

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 purchase order number (one purchase order per invoice)
- Ericsson Goods Receipt number (GR)

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)

INVOICE RECEIVER;

Company Address:

Ericsson Services d.o.o. za usluge
Roberta Frangeša Mihanovića 9/Sky office
10002 Zagreb

VAT number:

OIB: 72378725110
EU PDV ID: HR72378725110

Trade reg:

Registrirano pri Trgovačkom sudu u Zagrebu pod MBS: 080918161

Bank details:

Banka i sjedište banke: Raiffeisenbank Austria d.d. Zagreb, Petrinjska 59
IBAN: HR4924840081107026032

INVOICE STATUS AND PAYMENTS QUERY

- Fill in the Statement Of Account template and send it to

ERICSSONSOURCINGSSC@SERVICE-NOW.COM



SOA TEMPLATE.xls