

Invoicing Instructions for Vendors

Region	Country	E-Invoice	Paper Invoice	
			If invoices are issued to:	Please mail the invoices to:
Americas	USA Canada Mexico Brazil	Vendorinvoicesna@opentext.com For GXS: vendorinvoicesgxsna@opentext.com	Open Text Corp.	Open Text PO Box 661 135 West Beaver Creek Richmond Hill, Ontario L4B 4R7 Canada
			Open Text Inc. Easylink Services International Corporation EasyLink Services USA, Inc. Xpedite Systems, LLC	PO Box 364 Bedford Park, IL 60499-0364 USA
			Nstein Technologies Inc.	Open Text PO Box 730 135 West Beaver Creek Richmond Hill, Ontario L4B 4R7 Canada
			Metastorm Government Solutions	Open Text PO Box 457 135 West Beaver Creek Richmond Hill, Ontario L4B 4R6 Canada
APAC	Australia	vendorinvoicesrow@opentext.com For GXS: vendorinvoicesgxsrow@opentext.com	Open Text PTY Ltd. Xpedite Systems Pty Limited GXS (ANZ) Pty Limited Actuate Australia Pty Ltd	Iron Mountain Australia Level 1 785 Toorak Road Hawthorn East Victoria 3123 Australia Courier is available until 16:00 Monday and Wednesday.
	China		Open Text Software Technology (Shanghai) Co.,Ltd. Open Text Software Technology (Shanghai) Co. Ltd. Beijing Branch Cordys Shanghai Co. Ltd. Cordys (Beijing) Co. Ltd. GXS (Shanghai) Software Development Ltd.	Deliver to the designated area in reception of Open Text Offices for delivery to Ernst & Young Finance Beijing Units 1511 & 1512 Level 15 Beijing Yintai Centre 2 Jianguomenwai Avenue Chaoyang District Beijing 100022 China

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			If invoices are issued to:	Please mail the invoices to:
				<p>Hong Kong Room 1609 16/F China Resources Building 26 Harbour Road Wanchai Hong Kong China Phone: +852 2884 6088</p> <p>Shanghai Level 42 CITIC Square 1168 Nanjing West Road Shanghai 200041 China Phone: +86 21 5117 9538</p> <p>Shanghai Room 1602 16/F Grand Gateway Tower 1 1 Hongqiao Road Shanghai 200030 China</p>
	Singapore		<p>Open Text (Asia) Pte. Ltd. Xpedite Systems PTE Ltd GXS International, Inc. - Singapore Branch EC1 Pte Ltd (Singapore) Actuate Pte Ltd</p>	<p>Deliver to the designated area in Open Text office for pickup by</p> <p>Iron Mountain Singapore 22 Tuas Ave 2 Singapore 639453 Singapore</p>
	Hong Kong		<p>Open Text (Hong Kong) Limited Easylink Services (Hong Kong) Limited Xpedite Systems Limited GXS International, Inc. - Hong Kong branch Business Commerce (HK) Limited</p>	<p>Deliver to the designated area in Open Text / Xpedite office for pickup by</p> <p>Iron Mountain Hong Kong 9/F, Goldsland Building 22-26 Minden Avenue Tsim Sha Tsui Hong Kong</p>
	India	<p>vendorinvoicesrow@opentext.com</p> <p>For GXS:</p>	<p>Open Text Corporation India Private Limited Open Text Technologies India Private Limited Easylink Services Corporation India Private Limited GXS India Technology Centre Private Limited</p>	<p>India - Hyderabad</p> <p>Deliver to Purna Mallikarjuna Rao Kambhampati in Open Text Finance department</p>

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			If invoices are issued to:	Please mail the invoices to:
		vendorinvoicesgxsrow@opentext.com		<p>Hyderabad Unit No. 301, 3rd Floor, Building No.14, MindSpace IT Park, Hi-Tec City Madhapur, Hyderabad, AP 500 081 India Phone: +91 40 44360400 Fax: +91 40 44360410</p> <p>Hyderabad Unit No. 4, 9th Floor, Building No.20, MindSpace IT Park, Hi-Tec City Madhapur, Hyderabad, AP 500 081 India</p> <p>India – Mumbai Deliver any invoices to Matilda Cardino in EasyLink Finance department Unit # 608, 6th Floor, Wing - A Plot #89 & 90, Sector- 15, CBD, Belapur, Navi Mumbai, 400614 India Phone:+91 22 2759 0000</p>
	New Zealand		Open Text New Zealand Ltd Xpedite Systems Limited GXS (ANZ) Pty Ltd. New Zealand Branch	Deliver to the Open Text Australia office for delivery to Iron Mountain Australia Level 1 785 Toorak Road Hawthorn East Victoria 3123 Australia
	Malaysia		The Easylink Services Corporation SDN.BHD. Xpedite Systems Incorporated (Malaysia) SDN.BHD.	Deliver to the deisgnated area in Xpedite Hong Kong office for pickup by Iron Mountan Hong Kong 9/F, Goldsland Building 22-26 Minden Avenue Tsim Sha Tsui Hong Kong
EMEA	Austria	vendorinvoiceswe@opentext.com	Open Text Software Austria GmbH	Large Office (Hoofddorp, Paris, Reading, Baden)

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			If invoices are issued to:	Please mail the invoices to:
		For GXS: vendorinvoicesgxsw@opentext.com		Deliver to the designated area in reception for delivery to mdn Hübner GmbH z.H. Michael Zink "OpenText" Breslauer Strasse 2b 85386 Eching Germany Courier is available until 14:00 Monday and Thursday Small Office or Virtual Office Forward (via courier) to mdn Hübner GmbH z.H. Michael Zink "OpenText" Breslauer Strasse 2b 85386 Eching Germany
EMEA	Belgium	vendorinvoiceswe@opentext.com	Open Text Belux Branch - Belgium Branch of Open Text Cooperatif U.A. GXS S.A.	Large Office (Hoofddorp, Paris, Reading, Baden) Deliver to the designated area in reception for delivery to mdn Hübner GmbH z.H. Michael Zink "OpenText" Breslauer Strasse 2b 85386 Eching Germany Courier is available until 14:00 Monday and Thursday
	Denmark	For GXS: vendorinvoicesgxsw@opentext.com	Open Text A/S	
	Finland		Open Text Oy	
	France		Open Text SARL Easylink Services France SARL Xpedite Systems SA GXS SAS Actuate International Corp. French Branch	
	Germany		Open Text Software GmbH Xpedite Systems GmbH Open Text Document Technologies GmbH GXS GmbH Legodo AG Actuate (Deutschland) GmbH	
	Ireland		Open Text Ireland Limited Easylink Int'l Services Ltd Irish Branch Open Text S.A. - IRELAND PLACE OF BUSINESS	

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			If invoices are issued to:	Please mail the invoices to:
			Open Text Finance S.à.r.l. - IRELAND PLACE OF BUSINESS	Small Office or Virtual Office Forward (via courier) to mdn Hübner GmbH z.H. Michael Zink "OpenText" Breslauer Strasse 2b 85386 Eching Germany
	Italy		Open Text Srl Xpedite Systems S.r.l. GXS S.p.A.	
	Luxembourg		FKA Open Text S.A.R.L.) StreamServe B.V. / SàrL Luxembourg	
	Netherlands		Open Text Coöperatief U.A. StreamServe B.V. GXS B.V. GXS International, Inc. - Amstelveen Branch	
	Portugal		Vignette Iberica SL Secursal em Portugal	
	South Africa		Open Text South Africa Pty Ltd.	
	Spain		Open Text Software S.L. Xpedite Systems Spain, S.A. Actuate Spain S.L.	
	Sweden		Open Text AB	
	Switzerland		Open Text AG Xpedite Systems AG GXS A.G. Actuate International Sarl	
	United Kingdom		Open Text UK Limited Sysgenics Limited Xpedite Systems (UK) Limited Easylink Services International Limited GXS Limited Actuate UK Ltd	
	Russia	OpenText_Accounting@bdo.ru	Open Text Russia	