

# Supplier Registration Guide

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# Pre-work and required information

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Collecting the following information ahead of time may assist you in completing the Oracle Redwood Form successfully:

- New Supplier Onboarding for Enbridge email
- Business Classifications supporting documentation
  - Documentation should include date certified and certifying body
- Taxability Assessment Documentation
  - W8 / W9 form
  - Letter of Incorporation
    - Proof of Business Registration (with Canadian tax #)
    - Business number
    - Recent notice of assessment
    - Valid business license
    - Proof of registration
- 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)
- ISNetworld Registration Information

# New Supplier Onboarding for Enbridge email

You will receive a New Supplier Onboarding for Enbridge email which contains:

- Supplier Registration Pre-work Link.
- Supplier Registration Learning Guide Link.
- A supplier registration link.
  - Allows you to access Oracle REDWOOD forms and submit the required information to register as a new Supplier in our systems.
- Important details required to complete the registration process.

**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.

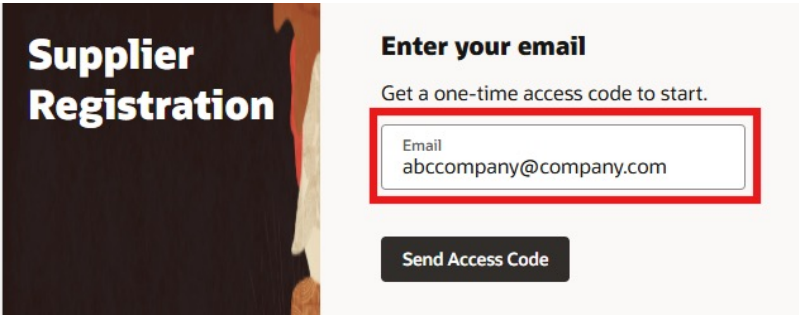
The form must be continuously saved once started; it cannot be forwarded.

Thank you,

Enbridge Supplier Registration Team

# Access supplier registration request

- Click the Supplier Registration Link provided in the email.
- Enter your email address



**Supplier Registration**

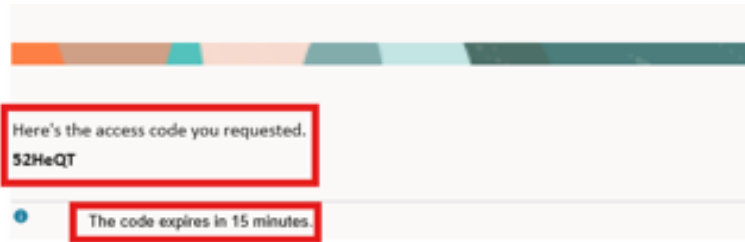
**Enter your email**

Get a one-time access code to start.

Email  
abccompany@company.com

**Send Access Code**

- You will receive One-time Access Code (OAC) via email.

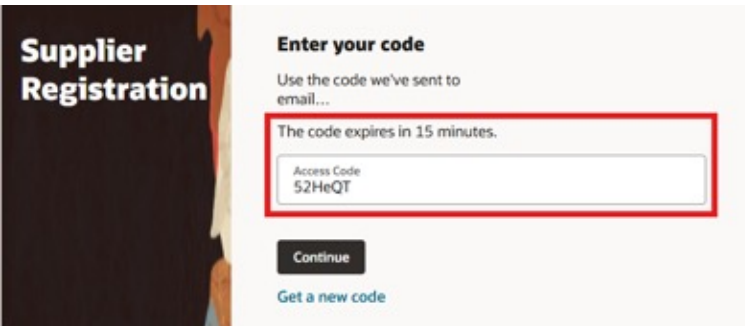


Here's the access code you requested.  
**52HeQT**

The code expires in 15 minutes.

Please note the access code will expire after 15 minutes

- Please enter the access code into the Oracle form



**Supplier Registration**

**Enter your code**

Use the code we've sent to email...

The code expires in 15 minutes.

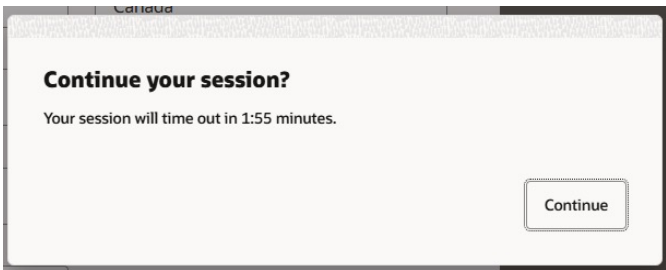
Access Code  
52HeQT

**Continue**

[Get a new code](#)

# Complete supplier registration request

- The Oracle form will time out after five minutes of inactivity.



Remember to save your information regularly using the Save button to prevent data loss.

## Cancel, Save and Continue

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

A screenshot of the Oracle Supplier Registration form, specifically the "Company Details" page. The form includes fields for Company Name, Website, Taxpayer ID, Tax Registration Number, D-U-N-S Number, Organization Type, Supplier Type, and Justification. There is also a section for "Additional Information" and a "Drag and Drop" area for attachments. At the bottom, there are "Cancel", "Save", and "Continue" buttons.A screenshot of the Oracle Supplier Registration form, specifically the "Contacts" page. The form includes fields for Contact Name, Email, Phone, and Address. There is also a section for "What user roles does this contact need?". A "Discard your changes?" dialog box is overlaid on the form, asking if the user wants to discard changes. At the bottom, there are "Cancel", "Save", and "Continue" buttons.

# Supplier registration

## Company Details (1/6)

Copy and paste the following details provided in the **New Supplier Onboarding for Enbridge email** into their respective fields in the Company Details (1/6) section:

- Company Name
- Supplier Type field on the form
  - If Supplier Type is RFX Sourcing, please select a User Account for the contact, and add the Enbridge Supplier Bidder role
- Request Type: Request Reason field on the form
- ServiceNow Case Number: ServiceNow Number field on the form
- Registration Date: ServiceNow Registration Date on the form
- Categories L1L2L3: This information will be entered in the Products and Services section (5/6)

1. Supplier Type - O&S

2. Request type - Standard Supplier

3. ServiceNow Case - Number - C50801137

4. Registration date - 2025-08-26 11:13:52 CDT

ENBRIDGE  
Life Time Energy

Supplier Registration

Company Details

1/6

Company  
ABC Company Inc.

Request Reason  
Standard Supplier

Website

Country  
Canada

Supplier ID

The Registration Number  
383838381

D-12-16-1 Number

Organization Type  
Corporation

Supplier Type  
Goods and Services

Justification

Additional Information

Registration Number  
C50801137

Registration Date  
08/26/2025

Attachments, images, and other relevant documents

Drag and Drop  
Select or drag files here.

URL

ASB URL

No items to display.

Cancel Save Continue

Company Details

Contacts

Addresses

Business Classifications

Products and Services

Questions



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

# Contacts (2/6)

Enter your complete contact details

- Additional contacts can be added by clicking the Add Another Contact button
- You can add as many contacts as required

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

- Please apply at least one User Role to specify responsibilities of the contact. Examples include:
  - Admin
  - Invoicing Contact
  - Purchasing Contact
  - RFx Contact

Supplier Registration

Contacts

Contact 1

Enter contact details. Registration communications will be sent to this contact.

First Name

Jeff

Last Name

Jefferson

Email

abccompany@company.com

Job Title

Advisor

Country

CA

Mobile

+1 403 555 5555

Country

US

Phone

+1

Ext

Country

US

Fax

+1

Is this an administrative contact?

Administrative contact will receive general communications from us.

Yes

No

Does this contact need a user account?

User accounts will provide online access to supplier transactions and self-service tasks.

Yes

No

+ Add Another Contact

Country

US

Fax

+1

Is this an administrative contact?

Administrative contact will receive general communications from us.

Yes

No

Does this contact need a user account?

User accounts will provide online access to supplier transactions and self-service tasks.

Yes

No

What user roles does this contact need?

Assign at least 1 user role to specify the responsibilities of the contact.

ENB Supplier Portal Invoicing

This role has access to the create invoices in the supplier portal.

ENB Supplier Accounts Receivable Specialist

View only access to review invoice status and payment history. This role has access to the Invoices and Payments task.

ENB Supplier Qualification

View, manage and respond to supplier qualification and re-qualification questionnaires. This role has access to the Qualifications task.

ENB Supplier Self Service Clerk - No Bank Access

View and manage profile information for the supplier company, including business classifications, contact information, and access requests to the Oracle Supplier Portal for additional users.

ENB Supplier Sales Representative

Manage orders and deliverables, respond to negotiations, and respond to qualification questionnaires that are assigned to the supplier. This role has access to the Orders, Deliverables, Negotiations and Qualifications tasks.

ENB Supplier Customer Service Representative

Manage purchase orders, schedules and communicate shipment activities. This role has access to the Orders and Shipments tasks.

ENB Supplier Bidder

Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, requests for information and reverse auctions.

+ Add Another Contact

Supplier Registration Guide

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# Addresses (3/6)

Please enter your address details

- You must enter at least one address
- Address Name format: Enter the city and state/province pertaining to the address
  - Example: Houston-TX or Calgary-AB
- Enter multiple Addresses using the Add Another Address button
- You can Assign different roles and contacts to each address
  - Example 1: Calgary > Receive Purchase Order > Jeff Jefferson
  - Example 2: Edmonton > Receive Payments > AP@company.com

## Address Purpose: What is this site used for?

Please select at least one purpose.

- Receive Purchase Order:
  - Please select if this site will be used to receive purchase orders
- Receive Payment:
  - Please select if this site will be used to receive payments
- Bid on RFQs:
  - Please select if this site will be used to bid on RFQs

One or all may be selected.

Supplier Registration

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Addresses

Enter at least one address.

Address 1

Address Name  
Calgary - AB

What's this address used for? Select at least 2 purposes.

☐ Receive Purchase Orders

☐ Receive Payments

☐ Bid on RFQs

Country/Region  
Canada

Address Line 1

Address Line 2

Address Line 3

City

Province

Postal Code

Which contacts are associated to this address?

☐ Jeff Jefferson

abccompany@company.com

Advisor

Company

Contact

Address

Business



## Country/Region

- Address Line 1
  - Enter any PO Box details (if applicable) and physical address
- Address Line 2
- Address Line 3
  - Enter the physical address only, even if it is the same as the mailing address.
- City
- Province/State
- Postal Code/Zip

Addresses

Enter at least one address.

Address 1

Address Name

Calgary - AB

What's this address used for? Select at least 1 purpose.

☒ Receive Purchase Orders

☒ Receive Payments

☒ Bid on RFQs

Country/Region

Canada

Address Line 1

Address Line 2



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

What's this address used for? Select at least 1 purpose.

☒ Receive Purchase Orders

☒ Receive Payments

☒ Bid on RFQs

Country/Region

Canada

Address Line 1

PO BOX DETAILS (IF APPLICABLE)

Address Line 2

PHYSICAL ADDRESS DETAILS ONLY

City

Calgary

Province

AB

Postal Code

R2P 5G7

# Business Classifications

- 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

Supplier Registration

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Business Classifications

Enter at least one business classification or select none applicable.

Select a classification or confirm that none are applicable.

Classification

None of the classifications are applicable

SBA 8(a)

Self-Certified Small Disadvantaged Business (SC-SDB)

Service Disabled Veteran (SDVET)

Small Business Enterprise (SBE)

Veteran Owned Business (VET)

Woman-Owned Small Business (WOSB)

Women Business Enterprise (WBE)

None of the classifications are applicable

Company Details

Contacts



Supporting documentation or certification of such classification attachments must be added in the Other Applicable Information Step 6/7 of the Questionnaire section.

Documentation should include date certified and certifying body

# Products and Services

Before entering any Products and Service Categories, please refer to the Categories L1L2L3 information outlined in the New Supplier Onboarding for Enbridge email:

Hello ABC Company Inc.,

Your organization is selected to register with Enbridge as a new supplier by Mark 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

- Copy the Product and Service Category details provided in the New Supplier Onboarding for Enbridge email (5. Categories L1L2L3)
- Paste into the Product and Service search field:
  - Categories L1L2L3: Product and Service

Supplier Registration

Products and Services

Enter at least one products and services category.

1 selected View Selected Clear Selected

Category	Description
<input checked="" type="checkbox"/> Operations.Maintenance Services.Boiler Repair and Maintenance Services - On Site	Operations.Maintenance Services.Boiler Repair and Maintenance Services - On Site

- Please note - Additional Products and Services can be added to your Company Profile once 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**

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Life Takes Energy®

Supplier Registration

Products and Services

Enter at least one products and services category.

Operations.Maintenance Services.Boiler Repair and Ma

1 selected

View Selected

Clear Selected

Category

Description

Operations.Mainten  
Services.Boiler Rep  
and Maintenance  
Services - On Site

Operations.Maintenance Services.Boiler Rep  
Maintenance Services - On Site

Selected categories

1 selected

Clear Selected

Category

Description

Operations.Maintenanc  
Services.Boiler Repair  
and Maintenance....

Operations.Maintenance Services.Boiler  
Repair and Maintenance Services - On Site

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Supplier Registration Guide

- Use the View Selected button to show the Selected Categories pane. This will display all the Products and Services that have been selected
- Use the Clear Selected button to clear ALL Products and Services that have been selected
- Use the Garbage Bin button to remove specific Products and Services that have been selected

# Questionnaire

- 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.
- The 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 you can

Supplier Registration

Questionnaire

This section of the Supplier Registration form asks a variety of questions to help Enbridge gather more information on our supplier base. Please navigate to the various sections of the questionnaires using the left side menu, and answer all required questions, and any optional questions you're able to provide.

Supplier Code of Conduct

Supplier Portal Terms of Use

>

Section 1 of 7

Please visit the following attachment URL to read and accept the code of conduct for all our suppliers. Do you agree with Enbridge's supplier 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.

View question attachments (1)

Required

☐ a. No
 ☒ b. Yes



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

## **Code of Conduct (Section 1 of 8)**

- Please 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)**

Please 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 Enbridge Inc as the legal entity

## **Payment Details (Section 4 of 8)**

Provide all required supporting documentation

Please let us know your:

- 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: Select from dropdown
- Invoice Payment Preference
  - Individual: One payment per invoice
  - Grouped: One payment for multiple invoices

## **Other Applicable Information (Section 5 of 8)**

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

## **ISN Information (Section 6 of 8)**

Please provide your company's ISNetworld information if applicable:

- ISN Registration Number
- Country of Registration

### **Authorization (Section 7 of 8)**

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

### **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.

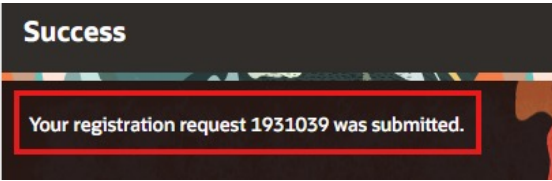
Enter your Quality Assurance / Quality Control contact or designate

- 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.

# Submit supplier registration request

Submit the Oracle Redwood form using the Submit button.

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



## Request for additional information

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

**Enbridge (Global Enbridge Procurement Business Unit)**  
Your supplier registration request requires additional information. Resubmit your registration request using the link provided.

Reason	Test
Request Number	1931039
Request Date	26 August 2025
Requested By	
Company	ABC Company Inc.

**Recommended Action**  
[Update your supplier registration request.](#)

Please click the “update your supplier registration request” link from the email to access your Registration Request which is already in progress

## Resubmit supplier registration request

Updated/provide all requested additional information

Once completed, please Submit the supplier registration request.




# Supplier registration request approved

Receiving the ‘Supplier Registration Request Was Approved’ email confirms that your initial registration was successful, but your account setup isn’t complete until the prospective approval is finalized.

**Enbridge (Global Enbridge Procurement Business Unit)**

Your supplier registration request was approved

Request Number	1931039
Request Date	26 August 2025
Requested By	<a href="mailto:abccompany@company.com">abccompany@company.com</a>
Company	ABC Company Inc.

 User account information will be sent in a separate email.

Please note that receiving the ‘Supplier Registration Request Was Approved’ email does not indicate that your registration and account setup are fully complete – the prospective approval process is still underway.

## Next steps

It may take 10 days to process this registration.

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