E-invoicing guidelines for TietoEVRY's suppliers

There are different options available for TietoEVRY's suppliers:

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

1.Send e-invoices to TietoEVRY 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 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's electronic invoicing addresses (EDI, GLN, OVT codes) can be found on TietoEVRY's web page (https://www.tietoevry.com/en/information-for-suppliers/how-to-invoice-tietoevry/).

2. Use TietoEVRY's Supplier Web Application service for manual invoicing with TietoEVRY free of charge

TietoEVRY's 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 as your electronic invoicing operator

TietoEVRY 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 bix.servicedesk@tietoevry.com.

Contact Us

If you have a question or need for more **support regarding e-invoicing** with TietoEVRY, please do not hesitate to contact <u>project.e-invoicing@tietoevry.com</u>.

