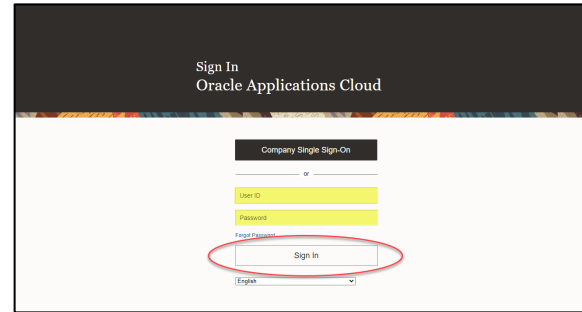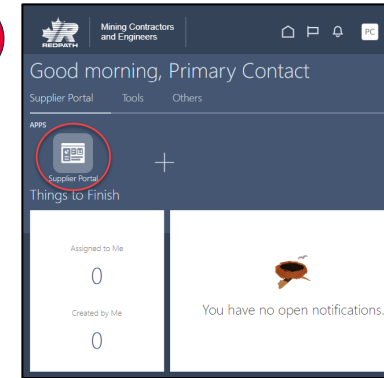# Supplier Portal – Training Handout

Welcome to Redpath's Self-Service Supplier Portal for Orders, Agreements, Shipments, Invoices & Payments, Negotiations and Company Profile.

1. To begin working in the Supplier Portal, click the link Sign In (oraclecloud.com) and log in using your email address and the password you created.

2. It will open the Home screen showing an Icon for the Supplier Portal (click to access the Portal). You will also see if you have any notifications (Things to Finish).

3. The Supplier Portal screen has the Tasks Menu, as listed above, Infolets for quick access, information, and a link to the Quick Reference Guides, in the Help section. This QRG will guide you through each Task section.
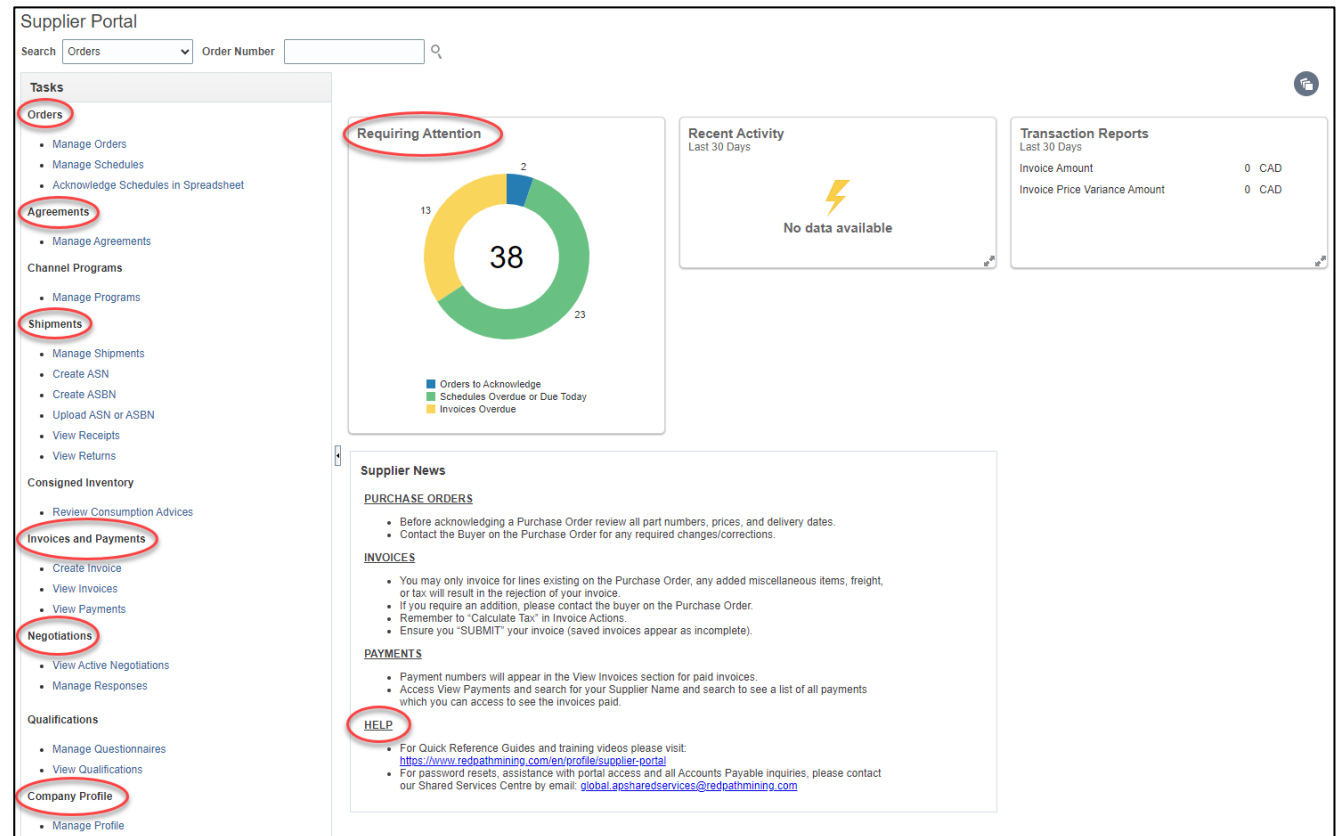
1

Sign In
Oracle Applications Cloud

Company Single Sign-On

or

User ID

Password

Forgot Password

Sign In

English

2

Mining Contractors and Engineers

Good morning, Primary Contact

Supplier Portal   Tools   Others

APPS

Supplier Portal

Things to Finish

Assigned to Me
0

Created by Me
0

You have no open notifications.

3

Supplier Portal

Search [Orders] Order Number [   ]

Tasks

Orders
- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Agreements
- Manage Agreements

Channel Programs
- Manage Programs

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

Consigned Inventory
- Review Consumption Advices

Invoices and Payments
- Create Invoice
- View Invoices
- View Payments

Negotiations
- View Active Negotiations
- Manage Responses

Qualifications
- Manage Questionnaires
- View Qualifications

Company Profile
- Manage Profile

Requiring Attention

38

13   2

23

- Orders to Acknowledge
- Schedules Overdue or Due Today
- Invoices Overdue

Recent Activity
Last 30 Days

No data available

Transaction Reports
Last 30 Days

Invoice Amount   0   CAD
Invoice Price Variance Amount   0   CAD

Supplier News

PURCHASE ORDERS
- Before acknowledging a Purchase Order review all part numbers, prices, and delivery dates.
- Contact the Buyer on the Purchase Order for any required changes/corrections.

INVOICES
- You may only invoice for lines existing on the Purchase Order, any added miscellaneous items, freight, or tax will result in the rejection of your invoice.
- If you require an addition, please contact the buyer on the Purchase Order.
- Remember to "Calculate Tax" in Invoice Actions.
- Ensure you "SUBMIT" your invoice (saved invoices appear as incomplete).

PAYMENTS
- Payment numbers will appear in the View Invoices section for paid invoices.
- Access View Payments and search for your Supplier Name and search to see a list of all payments which you can access to see the invoices paid.

HELP
- For Quick Reference Guides and training videos please visit: https://www.redpathmining.com/en/profile/supplier-portal
- For password resets, assistance with portal access and all Accounts Payable inquiries, please contact our Shared Services Centre by email: global.apsharedservices@redpathmining.com

1. To edit your Company Profile, click Manage Profile and then click the Edit button on the top right of the page. Confirm you wish to continue with the change request.

2. Add a brief description of the changes you will perform and edit the required fields by selecting the appropriate tab:
   a. Organization Details
   b. Tax Identifiers
   c. Addresses
   d. Contacts
   e. Payments
   f. Business Classifications
   g. Products and Services

1

Company Profile

- Manage Profile

Edit Done

⚠ Warning   ✕
POZ-2130390Making edits will create a change request for the profile. Do you want to continue?

Yes No

2

Edit Profile Change Request: 283002   Delete Change Request Review Changes Save Save and Close Cancel

Change Description

Organization Details   Tax Identifiers   Addresses   Contacts   Payments   Business Classifications   Products and Services

3. Click Review Changes in the upper right corner of the screen. All changes will appear in a list for review.
   a. If you want to delete the change request at any point, select the Delete Change Request button.
4. If corrections are required, click Edit to make the required changes, return to review when done
5. Click Submit. A confirmation message will appear followed by an email or system notification advising if approved or rejected.

3

Edit Profile Change Request: XXXX   Delete Change Request | Review Changes | Save | Save and Close | Cancel

Change Description   To change physical address following move

4

Review Changes   Edit | Submit | Cancel

Change Description   To change physical address following move

▲ Addresses

View ▼ Format ▼   ▥ Freeze   ⬛ Wrap

Address Name		Address	Phone	Address Purpose	Fax	Status	Details
● Main		4560 Hwy 11 N,North Bay,North Bay ON P1B 8G3,Canada	+1 (705) 491-0130	Ordering; Remit to; RFQ or Bidding		Active	🖥

Columns Hidden 3

5

✓ **Confirmation**   ✕

Your profile change request xxxxx was submitted for approval.
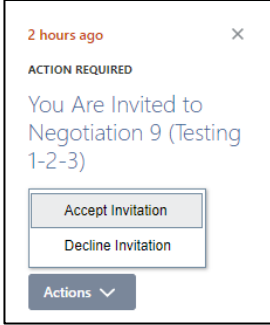
OK

Supplier Portal – NEGOTIATIONS

1. Redpath will issue an invitation to negotiate for one of the following reasons:
   a. Request for Quote
   b. Agreements
   c. Renegotiate an existing agreements

   You can click on Actions to accept or decline.

2. You will receive a notification informing you that you are invited to a negotiation. Click 'Accept Invitation' or 'Decline Invitation', as required or click the link in your notifications to review the negotiation.

3. You can also access the negotiation through the Supplier Portal and select 'View Active Negotiations'
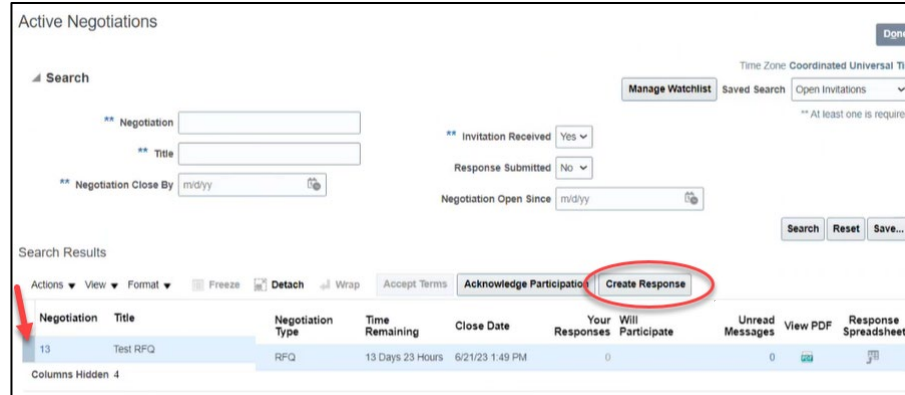
Supplier Portal – NEGOTIATIONS

4. Select the negotiation to which you want to respond and click 'Create Response'
5. You need to perform four steps to complete the response
6. On the Overview page:
   a. Response validity date
   b. Reference number
   c. Notes for the buyer, if applicable
   d. Click Next

4

5

6

Supplier Portal – NEGOTIATIONS

7. Requirements
   a. Respond to all questions, in all sections
   b. Click Next
8. Lines
   a. Add the Response Price and any minimum quantity
   b. Click Next
9. Review
   a. All 3 tabs are available to review
   b. Click Save or Submit, if acceptable
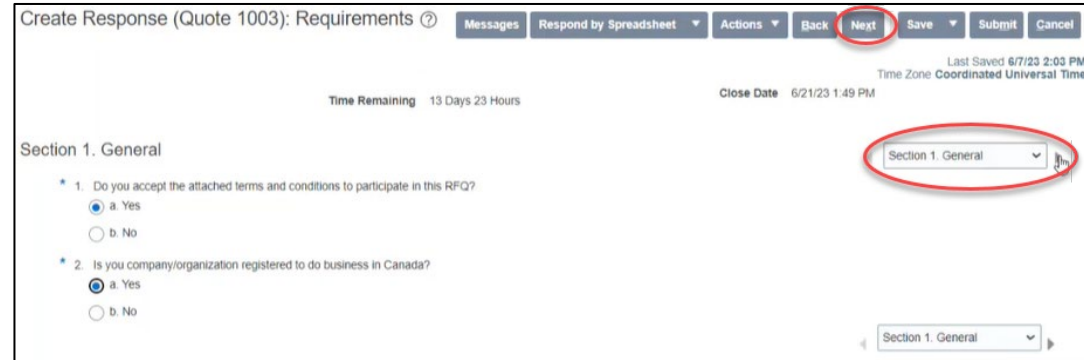
7

8

9

4 **5**

1. Agreements are created when Redpath and the Supplier have agreed to a set pricing term and to view your agreements, click on Manage Agreements.

2. The Headers tab is a high-level view, and the Lines tab shows the line-by-line details for each agreement. Click Search to view. You can export this data to Excel.

1

Tasks

Orders

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Agreements

- Manage Agreements

2

Manage Agreements ⓘ   Done

Headers Lines

▲ Search   Advanced Manage Watchlist Saved Search All Agreements ▾

Procurement BU [▾]   Status [▾]

Supplier Site [▾]   Include Closed and Expired Documents [No ▾]

Agreement [   ]

Search Reset Save...

Search Results

Actions ▾ View ▾ Format ▾ 🔲 🔳 Freeze 🔲 Detach ⤒ Wrap

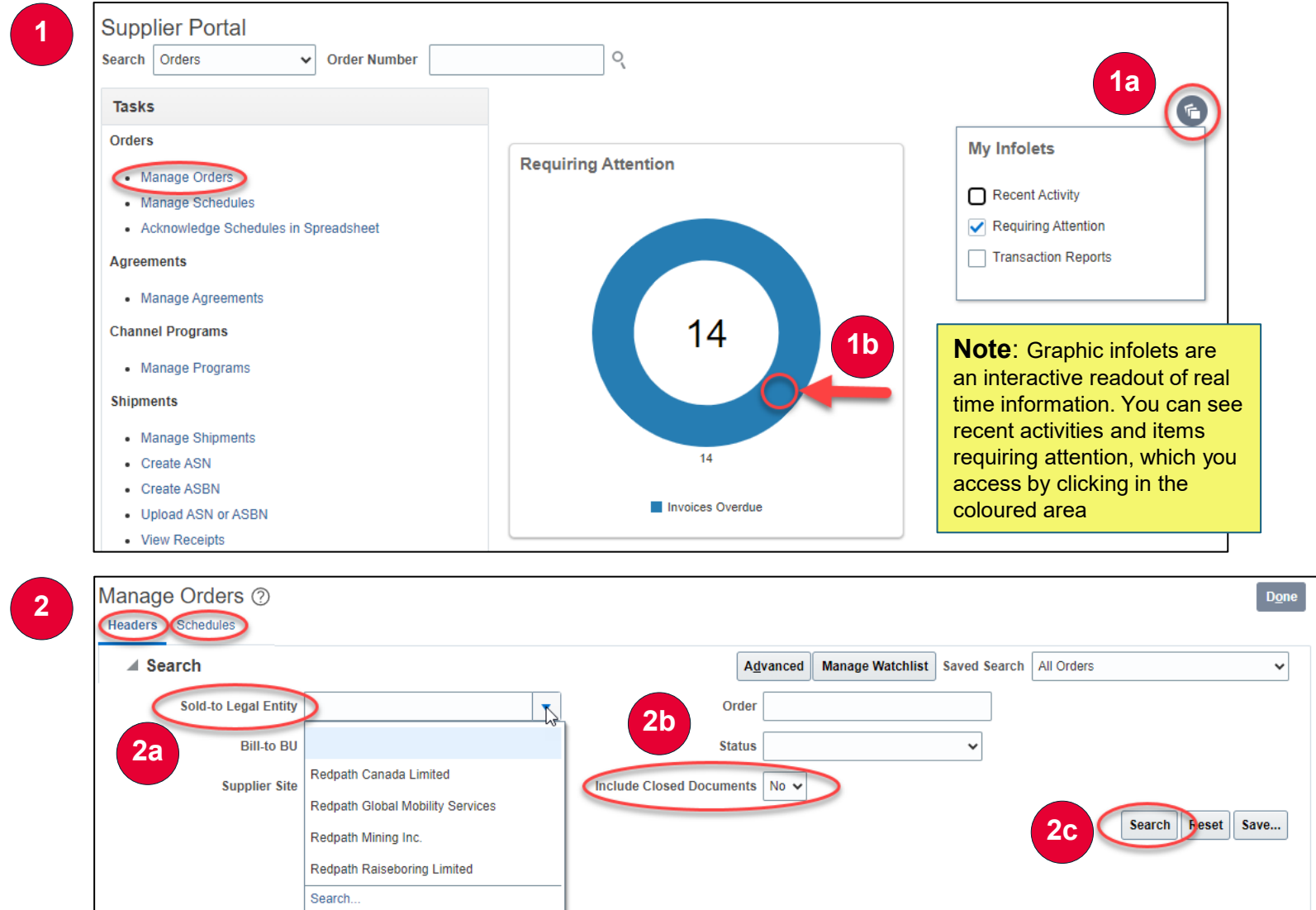| Export to Excel	Description	Supplier Site	Buyer	Agreement Amount	Released Amount	Currency	Status	End Date	Change Order	Creation Date

No search conducted.

Columns Hidden 30

1. Open the supplier portal and select Manage Orders,
   a. You can manage your infolets
   b. You can quickly access items that require attention
2. Headers (returns PO number list) and Schedules (returns line items)
   a. Select the Redpath Entity for the order
   b. Choose to include closed documents (leave as Yes to retrieve all orders)
   c. Search

1

Supplier Portal

Search [Orders]   Order Number [   ] 🔍

Tasks

Orders
- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Agreements
- Manage Agreements

Channel Programs
- Manage Programs

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

Requiring Attention

14

14

■ Invoices Overdue

1a

My Infolets

☐ Recent Activity
☑ Requiring Attention
☐ Transaction Reports

Note: Graphic infolets are an interactive readout of real time information. You can see recent activities and items requiring attention, which you access by clicking in the coloured area

2

Manage Orders ⑦   [Done]

[Headers] [Schedules]

◢ Search   [Advanced] [Manage Watchlist] Saved Search [All Orders ▾]

2a Sold-to Legal Entity [▾]   **2b** Order [   ]

Bill-to BU   Status [▾]

Redpath Canada Limited
Redpath Global Mobility Services   Include Closed Documents [No ▾]
Supplier Site
Redpath Mining Inc.

Redpath Raiseboring Limited   **2c** [Search] [Reset] [Save...]

Search...

3. In the search results you will see the PO Status.
    a. Open (may require your acknowledgement)
    b. Closed for Receiving (goods are received by Redpath OR it is a Service PO with no receiving required)
    c. Closed for Invoicing (Your invoices are submitted)
    d. Closed (all receipts and invoices are completed)
4. Icons to know:
    a. Notes exist 🗒
    b. Acknowledgement is due ⓘ
    c. Attachment 📎
    d. Schedule is past due or has invoices on hold ⚠
    e. Order Life Cycle ⟳ (see next page)

(3)

	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	Life Cycle	Creation Date
22105-357 🗒	9/20/23				2,500.00	CAD	Closed for R...	⟳	9/19/23
ⓘ 22105-37 📎	7/3/23				838,900.00	CAD	Closed for R...	⟳	7/3/23
22105-24 📎	7/1/23				95,250.00	CAD	Closed for R...	⟳	7/1/23

(4)

5. To acknowledge an order, click Acknowledge and in the pop up you can add your SO number, notes or simply Accept.

6. Other Actions - avoid Edit and Cancel – reach out to your Buyer for assistance, but you can select any of the following:
   a. View Document History
   b. View Change History
   c. View Revision History

7. Order Life Cycle
   a. Ordered vs. Invoiced
   b. In-Transit Shipments
   c. Receipts (from Redpath side)
   d. Invoices (from Supplier side)

(5)

| Acknowledge | View PDF | Actions ▼ | Refresh | Done |

Edit

Cancel Document

View Document History

View Change History

View Revision History

(6)

Acknowledge Revision 0 ✕

Supplier Order [   ]

Acknowledgment Note [   ]

Accept   Cancel

(7)

Order Life Cycle: 22105-759   Done

Sold-to Legal Entity   Redpath Canada Limited
Order   22105-759
Supplier
Supplier Site
Supplier Contact   Primary Contact
Ordered   977,000.00 CAD

Order Life Cycle

Ordered   977,000.00 CAD
Shipped   0.00 CAD
Received   0.00 CAD
Delivered   0.00 CAD
Invoiced   664,500.00 CAD

▲ In-Transit Shipments

Actions ▼ View ▼ Format ▼   Freeze Detach Wrap

Shipment	Ship Date	Tracking Number	Packing Slip	Expected Receipt Date	Shipped	Carrier	Bill of Lading

No results found.
Columns Hidden 2

▲ Receipts

Actions ▼ View ▼ Format ▼   Freeze Detach Wrap

Receipt	Receipt Date	Shipment	Ship Date	Packing Slip	Returned	Received	Delivered	Invoiced	Open to Invoice

No results found.
Columns Hidden 3

▲ Invoices

Actions ▼ View ▼ Format ▼   Freeze Detach Wrap

Invoice	Invoice Date	Status	Invoice Total	Paid	Matched Amount	Receipt	Packing Slip
201904161	10/26/23	Validated	61,585.00	0.00	54,500.00		
201904095	10/10/23	Validated	17,515.00	0.00	15,500.00		

Supplier Portal – SHIPMENTS

1. To create an Advanced Shipment notification, click Create ASN under 'Shipments'.
2. Search for the PO for which ASN needs to be created.
3. Select the required lines and click 'Create ASN'.
4. Enter the required shipment details, including Shipment, Shipped Date, and Expected Receipt Date.
5. Scroll down to Lines section and enter the Quantity.
6. Review the details and click Submit.
7. An ASN is created for that purchase order.
8. The buyer will receive an email confirming that an ASN was created, along with the ASN number.

1

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

2

Create ASN

Search — Advanced — Saved Search — Purchase Order

** At least one is required

** Purchase Order 22105-3123   ** Supplier My Company
Supplier Item   Due Date

Search Reset Save...

3

Create ASN

▶ Search

Search Results
View ▾ Create ASN

Item	Item Description	Supplier Item	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date	Ordered Quantity	UOM Name
	paper plates		22105-3123	1	1	6/6/23	50	Each
	cutlery		22105-3123	2	1	6/6/23	50	Each

4

Create ASN Details   Submit Cancel

◢ Header

* Shipment   Packing Slip
* Shipped Date 8/5/23 7:47 PM   Packaging Code
* Expected Receipt Date 8/5/23 7:47 PM   Special Handling Code
Freight Terms   Tare Weight
Shipping Method   Tare Weight UOM
Number of Supplier Packing Units   Net Weight
Bill of Lading   Net Weight UOM
Waybill   Comments

5

◢ Lines

Actions ▾ View ▾ ✎ Remove Line

Item	Item Description	Supplier Item	Purchase Order	* Quantity	UOM Name	Ship-to Location	Ordered Quantity	Ordered Quantity UOM	Received Quantity
▶	paper plates		22105-3123		Each	Redpath Canada …	50	Each	0
▶	cutlery		22105-3123		Each	Redpath Canada …	50	Each	0

REDPATH

1. To submit and invoice for payment, click on Create Invoice.
2. In the top section, select the PO number from the drop-down menu for the invoice (as you type the number, a list should appear from which to select), the invoice number and date. Add your attachment (pdf copy of invoice is required). Enter the tax amount from your invoice in the Tax Control Amount field (if no tax is charged, leave blank).
3. Click the Select & Add icon only (never use the + sign or your invoice will be rejected).
4. In the Search Results highlight the line(s) you are invoicing and click Apply until you have all your lines selected. If all PO lines are on your invoice, you can use Select All. Click OK and the lines will be available for editing.

1

Invoices and Payments
- Create Invoice
- View Invoices
- View Payments

2

Create Invoice ⓘ

Invoice Actions ▾ Save Save and Close Submit Cancel

* Identifying PO [▾]
Supplier SUPPLIER TRAINING
Taxpayer ID
* 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/yy]
* Type [Invoice ▾]
Invoice Currency
Payment Currency

3

Lines

View ▾ + ✕ ▤ Cancel Line

4

Select and Add: Purchase Orders ✕
Search Results

View ▾ ▦ Detach Select All

	Purchase Order			Consumption Advice		Supplier Item Number	Item Description	Ship-to Location	Ordered
	Number	Line	Schedule	Number	Line				
	22105-3▮▮▮	1	1				Newmont-Musselw...	900005 - Main War...	2,500.00

Apply OK Cancel

5. As necessary, edit the quantities on Goods or Rate Based Service POs or dollars on Fixed Price Service POs to match your invoice.

6. Your invoice should balance to the Invoice Amount in the bottom corner. Click Submit. The invoice is now submitted, and you will see a green confirmation message.

NOTE:

If your invoice is not matching the purchase order, please reach out to the buyer for instructions on how to proceed.

For Incomplete (unsubmitted) invoices you can perform the following actions:

➢ Edit
➢ Delete/cancel the invoice
➢ Delete/cancel a line in the invoice

This is a split screen view