

Supplier Handbook

Tunisia 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
- Supplier's VAT registration number
- Supplier's telephone number, contact person and email address.
- Bank information (must have IBAN and SWIFT CODE, Bank name, address and account number)

2 **Ericsson Information**

- Invoice recipient as specified in purchase order (PO)
- Beneficiary, Ericsson AB Branch Office Tunisia (BTN), as specified in purchase order (PO)



Legal Entities information:

Ericsson entity	VAT Registration Number	Trade Register	Registered Office
ERICSSON AB BRANCH OFFICE TUNISIA (BTN)	0578254/C/AM/000	B155532000	Rue du Lac Oubeira ,Immeuble Illiade, Les Berges du Lac, 1053 Tunis, Tunisia
ERICSSON TUNISIE	1825900X/M/A/000	1825900X	Rue du Lac Oubeira ,Immeuble Illiade, Les Berges du Lac, 1053 Tunis, Tunisia

- Ericsson purchase order number (one purchase order per invoice)
PO N
- Ericsson Goods Receipt number / GR N

3 Content Information

- The word INVOICE or CREDIT
- Invoice number (must be unique)
- Invoice date (please specify the format used)
- The invoice date must be within the current fiscal year.
- Date of delivery for services and/or goods
- Delivery address
- Due date of payment or Payment Terms
- Currency must be the same currency as stated in the Purchase Order
- Specification of goods and services delivered: Quantity, unit price and total amount by item. Line items and description in the invoice should match the purchase order.
- Total amount, VAT excluded.
- VAT rate applied in percent (%) and VAT amount.
- If multiple taxes (VAT/WHT) are applicable, the tax rate for every net amount should be specified.
 - Note that for foreign supplier, the WHT rates is always 15%. The WHT amount must be stated clearly in the invoice image. NO VAT is applicable for foreign supplier, please refer to the local contact haithem.ouerfelli@ericsson.com for calculation details.
- If VAT is not charged the following sentences should be stated in the invoice "Vente en suspension de la TVA suivant attestation d'achat en



suspension de la taxe sur la valeur ajoutée n° du.....». A copy of this certificate should be attached to the invoice.

- Total amount, VAT included (TTC)
- WHT rates in percent (%) and WHT amount
- Total payable amount
- If not already included in the unit price, details on discounts and cash discounts.
- For credit note, invoice number being credited must be stated (one credit note per invoice)
- For foreign vendor invoices the description on the invoice must be more detailed and must be stamped and signed:
 - a) If the description on the invoice is technical assistance the following text must be stated: "Technical assistance by putting at the disposal of Ericsson Tunisia 'Name of the consultant, his title and the period of the assignment".
For this case the rate of the VAT 19%
 - b) If the description on the invoice is training the following text must be stated: "Training services for by putting at the disposal of Ericsson Tunisia 'Name of the consultant, his title and the period of the assignment".
For this case the rate of the VAT must be 13%
 - c) In case of equipment, there is no need to follow the legal model agreed with Tunisian tax authority.
- Invoices issued within the EU must comply with the sixth VAT 2006/112/EC directive and need to include the following information:
 - * VAT registration number of both supplier and recipient for cross-border deliveries and services
 - *If the currency does not correspond to the local currency (TND), the VAT amount must be stated in both currencies

For more information, please see the [European Directive](#)

4 Invoice Submission Information

It is mandatory to send your invoices, exclusively in a PDF format, to the following email address:

Ericsson Entity	PDF solution (VIM e-send) email address
ERICSSON AB BRANCH OFFICE TUNISIA (BTN)	pdf.invoice.BTN.2435.830@ericsson.com



Ericsson Tunisia (ETN)	pdf.invoice.etn.3175.033@ericsson.com
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Please add your local Ericsson contact in copy of the email:
haithem.ouerfelli@ericsson.com

Note that the following requirements need to be considered:

- Invoice in **PDF** format (invoice and supporting documents in the same PDF file, not as separate files. Invoice as first page, Purchase order as second page, additional supporting documentation, if any, thereafter)
- **One** invoice per PDF document, there is no limit regarding no. of pages.
- **One** invoice per e-mail
- State the following information in the subject field of your email: The word "Invoice" or "Credit note", vendor name, invoice reference no. + PO.
- E-mail sent to the group mailbox address should not exceed 25MB (not to overload the download of invoice image in VIM)

Note that this is an automated solution, hence no text will be read and acted upon. Instead, you need to include all information in the PDF attachment.

If you find any mistake in the posting of your invoice, please report this to your local contact ASAP. Any posting mistake can cause a payment delay.

Paper invoice

When a pdf invoice has been submitted to your local Ericsson contact, you are requested to leave the corresponding legal original invoice in a paper format in the appointed security box as instructed in the confirmation email provided by your local Ericsson contact, where specific information regarding drop off time slot etc. is given.

Foreign suppliers to submit a scanned pdf copy of the invoice and in addition, send the original invoice by regular mail:

Security box and paper invoice billing address
ERICSSON AB BRANCH OFFICE TUNISIA (BTN) Immeuble Ilyade Rue du Lac Obéira Les Berges Du Lac 1053 Tunis Tunisia
Ericsson Tunisia (ETN)



Rue du Lac Oubeira ,
Immeuble Illiade,
Les Berges du Lac, 1053 Tunis, Tunisia

5 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.