

ENB Oracle Supplier Portal: Supplier Initiated Change Order Requests

Learning Guide
July 2021

Contents

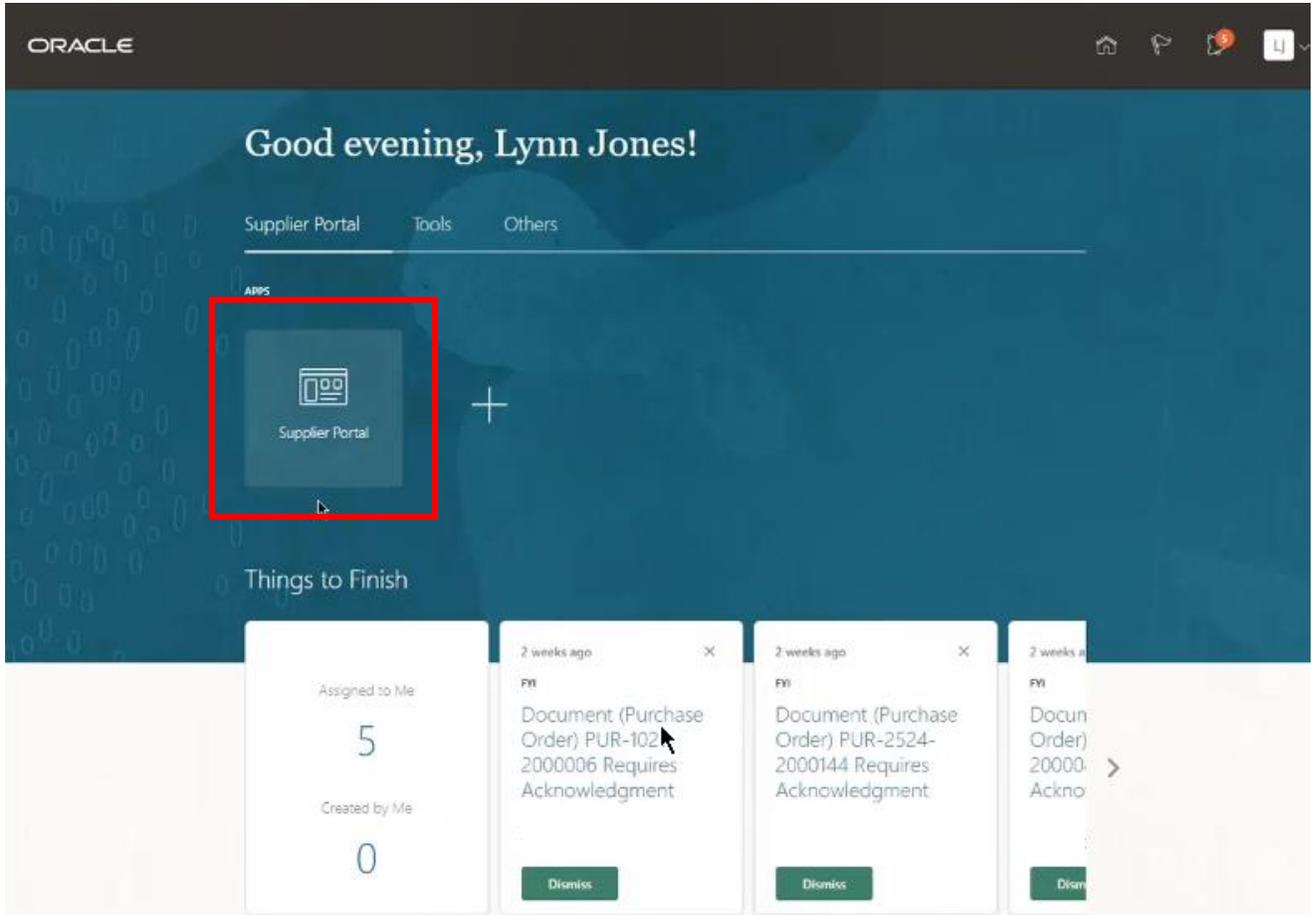
- Submitting a Purchase Order Change Request3
- Oracle Supplier Portal Landing Page 3
- Review Purchase Orders 5
- Submit a Change Order Request 7
- Amend a Submitted Change Order Request.....15

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
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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 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

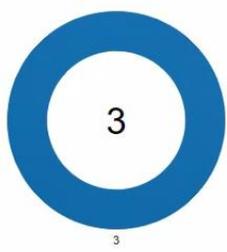
- Manage Contracts
- Manage Deliverables

Negotiations

- View Active Negotiations
- Manage Responses

Qualifications

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

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

ORACLE

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

Deliverables

- Manage Deliverables

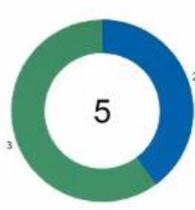
Negotiations

- 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

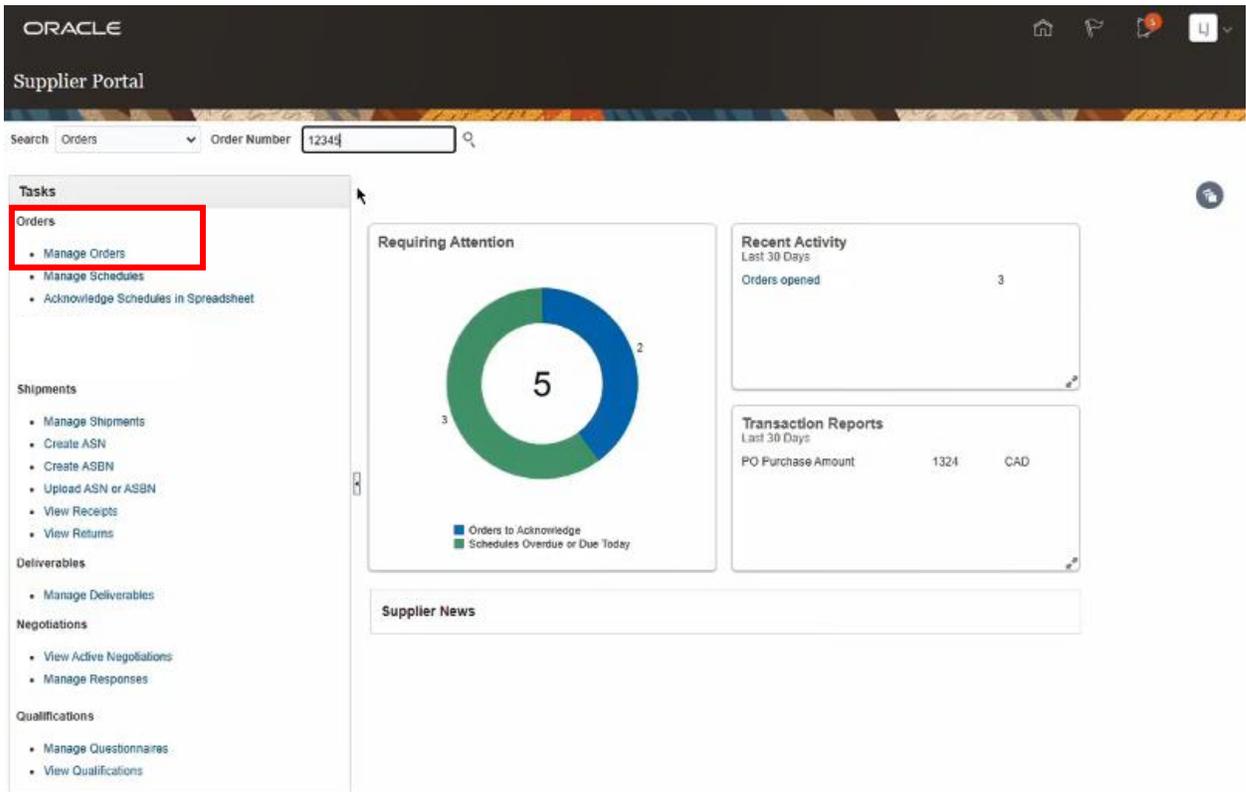
Orders opened	3
---------------	---

Transaction Reports
Last 30 Days

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

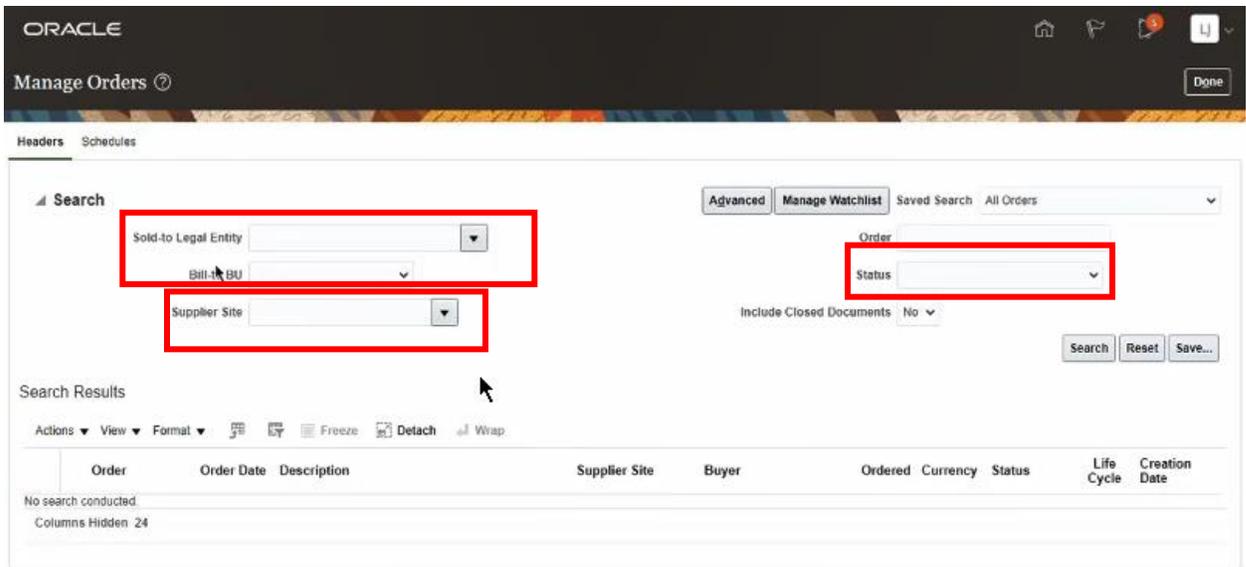
Supplier News

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



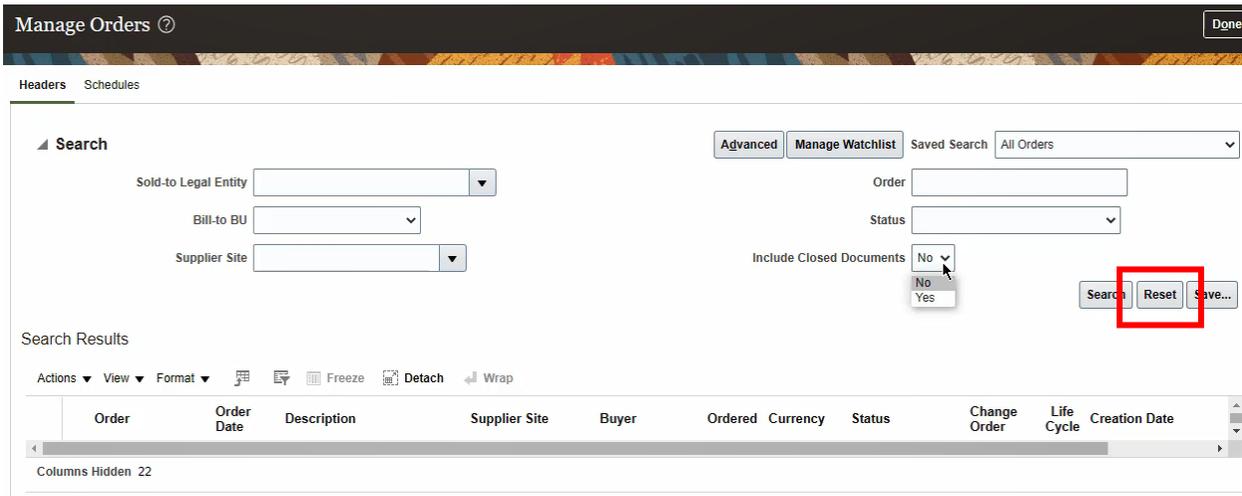
Review Purchase Orders

- 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**.

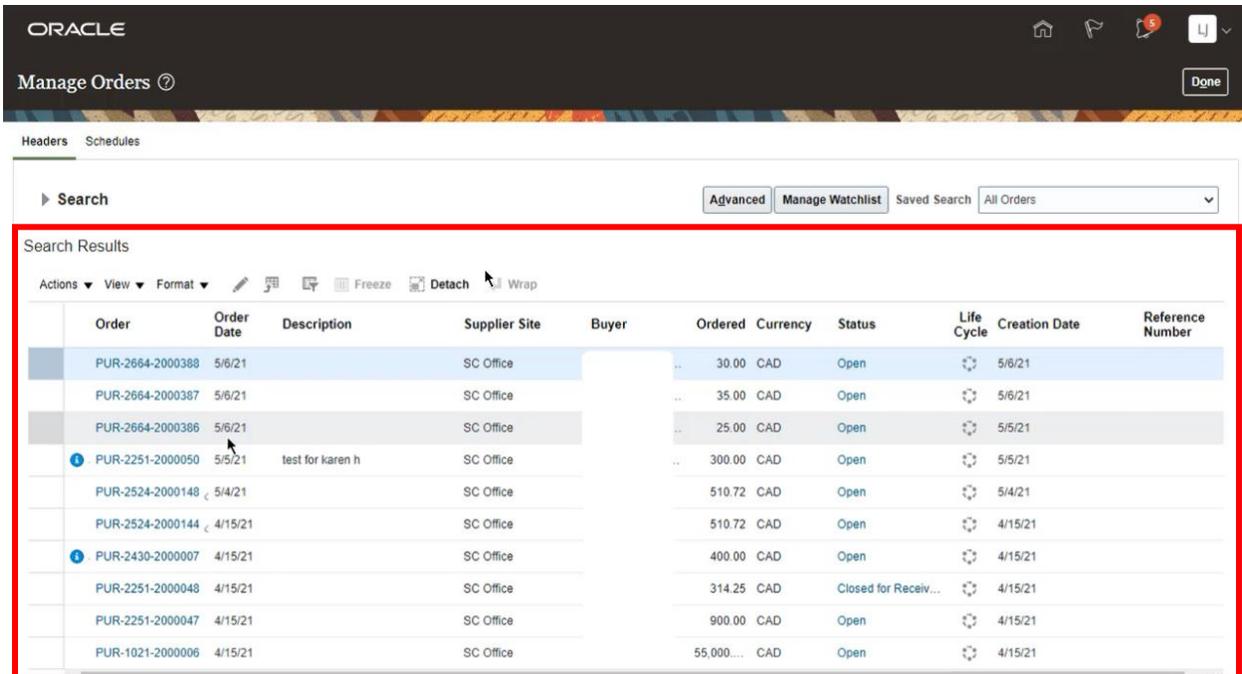


Additional activities you can perform from the **Manage Orders** screen include **Managing Orders, Schedules and Deliverables** or **Acknowledging a Purchase Order**. Please review our **Learning Guides** on these topics.

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



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



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

ORACLE Manage Orders

Search Results

Advanced Manage Watchlist Saved Search All Orders

Description	Supplier Site	Buyer	Ordered	Currency	Status	Change Order Status	Life Cycle	Creation Date
...	SC Office	...	30.00	CAD	Open		5/6/21	4/15/21
...	SC Office	...	35.00	CAD	Open		5/6/21	4/15/21
...	SC Office	...	25.00	CAD	Open		5/5/21	4/15/21
...	SC Office	...	300.00	CAD	Open	Pending Approval	5/5/21	4/15/21
...	SC Office	...	510.72	CAD	Open		5/4/21	4/15/21
...	SC Office	...	510.72	CAD	Open		4/15/21	4/15/21
...	SC Office	...	400.00	CAD	Open	Pending Approval	4/15/21	4/15/21
...	SC Office	...	314.25	CAD	Closed for Receiv...		4/15/21	4/15/21
...	SC Office	...	900.00	CAD	Open		4/15/21	4/15/21
...	SC Office	...	55,000.00	CAD	Open		4/15/21	4/15/21

Submit a Change Order Request

- 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**.*

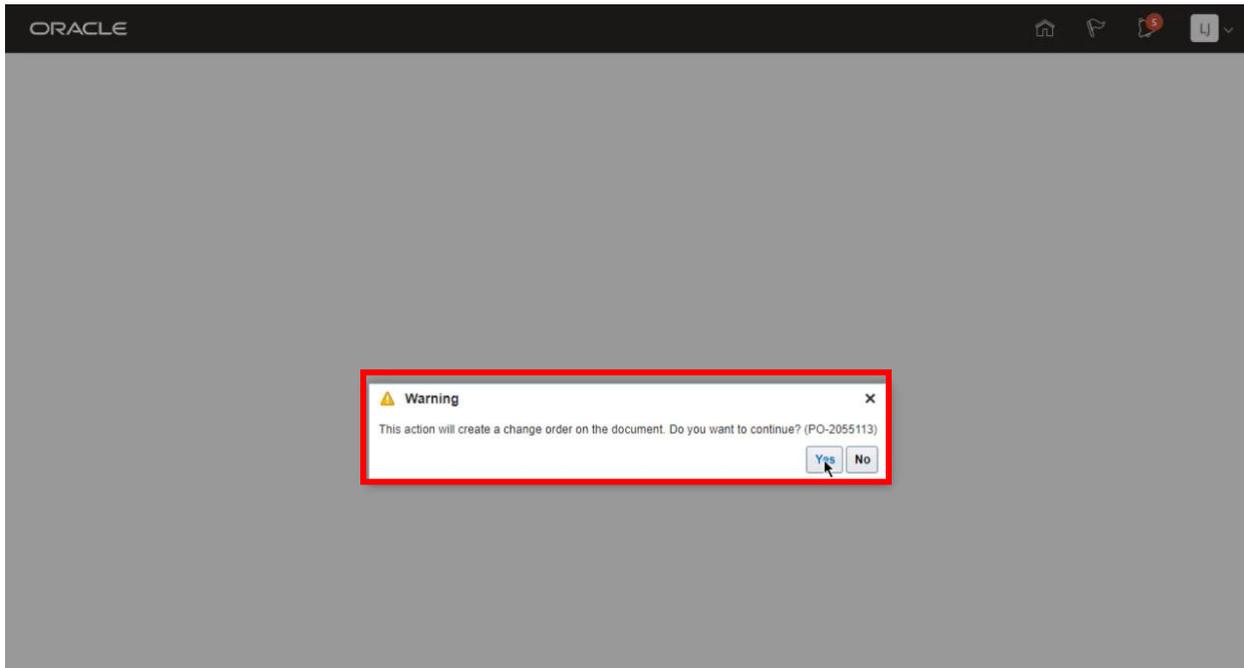
Manage Orders

Search Results

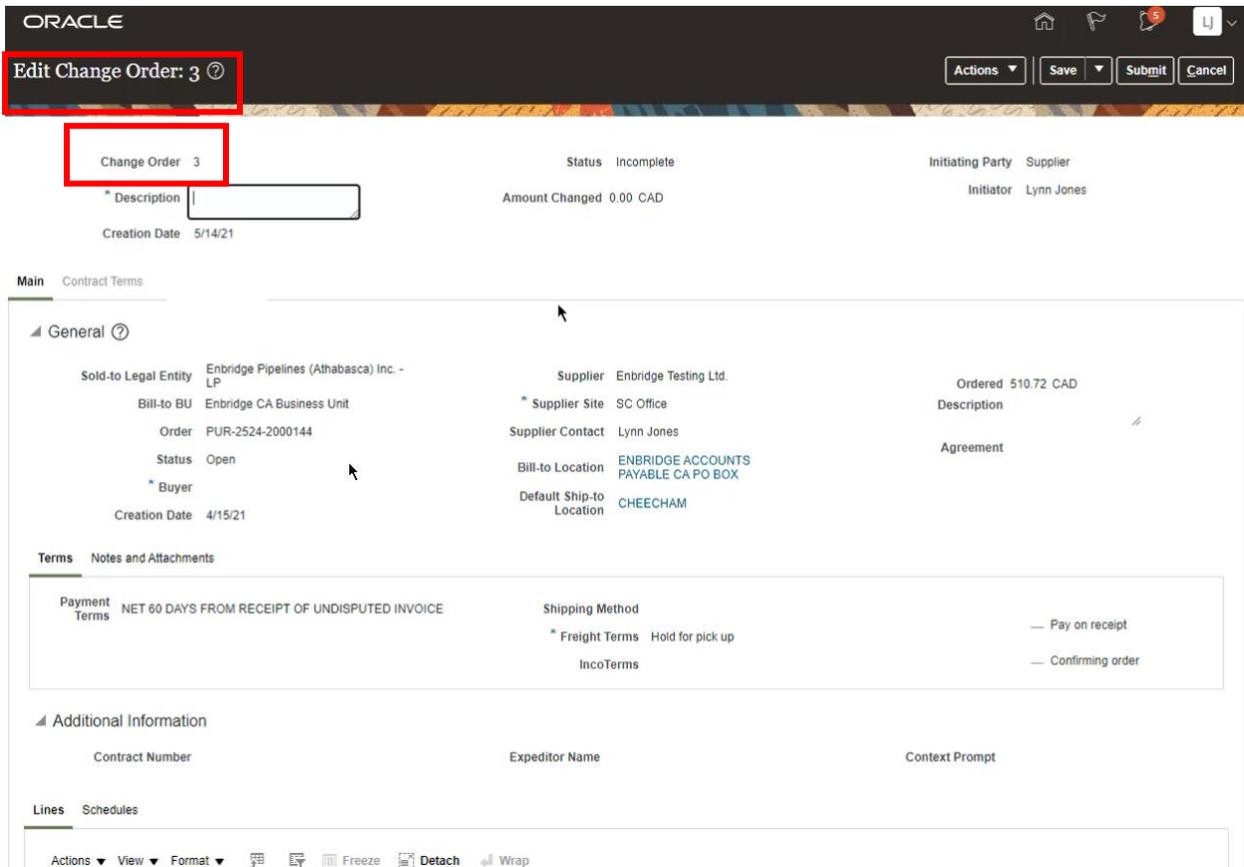
Advanced Manage Watchlist Saved Search All Orders

Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Change Order Status	Change Order	Life Cycle
5/6/21	...	SC Office	...	30.00	CAD	Open			
5/6/21	...	SC Office	...	35.00	CAD	Open			
5/6/21	...	SC Office	...	25.00	CAD	Open			
5/5/21	test for karen h	SC Office	...	300.00	CAD	Open	Pending Approval	1	
5/4/21	...	SC Office	...	510.72	CAD	Open			
4/15/21	...	SC Office	...	510.72	CAD	Open			
4/15/21	...	SC Office	...	400.00	CAD	Open	Pending Approval	4	
4/15/21	...	SC Office	...	314.25	CAD	Closed for Receiv...			
4/15/21	...	SC Office	...	900.00	CAD	Open			

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



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



11. Please provide a detailed **Description** of the change requested in the **Description** text box.

The screenshot shows the Oracle Change Order interface. At the top, there is a header with the Oracle logo and navigation icons. Below the header, the page title is "Edit Change Order: 3". There are buttons for "Actions", "Save", "Submit", and "Cancel".

The main content area displays the following information:

- Change Order: 3
- Status: Incomplete
- Initiating Party: Supplier
- Amount Changed: 0.00 CAD
- Initiator: Lynn Jones

A red box highlights the "Description" field, which contains the text "This is a change request".

Below this, there is a "Main" section with a "Contract Terms" tab. Under "Contract Terms", there is a "General" section with the following details:

- 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
- Agreement: /
- Status: Open
- Bill-to Location: ENBRIDGE ACCOUNTS PAYABLE CA PO BOX
- * Buyer
- Default Ship-to Location: CHEECHAM
- Creation Date: 4/15/21

Below the "General" section, there is a "Terms" section with "Notes and Attachments". Under "Notes and Attachments", there are two rows of information:

- Payment Terms: NET 60 DAYS FROM RECEIPT OF UNDISPUTED INVOICE
- Shipping Method: — Pay on receipt
- * Freight Terms: Hold for pick up
- IncoTerms: — Confirming order

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.

General

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	Agreement	
Status	Open	Bill-to Location	ENBRIDGE ACCOUNTS PAYABLE CA PO BOX		
* Buyer		Default Ship-to Location	CHEECHAM		
Creation Date	4/15/21				

Terms Notes and Attachments

Payment Terms	NET 60 DAYS FROM RECEIPT OF UNDISPUTED INVOICE	Shipping Method	— Pay on receipt
		* Freight Terms	Hold for pick up
		IncoTerms	— Confirming order

Additional Information

Contract Number	Expeditor Name	Context Prompt
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Lines Schedules

* Line	* Description	Supplier Item	Quantity	UOM	* Base Price	Price	Ordered	* Location	Note to Supplier	Change Reason	Maximo Deliver to Location
1	need to order 8 air heater	<input type="text"/>	8	Each	63.84	63.84	510.72	CHEECHAM		<input type="text"/>	

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.

Edit Change Order: 3 ? Actions Save Submit Cancel

Main Contract Terms

General ?

Sold-to Legal Entity Enbridge Pipelines (Athabasca) Inc. - LP
 Bill-to BU Enbridge CA Business Unit
 Order PUR-2524-2000144
 Status Open
 * Buyer
 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
 Default Ship-to Location CHEECHAM

Ordered 383.04 CAD
 Description
 Agreement

Terms Notes and Attachments

Payment Terms NET 60 DAYS FROM RECEIPT OF UNDISPUTED INVOICE
 Shipping Method
 * Freight Terms Hold for pick up
 IncoTerms

— Pay on receipt
 — Confirming order

Additional Information

Contract Number Expediter Name Context Prompt

Lines **Schedules**

Actions View Format X >> Freeze Detach Wrap

Line	Description	* Location	Quantity	UOM	Requested Delivery Date	Promised Delivery Date	Change Reason
1	need to order 8 air heaters for project XYZ	CHEECHAM	6	Each	4/20/21	6/30/21	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**.

Edit Change Order: 3 ? Actions Save Submit Cancel

Main Contract Terms

General ?

Sold-to Legal Entity Enbridge Pipelines (Athabasca) Inc. - LP
 Bill-to BU Enbridge CA Business Unit
 Order PUR-2524-2000144
 Status Open
 * Buyer
 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
 Default Ship-to Location CHEECHAM

Ordered 383.04 CAD
 Description
 Agreement

Terms Notes and Attachments

Payment Terms NET 60 DAYS FROM RECEIPT OF UNDISPUTED INVOICE
 Shipping Method
 * Freight Terms Hold for pick up
 IncoTerms

— Pay on receipt
 — Confirming order

Additional Information

Contract Number Expediter Name Context Prompt

Lines **Schedules**

Actions View Format X >> Freeze Detach Wrap

Line	Description	* Location	Quantity	UOM	Requested Delivery Date	Promised Delivery Date	Change Reason
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 are ready to proceed, click **Submit**.

Edit Change Order: 3 [Actions] [Save] [Submit] [Cancel]

Main Contract Terms

General

Sold-to Legal Entity: Enbridge Pipelines (Athabasca) Inc. - LP
Supplier: Enbridge Testing Ltd.
Ordered: 383.04 CAD
Bill-to BU: Enbridge CA Business Unit
* Supplier Site: SC Office
Description:
Order: PUR-2524-2000144
Supplier Contact: Lynn Jones
Agreement:
Status: Open
Bill-to Location: ENBRIDGE ACCOUNTS PAYABLE CA PO BOX
* Buyer:
Default Ship-to Location: CHEECHAM
Creation Date: 4/15/21

Terms Notes and Attachments

Payment Terms: NET 60 DAYS FROM RECEIPT OF UNDISPUTED INVOICE
Shipping Method: — Pay on receipt
* Freight Terms: Hold for pick up
IncoTerms: — Confirming order

Additional Information

Contract Number: Expeditor Name: Context Prompt:

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

ORACLE Manage Orders [Done]

Confirmation

The change order 3 for document Purchase Order number PUR-2524-2000144 was submitted for approval. [OK]

Search: Sold-to Legal Entity, Bill-to BU, Supplier Site, Include Closed Documents: No

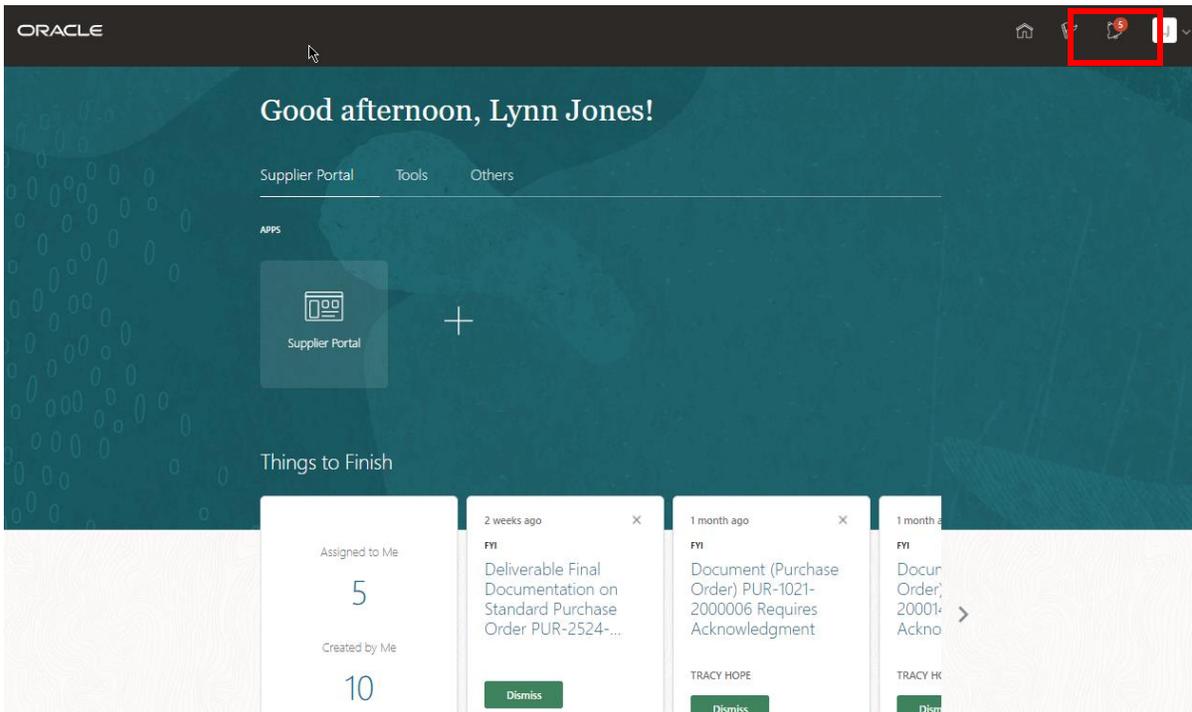
Search Results

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Change Order Status	Change Order
-------	------------	-------------	---------------	-------	---------	----------	--------	---------------------	--------------

Columns Hidden: 21

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 your Supplier Portal landing page.



Document (Supplier Change Order) PUR-2524-2000144 (Requisition REQ-2524-1000002) Changed

Actions ▾

Details

Assignee	From Lynn Jones	Sold-to Legal Entity	Enbridge Pipelines (Athabasca) Inc. - LP
Assigned Date	5/20/21 3:25 PM	Order	PUR-2524-2000144
Expiration Date	6/19/21 3:25 PM	Procurement BU	Global Enbridge Procurement Business Unit
Task Number	285443	Buyer	
		Justification	

Change Order Details

Change Order	3	New Order Amount	383.04 CAD
Description	This is a change request		
Initiating Party	Supplier		
Creation Date	5/14/21 3:20 PM		

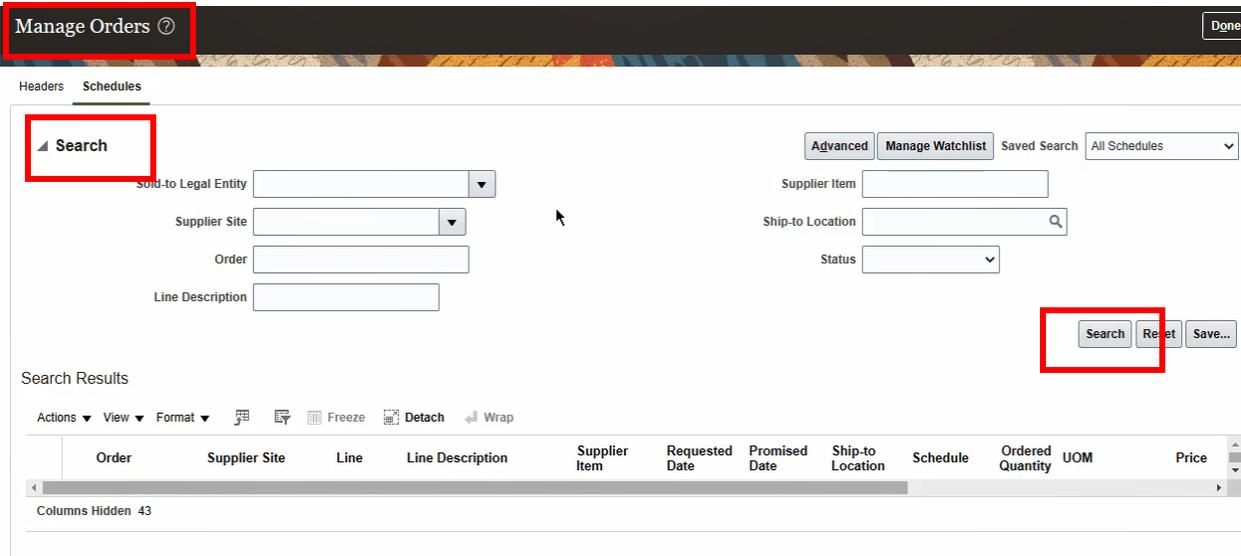
Order Details

Supplier	Enbridge Testing Ltd.	Description	
Supplier Site	SC Office	Note to Supplier	Time to get information up front before starting work
Ship-to Location	CHEECHAM	Requisitioning BU	CA - 2524 - Enbridge Pipelines (Athabasca) Inc. - LP
Supplier Order	12345	Requisition	REQ-2524-1000002
		Requester	
		Cost Center	401000

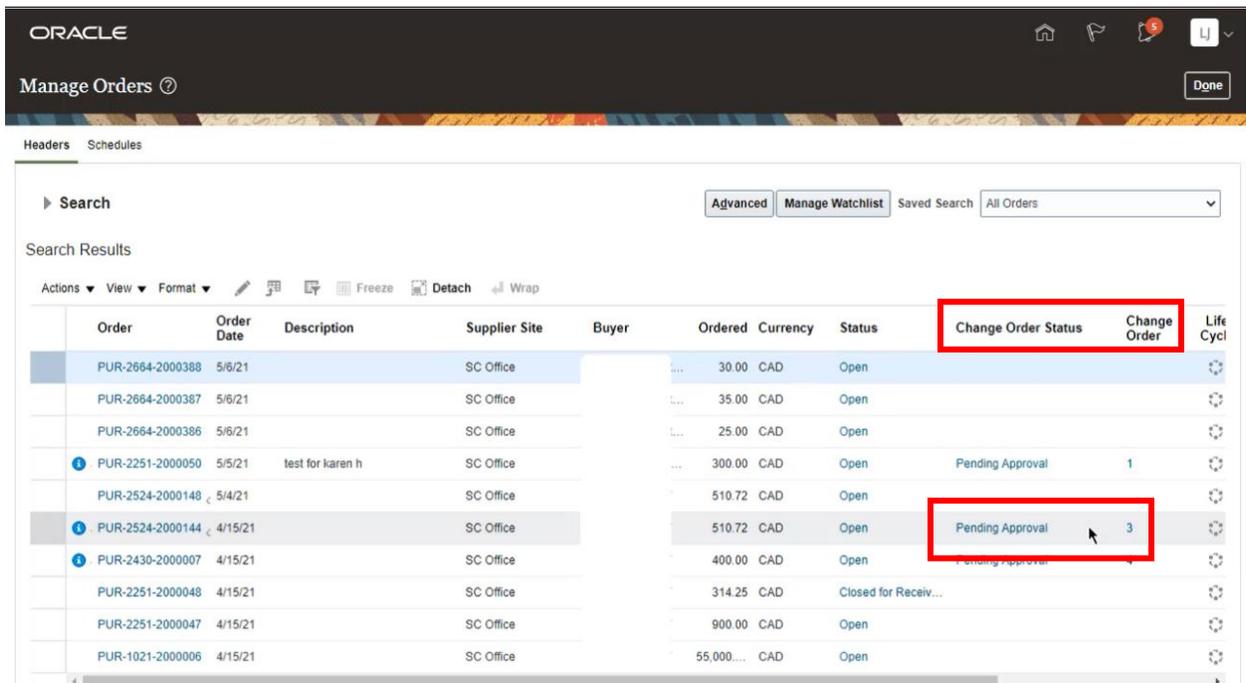
Attachments

PO_300000014263517_PUR-2524-2000144_3.pdf

18. 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.



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.



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

ORACLE

Change Order History: 7

Buyer Enbridge Buyer

Sold-to Legal Entity Enbridge Inc - CORP

Order PUR-2251-2000047

Description Request new delivery date

Supplier Enbridge Testing Ltd.

Supplier Site SC Office

Status Pending Approval

View Format Freeze Detach Wrap

Action	Performed By	Action Date	Additional Information
Submit	Lynn Jones	7/2/21 6:33 PM	

Done

Amend a Supplier Submitted Change Order Request

- 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.

ORACLE

Manage Orders

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	Life Cycle
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	Pending Approval	3	
PUR-2430-2000007	4/15/21		SC Office		400.00	CAD	Open	Pending Approval	4	
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		55,000.00	CAD	Open			

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

ORACLE

Change Order: 3

Acknowledge View PDF Actions Done

Change Order 3 Status Pending Approval Initiating Party Supplier

Description This is a change request Initiator Lynn Jones

Creation Date 5/14/21

Main Contract Terms

General

Sold-to Legal Entity Enbridge Pipelines (Athabasca) Inc. - LP Supplier Enbridge Testing Ltd. Ordered 383.04 CAD

Bill-to BU Enbridge CA Business Unit Supplier Site SC Office Description

Order PUR-2524-2000144 Supplier Contact Lynn Jones Agreement

Status Open Bill-to Location ENBRIDGE ACCOUNTS PAYABLE CA PO BOX Supplier Order 12345

Buyer Ship-to Location CHEECHAM

Creation Date 4/15/21

Terms Notes and Attachments

Payment Terms NET 60 DAYS FROM RECEIPT OF UNDISPUTED INVOICE Shipping Method

Freight Terms Hold for pick up

FOB

— Pay on receipt

— Confirming order

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

ORACLE

Change Order: 3

Acknowledge View PDF Actions Done

Change Order 3 Status Pending Approval Initiator Lynn Jones

Description This is a change request

Creation Date 5/14/21

Main Contract Terms

General

Sold-to Legal Entity Enbridge Pipelines (Athabasca) Inc. - LP Supplier Enbridge Testing Ltd. Ordered 383.04 CAD

Bill-to BU Enbridge CA Business Unit Supplier Site SC Office Description

Order PUR-2524-2000144 Supplier Contact Lynn Jones Agreement

Status Open Bill-to Location ENBRIDGE ACCOUNTS PAYABLE CA PO BOX Supplier Order 12345

Buyer Ship-to Location CHEECHAM

Creation Date 4/15/21

Terms Notes and Attachments

Payment Terms NET 60 DAYS FROM RECEIPT OF UNDISPUTED INVOICE Shipping Method

Freight Terms Hold for pick up

FOB

— Pay on receipt

— Confirming order

Additional Information

Edit

Delete

Acknowledge

Withdraw

Cancel Change Order

Review Changes

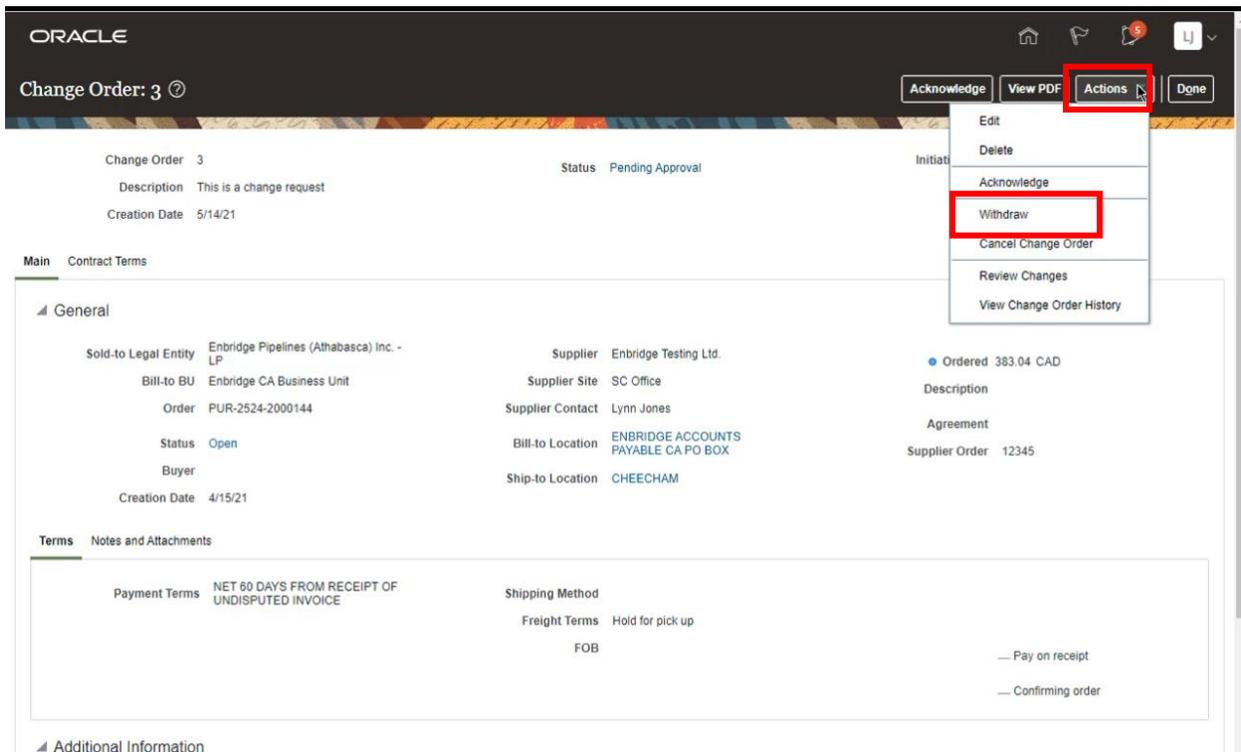
View Change Order History

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**.

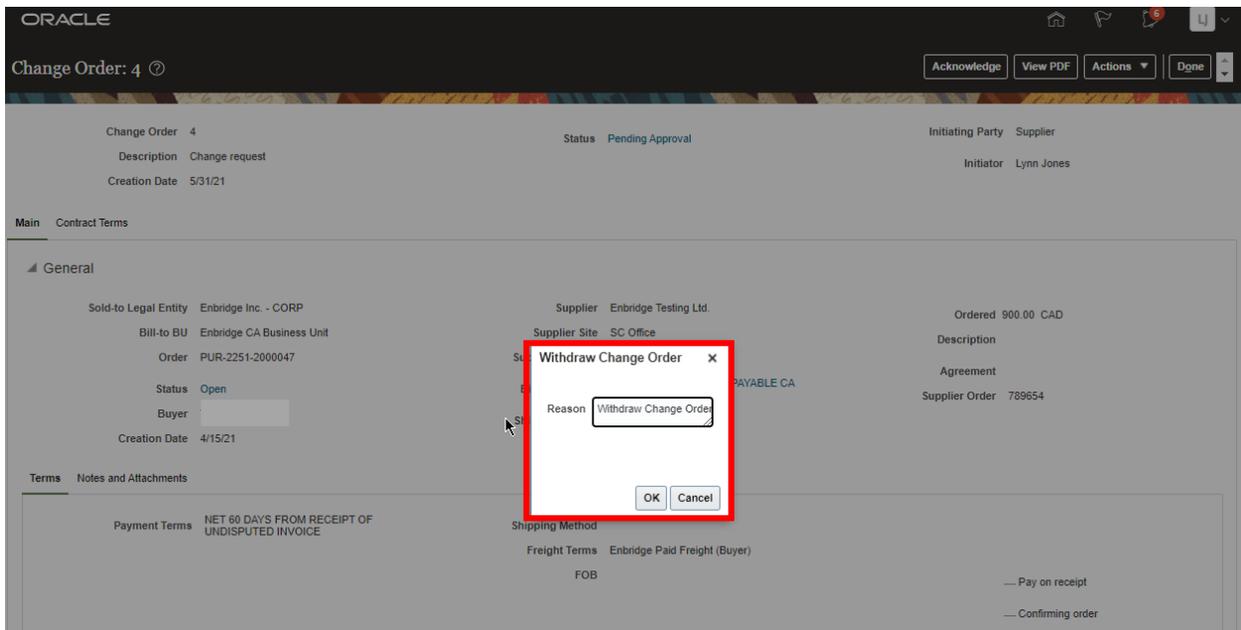
The screenshot displays the Oracle Change Order interface. At the top, the Oracle logo is on the left, and navigation icons are on the right. The main header shows 'Change Order: 3' with a help icon. Below this, there are buttons for 'Acknowledge', 'View PDF', 'Actions', and 'Done'. The 'Actions' button is highlighted with a red box, and its dropdown menu is open, also highlighted with a red box. The menu items are: 'Edit', 'Delete', 'Acknowledge', 'Withdraw', 'Cancel Change Order', 'Review Changes', and 'View Change Order History'. The main content area shows details for Change Order 3, including its description 'This is a change request', creation date '5/14/21', and status 'Pending Approval'. Below this, there are sections for 'Main Contract Terms', 'General' (with fields for legal entity, supplier, order, status, and buyer), 'Terms Notes and Attachments' (with fields for payment terms, shipping method, and freight terms), and 'Additional Information'.

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.

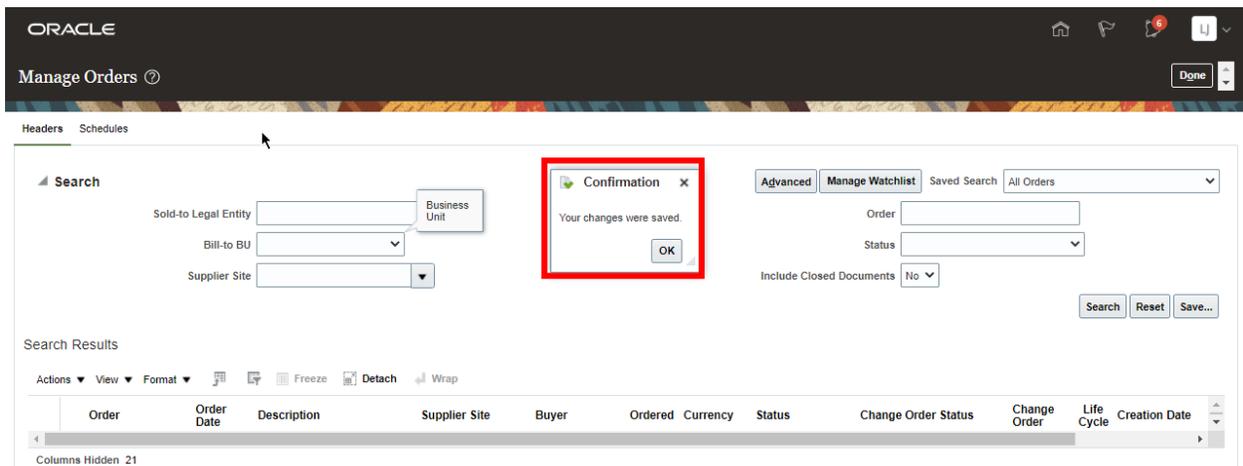
This will remove your Change Request from the approval workflow and you will need to resubmit a new Change Request if required. Once the Change Order is resubmitted, the approval process will restart.



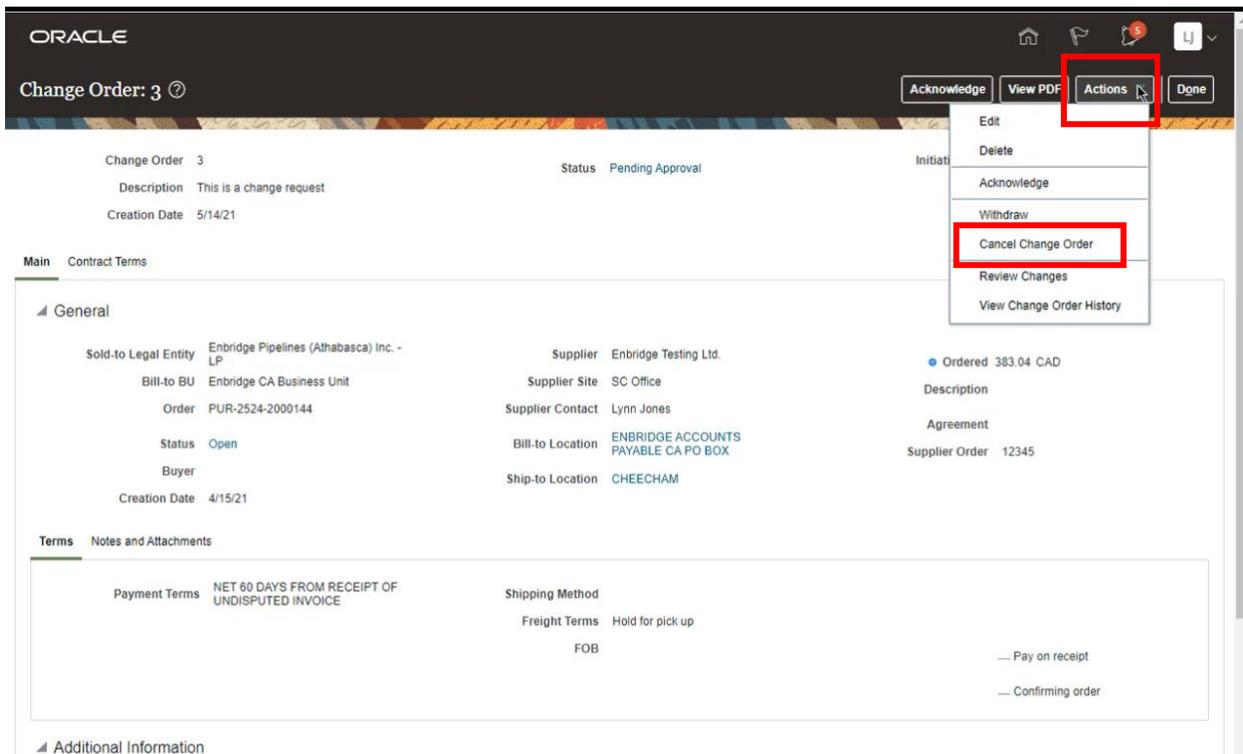
26. You will be prompted to enter your **Reason** for withdrawing your **Change Order** request. Click **OK** to return to the **Manage Orders** screen.



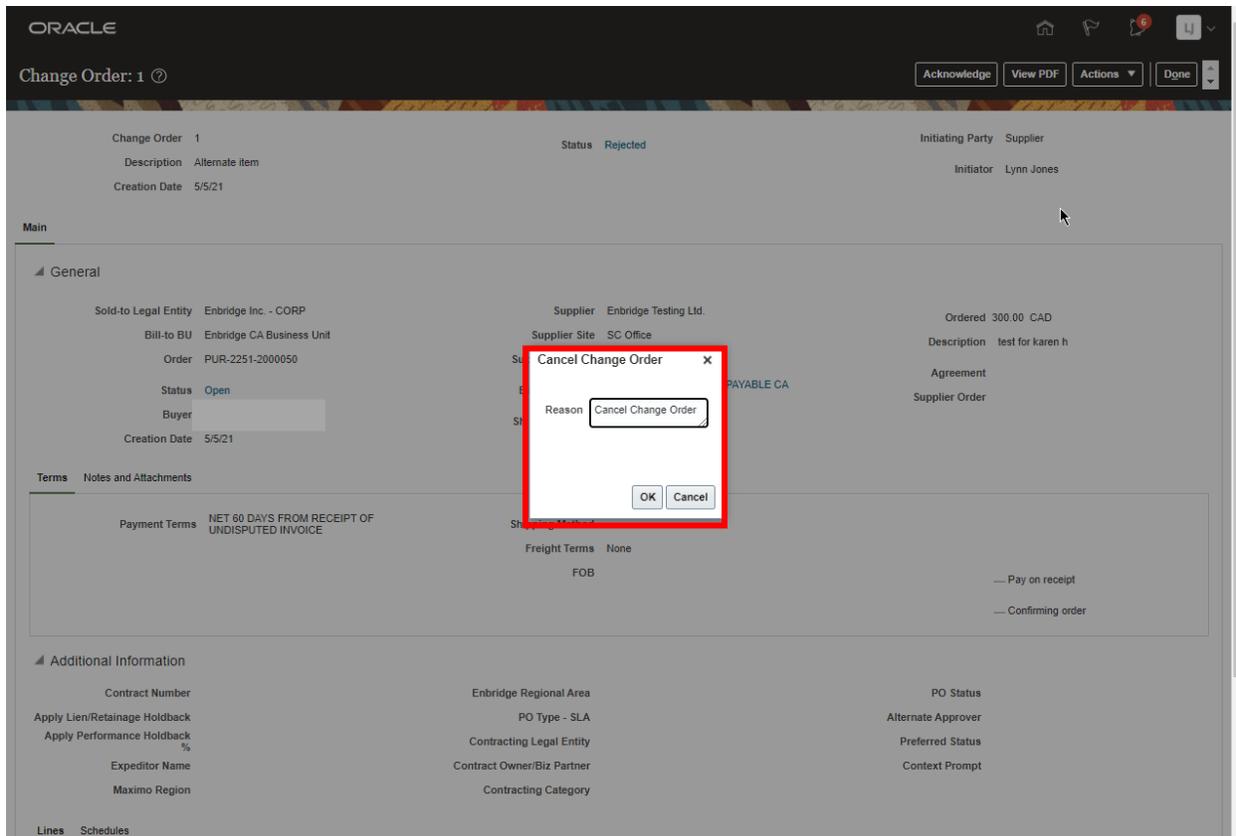
27. A **Confirmation** notification will confirm that your **Withdraw** request has been completed.



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

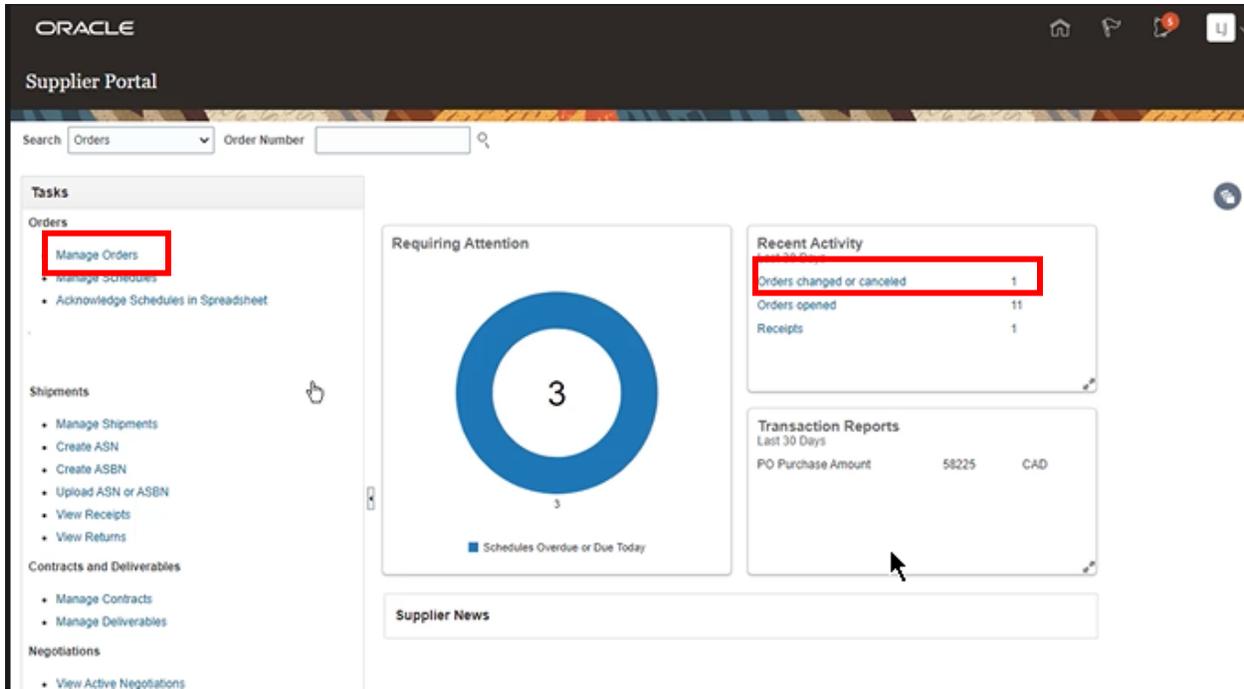


29. You will be prompted to enter your **Reason** for cancelling your **Change Order** request. Click **OK** to return to the **Manage Orders** screen.

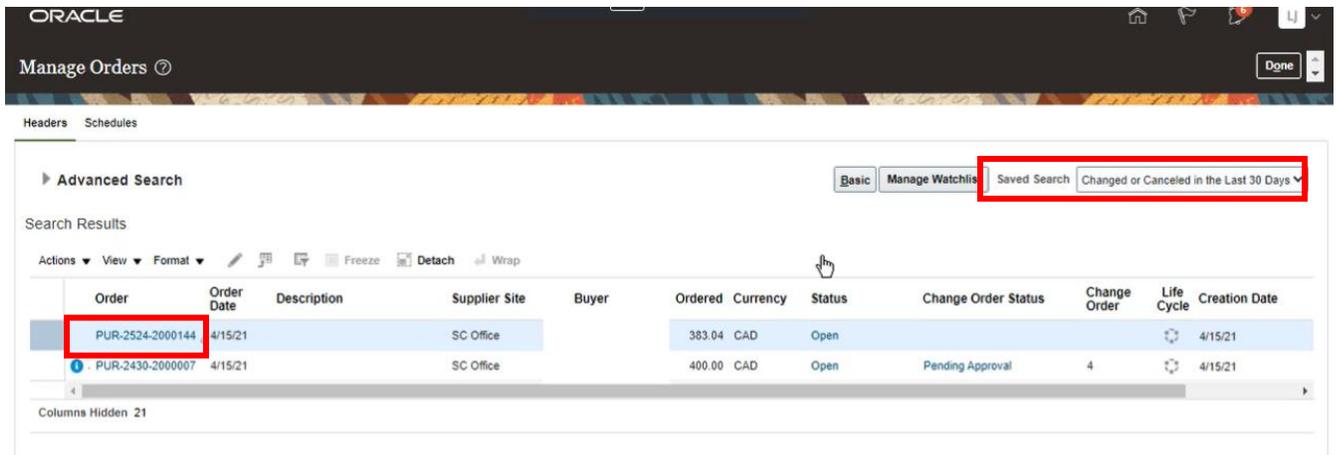


View an Approved or Cancelled Change Order

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**.



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.



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

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Purchase Order: PUR-2524-2000144

Acknowledge View PDF **Actions** Done

Main Contract Terms

General

Sold-to Legal Entity Enbridge Pipelines (Athabasca) Inc. - LP Supplier Enbridge Testing Ltd. Ordered 383.04

Bill-to BU Enbridge CA Business Unit Supplier Site SC Office Description

Order PUR-2524-2000144 Supplier Contact Lynn Jones Source Agreement

Status Open Bill-to Location ENBRIDGE ACCOUNTS PAYABLE CA PO BOX Supplier Order 12345

Buyer Ship-to Location CHEECHAM

Creation Date 4/15/21

Order Life Cycle

Ordered 400

Amount (CAD)

View Details

Cancel Document

View Document History

View Change History

View Revision History

Terms Notes and Attachments

Required Acknowledgment Document Shipping Method

Payment Terms NET 60 DAYS FROM RECEIPT OF UNDISPUTED INVOICE Freight Terms Hold for pick up — Pay on receipt

IncoTerms — Confirming order

Additional Information

Contract Number Expeditor Name

Lines Schedules

Actions View Format Freeze Detach Wrap

Line	Item	Description	Quantity	UOM	Base Price	Price	Ordered	Status	Maximo Deliver to Location	GIS Coordinates	PO Insp
1		need to order 8 air heater	6	Each	63.84	63.84	383.04	Open			

Columns Hidden 18

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.

ORACLE

Change History: PUR-2524-2000144

Currency = Canadian Dollar

Actions View Format Freeze Detach Wrap

Change Order	Description	Resulting Revision	Creation Date	Initiating Party	Initiator	Proposed Amount Change	Amount Change	Status
3	This is a change request	1	5/14/21	Supplier	Lynn Jones	-127.68	-127.68	Processed
2	because		5/12/21	Supplier	Lynn Jones	0.00	0.00	Canceled

ORACLE

Change Order History: 3 Done

Buyer: Procurement BU Global Enbridge Procurement Business Unit
 Sold-to Legal Entity: Enbridge Pipelines (Athabasca) Inc. - LP
 Order: PUR-2524-2000144
 Description: This is a change request

Supplier: Enbridge Testing Ltd.
 Supplier Site: SC Office
 Status: Processed

View Format Freeze Detach Wrap

Action	Party	Name	Action Date	Additional Information
Submit	Supplier		5/14/21 3:22 PM	
Approve	Approver		5/20/21 2:27 PM	
Approve	Approver		5/20/21 3:24 PM	
Implement Revision 1	Application		5/20/21 3:24 PM	This is a change request

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

ORACLE

Change Order History: 3 Done

Buyer: Procurement BU Global Enbridge Procurement Business Unit
 Sold-to Legal Entity: Enbridge Pipelines (Athabasca) Inc. - LP
 Order: PUR-2524-2000144
 Description: This is a change request

Supplier: Enbridge Testing Ltd.
 Supplier Site: SC Office
 Status: Processed

View Format Freeze Detach Wrap

Action	Party	Name	Action Date	Additional Information
Submit	Supplier		5/14/21 3:22 PM	
Approve	Approver		5/20/21 2:27 PM	
Approve	Approver		5/20/21 3:24 PM	
Implement Revision 1	Application		5/20/21 3:24 PM	This is a change request

ORACLE

Purchase Order: PUR-2524-2000144 Acknowledge View PDF Actions Done

Main Contract Terms

General

Sold-to Legal Entity: Enbridge Pipelines (Athabasca) Inc. - LP
 Bill-to BU: Enbridge CA Business Unit
 Order: PUR-2524-2000144
 Status: Open
 Buyer: [Name]
 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: CHEECHAM

Ordered: 383.04 CAD
 Description: ENBRIDGE ACCOUNTS PAYABLE CA PO BOX
 Source Agreement: [Name]
 Supplier Order: 12345

Order Life Cycle

Ordered: 383.04 CAD

View Details

Terms

Notes and Attachments

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

Shipping Method: — Pay on receipt
 Freight Terms: Hold for pick up

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

Headers Schedules

Advanced Search Basic **Manage Watchlist** Saved Search Changed or Canceled in the Last 30 Days

Search Results

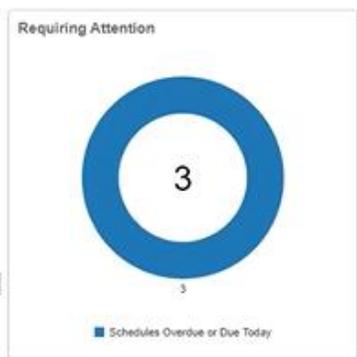
Actions View Format Freeze Detach Wrap

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
PUR-2430-2000007	4/15/21		SC Office		400.00	CAD	Open	Pending Approval	4		4/15/21

Columns Hidden 21

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