

INFORMATION LETTER

Invoicing guidelines for suppliers

ABB Poland

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 grid below which details where invoices can be sent to.

Company Name/Bill to name	VAT ID	Invoices via email
ABB Sp. z o.o.	PL5260304484	pl-faktury_ap@abb.com
ABB Business Services Sp. z o.o.	PL9522081605	pl-faktury_ap@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** and **Appendix C*** to understand how to view our Purchase Order information.

** Purchase Order information varies depending on business unit that places the order.*

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 Supplier’s invoice:

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

Invoice inquiries: PL-GBS_AP@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

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**



Invoice No.: 563ABB28
Date: 25 January 2024

Our Reference: Victor Kong
Your reference: Roberta Kaung

Tax Invoice

<p>Invoice address ABB Legal Company Name Address 1 Address 2 Postal Code and City ABB Company NIP Number</p>	<p>Delivery address Customer Name Address 1 Address 2 Postal Code and City</p>
--	---

Your supplier number
41022

Your Purchase Order
3165412531

Delivery date
14 Jan 2024

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

Delivery Note
ASIO025

Pos. No	Item	Unit price	Quantity	Discount	Net amount
1	7640983 Metal spray double bearing Order date: 23 Jan 2022 Order Number: ABB2537	2,865.00	1 pc	0.00	2,865.00
3	1992039-1 Bearing House Order date: 23 Jan 2022 Order Number: ABB2537	200.00	2 pc	0.00	400.00
Subtotal:					PLN 3,265.00
VAT (23%)					PLN 750.95
Total Payable Amount					PLN 4,015.95

XYZXY Sp. zo.o.	Bank Name	Company NIP number
Address 1	Beneficiary name:	Company business reg. number
Address 2/	Account No.:	Telephone
Postal Code and City	Swift Code:	
	Bank Code:	

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
- 19 The words "Tax Invoice" are printed on invoice

Appendix B



Adres do korespondencji:

Str: 1/3

Nabywca/Płatnik:
 ABB Business Services Sp.z o.o.
 ul. Żegańska 1
 04-713 Warszawa
 NIP: 9522081605
 REGON: 142142520

Dostawca nr: 2115831
 Sp. z o.o.
 PL-53-025 WROCLAW

e-mail: wojciech s@ com.pl

Adres dostawy:
 ABB Business Services Sp. z o.o.
 Przy Rondzie 4
 31-154 Kraków

Zamówienie Nr 3700151806 z dnia 10.01.2022
 Numer referencyjny: 0001819355

Szanowni Państwo,
 Mamy przyjemność złożyć zamówienie na następujące pozycje:

Poz.	Nr zam./poz	Kod materiału Opis materiału	Ilość Jm	Cena jedn. PLN	Wartość PLN	Termin dostawy
10	3700151806/10	6EE Dzierżawa dystrybutorów wody Dzierżawa dystrybutorów wody	1 SZT styczeń 2022	2.000,00 /1SZT	2.000,00	31.12.2022
20	3700151806/20	6EE Dzierżawa dystrybutorów wody	1 SZT	2.000,00 /1SZT	2.000,00	31.12.2022
Wartość netto bez VAT w PLN					4.000,00	

Warunki dostawy: EXW Wroclaw

Warunki płatności: 45 dni + EOM, płatne 4. dnia następnego miesiąca
 Oświadczamy niniejszym, że ABB Business Services Sp. z o.o. posiada status dużego przedsiębiorcy w rozumieniu przepisu art. 4 pkt 6 ustawy z dnia 8 marca 2013 r. o terminach zapłaty w transakcjach handlowych

Oczekując szybkiego potwierdzenia naszego zamówienia, pozostajemy
 Z poważaniem

Odbiorca materiału / usługi: Magdalena P.
 E-mail: magdalena.p @pl.abb.com

Obsługujący zamówienia / faktury:
 Anna H.
 E-mail: anna.h @pl.abb.com

ABB company name and address that you need to bill

This is your vendor code

This is your company name and address

PO number to be indicated on invoice

PO line item number to be indicated on invoice

Unit Price

Description of goods/ services

Total Net value amount per line item

Total PO Amount

Agreed payment terms

ABB Reference person and email to be indicated on invoice

Quantity of purchase

Invoice to be same as PO currency

Unit of measure

Appendix C

Zamówienie						
Nr zamówienia	Data zamówienia	Nr zmiany zamówienia	Data zmiany zamówienia	Osoba kontaktowa	Telefon kontaktowy	Numer strony
4501305458	27 LUT 2023			Krzysztof krzysztof. @pl.abb.com	+48338. / +48338	1 of 4

OGÓLNE WARUNKI ZAKUPU TOWARÓW I LUB USŁUG OBOWIĄZUJĄCE W ABB (STANDARD 2020-2) PATRZ "INSTRUKCJE DOTYCZĄCE STANDARDÓW" PONIŻEJ.

<p>Supplier</p> <p>2101046 Sp. z o.o. Bi. 59 51-317 Wrocław Polska Telefon: +4871 Faks: 071 Email: mza. @.com</p>	<p>Ship to</p> <p>ABB Sp. z o.o. ul. Rudawka 96 43-382 Bielsko-Bia#a Polska</p> <p>Invoice to</p> <p>ABB Sp. z o.o. Zeganska 1 04-713 Warszawa-M ST. Warszawa Poland NumerNIP: PL5260304484</p>
--	---

Incoterms	Waluta	Potwierdzenie	Warunki płatności
DDP ABB SITE	EUR	Tak	90 dni + EOM, płatne 4. dnianast#pnego miesi#ca

Uwagi

Poz	Ilość/ Jm.	Kod materiału/człoci Opis	VAT	Cena netto	Cena za	Wartość	Data dostawy	Potw.
1	1	2UFA008371E0001 SZT MINI MCR-SL-UI-REL - 2864480	Tak	50,00	1	50,00	31 MAR 2023	Tak
Dodatkowe informacje: Numer materiału dostawy: 2864480 Rysunek/Specyfikacja: 2UFA008371E0001 Wersja: 1								
2	10	HIEB410237P0006 SZT Varioface FLKM-D9 SUB/B (F)	Tak	1.000,00	100	100,00	07 KWI 2023	Tak
Dodatkowe informacje: Rysunek/Specyfikacja: HIEB410237P0006 Wersja: 1								

Nr zamówienia	Data zamówienia	Nr zmiany zamówienia	Data zmiany zamówienia	Osoba kontaktowa	Telefon kontaktowy	Numer strony
4501305458	27 LUT 2023			Krzysztof krzysztof. @pl.abb.com	+48338 +48338	2 of 4

Poz	Ilość/ Jm.	Kod materiału/człoci Opis	VAT	Cena netto	Cena	Wartość	Data dostawy	Potw.
Całkowita wartość netto bez podatku:							150,00	

PO number to be indicated on invoice

This is your vendor code

This is your company name and address

ABB Reference person and email to be indicated on invoice

ABB company name and address that you need to bill

Agreed payment terms

Invoice to be same as PO currency

PO line item number to be indicated on invoice

Quantity of purchase

Total Net value amount per line item

Unit of measure

Unit Price

Description of goods/ services

Total PO Amount