

ECUADOR 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

- Supplier's telephone number, contact person and email address

- Date, invoice number, authorization number - for domestic suppliers

ERICSSON INFORMATION

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

- Ericsson TAX registration number

- RUC number (1790014541001)

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

- Goods Receipt (GR) Number

[The invoice should include the Ericsson Address and email Liliana.viera@ericsson .com, for electronic invoicing .](mailto:Liliana.viera@ericsson.com)

CONTENT INFORMATION

- The word INVOICE or CREDIT

- Invoice number (must be unique)

- Date of Issue (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)
- Pre-printed invoices - if applicable: Printing Data (name, address, fiscal range of authorized invoices No., No. RUT) - for domestic suppliers
- Invoice must include payment terms
- If printed by a press, must include press information (name, tax id, address, etc) - domestic invoices

Pdf version of electronic invoice

Code, quantity, description, unit price, net amount, taxes amount, total amount

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

ERICSSON DE ECUADOR C.A.

Avda 12 de Octubre N 24-660 y Fco. Salazar piso 5.

Quito, 17012138

Ecuador

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

Please enter the correct Ericsson Company Name:

ERICSSON DE ECUADOR C.A.

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