

COSTA RICA 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
- VAT or relevant tax identification number of the supplier in accordance with fiscal tax regulations
- ID, RFC, TIN, TRN, VAT Number, or similar
- Supplier's telephone number, contact person and email address

ERICSSON INFORMATION

- Ericsson legal entity and Invoice address as stated in the purchase order
- Ericsson TAX registration number

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)
- Attach Purchase Order copy and number with Goods Receipt (GR) number

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

ERICSSON DE COSTA RICA S.A.

SABANA NORTE - DE AGENCIA, DATSUN, 500 MTS OESTE, TORRE LA SABANA - 9 PISO
SAN JOSE

COSTA RICA

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

Please enter the correct Ericsson Company Name:

ERICSSON DE COSTA RICA S.A. (ERC)

Please enter the address on the invoice as stated in the Purchase Order.