

INFORMATION LETTER

# Invoicing guidelines for suppliers

## ABB - Oman

Dear Supplier,

This letter is meant to provide you with the mandatory information required by ABB when sending your invoice to us. Complying to the provided information ensures prompt and right payment to our suppliers.

We kindly ask you to take your time to read the document before sending an invoice to ABB.

### Sending invoice to ABB:

Our preferred method of receiving invoices is in PDF format via email.

We request you to send only **One (1) Invoice** with **One (1) Purchase Order (PO)** per **One (1) Email** submission.

As the Country does not have legal requirements on physical invoices, please refer to the grid below which details where invoices can be sent to:

Company Name/Bill to name	VAT Number	Invoices via email
ABB LLC	OM1100010234	<a href="mailto:OM-ABB-invoices@abb.com">OM-ABB-invoices@abb.com</a>

In order for invoice to be billed to the correct company, we kindly request you to refer to our Purchase Order (PO) document to get the information. Please refer to **Appendix B** to understand how to view our Purchase Order information.

In case no invoicing address is provided, invoice have to be sent to the email address for respective ABB company given above.

If you are sending PDF invoices via email, please ensure you comply to the following requirement:

- The file size of the email should not be more than 10 MB in size.
- **One (1) email** is to contain only **One (1) invoice** as one single PDF File. [invoices in Word/Excel will be rejected]
- Supporting documentation should be in the same PDF as the invoice, **the invoice being the first page of PDF**. Please note that the supporting documents in Word or Excel should not be attached in the same email with the invoice, otherwise entire email will be rejected due to unacceptable file format.
- Zipped file or email attached in another email are not acceptable.
- For the scanned paper invoice the invoice image quality must be of at least 300 DPI resolution – black and white.
- The invoices billed to ABB are to be emailed only once.  
Do not use the above email addresses in copy of any correspondence or for sending the statement of accounts/quotations etc., all messages will be ignored.
- PDF are not to be secured or protected by a password.

All invoices submitted will be either confirmed or rejected by ABB with an acknowledgment email.

For this reason, should you send invoices from an automated or “no-reply” mailbox, we highly suggest also including an active mailbox (attended by human).

#### **When to send invoices to ABB:**

Invoices should only be issued when goods risk and entitlement have been transferred to ABB, or when services have been completed based on an agreement with ABB.

In order for ABB to process your invoices as early as possible, we do not recommend suppliers to consolidate the invoices and send them in as a bulk as this will delay the processing time.

#### **Information required on Suppliers' invoices:**

Listed in **Appendix A** is the set of information needed to be present on the invoice copy to ABB. Other than the standard legal requirement information, please note that ABB enforced **No PO No Pay** policy and would require the following information to be indicated on the invoice to avoid rejections:

- **ABB Purchase Order (except special categories)**
- **ABB Reference person**

#### **IMPORTANT:**

- We strongly recommend suppliers to bill us with only **One (1) Purchase Order** per **One (1) Invoice**. When multiple Purchase Orders are included in the single invoice, the processing time might be longer and the payment will be made only when everything is confirmed fine.
- Do not deduct credits from an invoice. Send credit notes separately.
- When issuing a credit note, please ensure that the original invoice number referencing to this credit note is included in the document.
- Any additional costs not reflected on the Purchase Order shall be agreed with ABB prior to issuing the invoice, otherwise the invoice is liable to be rejected by ABB.

#### **For enquiries or sending of Statement of Accounts (SOA), please send to the following email:**

Invoice enquiries: [finance.gbs@in.abb.com](mailto:finance.gbs@in.abb.com)

#### **Supply Chain Finance:**

Kindly please contact our ABB buyer to get more information in this regard.

#### **In general:**

Please note this is the part of standard terms and conditions for supplying goods and services to ABB.

Should you like to have information on ABB invoice process flow or other relevant information, then it can be found on: [www.abb.com/supplyingtoabb](http://www.abb.com/supplyingtoabb)

# Appendix A

Red circles are mandatory details that an invoice must indicate to ensure faster processing and avoid rejections. For any invoice that does not meet local country's legal requirement or does not meet this minimum requirement list is liable for rejection by ABB.

- 1 Correct legal company name and address of the entity placing the purchase order/service request:
- 2 Supplier Name and address. For ABB company registered address, please click on this link.
- 3 Invoice date
- 4 Invoice number
- 5 Invoice currency as indicated in the related Purchase Order (PO),
- 6 Total invoice amount
- 7 Document type: Invoice, Credit note
- 8 ABB Reference person
- 9 ABB Purchase Order
- 10 ABB Purchase Order line item
- 11 Unit Price
- 12 Quantity\_ Mandatory for goods
- 13 Net amount per line item
- 14 Payment Terms
- 15 Description of goods/services
- 16 Bank Account

**XYZXY**  
Tax Invoice

Invoice No.: 563ABB28  
Date: 25 January 2024

Our Reference: Victor Kong  
Your reference: Roberta Kaung

Pos. No	Item	Unit price	Quantity	Disc.	Net amount
1	7640983 Metal spray double bearing Order date: 23 Jan 2024 Order Number: ABB2537	2,865.00	1 pc	0.00	2,865.00
3	1992039-1 Bearing House Order date: 23 Jan 2024 Order Number: ABB2537	200.00	2 pc	0.00	400.00
Subtotal:					3,265.00
VAT (5%)					163.25
Total Payable Amount					3,428.25

XYZXY LLC  
Address 1  
Address 2/  
Postal Code and City

Bank Name  
Beneficiary name:  
Account No.:  
Swift Code:  
Bank Code:

Company VAT/GST number  
Company business reg. number  
Telephone

For local tax registered suppliers, it is mandatory to provide the below information on the invoice:

- 17 Supplier Tax registration number
- 18 VAT amount and VAT rate
- 19 The words "Tax Invoice" are printed on invoice.



# PURCHASE ORDER

Page 1 of 7

<b>Vendor Code:</b> 1100111660	<b>Revision:</b> 1	<b>Revision Date:</b> Apr 05, 2023	<b>Purchase Order Number:</b> 3196806007	<b>Purchase Order Date:</b> Mar 29, 2023
-----------------------------------	-----------------------	---------------------------------------	---	---

<b>Vendor Address:</b> XXXXXX Engineering LLC A. Street Address., 08 Nove St  135521 Muscat VAT Reg No: ABC12345	<b>Delivery Address:</b> ABB LLC Office No: 305, Hatat Complex B Al Hamriya Muscat Sultanate of Oman
--	---

<b>Vendor Contact:</b> Victor Kong Tel : Fax :5514833 Email: xxx@eng.com <b>Vendor Reference:</b>	<b>Handled by:</b> Vinod G3 Tel : 91XXXXXXX Fax : Email: om-in-inopc-oman@abb.com <b>ABB Reference:</b> 4202668XXX <b>ProfitCenter :</b> OM11297
---	---

<b>Payment Terms:</b> EOM 90 <b>Delivery Terms:</b> DDP-Muscat	<b>Mode of Transport:</b> <b>Order Currency:</b> OMR
---	---

<b>ABB Vendor BA/BU:</b>	<b>ABB Buyer BA/BU:</b>
--------------------------	-------------------------

Item	Material Description	Qty	UoM	Unit Rate	Net Value	Deliv Date
1	5M000G856R1 Electric Switch	1.00	PC	1,444.840	1,444.840	26.04.2023
	ABB ref SO/ PROJ:- VAT Rate: VAT Amount: Value Including VAT:			5.000%	72.242 1,517.082	

2	5M000G865R2 Electric Switch #2	1.00	PC	3,700.870	3,700.870	26.04.2023
	ABB ref SO/ PROJ:- VAT Rate: VAT Amount: Value Including VAT:			5.000%	185.044 3,885.914	

<b>Total Item Value Before VAT</b>					5,145.710
<b>Total Gross Price</b>			<b>OMR</b>		<b>5,145.710</b>
<b>Total PO Value</b>			<b>OMR</b>		<b>5,145.710</b>
<b>Total Item Value After VAT</b>					
<b>Total Gross Price</b>			<b>OMR</b>		<b>5,402.996</b>
<b>Total PO Value</b>			<b>OMR</b>		<b>5,402.996</b>

ABB LLC 305 Hatat Complex-B Al Hamriya, P.O Box 778 Postal Code:131 Sultanate of Oman CR: 1679201 Tax Card: 8055664 VAT Reg No: OM1100010234	Tel:+96824666500 Fax:+96824666590	+96824666500 : تليفون +96824666590 : فاكس	ا.ه.ب.بي ش.م.م. 305 مجمع حطاط ب ص.ب: 778 الحمريه الرمز البريدي : 131 مسقط - سلطنة عمان سجل تجاري : 1679201 بطاقه ضريبيه:8055664 رقم التسجيل الضريبي : OM1100010234
---	--------------------------------------	--	---

This is your vendor code

This is your company name and address

Agreed payment terms

PO line item number to be indicated on invoice

Quantity of purchase

ABB company name and address that you need to bill

PO number to be indicated on invoice

ABB Reference person and email/phone number to be indicated on invoice

Invoice to be same as PO currency

Total Net value amount per line item

Unit Price

Total PO Amount