

Supplier Handbook

Chile 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
- RUT or identification number (RUT: 91.162.000-6)
- Supplier's telephone number, contact person and email address
- Bank details (must include SWIFT for USD and IBAN for EUR, the name of the bank, address and account number)
 - 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 CHILE SPA	91.162.000-6	Av. Vitacura 2939 17th Floor Las Condes Santiago de Chile, 7550011 Chile

- Ericsson purchase order number (one purchase order per invoice)

3 Content Information

- The word INVOICE or CREDIT NOTE
- Invoice number or Credit Note (must be unique)
- Invoice date (please specify the format used)
- Currency, must be the same currency as stated in Chilean Pesos (CLP)
- Foreign invoices must be issued in the currency of 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 19%
- Total payable amount
- For credit notes, invoice number being credited must be stated (one credit notes per invoice)

4 Invoice Submission Information

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 CHILE SPA	Local invoices: pdf.invoice.CEC.2449.831@ericsson.com ericsson@artikos.cl



	<p>For foreign invoices: foreign.invoices.cec@ericsson.com</p>
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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
- 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 date it is received.

5 Payment Procedure for Suppliers

Electronic Fund Transfer

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

WHT certificates

- Tax withheld certificates will be issued by Tax Administration after DJ delivery, in May of the following year, for foreign suppliers
- Withholding tax certificate will be issued in soft copy and emailed to the address mentioned in vendor's master data.
- For non-receipt of withholding tax certificate, send email to cec-wht-certificate-support@ericsson.com and it should be provided to you within 5 business days
- For any other issue related to withholding tax deduction, please follow the process stated in Section 7



6 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](#)

7 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.