

# Supplier Handbook

## Germany 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 an invoice.

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

#### 1 **Supplier Information**

- Supplier Name
- Supplier Address
- Supplier's tax registration number (domestic cases) or VAT registration number/VAT ID number (intra-community cases)
- 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)

#### 2 **Ericsson Information**

- Invoice recipient as specified in purchase order (PO)
- Beneficiary, as specified in purchase order (PO)



### Legal Entities information:

Ericsson entity	VAT Registration Number	Registered Office
ERICSSON GMBH (EDD)	DE811978181	Prinzenallee 21 40549 Düsseldorf Germany (DE)
ERICSSON SERVICES GMBH (EMG)	DE814858083	Prinzenallee 21 40549 Düsseldorf Germany (DE)
ERICSSON TELEKOMMUNIKATION GMBH (LHS)	DE216974543	Prinzenallee 21 40549 Düsseldorf Germany (DE)
ERICSSON FACILITIES GMBH (LHO)	DE213777695	Prinzenallee 21 40549 Düsseldorf Germany (DE)
ERICSSON ANTENNA TECHNOLOGY GERMANY GMBH (EAG)	DE324954029	Klepperstrasse 26 83026 Rosenheim Germany (DE)
ERICSSON GERMANY GMBH	-	Prinzenallee 21 40549 Düsseldorf Germany (DE)

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

## 3 Content Information

All invoice needs the contain the requirements of §14 UStG and data agreed with Ericsson:

- The word RECHNUNG (INVOICE), Korrekturrechnung (CREDIT) or other approved terminology applicable for a payable document
- Tax number or VAT ID number.
- Invoice number (must be unique and should not exceeds 16 digits)
- Invoice date (please specify the format used)
- Date of delivery for services and/or goods
- Proof of delivery if applicable or mandatory
- Currency must be the same currency as stated in the Purchase Order
- Amount and specification of goods and services delivered, separated per tax rate; Line items and description in the invoice should match the purchase order.
- For XRM Purchase Order:



- Invoices must be submitted after time sheets, milestone and expenses has been approved (Status "Invoiced") from Fieldglass.
- Line-item description should be a one liner with total invoice amount which should be the exact amount same as approved Goods Receipts (or set of GRs).
- WO (Work Order) ID for Contingent or SOW (Statement of Work) ID should be mentioned in the invoice.
- Line-item amount should state as net of VAT amount.
- VAT/ Rate applied in percent (%) and tax amount.
- If multiple taxes (VAT/WHT) are applicable, the tax rate for every net amount should be specified.
- If VAT/GST is not charged refer to applicable VAT/GST exemption
- Total payable amount
- If not already included in the unit price, details on discounts and cash discounts.
- For correction invoices, invoice number being credited must be stated (one credit note per invoice)
- For invoices using Factoring, please highlight which bank account to use.
- Invoices issued within the EU must comply with the sixth VAT 2006/112/EC directive and need to include the following information:
  - \* VAT registration number of both supplier and recipient for cross-border deliveries and services
  - \*If the currency does not correspond to the local currency (Euro), the VAT amount must be stated in both currencies.
- For Progress billing, information related to percentage, amount paid and net amount to be paid should be mentioned in the invoice.

For more information, please see the [European Directive](#)

## 4 Invoice Submission Information

Ericsson strongly recommend submission of all invoices in an electronic format.

### **4.1 Invoices issued by entities established in Germany or by foreign entities registered for VAT purposes in Germany.**



If no other payment/invoice submission method has been agreed (e.g. ERS or Arriba), please send your invoices, in a structured electronic format that complies with the European standard for electronic invoicing and the list of corresponding syntaxes according to Directive 2014/55/EU (for example ZUGFeRD or XRechnung) or in PDF format, to the following email address depending on the purchasing Ericsson entity:

Ericsson entity	PDF solution (VIM e-send) email address
ERICSSON GMBH (EDD)	<a href="mailto:pdf.invoice.EDD.2054.033@ericsson.com">pdf.invoice.EDD.2054.033@ericsson.com</a>
ERICSSON SERVICES GMBH (EMG)	<a href="mailto:pdf.invoice.EMG.2771.033@ericsson.com">pdf.invoice.EMG.2771.033@ericsson.com</a>
ERICSSON TELEKOMMUNIKATION GMBH (LHS)	<a href="mailto:pdf.invoice.LHS.2810.831@ericsson.com">pdf.invoice.LHS.2810.831@ericsson.com</a>
ERICSSON FACILITIES GMBH (LHO)	<a href="mailto:pdf.invoice.lho.2849.033@ericsson.com">pdf.invoice.lho.2849.033@ericsson.com</a>
ERICSSON HOLDING GMBH (LHQ)	<a href="mailto:pdf.invoice.lhq.2847.033@ericsson.com">pdf.invoice.lhq.2847.033@ericsson.com</a>
ERICSSON ANTENNA TECHNOLOGY GERMANY GMBH (EAG)	<a href="mailto:pdf.invoice.eag.3092.033@ericsson.com">pdf.invoice.eag.3092.033@ericsson.com</a>
ERICSSON GERMANY GMBH (EGG)	<a href="mailto:pdf.invoice.egg.2851.033@ericsson.com">pdf.invoice.egg.2851.033@ericsson.com</a>

Please note that the following requirements need to be followed:

- All invoices should be provided in a structured electronic format following EN 16931 STANDARD SERIES or PDF format. PDF invoices can be sent until 2026 (2027 small companies).
- 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).
- supplementary details can be included in an attachment contained in the electronic invoice (e.g., a breakdown of timesheets in a PDF file).
- One invoice per document (including all attachments not exceeding 25 MB).
- The subject of email to mailbox should be- Vendor Name-Invoice number for easy reference and tracking.

#### **4.2. Invoices issued by foreign suppliers without VAT registration number in Germany.**



- For the suppliers not established in Germany, Ericsson's preferred channel for receiving supplier invoices is via the SAP Ariba platform. Taulia enrollment will no longer be possible.
- Do not submit any invoice to multiple channels, as this can result in duplicate invoices received and problems in payment associated with that.

### 4.3. 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 GMBH (EDD)	Prinzenallee 21 40549 Düsseldorf Germany (DE)
ERICSSON SERVICES GMBH (EMG)	Prinzenallee 21 40549 Düsseldorf Germany (DE)
ERICSSON TELEKOMMUNIKATION GMBH (LHS)	Herriotstr. 1 60528 Frankfurt am Main Germany (DE)
ERICSSON FACILITIES GMBH (LHO)	Herriotstr. 1 60528 Frankfurt am Main Germany (DE)
ERICSSON HOLDING GMBH (LHQ)	Herriotstr. 1 60528 Frankfurt am Main Germany (DE)
ERICSSON ANTENNA TECHNOLOGY GERMANY GMBH (EAG)	Klepperstrasse 26 83026 Rosenheim Germany (DE)

#### 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 issue date of undisputed invoice.
- Please note below points to ensure that the quality of invoice is good for our system to read the content and ensure timely processing of payments:
  - Invoice print is clear and dark.



- No overlapping or stamps on the text
- Complete information including currency/ currency symbols, Tax rate, etc. is provided on invoice copy.

## 5 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*.

### 5.1.1 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.

### 5.1.2 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](#)



## 6 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](mailto:ptp.incident.management@ericsson.com). We will review the case and help you obtain the correct resolution.