

Information to suppliers about local specifics of the payment process in United States

Dear Hitachi ABB Power Grids (ABB Enterprise Software) Supplier,

As part of global standardization of the payment process within Power Grids, find below the country specific information regarding the payment process.

This document contains country specific details. In case no local exception is defined in this document, the global standard applies mandatory.

The latest version of the Global Power Grids Procure to Pay Process (P2P) for suppliers is available at the Power Grids supplier portal (<https://www.hitachiabb-powergrids.com/about-us/supplying/doing-business-with-pg/invoice-handling>).

How to send invoices to Power Grids (related to chapter 2 of global P2P)

I. Invoices via email:

USAPG@eportaldoc.com

Instructions for emailing invoices:

- Emailed invoices must be submitted in either .pdf or .tiff file format.
- Each email attachment must contain only one invoice along with supporting documentation for that invoice (each invoice and all the associated supported documentation must be attached as one complete file and do not submit invoices and supporting documents as separate files).
- Multiple e-mail attachments (Invoices) can be sent in a single email. Max. 10 PDF's or TIFF's per email (5MB Total).
- The invoices billed are to be emailed only once. Please address any invoice process issues (missing invoice) through our inquiry process.
- This email id should be used for the purpose of sending an invoice only. Please use our inquiry process for reminders, statements and other correspondence.
- Invoice image must be of at least 300 dpi resolution.
- Invoice image should be upright and be on the first page of attachment.
- Any invoices that do not meet the above criteria are subject for rejection.
- Upon receipt of the invoice, a confirmation will be sent to your email address.

Note: File name attached should not contain special symbol or characters such as #, \$,* @, : -, & etc.

Note: Please do not send any emails with attachments that require a password. This feature would not allow the inbound of invoice into the system.

Note: The outlook setting "Delivery request" must be switched off. Otherwise, an automatic reply will be sent, indicating that the e-mail is deleted without reading, although the invoice is inbounded.

Note: .Zipped file or email attached in another email are not acceptable.

Note: Please do not include any written message which requires any action in the email as the message included in the email will not be read.

II. Invoices via physical mail service (only when no option for e-mail delivery is in place):
 Physical invoices have to be sent to the invoice address mentioned in the PO. In case no invoicing address is provided, invoices have to be sent to the following addresses:

State	Ship To Address	Bill To Address
CA	ABB Inc Wireless 3055 Orchard Drive San Jose, CA 95134	ABB ENTERPRISE SOFTWARE INC BID: 8401000019300 PO BOX 91625 RALEIGH, NC 27675
GA	ABB Enterprise Software Inc 3301 Windy Ridge Parkway 400 Atlanta, GA 30339	ABB ENTERPRISE SOFTWARE INC BID: 8400100019300 PO BOX 91392 RALEIGH, NC 27675
MO	ABB Inc Jeff City Dist Xfrmrs 500 W Highway 94 Jefferson City, MO 65101	ABB ENTERPRISE SOFTWARE INC BID: 8400300019100 PO BOX 91177 RALEIGH, NC 27675
MO	ABB Inc TRES 13695 Rider Trail North Earth City, MO 63045	ABB ENTERPRISE SOFTWARE INC BID: 8400600019100 PO BOX 90533 RALEIGH, NC 27675
MS	ABB Inc Crystal Springs HVIT 101 Kuhlman Drive Crystal Springs, MS 39059	ABB ENTERPRISE SOFTWARE INC BID: 8400900019200 PO BOX 90774 RALEIGH, NC 27675 E-MAIL TO:
MS	ABB Inc Crystal Springs SPT 101 Kuhlman Drive Crystal Springs, MS 39059	ABB ENTERPRISE SOFTWARE INC BID: 8400900019100 PO Box 91552 RALEIGH, NC 27675
NC	ABB Inc Raleigh, NC FES 940 Main Campus Drive Raleigh, NC 27606	ABB ENTERPRISE SOFTWARE INC BID: 8400100019100 PO BOX 91532 RALEIGH, NC 27675
NC	US New Products Initiatives 901 Main Campus Drive Raleigh, NC 27606	ABB ENTERPRISE SOFTWARE INC BID: 8400100019100 PO BOX 91532 RALEIGH, NC 27675
NC	ABB Inc PS - SubSta./Grid Sys 901 Main Campus Drive Raleigh, NC 27606	ABB ENTERPRISE SOFTWARE INC BID: 8400100019400 PO BOX 91511 RALEIGH, NC 27675
NC	ABB Inc Prod- SubSta./Grid Sys 1021 Main Campus Drive Drive Raleigh, NC 27607	ABB ENTERPRISE SOFTWARE INC BID: 8400100019300 PO BOX 91625 RALEIGH, NC 27675
NC	ABB ES Corporate 901 Main Campus Drive Raleigh, NC 27607	ABB ENTERPRISE SOFTWARE INC BID: 8400100019500 PO BOX 90935 RALEIGH, NC 27675
NJ	ABB Inc Princeton HCS 3 Independence Way Princeton, NJ 8540	ABB ENTERPRISE SOFTWARE INC BID: 8400800019200 PO BOX 90774 RALEIGH, NC 27675
PA	ABB Inc Mt Pleasant DTB 100 Distribution Circle Mount Pleasant, PA 15666	ABB ENTERPRISE SOFTWARE INC BID: 8400800019200 PO BOX 90774 RALEIGH, NC 27675
PA	ABB Inc Mt Pleasant DTB 100 Distribution Circle Mount Pleasant, PA 15666	ABB ENTERPRISE SOFTWARE INC BID: 8400800019200 PO BOX 90774 RALEIGH, NC 27675
PA	ABB Inc Arresters & Capacitors 231 Theobald Ave Greensburg, PA 15601	ABB ENTERPRISE SOFTWARE INC BID: 8400800019200 PO BOX 90774 RALEIGH, NC 27675
TN	ABB Inc Alamo Xfrmr Components 1133 S. Cavalier Drive Alamo, TN 38001	ABB ENTERPRISE SOFTWARE INC BID: 8401000019300 PO BOX 90264 RALEIGH, NC 27675
TX	ABB Inc PS - Network Mgmt 1601 Industrial Boulevard Sugar Land, TX 77478	ABB ENTERPRISE SOFTWARE INC BID: 8400700019300 PO BOX 91329 RALEIGH, NC 27675
VA	ABB Inc Bland Dry Sm Pwr Xfrmr 171 Industry Drive Bland, VA 24315	ABB ENTERPRISE SOFTWARE INC BID: 8400500019100 PO Box 91209 RALEIGH, NC 27675
VA	ABB Enterprise Software 2135 Philpott Rd South Boston, VA 24592	ABB ENTERPRISE SOFTWARE INC BID: 8400400019100 PO BOX 91178 RALEIGH, NC 27675

Invoice requirements – deviations from Global Power Grids standard P2P (related to chapter 6 of global P2P)

Listed below are the minimum details that an invoice must carry to ensure faster processing and avoid rejections. Please note any invoice not meeting this minimum requirement list is liable to be rejected by Power Grids.

- Supplier name, number, address, and supplier reference person including contact details (telephone, e-mail etc.)
- Correct delivery (Ship-To) and invoicing address (Bill-To) of Power Grids, including correct legal entity name
- BID Code (= Business Identification Number), part of Bill-To Address.
- Best practice is to add to the Bill-To Address the Power Grids ERP Vendor Number
- Invoice date (mm/dd/yyyy format, unless specified otherwise)
- Invoice number (max of 16 characters)
- Payment Terms/Inco Terms
- If Purchase Order invoice, state Power Grids purchase order number in customer “Reference” field– in case not applicable, to be confirmed by Power Grids purchaser. The purchase order number (guidance: one PO, one invoice) should be listed in the invoice header fields (together with invoice date, invoice number etc.).
- If No Purchase Order Invoice, state Power Grids name (=invoice approver) or no-purchase order Power Grids identification number in customer “Reference” field. This should be listed in the invoice header fields (together with invoice date, invoice number etc.). No-purchase order invoices without a reference will be disputed or returned/rejected.
- Please adopt the position number from our purchase order
- Quantity, if applicable
- Date of delivery of Goods or Services
- Description of goods and/or services (line items and description in the purchase order should match the invoice)
- Unit Price
- Unit of Measure
- Currency
- Tax or VAT amount
- Price (total amount invoiced)
- Supplier remittance details

Best Practice Invoice Address Bill-To example:

ABB ENTERPRISE SOFTWARE INC
BID: 8400100019500
PO BOX 90935
RALEIGH, NC 27675
PG VENDOR NO: 2754190

Inquiries on your invoices

Please find instructions on how to utilize the supplier inquiry website:

Step 1: Self-register:

<https://www.usermanagement.abb.com/account/Register?returnUrl=>

Step 2: Visit our website:

<https://www.hitachiabb-powergrids.com/about-us/supplying/doing-business-with-pg/supplier-inquiries>