

# Quick Reference Guide (PO supplier)

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

Version: June 2026

# Introduction

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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](#)
- [How to Access and Navigate the Supplier Portal](#)
- [Settings and Preferences](#)
- [Notifications](#)
- [How to View and Update Your Contacts in the Company Profile](#)
- [How to Create an Invoice](#)
- [How to Create an Invoice \(Intended Use – VAT related\)](#)
- [E-Invoicing](#)
- [How to View Invoice Status](#)
- [How to View Payment Status](#)
- [How to Check When an Invoice Will Be Paid](#)
- [How to View, Edit, and Modify Purchase Orders](#)
- [How to View and Edit Agreements](#)
- [Forgot Password](#)
- [Forgot Username](#)
- [Support](#)

# Oracle Fusion – Supplier Portal

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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.

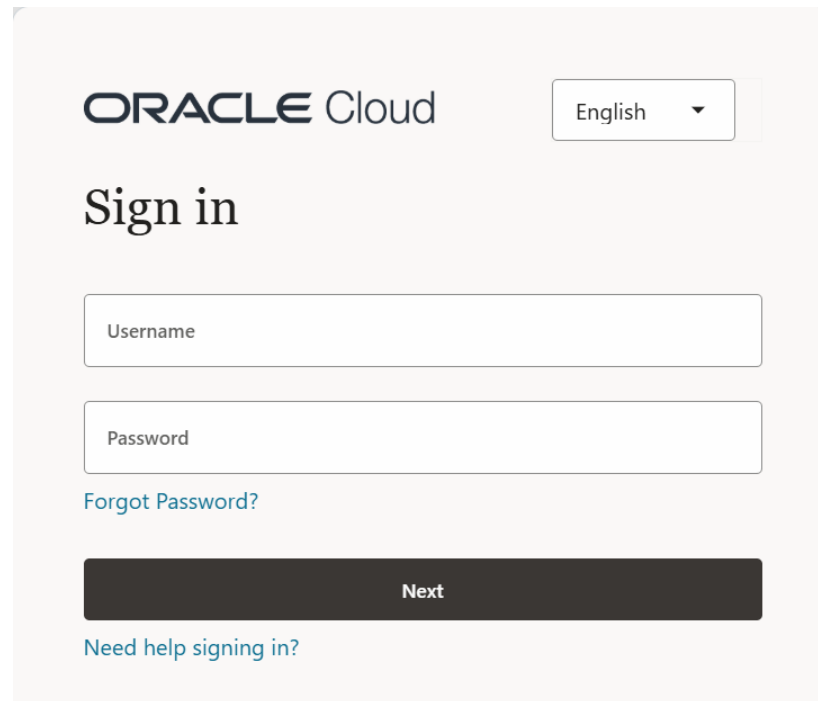
Your access level determines what you see and can do in the system, so screens may occasionally vary from the training materials.

If you have any questions, please contact us at [supplierhub-emea@jci.com](mailto: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?'.

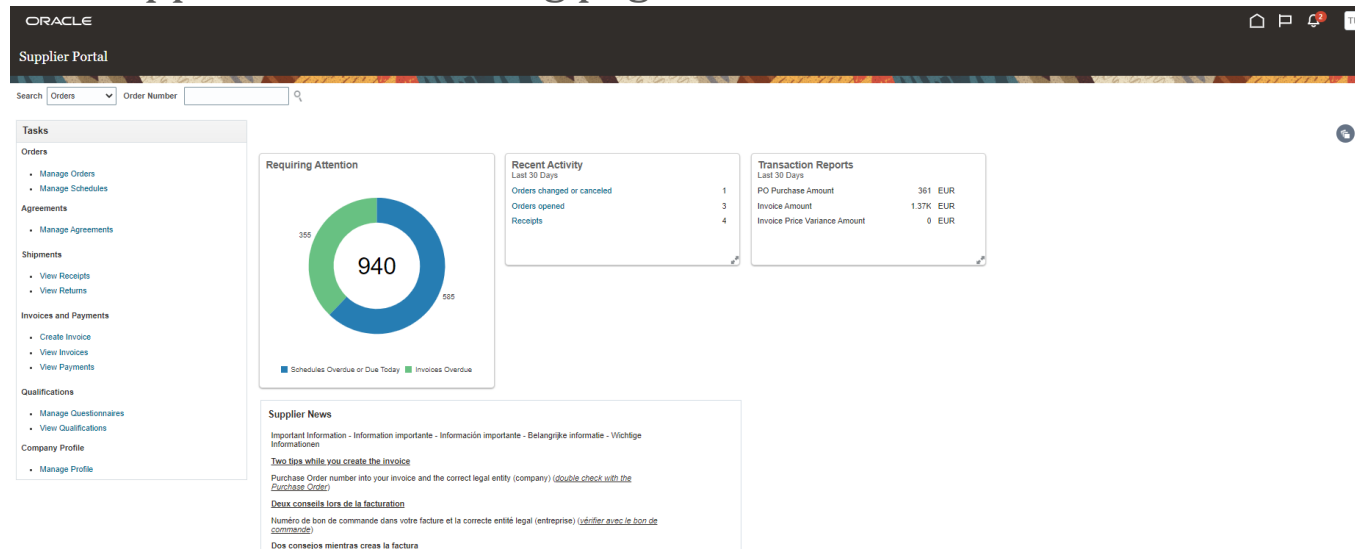
2. Enter your user ID and password as provided in the welcome notification sent to your email.

# 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 present.
- Requiring Attention:** A donut chart showing 940 total items. The chart is divided into two segments: a blue segment for 'Schedules Overdue or Due Today' (355) and a green segment for '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 and a list of news items in multiple languages (English, French, Spanish, Dutch).

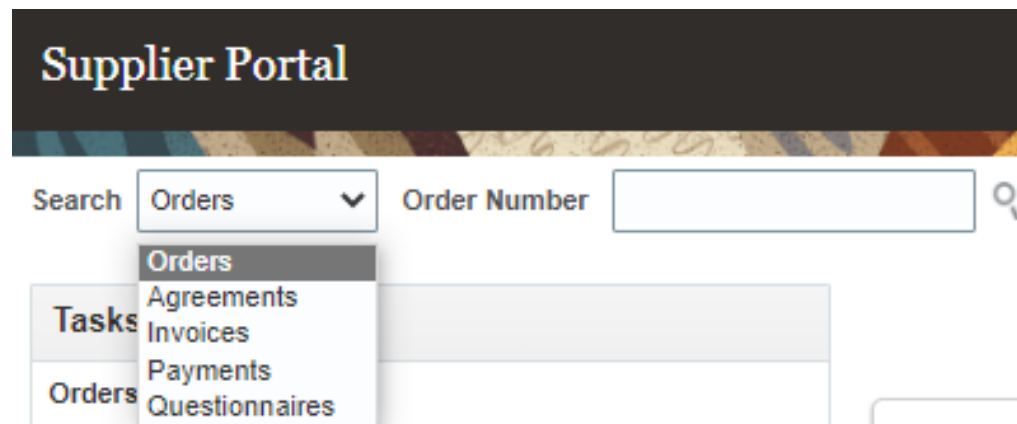
# How to Access and Navigate the Supplier Portal

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.



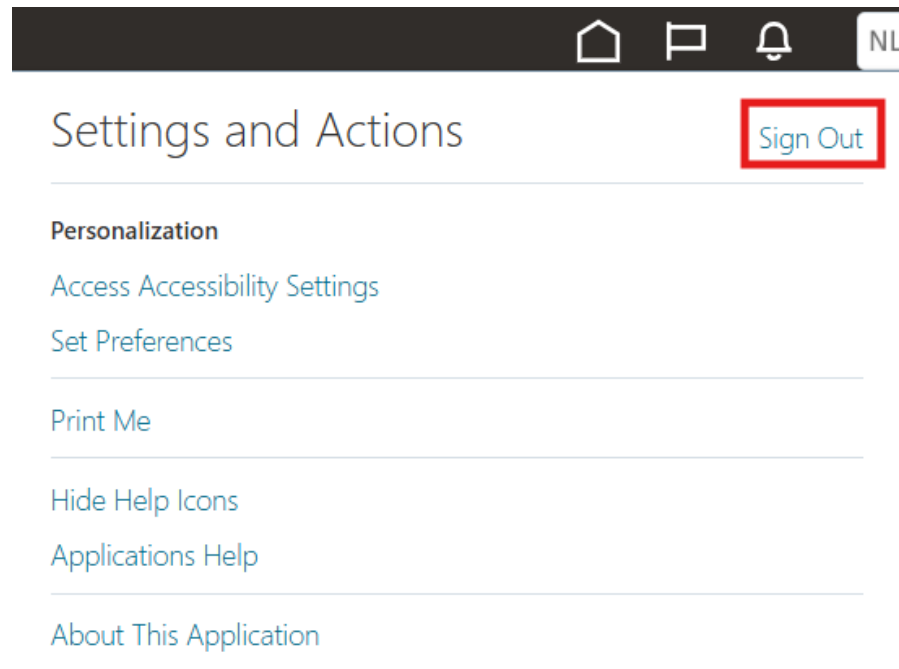
# Settings and Preferences

## Signing out

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



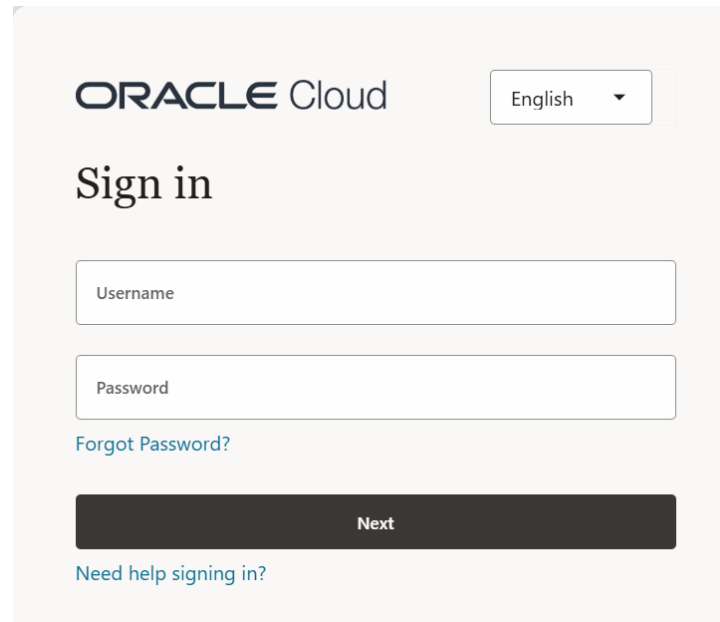
2. Then click on **Sign Out**.



# Settings and Preferences

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



ORACLE Cloud English

Sign in

Username

Password

[Forgot Password?](#)

Next

[Need help signing in?](#)

## Setting General Preferences

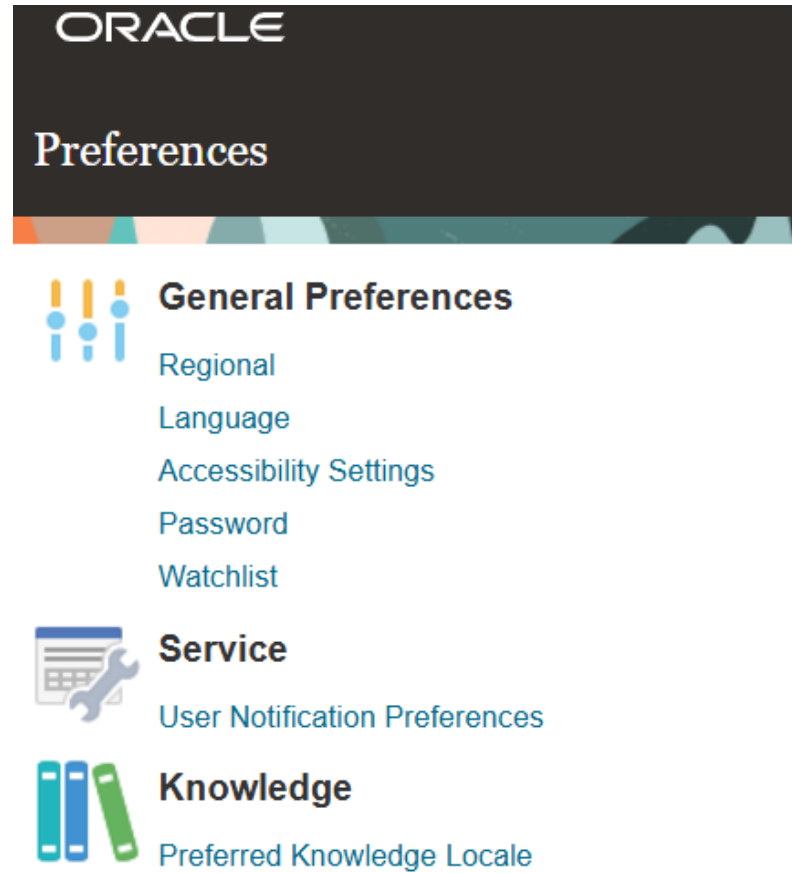
1. If you wish to set your preferences, navigate to Settings and Preferences (click your initials in the top-right corner of your screen) and select the icon:



# Settings and Preferences

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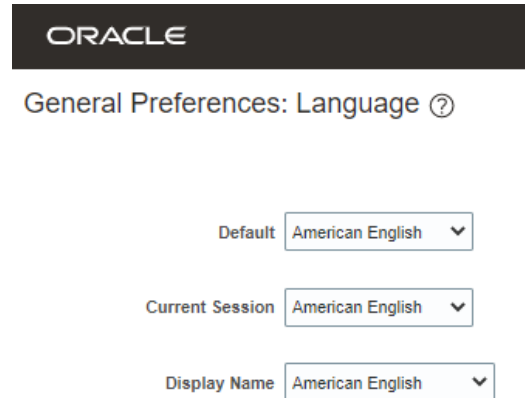
2. Then click on **Set Preferences**.



# Settings and Preferences

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3. Then click on **Language**

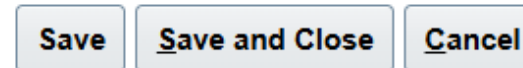


The screenshot shows the Oracle 'General Preferences: Language' dialog box. At the top is the Oracle logo. Below it, the title 'General Preferences: Language' is followed by a help icon. There are three dropdown menus, each with 'American English' selected and a downward arrow:

- 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**.

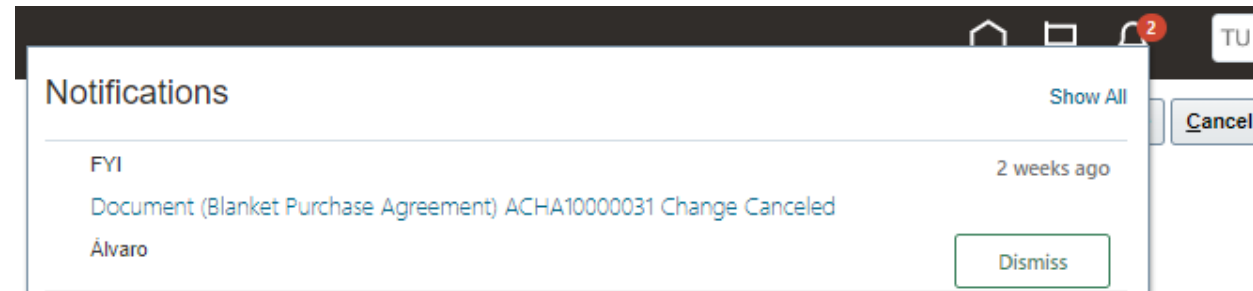


Three buttons are shown in a row: 'Save', 'Save and Close', and 'Cancel'.

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

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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

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# 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

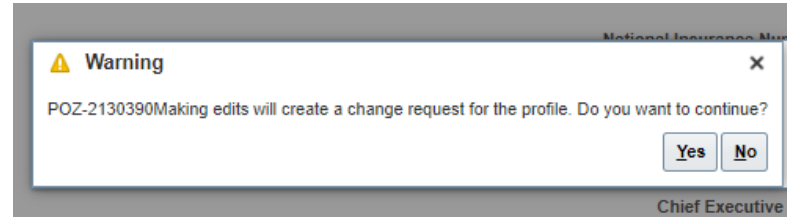
D-U-N-S Number	National Insurance Number
Customer Number	Corporate Web Site
SIC	

## 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

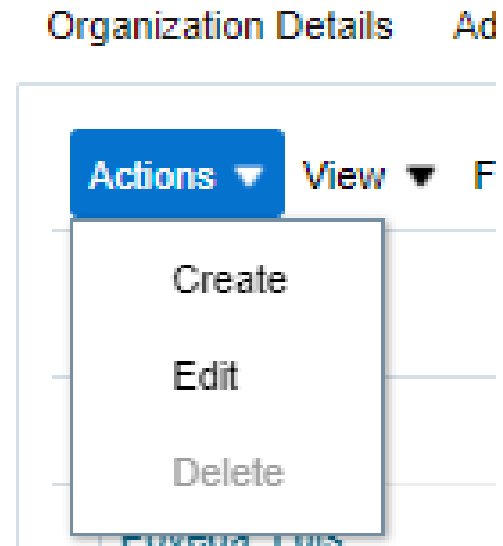
Actions View Format + ✎ ✕ Status Active Freeze Detach Wrap

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 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
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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 a 'Create Contact' form with the following fields and options:

- Salutation: dropdown menu
- \* First Name: John
- Middle Name: empty
- \* Last Name: Smith
- Job Title: empty
- Administrative contact:
- Phone: 421 980 0000 123
- Mobile: empty
- Fax: empty
- Email: john.smith@test.com
- Status: Active

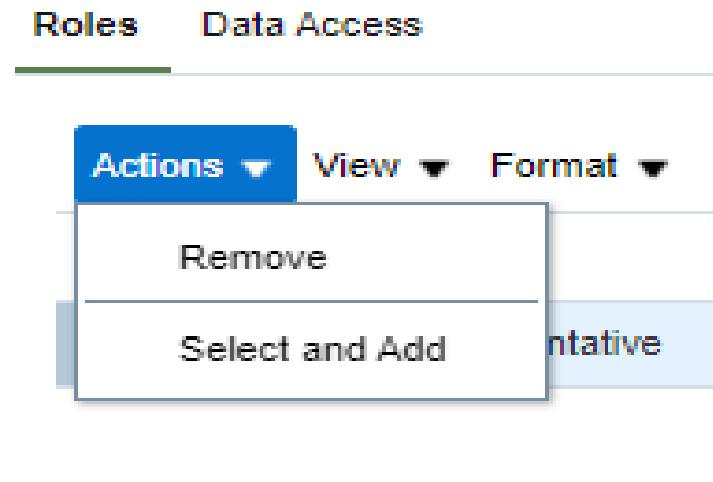
Below the form are two sections:

- Contact Addresses**: A table with columns 'Address Name', 'Address', 'Phone', 'Address Purpose', and 'Status'. It shows 'No data to display' and 'Columns Hidden 5'.
- User Account**: A section with a checkbox labeled 'Request User Account' which is checked. A tooltip points to this checkbox with the text 'E-mail is required when requesting a user account'.

At the bottom right of the form are buttons for 'Create Another', 'OK', and '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
<b>XX SM Supplier Accounts Receivable Specialist</b>	Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking invoice and payment status.
<b>XX SM Supplier Sales Representative</b>	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.
<b>XX SM Supplier Self Service Administrator</b>	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.
<b>XX SM Supplier Self Service Clerk</b>	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
<b>XX SM Supplier Customer Service Representative Job</b>	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  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

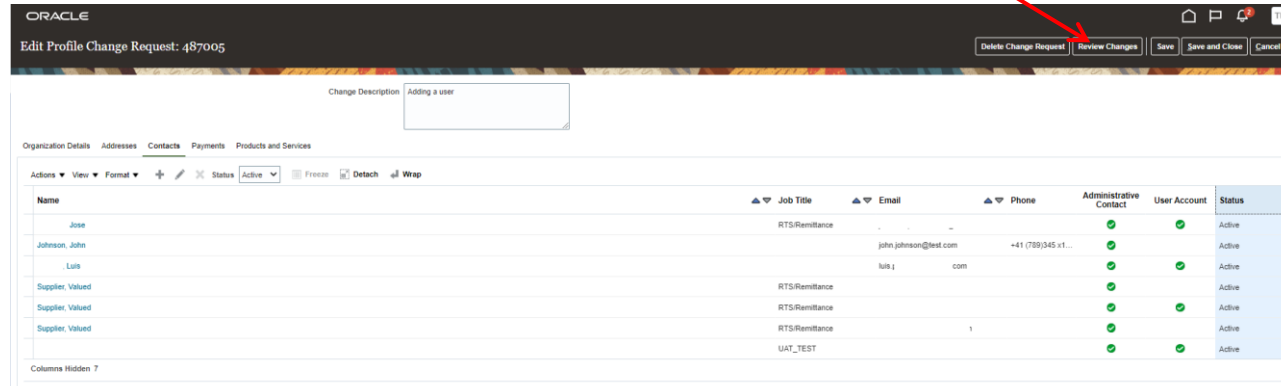
Actions  View  Format    Freeze  Detach  Wrap

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 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

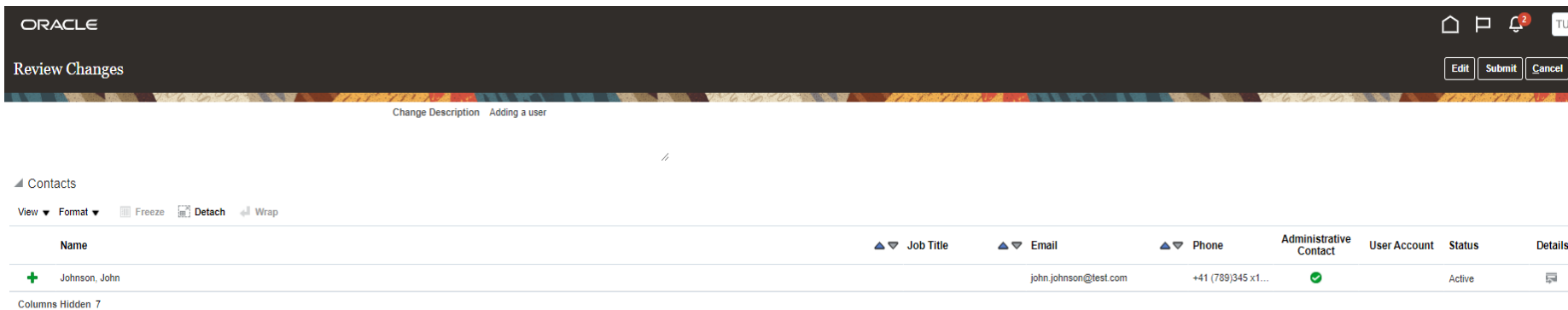
Change Description: Adding a user

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		lars.l...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

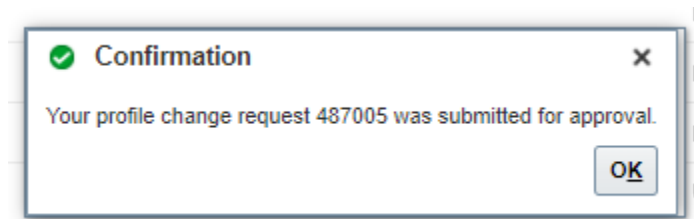
Name	Job Title	Email	Phone	Administrative Contact	User Account	Status	Details
+ Johnson, John		john.johnson@test.com	+41 (789)345 x1...	✓		Active	📄

Columns Hidden: 7

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

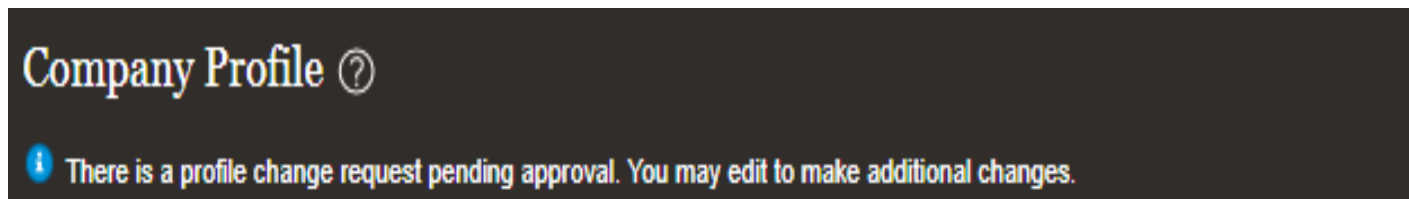
# How to View and Update Your Contacts in the Company Profile

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



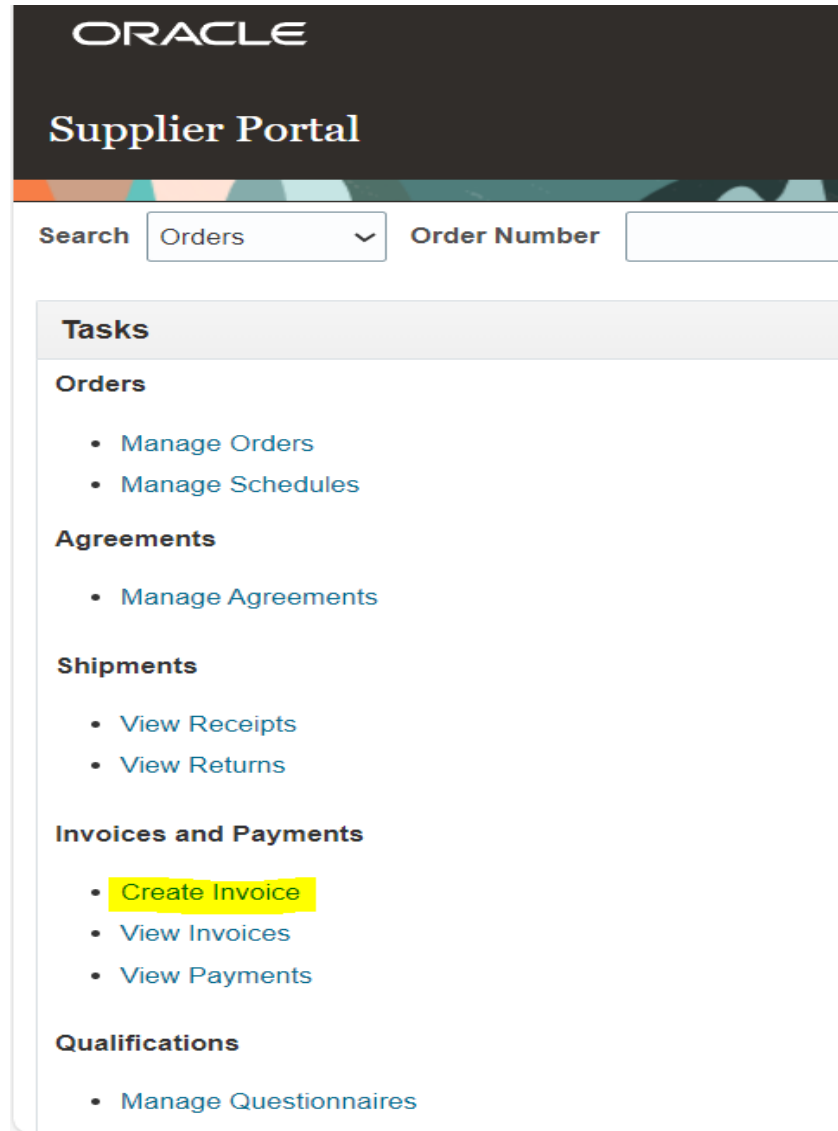
16. Your changes will be routed for approval within JCI. Until they are approved, the following message will appear on your screen:

“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**.



The screenshot displays the Oracle Supplier Portal interface. At the top, the Oracle logo is visible in white on a dark background, followed by the text 'Supplier Portal'. Below this is a search bar with a dropdown menu set to 'Orders' and a text input field for 'Order Number'. The main content area is titled 'Tasks' and is organized into several categories:

- Orders**
  - [Manage Orders](#)
  - [Manage Schedules](#)
- Agreements**
  - [Manage Agreements](#)
- Shipments**
  - [View Receipts](#)
  - [View Returns](#)
- Invoices and Payments**
  - [Create Invoice](#) (highlighted in yellow)
  - [View Invoices](#)
  - [View Payments](#)
- Qualifications**
  - [Manage Questionnaires](#)

# How to Create an Invoice

2. You will see the following screen:

ORACLE
NL

Create Invoice ?
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.

**\* Identifying PO**

Supplier TEST SUPPLIER S.A

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** d-m-yy

**\* Type** Invoice ▾

Invoice Currency

Payment Currency

**Customer**

Customer Taxpayer ID

Name

Address

**Lines**

View ▾ + ×

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	* Ship-to Location	* Ship-from Location	Available Quantity	Quantity	Unit Price	UOM	* Amount	Invoice Line Description	Invoice Distribution Intended Use
		* Number	* Line	* Schedule	Number	Line											
No data to display.																	

# 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 the Purchase Order number you want to invoice or enter the Purchase Order number directly.



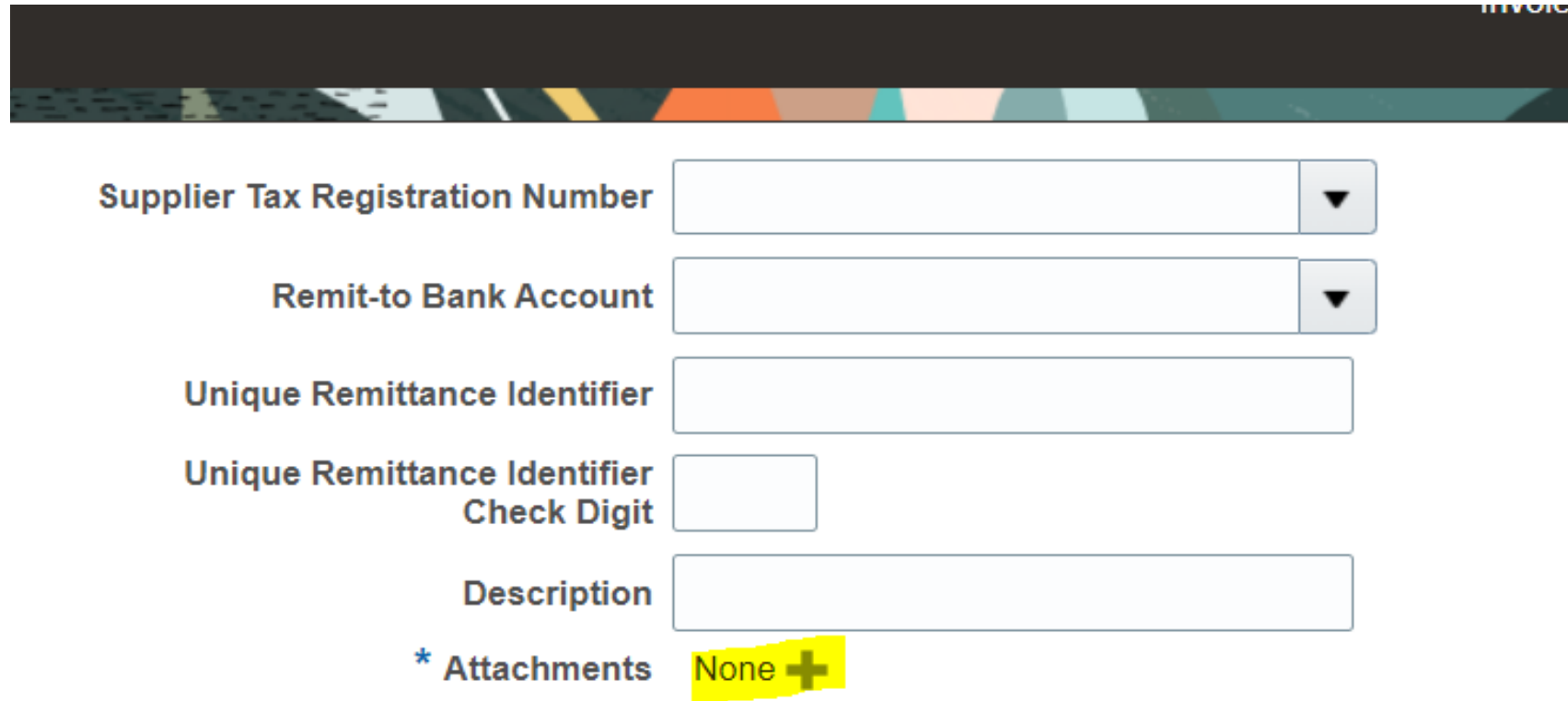
The Save and Close button does not submit the invoice. Please, use the "Submit" button for actually submitting the invoice.

\* Identifying PO  ▼

*(By selecting or entering the Purchase Order number, the "Supplier Site," address, "Customer Taxpayer ID," and currency will be automatically populated and do not need to be modified.)*

# 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.




The screenshot shows a form for creating an invoice. At the top right, the word "Invoice" is partially visible. The form contains the following fields:

- Supplier Tax Registration Number**: A text input field with a dropdown arrow on the right.
- Remit-to Bank Account**: A text input field with a dropdown arrow on the right.
- Unique Remittance Identifier**: A text input field.
- Unique Remittance Identifier Check Digit**: A text input field.
- Description**: A text input field.
- \* Attachments**: A field showing "None" with a yellow highlight and a "+" icon to its right.

# 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) Add the lines you want to invoice by clicking the “  ” icon as shown below:

## Lines

View ▼ + ×  Cancel Line

* Number	* Type	* Number	* Line	* Schedule	Number
No data to display.					
<b>Total</b>					

# How to Create an Invoice

h) A pop-up window will appear as shown below (with more or fewer lines depending on the Purchase Order):

**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) Choose **Select All** (if applicable) to include all Purchase Order lines at once, then click **Apply** followed by **OK**.

Select and Add: Purchase Orders



Search Results

View Detach

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

If you want to invoice only part of a Purchase Order due to a partial delivery, follow the same process as for a full invoice. When selecting the line(s), simply choose the lines you wish to invoice. The remaining lines can be invoiced later.

# How to Create an Invoice

Once the line(s) are selected, please:

Lines

View

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	▼	

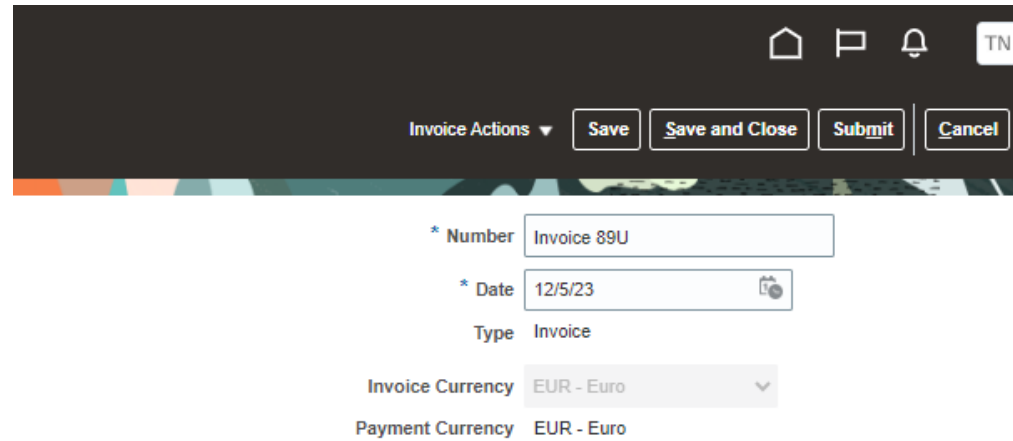
Choose the **Ship-from Location** (the location from which the goods were shipped).

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

Enter the VAT amount in the **Invoice Line Tax Amount** field for the selected line(s).

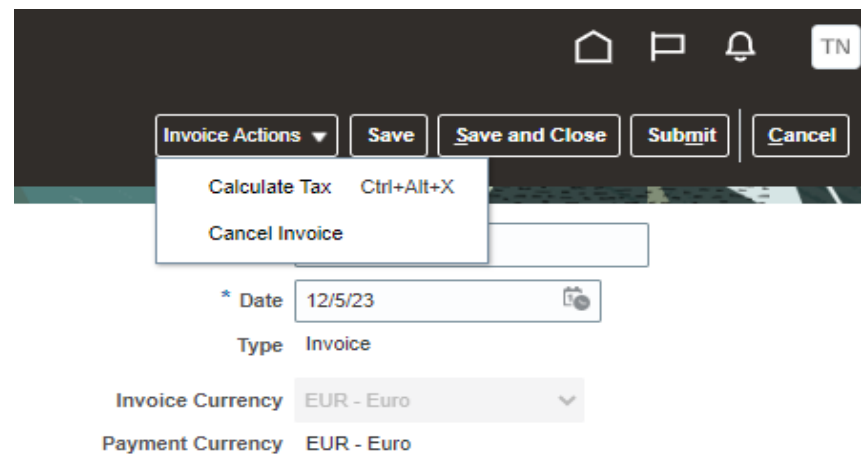
# How to Create an Invoice

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'.

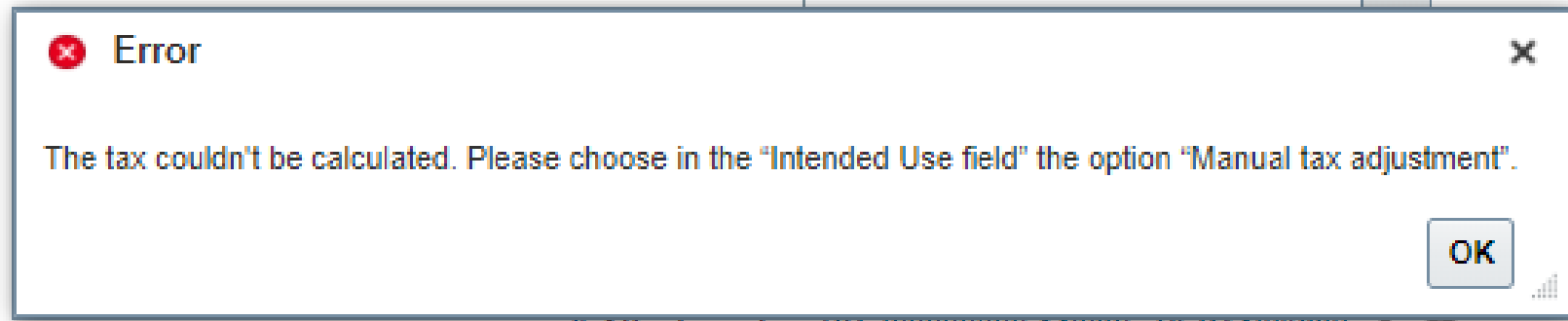
Then, click on **Calculate Tax**.



The screenshot shows the same software interface as the previous one, but with the 'Invoice Actions' dropdown menu open and the 'Calculate Tax' option highlighted. The 'Calculate Tax' option has a keyboard shortcut 'Ctrl+Alt+X' next to it. The 'Cancel Invoice' option is also visible. The form fields below the menu are the same: '\* 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.

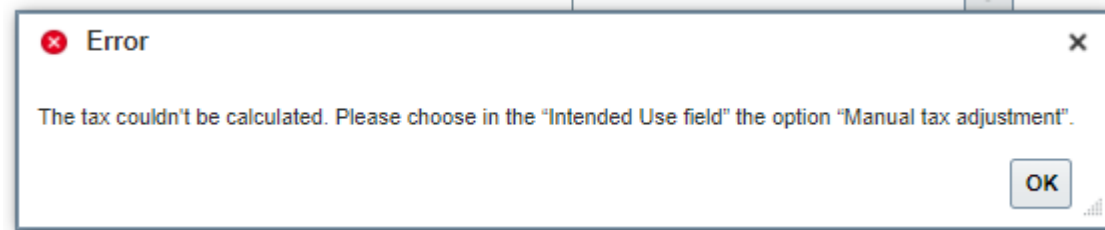
**Please be aware that clicking “Save” or “Save and Close” does not mean your invoice has been submitted. It will only be saved with the status “Incomplete.” You must take further action; otherwise, the invoice will not be processed or paid.**

**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

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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, along with home, list, and notification icons. Below the navigation bar, there's a search section with a 'Search' header and a 'Done' button. The search criteria are organized into two columns. The left column contains four fields: '\*\* Invoice Number' (text input), '\*\* Supplier' (dropdown menu), 'Supplier Site' (dropdown menu), and '\*\* Purchase Order' (text input). The right column contains four fields: 'Consumption Advice' (text input), 'Invoice Status' (dropdown menu), 'Paid Status' (dropdown menu), and 'Payment Number' (text input). A note '\*\* At least one is required' is positioned below the right column. At the bottom right of the search section, there are 'Search', 'Reset', and 'Save...' buttons. Below the search section, there's a 'Search Results' section with a 'View' dropdown and a 'Detach' icon. A table header is visible with columns: 'Invoice Number', 'Invoice Date', 'Type', 'Purchase Order', 'Supplier', 'Invoice Amount', 'Invoice Status', 'Comments', 'Paid Status', and 'Payment Number'. The table content area 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, the Oracle logo is on the left, and navigation icons (home, list, notification) and the language 'NL' are on the right. Below the header, the page title 'View Invoices' is displayed with a 'Done' button. The search section is titled 'Search' and includes a 'Advanced' button, 'Saved Search', and a dropdown menu set to 'All Invoices'. A note states '\*\* At least one is required'. The search criteria are organized into two columns: the left column contains 'Invoice Number', 'Supplier', 'Supplier Site', and 'Purchase Order'; the right column contains 'Consumption Advice', 'Invoice Status', 'Paid Status', and 'Payment Number'. Each criterion has an associated input field. At the bottom right of the search area are 'Search', 'Reset', and 'Save...' buttons. 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 area shows the message '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 interface. At the top, there is a navigation bar with the Oracle logo, a 'View Invoices' title, and a 'Done' button. Below the navigation bar, there is a search section with several filters:
 

- Search:** A dropdown menu with options 'Advanced', 'Saved Search', and 'All Invoices'.
- Invoice Number:** A text input field.
- Supplier:** A dropdown menu with 'DANI' selected.
- Supplier Site:** A dropdown menu.
- Purchase Order:** A text input field.
- Consumption Advice:** A text input field.
- Invoice Status:** A dropdown menu.
- Paid Status:** A dropdown menu.
- Payment Number:** A text input field.

 A note below the filters states: "\*\* At least one is required". At the bottom of the search section are buttons for 'Search', 'Reset', and 'Save...'.

Below the search section is the 'Search Results' section. It includes a 'View' dropdown menu and a 'Detach' icon. The 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, each representing an invoice.

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 displays a software interface with a search bar at the top containing 'Orders' and 'Order Number'. A left sidebar lists navigation categories: **Tasks** (Orders, Agreements, Shipments, Invoices and Payments, Qualifications), **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). The main content area features three dashboards: 'Requiring Attention' (No data available), 'Recent Activity' (Last 30 Days: 1 Orders opened), and 'Transaction Reports' (Last 30 Days: PO Purchase Amount 129 EUR). A 'Supplier News' section is partially visible at the bottom.

# 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. A 'Search' section is active, showing a search bar with a left-pointing arrow. To the right of the search bar are buttons for 'Advanced', 'Saved Search', and a dropdown menu currently set to 'All Payments'. Below these buttons is a note: '\*\* At least one is required'. The search criteria section contains several fields: 'Payment Number' (text input), 'Payment Status' (dropdown menu), 'Payment Amount' (text input), 'Supplier' (dropdown menu), 'Supplier Site' (dropdown menu), and 'Payment Date' (text input with a calendar icon). At the bottom right of the search criteria are buttons for 'Search', 'Reset', and 'Save...'. Below the search criteria, the 'Search Results' section is visible. It includes a 'View' dropdown menu and a 'Detach' icon. A table header is shown 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 buttons for 'Advanced', 'Saved Search', and 'All Payments' (dropdown). A note says '\*\* At least one is required'. Below the search filters are 'Search', 'Reset', and 'Save...' buttons. The 'Search Results' section has a 'View' dropdown and a 'Detach' button. It contains a table with the following columns: Payment Number, Payment Date, Payment Type, Invoice Number, Payment Amount, Payment Status, and Remit-to Account. The table lists 18 payment records.

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

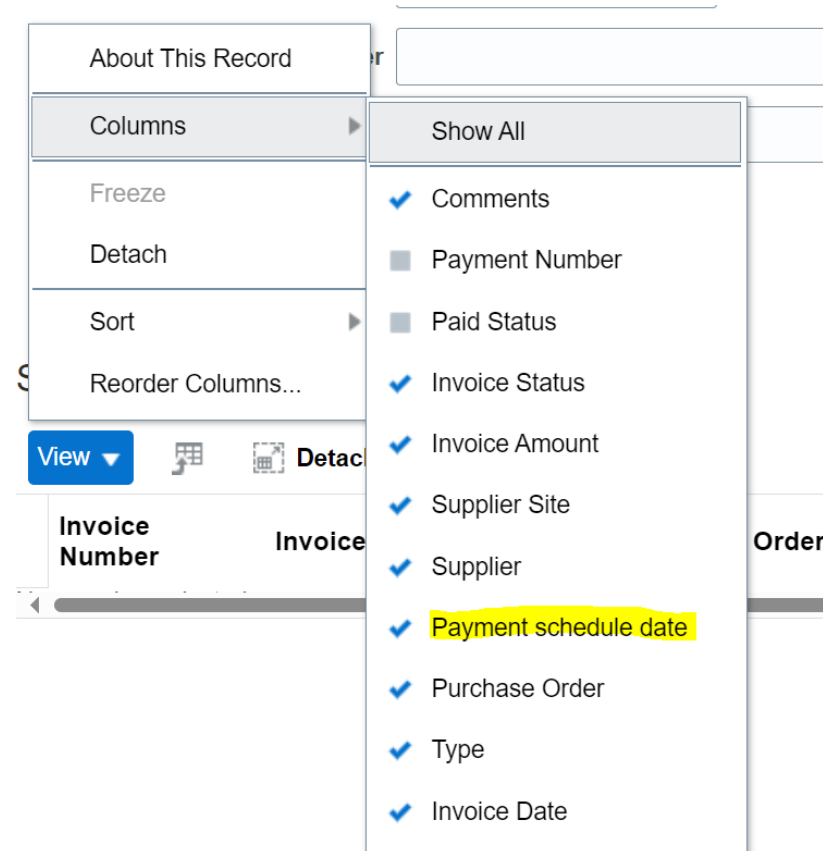
3. If the **Payment Schedule Date** column is not visible, follow these steps to add it:

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

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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](mailto: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.

# How to View, Edit, and Modify Purchase Orders

1. Go to **Orders** in the **Tasks** section, then click **Manage Orders**.

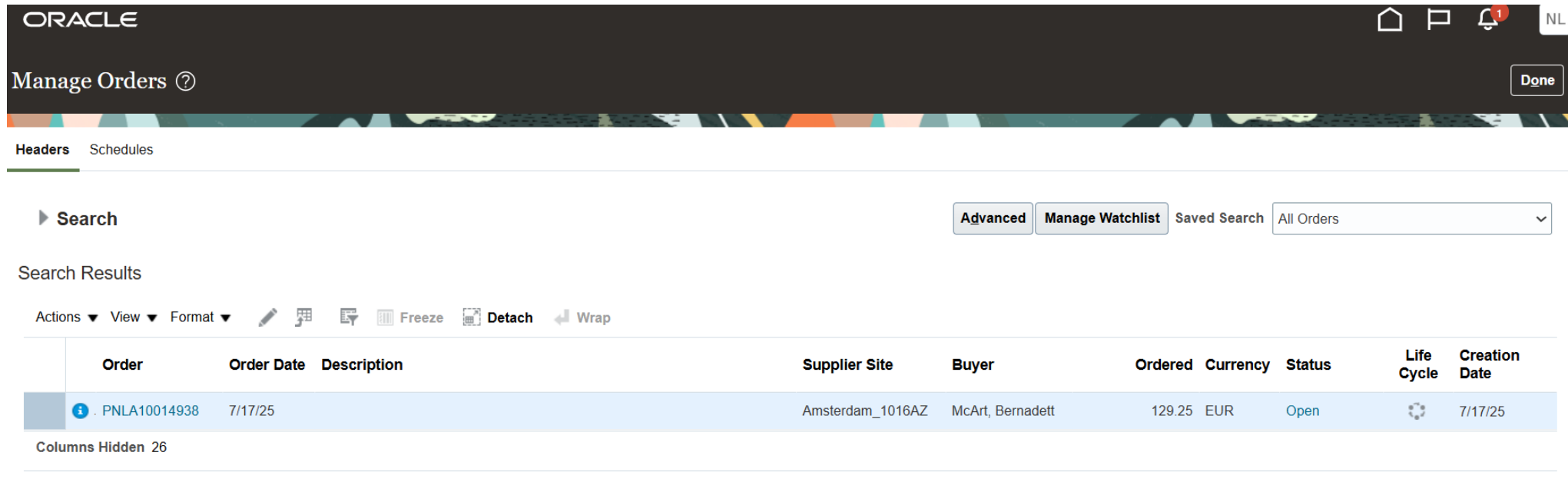
The screenshot shows the Oracle Manage Orders interface. At the top, the Oracle logo is on the left, and navigation icons (home, flag, notification with '1', and language 'NL') are on the right. Below the header, the page title is 'Manage Orders' with a help icon and a 'Done' button.

Under the 'Headers' tab, there is a search section. On the left, there are three dropdown menus: 'Sold-to Legal Entity', 'Bill-to BU', and 'Supplier Site'. On the right, there are two more dropdowns: 'Order' and 'Status'. Below these is a checkbox for 'Include Closed Documents' set to 'No'. There are also buttons for 'Advanced', 'Manage Watchlist', 'Saved Search', and a dropdown menu currently showing 'All Orders'. At the bottom right of the search section are 'Search', 'Reset', and 'Save...' buttons.

Below the search section is the 'Search Results' area. It includes a toolbar with 'Actions', 'View', 'Format', and several icons for 'Freeze', 'Detach', and 'Wrap'. Below the toolbar is a table with the following columns: Order, Order Date, Description, Supplier Site, Buyer, Ordered, Currency, Status, Life Cycle, and Creation Date. The table content shows 'No search conducted.' and 'Columns Hidden 26'.

# How to View, Edit, and Modify Purchase Orders

2. Click **Search** to display all orders.



The screenshot shows the Oracle Manage Orders interface. At the top, there is a navigation bar with the Oracle logo, a home icon, a flag icon, a notification bell with a red '1', and the text 'NL'. Below the navigation bar, the page title is 'Manage Orders' with a help icon and a 'Done' button. The main content area has a 'Search' button and a search filter dropdown set to 'All Orders'. Below the search bar, there are several icons for actions like 'View', 'Format', 'Freeze', 'Detach', and 'Wrap'. The search results are displayed in a table with the following columns: Order, Order Date, Description, Supplier Site, Buyer, Ordered, Currency, Status, Life Cycle, and Creation Date. One order is listed with the number PNLA10014938, dated 7/17/25, from supplier site Amsterdam\_1016AZ, bought by McArt, Bernadett, for 129.25 EUR, with a status of 'Open' and a life cycle icon. Below the table, it says 'Columns Hidden 26'.

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
<a href="#">PNLA10014938</a>	7/17/25		Amsterdam_1016AZ	McArt, Bernadett	129.25	EUR	Open		7/17/25

3. Navigate to the desired order and click on the order number hyperlink to view the details.

# How to View, Edit, and Modify Purchase Orders

**ORACLE**

Purchase Order: PNL10014938

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 PNL10014938 Supplier Contact Source Agreement

Status Open Buyer Bernadett McArt Supplier Order

Creation Date 7/17/25 Bill-to Location NL Rotterdam Ship-to Location NL Rotterdam

**Terms** Notes and Attachments

Required Acknowledgment None Shipping Method — Pay on receipt

Payment Terms 90 NPR Freight Terms DDP — Confirming order

FOB

**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

0 40 80 120

Amount (EUR)

View Details

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

View PDF Actions Refresh Done

Edit

Cancel Document

View Document History

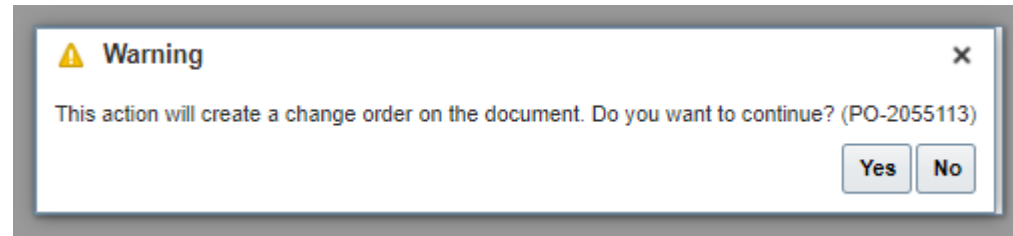
View Change History

View Revision History

# How to View, Edit, and Modify Purchase Orders

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5. A pop-up warning message will appear:



6. Click **Yes** to create a change order.

7. To display additional information in the **Line** section, go to **View** → **Columns** and select fields such as Requested Delivery Date, Promised Delivery Date, and Source Agreement.

# How to View, Edit, and Modify Purchase Orders

The screenshot displays a software interface for managing purchase orders. A 'View' dropdown menu is open, showing a list of fields and actions that can be viewed or modified. The background interface includes sections for 'Notes and Attachments', 'Additional Information', and a table of 'Lines'.

**View Menu Options:**

- 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

**Background Interface Elements:**

- Order Status: \* Buy
- Creation Date
- Terms: Notes and Attachments
- Note to Supplier
- Additional Information
- Context Properties
- Proficiency
- Pricing Mechanism
- Adjustment Percentage
- Lines: Schedules
- Actions: View, Format
- Columns: Columns H
- Table Row 1: T GLASS LLG 335
- Table Row 2: 15
- Table Row 3: bo Coaxial D14 - 680 mm

# How to View, Edit, and Modify Purchase Orders

8. Go to the **Lines** section. Here you can update the fields that are available 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. Then go to the **Schedules** section. Update the **Promised Delivery Date** and enter a reason in the **Change Reason** field.

Promised Delivery Date	Change Reason
2/20/23	Delay

# How to View, Edit, and Modify Purchase Orders

10. In the **Change Reason** field, enter a short explanation of why you are creating this change order.

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

**Edit Change Order: 3** Actions Save Submit Cancel

Description Amount Changed 0.00 EUR  
Creation Date 4/6/23

Main

General

Sold-to Legal Entity Tyco Fire and Security GmbH  
 Bill-to BU CH 1000 BU  
 Order PESA10027402-01  
 Status Open  
 \* Buyer Moreira, Clara M.  
 Creation Date 1/17/23

Supplier DANFOSS S.A.  
 \* Supplier Site ALCOBE 2810\_EUR  
 Supplier Contact  
 Bill-to Location Bassersdorf CH  
 Default Ship-to Location

Ordered 789.20 EUR  
 Description  
 Agreement ACHA10000031

Terms Notes and Attachments

Note to Supplier Attachments None

Additional Information

Context Prompt CH 1000 BU  
 Proforma  
 Pricing Mechanism  
 Adjustment Percentage

Product And Services  
 Buyer Note https://epfq-test.fa.em  
 Acknowledge Purchase Order OK  
 CGST Number

Procurement Group  
 Buyer Review

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 Purchase Orders

11. In the **Acknowledge Purchase Order** field, enter a value such as “OA” (Order Acknowledgement)

Please ensure the **Acknowledge Purchase Order** field is completed so the buyer can receive your change request.

The screenshot displays the 'Edit Change Order: 2' interface. At the top right, there are buttons for 'Actions', 'Save', 'Submit', and 'Cancel'. The main content is divided into sections: 'General', 'Notes and Attachments', 'Additional Information', and 'Lines Schedules'.  
- **General:** Shows 'Sold-to Legal Entity' as Tyco Fire and Security Nederland B.V., 'Supplier' as TEST SUPPLIER S.A., 'Ordered' amount as 129.25 EUR, 'Status' as Open, and 'Buyer' as McArt, Bernadett.  
- **Notes and Attachments:** The 'Note to Supplier' field is empty, and 'Attachments' are listed as 'None'.  
- **Additional Information:** The 'Acknowledge Purchase Order' field is highlighted with a red box and contains the text 'OA'. Other fields include 'Context Prompt' (NL 2130 BU), 'Buyer Note', 'Category Tower', 'Direct Sales Order Number', 'CGST Number', 'Buyer Review', 'Apply Surcharge', 'Procurement Group', and 'Product And Services'.  
- **Lines Schedules:** A toolbar at the bottom includes options for 'Actions', 'View', 'Format', 'Freeze', 'Detach', and 'Wrap'.

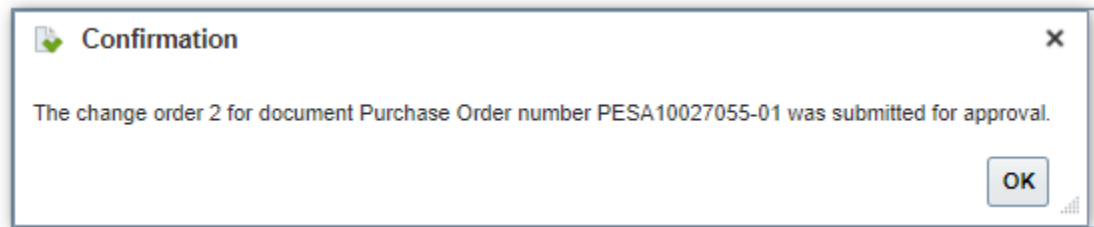
# How to View, Edit, and Modify Purchase Orders

12. Go to the top of the screen and enter a short description of the change order in the “Description” field.

13. Click “Submit” to finish creating the change order. It will be sent for approval.



14. A pop-up message will appear confirming that your change order has been submitted for approval.

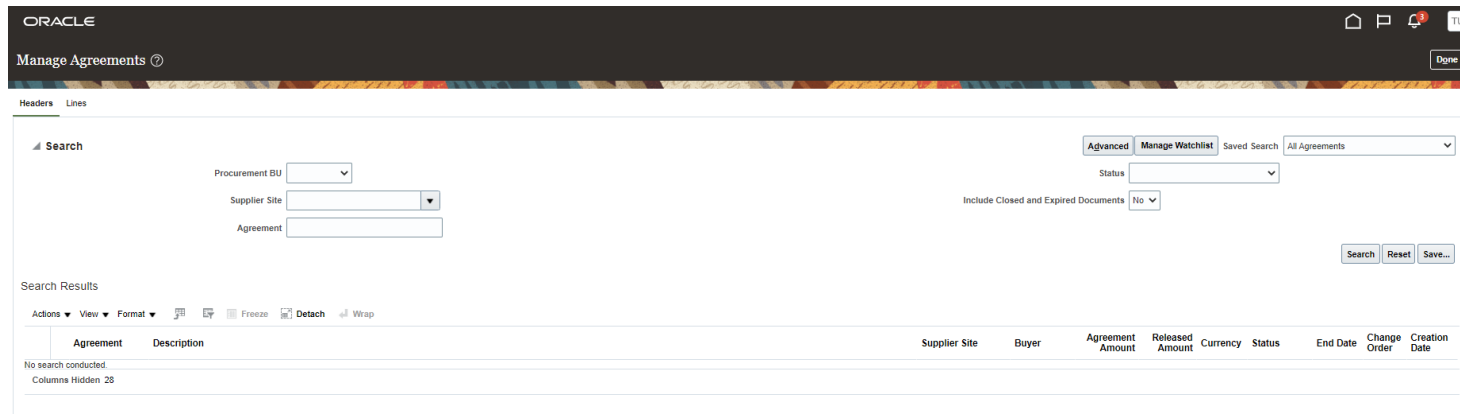


15. Once the change order is approved, you will receive a notification in the Supplier Portal.

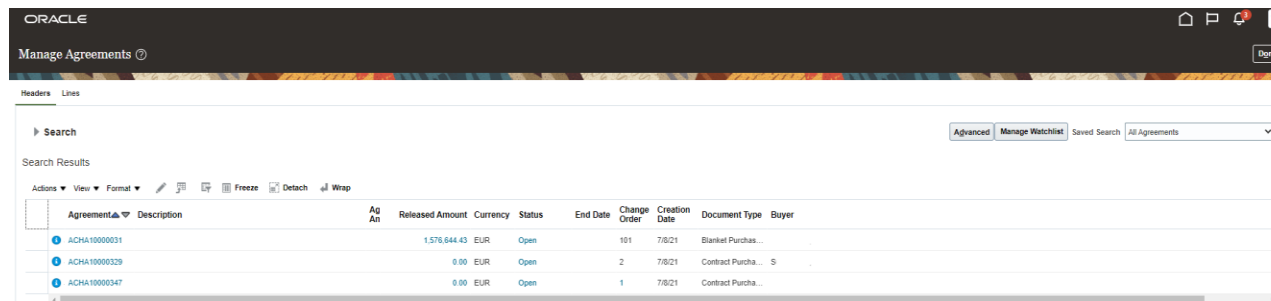
# How to View and Edit Agreements

The agreements include details about the products, pricing, payment terms, and Incoterms agreed with JCI.

1. Go to **Agreements** in the **Tasks** section, then click **Manage Agreements**.



2. In the **Agreement** field, enter the agreement number and click **Search**. If you do not know the agreement number, simply click **Search** to display all available agreements.



# How to View and Edit Agreements

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

The screenshot shows the Oracle Procurement Agreement page for agreement ACHA10000031. The page is divided into several sections:

- General:** Procurement BU: CH 1000 BU, Agreement: ACHA10000031, Status: Open, Buyer: Barbara, Creation Date: 7/5/21. Supplier: DAI, Supplier Site: ALCOI, Supplier Contact, Supplier Agreement, Communication Method: None. Start Date, End Date, Agreement Amount, Minimum Release Amount, Released Amount: 1,576,644.43 EUR, Description.
- Terms and Attachments:** Required Acknowledgment: None, Payment Terms: 75 NPR, Shipping Method, Freight Terms: DAP, FOB, Play on receipt, Confirming order.
- LINES:** A table with columns: Line, Item, Description, Category Name, UOM, Price, Released Amount, Expiration Date, Status, Details.

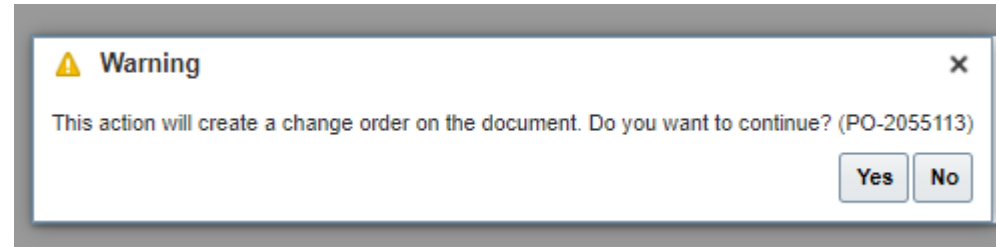
Line	Item	Description	Category Name	UOM	Price	Released Amount	Expiration Date	Status	Details
1	10000499	GBC 67s Ball Valve M2	VALVESBALL V...	EACH	179.22	0.00	9/30/23	Open	
2	10000499	GBC 67s Ball Valve M2	VALVESBALL V...	EACH	179.22	0.00	7/30/21	Cancelled	
3	10000655	HRV 35s Check Valve 3/4" M6	VALVESCHEC...	EACH	96.12	0.00	9/30/23	Open	
4	10004916	07B SERVICE THERMOSTAT NO. 1	CONTROLSUN...	EACH	18.00	0.00	9/30/23	Open	
5	10004917	07B SERVICE THERMOSTAT NO. 3	CONTROLSUN...	EACH	24.60	246.00	9/30/23	Open	
6	10004918	07B SERVICE THERMOSTAT NO. 7	CONTROLSUN...	EACH	25.00	0.00	9/30/23	Open	

A close-up of the 'Actions' dropdown menu from the screenshot above. The menu is open, showing the following options:

- Edit
- Acknowledge
- Cancel Document
- View Document History
- View Change History
- View Revision History

# How to View and Edit Agreements

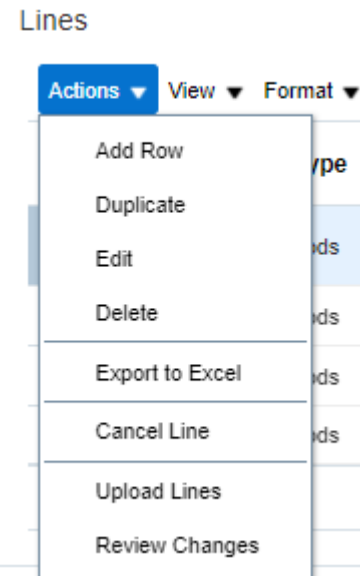
4. A pop-up warning message may appear informing you that your action will create a change order for the agreement.



5. Click **Yes** to create a change order.

6. Complete all fields that are available for editing.

7. If you want to edit additional lines, select the line and click the **Pencil** icon, or go to **Actions** and select **Edit**.



# How to View and Edit Agreements

8. If you do not want to submit your changes, click “Cancel.”

9. To save your changes without submitting them, click “Save.”

10. Once you have finished making your changes, click “Submit.” Please note that after clicking “Submit,” no further changes can be made.

Make sure to complete the “Description” and “Change Reason” fields before submitting.

Lines

Actions ▾ View ▾ Format ▾ + [Icons] Freeze [Icon] Detach [Icon] Wrap

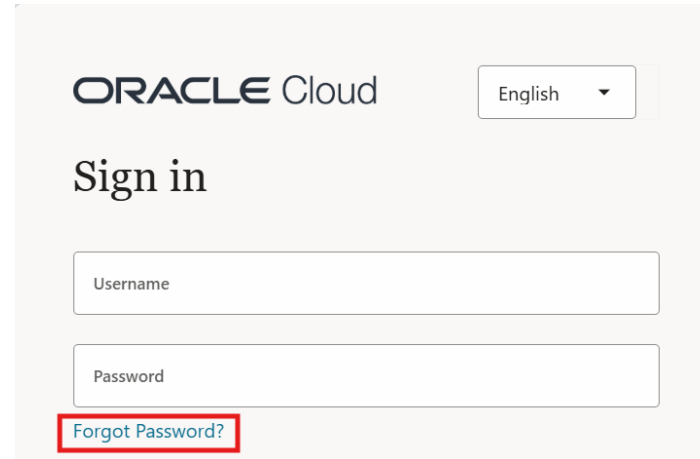
* Line	* Type	Edit	Item	* Description	* Category Name	Supplier Item	UOM	* Price	Expiration Date	Change Reason
1	Goods	[Edit]	100038653	A121 Alarm Sounder Red 24 V DC	FIRE DETECTION/FIF	A141DC24	EACH	300.00	3/31/24	As agreed
2	Goods	[Edit]	100034785	Flash Lamp EX Red	ELECTRONIC COMP	98FHAD1...	EACH	365.68	3/31/23	
3	Goods	[Edit]	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	[Edit]	100039586	Flash Lamp Ex Green	ELECTRONIC COMP	98FHAD1...	EACH	365.68	3/31/23	

Columns Hidden 13

11. A pop-up message will appear confirming that your change order has been submitted for approval.

# 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

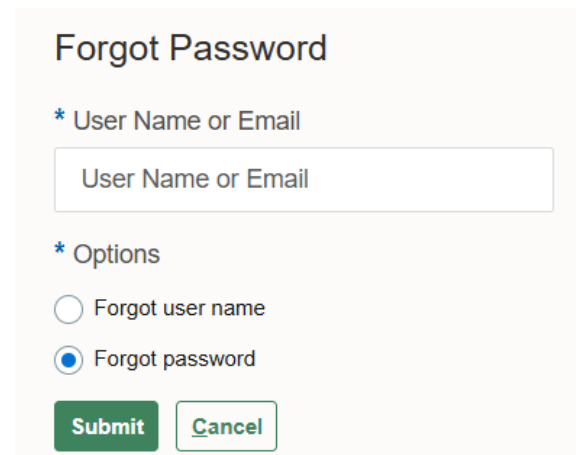
Sign in

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

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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

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- 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](mailto: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.**