Contents

Purchase Order Documentation........................................................................................................... 3
A. Key Purchase Order PDF Changes................................................................................................. 3
B. Purchase Order Acknowledgement Process..................................................................................... 5
C. Changes to Converted Purchase Orders......................................................................................... 6
D. Purchase Order Close Out ............................................................................................................ 7
Purchase Order Documentation

<table>
<thead>
<tr>
<th>Purpose</th>
<th>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.</th>
</tr>
</thead>
</table>

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.

l. **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.
Purchase Order PUR-1520-2000XXX  Revision 1

Supplier: ENBRIDGE TESTING LTD.
PO BOX 1411
HOUSTON, TX 77251
UNITED STATES

Ship to: East Tennessee Natural Gas, LLC
US-TN-HARTSVILLE-DIX
1901 D Hood Lk
HARTSVILLE, TN 37074-3155
UNITED STATES

Company/Bill to: East Tennessee Natural Gas, LLC
PO BOX 1411
HOUSTON, TX 77251
UNITED STATES

<table>
<thead>
<tr>
<th>Supplier Number</th>
<th>Payment Terms</th>
<th>Incoterms</th>
<th>Currency</th>
<th>Shipping Method</th>
<th>Freight Terms</th>
</tr>
</thead>
<tbody>
<tr>
<td>10XXXX</td>
<td>NET 60 DAYS FROM RECEIPT OF UNDISPUTED INVOICE</td>
<td>DAP</td>
<td>USD</td>
<td>Vendor</td>
<td>Vendor Paid Freight</td>
</tr>
</tbody>
</table>

Supplier Contact:
John Edwards Jr.
john.edwardsjr@supplier.com
(223) 233-2222

Requester:
John Doe
johndoe@enbridge.com
(333) 553-5555

Buyer:
Jane Doe
janedoe@enbridge.com
(333) 233-2333

Expeditor:
Jane Smith
janesmith@enbridge.com
(777) 777-7777

Notes: Project/File: 957052, dated January 16, 2023 (attached)
Attachment:
- Supplier’s Quote 12345 / Dated April 3, 2023

Deliverables

<table>
<thead>
<tr>
<th>Deliverable Name</th>
<th>Deliverable Description</th>
<th>External Party Contact</th>
<th>Internal Party Contact</th>
<th>Fixed Date</th>
<th>Relative Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Contractual Deliverable</td>
<td>Description of Deliverable</td>
<td>Supplier Contact Responsible for Deliverable</td>
<td>Enbridge Contact for Deliverables</td>
<td>Due Date for Deliverable</td>
<td>Relativ Date for Deliverable</td>
</tr>
</tbody>
</table>

INVOICING REQUIREMENTS
See Invoicing section on www.enbridge.com/currentsuppliers. Review the Invoice requirements and Invoice submission email and mailing addresses information. If any of the required information is missing from an invoice, the invoice will be rejected.

<table>
<thead>
<tr>
<th>Line</th>
<th>Item Number</th>
<th>Description</th>
<th>Quantity</th>
<th>UOM</th>
<th>Unit Cost</th>
<th>Amount</th>
<th>Amounts Not Included</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>L4</td>
<td>Air Permitting 00000254.01.PMD.PPS.EEN</td>
<td>100</td>
<td>Each</td>
<td>$1.00</td>
<td>$100.00</td>
<td></td>
</tr>
</tbody>
</table>

1 - 1
Ship to: See Above
Work Start (Services Only)
31 JAN 2023
Work End/Good's Promised Date
29 DEC 2023

Requester: See Above

Total: $100.00 (USD)

Proprietary and Confidential
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.

Image 3

From: Doe, John <john.doe@enbridge.com>
Sent: Monday, May 22, 2023 1:57 PM
To: Jane.smith@supplier.com
Subject: Document Purchase Order PUR-5233-20000XXX

Dear Supplier,

ACTION REQUIRED: You are required to acknowledge this Purchase Order before performing any fulfillment. Please open the attached PDF and review the details of the Purchase Order. Please reply within 24 hours with one of the options below exactly as written:
- Accept
- Reject

For ‘Rejected’ Purchase Order please provide comments.

For materials requiring expediting, an expeditor will contact you after acceptance of this Purchase Order.
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).
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.