

INFORMATION LETTER

# Invoicing guidelines for suppliers

ABB Switzerland

Dear Supplier,

This letter is to provide you with the information required by ABB to ensure prompt payment to our suppliers.

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

## Sending invoices to ABB:

Our preferred method of receiving invoices is in PDF format, **One(1) Invoice** with **One(1) Purchase Order number(PO no.), 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. Please note that there is the difference between ABB Headquarters and ABB Switzerland.

Company Name	Bill to name	GBS-Code	Invoices via E-Mail
ABB Switzerland Entities	ABB Schweiz AG, GBS-02, Postfach 310, CH-5401 Baden	GBS-02	<a href="mailto:invoice.submit@ch.abb.com">invoice.submit@ch.abb.com</a>
	ABB Schweiz AG, GBS-03, Postfach 310, CH-5401 Baden	GBS-03	
	ABB Schweiz AG, GBS-07, Postfach 310, CH-5401 Baden	GBS-07	
	ABB Schweiz AG, GBS-16, Postfach 310, CH-5401 Baden	GBS-16	
	ABB Schweiz AG, GBS-17, Postfach 310, CH-5401 Baden	GBS-17	
	ABB Schweiz AG, GBS-18, Postfach 310, CH-5401 Baden	GBS-18	
	ABB Schweiz AG, GBS-09, Postfach 310, CH-5401 Baden	GBS-09	
	ABB Schweiz AG, GBS-10, Postfach 310, CH-5401 Baden	GBS-10	
	ABB Switzerland Ltd., GBS-13, Via Luserte SUD 9, CH-6572 Quartino	GBS-13	
	ABB E-mobility AG, GBS-20, Postfach 310, CH-5401 Baden	GBS-20	

- In order for invoice to be billed to the correct company, we kindly request you to refer to our Purchase Order (PO) 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**. Please note that supporting documents in word or excel should not be attached in the same email with the invoice. Entire email will be rejected due to unacceptable file format.
- Zipped file or email attached in another email are not acceptable.
- If the paper invoice is scanned, the invoice image 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 secured or protected by a password

All invoices submitted will be either confirmed or rejected by ABB with an acknowledgment email. For this reason, we request if you are sending invoices from an automated or “no-reply” mailbox, please include an active email (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 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 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** and would require the following information to be indicated on the invoice to avoid rejections.

- **ABB Purchase Order number (PO no.) (except special categories)**
- **ABB Reference person**
- **ABB billing address including GBS number**

#### **IMPORTANT:**

- We strongly recommend supplier to bill **ONE (1) Purchase Order** in **ONE (1) invoice**. If multiple Purchase Orders is included in one invoice, the invoice processing will take longer time and you will only be paid if only everything is fine.
- Do not deduct credits from invoice. Send credit notes separately
- If you issue a credit note, please indicate the original invoice number referencing to the credit note.
- 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.

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**For enquiries or sending of Statement of Accounts (SOA), please send to the following emails in relation to it**

Information about an invoice: [invoice.reminder@ch.abb.com](mailto:invoice.reminder@ch.abb.com)

### **Supply Chain Finance**

Please kindly contact our ABB buyer to get more information


### **In general:**

Please note this is part of the standard terms and conditions for supplying goods and services to ABB. If you would like to have information on ABB invoice process flow, or other relevant information, 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 Part Number**
- 11 **ABB Purchase Order line item**
- 12 **Unit Price**
- 13 **Quantity** – Mandatory for goods
- 14 **Net amount per line item**
- 15 **Payment Terms**
- 16 **Description of goods/services**
- 17 **Bank Account**
- 18 **Supplier reference person**



4 Invoice No.: 563ABB28

3 Date: 25 January 2023

18 Our Reference  
Victor.kong@xyzxy.com  
+41 044 XXX XXXX

Your reference 8  
Roberta.Kaung@abb.com  
+41 044 XXX XXXX

21 7 Tax Invoice

<p>1 Invoice address</p> <p>ABB Legal Company Name Address 1 Address 2 Postal Code and City ABB Company VAT Number</p>	<p>Delivery address</p> <p>Customer Name Address 1 Address 2 Postal Code and City</p>
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Your supplier number  
3118154

9 Your Purchase Order  
9420079740

Delivery date  
14 Feb 2023

15 Terms of Payment: 90 days EOM  
Incoterms: EXW  
Due date: 04 May 2023

Delivery Note  
ASI0025

Pos. No	Item	Unit price	Quantity	Discount	Net amount
1	7640983 Metal spray double bearing 16 Order date: 23 Jan 2023 Order Number: ABB2537 ABB Part number: 1TZE364C00P0058 10	2,865.00	1 pc	0.00	2,865.00
3	1992039-1 Bearing House Order date: 23 Jan 2023 Order Number: ABB2537 ABB Part number: 1TZE367C00P0059	200.00	2 pc	0.00	400.00
Subtotal:					5 CHF 3,265.00
20 VAT (8.1%):					CHF 264.47
Total Payable Amount					6 CHF 3,529.47

2 XYZXY AG

Address 1  
Address 2/  
Postal Code and City

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

19 Company VAT/MwST number  
Company business reg. number  
Telephone

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

- 19 Supplier Tax registration number
- 20 VAT amount and VAT rate
- 21 The words "Tax Invoice" are printed on invoice

# Appendix B



PO number to be indicated on invoice

This is your vendor code

This is your company name and address

Your contact person and email to be indicated on invoice

Agreed payment terms

Invoice currency to be same as PO currency

PO line item number to be indicated on invoice

Quantity of purchase

Unit of measure

ABB Reference person and email to be indicated on invoice

ABB company name and address that you need to bill

**Our ref** 4500710207

ABB Schweiz AG  
Segelhofstrasse 1 K, CH-5405 Baden-Dättwil, Schweiz

**Purchase order** 1 / 4

Order date 13.09.2023  
Amendment date 14.09.2023

**ABB contact data**  
Name Purchasing IAPI  
Department Werk Process Industries/PI-PP  
Pur Group P11  
Street Segelhofstrasse 1 K  
Town 5405 Baden-Dättwil  
Email CH-purchasing-pi-da@abb.com

**Supplier name**  
502598  
Address line 1  
Address line 2  
Switzerland

**Supplier contact data**  
Name John Kris  
Phone +41 44 XXX XX XX  
Email John.kris@xyzx.com

**Billing address**  
Please submit invoice stating order number and item number  
ABB Schweiz AG  
GBS-17  
Postfach 310  
CH-5400 Baden

**Delivery address**  
ABB Schweiz AG  
Process Industries  
Segelhofstrasse 1K  
5405 Baden-Dättwil Switzerland

Terms of delivery (Incoterms 2020) DAP, Anlieferstelle  
Terms of payment 60 days EOM, payment on 4th  
Currency CHF

**PDF-Invoice to ABB Switzerland Ltd.**  
Please submit invoice stating order number and item number to: invoice.submit@ch.abb.com or Conextrade: abbswitzerland@scan.conextrade.com  
Postal delivery is not needed.

We anticipate receiving the attached order acknowledgement signed from you by return.  
In case of further clarifications please contact our ABB contact person as above.

Base of order  
The following Documents constitute an integrated part of the Purchase Order with priority as they are listed below  
- This Purchase Order No.: 4500710207  
- ABB GTC Goods and Services (2020-2 Standard)  
- Your Offer No.: 1026929245391 dated 12.09.2023

Item	Quantity	Unit	Description	Price	Per unit	Mat No	Total net
0040	4	ST	Headphones				
			Delivery date	18.09.2023			
			Account assignment	36000030			
			Gross Price	50.00	1 ST	200.00	200.00
			Total				200.00
<b>Total net value excluding value added tax CHF</b>							<b>200.00</b>

ABB Switzerland Ltd

Address Segelhofstrasse 1 K, CH-5405 Baden-Dättwil  
Internet www.abb.ch  
MWST CHE-116.265.869

Unit Price

Total Net value amount per line item

Total PO Amount