

Important information for you as a supplier to Teknos Sp. zo.o.



Dear valued supplier,

In order to improve our supplier invoice process, we wish to receive e-invoices from our suppliers. By choosing e-invoicing both Teknos Sp. z o.o. and its suppliers will gain a more efficient administration, reduce the ecological footprint and further strengthen our cooperation. Therefore, we would like to ask you, as an important supplier to Teknos Sp. z o.o. to please start sending us e-invoices latest 15th January 2020.

We wish to receive supplier invoices in the following priority:

1. **E-invoice:** (see below for more information) or if this is not applicable:
2. **E-mail:** TeknosPL.invoice.pagero@process.esker.net

E-invoice

Company name	Teknos Sp. zo.o
VAT number	PL5221670517
Organization number	5221670517
Peppol ID	9945:5221670517
Service provider	Pagero

If you use Pagero as service provider: add Teknos Sp. z o.o. in your customer directory in Pagero Online.
If you use another service provider: contact your service provider to order routing.

If your company sends invoices rarely, or do not have means of sending invoices, Teknos Sp. z o.o. offers you an access to Pagero Free Web portal which is a cost-free service for sending e-invoices to Teknos Sp. z o.o. To start using this service, please register your company at <https://www.pageroonline.com/public/registrationWizardPublic> and enter project code **FreePortal_Teknos**. Please note that a PDF-invoice via e-mail is not an e-invoice.

If you need assistance with Pagero Free Web Portal, please contact Pagero Support. You can send a ticket at <https://support.pagero.com/> or call (+46-31 730 88 84).

E-mail

You can also send invoices to Teknos Sp. z o.o. by email. Please read through the following instructions

- Supported formats for invoices are PDF, MS Word, MS Excel, TIF
- Supported formats for attachments are PDF, MS Word, MS Excel, TIF, JPEG, .xml, .html, .txt
- Separate email is required for each invoice – only add one invoice per email
- If there are multiple attachments, the first attachment must be the invoice
- Maximum email size = 6 MB
- Send the email to address: TeknosPL.invoice.pagero@process.esker.net

More information regarding e-invoices and the free web portal can be found at <https://www.pagero.com/project-pages/teknos/>.

Questions?

If you have any questions, please contact:

Contact at Pagero:

Pagero Contact Center

Phone: +46 (0) 31-730 88 30

Contact person at Teknos Sp zo.o.:

Dorota Olszewska

Phone: +48 723 399 699

E-mail: finance.pl@teknos.com

We hope that you, like us, see great advantages by sending e-invoices.

Best regards,

Financial team

Teknos Sp. zo.o