

Supplier Handbook

Mayanmar 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:

Contents

1	Supplier Information	1
2	Ericsson Information	2
3	Content Information	3
4	Invoice Submission Information	4
5	Payment Procedure for Suppliers	5
6	Ericsson Purchase to Pay Services Support	6

1 Supplier Information

- Supplier Name
- Supplier Address
- Supplier's CT 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	CT Registration Number	Registered Office
ERICSSON MYANMAR COMPANY LIMITED	114915750	No. 112-114, Bogalay Zay Street, Botahtaung Township, Yangon Region, Myanmar

- Ericsson purchase order number (one purchase order per invoice)
- Ericsson legal entity's CT registration number in case of intra-community supplies/services
- Ericsson Commercial Tax Registration Number - 114915750

3 Content Information

- The word INVOICE or CREDIT
- Invoice number (must be unique and length up to 16 digits)
- 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
- CT 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 CT is not charged refer to applicable CT exemption
- Total payable amount
- If you issue an Invoice in a Foreign currency, it must also show the corresponding figures in Local Currency



- 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.
- For goods sold abroad, services performed abroad and leases outside the country will no longer be subject to WHT. This need to be mentioned in the invoice, otherwise withholding tax might be subject to deduction.
- If the buyer of the good is an owner of the enterprise, his name, address, and enterprise registration number issued to him under the commercial tax regulation.

- Supporting Documents (**Only for domestic vendors**):

For Supply	For Service
PO	PO
Invoice	Invoice
Delivery Note (DN)	Work Completion Note (WCN)
GR confirmation mail	GR confirmation mail
Form 31 (2 copies needed) for CT	Form 31 (2 copies needed) for CT
	For partial invoice. Service Agreement mentioning <ul style="list-style-type: none">• Company Info• Scope of Work• Payment Terms• Signed Pages E/// & Vendor

For Form 31, vendor needs to submit 2 copies of form 31 which must include original signature, stamp, date, invoice reference, type of service rendered to Ericsson and state correct CT (Commercial Tax) amount to match with the invoice.

One invoice should be accompanied with one Form 31. Invoice and Form 31 should be dated within same accounting year.

If the Form 31 is updated on a IRD provided numbered book leaf, vendor needs to submit another copy of Form 31 in color where the signature and company seal are not scanned/digital or photocopied.

Otherwise, your invoice will be rejected.



Incase and if only required by Internal Revenue Department (IRD), we may ask you to present and submit proof of taxes that was paid to IRD.

PS: There will be updated version on current invoicing guideline if Government announce new Form 31 process.

- GR Process/Evidence

The vendor needs to submit approved and scanned work completion note to the mailbox EMZ GR EVIDENCE emz.gr.evidence@ericsson.com

- Email subject should be: PO Number _Vendor Name _ EMZ PO requestor (already stated in the PO).
- Work Completion Note: For Services: Should be signed by Authorized Requestor after Vendor fulfils their commitment stated in the PO.
- Delivery Note: For supply materials: Should be signed by Authorized Requestor after Vendor fulfils their commitment stated in the PO.

As stated in the agreement signed up with Sourcing, the following requirements need also to be followed when sending your invoices:

- a) Work Completion Note should be attached to the invoices (only for domestic vendors)
- b) Copy of the latest PO should be attached to the invoice.
- c) Copy of GR should be attached to the invoice.

The vendor will receive the GR confirmation from EMZ GR EVIDENCE within two working days from the GR submission.

Print out and attach as supporting document in the invoice submission.

4 Invoice Submission Information

PDF Solution (VIM e-send)

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 MYANMAR COMPANY LIMITED (EMZ)	las.myanmar@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
- 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)
- Supporting documents needed are:
 - Work Completion Note (WCN) for services or delivery note for goods or Time sheet for Authorized Resource Providers required only for Domestic vendors
 - No Work Completion Note (WCN) required for any foreign vendors.

Please note above 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.

Paper invoice

Hard copy submission is not possible due to uncontrollable political condition, until further notice. Hard copies will be submitted once situation is normal or as per the request from Ericsson office. Invoices must be posted, couriered or hand delivered to the following billing address depending on the purchasing Ericsson entity:

Ericsson entity	Paper Invoice billing address
ERICSSON MYANMAR COMPANY LIMITED	No. 112-114, Bogalay Zay Street, Botataung Township, Yangon Region, Myanmar

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 of undisputed invoice.



5 Payment Procedure for Suppliers

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.

Electronic Fund Transfer

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

NOTE- 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.

WHT certificate

- Certificate of deduction shall be issued by EMZ together with the payment receipt from Inland Revenue Department.
- This Certificate shall be issued in softcopy and distributed within 30 days from the end of the month, via mail over the e-mail address as per records.
- For non-receipt of Tax credit certificate, please e-mail at: emz.withholding.tax.cert@ericsson.com. Hard copy of the certificate shall be available for collection from Ericsson's office address as mentioned above in Section 4
- For any other issue related to WHT deduction, please follow the process stated in Section 7 below.

6 Ariba Information

6.1 SAP Ariba self-service (carbon copy)

Taulia 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



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 and/or payments and information that cannot be found in Taulia, 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.