

CYPRUS 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 - in English
- Supplier Address
- Supplier's VAT 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 purchase order number (one purchase order per invoice)

CONTENT INFORMATION

- The word INVOICE or CREDIT
- Invoice number (must be unique)
- Invoice date (please specify the format used)
- 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
- Tax amount. If multiple taxes (VAT/WHT) are applicable, the tax rate for every net amount should be specified
- Total payable amount
- For credit notes, invoice number being credited must be stated (one credit note per invoice)

Mailing Address (Where the invoices will be sent for payment processing)

ERICSSON CYPRUS BRANCH OFFICE
Sofouli 2 Street
Chanteclair Building 9TH Floor
Postal Code: 1096
Nicosia
Cyprus

Email: accounts.payable.bcy@ericsson.com

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

Please enter the correct Ericsson Company Name:

ERICSSON CYPRUS BRANCH OFFICE (BCY)
SOFOULI 2 STREET
CHANTECLAIR BUILDING 9TH FLOOR
Postal Code: 1096
NICOSIA
CYPRUS

Please ensure the address on the invoice is identical to the one stated in the Purchase Order.