

# **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.

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### **Request Access To The Portal**

To request access to the supplier portal, contact <u>AP\_PMT@rona.ca</u> 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 **<u>RONA Oracle Cloud Supplier Portal URL</u>**, enter your User ID and Password, choose your language, then click Sign In.

Sign In Oracle Applications C	loud
l Iser ID	
User ID	
Password	
Password	
Forgot Password	
Sign In	
Select Language	



### **View Invoices**

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

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	APPS				
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#### **2.** Click on 'View Invoices'.

Supplier Portal
Search Invoices v Invoice Number v
Tasks
Invoices and Payments
View Invoices
View Payments
Company Profile
View Profile



**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'.

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earch Results	L						L	Search Reset Save.
View ▼ 3 <sup>H</sup> (e) Detach	Invoice Date	Туре	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount Invoice	e Status Payment Number
testPPRCADEFT	2023-11-09	Standard		A&A PROPANE	OLIVER - CAD	0.00 CAD	114.98 CAD Approve	ed 300380
TEST-P2T	2023-11-02	Standard		A&A PROPANE	OLIVER - CAD	0.00 CAD	114.98 CAD Approve	ad 300379
123	2023-10-23	Standard	PO11179	A&A PROPANE	OLIVER - CAD	CAD	0.00 CAD Incompl	iete
13412	2023-10-23	Standard invoice		A&A PROPANE	OLIVER - CAD	CAD	0.00 CAD Incompl	ete
KD23101148	2023-10-23	Standard		A&A PROPANE	OLIVER - CAD	1,149.75 CAD	1,149.75 CAD On hold	
KD23101241	2023-10-23	Standard invoice		A&A PROPANE	OLIVER - CAD	1,149.75 CAD	1,149.75 CAD Pending	) import
KD23101304	2023-10-23	Standard		A&A PROPANE	OLIVER - CAD	1,149.75 CAD	1,149.75 CAD On hold	
KD23101402	2023-10-23	Standard		A&A PROPANE	OLIVER - CAD	1,149.75 CAD	1,149.75 CAD Approve	ad
KD23101437	2023-10-23	Standard	PO11179	A&A PROPANE	OLIVER - CAD	132.22 CAD	132.22 CAD Approve	ed
KD23101501	2023-10-23	Standard		A&A PROPANE	OLIVER - CAD	1,264.73 CAD	1,264.73 CAD On hold	
KDP011178	2023-10-23	Standard	PO11178	A&A PROPANE	OLIVER - CAD	1,264.73 CAD	1,264.73 CAD On hold	
TEST_1039_CADEFT	2023-10-20	Standard		A&A PROPANE	OLIVER - CAD	0.00 CAD	114.98 CAD Approve	ed Multiple
01	2023-10-19	Standard	P011111	A&A PROPANE	OLIVER - CAD	CAD	275.00 CAD Incompl	iete

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'.

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#### 2. Click on 'View Payments'.

Supplier Portal
Search Invoices v Invoice Number v
Tasks
Invoices and Payments
View Invoices
View Payments
Company Profile
View Profile

**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'.

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/iew Paym	ents										Done
Search							Advanced	Saved Searc	th All Pa	ayments	► Pariupa
	** Pa	yment Number			** Suppl	lier A&A PROPANE		•	74 1040	10101010	quirou
	P	ayment Status	~		Supplier S	Site		•			
	Pa	yment Amount			Payment D	ate yyyy-mm-dd	Ť©				
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The search results will yield your payments, each listed with the **associated Invoice**, **Amount**, **Status**, and **Remit to Account**.