

PANAMA 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
- RUC - Tax ID (RUC: 53602-2-328345)
- Supplier's telephone number, contact person and email address

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)
- Good Receipt (GR) Number

CONTENT INFORMATION

- The word INVOICE or CREDIT
- Invoice number (must be unique)
- Invoice date (please specify the format used)
- Credit Note (include the invoice number to be applied)
- Currency, must be the same currency as stated in the Purchase Order
- Taxes = ITBM
- Include separate items when the invoice corresponds to travel expenses and services. It will allow WHT to be applied correctly
- Specification of goods and services delivered; Line items and description in the purchase order should match the invoice
- Total payable amount
- Total Net Amount
- Tax rate/s and Tax amount/s. If multiple taxes (VAT/WHT) are applicable, the tax rate for every net amount should be specified
- For credit notes, invoice number being credited must be stated (one credit note per invoice)

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

ERICSSON AB, BRANCH OFFICE PANAMA (BPA)

P.H. Torres de Las Américas, Punta Darien

Tower C, Floor 21

Panama City, Panama

ERICSSON DE PANAMA S.A.

P.H. Torres de Las Américas, Punta Darien Tower C, Floor 21

Panama City, Panama

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

Please enter the correct Ericsson Company Name:

ERICSSON AB, BRANCH OFFICE PANAMA (BPA)

ERICSSON DE PANAMA S.A. (EDP)

Please enter the address on the invoice as stated in the Purchase Order