



Invoice Submission Rules

For all Unisys legal entities, invoices are imported automatically from your e-mail submission directly into the Unisys Accounts Payable automated workflow. Invoices should be **emailed** to the appropriate address, based on the Unisys entity you are billing. The email addresses below are for **invoice submission only**.

To ensure your invoices are processed and paid timely, please adhere to the following rules:

- Only one invoice sent per email – related support (receipts, survey results, shipping documents, etc.) should be included in the same file to prevent processing delays
- Acceptable formats are PDF (300 dpi minimum), TIFF, MS Word or MS Excel
 - Black and white, **PDF+text** from your billing system is the preferred format
- The Unisys Purchase Order number must be clearly displayed on your invoice. If not purchase order related, the Unisys contact name must be indicated on the invoice
 - If unsure of your PO number, please request the number from your Unisys purchasing contact prior to submitting your invoice
- Do not include important information in the body of the email for invoice submission as it will be stripped by the application. Attach a separate document to the same submission if additional information is to be provided.
- Queries and other documents (e.g. statements, banking/address changes, etc.) cannot be sent to our invoice submission mailboxes.

Email addresses are provided for **invoice submission only** (Column A) and everything else, i.e. statements, banking/address changes, queries, etc. (Column B). **Please use the correct mailbox to prevent processing delays.**

NOTES:

- Denmark invoices are to be sent to the Sweden invoicing mailbox
- Norway invoices are to be sent to the Sweden invoicing mailbox
- Portugal invoices are to be sent to the Spain invoicing mailbox

OU	(Column A) Invoice Only Mailboxes	(Column B) AP Mailbox (for everything else)
OU_ARG_Argentina	supplierinvoicingargentina@unisys.com	accountspayableargentina@unisys.com
OU_AUM_NOO_Australia	supplierinvoicingaustralia@unisys.com	accountspayableaustralia@unisys.com
OU_AUQ_Australia_QCOM	supplierinvoicingaustralia@unisys.com	accountspayableaustralia@unisys.com
OU_AUS_Australia	supplierinvoicingaustralia@unisys.com	accountspayableaustralia@unisys.com
OU_AUT_Austria	supplierinvoicingaustria@unisys.com	accountspayableaustria@unisys.com
OU_BEL_Belgium	supplierinvoicingbelgium@unisys.com	accountspayablebelgium@unisys.com
OU_BEL_UCB_Belgium	supplierinvoicingbelgium@unisys.com	accountspayablebelgium@unisys.com
OU_BRZ_Brazil	supplierinvoicingbrazil@unisys.com	accountspayable-brazil@unisys.com
OU_BRZ_INFO	supplierinvoicingbrazil@unisys.com	accountspayable-brazil@unisys.com

OU_BRZ_Tech	supplierinvoicingbrazil@unisys.com	accountspayable-brazil@unisys.com
OU_CAN_Canada	supplierinvoicingcanada@unisys.com	AccountsPayableCanada@unisys.com
OU_CAN_UTS_Canada	supplierinvoicingcanada@unisys.com	AccountsPayableCanada@unisys.com
OU_CHL_Chile	supplierinvoicingchile@unisys.com	accountspayablechile@unisys.com
OU_CHN_China	supplierinvoicingchina@unisys.com	accountspayable-china@unisys.com
OU_CHN_GSC_China	supplierinvoicingchina@unisys.com	accountspayable-china@unisys.com
OU_CHN_SIT_China	supplierinvoicingchina@unisys.com	accountspayable-china@unisys.com
OU_CHN_TJN_China	supplierinvoicingchina@unisys.com	accountspayable-china@unisys.com
OU_COL_Colombia	supplierinvoicingcolombia@unisys.com	accountspayablecolombia@unisys.com
OU_COL_SVS_Colombia_Svcs	supplierinvoicingcolombia@unisys.com	accountspayablecolombia@unisys.com
OU_COL_UTS_Colombia	supplierinvoicingcolombia@unisys.com	accountspayablecolombia@unisys.com
OU_CRA_Costa_Rica	supplierinvoicingcostarica@unisys.com	AccountsPayable-CostaRica@unisys.com
OU_DEN_Denmark	supplierinvoicingsweden@unisys.com	accountspayabledenmark@unisys.com
OU_FRA_France	supplierinvoicingfrance@unisys.com	accountspayablefrance@unisys.com
OU_GER_Germany	supplierinvoicinggermany@unisys.com	accountspayablegermany@unisys.com
OU_GER_UOS_Germany	supplierinvoicinggermany@unisys.com	accountspayablegermany@unisys.com
OU_HKC_HK_China	supplierinvoicingchina@unisys.com	accountsPayable-China@unisys.com
OU_HKG_Hong_Kong	supplierinvoicinghongkong@unisys.com	accountspayable-hk@unisys.com
OU_HUN_Hungary	supplierinvoicinghungary@unisys.com	accountspayablehungary@unisys.com
OU_HUN_PPCS_Hungary	supplierinvoicinghungary@unisys.com	accountspayablehungary@unisys.com
OU_HUN_UGS_Hungary	supplierinvoicinghungary@unisys.com	accountspayablehungary@unisys.com
OU_IND_BGL_India	supplierinvoicingindia@unisys.com	accountspayableindia@unisys.com
OU_IND_HYD_India	supplierinvoicingindia@unisys.com	accountspayableindia@unisys.com
OU_IND_India	supplierinvoicingindia@unisys.com	accountspayableindia@unisys.com
OU_IND_PHX_India	supplierinvoicingindia@unisys.com	accountspayableindia@unisys.com
OU_IND_RGA_India	supplierinvoicingindia@unisys.com	accountspayableindia@unisys.com
OU_IND_SEZ_India	supplierinvoicingindia@unisys.com	accountspayableindia@unisys.com
OU_IND_UGS_India	supplierinvoicingindia@unisys.com	accountspayableindia@unisys.com
OU_ITA_Italy	supplierinvoicingitaly@unisys.com	accountspayableitaly@unisys.com
OU_JUC_Japan	supplierinvoicingjapan@unisys.com	AccountsPayableJapan@unisys.com
OU_MAL_Malaysia	supplierinvoicingmalaysia@unisys.com	accountspayable-malaysia@unisys.com
OU_MEX_Mexico	supplierinvoicingmexico@unisys.com	AccountsPayable-Mexico@unisys.com
OU_MEX_UTS_Mexico	supplierinvoicingmexico@unisys.com	AccountsPayable-Mexico@unisys.com
OU_NGH_NetherlandsBV	supplierinvoicingnetherlands@unisys.com	accountspayablenetherlands@unisys.com
OU_NOR_Norway	supplierinvoicingsweden@unisys.com	accountspayablenorway@unisys.com
OU_NTH_Netherlands	supplierinvoicingnetherlands@unisys.com	accountspayablenetherlands@unisys.com
OU_NTH_UPSS_Netherlands	supplierinvoicingnetherlands@unisys.com	accountspayablenetherlands@unisys.com
OU_NZL_New_Zealand	supplierinvoicingnewzealand@unisys.com	accountspayablenewzealand@unisys.com
OU_PER_Peru	supplierinvoicingperu@unisys.com	AccountsPayableLatinAmerica@unisys.com
OU_PHL_MSC_Philippines	supplierinvoicingphilippines@unisys.com	accounts.payable.philippines@unisys.com
OU_PHL_Philippines	supplierinvoicingphilippines@unisys.com	accounts.payable.philippines@unisys.com
OU_PHL_PSS_Philippines	supplierinvoicingphilippines@unisys.com	accounts.payable.philippines@unisys.com
OU_PHL_UGS_Philippines	supplierinvoicingphilippines@unisys.com	accounts.payable.philippines@unisys.com

OU_POR_Portugal	supplierinvoicingspain@unisis.com	accountspayableportugal@unisis.com
OU_PRO_Puerto Rico	supplierinvoicingpuertorico@unisis.com	AccountsPayable-PuertoRico@unisis.com
OU_SIN_Singapore	supplierinvoicingsingapore@unisis.com	accountspayablesingapore@unisis.com
OU_SPA_Spain	supplierinvoicingspain@unisis.com	accountspayablespain@unisis.com
OU_SPA_UTS_Spain	supplierinvoicingspain@unisis.com	accountspayablespain@unisis.com
OU_SSM_Sassenheim	supplierinvoicingidc@unisis.com	accountspayableidc@unisis.com
OU_SWE_Sweden	supplierinvoicingsweden@unisis.com	accountspayablesweden@unisis.com
OU_SWI_Switzerland	supplierinvoicingswitzerland@unisis.com	accountspayableswitzerland@unisis.com
OU_TWN_Taiwan	supplierinvoicingtaiwan@unisis.com	accountspayable-taiwan@unisis.com
OU_UKH_Europe	supplierinvoicinguel@unisis.com	AccountsPayableunisisEuropeLtd@unisis.com
OU_UKI_U.K._IPSL	supplierinvoicinguk@unisis.com	accountspayableuk@unisis.com
OU_UKM_U.K.	supplierinvoicinguk@unisis.com	accountspayableuk@unisis.com
OU_UKM_UWT_Europe	supplierinvoicinguk@unisis.com	accountspayableuk@unisis.com
OU_URU_Uruguay	supplierinvoicinguruguay@unisis.com	AccountsPayableLatinAmerica@unisis.com
OU_USM1_OPERATIONS	supplierinvoicingusa@unisis.com	AccountsPayableUSA@unisis.com
OU_UWA_UWT_Asia	supplierinvoicingsingapore@unisis.com	accountspayablesingapore@unisis.com