



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.

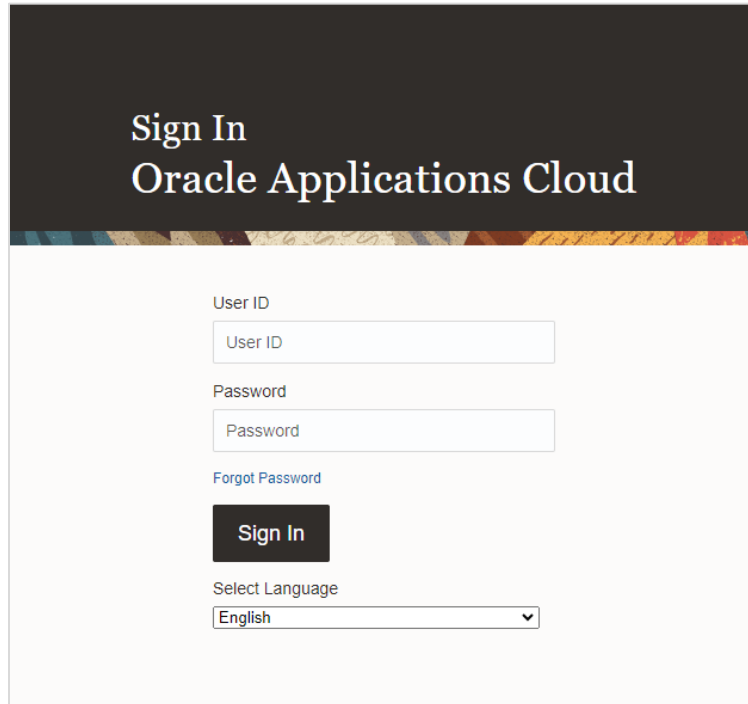
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Last updated: 30-Nov-2023

Sign In

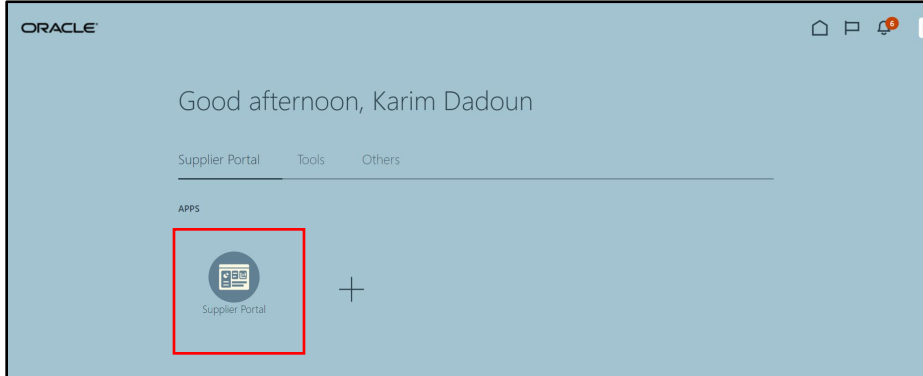
Go to the [RONA Oracle Cloud URL](#), enter your User ID and Password, choose your language, then click Sign In.



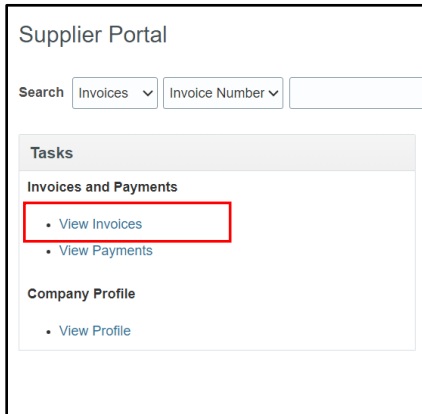
The screenshot shows the sign-in interface for Oracle Applications Cloud. It features a dark header with the text "Sign In Oracle Applications Cloud". Below the header, there are input fields for "User ID" and "Password". A link for "Forgot Password" is located below the password field. A "Sign In" button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

View Invoices

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

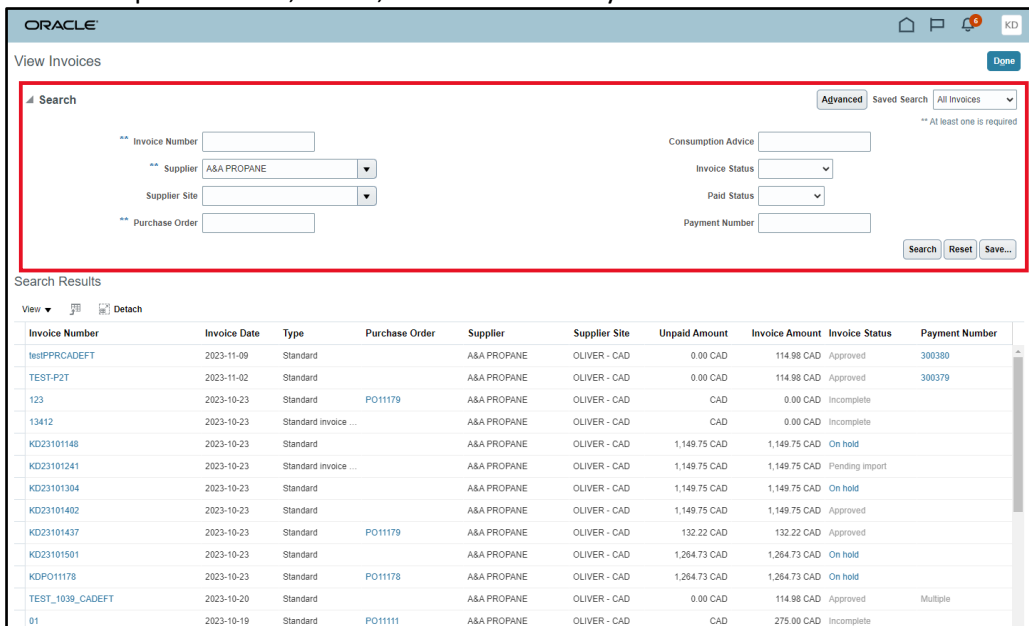


Click on 'View Invoices'.



You will arrive on the invoices landing page. Enter at least 1 of the required search criteria to search for an invoice and click 'Search'. Your 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 listed each with the associated Purchase Order, Unpaid Amount, Status, and associated Payment Number.

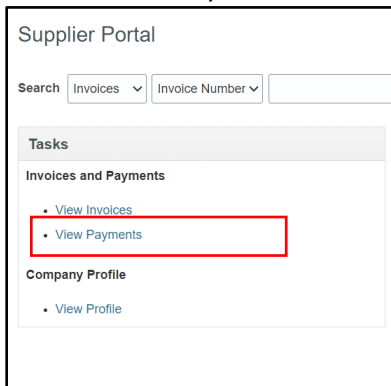


View Payments

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



Click on 'View Payments'.



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 invoices listed each with the associated Invoice, Amount, Status, and Remit to Account.

