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
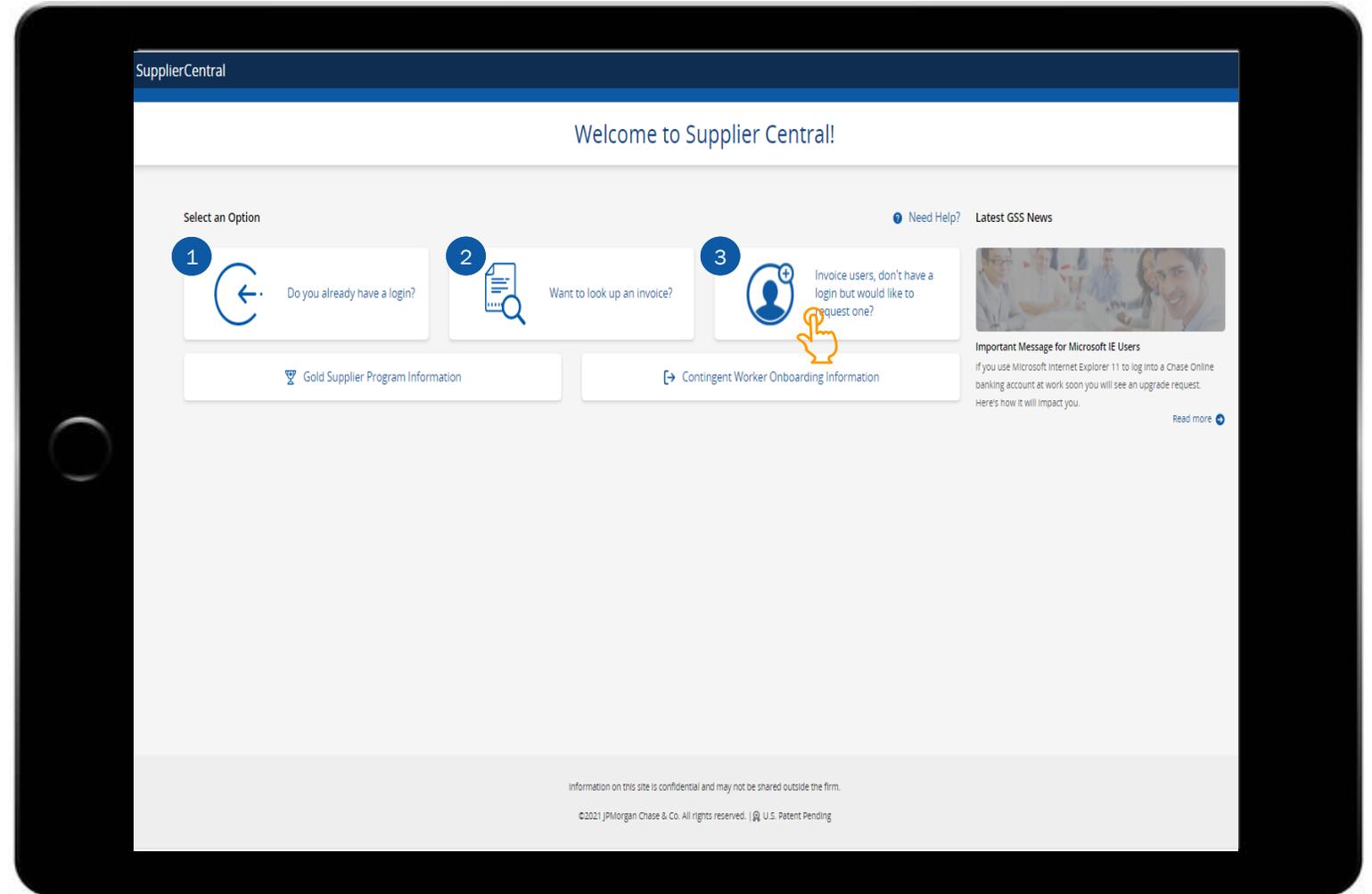
JPMorgan Chase & Co.

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.
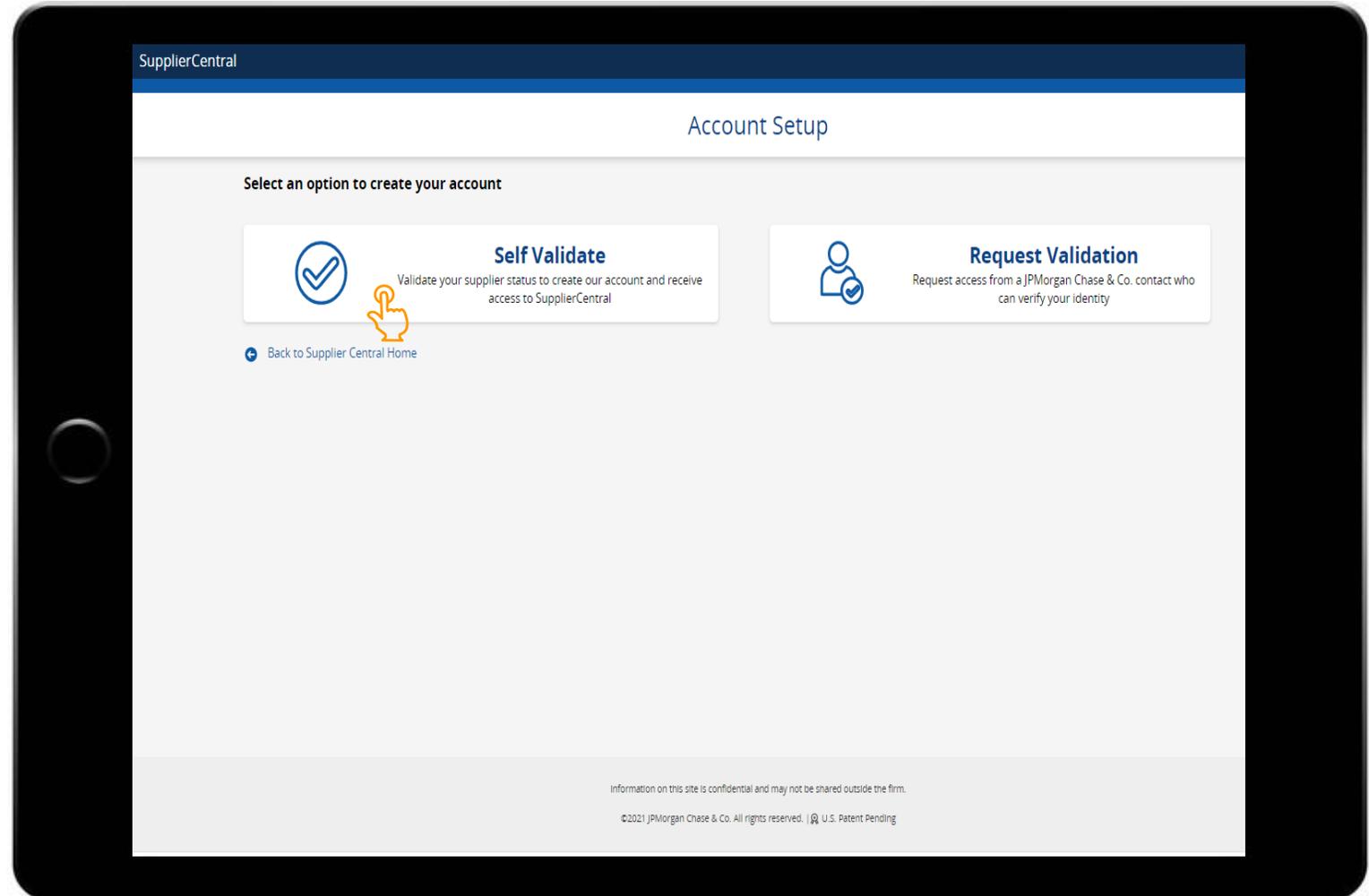
SupplierCentral

Welcome to Supplier Central!

Select an Option

❓ Need Help?   Latest GSS News

1   ⬅ Do you already have a login?

2   📄🔍 Want to look up an invoice?

3   👤⊕ Invoice users, don't have a login but would like to request one?

🏆 Gold Supplier Program Information

↦ Contingent Worker Onboarding Information

Important Message for Microsoft IE Users
If you use Microsoft Internet Explorer 11 to log into a Chase Online banking account at work soon you will see an upgrade request. Here's how it will impact you.

Read more ➡

Information on this site is confidential and may not be shared outside the firm.

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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 identify and access

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

SupplierCentral

Account Setup

Select an option to create your account

Self Validate
Validate your supplier status to create our account and receive access to SupplierCentral

Request Validation
Request access from a JPMorgan Chase & Co. contact who can verify your identity

← Back to Supplier Central Home

JPMorgan Chase & Co.

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

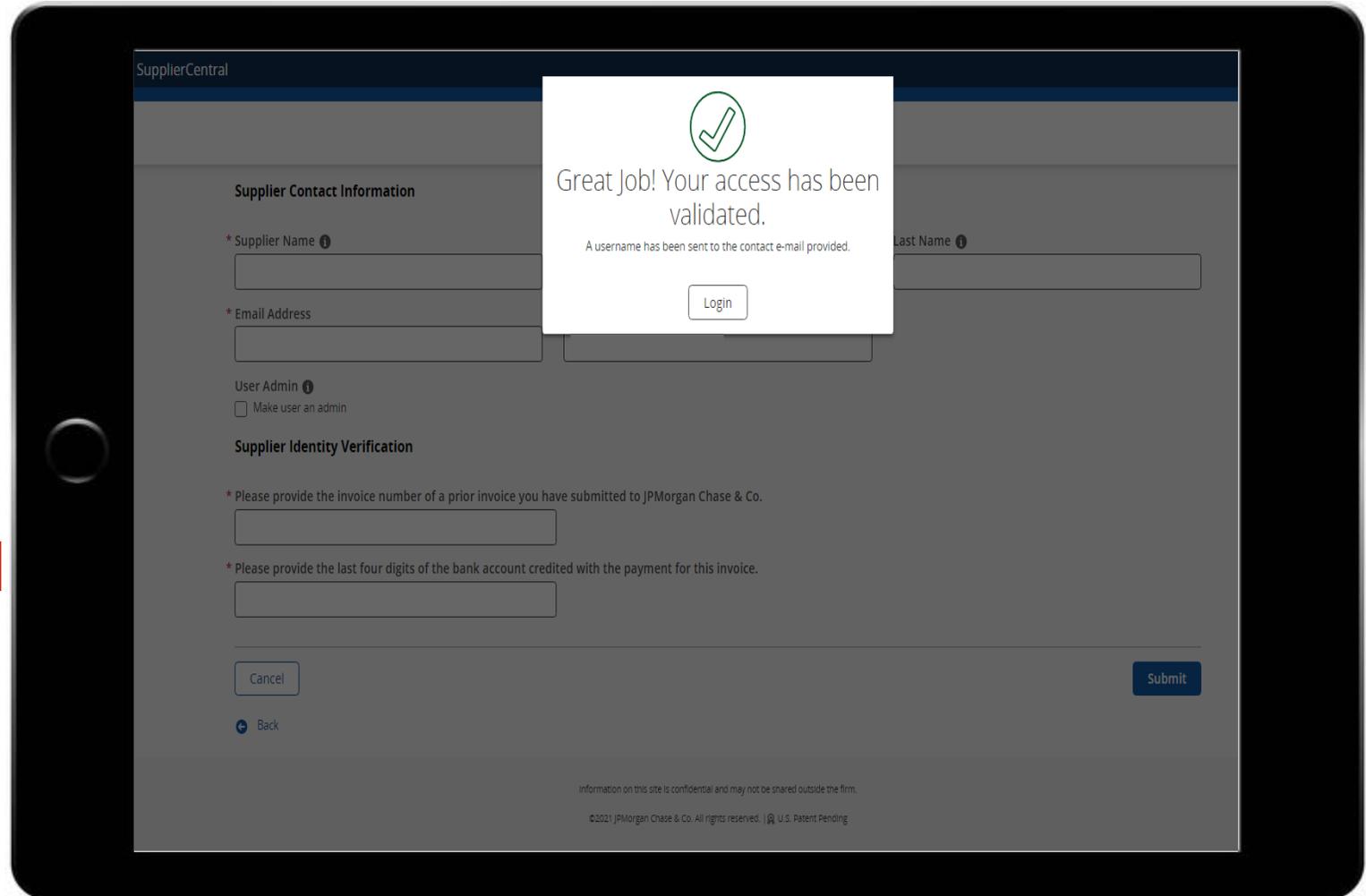After completing the required fields click the Submit button to proceed with the next step.

SupplierCentral

Account Setup

Supplier Contact Information

1 — * Supplier Name ⓘ

2 — * First Name

3 — * Last Name ⓘ

4 — * Email Address

5 — * Telephone Number

User Admin ⓘ
☐ Make user an admin

Supplier Identity Verification

* Please provide the invoice number of a prior invoice you have submitted to JPMorgan Chase & Co.

6

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

7

Cancel   Submit

← Back

JPMorgan Chase & Co.

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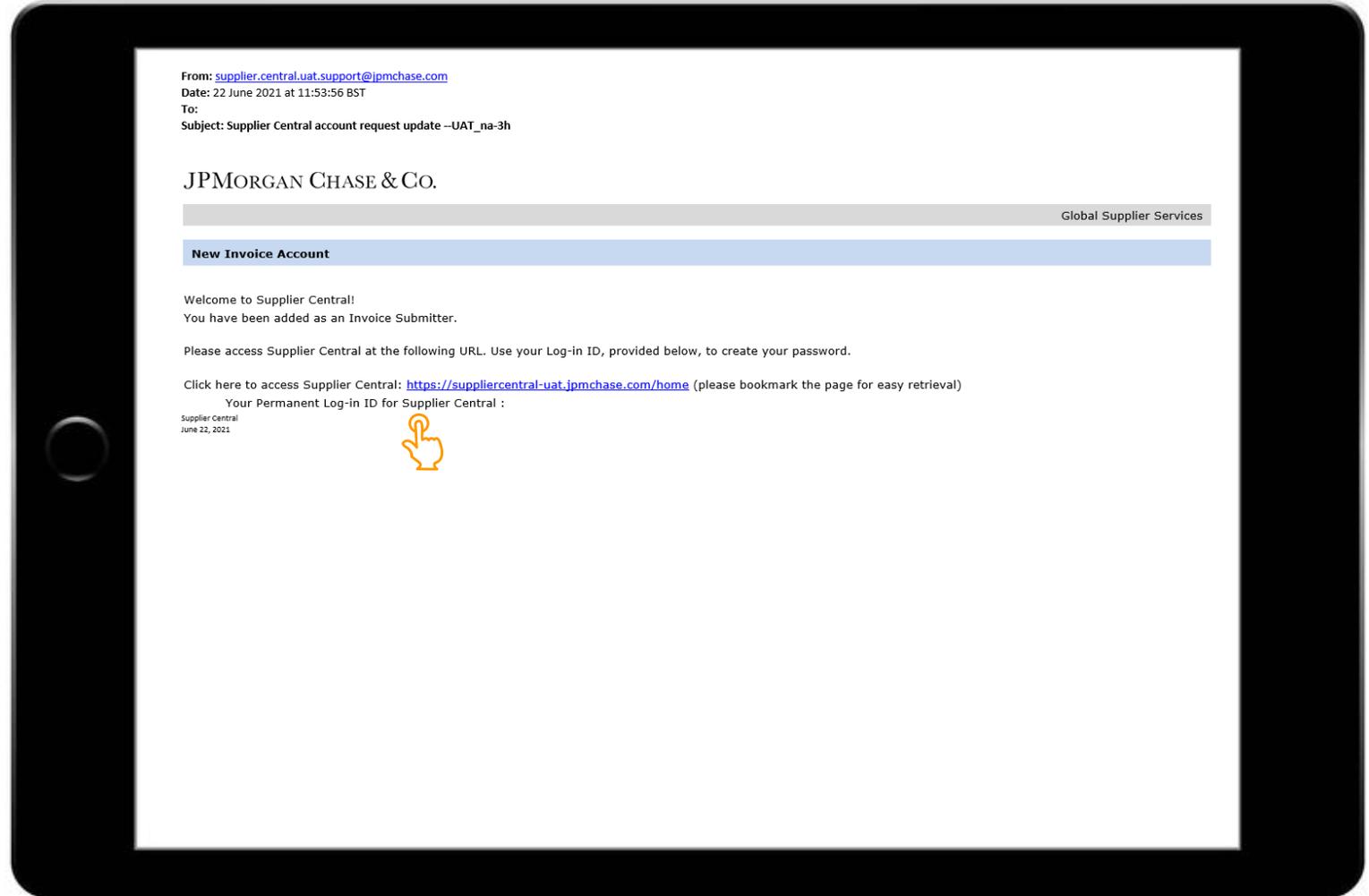
An email notification will be sent to the email address entered in the account setup form. The notification will include your username and a link to the tool. Click the forward icon below to review the notification.

SupplierCentral

Supplier Contact Information

* Supplier Name ⓘ

* Email Address

Last Name ⓘ

✓

Great Job! Your access has been validated.

A username has been sent to the contact e-mail provided.

Login

User Admin ⓘ
☐ Make user an admin

Supplier Identity Verification

* Please provide the invoice number of a prior invoice you have submitted to JPMorgan Chase & Co.

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

Cancel

Submit

⊙ Back

JPMorgan Chase & Co.

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).

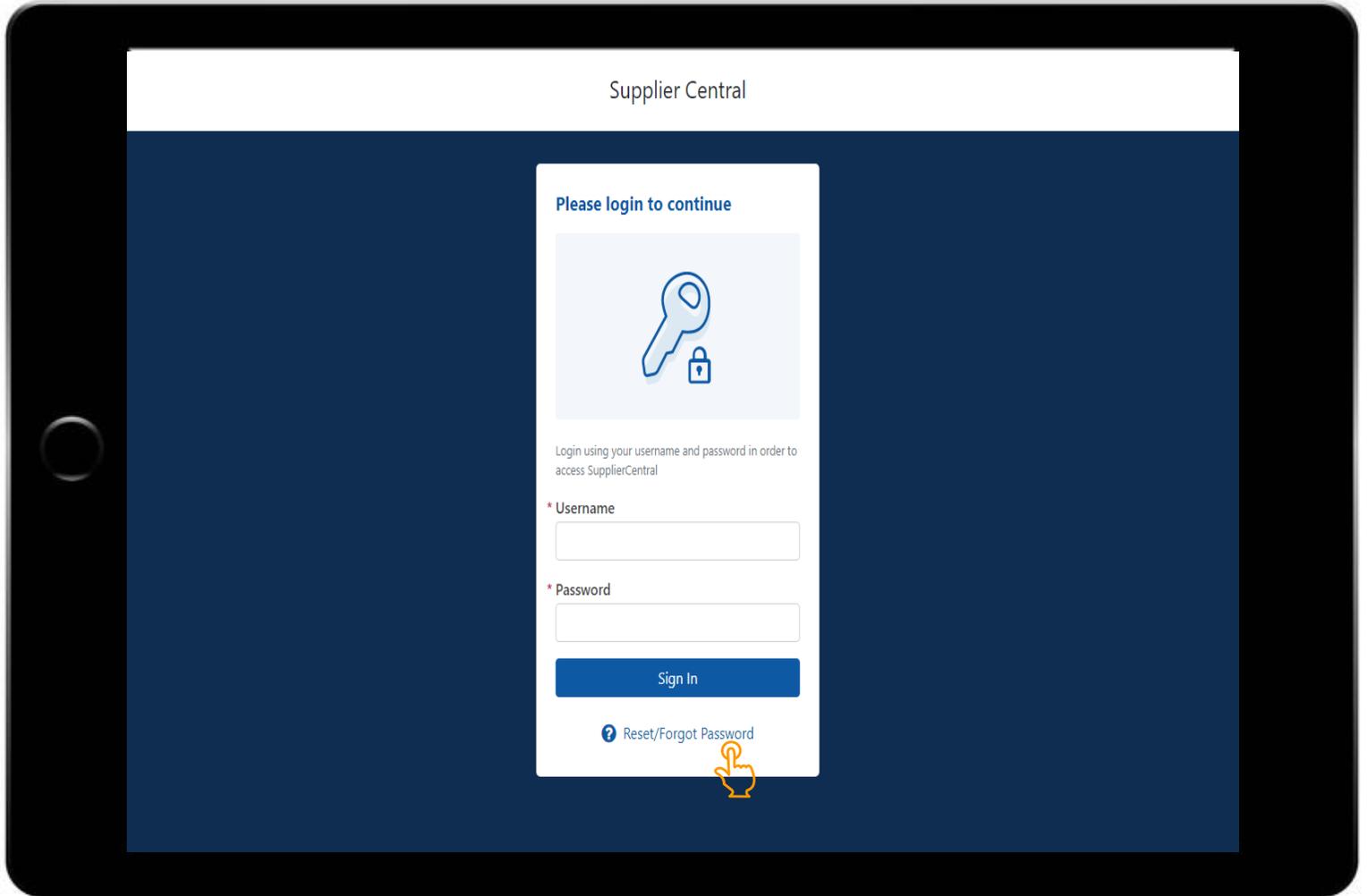Click the link to the tool in the email to proceed with the next step of getting access.

From: supplier.central.uat.support@jpmchase.com
Date: 22 June 2021 at 11:53:56 BST
To:
Subject: Supplier Central account request update --UAT_na-3h

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Global Supplier Services

New Invoice Account

Welcome to Supplier Central!
You have been added as an Invoice Submitter.

Please access Supplier Central at the following URL. Use your Log-in ID, provided below, to create your password.

Click here to access Supplier Central: https://suppliercentral-uat.jpmchase.com/home (please bookmark the page for easy retrieval)
       Your Permanent Log-in ID for Supplier Central :
Supplier Central
June 22, 2021

JPMorgan Chase & Co.

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.
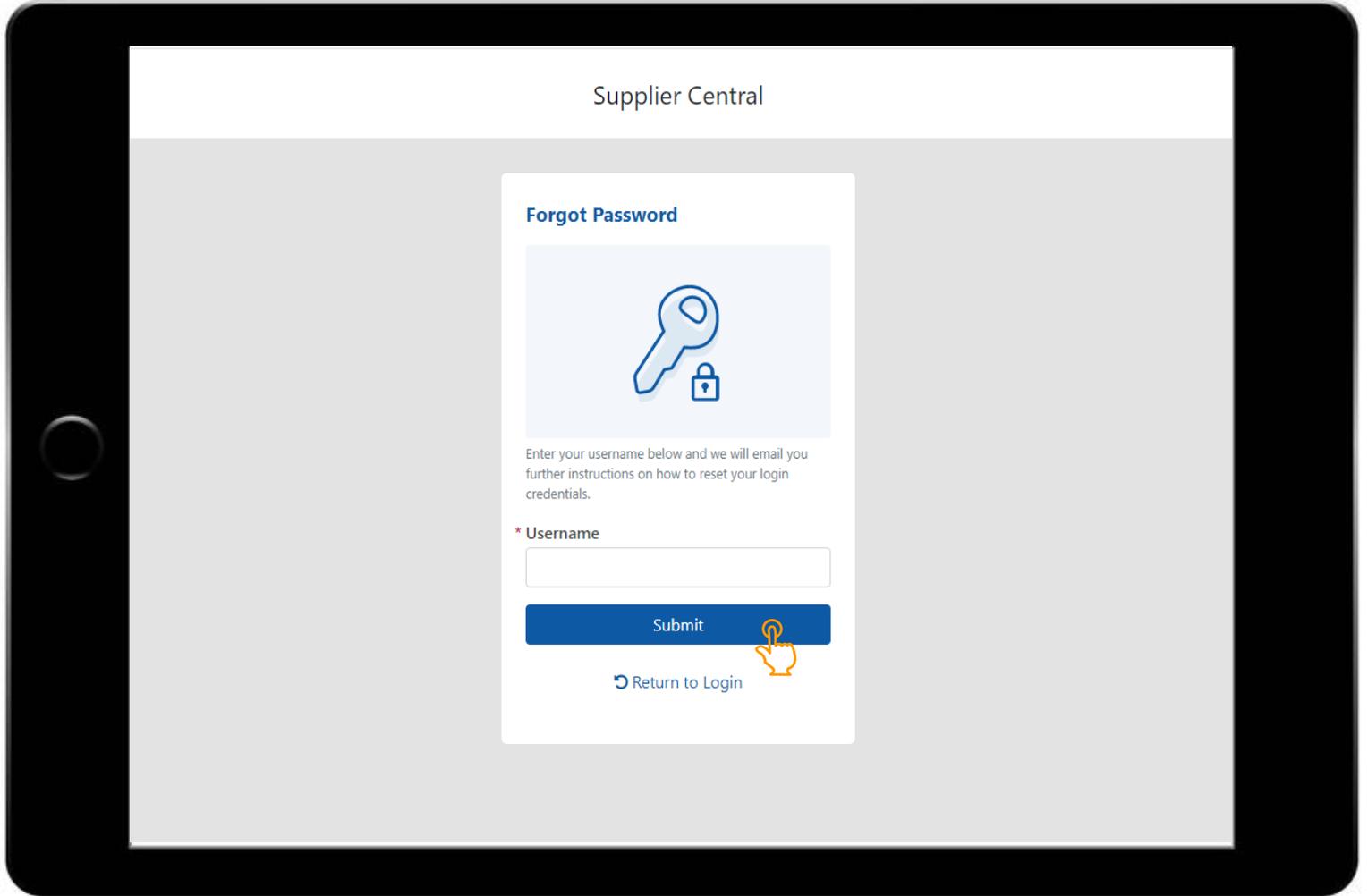
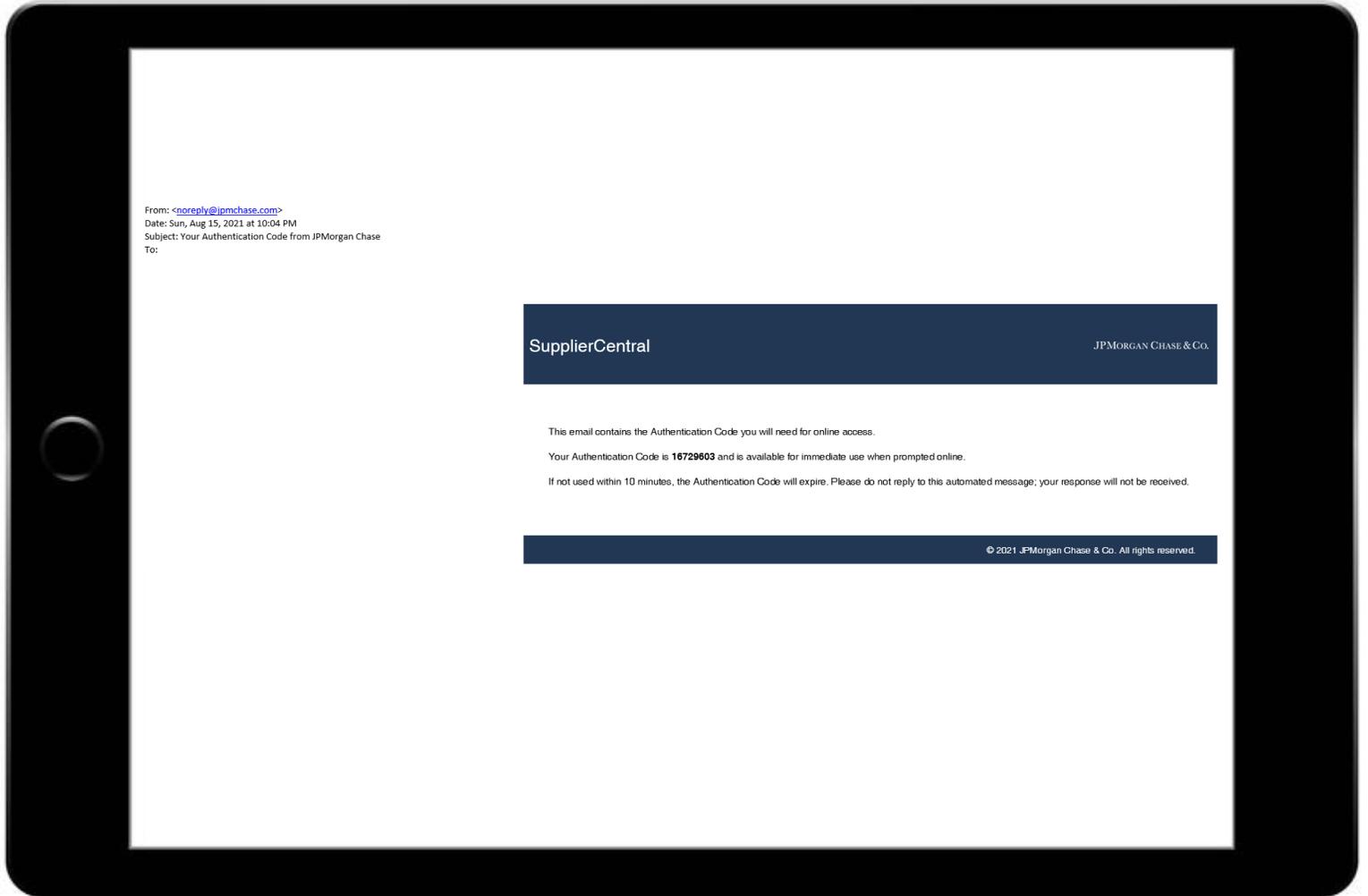Click the **Reset/Forgot Password** button to proceed with the next step in getting access.

Supplier Central

Please login to continue

Login using your username and password in order to access SupplierCentral

* Username

* Password

Sign In

? Reset/Forgot Password

JPMorgan Chase & Co.

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

↺ Return to Login

JPMorgan Chase & Co.

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.

From: <noreply@jpmchase.com>
Date: Sun, Aug 15, 2021 at 10:04 PM
Subject: Your Authentication Code from JPMorgan Chase
To:

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.
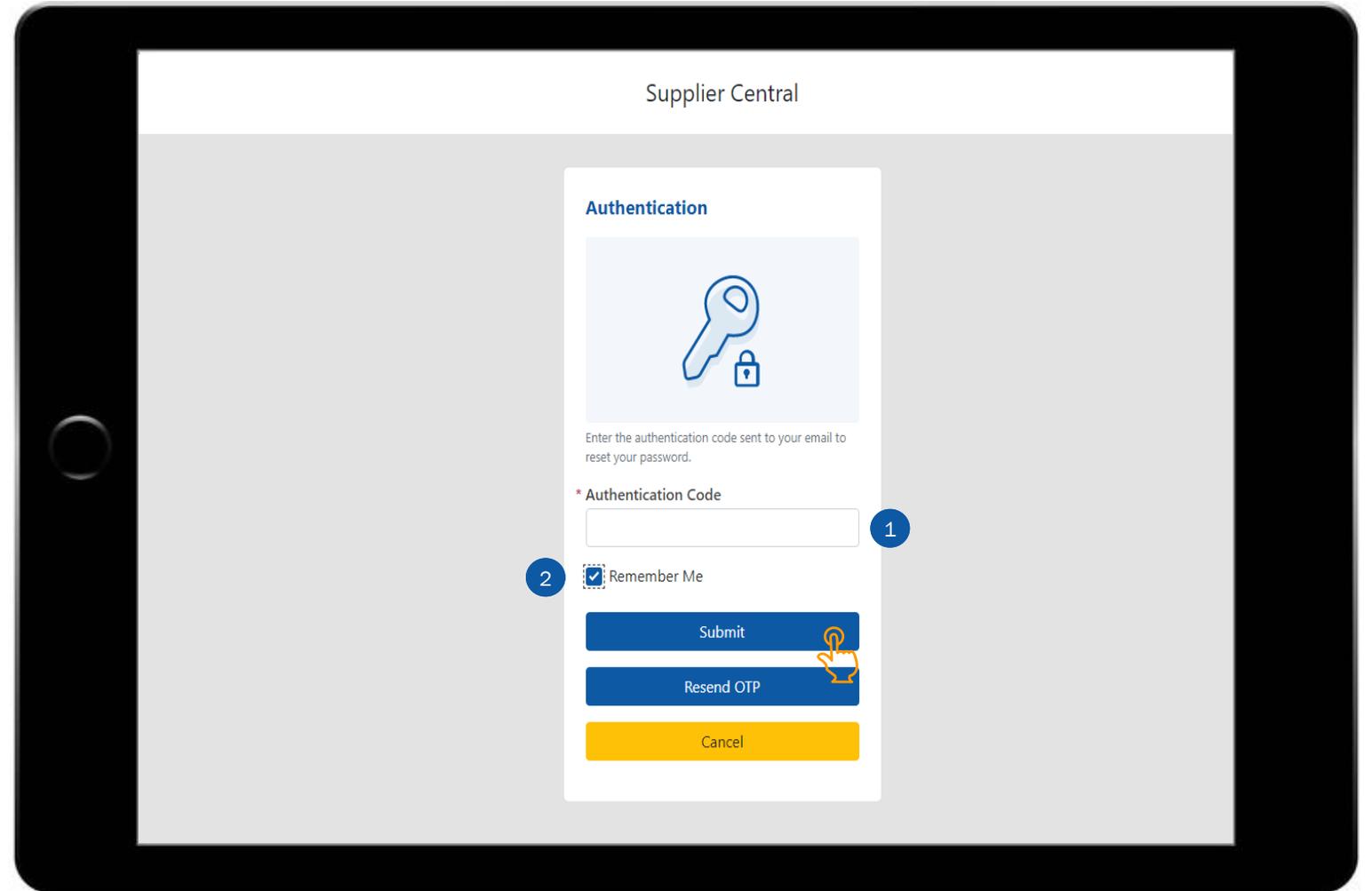
JPMorgan Chase & Co.

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.
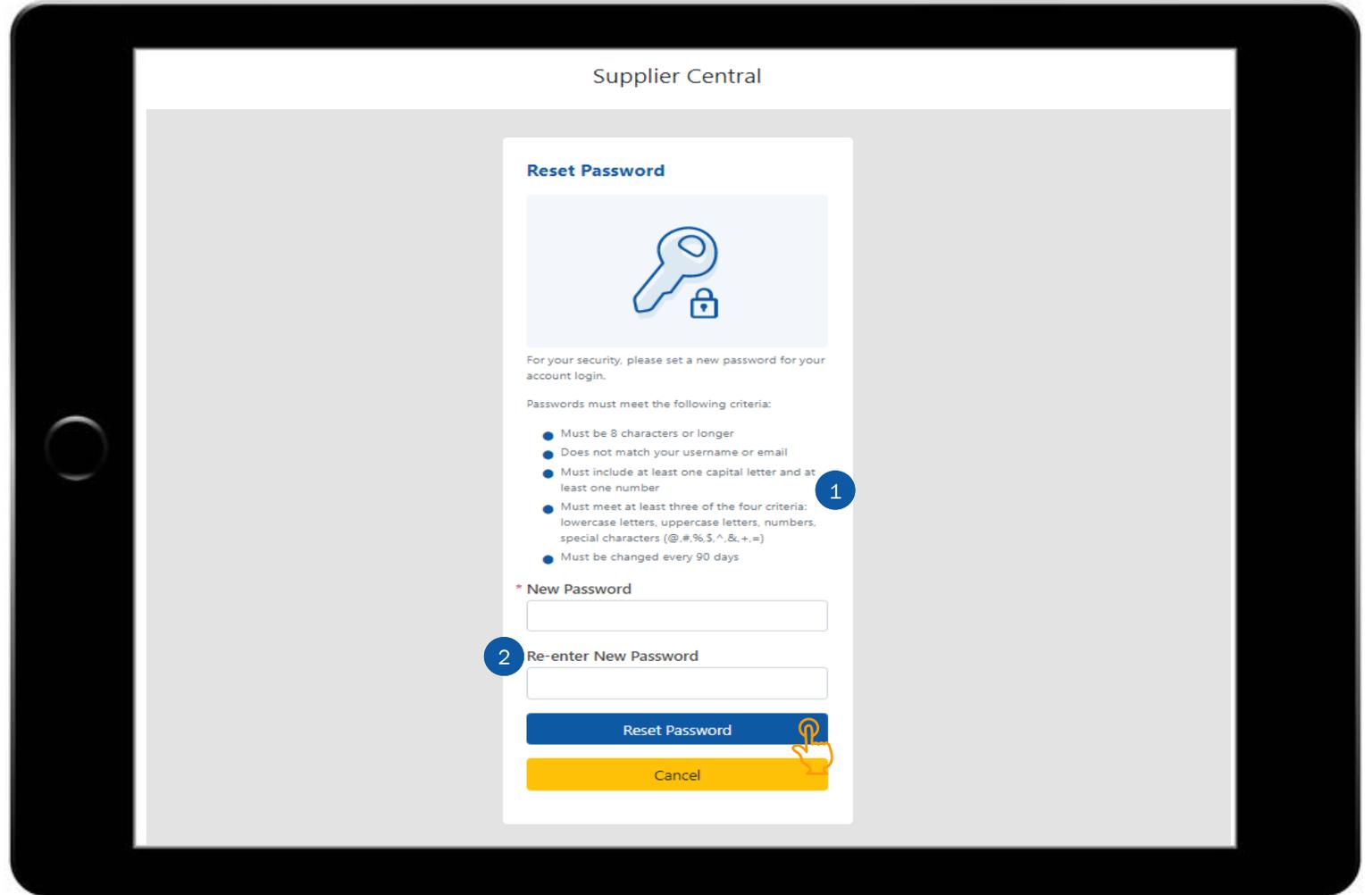
Supplier Central

Authentication

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

* Authentication Code

[1]

[2] ☑ Remember Me

Submit

Resend OTP

Cancel

JPMorgan Chase & Co.

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

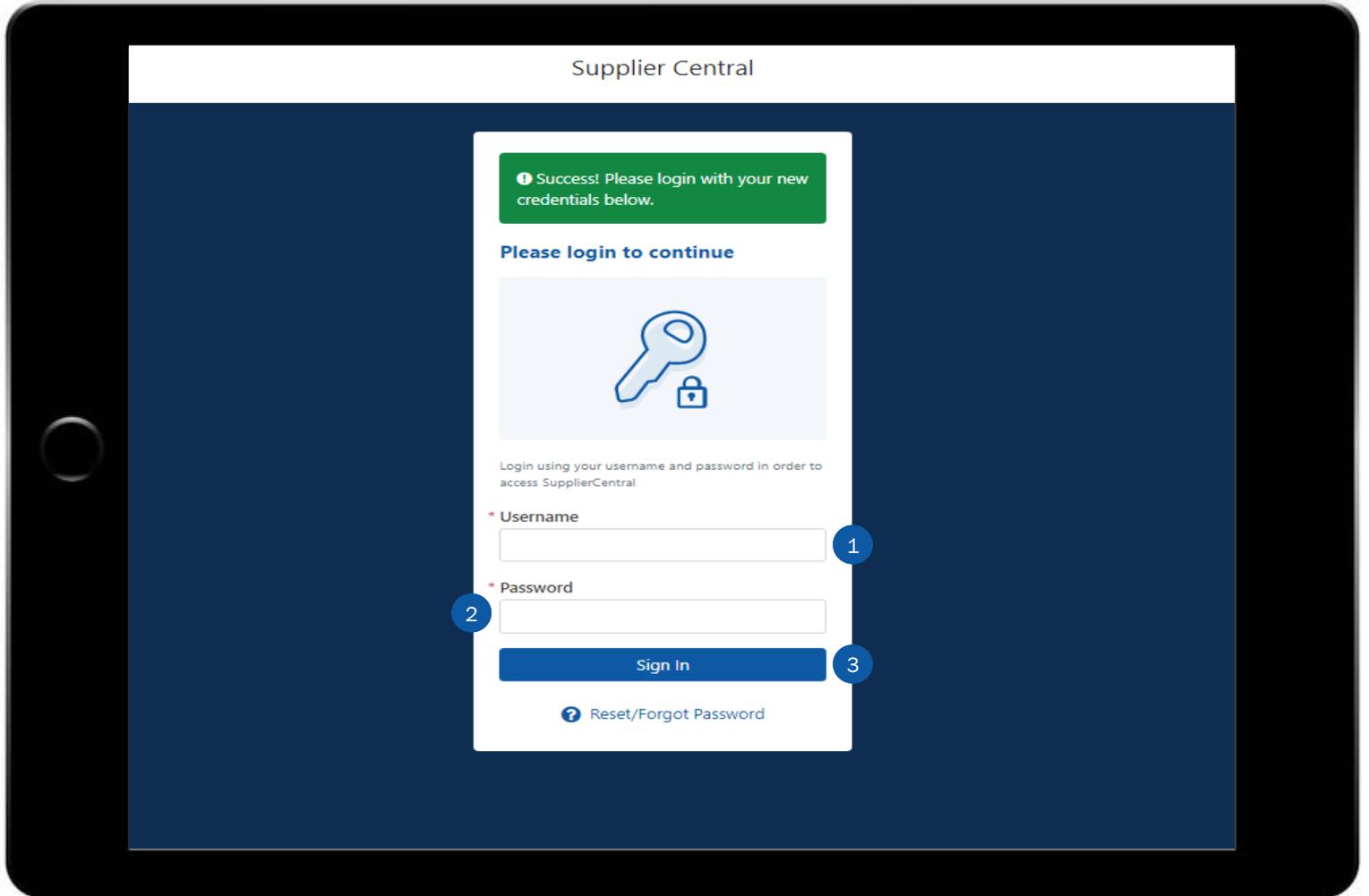Click the **Reset Password** button to proceed with the next step of getting access.

JPMorgan Chase & Co.

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

❶ Success! Please login with your new credentials below.

Please login to continue

Login using your username and password in order to access SupplierCentral

* Username

1

* Password

2

Sign In   3

❓ Reset/Forgot Password

JPMorgan Chase & Co.

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

SupplierCentral

Account Setup

Select an option to create your account

Self Validate
Validate your supplier status to create our account and receive access to SupplierCentral

Request Validation
Request access from a JPMorgan Chase & Co. contact who can verify your identity

Back to Supplier Central Home

JPMorgan Chase & Co.
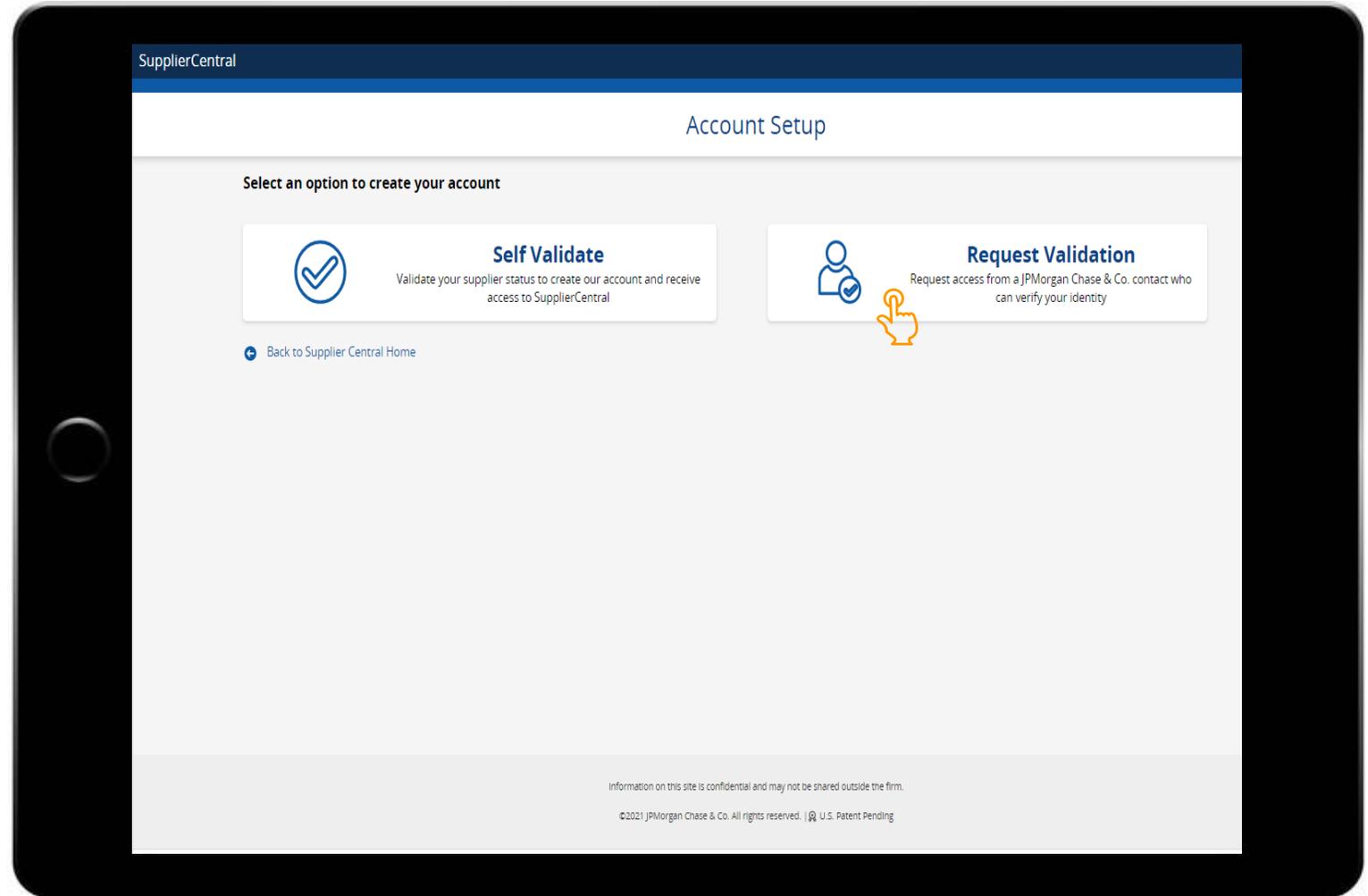
After clicking Request Validation, the Account Setup form will appear.

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.
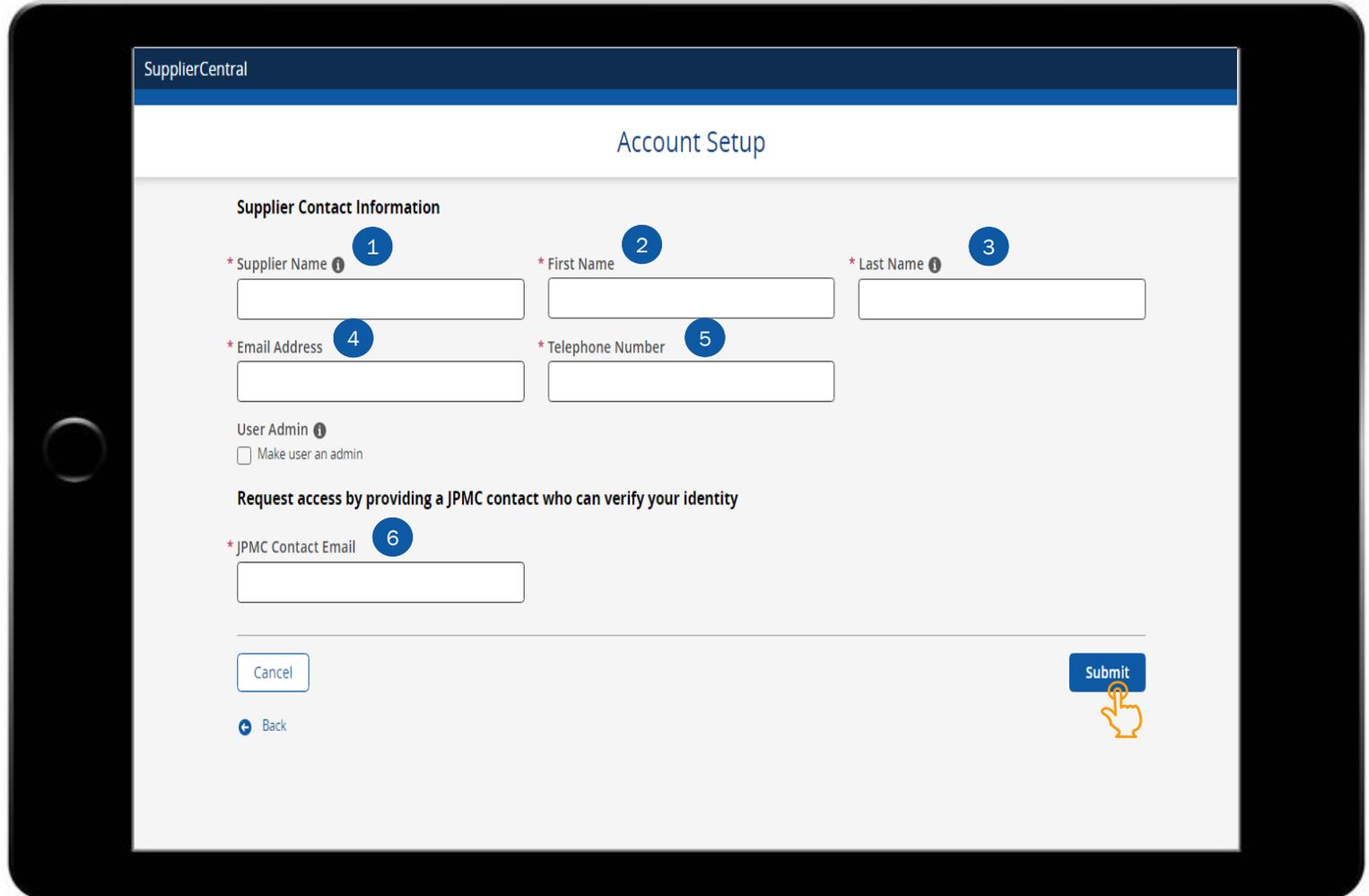
SupplierCentral

Account Setup

Supplier Contact Information

* Supplier Name ⓘ **1**

* First Name **2**

* Last Name ⓘ **3**

* Email Address **4**

* Telephone Number **5**

User Admin ⓘ
☐ Make user an admin

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

* JPMC Contact Email **6**

Cancel   Submit

← Back

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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.

SupplierCentral

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

JPMORGAN CHASE & CO.
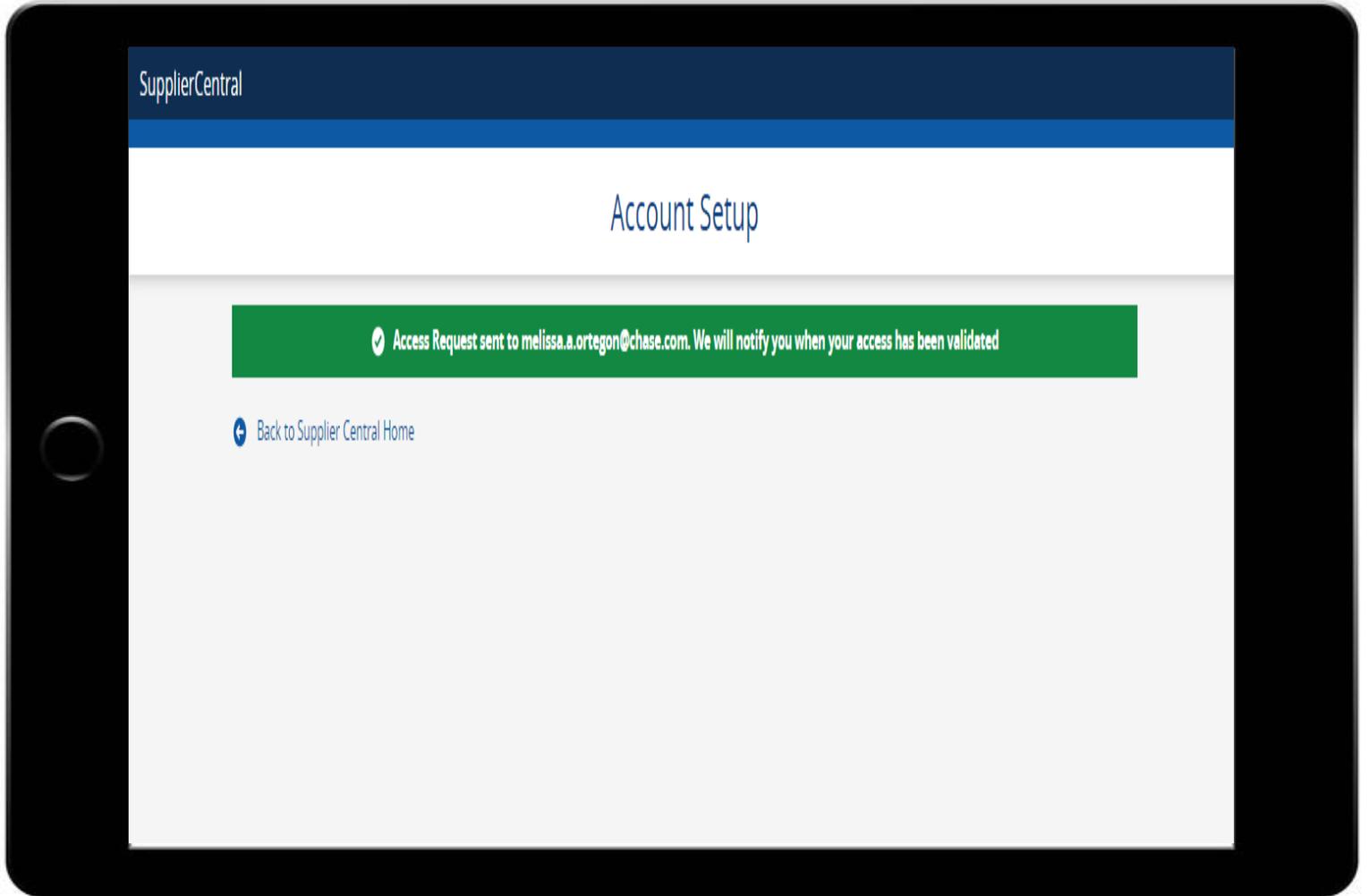
Follow the steps within the email notification received to confirm the access and login credentials.

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.

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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?

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

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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 Central

Please login to continue

Login using your username and password in order to access SupplierCentral

* Username

* Password

Sign In

❓ Reset/Forgot Password

JPMorgan Chase & Co.

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

↻ Return to Login

JPMorgan Chase & Co.

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.

From: <noreply@jpmchase.com>
Date: Sun, Aug 15, 2021 at 10:04 PM
Subject: Your Authentication Code from JPMorgan Chase
To:

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.

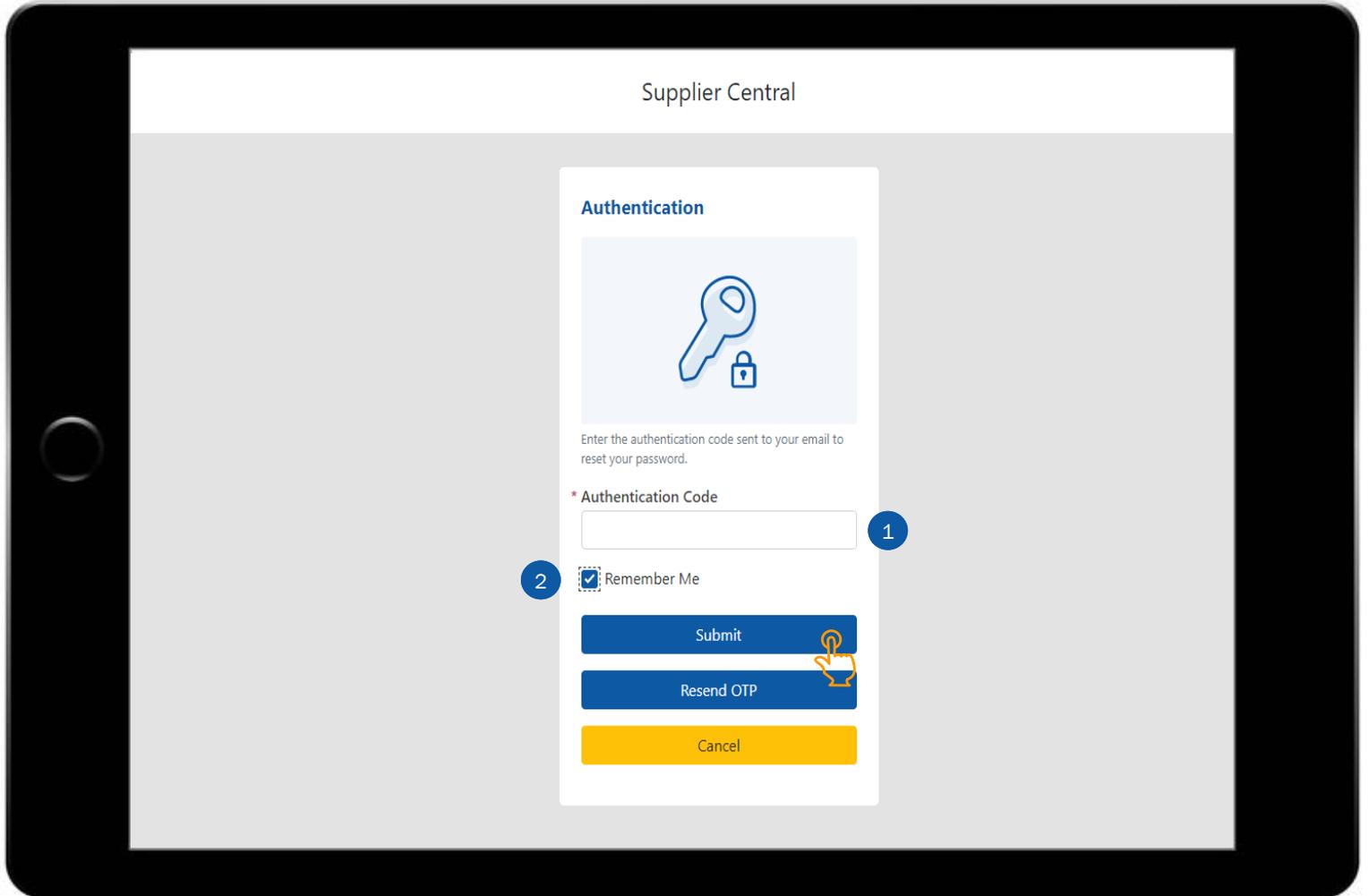JPMorgan Chase & Co.

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

1

2 ☑ Remember Me

Submit

Resend OTP

Cancel

JPMorgan Chase & Co.

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.

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

* New Password

Re-enter New Password

Reset Password

Cancel

JPMorgan Chase & Co.

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

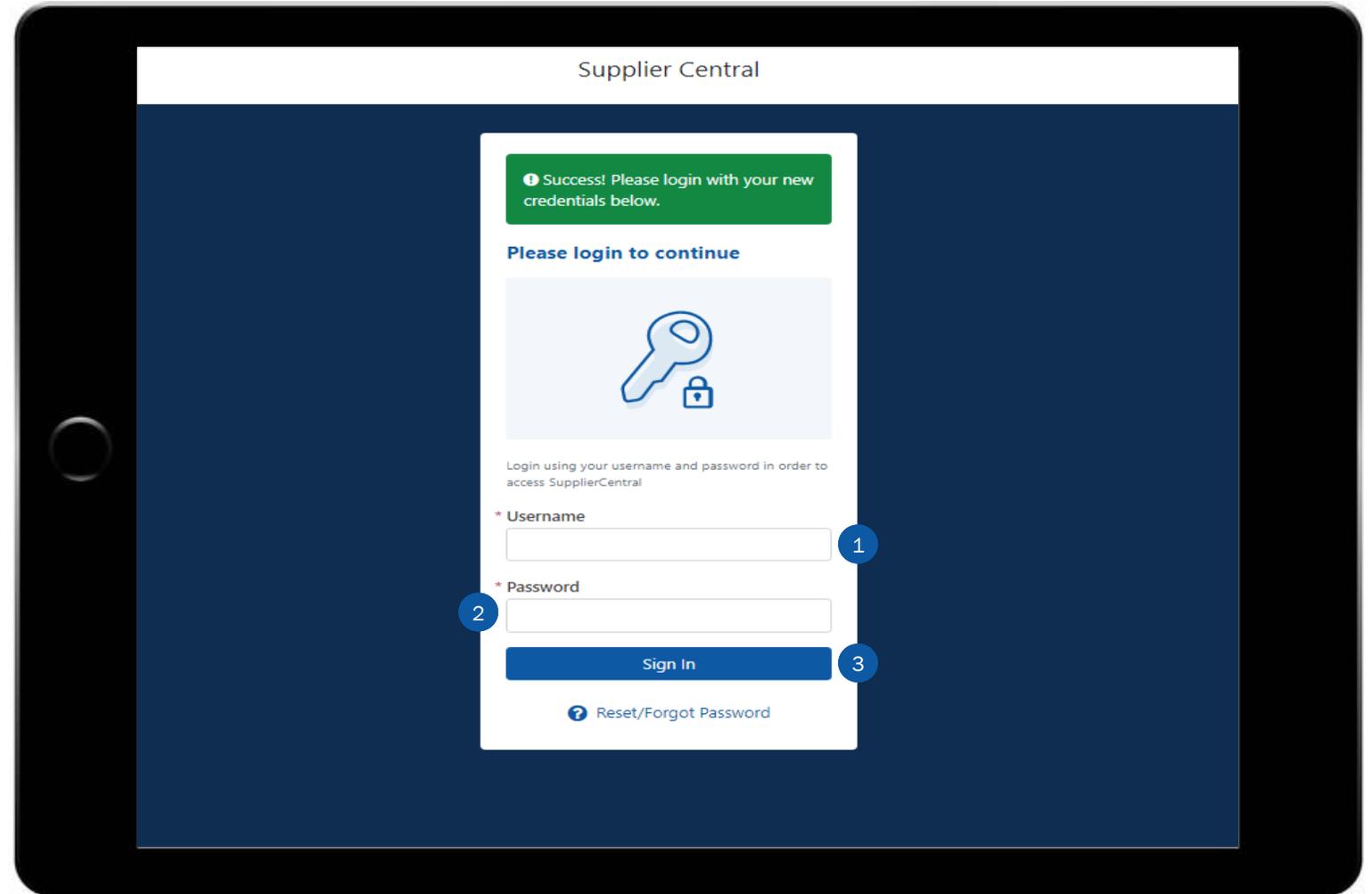▷》 This concludes the steps of getting access to Supplier Central Digital Invoicing using the Request Validation option. Next, let's review the steps of logging in. Click the forward icon below to continue.

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

Supplier Central

ℹ Success! Please login with your new credentials below.

Please login to continue

Login using your username and password in order to access SupplierCentral

* Username

[   ] 1

* Password

2 [   ]

[Sign In] 3

❓ Reset/Forgot Password

JPMorgan Chase & Co.

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

SupplierCentral

Welcome to Supplier Central!

Select an Option

Need Help?

Latest GSS News

Do you already have a login?

Want to look up an invoice?

Invoice users, don't have a login but would like to request one?

JPMorgan Chase & Co. Business Principles

Our business principles are focused on 4 key priorities: Exceptional Client Service, Operational Excellence, Commitment to Integrity, Fairness & Responsibility, a Great Team & Winn...

Read more

Gold Supplier Program Information

Contingent Worker Onboarding Information

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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

JPMorgan Chase & Co.
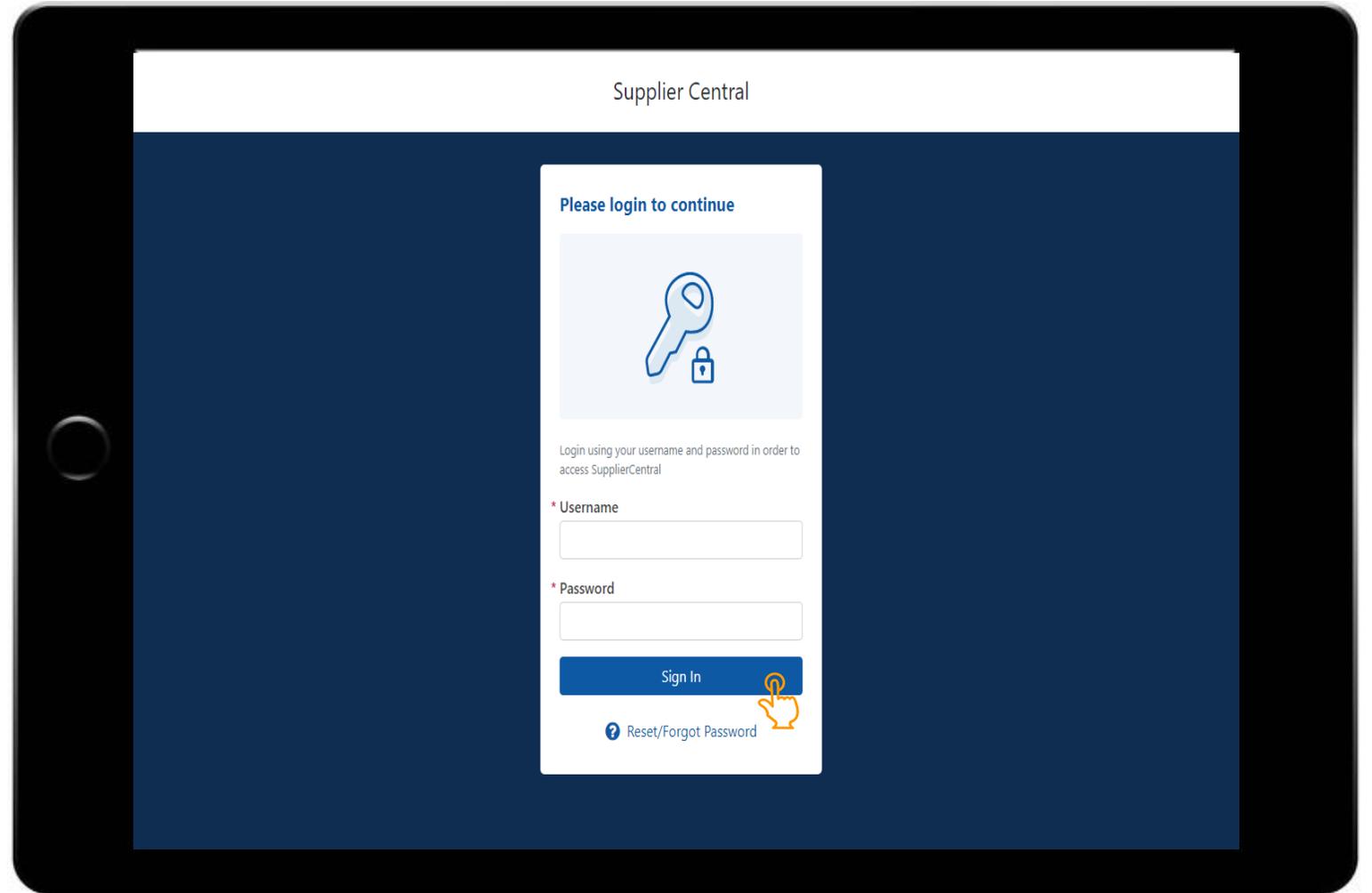
After logging in you are directed to the Supplier Hub.

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

SupplierCentral   Digital Invoicing   CI ∨   Help ▾

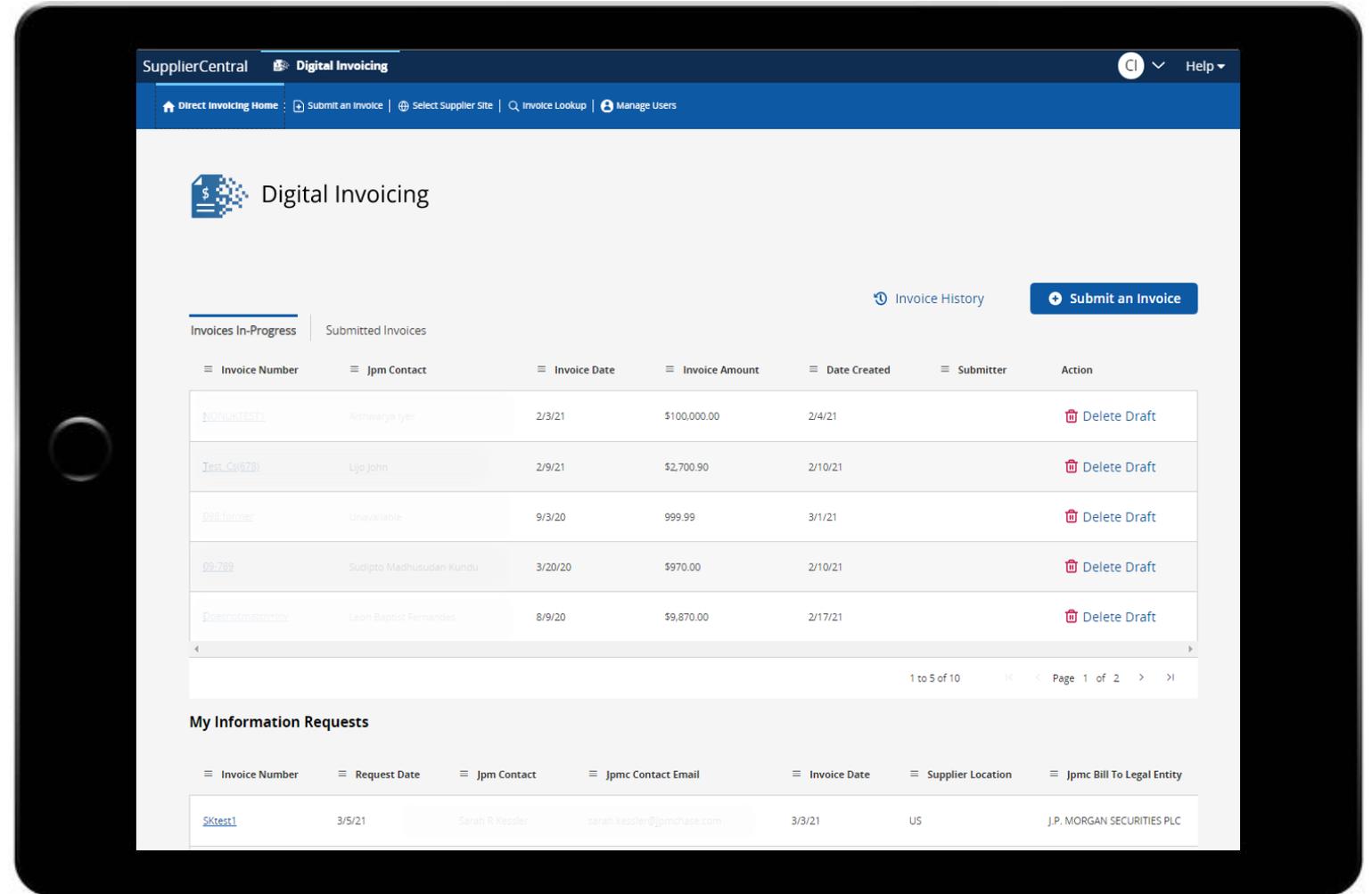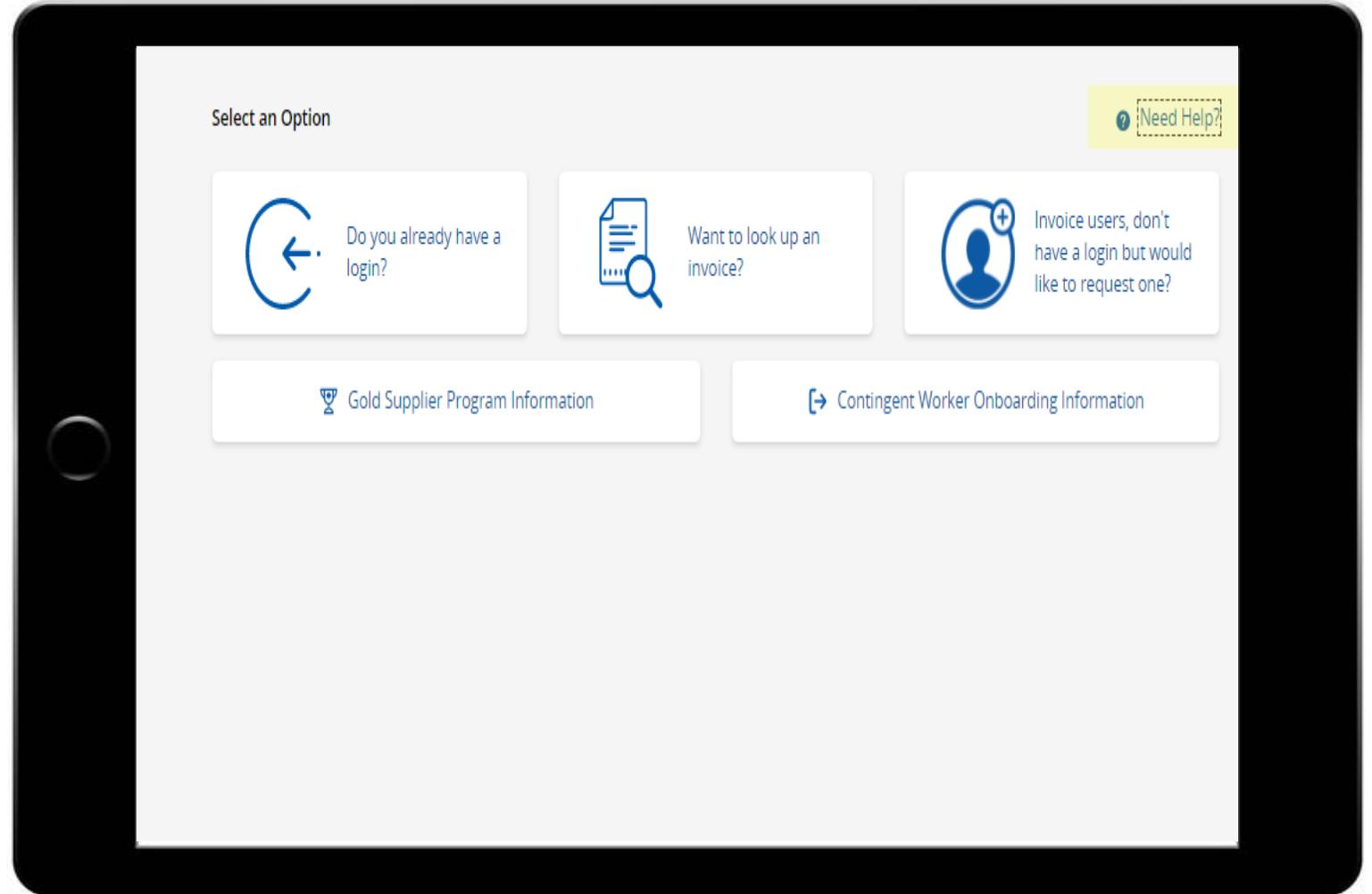🏠 Direct Invoicing Home | ⊕ Submit an Invoice | ⊕ Select Supplier Site | 🔍 Invoice Lookup | 👤 Manage Users

Digital Invoicing

🕘 Invoice History   ⊕ Submit an Invoice

Invoices In-Progress   Submitted Invoices

≡ Invoice Number	≡ Jpm Contact	≡ Invoice Date	≡ Invoice Amount	≡ Date Created	≡ Submitter	Action
NONUKTEST1	Aiswarya Iyer	2/3/21	$100,000.00	2/4/21		🗑 Delete Draft
Test_Cal678)	Lijo John	2/9/21	$2,700.90	2/10/21		🗑 Delete Draft
099 former	Unavailable	9/3/20	999.99	3/1/21		🗑 Delete Draft
09-789	Sudipto Madhusudan Kundu	3/20/20	$970.00	2/10/21		🗑 Delete Draft
Overnomatching	Leon Baptist Fernandes	8/9/20	$9,870.00	2/17/21		🗑 Delete Draft

1 to 5 of 10 |< <   Page 1 of 2   > >|

My Information Requests

≡ Invoice Number	≡ Request Date	≡ Jpm Contact	≡ Jpmc Contact Email	≡ Invoice Date	≡ Supplier Location	≡ Jpmc Bill To Legal Entity
SKtest1	3/5/21	Sarah R Kessler	sarah.kessler@jpmchase.com	3/3/21	US	J.P. MORGAN SECURITIES PLC

JPMORGAN CHASE & CO.

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.

Select an Option

? Need Help?

Do you already have a login?

Want to look up an invoice?

Invoice users, don't have a login but would like to request one?

🏆 Gold Supplier Program Information

↪ Contingent Worker Onboarding Information

JPMorgan Chase & Co.

GETTING ACCESS & LOGGING IN

SUPPLIER CENTRAL DIGITAL INVOICING

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