

# Supplier Handbook

## Philippines Invoicing Requirements

### Guideline

Ericsson only make payments against:

- Applicable for Domestic suppliers: valid BIR registered original invoices any similar description followed by "Invoice" below stated terms and conditions unless a deviation from this process has been agreed between Ericsson and the Supplier (e.g. ERS).

Invoice should have valid Bureau of Internal Revenue (BIR) authority-to-print number for manual invoice or BIR Permit-to-Use Number/Acknowledgment Certificate Control Number for Invoice generated from computerized accounting system (usually seen at the lower left portion of the invoice).

Domestic suppliers are permitted to utilize unused BIR registered manual Official Receipts or Billing Statements as invoices until fully consumed, provided the following conditions are met:

- 1 The words "Official Receipt" or "Billing Statement" on the document must be stricken through.
- 2 The word "Invoice" must be clearly stamped on the document.
- 3 For Billing Statements converted into invoices, the phrase "THIS DOCUMENT IS NOT VALID FOR CLAIM OF INPUT TAX" must be struck out.

Must contain the details as per BIR invoicing requirements

- Applicable for Foreign suppliers: 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:

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## 1 Supplier Information

- Supplier Name
- Supplier Address
- Supplier's VAT/GST registration number if applicable or relevant tax identification number of the supplier in accordance with fiscal tax regulations"
- Supplier's Tax Information Number (TIN)
- Statement that the seller is a VAT-registered person, followed by its TIN 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

- Invoice recipient as specified in purchase order (PO) and should be aligned with the BIR registered address.
- Beneficiary, as specified in purchase order (PO), VAT/GST registration number in case of intra-community supplies/services
- Business Style
- Legal Entity information:



Ericsson entity	Business Style	VAT/GST Registration Number	Registered Office
ERICSSON TELECOMMUNICATIONS INC.	Ericsson Telecommunications, Inc	<u>000-</u> <u>116-</u> <u>932-</u> <u>00000</u>	29th floor, Twenty-Five Seven McKinley Building, 7th Ave, corner 25th St., Bonifacio Global City, Taguig City, 1634

- Ericsson purchase order number (one purchase order per invoice)

### 3 Content Information

- The word INVOICE or CREDIT NOTE
- Invoice number (must be unique and Length up to 16 digit)
- Invoice date (please specify the format used)
- Date of transaction (Date of delivery for services and/or goods)
- Currency must be the same currency as stated in the Purchase Order (according to Currency of Trade and as per contract with Ericsson)
- Specification of goods and services delivered; Line items and description in the purchase order should match the invoice
- Indicate clearly in the invoice the reference PO number that the said invoice is referring to
- Quantity
- Unit Price
- Tax Breakdown: Indicate the amount of VAT or other applicable taxes (e.g., VATable sales, exempt sales, VAT).
- Total net amount (Invoice amount – VAT), Payable amount is (Invoice amount-WHT)
- VAT rate applied in percent (%) and tax amount
- If multiple taxes (VAT/WHT) are applicable, the tax rate for every net amount should be specified

#### Exchange rate applicability

- Exchange rate applicability: Local vendors
- Fx rate base: Invoice (only for VAT purpose)
- Date of capturing exchange rate: Invoice date
- In printed Invoice, VAT part should be converted to local currency



- For goods based on sales invoice. For services, based on the date of the payment using central bank forex rate.
- Total payable amount
- For credit notes, invoice number being credited must be stated (one credit note per invoice)
- The invoice sent should either be a PO based invoice or should be listed as Non-PO in Auto Compliant List (ACL) else it would be rejected back to the supplier.
- Acceptance of the service rendered, or goods delivered should be first obtained from the requestor before supplier raised an invoice; (this is the time when Project Admin/Local admin or GR responsible can do GR in the system so that 3-way match can be assured when the invoice is being posted). Work Completion Note should be attached to the invoices.
- PO supplier name shall be the same as invoice supplier name.
- Invoices must be legible, free from manual correction. Handwritten is discouraged.
- Invoice should be sent within 30 days from date of acceptance (global standard) or it could be earlier (if LC sourcing implements).
- Any discrepancy between PO versus delivered goods or services rendered amount should first be settled with requestor. If amount is substantial, another PO can be raised.
- Copy of GR should be attached to the invoice.
- Payment terms will be calculated from the submission date of undisputed invoice.

**Acknowledgement or Collection Receipt can still be issued, but they are now considered supplementary documents only.**

## 4 Invoice Submission Information – Applicable only for Domestic suppliers

### Verification of Required and Mandatory Information

- a. Original and physical of Bureau of Internal Revenue (BIR) registered invoice
- b. The term "Invoice" in its title (e.g., Sales Invoice, Commercial Invoice, Cash Invoice, Charge Invoice, Credit Invoice, Service Invoice) or any similar description followed by "Invoice"



c. Supplier's invoice must contain essential details:

- Invoice Number
- Name of Supplier/Vendor
- Tax Identification Number (TIN) of supplier
- Registered name of buyer: ERICSSON TELECOMMUNICATIONS, INC
- Buyer's (ENP) Tax Identification Number: 000-116-932-00000
- Address of buyer (ENP): 29th floor, Twenty Five Seven McKinley Building, 7th Ave. cor. 25th St., Bonifacio Global City, Taguig City, 1634 Metro Manila

d. Transaction Details:

- Date of transaction
- Description of Goods or Services
- Quantity
- Unit Price
- Total amount
- Tax Breakdown: Indicate the amount of VAT or other applicable taxes (e.g., VATable sales, exempt sales, VAT).

e. Valid Bureau of Internal Revenue (BIR) authority-to-print number for manual invoice or BIR Permit-to-Use Number/Acknowledgment Certificate Control Number for Invoice generated from computerized accounting system (usually seen at the lower left portion of the invoice).

#### PDF Solution (VIM e-send)

If no other payment/invoice submission method has been agreed (e.g. ERS or Taulia), please send your invoices, exclusively in PDF format, to the following email address depending on the purchasing Ericsson entity:

Ericsson entity	PDF solution (VIM e-send) email address
<i>Ericsson Telecommunications, Inc. (ENP)</i>	<a href="mailto:pdf.invoice.ENP.2121.831@ericsson.com">pdf.invoice.ENP.2121.831@ericsson.com</a>

Please note that the following requirements need to be followed when submitting PDF invoices:

- One invoice per PDF document.
- The subject of email to PDF mailbox should be- Vendor Name-Invoice number for easy reference and tracking.
- Supporting documents are to be appended to the invoice in one PDF (invoice and supporting documents in same PDF file, not as separate files. Invoice as first page, supporting documents thereafter).



- Invoice should be submitted in PDF format only to dedicated mailbox. Any email that contains any non-PDF attachment or Non-tax/Commercial invoice will be rejected.

**Note:** This PDF solution is not allowed for submission of down payment invoices. Down payment request, with the soft copy of the following requirements to be submitted in DPM portal;

- a. BIR registered Invoice
- b. Ericsson PO
- c. Performance Bond
- d. Down Payment Transmittal

**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.

Please note below points to ensure that the quality of invoice is good for our system to read the content and ensure timely processing of payments:

- Invoice print is clear and dark
- No overlapping or stamps on the text
- Complete information including currency/ currency symbols, Tax rate, etc. is provided on invoice copy

## 5

### **Payment Procedure for Suppliers**

Please secure your contact information and bank details are up to date in Ericsson Master Data. Any change in your company details must be properly communicated to your Local Sourcing contact person at Ericsson so that they can request the update in the Ericsson database and any payment rejections or returns can be avoided.

#### **Electronic Fund Transfer – Applicable for Foreign Suppliers**

- Ericsson legal entity will pay invoices to all Foreign suppliers through electronic payment method

#### **Cheque Payment – Applicable for Domestic Suppliers**

All domestic payments will be paid through Cheques available for collection at below address and timelines:

*Ericsson Telecommunications, Inc.*

*C/O: Jeffrey Tejeras (Local Administration department)*

*Shared Service Center Manila 5/F One World Square,*



*#10 Upper Mckinley Hills,*

*Mckinley Road Fort Bonifacio Global City 1634,*

*Taguig City, Metro Manila, Philippines*

**Cheque Collection & Invoice submission time:** Monday, Wednesday, and Friday (9 am to 4 pm)

**Please ensure below documents are submitted before cheque collection:**

- Original invoice(s)/tax receipt (individual or bulk) should be submitted prior to Cheque collection as per above timelines
- Payment Advice received from Ericsson (to help validate payment details and handover cheque) or download the payment advice through Taulia ([How do I download a payment report?](#)).
- If you're not receiving payment advice from Ericsson, please raise an ad-hoc ticket via [Ericsson Purchase to Pay Services Support](#) and provide the recipient email address.
- Original Invoice as per BIR requirements, Collection or Acknowledgement receipt

Failure to submit the Physical copy of Original invoice and Official Receipt may result in holding of relevant cheques till same is submitted.

Cheque will be available for collection after 3-5 business days from the payment date stated on Payment Remittance sent by Ericsson.

**NOTE-** For the smoot posting and payment flow, please secure your contact information and bank details are up to date in Ericsson Master Data. Any change in your company details must be properly communicated to your Local Sourcing contact person at Ericsson so that they can request the update in the Ericsson database and any payment rejections or returns can be avoided.

### **WHT certificate**

#### **Delegated Responsibility**

- For BIR Form 2307 or 2306, please send your request to [enp.withholding.tax.cert@ericsson.com](mailto:enp.withholding.tax.cert@ericsson.com). It is recommended to send the request on a quarterly after the submission of 1601-EQ forms.
- SLA for handling queries – 5 days
- Escalation point of contact – Sourcing Manager
- Responsible Unit and contact point – LAS

#### **Frequency of issuance**

- Timeline for availability as per local legislation / E// internal – is recommended to request WHT certificate on a quarterly basis after the submission of 1601-EQ forms.
- Timeline for collection or dispatch – sent through mail to vendor's registered email ID or collect the original documents in Ericsson office



### Certificate Information

- Issuing Authority – Bureau of Internal Revenue and ENP
- Mode of issuance – Soft Copy or Hard copy
- Availability to vendors – Quarterly

## 6 Ariba Information

### 6.1 SAP Ariba self-service (carbon copy)

Taulia 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

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 and payments, 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.

*The invoicing guidelines provided in this handbook are for general reference only and are not intended to serve as tax advice. Compliance with all applicable tax laws and regulations is the sole responsibility of the supplier.*



*Suppliers are strongly advised to consult with their own tax advisors to ensure that their invoices meet all legal and regulatory requirements. ENP does not assume any responsibility for the accuracy or completeness of tax-related information in supplier invoices.*