

Royal Caribbean Cruises, LTD

Vendor Self Service Instruction Manual

Accessing Our Website

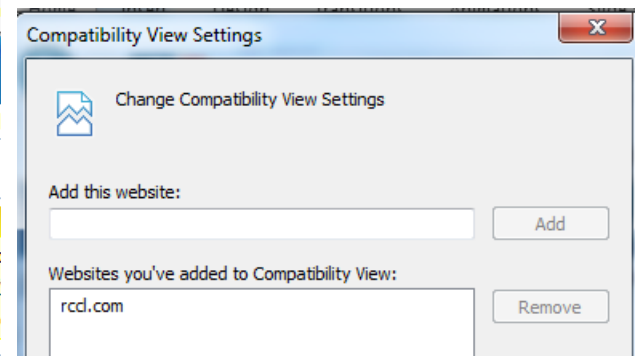
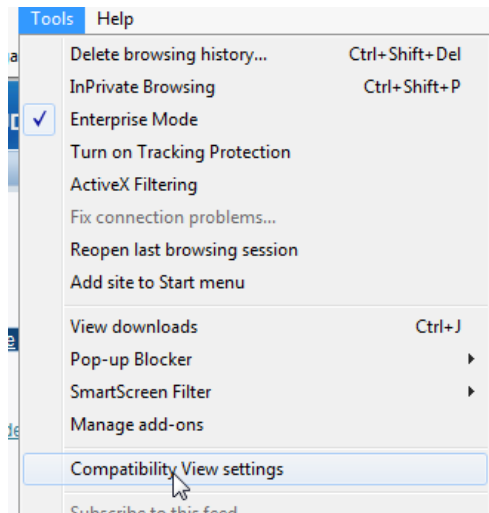
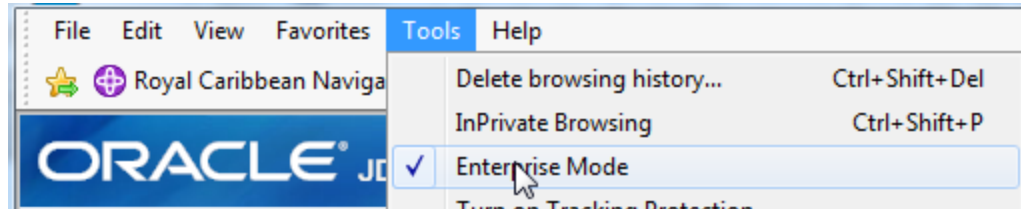
<https://supplier.rccl.com/jde/servlet/com.jdedwards.runtime.virtual.LoginServlet>



Preferred Browser

Internet Explorer 11

If browser does not work please check setting and make sure Enterprise Mode and/or under Compatibility View settings rcd.com must be added.



**Upon logon, you MUST change your password.
New password must be a minimum of 7 characters long and must include
at least 1 alpha and 1 numeric character**

FOR EXAMPLE:



Sign In Error: Your password has expired. Please change your password.

User ID:

Old Password:

New Password:

Confirm Password:

This system is intended for limited (authorized) use and is subject to company policies.

Once you have logged in, the following screen will appear.

The screenshot displays the Oracle JD Edwards EnterpriseOne interface. At the top, the logo "ORACLE JD EDWARDS ENTERPRISEONE" is visible on the left, and the user ID "[JPD812]" and a "Sign Out" button are on the right. The main area is divided into two sections: "EnterpriseOne Menu" on the left and a "Welcome!" message on the right. The "EnterpriseOne Menu" includes sections for "Open Applications" (with a "You have no running applications." message and an "Open New Window" button), "Favorites" (listing "Royal Caribbean Cruises Ltd" with sub-items "Supplier Self Service" and "Accounting"), "Roles" (with a dropdown menu set to "All My Roles"), "Actions" (with a "Help" link), and "Preferences". The "Accounting" sub-item is expanded, showing links for "Supplier Ledger Inquiry", "Supplier Self Service - Payment Inquiry", and "Breakdown". The "Welcome!" message contains text explaining the menu and its location. Three arrows point from text annotations to the "Accounting" section, the "Supplier Ledger Inquiry" link, and the "Supplier Self Service - Payment Inquiry" link.

EnterpriseOne Menu

Open Applications

You have no running applications.

Open New Window

▶ Favorites

▼ Royal Caribbean Cruises Ltd

▼ Supplier Self Service

▼ Accounting ▶

- [Supplier Ledger Inquiry](#)

- [Supplier Self Service - Payment Inquiry](#)

[Breakdown](#)

▶ Supply Chain

▼ Roles

All My Roles

▼ Actions

- [Help](#)

▶ Preferences

Welcome!

The EnterpriseOne Menu contains several links to the applications. These links will always be at the left of your screens, no matter what application you are using. You can also hide the menu when you need more space for your work.

Click on Royal Caribbean;
Supplier Self Service; Accounting

Supplier Ledger Inquiry is your best source for providing information regarding open invoices.

Payment Inquiry will provide you with information regarding your payments.

INVOICE INQUIRY

- The invoice inquiry screen will provide you with information regarding invoices that have been processed, but not yet paid, in addition to those that have been paid.

In order to search for Open invoices, Click on Open, then Click on FIND.
All open invoices will be presented. If you wish to search for 1 invoice,
Please enter the number in the invoice Number box and click on FIND.

Supplier Ledger Inquiry - Invoice Inquiry

Find Close Row Tools

FIND

OPEN

Summarize

Paid Open Withheld All

Currency Code *

Display Audit

No records found. Customize Grid

	Due Date	Gross Amount	Open Amount	Foreign Amount	Foreign Open	Invoice Number	Pay When Paid	Pay When Paid Group Number
--	----------	--------------	-------------	----------------	--------------	----------------	---------------	----------------------------

Invoice #

PAYMENT INQUIRY

- **The payment inquiry section provides instructions on searching payments.**
- The Payment Inquiry Screen provides:
 - Check number
 - Check date
 - Check Amount
 - Invoice number
 - Invoice Date
 - Payment Amount
 - PO Number if Applicable
 - Currency
 - Foreign Amount if Applicable

PAYMENT INQUIRY

Select Find Close Tools



Supplier

Your Supplier #

Your Company Name

Supplier Invoice

Invoice Date Range

From

Thru

Check Date Range

From

Thru

06/05/2003

06/05/2003

Check Number

Records 1 - 14

Customize Grid

Check Number	Check Amount	Invoice Number	Invoice Date	Payment Amount	Check Date	Purchase Order	Cur Cod	Foreign Payment Amount
1001331	1,371.35-	30417	04/10/2003	158.85-	06/05/2003	01051841	USD	
1001331	1,371.35-	30418	04/14/2003	158.85-	06/05/2003	01051839	USD	
1001331	1,371.35-	30543	04/17/2003	158.85-	06/05/2003	01054688	USD	
1001331	1,371.35-	30544	04/17/2003	52.95-	06/05/2003	01054698	USD	
1001331	1,371.35-	30545	04/17/2003	52.95-	06/05/2003	01054636	USD	
1001331	1,371.35-	30546	04/17/2003	52.95-	06/05/2003	01057973	USD	
1001331	1,371.35-	30547	04/17/2003	52.95-	06/05/2003	01062622	USD	
1001331	1,371.35-	30749	05/06/2003	211.80-	06/05/2003	01062728	USD	
1001331	1,371.35-	30750	05/06/2003	52.95-	06/05/2003	01062731	USD	

You can search by any of the fields above or search by Check Date Range or Invoice Date Range

PAYMENT INQUIRY

Select Find Close Tools **FIND**

Supplier

Supplier Invoice

Invoice Date Range
From Thru

Check Date Range
From Thru

Check Number

Records 1 - 1 Customize Grid

Check Number	Check Amount	Invoice Number	Invoice Date	Payment Amount	Check Date	Purchase Order	Cur Cod	Foreign Payment Amount
1001331	1,371.35	5396000	04/21/2003	52.95	06/05/2003	01054698	USD	

Example: You want to see if invoice # 536000 was paid. Enter that number in this field and click on FIND on the tool bar above. If it has been paid, the information will be displayed as shown

Supplier Self Service - Payment Inquiry Breakdown - Work With Payments



Select Find Close Tools

FIND

Supplier

Your Supplier #

Your Company Name

Supplier Invoice

Invoice Date Range

From

Thru

Check Date Range

From

Thru

Check Number

Records 1 - 3

Customize Grid

	Check Number	Check Amount	Invoice Number	Invoice Date	Payment Amount	Check Date	Purchase Order	Cur Cod	Foreign Payment Amount
<input checked="" type="radio"/>	5119743	594.20-	8030133	06/03/2004	372.25-	07/02/2004		USD	
<input type="radio"/>	5119743	594.20-	8030307	06/06/2004	201.75-	07/02/2004		USD	
<input type="radio"/>	5119743	594.20-	8030331	06/07/2004	20.20-	07/02/2004		USD	

You can search for specific Check date by entering that date in both the From and Thru fields and clicking on FIND in the tool bar

Supplier Self Service - Payment Inquiry Breakdown - Work With Payments



Select Find Close Tools

In order to display all of the invoices paid on the check you must click on the down arrow until it longer appears

Supplier

Your Supplier #

Your Company Name

Supplier Invoice

*

Invoice Date Range

From Thru

Check Date Range

From Thru

Check Number





*

Records 1 - 30 >

Customize Grid

Check Number	Check Amount	Invoice Number	Invoice Date	Payment Amount	Check Date	Purchase Order	Cur Cod	Foreign Payment Amount
<input checked="" type="radio"/> 1085796	11,870.00-	2615571	09/30/2004	150.00-	08/25/2005	11015441	USD	
<input type="radio"/> 1085796	11,870.00-	2615572	09/30/2004	150.00-	08/25/2005	11015476	USD	
<input type="radio"/> 1085796	11,870.00-	2615573	09/30/2004	150.00-	08/25/2005	11015512	USD	
<input type="radio"/> 1085796	11,870.00-	2615574	09/30/2004	150.00-	08/25/2005	11015540	USD	
<input type="radio"/> 1085796	11,870.00-	2615172	09/30/2004	150.00-	08/25/2005	16013119	USD	
<input type="radio"/> 1085796	11,870.00-	2595981	09/30/2004	150.00-	08/25/2005	25001504	USD	
<input type="radio"/> 1085796	11,870.00-	2595982	09/30/2004	150.00-	08/25/2005	25001614	USD	
<input type="radio"/> 1085796	11,870.00-	2648912	10/31/2004	150.00-	08/25/2005	11015588	USD	
<input type="radio"/> 1085796	11,870.00-	2648915	10/31/2004	150.00-	08/25/2005	11015677	USD	

Supplier Self Service - Payment Inquiry Breakdown - Work With Payments

Select Find Close Tools
   

You can scroll up or down using the scroll bar on the right.

Supplier

Your Supplier #

Your Company Name

Supplier Invoice

Invoice Date Range

From	Thru
<input type="text"/>	<input type="text"/>

Check Date Range

From	Thru
<input type="text" value="08/25/2005"/>	<input type="text" value="08/25/2005"/>

Check Number

Records 1 - 78

Customize Grid  

	Check Number	Check Amount	Invoice Number	Invoice Date	Payment Amount	Check Date	Purchase Order	Cur Cod	Foreign Payment Amount
<input type="radio"/>	1085796	11,870.00-	278177	02/28/2005	150.00-	08/25/2005	16013917	USD	
<input type="radio"/>	1085796	11,870.00-	278021	02/28/2005	150.00-	08/25/2005	56007253	USD	
<input type="radio"/>	1085796	11,870.00-	2781754	02/28/2005	150.00-	08/25/2005	11016142	USD	
<input type="radio"/>	1085796	11,870.00-	2781753	02/28/2005	150.00-	08/25/2005	11016086	USD	
<input type="radio"/>	1085796	11,870.00-	2781781	02/28/2005	150.00-	08/25/2005	20007431	USD	
<input type="radio"/>	1085796	11,870.00-	2781783	02/28/2005	150.00-	08/25/2005	20007517	USD	
<input type="radio"/>	1085796	11,870.00-	2781751	02/28/2005	150.00-	08/25/2005	11016056	USD	
<input type="radio"/>	1085796	11,870.00-	2781752	02/28/2005	150.00-	08/25/2005	11016068	USD	
<input type="radio"/>	1085796	11,870.00-	281361	03/31/2005	150.00-	08/25/2005	56007429	USD	

EXPORT DATA TO EXCEL

- This application allows you to export the data to an Excel file
- In order to be able to export, you will need to install the executable file on this page. See instructions on the next page.
- Instructions on how to export to MS Excel are provided with the Payment Screen Instructions



JDEdwards ActiveX.zip

Instructions on how to install the executable file

Step 1. Double Click Icon to Install

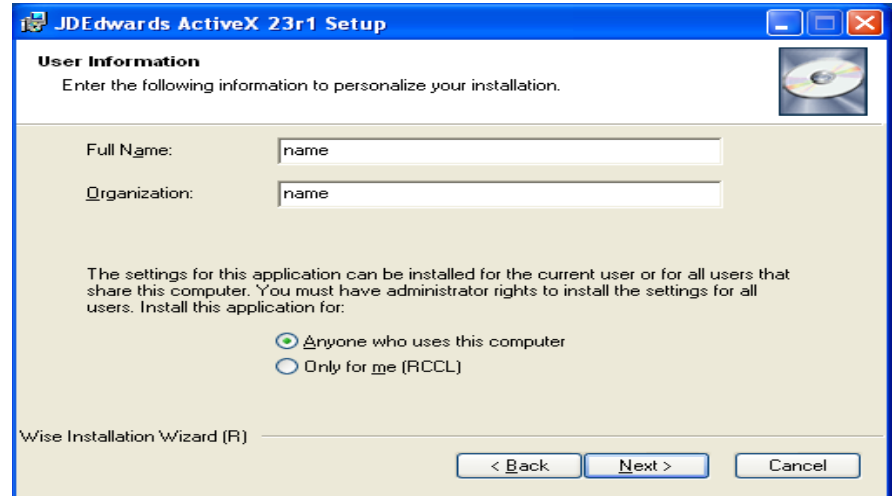


Step 2. Click Next

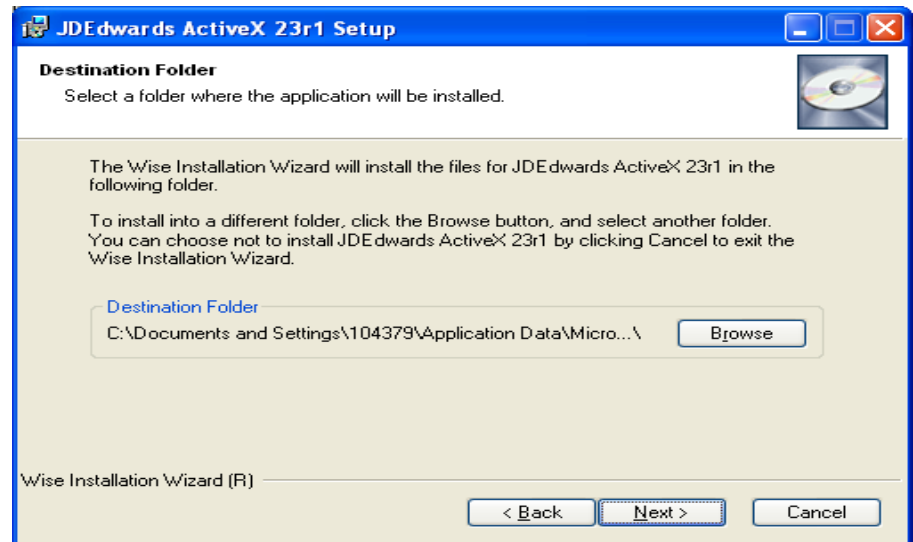


Instructions on how to install the executable file – Cont'd

- **Step 3** To enter
 - Your full Name
 - Name of your company
 - Click Next

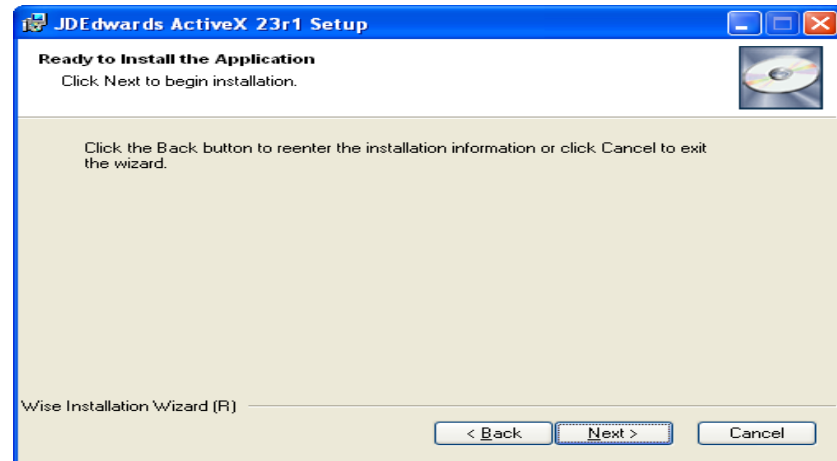


- **Step 4** Click Next



Instructions on how to install the executable file – Cont'd

Step 5 Click Next



Step 6 Click Finish



Exporting to Excel

This system allows you to export your data to excel

ORACLE JD EDWARDS ENTERPRISEONE

Supplier Self Service - Payment Inquiry Breakdown - Work With Payment

Select Find Close Tools

Supplier:

Supplier Invoice: Invoice Date Range: From Thru

Check Number: Check Date Range: From Thru

Records 1 - 30

Check Number	Check Amount	Invoice Number	Invoice Date	Payment Method	Check Date	Purchase Order	Cur Cod	Foreign Payment Amount
1085796	11,870.00-	2615572	08/25/2005		08/25/2005	11015441	USD	
1085796	11,870.00-	2615572	08/25/2005		08/25/2005	11015476	USD	
1085796	11,870.00-	2615572	08/25/2005		08/25/2005	11015512	USD	
1085796	11,870.00-	2615572	08/25/2005		08/25/2005	11015540	USD	
1085796	11,870.00-	2615119	08/25/2005		08/25/2005	16013119	USD	
1085796	11,870.00-	2595981	08/25/2005		08/25/2005	25001504	USD	
1085796	11,870.00-	2595982	08/25/2005		08/25/2005	25001614	USD	
1085796	11,870.00-	2648912	08/25/2005		08/25/2005	11015588	USD	
1085796	11,870.00-	2648915	08/25/2005		08/25/2005	11015677	USD	

Example: You want to see what was paid on a specific date, enter the date in mm/dd/yy format and click **FIND** on the tool bar. All items paid on the date will be displayed. I chose 08/25/05.

Please note the down arrow
In order to display all paid invoices you must continue to click on the arrow until no new data is displayed

Exporting to Excel

This system allows you to export your data to excel

The screenshot shows the Oracle JD Edwards EnterpriseOne interface for 'Supplier Self Service - Payment Inquiry Breakdown - Work With Payments'. The 'Tools' menu is open, and 'Export Grid Data' is highlighted. A callout box points to the 'TOOLS' button in the top toolbar, and another callout points to the 'Export Grid Data' option in the menu.

To export to Excel, Click on the TOOLS button.

Click on Export Grid Data

Check Number	Check Amount	Invoice Number	Invoice Date	Payment Amount	Check Date	Purchase Order	Cur Cod	Foreign Payment Amount
1085796	11,870.00-	2615571	09/30/2004	150.00-	08/25/2005	11015441	USD	
1085796	11,870.00-	2615572	09/30/2004	150.00-	08/25/2005	11015476	USD	
1085796	11,870.00-	2615573	09/30/2004	150.00-	08/25/2005	11015512	USD	
1085796	11,870.00-	2615574	09/30/2004	150.00-	08/25/2005	11015540	USD	
1085796	11,870.00-	2615172	09/30/2004	150.00-	08/25/2005	18013119	USD	
1085796	11,870.00-	2595981	09/30/2004	150.00-	08/25/2005	25001504	USD	
1085796	11,870.00-	2595982	09/30/2004	150.00-	08/25/2005	25001614	USD	
1085796	11,870.00-	2648912	10/31/2004	150.00-	08/25/2005	11015588	USD	
1085796	11,870.00-	2648915	10/31/2004	150.00-	08/25/2005	11015677	USD	

Supplier Self Service - Payment Inquiry Breakdown - Work With Payments

Continue Cancel

- Export To Excel
 - Export to a new Workbook
 - Export to an existing Workbook
- Export To Word
- Export To Comma Separated Values (CSV)

Define Cell Range

Export: All Selected Range

Col Row

Starting Cell: A 1

Ending Cell:

Select the ending cell on the grid.

Please note that by clicking on the cell, that cell information populates the starting cell fields.

Records 1 - 30 >

	A	B	C	D	E	F	G	H	I
	Check Number	Check Amount	Inv Num	Invoice Date	Payment Amount	Check Date	Purchase Order	Cur Cod	Foreign Payment Amount
1	1085796			09/30/2004	150.00-	08/25/2005	11015441	USD	
2	1085796	11,870.00-	261	09/30/2004	150.00-	08/25/2005	11015476	USD	
3	1085796	11,870.00-	261	09/30/2004	150.00-	08/25/2005	11015512	USD	
4	1085796	11,870.00-	261	09/30/2004	150.00-	08/25/2005	11015540	USD	
5	1085796	11,870.00-	2615172	09/30/2004	150.00-	08/25/2005	16013119	USD	
6	1085796	11,870.00-	2595981	09/30/2004	150.00-	08/25/2005	25001504	USD	

Click on the first cell you want to export. In this example I chose A1

Scroll down until you reach the end of the data

Supplier Self Service - Payment Inquiry Breakdown - Work With Payments

Continue Cancel



- Export To Excel
 - Export to a new Workbook
 - Export to an existing Workbook
- Export To Word
- Export To Comma Separated Values (CSV)

Define Cell Range

Export: All Selected Range

Col Row

Starting Cell: A 1

Ending Cell: H 30

Reset Selection

Click Continue to export the data or click Reset Selection to start over.

When you are at the end of the data, click on the last cell you want to export. In this example I have chosen to capture the entire file bu clicking on the last cell.

Records 1 - 30 >

22	1085796	11,870.00-	2681943	11/30/2004	150.00-	08/25/2005	20006909	USD
23	1085796	11,870.00-	2681944	11/30/2004	150.00-	08/25/2005	20006940	USD
24	1085796	11,870.00-	2681932	11/30/2004	150.00-	08/25/2005	11015719	USD
25	1085796	11,870.00-	2681933	11/30/2004	150.00-	08/25/2005	11015747	USD
26	1085796	11,870.00-	2681934	11/30/2004	150.00-	08/25/2005	11015765	USD
27	1085796	11,870.00-	271503	12/31/2004	150.00-	08/25/2005	58004279	USD
28	1085796	11,870.00-	271504	12/31/2004	150.00-	08/25/2005	16013442	USD
29	1085796	11,870.00-	2715063	12/31/2004	150.00-	08/25/2005	22003808	USD
30	1085796	11,870.00-	2715052	12/31/2004	150.00-	08/25/2005	20006962	USD

Supplier Self Service - Payment

Continue Cancel



Click on the **CONTINUE** button and your data will be exported to an Excel worksheet.

- Export To Excel
 - Export to a new Workbook
 - Export to an existing Workbook
- Export To Word
- Export To Comma Separated Values (CSV)

Define Cell Range

Export: All Selected Range

Col Row

Starting Cell: A 1

Reset Selection

Ending Cell: H 30

Please note: The Ending Cell fields are populated with the last cell that was chosen.

Click Continue to export the data or click Reset Selection to start over.

Records 1 - 30 >

22	1085796	11,870.00-	2681943	11/30/2004	150.00-	08/25/2005	20006909	USD	
23	1085796	11,870.00-	2681944	11/30/2004	150.00-	08/25/2005	20006940	USD	
24	1085796	11,870.00-	2681932	11/30/2004	150.00-	08/25/2005	11015719	USD	
25	1085796	11,870.00-	2681933	11/30/2004	150.00-	08/25/2005	11015747	USD	
26	1085796	11,870.00-	2681934	11/30/2004	150.00-	08/25/2005	11015765	USD	
27	1085796	11,870.00-	271503	12/31/2004	150.00-	08/25/2005	58004279	USD	
28	1085796	11,870.00-	271504	12/31/2004	150.00-	08/25/2005	16013442	USD	
29	1085796	11,870.00-	2715063	12/31/2004	150.00-	08/25/2005	22003808	USD	
30	1085796	11,870.00-	2715052	12/31/2004	150.00-	08/25/2005	20006962	USD	

EXPORTED DATA

- The following 2 pages represent the data that was exported to Excel.
- You can sort, total, reformat, save, etc just as you would any excel data.

Check #	Check Amount	Invoice Number	Invoice Date	Payment Amount	Check Date	Purchase Order	Cur Cod
896183	-123,714.10	0900028	2/7/2001	-84.96	3/1/2001	00798044	USD
896183	-123,714.10	0897996	2/7/2001	-130.45	3/1/2001	00797157	USD
896183	-123,714.10	0897010	2/7/2001	-171.62	3/1/2001	00798080	USD
896183	-123,714.10	0896905	2/7/2001	-144.19	3/1/2001	00798060	USD
896183	-123,714.10	0896972	2/7/2001	-1,316.76	3/1/2001	00798065	USD
896183	-123,714.10	0897969	2/7/2001	-285.85	3/1/2001	00797178	USD
896183	-123,714.10	0897903	2/7/2001	-3,544.82	3/1/2001	00797144	USD
896183	-123,714.10	0896953	2/7/2001	-42.52	3/1/2001	00798063	USD
896183	-123,714.10	0899396	2/7/2001	-474.05	3/1/2001	00797178	USD
896183	-123,714.10	0897795	2/7/2001	-4,462.04	3/1/2001	00797161	USD
896183	-123,714.10	0897001	2/7/2001	-4,026.20	3/1/2001	00798067	USD
896183	-123,714.10	0896902	2/7/2001	-1,089.52	3/1/2001	00798056	USD
896183	-123,714.10	0897622	2/7/2001	-2,468.14	3/1/2001	00797478	USD
896183	-123,714.10	0897511	2/7/2001	-4,114.01	3/1/2001	00797150	USD
896183	-123,714.10	0897259	2/7/2001	-520.6	3/1/2001	00796084	USD
896183	-123,714.10	0897248	2/7/2001	-525.41	3/1/2001	00796087	USD
896183	-123,714.10	0900023	2/7/2001	-84.96	3/1/2001	00798314	USD
896183	-123,714.10	0897299	2/7/2001	-688.18	3/1/2001	00796065	USD
896183	-123,714.10	0897289	2/7/2001	-2,159.94	3/1/2001	00796070	USD
896183	-123,714.10	0897283	2/7/2001	-143.46	3/1/2001	00796078	USD
896183	-123,714.10	0897287	2/7/2001	-703.41	3/1/2001	00796075	USD
896183	-123,714.10	0897404	2/7/2001	-1,744.61	3/1/2001	00796063	USD
896183	-123,714.10	0897082	2/7/2001	-197.82	3/1/2001	00795634	USD

896183	-123,714.10	0899243	2/7/2001	-926.4	3/1/2001	00797540
896183	-123,714.10	0899195	2/7/2001	-53.91	3/1/2001	00796090
896183	-123,714.10	0897767	2/7/2001	-2,207.57	3/1/2001	00797164
896183	-123,714.10	0899283	2/7/2001	-269.63	3/1/2001	00798080
896183	-123,714.10	0899300	2/7/2001	-41.6	3/1/2001	00798044
896183	-123,714.10	0899402	2/7/2001	-291.72	3/1/2001	00797144
896183	-123,714.10	0897183	2/7/2001	-2,494.87	3/1/2001	00796090
896183	-123,714.10	0897334	2/7/2001	-4,738.04	3/1/2001	00797541
896183	-123,714.10	0897088	2/7/2001	-1,808.48	3/1/2001	00796327
896183	-123,714.10	0897102	2/7/2001	-3,567.74	3/1/2001	00795653
896183	-123,714.10	0897174	2/7/2001	-5,909.19	3/1/2001	00796098
896183	-123,714.10	0899404	2/7/2001	-248.4	3/1/2001	00797161
896183	-123,714.10	0899270	2/7/2001	-429.63	3/1/2001	00799285
896183	-123,714.10	0899279	2/7/2001	-35.94	3/1/2001	00798067
896183	-123,714.10	0899307	2/7/2001	-542.37	3/1/2001	00798034
896183	-123,714.10	0899326	2/7/2001	-62.1	3/1/2001	00798064
896183	-123,714.10	0898757	2/8/2001	-3,800.75	3/1/2001	00798286
896183	-123,714.10	0898781	2/8/2001	-2,457.42	3/1/2001	00798308
896183	-123,714.10	0898506	2/8/2001	-1,346.88	3/1/2001	00798319
896183	-123,714.10	0898418	2/8/2001	-2,480.92	3/1/2001	00798330
896183	-123,714.10	0898498	2/8/2001	-206.1	3/1/2001	00798323
896183	-123,714.10	0898794	2/8/2001	-1,843.77	3/1/2001	00798314
896183	-123,714.10	0898246	2/8/2001	-181.66	3/1/2001	00798344
896183	-123,714.10	0899062	2/8/2001	-1,276.04	3/1/2001	00797123
896183	-123,714.10	0898408	2/8/2001	-2,064.43	3/1/2001	00798331
896183	-123,714.10	0899992	2/8/2001	-1,350.10	3/1/2001	00799305
896183	-123,714.10	0898772	2/8/2001	-1,208.91	3/1/2001	00798287

General Notes

- Always select LOGOUT when ending your session.
- Clicking on Close X in the Tool Bar will take you out of the screen.
- You can search by populating any information related to the column by entering it in the entry field above each column.
- Be sure you have cleared the inquiry field from previous data before you try to search for a new item
- Make sure you use the down arrow button until all of your data has been displayed.
- We recommend that you log in at your earliest convenience. If you do not log in after a month, the password will need to be reset. If after 3 months there is no activity, the access will automatically be disabled.
- If you have any issues, please contact Supply Chain Automation at SCAutomationsupport@rccl.com