

PORTUGAL 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
- 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)

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)

VAT Registration Number: PT500257833

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

Ericsson España
Att: Accounts Payable
C/ RETAMA 1
MADRID
28045
Spain

Email: accounts.payable.portugal@ericsson.com

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

Please enter the correct Ericsson Company Name:

ERICSSON TELECOMUNICACOES LDA. (SEP)
ED.INFANTE D.HENRIQUE-QUINTA DA FONTE
PACO DE ARCOS
Postl Code: 2770-192
Portugal

Please ensure the address on the invoice is identical to the one stated in the Purchase Order.