

Information to suppliers about local specifics of the payment process in Vietnam

Dear Hitachi ABB Power Grids (ABB Power Grids Vietnam Company Limited) 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:
vn-invoicing@hitachi-powergrids.com

Instructions for emailing invoices:

- Emailed invoices must be submitted in .pdf or .xml file format.
- PO No. for invoice must be mentioned in mail subject row
- 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 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.

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 inbound.

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:

ABB Power Grids Vietnam Company Limited
Km9, National Road 1A, Hoang Liet Ward, Hoang Mai District, Hanoi, Vietnam/Finance Dept.
CÔNG TY TNHH ABB POWER GRIDS VIETNAM
Km9, Quoc Lo 1A, P.Hoang Liet, Q.Hoang Mai, Hanoi, Vietnam
Phòng kế toán

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.

1. For overseas invoices issued by suppliers outside Vietnam:

- Supplier name, address
- Correct Sold-to (entity name), delivery (Ship-To) and invoicing address (Bill-To) of Power Grids
- Tax or VAT number of supplier and customer
- Invoice date
- Invoice number
- Payment terms / Incoterms
- "Reference" Power Grids purchase order number. The purchase order reference number (guidance: one PO, one invoice) should be listed in the invoice header fields (together with invoice date, invoice number etc.).
- 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)
- Total net amount
- Currency, Tax/VAT/GST amount
- Gross amount (total amount invoiced)
- Electronic signature or state clearly that the invoice is signed electronically (only electronic invoices are accepted to be sent via email, paper invoice must be sent in original to address above).

2) For VAT invoice issued by suppliers within Vietnam

Criteria	Explanation
Invoice general	- No erase, no amendment on invoice - Same ink colour, red ink is not allowed. - text should be continuous.
Invoice date	Invoice date should be close to the transaction date.
Invoice type	Eg: 01GTKT3/001

Invoice serial	Eg: AB/18P; AB/18T or AB/18E
Copy number	Invoice received from supplier must be Copy 2: Sent to customer
Name/address/tax code of buyer and seller	- Name should be correct followed by registration to Tax Authority
Description of goods/service/quantity/unit price/total amount in numbers and words.	- The information should match with PO/contract and good receipt note/service report/settlement minute. Any of the mismatch, need to come back operation for further explanation & correction. Some of the mistakes on invoice could be either amended by amendment minute or cancelled to issue new one. - For hand-writing invoice, it need to be cross the blank part. This requirement is not applied for self-printed invoice or e-invoice.
Signature/full name and stamp of Buyer and Seller.	- In case representatives of Seller does not sign on invoice, the delegation will sign and the seller's chop will be on the up-left corner of the invoice - Some company is waived the chop on their invoices due to their large volume of invoice, so these company need to submit Hitachi ABB Power Grids the approval of chop waive. - For e-invoice: the signature of seller is digitally signed.
Invoice printing company	Invoice printing company should be stated on invoice, or else, the invoice could be fake
Language on invoice	Vietnamese is compulsory, bilingual languages are allowed but the font size of foreign language should be smaller than Vietnamese's
About fare, ticket	Some of compulsory information above can be waived, such as seller's signature or buyer's chop, name/address/tax code and signature.
PO information	- PO number(s) need to be stated on invoice for easy of checking. In case, the PO number is put wrongly, the amendment minute for invoice is needed. - Goods/services must be for business purposes. For services, BUs need to prove the benefits of services to Hitachi ABB Power Grids and maintain proper evidence to explain tax authority when requested. For welfare expenses, the expenses should be clearly stated in Company policies & procedures
Currency	Currency default in VND, other cases stated in Tax law.

Best Practice Invoice Address Bill-To example (Foreign invoices only):

ABB Power Grids Vietnam Company Limited
 Km9, National Road 1A, Hoang Liet Ward, Hoang Mai District
 Hanoi
 Vietnam
 PG Vendor No: 1100123456

Best practice Invoice Address Sold-to example (Foreign invoice only):

ABB Power Grids Vietnam Company Limited
Km9, National Road 1A, Hoang Liet Ward, Hoang Mai District, Hanoi, Vietnam
VAT No.: 0100114441

ABB Power Grids Vietnam Company Limited, Bac Ninh branch
No.1, TS-23 road, Tien Son industrial zone, Dong Nguyen, Tu Son, Bac Ninh, Vietnam
VAT No.: 0100114441-001

Inquiries on your invoices

Please visit our website:

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