### E-invoicing guidelines for Tietoevry Tech Services suppliers

There are different options available for Tietoevry Tech Services suppliers:

- 1. Send e-invoices to Tietoevry Tech Services via your existing operator or bank connection;
- 2. Use Tietoevry Tech Services Supplier Web Application service for manual invoicing with Tietoevry free of charge;
- 3. Choose Tietoevry Tech Services as your electronic invoicing operator;

## 1.Send e-invoices to Tietoevry Tech Services via your existing operator or bank connection

If you have an existing capability for sending e-invoices, please:

- ➤ Check that your operator or bank has an interchange connection with operator Tietoevry Tech Services for sending e-invoices through the operator network. In case an interchange connection should be opened, please contact bix.servicedesk@tietoevry.com;
- ➤ Our e-invoicing operator for all Tietoevry Corporation is **Tietoevry Oyj** and operator code is **003701011385**;
- ➤ Tietoevry Tech Services electronic invoicing addresses (EDI, GLN, OVT codes) can be found on Tietoevry's web page (<u>Information for suppliers</u>).

# 2. Use Tietoevry Tech Services Supplier Web Application service for manual invoicing with Tietoevry free of charge

Tietoevry Tech Services Supplier Web Application is a web-based application so no software investments are required, you should simply register and start using it. Supplier portal offers a possibility to create e-invoices and immediately submit them to Tietoevry.

Please fill in the registration form on Tietoevry's website **Register to Supplier Web Application**.

#### 3. Choose Tietoevry Tech Services as your electronic invoicing operator

Tietoevry Tech Services offers to provide e-invoicing services both for sending invoices to your customers and also receiving invoices from your suppliers. Please let our e-invoicing team know if you are interested in Tietoevry's own electronic invoicing services by sending a message to <a href="mailto:bix.servicedesk@tietoevry.com">bix.servicedesk@tietoevry.com</a>.

#### 4. Send invoices to us via Peppol Network

Tietoevry companies are registered in Peppol network and you can send E-invoices to us via that chanell as well - <u>Peppol Directory - Search</u>

#### 5. Contact us

If you have a question or need for more **support regarding e-invoicing** with Tietoevry Tech Services, please do not hesitate to contact <u>tech.services.supplier.questions@tietoevry.com.</u>