
GBS FINANCE ACCOUNTS PAYABLE

Information to suppliers about specifics of the payment process in Mexico

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>).

I. How to send foreign invoices to ABB (related to chapter 2 of global P2P)

- a) Invoices through email: should be sent to these addresses:

abb.mexico@ironmountain.com

Please make sure PO is received, and then send your invoice to the above email address.

Please send one invoice per file.

Foreign 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.

- ABB Mexico's Tax Id (AME920102SS4)
- Supplier name
- Supplier address and reference person including contact details (telephone, e-mail etc.)
- Invoice date
- Order number (same as stated in the Order)
- Supplier number (same as stated in the Order)
- Correct legal name and address of Customer
- Quantity
- Specification of Goods/Services supplied
- Price (total amount invoiced)
- Currency
- Payment terms.

II. How to send local invoices to ABB (related to chapter 2 of global P2P)

- a) All Invoices through CEPDI: should be sent to this link:

http://abbrepcion.cepdi.mx/portalrepcion_abb/default.aspx

Please make sure PO is received, and then send your invoice to the above link.

Please send one invoice per file.

Local 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.

- ABB Mexico's Tax Id (AME920102SS4)
- Supplier name
- Supplier address and reference person including contact details (telephone, e-mail etc.)
- Invoice date
- Invoice number
- Order number (same as stated in the Order)
- Supplier number (same as stated in the Order)
- Quantity
- Specification of Goods/Services supplied
- Price (total amount invoiced)
- Currency
- Tax or VAT amount
- Tax or VAT number
- Payment terms.

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