

## SURINAME 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

#### ERICSSON INFORMATION

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

- TRN: 04582
- Schedule for receiving invoices :
- 8 AM to 5 PM from Monday to Friday

#### 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
- Taxes: Turnover Tax (if applicable)
- Total payable amount
- For credit notes, invoice number being credited must be stated (one credit note per invoice)

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

**Ericsson AB - Surinam Branch**

Hofstraat 1 PPS Building PARAMARIBO

Suriname

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

Please enter the correct Ericsson Company Name:

**Ericsson AB - Surinam Branch**

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:

Suriname (BSR) [invoice.to.payment.bsr@ericsson.com](mailto:invoice.to.payment.bsr@ericsson.com)