

ALBANIA INVOICING REQUIREMENTS

Ericsson only makes payments against valid original invoices. Not complying with the requirements below could result in a delay of payment or rejection of invoice.

INVOICE REQUIREMENTS

To ensure quality postings and on-time payment, invoices and credit notes received must have the following information:

SUPPLIER INFORMATION:

- Supplier Name
- Supplier Address
- Supplier's VAT registration number
- 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)
- TIN and fiscal code the person conducting the Sale

ERICSSON INFORMATION

- Ericsson legal entity and Invoice address as stated in the purchase order
- Ericsson TAX registration number
- Ericsson address, TIN number as well as fiscal code
- Ericsson purchase order number (one purchase order per invoice)

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 purchase order should match 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 note per invoice)
 - Name, address and TIN of transporter, the number plate of the vehicle and the time of supply
-

Mailing Address (Where the invoices will be sent for payment processing)

ERICSSON ALBANIA BRANCH OFFICE (BAL)
TWIN TOWERS II A1, 7th FLOOR
BULEVARDI DESHMORET E KOMBIT
TIRANA
ALBANIA

Email: sso.aps.madrid.bal@ericsson.com

Invoicing Address (Company name and address that will be written on the invoice)

Please enter the correct Ericsson Company Name:

ERICSSON ALBANIA BRANCH OFFICE (BAL)
TWIN TOWERS II A1, 7th FLOOR
BULEVARDI DESHMORET E KOMBIT
TIRANA
ALBANIA

Please ensure the address on the invoice is identical to the one stated in the Purchase Order.