

# Enbridge Accounts Payable



## Invoice requirements (Pre-ERP transformation)

As of August 5, 2019, all invoices submitted to Accounts Payable (AP) for the Enbridge entities listed on page 2, must contain the following information. If any of the below information is missing from an invoice, the invoice may be rejected. If an invoice is rejected, a notification stating the rejection reason will be emailed to the supplier and the Enbridge contact person (if one is listed on the invoice).

*Note: The information must be indicated on the actual invoice. Information included in the body of the email will not be accepted.*

## Invoice information requirements

- Supplier name
- Supplier address
- Correct “Bill To” entity name
- Invoice date
- Invoice number
- Invoice total amount (taxes must be broken out on a separate line)
- Specify the amount and country of any services provided in a foreign country
- Name of Enbridge business contact
- **Routing information:**
  - For non-purchase order invoices, only we require a:
    - Route code (only for legacy Spectra Energy companies),
    - Name of Enbridge business contact
  - For Purchase order (PO) we require a PO number
  - For Work order (WO) we require a WO number
  - For Service Release Order (SRO) we require an SRO number
- If a Purchase Order or Work Order or Service Release Order is being used, the following information must be included on the invoice and exactly match the contract or else the invoice will be rejected:
  - Contract line item number and description
  - Quantity and price
  - Unit of measure
  - Maximum of 30 contract line items per invoice

## Invoice email submission requirements

- One invoice per email
- Invoice image must be in PDF format
- One invoice per PDF file (file may contain multiple pages)
- PDF file must be smaller than 10MB
- PDF file cannot contain encryption features
- Submission email address has not changed

If you are missing any required information, please contact your Enbridge business contact.

# Enbridge Accounts Payable

## Impacted entities (Pre-ERP transformation)

2562961 Ontario Ltd.	Market Hub Partners Holding, LLC
Alberta Solar One Inc. - CORP	Market Hub Partners Management Inc.
Algonquin Gas Transmission, LLC	MATL LLP
Alliance Canada Marketing L.P.	Mississippi Canyon Gas Pipeline, LLC
Atlantis Offshore, LLC	Montana Alberta Tie LP Inc.
Big Sandy Pipeline, LLC	Montana Alberta Tie US Holdings GP Inc.
Brazoria Interconnector Gas Pipeline LLC	Moss Bluff Hub, LLC
Cedar Point Wind, LLC	Nautilus Pipeline Company, L.L.C.
Chapman Ranch Wind I, LLC	Neptune Pipeline Company, L.L.C.
Copiah Storage, LLC	New Creek Wind LLC
East Tennessee Natural Gas, LLC	NEXUS Gas Transmission, LLC
Egan Hub Storage, LLC	Niagara Gas Transmission Limited
EGNB Services LP - GDS	Ozark Gas Gathering, LLC
Enbridge Aux Sable Products, Inc.	Ozark Gas Transmission, LLC
Enbridge Blackspring Ridge I Wind Project Limited Partnership	PanEnergy Services, LP
Enbridge Energy Distribution Inc.	Pomelo Connector, LLC
Enbridge Gas Inc. (O/A Enbridge Gas Distribution)	Port Barre Investments, LLC
Enbridge Gas Inc. (O/A Union Gas)	Project AMBG2 LP
Enbridge Gas New Brunswick Inc. - GDS	Sabal Trail Management, LLC
Enbridge Gas New Brunswick Limited Partnership - GDS	Sabal Trail Transmission, LLC
Enbridge Gas Storage Inc.	Saltville Gas Storage Company LLC
Enbridge Holdings (Aux Sable Liquid Products) L.L.C.	Sarnia Airport Storage Pool LP
Enbridge Holdings (Aux Sable Midstream) L.L.C.	Sarnia Airport Storage Pool Management Inc.
Enbridge Holdings (Chapman Ranch) L.L.C.	SESH Sub Inc.
Enbridge Holdings (Green Energy) L.L.C.	Silver State Solar Power North, LLC
Enbridge Holdings (Mississippi) L.L.C.	South Texas Trail Pipeline, LLC
Enbridge Holdings (New Creek) L.L.C.	Southeast Supply Header, LLC
Enbridge Holdings (Offshore) L.L.C.	Spectra Algonquin Management, LLC
Enbridge Holdings (Patriot) L.L.C.	Spectra Energy Aerial Patrol, LLC
Enbridge Holdings (Power) L.L.C.	Spectra Energy Capital, LLC
Enbridge International Inc.	Spectra Energy CCS Services Inc.
Enbridge Investment (New Creek) L.L.C.	Spectra Energy CCS Services LP
Enbridge Lac Alfred Wind Project Limited Partnership	Spectra Energy Corp
Enbridge Massif du Sud Wind Project Limited Partnership	Spectra Energy Field Services Canada Holdings, LLC
Enbridge Offshore (Gas Gathering) L.L.C.	Spectra Energy Generation Pipeline Management, LLC
Enbridge Offshore (Gas Transmission) L.L.C.	Spectra Energy Islander East Pipeline Company, LLC
Enbridge Offshore (Neptune Holdings) Inc.	Spectra Energy Midstream Holdings LP
Enbridge Offshore Facilities, LLC	Spectra Energy NEXUS Management, LLC
Enbridge Power Operations Services Inc.	Spectra Energy Operating Company, LLC
Enbridge Renewable Energy Infrastructure Limited Partnership	Spectra Energy Partners Sabal Trail Transmission, LLC
Enbridge Renewable Generation Inc - CORP	Spectra Energy Partners, LP
Enbridge Renewable Holdings, L.L.C.	Spectra Energy Services, LLC
Enbridge Renewable Investments, L.L.C.	Spectra Energy Southeast Services, LLC
Enbridge Risk Management (U.S.) L.L.C.	Spectra Energy Southeast Supply Header, LLC
Enbridge Saint Robert Bellarmin Wind Project Limited Partnership	Spectra Energy Transmission II, LLC

Enbridge Technology Inc.	Spectra Energy Transmission Resources, LLC
Enbridge Transmission Holdings (U.S.) L.L.C.	Spectra Energy Transmission, LLC
Enbridge Water Pipeline (Permian) L.L.C.	Spectra Energy Westheimer, LLC
Enbridge Wild Valley Holdings LLC	Spectra NEXUS Gas Transmission, LLC
ERG Solar LP - GPT	St. Clair Pipelines LP
Garden Banks Gas Pipeline, LLC	Steckman Ridge, LP
Gazifere Inc. - GDS	Sunbridge Wind Power Project
Greenwich Windfarm, LP	Talbot Windfarm, LP
Gulfstream Management & Operating Services, LLC	Texas Eastern Communications, LLC
Highland Pipeline Leasing, LLC	Texas Eastern Transmission, LP
IPL Vector (U.S.A.) Inc.	Tidal Energy Marketing (U.S.) L.L.C.
Islander East Pipeline Company, LLC	Tidal Energy Marketing Inc.
Keechi Holdings L.L.C.	Tilbury Solar Project LP
Keechi Wind, LLC	Union Energy Solutions LP
M&N Management Company, LLC	Valley Crossing Pipeline, LLC
M&N Operating Company, LLC	Vector Pipeline L.P.
Manta Ray Offshore Gathering Company, L.L.C.	Vector Pipeline Limited Partnership
Maritimes & Northeast Pipeline LP	Vector Pipeline, LLC
Maritimes & Northeast Pipeline Management Ltd.	Westcoast Energy Inc.
Maritimes & Northeast Pipeline, LLC	Whitetail Gas-Fired Peaking Project Limited Partnership
Market Hub Partners Canada LP	