

# Supplier Portal Registration

2024



# New Supplier Registration

# 1

## Registration links:

**Australian Suppliers:** <https://fa-ewwt-saasfaprod1.fa.ocs.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000005513041&busRel=1a8vNdZbPRz0z2MaCBU6Kt14Ox7XBcPYyA%3D%3D>

**New Zealand Suppliers:** <https://fa-ewwt-saasfaprod1.fa.ocs.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000005513028&busRel=1a8vNdZbPRz0z2MaCBU6Kt14Ox7XBcPYyA%3D%3D>



# 2

## Documentation you will need: \*Not providing these documents could have your registration rejected

- **Certificate of Insurance** - Required if you will be on Americold's site performing work.
- **Code of Conduct** - This form is attached to the questionnaire and will need to be completed, signed and dated.
- **Bank Support** - Bank deposit slip, bank letter or company letterhead document that reference banking details.

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## Register Supplier: Company Details ?

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Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.

\* Company

Test Company AU

\* Tax Organization Type

Partnership

Supplier Type

Corporate Web Site

Attachments

None

Enter legal name

D-U-N-S Number

Tax Country

Taxpayer ID

Tax Registration Number

Note to Approver

Select Country then enter ABN/NZBN in Tax Registration Number

## Your Contact Information

Enter the contact information for communications regarding this registration.

\* First Name

John

\* Last Name

Doe

\* Email


john.doe@test.com



\* Confirm Email


john.doe@test.com





# New Supplier Registration





[Sign In](#)




















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## Register Supplier: Contacts

Enter at least one contact.

Actions  View  Format 

 **Create**  **Edit**  **Delete**  **Freeze**  **Detach**  **Wrap**

| Name      | Job Title | Email             | Administrative Contact | Request User Account | Edit  | Delete  |
|-----------|-----------|-------------------|------------------------|----------------------|---|---|
| Doe, John |           | john.doe@test.com | ✓                      | ✓                    |  |  |

Columns Hidden 7

Click here to add additional contacts



# New Supplier Registration

## Create Contact

Salutation

\* First Name

Middle Name

\* Last Name

Job Title

Phone

Mobile

Fax

\* Email

☒ Administrative contact

## User Account

☒ Request user account

Check box to allow this person to receive all communication regarding Supplier Registration

Check box to allow access to the Supplier Portal

## Roles


Actions  View  Format    Freeze  Detach  Wrap

| Role                           | Description  |
|--------------------------------|--|
| AMC PO Supplier Portal Persona | This configured role grants access to: Manage Supplier Portal Shipments,Manage Supplier Portal Profile,Manage Supplier Po... |

Create Another OK Cancel



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Register Supplier: Contacts ?

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Enter at least one contact.

Actions ▾View ▾Format ▾

+

Create

✎

Edit

✕

Delete

📄

Freeze

📄

Detach

↶


Wrap



| Name      | Job Title      | Email             | Administrative Contact | Request User Account | Edit         | Delete       |
|-----------|----------------|-------------------|------------------------|----------------------|--------------|--------------|
| Doe, Jane | Office Manager | jane.doe@test.com | ✓                      | ✓                    | <div>✎</div> | <div>✕</div> |
| Doe, John |                | john.doe@test.com | ✓                      | ✓                    | <div>✎</div> | <div>✕</div> |

Columns Hidden 7



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Register Supplier: Addresses

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Enter at least one address for remit-to and ordering address purposes.

Actions View Format + Create Edit Delete Freeze Detach Wrap

| Address Name     | Address | Phone | Address Purpose | Edit | Delete |
|------------------|---------|-------|-----------------|------|--------|
| Columns Hidden 3 |         |       |                 |      |        |

Click here to create Address

# New Supplier Registration

**Create Address**

\* Address Name

Primary

\* Country

Australia

\* Address Line 1

89 Swan St

Address Line 2

Address Line 3

City

Burnley

State

VIC

Postal Code

3121

\* Address Purpose

☒ Ordering

☒ Remit to

☐ RFQ or Bidding

Phone

61

03

9429

7119

Fax

61

Email

swan@test.com

Check Ordering and Remit to boxes

Address Contacts

Select the contacts that are associated with this address.


Actions View Format X Freeze Detach Wrap

| Name             | Job Title | Email | Administrative Contact | User Account |
|------------------|-----------|-------|------------------------|--------------|
| Columns Hidden 4 |           |       |                        |              |

Create Another OK Cancel



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Enter at least one address for remit-to and ordering address purposes.

Actions ▾ View ▾ Format ▾

+

Create



Edit

Delete

Freeze

Detach


Wrap

| Address Name | Address                               | Phone              | Address Purpose    | Edit  | Delete  |
|--------------|---------------------------------------|--------------------|--------------------|---|---|
| Primary      | 89 Swan St,Burnley VIC 3121,AUSTRALIA | +61 (03)9429 x7... | Ordering; Remit to |  |  |

Columns Hidden 3



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Company Details   Contacts   Addresses   **Business Classification**   Bank Accounts   Products and Services   Questionnaire   Review

Register Supplier: Business Classific... ?

Enter at least one business classification or select none applicable.

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☐ None of the classifications are applicable

Actions ▾ View ▾ Format ▾ + X Freeze Detach Wrap

\* Classification


Click here to add classification or check 'None of the classifications are applicable' box



No data to display.

| Subclassification | Certifying Agency | Other Certifying Agency | Certificate | Start Date | Expiration Date | Attachments | Notes |
|-------------------|-------------------|-------------------------|-------------|------------|-----------------|-------------|-------|
|-------------------|-------------------|-------------------------|-------------|------------|-----------------|-------------|-------|



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Register Supplier: Bank Acc... ?

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Actions ▾View ▾Format ▾+ Create✎ Edit✕ Delete📄 Freeze📄 Detach↩ Wrap

| Account Number      | IBAN | Currency | Bank | Edit | Delete |
|---------------------|------|----------|------|------|--------|
| No data to display. |      |          |      |      |        |
| Columns Hidden 8    |      |          |      |      |        |

Click here to add Bank Account

# New Supplier Registration

## Create Bank Account

Enter account number or IBAN unless account number is marked as required.

\* Country  ▼

IBAN

Bank  ▼

Currency  ▼

Branch  ▼

\* Account Number

## Additional Information

Account Name

Agency Location Code

Alternate Account Name

Account Type

Account Suffix

Description


Check Digits

## Comments

Note to Approver



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Actions ▼ View ▼ Format ▼ + Create ✎ Edit ✕ Delete 📄 Freeze 📄 Detach ↩ Wrap

| Account Number | IBAN | Currency | Bank     | Edit           | Delete         |
|----------------|------|----------|----------|----------------|----------------|
| 021000021      |      |          | ANZ Bank | <span>✎</span> | <span>✕</span> |

Columns Hidden 8



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Actions ▾ View ▾ Format ▾

Select and Add

Remove

Freeze


Detach



Wrap

| Category Name       | Description | Remove |
|---------------------|-------------|--------|
| No data to display. |             |        |



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Attachments None

## Questions

Americold Questionnaire (Section 1 of 1)


### Section



#### 1. Americold Questionnaire

- \* 1. I, the undersigned, hereby certify that I have read, understand and agree to comply with the Supplier Code of Conduct  
Attachments [Americold Supplier Code of Con](#)  
☐ a. I Agree
- \* 2. Please attach a voided check, bank slip, PDF letter from bank, or company letterhead detailing the banking routing and account number information.  
☐ a. Attach here
- \* 3. Please attach W9 form (Format attached)  
Attachments [W-9.pdf](#)  
☐ a. Attach here
- \* 4. All contractors and subcontracts working with our facilities must have insurance regardless of sourcing classification  
Attachments [Insurance requirements for Con](#)  
☐ a. YES  
☐ b. NO
- \* 5. Are you a Diverse and/or Minority-Owned Business (MBE)?  
☐ a. Yes  
☐ b. No
- \* 6. Is your company a member of ISN ?  
☐ a. Yes



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Review Supplier Registration: Test Company AU ?

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Company Details

Company

Test Company AU

Tax Organization Type

Partnership

Supplier Type

Corporate Web Site

D-U-N-S Number

Tax Country

United States

Taxpayer ID

587891011

Tax Registration Number

Note to Approver

//

Attachments

Actions ▾

View ▾

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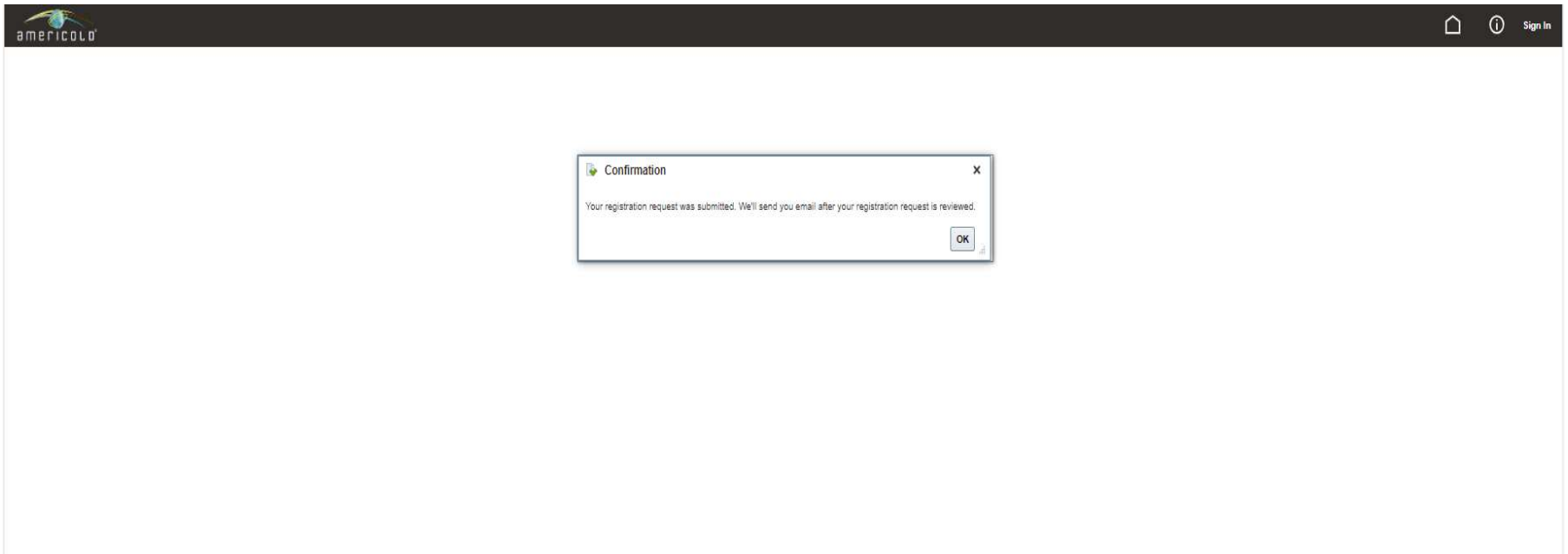
| Type | * File Name or URL | Title | Description | Attached By | Attached Date |
|------|--------------------|-------|-------------|-------------|---------------|
|------|--------------------|-------|-------------|-------------|---------------|

Columns Hidden 1





# New Supplier Registration



# Important Information and Frequently Asked Questions

## Invoice Process

Your invoice will need to include a Purchase Order number and be emailed to the below address :

Australia: [AMC.AU.Invoices@americold.com](mailto:AMC.AU.Invoices@americold.com)

New Zealand: [AMC.NZ.Invoices@americold.com](mailto:AMC.NZ.Invoices@americold.com)

## FAQ's

1. Is the use of the portal mandatory?

No, you can continue to email your invoices to the new email addresses supplied above, however it will allow you to self-serve such as keep your details up to date, see the status of your invoice and save time

2. Why does my invoice require a purchase order number?

The Oracle system auto matches your invoice, if there is no purchase order number it will not be recognised and will not be paid

3. Where do I get my purchase order number?

If you do not have your purchase order number, please reach out to your Americold buyer

4. Who do I contact if I have a question regarding payment of my invoice?

Our Accounts Payable contact details have not changed, our Accounts Payable team can be contacted as per below:

Australia: [accountspayable.au@americold.com](mailto:accountspayable.au@americold.com)

New Zealand: [accountspayable.nz@americold.com](mailto:accountspayable.nz@americold.com)

5. I have a question regarding updating my details, who do I contact?

Our Commercial Master Data Team can help you with that, our team can be reached at [APAC.SupplierMD@americold.com](mailto:APAC.SupplierMD@americold.com)

