


GETTING ACCESS & LOGGING IN START TO FINISH

SUPPLIER CENTRAL DIGITAL INVOICING

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



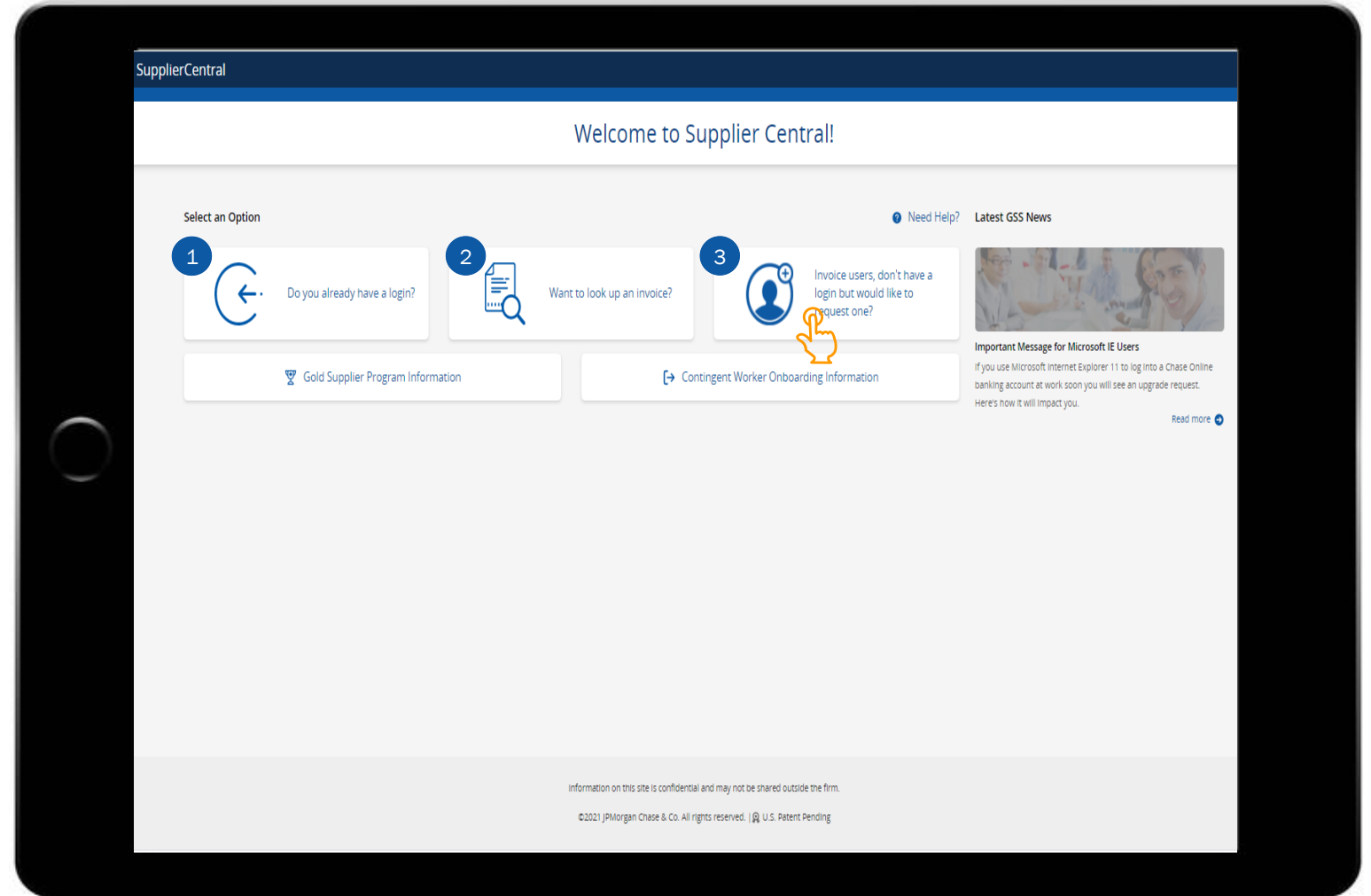
Getting Access & Logging In: Self Validate

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.

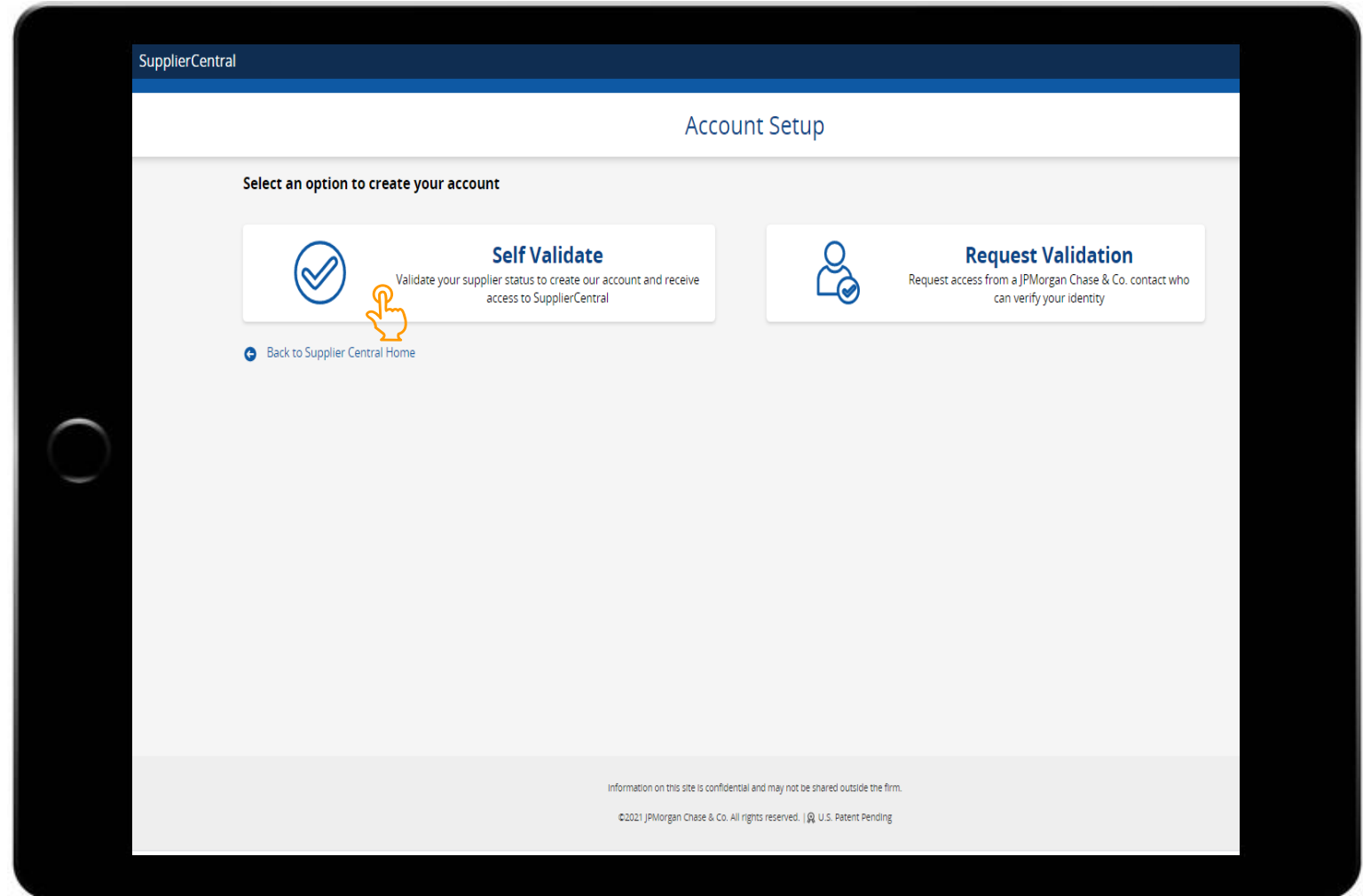


After clicking the button to request login credentials the account setup screen appears.

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.



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**
- 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**

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?**

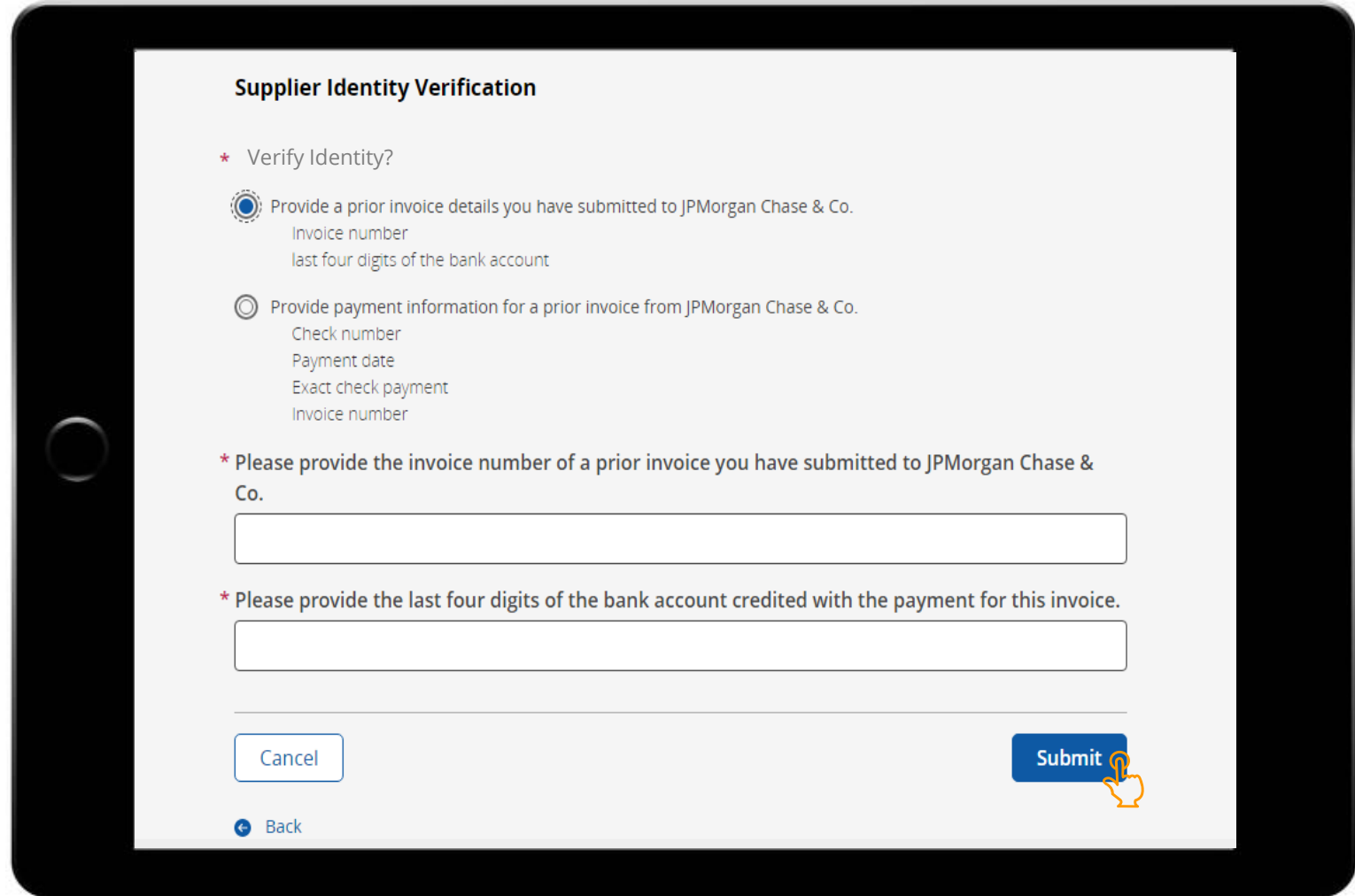
- a) If you have a prior invoice number and the associated last four-digits of the bank account, select **'Provide a prior invoice details you have submitted to JPMorgan Chase & Co.'** to continue to the next step
- b) If you have a prior check payment receipt, select **'Provide payment information for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


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

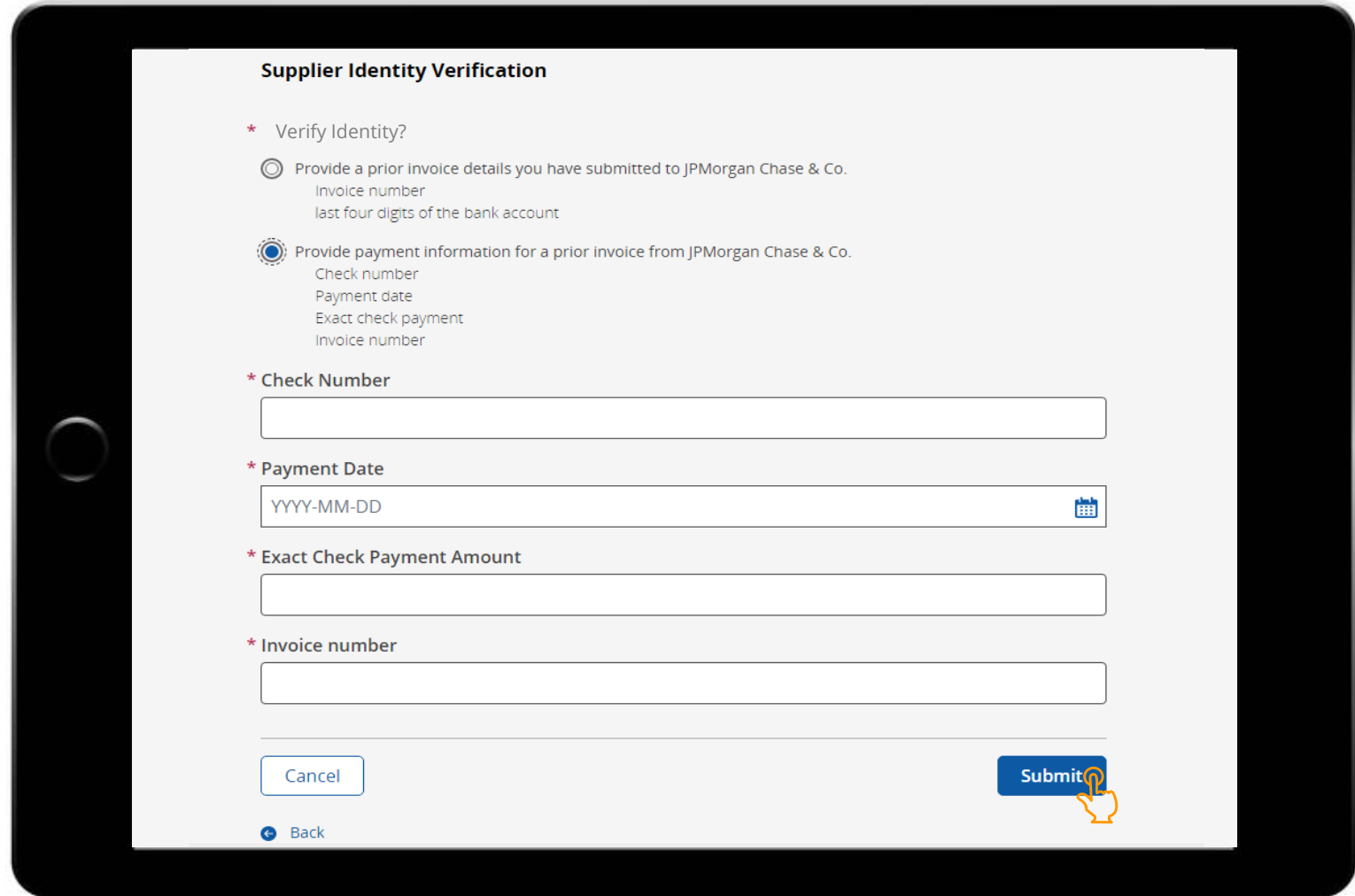




To verify identity using prior check payment details complete the following fields:

- **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


* Payment Date

YYYY-MM-DD 

* Exact Check Payment Amount

* Invoice number



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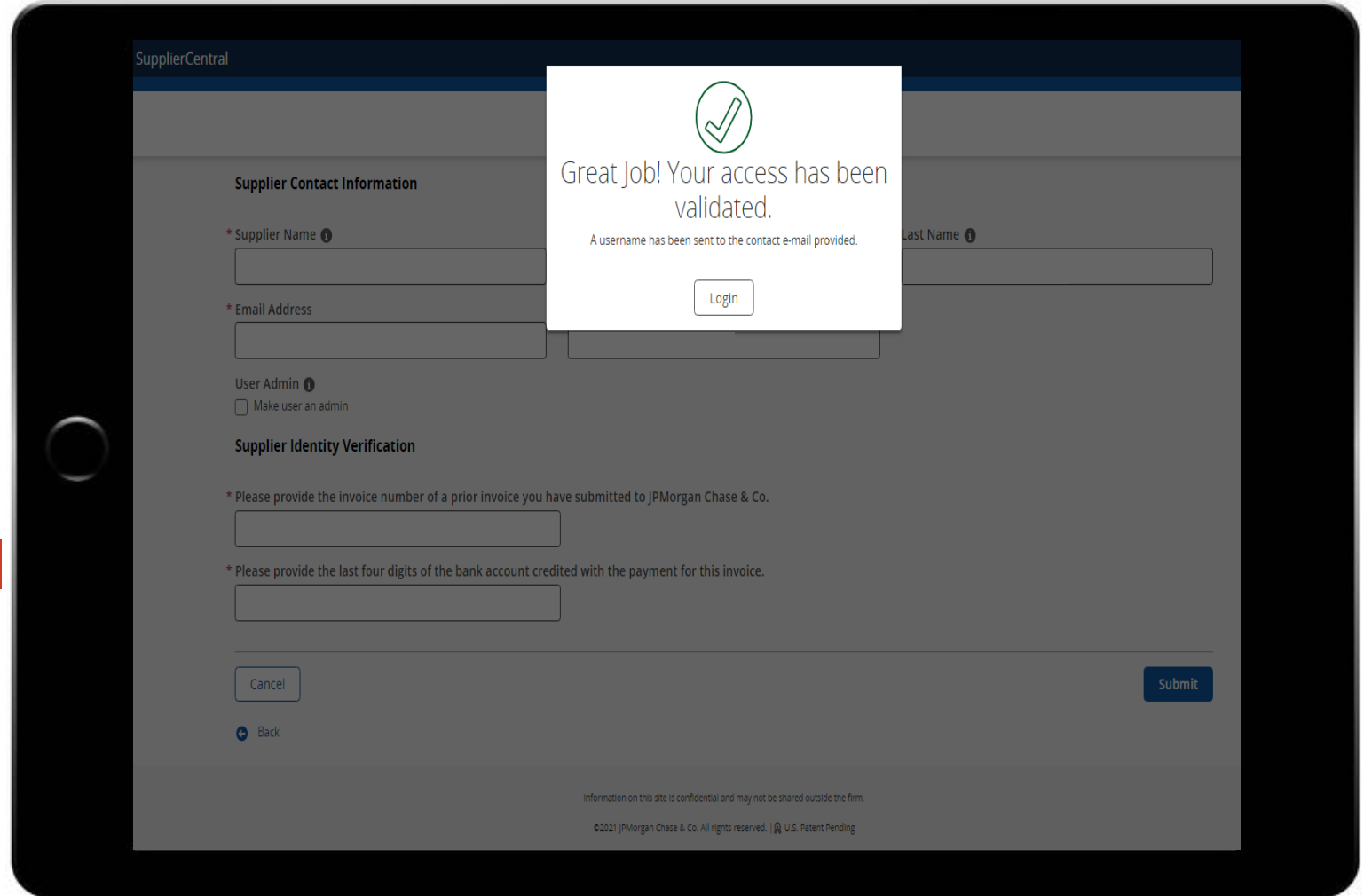
Getting Access & Logging In: Self Validate

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

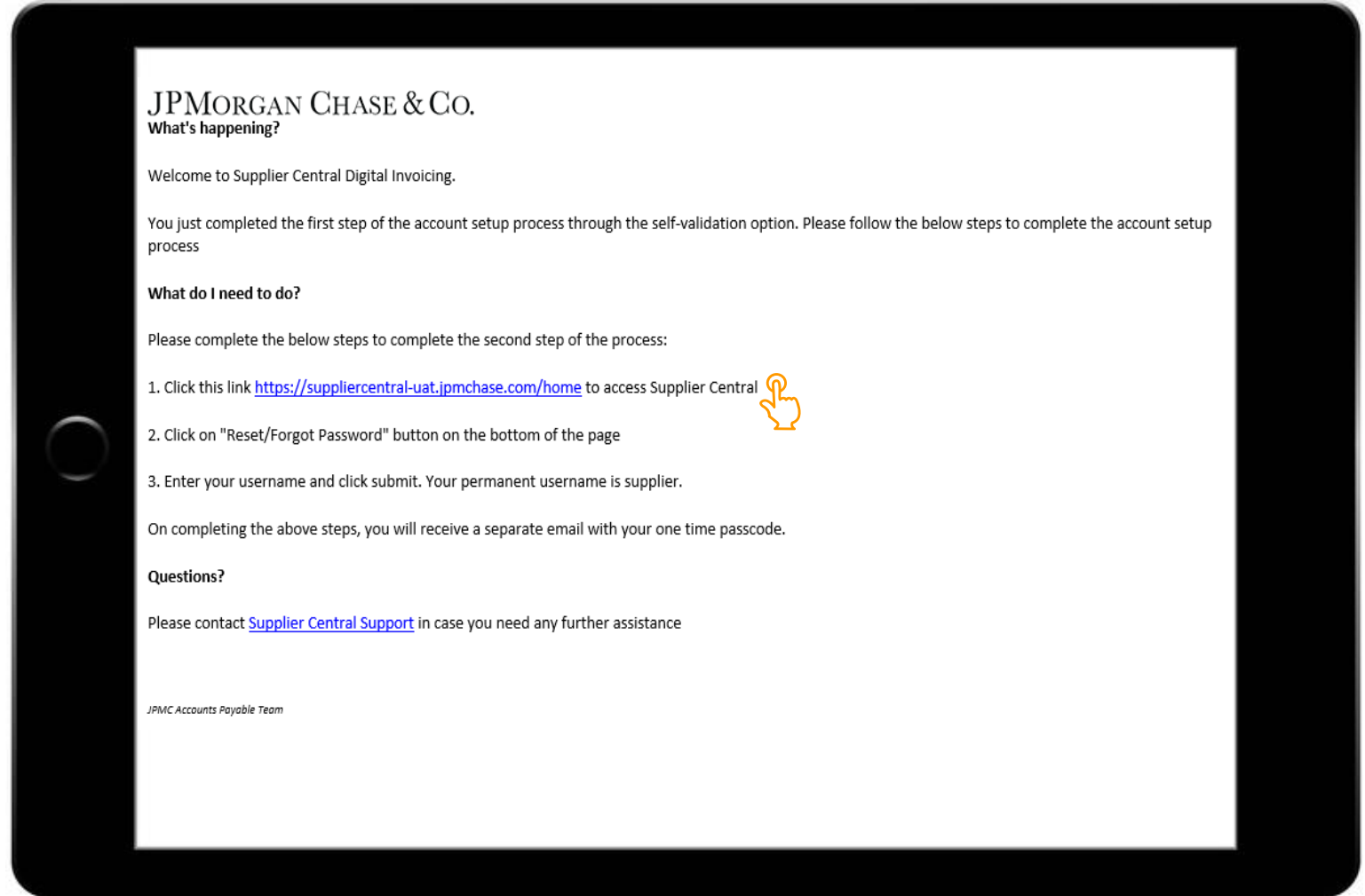
 An email notification will be sent to the email address entered in the account setup form. The notification will include your username and a link to the tool. Click the forward icon below to review the notification.



Getting Access & Logging In: 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).

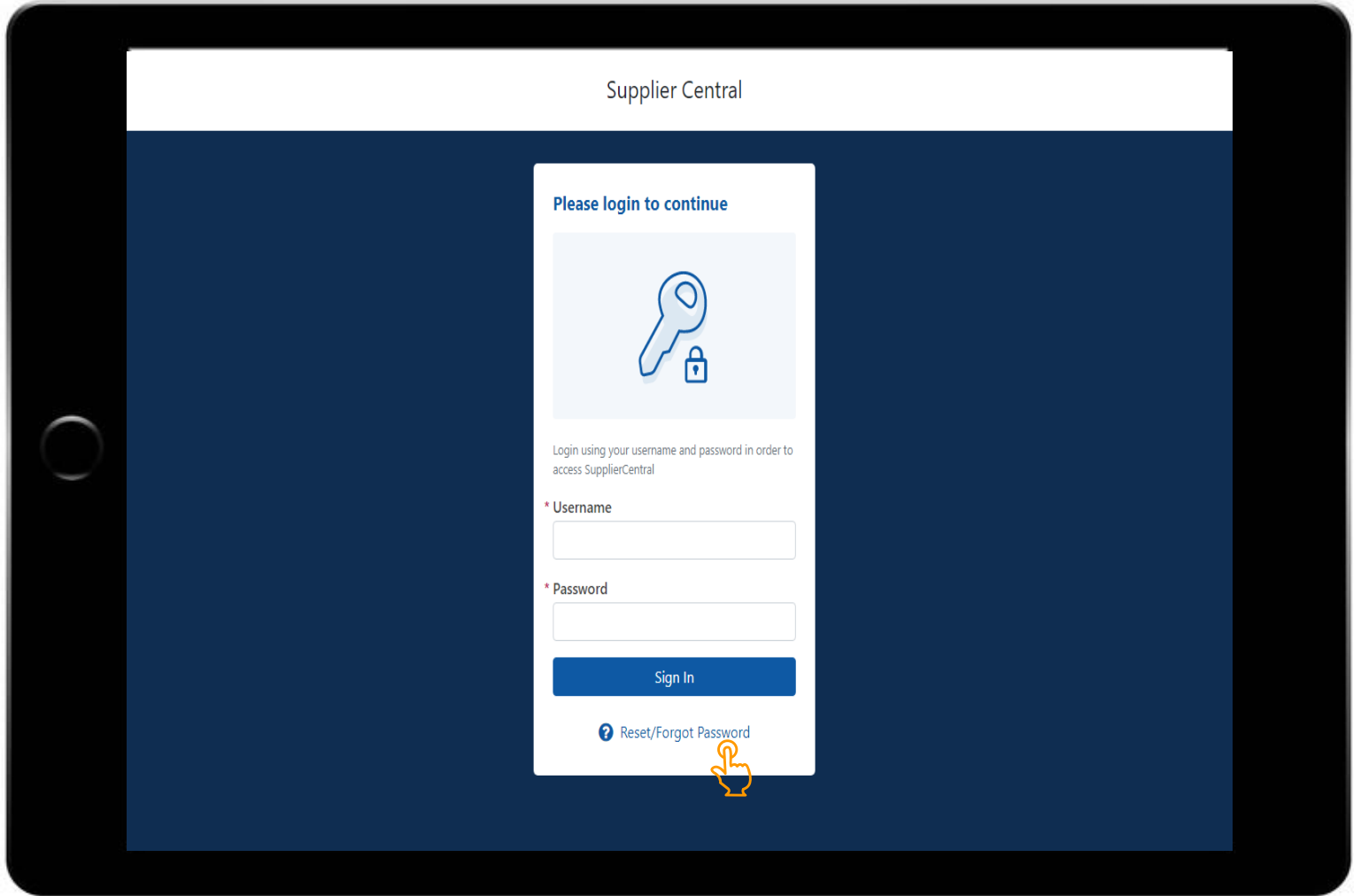
 Click the link to the tool in the email to proceed with the next step of getting access.



Getting Access & Logging In: 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.

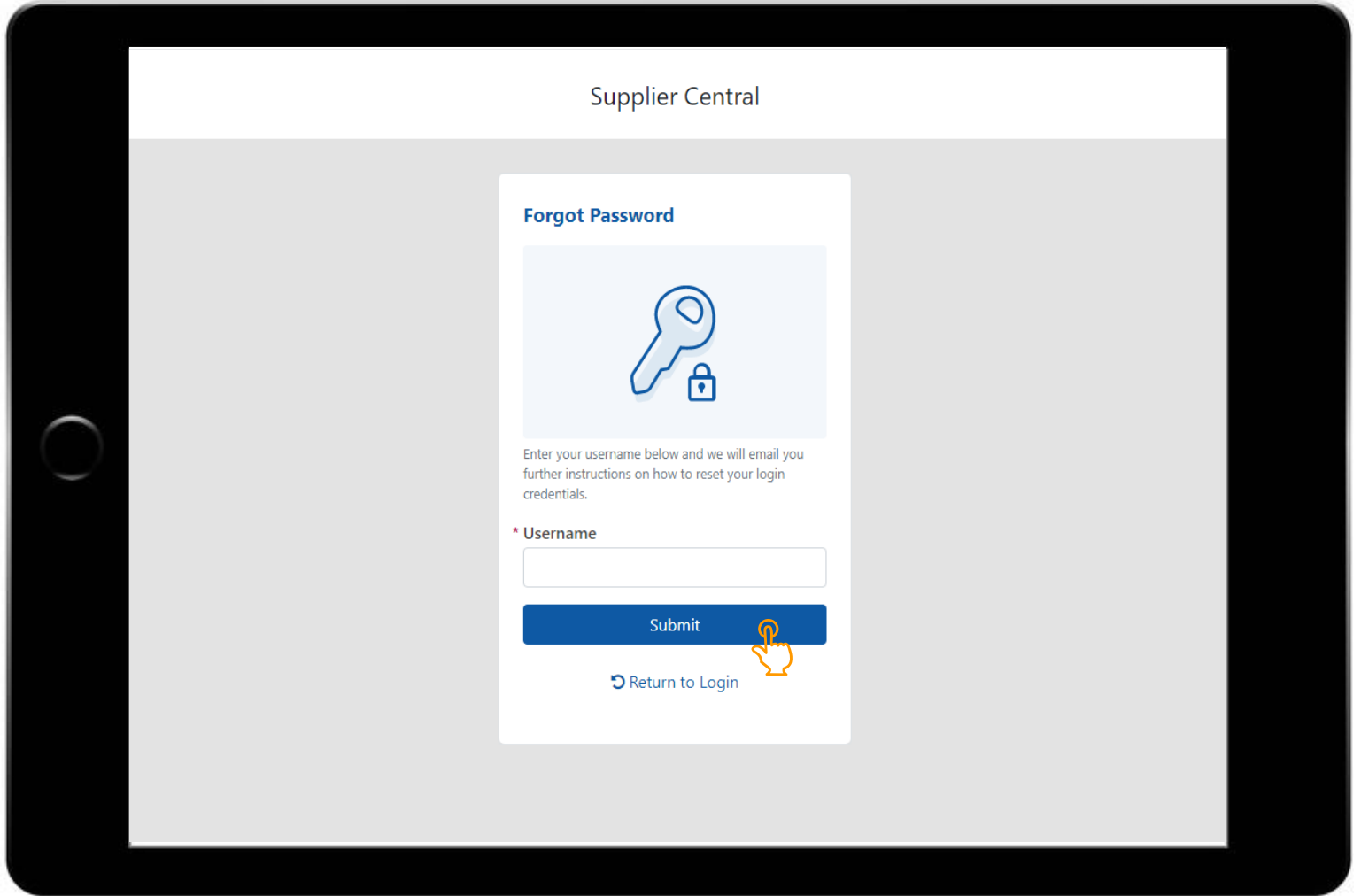
 Click the [Reset/Forgot Password](#) button to proceed with the next step in getting access.



Getting Access & Logging In: Self Validate




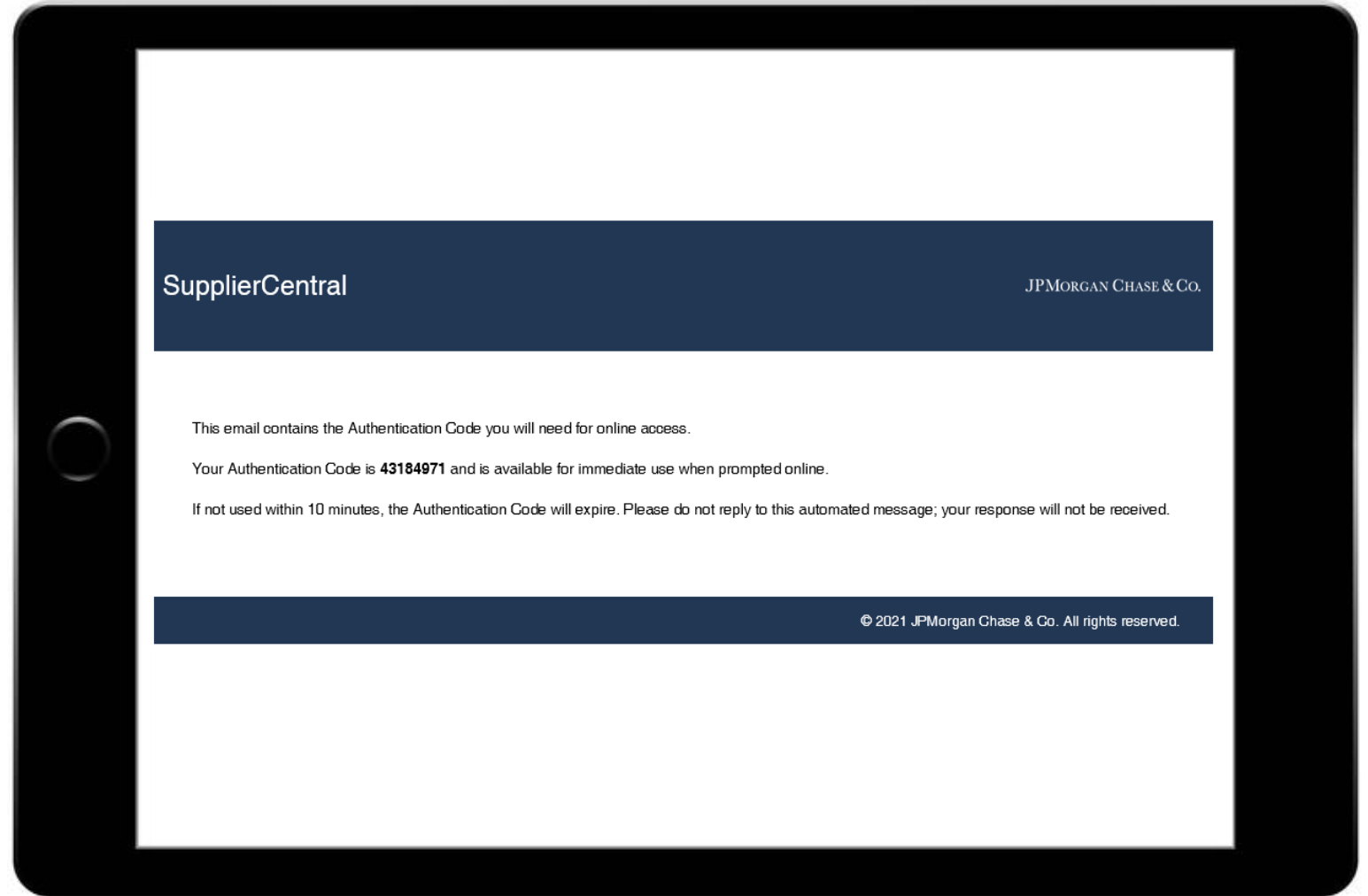
Enter your provided login ID or **Username** and then click **Submit** to proceed with the next step.



Getting Access & Logging In: 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.



Getting Access & Logging In: Self Validate

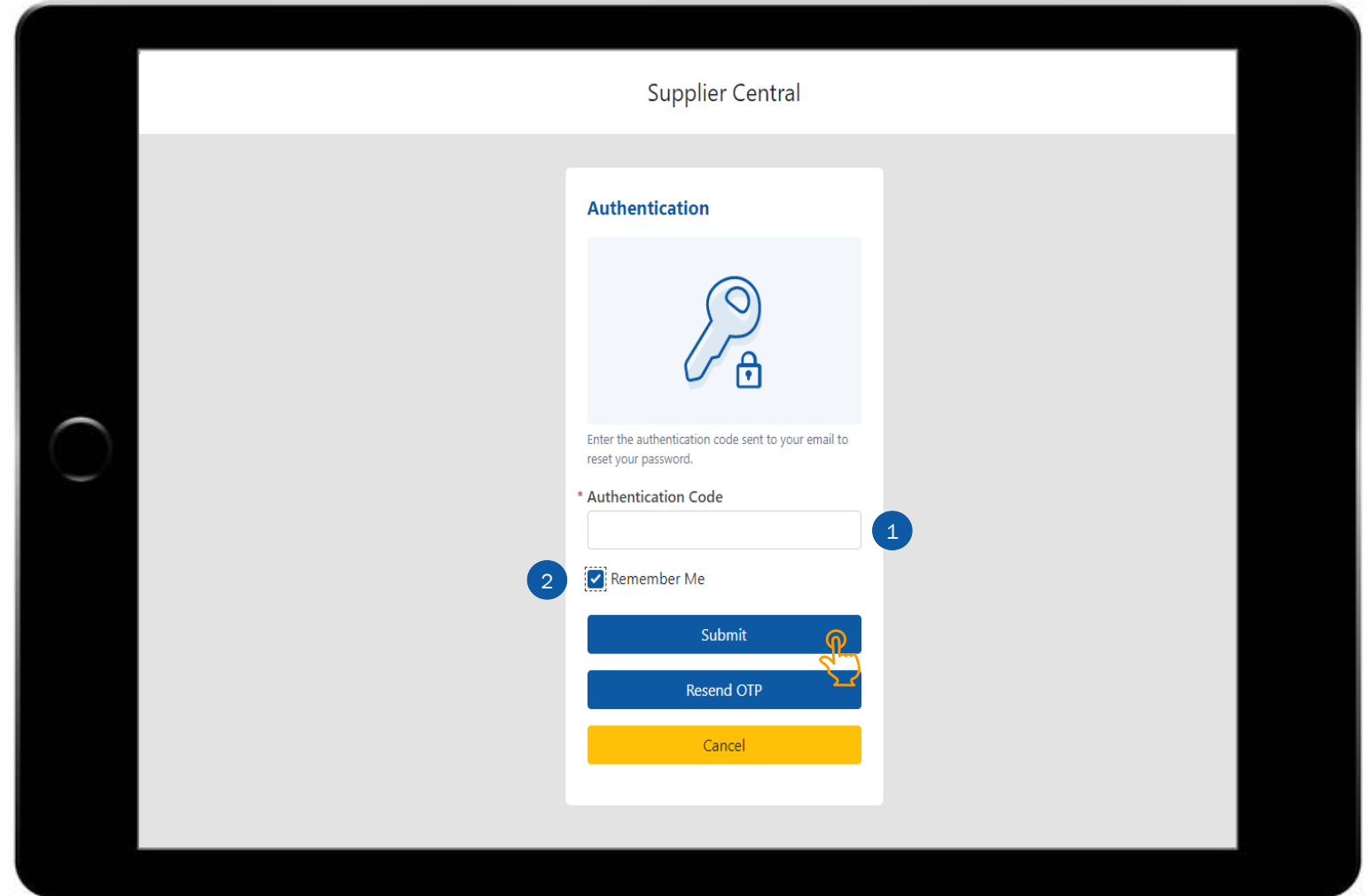
Go back to Supplier Central Digital Invoicing,

- 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 10 minutes. If the authentication code was not accepted, click the **Resend OTP** button to request a new code.

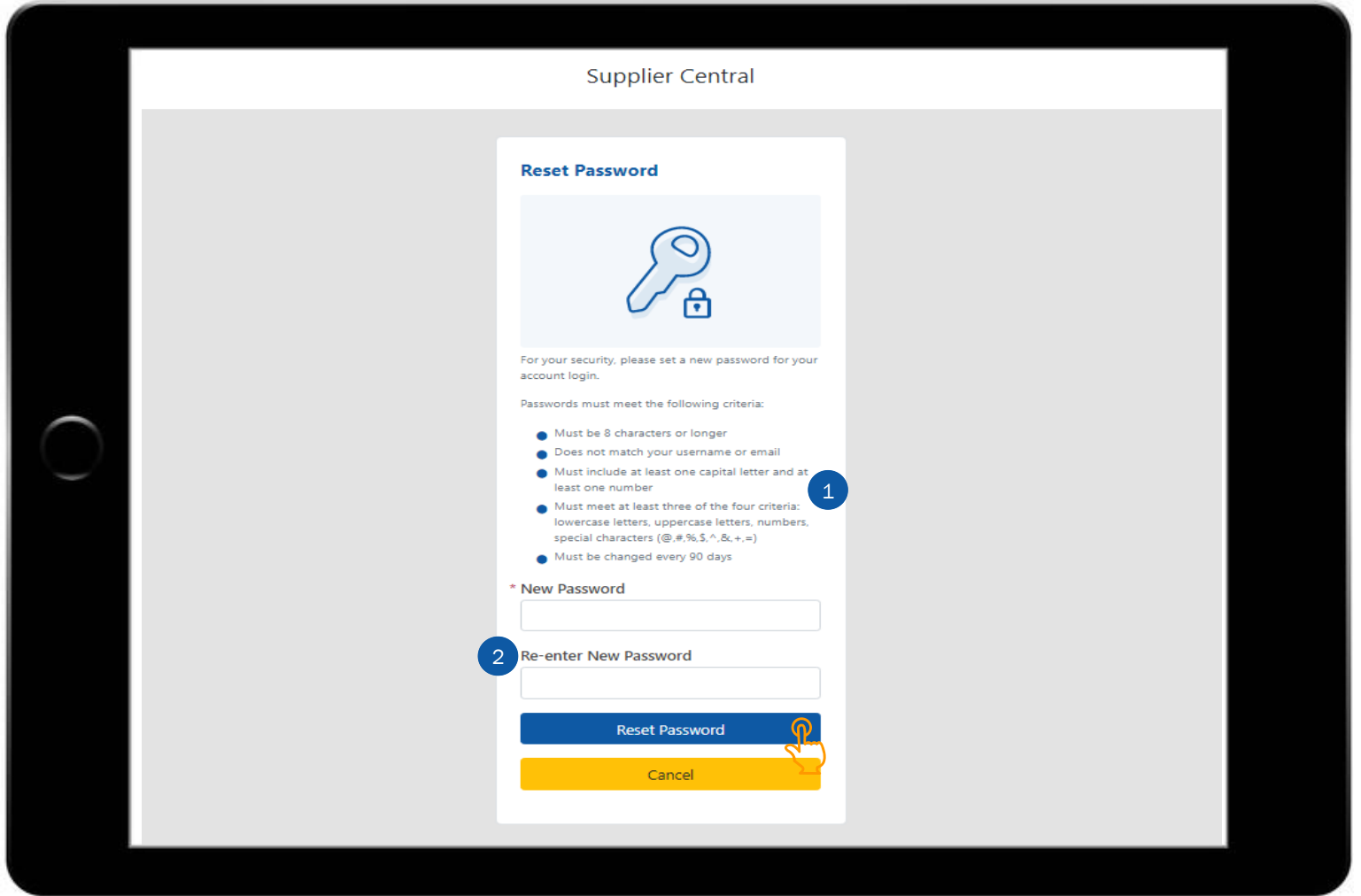


Getting Access & Logging In: Self Validate

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.



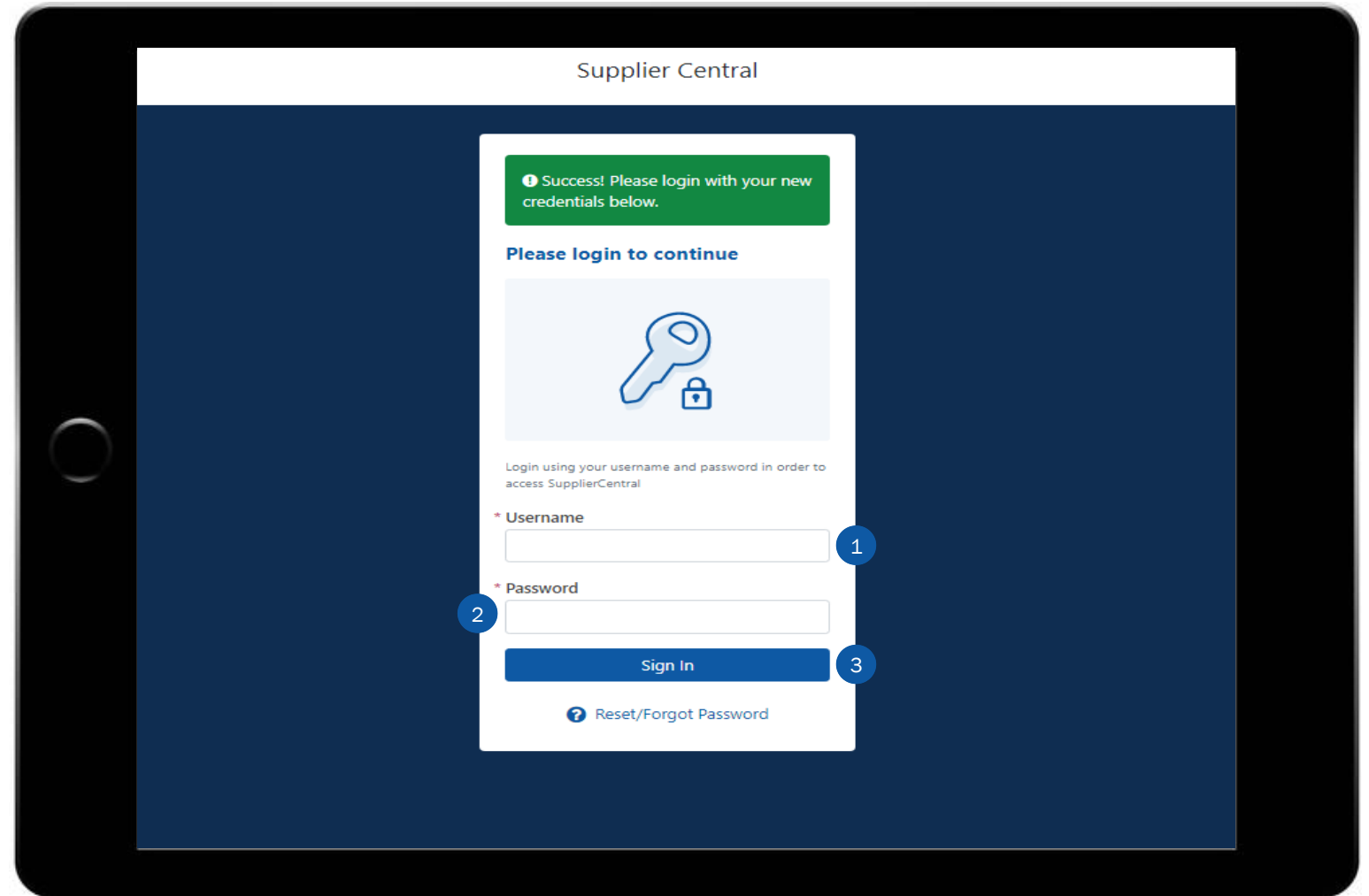
Getting Access & Logging In: Self Validate

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

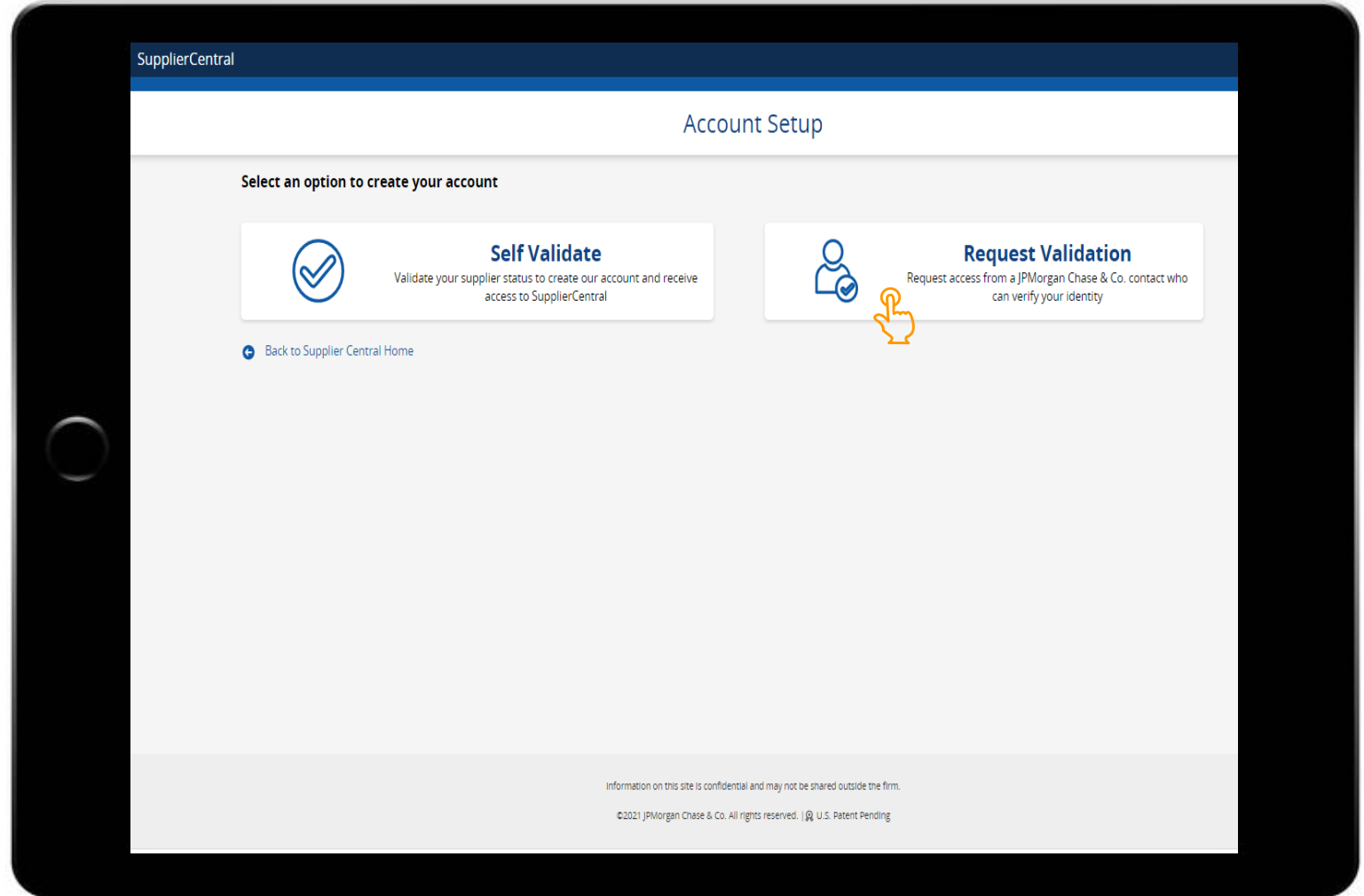
» This concludes the steps of getting access to Supplier Central Digital Invoicing using the **Self Validate** option. Next, let's review the steps of getting access using the **Request Validation** option. Click the forward icon below to continue.

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





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




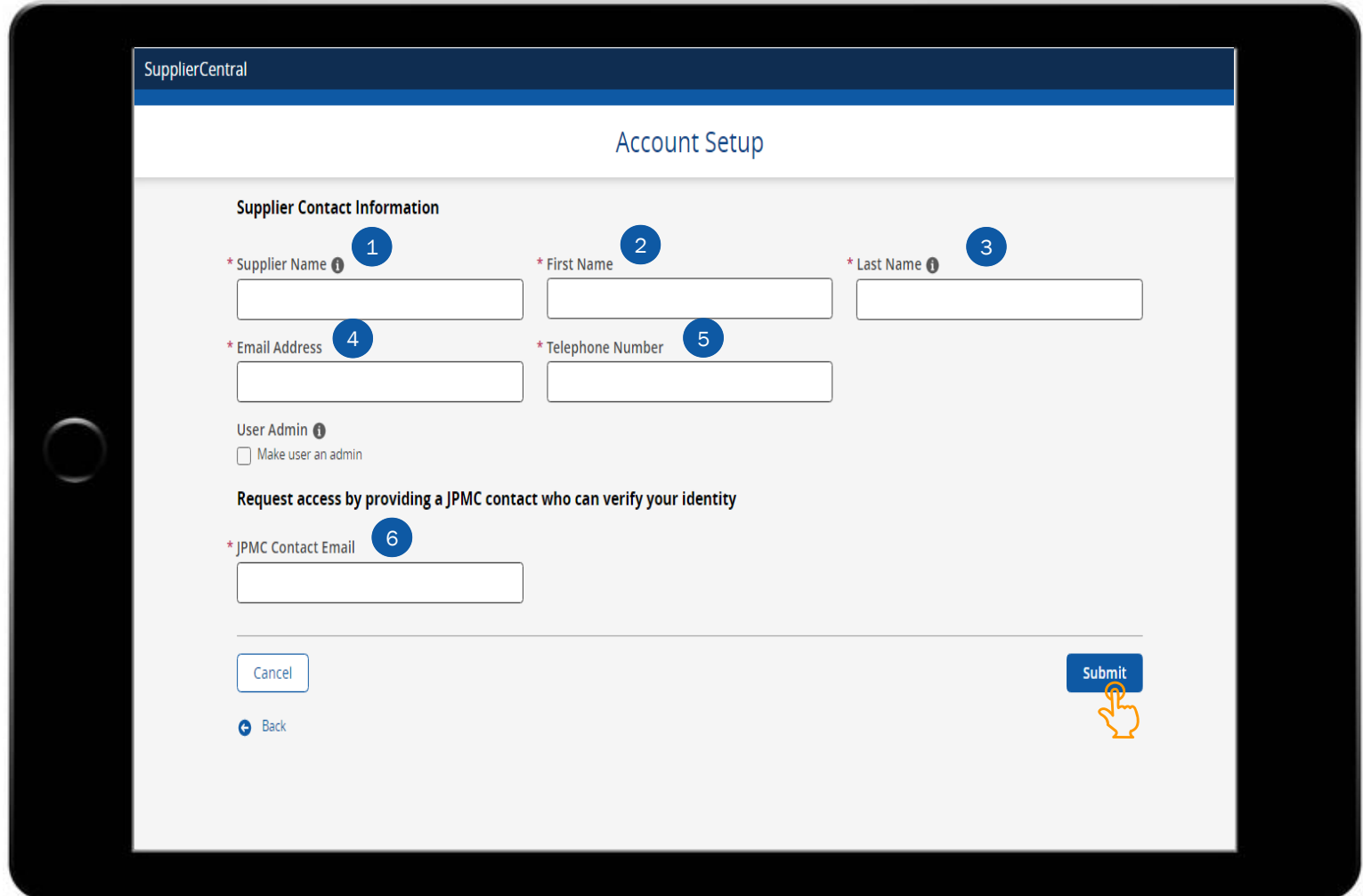
After clicking **Request Validation**, the Account Setup form will appear.

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 ¹

Make user an admin

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

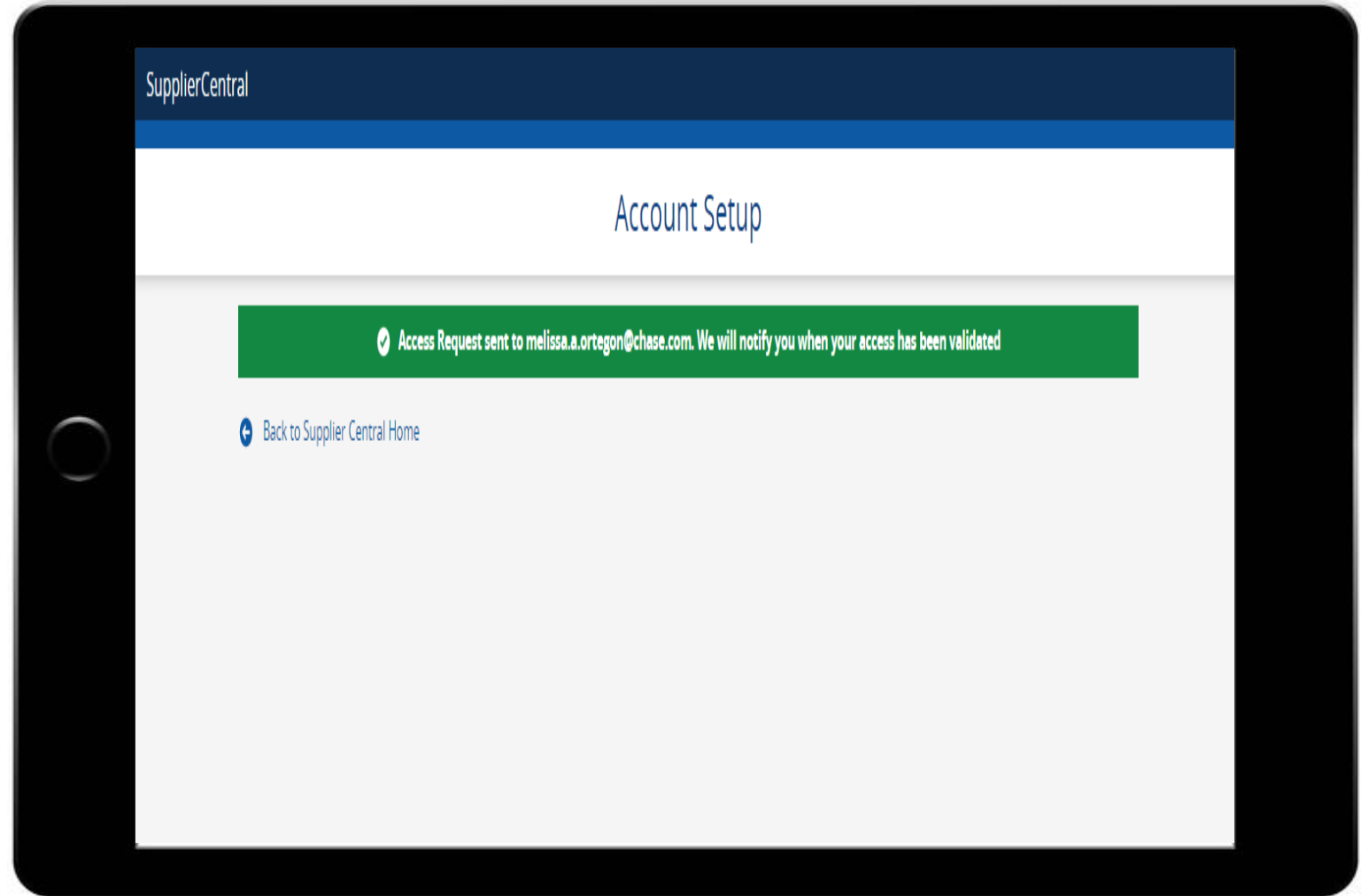
* JPMC Contact Email ⁶

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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.



Getting Access & Logging In: Request Validation

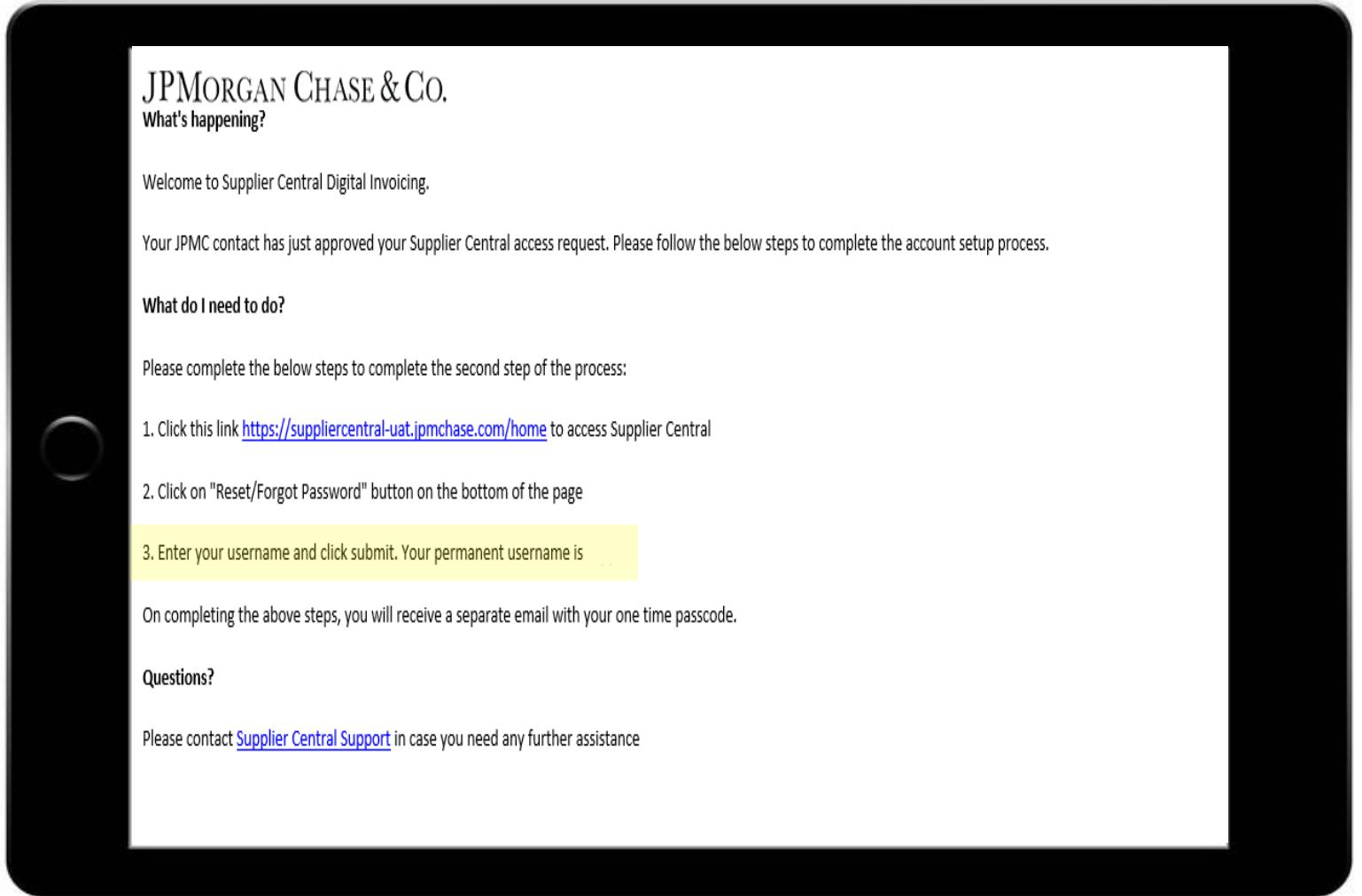
Follow the steps within the email notification received to confirm the access and login credentials.



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.

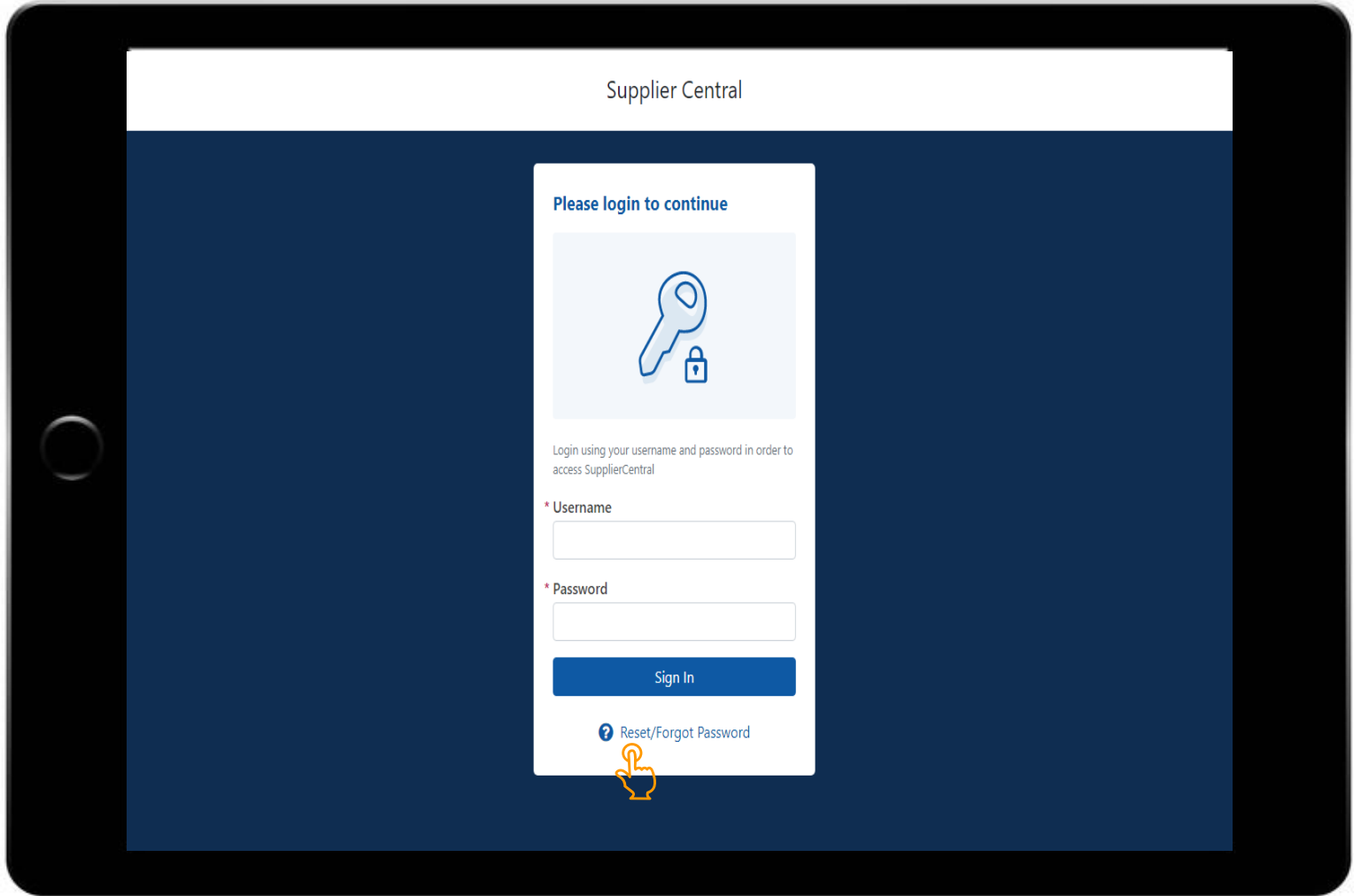


Getting Access & Logging In: Request Validation

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.



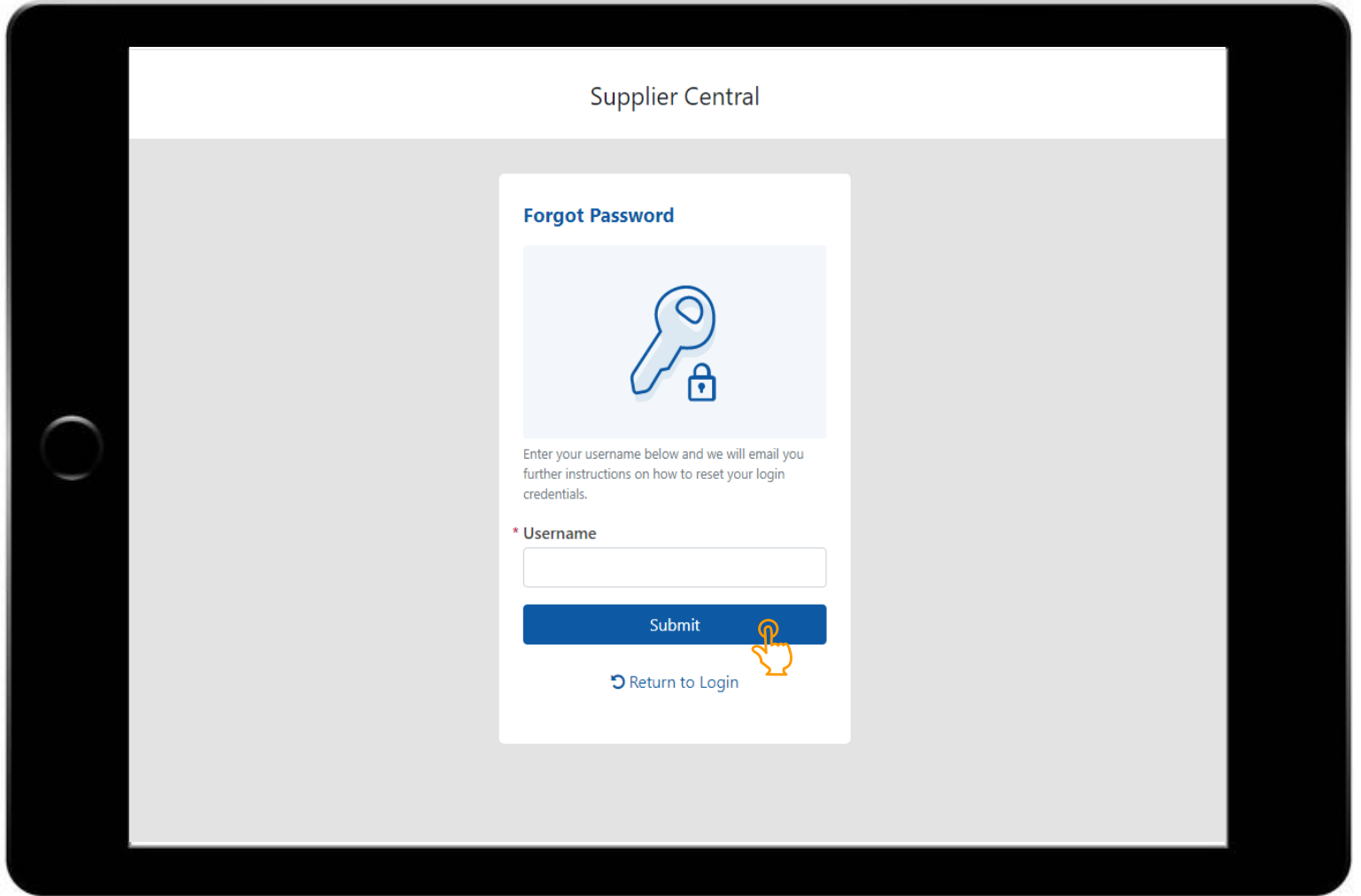
Click the [Reset/Forgot Password](#) button to proceed with the next step in getting access.



Getting Access & Logging In: Request Validation




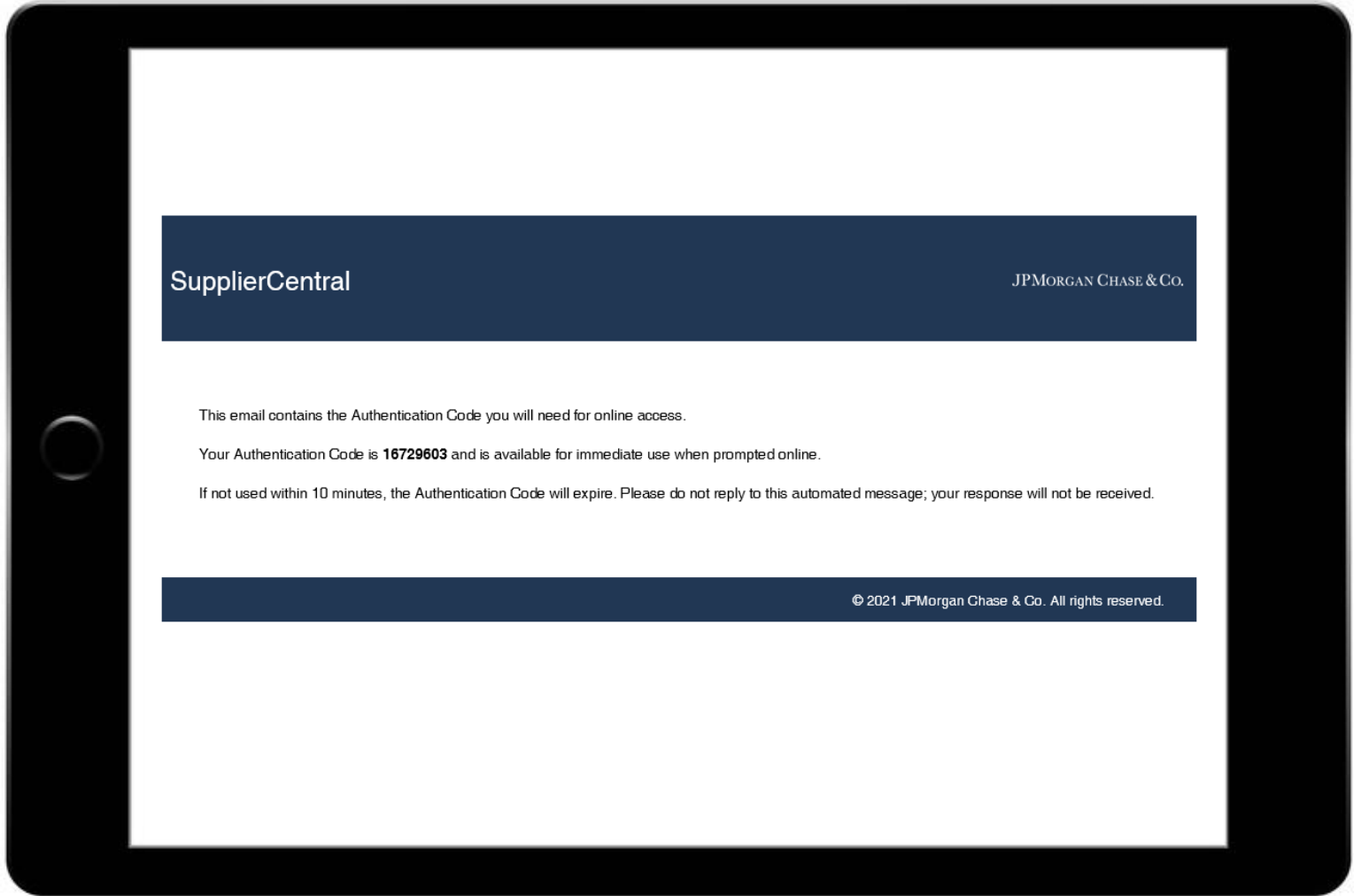
Enter your provided login ID or **Username** and then click **Submit** to proceed with the next step.



Getting Access & Logging In: Request Validation


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.

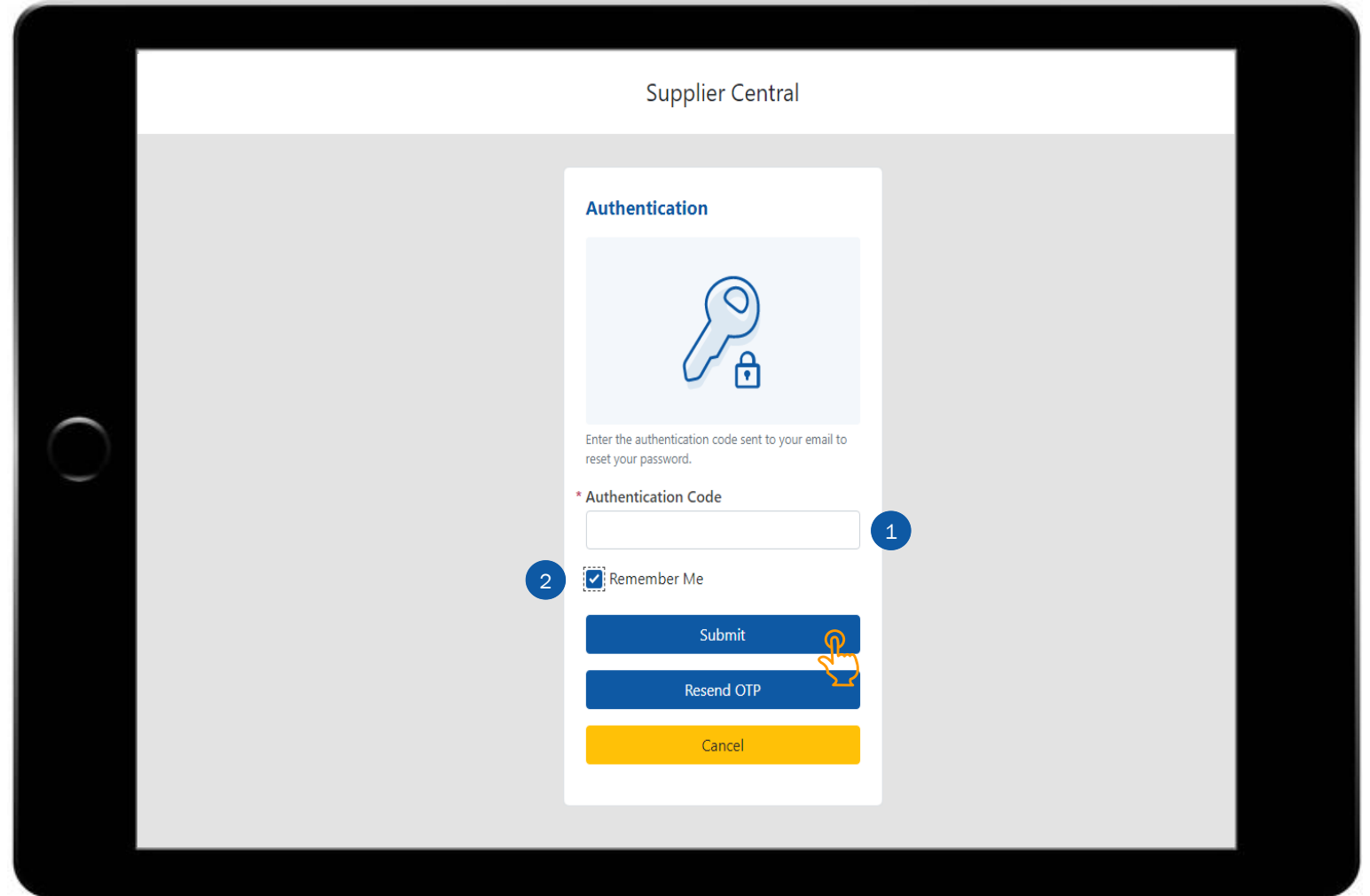


Go back to Supplier Central Digital Invoicing,

- 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.

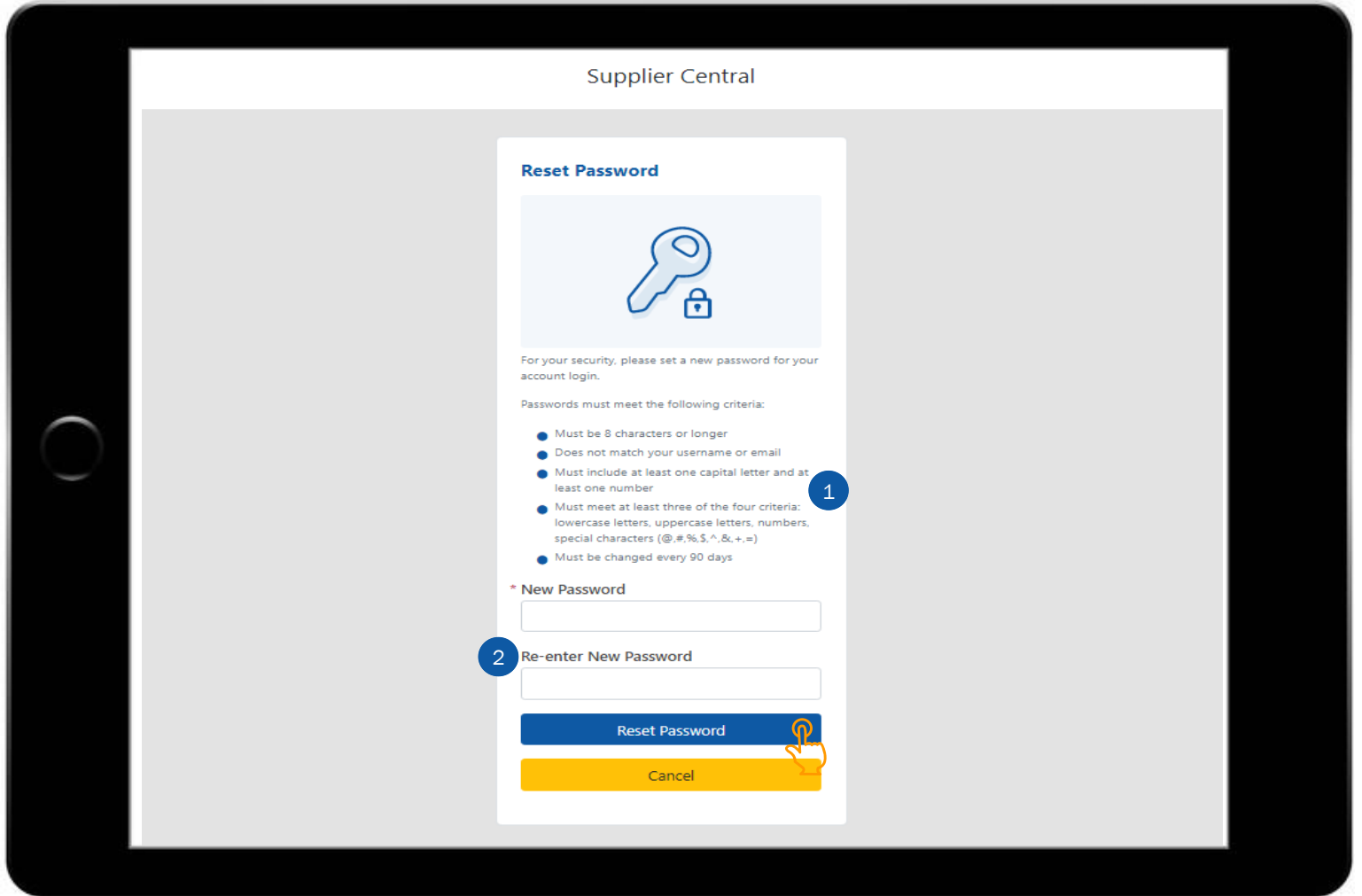


After entering the authentication code and clicking Submit you will be able to set (or reset) your password.

- 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.

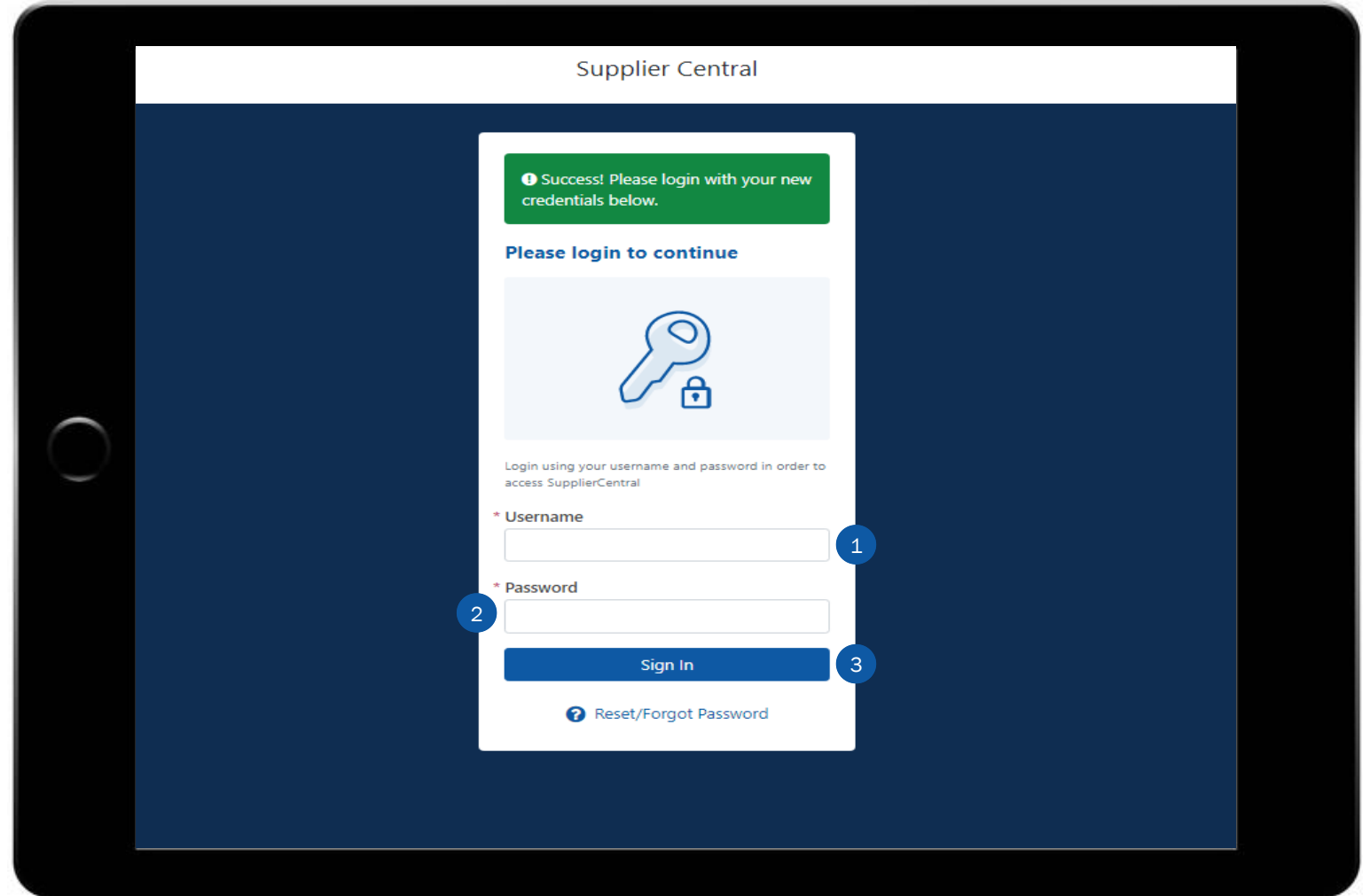


Now that you have successfully created a username and password, you are required to login with your new credentials to complete the account setup process and access the tool.

- 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.

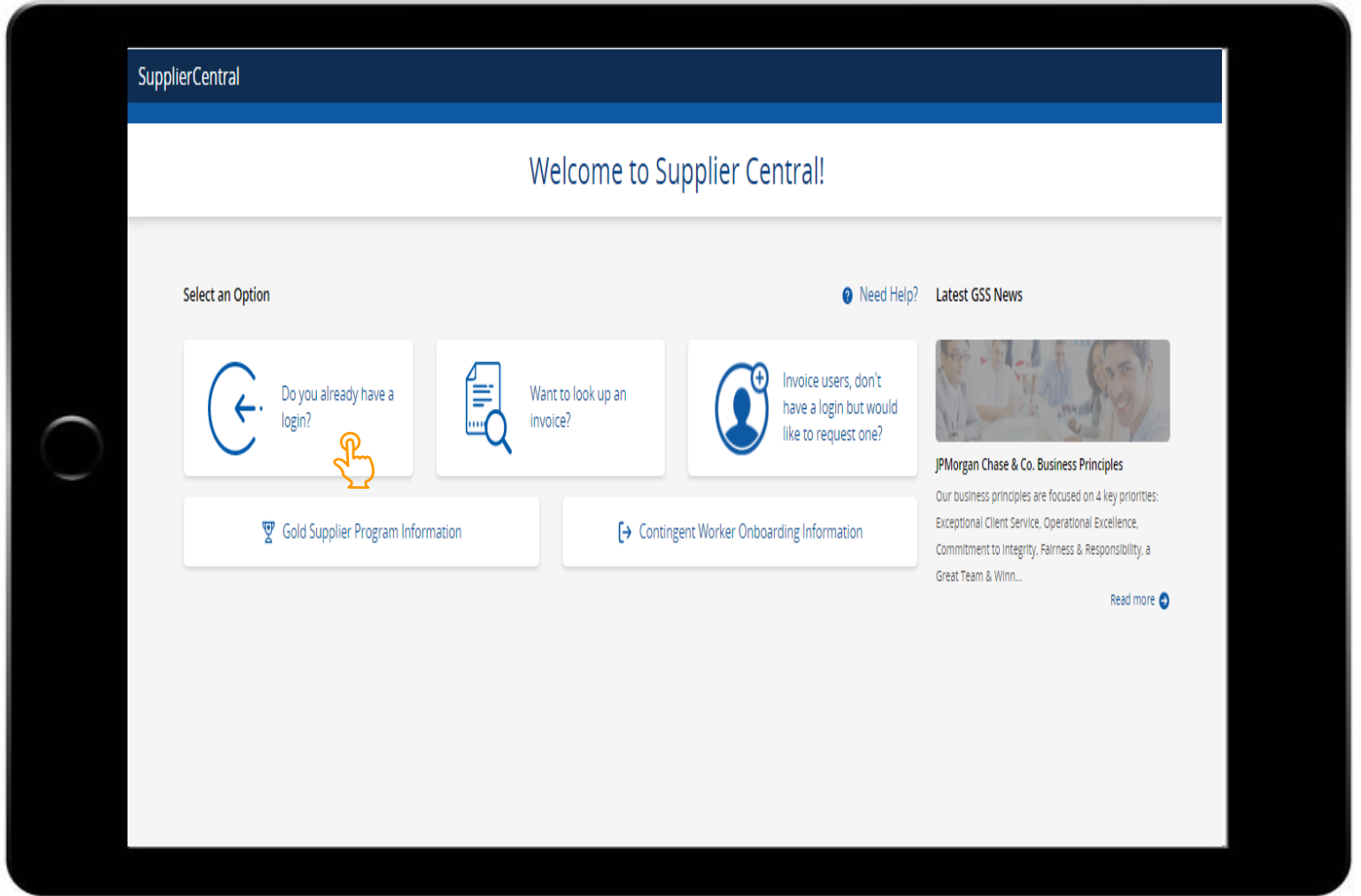
Alternatively, use the menu options below to navigate to another section or topic within the **Getting Access & Logging In** module.



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.

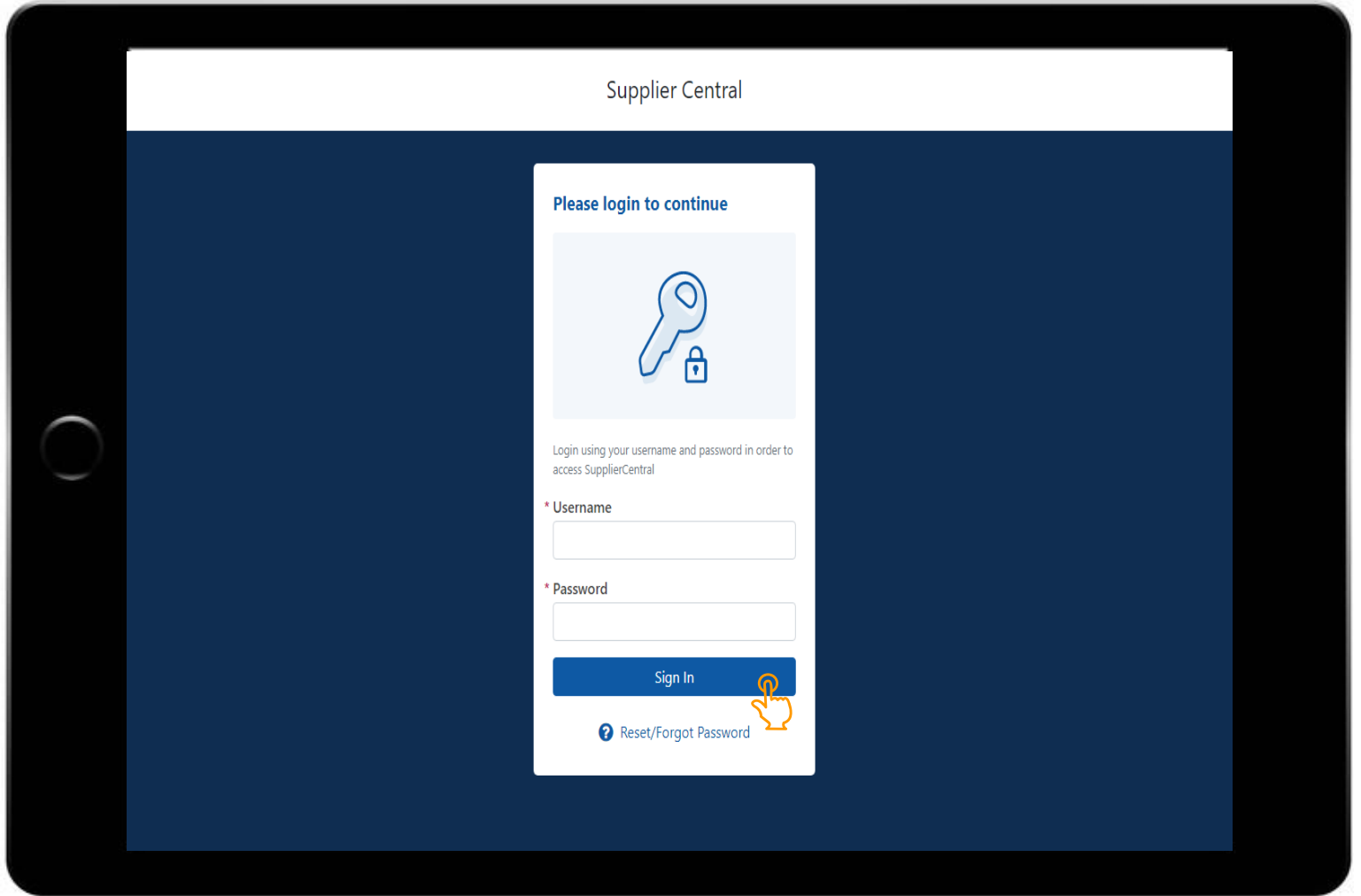


Logging In & Requesting Assistance

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



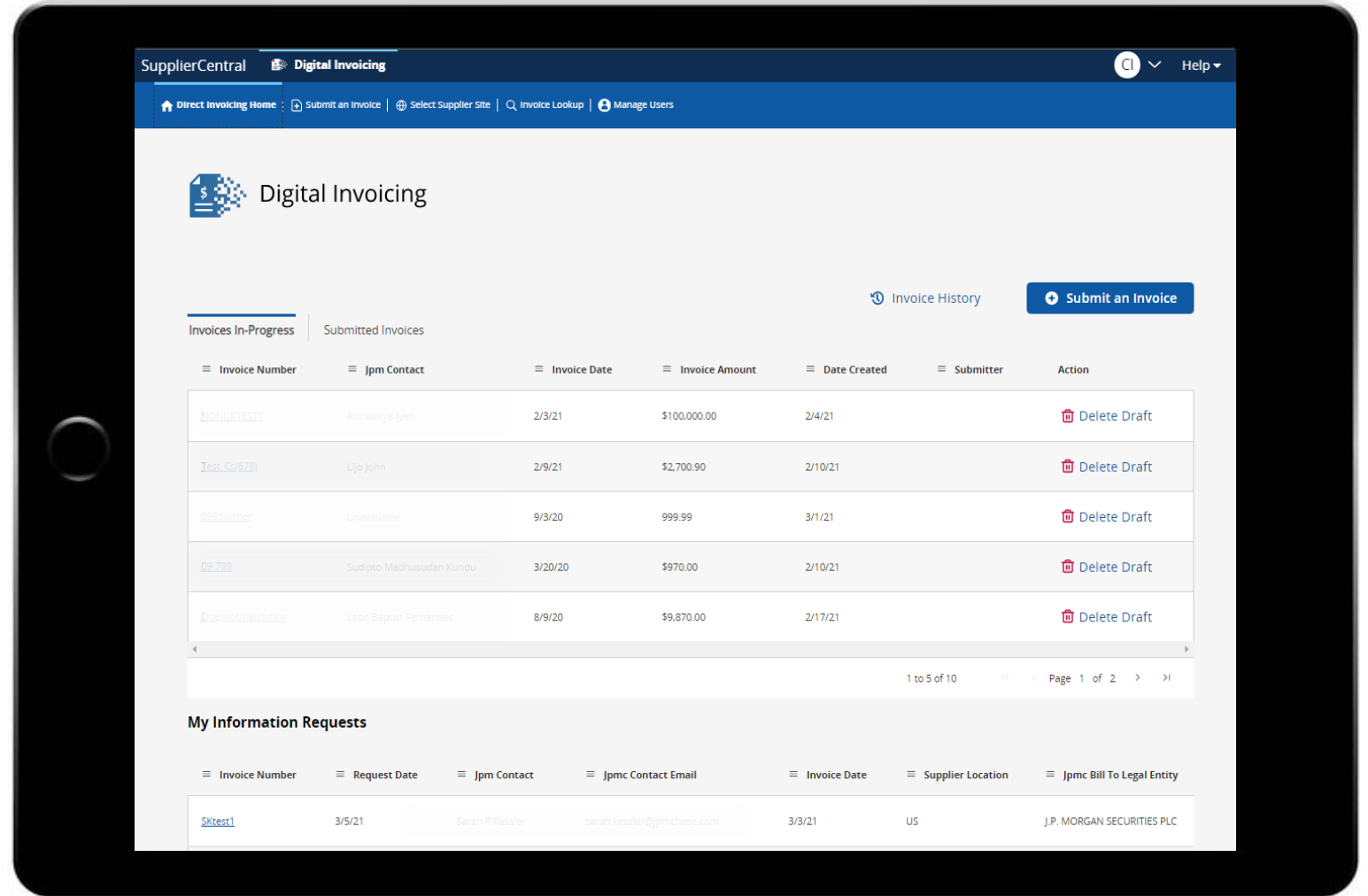
Click the **Sign In** button to proceed with the next step.



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.



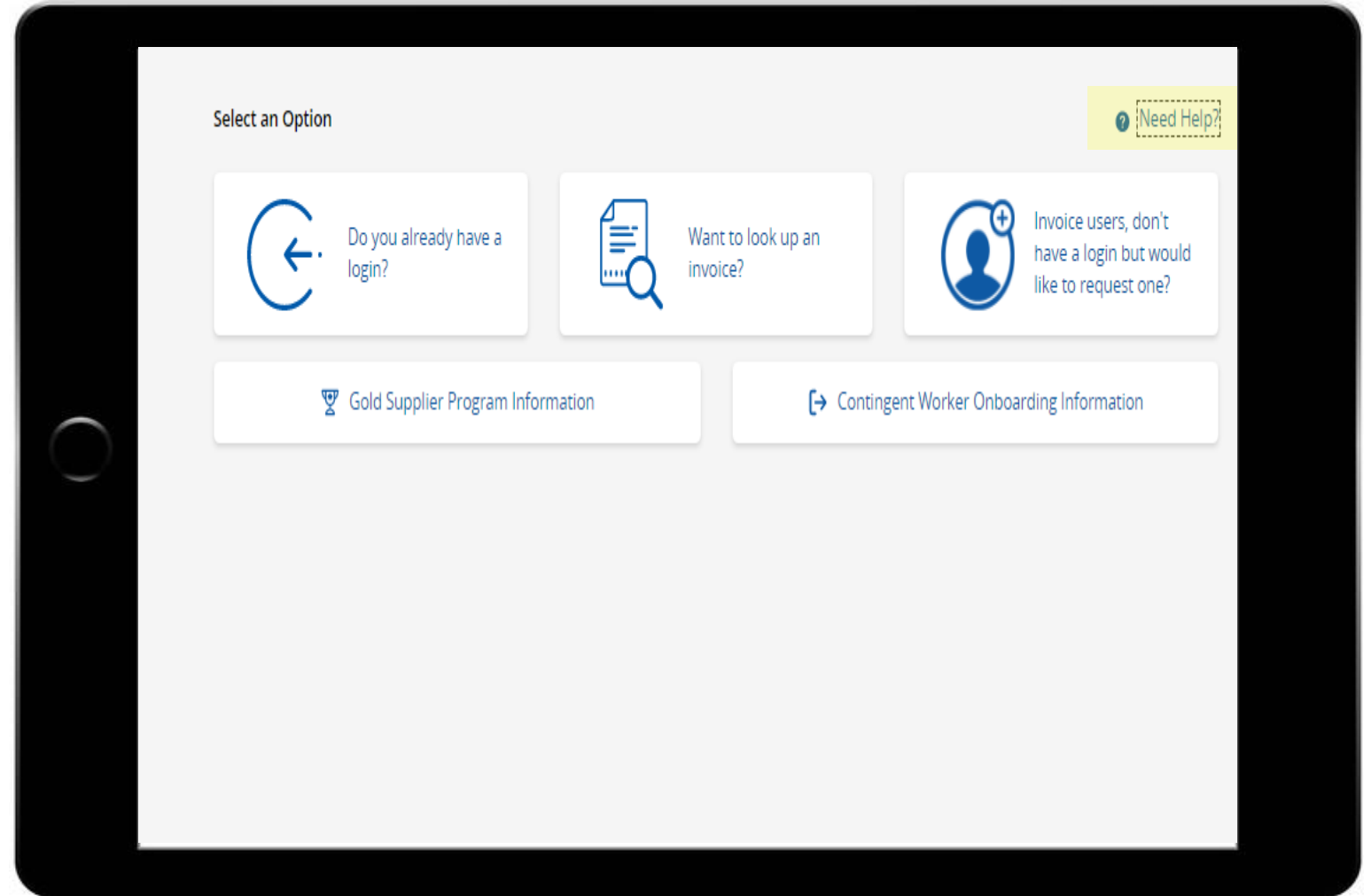
Logging In & Requesting Assistance

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 or close the window to return to the [training hub](#).



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