

INFORMATION LETTER

Invoicing guidelines for suppliers

ABB India

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 with digital signature or hard copies of invoices with physical signature.

Kindly note to send **One (1) Invoice** with **One (1) Purchase Order (PO)**, per **One (1) email** submission.

Please refer to the addresses below where hard copy and PDF invoices are to be mailed to.

Company Name	Registered Office locations	GBS-Code	Invoice via email
ABB INDIA LIMITED	Plot No.4A,5 and 6, 2nd Phase, Peenya Industrial Area, Bengaluru (Bangalore) Urban, Karnataka, 560058	IN01	in-gbsblrscanningteam@abb.com / Respective Buyer
ABB GLOBAL INDUSTRIES AND SERVICES PRIVATE LIMITED	Plot No.33-34-36, Brigade Southfield, Doddanekundi II phase Industrial Area, Hoodi Village, Krishnarajapuram Hobli, Bengaluru Urban, Karnataka, 560048	IN02	IN-AIC_SCM.Communication@abb.com
	Plot Nos.1,2,3 and 4 /Part, "Western Aqua" 10th Floor, Hi-Tech City, White field, Hyderabad, 500084	IN02	in-htc_scm.communication@abb.com
ABB GLOBAL BUSINESS SERVICES AND CONTRACTING INDIA PRIVATE LIMITED	Plot No.4A,5 and 6, 2nd Phase, Peenya Industrial Area, Bengaluru (Bangalore) Urban, Karnataka, 560058	IN06	in-gbsblrscanningteam@abb.com / Respective Buyers

**** Refer to the link below for detailed information on Bill to addresses & GST numbers**

ABB India Company names & GST Numbers

- For the invoice to be billed to the correct company, we request you to refer to the Purchase Order copy (PO) to get the information. Please refer to **Appendix B** to understand how to view our Purchase Order information.

- If you are sending PDF invoices via email, please ensure you comply to the following requirements below:

- The file size of the email should not be more than 5 MB.
- **One (1) email** should contain only **one (1) invoice** as one single PDF File. PDFs must not be secured or protected by a password.
- Each invoice must contain **ABB Part Number/ description of materials & services.**
- Supporting documentation should be in the same PDF as the invoice, the **invoice being the first page**. Supporting documents in Word or Excel format should not be attached to the same email as 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 at least 300 dpi resolution and in color with a physical signature in ink. – Mandatory to **send the physical copy to the respective location too.**
- Invoices billed to ABB should 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.

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 and post approval of completion from ABB side.

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 rejections.

- **ABB Purchase Order (except special categories)**
- **ABB Reference person**
- **ABB billing address including GST number**

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 along with Purchase Order number.
- 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 or sending of Statement of Accounts (SOA), please send to the following email:

Information about status of invoice and payments: finance.gbs@in.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	Invoice No.: 563ABB28 Date: 25 January 2023																																																		
Tax Invoice	Our Reference Victor Kong	Your reference Roberta Kaung																																																	
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Invoice address</td> <td style="width: 33%;">Delivery address</td> <td style="width: 33%;">Supplying address</td> </tr> <tr> <td>ABB Legal Company Name</td> <td>Customer Name</td> <td>Vendor Name</td> </tr> <tr> <td>Address 1</td> <td>Address 1</td> <td>Address 1</td> </tr> <tr> <td>Address 2</td> <td>Address 2</td> <td>Address 2</td> </tr> <tr> <td>Postal Code and City</td> <td>Postal Code and City</td> <td>Postal Code and City</td> </tr> <tr> <td>ABB Company GSTIN Number</td> <td></td> <td></td> </tr> </table>			Invoice address	Delivery address	Supplying address	ABB Legal Company Name	Customer Name	Vendor Name	Address 1	Address 1	Address 1	Address 2	Address 2	Address 2	Postal Code and City	Postal Code and City	Postal Code and City	ABB Company GSTIN Number																																	
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ABB Company GSTIN Number																																																			
Your supplier number 3118154 Your Purchase Order 5191079740 Delivery date 14 Jan 2023	Delivery Note ASI0025	Terms of Payment: 30 days EOM Incoterms: E030 Due date: 04 May 2023																																																	
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XYZXY Private Limited Address 1 Address 2/ Postal Code and City	Bank Name Beneficiary name: Account No.: Swift Code: Bank Code:	Company GSTIN number Company business reg. number Telephone																																																	

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

- 17 Customer and taxpayer's GSTIN (if registered)
- 18 Place of Supply and HSN/SAC Code details
- 19 The words "Tax Invoice" are printed on invoice
- 20 Signature of the supplier – Physical signature / digital signature (DSC)
- 21 GST rate and amount of taxes i.e. CGST, SGST/ IGST (Whether GST is payable on reverse charge basis)
- 22 IRN number for e-invoices (as per applicability)

Appendix B

PO number to be indicated on invoice

ABB company name and address that you need to bill

Your contact person and email to be indicated on invoice

PO line-item number to be indicated on invoice

Quantity of purchase

Unit of measure

ABB Purchase Order Indirect Material		Vendor No.	Vendor Ref.	Page 1 of 12	
		PO Number 339111	PO Date 13.12.2024	Currency INR	
Bill To (Invoice To) ABB India Limited Plot No.79 Street No.17, MIDC Industrial Area Satpur, Nashik 422007 GST NO.: 27AAACA3834B1Z8		Ship To (Deliver To) ABB India Limited EPDS-Vaccum Interrupter Plot 79 Plot No.79, Street No.17 MIDC Industrial Area, Satpur Nashik 422007 Maharashtra India		Vendor MAHARASHTRA - 422010 India	
Buyers Name: GBS IM&S IN Telephone: Fax: Email: IN-GBS.IMS.IN@abb.com Plant code for reference: INMF			Kind Attention: Telephone: Fax: Email:		
Terms of Delivery: FOR/FOR ABB Nashik Plant			Terms of Payment: Despatch- due after 30 days		
Item	Material Code/ Description	Quantity	Order Unit	Unit Rate Discount	Net Value
00001	IN4DY99-0137 Test	1	EA	1.00	1.00
Material PO text INT					
Total quantity spread over the following delivery dates:					
Qty.	Unit	Deliv. Date	Requested Date		
1	EA	Day 13.12.2024	13.12.2024		
	State GST	9%	0		
	Central GST	9%	0		
Total item Value (INR)					1.00
Total State GST					0
Total Central GST					0
Total Order Value (INR)					1.00
INR ONE AND PAISE ZERO					
"This document is computer-generated and is valid without a signature or company stamp"					
ABB INDIA LIMITED					
Corporate and Registered Office ABB India Limited Disha - 3rd Floor, Plot No. 5 & 6, 2nd Stage, Peenya Industrial Area IV, Peenya			Phone 080 2294 9150-54 Fax 080 2294 9148 Website : www.abb.com/in CIN:L32202KA1949PLC032923		
Bengaluru 560058, Karnataka - India PAN Number : AAACA3834B					

This is your vendor code

Invoice currency to be same as PO currency

This is your company name and address

ABB Reference person and email to be indicated on invoice

Agreed payment terms

Total Net value amount per line item

Unit Price

Total PO Amount