

Supplier Handbook

Iran 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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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:

Ericsson entity Name	VAT/GST Registration Number	Legal Address
ERICSSON SYSTEMS AND SERVICES PJSC	411111363416	No.4 24th Str.Khaled Eslamboli, Teheran Iran

- 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 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.

4 Invoice Submission Information

Paper invoice

Hardcopy invoices must be sent to the following address:

Ericsson entity Name	Paper Invoice billing address
ERICSSON SYSTEMS AND SERVICES PJSC	No.4 24th Str.Khaled Eslamboli Tehran Iran



- 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

5.1 Cheque Payment

Only applicable for some exceptional suppliers, to be collected from Ericsson Office address as stated under Section 4 (paper invoice billing address).

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

For the 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.

5.2 Withholding (WHT) certificate

Must be requested via [Accounts Payable Support](#)

5.3 Withholding Tax Exemption Certificate

Withholding Tax Exemption certificates must be submitted via our [Accounts Payable Support](#) using [Ad-Hoc queries](#) and selecting the option dedicated to this "Submission of exemption certificate for WHT".

After submission is completed our Accounts payable support's team will redirect your request to our Tax team who will validate the document and secure system is accurately set up, avoiding wrong deductions on your payments.



You will receive a notification from our Support Services team informing you about the resolution of your request.

6 Ericsson Accounts Payable Support

If you need professional assistance regarding invoicing requirements and/or payments, 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.