

# Colombia Invoicing Requirements

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### 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
- VAT or relevant tax identification number of the supplier in accordance with fiscal tax regulations
- NIT Number (NIT: 860.025.285-0)
- 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)
  - 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 COLOMBIA S.A.S	860.025.285-0	Calle 93b No. 16-47 Piso 1 Bogota Colombia

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

## 3 Content Information

- The word INVOICE or CREDIT
- Invoice number (must be unique)
- Invoice date (please specify the format used)
- A copy of PO must be submitted with the invoice
- Invoice must include the resolution number from Tax authority
- 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)
- Indicate if vendor is withholding agent - Domestic invoices
- Amount detailed in numbers and in letters
- Pre-printed invoices - if applicable: Printing Data (name, address, fiscal range of authorized invoices No., No. RUT) - for domestic suppliers



- If printed by a press, must include press information (name, tax id, address, etc) - domestic invoices

## 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 DE COLOMBIA S.A.S	<a href="mailto:edc.proveedores@ericsson.com">edc.proveedores@ericsson.com</a>

### 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.
- Payment terms will be calculated from the submission date/ issue date of undisputed invoice.

## 5 Payment Procedure for Suppliers

### Electronic Fund Transfer

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

### WHT certificate

- Tax withheld certificates will be issued by the Ericsson tax team. The SAP financial system reports are generated, exported to Excel and the corresponding filtering is carried out. Additional necessary information required by the tax authority is added. The certificates are issued as it follows:
  - Local suppliers: the month following the expired two-month period (example: the two-month period January - February 2023 the certificates are issued in the month of March 2023 and so on).



- Foreign suppliers: they are issued the month following the accounting recognition of the withholding recorded accounting. Usually on the 15th of the following month.
- The withholding tax certificate will be emailed to the address mentioned in vendor's master data.
- For non-receipt of withholding tax certificate, send email to [edc-wht-certificate-support@ericsson.com](mailto:edc-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](mailto:ptp.incident.management@ericsson.com). We will review the case and help you obtain the correct resolution.