

Quick Reference Guide (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 PO details, 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.

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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.

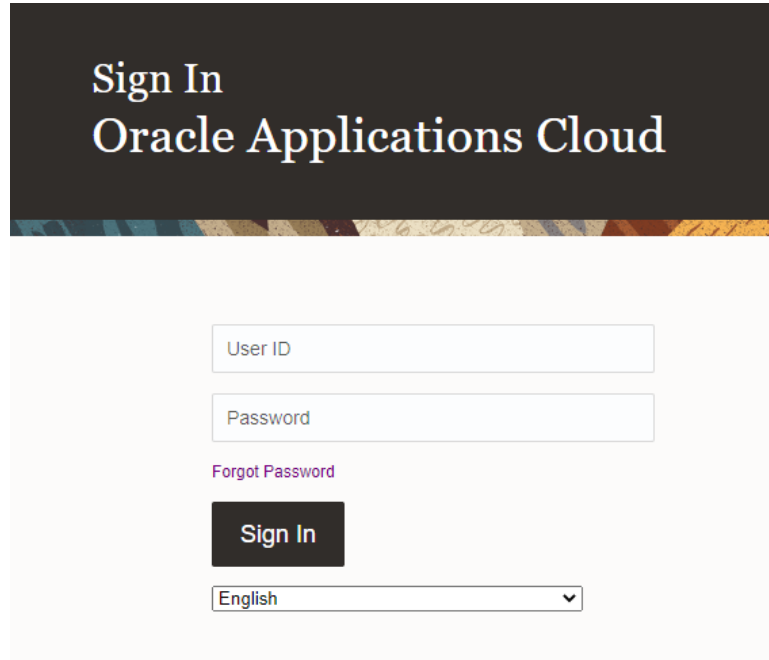
Your access level impacts the functionality and screens you see in the system. Sometime the screens you see may change slightly or differ to the training materials due to new Oracle releases or your access levels.

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)

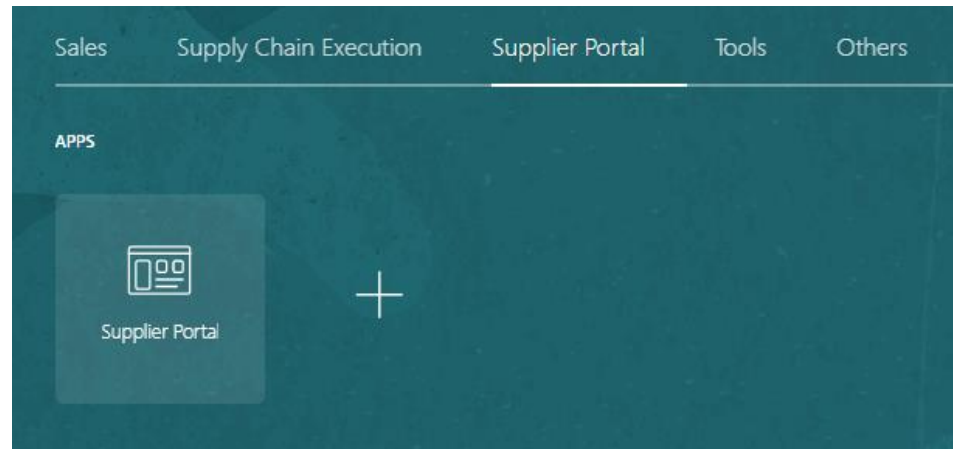


The screenshot shows the 'Sign In Oracle Applications Cloud' login page. It features a dark header with the text 'Sign In Oracle Applications Cloud'. Below the header, there are two input fields: 'User ID' and 'Password'. A link for 'Forgot Password' is located below the password field. A black 'Sign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

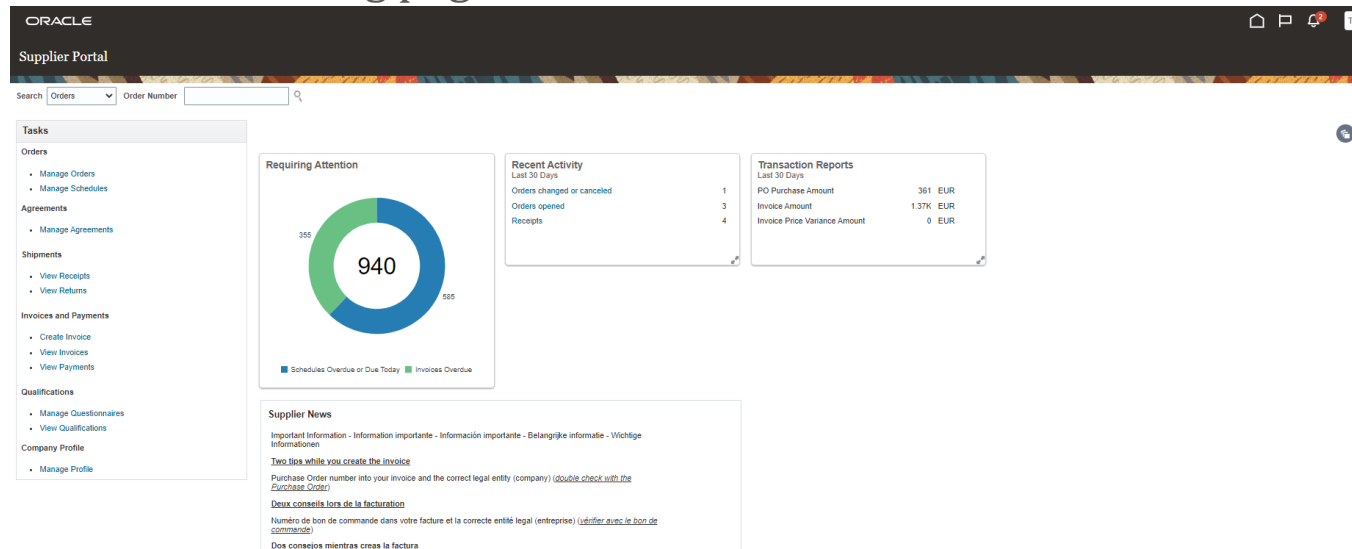
2. Input user ID and password as provided in a Welcome notification you received by email

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



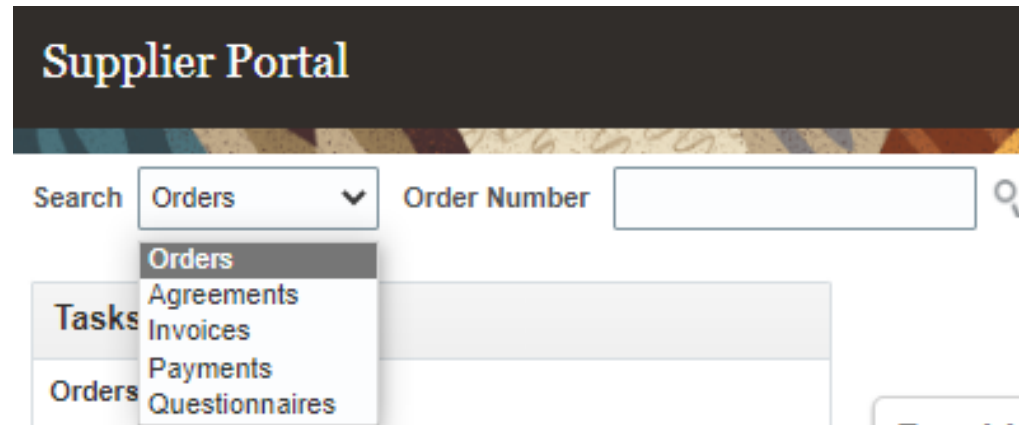
How access and navigate the Supplier Portal

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



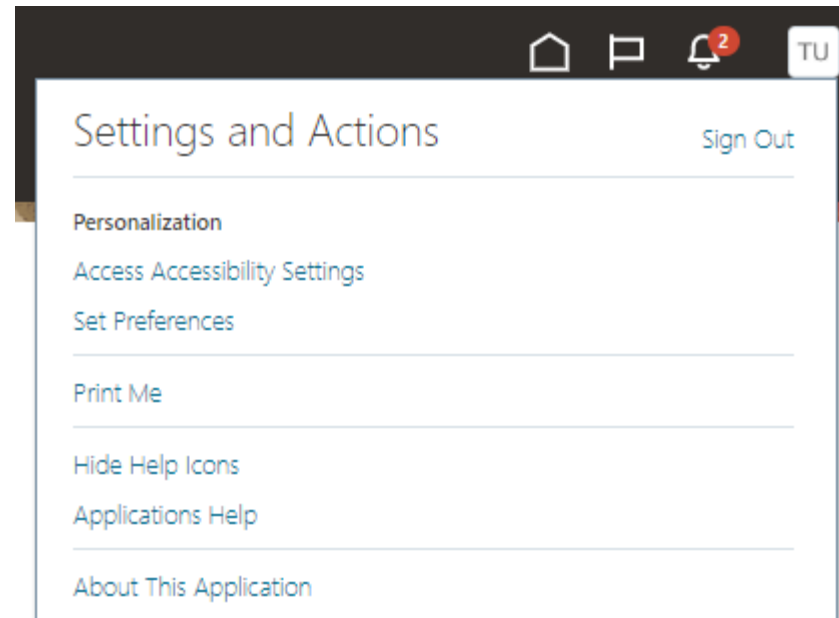
Settings and Preferences

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

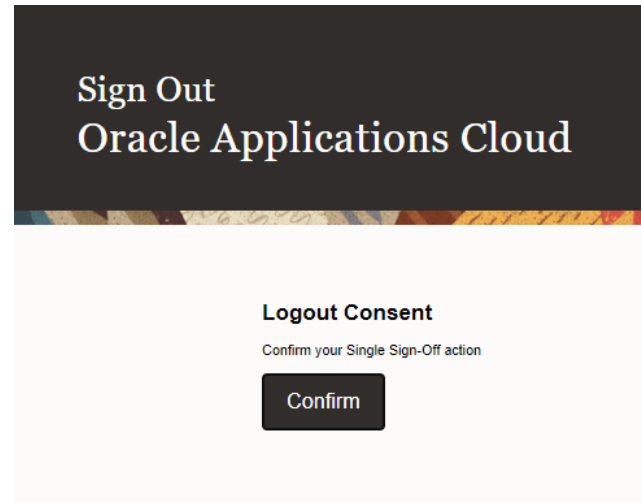


2. Then click on « Sign Out »



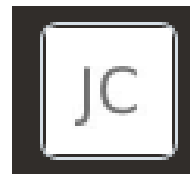
Settings and Preferences

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



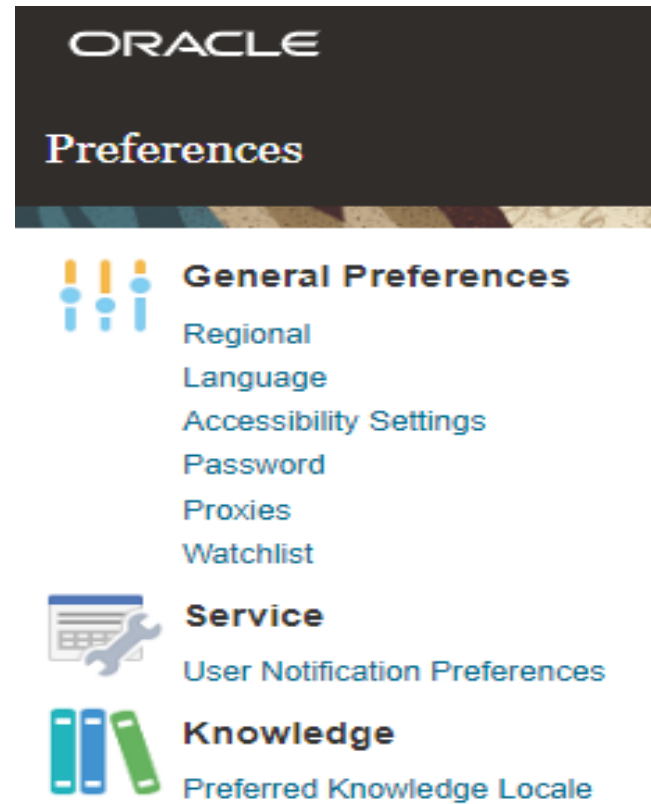
Setting General Preferences

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 :



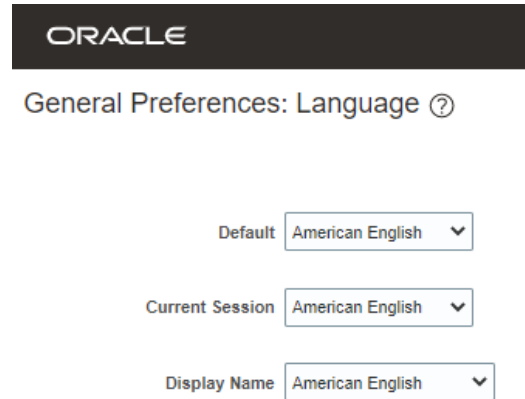
Settings and Preferences

2. Then click on 'Set Preferences'



Settings and Preferences

3. Then click on 'Language'



ORACLE

General Preferences: Language ?

Default American English ▼

Current Session American English ▼

Display Name American English ▼

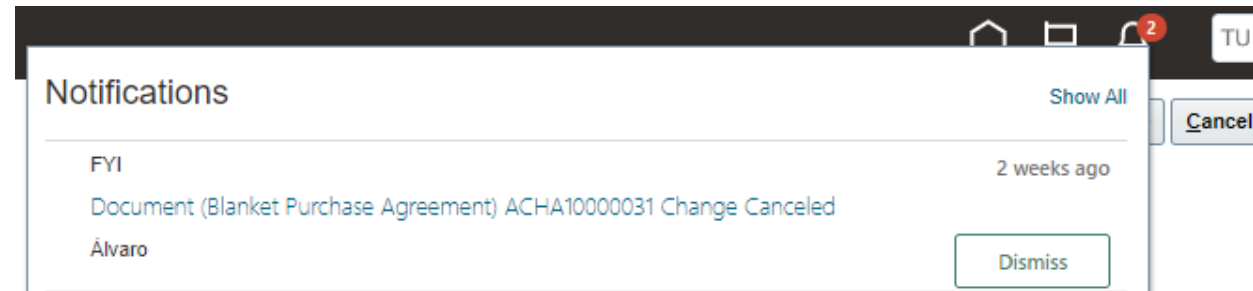
4. Adjust all your language preferences in the following fields: 'Default', 'Current Session' and 'Display Name'

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

1

NL

Company Profile ?

EditDone

Organization Details

Tax Identifiers

Addresses

Contacts

Payments

Business Classifications

Products 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

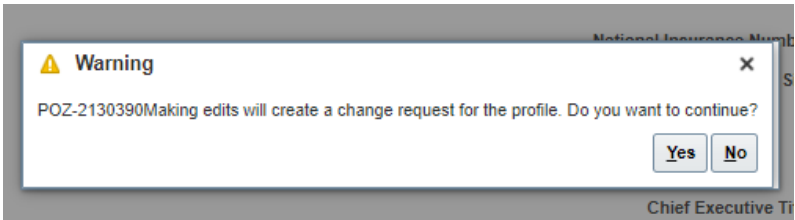
▲ Corporate Profile

Year Established

Chief Executive Title

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

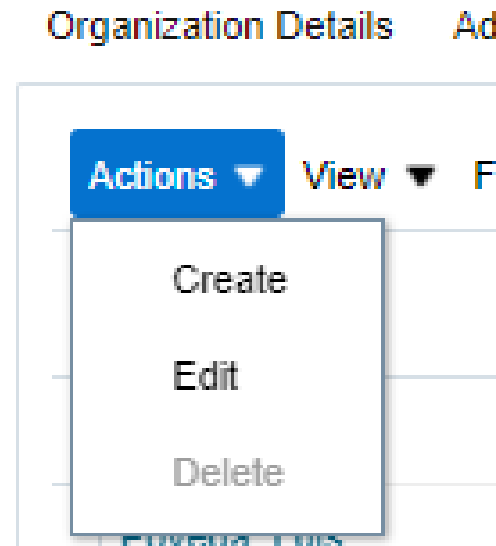
Wrap

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

Phone

Mobile

Fax

Email

Status

Active

☐

Administrative contact

Contact Addresses

Actions View Format X 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 X 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...

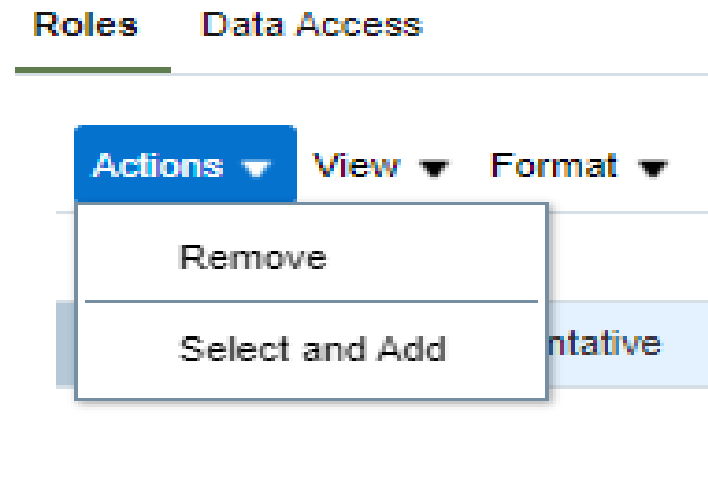
Create Another

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'

ORACLE

Edit Profile Change Request: 487005

Delete Change Request

Review Changes

Save

Save and Close

Cancel

Change Description

Adding a user

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	RTSRemittance	-	-	✓	✓	Active
Johnson, John		john.johnson@test.com	+41 (789)345 x1...	✓		Active
Luis		luis.j...	com	✓	✓	Active
Supplier, Valued	RTSRemittance			✓		Active
Supplier, Valued	RTSRemittance			✓	✓	Active
Supplier, Valued	RTSRemittance		1	✓		Active
Columns Hidden 7	UAT_TEST			✓	✓	Active

ORACLE

Review Changes

Edit

Submit

Cancel

Change Description

Adding a user

Contacts

View

Format

Freeze

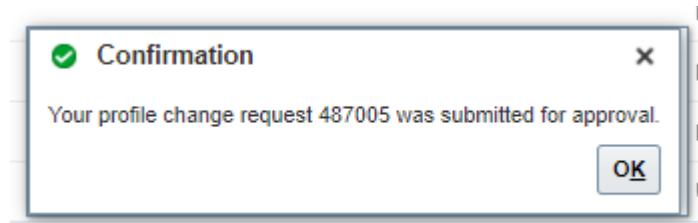
Detach

Wrap

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

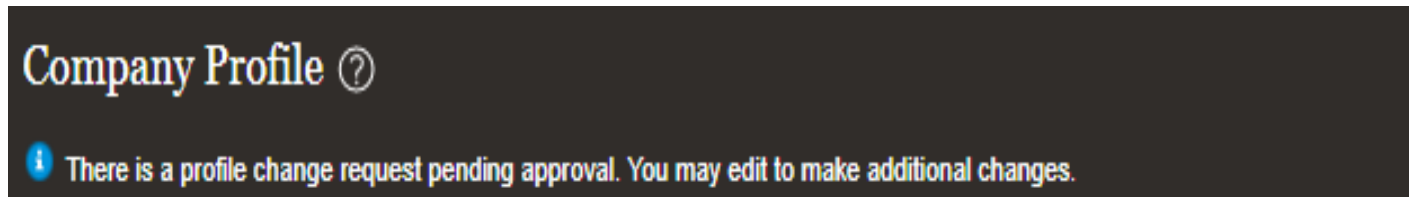
How to view and update your contacts on Company Profile

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



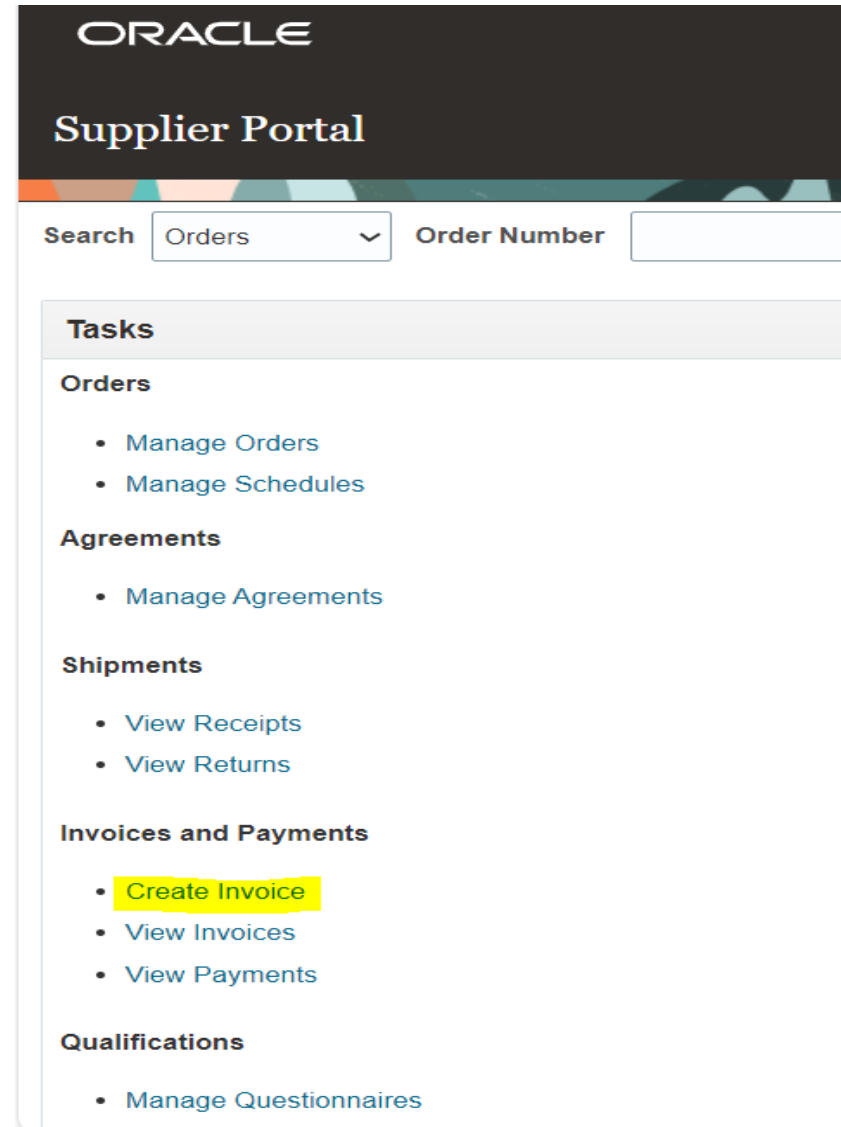
16. Your changes will be sent for an approval within JCI. Until changes are approved, this message will appear on your screen

‘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:

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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
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 {link}
- b) Select the Purchase Order number which you want to invoice, or you can write it directly the Purchase Order number:

Create Invoice ?

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

* Identifying PO

How to create an invoice

(By selecting or writing the Purchase Order number the “Supplier Site”, the address, the “Customer Taxpayer ID”, and the currency are automatically filled in and you do not need to modify them.)

c) Attach your invoice in PDF here:



Supplier Tax Registration Number		▼
Remit-to Bank Account		▼
Unique Remittance Identifier		
Unique Remittance Identifier Check Digit		
Description		
* Attachments	None +	

How to create an invoice

- d) Then put in the field “Number” the invoice number
- e) In the field “Date”, please, put the date of the invoice ; either present date or in the past
- f) In the field “Type”, it is automatically on “invoice”. If it is a credit note. Please, select credit note
- g) Add the lines which you want to invoice by clicking on the icon “  ” located as below:

Lines

View 



Cancel Line

* Number	* Type	* Number	* Line	* Schedule	Number
No data to display.					
Total					



How to create an invoice

h) A pop-up window appears as below (with more or less lines depending on the Purchase Orders):

Select and Add: Purchase Orders

Search Results

View

Detach

Select All

	Purchase Order			Consumption Advice		Supplier Item Number	Item Description	Ship-to Location	Ordered
	Number	Lin	Sc	Number	Line				
	PESA10024610-01	1	1			027B1120	EVM PILOT VALVE ...	Johnson Controls E...	1
	PESA10024610-01	2	1			148B4184	Weld Nippel DN 6 D...	Johnson Controls E...	13
	PESA10024610-01	3	1			148B5243	FIA 15 D STR FILT...	Johnson Controls E...	1
	PESA10024610-01	4	1			148B5482	SCA-X 25-40 top co...	Johnson Controls E...	1
	PESA10024610-01	5	1			148B5577	SVL 32 DIN BUTT ...	Johnson Controls E...	1
	PESA10024610-01	6	1			148B5713	FIA 50 D STR FILT...	Johnson Controls E...	3
	PESA10024610-01	7	1			148B5906	FIA 80 D STR FILT...	Johnson Controls E...	5
	PESA10024610-01	8	1			148B6007	FIA 100 D STR FILT...	Johnson Controls E...	6
	PESA10024610-01	9	1			148H3122	FIA-INS 15-20 100...	Johnson Controls E...	1
	PESA10024610-01	1...	1			148H3150	Bolsa de filtro FIA50	Johnson Controls E...	3

Apply

OK

Cancel

How to create an invoice

- i) Press “Select All” to select all the lines of the Purchase Order at once. Then, “Apply” and “OK”

Select and Add: Purchase Orders

Search Results

View

Detach

Deselect All

Purchase Order			Consumption Advice		Supplier Item Number	Item Description	Ship-to Location	Ordered
Number	Lin	Sc	Number	Line				
PESA10024610-01	1	1			027B1120	EVM PILOT VALVE ...	Johnson Controls E...	
PESA10024610-01	2	1			148B4184	Weld Nippel DN 6 D...	Johnson Controls E...	13
PESA10024610-01	3	1			148B5243	FIA 15 D STR FILT...	Johnson Controls E...	1
PESA10024610-01	4	1			148B5482	SCA-X 25-40 top co...	Johnson Controls E...	1
PESA10024610-01	5	1			148B5577	SVL 32 DIN BUTT ...	Johnson Controls E...	1
PESA10024610-01	6	1			148B5713	FIA 50 D STR FILT...	Johnson Controls E...	3
PESA10024610-01	7	1			148B5906	FIA 80 D STR FILT...	Johnson Controls E...	5
PESA10024610-01	8	1			148B6007	FIA 100 D STR FILT...	Johnson Controls E...	6
PESA10024610-01	9	1			148H3122	FIA-INS 15-20 100...	Johnson Controls E...	1
PESA10024610-01	1...	1			148H3150	Bolsa de filtro FIA50	Johnson Controls E...	3

Apply

OK

Cancel

How to create an invoice

- Once the line(s) selected you will need to:

Lines

View ▾

+

×

📄

Cancel Line

Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	* Ship-to Location	* Ship-from Location	Available Quantity	Quantity	Unit Price	UOM	* Amount	Description	Intended Use	* Invoice Line Tax Amount
		* Number	* Line	* Schedule	Number	Line												
Item ▾		PESA10...	6	1			148B5713	FIA 50 D STR FILTER HOU...	Johnson Contr ▾	▾	3	3	51.72	EACH	155.16	FIA 50 D STR	▾	

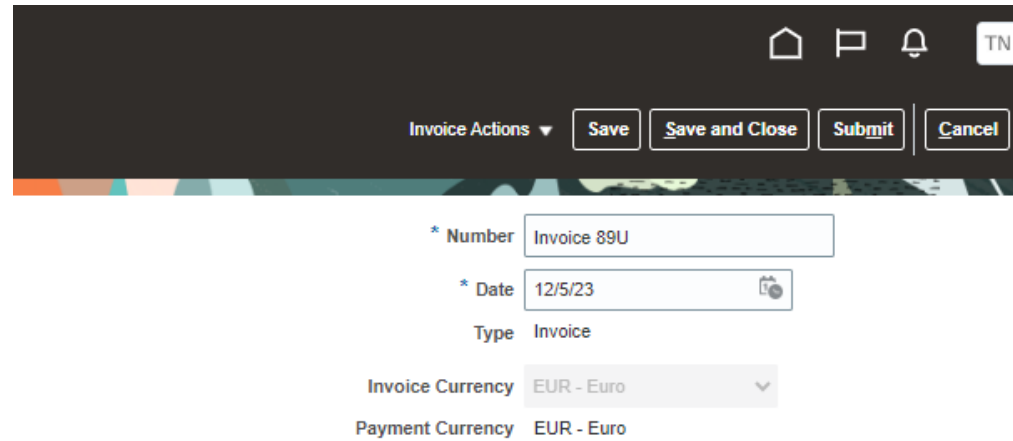
Select “Ship-from Location”, from where you have shipped your goods.

For “Intended Use” field, *you will only need to use it for “Reverse Charge” case*. Please, see “[Intended Use](#)” section for more information.

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

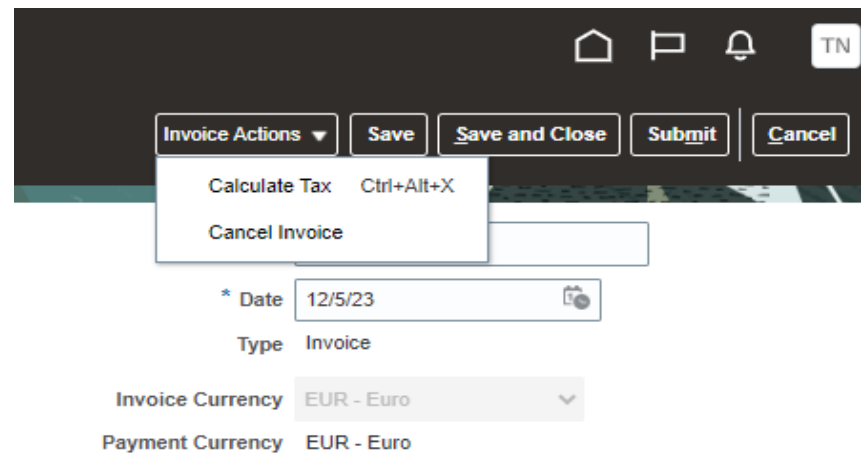
How to create an invoice

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”

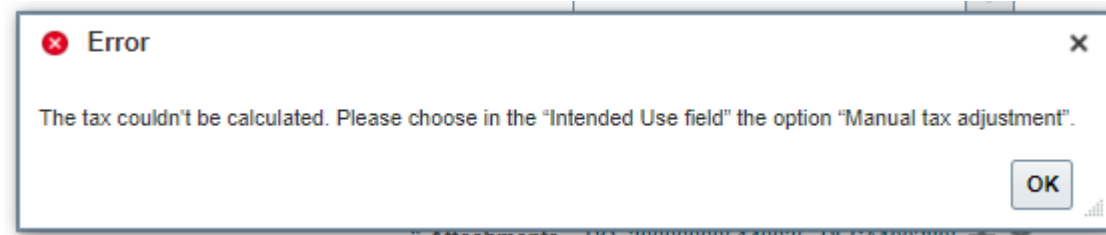


This screenshot shows the same interface as the previous one, but with the 'Invoice Actions' dropdown menu open. The menu contains two options: 'Calculate Tax' (with a keyboard shortcut 'Ctrl+Alt+X') and 'Cancel Invoice'. The 'Calculate Tax' option is highlighted. The form fields below the menu remain 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 (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.

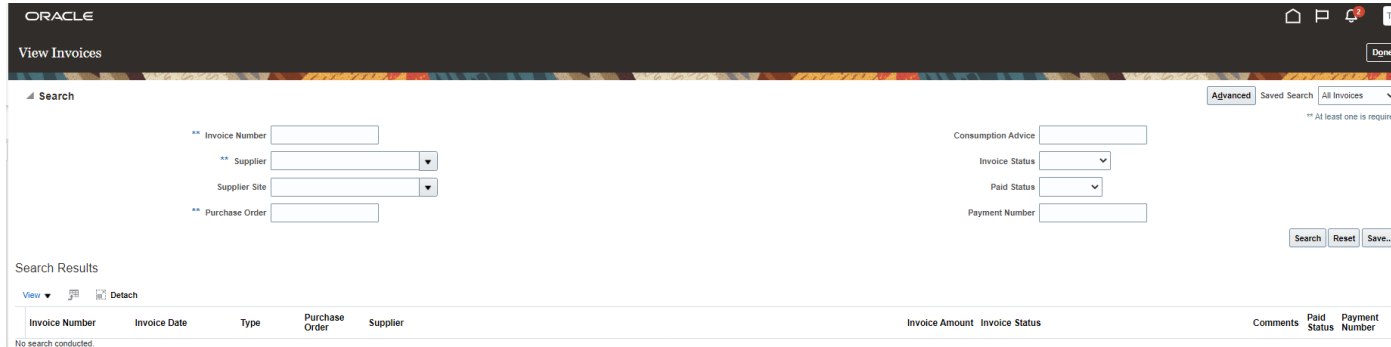
How to create an invoice (Partial invoicing)

If you want to invoice half of the Purchase Order due to Partial delivery.

The procedure is the same as normal full invoice. When you do “selecting the line(s)” you just need to select the lines you need to invoice. The rest of the lines can be invoiced later on.

How to view invoice status

1. Click on 'View invoice'



The screenshot shows the Oracle 'View Invoices' search interface. At the top, there's a header with the Oracle logo and a 'View Invoices' title. Below this is a search section with several input fields. On the left, under the 'Search' heading, there are four fields marked with double asterisks (**): 'Invoice Number', 'Supplier' (a dropdown menu), 'Supplier Site' (a dropdown menu), and 'Purchase Order'. On the right, there are three more fields: 'Consumption Advice', 'Invoice Status' (a dropdown menu), and 'Paid Status' (a dropdown menu), followed by a 'Payment Number' field. A 'Done' button is in the top right corner. Below the search fields, there's a 'Search Results' section with a table. The table has columns: 'Invoice Number', 'Invoice Date', 'Type', 'Purchase Order', 'Supplier', 'Invoice Amount', 'Invoice Status', 'Comments', 'Paid Status', and 'Payment Number'. Below the table, it says '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
- c. 'Purchase Order' – if you are looking for an invoice for a specific purchase order

How to view invoice status

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

Detach

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

How to view invoice status

- 3. Click on 'Search'
- 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

Home

Flag

Alert

TU

Done

Search

AdvancedSaved SearchAll Invoices

** Invoice Number

** SupplierDANI

Supplier Site

** Purchase Order

Consumption Advice

Invoice Status

Paid Status

Payment Number

** At least one is required

Search

Reset

Save...

Search Results

View

Print

Detach

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

1. Click on 'Manage orders'

ORACLE



Manage Orders 

Done

Headers

Schedules

Search

Sold-to Legal Entity

Bill-to BU

Supplier Site

Advanced

Manage Watchlist

Saved Search

All Orders

Order

Status

Include Closed Documents

Search

Reset

Save...

Search Results

Actions

View

Format







Freeze



Detach



Wrap

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
No search conducted.									
Columns Hidden 26									

How to view, edit and modify the Purchase Orders

- 2. Click on 'Search' button to display all orders

ORACLE

Manage Orders ?

Done

Headers

Schedules

Search

AdvancedManage WatchlistSaved SearchAll Orders

Search Results

ActionsViewFormatFreezeDetachWrap

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
PNLA10014938	7/17/25		Amsterdam_1016AZ	McArt, Bernadett	129.25	EUR	Open		7/17/25

Columns Hidden 26

How to view, edit and modify the Purchase Orders

3. Navigate to an order and click on the order number to display the details

ORACLE

NL

Purchase Order: PNLA10014938

Acknowledge

View PDF

Actions

Refresh

Done

Main

General

Sold-to Legal Entity

Tyco Fire and Security Nederland B.V.

Supplier

TEST SUPPLIER S.A

Ordered

129.25 EUR

Bill-to BU

NL 2130 BU

Supplier Site

Amsterdam_1016AZ

Description

Order

PNLA10014938

Supplier Contact

Source Agreement

Status

Open

Bill-to Location

NL Rotterdam

Supplier Order

Buyer

Bernadett McArt

Ship-to Location

NL Rotterdam

Creation Date

7/17/25

Terms

Notes and Attachments

Required Acknowledgment

None

Shipping Method

Payment Terms

90 NPR

Freight Terms

DDP

Pay on receipt

FOB

Confirming order

Additional Information

Context Prompt

NL 2130 BU

Direct Sales Order Number

Procurement Group

Buyer Note

CGST Number

Product And Services

Category Tower

Buyer Review

Acknowledge Purchase Order

Apply Surcharge

Order Life Cycle

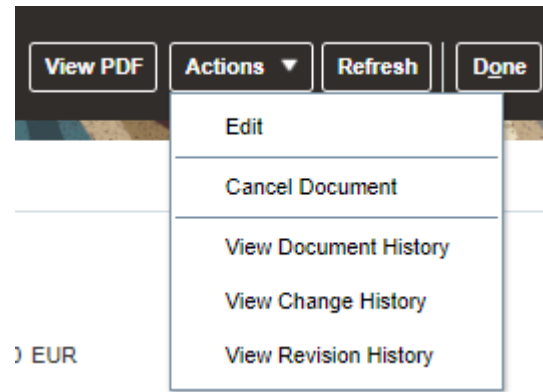
Ordered

Amount (EUR)

View Details

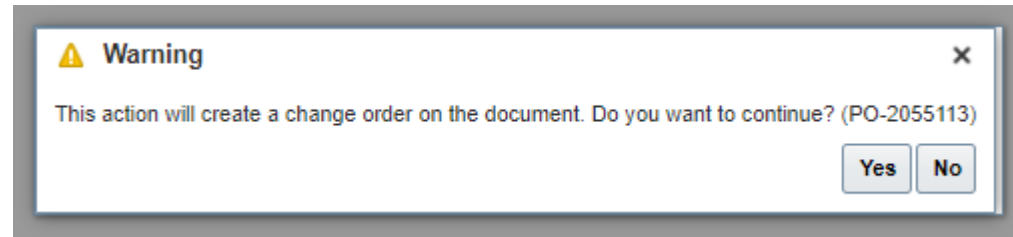
How to view, edit and modify the Purchase Orders

- 4. If you want to edit any value, click on 'Actions' and then select 'Edit' from the drop-down menu.



How to view, edit and modify the Purchase Orders

5. A pop-up warning message will appear



6. Click on 'Yes' to create a change order

7. To select more data to appear on 'Line', go to 'View', 'Columns' and select fields such as Requested Delivery Date, Promised Delivery Date, Source Agreement

How to view, edit and modify the Purchase Orders

On
Sta
* Bu
Creation D

Terms **Notes and Attachments**

Note to Sup

Additional Information

Context Pron
Profor
Pricing Mechanis
Adjustment Percenta

Lines Schedules

Actions **View** Format

Columns H

Query By Example

Show All

- Attachments
- Change Status
- ✓ Change Reason
- ✓ Note to Supplier
- Source Agreement Line
- Source Agreement
- Promised Delivery Date
- Requested Delivery Date
- Location
- Supplier Configuration ID
- Currency
- ✓ Ordered
- ✓ Price
- Discount Reason
- Discount
- Discount Type
- Base Price
- ✓ UOM

T GLASS LLG 335

15

ibo Coaxial D14 - 680 mm

How to view, edit and modify the Purchase Orders

8. Navigate to 'Lines' section and modify the values in the fields which are opened for editing

Lines Schedules

Actions View Format Freeze Detach Wrap

* Line	* Description	Supplier Item	Quantity	UOM	* Base Price	Price	Ordered	* Location	Note to Supplier	Change Reason
1	SPARE PART SIGHT GLASS LLG 335	148H3035	3	EACH	85.58	85.58	256.74	Johnson Control...		

9. Navigate to 'Schedules' section and modify the Promised delivery date + give a reason in the Change reason.

3

Promised Delivery Date

Change Reason

2/20/23

Delay

How to view, edit and modify the Purchase Orders

10. In the field 'Change reason', add a comment/reason why you are creating this change order

Schedules

Actions

View

Format

Freeze

Detach

Wrap

Line	Description	* Location	Quantity	UOM	Requested Delivery Date	Promised Delivery Date	Change Reason
1	SPARE PART SIGHT GLASS LLG 335	Johnson Control...	3	EACH	1/18/23	2/20/23	Delay
2	Overhaul kit - EVRA 15	Johnson Control...	4	EACH	1/18/23		
3	AKS 4100/4100U Tubo Coaxial D14 - 680 mm	Johnson Control...	2	EACH	1/18/23		

Columns Hidden 18

11. In the field ‘Acknowledge Purchase Order’, you must add some text such as ‘OA’ (order acknowledgement)

Please note this field ‘Acknowledge Purchase Order’ *must be populated* to ensure the buyer receives the change request

Edit Change Order: 3

Actions Save Submit Cancel

Description

Creation Date 4/6/23

Amount Changed 9.00 EUR

Main

General

Sold to Legal Entity Tyco Fire and Security GmbH

Bill to BU CH 1000 BU

Order PCSA10027402-01

Status Open

* Buyer Moneta, Clara M.

Creation Date 1/17/23

Supplier DANFOSS S.A.

* Supplier Site ALCODE 2910_EUR

Supplier Contact

Bill to Location Essersdorf CH

Default Ship to Location

Ordered 799.20 EUR

Description

Agreement ACHA10000031

Terms

Notes and Attachments

Note to Supplier

Attachments None

Additional Information

Context Prompt CH 1000 BU

Product And Services

Procurement Group

Proforma

Buyer Note https://pplp-test.fr/en

Buyer Review

Pricing Mechanism

Acknowledge Purchase Order OK

Adjustment Percentage

CGST Number

Lines

Schedules

Actions View Format X >> Freeze Detach Wrap

Line	Description	* Location	Quantity	UOM	Requested Delivery Date	Promised Delivery Date	Change Reason
1	SPARE PART SIGHT GLASS LLG 335	Johnson Control...	3	EACH	1/18/23	2/20/23	Delay
2	Overhaul kit - EVRA 15	Johnson Control...	4	EACH	1/18/23		
3	AKS 4100/4100U Tubo Coaxial D14 - 680 mm	Johnson Control...	2	EACH	1/18/23		

Columns Hidden 18

How to view, edit and modify the Purchase Orders

11. In the field 'Acknowledge Purchase Order', you must add some text such as 'OA' (order acknowledgement)

Please note this field 'Acknowledge Purchase Order' must be populated to ensure the buyer receives the change request

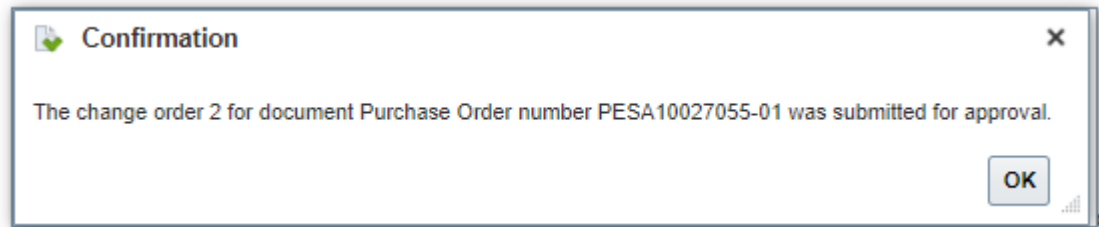
The screenshot displays the 'Edit Change Order: 2' interface. At the top, there are buttons for 'Actions', 'Save', 'Submit', and 'Cancel'. The main section is divided into tabs: 'General', 'Notes and Attachments', and 'Additional Information'. The 'General' tab is active, showing fields for 'Sold-to Legal Entity' (Tyco Fire and Security Nederland B.V.), 'Supplier' (TEST SUPPLIER S.A.), 'Ordered' (129.25 EUR), 'Description', 'Agreement', 'Status' (Open), 'Buyer' (McArt, Bernadett), 'Creation Date' (7/17/25), 'Supplier Site' (Amsterdam_1016AZ), 'Supplier Contact', 'Bill-to Location' (NL Rotterdam), and 'Default Ship-to Location' (NL Rotterdam). The 'Notes and Attachments' tab shows a 'Note to Supplier' field and 'Attachments: None'. The 'Additional Information' tab shows fields for 'Context Prompt' (NL 2130 BU), 'Buyer Note', 'Category Tower' (Acknowledge Purchase Order), 'Acknowledge Purchase Order' (OA), 'Direct Sales Order Number', 'CGST Number', 'Buyer Review', 'Apply Surcharge', 'Procurement Group', and 'Product And Services'. At the bottom, there is a 'Lines' section with a table header and a 'Schedules' section.

How to view, edit and modify the Purchase Orders

12. Navigate to the top of the screen. In the 'Description' field, add a short description of the change order that you are creating



13. Click on 'Submit' to finish the creation of the change order. Your change order will be sent for an approval



14. You will notice a pop-up window confirming that your change order was submitted for an approval

15. Once the change order has been approved, you will receive a notification via the Supplier Portal

How to view payment status

1. Click on « View Payment »

Search

Orders

Order Number

Tasks

Orders

- Manage Orders
- Manage Schedules

Agreements

- Manage Agreements

Shipments

- View Receipts
- View Returns

Invoices and Payments

- Create Invoice
- View Invoices
- View Payments

Qualifications

- Manage Questionnaires

Requiring Attention



No data available

Recent Activity

Last 30 Days

Orders opened

1

Transaction Reports

Last 30 Days

PO Purchase Amount

129 EUR

Supplier News

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

Search

Advanced Saved Search All Payments

** At least one is required

** Payment Number

Payment Status

Payment Amount

** Supplier

Supplier Site

Payment Date m/d/yyyy

Search

Reset

Save...

Search Results

View

Detach

Payment Number	Payment Date	Payment Type	Invoice Number	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

Done

Search

Payment Number

Payment Status

Payment Amount

Supplier

Supplier Site

Payment Date

Advanced

Saved Search

All Payments

Search

Reset

Save...

Search Results

View

Details

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	430.249.45 ...	Negotiable	0302338001
8390	11/21/22	Payment Process Request	Multiple	78.789.44 ...	Voided	0302338001
7996	11/3/22	Payment Process Request	6100145017	483.83 EUR	Cleared	0302338001
7987	11/3/22	Payment Process Request	Multiple	62.862.06 ...	Cleared	0302338001
7673	10/20/22	Payment Process Request	Multiple	182.024.84 ...	Cleared	0302338001
7055	10/4/22	Payment Process Request	6100137117	116.98 EUR	Cleared	0302338001
7056	10/4/22	Payment Process Request	Multiple	73.680.68 ...	Cleared	0302338001
6533	9/14/22	Payment Process Request	Multiple	80.287.82 ...	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	258.51 EUR	Cleared	0302338001
5661	8/19/22	Payment Process Request	Multiple	79.468.87 ...	Cleared	0302338001
5277	8/4/22	Payment Process Request	6100131988	32.41 EUR	Cleared	0302338001
5278	8/4/22	Payment Process Request	Multiple	62.862.75 ...	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 not received this nofication.*

How to view and edit agreements

The agreements contain information about the products, prices, payment terms, and Incoterms that you have agreed to with JCI.

1. Click on 'Manage Agreements'

The screenshot shows the Oracle Manage Agreements interface. At the top, there's a header bar with the Oracle logo and a 'Manage Agreements' title. Below the header, there's a search section with several filters: 'Procurement BU' (dropdown), 'Supplier Site' (dropdown), 'Agreement' (text input), 'Status' (dropdown), and 'Include Closed and Expired Documents' (checkbox). There are also buttons for 'Advanced', 'Manage Watchlist', 'Saved Search', and 'All Agreements'. At the bottom, there are 'Search', 'Reset', and 'Save...' buttons. The search results section is currently empty, showing 'No search conducted' and 'Columns Hidden 28'.

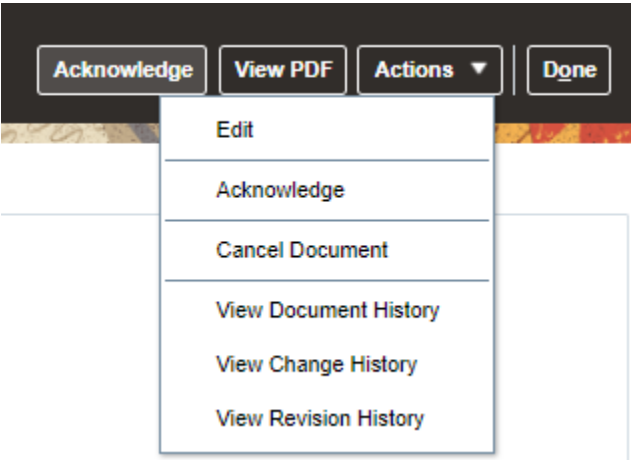
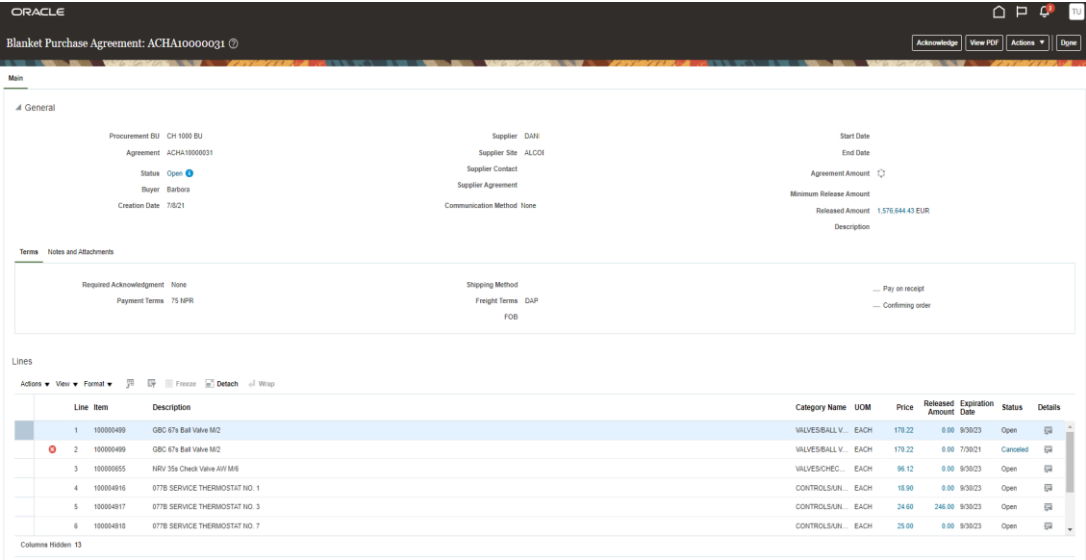
2. In the field 'Agreement', enter an agreement number and click on 'Search'. If you do not know the agreement number, click on 'Search' to display all your agreements

The screenshot shows the Oracle Manage Agreements interface with search results displayed. The table has columns: Agreement, Description, Ag An, Released Amount, Currency, Status, End Date, Change Order, Creation Date, Document Type, and Buyer. There are three rows of results:

Agreement	Description	Ag An	Released Amount	Currency	Status	End Date	Change Order	Creation Date	Document Type	Buyer
ACHA10000031			1,576,644.43	EUR	Open		101	7/6/21	Blanket Purchas...	
ACHA10000329			0.00	EUR	Open		2	7/6/21	Contract Purcha...	S
ACHA10000347			0.00	EUR	Open		1	7/6/21	Contract Purcha...	

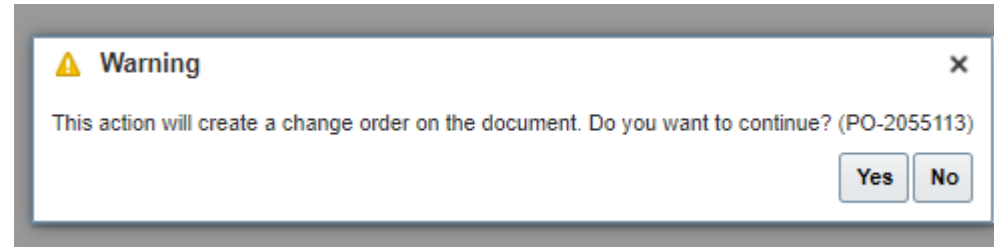
How to view and edit agreements

3. If you want to make any changes to your agreement, click on 'Actions' and then select 'Edit' from the drop-down menu



How to view and edit agreements

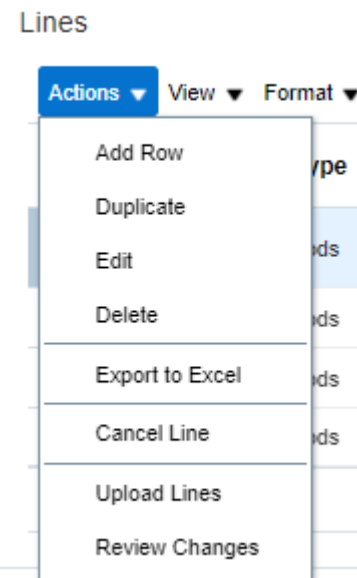
4. A pop-up warning message may appear indicating that your action will create a change order against the agreement document



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

6. Fill in all fields that have been opened for editing

7. If you wish to edit any other line, select the line and click on the 'Pencil' icon or Actions and edit



How to view and edit agreements

- 8. If you do not wish to submit your changes, click on 'Cancel'
- 9. If you want to save your changes, click on 'Save' button
- 10. Once you have finished making your changes, click on 'Submit'. Please note, that once you click on 'Submit', changes can no longer be made. Ensure you complete the Description and Change Reason fields

Lines

Actions ▾ View ▾ Format ▾ + Freeze

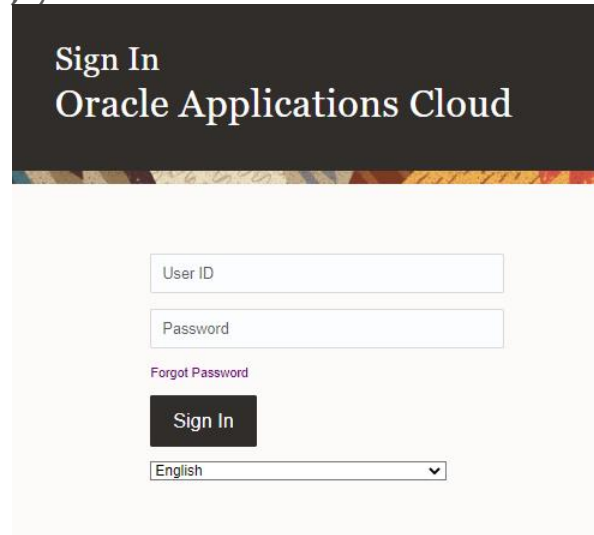
* Line	* Type	Edit	Item	* Description	* Category Name	Supplier Item	UOM	* Price	Expiration Date	Change Reason
1	Goods		100038653	A121 Alarm Sounder Red 24 V DC	FIRE DETECTION/FI	A141DC24	EACH	300.00	3/31/24	As agreed
2	Goods		100034785	Flash Lamp EX Red	ELECTRONIC COMP	98FHAD1...	EACH	365.68	3/31/23	
3	Goods		100041133	Electronic Multitone Siren 24 – 260V AC and 60 – 260V DC RAL 3000 Red	SECURITY - INTRUSI	A105NAC...	EACH	168.50	3/31/23	
4	Goods		100039586	Flash Lamp Ex Green	ELECTRONIC COMP	98FHAD1...	EACH	365.68	3/31/23	

Columns Hidden 13

- 11. You will notice a pop-up window confirming that your change order was submitted for an approval

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

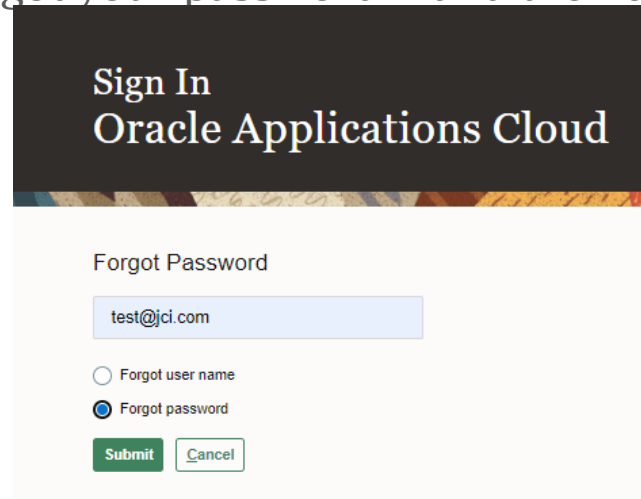
Password

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

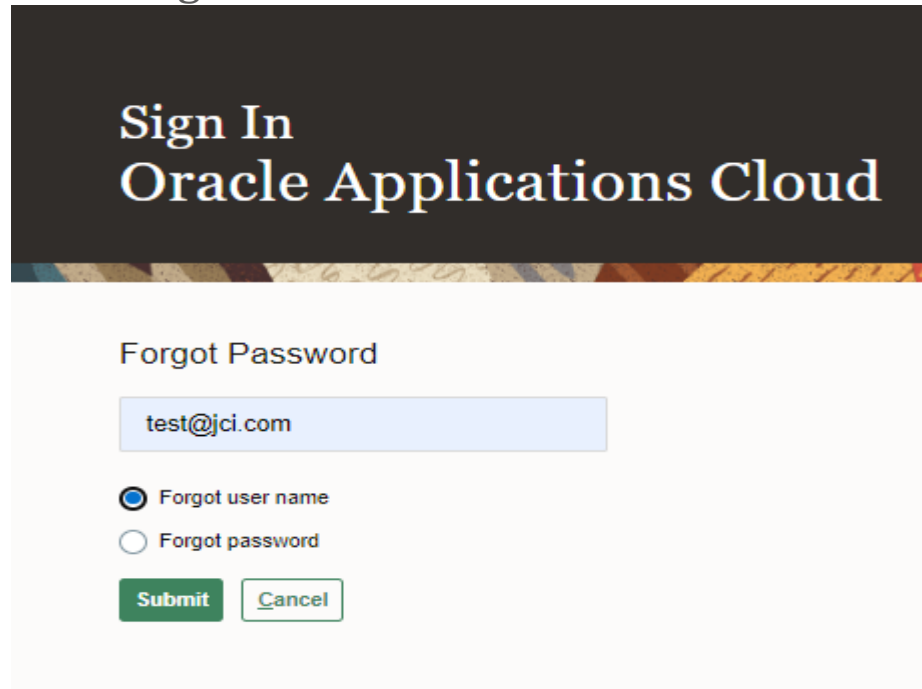
☒ Forgot password

Submit Cancel

Forgot password and/or username

3. 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?"

4. 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.

5. 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.**