



# GUIDELINES FOR INVOICING



# THIS IS AN EXAMPLE OF IDEAL INVOICE CONTENT

**INVOICE**

Red marked is mandatory content of the invoice

Highly recommended to have

<b>Supplier name</b>	<b>Invoice date</b>
Supplier VAT number	Invoice Reference/number
Supplier contact information (including email address)	

<b>Customer: Ericsson name</b>
Customer VAT number
Customer address and contact person

<b>Purchase Order number</b>	<b>Sold from / Ship from country/state:</b>
	Ship to:
Terms of payment	

Item no	Line item description	Quantity	Unit of measure	Price unit	Vat rate%	Currency	Line amount

Net Amount (Excluding tax)
Total VAT amount
Gross amount to be paid

<b>Bank account information</b>
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\* This is an example so secure your invoice also complies with the legal requirement existing in your country.




# RECOMMENDATIONS TO BE FOLLOWED

- > **Do not send invoices prior to delivery of goods/services, as this will cause delays in payment.**
- > **It is recommended that the Invoice Date should be chronologically after the PO date.**
- > **All line items or Itemization on Invoice must be exactly the same as provided in the Purchase Order to avoid any mismatch while posting of the invoice**
- > **Do not send duplicate or photocopies of your invoices.**
- > **Do not submit invoice with manual alterations ,invoice with manual alternations will not be accepted.**
- > **Avoid sending invoices with colour, since it may affect the quality of the scanning process.**
- > **The Purchase Order number should not be manually written in the invoice.**
- > **Indicate in the invoice the Purchase Order number instead of only enclosing the copy of the PO.**
- > **If adding the word "PO" next to the Purchase Order number, leave a blank space in between (E.g. PO 45886465 instead of PO45886465)**
- > **The Purchase Order number should not be overlapped by a stamp or any other text.**



# FORMAT OF IDEAL INVOICE

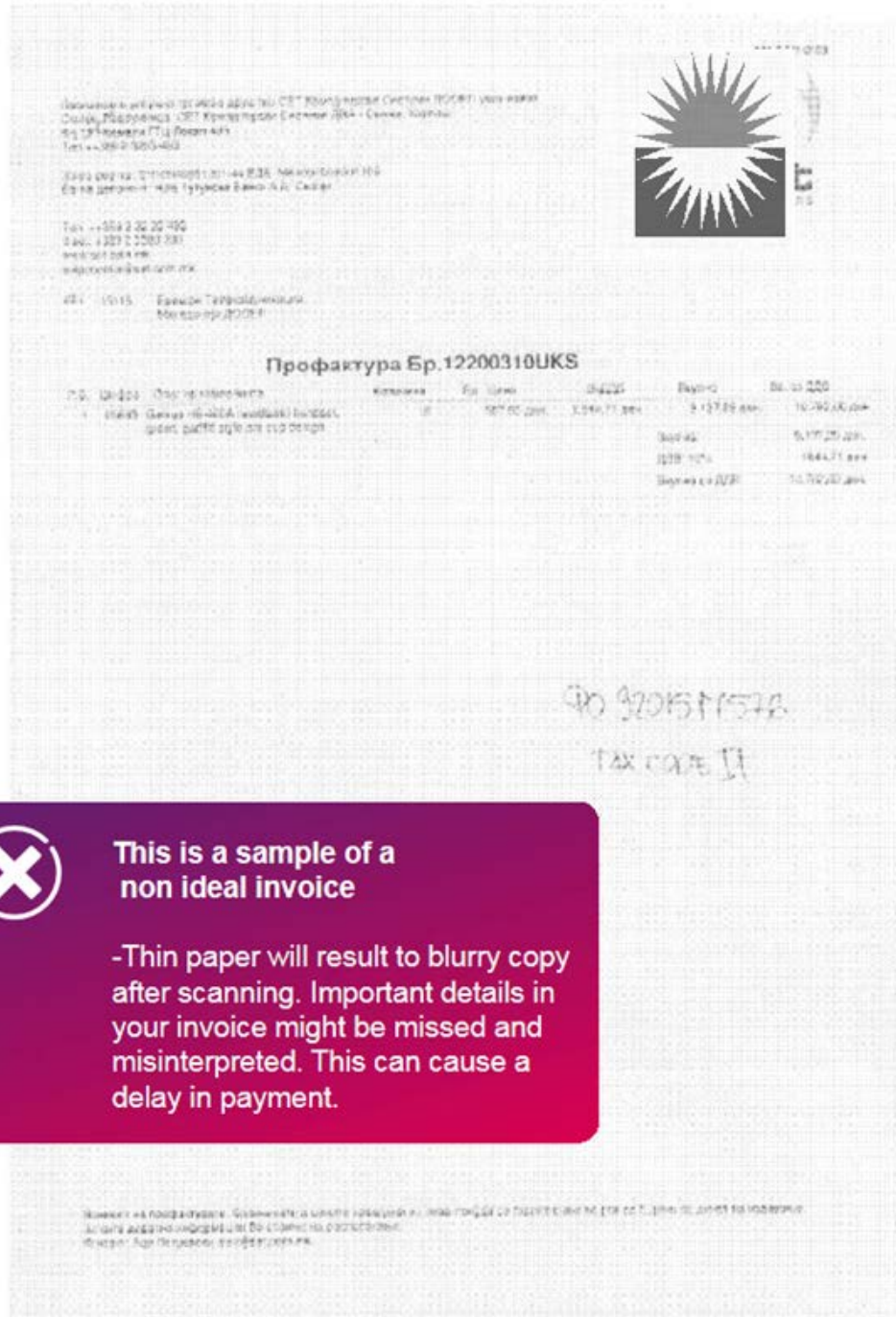
INVOICE					
		<b>Address:</b> 559 Alua, Sto. Cristo, Gapan, Spain			
		<b>VAT:</b> ES0000XXXXXX01			
		<b>Telephone no.</b> +461XXX00000			
		<b>Contact Person and email address</b> May Henrik / may.henik@mjpg.com			
<b>Ericsson AB</b> Accounts Payable Box 3 172 81 Stockholm		<b>Invoice Number</b> 111111 <b>Invoice Date</b> Dec. 11, 2012 <b>PO number</b> 45XXXXXXXXX <b>Ericsson contact</b>			
PO item	Quantity	Specification	Unit Price	Unit	Net Amount
10	5000	CAPACITOR 50V C0G	1.97	ea	9850
20	6000	CAPACITOR 48V C0F	1.50	ea	9000
30	3000	CAPACITOR 74V C0H	1.50	ea	4500
40	2000	CAPACITOR 77V C0G	1.97	ea	3940
		<b>Net amount</b> 27 290 <b>Vat amount</b> 2729 <b>Gross amt</b> 30019 <b>Total Payable</b> 30019 <b>Currency</b> <b>EUR</b>			
<b>Bank Account Information</b> Bank of JD 46000-000-8855					

This is a sample of an ideal invoice

- ✓ Black text on white paper
- ✓ Printed on regular bond paper
- ✓ Font size that is easy to read



# AVOID THIN PAPER

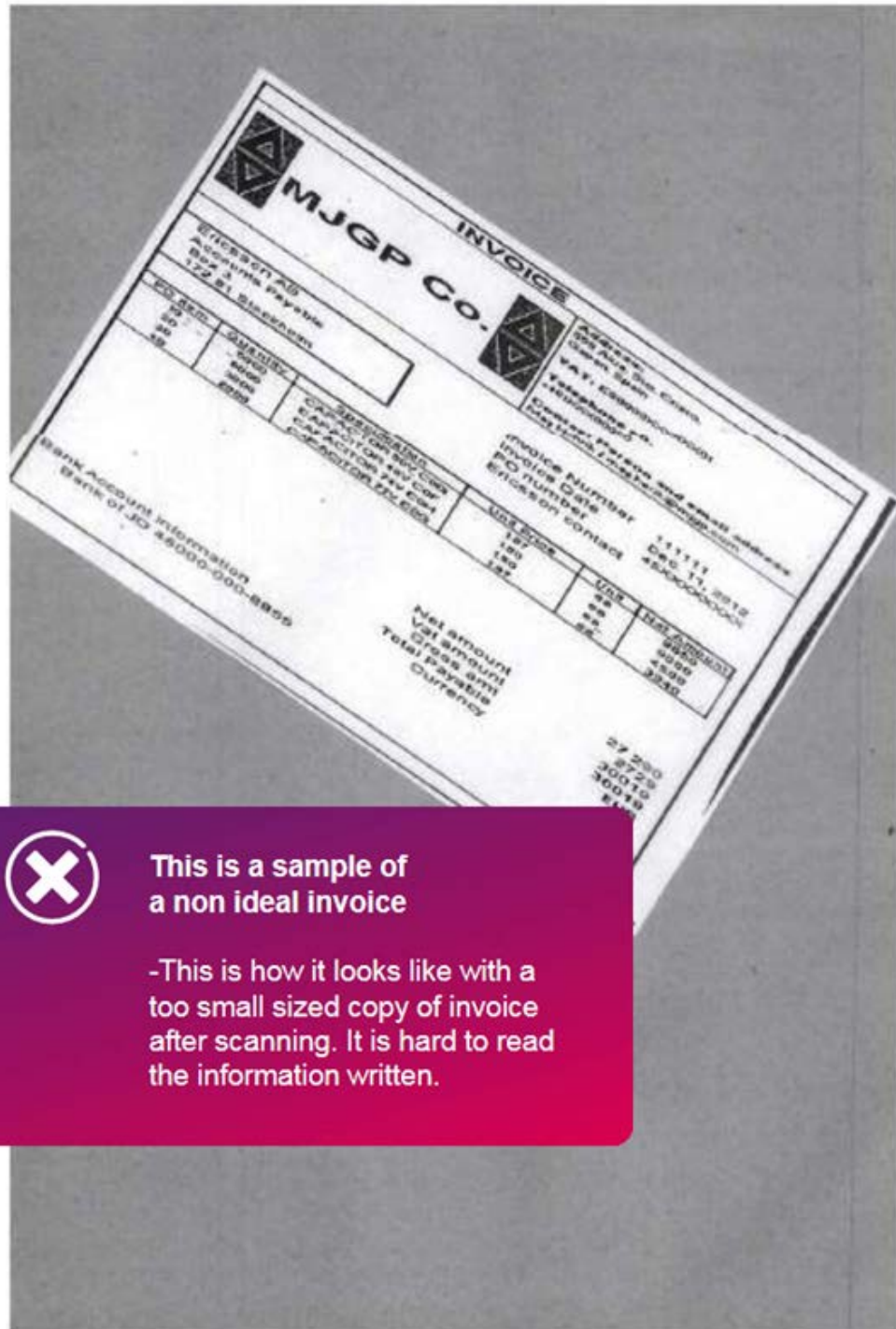


**This is a sample of a non ideal invoice**

-Thin paper will result to blurry copy after scanning. Important details in your invoice might be missed and misinterpreted. This can cause a delay in payment.



# AVOID SMALL FORMAT





This is a sample of a non ideal invoice

-This is how it looks like with a too small sized copy of invoice after scanning. It is hard to read the information written.



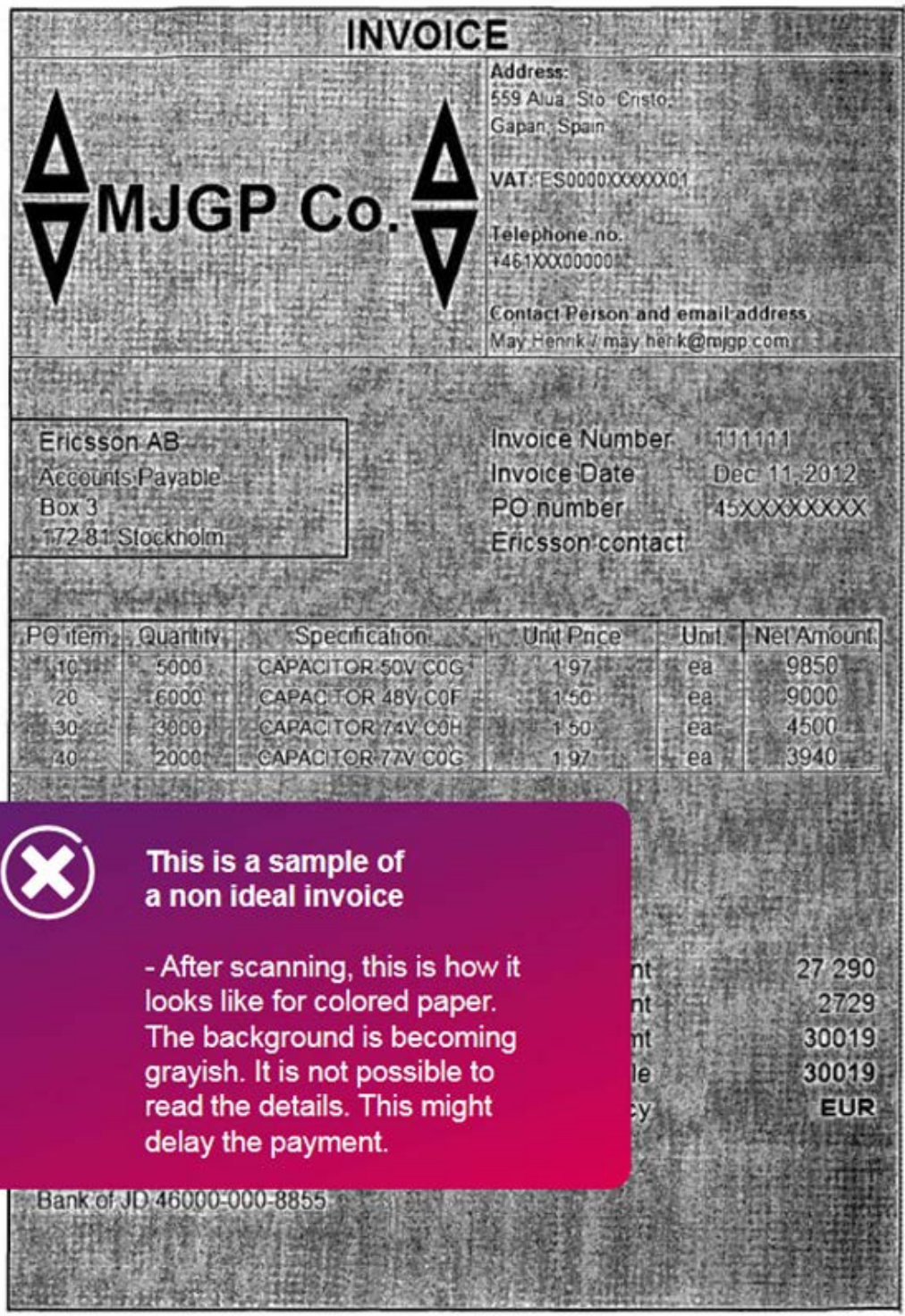


# AVOID HAND WRITTEN

INVOICE						
			<b>Address:</b> 559 Alua, Sto. Cristo, Gapan, Spain  <b>VAT:</b> ES0000XXXXXX01  <b>Telephone no.</b> +461XXX00000  <b>Contact Person and email address</b> May Henrik / may.henik@mjgp.com			
			<b>Invoice Number</b> 1111 <b>Invoice Date</b> Dec. 11, 2012 <b>PO number</b> 45XXXXXX <b>Ericsson contact</b> Ely Kristel			
Ericsson AB Accounts Payable Box 3 172 81 Stockholm						
PO item	Quantity	Specification	Unit Price	Unit	Net Amount	
10	5000	Capacitor 50V 10G	1.97	ea	9850	
20	6000	Capacitor 48V 10G	<del>1.50</del> 1.50	ea	9000	
30	3000	Capacitor 72V 10H	1.50	ea	4500	
40	2000	Capacitor 72V 10G	<del>1.97</del> 1.97	ea	3940	
<div data-bbox="279 1366 1005 1736" style="background-color: #800040; color: white; padding: 10px; border-radius: 10px;"> <div style="display: flex; align-items: center;">  <div> <p><b>This is a sample of a non ideal invoice</b></p> <p>- It is hard to read and interpret invoices with handwritten information. This might cause delay and incorrect payment</p> </div> </div> </div> <div data-bbox="1005 1512 1165 1736" style="margin-top: 10px;"> <p>nt 27890.0</p> <p>nt 2729.0</p> <p>nt 30019.00</p> <p>e 30019.0</p> <p>y EUR</p> </div>						
<b>Bank Account Information</b> Bank of JD 46000-000-8855						



# AVOID COLOURED PAPER



**This is a sample of a non ideal invoice**


- After scanning, this is how it looks like for colored paper. The background is becoming grayish. It is not possible to read the details. This might delay the payment.

nt 27 290  
nt 2729  
nt 30019  
le 30019  
cy **EUR**





# USE CURRENCY AS IN PURCHASE ORDER

INVOICE											
	<b>Address:</b> 559 Alua, Sto. Cristo, Gapan, Spain										
	<b>VAT:</b> ES0000XXXXXX01										
	<b>Telephone no.</b> +461XXX00000										
	<b>Contact Person and email address</b> May Henrik / may.henrik@mjgp.com										
Ericsson AB	<b>Invoice Number</b> 111111 Dec: 11, 2012 45XXXXXXXXXX										
	<table border="1"><thead><tr><th>Unit</th><th>Net Amount</th></tr></thead><tbody><tr><td>ea</td><td>9850</td></tr><tr><td>ea</td><td>9000</td></tr><tr><td>ea</td><td>4500</td></tr><tr><td>ea</td><td>3940</td></tr></tbody></table>	Unit	Net Amount	ea	9850	ea	9000	ea	4500	ea	3940
Unit	Net Amount										
ea	9850										
ea	9000										
ea	4500										
ea	3940										
<b>Payable in EUR: 300.19</b>	<b>Net amount</b> 27 290 <b>Vat amount</b> 2729 <b>Gross amt</b> 30019 <b>Total Payable</b> 30019 <b>Currency</b> <b>SEK</b>										
<b>Bank Account Information</b> Bank of JD 46000-000-8855											



This is a sample of a non ideal invoice

-This invoice shows two currencies. This can cause confusions that will lead to incorrect payment.

Note: Always use currency stated in the purchase order.




# SPECIFICALLY FOR CHINESE INVOICES, THIS IS AN EXAMPLE OF AN IDEAL INVOICE

**江苏增值税专用发票**

3200151130      No 16109557      3200151130  
16109557

开票日期: 2015年08月11日

<b>购买方</b>	名称: 纳税人识别号: 320134608916842 地址、电话: 开户行及账号:	<b>密码区</b>	*2/+7-88<4+7->146-33074<5-2 4>8+3-+++6559>*257-6+442208 ><1>66323>02+++19>253-1-014 <5-2461+51+-<697-><257-0-84																								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">货物或应税劳务、服务名称</th> <th style="width: 15%;">规格型号</th> <th style="width: 10%;">单位</th> <th style="width: 10%;">数量</th> <th style="width: 10%;">单价</th> <th style="width: 10%;">金额</th> <th style="width: 10%;">税率</th> <th style="width: 10%;">税额</th> </tr> </thead> <tbody> <tr> <td>印刷线路板</td> <td>ERBN-RJ119218714R1PK</td> <td>片</td> <td></td> <td></td> <td></td> <td>17%</td> <td></td> </tr> <tr> <td style="text-align: center;">合 计</td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">¥</td> <td></td> <td style="text-align: right;">¥</td> </tr> </tbody> </table>	货物或应税劳务、服务名称	规格型号	单位	数量	单价	金额	税率	税额	印刷线路板	ERBN-RJ119218714R1PK	片				17%		合 计					¥		¥		
货物或应税劳务、服务名称	规格型号	单位	数量	单价	金额	税率	税额																				
印刷线路板	ERBN-RJ119218714R1PK	片				17%																					
合 计					¥		¥																				
价税合计(大写)		⊗ 叁拾玖万壹仟贰佰零柒圆零伍分		(小写) ¥391207.05																							
<b>销售方</b>	名称: 纳税人识别号: 321700608238156 地址、电话: 开户行及账号:	<b>备注</b>	PO#: 4511145704 																								

收款人: 朱莹      复核: 吴辰      开票人: 李姝华

税总函 [2015] 7号南京造币有限公司

第三联: 发票联 购买方记账凭证

Secure that the stamp is not over the Purchase Number and always indicate the PO number (even if copy is enclosed to the invoice)