

Supplier Handbook

El Salvador 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
- NIT / NRC
- Supplier's telephone number, contact person and email address
 - N.B. For One-Time-Vendors: Bank details must be mentioned on the surface of the invoice. Additionally, the following supporting documents should be submitted:
 - Bank details notice directly from the bank (using bank letterhead).
 - Email from supplier stating their bank details. Email address must contain the supplier's company domain.

2 Ericsson Information

- Invoice recipient as specified in purchase order (PO)
 - Beneficiary, as specified in purchase order (PO)
- Legal Entities information:



Ericsson entity	VAT/GST Registration Number	Registered Office
ERICSSON EL SALVADOR, S.A.S DE C.V.	NIT: 0614-120296-104-0 NRC: 92210-2	Stofficenter La Gran Vía, Desarrollo Comercial La Gran Vía, Edificio 8, Nivel 1, Local 9, Antiguo Cuscatlán, la Libertad

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

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Content Information

- The word CREDIT NOTE or TAX CREDIT
- Invoice number (must be unique)
- Invoice date (must be from the current month)
- Purchase order number (PO) must be written on the invoice
- The currency must be the same as that indicated on the purchase order.
- Specification of goods and services delivered; The order lines and description on the invoice must match the purchase order.
- Total net quantity
- VAT rate applied in percentage (%) and amount of taxes
- If 1% withholding applies, please detail it on the invoice
- Total amount to pay
- If it is not already included in the unit price, details about discounts and discounts for prompt payment
- For the credit note, the invoice number to be credited and the purchase order must be indicated (one credit note per invoice)

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Invoice Submission Information

PDF Solution

If no other method of payment / sending of invoices has been agreed (for example, ERS or Taulia), send your invoices, exclusively in PDF format, to the following email address, depending on the purchasing Ericsson entity:

Ericsson Entity	PDF Invoice Sending Solution
ERICSSON EL SALVADOR, S.A.S DE C.V.	Non-VIM: invoice.to.payment.esv@ericsson.com

Please note that the following requirements must be followed when submitting PDF invoices:

- One invoice per PDF document



- The subject of the email to the PDF mailbox should be: supplier name, invoice number for easy reference and follow-up.
- Supporting documents must be attached to the invoice in a PDF (invoice and supporting documents in the same PDF file, not as separate files. Invoice as first page, supporting documents thereafter)

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 EL SALVADOR, S.A.S DE C.V.	Stoffcenter La Gran Vía, Desarrollo Comercial La Gran Vía, Edificio 8, Nivel 1, Local 9, Antiguo Cuscatlán, la Libertad

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 submission date/ issue date of undisputed invoice.

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Payment Procedure for Suppliers

Electronic Fund Transfer

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

WHT certificate

Will be sent digitally by: esv-wht-certificate-support@ericsson.com

- Withholding Taxcertificates will be issued within 30 days after the end of the month on which the tax was withheld to the related suppliers.
- Withholding tax certificate will be issued in soft copy and emailed to the address mentioned in vendor's master data.
- If the withholding tax certificate is not received, please send email to esv-wht-certificate-support@ericsson.com and it will be provided within 5 business days.
- For all the other queries related to WHT calculations, please refer to guidelines in Section 7 below.



6 Invoice Submission Information

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.

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](#)

7 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.