
GBS FINANCE ACCOUNTS PAYABLE

Information to suppliers about local specifics of the payment process in Belgium, Netherlands and Luxembourg

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. Invoices via e-mail:

Invoice@nl.abb.com

II. Invoices via physical mail service:

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 b.v.
Attn CC5 -NLABB

ABB NV
Attn CC1 - BEABB

ABB, Luxembourg Branch S.A.
Attn CC9 - BEABB-L

ABB Robotics Solutions NV
Attn CC11 - BEINT

c/o ABB Business Services GmbH
68129 Mannheim
Germany

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 name
- Supplier address and reference person including contact details (telephone, e-mail etc.)
- Supplier VAT-number
- Invoice date
- Invoice number
- Purchase Order number (same as stated in the Order). In case the invoice is not PO related, please mention the name of Purchaser
- Supplier number (same as stated in the Order)
- Correct legal name and address of Customer
- Quantity
- Specification of Goods supplied or Services provided
- In case exemption or reverse charge is applicable the underlying reason should be mentioned on the invoice
- Price (total amount invoiced)
- Currency
- Taxable amount per VAT-rate
- VAT rate applied in %
- Payment terms
- Supplier bank details»

Inquiries on your invoices:

bnl.sasap@nl.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