

May 2014

Information to suppliers about the payment process in Thailand

Dear ABB Supplier,

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

Payment dates

For Local payment with Thailand : the last working day of the month the payment falls due
For Overseas payment : the middle and the end of each month (2 times per month)

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.

- Supplier name and Tax Identification 13 digits (for Thailand company)
- Supplier address and stipulate "Head Office" or "Branch Number" and reference person including contact details (telephone, e-mail etc.)
- Invoice date
- Invoice number
- Order number and the name of reference person (first and last name) (same as stated in the Order)
- Supplier number (same as stated in the Order)
- Correct legal name and address of Company
- Quantity
- Specification of Goods supplied
- Amount per item of Goods / Service and Total amount invoiced
- Currency
- Payment terms
- Tax or VAT amount
- For local company must be stipulated the below information:-
 - ABB Thailand Tax ID : 0115533004130
 - ABB Thailand "Head Office" or "Branch Number"
 - Head office : 161/1 SG Tower, 1-4 Flr., Soi Mahadlekluang 3, Rajadamri Road, Lumpini, Pratumwan, Bangkok 10330 or
 - Branch 00004 : 322 Moo 4, Bangpoo Industrial Estate Soi 6, Sukhumvit Road, Preaksa, Muang, Samutprakarn 10280

How to send invoices to ABB

Local Invoice with Purchase Order should be submitted at our outsource company

Blue Fish Solution Co., Ltd.
72 CAT Tower 20th Floor, Soi Wat Maungkae,
Charoenkrung Road, Bangrak
Bangkok 10500
Tel : 02 639 7708-9 Fax : 02 639 7707

Local Invoice without Purchase Order have to submit at the person who order from your company

Overseas Invoices through physical mail: 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:

Shared Accounting Service; 161/1 SG Tower; 4th Floor; Soi; Mahatlekluang 3; Rajdamri Road; 10330; Bangkok; ; Thailand

More information

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