

# CAMBODIA 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
- › Value-added tax identification number (VATTIN) of the seller or supplier
- › 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
- › Name and address of the purchaser and value-added tax identification number in case the purchaser is a taxpayer under the self-assessed regime
- › 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)
- › 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.
- › The ink quality printed in the invoice and the invoice paper shall be able to be kept for a long period of time; and all invoices shall be written or printed in Khmer, or both Khmer and English, and the English text shall be under the Khmer text;

- › The date of supply of the goods or services if different from the date of issue of the invoice
- › A person cannot issue any invoice or other document indicating an amount which claims to be tax on the supply of any goods or services unless such person is a taxable person registered, and the goods or services supplied are taxable goods or services.

#### 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
- › Tax invoice should be attached to the invoice
- › Work Completion Note should be attached to the invoices
- › Tax invoice should be attached to 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 AB BRANCH OFFICE CAMBODIA  
SUITE 16 GROUND FL, CAMBODIANA HOTEL NO. 313, PREAH SISOWAT STREET  
SANGKAT CHAKTOMUK, KHAN DAUN PENH KHAN DAUN PENH 105 PHNOM  
PEHN  
CAMBODIA

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

**ERICSSON AB BRANCH OFFICE CAMBODIA (BKH)**

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