

UGANDA 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 Tax Identification Number (TIN)
- 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: Ericsson AB Uganda Branch Office
- Ericsson Invoice address as stated in the purchase order
- Ericsson purchase order number (one purchase order per invoice)
- Ericsson VAT no: 47687-T
- Ericsson TIN no: 1000114575

Content Information

- The word TAX INVOICE or CREDIT NOTE
- 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; Description and quantity of the goods and service, Line items and description in the purchase order should match the invoice
- Date of supply of the good or service
- 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 notes per invoice) a brief explanation of the circumstances giving rise to the issuing of the credit note;

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 sent for payment processing)

The vendor should email documents in PDF format Invoice, WCN or DN (work completion notes or Delivery note PO (purchase order) Note: One PDF document per mail containing all the documentary requirements to the Mail invoices to:

pdf.invoice.BUG.2782.831@ericsson.com

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