Oracle Cloud Purchase Order Guide: Enbridge Suppliers

Learning Guide

May 22, 2023

Revision 1

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Purchase Order Documentation

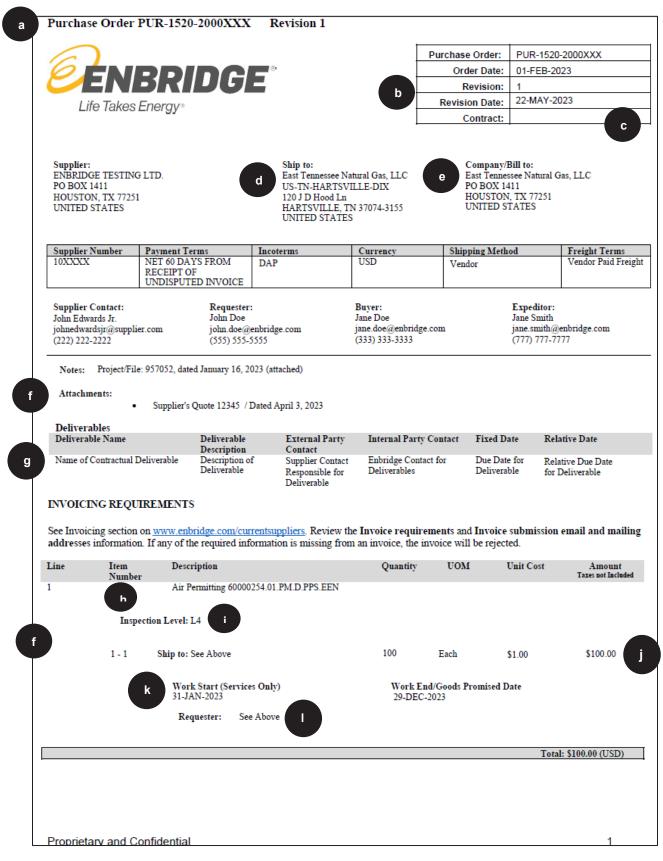
Purpose	Enbridge is undergoing an Enterprise Resource Planning (ERP) transformation to Oracle Cloud. Part of this transformation includes changes to the Enbridge Purchase Order (PO) process.
	Transactions issued from the Enbridge Legal Entities listed in Appendix A, will be expected to follow the process in this Learning Guide. Transactions with all other Enbridge legal entities will not be affected by this change.
Note	The data utilized in this guide is for demonstration purposes only. Actual appearance of purchase orders may be different.

A. Key Purchase Order PDF Changes

Key changes are highlighted in this document, please find the corresponding letter on the images below:

- a. **Numbering convention.** For Purchase Order related invoicing, the Purchase Order number must be listed on all invoices.
- b. If applicable, **Revisions** to the document will be captured here along with the date the **Revision** was issued to the Supplier for acknowledgement.
- c. If applicable, the **Contract** number will be listed on the document
- d. If the **Ship to** location is the same for all lines, the address will be populated at the top of the document. If the **Ship to** location varies, the address will be populated for each schedule.
- e. Enbridge entity identified in the **Company/Bill to**. The correct "Bill To" entity name must be identified on all invoices submitted for Purchase Order related invoicing.
- f. If applicable, Notes and Attachments can be viewed in two locations
- g. If applicable, **Contractual Deliverables** that the Supplier is responsible for completing will be listed on the document
- h. If applicable, the Enbridge Item Number will be listed on the document
- i. If applicable, Inspection Levels will be identified for each line
- j. Agreed upon pricing will be visible on all Purchase Orders in the Amount field
- k. If the **Requester** is the same for all lines, their name will be populated at the top of the document. If the **Requester** varies, their names will be populated at each schedule.
- I. Work Start (Services Only) is equivalent to the start date for services. Work Start does not apply for Goods. Work End/Goods Promised Date is equivalent to the end date for services or the contractual Date the Supplier agrees to meet for goods.
- m. Terms and Conditions have moved to the end the document
- n. If applicable, a **Revision Summary Table** will be visible for pending Revisions that require Supplier Acknowledgement. The table summarizes the contractual changes made to the overall document.

Image 1



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Image 2
```

	Purchase Order PU	R-1520-	2000XXX	Revision 1			
m	TERMS AND COND	ITIONS					
n	REVISION SUMMA	RY TAB	LE				
	Schedules						
	Action	Line	Schedule	Attribute	Change From	Change To	Amount Difference
	Changed	1	1-1	Promised Delivery Date	31-Aug-2023	29-Dec-2023	
		-		•	-		

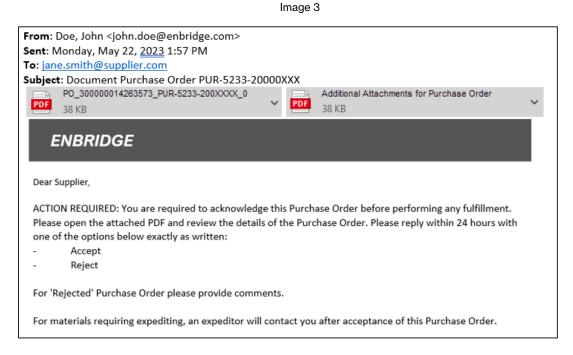
B. Purchase Order Acknowledgement Process

When you receive a **Purchase Order** from Enbridge, review the attachments included in the email. These attachments will include a copy of the **Purchase Order** as well as any other accompanying documents.

You will be required to acknowledge the **Purchase Order** before performing any fulfillment. Reply to the email sender within **24 hours** with either **'Accept' or 'Reject'** in the body of the email.

If you have chosen to reject the purchase order please include with your "**Reject**" response a reason for the rejection. This should be included in the body of the email.

A sample **Purchase Order Acknowledgement Email** (Image 3) has been provided below.



What if the Enbridge Purchase Order Acknowledgement emails are missing from your email inbox?

If you have not been receiving expected **Enbridge Purchase Order Acknowledgement** Emails in your inbox, you will need to check your junk email folder and locate the email(s) from an Enbridge email ID (e.g. **firstname.lastname@enbridge.com**). Once you have located the email(s), you have two options:

A. Work with your IT Department or Email Service provider to request that they whitelist emails that are coming from **@oraclecloud.com** domain. This process will ensure that emails from an Enbridge sender under the **@oraclecloud.com** domain are safely sent to your inbox.

Or

B. If you do not have an in-house IT department or use public email services, regularly check your Junk Email folder to make sure that important messages from Enbridge are not ending up in there. If an email from an Enbridge ID has ended up in your junk folder, follow the instructions specific to your email application (Outlook, Gmail, etc.) to move the email to your inbox and add the sender to your Safe Senders list.

C. Changes to Converted Purchase Orders

All open POs for the entities active in Oracle Cloud will be converted and will have a new process for change orders or revisions. When you receive a converted PO, you will respond to the email following the same steps as outlined in the **Purchase Order Acknowledgement Process** (see **Section B**).

Changes or revisions to a converted PO will be considered a new PO and you will receive a new **Purchase Order** number which will reference the converted **Purchase Order** number. This reference can be found in the **Notes** section on the **Purchase Order PDF-2** (see Image 4).

			Image 4			
Purchase Order	PUR-2661-2000000					
				Purchase Order:	PUR-2661	-2000000
\frown				Order Date:	30-MAR-2021	
				Revision:		
2 ENI	BRIDG			Revision Date:		
	JRIDU			Contract:		
ENBRIDGE TESTING 60 PATTERSON STR CALGARY AB T3H 2 CA	EET BLVD SW 2E1	CA-AB-CALGARY-001 425 1st Street SW Suite 200 CALGARY AB T2P 3L8 CANADA		Enbridge Pipelines Inc. PO Box 696897 SAN ANTONIO, TX 78269 UNITED STATES		
Supplier Number	Payment Terms	Incoterms	Currency	Shipping Method		Freight Terms
131904	NET 60 DAYS FROM RECEIPT OF UNDISPUTED INVOICE	DAP	CAD	Vendor		Vendor Paid Feight
Supplier Contact: Requester John Edwards Jr. John Doe johnedwardstest@enbridge.com john.doe@ (222) 222-2222 +1 (555) 5		Jane Doe jane.doe@enbridge.com				dge.com
Notes: This Purch	ase Order is issued in relation	to Purchase Order XX	XXXXXXX			

D. Purchase Order Close Out

Oracle Cloud POs will follow a close out process. You will receive an email requesting acceptance to close out the PO. This process follows the same steps as the **Purchase Order Acknowledgement Process** described above in **Section B.**