Enbridge Accounts Payable

Invoice Requirements

As of August 5th 2019, all invoices submitted to Accounts Payable (AP) must contain the following information. If any of the below information is missing from an invoice, the invoice is subject to rejection. If an invoice is rejected, a notification stating the rejection reason will be emailed to the supplier and the Enbridge contact person (if one is listed on the invoice).

Note: The information must be indicated on the actual invoice. Information included in the body of the email will not be accepted.

Invoice Information Requirements

- Supplier name
- Supplier address
- Correct "Bill To" entity name
- Invoice date
- Invoice number
- Invoice total amount (taxes must be broken out on a separate line)
- Specify the amount and country of any services provided in a foreign country
- Name of Enbridge business contact
- **Routing information:**
    - For Invoice Only we require a:
        - Route Code (only for legacy Spectra Energy companies), or
        - Name of Enbridge business contact
    - For Purchase order (PO) we require a PO number
    - For Work order (WO) we require a WO number
    - For Service Release Order (SRO) we require an SRO number
- If a Purchase Order or Work Order or Service Release Order is being used, the following information must be included on the invoice and exactly match the contract or else the invoice will be rejected:
    - Contract line item number and description
    - Quantity and price
    - Unit of measure
    - Maximum of 30 contract line items per invoice

Invoice Email Submission Requirements

- One invoice per email
- Invoice image must be in PDF format
- One invoice per PDF file (file may contain multiple pages)
- PDF file must be smaller than 10MB
- PDF file cannot contain encryption features
- Submission email address has not changed

If you are missing any required information, please contact your Enbridge business contact.