



Oracle Cloud Purchase Order Guide: Enbridge Suppliers

Learning Guide

May 22, 2023

Revision 1

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Purchase Order Documentation

Purpose	Enbridge is undergoing an Enterprise Resource Planning (ERP) transformation to Oracle Cloud. Part of this transformation includes changes to the Enbridge Purchase Order (PO) process. Transactions issued from the Enbridge Legal Entities listed in Appendix A, will be expected to follow the process in this Learning Guide. Transactions with all other Enbridge legal entities will not be affected by this change.
Note	<i>The data utilized in this guide is for demonstration purposes only. Actual appearance of purchase orders may be different.</i>

A. Key Purchase Order PDF Changes

Key changes are highlighted in this document, please find the corresponding letter on the images below:

- a. **Numbering convention.** For Purchase Order related invoicing, the Purchase Order number must be listed on all invoices.
- b. If applicable, **Revisions** to the document will be captured here along with the date the **Revision** was issued to the Supplier for acknowledgement.
- c. If applicable, the **Contract** number will be listed on the document
- d. If the **Ship to** location is the same for all lines, the address will be populated at the top of the document. If the **Ship to** location varies, the address will be populated for each schedule.
- e. Enbridge entity identified in the **Company/Bill to**. The correct “Bill To” entity name must be identified on all invoices submitted for Purchase Order related invoicing.
- f. If applicable, **Notes** and **Attachments** can be viewed in two locations
- g. If applicable, **Contractual Deliverables** that the Supplier is responsible for completing will be listed on the document
- h. If applicable, the Enbridge **Item Number** will be listed on the document
- i. If applicable, **Inspection Levels** will be identified for each line
- j. Agreed upon pricing will be visible on all Purchase Orders in the **Amount** field
- k. If the **Requester** is the same for all lines, their name will be populated at the top of the document. If the **Requester** varies, their names will be populated at each schedule.
- l. **Work Start (Services Only)** is equivalent to the start date for services. Work Start does not apply for Goods. **Work End/Goods Promised Date** is equivalent to the end date for services or the contractual Date the Supplier agrees to meet for goods.
- m. **Terms and Conditions** have moved to the end the document
- n. If applicable, a **Revision Summary Table** will be visible for pending Revisions that require Supplier Acknowledgement. The table summarizes the contractual changes made to the overall document.

Purchase Order PUR-1520-2000XXX Revision 1



Purchase Order:	PUR-1520-2000XXX
Order Date:	01-FEB-2023
Revision:	1
Revision Date:	22-MAY-2023
Contract:	

Supplier:
 ENBRIDGE TESTING LTD.
 PO BOX 1411
 HOUSTON, TX 77251
 UNITED STATES

Ship to:
 East Tennessee Natural Gas, LLC
 US-TN-HARTSVILLE-DIX
 120 J D Hood Ln
 HARTSVILLE, TN 37074-3155
 UNITED STATES

Company/Bill to:
 East Tennessee Natural Gas, LLC
 PO BOX 1411
 HOUSTON, TX 77251
 UNITED STATES

Supplier Number	Payment Terms	Incoterms	Currency	Shipping Method	Freight Terms
10XXXX	NET 60 DAYS FROM RECEIPT OF UNDISPUTED INVOICE	DAP	USD	Vendor	Vendor Paid Freight

Supplier Contact:
 John Edwards Jr.
 johnedwardsjr@supplier.com
 (222) 222-2222

Requester:
 John Doe
 john.doe@enbridge.com
 (555) 555-5555

Buyer:
 Jane Doe
 jane.doe@enbridge.com
 (333) 333-3333

Expeditor:
 Jane Smith
 jane.smith@enbridge.com
 (777) 777-7777

Notes: Project/File: 957052, dated January 16, 2023 (attached)

- Attachments:**
- Supplier's Quote 12345 / Dated April 3, 2023

Deliverables

Deliverable Name	Deliverable Description	External Party Contact	Internal Party Contact	Fixed Date	Relative Date
Name of Contractual Deliverable	Description of Deliverable	Supplier Contact Responsible for Deliverable	Enbridge Contact for Deliverables	Due Date for Deliverable	Relative Due Date for Deliverable

INVOICING REQUIREMENTS

See Invoicing section on www.enbridge.com/currentsuppliers. Review the Invoice requirements and Invoice submission email and mailing addresses information. If any of the required information is missing from an invoice, the invoice will be rejected.

Line	Item Number	Description	Quantity	UOM	Unit Cost	Amount Taxes not Included
1		Air Permitting 60000254.01.PM.D.PPS.EEN				
		Inspection Level: L4				
	1 - 1	Ship to: See Above	100	Each	\$1.00	\$100.00
		Work Start (Services Only) 31-JAN-2023			Work End/Goods Promised Date 29-DEC-2023	
		Requester: See Above				

Total: \$100.00 (USD)

Image 2

Purchase Order PUR-1520-2000XXX Revision 1

m TERMS AND CONDITIONS

n REVISION SUMMARY TABLE

Schedules

Action	Line	Schedule	Attribute	Change From	Change To	Amount Difference
Changed	1	1-1	Promised Delivery Date	31-Aug-2023	29-Dec-2023	

B. Purchase Order Acknowledgement Process

When you receive a **Purchase Order** from Enbridge, review the attachments included in the email. These attachments will include a copy of the **Purchase Order** as well as any other accompanying documents.


You will be required to acknowledge the **Purchase Order** before performing any fulfillment. Reply to the email sender within **24 hours** with either **'Accept'** or **'Reject'** in the body of the email.


If you have chosen to reject the purchase order please include with your **"Reject"** response a reason for the rejection. This should be included in the body of the email.

A sample **Purchase Order Acknowledgement Email** (Image 3) has been provided below.

Image 3

From: Doe, John <john.doe@enbridge.com>
Sent: Monday, May 22, 2023 1:57 PM
To: jane.smith@supplier.com
Subject: Document Purchase Order PUR-5233-20000XXX

 PO_300000014263573_PUR-5233-200XXXX_0 38 KB

 Additional Attachments for Purchase Order 38 KB

ENBRIDGE

Dear Supplier,

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 with one of the options below exactly as written:

- Accept
- Reject

For 'Rejected' Purchase Order please provide comments.

For materials requiring expediting, an expeditor will contact you after acceptance of this Purchase Order.

What if the Enbridge Purchase Order Acknowledgement emails are missing from your email inbox?

If you have not been receiving expected **Enbridge Purchase Order Acknowledgement** Emails in your inbox, you will need to check your junk email folder and locate the email(s) from an Enbridge email ID (e.g. **firstname.lastname@enbridge.com**). Once you have located the email(s), you have two options:

- A. Work with your IT Department or Email Service provider to request that they whitelist emails that are coming from **@oraclecloud.com** domain. This process will ensure that emails from an Enbridge sender under the **@oraclecloud.com** domain are safely sent to your inbox.

Or

- B. If you do not have an in-house IT department or use public email services, regularly check your Junk Email folder to make sure that important messages from Enbridge are not ending up in there. If an email from an Enbridge ID has ended up in your junk folder, follow the instructions specific to your email application (Outlook, Gmail, etc.) to move the email to your inbox and add the sender to your Safe Senders list.


C. Changes to Converted Purchase Orders

All open POs for the entities active in Oracle Cloud will be converted and will have a new process for change orders or revisions. When you receive a converted PO, you will respond to the email following the same steps as outlined in the **Purchase Order Acknowledgement Process** (see **Section B**).

Changes or revisions to a converted PO will be considered a new PO and you will receive a new **Purchase Order** number which will reference the converted **Purchase Order** number. This reference can be found in the **Notes** section on the **Purchase Order PDF-2** (see Image 4).

Image 4

Purchase Order PUR-2661-2000000



Purchase Order:	PUR-2661-2000000
Order Date:	30-MAR-2021
Revision:	
Revision Date:	
Contract:	

Supplier:
ENBRIDGE TESTING LTD.
60 PATTERSON STREET BLVD SW
CALGARY AB T3H 2E1
CA

Ship to:
CA-AB-CALGARY-001
425 1st Street SW Suite 200
CALGARY AB T2P 3L8
CANADA

Bill to:
Enbridge Pipelines Inc.
PO Box 696897
SAN ANTONIO, TX 78269
UNITED STATES

Supplier Number	Payment Terms	Incoterms	Currency	Shipping Method	Freight Terms
131904	NET 60 DAYS FROM RECEIPT OF UNDISPUTED INVOICE	DAP	CAD	Vendor	Vendor Paid Feight

Supplier Contact:
John Edwards Jr.
johnedwardstest@enbridge.com
(222) 222-2222

Requester:
John Doe
john.doe@enbridge.com
+1 (555) 555-5555

Buyer:
Jane Doe
jane.doe@enbridge.com
(999) 999-9999

Expeditor:
Jane Smith
jane.smith@enbridge.com
(444) 444-4444

Notes: This Purchase Order is issued in relation to Purchase Order XXXXXXXXXX

D. Purchase Order Close Out

Oracle Cloud POs will follow a close out process. You will receive an email requesting acceptance to close out the PO. This process follows the same steps as the **Purchase Order Acknowledgement Process** described above in **Section B**.