

# Important information for you as a supplier to UAB Teknos



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 UAB Teknos 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 UAB Teknos, 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:** [TeknosLT.invoice.pagero@process.esker.net](mailto:TeknosLT.invoice.pagero@process.esker.net)

## E-invoice

<b>Company name</b>	<b>UAB Teknos</b>
<b>VAT number</b>	<b>LT100008781916</b>
<b>Organization number</b>	<b>303293846</b>
<b>E-invoice address</b>	<b>9937:LT100008781916</b>
<b>Service provider</b>	<b>Pagero</b>

If you use Pagero as service provider: add UAB Teknos 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 UAB Teknos offers you an access to Pagero Free Web portal which is a cost-free service for sending e-invoices to UAB Teknos 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 +37037999302.

## E-mail

You can also send invoices to UAB Teknos 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: [TeknosLT.invoice.pagero@process.esker.net](mailto:TeknosLT.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: +37037999302

**Contact person at UAB Teknos:**

Eglė Biliūtė-Reutienė  
Phone: +370 683 98638  
E-mail: [egle.biliute@teknos.com](mailto:egle.biliute@teknos.com)

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

**Best regards,**

Financial team  
UAB Teknos