

## COLOMBIA 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
- NIT Number (NIT: 860.025.285-0)
- 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)
- Schedule for receiving invoices : Tuesday and Thursday from 10:00 am to 12:00 am

#### CONTENT INFORMATION

- The word INVOICE or CREDIT
- Invoice number (must be unique)
- Invoice date (please specify the format used)
- A copy of PO must be submitted with the invoice
- Invoice must include the resolution number from Tax authority
- 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
- Goods Receipt (GR) number
- 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)
- Indicate if vendor is withholding agent - Domestic invoices
- Amount detailed in numbers and in letters
- Pre-printed invoices - if applicable: Printing Data (name, address, fiscal range of authorized invoices No., No. RUT) - for domestic suppliers
- If printed by a press, must include press information (name, tax id, address, etc) - domestic invoices

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

ERICSSON DE COLOMBIA S.A.  
 Calle 93b No. 16-47 Piso 1  
 Bogota  
 Colombia

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

Please enter the correct Ericsson Company Name:

ERICSSON DE COLOMBIA S.A. (EDC)

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

To receive any type of information about the processing of your invoices, payments, taxes and any other information on the status of your accounts:

Please call the contact center, line: 623.95.30

Billing Deadline: Tuesday or Thursday before the 25th of each month.