

## INVOICING REQUIREMENTS – Thailand

As part of our strategy and continuous improvement efforts, Signify has implemented digital processing of supplier invoices.

To avoid delays that could affect the invoice payment process, it is critical that your invoices comply with:

1. our purchase order
2. general guidelines – click on the following [link for our general guidelines](#)
3. the requirements as here below.

Note: the word « invoices » used below, refers to both invoices and credit notes issued by you.

### Invoice Requirement

Signify only makes payments against valid original invoices. Not complying with Legal, Fiscal and Signify requirements could result in a delay of payment or rejection of invoice.

**Note:** Signify does not claim that below invoice requirements cover all today applicable laws and possible future changes in the respective laws. As a Supplier, you remain responsible to ensure that the invoices you issue to Signify always comply with all applicable laws. Therefore, you are obliged to include any additional requirement not listed below.

#### Supplier information:

- Supplier **legal name** as mentioned in “**Order to**” section of the Purchase Order
- Supplier **address** must match the one as mentioned in “**Order to**” section of the Purchase Order
- Supplier contact details (telephone number and email address)
- Supplier **VAT and / or Tax registration number**
- Supplier Business Place from VAT registration (Head Office).
- Supplier **remit-to information** must have full Bank details  
**Note** Signify’ s preferred method of payment is through wire transfer instead of cheque or other type of payments.
- **Ship from address** (only applicable for goods delivery)

#### Signify information:

- The correct **Signify entity** as mentioned in “**Order from**” section of the Purchase Order
- **Signify bill to address** as mentioned in “**Order from**” section of the Purchase Order  
For credit note: use same address as the original invoice.
- The **correct Purchase Order number** issued for your company (one purchase order per invoice) as mentioned in “**Order Reference Code**” section of the Purchase Order  
Mention this number on the first page of the invoice.  
**Note:** do not mention any prefixes e.g. if the Purchase Order was YG8-123456890 then mention only the digits highlighted in green.  
If you handle more Purchase Orders from Signify at the same time, for seamless processing and risk of delayed payment, we highly recommend you, issue a separate invoice for each Purchase Order number.
- **Signify VAT and / or Tax registration number** as per our purchase order
- Signify Business Place from VAT registration (Head Office).
- **Ship to (or delivery) address** (only applicable for goods / material delivery) as mentioned in “**Goods/Services to be delivered to**” section of the Purchase Order

#### Invoice Content:

- The word “**Invoice**” or “**Credit/Debit Note**” (or the equivalent wording in local language) must be clearly printed on the invoice
- **Invoice Date** cannot be later than submission date
- Your **Invoice reference number** must be unique and not longer than 16 digits
- **Currency** (3-digit monetary code e.g. THB; USD; EUR, CNY ...) as mentioned in “**Currency**” section of the Purchase Order  
The currency must be the same currency as stated on the Purchase order.

- **Description and specification of goods and services** delivered including quantity, price, and unit of measure of goods and services being invoiced also must be broken per purchase order line item. Unit of measure should match the unit of measure of the Purchase Order.  
Line items in the purchase order should match the invoice
- Invoice amounts expressed in numbers, in the currency as per the Purchase Order broken down by:
  - **Total net amount**
  - **Tax (VAT) amount (including the Tax (VAT) rate if applicable)**  
If multiple taxes are applicable, the tax rate for every net / taxable amount should be specified
  - **Total / gross amount**
- Invoice amounts broken down by purchase order line item (as mentioned in our purchase order), with our line item number mentioned.  
**Note: Goods / material related invoices, must not include non-related goods or material costs or transportation costs on the same invoice next to the goods / materials even in the case when the purchase order included them as separate lines.**  
Either such costs should be included in the goods / materials price (which must be agreed with the purchasing member of Signify) or should be invoiced separately.  
Similarly, unplanned costs must be covered by a purchase order and invoiced separately.
- **Tax exemption** - in case no Tax (VAT) is charged or exempted, make a reference to the applicable provisions of the Tax / VAT Act or local regulation.
- Any **rebates, discounts, and credits** (if not included in the unit price) to be clearly mentioned
- **Date of material shipment; delivery** of the goods or performance of the services
- Tax ID and Place of Business (Head Office) for both Supplier and Signify on Tax Invoice, Debit Note and Credit Note.
- For credit notes, **invoice number being credited** must be stated (one credit note per invoice)

## Invoice Submission:

Submit your invoice as per [the general guidelines](#).

### Domestic invoices:

Domestic invoice is an invoice that is issued by an entity within a country for another entity within the same country. Send invoices only **once** to the relevant address mentioned below.

All mandatory fields & data must be submitted as well as Signify's requirements as mentioned in the sections relating to Supplier / Signify information and invoice content.

Legal Entity being billed	Entity code	Invoice submission address for Domestic invoices
Signify Commercial (Thailand) Ltd.	TH00 / 890286	26th FLOOR, THAI SUMMIT TOWER 1768 NEW PETCHBURI ROAD KHWANG BANGKAPI, KHET HUAYKHWANG 10310 BANGKOK

### Foreign invoices:

Foreign invoice is an invoice which is issued by an entity outside of the country in which receiving entity is located. Send invoices as a PDF only **once** by e-mail to **the relevant address** mentioned below. By sending more than once and / or more than one email address, the invoice will fall into **duplicate** checks delaying processing and payments of the invoice.

\*Please Pay attention to the “. “ or “ – “ in the e-mail address.

Legal Entity being billed	Entity code	Invoice submission address for Foreign invoices*
Signify Commercial (Thailand) Ltd.	TH00 / 890286	<a href="mailto:invoice.th00@signify.com">invoice.th00@signify.com</a>

Please do **not** use these addresses for queries or any other purpose. See next section for Invoice queries.



**Note:** If You are not certain to which organization or Entity Code your invoice is for, please refer to the Purchase Order you have received from Signify or contact the requester that placed the order with you. You can find the Entity Code in the “Order from” field between brackets behind the Legal Entity name.

From the tax and legal point of view, PDF document is treated as an original electronic invoice. Thereby, by agreeing to use PDF as an electronic invoice, no other document can be prepared or issued (for e.g. paper invoices). As a Supplier, you remain responsible for the invoices you issue to Signify.

## Invoice Query:

**Reminders, statements, or any other questions/remarks** should be sent to our vendor query at [vg.th@signify.com](mailto:vg.th@signify.com). Do **not** use this email for sending invoices.

Mention the **Purchase Order** and **Invoice reference number** (the same as in the invoice copy) in the subject of the email.

If your question concerns **multiple invoices**, please send in a format that allows to copy data (preferably in Excel format). Do **not** send print screen of your accounting systems, as it creates the risk of typing mistakes and additional workloads.

## Order Query:

The questions related to **the Purchase Order / Order confirmation** should be sent to the email address which is indicated in “**Dealt with by**” section of Purchase Order.