

Bahrain Supplier Handbook

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).

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Invoice must fulfil all requirements mentioned under local tax regulations (including Corporate Income Tax and Value Added Tax)

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 Entity information, all data below must be present, otherwise your invoices might be rejected:

Ericsson entity Name	VAT/GST Registration Number	Legal Address
Ericsson AB Bahrain Branch	200000882700002	HSBC Building, 1st Floor, Building 2505 Road 2832, Block 428, Block 11508 Seef District, Manama, Kingdom of Bahrain

- Ericsson purchase order number (one purchase order per invoice)

3 Content Information

- The word TAX INVOICE or TAX CREDIT NOTE.
- Invoice number:
 - Must be unique and length should not exceed 16 digits.
 - Not permitted characters can be seen in the below table:

Character	Explanation	Character	Explanation
!	exclamation	=	equal
%	percentage	\	back virgule
&	ampersand	^	caret
[]	left & right bracket		vertical bar



#	number	;	semicolon
{ }	left and right brace	,	back apostrophe
< >	less than & greater than	“ ”	quotation
_	underscore	\$	dollar sign
~	tilde		

- Invoice date (please specify the format used)
- Date of delivery for services and/or goods
- Currency must be the same currency as stated in the Purchase Order
- If you issue an Invoice in a Foreign currency, it must also show the corresponding figures in Local Currency.
- Specification of goods and services delivered; Line items and description in the invoice should match the purchase order.
- For XRM Purchase Order:
 - Invoices must be submitted after time sheets, milestone and expenses has been approved (Status “Invoiced”) from Fieldglass.
 - Line-item description should be a one liner with total invoice amount which should be the exact same as approved Goods Receipts (or set of GRs).
 - WO (Work Order) ID for Contingent or SOW (Statement of Work) ID should be mentioned in the invoice.
- Total net amount
- VAT/GST rate applied in percent (%) and tax amount
- If multiple taxes (VAT) are applicable, the tax rate for every net amount should be specified.
- If VAT/GST is not charged refer to applicable VAT/GST exemption
- Total payable 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)
- For invoices using Factoring, please highlight which bank account to use.
- Supporting documents needed are Work Completion Note (WCN) for services or delivery note for goods or Time sheet for Authorized Resource Providers.
- Note: for Approved Service Providers (ASP), Good Receipt Number (GRN) must be stated.



For suppliers registered for VAT in Bahrain, below points must be included in tax invoice (or tax credit note):

- The word TAX INVOICE or TAX CREDIT NOTE
- The name, address, and Tax Registration Number of the vendor and Ericsson (both)
- Invoice date (please specify the format used)
- Date of supply for services and/or goods
- If you issue an Invoice in a Foreign currency, it must also show the corresponding figures in Local Currency
- Payment date of advance payment, if any
- Specification of goods and services delivered along with nature and quantity
- Line-item wise unit price
- Line items wise amount excluding VAT in local currency
- Line-item wise VAT rate applied in percent (%) and VAT amount in local currency
- If VAT is not charged on invoice, refer to applicable VAT exemption
- Line-item wise amount including VAT in local currency
- Total amount excluding VAT, total VAT amount and total amount payable including VAT in local currency
- Tax invoice currency must be <local currency> together with the rate of exchange applied where the currency is converted from a currency other than the local currency
- Suppliers with PO/ contracts in foreign currency, Exchange rate used to convert to local currency as per local VAT regulations
- If not already included in the unit price, details on discounts and cash discounts
- For credit note, invoice number against which credit note is issued must be stated (one credit note per invoice)

4 Invoice Submission Information

PDF Solution (VIM e-send)

Please send your invoices, exclusively in PDF format, to the following email address:

Ericsson entity Name	PDF solution (VIM e-send) email address
Ericsson AB Bahrain Branch	pdf.invoice.BBH.2526.830@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 PDF mailbox should be- Vendor Name-Invoice number for easy reference and tracking.
- All invoices should be provided in PDF format. Any email that contains any non-PDF attachment will be rejected.
- 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)
- Please note below points to ensure that the quality of invoice 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

5 **Payment Procedure for Suppliers**

Electronic Fund Transfer

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

Payment terms will be calculated from the issue date of undisputed invoice.

For smooth posting and payment flow, 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 the update in the Ericsson database and any payment rejections or returns can be avoided.



6 SAP Business Network (former name: Ariba) Information

6.1 SAP Business Network carbon copy (self-service)

SAP Business Network carbon copy is a solution for Ericsson's suppliers with no additional cost and waiting time (7*24). Login to the SAP Business Network Portal [SAP Business Network 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, or enroll directly by visiting- [Accounts Payable Support](#) and raising a ticket under **Ad-hoc queries**.

You will soon receive an invitation from SAP Business Network to register. After completing your enrollment, you will have access to the Self-Service capabilities, and visibility of the status of all your procurement transactions with Ericsson.

6.2 SAP Business Network support and useful links

- [SAP Business Network help portal](#)
- [SAP Business Network for Suppliers](#)
- [SAP Business Network Log-in or sign-up page](#)
- [SAP Business Network – Ericsson global portal](#)

7 Ericsson Accounts Payable Support

If you need professional assistance regarding invoicing requirements and/or payments and information that cannot be found in SAP Business Network, please contact [Accounts Payable 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 **case number** to ptp.incident.management@ericsson.com. We will review the case and help you obtain the correct resolution.