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

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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.

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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 ⓘ
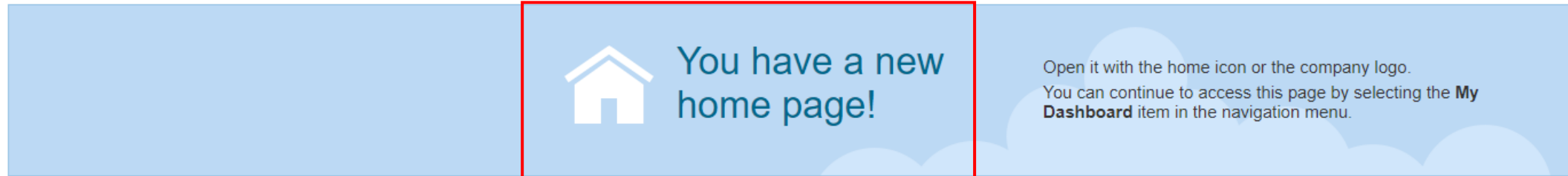
8. You will then find your home Page and click **Supplier Portal.**
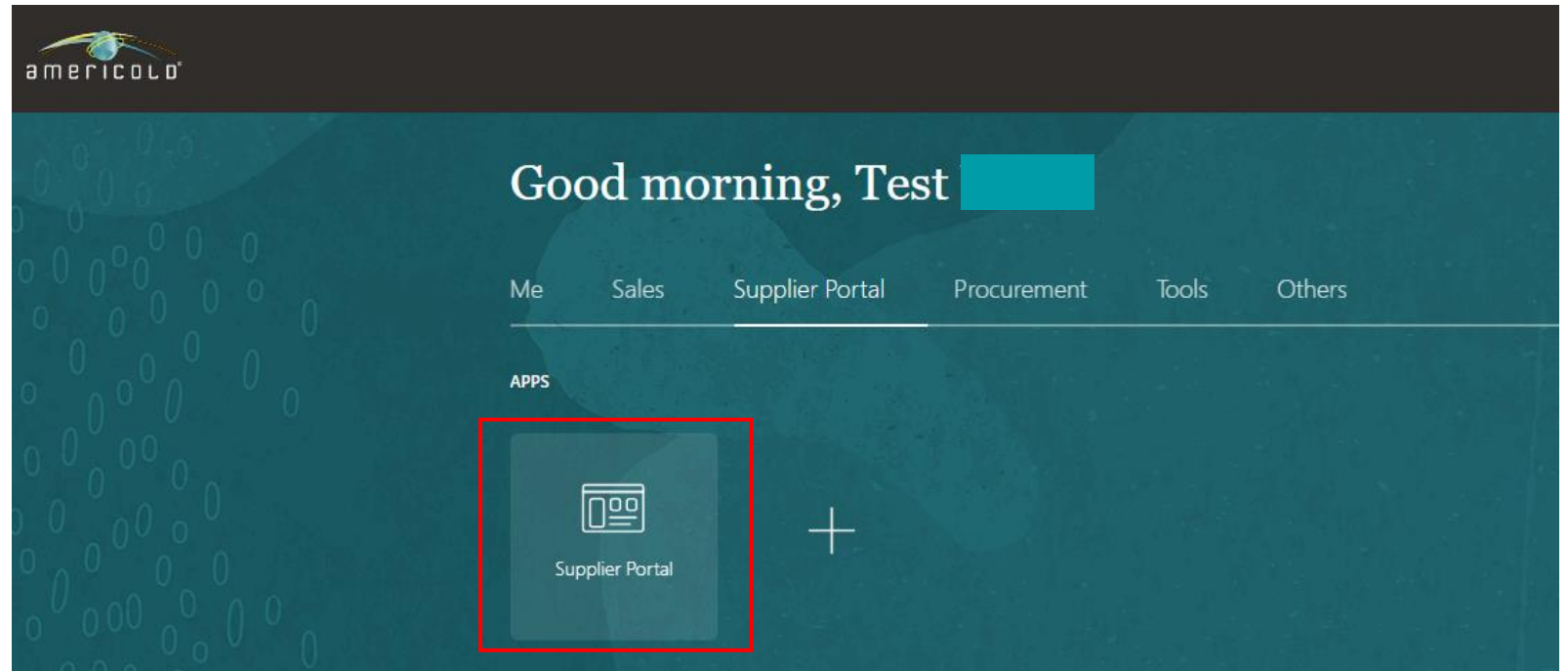
First time set up – Set regional preferences

Set regional preferences

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

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.

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

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**
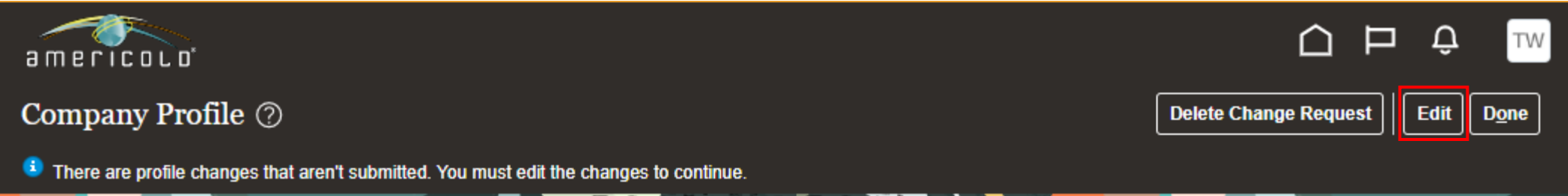
4. Select **Addresses**
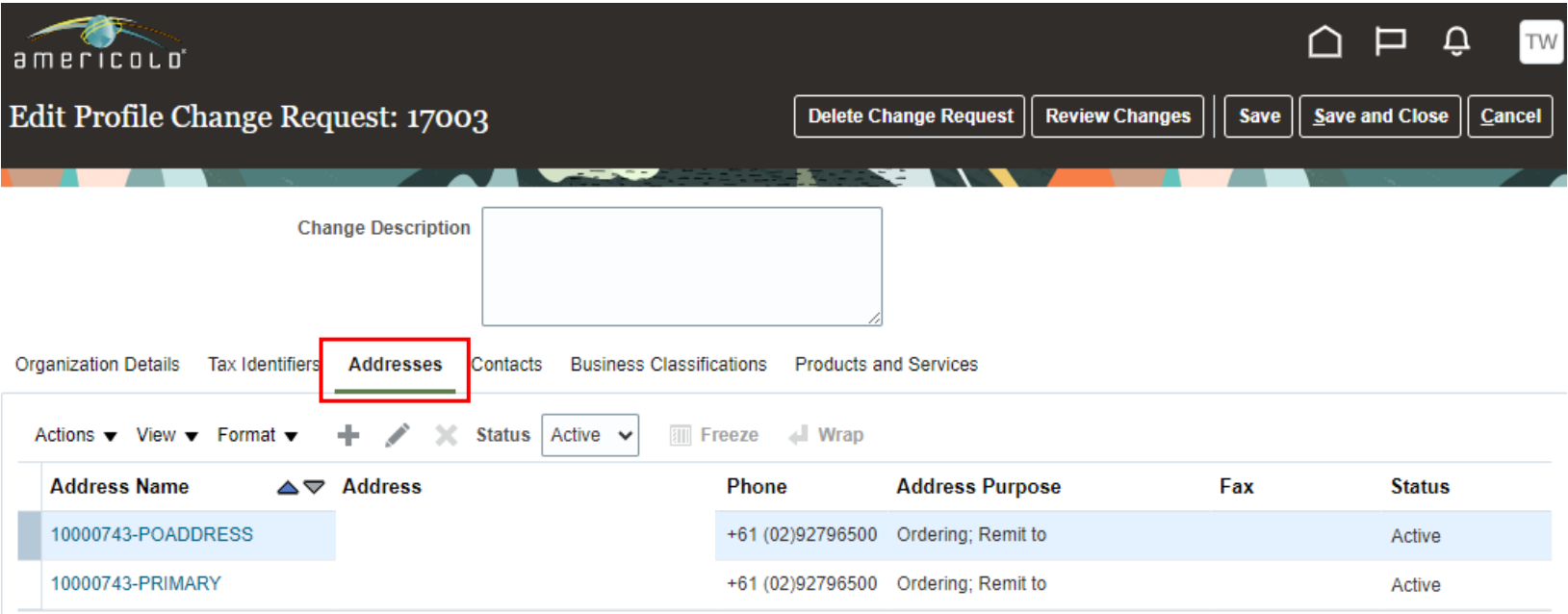
Updating your address, phone number and email address

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

Updating your address, phone number and email address

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

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.

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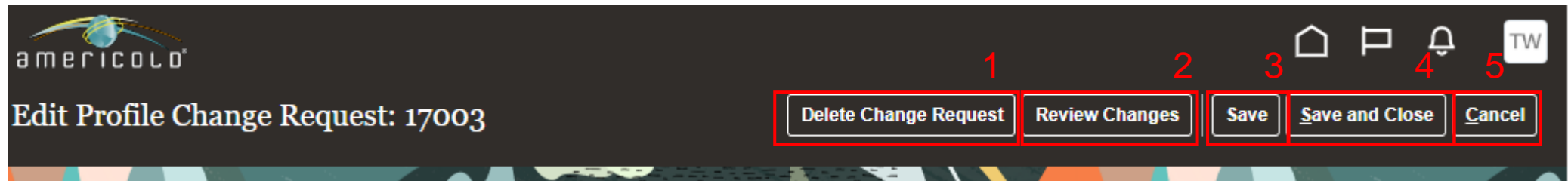
Click the **home icon** to return to the homepage.

Viewing a Purchase Order

Viewing a Purchase Order

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

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.

Viewing a Purchase Order

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

Viewing a Purchase Order

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

Viewing an Invoice

Viewing an Invoice

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

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.