

TOGO 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 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 name 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 with the respective quantities; Line items and description in the purchase order should match the invoice.
- Total net amount

- Tax amount. If multiple taxes (VAT) 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)

IMPORTANT

On completion of service or final delivery of goods, Vendor requests Ericsson to sign a Work Completion Note (WCN) for Services or a Delivery Note (DN) for Goods. Both these documents should include the Ericsson PO Number, the service or goods delivered as per the Purchase Order and the date

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

The vendor should email documents in PDF format i.e. i) Invoice, ii) WCN or DN and iii) PO to the following email address

pdf.Invoice.BTG.2879.831@ericsson.com

Invoices must also to be posted, couriered or hand delivered for all countries, for attention of The Financial Controller at the addresses as listed below.

Ericsson AB, SA Succursale Du Togo ("BTG")		
Visit Address:	Postal Address:	Tel: +228 99 49 34 01
Immeuble UAT 3 ^e Etage	06 BP 62332	Tel: +228 98 62 40 24
12 Bld du 13 Janvier,		VAT No.: 116592A
Lome	Lome	RCCM : TOGO-LOME 2011 E 2072
TOGO	TOGO	
<p><u>Cross-border payment requirements - Togo:</u> <i>Invoice copies are allowed for an amount below 100,000 in foreign currency; Invoice Copies to be stamped and/or signed by Ericsson; Contracts can be in English or French. For payments in USD/EUR: Invoice; Bill of landing; Custom documentation of importation; Currency exchange form; Tax clearance (up to date). NOTE: Copies are acceptable for value below 100 000 in foreign currency</i></p>		

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

Please enter the correct Ericsson Company Name:

ERICSSON TOGO LIMITED (BTG)

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

How to contact us

If you need professional assistance regarding invoicing and payments, please contact [Ericsson Purchase to Pay Services Support](#) by completing a Support Request Template.

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 to ptp.incident.management@ericsson.com.

We will review the case and help you obtain the correct resolution