

THE JOHNSON CONTROLS ELECTRONIC INVOICE MANAGEMENT TOOL

> Instructions for Invoicing Against a Purchase Order



Table of Contents

Topic	Page
Which Invoices Should Be Sent Electronically?	3
Who to Contact With Questions	3
Effective Use of the Paymode-X for Invoicing Tool	3
General Tips	4
Login	5-6
Getting Started	6
Purchase Order Flip	7-10
• Methods	
• Steps 1-5	
Header Information	
User Defined Fields (UDF)	10-14
Header Entry	
Project/Change Info	
Requester Information	
Delivery/Pickup Info	
Tax Types	14-15
Purchase Order Line Items	16
Removing, Changing and Adding Lines	
Invoice	18
Getting Ready to Submit the Invoice	
Starting and Sending a new Invoice	
Disputed Invoice	18
Credit Memo	19
Issuing a Credit Memo	
Printing an invoice	19
Viewing and Sorting the Invoices	20-21
Invoices with Retention	21
AOMS/PDS Supplier Invoicing Instructions	22
AOMS/PDS Supplier Po Information	22

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-XXXXX)

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

- 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:

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

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Firefox Start	
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.	

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Management Power Solutions		S'INSCRIRE	your invoice. Doing so will cause the invoice to error out.
PRODUCTS & SOLUTIONS	Already enrolled? Click above to create an invoice. Invoicing Instructions Instructions four la facturation (en français)	First Time? Click above to enroll. Enrollment Instructions Instructions d'inscription (français)	CAN'T SEE THE PO THAT YOU ARE TRYING TO FLIP TO AN INVOICE? Wait until the next business day after the PO was issued and ther look again. If you still cannot see the PO in the "Purchase Order" t
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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

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Sign In				

Sign In Enter your "User Name" and "Password." Click the "Login" button to continue.

Getting Started



Purchase Order Flip

Home

 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)

 Purchase Orders

 Invoices

 Reports

 Purchase Orders

 Invoices

 New Invoice



Purchase Order Flip Method 2

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

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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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Purchase Order Flip, Continued...

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2 614	A2	GINS LIEN	3173654	2	Each •	1	0.009009	4,400(90	44.00	0.00	0.00	44.00
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a de la compañía de l									-			

User Define Fields (UDF)

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Show Detail Invoice Dates Contacts Purchase Orders Discussions Filter	► Attachments ► Images ► History	 Hea Pro Req Del Tax 	der Information ject/Change Info juester Information ivery/Pickup Info Group
▼ Hide Detail Freight Amount: Currency:* 0:00 USD Total Before Tax: Adjustments: Adjusted Total: 80:50 0:00 60:50	Alerts:	4	

User Define Fields (UDF), Continued...

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Header In 6 or Calo 6/17/2010	formation	Projec	t/Charge Ir	nfo 🕨 Requester	Informatio	on Þ Delivery/l	Pickup Info					

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.

I leader Information	r Project/Charge Info	Requester Information	n 🕨 Delivery/Pickup Info		
PO or Project Charge Ty Purchase Order 👻	rpe:* Project/Char	ge Number: Branch o W18	r Mail Station Number:*	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.

I leader Information	r Project	/Charge Info	▶ Requester	nformation	Delivery/Pickup Info		
PO or Project Charge Ty Purchase Order 👻	(pe:*	Project/Charg	je Number:	Branch or I W18	Mail Station Number:*	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.

Requester ID:* Requester Last Name:* Requester First Name:*	ler Information Project/C	harge Info 🛛 🔻 Reque	ster Information	Delivery/Pickup Info
	ster ID:* Reque	ster Last Name:*	Requester First Na	ame:*
1071633 UNKNOWN UNKNOWN	33 UNKM	IOWN	UNKNOWN	

Requester Information

Enter the UDF information under "Requestor 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:*	Company:	Address Line 1:	Address Line 2:	City:*
Delivery 👻	Johnson Controls	Building 4 Floor 2	507 E Michigan St	Milwaukee
State/Province/County:*	Postal/Zip Code:*	Country:*	Tracking Number	:
WI	53202	US 🗸	•	

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:	Flat Fee: 8.00	Apply after taxes	8
Tax Type:	US - State & Loc 👻	Rate:	Flat Fee: 5.00	Apply after taxes	00

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 9 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...

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Purchase Order Line Items



Line."

Note:

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

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



Starting a new Invoice



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

- A. 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.
- B. 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
- C. 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.
- D. Alternatively, supplier may click on the "yellow alert" tab to get directly to the dispute reason and comments
- E. 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
- F. 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.







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Credit Memo



Make sure to change all line items to Negative Price when creating a Credit Memo from a flipped Purchase Order.

NOTE: If you are issuing a credit to offset an invoice that you entered incorrectly and sent ...

1. Flip the "bad" invoice to a credit, using the "Flip to Credit Note" button as shown in Method 1.

2. Use the same invoice number that you used for the "bad" invoice, but add a "CR" after the invoice number to show that the credit washes the "bad" invoice.

Then, to invoice correctly, go to the "Purchase Order" tab, flip the Purchase Order to an invoice and complete accurately. Use your original invoice number, but append an "ADJ" at the end of the number so that when Johnson Controls issues payment, your Company may apply the payment against the correct invoice.

Printing your Invoice



Viewing and Sorting the Invoices

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Sorting the Invoices

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

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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.

- Select an invoice from the invoice list, click on it to place it into "Edit" mode.
- Click "Delete Invoice" button at the bottom of the screen.





Viewing and Sorting the Invoices, Continued...

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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

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