

Supplier Handbook

Luxembourg 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 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)

2 **Ericsson Information**

- Invoice recipient as specified in purchase order (PO)
- Beneficiary, as specified in purchase order (PO)



Legal Entities information:

Ericsson entity	VAT Registration Number	Registered Office
ERICSSON S.A./N.V. BRANCH OFFICE LUXEMBOURG (BLU)	LU11993956	1 rue Hildegard Von Bingen, L-1282 Luxembourg

- Ericsson purchase order number (one purchase order per invoice)
- Ericsson legal entity's VAT registration number

3 Content Information

- The word INVOICE or CREDIT NOTE
- 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 invoice should match the purchase order.
- Total net amount
- VAT rate applied in percent (%) and tax amount.
- If multiple taxes (VAT/WHT) are applicable, the tax rate for every net amount should be specified.
- If VAT is not charged refer to applicable VAT exemption
- Total payable amount
- For credit note, invoice number and PO number being credited must be stated (one credit note per invoice)
- For invoices using Factoring, please highlight which bank account to use.
- Invoices issued within the EU must comply with the sixth VAT 2006/112/EC directive and need to include the following information:
 - * VAT registration number of both supplier and recipient for cross-border deliveries and services
 - *If the currency does not correspond to the local currency (Euro), the VAT amount must be stated in both currencies.

For more information, please see the [European Directive](#)



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Invoice Submission Information

Unless otherwise agreed with the Ericsson Luxembourg Sourcing Manager, Ericsson requires submission of all invoices and credit notes in an electronic format.

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
ERICSSON S.A./N.V. BRANCH OFFICE LUXEMBOURG (BLU)	pdf.invoice.lux.2382.033@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, 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.

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
ERICSSON S.A./N.V. BRANCH OFFICE LUXEMBOURG (BLU)	1 rue Hildegard Von Bingen, L-1282 Luxembourg



Note:

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

5 **Ericsson Purchase to Pay Services Support**

If you need professional assistance regarding invoices or payments, 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.