

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**

b) Invoices must be submitted in PDF.

You may include multiple attachments in a single email, but there must be only one invoice per attachment.

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

3. Never resubmit copies of an invoice already provided for processing unless changes are requested by our Accounts Payable team directly. The submission of duplicate invoices stalls the process for payment and launch investigations.

Country	Bill To (OpenText Legal Entity)	Billing Address	Invoice Mail to / Email Address
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

Nstein Technologies Inc.
Nstein Technologies Inc.
75 Queen Street Suite 4400

Canada

Country	Bill To (OpenText Legal Entity)	Billing Address	Invoice Mail to / Email Address
	<p>GXS (Shanghai) Software Development Ltd.</p>	<p>GXS (Shanghai) Software Development Ltd. Room 4049, Building 2# No. 69 Xi Ya Road, Waigaoqiao FREE TRADE ZONE 200131 Shanghai China</p>	
	<p>Open Text Software Technology (Shanghai) Co., Ltd. Beijing Branch</p>	<p>Open Text Software Technology (Shanghai) Co. Ltd. Beijing Branch Unit 07, B01, 3rd Floor, Building A, No. 8 Guangshun South Street, Chaoyang District, 100008 Beijing,</p>	<p>vendorinvoicesph@opentext.com</p>

China

Country	Bill To (OpenText Legal Entity)	Billing Address	Invoice Mail to / Email Address
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
Sweden	Open Text AB	Open Text AB Karlavagen 108 PO Box 24 210 104 51 Stockholm Sweden VAT - SE 556563311101	vendorinvoicessc@opentext.com

Open Text AG

Switzerland

