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GBS FINANCE ACCOUNTS PAYABLE

## Information to suppliers about local specifics of the payment process in ABB AS (Estonia)

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. Operator for receiving electronic invoices is Basware BAWCFI22.
- II. **Invoices via email:**  
EEABB@recall.se
- III. **Invoices via physical mail service:**  
ABB AS  
Aruküla tee 83  
Jüri 75301, Rae vald, Harjumaa  
Estonia

### 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 bank account
- Supplier VAT number
- Invoice date
- Invoice number
- Order number (same as stated in the Order), if no purchase order given by ABB, then contact person name who ordered the goods/ services
- Supplier number (same as stated in the Order)
- Complete ABB Legal Entity Name, address, VAT registration number and Division address (for which goods/services were ordered)
- Quantity

- Specification of Goods supplied
- Price (total amount invoiced)
- Currency
- Tax or VAT amount
- Tax or VAT number
- Payment terms.

**Inquiries on your invoices**

FC@ee.abb.com

**Supply Chain Finance**

EE-GBS.SCM.EPMV.Jyri@abb.com

EE-GBS.SCM.EPES.Jyri@abb.com

EE-GBSSCM-MG-JUR@abb.com

EE-Baltics-SCM-procurement@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](http://www.abb.com/supplyingtoabb)