

# Supplier Handbook

## Libya 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
- Supplier's VAT/GST registration number if applicable
- Supplier's telephone number, contact person and email address
- Bank information (must have IBAN for EUR, Bank name, address, and account number)

#### **Ericsson Information**

- Invoice recipient as specified in purchase order (PO)
- Beneficiary, as specified in purchase order (PO)
- Legal Entities information:



Ericsson entity	Registered Office
ERICSSON AB – LIBYA BRANCH (TKX)	Abdullah El Bakri St HAY AL ANDALUS, Gergaresh TRIPOLI, LIBYA

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

## 2

### Content Information

- The word INVOICE or CREDIT
- Invoice number (must be unique)
- Invoice date (please specify the format used)
- Date of delivery for services and/or goods
- Currency must be the same currency as stated in the Purchase Order (according to Currency of Trade and as per contract with Ericsson. Where the Purchase Order currency is not LYD, the invoice must also include the value of invoice in national currency LYD)
- Specification of goods and services delivered; Line items and description in the invoice should match the purchase order
- For XRM Purchase Order, invoice entry ID should be provided on the relevant PO line item
- Total net amount
- 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
- The invoice must have stamp duty obtained from Libyan TAX authorities before payment.
- Invoice with amount value higher than LYD 2.000, in addition to be stamped duty obtained from Libyan TAX authorities, must have a TAX clearance certificate which state the value of that tax and to whom to be addressed, in this case always addressed to Ericsson AB - Libya Branch (TKX)
- In the TAX clearance certificate, the total value of the invoice, and the invoice number must be stated in the certificate
- The invoice must be signed and stamped by the supplier.



### 3 Invoice Submission Information

#### Paper invoice

If no electronic invoice submission method is applicable and paper invoice submission has been agreed upon in consultation with Ericsson, please send the invoice and supporting documents appended to the invoice, to the following billing address depending on the purchasing Ericsson entity:

Ericsson entity	Paper Invoice billing address
ERICSSON AB – LIBYA BRANCH (TKX)	Abdullah El Bakri St HAY AL ANDALUS, Gergaresh TRIPOLI, LIBYA

### 4 Payment Procedure for Suppliers

#### Electronic Fund Transfer

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

#### Cheque Payment

- Only applicable for some exceptional suppliers, to be collected from Ericsson Office address.

#### WHT certificate

- Must be collected from Ericsson office

### 5 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.