

INFORMATION LETTER

# Invoicing guidelines for suppliers

## ABB - Australia

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 Registration Number	Invoices via email
ABB Australia Pty Ltd	68003337611	AU-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 email, 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, please send to the following emails in relation to it:

Invoice enquiries: [finance.gbs@in.abb.com](mailto: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](http://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: 18 August 2023

19 6

**Tax Invoice**

Our Reference: Victor Kong

8 Your reference: Roberta Kaung

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

<p>Your supplier number: 10000000</p> <p>Your Purchase Order: 3161416663</p> <p>9 Delivery date: 18 Aug 2023</p>	<p>14 Terms of Payment: 90 days EOM</p> <p>Incoterms: Ex Works</p> <p>Due date: 04 Jan 2024</p>
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Pos. No	Item	Unit price	Quantity	Discount	Net amount
10 1	15 45122041-Key-001 Item XXX Code 62732 Order date: 10 Aug 2023 Order Number: ABB2537	408.30	4 pc	0.00	1,633.20

<p>18 Subtotal:</p> <p>GST (10%)</p> <p>Total Payable Amount</p>	<p>5 AUD 1,633.20</p> <p>AUD 163.32</p> <p>AUD 1,796.52 6</p>
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<p>2 XYZXY Pty Limited</p> <p>Address 1</p> <p>Address 2/</p> <p>Postal Code and City</p>	<p>16 Bank Name</p> <p>Beneficiary name:</p> <p>Account No.:</p> <p>Swift Code:</p> <p>Bank Code:</p>	<p>17 Company VAT/GST number</p> <p>Company business reg. number</p> <p>Telephone</p>
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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

<h1 style="margin: 0;">PURCHASE ORDER</h1>		Sold to Party Address : Plant : AUMS ABB Australia Pty Ltd Bay 1S-MV, Bapaume Road Moorebank 2170 NSW Australia Pur Officer: Roberta Kaung Phone: +61 2 960XX Fax: +61 2 9600 7050 Int. Grp- Ordering ABACUS Code: AUABB Int. Grp- Ordering BA: 3410 Int. Grp- Ordering BU: ELDS Netting Code: AUABB																																																																									
Number : 3161416663 Date: 02.08.2023		Delivery Address : ABB Australia Pty Ltd Bay 1 South - MV, Bapaume Road Moorebank 2170 NSW Australia																																																																									
VENDOR :100000000 Supplier Name Supplier Address Line 1  Attention : Phone: 03 9775 XXXX Fax:03 9775 XXXX  Int. Grp-Supplying. ABACUS Code: Int. Grp-Supplying. BA : Int. Grp-Supplying. BU : Int. Grp-Supplying. CIT Code:																																																																											
Terms of Delivery : DDP Delivery address		Terms of Payment : 30 days end of month after invoice date	Order Currency : AUD																																																																								
<table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th style="text-align: left;">Item</th> <th style="text-align: left;">Material code/Description</th> <th style="text-align: right;">Quantity</th> <th style="text-align: left;">UoM</th> <th style="text-align: right;">Unit Price</th> <th style="text-align: right;">Total Price</th> </tr> </thead> <tbody> <tr> <td colspan="6">Header text : Please acknowledge this Purchase Order and send confirmation to the Buyer</td> </tr> <tr> <td colspan="6">PO:Change: Line00001 Changed to Order</td> </tr> <tr> <td style="text-align: center;">1</td> <td>45122041-KEY-001 LOCK.FORTRESS.CLS-ABB-31</td> <td style="text-align: right;">4</td> <td>EA</td> <td style="text-align: right;">408.3</td> <td style="text-align: right;">1,633.20</td> </tr> <tr> <td colspan="6" style="text-align: right;">ity : 4</td> </tr> <tr> <td colspan="5"></td> <td style="text-align: right;">-----</td> </tr> <tr> <td colspan="5">Order Line Value</td> <td style="text-align: right;">: 1,633.20</td> </tr> <tr> <td colspan="5">TOTAL EXCLUDING GST</td> <td style="text-align: right;">: 1,633.20</td> </tr> <tr> <td colspan="5">GST</td> <td style="text-align: right;">: 163.32</td> </tr> <tr> <td colspan="5"></td> <td style="text-align: right;">-----</td> </tr> <tr> <td colspan="5">TOTAL VALUE INCL.GST</td> <td style="text-align: right;">: 1,796.52</td> </tr> <tr> <td colspan="5"></td> <td style="text-align: right;">-----</td> </tr> </tbody> </table>				Item	Material code/Description	Quantity	UoM	Unit Price	Total Price	Header text : Please acknowledge this Purchase Order and send confirmation to the Buyer						PO:Change: Line00001 Changed to Order						1	45122041-KEY-001 LOCK.FORTRESS.CLS-ABB-31	4	EA	408.3	1,633.20	ity : 4											-----	Order Line Value					: 1,633.20	TOTAL EXCLUDING GST					: 1,633.20	GST					: 163.32						-----	TOTAL VALUE INCL.GST					: 1,796.52						-----
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By acceptance of this Order, the Vendor accepts the terms and conditions stated below.																																																																											
1. Where there is an executed written agreement in force between the Vendor and ABB which relates to the goods and/or services the subject of the Order then this Order is issued pursuant to and subject to the terms and conditions of the relevant agreement; 2. Where there is no other written agreement in force between the Vendor and ABB then this Order is issued as follows. 3. ABB will pay our suppliers on the 4th of each month.																																																																											
ABB AUSTRALIA PTY LIMITED ( ABN 68 003 337 611 )		Registered Office : Bapaume Road, Moorebank, NSW 2170, Australia Tel: 1800 222 435, +61 3 9121 6673 Fax : +61 2 9738 2063																																																																									

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

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

ABB company name and address that you need to bill

Invoice to be same as PO currency

Total Net value amount per line item

Unit Price

Unit of measure

Quantity of purchase

Total PO Amount