



Instructions for Invoicing Subcontract Purchase Orders



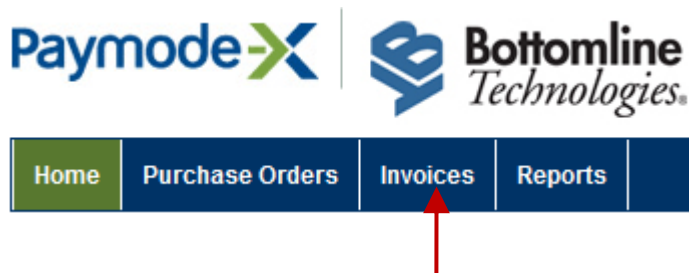
REV 04/23/2013

Submitting an Invoice

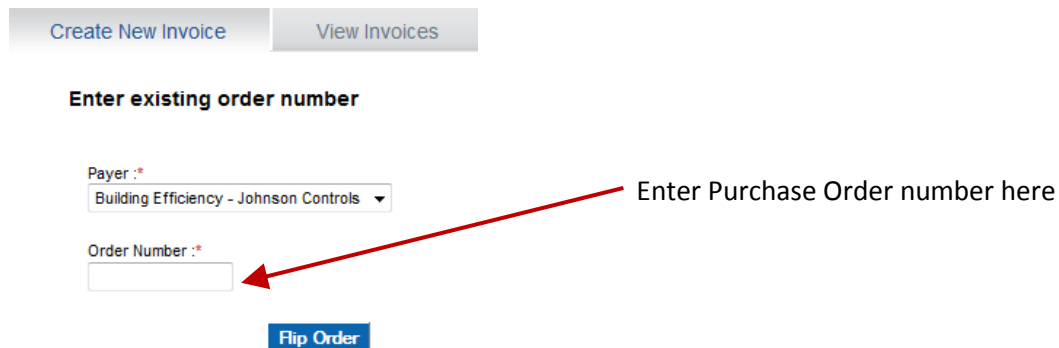
Locate the Purchase Order

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



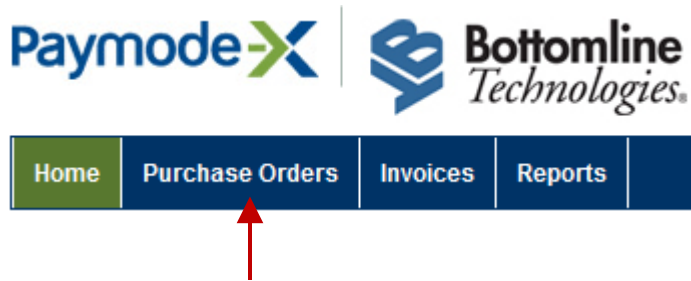
- b. Enter the purchase order number in the following screen and select “Flip Order”:

The image shows a form titled 'Enter existing order number'. At the top, there are two buttons: 'Create New Invoice' (blue) and 'View Invoices' (grey). Below the buttons, the form has a dropdown menu for 'Payer :*' with the selected value 'Building Efficiency - Johnson Controls'. Below that is a text input field for 'Order Number :*' with a red arrow pointing to it from the text 'Enter Purchase Order number here'. 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:

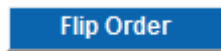
- a. Select the "Purchase Orders" tab to view PO listing



- 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

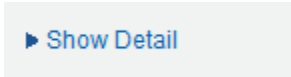
Total Freight: 0.00 USD

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

The screenshot shows an invoice management interface. At the top, there is a 'Hide Detail' button. Below it, there are fields for 'Freight Amount' (0.00), 'Currency' (USD), 'Payment Terms', and 'Comments' (Generated by reorder 6/18/12 12:59 PM.). There are also fields for 'Total Before Tax' (670.65), 'Adjustments' (0.00), and 'Adjusted Total' (670.65). Two tax types are listed: 'US - State & Loc' with a flat fee of 5.00 and 'CAN - GST/HST' with a flat fee of 6.00. A callout box points to a plus icon next to the 'CAN - GST/HST' entry, saying 'Click on the + to add tax'. Below the tax configuration, there are navigation links for 'Header Information', 'Project/Charge Info', 'Requester Information', and 'Delivery/Pickup Info'. A 'Filter' section is also present. At the bottom, there is a table with columns: Line, Product Code, Description, PO Number, PO Line, UOM, Quantity, Unit Price, Line Price, Taxes, Freight, and Total. The table contains one row for Line 1, Product Code 11186, Description 'Liner, Paint, Tray', PO Number US40315, PO Line 1, UOM Each, Quantity 6.000000, Unit Price 1.500000, Line Price 9.00, Taxes 0.00, Freight 0.00, and Total 9.00. To the right of the table, there is a summary table with 'Subtotal: 9.00 USD', 'CAN - GST/HST: 6.00 USD', 'US - State & Local: 5.00 USD', and 'Total: 20.00 USD'. A callout box points to the 'US - State & Local' line, saying 'Save the invoice to show all taxes charged as well as the total invoice (including tax)'.

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

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

Updating Invoice Amount for Partial Invoices

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 the next page 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. Click on Line 1 – Subcontractor Labor & Material
- b. Change the Quantity field to the Gross Amount of the invoice (total amount of the invoice). Do not change Unit 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. Always check the invoice footer totals to ensure that totals are correct (note: JCI tax will not show up in the invoice footer).
- d. Select Save at the bottom of the page to save the line items.

The screenshot displays an invoice management interface. At the top, there is a 'Filter' button and a 'Remove selected lines' link. Below this is a table with the following columns: Line*, Product Code*, Description*, PO Number, PO Line, UOM, Quantity, Unit Price*, Line Price, Taxes, Freight, and Total. The first row of the table is selected and contains the following data: Line 1, Product Code SUBCREI10, Description SUBCONTRACT LABOR & M, PO Number (empty), PO Line (empty), UOM Each, Quantity 10000, Unit Price 1, Line Price 10,000.00, Taxes 0.00, Freight 0.00, and Total 10,000.00. Below the table is an 'Add new invoice line' button. At the bottom of the interface, there is a row of buttons: Save, Delete, Reset, Export to PDF, Send, and Flip to Credit. To the right of the table, there is a summary footer with the following values: Subtotal: 10,000.00 USD, Total Tax: 0.00 USD, Total Freight: 0.00 USD, and Total: 10,000.00 USD. Red boxes labeled 'a.', 'b.', 'c.', and 'd.' are placed over the interface. Box 'a.' is over the line item selection area. Box 'b.' is over the Quantity field. Box 'c.' is over the summary footer. Box 'd.' is over the Save button.

** Gross Amount = The total amount of the invoice. JCI will withhold retention based off of the gross amount of the invoice and the subcontractor agreement.

Reviewing and Submitting Invoices

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 will appear at the top of the invoice stating “The Vendor State has Changed to Sent”



Reminders about Retention:

- Gross Amount (total amount of the invoice) is entered on line 1 of the invoice. JCI Accounts Payable will withhold retention based on the gross amount invoiced and the existing Subcontract Agreement.
- Do not submit an invoice for retention via Paymode-X.
- JCI will work with our internal Accounts Payable department for last payment (final retention) and therefore no invoice will be required from the supplier for the final retention amount. **DO NOT OVERBILL PURCHASE ORDERS.** Once the Quantity Field reflects a “zero dollar” value, no further action is required by the supplier in Paymode-X.