

INFORMATION LETTER

# Invoicing guidelines for suppliers

## ABB - Qatar

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(PO)**, per **One(1) email** submission.

Company Name/Bill to name	TIN	Mailing Address	Invoices via email
<b>ABB LLC</b>	5000669176	P.O.Box 8688 Al Asmakh Tower ,15th floor West Bay, Doha, Qatar	<b>QA-ABB-invoices@abb.com</b>
<b>ABB E-mobility QFZ LLC</b>	N/A (Free Zone Entity)	P.O.Box 16340 UB04, Um Alhoul Free Zone, Doha, Qatar	<b>QA-EMO-invoices@abb.com</b>

- 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.
- 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 not be accepted]
- 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.
- 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 (except special categories)**
- **ABB Reference person**

#### **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.

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

Invoice enquiries: Finance GBS [finance.gbs@in.abb.com](mailto:finance.gbs@in.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**.
- 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

4 Invoice No.: 563ABB28  
3 Date: 25 January 2024

7 **Invoice**

Our Reference: Victor Kong  
8 Your reference: Roberta Kaung

1 Invoice address  
ABB Legal Company Name  
Address 1  
Address 2  
Postal Code and City  
ABB Company TIN Number

Delivery address  
Customer Name  
Address 1  
Address 2  
Postal Code and City

Your supplier number: 41022  
Your Purchase Order: 3164412531  
9 Delivery date: 14 Jan 2024

14 Terms of Payment: 90 days EOM  
Incoterms: Ex Works  
Due date: 04 May 2024

9 Delivery Note: ASI0025

10 Pos. No	15 Item	11 Unit price	12 Quantity	Discount	13 Net amount
1	7640983 Metal spray double bearing Order date: 10 Jan 2024 Order Number: ABB2537	2,865.00	1 pc	0.00	2,865.00
3	1992039-1 Bearing House Order date: 10 Jan 2024 Order Number: ABB2537	200.00	2 pc	0.00	400.00
Subtotal:					5 QAR 3,265.00
Total Payable Amount					6 QAR 3,265.00

2 XYZXY LLC  
Address 1  
Address 2/  
Postal Code and City

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

Company TIN number  
Company business reg. number  
Telephone

# Appendix B



## ABB LLC

## PURCHASE ORDER

This is your vendor code

PO number to be indicated on invoice

**Vendor Code** 1100065137

**Purchase Order Number** 3197421762

**Revision**

**Purchase Order Date** 02.08.2023

**Revision Date**

**Vendor Address**

Supplier Name

**Delivery Address:**

ABB LLC  
P.O.Box 8688  
Al Asmakh Tower ,15th floor  
West Bay,  
Doha,Qatar  
Telephone : +974 44253888  
Fax : +974 44253999

Supplier address line 1

Supplier address line 2

ABB Reference person and email to be indicated on invoice

**Vendor Contact:** Order Handler

Tel : +999-99999999

Fax : 99999999

Email: email@domain.com

**Handled by:** Name Surname

Tel : +999999999999

Fax : N/A

Email: name.surname@abb.com

Agreed payment terms

**Vendor Reference:** Email

**ABB Reference:** QA-0246L001.

**Payment Terms:** EOM 90

**Delivery Terms:**DDP-ABB office

**Mode of Transport:**

**Order Currency:** QAR

Invoice currency to be same as PO currency

**ABB-Payee**ABACUS/Netting/BU/PG/TCD/ETCD: /////

**ABB-Payer**ABACUS/Netting/BU/PG/TCD/ETCD: QAABB/QAABB/IAMA/4372/9AAV102228/9AAV102228

**Scope:**

Scope : Supply of Materials

ABB Order Responsible :Name Surname

Telephone :+999 99999999

Email :< name.surname@abb.com >

ABB Project Ref :QA-0246L001.A.3

PO line item number to be indicated on invoice

Item	Material Description	Qty	UoM	Unit Rate	Net Value	Deliv Date
1	Material 1 description	6	PC	10.00	60.00	30.08.2023
2	Material 2 description	4	PC	15.00	60.00	30.08.2023
3	Material 3 description	1	PC	20.00	20.00	30.08.2023

Total Net value amount per line item

Quantity of purchase

Total Item Value

140.00

Unit Price

Unit of measure

**Total Gross Price**

QAR

140.00

**Total PO Value**

QAR

140.00

Total PO Amount

ABB LLC

P.O.Box 8688

Al Asmakh Tower ,15th floor

West Bay,

Doha , Qatar

C.R.No. :29991

Share Capital :QAR 1000,000

Telephone :+974 4425 3888

Telefax :+974 4431 2630

Website :www.abb.com

Email :info@qa.abb.com

ABB company name and address that you need to bill