

---

GBS FINANCE ACCOUNTS PAYABLE

## Information to suppliers about local specifics of the payment process in France

Dear ABB Supplier,

As part of global standardization of the payment process within ABB, find below the country specific information regarding the payment process.

This document contains country specific details. In case no local exception is defined in this document, the global standard applies mandatory.

The latest version of the global ABB Procure to Pay Process (P2P) for suppliers is available at the ABB supplier portal (<https://new.abb.com/about/supplying/doing-business-with-abb/invoicehandling>).

How to send invoices to ABB (related to chapter 2 of global P2P)

I. Invoices via physical mail service:

Physical invoices have to be sent to the invoice address mentioned below:

ABB France,	324 rue du Chat Botté, CS 20400 Beynost, 01708 Miribel cedex
ABB SAS	7 boulevard d'Osny, CS 88570 Cergy, 95 892 Cergy Pontoise

II. Invoices via electronic mail service:

From July 19th 2021, you will be able to send your invoices via e-mail to the following address:  
[Factures.FournisseursABB@ironmountain.fr](mailto:Factures.FournisseursABB@ironmountain.fr)

Important note: This e-mail address is only for sending invoices.

To ensure a correct processing of your invoices, please make sure you respect the following rules. Otherwise, you will receive a rejection notice by our service provider:

- ✓ The address mentioned on the invoice is either located at Beynost or Cergy:

ABB France  
324 rue du Chat botté  
CS 20400 Beynost  
01708 Miribel cedex

ABB SAS  
7 boulevard d'Osny  
CS 88570 Cergy  
95 892 Cergy Pontoise

- ✓ PDF is the only format allowed
- ✓ One PDF means 1 Invoice or 1 Credit Note + appendices in the same document
- ✓ PDF are not secured or protected by a password
- ✓ PDF are not in a compressed format (ZIP, 7z, tar...)

To ensure that your future invoices meet ABB guidelines for payment, please make sure that:

- ✓ All your invoices are referring to the correct Purchase Order number,
- ✓ You as a supplier always request from your ABB contact person a Purchase Order before commencing any work,
- ✓ Your invoices are in line with the current legislation

Invoice requirements – deviations from global ABB standard P2P (related to chapter 6 of global P2P)

- ✓ Listed below are the minimum details that an invoice must carry to ensure faster processing and avoid rejections. Please note that any invoice which does not meet these minimum requirements 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.
- ✓ Please note that 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 All documents (Invoices/Credit/Debit Notes)	PO Invoices (one PO per invoice)	Non-PO Invoices	Credit/Debit Memos
<p>All billing documents must be sent in a single copy and must be sent in A4 format.</p> <p>Complete ABB Legal Entity Name, address, VAT registration number and Division address (for which goods/services were ordered)</p>	<p>ABB Purchase Order number incl. the number of position and date of the order</p> <p>PO =10 digits</p> <p>Position = 5 digits ex 000xx</p>	<p>Name of the person responsible from ABB (who ordered services or goods) or contract number.</p>	<p>Number and date of the invoice to which is related (credit/debit note)</p> <p>PO number for reference</p>
<p>Complete your company name, VAT registration number, address, bank account, contact person, telephone number and e-mail.</p> <p>Legal form and social capital of the taxable cie</p>	<p>Delivery Note number when supplier is not local or VAT is &gt; 0%</p> <p>The quantity, nature and the unit price of the delivery service or article</p>	<p>ABB division address (for which services or goods were ordered)</p>	<p>Reason of the credit/debit note (e.g. cancelation of the invoice, return material, price/quantity differences, bonus, etc.)</p>
<p>Invoice / Credit or Debit note number and date (including delivery date if different)</p>	<p>Contact name of the person responsible from ABB ** (who send you the order document or number)</p>		
<p>Currency , correct payment terms (according to the contract with ABB) and mode of payment.</p> <p>Any billing document must be denominated in the same currency as the order.</p> <p>The VAT rate applied, total excl. VAT, the amount of the VAT and total incl. VAT</p>	<p>For Transport invoices – ABB Purchase Order number for transport, and for goods transferred</p>	<p>For Transport invoices – if no ABB PO number, VAT number</p> <p>ABB customer account</p> <p>ABB site + contact person</p>	

## Foreign Suppliers:

For our foreign suppliers, it is mandatory to mention the VAT number of the country where the delivery is made.

Bulgaria	BG3075141865
Czech Republic	CZ683565239
Germany	DE253563652
Spain	N0016787D
Finland	FI2662056-6
Italia	IT00167769991
Poland	PL5262873588
Romania	RO32599138
France	FR95335146312

## Inquiries on your invoices

For inquiries on your invoices or to send any potential reminder (but no invoices), please use the following email address: [FR-comptabilite.fournisseur@abb.com](mailto:FR-comptabilite.fournisseur@abb.com)

## In general:

Please note 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](http://www.abb.com/supplyingtoabb)