

Johnson Controls Requirements: Purchase Order to Invoice Submission: Americas

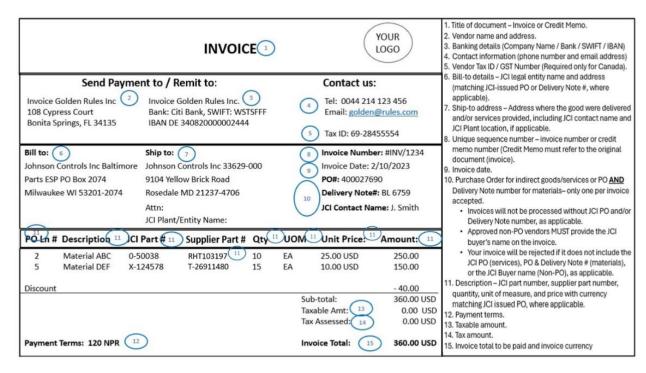
To ensure prompt receiving and payment of goods and services, Suppliers must meet the JCI requirements listed below.

Purchase Order R	Purchase Order Requirements		
PO Required	Supplier must receive official JCI PO <u>before</u> 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	 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	 Company name, full address, phone, AR email Banking details and Tax ID Invoice number and date issued 		
JCI Details	 Bill to and Ship to Addresses PO number Requester Name 		
Shipment Details	 Packing Slip Number, Bill of Lading (BOL) Number 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	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	 Invoices for POs beginning with "74" must be submitted via the Ariba Business Network. <u>Johnson Controls Indirect Supplier Information Portal</u> 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	 JCI pays based on the payment terms listed on the PO 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.



Document Control		
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