



Johnson Controls Requirements: Purchase Order to Invoice Submission: Americas

To ensure prompt receiving and payment of goods and services, Suppliers must meet the JCI requirements listed below.

Purchase Order Requirements	
PO Required	Supplier must receive official JCI PO before providing goods/services. Unless the services fall into an approved Non-PO category, Supplier must receive written authorization from the JCI Requester in lieu of a Purchase Order.
Non-PO	<ul style="list-style-type: none"> Only certain categories are exempt from the PO requirement, e.g. Government Agencies, Utilities, Charitable Giving. Non-POs require the JCI Requester name in lieu of a PO number on all documentation.
PO on All Documents	PO number must be listed on invoices, shipping docs, package lists, and correspondence.
No PO = Rejection	Invoices without a PO or JCI Contact Name will be rejected.
Invoice Content (refer to illustration 1)	
Supplier Details	<ul style="list-style-type: none"> Company name, full address, phone, AR email Banking details and Tax ID Invoice number and date issued
JCI Details	<ul style="list-style-type: none"> Bill to and Ship to Addresses PO number Requester Name
Shipment Details	Packing Slip Number, Bill of Lading (BOL) Number <ul style="list-style-type: none"> If shipment contains more than one PO, each invoice on that shipment should have the same BOL number Do not include items from multiple POs on the same invoice. Must be a one-to-one PO to invoice match.
Materials/services Provided	JCI and Supplier's part number, quantity, unit of measure, unit price, extended price, amount, taxes, total due, payment terms

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Invoice Submission Process	
Electronic Submission	Paper invoices are not accepted. Submit non-editable pdf invoices electronically, unless prohibited or otherwise directed by local laws.
PDF Rules	No password protection, machine-readable, no special characters, 300dpi+, first page cannot be blank.
Email Rules	Max 10MB, max 10 invoices per email, text in subject/body, no links or images.
Invoice Ingestion Mailbox	Send invoices to the ingestion email stated Purchase Order or as instructed by the JCI Requester.
Invoice Submission Tools	<ul style="list-style-type: none"> • Invoices for POs beginning with “74” must be submitted via the Ariba Business Network. Johnson Controls Indirect Supplier Information Portal • Many countries have adopted a mandatory e-invoicing tool and process for transactions businesses located within that country. Please check with your local representative for JCI requirements in country. • Some JCI businesses may have specific invoice ingestion tools or processes. Your JCI Requester will explain these requirements.
Payment Process	
3-Way Match	Quantities and price must match on all documents - PO, Invoice, and Goods Receipt Note/Service Report – for an invoice to be approved for payment.
Payment Terms/Schedule	<ul style="list-style-type: none"> • JCI pays based on the payment terms listed on the PO <ul style="list-style-type: none"> ○ JCI does not consider the payment terms on Supplier’s invoice • JCI issues payments on/around the 5th and 22nd of each month. Invoice due date is calculated using the PO terms + the next payment run date (NRP). • Current JCI terms are 120 NPR • If Supplier participates in the JCI Supply Chain Financing program, payment will be made as per program agreement.
Payment Method	JCI will make payments via ACH/EFT. Payment via check requires executive approval and delays the payment. It is the Supplier’s responsibility to notify JCI if they change bank accounts. Bank account changes require official company or bank documentation and a verification phone call before processing.

Illustration 1.

<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> INVOICE 1 </div> <div style="text-align: center;"> <div style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center;"> YOUR LOGO </div> </div> </div>		1. Title of document – Invoice or Credit Memo. 2. Vendor name and address. 3. Banking details (Company Name / Bank / SWIFT / IBAN) 4. Contact information (phone number and email address) 5. Vendor Tax ID / GST Number (Required only for Canada). 6. Bill-to details – JCI legal entity name and address (matching JCI-issued PO or Delivery Note #, where applicable). 7. Ship-to address – Address where the good were delivered and/or services provided, including JCI contact name and JCI Plant location, if applicable. 8. Unique sequence number – invoice number or credit memo number (Credit Memo must refer to the original document (invoice)). 9. Invoice date. 10. Purchase Order for indirect goods/services or PO AND Delivery Note number for materials– only one per invoice accepted. • Invoices will not be processed without JCI PO and/or Delivery Note number, as applicable. • Approved non-PO vendors MUST provide the JCI buyer's name on the invoice. • Your invoice will be rejected if it does not include the JCI PO (services), PO & Delivery Note # (materials), or the JCI Buyer name (Non-PO), as applicable. 11. Description – JCI part number, supplier part number, quantity, unit of measure, and price with currency matching JCI issued PO, where applicable. 12. Payment terms. 13. Taxable amount. 14. Tax amount. 15. Invoice total to be paid and invoice currency																																																							
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Send Payment to / Remit to: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> Invoice Golden Rules Inc 2 108 Cypress Court Bonita Springs, FL 34135 </div> <div style="width: 45%;"> Invoice Golden Rules Inc. 3 Bank: Citi Bank, SWIFT: WSTSFFF IBAN DE 34082000000244 </div> </div> </div> <div style="width: 45%;"> Contact us: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> 4 Tel: 0044 214 123 456 Email: golden@rules.com 5 Tax ID: 69-28455554 </div> </div> </div> </div>																																																									
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Bill to: 6 Johnson Controls Inc Baltimore Parts ESP PO Box 2074 Milwaukee WI 53201-2074 </div> <div style="width: 45%;"> Ship to: 7 Johnson Controls Inc 33629-000 9104 Yellow Brick Road Rosedale MD 21237-4706 Attn: JCI Plant/Entity Name: </div> </div>																																																									
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> PO Ln # 11 Description 11 JCI Part # 11 Supplier Part # 11 Qty 11 UOM 11 Unit Price: 11 Amount: 11 </div> <div style="width: 45%;"> <div style="margin-top: 10px;"> 8 Invoice Number: #INV/1234 9 Invoice Date: 2/10/2023 PO#: 400027690 10 Delivery Note#: BL 6759 JCI Contact Name: J. Smith </div> </div> </div>																																																									
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">2</td> <td style="width: 40%;">Material ABC</td> <td style="width: 15%;">0-50038</td> <td style="width: 15%;">RHT103197</td> <td style="width: 10%; text-align: center;">10</td> <td style="width: 10%; text-align: center;">EA</td> <td style="width: 15%;">25.00 USD</td> <td style="width: 15%; text-align: right;">250.00</td> </tr> <tr> <td>5</td> <td>Material DEF</td> <td>X-124578</td> <td>T-26911480</td> <td style="text-align: center;">15</td> <td style="text-align: center;">EA</td> <td>10.00 USD</td> <td style="text-align: right;">150.00</td> </tr> <tr> <td colspan="7">Discount</td> <td style="text-align: right;">- 40.00</td> </tr> <tr> <td colspan="7">Sub-total:</td> <td style="text-align: right;">360.00 USD</td> </tr> <tr> <td colspan="7">Taxable Amt:</td> <td style="text-align: right;">0.00 USD</td> </tr> <tr> <td colspan="7">Tax Assessed:</td> <td style="text-align: right;">0.00 USD</td> </tr> <tr> <td colspan="7"> Payment Terms: 120 NPR 12 </td> <td style="text-align: right;"> Invoice Total: 15 360.00 USD </td> </tr> </table>		2	Material ABC	0-50038	RHT103197	10	EA	25.00 USD	250.00	5	Material DEF	X-124578	T-26911480	15	EA	10.00 USD	150.00	Discount							- 40.00	Sub-total:							360.00 USD	Taxable Amt:							0.00 USD	Tax Assessed:							0.00 USD	Payment Terms: 120 NPR 12							Invoice Total: 15 360.00 USD
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