

# Supplier Handbook

## Albania 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 SWIFT for USD and SWFT and IBAN for EUR, Bank name, address, and account number)

#### 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 AB - ALBANIA BRANCH OFFICE	L41411006R	Twin Towers, Tower 2, 7/4 Bulevardi Deshmoret E Kombit Tirana, Albania

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

### 3 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
- 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
- VAT/GST rate applied in percent (%) and tax amount
- If multiple taxes (VAT/WHT) are applicable, the tax rate for every net amount should be specified
- If VAT/GST is not charged refer to applicable VAT/GST exemption
- 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
- Invoices issued within the EU must comply with the sixth VAT 2006/112/EC directive and need to include the following information:
  - \* VAT registration number of both supplier and recipient for cross-border deliveries and services
  - \*If the currency does not correspond to the local currency (ALL), the VAT amount must be stated in both currencies
- For Progress billing, information related to percentage, amount paid and net amount to be paid should be mentioned in the invoice



- QR code, applicable for invoices issued by suppliers established in Albania as per Albanian legislation

## 4 Invoice Submission Information

As per the Albanian legislation suppliers established in Albania must use the tax local authority electronic platform for invoice issuing.

For the suppliers not established in Albania, 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 - ALBANIA BRANCH OFFICE	Twin Towers, Tower 2, 7/4 Bulevardi Deshmoret E Kombat Tirana, Albania

## 5 Supporting documents requirement

For all invoices issued towards ERICSSON AB - ALBANIA BRANCH OFFICE, suppliers (established or not established in Albania) need to provide supporting documents in original (e. g. acceptances/ time sheets to confirm the performance of services, delivery note for goods) with a scan copy of the invoice to the following address:

Ericsson entity	Paper Invoice billing address
ERICSSON AB - ALBANIA BRANCH OFFICE	Twin Towers, Tower 2, 7/4 Bulevardi Deshmoret E Kombat Tirana, Albania

### Note:

- No other channels for transmitting invoices are admitted
- Payment terms will be calculated from the submission date/ issue date of undisputed invoice

## 6 Payment Procedure for Suppliers

### Electronic Fund Transfer



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

#### **WHT certificate**

- Must be collected from Ericsson office
- The WHT certificate will be obtained in hardcopy (original paper) once a year from local authorities, and can be provided by Ericsson
- The WHT certificate can be sent in hardcopy by Ericsson, and can be distributed in softcopy (scanned copy) via e-mail, to your contact e-mail address as registered in our records
- To receive the WHT certificate and for any other WHT related query, please e-mail at: [bal.wht.certificates@ericsson.com](mailto:bal.wht.certificates@ericsson.com)
- For any other issue not related to WHT, please follow the process stated in Section 7 below

#### **Note:**

- To ensure smooth processing and payment flow, please ensure your contact details and bank details are communicated to Ericsson. Any change in your company details must be properly communicated to your Sourcing contact at Ericsson to ensure that our systems are updated and thereby invoice/payment rejections or returns can be avoided.

## **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](mailto:ptp.incident.management@ericsson.com). We will review the case and help you obtain the correct resolution.