

April 2014

Information to Suppliers about the payment process in Ireland

Invoicing ABB

Provided we have the information detailed below when your invoice is first presented to us, ABB's accounts payable function will be able to process your invoices with the minimum of interruption.

Minimum invoice requirements

Invoice date *Please use the format DD/MM/YYYY*

Payment due date *Please use the format DD/MM/YYYY*

Supplier invoice number *Required information*

Order reference ***This must be the ABB purchase order number (10 digits commencing 45 or 47)***

ABB company name and address *The legal name and address of the ABB company that ordered the goods*

ABB invoice address *The invoice address for ABB Ireland is:*
ABB Ltd (Ireland)
PO Box 238
HODDESDON
Hertfordshire, UK
EN11 1DY

Email: abbireland@recall.com

PLEASE NOTE: The above information is for invoice/credit note processing only. All other account enquiries including statements must be addressed to the Accounts Payable team at the St Neots Shared Services Centre (Howard Road, St Neots, Cambs, PE19 8EU) or emailed to ap.inbox@gb.abb.com

Shipping address. *The address to which the goods are delivered.*

ABB postal address. *Address to which information like order acknowledgement is sent, please note that invoice address and postal address are NOT the same.*
Please DO NOT send order acknowledgements to the PO Box address.

Supplier legal name and address. *Required information*

Supplier contact details *Name, Telephone, E-mail address*

Supplier payment terms *Required information*

Invoice currency *Required information*

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Invoice amount	Required information
VAT amount	Required information
Suppliers registered company number	Required information
Supplier VAT number	Required information
Detail of goods and services supplied	<i>This should match the description on the ABB Purchase Order.</i>

How to send invoices to ABB

Invoices through email or physical mail – Please see ABB Invoice address above

Any invoices received without the mandatory information above will be returned to the supplier for correction and resubmission. Specifically we have a strict process for purchasing requiring that all requests for purchases are made through a valid ABB Purchase Order so please insist a purchase order is provided to you at all times and that this number is quoted on your invoice.

We would be pleased to hear if your organisation is able to send invoices through an electronic method. Please contact the Accounts Payable Manager at the ABB Shared Accounting Services Centre address or email address above.

ABB Payment Dates

Domestic local currency

Weekly payment runs – Raised on Tuesday with settlement through SEPA with the exception that the last payment run in the month is rescheduled to settle on the last day of the calendar month.

Non domestic currency

Bi-monthly payment runs in accordance with Group timetable – Please request for detailed timetable

ABB Payment policy

To pay all approved and posted invoices with a due date up to and including the date of settlement for the relevant payment run.

How to find the status of your invoice

For all account enquiries, please contact the Accounts Payable team at the St Neots Shared Services Centre or email to ap.inbox@gb.abb.com

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More Information

Please note that this is part of the standard terms and conditions for supplying goods and services to ABB.

More information can be found on www.abb.com/supplyingtoabb