

# Supplier handbook

## Hong Kong 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 LIMITED	N/A	35/F, PCCW Tower, TAIKOO PLACE, 979 KING'S ROAD QUARRY BAY, HONGKONG

- 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)
- 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
- Total 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)
- 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 Invoices related to Purchase Orders issued by XRM, in addition to the above requirements for invoice content, the following points should be stated:
  - The quantity recorded in the invoice content must be 1.



- The remark section should provide the following information, and there should be space between the name and the number. For example:
  - PO number (PO 8000\*\*\*\*\*)
  - Work order number (WO ERCSWO00XXXXXX)
  - Invoice ID number (Inv ERCSIN00XXXXXX Or Inv ERCSMI00XXXXXX Or MI ERCSMI00XXXXXX)\*Invoice ID number refers to Miscellaneous Invoice number, Expense Sheet invoice number, Time Sheet invoice number

## 4 Invoice Submission Information

### PDF Solution (VIM e-send)

If no other payment/invoice submission method has been agreed (e.g. ERS or Taulia), please send your invoices, exclusively in PDF format, to the following email address:

Ericsson entity	PDF solution (VIM e-send) email address
ERICSSON LIMITED	<a href="mailto:pdf.invoice.EHK.2081.034@ericsson.com">pdf.invoice.EHK.2081.034@ericsson.com</a>

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

### 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 LIMITED	35/F, PCCW Tower, TAIKOO PLACE, 979 KING'S ROAD QUARRY BAY, HONGKONG

**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.

## 5 Payment Procedure for Suppliers

### Electronic Fund Transfer

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

### WHT certificate

- Must be collected from Ericsson office

## 6 SAP Ariba Information

### 6.1 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 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

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

### 6.2 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](#)



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## 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.