

BELGIUM 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
- VAT number of EBR/LUX
- 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 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
- 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)
- For invoices using Factoring, please highlight which bank account to use

Invoices issued within the EU must comply with the sixth VAT 2006/112/EC directive and therefore the following information is mandatory:

- VAT-rate applied
- Value added tax amount specified per rate and the taxable amount per rate or exemption, the unit price exclusive of tax and any discount or rebates if they are not included in the unit price
- If VAT is not charged refer to applicable VAT exempt
- If invoice currency is in other currency than local currency, VAT amount should be stated in both currencies
- Tax point date (if different than invoice date)
- If exempt, reference to the applicable provision of the VAT Directive, or to the corresponding national provision, or any other reference indicating that the supply of goods or services is exempt.
- Reference to the invoice issued earlier if several invoices regarding the same transaction are issued.
- Credit Notes must contain a reference to the corresponding invoices and the reason why they have been issued.

For more information, please see the [European Directive](#)

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

rssc.madrid.ap.ebr-lux@ericsson.com (PDF Format)

ERICSSON S.A./N.V.
Accounts Payable
c/Retama.1
Ed. Torre Suecia
28045 Madrid
Spain

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

Please enter the correct Ericsson Company Name:

ERICSSON S.A./N.V. (EBR)

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