

Paraguay Invoicing Requirements

Paraguay 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
- RUC, RFC or VAT number
- Supplier's telephone number, contact person and email address
 - 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 DEL PARAGUAY S.A.	80017882-3	Avda. Aviadores del Chaco 2351. Edificio Plaza Center. Piso 7

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

3 Content Information

- The word INVOICE or CREDIT NOTE
- Invoice number or Credit Note (must be unique). For local invoicing include valid official seal.
- Invoice date (dd-mm-yy)
- Purchase order number
- Currency, must be the same currency as stated in the Purchase Order, and bank account on master data
- If several withholdings and taxes are applied (VAT, withholding taxes), the tax rate will be specified for each taxable amount.
- Specification of the goods and services delivered or provided. The quantity of the items and the description of the purchase order must match what is stated on the invoice.
- Total amount that must be paid. Detail in number and letters. The VAT amount must be put amount in number on the specified part in the invoice (IVA 10%) or (IVA 5%).
- Include Payment Terms.
- In the case of credit notes, the invoice number that is apply must be specified (a credit note per invoice)
- Preprinted invoices: preprinted information (name, address, fiscal range of authorized invoices, VAT number).
- Unable to accept invoices with orthographic errors, amendments or deletions.

4 Invoice Submission Information

PDF Solution



All invoices are processed digitally before physical invoice submission.

Ericsson Entity	Email address
ERICSSON DEL PARAGUAY S.A.	invoices.epy@ericsson.com

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 and GR number on the invoice

Paper invoice

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

Ericsson entity	Paper Invoice billing address
ERICSSON DEL PARAGUAY S.A.	Avda. Aviadores del Chaco 2351. Edificio Plaza Center. Piso 7.

Note:

- Invoice reception is Monday to Friday from 9:00 am a 6:00 pm
- 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.

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 Subsecretaría de Estado de Tributación (SET) within 5 days following the payment that originated the WHT, for both local and foreign suppliers.
- Withholding tax certificate will be submitted in hard copy and will be submitted as it follows :
 - Foreign vendors: softcopy will be emailed to the address mentioned in vendor's master data.
 - Local vendors- Automatic delivery platform Treasury Department (SET)
- For non-receipt of withholding tax certificate, send email to – epy-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, 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. We will review the case and help you obtain the correct resolution.