Asia-Pacific (APAC) Invoice Submission Requirements

Johnson Controls places great importance on our supplier relationships. We understand a supplier's need to receive timely payment and we are committed to enabling 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.

To smoothen the invoice processing, please help to ensure that invoices can only be issued on or after the goods delivered or the service rendered as per Purchasing Order or Signed Contract with Johnson Controls.

➢ **Invoices must be printed, legible and contain below information:**

- Purchase Order (PO) Number
- JCI's and Supplier's legal entity name and address
- Supplier Invoice number and invoice date
- Correct supplier's ABN/GST number
- Total invoiced amount, the amount before taxes and the amount of tax
- Name of JCI's person and email address
- Name of Supplier's contact person and email address
- Supplier's bank information
- Delivery Note Number and "Ship to" location
- Goods item number and description
- Unit price and quantity
- Currency based on ISO 4217 currency list
- Any other information required by local laws and regulations

➢ **Electronic copies of invoices must fulfill the following requirements:**

- Each invoice can only contain one purchase order number/one delivery note number. If you are billing for multiple POs/delivery notes, please submit multiple invoices
- One invoice (including multiple pages) one PDF file is acceptable
- Multiple invoices in one PDF file are not acceptable
- PDF or TIF-file format is acceptable
- Secure PDF files or packed/archived files are not acceptable
- Compressed documents (e.g. .zip folder) are not acceptable
- Each email maximum size is 10MB

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.

Thanks in advance for your support.