

Information to suppliers about local specifics of the payment process in Switzerland (valid as per 1st October 2021)

Dear Hitachi Energy 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 – 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.

Please submit invoices via e-invoice or e-mail. Hard copy invoices will not be accepted.

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

I. **Electronic invoices to Hitachi Energy via Conextrade**

If you require support with registration, please send email <mailto:ch-pgap-queries@hitachienergy.com>.

II. **Invoices via email:**

CH-PGAP-invoices@hitachienergy.com

Exception:

Hitachi Energy Switzerland Ltd, Global Technology Management:
ch-chtec_acct@hitachienergy.com

Note: On next page please find the invoice addresses to be used.
Invoice requirement PO invoice: one invoice, one PO.

Instructions for emailing invoices:

- Emailed invoices must be submitted in .pdf format.
- Each email must contain only one attachment with 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 PDFs 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 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: 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

Main Address	Invoice Address	Mandatory to mention on the invoice ("Reference")
Hitachi Energy Ltd Brown-Boveri-Strasse 5 8050 Zürich Switzerland	Hitachi Energy Ltd Postfach 309 5401 Baden Switzerland	PO: Purchase Order Number No-PO: Contact Person/Cost Center/CHAMH VAT Number: CHE-319.647.518
Hitachi Energy Participations AG Brown-Boveri-Strasse 5 8050 Zürich Switzerland	Hitachi Energy Participations AG Postfach 309 5401 Baden Switzerland	PO: Purchase Order Number No-PO: Contact Person/Cost Center/CHTBC VAT Number: CHE-319.647.518
Hitachi Energy Switzerland Ltd Global Technology Management Bruggerstrasse 72 5400 Baden Switzerland	Hitachi Energy Switzerland Ltd Global Technology Management Postfach 309 5401 Baden Switzerland	PO: Purchase Order Number No-PO: Workpackage / TECTOOL Number No-PO: Contact Person/Cost Center/CHTEC VAT Number: CHE-319.647.518
Hitachi Energy Finance Ltd Brown-Boveri-Strasse 5 8050 Zürich Switzerland	Hitachi Energy Finance Ltd Postfach 309 5401 Baden Switzerland	PO: Purchase Order Number No-PO: Contact Person/Cost Center/CHPFI VAT Number: CHE-319.647.518
Hitachi Energy Holdings Ltd Brown-Boveri-Strasse 5 8050 Zürich Switzerland	Hitachi Energy Holdings Ltd Postfach 309 5401 Baden Switzerland	PO: Purchase Order Number No-PO: Contact Person/Cost Center/CHPPG VAT Number: CHE-319.647.518
Hitachi Energy Switzerland Ltd Bruggerstrasse 72 5400 Baden Switzerland	Hitachi Energy Switzerland Ltd Postfach 309 5401 Baden Switzerland	PO: Purchase Order Number No-PO: Contact Person/Cost Center/Department Choose Department: Department PGHV Department PGFI / PGHR / PGMS / PGTM / PGSQ Department PGG/PGGI VAT Number: CHE-319.647.518
Hitachi Energy Switzerland Ltd Hitachi Energy Research Segelhofstrasse 1A 5405 Baden 5 Dättwil	Hitachi Energy Switzerland Ltd Postfach 309 5401 Baden Switzerland	PO: Purchase Order Number No-PO: Contact Person/Cost Center/PGCO VAT Number: CHE-319.647.518
Hitachi Energy Switzerland Ltd Badenerstrasse 780 8048 Zürich Switzerland	Hitachi Energy Switzerland Ltd Postfach 309 5401 Baden Switzerland	PO: Purchase Order Number No-PO: Contact Person/Cost Center/PGTR VAT Number: CHE-319.647.518
Hitachi Energy Switzerland Ltd Semiconductors Fabrikstrasse 3 5600 Lenzburg Switzerland	Hitachi Energy Switzerland Ltd Postfach 309 5401 Baden Switzerland	PO: Purchase Order Number No-PO: Contact Person/Cost Center/GBS-11 VAT Number: CHE-319.647.518
Trasfor SA Via Cantonale 11 6998 Molinazzo di Monteggio; TI Switzerland	Trasfor SA Postfach 309 5401 Baden Switzerland	PO: Purchase Order Number No-PO: Contact Person/Cost Center/GBS-14 VAT Number: CHE-319.647.518

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 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/Sold-To) of Hitachi Energy, including correct legal entity name
- Our customer number in your system
- Best practice is to add to the Billing Address the Hitachi Energy ERP Vendor Number
- Your bank account and VAT number are mandatory for the invoice
- Invoice number (Please mention the invoice number not more than once on the invoice, max of 16 characters)
- Date of invoice (dd/mm/yyyy format, unless specified otherwise)
- Your agreed payment terms
- 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. 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 (=reviewer/coder) 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.
- Order date
- Your reference
- Our delivery address
- Please adopt the position number from our purchase order
- Exact article description
- Unit price
- Gross amount per article position
- Net amount per article position
- Currency
- Please write the VAT-key on the invoice (e.g., 7.7% CH full rate)
- Please mention the total gross amount, the VAT amount, and the total net amount separately

Best Practice Invoice Address Bill-To example:

Hitachi Energy Switzerland Ltd
Postfach 309
5401 Baden
Switzerland
HE Vendor No: 123456
VAT No: CHE-319.647.518

Inquiries on your invoices

Please visit our website:

[Supplier Invoicing](#)