

Enbridge Accounts Payable



Invoice requirements (Post-ERP transformation)

All invoices submitted to Accounts Payable (AP) for the Enbridge entities listed on page 2, must contain the following information. **If any of the below information is missing from an invoice, the invoice may be rejected.** If an invoice is rejected, a notification stating the rejection reason will be sent to the email address that submitted the invoice and the Enbridge contact person listed on the invoice.

Note: The information must be indicated on the actual invoice. Information included in the body of emails will not be accepted.

Invoice information requirements

- Clear label of “Invoice” or “Credit Memo” (credits should reference the original invoice number)
- Supplier name
- Supplier address
- Correct “Bill To” Enbridge entity name
- Name of Enbridge business contact
- Invoice date
- Invoice number
- Invoice currency
- Invoice total amount (taxes must be broken out on a separate line)
- Canadian GST/HST and QST registration numbers (only required for invoices charging these taxes)
- Specify the dollar amount and country of any services provided in a foreign country
- Description of goods or services and any supporting documentation
- **Purchase order information: (if a purchase order contract was issued)**
 - Purchase order number (maximum of one purchase order per invoice)
 - Purchase order line item number and description
 - Quantity and price (must match purchase order)
 - Unit of measure (must match purchase order)

Invoice email submission requirements

- One invoice attached per email
- Invoice image must be in PDF format
- One invoice per PDF file (file may contain multiple pages)
- PDF file must be smaller than 10MB
- PDF file cannot contain encryption features

If you are missing any required information, please contact your Enbridge business contact.

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Impacted entities (Post-ERP transformation)

3268126 Nova Scotia Company	Enbridge Pipelines (Southern Lights) LLC.
Bakken Pipeline Company LLC	Enbridge Pipelines (Toledo) Inc.
Bakken Pipeline Company LP	Enbridge Pipelines (Woodland) Inc.
CCPS Transportation, LLC	Enbridge Pipelines Inc.
Eddystone Rail Company, LLC	Enbridge Rail (Flanagan) L L C.
Elf US Holdings Inc.	Enbridge Rail (North Dakota) LP.
Enbridge (U.S.) Inc.	Enbridge Rail (Philadelphia) L L C.
Enbridge Bakken Pipeline Limited Partnership	Enbridge Services (CMO) L L C.
Enbridge Commercial Trust	Enbridge Southern Lights LP
Enbridge Employee Services Canada Inc.	Enbridge Storage (Cushing) L L C.
Enbridge Employee Services, Inc.	Enbridge Storage (North Dakota) LLC.
Enbridge Energy Company, Inc.	Enbridge Storage (Patoka) LLC.
Enbridge Energy Management, LLC.	Enbridge Transportation (IL-OK) LLC.
Enbridge Energy Partners, L P.	Express Pipeline Limited Partnership
Enbridge Energy, Limited Partnership	Express Pipeline LLC
Enbridge Holdings (DakTex) LLC.	Northern Gateway Pipelines Limited Partnership
Enbridge Holdings (Frontier) Inc.	Hardisty Caverns Limited Partnership
Enbridge Holdings (Mustang) Inc.	Illinois Extension Pipeline Company, LLC.
Enbridge Holdings (Seaway) LLC.	IPL AP Holdings (U.S.A.) Inc.
Enbridge Inc.	IPL AP NGL Holdings (U.S.A.) Inc.
Enbridge Income Fund	Midcoast Canada Operating Corporation
Enbridge Management Services Inc.	Montana Alberta Tie Ltd.
Enbridge Midstream Inc.	Norlite Joint Venture
Enbridge Operating Services, L L C.	North Dakota Pipeline Company LLC
Enbridge Operational Services Inc.	Platte Pipe Line Company, LLC
Enbridge Pipelines (Alberta Clipper) LLC.	Southern Lights Holdings, LLC.
Enbridge Pipelines (Athabasca) Inc.	Spectra Energy Express (Canada) Holding, ULC
Enbridge Pipelines (FSP) LLC.	Sunwest Heartland Terminals Ltd.
Enbridge Pipelines (L3R) LLC.	Texas COLT LLC
Enbridge Pipelines (Lakehead) LLC.	Tri-State Holdings, LLC
Enbridge Pipelines (Mainline Expansion) LLC.	Woodlands Lateral Joint Venture
Enbridge Pipelines (NW) Inc.	Wrangler Pipeline, LLC.
Enbridge Pipelines (Ozark) LLC.	Midcoast OLP GP, LLC.