Please note, before calling or emailing the helpdesk, please review instructional materials <u>and</u> search for you invoice in the portal. If your invoice is not found, please contact the Helpdesk.

Enbridge Invoice Status Portal Quick Reference Guide			
Step	p Description		
1	 1.1. Gain access to the portal by performing one of the following searches: Option #1 - Search by invoice and complete all fields Option #2 - Search by payment and complete all fields 1.2. Click the Search button. If your search is successful, your invoice/payment status will be displayed at the bottom of the page. If your search is unsuccessful, you will receive a message at the bottom of the page that your search yielded no results. After 3 unsuccessful attempts you will be locked out for 15 minutes. 	Search by invoice: "Enter all 3 fields for the initial invoice search. After successful search, you may search using a minimum of 1 field. Invoice number: Invoice date: Invoice amount: OR Search by payment: "Enter both fields for the initial payment search. After successful search, you may search using a minimum of 1 field. Payment amount: Day Month Year OR Search by payment: "Enter both fields for the initial payment search. After successful search, you may search using a minimum of 1 field. Payment date: Day Month Day Month Year Search Reset	
×	Tip: Search for an invoice that you already know is in our system. After that successful search, you are "logged in" the portal and you can view and search all invoice activity for that given supplier account.		
2	 After a successful invoice/payment search, you can perform more searches for that same supplier account. Enter desired search fields then click Search. 	Storie All S Allow for five unital impose o search. Allow conservations and impose o search. Allow conservations and it fields invoice number: invoice number: invoice number: invoice number: invoice number: invoice number: Storie both fields for file in intel asyment search. Allow conservations and if field Payment number: Storie Report by Search invoice number: Storie Report by Storie Repo	
	Tip: When searching date ranges, use the Date Range Search button.		
3	View the invoice status information at the bottom of the page.	Surgisity Humanity: 10/03/3 Surgisity Humanity: 10/03/3 OR Search by Depresent: Core of the big to the risk of general search. Aller source of the big to the risk of general search. Off Search by Depresent: Out of the big to the risk of general search. Off of the big to the risk of general search. Depresent search. Depresent search. Off of the big to the risk of general search. Depresent search. Depresent search. Personal search. Depresent search. Depresent search. Pe	
4	To search invoices for a different supplier, click the Reset button. This will return you to the initial landing page where you will need to perform a new invoice/payment search.	Search by payment: "Enter both failes for the initial payment search. After subsectil search. After subsectil search. you may search using a minimum of f field. Payment amount: Payment date: Check number: Payment number: Payment number: Sort Report by Search Reset	