

Quick Reference Guide (NON PO supplier)

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

Version: June 2026

Introduction

Welcome to the Johnson Controls Oracle Fusion Supplier Portal Quick Reference Guide (QRG). This guide is designed to provide you with clear, step-by-step instructions to help you navigate the most important features of the Supplier Portal.

Through the Supplier Portal, you gain enhanced visibility into key Procure-to-Pay information, including purchase order details, invoice status, and payment updates, allowing you to easily self-serve. You also have access to item and pricing agreements in one secure place.

We encourage you to take full advantage of this free and user-friendly service to manage your transactions more efficiently.

Summary

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Oracle Fusion – Supplier Portal

Oracle Fusion is a cloud-based system built on a global template, with regular updates introducing new features and improvements. While not all functionality is currently used at JCI, our training and support focus on what matters most to you. We will keep you informed as new features or changes are introduced.

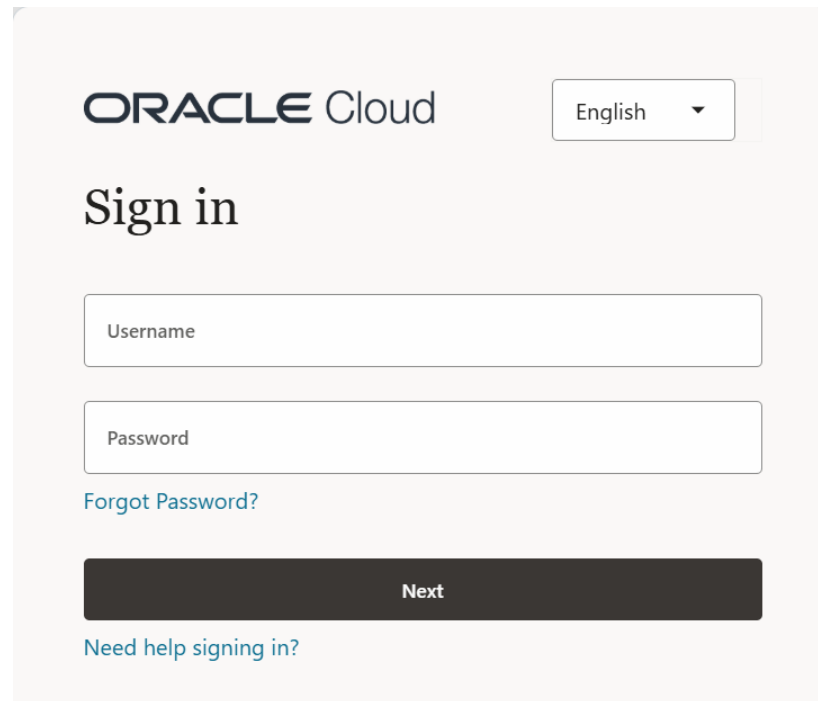
Your access level determines what you see and can do in the system, so screens may occasionally vary from the training materials.

If you have any questions, please contact us at supplierhub-emea@jci.com.

How to Access and Navigate the Supplier Portal

1. Click the Supplier Portal link using Chrome or Edge:

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



The screenshot shows the Oracle Cloud sign-in interface. At the top left is the 'ORACLE Cloud' logo. To its right is a language selection dropdown menu currently set to 'English'. Below the logo is the heading 'Sign in'. There are two input fields: 'Username' and 'Password'. Below the password field is a link for 'Forgot Password?'. A large black button labeled 'Next' is positioned below the input fields. At the bottom of the form is a link for 'Need help signing in?'.

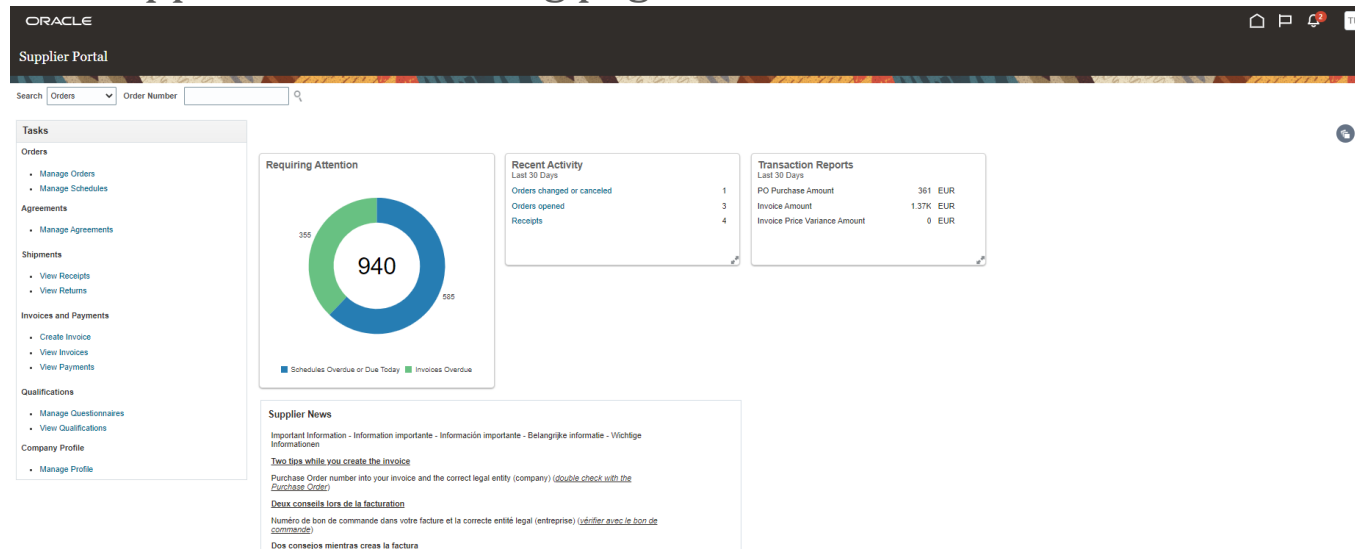
2. Enter your user ID and password as provided in the welcome notification sent to your email.

How to Access and Navigate the Supplier Portal

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



4. You will now see the Supplier Portal landing page.

A screenshot of the Oracle Supplier Portal landing page. The page has a dark header with the Oracle logo and 'Supplier Portal' text. Below the header is a search bar with a dropdown menu set to 'Orders' and a search icon. The main content area is divided into several sections:

- Tasks:** A sidebar menu with categories: Orders (Manage Orders, Manage Schedules), Agreements (Manage Agreements), Shipments (View Receipts, View Returns), Invoices and Payments (Create Invoice, View Invoices, View Payments), and Qualifications (Manage Questionnaires, View Qualifications). A 'Company Profile' section with 'Manage Profile' is also visible.
- Requiring Attention:** A donut chart showing 940 total items. The chart is divided into two segments: a blue segment representing 'Schedules Overdue or Due Today' (355) and a green segment representing 'Invoices Overdue' (585).
- Recent Activity:** A table showing activity for the last 30 days:

Activity	Count
Orders changed or canceled	1
Orders opened	3
Receipts	4
- Transaction Reports:** A table showing reports for the last 30 days:

Report	Amount
PO Purchase Amount	361 EUR
Invoice Amount	1.37K EUR
Invoice Price Variance Amount	0 EUR
- Supplier News:** A section with a title 'Supplier News' and a list of important information in multiple languages. The first item is 'Two files while you create the invoice' with a link to 'Purchase Order'.

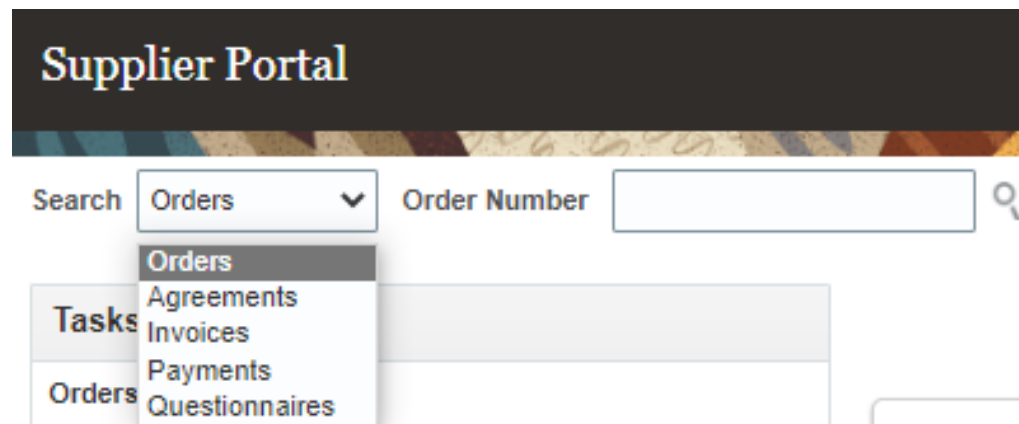
How to Access and Navigate the Supplier Portal

5. You will see the Home , Notifications (bell)  and Settings  icons at the top right of every screen.



6. The Search and Tasks sections on the left-hand side of the landing page provide access to key areas of the Portal, such as viewing POs, invoices, payments, and agreements.

7. To quickly access your orders, agreements, invoices, or payments, use the Search field: select an option from the drop-down menu, then click the **magnifying glass** icon.



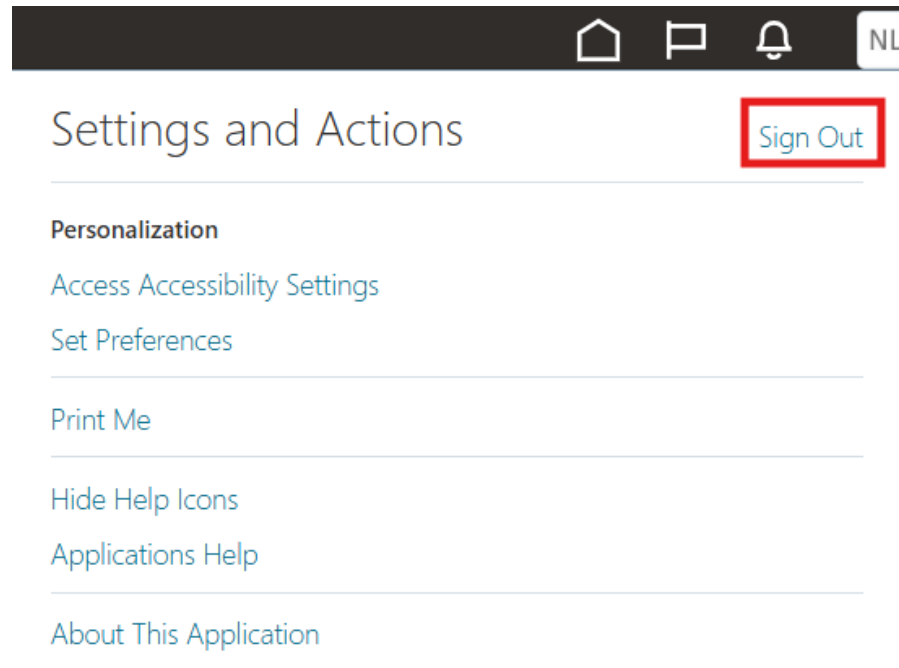
Settings and Preferences

Signing out

1. If you wish to sign out, click on your initials in the top-right corner (Settings icon):

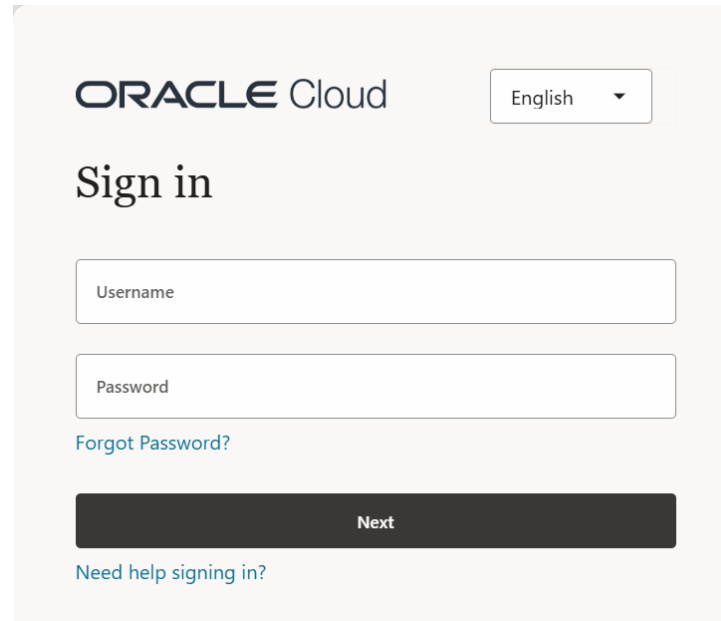


2. Then click on **Sign Out**.



Settings and Preferences

3. Once you have successfully signed out, you will be redirected to the homepage login page.



The screenshot shows the Oracle Cloud Sign in page. At the top left is the 'ORACLE Cloud' logo. To its right is a language selection dropdown menu currently set to 'English'. Below the logo is the heading 'Sign in'. There are two input fields: 'Username' and 'Password'. Below the password field is a link for 'Forgot Password?'. At the bottom of the form is a dark 'Next' button. Below the button is another link: 'Need help signing in?'.

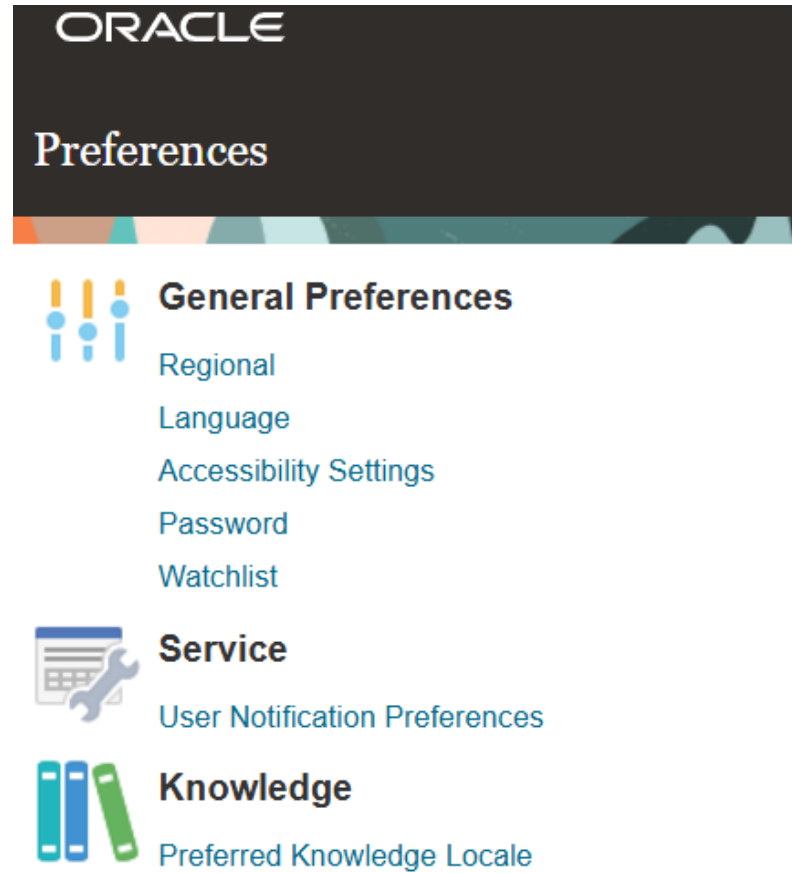
Setting General Preferences

1. If you wish to set your preferences, navigate to Settings and Preferences (click your initials in the top-right corner of your screen) and select the icon:



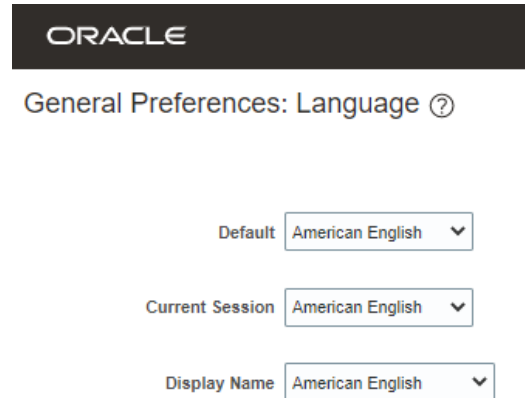
Settings and Preferences

2. Then click on **Set Preferences**.



Settings and Preferences

3. Then click on **Language**



ORACLE

General Preferences: Language ?

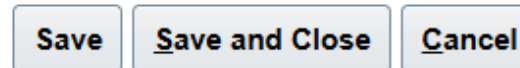
Default American English ▼

Current Session American English ▼

Display Name American English ▼

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


5. To save your changes, click **Save and Close**.

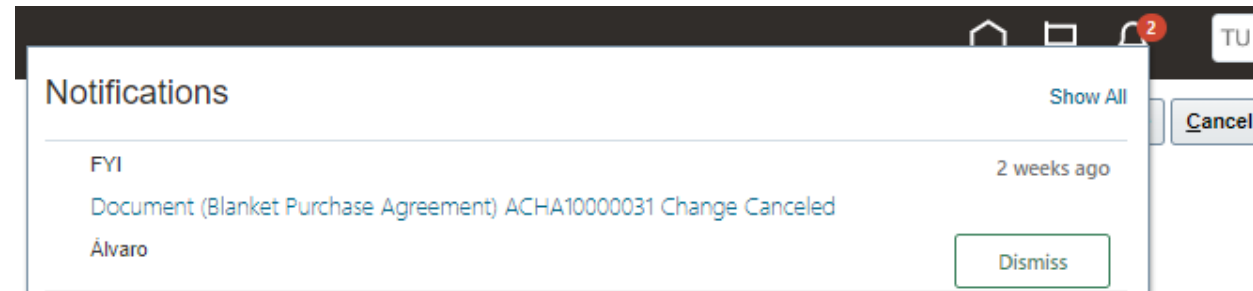


Save Save and Close Cancel

6. To discard your changes, click **Cancel**.

Notifications

1. Click on the Bell icon at the top right corner of the Supplier Portal: 
2. To view all notifications, click **Show All**; otherwise, only the most recent notifications will be displayed.



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

How to View and Update Your Contacts in the Company Profile

This task ensures that all your company contacts are properly set up to access the Portal:

1. Click **Manage Profile** in the task bar on the Supplier Portal landing page.

Company Profile

- [Manage Profile](#)

2. Open the Contacts tab to review which users in your profile have access to the Supplier Portal.

Organization Details Tax Identifiers Addresses **Contacts** Payments Business Classifications Products and Services

How to View and Update Your Contacts in the Company Profile

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



Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

General

Company	TEST SUPPLIER S.A	Tax Organization Type	Corporation
Supplier Number	10006129	Status	Active
Supplier Type	FIELD MATERIALS	Attachments	None

Identification

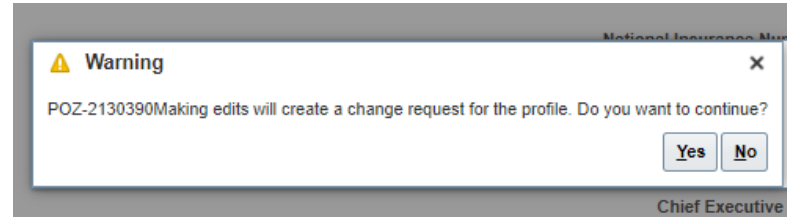
D-U-N-S Number	National Insurance Number
Customer Number	Corporate Web Site
SIC	

Corporate Profile

Year Established	Chief Executive Title
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How to View and Update Your Contacts in the 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 **Yes** to create a change request.

6. If you want to review or edit your contacts, click on the **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

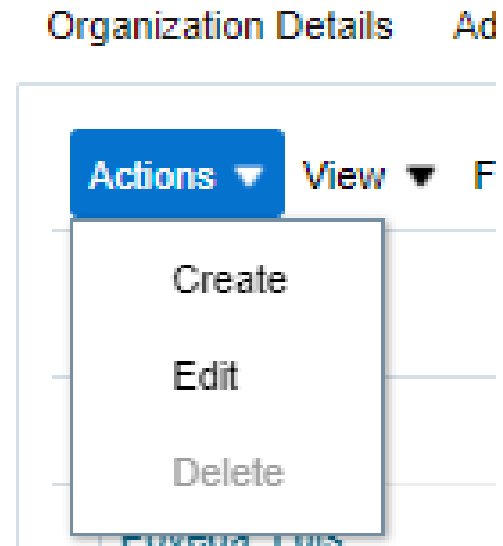
Actions View Format + ✎ ✕ Status Active Freeze Detach Wrap

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 in the Company Profile

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



How to View and Update Your Contacts in the Company Profile

8. Enter contact details. In addition to the required fields marked with *, please ensure you include phone details and an address. Tick the **Administrative contact** checkbox if the contact needs the ability to manage contact information.

Create Contact

Salutation

* First Name

Middle Name

* Last Name

Job Title

Administrative contact

Phone

Mobile

Fax

Email

Status

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
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Create Another OK Cancel

How to View and Update Your Contacts in the Company Profile

9. Tick the **Request User Account** checkbox if the contact should have access to the Supplier Portal.

The screenshot shows the 'Create Contact' form with the following fields and options:

- Salutation: [Dropdown]
- * First Name: [Text: John]
- Middle Name: [Text]
- * Last Name: [Text: Smith]
- Job Title: [Text]
- Administrative contact:
- Phone: [421] [980] [00000] [123]
- Mobile: [Dropdown]
- Fax: [Dropdown]
- Email: [Text: 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

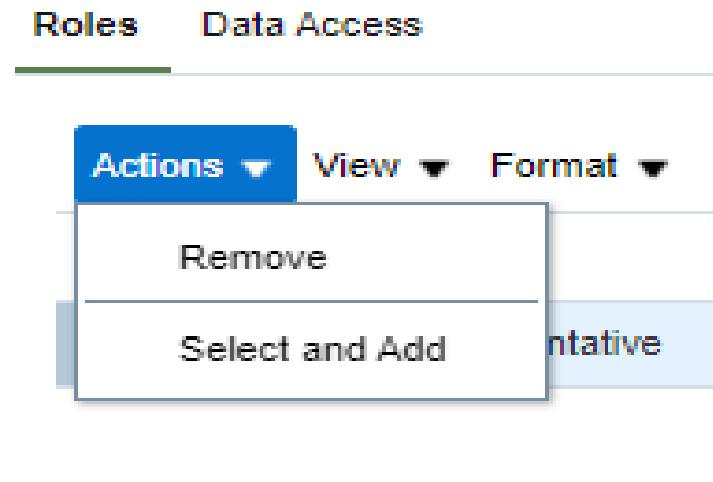
Actions: View, Format, Freeze, Detach, Wrap

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...

Buttons: Create Another, OK, Cancel

How to View and Update Your Contacts in the Company Profile

10. To assign roles to your contact, navigate to **Roles**, then click **Actions** and select **Select and Add**.



How to View and Update Your Contacts in the Company Profile

11. To assign roles to your contact, navigate to **Roles**. Select the desired roles (one at a time or using the Ctrl key), click **Apply** after each selection, then click **OK**.

Select and Add: Roles ×

▲ Search

Role Description

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

How to View and Update Your Contacts in the 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 in the Company Profile

12. To confirm the creation, click **OK**.

Create Contact ✕

Salutation

* First Name

Middle Name

* Last Name

Job Title

Administrative contact

Phone

Mobile

Fax

Email

Status

▲ Contact Addresses

Actions

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

▲ User Account

Request user account

Roles

Actions

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...

How to View and Update Your Contacts in the Company Profile

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

ORACLE
Edit Profile Change Request: 487005

Buttons: 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
John	RTSRemittance	-	-	✓	✓	Active
Johnson, John		john.johnson@test.com	+41 (789)345 x1...	✓	✓	Active
Lara		lara.l...@test.com		✓	✓	Active
Supplier, Valued	RTSRemittance			✓	✓	Active
Supplier, Valued	RTSRemittance			✓	✓	Active
Supplier, Valued	RTSRemittance		1	✓	✓	Active
UAT_TEST				✓	✓	Active

Columns Hidden: 7

ORACLE
Review Changes

Buttons: Edit, Submit, Cancel

Change Description: Adding a user

Contacts

View | Format | Freeze | Detach | Wrap

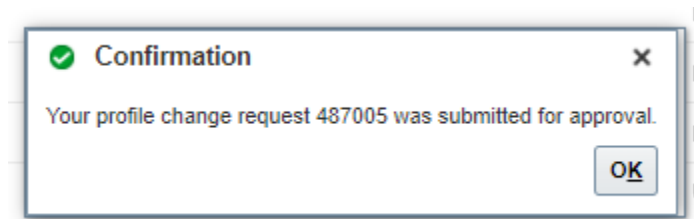
Name	Job Title	Email	Phone	Administrative Contact	User Account	Status	Details
+ Johnson, John		john.johnson@test.com	+41 (789)345 x1...	✓		Active	

Columns Hidden: 7

14. To finish the process, click **Submit**.

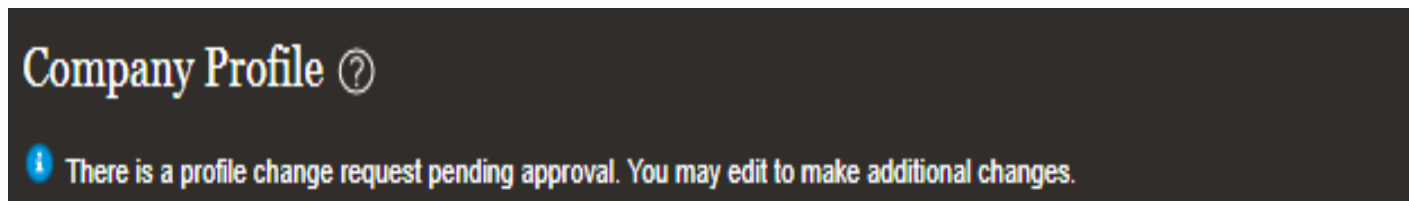
How to View and Update Your Contacts in the Company Profile

15. Once you submit your updates, a confirmation message will appear indicating that your profile change request has been successfully submitted for approval.



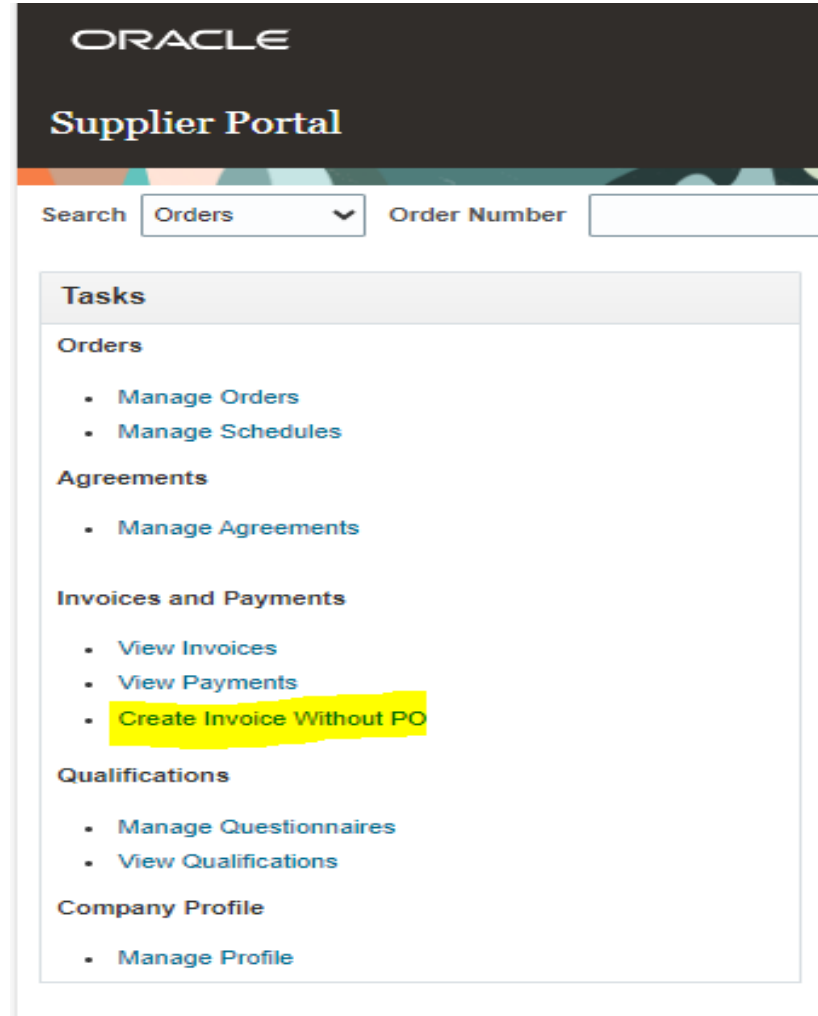
16. Your changes will be routed for approval within JCI. Until they are approved, the following message will appear on your screen:

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



How to Create an Invoice

1. Go to **Invoice and Payments** in the **Tasks** section, then click **Create Invoice Without PO**.



How to Create an Invoice

2. You will see the following screen:

ORACLE Create Invoice Without PO

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
Remit-to Bank Account
Unique Remittance Identifier
Unique Remittance Identifier Check Digit
Description
* Attachments: None

Customer
Customer Taxpayer ID
Name
Address

Invoice Actions Save Save and Close Submit Cancel

* Number
* Date: m/d/yy
* Type: Invoice
Invoice Currency
Payment Currency

* 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 ensure your invoice is submitted correctly, complete all mandatory fields marked with a blue asterisk (*).

4. Please, follow the steps below:

- a) **!Before you begin!** - please note that your invoice must include the correct legal entity and comply with all criteria outlined in our Golden Rules. For more details, please refer to our [FAQs](#)
- b) Select your site (from where the goods were shipped) in the **Supplier Site** field. Once the site is selected, the **Supplier Tax Registration Number** and **Remit-to Bank Account** fields will be automatically populated.

How to Create an Invoice

c) Attach your invoice in PDF format here by clicking the “+” icon - this is a mandatory step to complete the submission correctly.

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 None +

* Number

* Date m/d/yy

* Type Invoice

Invoice Currency

Payment Currency

Customer

Customer Taxpayer ID

Name

Address




* Requester Email

Requester Name

How to Create an Invoice

- d) Enter the invoice number in the **Number** field.
- e) In the **Date** field, enter the invoice date (current or past date).
- f) In the **Type** field, the default is “Invoice.” If applicable, select “Credit Note.”
- g) In the **Requester Email** field, enter the email address of the Supplier Owner. If you do not know this information, please refer to your contract or contact us at supplierhub-emea@jci.com .
- h) Add the lines you want to invoice by clicking the “+” icon as shown below:

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 (Note: The steps below must be repeated for each line.)

Lines

View ▾ + [List Icon] X Cancel Line

* Number	* Type	* Ship-to Location	* Ship-from Location	* Amount	Invoice Line Description	Invoice Distribution Intended Use	* Control Amount
1	Item ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total							

Select the **Ship-to Location** (the location where the goods were delivered or the services were provided).

Choose the **Ship-from Location** (the location from which the goods were shipped).

In the **Amount** section, enter the line amount (price excluding VAT) that you wish to invoice.

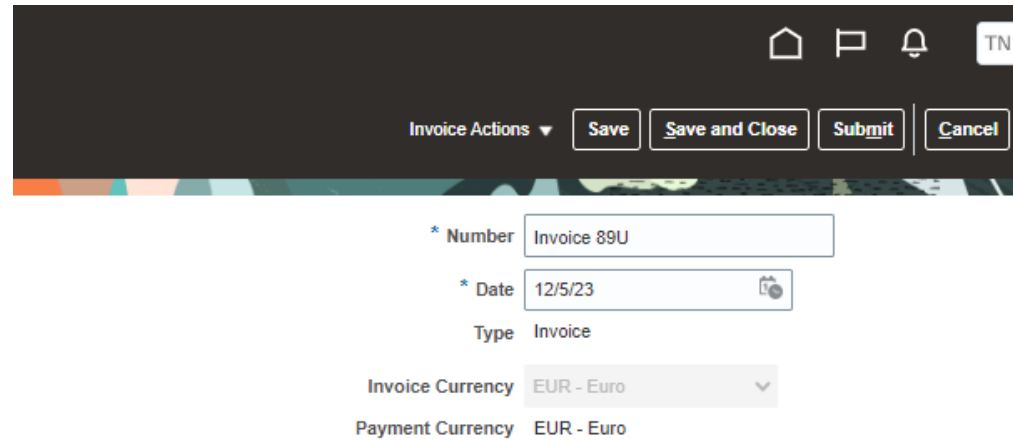
In the **Description** section, enter a description.

Use the **Invoice Distribution Intended Use** field **only for Reverse Charge cases** (see the Intended Use section for more details).

Enter the VAT amount in the **Control Amount** field for the selected line.

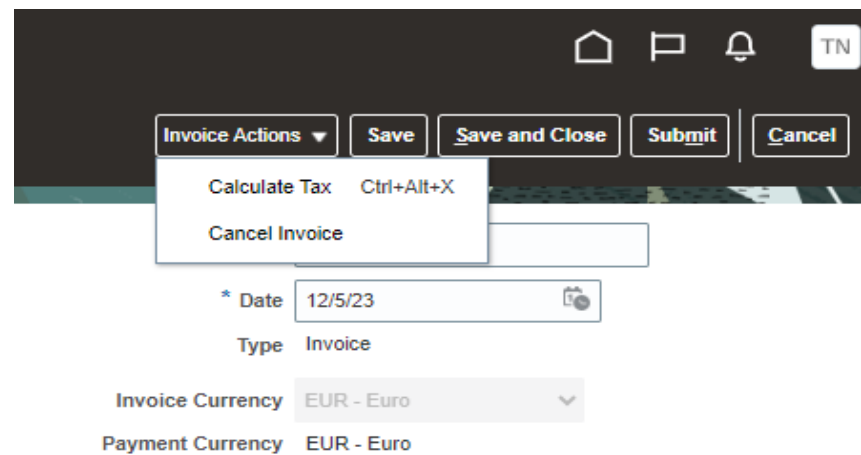
How to Create an Invoice

j) Once the lines are completed, go to **Invoice Actions**.



The screenshot shows the top navigation bar with a home icon, a flag icon, a bell icon, and a 'TN' button. Below the navigation bar is the 'Invoice Actions' dropdown menu, which is open and displays four options: 'Save', 'Save and Close', 'Submit', and 'Cancel'. Below the menu, the form fields are visible: '* Number' with the value 'Invoice 89U', '* Date' with the value '12/5/23', 'Type' with the value 'Invoice', 'Invoice Currency' with the value 'EUR - Euro', and 'Payment Currency' with the value 'EUR - Euro'.

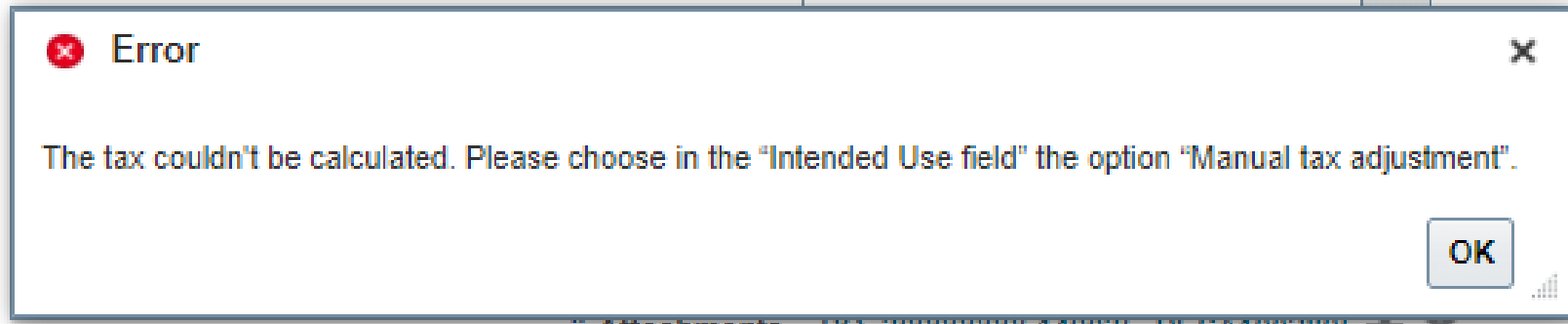
Then, click on **Calculate Tax**.



The screenshot shows the same software interface as the previous one, but with the 'Invoice Actions' dropdown menu open and the 'Calculate Tax' option selected. The 'Calculate Tax' option is highlighted in blue and has a keyboard shortcut 'Ctrl+Alt+X' next to it. The 'Cancel Invoice' option is also visible below it. The form fields below the menu are the same as in the previous screenshot: '* Date' with the value '12/5/23', 'Type' with the value 'Invoice', 'Invoice Currency' with the value 'EUR - Euro', and 'Payment Currency' with the value 'EUR - Euro'.

How to Create an Invoice

k) If a pop-up window appears stating the below message, please use the **Intended Use** section.



For guidance, refer to [How to Create an Invoice \(Intended Use – VAT related\)](#) on the next slide.

l) If the tax is calculated without a pop-up window, click **Submit** to submit your invoice.

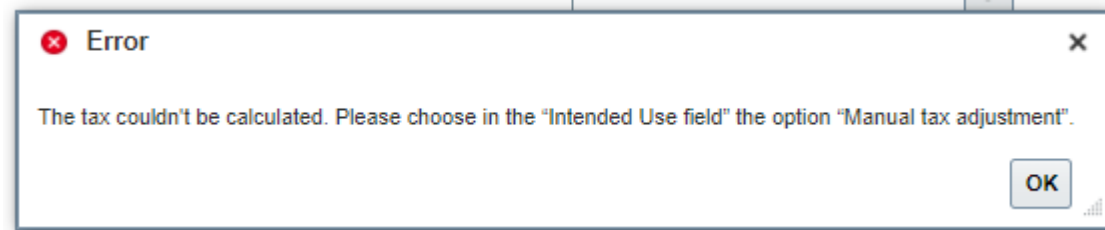
Please be aware that clicking “Save” or “Save and Close” does not mean your invoice has been submitted. It will only be saved with the status “Incomplete.” You must take further action; otherwise, the invoice will not be processed or paid.

Please note that once your invoice is submitted, it cannot be cancelled. In such cases, please contact our AP Support at: [contact details](#)

How to Create an Invoice (Intended Use – VAT related)

In the “Intended Use” section, this field should only be used in Reverse Charge (VAT related) cases.

You will know when to use this section, as a pop-up window will appear with the following message:



If this pop-up appears, go to the **Intended Use** section and select **Manual tax adjustment**, then continue the process.

What is REVERSE CHARGE?

It typically applies when goods are shipped between two different countries within the EU (e.g., from country A to country B), and you ask to be exempted from the VAT.

For more details on Reverse Charge, please consult your local tax advisor.

E-invoicing

If your country is subject to e-invoicing regulations, please follow the applicable local requirements and **do NOT submit invoices via Supplier Portal or email** where e-invoicing is mandatory.

Belgium (Effective 1 January 2026)

- Mandatory B2B e-invoicing for all Belgian companies
- Invoices must be submitted via the **Peppol network**
- ✗ PDF, email, and paper invoices are not accepted

Poland (Effective 1 February 2026)

- Mandatory B2B e-invoicing for domestic transactions
- Submit invoices via the **KSeF platform** only
- ✗ PDF, email, and paper invoices are not accepted

How to View Invoice Status

1. Go to **Invoice and Payments** in the **Tasks** section, then click **View Invoices**.

The screenshot shows the Oracle 'View Invoices' search interface. At the top, there's a navigation bar with 'ORACLE' and 'View Invoices' text. Below this is a search area with several input fields and dropdown menus. The fields are: Invoice Number (marked with **), Supplier (marked with **), Supplier Site, Purchase Order (marked with **), Consumption Advice, Invoice Status, Paid Status, and Payment Number. There are also buttons for 'Advanced', 'Saved Search', and 'All Invoices'. Below the search area is a 'Search Results' section with a table header. The table has columns for Invoice Number, Invoice Date, Type, Purchase Order, Supplier, Invoice Amount, Invoice Status, Comments, Paid Status, and Payment Number. The current state shows 'No search conducted.'

2. To search for an invoice, complete one of the following required fields (marked with **)

a. **Invoice number** – if you are looking for a specific invoice

b. **Supplier** – if you want to view all invoices for your company

c. **Purchase Order** – if you are looking for an invoice related to a specific purchase order

How to View Invoice Status

3. Click Search.

The screenshot shows the Oracle 'View Invoices' search interface. At the top, there is a dark header with the Oracle logo, navigation icons (home, list, notifications), and the language 'NL'. Below the header, the page title 'View Invoices' is displayed on the left, and a 'Done' button is on the right. The main search area is titled 'Search' and includes several input fields and dropdown menus. On the left side of the search area, there are four fields: '** Invoice Number' (text input), '** Supplier' (dropdown), 'Supplier Site' (dropdown), and '** Purchase Order' (text input). On the right side, there are three fields: 'Consumption Advice' (text input), 'Invoice Status' (dropdown), and 'Paid Status' (dropdown). Below these is a 'Payment Number' (text input). A note states '** At least one is required'. At the bottom right of the search area are three buttons: 'Search', 'Reset', and 'Save...'. Below the search area is the 'Search Results' section, which includes a 'View' dropdown and a 'Detach' button. A table header is visible with columns: Invoice Number, Invoice Date, Type, Purchase Order, Payment schedule date, Supplier, Supplier Site, Invoice Amount, Invoice Status, and Comments. The table content shows 'No search conducted.'

How to View Invoice Status

4. The invoice will be displayed in the **Search Results** section. To view the invoice details, click on the **Invoice Number** hyperlink.

The screenshot shows the Oracle View Invoices application interface. At the top, there is a navigation bar with the Oracle logo, a home icon, a notification bell, and the user initials 'TU'. Below the navigation bar, the page title 'View Invoices' is displayed, along with a 'Done' button. The main area contains a search section with several filters: 'Invoice Number' (text input), 'Supplier' (dropdown menu with 'DANI' selected), 'Supplier Site' (dropdown menu), 'Purchase Order' (text input), 'Consumption Advice' (text input), 'Invoice Status' (dropdown menu), 'Paid Status' (dropdown menu), and 'Payment Number' (text input). There are also buttons for 'Advanced', 'Saved Search', and 'All Invoices'. Below the search filters, there are 'Search', 'Reset', and 'Save...' buttons. The search results are displayed in a table with the following columns: Invoice Number, Invoice Date, Type, Purchase Order, Supplier, Invoice Amount, Invoice Status, Comments, Paid Status, and Payment Number. The table contains 18 rows of data, with the first row highlighted in blue.

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

Invoice Statuses 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. Go to **Invoice and Payments** in the **Tasks** section, then click **View Payments**.

The screenshot shows the Oracle Supplier Portal interface. At the top, the Oracle logo is on the left, and navigation icons (home, flag, bell) and a user profile icon (NS) are on the right. Below the header, the text 'Supplier Portal' is displayed. A search bar contains the text 'Orders' and 'Order Number' with a search icon. On the left, a 'Tasks' sidebar lists various categories: Orders (Manage Orders, Manage Schedules), Agreements (Manage Agreements), Invoices and Payments (View Invoices, View Payments, Create Invoice Without PO), Qualifications (Manage Questionnaires, View Qualifications), and Company Profile (Manage Profile). The main content area features three cards: 'Requiring Attention' (Last 30 Days), 'Recent Activity' (Last 30 Days), and 'Transaction Reports' (Last 30 Days). Each card displays a lightning bolt icon and the text 'No data available'. A 'Supplier News' section is visible at the bottom of the main content area.

How to View Payment Status

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

The screenshot shows the Oracle 'View Payments' search interface. At the top, there is a navigation bar with the Oracle logo, a home icon, a notification bell with a red '3', and a 'TU' icon. Below the navigation bar, the page title 'View Payments' is displayed on the left, and a 'Done' button is on the right. The main search area is titled 'Search' and contains several input fields: 'Payment Number' (with a double asterisk), 'Payment Status' (a dropdown menu), 'Payment Amount', 'Supplier' (with a double asterisk and a dropdown arrow), 'Supplier Site' (a dropdown menu), and 'Payment Date' (with a date format 'm/d/yy' and a calendar icon). To the right of these fields are buttons for 'Advanced', 'Saved Search', and a dropdown menu for 'All Payments'. A note below these buttons states '** At least one is required'. At the bottom right of the search area are buttons for 'Search', 'Reset', and 'Save...'. Below the search area, the 'Search Results' section is visible, showing a 'View' dropdown menu and a 'Detach' icon. A table header is present with columns: 'Payment Number', 'Payment Date', 'Payment Type', 'Invoice Number', 'Payment Amount', 'Payment Status', and 'Remit-to Account'. Below the header, the text 'No search conducted.' is displayed.

How to View Payment Status

3. Payments will be displayed in the **Search Results** section.

The screenshot shows the Oracle View Payments interface. At the top, there is a navigation bar with the Oracle logo, a home icon, a notification bell with a red '3', and the text 'TU'. Below this is a 'View Payments' header with a 'Done' button. The main area is divided into a search section and a results section. The search section includes a 'Search' button and several filters: 'Payment Number' (text input), 'Payment Status' (dropdown), 'Payment Amount' (text input), 'Supplier' (dropdown with 'DAN' selected), 'Supplier Site' (dropdown), and 'Payment Date' (text input with a calendar icon). There are also 'Advanced', 'Saved Search', and 'All Payments' options. Below the search filters are 'Search', 'Reset', and 'Save...' buttons. The results section is titled 'Search Results' and includes a 'View' dropdown and a 'Detach' button. The results are displayed in a table with the following columns: Payment Number, Payment Date, Payment Type, Invoice Number, Payment Amount, Payment Status, and Remit-to Account.

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	430,249.48 ...	Negotiable	0302338001
8390	11/21/22	Payment Process Request	Multiple	78,789.44 ...	Voided	0302338001
7986	11/3/22	Payment Process Request	6100145017	463.83 EUR	Cleared	0302338001
7987	11/3/22	Payment Process Request	Multiple	62,802.09 ...	Cleared	0302338001
7673	10/20/22	Payment Process Request	Multiple	152,024.54 ...	Cleared	0302338001
7055	10/4/22	Payment Process Request	6100137117	116.96 EUR	Cleared	0302338001
7056	10/4/22	Payment Process Request	Multiple	73,680.60 ...	Cleared	0302338001
6533	9/14/22	Payment Process Request	Multiple	90,207.92 ...	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	70,400.07 ...	Cleared	0302338001
5277	8/4/22	Payment Process Request	6100131368	32.41 EUR	Cleared	0302338001
5278	8/4/22	Payment Process Request	Multiple	62,862.75 ...	Cleared	0302338001

4. To view the payment details, click on the **Payment Number** hyperlink. (Please note that the payment number is an internal reference number.)

How to View Payment Status

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

5. The invoices included in this payment will be displayed.

6. When you have finished reviewing the payment details, click **Done** in the top-right corner of the screen.

How to Check When an Invoice Will Be Paid

1. Go to **Invoice and Payments** in the **Tasks** section, then click **View Invoices**.

2. You will see the following screen:

** At least one is required

** Invoice Number

** Supplier ▼

Supplier Site ▼

** Purchase Order



Consumption Advice

Invoice Status ▼

Paid Status ▼

Payment Number

Search Results

View ▼   Detach

Invoice Number	Invoice Date	Type	Purchase Order	Payment schedule date	Supplier	Supplier Site
<hr/>						

How to Check When an Invoice Will Be Paid

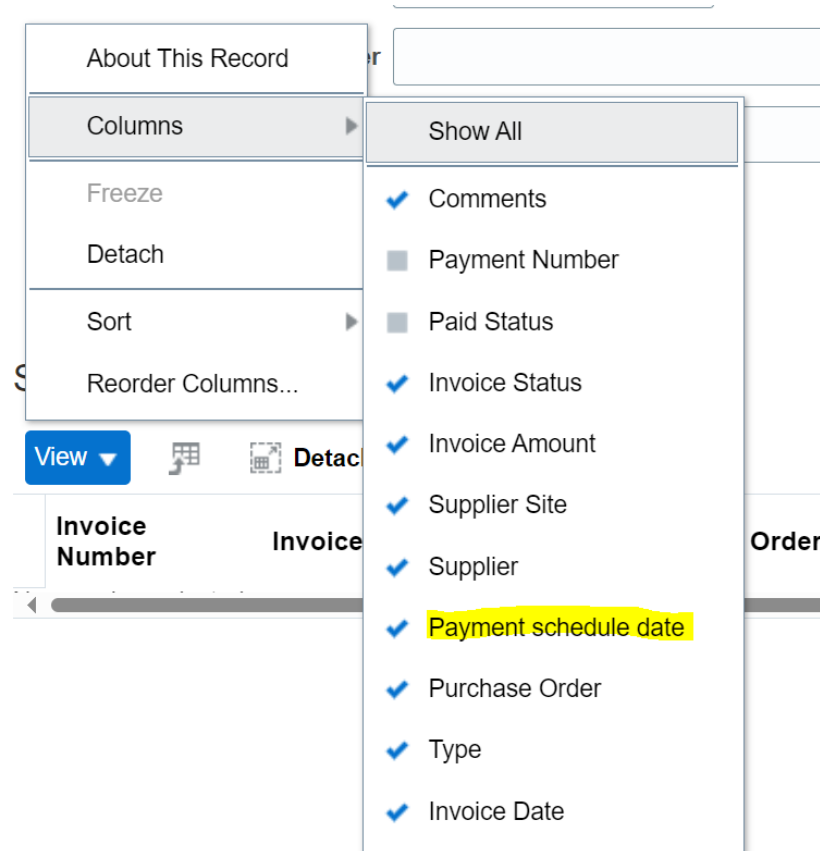
3. If the **Payment Schedule Date** column is not visible, follow these steps to add it:

3.1 Click on **View**, then select **Columns**.

The screenshot shows a software interface with a search bar at the top containing the text "** Invoice Number". Below the search bar is a dropdown menu with the following options: "About This Record", "Columns", "Freeze", "Detach", "Sort", and "Reorder Columns...". The "Columns" option is highlighted. Below the menu is a toolbar with a "View" button (a blue button with a downward arrow), a grid icon, and a "Detach" button. Below the toolbar is a table with the following columns: "Invoice Number", "Invoice Date", and "Type".

How to Check When an Invoice Will Be Paid

3.2 In the drop-down menu, look for **Payment Schedule Date**.



3.3 After selecting it, the new column will appear and remain visible in your view.

How to Check When an Invoice Will Be Paid

4. **The Payment Schedule Date** column shows the expected payment date for each invoice.

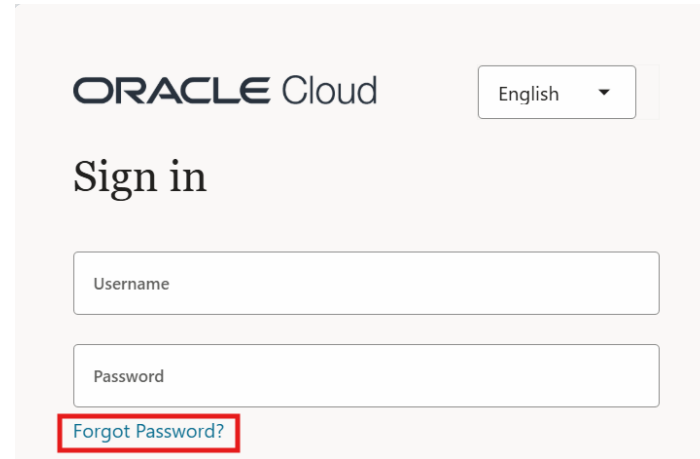
Please note that this date is based on your payment terms and includes our scheduled payment runs.

If you would like to learn more about our payment runs, please visit our webpage: [Procure-to-Pay \(PTP\) | Johnson Controls](#) (*this page also includes Invoice requirements*).

In addition, once the payment has been made, you will receive an email notification from yourpaymentdetails@jci.com at your remittance email address (please ensure it does not go to your junk folder). Note: If you are part of PrimeRevenue, you will not receive this notification.

Forgot Password

1. If you have forgotten your password, no email request is required. On the login page, click **Forgot your password?**.



ORACLE Cloud English

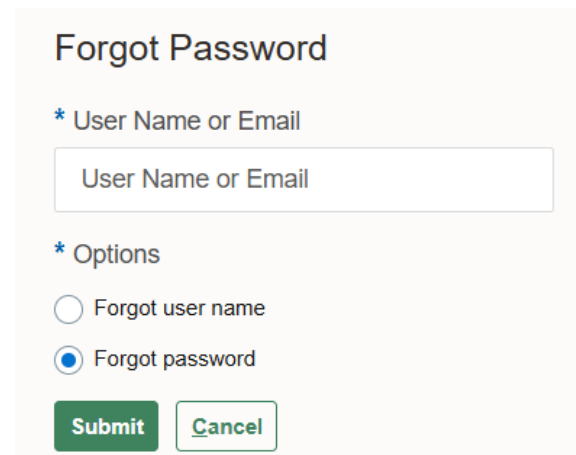
Sign in

Username

Password

Forgot Password?

2. Enter your email address, select **Forgot password**, and click **Submit**. An email will be sent to your registered email address. Please follow the instructions provided in the email.



Forgot Password

* User Name or Email

User Name or Email

* Options

Forgot user name

Forgot password

Submit Cancel

Forgot Username

1. If you have forgotten your Username, no email request is required. The process is the same as for Forgot password.
2. Enter your email address, select **Forgot user name** and click **Submit**.

Forgot Password

* User Name or Email

* Options

Forgot user name

Forgot password

3. An email will be sent to your email address. Please follow the instructions provided in the email.

Support

- If you require additional information about the Supplier Portal, please visit our dedicated webpage designed to support your experience: [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

- If you have additional questions about invoice or payment status that are not covered in the Portal, please visit the following page for more information: [Procure-to-Pay \(PTP\) | Johnson Controls](#)

**We hope this Quick Reference
Guide has been helpful.**