ENB Oracle Supplier Portal: Supplier Initiated Change Order Requests

Learning Guide July 2021

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Submitting a Purchase Order Change Request

Purpose

This learning guide provides details of how a supplier initiates a change order request within the Oracle Supplier Portal

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.



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

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Supplier Portal							
Search Orders V Order Number 1234]		Cont Lo Tala		11.079.	151
Tasks	*						0
Orders Manage Orders Manage Schedules Acknowledge Schedules in Spreadsheet	Requiring A	Attention	Recent Activity Last 30 Days Orders opened	3			
Shipments Manage Shipments Create ASN Create ASN Upload ASN or ASBN Upload ASN or ASBN Unew Receipts View Returns Deliverables	3	Orders to Acknowledge Schedules Overdue or Due Today	Transaction Reports Last 30 Days PO Purchase Amount 1	324 CAD			
Manage Deliverables Negotiations View Active Negotiations Manage Responses Qualifications Manage Questionnaires View Qualifications	Supplier Ne	ews					

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

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Supplier Portal							
Search Orders V Order Number 1;	345	्				AT 55%	191
Tasks	*						0
Orders Manage Orders Manage Schedules in Spreadsheet		Requiring Attention	Recent Activity Last 30 Days Orders opened	3			
Shipments Manage Shipments Create ASN Create ASBN Upload ASN or ASBN View Receipts View Returns Detiverables	8	Orders to Acknowledge Schedules Overdue or Due Today	Transaction Reports Last 30 Days PO Purchase Amount 1324	CAD			
Manage Deliverables Negotiations View Active NegoBations Manage Responses Qualifications		Supplier News					
Manage Questionnaires View Qualifications							

Review Purchase 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.

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Bill-th BU		Include	Status e Closed Documents No 🗸	~ Search	Reset Save.
Search Results Results Actions • View • Format • 💬 🕎 🔄 Freeze 🔄 Detach # Wrap.					
Order Order Date Description	Supplier Site	Buyer	Ordered Currency Statu	s Life Cycl	Creation e Date
No search conducted.					
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Additional activities you can perform from the **Manage Orders** screen include **Managing Orders, Schedules and Deliverables** or **Acknowledging a Purchase Order**. Please review our **Learning Guides** on these topics.

6. Click the **Search** button once you have populated your search parameters or leave the fields blank to include all **Purchase Orders**.

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⊿ Search				A <u>d</u> vanced Ma	nage Watchlist	Saved Search	All Orders		~
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Supplier Site		•		Include Clo	osed Documents	No 🗸			
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Actions ▼ View ▼ Format ▼ 3	Freeze 📰 Detad	ch 🚽 Wrap							
Order Order Date	Description	Supplier Site	Buyer	Ordered Curren	cy Status	Cha Ord	inge Life er Cycle	Creation Date	•
4									E.
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7. The Search Results work area displays an overview of your Purchase Orders.

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age Orders ⑦										
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Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date	Reference Number
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PUR-2664-20003	\$7 5/6/21		SC Office		35.00	CAD	Open	0	5/6/21	
PUR-2664-20003	36 5/6/21		SC Office		25.00	CAD	Open	¢	5/5/21	
B . PUR-2251-20000	50 5/5/21	test for karen h	SC Office		300.00	CAD	Open	0	5/5/21	
PUR-2524-200014	48 (5/4/21		SC Office		510.72	CAD	Open	0	5/4/21	
PUR-2524-200014	44 _ 4/15/21		SC Office		510.72	CAD	Open	₹\$	4/15/21	
			SC Office		400.00	CAD	Open	0	4/15/21	
0 PUR-2430-20000	07 4/15/21									
9 PUR-2430-200000 PUR-2251-200004	07 4/15/21 18 4/15/21		SC Office		314.25	CAD	Closed for Receiv	0	4/15/21	
 PUR-2430-200000 PUR-2251-200000 PUR-2251-200000 	07 4/15/21 48 4/15/21 17 4/15/21		SC Office SC Office		314.25 900.00	CAD	Closed for Receiv Open	0 0	4/15/21	

To ensure you can view the **Change Order** fields, customize the fields that display in the **Search Results** area. Click **View** \rightarrow **Columns** \rightarrow and select the **Change Order Status** and **Change Order** fields.

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Searc	h				Advanced	Manage W	atchlist Saved Search	h All Orders		~
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(Columns >	Description	Supplier Site	Buyer	Ordered	Currency	Status	Change Order Status	Cycle	Crea
F	Freeze	Show All	C C fice		30.00	CAD	Open		¢	5/6/2
F	Detach	✓ Order	C C fice		35.00	CAD	Open		0	5/6/2
F	Sort >	 Order Date 	C C fice		25.00	CAD	Open		0	5/5/2
O - F	Reorder Columns	 Description 	C C fice		300.00	CAD	Open	Pending Approval	¢	5/5/2
F	Query By Example	 Supplier Site 	C C <mark>f</mark> ice		510.72	CAD	Open		0	5/4/2
P	"UK-2524-2000144 2 4/15/21	🖌 Buyer	C C <mark>f</mark> ice		510.72	CAD	Open		0	4/15
3 - F	PUR-2430-2000007 4/15/21	 Ordered 	C C <mark>f</mark> ice		400.00	CAD	Open	Pending Approval	¢	4/15
F	PUR-2251-2000048 4/15/21	 Currency 	C C fice		314.25	CAD	Closed for Receiv		¢	4/15/
F	PUR-2251-2000047 4/15/21	 Status 	C C fice		900.00	CAD	Open		0	4/15/
F	PUR-1021-2000006 4/15/21	 Change Order Status 	C C fice		55,000	CAD	Open		0	4/15/
4		Change Order								
Columns H	lidden 22	 Life Cycle 			2					
		 Creation Date 								
		 Reference Number 								
		Payment Terms								
		Supplier								
		Acknowledgment Due Date								

Submit a Change Order Request

8. To request a change to a **Purchase Order**, select the Purchase Order line and then click on the **hyperlink** in the **Order** field to be directed to the **Purchase Order Details** screen or highlight the **Purchase Order** and section **Edit** from the **Actions** drop down menu. *Note: The Purchase Order must have a Status of Open to initiate a Change Request.*

rs Schedules														
Search								Advanc	ed Manage	Watchlist	Saved Search	All Orders		
ch Results														
Edit	Orde	er 3e	Description	ini] De	Supplier Site	Buyer		Ordered	Currency	Status	Cha	nge Order Status	Change Order	
Export to Excel	88 5/6/2	1			SC Office		**	30.00	CAD	Open				
Cancel Document	87 5/6/2	1			SC Office			35.00	CAD	Open				
Acknowledge	86 5/6/2	1			SC Office			25.00	CAD	Open				
View PDF	50 5/5/2	1	test for karen h	2	SC Office			300.00	CAD	Open	Pen	ding Approval	1	
PUR-2524-20001	148 2 5/4/2	1		*	SC Office			510.72	CAD	Open				
PUR-2524-20001	144 ~ 4/15/	21			SC Office			510.72	CAD	Open				
3 . PUR-2430-2000	007 4/15/	21			SC Office			400.00	CAD	Open	Pen	ding Approval	4	
PUP 2251 20000	048 4/15/	21			SC Office			314.25	CAD	Closed for	Receiv			
FUR-2251-20000														

9. A notification **Warning** will appear advising you that you are about to create a **Change Order** on the document. Click **Yes** to continue.

ORACLE		ŵ	P	1	IJ
This action will create a change order on the document. Do you want to continue?	(PO-2055113)				
	Yes No				

10. The Edit Change Order screen will display and will indicate the Change Order.

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Edit Change Order: 3	30			Actions ▼	Save	<u>.</u>	Sub <u>m</u> it	Cancel
		THE ALL ST					172	11 11
Change Order 3	3	Status	Incomplete	Initiating Party	Supplier			
* Description		Amount Changed	0.00 CAD	Initiator	Lynn Jones			
Description		Amount changed						
Creation Date	5/14/21							
Main Contract Terms								
⊿ General ⑦		*						
Sold-to Legal Entity	Enbridge Pipelines (Athabasca) Inc	Supplier	Enbridge Testing Ltd.	Ordered 5	10.72 CAD			
Bill-to BU	Enbridge CA Business Unit	* Supplier Site	SC Office	Description	IO.IL OILD			
Order	PUR-2524-2000144	Supplier Contact	Lynn Jones	Agreement			h	
Status	Open	Bill-to Location	ENBRIDGE ACCOUNTS PAYABLE CA PO BOX	Agreement				
Buyer	4145134	Default Ship-to	CHEECHAM					
Creation Date	4/15/21							
Terms Notes and Attachme	ents							
Payment NET 60 DAYS	FROM RECEIPT OF UNDISPUTED INVOICE	Shipping M	ethod					
TOTAL OF THE OTHER		* Freight 1	erms Hold for pick up		— Pay on	receipt	t	
		Incol	erms		- Confirm	ning or	der	
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Contract Number		Expeditor Name		Context Prompt				
Lines Schedules								
Actions ▼ View ▼ Form	nat 🕶 🎵 📴 Freeze 🗐 Detach	Wrap 🖌						

11. Please provide a <u>detailed</u> **Description** of the change requested in the **Description** text box.

t Change Order: 3	0			Actions V Save V Submit Can
	6.0.0.1.1			
Change Order 3		Status	Incomplete	Initiating Party Supplier
* Description This	s is a change request	Amount Changed	0.00 CAD	Initiator Lynn Jones
Contract Terms		×		
General ⑦				
Sold-to Legal Entity	nbridge Pipelines (Athabasca) Inc P	Supplier	Enbridge Testing Ltd.	Ordered 510.72 CAD
Bill-to BU E	nbridge CA Business Unit	* Supplier Site	SC Office	Description
Order F Status C	PUR-2524-2000144 Open	Supplier Contact	Lynn Jones ENBRIDGE ACCOUNTS	Agreement
* Buyer		Default Ship-to	PAYABLE CA PO BOX CHEECHAM	
Creation Date 4	s	Location		
Payment		66 June 1		
FUTURE LIFT OD DAVO F	KOM RECEIPT OF UNDISPUTED INVOICE	* Freight 1	erms Hold for pick up	- Pay on receipt
Terms NET 60 DAYS FF		i roight i	Contract of the second s	

12. Line elements of the **Purchase Order** that can be changed will be open for editing. These include the **Supplier Item**, **Quantity**, and **Price** fields. **Note:** The **Price** cannot be edited if there is a Blanket Purchase agreement in place for an agreed upon price.

You will need to provide a detailed description for the **Change Reason** in the text box provided.

Edit Change Order: 3	0				Actions v	Save 🔻 S	ub <u>m</u> it <u>C</u> ancel
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⊿ General ⑦							
Sold-to Legal Entity	Enbridge Pipelines (Athabasca) Inc LP	Supplier	Enbridge Testing Ltd.		Ordered 510	72 CAD	
Bill-to BU	Enbridge CA Business Unit	* Supplier Site	SC Office		Description		
Order	PUR-2524-2000144	Supplier Contact	Lynn Jones				h
Status	Open	Bill-to Location	ENBRIDGE ACCOUNTS		Agreement		
* Buyer		Default Ship-to	CHEECHAM				
Creation Date	4/15/21	Location					
Terms Notes and Attachme	nts						
Terms NET 60 DAYS	FROM RECEIPT OF UNDISPUTED INVOID	Shipping Me * Freight T IncoT	thod erms Hold for pick up erms			Pay on receipt Confirming orde	ŧr
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* Line * De	escription Supplier Item Qu	uantity UOM F	Base Price Ordere	ed [*] Location M	Note to Suppler	Change Reason	Ma imo Del ver to Location
1 need	I to order 8 air heater	8 Each 6	63.84 510.	72 CHEECHAM	(

13. To request changes to delivery dates, click the Schedules tab. You can update the Promised Delivery Date in the field provided or request to revise the Quantity. You will need to provide a Change Reason in the text box provided.

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.

dit Change Order: 3	0				Actio	ns ▼ Sa	ve 🔻	Submit	Cancel
ain Contract Terms	1-6.6-0 17.	THE HEAR AND SE			1-6-10	*			11 1
▲ General ⑦									
Sold-to Legal Entity	Enbridge Pipelines (Athabasca) Inc	Supplier	Enbridge Testing Ltd.		Orda	and 202.04 C			
Bill-to BU	Enbridge CA Business Unit	* Supplier Site	SC Office		Descript	tion	ND		
Order	PUR-2524-2000144	Supplier Contact	Lynn Jones					11	
Status	Open	Bill to Location	ENBRIDGE ACCOUNTS		Agreem	ient			
* Buyer		Default Shin to	PAYABLE CA PO BOX						
Creation Date	4/15/21	Location	CHEECHAM						
		* Freight T IncoT	erms Hold for pick up erms			— Pa — Co	iy on rece	eipt order	
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Contract Number		Expeditor Name			Context Prom	pt			
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Actions v View v Form	at 🕶 🗶 » 🛱 🏢 Freeze 🛒 De	etach 🚽 Wrap			_				
Line Desc	ription		* Location	Quantity LOM	Requested Delivery Date	Promised Delivery D	ate (Change Re	ason
1 need	to order 8 air heaters for project XYZ		CHEECHAM	6 Eich	4/20/21	6/30/21	6	Delayed	
Columns Hidden 15									

14. To **Save** a draft of your change request and **Submit** at a later date. Click the drop down arrow on the **Save** button and select **Save and Close**.

dit Change Order: 3	0				Actions	Save 🔻	Sub <u>m</u> it
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ain Contract Terms							
▲ General ⑦							
Sold-to Legal Entity	Enbridge Pipelines (Athabasca) Inc LP	Supplier	Enbridge Testing Ltd.		Ordere	d 383.04 CAD	
Bill-to BU	Enbridge CA Business Unit	* Supplier Site	SC Office		Descriptio	n	
Order	PUR-2524-2000144	Supplier Contact	Lynn Jones	*			11
Status	Open	Bill-to Location	ENBRIDGE ACCOUNTS PAYABLE CA PO BOX		Agreemer	t	
* Buyer		Default Ship-to	CHEECHAM				
Creation Date	4/15/21	Location	CHEECHAM				
Payment Terms NET 60 DAYS	FROM RECEIPT OF UNDISPUTED INVOICE	Shipping Me Freight 1	ethod Ferms Hold for pick up			— Pay on recei	pt
		Incol	ferms			— Confirming o	rder
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Contract Number		Expeditor Name			Context Prompt		
Lines Schedules							
Actions View View Form	nat 🕶 🗶 » 📴 🥅 Freeze 📓 Deta	ch ₊ll Wrap					
Line Des	cription		* Location	Quantity UOM	Requested Delivery Date	Promised C Delivery Date	hange Reaso
1 need	to order 8 air heaters for project XYZ		CHEECHAM	6 Each	4/20/21	6/30/21	Delayed

15. If you have reviewed all your changes and a ready to proceed, click **Submit**.

dit Change Order: 3	0				Actions v	Save 🔻	Submit	<u>C</u> ance
ain Contract Terms					6.670		MA	f
General General Gene	Enbridge Pipelines (Athabasca) Inc LP Enbridge CA Business Unit PUR-2524-2000144 Open 4/15/21	Supplier * Supplier Site Supplier Contact Bill-to Location Default Ship-to Location	Enbridge Testing Ltd. SC Office Lynn Jones ENBRIDGE ACCOUNTS PAYABLE CA PO BOX CHEECHAM		Ordered 383. Description Agreement	04 CAD	11	
Payment Terms NET 60 DAYS	INS	Shipping Mo * Freight 1 Inco1	ethod Ferms Hold for pick up Ferms			— Pay on rece — Confirming	ipt order	
Additional Informatio	n	Expeditor Name		Cor	ntext Prompt			

16. A **Confirmation** notification will appear on screen advising you that your **Change Order** has been submitted for review and approval by Enbridge.

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Manage Orders ⑦		Done
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Bill-to BU	Include Closed Documents No V	•
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Order Dete De	cription Supplier Site Buyer Ordered Currency Status Change Order Status	Change I Order C↓
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Review Change Order Request Status

17. Notification that Enbridge has approved or rejected a Change Order will be provided through a Notification in the Supplier Portal and through an email. The Notification can be viewed by clicking on the Bell icon or from the notification tile within the Things to Finish section of on your Supplier Portal landing page.

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10.00	Good afternoor	n, Lynn Jone	es!		
	Supplier Portal Tools	Others			
	APPS				
	Supplier Portal				
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00000 0000000	Things to Finish				
,0 ⁰ 0		2 weeks ago	X 1m	ionth ago X	1 month a
	Assigned to Me	Deliverable Final Documentation on	Do	ocument (Purchase rder) PUR-1021-	Docur Order,
	Created by Me	Standard Purchase Order PUR-2524	20 Ac	000006 Requires :knowledgment	20001¢ > Ackno
	10	Dismiss	TRJ	ACY HOPE Dismiss	TRACY H
Document (Supplier Change	e Order) PUR-2524-20	00144 (Requisitio	n REQ-2	524-1000002) C	Actions
Assignee				Sold-to Legal Entity	Enbridge Pipelines (Athabasca) Inc LP
From	Lynn Jones			Order	PUR-2524-2000144
Assigned Date	5/20/21 3:25 PM			Procurement BU Buyer	Global Enbridge Procurement Business Unit
Expiration Date Task Number	6/19/21 3:25 PM 285443			Justification	
Change Order Details					
Change Order	3 This is a share second			New Order Amount 3	83.04 CAD
Initiating Party	Supplier				
Creation Date	5/14/21 3:20 PM				
Order Details					
Supplier	Enbridge Testing Ltd.			Description	
Supplier Site	SC Office			Note to Supplier	Time to get information up front before starting work
Ship-to Location Supplier Order	CHEECHAM 12345			Requisitioning BU Requisition	CA - 2524 - Enbridge Pipelines (Athabasca) Inc LP REQ-2524-1000002
Supplier Study				Requester	
				Cost Center	401000
Attachments					
PO_300000014263517_PUR-2524-2000144	4_3.pdf				

 To review a Change Order Status return to the Manage Orders screen and click the Search button or filter your Search Results using the Search parameter fields.

Manage Orders ⑦						Done
Headers Schedules						11.77.43
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Supplier Site	ĸ	Shi	p-to Location		٩	
Order			Status	•	•	
Line Description Search Results						Search Re et Save
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Order Supplier Site Line Line Description	Supplier Item	Requested Prom Date Date	ised Ship-to Location	Schedule	Ordered Quantity UOI	M Price
Columns Hidden 43						

19. The Search Results work area will display the Change Order Status and the Change Order number. To review the approval flow of Change Order request, click on the Change Order Status hyperlink.

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Manage	e Orders 🕐											Done
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Actions	▼ View ▼ Format ▼	/	Freeze	📄 Detach 🚽 Wrap							1200	
	Order	Order Date	Description	Supplier Site	Buyer		Ordered	Currency	Status	Change Order Status	Change Order	Life Cycl
	PUR-2664-2000388	5/6/21		SC Office		110	30.00	CAD	Open			¢
	PUR-2664-2000387	5/6/21		SC Office		i	35.00	CAD	Open			ф
	PUR-2664-2000386	5/6/21		SC Office		t	25.00	CAD	Open			¢
0	PUR-2251-2000050	5/5/21	test for karen h	SC Office			300.00	CAD	Open	Pending Approval	1	¢3
	PUR-2524-2000148	5/4/21		SC Office			510.72	CAD	Open		_	0
G	PUR-2524-2000144	4/15/21		SC Office			510.72	CAD	Open	Pending Approval	k ³	¢
0	PUR-2430-2000007	4/15/21		SC Office			400.00	CAD	Open	Fending Approval		¢21
	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			0
	PUR-1021-2000006	4/15/21		SC Office			55,000	CAD	Open			¢
4												•

20. The name of the Enbridge approvers will display on the screen. Click **Done** to return to the Manage Orders page.

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	Change Or	der History: 7							D <u>o</u> ne 🗘
		CALINA VICE OF U	7				172599.6857.	11 10	THE FRAME
		Buyer	Enbridge Buyer		Supplier	Enbridge Testing Ltd.			
		Sold-to Legal Entity	Enbridge Inc CORP		Supplier Site	SC Office			
		Order	PUR-2251-2000047		Status	Pending Approval			
		Description	Request new delivery date						
	View 🔻 Forma	t 🔻 🔟 Freeze 📄 Detach	↓ Wrap						
Г	Action	Performed B	y Action Date	Additional Information					
	Submit	Lynn Jones	7/2/21 6:33 PM						
		•							

Amend a Supplier Submitted Change Order Request

21. From the **Manage Orders** screen, select the Purchase Order line and then click the **Change Order** hyperlink text to view and amend a previously created **Change Order** request.

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anage Orders ⑦								D <u>o</u> ne
aders Schedules		<i>37 7.</i> 7				6-0	BT ATT 19	11
Search			Advand	ed Manage	Watchlist Saved Se	earch All Orders		*
earch Results								
Actions 👻 View 👻 Format 👻 🎢	🕎 🔟 Freeze 📓 Detach 🚽	Wrap						
Order Order Date	Description Suppli	er Site Buyer	Ordered	Currency	Status	Change Order Status	Change Order	Life Cyc
PUR-2664-2000388 5/6/21	SC Offic	te	30.00	CAD	Open			0
PUR-2664-2000387 5/6/21	SC Offic	:e	35.00	CAD	Open			¢
PUR-2664-2000386 5/6/21	SC Offic	:e	25.00	CAD	Open			0
3 PUR-2251-2000050 5/5/21	test for karen h SC Offic	;e	300.00	CAD	Open	Pending Approval	1	0
PUR-2524-2000148 c 5/4/21	SC Offic	;e	510.72	CAD	Open		*	0
() . PUR-2524-2000144 < 4/15/21	SC Offic	:e	510.72	CAD	Open	Pending Approval	3	¢
B PUR-2430-2000007 4/15/21	SC Offic	e	400.00	CAD	Open	Pending Approval	4	¢.
PUR-2251-2000048 4/15/21	SC Offic	e	314.25	CAD	Closed for Receiv			O
PUR-2251-2000047 4/15/21	SC Offic	e	900.00	CAD	Open			0
PUR-1021-2000006 4/15/21	SC Offic	ce	55,000	CAD	Open			0

22. The **Change Order** screen will appear with the **Change Order number** referenced.

ORACLE					â	P 🥬	IJ~
Change Order: 3 🖗				Acknowle	dge View PDF	Actions V	Done
	V-6.0-0	11-11-12-20	and the second	R MARINA PARA VICE	1901 11	2 17	11 151
Change Order	3	Statue	Pending Approval	Initiating	Party Supplier		
Description	This is a change request	Status	r enong Approval	In	tiator Lynn Ione		
Creation Date	5/14/21				dator Lynn Jone.		
Main Contract Terms							
General							
Sold-to Legal Entity	y Enbridge Pipelines (Athabasca) Inc LP	Supplier	Enbridge Testing Ltd.	• Ord	ered 383.04 CAD		
Bill-to BU	U Enbridge CA Business Unit	Supplier Site	SC Office	Descrip	tion		
Orde	r PUR-2524-2000144	Supplier Contact	Lynn Jones	Annan	aant		
Statu	s Open	Bill-to Location	ENBRIDGE ACCOUNTS PAYABLE CA PO BOX	Supplier O	rder 12345		
Buye	r	Ship-to Location	CHEECHAM				
Creation Date	e 4/15/21						
Terms Notes and Attachm	ents					×	
Payment Term	NET 60 DAYS FROM RECEIPT OF UNDISPUTED INVOICE	Shipping Method					
		Freight Terms	Hold for pick up				
		FOB			- Pay on red	ceipt	
					- Confirming	g order	

23. To continue to amend a Change Order, select the Actions drop down menu.

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Change Order: 3 ⑦				Ackno				Done
	VAROKONANA A	11-111-10		101101 VASCI	Edit			7-73
Change Order	3	Status	Ponding Approval	Initiat	Delete			
Description	This is a change request	Sidius	Pending Approval		Acknowledge			
Creation Date	5/14/21				Withdraw			
					Cancel Chan	ge Order		
lain Contract Terms					Review Chan	ges		
4 General					View Change	Order Hist	tory	
Sold-to Legal Entity	Enbridge Pipelines (Athabasca) Inc LP	Supplier	Enbridge Testing Ltd.	• Ord	ered 383.04 C/	D		
Bill-to BU	Enbridge CA Business Unit	Supplier Site	SC Office	Descrip	tion			
Order	PUR-2524-2000144	Supplier Contact	Lynn Jones	Adree	nent			
Status	Open	Bill-to Location	ENBRIDGE ACCOUNTS PAYABLE CA PO BOX	Supplier C	rder 12345			
Buyer		Ship-to Location	CHEECHAM					
Creation Date	4/15/21							
Terms Notes and Attachme	ints							
Payment Term	NET 60 DAYS FROM RECEIPT OF UNDISPUTED INVOICE	Shipping Method						
		Freight Terms	Hold for pick up					
		FOB			- Pay on	receipt		
					Confirm	ning order		
Additional Information	0							

24. If your Change Order request has not been submitted, you can choose to Edit or Delete the Change Order by selecting the task from the Actions drop down menu. You will be able to edit your Change Order as highlighted in Steps 10-16. Selecting Delete will delete the proposed Change Order.

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Change Order: 3 ②				Acknow	edge View PDf	Actions	s 💦 🛛 🛛 D <u>o</u> ne
	V-6 6 6 6		ana are a ana ana		Edit		11 11
Change Order Description	3 This is a change request	Status	Pending Approval	Initiati_	Delete Acknowledge		_
Creation Date	5/14/21			-	Withdraw		
Main Contract Terms					Cancel Change Review Change	order es	
✓ General					View Change C	order History	
Sold-to Legal Entity	Enbridge Pipelines (Athabasca) Inc LP	Supplier	Enbridge Testing Ltd.	• On	lered 383.04 CAD)	_
Bill-to BU	Enbridge CA Business Unit	Supplier Site	SC Office	Descri	ption		
Order	PUR-2524-2000144	Supplier Contact	Lynn Jones				
Status	Open	Bill-to Location	ENBRIDGE ACCOUNTS PAYABLE CA PO BOX	Agree Supplier	ment Order 12345		
Buyer		Ship-to Location	CHEECHAM				
Creation Date	4/15/21						
Terms Notes and Attachme	ints						
Payment Term	NET 60 DAYS FROM RECEIPT OF UNDISPUTED INVOICE	Shipping Method					
		Freight Terms	Hold for pick up				
		FOB			-Pay on r	eceipt	
					- Confirmi	ng order	
Additional Information	n						

25. If a **Change Request** has been **Submitted** but is **Pending Approval** you can choose to **Withdraw** the change order by selecting **Actions** → **Withdraw** from the **Change Order** screen.

This will remove your Change Request from the approval workflow and you will need to resubmit a new Change Request if required. Once the Change Order is resubmitted, the approval process will restart.

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Change Order: 3 ②			Acknow	ledge 🛛	View PDF	Acti	ions 💦	Done
Change Order Description	3 Status This is a change request	Pending Approval	Initiati_	Edit Delete Ackno	wiedge			11 71
Creation Date Main Contract Terms	5/14/21			Withd Cance Revie	raw el Change w Change	Order s		
General				View	Change O	rder Hist	ory	
Sold-to Legal Entity	Enbridge Pipelines (Athabasca) Inc Supplier	Enbridge Testing Ltd.	0 Or	dered 38	3 04 CAD			
Bill-to BU	Enbridge CA Business Unit Supplier Site	SC Office	Descr	iption	0.04 010			
Order	PUR-2524-2000144 Supplier Contact	Lynn Jones						
Status	Open Bill-to Location	ENBRIDGE ACCOUNTS PAYABLE CA PO BOX	Agree	order 1	2345			
Buyer	Ship-to Location	CHEECHAM						
Creation Date	4/15/21							
Terms Notes and Attachme	ints							
Payment Term	NET 60 DAYS FROM RECEIPT OF Shipping Method							
	Freight Terms	Hold for pick up						
	FOB			-	Pay on re	ceipt		
				_	Confirmin	ig order		
Additional Informatio	n							

26. You will be prompted to enter your **Reason** for withdrawing your **Change Order** request. Click **OK** to return to the **Manage Orders** screen.

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Change Order: 4 ⑦			Acknowledge	View PDF Actions VI
I VE GARAGE READER - VE				
Change Order	4	Status Pending Approval	Initiating Party	Supplier
Creation Date			Initiator	Lynn Jones
creation bate	JJ JI Z I			
Main Contract Terms				
⊿ General				
Sold-to Legal Entity	Enbridge Inc CORP	Supplier Enbridge Testing Ltd.	Ordered 90	00.00 CAD
Bill-to BU	Enbridge CA Business Unit	Supplier Site SC Office	Description	
Order	PUR-2251-2000047 St	Withdraw Change Order 🗙	Agreement	
Status	Open	PAYABLE C	CA Supplier Order	789654
Buyer	NS S	Reason Withdraw Change Order	Supplier of der	
Creation Date	4/15/21			
Terms Notes and Attachments		OK Cancel		
Payment Terms	NET 60 DAYS FROM RECEIPT OF	hipping Method		
	UNDISPUTED INVOICE	Freight Terms Enbridge Paid Freight (Buyer)		
		FOB		- Pay on receipt
				- Confirming order

27. A **Confirmation** notification will confirm that your **Withdraw** request has been completed.

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Manage Orders ⑦				Done
Headers Schedules	ALINE STREET IS SHOULD BE		V-6 (0) (0)	
✓ Search		Confirmation ×	Advanced Manage Watchlist Saved Sea	arch All Orders
Sold-to Legal Entity	Business Unit	Your changes were saved.	Order	
Bill-to BU	~	ок	Status	~
Supplier Site	•		Include Closed Documents No 🗸	
				Search Reset Save
Search Results				
Actions View View Format View Freeze	Detach 🚽 Wrap			
Order Order Description	Supplier Site	Buyer Ordered Currency	Status Change Order Status	Change Life Creation Date
Columns Hidden 21				

28. To cancel an approved **Change Order** return to the **Change Order** edit screen and select **Actions** →**Cancel Change Order**.

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Change Order: 3 ②				A	cknowledge	e View PDI	Acti	ions 💦	Done
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Change Order	3	Status	Pending Approval		Initiati	Delete			
Description	This is a change request	Status	r chang r pprovidi			Acknowledge			
Creation Date	5/14/21				3	Nithdraw			
						Cancel Change	order		
Main Contract Terms						Review Change	es		
d General						view Change C	Order Hist	lory	
Sold-to Legal Entity	Enbridge Pipelines (Athabasca) Inc LP	Supplier	Enbridge Testing Ltd.		• Ordere	d 383.04 CAD	,		
Bill-to BU	Enbridge CA Business Unit	Supplier Site	SC Office		Descriptio	n			
Order	PUR-2524-2000144	Supplier Contact	Lynn Jones						
Status	Open	Bill-to Location	ENBRIDGE ACCOUNTS PAYABLE CA PO BOX	Su	Agreemen	r 12345			
Buyer	r	Ship-to Location	CHEECHAM						
Creation Date	4/15/21								
Terms Notes and Attachme	ents								
Payment Term	NET 60 DAYS FROM RECEIPT OF UNDISPUTED INVOICE	Shipping Method							
		Freight Terms	Hold for pick up						
		FOB				_ Pay on r	eceipt		
						- Confirmi	ng order		
Additional Information	on								

29. You will be prompted to enter your **Reason** for **cancelling** your **Change Order** request. Click **OK** to return to the **Manage Orders** screen.

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Change Order: 1 ⑦		Acknowledge	View PDF Actions VIEW PDF
Change Order Description Creation Date	1 Str Alternate item SI/S/21	tus Rejected Initiating Part	y Supplier r Lynn Jones
Main			•
Sold-to Legal Entity Bill-to BU Order Status Buyer Creation Date Terms Notes and Atlachments Payment Terms	Enbridge Inc - CORP Sup Enbridge CA Business Unit Supplier PUR-2251-2000650 Ss Cance Open 5 5-521 Ss Cance Si Cance Ss C	Ilier Enbridge Testing Ltd. Ordered Site SC Office Description Change Order X Agreement PAYABLE CA Supplier Order	300.00 CAD test for karen h
	Freight le	ma None OB	Pay on receipt Confirming order
Additional Information			
Contract Number Apply Lien/Retainage Holdback Apply Performance Holdback % Expeditor Name Maximo Region	Enbridge Regional A PO Type - S Contracting Legal En Contract Owner/Biz Part Contracting Categ	ea PO Status LA Alternate Approver ity Preferred Status ner Context Prompt pry	
Lines Schedules			

View an Approved or Cancelled Change Order

30. From the **Manage Orders** screen or the **Recent Activity infolet** in the Supplier Portal dashboard, click on the hyperlink to view **Open, changed or cancelled orders**.

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Supplier Portal						
Search Orders V Order No	mber	्		A	11:51	11
Tasks						0
Orders Manage Orders Manage Schedules in Spreadsheet		Requiring Attention	Recent Activity orders changed or canceled 1 Orders opened 11 Receipts 1			
Shipments Manage Shipments Create ASN Create ASBN Upload ASN or ASBN View Receipts View Receipts View Returns Contracts and Deliverables Manage Contracts	9	3 Schedules Overdue or Due Today	Transaction Reports Last 30 Days PO Purchase Amount 58225 CAD			
Manage Deliverables Nepotiations		Subbuer Mems				
View Active Negotiations						

31. To view **Changed or Cancelled Change Order** select the search option from the **Saved Search** drop down list. To review the **Purchase Order** details, click the **Purchase Order** hyperlink.

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s Schedules	1.6.0	101	Martiel Alexand					6.010	1131	111	Air level
duanced Conrol							Basic	Manage Watchlis Saved Search	Changed or	Canceled	in the Last 30 (
Advanced Search	1							CONTRACTOR STATES AND ADDRESS OF ADDRESS ADDRES			
th Results								j			
th Results	nat 🗸 🥒	79 🕞 🥅 Freeze	B Detach el Wrap				dm)				
th Results	order Date	Description	Detach el Wrap Supplier Site	Buyer	Ordered	Currency	رائی Status	Change Order Status	Change Order	Life Cycle	Creation Da
th Results	nat ▼ / . Order Date 144 . 4/15/21	Description	Detach of Wrap Supplier Site	Buyer	Ordered 383.04	Currency	رائیں Status Open	Change Order Status	Change Order	Life Cycle	Creation Da 4/15/21
th Results ins ▼ View ▼ Form Order PUR-2524-2000 ● . PUR-2430-2000	nat ▼ // . Order Date 144 4/15/21 007 4/15/21	Description	Detach of Wrap Supplier Site SC Office SC Office	Buyer	Ordered 383.04 400.00	Currency CAD CAD	رائیں Status Open	Change Order Status Pending Approval	Change Order 4	Life Cycle	Creation Da 4/15/21 4/15/21

32. Select Actions → View Change History to review the Change Order request details.

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Purchase Order: PUR-2524-2000144 ⑦	Acknowledge View PDF Actions	Order Life Cycle
Main Contract Terms	Can View View	26 Document Document History Ordered Change History
Sold-to Legal Entity Enbridge Pipelines (Athabasca) Supplier Inc LP	Enbridge Testing Ltd. Ordered 383.0 View	/ Revision History
Bill-to BU Enbidge CA Business Unit Supplier Site Order PUR-2524-2000144 Supplier Contact	SC Office Description	0 100 200 300 400
Status Open Bill-to Location	ENBRIDGE ACCOUNTS PAYABLE CA PO BOX Supplier Order 12345	View Details
Buyer Ship-to Location Creation Date 4/15/21	CHEECHAM	
Terms Notes and Attachments		
Required Document Shipping Method Acknowledgment NET 60 DAYS FROM RECEIPT Payment Terms OF UNDISPUTED INVOICE Freight Terms IncoTerms	Hold for pick up Pay on receipt Confirming ord	er
Additional Information Contract Number	Expeditor Name	
Actions View View Format View Format View III III III III Freeze III Detach of Wrap	1	
	Addit	ional Informati
Line Item Description Quantity UOM	Price Price Ordered Status Maximo GIS Deliver to Location Coordinate	s PO Insp
1 need to order 8 air heater 6 Each	63.84 63.84 383.04 Open	
Columns Hidden 18		
		11/10 844

33. Review the **Change History** on the screen or select the appropriate line and click on the hyperlink under **Status** to review a workflow of the **Change Order** approval process.

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Change His Currency = Canad	story: PUR-2524-2000144 Jian Dollar				Ma Jarton			Do
Actions View Change Order	v v Format v 3 Ev Evreze 2 Detach al Wrap Description	Resulting Revision	Creation Date	Initiating Party	Initiator	Proposed Amount Change	Amour Change	Status
3	This is a change request	1	5/14/21	Supplier	Lynn Jones	-127.68	-127.6	Processed
2	because		5/12/21	Supplier	Lynn Jones	0.00	0.0	Canceled

ORACLE						r 6 🖗 🕛
Change Order Hist	tory: 3					Done 🗘
	126 6750		JI JI NO	AN WAY IN A WAY AND		
	Buyer				Supplier Enbridge Testing Ltd.	*
	Procurement BU	Global Enbridge Procurem	ent Business Unit		Supplier Site FSC Office	
	Sold-to Legal Entity	Enbridge Pipelines (Athab	asca) Inc LP		Status Processed	
	Order	PUR-2524-2000144				
	Description	This is a change request				
View v Format v	Freeze Detach					
		Performed By				
Action	Party	Name	Action Date	Additional Information		
Submit	Supplier	*	5/14/21 3:22 PM			
Approve	Approver	R	5/20/21 2:27 PM			
Approve	Approver	1 C	5/20/21 3:24 PM			
Implement Revision 1	Application		5/20/21 3:24 PM	This is a chance request		

34. Click **Done** to return to the **Change Order History** screen and **Done** to navigate back to the **Purchase Order Details** screen.

ORACLE						ŵ	P 🧐 🛄
Change Order Histo	ry: 3						Done
	1-6 10-2		11 111 10 201			1111	
	Buyer			S	upplier Enbridge Testing Ltd.		
	Procurement BU	Global Enbridge Procuren	ent Business Unit	Supp	lier Site SC Office		
S	old-to Legal Entity	Enbridge Pipelines (Athab	asca) Inc LP		Status Processed		
	Order	PUR-2524-2000144					
	Description	This is a change request					
View View Format View Free	eze Detach			*			
Action		Performed By	Action Date	Additional Information			
Action	Party	Name	Action Date	Additional information			
Submit	Supplier	*	5/14/21 3:22 PM				
Approve	Approver	P	5/20/21 2:27 PM				
Approve	Approver	1.00	5/20/21 3:24 PM				
Implement Revision 1	Application		5/20/21 3:24 PM	This is a change request			



35. Select **Done** to return to the **Manage Orders** screen and **Done** again to return to the Supplier Portal Dashboard.

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Manage Orders ⑦											Done
Headers Schedules	16 On	YON THINK I	MODEL SUDA	THE STREET				6 in the	ATT STE	751	NI deserve
Advanced Search							Basic	Manage Watchlist Saved Search	Changed or	Canceled	in the Last 30 Days 🗸
Search Results											
Actions View View Format V	1	🖓 🕞 Freeze 🕯	🖥 Detach 🚽 Wrap								
Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Change Order Status	Change Order	Life Cycle	Creation Date
PUR-2524-2000144	4/15/21		SC Office		383.04	CAD	Open			¢	4/15/21
O . PUR-2430-2000007	4/15/21		SC Office		400.00	CAD	Open	Pending Approval	4	Φ	4/15/21
4					-						*
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