Supplier Handbook

Belgium 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 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)

2 Ericsson Information

- Invoice recipient as specified in purchase order (PO)
- Beneficiary, as specified in purchase order (PO)

Legal Entities information:

Ericsson entity	ERICSSON S.A./N.V. (EBR)
VAT Registration Number	BE0414653818
Registered Office	Lozenberg 20 B-1932 Zaventem Belgium

- Ericsson purchase order number (one purchase order per invoice)
- Ericsson legal entity's VAT registration

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
- 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 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 is not charged refer to applicable VAT 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)
- For invoices using Factoring, please highlight 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 more information, please see the European Directive

4 Invoice Submission Information

Ericsson's preferred method for receiving supplier invoices is via the SAP Ariba platform.

4.1 Invoices issued by Belgian Domestic Suppliers

Effective January 1, 2026, electronic invoicing becomes mandatory for domestic transactions in Belgium. As a result, all domestic suppliers will be required to issue invoices in an electronic format that complies with the Peppol standard.

Suppliers that are already onboarded and transacting through SAP Business Network (ARIBA) are not required to take any additional action. ARIBA is fully compliant with the Belgian e-Invoicing regulations and will continue to serve as the approved invoicing platform for transactions with Ericsson.

PDF invoices will no longer be accepted. Only Foreign suppliers may continue to use the PDF mailbox for invoice submission.

Mandatory Peppol ID for **Ericsson Belgium**: **0208:0414653818**

Additionally, The Purchase Order Reference and Purchase Order Line-Item Reference fields must contain only the Purchase Order number (e.g., 4533274389). This ensures that the invoice is accurately identified and processed automatically by the system.

4.2 SAP Ariba e-invoicing

SAP Ariba e-invoicing is a fully integrated e-Invoicing solution that makes the invoice creation, delivery, and management process simple, fast, and error-free. To learn more about your e-Invoicing options, visit SAP Ariba Login or sign-up page or start flipping Purchase Orders into invoices directly in the portal as soon as you are enrolled.

For queries to Ericsson about transitioning to the SAP Ariba Network please raise a ticket to Ericsson Purchase to Pay Support Services, Select ad-hoc query scenario and mention subject SAP Ariba *transitioning*. If system integration is required for an automated solution to create invoices (e-file or e-send), suppliers shall raise ticket to Ericsson Purchase to Pay Support Services, select ad-hoc query scenario and mention subject SAP Ariba *integration*.

4.2.1 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 the 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
- Status of payment and remittance

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

4.2.2 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

4.3 Pdf-invoicing (VIM e-Send)

Domestic suppliers are required to submit invoices via the Peppol Network and SAP Ariba, which are Ericsson's preferred invoicing channels. Submission through the PDF mailbox is permitted only for foreign suppliers.

Ericsson entity	PDF solution (VIM e-send) email address
ERICSSON S.A./N.V. (EBR)	pdf.invoice.ebr.2036.033@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.

Note:

- Please do not submit any invoice to multiple channels, as this can result in duplicate invoices received and problems in payment associated with that.
- Payment terms will be calculated from the invoice creation date.

5 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.