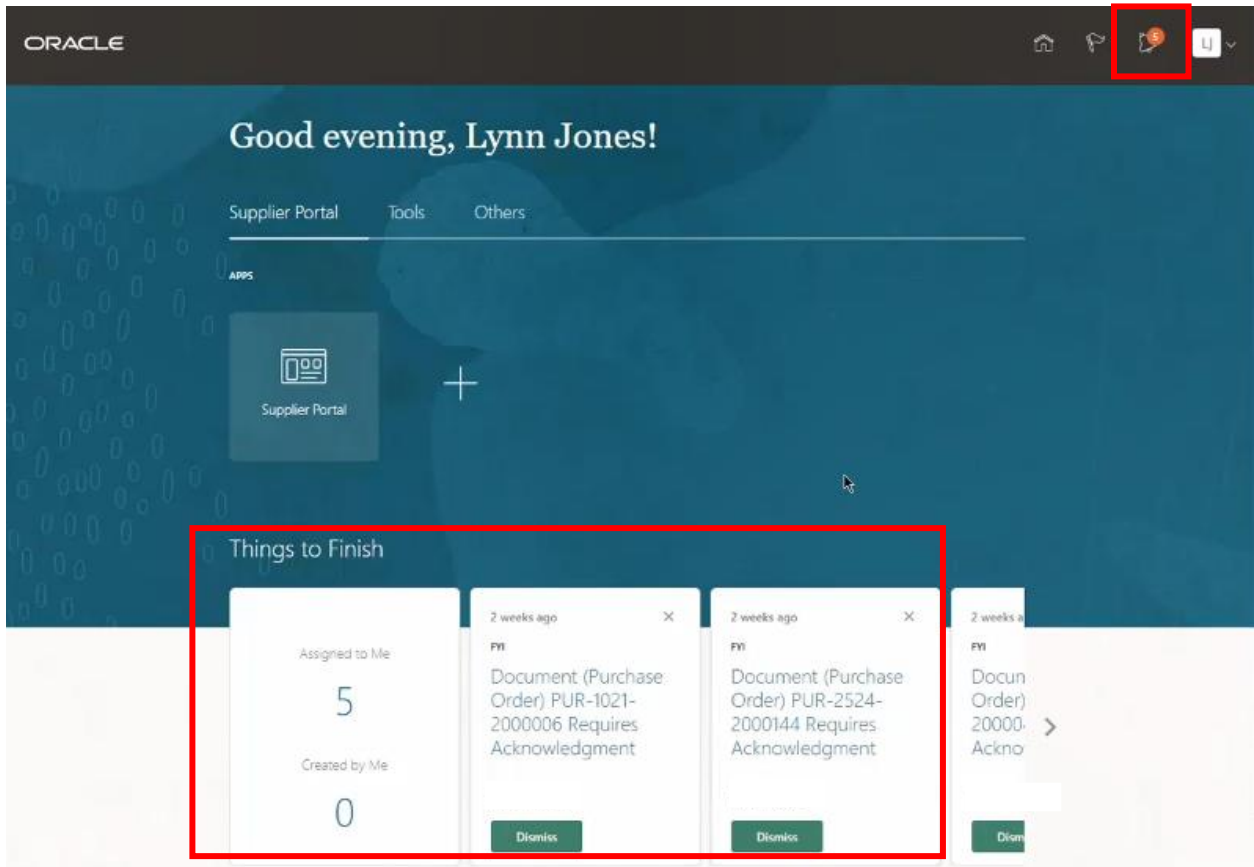
Appendix A ..... 17

# 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**.

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-4050-2000012  
Attachments: PO\_30000003505409\_PUR-4050-2000012\_o.zip | 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          |                 | 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          |                      |                              |

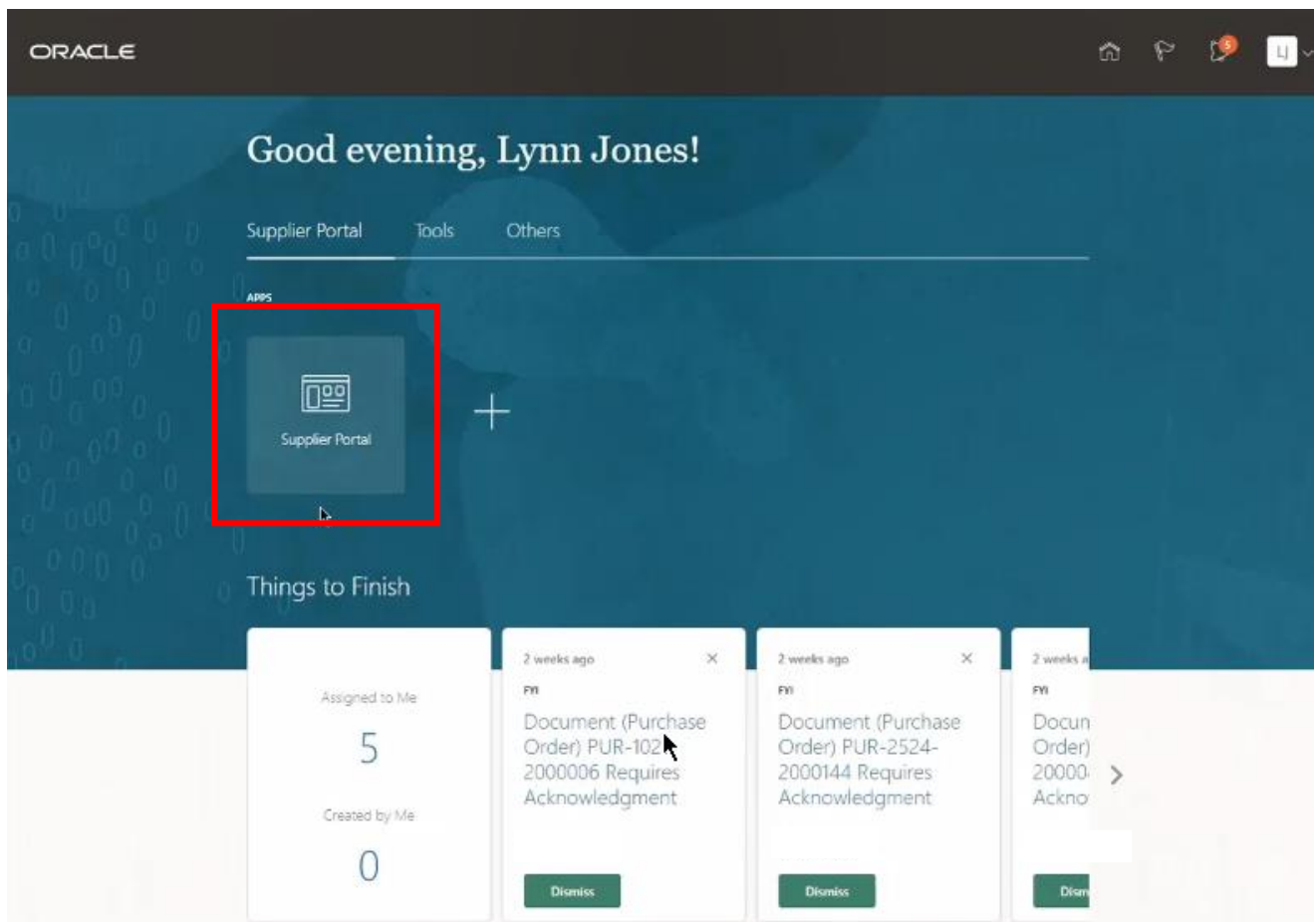
### Recommended Actions

- 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        |  |

- Click on the **Supplier Portal** application tile to be directed to the **Supplier Portal** dashboard.



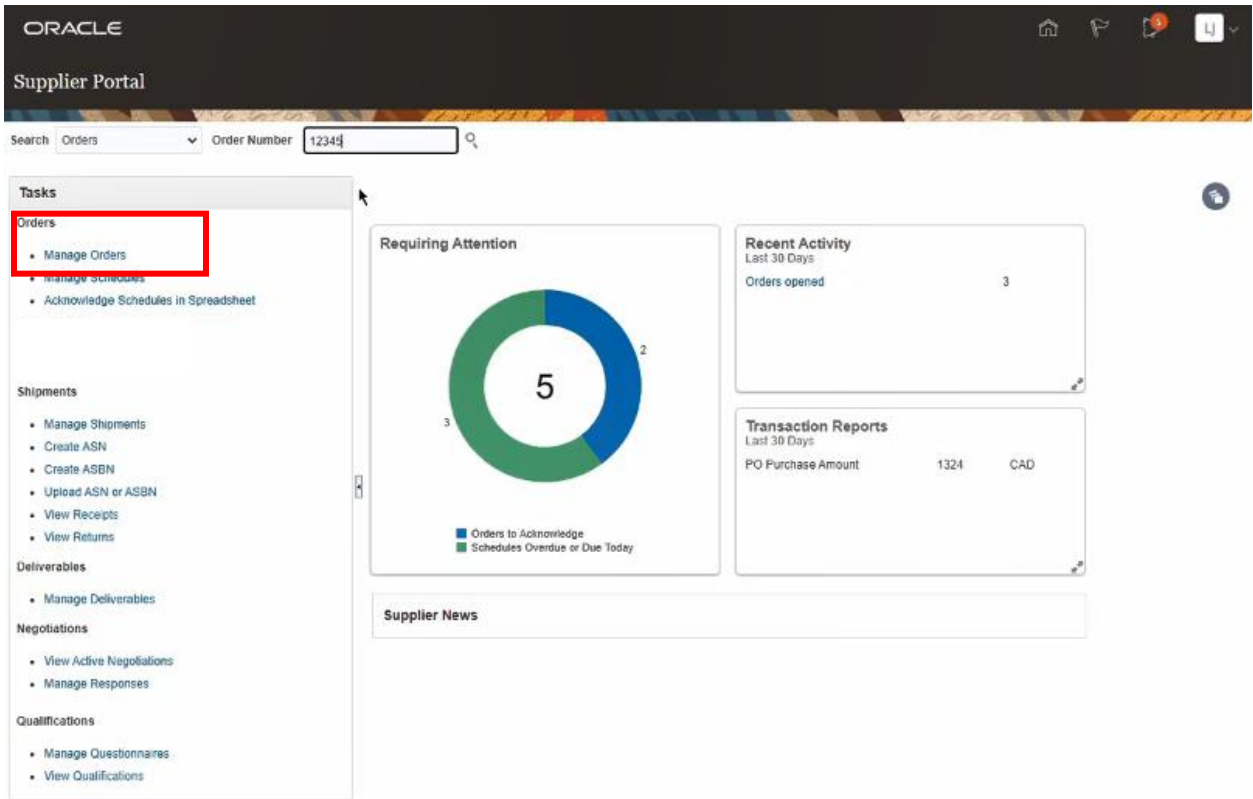
4. Infolets on your **Supplier Portal** dashboard show outstanding actions and recent activity.

The screenshot shows the Oracle Supplier Portal dashboard. At the top, there is a search bar with a dropdown menu set to 'Orders' and a search icon. Below the search bar is a navigation menu with categories: Tasks, Orders, Shipments, Deliverables, Negotiations, and Qualifications. The main content area features several infolets: 'Requiring Attention' (a donut chart showing 5 total items, with 2 in blue and 3 in green), 'Recent Activity' (Last 30 Days, showing 3 Orders opened), 'Transaction Reports' (Last 30 Days, showing PO Purchase Amount of 1324 CAD), and 'Supplier News'.

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

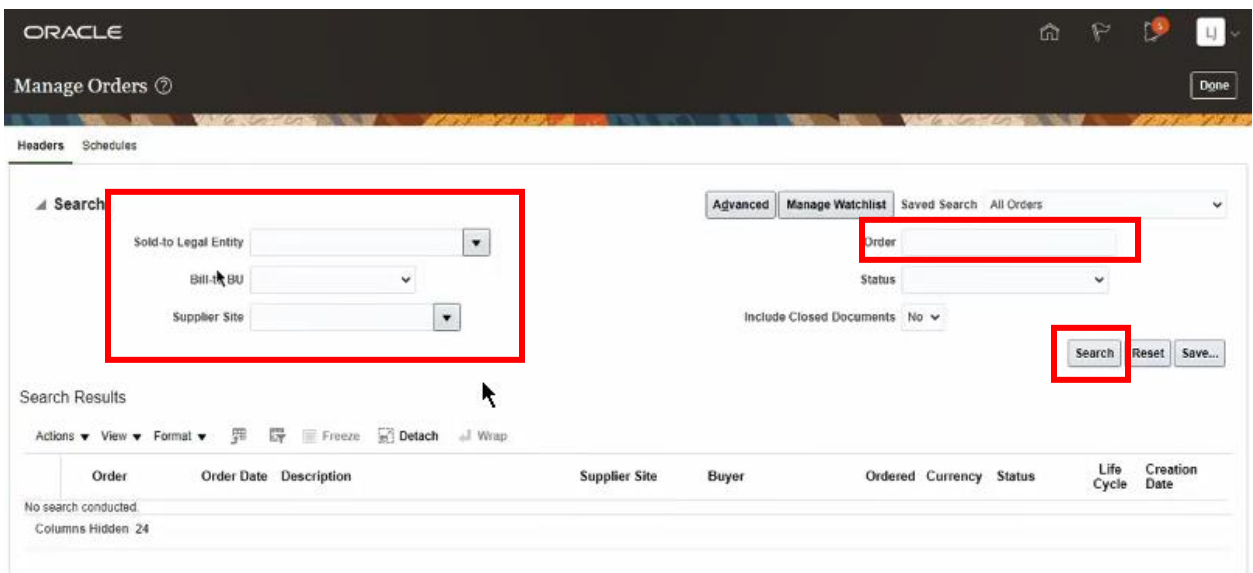
This screenshot is similar to the first one, but the search bar at the top is highlighted with a red box. The search bar contains the text '12345' and the search icon is visible. The rest of the dashboard layout, including the navigation menu and infolets, remains the same.

6. Click Manage Orders to view your Purchase Orders.

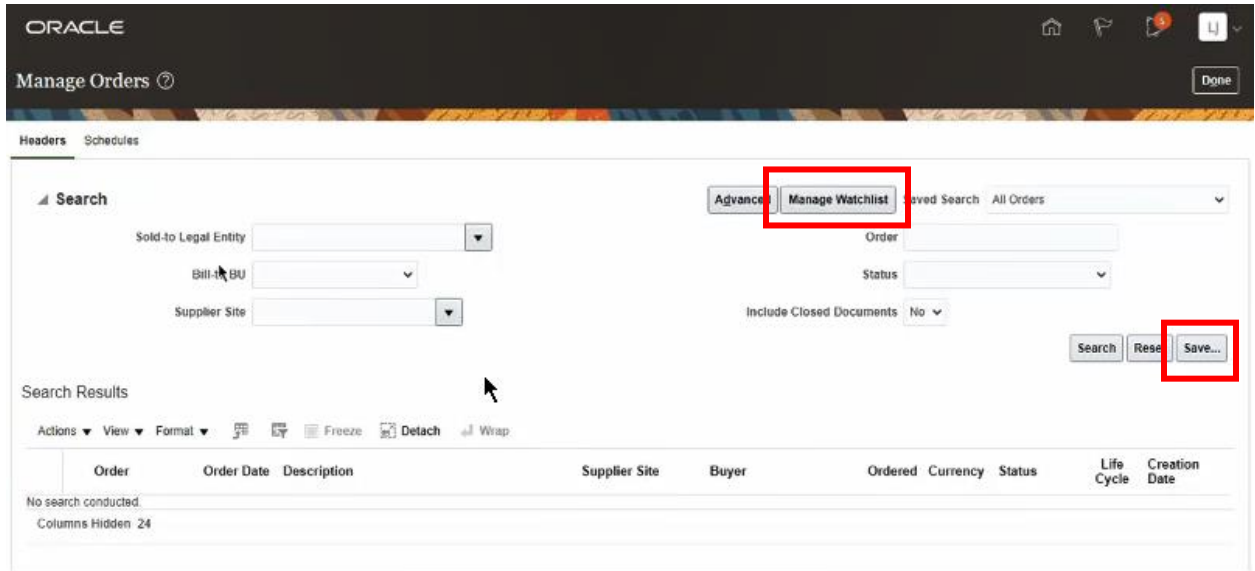


## Manage Orders

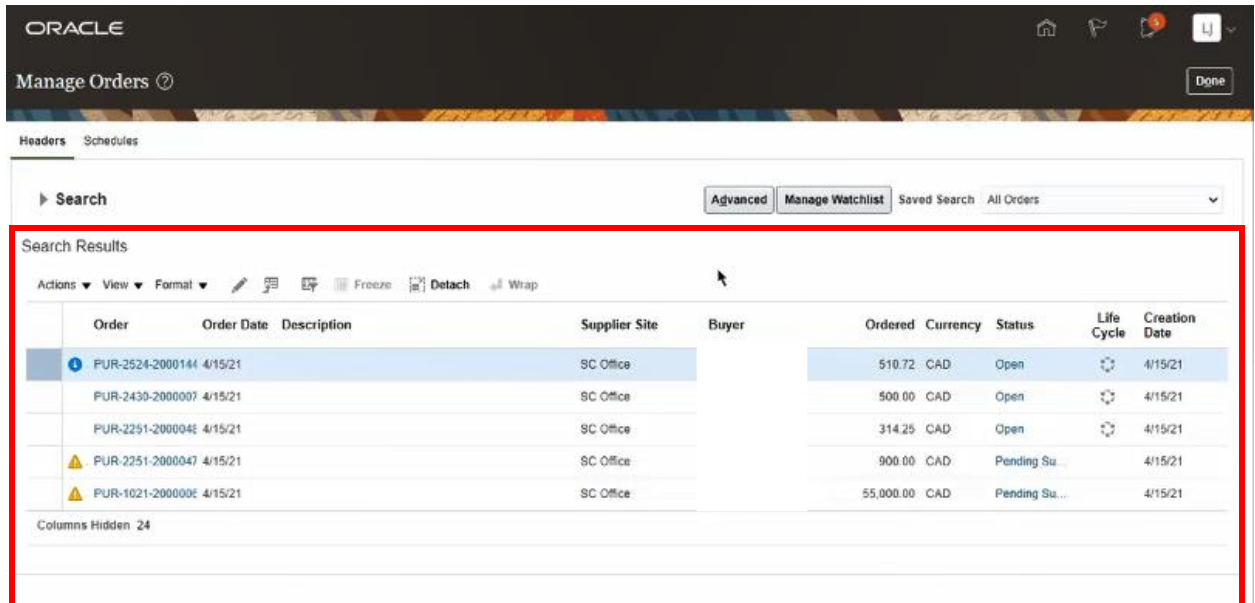
7. From the **Manage Orders** screen you can filter your search results by selecting from any of the search parameters, search by individual **Order** or click the **Search** button to display all **Purchase Orders**.



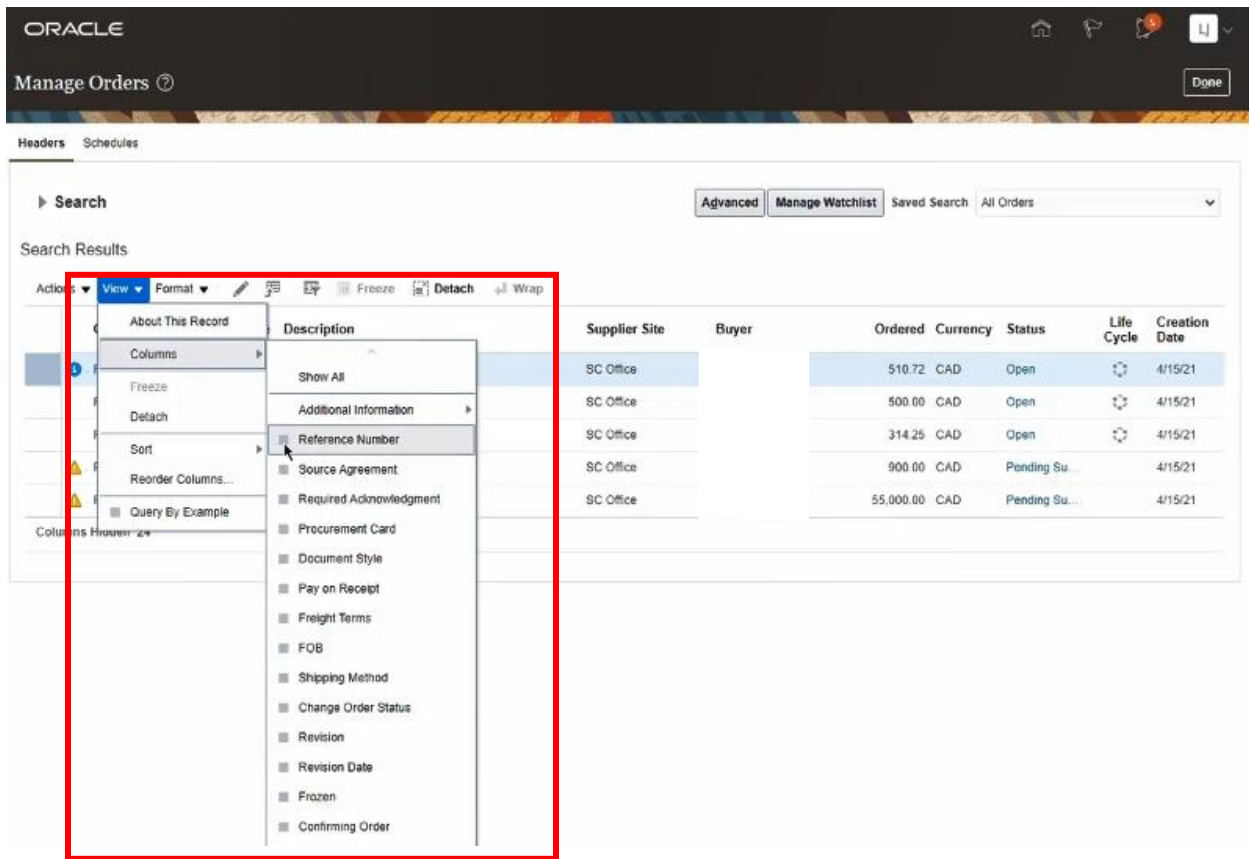
- If you wish to customize your **Search Results** you can **Save** your frequent searches to have them run automatically. Use the **Manage Watchlist** feature to view your saved searches.



- The **Search Results** work area displays an overview of your purchase orders.

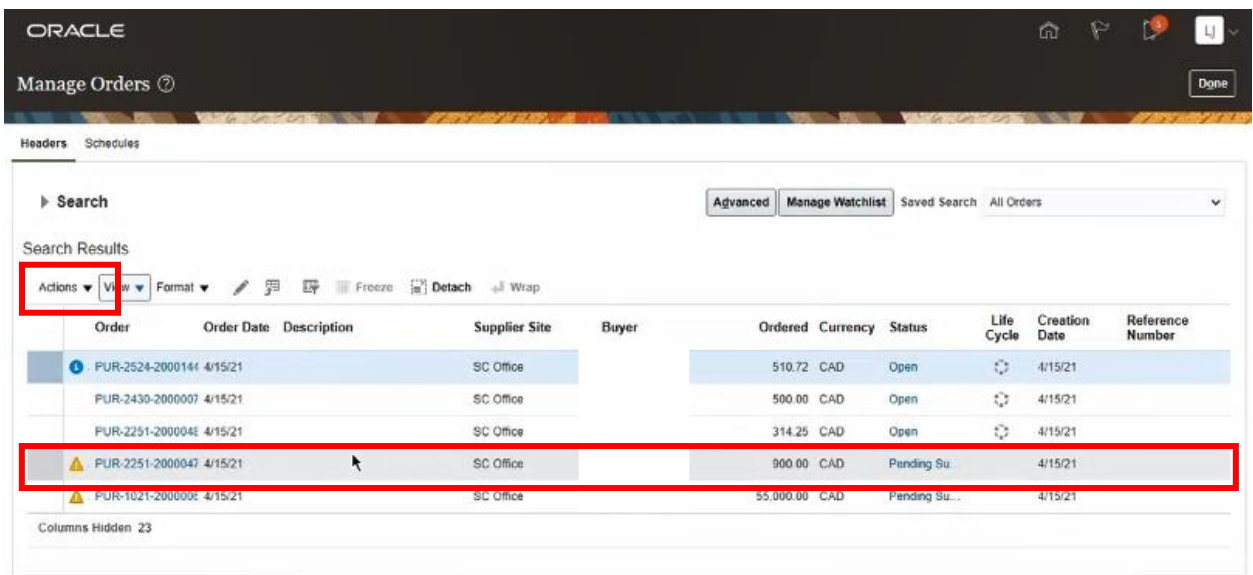


You can customize the fields that display in the **Search Results** area clicking View → Columns → and check the fields you want to display.



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.



ORACLE Manage Orders

Search Results

| Order | Date    | Description | Supplier Site | Buyer | Ordered   | Currency | Status        | Life Cycle | Creation Date | Reference Number |
|-------|---------|-------------|---------------|-------|-----------|----------|---------------|------------|---------------|------------------|
| 44    | 4/15/21 |             | SC Office     |       | 510.72    | CAD      | Open          |            | 4/15/21       |                  |
| 07    | 4/15/21 |             | SC Office     |       | 500.00    | CAD      | Open          |            | 4/15/21       |                  |
| 48    | 4/15/21 |             | SC Office     |       | 314.25    | CAD      | Open          |            | 4/15/21       |                  |
|       |         |             | SC Office     |       | 900.00    | CAD      | Pending Su... |            | 4/15/21       |                  |
|       |         |             | SC Office     |       | 55,000.00 | CAD      | Pending Su... |            | 4/15/21       |                  |

Columns Hidden: 23

## Review Purchase Order

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

ORACLE

Purchase Order: PUR-2251-2000047

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                         |                  |                                     |                  |            |

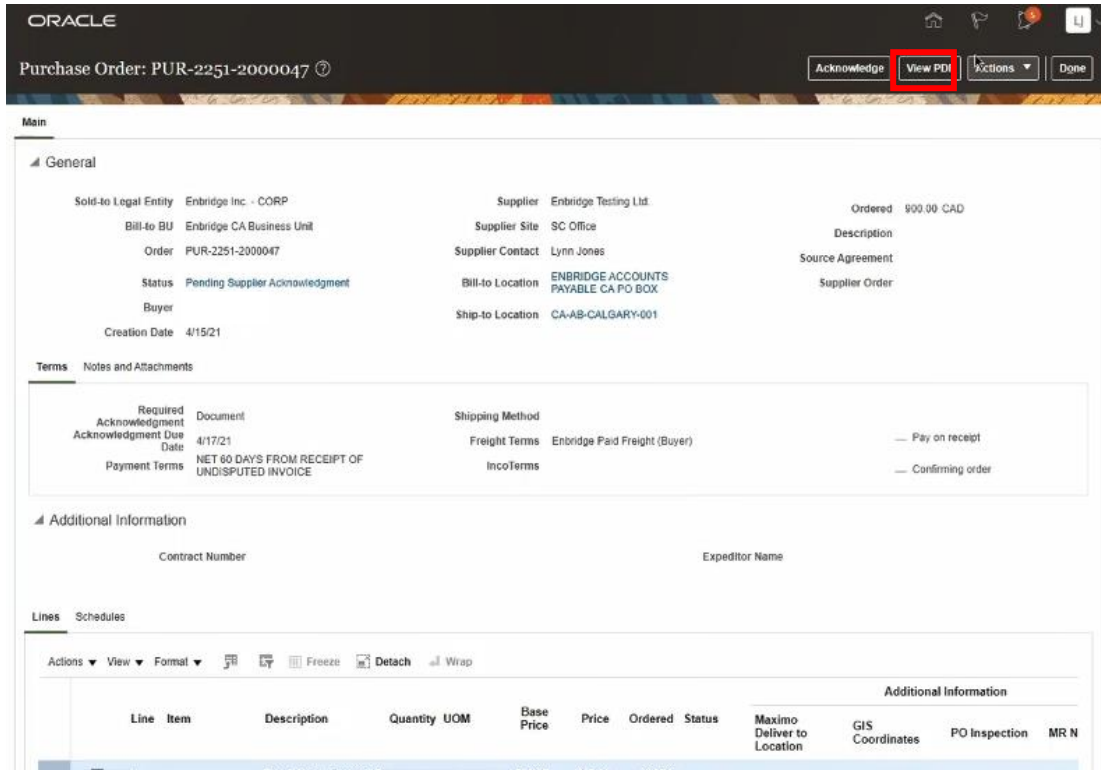
Terms Notes and Attachments

|                         |  |                 |                               |
|-------------------------|--|-----------------|-------------------------------|
| Required Acknowledgment | Document                                       | Shipping Method |                               |
| Acknowledgment Due Date | 4/17/21  | Freight Terms   | Enbridge Paid Freight (Buyer) |
| Payment Terms           | NET 60 DAYS FROM RECEIPT OF UNDISPUTED INVOICE | IncoTerms       |                               |
|                         |  |                 | — Pay on receipt              |
|                         |  |                 | — Confirming order            |

Additional Information

- 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**.

ORACLE

Purchase Order: PUR-2251-2000047

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

Required Acknowledgment Document

Acknowledgment Date 4/17/21

Payment Terms NET 60 DAYS FROM RECEIPT OF UNDISPUTED INVOICE

IncoTerms

Pay on receipt

Confirming order

Additional Information

Contract Number Expedito Name

Lines Schedules

Actions View Format Freeze Detach Wrap

| Line | Item | Description | Quantity | UOM | Base Price | Price | Ordered | Status | Maximo Deliver to Location | GIS Coordinates | PO Inspection | MR N |
|------|------|-------------|----------|-----|------------|-------|---------|--------|----------------------------|-----------------|---------------|------|
|------|------|-------------|----------|-----|------------|-------|---------|--------|----------------------------|-----------------|---------------|------|

- 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.

Main Contract Terms

General

Sold-to Legal Entity Enbridge Pipelines (Athabasca) Inc. - LP Supplier Enbridge Testing Ltd. Ordered 510.72 CAD

Bill-to BU Enbridge CA Business Unit Supplier Site SC Office Description

Order PUR-2524-2000148 Supplier Contact Lynn Jones Source Agreement

Status Open Bill-to Location ENBRIDGE ACCOUNTS PAYABLE CA PO BOX Supplier Order

Buyer Ship-to Location CHEECHAM

Creation Date 5/4/21

Terms **Notes and Attachments**

Note to Supplier Time to get information up front before starting work

Attachments Sample.jpg

Additional Information

Contract Number Expedito Name

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

Purchase Order: PUR-2251-2000047 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

| 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 12

- 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.

Purchase Order: PUR-2251-2000047 ? 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

Line **Schedules**

Actions View Format Freeze Detach Wrap

| Line | Description                                   | Location | Requested Delivery Date | Promised Delivery Date | Quantity | UOM Name | Status | Apply Lien/Retainage Holdback | Apply Performance Holdback % | Milestone Details |
|------|---|----------|-------------------------|------------------------|----------|----------|--------|-------------------------------|------------------------------|-------------------|
| 1    | Requisition - Approved REQ without Contingenc | CA-AB-CA | 4/22/21                 | 6/30/21                |          |          |        |                               |                              |                   |

Columns Hidden 10

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

Purchase Order: PUR-2251-2000047 ? 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

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

Acknowledge Document (Purchase Order): PUR-2251-2000047

Accept Reject View PDF Cancel

Main

General

|                      |                                 |                  |                                     |                      |                      |
|----------------------|---------------------------------|------------------|-------------------------------------|----------------------|----------------------|
| Sold-to Legal Entity | Enbridge Inc. - CORP            | Supplier         | Enbridge Testing Ltd.               | Ordered              | 900.00 CAD           |
| Order                | PUR-2251-2000047                | Supplier Site    | SC Office                           | Description          |                      |
| Status               | Pending Supplier Acknowledgment | Supplier Contact | Lynn Jones                          | Source Agreement     |                      |
| Buyer                |                                 | Bill-to Location | ENBRIDGE ACCOUNTS PAYABLE CA PO BOX | Supplier Order       | <input type="text"/> |
| Creation Date        | 4/15/21                         | Ship-to Location | CA-AB-CALGARY-001                   | Communication Method | None                 |

Terms Notes and Attachments

|   |                      |                 |  |                    |
|---|----------------------|-----------------|--|--------------------|
| Required Acknowledgment Acknowledgment Due Date | Document             | Payment Terms   | NET 60 DAYS FROM RECEIPT OF UNDISPUTED INVOICE | — Pay on receipt   |
|   | 4/17/21              | 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       |                    |

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

Acknowledge Document (Purchase Order): PUR-2251-2000047

Accept Reject View PDF Cancel

Main

General

|                      |                                 |                  |                                     |                      |            |
|----------------------|---------------------------------|------------------|-------------------------------------|----------------------|------------|
| Sold-to Legal Entity | Enbridge Inc. - CORP            | Supplier         | Enbridge Testing Ltd.               | Ordered              | 900.00 CAD |
| Order                | PUR-2251-2000047                | Supplier Site    | SC Office                           | Description          |            |
| Status               | Pending Supplier Acknowledgment | Supplier Contact | Lynn Jones                          | Source Agreement     |            |
| Buyer                |                                 | Bill-to Location | ENBRIDGE ACCOUNTS PAYABLE CA PO BOX | Supplier Order       | 789654     |
| Creation Date        | 4/15/21                         | Ship-to Location | CA-AB-CALGARY-001                   | Communication Method | None       |

Terms Notes and Attachments

|   |                                       |                 |  |                    |
|---|---------------------------------------|-----------------|--|--------------------|
| Required Acknowledgment Acknowledgment Due Date | Document                              | Payment Terms   | NET 60 DAYS FROM RECEIPT OF UNDISPUTED INVOICE | — Pay on receipt   |
|   | 4/17/21                               | Shipping Method |  | — Confirming order |
| Acknowledgment Note                             | <input type="text" value="I accept"/> | 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       |                    |

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.

Acknowledge Document (Purchase Order): PUR-2251-2000047

Accept **Reject** View PDF Cancel

Sold-to Legal Entity: Enbridge Inc. - CORP  
 Order: PUR-2251-2000047  
 Status: Pending Supplier Acknowledgment  
 Buyer: [Redacted]  
 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: 900.00 CAD  
 Description: [Redacted]  
 Source Agreement: [Redacted]  
 Supplier Order: 789654  
 Communication Method: None

Terms Notes and Attachments

Required Acknowledgment Acknowledgment Due Date: 4/17/21  
 Document: [Redacted]  
 Acknowledgment Note: I accept

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

Additional Information

Contract Number: [Redacted]  
 Apply Lien/Retainage Holdback: [Redacted]  
 Apply Performance Holdback %: [Redacted]  
 Expeditor Name: [Redacted]  
 Maximo Region: [Redacted]

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

PO Status: [Redacted]  
 Alternate Approver: [Redacted]  
 Preferred Status: [Redacted]  
 Context Prompt: [Redacted]

Schedules

Actions View Format Freeze Detach Wrap

| Line | Description   | Supplier Item | Quantity | UOM | Price | Requested Delivery Date | Promised Delivery Date | Rejection Reason | Location       |
|------|---|---------------|----------|-----|-------|-------------------------|------------------------|------------------|----------------|
| 1    | Requestion - Approved REQ without Contingency Line coded to Ecoo: |               |          |     |       | 4/22/21                 | 6/30/21                | [Redacted]       | CA-AB-CALGA... |

Rows Selected: 1 Columns Hidden: 7

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

ORACLE

Acknowledge Document (Purchase Order): PUR-2251-2000047

Accept **Reject** View PDF Cancel

Main

General

Sold-to Legal Entity: Enbridge Inc. - CORP  
 Order: PUR-2251-2000047  
 Status: Pending Supplier Acknowledgment  
 Buyer: [Redacted]  
 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: 900.00 CAD  
 Description: [Redacted]  
 Source Agreement: [Redacted]  
 Supplier Order: 789654  
 Communication Method: None

Terms Notes and Attachments

Required Acknowledgment Acknowledgment Due Date: 4/17/21  
 Document: [Redacted]  
 Acknowledgment Note: I accept

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

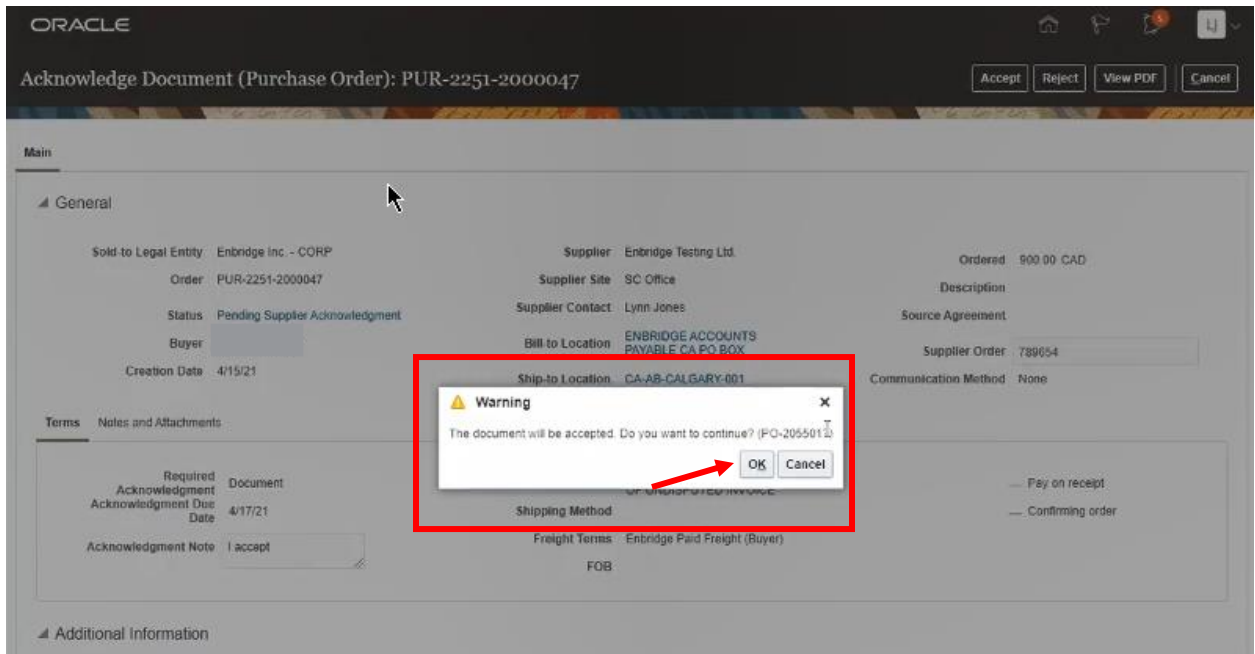
Additional Information

Contract Number: [Redacted]  
 Apply Lien/Retainage Holdback: [Redacted]  
 Apply Performance Holdback %: [Redacted]  
 Expeditor Name: [Redacted]  
 Maximo Region: [Redacted]

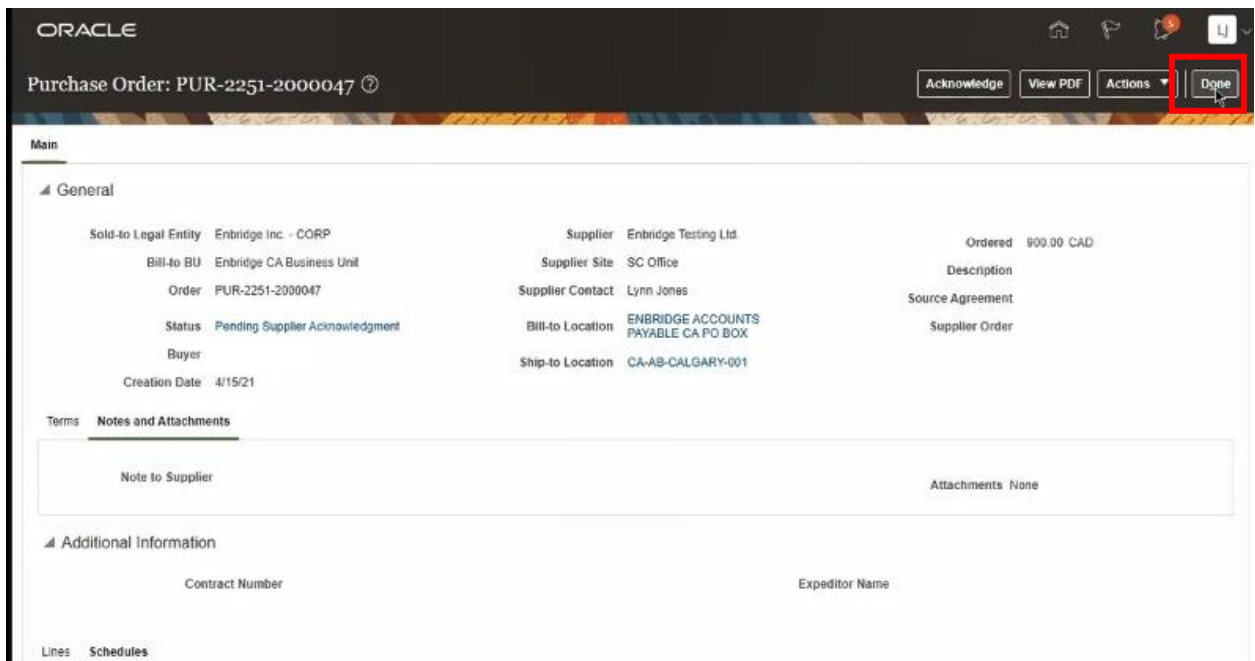
Enbridge Regional Area: [Redacted]  
 PO Type - SLA: [Redacted]  
 Contracting Legal Entity: [Redacted]  
 Contract Owner/Biz Partner: [Redacted]  
 Contracting Category: [Redacted]

PO Status: [Redacted]  
 Alternate Approver: [Redacted]  
 Preferred Status: [Redacted]  
 Context Prompt: [Redacted]

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**.



Oracle Manage Orders interface showing a table of purchase orders. The table has columns: Order, Order Date, Description, Supplier Site, Buyer, Ordered, Currency, Status, Life Cycle, Creation Date, and Reference Number. The order with ID PUR-2251-2000047 is highlighted, and its status is 'Open', which is circled in red.

| Order            | Order Date | Description | Supplier Site | Buyer | Ordered   | Currency | Status        | Life Cycle | Creation Date | Reference Number |
|------------------|------------|-------------|---------------|-------|-----------|----------|---------------|------------|---------------|------------------|
| PUR-2524-2000144 | 4/15/21    |             | SC Office     |       | 510.72    | CAD      | Open          |            | 4/15/21       |                  |
| PUR-2430-2000007 | 4/15/21    |             | SC Office     |       | 500.00    | CAD      | Open          |            | 4/15/21       |                  |
| PUR-2251-2000048 | 4/15/21    |             | SC Office     |       | 314.25    | CAD      | Open          |            | 4/15/21       |                  |
| PUR-2251-2000047 | 4/15/21    |             | SC Office     |       | 900.00    | CAD      | Open          |            | 4/15/21       |                  |
| PUR-1021-200000E | 4/15/21    |             | SC Office     |       | 55,000.00 | CAD      | Pending Su... |            | 4/15/21       |                  |

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.

- Numbering convention:** this is a unique identifier that can be used when referencing the **Purchase Order** to Enbridge
- Contract Terms:** Can contain additional **Terms and Conditions**, and **Contractual Deliverables** the Supplier is responsible for completing
- Sold-to Legal Entity:** the Enbridge legal entity that has issued the **Purchase Order**
- Supplier:** the legal name of the **Supplier** on the **Purchase Order**
- Status:** the current **Status** of the **Purchase Order**
- Buyer:** the Enbridge **Buyer** who issued the **Purchase Order**
- 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.
- Source Agreement:** is linked to a **Purchase Order** where a Blanket or Contract Purchase Agreement exists.
- Terms:** includes payment terms and freight terms.
- Notes and Attachments:** can contain additional information such as attachments and/or Terms and Conditions.
- Contract Number:** if a governing Contract that the **Purchase Order** is released from is in place, it will appear here.
- Expeditor:** the name of the Enbridge Expeditor responsible for material orders.
- Enbridge Item Number:** Enbridge unique **item** reference number
- 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**)

ORACLE

Purchase Order: PUR-1021-2000006 Acknowledge View PDF Actions Done

Main Contract Terms

**General**

**c** Sold-to Legal Entity Enbridge Management Services Inc. - CORP  
 Bill-to BU Enbridge CA Business Unit  
 Order PUR-1021-2000006  
 Status **e** Open  
**f** Buyer Enbridge Buyer  
 Creation Date 4/15/21

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

Ordered 55,000.00 CAD  
**h** Description  
 Source Agreement  
 Supplier Order

**Terms** Notes and Attachments **j**

**i** Required Acknowledgment Document  
 Payment Terms NET 60 DAYS FROM RECEIPT OF UNDISPUTED INVOICE  
 Shipping Method  
 Freight Terms None — Pay on receipt  
 IncoTerms — Confirming order

**Additional Information**

**k** Contract Number 1  
**l** Expeditor Name

**Lines** Schedules **p**

Actions View Format Freeze Detach Wrap

| Line       | Item | Description                       | Quantity | UOM | Base Price | Price     | Ordered   | Status | Additional Information     |                 |               |           |
|------------|------|-----------------------------------|----------|-----|------------|-----------|-----------|--------|----------------------------|-----------------|---------------|-----------|
|            |      |                                   |          |     |            |           |           |        | Maximo Deliver to Location | GIS Coordinates | PO Inspection | MR Number |
| <b>m</b> 1 |      | Q A Services for Approvals in UAT |          |     | 55,000.00  | 55,000.00 | 55,000.00 | Open   |                            |                 |               |           |

Columns Hidden: 18