

# HAITI 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 telephone number, contact person and email address
- "VAT or relevant tax identification number of the supplier in accordance with fiscal tax regulations"

### 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)
- Taxpayer number (Numéro d'Immatriculation Fiscale): 000-045-073-5
- Schedule for receiving invoices : 8 AM to 5 PM from Monday to Friday

### 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)

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

**Ericsson AB Branch Office Haiti**

20 Rue Lamarre, Petion-Ville

Port-Au-Prince, Haiti ( W.I )

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

Please enter the correct Ericsson Company Name:

**Ericsson AB Branch Office Haiti**

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