

April, 2014

## Information to suppliers about the payment process in Luxemburg

Dear ABB Supplier,

As part of standardizing the payment process within ABB, enclosed is the country specific information regarding the payment process.

### Payment dates

ABB Benelux Payment Schedule 2014											
Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
7	4	4	1	6	3	1	5	2	1	4	2
14	11	11	8	13	10	8	12	9	7	11	9
21	18	18	15	20	17	15	19	16	14	18	16
28	25	25	22	27	24	22	26	23	21	25	23
			29			29			28		

### Payment Terms

The agreed payment terms will be extended to co-terminate with the next payment run date as indicated above.

### Minimum invoice requirements

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 ABB. Payment due date will be calculated from the date of receipt of a valid invoice accepted by ABB or goods/service receipt whichever is later.

- Supplier name
- Supplier address and reference person including contact details (telephone, e-mail etc.)
- Supplier VAT-number
- Invoice date
- Invoice number
- Purchase Order number (same as stated in the Order)
- Supplier number (same as stated in the Order)
- Correct legal name and address of Customer
- Quantity
- Specification of Goods supplied or Services provided  
*In case exemption or reverse charge is applicable the underlying reason should be mentioned on the invoice*
- Price (total amount invoiced)
- Currency
- Taxable amount per VAT-rate
- VAT rate applied in %
- Payment terms
- Supplier bank details

**How to send invoices to ABB**

Invoices through email: should be sent to this address: [Invoice@nl.abb.com](mailto:Invoice@nl.abb.com)

To submit your invoices digital the following rules are applicable.

- Submit your invoices in PDF format only
- One email should contain one PDF file
- Attachments should be sent in the same PDF file as the related invoice

Invoices through physical mail: should be sent to the invoice address mentioned in the PO. In case no invoicing address is provided, then invoices should be sent at the following address:

<b>ABB Benelux address details</b>		
<b>ABB N.V. Attn CC1 – BEABB c/o ABB Business Services GmbH 68129 Mannheim Germany</b>	<b>ABB b.v. Attn CC5 – NLABB c/o ABB Business Services GmbH 68129 Mannheim Germany</b>	<b>ABB N.V. Luxemburg Branch Attn CC9 – BEABB-L c/o ABB Business Services GmbH 68129 Mannheim Germany</b>

**More information**

More information can be found on [www.abb.com/supplyingtoabb](http://www.abb.com/supplyingtoabb)