

THAILAND INVOICING REQUIREMENTS

Ericsson only makes payments against valid original invoices. Not complying with the requirements below could result in a delay of payment or rejection of invoice.

INVOICE REQUIREMENTS

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

SUPPLIER INFORMATION:

- › Supplier Name
- › Supplier Address
- › Supplier's VAT registration number
- › Supplier's telephone number, contact person and email address
- › Bank account information

ERICSSON INFORMATION

- › Ericsson legal entity and Invoice address as stated in the purchase order
- › Ericsson purchase order number (one purchase order per invoice)

CONTENT INFORMATION

- › The word INVOICE or CREDIT
- › Invoice number (must be unique and maximum up to 16 digit)
- › Invoice date (please specify the format used)
- › Currency, must be the same currency as stated in the Purchase Order (according to Currency of Trade and as per contract with Ericsson)
- › Specification of goods and services delivered; Line items and description in the purchase order should match the invoice
- › Total net amount and total payable amount
- › Tax amount. If multiple taxes (VAT/WHT) are applicable, the tax rate for every net amount should be specified
- › PO supplier name shall be the same as invoice supplier name

- › Invoices must be legible, free from manual correction. Handwritten is discouraged.

IMPORTANT NOTES

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

- › Work Completion Note should be attached to the invoices
- › Copy of the latest PO should be attached to the invoice

Invoices which are non-compliant as per above should be returned to the supplier, with a request for a new invoice containing the correct information.

PAYMENT PROCEDURE FOR LOCAL SUPPLIERS:

- › When suppliers have payment, Citibank will send email and/or fax to suppliers (on contact information as registered in Ericsson database) advises for the payment detail.
- › Ericsson (Thailand) Ltd. will pay due invoices to local suppliers on Friday or any day according to Paylink instruction, at Citibank counter at the address stated below:

Paylink Center, Citibank
Vorawat Tower, basement floor,
Silom road, Bangkok
Tel. 662 028 9064

Suppliers shall provide all required documents to Citibank at the Citibank counter at the address stated above.

- › Upon receiving payment advice, if suppliers have any payment issue, supplier shall raise a ticket <https://www.ericsson.com/en/about-us/sourcing/supplier-and-partner-resources/invoicing-and-payments/invoicing-at-ericsson> with the copy of cheque or payment advice.

Mailing Address (Where the invoices will be sent for payment processing):

• **Hard Copy Local invoices**

ERICSSON (THAILAND) LTD. 20TH FLOOR, SUNTOWERS BUILDING B,
123 VIBHAVADEE RANGSIT ROAD, JOMPOL CHATUCHAK
10900 BANGKOK
THAILAND

• **Soft copy Foreign invoices - PDF Invoice ECT 2049 831**

pdf.invoice.ect.2049.831@ericsson.com

Invoicing Address (Company name and address that will be written on the invoice)

ERICSSON THAILAND (LTD)
ERICSSON (THAILAND) LTD. 20TH FLOOR, SUNTOWERS BUILDING B, 123
VIBHAVADEE RANGSIT ROAD, JOMPOL CHATUCHAK
10900 BANGKOK
THAILAND

Please enter the address on the invoice as stated in the Purchase Order.