

## Supplier Invoicing Instructions

### Invoice submission requirements

1. To receive payment from OpenText, invoices **must** contain the following information:

**a) A valid OpenText Purchase Order (PO) number**

OpenText strictly enforces a **No PO No Pay** policy (applies to most purchases). This policy requires suppliers to obtain an OpenText issued Purchase Order (PO) before providing any goods or services. The PO number is provided directly via email as a .pdf from our financial system (check spam) or directly from your OpenText contact. The OpenText Purchase Order number must be referenced on the invoice.

**b) The name of the OpenText employee who ordered the goods/services**

The name you provide on your invoice is the individual within OpenText who can confirm whether the goods/services have been delivered.

**c) Full name of OpenText legal entity and associated address**

The OpenText legal entity and address billed on the invoice must match the legal entity and address on the Purchase Order. If a change is required, please email us at: [aphelp@opentext.com](mailto:aphelp@opentext.com).

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

2. **Remit invoices to the Accounts Payable Department.** Send invoices by email. Find the correct email address in the Invoicing Address Table below.

- Invoices must be submitted in PDF or TIF formats only.
- Multiple invoices may be included as attachments in a single email, however, only include one invoice per attachment.
- Related supporting documentation, such as time sheets or packing slips, should be included in the same attachment as the invoice.

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 rather than receiving a mailed check. To change your payment method, contact [aphelp@opentext.com](mailto:aphelp@opentext.com).

5. Ensure the payment terms on your invoice match the terms on your PO and/or contract. Our financial system uses the terms on the PO to schedule the payment. If there are discrepancies with the payment terms on your Purchase Order, please highlight to your OpenText contact.

6. Send invoices to Accounts Payable in a timely manner. Directing an invoice to an OpenText contact will not guarantee it reaches Accounts Payable for processing and payment.

7. Promptly inform us of any information changes. It is the Supplier's responsibility to ensure OpenText's records are up to date in order to facilitate invoice processing and payment.

### **opentext.com/contact**

### Invoicing Address Table

Country	Bill To	Billing Address	Invoice Mail to / Email Address
<b>Australia</b>	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	<a href="mailto:vendorinvoicesuk@opentext.com">vendorinvoicesuk@opentext.com</a>
<b>Austria</b>	Open Text Software Austria GmbH	OpenText Austria Wagramer Strasse 19, 12 Floor Vienna, Austria A-1220  VAT - AT U50406804	<a href="mailto:vendorinvoicesde@opentext.com">vendorinvoicesde@opentext.com</a>
<b>Belgium</b>	Open Text Belux Branch - Belgium Branch of Open Text Cooperatif U.A.	OpenText Belux Branch Pegasuslaan 5 1831 Diegem Belgium  VAT - BE 0540661370	<a href="mailto:vendorinvoicesde@opentext.com">vendorinvoicesde@opentext.com</a>
<b>Brazil</b>	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	<a href="mailto:vendorinvoicesbr@opentext.com">vendorinvoicesbr@opentext.com</a>

Country	Bill To	Billing Address	Invoice Mail to / Email Address
Canada	Nstein Technologies Inc	Nstein Technologies Inc. 75 Queen Street Suite 4400 Montreal QC H3C 2N6 Canada	<a href="mailto:vendorinvoicesca@opentext.com">vendorinvoicesca@opentext.com</a>
	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	
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	<a href="mailto:vendorinvoicesph@opentext.com">vendorinvoicesph@opentext.com</a>
	Open Text Software Technology (Shanghai) Co. Ltd. Beijing Branch	Open Text Software Technology (Shanghai) Co. Ltd. Beijing Branch 23/F, Block B Ping An International Financial Center No.3, Xinyuan South Road Chaoyang District Beijing 100027	
	Open Text Software Technology (Shanghai) Co.,Ltd.	Open Text Software Technology (Shanghai) Co.,Ltd. 24/F, Capital Square No. 268 Hengtong Road, Jing'an District 200070 Shanghai China	

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Country	Bill To	Billing Address	Invoice Mail to / Email Address
China	Covisint Software Services (Shanghai) Co Ltd	Covisint Software Services (Shanghai) Co Ltd 23/F, Capital Square No. 268 Heng Tong Road Jing'an District 200070 Shanghai P. R. China	<a href="mailto:vendorinvoicesph@opentext.com">vendorinvoicesph@opentext.com</a>
	Open Text Software Technology (Shanghai) Co., Ltd. - Guangzhou Branch	Open Text Software Technology (Shanghai) Co., Ltd. - Guangzhou Branch Unit 93, Level 9, CTF Finance Centre 6 Zhujiang Dong Road, Tianhe District 510620 Guangzhou PRC China	<a href="mailto:vendorinvoicesph@opentext.com">vendorinvoicesph@opentext.com</a>
Czech Republic	Open Text s.r.o.	OPENTEXT S.R.O. ATTN: Martin Vogel Na Porici 1040/10 11000 Praha Tschechische Republik  email: AccManager@bizcom.cz	<a href="mailto:vendorinvoicesuk@opentext.com">vendorinvoicesuk@opentext.com</a>
Denmark	Open Text A/S	OpenText A/S c/o Bech-Brunn Langelinie Alle 35 2100 Kobenhavn Denmark  VAT - DK 27256597	<a href="mailto:vendorinvoicessc@opentext.com">vendorinvoicessc@opentext.com</a>

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<b>Finland</b>	Open Text Oy	Open Text Oy Visiokatu 3 33720 Tampere Finland	<a href="mailto:vendorinvoicessc@opentext.com">vendorinvoicessc@opentext.com</a>
<b>France</b>	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	<a href="mailto:vendorinvoicesde@opentext.com">vendorinvoicesde@opentext.com</a>
<b>Germany</b>	Open Text Document Technologies GmbH	Open Text Deutschland Max-Stromeyer-Str. 116 78467 Konstanz Germany	<a href="mailto:vendorinvoicesde@opentext.com">vendorinvoicesde@opentext.com</a>
	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	

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Country	Bill To	Billing Address	Invoice Mail to / Email Address
<b>Hong Kong</b>	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	<a href="mailto:vendorinvoicesuk@opentext.com">vendorinvoicesuk@opentext.com</a>
<b>India</b>	Open Text Corporation India Private Limited	Open Text Corporation India Private Limited The V, Plot No.17, Building D, Mariner Software Units Layout, Madhapur 500 081 Hyderabad India	<a href="mailto:vendorinvoicesin@opentext.com">vendorinvoicesin@opentext.com</a>
	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 No. 436, Infinity 1st, 2nd, 3rd & 4th Floors, Off. Koramangala Indiranagar, Intermediate Ring Road Challaghatta Domlur 560 071 Bangalore, Karnataka India	
<b>Ireland</b>	Open Text Ireland Limited	OpenText Ireland Limited Cork Airport Business Park Kinsale Road Building 2800/2900 Cork T12 E956 Ireland  VAT - IE8228481K	<a href="mailto:vendorinvoicesuk@opentext.com">vendorinvoicesuk@opentext.com</a>

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Country	Bill To	Billing Address	Invoice Mail to / Email Address
<b>Italy</b>	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: <a href="mailto:vendorinvoicede@opentext.com">vendorinvoicede@opentext.com</a>
<b>Japan</b>	Open Text K.K.	Open Text K.K. 1-8-3 Marunouchi Chiyoda-ku 18th floor of Marunouchi Trust Tower Main Tokyo 100-0005	Mail invoices to provided address
<b>Korea</b>	Open Text Korea Co., Ltd.	Open Text Korea 8 FL. (Leema Building) 42 Jong-ro 1-gil Jongno-gu Seoul 03152 Republic of Korea	<a href="mailto:vendorinvoicessph@opentext.com">vendorinvoicessph@opentext.com</a>
	GXS Inc.	GXS Inc. 8 FL. (Leema Building) 42 Jong-ro 1-gil Jongno-gu Seoul 03152 Republic of Korea	
<b>Malaysia</b>	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	<a href="mailto:vendorinvoicessph@opentext.com">vendorinvoicessph@opentext.com</a>

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<b>Mexico</b>	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	<a href="mailto:vendorinvoicesus@opentext.com">vendorinvoicesus@opentext.com</a>
<b>Netherlands</b>	Open Text Coöperatief U.A.	Open Text Coöperatief U.A. Zuidtoren, Taurusavenue 15 Hoofddorp 2132 LS The Netherlands  VAT NL 8199.84.085 B01	<a href="mailto:vendorinvoicesde@opentext.com">vendorinvoicesde@opentext.com</a>
<b>New Zealand</b>	Open Text New Zealand Ltd	Open Text New Zealand Ltd c/o Quigg Partners Level 7, 36 Brandon Street 6011 Wellington New Zealand	<a href="mailto:vendorinvoicesuk@opentext.com">vendorinvoicesuk@opentext.com</a>
<b>Philippines</b>	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	<a href="mailto:vendorinvoicesph@opentext.com">vendorinvoicesph@opentext.com</a>
<b>Poland</b>	Open Text Sp.z.o.o.	Open Text Sp. z o. o. Ul. Baraniaka 6 61-131 Poznan Poland  Vat# PL7781387031	<a href="mailto:office_poland@opentext.com">office_poland@opentext.com</a>
<b>Portugal</b>	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	<a href="mailto:vendorinvoicesbr@opentext.com">vendorinvoicesbr@opentext.com</a>

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Country	Bill To	Billing Address	Invoice Mail to / Email Address
<b>Russia</b>	Open Text LLC	Open Text LLC 2 Letnikovskaya Street, Bld.1 115114 Moscow Russian Federation	<a href="mailto:OpenText_Payments@bdoipo.ru">OpenText_Payments@bdoipo.ru</a>  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 12-14, lit. A, premises 1-H 151, 153, 155, 156 191024 Saint-Petersburg Russian Federation	
<b>Saudi Arabia</b>	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	<a href="mailto:vendorinvoicesph@opentext.com">vendorinvoicesph@opentext.com</a>
<b>Singapore</b>	Open Text (Asia) Pte. Ltd.	OpenText (Asia) Pte Ltd. CapitaGreen, 138 Market Street #33-01/02 Singapore, SG 048946	<a href="mailto:vendorinvoicesuk@opentext.com">vendorinvoicesuk@opentext.com</a>
<b>South Africa</b>	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	<a href="mailto:vendorinvoicesuk@opentext.com">vendorinvoicesuk@opentext.com</a>

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<b>Spain</b>	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	<a href="mailto:vendorinvoicede@opentext.com">vendorinvoicede@opentext.com</a>
<b>Sweden</b>	Open Text AB	Open Text AB Karlavagen 108 PO Box 24 210 104 51 Stockholm Sweden  VAT - SE 556563311101	<a href="mailto:vendorinvoicessc@opentext.com">vendorinvoicessc@opentext.com</a>
<b>Switzerland</b>	Open Text AG	Open Text AG Baderstrasse 27 5400 Baden Switzerland  VAT - CHE-108.510.328 MWST	<a href="mailto:vendorinvoicede@opentext.com">vendorinvoicede@opentext.com</a>
<b>Thailand</b>	GXS Ltd.	GXS Ltd. Tang Hua Pug Building 320 Rama IV Road, 8Fl, Room 8C Mahaphruttharam, Bangrak Bangkok 10500 Thailand	Janphen Thongsil <a href="mailto:janphen@bookkeeping.co.th">janphen@bookkeeping.co.th</a>

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	GXS Limited	GXS Limited 420 Thames Valley Park Drive Thames Valley Park Reading, Berkshire RG6 1PT, United Kingdom	
	Xpedite Systems (UK) Limited	Xpedite Systems (UK) Limited c/o Open Text UK Limited 420 Thames Valley Park Drive Reading, Berkshire RG6 1PT, United Kingdom	
USA	Open Text Inc	Open Text Inc 2950 S Delaware Street Suite 400 Bay Meadows Station 3 Building San Mateo CA 94403-2580 USA	<a href="mailto:vendorinvoicesus@opentext.com">vendorinvoicesus@opentext.com</a>

## About OpenText

OpenText enables the digital world, creating a better way for organizations to work with information, on-premises or in the cloud. For more information about OpenText (NASDAQ/TSX: OTEX), visit [opentext.com](http://opentext.com).

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