

# Information to suppliers about local specifics of the payment process in United States (Valid as per November 1<sup>st</sup>, 2021)

Dear Hitachi Energy (Hitachi Energy USA Inc.) 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.

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. Invoices via email:

[USAPG@eportal.doc.com](mailto:USAPG@eportal.doc.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 Tiffs 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 to 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.

State	Ship To Address	Bill To Address
CA	Hitachi Energy USA Wireless 3055 Orchard Drive San Jose, CA 95134	HITACHI ENERGY USA INC BID: 8401000019300 PO BOX 91625 RALEIGH, NC 27675
GA	Hitachi Energy USA 400 Perimeter Center Terrace Suite 500 Atlanta, Georgia 30346	HITACHI ENERGY USA INC BID: 8400100019300 PO BOX 91392 RALEIGH, NC 27675
MO	Hitachi Energy USA Jeff City Trf 500 W Highway 94 Jefferson City, MO 65101	HITACHI ENERGY USA INC BID: 8400300019100 PO BOX 91177 RALEIGH, NC 27675
MO	Hitachi Energy USA TRES 13695 Rider Trail North Earth City, MO 63045	HITACHI ENERGY USA INC BID: 8400600019100 PO BOX 90533 RALEIGH, NC 27675
MS	Hitachi Energy USA Cr Spr HVIT 101 Kuhlman Drive Crystal Springs, MS 39059	HITACHI ENERGY USA INC BID: 8400900019200 PO BOX 90774 RALEIGH, NC 27675
MS	Hitachi Energy USA Cr Spr SPT 101 Kuhlman Drive Crystal Springs, MS 39059	HITACHI ENERGY USA INC BID: 8400900019100 PO Box 91552 RALEIGH, NC 27675
NC	Hitachi Energy USA NC FES 940 Main Campus Drive Raleigh, NC 27606	HITACHI ENERGY USA INC BID: 8400100019100 PO BOX 91532 RALEIGH, NC 27675
NC	Hitachi Energy USA New Products 901 Main Campus Drive Raleigh, NC 27606	HITACHI ENERGY USA INC BID: 8400100019100 PO BOX 91532 RALEIGH, NC 27675
NC	Hitachi Energy USA SubS/Grid Sy 901 Main Campus Drive Raleigh, NC 27606	HITACHI ENERGY USA INC BID: 8400100019400 PO BOX 91511 RALEIGH, NC 27675
NC	Hitachi Energy USA SubS/Grid Sy 1021 Main Campus Drive Drive Raleigh, NC 27607	HITACHI ENERGY USA INC BID: 8400100019300 PO BOX 91625 RALEIGH, NC 27675
NC	Hitachi Energy USA Corporate 901 Main Campus Drive Raleigh, NC 27607	HITACHI ENERGY USA INC BID: 8400100019500 PO BOX 90935 RALEIGH, NC 27675
NJ	Hitachi Energy USA Princeton 3 Independence Way Princeton, NJ 8540	HITACHI ENERGY USA INC BID: 8400800019200 PO BOX 90774 RALEIGH, NC 27675
PA	Hitachi Energy USA Mt Pleasant 100 Distribution Circle Mount Pleasant, PA 15666	HITACHI ENERGY USA INC BID: 8400800019200 PO BOX 90774 RALEIGH, NC 27675
PA	Hitachi Energy USA Mt Pleasant 100 Distribution Circle Mount Pleasant, PA 15666	HITACHI ENERGY USA INC BID: 8400800019200 PO BOX 90774 RALEIGH, NC 27675
PA	Hitachi Energy USA HV Service 231 Theobald Ave Greensburg, PA 15601	HITACHI ENERGY USA INC BID: 8400800019200 PO BOX 90774 RALEIGH, NC 27675
TN	Hitachi Energy USA Alamo Xfrmr 1133 S. Cavalier Drive Alamo, TN 38001	HITACHI ENERGY USA INC BID: 8401000019300 PO BOX 90264 RALEIGH, NC 27675
TX	Hitachi Energy USA Netw Control 3110 Hayes Rd Suite 380 Houston, TX 77082	HITACHI ENERGY USA INC BID: 8400700019300 PO BOX 91239 RALEIGH, NC 27675
VA	Hitachi Energy USA Bland Dry Pwr 171 Industry Drive Bland, VA 24315	HITACHI ENERGY USA INC BID: 8400500019100 PO Box 91209 RALEIGH, NC 27675
VA	Hitachi Energy USA South Boston 2135 Philpott Rd South Boston, VA 24592	HITACHI ENERGY USA INC BID: 8400400019100 PO BOX 91178 RALEIGH, NC 27675

Legal Entity Name Address:  
Hitachi Energy USA Inc.  
901 MAIN CAMPUS DRIVE  
RALEIGH, NC 27675

## **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
- BID Code (= Business Identification Number), part of Bill-To Address.
- Best practice is to add to the Bill-To Address the Hitachi Energy ERP Vendor Number
- Invoice date (mm/dd/yyyy format, unless specified otherwise)
- Invoice number (max of 16 characters)
- Payment Terms/Inco 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/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)
- Unit Price
- Unit of Measure
- Currency
- Tax or VAT amount
- Price (total amount invoiced)
- Supplier remittance details

Best Practice Invoice Address Bill-To example:

Hitachi Energy USA Inc.  
BID: 8400100019500  
PO BOX 90935  
RALEIGH, NC 27675  
HE VENDOR NO: 123456

### **Inquiries on your invoices**

Please find instructions on how to utilize the supplier inquiry website:

Step 1: [Self-register](#)

Step 2: Visit our website: [Supplier Invoicing](#)