

INFORMATION LETTER

Invoicing guidelines for suppliers

ABB Mexico

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:

Local suppliers:

As part of country's legal requirement to issue electronic invoices, all e-invoices are to be sent through CEPDI. Please refer to below table for link to send E-invoices.

Foreign suppliers:

Our preferred method of receiving invoices is in PDF format, **One(1) Invoice** with **One(1) Purchase Order(PO), per One(1) email** submission.

Company Name/Bill to name	TAX ID	Invoices via CEPDI (Local suppliers)	Invoices via email (Foreign suppliers)
ABB Mexico, S.A	AME920102SS4	LOGIN (cepdi.mx)	MX-SIS-invoices@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.
- Zippered 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 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 or sending of Statement of Accounts (SOA), please send to the following email:

Invoice enquiries: mx-cuentasporpagar@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**



XYZXY

Tax Invoice

4 Invoice No.: 563ABB28
3 Date: 25 January 2024

Our Reference: Victor Kong
8 Your reference: Daniels Books

Invoice address	Delivery address
1 ABB Legal Company Name	Customer Name
Address 1	Address 1
Address 2	Address 2
Postal Code and City	Postal Code and City
18 ABB Company Tax Number	

Your supplier number: 41022 Your Purchase Order: 3164412531 Delivery date: 14 Jan 2024	14 Terms of Payment: 90 days EOM Incoterms: Ex Works Due date: 04 May 2024
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Delivery Note: ASI0025	11 Unit price 12 Quantity 13 Disc% 13 Net amount
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Pos. No	Item	Unit price	Quantity	Disc%	Net amount
1	7640983 Metal spray double bearing Order date: 10 Jan 2024 Order Number: ABB2537	2,865.00	1 pc	0.00	2,865.00
3	1992039-1 Bearing House Order date: 10 Jan 2024 Order Number: ABB2537	200.00	2 pc	0.00	400.00
Subtotal:					3,265.00
19 VAT (15%)					489.75
Total Payable Amount					3,754.75

2 XYZXY S.A de C.V. Address 1 Address 2/ Postal Code and City	16 Bank Name Beneficiary name: Account No.: Swift Code: Bank Code:	17 Company VAT/GST number Company business reg. number Telephone
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For local tax registered suppliers, it is mandatory to provide the below information on the invoice:

- 17 Supplier Tax registration number
- 18 Buyer Tax registration number
- 19 VAT amount and VAT rate

Appendix B



Purchase Order

Page 1 of 2

Bill To:
 ABB México, S.A de C.V.
 Av. Central No.310
 San Luis Potosí, SLP
 Parque Logístico C.P. 78395
 R.F.C. AME920102SS4

Ship To:
 ABB MX - EL SLP

Purchase Order: [Redacted] **Version: 1**
Issue Date : 18-JAN-2024
Currency: USD
Payment terms: within 60 days Due net
Buyer:
Buyer Phone #:
Buyer Fax #:
Buyer eMail:
Notify To:
Delivery Date: 16-FEB-2024
Plant: ABB MX - EL SLP
Means of Transport: Road
INCO Terms: FCA(Free Carrier)
Receiving Point: Supplier address

PO number to be indicated on invoice

Agreed payment terms

ABB Reference person and email to be indicated on invoice

Sold To:
 ABB MX - EL SLP

Vendor Number: 1002145
Vendor Address:
Vendor Name:

Contact Information:
Name/Attention to:
Email:
Phone #:
Fax #:

This is your vendor code

This is your company name and address

THIS PO HAS BEEN APPROVED THROUGH ELECTRONIC SIGNATURE. / ESTA ORDEN DE COMPRA HA SIDO APROBADA ELECTRONICAMENTE

Quantity of purchase

Unit of measure

PO line item number to be indicated on invoice

Item	Item Detail	Qty	U/M	Cur	Unit Price	Net Amount
10	Part No: Document No: Doc. Version: Description: I	500.00	EA	USD	0.15	75.00
20	Part No: Document No: Doc. Version: Description: Storage Location:.....	1.00	EA	USD	30.00	30.00
Subtotal:						105.00
TAX:						0.00
Total:						105.00

Invoice currency to be same as PO currency

Total Net value amount per line item

Unit Price

ABB company name and address that you need to bill

Instructions to Vendor:

Invoice To: ABB México S.A. de C.V., Avenida Central No. 310, Parque Logístico, C.P. 78395, San Luis Potosí, S.L.P. RFC / TAX ID: AME920102SS4

Total PO Amount