

VENEZUELA 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
- RIF number (J-00012826-0) / VAT Number
- Supplier's telephone number, contact person and email address
- Must include printed control number

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)
- 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
- Goods Receipt (GR) number
- A copy of PO must be submitted with 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)
- Include separate items when the invoice corresponds to travel expenses and services. It will allow applying WHT correctly
- Attach Purchase Order number with Goods Receipt number
- Pre-printed invoices: printing data (name, address fiscal range of authorized invoices No., No. RUC).
- Amount in VEF. (domestic invoices)
- Amount detailed in numbers and in letters
- Invoice must be in Spanish (domestic invoices)

Mailing Address (Where the invoices will be send for payment processing)
CIA ANONIMA ERICSSON

Av. Diego Cisneros, Edif. Roche, Piso 2, Ofic. 1, Los Ruices, Caracas, Dtto. Capital Venezuela.

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

Please enter the correct Ericsson Company Name:

CIA ANONIMA ERICSSON

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