

# Supplier Handbook

## New Zealand 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:

#### Contents

<b>1</b>	<b>Supplier Information</b> .....	<b>1</b>
<b>2</b>	<b>Ericsson Information</b> .....	<b>2</b>
<b>3</b>	<b>Content Information</b> .....	<b>3</b>
<b>4</b>	<b>Invoice Submission Information</b> .....	<b>4</b>
	4.1 SAP Ariba e-invoicing .....	
	4.1.1 SAP Ariba self-service (carbon copy) .....	
	4.1.2 SAP Ariba support and useful links .....	
	4.2 Pdf-invoicing (VIM e-Send) .....	
	4.3 Paper invoice .....	
<b>5</b>	<b>Payment Procedure for Suppliers</b> .....	<b>5</b>
<b>6</b>	<b>Ericsson Purchase to Pay Services Support</b> .....	<b>6</b>



## 1 Supplier Information

- Supplier Name
- Supplier Address
- Supplier's VAT/GST registration number if applicable
- Supplier's telephone number, contact person and email address
- Supplier's 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 COMMUNICATIONS LTD. (ENZ)	034242585	PO Box 14616 Level 17, Spaces Commercial Bay 11-19 Customs Street West, Auckland 1010 Auckland

- 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 length up to 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, invoice entry ID should be provided on the relevant PO line item



- Total net 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 an Invoice issued in a foreign currency, it must also show the corresponding figures in Local Currency
- 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.
- Must be in New Zealand currency.
- If you issue an Invoice in a Foreign currency, it must also show the corresponding figures in Local currency.
- Must be original. The GST registered supplier can only issue one original tax invoice for each taxable supply. If the purchaser loses the invoice, the supplier may issue a copy. It must be clearly marked "copy only".
- If you supply goods and services to another GST-registered person, you must provide a tax invoice within 28 days of the purchaser asking for one. It is an offence if you don't supply one after such a request and you may be charged penalties.
- Tax invoice for supplies worth more than \$1,000:
  - the words "tax invoice" in a prominent place
  - the name (or trade name) and GST number of the supplier
  - the name and address of the recipient of the supply
  - the date the invoice was issued
  - a description of the goods and/or services supplied
  - the quantity or volume of the goods and/or services supplied.  
(Examples: liters of petrol, hours of labor, kilos of potatoes etc.)
  - It must also have either: the amount, excluding tax, charged for the supply; the GST and the total amount payable for the supply, or a statement that GST is included in the final price if it has been.
- Tax invoice for supplies worth between \$50 and \$1,000:



For supplies worth between \$50 and \$1,000 (including GST), a simplified tax invoice is acceptable. It must clearly show:

- the words "tax invoice" in a prominent place
  - the name and GST number of the supplier
  - the date the tax invoice was issued
  - a description of the goods and/or services supplied
  - the total amount payable for the supply, and
  - a statement that GST is included.
- Supplies of \$50 or less:

Tax invoice is not needed for supplies of \$50 or less (including GST).

However, it is best practice to keep records for these purchases, such as invoices, vouchers or receipts. At a minimum, record the date, description, cost and supplier of all purchases

## 4 Invoice Submission Information

Ericsson's preferred method for receiving supplier invoices is via the SAP Ariba platform. [Taulia](#) is to be decommissioned during 2024 and no enrollment is possible.

### 4.1 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*.



#### 4.1.1 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.

#### 4.1.2 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](#)

#### 4.2 Pdf-invoicing (VIM e-Send)

Ericsson's preferred method for receiving supplier invoices is via SAP Ariba platform. However, for the time being we continue to accept receiving Pdf-invoices in Sweden. Please send your invoices, exclusively in PDF format, to the following email address depending on the purchasing Ericsson entity:

Ericsson entity	PDF solution (VIM e-send) email address
ERICSSON COMMUNICATIONS LTD. (ENZ)	<a href="mailto:pdf.invoice.enz.2474.034@ericsson.com">pdf.invoice.enz.2474.034@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.



- 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 Payment Procedure for Suppliers

For the smooth posting and payment flow, please ensure your contact information and bank details are up to date in Ericsson Master Data. Any change in your company details must be properly communicated to your Local Sourcing contact person at Ericsson so that they can request the update in the Ericsson database and any payment rejections or returns can be avoided.

### Electronic Fund Transfer

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

### WHT certificate

- Must be collected from Ericsson office (Local Administration Services)

## 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.