

Supplier Handbook

Mexico Invoicing Requirements

Guideline

Ericsson only make payments against valid invoices in accordance with the below stated terms and conditions unless a deviation from this process has been agreed between Ericsson and the Supplier (e.g. ERS).

Not complying with the conditions below may result in a delay of payment or rejection of invoice.

To ensure quality postings and on-time payment, invoices and credit notes received must have the following information:

1 Supplier Information

- Supplier Name
- Supplier Address
- Ericsson supplier number:(10-digit example 20000XXXXX)
- 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).
 - **N.B. For One-Time-Vendors:** Bank details must be mentioned on the surface of the invoice. Additionally, the following supporting documents should be submitted:
 - Bank details notice directly from the bank (using bank letterhead).
 - Email from supplier stating their bank details. Email address must contain the supplier's company domain.

2 Ericsson Information

- Invoice recipient as specified in purchase order (PO)



- Beneficiary, as specified in purchase order (PO)
Legal Entities information:

Ericsson entity	VAT/GST Registration Number	Registered Office
ERICSSON TELECOM S.A. DE C.V.	ETE7207036P9	Lago Zürich número, 245, oficina 503, piso 5, Col. Ampliación Granada, C.P. 11520, Alcaldía Miguel Hidalgo, Ciudad de México, México.
Ericsson Antenna Technology Mexico, S.A de C.V.	EAT190530V81	Carretera a Mena km. 7, Ciudad Industrial Xicohtenactl, Tetla de la Solidaridad, Tlaxcala, Mexico C.P.90434

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

3 Content Information

All the invoices issued by foreign residents must contain the following requirements:

- Name or Corporate Name, address and tax identification number or equivalent.
- Place and date of issue.
- RFC number to whom the invoice is going to be issue.
- Unit value consigned indicated in number and total amount with numeric values and letter.
- In the case of the sale of goods or the granting of use or enjoyment, the amount of tax withheld and tax taken, detailing each of the rates of taxes, when such acts or activities are carried out in Mexico under the VAT Act.
 - Invoice or Credit Note in XML
 - OTV format in PDF

Important Notes:

As stated in the agreement signed up with Sourcing, the following requirements need also to be followed when sending your invoices:

- Invoice or credit note in XML format for Taulia local suppliers.
- Invoice or Credit Note in the format required in the country where is fiscally registered for Taulia foreign suppliers.
- Invoice or Credit Note in PDF for One Time Vendors
- Once you receive your Good Receipt number, the supplier has 30 natural days to enter the invoice for review.



- Specification of the goods and services delivered or provided. Item sets and order description must match what is stated on the invoice and PO.
- As a supplier, you must get in touch with your Sourcing Contact in Ericsson if you do any change with your bank information or in your fiscal data.

4 Invoice Submission Information

PDF Solution (VIM e-send)

Ericsson's preferred method for receiving supplier invoices is via SAP Ariba platform. Please send your invoices, exclusively in PDF format, to the following email address depending on the purchasing Ericsson entity:

Ericsson entity	Email address
ERICSSON TELECOM S.A. DE C.V.	Non-VIM: registro.facturas.tam@ericsson.com
Ericsson Antenna Technology Mexico, S.A de C.V.	Non-VIM: facturacion.mexico@ericsson.com

Please note that the following requirements need to be followed when submitting PDF invoices:

- All invoices should be provided in PDF format. Any email that contains any non-PDF attachment will be rejected.
- Supporting documents are to be appended to the invoice in one PDF (invoice and supporting documents in same PDF file, not as separate files. Invoice as first page, supporting documents thereafter.
- One invoice per PDF document (including all attachments not exceeding 25 MB).
- The subject of email to PDF mailbox should be- Vendor Name-Invoice number for easy reference and tracking
- Time and date of reception: Monday to Friday from 8:30 am to 5:00 pm.
- Acceptance and/or Rejection: The supplier is going to receive an email of acceptance or rejection of the documents during a period of 24 hours after been received.

Paper invoice

If no electronic invoice submission method is applicable and paper invoice submission has been agreed upon in consultation with Ericsson (only in exceptional cases), please send the invoice to the following billing address depending on the purchasing Ericsson entity:



Ericsson entity	Paper Invoice billing address
ERICSSON TELECOM S.A. DE C.V.	Lago Zürich número, 245, oficina 503, piso 5, Col. Ampliación Granada, C.P. 11520, Alcaldía Miguel Hidalgo, Ciudad de México, México.
Ericsson Antenna Technology Mexico, S.A de C.V.	Carretera a Mena km. 7, Ciudad Industrial Xicohtenactl, Tetla de la Solidaridad, Tlaxcala, Mexico, C.P.90434

Note:

- Please do not submit any invoice to multiple channels, as this can result in duplicate invoices received and problems in payment associated with that.
- Payment terms will be calculated from the submission date/ issue date of undisputed invoice.

5 Payment Procedure for Suppliers

Electronic Fund Transfer

- Ericsson legal entity will pay invoices to all suppliers through electronic payment method.

WHT certificate

Will be sent digitally by: TEM-wht-certificate-support@ericsson.com

- Taxes withheld certificates will be issued by Servicio de administración Tributaria (SAT) through an Authorized Certification Provider (PAC). For foreign - Annual. No later than on January 31st of the year following of the previous fiscal year. For domestic - Sending is done in automatic treasury platform (SAT) by CFDI.
- Withholding tax certificate will be issued in soft copy and emailed to the address mentioned in vendor's master data.
- If the withholding tax certificate is not received, please send email to tem-wht-certificate-support@ericsson.com and it will be provided within 5 business days.
- For all the other queries related to WHT calculations, please refer to guidelines in Section 7 below.

Note: For the smooth posting and payment flow, please secure your contact information and bank details are up to date in Ericsson Master Data. Any change in your company details must be properly communicated to your Local Sourcing contact person at Ericsson so that they can request the update in the Ericsson database and any payment rejections or returns can be avoided.



6 Invoice Submission Information

6.1 SAP Ariba e-invoicing

SAP Ariba e-invoicing is a fully integrated e-Invoicing solution that makes the invoice creation, delivery, and management process simple, fast, and error-free. To learn more about your e-Invoicing options, visit [SAP Ariba Login or sign-up page](#) or start flipping Purchase Orders into invoices directly in the portal as soon as you are enrolled.

For queries to Ericsson about transitioning to the SAP Ariba Network please raise a ticket to [Ericsson Purchase to Pay Support Services](#), Select ad-hoc query scenario and mention subject SAP Ariba *transitioning*. If system integration is required for an automated solution to create invoices (e-file or e-send), suppliers shall raise ticket to [Ericsson Purchase to Pay Support Services](#), select ad-hoc query scenario and mention subject SAP Ariba *integration*.

6.1.1 SAP Ariba self-service (carbon copy)

SAP Ariba self-service is a solution for Ericsson's suppliers with no additional cost and waiting time (7*24). Login to the SAP Ariba Portal [SAP Ariba Login or sign-up page](#) to check:

- Acceptance/rejection of your invoices (post 5-7 days of submission)
- Status of your invoices & their due date
- Status of Purchase Orders
- Status of payment and remittance

Reach out to your Ericsson representative for enrollment and further information.

6.1.2 SAP Ariba support and useful links

- [SAP Ariba help portal](#)
- [SAP Business Network for Suppliers](#)
- [SAP Ariba Login or sign-up page](#)
- [SAP Ariba – Ericsson global portal](#)

7 Ericsson Purchase to Pay Services Support

If you need professional assistance regarding invoicing requirements, please contact [Ericsson Purchase to Pay Services Support](#) by completing a Support Request Template (click on the Support Request Template links that best fits your needs and fill out details of your request.



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 ID to ptp.incident.management@ericsson.com. We will review the case and help you obtain the correct resolution.