
GBS FINANCE ACCOUNTS PAYABLE

Information to suppliers about local specifics of the payment process in New Zealand

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. Invoices via email:

abb.newzealand.ap@recall.se

II. 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:

ABB Ltd.
GBS Finance (Accounts Payable),
Private Bag 92609,
Symonds Street,
Auckland – 1150
New Zealand

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.)
- Invoice date
- Invoice number
- Order number (same as stated in the Order)
- Supplier number (same as stated in the Order)
- Correct legal name and address of Customer

ABB Ltd.
83 Grafton Road,
Auckland – 1010

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

Inquiries on your invoices

For any clarification, please contact us at ABB Ltd.(Accounts Payable Department)

Email: nz.payables@nz.abb.com

Telephone: +64 9 356 2160

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