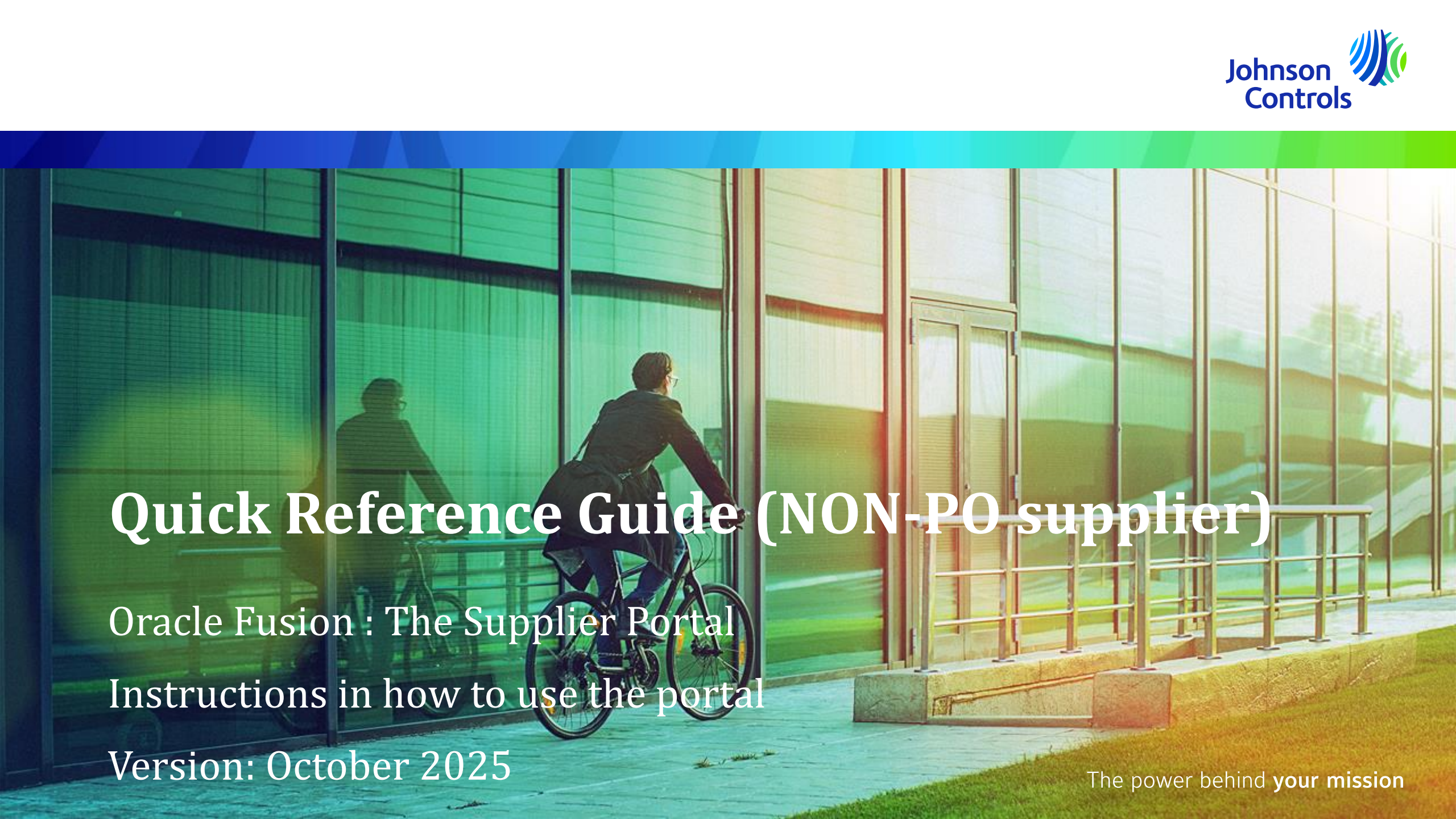




Quick Reference Guide (NON-PO supplier)

Oracle Fusion : The Supplier Portal
Instructions in how to use the portal

Version: October 2025

Introduction

Welcome to Johnson Controls Oracle Fusion: The Supplier Portal Quick Reference Guide (QRG). The purpose of this guide is to give you step-by-step instructions on how to use the most critical sections of the Supplier Portal.

The Supplier Portal offers you wide visibility of various Purchasing to Pay details such as invoice and payment status where you can self-serve. It also gives you access to item and price agreements. We encourage you to avail of this free and secure service.

Introduction

- [How to access and navigate](#)
- [Settings and Preferences](#)
- [Notifications](#)
- [How to view and update your contacts on Company Profile](#)
- [How to create an invoice](#)
- [How to create an invoice \(Intended Use – VAT related\)](#)
- [How to view invoice status](#)
- [How to view payment status](#)
- [How to know when the invoice will be paid](#)
- [Forgot password and/or username](#)
- [Support](#)

Oracle Fusion – Supplier Portal

Oracle Fusion is a cloud-based system with a global template. New releases are often deployed with new functionality and some adjustments to existing functionality. Currently JCI does not use all functionality, however we focus our training and support on the sections that are most critical for you. We will send you updates on training as we implement new functionality or changes.

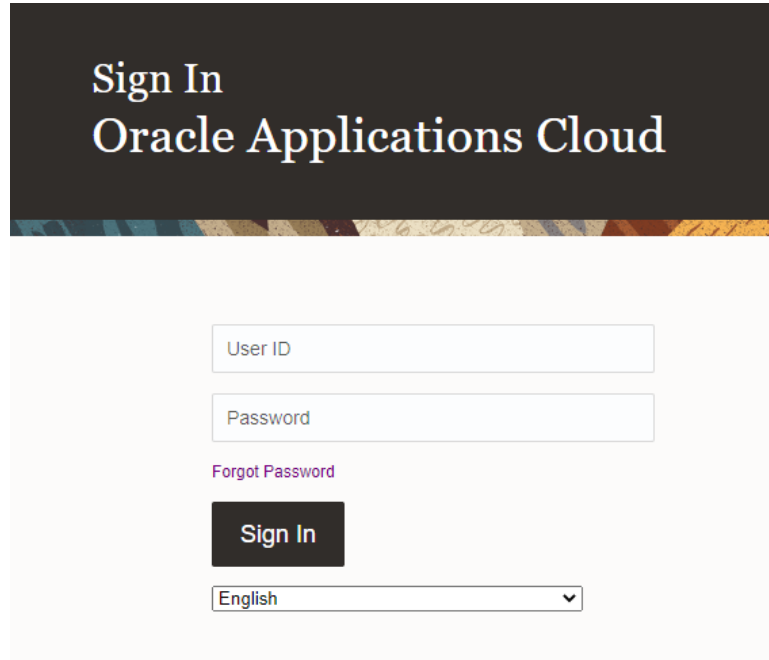
Your access level impacts the functionality and screens you see in the system. Sometime the screens you see may change slightly or differ to the training materials due to new Oracle releases or your access levels.

For any questions, please email us at supplierhub-emea@jci.com

How access and navigate the Supplier Portal

1. Click on link to Supplier Portal using Chrome or Edge:

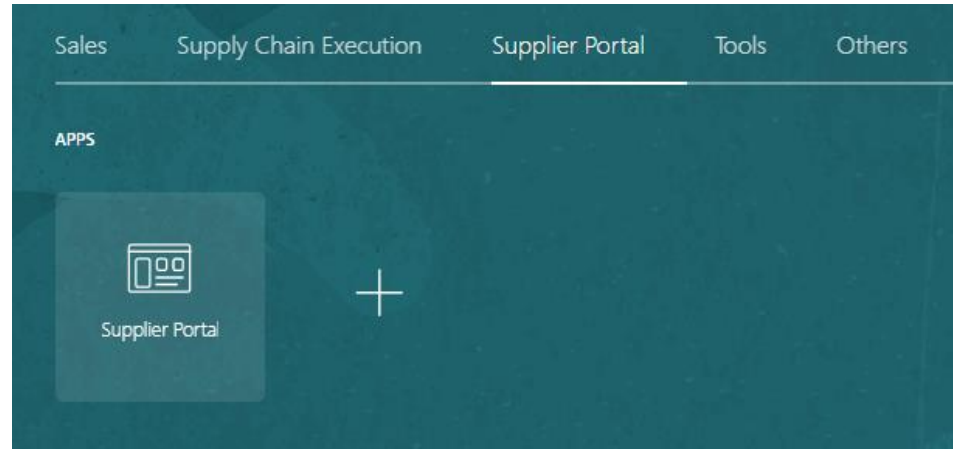
[Sign In \(oraclecloud.com\)](https://oraclecloud.com)

The image shows the 'Sign In Oracle Applications Cloud' login page. It features a dark header with the text 'Sign In Oracle Applications Cloud'. Below the header, there are two input fields: 'User ID' and 'Password'. A link for 'Forgot Password' is located below the password field. A black 'Sign In' button is positioned below the input fields. At the bottom, there is a language selection dropdown menu currently set to 'English'.

2. Input user ID and password as provided in a Welcome notification you received by email

How access and navigate the Supplier Portal

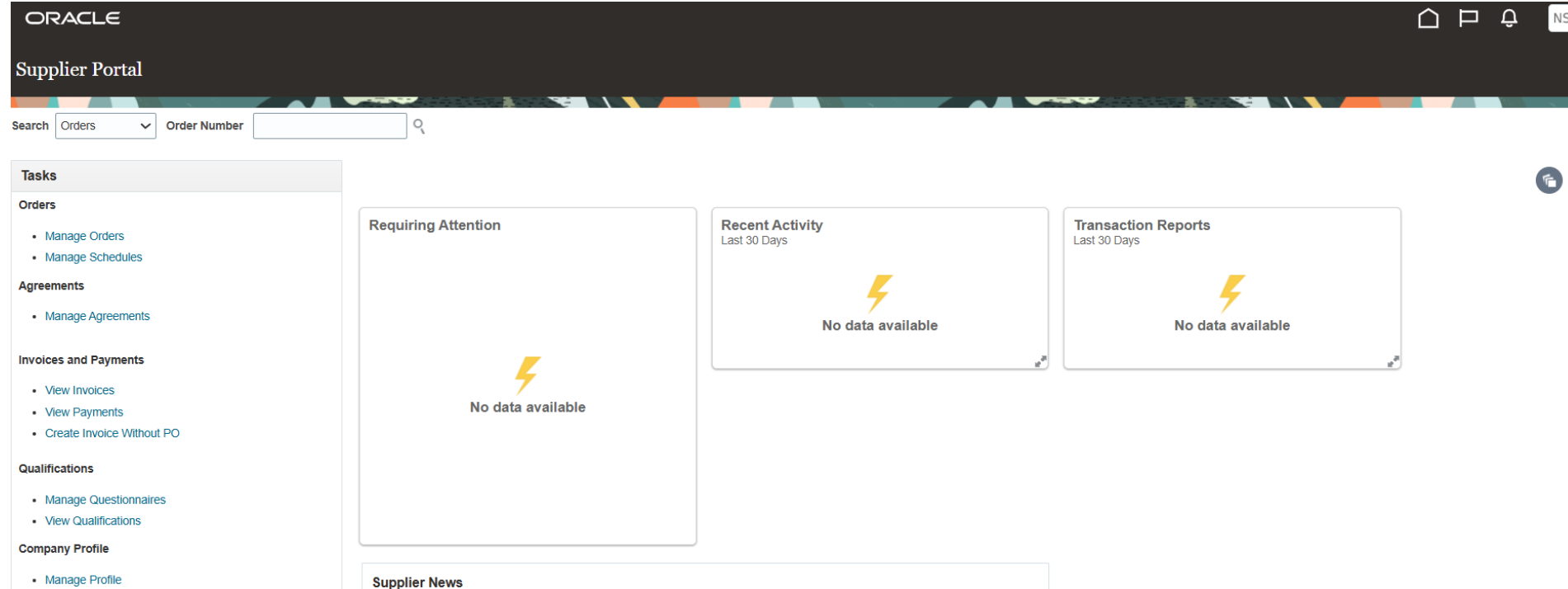
3. Select the Supplier Portal tab and click on the tile 'Supplier Portal'



4. You will now see the Portal landing page

How access and navigate the Supplier Portal

- 4. You will now see the Portal landing page



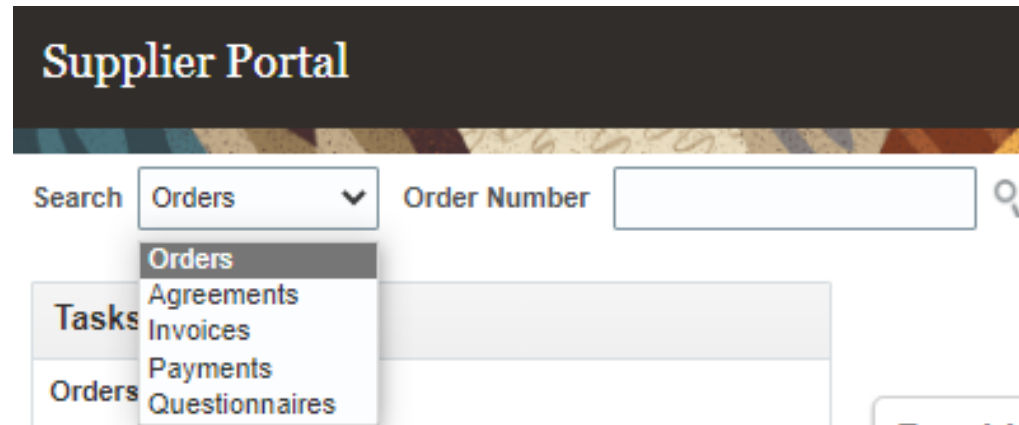
How access and navigate the Supplier Portal

5. You will see the home  , Bell,  and Settings  icons are on the top right of every screen



6. The Search and Tasks sections on the left-hand side of the landing page are where you will access the important areas of the Portal such as viewing POs, invoices, payments and agreements

7. To quickly access your orders, agreements, invoices or payments, navigate to 'Search' field and select from the drop-down menu. Then click on the 'Magnifying glass' icon



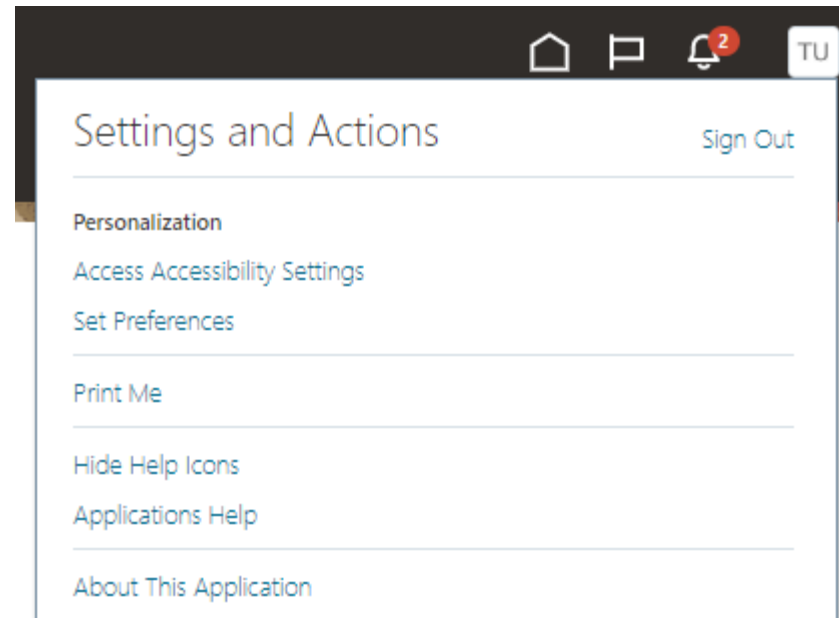
Settings and Preferences

Signing out

1. If you wish to sign out, navigate to the initials of your name at the top right corner (Settings icon) of your screen and click

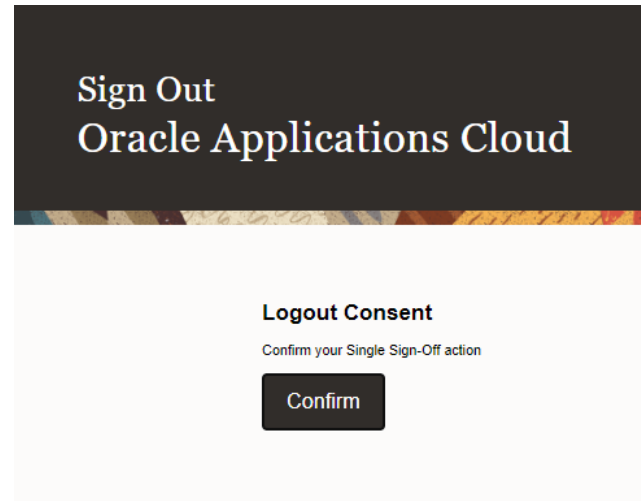


2. Then click on « Sign Out »



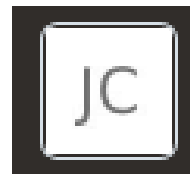
Settings and Preferences

3. If you wish to continue exiting, click on 'Confirm'



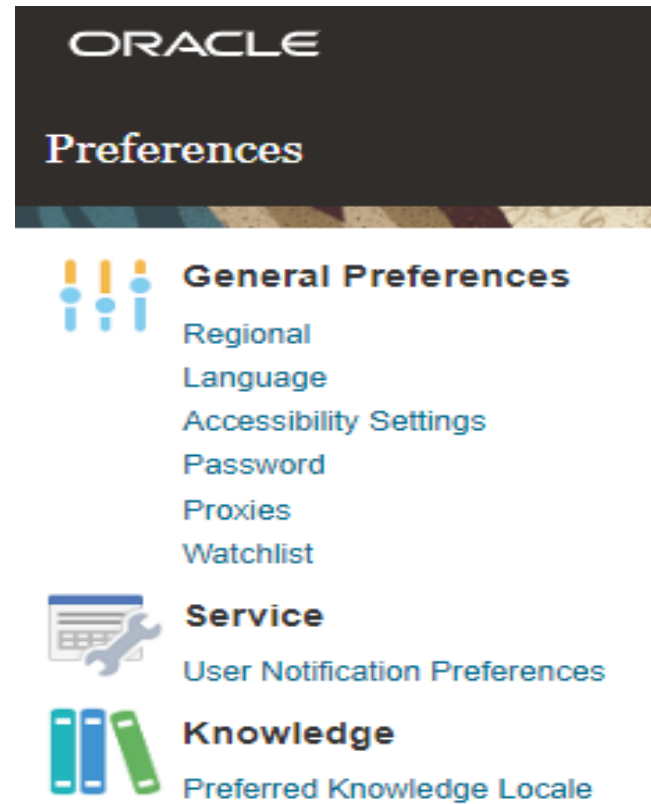
Setting General Preferences

1. If you wish to set up your preferences, navigate to Settings and Preference (initials of your name at the top right corner of your screen) and select the icon :



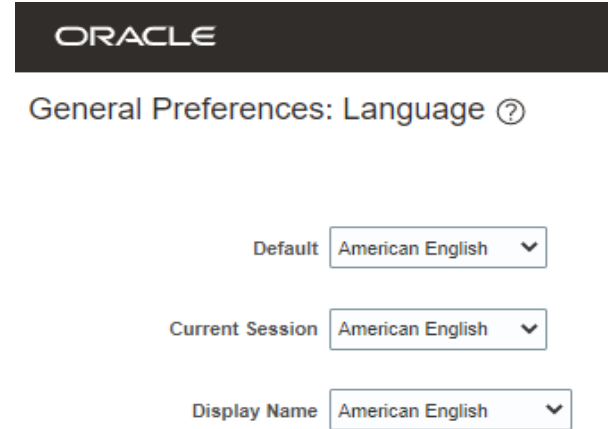
Settings and Preferences

2. Then click on 'Set Preferences'



Settings and Preferences

3. Then click on 'Language'



The screenshot shows the 'General Preferences: Language' dialog box in the Oracle software. At the top is the 'ORACLE' logo. Below it, the title 'General Preferences: Language' is followed by a help icon. There are three sections, each with a label and a dropdown menu: 'Default' with 'American English', 'Current Session' with 'American English', and 'Display Name' with 'American English'. Each dropdown menu has a small downward arrow on the right side.

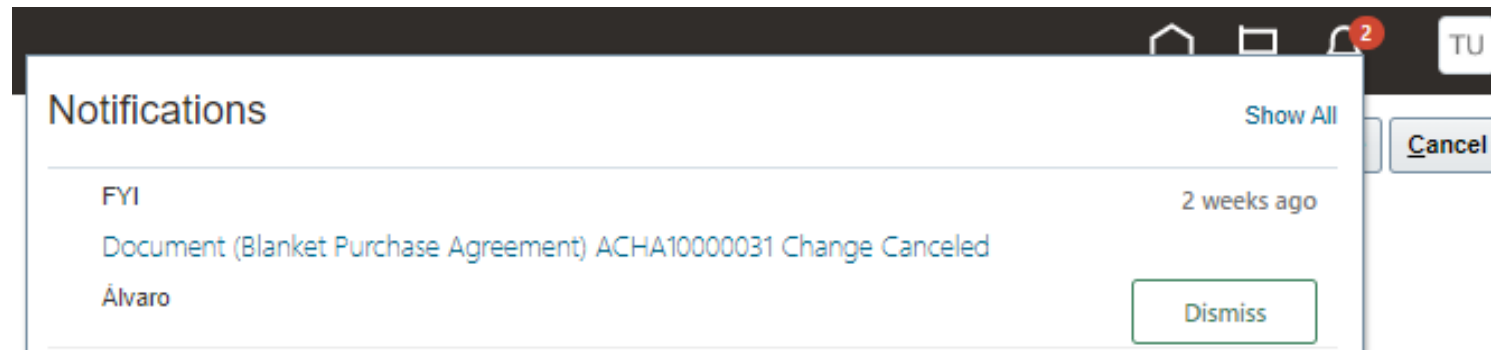
4. Adjust all your language preferences in the following fields: 'Default', 'Current Session' and 'Display Name'

5. To save your changes, click on 'Save and Close'

6. To discard your changes, click on 'Cancel'

Notifications

1. Click on the Bell icon at the top right corner of Supplier Portal: 
2. For viewing all your notifications click on Show All, otherwise you will see only the most recent notifications



3. There are two types of notifications: FYI and Action Required. In addition to notifications in Oracle Fusion, you will also receive an email

How to view and update your contacts on Company Profile

This task is required to ensure all your company contacts are setup to access the Portal:

1. Click on 'Manage Profile' on the task bar on the Supplier Portal landing page.
2. Go to the Contacts tab to review who in your profile is setup to access the Supplier Portal

How to view and update your contacts on Company Profile

- 3. To update your Contacts tab, click 'Edit' in the upper right corner of the screen

ORACLE

Company Profile ?

Home

Flag

1

NL

EditDone

Organization DetailsTax IdentifiersAddressesContactsPaymentsBusiness ClassificationsProducts and Services

General

Company

TEST SUPPLIER S.A

Supplier Number

10006129

Supplier Type

FIELD MATERIALS

Tax Organization Type

Corporation

Status

Active

Attachments

None

Identification

D-U-N-S Number

Customer Number

SIC

National Insurance Number

Corporate Web Site

Corporate Profile

Year Established

Mission Statement

Chief Executive Title

Chief Executive Name

Principal Title

Principal Name

Year Incorporated

Financial Profile

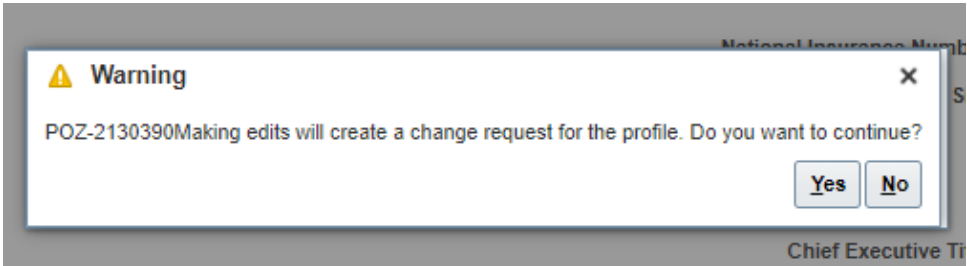
Current Fiscal Year's Potential Revenue

Preferred Functional Currency

Fiscal Year End Month

How to view and update your contacts on Company Profile

4. You will see a pop-up warning message indicating that your action will create a change request to update your profile



5. Click on 'Yes' to create a change request

6. If you want to review or edit your contacts, click on 'Contacts' tab

ORACLE

Edit Profile Change Request: 487005

Delete Change Request

Review Changes

Save

Save and Close

Cancel

Change Description

Organization Details

Addresses

Contacts

Payments

Products and Services

Actions

View

Format

+

✎

✕

Status

Active

Freeze

Detach

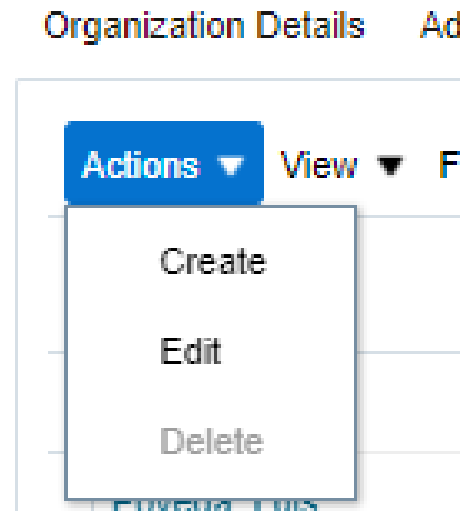
Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
Jose	RTS/Remittance			✓	✓	Active
		luis.j		✓	✓	Active
Supplier, Valued	RTS/Remittance			✓		Active
Supplier, Valued	RTS/Remittance	es_ _ .com		✓	✓	Active
Supplier, Valued	RTS/Remittance			✓		Active
	UAT_TEST			✓	✓	Active

Columns Hidden 7

How to view and update your contacts on Company Profile

7. If you wish to create a contact, click on the '+' icon or go to 'Actions' and then select 'Create' from the drop-down menu



How to view and update your contacts on Company Profile

- 8. Enter contact details. In addition to the required fields marked with *, please ensure you add phone details and address. Check the administrative access if the contact requires the ability to manage contact details

Create Contact

Salutation

* First Name

Middle Name

* Last Name

Job Title

☐

Administrative contact

Phone

Mobile

Fax

Email

Status

Active

Contact Addresses

Actions

View

Format

Freeze

Detach

Wrap

Address Name	Address	Phone	Address Purpose	Status
No data to display.				
Columns Hidden 5				

User Account

☐

Request user account

Roles

Data Access

Actions

View

Format

Freeze

Detach

Wrap

Role	Description

Create Another

OK

Cancel

How to view and update your contacts on Company Profile

9. Check the option 'Request User account' if the contact should have access to the Supplier Portal .

Create Contact

Salutation

* First Name

John

Middle Name

* Last Name

Smith

Job Title

☒ Administrative contact

Phone

421

980

00000

123

Mobile

Fax

Email

john.smith@test.com

Status

Active

Contact Addresses

Actions

View

Format

Freeze

Detach

Wrap

Address Name	Address	Phone	Address Purpose	Status
No data to display.				
Columns Hidden 5				

User Account

☒ Request user account

E-mail is required when requesting a user account

Roles

Data Access

Actions

View

Format

Freeze

Detach

Wrap

Role	Description
XX SM Supplier Sales Representative	Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting changes...
XX SM Supplier Self Service Clerk Abstract	Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and requ...

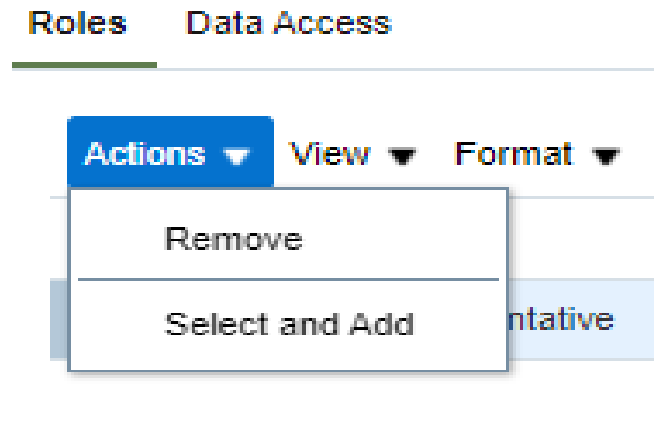
Create Another

OK

Cancel

How to view and update your contacts on Company Profile

10. To assign roles to your contact, navigate to 'Roles', click on 'Actions' and 'Select and Add'



How to view and update your contacts on Company Profile

11. To assign roles to your contact, navigate to 'Roles'. Select the desired roles, one at a time or use the CTRL button, and click on 'Apply' after each selection. Then click 'Ok

Select and Add: Roles

Search

Role

Description

Search

Reset

View ▼Format ▼Wrap

Role	Description
XX SM Supplier Accounts Receivable Specialist	Manages invoices and payments for the ...
XX SM Supplier Customer Service Representative Job	Manages inbound purchase orders and c...
XX SM Supplier Sales Representative	Manages agreements and deliverables f...
XX SM Supplier Self Service Administrator Abstract	Manages the profile information for the s...
XX SM Supplier Self Service Clerk Abstract	Manages the profile information for the s...

Rows Selected 1

Apply

OK

Cancel

How to view and update your contacts on Company Profile

Supplier Role	Description
XX SM Supplier Accounts Receivable Specialist	Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking invoice and payment status.
XX SM Supplier Sales Representative	Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting changes to agreements in addition to adding catalogue line items with customer specific pricing and terms. Updates contract deliverables that are assigned to the supplier party and updates progress on contract deliverables for which the supplier is responsible.
XX SM Supplier Self Service Administrator	Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and requesting user accounts to grant employees access to the supplier application. Can manage profile and edit data.
XX SM Supplier Self Service Clerk	Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and requesting user accounts to grant employees access to the supplier application
XX SM Supplier Customer Service Representative Job	Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and requesting user accounts to grant employees access to the supplier application

How to view and update your contacts on Company Profile

12. To confirm the creation, click on 'Ok'

Create Contact

Salutation

* First Name

John

Middle Name

* Last Name

Smith

Job Title

☒ Administrative contact

Phone

421

980

00000

1234

Mobile

Fax

Email

Status

Active

Contact Addresses

Actions

View

Format

Freeze

Detach

Wrap

Address Name	Address	Phone	Address Purpose	Status
No data to display.				
Columns Hidden 5				

User Account

☒ Request user account

Roles

Data Access

Actions

View

Format

Freeze

Detach

Wrap

Role	Description
XX SM Supplier Sales Representative	Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting changes...
XX SM Supplier Self Service Clerk Abstract	Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and requ...

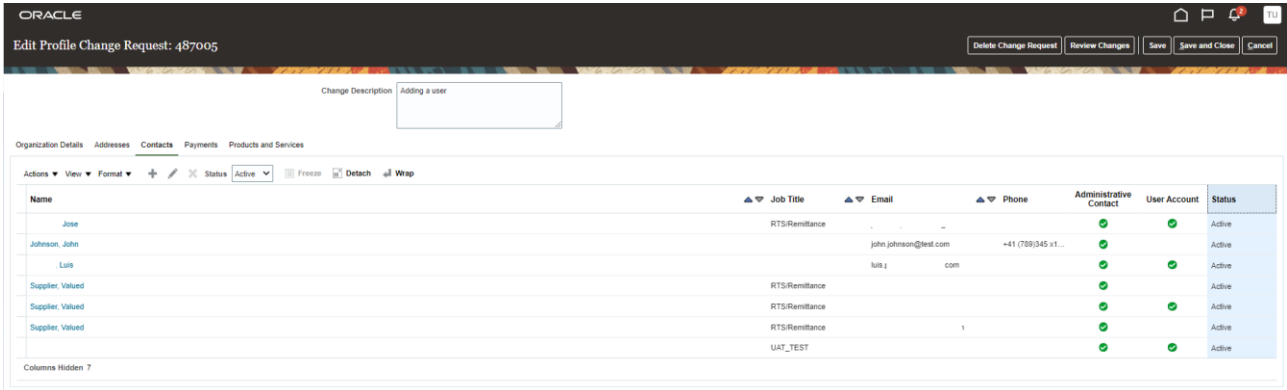
Create Another

OK

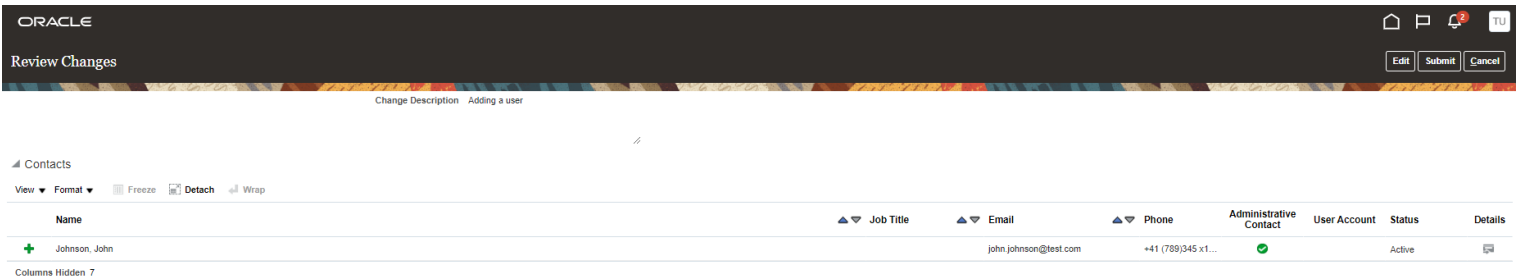
Cancel

How to view and update your contacts on Company Profile

13. When you have completed your updates, click 'Review Changes'

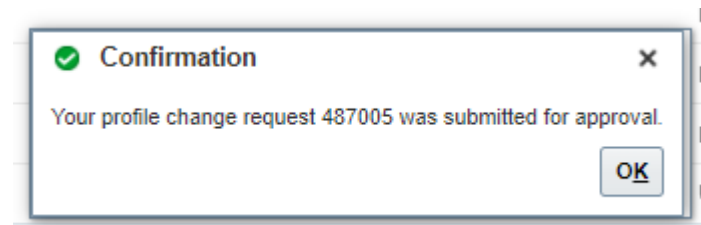


14. To finish the process, click on 'Submit'



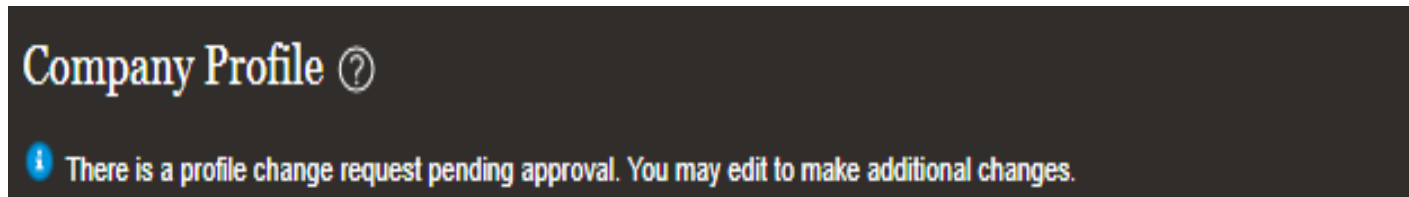
How to view and update your contacts on Company Profile

15. How to view and update your contacts on Company Profile



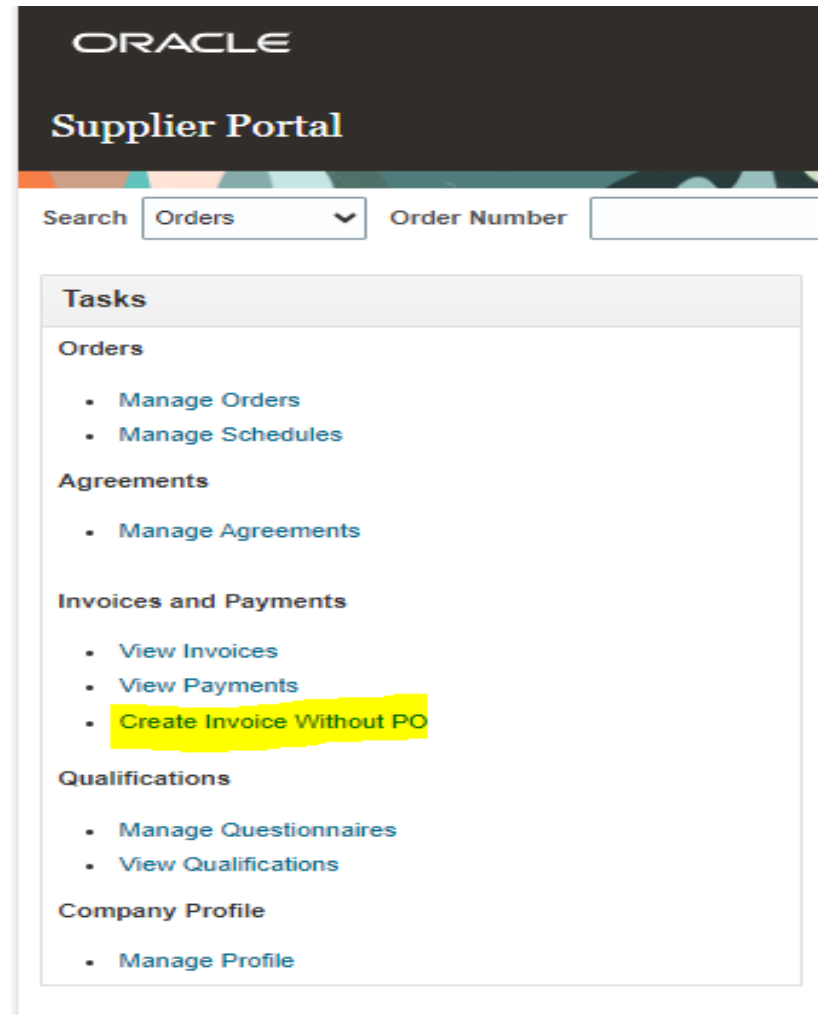
16. Your changes will be sent for an approval within JCI. Until changes are approved, this message will appear on your screen

‘There is a profile change request pending approval. You may edit to make additional changes’.



How to create an invoice

1. Go and click here:



How to create an invoice

2. You are getting this view:

ORACLE

Create Invoice Without PO ?

Invoice Actions Save Save and Close Submit Cancel

The Save and Close button does not submit the invoice. Please, use the "Submit" button for actually submitting the invoice.

Supplier Taxpayer ID Supplier Site Address Supplier Tax Registration Number

Remit-to Bank Account Unique Remittance Identifier Unique Remittance Identifier Check Digit Description Attachments

* Number * Date * Type Invoice Currency Payment Currency

Customer Customer Taxpayer ID Name Address

* Requester Email Requester Name

Lines View + Cancel Line

* Number	* Type	* Ship-to Location	Ship-from Location	* Amount	Description	Intended Use	* Tax Contr Amour
No data to display.							

Summary Tax Lines View

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amour
------	----------	------------	------------------	--------------	-------------	------------	----------	-------

How to create an invoice

3. To get your invoice submitted correctly, you need to fill in the mandatory fields. They are marked with a blue asterisk.

4. Please, follow the steps below:

- a) **Important to know before starting**: In your own invoice the correct legal entity must be written along with all criteria described in our Golden rules. Please, pay a visit at our FAQs
- b) Select your site (*from where you shipped from*) through “ Supplier Site”. (*By selecting the site, “Customer Taxpayer ID” and “Remit-to Bank Account” are automatically filled in.*)
- c) Attach your invoice in PDF here:

ORACLE

Create Invoice Without PO ?

Invoice Actions Save Save and Close Submit Cancel

The Save and Close button does not submit the invoice. Please, use the "Submit" button for actually submitting the invoice.

Supplier

Taxpayer ID

* Supplier Site

Address

Supplier Tax Registration Number

Customer

Customer Taxpayer ID

Remit-to Bank Account

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Description

* Attachments None

* Number

* Date m/d/yy

* Type Invoice

Invoice Currency

Payment Currency

Name

Address

* Requester Email

Requester Name

How to create an invoice

- d) Put the number of your invoice in the “Number” field. (Note: the invoice number must be a unique number otherwise our system rejects it as counted as duplicates.)
- e) Put the date of your invoice. Present day or in the future.
- f) Through “Type” choose if this is an invoice or a credit memo.
- g) Put in the “Requester Email”, the email of the Supplier owner (If you do not know, please, look at your contract or email us at: ICI-EMEA-PROCURECO-SUPPLIERCOMMS@ICI.COM).
- h) Add the lines which you want to invoice by clicking on the icon “ + ” (*you can add up how many lines you need.*)

Lines

View ▾

+

☰

✕

Cancel Line

* Number	* Type	* Ship-to Location	Ship-from Location	* Amount	Description
No data to display.					

Summary Tax Lines

How to create an invoice

i) Fill in the lines (N.B: For each line, you will need to repeat those step below.)

Lines

View ▾ + Cancel Line

* Number	* Type	* Ship-to Location	Ship-from Location	* Amount	Description	Intended Use	* Tax Control Amount
1	Item ▾						
Total							

Select the “Ship-to Location” ; meaning to where you have shipped your goods/ provided your services.

Select the “Ship-from Location” ; meaning from where you have shipped your goods/ your services – it will be your site(s).

In “Amount” section, put the price for the line ; meaning the price without the VAT that you wish to invoice.

In “Description” section, put a description.

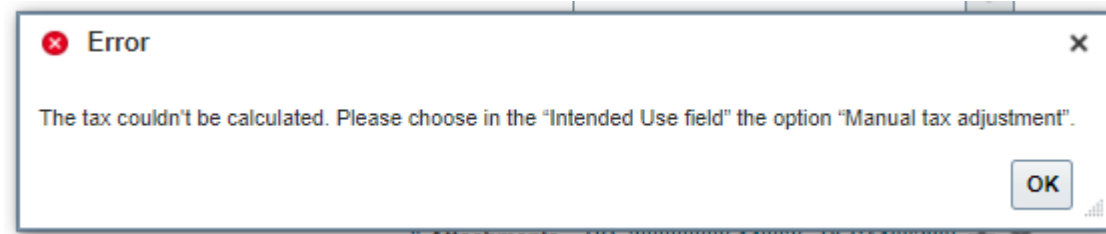
In “Intended Use” section ; please, see section: How to create an invoice (Intended Use – VAT related) {link}

In “Tax Control Amount” section, put the amount of the VAT for the selected line.

How to create an invoice (Intended Use – VAT related)

In “Intended Use” ; you will **only** need to use that section in case of REVERSE CHARGE (VAT related)

You will know if you need to use this section as a pop-up windows will appear stating:



If this pop-up windows appears, please go to the “INTENDED USE” section and select only “Manual tax adjustment” and keep proceeding.

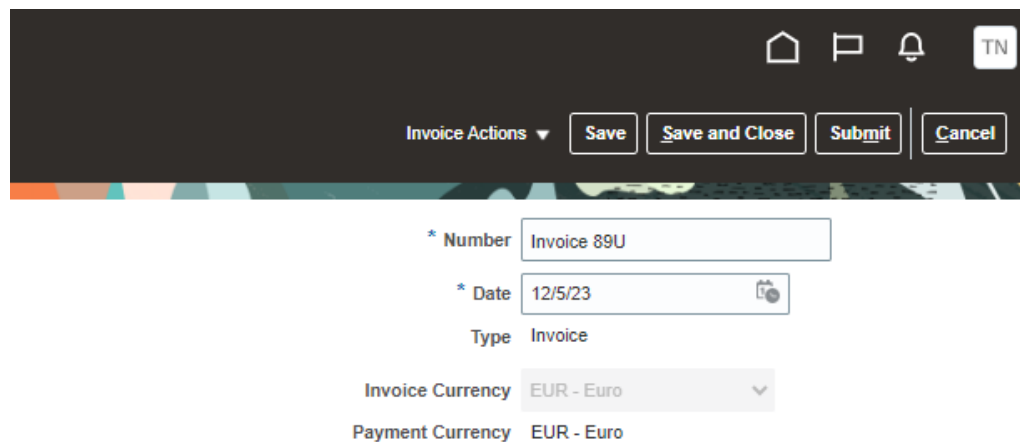
What is REVERSE CHARGE?

Example: you are in country A and you ship to country B (within the E.U.). And you ask to be exempted from the VAT.

To know more about REVERSE CHARGE, please, consult your local tax advisor.

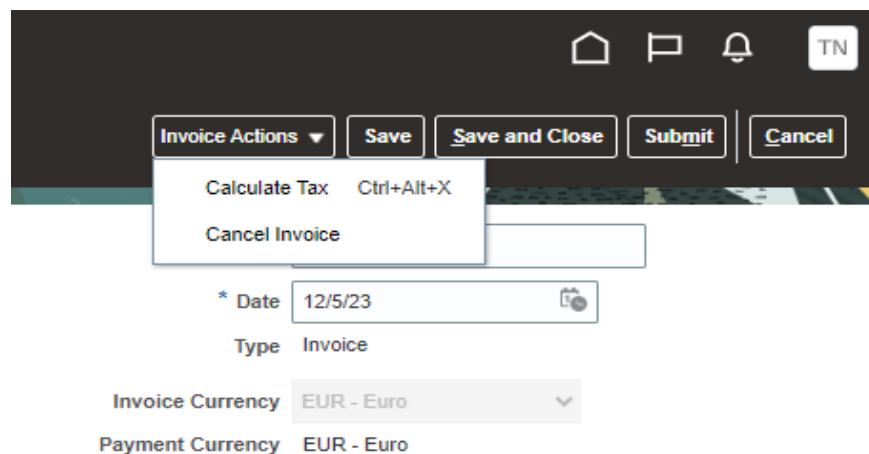
How to create an invoice

j) Once the lines are completed, please, go to : “Invoice Actions”



The screenshot shows the top of a software interface with a dark header bar. On the right side of the header are icons for home, flag, bell, and a user profile labeled 'TN'. Below the header, there is a row of buttons: 'Invoice Actions' (with a dropdown arrow), 'Save', 'Save and Close', 'Submit', and 'Cancel'. Below these buttons, the form fields are visible: '* Number' with the value 'Invoice 89U', '* Date' with the value '12/5/23' and a calendar icon, 'Type' with the value 'Invoice', 'Invoice Currency' with a dropdown menu showing 'EUR - Euro', and 'Payment Currency' with the value 'EUR - Euro'.

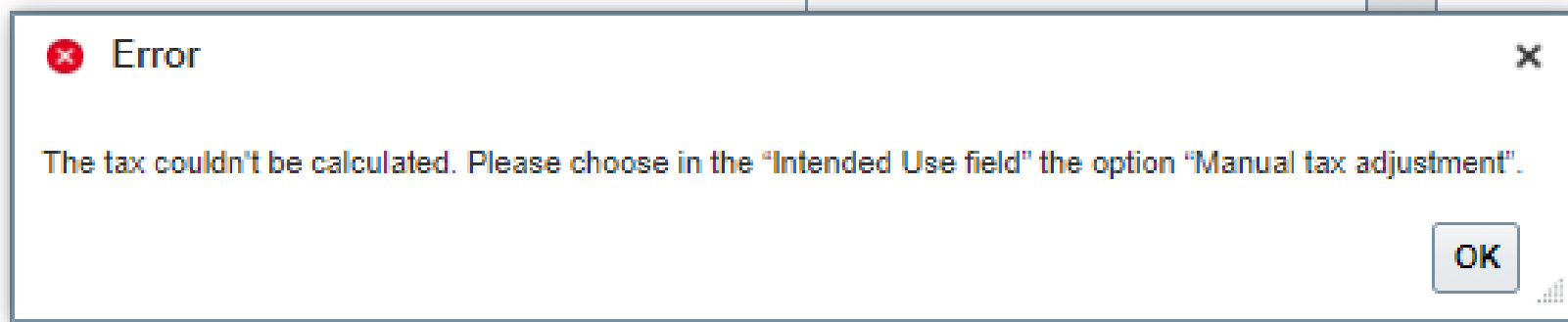
Then, click on “Calculate Tax”



This screenshot shows the same interface as the previous one, but with the 'Invoice Actions' dropdown menu open. The menu contains two options: 'Calculate Tax' (with a keyboard shortcut 'Ctrl+Alt+X') and 'Cancel Invoice'. The 'Calculate Tax' option is highlighted. The form fields below the menu remain the same: '* Date' is '12/5/23', 'Type' is 'Invoice', 'Invoice Currency' is 'EUR - Euro', and 'Payment Currency' is 'EUR - Euro'.

How to create an invoice

k) If a pop-up window appear stating:



You need to use the “Intended Use” section. Please, refer to: [How to create an invoice \(Intended Use – VAT related\)](#)

l) If the tax is calculated without a pop-up window. Please, press "Submit" button to submit your invoice.

Please, be aware that "Save" and " Save and Close" buttons do not mean your invoice has been submitted. It means that it has been saved and the status is in "Incomplete". You will need to take action on that invoice otherwise, it will not be paid as our system will never, per se, receive your invoice.

Please, note once your invoice is submitted you cannot cancel it. In such case, please, write an email to our AP HD.

How to view invoice status

1. Click on 'View invoice'

The screenshot shows the Oracle 'View Invoices' search page. At the top, there's a dark header with the Oracle logo and navigation icons. Below the header, the title 'View Invoices' is displayed. The main search area contains several input fields, some marked with double asterisks (**). On the left, these are: '** Invoice Number', '** Supplier', 'Supplier Site', and '** Purchase Order'. On the right, they are: 'Consumption Advice', 'Invoice Status', 'Paid Status', and 'Payment Number'. The 'Supplier' and 'Supplier Site' fields are dropdown menus. Below the search fields, there are buttons for 'Advanced', 'Saved Search', and a dropdown for 'All Invoices'. A note states '** At least one is required'. At the bottom right of the search area are 'Search', 'Reset', and 'Save...' buttons. Below the search area, the 'Search Results' section shows a table with columns: Invoice Number, Invoice Date, Type, Purchase Order, Supplier, Invoice Amount, Invoice Status, Comments, Paid Status, and Payment Number. The table currently displays 'No search conducted.'

2. To search for an invoice, populate one of the following fields marked with asterisks **

- a. 'Invoice number' – if you are looking for a specific invoice
- b. 'Supplier' – if you want to see all invoices of your company

How to view invoice status

ORACLE

View Invoices

Done

Search

Advanced

Saved Search

All Invoices

** Invoice Number

** Supplier

Supplier Site

** Purchase Order

Consumption Advice

Invoice Status

Paid Status

Payment Number

** At least one is required

Search

Reset

Save...

Search Results

View

Detach

Invoice Number	Invoice Date	Type	Purchase Order	Payment schedule date	Supplier	Supplier Site	Invoice Amount	Invoice Status	Comments
No search conducted.									

3. Click on 'Search'

How to view invoice status

- 4. Invoice will be displayed in the section 'Search results'. If you wish to see the invoice details, click on the Invoice number

ORACLE

View Invoices

Done

Search

Advanced Saved Search All Invoices

** At least one is required

** Invoice Number

** Supplier

Supplier Site

** Purchase Order

Consumption Advice

Invoice Status

Paid Status

Payment Number

Search Reset Save...

Search Results

View

Details

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Invoice Amount	Invoice Status	Comments	Paid Status	Payment Number
6100091211	8/6/21	Standard	PESA10000...	DAN	97.41 EUR	Approved		Paid	370
6100091213	8/6/21	Standard	PESA10000...	DAN	31.15 EUR	Approved		Paid	3141
6100092182	8/13/21	Standard	PPTA100000...	DAN	101.69 EUR	Approved		Paid	370
6100092394	8/17/21	Standard	PESA100011...	DAN	68.12 EUR	Approved		Paid	370
6100092669	8/19/21	Standard	PESA10000...	DAN	189.01 EUR	Approved		Paid	430
6100093742	8/27/21	Standard	PESA10000...	DAN	156.03 EUR	Approved		Paid	430
6100094224	8/31/21	Standard	PESA10001...	DAN	160.83 EUR	Approved		Paid	670
6100094976	9/6/21	Standard	PESA10001...	DAN	149.94 EUR	Approved		Paid	670
6100095059	9/7/21	Standard	PESA10002...	DAN	15.73 EUR	Approved		Paid	670
6100095461	9/9/21	Standard	PESA10001...	DAN	541.84 EUR	Approved		Paid	670
6100095465	9/9/21	Standard	PESA10002...	DAN	287.69 EUR	Approved		Paid	670
6100095466	9/9/21	Standard	PESA10001...	DAN	230.61 EUR	Approved		Paid	670
6100095585	9/10/21	Standard	PPTA100002...	DAN	91.47 EUR	Approved		Paid	669
6100095712	9/10/21	Standard	PPTA100002...	DAN	179.97 EUR	Approved		Paid	670
6100096026	9/14/21	Standard	PESA10001...	DAN	741.56 EUR	Approved		Paid	670

How to view invoice status

The status and their meaning

<u>Status in the Supplier Portal</u>	<u>Meaning</u>
Incomplete	You have not submitted your invoice. It is just saved. Please, review and submit, if necessary.
In process	Not yet validated
Processing	Under process
Approved	Invoice has been validated
Cancelled	Invoice has been cancelled
Paid	Invoice has been paid

How to view payment status

1. Click on « View Payment »

The screenshot displays the Oracle Supplier Portal interface. At the top, the Oracle logo and 'Supplier Portal' title are visible. Below this is a search bar with a dropdown menu set to 'Orders' and a search icon. A left-hand navigation menu lists several categories: 'Tasks' (with sub-links for 'Manage Orders' and 'Manage Schedules'), 'Agreements' (with 'Manage Agreements'), 'Shipments' (with 'View Receipts' and 'View Returns'), and 'Invoices and Payments' (with 'Create Invoice', 'View Invoices', and 'View Payments'). The main content area features a 'Requiring Attention' section, which is currently empty and displays a lightning bolt icon with the text 'No data available'. To the right of this section is a 'Recent Activity' sidebar showing 'Last 30 Days' and a single entry 'Orders opened'.

How to view payment status

- 2. In the field 'Supplier', select your company from the drop-down menu. Then click 'Search'

ORACLE

View Payments

Done

Home

Flag

1

NL

Search

Advanced

Saved Search

All Payments

** At least one is required

** Payment Number

Payment Status

Payment Amount

** Supplier

Supplier Site

Payment Date

m/d/yy

Search

Reset

Save...

Search Results

View

Detach

Payment Number	Payment Date	Payment Type	Invoice Number	Supplier	Supplier Site	Payment Amount	Payment Status	Remit-to Account
No search conducted.								

How to view payment status

3. Payments will be displayed in the section 'Search results'

ORACLE

View Payments

Search

Payment Number

Payment Status

Payment Amount

Supplier

Supplier Site

Payment Date

Advanced

Saved Search

All Payments

Search

Reset

Save

Search Results

Payment Number	Payment Date	Payment Type	Invoice Number	Payment Amount	Payment Status	Remit to Account
8648	11/24/22	Payment Process Request	6100147886	237.32 EUR	Negotiable	0302338001
8649	11/24/22	Payment Process Request	Multiple	430,249.43	Negotiable	0302338001
8599	11/21/22	Payment Process Request	Multiple	78,788.44	Vouled	0302338001
7966	11/3/22	Payment Process Request	6100145017	465.83 EUR	Cleared	0302338001
7987	11/3/22	Payment Process Request	Multiple	82,802.89	Cleared	0302338001
7673	10/26/22	Payment Process Request	Multiple	152,024.54	Cleared	0302338001
7055	10/4/22	Payment Process Request	6100137117	110.98 EUR	Cleared	0302338001
7056	10/4/22	Payment Process Request	Multiple	73,688.98	Cleared	0302338001
6553	9/14/22	Payment Process Request	Multiple	88,397.82	Cleared	0302338001
6169	9/2/22	Payment Process Request	6100137114	29.24 EUR	Cleared	0302338001
6170	9/2/22	Payment Process Request	Multiple	77,853.27	Cleared	0302338001
5660	8/19/22	Payment Process Request	Multiple	259.51 EUR	Cleared	0302338001
5661	8/19/22	Payment Process Request	Multiple	76,400.07	Cleared	0302338001
5277	8/4/22	Payment Process Request	6100131988	32.41 EUR	Cleared	0302338001
5278	8/4/22	Payment Process Request	Multiple	82,802.75	Cleared	0302338001

4. To see the payments details, click on the 'Payment number'

ORACLE

Payment: 8648

Done

Business Unit

CH 1000 BU

Payee

DANI

Payee Site

ALCOB

Address

Payment Status

Negotiable

Payment Amount

237.32 EUR

Payment Date

11/24/22

Payment Type

Payment Process Request

Remit-to Account

030:

Payment Document

Paid Invoices

Number	Invoice Date	Type	Purchase Order	Receipt	Consumption Advice	Paid Amount	Invoice Amount	Invoice Status	Due Date	Paid Status
6100147886	9/5/22	Standard	PPTA10001110-01			237.32 EUR	237.32 EUR	Workflow ...	12/5/22	Fully paid

How to view payment status

5. Paid invoices for this payment will be displayed
6. When you are done viewing the payments, click 'Done' at the top right corner of the screen

How to know when the invoice will be paid

- 1. You have to go to: “View Invoices”
- 2. You shall have this view:

** Invoice Number

** Supplier

▼

Supplier Site

▼

** Purchase Order

Consumption Advice

Invoice Status

▼

Paid Status

▼

Payment Number

Search

Reset

Save...

** At least one is required

Search Results

View ▼

Detach

Invoice Number	Invoice Date	Type	Purchase Order	Payment schedule date	Supplier	Supplier Site

How to know when the invoice will be paid

3. If you do not have the column called: "Payment schedule date". Please follow those quick steps to get it:

3.1 Click on "View" and then on "Column"

** Invoice Number

About This Record

Columns ▶

Freeze

Detach

Sort ▶

Reorder Columns...

View ▼



 Detach

Invoice Number	Invoice Date	Type
----------------	--------------	------

How to know when the invoice will be paid

3.2 Look for “ Payment schedule date” throughout the drop-down menu

About This Record

Columns ▶

Freeze

Detach

Sort ▶

Reorder Columns...

View ▼

Detac

Invoice Number

Invoice

Show All

✓ Comments

☐ Payment Number

☐ Paid Status

✓ Invoice Status

✓ Invoice Amount

✓ Supplier Site

✓ Supplier

✓ Payment schedule date

✓ Purchase Order

✓ Type

✓ Invoice Date

How to know when the invoice will be paid

3.3 Once you have clicked on it, the new column will appear and will stay always on your view.

4. The “Payment schedule date” column will give you the date of when your invoice will be paid, and it will appear for each invoice.

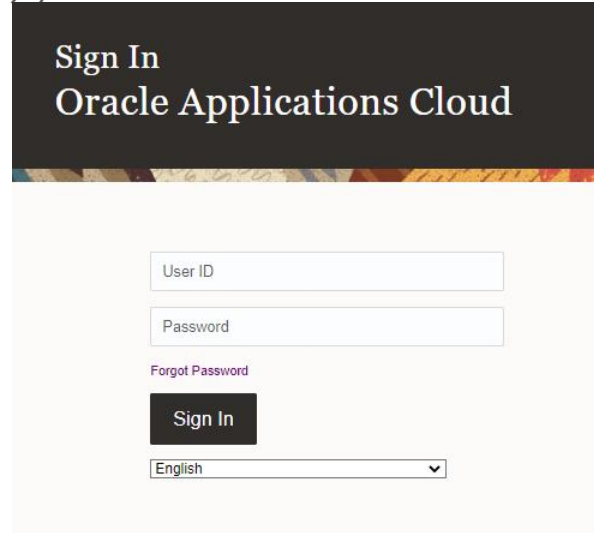
Please note that date is based on your payment terms as well as it includes our payment runs.

If you wish to know how our payment runs work, we invite you to visit our webpage at: [Procure-to-Pay \(PTP\) | Johnson Controls](#) (*that page also includes Invoice requirements*).

Besides, once the payment was made by us, you shall receive an email notification from : yourpaymentdetails@jci.com to your remittance email (*make sure it will not go to your junk folder*). Note: *if you are part of PrimeRevenue you will received this nofication.*

Forgot password and/or username

1. If you have forgotten your password, you do not need to write us an e-mail. On the login page, click on: "Forgot your password?"



Sign In
Oracle Applications Cloud

User ID

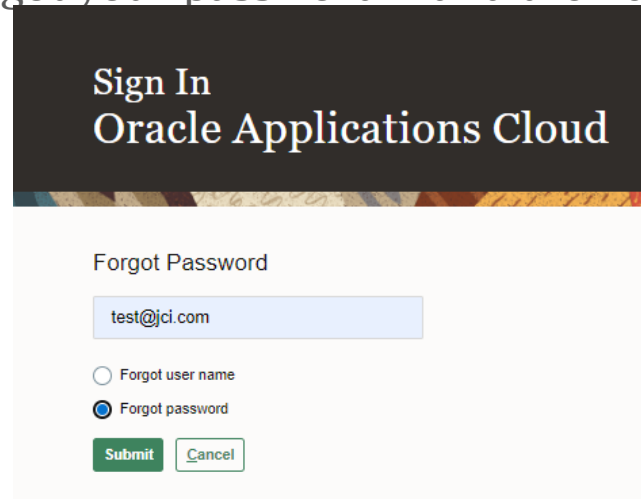
Password

Forgot Password

Sign In

English

2. Enter your email address, select "Forgot your password?" and then click "Submit"



Sign In
Oracle Applications Cloud

Forgot Password

test@jci.com

☐ Forgot user name

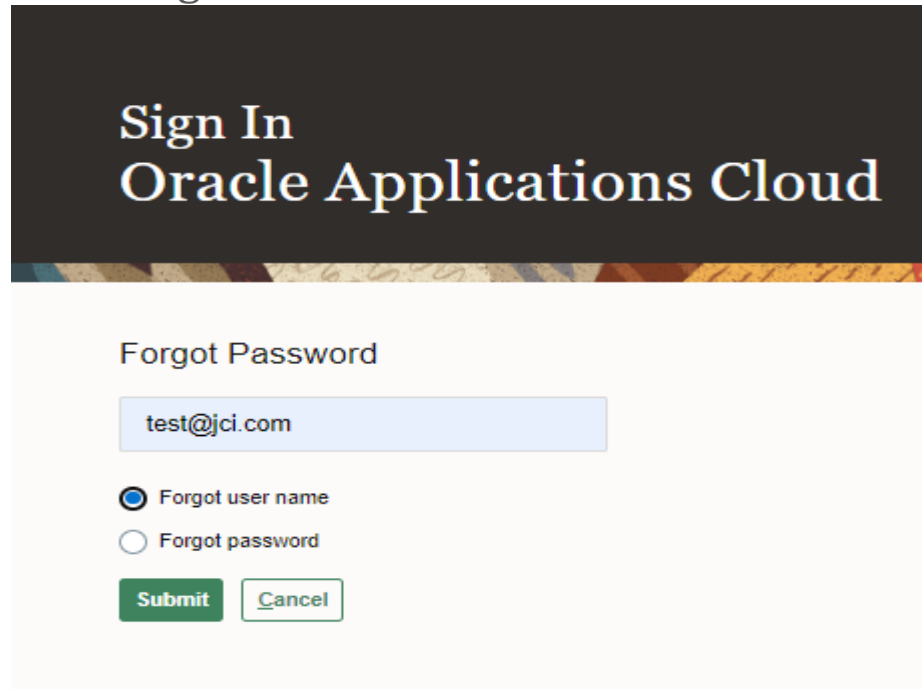
☒ Forgot password

Submit Cancel

Forgot password and/or username

4. An email will be sent to your email address. All you have to do is follow the instructions which are written in the email. If you have forgotten your username, you also do not need to write us an e-mail. It's the same process as "Forgot your password?"

5. Enter your email address, select "Forgot Username" and then click "Submit"



The screenshot shows the 'Sign In Oracle Applications Cloud' header. Below it, the 'Forgot Password' section contains an email input field with 'test@jci.com'. There are two radio buttons: 'Forgot user name' (selected) and 'Forgot password'. At the bottom are 'Submit' and 'Cancel' buttons.

7. An email will be sent to your email address. You will just have to follow the instructions which are written in the email.



Support

- In case you require additional information about the Supplier Portal, please visit our webpage which is dedicated for you to get a smooth journey: [Oracle Fusion Supplier Portal Learning Hub | Johnson Controls](#)
- For any specific questions related to Portal usage, please reach out to the Supplier Enablement team at:

supplierhub-emea@jci.com

- In case you have additional questions to Invoice and payment status which the Portal does not provide – please visit the following page for more [Procure-to-Pay \(PTP\) | Johnson Controls](#)



**We hope that Quick Reference
guide has been helpful.**