

Eltel Networks Poland S.A.
Ul. Żupnicza 17
03-812 Warszawa

Warsaw October 25th, 2017

Dear Supplier,

As it was already informed in the previous correspondence, ELTEL Networks Poland S.A., being part of the ELTEL Group with its headquarters in Stockholm, Sweden, has undertaken together with the whole Group, a large program of streamlining of administration and financial processes. Part of this program is the implementation of electronic documents exchange (e-invoices) between business partners and Eltel Group companies aimed to simplify and speed up processes.

We recognize a number of advantages of electronic invoice, such as: traceability and quality, simplicity in delivering the invoices and – what is the most important - environmentally friendliness and cost efficiency.

Electronic invoices implementation start date in ELTEL Networks Poland S.A. was the 1st of November 2016 and since that date we have moved into electronic format. Our preferred methods of invoices receipt are in the following formats:

1. Electronic invoice (XML, EDI format)
2. E-invoice sent in PDF format to our mail address
3. E-invoices prepared within the web tool provided by our business partner PAGERO AB.

We have introduced a special mailbox for e-invoices: faktury.eltelpoland@eltelnetworks.com

You are kindly asked to call the Purchase Order number in the invoice, which will help us automate the process of invoices handling. Alternatively please add any other information allowing us to match the Invoice (Project number, Name of a person ordering or Cost Center). Each invoice should be sent in separate e-mail and for single Purchase Order.

Please do not attach advertising materials, price list or any other similar document to the invoices.

We, of course, still accept paper format of invoices. These should be sent on the following address, which differs from the company address: **ELTEL Networks Poland S.A., ul. Postępu 18B, 02-676 Warszawa, Skrytka pocztowa nr 201.** The company address and delivery address remain without any changes.

For more information please kindly contact our Back Office in Gdańsk, phone +48 58 740 52 00 or visit our website: <http://www.eltelnetworks.com/pl-pl/polska/kontakt/formularz-kontaktowy>

Kind regards,

Brygida Otdakowska
Brygida Otdakowska
Członek Zarządu