

# ALGERIA 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 Legal form and activity performed.
- Supplier Address
- Supplier's VAT registration number
- Supplier RC (Registre du Commerce) number.
- Supplier NIS (Número d'identification statistique) 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)
- Stock capital
- Stamp of the company if in paper

### 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)
- Ericsson (Registre du Commerce) number
- Ericsson Legal form and activity performed.
- Ericsson NIS (Número d'identification statistique) number

- Stock capital

#### 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
- For credit notes, invoice number being credited must be stated (one credit note per 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 both in figures and letters.
- Date of payment and terms of payment.
- Unitary price before taxes of goods and services
- In case of price reductions, also discounts and allowances granted and quantifiable at the date of the transaction have to be indicated
- Transportation fees if not included in the price
- Any additional fees (interest, commission...)

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

Ericsson Algeria SARL  
Immeuble CMA CGM , Quartier des Affaires  
Bab Ezzouar  
Alger  
Algérie

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

Please enter the correct Ericsson Company Name:

Ericsson Algeria SARL

26, Rue Mohamed Derarni,  
Cité des PTT, La Madeleine, Hydra  
Alger  
Algérie

Please ensure the address on the invoice is identical to the one stated in the Purchase Order.