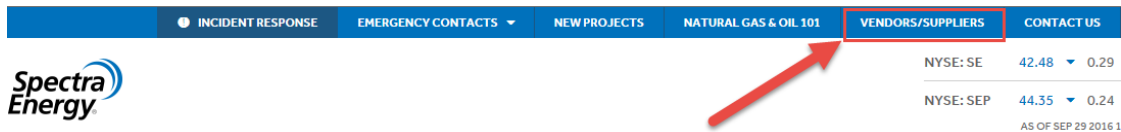


Instructions on How to Use Vendor Self-Service Portal

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 www.spectraenergy.com.

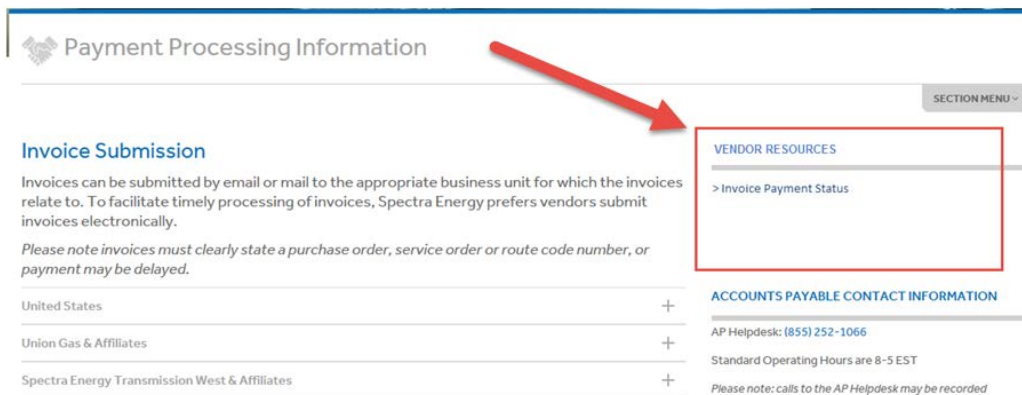
Step 2: Open the 'Vendor/Suppliers' section.



Step 3: Open the 'Payment Processing Information' section.



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



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



Welcome to Spectra Energy's Vendor Self Service Portal

- Search Invoice Status
- How to Use This Page
- Contact Us (Inquiry Form)
 - How to Use Inquiry Form

To access your account, please enter the following information from one of your invoices: Invoice Number, Invoice Date and Invoice Amount.

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:

Invoice Date:

Invoice Amount:

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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 successfully received at least one valid response during this session and may use date ranges if desired.

Invoice Number:

Invoice Date: To

Invoice Amount:

Vendor Number:

Check Number:

Payment Number:

Sort Report by:

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

Invoice Number:

Invoice Date: To [Date Range Search](#)

Invoice Amount:

Vendor Number: **Your vendor account number here**

Check Number:

Payment Number:

Sort Report by:

[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: To [Date Range Search](#)

Invoice Amount:

Vendor Number: **Your vendor account number here**

Check Number:

Payment Number:

Sort Report by:

[Search](#) [Reset](#)

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

Invoice Number:

Invoice Date: To [Date Range Search](#)

Invoice Amount:

Vendor Number: **Your vendor account number here**

Check Number:

Payment Number:

Sort Report by:

[Search](#) [Reset](#)

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[Download Results in CSV Format](#)

Status	Payment Block	Vendor Number	Invoice Number	Invoice Date	Print Terms	Due Date	Invoice Amount	Discount	W/9 Tax	Invoice Payment Amount	Invoice Currency	Payment Method	Payment Date	Payment Account	Payment Number	Check Number	Encashment Date	Co. Code	SAC 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>	<u>Payment Block</u>	<u>Vendor Number</u>	<u>Payee/er</u>	<u>Invoice Number</u>	<u>Invoice Date</u>	<u>Pmt Terms</u>	<u>Due Date</u>	<u>Invoi Amou</u>
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- 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.

You have successfully received at least one valid response during this session and may use date ranges if desired.

Invoice Number:

Invoice Date: 01 January 2016 To 31 December 2016 [Date Range Search](#)

Invoice Amount:

Vendor Number:

Check Number:

Payment Number:

Sort Report by:

Invoice Number	Ascending
Invoice Date	
Invoice Amount	
Check Number	
Payment Number	

[Reset](#)

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 successfully received at least one valid response during this session and may use date ranges if desired.

Invoice Number:

Invoice Date: 01 January 2016 To 31 December 2016 [Date Range Search](#)

Invoice Amount:

Vendor Number:

Check Number:

Payment Number:

Sort Report by: Ascending

[Search](#) [Reset](#)

Version 2.30

[Download Results in CSV Format](#)

Invoice Number	Invoice Date	Pmt Terms	Due Date	Invoice Amount	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>	<u>Payment</u>	<u>Vendor</u>	<u>Payee/er</u>	<u>Invoice</u>	<u>Invoice Date</u>	<u>Pmt Terms</u>
In-Process	Status				N-2016	NET 07
	Invoice Payment Status					