

Important information for you as a supplier to Teknos Drywood B.V



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 Drywood B.V 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 Drywood B.V, to please start sending us e-invoices after 27th December 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:** TeknosNL.invoice.pagero@process.esker.net

E-invoice

Company name	Teknos Drywood B.V.
VAT number	NL004740117B01
Association number	004740117
Organization number	06043784
E-invoice address	NL004740117B01
E-Invoice address Peppol	0190:06043784
Service provider	Pagero

If you use Pagero as service provider: add Teknos Drywood B.V 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 Drywood B.V offers you an access to Pagero Free Web portal which is a cost-free service for sending e-invoices to Teknos Drywood B.V. 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 Drywood B.V 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: TeknosNL.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/tekno/>.

Questions?

If you have any questions, please contact:

Contact at Pagero:

Pagero Contact Center
Phone: +46 10 457 68 30

Contact person at Teknos Drywood B.V:

Theo Alp
Phone: +31 53 433 4422
E-mail: finance.nl@tekno.com

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

Best regards,

Financial team
Teknos Drywood B.V.