# GETTING ACCESS & LOGGING IN START TO FINISH

SUPPLIER CENTRAL DIGITAL INVOICING

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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

- ${\scriptstyle \lll}$  Go back to the prior page
- Move forward to the next page
- $\bigcirc$  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

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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.



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,

- 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
- 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.

SupplierCent	ral		
	Account Setup		
	Select an option to create your account		
	<image/> <complex-block><image/><section-header>        Self Validate Less sous outpuiler status to create our account and recete access to Supplier Central     Image: Contract Mongen Chase &amp; Co. output chase an uerify your identity</section-header></complex-block>		
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After clicking **Self Validate** the Account Setup form will appear.

Complete all required fields (\*),

- 1) Supplier Name: Use the exact supplier's name that appears on your invoice
- 2) First Name
- Last Name: If your first and last name are longer than 22 characters your username will be truncated
- 4) Email Address
- 5) Telephone Number

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

- 6) Verify identity?
- a) If you have a prior invoice number and the associated last four-digits of the bank account, select 'Provide a prior invoice details you have submitted to JPMorgan Chase & Co.' to continue to the next step
- b) If you have a prior check payment receipt,
   select 'Provide payment information for a prior invoice from JPMorgan Chase & Co.' to continue to the next step





To verify identity using prior invoice details complete the following fields:

- Provide the invoice number of a prior invoice you have submitted to JPMorgan Chase & Co. – The invoice number provided should be an invoice that has been fully processed and payment received
- Provide the last four digits of the bank account credited with the payment for this invoice – The bank account provided should be the same bank account that received the payment associated with the invoice number entered in the prior field

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

#### **Supplier Identity Verification**

- \* Verify Identity?
- Provide a prior invoice details you have submitted to JPMorgan Chase & Co. Invoice number last four digits of the bank account
- Provide payment information for a prior invoice from JPMorgan Chase & Co.
   Check number
   Payment date
   Exact check payment
   Invoice number
- \* Please provide the invoice number of a prior invoice you have submitted to JPMorgan Chase &
- Co.

Cancel

G Back

\* Please provide the last four digits of the bank account credited with the payment for this invoice.



To verify identity using prior check payment details complete the following fields:

- Check Number Enter the check number associated with the check payment received from JPMorgan Chase
- Payment Date Enter the payment date associated with the check number entered on the prior field
- Exact Check Payment Amount Enter the payment amount from the check number entered in the prior field
- Invoice number Enter the invoice number associated with the check number entered in the prior field
- After completing the required fields click the **Submit** button to proceed with the next step.

Supplier Identity Verification	
Verify Identity?	
Provide a prior invoice details you have submitted to JPMorgan Chase & Co. Invoice number last four digits of the bank account	
Provide payment information for a prior invoice from JPMorgan Chase & Co. Check number Payment date Exact check payment Invoice number	
Check Number	
<sup>7</sup> Payment Date	
YYYY-MM-DD	Ē
Exact Check Payment Amount	
Invoice number	
Cancel	Submit
<ul> <li>Deally</li> </ul>	2

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.

A 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.

			_
SupplierCentral			
	$(\mathcal{A})$	_	
Supplier Contact Information	Great Job! Your access has been validated.	last Name	l
* Email Address	A username has been sent to the contact e-mail provided.		l
User Admin () Make user an admin			l
Supplier Identity Verification * Please provide the invoice number of a prior invoice you	have submitted to JPMorgan Chase & Co.		L
* Please provide the last four digits of the bank account cre	edited with the payment for this invoice.		l
Cancel		Submit	L
<ul> <li>Back</li> </ul>			
	Information on this site is confidential and may not be shared outside the firm.		



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.

 $\underset{what's \text{ happening?}}{JPMORGAN} CHASE \& CO.$ 

Welcome to Supplier Central Digital Invoicing.

You just completed the first step of the account setup process through the self-validation option. Please follow the below steps to complete the account setup process

What do I need to do?

Please complete the below steps to complete the second step of the process:

1. Click this link https://suppliercentral-uat.jpmchase.com/home to access Supplier Central 🗛

2. Click on "Reset/Forgot Password" button on the bottom of the page

3. Enter your username and click submit. Your permanent username is supplier.

On completing the above steps, you will receive a separate email with your one time passcode.

Questions?

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Please contact Supplier Central Support in case you need any further assistance

JPMC Accounts Payable Team



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.

I	Supplier Central	
	Please login to continue   Pipe login to continue   Image: Continue   Continue   Image: Continue   Password   Image: Continue   Password   Image: Continue   Image: Continue	



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

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Supplier Central	
Forgot Password	
\ C⊕	
Enter your username below and we will email you further instructions on how to reset your login credentials.	
* Username	
Submit	

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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.

SupplierCentral

JPMORGAN CHASE & CO.

This email contains the Authentication Code you will need for online access.

Your Authentication Code is 43184971 and is available for immediate use when prompted online.

If not used within 10 minutes, the Authentication Code will expire. Please do not reply to this automated message; your response will not be received.

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Go back to Supplier Central Digital Invoicing,

- 1) Enter the one-time passcode or Authentication Code received in the email
- 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 10 minutes. If the authentication code was not accepted, click the **Resend OTP** button to request a new code.

	Supplier Central	
	Authentication	
2	* Authentication Code  Remember Me	
	Submit Resend OTP Cancel	

password.

password

2) Re-enter your new password

next step of getting access.

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Supplier Central **Reset Password** For your security, please set a new password for your account login. Passwords must meet the following criteria: Must be 8 characters or longer Does not match your username or email - Must include at least one capital letter and at least one number Must meet at least three of the four criteria: lowercase letters, uppercase letters, numbers, special characters (@,#,%,\$,^,&,+,=) Must be changed every 90 days Click the Reset Password button to proceed with the \* New Password Re-enter New Password **Reset Password** Cancel



After entering the authentication code and clicking

1) Follow the password criteria to enter your new

Submit you will be able to set (or reset) your

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.

Supplier Central
• Success! Please login with your new credentials below.
Login using your username and password in order to access SupplierCentral  * Username  1  * Password
2 Sign In 3 3 Reset/Forgot Password



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with the account setup steps.

Click the Request Validation option to proceed



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
- 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	* Last Name 👩	
Email Address	* Telephone Number 5		
User Admin <b>()</b> Make user an admin			
Request access by providing a JPMC co	ontact who can verify your identity		
JPMC Contact Email			
Cancel		Subm	hit
Cancel		Subm	it

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#### SupplierCentral

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.

#### Account Setup

#### 🔮 Access Request sent to melissa.a.ortegon@chase.com. We will notify you when your access has been validated

#### 🚯 Back to Supplier Central Home

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.

JPMORGAN CHASE & CO. What's happening?

Welcome to Supplier Central Digital Invoicing.

Your JPMC contact has just approved your Supplier Central access request. Please follow the below steps to complete the account setup process.

What do I need to do?

Please complete the below steps to complete the second step of the process:

1. Click this link https://suppliercentral-uat.jpmchase.com/home to access Supplier Central

2. Click on "Reset/Forgot Password" button on the bottom of the page

3. Enter your username and click submit. Your permanent username is

On completing the above steps, you will receive a separate email with your one time passcode.

Questions?

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Please contact Supplier Central Support in case you need any further assistance

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.

Supplier C	Central
Please login to con   Using your username an   access SupplierCentral   • Username   • Password   Sign in   • Reset/Forget	Intinue   Intinue   Intinue   Intinue   Intinue   Intinue   Intinue   Intinue

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Enter your provided login ID or Username and then

click **Submit** to proceed with the next step.

Supplier Central	
Forgot Password	
Enter your username below and we will email you further instructions on how to reset your login credentials.  * Username  Submit  Description  Carterian to Login	

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.

SupplierCentral

JPMORGAN CHASE & CO.

This email contains the Authentication Code you will need for online access.

Your Authentication Code is 16729603 and is available for immediate use when prompted online.

If not used within 10 minutes, the Authentication Code will expire. Please do not reply to this automated message; your response will not be received.

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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 10 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
2	Remember Me
	Submit
	Resend OTP
	Cancel

your password.

new password

2) Re-enter your new password

the next step of getting access.

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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.

Supplier Central	
<ul> <li>Success! Please login with your new credentials below.</li> </ul> Please login to continue	
Login using your username and password in order to access SupplierCentral * Username	
* Password 2 Sign In 3	
Reset/Forgot Password	

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



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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.

Supplier Central	
Please login to continue	
Login using your username and password in order to access SupplierCentral  * Username  * Password	
Sign In Reset/Forgot Password	



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.

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🚺 Digita	l Invoicing					
				<u>۳</u> ۵۱	nyoice History	Submit an Invoice
Invoices In-Progress	Submitted Invoices			0	invoice miscory	
■ Invoice Number	≡ Jpm Contact	≡ Invoice Date	≡ Invoice Amount	■ Date Created	≡ Submitter	Action
		2/3/21	\$100,000.00	2/4/21		💼 Delete Draft
		2/9/21	\$2,700.90	2/10/21		🔟 Delete Draft
		9/3/20	999.99	3/1/21		💼 Delete Draft
		3/20/20	\$970.00	2/10/21		🔟 Delete Draft
		8/9/20	\$9,870.00	2/17/21		💼 Delete Draft
4					1 to 5 of 10	← Page 1 of 2 → →I
My Information Re	quests					
= Invoice Number	= Request Data = Inm C	untact = longe	Contact Email	= Invisio Data	= Supplier Location	= Jome Bill To Logal Entity
	– Kequest Date – Jpin C	Jintact – Jpinc		- Invoice Date	- supplier cocation	- Jpine Bin to Legar Entry
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Requesting

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Logging

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 or close the window to return to the training hub.



# GETTING ACCESS & LOGGING IN START TO FINISH

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