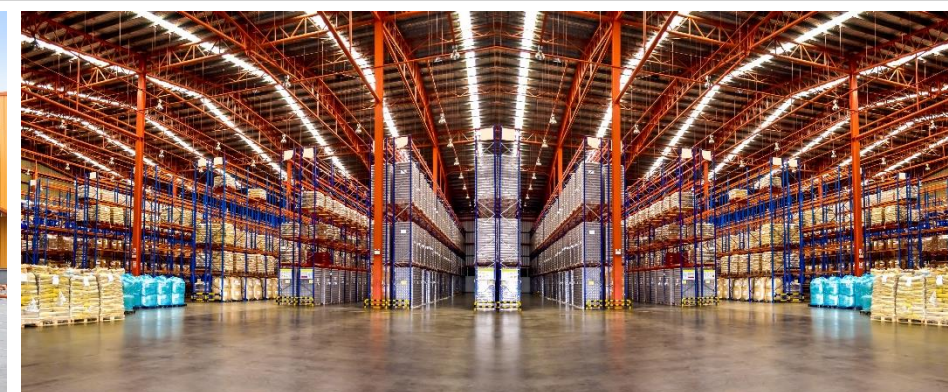


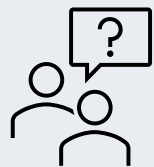
# Americold Logistics Supplier Portal



## 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 \(POs\)](#)
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[Get Help](#)



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-saasfaprod1.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](mailto: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](mailto:APServiceCenter@americold.com)  **Canada:** [Canadian.invoices@americold.com](mailto:Canadian.invoices@americold.com)

# Logging into the Supplier Portal

Supplier Portal  
Set Up

Get Help

1

Sign In  
Oracle Applications Cloud

2

User ID  
User ID

Password  
Password

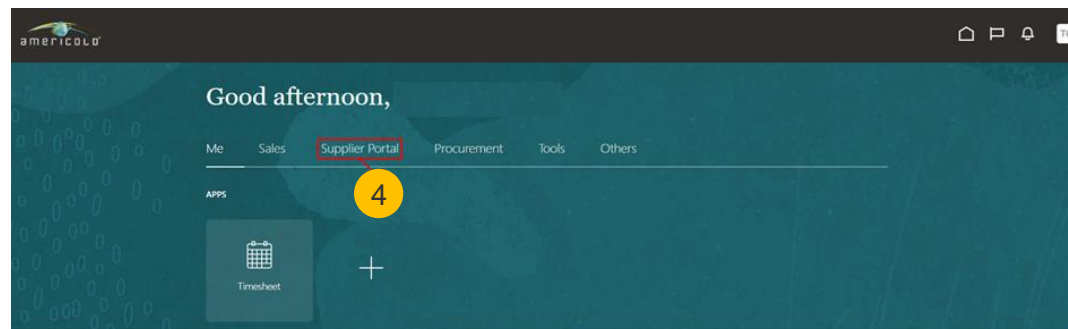
Forgot Password

3

Sign In

## 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.



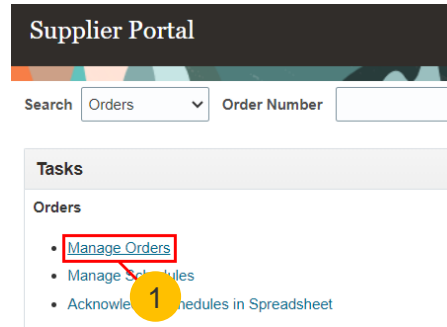
### Step-by-Step Guidance:

- [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)

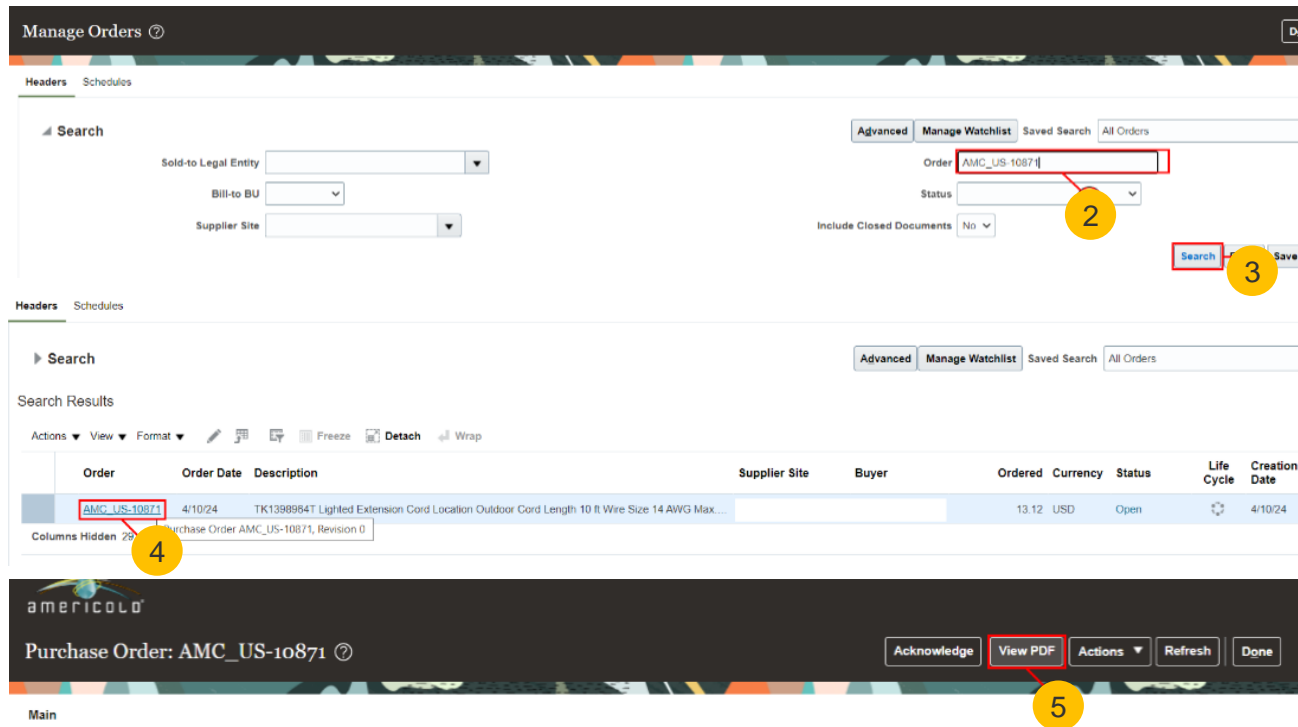
Supplier Portal  
Set Up

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## 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](#)

# Creating a PO Invoice

Supplier Portal  
Set Up

Get Help

## Invoices and Payments

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

### Create Invoice ?

2. \* Identifying PO

Supplier SDI INC  
Taxpayer ID 23-1737774  
\* Supplier Site  
Address  
Supplier Tax Registration Number

Remit-to Bank Account  
Unique Remittance Identifier  
Unique Remittance Identifier Check Digit  
Description  
Attachments  
Tax Control Amount

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

4. \* Number, \* Date, \* Type

3. Invoice Currency, Payment Currency

Lines

View, +, -, Select and Add, Cancel Line

5. \* Number, \* Type

Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Order
Number	Line	Schedule	Number	Line	Number			
AMC_US-14...	1	1				2W232 TK1024047...	LeMars	

6. Apply, OK, Cancel

Address  
Supplier Tax Registration Number

Description  
Attachments  
Tax Control Amount

7. Attachments

## 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](#)



# Creating a Non-PO Invoice

Supplier Portal  
Set Up

Get Help

## Invoices and Payments

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

1

8

4

Invoice Actions **Save** Save and Close Submit Cancel

2

Supplier SDI INC  
Taxpayer ID 23-1737774  
Unique Remittance Identifier  
Unique Remittance Identifier Check Digit  
Supplier Site  
Address  
Supplier Tax Registration Number

3

Tax Control Amount

5

\* Requester Email  
Requester Name

6

Description  
Attachments  
Supplier Tax Registration Number  
Tax Control Amount  
Manage Attachments

7

Lines

View **+** 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](#)
- [Reviewing Purchase Orders \(POs\)](#)
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- [Reviewing Payment Status](#)



# Submitting the Invoice

Supplier Portal  
Set Up

Get Help

Create Invoice ?

Invoice Actions Save Save and Close Submit Cancel

1 \* Identifying PO

Supplier SDI INC

Taxpayer ID 23-1737774

\* Supplier Site

Address

Supplier Tax Registration Number

Remit-to Bank Account

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Description

Attachments None +

Tax Control Amount

\* Number

\* Date m/d/yyyy

\* Type Invoice

Invoice Currency

Payment Currency

Customer

Customer Taxpayer ID

Name

Address

americolo

Create Invoice ?

Invoice Actions Save Save and Close

Identifying PO AMC\_US-10597

Remit-to Bank Account

\* Number AMC\_INV\_TEST

2

americolo

Create Invoice ?

Invoice Actions Save Save and Close Submit Cancel

Identifying PO AMC\_US-10597

Remit-to Bank Account

\* Number AMC\_INV\_TEST

3

americolo

Invoice: AMC\_INV\_TEST

Printable Page Create Another Done

Identifying PO AMC\_US-10597

Remit-to Bank Account

Number AMC\_INV\_TEST

4

## 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](#)

Invoices and Payments

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

View Payments

Search

Advanced Saved Search All Payments

\*\* Payment Number

Payment Status

Payment Amount

\*\* Supplier

Supplier Site

Payment Date m/d/yy

Search Reset Save...

Search Results

View ▾ Detach

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

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](mailto:AMCAP.InvoicesUS@americold.com)



**Canada:** [AMCAP.InvoicesCA@americold.com](mailto: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](mailto: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](mailto:APServiceCenter@americold.com) For Canada: [Canadian.invoices@americold.com](mailto:Canadian.invoices@americold.com)



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



**US:** [APServiceCenter@americold.com](mailto:APServiceCenter@americold.com)



**Canada:** [Canadian.invoices@americold.com](mailto:Canadian.invoices@americold.com)

Portal Set-Up Questions: [Vendors@americold.com](mailto:Vendors@americold.com)