



# Oracle Cloud Purchase Order Guide: Enbridge Suppliers

## Learning Guide

July 2, 2024

Revision 2

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## Purchase Order Documentation

<b>Purpose</b>	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.
<b>Note</b>	<b><i>The data utilized in this guide is for demonstration purposes only. Actual appearance of purchase orders may be different.</i></b>

### 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](http://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)**

Purchase Order PUR-1520-2000XXX Revision 1						
m TERMS AND CONDITIONS						
n REVISION SUMMARY TABLE						
<b>Schedules</b>						
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.

For Supplier Enabled in the Enbridge Supplier Portal: Follow the instructions in the links below:

- [ENB Oracle Supplier Portal: Acknowledging a Purchase Order Video](#)
- [ENB Oracle Supplier Portal: Acknowledging a Purchase Order Learning Guide](#)

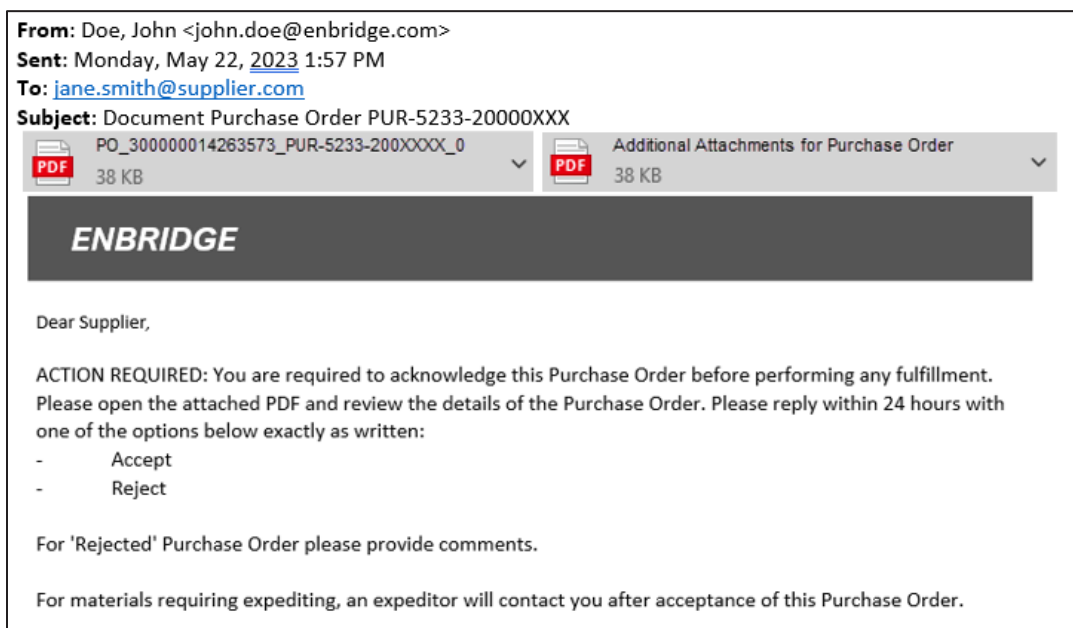
For Non-Portal Enabled Suppliers:

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



### 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															
		<table border="1"> <tr> <td><b>Purchase Order:</b></td> <td>PUR-2661-2000000</td> </tr> <tr> <td><b>Order Date:</b></td> <td>30-MAR-2021</td> </tr> <tr> <td><b>Revision:</b></td> <td></td> </tr> <tr> <td><b>Revision Date:</b></td> <td></td> </tr> <tr> <td><b>Contract:</b></td> <td></td> </tr> </table>				<b>Purchase Order:</b>	PUR-2661-2000000	<b>Order Date:</b>	30-MAR-2021	<b>Revision:</b>		<b>Revision Date:</b>		<b>Contract:</b>	
		<b>Purchase Order:</b>	PUR-2661-2000000												
		<b>Order Date:</b>	30-MAR-2021												
		<b>Revision:</b>													
<b>Revision Date:</b>															
<b>Contract:</b>															
<b>Supplier:</b> ENBRIDGE TESTING LTD. 60 PATTERSON STREET BLVD SW CALGARY AB T3H 2E1 CA		<b>Ship to:</b> CA-AB-CALGARY-001 425 1st Street SW Suite 200 CALGARY AB T2P 3L8 CANADA		<b>Bill to:</b> Enbridge Pipelines Inc. PO Box 696897 SAN ANTONIO, TX 78269 UNITED STATES											
<b>Supplier Number</b>	<b>Payment Terms</b>	<b>Incoterms</b>	<b>Currency</b>	<b>Shipping Method</b>	<b>Freight Terms</b>										
131904	NET 60 DAYS FROM RECEIPT OF UNDISPUTED INVOICE	DAP	CAD	Vendor	Vendor Paid Freight										
<b>Supplier Contact:</b> John Edwards Jr. johnedwardstest@enbridge.com (222) 222-2222		<b>Requester:</b> John Doe john.doe@enbridge.com +1 (555) 555-5555		<b>Buyer:</b> Jane Doe jane.doe@enbridge.com (999) 999-9999											
<b>Expeditor:</b> Jane Smith jane.smith@enbridge.com (444) 444-4444															
<b>Notes:</b> 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**.