

Invoicing process guide - Iberia

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)*

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: JCI-EMEA-PROCURECO-SUPPLIERCOMMS@JCI.COM

Invoicing information from Purchase Orders



**NOMBRE Y DIRECCIÓN RAZÓN SOCIAL
LEGAL NAME AND ADDRESS**
 Tyco Fire and Security GmbH
 Victor von Bruns Strasse 21
 Neuhausen am Rheinfall
 CH-8212 SCHAFFHAUSEN
 Switzerland
 CIF / VAT Nr. : CHE-116.347.792 MWST /
 ESN0393342A

HYP I/C Code: 1000
 HYP I/C Code2: 1001
 Branch Number: 10000 - Switzerland Procurement HQ

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**PEDIDO DE COMPRA /
PURCHASE ORDER**
 PESA10050669-01 Rev.0

**PROVEEDOR /
SUPPLIER**

**DIRECCIÓN DE ENTREGA /
DELIVERY ADDRESS**

**ENVIAR FACTURAS A /
SEND INVOICE TO**
 Please submit all invoices via the [JCI supplier portal](#) or send to the following email address:
 EMEA-AP-Invoice@jci.com
 Envíe todas las facturas a través del [Portal de proveedores de JCI](#) o envíelas a la siguiente dirección de correo electrónico:
 EMEA-AP-Invoice@jci.com

Nº. Pedido / PO Number	Fecha Pedido / PO Date	Forma de Pago / Payment Terms	Nº Proyecto / Project Number	Nº. Proveedor / Supplier Number	Incoterms	Lugar de Entrega / Delivery Location	Creado por / Created By	Detalles de contacto / Contact Details	
PESA10050669-01						See delivery address		JCI supplier portal	
Linea / Line	Código de Producto / Item Code	Descripción / Description		Código de material del proveedor / Supplier Item Code	Fecha de Entrega / Delivery Date	Unidad / UOM	Cantidad / Quantity	Precio Unitario / Unit Price	Neto Total / 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)

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 Spanish VAT ID: ESN0393342A Portuguese VAT ID: PT980708079
Tyco Fire & Security GmbH is established in Switzerland, as well as also having foreign VAT registrations in these countries, under the VAT registration numbers shown.	

- 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.

VAT information (Spain)

Below is just and only an informative table which can help you to choose the right VAT ID to put into your invoice. If you have doubts, please, contact your local fiscal advisor

If you deliver	VAT ID to be used is
<u>Goods</u> (materials, products) to Spain that are shipped from Spain or a European Union Country	ESN0393342A
If you deliver <u>Goods</u> (materials, products) to Spain that are shipped from outside of the European Union	CHE-116.347.792 MWST
If you supply us with <u>Installation</u> in Spain and you are located in Spain	ESN0393342A
<u>Construction work</u> in Spain and you are located in Spain, in a European Union Country or outside of the European Union	ESN0393342A
<u>Service on Immovable</u> in Spain and you are located in Spain, in a European Union Country or outside of the European Union	ESN0393342A
<u>General B2B Services (SVC)</u> in Spain and you are located in Spain, in a European Union Country or outside of the European Union	CHE-116.347.792 MWST

VAT information (Portugal)

Below is just and only an informative table which can help you to choose the right VAT ID to put into your invoice. If you have doubts, please, contact your local fiscal advisor

If you deliver	VAT ID to be used is
<u>Goods</u> (materials, products) to Portugal that are shipped from Portugal or a European Union Country	PT980708079
If you deliver <u>Goods</u> (materials, products) to Portugal that are shipped from outside of the European Union	CHE-116.347.792 MWST
If you supply us with <u>Installation</u> in Portugal and you are located in Portugal	PT980708079
<u>Construction work</u> in Portugal and you are located in Portugal, in a European Union Country or outside of the European Union	PT980708079
<u>Service on Immovable</u> in Portugal and you are located in Portugal, in a European Union Country or outside of the European Union	PT980708079
<u>General B2B Services (SVC)</u> in Portugal and you are located in Portugal, in a European Union Country or outside of the European Union	CHE-116.347.792 MWST

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.)*

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.



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

Thank you