

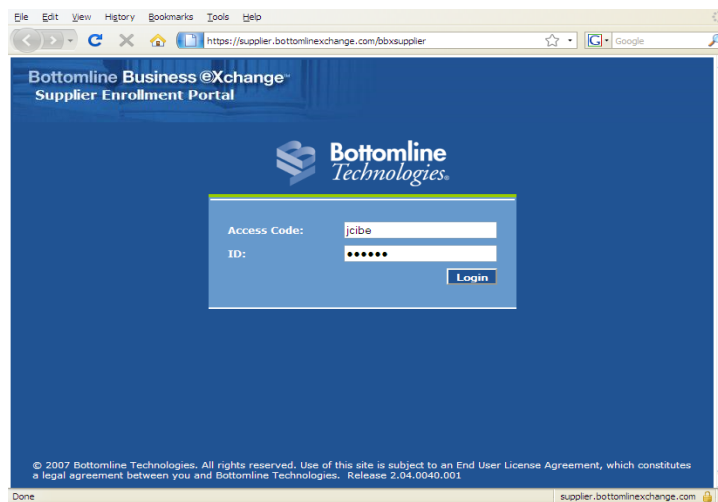
# Supplier Enrollment Instructions

In our global initiative to become more energy efficient and sustainable, Johnson Controls has partnered with Bottomline Technologies to implement a web-based electronic invoicing system. The Bottomline Business eXchange™ (BBeX) allows any supplier to create an invoice using an Internet browser and submit it to Johnson Controls for payment. There is no cost to the supplier for this service.

These instructions detail the steps necessary to register for BBeX. Participation in this program is not optional. If you have been directed to the *Supplier Enrollment Portal*, you must complete the enrollment process and submit invoices through BBeX. For support or issues with this process, please contact the Johnson Controls BBeX Supplier Support Team at 1-866-205-8838 or [be-supplier@jci.com](mailto:be-supplier@jci.com).

## Instructions

1. Start an internet browser session.
2. In your address bar enter the address <https://supplier.bottomlinexchange.com>. The following screen is displayed.



3. Log in to the Enrollment Portal:
  - a. In the login screen “Access Code:” field enter “jcibe” (must be lowercase).
  - b. In the “ID:” field enter your Johnson Controls vendor number. (Dots will display while doing so.) Your vendor number may be found on your Johnson Controls purchase order in the upper left portion under the “Vendor No.” heading.

**Johnson Controls**

All Johnson Controls standard terms and conditions related to the purchase of goods and services on this purchase order are included and in force. The terms may be accessed via the following website [www.johnsoncontrols.com/betandc](http://www.johnsoncontrols.com/betandc)

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**Supplier**

**BIG TIME CONSTRUCTION LLC**  
2600 CORPORATE DRIVE  
MADISON, WI 56327-1020

**Bill To:** JOHNSON CONTROLS, INC  
ELECTRONIC INVOICING:  
[www.johnsoncontrols.com/be-supplier](http://www.johnsoncontrols.com/be-supplier)  
Support: 1-866-205-8838

**Ship To:** SERVICES RENDERED  
ON SITE  
United States

Order Date/Buying Agent	Revised Date/Buying Agent	Vendor No.	Contact Phone
13-APR-09 DUROW, K		892351	(414) 524-4000
Ship Via	Payment Term	F.O.B	Vendor Fax No.
	60 NET	ORIGIN	(414) 202-7532

If you are not able to locate your vendor number, contact the BBEx Supplier Support team at 1-866-205-8838.

- c. Upon login you are presented with your user and Company information.

**Bottomline Business@Xchange**  
Supplier Enrollment Portal Logout

Edit Documentation

**Buyer: Building Efficiency - Johnson Controls**

**Company Information**

Tax Identifier: \*

Name: \*

---

**Administrator User**

Name: \*

Email Address: \*

Confirm Email Address: \*

Telephone: \*

Alternate Telephone:

Locale: \*

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**Company Address**

Building:  Room:  Floor:

Department:

PO Box:

House Number:  Street:

City:  State:  Postal Code:

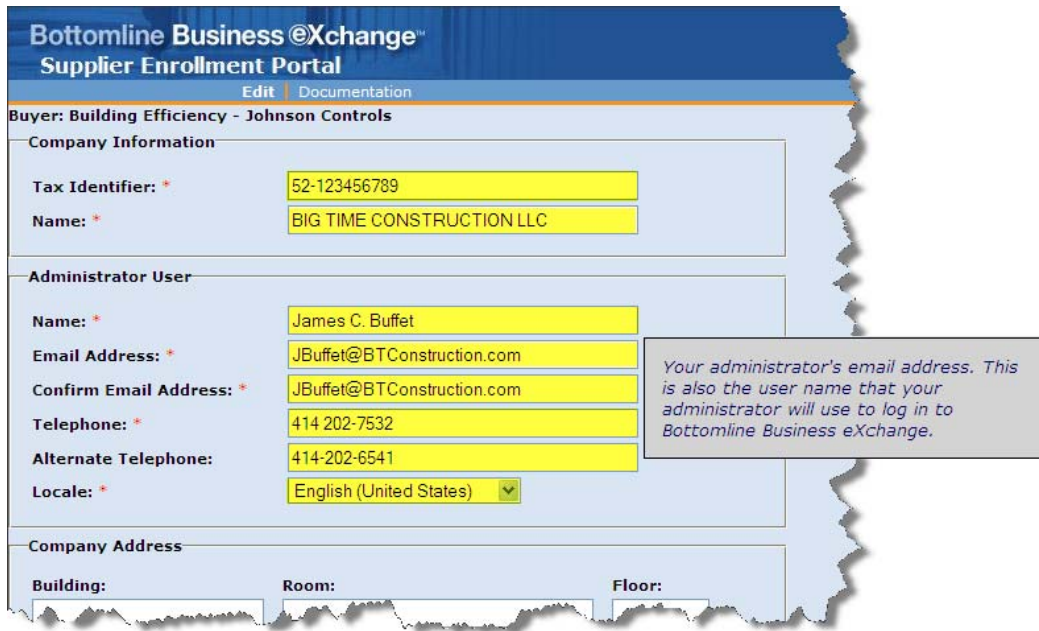
County:  Region:

Country:

Display Tips

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4. Verify and/or modify your user and Company information. Required fields are indicated with a red asterisk (\*). Hovering over a field provides additional information.



**Bottomline Business @Xchange™**  
**Supplier Enrollment Portal**

[Edit](#) | [Documentation](#)

Buyer: Building Efficiency - Johnson Controls

**Company Information**

Tax Identifier: \*

Name: \*

**Administrator User**

Name: \*

Email Address: \*

Confirm Email Address: \*

Telephone: \*

Alternate Telephone:

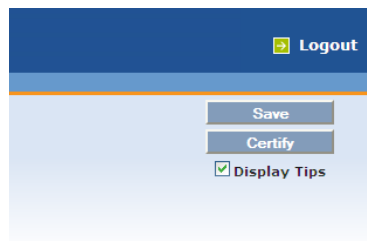
Locale: \*

*Your administrator's email address. This is also the user name that your administrator will use to log in to Bottomline Business eXchange.*

**Company Address**

Building:  Room:  Floor:

- a. Make any changes necessary. All changes will be communicated to Johnson Controls after you have completed the enrollment process.
- b. Before completing the enrollment process, please download the Training and Reference guides for submitting invoices via BBEx.
- c. When satisfied with your information, complete the process by clicking the “Certify” button in the upper right. If you would like to save any changes made and return later to make additional modifications before certifying, click the “Save” button.



[Logout](#)

Display Tips

- d. Upon successful certification you will be presented with a “Thank You” screen describing the next steps.

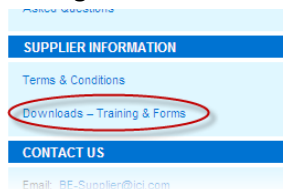
- e. It is important that you modify any spam or junk mail filters to accept mail from “donotreply@bottomlinexchange.com”.



5. Documentation for invoicing with Bottomline eXchange™

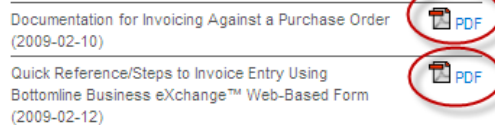
Training and Quick Reference guides are available for download from two sources:

- a. Source One: The Johnson Controls Supplier Portal
  - i. Go to [www.johnsoncontrols.com/be-supplier](http://www.johnsoncontrols.com/be-supplier)
  - ii. In the SUPPLIER INFORMATION block in the lower right, click on “Downloads – Training & Forms

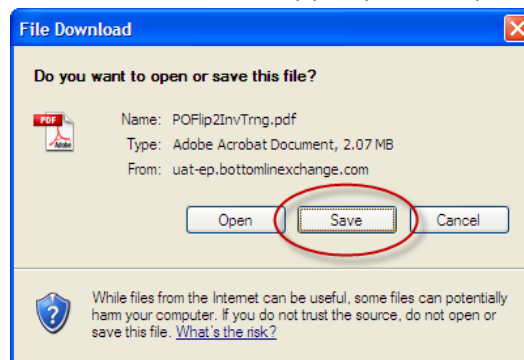


- iii. In the “Bottomline Business eXchange™ Training for Invoicing Against Purchase Orders,” click on the PDF icon to the right of the desired document.

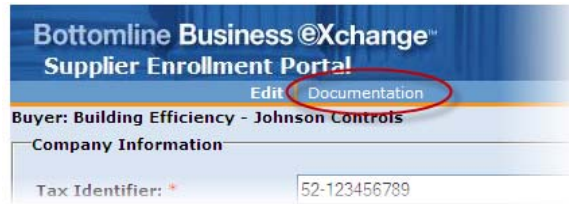
Bottomline Business eXchange™ Training for Invoicing Against Purchase Orders



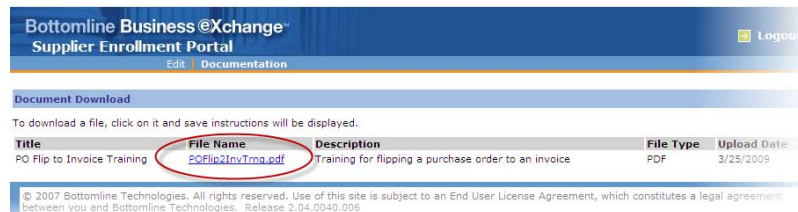
- iv. Click “Save” to save a copy to your computer.



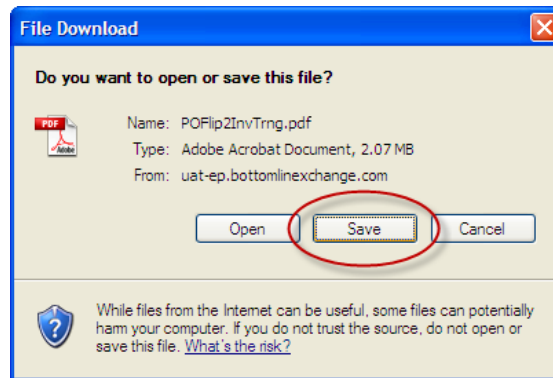
- b. Source Two: Bottomline eXchange™ Supplier Enrollment portal.
  - i. Go to [supplier.bottomlinexchange.com](http://supplier.bottomlinexchange.com)
  - ii. Click on “Documentation” at the top of the page.



- iii. Click on the file name of the document you wish to download.



- iv. Click “Save” to save a copy to your computer.



## Resources

- Johnson Controls Bottomline Business eXchange™ Support
  - Phone: 1-866-205-8838
  - E-mail: [be-supplier@jci.com](mailto:be-supplier@jci.com)
- Johnson Controls Supplier Web Portal
  - <http://www.johnsoncontrols.com/be-supplier>

This site provides links to the BBeX invoicing tool, BBeX Supplier Enrollment Portal, a Frequently Asked Questions (FAQ) page, a BBeX Alerts section and a download page with training documentation and forms.

Thank You for supporting this Green initiative.