

Supplier Handbook

Brazil 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
 - 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

- Ericsson Company Name, Corporate Tax ID and the Billing Address indicated on the purchase order.

•

Legal Entities information:

Ericsson entity	VAT/GST Registration Number	Registered Office
Ericsson Telecomunicações Ltda. (EDB) - SÃO JOSÉ DOS CAMPOS	33.067.745/0039-08	Rua Ambrósio Molina, 1.090 - São José dos Campos - SP CEP: 12247-000 - Brazil.
Ericsson Telecomunicações Ltda. (EDB) - SÃO PAULO	33.067.745/0001-27	Rua Nicolas Boer, 399 andar 8, 9, 10 e 11 - Parque Industrial Tomas Edson - Paulo - SP CEP: 01140-060 - Brazil.
ERICSSON GESTÃO E SERVIÇOS DE TELECOMUNICAÇÕES (EGS)	04.262.069/0001-44	Alameda Araguaia, 2.014 - Alphaville Industrial - Barueri CEP: 06455-000 - Brazil.

- The corporate name must be written in full, without abbreviations as above.
- Ericsson's purchase order number and its respective item (one purchase order per Invoice).

3

Content Information

- The word NOTA FISCAL (Invoice) or CRÉDITO (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 purchase order should match the invoice
- Delivery Address (local where the service/material was provided)
- Total net amount
- Tax amount. If multiple taxes 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)
- **AUTOMATIC BILLING AUTHORIZATION MESSAGE (MIGO) AND REJECTED INVOICES**
- Please be advised that a billing authorization message will be sent via noreply-ericsson@ericsson.com, to the e-mails registered in Ericsson's system, as soon as the billing authorization is released by Ericsson, as per example below:
- *"Please be advised that the items below have been cleared and you are now authorized to invoice Ericsson."*
- *It is mandatory to mention the following information in the body of the Invoice:*
- **N° of Authorization 5000XXXXX / N° of Purchase Order 451XXXXXXXX - Item 00010 / Quantity GR/MIGO X / Amount Released BRL 1374.00 N° of Authorization 5000XXXXX / N° of Purchase Order 451XXXXXXXX - Item 00020 / Quantity GR/MIGO X / Amount Released BRL 2634.00"**
- Rejected invoices will be sent via noreply.ericsson@ericsson.com, to the e-mails registered in our supplier registration system, with the reason for the invoice rejection;
- To ensure that messages are received via noreply.ericsson@ericsson.com, please unblock this e-mail address in SPAM or junk mail;
- Please make sure that your e-mail address registered with Ericsson is valid, as this is where you will receive your billing authorization and rejected Invoice. If you need to update your e-mail/registration data, contact the responsible Buyer.
-

4 Invoice Submission Information

The electronic Invoices must be sent directly to the following e-mail address:

Ericsson entity	PDF solution (VIM e-send) e-mail address
Ericsson Telecomunicações Ltda. (EDB)	Electronic Invoices for Materials nfeletronica@ericsson.com Electronic Invoices for Services pdf.invoice.edb.2052.831@ericsson.com
ERICSSON GESTÃO E SERVIÇOS DE TELECOMUNICAÇÕES (EGS)	Electronic Invoices for Materials recebimento.egs@ericsson.com Electronic Invoices for Services pdf.invoice.eda.2843.033@ericsson.com



RULES FOR SENDING THE SERVICE INVOICE

- Invoices must be sent in .pdf format, otherwise they will be automatically rejected;
- If the Invoice is generated by the municipality, it must be downloaded and forwarded to the above-mentioned e-mail boxes in pdf format;
- Only 1 Invoice must be generated per pdf file;
- It is allowed to send several .pdf files (Batch) in the same e-mail, considering the size limit up to 30GB per e-mail, if it exceeds this limit, the Invoices will be automatically rejected. If you have 1 of the files corrupted, the whole batch will be rejected;
- DO NOT register the e-mails mentioned in Topic 1 for automatic sending from the city government, because Links sent by the City Government will not be accepted, only .pdf files;
- DO NOT send duplicate .pdf Invoices, considering that you should wait around 3 working days for the processing of the Invoice, which can be followed at Taulia Portal, after this period.

Paper invoice

If no electronic invoice submission method is applicable and paper invoice submission has been agreed upon in consultation with Ericsson (only in exceptional cases), please send the invoice to the following billing address depending on the purchasing Ericsson entity:

Ericsson entity	Paper Invoice billing address
Ericsson Telecomunicações Ltda. EDB	Rua Ambrósio Molina, 1.090 - São José dos Campos - SP CEP: 12247-000 - Brazil.
ERICSSON GESTÃO E SERVIÇOS DE TELECOMUNICAÇÕES (EGS)	Rua Ambrósio Molina, 1.090 - São José dos Campos - SP CEP: 12247-000 - Brazil.

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 certificates

EDA

- Tax withheld certificates will be issued by Receita Federal do Brasil (RFB)
- as it follows:
 - Foreign vendors - the term of the issuance is no more than 5 days after the payment that originated the WHT.
 - Local vendors - on February of the next year
- 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 eda-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

EDB

- Tax withheld certificates will be issued by Receita Federal do Brasil (RFB) as it follows:
 - Foreign vendors - The term of the issuance is no more than 5 days after the payment that originated the WHT.
 - Local vendors - on March of the next year
- 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 edb-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.