



# 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.

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## Request Access To The Portal

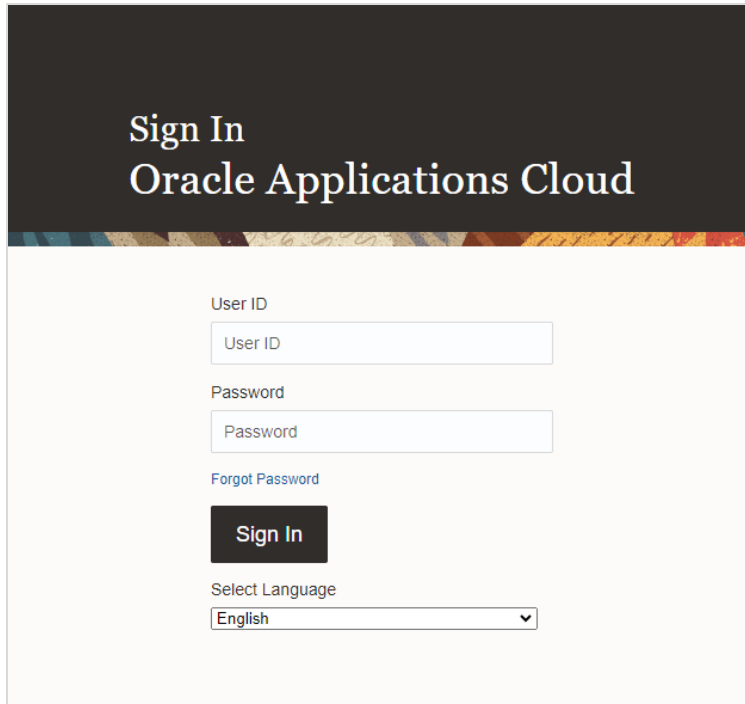
To request access to the supplier portal, contact [AP\\_PMT@rona.ca](mailto:AP_PMT@rona.ca) and provide the following information:

- Supplier name
- Supplier site and postal address
- Name of the user (your first and last names)
- Email address of the user (one email per site)
- Phone number

**Please note that if you have multiple supplier site accounts in our system, you must provide a distinct email address for each account.** If necessary, you can create a generic email address for each of your sites to access the portal.

## Sign In

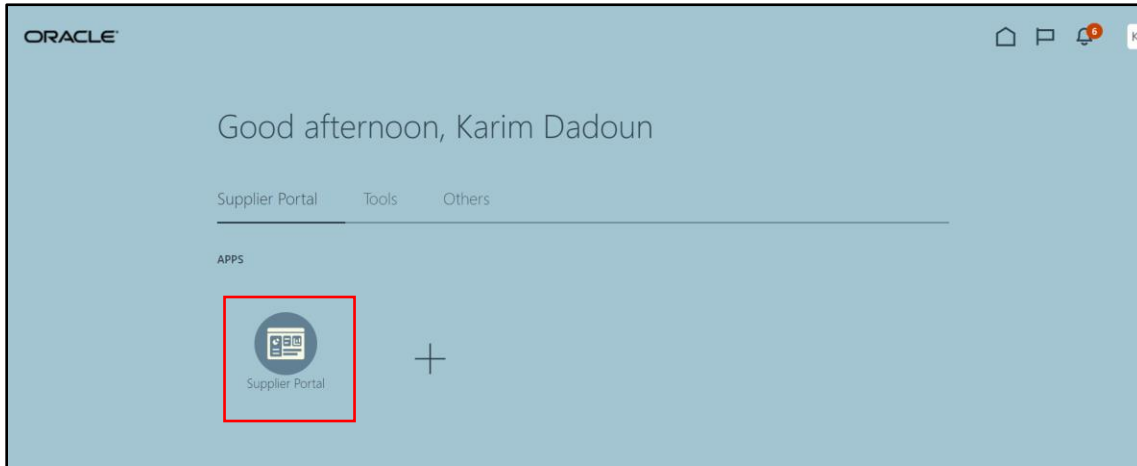
Go to the [RONA Oracle Cloud Supplier Portal URL](#), enter your User ID and Password, choose your language, then click Sign In.



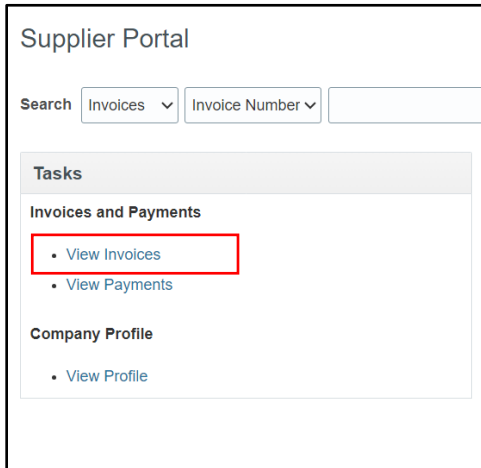
The screenshot shows the sign-in interface for Oracle Applications Cloud. At the top, the text "Sign In Oracle Applications Cloud" is displayed in white on a dark background. Below this, there are two input fields: "User ID" and "Password". A link for "Forgot Password" is located below the password field. A black "Sign In" button is positioned below the "Forgot Password" link. At the bottom, there is a "Select Language" dropdown menu with "English" selected.

## 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’.

**Search Criteria:**

- Invoice Number:
- Supplier: A&A PROPANE
- Supplier Site:
- Purchase Order:
- Consumption Advice:
- Invoice Status:
- Paid Status:
- Payment Number:

**Search Results Table:**

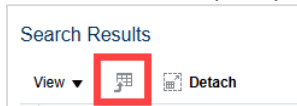
Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number
testPPRCADFT	2023-11-09	Standard		A&A PROPANE	OLIVER - CAD	0.00 CAD	114.98 CAD	Approved	300380
TEST-P2T	2023-11-02	Standard		A&A PROPANE	OLIVER - CAD	0.00 CAD	114.98 CAD	Approved	300379
123	2023-10-23	Standard	PO11179	A&A PROPANE	OLIVER - CAD	CAD	0.00 CAD	Incomplete	
13412	2023-10-23	Standard invoice ...		A&A PROPANE	OLIVER - CAD	CAD	0.00 CAD	Incomplete	
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	Approved	
KD23101437	2023-10-23	Standard	PO11179	A&A PROPANE	OLIVER - CAD	132.22 CAD	132.22 CAD	Approved	
KD23101501	2023-10-23	Standard		A&A PROPANE	OLIVER - CAD	1,264.73 CAD	1,264.73 CAD	On hold	
KDPO11178	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	Approved	Multiple
01	2023-10-19	Standard	PO11111	A&A PROPANE	OLIVER - CAD	CAD	275.00 CAD	Incomplete	

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:**

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

Note - You can export your search results to an Excel file by clicking the export icon:

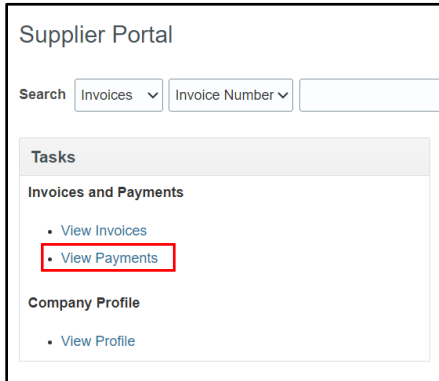


## View Payments

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 screenshot shows the 'View Payments' interface. The search filters section includes fields for Payment Number, Payment Status, Payment Amount, Supplier (set to A&A PROPANE), Supplier Site, and Payment Date. Below the filters is a table of search results.

Payment Number	Payment Date	Payment Type	Invoice Number	Supplier	Supplier Site	Payment Amount	Payment Status	Remit-to Account
300380	2023-11-09	Payment Process Request	testPPRCDEFT	A&A PROPANE	OLIVER - CAD	114.98 CAD	Negotiable	XXXXXXXX9228
300379	2023-11-02	Payment Process Request	TEST-P2T	A&A PROPANE	OLIVER - CAD	114.98 CAD	Negotiable	XXXXXXXX9228
300377	2023-10-23	Payment Process Request	TEST_1039_CA...	A&A PROPANE	OLIVER - CAD	114.98 CAD	Negotiable	XXXXXXXX9228
300376	2023-10-20	Payment Process Request	TEST_1039_CA...	A&A PROPANE	OLIVER - CAD	114.98 CAD	Voided	XXXXXXXX9228
300060	2023-10-12	Payment Process Request	Multiple	A&A PROPANE	OLIVER - CAD	229.96 CAD	Negotiable	XXXXXXXX9228
300058	2023-10-06	Payment Process Request	TEST_REMADV1	A&A PROPANE	OLIVER - CAD	114.98 CAD	Negotiable	XXXXXXXX9228
300057	2023-10-04	Payment Process Request	WFAPPROVAL_...	A&A PROPANE	OLIVER - CAD	114.98 CAD	Negotiable	XXXXXXXX9228
300006	2023-09-26	Payment Process Request	Multiple	A&A PROPANE	OLIVER - CAD	4,200.00 CAD	Negotiable	XXXXXXXX9228

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.

Note - You can export your search results to an Excel file by clicking the export icon:

The image shows a close-up of the search results toolbar. It includes a 'View' dropdown menu, an export icon (represented by a document with a download arrow), and a 'Detach' button. The export icon is highlighted with a red box.

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	Payment Amount 5,830.18 CAD
Payee ABC PROPANE	Payment Date 2024-11-26
Payee Site TORONTO - CAD	Payment Type Payment Process Request
Address PO BOX 9999 STN A, TORONTO ON, M5W 2Q5	Remit-to Account XXXXXXXX9999
Payment Status Cleared	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

Note – It is not possible to export the list of included invoices.