

Supplier Handbook

Philippines Invoicing Requirements

Guideline

Ericsson make only 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 Suppliers (e.g. ERS)

Not complying with the conditions below may result in a delay in payment or rejection of invoice.

To ensure quality postings and on-time payment, invoices and credit notes received must have the following information:

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1 Supplier Information

- Supplier Name
- Supplier Address
- Supplier's VAT/GST registration number if applicable or relevant tax identification number of the supplier in accordance with fiscal tax regulations"
- Supplier's Tax Information Number (TIN)
- Statement that the seller is a VAT-registered person, followed by its TIN 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)
- Invoice recipient as specified in the purchase order (PO), aligned with the BIR-registered address.
- Beneficiary as specified in the PO; VAT/GST registration number in case of intra-community supplies/services.
- Business Style.
- Ericsson purchase order number (one purchase order per invoice).

2 Ericsson Information

Legal entity information:

Ericsson entity	Business Style	VAT/GST Registration Number	Registered Office
ERICSSON TELECOMMUNICATIONS INC.	Ericsson Telecommunications, Inc	000- 116- 932- 00000	27th & 28 th floors, Twenty-Five Seven McKinley Building, 25th St. Corner 7 th Avenue, Fort Bonifacio Global City, Taguig City, 1635 Metro Manila, Philippines

3 Content Information

Tax invoice requirement for Domestic Suppliers:

- Original and physical BIR-registered invoice.



- The term **"Invoice"** in its title (e.g. Sales Invoice, Commercial Invoice, Cash Invoice, Charge Invoice, Credit Invoice, Service Invoice) or any similar description followed by "Invoice".
- Invoice number / Serial Number printed prominently
- Registered name of buyer, Buyer's (ENP) TIN and Buyer's address
- Registered name of supplier/vendor as shown in BIR COR
- A statement that the seller is a VAT or Non-VAT registered person followed by the **TIN** and **Branch Code** of supplier
- Invoice date (please specify the format used) and Date of transaction (date of delivery of services and/or goods)
- Description of goods or services
- Line items and descriptions in the PO should match the invoice.
- Clear indication of the PO number the invoice refers to
- Quantity, Unit price and Currency (must match the currency stated in the PO and as per the contract with Ericsson)
- Total amount payable excluding VAT, Total amount payable including VAT (If VAT-registered, VAT is included in the total amount), and Total VAT payable.
- Payable amount = Invoice amount – WHT
- Tax breakdown (VAT or other applicable taxes – e.g. vatable sales, exempt sales, VAT); VAT rate applied in percent (%) and the VAT amount shall be shown as a separate item.
- **Valid BIR authority-to-print number** for manual invoices or **BIR Permit-to-Use Number**/Acknowledgment Certificate Control Number for invoices generated from a computerized accounting system (usually seen at the lower left portion of the invoice).
- Taxpayers whose transactions are not subject to VAT or percentage tax shall issue Non-VAT Invoice indicating at the face of such invoice the word **"EXEMPT"**.
- For credit notes, the invoice number being credited must be stated (one credit note per invoice).

Domestic suppliers are permitted to utilize unused BIR-registered manual Official Receipts or Billing Statements as invoices until fully consumed, provided the following conditions are met:

- The words **"Official Receipt"** or **"Billing Statement"** on the document must be stricken through.
- The word **"Invoice"** must be clearly stamped on the document.
- For Billing Statements converted into invoices, the phrase **"THIS DOCUMENT IS NOT VALID FOR CLAIM OF INPUT TAX"** must be struck out.



Invoices must contain the details required under BIR invoicing requirements. Not complying with the conditions above may result in a delay in payment or rejection of the invoice.

Invoice requirement for Foreign Suppliers:

- The word INVOICE or CREDIT NOTE
- Invoice number (must be unique and length up to 16 digits)
- Invoice date (please specify the date format)
- Date of transaction (date of delivery for services and/or goods)
- Currency (must match the currency stated in the PO and as per the contract with Ericsson)
- Specification of goods and services delivered
- Line items and descriptions in the PO should match the invoice.
- Clear indication of the PO number the invoice refers to.
- Quantity, Unit price
- Tax breakdown: indicate the amount of VAT or other applicable taxes (e.g. Vatable sales, exempt sales, VAT).
- Total net amount (Invoice amount – VAT)
- Payable amount = Invoice amount – WHT
- 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.
- Total payable amount.
- For credit notes, the invoice number being credited must be stated (one credit note per invoice).
- PO supplier name must be the same as invoice supplier name

In addition to above mentioned: As stated in the agreement signed with Sourcing, the following requirements need also to be followed when sending your invoices:

- The invoice must either be PO-based or listed as Non-PO in the Auto Compliant List (ACL); otherwise, it will be rejected.
- Acceptance of the service rendered or goods delivered must be obtained from the requestor before the supplier raises an invoice.
 - This is the time when the Project Admin/Local admin or GR responsible can do Goods Receipt (GR) in the system so that 3-way match can be assured when the invoice is posted.
 - **Work Completion Note** should be attached to the invoice.
- Invoices must be legible and free from manual corrections. Handwritten invoices are discouraged.
- Invoices should be sent within **30 days** of date of acceptance (global standard) or earlier if required by local LC Sourcing.



- Any discrepancy between the PO and delivered goods/services should be settled first with the requestor. If the amount is substantial, another PO can be raised.
- Copy of GR should be attached to the invoice.
- Payment terms are calculated from the submission date of **undisputed** invoice.
- **Exchange rate applicability** – local vendors:
 - Exchange rate base: Invoice (for VAT purposes)
 - Date of capturing exchange rate: Invoice date
 - In printed invoices, VAT part should be converted to local currency:
 - For goods: based on sales invoice.
 - For services: based on the date of payment using central bank FX rate.

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Invoice Submission Information

PDF Solution (VIM e-send)

If no other payment/invoice submission method has been agreed (e.g. ERS or Ariba), please send your invoices, exclusively in PDF format, to the following email address depending on the purchasing Ericsson entity:

Ericsson entity	PDF solution (VIM e-send) email address
<i>Ericsson Telecommunications, Inc. (ENP)</i>	pdf.invoice.ENP.2121.831@ericsson.com

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

- One invoice per PDF document.
- The subject of email to PDF mailbox should be- Vendor Name-Invoice number for easy reference and tracking.
- 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).
- Invoice should be submitted in PDF format only to dedicated mailbox. Any email that contains any non-PDF attachment or Non-tax/Commercial invoice will be rejected.
- Domestic Supplier shall submit:
 - Soft copy of valid BIR registered original invoices any similar description followed by "Invoice" 30 days before its due date
 - Physical hard copy of valid BIR registered original not later than 2 weeks before it's due date. Failure to submit hard copies within the deadline will result in delay or non-payment. Only CAS



(Computerized Accounting System) registered suppliers are exempted from submitting hard copies

Note:

- Please do not submit any invoices to multiple channels, as this can result in duplicate invoices received and problems in payment associated with that.

Please note below points to ensure that the quality of invoices is good for our system to read the content and ensure timely processing of payments:

- Invoice print is clear and dark
- No overlapping or stamps on the text
- Complete information including currency/ currency symbols, Tax rate, etc. is provided on invoice copy

Paper Invoice-Domestic Suppliers

Hard copy invoice submission is mandatory as per Tax requirement. After submitting the soft copy to mailbox, the corresponding hard copy must also be submitted. Please send invoice to:

Ericsson entity	Paper Invoice billing address
Ericsson Telecommunications Inc. C/O Jeffrey Tejerasas (Local Administration Dept) Trunkline-02 87891800	Shared Service Center Manila 5/F One World Square #10 Upper McKinley Hills Fort Bonifacio Global City 1634 Taguig City, Metro Manila, Philippines
For CDO suppliers you may opt to send invoices to CDO Satellite office-c/o Lovern Grace Villanueva	7 th Floor Luzon Office, One Providence Building, Lifestyle District, Cagayan De Oro 9000 Philippines
For Davao suppliers you may opt to send invoices to Davao satellite office-c/o Ma. Iris Esok	3 rd Floor Consuelo Bldg. Km.7 J.P. Laurel Avenue, Brgy. Wilfredo Aquino, Agdao District, Davao City 8000 Philippines

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Payment Procedure for Suppliers

Please secure your contact information and bank details are up to date in Ericsson Master Data. Any change in your company details must be properly communicated to your Local Sourcing contact person at Ericsson so that they can request an update to the Ericsson database and any payment rejections or returns can be avoided.

Electronic Fund Transfer – Applicable for Foreign and Domestic Suppliers

- Ericsson legal entity will pay invoices through electronic payment method



Cheque Payment – Applicable for some Domestic Suppliers to be collected from Ericsson Office address as stated above -5/F One World Square C/O Jeffrey Tejerasas

Cheque Collection & Invoice submission time: Monday, Wednesday, and Friday (9 am to 4 pm)

Please ensure the documents below are submitted before cheque collection:

- Original invoice(s)/tax receipt (individual or bulk) should be submitted prior to Cheque collection as per above timelines
- Payment Advice received from Ericsson
- If you're not receiving payment advice from Ericsson, please raise an ad-hoc ticket via [Ericsson Purchase to Pay Services Support](#) and provide the recipient email address.
- Original Invoice as per BIR requirements, Collection or Acknowledgement receipt

Failure to submit the Physical copy of original invoice may result in holding of relevant cheques till same is submitted.

Cheque will be available for collection after 3-5 business days from the payment date stated on Payment Remittance sent by Ericsson.

WHT certificate

Delegated Responsibility

- For BIR Form 2307 or 2306, please send your request to enp.withholding.tax.cert@ericsson.com. It is recommended to send the request on a quarterly basis after the submission of 1601-EQ forms.
- SLA for handling queries – 5 days
- Escalation points of contact – Sourcing Manager
- Responsible Unit and contact point – LAS

Frequency of issuance

- Timeline for availability as per local legislation / E// internal – is recommended to request WHT certificate on a quarterly basis after the submission of 1601-EQ forms.
- Timeline for collection or dispatch – sent through mail to vendor's registered email ID or collect the original documents in Ericsson office

Certificate Information

- Issuing Authority – Bureau of Internal Revenue and ENP
- Mode of issuance – Soft Copy or Hard copy
- Availability to vendors – Quarterly



6 Ariba Information

6.1 SAP Business Network self-service (carbon copy)

SAP Business Network 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 and GR
- Status of payments and remittance

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

6.2 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](#)

7 Ericsson Purchase to Pay Services Support

If you need professional assistance regarding invoicing and payments, 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.

The invoicing guidelines provided in this handbook are for general reference only and are not intended to serve as tax advice. Compliance with all applicable tax laws and regulations is the sole responsibility of the supplier.

Suppliers are strongly advised to consult with their own tax advisors to ensure that their invoices meet all legal and regulatory requirements. ENP does not assume any responsibility for the accuracy or completeness of tax-related information in supplier invoices.