

RUSSIA 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, according to terms and conditions stipulated in a frame agreement between Ericsson Russia and the Supplier and in accordance with the legislation of the Russian Federation:

SUPPLIER INFORMATION:

- Supplier Name
- Supplier Address
- Supplier's VAT registration number (ИИН) and Tax code registration number (КПП).
- Supplier's telephone number, contact person and email address
- Bank information (must have SWIFT for USD and IBAN for EUR, Bank name, Banking individual number [БИК], address and account number)

ERICSSON INFORMATION

- Ericsson legal entity as stated in the purchase order (if applicable) or valid frame agreement
- Ericsson frame contract number, short description and date
- Ericsson purchase order number (one purchase order per invoice), PO date, delivery period
- If PO is not applicable, then an Ericsson contact person

CONTENT INFORMATION

- Invoice number (must be unique)
 - Invoice date (please specify the format used)
 - Currency, must be the same currency as stated in the Purchase Order or a frame contract currency (except VAT-invoice, that's always nominated in RUB)
 - Specification of goods and services delivered; Line items and description in the purchase order or a frame contract should match the invoice
 - Total net amount
 - Tax amount. If multiple taxes (VAT/NON-VAT/WHT) are applicable, the tax rate for every net amount should be specified
 - Total payable amount
 - Ship from address (only applicable for goods delivery)
 - Ship to address (only applicable for goods delivery)
-
-

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

ECR
ZAO "Ericsson Corporatia AO"
Ul. 8 Marta 12
127083 Moscow
Russia
TO: Invoicing group\Local Admin Services

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

Please enter the correct Ericsson Company Name:

ECR
ZAO "Ericsson Corporatia AO"
Ul. 8 Marta 12
127083 Moscow
Russia

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

