



## ANNOUNCEMENT

Dear Valued Supplier:

This communication is to inform you of upcoming changes at Enbridge, how they will impact you and actions required to prepare.

### What is happening?

Enbridge has embarked on a strategic, multi-year, organization-wide Enterprise Resource Planning (ERP) transformation. This initiative will migrate legacy systems to Oracle Cloud for our Finance and Supply Chain Management functions and is phased into three distinct releases. Our first release impacting suppliers and our transition to the new system begins in early **April 2021**.

### What does this mean for me?

As a result of this release, you will experience the changes listed in the table below.

**Please note:** These changes will **only apply to legal entities listed in the *April Release: Enbridge Legal Entity Listing* attachment provided.** If your organization transacts with Enbridge legal entities **not listed in the attachment**, please continue engaging with your respective Enbridge and other business area contacts as you do today-no change.

|  | Details   |
|--|---|
| General Information  | <ul style="list-style-type: none"><li>Standardized supplier profile maintenance forms will be introduced</li><li>New standardized <b>AP Invoice Requirements</b> will apply (see attached) including emailed invoice submission size limit increase to 10 MB. <b>The new guidelines take effect April 6, 2021</b></li></ul>   |
| Supplier Information for Purchase Order Based Transactions | <ul style="list-style-type: none"><li>A shift to a Purchase Order based organization will require Purchase Orders for goods <b>and services</b></li><li>New appearance and formatting of some documents, including Purchase Orders and Purchase Order acknowledgements</li><li>Harmonized document naming and numbering conventions (i.e.: current state Oracle Work Orders and SAP Service Release Orders will be referred to as Purchase Orders in Oracle Cloud)</li></ul>  |
| Additional Information                                     | <ul style="list-style-type: none"><li>Active, open, and approved Purchase Orders will remain valid through this transition for invoicing and payment purposes only.</li><li>Accounts payable processing timelines, contacts, billing methods and payment methods remain unchanged</li><li>Existing Enbridge agreements and contract terms and conditions remain unchanged</li><li>The new <b>ENB Invoice Submission Matrix</b> document (attached) includes the new invoice submission contact information for submitting invoices after <b>April 6, 2021</b> for the legal entities impacted by this release</li></ul> |

## **Actions Required**

We are asking for your assistance with a smooth transition. To avoid payment interruptions or delays please complete the following:

- Use the current process to submit all invoices for goods and services delivered to date to the Enbridge Accounts Payable department **by March 19, 2021** to avoid payment delays. No payments will be made during the transition period **of March 31- April 11, 2021**
- Review and understand the new ***AP Invoice Requirements*** and the ***ENB Invoice Submission Matrix*** document so you are prepared for invoice submissions after **April 6, 2021**
- Distribute this announcement to those within your company who may need to be aware of the upcoming changes
- If you have not signed up for **Electronic Funds Transfer**, please sign up using the attached ***Electronic payment authorization*** form. Electronic Fund Transfers are a faster and safer way of receiving payment at no cost to you

We are working diligently to ensure we can transition without difficulty, maintaining a positive experience for our suppliers. We appreciate this is a significant change and we will make every effort to minimize disruptions. Thank you for your patience through this transition.

If you have any questions, please consult [Enbridge.com](http://Enbridge.com) and navigate to the Vendors/Suppliers link at the top of the page or speak to your Enbridge contact for further details.

Thank you,

Enbridge