

GBS FINANCE ACCOUNTS PAYABLE

## Information to suppliers about local specifics of the payment process in Canada

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 Inc. :** [ca.invoice@ca.abb.com](mailto:ca.invoice@ca.abb.com)  
[ca.facture@ca.abb.com](mailto:ca.facture@ca.abb.com)

#### ABB Motors and Mechanicals

[RSTPayables@abb.com](mailto:RSTPayables@abb.com) or  
[CA-PAYABLE\\_ABB\\_CA@abb.com](mailto:CA-PAYABLE_ABB_CA@abb.com)

#### ABB Installation Products

[AP.Canada@abb.com](mailto:AP.Canada@abb.com) ( Ship to should be indicated on the invoice)

#### ABB Industrial Solutions Inc.

[GEPays\\_BID230431@ge.com](mailto:GEPays_BID230431@ge.com) (One attachment per invoice, no paper invoice will be accepted)  
Total price/quantity must equal PO if not, please resolve with buyer prior to invoicing.

#### 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 Inc.**  
PO Box 13902  
Durham, NC, 27709-3902  
USA

**ABB Produits d'installation Ltée**  
700 Av. Thomas  
St-Jean-sur-Richelieu, Quebec  
J2X 2M9

Canada

**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  
Invoice date  
Invoice number  
Order number (if no PO number, the contact name is mandatory)  
Currency same as what is on the PO  
Quantity  
Specification of Goods supplied  
Price (total amount invoiced)  
Tax or VAT amount  
Tax or VAT number

**Inquiries on your invoices**

**ABB Inc. :** [payable@ca.abb.com](mailto:payable@ca.abb.com)

**ABB Motor and Mechanical :** [RSTPayables@abb.com](mailto:RSTPayables@abb.com) or [CA-PAYABLE\\_ABB\\_CA@abb.com](mailto:CA-PAYABLE_ABB_CA@abb.com)

**ABB Installation Products :** [AP.Canada@abb.com](mailto:AP.Canada@abb.com) 450-347-5318

**ABB Industrial Solutions Inc.** [Canada.indsolap@ge.com](mailto:Canada.indsolap@ge.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](http://www.abb.com/supplyingtoabb)