

# **Quick Reference Guide (PO supplier)**

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

Version: December 2024

The power behind your mission

### Introduction

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

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



### **Summary**

- > Oracle Fusion Supplier Portal
- How to access and navigate
- > <u>Settings and Preferences</u>
- Notifications
- How to view and update your contacts on Company Profile
- How to create an invoice
- How to create an invoice (Intended Use VAT related)
- How to view invoice status
- How to view payment status
- How to know when the invoice will be paid
- How to view and edit agreements
- Forgot password and/or username
- Support



### **Oracle Fusion – Supplier Portal**

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

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

For any questions, please email us at <u>JCI-EMEA-PROCURECO-SUPPLIERCOMMS@jci.com</u>



### How access and navigate the Supplier Portal

1. Click on link to Supplier Portal using Chrome or Edge: Sign In (oraclecloud.com) Sign In Oracle Applications Cloud

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



### How access and navigate the Supplier Portal

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



4. You will now see the Portal landing page

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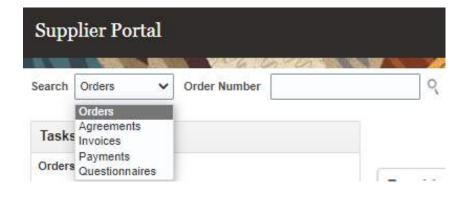


### How access and navigate the Supplier Portal

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

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

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





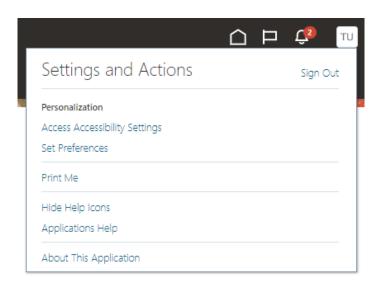
### **Settings and Preferences**

#### Signing out

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



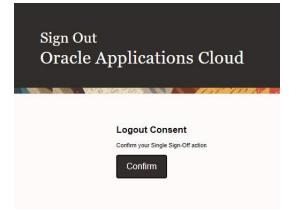
2. Then click on « Sign Out »





### **Settings and Preferences**

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



Setting General Preferences

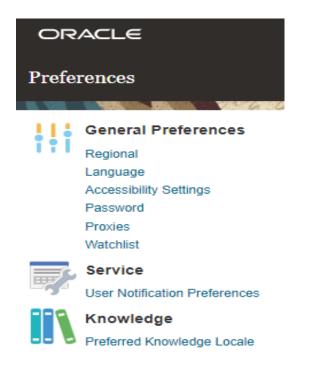
1. If you wish to set up your preferences, navigate to Settings and Preference (initials of your name at the top right corner of your screen) and select the icon :





### **Settings and Preferences**

2. Then click on 'Set Preferences'







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

- 5. To save your changes, click on 'Save and Close'
- 6. To discard your changes, click on 'Cancel'



### **Notifications**

1. Click on the Bell icon at the top right corner of Supplier Portal:



2. For viewing all your notifications click on Show All, otherwise you will see only the most recent notifications



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



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

- 1. Click on 'Manage Profile' on the task bar on the Supplier Portal landing page.
- 2. Go to the Contacts tab to review who in your profile is setup to access the Supplier Portal
- 3. To update your Contacts tab, click 'Edit' in the upper right corner of the screen

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# Corporate Profile						
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Mission Statement			<b>Chief Executive Name</b>			
			Principal Title			
Year Incorporated	071.2		Principal Name			
# Financial Profile						
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Preferred Functional Currency						
Fiscal Year End Month.						



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

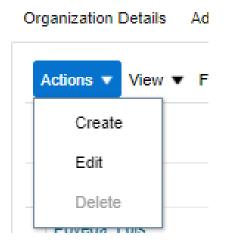


- 5. Click on 'Yes' to create a change request
- 6. If you want to review or edit your contacts, click on 'Contacts' tab

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





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

Salutation	~	Phone	•			
* First Name		Mobile	•			
Middle Name		Fax	•			
* Last Name		Email				
Job Title		Status	Active 🗸			
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9. Check the option 'Request User account' if the contact should have access to the Supplier Portal.

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* First Name	John		Mobile				
Middle Name			Fax				
* Last Name	Smith		Email	john.smith@t	st.com		
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umns Hidden 5 Jser Account	ormat • X E	Freeze Detach d Wrap Description Manages agreements and deliverables	for the supplier company	-			-



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

Ro	oles	Data	Access		
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		Select	and Add		ntative



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

Role	Description			
	Description		Search	Reset
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XX SM Supplier Accounts Receivable Specialist		Manages invoic	es and payment	s for the
XX SM Supplier Customer Service Representative Job		Manages inbou	nd purchase ord	ers and c
XX SM Supplier Sales Representative		Manages agree	ments and delive	erables f
XX SM Supplier Self Service Administrator Abstract		Manages the pr	ofile information	for the s
XX SM Supplier Self Service Clerk Abstract		Manages the pr	ofile information	for the s
Rows Selected 1				
			Apply OK	Cance



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



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

e Contact									
Salutation	~			Phone	421	980	00000		1234
* First Name	John			Mobile		•			
Middle Name				Fax		•			
* Last Name	Smith			Email					
Job Title				Status	Active 🗸				
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13. When you have completed your updates, click 'Review Changes'

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

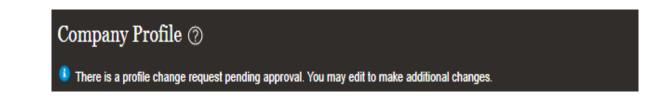


15. How to view and update your contacts on Company Profile



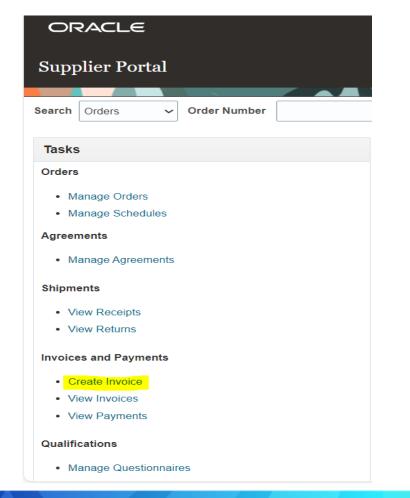
16. Your changes will be sent for an approval within JCI. Until changes are approved, this message will appear on your screen

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





1. Go and click here:





### 2. You are getting this view:

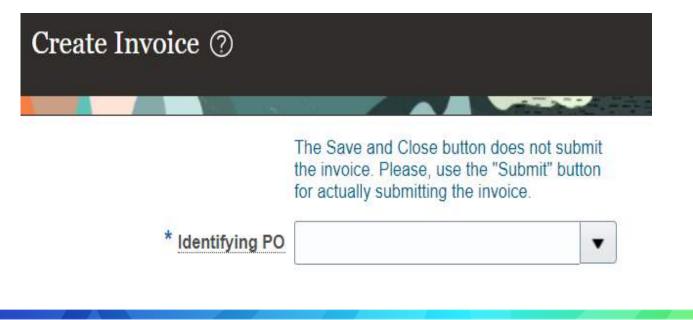
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Create Invoice Without PO ⑦				Invoice Action	s ▼ Save Save and Close	Submit Cancel
					<u> </u>	
	The Save and Close button does not submit the Please, use the "Submit" button for actually submit invoice.	nvoice. itting the Remit-to Bank Account	Ŧ	* Number		
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Taxpayer	ID	Unique Remittance Identifier Check Digit		* Туре	Invoice 👻	
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3. To get your invoice submitted correctly, you need to fill in the mandatory fields. They are marked with a blue asterisk.

4. Please, follow the steps below:

26

- a) Important to know before starting: In your own invoice the correct legal entity must be written along with all criteria described in our Golden rules. Please, pay a visit at our FAQs {link}
- b) Select the Purchase Order number which you want to invoice, or you can write it directly the Purchase Order number:



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

c) Attach your invoice in PDF here:

		invoice
Supplier Tax Registration Number	r 🖉 🗸	
Remit-to Bank Account	t 🔹 🗸	
Unique Remittance Identifier	r	
Unique Remittance Identifier Check Digit		
Description	1	
* Attachments	None 📕	

Johnson Controls



d) Then put in the field "Number" the invoice number

Lines

e) In the field "Date", please, put the date of the invoice ; either present date or in the past

f) In the field "Type", it is automatically on "invoice". If it is a credit note. Please, select credit note

g) Add the lines which you want to invoice by clicking on the icon " 📑 " located as below:

* Number * Type				
маттрет туре	* Number	* Line	* Schedule	Number
o data to display.				
	Total			



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

	Consum					ir
	Consum	ntion Advice				
		puoli Auvice	Supplier Item	ltere Decerintion	Chin to Location	Orderec
Lin So	Number	Line	Number	Item Description	Ship-to Location	
1 1			027B1120	EVM PILOT VALVE	Johnson Controls E	
2 1			148B4184	Weld Nippel DN 6 D	Johnson Controls E	13 E
3 1			148B5243	FIA 15 D STR FILT	Johnson Controls E	1
4 1			148B5482	SCA-X 25-40 top co	Johnson Controls E	1
5 1			148B5577	SVL 32 DIN BUTT	Johnson Controls E	1
6 1			148B5713	FIA 50 D STR FILT	Johnson Controls E	2
7 1			148B5906	FIA 80 D STR FILT	Johnson Controls E	£
8 1			148B6007	FIA 100 D STR FILT	Johnson Controls E	e
9 1			148H3122	FIA-INS 15-20 100	Johnson Controls E	1
			148H3150	Bolsa de filtro FIA50		
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Select and Add: Purchase Orders

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

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

App<u>ly</u> OK <u>C</u>ancel

×



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

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

For "Intended Use" field, *you will only need to use it for "Reverse Charge" case*. Please, see "Intended Use" section for more information.

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

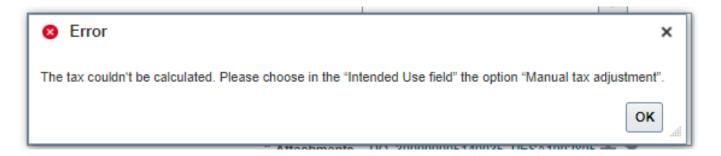


j) Once the lines are completed, please, go to : "Invoice Actions"

	☐ ₽ ♀ ™
	Invoice Actions ▼ Save Save and Close Sub <u>m</u> it
	* Number Invoice 89U * Date 12/5/23 Type Invoice Invoice Currency EUR - Euro ~ Payment Currency EUR - Euro
Then, click on "Calculate Tax"	Invoice Actions ▼       Save       Save and Close       Submit       Cancel         Calculate Tax       Ctrl+Alt+X       Cancel Invoice       Cancel Invoice
	* Date 12/5/23
	Invoice CurrencyEUR - EuroPayment CurrencyEUR - Euro



k) If a pop-up window appear stating:



You need to use the "Intended Use" section. Please, refer to: <u>How to create an invoice (Intended Use – VAT related)</u> (next page)

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

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

Please, note once your invoice is submitted you cannot cancel it. In such case, please, write us an email to our AP HD: <u>contact details</u>

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

In "Intended Use" ; you will <u>only</u> need to use that section in case of REVERSE CHARGE (VAT related)

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

S Error	×
The tax couldn't be calculated. Please choose in the "Intended Use field" the option "Manual tax a	djustment".
	ок

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

#### What is **REVERSE CHARGE**?

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

<u>To know more about REVERSE CHARGE, please, consult your local tax advisor.</u>



### How to create an invoice (Partial invoicing)

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

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



### How to view invoice status

#### 1. Click on 'View invoice'

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- 2. To search for an invoice, populate one of the following fields marked with asterisks \*\*
- a. 'Invoice number' if you are looking for a specific invoice
- b. 'Supplier' if you want to see all invoices of your company
- c. 'Purchase Order' if you are looking for an invoice for a specific purchase order



#### How to view invoice status

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#### 3. Click on 'Search'

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

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## How to view invoice status

The status and their meaning

<b>Status in the Supplier Portal</b>	<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



1. Click on 'Manage orders'

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

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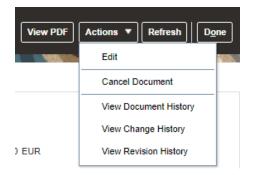


3. Navigate to an order and click on the order number to display the details

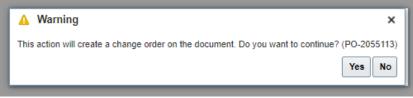
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1 100003042 SPARE PART SIGHT GLASS LLG 335			2 200	1000		-			

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





5. A pop-up warning message will appear

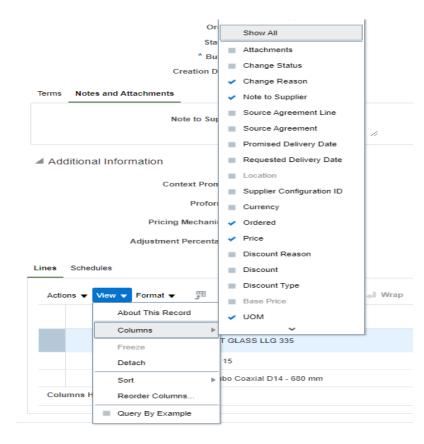


6. Click on 'Yes' to create a change order

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









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

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

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

э	Promised Delivery Date	Change Reason
	2/20/23	. Delay



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

				S20 C32	4 6 6	
Line	Description	* Location	Quantity UOM	Requested Delivery Date	Promised Delivery Date	Change Reaso
1	SPARE PART SIGHT GLASS LLG 335	Johnson Centrol	3 EACH	1/18/23	2/20/23	Delay
2	Overhaul Ht - EVRA 15	Johnson Control	4 EACH	1/18/23		
30	AKS 4100/4109U Tubo Coaxial D14 - 580 mm	Johnson Control	2 EACH	1/16/23		

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

Please note this field 'Acknowledge Purchase Order' <u>must be populated</u> to ensure the buyer

receives the change request

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

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Edit Change Order: 3 ⑦	Actions ▼   Save ▼ Sub <u>m</u> it	Cancel

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



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

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



#### How to view payment status

#### 1. Click on « View Payment »

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

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Johnson Controls

#### How to view payment status

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

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

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## How to view payment status

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



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

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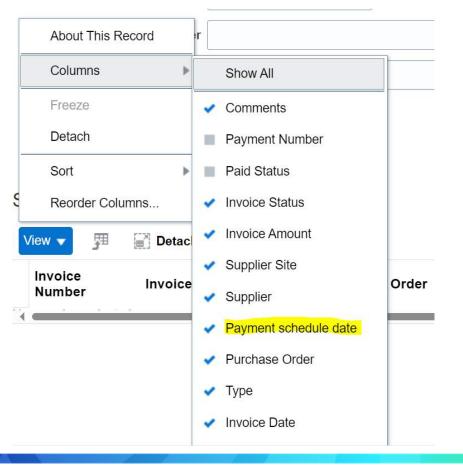
3. If you do not have the column called: "Payment schedule date". Please follow those quick steps to get it:

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

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Johnson Controls

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





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

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

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

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

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



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

1. Click on 'Manage Agreements'

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

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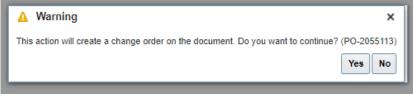


3. If you want to make any changes to your agreement, click on 'Actions' and then select 'Edit' from the drop-down menu

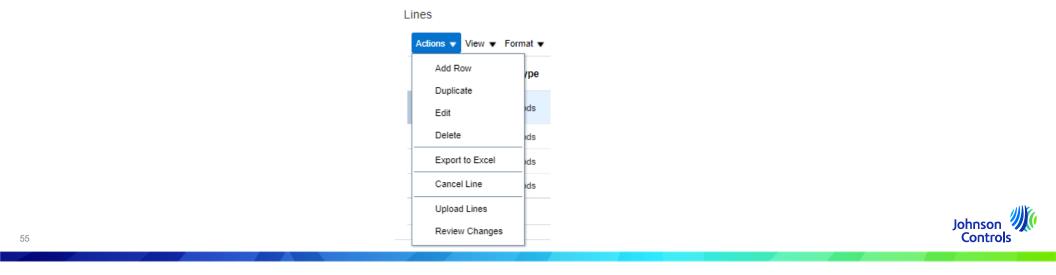
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4. A pop-up warning message may appear indicating that your action will create a change order against the agreement document



- 5. Click on 'Yes' to create a change order
- 6. Fill in all fields that have been opened for editing
- 7. If you wish to edit any other line, select the line and click on the 'Pencil' icon or Actions and edit



8. If you do not wish to submit your changes, click on 'Cancel'

9. If you want to save your changes, click on 'Save' button

10. Once you have finished making your changes, click on 'Submit'. Please note, that once you click on 'Submit', changes can no longer be made. Ensure you complete the Description and Change Reason fields

Lines				
Actions  View  Format	+ 🛯 / X 🤅	🗄 📰 Freeze 🔚 Detach 📣 Wrap		
* Line * Type	Edit Item	* Description	* Category Name Supplier UOM	* Price Expiration Date Change Reason
1 Goods	100038653	A121 Alarm Sounder Red 24 V DC	FIRE DETECTION/FIF A141DC24 EACH	300.00 3/31/24 . As agreed
2 Goods	100034785	Flash Lamp EX Red	ELECTRONIC COMP 98FHAD1 EACH	365.68 3/31/23
3 Goods	100041133	Electronic Multitone Siren 24 - 260V AC and 60 - 260V DC RAL 3000 Red	SECURITY - INTRUSI A105NAC EACH	168.50 3/31/23
4 Goods	100039586	Flash Lamp Ex Green	ELECTRONIC COMP 98FHAD1 EACH	365.68 3/31/23
Columns Hidden 13				

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



# Forgot password and/or username

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

In cle Applications Cloud	
User ID	
Password	
Forgot Password	
Sign In	
English	

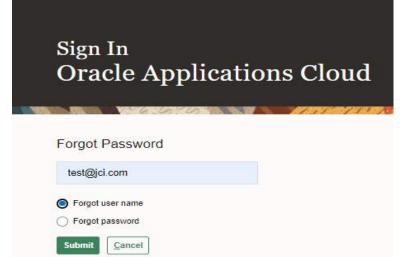
2. Enter your email address, select "Forgot your password?" and then click "Submit"



# Forgot password and/or username

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

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



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

Controls



# Support

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

#### JCI-EMEA-PROCURECO-SUPPLIERCOMMS@JCI.COM

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



# We hope that Quick Reference guide has been helpful.

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