Supplier Handbook

Italy 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 / SWIFT 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 TELECOMUNICAZIONI SPA (TEI)	IT00886171008	Via Anagnina 203, Rome, Postal code:00118, Italy

- 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)
- Ericsson Purchase Order number (one purchase order per invoice)
- 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,
  - Invoices must be submitted after time sheets, milestone and expenses has been approved (Status "Invoiced") from Fieldglass.
  - Line-item description should be a one liner with total invoice amount which should be the exact amount same as approved Goods Receipts (or set of GRs).
  - WO (Work Order) ID for Contingent or SOW (Statement of Work) ID should be mentioned in the invoice.
- Line-item amount should state as net of VAT 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 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
- 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.

4 Invoice Submission Information

A. **Italian entity established in Italy or foreign entity registered for VAT purpose in Italy** - Electronic invoices requirements (valid for Italian Suppliers only)

Suppliers established in Italy are obliged to manage the invoices electronically and towards the mandatory SDI platform ("Sistema Di Interscambio"- Interchange System), as required by Italian law.

The law n. 205 of 27/12/2017 has extended the obligation of electronic invoicing starting from 01/01/2019 to the subjects holding a VAT number in Italy.

Following two scenarios are valid (these two scenarios are alternative):

Via SAP Ariba (SAP Ariba self-service solution is the official e-invoicing solution used by Ericsson group to receive invoices electronically from suppliers).

As an enrolled supplier, we need to secure that you utilize the SAP Ariba for invoice submission. Utilization of the solution will ensure your compliance towards the legislation, as an integration with SAP Ariba – SDI – Ericsson available on September 1, 2023. SAP Ariba will check invoices and will send them in the SDI platform and to Ericsson for registration.

This change will allow to process your invoices more quickly and efficiently. To ensure correct posting, please get yourself familiarized by SAP Business Network for Suppliers.

Login to SAP Ariba Login or sign-up page using your email id registered with Ericsson. Use forgot password functionality as needed or contact the SAP Ariba at this SAP Ariba help portal or for any other technical issues.

Via direct sending to SDI by the Supplier. This second scenario is dedicated to all Supplier that are not using SAP Ariba portal.

In this case the Supplier will insert the "**Unique Recipient code**" created for all Ericsson legal entities established in Italy: **IRKA1JB.**

A technical document has been created to support the Supplier in Electronic invoice creation to respect Ericsson Requirements. (Documento tecnico).

Please note that the two scenarios above described are alternative, meaning that Supplier is entitled to use only one of them.
No other channels for transmitting invoices are admitted according to established flows (e.g., PEC, generic destination, paper).

B. **Foreign entity without VAT registration in Italy**

For the suppliers not established in Italy, Ericsson's preferred channel for receiving supplier invoices is via the SAP Ariba platform. Taulia enrollment will no longer be possible.

Do not submit any invoice to multiple channels, as this can result in duplicate invoices received and problems in payment associated with that.

1. **SAP Ariba support and useful links**

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*.

If Ariba electronic invoicing has been agreed upon in consultation with Ericsson, please reach your Sourcing contact at Ericsson, to guide you with the necessary steps as per local Tax electronic invoicing requirements.
Ariba electronic invoice is considered, according to local Tax requirements, to be the Tax invoice, please ensure the same in your own accounting system.
Do not submit any other document as this can result in duplicate document received and problems in payment associated with that.

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.

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

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
- Payment terms will be calculated from the submission date/ issue date of undisputed invoice

1. **PDF Solution**

For suppliers not established in Italy, 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 for foreign supplier (valid for supplier without VAT registration in Italy). Please send your invoices, exclusively in PDF format to the following email address depending on the purchasing Ericsson entity:

Ericsson entity	Email address
ERICSSON TELECOMUNICAZIONI SPA (TEI)	PDF.invoice.TEI.2277.831@ericsson.com

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.
- Payment terms will be calculated from the submission date/ issue date of undisputed invoice.
- 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.
- PDF invoice is considered, according to local tax requirements, to be invoice issued in an electronic system and containing all mandatory information (Ericsson specific requirements stated in this document as well as the legal requirements)

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

Note:

- To ensure smoot processing and payment flow, please secure your contact details and bank details are communicated to Ericsson. Any change in your company details must be properly communicated to your Sourcing contact at Ericsson to ensure that our systems are updated and thereby invoice/payment rejections or returns can be avoided.

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, or at the following telephone numbers:

• Italian line: +39 0672584888
• English line: +1 4692668662

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