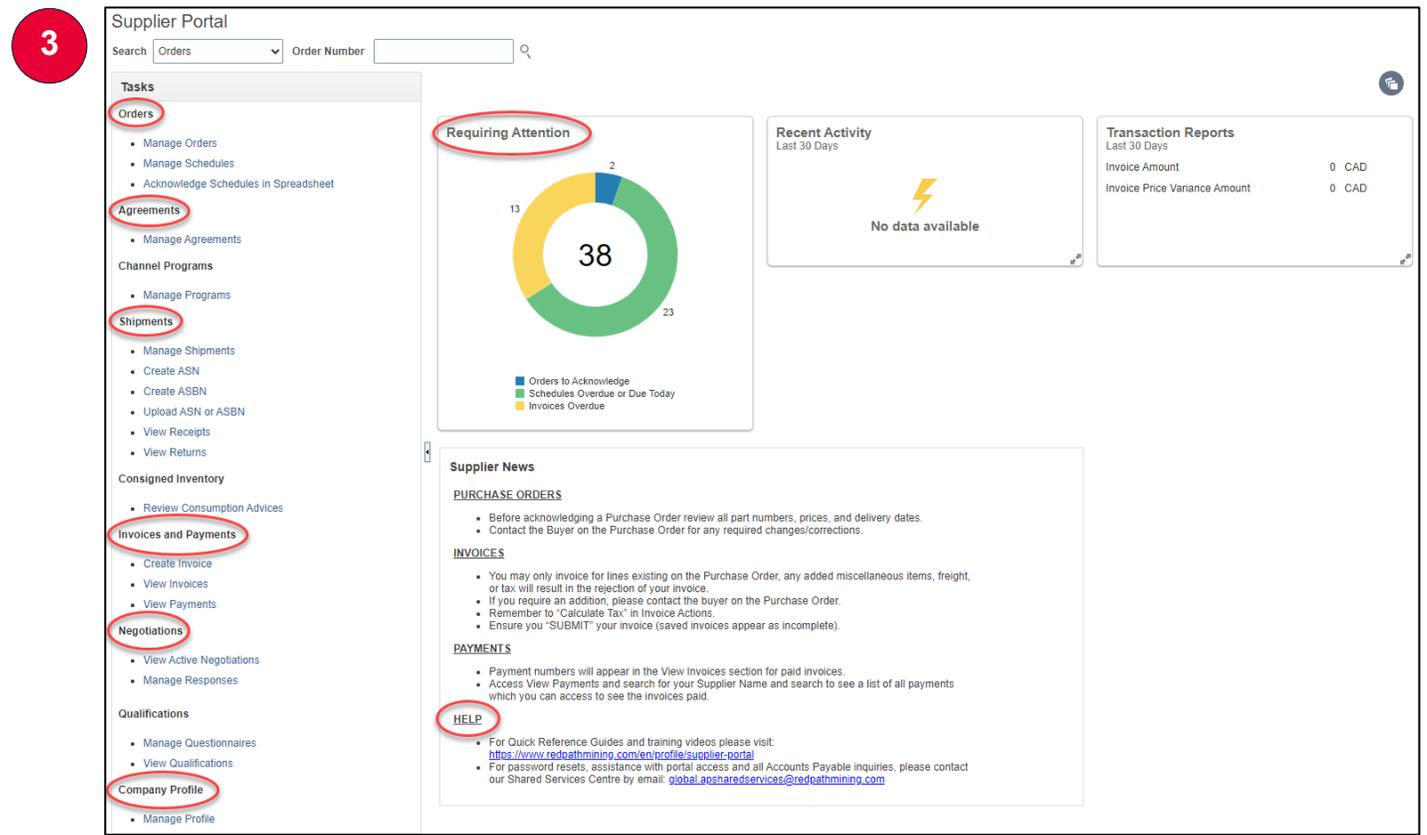
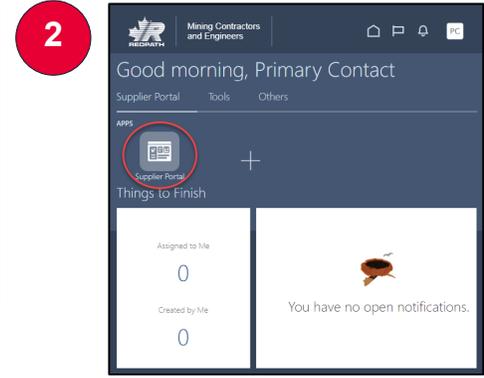


Supplier Portal – Training Handout



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

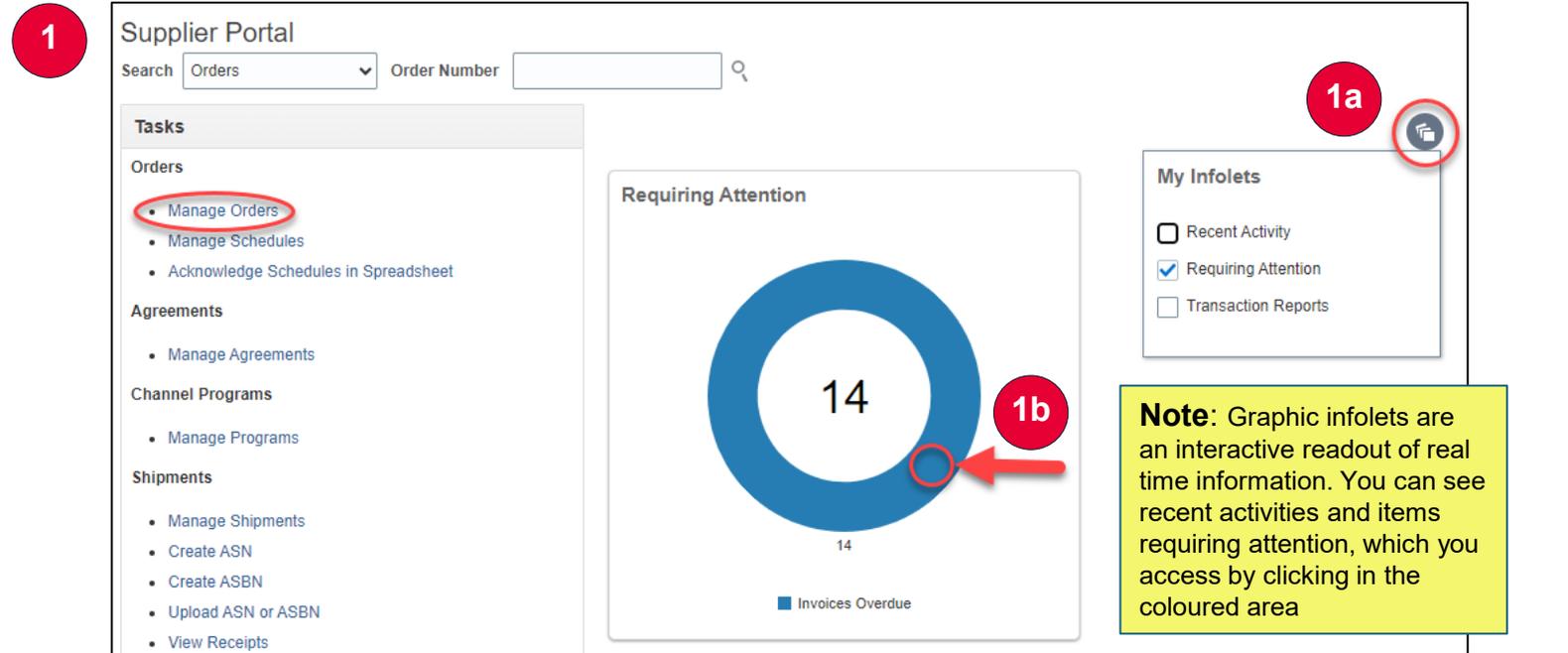
1. To begin working in the Supplier Portal, click the link [Sign In \(oraclecloud.com\)](https://oraclecloud.com) and log in using your email address and the password you created.
2. It will open the Home screen showing an Icon for the Supplier Portal (click to access the Portal). You will also see if 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.



Supplier Portal - ORDERS

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 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

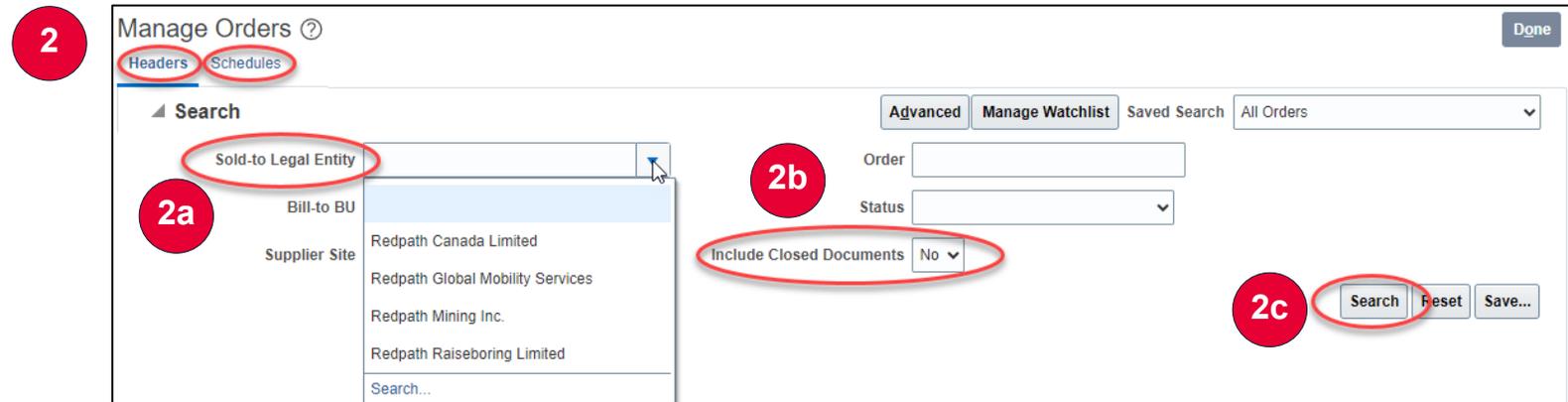
■ Invoices Overdue

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 ?

Headers **Schedules**

Advanced Manage Watchlist Saved Search All Orders

2a Sold-to Legal Entity

Bill-to BU

Supplier Site

- Redpath Canada Limited
- Redpath Global Mobility Services
- Redpath Mining Inc.
- Redpath Raiseboring Limited
- Search...

2b Order

Status

Include Closed Documents No

2c Search Reset Save...

Supplier Portal - ORDERS

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)

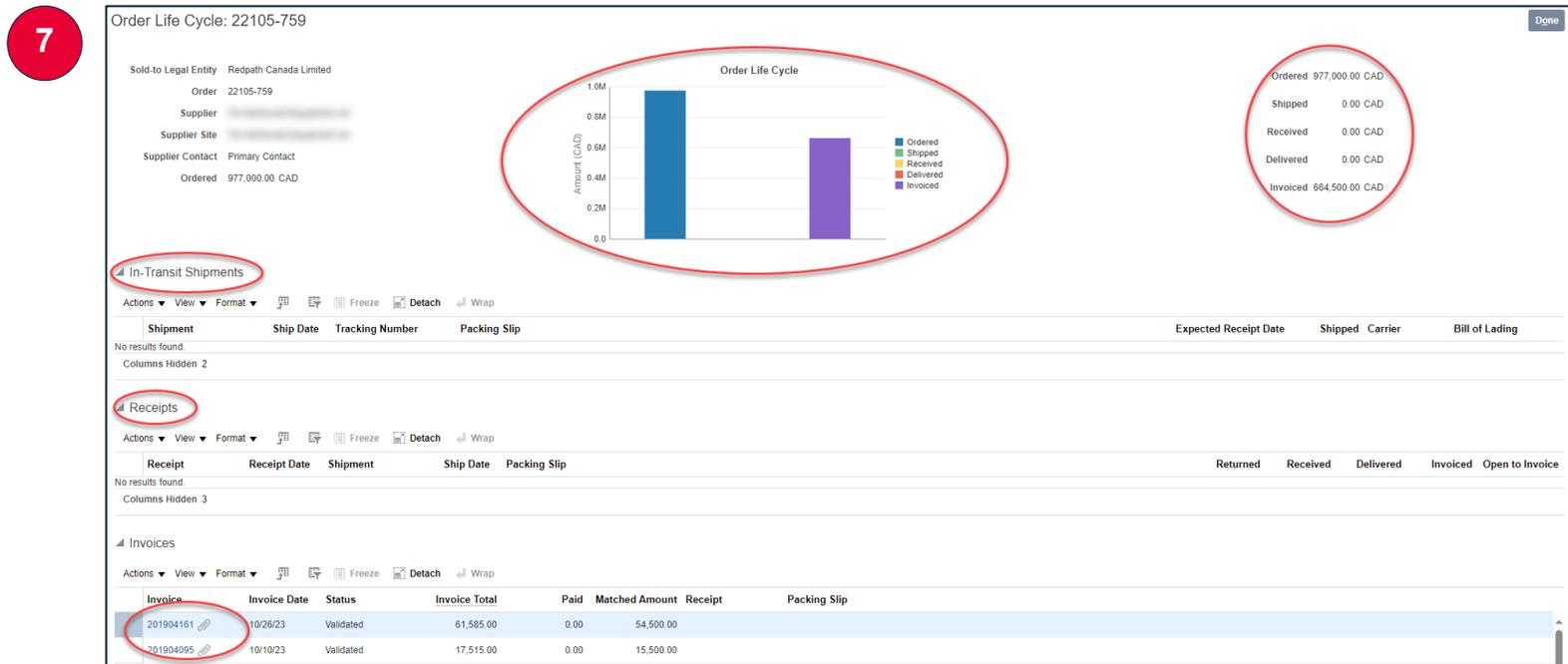
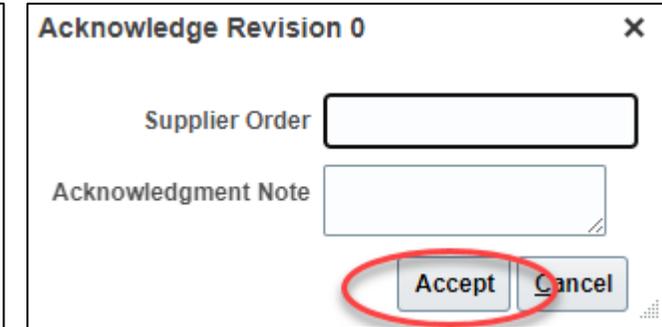
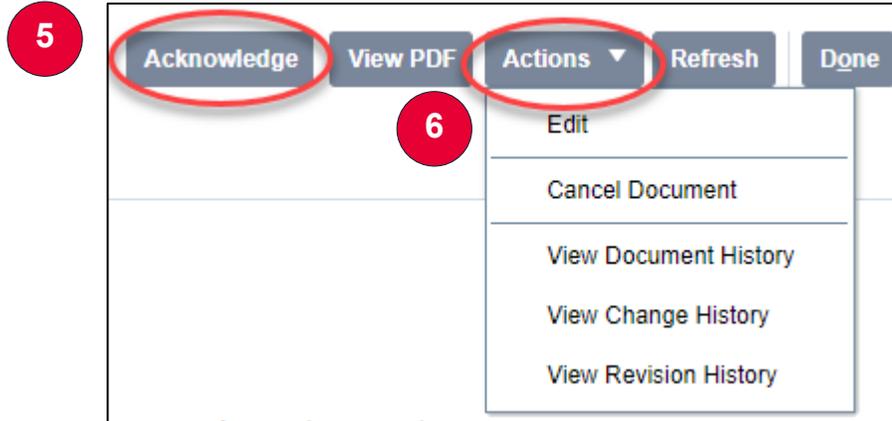
3

4

| 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 |

Supplier Portal - ORDERS

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)



Supplier Portal – AGREEMENTS

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

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

Advanced Saved Search Purchase Order

** Purchase Order 22105-3123 ** Supplier My Company

Supplier Item Due Date

Search Reset Save...

3

Create ASN

Search Results

| 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

Header

Shipment Shipped Date 6/5/23 7:47 PM Expected Receipt Date 6/5/23 7:47 PM Freight Terms Shipping Method Number of Supplier Packing Units Bill of Lading Waybill

Packing Slip Packaging Code Special Handling Code Tare Weight Tare Weight UOM Net Weight Net Weight UOM Comments

5

Lines

| 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 |

Supplier Portal – INVOICES & PAYMENTS



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).
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 [dropdown]

Supplier [dropdown]

Remit-to Bank Account [dropdown]

Number [input]

Unique Remittance Identifier [input]

* Date m/d/yy [input]

* Supplier Site [dropdown]

Unique Remittance Identifier Check Digit [input]

* Type Invoice [dropdown]

Address [input]

Description [input]

Invoice Currency [input]

Supplier Tax Registration Number [dropdown]

Attachments None +

Tax Control Amount [input]

Payment Currency [input]

3

Lines

View [dropdown] + × [icon] Cancel Line

4

Select and Add: Purchase Orders

Search Results

View [dropdown] [icon] [icon] Detach [icon] 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

Supplier Portal – INVOICES & PAYMENTS



5. Edit the quantities on Goods POs or dollars on Service POs to match your invoice (ensure the **Tax Classification** box is empty)
6. Click Invoice Actions and select Calculate Tax (you will see the Summary Tax line populate). 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

7

Create Invoice ⓘ Identifying PO: 22105-2525 Remit to Bank Account

Supplier: Tim McFadden Equipment Ltd

Lines

View ▾ + × Cancel Line

| * Number | * Type | Purchase Order | | | Consumption Advice | | Supplier Item | Item Description |
|----------|--------|----------------|--------|------------|--------------------|------|---------------|--------------------------|
| | | * Number | * Line | * Schedule | Number | Line | | |
| 1 | Item | 22105-2... | 1 | 1 | | | | NEW RECTOR AMI SNOW B... |
| Total | | | | | | | | |

Summary Tax Lines

View ▾

| Line | * Regime | * Tax Name | Tax Jurisdiction | * Tax Status | * Rate Name | Percentage | Per Unit |
|------|---------------|------------|------------------|--------------|-------------|------------|----------|
| 1 | CA HST REGIME | CA HST | CA HST JURIS... | CA HST | CA HST ON | 13 | |

Totals

| | | | | | |
|-------|------------|---------|------|---------------|------|
| Items | -16,500.00 | Freight | 0.00 | Miscellaneous | 0.00 |
|-------|------------|---------|------|---------------|------|

This is a split screen view

8

Invoice Actions ▾ Save Save and Close Submit Cancel

| Ship-to Location | Tax Classification | Available Quantity | Quantity | Unit Price | UOM | * Amount | Description |
|------------------|--------------------|--------------------|----------|------------|------|------------|-------------|
| ST100011 - Mu | | | -1 | 16500 | Each | -16,500.00 | NEW RECTOF |
| | | | | | | | -16,500.00 |

Amount

-2,145

Inclusive Tax 0.00 Exclusive Tax -2,145.00 Retainage 0.00 Invoice Amount -18,645.00 Due -16,500.00

Supplier Portal – INVOICES & PAYMENTS

1. To submit a credit against a submitted invoice, click on Create Invoice.
2. In the top section, enter the PO number for the credit, the Credit Memo number and date. Change the Type to Credit Memo. Add your attachment (pdf copy of invoice is required)
3. Use 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 crediting 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 [dropdown]

Supplier [dropdown]

Taxpayer ID [text]

* Supplier Site [dropdown]

Address [text]

Supplier Tax Registration Number [dropdown]

Remit-to Bank Account [dropdown]

Unique Remittance Identifier [text]

Unique Remittance Identifier Check Digit [text]

Description [text]

Attachments None +

Tax Control Amount [text]

* Number [text]

* Date 4/23/24

* Type Invoice

Currency Credit memo Invoice

3

Lines

View + x [Select & Add icon] Cancel Line

4

Select and Add: Purchase Orders

Search Results

View [icon] [icon] [icon] [icon] [icon] [icon] [icon] [icon] [icon]

[icon] [icon] [icon] [icon] [icon] [icon] [icon] [icon] [icon]

| 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

Supplier Portal – INVOICES & PAYMENTS



5. Edit the negative quantities on Goods POs or dollars on Service POs to match your credit (Ensure the **Tax Classification** box is empty)
6. Click Invoice Actions and select Calculate Tax (you will see the Summary Tax line populate). Your credit memo should balance to the Invoice Amount in the bottom corner. Click Submit. The credit is now submitted, and you will see a green confirmation message.

NOTE: If you are issuing a credit for an RMA for goods that includes a restock fee, please reach out to the buyer for instructions on how to proceed.

5

Create Invoice ⓘ Identifying PO: 22105-2525 Remit to Bank Account

Supplier: Tim McFadden Equipment Ltd

Lines

View ▾ + × Cancel Line

| * Number | * Type | Purchase Order | | | Consumption Advice | | Supplier Item | Item Description |
|----------|--------|----------------|--------|------------|--------------------|------|---------------|--------------------------|
| | | * Number | * Line | * Schedule | Number | Line | | |
| 1 | Item | 22105-2... | 1 | 1 | | | | NEW RECTOR AMI SNOW B... |
| Total | | | | | | | | |

Summary Tax Lines

View ▾

| Line | * Regime | * Tax Name | Tax Jurisdiction | * Tax Status | * Rate Name | Percentage | Per Unit |
|------|---------------|------------|------------------|--------------|-------------|------------|----------|
| 1 | CA HST REGIME | CA HST | CA HST JURIS... | CA HST | CA HST ON | 13 | |

Totals

| | | | | | |
|-------|------------|---------|------|---------------|------|
| Items | -16,500.00 | Freight | 0.00 | Miscellaneous | 0.00 |
|-------|------------|---------|------|---------------|------|

This is a split screen view

6

Invoice Actions Save Save and Close Submit Cancel

| Ship-to Location | Tax Classification | Available Quantity | Quantity | Unit Price | UOM | * Amount | Description |
|------------------|--------------------|--------------------|----------|------------|------|------------|-------------|
| ST100011 - Mu | | | -1 | 16500 | Each | -16,500.00 | NEW RECTOR |
| | | | | | | | -16,500.00 |

Amount

-2,145

| | | | | | |
|---------------|------|---------------|-----------|----------------|------------|
| Inclusive Tax | 0.00 | Exclusive Tax | -2,145.00 | Invoice Amount | -18,645.00 |
| | | Retainage | 0.00 | Due | -16,500.00 |

Supplier Portal – NEGOTIATIONS

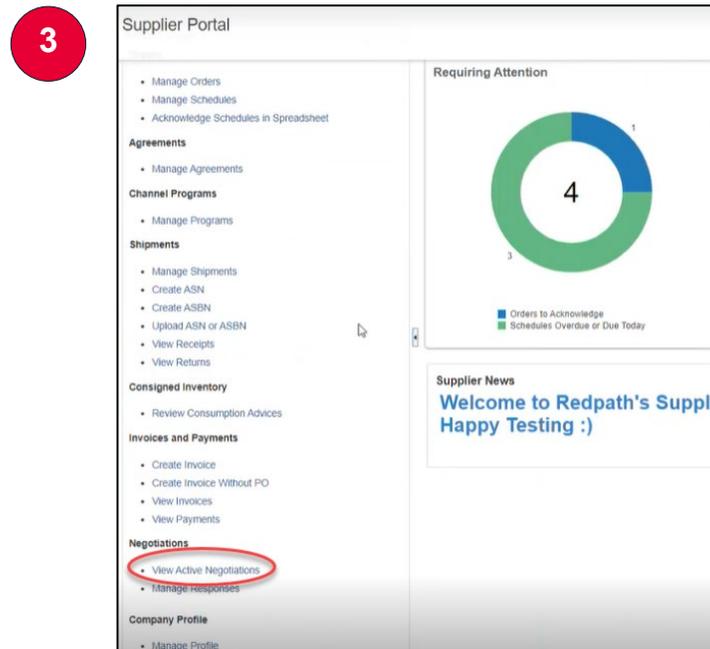
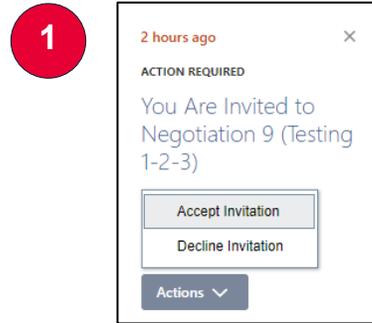
1. Redpath will issue an invitation to negotiate for one of the following reasons:

- Request for Quote
- Agreements
- 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.

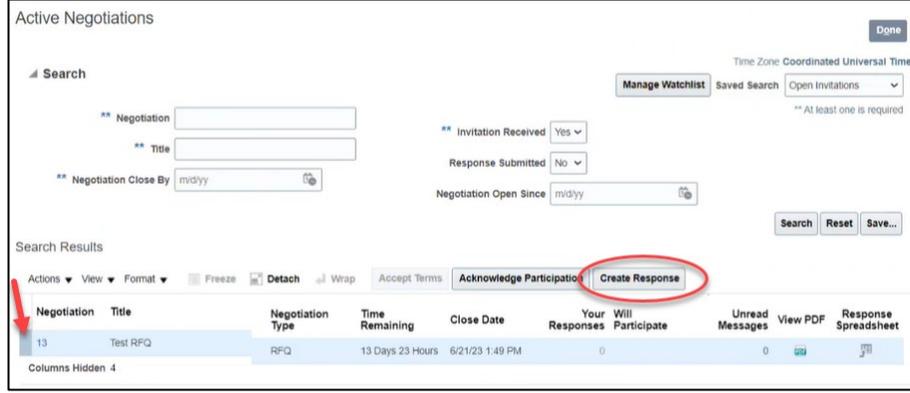
3. You can also access the negotiation through the Supplier Portal and select 'View Active Negotiations'



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



Active Negotiations

Search

Manage Watchlist Saved Search Open Invitations

Time Zone: Coordinated Universal Time

** Negotiation:

** Title:

** Negotiation Close By:

** Invitation Received: Yes

Response Submitted: No

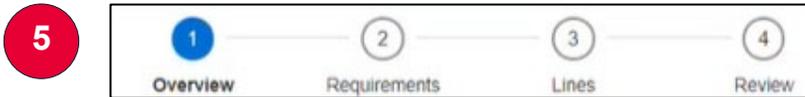
Negotiation Open Since:

Search Results

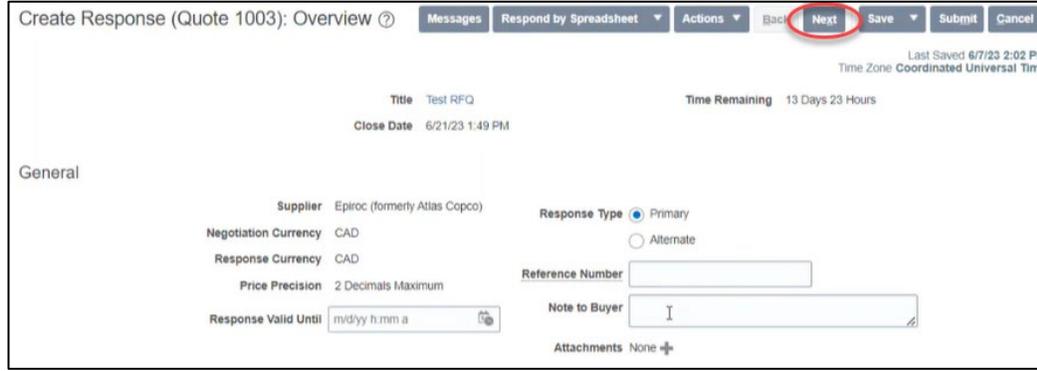
Actions View Format Freeze Detach Wrap Accept Terms Acknowledge Participation **Create Response**

| Negotiation | Title | Negotiation Type | Time Remaining | Close Date | Your Responses | Will Participate | Unread Messages | View PDF | Response Spreadsheet |
|-------------|----------|------------------|------------------|-----------------|----------------|------------------|-----------------|----------|----------------------|
| 13 | Test RFQ | RFQ | 13 Days 23 Hours | 6/21/23 1:49 PM | 0 | 0 | 0 | | |

Columns Hidden: 4



6



Create Response (Quote 1003): Overview

Messages Respond by Spreadsheet Actions Back **Next** Save Submit Cancel

Last Saved 6/7/23 2:02 PM

Time Zone: Coordinated Universal Time

Title: Test RFQ

Time Remaining: 13 Days 23 Hours

Close Date: 6/21/23 1:49 PM

General

Supplier: Epiroc (formerly Atlas Copco)

Response Type: Primary Alternate

Negotiation Currency: CAD

Response Currency: CAD

Price Precision: 2 Decimals Maximum

Reference Number:

Response Valid Until:

Note to Buyer:

Attachments: None

Supplier Portal – NEGOTIATIONS



7. Requirements

- Respond to all questions, in all sections
- Click Next

8. Lines

- Add the Response Price and any minimum quantity
- Click Next

9. Review

- All 3 tabs are available to review
- Click Save or Submit, if acceptable

7

Create Response (Quote 1003): Requirements ? Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 6/7/23 2:03 PM
Time Zone Coordinated Universal Time

Time Remaining 13 Days 23 Hours Close Date 6/21/23 1:49 PM

Section 1. General

Section 1. General

1. Do you accept the attached terms and conditions to participate in this RFQ?
 a. Yes
 b. No

2. Is your company/organization registered to do business in Canada?
 a. Yes
 b. No

8

Create Response (Quote 1003): Lines ? Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Currency = Canadian Dollar

Time Remaining 13 Days 23 Hours Close Date 6/21/23 1:49 PM

Actions View Format Freeze Detach Wrap

| Line | Description | Alternate Line Description | Create Alternate | Required Details | Category Name | Start Price | Response Price | Total Score | Estimated Quantity | UOM | Line Amount | Estimated Total Amount | Response Minimum Release Amount |
|------|-----------------|----------------------------|------------------|------------------|------------------|-------------|----------------|-------------|--------------------|------|-------------|------------------------|---------------------------------|
| 1 | PINION GEAR BOX | | + | | Steering Systems | | 100.00 | | 10 | Each | | | |

Rows Selected 1 Columns Hidden 6

Grand Totals
All response lines except alternate lines are included
Response Amount 0.00

9

Review Response: Quote 1003 ? Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Currency = Canadian Dollar

Title Test RFQ Time Remaining 13 Days 23 Hours
Close Date 6/21/23 1:49 PM

Overview Requirements Lines

View Format Freeze Detach Wrap

| Line | Description | Alternate Line Description | Details | Category Name | Response Price | UOM Name | Line Amount | Estimated Total Amount | Response Minimum Release Amount | Attachments |
|------|-----------------|----------------------------|---------|------------------|----------------|----------|-------------|------------------------|---------------------------------|-------------|
| 1 | PINION GEAR BOX | | | Steering Systems | 100.00 | Each | 1,000.00 | | | |

Columns Hidden 9

Grand Totals
All response lines except alternate lines are included
Response Amount 1,000.00

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-2130390 Making 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

Supplier Portal – COMPANY PROFILE



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