

MIDDLE EAST

Dear valued supplier,

Johnson Controls places great importance on our supplier relationships. We understand a supplier's need to receive timely payment and we are committed to enable that performance. We have discovered that errors or missing documentation continue to be a primary root cause of late payments. We need your support with the following requirements to ensure that you are paid on time:

1. **Correct and visible PO Number: DO NOT accept orders or provide goods and services without an official Johnson Controls purchase order (PO) document.** After you have received the PO, be sure to include the unique PO number on each supplier-generated invoice.
 - Invoices cannot be paid without the corresponding Johnson Controls-provided PO numbers.
 - If your Johnson Controls Contact has advised that a purchase order is not required please include your contact's name in place of the purchase order.

IMPORTANT: Invoices cannot be paid without the corresponding Johnson Controls provided PO numbers.

2. **Invoice submittal:** If you have any questions regarding your remit address, see below or contact the Johnson Controls Accounts Payable Helpdesk at: *regional email address* or call *regional contact number*

- All invoices have to be submitted in PDF: Please reference to our PO for proper remit to email address or you can see the enclosure for the proper email address. **Do not send Paper invoices in parallel to .pdf submission.**

Kindly respect the 10 rules for pdf invoice submission to avoid rejection or deletion:

1. This email is Johnson Controls Building Efficiency exclusive
2. Do not combine invoices related to multi Johnson Controls entities
3. Only send pdf invoices to BBC where it is legally allowed from country statutory
4. Always send **one invoice in one .PDF**
5. Do not send more than 20 .PDF documents in one email
6. Do not send .XLS spreadsheets, .DOC word documents, .ZIP or .XML files
7. Do not send duplicated information
8. Screen-shots or pictures embedded in an email are not read
9. Password protected files are not read
10. Do not send messages bigger than 15 MB

3. **Golden Invoice Rules:** Invoice document must show some of the required fields to identify and record the details properly in the accounts payable system and allow a timely payment.

Please see attached document showing the requirements as example

This is the proper protocol. To prevent any disruption in payment, **please forward this notification to all affected departments within your organization.** Please include sales, customer service, accounts receivable and shipping/logistics. Failure to follow this process adds considerable cost to our business to resolve past-due payable issues on a timely basis and delays payment to you.

We are committed to continuously improving our business processes and your experience with Johnson Controls. Our goal is to not only meet but exceed your expectations.

In case of any specific question kindly ask you to contact our local Procurement Team in the country directly for further details.

Thank you in advance for your support.

VP Procurement - Building Efficiency

Golden Rules GmbH.⁰¹

Bill to

Johnson Controls International LLC
Example street 3
Dubai UAE
Tax ID 8845454 ¹⁵

⁰²**Contact us**

Tel 0044 214 123 456
Email golden@rules.com
Tax ID 69-2845654 ⁰³

Ship to

Johnson Controls Air Conditioning
Example Street 33
Dubai UAE

⁰⁴**INVOICE**⁰⁵

Number INV12345 ⁰⁶
Date 03/03/2016 ⁰⁷
PO 4000111 ⁰⁸

Description ⁰⁹	Quantity	Price	Amount
Material A	100	20	2000
Material B	100	10	1000
Discount			-500
<i>EXAMPLE</i>			
		Subtotal	2500 USD ¹¹
		Tax	0 USD ¹²
Terms NET60 ¹⁰		Invoice total	2500 USD ¹³

Send payment to:

Golden Rules GmbH. Bank: Citi Bank, SWIFT: WST5FFF, IBAN DE 3408200002444 ¹⁴

Thank you for your business!

Required Invoice details

- 01 Vendor name
- 02 Bill to details - JCI legal entity name and address
- 03 Vendor Tax ID/ GST Number
- 04 Address where the goods delivered or services provide
- 05 Title of document – Invoice or Credit Memo
- 06 Unique sequence number – invoice number or credit memo number (CM must refer to original document)
- 07 Invoice date
- 08 Purchase Order number – No PO/ No Pay principle (only suppliers categorized as PO suppliers)
- 09 Description – detail of the charge such as subject, quantity, price etc.
- 10 Payment terms
- 11 Taxable amount
- 12 Tax amount
- 13 Invoice total to be paid and invoice currency
- 14 Bank details (Company Name/Bank/SWIFT/IBAN)
- 15 Customer TAX ID / GST Number