

INFORMATION LETTER

# Invoicing guidelines for suppliers

## ABB - Singapore

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 Pte Ltd	197000334W	SG-IND-invoices@abb.com
ABB Pte Ltd (SGRDC)	197000334W	SG-IND-invoices@abb.com
ABB E-mobility Pte Ltd	202124973G	SG-EMO-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.

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 informations 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](mailto:Finance.GBS@in.abb.com)

Payment enquiries: [Finance.GBS@in.abb.com](mailto:Finance.GBS@in.abb.com)

Statement of Accounts: [sg-abbsg\\_vendor\\_soa@abb.com](mailto:sg-abbsg_vendor_soa@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: 25 January 2022

19 7 Tax Invoice

Our Reference: Victor Kong  
Your reference: 8 Roberta Kaung

1 Invoice address

1 ABB Entity  
Address 1  
Address 2  
Postal Code and City  
ABB VAT Registration number

Delivery address

Customer Name  
Address 1  
Address 2  
Postal Code and City

Your supplier number: 41022  
Your Purchase Order: 3165412531  
Delivery date: 25 Jan 2022

Terms of Payment: 90 days EOM 14  
Incoterms: Ex Works  
Due date: 04 May 2022

Delivery Note: ASI0025

Pos. No	Item	Unit price	Quantity	Discount	Net amount
10 1	7640983 Metal spray double bearing 15 Order date: 23 Jan 2022 Order Number: ABB2537	2,865.00	1 pc	0.00	2,865.00 13
3	1992039-1 Bearing House Order date: 23 Jan 2022 Order Number: ABB2537	200.00	2 pc	0.00	400.00
Subtotal:				USD	3,265.00
GST (7%) 18				USD	326.50 18
Total Payable Amount				5 USD	6 3,591.50

20 GST SGD Amount: SGD 457.10 @ exchange rate: 1.40

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2 XYZXY Pte Ltd  
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 GST amount and GST rate
- 19 The words "Tax Invoice" are printed on invoice.
- 20 GST amount in SGD or exchange rate used when invoice issued in foreign currency.

# Appendix B

<b>ABB</b>		<b>PURCHASE ORDER</b>		Page 1 of 9		
<b>( ORIGINAL )</b>						
<b>Vendor Code:</b> 1100069955	<b>Revision:</b> 0	<b>Revision Date:</b> Aug 31, 2022	<b>Purchase Order Number:</b> 3565157495	<b>Purchase Order Date:</b> Aug 31, 2022		
<b>Vendor :</b> Vendor Name Vendor address line 1 Vendor address line 2 Postal code			<b>Delivery Address:</b> ABB PTE. LTD. ABB Pte. Ltd. LV Swgr Service Level 1 (ELDS staging) 2 Ayer Rajah Crescent Singapore 139935 Singapore			
<b>Attention to:</b> Vendor's contact person Tel: XX Email: XX			<b>Handled by:</b> MT/YouSheng/Phuong Nguyen Minh Tel: +84356810055 Fax: Email: XXX@abb.com			
<b>ABB-Payee</b> ABACUS/Netting/BU/PG/TCD/ETCD: /////						
<b>ABB-Payer</b> ABACUS/Netting/BU/PG/TCD/ETCD: SGIND/SGIND/3442/ELSE/9AAV100855/9AAV100858						
<b>Vendor Reference:</b>			<b>Our Reference:</b>			
<b>Payment Terms :</b> 60 days end of month after invoice date			<b>Mode of Transport:</b> Local Transport			
<b>Delivery Terms:</b> DAP-Singapore			<b>Currency:</b> SGD			
<b>Item</b>	<b>Material Description</b>	<b>Quantity</b>	<b>UOM</b>	<b>Rate Per Unit</b>	<b>Net Value</b>	<b>Arrival Date dd.mm.yyyy</b>
1	5MSG000284T0002 Control & Protection Panels (Assembled) Our Ref: ABB/Q/2224  1 No Open/Closed Selector Switch  1 No Green/Red LED Indicating Light  7 Nos 2.5mm Control Terminals  1 No Mimic Plate  1 Lot Control Wirings  1 No Mild Steel Enclosure Wall-Type Double Door c/w Perspex Window (<>&<)> Key-Lock. Colour:RAL 7035 Size : W400 x H500 x D200mm	1.00	PC	600.00	600.00	09.09.2022
<b>Total Item Value</b>					<b>600.00</b>	
<b>Total Gross Price</b>				<b>SGD</b>	<b>600.00</b>	
<b>ABB PTE. LTD.</b>						
2 Ayer Rajah Crescent Singapore 139935 NETTING/ABACUSCODE: SGIND/SGIND			Telephone (65) 6776 5711		Fax (65) 6778 0222	

This is your vendor

This is your company name and address

Agreed payment terms

PO line item number to be indicated on invoice

ABB company name and address that you need to bill

PO number to be indicated on invoice

ABB Reference person and email to be indicated on invoice

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