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 authorized suppliers who were granted access.

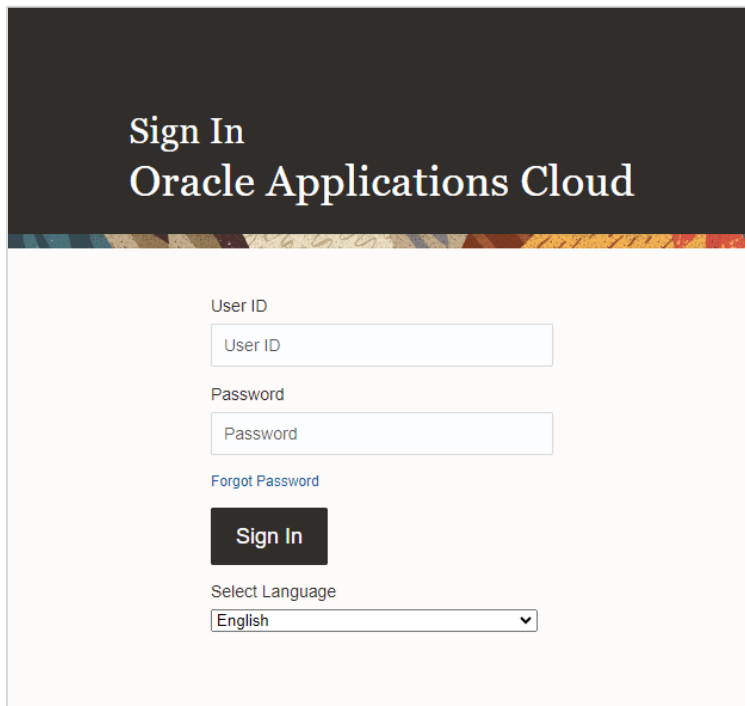## Contents

Last updated: 9-Dec-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 (your first and last names)
- 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.
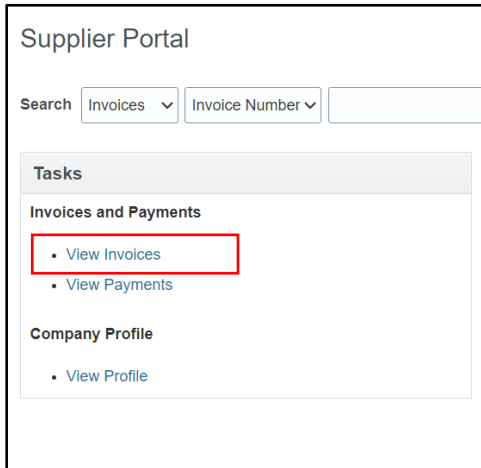
View Invoices

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**.
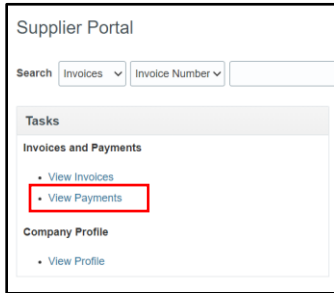
INVOICE STATUS DESCRIPTIONS:

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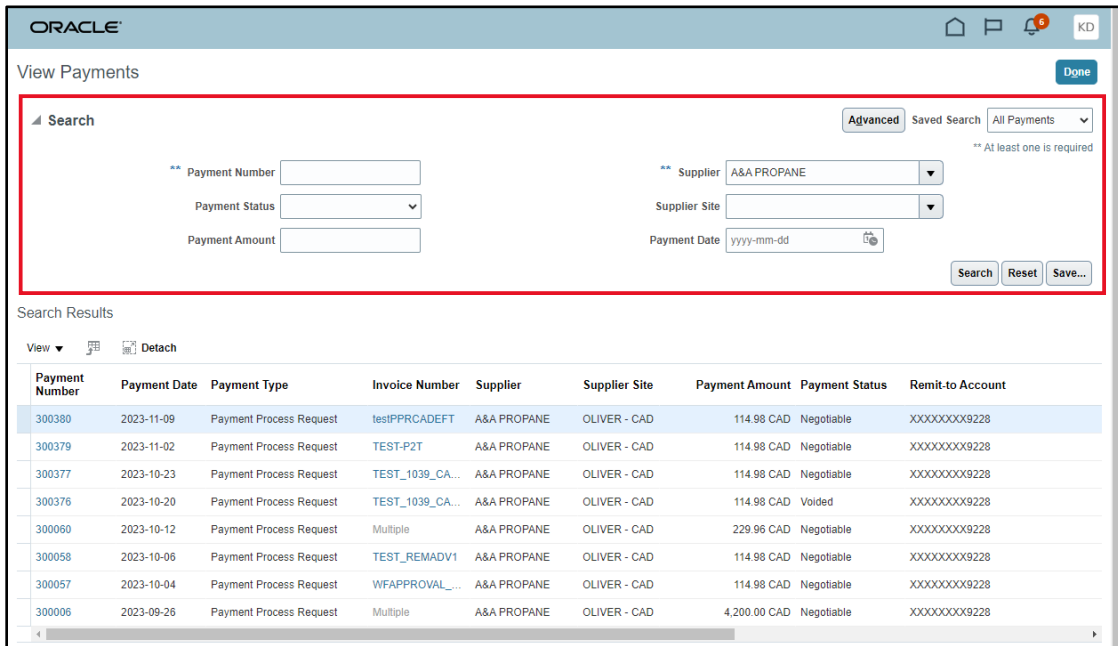
The search results will yield your payments, each listed with the **associated Invoice**, **Amount**, **Status**, and **Remit to Account**.

If the Invoice Number says 'Multiple', it means the payment was for more than one invoice.

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4. To see the details of a payment, click the **payment number**.

Search Results

View ▾ ⊞ Detach

Payment Number	Payment Date	Payment Type	Invoice Number
317510	2024-11-26	Payment Process Re...	Multiple

On the page that opens, the 'Paid Invoices' section lists the invoices that were included in this payment:

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Payment: 317510 Done

Business Unit	RONA CAD BU
Payee	ABC PROPANE
Payee Site	TORONTO - CAD
Address	PO BOX 9999 , STN A, TORONTO ON, M5W 2Q5
Payment Status	Cleared

Payment Amount	5,830.18 CAD
Payment Date	2024-11-26
Payment Type	Payment Process Request
Remit-to Account	XXXXXXXX9999
Payment Document	RONA_EFT_CAD

Paid Invoices

Number	Invoice Date	Type	Purchase Order	Receipt	Consumption Advice	Paid Amount	Invoice Amount	Invoice Status	Due Date	Paid Status
5089292	2024-10-23	Standard	PO1114809			1,074.71 CAD	1,074.71 CAD	Not required	2024-11-22	Fully paid
5085535	2024-10-21	Standard	PO1114790			196.36 CAD	196.36 CAD	Not required	2024-11-20	Fully paid
5086655	2024-10-21	Standard	PO1114738			84.17 CAD	84.17 CAD	Not required	2024-11-20	Fully paid
5084983	2024-10-19	Standard	PO1114754			1,167.17 CAD	1,167.17 CAD	Not required	2024-11-18	Fully paid
5084566	2024-10-18	Standard	PO1114727			128.72 CAD	128.72 CAD	Not required	2024-11-17	Fully paid
5083169	2024-10-17	Standard	PO1114788			34.42 CAD	34.42 CAD	Not required	2024-11-16	Fully paid
R0903202	2024-09-03	Standard	PO1114257			3,144.63 CAD	3,144.63 CAD	Not required	2024-10-03	Fully paid

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