

# iReceivables Self Registration Guide

Step 1	Step 2	Step 3	Step 4	Step 5															
Start Registration	Select Organization (Account)	Select Location (Bill-To Sites)	Enter User Information (Contact)	Review Access Request (Confirmation)															
	<p>Please enter the details of the customer that you would like to request access to * Indicates required field</p> <p>Identify Using <input type="text" value="Customer Number"/> <input type="text" value="Value"/></p> <p>* Value <input type="text" value="Enter Customer No. here"/></p> <p>* Email Address <input type="text" value="Enter your email address here"/> <small>(Example: first.last@domain.com)</small></p> <p>* Re-enter Email Address <input type="text" value="Verify your email address here"/></p>	<p><input type="checkbox"/> Select All Locations</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Organization</th> <th>Customer Name</th> <th>Customer Number</th> <th>Address</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td>CA OU CAD TCS</td> <td>Demo Account</td> <td>67</td> <td>1234 Canada Lan</td> </tr> <tr> <td><input type="radio"/></td> <td>US OU USD TCS</td> <td>Demo Account</td> <td>67</td> <td>3600 Pammel Crr</td> </tr> </tbody> </table>	Select	Organization	Customer Name	Customer Number	Address	<input type="radio"/>	CA OU CAD TCS	Demo Account	67	1234 Canada Lan	<input type="radio"/>	US OU USD TCS	Demo Account	67	3600 Pammel Crr	<p>Email Address <input type="text" value="email@yourcompany.com"/> <small>(Example: first.last@domain.com)</small></p> <p>Prefix <input type="text" value=""/></p> <p>* First Name <input type="text"/></p> <p>Middle Name <input type="text"/></p> <p>* Last Name <input type="text"/></p> <p>Suffix <input type="text"/></p> <p>Phone Number <input type="text"/></p> <p>Country Code <input type="text"/> Area Code Number <input type="text"/></p> <p>* Password <input type="password"/></p> <p>* Confirm Password <input type="password"/></p>	<p>Email Address <input type="text" value="email@yourcompany.com"/></p> <p>Prefix <input type="text" value=""/></p> <p>First Name <input type="text" value="Jane"/></p> <p>Middle Name <input type="text" value=""/></p> <p>Last Name <input type="text" value="Doe"/></p> <p>Suffix <input type="text" value=""/></p> <p>Phone Number <input type="text" value="999 999-9999 101"/></p> <p><b>Customer Details</b></p> <p>Account Number <input type="text" value="67"/></p> <p>Name <input type="text" value="Demo Account"/></p> <p>Location <input type="text" value="All Locations"/></p> <p><b>Terms and Agreement</b></p> <p><input checked="" type="checkbox"/> Contact details as entered are correct and I am an Authorized Agent of the customer listed above.</p>
Select	Organization	Customer Name	Customer Number	Address															
<input type="radio"/>	CA OU CAD TCS	Demo Account	67	1234 Canada Lan															
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<p><a href="#">iReceivables Self Service Portal</a></p> <p>Click the Register Now button to begin Self-Registration</p>	<p>Enter the Oracle customer account and your email address.</p> <p>The Oracle customer account can be located on a recent copy of an invoice or statement as show in the screen shots below.</p> <p>If you do not have a recent copy of an Invoice or Statement with an Oracle Account Number please contact <a href="#">iReceivables support</a></p>	<p>Select All Locations if you wish to access all Bill-to Sites for your account or select an individual Bill-To site if you wish to register a single site.</p> <p>You may add or remove accounts or specific sites once logged into iReceivables via the Manage Customer Account Access link.</p>	<p>Enter your contact information. We recommended entering First Name, Last Name and Phone Number.</p> <p>Enter a password. Password must be at least 8 characters long.</p>	<p>Review information entered.</p> <p>Confirm Contact Information.</p> <p>Validate Customer Details</p> <p>Select the check box to acknowledge that you are an authorized agent of the customer account selected.</p>															

## Oracle Customer Account Number on Invoice or Credit Memo

Page 1 of 1

### Invoice

Invoice Number

Invoice Date

Customer No.

Reference No.

Internal Account

Payment Terms

Payment Due Date

Discount Date

Customer Tax ID

Inco Terms

Supply Location

Shipping Method

Tracking No.

Freight Terms

Bill of Lading

<https://www.tranetechnologies.com/customer>  
 CERTIFY Tax - for submission of tax exemption certificates.  
 iReceivables - access invoice copies, account balances & make payments.

## Oracle Customer Account Number on Monthly Statement

Page 1 of 1

### MONTHLY STATEMENT

Statement Date:

Entity:

Customer Number:

Internal Account: