



# Enroll in Electronic Invoicing

## 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 Allegion eliminating paper invoices to customers would save more than 100 trees per year**

Beginning in June 2012, Allegion will begin offering paperless invoicing through email, fax, or \* EDI for the following brands: Schlage Lock, Falcon, Ives, Dexter, and Kryptonite. Please sign up today so we are ready to send your invoices as soon as the electronic invoicing is available to you.

### EMAIL/FAX 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 more than one individual within your organization.
- Please return all documents to: remittances@allegion.com with the subject line stating, Invoicing or via fax to 317-810-3048.

### EDI PREFERRED CUSTOMER

- If you are interested in partnering with Allegion to become an EDI customer, please contact Lisa Gable (317-810-3314) or Leah Byrnes (317-810-3177).
- Inquiring customers should provide the primary IT contacts name, phone number, and email address in order for Allegion's IT department to initiate the process.

**CUSTOMER DATA: One Submission required per "Bill To" location for your company.**

<u>Customer Full Name</u>	<u>Customer Address</u>	<u>Customer City/State/Zip Code</u>
<u>Tax ID:</u>	<u>Bill To Location:</u>	

**PREFERRED METHOD TO RECEIVE INVOICES/STATEMENTS (Only Select One Option)**

<u>Fax Number #</u>	<u>Customer Email Address</u>	<u>EDI *</u>
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### ACCOUNTS PAYABLE CONTACT

<u>AP Contact Name</u>	<u>AP Contact Phone Number</u>	<u>Fax Number</u>
<u>AP Email Address</u>		

X \_\_\_\_\_  
Signature of Company Representative

X \_\_\_\_\_  
Print Name/Date