

Supplier handbook

Taiwan 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).

For Ericsson Taiwan (ERT), Vendor can only issue PO invoice with the approval email issued by PM, so LAS need to check invoice amount against with approved issue amount per Approval email. With the attachment of

- a. PO #, PO item, amount
- b. Ericsson approval email

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/GST registration number if applicable
- 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	VAT/GST Registration Number	Registered Office
ERICSSON TAIWAN LIMITED	22099245	11F, No., 1, Yuandong Rd., Banqiao Dist., New Taipei City 22063, Taiwan, R.O.C.

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

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
- Proof of delivery if applicable or mandatory
- 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 amount
- 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)
- 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 Progress billing, information related to percentage, amount paid and net amount to be paid should be mentioned in the invoice.



4 Invoice Submission Information

Paper invoice

please send the invoice to the following billing address:

Ericsson entity	Paper Invoice billing address
ERICSSON TAIWAN LIMITED	11F,No.,1, Yuandong Rd.,Banqiao Dist., New Taipei City 22063, Taiwan, R.O.C.

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.

5 Payment Procedure for Suppliers

Electronic Fund Transfer

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

WHT certificate

- Taxes withheld certificate shall be issued within 30 days from the end of the year in which payment has been made.
- WHT certificate shall be issued in hard copy and sent to vendor's registered mail address.
- For non-receipt of WHT certificate, please e-mail at mnea.tax.support@ericsson.com. Hard copy of the certificate shall be available for collection from Ericsson's office address as mentioned above.
- For any other issue related to WHT deduction, please follow the process stated in Section 7 below.

6 SAP Ariba Information

6.1 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 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

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 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.