

# Supplier Handbook

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



Legal Entity information:

Ericsson entity	VAT/GST Registration Number	Registered Office
UAB Ericsson Lietuva (ELU)	LT115667716	Vokieciu 26, LT-01130, Vilnius, Lithuania

### 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
- 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
- For XRM Purchase Order, invoice entry ID should be provided on the relevant PO line item
- Total net amount
- VAT/GST 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/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)
- Ship from address
- Ship to address
- For invoices using Factoring, please highlight which bank account to use
- Invoices issued within the EU must comply with the sixth VAT 2006/112/EC directive and need to include the following information:
  - \* VAT rate applied
  - \* Value added tax amount specified per rate and the taxable amount per rate or exemption, the unit price exclusive of tax and any discount or rebates if they are not included in the unit price



\* 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

\*If VAT is not charged refer to applicable VAT exempt

For more information, please see the [European Directive](#)

## 4 Invoice Submission Information

### PDF Solution (VIM e-send) invoice submission

Unless otherwise agreed with the UAB Ericsson Lietuva, Ericsson requires submission of all invoices and credit notes in an electronic format. Please do not submit any invoice to multiple channels, as this can result in duplicate invoices received and problems in payment associated with that.

If PDF invoice submission has agreed upon with Ericsson and included in the agreement, please send your invoices, exclusively in PDF format, to the following email address:

Ericsson entity	PDF solution (VIM e-send) email address
UAB Ericsson Lietuva (ELU)	<a href="mailto:pdf.invoice.ELU.2987.033@ericsson.com">pdf.invoice.ELU.2987.033@ericsson.com</a>

Please note that the following requirements need to be followed when submitting PDF invoices:

- Each email submitted should contain only 1 invoice, not exceeding 25 MB
- The subject of email to PDF mailbox should be- Vendor Name-Invoice number for easy reference and tracking
- Invoices should be provided in PDF format. Any email that contains any non-PDF attachment will be rejected
- Supporting documentation should be included within the same PDF attachment as the invoice (after the invoice). If supporting documentation is submitted in a non-approved format (separate from the PDF of the invoice), the submission will be rejected and not posted
- The PDF quality must have at least 300 dpi resolution and 24-bit color depth
- If you have questions or comments about the process, please contact your normal contact points. Note that any messages added to the text



of your email will not be read or interpreted, and the posting is based solely on the confines of invoices received

### Paper invoice submission

If no electronic invoice submission method is applicable and paper invoice submission has been agreed upon in consultation with Ericsson (only in exceptional cases), please send the invoice and/or supporting/acceptance documents to the following paper invoice billing address:

Ericsson entity	Paper Invoice billing address
UAB Ericsson Lietuva (ELU)	Vokieciu 26, LT-01130, Vilnius, Lithuania

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
- Payment terms will be calculated from the submission date/ issue date of undisputed invoice

## 5 Payment Procedure for Suppliers

### Electronic Fund Transfer

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

## 6 SAP Ariba e-invoicing

SAP Ariba e-invoicing is a fully integrated e-Invoicing solution that makes the invoice creation, delivery, and management process simple, fast, and error-free. To learn more about your e-Invoicing options, visit [SAP Ariba Login or sign-up page](#) or start flipping Purchase Orders into invoices directly in the portal as soon as you are enrolled.

For queries to Ericsson about transitioning to the SAP Ariba Network please raise a ticket to [Ericsson Purchase to Pay Support Services](#), Select ad-hoc query scenario and mention subject SAP Ariba *transitioning*. If system integration is required for an automated solution to create invoices (e-file or e-send), suppliers shall raise ticket to [Ericsson Purchase to Pay Support Services](#), select ad-hoc query scenario and mention subject SAP Ariba *integration*.



### 6.1.1 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 the 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
- Status of payment and remittance

Reach out to your Ericsson representative for enrollment and further information.

### 6.1.2 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 /How to contact us

If you need professional assistance regarding invoicing and payments, 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](mailto:ptp.incident.management@ericsson.com) . We will review the case and help you obtain the correct resolution.