



Updated on December 6th 2024

Accounts Payable Invoice Submission

Purchase Order invoices should include:

- Purchase Order (PO) Number
- Bill to Address (as per PO)
- Ship to Address
- Invoice Number
- Invoice Date

Non-PO Invoices should include:

- The email address of the requester

For all invoices:

- Format should be PDF
- Submit one invoice per email
- Must not contain special characters in the attachment title (Example: - , _ : @ # spaces)

Submit invoices based on the regional guidelines below:

Country	Billing Address and Invoice Submission	Email address
USA	Arctera US LLC 6200 Stoneridge Mall Road, Suite 150 Pleasanton, California 94588	Svc.APInv_USA@arctera.io
Ireland	Arctera International Limited 3rd floor, No. 2 Stemple Exchange, Blanchardstown Corporate Park, Blanchardstown, Dublin 15, Ireland	Svc.APInv_Ireland@arctera.io
Netherlands	Arctera Global III B.V. Evert van de Beekstraat 1, 1118 CL, Schiphol, Netherlands	Svc.ApInv_Netherlands@arctera.io
Armenia	"Veritas Technologies Armenia" CJSC Adonts 2, Yeraz Business Center, 5th Floor, Yerevan, 0021, Armenia	Svc.APInv_Armenia@arctera.io
China	Veritas Technologies (Beijing) Co., Ltd.	



	Raycom Infotech Park : No. 2, Kexueyuan South Road, Raycom Infotech Park, Beijing, Haidian District, 100190	Svc.APIInv_China@arctera.io
India	Veritas Data Management India Private Limited 16th floor, Panchsil Business Park, Building C, Survey No. 20, Balewadi, Pune - 411045, Maharashtra, India	Svc.APIInv_India@arctera.io
Australia Brazil Canada France Germany Japan Korea Singapore Sweden UK	Arctera Operations Limited 3rd floor, No. 2 Stemple Exchange, Blanchardstown Corporate Park, Blanchardstown, Dublin 15, Ireland	Svc.APIInv_Ireland@arctera.io

Accounts Payable Helpdesk contacts:

AP.APJ.Helpdesk@arctera.io

AP.China.Helpdesk@arctera.io

APJapan.Helpdesk.Arc@arctera.io

AP.India.Helpdesk@arctera.io

AP.EMEA.HD@arctera.io

AP.NAM.Helpdesk@arctera.io

AP.LAM.Helpdesk@arctera.io