ENB Oracle Supplier Portal: Manage Orders, Schedules, and Deliverables

Learning Guide July 2021

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Manage Orders, Schedules, and Deliverables

Purpose

This learning guide provides details of how to manage orders, schedules, and deliverables 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		
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Manage Deliverables Negotiations View Active Negotiations Manage Responses Gualifications Manage Questionnaires View Qualifications	Supplier News	

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

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Manage Orders

5. 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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6. If you wish to customize your **Search Results** and **Save** your frequent searches to have them run automatically. Use the **Manage Watchlist** feature to view your saved searches.

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 Click the Search button once you have populated your search parameters or leave the fields blank to include all Purchase Orders. You can include Closed Purchase Orders in your search by setting the Include Closed Documents field to Yes.

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

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PUR-2430-200007 4/15/21 PUR-2430-200007 4/15/21 PUR-2251-2000046 4/15/21	SC Office SC Office		510.72 500.00 314.25	CAD CAD CAD	Open Open Open	0 0	4/15/21 4/15/21 4/15/21
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You can customize the fields that display in the **Search Results** area clicking **View** \rightarrow **Columns** \rightarrow and check the fields you want to display.

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9. To download a list of **Purchase Orders** from the **Search Results** work area, click on the **spreadsheet** icon to export a file to **MS Excel**.

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PUR-2251-2000047 4/15/21 SC Office 90	0.00 CAD	Open				ç
PUR-1021-2000006 4/15/21 SC Office 35,00	0 CAD	Open				ť,
4)

10. Click on the Order hyperlink to view the Purchase Order details screen.

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	PUR-2664-2000386	5/6/21		SC Office		25.00	CAD	Open				0 ^{~1} 0 1 ₀ 7
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	PUR-2430-2000007	4/15/21		SC Office		400.00	CAD	Open				0
	PUR-2251-2000048	4/15/21		SC Office		314.25	CAD	Closed fo	r Receiv			0

11. The **Purchase Order** details are displayed on the screen. Refer to the **Purchase Order Reference Guide** to review the specific elements of the **Purchase Order**.

urchase Order:]	PUR-2251-2000048 ②			Acknowledge View F	PDF Actions	D <u>o</u> ne
lain	V 6 60 00				AN MAY DAMAN	V. 6.
General						
Sold-to Legal Entity	Enbridge Inc CORP	Supplier	Enbridge Testing Ltd.	Ordered	314.25 CAD	
Bill-to BU	Enbridge CA Business Unit	Supplier Site	SC Office	Description		
Order	2251-2000048	Supplier Contact	Lynn Jones	Source		
Status	Closed for Receiving	Bill-to Location	ENBRIDGE ACCOUNTS PAYABLE CA PO BOX	Agreement Supplier Order	ĸ	
Buyer		Ship-to Location	CA-AB-CALGARY-001			
Creation Date	4/15/21					
Terms Notes and Atta	chments					
Required Acknowledgment	Document NET 60 DAYS FROM	Shipping Method	Enbridge Paid Freight		Pay on receipt	
Payment Terms	RECEIPT OF	Freight Terms	(Buyer)			
		IncoTerms			 Confirming ord 	er
Additional Inform	ation					
Contrac	t Number		Exped	litor Name		

Manage Schedules

12. To view your **Purchase Order** schedules click on the **Manage Schedules** link from the Supplier Portal dashboard.



13. Use the **Search** parameters available to narrow your search results or click the **Search** button to view all your **Purchase Orders**.

Manage Orders ⑦							D <u>o</u> ne
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Supplier Site	h		Ship-to Location		٩		
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Actions ▼ View ▼ Format ▼ 第 🖫 Freeze 😭 Detach 📣 Wrap							
Order Supplier Site Line Line Description	Supplier Item	Requested Date	Promised Ship Date Loca	-to Schedule	Ordered Quantity	a MC	rice
							+
Columns Hidden 43							

14. The Search Results work area will display your order details as well as the delivery details. 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.

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	Order Supplier S	ite Line	Line Description	Supplie Item	r Requested Date	Promised Date	Ship-to Location	Sched) le	Ordered Quantity	UOM	Price
	PUR-2664-2000388 SC Office	1	FUSE:CARTRIDGE;LOW VC	DL.	5/18/21	5/19/21	HANGING	1	100	Each	0.30
	PUR-2664-2000387 SC Office	1	FLANGE:BLIND;DOUBLE F	NC	5/19/21	5/20/21	ECS - TH	1	100	Each	0.35
	PUR-2664-2000386 SC Office	1	FILTER:NM;EMI		5/24/21	5/25/21	SARNIA	1	100	Each	0.25
	DUR-2251-2000050 SC Office	1	test		5/19/21		CA-AB	1			
4	. PUR-2524-2000148 SC Office	1	need to order 8 air heaters fo	r)	5/4/21	5/4/21	CHEECHAM	1	8	Each	63.84
	B . PUR-2251-2000049 SC Office	1	test				CA - SK	1			
4	PUR-2524-2000144 SC Office	1	need to order 8 air heaters fo	r)	4/20/21	4/20/21	CHEECHAM	1	8	Each	63.84
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	PUR-2251-2000047 SC Office	1 📮	Requisition - Approved REQ	wi	4/22/21	6/30/21	CA-AB-CA	1			
	PUR-1021-2000006 SC Office	1	Q A Services for Approvals in	U	4/15/21	7/31/21	CA-AB-CA	1			
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15. Clicking on the **Ship-to Location** hyperlink will display additional ship address information. Click on the **Order** hyperlink to be directed to the **Purchase Order** details screen (see **Steps 10-11** above, on reviewing the **Purchase Order**).

Manage Orders ⑦					D <u>o</u> ne
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▶ Search		A	dvanced Manage Watchlist	Saved Search All Schedules	~
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Actions 🔻 View 🔻 Format 👻 🎢 🖽 Free	ze 📄 Detach 📣 Wrap				
Order Supplier Site Line	Line Description Supplier Item	Requested Promised Date Date	Ship-to Schedule Location	Ordered UOM Pr Quantity	ice
PUR-2664-2000388 SC Office 1	FUSE:CAL TRIDGE, LOW VOL	0/10/21 0/19/21	HANGING 1	100 Each 0).30
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PUR-2664-2000386 SC Office 1	FILTER:NIII;EN Note to Note to Supplier	o Supplier	SARNIA 1	100 Each 0).25
PUR-2251-2000050 SC Office 1	test	Done	CA-AB 1		
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PUR-2251-200004§ SC Office 1	test		CA-SK 1		
▲ - PUR-2524-2000144 SC Office 1	need to order 8 air heaters for p	4/20/21 4/20/21	CHEECHAM 1	8 Each 63	3.84
▲ - PUR-2430-2000007 SC Office 1	asdf ABCDE	2/24/21 2/24/21	CA-AB-CA 1		
PUR-2251-2000048 SC Office 1	RADIO:NM;WITH (2) ANTENN.	1/26/21 1/26/21	CA-AB-CA 1	1 Each 314	.25
PUR-2251-2000047 SC Office 1	Requisition - Approved REQ wi	4/22/21 6/30/21	CA-AB-CA 1		
PUR-1021-2000006 SC Office 1	Q A Services for Approvals in U	4/15/21 7/31/21	CA-AB-CA 1		

16. Click **Done** to return to your **Supplier Portal** dashboard.

Manage	Orders ⑦											Dor
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leaders 5	Schedules											
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Actions	View v Format	• 💉 🎵 🛛	Freeze	🗐 Detach 🚽 Wrap								
	Order	Supplier Site	Line	Line Description	Supplier Item	Requested Date	Promised Date	Ship-to Location	Schedule	Ordered Quantity	UOM	Price
	PUR-2664-2000388	SC Office	1	FUSE:CARTRIDGE;LOW VO	Ľ	5/18/21	5/19/21	HANGING	1	100	Each	0.30
	PUR-2664-2000387	SC Office	1	FLANGE:BLIND;DOUBLE FA	с	5/19/21	5/20/21	ECS - TH	1	100	Each	0.35
	PUR-2664-2000386	SC Office	1	FILTER:NM;EMI		5/24/21	5/25/21	SARNIA	1	100	Each	0.25
0	PUR-2251-2000050	SC Office	1	test		5/19/21		CA-AB	1			
	PUR-2524-200014	SC Office	1	need to drder 8 air heaters for	I	5/4/21	5/4/21	CHEECHAM	1	8	Each	63.84

Manage Deliverables

17. A Deliverable is a requirement created by Enbridge on either a Contract or a Purchase Order that is associated with the delivery or completion of goods or services. These can include engineering drawings, final documentation packages or completion certificates.

Deliverables can be viewed from within the **Purchase Order** details screen (see **Step 10** above) or click on the **Manage Deliverables** link from the **Supplier Portal** dashboard.



18. Use the Search parameters available to narrow your search results or click the Search button to view all Deliverables. To search by individual Purchase Order number, use the Document Number field.

Manage Deliverables ⑦						Done
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Deliverable Name Starts with V			Documen	t Type Equals 🗸	~]
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Due Date Equals V m/d/yy	Ċo					
Type Equals V						
						Search Reset Save
Search Results						
Actions 🔻 View 🔻 Format 👻 🖉 Freeze 📣 Wrap	K					
Deliverable Name	Status	Deliverable Type	Document Type	Document Number	Due Date 🔺	Party Name
Final Documentation	Open	Contractual	Standard Purchase Order	PUR-2524-2000148	5/31/21	Enbridge Testing Ltd.
Columns Hidden 2						

19. Click on the hyperlink under the **Deliverable Name** or on the **pencil** icon to edit the Deliverable.

Manage Deliverables ②	٥							Do	ne
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Search						Sav	ed Search	My Deliverables	s 🗸
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Deliverable Name		Status	Deliverable Type	Document Type	Document Number	Due Date 🛆 🛡	Party N	ame	
Final Documentation		Open	Contractual	Standard Purchase Order	PUR-2524-2000148	5/31/21	Enbridge	Testing Ltd.	
Columns Hidden 2									

20. The **Edit Deliverable** screen will appear. You can change the status to **Submitted** once you have fulfilled the requirements of the deliverable or provide **Notes** in the field provided.

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Search Deliverable N	Edit Deliverable: Final Documentat	on ⑦	Search My Deliverables V
Si Due Search Results Actions ▼ View ▼ Formal	Name Type Responsible Party Type External Party Name External Party Contact Internal Party Contact	Final Documentation Contractual Contractual External Enbridge Testing Ltd. Lynn Jones Global Enbridge Procurement Business Unit	Search Reset Save
Deliverable Name	Requester	Details Attachments Status History	Party Name
Final Documentation Columns Hidden 2	Due Date Due Date 5/31/21 Additional Information	 Notifications Prior to due date On status change When deliverable is overdue Escalate after due date 	Enbridge Testing Ltd.
		Save and Close	

21. To include **Attachments**, such as documents or certificates with your **Deliverable**, click on the **Attachments** link.

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Search Deliverable N	Edit Deliverable: Final Documentat	ion			Sav	My Deliverables
St	Name	Final Documentation			0	
Due	Туре	Contractual	Description	Final Documentation Required		
	Responsible Party Type	External			11	
	External Party Name	Enbridge Testing Ltd.	Notes	This is a note		
1.1.1.1.1.1.1.1	External Party Contact	Lynn Jones				Search Reset Save
Search Results	Internal Party Name	Global Enbridge Procurement Business Unit				
Actions - View - Format	Internal Party Contact					
Actions View V Porma	Requester					
Deliverable Name		Deta s Attachm	ents Satus History			Party Name
Final Documentation						Enbridge Testing Ltd.
Columns Hidden 2	Duo Doto		latifications		0	
	Due Date		votifications			
	Additional Information		— Prior to due date			
			 On status change When deliverable is a 	verdue		
			Fscalate after due dat	e e e e e e e e e e e e e e e e e e e		
				[<u>Save and Close</u> <u>Cancel</u>	1

22. Click on the + icon and select **Choose File** to upload a file from your computer. Click **Save and Close** when you have finished uploading your documents.

Manage Deriverables	Done
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A Search Saved Search My	Deliverables 🗸
Edit Deliverable: Final Documentation	
St Name Final Documentation	
Due Type Contractual Description Final Documentation Required	
Responsible Party Type External	
External Party Name Enbridge Testing Ltd. Notes This is a note	
External Party Contact Lynn Jones	set Save
Search Results Internal Party Name Global Enbridge Procurement	
Actions - Maximum Format Internal Party Contact HOPE, TRACY	
Requester	
Details Attachments Status History	
Final Documentation Enbridge Testin	ig Ltd.
Columns Hidden 2 Actions View View View Actions	
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File V Choose File No file chosen	
Rows Selected 1 Columns Hidden 1	
Save and Close Cancel	

23. Click **Done** to return to the Supplier Portal dashboard.



Review Purchase Order Life Cycle

24. The **Purchase Order Life Cycle** can be accessed by clicking on the **Manage Orders** link under the **Orders** task area (see **Steps 5-11**) or by searching a **Purchase Order** from the **Supplier Portal Landing Page** and accessing the **Purchase Order Details** screen.

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Orders Manage Orders	Requiring Attention	Recent Activity Last 30 Days					
Acknowledge Schedules in Spreadsheet		Orders changed or canceled Orders opened	2				
Agreements • Manage Agreements Shipments							
Manage Shipments Create ASN		Transaction Reports Last 30 Days					
Create ASBN Upload ASN or ASBN View Receipts View Returns	8 7	PO Purchase Amount	100 CAD				
Contracts and Deliverables	Schedules Overdue or Due Today						
Manage Contracts Manage Deliverables	Supplier News						
Negotiations							

25. The infolet on the right side of the **Purchase Order Details** screen displays **Order Life Cycle** data including tracking **ordered**, **shipped**, **received**, and **delivered** status. Click on **View Details** to open the **Order Life Cycle Page**.

ORACLE						n 🤊 🥬 💵 -
Purchase Order: I	PUR-2251-2000048 ⑦			Acknowledge View PI	OF Actions * Dgne	Order Life Cycle
Main A General Sold to Legal Emity Bill to BU Order Status Duyer	Entindge Inc CORP Entindge CA Business Unit PUR-2251-2000048 Closed for Receiving	Supplier Supplier Site Supplier Contact Bill to Location Ship-to Location	Enbridge Testing Ltd SC Office Lynn Jones ENBRIDGE ACCOUNTS PAYABLE CA PO BOX CA-AB-CALGARY-001	Ordered Description Source Agreement Supplier Order	314.25 CAD	Ordered Shipped Received 0.0 0.6K 1.2K 1.8K Amount (CAD) View Details
Creation Date Terms Notes and Attac Required Acknowledgment Payment Terms	Document NET to DAYS FROM RECEIPT OF UNDISPUTED INVOICE	Shipping Method Freight Terms IncoTerms	Entrindge Paid Freight (Buyer)		Pay on receipt Confirming order	8

26. The **Order Life Cycle** screen provides further details about the status of the **Purchase Order**. You can review your **In-Transit Shipments**, **Receipts** and **Invoices** submitted by clicking on the hyperlinks on the page.

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Order Life Cycle: PUR-2251-	-2000048									D <u>o</u> ne 🗘
		NTATE MAL		1 N W 1 N		AND VARA COST	-	NATURA DE LA CALINA	6072533.007	
Sold-to Legal Entity Enbridge Inc COI Order PUR-2251-2000044	RP 8		1.8K	Orde	r Life Cycle				Or	dered 314.25 CAD
Supplier Enbridge Testing Lt	d.		1.5K						Sh	ipped 1,571.25 CAD
Supplier Site SC Office			G 1.2K	_					Rec	ceived 314.25 CAD
Supplier Contact Lynn Jones			L CAL			Shipped Received			Deli	ivered 314.25 CAD
Ordered 314.25 CAD			5 0 BK			Delivered Invoiced			Inv	roiced 0.00 CAD
			0.3K							
In-Transit Shipments										
Actions 💌 View 💌 Format 💌 🖩	Freeze	💣 Detach 🚽 Wrap								
Shipment Ship Da	ate Tracking Nu	mber Packing	Slip			Expected Receipt	Date S	Shipped Carrier	B	ill of Lading
Shipment 1 5 5/21 2:	3 987456					5/5/21 2:36 PM		1,571.25	1:	23456
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Columns nidden 2										
Receipts										
Actions 🗙 View 👻 Format 👻 🗏	Freeze	🗑 Detach 🚽 Wrap				k.				
Receipt Receipt Date	e Shipment	Ship Date	Packing Slip			Returned	Received	Delivered	Invoiced	Open to Invoice
183 💭 5/5/21 :45 PM	M Shipment 1	5/5/21 2:3				0.00	314.25	314.25	0.00	0.00
Columns Hidden 3										
✓ Invoices										
Actions ▼ View ▼ Format ▼	Freeze	💣 Detach 🛛 🚽 Wrap								
Invoice Invoice Date	Status	Invoice Total	Paid	Matched Amount	Receipt	Packing Slip				
No results found.										

27. Clicking on the **Shipment** hyperlink will direct you to the **Shipment** work area where you can see more information regarding the shipment.

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Shipment:Shipment 1					l		<u>o</u> ne
6.000				6.6.00	<i>N % </i>	A MAR	1
Supplier	Enbridge Testing Ltd.		Tare Weight				
Shipped Date	5/5/21 2:36 PM		Tare Weight UOM				
Expected Receipt Date	5/5/21 2:36 PM		Net Weight	25			
Ship-to Location			Net Weight UOM	Box			
Shipping Method			Packing Slip				
Freight Terms	Vendor Paid Freight	Number of	f Supplier Packing Units	1			
Bill of Lading	123456	Shipping (Piece) Dimensi X pounds, Piece 2: Lx	ions: Piece 1: LxWxH @ WxH @ X pounds, etc	30"×30"×30"			
Waybill	987456		0.1				
Packaging Code							
Special Handling Code	t						
▲ Lines							
Actions ▼ View ▼ 3							
ltem	Quantity			_			
Snipment Line Item Descriptio	on Shipped Recei	UOM Name Line Status	Packing Slip Rea	son Re	outing		
1 203662 RADIO:NM	WIT 5	1 Each Partially received		Di	rect deliver	/	

28. Click **Done** to close the view and return to **Purchase Order Life Cycle** screen.

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Shipment:Shipment 1									Done
						16.6.0			67.25%) 3. 6 84
Supplier	Enbridge Testing Ltd.				Tare Weig	ht			
Shipped Date	5/5/21 2:36 PM				Tare Weight UC	M			
Expected Receipt Date	5/5/21 2:36 PM				Net Weig	ht 25			
Ship-to Location					Net Weight UC	M Box			
Shipping Method					Packing S	ip			
Freight Terms	Vendor Paid Freight			Number of	f Supplier Packing Uni	ts 1			
Bill of Lading	123456		Ship X	oing (Piece) Dimens pounds, Piece 2: Lx	ions: Piece 1: LxWxH WxH @ X pounds, etc	@ 30"×30"×30"			
Waybill	987456								
Packaging Code									
Special Handling Code	t								
▲ Lines									
Actions ▼ View ▼ 3									
Chinese the last litem	Quantity			Line Cterture	Dealting Sile		Develop		
Shipment Line Item Descriptio	n Shipped	Received	IOWI Name	Line Status	Packing Slip F	teason	Routing		
1 203662 RADIO:NM;	WIT 5	1 E	ach	Partially received			Direct del	ivery	

29. From the **Purchase Order Life Cycle** screen click on the **Receipt** hyperlink to review receipts associated with the **Purchase Order**.

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Order Life Cycle: PUR-2251-2000048			
Sold-to Legal Entity Enbridge Inc CORP Order PUR-2251-2000048	Order Life Cycle		Ordered 314.25 CAD
Supplier Enbridge Testing Ltd.	1.5K		Shipped 1,571.25 CAD
Supplier Site SC Office	G 1.2K	- Ordend	Received 314.25 CAD
Supplier Contact Lynn Jones	COL	Ordered Shipped	Delivered 314.25 CAD
Ordered 314.25 CAD	E O.BK	Received Delivered	0000000 00020 2.12
	€ 0.8К 0.3К 0.0		Invoiced 314.25 CAD
In-Transit Shipments			
Actions ▼ View ▼ Format ▼ 3 ²⁸ Lin Freeze is Detac	:h ₄l Wrap		
Shipment Ship Date Tracking Number	Packing Slip	Expected Receipt Date Shipped Carrie	r Bill of Lading
Shipment 1 5/5/21 2:3 987456		5/5/21 2:36 PM 1,571.25	123456
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Columns Hidden 2			•
Columns Hidden 2 Receipts Actions V Wew Format V III III Freeze III Detac	h φ ³ Wrap		,
Columns Hidden 2 ✓ Receipts Actions ▼ View ▼ Format ▼ 第 ☞ ■ Freeze ₩ Detac Receipt Receipt Date Shipment	:h ቀ ³ Wrap Ship Date Packing Slip	Returned Received Delivered	Invoiced Open to Invoice
Columns Hidden 2 Receipts Actions View + Format + II IF Freeze II Detac Receipt Receipt Date Shipment 133 II 5/5/212.45 PM Shipment 1	n 🚽 Wrap Ship Date Packing Slip 5/5/21 2.3	Returned Received Delivered 0.00 314.25 314.25	Invoiced Open to Invoice
Columns Hidden 2	sh ef Wrap Ship Date Packing Slip 5/5/21 2:3	Returned Received Delivered 0.00 314.25 314.25	Invoiced Open to Invoice
Columns Hidden 2	sh of Wrap Ship Date Packing Slip 5/5/21 2.3	Returned Received Delivered 0.00 314.25 314.25	Invoiced Open to invoice
Columns Hidden 2	h of Wrap Ship Date Packing Slip 5/5/21 2:3 h of Wrap Invoice Total Paid Matched Amount Receipt	Returned Received Delivered 0.00 31425 31425 Packing Slip	Invoiced Open to Invoice

30. Click **Done** to return to the **Purchase Order Life Cycle Screen**.

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Receipt: 183							View Tran	saction History	Done
	ATAT SHE		N WT) N		RANGA VANGARCE		NATU MAR		THE R R
Summary									
Supplier Enbridge Testing Ltd.	Packing Slip								
Shipment Shipment 1	Waybill	987456					•		
Shipped Date 5/5/21 2:36 PM	Bill of Lading	123456					``		
Shipping Method	Note	30"X30"X30"							
Number of Supplier Packing Units 1		News		11					
Supplier Site SC Office	Attachments	None							
Additional Information									
Lines									
Actions ▼ View ▼ 3									
	Document		Quant	ity					Docum
Item Item Description Document Type	Number	Ordered	Returned	Net Received	UON Rejected	Name Currency	Receipt Date	Due Date	Schedu
203662 RADIO:NM;WITH (2) A Purchase order	PUR-2251-2000	1	0	1	0 Each		5/5/21 2:45 PM	1/26/21	1
4									

31. To review **Invoices** and **Payments** associated with the **Purchase Order**, click on the hyperlink in the **Invoices** work area.

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Order Life Cycle: PUR-2251-	2000048					D <u>o</u> ne 🗘
				V 6 10 7 10		
Sold-to Legal Entity Enbridge Inc COR Order PUR-2251-2000048 Supplier Enbridge Testing Lid Supplier Site SC Office Supplier Contact Lynn Jones Ordered 314.25 CAD	P	1.8% 1.5% (12% (12% 0.0% 0.8%	Order Life Cycle	Ordered Shipped Revived Delivered Invoiced		Ordered314.25 CADShipped1,571.25 CADReceived314.25 CADDelivered314.25 CADInvoiced314.25 CAD
▲ In-Transit Shipments Actions ▼ View ▼ Format ▼ 5 5 1	🐺 🔝 Freeze 🔐 Detach 🐳	.0 Urap				
Shipment Ship Dal Shipment 1 5/5/21 2:3	te Tracking Number F 8 987456	Packing Slip		Expected Receipt Date 5/5/21 2:36 PM	Shipped Carrier 1,571.25	Bill of Lading
Shipment Ship Dai Shipment 1 5/5/21 2:3 Columns Hidden 2	te Tracking Number F 8 987456	Packing Slip		Expected Receipt Date 5/5/21 2:36 PM	Shipped Carrier 1,571.25	Bill of Lading 123456
Shipment Ship Date Shipment 5/5/212:3 Columns Hidden 2 Recelpts Actions View + Format + 37	te Tracking Number P 3 987456	Packing Slip		Expected Receipt Date 5/5/21 2:36 PM	Shipped Carrier 1,571.25	Bill of Lading 123456
Shipment Ship Date	te Tracking Number P 987456 Freeze Detach & Shipment Ship	Packing Slip		Expected Receipt Date 5/5/21 2:36 PM Returned Rece	Shipped Carrier 1,571.25	Bill of Lading 123456
Shipment Ship Date	te Tracking Number F 987455 Freeze Detach of Shipment 5/5/2	Packing Slip II Wrap Date Packing Slip 11 23		Expected Receipt Date 5/5/21 2:36 PM Returned Rece 0.00 3	Shipped Carrier 1,571.25	Bill of Lading 123456 Invoiced Open to Invoice 0.00 0.00
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32. The **Invoice** screen will display the **Invoice** details. Please review the **View Invoice Information Learning Guide** for more information on how to view **Invoices** and **Payments**.

Notice: Supplier Portal - PO Inv #1 Finde Content of the special		.e												â	P	Ç 4 📙 ~
Building Consistent Ending Calling Line Conservation Invoice Amount 314.25 CAD Invoice Type Standard Supplier or Party Endings Testing Line Supplier or Party Endings Testing Line Invoice Amount 314.25 CAD Invoice Type Standard Supplier or Party Endings Testing Line Supplier or Party Endings Testing Line Invoice Type Standard Intercompany invoice Tup Standard Supplier or Party Endings Testing Line Tax Control Amount Tax Control Amount Description Invoice Date 611/21 Conversion Rate Type Tax Control Amount Conversion Rate Conversion Rate Conversion Rate Conversion Rate Tax Control Amount Invoice Date 611/21 Budgetary Control Quantify Unit Price Visate Purchase Order Receipt Amount Astron Invoice Type Standard Budgetary Control Quantify Unit Price Visate Purchase Order Receipt Astron Astron Invoice Type Standard Budgetary Control Quantify Unit Price Visate Purchase Order Receipt Astron Astron Invoice Type Standard Budgetary Control Quantify Unit Price Visate Purchase Order Receipt Astron Astron Invoice Type Standard Budgetary Control Quantify Unit Price Visate 1 <td< td=""><td>Invoice: Su</td><td>ıpplier Por</td><td>rtal - PO Inv #1</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>Done</td></td<>	Invoice: Su	ıpplier Por	rtal - PO Inv #1													Done
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Address Tak ZE1, CAMADA Long Kate Type Conversion Rate Type Conversion Rate Co		Suppli	ier Site SC Office 60 Patterson Blvd	SW. CALGARY AB		Tax Contr	ol Amount						Descrip	otion		
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And the second s	Line	Amount	Description RADIO:NM;WITH (2) ANTE	Budget Date . 6/11/21	Funds Status	Quantity	Unit Price 314.25	UOM Name Each	PUR-2251	Line	Order Schedule	R	eceipt Line	Cons Ad	umption lvice Line	Tax Determi Ship-to Locati CA-AB-CALGAF
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33. Click **Done** to return to the **Purchase Order Life Cycle Screen**.

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		Busine	ss Unit	Enbridge CA Busine	ss Unit		Invoi	ce Amount 31	4 25 CAD)									
	Leg	al Entit	y Name	Enbridge Inc COR	P			of Amount of	1.20 0/12						Invoice T	ivne Stan	dard		
	Si	pplier o	or Party	r Party Enbridge Testing Ltd.			Unpa	id Amount 31	4.25 CAE)					invoice i	ype Stan	uaru		
		Suppl	ier Site	SC Office			Paymen	t Currency CA	D					Intercol	npany invo	DICE NO			
			ddress	60 Patterson Blvd SW, CALGARY AB T3H 2E1, CANADA			Tax Contr	rol Amount							Descrip	tion			
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1		314.25	RADIO:N	M:WITH (2) ANTE	6/11/21	Not applicable	1	314.25	Each	PUR-2251	1	1						CA-	AB-CALGA
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4						otandara		Culluid Corri	-por rust				Þ.						
Totals																			

34. Click **Done** to return to the **Purchase Order Details Screen.**

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Order Life Cycle: PUR-2251-20	00048						D <u>o</u> ne 🗸
		Star Josef .		6.0.0		111 12	
Sold-to Legal Entity Enbridge Inc CORP		1.8K	Order Life Cycle			Orde	ared 314.25 CAD
Supplier Enhridge Testing Ltd		1.5K				Ship	ped 1,571.25 CAD
Supplier Site SC Office		0 1 24				Recei	ved 314.25 CAD
Supplier Contact Lynn Jones		9		Ordered Shipped		Delive	ared 314.25 CAD
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35. From here click **Done** to return to the **Supplier Portal Landing Page**.

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Purchase Order: Pl	UR-2251-2000048 @			Acknowledge	PDF Actions	Order Lif	e Cycle		
Main		A PROPERTY.			6.0.70	Ordered Shipped Received			
Sold-to Legal Entity Bill-to BU Order Status Buyer Creation Date Terms Noles and Attach	Enbridge Inc CORP Enbridge CA Business Unit PUR-2251-2000048 Closed TRACY HOPE 4/15/21 ments	Supplier Supplier Site Supplier Contact Bill-to Location Ship-to Location	Enbridge Testing Ltd. SC Office Lynn Jones ENRRIDGE ACCOUNTS PAYABLE CA PO BOX CA-AB-CALGARY-001	Ordered Description Source Agreement Supplier Order	31425 CAD	Delivered Invoiced	0.0 (0.6K 1.2I Amount (CAI v Details	(1.8K))
Require Acknowledgmen Payment Term	d Document tt Document NET 60 DAYS FROM RECEIPT of UNDISPUTED INVOICE	Shipping Method Freight Terms IncoTerms	Enbridge Paid Freight (Buyer)	-	► Pay on receipt — Confirming order	ŀ			
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