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## E-invoicing guidelines for Tieto's suppliers

There are different options available for Tieto's suppliers:

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

#### 1. Send e-invoices to Tieto 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 Tieto for sending e-invoices through the operator network. In case an interchange connection should be opened, please contact <a href="mailto:bix.servicedesk@tieto.com">bix.servicedesk@tieto.com</a>;
- Our e-invoicing operator for all Tieto Corporation is Tieto Oyj and operator code is 003701011385;
- Tieto's electronic invoicing addresses (EDI, GLN, OVT codes) can be found on Tieto's web page (http://www.tieto.com/e-invoicing).

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

Tieto'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 Tieto.

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

### 3. Choose Tieto as your electronic invoicing operator

Tieto 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 Tieto's own electronic invoicing services by sending a message to <a href="mailto:activationservice@tieto.com">activationservice@tieto.com</a>.

### **Contact Us**

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

