The Johnson Controls Electronic Invoice Management Tool

Paymode-X
Documentation for ISP Suppliers
Rev: 19-JAN-21

Johnson Controls

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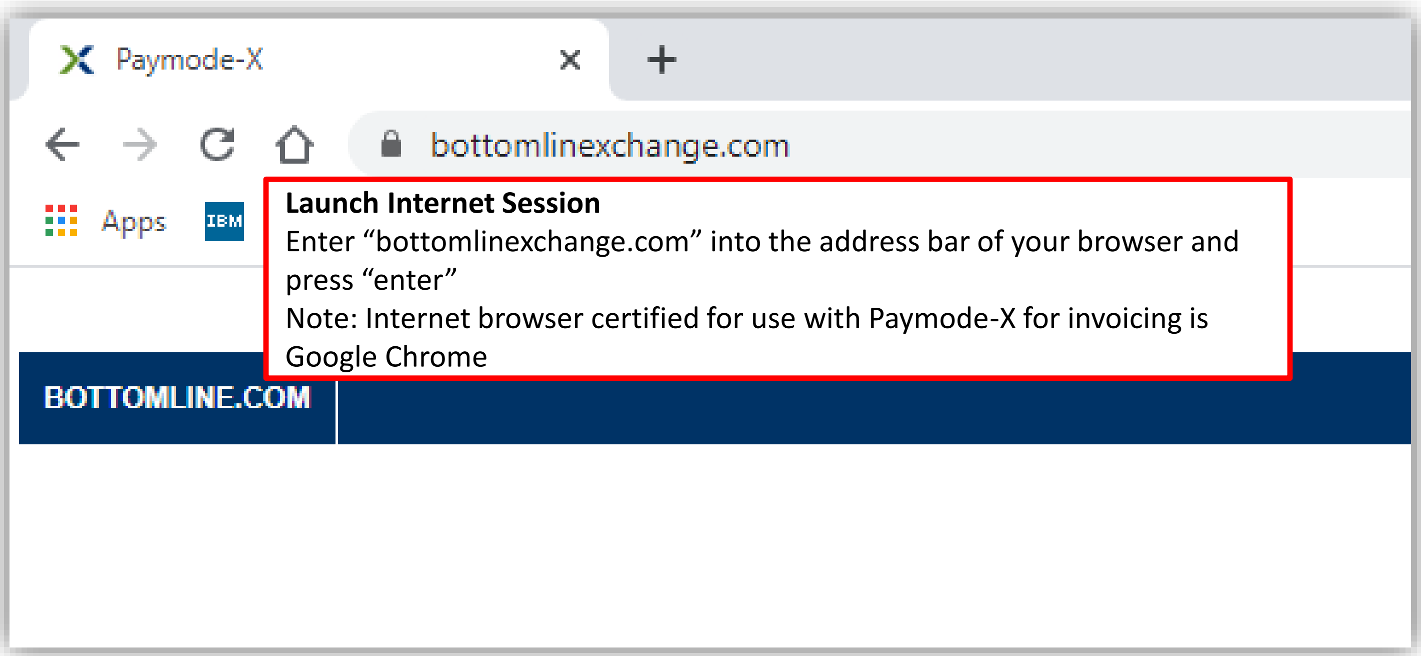
Invoice Reminders

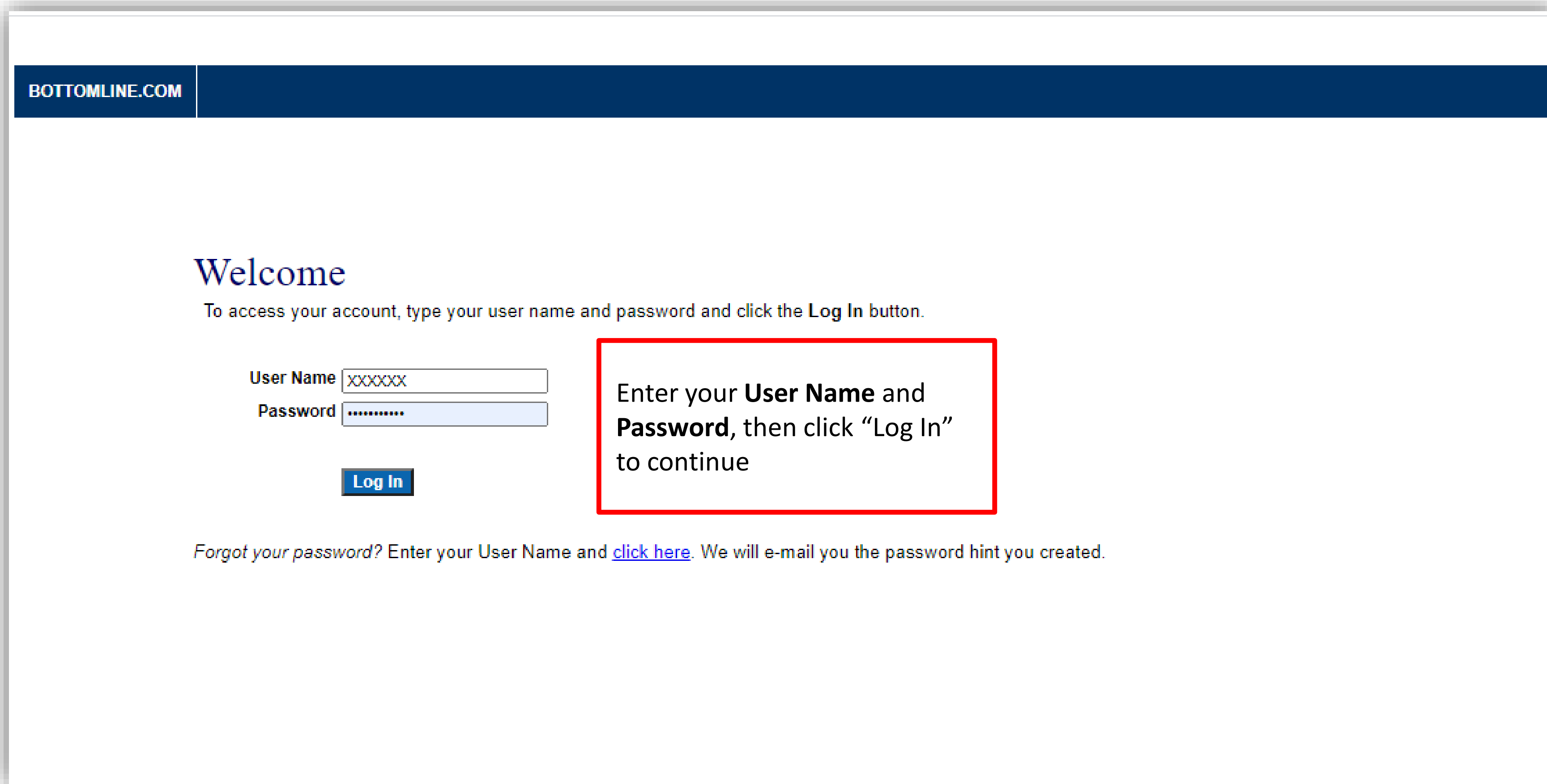
- This documentation is for ISP and ISP-like suppliers only. It specifically covers invoicing against ISP-type transactions (where a project or charge number was provided as the time of order placement instead of a purchase order number). Invoices against ISP-type transactions must be submitted electronically. Do not send a paper copy of the invoice. Payment is only made from the electronic invoice.
- For instructions on how to enter an invoice against an actual purchase order number, please see the “Paymode-X Manual”.
- JCI requires the electronic invoice by 9:00 a.m. the next business day after the product has been picked, shipped or a service has been delivered.
- Please contact the Johnson Controls Support Team should you have questions relating to the Paymode-X Tool:
  1. Phone: 866-205-8838
  2. eMail: be-supplier@jci.com
- 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 Milwaukee Business Center:

     Phone: 800-382-2804 (Option 5, 2).

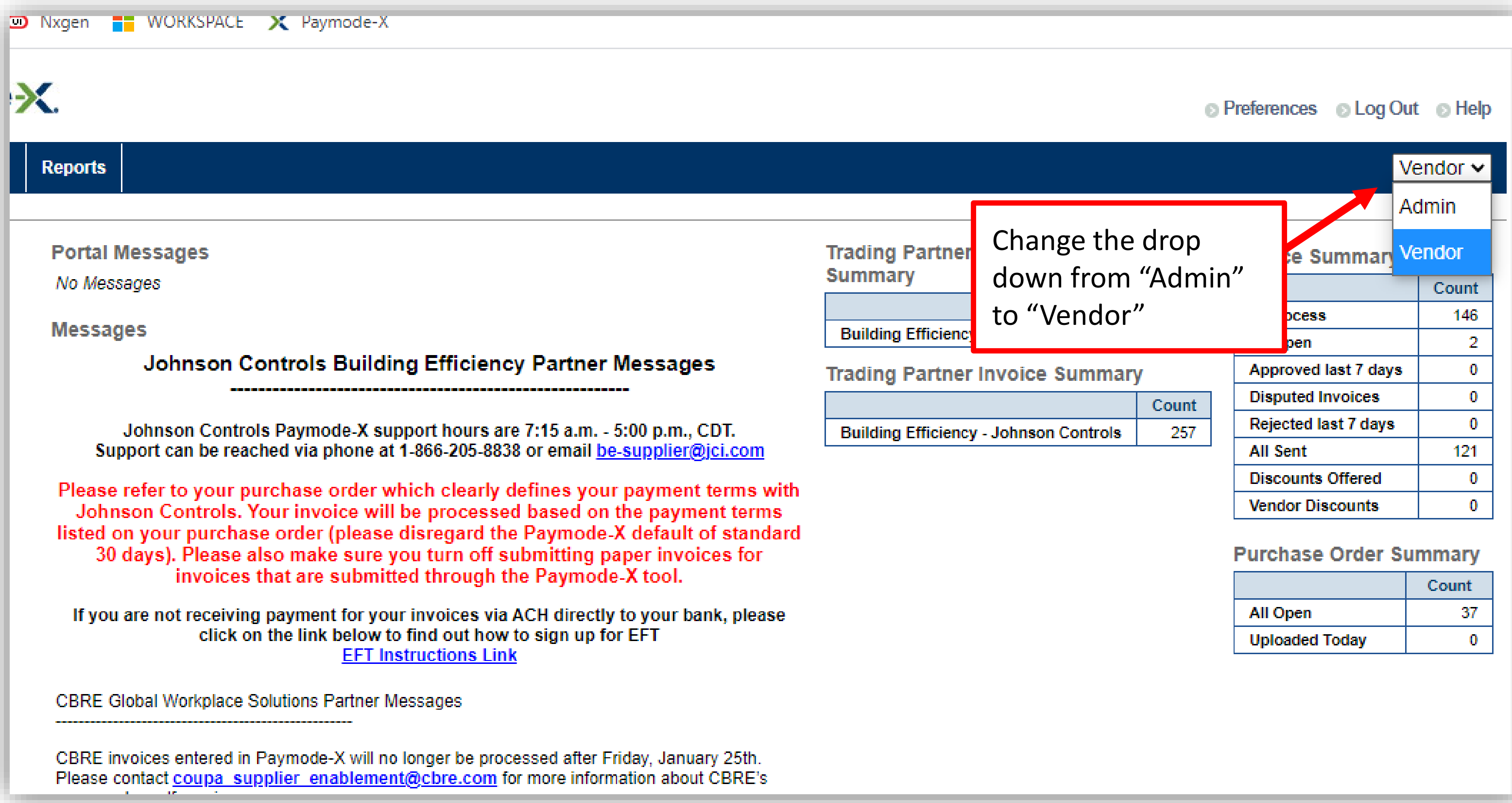
Login to Paymode-X



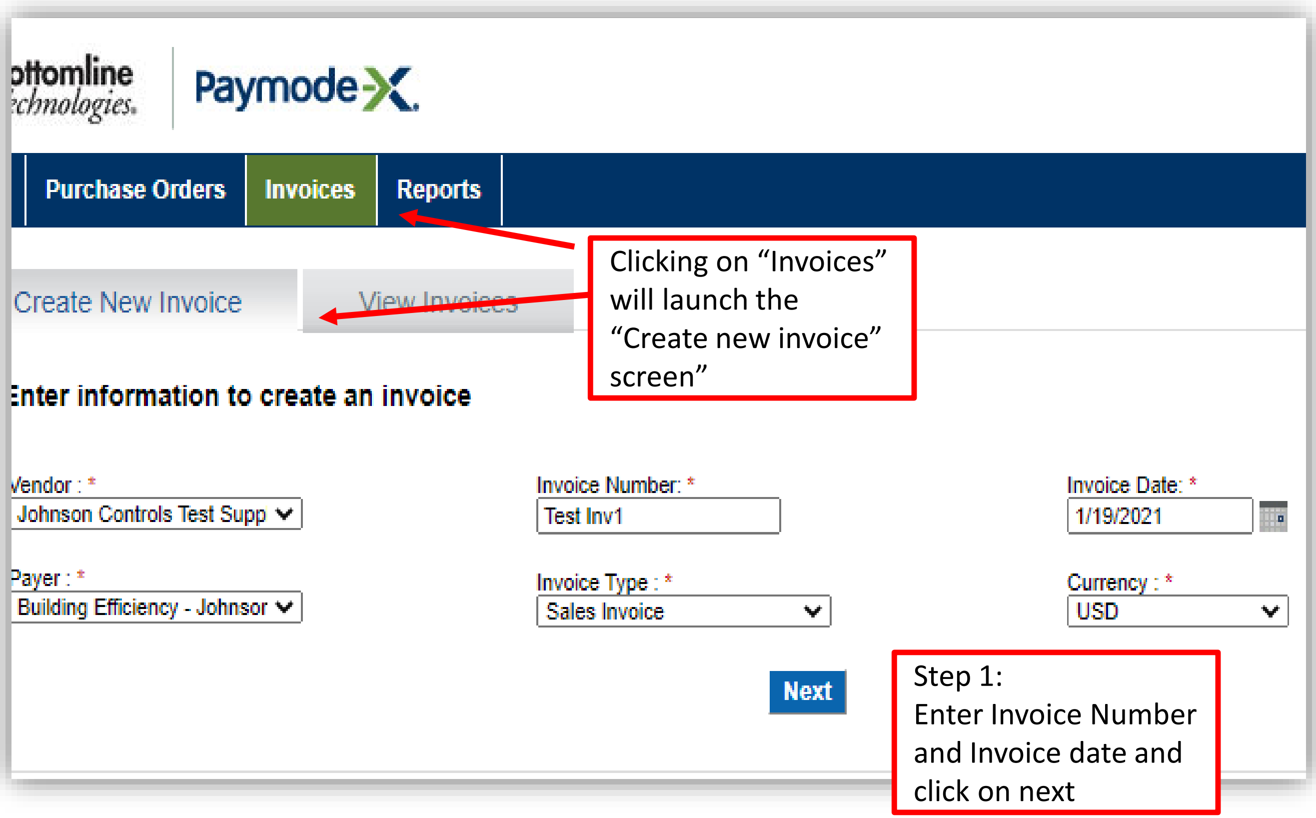
Login to Paymode-X (Continued)



Login to Paymode-X (Continued)



Entering Header Level Information



Make sure that the correct information is selected as follows:

Vendor = Your company name

Invoice Number = Your invoice number (invoice numbers may not exceed 20 characters)

Invoice date = Change to actual date of the invoice

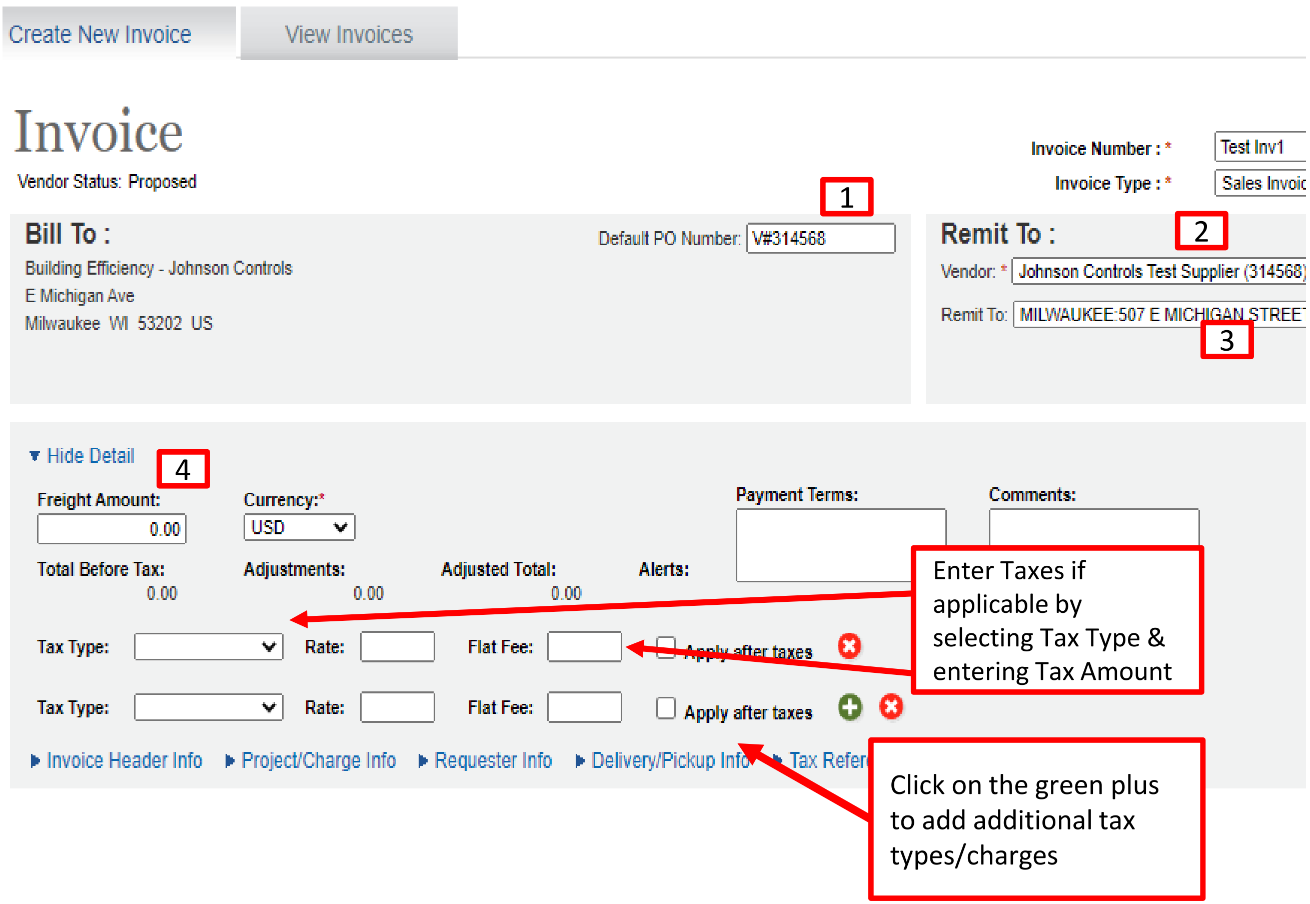
Payer = "Building Efficiency-Johnson Controls"

Invoice type = "Sales invoice" (Change to "Credit note" if applicable)

Currency = "USD" or "CAD"

Click on "Next"

Entering Header Level Information (Continued)



Click "Show Detail" to expand header detail if not already displayed. Continue entering the header information as follows:

1) Default PO Number = Enter the blanket PO number assigned by Johnson Controls (V#.......)

2) Vendor = Confirm that your company name is selected

3) Remit To = Select the appropriate payee for remittance

4) Freight Amount = Enter freight charge, if applicable

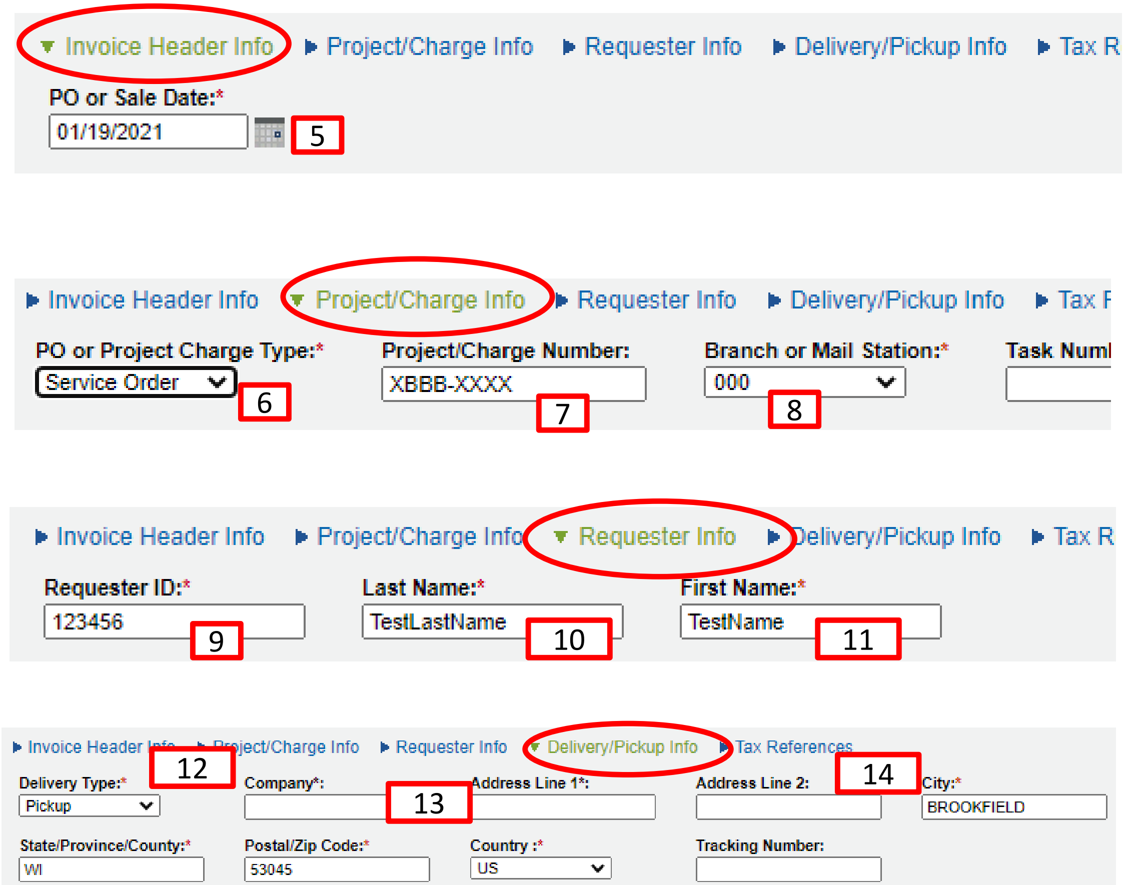
Charging tax?

Select Tax type from drop down if charging tax. Enter amount of tax in the Flat Fee Field.

Please disregard the following: Due Date, payment terms (payment terms are pre-loaded in Johnson Controls system)

Comments = you may enter notes for your reference, these notes are not sent to Johnson Controls

Entering Header Level Information (Continued)



5. Click "Header Information" Enter the PO or Sale Date = The day Johnson Controls placed the order (Under "Header Information" UDF Tab)

6.Select the applicable Project/charge type from the drop- down menu

7.Enter the Project/Charge number. Dashes and spaces are critical. See "Project/ Charge Reference Sheet" in your ISP folder for required project/charge # formats

8.Select the "JCI Branch or Mail Station Number" The JCI branch should be the last 3 characters before the dashes in the Project/Charge Number. Headquarters Overhead numbers require a mail station.

9, 10 & 11. Enter the requestor/s ID number, last name and first name. For ISP suppliers servicing National Services under the ISP program, the ServiceConnect ID number is used instead of the employee ID number.
Example: Y1058689

12. Select delivery type, pickup or deliver

13. Enter JCI for company or the company to which delivery was made, if picked up, enter your company name

14.Enter either the "ship to" address or your company address (picked up at address)

Adding Line Items to the Invoice

15

Remove selected lines

	Line*	Product Code*	Description*	PO Number	PO Line	UOM	Quantity	Unit Price*	Line Price	Taxes	Freight	Total
	1	KE-8222	GADGET, RED, 12"	V#366369		Each	2.0000	4.9900	9.98	0.00	0.00	9.98

15:

-Enter line # under line

-Product code = Enter product or service part number

-Description = Enter the description of product or service being invoiced for.

-PO Number = leave blank if not defaulted.

-PO line = leave blank

-UOM = Unit of measure

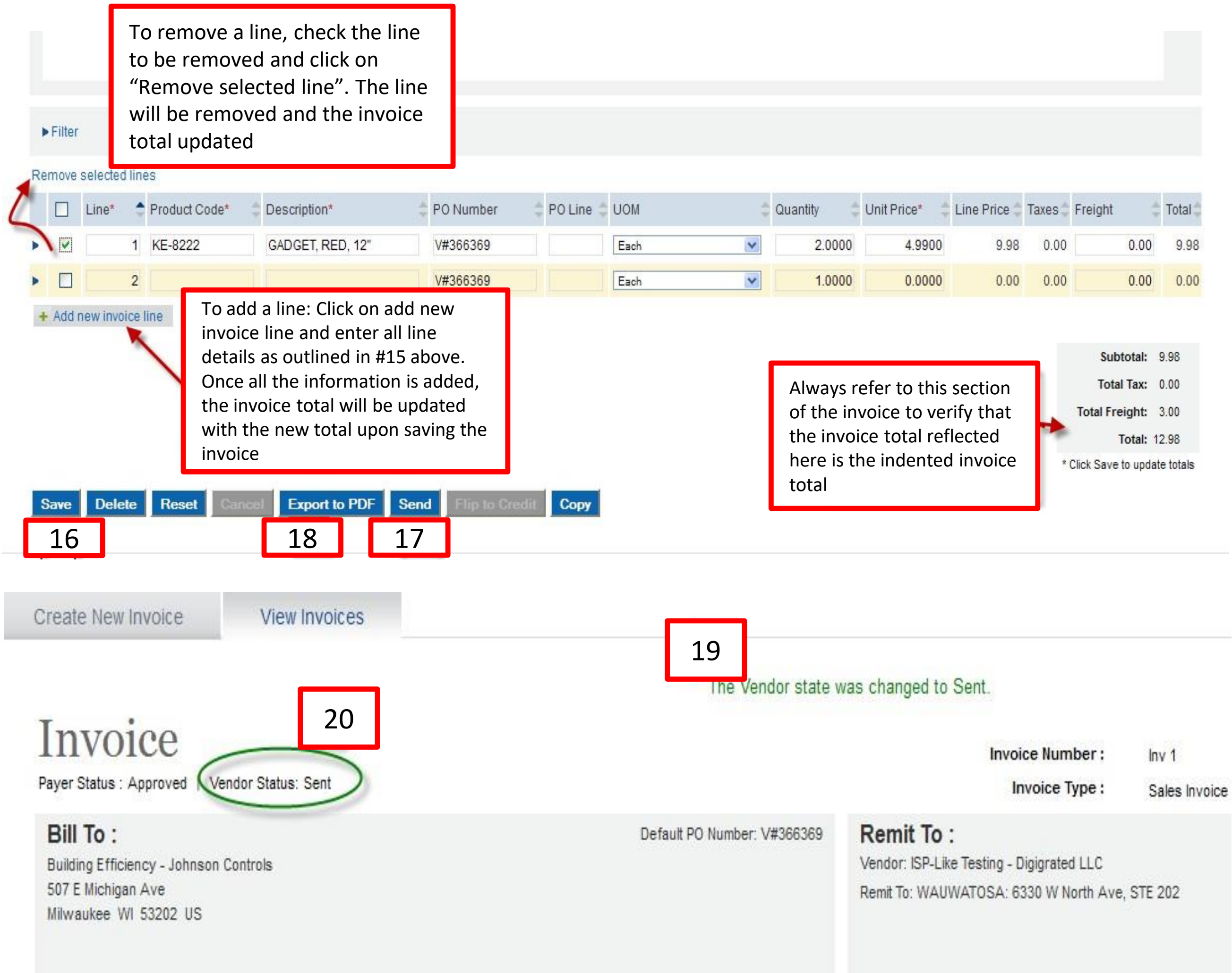
-Quantity = quantity delivered or picked up

-Unit price = price per each product/service

-Line price = will be calculated once unit price and quantity are entered

-Taxes and freight should be left blank (already entered above)

Saving & Sending the Invoice



16. Once all information is entered, click Save on the button bar at the bottom of the page. Review the totals to insure they match your intended invoice amount

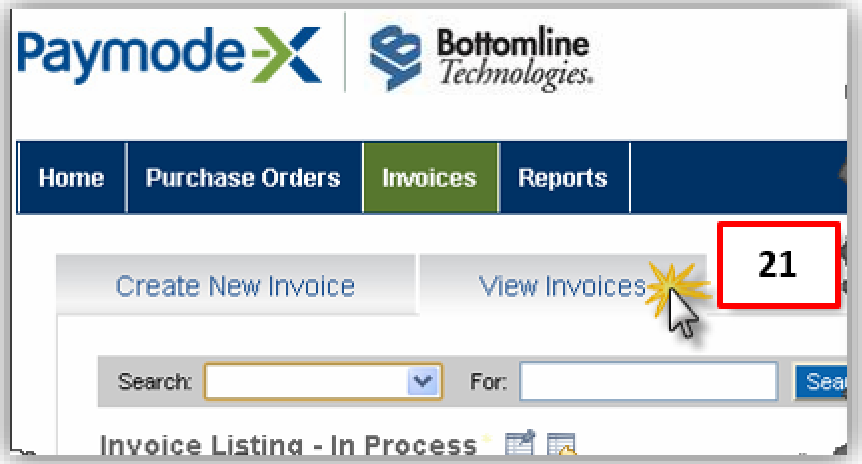
17. Click on send to submit the invoice and check for any error messages. If the invoice is error-free and successfully sent, you should get a message "The Vendor state was changed to Sent" on the top part of your invoice, as in #23 below.

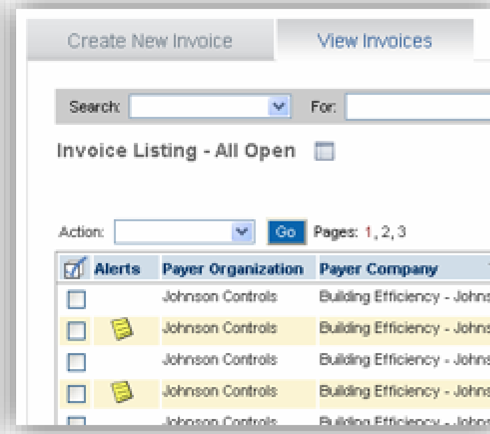
18. To print the invoice, click on export to PDF and then print it.

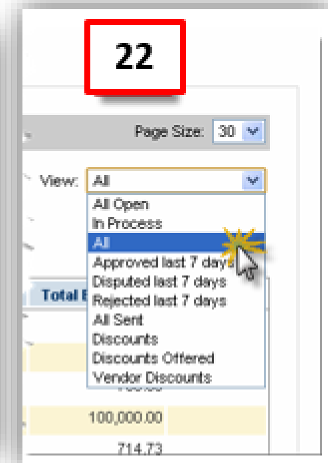
19. Upon completion of the invoice, make sure that you get the message: "The Vendor state was changed to Sent"

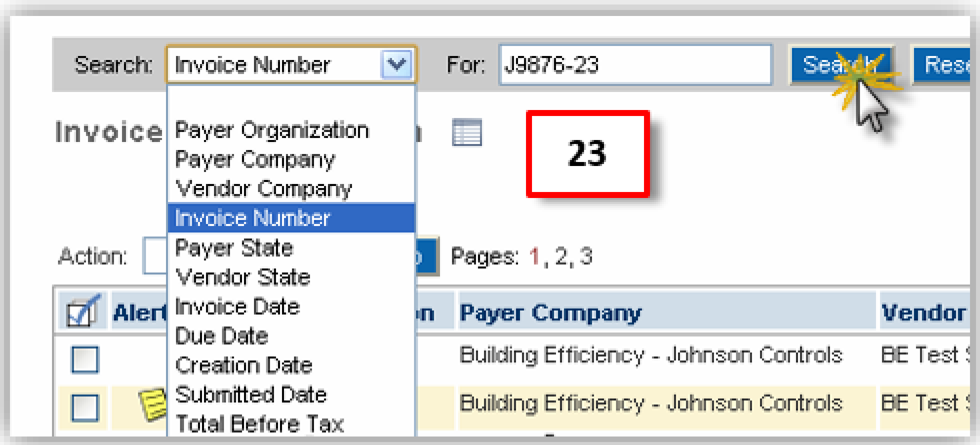
20. The sent invoice will also show the vendor status of "Sent"

Searching for an Invoice









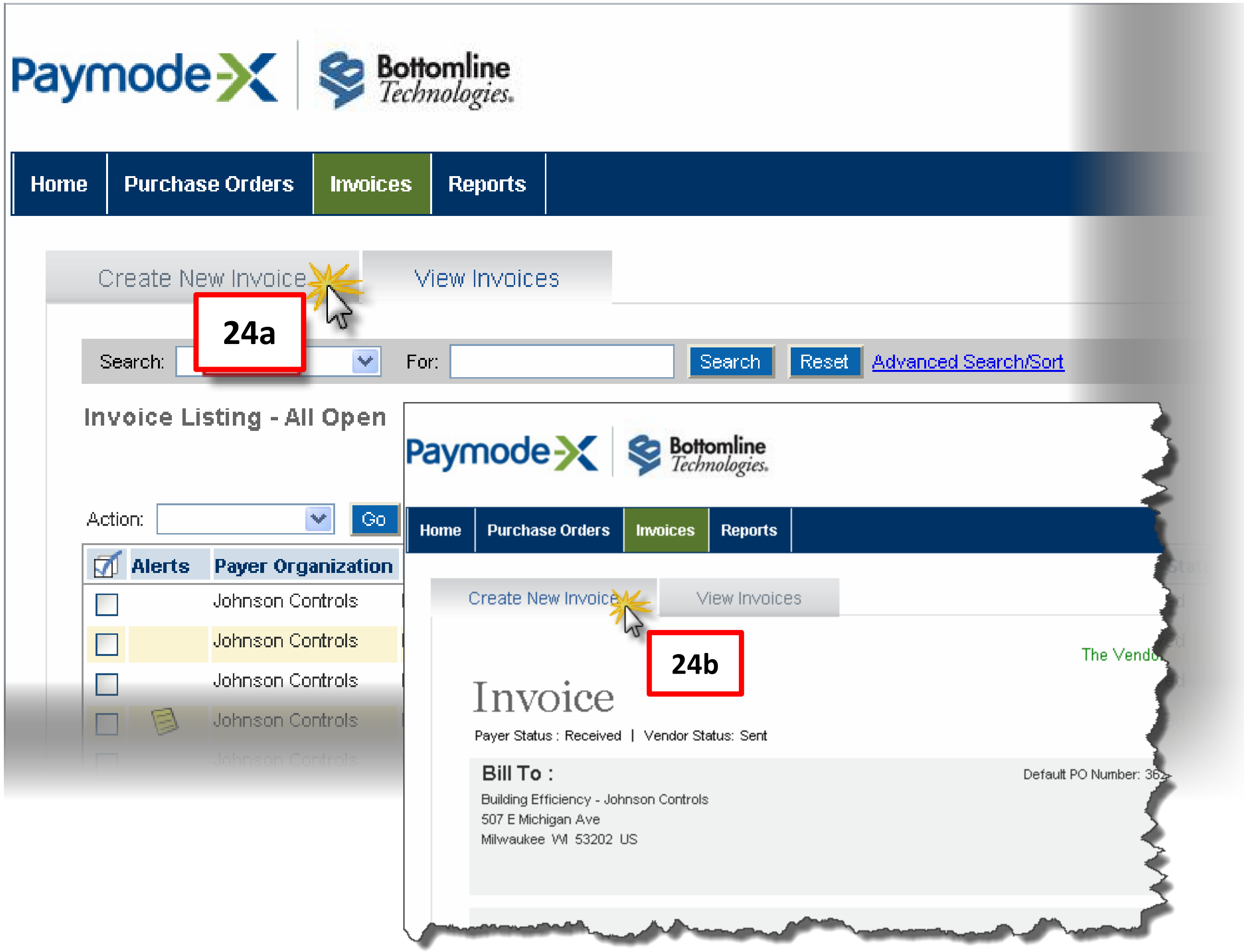
21. Click on view invoices

22. Always make sure that “All” is selected in the View drop down.

23. You may select invoice number on the scroll down menu and enter the invoice #, if known.

* Once all invoices are displayed, you may sort the data by invoice number, payer state, vendor state, invoice date, creation date, submitted date and total before tax

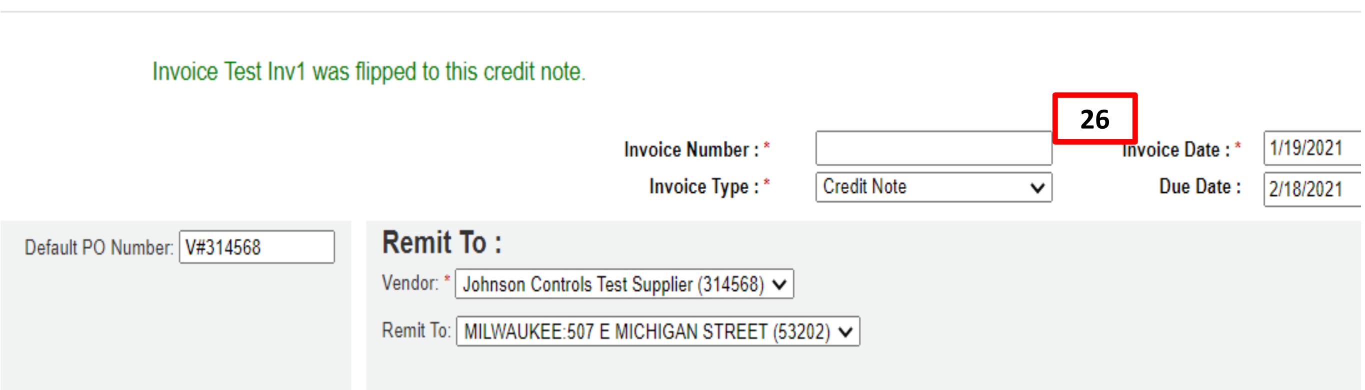
Starting a New Invoice



24. Click on "Create New Invoice" tab and follow the steps as outlined in prior steps. This can be done from the list of invoices (24a) or while viewing the details of a specific invoice (24b)

Issuing a Credit Memo

25. After opening up the invoice to create a credit memo against, scroll down to the bottom of the invoice and select "flip to credit"

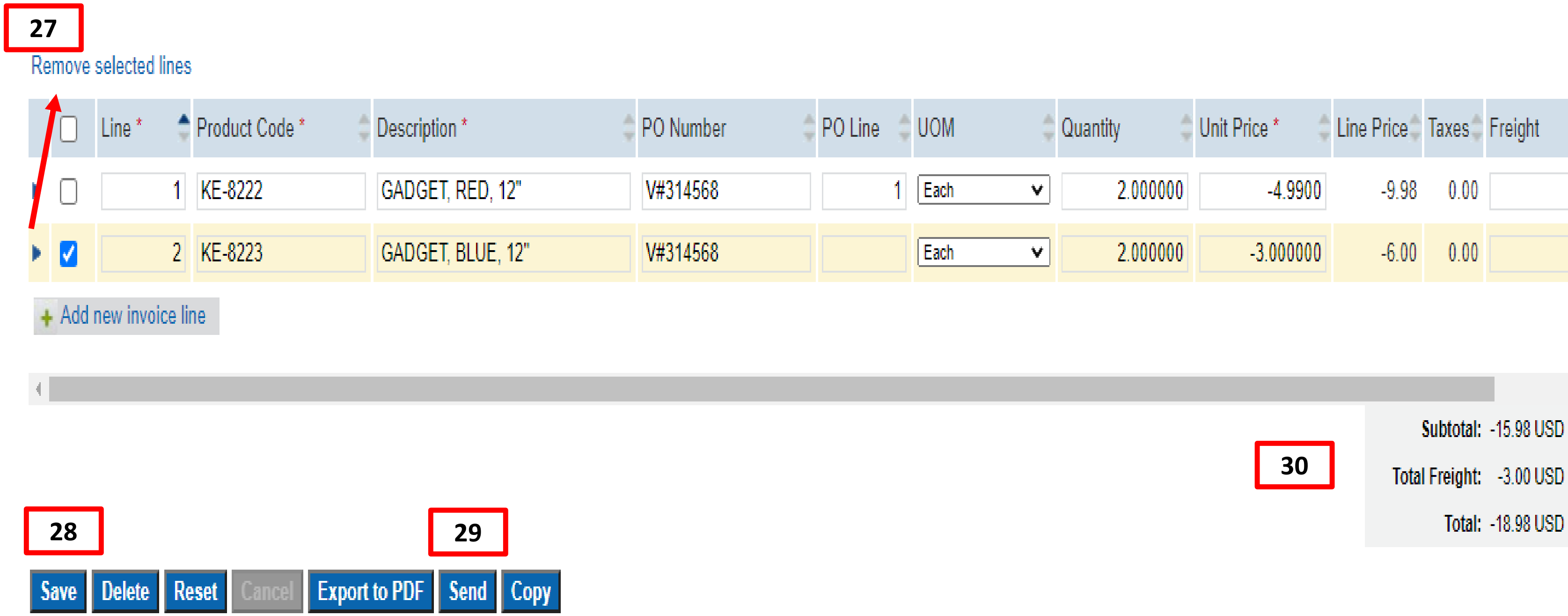


Once the invoice is flipped to a credit, your should get a message at the top of the screen that an invoice #..was "flipped to this credit note"

26. Enter the credit note/invoice #and invoice date. Make sure that the invoice type is " credit note"

All the other information will be pre-populated

Issuing a Credit Memo (Continued)



27. You have an option to create partial credit by removing the selected line and only invoicing for remaining lines.

28. Save the invoice to update the total

29. Click on send and look out for the message “The Vendor state was changed to Sent”

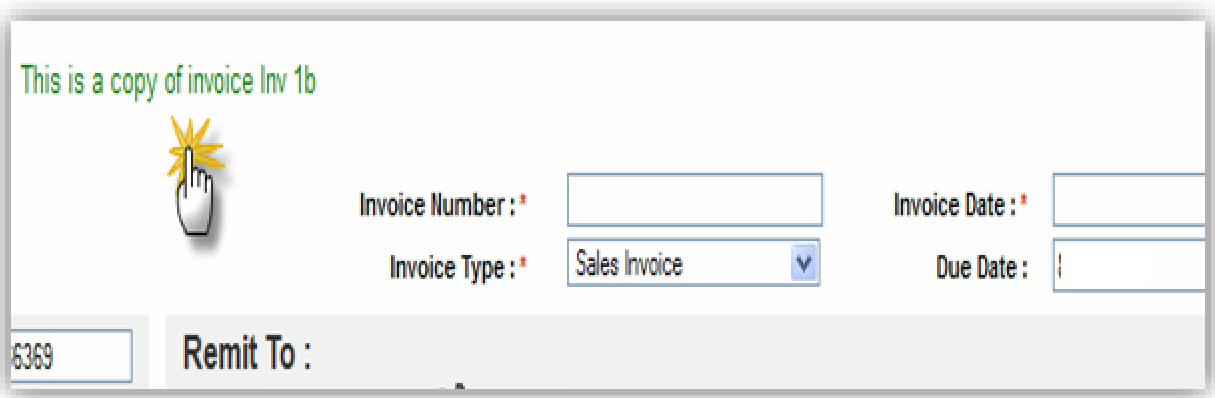
30. Verify that the resulting total is the intended invoice total, also note that a credit note will have indicate a negative amount.

Note: Insure that any taxes entered in the Tax Group fields are entered as negative or removed if not applicable. The values entered in the Tax Group fields will NOT be reflected in the Total Tax field in the invoice summary.

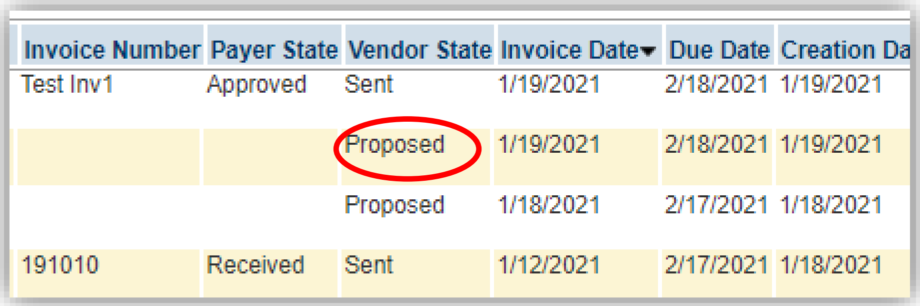
Copying an Invoice

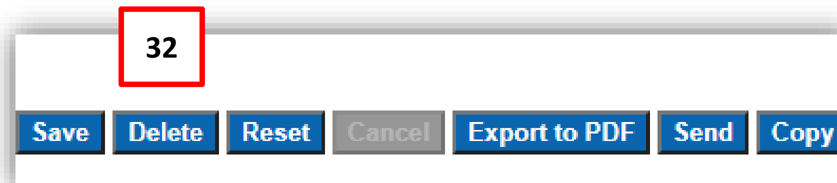
31. Select the invoice to be copied, scroll down to the bottom of the invoice and click on copy. You will get a message that “This is a copy of invoice X”. Enter an invoice number and invoice date, save the invoice and send it.

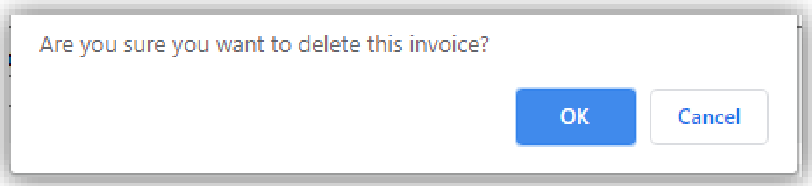
Note that you also have an option to remove the lines you do not wish to invoice for.

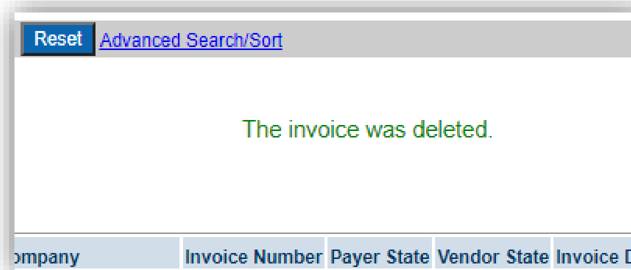


Deleting an Invoice









32. Only invoices in a "Proposed" state can be deleted. This can be done by opening up the invoice, clicking on delete located on the bottom of the invoice screen. You will get a pop-up window asking you if you are sure that you would like to delete the invoice, click on yes and the invoice will be deleted. You will also get a message that "The invoice was deleted"

Alerts

- Saving the invoice does not submit the invoice, you still have to click on the send and make sure that the invoice state is “Sent”. The invoice state of “Proposed” means that the invoice is not yet submitted.
- Credits should be positive quantity, negative price. Otherwise you will get an error message “Error invalid number format”.
- If you are timed out while creating an invoice and before you send it, the invoice will most probably on the list of invoices with the invoice state of “Proposed”.