

# NEW ZEALAND 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 TAX registration number
- › Supplier's telephone number, contact person and email address
- › Bank information

### ERICSSON INFORMATION

- › Ericsson legal entity and Invoice address as stated in the purchase order
- › Ericsson purchase order number (one purchase order per invoice)

### CONTENT INFORMATION

- › Invoice number (must be unique and maximum up to 16 digit)
- › Invoice date
- › Shows the GST on the goods and services provided
- › Must be in New Zealand currency
- › Must be original. The GST registered supplier can only issue one original tax invoice for each taxable supply. If the purchaser loses the invoice, the supplier may issue a copy. It must be clearly marked "copy only".
- › If you supply goods and services to another GST-registered person, you must provide a tax invoice within 28 days of the purchaser asking for one. It is an offence if you don't supply one after such a request and you may be charged penalties.
- › Tax invoice for supplies worth more than \$1,000:
  - A. the words "tax invoice" in a prominent place
  - B. the name (or trade name) and GST number of the supplier
  - C. the name and address of the recipient of the supply
  - D. the date the invoice was issued
  - E. a description of the goods and/or services supplied
  - F. the quantity or volume of the goods and/or services supplied. (Examples: litres of petrol, hours of labour, kilos of potatoes etc. )
  - G. It must also have either: the amount, excluding tax, charged for the supply; the GST and the total amount payable for the supply, or a statement that GST is included in the final price if it has been.

- › Tax invoice for supplies worth between \$50 and \$1,000:  
For supplies worth between \$50 and \$1,000 (including GST), a simplified tax invoice is acceptable. It must clearly show:
  - A. the words "tax invoice" in a prominent place
  - B. the name and GST number of the supplier
  - C. the date the tax invoice was issued
  - D. a description of the goods and/or services supplied
  - E. the total amount payable for the supply, and
  - F. a statement that GST is included.
  
- › Supplies of \$50 or less:  
Tax invoice is not needed for supplies of \$50 or less (including GST). However, it is best practice to keep records for these purchases, such as invoices, vouchers or receipts. At a minimum, record the date, description, cost and supplier of all purchases.

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

**ENZ** : [pdf.invoice.enz.2474.034@ericsson.com](mailto:pdf.invoice.enz.2474.034@ericsson.com)

**CRZ** : [pdf.invoice.crz.2023.034@ericsson.com](mailto:pdf.invoice.crz.2023.034@ericsson.com)

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

ERICSSON COMMUNICATIONS LTD. (ENZ) or Ericsson Cellular Ltd (CRZ)

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