



Invoicing instructions for United Kingdom [GB Y072]

To avoid delays in invoice settlements:

1. Bill all your invoices to (this address should appear on your invoices):

Kyndryl UK Limited
Units K&L, 2nd Floor,
100 Liverpool Street
London, EC2
VAT registration number: GB380621802

2. Within 7 days after dispatch of goods, post invoices for scanning to one of the addresses below, which are to be used on the envelope ONLY:

**** Note, please mark the package and accompanying documentation clearly as “DOX – documents” to avoid delays and custom fees associated with goods shipped from UK to EU countries following Brexit. ****

1/ Scanning address:

Xerox Romania Echipamente si Servicii.
PO Box 135
Str. Nicolae Caramfil, nr. 54
Oficiul Postal nr. 52,
Sector 1, Bucuresti, Romania

2/ If sent by Courier Services:

Xerox Romania
Hermes Business Campus
Bd. Dimitrie Pompeiu, nr. 5-7, etaj 2,
Sector 2, Bucuresti, cod postal 020335
Romania
FAO – Ierchan Fabiana

General instructions

- Make sure your invoice meets the invoicing country tax requirements.
- Issue your invoices to the billing address stated on your Purchase Order (include Kyndryl entity name, address, tax ids).
- Ensure your invoices are issued from the supplier's name, address and proper tax ids matching the supplier and Kyndryl entity for which the order was issued.
- Quote the Purchase Order and Kyndryl Contact name. Note: quote only one Purchase Order Number on each invoice; invoices must be credit or debit values only, not mixed.
- Notify price variations in writing to purchasing department at the registered address.
- The value of the line item (including previous invoices against the line item) must not exceed the value of the Purchase Order line item. Please note that an invoice exceeding the PO quantities or amounts will not be paid and a new invoice should be submitted after an uplift of the PO.
- Invoices must be issued in the same currency as on the PO.



- Please note that payment terms are applied from date of receipt of a correct invoice.

Invoices not meeting these conditions will be returned unpaid.

For all invoice and payment queries with reference to this purchase order, please contact the Procurement Support team via phone or online request. Details can be found on our Procurement Support Webpage:

www.kyndryl.com/procurement/procSupport

