

INFORMATION LETTER

# Invoicing guidelines for suppliers

ABB Lithuania

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 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	VAT Number	Electronic invoicing Address (Preferred)	PDF Invoicing Email Address
<b>ABB UAB</b>	LT101796811	Basware operator code: BAWCFI22	<b>LT-ABB-invoices@abb.com</b>

- 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: [FC@ee.abb.com](mailto:FC@ee.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](http://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

Our Reference: Victor Kong

8 Your reference: Roberta 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

9 Your Purchase Order: 4580531234

Delivery date: 24 Jan 2024

14 Terms of Payment: 90 days EOM

Incoterms: Ex Works

Due date: 04 May 2024

Pos. No	Item	Unit price	Quantity	Disc %	Net amount
10 1	7640983 Metal spray double bearing Order date: 10 Jan 2024 Order Number: ABB2537	20,00	1 pc	0.00	20,00
3	1992039-1 Bearing House Order date: 10 Jan 2024 Order Number: ABB2537	15,00	2 pc	0.00	30,00
Subtotal:					50,00
18 VAT (22%)					11,00
Total Payable Amount					66,00

2 XYZXY UAB

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

# Appendix B



1/2

ABB company name and address that you need to bill on invoice

ABB UAB  
 Parko g. 37  
 LT-14198 Avižienių k., Vilniaus raj.  
 Lithuania  
 Vat no./PVM mokėtojo kodas.: LT101796811

**Supplier Address/Tiekėjo adresas**  
 AM UAB  
 EL 8  
 10 VILNIAUS  
 Lithuania

This is your company name and address

**Delivery Address /Pristatymo adresas**  
 ABB UAB  
 Non-business activities  
 Parko g. 37  
 LT-14198 Avižienių k., Vilniaus raj.

**Purchase Order /Pirkimo užsakymas:458053**

Date/Data: 07.02.2024

Your Contact/Tiekėjo kontaktinis asmuo:

E-Mail/EI. Pašto adresas: andrej@lt.abb.com

Our Contact/ABB kontaktinis asmuo: GBS Baltics ZCCO

E-Mail/EI. Pašto adresas: EE-Baltics-SCM-procurement@abb.com

Tel: +372

Our Reference/Pardavėjo nuoroda: A

PO number to be indicated on invoice

ABB Reference person and email to be indicated on invoice

**Terms of Payment / Mokėjimo sąlygos**

30 days EOM payable on the 4

**Terms of Delivery /Pristatymo sąlygos**

N/A N/A

**Delivery Date/ Pristatymo data**

31.12.2024

**Remarks/Pastabos**

Taxi services 2024

Agreed payment terms

Currency/ Valiuta : EUR

Item/Eil.Nr.	Material/Prekės kodas Description/Aprašymas	Rev/Versija	Qty/Kiekis	Price/Kaina	Total/Viso
10	Taxi services 2024		1 ACT	600,00 EUR/	1 ACT 600,00
20	Taxi services 2024		1 ACT	600,00 EUR/	1 ACT 600,00
30	Taxi services 2024		1 ACT	600,00 EUR/	1 ACT 600,00
<b>Total/Viso</b>					<b>1.800,00</b>

PO line item number to be indicated

Invoice currency to be same as PO currency

Total Net value amount per line item

Unit Price

Quantity of purchase

Unit of measure

Total PO Amount