

INFORMATION LETTER

Invoicing guidelines for suppliers

ABB Sweden

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 through E-invoice from Swedish vendors. For more information please see <https://new.abb.com/se/om-abb/leverantor-till-abb>. If E-invoice is not applicable, we will prefer to receive the invoices in PDF format, **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	Invoices via email
ABB AB	SE559193090301	SE-pdfinvoice@abb.com
ABB Electrification Sweden AB	SE559198453801	SE-pdfinvoice@abb.com
ABB E-mobility AB	SE559326635501	SE-EM.supplier.invoices@abb.com
ABB Robotics Sweden AB	SE559536501501	SE-pdfinvoice@abb.com

- 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.

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 informations 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, please send to the following emails in relation to it

Invoice enquiries: SE-APSupport@abb.com

Payment enquiries: SE-APSupport@abb.com


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

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

4 Invoice No.: 563ABB28
3 Date: 25 January 2023

7 **Invoice**

2 **Invoice address**
 ABB Legal Company Name
 FE-number
 Address
 Postal Code and City

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

Your supplier number: 41022
 Your Purchase Order: 4574334534
 Delivery date: 05 Jan 2023

9

14 **Terms of Payment:** 90 days EOM
 Incoterms: Ex Works
 Due date: 04 May 2023

Delivery Note: ASI0025

Pos. No	Item	Unit price	Quantity	Discount	Net amount
1	7640983 Metal spray double bearing Order date: 23 Jan 2023 Order Number: ABB2537	983,00	1 pc	0.00	983,00
3	1992039-1 Bearing House Order date: 23 Jan 2023 Order Number: ABB2537	895,00	2 pc	0.00	1,790,00
Subtotal:					SEK 2.773,00
Tax rate (10%)					SEK 277,30
Total Payable Amount					SEK 3.050,30

18

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

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

17 Company VAT 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 Tax amount and Tax rate

Appendix B



ABB Reference person and email to be indicated on invoice

Dealt with by
Anna Andersson

xxx.xxx@se.abb.com
Technical responsible
xxx.xxx@se.abb.com

Delivery Address
ABB AB
Robotics & Discrete Automation
Tvårliden 23, Bnr 346/Finnslätten
SE-72136 Västerås
Sweden

This is your company name and address

Purchase Order

PO Number 4571231231 All documents to be marked with this number)
PO Date 2023-02-23 (YYYY-MM-DD)
Supplier Address 1023313 (Supplier's number in ABB SE SAP)

PO number to be indicated on invoice

Supplier Name
Supplier address

Supplier's Reference
Supplier's Contact
Contract / Offer No.
Network / SO No.
ABB Customer No. (ABB's Customer number in Vendor system)
Terms of Payment 0 days EOM, payment on 4th
Delivery Date 2023-04-07

Agreed payment terms

ABB company name and invoicing address to be written on the invoice

Invoice Address
ABB AB
FE6140
SE-839 84 ÖSTERSUND
SWEDEN
se-pdfinvoice@abb.com
Goods Mark Text
OM3 / 8601004419 inclusive line item

Our Reference

Terms of Delivery
See Below
Terms of Packing

Means of Transport

Quantity of purchase

Unit of measure

Unit Price

PO line item number to be indicated on invoice

Currency SEK				
Item	Material No. Description	Qty.	Unit	Price per unit Net Amount
10	Description	1	PC	100,00 100,00
Net Price:				100,00

Total Net value amount per line item

Total PO Amount

Unless stated differently in this Purchase Order, this Purchase Order is made pursuant to the ABB General Terms and Conditions for Purchase of Goods and Services - ABB/GTC Goods and/or Services (Standard 2020-2) ("ABB GTC"). The ABB GTC made available under https://search.abb.com/library/Download.aspx?DocumentID=9AKK107991A5627&LanguageCode=en&DocumentPartId=&Action=Launch&_ga=2.7255287.437656407.1645612217-360762026.1615994993 is hereby incorporated into the contractual relationship between ABB as Customer and the Supplier.

Formal company name and address

ABB AB
Robotics
SE-721 68 Västerås
Sweden

Regd. Office
Telephone +46 21 344 000
Company holds F-Tax certificate

Bank giro 5181-1750
SE VAT no SE559193090301
Org. No 559193-0903

Bank Address Nordes Bank
Smålandsgatan 17
SE-105 71 Stockholm
Sweden
SE2596000009602609870213
IBAN NDEASESS
Swift Address 9602609870213
Bank Account