

Important information for you as a supplier to Teknos AB



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 AB and our 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 us, to please start sending us e-invoices from 30th November 2018.

All invoices need to include a reference. Approved references are listed below in priority:

- Purchase order number.
- Teknos reference, i.e. the name of the buyer at Teknos.

We wish to receive our suppliers invoices in following priority;

1. E-invoices

Company name	Teknos AB
VAT number	SE556047671401
Organization number	556047-6714
Service provider	Pagero

If you use Pagero as operator: add Teknos AB in your customer directory in Pagero Online.

If you use another operator: contact your operator to order routing.

If your company rarely send invoices, or do not have means of sending invoices, Teknos AB offers you access to Pagero Free Web portal which is a cost-free service for sending e-invoices to Teknos AB. To start using this service, please register your company here 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).

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

2. E-mail

If previous alternatives aren't suitable for you, we give you the opportunity to send us invoices by email. Please read through the following instructions before start sending invoices by email:

- 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: TeknosSE.invoice.pagero@process.esker.net

If you have any questions, please contact:

Contact at Pagero:

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

Contact persons at Teknos AB:

Birgitta Blomgren
Phone: +46 (0) 325 61 95 33
E-mail: finance.se@teknos.com

Veronica Karlsson
Phone: +46 (0) 325 61 95 27
E-mail: finance.se@teknos.com

Best regards

Petra Karlsson
Finance Manager
Teknos AB

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