

ENB Oracle Supplier Portal: Manage Orders, Schedules, and Deliverables

Learning Guide
July 2021

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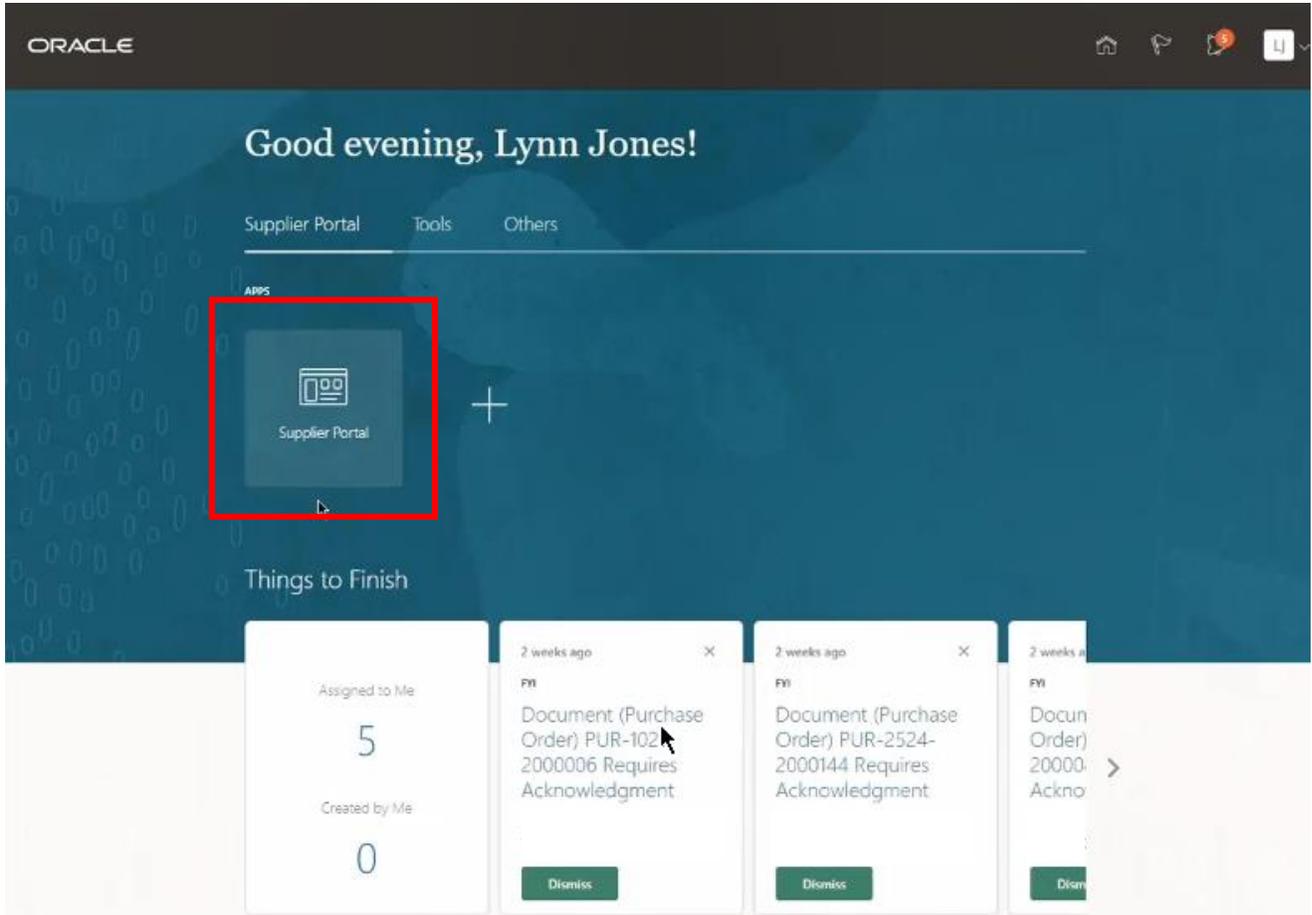
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Manage Orders, Schedules, and Deliverables

Purpose	This learning guide provides details of how to manage orders, schedules, and deliverables within the Oracle Supplier Portal
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Oracle Supplier Portal Landing Page

1. Log in to your **Oracle Home Page** and click on the **Supplier Portal** application tile to be directed to the **Supplier Portal** dashboard.



2. Infolets on your **Supplier Portal** dashboard show outstanding actions and recent activity. Hyperlinks will take you directly to the activities described.

Supplier Portal

Search Orders Order Number

Tasks

Orders

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

S

- Manage Shipments
- Create ASN
- Create ASBN
- Upload ASN or ASBN
- View Receipts
- View Returns

Contracts and Deliverables

- Manage Contracts
- Manage Deliverables

Negotiations

- View Active Negotiations
- Manage Responses

Qualifications

Requiring Attention

3

■ Schedules Overdue or Due Today

Recent Activity
Last 30 Days

Orders changed or canceled	1
Orders opened	11
Receipts	1

Transaction Reports
Last 30 Days

PO Purchase Amount	58225	CAD
--------------------	-------	-----

Supplier News

3. Use the **Search** bar at the top of the page to search by individual **Purchase Order** number.

ORACLE

Supplier Portal

Search Orders Order Number

Tasks

Orders

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Shipments

- Manage Shipments
- Create ASN
- Create ASBN
- Upload ASN or ASBN
- View Receipts
- View Returns

Deliverables

- Manage Deliverables

Negotiations

- View Active Negotiations
- Manage Responses

Qualifications

- Manage Questionnaires
- View Qualifications

Requiring Attention

5

■ Orders to Acknowledge
■ Schedules Overdue or Due Today

Recent Activity
Last 30 Days

Orders opened	3
---------------	---

Transaction Reports
Last 30 Days

PO Purchase Amount	1324	CAD
--------------------	------	-----

Supplier News

4. To view all your **Purchase Orders**, click **Manage Orders** to be directed to the **Manage Orders** page.

ORACLE
Supplier Portal

Search Orders Order Number 12345

Tasks

- Orders**
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Shipments
 - Manage Shipments
 - Create ASN
 - Create ASBN
 - Upload ASN or ASBN
 - View Receipts
 - View Returns
- Deliverables
 - Manage Deliverables
- Negotiations
 - View Active Negotiations
 - Manage Responses
- Qualifications
 - Manage Questionnaires
 - View Qualifications

Requiring Attention

Recent Activity
Last 30 Days
Orders opened 3

Transaction Reports
Last 30 Days
PO Purchase Amount 1324 CAD

Supplier News

Manage Orders

- From the **Manage Orders** screen you can filter search results by selecting from the search parameters. You can filter by **Sold-to Legal Entity** or **Bill-to BU (Business Unit)**. Additional filters include **Supplier Site** and order **Status**.

ORACLE
Manage Orders

Headers Schedules

Search

Sold-to Legal Entity
Bill-to BU
Supplier Site

Advanced Manage Watchlist Saved Search All Orders

Order
Status

Include Closed Documents No

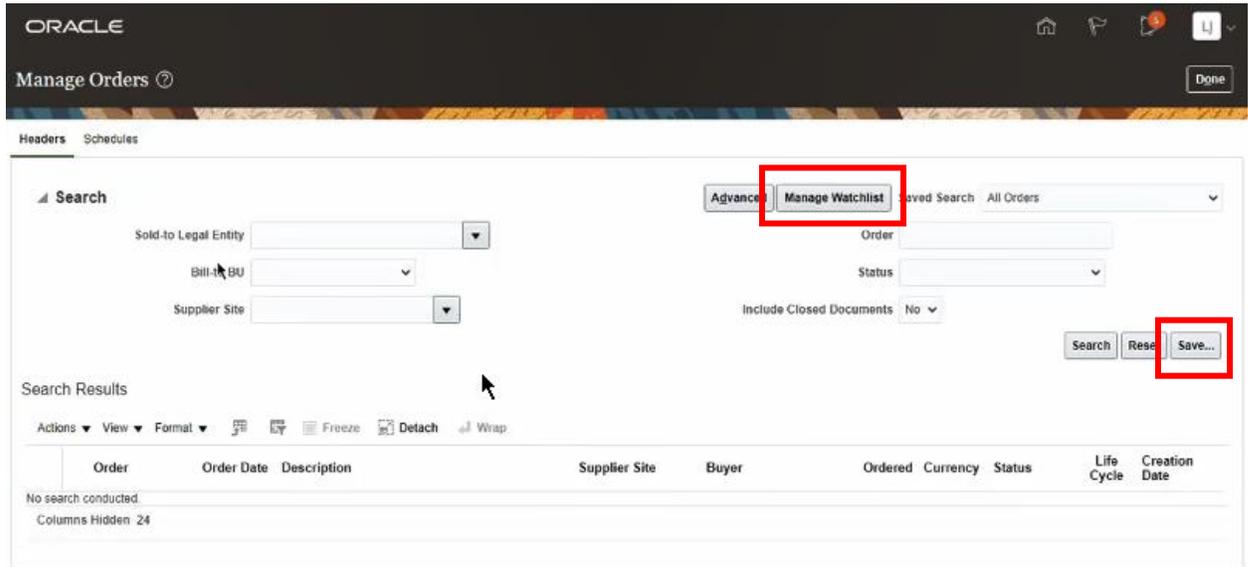
Search Reset Save...

Search Results

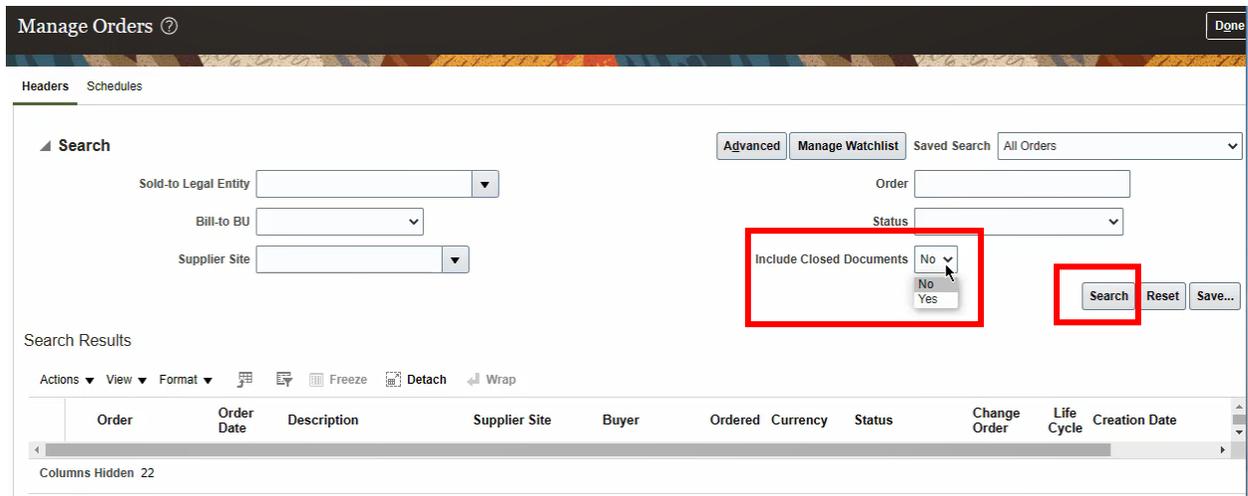
Actions View Format Freeze Detach Wrap

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
No search conducted.									
Columns Hidden 24									

- If you wish to customize your **Search Results** and **Save** your frequent searches to have them run automatically. Use the **Manage Watchlist** feature to view your saved searches.



- Click the **Search** button once you have populated your search parameters or leave the fields blank to include all **Purchase Orders**. You can include **Closed Purchase Orders** in your search by setting the **Include Closed Documents** field to **Yes**.



- The **Search Results** work area displays an overview of your **Purchase Orders**.

ORACLE Manage Orders

Search Results

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
PUR-2524-2000144	4/15/21		SC Office		510.72	CAD	Open		4/15/21
PUR-2430-2000007	4/15/21		SC Office		500.00	CAD	Open		4/15/21
PUR-2251-2000048	4/15/21		SC Office		314.25	CAD	Open		4/15/21
PUR-2251-2000047	4/15/21		SC Office		900.00	CAD	Pending Su...		4/15/21
PUR-1021-2000006	4/15/21		SC Office		55,000.00	CAD	Pending Su...		4/15/21

You can customize the fields that display in the **Search Results** area clicking **View** → **Columns** → and check the fields you want to display.

ORACLE Manage Orders

Search Results

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
PUR-2524-2000144	4/15/21		SC Office		510.72	CAD	Open		4/15/21
PUR-2430-2000007	4/15/21		SC Office		500.00	CAD	Open		4/15/21
PUR-2251-2000048	4/15/21		SC Office		314.25	CAD	Open		4/15/21
PUR-2251-2000047	4/15/21		SC Office		900.00	CAD	Pending Su...		4/15/21
PUR-1021-2000006	4/15/21		SC Office		55,000.00	CAD	Pending Su...		4/15/21

9. To download a list of **Purchase Orders** from the **Search Results** work area, click on the **spreadsheet** icon to export a file to **MS Excel**.

Manage Orders ? Done

Headers Schedules

Search Advanced Manage Watchlist Saved Search All Orders

Search Results

Actions View Format  Freeze Detach Wrap

Order	Order Date	Supplier Site	Buyer	Ordered	Currency	Status	Change Order Status	Change Order	Lif Cyc
PUR-2664-2000388	5/6/21	SC Office		30.00	CAD	Open			
PUR-2664-2000387	5/6/21	SC Office		35.00	CAD	Open			
PUR-2664-2000386	5/6/21	SC Office		25.00	CAD	Open			
PUR-2251-2000050	5/5/21	SC Office	test for karen h	300.00	CAD	Open	Pending Approval	1	
PUR-2524-2000148	4/15/21	SC Office		510.72	CAD	Open			
PUR-2524-2000144	4/15/21	SC Office		510.72	CAD	Open			
PUR-2430-2000007	4/15/21	SC Office		400.00	CAD	Open			
PUR-2251-2000048	4/15/21	SC Office		314.25	CAD	Closed for Receiv...			
PUR-2251-2000047	4/15/21	SC Office		900.00	CAD	Open			
PUR-1021-2000006	4/15/21	SC Office		35,000.00	CAD	Open			

Columns Hidden 21

10. Click on the **Order** hyperlink to view the **Purchase Order** details screen.

Manage Orders ? Done

Headers Schedules

Search Advanced Manage Watchlist Saved Search All Orders

Search Results

Actions View Format  Freeze Detach Wrap

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Change Order Status	Change Order	Lif Cyc
PUR-2664-2000388	5/6/21		SC Office		30.00	CAD	Open			
PUR-2664-2000387	5/6/21		SC Office		35.00	CAD	Open			
PUR-2664-2000386	5/6/21		SC Office		25.00	CAD	Open			
PUR-2251-2000050	5/5/21	test for karen h	SC Office		300.00	CAD	Open	Pending Approval	1	
PUR-2524-2000148	4/15/21		SC Office		510.72	CAD	Open			
PUR-2524-2000144	4/15/21		SC Office		510.72	CAD	Open			
PUR-2430-2000007	4/15/21		SC Office		400.00	CAD	Open			
PUR-2251-2000048	4/15/21		SC Office		314.25	CAD	Closed for Receiv...			

11. The **Purchase Order** details are displayed on the screen. Refer to the **Purchase Order Reference Guide** to review the specific elements of the **Purchase Order**.

Main

General

Sold-to Legal Entity	Enbridge Inc. - CORP	Supplier	Enbridge Testing Ltd.	Ordered	314.25 CAD
Bill-to BU	Enbridge CA Business Unit	Supplier Site	SC Office	Description	
Order ID	PUR-2251-2000048	Supplier Contact	Lynn Jones	Source Agreement	
Status	Closed for Receiving	Bill-to Location	ENBRIDGE ACCOUNTS PAYABLE CA PO BOX	Supplier Order	
Buyer		Ship-to Location	CA-AB-CALGARY-001		
Creation Date	4/15/21				

Terms Notes and Attachments

Required Acknowledgment	Document	Shipping Method	Enbridge Paid Freight (Buyer)	— Pay on receipt
Payment Terms	NET 60 DAYS FROM RECEIPT OF UNDISPUTED INVOICE	Freight Terms		— Confirming order
		IncoTerms		

Additional Information

Contract Number

Expeditor Name

Manage Schedules

12. To view your **Purchase Order** schedules click on the **Manage Schedules** link from the Supplier Portal dashboard.

Supplier Portal

Search Orders Order Number

Tasks

Orders

- Manage Orders
- Manage Schedules**
- Acknowledge Schedules in spreadsheet

Shipments

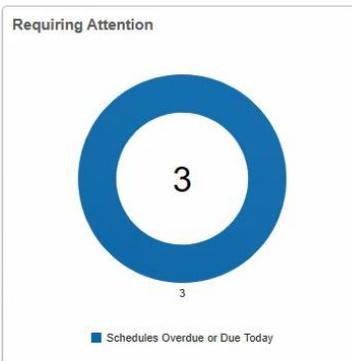
- Manage Shipments
- Create ASN
- Create ASBN
- Upload ASN or ASBN
- View Receipts
- View Returns

Contracts and Deliverables

- Manage Contracts
- Manage Deliverables

Negotiations

- View Active Negotiations
- Manage Responses



Recent Activity Last 30 Days

Orders changed or canceled	1
Orders opened	11
Receipts	1

Transaction Reports Last 30 Days

PO Purchase Amount	58225	CAD
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Supplier News

13. Use the **Search** parameters available to narrow your search results or click the **Search** button to view all your **Purchase Orders**.

Manage Orders ? Done

Headers Schedules

Search

Sold-to Legal Entity

Supplier Site

Order

Line Description

Advanced Manage Watchlist Saved Search All Schedules

Supplier Item

Ship-to Location

Status

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap

Order	Supplier Site	Line	Line Description	Supplier Item	Requested Date	Promised Date	Ship-to Location	Schedule	Ordered Quantity	UOM	Price
Columns Hidden 43											

14. The **Search Results** work area will display your order details as well as the delivery details. For services **Requested Delivery Date** = start date of work to be performed, **Promised Delivery Date** = end date of work to be performed. For materials **Promised Delivery Date** = contractual date agreed to for delivery of goods.

Manage Orders ? Done

Headers Schedules

Search

Advanced Manage Watchlist Saved Search All Schedules

Search Results

Actions View Format Freeze Detach Wrap

Order	Supplier Site	Line	Line Description	Supplier Item	Requested Date	Promised Date	Ship-to Location	Schedule	Ordered Quantity	UOM	Price
PUR-2664-2000388	SC Office	1	FUSE.CARTRIDGE:LOW VOL		5/18/21	5/19/21	HANGING...	1	100	Each	0.30
PUR-2664-2000387	SC Office	1	FLANGE:BLIND,DOUBLE FAC		5/19/21	5/20/21	ECS - TH...	1	100	Each	0.35
PUR-2664-2000386	SC Office	1	FILTER:NM,EMI		5/24/21	5/25/21	SARNIA ...	1	100	Each	0.25
PUR-2251-2000050	SC Office	1	test		5/19/21		CA-AB	1			
PUR-2524-2000148	SC Office	1	need to order 8 air heaters for r		5/4/21	5/4/21	CHEECHAM	1	8	Each	63.84
PUR-2251-2000045	SC Office	1	test				CA - SK - ...	1			
PUR-2524-2000144	SC Office	1	need to order 8 air heaters for r		4/20/21	4/20/21	CHEECHAM	1	8	Each	63.84
PUR-2430-2000007	SC Office	1	asdf	ABCDE	2/24/21	2/24/21	CA-AB-CA...	1			
PUR-2251-2000048	SC Office	1	RADIO:NM;WITH (2) ANTENN		1/26/21	1/26/21	CA-AB-CA...	1	1	Each	314.25
PUR-2251-2000047	SC Office	1	Requisition - Approved REQ wi		4/22/21	6/30/21	CA-AB-CA...	1			
PUR-1021-2000006	SC Office	1	Q A Services for Approvals in U		4/15/21	7/31/21	CA-AB-CA...	1			

15. Clicking on the **Ship-to Location** hyperlink will display additional ship address information. Click on the **Order** hyperlink to be directed to the **Purchase Order** details screen (see **Steps 10-11** above, on reviewing the **Purchase Order**).

Manage Orders ? Done

Headers Schedules

Search Advanced Manage Watchlist Saved Search All Schedules

Search Results

Actions View Format Freeze Detach Wrap

Order	Supplier Site	Line	Line Description	Supplier Item	Requested Date	Promised Date	Ship-to Location	Schedule	Ordered Quantity	UOM	Price
PUR-2664-2000388	SC Office	1	FUSE:CARTRIDGE:LOW VOL		5/18/21	5/19/21	HANGING...	1	100	Each	0.30
PUR-2664-2000387	SC Office	1	FLANGE:BLIND		5/19/21	5/20/21	ECS - TH...	1	100	Each	0.35
PUR-2664-2000386	SC Office	1	FILTER:NM,EMI		5/24/21	5/25/21	SARNIA...	1	100	Each	0.25
PUR-2251-2000050	SC Office	1	test		5/19/21		CA-AB	1			
PUR-2524-2000148	SC Office	1	need to order 8 air heaters for r		5/4/21	5/4/21	CHEECHAM	1	8	Each	63.84
PUR-2251-2000048	SC Office	1	test				CA - SK - ...	1			
PUR-2524-2000144	SC Office	1	need to order 8 air heaters for r		4/20/21	4/20/21	CHEECHAM	1	8	Each	63.84
PUR-2430-2000007	SC Office	1	asdf	ABCDE	2/24/21	2/24/21	CA-AB-CA...	1			
PUR-2251-2000048	SC Office	1	RADIO:NM;WITH (2) ANTENN		1/26/21	1/26/21	CA-AB-CA...	1	1	Each	314.25
PUR-2251-2000047	SC Office	1	Requisition - Approved REQ wi		4/22/21	6/30/21	CA-AB-CA...	1			
PUR-1021-2000006	SC Office	1	Q A Services for Approvals in U		4/15/21	7/31/21	CA-AB-CA...	1			

Notes dialog box: Note to Supplier, Note to Supplier, Done

16. Click **Done** to return to your **Supplier Portal** dashboard.

Manage Orders ? Done

Headers Schedules

Search Advanced Manage Watchlist Saved Search All Schedules

Search Results

Actions View Format Freeze Detach Wrap

Order	Supplier Site	Line	Line Description	Supplier Item	Requested Date	Promised Date	Ship-to Location	Schedule	Ordered Quantity	UOM	Price
PUR-2664-2000388	SC Office	1	FUSE:CARTRIDGE:LOW VOL		5/18/21	5/19/21	HANGING...	1	100	Each	0.30
PUR-2664-2000387	SC Office	1	FLANGE:BLIND;DOUBLE FAC		5/19/21	5/20/21	ECS - TH...	1	100	Each	0.35
PUR-2664-2000386	SC Office	1	FILTER:NM,EMI		5/24/21	5/25/21	SARNIA...	1	100	Each	0.25
PUR-2251-2000050	SC Office	1	test		5/19/21		CA-AB	1			
PUR-2524-2000148	SC Office	1	need to order 8 air heaters for r		5/4/21	5/4/21	CHEECHAM	1	8	Each	63.84

Manage Deliverables

17. A **Deliverable** is a requirement created by Enbridge on either a Contract or a Purchase Order that is associated with the delivery or completion of goods or services. These can include engineering drawings, final documentation packages or completion certificates.

Deliverables can be viewed from within the **Purchase Order** details screen (see **Step 10** above) or click on the **Manage Deliverables** link from the **Supplier Portal** dashboard.

Supplier Portal

Search Order Number

Tasks

Orders

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Shipments

- Manage Shipments
- Create ASN
- Create ASBN
- Upload ASN or ASBN
- View Receipts
- View Returns

Contracts and Deliverables

- Manage Contracts
- **Manage Deliverables**

Negotiations

- View Active Negotiations
- Manage Responses

Qualifications

- Manage Questionnaires

Requiring Attention

3

■ Schedules Overdue or Due Today

Recent Activity
Last 30 Days

Orders changed or canceled	1
Orders opened	11
Receipts	1

Transaction Reports
Last 30 Days

PO Purchase Amount	58225	CAD
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Supplier News

18. Use the **Search** parameters available to narrow your search results or click the **Search** button to view all **Deliverables**. To search by individual **Purchase Order** number, use the **Document Number** field.

Manage Deliverables Done

Search Saved Search My Deliverables

Deliverable Name Starts with

Status Equals

Due Date Equals

Type Equals

Document Type Equals

Document Number Starts with

Search

Search Results

Actions View Format

Deliverable Name	Status	Deliverable Type	Document Type	Document Number	Due Date	Party Name
Final Documentation	Open	Contractual	Standard Purchase Order	PUR-2524-2000148	5/31/21	Enbridge Testing Ltd.

Columns Hidden 2

19. Click on the hyperlink under the **Deliverable Name** or on the **pencil** icon to edit the Deliverable.

Manage Deliverables ? Done

Search Saved Search My Deliverables

Deliverable Name Starts with Document Type Equals

Status Equals

Due Date Equals m/d/yy

Type Equals

Document Number Starts with

Search Reset Save...

Search Results

Actions View Format ✎ Freeze Wrap ⌚

Deliverable Name	Status	Deliverable Type	Document Type	Document Number	Due Date	Party Name
Final Documentation	Open	Contractual	Standard Purchase Order	PUR-2524-2000148	5/31/21	Enbridge Testing Ltd.

Columns Hidden 2

20. The **Edit Deliverable** screen will appear. You can change the status to **Submitted** once you have fulfilled the requirements of the deliverable or provide **Notes** in the field provided.

Manage Deliverables ? Done

Search Saved Search My Deliverables

Deliverable Name Starts with Document Type Equals

Status Equals

Due Date Equals m/d/yy

Type Equals

Document Number Starts with

Search Reset Save...

Search Results

Actions View Format ✎ Freeze Wrap ⌚

Deliverable Name	Status	Deliverable Type	Document Type	Document Number	Due Date	Party Name
Final Documentation	Open	Contractual	Standard Purchase Order	PUR-2524-2000148	5/31/21	Enbridge Testing Ltd.

Columns Hidden 2

Edit Deliverable: Final Documentation ?

Name Final Documentation

Type Contractual

Responsible Party Type External

External Party Name Enbridge Testing Ltd.

External Party Contact Lynn Jones

Internal Party Name Global Enbridge Procurement Business Unit

Internal Party Contact

Requester

Status Open Open Submitted Notation Required

Notes

Due Date 5/31/21

Additional Information

Notifications

- Prior to due date
- On status change
- When deliverable is overdue
- Escalate after due date

Save and Close Cancel

21. To include **Attachments**, such as documents or certificates with your **Deliverable**, click on the **Attachments** link.

Manage Deliverables Done

Search Saved Search My Deliverables ▾

Deliverable Name Starts with

Status Equals ▾

Due Date Equals ▾

Type Equals ▾

Document Type Equals ▾

Document Number Starts with

Actions ▾ View ▾ Format ▾ Freeze Wrap

Deliverable Name	Status	Deliverable Type	Document Type	Document Number	Due Date	Party Name
Final Documentation	Submitted	Contractual	Standard Purchase Order	PUR-2524-2000148	5/31/21	Enbridge Testing Ltd.

Columns Hidden 2

Supplier Portal

Search Orders ▾ Order Number

Tasks

Orders

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Shipments

- Manage Shipments
- Create ASN
- Create ASBN
- Upload ASN or ASBN
- View Receipts
- View Returns

Contracts and Deliverables

- Manage Contracts
- Manage Deliverables

Negotiations

- View Active Negotiations
- Manage Responses

Qualifications

- Manage Questionnaires

Requiring Attention

3

3

■ Schedules Overdue or Due Today

Recent Activity
Last 30 Days

Orders changed or canceled	1
Orders opened	11
Receipts	1

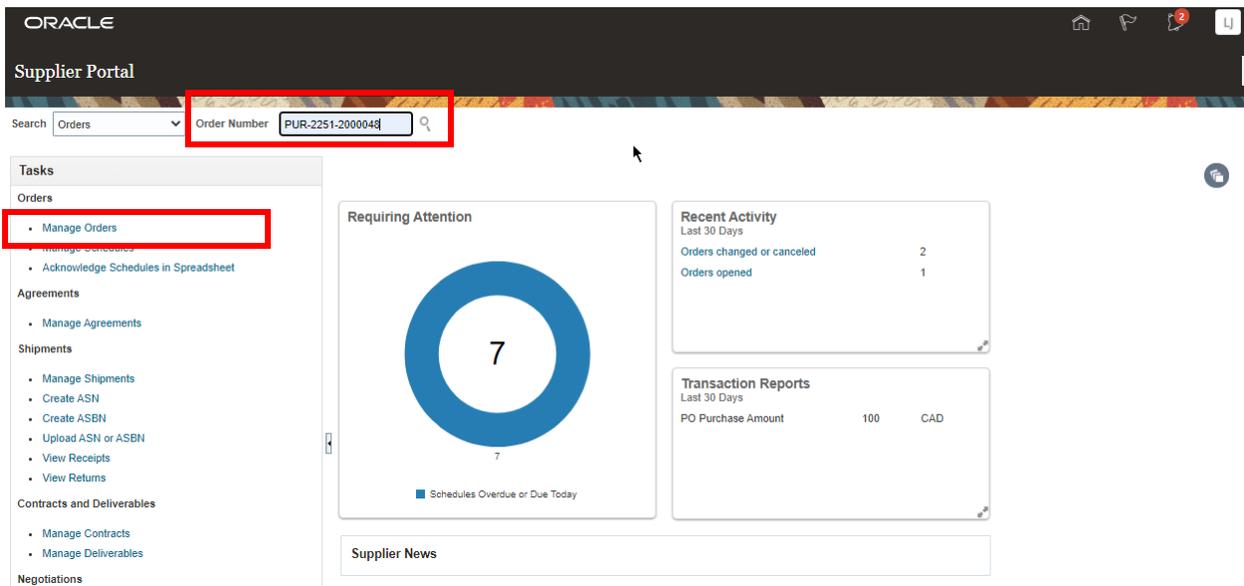
Transaction Reports
Last 30 Days

PO Purchase Amount	58225	CAD
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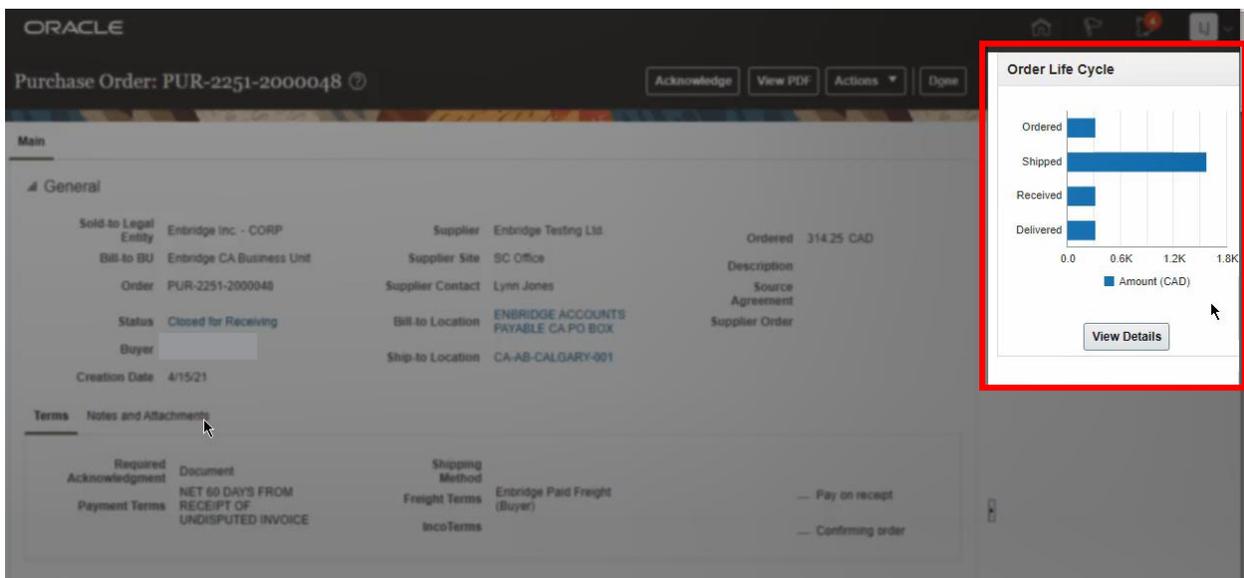
Supplier News

Review Purchase Order Life Cycle

24. The **Purchase Order Life Cycle** can be accessed by clicking on the **Manage Orders** link under the **Orders** task area (see **Steps 5-11**) or by searching a **Purchase Order** from the **Supplier Portal Landing Page** and accessing the **Purchase Order Details** screen.



25. The infolet on the right side of the **Purchase Order Details** screen displays **Order Life Cycle** data including tracking **ordered, shipped, received, and delivered** status. Click on **View Details** to open the **Order Life Cycle Page**.

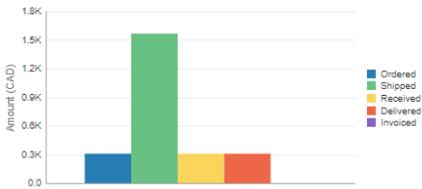


26. The **Order Life Cycle** screen provides further details about the status of the **Purchase Order**. You can review your **In-Transit Shipments, Receipts and Invoices** submitted by clicking on the hyperlinks on the page.

ORACLE Order Life Cycle: PUR-2251-2000048 Done

Sold-to Legal Entity: Enbridge Inc. - CORP
 Order: PUR-2251-2000048
 Supplier: Enbridge Testing Ltd.
 Supplier Site: SC Office
 Supplier Contact: Lynn Jones
 Ordered: 314.25 CAD

Order Life Cycle



Ordered: 314.25 CAD
 Shipped: 1,571.25 CAD
 Received: 314.25 CAD
 Delivered: 314.25 CAD
 Invoiced: 0.00 CAD

In-Transit Shipments

Shipment	Ship Date	Tracking Number	Packing Slip	Expected Receipt Date	Shipped	Carrier	Bill of Lading
Shipment 1	5/5/21 2:36 PM	987456		5/5/21 2:36 PM	1,571.25		123456

Columns Hidden: 2

Receipts

Receipt	Receipt Date	Shipment	Ship Date	Packing Slip	Returned	Received	Delivered	Invoiced	Open to Invoice
183	5/5/21 2:45 PM	Shipment 1	5/5/21 2:36 PM		0.00	314.25	314.25	0.00	0.00

Columns Hidden: 3

Invoices

No results found.

Columns Hidden: 2

27. Clicking on the **Shipment** hyperlink will direct you to the **Shipment** work area where you can see more information regarding the shipment.

ORACLE Shipment: Shipment 1 Done

Supplier: Enbridge Testing Ltd.
 Shipped Date: 5/5/21 2:36 PM
 Expected Receipt Date: 5/5/21 2:36 PM
 Ship-to Location
 Shipping Method
 Freight Terms: Vendor Paid Freight
 Bill of Lading: 123456
 Waybill: 987456
 Packaging Code
 Special Handling Code

Tare Weight
 Tare Weight UOM
 Net Weight: 25
 Net Weight UOM: Box
 Packing Slip
 Number of Supplier Packing Units: 1
 Shipping (Piece) Dimensions: Piece 1: LxWxH @ X pounds, Piece 2: LxWxH @ X pounds, etc... 30"x30"x30"

Lines

Shipment Line	Item	Item Description	Quantity		UOM Name	Line Status	Packing Slip	Reason	Routing
			Shipped	Received					
1	203662	RADIO:NM;WIT...	5	1	Each	Partially received			Direct delivery

28. Click **Done** to close the view and return to **Purchase Order Life Cycle** screen.

ORACLE

Shipment: Shipment 1

Supplier: Enbridge Testing Ltd. Tare Weight: 25
 Shipped Date: 5/5/21 2:36 PM Tare Weight UOM: Box
 Expected Receipt Date: 5/5/21 2:36 PM Net Weight UOM: Box
 Ship-to Location: Packing Slip
 Shipping Method: Number of Supplier Packing Units: 1
 Freight Terms: Vendor Paid Freight Shipping (Piece) Dimensions: Piece 1: LxWxH @ X pounds, Piece 2: LxWxH @ X pounds, etc...
 Bill of Lading: 123456
 Waybill: 987456
 Packaging Code:
 Special Handling Code:

Done

Lines

Actions View

Shipment Line	Item	Item Description	Quantity		UOM Name	Line Status	Packing Slip	Reason	Routing
			Shipped	Received					
1	203662	RADIO:NM:WIT...	5	1	Each	Partially received			Direct delivery

29. From the **Purchase Order Life Cycle** screen click on the **Receipt** hyperlink to review receipts associated with the **Purchase Order**.

ORACLE

Order Life Cycle: PUR-2251-2000048

Sold-to Legal Entity: Enbridge Inc. - CORP
 Order: PUR-2251-2000048
 Supplier: Enbridge Testing Ltd.
 Supplier Site: SC Office
 Supplier Contact: Lynn Jones
 Ordered: 314.25 CAD

Order Life Cycle

Order Life Cycle	Amount (CAD)
Ordered	314.25 CAD
Shipped	1,571.25 CAD
Received	314.25 CAD
Delivered	314.25 CAD
Invoiced	314.25 CAD

In-Transit Shipments

Actions View Format Freeze Detach Wrap

Shipment	Ship Date	Tracking Number	Packing Slip	Expected Receipt Date	Shipped	Carrier	Bill of Lading
Shipment 1	5/5/21 2:3...	987456		5/5/21 2:36 PM	1,571.25		123456

Columns Hidden: 2

Receipts

Actions View Format Freeze Detach Wrap

Receipt	Receipt Date	Shipment	Ship Date	Packing Slip	Returned	Received	Delivered	Invoiced	Open to Invoice
163	5/5/21 2:45 PM	Shipment 1	5/5/21 2:3...		0.00	314.25	314.25	0.00	0.00

Columns Hidden: 3

Invoices

Actions View Format Freeze Detach Wrap

Invoice	Invoice Date	Status	Invoice Total	Paid	Matched Amount	Receipt	Packing Slip
Supplier Portal - PO Inv	6/11/21	Validated	314.25	0.00	314.25		

30. Click **Done** to return to the **Purchase Order Life Cycle** Screen.

ORACLE

Receipt: 183

View Transaction History Done

Summary

Supplier Enbridge Testing Ltd. Packing Slip
 Shipment Shipment 1 Waybill 987456
 Shipped Date 5/5/21 2:36 PM Bill of Lading 123456
 Shipping Method Note 30"x30"x30"
 Number of Supplier Packing Units 1 Attachments None
 Supplier Site SC Office

Additional Information

Lines

Item	Item Description	Document Type	Document Number	Quantity				UOM Name	Currency	Receipt Date	Due Date	Docum Sched
				Ordered	Returned	Net Received	Rejected					
203662	RADIO NM, WITH (2) A...	Purchase order	PUR-2251-2000...	1	0	1	0	Each	5/5/21 2:45 PM	1/26/21	1	

31. To review **Invoices** and **Payments** associated with the **Purchase Order**, click on the hyperlink in the **Invoices** work area.

ORACLE

Order Life Cycle: PUR-2251-2000048

Sold-to Legal Entity Enbridge Inc. - CORP
 Order PUR-2251-2000048
 Supplier Enbridge Testing Ltd.
 Supplier Site SC Office
 Supplier Contact Lynn Jones
 Ordered 314.25 CAD

Order Life Cycle

Stage	Amount (CAD)
Ordered	314.25
Shipped	1,571.25
Received	314.25
Delivered	314.25
Invoiced	314.25

In-Transit Shipments

Shipment	Ship Date	Tracking Number	Packing Slip	Expected Receipt Date	Shipped	Carrier	Bill of Lading
Shipment 1	5/5/21 2:3...	987456		5/5/21 2:36 PM	1,571.25		123456

Receipts

Receipt	Receipt Date	Shipment	Ship Date	Packing Slip	Returned	Received	Delivered	Invoiced	Open to Invoice
183	5/5/21 2:45 PM	Shipment 1	5/5/21 2:3...		0.00	314.25	314.25	0.00	0.00

Invoices

Invoice	Invoice Date	Status	Invoice Total	Paid	Matched Amount	Receipt	Packing Slip
Supplier Portal - PO Inv	5/11/21	Validated	314.25	0.00	314.25		

32. The **Invoice** screen will display the **Invoice** details. Please review the **View Invoice Information Learning Guide** for more information on how to view **Invoices** and **Payments**.

ORACLE Home, Search, Notifications, User

Invoice: Supplier Portal - PO Inv #1 Done

Business Unit	Enbridge CA Business Unit	Invoice Amount	314.25 CAD	Invoice Type	Standard
Legal Entity Name	Enbridge Inc. - CORP	Unpaid Amount	314.25 CAD	Intercompany invoice	No
Supplier or Party	Enbridge Testing Ltd.	Payment Currency	CAD	Description	
Supplier Site	SC Office	Tax Control Amount		Funds Status	Not applicable
Address	60 Patterson Blvd SW, CALGARY AB T3H 2E1, CANADA	Conversion Rate Type		Attachment	None
Invoice Date	6/11/21	Conversion Rate			
		Conversion Date			

Lines Payments

Items

View Detach

Line	Amount	Description	Budgetary Control		Quantity	Unit Price	UOM Name	Purchase Order			Receipt		Consumption Advice		Tax Determination
			Budget Date	Funds Status				Number	Line	Schedule	Number	Line	Number	Line	
1	314.25	RADIO.NM;WITH (2) ANTE...	6/11/21	Not applicable	1	314.25	Each	PUR-2251...	1	1					CA-AB-CALGA

Summary Tax Lines Shipping and Handling

View

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Am	Line	Type	Amount
1	CANADA	GST1 I	CANADA COUN...	Standard	Canada GST Input Tax	0				No shipping and handling.	

Totals

Tax charges summary

	GST1 I 0%	0.00	Items	314.25
	Inclusive Tax	0.00	Freight	0.00
	Self-Assessed Tax	0.00	Miscellaneous	0.00

33. Click **Done** to return to the **Purchase Order Life Cycle Screen**.

ORACLE Home, Search, Notifications, User

Invoice: Supplier Portal - PO Inv #1 **Done**

Business Unit	Enbridge CA Business Unit	Invoice Amount	314.25 CAD	Invoice Type	Standard
Legal Entity Name	Enbridge Inc. - CORP	Unpaid Amount	314.25 CAD	Intercompany invoice	No
Supplier or Party	Enbridge Testing Ltd.	Payment Currency	CAD	Description	
Supplier Site	SC Office	Tax Control Amount		Funds Status	Not applicable
Address	60 Patterson Blvd SW, CALGARY AB T3H 2E1, CANADA	Conversion Rate Type		Attachment	None
Invoice Date	6/11/21	Conversion Rate			
		Conversion Date			

Lines **Payments**

Items

View Detach

Line	Amount	Description	Budgetary Control		Quantity	Unit Price	UOM Name	Purchase Order			Receipt		Consumption Advice		Tax Determination
			Budget Date	Funds Status				Number	Line	Schedule	Number	Line	Number	Line	
1	314.25	RADIO.NM;WITH (2) ANTE...	6/11/21	Not applicable	1	314.25	Each	PUR-2251...	1	1					CA-AB-CALGA

Summary Tax Lines Shipping and Handling

View

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Am	Line	Type	Amount
1	CANADA	GST1 I	CANADA COUN...	Standard	Canada GST Input Tax	0				No shipping and handling.	

Totals

34. Click **Done** to return to the **Purchase Order Details Screen**.

ORACLE

Order Life Cycle: PUR-2251-2000048

Done

Sold-to Legal Entity: Enbridge Inc. - CORP
 Order: PUR-2251-2000048
 Supplier: Enbridge Testing Ltd.
 Supplier Site: SC Office
 Supplier Contact: Lynn Jones
 Ordered: 314.25 CAD

Order Life Cycle

Order Life Cycle Stage	Amount (CAD)
Ordered	314.25
Shipped	1,571.25
Received	314.25
Delivered	314.25
Invoiced	314.25

In-Transit Shipments

Actions: View, Format, Freeze, Detach, Wrap

Shipment	Ship Date	Tracking Number	Packing Slip	Expected Receipt Date	Shipped	Carrier	Bill of Lading
Shipment 1	5/5/21 2:30 PM	987456		5/5/21 2:36 PM	1,571.25		123456

Columns Hidden: 2

Receipts

Actions: View, Format, Freeze, Detach, Wrap

Receipt	Receipt Date	Shipment	Ship Date	Packing Slip	Returned	Received	Delivered	Invoiced	Open to Invoice
163	5/5/21 2:45 PM	Shipment 1	5/5/21 2:30 PM		0.00	314.25	314.25	0.00	0.00

Columns Hidden: 3

Invoices

Actions: View, Format, Freeze, Detach, Wrap

Invoice	Invoice Date	Status	Invoice Total	Paid	Matched Amount	Receipt	Packing Slip
Supplier Portal - PO Inv	6/11/21	Validated	314.25	0.00	314.25		

35. From here click **Done** to return to the **Supplier Portal Landing Page**.

ORACLE

Purchase Order: PUR-2251-2000048

Acknowledge View PDF Actions **Done**

Order Life Cycle

Main

General

Sold-to Legal Entity: Enbridge Inc. - CORP
 Bill-to BU: Enbridge CA Business Unit
 Order: PUR-2251-2000048
 Status: Closed
 Buyer: TRACY HOPE
 Creation Date: 4/15/21

Supplier: Enbridge Testing Ltd.
 Supplier Site: SC Office
 Supplier Contact: Lynn Jones
 Bill-to Location: ENBRIDGE ACCOUNTS PAYABLE CA PO BOX
 Ship-to Location: CA-AB-CALGARY-001

Ordered: 314.25 CAD
 Description: Source Agreement
 Supplier Order

Terms

Required Acknowledgment: Document
 Payment Terms: NET 60 DAYS FROM RECEIPT OF UNDISPUTED INVOICE

Shipping Method: Pay on receipt
 Freight Terms: Enbridge Paid Freight (Buyer)
 IncoTerms: Confirming order

Additional Information

Contract Number: _____
 Expediter Name: _____

Search Orders Order Number

Tasks

Orders

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Shipments

- Manage Shipments
- Create ASN
- Create ASBN
- Upload ASN or ASBN
- View Receipts
- View Returns

Contracts and Deliverables

- Manage Contracts
- Manage Deliverables

Negotiations

- View Active Negotiations
- Manage Responses

Qualifications

- Manage Questionnaires



Recent Activity

Last 30 Days

Orders changed or canceled	1
Orders opened	11
Receipts	1

Transaction Reports

Last 30 Days

PO Purchase Amount	58225	CAD
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Supplier News