
GBS FINANCE ACCOUNTS PAYABLE

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

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 suppliers
- II. Invoices via email:**
abb.singapore.ap@recall.com
- 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:
2 Ayer Rajah Crescent Singapore 139935

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.

- Correct legal company name: ABB Pte. Ltd or ABB Pte. Ltd (SGRDC)
 - 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;
- Information required for a tax invoice (Singapore GST-Registered Company)
 - (i) GST Registration Number

- (ii) The words “Tax Invoice” are printed on the invoice
 - (iii) GST amount in SGD or exchange rate used when invoice is issued in a foreign currency
- When submitting invoice via email, please follow the below criteria:
- (a) One email can contain more than one invoice
 - (b) Each file or attachment must contain only one invoice along with any supporting documentation;
 - (c) Invoice image should be upright and be on the first page of attachment;
 - (d) The filename of the attachment should only contain alpha & numeric characters;
 - (e) The attachment must be in PDF or TIFF file format. Any other file format will be rejected;
 - (f) In cases of multi pages of an invoice, the attachment can be PDF which contains many pages or a multi TIF;
 - (g) Upon receipt of the invoice, a confirmation will be sent to your email address;

Inquiries on your invoices

Finance.GBS@in.abb.com

Supply Chain Finance

Supply Chain Finance is currently available in Singapore. 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. More information can be found on www.abb.com/supplyingtoabb