

# MOROCCO 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 and Trade Register Number.
- Professional tax number
- Social security 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 TAX registration number
- 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)
- Transaction date
- Currency, must be the same currency as stated in the Purchase Order

- If multiple taxes (VAT/WHT) are applicable, the tax rate for every taxable amount needs to be specified. WHT is applicable for foreign vendors only and when it comes to services provided in Morocco
- 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 (when exempted, the exemption should be mentioned with legal reference of the exemption)
- Total payable amount
- For credit notes, invoice number being credited must be stated (one credit note per invoice)
- Professional tax number
- Social security number
- Common Enterprise ID known as ICE (mandatory from 1st July 2016)
- Trade register number and City name of registration

VAT Reg. No.: 3331483

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

Ericsson Maroc SARL Centre d'Affaires Aile Sud de Hay Riad  
 Angle Avenue ennakhil Boulevard Er-ryad 1010 RABAT,  
 MAROC

Email: [ssc.madrid.scanning.north-africa@ericsson.com](mailto:ssc.madrid.scanning.north-africa@ericsson.com)

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

Please enter the correct Ericsson Company Name:  
 ERICSSON MAROC SARL (EMO)  
 CENTRE D'AFFAIRES AILE SUD DE  
 HAY RIAD, BD ER-RYAD, AV ANNAKHIL  
 RABAT  
 Morocco

Please ensure the address on the invoice is identical to the one stated in the Purchase Order.