

Supplier Handbook

Honduras 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
- RTN - Tax ID (Registro Tributario Nacional - 08019003249719)
- Invoice must include RTN number
- Supplier's telephone number, contact person and email address
 - **N.B. For One-Time-Vendors:** Bank details must be mentioned on the surface of the invoice. Additionally, the following supporting documents should be submitted:
 - Bank details notice directly from the bank (using bank letterhead).
 - Email from supplier stating their bank details. Email address must contain the supplier's company domain.



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
Ericsson de Honduras SA	RTN 08019003249719 ISV 15%	Honduras Business Center, Torre Nova, 8vo Nivel, Parque Comercial Los Próceres, Tegucigalpa, Honduras

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

3 Content Information

- Identification dates (Full and the correct name of the company or the natural person, RTN, full and correct address).
- Document name (Invoice, Credit Note or Debit Note).
- Authorization key (CAI, must be impressed in the document).
- Deadline of emission from the tax document. (the date of emission from the document cannot be superior to the deadline of emission from the tax document).
- Authorized range.
- Number of the invoice (folio invoice).
- In cases that the supplier is not an "autoprinter", is necessary the dates of the printer company.
- Date of emission (the date of emission from the document cannot be superior to the deadline of emission from the tax document).
- Description of the service or good.
- Amount of the good or service sold.
- Unit value
- Total of the amount sold
- Discounts and sales granted.
- Taxable amount
- Except amount
- Exonerated amount of ISV
- ISV 15%
- Total with taxes
- Purchase order number (PO)



- The currency must be the same as that indicated on the purchase order.
- For the credit note, the invoice number to be credited and the purchase order must be indicated (one credit note per invoice) .
- For invoices that use factoring, highlight which bank account to use.

4 Invoice Submission Information

PDF Solution

If no other method of payment / sending of invoices has been agreed (for example, ERS or Taulia), send your invoices, exclusively in PDF format, to the following email address, depending on the purchasing Ericsson entity:

Entidad entity	PDF Invoice Sending Solution
Ericsson de Honduras SA	Non-VIM: invoice.to.payment.eho@ericsson.com

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

- One invoice per PDF document
- The subject of the email to the PDF mailbox should be: supplier name, invoice number for easy reference and follow-up.
- Supporting documents must be attached to the invoice in a PDF (invoice and supporting documents in the same PDF file, not as separate files. Invoice as first page, supporting documents thereafter)
- Please do not submit any invoice to multiple channels, as this can result in duplicate invoices received and problems in payment associated with that.
- Payment terms will be calculated from the submission date/ issue date of undisputed invoice.

Paper invoice

Once the invoices have been processed through the email address of the PDF solution, the provider will be summoned within 15 days to issue the invoice at the local office on Wednesdays from 8:30 a.m. to 11:30 a.m. complying with the following requirements:

- Page 1: Original Legal Invoice payable to Ericsson
- Page 2: Purchase order
- Page 3: Proof of current account payments
- Page 4: email confirmation of invoice for payment



If no electronic invoice delivery method applies and paper invoices have been agreed to be sent in consultation with Ericsson (in exceptional cases only), send the invoice to the following billing address according to the purchasing Ericsson entity:

Ericsson entity	Paper Invoice billing address
Ericsson de Honduras SA	Honduras Business Center, Torre Nova, 8vo Nivel, Parque Comercial Los Próceres, Tegucigalpa, Honduras

5 Payment Procedure for Suppliers

Electronic Fund Transfer

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

WHT certificate

Will be sent digitally by: EHO-wht-certificate-support@ericsson.com

WHT certificate

- Taxes withheld certificates will be issued by Servicio de Administracion de Rentas de Honduras (SAR) at the end of the same month to all the suppliers.
- Withholding tax certificate will be issued in soft copy and emailed to the address mentioned in vendor's master data. Hardcopy for WHT is also available per Art:33 Acuerdo 481-2017 for local vendors only.
- If the withholding tax certificate is not received, please send email to EHO-wht-certificate-support@ericsson.com and it will be provided within 5 business days.
- For any other issue related to withholding tax deduction, please follow the process stated in Section 7.

6 Invoice Submission Information

SAP Ariba self-service (carbon copy)

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
- Status of payment and remittance



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

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](#)

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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.