

Information to suppliers about local specifics of the payment process in Saudi Arabia (Valid as per November 1st)

Dear Hitachi Energy (Hitachi Energy Ltd.) Supplier,

As part of global standardization of the payment process within Hitachi Energy, find below the country specific information regarding the payment process.

This document contains country specific details. In case no local exception is defined in this document, the global standard applies mandatory. The latest version of the global Hitachi Energy Procure to Pay Process (P2P) – invoice handling and supplier payments for suppliers is available at the Hitachi Energy supplier portal [Supplier Invoicing](#). Note: You can find e.g., in this document a description of the usage of the End-of-Month Payment term (section 9 in the [Global Version](#)) within Hitachi Energy.

How to send invoices to Hitachi Energy (related to chapter 2 of global P2P)

I. Invoices via physical mail service:

Physical invoices must be sent to the invoice address mentioned in the PO. In case no invoicing address is provided, invoices must be sent to the following address:

Hitachi Energy Ltd.
P.O. Box 3554 Riyadh 11383
61 corner 224 Streets, 2nd Industrial City, New Al-Kharj Road
Riyadh, Kingdom Of Saudi Arabia

Invoice requirements - deviations from Global Hitachi Energy standard P2P (related to chapter 6 of global P2P)

Listed below are the minimum details that an invoice must carry to ensure faster processing and avoid rejections. Please note any invoice not meeting this minimum requirement list is liable to be rejected by Hitachi Energy.

- Supplier name, number, address, and supplier reference person including contact details (telephone, e-mail etc.)
- Correct delivery (Ship-To) and invoicing address (Bill-To) of Hitachi Energy, including correct legal entity name
- Best practice is to add to the Billing Address the Hitachi Energy ERP Vendor Number.
- Tax or VAT number of suppliers
- Invoice date (dd/mm/yyyy format, unless specified otherwise)
- Invoice number (max of 16 characters)
- Payment terms/Incoterms

- If Purchase Order invoice, state Hitachi Energy purchase order number in customer “Reference” field– in case not applicable, to be confirmed by Hitachi Energy purchaser/buyer. The purchase order number (guidance: one PO, one invoice) should be listed in the invoice header fields (together with invoice date, invoice number etc.).
- If No Purchase Order Invoice, state Hitachi Energy name (=invoice coder/reviewer) or no-purchase order Hitachi Energy identification number in customer “Reference” field. This should be listed in the invoice header fields (together with invoice date, invoice number etc.). No-purchase order invoices without a reference will be disputed or returned/rejected.
- Please adopt the position number from our purchase order
- Quantity, if applicable
- Date of delivery of Goods or Services
- Description of goods and/or services (line items and description in the purchase order should match the invoice)
- Currency
- Net amount per position
- Tax rate per position
- Total net amount
- Gross amount (total amount invoiced)
- Bank details and your complete address
- In case of local supplier Commercial Registration and Tax/ Zakat registration numbers are mentioned
- In case of advance payment/ retention amount, invoices should mention correctly the advance payment adjustment, retention amount as per PO/ agreement.
- Necessary supporting documents to substantiate the payments are attached (Like delivery note, project/ service completion report, in case of progress payment evidence of milestone achieved).

Best Practice Invoice Address Bill-To example:

Hitachi Energy Ltd.
P.O. Box 3554 Riyadh 11383
61 corner 224 Streets, 2nd Industrial City, New Al-Kharj Road
Riyadh, Kingdom Of Saudi Arabia
HE Vendor No: 0123456789

Inquiries on your invoices

For routine invoices enquiry please call AP Help Desk:

Mr. Zulfeqar Ali

Phone: +966 11 265 3030 Ext: 1239

Or

Mr. Kader Mastan

Phone: +966 11 265 3030 Ext: 1623

For e-mail inquiry, please visit our website:

Supplier Invoicing