



Saudi Arabia 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)

Important

For Proof of Delivery

- WCN (work completion note from ASP tools for services providers)
 - Delivery Note for Material vendor
 - Time sheet for ARP vendor
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Invoicing Address

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

Ericsson AB - Saudi Arabia Branch (BSA)

Riyadh Head office:

KB04, Al Ra'idah Digital City,

Prince Turki Ibn Abdulaziz Al Awwal Road,

Nakheel district, P.O.Box 6121,

Riyadh 12382,

Kingdom of Saudi Arabia

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

Ericsson Invoice Procurement and Collaboration portal (IPCP)

Ericsson has implemented [Invoice and Procurement Collaboration Portal IPCP](#) (provided by Taulia) in Saudi Arabia to facilitate the purchase to payment process by providing Electronic invoicing and Self-Service (live view access) capabilities for invoice, payment and purchase order status check. IPCP portal is free of any charge.

Login here: <https://login.eu1prd.taulia.com/login>

If not enrolled yet on Taulia, request enrolment by raising a ticket [Ericsson Purchase to Pay Services Support](#) and select "Ad-hoc queries" template

- IPCP Video trainings <https://vimeopro.com/taulia/ericsson-2>
- IPCP Portal link with FAQ's [Taulia-Frequently Asked Questions](#)
- IPCP portal [user guide](#)

Note

For countries where IPCP Taulia is not implemented, soft (PDF) invoices can be sent to pdf.invoice.BSA.2604.830@ericsson.com

How to contact us

If you need professional assistance regarding invoicing and payments, please contact [Ericsson Purchase to Pay Services Support](#) by completing a Support Request Template.

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 to ptp.incident.management@ericsson.com.

We will review the case and help you obtain the correct resolution