

# PAPUA NEW GUINEA 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 indicate the following information:

### SUPPLIER INFORMATION:

- › Supplier Name
- › Supplier Address
- › VAT/GST or relevant tax identification number of the supplier in accordance with fiscal tax regulations
- › Supplier's GST/tax registration number
- › Supplier's telephone number, contact person and email address
- › Bank information

### ERICSSON INFORMATION

- › Ericsson legal entity (company name) and Invoice address as stated in the purchase order
- › Ericsson TAX registration number
- › Ericsson valid purchase order number (one purchase order per invoice)
- › Ericsson contact person

### CONTENT INFORMATION

- › The word INVOICE or CREDIT
- › Invoice number (must be unique and maximum up to 16 digit)
- › Invoice date (please specify the format used)

- › Currency, must be the same currency as stated in the Purchase Order (according to Currency of Trade and as per contract with Ericsson)
  
  - › Specification of goods and services delivered; Line items and description in the purchase order should exactly match the invoice
  
  - › Total net amount (Invoice amount minus VAT/GST)
  
  - › Total Payable amount is (Invoice amount+ VAT/GST+ Freight (if applicable) less WHT)
  
  - › Invoices should state the gross amount, GST amount, Net Amount and your TAX registration number
  
  - › For credit notes, invoice number being credited must be stated (one credit note per invoice)
  
  - › PO supplier name shall be the same as invoice supplier name
  
  - › Invoices must be legible, free from manual correction. Handwritten is discouraged.
  
  - › Indicate clearly in the invoice the reference PO number that the said invoice is referring to:
    - › Invoice WITH Purchase Order (Invoice must clearly quote a valid Purchase Order) - PO number format is 92XXXXXXXX or 45XXXXXXXX” and
  
    - › Invoice WITHOUT Purchase Order – Ericsson requestor reference and contact details (person who placed the order)
  
  - › Unregistered persons cannot issue tax Invoices. Tax Invoices issued by non-registered persons are illegal.
  
  - › If the supplied Goods or Services supply is less than K50, a Tax Invoice is not required and an input credit is allowable providing a receipt issued by a registered business for that purchase is on file. The receipt must describe what the purchase was. A receipt with just an amount printed in it is not acceptable.
  
  - › For Goods or Services Supplies in excess of K50 and less than K200 are to be supported with a Tax Invoice. The date, suppliers name, address and GST number are to be shown with a description of the price and the goods supplied
  
  - › Goods or Services greater than K200 are to have the above details and also show the name and address of the buyer
- Original supporting documents to be attached to the original copy of the invoice:
- › Copy of Purchase Order and Tax invoice should be attached to the invoice

› Appropriate document approval (Service Request, Signed acceptance document, Letter of Authority, etc.)

› Invoices should be submitted within 2 months after the Service/goods was delivered.

**Mailing Address** (Where the invoices will be sent for payment processing)

ERICSSON CENTRAL EMAIL MAILBOX - [ERICSSON.PNG.OFFICE@ERICSSON.COM](mailto:ERICSSON.PNG.OFFICE@ERICSSON.COM)

Hence this means, invoices should be sent via email.

**Invoicing Address** (Company name and address that will be written on the invoice)

ERICSSON AB BRANCH OFFICE PAPUA NEW GUINEA (BPG)

Section 494 Lot1, Kennedy Road

Boroko, Port Moresby

Papua New Guinea

Please enter the address on the invoice as stated in the Purchase Order.

Important notes:

Upon submission of invoice to Ericsson PNG via email, the supplier is still required to submit hardcopy of the invoice documents to the Ericsson office address in PNG for auditing purposes. Submitted documents must be stamped received by BPG finance admin, clearly indicating the date the invoice hardcopy was received and by whom.

The hardcopy of the invoice should be sent within two weeks from the date the email invoice copy was sent to Ericsson Central Email Mailbox.