



SUPPLIER HANDBOOK

INDIA 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.

SUPPLIER INFORMATION:

- ✓ Bank information (Bank name, address and account number) – Mandatory for One time suppliers
- ✓ The word TAX INVOICE or CREDIT Note/Debit Note or Bill of Supply (at Top)
- ✓ Currency must be the same currency as stated in the Purchase Order)
- ✓ For credit notes, invoice number being credited must be stated (one credit note per invoice)
- ✓ Invoice WITH Purchase Order (Invoice must clearly quote a valid Purchase Order) - PO number format is 92xxxxxxx or 45xxxxxxx with Line item nos. in description against Unit price & Amount
- ✓ Invoice WITHOUT Purchase Order – Ericsson requestor contact details (person who placed the order/Email id/Phone number)
- ✓ In case of Goods being delivered to 3rd Party against Ericsson's PO (As per need/agreement), POD (Proof of delivery) is mandatory signed/stamped by the receiving party

GST COMPLIANCE (MANDATORY TO AVOID REJECTION):

S. NO.	DESCRIPTION
1	Name, address and GSTIN of the supplier; GSTIN not applicable for unregistered vendor
2	For Unregistered Suppliers , it is mandatory to mention 'Unregistered' against GSTN number field
3	Invoice No. not exceeding sixteen characters
4	Invoice Date (with specifying the date format)
5	Name, address and GSTIN of Ericsson
6	HSN/SAC code for goods or services
7	Description of goods or services
8	Quantity in case of goods and unit or Unique Quantity Code thereof
9	Total value of supply of goods or services or both
10	Taxable value of the supply of goods or services or both taking into account discount or abatement, if any
11	Properly Bifurcated 'Rate of tax' (central tax, State tax, integrated tax, Union territory tax or cess), not applicable for unregistered vendor as he won't be charging any taxes provided 'Unregistered' in mentioned against GSTIN field
12	Amount of tax charged in respect of taxable goods or services (central tax, State tax, integrated tax, Union territory tax or cess), not applicable for unregistered vendor as he won't be charging any taxes provided 'Unregistered' in mentioned against GSTIN field
13	Place of supply along with the name of the State
14	Address of delivery along with the name of state
15	Whether the tax is payable on reverse charge basis – (Reverse charge – Yes/No)
16	Signature or digital signature of the supplier or his authorized representative

SEZ SUPPLY GUIDELINES - FOR BILLING TO ERICSSON INDIA
GLOBAL SERVICES PVT. LTD. (EGI)

As per the provisions of GST law, all invoices for zero rated supplies to SEZ units for its authorized operations are needed to be endorsed by the SO customs. This endorsement will be treated as the proof of supplies to SEZ units for its authorized operations.

Below are the options available to the vendors for supplies to our 3 SEZ units and expected actions from you (Details of these SEZ units is given in the end of this email):

S. NO.	SCENARIOS	CHANGES / ACTIONS REQUIRED
1	Supplies to SEZ unit for authorized operations under bond or Letter of Undertaking (LUT) without payment of IGST (No GST on Invoice)	a). Submit 2 invoice copies (original) to Ericsson APS (instead of 1 at present) & b). LUT No. compulsory on Face of invoice
2	Supplies to SEZ unit for authorized operations on payment of IGST (taxes to be borne by the vendors which can be claimed as refund from the Govt)	Submit 2 invoice copies (original) to Ericsson APS (instead of 1 at present)
3	Supplies to SEZ units on payment of taxes for other than authorized operations	Continue process As - is
4	Supplies to Non SEZ units	Continue process As - is, NO NEW ACTION REQUIRED

In the first 2 scenarios (Only), the customs endorsement will be required which will be requested by Ericsson to Customs.

SEZ Units of Ericsson:

1. Gwal Pahari Gurgaon, ASF Insignia SEZ, Haryana GSTIN: 06AACCE4175D2ZX
2. Rajarhat Kolkata, DLF SEZ, West Bengal GSTIN: 19AACCE4175D1ZR
3. WTC Bagmane SEZ, Bangalore, Karnataka GSTIN: 29AACCE4175D1ZQ

MAILING ADDRESS FOR SENDING HARD/ PHYSICAL COPY OF INVOICES

➤ GUIDELINES FOR HARD/ PHYSICAL COPY:

- Invoices should be submitted to Mailroom placed at Gwal Pahari (Ground Floor) only
- Count of Invoice(s) must be appropriately registered in Entry/Log book maintained at Mailroom by the person physically submitting the invoices at below location in Gwal Pahari
- Invoice bunch (more than 1 invoice) must contain a summary/coversheet with details in below format:

Summary/ Cover Sheet

Vendor Name:

Vendor e-mail:

Vendor Code:

Vendor address:

Invoice(s) Submission Date:

City & Pin:

Contact Details:

S No	Invoice Reference	Invoice Date	Gross Amount	Currency	Purchase order No.	"Billed To" Company (EIL/EGI)	Remarks
1							
2							
3							

- Supporting documents if any should be well attached with the respective invoice
- Two or more invoices should not be stapled together (this is to ensure easy segregation of the invoices with respective supporting)

➤ COURIER SUBMISSIONS AT ERICSSON, GWAL PAHARI LOCATION:

For EIL & EGI Invoices submission address is:

TO: Ericsson Accounts Payable (AP), Scanning Room-Floor# 12

AT: Ericsson India Global Services Pvt. Ltd. Block A,
King Canyon "ASF Insignia" – The IT/ITES SEZ, Gurgaon
Faridabad Road, Gwal Pahari,
Gurgaon - 122003, India

MAILING ADDRESS FOR SENDING SOFT (PDF) COPY OF INVOICES

Effective **01st Dec'2018**, we are accepting 'digitally signed soft copy' invoices at our new email addresses as well:

For Ericsson India Pvt. Ltd. (EIL) (DO NOT use this email ID for EGI)

pdf.invoice.eil.2091.034@ericsson.com

For Ericsson India Global Services Pvt. Ltd. (EGI): (DO NOT use this email ID for EIL)

pdf.invoice.egi.2828.034@ericsson.com

GUIDELINES FOR SOFT (PDF) COPY:

1. All digitally signed invoices should be provided in PDF format only in either of the 2 email IDs provided for EIL & EGI. Any non-PDF attachments will be removed by our system.
2. One PDF attachment will be considered as One invoice copy. Therefore, each invoice along with all related supporting documentations (if any) should be converted into ONE digitally signed pdf attachment and then send to either of the 2 email IDs provided for EIL & EGI.
3. If supporting documentation is submitted separately (separate from the PDF of the invoice), the submission will be rejected and not posted by the system.
4. Each email submitted should contain only 1 invoice (with only 1 digitally signed pdf attachment not exceeding 10 MB).
5. Do not submit any invoice to both the email addresses, as this can result in duplicate invoices received and problems in payment associated with that.
6. Rest of the invoice compliance as per GST requirements will stay as-is for acceptance of invoice.
7. Invoice submitted via this email id without digital signatures will not be accepted.
8. If invoices are submitted in digital mode as well as hard copy both, then the invoice received first will be processed and the other will be rejected because of duplicity. We will prefer only one mode of submission.

Note that any messages added to the text of your email will not be read or interpreted, and the posting is based solely on the confines of digitally signed pdf attachment received.

Very Important: The above 2 email ids for EIL & EGI are a backend auto mailer and should not be used to send your queries. The process of raising an Invoice/payment query is not changed.

Invoicing Address (Company name and address that will be written on the invoice)
Please enter the correct address on invoice as stated in the Purchase Order.

For your Invoice/Payment queries, please raise ticket/request at AP support service. Please find the link below. Also in case of urgencies, you may Call Ericsson AP Support Services for which you may find the contact nos. by clicking the link below.

Ericsson Suppliers – Please visit the [Supplier Handbook](https://www.ericsson.com/en/about-us/sourcing/supplier-and-partner-resources/invoicing-and-payments/invoicing-at-ericsson).
(<https://www.ericsson.com/en/about-us/sourcing/supplier-and-partner-resources/invoicing-and-payments/invoicing-at-ericsson>)

IMPORTANT LINKS –

Taulia – <https://login.eu.taulia.com/login> (Use your Taulia credentials to log in)

PTP Support services ticket request - <https://www.ericsson.com/> (find 'Contact us' on page and click for Purchase to Pay support at bottom)

Supplier Handbook & Dial in information – On '**Purchase to Pay support**' page (as above) scroll down to find 'Country Specific Support Contact Information' and find 'I' for India.

RIGHT WAYS OF WORKING –

- 1) **No PO No Work Policy** – Please do not serve Ericsson without getting a PO as your invoices cannot be paid without a valid PO (Verify the PO details like taxes, currency, etc. before serving to avoid payment related issues later)
- 2) **PO before invoice** – PO date should always be before Invoice date
- 3) **Invoice submission** – All invoices should be submitted to Ericsson AP within 5 days of invoice date to have sufficient time for Ericsson to resolve the issues and process the invoice to make it ready for payment before due date
- 4) **Payment proposed a week in advance** - Your invoices should be received and ready for payment at least 10 days before the due date to be paid on Due date
- 5) **Check Taulia for PO status before issuing invoice**- This is to avoid delays and rejection of invoices
- 6) **Invoice on hold for PO line items Deleted or Blocked**- Only Ericsson Purchasers can assist you to get them unblocked/activated/increased, not AP
- 7) **Your invoice should have replication of the PO details** such as line items nos., Qty., Unit Price, description etc. to have a smoother processing at Ericsson AP without any blocks
- 8) **Tax related queries** (except deduction details) can only be answered by Tax team with the help of your purchaser and not PTP support services.
- 9) **For all Invoice to Payment queries**, Ticket request should be raised at PTP support services only
- 10) **All tickets raised** should always be 'One ticket per Ericsson Entity' (at any instance)
- 11) **Submit Statement of Account** for open invoices through ticket on Supplier Portal regularly to keep your accounts up to date
- 12) **Follow GST compliance** as shared