



Supplier Onboarding, Invoicing Instructions and Requirements

To provide all suppliers with information on how to invoice Enbridge

Last updated: June 16, 2017

Getting Started

Setting up your Supplier account

- All new suppliers are required to complete the Request for New Supplier Profile form after their Enbridge contact initiates a new supplier request.
- The supplier receives an email prompting them to visit the Enbridge.com website.
- At the Enbridge.com website they retrieve the relevant PDF forms and enter their information.
- When complete, the supplier emails all of the forms and supporting documentation to Master Data Management at Supplier.MDM@enbridge.com.

All suppliers are encouraged to complete the Request for Electronic Payment Authorization form to set up an electronic payment relationship. This helps Enbridge provide prompt and efficient payment service to you.

- The Request for Electronic Payment Authorization form requires a physical signature, so it will need to be rescanned before sending to Master Data Management
- Don't have a scanner? Take a picture with your smartphone. As long as the entire form is visible in one picture, we can accept it. We'll let you know if we can't.

Canadian Suppliers working with Enbridge only in Canada

- If the entity or individual is registered in Canada and will only be providing goods/services in Canada or billing a Canadian Enbridge entity, then we require your GST number on the Request for New Supplier.
- If you are tax exempt, mark this field "Exempt" along with brief justification.
- The GST number is validated against the Canada Revenue Agency (CRA) GST Registry.
- If your GST number is not registered in the CRA database, we will contact you for further action.
- If you are registered for PST, please provide the applicable details on the Request for New Supplier.

Suppliers Providing Services to Enbridge in the US

A W-9 form is required to be submitted to Enbridge for all US suppliers regardless of where business is being done or being billed. Refer to <http://www.irs.gov/pub/irs-pdf/fw9.pdf> and submit to: Supplier.MDM@enbridge.com along with the other forms and supporting documents.

W-8BEN-E or W-8BEN form is required for all non-US suppliers either providing goods and services to an Enbridge location in the US or expecting to be paid by a US Enbridge entity regardless of the location of goods or services provided Refer to <http://www.irs.gov/uac/Form-W-8.-Certificate-of-Foreign-Status> and submit to: Supplier.MDM@enbridge.com along with the other forms and supporting documents.

- Non-US suppliers are required to complete the Additional Tax Profile for all Non-US Suppliers on page 2 of the Request for New Supplier Profile

The collection of W8s and W9s is mandatory for compliance to IRS regulations. Please ensure the documents are signed.

Please send the forms and supporting documentation in one reply email to Supplier.MDM@enbridge.com.

Preparing your Invoice

The following invoice requirements are in effect for all invoices submitted to the Enbridge group of companies. Please ensure adherence to these invoice guidelines to enable faster payment of your invoice(s).

Complete and accurate information is required for payment. Failure to meet any of the following invoice requirements may result in the rejection of your invoice and a delay in payment:

- ✓ **Full Legal Enbridge (or affiliate) Company Name** – Name of specific company that purchased the goods or services
- ✓ **Vendor Name and Remittance address** – Complete your company name, remit-to address and current contact information (email preferred)
- ✓ **Invoice Date**
- ✓ **Invoice Number** – must be unique
- ✓ **Total Amount Due** – Including currency
- ✓ **Description of Goods or Services** – Including all supporting documentation
- ✓ **Enbridge Invoicing Contact Name** – Full name required
- ✓ **Work Order Number** (where applicable) – Including associated line number(s) with corresponding amounts
- ✓ **Purchase Order/Release Number** (where applicable) – Including associated line item number(s) with corresponding:
 - ✓ Quantity
 - ✓ Unit of measure
 - ✓ Price (cost per item and extended cost) as outlined in the purchase order
- ✓ **Project Name/Authority For Expenditure (AFE) Number** (where applicable)
- ✓ **GST/HST Number with Total GST/HST Paid** (Canada only) – Any sales tax amounts being charged must be shown as a separate item on the invoice
- ✓ **Line of Business Number (LOB#)** – (US only)
- ✓ **Clearly label “INVOICE” or “CREDIT”** – Credits should reference original invoice number

Enbridge Invoicing Contact

This should be provided by your Enbridge requestor of goods or services or stated in your contract. Invoices that are missing or have incorrect contact names may be rejected and sent back to the vendor for correction.

Work Order Invoices

Invoices that are missing or incorrectly referencing work order number/work order lines or do not clearly identify the line details required for payment of invoice may be rejected and sent back to the vendor for correction. It is highly recommended to include corresponding project number and task code per line.

***Any other specific requirements as per your contract will also need to be included. ***

Purchase Order Invoices

Invoices that are missing or incorrectly referencing purchase order number/purchase order lines or do not clearly identify the line details required for payment of invoice may be rejected and sent back to the vendor for correction.

***Any other specific requirements as per your contract will also need to be included. ***

Payment Terms

Enbridge follows industry standard of net 30 days from the date the invoice is received unless otherwise agreed upon within a contract.

Rejected Invoices

Invoices that do not meet the outlined invoice requirements may be returned to the vendor with a notice stating the reason(s) for rejection. It is the vendor's responsibility to re-submit the invoice with proper information in a timely manner.

Submitting an Invoice

All invoices must be sent directly to Accounts Payable, see attached list of Enbridge companies with corresponding mailing addresses. Email is the preferred method of submittal. Enbridge has a paperless 'email to scan' process; so invoices submitted by email must adhere to the following guidelines:

- ✓ One invoice per attachment
- ✓ Acceptable document types are Word, Excel, PDF, JPEG, TIFF, HTM, HTML
- ✓ All required invoice details (as per the invoice requirements) must be recorded on the invoice. Do not include any invoice specific information in the body of the email itself as it will not be captured in the processing
- ✓ No barcodes should be on the invoice or on any of the backup submitted with the invoice



Other Tips

Do not send duplicate invoices, as our control procedures may keep us from paying either one. Do not submit invoices with manual alterations.

Where to go for help

Should you have any questions concerning the above requirements, please contact the appropriate Accounts Payable department:

HOUSTON: us.ap.cust.svc@enbridge.com

EDMONTON: customerservice.accounts.payable.edm@enbridge.com

TORONTO: accounts.payable.egdi@enbridge.com

Changes to your Supplier Information

Please contact us immediately of any changes to your supplier information (your address, contact names, banking information, etc.) Please advise us by contacting at Supplier.MDM@enbridge.com.

If you need a PO number, AFE number or Line of Business to include on the invoice, please contact your Enbridge representative that requested the product or service. The Accounts Payable department does not have access to this information.

For more information, refer to **Working with Enbridge** on the Enbridge website at <http://www.enbridge.com/WorkwithEnbridge/Doing-Business-with-Enbridge.aspx>.

Submitting your Invoice – Accounts Payable Mailing Addresses

Suppliers are required to submit their invoices to the Enbridge Accounts Payable central mailing address noted below. Use the tables below to determine the correct 'BILL TO' address for your invoices.

Email is the preferred method for invoices to be submitted

Canada

If you are billing the following Enbridge Company...	Submit your invoice to...
ALLIANCE CANADA MARKETING LIMITED PARTNERSHIP ENBRIDGE BAKKEN PIPELINE LIMITED PARTNERSHIP ENBRIDGE BLACKSPRING RIDGE I WIND PROJECT LIMITED PARTNERSHIP ENBRIDGE COMMERCIAL TRUST ENBRIDGE EMPLOYEE SERVICES CANADA INC ENBRIDGE ENERGY DISTRIBUTION INC. ENBRIDGE G AND P CANADA LIMITED PARTNERSHIP ENBRIDGE INC. ENBRIDGE INCOME FUND ENBRIDGE INCOME FUND HOLDINGS ENBRIDGE INTERNATIONAL INC. ENBRIDGE LAC ALFRED WIND PROJECT LIMITED PARTNERSHIP ENBRIDGE MASSIF DU SUD WIND PROJECT LIMITED PARTNERSHIP ENBRIDGE MIDSTREAM INC. ENBRIDGE OPERATIONAL SERVICES INC. ENBRIDGE PIPELINES INC. ENBRIDGE PIPELINES (ATHABASCA) INC. ENBRIDGE PIPELINES (NW) INC. ENBRIDGE PIPELINES (WOODLAND) INC. ENBRIDGE SAINT ROBERT BELLARMIN WIND PROJECT LIMITED PARTNERSHIP ENBRIDGE SOUTHERN LIGHTS LP ENBRIDGE TECHNOLOGY INC. ENERGY 4 EVERYONE FOUNDATION GREENWICH WIND FARM, LP HARDISTY CAVERNS LIMITED PARTNERSHIP MIDCOAST CANADA OPERATING CORPORATION MONTANA ALBERTA TIE LTD. NORTHERN GATEWAY PIPELINES LIMITED PARTNERSHIP SUNBRIDGE WIND POWER PROJECT TALBOT WINDFARM LIMITED PARTNERSHIP TIDAL ENERGY MARKETING INC. TILBURY SOLAR PROJECT L.P. WHITETAIL GAS-FIRED PEAKING PROJECT LIMITED PARTNERSHIP	<p style="text-align: center;">EMAIL accounts.payable.edm@enbridge.com</p> <p style="text-align: center;">MAIL <Enbridge Company Name> Attention: ACCOUNTS PAYABLE EDMONTON PO Box 398 Edmonton, AB CANADA T5J 2J9</p> <p style="text-align: center;">COURIER <ENBRIDGE COMPANY NAME> Attention: Accounts Payable Edmonton Suite 330, 10180 – 101 Street Edmonton, AB CANADA T5J 3S4</p> <p>Note: Email is the preferred method</p>
ENBRIDGE GAS DISTRIBUTION INC. ENBRIDGE RENEWABLE ENERGY INFRASTRUCTURE LIMITED PARTNERSHIP NIAGARA GAS TRANSMISSION LIMITED PROJECT AMBG2 LP ENBRIDGE GAS NEW BRUNSWICK INC. ENBRIDGE GAS NEW BRUNSWICK LIMITED PARTNERSHIP GAZIFERE INC.	<p style="text-align: center;">EMAIL accounts.payable.egdi@enbridge.com</p> <p style="text-align: center;">MAIL <Enbridge Company Name> Attention: ACCOUNTS PAYABLE PO Box 650 Scarborough, ON M1K 5E3</p> <p>Note: Email is the preferred method</p>

United States of America

If you are billing the following Enbridge Company...	Submit your invoice to...
<p>ATLANTIS OFFSHORE, LLC BAKKEN PIPELINE COMPANY LLC BAKKEN PIPELINE COMPANY LP BIG SKY GREEN POWER INC. CCPS TRANSPORTATION, LLC CEDAR POINT WIND, LLC EDDYSTONE RAIL COMPANY, LLC ELTM, L.P. ENBRIDGE (U.S.) INC. ENBRIDGE AUX SABLE PRODUCTS, INC. ENBRIDGE EMPLOYEE SERVICES, INC. ENBRIDGE ENERGY COMPANY, INC. ENBRIDGE ENERGY, LIMITED PARTNERSHIP ENBRIDGE ENERGY MANAGEMENT, L.L.C. ENBRIDGE ENERGY MARKETING, L.L.C. ENBRIDGE ENERGY PARTNERS, L.P. ENBRIDGE G & P (EAST TEXAS) L.P. ENBRIDGE G & P (NORTH TEXAS) L.P. ENBRIDGE G & P (OKLAHOMA) L.P. ENBRIDGE GATHERING (NORTH TEXAS) L.P. ENBRIDGE HOLDINGS (FRONTIER) INC. ENBRIDGE HOLDINGS (GREEN ENERGY) L.L.C. ENBRIDGE HOLDINGS (MUSTANG) INC. ENBRIDGE HOLDINGS (OFFSHORE) L.L.C. ENBRIDGE HOLDINGS (OLYMPIC) L.L.C. ENBRIDGE HOLDINGS (POWER) L.L.C. ENBRIDGE HOLDINGS (SEAWAY) L.L.C. ENBRIDGE HOLDINGS (TEXAS SYSTEMS) L.L.C. ENBRIDGE LIQUIDS MARKETING (NORTH TEXAS) L.P. ENBRIDGE MARKETING (NORTH TEXAS) L.P. ENBRIDGE MARKETING (U.S.) L.P. ENBRIDGE OFFSHORE (DESTIN) L.L.C. ENBRIDGE OFFSHORE (GAS GATHERING) L.L.C. ENBRIDGE OFFSHORE (GAS TRANSMISSION) L.L.C. ENBRIDGE OFFSHORE (NEPTUNE HOLDINGS) INC. ENBRIDGE OFFSHORE FACILITIES, LLC ENBRIDGE OFFSHORE PIPELINES, L.L.C. ENBRIDGE PARTNERS RISK MANAGEMENT, L.P. ENBRIDGE PIPELINES (ALBERTA CLIPPER) L.L.C. ENBRIDGE PIPELINES (EAST TEXAS) L.P. ENBRIDGE PIPELINES (EASTERN ACCESS) L.L.C. ENBRIDGE PIPELINES (FSP) L.L.C. ENBRIDGE PIPELINES (LACROSSE) L.L.C. ENBRIDGE PIPELINES (LAKEHEAD) L.L.C. ENBRIDGE PIPELINES (NORTH TEXAS) L.P. ENBRIDGE PIPELINES (OKLAHOMA TRANSMISSION) L.L.C. ENBRIDGE PIPELINES (OZARK) L.L.C. ENBRIDGE PIPELINES (SOUTHERN LIGHTS) L.L.C. ENBRIDGE PIPELINES (TEXAS GATHERING) L.P. ENBRIDGE PIPELINES (TEXAS INTRASTATE) L.P. ENBRIDGE PIPELINES (TEXAS LIQUIDS) L.P. ENBRIDGE PIPELINES (TOLEDO) INC. ENBRIDGE PIPELINES (WISCONSIN) INC.</p>	<p style="text-align: center;">EMAIL accounts.payable.usa@enbridge.com</p> <p style="text-align: center;">MAIL <ENBRIDGE COMPANY NAME> Attention: Accounts Payable Houston 1100 Louisiana Street, Suite 3300 Houston, TX USA 77002</p> <p>Note: Email is the preferred method</p>

United States of America (con't)

If you are billing the following Enbridge Company...	Submit your invoice to...
<p>ENBRIDGE RAIL (FLANAGAN) L.L.C. ENBRIDGE RAIL (NORTH DAKOTA) L.P. ENBRIDGE RAIL (PHILADELPHIA) L.L.C. ENBRIDGE RISK MANAGEMENT (U.S.) L.L.C. ENBRIDGE STORAGE (CUSHING) L.L.C. ENBRIDGE STORAGE (NORTH DAKOTA) L.L.C. ENBRIDGE STORAGE (PATOKA) L.L.C. ENBRIDGE TRANSMISSION HOLDINGS (U.S.) L.L.C. ENBRIDGE TRANSPORTATION (IL-OK) L.L.C. GARDEN BANKS GAS PIPELINE, LLC H&W PIPELINE, L.L.C. ILLINOIS EXTENSION PIPELINE COMPANY, L.L.C. IPL AP HOLDINGS (U.S.A.) INC. IPL AP NGL HOLDINGS (U.S.A.) INC. IPL VECTOR (U.S.A.) INC. KEECHI HOLDINGS L.L.C. KEECHI WIND LLC MANTA RAY OFFSHORE GATHERING COMPANY, L.L.C. MATL LLP MIDCOAST DEL BAJIO S. de R.L. de C.V. MIDCOAST ENERGY PARTNERS, L.P. MIDCOAST HOLDINGS, L.L.C. MIDCOAST OLP GP, L.L.C. MIDCOAST OPERATING, L.P. MISSISSIPPI CANYON GAS PIPELINE, LLC MONTANA ALBERTA TIE LP INC. MONTANA ALBERTA TIE U.S. HOLDINGS GP INC. NEPTUNE PIPELINE COMPANY, L.L.C. NORTH DAKOTA PIPELINE COMPANY LLC SILVER STATE SOLAR POWER NORTH, LLC TEXAS EXPRESS GATHERING LLC TIDAL ENERGY MARKETING (U.S.) L.L.C. TRI-STATE HOLDINGS, LLC VECTOR PIPELINE, LLC VECTOR PIPELINE L.P. WRANGLER PIPELINE L.L.C.</p>	<p style="text-align: center;">EMAIL accounts.payable.usa@enbridge.com</p> <p style="text-align: center;">MAIL <ENBRIDGE COMPANY NAME> Attention: Accounts Payable Houston 1100 Louisiana Street, Suite 3300 Houston, TX USA 77002</p> <p>Note: Email is the preferred method</p>