

Important information for you as a supplier to Teknos OÜ



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 OÜ 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 Teknos OÜ, to please start sending us e-invoices.

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

E-invoice

Company name	Teknos OÜ
VAT number	EE100089688
Organization number	10274709
E-invoice address	9931:EE100089688
Service provider	Pagero

If you use Pagero as service provider: add Teknos OÜ 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 invoice Teknos OÜ offers you an access to Pagero Free Web portal which is a cost-free service for sending e-invoices to Teknos OÜ 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 +3728803388.

E-mail

You can also send invoices to Teknos OÜ 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: TeknosEE.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/>.

If you have any questions, please contact:

Contact at Pagero:

Pagero Contact Center
Phone: +3728803388

Contact person at Teknos OÜ:

Jana Palm
Phone: +372 52 80 252
E-mail: jana.palm@teknos.com

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

Best regards,

Financial team
Teknos OÜ