Instructions on How to Use Vendor Self-Service Portal

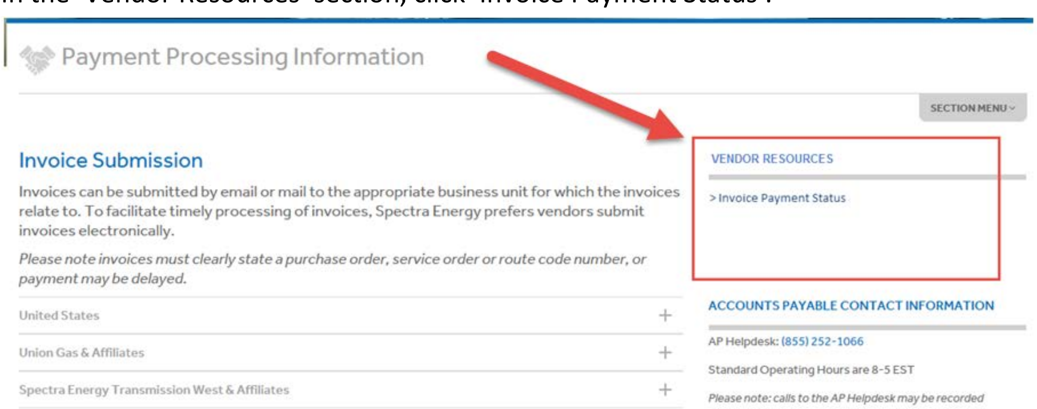
The vendor self-service portal is a tool that enables vendors to find payment status for individual invoices or their complete invoice history with Spectra Energy. Login credentials are not required. To access the portal, vendor will be required to enter basic invoice information into three key data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

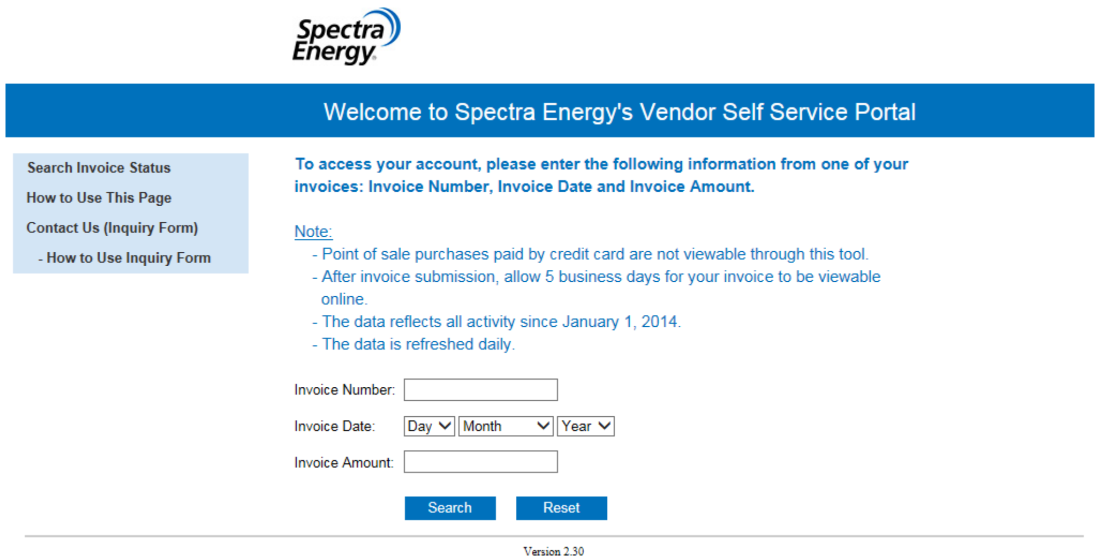
Step 2: Open the 'Vendor/Suppliers' section.

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

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



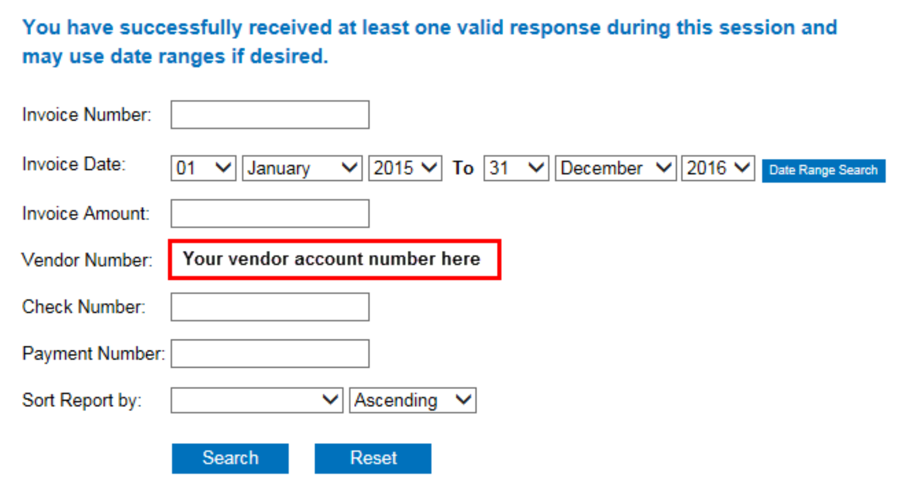
Step 5: The vendor self-service portal will be prompted in a new window.



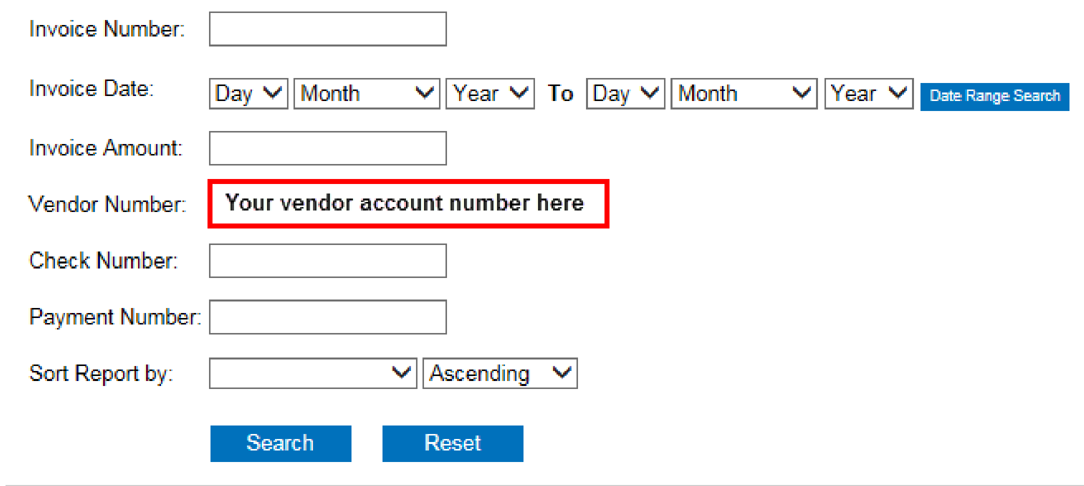
Step 6: The landing page consists of two parts:

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.

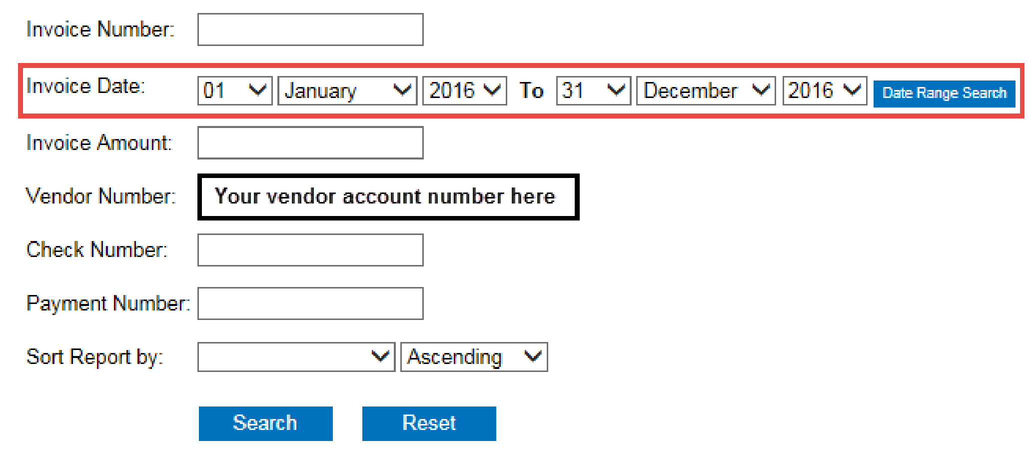
Step 7: If the data entered successfully matches information from the Spectra Energy Accounts Payable system for the three fields specified, vendors are granted access to invoice status and payment information for their specific account.



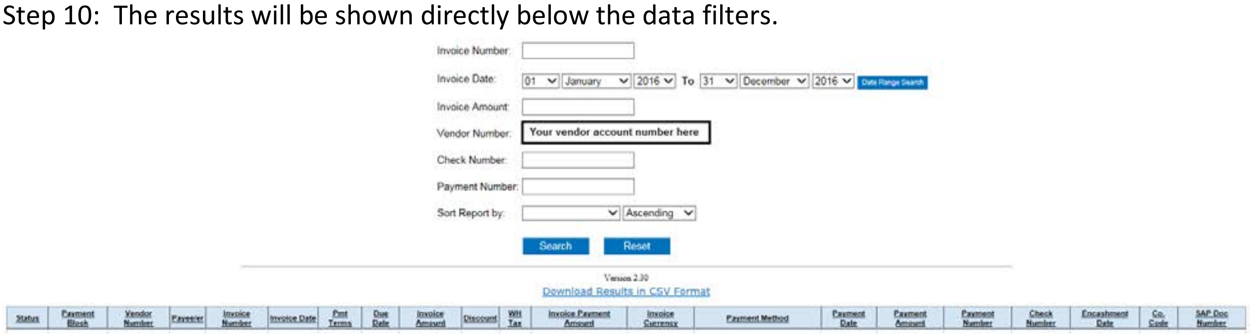
Step 8: You can now search invoices based on entering one or more fields.



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.

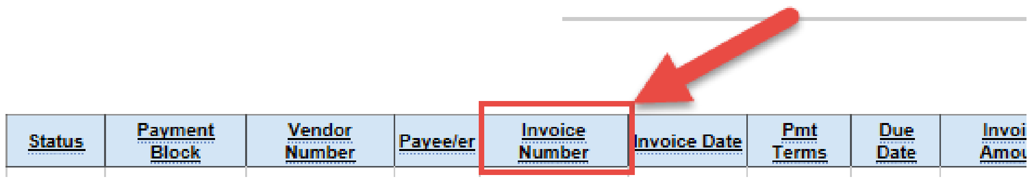


Step 10: The results will be shown directly below the data filters.

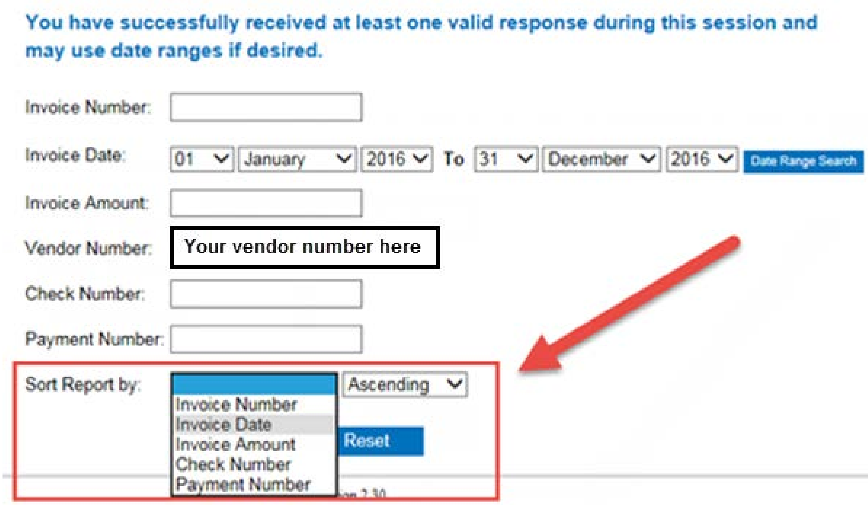


Step 11: You can sort the data two ways:

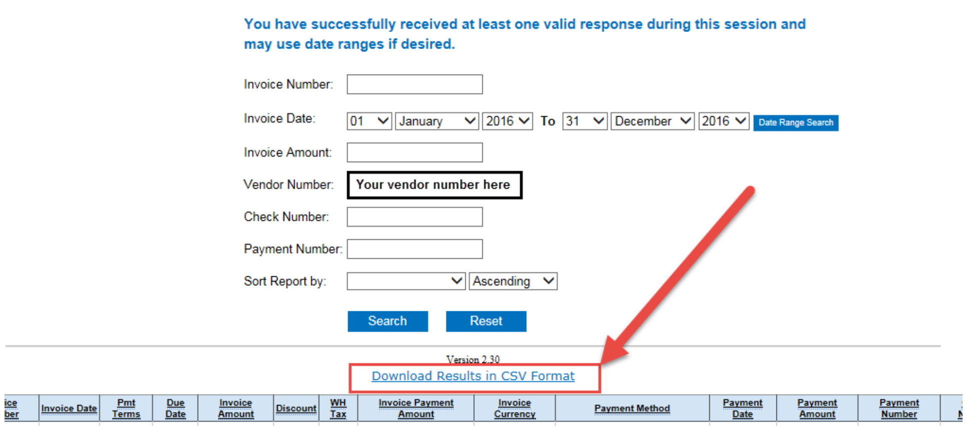
- Click on the column title of the column that you want to sort.



- 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.



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



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.