

AUSTRALIA 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
- › Supplier's VAT/ABN registration number
- › 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 TAX registration number
- › Ericsson purchase order number (one purchase order per invoice)

CONTENT INFORMATION

The word TAX INVOICE or CREDIT

- › Invoice number (must be unique)
- › Invoice date (please specify the format used)
- › Invoice WITH Purchase Order (Invoice must clearly quote a valid Purchase Order) - PO number format is 92XXXXXXXXX or 45XXXXXXXXX
- › Invoice WITHOUT Purchase Order – Ericsson requestor contact details (person who placed the order)

- › 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
- › Total net amount
- › Invoices should state the gross amount, GST amount, Net Amount and your ABN registration number
- › GST amount (if any) payable – this can be shown separately or, if the GST amount is exactly one-eleventh of the total price, as a statement such as 'Total price includes GST'
- › Tax rate/s and Tax amount/s. If multiple taxes (VAT/WHT) are applicable, the tax rate for every net amount should be specified
- › The extent to which each sale on the invoice is a taxable sale (that is, the extent to which each sale includes GST)
- › In addition, tax invoices for sales of \$1,000 or more need to show: the buyer's identity or ABN
- › If your tax invoices meet the requirements for sales of \$1,000 or more, you can also use them for sales of lesser amounts.
- › Total payable amount
- › For credit notes, invoice number being credited must be stated (one credit note per invoice)
- › PO supplier name shall be the same as invoice supplier name (For Australia, PO Supplier name shall be the same as the Legal entity name registered in ABN)
- › Invoices must be legible, free from manual correction. Handwritten is discouraged.
- › Payment terms will be calculated from the submission date of undisputed invoice

Mailing Address:

- ERICSSON AUSTRALIA PTY LTD (EPA)- pdf.invoice.epa.2128.034@ericsson.com
- ERICSSON BROADCAST AND MEDIA SERVICES AUSTRALIA PTY LTD (EXO)- pdf.invoice.exo.3024.034@ericsson.com

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

- Ericsson AUSTRALIA PTY LTD. (EPA) (ACN 004 071 854) PO Box 23153
Docklands VIC 8012

- ERICSSON BROADCAST AND MEDIA SERVICES AUSTRALIA PTY LTD (EXO)
PO Box 23153, Docklands, VIC 8012, Australia

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