RONA

Oracle Cloud Supplier Portal Guide

This guide outlines how to view invoices and payments on the RONA Oracle Cloud Supplier Portal.

Only applicable for suppliers of goods and services not for resale who were granted access.

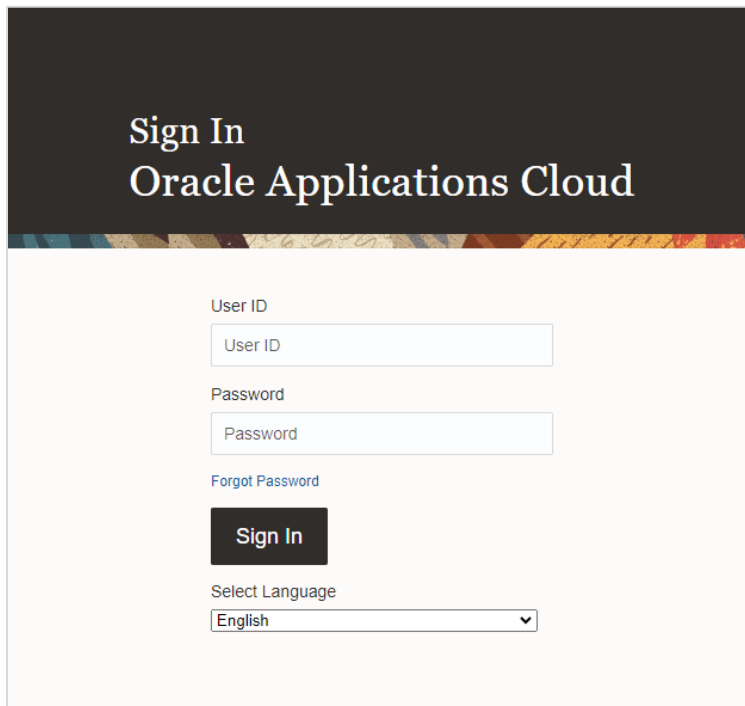## Contents

Last updated: 2-Feb-2024

Request Access To The Portal

To request access to the supplier portal, contact **AP_PMT@rona.ca** and provide the following information:

- Supplier name
- Supplier site and postal address
- Name of the user
- Email address of the user
- Phone number

Sign In

Go to the **RONA Oracle Cloud Supplier Portal URL**, enter your User ID and Password, choose your language, then click Sign In.
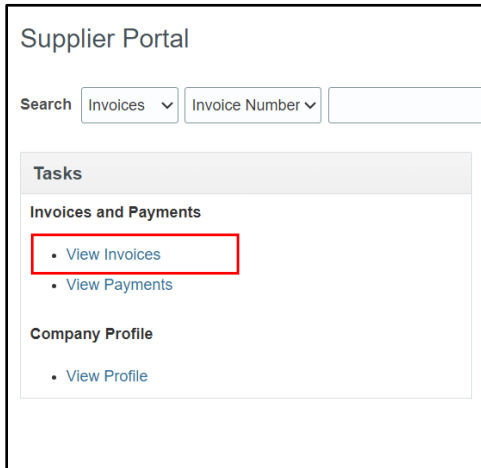
View Invoices

1. From the home page, click on 'Supplier Portal'.
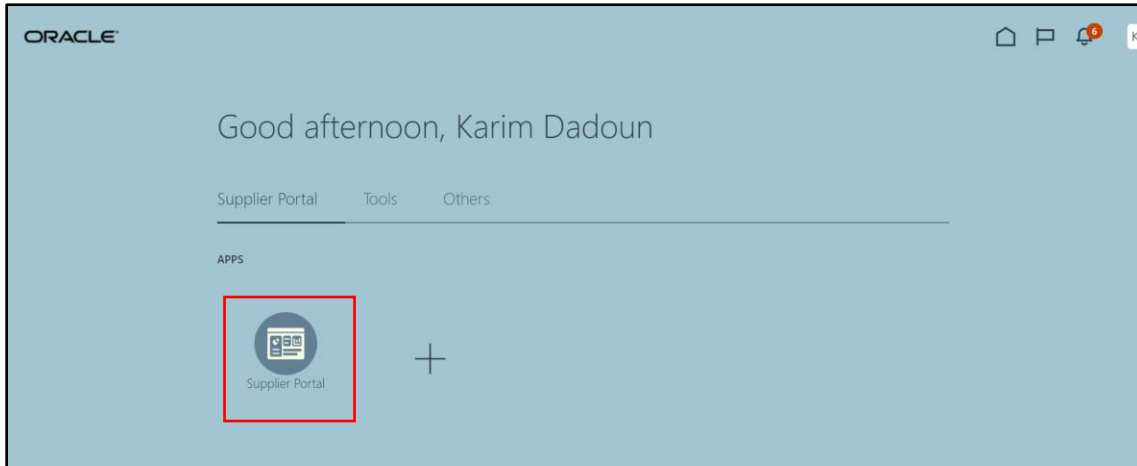
2. Click on 'View Invoices'.

3. You will arrive on the invoices landing page. Enter at least 1 of the required search criteria and click 'Search' – the invoices will appear at the bottom of the screen.

To see all your invoices, enter your supplier name in the 'Supplier' field and click 'Search'.


The search results will yield your invoices, each listed with the associated
Purchase Order (PO) (if applicable), **Unpaid Amount**, **Status**, and associated **Payment Number**.

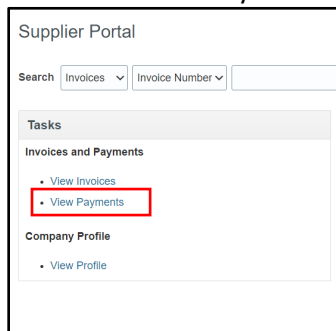**INVOICE STATUS DESCRIPTIONS:**

Incomplete:	Invoice is in the process of being imported to the system.
On Hold:	Invoice has been imported to the system and is under investigation.
Approved:	Invoice has been imported to the system and has been validated. Ready for payment.

View Payments

1. From the home page, click on 'Supplier Portal'.
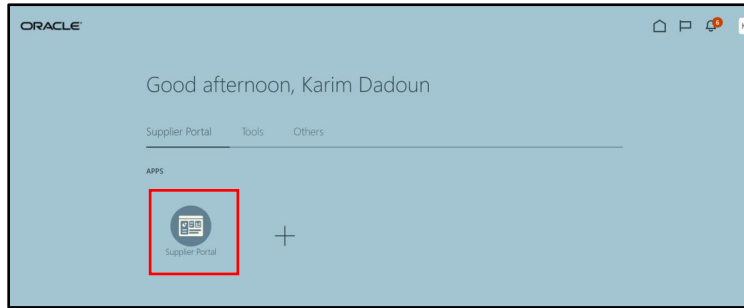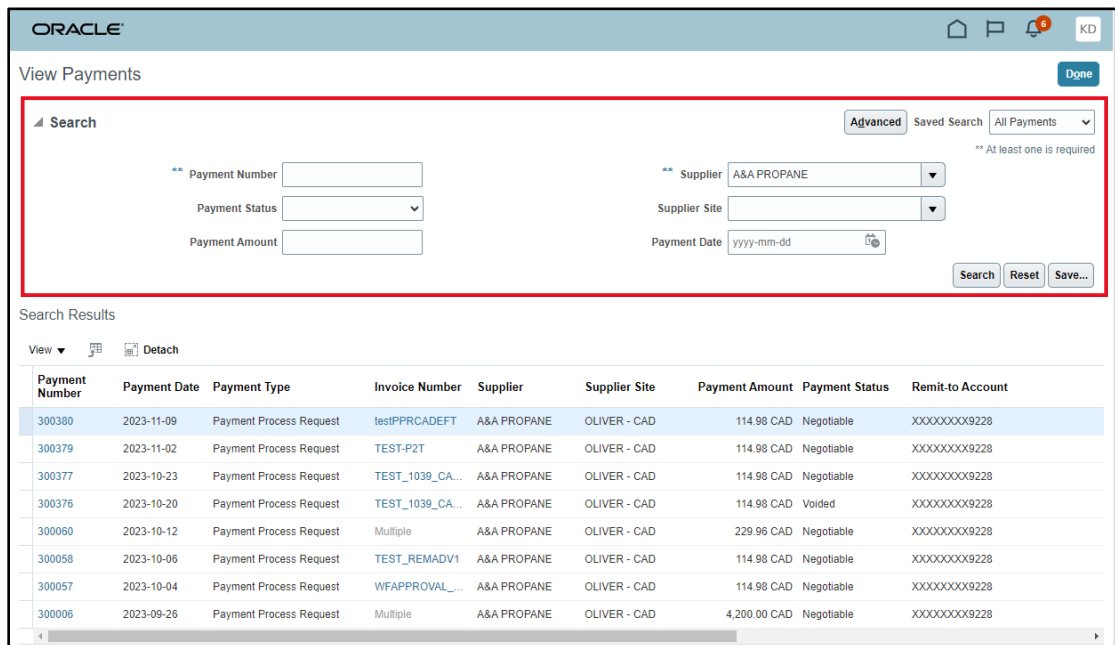

2. Click on 'View Payments'.

3. You will arrive on the 'View Payments' landing page. Enter at least 1 of the required search criteria to search for a payment and click 'Search'. Your payments will appear at the bottom of the screen.

To see all your payments, enter your supplier name in the 'Supplier' field and click 'Search'.

The search results will yield your payments, each listed with the **associated Invoice**, **Amount**, **Status**, and **Remit to Account**.

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