

GBS FINANCE ACCOUNTS PAYABLE

Information to suppliers about local specifics of the payment process in Malaysia

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:

We currently do not receive electronic invoices from external parties.

II. Invoices via email:

If you would like to send us invoices via email, please kindly contact sebrina.toh@sg.abb.com to understand more.

III. 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:

Attention To: RECALL (RDS Department)

[c/o ABB LEGAL COMPANY NAME]

LOT 767, PERSIARAN SELANGOR

SEKSYEN 16

40200 SHAH ALAM

SELANGOR DARUL EHSAN, MALAYSIA

[Tel: +603 5123 7688]

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.

- All **ORIGINAL** hard copy invoices / DN / CN should be sent to one central point:

Attention To: RECALL (RDS Department)

[c/o ABB LEGAL COMPANY NAME]

LOT 767, PERSIARAN SELANGOR
SEKSYEN 16
40200 SHAH ALAM
SELANGOR DARUL EHSAN, MALAYSIA
[Tel: +603 5123 7688]

- To smoothen the processing of billing documents, you are strongly recommended to one invoice per Purchase Order (PO)
- You are also strongly recommended to issue invoice as according to Purchase Order (PO) Line item
- To receive payment on time, please ensure you provide correct and required information in your billing documents as below:
 - Correct legal company name:
 - ABB Holdings Sdn Bhd *or*
 - ABB Malaysia Sdn Bhd
 - Invoice currency as indicated in the related Purchase Order (PO);
 - Invoice number, invoice date and total invoice amount;
 - Valid Purchase Order (PO) number and Requestor's name;
 - Include ABB requestor's name and his / her department as reference for non-PO order placed to you;

Inquiries on your invoices

Finance.GBS@in.abb.com

Supply Chain Finance

There is currently no supply chain finance available in Malaysia.

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