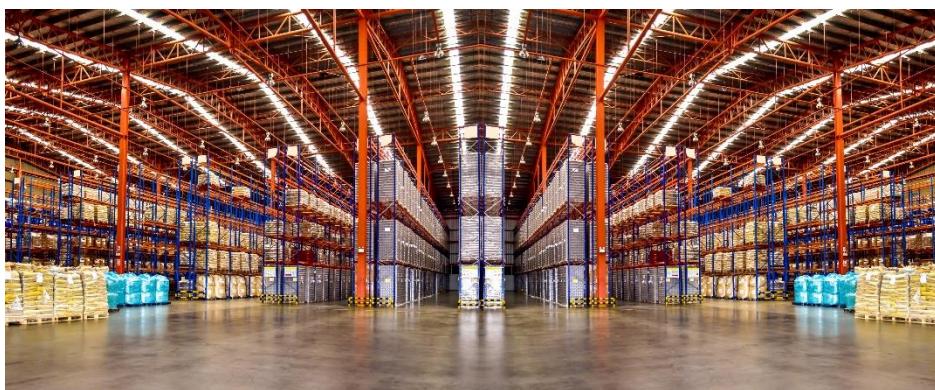


Americold Logistics Supplier Portal



Using the Supplier Portal

The Supplier Portal is *THE* place to go! We strongly encourage the use of the self-service Americold Supplier Portal where you can submit invoices, check invoice payment status, and more!

- [Why Use the Supplier Portal?](#)
- [Supplier Portal Set Up for Existing Suppliers](#)
- [Supplier Portal Do's and Don'ts](#)
- [Step-by-Step Process Guidance](#)
 - [Logging into the Supplier Portal](#)
 - [Reviewing Purchase Orders \(POs\)](#)
 - [Creating a PO Invoice](#)
 - [Creating a Non-PO Invoice](#)
 - [Submitting the Invoice](#)
 - [Reviewing Payment Status](#)



Check out our [Do's and Don'ts](#) for
invoicing via email

Click to jump to a section 

We **strongly** encourage use of the Americold Supplier Portal for the preferred procurement experience.

Enhanced Efficiency

- **Self-Service Options:** Manage your profile, update contact information, and handle business details in real-time.
- **Document Exchange:** Securely share purchase orders, invoices, and payments, reducing the need for manual processes.

Improved Communication

- **Supplier Help Desk:** Real-time communication with Americold, including tracking messages, notifications, and updates related to procurement activities.
- **Timely Updates:** Receive notifications and updates directly through the portal, ensuring you stay informed about important changes and requirements.

Greater Security and Compliance

- **Encrypted Communications:** All interactions within the portal are encrypted, ensuring your data is protected.
- **Compliance Assurance:** The portal supports adherence to regulatory and compliance standards, providing peace of mind.

Better Financial Management

- **PO Tracking:** Easily access and track purchase orders.
- **Invoice Management:** Submit invoices and track their status to ensure timely payments.
- **Payment Details:** View and download remittance advice, helping you manage your finances more effectively.

User-Friendly Interface

- **Ease of Use:** The portal is designed to be intuitive and easy to navigate, similar to popular e-commerce websites.
- **Comprehensive Training:** Step-by-step training materials ensure you can quickly learn to use the portal effectively.

If you have transacted with Americold in the past, you are an existing supplier and can proceed with the steps below.

Step 1: Set Password

- Navigate to the Americold Oracle Fusion Log-In page:
<https://fa-ewwt-saasfapro1.fa.ocs.oraclecloud.com/>
- Select “Forgot Password” then enter your email to send a password reset email.

Step 2: Create a New Password

- The email will prompt you to create a new password for your Oracle Fusion Applications account. This step is **required** to access the Americold Supplier Portal (see image).

Step 3: Log In to the Portal

- **Action:** Use the provided credentials to log in. Ensure to review and update your company's contact details to ensure accuracy.

Action: Share the **login instructions** and **this guide** with all relevant personnel within your company.



Cool tip!

You have the option to register additional employees within the supplier portal by emailing vendors@americold.com

When using the supplier portal, DO

- ✓ Register and activate your portal account by **resetting your password** (one-time activity).
- ✓ Use **Create Invoice for PO based invoice** and **apply the PO lines to invoice** as appropriate.
- ✓ Use **Create Invoice without PO** for **Non-PO invoices**.
- ✓ Create multiple contacts for each user account needed in the "Manage Profile" section.
- ✓ Complete and **submit** the invoice.
- ✓ Create **one** invoice based on one purchase order.
- ✓ Provide tax in the **Tax Control Amount** in the header if there is tax, else ignore.
- ✓ Use the "**calculate tax**" functionality to add to the tax amount, if you want to see the tax calculated, else submit automatically calculates tax.
- ✓ Review the portal frequently and cancel any unnecessary invoices.



... but DON'T

- ✗ Do not submit the same invoice multiple times. Please reach out to one of the below AP service centers if you have any questions about invoice processing.
- ✗ Do not submit one invoice with multiple POs.
- ✗ Do not send an invoice created on the portal to an AP / Buyer email.
- ✗ Do not leave invoices in "incomplete" as they will not be processed. Ensure to select submit when ready.



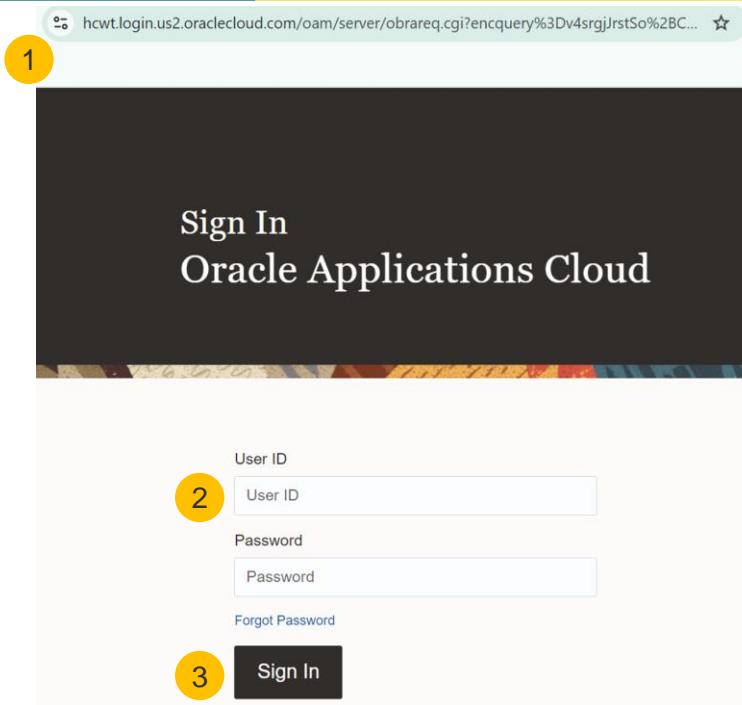
Customer Inquiries:



US: APServiceCenter@americold.com

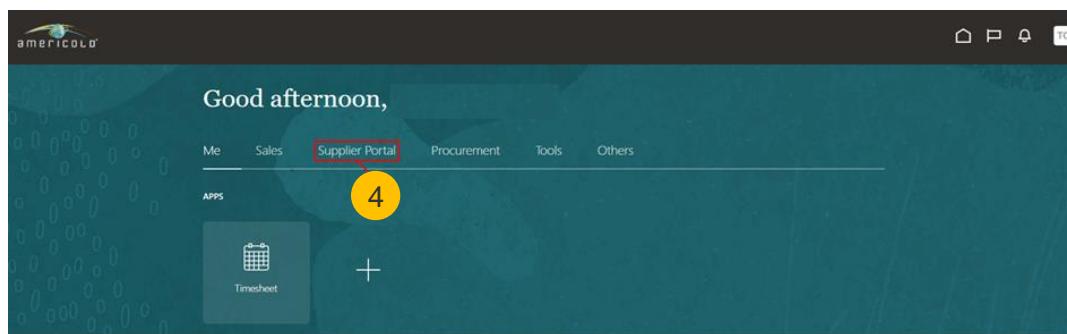


Canada: Canadian.invoices@americold.com



Step-by-Step Instructions:

1. Open a web browser and navigate to the Oracle Applications Cloud page: <https://fa-ewwt-saasfaprod1.fa.ocs.oraclecloud.com/>
2. Enter your username and password sent via email. For first-time log ins, select "Forgot Password" to set your password using your email as your User ID.
3. Click 'Sign In'.
4. Navigate to the 'Supplier Portal' tab.



Step-by-Step Guidance:

- [Logging into the Supplier Portal](#)
- [Reviewing Purchase Orders \(POs\)](#)
- [Creating a PO Invoice](#)
- [Creating a Non-PO Invoice](#)
- [Submitting the Invoice](#)
- [Reviewing Payment Status](#)

Reviewing Purchase Orders (PO)

Supplier Portal
Set Up

Get Help

The image shows a sequence of five screenshots illustrating the process of reviewing a purchase order (PO) in the Supplier Portal. Step 1 highlights the 'Manage Orders' link in the 'Tasks' section. Step 2 highlights the 'Order' field in the search bar and the 'Search' button. Step 3 highlights the search results table, specifically the 'Order' column for the selected PO. Step 4 highlights the PO number in the table. Step 5 highlights the 'View PDF' button in the PO details view.

Supplier Portal

Search Orders Order Number

Tasks

Orders

Manage Orders

1

Manage Orders

Manage Schedules

Acknowledge Schedules in Spreadsheet

Manage Watchlist

Advanced

Order: AMC_US-10871

Status

Include Closed Documents: No

Search

Save...

Headers Schedules

Search

Advanced

Manage Watchlist

Saved Search

All Orders

Order

Order Date

Description

Supplier Site

Buyer

Ordered

Currency

Status

Life Cycle

Creation Date

AMC_US-10871

4/10/24

TK1398954T Lighted Extension Cord Location Outdoor Cord Length 10 ft Wire Size 14 AWG Max...

13.12 USD

Open

4/10/24

Columns Hidden: 29

5

Acknowledge

View PDF

Actions

Refresh

Done

Main

americold

Purchase Order: AMC_US-10871

Step-by-Step Instructions:

1. Click on the 'Supplier Portal' tab.
2. Click 'Manage Orders'.
3. Enter the Order Number and click 'Search'.
4. Click on the Order Number to view details.
5. Click 'View PDF' to download the PO for reference.

Step-by-Step Guidance:

- Logging into the Supplier Portal
- Reviewing Purchase Orders (POs)
- Creating a PO Invoice
- Creating a Non-PO Invoice
- Submitting the Invoice
- Reviewing Payment Status

1. [Create Invoice](#)

2. * Identifying PO

3. * Number, * Date, * Type

4. Save

5. Match Add

6. Apply, OK

7. None

Step-by-Step Instructions:

1. From the Supplier Dashboard, click 'Create Invoice' in the Invoices and Payments work area.
2. Select the PO number from the dropdown to match the lines that will be billed.
3. Fill in the invoice details including Invoice Number, Date, and Type. If there is tax, enter in the Tax Control Amount field, ignore if tax is not applicable.
4. Click 'Save'.
5. Click the 'Match Add' icon and select the PO lines that will be billed.
6. Click 'Apply' then 'OK'.
7. Attach supporting documents by clicking the 'Add' icon and selecting the file.

Step-by-Step Guidance:

- [Logging into the Supplier Portal](#)
- [Reviewing Purchase Orders \(POs\)](#)
- [Creating a PO Invoice](#)
- [Creating a Non-PO Invoice](#)
- [Submitting the Invoice](#)
- [Reviewing Payment Status](#)

Invoices and Payments

- [Create Invoice](#)
- [Create Invoice Without PO](#)
- [View Invoices](#)
- [View Payments](#)

Create Invoice Without PO

Supplier SDI INC
Taxpayer ID 23-1737774
* Supplier Site
Address

Remit-to Bank Account
Unique Remittance Identifier
Unique Remittance Identifier Check Digit

* Number
* Date mm/dd/yy
* Type Invoice

Description
Attachments None +

Invoice Currency
Payment Currency

Tax Control Amount

Customer

Customer Taxpayer ID
Name
Address

* Requester Email
Requester Name

Address
Supplier Tax Registration Number

Attachments None +
Tax Control Amount

Lines

View + X Cancel Line

* Number * Type
Ship-to Location
Ship-from Location
Tax Classification
Location of Final Discharge
* Amount Description
Quantity
Unit Price
UOM

No data to display.

Summary Tax Lines

Step-by-Step Instructions:

1. From the Supplier Dashboard, click 'Create Invoice Without PO' in the Invoices and Payments work area.
2. Select the Supplier Site and fill in Invoice Number in the Number field. Enter date and type, whether it is an invoice or credit memo.
3. Enter in tax amount in the Tax Control Amount field.
4. Click 'Save'.
5. Enter in an Americold employee's email in the requester email section. Verify that the Requester Name that auto populates once you enter in the email is correct.
6. Attach invoice copy in the attachment section
7. Click the 'Plus' to add in invoice lines. Select type and Ship-to Location. Enter in amount and another other fields as necessary.
8. Click 'Submit' when complete.

Step-by-Step Guidance:

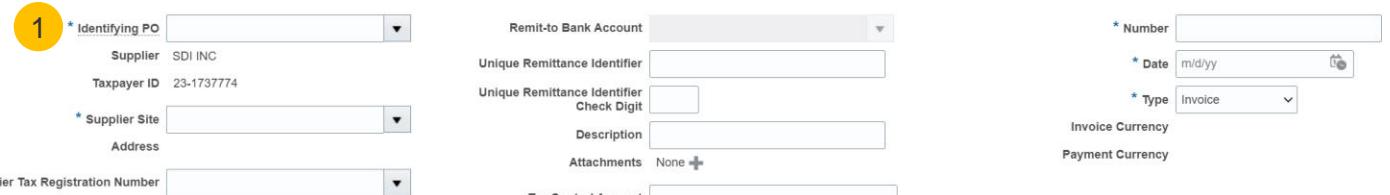
- [Logging into the Supplier Portal](#)
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Submitting the Invoice

Supplier Portal
Set Up

Get Help

Create Invoice 



1 * Identifying PO

Supplier SDI INC
Taxpayer ID 23-1737774

* Supplier Site

Address

Supplier Tax Registration Number

Invoice Actions: Save, Save and Close, Submit, Cancel

Remit-to Bank Account

Unique Remittance Identifier

Unique Remittance Identifier
Check Digit

Description

Attachments None

Tax Control Amount

* Number

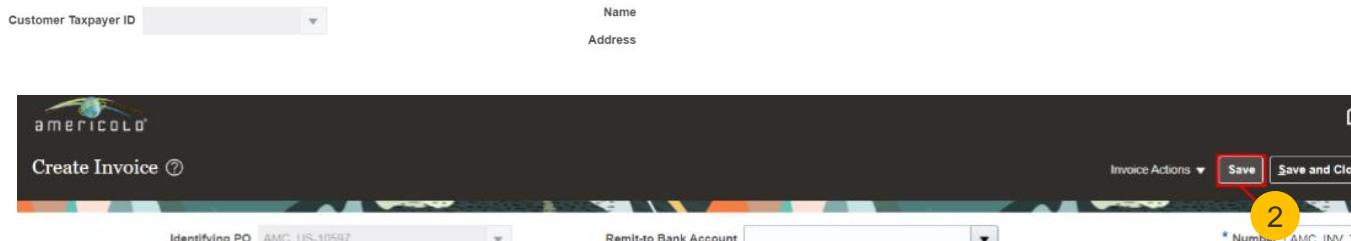
* Date m/d/y

* Type Invoice

Invoice Currency

Payment Currency

Customer



Customer Taxpayer ID

Name

Address

Invoice Actions: Save, Save and Close

Identifying PO AMC_US-10597

Remit-to Bank Account

* Number AMC_INV_TEST



Identifying PO AMC_US-10597

Remit-to Bank Account

* Number AMC_INV_TEST

Invoice Actions: Save, Save and Close, Submit, Cancel



Identifying PO AMC_US-10597

Remit-to Bank Account

Number AMC_INV_TEST

Invoice: AMC_INV_TEST

Invoice Actions: Save, Save and Close, Submit, Cancel

Printable Page, Create Another, Done

Step-by-Step Instructions:

1. Review all invoice details and ensure all mandatory fields are completed.
2. Click 'Save' to save the invoice.
3. Click 'Submit' to submit the invoice for processing.
4. Click 'Done' to complete the process.

Step-by-Step Guidance:

- [Logging into the Supplier Portal](#)
- [Reviewing Purchase Orders \(POs\)](#)
- [Creating a PO Invoice](#)
- [Creating a Non-PO Invoice](#)
- [Submitting the Invoice](#)
- [Reviewing Payment Status](#)

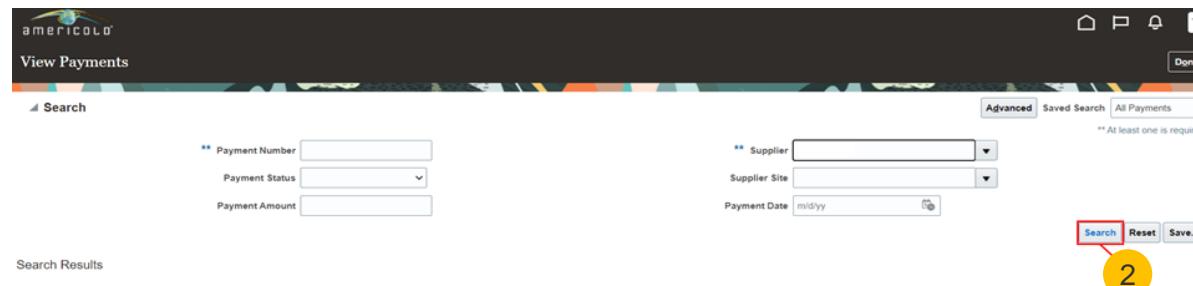
Reviewing Payment Status

Supplier Portal Set Up

Get Help

Invoices and Payments

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



View Payments

Search

** Payment Number

Payment Status

Payment Amount

** Supplier

Supplier Site

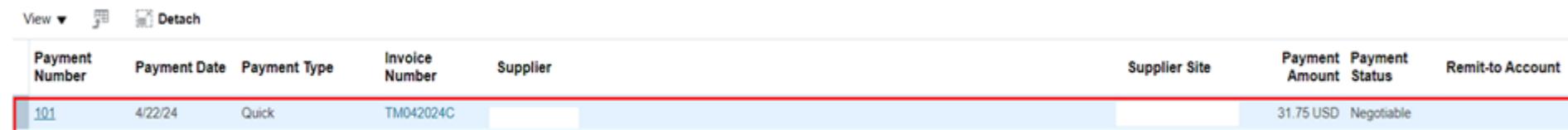
Payment Date mm/yy

Advanced Saved Search All Payments ** At least one is required

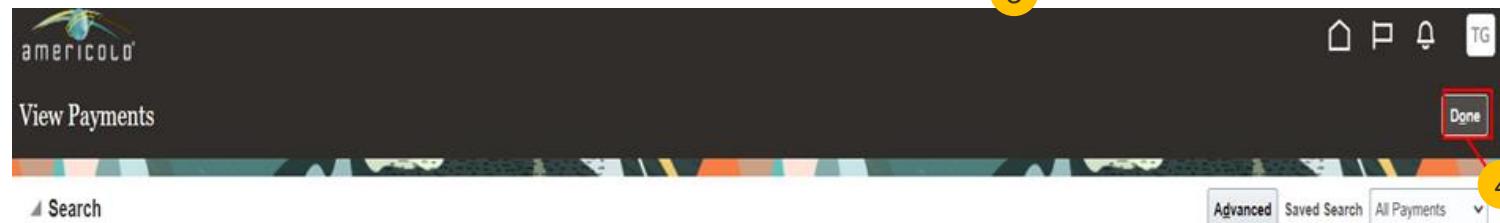
Search Reset Save... 

Search Results

Search Results



Payment Number	Payment Date	Payment Type	Invoice Number	Supplier	Supplier Site	Payment Amount	Payment Status	Remit-to Account
101	4/22/24	Quick	TM042024C			31.75 USD	Negotiable	



View Payments

Search

Advanced Saved Search All Payments 

Done 

Step-by-Step Instructions:

1. Navigate to 'Invoices and Payments' and click 'Payments'.
2. Enter the Payment Number and click 'Search'.
3. Click on the Invoice Number to review payment details.
4. Click 'Done' to complete the process.

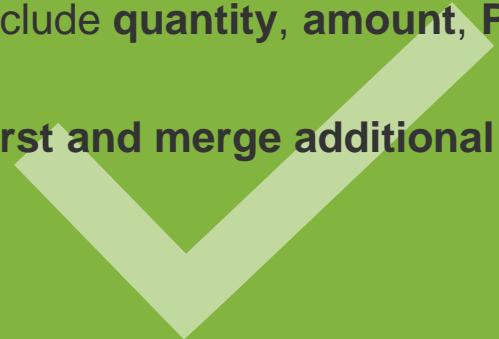
Step-by-Step Guidance:

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We **strongly** encourage the use of the Americold Supplier Portal, but if you are invoicing by email, be sure to follow these Do's and Don'ts

When invoicing by email, **DO**

- ✓ Submit **one invoice** per email.
- ✓ The invoice should be on the **first page** of the attachment.
- ✓ Keep the attachment **file name short** (max 170 characters).
- ✓ Only use acceptable **file types**: PDF, TIFF, TIF, PNG, DOC, DOCX.
- ✓ Ensure a **clear image** (300 DPI or more).
- ✓ Invoices must **always include a PO number**, Invoice number, Date, and Type (Invoice/Credit Note).
- ✓ Line items should include **quantity, amount, PO lines, Freight, and Tax** (if applicable).
- ✓ **Keep the invoice first and merge additional documentation** to follow.



... but **DON'T**

- ✗ **Do not resend invoices once submitted.**
- ✗ **Do not send non-PO invoices via email**, instead submit through the supplier portal.
- ✗ Do not include special characters in file name.
- ✗ Do not submit multiple invoices with the same number.
- ✗ Do not submit one invoice with multiple POs.
- ✗ Only include one attachment per email.
- ✗ Do not attach terms and conditions or other supporting documents separately.
- ✗ Do not send the invoice as a link
- ✗ Do not send the invoice as a password protected file or secured email that requires password

Customer Invoice Submissions:



US: AMCAP.InvoicesUS@americold.com



Canada: AMCAP.InvoicesCA@americold.com

How and when will I receive access to the Americold Supplier Portal?

- **Answer:** If you have transacted with Americold in the past, you can follow the [steps to set up as an Existing Supplier](#)

How will suppliers be trained on the Supplier Portal?

- **Answer:** The supplier portal interface is user-friendly and easy to navigate like other e-commerce websites. Leverage the [step-by-step process guidance](#) for more information.

What actions are required by suppliers to ensure timely payments?

- **Answer:** Ensure all invoices submitted to Americold reference an Americold purchase order (PO) number. Regularly monitor your registered email for updates.

How should I submit an invoice without a purchase order (PO) number?

- **Answer:** Invoices without POs must be submitted through the supplier portal. [Follow the steps to create a non-PO Invoice.](#)

What features are available in the Americold Supplier Portal?

- **Answer:** The portal includes self-service supplier management, secure document sharing, a supplier help desk, and enhanced security and compliance features.

What should I do if I'm not able to set my up my portal access or others on my team need access?

- **Answer:** Send your company/vendor name, first and last name, and email address(s) to Vendors@americold.com.

Who can I contact for support?

- **Answer:** The following inboxes are for **inquiries only** and cannot receive invoice submissions: For the US: APServiceCenter@americold.com For Canada: Canadian.invoices@americold.com

The following email addresses are for **inquiries only** and **cannot receive invoice submissions**



US: APServiceCenter@americold.com



Canada: Canadian.invoices@americold.com

Portal Set-Up Questions: Vendors@americold.com