

## KUWAIT ERICSSON TELEPHONE EQUIPMENT & SERVICES (KET) KUWAIT - 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 information (must have SWIFT for USD and IBAN for EUR, Bank name, address and account number)

#### ERICSSON INFORMATION

- Ericsson legal entity and Invoice address as stated in the purchase order
- Ericsson purchase order number (one purchase order per invoice)
- Purchase Order number(PO), Goods receipt number (GRN) should be written on the invoice
- Attach the Purchase Order copy on the invoice

#### CONTENT INFORMATION

- The word INVOICE or CREDIT
  - Invoice number (must be unique)
  - Invoice date (please specify the format used)
  - Currency, must be the same currency as stated in the Purchase Order
  - Specification of goods and services delivered; Line items and description in the purchase order should match the invoice
  - Total net amount
  - Tax amount. If multiple taxes (VAT/WHT) are applicable, the tax rate for every net amount should be specified
  - Total payable amount
  - For credit notes, invoice number being credited must be stated (one credit note per invoice)
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**Mailing Address** (Where the invoices will be send for payment processing)

[pdf.invoice.KET.2202.830@ericsson.com](mailto:pdf.invoice.KET.2202.830@ericsson.com)

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

KUWAIT ERICSSON TELEPHONE EQUIPMENT AND SERVICES (KET)

**Invoices & Payment status** – Please send your updated Statement of Account to [ericssonsourcingssc@service-now.com](mailto:ericssonsourcingssc@service-now.com)