Supplier Handbook

Bangladesh Invoicing Requirements

Guideline

Ericsson only make payments against valid invoices in accordance with the below stated terms and conditions unless a deviation from this process has been agreed between Ericsson and the Supplier (e.g. ERS).

Not complying with the conditions below may result in a delay of payment or rejection of invoice.

To ensure quality postings and on-time payment, invoices and credit notes received must have the following information:

1 Supplier Information

- Supplier Name
- Supplier Address
- Supplier's VAT/GST registration number, if applicable
- Supplier TIN certificate, if applicable
- Supplier's telephone number, contact person and email address
- Bank information (must have SWIFT for USD and IBAN for EUR, Bank name, address and account number)

2 Ericsson Information

- Invoice recipient as specified in purchase order (PO)
- Beneficiary, as specified in purchase order (PO)
  Legal Entities information:

Ericsson entity	VAT/GST Registration Number	Registered Office
LM Ericsson Bangladesh Ltd.	000094546-0003	LM Ericsson Bangladesh Ltd. Simpletree Anarkali, 89, Gulshan Avenue, 2nd Floor, Dhaka 1212, Bangladesh Phone +88 09606701000 Office +88 09606 701222

- Ericsson purchase order number (one purchase order per invoice)
- Ericsson legal entity's VAT/GST registration number in case of intra-community supplies/services

3 Content Information

- The word INVOICE or CREDIT
- Invoice number (must be unique and length up to 16 characters). Invoice may be rejected in case it's beyond 16 characters.
- Invoice date (please specify the format used)
- Date of delivery for services and/or goods
- Proof of delivery if applicable or mandatory
- Currency must be the same currency as stated in the Purchase Order
- Specification of goods and services delivered; Line items and description in the invoice should match the purchase order
- For XRM Purchase Order, invoice entry ID should be provided on the relevant PO line item
- Total net amount
- VAT/GST rate applied in percentage (%) and tax amount
- If multiple taxes (VAT/WHT) are applicable, the tax rate for every net amount should be specified
- If VAT/GST is not charged refer to applicable VAT/GST exemption
- Total payable amount
- If not already included in the unit price, details on discounts and cash discounts
- For credit note, invoice number being credited must be stated (one credit note per invoice)
- For invoices using Factoring, please highlight which bank account to use
- For Progress billing, information related to percentage, amount paid and net amount to be paid should be mentioned in the invoice.

- Invoices must be legible, free from manual correction. Handwritten is discouraged.
- Description of invoice if: Down Payment, Percentage (%) of progress billing, Final Billing
- If the value of the supply exceeds taka 50,000, the name and (if applicable) registration number of the customer; such other information as the Board prescribes.

Important notes

As stated in the agreement signed with Sourcing, the following requirements need also to be followed when sending your invoices:

- Invoice with unique Invoice number. PO line item and description must clearly indicate (a replica of PO).
- PO number should be mentioned in the invoice.
- GR number should be mentioned in the invoice, If possible or applicable.
- Invoice date must be the current date mentioned on the invoice.
- Mushak 6.3 as per format in accordance with applicable law & regulation.
- In the Mushak 6.3 supplier should mention Service nature and HS code as per local VAT ACT.
- Mushak 6.7 should be provided along with the credit notes as per format in accordance with applicable law & regulation
- Hard copy of Invoice and Mushak 6.3 are mandatory for the suppliers to submit to Ericsson Bangladesh reception desk even if the soft copy has been submitted via PDF mailbox- pdf.invoice.ebl.2450.831@ericsson.com. Payment may get delayed or rejected in the absence of the hard copy.

4 Invoice Submission Information

PDF Solution (VIM e-send)

If no other payment/invoice submission method has been agreed (e.g. ERS or Taulia), please send your invoices, exclusively in PDF format, to the following email address depending on the purchasing Ericsson entity:

Ericsson entity	PDF solution (VIM e-send) email address
LM Ericsson Bangladesh Ltd.	pdf.invoice.ebl.2450.831@ericsson.com

Please note that the following requirements need to be followed when submitting PDF invoices:

- All invoices should be provided in PDF format. Any email that contains any non-PDF attachment will be rejected.
- Supporting documents are to be appended to the invoice in one PDF (invoice and supporting documents in same PDF file, not as separate files. Invoice as first page, Mushak 6.3 and other supporting documents thereafter.
- One invoice per PDF document (including all attachments not exceeding 25 MB).
- The subject of email to PDF mailbox should be- Vendor Name-Invoice number for easy reference and tracking.
- In case of any valid exemption certificates the supplier needs to attach the certificate along with the invoice.
- Mushak 6.3 as per format in accordance with applicable law & regulation.
- In the Mushak 6.3 supplier should mention Service nature and HS code as per local VAT ACT.
- Mushak 6.7 should be provided along with the credit notes as per format in accordance with applicable law & regulation

Paper invoice

If no electronic invoice submission method is applicable and paper invoice submission has been agreed upon in consultation with Ericsson (only in exceptional cases), please send the invoice to the following billing address depending on the purchasing Ericsson entity:

Ericsson entity	Paper Invoice billing address
LM Ericsson Bangladesh Ltd.	LM Ericsson Bangladesh Ltd. Simpletree Anarkali, 89, Gulshan Avenue, 2nd Floor, Dhaka 1212, Bangladesh Phone +88 09606701000 Office +88 09606 701222

Note:

- Please do not submit any invoices to multiple channels, as this can result in duplicate invoices received and problems in payment associated with that.

5 Payment Procedure for Suppliers

Electronic Fund Transfer

- Ericsson legal entity will pay invoices to all suppliers through electronic payment method.

Cheque Payments

- To be collected from Ericsson Office address as stated under- Hard Copy Local Tax invoices. Majorly we have fund transfers.

NOTE- For the smoot posting and payment flow, please secure your contact information and bank details are up to date in Ericsson Master Data. Any change in your company details must be properly communicated to your Local Sourcing contact person at Ericsson so that they can request an update in the Ericsson database and any payment rejections or returns can be avoided.

WHT & VAT withheld certificate

- Taxes withheld certificate and Mushak 6.6 certificates shall be issued within 3 working days from the submission of monthly VAT return.
- Suppliers should collect certificates every Thursday from EBL good office, separately TAX team will share certificates to the email address in the supplier master data.
- For non-receipt of taxes withheld certificate, e-mail could be sent at ebl-tax-support@ericsson.com .
- For any other issue related to deduction, please follow the process stated in Section 7 below.

6 Ariba Information

6.1 SAP Ariba self-service (carbon copy)

Taulia SAP Ariba self-service is a solution for Ericsson's suppliers with no additional cost and waiting time (7*24). Login to the SAP Ariba Portal SAP Ariba Login or sign-up page to check:

- Acceptance/rejection of your invoices (post 5-7 days of submission)
- Status of your invoices & their due date
- Status of Purchase Orders

Reach out to your Ericsson representative for enrollment and further information.

6.2 SAP Ariba support and useful links

- SAP Ariba help portal
- SAP Business Network for Suppliers

- SAP Ariba Login or sign-up page
- SAP Ariba – Ericsson global portal

7 Ericsson Purchase to Pay Services Support

If you need professional assistance regarding invoicing requirements, please contact Ericsson Purchase to Pay Services Support by completing a Support Request Template (click on the Support Request Template links that best fits your needs and fill out details of your request.

If the request was not resolved to your satisfaction or you experience a delay in resolution, you can ask us to investigate by escalating the request ID to ptp.incident.management@ericsson.com. We will review the case and help you obtain the correct resolution.

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