Supplier Handbook

Romania Invoicing Requirements

Guideline

Ericsson only make payments against valid invoices in accordance with the below stated terms and conditions unless a deviation from this process has been agreed between Ericsson and the Supplier (e.g., ERS).

Not complying with the conditions below may result in a delay of payment or rejection of invoice.

To ensure quality postings and on-time payment, invoices and credit notes received must have the following information:

1 Supplier Information

- Supplier Name
- Supplier Address
- Supplier's VAT/GST registration number if applicable
- Supplier's telephone number, contact person and email address
- Bank information (must have SWIFT for USD, SWIFT and IBAN for EUR, Bank name, address, and account number)

2 Ericsson Information

- Invoice recipient as specified in purchase order (PO)
- Beneficiary, as specified in purchase order (PO)
- Ericsson purchase order number (one purchase order per invoice)
- Ericsson legal entity's VAT/GST registration number in case of intra-community supplies/services
  Legal Entities information:

Ericsson entity	VAT/GST Registration Number	Registered Office
Ericsson Antenna Technology Romania S.R.L (EAR)	RO41179133	Sat Chisoda, Comuna Giroc, Hala Industriala Incontro 09 situata pe Platforma Industriala, DN 59, km8 + 550m, Stanga, SAD 6, Mezanin, Judetul Timis, Romania

3 Content Information

- The word INVOICE or CREDIT (for foreign suppliers)
- Invoice number (must be unique)
- Invoice date (please specify the format used)
- Date of delivery for services and/or goods
- Proof of delivery if applicable or mandatory
- Currency must be the same currency as stated in the Purchase Order
- Specification of goods and services delivered
- Line items and description in the invoice should match the purchase order
- For XRM Purchase Order, invoice entry ID should be provided on the relevant PO line item
- Total net amount
- VAT/GST rate applied in percent (%) and tax amount
- If multiple taxes (VAT/WHT) are applicable, the tax rate for every net amount should be specified
- If VAT/GST is not charged refer to applicable VAT/GST exemption
- Total payable amount
- If not already included in the unit price, details on discounts and cash discounts
- For credit note, invoice number being credited must be stated (one credit note per invoice)
- For invoices using Factoring, please highlight which bank account to use
- Invoices issued within the EU must comply with the sixth VAT 2006/112/EC directive and need to include the following information:
  * VAT registration number of both supplier and recipient for cross-border deliveries and services

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*If the invoice currency does not correspond to the local currency, the VAT amount must be stated in both currencies and an exchange rate should be provided.

- For Progress billing, information related to percentage, amount paid and net amount to be paid should be mentioned in the invoice.

4 Invoice Submission Information

4.1. Invoices issued by entities established in Romania or by foreign entities registered for VAT purposes in Romania

As per the Romanian legislation starting with January 1st,2024, electronic invoicing is implemented for transactions between entities establish in Romania or by foreign entities registered for VAT purposes in Romania.
Starting with June 24th, 2024, the only accepted channel for transmitting electronic invoices between entities established in Romania or foreign entities registered for VAT purposes in Romania is RO e-factura portal. **Therefore, no other channels for transmitting invoices are admitted.**

4.2. Invoices issued by foreign suppliers without VAT registration number in Romania

For the suppliers not established in Romania, Ericsson's preferred channel for receiving supplier invoices is via the SAP Ariba platform. Taulia enrollment will no longer be possible.
Do not submit any invoice to multiple channels, as this can result in duplicate invoices received and problems in payment associated with that.

4.2.1. SAP Ariba e-invoicing

SAP Ariba e-invoicing is a fully integrated e-Invoicing solution that makes the invoice creation, delivery, and management process simple, fast, and error-free. To learn more about your e-Invoicing options, visit SAP Ariba Login or sign-up page or start flipping Purchase Orders into invoices directly in the portal as soon as you are enrolled.

For queries to Ericsson about transitioning to the SAP Ariba Network please raise a ticket to Ericsson Purchase to Pay Support Services, select ad-hoc query scenario and mention subject SAP Ariba *transitioning*.
If system integration is required for an automated solution to create invoices (e-file or e-send), suppliers shall raise ticket to Ericsson Purchase to Pay Support Services, select ad-hoc query scenario and mention subject SAP Ariba *integration*.

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If Ariba electronic invoicing has been agreed upon in consultation with Ericsson, please reach your Sourcing contact at Ericsson, to guide you with the necessary steps as per local Tax electronic invoicing requirements.
Ariba electronic invoice is considered, according to local Tax requirements, to be the Tax invoice, please ensure the same in your own accounting system. Do not submit any other document as this can result in duplicate document received and problems in payment associated with that.

SAP Ariba self-service (carbon copy)

SAP Ariba self-service is a solution for Ericsson's suppliers with no additional cost and waiting time (7*24). Login to the SAP Ariba Portal SAP Ariba Login or sign-up page to check:

- Acceptance/rejection of your invoices (post 5-7 days of submission)
- Status of your invoices & their due date
- Status of Purchase Orders
- Status of payment and remittance

Reach out to your Ericsson representative for enrollment and further information.

SAP Ariba support and useful links

- SAP Ariba help portal
- SAP Business Network for Suppliers
- SAP Ariba Login or sign-up page
- SAP Ariba – Ericsson global portal

Please do not submit any invoice to multiple channels, as this can result in duplicate invoices received and problems in payment associated with that.

4.2.2.PDF Solution (VIM e-send)

Ericsson's preferred method for receiving invoices from foreign suppliers is via SAP Ariba platform. However, for the time being we continue to accept receiving PDF invoices. Please send your invoices, exclusively in PDF format, and the supporting documents (work completion note, delivery note, acceptance document, etc.), to the following email address depending on the purchasing Ericsson entity:

Ericsson entity	PDF solution (VIM e-send) email address

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Ericsson Antenna Technology Romania S.R.L (EAR)	pdf.invoice.ear.3091.033@ericsson.com (for raw materials suppliers only from European Union, services EU and non-EU vendors)
	accountspayable.ear@ericsson.com (import of goods from non-EU vendors)

Please note that the following requirements need to be followed when submitting PDF invoices:

- All invoices should be provided in PDF format. Any email that contains any non-PDF attachment will be rejected.
- Supporting documents are to be appended to the invoice in one PDF (invoice and supporting documents in same PDF file, not as separate files. Invoice as first page, supporting documents thereafter.
- One invoice per PDF document (including all attachments not exceeding 25 MB).
- The subject of email to PDF mailbox should be - *Vendor Name-Invoice number* - for easy reference and tracking
- PDF invoice received from foreign suppliers is considered, according to local tax requirements, to be invoice issued in an electronic system and containing all mandatory information (Ericsson specific requirements stated in this document as well as the legal requirements)

Note:

- Payment terms will be calculated from the submission date/ issue date of undisputed invoice.

5 Supporting documents requirement

For all invoices issued towards Ericsson Telecommunications Romania S.R.L., suppliers (established or not established in Romania) need to provide supporting documents in original (work completion note, delivery note, acceptance document, etc.) with invoice number being stated on the document, to the following address:

Ericsson entity	Paper Invoice billing address
Ericsson Antenna Technology Romania S.R.L (EAR)	Sat Chisoda, Comuna Giroc, Hala Industriala Incontro 09 situata pe Platforma Industriala, DN 59, km8 + 550m, Stanga, SAD 6, Mezanin, Judetul Timis, Romania

- For any query, please reach your Ericsson contact, to guide you with the necessary steps as per local tax requirements

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6 Payment Procedure for Suppliers

Electronic Fund Transfer

- Ericsson legal entity will pay invoices to all suppliers through electronic payment method

Certificate of residence

- To proceed with the payment of invoices received from the foreign supplier (without retaining WHT tax or applying a reduce WHT tax rate as per the Double Tax Treaties in place between Romania and the residence country of supplier), the certificate of residence in original must be provided by the supplier to Ericsson Antenna Technology Romania Srl. In case that the certificate of residence is issued electronically, it is enough the electronic document.

WHT certificate

- Must be collected from Ericsson office
- The WHT certificate will be obtained in original once per year from local tax authorities, and can be provided by Ericsson
- The WHT certificate can be sent in original by Ericsson, and can be distributed in via e-mail, to your contact e-mail address as registered in our records
- To receive the WHT certificate and for any other WHT related query, please e-mail at: ear.wht.certificate@ericsson.com
- For any other issue not related to WHT deduction, please follow the process stated in Section 7 below

Note:

To ensure smoot processing and payment flow, please secure your contact details and bank details are communicated to Ericsson. Any change in your company details must be properly communicated to your Sourcing contact at Ericsson to ensure that our systems are updated and thereby invoice/payment rejections or returns can be avoided.

7 Ericsson Purchase to Pay Services Support

If you need professional assistance regarding invoicing requirements, please contact Ericsson Purchase to Pay Services Support by completing a Support Request Template (click on the Support Request Template links that best fits your needs and fill out details of your request.

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If the request was not resolved to your satisfaction or you experience a delay in resolution, you can ask us to investigate by escalating the request ID to ptp.incident.management@ericsson.com. We will review the case and help you obtain the correct resolution.

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