

PHILIPPINES 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
- › "VAT or relevant tax identification number of the supplier in accordance with fiscal tax regulations"
- › Supplier's Tax Information Number (TIN)
- › Statement that the seller is a VAT-registered person, followed by his TIN
- › Supplier's telephone number, contact person and email address
- › Bank account information

ERICSSON INFORMATION

- › Ericsson legal entity and Invoice address as stated in the purchase order
- › TIN of buyer, if VAT- registered and amount exceed P1,000.00
- › Ericsson purchase order number (one purchase order per invoice)
- › Ericsson contact person

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)
- › Specification of goods and services delivered; Line items and description in the purchase order should exactly match the invoice .
- › Indicate clearly in the invoice the reference PO number that the said invoice is referring to.
- › Total net amount (Invoice amount – VAT), Payable amount is (Invoice amount- WHT)
- › Total Payable Amount
- › The invoice sent should either be a PO based invoice or should be listed in ACL else it would be rejected back to the supplier.
- › Tax amount. If multiple taxes (VAT/WHT) are applicable, the tax rate for every net amount should be specified
- › For credit notes, invoice number being credited must be stated (one credit note per invoice)
- › Acceptance of the service rendered or goods delivered should be first obtained from the requestor before supplier raised an invoice; (this is the time when Project Admin/Local admin or GR responsible can do GR in the system so that 3-way match can be assured when the invoice is being posted). Work Completion Note should be attached to the invoices
- › PO supplier name shall be the same as invoice supplier name
- › Invoices must be legible, free from manual correction. Handwritten is discouraged
- › Invoice should be sent within 30 days from date of acceptance (global standard) or it could be earlier (if LC sourcing implements).
- › Any discrepancy between PO versus delivered goods or services rendered amount should first be settled with requestor. If amount is substantial, another PO can be raised.
- › Business Style of the Seller
- › Business Style of Buyer Address of Buyer

- › Date of transaction
- › Purchase price plus the VAT, provided that:
 - a) The amount of tax shall be shown as a separate item in the invoice or receipt;
 - b) If the sale is exempt from VAT, the term "VAT-EXEMPT SALE" shall be written or printed prominently on the invoice
 - c) If the sale is subject to zero percent (0%) VAT, the term "ZERO-RATED SALE" shall be written or printed prominently
 - e) If the sale involves goods, properties or services some of which are subject to and some of which are zero-rated or breakdown of the sales price between its taxable, exempt and zero-rated components, and the calculation of the VAT
- › Copy of the latest PO and Tax invoice should be attached to the invoice.
- › Payment terms will be calculated from the submission date of undisputed invoice

IMPORTANT NOTES

The company printing the invoice should be registered with the government as an authorized invoice printer. As such, the printer's "authority to print registration number" should appear on the invoice.

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)

Ericsson Telecommunications, Inc. Shared Service Center Manila 5/F One World Square, #10 Upper Mckinley Hills, Mckinley Road Fort Bonifacio Global City 1634, Taguig City , Metro Manila, Philippines

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

Ericsson Telecommunications, Inc. (ENP) 22/F Net Square Building
3rd Ave. corner 28th St., Crescent Park
West Bonifacio, Global City

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