

## CHINA 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 (“纳税人识别号”)
- 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 mailing list
- 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 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)
  - Chinese tax fapiao (the chop is mandatory and must be clearly stamped on the invoice)
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**Mailing Address** (Where the invoices will be send for payment processing)

Ericsson Building  
No.5 Lize East Street  
Chaoyang District  
Beijing  
People's Republic of China

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

Please enter the correct Ericsson Company Name:

ERICSSON (CHINA) COMMUNICATIONS CO. LTD. (CBC)

Important:

- Non-PO invoices are first sent to the Local Company for approval
- Expenses with different nature should be invoiced separately

ERICSSON (CHINA) COMPANY LTD. (ETC)

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CHONGQING ERICSSON TECHNOLOGY CO. LTD. (CET)  
ERICSSON MOBILE DATA APPL. TECH. R&D (GUANGZHOU) CO. LTD. (CGC)  
CHONGQING ERICSSON COMMUNICATION CO. LTD. (CHQ)  
NANJING ERICSSON PANDA COMMUNICATION COMPANY LTD. (ENC)  
ERICSSON (HEBEI) COMMUNICATIONS SERVICES CO. LTD (EOC)  
GUANGZHOU ERICSSON COMMUNICATIONS SERVICES CO. LTD. (GTC)  
HEILONGJIANG ERICSSON TECHNOLOGY CO. LTD. (HEC)  
SHANGHAI ERICSSON ELECTRONICS COMPANY LTD. (SEC)  
WUHAN ERICSSON TECHNOLOGY CO LTD. (WEC)  
ERICSSON (Xi'an) INFORMATION COMMUNICATION TECHNOLOGY SERVICES CO.,LTD  
(EGX)  
ERICSSON (GUANGDONG SHUNDE) COMMUNICATIONS CO.LTD (EXC)