



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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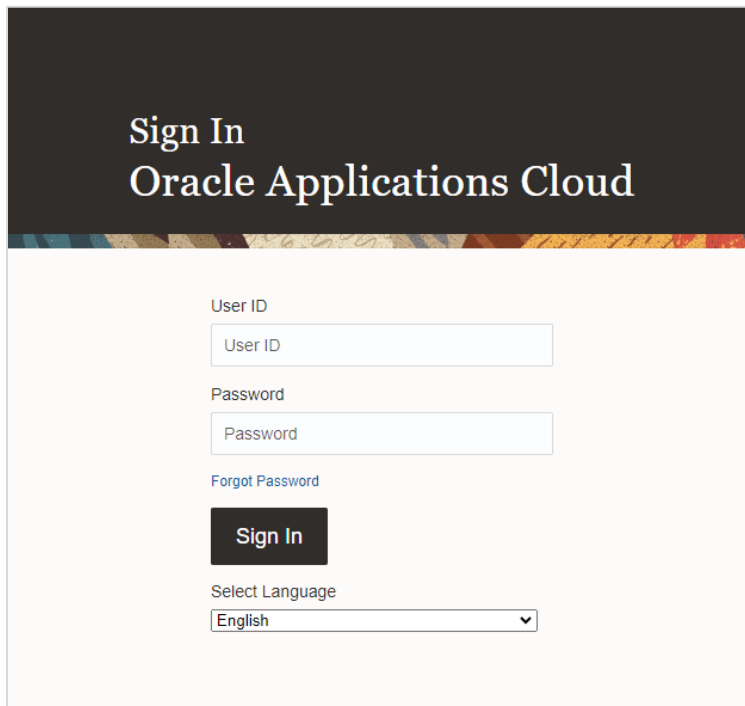
Request Access To The Portal

To request access to the supplier portal, contact 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.



Sign In
Oracle Applications Cloud

User ID

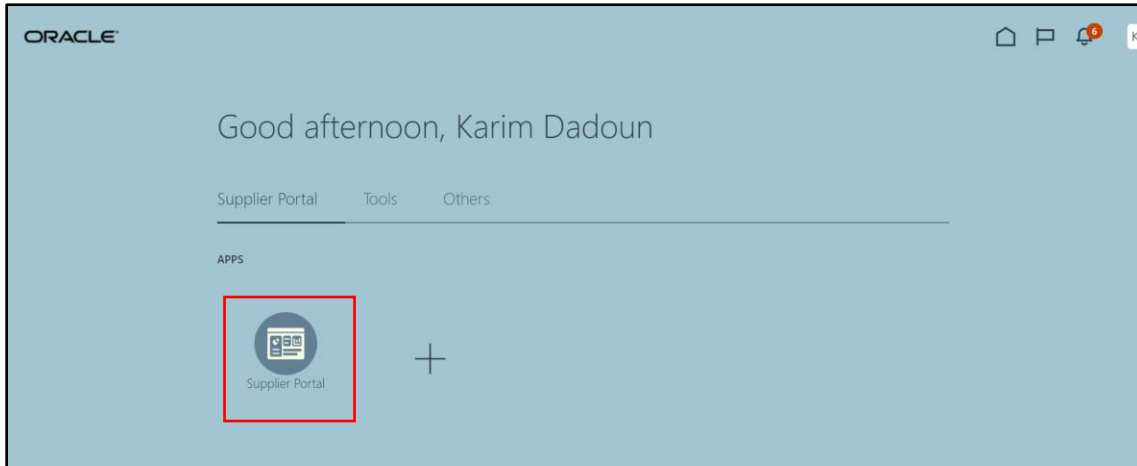
Password

[Forgot Password](#)

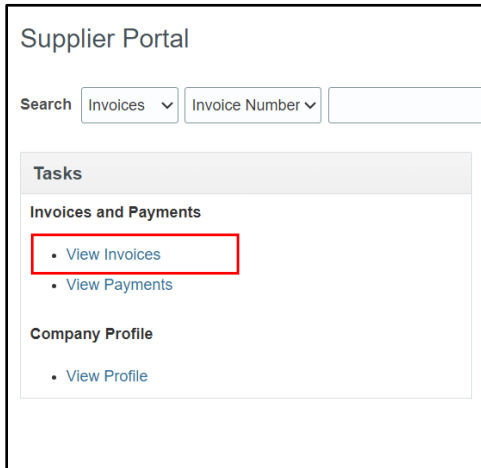
Select Language

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 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_CADFT	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	

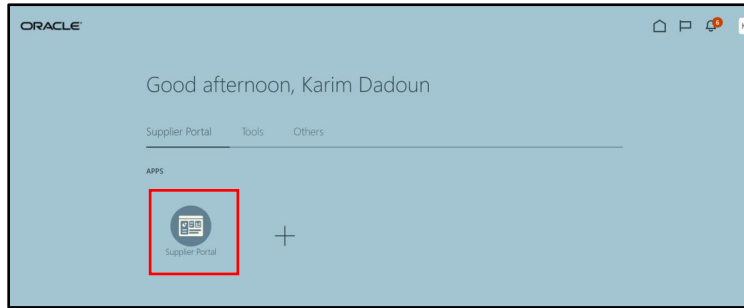
The search results will yield your invoices, each listed with the associated **Purchase Order (PO)** (if applicable), **Unpaid Amount**, **Status**, and associated **Payment Number**.

INVOICE STATUS DESCRIPTIONS:

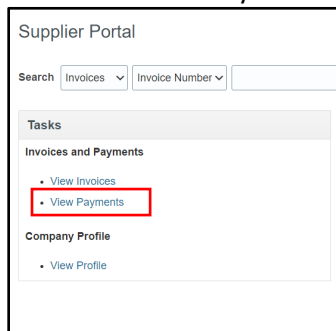
Incomplete:	Invoice is in the process of being imported to the system.
On Hold:	Invoice has been imported to the system and is under investigation.
Approved:	Invoice has been imported to the system and has been validated. Ready for payment.

View Payments

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

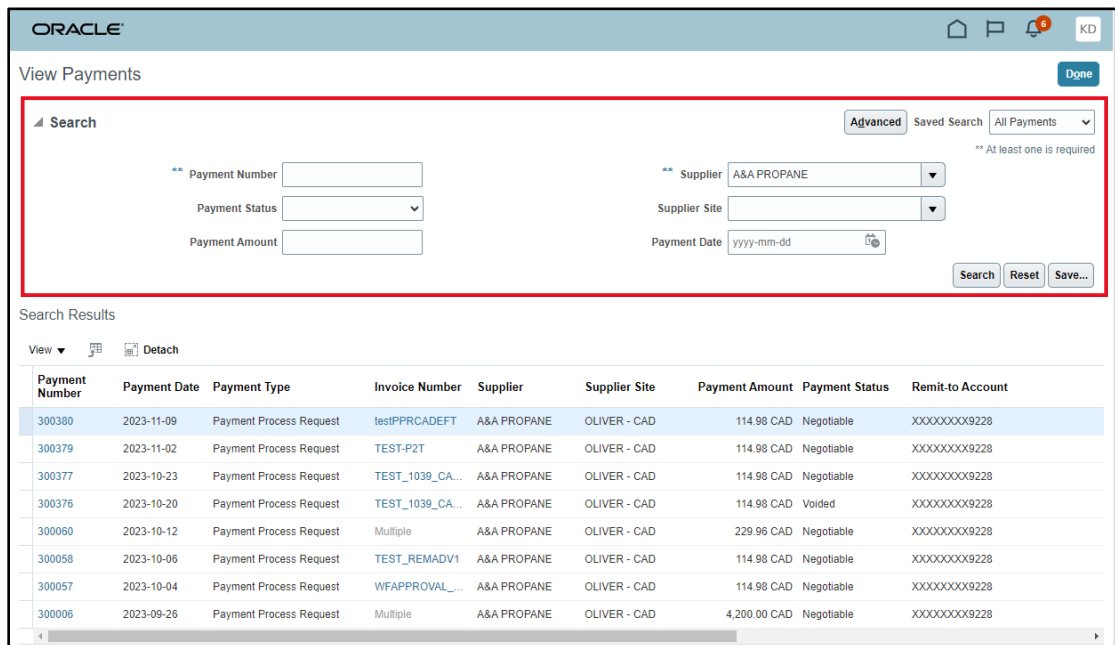


2. Click on 'View Payments'.



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.**