

INFORMATION LETTER

Invoicing guidelines for suppliers

ABB - Philippines

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	TIN Number	Invoices via email
ABB, Inc.	000-410-508-000	PH-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 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 - Mandatory for goods
- 12 Quantity – Mandatory for goods
- 13 Net amount per line item
- 14 Payment Terms
- 15 Description of goods/services – Mandatory for goods
- 16 Bank Account

Goods Invoice



XYZXY
Tax Invoice

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

Our Reference
Victor Kong

8 Your reference
Roberta Kaung

<p>1 Invoice address ABB Legal Company Name Address 1 Address 2 Postal Code and City 18 ABB TIN Number: 000-410-508-000 19 Business Style:</p>	<p>Delivery address Customer Name Address 1 Address 2 Postal Code and City</p>
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9 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 date
14 Jan 2024

12 Delivery Note
ASI0025

Pos. No	Item	Unit price	Quantity	Disc.	Net amount
10 1	7640983 Metal spray double bearing Order date: 10 Jan 2024 Order Number: ABB2537	20,000.00	1 pc	0.00	20,000.00
3	1992039-1 Bearing House Order date: 10 Jan 2024 Order Number: ABB2537	2,500.00	2 pc	0.00	5,000.00
Subtotal:					25,000.00
VAT (12%)					3,000.00
Total Payable Amount					28,000.00 6

2 XYZXY Inc.
Address 1
Address 2/
Postal Code and City

16 Bank Name
Beneficiary name:
Account No.:
Swift Code:
Bank Code:

17 This is a VAT Registered vendor
Company TIN number
Telephone

20 Printer Accreditation no. XXXX

For local tax registered suppliers, it is mandatory to provide the below information on the invoice:

- 17 Statement: VAT Registered vendor, followed by TIN number
- 18 TIN number of buyer
- 19 Business style of Seller (if any)
- 20 Authority to Print Receipt Number at the lower left corner of invoice – Mandatory for goods invoice.

