

## 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	<a href="mailto:supplierinvoicingargentina@unisys.com">supplierinvoicingargentina@unisys.com</a>	<a href="mailto:accountspayableargentina@unisys.com">accountspayableargentina@unisys.com</a>
OU_AUM_NOO_Australia	<a href="mailto:supplierinvoicingaustralia@unisys.com">supplierinvoicingaustralia@unisys.com</a>	<a href="mailto:accountspayableaustralia@unisys.com">accountspayableaustralia@unisys.com</a>
OU_AUQ_Australia_QCOM	<a href="mailto:supplierinvoicingaustralia@unisys.com">supplierinvoicingaustralia@unisys.com</a>	<a href="mailto:accountspayableaustralia@unisys.com">accountspayableaustralia@unisys.com</a>
OU_AUS_Australia	<a href="mailto:supplierinvoicingaustralia@unisys.com">supplierinvoicingaustralia@unisys.com</a>	<a href="mailto:accountspayableaustralia@unisys.com">accountspayableaustralia@unisys.com</a>
OU_AUT_Austria	<a href="mailto:supplierinvoicingaustria@unisys.com">supplierinvoicingaustria@unisys.com</a>	<a href="mailto:accountspayableaustria@unisys.com">accountspayableaustria@unisys.com</a>
OU_BEL_Belgium	<a href="mailto:supplierinvoicingbelgium@unisys.com">supplierinvoicingbelgium@unisys.com</a>	<a href="mailto:accountspayablebelgium@unisys.com">accountspayablebelgium@unisys.com</a>
OU_BEL_UCB_Belgium	<a href="mailto:supplierinvoicingbelgium@unisys.com">supplierinvoicingbelgium@unisys.com</a>	<a href="mailto:accountspayablebelgium@unisys.com">accountspayablebelgium@unisys.com</a>
OU_BRZ_Brazil	<a href="mailto:supplierinvoicingbrazil@unisys.com">supplierinvoicingbrazil@unisys.com</a>	<a href="mailto:accountspayable-brazil@unisys.com">accountspayable-brazil@unisys.com</a>
OU_BRZ_INFO	<a href="mailto:supplierinvoicingbrazil@unisys.com">supplierinvoicingbrazil@unisys.com</a>	<a href="mailto:accountspayable-brazil@unisys.com">accountspayable-brazil@unisys.com</a>

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

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