



Instructions for Invoicing against a Purchase Order – Material Suppliers

REV 04/23/2013

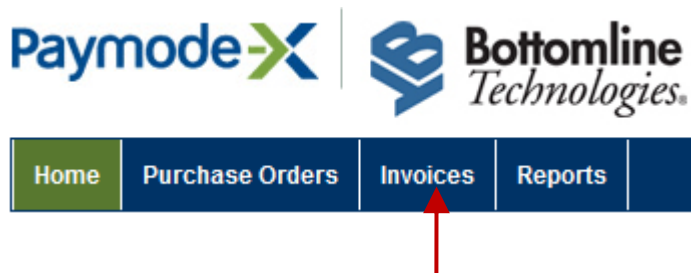


Submitting an Invoice

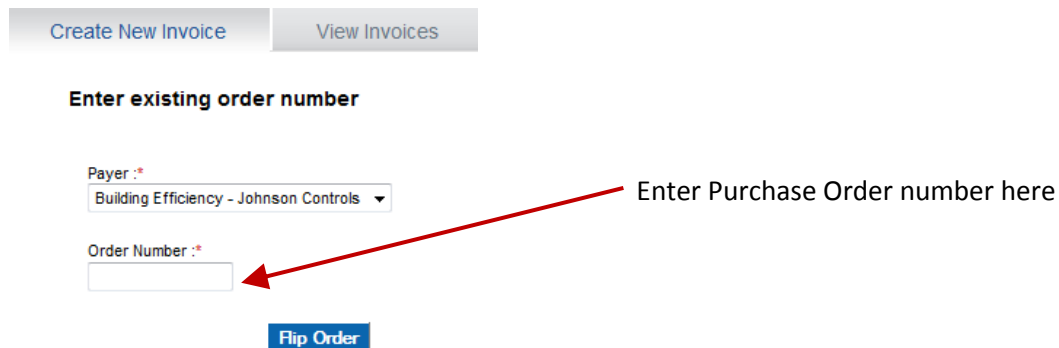
1. Locate the Purchase Order

If you know the purchase order number, do the following (see following page if purchase order number is not known):

- a. Select the “Invoices” tab



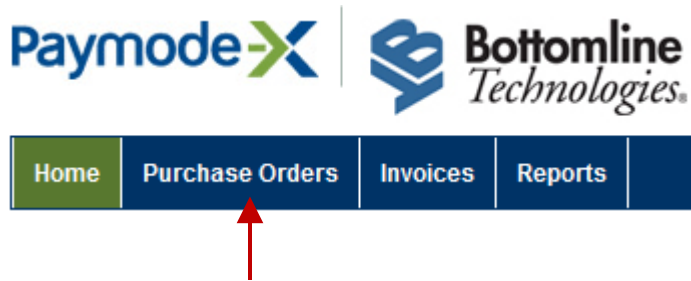
- b. Enter the purchase order number in the following screen and select “Flip Order”:

The image shows a web form titled 'Enter existing order number'. At the top, there are two buttons: 'Create New Invoice' (in blue) and 'View Invoices' (in grey). Below the buttons, the form has a dropdown menu for 'Payer :*' with 'Building Efficiency - Johnson Controls' selected. Below that is a text input field for 'Order Number :*' which is currently empty. A red arrow points from the text 'Enter Purchase Order number here' to this input field. At the bottom of the form is a blue button labeled 'Flip Order'.

- c. The screen will refresh with the purchase order flipped to an invoice. Proceed to Page 3 (Completing Invoice Information).

If you do not know the purchase order number, do the following:

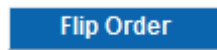
- a. Select the "Purchase Orders" tab to view PO listing



- b. In the view listing, click on the line of the PO you want to invoice against. The Purchase Order should read "Sent" and "Accepted":

Johnson Controls	Building Efficiency - Johnson Controls	Johnson Controls Test Supplier	2/12/2010	3162768	Sent	Accepted	2/12/2010	20,000
Johnson Controls	Building Efficiency - Johnson Controls	Johnson Controls Test Supplier	12/31/2009	3129779AOMST	Sent	Accepted		192

- c. Select the Purchase Order from the view listing. Once the Purchase Order has opened and verified to be the one to be invoiced against, click on the "Flip Order" button.



- d. The screen will refresh with the purchase order flipped to an invoice. Proceed to Page 3 (Completing Invoice Information).

Completing Invoice Information

Complete the following fields in the Invoice Header:

- A. "Invoice Number" - Enter your Invoice #
- B. "Invoice Date" - Click on the gray calendar box & select your original invoice date
- C. "Remit To" - Select Remit to address from the drop down
- D. "Freight" - Enter the dollar amount of the Freight if applicable

After changes are made, scroll to the bottom of the page and click Save

Invoice

Vendor Status: Proposed

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

Default PO Number: 3632153

A. Invoice Number : *

Invoice Type : * Sales Invoice

B. Invoice Date : *

Due Date : 8/22/2012

Remit To :
 Vendor: KSAMPLE ONE
 Remit To: EVANSVILLE.PO BOX 1167 (99900022) **C.**

D.

▼ Hide Detail

Tax Code:	Tax Amount: 0.00	Freight Amount: 0.00	Currency: * USD	Payment Terms:	Comments:
Total Before Tax: 168.00	Adjustments: 0.00	Adjusted Total: 168.00	Alerts:		

► Delivery/Pickup ► Invoice Header ► Project/Charge ► Requester ▼ Taxes

Generic Tax (Other): State&Local (US): PST (CAN): GST/HST (CAN): QST (CAN):

Tax Authorization Number:

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

► Filter

Remove selected lines

Line*	Product Code*	Description*	PO Number	PO Line	UOM	Quantity	Unit Price*	Line Price	Taxes	Freight	Total
1	UNKNOWN	ISOLATION HANGER MODE	3632153	1	Each	8.0000	14.0000	112.00	0.00	0.00	112.00
2	UNKNOWN	MODEL SH-2-120 ISOLATIO	3632153	2	Each	4.0000	14.0000	56.00	0.00	0.00	56.00

► Add new invoice line

Subtotal: 168.00 USD

Total Tax: 0.00 USD

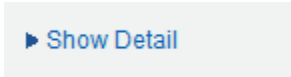
Total Freight: 0.00 USD

Total: 168.00 USD

Save Delete Reset Export to PDF Send Flip to Credit

Charging Tax? If Yes, proceed to page 4. If No, proceed to page 5.

If not already expanded, expand the "Show Detail" pane by clicking on the small arrow




1. Use the drop down menu to select desired tax type.
2. Add either the rate or flat fee. **NOT BOTH**



Click on the  to add additional tax types if necessary

▼ Hide Detail

Freight Amount: 0.00 Currency: USD Payment Terms: Comments: Generated by reorder 6/18/12 12:59 PM.

Total Before Tax: 670.65 Adjustments: 0.00 Adjusted Total: 670.65 Alerts:

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

Tax Type: CAN - GST/HST Rate: Flat Fee: 6.00 Apply after taxes   Click on the + to add tax

► Header Information ► Project/Charge Info ► Requester Information ► Delivery/Pickup Info

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

► Filter

Remove selected lines

Line*	Product Code*	Description*	PO Number	PO Line	UOM	Quantity	Unit Price*	Line Price	Taxes	Freight	Total
1	11186	Liner, Paint, Tray	US40315	1	Each	6.000000	1.500000	9.00	0.00	0.00	9.00

Subtotal: 9.00 USD
CAN - GST/HST: 6.00 USD
US - State & Local: 5.00 USD
Total: 20.00 USD

Save the invoice to show all taxes charged as well as the total invoice (including tax)

ALERT: Adding both tax fee and tax rate will result in tax being charged double. Please use either rate or flat fee. Also re-check the invoice total to make sure that the intended invoice amount is reflected

Reviewing and Editing Invoice Line Items

If you are invoicing for the full amount of the purchase order and do not need to make any changes to the line items, proceed to page 7 of this guide.

If you must make changes to line items, refer to the following steps.

- a. To make any changes to line items, simply select the field on the line you wish to edit. The line will automatically activate and the field will become editable.
- b. Make any necessary changes to Quantity or Price.
- c. If you edit a field and then tab out or make your mouse active in another location of the page, all calculations that are impacted by that field will update.
- d. Select Save at the bottom of the page to save the line items.

Remove selected lines

<input type="checkbox"/>	Line*	Product Code*	Description*	PO Number	PO Line	UOM	Quantity	Unit Price*	Line Price	Taxes	Freight	Total
<input type="checkbox"/>	1	UNKNOWN	ISOLATION HANGER MODE	3632153	1	Each	8.0000	14.0000	112.00	0.00	0.00	112.00
<input type="checkbox"/>	2	UNKNOWN	MODEL SH-2-120 ISOLATIO	3632153	2	Each	4.0000	14.0000	56.00	0.00	0.00	56.00

[+ Add new invoice line](#)

a.

b.

c.

Subtotal: 168.00 USD
Total Tax: 0.00 USD
Total Freight: 0.00 USD
Total: 168.00 USD

d. [Save](#) [Delete](#) [Reset](#) [Export to PDF](#) [Send](#) [Flip to Credit](#)

Deleting Invoice Line Items

You will Delete a line item if you are not invoicing for any of that particular item.

To Delete a line item off of the invoice, refer to the steps below.

- a. Select the checkbox next to the line(s) to be deleted.
- b. Select "Remove selected lines"

a.

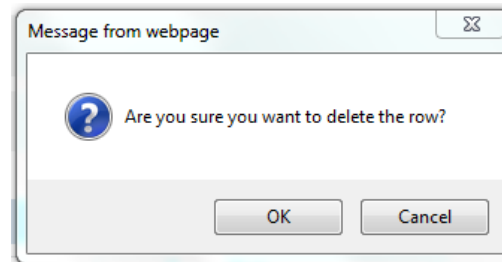
b.

Remove selected lines

<input type="checkbox"/>	Line*	Product Code*	Description*	PO Number	PO Line	UOM	Quantity	Unit Price*	Line Price	Taxes	Freight	Total
<input type="checkbox"/>	1	UNKNOWN	ISOLATION HANGER MODE	3632153	1	Each	8.0000	14.0000	112.00	0.00	0.00	112.00
<input checked="" type="checkbox"/>	2	UNKNOWN	MODEL SH-2-120 ISOLATIO	3632153	2	Each	4.0000	14.0000	56.00	0.00	0.00	56.00

+ Add new invoice line

- c. Select OK to confirm the deletion of the lines.



*Please note:

Deleting lines is to be done for items you are not invoicing (example: backorders). Invoices with line items of zero quantity will not be accepted.

Never increase the price of a line item. The PO will need to be adjusted prior to submitting the invoice. Contact your requestor to have the PO adjusted.

Completing and Submitting Invoice

After reviewing all header and line information on the invoice, scroll to the bottom of the invoice. If the invoice and footer totals are correct, click the “Send” button to submit your invoice to JCI.

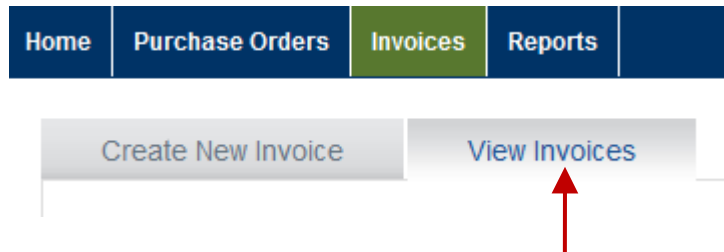


The send button will no longer be available once the invoice has been sent successfully and a message at the top of the page will read “The Vendor State has Changed to Sent”

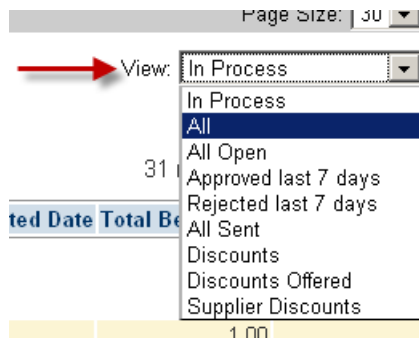


Checking Invoice Status

Click on the “Invoices” tab and select the “View Invoices” subtab.



Scroll to the right, locate the View drop down and select “All”.



d. A listing of all invoices will appear.

<input type="checkbox"/>	Johnson Controls Test	Building Efficiency - Johnson Controls	KSAMPLE ONE	DLS-0718-001	Approved	Sent	7/18/2012	8/22/2012	7/23/2012	7/23/2012 14:23:38	168.00
<input type="checkbox"/>	Johnson Controls Test	Building Efficiency - Johnson Controls	KSAMPLE ONE	DLS-0718-010	Received	Sent	7/18/2012	8/17/2012	7/18/2012	7/18/2012 15:22:41	120.00
<input type="checkbox"/>	Johnson Controls Test	Building Efficiency - Johnson Controls	KSAMPLE ONE	DLS-0718-009	Approved	Sent	7/18/2012	8/17/2012	7/18/2012	7/18/2012 10:34:03	112.00
<input type="checkbox"/>	Johnson Controls Test	Building Efficiency - Johnson Controls	KSAMPLE ONE	DLS-0718001	Approved	Sent	7/18/2012	8/17/2012	7/18/2012	7/18/2012 9:51:39	154.00
<input type="checkbox"/>	Johnson Controls Test	Building Efficiency - Johnson Controls	KSAMPLE ONE	DLS-0717-02	Approved	Sent	7/17/2012	8/16/2012	7/17/2012	7/17/2012 12:33:52	168.00
<input type="checkbox"/>	Johnson Controls Test	Building Efficiency - Johnson Controls	KSAMPLE ONE	DLS-0717-04	Approved	Sent	7/17/2012	8/16/2012	7/17/2012	7/18/2012 9:59:37	112.00
<input type="checkbox"/>	Johnson Controls Test	Building Efficiency - Johnson Controls	KSAMPLE ONE	DLS-0717-2012	Approved	Sent	7/17/2012	8/16/2012	7/17/2012	7/17/2012 9:21:14	0.00
<input type="checkbox"/>	Johnson Controls Test	Building Efficiency - Johnson Controls	KSAMPLE ONE	0717-006	Approved	Sent	7/16/2012	8/16/2012	7/17/2012	7/17/2012 13:26:00	112.00

About Invoice Status

1. Buyer State – Blank Supplier State – Proposed

Purchase Order was flipped into an invoice but was not sent to Johnson Controls – Click on the invoice line to open, edit, & send

2. Buyer State - Received Supplier State - Sent

Invoice has been sent & Johnson Controls has received it & is reviewing it

3. Buyer State – Approved/Exported Supplier State – Sent

Invoice was sent to & accepted by Johnson Controls. Contact accounts payable department for payment status

4. **Buyer State – Disputed** **Supplier State – Sent**

Invoice was disputed for various reasons. Click on the yellow note under “Alerts” to view the dispute reason. Click on the invoice to edit and resend.

5. **Buyer State - Rejected** **Supplier State – Sent**

Invoice has been rejected by Johnson Controls. Click on the yellow note under “Alerts” to view the rejection reason. The invoice will need to be re-submitted.