

Supplier Handbook

Algeria 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 Legal form and activity performed.
- Supplier registration number (RCS)
- Supplier statistical identification number (NIS)
- 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)
- Stock capital
- Stamp of the company (valid for paper invoices)



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Ericsson Information

- Invoice recipient as specified in purchase order (PO)
- Beneficiary, as specified in purchase order (PO)

Legal Entities information:

Ericsson entity	VAT Registration Number	Registered Office
ERICSSON ALGERIE S.A.R.L. (EAL)	000416096618121	Quartier des affaires, Immeuble CMA-CGM Zone des activités, Lot 2 N°15 et 16 Bab Ezzouar, Alger Algérie

- Ericsson purchase order number (one purchase order per invoice)
- Ericsson registration number (RCS): 04 B0966181/16
- Ericsson Legal form and activity performed: ERICSSON ALGERIE SARL
- Ericsson legal entity's VAT registration number: 000416096618121
- Ericsson statistical identification number (NIS): 000616039037345
- Stock capital: 30.000.000,00 DZD

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Content Information

- The word INVOICE or CREDIT
- Invoice number (must be unique)
- Invoice date (please specify the format used) (same as submission date)
- Due date and terms 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
- Transportation fee, if not included in the price
- Additional fees, if any
- Total payable amount stated in both figures and letters.
- 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.
- DFU (Data File Upload) – Invoices should be sent to Hichem Herda hichem.herda@ericsson.com. This flow are invoices without PO & GRN with Multiple Cost Allocation.

4 Invoice Submission Information

It is mandatory to send your invoices, exclusively in a PDF format, via email to Ericsson to the email address stated below:

PDF Solution (VIM e-send)

Ericsson entity	PDF solution (VIM e-send) email address
ERICSSON ALGERIE S.A.R.L. (EAL)	pdf.invoice.eal.2524.830@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 the PDF mailbox should be: The word "Invoice"/" Credit note", your company name and invoice reference 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 address for original paper invoice submission

When a pdf invoice has been submitted to Ericsson Partner Archives Process on 30 of each Month, you are requested to submit the corresponding legal original invoice in a paper format to the following address:

Ericsson entity	Paper Invoice billing address
SARL AIM Algérie	Zone Industrielle Oued Smar Alger Algérie

Please ensure to send the [Control Sheet: Invoice Details](#), which includes all invoices processed during the whole month on 29th to the archives gestion process, using the following mail addresses: alynda.archivesgestion@gmail.com and in cc hichem.herda@ericsson.com (PTP specialist EAL) :



Your contacts at archives gestion process are **Lynda Aifaoui** (Mobile 0553482653) & **REBAHI M'hamed**

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.