

# GUATEMALA 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
- NIT- Tax ID (Número de Identificación Tributaria - 232049-5)
- Supplier's telephone number, contact person and email address

### 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
- Total amount without taxes being applied
- If multiple taxes (VAT/WHT/IVA) are applicable, the tax rate for every taxable amount be specified
- Specification of goods and services delivered; Line items and description in the purchase order should match the invoice
- A copy of PO must be submitted with the invoice

- Ericsson Goods Receipt (GR) number
- Total payable amount
- For credit notes, invoice number being credited must be stated (one credit note per invoice)
- Include the following in the invoice: “Sujeto a Pagos Trimestrales”, “Sujeto a retención definitiva” o “Autorizado para realizar pago directo según resolución #...” según el régimen que le sea aplicable. - for domestic suppliers
- Include the Authorization number (Resolution - Official letter issued by the Authority); as well as the authorized ranges (from - to) for electronic invoicing

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

**ERICSSON DE GUATEMALA S.A.**

5ª. Ave 5-55 zona 14, Europlaza Torre I, Nivel 16 Oficinas 1601-1602,  
Guatemala, Guatemala, 01014

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

Please enter the correct Ericsson Company Name:

**ERICSSON DE GUATEMALA S.A.**

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