

Supplier Handbook

Peru 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

- Provider's name
- Provider address
- Provider's phone 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
Compañía Ericsson S.A.	20100963834	Av. Juan de Arona No. 151, Floor 6 Office, 604 and 605 San Isidro, Lima 27, Peru

- 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 words INVOICE or CREDIT
- Invoice number (must be unique)
- Invoice date (Must not exceed fiscal year)
- Currency. The same currency that is established in the Order must be used.
- Specification of the goods and services delivered or provided. The names of items and the description of the order must match what is indicated on the invoice
- Total net quantity
- Amount of taxes If several withholdings are applied (VAT, withholding tax, taxes), the tax rate will be specified for each net amount
- Total amount to be paid
- In the case of credit notes:
 - The invoice number to be paid will be specified
 - Invoice date
 - One credit note per invoice
- Pre-printed invoices: printing data (name, address, tax range of authorized invoices, RUC number).
- Indicate payment terms

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
Compañía Ericsson S.A.	pdf.invoice.CEP.2016.831@ericsson.com

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

Processing dates and times: Monday to Friday from 8:30 to 18:00 hrs

- 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

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 Superintendencia Nacional de Aduanas y de Administración Tributaria - SUNAT (Local suppliers) and Internal certificate generated with word template (Foreign suppliers), as it follows:
 - Foreign suppliers: within 30 days from the end of the month
 - Local suppliers : VAT certificates are issued every 15 days
- Withholding tax certificate will be issued in soft copy in pdf format and will be available as mentioned below :
 - Local suppliers Automatic delivery platform Treasury Department - SUNAT (Domestic)
 - Foreign: 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 – CEP-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.