

Supplier Portal User Guide

2024



Important Notes

Key Changes introduced by the Supplier Portal.

1

No PO, no Pay:

If your invoice does not include a PO number, the invoice will not be paid. If you do not have your PO number, please request it from your Americold buyer contact.

2

Invoices will be sent to one of the following email addresses depending on your country:

- AMC.AU.Invoices@americold.com
- AMC.NZ.Invoices@americold.com

3

Self-service abilities will now include:

- Updating your contact details
- Viewing your approved POs
- Viewing your invoices and status

Included in this User Guide

1. Logging in to the Supplier Portal
2. First time set up – Regional Preferences
3. Understanding your homepage
4. Updating your details
5. Viewing a Purchase Order
6. Viewing an Invoice

In line with our invoice policy, please ensure your invoice includes a valid PO number, if you don't have your PO number please contact your buyer. If your invoice does not contain a valid PO number it will not be processed for payment.

Please email your invoices as an attachment (not as a link) to the below email address depending on your location:

Australia:

AMC.AU.Invoices@americold.com

New Zealand:

AMC.NZ.Invoices@americold.com

Logging in to the Supplier Portal

The first time you login you will:

1. Access the Site: Please visit our designated site at <https://fa-ewwt-saasfaprod1.fa.ocs.oraclecloud.com/>..
2. Password Reset: Click on the "Forgot password" link.
3. Enter Credentials: Input the email address from which you have received this email.
4. Email Confirmation: Following the above steps, you will receive an email from ewwt.fa.sender@workflow.mail.us2.cloud.oracle.com. In the event it does not appear in your primary inbox, kindly check your junk folder to avoid any delays.
5. You will receive an email that looks like the box pictured.
6. Set up your password.

From: ewwt.fa.sender@workflow.mail.us2.cloud.oracle.com <ewwt.fa.sender@workflow.mail.us2.cloud.oracle.com>

Sent: Tuesday, May 07, 2024 4:45PM

To:

Subject: Oracle Fusion Applications-Password Reset Information

Dear Americold Supplier,

You have requested to reset your password for Oracle Fusion Applications through Self Service Portal.

Please follow the link below to reset your password.

<https://fa-ewwt-dev3-saasfaprod1.fa.ocs.oraclecloud.com:443/hcmUI/faces/ResetPassword?ase.gid=39d2165ea4804330864a99e18e59263d>

If you did not request this information or have any question, contact your system administrator.

Thank You,
Oracle Fusion Applications

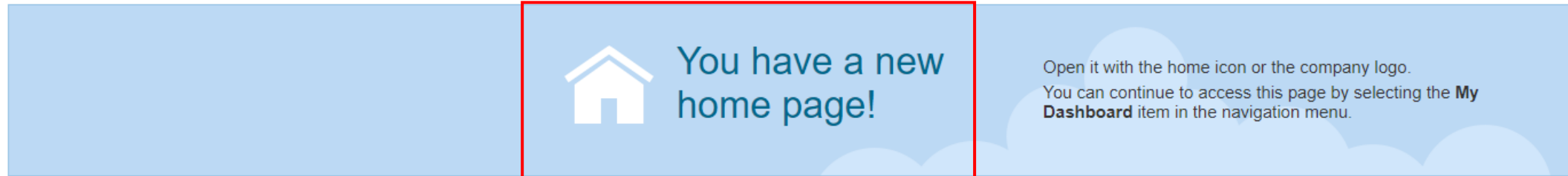
Going forward you will use your email address and the password set up in step 6.



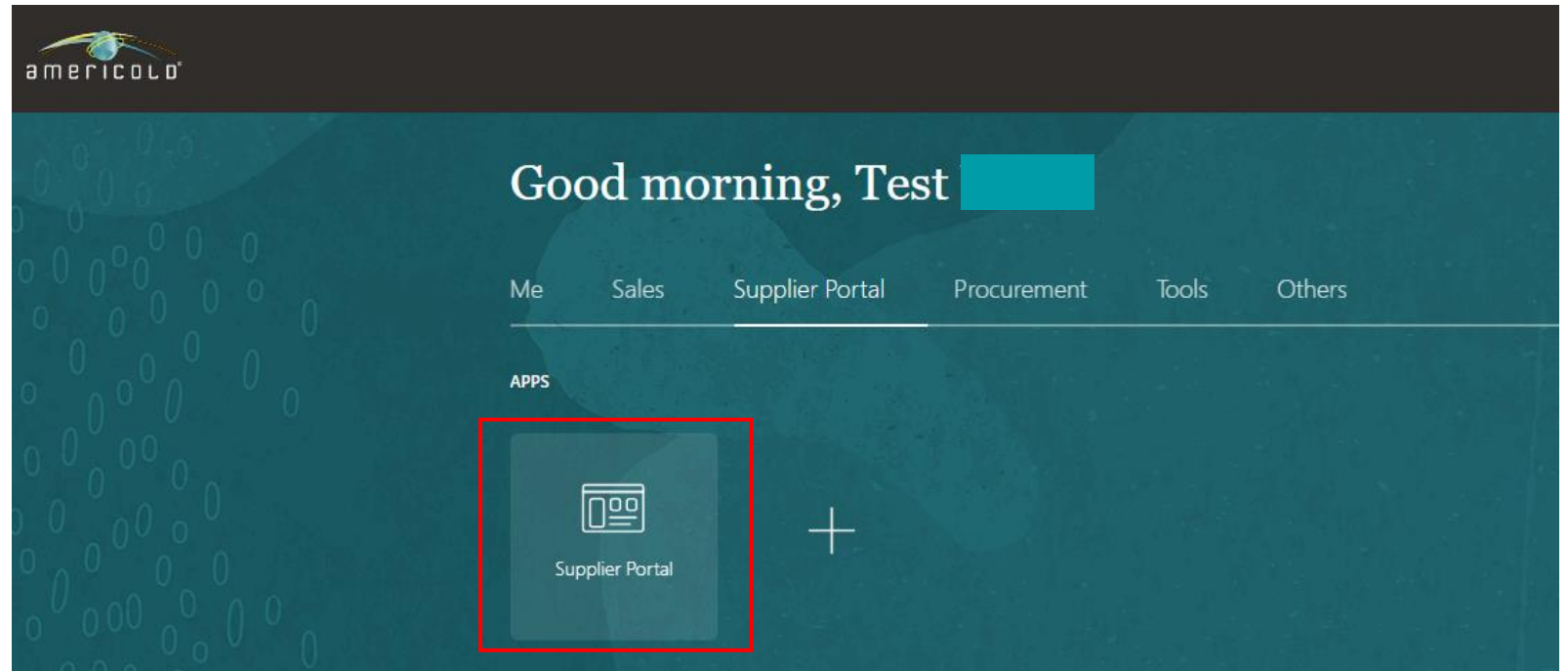
Logging in to the Supplier Portal

7. Potentially the first time you login, you will see the below banner, please click **You have a new home page!**

Welcome, Test Winc 



8. You will then find your home Page and click **Supplier Portal**.



First time set up – Set regional preferences



Set regional preferences

1. On the homepage, select **1. your initials** and then **2. Set Preferences**

The screenshot shows the AmericoLO homepage. The top navigation bar includes the AmericoLO logo, a home icon, a flag icon, a bell icon, and a user profile icon labeled 'TW' (marked with a red '1'). The main content area features a large greeting 'Good afternoon, Test' followed by a teal rectangle. Below this is a horizontal menu with 'Me', 'Sales', 'Supplier Portal' (underlined), and 'Procurement'. A section titled 'APPS' contains a 'Supplier Portal' icon and a plus sign. A 'Settings and Actions' dropdown menu is open, showing options: 'Personalization', 'Access Accessibility Settings', 'Set Preferences' (marked with a red '2'), 'Print Me', 'Hide Help Icons', 'Applications Help', and 'About This Application'. A 'Sign Out' link is visible in the top right of the dropdown.

Set regional preferences

2. Under General Preferences select **Regional**



Set regional preferences

3. From the General Preferences: Regional screen, select your relevant **1. Territory** from the dropdown (Australia or New Zealand), **2. Date Format** to d/m/yy, update your **3. Currency** (AUD or NZD) and your **4. Time Zone** to suit your home city. Once updated, select **5. Save and Close**. **6.** Click the **Home** icon at any time to return to the homepage.

The screenshot displays the 'General Preferences: Regional' configuration page. At the top, the Americold logo is on the left, and a navigation bar on the right contains icons for Home (6), a flag, a bell (5), and a user profile (TW). Below the navigation bar, the page title 'General Preferences: Regional' is followed by a help icon. On the right side of the page, there are three buttons: 'Save', 'Save and Close' (5), and 'Cancel'. The main content area contains several settings, each with a red box and a number indicating a step: 1. 'Territory' dropdown menu set to 'United States'. 2. 'Date Format' dropdown menu set to 'M/d/yy (4/8/24)'. 3. 'Currency' dropdown menu set to 'US Dollar'. 4. 'Time Zone' dropdown menu set to '(UTC+10:00) Sydney - Eastern Time (New South Wales) (ET)'. Other visible settings include 'Time Format' set to 'h:mm a (1:15 PM)' and 'Number Format' set to '-1,234.567'.

Understanding your homepage

Your homepage

1. Quick Search: if you have a PO or Invoice Number to search
2. Tasks: the left pane with your menu options
3. Requiring Attention: POs that are past delivery date that have not been received yet
4. Recent Activity - any activity in the past 30 days
5. Transactional Reports - reports on activity in the past 30 days
6. Home symbol – navigates back to the home page

The screenshot displays the AmeriColo Supplier Portal interface. At the top, the header includes the AmeriColo logo, the text "Supplier Portal", and navigation icons: a home icon (labeled 6), a flag icon, a bell icon, and a "TW" icon. Below the header is a search bar (labeled 1) with a dropdown menu set to "Orders" and a search button. On the left side, a "Tasks" sidebar (labeled 2) lists menu options under three categories: "Orders" (Manage Orders, Manage Schedules, Acknowledge Schedules in Spreadsheet), "Agreements" (Manage Agreements), and "Shipments" (Manage Shipments, Create ASN, Create ASBN, Upload ASN or ASBN, View Receipts, View Returns). The main content area features three panels. The "Requiring Attention" panel (labeled 3) shows a donut chart with the number 65 in the center, representing "Schedules Overdue or Due Today". The "Recent Activity" panel (labeled 4) and the "Transactional Reports" panel (labeled 5) both display a lightning bolt icon and the text "No data available". A small icon of a document with a checkmark is visible in the top right corner of the main content area.

Changing your details

Updating your details

1. Scroll to the bottom of the page
2. On the left pane select **Manage Profile**



Supplier Portal

Search Orders Order Number

Tasks

Orders

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Agreements

- Manage Agreements

Shipments

- Manage Shipments
- Create ASN
- Create ASBN
- Upload ASN or ASBN
- View Receipts
- View Returns

Consigned Inventory

- Review Consumption Advices
- Review Consigned Inventory
- Review Consigned Inventory Transactions

Invoices and Payments

- Create Invoice
- Create Invoice Without PO
- View Invoices
- View Payments

Qualifications

- Manage Questionnaires

Products

- View Items
- View Scheduled Processes

Company Profile

- **Manage Profile**

Requiring Attention

65

65

Schedules Overdue or Due Today

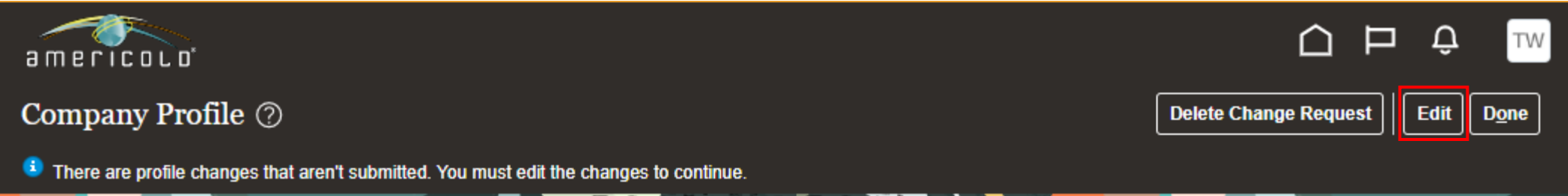
Recent Activity
Last 30 Days

No data available

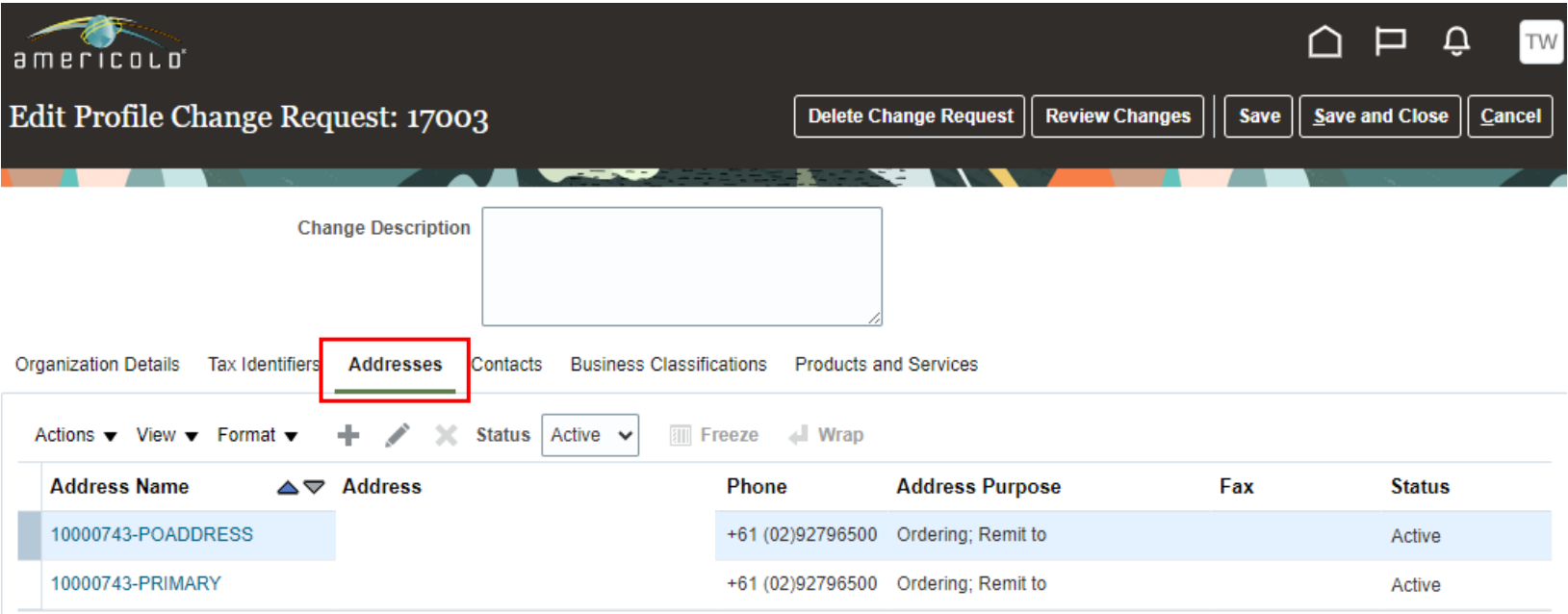
Supplier News

Updating your address, phone number and email address

3. Click **Edit**




4. Select **Addresses**



Updating your address, phone number and email address

5. From here you can choose to 1. add a new address or 2. edit an existing address



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Edit Profile Change Request: 17003

Delete Change Request

Review Changes

Save

Save and Close

Cancel

Change Description

Organization Details

Tax Identifiers

Addresses

Contacts

Business Classifications

Products and Services

Actions

View

Format

+

Status

Active

 Freeze Wrap

Updating your address, phone number and email address

6. Fill in all required fields and click **OK**


Edit Address: 10000743-POADDRESS [X]

* Address Name	<input type="text" value="10000743-POADDRE"/>	* Address	<input checked="" type="checkbox"/> Ordering
* Country	<input type="text" value="Australia"/>	Purpose	<input checked="" type="checkbox"/> Remit to
			<input type="checkbox"/> RFQ or Bidding
* Address Line 1	<input type="text"/>	Phone	<input type="text" value="61"/> <input type="text" value="02"/>
Address Line 2	<input type="text"/>	Fax	<input type="text"/> <input type="text"/>
Address Line 3	<input type="text"/>	Email	<input type="text" value="remittances@ce.com.au"/>
City	<input type="text" value="Port Melbourne"/>	Inactive Date	<input type="text" value="m/d/yy"/>
State	<input type="text" value="Victoria"/>	Status	Active
Postal Code	<input type="text" value="3207"/>		
Language	<input type="text"/>		

OK **Cancel**

Updating an individual contact

6. If you would like to update an individual contact, you can navigate to **1. Contacts** and the process will remain the same. Click the **2. plus sign** to add a new contact or the **3. contact name** to edit.



Home | Flag | Bell | TW

Edit Profile Change Request: 17003

Delete Change Request | Review Changes | Save | Save and Close | Cancel

Change Description

1

Organization Details | Tax Identifiers | Addresses | **Contacts** | Business Classifications | Products and Services

2

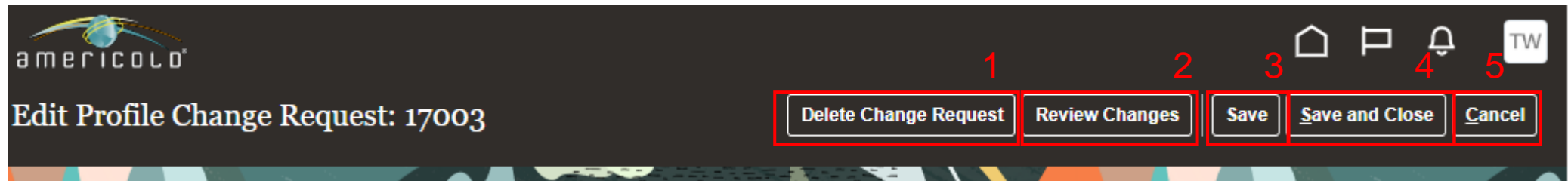
Actions | View | Format | + | ✕ | Status: Active | Freeze | Detach | Wrap

Name	3	Job Title	Email	Phone	Administrative Contact	User Account	Status
Winc, Test			winc@test.com			✓	Active

Updating your details

6. From here you need to confirm your request:

1. Delete change request will delete any changes you have made
2. Review Changes will display a screen with the changes you have made – you can then decide to edit or submit
3. Save will save your changes for you to come back to
4. Save and close will submit your changes to Americold
5. Cancel will close without saving or submitting your changes



Click the **home icon**  to return to the homepage.

Viewing a Purchase Order

Viewing a Purchase Order

1. To view a purchase order, on the left pane, select **Manage Orders**

The screenshot shows the AmeriCold Supplier Portal. At the top, there's a header with the AmeriCold logo and the text "Supplier Portal". Below the header is a search bar with a dropdown menu set to "Orders" and a text input field for "Order Number".

On the left side, there's a "Tasks" sidebar with the following categories and items:

- Orders**
 - Manage Orders (highlighted with a red box)
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements**
 - Manage Agreements
- Shipments**
 - Manage Shipments
 - Create ASN
 - Create ASBN
 - Upload ASN or ASBN
 - View Receipts
 - View Returns
- Consigned Inventory**
 - Review Consumption Advices
 - Review Consigned Inventory
 - Review Consigned Inventory Transactions


The main content area features three cards:

- Requiring Attention**: A donut chart showing 65% (65/100) with the text "Schedules Overdue or Due Today".
- Recent Activity**: Last 30 Days. A lightning bolt icon and the text "No data available".
- Transaction Reports**: Last 30 Days. A lightning bolt icon and the text "No data available".

At the bottom, there's a "Supplier News" section.

Viewing a Purchase Order

2. If you want to search a specific PO, you can put the number in **1. Order** and Search. You can search by **2. Status** or you can simply select **3. Search** to view all Purchase Orders.

Manage Orders ?

Done

Headers Schedules

Search

AdvancedManage WatchlistSaved SearchAll Orders

Sold-to Legal Entity

Bill-to BU

Supplier Site

Order

Status

Include Closed DocumentsNo

Search

Reset

Save...

Search Results


Actions View Format Freeze Detach Wrap




Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status
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Viewing a Purchase Order

3. Click on the purchase order you would like to view


 americolo®


TW

Manage Orders 










Done


Headers Schedules

 Search

Advanced Manage Watchlist Saved Search All Orders 

Search Results

Actions  View  Format      Freeze  Detach  Wrap

	Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	
	AMC_AU-10041	1/31/24		10000743-POADD...	Dunphy, Derick ,...	20.00	AUD	Closed for R...	
	PO142517	1/25/24		10000743-PRIMARY	Dunphy, Derick ,...	307.00	AUD	Open	
	PO140890	1/25/24		10000743-PRIMARY	Dunphy, Derick ,...	470.14	AUD	Open	
	PO142172	1/25/24		10000743-PRIMARY	Dunphy, Derick ,...	96.41	AUD	Open	
	PO142130	1/25/24		10000743-PRIMARY	Dunphy, Derick ,...	330.53	AUD	Open	
	PO140890	1/25/24		10000743-PRIMARY	Dunphy, Derick ,...	470.14	AUD	Open	

Viewing a Purchase Order

4. You can then view the details on the screen (scroll down for more) or click **View PDF**

Purchase Order: PO140890 ?

Acknowledge View PDF Actions ▼ Refresh Done

Main

▲ General

Sold-to Legal Entity	Americold Logistics Limited	Supplier	Winc Australia Pty Limited	Ordered	470.14 AUD
Bill-to BU	AMC AU BU	Supplier Site	10000743-PRIMARY	Description	
Order	PO140890	Supplier Contact		Source Agreement	
Status	Open	Bill-to Location	Australia Corporate	Supplier Order	
Buyer	Derick "Derick" Dunphy	Ship-to Location	Spearwood	Master Contract	
Creation Date	1/25/24				

Terms Notes and Attachments

Required Acknowledgment	No	Shipping Method	— Requires signature
Payment Terms	End of Month	Freight Terms	— Pay on receipt
		FOB	— Confirming order

Order Life Cycle

EXAMPLE

Americold Logistics Limited

Corporate Information: 560 Reservoir Road, Prospect NSW 2148, AUSTRALIA
Vendor:
 Police & Community Youth Club
 P.O. BOX 595
 Minchinbury New South Wales 2770
 AUSTRALIA
 Email: accounts payable@americold.com

Bill To:
 Australia Corporate
 ASC, 560 Reservoir Road
 Prospect New South Wales 2148
 AUSTRALIA
 Email: accounts payable@americold.com

Ship To:
 Tel:
 Fax:
 Delivery Date: 49:00
 Delivery Time:

PO # AMC_AU-10284
Order Date 22/03/2024
PO Term # NT07
Buyer : Derick "Derick" Dunphy
Email : derick.dunphy@americold.com
Phone :

Line	Item Material	Description	Supplier Item	Unit	Unit Price	Quantity	Pack Size	Dist WHS Item number	Tax Code	Cartons /layer	Layers /Pal	No. of Pals	Net Value	GST
1		Fees		EA	100	1							100.00	10.00
														Total Amount: 100.00 Total GST : 10.00

Viewing an Invoice



Viewing an Invoice

1. On the left pane select **View Invoices**

Supplier Portal

Search Orders Order Number

Tasks

- Orders**
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements**
 - Manage Agreements
- Shipments**
 - Manage Shipments
 - Create ASN
 - Create ASBN
 - Upload ASN or ASBN
 - View Receipts
 - View Returns
- Consigned Inventory**
 - Review Consumption Advices
 - Review Consigned Inventory
 - Review Consigned Inventory Transactions
- Invoices and Payments**
 - Create Invoice
 - Create Invoice Without PO
 - View Invoices**
 - View Payments
- Qualifications**
 - Manage Questionnaires
- Products**
 - View Items
 - View Scheduled Processes
- Company Profile**
 - Manage Profile

Requiring Attention

65

65

Schedules Overdue or Due Today

Recent Activity
Last 30 Days


No data available

Supplier News



Viewing an Invoice

2. You can search using the below criteria or if you wish to see all invoices, select **1. Supplier** and **2. Search**. The search results will display the **3. Invoice Status**. To view the details, click the **4. invoice number**.



View Invoices

Done

Search

AdvancedSaved SearchAll Invoices

** Invoice Number

** Supplier

Winc Australia Pty Limited

Supplier Site

** Purchase Order

Consumption Advice

Invoice Status

Paid Status

Payment Number

Search

Reset

Save...

** At least one is required

Search Results

View

Detach

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number	Comments
9044177712	12/14/23	Standard			10000743-PRIM...	651.86 AUD	651.86 AUD	Appro...		
9044168998	12/13/23	Standard			10000743-PRIM...	238.05 AUD	238.05 AUD	Appro...		
9044169940	12/13/23	Standard			10000743-PRIM...	180.73 AUD	180.73 AUD	Appro...		



