

## Invoice Status Legend

Statuses	Responsible Group	Description	Next steps / contact information
<b>Paid</b>	Accounts Payable	The invoice has been paid. The supplier should expect to receive the payment per the following: -If payment method is WIRE: receive by the next business day after payment date. -If payment method is ELECTRONIC: receive within 1-2 business days after payment date. -If payment method is CHECK: receive within 10 business days after payment date. (Dependent on postal service) -If payment method is EPAYABLES; supplier's virtual credit card has been funded and is ready to be charged.	If the estimated period has passed, please contact the AP Helpdesk.
<b>Pending AP review</b>	Accounts Payable	- The invoice is pending Accounts Payable's review of the invoice. - Once the review/correction is completed, the invoice will be paid on the due date as it is shown in the Invoice Status Portal. - Please allow 5 business days to complete the review/correction of the invoice.	If the invoice status has not changed within 5 business days, please contact the AP Helpdesk.
<b>Pending AP review - AP verification hold</b>	Accounts Payable	- The invoice is pending Accounts Payable's review of the invoice. - Once the review is completed, the invoice will be paid on the due date as it is shown in the Invoice Status Portal. - Please allow 5 business days to complete the review of the invoice.	If the invoice status has not changed within 5 business days, please contact the AP Helpdesk.
<b>Pending AP review - Corrections</b>	Accounts Payable	- The invoice is pending Accounts Payable's review and correction of the invoice. - Once the review is completed, the invoice will be paid on the due date as it is shown in the Invoice Status Portal. - Please allow 5 business days to complete the review and correction of the invoice.	If the invoice status has not changed within 5 business days, please contact the AP Helpdesk.
<b>Pending AP review - Holdback</b>	Accounts Payable	- The invoice is pending Accounts Payable's review of the holdback on the invoice. - Once the review is completed, the invoice will be paid on the due date as it is shown in the Invoice Status Portal. - Please allow 5 business days to complete the holdback review of the invoice.	If the invoice status has not changed within 5 business days, please contact the AP Helpdesk.
<b>Pending AP review - Incomplete invoice</b>	Accounts Payable	- The invoice is pending Accounts Payable's review of the invoice. - Once the review/correction is completed, the invoice will be paid on the due date as it is shown in the Invoice Status Portal. - Please allow 5 business days to complete the review/correction of the invoice.	If the invoice status has not changed within 5 business days, please contact the AP Helpdesk.
<b>Pending AP review - Installment variance</b>	Accounts Payable	- The invoice is pending Accounts Payable's review of the invoice's payment setup. - Once the review/correction is completed, the invoice will be paid on the due date as it is shown in the Invoice Status Portal. - Please allow 5 business days to complete the review/correction of the invoice.	If the invoice status has not changed within 5 business days, please contact the AP Helpdesk.
<b>Pending AP review - Invoice cancel</b>	Accounts Payable	- The invoice is pending Accounts Payable's review of the invoice. - Once the review/correction is completed, the invoice will be paid on the due date as it is shown in the Invoice Status Portal. - Please allow 5 business days to complete the review/correction of the invoice.	If the invoice status has not changed within 5 business days, please contact the AP Helpdesk.
<b>Pending AP review - Liability account</b>	Accounts Payable	- The invoice is pending Accounts Payable's review of the invoice. - Once the review/correction is completed, the invoice will be paid on the due date as it is shown in the Invoice Status Portal. - Please allow 5 business days to complete the review/correction of the invoice.	If the invoice status has not changed within 5 business days, please contact the AP Helpdesk.
<b>Pending AP review - Lien</b>	Accounts Payable	- The invoice is pending Accounts Payable's review of the invoice. - Once the review/correction is completed, the invoice will be paid on the due date as it is shown in the Invoice Status Portal. - Please allow 5 business days to complete the review/correction of the invoice.	If the invoice status has not changed within 5 business days, please contact the AP Helpdesk.
<b>Pending AP review - Line variance</b>	Accounts Payable	- The invoice is pending Accounts Payable's review of the invoice. - Once the review/correction is completed, the invoice will be paid on the due date as it is shown in the Invoice Status Portal. - Please allow 5 business days to complete the review/correction of the invoice.	If the invoice status has not changed within 5 business days, please contact the AP Helpdesk.
<b>Pending AP review - Tax amount range</b>	Accounts Payable	- The invoice is pending Accounts Payable's review of the invoice. - Once the review/correction is completed, the invoice will be paid on the due date as it is shown in the Invoice Status Portal. - Please allow 5 business days to complete the review/correction of the invoice.	If the invoice status has not changed within 5 business days, please contact the AP Helpdesk.

<b>Pending AP review - Withholding tax</b>	Accounts Payable	<ul style="list-style-type: none"> <li>- The invoice is pending Accounts Payable's assessment of potential withholding tax for the invoice.</li> <li>- Once the review is completed, the invoice will be paid on the due date as it is shown in the Invoice Status Portal.</li> <li>- Please allow 5 business days to complete the assessment of potential withholding tax for the invoice.</li> </ul>	If the invoice status has not changed within 5 business days, please contact the AP Helpdesk.
<b>Pending Approval</b>	Business Area	<ul style="list-style-type: none"> <li>- The invoice is sitting with the Invoice Approver and pending their action.</li> <li>- The Invoice Approver must approve the invoice before the invoice is available to be paid.</li> <li>- Once approved, the invoice will be paid on the due date as it is shown in the Invoice Status Portal.</li> </ul>	<ul style="list-style-type: none"> <li>- For more information on status, please contact your Enbridge business contact.</li> <li>- Since the invoice is pending the Invoice Approver's action, Accounts Payable cannot assist further.</li> </ul>
<b>Pending Coding</b>	Business Area	<ul style="list-style-type: none"> <li>- The invoice is sitting with the Invoice Coder and pending their action.</li> <li>- The Invoice Coder must enter the accounting information on the invoice and then send the invoice for business approval.</li> <li>- Once approved, the invoice will be paid on the due date as it is shown in the Invoice Status Portal.</li> </ul>	<ul style="list-style-type: none"> <li>- For more information on status, please contact your Enbridge business contact.</li> <li>- Since the invoice is pending the Invoice Coder's action, Accounts Payable cannot assist further.</li> </ul>
<b>Pending invoice processing</b>	Accounts Payable	<ul style="list-style-type: none"> <li>- The invoice has been received, however it has not yet been processed by AP.</li> <li>- Please allow 5 business days for the AP team to process the invoice.</li> </ul>	If the invoice was submitted more than 5 business days ago and the invoice remains in this same status, please contact the AP Helpdesk.
<b>Pending payment on due date</b>	Accounts Payable	<p>The invoice is available to be paid on the invoice due date as it is shown in the Invoice Status Portal.</p> <p>*NOTE: Invoice due date = the date that Enbridge Accounts Payable received the invoice + payment terms.</p>	If it is past the invoice due date shown in the Invoice Status Portal and the payment has not been made, please contact the AP Helpdesk.
<b>Pending PO matching instructions</b>	Business Area	<ul style="list-style-type: none"> <li>- The invoice does not have sufficient Purchase Order (PO) line matching instructions, and Accounts Payable cannot complete the processing of the invoice.</li> <li>- Once the PO line matching instructions are provided to Accounts Payable, the invoice will be processed.</li> </ul>	<ul style="list-style-type: none"> <li>- For more information regarding the status invoice matching instructions issue, please contact your Enbridge business contact or Purchase Order (PO) Requester.</li> <li>- If you know the PO line matching instructions for the invoice, please contact the AP Helpdesk and provide them with the instructions.</li> </ul>
<b>Pending PO modification</b>	Business Area	<ul style="list-style-type: none"> <li>- The purchase order (PO) for this invoice requires modification(s) or a change order before any invoices get be paid.</li> <li>- The PO update is executed by the PO Requester or buyer.</li> <li>- Once the PO has been updated, the invoice will be paid on the due date as it is shown in the Invoice Status Portal.</li> </ul>	<ul style="list-style-type: none"> <li>- For more information regarding the status of the Purchase Order (PO) updates, please contact your Enbridge business contact or PO Requester.</li> <li>- Since the invoice is pending the PO Requester's action, Accounts Payable cannot assist further.</li> </ul>
<b>Pending PO receiving</b>	Business Area	<ul style="list-style-type: none"> <li>- The invoice is pending the entry of the receipt by the business area (Purchase Order (PO) Requester).</li> <li>- Once the receipt is entered, the invoice will be paid on the due date as it is shown in the Invoice Status Portal.</li> </ul>	<ul style="list-style-type: none"> <li>- For more information regarding the status of the entry of the receipt, please contact your Enbridge business contact or Purchase Order (PO) Requester.</li> <li>- Since the invoice is pending the business area's action, Accounts Payable cannot assist further.</li> </ul>
<b>Rejected</b>	Supplier	<ul style="list-style-type: none"> <li>- The invoice has been rejected due to missing or incorrect information.</li> <li>- View the Rejection Reason field in the Invoice Status Portal to understand the reason why the invoice was rejected.</li> <li>- Once the invoice is revised, the supplier will need to re-send the invoice to the Accounts Payable invoice submission email address.</li> </ul>	<ul style="list-style-type: none"> <li>- Accounts Payable cannot assist with providing missing information on invoices.</li> <li>- If you require assistance in locating any missing information or correcting any incorrect information, please contact your Enbridge business contact.</li> <li>- If you have a Purchase Order contract, please refer to it to identify missing/incorrect information.</li> </ul>
<b>Supplier is on hold</b>	Accounts Payable	<ul style="list-style-type: none"> <li>- The supplier is on payment hold pending review.</li> <li>- Once the review/correction of the supplier account is completed, the invoice will be paid on the due date as it is shown in the Invoice Status Portal.</li> <li>- Please allow 5 business days to complete the review/correction of the supplier account.</li> </ul>	If the invoice status has not changed within 5 business days, please contact the AP Helpdesk.