Instructions on How to Use Vendor Self-Service Portal

The vendor self-service portal is a tool that enables vendors to find payment status for individual invoices or their complete invoice history with Spectra Energy. Login credentials are not required. To access the portal, vendor will be required to enter basic invoice information into three key data fields. For security reasons, vendor names and all confidential information is not viewable through the portal.

Step 1: Go to the Spectra Energy website at <u>www.spectraenergy.com</u>.

- Step 2: Open the 'Vendor/Suppliers' section.
- Step 3: Open the 'Payment Processing Information' section.



Step 4: In the 'Vendor Resources' section, click 'Invoice Payment Status'.

Payment Processing Information	
Invoice Submission	VENDOR RESOURCES
nvoices can be submitted by email or mail to the appropriate business unit for which the invoices relate to. To facilitate timely processing of invoices, Spectra Energy prefers vendors submit nvoices electronically.	> Invoice Payment Status
Please note invoices must clearly state a purchase order, service order or route code number, or payment may be delayed.	
Jnited States +	ACCOUNTS PAYABLE CONTACT INFORMATION
Jnion Gas & Affiliates	AP Helpdesk: (855) 252-1066
	Standard Operating Hours are 8-5 EST
Spectra Energy Transmission West & Affiliates +	Please note: calls to the AP Helpdesk may be recorded

Step 5: The vendor self-service portal will be prompted in a new window.

	Spectra Energy
	Welcome to Spectra Energy's Vendor Self Service Portal
Search Invoice Status How to Use This Page	To access your account, please enter the following information from one of your invoices: Invoice Number, Invoice Date and Invoice Amount.
Contact Us (Inquiry Form) - How to Use Inquiry Form	 Note: Point of sale purchases paid by credit card are not viewable through this tool. After invoice submission, allow 5 business days for your invoice to be viewable online. The data reflects all activity since January 1, 2014. The data is refreshed daily.
	Invoice Number:
	Version 2.30

Step 6: The landing page consists of two parts:

- 1) The menu bar on the left hand side which includes:
 - Instructions for using the vendor self-service portal.
 - > Link to the AP inquiry form to inquire about specific invoices.
 - > Instructions on how to fill out the AP inquiry form.
- 2) In the center of the page is the login/authentication pad. Vendors must enter valid information into the invoice number, invoice date and invoice amount fields. Once the data has been entered, users must hit the "search" button.

Step 7: If the data entered successfully matches information from the Spectra Energy Accounts Payable system for the three fields specified, vendors are granted access to invoice status and payment information for their specific account.

You have success may use date rang	sfully received at least one valid response during this session and ges if desired.
Invoice Number:	
Invoice Date: 01	1 ♥ January ♥ 2015 ♥ To 31 ♥ December ♥ 2016 ♥ Date Range Search
Invoice Amount:	
Vendor Number: Y	Your vendor account number here
Check Number:	
Payment Number:	
Sort Report by:	✓ Ascending ✓
	Search Reset

Step 8: You can now search invoices based on entering one or more fields.

Invoice Number:	
Invoice Date:	Day ♥ Month ♥ Year ♥ To Day ♥ Month ♥ Year ♥ Date Range Search
Invoice Amount:	
Vendor Number:	Your vendor account number here
Check Number:	
Payment Number	
Sort Report by:	✓ Ascending ✓
	Search Reset

Step 9: You can also search invoices by a date range. For example, if you want to see all invoices on your account for the year 2016 you would enter a date range of January 1, 2016 to December 31, 2016 and leave all other fields blank. This will show all invoices including: in process, approved (not yet paid) and paid invoices.

Invoice Number:	
Invoice Date:	01 V January V 2016 V To 31 V December V 2016 V Date Range Search
Invoice Amount:	
Vendor Number:	Your vendor account number here
Check Number:	
Payment Number	
Sort Report by:	✓ Ascending ✓
	Search Reset

Step 10: The results will be shown directly below the data filters.

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									oice Date:		1 🗸 January 🦄	✓ 2016 ✔ To	31 V December V	2016 🗸 🚧	Range Search					
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Eletina I	Eastment Bleek	Vendor Namber	Payeeter	Invoice Number	Invoice Date	Ent Terms	Oset Dele	Invoice Amount	Discount	WH Tax	Invoice Payment Amesed	Inxoise Carrenax	Payment Method	Caument Date	Paxment Amount	Payment Naming	Check Number	Encashment Dele	Ce. Code	SAP.Doc Number

Step 11: You can sort the data two ways:

• Click on the column title of the column that you want to sort.

<u>Status</u>	Payment Block	<u>Vendor</u> <u>Number</u>	Payee/er	Invoice Number	Invoice Date	<u>Pmt</u> <u>Terms</u>	Due Date	Invoi Amou	

• Use the 'Sort Report by' function in the search pad to select the field and the type of sort, and then click the 'search' button.

	cessfully received ranges if desired.		valid r	esponse	during	this sess	ion and
Invoice Number:							
Invoice Date:	01 V January	♥ 2016 ♥	To 31	✓ Decer	mber 🗸	2016 🗸	Date Range Search
Invoice Amount:							
Vendor Number:	Your vendor nu	mber here				-	
Check Number:					1		
Payment Number	r						
Sort Report by:	Invoice Number	Ascending	~				
	Invoice Number Invoice Date Invoice Amount Check Number	Reset					
	Payment Number	ion 2.30					

Step 12: You can also export the data by clicking the "Download Results in CSV Format" link directly above the search results table.

You have succes may use date rai		least one valid	response during th	s session	and	
Invoice Number:						
Invoice Date:)1 🗸 January 🗸	2016 🗸 To 🕄	December V 2	D16 🗸 Date	Range Search	
Invoice Amount:						
Vendor Number:	Your vendor number	r here				
Check Number:						
Payment Number:						
Sort Report by:	< ►	Ascending 🗸				
	Search R	Reset				
Γ	Version Download Result:					
ice Invoice Date Pmt Due Invoice Discount WH Tax	Invoice Payment Amount	Invoice Currency	Payment Method	Payment Date	Payment Amount	Payment Number

Step 13: To gain more information on what each column is just hover of the column title and a window will appear with a short description of the data in that particular column.

<u>Status</u>	Payment	Vendor	Payee/er	Invoice	Invoi	ce Date	Pmt Terms			
	Status									
In- Process	Invoice Payment	N-2016	NET 07							
In-	1									