

GBS FINANCE ACCOUNTS PAYABLE

## Information to suppliers about local specifics of the payment process in Turkey

Dear ABB Supplier,

As part of global standardization of the payment process within ABB, find below the country specific information regarding the payment process.

This document contains country specific details. In case no local exception is defined in this document, the global standard applies mandatory.

The latest version of the global ABB Procure to Pay Process (P2P) for suppliers is available at the ABB supplier portal (<https://new.abb.com/about/supplying/doing-business-with-abb/invoicehandling>).

### How to send invoices to ABB (related to chapter 2 of global P2P)

**I. Electronic invoices:**

Official TR e-invoicing portal.

**II. Invoices via email:**

tr-payables@abb.com

**III. Invoices via physical mail service:**

All paper invoice from local suppliers should be delivered as original copies.

Physical invoices have to be sent to the invoice address mentioned in the PO. In case no invoicing address is provided, invoices have to be sent to the following address:

ABB Elektrik Sanayi A.Ş.  
Yukarı Dudullu Organize Sanayi Bölgesi  
2.Cadde No:16 Ümraniye/İstanbul

### Invoice requirements – deviations from global ABB standard P2P (related to chapter 6 of global P2P)

Listed below are the minimum details that an invoice must carry to ensure faster processing and avoid rejections. Please note any invoice not meeting this minimum requirement list is liable to be rejected by ABB. Payment due date will be calculated from the date of receipt of a valid invoice accepted by ABB or goods/service receipt whichever is later.

- Supplier full name & address
- Supplier reference person including contact details (telephone, e-mail etc.)
- Supplier number (same as atetted in the Order)
- Customer full legal name & address
- Invoice date
- Invoice number
- Purchase Order number (same as atetted in the Order)
- Quantity (same as stated in the Order)
- Specification of Goods supplied
- Price (total amount invoiced)

- Currency (same as stated in the Order)
- Tax or VAT amount
- Payment terms

**Inquiries on your invoices**

tr-payables@abb.com

**Supply Chain Finance**

TR-procurement@abb.com

**In general:**

Please note this is part of the standard terms and conditions for supplying goods and services to ABB. More information can be found on [www.abb.com/supplyingtoabb](http://www.abb.com/supplyingtoabb)