

Venezuela 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
- RIF number (J-00012826-0) / VAT Number
- Supplier's telephone number, contact person and email address
- Must include printed control 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
Compañía Anónima Ericsson	J000128260	Av. Diego Cisneros, Edif. Roche, Piso 2, Ofic. 1, Los Ruices, Caracas, Dtto. Capital Venezuela.

- 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 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 the Purchase Order, and bank account on master data
- Specification of goods and services delivered; Line items and description in the purchase order should match the invoice
- A copy of PO must be submitted with 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 notes per invoice)
- Include separate items when the invoice corresponds to travel expenses and services. It will allow applying WHT correctly
- Attach Purchase Order copy and number with Goods Receipt (GR) number
- Pre-printed invoices: printing data (name, address fiscal range of authorized invoices No., No. RUC).
- Amount in VEF. (domestic invoices)
- Amount detailed in numbers and in letters



- Invoice must be in Spanish (domestic invoices)

4 Invoice Submission Information

PDF Solution

All invoices are processed digitally before physical invoice submission.

Ericsson Entity	Email address
Compañía Anónima Ericsson	eve.proveedores@ericsson.com

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

- Send in a single email with all invoices in PDF file.
- Generate a PDF file for each invoice that includes, (the invoice and the PO)
- Indicate the PO on the invoice

Paper invoice

Once invoices are processed digitally, original invoice must be issued to the following address:

Ericsson entity	Paper Invoice billing address
C.A. Ericsson	Av. Diego Cisneros, Edif. Roche, Piso 2, Ofic. 1, Los Ruices, Caracas, Dtto. Capital Venezuela.

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 in excel template fulfilling the requirements of the tax authority as it follows:
 - ISR certificates within 30 days from the end of the month (10th of following month)
 - VAT certificates are issued every 15 days
- 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 - evz-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](#)



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.