



# Oracle Cloud Purchase Order Guide: Enbridge Suppliers

Learning Guide

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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**
- b. If applicable, **Revisions** to the document will be captured here along with the date the **Revision** was implemented
- c. If applicable, the **Contract** number will be listed on the document
- d. If applicable, **Notes** and **Attachments** can be viewed in two locations
- e. If applicable, **Contractual Deliverables** that the supplier is responsible for completing will be listed on the document
- f. If applicable, the Enbridge **Item Number** will be listed on the document
- g. 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.
- h. Agreed upon pricing will be visible on all Purchase Orders in the **Amount** field
- i. 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.
- j. If applicable, **Inspection Levels** will be identified for each line
- k. **Terms and Conditions** have moved to the end the document

a

Purchase Order PUR-2661-2000000



b

c

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

g

**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 Freight

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

i

**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

d

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

**Attachments:**

- Detailed Process for Manual Supplier Acknowledgment /

**Deliverables**

e

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 Deliverable	Due Date for Deliverable	Relative Due Date for Deliverable

**INVOICING REQUIREMENTS**

See Supplier Onboarding, Invoicing Instructions and Requirements on [www.enbridge.com](http://www.enbridge.com) under Work with Enbridge>Suppliers.

d

Line	Item Number	Description	Quantity	UOM	Unit Cost	Amount
1		Test				
		Inspection Level: L4				
	1 - 1	Ship to: See Above	100	Each	\$1.00	\$100.00
		Work Start (Services Only) 30-MAR-2021			Work End/Goods Promised Date 30-MAR-2021	
		Requester: See Above				
						<b>Total: \$100.00 (CAD)</b>

f

j

g

h

i

h

Image 1

k

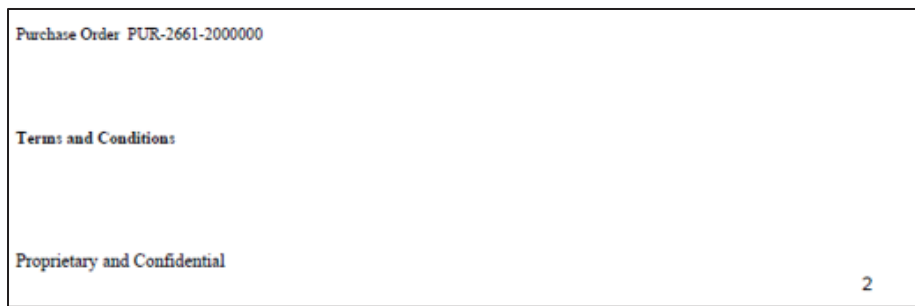


Image 2

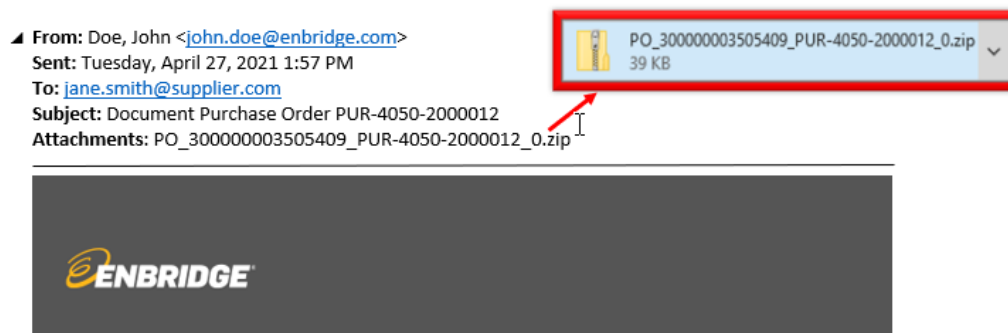
## B. Purchase Order Acknowledgement Process

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.



**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.

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 listed in **Appendix A** will be converted to Oracle Cloud 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).

## Purchase Order PDF-2


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																	
<table border="1"> <thead> <tr> <th>Supplier Number</th> <th>Payment Terms</th> <th>Incoterms</th> <th>Currency</th> <th>Shipping Method</th> <th>Freight Terms</th> </tr> </thead> <tbody> <tr> <td>131904</td> <td>NET 60 DAYS FROM RECEIPT OF UNDISPUTED INVOICE</td> <td>DAP</td> <td>CAD</td> <td>Vendor</td> <td>Vendor Paid Freight</td> </tr> </tbody> </table>						Supplier Number	Payment Terms	Incoterms	Currency	Shipping Method	Freight Terms	131904	NET 60 DAYS FROM RECEIPT OF UNDISPUTED INVOICE	DAP	CAD	Vendor	Vendor Paid Freight
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				<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																	

Image 4

### 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**.

## Appendix A

The changes in this document will only apply to the Enbridge legal entities listed below. If your organization transacts with Enbridge legal entities not listed in the attachment, please continue engaging with your respective Enbridge contacts as you do today-no change

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