

# Invoicing process guide - Switzerland

*Only applicable for suppliers who are involved to Oracle Fusion – Supplier Portal*

Supplier without a Purchase Order (NON – PO)

Details for: [Tyco Integrated Fire & Security AG](#) *(through Oracle Fusion – Supplier Portal)*

## Important information before keeping using this guide

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Please, take note that this guide is specifically for suppliers without a Purchase Order (NON-PO) who are associated with customer **Tyco Integrated Fire & Security (Schweiz) AG** have undergone migration to Oracle Fusion – Supplier Portal.

If you are not involved in the migration process to Oracle Fusion – Supplier Portal, please, disregard this guide.

If you are uncertain whether you are part of the migration to Oracle Fusion – Supplier Portal, please, reach out to your regular JCI local point of contact or send us an email at: [JCI-EMEA-PROCURECO-SUPPLIERCOMMS@JCI.COM](mailto:JCI-EMEA-PROCURECO-SUPPLIERCOMMS@JCI.COM)

## New invoicing submission

- Purchase Orders that are issued by our Swiss entity :

Name and address	VAT numbers
Tyco Integrated Fire & Security AG, Bahnhofstrasse 11, CH - 8808 Pfäffikon Switzerland	Swiss VAT ID: <b>CHE-116.347.792 MWST</b>

- You can upload your invoice to our Oracle Fusion system via the Supplier Portal, in a more efficient way OR you can still email your invoice in pdf format (*only invoices are accepted, please, do not send anything else*) to [EMEA-AP-Invoice@JCI.com](mailto:EMEA-AP-Invoice@JCI.com) for an interim period.
- You will subsequently be able to see the status of your invoices within the Supplier Portal as well as the payment status.

# Compliant invoices - smooth path to the payment

## Minimum invoicing requirements

We will accept and settle only invoices/credit memos issued in compliance with applicable legislation. This means – for invoices/credit memos issued under EU VAT regulations.

- *Full legal name of the supplier*
- *Full legal address of the supplier*
- *VAT registration number of the supplier (highly recommended)*
- *Full legal name of the Procurement entity*
- *Full legal address of the Procurement entity*
- *VAT registration number of the Procurement entity*
- *Date of issue*
- *Date of delivery/services/prepayment (if blank we will assume it is the same as invoice date)*
- *Invoice number*
- *Credit notes (corrective invoices) must have a reference to number(s) and date(s) of the invoice(s) they correct and a reason for making the correction*
- *Quantity/nature of the goods/services*
- *Net amount per VAT rate*
- *Unit price*
- *Any discounts or rebates if they are not included in the unit price*
- *Reference to special schemes, if used (e.g. Self-billing)*
- *VAT rate*
- *VAT amount*
- *Reference to exemption, if applied (intra-EU delivery, export, domestic reverse charge, etc.)*

## Compliant invoices - smooth path to the payment

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Although Swiss VAT regulations do not mandate including the customer's VAT on supplier invoices. We recommend doing so, it will accelerate to record any invoices.

By adding the customer's VAT, (***Tyco Integrated Fire & Security AG ; CHE-116.347.792 MWST***) we can, together, optimize the invoicing process.

## Invoicing towards our other entities

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### **Please Note**

For invoices raised to our other entities which are not stated in this guide, you must continue to send electronically as per the current process, NOT as presented through this guide.



## Important points to remember

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- Put the right VAT ID in your invoice (highly recommended)
- Through the Oracle Fusion – Supplier Portal you can see invoice status as well as payment status

# Thank you