

INFORMATION LETTER

Invoicing guidelines for suppliers

ABB Serbia

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 below details where invoices can be sent to.

Company Name	VAT (TVA)	Invoices via e-mail	Invoices via E-invoice platform
ABB d.o.o.	RS103126037	rs-eraacun@abb.com	https://www.moj-eraacun.rs/

- 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 longer invoice processing.

- **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, please send to the following email:

Invoice queries: rs-ap.racunovodstvo@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

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

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 Tax number

Delivery address
 Customer Name
 Address 1
 Address 2
 Postal Code and City

Your supplier number: 41022
 9 Your Purchase Order: 246429738
 Delivery date: 24 Jan 2024

14 **Terms of Payment:** 90 days EOM
 Incoterms: K705
 Due date: 04 May 2024

11 **Delivery Note:** ASI0025

10 Pos. No	Item	11 Unit price	12 Quantity	Discount	13 Net amount
1	7640983 Metal spray double bearing 15 Order date: 13 Jan 2024 Order Number: ABB2537	2,865.00	1 pc	0.00	2,865.00
3	1992039-1 Bearing House Order date: 13 Jan 2024 Order Number: ABB2537	200.00	2 pc	0.00	400.00
Subtotal:					3,265.00
18 VAT rate (25%)					816.25
Total Payable Amount					4,081.25

2 XYZXY D.o.o.
Address 1
Address 2/
Postal Code and City

16 Bank Name
Beneficiary name:
Account No.:
Swift Code:
Bank Code:

17 Company VAT ID
Company business reg. number
Telephone

For local tax registered suppliers, it is mandatory to provide the below information on the invoice:

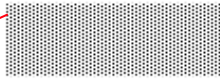
- 17 Supplier Tax registration number
- 18 VAT amount and VAT rate
- 19 The words "Tax Invoice" are printed on invoice

Appendix B

ABB d.o.o.



This is your company name and address



ADRESA ISPORUKE
 ABB d.o.o.
 Bulevar Peka Dapčevića 13
 SRB-11000 BEOGRAD 019

Agreed payment terms

USLOVI PLAĆANJA: Due Within 30 days EOM
 USLOVI ISPORUKE: DAP Belgrade
 OČEKIVANI ROK ISPORUKE NA ODREDIŠTU :

Nalog za nabavku

BROJ DOKUMENTA: 5500019293
 DATUM: 02.03.2023
 ŠIFRA DOBAVLJAČA: 100934
 NAŠA REFERENCA:
 KONTAKT OSOBA:
 E-MAIL:
 TELEFAX:
 TELEFON: +381 11 3094348

PO number to be indicated on invoice

This is your vendor code

ABB Reference person and email to be indicated on invoice

PO line-item number to be indicated on invoice

R.Br.	Kat.broj	Naziv robe	Kol.,Jed.Mere	Jed.Cena RSD	Iznos RSD
00010			1 PC	183.553,07	183.553,07
*** Stavka potpuno isporučena ***					
UKUPNO					183.553,07 RSD

Unit Price

Total Net value amount per line item

Invoice currency to be same as PO currency

Total PO Amount

Unit of measure

Quantity of purchase

IMPORTANT NOTES:

- We expect your order acknowledgment within 7 days. Without it, the order conditions will be intended as accepted. Please send us all hard copy original invoices to our address. This purchase order is subject to our General Terms and Conditions as well as any specific Terms and Conditions stipulated and/or referenced on the face of this order. Our General Terms and Conditions can be made available upon request.
- According to custom regulations in Serbia, please write declaration of Origin with customs authorization number on your invoice! Otherwise the EUR 1 form is required.

Odobrio

Izdao/la

ABB d.o.o.

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 BULEVAR PEKA DAPČEVIĆA 13
 11000 Beograd

Telefon
 +381 11 3094300
 Fax
 +381 11 3094343

PIB
 103126037
 Srbija

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ABB company name and address that you need to bill