

INFORMATION LETTER

Invoicing guidelines for suppliers

ABB United Arab Emirates

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. Please choose the correct scanning e-mail from the below grid depending on the entity you want to send an invoice to.

| Company name/Bill to name | VAT number | PDF invoicing email address |
|--|-----------------|-----------------------------|
| ABB Industries LLC | 100262126400003 | AE-IND-invoices@abb.com |
| ABB Industries FZE | | AE-FLC-invoices@abb.com |
| ABB FZ LLC | | AE-FZC-invoices@abb.com |
| ABB Transmission & Distribution Limited LLC. | | AE-TAD-invoices@abb.com |
| ABB Industries MEA, Branch of ABB Industries FZE | | AE-RDC-invoices@abb.com |

- 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 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 not be accepted]
- 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.
- 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 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 an 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 process the payment:

- **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 fine
- 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 will not be accepted by ABB.

For enquiries or sending of Statement of Accounts (SOA), please send to the following email in relation to it.

Invoice enquiries: IN-INGBS.AEinvoiceprocessing@abb.com

Statement of Accounts: Finance.gbs@in.abb.com


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**



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Tax Invoice

4 Invoice No.: 563ABB28
3 Date: 25 January 2024

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
9 Your Purchase Order: 5197083542
Delivery date: 24 Jan 2024

14 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 | 20,00 | 1 pc | 0.00 | 20,00 |
| 3 | 1992039-1 Bearing House Order date: 10 Jan 2024 Order Number: ABB2537 | 15,00 | 2 pc | 0.00 | 30,00 |
| Subtotal: | | | | | 50,00 |
| 18 VAT (5%) | | | | | 2,50 |
| Total Payable Amount | | | | | 52,50 |

2 XYZXY LLC
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 VAT amount and VAT rate
- 19 The words "Tax Invoice" are printed on invoice

Appendix B

PO number to be indicated on invoice

This is your vendor code

This is your company name and address

Agreed payment terms

PO line item number to be indicated on invoice

Quantity of purchase

Unit of measure

ABB company name and address that you need to bill

ABB Reference person and email to be indicated on invoice

Total Net value amount per line item

Unit Price

Total invoice Amount

Invoice currency to be same as PO currency

| | | | | | | |
|---|--------------------------------------|---|---|--|------------------|--------------------------------------|
| ABB | | PURCHASE ORDER | | Page 1 of 7 | | |
| Vendor Code: 1100067141 | Revision: 0 | Revision Date: Aug 07, 2023 | Purchase Order Number: 5197083543 | Purchase Order Date: Aug 07, 2023 | | |
| Vendor Address: Supplier Name Supplier address line 1 Supplier address line 2 | | Delivery Address: ABB INDUSTRIES LLC AE013102 LV SYSTEMS SERVICE Al Quoze DUBAI 11070 Utd.Arab Emir. Tel: 04 3147500 Fax: 04 3724040 | | | | |
| Vendor Contact: Tel : Fax : +999999999999 Email: email@domain.com Vendor Reference: | | Handled by: Name Surname Tel : +999999999999 Fax : +999999999999 Email: name.surname@abb.com ABB Reference: | | | | |
| Payment Terms: 60 days end of month after invoice date Delivery Terms: DDP-ABB ELDS Stores at Al-Quoz | | Mode of Transport: Order Currency: AED | | | | |
| ABB-Payee ABACUS/Netting/BU/PG/TCD/ETCD: // | | | | | | |
| ABB-Payer ABACUS/Netting/BU/PG/TCD/ETCD: AEIND/AEIND/ELSE/3442/9AAV101751/9AAV101756 | | | | | | |
| This Purchase Order is subject to our General Terms and Conditions as well as any special Terms and Conditions stipulated and / or referenced in this order. If any Special Terms and conditions agreed and mentioned in Purchase Order will supersede the General Terms and conditions in particular. | | | | | | |
| Scope: Your Ref: SOGT-7662 | | | | | | |
| Acknowledge the receipt of this purchase order and arrange to send us your order acceptance at the earliest to | | | | | | |
| Item | Material Description | Qty | UoM | Unit Rate | Net Value | Deliv Date |
| 1 | MATERIAL 1 Material 1 description | 24.00 | PC | 1.200,00 Per 12 Piece | 2.400,00 | 10.09.2023 |
| 2 | MATERIAL 1 Material 2 description | 1.00 | PC | 130,00 | 130,00 | 10.09.2023 |
| Total Item Value | | | | | 2.530,00 | |
| Total Gross Price | | | | | AED | 2.530,00 |
| Total PO Value | | | | | AED | 2.530,00 |
| Documents Required: Commercial invoice and Delivery note. PAYMENT: | | | | | | |
| ABB Industries LLC | | | | | | |
| IE Code: AE-1000194 Dubai United Arab Emirates VAT Reg No.: | | Tel : + 971-4-3147500 Fax : + 971-4-3401531 | | AE013102 LV SYSTEMS SERVICE Al Quoze 11070 DUBAI United Arab Emirates | | Tel : 04 3147500 Fax : 04 3724040 |