

ERICSSON AB (BQA) QATAR- 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 and Invoice address as stated in the purchase order
- Ericsson purchase order number (one purchase order per invoice)
- Purchase Order number(PO), Goods receipt number (GRN) should be visible on the invoice
- Attach the Purchase Order copy on the 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)
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Invoicing Address (Company name and address that will be written on the invoice)

ERICSSON AB - QATAR BRANCH (BQA)

Invoices & Payment status – Please send your updated Statement of Account to <https://www.ericsson.com/en/about-us/sourcing/supplier-and-partner-resources/invoicing-and-payments/invoicing-at-ericsson>

INVOICE PROCUREMENT AND COLLABORATION PORTAL

Ericsson has implemented [Invoice and Procurement Collaboration Portal IPCP](#) (provided by Taulia) in **Qatar** to facilitate the purchase to payment process by providing Electronic invoicing and Self-Service (live view access) capabilities for invoice, payment and purchase order status check. IPCP portal is free of any charge.

Login here: <https://login.eu1prd.taulia.com/login>

If not enrolled yet on Taulia, request enrolment by raising a ticket [Ericsson Purchase to Pay Services Support](#) and select “Ad-hoc queries” template

— IPCP Video trainings <https://vimeopro.com/taulia/ericsson-2>

— IPCP Portal link with FAQ's [Taulia-Frequently Asked Questions](#)

IPCP portal [user guide](#)

For countries where IPCP Taulia is not implemented, soft (PDF) invoices can be sent to pdf.invoice.bqa.2768.830@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