Supplier Handbook

Sweden 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 payments, invoices and credit notes received must have the following information:

1 Supplier Information

- Supplier Name
- Supplier Address
- Supplier's VAT/GST registration number (mandatory for EU countries)
- Supplier F-tax registration no.
- 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)

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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
Ericsson AB (EAB) Accounts Payable Box 3 164 80 Stockholm Sweden	SE556056625801 556056-6258
Ericsson AB (ESE) Accounts Payable Box 14 164 80 Stockholm Sweden	SE556056625801 556056-6258
Ericsson Credit AB (EFC) Accounts Payable Box 1 164 80 Stockholm Sweden	SE556326055201 556326-0552
Ericsson Mobile Financial Services AB (EMF) Accounts Payable Box 1 164 80 Stockholm Sweden	SE559335505901 559335-5059
Telefonaktiebolaget LM Ericsson (LME) Accounts Payable Box 1 164 80 Stockholm Sweden	SE556016068001 556016-0680
Red Bee Media Sweden AB (EFU) Accounts Payable Box 1 164 80 Stockholm Sweden	SE556579256001 556579-2560
Datacenter i Mjärdevi Aktiebolag (SAN) Accounts Payable Box 1 164 80 Stockholm Sweden	SE556366230201 556366-2302
Ericsson Software Technology (ESO) Accounts Payable Box 1 164 80 Stockholm Sweden	SE559094895501 559094-8955
Datacenter i Rosersberg AB (ROS) Accounts Payable Box 1 164 80 Stockholm Sweden	SE556895374801 556895-3748
Ericsson Global Operation AB (EOO) Accounts Payable Box 1 164 80 Stockholm Sweden	SE559468999301 559468-9993
ERICSSON CLOUD SOLUTIONS AB (ECV) Accounts Payable Box 1 164 80 Stockholm Sweden	SE559557498801 559557-4988

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- Ericsson purchase order number if available (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 and should not exceed 16 positions)
- Invoice date (please specify the format used)
- Date of delivery for services and/or goods
- Place for delivery of services – if any part of the services is performed in Sweden this must be clearly stated on the invoice and the net amount for these services shall be specified.
- Proof of delivery if applicable or mandatory
- Currency must be the same currency as stated in the Purchase Order
- Specification of goods, services delivered, or work performed; Line items and description in the invoice should match the purchase order.
- For XRM invoices:
  - Invoices must be submitted after time sheets, milestone and expenses has been approved (Status "Invoiced") from Fieldglass.
  - Invoice description, amount and quantity should match the information approved in Fieldglass.
- Total net amount
- For freight invoices:
  - International freight invoices must show name or email address of Ericsson PO requestor, Line ID/Ad-hoc no and Department no
  - Domestic freight invoices must show name or email address of Ericsson PO requestor and should state "DF" under Lane ID field
- 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.
- 30% WHT shall be clearly stated in the invoice image and withheld on services performed in Sweden by supplier based in a foreign country unless the supplier is registered for Swedish F-tax or have applied for Preliminary Tax Adjustment (as proof for not being tax liable in Sweden) for the year in question.
  Swedish Tax Agency information: Information regarding the Economic Employer Concept
- F-tax registration number if available
- 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
- Credit notes shall always refer to invoice number being credited (if available)
- 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
  *If the currency does not correspond to the local currency (SEK), 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 AB (EAB)	pdf.invoice.eab.2800.830@ericsson.com
Ericsson AB (ESE)	pdf.invoice.ese.2418.830@ericsson.com
Ericsson Credit AB (EFC)	pdf.invoice.efc.2514.830@ericsson.com
Ericsson Mobile Financial Services AB (EMF)	pdf.invoice.emf.3136.033@ericsson.com
Telefonaktiebolaget LM Ericsson (LME)	pdf.invoice.lme.2005.830@ericsson.com
Red Bee Media Sweden AB (EFU)	pdf.invoice.efu.2710.830@ericsson.com
Datacenter i Mjärdevi Aktiebolag (SAN)	pdf.invoice.san.2965.830@ericsson.com
Ericsson Software Technology (ESO)	pdf.invoice.eso.3019.830@ericsson.com
Datacenter i Rosersberg AB (ROS)	pdf.invoice.ros.2935.033@ericsson.com
Ericsson global operation AB (EOO)	pdf.invoice.eoo.3185.033@ericsson.com
Ericsson Cloud Solutions AB (ECV)	

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

- Invoices must be submitted in PDF format.
- Supporting documents are to be appended to the invoice in one PDF (invoice and supporting documents in same PDF file. Invoice as first page, supporting documents thereafter).
- One invoice per PDF document (including all attachments not exceeding 25 MB).

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- 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

6 SAP Business Network (SAP Ariba) e-invoicing

SAP Business Network e-invoicing is a fully integrated e-Invoicing solution that makes the invoice creation, submission and processing easy, fast, and with minimal risk of error. To learn more about your e-Invoicing options, visit SAP Ariba Login/Sign-up page or start flipping Purchase Orders into invoices directly in the portal as soon as you are enrolled.

Questions regarding SAP Ariba Network onboarding/integration is directed via ticket to Ericsson Purchase to Pay Services Support by choosing ad-hoc queries template.

6.1 SAP Business Network self-service (carbon copy)

SAP Business Network self-service is a solution for Ericsson's suppliers with no additional cost and waiting time (7*24). Login to the SAP Ariba Login/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.

6.2 SAP Business Network support and useful links

- SAP Ariba help portal
- SAP Business Network for Suppliers
- SAP Ariba Login/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 link 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.

WHT related questions should be sent to the following mailbox:
sweden.tax.support@ericsson.com

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