



Vector™

Vendor Invoice Requirements

The following invoice requirements are in effect for all invoices submitted to Vector Pipeline. 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 Vector Company Name** – Name of specific company that purchased the goods or services
 - Vector Pipeline L.P. (LOB #90302)
 - Vector Pipeline Limited Partnership (LOB #90002)
- 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
- Vector 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** (where applicable) – Any sales tax amounts being charged must be shown as a separate item on the invoice
- Line of Business Number (LOB#)**
- Clearly label “INVOICE” or “CREDIT”** – Credits must reference original invoice number

Vector Invoicing Contact

This should be provided by your Vector requestor of goods or services or stated in your contract.

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

Vector follows industry standard of net 30 days unless otherwise agreed upon within a contract.

Rejected Invoices

Invoices which 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. Email is the preferred method of submittal. Vector 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

By Email: accounts.payable.usa@enbridge.com

By Mail: <Vector Company Name and LOB #>
Attention: Accounts Payable Houston
5400 Westheimer Court
Houston, TX 77056
USA

Where to go for help

Should you have any questions concerning the above requirements please contact our service provider at accounts.payable.usa@enbridge.com.
