

# Ecuador Invoicing Requirements

## Ecuador 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:

#### 1 **Supplier Information**

- Supplier Name
  - Supplier Address
  - VAT or relevant tax identification number of the supplier in with fiscal tax regulations
  - Date, invoice number, authorization number - for domestic suppliers
  - Supplier's accordance telephone number, contact person and email address
  - Supplier tax Regime
- N.B. for One-Time-Vendors: Bank details must be mentioned on the surface of the invoice. Additionally, the following supporting documents should be submitted:
    - Bank details notice directly from the bank (using bank letterhead)
    - Email from supplier stating their bank details. Email address must contain the supplier's company domain.



## 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 DE ECUADOR C.A.	1790014541001	E10 Avda. Republica de El Salvador N35-146 y Suecia, Edif. Prisma Norte, Piso 1, Of. 102, Barro La Carolina, Prov. Pichincha, Canton Quito, Parroquia Iñaquito, A.P. 170505, Ecuador

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

## 3

### Content Information

- The word INVOICE or CREDIT
- Invoice number (must be unique)
- Date of Issue (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)
- Pre-printed invoices - if applicable: Printing Data (name, address, fiscal range of authorized invoices No., No. RUT) - for domestic suppliers
- Invoice must include payment terms
- If printed by a press, must include press information (name, tax id, address, etc) domestic invoices



- Pdf version of electronic invoice Code, quantity, description, unit price, net amount, taxes amount, total amount

*Note: The invoice should include the Ericsson Address and email [liliana.viera@ericsson.com](mailto:liliana.viera@ericsson.com), for electronic invoicing .*

4

## Invoice Submission Information

### PDF Solution

All invoices are processed digitally before physical invoice submission.

Ericsson Entity	Email address
ERICSSON DE ECUADOR C.A.	<a href="mailto:liliana.viera@ericsson.com">liliana.viera@ericsson.com</a>

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

- Send in a single email with all invoices in PDF file.
- Generate a PDF file for each invoice that includes, (the invoice and the PO)
- Indicate the PO on the invoice
- Invoices are received until the 20<sup>th</sup> of each month.

### Paper invoice

Once invoices are processed digitally, original invoice must be issued to the following address:

Ericsson entity	Paper Invoice billing address
ERICSSON DE ECUADOR C.A.	E10 Avda. Republica de El Salvador N35-146 y Suecia, Edif. Prisma Norte, Piso 1, Of. 102, Barro La Carolina, Prov. Pichincha, Canton Quito, Parroquia Iñaquito, A.P. 170505, Ecuador

### 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/ issue date of undisputed invoice.
- Every third Monday of the month invoices are received at local office.



## 5 Payment Procedure for Suppliers

### Electronic Fund Transfer

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

### WHT certificate

- Tax withheld certificates will be issued by Servicio de Rentas Internas (SRI) within 5 days following the payment that originated the WHT. , for both local and foreign suppliers.
- Withholding tax certificate will be issued in hard copy and emailed to the address mentioned in vendor's master data.
- For non-receipt of withholding tax certificate, send email to – tee-wht-certificate-support@ericsson.com and it should be provided to you within 5 business days
- For any other issue related to withholding tax deduction, please follow the process stated in Section 7

## 6 Taulia Information

### Taulia self-service

Taulia self-service is a solution for Ericsson's suppliers with no additional cost and waiting time (7\*24). Login to the Invoice and Procurement Collaboration portal (IPCP) - [eu-portal.taulia.com](http://eu-portal.taulia.com), 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, or enroll directly by visiting- [Ericsson Purchase to Pay Services Support](#) and raising a ticket under **Ad-hoc queries**.

You will soon receive an invitation from Taulia to register. After completing your enrollment, you will have access to the Self-Service capabilities, and visibility of the status of all your procurement transactions with Ericsson.



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