

Paymode-X

THE JOHNSON CONTROLS ELECTRONIC INVOICE MANAGEMENT TOOL

> Instructions for Invoicing Against a Purchase Order

Johnson
Controls



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
Login	4-5
Getting Started	6
Purchase Order Flip <ul style="list-style-type: none">• Methods• Steps 1-5• Header Information	6-9
User Defined Fields (UDF) <ul style="list-style-type: none">• Header Entry• Project/Change Info• Requester Information• Delivery/Pickup Info	10-11
Tax Types	12
Purchase Order Line Items <ul style="list-style-type: none">• Removing, Changing and Adding Lines	13
Invoice <ul style="list-style-type: none">• Getting Ready to Submit the Invoice• Starting and Sending a new Invoice	14
Disputed Invoice	15
Credit Memo <ul style="list-style-type: none">• Issuing a Credit Memo	16
Printing an invoice	16
Viewing and Sorting the Invoices	17-18
Invoices with Retention	18
AOMS/PDS Supplier Invoicing Instructions	19
AOMS/PDS Supplier Po Information	20

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” or “3” (example: 2XXXXXX; X = a digit)
1-followed by up to 13 digits (example: 1-XXXXXX)
US-followed by up to XX digits (example: USXXXXXX)

Canada: Six digits beginning with a “2” (example: 2XXXXXX; 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.
- Johnson Controls requires the electronic invoice the next business morning after the product has been picked up or shipped, or a service has been delivered.

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

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)

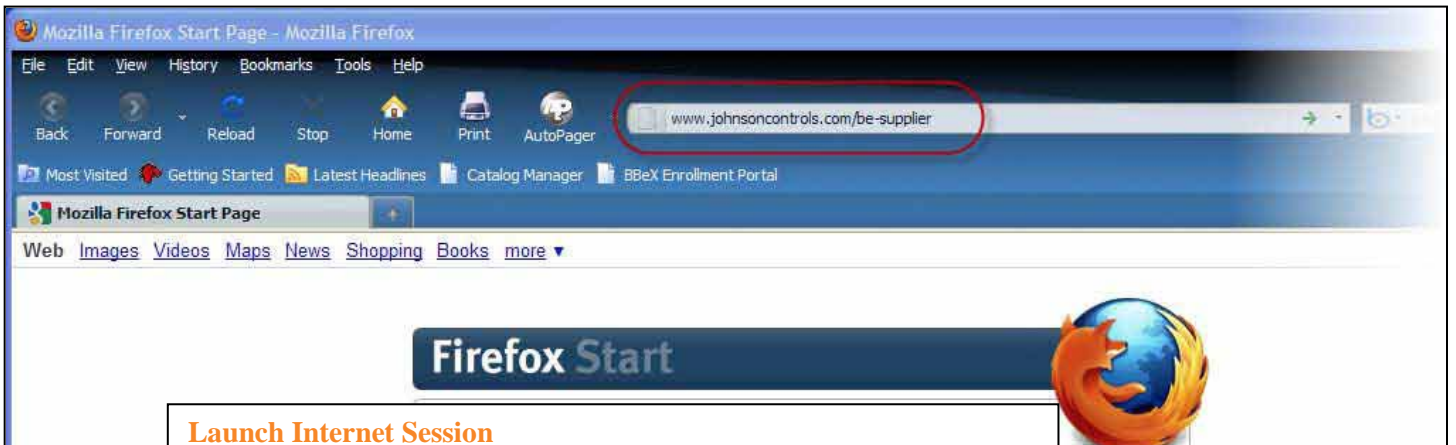
Effective use of the Paymode-X for Invoicing Tool

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.

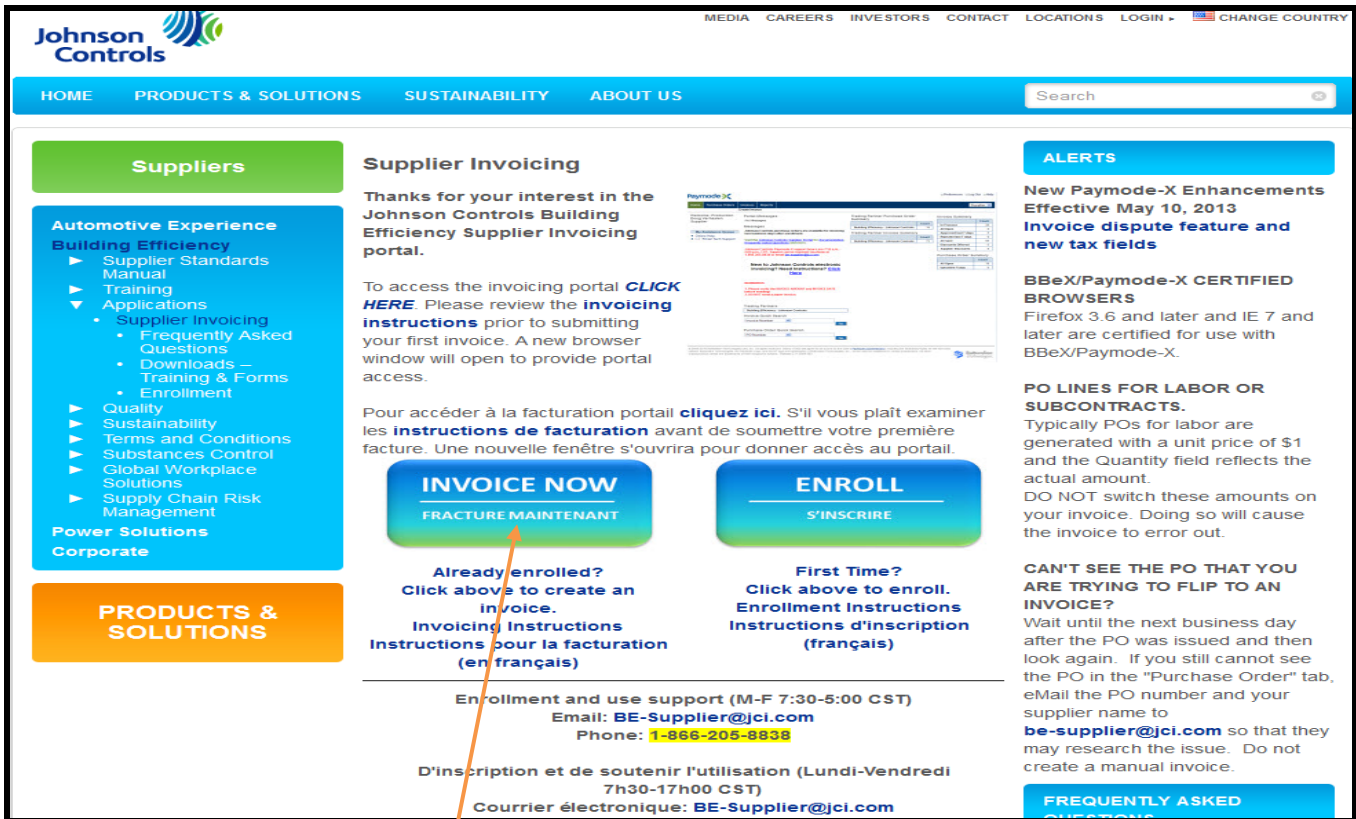
Thank you for using the Johnson Controls web-based electronic invoicing process.



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.



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.

Log In, Continued...

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

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.

Welcome, JCI Supplier (Test)

Portal Messages
No Messages

Messages
No Messages

Trading Partners
Building Efficiency - Johnson Controls

Invoice Quick Search
Invoice Number

Trading Partner Purchase Order Summary

	Count
Building Efficiency - Johnson Controls	407

Trading Partner Invoice Summary

	Count
Building Efficiency - Johnson Controls	1163
HYPERTHERM INC	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

Purchase Order Listing - 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	Payer Organization	Payer Company	Vendor Company	Order Date	Order Number	Order State	Vendor State	Required By	Total Amount (USD)
<input type="checkbox"/>	Johnson Controls	Building Efficiency - Johnson Controls	BE Test Supplier 1	6/26/2012	3627947	Sent	Accepted	6/28/2012	100,000.00 USD
<input type="checkbox"/>	Johnson Controls	Building Efficiency - Johnson Controls	BE Test Supplier 1	6/26/2012	3627949	Sent	Accepted	6/28/2012	10,000.00 USD
<input type="checkbox"/>	Johnson Controls	Building Efficiency - Johnson Controls	BE Test Supplier 1	6/26/2012	3627948	Sent	Accepted	6/28/2012	195,000.00 USD
<input type="checkbox"/>	Johnson Controls	Building Efficiency - Johnson Controls	BE Test Supplier 1	6/26/2012	3627939	Sent	Accepted	6/27/2012	100,000.00 USD
<input type="checkbox"/>	Johnson Controls	Building Efficiency - Johnson Controls	BE Test Supplier 1	6/26/2012	3627940	Sent	Accepted	6/27/2012	100,000.00 USD
<input type="checkbox"/>	Johnson Controls	Building Efficiency - Johnson Controls	BE Test Supplier 1	6/26/2012	3627944	Sent	Accepted	6/28/2012	25,000.00 USD
<input type="checkbox"/>	Johnson Controls	Building Efficiency - Johnson Controls	BE Test Supplier 1	6/26/2012	3627932	Sent	Accepted	6/27/2012	15,001.00 USD
<input type="checkbox"/>	Johnson Controls	Building Efficiency - Johnson Controls	BE Test Supplier 1	6/26/2012	3627935	Sent	Accepted	6/27/2012	100,000.00 USD
<input type="checkbox"/>	Johnson Controls	Building Efficiency - Johnson Controls	BE Test Supplier 1	6/26/2012	3627933	Sent	Accepted	6/27/2012	12,000.00 USD
<input type="checkbox"/>	Johnson Controls	Building Efficiency - Johnson Controls	BE Test Supplier 1	6/26/2012	3627934	Sent	Accepted	6/27/2012	100,000.00 USD
<input type="checkbox"/>	Johnson Controls	Building Efficiency - Johnson Controls	BE Test Supplier 1	6/26/2012	3627938	Sent	Accepted	6/27/2012	100,000.00 USD
<input type="checkbox"/>	Johnson Controls	Building Efficiency - Johnson Controls	BE Test Supplier 1	6/26/2012	3627931	Sent	Accepted	6/27/2012	1,500.00 USD
<input type="checkbox"/>	Johnson Controls	Building Efficiency - Johnson Controls	BE Test Supplier 1	6/26/2012	3627936	Sent	Accepted	6/27/2012	100,000.00 USD
<input type="checkbox"/>	Johnson Controls	Building Efficiency - Johnson Controls	BE Test Supplier 1	6/26/2012	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...

Purchase Order Flip Method 2

C.) Click **"Flip Order"** to convert the PO to an invoice.

Alerts	Line Number	Product Code	Description	Quantity	Received Quantity	Billed Quantity	Unit Price	Unit of Measure	Line Price
	1	UNKNOWN	BOLT	5	0	0	0.0100	Each	0.05
	2	UNKNOWN	SCREWS	1	0	0	0.0100	Each	0.01

Purchase Order Flip Method 2

D.) A green confirmation will appear.

The purchase order was flipped to this invoice.

Invoice
Vendor Status: Proposed

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

Remit To: Vendor: Johnson Controls Test Supplier, Remit To: MILWAUKEE 507 E MICHIGAN STREET (53202)

Invoice Number: [Field], Invoice Type: Sales Invoice, Invoice Date: [Field], Due Date: 6/1/2013

Freight Amount: 0.00, Currency: USD, Adjusted Total: 0.06

PO or Project Charge Type: Purchase Order, Project/Charge Number: [Field], Branch or Mail Station: 010, Task Number: 00, Work Order Number: [Field]

Purchase Order Flip, Continued...

The screenshot shows an invoice creation form with the following fields and callouts:

- Invoice Number:** Test Invoice RG
- Invoice Date:** 04/10/2013
- Invoice Type:** Sales Invoice
- Due Date:** 5/19/2013
- Bill To:** Building Efficiency - Johnson Controls, 507 E Michigan Ave, Milwaukee, WI 53202 US
- Default PO Number:** 3173554
- Remit To:** Vendor: BE Test Supplier 1 (314568), Remit To: Milwaukee 507 E Michigan Street, M80 (53202)
- Freight Amount:** 0.00
- Currency:** USD
- Total Before Tax:** 60.50
- Adjusted Total:** 60.50
- Tax Type:** US - Generic Tax (Rate: 8.00, Flat Fee: 8.00) and US - State & Local (Rate: 5.00, Flat Fee: 5.00)
- Apply after taxes:** Two checkboxes, one checked (US - State & Local) and one unchecked (US - Generic Tax).
- PO or Sale Date:** 6/17/2010
- Table:**

Line*	Product Code*	Description*	PO Number	PO Line	UOM	Quantity	Unit Price*	Line Price	Taxes	Freight	Total
1	G1A1	G1A1 ITEM	3173554	1	Each	5.000000	3.300000	16.50	0.00	0.00	16.50
2	G1A2	G1A2 ITEM	3173554	2	Each	10.000000	4.400000	44.00	0.00	0.00	44.00
- Summary:** Subtotal: 60.50 USD, US - Generic Tax: 8.00 USD, US - State & Local: 5.00 USD, Total: 73.50 USD

Callout 1: Click on the + sign to add additional tax lines. Click the - to delete a line.

Callout 2: 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.**

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 Defined Fields (UDF)

Invoice
Vendor Status: Proposed

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

Default PO Number: 3173554

Remit To:
Vendor: * BE
Remit To: Milv

▶ 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

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

Payment Terms: Comments:

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/Charge Info ▶ Requester Information ▶ Delivery/Pickup Info

PO or Sale Date: 6/17/2010

▼ Hide Detail

Freight Amount: 0.00 Currency: USD

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

Payment Terms: Comments:

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/Charge Info ▶ Requester Information ▶ Delivery/Pickup Info

PO or Sale 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.

User Defined 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 “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.

▶ 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: <input type="text"/>	

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	<input type="checkbox"/> Apply after taxes	✖
Tax Type:	US - State & Loc	Rate:		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.**

The screenshot shows the 'Invoice' page in the JCI system. The header includes 'Vendor Status: Proposed', 'Invoice Number: Test Invoice PG', 'Invoice Date: 04/10/2013', and 'Due Date: 5/15/2013'. The 'Bill To' information is for 'Building Efficiency - Johnson Controls' at 507 E Michigan Ave, Milwaukee WI 53202 US. The 'Remit To' information is for 'Vendor: BE Test Supplier 1 (314568)' at Milwaukee 507 E Michigan Street, M80 (53202). Below the header is a table of invoice lines with columns for Line, Product Code, Description, PO Number, PO Line, UOM, Quantity, Unit Price, Line Price, Taxes, Freight, and Total. Two lines are shown: Line 1 (G1A1, G1A1 ITEM, 3173554, 1, Each, 5.000000, 3.300000, 16.50, 0.00, 0.00, 16.50) and Line 2 (G1A2, G1A2 ITEM, 3173554, 2, Each, 10.000000, 4.400000, 44.00, 0.00, 0.00, 44.00). A callout box with an orange border and arrow points to the 'Save' button in the bottom left corner, with the text: 'When you finish entering all invoice header information, click “Save.”' The bottom right corner shows a summary: Subtotal: 80.50 USD, US - Generic Tax: 8.00 USD, US - State & Local: 5.00 USD, Total: 73.50 USD.

Line*	Product Code*	Description*	PO Number	PO Line	UOM	Quantity	Unit Price*	Line Price	Taxes	Freight	Total
1	G1A1	G1A1 ITEM	3173554	1	Each	5.000000	3.300000	16.50	0.00	0.00	16.50
2	G1A2	G1A2 ITEM	3173554	2	Each	10.000000	4.400000	44.00	0.00	0.00	44.00

Subtotal: 80.50 USD
US - Generic Tax: 8.00 USD
US - State & Local: 5.00 USD
Total: 73.50 USD

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.

The screenshot shows the 'Invoice' creation screen. At the top, there are navigation tabs: Home, Purchase Orders, Invoices, and Reports. Below this, there are buttons for 'Create New Invoice' and 'View Invoices'. The main section is titled 'Invoice' and shows 'Vendor Status: Proposed'. It includes a 'Bill To' section with vendor information and a 'Default PO Number: 3173554'. Below this, there are several expandable sections: 'Show Detail', 'Invoice Dates', 'Contacts', 'Purchase Orders', 'Discussions', 'Attachments', 'Images', and 'History'. A 'Filter' section is also present. At the bottom, there is a table of line items. The first line item is selected, and a 'Remove selected lines' button is highlighted with an orange box and an arrow pointing to it. The table has columns for Line*, Product Code*, Description*, PO Number, PO Line, UOM, Quantity, Unit Price*, Line Price, Taxes, Freight, and Total. The second line item is also visible, and a 'Quantity' field is highlighted with an orange box.

Line*	Product Code*	Description*	PO Number	PO Line	UOM	Quantity	Unit Price*	Line Price	Taxes	Freight	Total
1	G1A1	G1A1 ITEM	3173554	1	Each	5.000000	3.300000	16.50	0.00	0.00	16.50
2	G1A2	G1A2 ITEM	3173554	2	Each	10.000000	4.400000	44.00	0.00	0.00	44.00

Subtotal: 60.50 USD
 US - Generic Tax: 8.00 USD
 US - State & Local: 5.00 USD
 Total: 73.50 USD

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.

This is a close-up of the line item table from the screenshot above. It shows the first two rows. The first row is selected. Below the table, there is a button labeled 'Add new invoice line' which is highlighted with an orange box and an arrow pointing to it.

Adding Lines

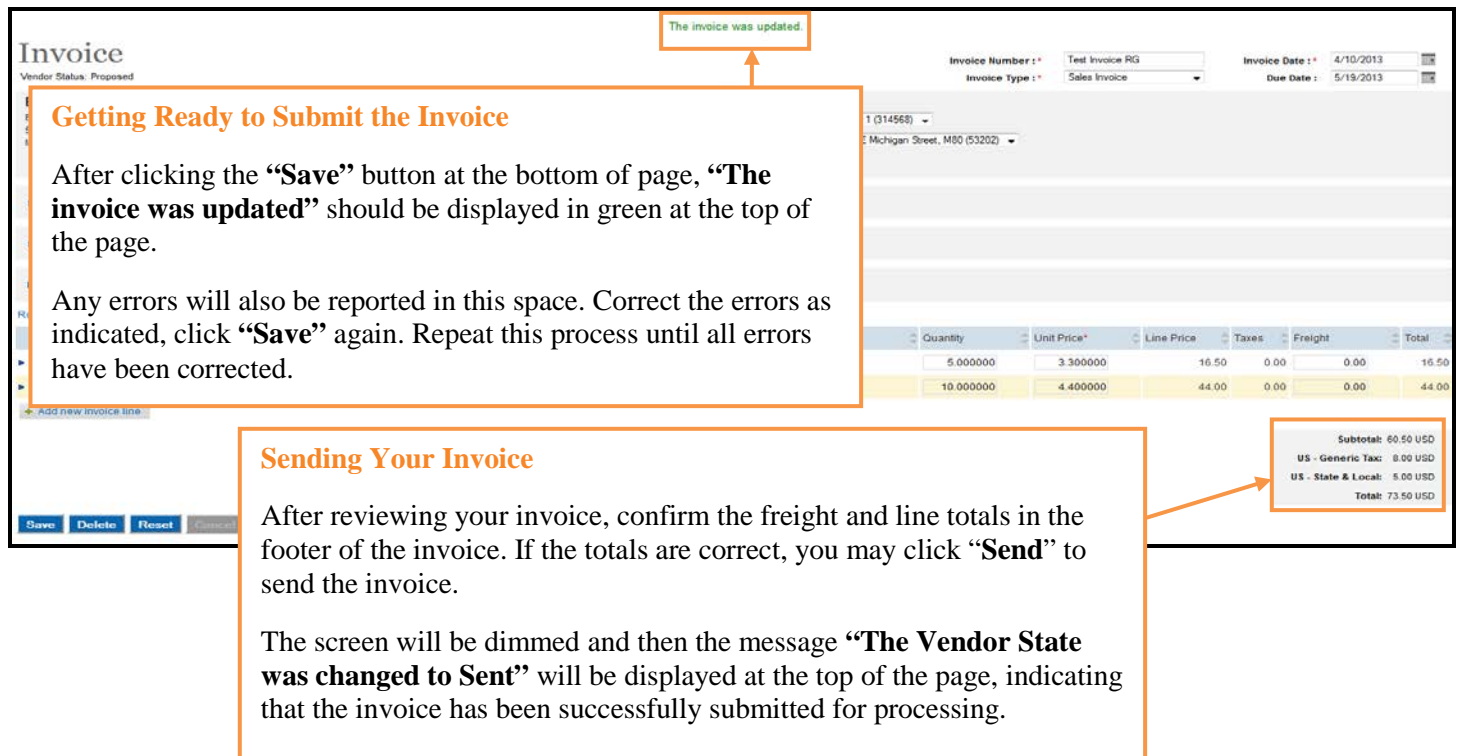
If you were informed that another line item was added to the PO, you may add a line item by clicking **“Add New Invoice Line.”**

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

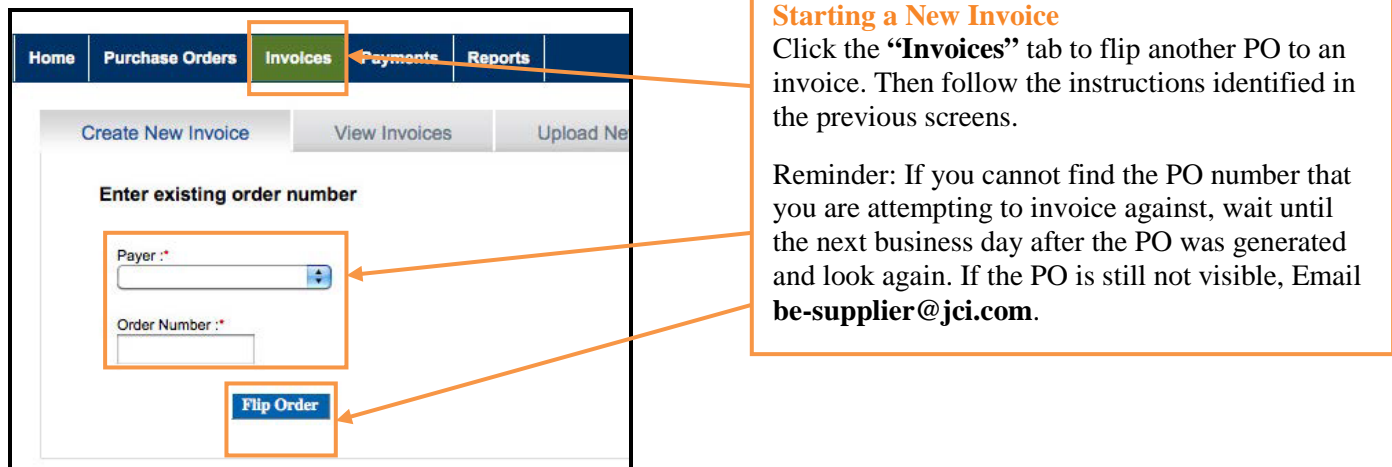
After reviewing your invoice, confirm the freight and line totals in the footer of the invoice. If the totals are correct, you may click **“Send”** to send the invoice.

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.

Quantity	Unit 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
US - Generic Tax: 8.00 USD
US - State & Local: 5.00 USD
Total: 73.50 USD

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.

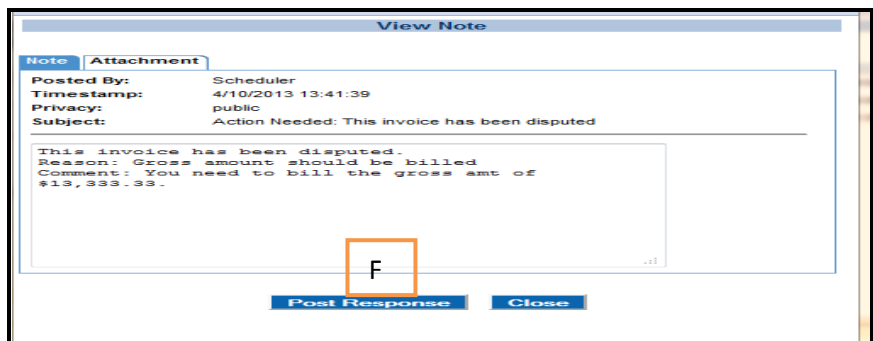
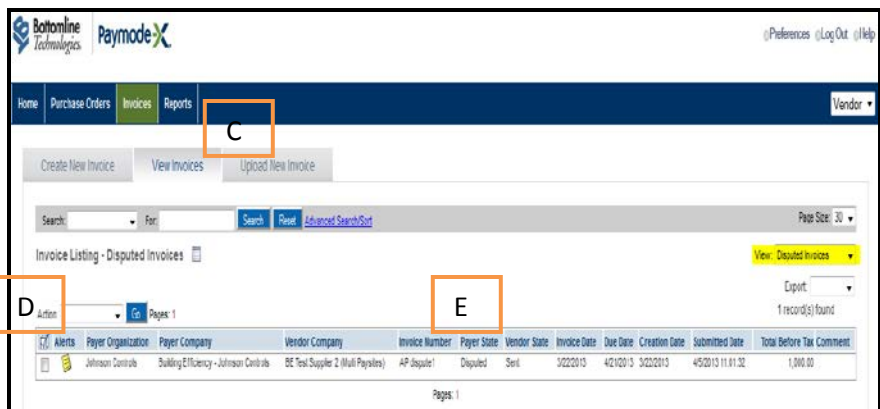
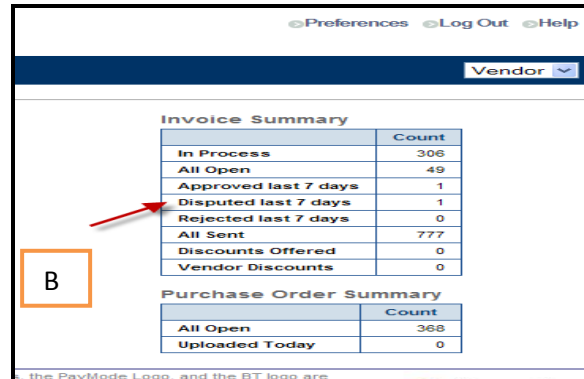
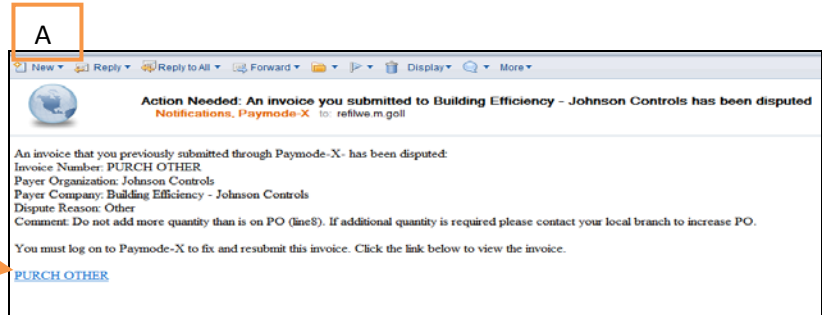
Reminder: If you cannot find the PO number that you are attempting to invoice against, wait until the next business day after the PO was generated and look again. If the PO is still not visible, Email be-supplier@jci.com.

Disputed Invoice

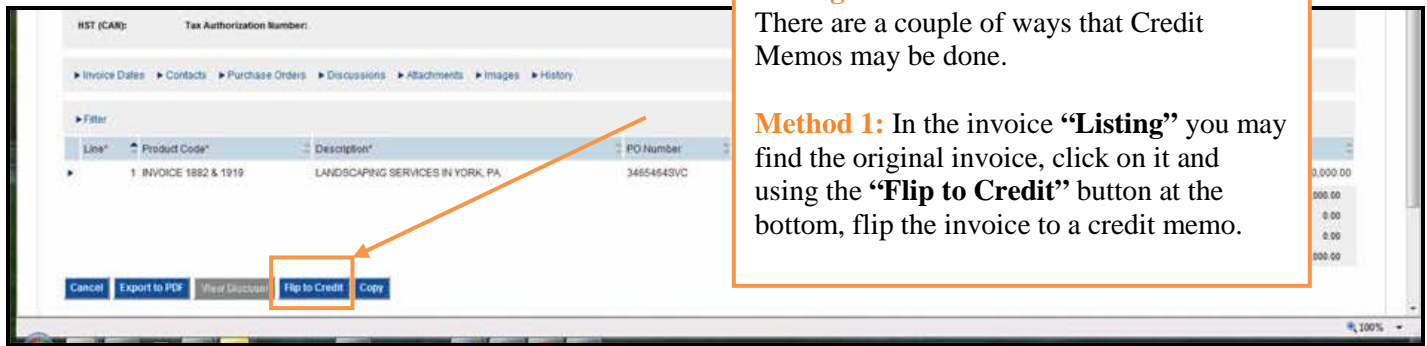
The invoice received by Johnson Controls may be disputed back to supplier to make the recommended changes to the invoice and re-submit it for processing

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.



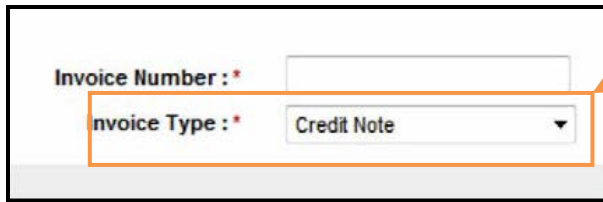
Credit Memo



Issuing a Credit Memo

There are a couple of ways that Credit Memos may be done.

Method 1: In the invoice “Listing” you may find the original invoice, click on it and using the “Flip to Credit” button at the bottom, flip the invoice to a credit memo.



Issuing a Credit Memo

There are a couple of ways that Credit Memos may be done.

Method 2: When completing the invoice header screen, select “Credit Note” instead of “Sales Invoice.”

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

Printing Your Invoice

To print the invoice for your records:

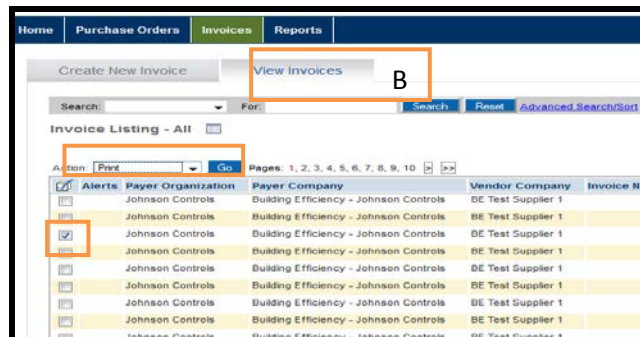
A. Export to PDF

1. Open the invoice you would like to print. Click the “Export to PDF” button at the bottom of the screen.
2. You will be asked if you want to open or save the file. If you select “Open,” a view of the invoice will appear which you may send to the desired printer.

Or

B. View Invoices Method

1. Click “View Invoices” at the top.
2. Check the box for the invoice you wish to print.
3. Select “Print” from the “Action” drop-down menu and press “Go.”



Viewing and Sorting the Invoices

Viewing the Invoices

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

Action	Alerts	Payer Organization	Payer Company	Vendor Company	Invoice Number	Payer State	Vendor State	Invoice Date*	Due Date	Creation Date	Submitted Date	Total Before Tax Comment
		Johnson Controls	Building Efficiency - Johnson Controls	BE Test Supplier 1	Inv 1 3627922	Received	Sent	6/25/2012	7/25/2012	6/25/2012	6/25/2012 11:23:44	
		Johnson Controls	Building Efficiency - Johnson Controls	BE Test Supplier 1	CSC TEST - OVERBILL	Received	Sent	6/5/2012	7/5/2012	6/5/2012	6/5/2012 14:45:41	
		Johnson Controls	Building Efficiency - Johnson Controls	BE Test Supplier 1	CSC TEST INVOICE 1	Received	Sent	6/5/2012	7/5/2012	6/5/2012	6/5/2012 14:25:53	4,647.00 BBEX Invoice
		Johnson Controls	Building Efficiency - Johnson Controls	BE Test Supplier 1	CSC TEST INVOICE 3	Received	Sent	6/5/2012	7/5/2012	6/5/2012	6/5/2012 14:36:08	4,647.00 BBEX Invoice
		Johnson Controls	Building Efficiency - Johnson Controls	BE Test Supplier 1	CSC TEST INVOICE 4	Received	Sent	6/5/2012	7/5/2012	6/5/2012	6/5/2012 14:47:46	4,647.00 BBEX Invoice
		Johnson Controls	Building Efficiency - Johnson Controls	BE Test Supplier 1	sub - \$0 line 2	Received	Sent	6/5/2012	7/5/2012	6/5/2012	6/5/2012 23:12:58	1,000.00
		Johnson Controls	Building Efficiency - Johnson Controls	BE Test Supplier 1	FM PLATF TEST 3/28	Received	Sent	3/28/2012	4/27/2012	3/28/2012	3/28/2012 12:01:00	1,250.00
		Johnson Controls	Building Efficiency - Johnson Controls	BE Test Supplier 1	changed pdf	Received	Sent	2/14/2012	3/7/2012	2/14/2012	2/14/2012 12:24:48	1.00
		Johnson Controls	Building Efficiency - Johnson Controls	BE Test Supplier 1	587430c	Received	Sent	2/13/2012	3/15/2012	2/14/2012	2/14/2012 16:21:35	100,000.00

Sorting the Invoices

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

Invoice Number	Payer State	Vendor State	Invoice Date*	Due Date	Creation Date	Submitted Date	Total Before Tax Comment
		Proposed	6/15/2012	5/16/2012			4,875.05
		Proposed	6/15/2012	5/16/2012			293,439.04
		Proposed	6/15/2012	5/16/2012			12,787.13
		Proposed	6/30/2012	5/31/2012			60.50
		Proposed	7/1/2012	6/1/2012			107.00
		Proposed	7/1/2012	6/1/2012			191,000.00
		Proposed	7/6/2012	6/6/2012			4,647.00 BBEX Invoice
		Proposed	7/25/2012	6/25/2012			107,058.87
		Proposed	7/25/2012	6/25/2012			107,058.87
		Proposed	7/25/2012	6/25/2012			107,058.87
		Proposed	7/25/2012	6/25/2012			1,000.00
		Proposed	7/25/2012	6/25/2012			12,807.13
		Proposed	7/25/2012	6/25/2012			3,000.00
		Proposed	7/25/2012	6/25/2012			10,000.00

Caution

Check to Ensure that Your Invoice was Sent

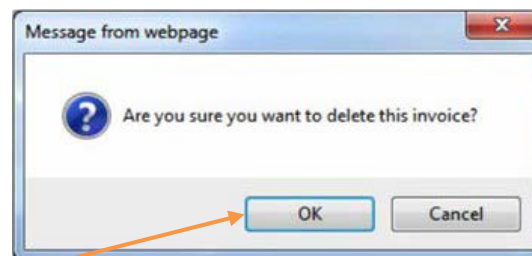
After creating an invoice, you may save it without sending it, however, if you have intended to send the invoice, it is recommended that you check the “**Listing**” tab to ensure that the status in the “**Supplier State**” column shows “**Sent.**”

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...

Alerts	Payer Organization	Payer Company	Vendor Company	Order Date	Order Number	Payer State	Vendor State	Required By	Total Amount	CCY
	Johnson Controls	Building Efficiency - Johnson Controls	BE Test Supplier 1	6/26/2012	3627947	Sent	Accepted	6/26/2012	100,000.00	USD
	Johnson Controls	Building Efficiency - Johnson Controls	BE Test Supplier 1	6/26/2012	3627949	Sent	Accepted	6/26/2012	10,300.00	USD
	Johnson Controls	Building Efficiency - Johnson Controls	BE Test Supplier 1	6/26/2012	3627948	Sent	Accepted	6/26/2012	195,000.00	USD
	Johnson Controls	Building Efficiency - Johnson Controls	BE Test Supplier 1	6/26/2012	3627939	Sent	Accepted	6/27/2012	100,000.00	USD
	Johnson Controls	Building Efficiency - Johnson Controls	BE Test Supplier 1	6/26/2012	3627946	Sent	Accepted	6/27/2012	100,000.00	USD
	Johnson Controls	Building Efficiency - Johnson Controls	BE Test Supplier 1	6/26/2012	3627944	Sent	Accepted	6/26/2012	25,000.00	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.

Additional Data

Header Information

PO or Sale Date: 2012-06-26

Project/Charge Info

PO or Project Charge Type: Purchase Order

Project/Charge Number:

Branch or Mail Station Number: 010

Task Number:

Work Order Number:

ACSI's Order Number:

Requester Information

Requester ID: 1568550

Requester Last Name: UNKNOWN

Buttons: Flip Order, Download, Print, Complete

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

Notification: Purchase Order SYS2000008 has had Activity.
BBeX Support to: douglas.j.verhaalen 12/14/2009 08:26 AM
[Hide Details](#)

From: BBeX Support <bbexsupport@bottomline.com>
 To: cverhad@jci1.com

Purchase Order [SYS2000008](#) has had activity on 12/14/2009 9:26:19 AM.

Buyer Company : Building Efficiency - Johnson Controls
 Supplier Company : BE Test Supplier 1
 Order value: 2,000 USD.

Clicking on the PO number launches BBeX and displays the purchase order.

This does not apply to most suppliers.

- Set up the Purchase Order Email Notification so that your Company is notified when an AOMS order has been generated. (See separate instructions entitled **“Purchase Order Notification User Setup.”**)
- When you receive the Email notification indicating that a purchase order has had activity, click on the link to launch the Paymode-X for invoicing system and display the purchase order.
- Fulfill the order requirements as indicated on the purchase order.

▼ Hide Detail

Freight Amount: 0.00	Currency: USD	Payment Terms:	Comments:
Total Before Tax: 60.50	Adjustments: 0.00	Adjusted Total: 60.50	Alerts:

Tax Type: US - Generic Ta Rate: 0.0000 Flat Fee: 8.00 Apply after taxes ✖

Tax Type: US - State & Loc Rate: 0.0000 Flat Fee: 5.00 Apply after taxes ✔ ✖

▶ 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:	

- After fulfilling the purchase order requirements, log into Paymode-X for Invoicing. Find the purchase order to be invoiced and **“Flip”** the purchase order to an invoice.
- Complete all Paymode-X for Invoicing fields as indicated in the training documentation, except that PDS suppliers must also populate the **“Tracking Number”** field with the appropriate tracking number from the respective shipper. (Scroll down under

Delivery Type: Select **“Delivery”** or **“Pickup”** from the pick 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],”** and the address at which the product was picked up.

Tracking Number: PDS suppliers must populate with the shipper’s tracking number.

AOMS/PDS Supplier PO Information

Paymode-X | **Bottomline Technologies** Preferences Log Out Help

Home Purchase Orders Invoices Work Queue Reports Payer

Listing Detail Line Item Listing

Payer: Building Efficiency - Johnson Controls
Vendor: BE Test Supplier 1
PO Number: 3627947
PO Type: Manual Purchase Order
Order Date: 6/28/2012
Currency: USD
Deliver To: JOHNSON CONTROLS, INC JOHNSON CONTROLS, INC
 MILWAUKEE WI 53202
 UNITED STATES

Alerts:
Summary
 Item Totals: 100,000.00 USD
Description:
State

Payer	Portal	Sent
Vendor	Portal	Accepted

Contacts
 MUNOZ,RIGOBERTO Rigo.Munoz@jci.com

Additional Data

Header Information
 PO or Sale Date: 2012-06-26

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: 1566550
 Requester Last Name: UNKNOWN
 Requester First Name: UNKNOWN

Line Items | Contacts | Discussions | Attachments | External References | History | All

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

Line Item Listing - All 1 record(s) found

Pages: 1

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....contract 20100453	100000	0	0	1	Each	100,000.00

Pages: 1

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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.