

INFORMATION LETTER

Invoicing guidelines for suppliers

ABB Oy Finland

Dear Supplier,

This letter is to provide you with the information required by ABB Oy to ensure prompt payment to our suppliers.

We kindly request you to take time to read the document before sending your invoice to ABB Oy.

Sending invoices to ABB Oy:

Our preferred method of receiving invoices is through electronic invoicing. Unless E-invoice is not available, the next preferred method to receive invoices is in PDF format, **One(1) Invoice** with **One(1) Purchase Order(PO), per One(1) email** submission.

Please refer to the grid below which details where invoices can be sent to.

Company Name/Bill to name	Electronic invoicing Address (Preferred)	PDF Invoicing Email Address
ABB Oy	Basware operator code: BAWCFI22	<p>FI-ABB-invoices@abb.com</p> <p>Special instruction for sending PDF invoices: Subject field: Please state right name, unit code of FIABB unit + OVT-code which you are invoicing. For example: ABB Oy Drives (FIABB08) + OVT-code is 00370763403051.</p> <p>You can find all our units OVT-codes from: https://new.abb.com/fi/abb-lyhyesti/suomessa/invoicing-addresses</p>

- 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 Oy 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 Oy 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 Oy:

Invoices should only be issued when goods risk and entitlement have been transferred to ABB Oy, or when services have been completed based on agreement with ABB Oy.

In order for ABB Oy 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 Oy. 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 Oy prior to issuing the invoice, otherwise the invoice is liable to be rejected by ABB Oy.

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

Invoice enquiries: fiabbaccounts.payable@fi.abb.com

Supply Chain Finance

Please kindly contact our ABB Oy 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

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

19 7 Tax Invoice

1 Invoice address

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

2 Delivery address

Customer Name
Address 1
Address 2
Postal Code and City

8 Our Reference: Victor Adams

8 Your reference: Dennis John

9 Your supplier number: 41022

9 Your Purchase Order: 4511612374

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

9 Delivery date: 24 Jan 2024

11 Delivery Note: ASI0025

Pos. No	Item	Unit price	Quantity	Disc(%)	Net amount
10 1	7640983 Metal spray double bearing Order date: 20 Jan 2024 Order Number: ABB2537	2,865.00	1 pc	0.00	2,865.00
3	1992039-1 Bearing House Order date: 20 Jan 2024 Order Number: ABB2537	200.00	2 pc	0.00	400.00
Subtotal:					3,265.00
18 VAT (24%)					783.60
Total Payable Amount					4,048.60

2 XYZXY Oy

Address 1
Address 2/
Postal Code and City

16 Bank Name

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


17 Company Tax 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
- 19 The words "Tax Invoice" are printed on invoice.

Appendix B



Purchase Order

Handled by
Dennis XX

Phone number
+358 XX XXXXXXXX

Date
26.02.2024 (DD.MM.YYYY)

Number
4511612947(Ver 0)

Page
1 of 2

Vendor Address

Supplier Name
Supplier Address Line 1
Supplier Address Line 2
Country of Supplier

Order details

Supplier No. 153857

Sales Person

Your Reference

Currency EUR

Buyer Dennis XX

Telephone +358 XX XXXXXXXX

Fax +358 XX XXXXXXXX

Email ID Dennis.XX@abb.com

VAT Reg. No FI07634030

Delivery terms FCA X - Incoterms 2020

Delivery Mode

ABB Technical Handler Dennis XX, Tel: +358 XX XXXXXXXX

Dennis.XX@abb.com

Payment Terms EOM 30 payable on the 4

Additional Payment Terms

End Custmor Reference

Shipping Address

ABB Oy Process Automation
Strömbergintie 1 B / P.O.BOX 94
FI - 00380 Helsinki
Finland

Billing Address

ABB Oy Process Industries
Purchase Invoices (ABB10)
P.O. Box 1
FI-00232 Helsinki Finland

Item	Material	Quantity	Unit	Net Price	PPU	Net Amount	Delivery Date
10		1,00	PC	6.820,11	1	6.820,11 EUR	01.01.2025
Description:		Maintenance & Support					
Item Texts :		Maintenance & Support (Additional)					
		€ 6 820,11					
		Contract CC000128 / Period : 01-01-2024 till 01-01-2025					
Design ID:							
Project No:		:					
Unloading Point:							
Total Net Value						6.820,11	

Order number, Item number and Project number or Sales Order Number must be stated in Packing lists, Waybills, Invoices and Packages.

Unless a valid frame agreement exists between Customer and Supplier, or, unless otherwise specifically agreed between the Parties in writing, this Purchase Order is made pursuant to the ABB General Terms and

Postal Address

ABB Oy
Process Automation
PO Box 644
FI-05101 Vaasa
Finland

Invoicing Address

ABB Oy
Process Automation
Purchase Invoices
P.O. Box 1
FI-00232 Helsinki

Telephone +358 (0)10 2211

Telefax +358 (0)10 22 43829

Nordea Bank Finland Ltd
SWIFTNDEAFIHH
ABACUS.FIABB
CIT Code:FIABB10

Business ID:0763403-0
VATCode: FI07634030
Domicile: Helsinki

This is your company name and address

PO number to be indicated on invoice

This is your vendor code

ABB Reference person and email to be indicated on invoice

Agreed payment terms

PO line item number to be indicated on invoice

Invoice currency to be same as PO currency

Quantity of purchase

Total Net value amount per line item

Unit of measure

Unit Price

Total PO Amount

ABB company name and address that you need to bill