

DOMINICAN REPUBLIC 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
- RNC/Tax ID
- Supplier's telephone number, contact person and email address
- Taxes = ITBIS
- Include the legend "Valid invoice for tax credit" - for domestic suppliers

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)
- Include separate items when the invoice corresponds to travel expenses and services. It will allow WHT to be applied correctly
- Include the legend "Valid invoice for tax credit" - for domestic suppliers
- Attach Purchase Order copy and number (one PO per Invoice) with Goods Receipt (GR) number

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

ERICSSON AB BRANCH OFFICE DOMINICAN REPUBLIC

Ave. Lope de Vega No. 29, Torre Novo Centro 9th floor

Santo Domingo, Dominican Republic

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

Please enter the correct Ericsson Company Name:

ERICSSON AB BRANCH OFFICE DOMINICAN REPUBLIC (BDO)

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