



## ANNOUNCEMENT

November 8, 2021

Dear Valued Supplier:

This communication is to inform you of upcoming changes at Enbridge, how they will impact you and actions required to prepare. Also included are important year end activities and key dates.

### What is happening?

Enbridge has embarked on a strategic, multi-year, organization-wide Enterprise Resource Planning (ERP) transformation. This initiative will migrate legacy systems to Oracle Cloud for our Finance and Supply Chain Management functions.

Enbridge is requesting invoices be submitted for all Enbridge legal entities (included in the **April and January Release Legal Entities Listings** attached) to Accounts Payable by **December 10, 2021** to avoid payment delays. Enbridge will not make payments during the transition period of **December 31, 2021- January 11, 2022**.

### What does this mean for me?

As a result of the ERP transformation, if you transact with legal entities listed within the **January Release Legal Entities Listing** (attached), you will experience the changes listed in the table below, effective **January 10, 2022**.

Change Title	Change Details
Purchase Order Based Transactions	<ul style="list-style-type: none"> <li>A shift to a Purchase Order based organization will require Purchase Orders for goods <b>and services</b></li> <li>New appearance and formatting of some documents, including Purchase Orders and Purchase Order acknowledgements</li> </ul>
Invoicing	<ul style="list-style-type: none"> <li>Invoices will need to be submitted to Accounts Payable via email, ensuring invoices include the Enbridge <b>AP Invoice Requirements</b></li> <li>New standardized <b>AP Invoice Requirements</b> will apply including emailed invoice submission size limit increase to 10 MB. <b>The new guidelines take effect January 10, 2022</b></li> <li>The new <b>Invoice Submission Matrix</b> document includes new contact information for submitting invoices on or after <b>January 10, 2022</b> for the legal entities impacted by this release</li> </ul>
Additional Information	<ul style="list-style-type: none"> <li>Active, open, and approved Purchase Orders will remain valid through this transition for invoicing and payment purposes only.</li> <li>Accounts payable processing timelines, contacts, billing methods and payment methods remain unchanged</li> <li>Existing Enbridge agreements and contract terms and conditions remain unchanged</li> </ul>

**Please note:** If your organization transacts with Enbridge legal entities **not listed in the January Release attachment**, please continue engaging with your respective Enbridge and other business area contacts as you do today-no change.

## **Actions Required**

We are asking for your assistance with a smooth transition. To avoid payment interruptions or delays please complete the following:

- Use your current process to submit invoices for all Enbridge legal entities for goods and services delivered to date to the Enbridge Accounts Payable department **by December 10, 2021** to avoid payment delays. No payments will be made during the transition period **of December 31, 2021-January 11, 2022**
- Review and understand the new [AP Invoice Requirements](#) and the [Invoice Submission Matrix](#) document so you are prepared for invoice submissions on or after January 10, 2022
  - [AP Invoice Requirements Demonstration Video](#)
- Distribute this announcement to those within your company who may need to be aware of the upcoming changes
- If you have not signed up for **Electronic Funds Transfer**, please sign up using the [Electronic payment authorization](#) form. Electronic Fund Transfers are a faster and safer way of receiving payment at no cost to you

We are working diligently to ensure we can transition without difficulty, maintaining a positive experience for our suppliers. We appreciate this is a significant change and we will make every effort to minimize disruptions. Thank you for your patience through this transition.

If you have any questions, please consult our webpage for [Current suppliers: Tools and resources](#), or speak to your Enbridge contact for further details.

Thank you,

**Enbridge**