

June 2014.

Main information about the payment process of ABB Brazil

Dear suppliers,

Check below the step-by-step of standard procedures of related payment and booking invoice.

Date of payment

ABB in Brazil release payments to suppliers once a week, on Thursdays. If there is not a working day, the payment will be effected on the first subsequent working day.

Payments are made via DOC, TED or transfer to the Itaú bank account, ABB does not release payments within documents negotiate with bank our factoring.

Minimum requirements in invoices and purchase order validation

In this session are described the main rules that must be followed for the flow from the quotation to the payment of invoices follow as quickly and efficiently as possible, thus avoiding delays in your payment as the due date for payment is calculated based on the date of registration of the Invoice in our ERP system.

- a) Always check in the purchases order , all of your registration data, especially the TAX ID;
- b) It is essential to observe the delivery date agreed with the buyers, because, in case of delivery outside the deadline, there will be penalty in OTD (On Time Delivery), which will have an impact on new business assessment of your company with ABB;
- c) In purchases order of materials it is important to identify whether the NCM used in the purchase is equal the NCM used in the quote, to avoid blocking the entry of goods and subsequently blocking payment;
- d) For service invoice, check if the item of complementary law No. 116 of our purchase order is the same with the nature of your billing and Inform the name of the person responsible for hiring of his service in the field of observation of the Invoices, because he will take care of forwarding the note to follow the internal approval process;
- e) On purchases of materials is extremely important to check if the tax rates of requests for purchases are in line with the one used in our invoice. Any divergence in the rates of taxes, blocks the payment of invoices. Sending the invoice to buyers mirror is strongly recommended;
- f) Always check if the value agreed with the buyer is the same placed the purchase order. Differences of values block the invoice record and hence the payment.
- g) All invoices must be issued with the purchase order number of ABB and the respective position of the item, as shown in the example: 4500099999/10.

How to send Invoices for ABB

The services invoices must be send in PDF file to the e-mail address cpg@br.abb.com. Note: this address is unique for the processing of Invoices, any other matter will be not considered.

For Invoices related goods (material), DANFE, the XMLs files should be sent to the email address: recebimento.nf-e@br.abb.com

How to monitor your registration Invoice.

ABB offers a channel to follow the invoice processing steps and payment forecast , access instructions should be obtained on our website: www.abb.com.br, under "Providing for the ABB".

If you still do not have access to the portal:

- send an email to contasapagar@br.abb.com
- inform the CNPJ of the company
- responsible for the company's name that should receive the access codes.

The requestor will receive an email with the password; the login is the own TAX ID of the company. This e-mail address should be used only to request the password and any message with another goal will not be answered.

Other Information.

Other information can be obtained at the following address:
<http://new.abb.com/br/FornecendoparaABB>