

INFORMATION LETTER

# Invoicing guidelines for suppliers

ABB Croatia

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. As the Country does not have legal requirements on physical invoices, please refer to the below details where invoices can be sent to.

### I. Invoices via electronic mail service:

Invoices in PDF should be sent via email to: [racunovodstvo@hr.abb.com](mailto:racunovodstvo@hr.abb.com)

### II. E-invoices

E-invoices should be sent via platform: <https://www.moj-eraacun.hr/>

### III. Invoices via physical mail service:

Physical invoices have to be sent to the invoice address mentioned below:

Company Name	Address	VAT (TVA)
ABB d.o.o.	Ulica grada Vukovara 284, 10000 Zagreb, Croatia	HR73301344150

- 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 not be processed]
- 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:**

In order for ABB to process your invoices as early as possible, please send as invoices right after issuance. We do not recommend suppliers to consolidate invoices or wait until last invoice is issued and send them 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 longer invoice processing.

- **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 email:**

Invoice enquiries: [racunovodstvo@hr.abb.com](mailto:racunovodstvo@hr.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 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 **Tax 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 Tax number

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

Your supplier number: 41022  
 9 Your Purchase Order: 246429738  
 Delivery date: 24 Jan 2024  
 Delivery Note: ASI0025

14 **Terms of Payment:** 90 days EOM  
 Incoterms: K705  
 Due date: 04 May 2024

10 Pos. No	Item	11 Unit price	12 Quantity	Discount	13 Net amount
1	7640983 Metal spray double bearing 15 Order date: 13 Jan 2024 Order Number: ABB2537	2,865.00	1 pc	0.00	2,865.00
3	1992039-1 Bearing House Order date: 13 Jan 2024 Order Number: ABB2537	200.00	2 pc	0.00	400.00
Subtotal:					3,265.00
18 VAT rate (25%)					816.25
Total Payable Amount					4,081.25

2 XYZXY D.o.o.  
Address 1  
Address 2/  
Postal Code and City

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

17 Company VAT ID  
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 VAT amount and VAT rate

# Appendix B

ABB d.o.o.



This is your company name and address



**ADRESA ISPORUKE**

Molimo dostavite na adresu:  
 ABB d.o.o  
 Ulica grada Vukovara 284A  
 10000 ZAGREB  
 CROATIA

**NAČIN PLAĆANJA:** Odmah  
**PARITET ISPORUKE:** DAP Zagreb  
**OČEKIVANI DATUM ISPORUKE NA MJESTU ISPORUKE:**

Agreed payment terms

Narudžba	
BR. DOKUMENTA:	4500064392
DATUM:	06.02.2023
ŠIFRA DOBAVLJAČA:	101741
NAŠA REFERENCA BROJ:	
OBRADIO/LA:	
E-MAIL:	
TELEFAKS:	
TELEFON:	

PO number to be indicated on invoice

This is your vendor code

ABB Reference person and email to be indicated on invoice

Poz	Br.artikla	Naziv artikla	Kol.	JK	Cijena/kom. EUR	Ukupno EUR
00010	DS88		4	KOM	330,00	1.320,00
		Ponuda 030223				
		*** Stavka u potpunosti isporučena ***				
00020	DS88		4	KOM	330,00	1.320,00
		*** Stavka u potpunosti isporučena ***				

PO line item number to be indicated

Quantity of purchase

Total Net value amount per line item

Unit Price

Unit of measure

Invoice to be same as PO currency

Total PO Amount

Sveukupno **2.640,00 EUR**  
 Napomena: PDV nije uključen

**VAŽNE NAPOMENE:**  
 Očekujemo Vašu potvrdu narudžbe unutar sljedećih 5 dana. Ukoliko istu ne primimo, smatrat ćemo narudžbu i naše Opće Uvjete Nabave prihvaćenima.  
 Molimo da u korespondenciji obavezno navedete naš broj narudžbe. Na potvrdi narudžbe, otpremnici i računu potrebno je navesti broj pozicije, opis robe, neto masu, carinski tarifni broj i zemlju porijekla.  
 Molimo Vas da originalne račune šaljete poštom na našu adresu i na e-mail: [racunovodstvo@hr.abb.com](mailto:racunovodstvo@hr.abb.com)  
 Ova narudžba izdana je u skladu sa našim Općim Uvjetima Nabave koji se primjenjuju za sve što nije navedeno u njoj. Naši Opći Uvjeti Nabave dostupni su na <https://new.abb.com/hr/hrvatska/nase-poslovanje>

Odobrio

Pregledao/la

ABB company name and address that you need to bill

ABB D.o.o.  
 Hrvatska  
 Ulica grada Vukovara 284  
 HR-10000 Zagreb  
 Telefon: +385 1 6008 500  
 Fax: +385 1 6105 111  
 info@hr.abb.com  
 www.abb.hr

Društvo je upisano u sudski registar  
 Trgovačkog suda u Zagrebu  
 MBS 080083928  
 MB 1210459  
 OIB 73301344150

Zagrebačka banka d.d.  
 Trg bana Josipa Jelačića 10  
 10000 Zagreb  
 Hrvatska  
 IBAN:HR1823800001101377234  
 SWIFT: ZABAHR2X

Temeljni kapital 2.730.000 kn / 382.333,27 eura (FTK 7,53450)  
 uplaćen u cijelosti  
 Uprava društva:  
 Aleksandra Ilisković  
 predsjednica uprave  
 Darijo Jarak  
 član uprave