

INFORMATION LETTER

Invoicing guidelines for suppliers

ABB Switzerland

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, <u>One(1) Invoice</u> with <u>One(1) Purchase Order number(PO no.)</u>, <u>per One(1) email</u> 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. Please note that there is the difference between ABB Headquarters and ABB Switzerland.

Company Name	Bill to name	GBS-Code	Invoices via E-Mail
	ABB Schweiz AG, GBS-02,	GBS-02	
	Postfach 310, CH-5401 Baden		
	ABB Schweiz AG, GBS-03,	GBS-03	
	Postfach 310, CH-5401 Baden		
	ABB Schweiz AG, GBS-07,	GBS-07	
	Postfach 310, CH-5401 Baden		
	ABB Schweiz AG, GBS-16,	GBS-16	
	Postfach 310, CH-5401 Baden		
	ABB Schweiz AG, GBS-17,	GBS-17	
ABB Switzerland	Postfach 310, CH-5401 Baden	GD3 1.	invoice.submit@ch.abb.com
Entities	ABB Schweiz AG, GBS-18,	GBS-18	invoice.subinit@cn.abb.com
	Postfach 310, CH-5401 Baden	GD3-10	
	ABB Schweiz AG, GBS-09,	GBS-09	
	Postfach 310, CH-5401 Baden		
	ABB Schweiz AG, GBS-10,	GBS-10	
	Postfach 310, CH-5401 Baden		
	ABB Switzerland Ltd., GBS-13,	GBS-13	
	Via Luserte SUD 9, CH-6572 Quartino	903-13	
	ABB E-mobility AG, GBS-20,	GBS-20	
	Postfach 310, CH-5401 Baden		

- 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.
 - <u>One (1) email</u> is to contain only <u>one(1) invoice</u> as one single PDF File. [invoices in word/excel will be rejected]
 - Supporting documentation should be in the same PDF as the invoice, the <u>invoice being the</u> <u>first pag</u>e. 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 number (PO no.) (except special categories)
- ABB Reference person
- ABB billing address including GBS number

IMPORTANT:

- We strongly recommend supplier to bill <u>ONE (1) Purchase Order</u> in <u>ONE (1) invoice</u>. 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

Information about an invoice: invoice.reminder@ch.abb.com

Supply Chain Finance

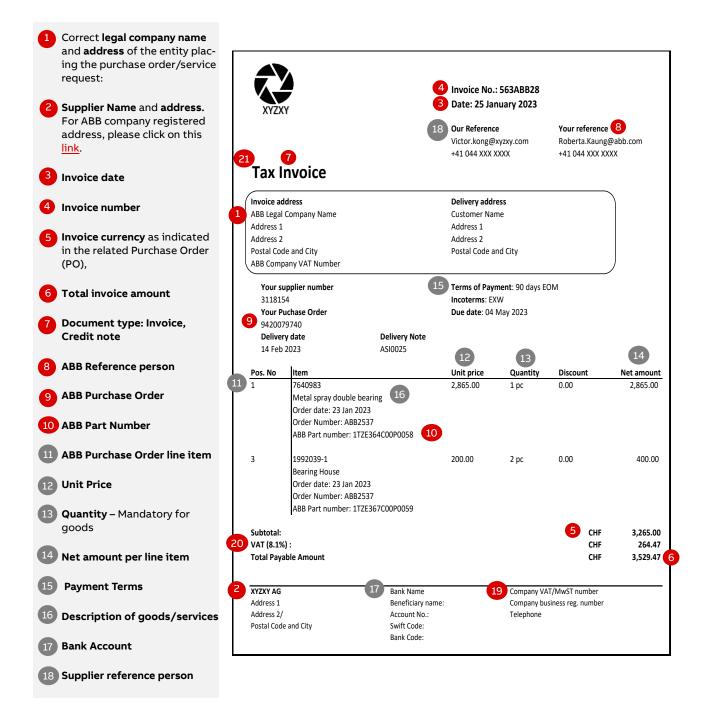
Please kindly contact our ABB buyer to get more information

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

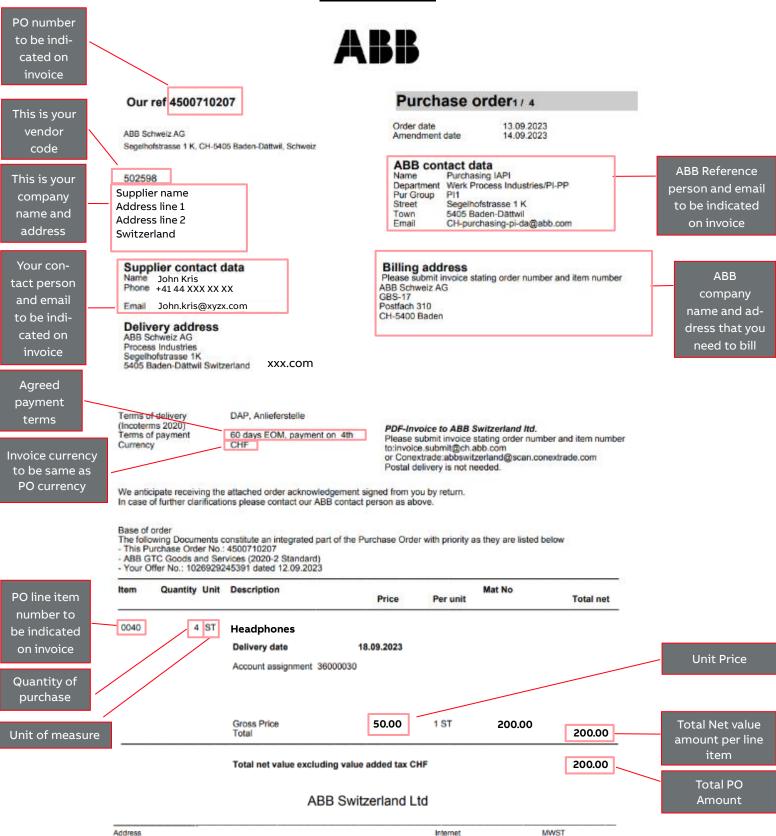
Red circles are mandatory details that an invoice must indicate to ensure faster processing and avoid rejections. For any invoice that does not meet local country's legal requirement or does not meet this minimum requirement list is liable for rejection by ABB.



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

- Supplier Tax registration number
- 20 VAT amount and VAT rate
- 21 The words "Tax Invoice" are printed on invoice

Appendix B



www.abb.ch

CHE-116.265.869

Segelhofstrasse 1 K, CH-5405 Baden-Dättwil