

Purpose of Document

The following are the standard requirements that supplier invoices must meet in order to be processed and paid from Trane Technologies.

Invoice Checklist:

- Correct billing name and address
- Billing currency (Must be in the same currency as Purchase Order)
- Trane Technologies VAT number where required
- Unique Invoice Number and Invoice Date
- Full Trane Technologies Purchase Order/Release/Shipment Number
- Correct description of Goods/Services
- Unit Cost and Measure of Goods
- Value of goods per line
- Breakdown of any Miscellaneous Charges or VAT
- Full Trane Technologies Name and shipping address
- Bank Details (Including BIC & IBAN)
- Supplier Name, Address and VAT Number where applicable
- Exchange Rate
- Credit Notes must refer to original invoice number
- Trane Technologies contact person
- Supplier contact and telephone number/email address
- If VAT is not applicable due to a particular exemption, please state on the invoice
- Invoice must be on company headed paper



Enterprise Services ESA

Invoice Example

Trane Technologies International Ltd.

Invoice No.

Invoice Date

170/175 Lakeview Drive

Airside Business Park

Swords

Co. Dublin

K67 EW96

VAT Number: IE6369511N

Supplier Name

Address

Supplier VAT Number

Ship-To

TRANE SAS

15 RUE DES CHAUDRONNIERS

88190 GOLBEY CEDEX

Your Purchase order number: 30056774-11

Line	Item No	Description	Qty	Unit Price	UOM	Total Value	Line
10	72434	Material	5	10.50	EA	52.50	

Transport Costs – 20.00

Total					
Net Value	Surcharge:	Total Taxable Amt	VAT	VAT Amount	Total
72.50	0.00	72.50	21%	15.22	87.72
Total in EUR					87.72

Exchange Rate: 0.xxxxx

VAT Amount in Local Currency (If billing in Non Local Currency)

Please make all payments to: IBAN IEXXXXXXX



Enterprise Services ESA

BIC: XXXXXXXX

Remittance advice to be sent to: xx@xxx.com

Invoice Notes: Contact at Trane Technologies – xxxx@tranetechnologies.com

Our Contact: xxxx