

ADB Payment Process Checklist

Chapter 27. Payment by ADB

A summary of the Annual Meeting payment process is shown below;

Payment Process	Time Frame
ADB sends the supplier information form to suppliers	July to February
Suppliers complete the online supplier registration.	July to February
ADB confirms the online registration.	after completing all the documentary requirements
Suppliers send contract or agreement to ADB; negotiation commences	As required
Advance payment process	After confirmation of online supplier registration
For payments to be made after the Annual Meeting, ADB reviews the advance copy of bill using the catering and refreshments schedule or accommodation booking advice as a basis.	May, on the last day of the Annual Meeting
Supplier prepares final bill in the agreed currency	May, day after the Annual Meeting
ADB brings original invoice or bill and supporting documents to ADB headquarters for processing.	May, end of the Annual Meeting
Processing of payment takes 2-3 weeks, assuming all documents are complete and the supplier information form is already set up.	Mid-May to July
Payment is through wire transfer and may take a maximum of 15 days after the value date for ADB's bank to remit payment to the bank of the supplier.	June to July