



Self-Billing guide for Suppliers and other stakeholders

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Process summary

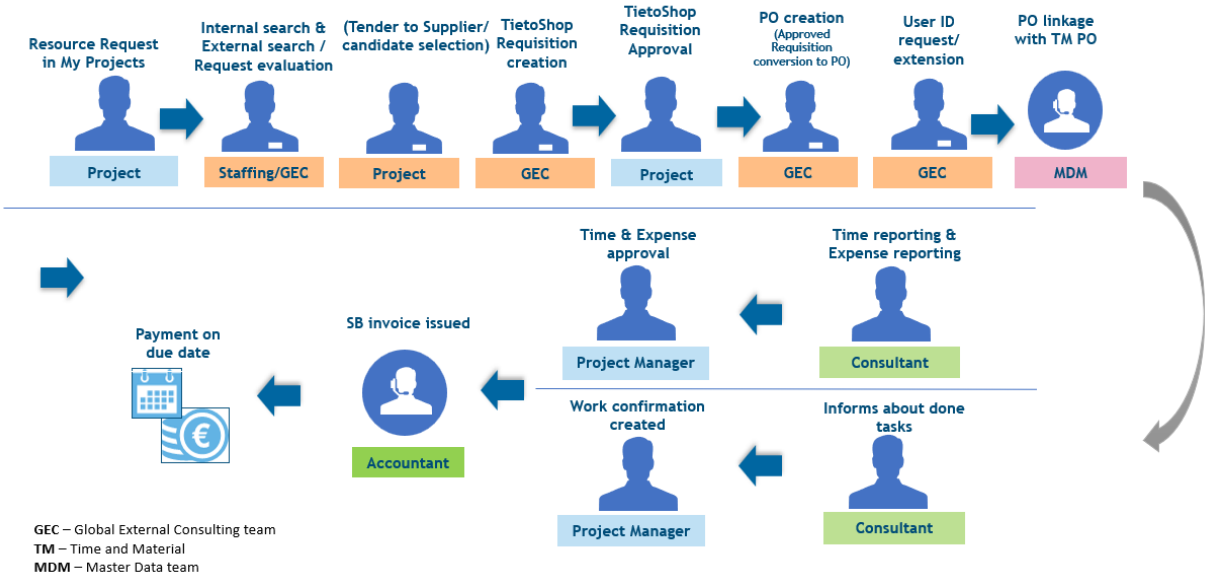
Tieto uses Self-Billing - invoice created by Tieto on behalf of the Supplier - **as the default invoicing method in EU and Norway.**

To enable Self-Billing process, there should be Purchase Order (PO) created and time reporting access granted for external consultant in Tieto’s My Time application. If agreed in PO, external consultant also can report travel expenses in My Expenses application.

Based on created PO, submitted and approved hours/expenses Tieto’s Accountants twice a month generate Self-Billing in Tieto’s ERP system on behalf of Supplier and send generated invoice copy to Supplier via email. Invoice is paid according to the agreed payment term.

If Self-Billing cannot be implemented, the No-Self-Billing process will be used. The Supplier issues only one invoice per month with the PO number as the mandatory reference on every invoice.

Process description



Process step by step:

1. The process starts with new resource request (New Requirement) created by Requester in My Projects tool.
2. Buyer creates PO based on the agreed information and Supplier receives the PO from system automatically. The PO contains:
 - PO number.
 - Tieto company details,
 - Tieto Requester.
 - Tieto Buyer.
 - Period of the assignment.
 - Consultant name.
 - Main project.
 - Estimation of hours and agreed hourly / overtime etc. rates.
 - Expense amount.
3. **Hours must be submitted in Tieto's time reporting system My Time on a weekly basis & last working day of the month** and pre-agreed expenses as soon they have occurred in My Expenses reporting system or by Expense Excel when Standard IT access is not available.
 - Final deadline for hour submission in My Time is the last day of the month. If any problems in time reporting the external consultant should contact Project Manager.
 - All submitted hours must be approved or rejected by Tieto's Project Manager or Project Assistant latest on the 1st workday of new month before 11:00 EET. Notification of any actions done by PM or PA are sent to external consultant's Tieto email

If Tieto email is not in use and hours are rejected, PM or PA must inform external consultant separately.

 - Hours submitted or approved after deadlines will be included in the 2nd Self-Billing issued on the 10th day of the month (or the next business day if the date falls on a weekend).

Note! My Time controls that assignment durations and number of hours are not exceeded; therefore, external consultant will not be able to report time if either assignment is ended or number of hours are exceeded. If any issues with reporting, external consultant should contact corresponding Project Manager.

- 4. Weekly reports in excel format** of reported hours/expenses that have been submitted/approved in My Time and My Expenses are sent to the Supplier via email.

Reports should be checked and mistakes corrected and missing hours, expenses added, so that the Self-Billing invoice will be correct:

- If reporting deadlines are not followed, payment to Supplier may be delayed.
- Only approved time and expenses by Tieto's Project Manager or Project Assistant are paid.

- 5. No invoice is sent from Supplier to Tieto.**

The Self-Billing invoice is created on behalf of the Supplier on the 1st workday of the new month. It is generated automatically based on the approved hours multiplied by the hourly rate and the approved expenses.

- 6. Tieto delivers Self-Billing invoice (PDF and Excel report) to the Supplier on the Self-Billing issue day** and pays invoice according to the agreed payment term.

Missing hours or expenses for a previous period should be submitted before the 2nd Self-Billing, which is issued on the 10th day (or the next business day if the date falls on a weekend).

Other adjustments e.g., correction of already reported hours are not advisable and should be made only in exceptional cases.

Supplier

To keep bookkeeping and invoice numbering in order, invoice in Supplier's own system, needs to be created (but not sent) and Self-Billing invoice received from Tieto attached.

Appendix – Self-Billing agreement whenever required

Permit to issue invoice on Seller’s behalf

We, **xxxxxx (name of company)** (VAT number **xxxx**), agree to let **xxxxx** (name of Tieto company) (VAT number **xxxx**) issue invoices on our behalf, based on registrations our employees/consultants have made directly into Tieto’s time registration application, My Time (Oracle EBS). This permit also applies for invoicing of expenses registered in Tieto’s application My Expenses (Oracle EBS) or corresponding Expense Excel, when Standard IT access is not available.

Invoices are issued monthly for ongoing projects. Before invoices are issued, a summary of registered hours per employee/consultant are sent to **xxxxxxx (company name)** for review and reconciliation. At the same time, an overview of expenses in the same period is sent for review.

If any deviations are found between the overviews received and **xxxxxx’s (company name)** own registration system(s), this will be corrected in the current or next period.

This agreement applies until otherwise is agreed.

For xxxxx (name of company)

XXXX (name of Tieto company)

Place:

Date:

Place:

Date:
