

Supplier handbook

South Korea 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/GST registration number if applicable
- 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)

2 **Ericsson Information**

- Beneficiary, as specified in purchase order (PO)

Legal Entities information:

Ericsson Entity	VAT/GST Registration Number	Registered Office
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Ericsson Korea Partners Co., Ltd.	220-87-17654	Meritz tower, 13 th floor, 382, Gangnam-daero, Gangnam-gu, Seoul, Republic of Korea
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- Ericsson purchase order number
- Ericsson legal entity's VAT/GST registration number in case of intra-community supplies/services

3 Content Information

- The word INVOICE or CREDIT
- Invoice number (must be unique)
- Invoice date (please specify the format used)
- Currency must be the same currency as stated in the Purchase Order
- Specification of goods and services delivered; Line items and description in the invoice should match the purchase order
- Total amount
- For credit note, invoice number being credited must be stated (one credit note per invoice)
- For invoices related to Purchase Orders issued from XRM, please clearly stated following details:
 - The PO number/Invoice ID number in the remarks field, and there must be a space between the name and the number. (Example) PO 8000XXXXXX (KRW) / SOW ERCSPI00XXXXXX
*The Invoice ID number is the number of the miscellaneous invoice, expense sheet invoice or SOW invoice in the XRM system: Invoice ID number (Inv ERCSIN00XXXXXX or Inv ERCSMI00XXXXXX or MI ERCSMI00XXXXXX or SOW ERCSPI00XXXXXX)
 - The specification content on the PO must be written in the Item field, and there must be a space between the name and number. For example, the specification content on SOW ERCSTQ000XXXXX - PO is the same as the Work Order number or Statement of Work number on the XRM.
*Work Order number (WO ERCSWO00XXXXXX) or Statement of Work ID (SOW ERCSTQ000XXXXX)

4 Invoice Submission Information

Please send the invoice to the following address:



Ericsson entity	Mailing Address (Where the invoices will be sent for payment processing)
Ericsson Korea Partners Co., Ltd.	E-Mail: pdf.invoice.ELG.2827.034@ericsson.com Address: Meritz tower, 13 th floor, 382, Gangnam-daero, Gangnam-gu, Seoul, Republic of Korea

5 Payment Procedure for Suppliers

Electronic Fund Transfer

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

WHT certificate

- Taxes withheld certificate shall be issued within 30 days from the end of the month in which payment has been made.
- WHT certificate shall be issued in soft copy and mailed over the e-mail address as per records.
- For non-receipt of WHT certificate, please e-mail at mnea.tax.support@ericsson.com. Hard copy of the certificate shall be available for collection from Ericsson's office address as mentioned above.
- For any other issue related to WHT deduction, please follow the process stated in Section 7 below.

6 SAP Ariba Information

6.1 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 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



Reach out to your Ericsson representative for enrollment and further information.

6.2 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.