

Supplier Handbook

Nicaragua 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

- Name of the Company Name or Denomination
- Date of act or activity
- Provider address
- RUC - Tax Identification (Example: RUC J031-00000-XXXX)
- Provider's phone number contact person and email address.
- Indication of the amount and type of goods sold, or service provided.
- Tax imprint or number authorized by the DGI in computerized invoices.
- 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 AB | J031000031711 | Km 9.1 Carretera a Masaya, Segunda entrada a las Colinas 1c. Este, 3c Norte 1/2c Este, Casa No.105 Managua, Nicaragua |

- 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 invoice must contain the word INVOICE if it is an invoice, CREDIT NOTE if it is a credit note
- Invoice number (must be unique)
- Invoice date
- Ericsson RUC: J031000031711
- Purchase order number (PO)
- Detail of the assets sold, or service provided. The order lines and description on the purchase order must match the invoice.
- VAT breakdown
- Currency, must be the same currency as indicated in the Purchase Order
- Invoices from International Suppliers: Include separate items when the invoice corresponds to travel expenses and services. It will allow WHT to be applied correctly.
- Total amount payable (Net amount, detail of tax and total value)
- For credit notes, the invoice number being credited must be indicated (one credit note per invoice)

4 Invoice Submission Information

PDF Solution

All invoices are processed digitally before physical invoice submission.



| Ericsson Entity | Email address |
|-----------------|---|
| ERICSSON AB | Non-VIM: invoice.to.payment.ericsson.nicaragua@ericsson.com |

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

- Send in a single email with all invoices.
- Generate a PDF file for each invoice that includes, (the invoice and the PO)
- The PDF that includes the invoice and PO must name the "Supplier - Supplier" as it appears in the PO, in addition to the fiscal number of the invoice.
- Example of the name of the PDF that includes invoice and PO: "ERICSSON AB_Invoice 0001" (name of the supplier and fiscal number of the invoice)
- Generate an invoice per PO.
- If you are not billing 100% of the PO, you must indicate to which line of the PO you are billing.
 - Example: Line Item 0001
- Invoices are received and processed only on Tuesdays and Wednesdays from 9:00 AM to 12:00 PM.

Paper invoice

Once the invoices have been processed through the email address of the PDF solution, you must deliver the original invoices to the local office on Tuesdays and Wednesdays from 9:00 AM to 12:30 pm, complying with the following requirements:

| Ericsson entity | Paper Invoice billing address |
|-----------------|---|
| ERICSSON AB | Km 9.1 Carretera a Masaya, Segunda entrada a las Colinas 1c. Este, 3c Norte 1/2c Este, Casa No.105 Managua, Nicaragua |

Note:

- Original invoice
- Attach a copy of the PO.
- Attach a copy of the receipt confirmation email. Invoices that do not have the confirmation of receipt will not be received.
- Comply with the delivery date indicated in the receipt confirmation email.



| Ericsson entity | Paper Invoice billing address |
|-----------------|---|
| ERICSSON AB | Km 9.1 Carretera a Masaya, Segunda entrada a las Colinas 1c. Este, 3c Norte 1/2c Este, Casa No.105 Managua, Nicaragua |

5 Payment Procedure for Suppliers

WHT certificate

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

- Taxes withheld certificates will be issued by Internal Certificate with transaction SAP (with approval and consecutive number of the tax authority) within 30 days from the end of the month (10th of the following 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.
- If the withholding tax certificate is not received, please send email to BNi-wht-certificate-support@ericsson.com and it will be provided within 5 business days.
- For all the other queries related to WHT calculations, please refer to guidelines in Section 7 below.

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.