



Enbridge Purchase Order Elements

Reference Guide
June 2021

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Purpose	This reference guide details the key elements of an Enbridge Purchase Order when downloaded as a pdf
Note	<i>The data utilized in this guide is for demonstration purposes only. Actual appearance of purchase orders may be different.</i>

Key Purchase Order PDF Details

1. The key elements of an Enbridge **Purchase Order** pdf are listed below. Please find the corresponding letter on the image below.
 - a. **Numbering convention:** this is a unique identifier that can be used when referencing the **Purchase Order** to Enbridge
 - b. **Revisions:** if applicable, due to the creation of a **Change Request** to the document. Also included is the **Date** of the **Revision** was implemented
 - c. **Contract Number:** if a governing Contract that the Purchase Order is released from is in place, it will appear here.
 - d. **Notes and Attachments:** if applicable will be included in the **pdf**
 - e. **Contractual Deliverables:** tasks the supplier is responsible for completing. Common examples include engineering drawings, final documentation packages, completion certificates, etc.
 - f. **Enbridge Item Number:** Enbridge unique **item** reference number
 - g. **Ship to location:** If 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 line.
 - h. **Amount:** reflects the agreed upon pricing
 - i. **Requester:** Enbridge representative who requested Purchase Order. If 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 line.
 - j. **Inspection Levels:** identifies the required inspection level for each material line.
 - k. **Terms and Conditions:** for **Purchase Orders** that do not reference a governing **Contract Number** the **terms and conditions** will display at the end of the **Purchase Order**.
 - l. **Expeditor Name:** the name of the Enbridge Expeditor responsible for material orders



b Purchase Order:	PUR-2524-2000148
Order Date:	04-MAY-2021
Revision:	1
Revision Date:	13-MAY-2021
c Contract:	

Supplier:
 Enbridge Testing Ltd.
 60 Patterson Blvd SW
 Calgary AB T3H 2E1
 CA

g **Ship to:**
 CHEECHAM
 CHEECHAM
 ANZAC AB TOP 170
 CANADA

Bill to:
 Enbridge Pipelines (Athabasca) Inc.
 BOX 398
 EDMONTON AB T5J 2J9
 CANADA

Supplier Number	Payment Terms	Incoterms	Currency	Shipping Method	Freight Terms
400005	NET 60 DAYS FROM RECEIPT OF UNDISPUTED INVOICE		CAD		Hold for pick up

Supplier Contact:
 Lynn Jones
 lynnjonestest@enbridge.com
 +1 (403)297 x2722

i **Requester:**
 ENBRIDGE REQUESTER
 enbridge.requester@enbridge.com
 +1 (999) 9999999

Buyer:
 ENBRIDGE BUYER
 Enbridge.Buyer@enbridge.com

l **Expeditor Name:**
 ENBRIDGE EXPEDITOR

d **Notes:** Time to get information up front before starting work

- Attachments:**
- Sample.jpg / Test Supplier attachment

Deliverables

e Deliverable Name	Deliverable Description	External Party Contact	Internal Party Contact	Fixed Date	Relative Date
Final Documentation	Final Documentation Required	Lynn Jones	Enbridge Buyer	31-MAY-2021	

INVOICING REQUIREMENTS

See Supplier Ordering, Invoicing Instructions and Requirements on www.enbridge.com under Work with Enbridge>Suppliers.

Line	Item Number	Description	Quantity	UOM	Unit Cost	Amount
1	123456	Test Item				<small>Taxes not included</small>
		j Inspection Level:L4				
	1-1	g Ship to: See Above	8	Each	\$63.84	\$510.72 h
		k Work Start (Services Only) 04-MAY-2021				k Work End/Goods Promised Date 04-MAY-2021
		i Requester: See Above				

h Total: \$510.72 (CAD)

Purchase Order : PUR-2524-2000148

Terms and Conditions

k

Proprietary and Confidential

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