

# Supplier Handbook

## United States 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:

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## 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 the Purchase Order (PO)
- Ericsson Purchase Order number (one Purchase Order per invoice)
- Ericsson TAX Registration Number
- Ship to address
- Beneficiary, as specified in the Purchase Order (PO)

### Legal Entities information:

Ericsson Entity	Tax Registration Number	Registered Office
Ericsson Inc. (EUS)	06-1119960	6300 Legacy Drive Plano, TX 75024
Ericsson Smart Factory Inc. (EFA)	84-2862010	2601 S Valley Parkway Lewisville, TX 75067
Ericsson Software Technology USA Inc. (ESZ)	82-5409906	6300 Legacy Drive Plano, TX 75024
Ericsson Holding II Inc. (GEU)	22-3184078	6300 Legacy Drive Plano, TX 75024

## 3 Content Information

- The word INVOICE or CREDIT
- Invoice number (must be unique and should not exceeds 16 digits)
- 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



- Tax amount if Invoice is subject to Tax
- Total amount payable
- If invoice currency is in other currency than local currency, exchange rate be specified on invoice copy clearly
- 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 XRM Purchase Order:
  - Invoices must be submitted after time sheets, milestones and expenses have been approved (Status "Invoiced") from Fieldglass.
  - The line-item description must align with the weekly timesheet approval, including the total invoice amount, which should match precisely with the approved timesheet, milestones, and miscellaneous expenses in SAP Field Glass.  
*The invoice amount could be the subtotal of various weekly timesheets or just the weekly timesheet amount as long as it exactly matches the approved timesheet, milestones, and miscellaneous expenses in SAP Field Glass.*
  - WO (Work Order) ID for Contingent or SOW (Statement of Work) ID and Invoice ID should be mentioned in the invoice.

**INVOICE**

Red marked is mandatory content of the invoice

Highly recommended to have

<b>Supplier name</b>		<b>Invoice date</b>					
Supplier VAT number		Invoice Reference/number					
Supplier contact information (including email address)							
Customer: Ericsson name							
Customer VAT number							
Customer address and contact person							
<b>Purchase Order number</b> WO Number		<b>Sold from / ship from country/state:</b> Ship to:					
Terms of payment							
Item no	Line item description	Quantity	Unit of measure	Price unit	Vat rate%	Currency	Line amount
1	worker name ERCSMD0130600						\$1,381.04
Net Amount (Excluding tax)							
Total VAT amount							
Gross amount to be paid							
<b>Bank account information</b>							



## 4 Invoice Submission Information

### 4.1 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*.

#### 4.1.1 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.

#### 4.1.2 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](#) Ericsson's preferred method for receiving supplier invoices is via the SAP Ariba platform. **Taulia is to be decommissioned on October 14, 2024 and no enrollment is possible.**

#### 4.1.3 PDF Invoicing

If no other payment/invoice submission method has been agreed (e.g. ERS, EDI or Taulia), please send your invoices, exclusively in PDF format, to the



following email address depending on the purchasing Ericsson entity:

Ericsson Entity	PDF solution (VIM e-send) email address
Ericsson Inc. (EUS)	<a href="mailto:pdf.invoice.eus.2178.033@ericsson.com">pdf.invoice.eus.2178.033@ericsson.com</a>
Ericsson Smart Factory Inc. (EFA)	<a href="mailto:pdf.invoice.efa.3093.033@ericsson.com">pdf.invoice.efa.3093.033@ericsson.com</a>
Ericsson Software Technology USA Inc. (ESZ)	<a href="mailto:pdf.invoice.ESZ.3072.033@ericsson.com">pdf.invoice.ESZ.3072.033@ericsson.com</a>

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

- 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).
- One invoice per PDF document (including all attachments not exceeding 25 MB).
- The subject of email to PDF mailbox should be- Vendor Name-Invoice number for easy reference and tracking

## 4.2 Paper Invoice

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 to the following billing address:

Ericsson Inc  
6300 Legacy Dr  
Plano, TX 75024  
Attn: Accounts Payable

### 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

Please make sure that Ericsson Master Data has the most recent version of your contact and bank information. Any changes to your company information must be immediately reported to your Ericsson Local Sourcing /contact person in order to request the database's update and prevent payment and invoice rejections.



### **Electronic Fund Transfer**

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

### **Cheque Payment**

- Only applicable for some exceptional suppliers

### **Withholding Tax Certificate**

- Taxes withheld certificate will be issued annually by Internal Revenue Services every first quarter of the year for foreign suppliers.
- Withholding tax certificate will be issued in hard copy and sent via mail to your registered address in our system.
- For non-receipt of withholding tax certificate, send email to [wht.certificates.tax.unit.mana@ericsson.com](mailto:wht.certificates.tax.unit.mana@ericsson.com).
- For any other issue related to withholding tax deduction, please follow the process stated in Section 7 below.

## **6 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](mailto:ptp.incident.management@ericsson.com). We will review the case and help you obtain the correct resolution.