

SRI LANKA 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
- 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)

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)
- Invoice WITH Purchase Order (Invoice must clearly quote a valid Purchase Order) - PO number format is 92xxxxxxxx or 45xxxxxxxx
- Invoice WITHOUT Purchase Order – Ericsson requestor contact details (person who placed the order)

PAYMENT INQUIRY

Please follow the link below to make inquiries on your outstanding invoices.

<https://www.ericsson.com/en/about-us/sourcing/supplier-and-partner-resources/invoicing-and-payments/invoicing-at-ericsson>

OTHER IMPORTANT FACTS

- PO value discrepancy shall always be discussed and cleared with the local company responsible prior to sending the Invoice for payment.
- Any delay in generating the Invoice should not be corrected by backdating the Invoice. Local company shall not accept any Invoice if not delivered with 7 days from the date of invoice.
- Payment terms will be calculated from the submission date of undisputed invoice
- Any over invoiced amount shall always be corrected via a Credit Note. No duplicate Invoice shall be sent to Ericsson with the correct amount.

- In case of you being requested to send a copy of the original Invoice due to loss of the original invoice, you may send a photo copy of the Invoice stating, “Certified True Copy” and stamped.

Mailing Address (Where the invoices will be send for payment processing)

Ericsson Telecommunication Lanka (Pvt) Ltd,
12A, Block D, Parkland, No 33, Park Street, Colombo 2
Sri Lanka.

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

Please enter the correct Ericsson Company Name:

ERICSSON TELECOMMUNICATION LANKA (PVT) LTD. (ESL)

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