

# Oracle iSupplier Guide



**TJ-maxx** *Marshalls* *HomeGoods* **WINNERS** **TJ-maxx** **HOMESENSE**  **SIERRA**  
TRADING POST

## Table of Contents

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### Contents

Welcome to iSupplier .....	3
Overview.....	4
Getting Assistance.....	4
In Scope .....	4
Out of Scope .....	4
Logging on to Oracle iSupplier .....	5
Portal Setup .....	6
Adding or Searching for an Attachment.....	6
Making Changes to Your Organization .....	7
Adding to or Modifying Your Company Address Book .....	8
Adding or Modifying a Company Contact.....	8
Providing New Business Classification Information .....	9
Updating Your Product or Service Information.....	10
Manage Orders .....	11
Viewing a Purchase Order.....	11
Requesting an Action on a Purchase Order .....	12
Requesting a Change to a Purchase Order .....	13
Manage Invoices .....	14
Viewing an Invoice.....	14
Viewing a Payment.....	16
Creating an Invoice from One or More Purchase Orders .....	18
Appendix.....	23
Invoice Requirements for US – Expenses Payable .....	24
Invoice Requirements for Europe – Expenses Payable.....	26
Invoice Requirements for Canada – Expenses Payable .....	29
Month End Dates: .....	31
Minimum System Requirements for Oracle Applications .....	32

## Welcome to iSupplier

iSupplier Portal can help you reduce the time and energy you put into your telephone and email inquiries with TJX. It can also put information about your purchase orders, deliveries, and invoices right at your fingertips. We hope you find iSupplier an easy and convenient tool to use.

Here's a view of what you can expect with iSupplier:

*Immediate Transmission!*

*Round the Clock Access!*

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### Set Up Portal



### Manage Orders



### Manage Invoices

- *Keep company information up to date*
- *Give TJX visibility to your products and services.*
- *Make additions and changes to your company contact information.*

- *Access the latest purchase order information—needed actions, acknowledgements, promise dates, and more.*
- *View purchase order and shipment history.*
- *Submit change order requests and split shipments instantaneously.*

- *Streamline your invoice creation process—create and submit directly to TJX Accounts Payable.*
- *View invoice status and check history.*
- *Track payments —status, dates and check numbers*

## Overview

Once you have completed your registration in Oracle, your company information will reside in Oracle iSupplier. You will be able to access the following iSupplier responsibilities:

- **Portal Setup**—View your company information, add and change your company contacts, make changes to the way your business is classified, and make changes to the products and services associated with your company.
- **Manage Orders**—View and print your current purchase orders and purchase order history.
- **Manage Invoices**—View and print your current invoice and payment history, and review payment status. Create and submit invoices from purchase orders.
- **Sourcing**—Participate in an RFI, RFQ, or Auction when invited to do so.

## Getting Assistance

Contact	Help Desk Hours (Local Time Zones)
<a href="mailto:Supplier_Helpdesk@tjx.com">Supplier_Helpdesk@tjx.com</a>	US & Canada (EST) 3:00 – 19:00
Inside US: 833-746-8627	UK & Ireland (GMT) 8:00 – 24:00
International: +44(0) 1245373766	All Other European Countries (CET) 9:00 – 1:00
UK: 800-538-5202	Australia 9:30 – 13:30

## In Scope

The TJX Oracle Help Desk will provide training, assistance and clarify queries on TJX's Oracle iSupplier Application functional usage.

## Out of Scope

Providing answers and solutions on Business related / eRFx business requirement queries to Suppliers is out of scope.

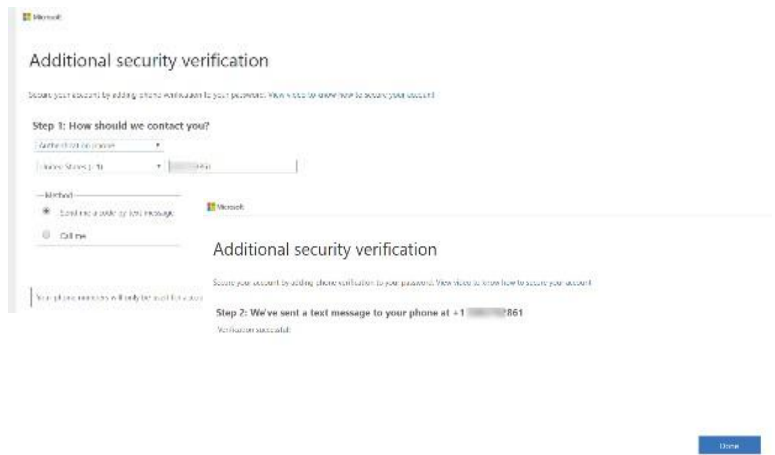
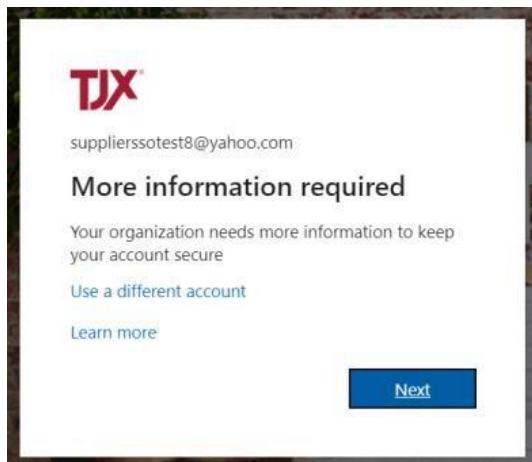
## Logging on to Oracle iSupplier

1. Access the login screen.

**Note:** You can access the Login screen from the TJX home page ([www.tjx.com](http://www.tjx.com)). Click the "Not for Resale Suppliers" link; then look for the link, "If you have already registered with TJX, please click here."

[TJX Oracle iSupplier](#)

Follow the screen prompts to log in:



*More Information required – Click Next*

*Select a method of Additional Security Verification and follow all prompts*

*When "Verification Successful" displays, click Done*

The **Oracle Applications Home Page** displays.

### Home

#### Navigator

Personalize

- TJX ISUPPLIER PORTAL MANAGE ORDERS
- TJX ISUPPLIER PORTAL SETUP
- TJX SOURCING SUPPLIER
- TJX US ISUPPLIER PORTAL MANAGE INVOICES
- TJX US ISUPPLIER PORTAL MANAGE INVOICES – ALL REQUIREMENTS

#### Worklist

From

There are no notifications in this view.

**TIP** [Vacation Rules](#) - Redirect or auto-respond to notifications.

**TIP** Privacy Statement for TJX EU Associates: TJX is committed to protect management (including the implementation of a new HR management departments or affiliates of TJX at the global level including The TJX please refer to the EU Privacy Notice Link at the bottom of the page.

## Portal Setup

To access your company information, you will access the **Portal Setup** responsibility. Follow these steps:

1. From the **Oracle Home Page**; click **TJX ISUPPLIER PORTAL SETUP**.

The **General** tab of the **Supplier Administration** page displays.

This menu provides access to the different pages in the Portal Setup

Use these sections to search for or add an attachment

DUNS Number is US and CA only  
EU uses Tax Registration # for their VAT#

General

Organization Name: Test Supplier  
Supplier Number: 7464  
Alias  
Parent Supplier Name  
Parent Supplier Number

Attachments

Search

Note that the search is case insensitive  
Title  Go

Show More Search Options

Add Attachment

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Public
INVOICE 0253021	File		From Supplier	JONSMITH@COMPANY.COM	17-Jan-2018	Standard			

**Note US & CA SUPPLIER ONLY:** If you need to change company information, such as Taxpayer ID or DUNS Number, you must send an email to the [Supplier\\_Helpdesk@tjx.com](mailto:Supplier_Helpdesk@tjx.com) with your W-9 form.

- **Note EU SUPPLIER ONLY:** If you need to change any company information, you will need to obtain a <sup>New Vendor Form</sup> from your business contact and submit that form to TJX.

## Adding or Searching for an Attachment

The **General** tab has an Attachments section where you can:

- Add a new attachment—click the **Add Attachment** button to browse for the attachment you wish to add.

**Please Note:** attachments are viewable but are not monitored by TJX. Based on this, documents of a confidential nature should not be attached.

- Search for an attachment that you have added to your record—enter a search string or click the [Show More Search Options](#) link to search by other criteria. Then click the **Go** button to display the results.

## Making Changes to Your Organization

Any time you make changes to your organization, you should be sure to make those updates in iSupplier. This includes the number of employees, the chief executive's name, the annual revenue, and more.

Follow these steps:

1. From the **Supplier Administration** menu, click **Organization** in the 'Company Profile' group.

The **Organization** page displays:

The screenshot shows the 'Organization' page in iSupplier. On the left is a sidebar with navigation links: General, Company Profile, Organization (highlighted), Address Book, Contact Directory, Business Classifications, Product & Services, and Surveys. The main content area is titled 'Organization' and has 'Cancel' and 'Save' buttons at the top right. It is divided into three sections: 1. 'Organization' fields: D-U-N-S Number, Legal Structure (dropdown), Principal Name, Year Established, Incorporation Year, Control Year, Mission Statement (text area), Chief Executive Name, Chief Executive Title, and Principal Title. 2. 'Total Employees' section: Organization Total, Organization Total Type (dropdown), Corporate Total, and Corporate Total Type (dropdown). 3. 'Tax and Financial Information' section: Taxpayer ID (with a note to contact Supplier\_Registration@tjx.com), Tax Registration Num, Fiscal Year End (dropdown), Analysis Year, Currency Preference (dropdown), Annual Revenue, and Potential Revenue. There is also a checkbox for 'Federal Agency' and a note 'For next fiscal year.'

2. Make any needed changes to the **Organization** and **Total Employees** information.
3. In the **Tax and Financial Information** section, please note:
  - US and Canada use the **Taxpayer ID** number, but you cannot change it here. To change your Taxpayer ID, you must send an email to the [Supplier\\_Helpdesk@tjx.com](mailto:Supplier_Helpdesk@tjx.com) with an updated W-9 form.
  - Europe uses the **Tax Registration Num** field for entering the VAT. **Note:** European suppliers must submit their VAT number on a New Vendor Form. Obtain a ' ' from your Business contact and submit that form to TJX.

**Note:** The VAT Number must be entered with a prefix of the two-character country code, e.g. GB-####.
4. Click **Save** when your entry is complete.

## Adding to or Modifying Your Company Address Book

If there are any changes, additions, or deletions to the addresses that TJX has on file for you, it is important that you reach out to your Expenses Payable Department and request updates.

## Adding or Modifying a Company Contact

The person who registered your company in Oracle is automatically set up as a contact. However, if there are other individuals who should have access to TJX events, you want to be sure to set them up as additional contacts. Doing so will allow their participation in events, visibility to purchase orders and invoices, and other types of access.

To add an additional person or make changes to contact information, follow these steps:

1. From the **Supplier Administration** menu, click **Contact Directory** in the 'Company Profile' group.

The **Contact Directory – Active Contacts** page displays:

Click this button to add a new contact

**Contact Directory : Active Contacts**

Do not use

Create									
First Name ^	Last Name ^	Phone Number ^	Email ^	Status ^	User Account	Remove	Addresses	Update	
Leanne	Bardsley		leanne_bardsley@tjxaustralia.com.au	Current	✓				
Winnie	Deng		Winnie_Deng@tjxaustralia.com.au	Current	✓				

2. To edit an existing contact, go to the row containing that contact's information, and proceed as follows:

- Click the **Addresses** icon

You will be prompted to select from the current addresses that the company currently has on record.

- Click the **Update** icon to edit that contact's information.

3. To add a new contact, click the **Create** button - The **Create Contact** page displays.

**Create Contact**

\* Indicates required field

Be sure to use ALL CAPS and put no hyphens or spaces in phone number fields

Contact Title	Phone Area Code
First Name	Phone Number
Middle Name	Phone Extension
* Last Name	Alternate Phone Area Code
Alternate Name	Alternate Phone Number
Job Title	Fax Area Code
Department	Fax Number
Contact Email	
Url	

Cancel Save

4. Provide the contact's name, job title and contact information. Enter as much information as you can and double check the correctness of your entry.
5. Click **Save** when your entry is complete



## Providing New Business Classification Information

If you have a new certification or a change to an existing certification, it's important that you provide that information in iSupplier.

Follow these steps:

1. From the **Supplier Administration** menu, click **Business Classifications** in the 'Company Profile' group.

The **Business Classifications** page displays:

**Business Classifications**

Cancel Save

**Certification**

☐ I certify that I have reviewed the classification below and they are current and accurate.

Last Certified By

TIP Date format example: 20-Apr-2018

Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
05 Alaskan Native Corporation Owned Firm	<input type="checkbox"/>				
12 Local Government	<input type="checkbox"/>				
1A Minority Institutions	<input type="checkbox"/>				
1B Tribally Owned Firm	<input type="checkbox"/>				
1D Small Agricultural Cooperative	<input type="checkbox"/>				
20 Foreign Owned and Located	<input type="checkbox"/>				
27 Small Disadvantaged Business	<input type="checkbox"/>				
2F State Government	<input type="checkbox"/>				
2R Federal Government	<input type="checkbox"/>				
2U Other Not for Profit Organization	<input type="checkbox"/>				

2. Make sure the **Applicable** checkbox is selected next to any Classification that you want to update.
3. Enter or change the following certificate information:
  - Certificate Number
  - Certifying Agency
  - Expiration Date
4. Click to select the "I certify..." checkbox.

The name and date of the certification displays.
5. Click **Save** when your entry is complete.

## Updating Your Product or Service Information







When we conduct a search for a particular commodity, only suppliers whose products and services match our criteria will come up in our supplier results. Keeping your product or service information up to date in iSupplier can be very beneficial to your business with TJX. To update your product or service information, follow these steps:

1. From the **Supplier Administration** menu, click **Product & Services** in the 'Company Profile' group.

The **Products and Services** page displays:


Supplier Administration	
General	
Company Profile	
Organization	
Address Book	
Contact Directory	
Business Classifications	
<b>Product &amp; Services</b>	
Surveys	

Products and Services				
<input type="checkbox"/> Remove	<input type="checkbox"/> Add	   		
<input type="checkbox"/> Code	Products and Services	Date Added	Approval Status	View Sub-Category
<input type="checkbox"/> Construction	Construction	20-Apr-2018	Pending Approval	
<input type="checkbox"/> Displays	Displays	20-Apr-2018	Pending Approval	

2. To remove a product or service that should no longer be associated with your company, select the product or service, and click the **Remove** button.
3. To add a product or service, click the **Add** button - The **Add Products and Services** page displays.

4. Check the **Applicable** checkbox next to any product or service.

Click the **View Sub-Categories** icon  to view subgroups (up to two levels) under the category. You can apply (set as "Applicable") very specific categories of products and services, if you wish.

5. Click **Apply** to save your changes.

## Manage Orders

When TJX has created a purchase order for your company, you will be able to view it in iSupplier. Although TJX will attempt to send a notification to your company or communicate with you directly, based on the email provided for your company or the spam settings that are set, you may not receive that notification. If you are expecting a PO, it is advisable to check iSupplier frequently.

### Viewing a Purchase Order

To view your purchase orders, you will access the **Manage Orders** responsibility.

Follow these steps:

1. From the **Oracle Home Page**; click **TJX ISUPPLIER PORTAL MANAGE ORDERS/Home Page**.

The **Orders** home page displays.

Supplier Home Orders Shipments

Search PO Number  Go

### Notifications

Full List

Subject	Date
Your password has been reset.	17-Apr-2018 11:44:16
The TJX Companies Inc. Supplier Collaboration Network: Confirmation of Registration	08-Apr-2018 20:20:55

### Orders At A Glance

Full List

PO Number	Order
544001044	KS - KAWANA SIGNS
544001045	MARKETING ELEMENTS - NEW STORES
544001028	BLACKTOWN - HOARDING - NEW STORES
544001000	MT DRUITT - STATUTORY SIGNS - COMPLIANCE PROJECT
544000968	BLACKTOWN - NEW STORE - ACM SHEETING - KAWANA SIGNS

Click on the PO number to view your PO

Click on 'Full List' to view all your purchase orders

### Planning

### Orders

- Agreements
- Purchase Orders
- Purchase History

### Shipments

- Delivery Schedules
- Overdue Receipts
- Advance Shipment Notices

### Receipts

- Receipts
- Returns
- On-Time Performance

2. Click the **PO Number** hyperlink of the purchase order you wish to view.

The **Order Information** page displays.

Order Information

General	Terms and Conditions	Summary
Total 3,200.00	Payment Terms	Total 3,200.00
Supplier TEST COMPANY	Carrier	Received 0.00
Supplier Site TEST US 107100	FOB	Invoiced 3,200.00
Supplier Contact	Freight Terms	Payment Status Not Paid
Address 3/21 PREMIER CIRCUIT WARANA, QLD 4575	Shipping Control	
Buyer Napoli, Paul	<b>Ship-To Address</b>	
Order Date 26-Feb-2018 02:05:10	Address Shopmart Outlet Centre T19 10-20 Zoe Place Mt Druit, 2770	
Description MT DRUITT - COMPLIANCE WORKS -	<b>Bill-To Address</b>	
Status Open	Address 3-7 McPherson Street Bankismeadow, 2019	
Note to Supplier		
Operating Unit		
Sourcing Document		
Supplier Order Number		
Attachments None		

PO Details

## Requesting an Action on a Purchase Order

When you are viewing a purchase order, the **Action** menu provides several available options:

**Note:** Any action that requires approval will not show on the purchase order until approval is granted; in addition, no other change request is permitted during that period.

Action type	Reason to Use	Note
<b>Request Change</b>	If you need to modify some aspect of the purchase order, such as the price, quantity, or delivery date. Refer to "Requesting a Change to a Purchase Order" below.	This change will be submitted for buyer approval.
<b>Request Cancellation</b>	If you need to cancel the purchase order entirely.	The cancellation will be submitted for buyer approval.
<b>View Change History</b>	If you want to view any changes that were requested and approved.	
<b>View PDF</b>	If you want to see a fully formatted (pdf) Purchase Order, which you can print, send, or save a copy of.	The pdf form contains a "Signature" area with a column for the Buyer. Please keep in mind that the generation of the purchase order through the TJX system is a legal commitment to the Supplier, and a Buyer signature is not required.

<b>Manage Deliverables</b>	(not currently in use)	
<b>View Receipts</b>	If the item you shipped is one that gets "receipted" in Oracle, such as TJX inventory items, you can view that receipt here.	Information available also includes quantities not received, returns, and overdue receipts.
<b>View Shipments</b>	If you want to see the delivery schedules associated with the purchase order.	Shipment notices are also viewable here as well as the option to create an Advanced Shipping Notice.

## Requesting a Change to a Purchase Order

To request a change to a purchase order, follow these steps:

1. Select 'Request Change' from the **Action** menu and click **Go**.


The purchase order displays with editable fields in the **PO Details** area.

**Note:** Click the **+ Show** link next to a line item to view further details for editing (shown in the screenshot below).

The screenshot shows the Oracle PO Details page. A callout box labeled "The details for the line" points to the line item table. The line item table has columns: Line, Item, Revision, Supplier Item, Description, UOM, Qty, Price, Amount, Note to Supplier, Contractor Name, Status, Global Agreement, Supplier Config ID, Attachments, and Reason. The first line item is Line 1, Item Goods, Revision CPX-4052, Supplier Item, Description Test Item, UOM Kit, Qty 3200, Price 1, Amount 3,200.00, Note to Supplier, Contractor Name, Status Open, Global Agreement, Supplier Config ID, Attachments, and Reason. Below the line item table is the Shipments section. A callout box labeled "Use this area for additional changes" points to the Additional Change Requests section. The Additional Change Requests section has a text area for "Additional Changes" and a "Return to View Order Details" link. At the bottom of the page are buttons: Cancel, Save, Submit, Export, Actions, Cancel Entire Order, and Go.

2. Edit any of the following information (all subject to buyer approval):

- **Supplier Item**
- **Price**
- **Quantity Ordered**
- **Promised Date**

**Note:** If you wish to specify more than one delivery date, click the split line icon . This will create a new line for you to specify two Quantities/Promised Dates.

3. Use the **Additional Change Requests** text box to specify any other type of change request, such as adding a new line or new item.
4. Specify a **Reason** for your change. You cannot submit a change request without a reason.
5. When your change request is complete, click **Submit**.

The Buyer will be notified of your change request, and you will receive a notification in Oracle that states whether the change request was approved or rejected.

## Manage Invoices

In the **Manage Invoices** responsibility, you can access all your current invoices as well as view the history and status of your payments. In addition, you can create and submit an invoice based on an existing purchase order.

### Viewing an Invoice

To view an invoice, follow these steps:

1. From the **Oracle Home Page**; click **TJX ISUPPLIER PORTAL MANAGE INVOICES/Home Page**.

The home page for invoices and payments displays.

The screenshot shows the Oracle Supplier Home page for Finance. At the top, there is a search bar with a dropdown menu for 'PO Number' and a 'Go' button. Below the search bar, there is a 'Notifications' section with a 'Full List' button. The notifications table has two columns: 'Subject' and 'Date'. The first notification is 'Your password has been reset.' with a date of '17-Apr-2018 11:44:16'. The second notification is 'The TJX Companies Inc. Supplier Collaboration Network: Confirmation of Registration' with a date of '08-Apr-2018 20:20:55'. On the right side of the page, there is a sidebar with two sections: 'Invoices' and 'Payments'. The 'Invoices' section has a link for 'Invoices'. The 'Payments' section has a link for 'Payments'.

Subject	Date
Your password has been reset.	17-Apr-2018 11:44:16
The TJX Companies Inc. Supplier Collaboration Network: Confirmation of Registration	08-Apr-2018 20:20:55

2. Click the **Finance** tab.

The **Invoice Actions** page displays:

Supplier Home **Finance**

Create Invoices **View Invoices** View Payments

Click 'View Invoices'

Create Invoice With a PO Go

**Invoice Actions**

**Search**

Note that the search is case insensitive

Supplier **TEST COMPANY**

Invoice Number

Invoice Date From (23-Apr-2018)

Invoice Status

Go Clear

Purchase Order Number

Invoice Amount

Invoice Date To

Currency

Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Purchase Order	Status	Withdraw	Cancel	Update	View Attachments
No search conducted									

Return to View Order Details

Cancel Save Submit Export Actions Cancel Entire Order Go

3. Search for the invoice(s) you wish to display.

You can search by numerous criteria (invoice number, status, amount, etc.) or enter no criteria to view all your current invoices.

**Note:** You can search by Purchase Order Number here, but only if an associated invoice has already been created. Please see [Creating an Invoice](#) for more information.

4. Click **Go**.

The **View Invoices** page displays your search results.

Supplier Home **Finance**

Create Invoices **View Invoices** View Payments

**View Invoices** Export

**Simple Search** Advanced Search

Invoice Number

PO Number (example - 1234)

Release Number (example - 1234-2)

Payment Number

Invoice Status

Go Clear

Payment Status

Invoice Amount From To

Amount Due From To

Invoice Date From To

Due Date From (23-Apr-2018) To

Invoice	Invoice Date	Type	Currency	Amount	Due	Status	On Hold	Payment Status	Remit-to Supplier	Remit-to Supplier Site	Due Date	Payment	PO Number	Receipt	Attachments	Discount Date	Available Discount
No search conducted.																	

- Click the **Invoice** number hyperlink to view a selected invoice:

**Standard Invoice: 0254350IN (Total USD 25.88)** Export

Currency= USD

General		Amount Summary		Payment Information	
Invoice Date	07-Feb-2018	Item	23.96	Paid	25.88
Status	Approved	Freight	0.00	Discount Taken	0.00
On Hold		Miscellaneous	0.00	Due	0.00
Batch		Tax	1.92	Status	Paid
Attachments	None	Prepayment	0.00	Payment Date	27-MAR-2018
Supplier	Test Company	Retainage	0.00	Payment	6526153
Supplier Site	PA-WILLO-2410	Withholding Tax	0.00	Term	Net 30
Address	2410 MARYLAND RD Willow Grove, PA 19090	Total	25.88		

**Invoice Lines** | Scheduled Payments | Hold Reasons

The default tab view is "Invoice Lines."  
"Scheduled Payments" and "Hold Reasons"  
can also be viewed.

Line	Type	Description	Qty	UOM	Price	Tax Amount Included	Tax	Amount	Status	Approved	578143	23	1	Smith	Major/Minor Category	Employee Number	Ship To Location	V C Li A
4	Item	Test Item	2	Each	11.98	23.96	0.00	Approved	578143	23	1	Smith						
5	Tax	Tax				1.92	0.00	Approved										

Return to View Order Details

Cancel Save Submit Export Actions Cancel Entire Order Go

6.

- On the **Invoice Lines** page, you can:

- Click the **Scheduled Payments** tab to view payments in process.
- Click the **Hold Reasons** tab to see detail about why an invoice has a "Hold" status.

## Viewing a Payment

To view a payment, follow these steps:

- From the Invoice page, click **View Payments**.

The **View Payments** page displays.

Supplier Home **Finance**

Create Invoices View Invoices **View Payments**

**View Payments** Export

**Simple Search** Advanced Search

Note that the search is case insensitive

Payment Number

Invoice Number

PO Number

Release Number

(example : 1234)

(example : 1234-2)

Go Clear

Status

Payment Amount From  To

Payment Date From (23-Apr-2018) To

Payment	Remit-to Supplier	Remit-to Supplier Site	Payment Date	Currency	Amount Method	Status	Status Date	Invoice	PO Number
No search conducted.									

- Search for the payment(s) you wish to display.

You can search by numerous criteria (payment number, status, amount, etc.) or enter no criteria to view all your current payments.

**Note:** You can search by Invoice or PO Number here, but only if an associated payment has already been made.



### 3. Click **Go**.

The **View Payments** page displays your search results.

**Simple Search** <https://ieonline.microsoft.com/#ieslice> **Advanced Search**

Note that the search is case insensitive

Payment Number   
Invoice Number   
PO Number   
(example : 1234)  
Release Number   
(example - 1234-2)  
**Go** **Clear**

Status   
Payment Amount From  To   
Payment Date From (23-Apr-2018) To

Payment	Remit-to Supplier	Remit-to Supplier Site	Payment Date	Currency	Amount	Method	Status	Status Date	Invoice	PO Number
4626153	TEST COMPANY	PA-WILLO-2425	27-Mar-2018	USD	10,111.92	Electronic	Negotiable	27-Mar-2018	Multiple	Multiple
4618407	TEST COMPANY	PA-WILLO-2425	23-Feb-2018	USD	475.05	Electronic	Negotiable	23-Feb-2018	0253967IN	576426
4615794	TEST COMPANY	PA-WILLO-2425	22-Feb-2018	USD	15.78	Electronic	Negotiable	22-Feb-2018	0253490IN	573977
4605592	TEST COMPANY	PA-WILLO-2425	19-Feb-2018	USD	101.10	Electronic	Negotiable	19-Feb-2018	0253123IN	571442
4603500	TEST COMPANY	PA-WILLO-2425	16-Feb-2018	USD	3,598.21	Electronic	Negotiable	16-Feb-2018	Multiple	Multiple
4591115	TEST COMPANY	PA-WILLO-2425	09-Feb-2018	USD	11.34	Electronic	Negotiable	09-Feb-2018	0252455IN	571442
4548874	TEST COMPANY	PA-WILLO-2425	19-Jan-2018	USD	210.43	Electronic	Negotiable	19-Jan-2018	0251157IN	568363
4542913	TEST COMPANY	PA-WILLO-2425	17-Jan-2018	USD	844.96	Electronic	Negotiable	17-Jan-2018	Multiple	Multiple
4540684	TEST COMPANY	PA-WILLO-2425	16-Jan-2018	USD	6,124.46	Electronic	Negotiable	16-Jan-2018	Multiple	Multiple

#### About payment "Status":

- On a check, the status may be either 'Negotiable' (outstanding), 'Reconciled' (cached) or 'Void'.
- US & CA SUPPLIERS ONLY: On an electronic payment, the status will always be 'Negotiable.' Funds will be available within 2-3 business days of the payment date, depending on the process of your financial institution. 'Void' the payment is either reissued or cancelled in the same day.
- EU SUPPLIERS ONLY: On an electronic payment, the status will be 'Negotiable' while payment is being cleared, it will go to 'Reconciled' once the bank statement has been reconciled. Funds will be available within 2-3 business days of the payment date, depending on the process of your financial institution. 'Void' where we have had a return payment.

#### Note about discount payment terms:

- Any discount offered for advanced payment will be applied to Tax and Freight.

### 4. Click the **Payment** number hyperlink to view the selected payment.

The **Payment** page displays the invoice details associated with the payment.

#### Included Invoices

Invoice	Invoice Date	Type	Currency	Amount	Status	Payment Status	Payment PO Number
745449210422NA	22-Apr-2021	Standard	USD	3,194.67	Approved	Paid	3,194.67 745449
748004210422NA	22-Apr-2021	Standard	USD	1,596.36	Approved	Paid	1,596.36 748004
761948210422NA	22-Apr-2021	Standard	USD	613.06	Approved	Paid	613.06 761948
765995210422NA	22-Apr-2021	Standard	USD	17.19	Approved	Paid	17.19 765995
767516210422NA	22-Apr-2021	Standard	USD	1,642.48	Approved	Paid	1,642.48 767516
771596210422NA	22-Apr-2021	Standard	USD	13.61	Approved	Paid	13.61 771596
772576210422NA	22-Apr-2021	Standard	USD	30,888.16	Approved	Paid	30,888.16 772576
773772210422NA	22-Apr-2021	Standard	USD	63.27	Approved	Paid	63.27 773772
777172210422NA	22-Apr-2021	Standard	USD	564.14	Approved	Paid	564.14 777172
777173210422NA	22-Apr-2021	Standard	USD	270.54	Approved	Paid	270.54 777173
777174210422NA	22-Apr-2021	Standard	USD	128.47	Approved	Paid	128.47 777174
777175210422NA	22-Apr-2021	Standard	USD	700.26	Approved	Paid	700.26 777175

## Creating an Invoice from One or More Purchase Orders

When you have fulfilled a TJX purchase order, you can create the corresponding invoice in iSupplier. There must be a purchase order in the system to create an invoice. This process also allows you to add multiple purchase orders to an invoice.

**Note:** Your Manage Invoice responsibility will be one of the following:

TJX ISUPPLIER PORTAL MANAGE INVOICES

TJX ISUPPLIER PORTAL MANAGE INVOICES – ALL REQUIREMENTS

For the All Requirements responsibility you will be required to attach your invoice.

With the purchase order #(s) in hand, follow these steps:

1. From the **Oracle Home Page**; click **TJX ISUPPLIER PORTAL MANAGE INVOICES/Home Page**.

The **Invoices** home page displays.

2. Click the **Finance** tab.

The **Invoice Actions** page displays.

Supplier Home **Finance** Click here

Create Invoices View Invoices View Payments

**Invoice Actions** Create Invoice With a PO Go

**Search**

Note that the search is case insensitive

Supplier **TEST COMPANY**

Invoice Number

Invoice Date From (23-Apr-2018)

Invoice Status

Go Clear

Purchase Order Number

Invoice Amount

Invoice Date To

Currency

Create Invoice with a PO and Click 'Go'

Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Purchase Order	Status	Withdraw	Cancel	Update	View Attachments
No search conducted.									

- Next to the "Create Invoice (With a PO)" label, click the **Go** button.

**Note:** Although there is a down-arrow in this field, '(With a PO)' is the only option.

The **Create Invoice: Purchase Orders** page displays:

Supplier Home Finance

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Purchase Orders Cancel Step 1 of 4 Next

Search Advanced Search

Note that the search is case insensitive

Purchase Order Number  
Purchase Order Date (23-Apr-2018)  
Buyer  
Organization

Go Clear

PO Number Line Shipment Item Description Item Number Supplier Item Number Ordered Received Invoiced UOM Unit Price Curr Ship To Organization Packing Slip Waybill

No search conducted

- Enter the purchase order number in the **Purchase Order Number** field and click **Go**.

The purchase order details display in the lower section of the page:

Supplier Home Finance

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Purchase Orders Cancel Step 1 of 4 Next

Search Advanced Search

Note that the search is case insensitive

Purchase Order Number 584280  
Purchase Order Date (23-Apr-2018)  
Buyer  
Organization

Go Clear

Select Items: Add to Invoice

PO Number	Line	Shipment	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill
584280	1	1	CAPITAL SERVICE			5000	0	0	Each	1	USD	1061901 TJX Corporate Home Office	The TJX Companies - US		
584280	2	1	M SERVICE			5000	0	0	Each	1	USD	1061901 TJX Corporate Home Office	The TJX Companies - US		

- Click to place checkmarks next to each item that should be included on the invoice.

- When your selections are complete, click the **Add to Invoice** button.

If you have additional purchase orders to add to this invoice, follow these steps:

- Clear the **Purchase Order Number** field and enter the number of the next PO.
- Click **Go**. The PO details will display below.

- c. Select the items to include on the invoice.
- d. Click **Add to Invoice**.
- e. Repeat steps **b** through **e** for each PO you wish to add to this invoice.

7. Click **Next**.

The **Create Invoice: Details** page displays:

Supplier Home | Finance

Create Invoices | View Invoices | View Payments

Purchase Orders | Details | Manage Tax | Review and Submit

Create Invoice: Details Cancel Back Step 2 of 4 Next

\* Indicates required field

**Supplier**

Supplier TEST COMPANY  
 Tax Payer ID 232791083  
 \* Remit To PA-WILLO-2410  
 Address 2410 MARYLAND RD Willow Grove PA 19090  
 Remit To Bank Account  
 Unique Remittance Identifier  
 Remittance Check Digit

**Invoice**

\* Invoice Number 1212AAA  
 \* Invoice Date 25-Apr-2018  
 Invoice Type Invoice  
 Currency USD  
 \* Invoice Description Test Invoice  
 Vendor Charged Tax  
 FAILURE TO ATTACH YOUR INVOICE MAY DELAY PAYMENT None Add

**Customer**

\* Customer Tax Payer ID 04-2207613  
 Customer Name TJX CORP LE  
 Address 770 Cochituate Rd. Framingham 01701 US

**Items**

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	* Quantity	Unit Price	UOM	Amount
584280	1	1		CAPITAL SERVICE		1061901 TJX Corporate Home Office	5000	5000	1	Each	5000
584280	2	1		M SERVICE		1061901 TJX Corporate Home Office	5000	5000	1	Each	5000


**Shipping and Handling**

Charge Type	Amount	Description
No results found.		

## EU Supplier Notes:

- The **Customer Taxpayer ID** will always default, and you should not change this option.
- An **Invoice Description** is required.
- EU and US suppliers must add an invoice image as an attachment, or the invoice will be rejected. Use the **Attachment** area to add an invoice image.

8. In the **Supplier** section, enter the following information:

- Remit to Address**— click the magnifying glass icon , and in the **Search and Select** dialog box, enter '%' in the 'Search By' text field and click **Go**. From the Search Results that display, select the correct supplier address for sending payment.

9. In the **Invoice** section, enter the following information:

- Invoice Number**—enter the number from the Supplier invoice system. You must not leave gaps in the invoice number and capital letters must

be used if applicable.


- **Invoice Date**— enter the date of the invoice.
- **Invoice Type**— Click the down-arrow and select 'Invoice.'  
**Note:** Credit memos must be changed to 'Credit Memo'
- **Attachment**—All EU and US suppliers are required to attach a copy of their invoice. To attach an invoice or additional documentation, such as supporting detail requested by the TJX Buyer, click the **Add** button, and browse for the needed file.
- **"Vendor Charged Tax"—For US Suppliers only:** Enter any applicable tax for the invoice in the **"Vendor Charged Tax"** field as shown above.

10. In the **Customer** section, enter the **Customer Taxpayer ID** as follows:

- **EU**--for suppliers in Europe, this field will default to the required number and shouldn't be changed.
- **US**--for the US this number must be set to '**04-2207613**.'

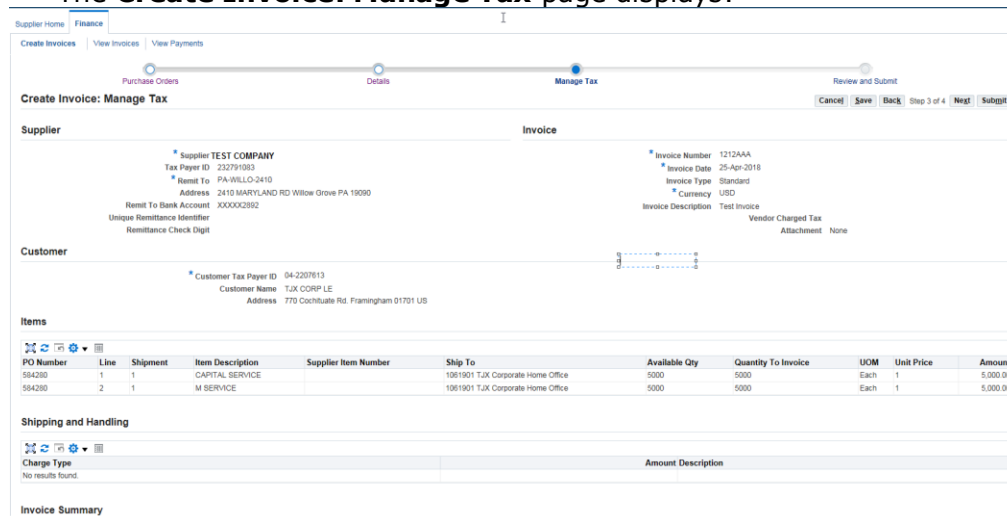
11. In the **Items** section, you can make decreases to the Quantity or Unit price, if needed. Increases are not permitted.

12. *For US Suppliers ONLY:* In the **Shipping and Handling** section, enter any applicable Freight charges:

- To add freight charges, click the **Add**  button, and select 'Freight' from the Charge Type drop-down menu. Then enter the **Amount** and **Description**.

13. Click **Next**.

The **Create Invoice: Manage Tax** page displays:



Supplier	Invoice
<b>Supplier</b> TEST COMPANY Tax Payer ID: 222791993 Remit To: PA-WILLO-2410 Address: 2410 MARYLAND RD Willow Grove PA 19090 Remit To Bank Account: XXXXXX2892 Unique Remittance Identifier: Remittance Check Digit:	<b>Invoice</b> Invoice Number: 1212AAA Invoice Date: 25-Apr-2018 Invoice Type: Standard Currency: USD Invoice Description: Test Invoice Vendor Charged Tax: Attachment: None

Customer
<b>Customer</b> Tax Payer ID: 04-2207613 Customer Name: TJX CORP LE Address: 770 Cochituate Rd, Framingham 01701 US

Items										
PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
584280	1	1	CAPITAL SERVICE	1061901 TJX Corporate Home Office	1061901 TJX Corporate Home Office	5000	5000	Each	1	5,000.00
584280	2	1	M SERVICE			5000	5000	Each	1	5,000.00

Shipping and Handling		
Charge Type	Amount	Description
No results found.		

Invoice Summary

No action is needed on this page for any regions.

**For European suppliers:** The system will default in the correct tax information based on information held within the system. If the tax lines appear incorrect, contact the supplier helpdesk for assistance. Do not attempt to alter or add any VAT lines.

14. Click **Next**.

**Note:** If you want to interrupt your work and return to it later, click **Save**. Make note of the invoice #, so that you can search for it when you want to resume work.

The **Create Invoice: Review and Submit** page displays.

Supplier Home Finance

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Review and Submit Cancel Save Back Step 4 of 4 Submit

Supplier Invoice

Supplier  
\* Supplier TEST COMPANY  
Tax Payer ID 232791083  
\* Remit To PA-WILLO-2410  
Address 2410 MARYLAND RD Willow Grove PA 19090  
Remit To Bank Account XXXXX2892  
Unique Remittance Identifier  
Remittance Check Digit

Invoice  
\* Invoice Number 1212AAA  
\* Invoice Date 25-Apr-2018  
\* Invoice Type Standard  
\* Currency USD  
Invoice Description Test Invoice  
Vendor Charged Tax Attachment None

Customer

\* Customer Tax Payer ID 04-2207613  
Customer Name TJX CORP LE  
Address 770 Cochituate Rd. Framingham 01701 US

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
584280	1	1	CAPITAL SERVICE		1061901 TJX Corporate Home Office	5000	5000	Each	1	5,000.00
584280	2	1	M SERVICE		1061901 TJX Corporate Home Office	5000	5000	Each	1	5,000.00

Shipping and Handling

Charge Type  
No results found.

Amount Description

Invoice Summary

15. Review each section of the invoice, and click **Back** if you need to make any corrections.

16. Click **Submit** when you have confirmed all aspects of the invoice.

## Appendix

The following documents are contained in the Appendix:

- Invoice Requirements US - Expenses Payable
- Invoice Requirements for Europe - Expenses Payable
- Invoice Requirements for Canada - Expenses Payable
- Fiscal Month End Close

## Invoice Requirements for US – Expenses Payable



### INVOICE REQUIREMENTS FOR US - EXPENSES PAYABLE

*The following invoice requirements pertain to US - Expenses Payables goods and services (non-merchandise)*

Header Information Requirements	Description
<b>Your Company Name</b>	Company name on the invoice must match the company name shown on your W-9 Form.
<b>Payment Remittance Detail</b>	Remit to information needs to include your company's address, city, state, and zip code on all invoices. For companies located outside of the US, remittance detail needs to include province, municipality, postal code and other applicable information.
<b>Your Company Contact Details</b>	Contact details need to include phone and fax numbers, and/or e-mail address of your company's Accounts Receivable department.
<b>TJX Contact Name</b>	Name of the TJX person(s) with whom your company conducts business.
<b>Bill to Name and Address</b>	All invoices must be billed to The TJX Companies, Inc.
<b>Ship to Name and Address</b>	The location of shipment and/or services performed needs to be listed on invoices (e.g. Store chain and number, Corporate Office, Distribution Center . . .)
<b>Invoice Type</b>	"Invoice" or "Credit Memo" must be clearly stated. Documents labeled differently (e.g. statement, quote, receipt, order . . .) are not accepted and will not be processed.
<b>Invoice Number</b>	Invoice number needs to consist of numbers and/or letters only. Each invoice needs to have a unique invoice number.
<b>Invoice Date</b>	Invoice date needs to reflect the date of order/service. *iSupplier invoice date will default to create date.
<b>Purchase Order (PO) Number</b>	Full PO number needs to be listed on the invoice, including any suffixes (Ex. 123456-78).



Invoice Line Detail Requirements	Description
<b>Item/Service Description and PO Line Number</b>	A brief description of the ordered items and/or services performed needs to be listed.
<b>Unit Prices/Service Costs</b>	Item unit price and/or cost of each service performed are used to match the items to the purchase order and must be at an agreed upon price. Any unit price increase needs to be negotiated with and approved by the TJX buyer prior to invoice submission.
<b>Item Quantity</b>	Quantity ordered, shipped and backordered (if applicable) of each item needs to be listed on the invoice. Any quantity increases need to be negotiated with and approved by the TJX buyer prior to invoice submission.
<b>Total Item Amount</b>	Total amount of each item/expense needs to be listed on the invoice.
<b>Tax and/or Freight Amounts</b>	Any amount for tax and/or freight need to be separated from the item subtotal and labeled accordingly.
<b>Total Amount</b>	The total amount of all items/services, tax and freight on the invoice needs to be listed. The amounts must be in USD currency.

***Note:** It is recommended that ACH/EFT information including bank name, routing number, bank account number, or swift code are not listed on invoices. This information is proprietary and confidential and should only be provided to appropriate TJX contacts.*

## Invoice Requirements for Europe – Expenses Payable



### INVOICE REQUIREMENTS FOR EUROPE - EXPENSES PAYABLE

*The following invoice requirements pertain to TJXE Europe – Expenses Payables goods and services (non-merchandise). NB. This is not a guide of how you need to invoice us but a guide to the minimum requirements that we expect to find on an invoice.*

Header Information Requirements	Description
<b>Your Company Name</b>	Please ensure that your full company name is detailed on your invoice.
<b>Company Registration Number</b>	If your company is registered the number should be quoted.
<b>VAT or TAX registration number</b>	If you are charging VAT or TAX, you must quote your registration number. Invoices charging VAT for non-registered companies will be rejected.
<b>Payment Remittance Detail</b>	Remit to information needs to include your company's address, town, city and post code on all invoices.
<b>Your Company Contact Details</b>	Contact details need to include contact phone number and e-mail address of your company's Accounts Receivable department.
<b>TJX Contact Name</b>	Name of the TJXE person(s) with whom your company conducts business.
<b>Bill to Name and Address</b>	All invoices must be billed to the applicable operating unit as stated on the PO that is being billed for.
<b>Ship to Name and Address</b>	The location of shipment and/or services performed needs to be listed on invoices (e.g. Store chain and number, Corporate Office, Distribution Center . . .
<b>Invoice Type</b>	"Invoice" or "Credit Memo" must be clearly stated. Documents labeled differently (e.g. statement, quote, receipt, order . . .) are not accepted and will not be processed.
<b>Invoice Number</b>	Each invoice needs to have a unique invoice number.
<b>Invoice Date</b>	Invoice date needs to reflect the date of order/service.
<b>Purchase Order (PO) Number</b>	Full PO number needs to be listed on the invoice.

Invoice Line Detail Requirements	Description
Item/Service Description and PO line number	A brief description of the ordered items and/or services performed needs to be listed.
Unit Prices/Service Costs	Item unit price and/or cost of each service performed are used to match the items to the purchase order and must be at an agreed upon price. Any unit price increase needs to be negotiated with and approved by the TJXE buyer prior to invoice submission.
Item Quantity	Quantity ordered, shipped and backordered (if applicable) of each item needs to be listed on the invoice. Any quantity increases need to be negotiated with and approved by the TJX buyer prior to invoice submission.
Total Item Amount	Total amount of each item/expense needs to be listed on the invoice.
from VAT, Tax or Freight Amounts	Any amount for VAT, tax or freight need to be separated the item subtotal and labeled accordingly.
Total Amount	The total amount of all items/services, tax and freight on the invoice needs to be listed.
INVOICE SUBMISSION	
<p>Invoices can be submitted in the following ways:</p> <p><b>Note:</b></p> <p><i>-Must choose one method. It is critical that an invoice is not submitted using more than one method.</i></p> <p><i>-Payments are generated on the Due Date.</i></p>	
Preferred Methods:	Description
iSupplier Portal:	It is <b>mandatory</b> to attach a PDF copy of your invoice as an attachment when submitting your invoice.
Alternate Methods:	Description

**Ireland and Buying Office Mail:**

TJX Europe Expenses  
Payable Dept. PO Box  
2284 **UK**,  
  
Watford WD18 1JN  
United Kingdom

## Invoice Requirements for Canada – Expenses Payable



### INVOICE REQUIREMENTS FOR CANADA - EXPENSES PAYABLE

*The following invoice requirements pertain to CDN - Expenses Payables goods and services (non- merchandise).*

Header Information Requirements	Description
<b>Your Company Name</b>	Company name on the invoice must match the company name shown on your T2 (CDN Vendor)/W-9 (US Vendor) Form.
<b>Payment Remittance Detail</b>	Remit to information needs to include your company's address, city, province state, and postal / zip code on all invoices.
<b>Your Company Contact Details</b>	Contact details need to include phone and fax numbers, and/or e-mail address of your company's Accounts Receivable department.
<b>TJX Contact Name</b>	Name of the TJX person(s) with whom your company conducts business.
<b>Bill to Name and Address</b>	All invoices must be billed to Winners Merchants International L.P.
<b>Ship to Name and Address</b>	The location of shipment and/or services performed needs to be listed on invoices (e.g. Store chain and number, Corporate Office, Distribution Center . . .)
<b>Invoice Type</b>	"Invoice" or "Credit Memo" must be clearly stated. Documents labeled differently (e.g. statement, quote, receipt, order . . .) are not accepted and will not be processed.
<b>Invoice Number</b>	Invoice number needs to consist of numbers and/or letters only. Each invoice needs to have a unique invoice number.
<b>Invoice Date</b>	Invoice date needs to reflect the date of order/service.
<b>Invoice Currency</b>	Invoice Currency needs to be clearly shown, regardless of address. (CDN vs. EUR vs. USD)
<b>Purchase Order (PO) Number</b>	If applicable, full PO number needs to be listed on the invoice.
<b>Tax ID #</b>	If applicable, vendors registered for GST/HST/QST/PST must include their business GST/HST/QST/PST number.

Invoice Line Detail Requirements	Description
Item/Service Description and PO Line Number	A brief description of the ordered items and/or services performed needs to be listed.
Unit Prices/Service Costs	Item unit price and/or cost of each service performed are used to match the items to the purchase order and must be at an agreed upon price. Any unit price increase needs to be negotiated with and approved by the TJX buyer prior to invoice submission.
Item Quantity	Quantity ordered, shipped and backordered (if applicable) of each item needs to be listed on the invoice. Any quantity increases need to be negotiated with and approved by the TJX buyer / contact person prior to invoice submission.
Total Item Amount	Total amount of each item/expense needs to be listed on the invoice.
Tax and/or Freight Amounts	Any amount for tax and/or freight needs to be separated from the item subtotal and labeled accordingly.
Total Amount	The total amount of all items/services, tax and freight on the invoice needs to be listed. The amounts must clearly show which currency (CDN, USD, EUR).
<b>Note:</b> It is recommended that ACH/EFT information including bank name, routing number, bank account number, or swift code are not listed on invoices. This information is proprietary and confidential and should only be provided to appropriate TJX contacts.	
INVOICE SUBMISSION	
Invoices can be submitted in the following ways:	
<b>Note:</b>	
<i>-Must choose one method. It is critical that an invoice is not submitted using more than one method.</i>	
<i>-Payments are generated based on the Due Date.</i>	
Preferred Methods:	Description
iSupplier Portal:	Instructions and guidelines can be found in the iSupplier User Guide. Once converted to invoice submissions via iSupplier, DO NOT also send invoices via email to avoid duplicates
E-mail:	Email to <a href="mailto:EPInvoices@tjxcanda.ca">EPInvoices@tjxcanda.ca</a>
Alternate Methods:	Description
CDN Mail:	Mail with your contact name in the mailing address. TJX Canada, Inc. 60 Standish Court Mississauga, ON, L5R 0G1

## Month End Dates:

**Note:** When TJX is completing the Finance Month End Close processes, **Invoices cannot be entered into iSupplier** starting from 08:00 EST / 12:00 GMT / 13:00 CET /10:00 AEST until the new period opens the following Sunday and your Invoicing Access is restored. TJX will also issue reminders regarding these dates.

## Minimum System Requirements for Oracle Applications

### Overview

This document is designed to provide a quick reference for the minimum hardware and software specifications that apply to PCs and Macs intended for use as desktop clients for Oracle E-Business Suite Releases 12.x or 11i.

### PC (Windows) Hardware and Software Requirements

#### Hardware Requirements:

Several factors influence the overall specification for Windows PCs that are to be used as Oracle E-Business Suite clients:

- Applications in use
- Overall workload
- Type of workload

#### CPU Requirements:

Oracle E-Business Suite performance is sensitive to CPU speed. The fundamental necessity is to meet Microsoft's base operating system requirements.

When determining the CPU speed required, consider the following:

- Minimum requirements will provide minimal performance
- Faster processors (1.4 GHz or better) can give significant performance improvements
- Your specific requirements may be higher than the minimum
- 

#### Memory Requirements:

When determining the amount of memory needed, consider the following:

- The memory requirements for your operating system
- Any other software that runs concurrently
- Related factors such as network characteristics
- Your specific requirements may be higher than the minimum

If you need to run Oracle E-Business Suite concurrently with other applications, additional memory will provide better performance.

#### Operating System Requirements:

Any of:

- Windows 7 (32-bit or 64-bit)
- Windows 8.1
- Windows 10

#### Java Environment Requirements:

##### Using Java Web Start (JWS)

- 32-bit & 64-bit:
  - JRE 1.8.0\_121 or higher 1.8.0\_XX

##### Using Java Plugin

- 32-bit & 64-bit:
  - JRE 1.8.0\_25 or higher 1.8.0\_XX



- **Browser Requirements:**
  - Microsoft Internet Explorer 11
  - Microsoft Edge
  - Firefox ESR 60.x
  - Chrome

## **MAC Hardware and Software Requirements**

- **Hardware Requirements:**

Several factors influence the overall specification for Macs that are to be used as Oracle E-Business Suite clients:

- Applications in use
- Overall workload
- Type of workload

- **CPU Requirements:**

Oracle E-Business Suite performance is sensitive to CPU speed. The fundamental necessity is to meet Apple's base operating system requirements.

When determining the processor speed required, consider the following:

- Minimum requirements will provide minimal performance
- Faster processors (1.4 GHz or better) can give significant performance improvements
- Your specific requirements may be higher than the minimum

- **Memory Requirements:**

When determining the amount of memory needed, consider the following:

- The memory requirements for your operating system
- Any other software that runs concurrently
- Related factors such as network characteristics
- Your specific requirements may be higher than the minimum

If you need to run Oracle E-Business Suite concurrently with other applications, additional memory will provide better performance.

- **Operating System Requirements:**

- macOS Mojave 10.14.1 (or higher)
- macOS High Sierra 10.13.3 (or higher)
- macOS Sierra 10.12.6 (or higher)
- OS X El Capitan 10.11.6 (or higher)

- **Browser Requirements:**

- Safari 11.0.3 or higher
- Firefox ESR 60.x

## Special Requirements for Apple Macintosh macOS (OS X)

Oracle E-Business Suite Release 12 (12.1.3, 12.2.4 or higher) is currently certified with Firefox for macOS Catalina 10.15, Mojave 10.14 and High Sierra 10.13 and Safari 11 for macOS High Sierra 10.13, macOS Sierra 10.12 and OS X El Capitan 10.11. These desktops are certified with the Java Plug-in and Java Web Start (see 'Software Requirements section below for details).

Older versions of Safari (9 and 10) and Mac desktop operating systems such as Mac OS X Lion 10.7, Mountain Lion 10.8, Mavericks 10.9, and Yosemite 10.10 were previously certified with E-Business Suite but are no longer actively supported by Apple.

### Hardware Requirements –

The macOS client must have 800 x 600 minimum display resolution (1024 x 768 or higher is preferred). For a complete description of macOS requirements (including processor, RAM, and disk requirements), review Apple's informational web page at

<https://www.apple.com/macOS/how-to-upgrade/>

### ▪ Software Requirements –

The following software is required:

OS X El Capitan 10.11:

- OS X El Capitan version 10.11.6 or higher
- Safari 11 (11.0.2 or higher)
- Java Plug-in (version 1.8.0\_91 or higher)

macOS Sierra 10.12:

- macOS Sierra version 10.12.6 or higher
- Safari 11 (11.0.2 or higher)
- Java Plug-in (version 1.8.0\_121 or higher)

macOS High Sierra 10.13:

- macOS High Sierra version 10.13.3 or higher
- Safari 11 (11.0.3 or higher) using Java Plug-in or Firefox ESR 60.x and 68.x using Java Web Start (JWS)
- JRE 8 Update 171 (version 1.8.0\_171) or higher for Safari 11 or Firefox ESR 60.x
- JRE 8 Update 221 (version 1.8.0\_221) or higher for Firefox ESR 68.x
- JRE 8 Update 261 (version 1.8.0\_261) or higher for Firefox ESR 78.x

macOS Mojave 10.14:

- macOS Mojave version 10.14.1 or higher
- Firefox ESR 60.x or 68.x using Java Web Start (JWS)
- JRE 8 Update 191 (version 1.8.0\_191) or higher for Firefox ESR 60.x
- JRE 8 Update 221 (version 1.8.0\_221) or higher for Firefox ESR 68.x
- JRE 8 Update 251 (version 1.8.0\_251) or higher for Firefox ESR 78.x

macOS Catalina 10.15:

- macOS Catalina version 10.15.1 or higher

- Firefox ESR 68.x using Java Web Start (JWS)
- JRE 8 Update 241 (version 1.8.0\_241) or higher for Firefox ESR 68.x
- JRE 8 Update 251 (version 1.8.0\_251) or higher for Firefox ESR 78.x

### **Special Requirements for Apple Macintosh OS X Version 10.4**

Oracle Applications Release 12 is certified for Apple Macintosh OS X (Mac OS X) v10.4 (Tiger) with the Safari browser (v 2.0 and 3) using the Java 5 (32-bit) plugin.

#### **Hardware Requirements –**

The Mac OS X client must have 800 x 600 minimum display resolution (1024 x 768 is preferred). For a complete description of Mac OS X v10.4 requirements, go to the Apple Web site at:

<http://docs.info.apple.com/article.html?artnum=301341>

#### ▪ **Software Requirements –**

The following software is required:

- Mac OS X v10.4.7 or higher, along with any other security and Java updates in the Software Update program started from the Apple icon menu on the client
- Safari 2 (2.0.4 or higher) and Safari 3\* (3.2.1 or higher)
- The J2SE 5 plug-in on Mac OS X v1.5.0\_06 (or higher)

### **Special Requirements for Apple Macintosh OS X Version 10.5, 10.6 and 10.7**

Oracle E-Business Suite Release 12 is certified for Apple Macintosh OS X (Mac OS X) v10.5 (Leopard) with the Safari 3, 4 and 5 browsers using the Java 5 plugin, Mac OS X v10.6 (Snow Leopard) with Safari 4 and 5 using the Java 6 plugin and Mac OS X v10.7 (Lion) with Safari 5 and the Java 6 plugin.

To achieve optimal performance, you must have adequate CPU power and memory on the Mac OS X client. Oracle recommends the following configuration settings.

#### ▪ **Hardware Requirements –**

The Mac OS X client must have 800 x 600 minimum display resolution (1024 x 768 is preferred). For a complete description of Mac OS X requirements (including processor, RAM, and disk requirements), review Apple's informational web page at:

<http://support.apple.com/kb/TA24950> (10.5)

<http://support.apple.com/kb/HT4949> (10.6 and 10.7)

#### ▪ **Software Requirements –**

The following desktop software is required:

##### Mac OS X v10.5:

- Mac OS X 10.5 ("Leopard" version 10.5.6 or higher, along with any other security and Java updates in the Software Update program started from the Apple icon menu on the client)
- Safari 3 (version 3.2.1 or higher) or Safari 4 (4.0.4 or higher) or Safari 5 (5.0.2 or higher)
- The J2SE 5 plug-in on Mac OS X (v1.5.0\_13 or higher)

#### Mac OS X v10.6:

- Mac OS X 10.6 ("Snow Leopard" version 10.6.3 or higher, along with any other security and Java updates in the Software Update program started from the Apple icon menu on the client)
- Safari 4 (version 4.0.5 or higher) or Safari 5 (5.0.2 or higher, 5.1.2 or higher)
- The J2SE 6 plug-in on Mac OS X (v1.6.0\_20 or higher)

#### Mac OS X v10.7:

- Mac OS X 10.7 ("Lion" version 10.7.2 or higher, along with any other security and Java updates in the Software Update program started from the Apple icon menu on the client)
- Safari 5 (5.1.2 or higher)
- The J2SE 6 plug-in on Mac OS X (v1.6.0\_29 or higher) - see the 'Known Restrictions and Issues' section below for instructions regarding downloading the Java Runtime on Lion

#### **Please NOTE:**

- Oracle E-Business Suite Release 12 is not certified with the Netscape, Mozilla, Firefox, Internet Explorer, Opera or Chrome browsers on Mac OS X.
- The Oracle E-Business Suite client on Mac OS X 10.5 and 10.6 uses the native Java plug-in that is included with the Mac desktop (J2SE 5 or Java SE 6). With Mac OS X 10.7, the Java plug-in is delivered via a specific user-initiated download the first time a Java applet is invoked from a browser (see the 'Known Restrictions and Issues' section below for more details).
- Please also review the My Oracle Support Note 'Oracle E-Business Suite Desktop Client Hardware and Software Requirements' (Note: 1155883.1).
- Safari on iOS (for use in mobile devices from Apple) is not currently officially certified with the E-Business Suite and information in this document is not relevant to Safari on iOS.

## **Internet Explorer (IE) Requirements for Windows Users:**

### Internet Explorer: Certification Information

Oracle E-Business Suite Releases 12.2 and 12.1 have two interfaces: a web-based (OA Framework/HTML) model for modules such as iProcurement and iStore, and Oracle Forms/Java based model for modules such as Oracle Financials.

#### Summary

Internet Explorer 11 is certified for E-Business Suite customers running web-based (HTML / OA Framework) screen.

Internet Explorer 11 is certified for running Java content using Java Web Start (JWS). Refer to My Oracle Support Knowledge Document 2188898.1, Oracle E-Business Suite with Java Web Start.

Internet Explorer 11 is certified for running Java content using the JRE Plug-in. Refer to My Oracle Support Knowledge Document 393931.1, Deploying JRE (Native Plug-in) for Windows Clients in Oracle E-Business Suite Release 12.

## **Firefox ESR for Windows Users:**

### Firefox: Certification Information

#### Firefox Browsers: ESR vs. Rapid Release

Oracle E-Business Suite is certified and tested against the Firefox Extended Support Release (ESR) which is supported by the vendor for approximately a year. For further information on the support lines and other information, see Mozilla Firefox ESR Overview.

Note: The Rapid Release Firefox versions are not certified for use with Oracle E-Business Suite.

Oracle E-Business Suite Releases 12.2 and 12.1 have two interfaces: a newer web-based (OA Framework/HTML) model for modules such as iProcurement and iStore, and an older Oracle Forms/Java-based model for modules such as Oracle Financials.

#### Firefox ESR:

Is certified for Oracle E-Business Suite customers running web-based (HTML / OA Framework) screens.

Is certified for running Java content using Java Web Start (JWS). Refer to My Oracle Support Knowledge Document 2188898.1, Using Java Web Start with Oracle E-Business Suite.

Does not support NPAPI, so is not certified for running Java content using the JRE Plug-in.

## **Chrome for Windows Users:**

### **Chrome: Certification Information**

Oracle E-Business Suite Releases 12.2 and 12.1 have two interfaces: a web-based (OA Framework/HTML) model for modules such as iProcurement and iStore, and Oracle Forms/Java based model for our modules such as Oracle Financials. Google has phased out Chrome's support for the Java Plug-in, preventing it from running: see API (NPAPI) support.

#### **Summary**

Chrome is certified for Oracle E-Business Suite customers running web-based (HTML / OA Framework) screens.

Chrome is certified for running Java content using Java Web Start (JWS). Refer to My Oracle Support Knowledge Document 2188898.1, Using Java Web Start with Oracle E-Business Suite.

## **Edge for Windows Users:**

### **Edge: Certification Information**

Oracle E-Business Suite Releases 12.2 and 12.1 have two interfaces: a web-based (OA Framework/HTML) model for modules such as iProcurement and iStore, and Oracle Forms/Java based model for modules such as Oracle Financials.

#### **Summary**

Edge is certified for Oracle E-Business Suite customers running web-based (HTML / OA Framework) screens.

Edge is certified for running Java content using Java Web Start (JWS). Refer to My Oracle Support Knowledge Document 2188898.1, Using Java Web Start with Oracle E-Business Suite.

Edge does not support NPAPI, so is not certified for running Java content using the JRE Plug-in.

## **Firefox and Safari for macOS Users:**

### **macOS: Firefox Certification Information**

Oracle E-Business Suite is certified and tested against the Firefox Extended Support Release (ESR) which is supported by the vendor for approximately a year. For further information on the support lines and other information, see Mozilla Firefox ESR Overview.

Note: The Rapid Release Firefox versions are not certified for use with Oracle E-Business Suite.

Oracle E-Business Suite Releases 12.2 and 12.1 have two interfaces: a newer web-based (OA Framework/HTML) model for modules such as iProcurement and iStore, and an older Oracle Forms/Java-based model for modules such as Oracle Financials.

## Summary

Firefox ESR 68.x and higher is certified for Oracle E-Business Suite users accessing web-based (HTML / OA Framework) screens.

Firefox ESR 68.x and higher is certified for running Java content using Java Web Start (JWS) technology.

Running Firefox on macOS using Java Web Start (JWS) requires additional patching and setup.

For more information, refer to My Oracle Support Knowledge Document 2188898.1, Oracle E-Business Suite with Java Web Start.

Firefox ESR 68.x and higher is not certified for running Java content using Java Plug-in technology.

## Glossary

Term	Definition	Acronym
Java Runtime Environment	Software needed to load Oracle forms	JRE
Operating System	Software that supports a computer's basic function	OS