

SUPPLIERS PAYMENT PORTAL



USER GUIDE

**HOW TO CREATE AND REGISTER A
NEW INVOICE**

**QUERY YOUR INVOICE STATUS
AND PAYMENTS**

Bienvenidos

Bienvenido al portal de pago a proveedores de la Autoridad del Canal de Panamá. Este portal ha sido diseñado para la presentación de facturas y su respectiva documentación.
Para cualquiera consulta adicional, favor de contactarnos al correo electrónico PortalProveedores@pancanal.com.

apps.pancanal.com says

¿Está seguro que desea cambiar el idioma actual de la página?, será redireccionado a la página principal y perderá el progreso actual.

OK

Cancel

Welcome

Welcome to the Panama Canal Authority's Supplier Payment Portal. This tool is designed for the presentation of supplier invoices and their respective documentation. For queries, please contact us by email at PortalProveedores@pancanal.com.

Supplier
Sign in

Employee
Sign in



The Panama Canal Authority accepts prompt payment discount offers. [Read more](#)

Menu

(click on the menu list to go directly to the desire subject)

1. [Invoice Requirements](#)
2. [How to search for your purchase order](#)
3. [Create a new invoice and attach an invoice image](#)
4. [Payments Query](#)
5. [Rejected Invoices](#)



Supplier Payment
Portal

[Request for Access Form](#) [User guide](#) [Español](#) [Home](#) [Invoice requirements](#) [About payments](#) [Contact us](#)

Welcome

Welcome to the Panama Canal Authority's Supplier Payment Portal. This tool is designed for the presentation of supplier invoices and their respective documentation. For queries, please contact us by email at PortalProveedores@pancanal.com.

Supplier
Sign in

Employee
Sign in

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 – choose one of the filters



Select Search
Filter



All Purchase Orders
Search by Invoice Number
Search by Description
Search by Purchase Order

Text Search 

Filter by
Invoice Status
☐ Draft
☐ Sent
☐ Received
☐ Evaluation
☐ In Process
☐ Paid
☐ Rejected
Date range
☐ 1 Month
☐ 2 Months
☐ 3 Months
☐ 12 Months

SEARCH

Payment Provider Portal

[ATTACH INVOICE](#)[PAYMENTS QUERY](#)[NOTIFICATIONS](#)


Showing Purchase Orders for "Attach Invoices"

Showing 10  Records

Sort by P/O Date 

The requested search returned no results

Search by All Purchase Orders



CANAL DE PANAMÁ

All Purchase Orders

Filter by

Invoice Status

☐ Draft

☐ Sent

☐ Received

☐ Evaluation

☐ In Process

☐ Paid

☐ Rejected

Date range

☐ 1 Month

☐ 2 Months

☐ 3 Months

☐ 12 Months

SEARCH

CLEAR

?

Need help?

Call: 272-7777

Payment Provider Portal

Feedback

Antonella

Log Out

EMPRESA X

RUC 2069791-1-7512

ATTACH INVOICE

PAYMENTS QUERY

NOTIFICATIONS

Showing Purchase Orders for "Attach Invoices"

Showing

10

Records

Sort by

P/O Date

1

2

3

4

5

»

»»

Purchase Order Number

454541

Date

28-Jul-2020

Amount

1,589.85

Buyer

MORGAN SOTO, MARLENE DEL CARMEN

Buyer phone

443- 4603

E-Mail

marmorgan@pancanal.com

Billed Amount

25.00

Vendor Name

EMPRESA XYZ

Description

Chaneles

Purchasing site

CALLE 64 OESTE

Bill to

720004.L.FACO-FACT Oficina Central de Recibo de Facturas

RUC

2069791-1-751271

DV

7

Payment Site

ACH LOCAL

VIEW INVOICE

Purchase Order Number

454056

Date

21-Jul-2020

Amount

179.90

Buyer

MARTINEZ, DAMARIS ESTHER DE

Buyer phone

276-2913

E-Mail

demartinez@pancanal.com

Billed Amount

0.00

Vendor Name

EMPRESA XYZ

Description

NTDA-TOR / ART 50 B / PR 1005597 / BRAZO HIDRAULICO

Purchasing site

CALLE 64 OESTE

Bill to

720004.L.FACO-FACT Oficina Central de Recibo de Facturas

RUC

2069791-1-751271

DV


7

Payment Site


ACH LOCAL

VIEW INVOICE

7

 CANAL DE PANAMÁ

Search by Purchase Order



CANAL DE PANAMÁ

Search by Purchase Order

454541

X

Q

Filter by

Invoice Status

☐ Draft

☐ Sent

☐ Received

☐ Evaluation

☐ In Process

☐ Paid

☐ Rejected

Date range

☐ 1 Month

☐ 2 Months

☐ 3 Months

☐ 12 Months

SEARCH

CLEAR

?

Need help?
Call: 272-7777

Payment Provider Portal

Feedback

Antonella

Log Out

EMPRESA XYZ
RUC 2069791-1-75127

ATTACH INVOICE

PAYMENTS QUERY

NOTIFICATIONS

Showing Purchase Orders for "Attach Invoices"

Showing 10 Records


Sort by P/O Date


Purchase Order Number	454541	Vendor Name	EMPRESA XYZ
Date	28-Jul-2020	Description	Chaneles
Amount	1,589.85	Purchasing site	CALLE 64 OESTE
Buyer	MORGAN SOTO, MARLENE DEL CARMEN	Bill to	720004.L.FACO-FACT Oficina Central de Recibo de Facturas
Buyer phone	443- 4603	RUC	2069791-1-751271 DV 7
E-Mail	marmorgan@pancanal.com	Payment Site	ACH LOCAL
Billed Amount	25.00		




VIEW INVOICE

1

Search by Description



Search by Description 

CHANEL   

Filter by

Invoice Status

☐ Draft

☐ Sent

☐ Received

☐ Evaluation

☐ In Process

☐ Paid

☐ Rejected


Date range

☐ 1 Month


☐ 2 Months

☐ 3 Months

☐ 12 Months


SEARCH 


CLEAR




Need help?
Call: 272-7777


Payment Provider Portal

 ATTACH INVOICE


 PAYMENTS QUERY

 NOTIFICATIONS

Showing

10 

 Records | Sort by

P/O Date 

Purchase Order Number

454541

Date

28-Jul-2020

Amount

1,589.85

Buyer

MORGAN SOTO, MARLENE DEL CARMEN

Buyer phone

443- 4603

E-Mail

marmorgan@pancanal.com

Billed Amount

25.00

Vendor Name

EMPRESA XYZ

Description

Chaneles

Purchasing site

CALLE 64 OESTE

Bill to

720004.L.FACO-FACT Oficina Central de Recibo de Facturas

RUC

2069791-1-751271

Payment Site

ACH LOCAL

DV

7

VIEW INVOICE

1

Feedback


Antonella

Log Out

EMPRESA XYZ

RUC 2069791-1-751271

9

 CANAL DE PANAMÁ

3. Create a new invoice and attach the image



After you find your purchase order click on:

- 1. View Invoice
- 2. New Invoice

ATTACH INVOICE

PAYMENTS QUERY

NOTIFICATIONS

Showing Purchase Orders for "Attach Invoices"

Showing 10 Records | Sort by P/O Date

Purchase Order Number	454541	Vendor Name	EMPRESA XYZ
Date	28-Jul-2020	Description	Chaneles
Amount	1,589.85	Purchasing site	CALLE 64 OESTE
Buyer	MORGAN SOTO, MARLENE DEL CARMEN	Bill to	720004.L.FACO-FACT Oficina Central de Recibo de Facturas
Buyer phone	443- 4603	RUC	2069791-1-751271 DV 7
E-Mail	marmorgan@pancanal.com	Payment Site	ACH LOCAL
Billed Amount	25.00		

1

VIEW INVOICE

ATTACH INVOICE

PAYMENTS QUERY

NOTIFICATIONS

Purchase Order Detail

Purchase Order Number	454541	Vendor Name	EMPRESA XYZ
Amount	1,589.85	Description	Chaneles
Billed Amount	25.00	Date	28-Jul-2020
Total Amount Due	1,564.85		

Invoices list

2

+ New invoice

Excel

Show Pending

Invoice Detail and Attachments


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

Invoice Detail

Invoice Number	<div>1</div>
Invoice Date	<div>2</div>
Invoice Amount	<div>0.003</div>
Pay Site	<div>ACH LOCAL</div>
Payment term	<div>Neto 30 dias</div>
Invoice Received Date	
Commentary	

Attachments

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

Only PDF format will be accepted

Attach an Invoice image

Attach files

Attachment Type

Invoice

Search

Attachments created

Name	Attachment Type	Size	
The requested search returned no results			

Attach File

1-Search

Choose File to Upload

OrganizeNew folder

This PC3D ObjectsDesktopDocumentsDownloadsMusicPicturesVideosLocal Disk (C:)APPS (\\M-DP-B69.canal.acp) (I:)

Name2025202620282030203120332035203920412042

File name: INVOICE 1Custom Files (*.pdf)

OpenCancel

2-Select File - Open

Attach files

Attachment Type

Invoice

Search

Attachments created

Name	Attachment Type	Size	
2039	INVOICE	187 KB	

Attach File

Close

3- Attach File (Yellow highlighting confirms that the file has been attached)
4- Close

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

ATTACH INVOICE | PAYMENTS QUERY | NOTIFICATIONS

1

2

3

4

Invoice Details | Attachments | Sent | Received

Save Change

Purchase Order Detail

Purchase Order Number: 454541

Amount: 1,589.85

RUC: 2069791-1-751271

Vendor Name: EMPRESA XYZ

Description: Chaneles

Date: 28-Jul-2020

1

2

3

4

Invoice Details | Attachments | Sent | Received

Save Change

Send To Review

Purchase Order Detail

Purchase Order Number: 454541

Amount: 1,589.85

RUC: 2069791-1-751271

Vendor Name: EMPRESA XYZ

Description: Chaneles

Date: 28-Jul-2020

✓ Your invoice information was saved. The invoice will not be delivered to the ACP until you click on "Send To Review" button.

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



1

2

3

4

Invoice Details | Attachments | Sent | Received

Purchase Order Detail

Purchase Order Number: 454541

Amount: 1,589.85

RUC: 2069791-1-751271


Vendor Name: EMPRESA XYZ

Description: Chaneles

Date: 28-Jul-2020

4. PAYMENTS QUERY — Choose one the filters to search (view examples on pages 15-17)





Search by Purchase Order ▾

All Purchase Orders

Search by Invoice Number

Search by Purchase Order

Search by Payment Number

Filter by

Invoice Status

☐ Draft

☐ Sent

☐ Received

☐ Evaluation

☐ In Process

☐ Paid

☐ Rejected

Date range

☐ 1 Month

☐ 2 Months

☐ 3 Months

☐ 12 Months

SEARCH

CLEAR

Payment Provider Portal

ATTACH INVOICE

PAYMENTS QUERY

NOTIFICATIONS

Filter by Invoice Date

Start date

End date

Search


Showing 10 ▾ Records | Sort by Invoice Number ▾

Please use date filter to improve search.

The requested search returned no results

PAYMENTS QUERY

Seach by Purchase Order



CANAL DE PANAMÁ

Search by Purchase Order

462245

Filter by

Invoice Status

- ☐ Draft
- ☐ Sent
- ☐ Received
- ☐ Evaluation
- ☐ In Process
- ☐ Paid
- ☐ Rejected

Date range

- ☐ 1 Month
- ☐ 2 Months
- ☐ 3 Months
- ☐ 12 Months

SEARCH

Payment Provider Portal

ATTACH INVOICE

PAYMENTS QUERY

NOTIFICATIONS

Filter by Invoice Date

Start date

End date

Search


Showing 10 Records | Sort by Invoice Number

Please use date filter to improve search.

The requested search returned no results

PAYMENTS QUERY

Seach by Invoice Number



Search by Invoice Number

00022119

Filter by

Invoice Status

- ☐ Draft
- ☐ Sent
- ☐ Received
- ☐ Evaluation
- ☐ In Process
- ☐ Paid
- ☐ Rejected

Date range

- ☐ 1 Month
- ☐ 2 Months
- ☐ 3 Months
- ☐ 12 Months

SEARCH

Payment Provider Portal

ATTACH INVOICE

PAYMENTS QUERY

NOTIFICATIONS

Filter by Invoice Date

Start date

End date

Search

Export to Excel

Showing 10 Records | Sort by Invoice Number

Invoice Number	00022119	Purchase Order Number	460780
Invoice Amount	2,300.76	Purchase Order Amount	3,834.60
Invoice Date	18-Dec-2020	Buyer	DICK LEON, MAURICIO GUSTAVO
Invoice Status	ACCEPTED	Phone	443-6020
		Vendor	EMPRESA ABC

PAYMENT DETAIL

PAYMENTS QUERY

Search by Invoice date

ATTACH INVOICE

PAYMENTS QUERY

NOTIFICATIONS

Filter by Invoice Date

10-Dec-2020

31-Dec-2020

Search

Export to Excel

<Prev

Today

Next>

December

2020

Su	Mo	Tu	We	Th	Fr	Sa
		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

Sort by Invoice Date

1234»

Invoice Number	00022119	Purchase Order Number	460780
Invoice Amount	2,300.76	Purchase Order Amount	3,834.60
Invoice Date	18-Dec-2020	Buyer	DICK LEON, MAURICIO GUSTAVO
Invoice Status	ACCEPTED	Phone	443-6020
		Vendor	EMPRESA ABC

PAYMENT DETAIL

Invoice Number	00022096	Purchase Order Number	461919
Invoice Amount	2,412.36	Purchase Order Amount	2,412.36
Invoice Date	17-Dec-2020	Buyer	SAENZ TAYLOR, RAFAEL
Invoice Status	VALIDATED BY PAYABLES	Phone	443-7278
		Vendor	EMPRESA ABC

PAYMENT DETAIL

PAYMENTS QUERY – ESTIMATED DATE OF PAYMENT

1. After using a filter click on **PAYMENT DETAIL**.
2. If your invoice was accepted, Estimated Date of Payment will be displayed.
3. If there was a deduction before accepting the invoice, it will appear in this section.

Invoice Number

210002357-00000190

Invoice Amount

227.82

Invoice Date

16-Dec-2020

Invoice Status

VALIDATED BY PAYABLES

Purchase Order Number

459437

Purchase Order Amount

146,310.62

Buyer

ORTEGA GUEVARA, MAYBETH DEL CARMEN

Phone

272-7028

Vendor

EMPRESAS XYZ

PAYMENT DETAIL

1

Invoice Detail

Invoice Number

210002357-00000190

Invoice Amount

227.82

Invoice Date

16-Dec-2020

Invoice Status

Validated by Payables

Purchase Order Number

459437

Purchase Order Amount

146,310.62

Buyer

ORTEGA GUEVARA, MAYBETH DEL CARMEN

Phone

272-7028

Email

maortega@pancanal.com

Vendor

EMPRESAS XYZ

1

Received

2

Evaluation

3

In Process

4

Paid

Invoice Received In

16-Dec-2020

Accepted In

21-Dec-2020

Estimated Date of Payment

15-Jan-2021

Payment Date

Deductions

3

Deduction Type

PENALTY

Comments


Multa fórmula 7% DA=11 por entrega tardía.

Deduction Applied (USD)

6.00

If Estimated Date of Payment is empty go to next page


18

 CANAL DE PANAMÁ

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.



Search by Invoice Number

00022119

Filter by

Invoice Status

☐ Draft

☐ Sent

☐ Received

☐ Evaluation

☐ In Process

☐ Paid

☐ Rejected

Date range

☐ 1 Month

☐ 2 Months

☐ 3 Months

☐ 12 Months

SEARCH

CLEAR

Payment Provider Portal

Feedback Antonella Log Out

EMPRESA ABC RUC 1719593-1-69003

ATTACH INVOICE PAYMENTS QUERY NOTIFICATIONS

Invoice Detail

Invoice Number00022119

Invoice Amount2,300.76

Invoice Date18-Dec-2020

Invoice StatusAccepted

Purchase Order Number460780

Purchase Order Amount3,834.60

BuyerDICK LEON, MAURICIO GUSTAVO

Phone443-6020

Emailmdick@pancanal.com

VendorEMPRESA ABC

1Received

2Evaluation

3In Process

4Paid

Invoice Received In23-Dec-2020

Accepted In

Estimated Date of Payment

Payment Date

Back

Buyer e-mail

5. REJECTED INVOICES



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

Purchase Order Number	459129
Purchase Order Amount	336,578.95
Buyer	ORTEGA GUEVARA, MAYBETH DEL CARMEN
Phone	272-7028
Vendor	EMPRESAS XYZ

PAYMENT DETAIL



Invoice Detail

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

Purchase Order Number	459129
Purchase Order Amount	336,578.95
Buyer	ORTEGA GUEVARA, MAYBETH DEL CARMEN
Phone	272-7028
Email	maortega@pancanal.com
Vendor	EMPRESAS XYZ

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**

