Supplier Handbook

Kazakhstan Invoicing Requirements

Instruction

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	Tax Registration Number	Registered Office
ERICSSON KAZAKHSTAN LLP	010140001598	28 V Timiryazev Str, BC Alatau Grand, Almaty, RK

- Ericsson purchase order number (one purchase order per invoice).
- Ericsson legal entity's VAT/GST registration number in case of intra-community supplies/services.
- Local vendors – it's mandatory for them to send electronic tax invoice (e-tax invoice) through state tax portal.
- Foreign vendor – hard copy of the invoices signed and stamped (if applicable) must be sent to the registered office address.

3 Content Information

- The word INVOICE or CREDIT
- Invoice number (must be unique and should not exceeds 16 digits)
- 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:
    - Invoices must be submitted after time sheets, milestone and expenses has been approved (Status "Invoiced") from Fieldglass.
    - Line-item description should be a one liner with total invoice amount which should be the exact amount same as approved Goods Receipts (or set of GRs).
    - WO (Work Order) ID for Contingent or SOW (Statement of Work) ID should be mentioned in the invoice.
- Line-item amount should state as net of VAT 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

 © Ericsson AB 2021

- 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
  *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.

Note: For cases where there is tax specifics or local procedures, which is not covered above, please specify it under this section.

4 Invoice Submission Information

Paper invoice

If no electronic invoice submission method is applicable and paper invoice submission has been agreed upon in consultation with Ericsson (only in exceptional cases), please send the invoice to the following billing address depending on the purchasing Ericsson entity:

Ericsson entity	Paper Invoice billing address
ERICSSON KAZAKHSTAN LLP	28 V Timiryazev Str, BC Alatau Grand, Almaty, RK

Note:

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

 © Ericsson AB 2021

5 Payment Procedure for Suppliers

Electronic Fund Transfer

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

Cheque Payment

- Only applicable for some exceptional suppliers, to be collected from Ericsson Office address as stated under- Hard Copy Local Tax invoices

WHT certificate

- Must be collected from Ericsson office

6 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.

 © Ericsson AB 2021