



## INSTRUCTIONS FOR PAYMENT ERICSSON MÉXICO

---

Dear Supplier:

All the invoices must be submitted electronically to the following address:

[registro.facturas.tam@ericsson.com](mailto:registro.facturas.tam@ericsson.com)

### INSTRUCTIONS TO SEND INVOICES AND/OR CREDIT NOTES

#### 1. Ways of sending

Please send one email per each invoice or credit memo; if you include 2 or more documents the request will be rejected.

On the subject of the email you must include the following:

- Ericsson supplier number:(10-digit example 20000XXXXX)
- Supplier name
- Invoice number or Credit Note. Example: "A5426"

Example of subject: 2000000000/Network SA/Inv. A23

#### 1.1 Documents you must include in the email.

- OCR Format (Excel) (Please do not change the name or the format, neither convert to PDF).
- Invoice or Credit Note (PDF).
- Invoice or Credit Note(XML). Only applicable for local suppliers.
- Purchase Order /PO (PDF).
- OTV Format (PDF) (if the supplier will be paid only once).

#### 2. Dates and schedule to receive invoices

Mondays before 12:30 p.m. Mexico time (During holidays it will be the next working day).

#### 3. Dates and Schedule for Acceptance or Rejection

If you send your email during the normal Schedule of reception (according to the information mentioned on the point 2), you will receive an email with the acceptance or rejection no later than 3 working days.

If you send after the time, mentioned above, you will receive an email with the acceptance or rejection until the next reception date.

#### 3.1 Acceptance

All suppliers have to check the status and/or the payment date for each invoice calling to the contact center, telephone number +52 55 1103-0006 or +52 55 1103-0371.

### **3.2 Rejection**

If the invoice or credit memo is rejected the vendor will receive a notification by email with the reasons for the same.

If it was due to lack of documentation, is mandatory to re-send all the documents, described on the point 1.1.

### **4. Requirements for foreign bills:**

All the invoices issued by foreign residents must contain the following requirements<sup>1</sup>:

I. Name or Corporate Name, address and tax identification number or equivalent.

II. Place and date of issue.

III. RFC number to whom the invoice is going to be issue (it can be TEM or TAM)

IV. Unit value consigned indicated in number and total amount with numeric values and letter.

V. In the case of the sale of goods or the granting of use or enjoyment, the amount of tax withheld and tax taken, detailing each of the rates of taxes, when such acts or activities are carried out in Mexico under the VAT Act.

### **IMPORTANT NOTES**

1. Once receiving the Good Receipt number, the supplier has a 30 days period to send the invoice under revision.
2. Each time the supplier makes any change in the tax or bank information, must get in touch with the commercial contact in Ericsson.

---

<sup>1</sup> Rule I.2.7.1.16 of the "Resolución Miscelánea Fiscal" year 2014.