

# Enroll in electronic invoicing



Continuing our commitment to the environment, Allegion seeks to convert customers to receiving invoicing via email, **self-service portal**, or EDI. Allegion encourages you to sign up today as our intentions are to eliminate paper invoicing by December 31, 2020.

## Email preferred customer

- Please provide a common email address for your AP department
- If your company does not have a common email address, please ensure the receipt of invoices emailed to your company is accessible by multiple individual within your organization
- Please return all documents to: [Travis.LeMaster@allegion.com](mailto:Travis.LeMaster@allegion.com) with the subject line stating, Invoicing
- Questions - please contact Travis LeMaster at (317) 810-3825

## EDI preferred customer

- If you are interested in partnering with Allegion to become an EDI customer, please contact Leah Byrnes (317-810-3640)
- Inquiring customer should provide the primary IT contacts name, phone number, and email address for Allegion's IT department to initiate the conversation

### Customer data

One Submission required per "Bill To" location for your company

**Customer full name**

**Customer address**

**Customer city/state/zip code**

**Tax ID**

**Bill To location**

### Preferred method to receive invoices/statements

(Only select one option)

**Customer email address**

**EDI\***

### Accounts payable contact

**AP contact name**

**AP email address**

**AP contact phone number**

\_\_\_\_\_  
Signature of company representative

\_\_\_\_\_  
Print name / Date

\_\_\_\_\_  
Title of company representative

\_\_\_\_\_  
Phone number

## Benefits of electronic invoicing

**Ease of doing business**

**Invoice information available no later than next day**

**Save physical space with electronic filing**

**Secure environment with electronic records**

**Cost savings include paper, postage and labor**

Going green by eliminating paper invoices to customers is part our environmental and digital company initiatives