

Paymode-X

THE JOHNSON CONTROLS ELECTRONIC INVOICE MANAGEMENT TOOL

> Instructions for Invoicing Against a Purchase Order

Johnson
Controls



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Which Invoices Should be Sent Electronically?

- Invoices with the following Purchase Order formats must be submitted electronically:

U.S: Seven digits beginning with a “2”, “3” or “4” (example: 2XXXXXX; X = a digit)
1-followed by up to 13 digits (example: 1-XXXXXX)

Canada: Six digits beginning with a “2” or “3” (example: 2XXXXX; X = a digit)
1-followed by up to 13 digits (example: 1-XXXXXX)
CA-followed by up to XX digits (example: CAXXXXXX)

- Do not send a paper copy of the invoice. Payment is only made from the electronic invoice.
- In the event your Company is issued a purchase order number that does not meet one of the above formats, **please mail a paper copy of the invoice to the “Bill to” address shown on the Purchase Order copy.** When in doubt, contact the Johnson Controls Support Team identified below.

Who to Contact With Questions

Use of Paymode-X for Invoicing Tool

Please contact the Johnson Controls Support Team should you have questions relating to the Paymode-X for Invoicing tool:

Phone: 866-205-8838

Option 1: for resetting passwords and add users (8:00 am to 8 pm ET)

Option 2: For assistance on entering an invoice (7:30am to 5PM CST)

Option 3: For any questions about a Purchase order (7:30am to 5PM CST)

Option 4: For payment status (6:30am to 3:00 pm CST)

Email: be-supplier@jci.com

Web: www.johnsoncontrols.com/be-supplier

Invoice Payment

Should you have questions regarding the payment of your electronic invoice:

1. Double-check the “**Listing**” to ensure the invoice was “**Sent,**” then
2. Contact Johnson Controls Shared Service Center:

Phone: 800-382-2804, Option 2 (414-524-7988; Option 2)

Effective use of the Paymode-X for Invoicing Tool

The Paymode-X for Invoicing Tool is a fast and easy way to send Johnson Controls Building Efficiency invoices electronically.

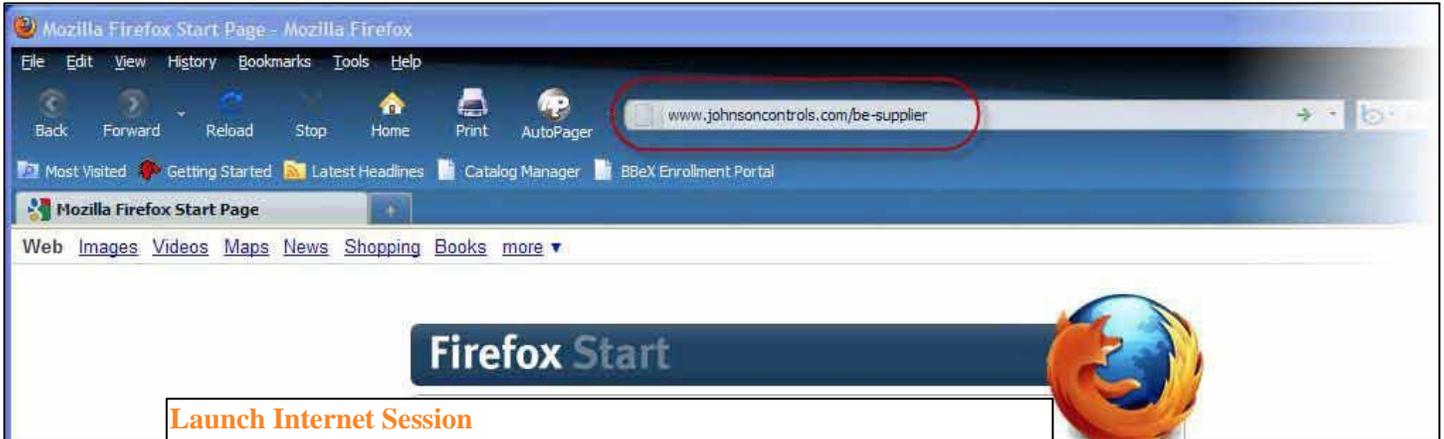
To create an invoice, find the purchase order number that was generated to your Company and “**Flip**” it into an invoice. Flipping a purchase order to an invoice requires minimal data entry. If you cannot find the purchase order number in the “**Purchase Order**” tab, do NOT attempt to manually create an invoice against the purchase order number. Currently, the process for you to see the purchase orders in Paymode-X for Invoicing that were generated to your Company occurs overnight. Therefore, you will not be able to invoice Johnson Controls against the purchase order until the next business day. If the purchase order is not visible by the next day, please send an email to **be-supplier@jci.com** indicating the purchase order number that you cannot find in the “**Purchase Order**” tab.

If you just received your Company’s log-in ID and password from Paymode-X for Invoicing, it may take up to two business days for your purchase orders to be visible under the “**Purchase Orders**” tab. Please wait two days and check again. If after two days, you still do not find any purchase orders, please send an Email to **be-supplier@jci.com** indicating that you were recently on-boarded to Paymode-X for Invoicing, have waited two days and still have no purchase orders visible to invoice against. Thank you for using the Johnson Controls web-based electronic invoicing process.

General Tips

- Always **enter the date of your actual invoice**. Johnson Controls pays suppliers based on the invoice date and supplier's payment terms, if the invoice date is not correct your payment will be out of time.
- Remember to always click on **Send** after your invoice is complete, if you only click on Save your invoice will stay in **proposed status**, and **Accounts Payable will never** receive the invoice.
- When an invoice is in Approved status and Sent you have to contact Accounts payable for any payment inquiries (Phone: 800-382-2804, (Option 2, and then Option 1).
- In Paymode X **it is possible to invoice partially**, you just have to modify the amount on the invoice, or if you have many lines you just have to remove the ones you don't need, and invoice them later.
- In order to **invoice partially** the Purchase Orders are created with the **quantity and price swap**, if your PO was created like this, do not change the price, price should be 1, please modify the quantity
- Always enter taxes and freight in the **correct field**.
- When entering taxes, **always enter the amount in the flat fee**, never use the rate field
- When adding a new remit to address in Paymode X, it is very important that the Payee name is enter correctly. **The Payee name should be the city and street address of the company**.
Never enter the name of the company in this field
Example: Monmouth: 2 Industrial drive. (Once you add the address please contact 866-205-8838, option 2)
- Any issues with **passwords and usernames** please contact Technical support team (866-205-8838, **option 1**)
- For Canadian invoices, please use a point (.) instead of a comma (,) Example: 200.54

1. How to log in?



Launch Internet Session

Enter “www.johnsoncontrols.com/be-supplier” into the address bar of your browser and press “Enter.”

Note: Internet browsers certified for use with Paymode-X for Invoicing are Mozilla Firefox 3 or later and Internet Explorer 7 or later.

Supplier Invoicing

Thanks for your interest in the Johnson Controls Building Efficiency Supplier Invoicing portal.

To access the invoicing portal **CLICK HERE**. Please review the **invoicing instructions** prior to submitting your first invoice. A new browser window will open to provide portal access.

Pour accéder à la facturation portail **cliquez ici**. S'il vous plaît examiner les **instructions de facturation** avant de soumettre votre première facture. Une nouvelle fenêtre s'ouvrira pour donner accès au portail.

INVOICE NOW
FRACTURE MAINTENANT

ENROLL
S'INSCRIRE

Already enrolled?
Click above to create an invoice.
Invoicing Instructions
Instructions pour la facturation (en français)

First Time?
Click above to enroll.
Enrollment Instructions
Instructions d'inscription (français)

Enrollment and use support (M-F 7:30-5:00 CST)
Email: BE-Supplier@jci.com
Phone: **1-866-205-8838**

D'inscription et de soutenir l'utilisation (Lundi-Vendredi 7h30-17h00 CST)
Courrier électronique: BE-Supplier@jci.com

Johnson Controls Supplier Invoicing Portal

The Johnson Controls Supplier Invoicing portal is launched. This site provides links to the Paymode-X for Invoicing and contact information. Always use this page to launch Paymode-X for Invoicing to stay current on alerts, FAQ's and system updates.

Clicking on a Paymode-X for invoicing link will launch Paymode-X for Invoicing in a new browser window.

OPTION 2

Site Re-Direction

Paymode-X for invoicing site is launched. Note: the URL in the address bar changes to <https://www.bottomlinexchange.com>

Firefox

Paymode-X

bottomlinexchange.com <https://www.bottomlinexchange.com>

Most Visited Getting Started Latest Headlines Free Hotmail Suggested Sites Web Slice Gallery Company > Addresses Bookmarks

BOTTOMLINE.COM

Paymode-X

Your Paymode-X session timed out due to inactivity. Please log in again.

Welcome

To access your account, type your user name and password and click the **Log In** button.

User Name

Password

Log In

Forgot your password? Enter your User Name and [click here](#). We will e-mail you the password hint you created.

Need Help?
Our Customer Support associates would like to assist you! Just call toll-free: **888-923-9553** M-F 8 a.m. to 8 p.m. ET or [send us an e-mail](#).

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Bottomline Technologies.

Sign In

Enter your **“User Name”** and **“Password.”**
Click the **“Login”** button to continue.

Getting Started

Paymode-X

bottomlinexchange.com | https://www.bottomlinexchange.com/perspective.do

Most Visited Getting Started Latest Headlines Free Hotmail Suggested Sites Web Slice Gallery Company > Addresses

Bottomline Technologies Paymode-X

Preferences Log Out Help

Home Organizations Companies Roles Users Payees File Management Admin

Welcome, Refilwe Goll

System Utilization
Active Users 1

My Assistance Queue

- Online Help
- Email Tech Support
- Need help?
Just call: 888-923-9553
M-F 8 a.m. to 8 p.m. ET

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Bottomline Technologies

Changing User Role
Change the user role drop-down menu from “Admin” to Vendor.”
(Some users will only see “Vendor”)

Purchase Order Flip

Purchase Order Flip Methods

To find a Purchase Order to flip to an invoice, you may use either one of the following methods:

Method 1 – If you know the PO Number (below)

Method 2 – If you don't know the PO Number (next page)

Home Purchase Orders Invoices Reports

Create New Invoice View Invoices

Enter existing order number

Payer :*

Building Efficiency - Johnson Controls

Order Number :*

3627947

Flip Order

Purchase Order Flip Method 1

A.) Click on “Invoices.”

B.) On the next screen (to the left) Elect the Payer name and put the PO number in the field.

C.) Click “Flip Order.”

D.) A green confirmation will appear.

Upload New Invoice

The purchase order was flipped to this invoice.

Invoice Number :*

Invoice Type :*

Sales Invoice

Default PO Number: 3627947

Remit To :*

Vendor: BE Test Supplier 1

Remit To: Milwaukee 507 E Michigan Street, M80 (ELEC000)

Purchase Order Flip, Continued...

Purchase Order Flip Method 2

A.) Click on the "Purchase Orders" tab to display a list of available Purchase Orders.

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Home **Purchase Orders** Invoices Reports Vendor

Welcome, JCI Supplier (Test)

Portal Messages
No Messages

Messages
No Messages

Trading Partners
Building Efficiency - Johnson Controls

Invoice Quick Search
Invoice Number: Go

Trading Partner Purchase Order Summary

	Count
Building Efficiency - Johnson Controls	407

Trading Partner Invoice Summary

	Count
Building Efficiency - Johnson Controls	1163
HYPERTHERM LLC	1

Invoice Summary

	Count
In Process	339
All Open	55
Approved last 7 days	0
Disputed last 7 days	0
Rejected last 7 days	0
All Sent	803
Discounts Offered	0
Vendor Discounts	0

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Home Purchase Orders Invoices Reports Vendor

Listing

Search: For: Search Reset Advanced Search/Sort Page Size: 30

Purchase Order Listing - All Open View: All Open

Payer Company: A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z, All

Action: Go Pages: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10

Order #	Payer Company	Payer Company	Vendor Company	Order Date	Order Number	Payer Date	Vendor Date	Order Status	Total Amount (USD)
3627947	Johnson Controls	Building Efficiency - Johnson Controls	BE Test Supplier 1	6/26/2012	3627947	Sent	Accepted	6/28/2012	100,000.00 USD
3627948	Johnson Controls	Building Efficiency - Johnson Controls	BE Test Supplier 1	6/26/2012	3627948	Sent	Accepted	6/28/2012	10,000.00 USD
3627948	Johnson Controls	Building Efficiency - Johnson Controls	BE Test Supplier 1	6/26/2012	3627948	Sent	Accepted	6/28/2012	195,000.00 USD
3627939	Johnson Controls	Building Efficiency - Johnson Controls	BE Test Supplier 1	6/26/2012	3627939	Sent	Accepted	6/27/2012	100,000.00 USD
3627940	Johnson Controls	Building Efficiency - Johnson Controls	BE Test Supplier 1	6/26/2012	3627940	Sent	Accepted	6/27/2012	100,000.00 USD
3627944	Johnson Controls	Building Efficiency - Johnson Controls	BE Test Supplier 1	6/26/2012	3627944	Sent	Accepted	6/28/2012	25,000.00 USD
3627932	Johnson Controls	Building Efficiency - Johnson Controls	BE Test Supplier 1	6/26/2012	3627932	Sent	Accepted	6/27/2012	15,001.00 USD
3627935	Johnson Controls	Building Efficiency - Johnson Controls	BE Test Supplier 1	6/26/2012	3627935	Sent	Accepted	6/27/2012	109,000.00 USD
3627933	Johnson Controls	Building Efficiency - Johnson Controls	BE Test Supplier 1	6/26/2012	3627933	Sent	Accepted	6/27/2012	12,000.00 USD
3627934	Johnson Controls	Building Efficiency - Johnson Controls	BE Test Supplier 1	6/26/2012	3627934	Sent	Accepted	6/27/2012	100,000.00 USD
3627930					3627930	Sent	Accepted	6/27/2012	100,000.00 USD
3627931					3627931	Sent	Accepted	6/27/2012	1,500.00 USD
3627936					3627936	Sent	Accepted	6/27/2012	100,000.00 USD
3627937					3627937	Sent	Accepted	6/27/2012	100,000.00 USD

Purchase Order Flip Method 2

B.) Click anywhere on the desired PO line to view the detail.
Note: If the desired PO # is not listed, wait until the next business day after the PO was issued by Johnson Controls. If the PO is still not listed, contact be-supplier@jci.com with the PO number.

Purchase Order Flip, Continued...

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Home Purchase Orders Invoices Reports Vendor

Listing Detail Line Item Listing

Payer: Building Efficiency - Johnson Controls
Vendor: Johnson Controls Test Supplier
PO Number: 3254853
PO Type: Manual Purchase Order
Order Date: 7/29/2010
Currency: USD
Deliver To: NO SHIPPING NO SHIPPING UNITED STATES

Alerts Summary
Item Totals: 0.06 USD
Description:
State:
Payer: Partial Vendor: Partial Sent: Accepted

Additional Data
Invoice Header Info
PO or Sales Date: 2010-07-26
Project/Charge Info
PO or Project Charge Type: Purchase Order
Project/Charge Number:
Branch or Mail Station: 010
Task Number: 00
Work Order Number:
ADMS Order Number:
Requester Info
Requester ID: 1124570
Last Name: UNKNOWN
First Name: UNKNOWN
Delivery/Pickup Info

Actions
Flip Order
Download
Print
Complete

Purchase Order Flip Method 2
C.) Click "Flip Order" to convert the PO to an invoice.

Line Items Contacts Discussions Attachments External References History All
Search For: Search Reset Advanced Search/Sort

Line Item Listing - All
Pages: 1 2 record(s) found

Alerts	Line Number	Product Code	Description	Quantity	Received Quantity	Billed Quantity	Unit Price	Unit Of Measure	Line Price
	1	UNKNOWN	ROLT	5	0	0	0.0108	Each	0.05
	2	UNKNOWN	SCREWS	1	0	0	0.0108	Each	0.01

Pages: 1

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Home Purchase Orders Invoices Reports Vendor

Create New Invoice View Invoices

Invoice
Vendor Status: Proposed

Default PO Number: 3254853

Invoice Number: * Invoice Date: *
Invoice Type: * Sales Invoice Due Date: 6/1/2013

Bill To: Building Efficiency - Johnson Controls
E Michigan Ave
Milwaukee WI 53202 US

Remit To: Vendor: Johnson Controls Test Supplier
Remit To: MILWAUKEE 907 E MICHIGAN STREET (53202)

Hide Detail
Freight Amount: 0.00 Currency: USD
Total Before Tax: 0.06 Adjustments: 0.00 Adjusted Total: 0.06 Alerts:

Payment Terms: CC

Invoice Header Info Project/Charge Info Requester Info Delivery/Pickup Info Taxes
PO or Project Charge Type: Purchase Order Project/Charge Number: Branch or Mail Station: 010 Task Number: 00 Work Order Number:
ADMS Order Number:

Invoice Dates Contacts Purchase Orders Discussions Attachments Images History
Search For: Search Reset Advanced Search/Sort Page Size: 30

History Listing - History-All

Purchase Order Flip Method 2
D.) A green confirmation will appear.

Purchase Order Flip, Continued...

Invoice
Vendor Status: Proposed

Invoice Number: Test Invoice 03
Invoice Date: 04/10/2013
Invoice Type: Sales Invoice
Due Date: 5/10/2013

Default PO Number: 3173954

Bill To: Building Efficiency - Johnson Controls
507 E Michigan Ave
Minneapolis, MN 55402 US

Remit To: Vendor: EC Test Supplier 101456B
Remit To: Minneapolis 507 E Michigan Street, MN 55402

Hide Detail

Freight Amount: 0.00
Currency: USD
Total Before Tax: 40.00
Adjusted Total: 40.00

Tax Type: 05 - General Tax
Rate: Flat Fee: 0.00
Apply after taxes:

Tax Type: 05 - State & Local
Rate: Flat Fee: 0.00
Apply after taxes:

PO or Rate Date: 5/1/2013

Click on the sign to add additional tax lines. Click the to delete a line.

Checking "Apply after taxes" when a tax rate is entered would calculate tax on the invoice total plus other taxes charged. In most cases, tax is charged on the invoice total only. Do not check this box.

Line*	Product Code*	Description*	PO Number	PO Line	UOM	Quantity	Unit Price*	Line Price	Taxes	Freight	Total
1	0341	0341 ITEM	3173954	1	Each	9.00000	3.30000	30.00	0.00	0.00	33.30
2	0342	0342 ITEM	3173954	2	Each	10.00000	4.40000	44.00	0.00	0.00	44.00

Subtotal: 60.00 USD
05 - General Tax: 5.00 USD
05 - State & Local: 5.00 USD
Total: 70.00 USD

Purchase Order Flip – Header Information

Tab between fields to Review or Edit the Header-Level Information as follows:

Invoice Number: Your Invoice Number.
(Invoice numbers may not exceed 20 characters)

Invoice Date: Actual date of invoice.

Invoice Type: Sales Invoice (Change to "Credit Note" if applicable.)

Due Date: Disregard. Do not populate this field.

Bill To: Building Efficiency – Johnson Controls.

Default PO Number: PO number will be pre-populated when you "Flip" the Purchase Order to an invoice.

Vendor/Remit To: Your company information. ALWAYS select the appropriate payee for remittance.

Tax Type: If applicable, select the appropriate tax type from the drop down menu and enter the corresponding rate or flat fee (Do not enter both rate and flat fee)

Freight: Enter freight charge, if applicable. (In many cases the Johnson Controls PO will reference a freight account number. If that is the case, products should be shipped third-party billed and you would not add freight to the invoice.)

Currency: USD (Change to CAD if billing in Canadian currency.)

Payment Terms: Disregard. Do not populate this field as this has no impact on the invoice. The payment terms remain preloaded in the Johnson Controls A/P system.

Comment: Enter notes for yourself, if desired. These are not sent to Johnson Controls on the invoice

User Define Fields (UDF)

Invoice
Vendor Status: Proposed

Bill To :
Building Efficiency - Johnson Controls
507 E Michigan Ave
Milwaukee WI 53212 US

Default PO Number: 3173554

Remit To
Vendor: BE
Remit To: Mil

▶ Show Detail

▶ Invoice Dates ▶ Contacts ▶ Purchase Orders ▶ Discussions ▶ Attachments ▶ Images ▶ History

▶ Filter

Click on "Show Detail" to get the drop down menu for the following User Defined Field tabs:

- Header Information
- Project/Change Info
- Requester Information
- Delivery/Pickup Info
- Tax Group

▼ Hide Detail

Freight Amount: 0.00 Currency: USD Payment Terms: Comments:

Total Before Tax: 80.50 Adjustments: 0.00 Adjusted Total: 80.50 Alerts:

Tax Type: US - Generic Ta Rate: Flat Fee: 8.00 Apply after taxes ✖

Tax Type: US - State & Loc Rate: Flat Fee: 5.00 Apply after taxes + ✖

▼ Header Information ▶ Project/Change Info ▶ Requester Information ▶ Delivery/Pickup Info

PO or Sale Date: 6/17/2010

User Define Fields (UDF), Continued...

▼ Hide Detail

Freight Amount: 0.00 Currency*: USD

Total Before Tax: 60.50 Adjustments: 0.00 Adjusted Total: 60.50 Alerts:

Tax Type: US - Generic Tax Rate: Flat Fee: 8.00 Apply after taxes ✖

Tax Type: US - State & Loc Rate: Flat Fee: 5.00 Apply after taxes + ✖

▼ Header Information ▶ Project/Charge Info ▶ Requester Information ▶ Delivery/Pickup Info

PO or Charge Date: 6/17/2010

Header Entry

Enter the UDF information under “**Header Information**” The required fields are identified with a red asterisk “*”. Accept the pre-populated values when ever available.

PO Date: Will be pre-populated. This is the PO date identified on the hard copy of the Johnson Controls Purchase Order.

▶ Header Information ▼ Project/Charge Info ▶ Requester Information ▶ Delivery/Pickup Info

PO or Project Charge Type*: Purchase Order Project/Charge Number: Branch or Mail Station Number*: W18 Task Number: 30-1-000-8201 Work Order Number:

AOMS Order Number:

Project/Charge Info

Enter the UDF information under “**Project/Charge Info.**” The required fields are identified with an asterisk “*”. Accept the pre-populated values when ever available.

PO or Project/Charge Type: Will be pre-populated with the word “Purchase Order.”

Branch or Mail Station Number: Will be pre-populated with the branch. (If not pre-populated, enter the JCI Branch. If unknown, enter “ZZZ.”)

Task Number: This field is not required for Purchase Orders.

Work Order Number: This field is not required for Purchase Orders.

User Define Fields (UDF), Continued...

▶ Header Information ▶ **Project/Charge Info** ▶ Requester Information ▶ Delivery/Pickup Info

PO or Project Charge Type:* Purchase Order ▼	Project/Charge Number: <input type="text"/>	Branch or Mail Station Number:* W18 ▼	Task Number: 30-1-000-8201	Work Order Number: <input type="text"/>
AOMS Order Number:				

Project/Charge Info

Enter the UDF information under “Project/Charge Info.” The required fields are identified with an asterisk “*”. **Accept the pre-populated values when ever available.**

PO or Project/Charge Type: Will be pre-populated with the word “Purchase Order.”

Branch or Mail Station Number: Will be pre-populated with the branch. (If not pre-populated, enter the JCI Branch. If unknown, enter “ZZZ.”)

Task Number: This field is not required for Purchase Orders.

Work Order Number: This field is not required for Purchase Orders.

▶ Header Information ▶ Project/Charge Info ▶ **Requester Information** ▶ Delivery/Pickup Info

Requester ID:* 1071633	Requester Last Name:* UNKNOWN	Requester First Name:* UNKNOWN
---------------------------	----------------------------------	-----------------------------------

Requester Information

Enter the UDF information under “Requester Information”. The required fields are identified with an asterisk “*”. **Accept the pre-populated values whenever available.**

Requester ID: Enter the Requester’s employee ID #. (Enter “NA” if the ID # was not provided).

Requester Last Name: Enter Requester’s Last Name.

Requester First Name: Enter Requester’s First Name.

User Define Fields (UDF), Continued...

▶ Header Information ▶ Project/Charge Info ▶ Requester Information ▼ Delivery/Pickup Info

Delivery Type:* Delivery	Company: Johnson Controls	Address Line 1: Building 4 Floor 2	Address Line 2: 507 E Michigan St	City:* Milwaukee
State/Province/County:* WI	Postal/Zip Code:* 53202	Country:* US	Tracking Number:	

Delivery/Pickup Info

Enter the UDF information under “Delivery/Pickup Info”. The required fields are identified with an asterisk “*”. Accept the pre-populated values whenever available.

Delivery Type: Select Delivery or Pickup from the list. Use “**Delivery**” for services invoices.

Company: “JCI” or the company to which the delivery was made.

Address: Enter either the “**Ship to**” address, the address at which the work was performed or picked up at [your Company name], or the address at which the product was picked up. Note that values for City, State/Province/County and Postal/Zip code are required.

Tracking Number: Leave blank. Only PDS suppliers need populate.

Tax type

Tax Type:	US - Generic Ta ▼	Rate:	<input type="text"/>	Flat Fee:	8.00	<input type="checkbox"/>	Apply after taxes	
Tax Type:	US - State & Loc ▼	Rate:	<input type="text"/>	Flat Fee:	5.00	<input type="checkbox"/>	Apply after taxes	 

Tax Types:

Enter the tax amounts as appropriate.

US Taxes: In most cases, JCI will self-assess the tax, accrue it and pay the government directly. If there are circumstances in which this will not apply, the tax should be entered in “US – State & Local.” In the event other taxes apply in the U.S., the “US - Generic Tax” field will need to be used.

Canadian Taxes: In most cases, JCI is exempt from Provincial taxes. Where applicable, enter the amount of each tax that applies

Note: Taxes entered will also appear on the bottom of the invoice (below the sub-total) and will be included in the invoice total. Double check the invoice total to make sure that the correct tax amount is entered.

If more than one tax types apply, click on the  sign to add additional tax lines. Click the  to delete a line.

Also Note: Checking “Apply after taxes” when a tax rate is entered would calculate tax on the invoice total plus other taxes charged. In most cases, tax is charged on the invoice total only. **Do not check the “Apply after taxes” box.**

Tax Type, Continued...

The screenshot shows a web-based invoice creation interface. At the top, there are navigation tabs: Home, Purchase Orders, Invoices, and Reports. The 'Invoices' tab is active. Below the navigation, there are buttons for 'Create New Invoice' and 'View Invoices'. The main area is titled 'Invoice' and contains the following information:

- Vendor Status:** Proposed
- Default PO Number:** 317354
- Invoice Number:** Test Invoice 05
- Invoice Type:** Sales Invoice
- Invoice Date:** 04/19/2012
- Due Date:** 5/13/2013

Bill To: Building Efficiency - Janssen Central
501 E Michigan Ave
Milwaukee WI 53202 US

Remit To: Vendor: EE Test Supplier 1 (21456)
Remit To: Milwaukee 507 E Michigan Street, M20 (53002)

Below this information are sections for 'Check Detail', 'Invoice Dates', 'Contacts', 'Purchase Orders', 'Discussions', 'Attachments', 'Images', and 'History'. There is also a 'Filter' section.

Remove selected lines

Line*	Product Code*	Description*	PO Number	PO Line	UOM	Quantity	Unit Price*	Line Price	Taxes	Freight	Total
1	G1A1	G1A1 ITEM	317354	1	Each	5.000000	2.000000	10.00	0.00	0.00	10.00
2	G1A2	G1A2 ITEM	317354	2	Each	10.000000	4.000000	-4.00	0.00	0.00	-4.00

[Add new invoice line](#)

When you finish entering all invoice header information, click "Save."

Subtotal: 60.00 USD
US - Generic Tax: 0.00 USD
US - State & Local: 0.00 USD
Total: 75.00 USD

At the bottom, there is a row of buttons: Save, Delete, Reset, Cancel, Export to PDF, Send, Print to Clipboard, and Copy. The 'Save' button is highlighted with an orange box, and an orange arrow points from a callout box to it.

Purchase Order Line Items

Remove Selected Lines

1. If there are any line items that should not be included on the invoice that you are creating, scroll to the section of the page showing the invoice lines and locate the ones that should be removed.

2. Click in the box on the left to select the line you would like to remove.

3. Click "Remove Selected Lines" line to remove the line item from the current invoice.

4. When your asked "Are you sure?" Click "OK."

Repeat the above steps for any other lines that you do not wish to invoice at this time.

When you are ready to invoice the lines at a later date, you may again flip the PO to an invoice, remove the lines already invoiced and submit the lines not previously invoiced.

Line*	Product Code*	Description*	PO Number	PO Line	UOM	Quantity	Unit Price*	Line Price	Taxes	Freight	Total
1	G1A1	G1A1 ITEM	317362	1	Each	5.80000	3.36000	19.50	0.00	0.00	16.14
2	G1A2	G1A2 ITEM	317364	2	Each	18.30000	4.40000	44.30	0.00	0.00	44.30

Changing Lines

To make a text change, highlight the field so that its value is outlined and make your change.

1. Make necessary changes to Quantity and Unit Price on all line items that need to be corrected.
2. When you are finished making any necessary line item changes, scroll to the bottom of the page and click "Save."

Note:

- Do not change the value of "PO Number" or "PO Line."
- Do not enter Freight amounts on these lines.

Line*	Product Code*	Description*
1	G1A1	G1A1 ITEM
2	G1A2	G1A2 ITEM

Adding Lines

If you were informed that another line item was added to the PO, you may add a line item by clicking "Add New Invoice Line."

DO NOT change the "Line Item Number."

IMPORTANT: Typically POs for labor are generated with a Unit Price of \$1 and the Quantity field reflects the actual amount. DO NOT switch these amounts or your invoice will not be processed and report errors on submission.

When you finish adding any necessary new line items, scroll to the bottom of the page and click "Save."

Sending an Invoice

Getting Ready to Submit the Invoice

After clicking the “Save” button at the bottom of page, “The invoice was updated” should be displayed in green at the top of the page.

Any errors will also be reported in this space. Correct the errors as indicated, click “Save” again. Repeat this process until all errors have been corrected.

Sending Your Invoice

After reviewing your invoice, confirm the freight and line totals in the footer of the invoice. If the totals are correct, you may click “Send” to send the invoice.

The screen will be dimmed and then the message “The Vendor State was changed to Sent” will be displayed at the top of the page, indicating that the invoice has been successfully submitted for processing.

The invoice was updated.

Quantity	Last Price	Line Price	Taxes	Freight	Total
5.000000	3.300000	16.50	0.00	0.00	16.50
10.000000	4.400000	44.00	0.00	0.00	44.00

Subtotal: 60.50 USD
MS - Generic Tax: 0.00 USD
US - State & Local: 0.00 USD
TOTAL: 73.50 USD

Starting a new Invoice

Home Purchase Orders **Invoices** Payments Reports

Create New Invoice View Invoices Upload New Invoice

Enter existing order number

Payor: *

Order Number: *

Flip Order

Starting a New Invoice

Click the “Invoices” tab to flip another PO to an invoice. Then follow the instructions identified in the previous screens.

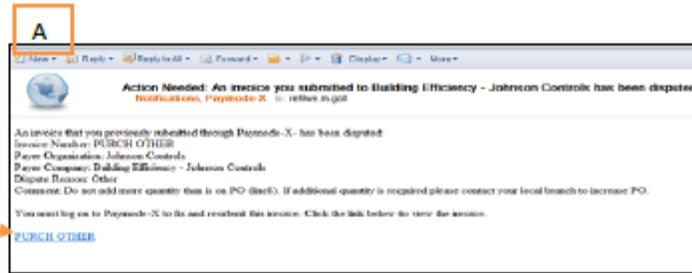
Reminder: If you cannot find the PO number that you are attempting to invoice against, wait until the next business day after the PO was generated and look again. If the PO is still not visible, Email be-supplier@jci.com.

Disputed Invoice

The invoice received by Johnson Controls may be disputed back to supplier to make the recommended changes to the invoice and re-submit it for processing

Printing Your Invoice

- Once Payer has disputed an invoice, supplier will receive an email notifying them of the disputed invoice and the reason for the dispute. Supplier may click on the link provided on the email to get directly to the disputed invoice.
- A count of the disputed invoices will also be displayed on supplier home page under invoice summary. Supplier may click on the disputed invoices line to get to the listing of disputed invoices on the "invoice view" tab
- On the "view invoices" tab supplier may click anywhere on the invoice to open it up and get to the discussion tab. Posted notes which outlines the reason for the dispute including additional comments on the disputed reason will be listed.
- Alternatively, supplier may click on the "yellow alert" tab to get directly to the dispute reason and comments
- Upon reviewing the dispute reason and the suggested/required action, supplier will make the necessary change to the invoice and resend the same invoice. Make sure that the Invoice Payer State changed from "Disputed" to "Received" or "Approved". Also note that modifying the invoice number is not necessary
- Although supplier may also add notes by clicking on "post response" as shown below, the only way to send the invoice back to the payer is to send it. The payer may or may not see the notes posted by supplier.



Invoice Summary	Count
In Process	308
All Open	48
Approved last 7 days	1
Disputed last 7 days	1
Rejected last 7 days	0
All Sent	777
Discounts Offered	0
Vendor Discounts	0

Purchase Order Summary	Count
All Open	388
Updated Today	0

Action	Payer Organization	Payer Company	Vendor Company	Invoice Number	Payer State	Vendor State	Invoice Date	Inv Desc	Creation Date	Submitted Date	Total Before Tax Comment
	Johnson Controls	Building Efficiency - Johnson Controls	Building Efficiency - Johnson Controls	44344	Disputed	Set	10/20/13	40001	10/20/13	4/20/13 11:02	1361.0

Viewing and Sorting the Invoices

Viewing the Invoices

Click on the drop-down menu by "View" to select invoices to view based on status.

Alerts	Parent Organization	Parent Company	Vendor Company	Invoice Number	Parent State	Vendor State	Invoice Date	Due Date	Creation Date	Submitted Date
	Johnson Controls	Building Efficiency - Johnson Controls	BE Test Supplier	AV 1 367982	Received	Sen	6/20/12	7/3/2012	6/20/2012	6/20/2012 12:19:36
	Johnson Controls	Building Efficiency - Johnson Controls	BE Test Supplier	ESC TEST - 8747864	Received	Sen	6/20/12	7/3/2012	6/20/2012	6/20/2012 14:45:41
	Johnson Controls	Building Efficiency - Johnson Controls	BE Test Supplier 1	ESC TEST INVOICE 1	Received	Sen	6/20/12	7/3/2012	6/20/2012	6/20/2012 14:25:33
	Johnson Controls	Building Efficiency - Johnson Controls	BE Test Supplier 1	ESC TEST INVOICE 2	Received	Sen	6/20/12	7/3/2012	6/20/2012	6/20/2012 14:36:58
	Johnson Controls	Building Efficiency - Johnson Controls	BE Test Supplier 1	ESC TEST INVOICE 4	Received	Sen	6/20/12	7/3/2012	6/20/2012	6/20/2012 14:47:46
	Johnson Controls	Building Efficiency - Johnson Controls	BE Test Supplier 1	avl - BE Inv 2	Received	Sen	6/20/12	7/3/2012	6/20/2012	6/20/2012 23:12:58
	Johnson Controls	Building Efficiency - Johnson Controls	BE Test Supplier 1	RM PLATF TEST 3200	Received	Sen	3/28/2012	4/27/2012	3/28/2012	3/28/2012 11:52:55
	Johnson Controls	Building Efficiency - Johnson Controls	BE Test Supplier 1	changed avl	Received	Sen	2/14/2012	2/15/2012	2/14/2012	2/14/2012 11:24:40
	Johnson Controls	Building Efficiency - Johnson Controls	BE Test Supplier 1	874620	Received	Sen	2/14/2012	2/15/2012	2/14/2012	2/14/2012 10:21:55

Sorting the Invoices

In the "Listing" screen, you may sort by any of the columns simply by clicking on the column heading.

Invoice Number	Parent State	Vendor State	Invoice Date	Due Date	Creation Date	Submitted Date	Total Before Tax Comment
Proposed			6/15/2012	5/30/2012			4,675.25
Proposed			6/15/2012	5/30/2012			201,439.24
Proposed			6/15/2012	5/30/2012			52,737.73
Proposed			6/20/2012	6/14/2012			49.26
Proposed			7/1/2012	6/19/2012			119.26
Proposed			7/1/2012	6/19/2012			191,660.38
Proposed			7/6/2012	6/20/2012			4,647.88
Proposed			7/26/2012	6/26/2012			107,668.07
Proposed			7/26/2012	6/25/2012			107,668.07
Proposed			7/26/2012	6/25/2012			107,668.07
Proposed			7/26/2012	6/25/2012			1,000.38
Proposed			7/26/2012	6/25/2012			12,667.73
Proposed			7/26/2012	6/25/2012			3,000.38
Proposed			7/26/2012	6/25/2012			76,668.38

Caution

Check to Ensure that Your Invoice was Sent

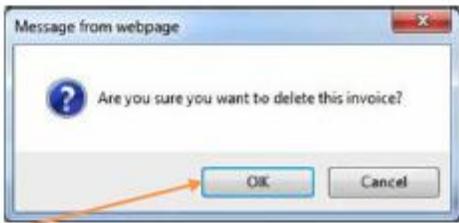
After creating an invoice, you may save it without sending it, however, if you have intended to send the invoice, it is recommended that you check the "Listing" tab to ensure that the status in the "Supplier State" column shows "Sent."

If an invoice times out because you were interrupted during its creation, the invoice may still be in the "Proposed" state, even though you intended to send it.

Deleting Invoices in "Proposed" State

You can delete invoices as long as they are in a "Proposed" state.

1. Select an invoice from the invoice list, click on it to place it into "Edit" mode.
2. Click "Delete Invoice" button at the bottom of the screen.
3. Confirm by clicking "OK."



Viewing and Sorting the Invoices, Continued...

Order Date	Order Number	Paper State	Vendor State	Requested By	Total Amount (USD)
02/20/12	3027941	Seek	Accepted	02/20/12	100,000.00 USD
02/20/12	3027943	Seek	Accepted	02/20/12	100,000.00 USD
02/20/12	3027944	Seek	Accepted	02/20/12	100,000.00 USD
02/20/12	3027945	Seek	Accepted	02/20/12	100,000.00 USD
02/20/12	3027946	Seek	Accepted	02/20/12	100,000.00 USD
02/20/12	3027947	Seek	Accepted	02/20/12	100,000.00 USD
02/20/12	3027948	Seek	Accepted	02/20/12	100,000.00 USD
02/20/12	3027949	Seek	Accepted	02/20/12	100,000.00 USD
02/20/12	3027950	Seek	Accepted	02/20/12	100,000.00 USD
02/20/12	3027951	Seek	Accepted	02/20/12	100,000.00 USD
02/20/12	3027952	Seek	Accepted	02/20/12	100,000.00 USD
02/20/12	3027953	Seek	Accepted	02/20/12	100,000.00 USD
02/20/12	3027954	Seek	Accepted	02/20/12	100,000.00 USD

Purchase orders in an “Accepted” state can be “Completed” once invoiced in full.

This allows you to view only those available for invoicing. Keep in mind once completed a PO cannot be flipped to an invoice.

This process cannot be undone by supplier, you will need to call Paymode-X support to un-complete the PO if completed in error!

1. Select an “Accepted” PO from the list.

2. Click “Complete.”

There will be NO confirming prompt. The “Flip Order” and “Complete” buttons will now be disabled whenever the PO is viewed.

1.

Field	Value
Paper	Building Efficiency - Johnson Controls
Vendor	BC Test Supplier 1
PO Number	3027944
PO Type	Manual Purchase Order
Order Entry	02/20/12
CURRENCY	USD
Company	JOHNSON CONTROLS, INC. JOHNSON CONTROLS, INC.
Address	MILWAUKEE WI 53202
Country	UNITED STATES
Summary	
Item Totals	25,000.00 USD
Requester	
Task	
Requester	
Requester Last Name	02/20/12

2.

Invoices with Retention

Gross Amount (total amount of the invoice) is entered on line 1 of the invoice. JCI Accounts Payable will withhold retention based on the gross amount invoiced and the existing Subcontract Agreement.

Do not submit an invoice for retention via Paymode-X.

JCI will work with our internal Accounts Payable department for last payment (final retention) and therefore no invoice will be required from the supplier for the final retention amount. DO NOT OVERBILL PURCHASE ORDERS. Once the Quantity Field reflects a “zero dollar” value, no further action is required by the supplier in Paymode-X.

AOMS/PDS Supplier Invoicing Instructions

Additional Data

Header Information

PO or Sale Date: 2012-06-28

Project/Charge Info

PO or Project Charge Type: Purchase Order

Project/Charge Number:

Branch or Mail Station Number: 010

Task Number: 00

Work Order Number:

AOMS Order Number:

Requester Information

Requester ID: 150050

Requester Last Name: UNKNOWN

Requester First Name: UNKNOWN

Summary

Item Totals: 100,000.00 USD

Description

State

Payer: Vendor Partial Sent Accepted

Contacts

MIMCOZ,ROBERTO Rpo.Mimcoz@ci.com

Alerts	Line Number	Product Code	Description	Quantity Received	Quantity Billed	Quantity	Unit Price	Unit Of Measure	Line Price
	1	SUBCRET10	SUBCONTRACT LABOR ***BILL GROSS AMOUNT ONLY*** RETENTION WILL BE AUTOMATICALLY CALCULATED AND WITHHELD-Test for Email Approvals..._contwt.28188493	100000	0	0	1	Each	100,000.00

AOMS/PDS Suppliers may see additional information/instructions in the additional data.

AOMS Order Number: The AOMS Order Number will flip to the invoice. **DO NOT change this field on the invoice.**

The AOMS PO Information fields are for information purposes only and will not be visible after flipping a PO to an invoice.

