



GETTING ACCESS & LOGGING IN

SUPPLIER CENTRAL DIGITAL INVOICING



JPMORGAN CHASE & Co.

In this training material use the following icons to guide you through the navigation and process steps of getting access and logging in.



Navigate to the next step



Go back to the prior page



Move forward to the next page



Return to the beginning of the section

Registration and access authentication are required before transacting through the tool. Click the next arrow to continue.



Getting Access: Self Validate

- Complete the account setup steps with key supplier and invoicing information

Getting Access: Request Validation

- Complete the account setup steps by requesting your JPMC contact to confirm your access request

Logging In & Requesting Assistance


- Steps for logging in after your account has been setup
- Submit a request for assistance if any issues getting access or logging in are encountered

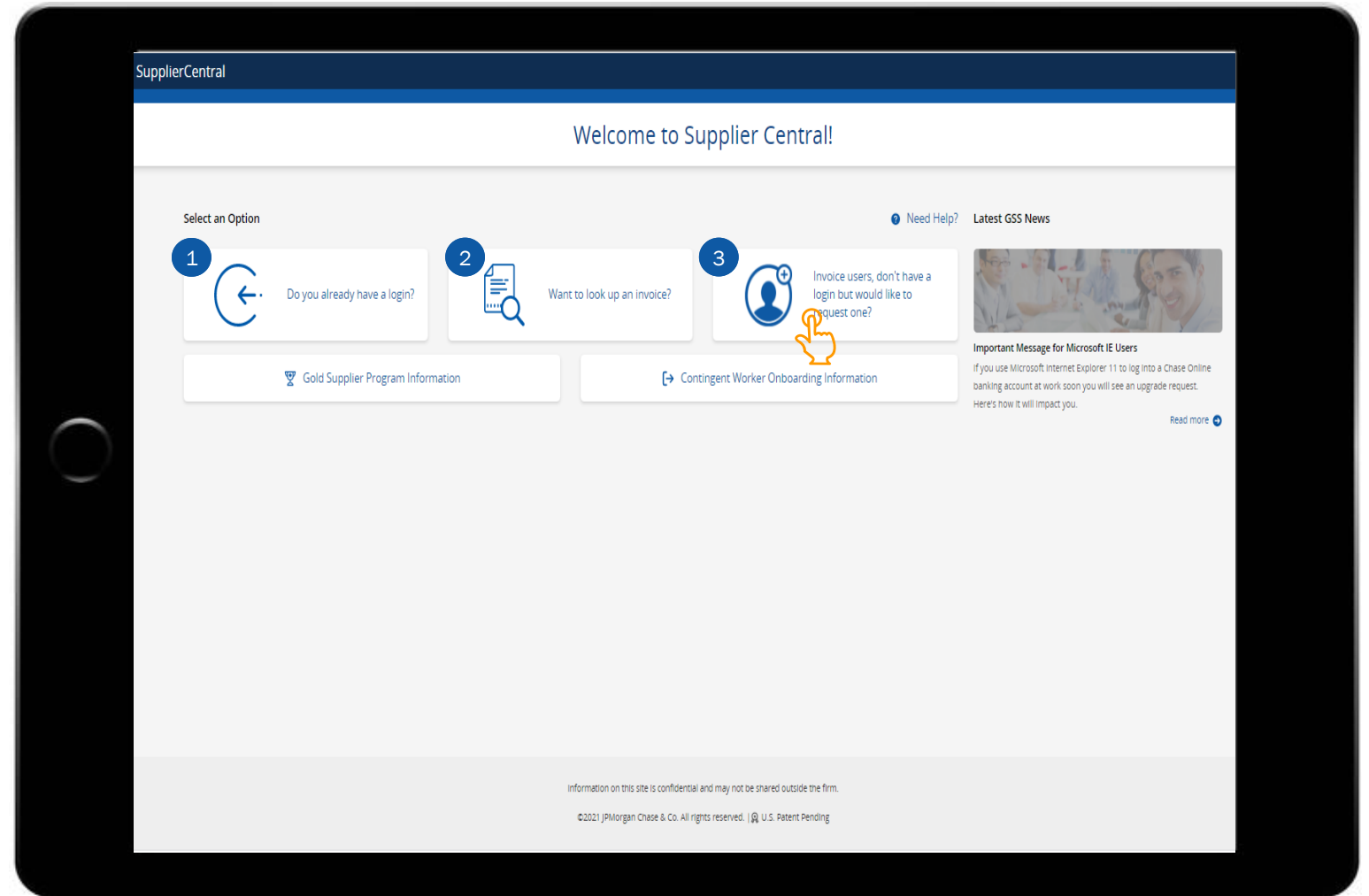


Getting Access: Self Validate

After clicking the link to open the Supplier Central Digital Invoicing tool, you will be directed to the welcome screen. In this screen you can,

- 1) Login to the tool (once your credentials have been created)
- 2) Look up the status of an invoice
- 3) Request login credentials

 As a new user to the tool login credentials must be created in order to submit an invoice and perform other functions. Click the **Invoice users, don't have a login but would like to request one** button to proceed with the next step.




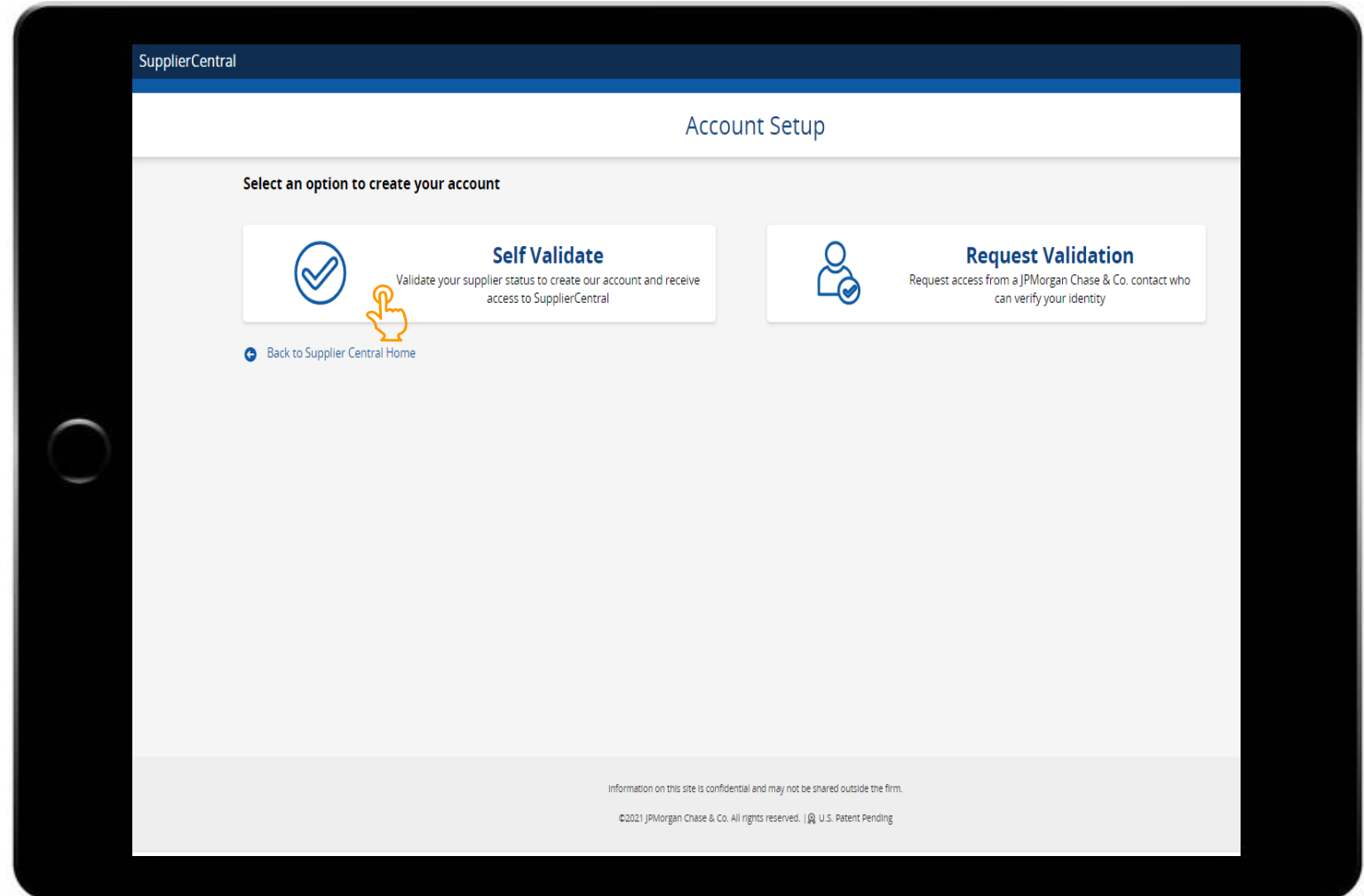
Getting Access: Self Validate

After clicking the button to request login credentials the account setup screen appears.

There are two options available to setup or create your Supplier Central Digital Invoicing account,

- 1) **Self Validate:** Ensure a prior invoice number submitted to JPMC is available along with the last four digits of the bank account number credited with the payment for the invoice number
- 2) **Request Validation:** The request will be submitted to the provided JPMC contact (email address) to verify your identity and access

 Let's proceed with the **Self Validate** steps first, click the button to continue with the next step.



Getting Access: Self Validate

After clicking **Self Validate** the Account Setup form will appear.

Complete all required fields (*),

- 1) **Supplier Name:** Use the exact supplier name that appears on your invoice
- 2) **First Name**
- 3) **Last Name:** If your first and last name are longer than 22 characters your username will be truncated
- 4) **Email Address**
- 5) **Telephone Number**
- 6) **Invoice number of a prior invoice you submitted to JPMorgan Chase**
- 7) **Last four digits of the bank account credited with the payment for the invoice**

Note: Select the **User Admin** checkbox if the admin role should be included in the setup which provides the ability to add and remove other users from your organization



After completing the required fields click the **Submit** button to proceed with the next step.




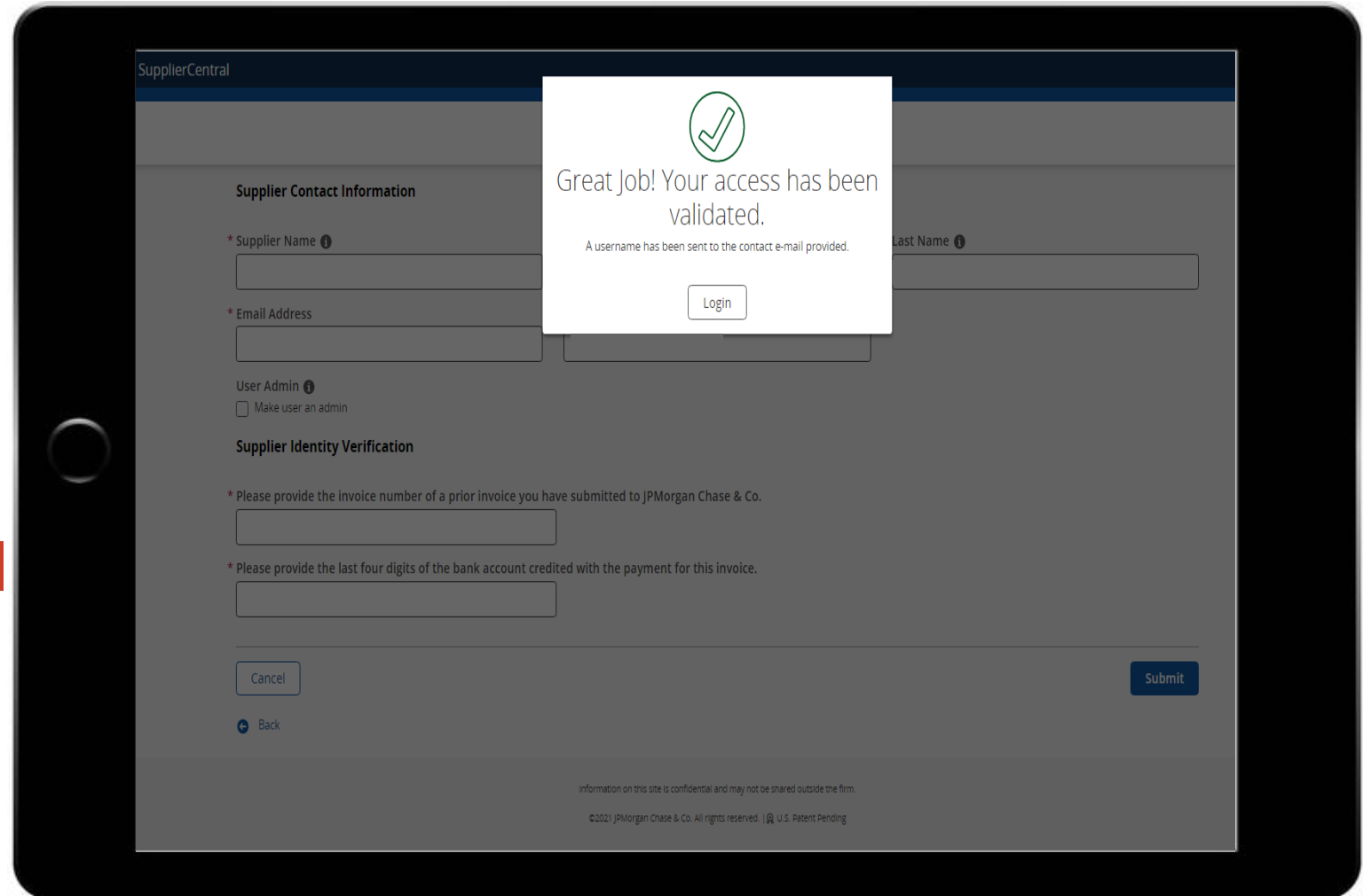
Getting Access: Self Validate

After clicking **Submit** a systemic validation is performed to authenticate the information entered in the account setup. When the information entered is validated, a confirmation of the access will be received.

In the event the details were found to be incorrect or could not be authenticated, an error message is received. Correct the information and resubmit.

 Authentication rejected. Please make sure your supplier name, invoice number, and bank account information is correct.

 An email notification will be sent to the email address entered in the account setup form. The notification will include your username and a link to the tool. Click the forward icon below to review the notification.

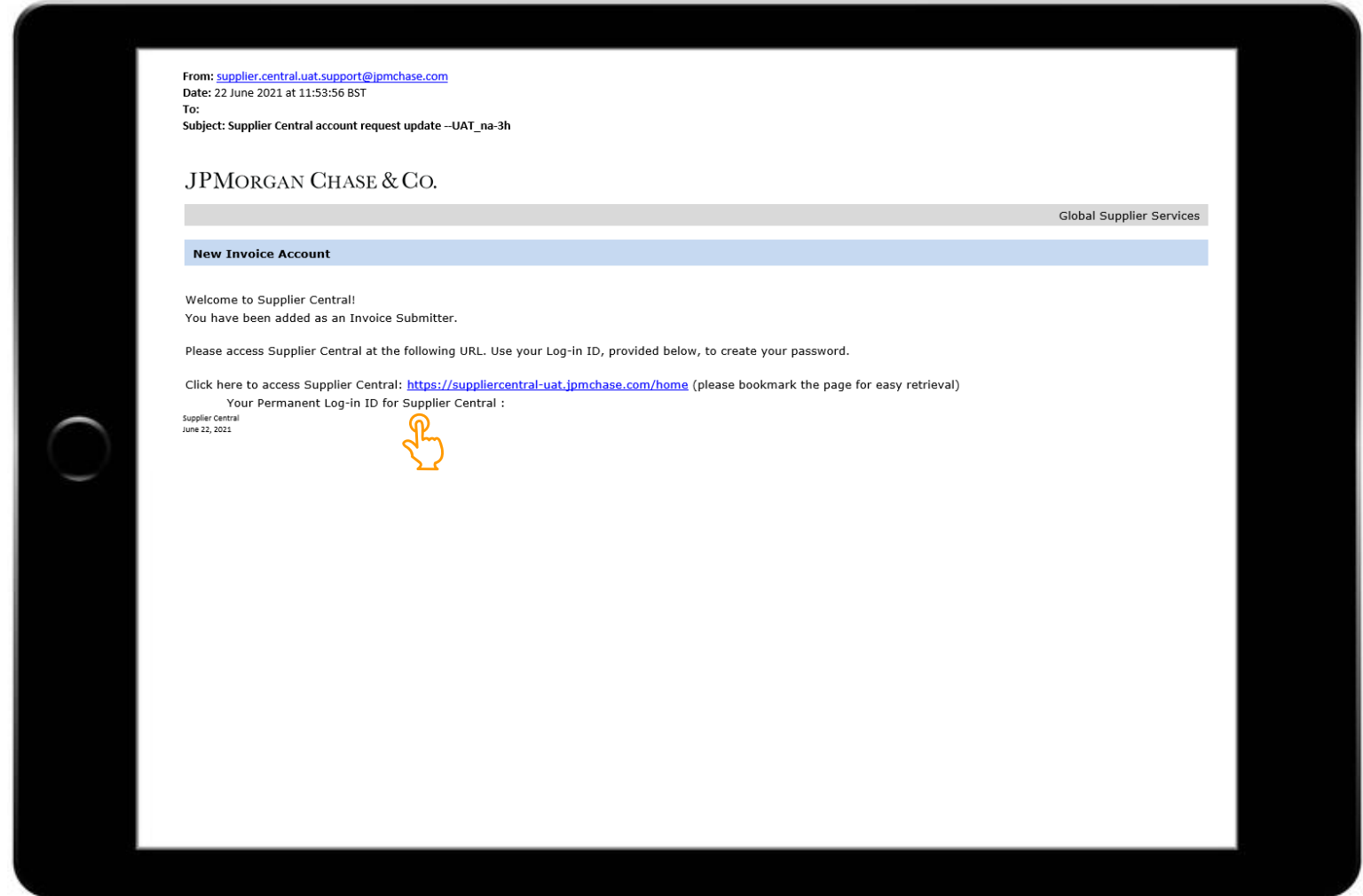


Getting Access: Self Validate

The email notification will be sent to the email address provided in the account setup form. The email will confirm your new account, provide the link to the tool, and your login ID (or username).




Click the link to the tool in the email to proceed with the next step of getting access.

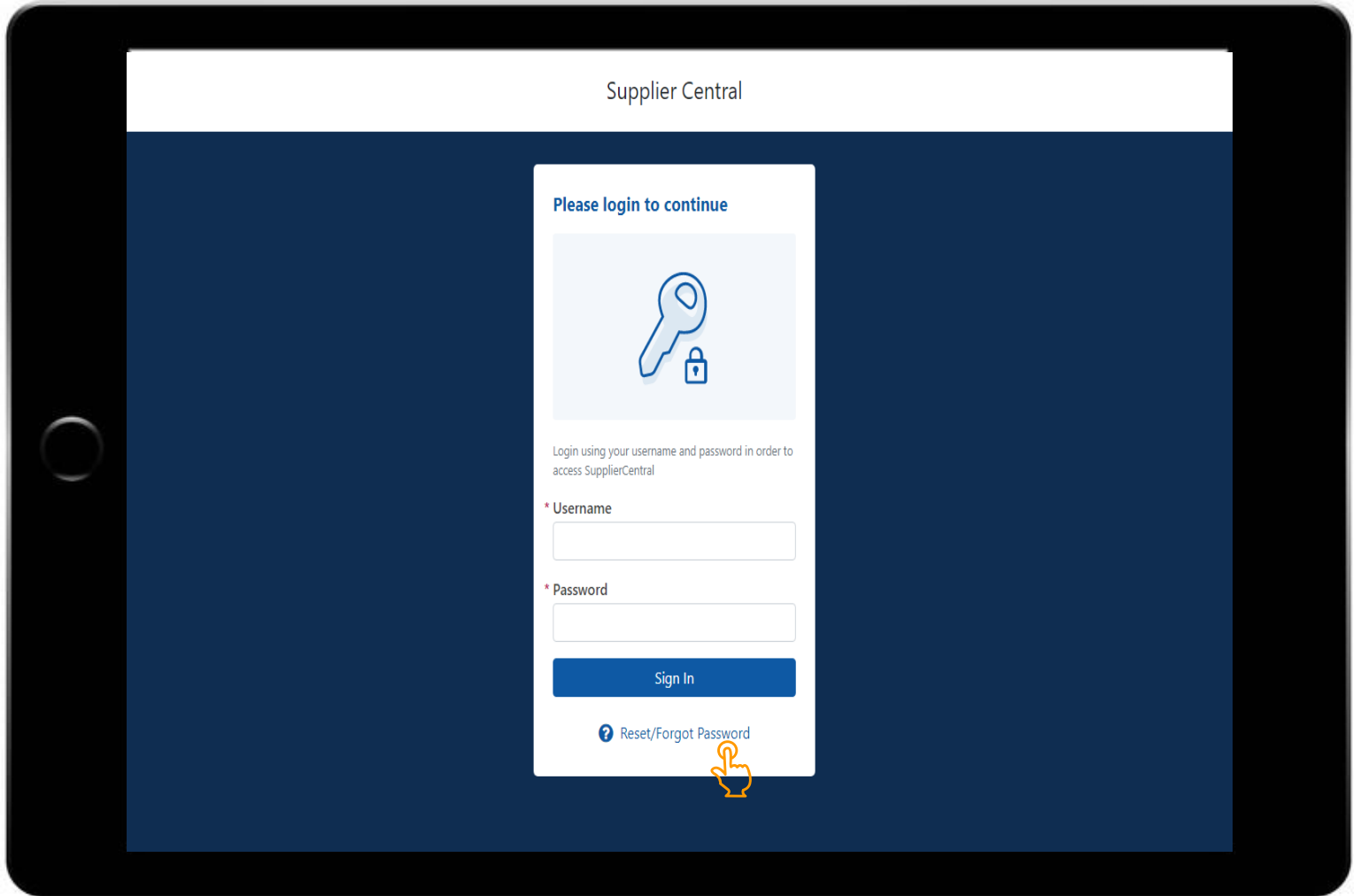


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Getting Access: Self Validate

You will be directed to the Supplier Central Digital Invoicing login screen. While your username or login ID has been provided, a password is still needed to complete the access.

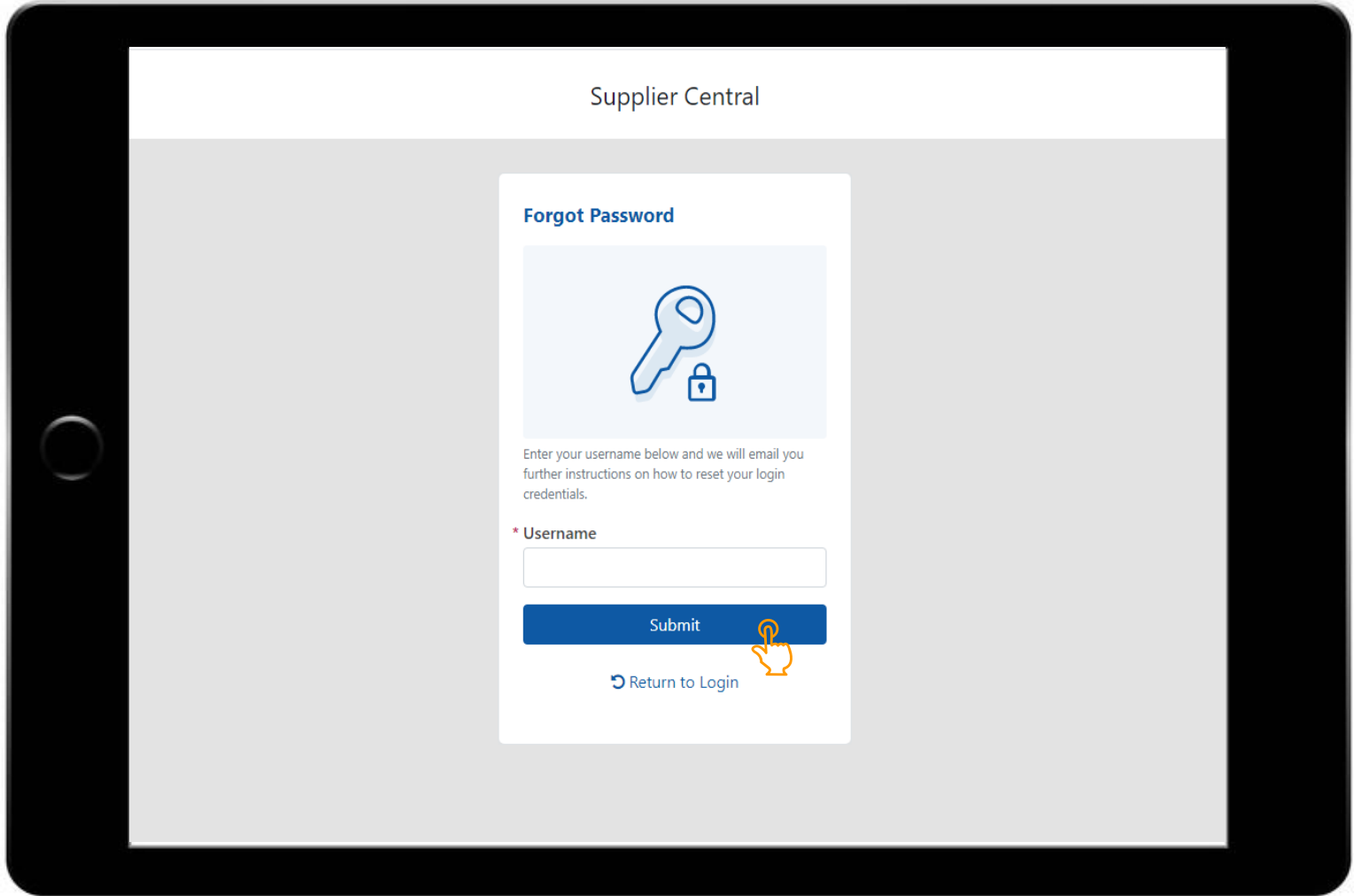
 Click the [Reset/Forgot Password](#) button to proceed with the next step in getting access.



Getting Access: Self Validate




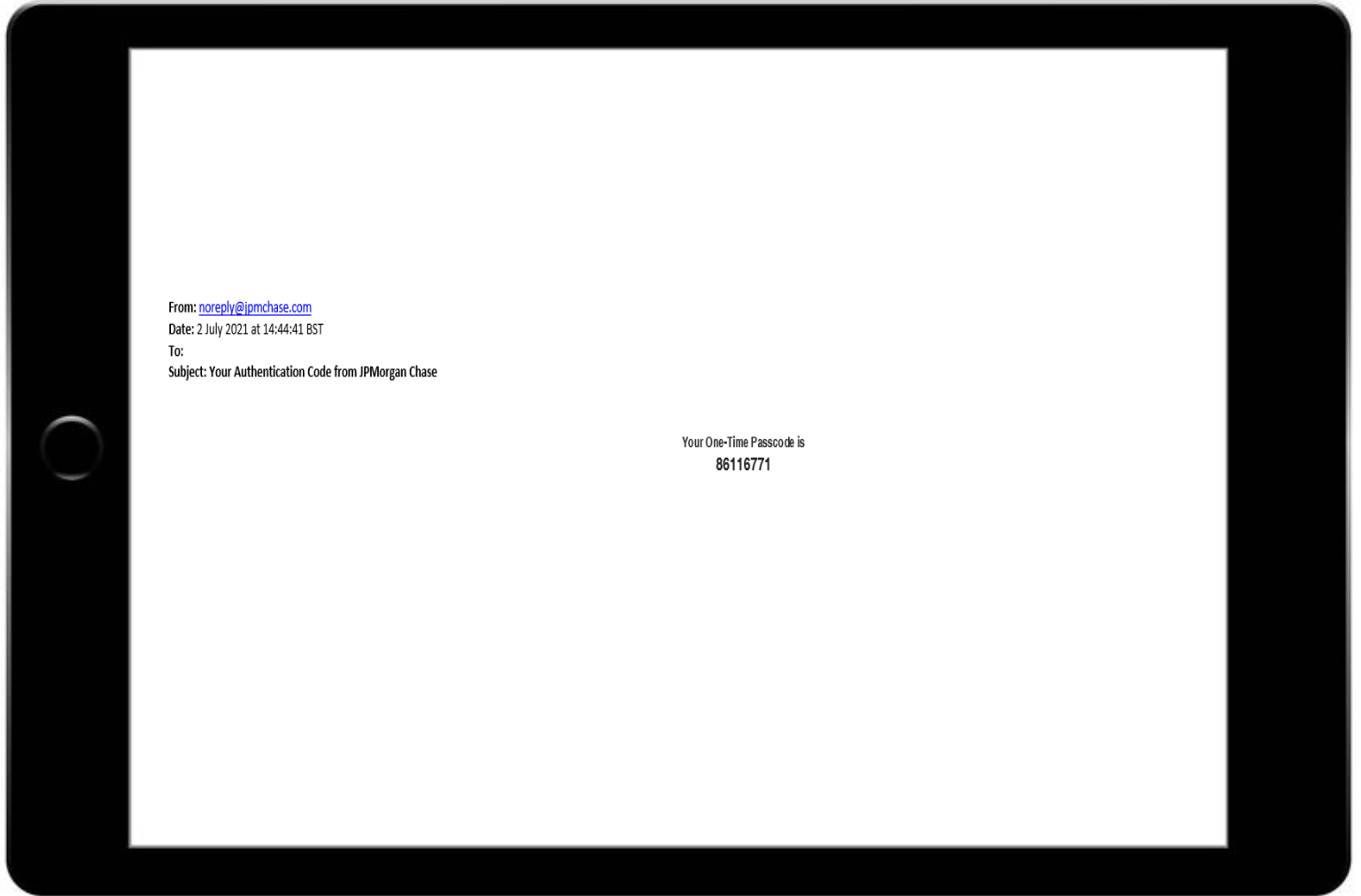
Enter your provided login ID or **Username** and then click **Submit** to proceed with the next step.



Getting Access: Self Validate

After entering your username an email is sent to the email address provided in the Account Setup form. The email includes a one-time passcode to enter in the Supplier Central Digital Invoicing tool in order to reset and/or establish your password.

 Click the forward icon below to proceed with the next step of getting access.




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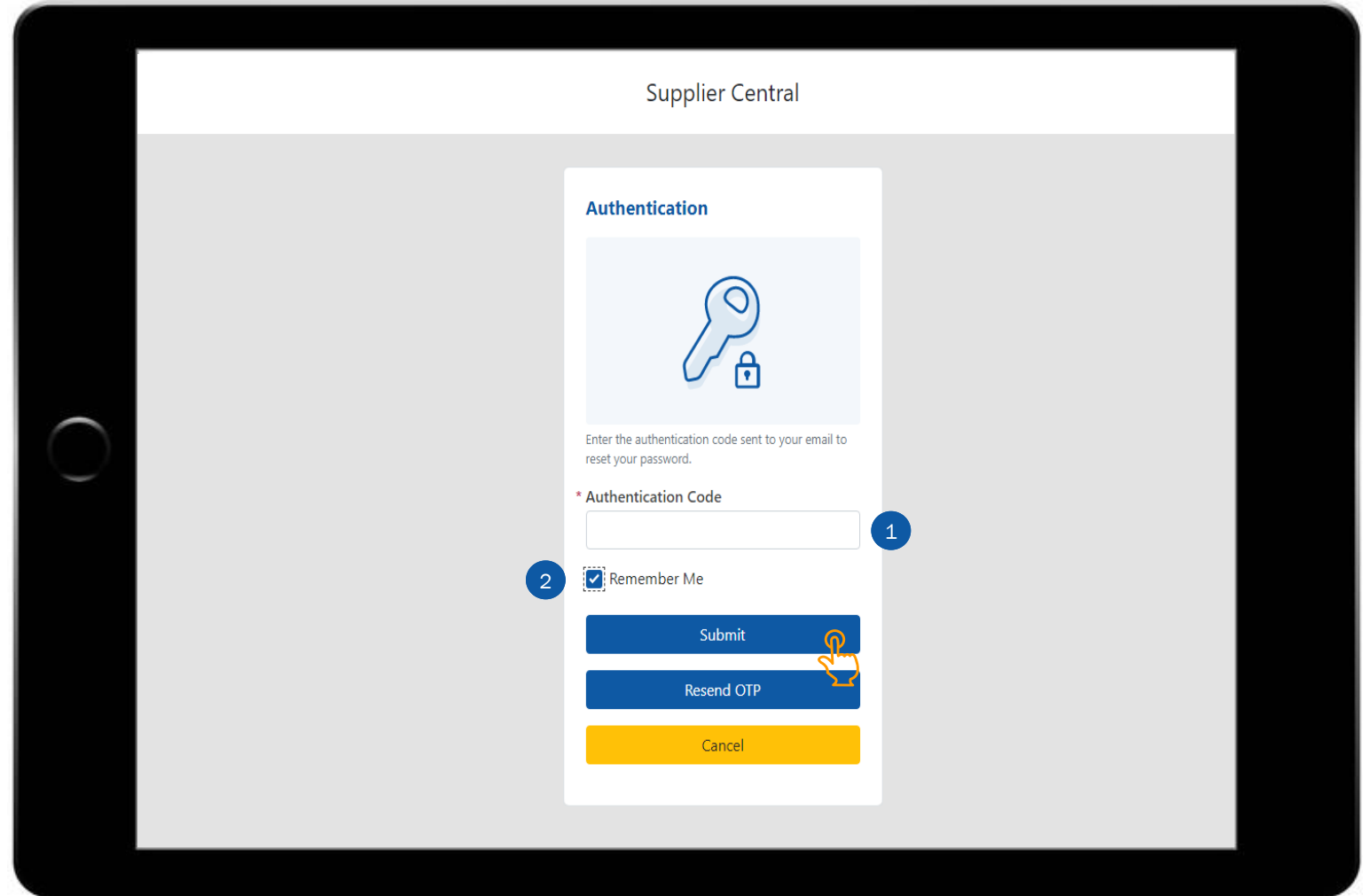
Getting Access: Self Validate

Go back to Supplier Central Digital Invoicing,

- 1) Enter the one-time passcode or **Authentication Code** received in the email
- 2) Click the **Remember Me** checkbox so that the next time you login you can login with a username and password, without going through the authentication code steps.

 Click the **Submit** button to proceed with the next step of getting access.

Note: The authentication code is valid for 30 minutes. If the authentication code was not accepted click the **Resend OTP** button to request a new code.



Supplier Central

Authentication

Enter the authentication code sent to your email to reset your password.

* Authentication Code

Remember Me

Submit

Resend OTP


Cancel

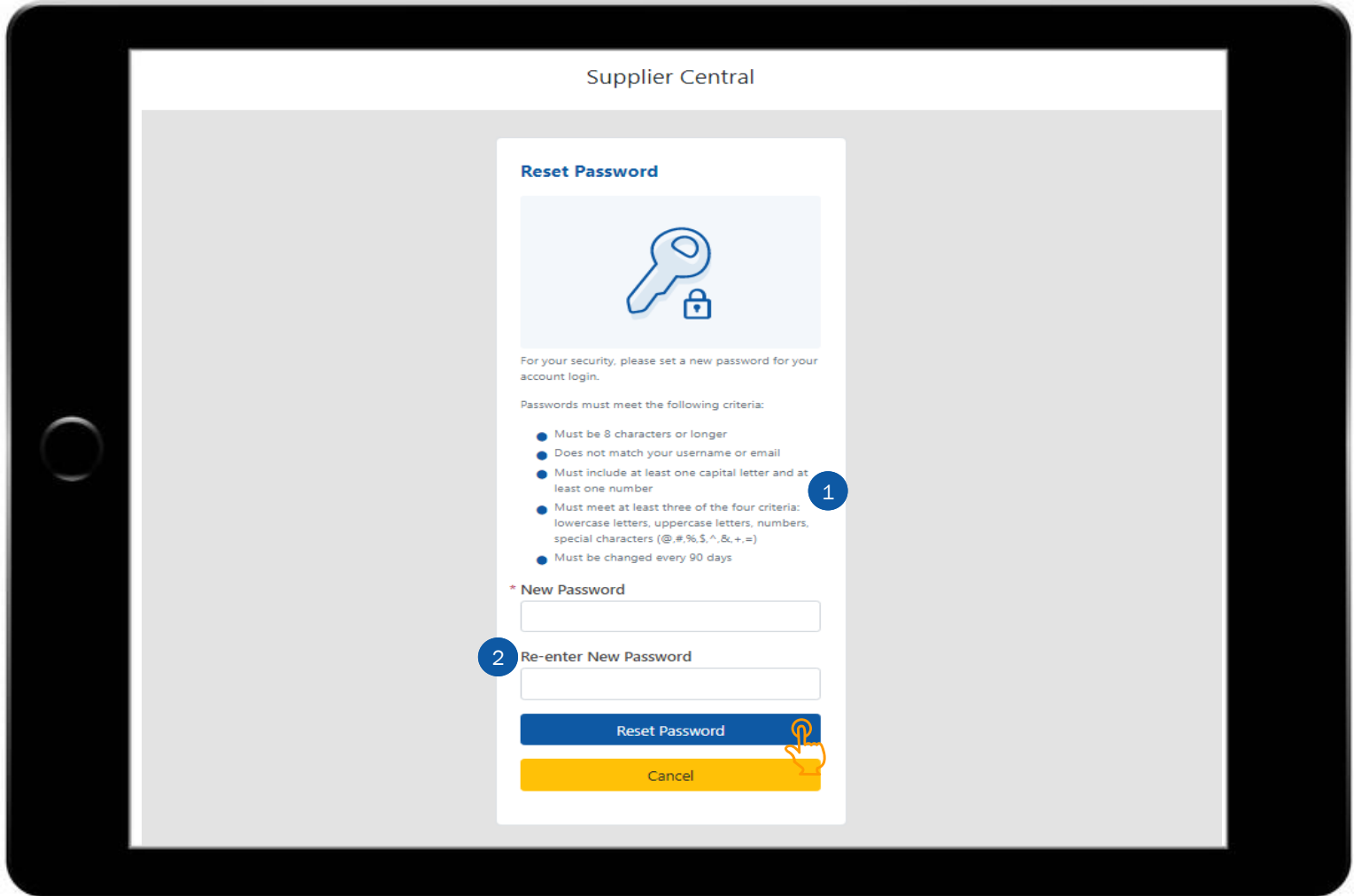


Getting Access: Self Validate

After entering the authentication code and clicking **Submit** you will be able to set (or reset) your password.

- 1) Follow the password criteria to enter your new password
- 2) Re-enter your new password

 Click the **Reset Password** button to proceed with the next step of getting access.



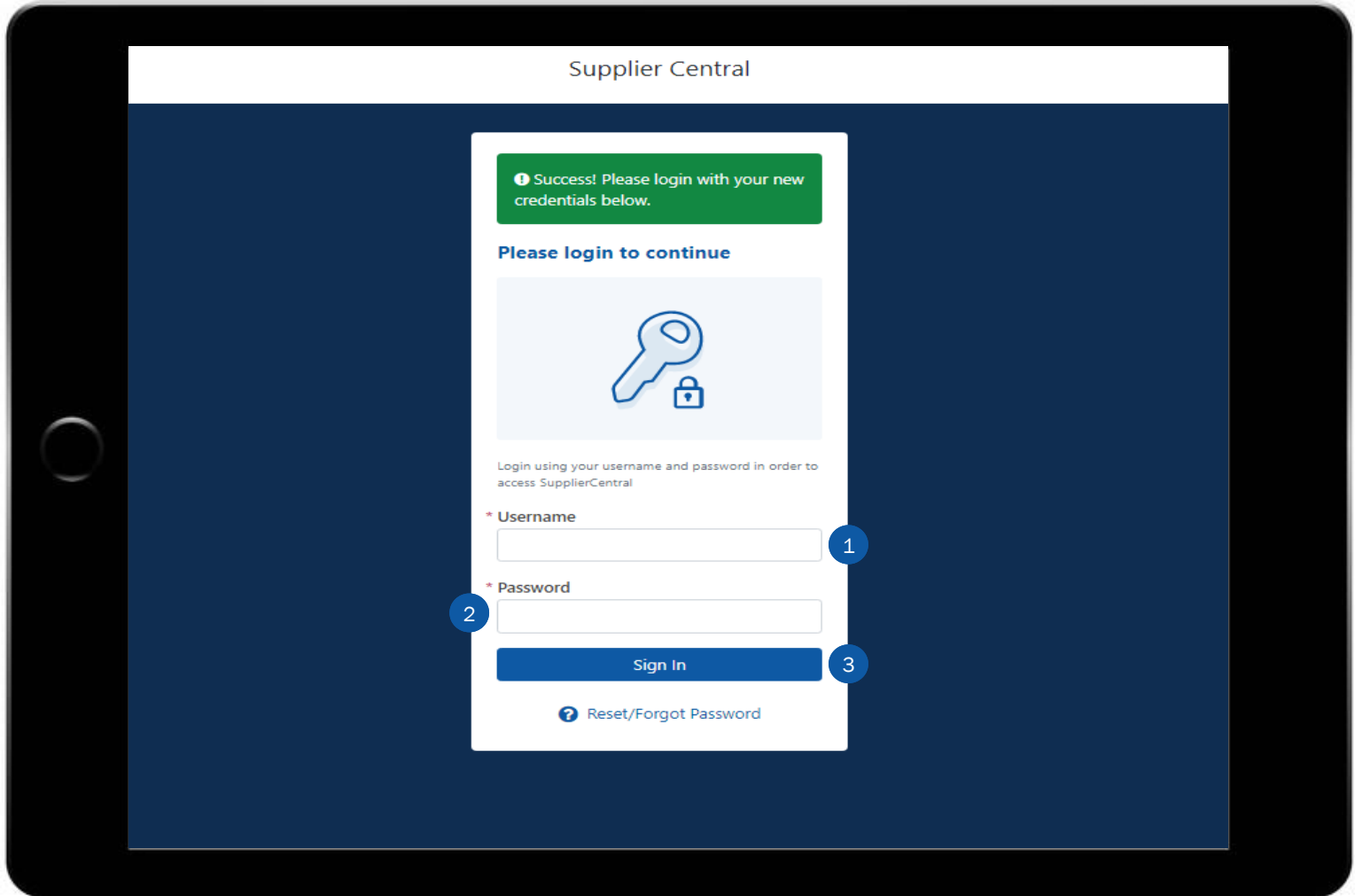
Getting Access: Self Validate

Now that you have successfully created a username and password, you are required to login with your new credentials to complete the account setup process and access the tool.

- 1) Enter your username
- 2) Enter your password
- 3) Click the **Sign In** button

» This concludes the steps of getting access to Supplier Central Digital Invoicing using the **Self Validate** option. Next, let's review the steps of getting access using the **Request Validation** option. Click the forward icon below to continue.

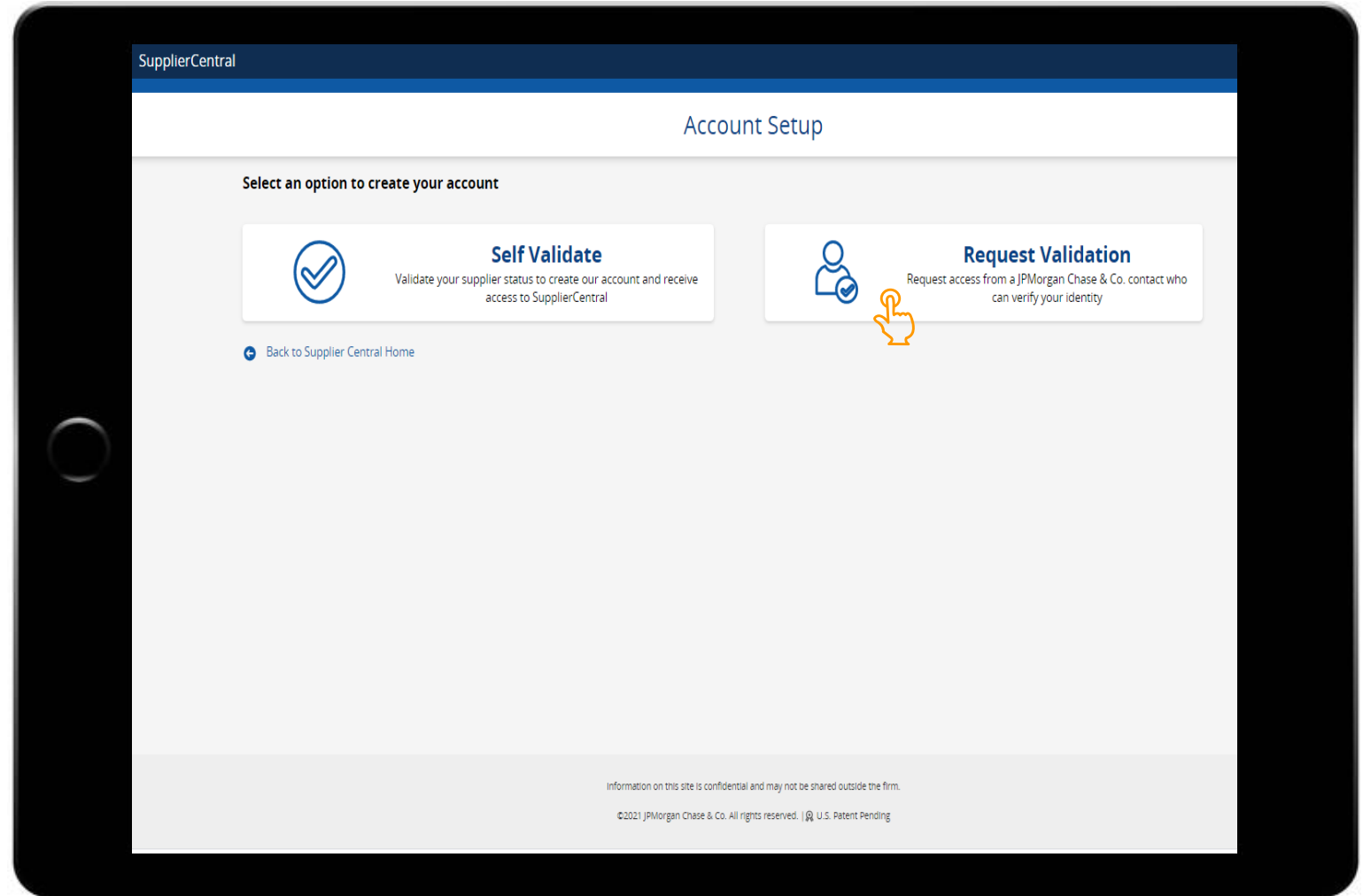
Alternatively, use the menu options below to navigate to another section or topic within the **Getting Access & Logging In** module.



Getting Access: Request Validation



Click the **Request Validation** option to proceed with the account setup steps.




Getting Access: Self Validate

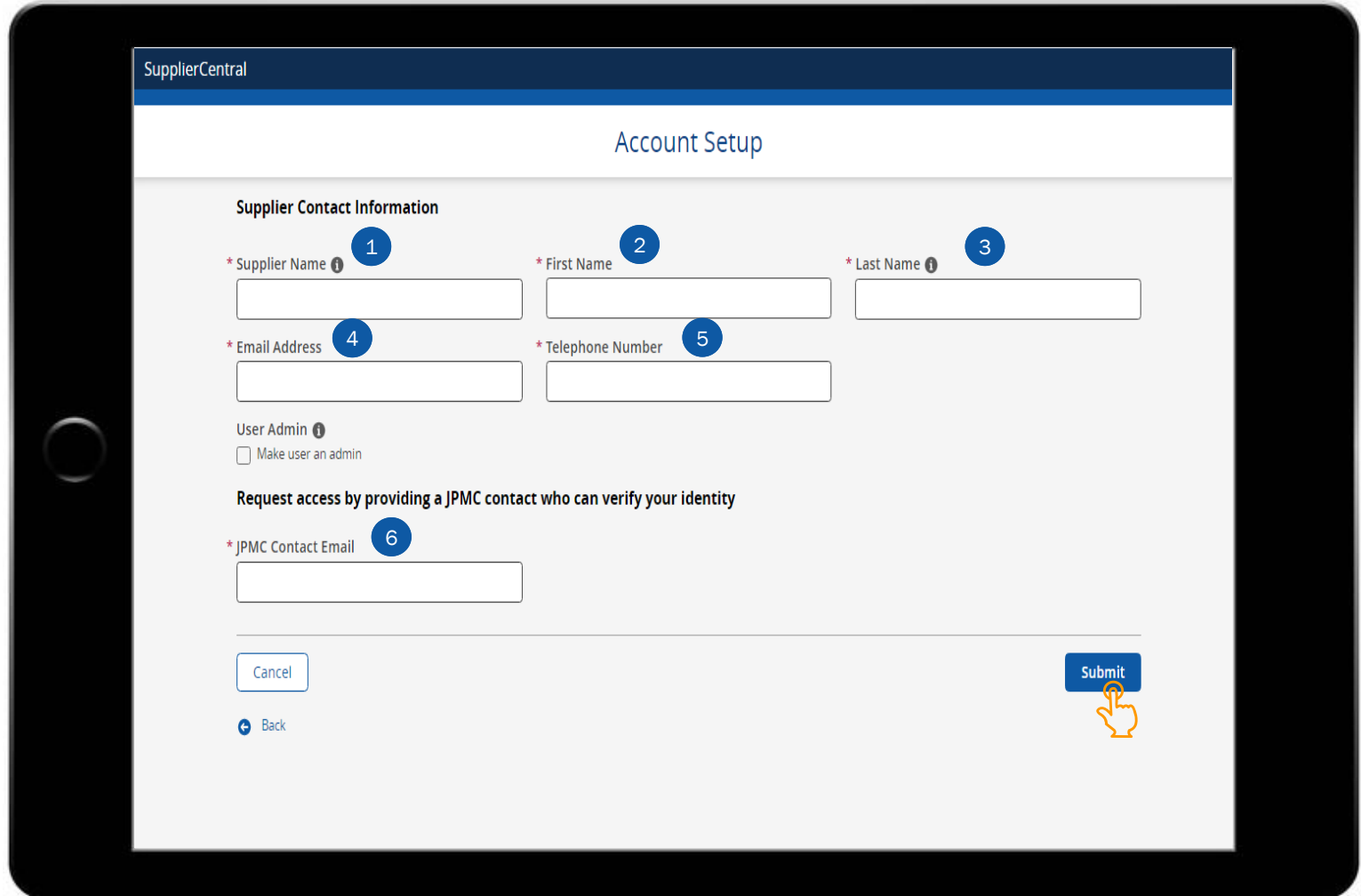
After clicking **Request Validation**, the Account Setup form will appear.

Complete all required fields (*),

- 1) **Supplier Name:** Use the exact supplier name that appears on your invoice
- 2) **First Name**
- 3) **Last Name:** If your first and last name are longer than 22 characters your username will be truncated
- 4) **Email Address**
- 5) **Telephone Number**
- 6) **JPMC Contact Email:** Enter the email address of the JPMC contact who can verify your identity

Note: Select the **User Admin** checkbox if the admin role should be included in the setup which provides the ability to add and remove other users from your organization

 After completing the required fields click the **Submit** button to proceed with the next step.



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Account Setup

Supplier Contact Information

* Supplier Name ¹

* First Name ²

* Last Name ³

* Email Address ⁴

* Telephone Number ⁵

User Admin ⁶

Make user an admin

Request access by providing a JPMC contact who can verify your identity

* JPMC Contact Email ⁶

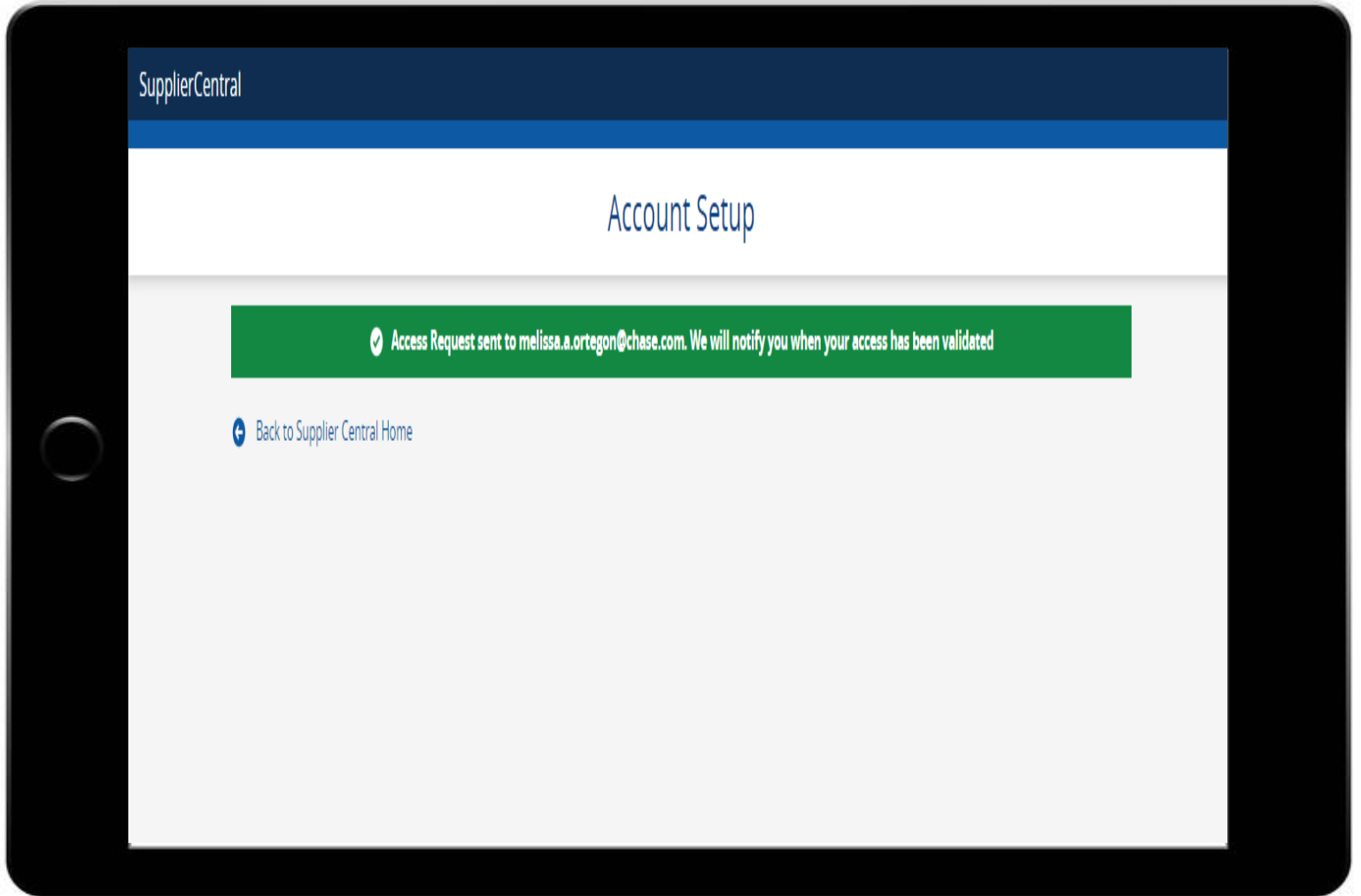
[Back](#)



Getting Access: Self Validate


An access request email notification is sent to the JPMC contact email address provided.


- After the JPMC contact confirms the access request an email notification is sent to the supplier email address entered in the account setup form. Click the forward icon to review the email and next steps of getting access.

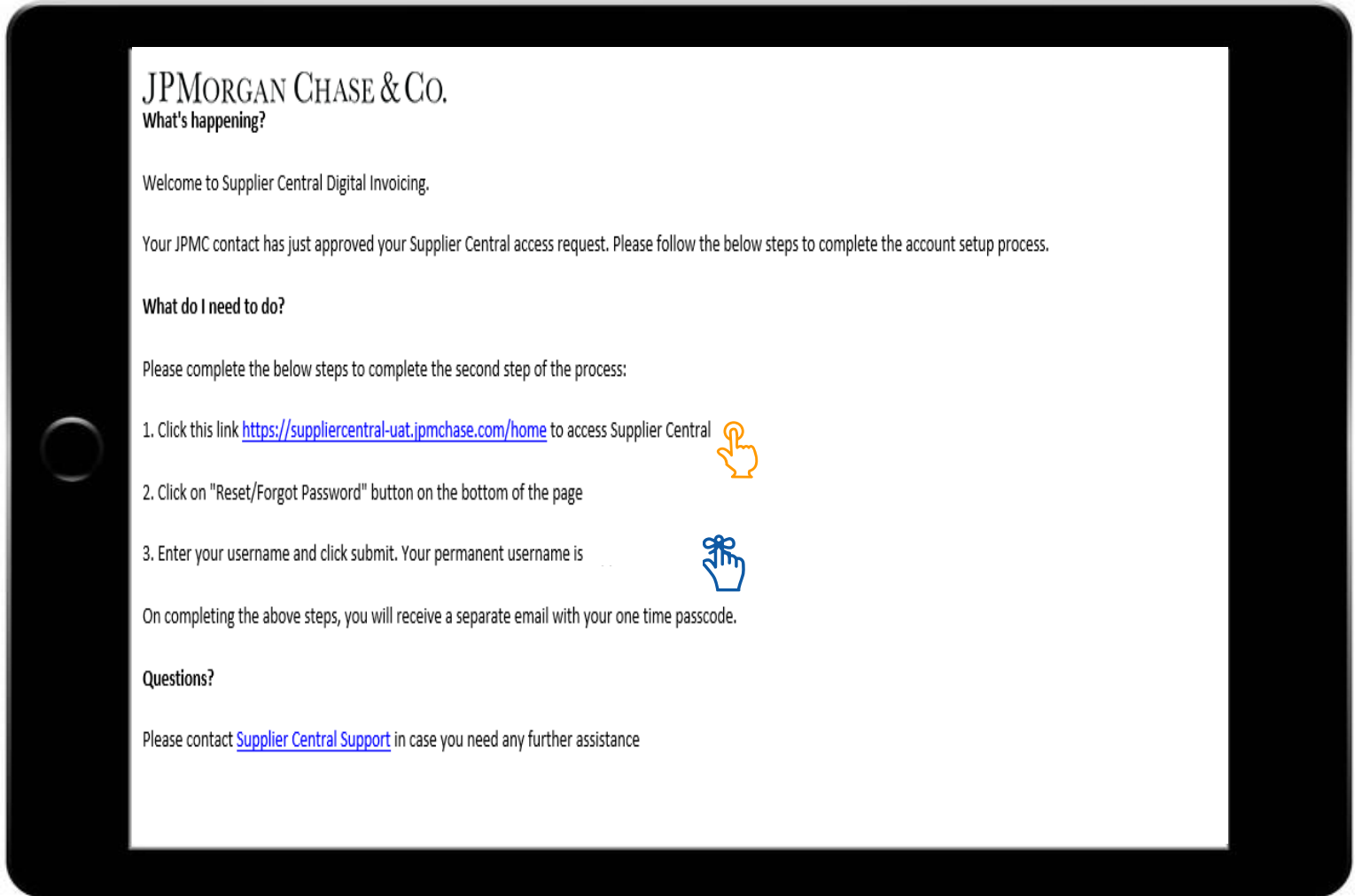


Getting Access: Self Validate

Follow the steps within the email notification received to confirm the access and login credentials.


 Click the link to access Supplier Central Digital Invoicing to proceed with the next step.

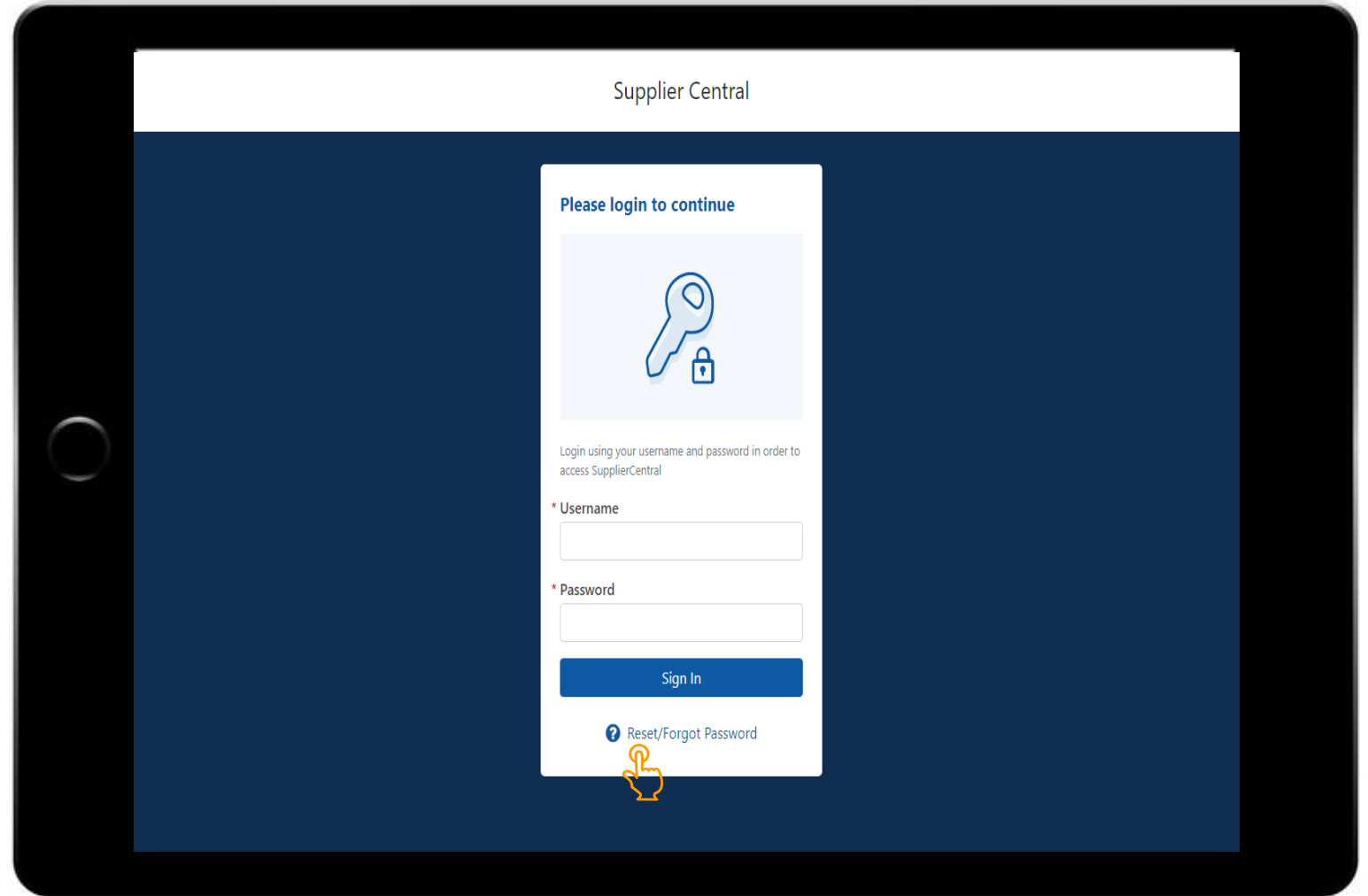
 Take note of the username included within the email as this information will be needed to login to the tool.



Getting Access: Self Validate

You will be directed to the Supplier Central Digital Invoicing login screen. While your username or login ID has been provided, a password is still needed to complete the access.

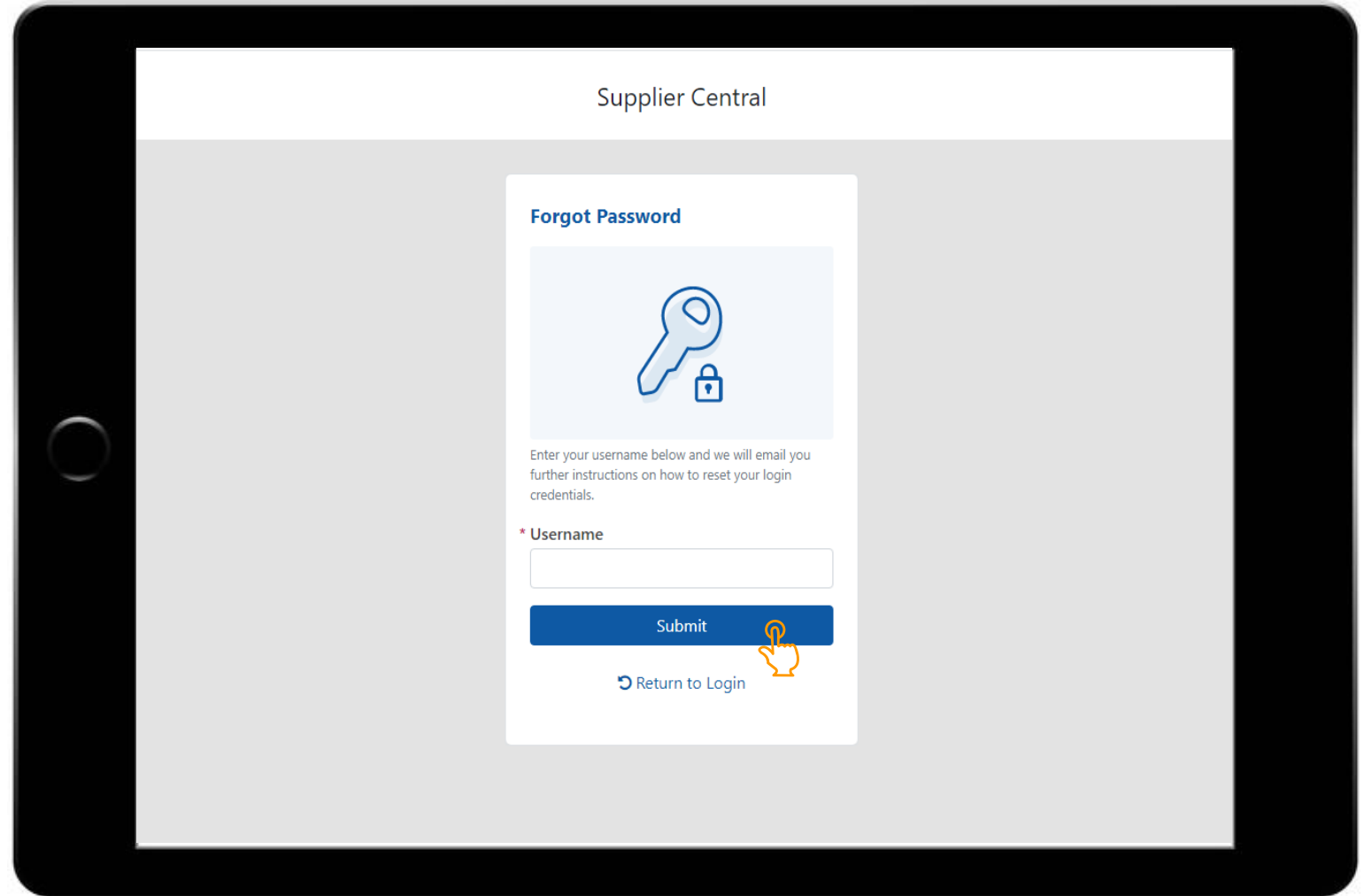
 Click the [Reset/Forgot Password](#) button to proceed with the next step in getting access.



Getting Access: Self Validate



Enter your provided login ID or **Username** and then click **Submit** to proceed with the next step.



Getting Access: Self Validate

After entering your username an email is sent to the email address provided in the Account Setup form. The email includes a one-time passcode to enter in the Supplier Central Digital Invoicing tool in order to reset and/or establish your password.



Click the forward icon below to proceed with the next step of getting access.




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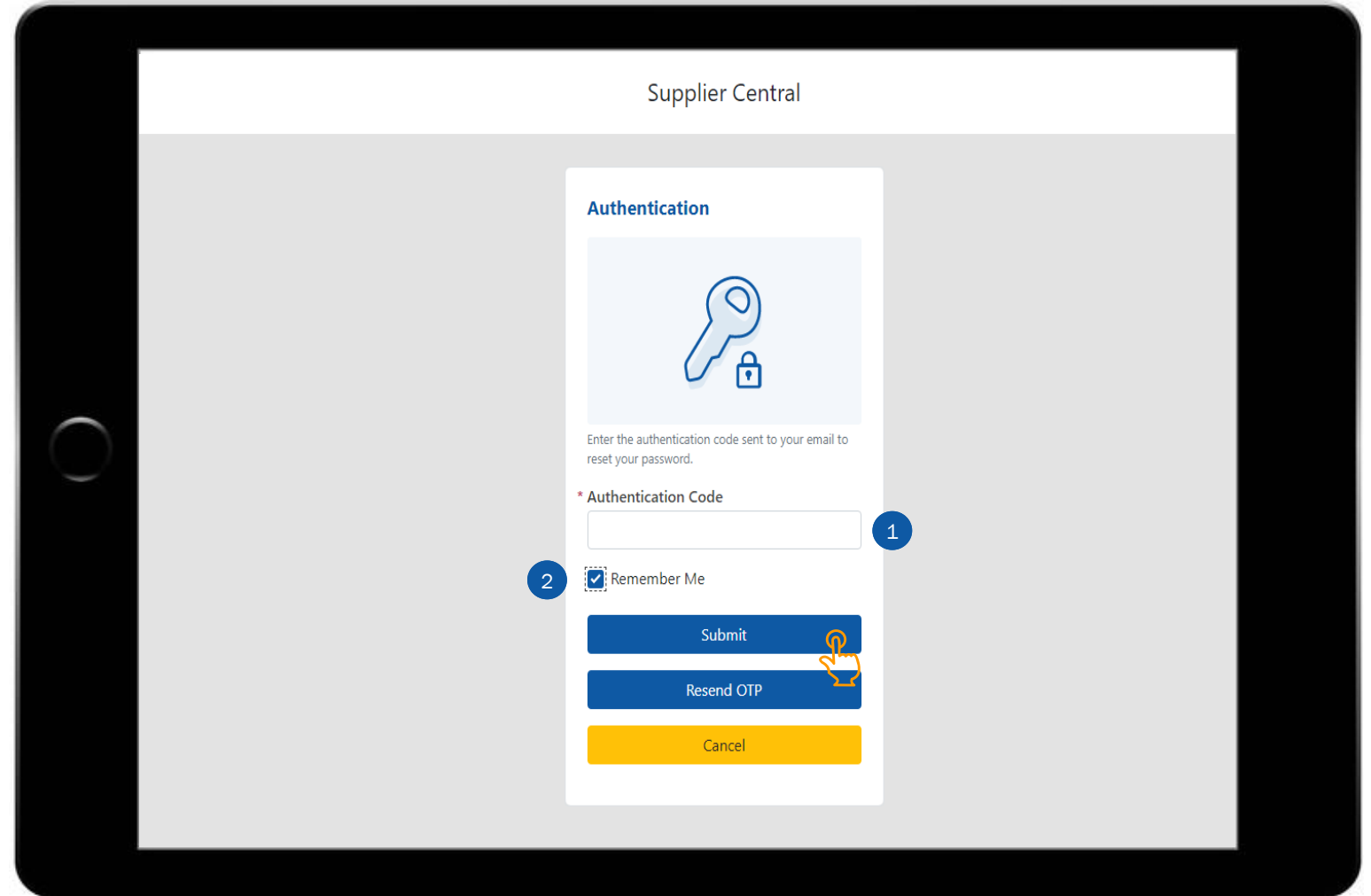
Getting Access: Self Validate

Go back to Supplier Central Digital Invoicing,

- 1) Enter the one-time passcode or **Authentication Code** received in the email
- 2) Click the **Remember Me** checkbox so that the next time you login you can login with a username and password, without going through the authentication code steps.

 Click the **Submit** button to proceed with the next step of getting access.

Note: The authentication code is valid for 30 minutes. If the authentication code was not accepted click the **Resend OTP** button to request a new code.



Supplier Central

Authentication

Enter the authentication code sent to your email to reset your password.

* Authentication Code

Remember Me

Submit

Resend OTP

Cancel



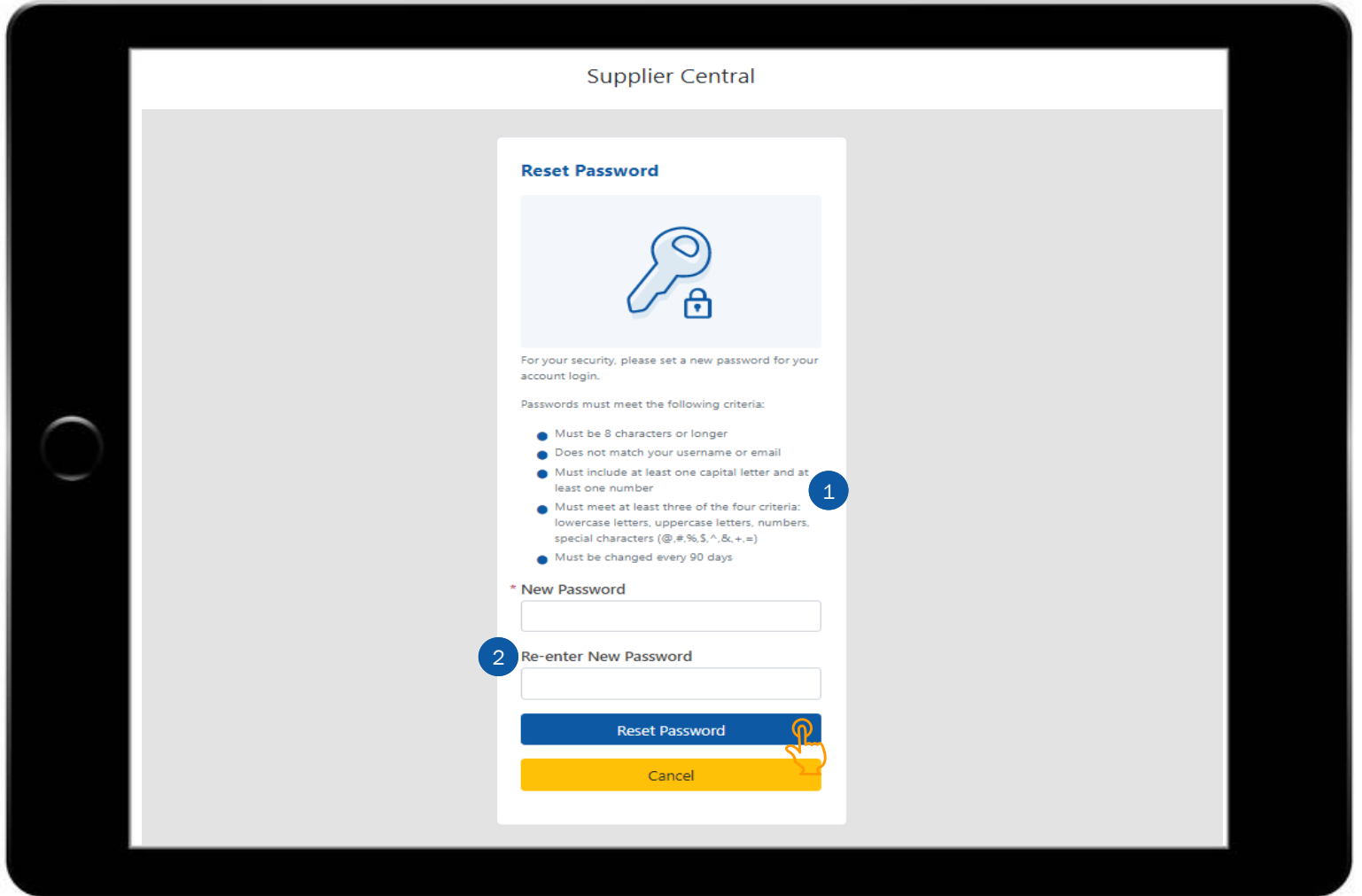
Getting Access: Self Validate

After entering the authentication code and clicking Submit you will be able to set (or reset) your password.

- 1) Follow the password criteria to enter your new password
- 2) Re-enter your new password



Click the **Reset Password** button to proceed with the next step of getting access.



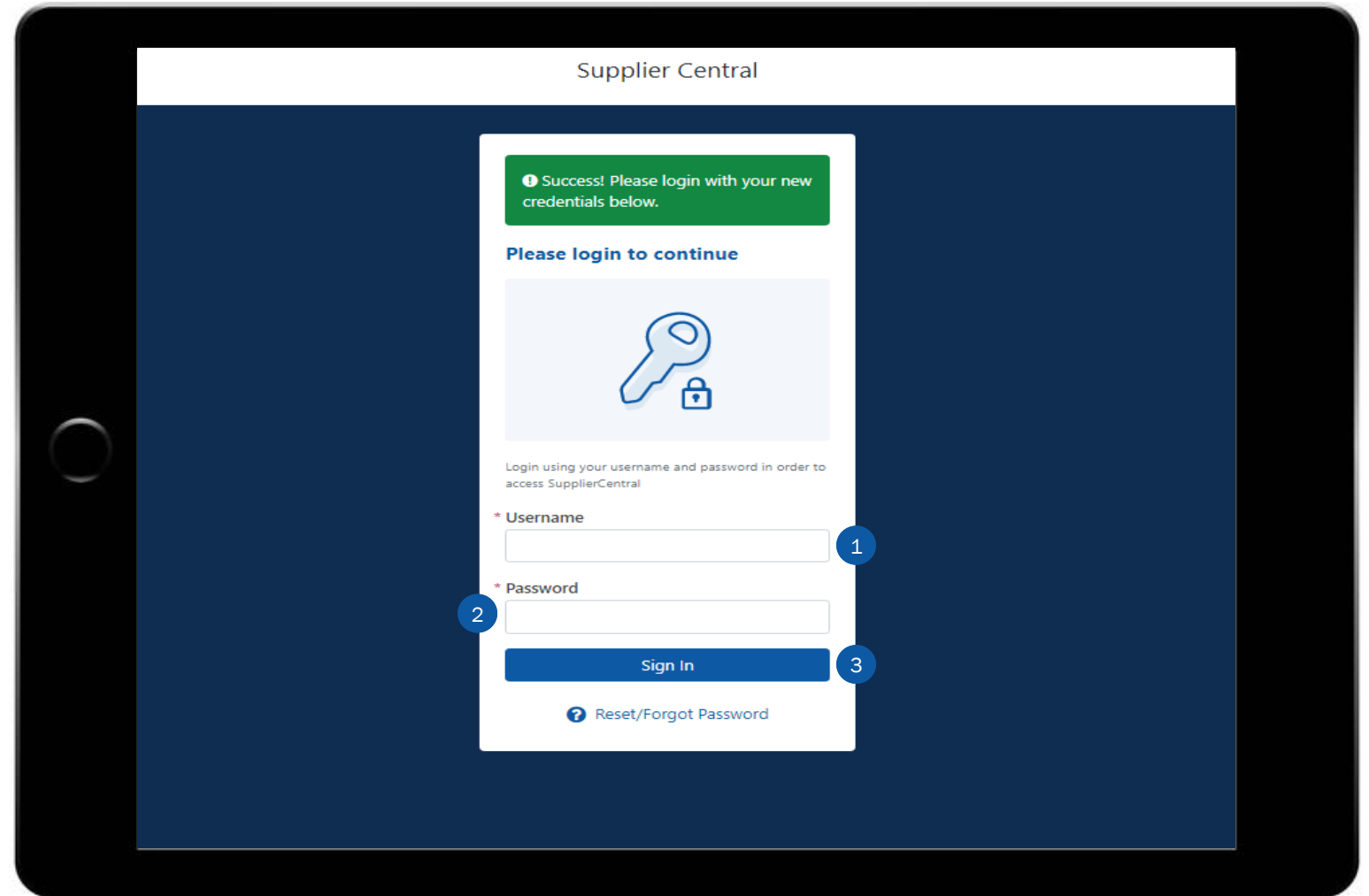
Getting Access: Self Validate

Now that you have successfully created a username and password, you are required to login with your new credentials to complete the account setup process and access the tool.

- 1) Enter your username
- 2) Enter your password
- 3) Click the **Sign In** button

☞ This concludes the steps of getting access to Supplier Central Digital Invoicing using the **Request Validation** option. Next, let's review the steps of logging in. Click the forward icon below to continue.

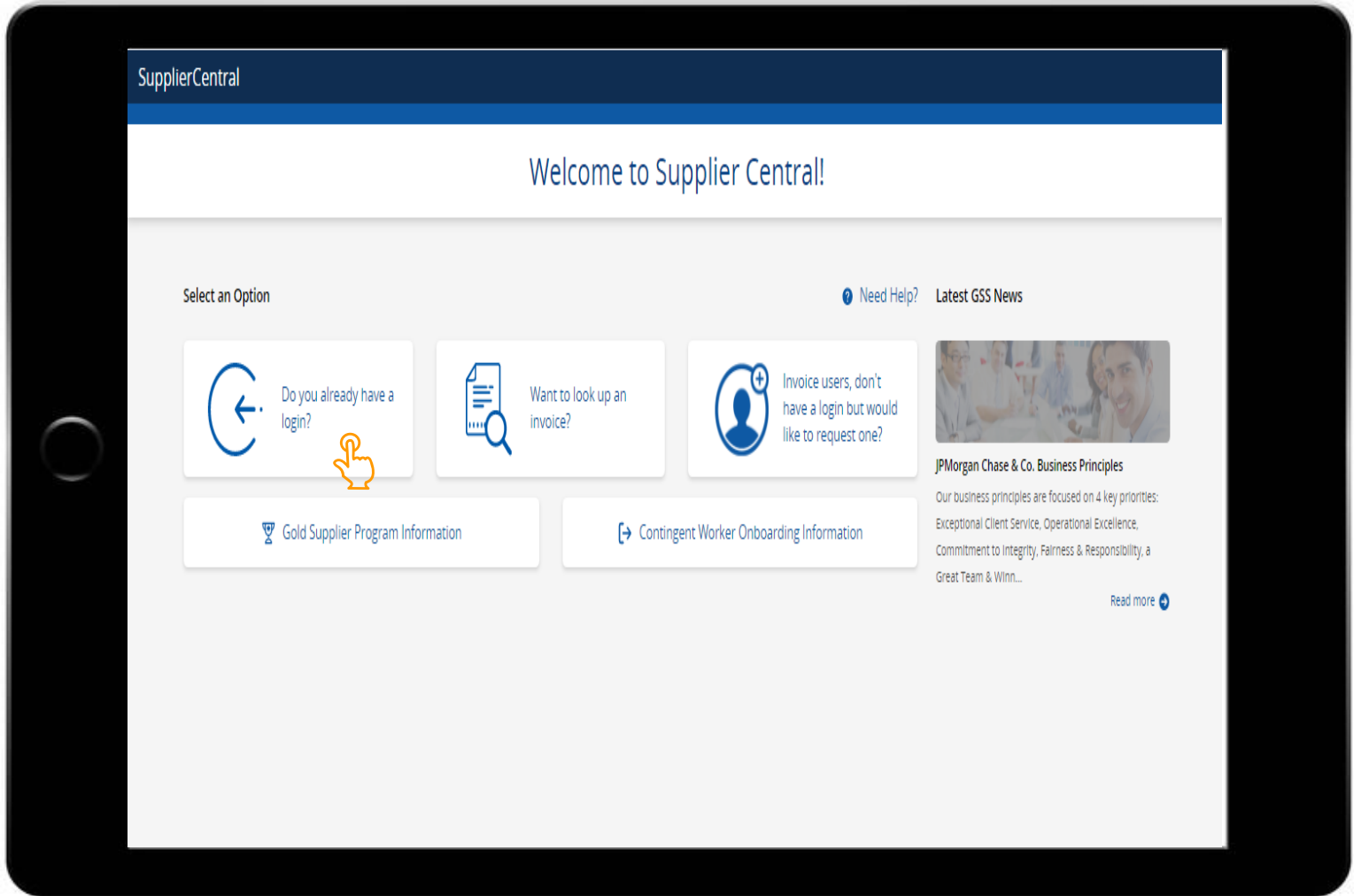
Alternatively, use the menu options below to navigate to another section or topic within the **Getting Access & Logging In** module.



Logging In & Requesting Assistance



After accessing the Supplier Central Digital Invoicing link, click on the **Do you already have a login** button to proceed with the next step.

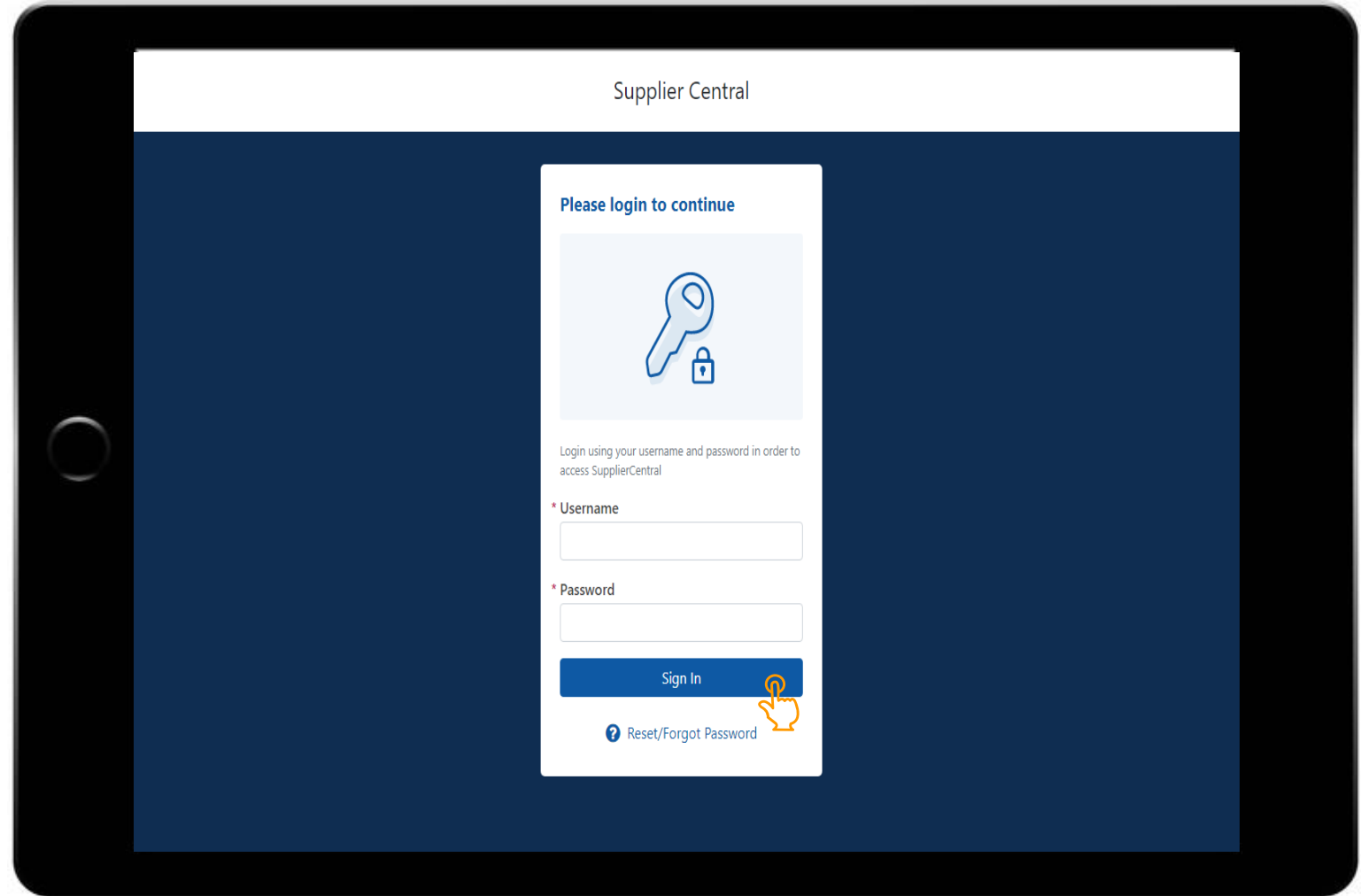


Logging In & Requesting Assistance

After your account has been setup, credentials confirmed, and password created, accessing the tool going forward includes entering your **Username** and **Password**.



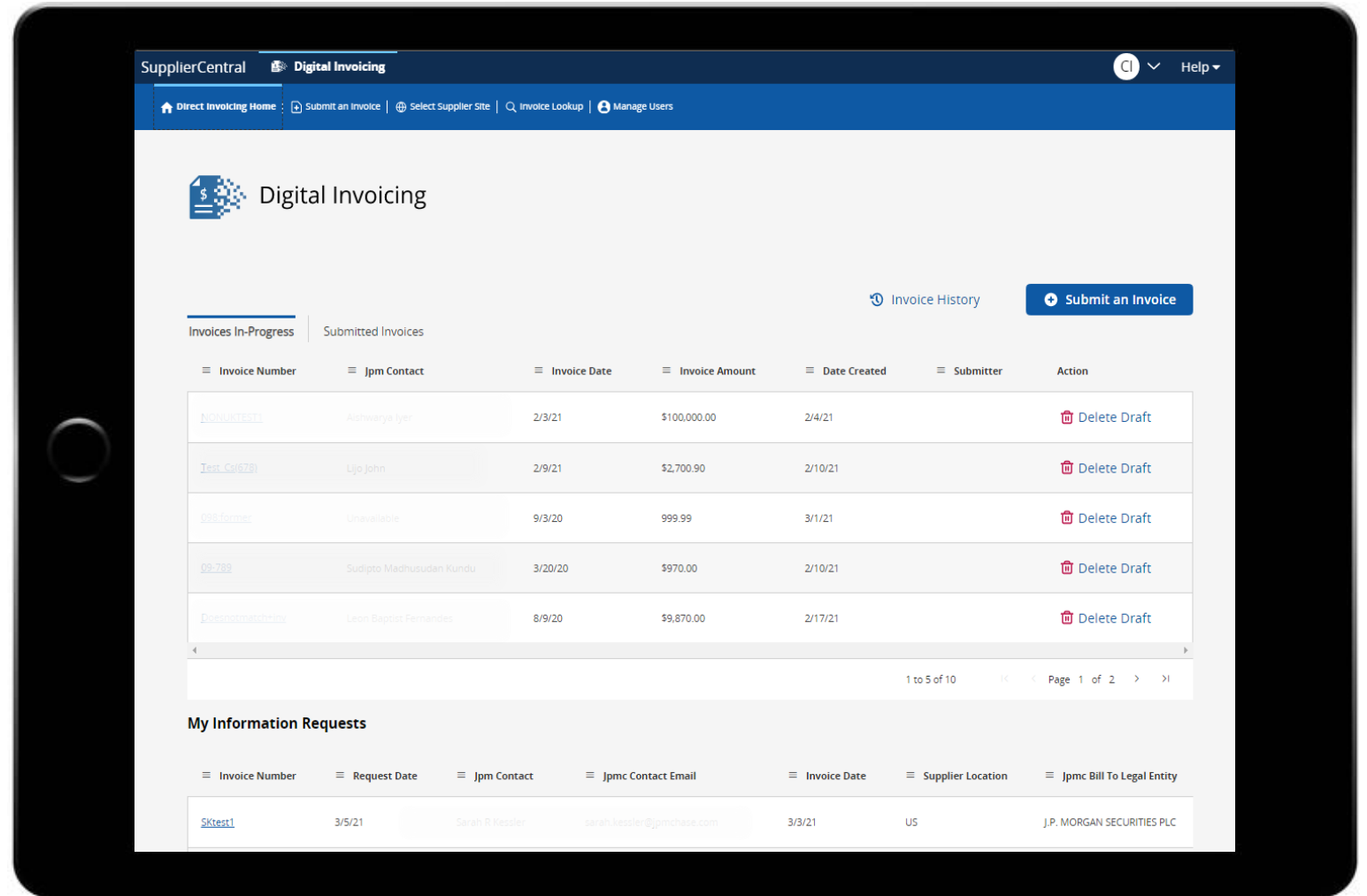
Click the **Sign In** button to proceed with the next step.



Logging In & Requesting Assistance

After logging in you are directed to the Supplier Hub.

Next, let's review the steps of requesting assistance. Click the forward icon below to continue.



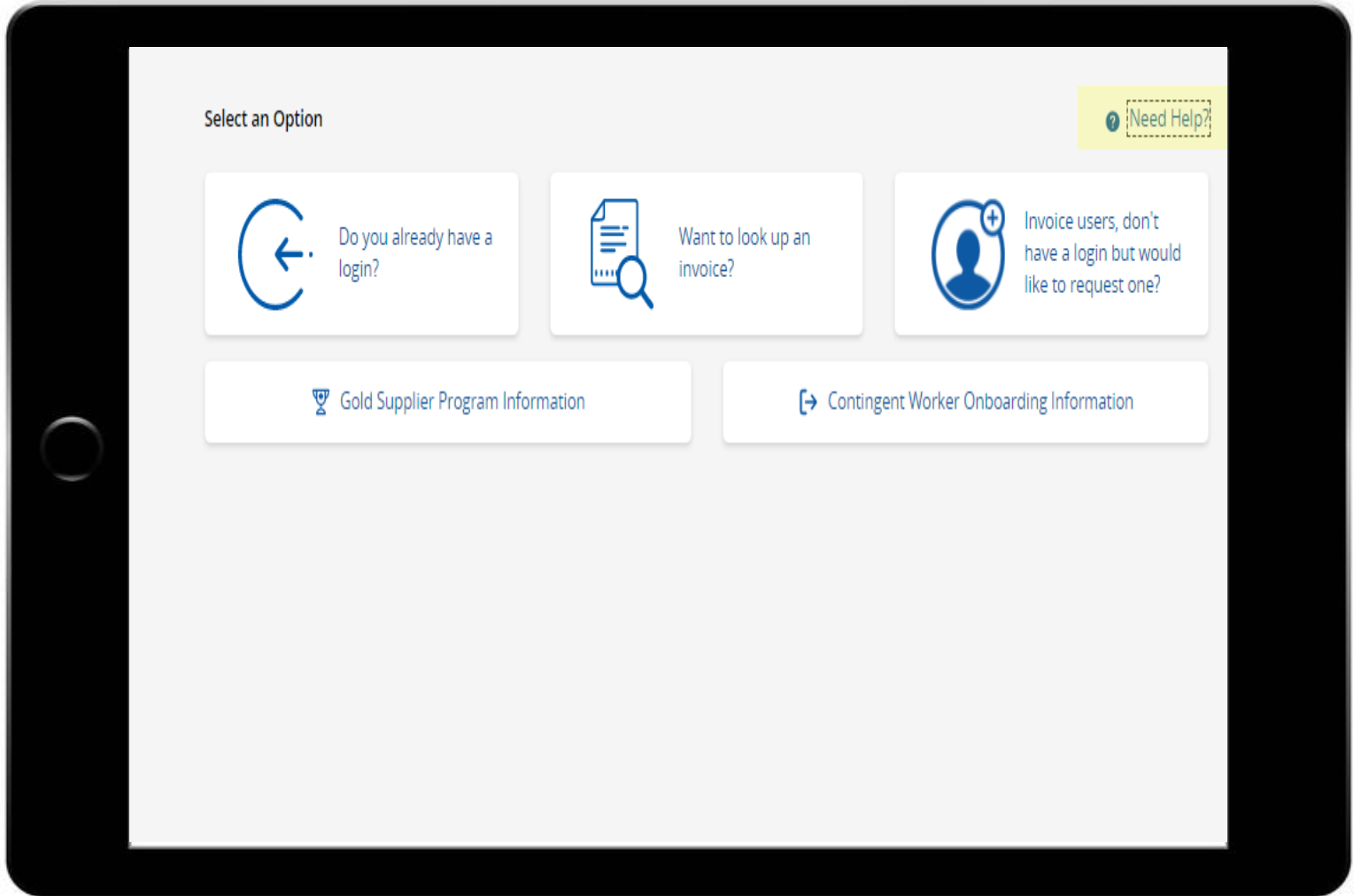
Logging In & Requesting Assistance

If there are any issues completing the access or logging in steps, click the **Need Help** button to open a ticket with the GSS support team.

The **Need Help** button will open a new email addressed to the GSS support team (or concierge team). Ensure your supplier name, contact information, and description of the issue are included in the email.

A member of the GSS support team will contact you for additional assistance to resolve the issue.

This concludes the steps of getting access and logging in. Use the menu options below to navigate to review the information again.





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