

INFORMATION LETTER

Invoicing guidelines for suppliers

ABB Spain

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 electronic invoices. Please refer to the grid below with details of where invoices can be sent.

I. Electronic Invoices (e-invoicing):

ABB prefers to receive invoices from suppliers electronically via PAGERO platform.

- [ABB Pagero User Manual \(English\)](#)
- [ABB Pagero Support Center](#)

II. Invoices via email:

Invoices through email should be sent to the addresses provided below according to which entity you want to send an invoice to:

Company/Legal entity	VAT	Invoice email address
Asea Brown Boveri, S.A.	ESA08002883	ES-ABB-invoices@abb.com
ABB E-Mobility SL	ESB16713182	EMESEM10@ironmountain.com

IMPORTANT NOTES:

- E-mail addresses provided above are only for sending invoices.
- Above mentioned company names and addresses are allowed as bill-to partners and must be mentioned on the invoice. Otherwise, the concerned document will be rejected.
- If you are sending PDF invoices via email, please ensure you comply with the following requirements:

- 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.

In order for an 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 has to be sent to the email address for the respective ABB company given above.

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 a 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 consolidate the invoices and send them in 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 are included in one invoice, the invoice processing will take longer time and you will only be paid if everything is correct.
- Do not deduct credits from an invoice. Send credit notes separately
- If you issue a credit note, please indicate the original invoice number referencing the credit note
- Any additional costs not reflected on the Purchase Order shall be agreed with ABB before issuing the invoice, otherwise the invoice is liable to be rejected by ABB.

Supply Chain Finance:

Supply Chain Finance is supported.

For inquiries to Supply Chain please contact: ES-procurement@abb.com or PT-procurement@abb.com

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

Invoice enquiries: Provedores.Sas@es.abb.com

ABB standard on payment terms

In order to standardize and improve control of internal processes, ABB's payment run policy has been changed globally to once a month only - all payments will be done on the 4th of the following month.

To comply with this new policy, End of Month (EOM) payment terms are now a mandatory process requirement for all suppliers unless exceptions are agreed between Procurement and our P2P Process Owner.

In case of any issue we advise you to reach out directly to your Procurement contact to align and request further details if necessary.


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 at <https://global.abb/group/en/about/supplying>.

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

1 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: ASI0025

Pos. No	Item	Unit price	Quantity	Disc %	Net amount
10 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
18 VAT (21%)					685.65
Total Payable Amount					3,950.65

2 XYZXY SA
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 EUR amount and EUR rate
- 19 The words "Tax Invoice" are printed on invoice.

Appendix B



Código Abacus ESABB

Código Netting ESABB

Revisión Nº 1

Indicar siempre esta referencia / Please always state this reference

Dirección Fiscal / Fiscal Address:

Asea Brown Boveri, S.A.
C/ San Romualdo 13
28037 - Madrid
España
Tel.: 91 581 93 93
Fax.: 91 754 51 50

Nº pedido compra / Purchase Order Nº.: 4500498055

Fecha / Date: 13.07.2023 Purchasing Group: N01

Código proveedor / Supplier Code:

Comprador / Buyer: Buyer xxx

Tel: 51012

Fax:

Email: buyerxxx@es.abb.com

Dirección de entrega / Delivery Address:

Asea Brown Boveri, S.A.Aut.Prod.B.T
Fábrica NIESSEN
Pol. Ind. Aranguren, 6
OIARTZUN (GIPUZKOA) (Gipuzkoa)

20180 / España

Horario recogida: Lunes-Viernes 08:00h a 13:30h

Condiciones de pago / Payment Terms:

EOM 90 payable on the 4

Via de pago / Payment method:

Confirming (pago) Santander

Condiciones de entrega / Delivery Conditions:

DAP - Delivered At Place

Transportista / Means of Transport

Proveedor / Supplier:

[Redacted supplier information]

Dirección de envío factura / Invoicing Address

e-Fact./e-Invoic.: www.pageronline.com

Marcas Embalaje / Goods Marked:

Observaciones / Observations:

Pos / Item	Referencia / Reference	Descripción / Description	Referencia proveedor / Supplier Reference
Fecha de entrega / Delivery Date	BU Orig.	BU Dest.U.M.	Precio unitario / Unit Price
Descuento / Discount		Cantidad / Quantity	Cantidad Base / Price Unit
			Precio total / Amount
00010	2CLX447418A1001	BOLSA 170X250	08000079617
01.08.2023	312110	20.000,000 UN	36,80
			1.000
			736,00
	2CLX800088A1001.drw	F	
	Nº Rev. Mat:A		
			MONEDA: EUR
			TOTAL:736,00

Dirección División / Área / Address Division / Area
Asea Brown Boveri, S.A.Aut.Prod.B.T Fábrica NIESSEN
Pol. Ind. Aranguren,6
20180, OIARTZUN (GIPUZKOA)
Gipuzkoa

Sello y firma / Signature

Hoja número / Page nº: 1 / 8

PO number to be indicated on the invoice

This is your vendor code

ABB Reference person and email to be indicated on invoice

This is your company name and address

Total Net value amount per line item

Unit Price

Total PO Amount

Invoice currency to be same as PO currency

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

Agreed payment terms

PO line item number to be indicated on invoice

Quantity of purchase

Unit of measure

LONCHINO SOCIEDAD C.I. San Romualdo, 13 E-28037 Madrid - N.I.M. De Madrid, Tomo 2.011, Folio 98, Hoja 35-389, Inscr. nº: 21, C.I.F.: A-68002683