

# Supplier handbook

## Japan 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's VAT/GST registration number if applicable (e.g. Japan VAT Number: T + 13-digit numbers)
- 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 (Legal entity), as specified in Purchase Order (PO)
- Purchase order number (one purchase order per invoice)
- Legal entity's VAT/GST registration number in case of intra-community supplies/services

Ericsson legal entity name	Ericsson Japan VAT Number
Ericsson Japan K.K.	T6010401095632



## Content Information

- The word INVOICE or CREDIT
- Invoice number (must be unique)
- Invoice date (please specify the format used)
- The following items are identical to those on Purchase Order
  - Purchase Order Number
  - Quantity
  - Unit of measure
  - Price Unit
  - Currency
  - Specification of goods and services delivered; Line items and description in the invoice should match Purchase Order
  - Total net amount
  - VAT/GST/Consumption Tax rate applied in percent (%) and tax amount
  - If multiple taxes (VAT/GST/Consumption Tax/WHT) are applicable, the tax rate for every net amount should be specified
  - If VAT/GST/Consumption Tax is not charged refer to applicable VAT/GST/Consumption Tax exemption
  - Total payable 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 state either of the following
  - Contingent Module: Work Order ID (ERCSWO00XXXXXX) and Invoice ID (ERCSIN00XXXXXX)
  - Statement of Work Module: Statement of Work ID (ERCSTQ000XXXXX) and SOW Invoice ID (ERCSPI00XXXXXX)
- 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 (Euro), the VAT amount must be stated in both currencies.
- For Progress billing, information related to percentage, amount paid and net amount to be paid should be mentioned in the invoice.



## 4 Invoice Submission Information

### Paper invoice

Please send the invoice to the following billing address

Ericsson entity	Paper Invoice billing address
Ericsson Japan K.K.	Yokohama SYMPHOSTAGE West Tower 12F 5-1-2 Minato Mirai, Nishi-ku, Yokohama-shi, Kanagawa, 220-0012, Japan *Please write down "Enc. INVOICE" on the front of the envelope

### 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.

## 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 year in which payment has been made.
- WHT certificate shall be issued in hard copy and sent to vendor's registered mail address.
- For non-receipt of WHT certificate, please e-mail at [mnea.tax.support@ericsson.com](mailto: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](mailto:ptp.incident.management@ericsson.com). We will review the case and help you obtain the correct resolution.