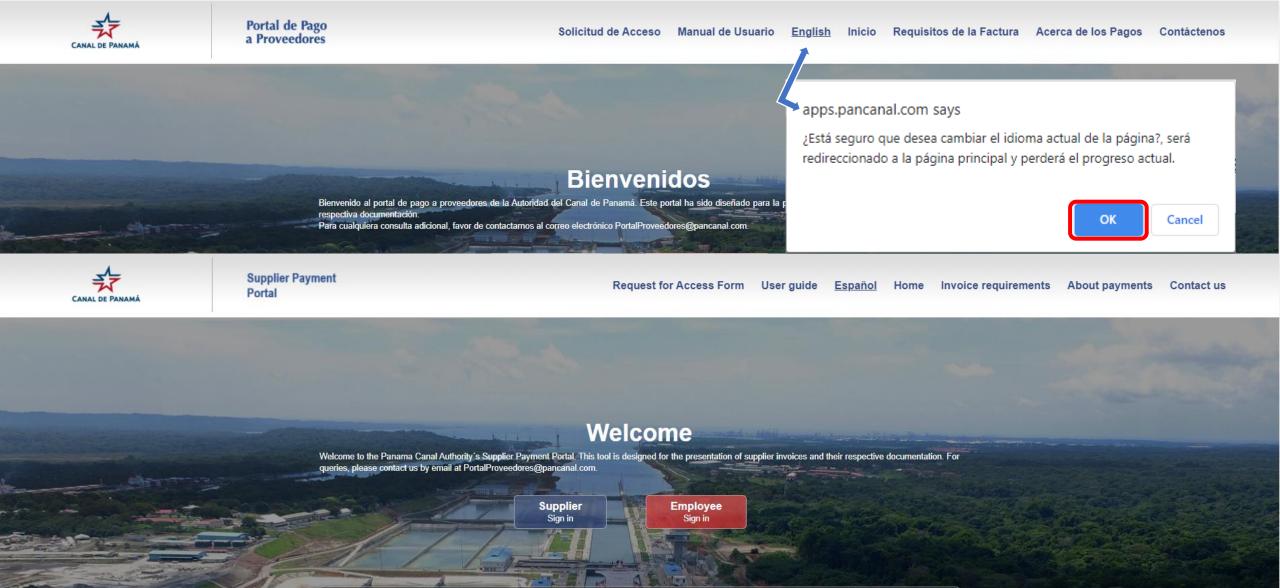


SUPPLIERS PAYMENT PORTAL

USER GUIDE HOW TO CREATE AND REGISTER A NEW INVOICE QUERY YOUR INVOICE STATUS AND PAYMENTS



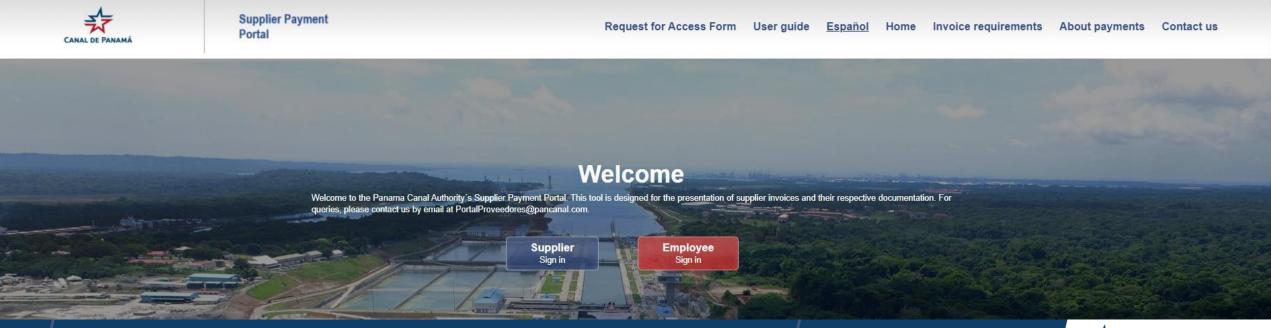


The Panama Canal Authority accepts prompt payment discount offers. Read more



Menu

- 1. Invoice Requirements
- 2. How to search for your purchase order
- 3. <u>Create a new invoice and attach an invoice image</u>
- 4. Payments Query
- 5. <u>Rejected Invoices</u>





1. REQUIREMENTS FOR INVOICE ACCEPTANCE

Invoices of foreign or Non-Resident suppliers of the Republic of Panamá must comply with the following requirements to be accepted:

- The invoice must be completely legible.
- Legal name to whom the purchase order or contract was issued or awarded.
- Supplier or contractor's physical address
- Number and date of invoice. Invoice numbering must be unique
- Description of the good or service, purchase order or contract justification. A breakdown of the goods / services provided is required. When payment is made to a non-resident company for the installation of equipment, technical support services, training, consultancy or other services provided by the non-resident company, withholding tax is applied on the service fees.
- Quantity, price and total amount of the goods purchased or services rendered.



- The invoice must not include taxes.
- The purchase order number corresponding to the invoice. You should only include (1) purchase order number
- Invoice currency must be USD
- If the supplier / contractor has offered prompt-pay, the following text must be included on the invoices submitted for payment: "This invoice offers prompt-pay discount"



Failure to comply with any of the requirements listed is subject to an invoice rejection.





2. SEARCH FOR YOUR PURCHASE ORDER

	₹	Payment Provider Portal
Select Search Filter	All Purchase Orders Search by Invoice Number Search by Description Search by Purchase Order	♦ ATTACH INVOICE S PAYMENTS QUERY ► NOTIFICATIONS
	Text Search Q	Showing Purchase Orders for "Attach Invoices"
	Filter by Invoice Status Draft Sent	Showing 10 Records Sort by P/O Date The requested search returned no results
	 Received Evaluation In Process 	
	Paid Rejected Date range 1 Month	
	 2 Months 3 Months 12 Months 	
	SEARCH	



Search by All Purchase Orders

CANAL DE PANAMÁ	Payment P	rovider Portal			Feedback ▲ Antonella
All Purchase Orders		E S PAYMENTS QUERY NOTIFICATIONS			
۱ م	Showing Purchase	Orders for "Attach Invoices"			
Filter by Invoice Status Draft	Showing 10 V Reco	rds Sort by P/O Date			1 2 3 4 5 » »»
Sent Received Evaluation	Purchase Order Number Date	454541 28-Jul-2020	Vendor Name Description	EMPRESA XYZ Chaneles	
In Process Paid	Amount Buyer	1,589.85	Purchasing site Bill to	CALLE 64 OESTE 720004.L.FACO-FACT Oficina Central de Recibo de Facturas	
C Rejected Date range	Buyer phone E-Mail		RUC Payment Site	ACH LOCAL	
 1 Month 2 Months 3 Months 12 Months 	Billed Amount	25.00			VIEW INVOICE
CLEAR	Purchase Order Number	454056	Vendor Name	EMPRESA XYZ	
CLEAR	Date Amount	21-Jul-2020 179.90	Description Purchasing site	NTDA-TOR / ART 50 B / PR 1005597 / BRAZO HIDRAULICO CALLE 64 OESTE	
Need help? Call: 272-7777	Buyer Buyer phone		Bill to RUC	720004.L.FACO-FACT Oficina Central de Recibo de Facturas	
	E-Mail Billed Amount	0.00	Payment Site	ACH LOCAL	
					VIEW INVOICE

CANAL DE PANAMÁ

Search by Purchase Order

CANAL DE PANAMÁ	Payment	Provider Portal	X	© Feedback ▲ Antonella C Log O EMPRESA X Ruc 2089791-1-7512
Search by Purchase Order		ICE S PAYMENTS QUERY NOTIFICATIONS		
454541 × Q	Showing Purchas	e Orders for "Attach Invoices"		
Filter by Invoice Status		cords Sort by P/O Date		1
Sent	Purchase Order Number	454541	Vendor Name	EMPRESA XYZ
Received Evaluation	Date	28-Jul-2020	Description	Chaneles
In Process	Amount	1,589.85	Purchasing site	CALLE 64 OESTE
Paid	Buyer		Bill to	720004.L.FACO-FACT Oficina Central de Recibo de Facturas
Rejected	Buyer phone		RUC	
Date range	E-Mail		Payment Site	ACH LOCAL
1 Month	Billed Amount	25.00		
2 Months 3 Months				VIEW INVOICE
12 Months				
SEARCH				1
CLEAR				
Reed help? Call: 272-7777				
·				



Search by Description

CANAL DE PANAMÁ	Payment P	Provider Portal			Preedback Antonella Le Log Out EMPRESA XYZ RUC 2089791-1-751271
Search by Description		CE S PAYMENTS QUERY NOTIFICATIONS			
	Showing Purchase	Orders for "Attach Invoices"			
Filter by Invoice Status	Showing 10 Reco	ords Sort by P/O Date			1
Sent Sent	Purchase Order	454541			
Received	Number		Vendor Name	EMPRESA XYZ	
Evaluation	Date	28-Jul-2020	Description	Chaneles	
In Process	Amount	1,589.85	Purchasing site	CALLE 64 OESTE	
Paid	Buyer		Bill to	720004.L.FACO-FACT Oficina Central de Recibo de Facturas	
Rejected	Buyer phone		RUC		
Date range	E-Mail		Payment Site	ACH LOCAL	
1 Month 2 Months	Billed Amount	25.00			
2 Months 3 Months					VIEW INVOICE
12 Months					
SEARCH					1
CLEAR					
Need help? Call: 272-7777					

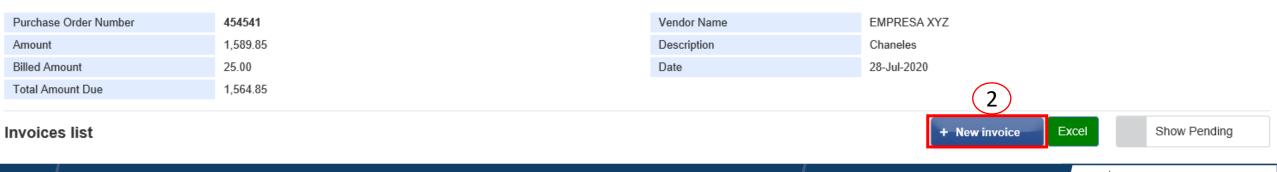


3. Create a new invoice and attach the document

		E S PAYMENTS QUERY NOTIFICATIONS					
After you find your	Showing Purchase Orders for "Attach Invoices"						
purchase order click on:	Showing 10 Record	rds Sort by P/O Date			1		
1. View Invoice	Purchase Order	454541	Vendor Name	EMPRESA XYZ			
2. New Invoice	Number Date	28-Jul-2020	Description	Chaneles			
2. New mode	Amount	1,589.85	Purchasing site	CALLE 64 OES			
	Buyer		Bill to	720004.L.FACO-FACT Oficina Central de Recibo de Facturas			
	Buyer phone		RUC		\frown		
	E-Mail		Payment Site	ACH LOCAL	(1)		
	Billed Amount	25.00					
					VIEW INVOICE		

S ATTACH INVOICE S PAYMENTS QUERY NOTIFICATIONS

Purchase Order Detail

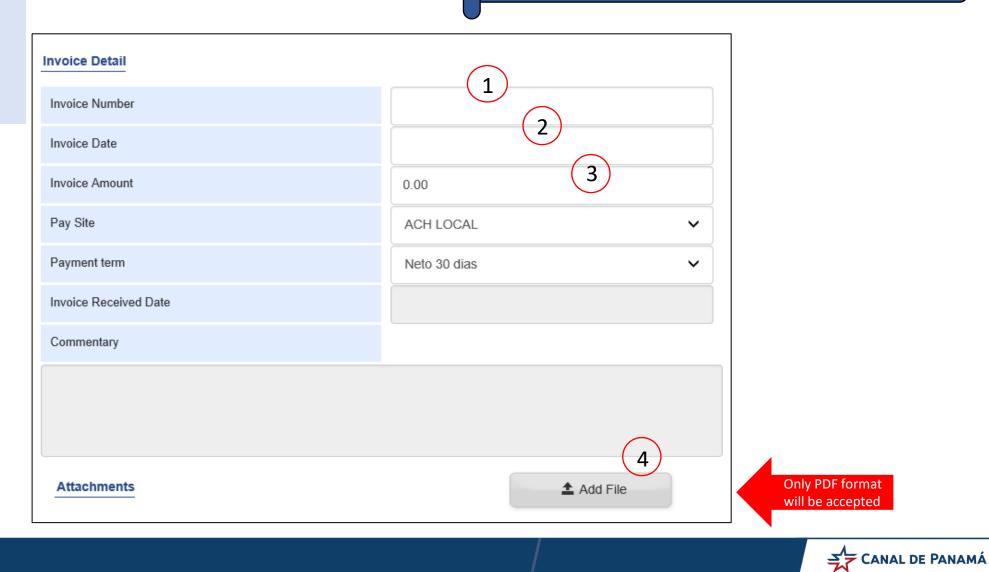




Invoice Detail and Attachments:

1. Invoice Number

- 2. Invoice Date
- 3. Invoice Amount
- 4. Add File



INVOICE WILL BE ACCEPTED DURING PANAMA CANAL WORKING DAYS AND HOURS: MONDAY – FRIDAY (07:15 – 16:15). INVOICES REGISTERED AFTER 16:15 WILL BE RECEIVED THE NEXT WORKING DAY

Attach an Invoice image

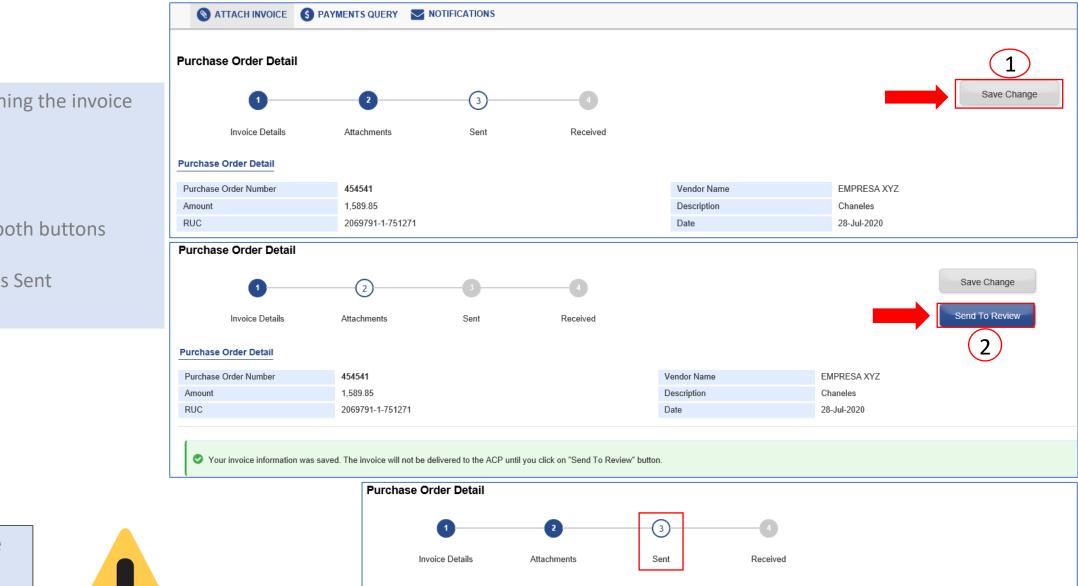
Other Documents Drag the file here from your browser or explorer tachments created Browser or explorer Name Attachment Type Size The requested search returned no results Size	tachment Type	Invoice 🗸	Search
Name Attachment Type Size The requested search returned no results		Other Documents	
The requested search returned no results	tachments create	d	
Attach File	Vamo	Attachment Type	Size
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Choose File to Upload				
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Organize 🔻 New folder			8= •	
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File name: INVOICE 1			Custom Files (*.pdf)	~

2-Select File - Open

Attachment Typ	Invoice	✓ Sea	arch
Attachments cre	ated		
Name	Attachment Type	Size	
2039	INVOICE	187 KB	í
			4
	ach File (Yellov		





 Purchase Order Detail
 Vendor Name
 EMPRESA XYZ

 Purchase Order Number
 454541
 EMPRESA XYZ

 Amount
 1,589.85
 Description
 Chaneles

 RUC
 2069791-1-751271
 Date
 28-Jul-2020



When you finish attaching the invoice image click on:

- 1. Save Change
- 2. Send to Review
 - i. Verify that both buttons disappear
- 3. Verify that status is Sent

Invoice will not be delivered to the Panama Canal until you click on "Send to Review" button.



4. PAYMENTS QUERY

CANAL DE PANAMÁ	Payment Provider Portal
Search by Purchase Order 🗸 🗸	S ATTACH INVOICE S PAYMENTS QUERY NOTIFICATIONS
All Purchase Orders Search by Invoice Number Search by Purchase Order Search by Payment Number	Filter by Invoice Date End date Search
Invoice Status	
Draft	Showing 10 V Records Sort by Invoice Number V
Sent	
Received	Please use date filter to improve search.
Evaluation	
In Process	The requested search returned no results
Paid	
Rejected	
Date range	
1 Month	
2 Months	
3 Months	
12 Months	
SEARCH 2	
CLEAR	



PAYMENTS QUERY Seach by Purchase Order

CANAL DE PANAMÁ	Payment Provider Portal
Search by Purchase Order 🗸 🗸	S ATTACH INVOICE S PAYMENTS QUERY NOTIFICATIONS
462245 Q	1
Filter by Invoice Status	Filter by Invoice Date Start date End date Search
Draft	Showing 10 V Records Sort by Invoice Number V
Sent Received	Please use date filter to improve search.
Evaluation In Process Paid	The requested search returned no results
Rejected Date range	
1 Month	
2 Months 3 Months	
I 12 Months	



PAYMENTS QUERY Seach by Invoice Number

CANAL DE PANAMÁ		Payment Provi	ider Portal	1AN			EMPRESA AB RUC 1719593-1-69005
Search by Invoice Number	~						
00022119 2 ×	(Q	Filter by Invoice Date	1				
ilter by nvoice Status		Start date	End date		Search		Export to Excel
Draft Sent		Showing 10 Records	Sort by Invoice Number				1
Received Evaluation		Invoice Number	00022119		Purchase Order Number	460780	
In Process		Invoice Amount	2,300.76		Purchase Order Amount	3,834.60	
Paid		Invoice Date	18-Dec-2020		Buyer	DICK LEON, MAURICIO GUSTAVO	
Rejected		Invoice Status	ACCEPTED		Phone	443-6020	
Date range					Vendor	EMPRESA ABC	
1 Month							PAYMENT DETAIL
2 Months							
3 Months							
SEARCH							1

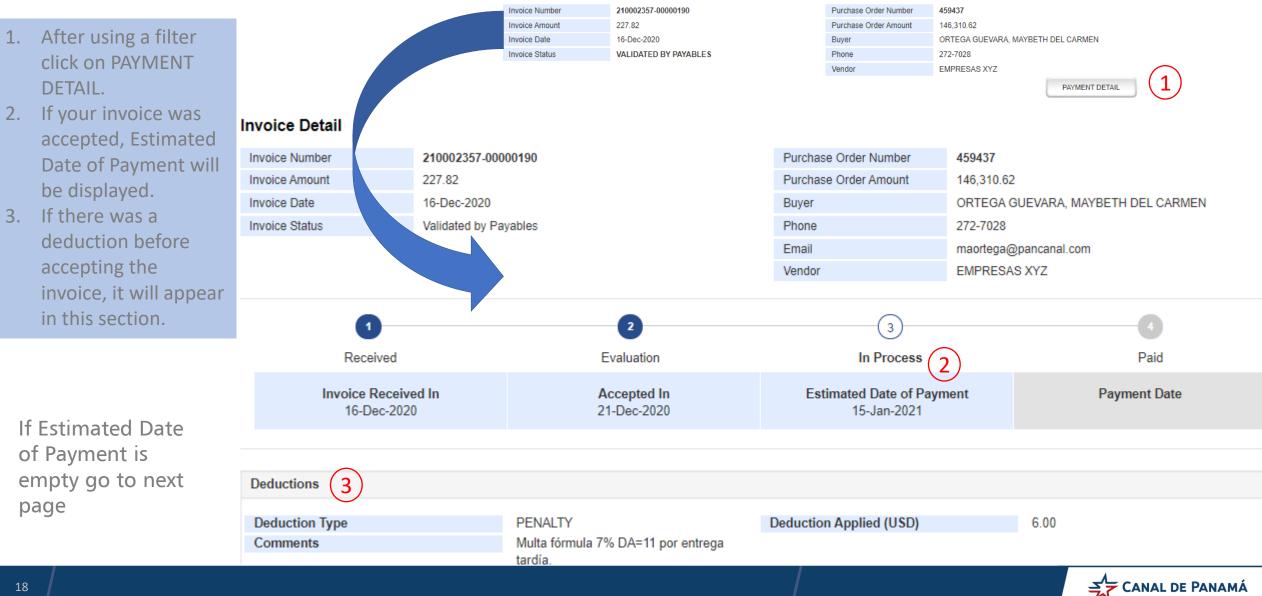


PAYMENTS QUERY Search by Invoice Date

S ATTACH INVOICE S PAYM				
Filter by Invoice Date 10-Dec-2020 <prev next="" today=""> December 2020 Su Mo Tu We Th Fr Sa Sort b</prev>	× 31-Dec-2020	3 Search		Export to Excel
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 Clear Close	00022119 2,300.76 18-Dec-2020 ACCEPTED	Purchase Order Number Purchase Order Amount Buyer Phone Vendor	460780 3,834.60 DICK LEON, MAURICIO GUSTAVO 443-6020 EMPRESA ABC	PAYMENT DETAIL
Invoice Number Invoice Amount Invoice Date Invoice Status	00022096 2,412.36 17-Dec-2020 VALIDATED BY PAYABLES	Purchase Order Number Purchase Order Amount Buyer Phone Vendor	461919 2,412.36 SAENZ TAYLOR, RAFAEL 443-7278 EMPRESA ABC	PAYMENT DETAIL



PAYMENTS QUERY – ESTIMATED DATE OF PAYMENT



PAYMENTS QUERY – ESTIMATED DATE OF PAYMENT

If 30 days have passed after the receipt of the invoice (1. Invoice Received In) and Estimated Date of Payment (3) is empty, contact your purchasing agent through his email for further details about invoice acceptance.

Invoice need to be accepted and sent to Account Payables in order to display an Estimated Date of Payment.

Canal de Panamá		Payment Pro	vider Portal			P Feedback	Antonella C+ Log EMPRES RUC 1719593-1-
Search by Invoice Number	~	S ATTACH INVOICE		FICATIONS			
00022119	ХQ	Invoice Detail					
Filter by		Invoice Number	00022119		Purchase Order Number	460780	
Invoice Status		Invoice Amount	2,300.76		Purchase Order Amount	3,834.60	
Draft		Invoice Date	18-Dec-2020		Buyer	DICK LEON, MAURICIO GUSTAVO	
Sent Sent		Invoice Status	Accepted		Phone	443-6020	
Received					Email	mdick@pancanal.com Buyer e-mail	
Evaluation					Vendor	EMPRESA ABC	
In Process							
Paid		(1				4	
Rejected		Ċ			3		
ate range 1 Month		Rec	eived	Evaluation	In Process	Paid	
2 Months		Invoice	Received In				
3 Months			Dec-2020	Accepted In	Estimated Date of P	ayment Payment Date	
12 Months							
SEARCH		Back					



5. REJECTED INVOICES

Invoice Number	00000179
Invoice Amount	4,727.01
Invoice Date	09-Dec-2020
Invoice Status	REJECTED

If your invoice status is REJECTED you can see the details by clicking on PAYMENT DETAIL.

1. The reason of the rejection is in the box(es) enclosed in red.

2. For further details of the rejection you can write to your purchasing agent using the emails enclosed in green

(1

	Purchase Order Nu	umber 45	59129						
Purchase Order Amount		nount 33	336,578.95						
Buyer		0	ORTEGA GUEVARA, MAYBETH DEL CARMEN						
	Phone	27	72-7028						
	Vendor	E	EMPRESAS XYZ						
			PAYMENT DETAI						
Invoice [Dotail								
Invoice	Jetan								
Invoice Nu	Imber	00000179		Purchase Order Number	459129				
Invoice Am	nount	4,727.01		Purchase Order Amount	336,578.95				
Invoice Da	ite	09-Dec-2020		Buyer	ORTEGA GUEVARA, MAYBETH DEL CARME				
Invoice Sta	atus	Rejected		Phone	272-7028				
				Email	maortega@pancanal.com				
				Vendor	EMPRESAS XYZ				
	(1)		2	3					
	\odot		2 Evolution	3	4 Daid				
	1 Received		2 Evaluation	3 In Process	4 Paid				
	Received		2 Evaluation Accepted In	3 In Process Estimated Date of Paym					
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	Received								
D	Received								
L) Motivo de	Received Invoice Receive 10-Dec-2020 Rejected	0	Accepted In						
	Received Invoice Receive 10-Dec-2020 Rejected	Otra, descrito		Estimated Date of Payn	nent Payment Date				
	Received Invoice Received 10-Dec-2020 Rejected) Otra, descrito Se rechaza fa	Accepted In o en la seccion " 3. Nota al proveedor"	Estimated Date of Paym	nent Payment Date				
Motivo de	Received Invoice Received 10-Dec-2020 Rejected) Otra, descrito Se rechaza fa error en núme	Accepted In o en la seccion " 3. Nota al proveedor" actura a solicitud del centro de facturas por	Estimated Date of Paym Colaborador de ACP que Rechazó la Factura	BETHANCOURT COPRI, LUIS ANTONIO				
Motivo de Persona a	Received Invoice Received 10-Dec-2020 Rejected e Rechazo e Rechazo - Otro) Otra, descrito Se rechaza fa error en núme	Accepted In o en la seccion " 3. Nota al proveedor" actura a solicitud del centro de facturas por nero de orden de compra ASEGOVIA	Estimated Date of Paym Colaborador de ACP que Rechazó la Factura Número de Teléfono de la	BETHANCOURT COPRI, LUIS ANTONIO				
Motivo de Persona a	Received Invoice Received 10-Dec-2020 Rejected Rechazo Rechazo - Otro) Otra, descrito Se rechaza fa error en núme	Accepted In o en la seccion " 3. Nota al proveedor" actura a solicitud del centro de facturas por nero de orden de compra ASEGOVIA	Estimated Date of Paym Colaborador de ACP que Rechazó la Factura Número de Teléfono de la Persona que Rechazó la	BETHANCOURT COPRI, LUIS ANTONIO				
Motivo de Persona a Informó d	Received Invoice Received 10-Dec-2020 Rejected Rechazo Rechazo - Otro	Otra, descrito Se rechaza fa error en núme SVF PANAMA	Accepted In o en la seccion " 3. Nota al proveedor" actura a solicitud del centro de facturas por nero de orden de compra ASEGOVIA	Estimated Date of Paym Colaborador de ACP que Rechazó la Factura Número de Teléfono de la Persona que Rechazó la Factura	BETHANCOURT COPRI, LUIS ANTONIO 272-7027				

