

## UNITED ARAB EMIRATES 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**
- **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)**
- **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 be specified**
  - **Specification of goods and services delivered; Line items and description in the purchase order should match the invoice**
  - **Total payable amount**
  - **For credit notes, invoice number being credited must be stated (one credit notes per invoice)**
- 

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

ERICSSON AB DUBAI BRANCH

Accounts Payable Ericsson AB (BAE) Floor 14th Galleries n° 2, Downtown Jebel Ali Dubai, Po Box 7817, UAE

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

ERICSSON AB DUBAI BRANCH (BAE)

TELEFONAKTIEBOLAGET LM ERICSSON TECHNICAL OFFICE UAE (TKU)

Please enter the address on the invoice as stated in the Purchase Order.  
Please review the accuracy of the mailing address.

## INVOICE PROCUREMENT AND COLLABORATION PORTAL

Ericsson has implemented [Invoice and Procurement Collaboration Portal IPCP](#) (provided by Taulia) in **United Arab Emirates** to facilitate the purchase to payment process by providing Electronic invoicing and Self-Service (live view access) capabilities for invoice, payment and purchase order status check. IPCP portal is free of any charge.

Login here: <https://login.eu1prd.taulia.com/login>

If not enrolled yet on Taulia, request enrolment by raising a ticket [Ericsson Purchase to Pay Services Support](#) and select “Ad-hoc queries” template

— IPCP Video trainings <https://vimeo.com/taulia/ericsson-2>

— IPCP Portal link with FAQ's [Taulia-Frequently Asked Questions](#)

IPCP portal [user guide](#)

For countries where IPCP Taulia is not implemented, soft (PDF) invoices can be sent to [pdf.invoice.bae.2515.830@ericsson.com](mailto:pdf.invoice.bae.2515.830@ericsson.com)

## 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](mailto:ptp.incident.management@ericsson.com).

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