

GBS FINANCE ACCOUNTS PAYABLE

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

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:

ABB prefers to receive invoices from suppliers electronically. If you want to send us invoices electronically please contact for ABB AB - [annica.linder@se.abb.com](mailto:annica.linder@se.abb.com) or for ABB Power Grids Sweden AB - [pernilla.hedlund@se.abb.com](mailto:pernilla.hedlund@se.abb.com). For more information (in Swedish) see [http://new.abb.com/se/om-abb/leverantor-till-abb/fakturahantering\\_och\\_leverantorsbetalning](http://new.abb.com/se/om-abb/leverantor-till-abb/fakturahantering_och_leverantorsbetalning)

#### II. PDF Invoices via email:

The email has to be forwarded to either of these addresses:

For ABB AB – [SE-pdfinvoice@abb.com](mailto:SE-pdfinvoice@abb.com) (automatic mailbox only for transfer of PDF-files)

For ABB Power Grids Sweden AB - [pdf-invoice.seabb@se.abb.com](mailto:pdf-invoice.seabb@se.abb.com) (automatic mailbox only for transfer of PDF-files)

Email must comply with the following local requirements:

1. One invoice per mail and 1 invoice per PDF-file
2. Enclosures to an invoice must be included in the same PDF file as the invoice
3. Invoice number must be mentioned either in mail subject row or in the pdf-file name
4. Other general invoice requirements must be met; e.g the invoice must contain correct invoice address, Fe number and formal invoice reference (purchase order number and if that is not available name reference). In case of errors regarding general invoice requirements the supplier invoice might be rejected and sent back by post.

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

Correct invoice address must always be stated on the invoice regardless of method for sending the invoice to us.

From 1<sup>st</sup> of November 2019 correct invoices addresses are in accordance with table on next page.

<b>ABB AB</b>	<b>ABB Power Grids Sweden AB</b>
SE559193090301	SE556029702901
ABB AB Unit name <i>(optional)</i> FE 6140 or FE 6210 <i>(see below)</i> 839 84 Östersund	ABB Power Grids Sweden AB Unit name <i>(optional)</i> FE 6050 or FE 6510 <i>(see below)</i> 839 83 Östersund
Robotics & Discrete Automation - FE 6140  Industrial Automation, Motion, Electrification and Corporate for ABB AB - FE 6210	Power Grids units working in ERP LN (e.g Transformers and HV Products - FE 6050  Power Grids units working in SAP (e.g Grid Integration, Grid Automation and Corporate for ABB Power Grids Sweden AB - FE 6510

## 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.

- Purchase order number, or if not applicable ABB reference person
- Date of issue
- Unique sequential number identifying the invoice
- Customer's VAT id number (if the customer is liable for the tax on the transaction)
- Supplier's VAT identification number
- Supplier's full name & address
- Customer's full name & address
- Description of quantity & type of goods supplied or type & extent of services rendered
- Date of transaction or payment (if different from invoice date)
- VAT rate applied
- VAT amount payable
- Breakdown of VAT amount payable by VAT rate or exemption
- Unit price of goods or services – exclusive of tax, discounts or rebates (unless included in the unit price)

## Inquiries on your invoices

For inquiries on your invoices, payment reminders or other general questions, please use the following email address:

For ABB AB – SE-APSupport@abb.com

For ABB Power Grids Sweden AB – SE-PGAPSupport@abb.com

## Supply Chain Finance

Supply chain finance is supported.

For more information on how to join the Trade Payable Finance Program, please contact your local customer contact person within ABB ABs SCM organization.

## 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)