

## GREECE 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 - in English
- 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)

#### ERICSSON INFORMATION

- Ericsson legal entity and Invoice address as stated in the purchase order
- 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)

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VAT Reg. No: EL094075730

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

Ericsson Hellas SA  
40,2 Km, SEA Attiki Odos  
19002, Peania, Greece

Contacts :

Irene Meta [irene.meta@ericsson.com](mailto:irene.meta@ericsson.com)

Athanasios Kotopoulos [athanasios.kotopoulos@ericsson.com](mailto:athanasios.kotopoulos@ericsson.com)

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

Please enter the correct Ericsson Company Name:

ERICSSON HELLAS S.A. (ETG)  
40,2 KM ATTIKI ODOS, PAIANIA, ATTIKA  
ATHENS  
GREECE

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