

INFORMATION LETTER

Invoicing guidelines for suppliers

ABB New Zealand

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 grid below which details where invoices can be sent to.

Company Name/Bill to name	GST Number	Invoices via email
ABB Limited	10-144-221	NZ-ABB-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 e-mail, 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 rejections.

- **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 or sending of Statement of Accounts (SOA), please send to the following emails in relation to it

Invoice enquiries: 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

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

19 **7 Tax Invoice**

1 Invoice address
 ABB Legal Company Name
 Address 1
 Address 2
 Postal Code and City
 ABB Company GST Number

3 Your supplier number
41022

9 Your Purchase Order
3164412531

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

11 **Delivery Note**
ASI0025

8 **Your reference**
Roberta Kaung

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

10 Pos. No	15 Item	11 Unit price	12 Quantity	Discount	13 Net amount
1	7640983 Metal spray double bearing Order date: 10 Jan 2024 Order Number: ABB2537	2,865.00	1 pc	0.00	2,865.00
3	1992039-1 Bearing House Order date: 10 Jan 2024 Order Number: ABB2537	200.00	2 pc	0.00	400.00

18 Subtotal: 3,265.00
 VAT (15%): 489.75
 Total Payable Amount: 3,754.75 6

2 **XYZXY Limited**
 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 **GST amount and GST rate**
- 19 **The words "Tax Invoice" are printed on invoice**

Appendix B

 Change to PURCHASE ORDER GST No: 10-144-221	Purchase Order Number/Version 3164188588/1 Purchase Order Change Date: 08.08.2023																												
Vendor No: 100000000 Vendor Address: Supplier Name & Supplier Address	Delivery Address: ABB Limited																												
PO Box : Phone: Fax: Email:	Postal Address: Telephone: Facsimile :																												
Attention: Telephone: FAX: Email:	Buyer Name: Roberta Kaung Telephone: FAX: Email:																												
Terms of delivery: EXW Ex Works	Terms of Payment: EOM 30																												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">Item</th> <th style="width: 45%;">Material/Description</th> <th style="width: 10%;">Quantity</th> <th style="width: 10%;">Order Unit</th> <th style="width: 10%;">Unit Price</th> <th style="width: 10%;">Net Value</th> <th style="width: 10%;">Curr</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>2UCM002711A905 Revision:A Endless Grommet 2.0mm PE (FST) Vendor Material No.: 22-PKG020</td> <td style="text-align: center;">1.00</td> <td style="text-align: center;">RL</td> <td style="text-align: right;">15.51</td> <td style="text-align: right;">15.51</td> <td style="text-align: center;">NZD</td> </tr> <tr> <td style="text-align: center;">2</td> <td>2UCM003617A603 Nut Hex M3 Nylon Vendor Material No.: 09-PNN3 (PK/100)</td> <td style="text-align: center;">1.00</td> <td style="text-align: center;">BOX</td> <td style="text-align: right;">15.05</td> <td style="text-align: right;">15.05</td> <td style="text-align: center;">NZD</td> </tr> <tr> <td style="text-align: center;">3</td> <td>2UCM003701A019 Plas Standoff 26mm LCK/LCK STD 2xBarb Vendor Material No.: 05-PBA25LK(LC25)</td> <td style="text-align: center;">2,000.00</td> <td style="text-align: center;">EA</td> <td style="text-align: right;">123.70</td> <td style="text-align: right;">247.40</td> <td style="text-align: center;">NZD</td> </tr> </tbody> </table>		Item	Material/Description	Quantity	Order Unit	Unit Price	Net Value	Curr	1	2UCM002711A905 Revision:A Endless Grommet 2.0mm PE (FST) Vendor Material No.: 22-PKG020	1.00	RL	15.51	15.51	NZD	2	2UCM003617A603 Nut Hex M3 Nylon Vendor Material No.: 09-PNN3 (PK/100)	1.00	BOX	15.05	15.05	NZD	3	2UCM003701A019 Plas Standoff 26mm LCK/LCK STD 2xBarb Vendor Material No.: 05-PBA25LK(LC25)	2,000.00	EA	123.70	247.40	NZD
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Please acknowledge this Change to Purchase Order and send confirmation to the Buyer	This is a Computer Generated Purchase Order, no signature is required. This Purchase Order is electronically approved by:																												
ABB LIMITED																													
Registered Office ABB LIMITED Private Bag 92609 Symonds Street AUCKLAND NEW ZEALAND +64 9 3562160 +64 9 3570098 Invoice address : ABB Ltd. Private Bag 92609 Symonds Street, Auckland – 1150 Generic email ID : NZ-ABB-invoices@abb.com	The customs tariff number of the country of consignment for goods must be indicated. For controlled goods, the national export control number must be indicated and, if the goods are subject to U.S. export regulations, the ECCN. Proofs of preferential origin as well as conformity declarations and marks of the country of consignment or destination are to be submitted without being requested; certificates of origin upon request. Unless stated differently, this Purchase Order (PO) is made pursuant to the ABB General Terms and Conditions (ABB GTC (2021-1 New Zealand)) for the purchase of Goods, Services or other items (as the case may be). The ABB GTC (2021-1 New Zealand) are made available to Supplier under http://new.abb.com/about/supplying . The ABB GTC (2021-1 New Zealand) or the Contract, as applicable, and are hereby incorporated into the contractual relationship between Customer and Supplier. No other terms shall apply. By supplying as ordered under this PO, Supplier consents with the ABB GTC (2021-1 New Zealand) or the Contract, as applicable. ABB will pay our suppliers on the 4th of each month. Forms without signature are legally valid.																												

This is your vendor code

PO number to be indicated on invoice

This is your company name and address

ABB Reference person and email/phone number to be indicated on invoice

PO line item number to be indicated on invoice

Agreed payment terms

Invoice to be same as PO currency

ABB company name and address that you need to bill

Total Net value amount per line item

Unit Price

Quantity of purchase



Change to PURCHASE ORDER
GST No: 10-144-221

Purchase Order Number/Version
3164188588/3

Purchase Order Change Date:27.09.2023

Item	Material/Description	Quantity	Order Unit	Unit Price	Net Value	Curr
4	Freight - domestic	1.00	EA	7.02	7.02	NZD
5	Freight - domestic	1.00	EA	18.02	18.02	NZD
Total Order Value (Excl GST)					303.00	NZD

Total PO Amount

ABB LIMITED

Registered Office
ABB LIMITED
Private Bag 92609
Symonds Street
AUCKLAND
NEW ZEALAND
+64 9 3562160
+64 9 3570098
Invoice address :
ABB Ltd.
Private Bag 92609
Symonds Street,
Auckland – 1150
Generic email ID :
NZ-ABB-invoices@abb.com

The customs tariff number of the country of consignment for goods must be indicated. For controlled goods, the national export control number must be indicated and, if the goods are subject to U.S. export regulations, the ECCN. Proofs of preferential origin as well as conformity declarations and marks of the country of consignment or destination are to be submitted, if being requested; certificates of origin upon request.

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