Supplier Handbook

France 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 registration number (RCS) and city of commercial register
- 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 FRANCE S.A.S (ESF)	RED BEE MEDIA FRANCE SAS (TFR)
VAT Registration Number	FR45334736147	FR27453557746
Registered Office	25 Avenue Carnot 91300 Massy Cedex FRANCE	23 rue du Dôme 92100 Boulogne-Billancourt FRANCE

- 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
- Due date of payment
- 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
- In case advance payment is required, the last date of execution of service or goods delivery, due date and balance of total payable amount must be indicated
- 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 requires all domestic suppliers to submit invoices through the Peppol e-invoicing network. Only foreign suppliers are permitted to submit invoices via the PDF mailbox.

4.1 Domestic Suppliers – Mandatory PEPPOL invoicing

All VAT-registered businesses are required to adopt e-Invoicing, regardless of industry or company size. The mandate covers large, medium-sized, and eventually small enterprises, enabling more efficient, accurate, and transparent digital transaction processing.

Mandatory e-Invoicing for large and medium-sized companies took effect on September 1, 2026. Small businesses are included in the subsequent phase scheduled for September 2027, allowing then time to adapt their processes, and upgrade their systems to meet compliance requirements.

- **Domestic invoices**: Large and mid-sized suppliers must submit invoices exclusively through Peppol. Effective September 1, invoice submissions via SAP Ariba Invoicing (SBN) and the PDF channel will no longer be accepted.
- **SMEs and micro suppliers**: May continue to use SAP Ariba Invoicing (SBN) and the PDF channel until 2027

*Note: Foreign suppliers must continue using their existing invoice submission process.

Invoices must comply with all applicable contractual and legal requirements, including but not limited to:

- Valid Purchase Order (PO) reference
- Accurate and complete invoice data
- Absence of duplicates or formatting errors

Non-compliant invoices will be rejected. A corrected invoice and/or credit note may be required for resubmission.

PEPPOL identifiers

- ESF PEPPOL ID: 0225 - FR45334736147
- TFR PEPPOL ID: 0225 - FR27453557746

4.2 Pdf-invoicing (VIM e-Send)

As part of the invoicing requirements, PDF invoices will no longer be accepted. Foreign suppliers are the only exception and may continue to submit invoices via the PDF mailbox.

Ericsson entity	PDF solution (VIM e-send) email address
ERICSSON FRANCE S.A.S (ESF)	pdf.invoice.esf.2337.033@ericsson.com
RED BEE MEDIA FRANCE SAS (TFR)	pdf.invoice.tfr.2919.033@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

4.3 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*.

4.3.1 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.

4.3.2 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

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.