

PAYMODE X MANUAL

Johnson Controls



Johnson Controls, Inc.
2020

Contents

- Which Invoices Should Be Sent Electronically?..... 2
- Who to Contact With Questions 3
- Paymode X Enrollment..... 4
- Purchase Order Flip (Creating New Invoice) Methods..... 5
 - Create a New Invoice Method 5
 - Flip Order Method 6
- Filling out information required for Invoice Submission 7
 - Header Information 7
 - Adding Freight / Tax Charges (if applies) 7
 - Line Items Section 12
 - Submit the Invoice 12
- Partial invoicing..... 13
 - Adding / Removing Line Items from the Invoice 13
 - Invoice for a Subcontract PO 14
 - Invoice for a Material PO 14
- Issuing a Credit Note 15
- Invoices with Retention 16
- Adding New Remit to Address In Paymode X 17
- PO / Invoice Status on Paymode X..... 18

Which Invoices Should Be Sent Electronically?

- Invoices with the following Purchase Order formats must be submitted electronically:

U.S.:

Seven digits beginning with a “4” (example: 4123456).

Six digits beginning with a “3” (example: 312345).

“1-“followed by up to 11 digits (example: 1-12345678910).

Canada:

Six digits beginning with a “4” (example: 412345).

“1-“followed by up to 11 digits (example: 1-12345678910).

- Do not send a paper copy of the invoice. Payment is only made from the electronic invoice.
- In the event your Company is issued a purchase order number that does not meet one of the above formats, please mail a paper copy of the invoice to the “Bill to” address shown on the Purchase Order copy. When in doubt, contact the Johnson Controls Support Team identified below.
- Johnson Controls requires the electronic invoice the next business morning after the product has been picked up or shipped, or a service has been delivered.

Who to Contact With Questions

Use of Paymode-X for Invoicing Tool

Please contact the Johnson Controls Invoicing Support Team if you have questions relating the Paymode-X invoicing tool:

Phone: 866-205-8838

Email: be-supplier@jci.com

Payments / Payment Status of the invoices

Please contact the Johnson Controls AP Team at:

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

Email: corp-bbc-ptp-be-helpdesk-INQUIRIES@jci.com

Paymode X Tech Support

If you need to add an additional user for your Paymode X account, update your Paymode X information or reset Paymode X password please contact the Bottomline Support Team at:

Phone: 877-443-6944

Email: invoicingsupport@paymode-x.com

Paymode X Enrollment

1. To register please go to:

supplier.bottomlinexchange.com/bbxsupplier

A screenshot of the "Supplier Enrollment Portal" login form. It features a title bar "Supplier Enrollment Portal" with a horizontal line underneath. Below the title bar, there are two input fields: "Access Code:" and "ID:". To the right of the "ID:" field is a blue "Login" button.

Access Code: jcibe

ID: Your Vendor Number

*Your Vendor number can be taken from the copy of a PO.

2. Click on login and the site will ask you to put the ID number again. Then click on login once more and you'll be able to access.
3. Please fill out the form with the information requested.
4. Once you fill out the form click on "save" and then "certify".
5. You will receive your username and a temporary password in your email so you can access to Paymode X for invoicing.
6. Please login in Paymode X webpage: www.bottomlinexchange.com

Purchase Order Flip (Creating New Invoice) Methods

Create a New Invoice Method

1. Locate your Purchase Order number.
2. Click on the invoices tab and select the "Create New Invoice" option:



3. Select "Building Efficiency – Johnson Controls" as a Payer and put the PO number in the "Order Number" field. Then click on "Flip Order":

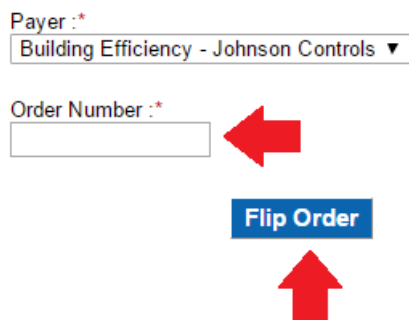
Enter existing order number

Payer :*

Building Efficiency - Johnson Controls ▼

Order Number :*

Flip Order

A screenshot of a form titled 'Enter existing order number'. It contains two input fields: 'Payer :*' with a dropdown menu showing 'Building Efficiency - Johnson Controls ▼', and 'Order Number :*' with an empty text box. Below the 'Order Number' field is a blue button labeled 'Flip Order'. A red arrow points left to the 'Order Number' field, and another red arrow points up to the 'Flip Order' button.

4. Next screen you'll get is your electronic invoice.

Flip Order Method

1. Locate your Purchase Order number.
2. Go to the “Home” Tab and use the “Purchase Order Quick Search” field to find your PO in Paymode X.

Trading Partners

Building Efficiency - Johnson Controls

Invoice Quick Search

Invoice Number

Purchase Order Quick Search

PO Number




3. Open the PO.
4. Click on “Flip Order” option located in the right side of your screen:

Preferences Log Out Help

Vendor

Account



5. Next screen you'll get is your electronic invoice.

Filling out information required for Invoice Submission

Header Information

1. Add your invoice number.
2. Verify your invoice date. You should put your original invoice date.
3. Verify if the PO number is correct.
4. Select your Remit to Address

The screenshot shows a form for invoice submission. The fields are as follows:

- Default PO Number:** A text input field with a red box and the number 3 above it.
- Invoice Number:** A text input field with a red box and the number 1 above it.
- Invoice Type:** A dropdown menu with "Sales Invoice" selected and a red box around it.
- Invoice Date:** A date input field with "1/12/2021" and a red box with the number 2 above it.
- Due Date:** A date input field with "2/11/2021" and a red box around it.
- Remit To:** A section with a red box and the number 4 above it, containing:
 - Vendor:** Johnson Controls Test Supplier
 - Remit To:** A dropdown menu with "-- No payee --" selected and a red box around it.

Adding Freight / Tax Charges (if applies).

Once you have created your invoice in Paymode X, you may have to click in "Show Detail" in order to be able to see the Tax Field:

Invoice

Vendor Status: Proposed

Bill To :

Building Efficiency - Johnson Controls
E Michigan Ave
Milwaukee WI 53202 US

Default PO Number:

[▶ Show Detail](#) ←

[▶ Invoice Dates](#) [▶ Contacts](#) [▶ Purchase Orders](#) [▶ Discussions](#) [▶ Attachments](#) [▶ Images](#) [▶ History](#)



▼ Hide Detail

Freight Amount:

Currency:*

Payment Terms:

Comments:

Total Before Tax:
1.00

Adjustments:
0.00

Adjusted Total:
1.00

Alerts:

Tax Type:

Rate:

Flat Fee:

Apply after taxes



[▶ Invoice Header Info](#) [▶ Project/Charge Info](#) [▶ Requester Info](#) [▶ Delivery/Pickup Info](#) [▶ Tax References](#)

Adding Freight Charges

You just have to add the amount you want to include as a Freight in the Freight field:

▼ Hide Detail

Freight Amount:

Currency:*

Payment Terms:

Comments:

Total Before Tax: 1.00 Adjustments: 0.00 Adjusted Total: 1.00 Alerts:

Tax Type: Rate: Flat Fee: Apply after taxes

▶ Invoice Header Info ▶ Project/Charge Info ▶ Requester Info ▶ Delivery/Pickup Info ▶ Tax References

Adding Tax Charges

IMPORTANT:

If you have more than 1 tax type that you have to include in your invoice, they have to be put separated. In the next steps we'll explain how to add additional tax types in Paymode X.

1. First, you have to select the tax type. You'll see the options below:

▼ Hide Detail

Freight Amount: Currency:*

Total Before Tax: 1.00 Adjustments: 0.00 Adjusted Total: 1.00 Alerts:

Payment Terms: Comments:

Tax Type: Rate: Flat Fee: Apply after taxes

▼ Invoice Header Info ▶ Project/Charge Info ▶ Requester Info ▶ Delivery/Pickup Info ▶ Tax References

PO or Sale D:

▶ Invoice Data ▶ Purchase Orders ▶ Discussions ▶ Attachments ▶ Images ▶ History

▶ Filter

Remove selected lines

2. Then, you have 2 different fields. One of them has to be used, the other one has to be left in blank:

- Rate (You have to put the rate based in the invoice amount). You should not use the “%” symbol. For example, if you want to include 5% of the invoice as tax amount, you have to put “5”, and the invoice will include automatically 5% of the invoice amount as tax in the subtotals section:

▼ Hide Detail

Freight Amount: Currency:*

Total Before Tax: 1.00 Adjustments: 0.00 Adjusted Total: 1.00 Alerts:

Payment Terms: Comments:

Tax Type: Rate: Flat Fee: Apply after taxes

▶ Invoice Header Info ▶ Project/Charge Info ▶ Requester Info ▶ Delivery/Pickup Info ▶ Tax References

- Flat Fee. The amount that has to be charged as tax has to be put in this field. For example: If you want to include \$5,000.00 as tax in your invoice, you just have to put “5000” in the flat fee and it'll be added in the subtotals section too:

▼ Hide Detail

Freight Amount: Currency:

Total Before Tax: 1.00 Adjustments: 0.00 Adjusted Total: 1.00 Alerts:

Payment Terms: Comments:

Tax Type: Rate: Flat Fee: Apply after taxes

► Invoice Header Info ► Project/Charge Info ► Requester Info ► Delivery/Pickup Info ► Tax References

3. If you need to include a charge for a different tax type in the invoice, you just have to add a new tax line clicking in the green circle:

▼ Hide Detail

Freight Amount: Currency:

Total Before Tax: 1.00 Adjustments: 0.00 Adjusted Total: 1.00 Alerts:

Payment Terms: Comments:

Tax Type: Rate: Flat Fee: Apply after taxes

► Invoice Header Info ► Project/Charge Info ► Requester Info ► Delivery/Pickup Info ► Tax References

A whole new tax line should appear so you can add a different tax type:

▼ Hide Detail

Freight Amount:	Currency:*	Payment Terms:	Comments:
<input type="text" value="0.00"/>	<input type="text" value="USD"/>	<input type="text"/>	<input type="text"/>
Total Before Tax:	Adjustments:	Adjusted Total:	Alerts:
1.00	0.00	1.00	

Tax Type:	Rate:	Flat Fee:	Apply after taxes
<input type="text" value="CAN - GST/HST"/>	<input type="text"/>	<input type="text" value="5000"/>	<input type="checkbox"/>
Tax Type:	Rate:	Flat Fee:	Apply after taxes
<input type="text" value="CAN - QST"/>	<input type="text"/>	<input type="text" value="2000"/>	<input type="checkbox"/>

► Invoice Header Info ► Project/Charge Info ► Requester Info ► Delivery/Pickup Info ► Tax References

If you need a third tax line for a different tax type, it can be added too:

▼ Hide Detail

Freight Amount:	Currency:*	Payment Terms:	Comments:
<input type="text" value="0.00"/>	<input type="text" value="USD"/>	<input type="text"/>	<input type="text"/>
Total Before Tax:	Adjustments:	Adjusted Total:	Alerts:
1.00	0.00	1.00	

Tax Type:	Rate:	Flat Fee:	Apply after taxes
<input type="text" value="CAN - GST/HST"/>	<input type="text"/>	<input type="text" value="5000"/>	<input type="checkbox"/>
Tax Type:	Rate:	Flat Fee:	Apply after taxes
<input type="text" value="CAN - QST"/>	<input type="text"/>	<input type="text" value="2000"/>	<input type="checkbox"/>
Tax Type:	Rate:	Flat Fee:	Apply after taxes
<input type="text" value="CAN - PST"/>	<input type="text"/>	<input type="text" value="1000"/>	<input type="checkbox"/>

► Invoice Header Info ► Project/Charge Info ► Requester Info ► Delivery/Pickup Info ► Tax References

Line Items Section

1. Scroll down to the lines section and verify if they are matching with your invoice.
2. Verify if your invoice total is correct.

Quantity	Unit Price *	Line Price	Taxes	Freight
30000	1	30,000.00	0.00	0.00

Subtotal: 30,000.00 USD
Total: 30,000.00 USD

Submit the Invoice

1. Click in "Save".
2. Click in "Send".

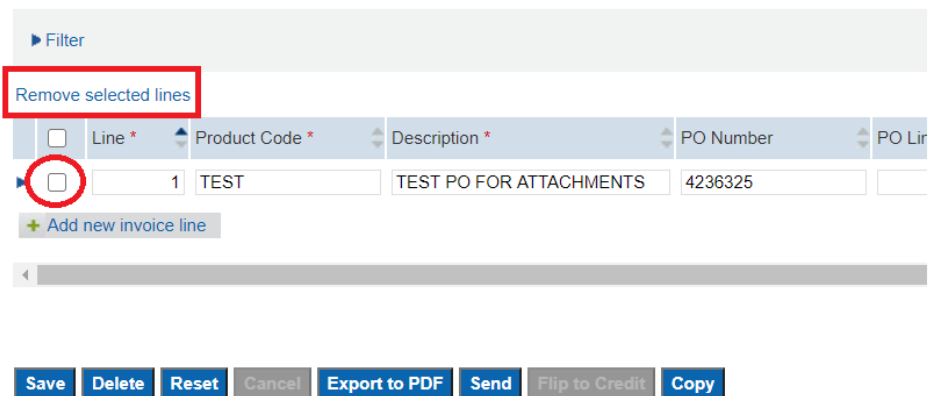
Once you click in "Send" you should get a message in green at the top that says "The vendor state was changed to Sent"

Partial Invoicing

Adding / Removing Line Items from the Invoice

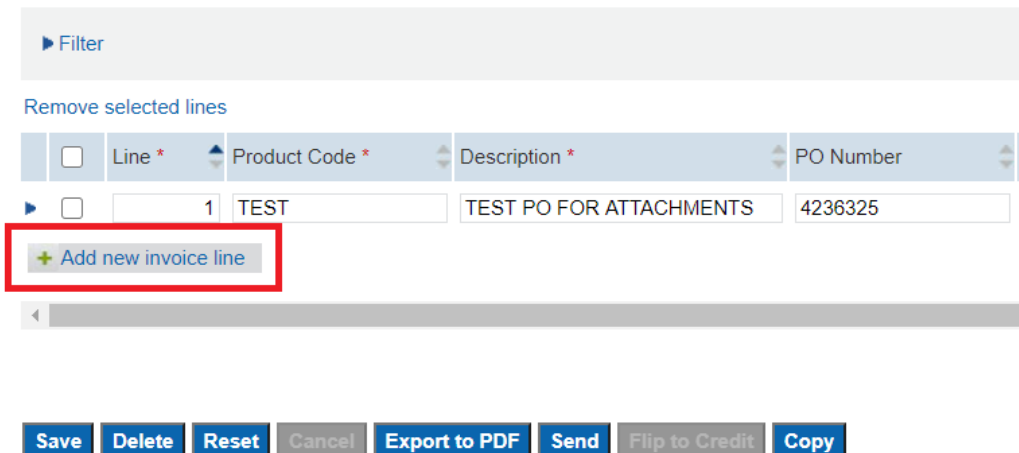
You can remove line items if they are not needed in your current invoice. The way it has to be done is the following:

- 1) Select the lines you want to delete clicking in the checkbox.
- 2) Click in "Remove Selected Lines" which is above the line items.



The screenshot shows a table of invoice line items. At the top, there is a 'Filter' button and a 'Remove selected lines' button, which is highlighted with a red rectangular box. Below this is a table with columns: Line *, Product Code *, Description *, PO Number, and PO Lir. The first row contains the values: 1, TEST, TEST PO FOR ATTACHMENTS, and 4236325. A red circle highlights the checkbox in the first row. Below the table is a '+ Add new invoice line' button. At the bottom of the interface, there is a row of buttons: Save, Delete, Reset, Cancel, Export to PDF, Send, Flip to Credit, and Copy.

Line items can be added using the "Add new invoice line" option:



The screenshot shows the same interface as above, but with the '+ Add new invoice line' button highlighted with a red rectangular box. The 'Remove selected lines' button is no longer highlighted. The table and other elements remain the same.

Invoice for a Subcontract PO

Your Subcontract PO can be partially billed. The correct way to do it is putting the amount that has to be billed in the “Quantity” field and use unit price **\$1**. An example is showing below:

Quantity	Unit Price *	Line Price	Taxes	Freight	Total
30000	1	30,000.00	0.00	0.00	30,000

Subtotal: 30,000.00 USD
Total: 30,000.00 USD

You will be able to submit new invoices against the same PO number until is already billed in full.

Invoice for a Material PO

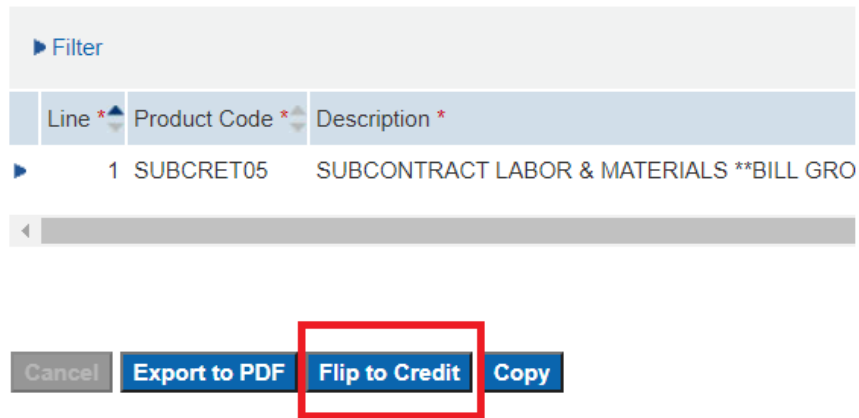
You can partially bill a Material PO modifying the amount in the quantity field.

Notes:

- **Do not** change the unit price. For partial invoicing just change the quantity field.
- **Do not** use decimal amounts in the quantity field. It may cause issues in future invoices.

Issuing a Credit Note

1. Search for your original invoice in Paymode X (The sales invoice you want to credit).
2. Open the invoice.
3. Scroll down and click on “Flip to Credit”.



That will turn the invoice into a credit note.

4. Modify the amount you want to credit in the line items (if required). Make sure the total amount is negative.
5. Click on “Save”.
6. Click on “Send”.

Invoices with Retention

Gross Amount (total amount of the invoice) is entered on line item 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.

Adding New Remit to Address In Paymode X

The screenshot displays the Paymode X interface. At the top, the navigation menu includes Home, Organizations, Companies, Roles, Users, Payees, Categories, Trading, Finance, Discount, Workflow, Messages, UDF, File Management, and Admin. A red callout labeled '1. Click on Admin' points to the Admin dropdown menu. Below the navigation, a 'Portal Messages' section contains a 'Special Message for Users of Internet Explorer 6'. The main content area shows the 'Payees' page with a 'Create' button circled in red, with a callout '3. Click on Create.' A form for adding a new remit to address is visible, with fields for Organization (Johnson Controls), Payee's Name, Payment Method (ACH), Payment Text, Bank Name, Bank Code, Account Name, Account Number, and Buyer May Update. A callout '4. Enter Payee's Name in the following format: City: followed by the street address.' points to the Payee's Name field. A callout '5. Reenter address information below' points to the 'Payee Address' section, which includes fields for Room, Floor, Building, In House Mail, Department, PO Box, House Number, Street, City, State, Postal Code, County, Region, and Country. A callout '6. Click Save.' points to the Save button. The 'Payee Address' section is highlighted with a red box.

7. Once the above has been completed, please contact Paymode X Technical Support at 866-205-8838 or be-supplier@jci.com to activate the new address.

PO / Invoice Status on Paymode X

PO Status in Paymode X

PO status in Paymode X		
Payer State	Vendor State	What does this mean?
Sent	Accepted	PO has been sent to PaymodeX for invoicing Supplier can only flip PO's with this status
Completed	Accepted	PO has been billed in full
Sent	Completed	Purchasing Services can click Uncomplete to allow for invoicing
Updated	Accepted	Revision has been made to the PO or an invoice has been posted against PO in Oracle.

Invoice Status in Paymode X

It is important to know that this is not Payment Status of the invoice. If you want to know the Payment Status of your invoice please contact JCI AP Team. Their contact information is in page 3.

Invoice Status in Paymode X		
Approved	Sent	Invoice has been successfully submitted
	Proposed	You created the invoice and save it but haven't send it yet.
Received	Sent	Awaiting approval from Paymode X support Team
Disputed	Sent	Invoice has errors / is not matching with PO format. You can make corrections on disputed invoice and resend. When an invoice is disputed, you will receive a notification via email.
Rejected	Sent	Invoice has errors and is permanently rejected. It cannot be resend.