

Invoice requirements (pre-ERP transformation)

All invoices submitted to Accounts Payable (AP) for the Enbridge entities listed on page 2, must contain the following information. **If any of the below information is missing from an invoice, the invoice may be rejected.** 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 non-purchase order invoices, only we require a:
 - Route code (only for legacy Spectra Energy companies),
 - 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.

Impacted entities (Pre-ERP transformation)

2562961 Ontario Ltd.

Alliance Canada Marketing L.P.

EGNB Services LP - GDS

Enbridge Energy Distribution Inc.

Enbridge Gas Inc. (O/A Enbridge Gas Distribution)

Enbridge Gas Inc. (O/A Union Gas)

Enbridge Gas New Brunswick Inc. - GDS

Enbridge Gas New Brunswick Limited Partnership - GDS

Enbridge Gas Storage Inc.

Enbridge Risk Management (U.S.) L.L.C.

Gazifere Inc. - GDS

Market Hub Partners Canada LP

Market Hub Partners Management Inc.

Niagara Gas Transmission Limited

Sarnia Airport Storage Pool LP

Sarnia Airport Storage Pool Management Inc.

St. Clair Pipelines LP

Tidal Energy Marketing (U.S.) L.L.C.

Tidal Energy Marketing Inc.

Union Energy Solutions LP
