

Invoicing process guide - Belgium

Only applicable for suppliers who are involved to Oracle Fusion – Supplier Portal

Purchase Order (PO) suppliers only

Details for: [Johnson Controls BV/SRL](#) *(through Oracle Fusion – Supplier Portal)*

Important information before keeping using this guide

Please, take note that this guide is specifically for suppliers of Purchase Orders (PO) who are associated with customer **Johnson Controls BV/SRL** have undergone migration to Oracle Fusion – Supplier Portal.

If you are not involved in the migration process to Oracle Fusion – Supplier Portal, please, disregard this guide.

If you are uncertain whether you are part of the migration to Oracle Fusion – Supplier Portal, please, reach out to your regular JCI local point of contact or send us an email at: JCI-EMEA-PROCURECO-SUPPLIERCOMMS@JCI.COM

Invoicing information from Purchase Orders

Johnson Controls

BEDRIJFSNAAM-/ADRES
LEGAL NAME AND ADDRESS
 Johnson Controls BV
 De Kleetlaan 7B
 1831 Diegem
 Belgium
 BTW nr. / VAT Nr.: BE0402916521 / LU34522987

HYP I/C Code: 1257
 HYP I/C Code2:
 Branch Number: 12057 - Brussels (WFBE100)

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INKOOPORDER /
PURCHASE ORDER
 PBEA10003626 Rev.0

LEVERANCIER /
SUPPLIER

AFLEVERADRES /
DELIVERY ADDRESS

FACTUUR VERSTUREN NAAR /
SEND INVOICE TO
 Please submit all invoices via the [JCI supplier portal](#) or send to the following email address: EMEA-AP-Invoice@jci.com
 Gelieve de facturen te verzenden naar de [JCI leverancier portaal](#) of naar dit e-mailadres: emea-ap-invoice@jci.com

Nummer inkooporder / PO Number	Datum inkooporder / PO Date	Betalingstermijn / Payment Terms	Project nummer / Project Number	Leverancier nummer / Supplier Number	Incoterms	Afleveradres / Delivery Location	Opgemaakt door / Created By	Contact details / Contact Details
PBEA10003626	05-JAN-2024					See delivery address		JCI supplier portal

Lijn / Line	Artikel nummer / Item Code	Omschrijving / Description	Artikel nummer leverancier / Supplier Item Code	Leverdatum / Delivery Date	Eenheid / UOM	Aantal / Quantity	Prijs eenheid / Unit Price	Aantal totaal / Total Amount

You shall receive a Purchase Order (PO) as it is shown on the left side. Those Purchase Orders (PO) are related to Oracle Fusion – Supplier Portal. From them, you get automatically some pieces of information which will help you invoice us.

1. The legal entity (*details to put into your invoice*)
2. Your details (*if you do not see your details, please contact our buyer immediately ; it might be a wrong PO.*)
3. PO number (*always put clearly the PO number into your invoice ; here it is just an sample of PO number*)

New invoicing submission

- Purchase Orders that are issued by our Belgian entity:

Name and address	VAT numbers
Johnson Controls BV/SRL De Kleetlaan 7B 1831 Diegem Belgium	Belgian VAT ID: BE0402916521

- You can upload your invoice to our Oracle Fusion system via the Supplier Portal, in a more efficient way OR you can still email your invoice in pdf format (*only invoices are accepted, please, do not send anything else*) to EMEA-AP-Invoice@JCI.com for an interim period.
- You will subsequently be able to see the status of your invoices within the Supplier Portal as well as the payment status.

Compliant invoices - smooth path to the payment

Minimum invoicing requirements

We will accept and settle only invoices/credit memos issued in compliance with applicable legislation. This means – for invoices/credit memos issued under EU VAT regulations.

- *Full legal name of the supplier*
- *Full legal address of the supplier*
- *VAT registration number of the supplier*
- *Full legal name of the Procurement entity*
- *Full legal address of the Procurement entity*
- *VAT registration number of the Procurement entity*
- *Date of issue*
- *Date of delivery/services/prepayment (if blank we will assume it is the same as invoice date)*
- *PO number*
- *Invoice number*
- *Credit notes (corrective invoices) must have a reference to number(s) and date(s) of the invoice(s) they correct and a reason for making the correction*
- *Quantity/nature of the goods/services*
- *Net amount per VAT rate*
- *Unit price*
- *Any discounts or rebates if they are not included in the unit price*
- *Reference to special schemes, if used (e.g. Self-billing)*
- *VAT rate*
- *VAT amount*
- *Reference to exemption, if applied (intra-EU delivery, export, domestic reverse charge, etc.)*

Purchase Orders received from our other entities

Please Note

For invoices raised against Purchase Orders received from our other entities, as stated on those Purchase Orders, you must continue to send electronically as per the current process, NOT as presented through this guide.



Important points to remember

- Always put the Purchase Order number in your invoice.
- Always look at whom sent you the Purchase Order (top left of the Purchase Order) thus you know to whom you have to bill.
- Put the right VAT ID in your invoice
- Through the Oracle Fusion – Supplier Portal you can see invoice status as well as payment status

Thank you