

# Information to suppliers about local specifics of the payment process in Philippines

Dear Hitachi ABB Power Grids (ABBPowGrids Philippines, Inc.) Supplier,

As part of global standardization of the payment process within Power Grids, 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 Power Grids Procure to Pay Process (P2P) for suppliers is available at the Power Grids supplier portal <https://www.hitachiabb-powergrids.com/about-us/supplying/doing-business-with-pg/invoice-handling>.

## How to send invoices to Power Grids (related to chapter 2 of global P2P)

### I. Invoices via email:

Invoices through email should be sent to this address:  
[PHAPG@eportaldoc.com](mailto:PHAPG@eportaldoc.com).

Instructions for emailing invoices:

- Emailed invoices must be submitted in either .pdf or .tiff file format.
- Each email attachment must contain only one invoice along with supporting documentation for that invoice (each invoice and all the associated supported documentation must be attached as one complete file and do not submit invoices and supporting documents as separate files).
- Multiple e-mail attachments (Invoices) can be sent in a single email. Max. 10 PDF's or TIFF's per email (5MB Total).
- The invoices billed are to be emailed only once. Please address any invoice process issues (missing invoice) through our inquiry process.
- This email id should be used for the purpose of sending an invoice only. Please use our inquiry process for reminders, statements and other correspondence.
- Invoice image must be of at least 300 dpi resolution.
- Invoice image should be upright and be on the first page of attachment.
- Any invoices that do not meet the above criteria are subject for rejection.
- Upon receipt of the invoice, a confirmation will be sent to your email address.

Note: File name attached should not contain special symbol or characters such as #, \$,\* @, : -, & etc.

Note: Please do not send any emails with attachments that require a password. This feature would not allow the inbound of invoice into the system.

Note: The outlook setting "Delivery request" must be switched off. Otherwise, an automatic reply will be sent, indicating that the e-mail is deleted without reading, although the invoice is inbounded.

Note: .Zipped file or email attached in another email are not acceptable.

Note: Please do not include any written message which requires any action in the email as the message included in the email will not be read.

- II. Invoices via physical mail service (only when no option for e-mail delivery is in place):**  
Physical invoices have to be sent to the invoice address mentioned in the PO. In case no invoicing address is provided, invoices have to be sent to the following address:

ABBPowGrids Philippines, Inc.  
Km. 20 South Superhighway Sucat  
Paranaque City 1700 Philippines  
TIN: 751 210 097 000

**Invoice requirements - deviations from Global Power Grids 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 Power Grids.

S/N	Information required on face of invoice	Remarks	Goods Invoice	Service Invoice
1	Name of the Seller	As indicated in the BIR Certificate of Registration	✓	✓
2	Business Style of the Seller (if any)	As indicated in the SEC and BIR Certificate of Registration	✓	✓
3	Business Address of Seller	As indicated in the BIR Certificate of Registration	✓	✓
4	Statement: VAT Registered vendor	A statement indicating seller is a VAT Registered vendor, followed by TIN Number	✓	✓
5	Name of Buyer - ABBPowGrids Philippines, Inc.		✓	✓
6	Business Style of Buyer	ABBPowGrids Philippines, Inc. has no business style however Business Name is still ABBPowGrids Philippines, Inc.	✓	✓
7	Address of Buyer	Km 20 West Service Road, Brgy. Marcelo Green, SSH, Sucat, Paranaque	✓	✓
8	TIN of buyer	005-649-247	✓	✓
9	Invoice Number		✓	✓
10	Invoice Total Amount		✓	✓
11	Invoice Date		✓	✓
12	Quantity		✓	

S/N	Information required on face of invoice	Remarks	Goods Invoice	Service Invoice
13	Unit Cost		✓	
14	Description of the goods or properties or nature of the service	Please indicate PO number or requester name on invoice	✓	
15	Purchase price plus the VAT provided	<ul style="list-style-type: none"> <li>• The amount of tax shall be shown as a separate item in the invoice or receipt;</li> <li>• If the same is exempt from VAT, the term "VAT-EXEMPT SALE" shall be written or printed prominently on the invoice or receipt;</li> <li>• If the sale is subject to zero percent (0%) VAT, the term "ZERP-RATED SALE" shall be written or printed prominently on the invoice receipt;</li> <li>• If the sale involves goods, properties or services some of which are subject to and some of which are zero-rated or exempt from VAT, the invoice or receipt shall clearly indicate the breakdown of the sales price between its taxable, exempt and zero-rated components, and the calculation of the VAT on each portion of the sale shall be shown on the invoice or receipt.</li> </ul>	✓	
16	Authority to Print Receipt Number at the lower left corner of the invoice	i.e Printer's Accreditation No. XXXXX	✓	

### **Invoice Requirements for Non-VAT Registered Vendor**

S/N	Information required on face of invoice
1	Correct legal company name: ABBPowerGrids Phillipines, Inc.
2	Invoice Currency
3	Invoice Number
4	Invoice date
5	Total Invoice Amount
6	Valid PO Number <i>or</i>
7	Include Power Grids requestor's name (=Invoice Approver) and his / her department as reference for non PO order placed to you

Note: Best practice is to add to the Billing Address the Power Grids ERP Vendor Number.

Best Practice Invoice Address Bill-To example:

ABBPowGrids Philippines, Inc.  
Km. 20 South Superhighway Sucat  
Paranaque City 1700 Philippines  
PG Vendor No: 275194  
TIN: 751 210 097 000

### **Inquiries on your invoices**

Please visit our website:

<https://www.hitachiabb-powergrids.com/about-us/supplying/doing-business-with-pg/supplier-inquiries>