
GBS FINANCE ACCOUNTS PAYABLE

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

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 Australia prefers to receive invoices via email to abbau.accountspayable@recall.com

Please note that the above email address is not to be used for any type of communication as it has only been set up to receive invoices.

Note: If sending invoices by email, please ensure that each invoice is sent as a separate (i.e. individual) attachment in PDF or TIFF format, using the correct layout (i.e. portrait invoices must be sent in portrait layout etc). Invoices with backup documentation can be sent as one attachment.

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 Australia Pty Limited
PO Box 725
Auburn
NSW 1835

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

- Supplier number (same as stated in the Order)
- Correct legal name and address of Customer
- Quantity
- Specification of Goods supplied
- Price (total amount invoiced)
- Currency
- Tax information: Tax rate, tax amount must be specified.
- In order to ensure correct and timely processing of invoices there will be a need to quote a valid ABB Australia purchase order number on all invoices.
- In the event where purchase orders are not required then the full ABB contact name (given name and surname) must be provided, on all non-purchase order invoices.
- Order confirmations should be sent by email to the buyer and are required for all purchase orders to ensure correct and prompt processing of invoices.

Inquiries on your invoices

For accounts payable enquiries, please email finance.gbs@in.abb.com

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