

How to navigate and set up API connection in Marketplace

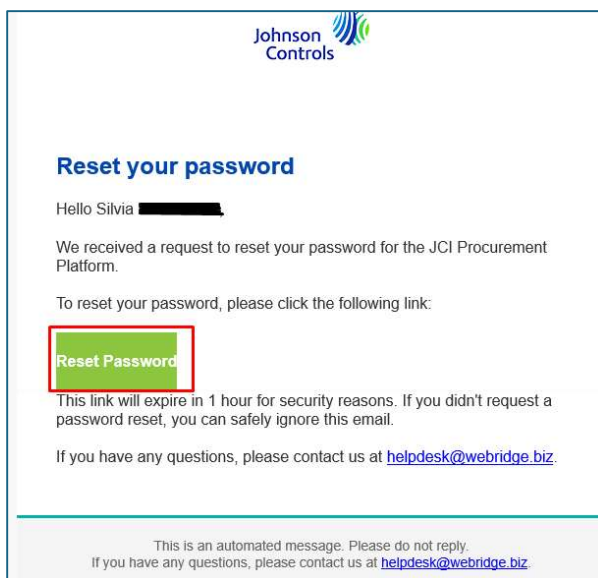
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1 Login to Marketplace

Once you receive confirmation from Johnson Controls that your user account has been created, you will need to activate it. To do so, go to <https://jci-eu.procurementsites.com/sign-in>, enter your email address and click on **'Forgot your password?'**. This will trigger an automated email to your inbox from noreply@procurementsites.com, containing a **'Reset Password'** link.

In case you do not receive this initial email, please, check your spam/junk. In case it's not there, please, contact us at BTS-EMEA-eCatalogues@jci.com.



Once completed, you will receive email confirmation that your password has been successfully changed.

Password changed for your account

Hello Silvia [REDACTED]

This email confirms that your password for the JCI Procurement Platform has been successfully changed.

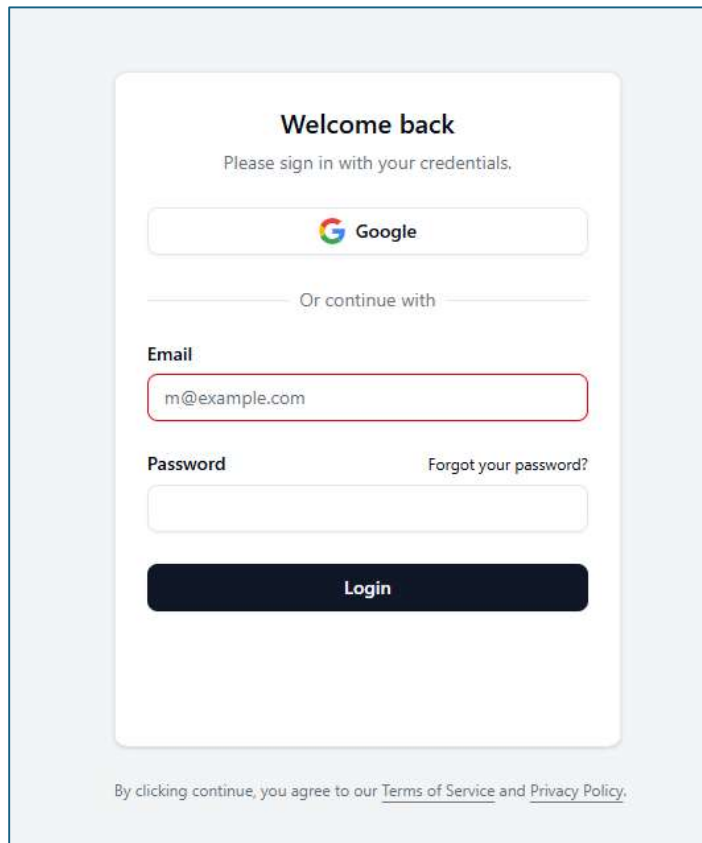
If you did not make this change, please contact our support team immediately.

For security reasons, all existing sessions have been terminated and you will need to sign in again with your new password.

If you have any questions or concerns, please contact us at helpdesk@webridge.biz.

This is an automated message. Please do not reply.
If you have any questions, please contact us at helpdesk@webridge.biz.

You can now log in using the following link: <https://jci-eu.procurementsites.com/sign-in>.
Enter your email address and password, then select **Login**.



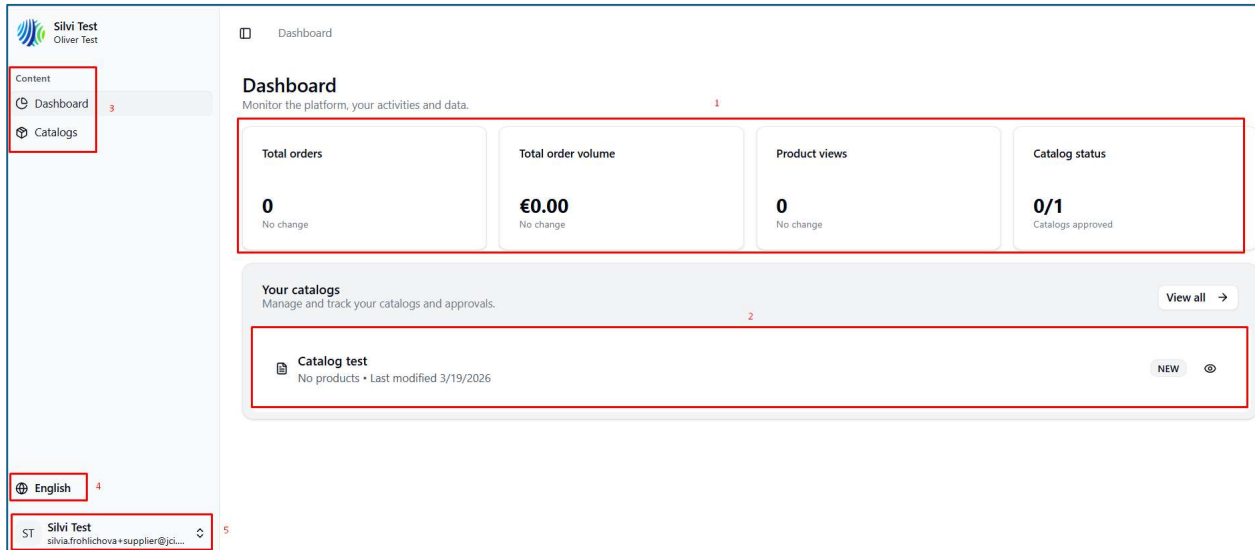
The screenshot shows a login interface with the following elements:

- Welcome back** header.
- Text: "Please sign in with your credentials."
- A button with the Google logo and the text "Google".
- Text: "Or continue with" followed by a horizontal line.
- Email** label above a text input field containing "m@example.com".
- Password** label above a text input field.
- Text: "Forgot your password?" with a link.
- A dark blue **Login** button.
- Footer text: "By clicking continue, you agree to our [Terms of Service](#) and [Privacy Policy](#)."

You will see the Marketplace landing page:

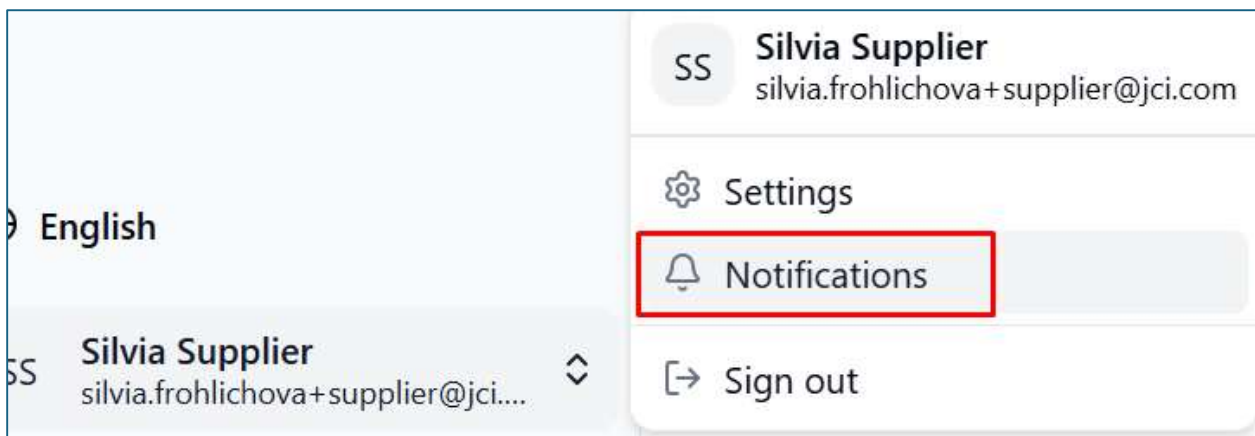
1. The general orders overview – shows total orders, volume, product views and catalog status
2. Your catalogs – shows all your catalogs and their status

3. Main menu – shows the Dashboard and the Catalogs section
4. Platform language – shows the current platform language. You can choose from English, Spanish, German or French.
5. Your account – you can update your settings (your name, locale, time zone) and notifications.

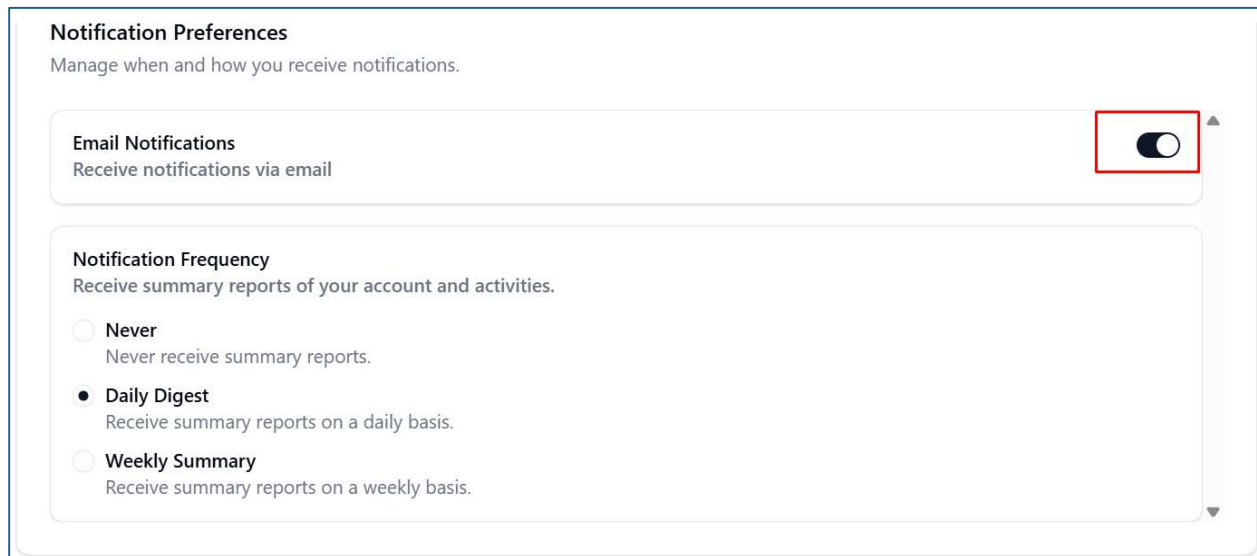


2 Notifications

You can customize which notifications you receive by email. Click on the two arrows next to your username and select **Notifications**.



Ensure that **Email Notifications** are enabled (as shown below). You can also adjust the **Notification Frequency** according to your preference.



Notification Preferences
Manage when and how you receive notifications.

Email Notifications
Receive notifications via email

Notification Frequency
Receive summary reports of your account and activities.

- Never**
Never receive summary reports.
- Daily Digest**
Receive summary reports on a daily basis.
- Weekly Summary**
Receive summary reports on a weekly basis.

In the **Catalog Updates** section, we recommend enabling all notifications to ensure you do not miss any important updates.

Catalog Updates

Get notified when catalogs are updated or require approval

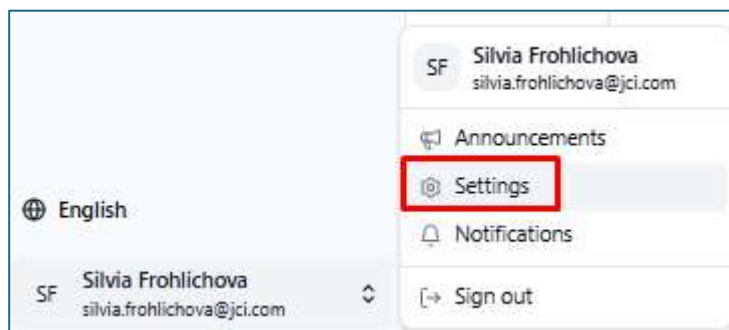
- Catalog Submissions**
Receive notifications when a catalog is being submitted by a buyer or supplier.
- Catalog Approved**
Receive notifications when a catalog is approved.
- Catalog Rejected**
Receive notifications when a catalog is rejected.
- Catalog Expiring (30 Days)**
Receive notifications when a catalog will expire in 30 days.
- Catalog Expiring (14 Days)**
Receive notifications when a catalog will expire in 14 days.
- Catalog Expiring (7 Days)**
Receive notifications when a catalog will expire in 7 days.
- Catalog Expired**
Receive notifications when a catalog has expired.

With these notifications enabled, you will have full visibility of all changes to your catalog(s) without the need to access the platform each time.

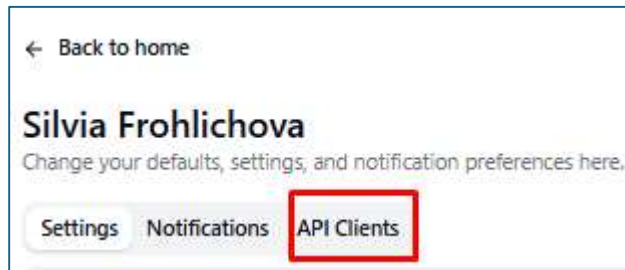
3 API connection setup

To set up an API connection from supplier user's perspective, the steps below need to be followed:

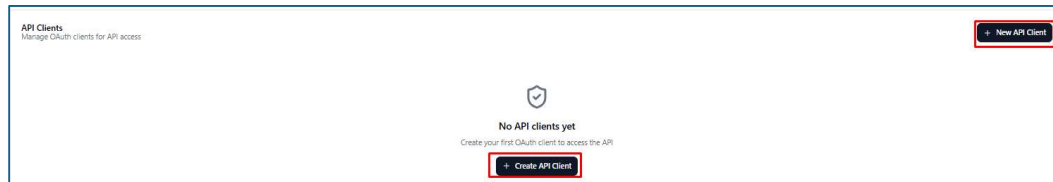
1. Go to Settings



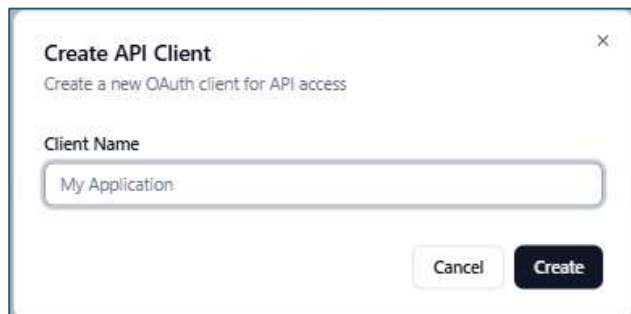
2. Click on “API Clients”



3. Click on “New API Client” or “Create API Client”



4. Fill in “Client Name” and click on “Create”



5. A notification that your API client has been created successfully will appear on the bottom of the screen. Save the Client ID and Client Secret, check the highlighted box and click on Close.

⚠ Save Your Credentials

Copy and save these credentials now. The secret will not be shown again.

Client ID

6066c64d-bd5e-45ae-ba4d-e816fc183a51



Client Secret

csk_c50Kxddw43C5UXkw7xbQwL1vDOvC8Mea



Save this secret now. It will NOT be shown again. Copy and save these credentials now. The secret will not be shown again.

I have copied and saved the secret

Close

✔ API client created successfully