

SAINT KITTS AND NEVIS (BKN) 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
- 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)
- VAT or relevant tax identification number of the supplier in accordance with fiscal tax regulations
- Pre-printed invoices with corresponding information (Name, Address)

ERICSSON INFORMATION

- Ericsson legal entity and Invoice address as stated in the purchase order
- Ericsson purchase order number (one purchase order per invoice)
- Ericsson Goods Receipt (GR) number

CONTENT INFORMATION

The word INVOICE or CREDIT

- Invoice number (must be unique)
- Invoice date (please specify the format used) mm/dd/yyyy
- 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
- Amount detailed in numbers and in letters
- 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 number with Goods Receipt number - for domestic suppliers
- Invoice must include payment terms

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

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

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

Invoices and OCR cover sheets are to be sent to the below ITP Address:

Saint Kitts and Nevis (BKN) invoice.to.payment.saint.kitts.and.nevis@ericsson.com