

INFORMATION LETTER

Invoicing guidelines for suppliers

ABB Portugal

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 in PDF format, **One(1) Invoice** with **One(1) Purchase Order(PO), per One(1) email** submission. As the Country does not have legal requirements on physical invoices, please refer to the grid below which details where invoices can be sent to.

Company/Legal entity	VAT	Invoice email address
ABB Portugal Unipessoal Lda	PT515577880	PT-AOS-invoices@abb.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

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
Delivery date: 14 Jan 2024

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Delivery Note: ASI0025

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	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



ORDEM DE COMPRA / PURCHASE ORDER

Asea Brown Boveri Portugal, Unip. Lda.

Quinta da Fonte, Edif.Q53, Piso 1 , D,
2770-071, Paço de Arcos

NIF / VAT: PT515577880
Tel: +351 21 425 6000

Indicar sempre esta referência / Please always state this reference
Nº de encomenda / Order No.: 4600043991

Data / Date: 07.12.2023

Código de fornecedor / Supplier Code: 30104028

Comprador / Buyer: Roberta Kaung

ABB Portugal Unipessoal Lda Quinta da Fonte Edifício Q53 2770-071 Paço de Arcos PT NIPC: PT515577880 de Lisboa Cap. Soc. 3.417.461,38EUR

Morada de entrega / Delivery Address:
ASEA BROWN BOVERI Portugal, ...

Rua Entre Vinhas,
3045-502
Taveiro
Portugal

Condições de pagamento / Payment Terms:
30 DAYS END OF MONTH

Condições de entrega / Delivery Conditions:
DAP - DAP

Transportador / Means of Transport

Fornecedor / Supplier:
Supplier name
Supplier address line 1
Supplier address line 2
Postal code
Tel:
Fax:

Morada fiscal / Fiscal Address:
Asea Brown Boveri Portugal, Unip. Lda.
Quinta da Fonte, Edif.Q53, Piso 1 , D
2770-071.Paço de Arcos

Morada de envio de factura / Postal Address:
Iron Mountain España
Ref ABB Portugal
Ctra. M-113 (Ajalvir-Ribatejada) - Km 25,100
28815 Ribatejada (Madrid)

Observações / Observations:
Estante Inst. Coimbra

Posição / Item	Referência / Reference	Descrição / Description	Sua referência / Supplier Reference				
Data de entrega / Delivery Date	BU Origem	BU Destino	Quantidade / Quantity	U.M.	Preço unitário / Unit Price	Quantidade base / Price Unit	Preço total / Amount
00010		Estante Inst. Coimbra					
11.12.2023	3161000		1,000	EA	2.174,00	1	2.174,00
Ordem: 604977							
00020		Estante Inst. Coimbra					
11.12.2023	3161000		1,000	EA	970,00	1	970,00

Ordem: 604977

Moeda: EUR TOTAL: 3.144,00

The document has been electronically approved and it is valid without signature.

Processado por computador / Processed by computer

O Documento foi aprovado eletronicamente e é válido sem assinatura / The document has been electronically approved and is valid without Signature

Condições Gerais de Compra segundo Mod. 071. Disponível em www.abb.pt/

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PO number to be indicated on the invoice.

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

This is your vendor code

ABB Reference person and email to be indicated on invoice

Agreed payment terms

This is your company name and address

PO line item number to be indicated on invoice

Total Net value amount per line item

Quantity of purchase

Unit Price

Unit of measure

Total PO Amount

Invoice currency to be same as PO currency