

June 2014

Information to suppliers about the payment process in Vietnam

Dear ABB Suppliers,

As part of standardizing the payment process within ABB, enclosed is the country specific information regarding the payment process.

Payment dates

Two times per month, normally it's 14th and 28th monthly.

Minimum invoice requirements

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 ABB. Payment due date will be calculated from the date of receipt of a valid invoice accepted by ABB or goods/service receipt whichever is later.

1. Supplier name: This is legal name that is registered with legal Authority;
2. Supplier address: this is compulsory information, it must be registered with Tax Authority (regarding to domestic suppliers);
3. Invoice date;
4. Invoice number;
5. Valid Purchase Order number (same as stated in the Order);
6. Correct quantity;
7. Description of Goods supplied (regarding to domestic invoices, all information stated in invoices must be stated by local language – Vietnamese, it's required by Tax Authority)
8. Price (total amount invoiced);
9. Correct currency. This information must be matched with currency in contract or purchase order;
10. Tax information: Tax rate, tax amount must be correct. Regarding to domestic invoices, tax information must be stated in VND and in local language – Vietnamese.

How to send invoices to ABB

Invoices should be sent to the invoice address mentioned in the PO. In case no invoicing address is provided, then invoices should be sent at the following address:

AP team, Finance Department, ABB Ltd., Km 9 National highway No. 1A, Hoang Liet, Hoang Mai, Hanoi.

How can you find the status of your invoice?

You can use one of the following means to get the status of your invoice:

Email: ap@vn.abb.com or Telephone: +84 4861 1010

More information

More information can be found on www.abb.com/supplyingtoabb