

# Supplier Handbook

## Bulgaria 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
- Supplier's VAT/GST registration number if applicable
- 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/GST Registration Number	Registered Office
Ericsson Telecommunications Bulgaria Eood	BG831246043	55, Nikola Vapzarov Blvd., EXPO 2000, Phase 4, 5 <sup>th</sup> Floor, Postal Code 1407, Sofia, Bulgaria

- Ericsson purchase order number (one purchase order per invoice)
- Ericsson legal entity's VAT/GST registration number in case of intra-community supplies/services

### 3 Content Information

- The word INVOICE or CREDIT
- 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
- Specification of goods and services delivered; 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/GST 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 credit note, 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.

## 4 Invoice Submission Information

**Do not submit any invoice to multiple channels, as this can result in duplicate invoices received and problems in payment associated with that.**

Ericsson's preferred channel for receiving supplier invoices is via the SAP Ariba platform. Taulia enrollment will no longer be possible.

### 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*.

If Ariba electronic invoicing has been agreed upon in consultation with Ericsson, please reach your Sourcing contact at Ericsson, to guide you with the necessary steps as per local Tax electronic invoicing requirements.

Ariba electronic invoice is considered, according to local Tax requirements, to be the Tax invoice, please ensure the same in your own accounting system. Do not submit any other document as this can result in duplicate document received and problems in payment associated with that.



### 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.

### 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](#)

### 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 and the supporting documents (work completion note, delivery note, acceptance document, etc.) to the following billing address depending on the purchasing Ericsson entity:

Ericsson entity	Paper Invoice billing address
Ericsson Telecommunications Bulgaria Eood	55, Nikola Vaptzarov Blvd., EXPO 2000, Phase 4, 5th Floor, Postal Code 1407, Sofia, Bulgaria

#### Note:

- Payment terms will be calculated from the submission date/ issue date of undisputed invoice.
- For any query, please reach your Ericsson contact, to guide you with the necessary steps as per local tax requirements



## 5 Payment Procedure for Suppliers

### Electronic Fund Transfer

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

### Certificate of residence

- To proceed with the payment of invoices received from the foreign supplier (without retaining WHT tax or applying a reduce WHT tax rate as per the Double Tax Treaties in place between Bulgaria and the residence country of supplier), the certificate of residence in original must be provided by the supplier to Ericsson Telecommunications Bulgaria Eood. In case that the certificate of residence is issued electronically, it is enough the electronic document.

### WHT certificate

- Must be collected from Ericsson office
- The WHT certificate will be obtained in hardcopy (original paper) once a year from local authorities, and can be provided by Ericsson
- The WHT certificate can be sent in hardcopy by Ericsson, and can be distributed in softcopy (scanned copy) via e-mail, to your contact e-mail address as registered in our records
- To receive the WHT certificate and for any other WHT related query, please e-mail at: [etb.wht.certificates@ericsson.com](mailto:etb.wht.certificates@ericsson.com)
- For any other issue not related to WHT deduction, please follow the process stated in Section 6 below

### Note:

- To ensure smoot processing and payment flow, please secure your contact details and bank details are communicated to Ericsson. Any change in your company details must be properly communicated to your Sourcing contact at Ericsson to ensure that our systems are updated and thereby invoice/payment rejections or returns can be avoided.

## 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.