opentext™

The Information Company

Supplier Invoicing Instructions

Invoice Submission Requirements

1. To receive payments in a timely manner, invoices **must** contain the following information:

a) Valid OpenText Purchase Order (PO) number

OpenText strictly enforces a No PO No Pay policy. This policy requires suppliers to first obtain an OpenText issued Purchase Order (PO) before providing any goods or services. The Purchase Order is provided directly via email as a PDF. The OpenText Purchase Order number must be referenced on the invoice.

b) Name of the OpenText employee who ordered the goods/services

The name provided on the invoice is the individual within OpenText who can confirm whether the goods/services have been delivered. This is critical for any purchases which may be exempt from our Purchase Order process.

c) Correct OpenText legal entity and associated address

The OpenText legal entity and address billed on the invoice must match the legal entity name and address on the Purchase Order. If a change is required to the Purchase Order, please email procurement@opentext.com.

*OpenText **cannot** pay invoices without the above information.*

2. Send invoices promptly by email to Accounts Payable. Directing an invoice to an OpenText contact will not guarantee it reaches Accounts Payable for processing and payment. Use the correct email address in the Invoicing Address Table below.

a) Invoices must be submitted in PDF.

Multiple invoice attachments may be attached in a single email. However, only include one invoice per attachment.

b) Related supporting documentation such as time sheets or packing slips should be included with the invoice in the same attachment.

3. DO NOT resubmit copies of an invoice already provided for processing. Duplicate invoices stall the process for payment and launch investigations.
4. Arrange to be paid via Electronic Funds Transfer (EFT) as OpenText does not support check payments. To update payment details, contact procurement@opentext.com.
5. Ensure the payment terms on the invoice match the terms on the PO. Please note if there is a signed contract with OpenText, the agreed payment terms listed in the contract should be reflected on the Purchase Order. If there are discrepancies with the payment terms on the Purchase Order, please email procurement@opentext.com.
6. Inform us of any supplier information change. It is the Supplier's responsibility to inform OpenText of any pertinent record changes required to facilitate Purchase Order issuance, invoice processing and payment, or vendor management activities.

Invoicing Address Table

Country	Bill To (OpenText Legal Entity)	Billing Address	Invoice Mail to / Email Address
Australia	Open Text PTY Ltd.	Open Text Pty Ltd. Level 6, 80 Pacific Highway North Sydney, NSW 2060 Australia ACN number: 071 903 010 ABN number: 98 071 903 010	vendorinvoicesuk@opentext.com
Austria	Open Text Software Austria GmbH	OpenText Austria Wagramer Strasse 19, 12 Floor Vienna, Austria A-1220 VAT - AT U50406804	vendorinvoicesde@opentext.com
Belgium	Open Text Belux Branch - Belgium Branch of Open Text Cooperatif U.A.	OpenText Belux Branch Pegasuslaan 5 1831 Diegem Belgium VAT - BE 0540661370	vendorinvoicesde@opentext.com
Brazil	Open Text Tecnologia da Informaco (Brasil) Ltda	Open Text Tecnologia da Informaco (Brasil) Ltda Avenida Brigadeiro Faria Lima 4300, 13 andar Vila Olimpia – SP 04538-132, Brazil	vendorinvoicesbr@opentext.com
Canada	Nstein Technologies Inc	Nstein Technologies Inc. 75 Queen Street Suite 4400 Montreal QC H3C 2N6 Canada	vendorinvoicesca@opentext.com

Country	Bill To (OpenText Legal Entity)	Billing Address	Invoice Mail to / Email Address
	Open Text Corporation	Open Text Corporation 275 Frank Tompa Drive Waterloo ON N2L 0A1 Canada	
	Open Text SA ULC	Open Text SA ULC 275 Frank Tompa Drive Waterloo ON N2L 0A1 Canada	
	XMedius Solutions Inc.	XMedius Solutions Inc. 3000-1 Place Ville-Marie Montreal, QC H3B 4N8 Canada	
China	GXS (Shanghai) Software Development Ltd.	GXS (Shanghai) Software Development Ltd. Room 4049, Building 2# No. 69 Xi Ya Road, Waigaoqiao FREE TRADE ZONE 200131 Shanghai China	vendorinvoicesph@opentext.com
	Open Text Software Technology (Shanghai) Co., Ltd. Beijing Branch	Open Text Software Technology (Shanghai) Co. Ltd. Beijing Branch Beijing Yintai Centre, Unit 2206, 22/F, Tower 3 No.2 Jianguomenwai Avenue, Chaoyang District 100022 Beijing China	
	Open Text Software Technology (Shanghai) Co., Ltd.	Open Text Software Technology (Shanghai) Co., Ltd. Room 3302-05 & 08, 33/F, Tower A The Place, No.100 Zunyi Road, Changning District 200052 Shanghai China	project.opentext@cn.ey.com c/o Ernst & Yong (China) Advisory Limited 49/F Shanghai World Financial Center, No. 100 Century Avenue Pudong New Area, 200120 Shanghai, China Attn: Sophie Mao
	Covisint Software Services (Shanghai) Co., Ltd.	Covisint Software Services (Shanghai) Co., Ltd. Room 3306-07, 3309-11, 33/F, Tower A The Place, No.100 Zunyi Road, Changning District 200052 Shanghai China	vendorinvoicesph@opentext.com
	Open Text Software Technology	Open Text Software Technology (Shanghai) Co., Ltd. -	vendorinvoicesph@opentext.com

Country	Bill To (OpenText Legal Entity)	Billing Address	Invoice Mail to / Email Address
	(Shanghai) Co., Ltd. - Guangzhou Branch	Guangzhou Branch Unit 93, Level 9, CTF Finance Centre 6 Zhujiang Dong Road, Tianhe District 510620 Guangzhou PRC China	
Czech Republic	Open Text s.r.o.	Open Text s.r.o. ATTN: Martin Vogel Klimentská 1216/46, Nové Město 110 00 Prague 1 Czech Republic VAT ID: CZ 26686694	AccManager@bizcom.cz
Denmark	Open Text A/S	OpenText A/S c/o Bech-Brunn Langelinie Alle 35 2100 Kobenhavn Denmark VAT - DK 27256597	vendorinvoicessc@opentext.com
Finland	Open Text Oy	Open Text Oy Visiokatu 3 33720 Tampere Finland	vendorinvoicessc@opentext.com
France	Open Text SARL	Open Text S.A.R.L. Coeur Défense Tour B - Étage 30 100 Esplanade du General de Gaulle 92932 Paris LA DEFENSE CEDEX France	vendorinvoicesde@opentext.com
Germany	Open Text Document Technologies GmbH	Open Text Deutschland Max-Stromeyer-Str. 116 78467 Konstanz Germany	vendorinvoicesde@opentext.com
	Open Text Software GmbH	Open Text Software GmbH Technopark 2 Neukeferloh Werner-von-Siemens-Ring 20 D-85630 Grasbrunn Germany	
	Recommind GmbH	Recommind GmbH Von-Liebig Str. 1 53359 Rheinbach Germany	
	MailStore Software GmbH	Cloerather Str. 1-3 41748 Viersen Germany	

Country	Bill To (OpenText Legal Entity)	Billing Address	Invoice Mail to / Email Address
Hong Kong	Open Text (Hong Kong) Limited	Open Text (Hong Kong) Limited Room 1609-1610 16/F China Resources Building No. 26 Harbour Road Wanchai Hong Kong	vendorinvoicesuk@opentext.com
India	Open Text Corporation India Private Limited	Open Text Corporation India Private Limited Office No. 120 to 125, Workafella, 1st Floor Cyber Crown, Sec-II, HUDA Techno Enclave, Madhapur, Hyderabad, Telangana 500081 India	vendorinvoicesin@opentext.com
	Open Text Technologies India PVT Ltd.	Open Text Technologies India PVT Ltd. 301, 3rd flr, Building 14, Sundew Properties SEZ Mindspace Madhapur Hyderabad 500081 SEZ India	
	GXS India Technology Centre Private Limited	GXS India Technology Centre Private Limited Office No. 120 to 125, Workafella, 1st Floor Cyber Crown, Sec-II, HUDA Techno Enclave, Madhapur, Hyderabad, Telangana 500081 India	
	Vignette India Private Limited	Vignette India Private Limited Office No. 120 to 125, Workafella, 1st Floor Cyber Crown, Sec-II, HUDA Techno Enclave, Madhapur, Hyderabad, Telangana 500081 India	
Ireland	Open Text Ireland Limited	OpenText Ireland Limited Cork Airport Business Park Kinsale Road Building 2800/2900 Cork T12 E956 Ireland VAT - IE8228481K	vendorinvoicesuk@opentext.com
	Webroot International Limited	Building 2800 / 2900, Cork Airport Business Park, Kinsale Road, Co. Cork, T12 E956 Ireland	

Country	Bill To (OpenText Legal Entity)	Billing Address	Invoice Mail to / Email Address
Italy	Open Text SrL	Open Text SrL Via Amsterdam 125 00144 Rome Italy	For Italy registered vendor, invoice should be sent through "sistema di Interscambio" or SDI. Use recipient identification code: BA6ET11 For vendors outside Italy who bill GXS S.p.A or Open Text SrL, invoice should be sent to: vendorinvoicesde@opentext.com
Korea	Open Text Korea Co., Ltd.	Open Text Korea 8 FL. (Leema Building) 42 Jong-ro 1-gil Jongno-gu Seoul 03152 Republic of Korea	vendorinvoicesph@opentext.com
	GXS Inc.	GXS Inc. 8 FL. (Leema Building) 42 Jong-ro 1-gil Jongno-gu Seoul 03152 Republic of Korea	
Malaysia	Open Text Software Technology (Malaysia) Sdn Bhd (110141-A)	Open Text Software Technology (Malaysia) Sdn Bhd (110141-A) 8A, Jalan Vivekananda Brickfields 50470 Kuala Lumpur KUL Malaysia	vendorinvoicesph@opentext.com
Mexico	Open Text, S. de R.L. de C.V.	Open Text, S. de R.L. de C.V. Córdoba No. 42 Int. 807 Roma Norte 06700 Ciudad De Mexico Mexico	vendorinvoicesus@opentext.com
Netherlands	Open Text Coöperatief U.A.	Open Text Coöperatief U.A. Zuidtoren, Taurusavenue 15 Hoofddorp 2132 LS The Netherlands VAT NL 8199.84.085 B01	vendorinvoicesde@opentext.com
New Zealand	Open Text New Zealand Ltd	Open Text New Zealand Ltd c/o Quigg Partners Level 7, 36 Brandon Street 6011 Wellington New Zealand	vendorinvoicesuk@opentext.com

Country	Bill To (OpenText Legal Entity)	Billing Address	Invoice Mail to / Email Address
Philippines	Open Text (Philippines), Inc.	Open Text (Philippines), Inc. 36/F, Tower 2, RCBC Plaza 6819 Ayala Avenue Corner Sen. Gil Puyat Ave. 1200 Makati City Philippines	vendorinvoicesph@opentext.com
Poland	Open Text Sp.z.o.o.	Open Text Sp. z o. o. Ul. Baraniaka 6 61-131 Poznan Poland Vat# PL7781387031	office_poland@opentext.com
Portugal	Vignette Iberica SL Secursal em Portugal	Open Text Software S.L.U. - Portugal Branch Avenida da Liberdade 110, 1269-046 Lisboa Portugal VAT - PT 980 234 476	vendorinvoicesbr@opentext.com
Russia	Open Text LLC	Open Text LLC 2 Letnikovskaya Street bld. 1, 4th Floor, office 423 115114 Moscow Russian Federation	OpenText_Payments@bdobpo.ru BDO Unicon Business Services Zakrytoe Aktsionernoe Obshchestvo Bldg. 3, 9 Malaya Semyonovskaya Street, Moscow 107023, Russian Federation
	Open Text Technology LLC	Open Text Technology LLC Nevsky Prospect, 55 lit. A 3rd Floor, Office 341 191025 Saint Petersburg Russian Federation	
Saudi Arabia	Open Text Saudi Arabia LLC	Open Text Saudi Arabia LLC IT & Communication Complex (ITCC) Building WH 01-04, First Floor P.O. Box 75198 11578 Riyadh Saudi Arabia	vendorinvoicesph@opentext.com
Singapore	Open Text (Asia) Pte. Ltd.	OpenText (Asia) Pte Ltd. CapitaGreen, 138 Market Street #33-01/02 Singapore, SG 048946	vendorinvoicesuk@opentext.com
South Africa	Open Text South Africa Pty Ltd.	Open Text South Africa Pty Ltd. Design Quarter Office Park Ground Floor, Building No 11 Lesley Avenue East Fourways, Johannesburg, South Africa	vendorinvoicesuk@opentext.com

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Spain	Open Text Software S.L.U.	Open Text Software S.L.U. Calle Jose Silva, No 17, 6ta Planta Madrid 28043 Spain CIF: B-82743931	vendorinvoicesde@opentext.com
Sweden	Open Text AB	Open Text AB Karlavagen 108 PO Box 24 210 104 51 Stockholm Sweden VAT - SE 556563311101	vendorinvoicessc@opentext.com
Switzerland	Open Text AG	Open Text AG Baderstrasse 27 5400 Baden Switzerland VAT - CHE-108.510.328 MWST	vendorinvoicesde@opentext.com
	Carbonite GmbH	c/o Streichenberg und Partner, Stockerstrasse 38, 8002 Zürich Switzerland	
Thailand	GXS Ltd.	GXS Ltd. Tang Hua Pug Building 320 Rama IV Road, 8Fl, Room 8C Mahaphruttharam, Bangrak Bangkok 10500 Thailand	Janphen Thongsil janphen@bookkeeping.co.th
United Kingdom	Open Text UK Limited	Open Text UK Limited 420 Thames Valley Park Drive Reading, Berkshire RG6 1PT, United Kingdom Company Registration Number: 03148093 VAT Number: GB 834871308	vendorinvoicesuk@opentext.com
	GXS Limited	GXS Limited 420 Thames Valley Park Drive Thames Valley Park Reading, Berkshire RG6 1PT, United Kingdom	

USA	Open Text Inc.	Open Text Inc Suite 302 2440 Sand Hill Road Menlo Park, CA 94025 USA	vendorinvoicesus@opentext.com

About OpenText

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