

INFORMATION LETTER

Invoicing guidelines for suppliers

ABB France

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:

I. Standard Invoices via electronic mail service:

ABB preferred way of receiving standard invoices is PDF invoice via e-mail to: Factures.FournisseursABB@iron-mountain.fr

I. Advance or Downpayment Invoices via electronic mail service:

In specific to PDF Advance or down payment invoice, please send to: FR-comptabilite.fournisseur@abb.com

II. Invoices via physical mail service:

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

Company name	Address (to be mentioned on the invoice)	VAT (TVA)
ABB France	24 rue du Chat Botté, CS 20400 Beynost, 01708 Miribel cedex	FR95335146312
ABB SAS	7 boulevard d'Osny, CS 88570 Cergy, 95 892 Cergy Pontoise	FR95315228429
Emergi-Lite Solutions FR	206 Rue de St Martin D'Ordon, 89330 Piffonds	FR03981636020

IMPORTANT NOTES:

- E-mail address mention on Point I is only for sending invoices.
- Only above mentioned addresses (either HeadQuarter or Accounting Services) are allowed as bill-to partners and must be mentioned on the invoice. Otherwise, the concerned document will not be accepted.

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**.

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 C](#) to understand how to view our Purchase Order information.

In case no invoicing address is provided, invoices have to be sent to the E-Mail address for the respective ABB company given above.

All invoices submitted will be acknowledged as either confirmed or not accepted by ABB via email. For this reason, we request that if you are sending invoices from an automated or “no-reply” mailbox, please include an active email (attended by a 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](#) and [Appendix B](#) are the sets of information needed to be present on the standard invoice and advance/downpayment invoice to ABB. Other than the standard legal requirement information, please note that ABB enforces a **No PO No Pay** and would require the following information to be indicated on the invoice in order to process the payment:

- **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
- If Purchase Order will not be indicated on the invoice (unless it is an exception), invoice document will be hold up from processing and payment
- Do not deduct credits from invoice. Send credit notes separately with **negative value**. If there is no possibility of including the negative value, then positive value should be stated with title referred to as „**Credit Note**“
- 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 will not be accepted by ABB.
- **Advance or Downpayment invoice** should include VAT or Tax (TVA) as per French Law.
- **Final invoice**, issued following one or several downpayment invoices, should clearly state and deduct the earlier paid down payments and include VAT or Tax (Previous invoices paid and their numbers to be mentioned on the Final invoice).

For enquiries or sending of Statement of Accounts (SOA), please send to the following email:

Invoice and payment enquiries: FR-comptabilite.fournisseur@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 suspensions. For any invoice that does not meet local country's legal requirement or does not meet this minimum requirement list is liable for suspension 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

Standard Invoice



XYZXY

Tax Invoice

4 Invoice No.: 563ABB28

3 Date: 25 February 2024

19 7

1 Invoice address

ABB Legal Company Name
Address 1
Address 2
Postal Code and City
ABB Company VAT Number

8 Your reference

Roberta Kaung

Our Reference

Victor Kong

1 Invoice address

ABB Legal Company Name
Address 1
Address 2
Postal Code and City
ABB Company VAT Number

Delivery address

Customer Name
Address 1
Address 2
Postal Code and City

Your supplier number: 41022

Your Purchase Order: 4501234789

Delivery date: 24 Feb 2024

14 Terms of Payment: 45 days EOM

Incoterms: 45F

Due date: 15 April 2024

10 Pos. No	Item	11 Unit price	12 Quantity	Discount	13 Net amount
1	7640983 Metal spray double bearing Order date: 23 Jan2024 Order Number: ABB2537	700,00	1 pc	0.00	700,00
3	1992039-1 Bearing House Order date: 23 Jan 2024 Order Number: ABB2537	303,00	2 pc	0.00	606,00
18 Subtotal:					1306,00
VAT (20%)					261,02
6 Total Payable Amount					1567,02
Paid advance payment value with VAT (40% under invoice number XXX)					(626,88)
20 Due Amount with VAT					940,14

2 XYZXY Pte Ltd

Address 1

Address 2/

Postal Code and City

16 Bank Name

Beneficiary name:

Account No.:

Swift Code:

Bank Code:

17 Company VAT/TVA 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 VAT(TVA) amount and VAT rate
- 19 The words "Tax Invoice" are printed on invoice
- 20 For Final invoice with advance payment, to clearly state deduction of advance payment including VAT. Paid advance invoices need to be mentioned on the final invoice.

For foreign suppliers, it is mandatory to provide the below VAT number of the country where the delivery is made:

Country	VAT Number
Bulgaria	BG3075141865
Czech Republic	CZ683565239
Germany	DE253563652
Spain	N0016787D
Finland	FI2662056-6
Italia	IT00167769991
Poland	PL5262873588
Romania	RO32599138
France	FR95335146312

Appendix B

Red circles are mandatory details that an advance/downpayment invoice must indicate to ensure faster processing and avoid suspensions. For any invoice that does not meet local country's legal requirement or does not meet this minimum requirement list is liable for suspension 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 payable amount
- 7 Document type: Downpayment or Advance payment invoice
- 8 ABB Purchase Order
- 9 Due date
- 10 Percentage of advances against total order value

Advance/Downpayment Invoice

Example: Down payment or Advance payment

2 **XYZXY**
Street Address
City, ST ZIP Code Phone:
Phone Fax: Fax

1 **TO:**
ABB France
Street Address
City, ST ZIP Code
Phone: Phone

Your supplier number: 43022
Terms of Payment: 45 days EOM
Incoterms: 45P
Your Purchase Order: 45022767
Due date: 02 February 2024
Delivery date 15 Jan 2024
Delivery Note AB0014

7 **DOWNPAYMENT OR ADVANCE PAYMENT INVOICE**

4 INVOICE # 51253
3 DATE: 15 JANUARY 2024

SHIP TO:
Recipient Name
Company Name
Street Address
City, ST ZIP Code
Phone: Phone

POS NO	DESCRIPTION	UNIT PRICE	QUANTITY	DISCOUNT	NET PRICE
1	Advance payment- 40% Order Number: ABB2537 Order value: 1306 Eur			0.00	522.40

Total order Value:	Eur	522.40
18 VAT (20%)	Eur	104.48
Total Payable Amount (Advance Payment)	5 Eur	626.88 6

XYZXY Pte Ltd
Address 1
Address 2/
Postal Code and City

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

17 Company VAT/TVA 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 VAT(TVA) amount and VAT rate

Appendix C

ABB company name and address that you need to bill

ABB France

Adresse de facturation
 ABB France
 Comptabilité Fournisseur
 324, rue du Chat Botté CS 20400 Beynost
 01708 MIRIBEL CEDEX - France
 Tél: +33 4 37 40 40 00
 Les factures doivent être envoyées au format pdf. à :
 Factures.FournisseursABB@ironmountain.fr



Contact
 A L'ATTENTION DE:
 TEL - FAX: -
 EMAIL:
 Votre réf:

INCOTERMS: DAP TERSANNE
 DATE DE LIVRAISON: 27.10.2023
 COND.PAIEM: 30 JOURS NETS

Agreed payment terms

Suivant Intervention de dépannage n°31830891 de ent. Herve Thermique

PO line item number to be indicated on invoice

Pos.	Article	Désignation	Qté	Unité	Prix par unité EUR	Val.nette EUR
00010	ZP-D205	FRAIS GESTION-Prestation Centrale Achats	1	PC	46,00 / 1	46,00
		Date liv. Jour 27.10.2023 Wbs Element A15037W3-21 Chef de projet PA-Michel Citoleux				
		Frais				
00020	ZP-D206	AVANCE TRESORERIE - Centrale Achats	1	PC	299,00 / 1	299,00
		Date liv. Jour 27.10.2023 Wbs Element A15037W3-21				

PO number to be indicated on invoice

This is your vendor code

ABB Reference person and email to be indicated on invoice

This is your company name and address

Invoice currency to be same as PO currency

Total Net value amount per line item

Unit Price

Total PO Amount

Commande d'achat 4501795318

FR50 - RM Division
 DATE COMMANDE: 25.10.2023 DATE EDITION: 25.10.2023
 FOURNISSEUR: 105957
 NOS REF. CLIENT CHEZ VOUS:
 ACHETEUR: Procurement MO TEL:
 E-MAIL: fr-procurement-rm@abb.com FAX:

Supplier Name
 Supplier address line 1
 Supplier address line 2

Quantity of purchase

Unit of measure

Valeur nette
 Note: TVA n'est pas inclus

345,00 EUR

Emis par