

CANADA 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
- 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
- Invoice date
- Currency (monetary code e.g. USD, EUR). This shall be the same currency as stated in the Purchase Order
- Specification of goods and services delivered; Line items 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)

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

Ericsson Canada Inc.
C/O 6300 Legacy Dr
Attn: Accounts Payable
Plano, TX 75024

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

Please enter the correct Ericsson Company Name:

Ericsson Canada Inc.

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

NOTE: Soft copies, PDF etc, should be sent to ssc.dallas.ap@ericsson.com

Subject line should include PO number, vendor name and invoice number.