Supplier Handbook

Antigua and Barbuda 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 telephone number, contact person and email address
- VAT or relevant tax identification number of the supplier in accordance with fiscal tax regulations
- Pre-printed invoices with corresponding information (Name, Address)
- Bank information (must have SWIFT for USD and IBAN for EUR, Bank name, address and account number).

    - N.B. for One-Time-Vendors: In case of no bank details in the face of the invoice, the following supporting documents should be submitted:
        - Bank details notice directly from the bank (using bank letterhead)
        - Email from supplier stating their bank details. Email address must contain the supplier's company domain.

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		

- 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) mm/dd/yyyy
- 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
- Amount detailed in numbers and in letters
- 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)
- Attach Purchase Order number with Goods Receipt number - for domestic suppliers
- Invoice must include payment terms

4 Invoice Submission Information

PDF Solution (VIM e-send)

If no other payment/invoice submission method has been agreed (e.g. ERS or Taulia), please send your invoices, exclusively in PDF format, to the following email address depending on the purchasing Ericsson entity:

Ericsson entity	PDF solution (VIM e-send) email address
Ericsson AB	inv.to.pay.antigua.and.barbuda@ericsson.com

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Please note that the following requirements need to be followed when submitting PDF invoices:

- All invoices should be provided in PDF format. Any email that contains any non-PDF attachment will be rejected.
- Supporting documents are to be appended to the invoice in one PDF (invoice and supporting documents in same PDF file, not as separate files. Invoice as first page, supporting documents thereafter.
- One invoice per PDF document (including all attachments not exceeding 25 MB).
- The subject of email to PDF mailbox should be- Vendor Name-Invoice number for easy reference and tracking

Paper invoice

If no electronic invoice submission method is applicable and paper invoice submission has been agreed upon in consultation with Ericsson (only in exceptional cases), please send the invoice to the following billing address depending on the purchasing Ericsson entity:

Ericsson entity	Paper Invoice billing address
Ericsson AB	

Note:

- Please do not submit any invoice to multiple channels, as this can result in duplicate invoices received and problems in payment associated with that.
- Payment terms will be calculated from the submission date/ issue date of undisputed invoice.

WHT certificate

- Will be sent digitally.

5 Taulia Information

5.1 Taulia self-service

Taulia self-service is a solution for Ericsson's suppliers with no additional cost and waiting time (7*24). Login to the Invoice and Procurement Collaboration portal (IPCP) - eu-portal.taulia.com, to check:

- acceptance/rejection of your invoices (post 5-7 days of submission)

- status of your invoices & their due date
- status of Purchase Orders
- status of payment and remittance

Reach out to your Ericsson representative for enrollment and further information, or enroll directly by visiting- Ericsson Purchase to Pay Services Support and raising a ticket under **Ad-hoc queries**.

You will soon receive an invitation from Taulia to register. After completing your enrollment, you will have access to the Self-Service capabilities, and visibility of the status of all your procurement transactions with Ericsson.

5.2 Taulia e-invoicing (applicable to countries allowed for Taulia E-invoicing)

Taulia's electronic invoicing service, Inbox by Taulia™, is a fully integrated FREE E-Invoicing solution that makes the invoice creation, delivery and management process simple, fast and error-free.

To learn more about your E-Invoicing options, visit supplier.taulia.com/einvoicing, or start flipping Purchase Orders into Invoices directly in the portal as soon as you are enrolled.

If system integration is required for an automated solution to create invoices (e-file or e-send), suppliers shall raise ticket to Ericsson Purchase to Pay Support Services, select ad-hoc query scenario and mention subject ***Taulia integration*.**

5.3 Useful Taulia links

Taulia Video trainings https://vimeopro.com/taulia/ericsson-2

Taulia portal link with FAQ's Taulia-Frequently Asked Questions

Taulia portal user guide

Taulia support - visit https://support.taulia.com/pkb_contact?b=&l=en_US

6 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. We will review the case and help you obtain the correct resolution.

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