

BANGLADESH 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

ERICSSON INFORMATION

- › Ericsson legal entity and Invoice address as stated in the purchase order
- › Ericsson TAX registration number
- › Ericsson purchase order number (one purchase order per invoice)

CONTENT INFORMATION

- › The word INVOICE or CREDIT.
- › Invoice number (must be unique and maximum up to 16 digit)
- › Invoice date (please specify the format used)
- › Currency must be the same currency as stated in the Purchase Order (according to Currency of Trade and as per contract with Ericsson).
- › Invoice currency must be BDT for local suppliers
- › 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)
 - › PO supplier name shall be the same as invoice supplier name
 - › Invoices must be legible, free from manual correction. Handwritten is discouraged.
 - › Description of invoice if: Down Payment, Percentage (%) of progress billing, Final Billing
 - › If the value of the supply exceeds taka 50,000, the name and (if applicable) registration number of the customer; such other information as the Board prescribes.
- › Payment terms will be calculated from the submission date of undisputed invoice

IMPORTANT NOTES

As stated in the agreement signed up with Sourcing, the following requirements need also to be followed when sending your invoices:

- › Copy of the latest PO should be attached to the invoice
- › Copy of GR should be attached to the invoice
- › Tax invoice should be attached to the invoice
- › Work Completion Note should be attached to the invoices

Invoices which are non-compliant as per above should be returned to the supplier, with a request for a new invoice containing the correct information.

Mailing Address (Where the invoices will be send for payment processing):

LM Ericsson Bangladesh Ltd. Grand DelVistaa Tower,
Plot 1A, Road 113, Gulshan 2 Dhaka 1212, Bangladesh Phone +88 09606701000 Office +88 09606 701222

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

L M Ericsson Bangladesh Ltd. (EBL)

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