

Information to suppliers about local specifics of the payment process in ABB China

Dear ABB Supplier,

As part of global standardization of the payment process within ABB, find below the country specific information regarding the payment process.

This document contains country specific details. In case no local exception is defined in this document, the global standard applies mandatory.

The latest version of the global ABB Procure to Pay Process (P2P) for suppliers is available at the ABB supplier portal (<https://new.abb.com/about/supplying/doing-business-with-abb/invoicehandling>).

How to send invoices to ABB (related to chapter 2 of global P2P)

I. Invoices via email:

Pls refer to the file: «CN mail address»

II. Invoices via physical mail service:

For domestic official invoice, physical invoice have to be sent to the invoice address mentioned in the PO/contract. In case no invoicing address is provided, invoices have to be sent to the following address:

3rd floor, No.881, West Fang Shan Road, Maxiang, Xiang An District, Xiamen, Fujian

Invoice requirements – deviations from global ABB standard P2P (related to chapter 6 of global P2P)

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 issuing a valid invoice accepted by ABB.

For All documents (Invoices/Credit/Debit Notes)	PO Invoices	Non-PO Invoices	Credit/Debit Memos
Complete ABB Legal Entity Name, address, VAT registra- tion number (only for VAT in- voice)	ABB Purchase Order num- ber and item number; PO quantity	Name of the person responsible from ABB (who ordered services or goods)	Number and date of the invoice to which is related (credit/debit note)

Complete your company name, VAT registration number (only for VAT invoice), address and bank account, contact detail(contact person, telephone/mail). If you are ABB company, your ABACUS code and BU are requested	For Transport invoices – ABB Purchase Order number for transport, not for goods transferred	ABB division/Business unit (for which services or goods were ordered)	Reason of the credit/debit note (e.g. cancelation of the invoice, return material, price/quantity differences, bonus, etc.)
Invoice / Credit or Debit note number and date		Expense description and charge period	ABB Purchase Order number for Po related credit/debit memos, ABB contact person and DV/BU for Non-PO related credit/debit memos
Currency, invoice amount ,tax amount(only for VAT invoice)			

*Please find the detailed requirement for domestic VAT invoice on the following link:.

<https://library.e.abb.com/public/>

In general:

Please note this is part of the standard terms and conditions for supplying goods and services to ABB. More information can be found on www.abb.com/supplyingtoabb

Company code	Company Name_ English	Company Name_ Chinese	e-mail
CNABB	ABB (China) Ltd.	ABB (中国) 有限公司	CN-cn-sasscanning@abb.com
CNABB	ABB (China) Ltd.	ABB (中国) 有限公司上海分公司	CN-cn-sasscanning@abb.com
CNAUS	ABB Engineering (Shanghai) Ltd.	上海ABB工程有限公司	CN-CNAUS-sasscanning@abb.com
CNBBC	ABB Bailey Beijing Engineering Co. Ltd.	北京ABB贝利工程有限公司	CN-CNBBC-sasscanning@abb.com
CNCMX	ABB Xiamen Corporation Management Service Co., Ltd.	厦门ABB企业管理服务有限公司	CN-CNCMX-sasscanning@abb.com
CNCTC	ABB Chongqing Transformer Company Ltd.	重庆ABB变压器有限公司	CN-CNCTC-sasscanning@abb.com
CNDAT	ABB DATONG Traction Transformers Co., Ltd.	大同ABB牵引变压器有限公司	CN-CNDAT-sasscanning@abb.com
CNDCB	ABB Sifang Power System Co. Ltd.	北京ABB四方电力系统有限公司	CN-CNDCB-sasscanning@abb.com
CNDEX	ABB Genway Xiamen Electrical Equipment Co. Ltd.	厦门ABB振威设备有限公司	CN-CNDEX-sasscanning@abb.com
CNDMX	ABB Xiamen Switchgear Co. Ltd.	厦门ABB开关有限公司	CN-CNDMX-sasscanning@abb.com
CNEMS	ABB Electrical Machines Ltd.	ABB高压电机有限公司	CN-CNEMS-sasscanning@abb.com
CNFTZ	ABB Shanghai Free Trade Zone Industrial Co., Ltd.	上海自贸试验区ABB实业有限公司	CN-CNFTZ-sasscanning@abb.com
CNGEN	ABB Generators Ltd.	南昌ABB发电机有限公司	CN-CNGEN-sasscanning@abb.com
CNHHS	ABB High Voltage Switchgear (Xiamen) Company Ltd.	厦门ABB高压开关有限公司	CN-CNHHS-sasscanning@abb.com
CNIAB	ABB Beijing Drive Systems Co. Ltd.	北京ABB电气传动系统有限公司	CN-CNIAB-sasscanning@abb.com
CNIIB	ABB LV Installation Materials Co. Ltd. Beijing	北京ABB低压电器有限公司	CN-CNIIB-sasscanning@abb.com
CNILG	ABB Xinhui Low Voltage Switchgear Co. Ltd.	ABB新会低压开关有限公司	CN-CNILG-sasscanning@abb.com
CNILX	ABB Xiamen Low Voltage Equipment Co. Ltd.	厦门ABB低压电器设备有限公司	CN-CNILX-sasscanning@abb.com
CNITS	ABB Guangdong Sihui Instrument Transformer Co. Ltd.	广东四会ABB互感器有限公司	CN-CNITS-sasscanning@abb.com
CNMOT	ABB Shanghai Motors Co. Ltd.	上海ABB电机有限公司	CN-CNMOT-sasscanning@abb.com
CNPES	ABB Shanghai Power System Engineering Co., Ltd.	上海ABB电力工程有限公司	CN-CNPES-sasscanning@abb.com
CNROZ	ABB Robotics (Zhuhai) Ltd	ABB机器人 (珠海) 有限公司	CN-CNROZ-sasscanning@abb.com
CNSCT	ABB Tianjin Switchgear Co., Ltd.	天津ABB开关有限公司	CN-CNSCT-sasscanning@abb.com
CNTDS	ABB Shanghai Transformer Co. Ltd.	上海ABB变压器有限公司	CN-CNTDS-sasscanning@abb.com
CNTHB	ABB High Voltage Switchgear Co., Ltd. Beijing	北京ABB高压开关设备有限公司	CN-CNTHB-sasscanning@abb.com
CNTPH	ABB Hefei Transformer Co. Ltd.	合肥ABB变压器有限公司	CN-CNTPH-sasscanning@abb.com
CNTUS	ABB Jiangjin Turbo Systems Company Limited	重庆ABB江津涡轮增压系统有限公司&分公司	CN-CNTUS-sasscanning@abb.com
CNTXC	ABB Xi'an Power Capacitor Company Limited	西安ABB电力电容器有限公司	CN-CNTXC-sasscanning@abb.com
CNXDR	ABB Power Equipment (Xiamen) Co., Ltd.	厦门ABB电力设备有限公司	CN-CNXDR-sasscanning@abb.com
CNXDR	ABB Power Equipment (Xiamen) Co., Ltd.	厦门ABB电力设备有限公司漳州分公司	CN-CNXDR-sasscanning@abb.com
CNSEC	ABB Xiamen Electrical Controlgear Co. Ltd.	厦门ABB电器控制设备有限公司	CN-CNSEC-sasscanning@abb.com
CNYKA	ABB Hangzhou Winmation Automation Company Limited	ABB杭州盈控自动化有限公司	CN-CNYKA-sasscanning@abb.com
CNZTC	ABB Zhongshan Transformer Company Ltd.	中山ABB变压器有限公司	CN-CNZTC-sasscanning@abb.com
HKABB	ABB (Hong Kong) Ltd.		hkabb.accounting@cn.abb.com
HKTUS	ABB Turbo Systems (Hong Kong) Limited		CN-HKTUS-sasscanning@abb.com