Supplier Registration Guide

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Pre-work and required information

- · New Supplier Onboarding for Enbridge email
- Business Classifications supporting documentation
- Documentation should include date certified and certifying body
- Taxability Assessment supporting documentation:
 - W8/W9 forms
- GST # details (for Canadian accounts)
- · Payment details:
- Void check (check must display account holder name and bank information)
- Letter from financial institution (letter must be issued and signed by your financial institution and include your banking information)
 - Required if preferred payment method is Wire Transfer
- ISNetworld Registration Information



Collecting this information ahead of time may assist you in completing the Oracle Redwood Supplier Registration Form successfully.



New Supplier Onboarding for Enbridge email

The "New Supplier Onboarding for Enbridge" email you will receive contains:

- Supplier Registration Pre-work link
- Supplier Registration Learning Guide link
- · A Supplier Registration link
- · Information required during the Registration process:
- Supplier Type
- Request Type
- ServiceNow Case Number
- Registration Date
- Categories L1L2L3

PLEASE DO NOT FORWARD THE EMAIL TO ANOTHER USER

Hello ABC Company Inc.,

Your organization is selected to register with Enbridge as a new supplier by Clark Kent. Please do not forward this request as it is specific to this email.

Please navigate to External Supplier Registration Pre-work and collect the information as needed. Collecting information ahead of time may assist you in completing the Oracle Redwood Form successfully.

A learning guide External Supplier Registration Learning Guide provides step by step activities to assist you to complete the Oracle Redwood Form.

Once you are ready to proceed, access the REDWOOD Supplier Registration Link. and submit the required information to register as a Supplier in our system. The following details are in the email body and is required for entry into the form:

1.Supplier Type - G&S

2.Request type - Standard Supplier

3.ServiceNow Case - Number - CS0031137

4.Registration date -2025-08-26 11:12:52 CDT

5.Categories L1L2L3: Operations.Maintenance Services.Boiler Repair and Maintenance Services - On Site

If you make a mistake or do not have the correct information, please contact your Enbridge representative.

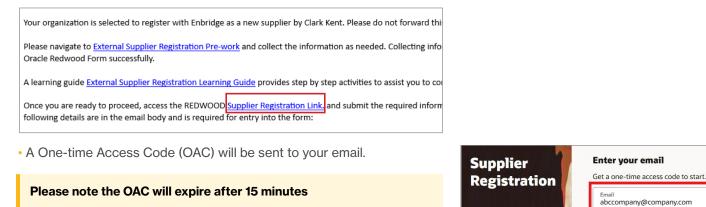
The form must be continuously saved once started; it cannot be forwarded.

Thank you,

Enbridge Supplier Registration Team

Access Supplier Registration Request

- Click the Supplier Registration Link provided in "New Supplier Onboarding for Enbridge" email.
- Enter your email address.

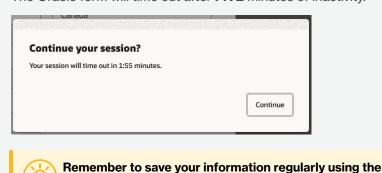


Please enter the access code into the Oracle form.



Form Tool Tips: Cancel, Save and Continue

The Oracle form will time out after FIVE minutes of inactivity.



Save button to prevent data loss.

The Cancel, Save and Continue buttons are located at the bottom of each page:

- · Cancel: discard any changes you have made.
- Save: keep any updated information you've entered.
- Continue: proceed to the next screen.



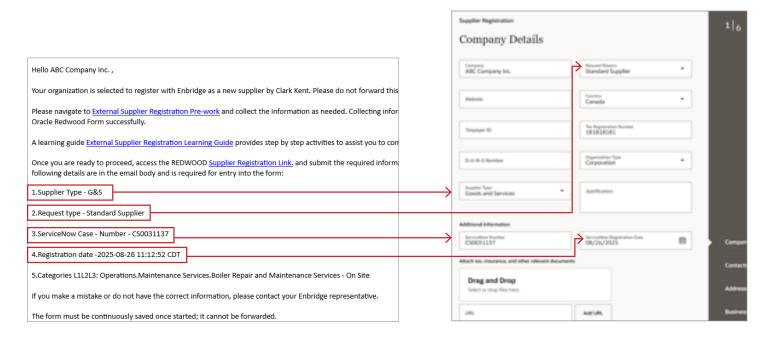
Send Access Code

Supplier registration

Company Details (1/6)

Copy the details below from the "New Supplier Onboarding for Enbridge" email and paste them into the corresponding fields in the Company Details (1/6) section. Please do not change any of the information provided from the email on the form. Changes to this information will result in your request being sent back to you for updating.

- Copy item #1 from New Supplier Onboarding for Enbridge email and paste in Supplier Type box.
- Copy item #2 from New Supplier Onboarding for Enbridge email and paste in Request Reason box.
- Copy item #3 from New Supplier Onboarding for Enbridge email and paste in ServiceNow Number box.



Copy item #4 from New Supplier Onboarding for Enbridge email and paste in ServiceNow Registration Date box.



Please wait for drop-down menus to fully load their pre-populated options before selecting and proceeding to the next field.

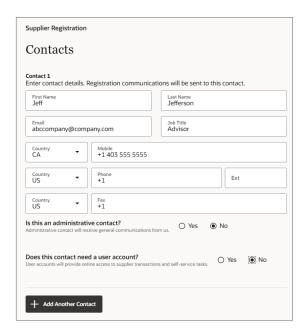
Questionnaire section questions may change dynamically based on your answers to previous questions.

Contacts (2/6)

Enter accurate and complete information for Contact 1.

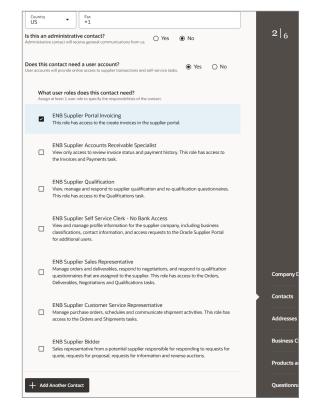
Use + Add Another Contact button to add additional contacts as needed.

- Contacts can be added as needed for various roles within your organization. Examples include:
- Admin
- Invoicing Contact
- Purchasing Contact
- RFx Contact



Additional User Role fields will appear if Yes is selected for "Does this contact need a user account?"

- Apply at least one User Role to specify responsibilities of the contact
- · For each contact please add:
- ENB Supplier Self Service Clerk No Bank Access
- ENB Supplier Qualification
- · Add additional roles if the following access is needed:
- Invoicing Access:
 - ENB Supplier Portal Invoicing
 - ENB Supplier Accounts Receivable Specialist
- Purchasing Access:
 - ENB Supplier Sales Representative
 - ENB Supplier Customer Service Representative
- RFX Access:
 - ENB Supplier Bidder



Addresses (3/6)

Enter at least one address:

- Address Name format: Enter the city and state/province pertaining to the address.
- Example: Houston-TX or Calgary-AB

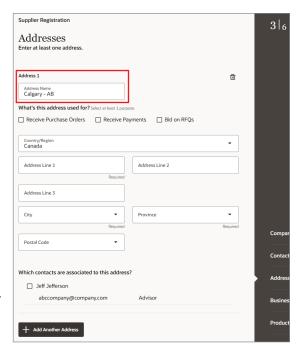
Use + Add Another Address button to add additional addresses as needed.

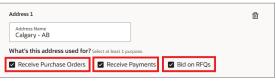
- Assign different roles and contacts to each address:
- Example 1: Calgary > Receive Purchase Order > Jeff Jefferson
- Example 2: Edmonton > Receive Payments > Kelly Sampson
- Select at least one applicable purpose for each address:
- Select **Receive Purchase Order** if this site will be used to receive purchase orders.
- Select **Receive Payments** if this site will be used to receive payments.
- Select Bid on RFQs if this site will be used to bid on RFQs.
- Country/Region
- · Address Line 1
- Full mailing address
 - · Including PO Box details if applicable
- Address Line 2
- Address Line 3
- Please enter the physical address only, even if it is the same as the mailing address.
- City
- · Province/State
- Postal Code/Zip

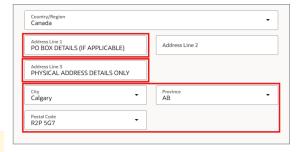


Please wait for drop-down menus to fully load their pre-populated options before selecting and proceeding to the next field.

- Select the contacts that are associated to each specific address provided.
- If Purchase address is different than the Payment (Remit To) address, then please provide both addresses by using the Add Another Address button.







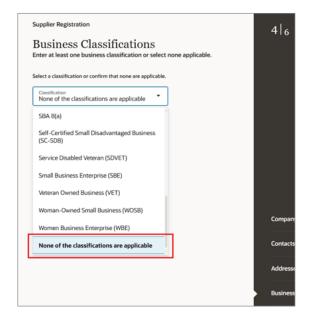


Business Classifications (4/6)

In the U.S., an Inclusive Supplier is a certified business at least 51% owned, managed, and controlled by one or more persons in the following categories, and certified as a Native American-owned businesses, Veteran-Owned (VBE), and Service-Disabled Veteran-Owned Small Businesses (SDVBE), Disability-Owned Business Enterprise (DOBE), and Small Business as defined by the U.S. Small Business Administration which includes Small Veteran, Service-Disabled Veteran Owned Small Business, and HUBZone).

In Canada, an Inclusive Supplier is a certified business at least 51% owned, managed, and controlled by one or more persons in the following categories, and certified as a Visible Minority-Owned Business, Indigenous-Owned Business, Women-Owned Business Enterprise (WBE), Disability-Owned Business (DOBE), and Two-Spirit, Lesbian, Gay, Bisexual, Transgender, Queer, and additional sexual orientations and gender identities (2SLGBTQI+)-Owned Business.

- If applicable, choose the Business Classification:
 - Please confirm at least one applicable Business Inclusion Classification or indicate if **none apply**.
 - Supporting documentation or certification of such classification attachments must be added in the Other Applicable Information (Step 6 of 8) of the Questionnaire section.
 - Documentation should include date certified and certifying body.



Products and Services (5/6)

Refer to the "New Supplier Onboarding for Enbridge" email for your specific approved Product and Service Category details.

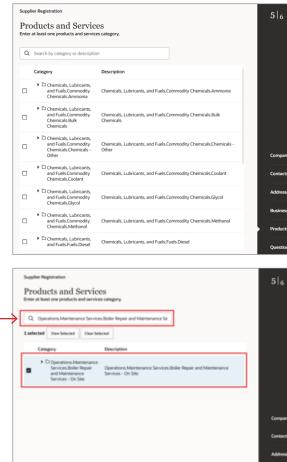


- · Copy #5 Categories L1L2L3 details from the "New Supplier Onboarding for Enbridge" email.
- Paste the Categories L1L2L3 details into the Product and Service search field:
- Categories L1L2L3 = Product and Services
- · Additional products and services can be added to your company profile after your company has been successfully onboarded.
 - Please contact your Enbridge representative



If the details are not entered exactly as they are shown in the email, your Supplier Registration request will fail and will be rejected.

Please copy and paste the text from the email directly into the form.



Questionnaire (6/6)

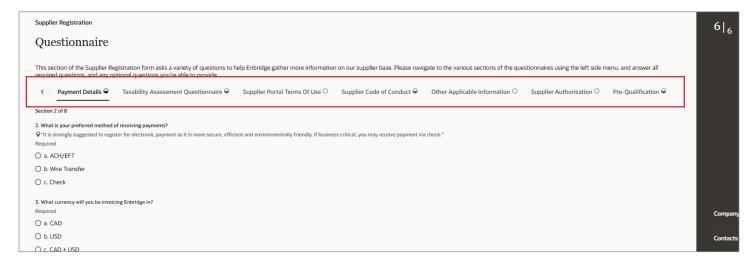
This section of the Supplier Registration form includes a series of questions designed to help Enbridge better understand our supplier base.

- Please navigate through the questionnaire using the left-hand menu or the Previous Section and Next Section buttons.
- Incomplete Questionnaire Sections will display this symbol next to the section heading:



Completed Questionnaire Sections will display the Checkmark symbol next to the section heading:





The Questionnaire sections include:

- Supplier Code of Conduct (Section 1 of 8)
- Supplier Portal Terms of Use (Section 2 of 8)
- Taxability Assessment Questionnaire (Section 3 of 8)
- · Payment Details (Section 4 of 8)
- Other Applicable Information (Section 5 of 8)
- ISN Information (Section 6 of 8)
- · Authorization (Section 7 of 8)
- · Pre-Qualification (Section 8 of 8)
 - This section may or may not appear based on your approved Product and Service Categories L1L2L3

Please answer all required questions.

• For optional questions, please provide as much information as possible.



Questionnaire section questions may change dynamically based on your answers to previous questions.

Code of Conduct (Section 1 of 8)

Visit the attachment URL to read and accept the code of conduct.

- Acceptance of Enbridge's Supplier Code of Conduct is a fundamental requirement for becoming a supplier partner.
- Enbridge's Supplier Code of Conduct outlines Enbridge's requirements regarding the ethical standards and business conduct of our suppliers.

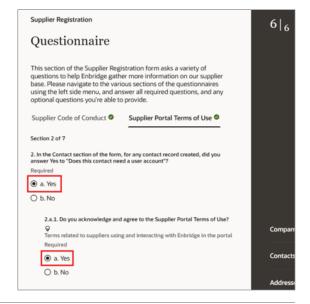
All Enbridge suppliers are required to adhere to the Code, and this requirement is incorporated into contractual requirements.



Supplier Portal Terms of Use (Section 2 of 8)

Did you answer Yes to needing a User Account?

Do you acknowledge and agree to the Supplier Portal Terms of Use?



Taxability Assessment Questionnaire (Section 3 of 8)

Provide your company's tax information required to set up your account:

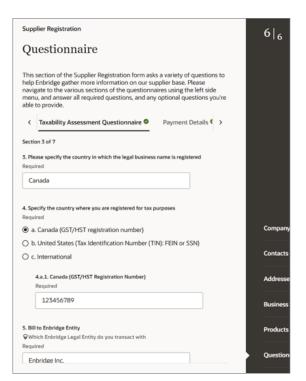
- Country in which the legal business name is registered.
- Country where the legal business name is registered for tax purposes.

Enter the Enbridge Legal Entity you transact with:

• If you are unsure, please enter Enbridge Inc.



Questionnaire section questions may change dynamically based on your answers to previous questions.



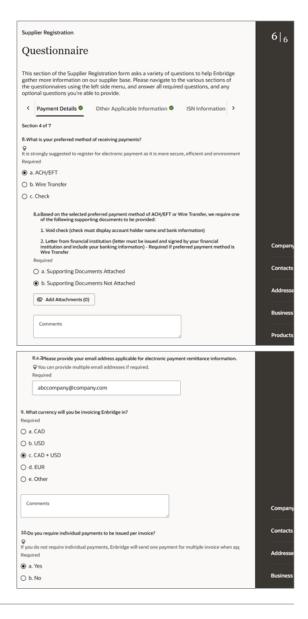
Payment Details (Section 4 of 8)

Provide all required supporting documentation.

- Preferred Payment Method (ACH/EFT/Wire Transfer):
- It is highly recommended that electronic payments are set up.
- Void check (check must display account holder name and bank information).
- Letter from financial institution (letter must be issued and signed by your financial institution and include your banking information. Required if preferred payment method is Wire Transfer.
- Invoice Currency
- Invoice Payment Preference:
- Individual: one payment per invoice
- Grouped: one payment for multiple invoices

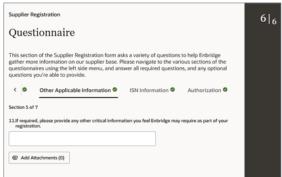


Questionnaire section questions may change dynamically based on your answers to previous questions.



Other Applicable Information (Section 5 of 8)

Attach any other critical information you feel Enbridge may require as part of your supplier record registration.



ISN Information (Section 6 of 8)

What is ISNetworld?

• FROM WEBSITE: ISN is the global leader in contractor and supplier information management. Since 2001, ISN has helped enterprises proactively reduce risk by qualifying and monitoring contractors to promote safe and sustainable operations throughout the supply chain.

How do I know if my company is registered with ISNetworld?

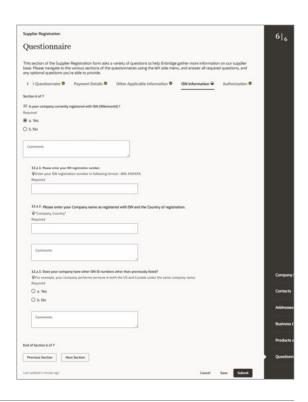
• To check if your company is registered with ISNetworld, you can contact your company's safety or compliance department or visit isnetworld.com and try logging in or contacting their support team with your company's name and details.

Please provide your company's ISNetworld details (if applicable):

- ISN Registration Number
- · Country of Registration



Questionnaire section questions may change dynamically based on your answers to previous questions.



Authorization (Section 7 of 8)

By provision of the required banking information, the supplier and payee agree that Enbridge can rely exclusively on the information supplied by the Supplier and shall indemnify and hold Enbridge harmless for any loss which may arise solely by reason of Enbridge's reliance on the information or any error, mistake, force majeure or fraud regarding this information.

Supplier: By entering my name below, I attest that the information is true and correct and that I have the authority to bind the supplier and payee to the terms set forth herein.

A supplier information form that is delivered by the supplier to Enbridge via electronic transmission will be valid and binding to the same extent as one delivered physically, provided that the supplier contact name field has been filled out.

If you disagree to the above disclaimer, this may delay or prevent Enbridge with registering your supplier record.



Pre-Qualification (Section 8 of 8)

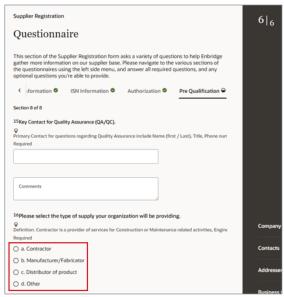
Pre-Qualification (Section 8 of 8) may only appear for those suppliers that require a quality assessment based on the Product and Services Category L1L2L3.

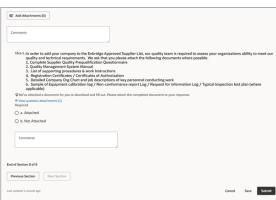
- Enter your Quality Assurance/Quality Control contact or designate.
- Please select the type of supply your organization will be providing:
- Contractor is a provider of services for Construction or Maintenance related activities, Engineering Services or other.
- Manufacturer/Fabricator is a provider or fabricator of material goods.
 - Click the "View Question Attachments" link.
 - · Download the attached document.
 - Complete the document in full.
 - · Attach the completed document, along with any other required materials, to your response.
- Distributor of product provides product manufactured by a third party.
 - We will contact you if further information is required.
- - We will contact you if further information is required.



Questionnaire section questions may change dynamically based on your answers to previous questions.

Please be sure to save the form in case it times out as you are gathering your required documentation.

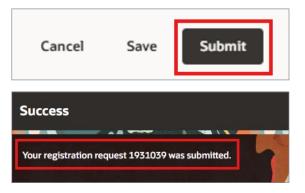




Submit Supplier Registration Request

Submit the Oracle Redwood form using the Submit button. Note the request number generated at the end of form submission.

· This will assist in tracking your request



Request for Additional Information

You will receive an email to provide more details if needed.



- · Click the 'Update your supplier registration request' link in the email to access your in-progress registration.
- Navigate to the appropriate section of the registration and provide the requested details.

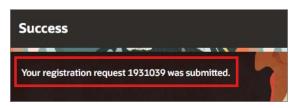
Resubmit Supplier Registration Request

Once all requested information has been provided, submit the Oracle Redwood form using the Submit button.

Note the request number generated at the end of form submission.

This will assist in tracking your request





Supplier Registration Request Approved Email

Receiving a "Supplier Registration Request Was Approved" email confirms that your initial registration was successful. However, your account setup isn't complete until the prospective approval is finalized.



Next Steps

It may take 10 days to process this registration.

If you have any questions regarding your registration request, please reach out to your Enbridge Representative.