Supplier Handbook

Sri Lanka 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 TELECOMMUNICATIONS LANKA (PVT) LTD.	114132586	12A, Block D, Parkland, No.33, Park Street, Colombo 2, Sri Lanka

- 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 up to 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
- 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 amount same as approved Goods Receipts (or set of GRs).
- Line-item amount should state as net of VAT amount.
- WO (Work Order) ID for Contingent or SOW (Statement of Work) ID should be mentioned in the invoice.
- Total net amount.

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- 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 an Invoice issued 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.
- Invoices issued within the EU must comply with the sixth VAT 2006/112/EC directive and need to include the following information:
  * 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.
- For Progress billing, information related to percentage, amount paid and net amount to be paid should be mentioned in the invoice.

Note: For cases where there is tax specifics or local procedures, which is not covered above, please specify it under this section.

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 TELECOMMUNICATIONS LANKA (PVT) LTD.	pdf.invoice.esl.2152.033@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

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- 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.

5 Payment Procedure for Suppliers

Electronic Fund Transfer

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

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

- Taxes withheld certificate shall be issued within 30 days from the end of the month in which payment has been made.
- WHT certificate shall be issued in soft copy and mailed over the e-mail address as per records.
- For non-receipt of WHT certificate, e-mail could be sent at esl-tax-support@ericsson.com. Hard copy of the certificate shall be available for collection from Ericsson's office address as mentioned above.
- For any other issue related to WHT deduction, please follow the process stated in Section 7 below.

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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.

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