

MOROCCO 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 VAT registration number and Trade Register Number.
- Professional tax number
- Social security number
- 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)

ERICSSON INFORMATION

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

CONTENT INFORMATION

- The word INVOICE or CREDIT
- Invoice number (must be unique)
- Invoice date (please specify the format used)
- Transaction date

- Currency must be the same currency as stated in the Purchase Order
- If multiple taxes (VAT/WHT) are applicable, the tax rate for every taxable amount needs to be specified. WHT is applicable for foreign vendors only and when it comes to services provided in Morocco
- 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 (when exempted, the exemption should be mentioned with legal reference of the exemption)
- Total payable amount
- For credit notes, invoice number being credited must be stated (one credit note per invoice)

VAT Reg. No.: 3331483

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

pdf.invoice.emo.2107.830@ericsson.com

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

Please enter the correct Ericsson Company Name:

Ericsson Maroc SARL
Mahaj Riad center, Avenue Al Arz ,
Batiments 7 & 8 Hay Riad Rabat, 10100
Phone: +212 537579900
Fax: +212 537563117

Please ensure the address on the invoice is identical to the one stated in the Purchase Order.

How to contact us

If you need professional assistance regarding invoicing and payments, please contact [Ericsson Purchase to Pay Services Support](#) by completing a Support Request Template.

If the request was not resolved to your satisfaction or you experience a delay in resolution, you can ask us to investigate by escalating the request to ptp.incident.management@ericsson.com.

We will review the case and help you obtain the correct resolution

