

Important information for you as a supplier to Teknos Deutschland GmbH

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 Deutschland GmbH 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 Deutschland GmbH, to please start sending us e-invoices from 01 September 2019.

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:** TeknosDE.invoice.pagero@process.esker.net

E-invoice

Company name	Teknos Deutschland GmbH
VAT number	DE812647014
Trade register	HRB1682
E-invoice address	9930812647014
E-Invoice address Peppol	9930:DE812647014
Service provider	Pagero

If you use Pagero as service provider: add Teknos Deutschland GmbH 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 Deutschland GmbH offers you an access to Pagero Free Web portal which is a cost-free service for sending e-invoices to Teknos Deutschland GmbH. 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 (+43 (0) 72 088 16 35).

WE MAKE THE WORLD LAST LONGER

Hauptsitz:

Teknos Deutschland GmbH
Edelzeller Str. 62
D-36043 Fulda

Eingetragen beim Amtsgericht Fulda, HRB1682
Geschäftsführer: Thomas Palm, Paula Salastie

USt-Id-Nr. DE812647014
ATU64854937
Steuer-Nr. 018 246 00999

E-mail

You can also send invoices to Teknos Deutschland GmbH 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: TeknosDE.invoice.pagero@process.esker.net

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

If you have any questions, please contact:

Contact at Pagero:
Pagero Contact Center
Phone: +43 (0) 72 088 16 35

Contact person at Teknos Deutschland GmbH:
Karina Otto
Phone: +49 (0) 661-108 234
E-mail: karina.otto@teknos.com

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

Best regards,

Financial team
Teknos Deutschland GmbH

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Edelzeller Str. 62
D-36043 Fulda

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