
GBS FINANCE ACCOUNTS PAYABLE

Information to suppliers about local specifics of the payment process in Bulgaria

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:**
sasap@bg.abb.com

II. **Invoices via physical mail service:**
Physical invoices have to be sent to the invoice address mentioned in the PO. In case no invoicing address is provided, invoices have to be sent to the following address:
ABB Bulgaria EOOD - Branch Rakovski
SAS center
Industrial road 1, Nr. 14
BG 4142 Stryama Village

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 receipt of a valid invoice accepted by ABB or goods/service receipt whichever is later.

- Supplier full name and address
- Supplier reference person including contact details (telephone, e-mail etc.)
- Supplier's VAT number
- Supplier bank details (including SWIFT and IBAN number)
- For invoices with factoring, highlight the corresponding factor and bank details to be used for payment
- Correct ABB legal entity name and address
- Customer VAT ID number - BG831133152
- Ship to / Delivery address
- Invoice type – Invoice, Credit Note etc.
- Invoice number
- For credit/debit notes, invoice number being credited must be stated
- Invoice Date and Payment Terms
- ABB Purchase Order number (same as in the purchase order)

- Invoicing Currency (same as in the purchase order)
- Quantity
- Specification of Goods supplied (line items and description in the purchase order should match the invoice)
- Unit price
- Invoice line item net amount
- VAT rate applied
- VAT amount payable
- Breakdown of VAT amount payable by VAT rate or exemption
- Unit price of goods or services – exclusive of tax, discounts or rebates (unless included in the unit price)

Inquiries on your invoices

sasap@bg.abb.com

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