



Quick Reference Guide for WCB Suppliers:

WCB Nova Scotia Supplier Portal

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Update Supplier Profile

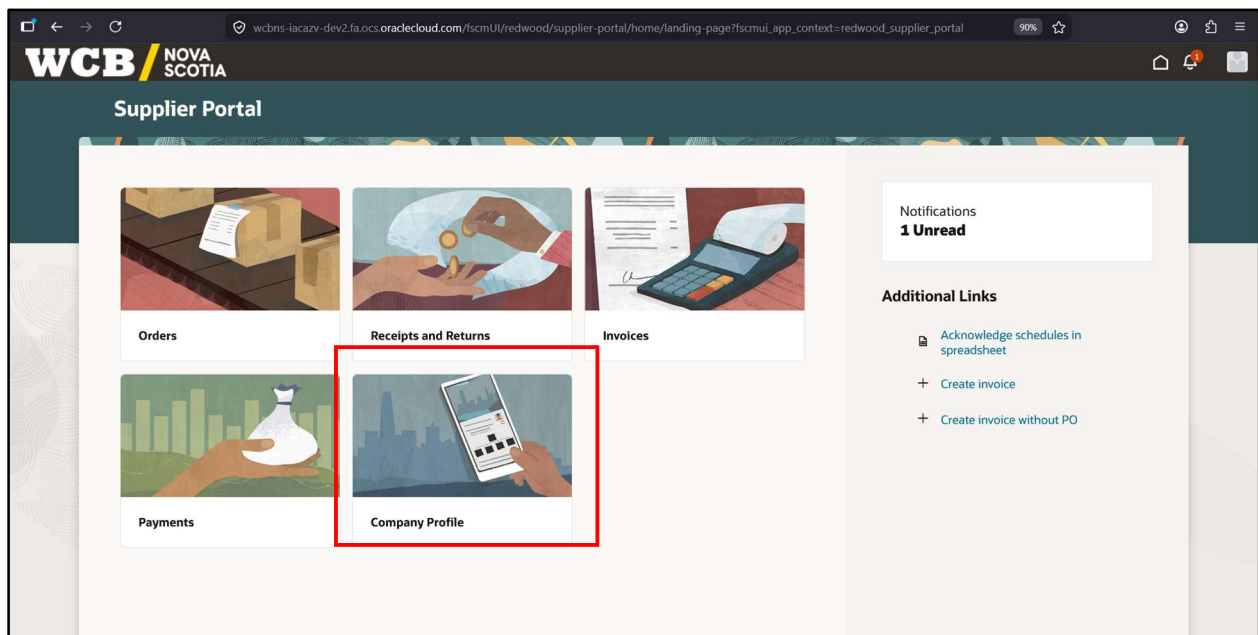
Login as Supplier in Supplier Portal

URL: <https://wcbns-iacazv-fa.ocs.oraclecloud.com/>

Username: email id used to register

Password: password reset using the link in welcome email

Navigate to Supplier Portal > Company Profile



Click on **Edit** button on the top right to edit Supplier Profile details.



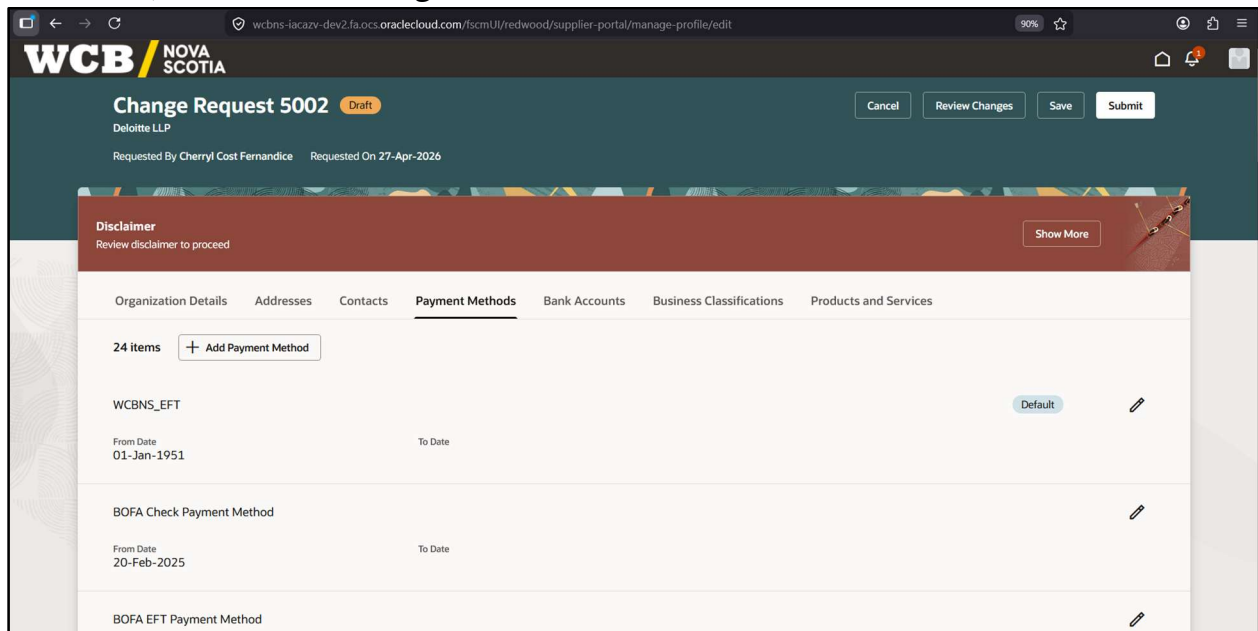
Review **Disclaimer** by clicking **Show More**.

Update details by clicking individual tabs

- Update Organization Details
- Update contact

- Update address
- Update Payment Method
- Update business classification
- Update bank details

Once done, click **Review Changes**.



Change Request 5002 Draft

Deloitte LLP

Requested By Cherryl Cost Fernandice Requested On 27-Apr-2026

[Cancel](#) [Review Changes](#) [Save](#) [Submit](#)

Disclaimer
Review disclaimer to proceed [Show More](#)

Organization Details Addresses Contacts **Payment Methods** Bank Accounts Business Classifications Products and Services

24 items [+ Add Payment Method](#)

WCBNS_EFT			Default	Edit
From Date 01-Jan-1951	To Date			
BOFA Check Payment Method				Edit
From Date 20-Feb-2025	To Date			
BOFA EFT Payment Method				Edit

A summary of all the changes will appear on the screen.



Review Changes Draft

Deloitte LLP

Change Request: 5002 Requested By: Cheryl Cost Fernandice Requested On: 27-Apr-2026 Change Description

Disclaimer
Review disclaimer to proceed Show More

Bank Accounts

	Account	Attribute	Changed From	Changed To
	XXXXX6512			

Payment Methods

	Payment Methods	Attribute	Changed From	Changed To
	WCBNS_EFT	Default	No	Yes

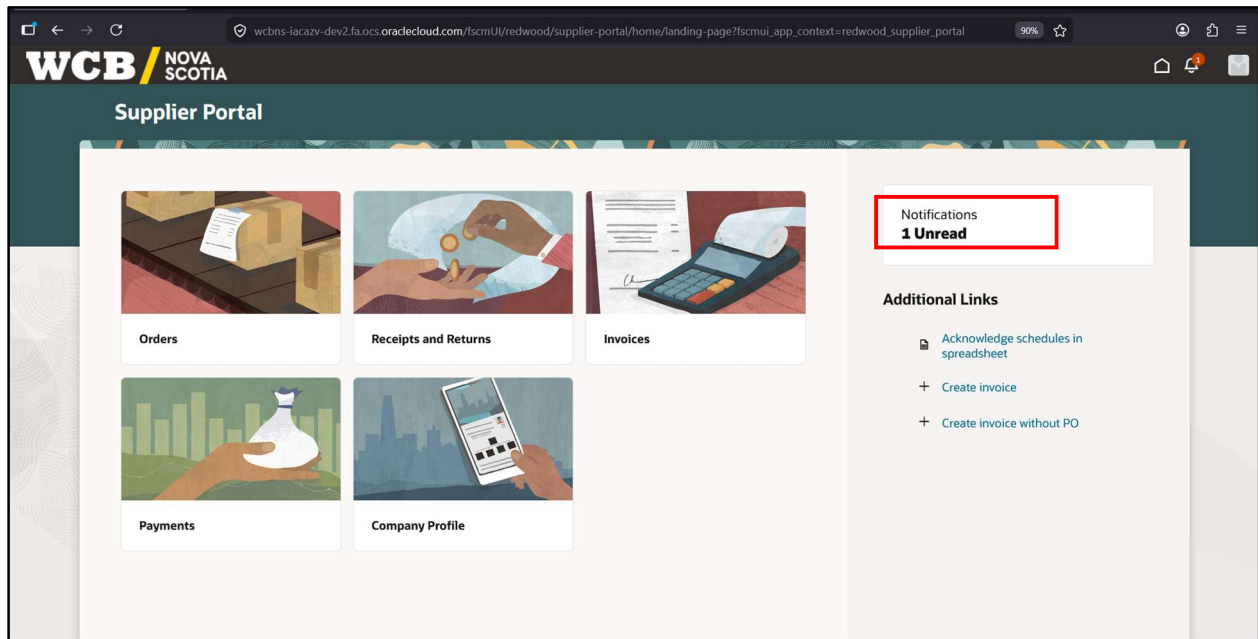
Submit

Review changes and click **Submit** button to submit changes for approval.

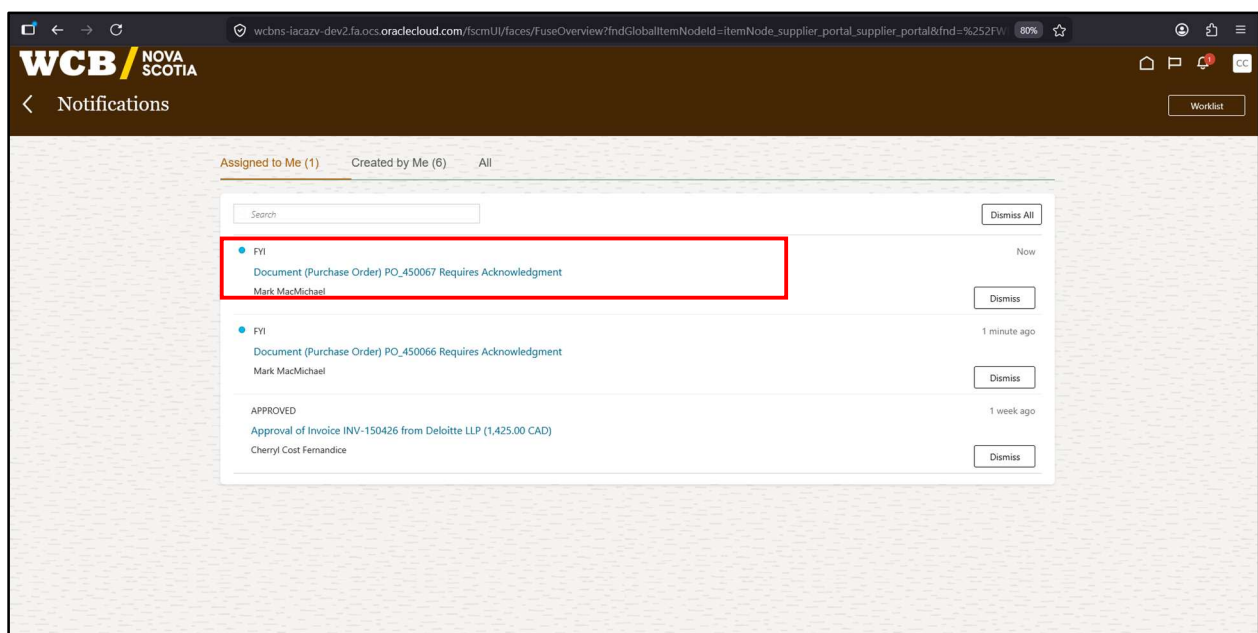
A confirmation message with a profile change request number will appear on the screen.

Acknowledge Purchase Orders

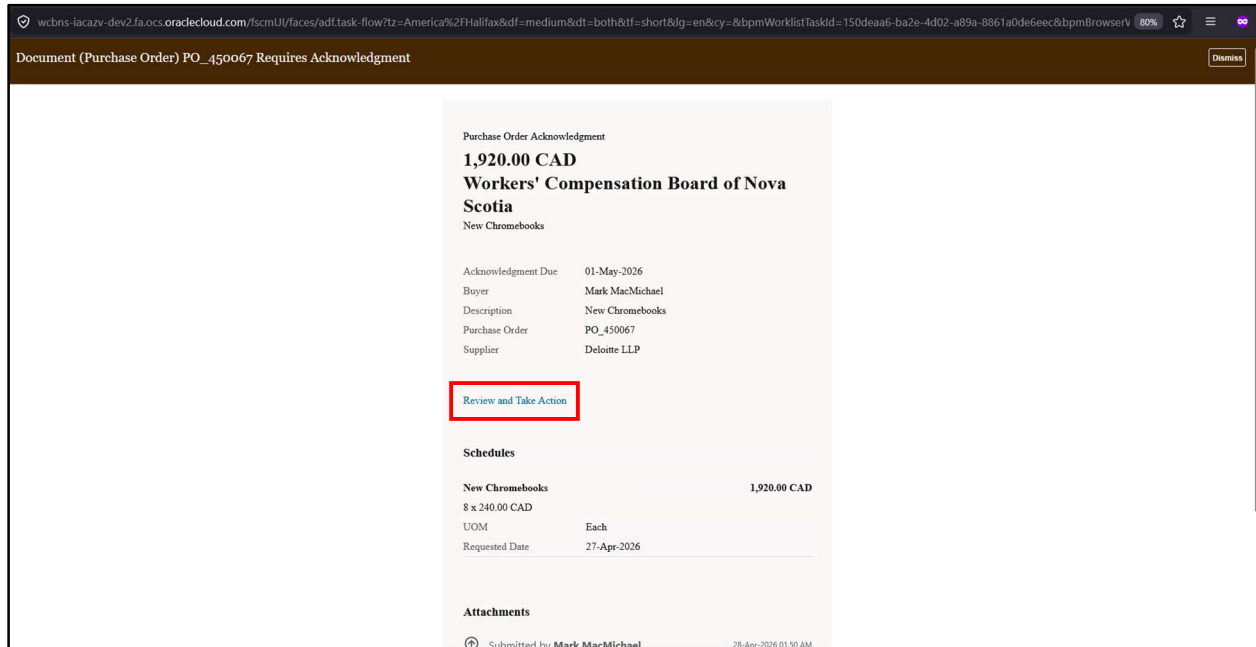
- Login to Supplier Portal
- Click on **Notifications** (XX Unread)



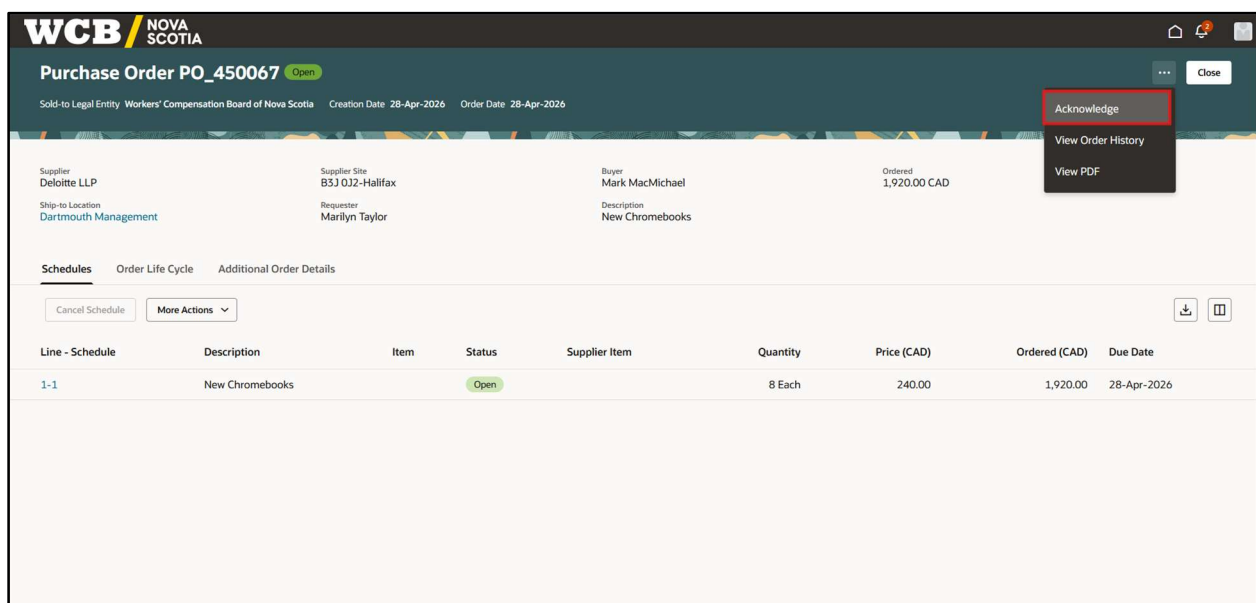
Purchase orders pending acknowledgement will appear in this list.



Click on the notification to acknowledge the PO. Click the **Review and Acknowledge** hyperlink.

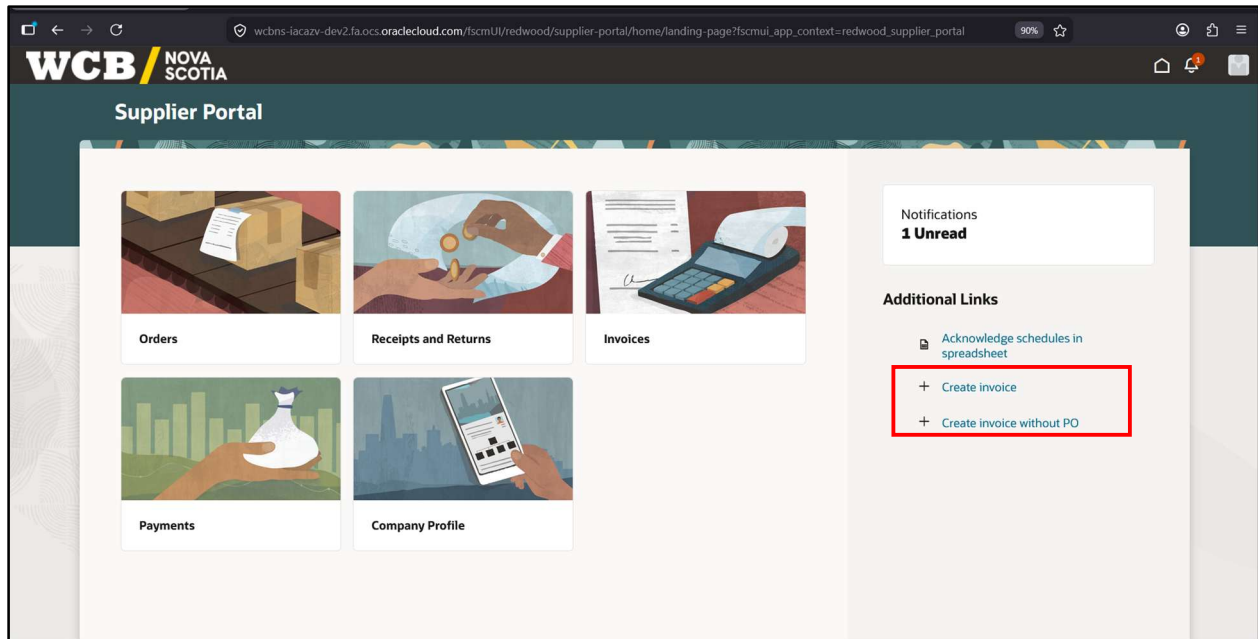


Click on the ellipses (3 dots) and select **Acknowledge** on the top right to complete the acknowledgement.



Create an Invoice with PO

- Log using supplier username/password
- Click Supplier Portal icon
- Click Create Invoice



- Select Identifying PO
- Enter invoice number and date. Click **Save**.
- Click on the icon shown below and **Select and Add** lines

If the PO has lines (goods or services) that have already been received, Lines should be automatically populated, otherwise it will be blank.

Select PO Line and click **Apply** and **OK**



WCB / NOVA SCOTIA
Create Invoice

Invoice Actions: Save Save and Close Submit Cancel

Identifying PO: PO_450001
Supplier: Deloitte LLP
Taxpayer ID: [blank]
Supplier Site: 033 012-Hutter
Address: 1741 Lower Water Street, Suite 800, HALIFAX NS B3J 0J2
Supplier Tax Registration Number: [blank]

Remit to Bank Account: XXX219
Unique Remittance Identifier: [blank]
Unique Remittance Identifier Check Digit: [blank]
Description: [blank]
Attachments: None
Tax Control Amount: [blank]

* Number: INV_PO_450001
* Date: 28-Apr-2025
Type: Invoice
Invoice Currency: CAD - Canadian Dollar
Payment Currency: CAD - Canadian Dollar

Customer
Customer Taxpayer ID: 549300YKURT20U3T241E
Name: Workers' Compensation Board of Nova Scotia
Address: 200-137 Venture Run, DARTMOUTH NS B3B 0L9

Lines

* Number	* Type	* Number	* Line	* Schedule	Number	Line	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount	Invoice Line Description
1	Item	PO_450...	1	1				Consulting Services	Dartmouth Manag		0	1	100	Hour	100.00	Consulting Ser
Total															100.00	

Summary Tax Lines

View

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
No data to display								

WCB / NOVA SCOTIA
Create Invoice

Invoice Actions: Save Save and Close Submit Cancel

Identifying PO: PO_450001
Supplier: Deloitte LLP
Taxpayer ID: [blank]
Supplier Site: 033 012-Hutter
Address: 1741 Lower Water Street, Suite 800, HALIFAX NS B3J 0J2
Supplier Tax Registration Number: [blank]

Remit to Bank Account: XXX219
Unique Remittance Identifier: [blank]
Unique Remittance Identifier Check Digit: [blank]
Description: [blank]
Attachments: None
Tax Control Amount: [blank]

Type: Invoice
Invoice Currency: CAD - Canadian Dollar
Payment Currency: CAD - Canadian Dollar

Customer
Customer Taxpayer ID: 549300YKURT20U3T241E
Name: Workers' Compensation Board of Nova Scotia
Address: 200-137 Venture Run, DARTMOUTH NS B3B 0L9

Lines

* Number	* Type	* Number	* Line	* Schedule	Number	Line	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount	Invoice Line Description
1	Item	PO_450...	1	1				Consulting Services	Dartmouth Manag		0	1	100	Hour	100.00	Consulting Ser
Total															100.00	

Summary Tax Lines

View

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
No data to display								

- **Save** and click **Actions to Calculate Tax**

- Review Tax (Below Summary Tax Lines)

- After review, hit **Submit**. The invoice will then be available in the AP clerk's dashboard for validation and approval.



Create Invoice

Invoice Actions

Save

Save and Close

Submit

Cancel

Supplier Site

B3J 0J2-Halifax

Unique Non-Residence Identifier Check Digit

Address

1741 Lower Water Street, Suite 800, HALIFAX NS B3J 0J2

Description

Supplier Tax Registration Number

Attachments

None

Tax Control Amount

Invoice Currency

CAD - Canadian Dollar

Payment Currency

CAD - Canadian Dollar

Customer

Customer Taxpayer ID

549300YKURT20U3T2415

Name

Workers' Compensation Board of Nova Scotia

Address

200-137 Venture Run, DARTMOUTH NS B3B 0L9

Lines

View

+

-

✕

✎

Cancel Line

* Number	* Type	Purchase Order	Consumption Advice	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount	Invoice Line Description
		* Number	* Line	* Schedule	Number	Line							
1	Item	PQ_450...	1	1					1	100	Hour	100.00	Consulting Ser
Total												100.00	

Summary Tax Lines

View

▼

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
1	CA TAX	HARMONIZED SAL...	CA HST NS	HST STANDARD	CA HST NS	14		14

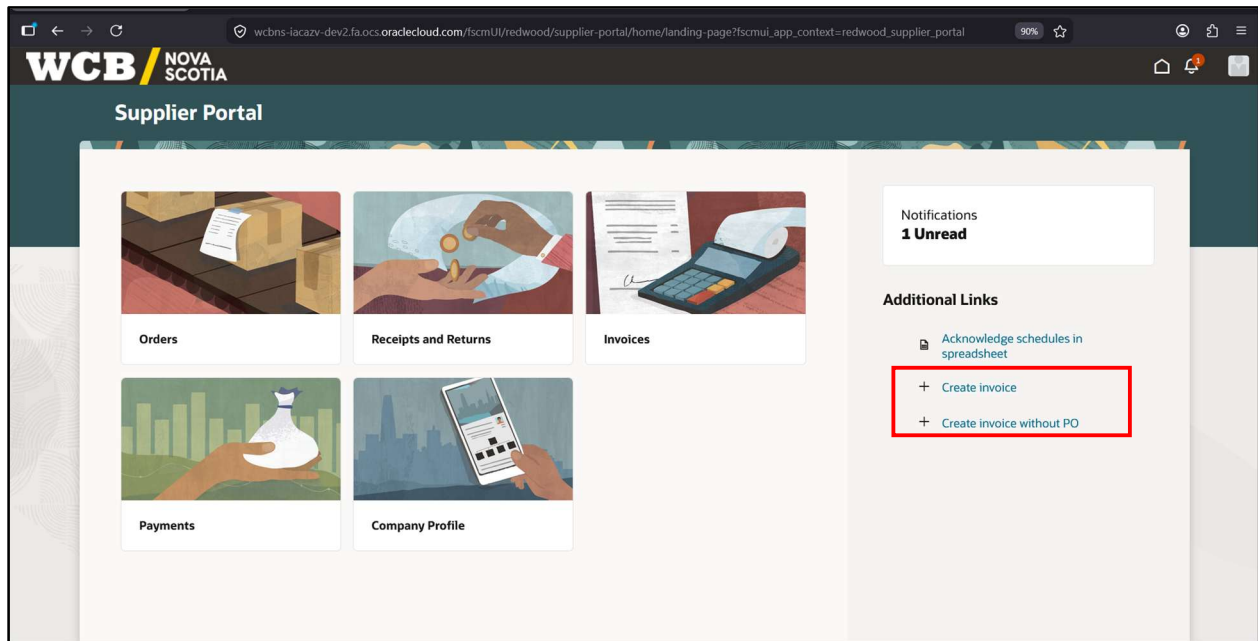
Totals

Items	100.00	Freight	0.00	Miscellaneous	0.00	Inclusive Tax	0.00	Exclusive Tax	14.00	Invoice Amount	114.00
								Retainage	0.00	Due	114.00

Create an invoice without PO

- Log in using supplier username/password
- Click Supplier Portal icon

- Click **Create invoice without PO**



If **Create Invoice without PO** task does not appear, refresh the browser until the task appears (could need a couple of refreshes). Once the task appears, click it to proceed.

- Select **Supplier Site**
- Enter invoice number and date. Click **Save**.
- Click on icon shown below and **Select and Add** lines

- If the PO has lines (goods or services) that have already been received, Lines should be automatically populated, otherwise it will be blank.

- Select PO Line and click **Apply** and **OK**

-Line can now be viewed under Lines



WCB / NOVA SCOTIA

Create Invoice ?

Invoice Actions: Save Save and Close Submit Cancel

Identifying PO: PO_450001
Supplier: Deloitte LLP
Taxpayer ID: [blank]
Supplier Site: 031 02 Halifax
Address: 1741 Lower Water Street, Suite 800, HALIFAX NS B3J 0J2
Supplier Tax Registration Number: [blank]

Remit to Bank Account: XXXQ219
Unique Remittance Identifier: [blank]
Unique Remittance Identifier Check Digit: [blank]
Description: [blank]
Attachments: None
Tax Control Amount: [blank]

* Number: INV_PO_450001
* Date: 28-Apr-2026
Type: Invoice
Invoice Currency: CAD - Canadian Dollar
Payment Currency: CAD - Canadian Dollar

Customer
Customer Taxpayer ID: 549300YKURT20U3T241E
Name: Workers' Compensation Board of Nova Scotia
Address: 200-137 Venture Run, DARTMOUTH NS B3B 0L9

Lines

* Number	* Type	* Number	* Line	* Schedule	Number	Line	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount	Invoice Line Description
1	Item	PO_450...	1	1				Consulting Services	Dartmouth Manag		0	1	100	Hour	100.00	Consulting Ser
Total															100.00	

Summary Tax Lines

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
No data to display								

WCB / NOVA SCOTIA

Create Invoice ?

Invoice Actions: Save Save and Close Submit Cancel

Identifying PO: PO_450001
Supplier: Deloitte LLP
Taxpayer ID: [blank]
Supplier Site: 031 02 Halifax
Address: 1741 Lower Water Street, Suite 800, HALIFAX NS B3J 0J2
Supplier Tax Registration Number: [blank]

Remit to Bank Account: XXXQ219
Unique Remittance Identifier: [blank]
Unique Remittance Identifier Check Digit: [blank]
Description: [blank]
Attachments: None
Tax Control Amount: [blank]

* Number: INV_PO_450001
* Date: 28-Apr-2026
Type: Invoice
Invoice Currency: CAD - Canadian Dollar
Payment Currency: CAD - Canadian Dollar

Customer
Customer Taxpayer ID: 549300YKURT20U3T241E
Name: Workers' Compensation Board of Nova Scotia
Address: 200-137 Venture Run, DARTMOUTH NS B3B 0L9

Lines

* Number	* Type	* Number	* Line	* Schedule	Number	Line	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount	Invoice Line Description
1	Item	PO_450...	1	1				Consulting Services	Dartmouth Manag		0	1	100	Hour	100.00	Consulting Ser
Total															100.00	

Summary Tax Lines

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
No data to display								

- Save and click **Actions to Calculate Tax**

- Review Tax (Below Summary Tax Lines)

Create Invoice

Invoice Actions

Save

Save and Close

Submit

Cancel

Supplier Site

B3J 6J2-Halifax

Address

1741 Lower Water Street, Suite 800, HALIFAX NS B3J 0J2

Supplier Tax Registration Number

Unique remittance identifier Check Digit

Description

Attachments

None

Tax Control Amount

Invoice Currency

CAD - Canadian Dollar

Payment Currency

CAD - Canadian Dollar

Customer

Customer Taxpayer ID

549300YKURT29U3T2415

Name

Workers' Compensation Board of Nova Scotia

Address

200-137 Venture Run, DARTMOUTH NS B3B 0L9

Lines

View

Cancel Line

Purchase Order				Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	Amount	Invoice Line Description
Number	Type	Number	Line	Schedule	Number										
1	Item	PO_450...	1	1			Consulting Services	Dartmouth Manag			1	100	Hour	100.00	Consulting Ser
Total														100.00	

Summary Tax Lines

View

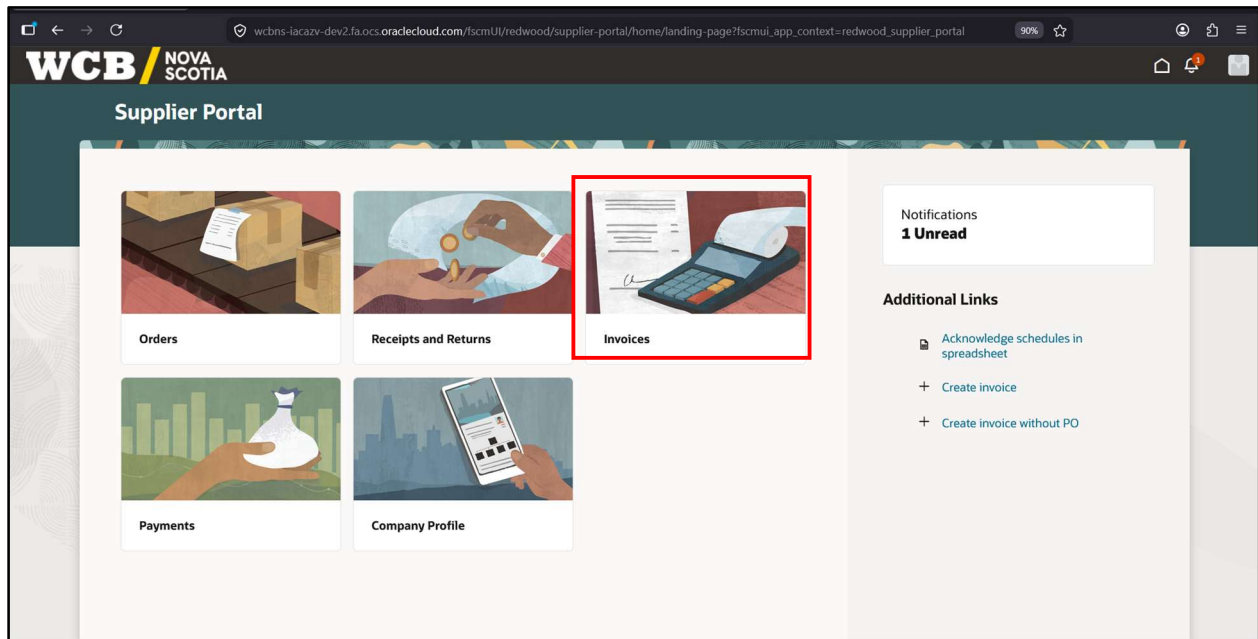
Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Percentage	Per Unit	Amount
1	CA TAX	HARMONIZED SAL...	CA HST NS	HST STANDARD	CA HST NS	14		14

Totals

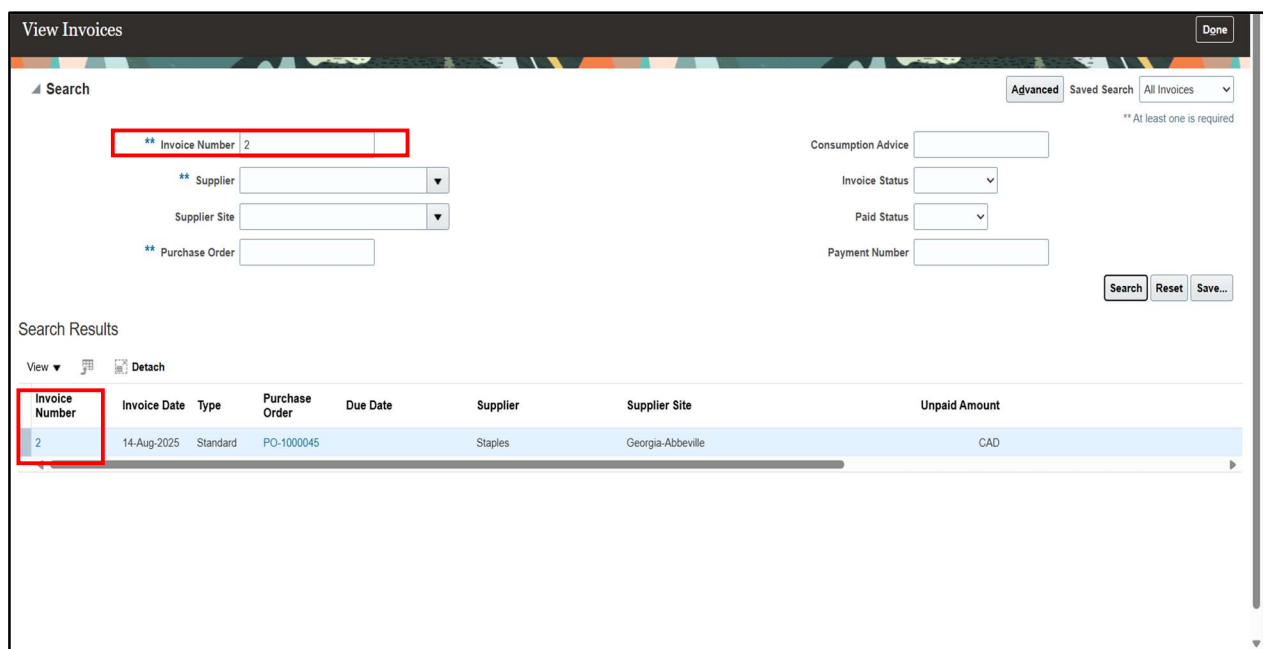
Items	100.00	Freight	0.00	Miscellaneous	0.00	Inclusive Tax	0.00	Exclusive Tax	14.00	Invoice Amount	114.00
								Retainage	0.00	Due	114.00

View Invoices

-Click on **View Invoices**



- Enter Invoice Details (such as Invoice Number) or Supplier Name
- Invoice Paid Status can be reviewed here
- Click on Invoice Number to view Invoice



Refer to the table below for Description of Invoice Status

Invoice Status	Description
Pending	Not yet approved by requester
On Hold	Not yet validated by Finance team.
In Process	Not yet approved by Finance team
Approved	Approved by Finance team
Rejected	Rejected by Finance team
Cancelled	Invoice is cancelled

- Review Invoice Details
- Go to **Payments** to review payment details


Invoice: INV-DEL-123
Done

Business Unit: WCBNS
Legal Entity Name: Workers' Compensation Board of Nova Scotia
Supplier or Party: Deloitte LLP
Supplier Site: B3J 0J2-Halifax
Address: 1741 Lower Water Street, Suite 800, HALIFAX NS B3J 0J2
Invoice Date: 15-Apr-2026

Invoice Amount: 36,480.00 CAD
Unpaid Amount: 0.00 CAD
Payment Currency: CAD
Tax Control Amount:

Invoice Type: Standard
Description:
Attachment: 567419.log

Lines: **Payments**

Payments

Number	Payment Document	Status	Reconciled	Payment Date	Paid Amount	Address	Remit to Account
400000002	WCBNS_ADMIN_Cheque...	Negotiable	No	21-Apr-2026	36,480.00 CAD	1741 Lower Water Street, Suite 800, HALIFAX NS B3J 0J2	XXXX219
					36,480.00 CAD		

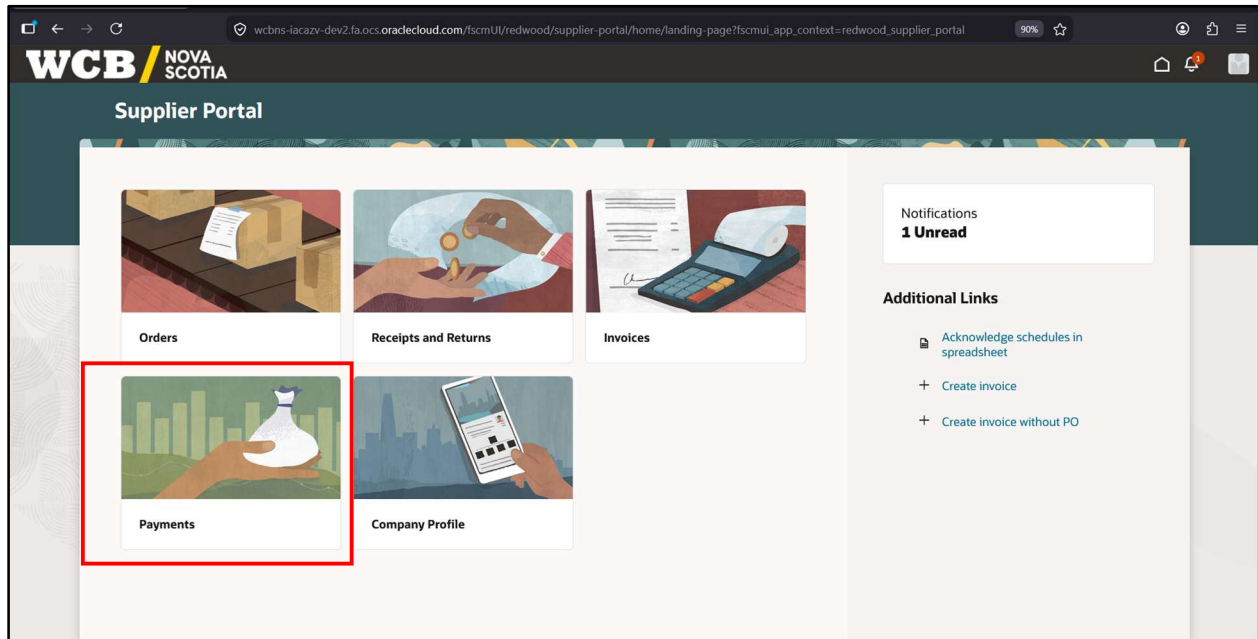
Installments

Number	Due Date	Amount (CAD)		Payment Method
		Gross	Unpaid	
1	15-Apr-2026	36,480.00	0.00	WCBNS_CHQ
		36,480.00	0.00	

Applied Prepayments

Number	Purchase Order	Applied Amount (CAD)		Description
		Tax	Item	
No applied prepayments.				

View Payments



- Click on **View Payments** to review payment details
- Search for payments
- Click on **Payment Number** to review payment details

