Supplier Handbook

Saudi Arabia 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.

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

1 Supplier Information

- Supplier Name as stated on the registration certificate
- Supplier Address of the main business premises or another relevant establishment
- Supplier's VAT registration number
- 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 Name	**VAT Registration Number**	**Legal Address**
Branch of Company Ericsson AB	300000694700003	3370 Said As Silmi – Al Nakhil Unit No 4 Riyadh 12382 – 6478 Kingdom of Saudi Arabia
Ericsson AB Regional Headquarter	312479877500003	3322 Prince Turki Ibn Abdulaziz Al Awal, Al Nakheel Dist. Riyadh 12382 – 6432 Kingdom of Saudi Arabia
Company Ericsson Saudi	314092528600003	Bldg No. 3322, RGNA3322 Prince Turki Ibn Abdulaziz Al Awal, Raidah Digital City, Complex KB04 Riyadh 12382 Kingdom of Saudi Arabia

- Ericsson purchase order number (one purchase order per invoice)

3 Content Information

- The word INVOICE or CREDIT
  - Should be TAX INVOICE or CREDIT NOTE for suppliers within Saudi Arabia
- Invoice number:
  - Should be sequential number which uniquely identifies the tax invoice.
  - Must be unique and length should not exceed 16 digits.
  - Not permitted characters can be seen in the below table:

Character	Explanation	Character	Explanation
!	exclamation	=	equal
%	percentage	\	back virgule
&	ampersand	^	caret
[ ]	left & right bracket	|	vertical bar
#	number	;	semicolon
{ }	left and right brace	,	back apostrophe
< >	less than & greater than	"	quotation
_	underscore	$	dollar sign
~	tilde		

- Invoice date:
  For suppliers within Saudi Arabia format needs to be YYYY-MM-DD
- Date of delivery for services and/or goods
- Currency must be the same currency as stated in the Purchase Order
- If you issue an Invoice in a Foreign currency, it must also show the corresponding figures in Local Currency
- 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.

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- Line-item description should be a one liner with total invoice amount which should be the exact same as approved Goods Receipts (or set of GRs).
- WO (Work Order) ID for Contingent or SOW (Statement of Work) ID should be mentioned in the invoice.

- Total net amount
- VAT rate applied in percent (%) and tax amount.
- If multiple taxes (VAT) are applicable, the tax rate for every net amount should be specified.
- 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.
- All tax invoices should be issued in Arabic in addition to any other language also shown on the tax invoice as a translation (applicable to local suppliers)
- Note: for Approved Service Providers (ASP), Good Receipt Number (GRN) must be stated

4 Invoice Submission Information

4.1 SAP Business Network (former name: Ariba) Information

It is mandatory to send your invoices via SAP Business Network (BN) if your location is within the following countries: Australia, Austria, Belgium, Bulgaria, Canada, Czech Republic, Denmark, Estonia, Finland, France, Germany, Ireland, Italy, Latvia, Luxembourg, Malaysia, Mexico, Netherlands, New Zealand, Norway, Romania, Saudi Arabia, Singapore, Slovakia, South Africa, Spain, Sweden, Switzerland, United Arab Emirates, United Kingdom, and United States.

Tax Invoice Attachment Requirement:
A **valid tax invoice** must be attached to each SAP BN invoice and must match the invoice information submitted in SAP BN (e.g. invoice date, reference and amount). The tax invoice must be attached as the **first document** and its file name must be the **tax invoice reference number**. Any additional supporting documents should be attached after the tax invoice.

Your company information must be up to date and aligned in both Ericsson's records and SAP BN.

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4.1.1 SAP Business Network e-invoicing

SAP Business Network e-invoicing is a fully integrated e-Invoicing solution that makes invoice creation, delivery, and management process simple, fast, and error-free. To learn more about your e-Invoicing options, visit SAP Business Network Login or sign-up page or start flipping Purchase Orders into invoices directly in the portal as soon as you are enrolled.

For SAP Business Network **onboarding** please raise a ticket to SAP Business Network and mention subject SAP Business Network transitioning. If you are interested on full **system integration** for an automated solution to create invoices (e-file or e-send), you shall raise ticket to Accounts Payable Support, and mention subject SAP Business Network integration.

4.1.2 SAP Business Network self-service (carbon copy)

SAP Business Network 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 Business Network 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

For access request, please raise a ticket to SAP Business Network.

4.1.3 SAP Business Network support and useful links

- SAP Business Network help portal
- SAP Business Network for Suppliers
- SAP Business Network Log-in or sign-up page
- SAP Business Network – Ericsson global portal

4.2 Pdf-invoicing (VIM e-Send)

For those countries not mentioned above (4.1), please send your invoices, exclusively in PDF format, to the following email address **depending on the purchasing Ericsson entity**:

Ericsson entities	**PDF solution (VIM e-send) email address**
Branch of Company Ericsson AB	pdf.invoice.BSA.2604.830@ericsson.com
Ericsson AB Regional Headquarter	pdf.invoice.bse.3231.032@ericsson.com
Company Ericsson Saudi	pdf.invoice.esn.3242.033@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)
- Supporting documents needed are: Work Completion Note (WCN) for services or delivery note for goods or Time sheet for Authorized Resource Providers
- 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.

Please note below 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

5.1 Electronic Fund Transfer

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

Note: Payment terms will be calculated from the issue date of undisputed invoice.

For 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.

5.2 WHT certificate

- Taxes withheld certificate shall be issued within 40 days from the end of the following month in which payment is made to the beneficiary.
- WHT certificate shall be issued in soft copy and mailed over the e-mail address as per records.
- For non-receipt of WHT certificate, please e-mail at: bsa.tax.certificate.support@ericsson.com
- For any other issue related to WHT deduction, please follow the process stated in Section 6 below.

5.3 Withholding Tax Exemption Certificate

Withholding Tax Exemption certificates must be submitted via our Accounts Payable Support using Ad-Hoc queries and selecting the option dedicated to this "Submission of exemption certificate for WHT".
After submission is completed our Accounts payable and Vendor support's team will redirect your request to our Tax team who will validate the document and secure system is accurately set up, avoiding wrong deductions on your payments.

You will receive a notification from our Support Services team informing you about the resolution of your request.

6 Ericsson Accounts Payable Support

If you need professional assistance regarding invoicing requirements and information that cannot be found in Taulia, please contact Accounts Payable 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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