PAYMODE X MANUAL

Johnson Controls

Johnson Controls, Inc.
2020

Contents

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

   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

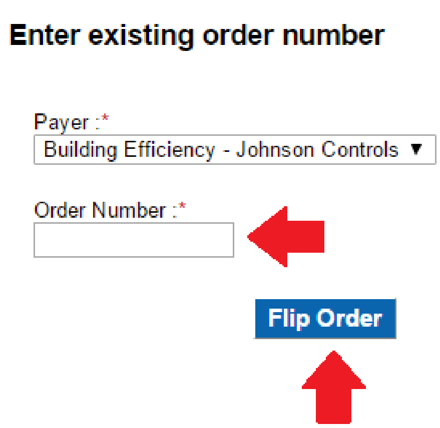
Purchase Order Flip (Creating New Invoice) Methods

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":

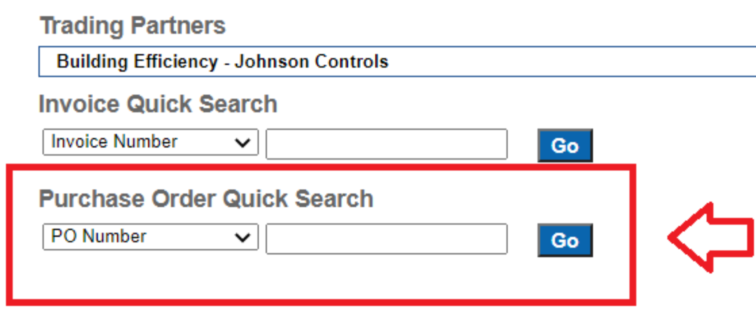


4. Next screen you'll get is your electronic invoice.

Flip Order Method

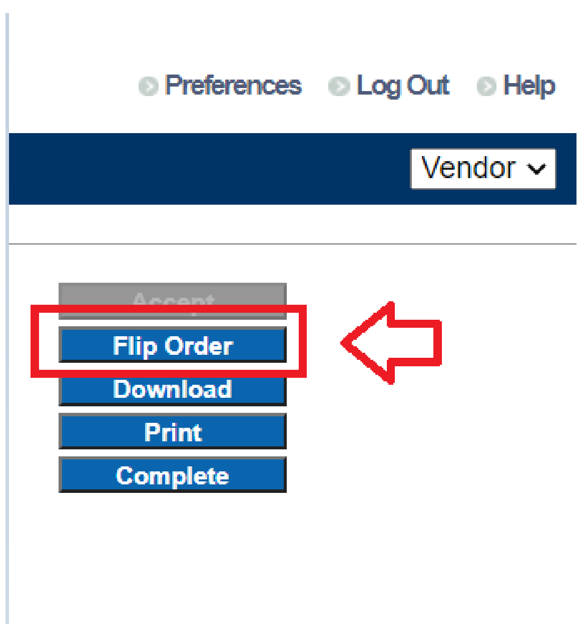
1. Locate your Purchase Order number.

2. Go to the "Home" Tab and use the "Purchase Order Quick Search" field to find your PO in Paymode X.



3. Open the PO.

4. Click on "Flip Order" option located in the right side of your screen:

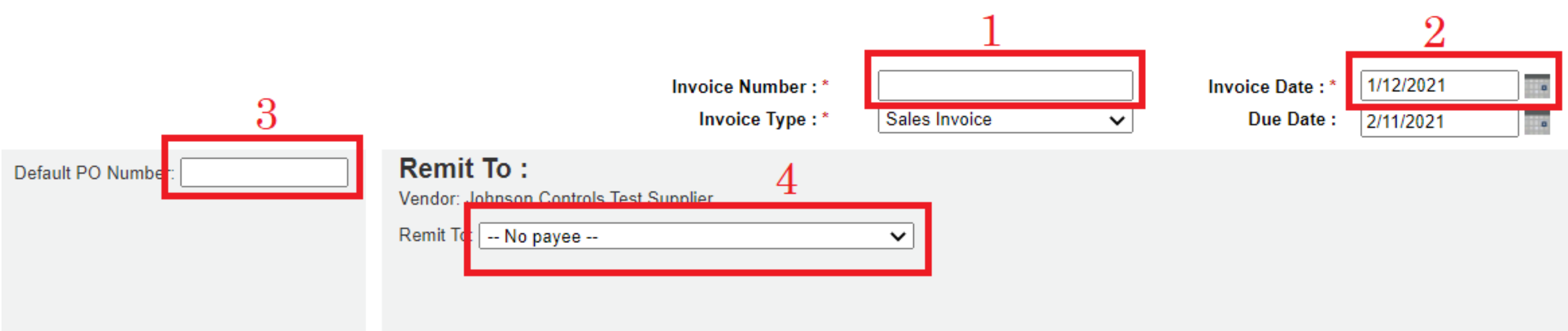


5. Next screen you'll get is your electronic invoice.

Filling out information required for Invoice Submission

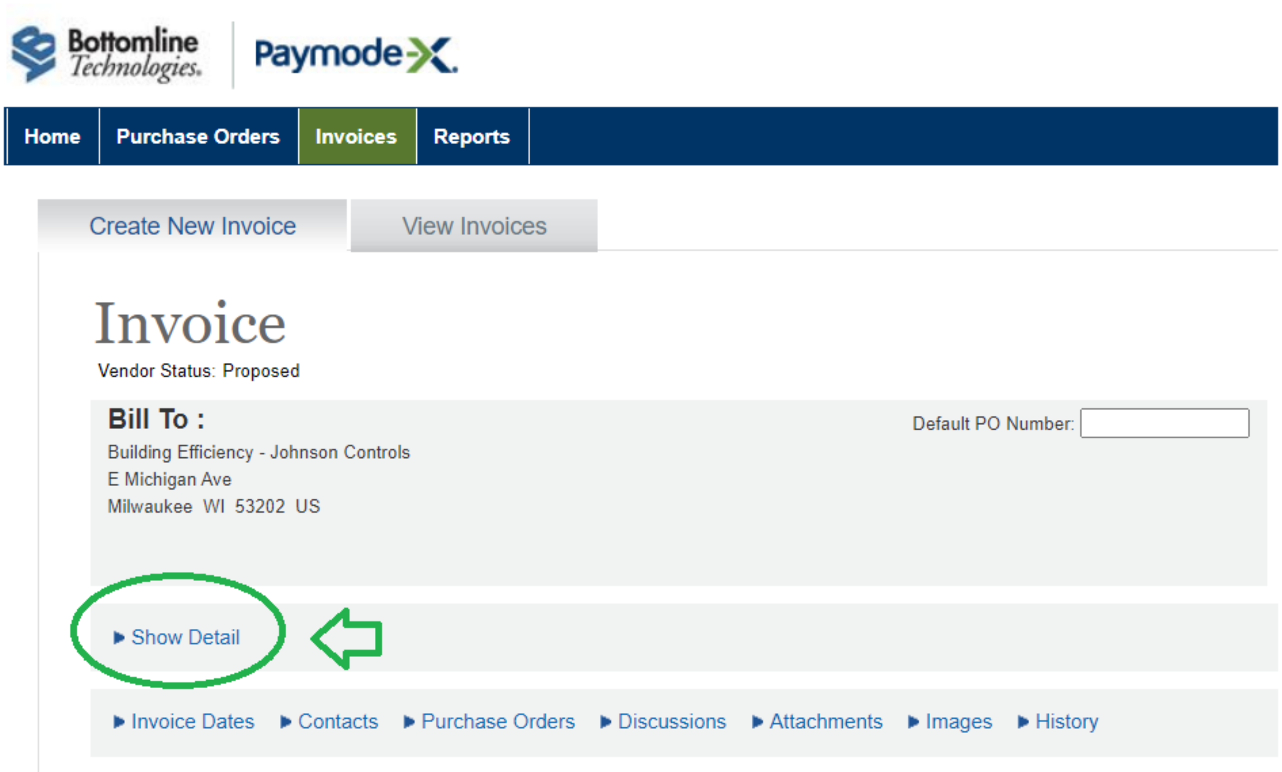
Header Information

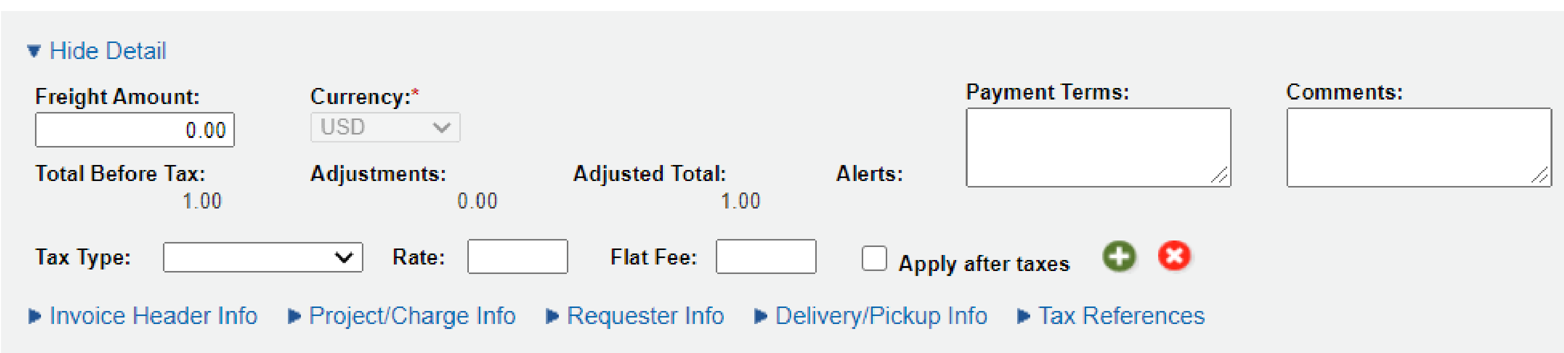
1. Add your invoice number.
2. Verify your invoice date. You should put your original invoice date.
3. Verify if the PO number is correct.
4. Select your Remit to Address



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:


Bottomline Technologies
Paymode-X
Home
Purchase Orders
Invoices
Reports
Create New Invoice
View Invoices
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:
0.00
Currency:*
USD
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

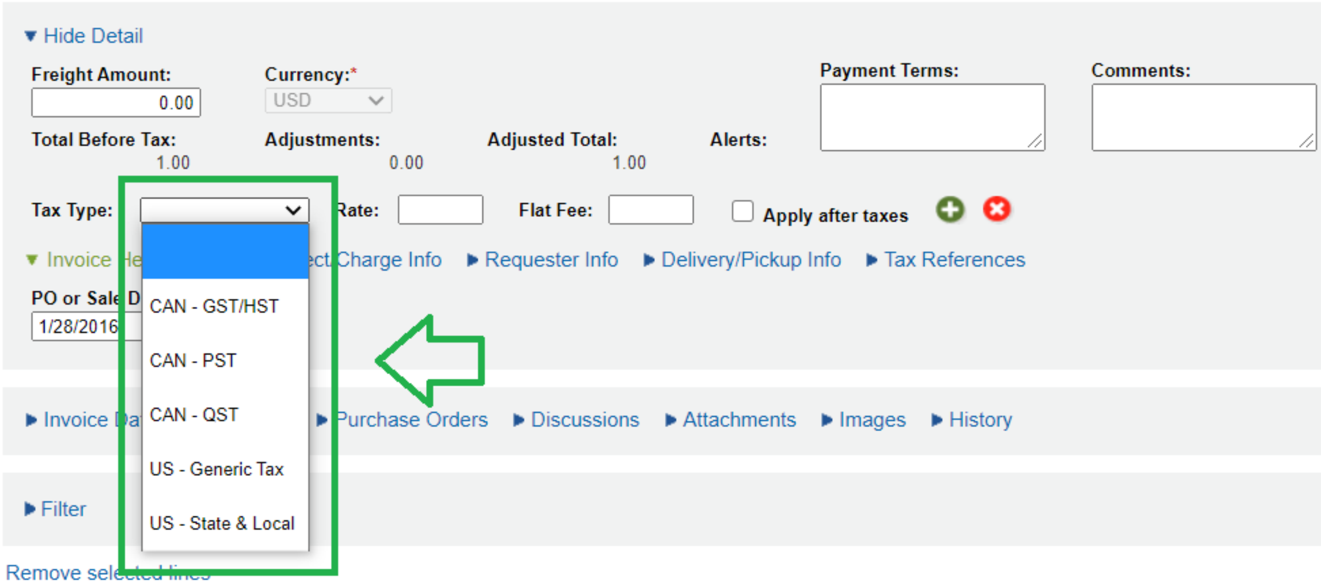
You just have to add the amount you want to include as a Freight in the Freight field:

Adding Tax Charges

IMPORTANT:

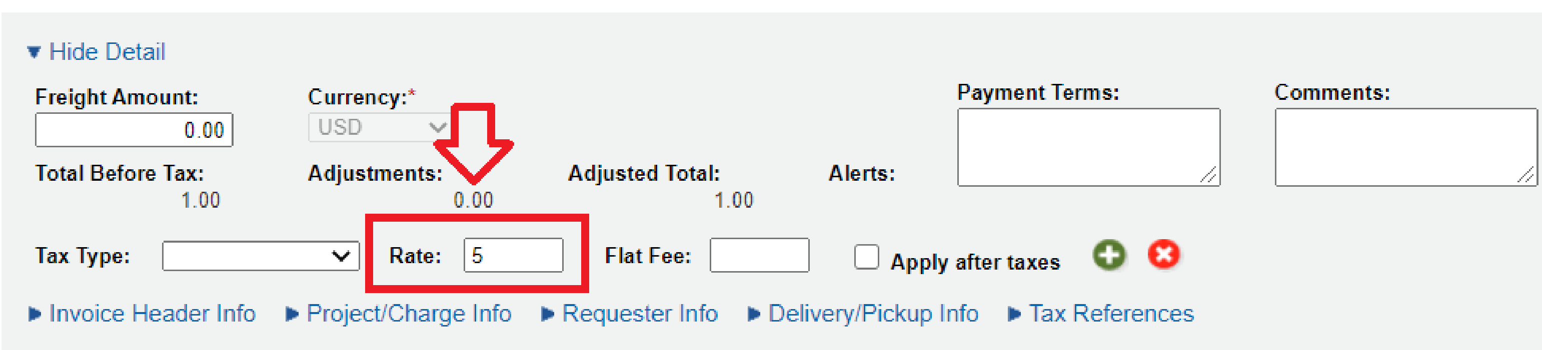
If you have more than 1 tax type that you have to include in your invoice, they have to be put separated. In the next steps we'll explain how to add additional tax types in Paymode X.

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

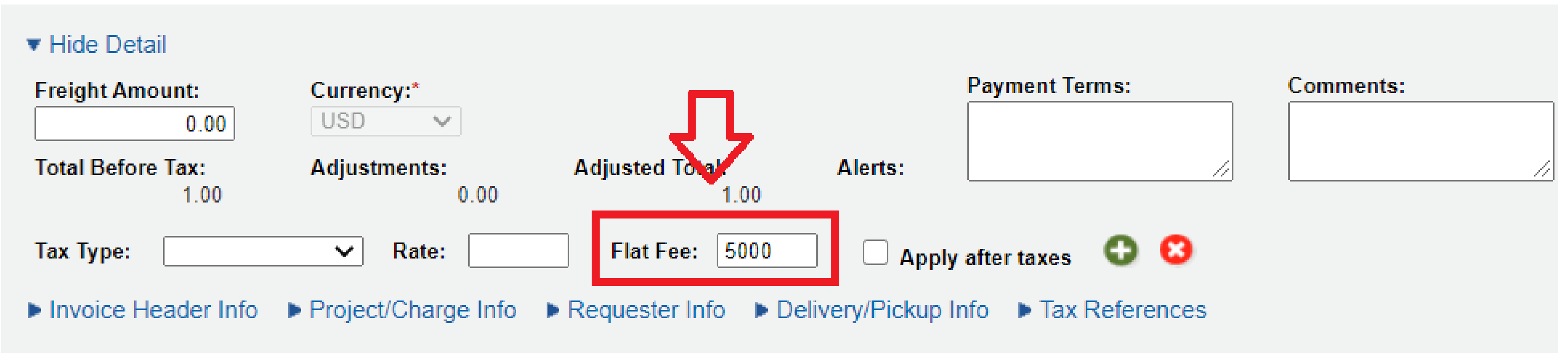


2. Then, you have 2 different fields. One of them has to be used, the other one has to be left in blank:

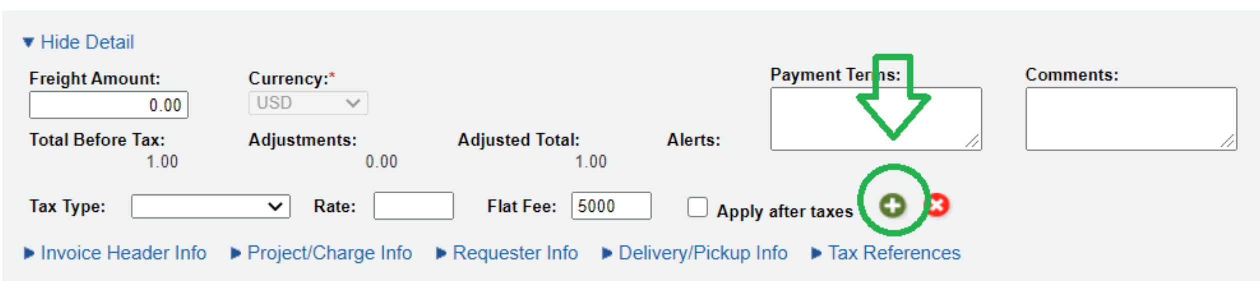
    - Rate (You have to put the rate based in the invoice amount). You should not use the "%" symbol. For example, if you want to include 5% of the invoice as tax amount, you have to put "5", and the invoice will include automatically 5% of the invoice amount as tax in the subtotals section:



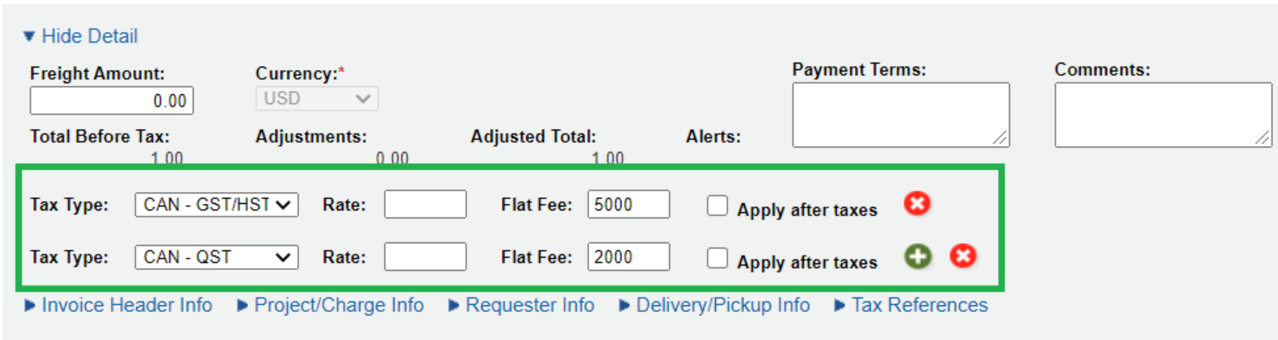
- Flat Fee. The amount that has to be charged as tax has to be put in this field. For example: If you want to include $5,000.00 as tax in your invoice, you just have to put "5000" in the flat fee and it'll be added in the subtotals section too:



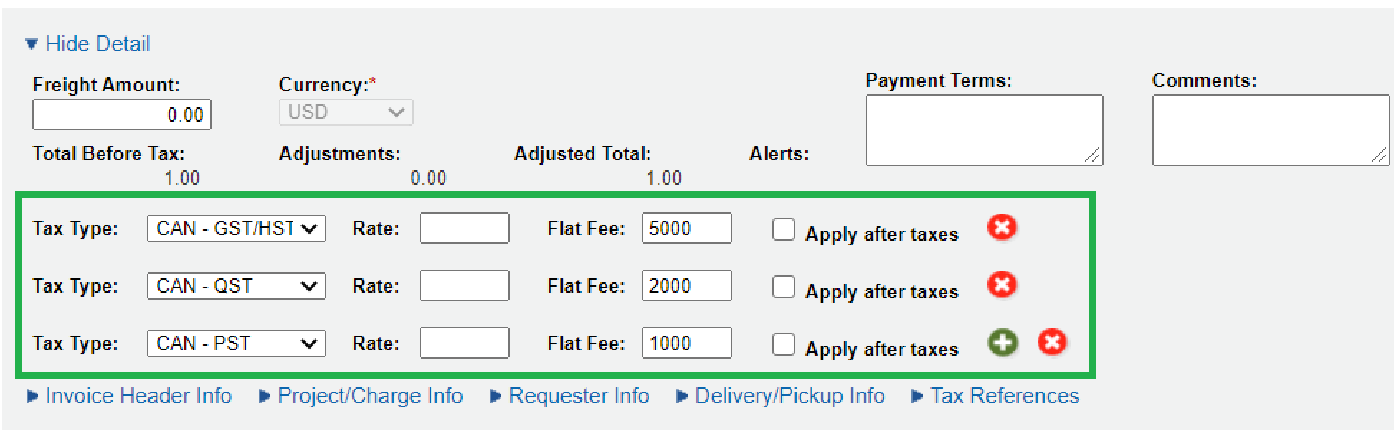
3. If you need to include a charge for a different tax type in the invoice, you just have to add a new tax line clicking in the green circle:



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



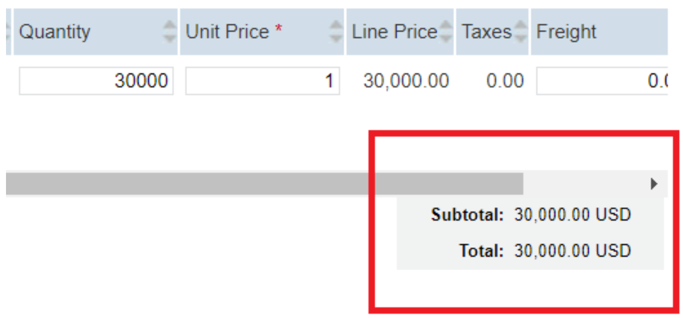
If you need a third tax line for a different tax type, it can be added too:



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.



Submit the Invoice

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

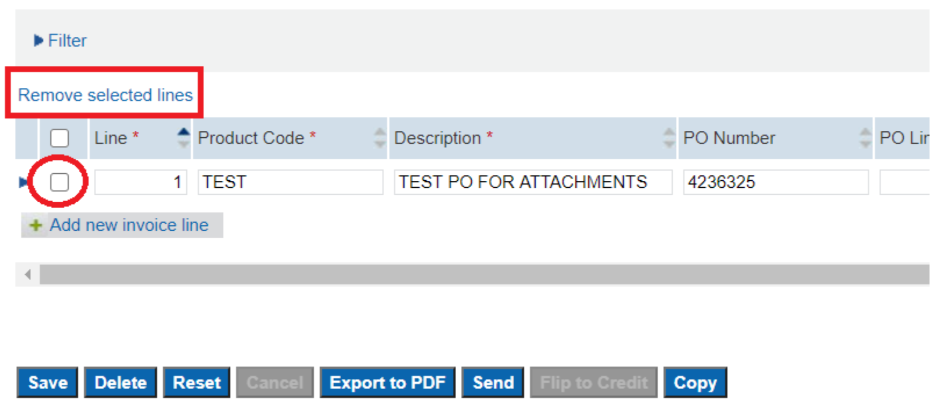
Once you click in "Send" you should get a message in green at the top that says "The vendor state was changed to Sent"

Partial Invoicing

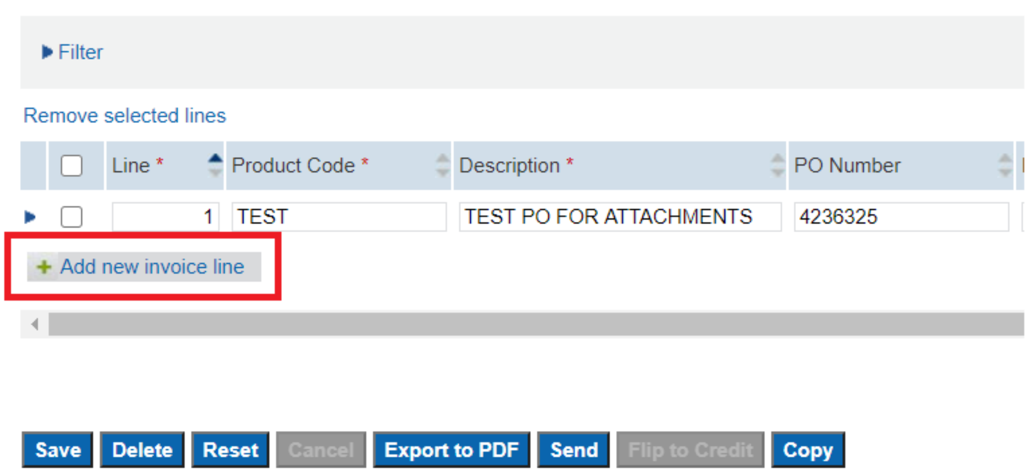
Adding / Removing Line Items from the Invoice

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.

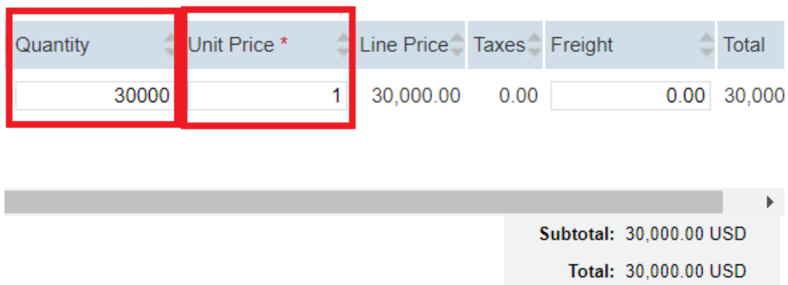


Line items can be added using the "Add new invoice line" option:



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:



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

Invoice for a Material PO

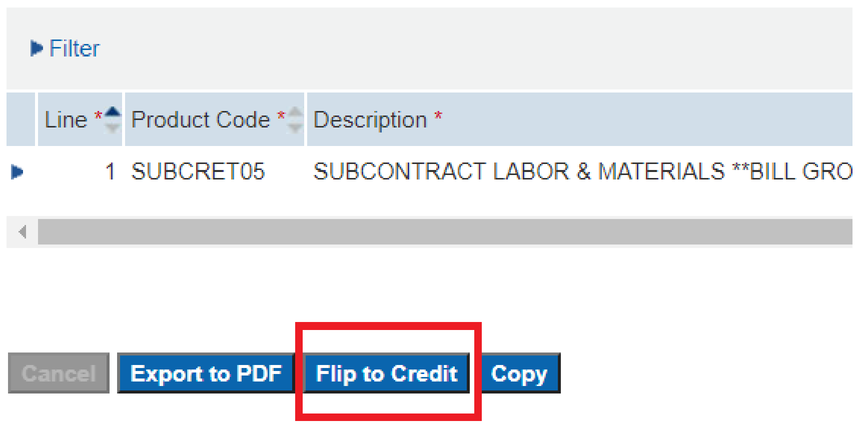
You can partially bill a Material PO modifying the amount in the quantity field.

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".

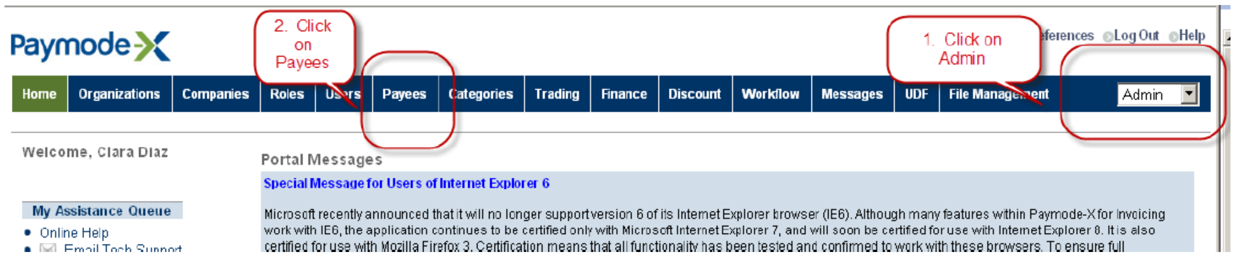
Invoices with Retention

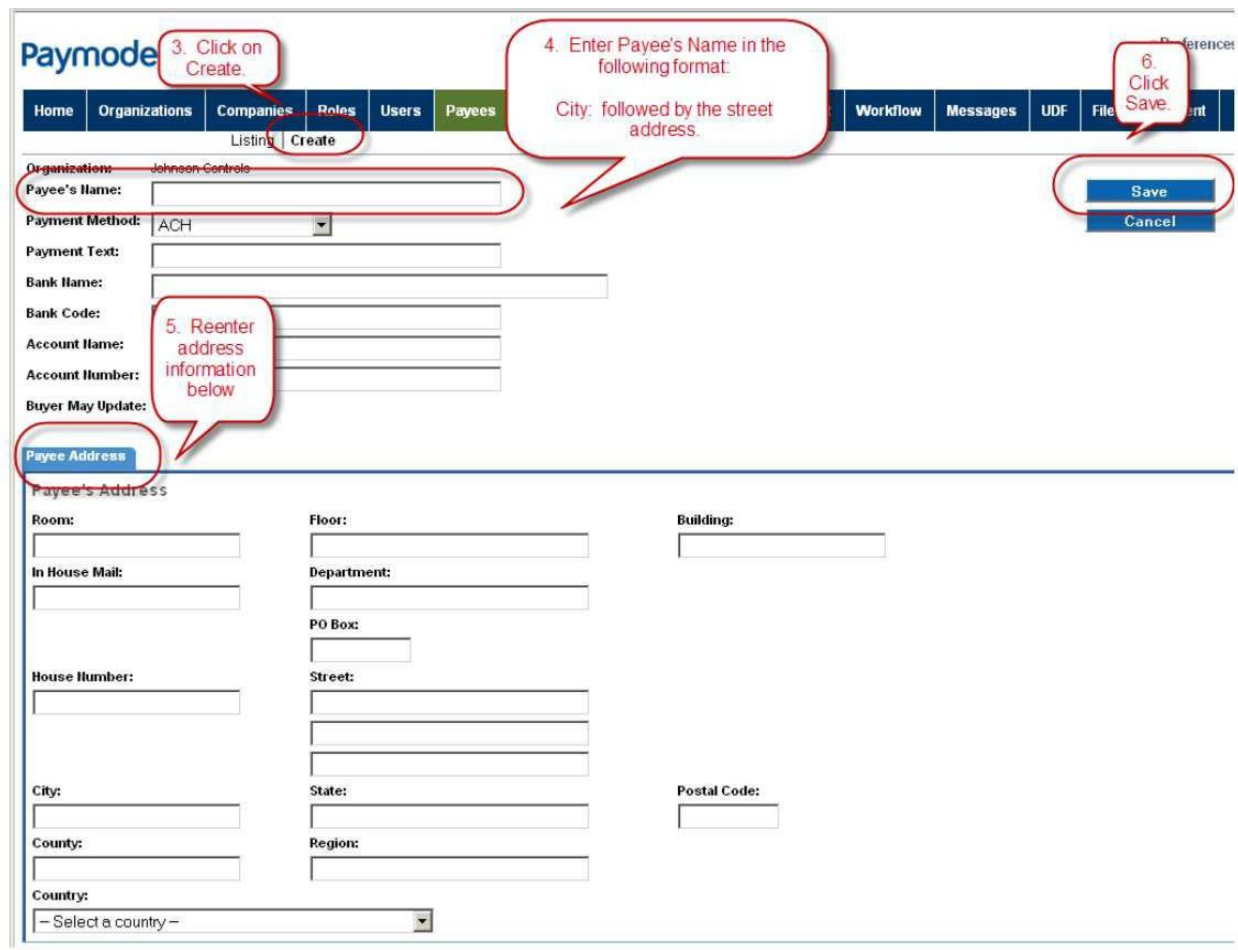
Gross Amount (total amount of the invoice) is entered on line item of the invoice. JCI Accounts Payable will withhold retention based on the gross amount invoiced and the existing Subcontract Agreement.

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





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.