

SOUTH AFRICA 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.

WHERE TAULIA INVOICES ARE CREATED, VENDOR MUST ALSO ATTACH AND UPLOAD A VALID TAX INVOICE IN THE TAULIA PORTAL

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 AND Tax Identification 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 address as stated in the purchase order
- Ericsson TAX registration number
- Ericsson purchase order number (one purchase order per invoice)

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
- Quantity or volume of goods 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 notes 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

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

Please enter the correct Ericsson Company Name:

Ericsson Sub Saharan Africa (ASL)

ERICSSON SOUTH AFRICA (PTY) LTD (ESA)

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

INVOICE PROCUREMENT AND COLLABORATION PORTAL

Ericsson has implemented [Invoice and Procurement Collaboration Portal IPCP](#) (provided by Taulia) in **South Africa** 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.esa.2149.831@ericsson.com

pdf.invoice.asl.2777.831@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