

INDONESIA 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:

CONTENT INFORMATION

1. Clear information of vendor name, period (date), NPWP (Tax registration Number), and registered address.
2. PO Number- An invoice shall only refer to **one (1) PO**. It cannot refer to multiple POs.
3. PO Line Item- PO line number and Invoice description should match with PO.
4. GR Number and GR date.
5. Tax Calculation
 - a. The percentage and value of VAT and WHT must be indicated in the invoice except those confirmed otherwise by Ericsson. Tax exempted vendors need to declare that they are not required to register for VAT & WHT if applicable.
 - b. For vendors with Management Fee do indicate WHT base amount and WHT percentage.
 - c. Vendor is entitled to calculate the applicable tax tariff of any invoice issued to Ericsson according to the prevailing tax regulations.
 - d. If the *Direktorat Jenderal Pajak* decides that such tax tariff calculation is incorrect and therefore any tax administrative sanction imposed to or borne by Ericsson; then Ericsson shall be entitled to charge the same to the Vendor by issuing a relevant invoice or to set-off from any payment payable to the Vendor.
 - e. Only one tax invoice should be created for each invoice.

ADDITIONAL REQUIREMENTS & INFORMATIONS

- 1 Invoice Compliance**
 - 1.1** Invoice will be validated using three-way matching process to ensure no deviation between item, quantity and price mentioned on Invoice, GR and PO. If either quantity and/or price stated is in contrary one to the others, inform your Ericsson contact person. The invoice should comply thee-way matching.
 - 1.2** **Invoice date** must be on same date with Tax Invoice and BAST.
 - 1.3** **Original commercial invoice** for Hard Copy and **pdf copy commercial invoice** for Digital Invoice.

- 1.4 Undisputable invoice(s) must be received by EID **within 30 calendar days after GR date**.
- 1.5 Stamp Duty
Vendor shall pay the stamp duty (*bea materai*) of any invoice issued to Ericsson in connection with receipt of payment from such invoice, in accordance with applicable tax regulations.
- 1.6 Vendor is fully responsible to ensure the validity of any issued invoice, it means every invoice submitted to Ericsson must indicate that it has been legitimately issued, including but not limited to indicate company letter-head, duly signed by authorized person and stamped with company stamp.

Vendor hereby waives the right for payment in the failure to meet the requirement under this section

2 Currency

- 2.1 Invoice currency must be the same as PO currency.
- 2.2 A PO for local vendor must be issued in IDR.
- 2.3 A PO for Overseas Vendor, may be issued in IDR, EUR or USD.

3 Use **reasonable font size minimum 10 pt** for writing the invoice.

4 Maximal **invoice numbering** is 15 character (including any punctuation mark).

5 Supporting Document

To avoid potential delay to payment process caused by non-compliance to this regulation, the invoice must be sent along with the supporting document as follows:

5.1 Supporting Documents (General Requirements)

- a. **Invoice related to services and material** must be sent along with original acceptance document determined as per deliverable.

Type of Invoice	Acceptance document
Invoice related to purchase of <i>product</i> (material, hardware, software)	DN or similar documents
Invoice related to purchase of <i>services & resource</i> (installation services, support services, resource)	BAST or similar documents

- b. The acceptance document must be completed with authorized signature & Vendor's company stamp and approval signature of Ericsson authorized officer(s).
- c. For certain Ericsson projects that have been approved to apply **electronic BAST** (e-BAST), vendor can submit approved e-BAST documents.
- d. Tax invoice (*faktur pajak*).

For **Digital Invoice**, original downloaded version from e-faktur is required.

For manual generated tax invoice, a code and serial number must appear on the tax invoice in a format which is controlled by the *Direktorat Jenderal Pajak*.

5.2 Supporting Document (Overseas Vendor):

Applicable for an overseas company, required supporting document as described in sub-section 5.1, should be followed along with below supporting documents:

- a. One valid DGT1 form for each Invoice. Failure to submit will result in 20% WHT applied.

6 Invoice Submission

Ericsson preferred way of invoice submission is digital invoice, following are the guidelines:

6.1. Digital Invoice:

6.1.1 Invoice Format

- a. Scanned copy invoice in PDF format only **OR**
- b. Application based invoice (generated by an electronic application) in PDF format only. Vendors to ensure that invoice is clearly readable and printable format.

6.1.2 Supporting Document Order

Supporting documents should be included within the same PDF attachment as the invoice as per following orders:

- a. Invoice Copy,
- b. Original downloaded Tax invoice, and
- c. Other supporting document.

6.1.3 E-mail Size

Each email submitted should contain only 1 invoice (including all attachments) **not exceeding 10 MB.**

6.1.4 E-mail Address:

- a. pdf.invoice.eid.2089.831@ericsson.com (TO), **AND**
- b. eid.tax.support@ericsson.com (CC).

6.1.5 Email Subject

The subject of e-mail should state the vendor name and the invoice number.
For example: PT ABC – INVNO123ABC.

6.1.6 Submission Time

- a. The vendor can submit invoices at 24/7, subject to the required submission time upon GR issuance date (refer to section 1: Invoice Compliance subsection 1.4).
- b. Due date will be calculated from invoice receiving date in mailbox.

6.2. Hard Copy Invoice (by courier or handover):

6.2.1. Address

PT ERICSSON INDONESIA
Pondok Indah Office Tower I, 2nd floor,
Jalan Sultan Iskandar Muda V-TA
Jakarta 12310, INDONESIA
Attn: Accounts Payable (AP) Team

6.2.2. Submission Time

- a. The vendor can submit invoices from 8AM – 3PM, Monday to Friday. If the invoices are received after 3PM, it will be considered received by Local AP team the next working day.
- b. Due date will be calculated from invoice receiving date in Ericsson Mailroom.

6.2.3. Invoice Receipt Form (Transmittal Sheet)

- a. When submitting the invoices to Ericsson Mailroom, the Vendor should submit a transmittal sheet (*bukti tanda terima* receipt form). It will be verified and signed by Ericsson Mailroom staff. This is to avoid any disputes, such as number of invoices being delivered & received.

- b. Vendor may use its own transmittal sheet template as long as the information is clear and complete, otherwise Vendor has to use Ericsson standard template.

7 Digital Invoice – Specific Terms and Requirements

7.1 Unless otherwise specified in this section, the other general requirements under this document shall remain applicable.

7.2 Documents Retention

7.2.1 The Vendor is obligated to retain and maintain the original invoices (hard copies or electronic files including relevant supporting and transaction related documents (“Original Documents”)) for a minimum period of five (5) years from its issuance date or as required by EIT Law and/or Corporate Documents Law; whichever is longer.

7.2.2 Ericsson shall be entitled to have access to and to request submission of the Original Documents which may be required by laws, court order or for the purpose of legal proceeding and audit and other purposes as reasonably required by Ericsson.

7.3 Reliable Invoicing Application System

If a Vendor generates invoices by using an electronic invoicing system or application, the Vendor shall warrant that such system is reliable and secure, and it shall be responsible for the proper operation of the systems. The Vendor shall always comply with the applicable provisions under EIT Law.

7.4 No Challenge and Severability

7.4.1 In connection with the implementation of digital invoicing Ericsson and the Vendor agree that either party shall not:

- a. file any claim, lawsuit, demand for arbitration, or other proceeding challenging the validity or enforceability of such digital invoicing; or
- b. raise, as a defense, the validity or enforceability of the same, in any claim, lawsuit, arbitration or other proceeding; therefore
- c. Should any Vendor violate any aspect of this provision, the Vendor agrees that, in the case of any breach of this provision:
 - i. such claim, lawsuit, demand for arbitration, or other proceeding shall be withdrawn and/or dismissed; and
 - ii. that it will pay all costs and damages incurred by Ericsson and its affiliates in responding to or as a result of such actions or proceedings, as the case may be.

7.4.2 If the provision of digital invoicing under this document is held to be unenforceable by laws or court orders, the parties shall:

- a. modifying it to the minimum extent necessary to make it enforceable; or
- b. cooperate and jointly remedy the situation, including, if required to issue any relevant replacement documents; and
- c. the other provisions will remain and fully in effect.

8 Inquiries & Escalation

For any request related to invoice status update, inquiries and escalation can be addressed as below:

Request of	Portal	Details
Invoice and Payment Status	Taulia	<ul style="list-style-type: none">• Use your login credentials to log in on Taulia https://login.eu1prd.taulia.com/login• To request Taulia access, please raise a ticket request to Ericsson Purchase to Pay Services Support (Ad-hoc queries template) then enrol by following the invitation link sent by Ericsson on the registered e-mail id.
Inquiries	Ericsson Purchase to Pay Services Support	Raise ticket to: https://www.ericsson.com/about-us/sourcing/supplier-and-partner-resources/invoicing-and-payments/invoicing-at-ericsson
Escalation	Ericsson Purchase to Pay Services Support Centre	Dial to +(62) 21 8082 9577 Business hours (8:00 AM - 4.30 PM; GMT+7), Monday to Friday, Local call charge Indonesian and English language

9 Updated Vendor Information

- 9.1** Vendors are responsible to ensure information related to the company such as contact details, banking details, etc. are correct and updated in Ericsson database. Any changes should be communicated to respective Sourcing Manager by filling in the Supplier Data Form.



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Document

- 9.2** Ericsson shall not be responsible for any late payment due to any change of Vendor's bank account details without prior written confirmation from Sourcing Manager.
- 9.3** SIUJK/ LPJK updates is mandatory to be reported to Ericsson, only applicable for local vendors.

10 Rejection

Any invoice fails to comply with the requirements in this document will be rejected. Rejection will be processed as follows:

- 10.1** Vendor will receive e-mail for rejection along with details and invoice soft copy;
- 10.2** Relevant Vendor should pick up the rejected invoice at Ericsson Mailroom (only for hard copy invoice submission);
- 10.3** Particularly for Overseas Vendors, the rejected invoice may be sent back by mail/courier (upon request).

MISSCELANEOUS

For the purpose of this document, the following definitions apply.

Abbreviation/Term	Definition
BAST	<i>Berita Acara Serah Terima</i> (handover certificate/ acceptance document) that states Ericsson acceptance of the delivery and/or performance of resources, products and/or services provided by the Vendor in accordance with the criteria specified in the relevant agreement.
DN	Delivery Note.
GR	Confirmation of goods receive by Ericsson of delivery and/or performance of resources, products and/or services provided by the Vendor.
Ericsson	PT Ericsson Indonesia.
NPWP	<i>Nomor Pokok Wajib Pajak</i> (Tax Registration Number).
Overseas Vendor	For the purposes of this document means a vendor company legally incorporated, registered and domiciled outside the Republic of Indonesia and therefore subject to the laws and regulation of the country/state where it's registered.
PO	Purchase order issued by Ericsson for the purchase of resources, products and/or services from the Vendor.
<i>SIUJK/ LPJK</i>	<i>Surat Izin Usaha Jasa Konstruksi (Construction Service Business License)/ Lembaga Pengembangan Jasa Konstruksi (Construction Service Development Institution).</i>
VAT	Value added tax.
Vendor	The seller, supplier, or service provider company that receives a PO under relevant agreement or other form of purchase confirmation from Ericsson, and accordingly is a party to the purchase or service contract.
WHT	Withholding tax.