

INFORMATION LETTER

Invoicing guidelines for suppliers

ABB Norway

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 through electronic invoicing. Unless E-invoice is not available, the next preferred method to receive invoices is in PDF format, **One (1) Invoice** with **One (1) Purchase Order (PO), per One (1) email** submission.

Please refer to the grid below which details where invoices can be sent to.

| Company Name/Bill to name | VAT Number | Electronic invoicing | | PDF invoices | Physical invoices |
|-------------------------------|-------------|----------------------|-----------|---|---|
| | | Peppol ID | ELMA ID | Email address | Invoice Address |
| ABB AS | NO982085160 | 0192:982085160 | 982085160 | NO-AAS-invoices@abb.com | Fakturamottak Postboks 129 1325 Lysaker |
| ABB Electrification Norway AS | NO921186037 | 0192:921186037 | 921186037 | NO-ELN-invoices@abb.com | |
| ABB Robotics Norway AS | NO936107575 | 0192:936107575 | 936107575 | NO-ABBRoboticsNorwayAS@ironmountain.com | |
| ABB E-Mobility AS | NO927408627 | 0192:927408627 | 927408627 | NO-EMO-invoices@abb.com | Not possible to send physical invoices |

- In order for an 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 with 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: leverandor.team@no.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 VAT Number

9 Your supplier number
41022
Your Purchase Order
3164412531
Delivery date
14 Jan 2024

8 Your reference
Daniel Books

Our Reference
Victor Kong

Delivery address

Customer Name
Address 1
Address 2
Postal Code and City

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

11 12 13

| Pos. No | Item | Unit price | Quantity | Disc % | Net amount |
|----------------------|---|------------|----------|--------|------------|
| 10 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 |
| Subtotal: | | | | | 3,265.00 |
| VAT (25%) | | | | | 816.25 |
| Total Payable Amount | | | | | 4,081.25 |

2 XYZXY AS
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

ABB AS
PROESSAUTOMASJON

PURCHASE ORDER

| | |
|--------------------|------------------|
| PO No.: 4560989484 | Date: 26.02.2024 |
|--------------------|------------------|

Print Date: 26.02.2024 KI :14:46:56

Supplier: 110181
Supplier Name

Supplier address line 1

Supplier address line 2

Salesperson / Your Ref:
name.surname@domain.com

Email: email@domain.com

Phone / Fax:
+999999999999

Terms of delivery, Incoterms® 2020:
FCA Stavanger

Terms Of Payment:
EOM 60 payable on the 4

Project No. / Site ID:
N035557A1A6 6300 /

Method Of Dispatch:

Packing Instructions:
Shipment Marks: P035557 - PFS Electrification SLA & GK

Delivery Address:
ABB AS
Christian August Thorings vei 7
4033 Stavanger
NORWAY

Purchaser: Name Surname

Email: name.surname@abb.com

Phone / Fax:
+999999999999

Our Reference:
Name Surname

Invoice Address:
ABB AS
Fakturamottak
Postboks 129
1325 Lysaker, Norway

Goods Marked:
4560989484
Network: N035557A1A6 6300

Unless differently stated in this Purchase Order, this Purchase Order is made pursuant to ABB General Terms and Conditions for purchase of Goods and/or Services, English version, (2020-2 Standard) made available under <http://new.abb.com/about/supplying/conditions-of-purchase>, and are hereby incorporated into the contractual relationship between ABB AS and Supplier. Supplier expressly agrees that the terms and conditions defined in this Purchase Order are the only terms and conditions upon which ABB AS is prepared to deal with Supplier under this Purchase Order, and shall govern the contractual relationship between ABB AS and Supplier under this Purchase Order to the exclusion of all other terms or conditions (including Supplier's terms and conditions).

Customs law requires that all materials must be properly classified with Harmonized Systems numbers and country of origin. The classification will then determine what rates of duty and indirect taxes might be payable along with any other rules or restrictions applicable to the specific products. In order to meet requirements from customs authorities it is mandatory that our suppliers provide Harmonized System numbers at the six digit level, country of origin for each product, included in order acknowledgement, and also provide complete invoice declarations, vendor declaration (delivery in Norway), EUR, 1, or EUR, MED certificates. If you receive the "Supplier Compliance Questionnaire: Export control & Dangerous goods", please fill in the form or send us a list in Excel-format with all Products included in this PO, with material descriptions (or list of specific materials), the matching Harmonized System numbers, Country of origin and ECCN if applicable.

Procurement responsible: in-gbs-iaog-norway@abb.com

| Item | Material No. Material Description | Rev. No | Del.Date | Qty. | Unit | Price | Price Unit | Disc | Netvalue |
|-------------------------|--------------------------------------|---------|------------|------|------|----------|------------|------|-----------------|
| 10 | 943 977-001 Material description | | 20.03.2024 | 1,00 | PC | 1.200,00 | | | 1.200,00 |
| 20 | Freight | | 20.03.2024 | 1,00 | PC | 200,00 | | | 200,00 |
| Total Amount NOK | | | | | | | | | 1.400,00 |

ABB AS

Mail address:
P.O.Box 285
N-4066 Stavanger
Norway

Visiting address:
Christian August Thorings VEG
7
N-4033 Stavanger
Norway

Telephone
+47 24 185000

Telefax
+47 51634875

www.abb.no

Bank
Nordea Bank Abp, filial i Norge

SWIFT
NDEAN333

Account
6011 08 49439

IBAN
NO99 6011 0849 439

Enterprise
NO982085180MVA

This is your vendor code

This is your company name and address

Agreed payment terms

PO line item number to be indicated

Quantity of purchase

Unit of measure

PO number to be indicated on invoice

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 PO Amount

Invoice currency to be same as PO currency