

Supplier Handbook

Thailand 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 purchase order (PO)
- Beneficiary, as specified in purchase order (PO)
- Legal Entities information:

| Ericsson entity | VAT/GST Registration Number | Registered Office |
|-------------------------|-----------------------------|---|
| ERICSSON (THAILAND) LTD | 0105529047733 | 199 S-Oasis Building, 22nd Floor, Unit No-2200, Vibhavadi-Rangsit Road, Chom Phon, Chatuchak Bangkok 10900 Thailand |

- 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)
- 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
- 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)
- For invoices using Factoring, please highlight which bank account to use
- 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
 - b) Copy of the latest PO should be attached to the invoice
 - c) Copy of GR should be attached to the invoice
- Invoices which are non-compliant as per above should be returned to the supplier, with a request for a new invoice containing the correct information.
- Supplier shall ensure that their bank account detail is up to date with Ericsson. In case of any changes required to be done, please raise a ticket on Purchase to Pay Services Support or inform Sourcing contact point to ensure timely and correct payment.
- To ensure compliance and applicable tax input credit under the prevailing laws, physical copy of Tax invoice is required to be submitted by vendor to Ericsson office as mentioned below. Failure to submit the Physical copy of tax invoice within the deadline will result in delay/non-payment.

4 Invoice Submission Information

PDF Solution (VIM e-send)

If no other payment/invoice submission method has been agreed (e.g. ERS 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 (THAILAND) LTD | pdf.invoice.ect.2049.831@ericsson.com |

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.
- Supplier shall submit:
 - a) soft copy of "Commercial/Tax invoice" including all required documents to PDF mailbox according to email address described below, and
 - b) Unless otherwise instructed. the original/physical hard copy "Tax invoice" and/or tax receipt simultaneously and no later than two (2) calendar weeks before due date of invoice to Ericsson Thailand office according to mailing addressed described below. It is advised that you shall check if your invoice is approved by Ericsson from Taulia Portal before submission original/physical hard copy tax invoice.
- Failure to submit the Physical copy of tax invoice within the deadline will result in delay/non-payment.

Paper invoice

Hard Copy Invoice submission is mandatory as per the Tax requirement. Please send the invoice to the following billing address Ericsson entity:

| Ericsson entity | Paper Invoice billing address |
|-------------------------|--|
| ERICSSON (THAILAND) LTD | 199 S-Oasis Building, 22nd Floor, Unit No-2200, Vibhavadi-Rangsit Road, Chom Phon, Chatuchak Bangkok 10900 Thailand |

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

Electronic Fund Transfer

- Ericsson legal entity will pay invoices to all suppliers through electronic payment method.
- WHT certificate will be sent to vendors registered mail address.

Cheque Payment

- Only applicable for some exceptional suppliers, to be collected from Ericsson Office address as stated under- Hard Copy Local Tax invoices.
- WHT certificate must be collected from Ericsson office along with collection of cheque.

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, 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.