

## Suggestion for Delivery, Billing and Payment

1. Identify the correct company name, address, and tax number of BEM.

BEM Tax No. 0107558000491

<b>Business Unit 1: Expressway Business (BEM Branch 00001)</b> Bangkok Expressway and Metro Public Company Limited (Branch 00001) 238/7 Asoke-Din Daeng Road, Bang Kapi, Huai Khwang, Bangkok 10310 Thailand.	<b>Business Unit 2: Rail Business (BEM Branch 00002)</b> Bangkok Expressway and Metro Public Company Limited (Branch 00002) 189 Rama IX Road, Huai Khwang, Bangkok 10310, Thailand.
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2. Delivery concerned:

When deliver product / service, Supplier must always bring the copied of Purchase order document (PO) along with the original document of Delivery order and Tax Invoice, and all items in those document must be the same as PO

- 2.1 When supplier have received BEM PO, please verify your details such as company name, address and product/services items. After that please sign and contact back to BEM Purchaser to confirm PO.
- 2.2 Before the delivery date at least 1 day, please confirm the delivery to BEM goods reciever as specified in PO.
- 2.3 Contact for delivery to the goods receiver that identified in the PO and deliver the documents in time within the month of delivery of the goods.
- 2.4 In case of maintenance / repair works or services, supplier must send a delivery note to the receiver for sign.
- 2.5 All document concerned in the billing process, such as Tax Invoice, Bill of Lading, or Airway Bill, must identify the correct PO No. for reference and deliver the documents in time within the month of delivery of the goods/services.

3. Billing:

- 3.1 Every Business day, Time 8:30 to 11:30 and 13:30 to 16:00
- 3.2 Billing document: Copied of PO, Original Tax Invoice, Original Shipment/ Delivery document, and reference PO No.
- 3.3 Details in Tax invoice and all document concerned must show all items as shown in PO. If not matched, BEM will refuse that billing document and payment until those were corrected.
- 3.4 BEM Billing contact place only at 1<sup>st</sup> Floor of BEM Branch 00001 Tel: 02-641-4611 ext. 2591 or 2291

4. Payment: BEM payment conditions as identified in PO, Cheque will be paid by TMB twice per month;

- 4.1 Billing on date 1-15, Cheque will be paid on the date 15 of the next month
- 4.2 Billing on date 16-31, Cheque will be paid on the month-end date of the next month

5. Receiving Cheque: Bring all concerned document such as BEM Billing Statement, Original Receipt and Tax Invoice.

6. Payment Place:

- 6.1 Receive Cheque at TTB Phaholyothin Brach on Phaholyothin Road, 2P Floor of Carpark Bldg.,  
Tel. 02-299-2176, 02-299-2172 and 02-242-3557
  - 6.1.1 On date 15, time 13:30 – 15:30, and the next day on 9:30 – 15:30
  - 6.1.2 On the month-end date time 13:30 – 15:30, and the next day on 9:30 – 15:30
- 6.2 Receive Cheque at BEM, at 3<sup>rd</sup> Floor of BEM Branch 00001, Tel: 02-641-4611 ext. 2621-2 or 2333