

INFORMATION LETTER

Invoicing guidelines for suppliers

ABB Thailand

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 Number	Invoices via email
ABB AUTOMATION (THAILAND) CO., LTD	0105562087170	TH-ATC-invoices@abb.com
ABB ELECTRIFICATION (THAILAND) CO., LTD.	0105562087242	TH-ELC-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.
- 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 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 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: finance.gbs@in.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**



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

7 **Invoice**

Our Reference
Victor Kong

Your reference
8 Berta Kaung

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: 3164412531
9 Delivery date: 14 Jan 2024

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

9 Delivery Note
14 Jan 2024
ASI0025

10 Pos. No	15 Item	11 Unit price	12 Quantity	Disc.	13 Net amount
1	7640983 Metal spray double bearing Order date: 10 Jan 2024 Order Number: ABB2537	1,008.00	1 pc	0.00	1,008.00
3	1992039-1 Bearing House Order date: 10 Jan 2024 Order Number: ABB2537	200.00	2 pc	0.00	400.00
Subtotal:					1,408.00
18 VAT (7%)					98.56
Total Payable Amount					1,506.56

2 XYZXY CO., Ltd
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

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



บริษัท อีบีอี อิเล็กทริฟิเคชัน (ประเทศไทย) จำกัด
 ABB Electrification (Thailand) Co., Ltd.
 www.abb.co.th

ต้นฉบับ/ORIGINAL

ใบสั่งซื้อ/PURCHASE ORDER

เลขประจำตัวผู้เสียภาษีอากร 0105562087242 ABACUS: THELC CIT: THELC	รหัสผู้ขาย/Vendor code 1100051901	อ้างอิงผู้ขาย/Vendor reference
ติดต่อกับ/Dealt with by Roberta Kaung	วันที่/Purchase order date August 02, 2023	เลขที่ใบสั่งซื้อ/Purchase order no. 3166331501/version. หน้า/Page 1 / 7
ผู้รับสินค้า/Consignee ABB Electrification (Thailand) Co., Ltd. 21st Floor, Q. House Lumpini Building, 1 South Sathorn Road, Thungmahamek, Sathorn, Bangkok 10120	ผู้ขาย/Vendor Supplier Name Supplier Address Line 1 Supplier Address Line 2 Attention to: Vendor's contact person Tel: XX Email: XX	
สถานที่ส่งสินค้า/Delivery address ELSE 3442 BGP LV Ser ABB Electrification (Thailand) Co.,Ltd 297 Bldg.4, Moo 4, Bangpoo Industrial Estate Soi 6 Sukhumvit Road, Muang District Samutprakarn 10280 Thailand	Contact: Name Surname, email: name.surname@abb.com	
พาหนะขนส่ง/Means of transport	เงื่อนไขการส่งสินค้า/Terms of delivery DDP : Delivered Duty Paid /DDP Bangpoo	
เครื่องหมายกำกับสินค้า/Mark case	กำหนดการส่งสินค้า/Delivery date	Warranty:
รายการที่	รหัสสินค้า	รายการสินค้า
Item no.	Item code	Specification
		ปริมาณ
		ราคาต่อหน่วย
		จำนวนเงิน
		THB
		THB
We require an order acknowledgment for the following items:		
1	M5ZZF1	1PC 500.00 500.00
	ABB Tracking No : /Q TH-10623020.3.01	
***	Item completely delivered ***	
2	P10154	1PC 1,000.00 1,000.00
	ABB Tracking No : /Q TH-10623020.3.01	
	Please issue PO to	
***	Item completely delivered ***	
		รวมมูลค่าสินค้า/Total Price 1,500.00
		(ไม่รวมภาษีมูลค่าเพิ่ม/Exclude VAT)
Accepted by Vendor's Authorized Signature	Bill To 161/1 SG Tower, Floor 1-4, Soi Mahadlekuang 3, Rajdamri Road, Lumpini, Pathumwan, Bangkok 10330, Thailand	ABB's Authorized Signature

ABB company name that you need to bill

Agreed payment terms

PO line item number to be indicated on invoice

ABB address that you need to bill

This is your vendor code

PO number to be indicated on invoice

This is your company name and address

ABB Reference person and email to be indicated on invoice

Invoice to be same as PO currency

Total Net value amount per line item

Unit Price

Unit of measure

Quantity of purchase

Total PO Amount