

General Policies

- A valid purchase order should always be quoted on the invoice. Trane Technologies will require a purchase order for all direct material inventory purchases. Invoices with no PO information will be rejected back to the supplier.
- Invoices will be paid in accordance with Trane Technologies standard terms and conditions.
- Trane Technologies required method for receiving invoices is through email. This will reduce paper waste and allows us to strive for on time payments.
- The Trane Technologies Procurement Administrator (PA) or “buyer” is the primary point of contact for questions regarding purchase orders, items, services, pricing, quantities, delivery requirements, terms, and conditions of purchase. Please reference our Purchase Order for contact details.
- If you are unsure of where to send your invoice or query, please reach out to the Trane Technologies Buying Team
- Invoices should be submitted to the billing address listed on the Purchase Order.
- You can find detailed invoice requirements in the **addendum**.

Important Notes for Suppliers signed up to Self billing (ERS-Electronic Receipt Settlement)

- ERS is a process whereby invoices for payment of goods or services are automatically generated based on receipt transactions. Invoice vouchers are automatically created using a combination of receipt and purchase order information, eliminating the need for manual invoice submission and data entry.
- Suppliers who are setup for ERS should NEVER submit a manual tax invoice to accounts payable as this will create a duplicate invoice and prevent or delay payment processing.
- All ERS suppliers will have signed a Self Billing Agreement whereby they agree to only use Trane Technologies invoices as a valid tax invoice
- Please contact the buyer for more information on ERS and to gain access to the i-Supplier Portal to monitor your ERS invoices. You can also reach out to iSupplierHelp@tranetechnologies.com for any technical questions or issues you may have.

ADDENDUM

Invoice Submission Guidelines

- All invoices sent by email need to be in the correct file format (**pdf. tiff. only**)
- Each attachment should contain only one invoice.
- Do not send any other documents (e.g., terms and conditions, packing slips) to the invoice mailbox
- Font color should be maintained in black and there should be no background color on the invoices.
- Email size should not be larger than 6MB
- Where applicable, invoices should contain a valid PO number, Release No., Shipment Number and Line Number. All of which can be found on the Purchase Order pdf which is sent to you when ordering goods.
- All Purchase Orders are in the format 30XXXXX
- We can no longer accept hand-written invoices
- Invoice dates should be in European format: DD/MM/YYYY
- Trane Technologies cannot accept one invoice with multiple purchase orders. There should be one PO and one release per invoice.
- The invoice images should be 300 dpi
- Avoid using words such as 'Your Ref.', or 'Customer No.' – The PO should be clearly labelled: 'Purchase Order Number'
- If there is a change to the format of your invoice, then you will need to inform Accounts Payable. All invoices for the same supplier should be in the same format.
- If you are sending a credit memo, this must be clearly stated and refer to the original invoice number
- Please do not send a zip file or a file with password protection.
- If you have submitted an invoice with a purchase order prefix that begins with 'CPO', it will be rejected as the invoice must be processed through the Coupa portal. Coupa Inquiries: CoupaTeam@tranetechnologies.com