

PUERTO RICO INVOICING REQUIREMENTS

Ericsson only makes payments against valid original invoices. Not complying with the requirements below could result in a delay of payment or rejection of invoice.

INVOICE REQUIREMENTS

To ensure quality postings and on-time payment, invoices and credit notes received must have the following information:

SUPPLIER INFORMATION:

- Supplier Name
- Supplier Address
- EIN Number/Tax ID
- Supplier's telephone number, contact person and email address

ERICSSON INFORMATION

- Ericsson legal entity and Invoice address as stated in the purchase order
- Ericsson purchase order number (one purchase order per invoice)

CONTENT INFORMATION

- The word INVOICE or CREDIT
- Invoice number (must be unique)
- Invoice date (please specify the format used)
- Currency, must be the same currency as stated in the Purchase Order

- Specification of goods and services delivered; Line items and description in the purchase order should match the invoice
 - Total net amount
 - Tax amount. If multiple taxes (VAT/WHT) are applicable, the tax rate for every net amount should be specified
 - Total payable amount
 - For credit notes, invoice number being credited must be stated (one credit note per invoice)
 - Include separate items when the invoice corresponds to travel expenses and services. It will allow WHT to be applied correctly.
 - The valid email to send invoices is pdf.invoice.epr.2327.831@ericsson.com
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Mailing Address (Where the invoices will be send for payment processing)

ERICSSON CARIBBEAN INC.

City View Plaza
#48 Road 165 STE 6010
Guaynabo, PR 00968-8069

Invoicing Address (Company name and address that will be written on the invoice)

Please enter the correct Ericsson Company Name:

ERICSSON CARIBBEAN INC. (EPR)

Please enter the address on the invoice as stated in the Purchase Order.