Invoicing process guide – the Netherlands

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

Purchase Order (PO) suppliers only

Details for: **Tyco Fire & Security GmbH** ***(through Oracle Fusion – Supplier Portal)***

Version: October 2025

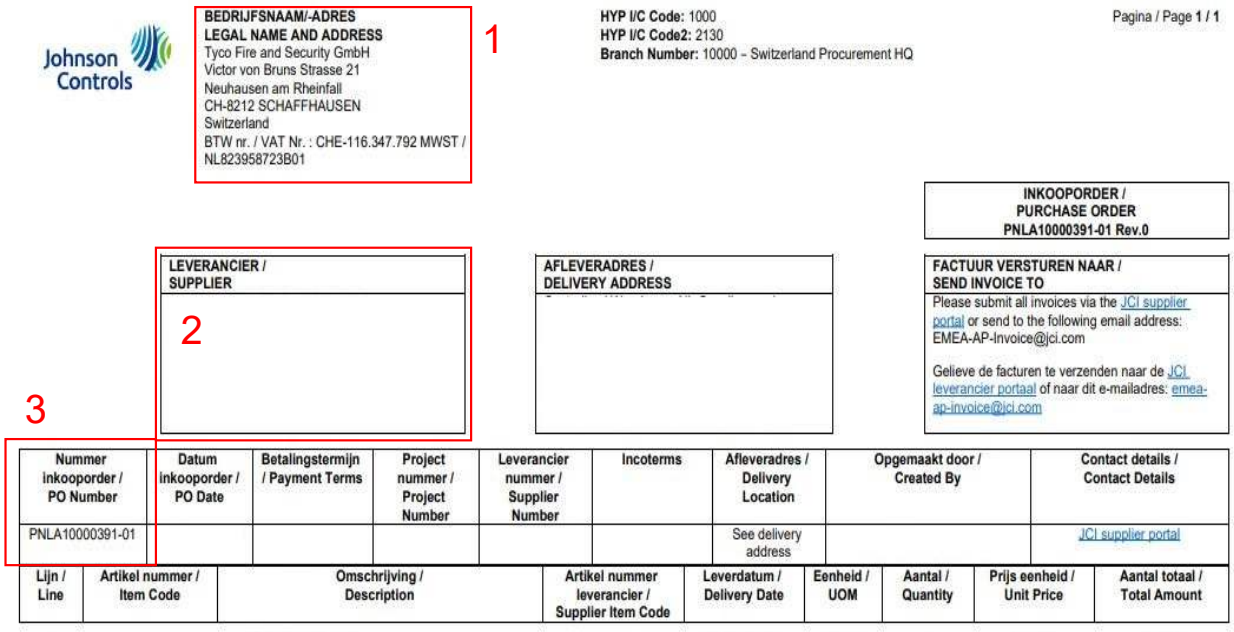
Important information before keeping using this guide

Please, take note that this guide is specifically for suppliers of Purchase Orders (PO) who are associated with customer **Tyco Fire & Security GmbH** and 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: supplierhub@jci.com

Invoicing information from Purchase Orders



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BEDRIJFSNAAM/-ADRES
LEGAL NAME AND ADDRESS
Tyco Fire and Security GmbH
Victor von Bruns Strasse 21
Neuhausen am Rheinfall
CH-8212 SCHAFFHAUSEN
Switzerland
BTW nr. / VAT Nr. : CHE-116.347.792 MWST / NL823958723B01

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HYP I/C Code: 1000
HYP I/C Code2: 2130
Branch Number: 10000 - Switzerland Procurement HQ

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INKOOPORDER / PURCHASE ORDER
PNLA10000391-01 Rev.0

LEVERANCIER / SUPPLIER

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AFLEVERADRES / DELIVERY ADDRESS

FACTUUR VERSTUREN NAAR / SEND INVOICE TO
Please submit all invoices via the JCI supplier portal or send to the following email address: EMEA-AP-Invoice@jci.com

Gelieve de facturen te verzenden naar de JCI leverancier portaal of naar dit e-mailadres: emea-ap-invoice@jci.com

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Nummer inkooporder / PO Number	Datum inkooporder / PO Date	Betalingstermijn / Payment Terms	Project nummer / Project Number	Leverancier nummer / Supplier Number	Incoterms	Afleveradres / Delivery Location	Opgemaakt door / Created By	Contact details / Contact Details
PNLA10000391-01						See delivery address		JCI supplier portal

Lijn / Line	Artikel nummer / Item Code	Omschrijving / Description	Artikel nummer leverancier / Supplier Item Code	Leverdatum / Delivery Date	Eenheid / UOM	Aantal / Quantity	Prijs eenheid / Unit Price	Aantal totaal / Total Amount

You shall receive a Purchase Order (PO) as it is shown on the left side. Those Purchase Orders (PO) are related to Oracle Fusion – Supplier Portal.
From them, you get automatically some pieces of information which will help you invoice us.

1. The legal entity (*details to put into your invoice)*

2. Your details (*if you do not see your details, please contact our buyer immediately ; it might be a wrong PO.*)

3. PO number (*always put clearly the PO number into your invoice ; here it is just an sample of PO number*)

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New invoicing submission

- Purchase Orders that are issued by our Swiss entity:

Name and address	VAT numbers
Tyco Fire & Security GmbH **Victor von Bruns Strasse 21** **CH-8212 Neuhausen am Rheinfall** **Switzerland**	Swiss VAT ID: **CHE-116.347.792 MWST** Dutch VAT ID: **NL823958723B01**
Tyco Fire & Security GmbH is established in Switzerland and has foreign VAT registrations in multiple countries, including foreign VAT registration and a fiscal representative in The Netherlands.	

- 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 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.

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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*
- *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)*
- *PO number*
- *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.)*

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To avoid duplicates

To avoid duplicates, please, submit your invoice just once.

- You have the possibility to choose one way only:

- Through the Supplier Portal (to access: Sign In (oraclecloud.com)) (Strongly recommended as the fastest, safest way)

- Through this email address : EMEA-AP-Invoice@JCI.com (no-reply; not monitored), (*only invoices are accepted, please, do not send anything else –* statements, reminders, etc.)

- If you have any question about outstanding invoice, contact our AP Helpdesk – be.p2p@tycoint.com

- Submitting your invoice repeatedly, will not speed up the processing time. In case your invoice gets rejected (missing/incorrect information) you will receive an automatic message from the system stating the problem, please, correct the invoice and submit again.

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Email address for the invoices

How to ensure my invoice will be processed seamlessly through EMEA-AP-Invoice@jci.com ?

- It is crucial to know that our invoicing system has been fully automated, thus, we kindly invite you to follow the below points to avoid invoice rejection or any delay with the processing of the invoices.

1. *Submit either through the Supplier Portal or through invoice scanning email. Not both, at the same time.*
2. *One invoice per PDF.*
3. *Purchase Order number : full format (as written on the Purchase Order), separate by space before and after the Purchase Order number, whole number in one line.*
4. *Correct JCI bill-to address and respective JCI VAT ID (must match with the details of the Purchase order ; top left).*
5. *If possible, all above details, should appear on the first page of your invoice.*
6. *Only the invoice/credit memo itself, no other type of documentation/statements. Your Terms and Conditions can be merged with the invoice/credit memo, so it appears as one document as such.*
7. *Please, do not send any kind of request or query through this scanning email address as it is not monitored.*

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Payments

How can I know when the payment is done?

Once JCI is doing the payment, an automatic notification is sent to you, on your remittance email, That notification is from : yourpaymentdetails@jci.com (*If you are part of the PrimeRevenue programme, you do not receive this notification. You are invited to log in in the PrimeRevenue plaftorm*)

Within this notification you have:

- When the payment has been sent (*thus the date*)
- The amount
- To which invoice(s) it is related

Alternatively, you can log in in the Supplier Portal and see the whole history of the payment made/status as well as the invoices status.

To know more about Invoice requirement and Payment runs: Procure-to-Pay (PTP) | Johnson Controls

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Purchase Orders received from our other entities

Please Note

For invoices raised against Purchase Orders received from our other entities, as stated on those Purchase Orders, you must continue to send electronically as per the current process, NOT as presented through this guide.

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Important points to remember

- Always put the Purchase Order number in your invoice.
- Always look at whom sent you the Purchase Order (top left of the Purchase Order), thus you know to whom you have to bill.
- Put the right VAT ID in your invoice
- Through the Oracle Fusion – Supplier Portal you can see invoice status as well as payment status
- To know about our Payment process, please, visit our website at: Procure-to-Pay (PTP) | Johnson Controls

Thank you

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