

## Germany Invoicing Requirements

Ericsson only makes payments against valid invoices raised against valid Purchase Orders, unless a deviation from this process had been approved by Ericsson. 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 tax registration number (domestic cases) or VAT registration number/VAT ID number (intra-community cases)
- 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 Germany legal entity name and legal entity address as follows:

<b>Entity</b>	ERICSSON GMBH	ERICSSON SERVICES GMBH	ALLOLIO&KONRAD CONSULTING GMBH
<b>VAT registration Number</b>	DE811978181	DE814858083	DE815701087
<b>Registered Office</b>	Prinzenallee 21 40549 Düsseldorf Germany (DE)	Prinzenallee 21 40549 Düsseldorf Germany (DE)	Prinzenallee 21 40549 Düsseldorf Germany (DE)

<b>Entity</b>	ERICSSON FACILITIES GMBH	ERICSSON HOLDING GMBH	ERICSSON TELEKOMMUNIKATION GMBH	ERICSSON ANTENNA TECHNOLOGY GERMANY GMBH
<b>VAT registration Number</b>	DE213777695	DE235745694	DE216974543	DE324954029
<b>Registered Office</b>	Herriotstr. 1 60528 Frankfurt am Main Germany (DE)	Herriotstr. 1 60528 Frankfurt am Main Germany (DE)	Herriotstr. 1 60528 Frankfurt am Main Germany (DE)	Prinzenallee 21 40549 Düsseldorf Germany (DE)

- In case that invoice address differs from Ericsson legal entity address:** Ericsson legal entity name and Madrid address (invoice recipient) **plus** Ericsson legal entity name and legal entity address as indicated above (service recipient):

**Example:**

Invoice address (invoice recipient):  
Ericsson Telekommunikation GmbH  
Accounts Payable  
Ed. Torre Suecia  
C/ Retama 1  
28045 Madrid  
Spain

**plus:**

Lieferadresse / Leistungsempfänger (service recipient):  
Ericsson Telekommunikation GmbH  
Herriotstr. 1  
60528 Frankfurt am Main

- Ericsson legal entity's VAT registration number in case of intra-community supplies/services
- Ericsson purchase order number (one purchase order per invoice).

## Content Information

- The word INVOICE, CREDIT, PRE-INVOICE
- 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 purchase order should match the invoice
- 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
- In case no VAT is charged, certain reference must be made, e.g. "Umkehr der Steuerschuldnerschaft nach §13b UStG" for domestic construction services. For intra-community services, e.g. "Reverse Charge according to Article 194, 196 of Council Directive 2006/112/EEC"; for intra-community deliveries, e.g. "tax free intra-community delivery".
- Total payable amount (incl. taxes)
- If not already included in the unit price, details on discounts and cash discounts
- For credit notes, invoice number being credited must be stated (one credit note per invoice)
- For invoices using Factoring, please highlight which bank account to use
- In cases covered by § 14a UStG (German VAT Law), the additional information required by this provision must be included in the invoice

Invoices issued within the EU must comply with the sixth VAT 2006/112/EC directive and therefore the following information is mandatory:

- VAT registration number of both, supplier and recipient
- In case no VAT is charged, certain reference must be made: For intra-community services, e.g. "Reverse Charge according to Article 194, 196 of Council Directive 2006/112/EEC"; for intra-community deliveries, e.g. "tax free intra-community delivery"; please refer to § 14a UStG for more cases.
- If invoice currency is in other currency than local currency, VAT amount should be stated in both currencies

For more information, please see the [European Directive](#)

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GERMAN ENTITIES INFORMATION:

HOW AND WHERE TO SEND INVOICES – ONLY FOR NOT ELECTRONIC INVOICING SUPPLIERS:

- The recommended option is via e-mail:

<b>Entity</b>	<b>Recommended e-mail address</b>
ERICSSON GMBH	rssc.madrid.ap.edd@ericsson.com
ERICSSON SERVICES GMBH	rssc.madrid.ap.emg@ericsson.com
ALLOLIO&KONRAD CONSULTING GMBH	rssc.madrid.ap.erg@ericsson.com
ERICSSON FACILITIES GMBH	rssc.madrid.ap.lhs@ericsson.com
ERICSSON HOLDING GMBH	rssc.madrid.ap.lhs@ericsson.com
ERICSSON TELEKOMMUNIKATION GMBH	rssc.madrid.ap.lhs@ericsson.com
ERICSSON ANTENNA TECHNOLOGY GERMANY GMBH	Not available

- In cases where invoices must be sent via post, please use below post address for sending them:

Accounts Payable  
C/ Retama 1, Ed. Torre Suecia  
28045 Madrid  
Spain