

United Kingdom Invoicing Requirements

Ericsson only makes payments against valid original invoices raised against valid Purchase Orders, unless a deviation from this process has been approved by Ericsson. 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

- Please find at the end of this document information on each of the VAT Registration Number and the registered office of the three UK legal entities as well as the two different ways of submitting your invoices.
- 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)
- For invoices using Factoring, please highlight which bank account to use

Invoices issued within the EU must comply with the sixth VAT 2006/112/EC directive and therefore the following information is mandatory:

- VAT-rate applied
- Value added tax amount specified per rate and the taxable amount per rate or exemption, the unit price exclusive of tax and any discount or rebates if they are not included in the unit price
- If VAT is not charged refer to applicable VAT exemption
- If invoice currency is in other currency than local currency, VAT amount should be stated in both currencies

For more information, please see the [European Directive](#)

UK Entities information:

Entity	ERICSSON LTD	ERICSSON TELEVISION LTD	ERICSSON MEDIA SERVICES UK LIMITED
VAT Registration Number	GB389398474	GB727232250	GB863460516
Registered Office	14th Floor Thames Tower Station Road Reading RG1 1LX	Unit 2 Strategic Park 1 Comines Way Hedge End Southampton SO30 4DA	BLDG 1 FLOOR 3 CHISWICK PK 566 CHISWICK HIGH ROAD LONDON W4 5BE

There are two options to send the invoices:

Entity	ERICSSON LTD	ERICSSON TELEVISION LTD	ERICSSON MEDIA SERVICES UK LIMITED
Email Address (Recommended)	rssc.madrid.ap.etl@ericsson.com	rssc.madrid.ap.tte@ericsson.com	rssc.madrid.ap.rgb@ericsson.com
Address if invoice sent by post:	Accounts Payable c/Retama.1 Ed. Torre Suecia 28045 Madrid Spain		