

Zambia 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.

TYPE OF INVOICE

APPROVAL TO ISSUE COMPUTER GENERATED INVOICES MUST BE ATTACHED TO THE INVOICE

Where same is not available, invoice must be issued from a Zambia Revenue Authority (ZRA) preprinted tax invoice book or a Fiscalized Cash Register. Where a preprinted tax invoice is used, vendor must attach the ZRA list showing the name of the printer who printed the 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 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 and Invoice address as stated in the purchase order
- Ericsson tax identification number
- Ericsson purchase order number (one purchase order per invoice)

Content Information

- The word TAX 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
- The quantity or volume of the goods or services supplied.
- A description of the goods or services supplied
- 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)

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 i.e. i) Invoice, ii) WCN or DN and iii) PO to the following email address:

<mailto:pdf.Invoice.bzm.2933.831@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 ZAMBIA BRANCH
Attention: Accounts Payable Department
P O Box RWX 50008
Ridgeway
LUSAKA
Zambia
VAT No.: 10282515/13

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

Please enter the correct Ericsson Company Name:

ERICSSON AB ZAMBIA BRANCH

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