Supplier Handbook

China 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 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)
  Legal Entities information:

Ericsson entity	VAT/GST Registration Number	Registered Office
Ericsson (China) Communications Co., Ltd.	911100007693505528	101, 1ST TO 7TH FLOOR, - 3rd TO 8th FLOOR, BUILDING 2, NO. 5 LIZE EAST STREET, CHAOYANG DISTRICT, BEIJING
Ericsson Xian Information Communications Technology Services Co., Ltd.	91610131596304143A	11-12F, SCIENCE PARK OF XI'AN, DIGITAL CHINA BUILDING 20 ZHANG BA SI ROAD, HIGH-TECH INDUSTRY DEVELOPMENT ZONE, XI'AN CITY, SHANXI PROVINCE
Nanjing Ericsson Communications Co., Ltd.	91320115608916842L	NO.32 CHI TIAN ROAD JIANG NING ECO&TECH DEVLOPMENT ZONE NANJING
Ericsson Information Technology Services (China) Co., Ltd.	91440101783755804U	No.1025 #2F, Gao Pu RD, TIANHE INDUSTRIAL PARK GUANGZHOU
Ericsson Mobile Data Applications Technology Research and Development (Guangzhou) Co., Ltd.	91440101769513470E	44-46 JIANZHUNG ROAD, TIAN HE SOFTWARE PARK GUANGZHOU
Ericsson (China) Co., Ltd.	911100006259101940	8A, 101, BUILDING 2-FLOOR 3 TO 8, NO.5, LIZE EAST STREET, CHAOYANG DISTRICT, BEIJING

- Ericsson purchase order number (one purchase order per invoice)
- Ericsson legal entity's VAT/GST registration number in case of intra-community supplies/services

3 Content Information

- The word INVOICE or CREDIT
- 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
- 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)
- 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
  *If the currency does not correspond to the local currency (Euro), the VAT amount must be stated in both currencies.
- 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

PDF Solution (VIM e-send)

If no other payment/invoice submission method has been agreed (e.g. ERS or Taulia), please send your invoices, exclusively in PDF format, to the following email address depending on the purchasing Ericsson entity:

Ericsson entity	PDF solution (VIM e-send) email address
Ericsson (China) Communications Co., Ltd.	pdf.invoice.cbc.2520.034@ericsson.com
Ericsson Xian Information Communications Technology Services Co., Ltd.	pdf.invoice.egx.2895.034@ericsson.com
Nanjing Ericsson Communications Co., Ltd.	pdf.invoice.enc.2805.034@ericsson.com
Ericsson Information Technology Services (China) Co., Ltd.	pdf.invoice.gtc.2376.034@ericsson.com

Ericsson Mobile Data Applications Technology Research and Development (Guangzhou) Co., Ltd.	pdf.invoice.CGC.2518.034@ericsson.com
Ericsson (China) Co., Ltd.	pdf.invoice.ETC.2158.034@ericsson.com

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

5 Payment Procedure for Suppliers

Electronic Fund Transfer

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

WHT certificate

- Taxes withheld certificate shall be issued within 30 days from the end of the month in which payment has been made.
- WHT certificate shall be issued in soft copy and mailed over the e-mail address as per records.
- For non-receipt of WHT certificate, please e-mail at mnea.tax.support@ericsson.com. Hard copy of the certificate shall be available for collection from Ericsson's office address as mentioned above.
- For any other issue related to WHT deduction, please follow the process stated in Section 7 below.

6 SAP Ariba Information

6.1 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 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

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

6.2 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

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.

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.