

INFORMATION LETTER

Invoicing guidelines for suppliers

ABB Turkey

Dear Supplier,

This letter is to provide you with the information required by ABB to ensure prompt payment to our suppliers.

We kindly request you to take time to read the document before sending your invoice to ABB.

Sending invoices to ABB:

Our preferred method of receiving invoices is in PDF format, **One(1) Invoice** with **One(1) Purchase Order(PO)**, **per One(1) email** submission. As the Country does not have legal requirements on physical invoices, please refer to the grid below which details where invoices can be sent to.

I. Electronic invoices:

Official TR e-invoicing portal

II. Invoices via email:

tr-payables@abb.com

III. Invoices via physical mail service:

Please note that all paper invoices from local suppliers (except E-archive invoices) should be delivered as a hardcopy with stamp.

Physical invoices (hardcopies) 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 Elektrik Sanayi A.Ş.

Hilltown Ofis Aydınevler Mahallesi

Siteler Yolu No: 1A / 7

34854 Maltepe, İstanbul – Türkiye

- In order for invoice to be billed to the correct company, we kindly request you to refer to our Purchase Order (PO) to get the information. Please refer to **Appendix B** to understand how to view our Purchase Order information.
In case no invoicing address is provided, invoice have to be sent to the email address for respective ABB company given above.
- If you are sending PDF invoices via email, please ensure you comply to the following requirement:

- The file size of the email should not be more than 10 MB in size
- **One(1) email** is to contain only **one(1) invoice** as one single PDF File. [invoices in word/excel will be rejected]
- Supporting documentation should be in the same PDF as the invoice, the **invoice being the first page**. Please note that supporting documents in word or excel should not be attached in the same email with the invoice. Entire email will be rejected due to unacceptable file format.
- Zipped file or email attached in another email are not acceptable
- If the paper invoice is scanned, the invoice image must be of at least 300 dpi resolution, black and white.

- The invoices billed to ABB are to be emailed only once. Do not use the above email addresses in copy of any correspondence or for sending the statement of accounts/quotations etc., all messages will be ignored.
- PDF are not secured or protected by a password

All invoices submitted will be either confirmed or rejected by ABB with an acknowledgment email. For this reason, we request if you are sending invoices from an automated or “no-reply” mailbox, please include an active email (attended by human).

When to send invoices to ABB:

Invoices should only be issued when goods risk and entitlement have been transferred to ABB, or when services have been completed based on agreement with ABB.

In order for ABB to process your invoices as early as possible, we do not recommend suppliers to consolidate the invoices and send in as a bulk as this will delay the processing time.

Information required on Suppliers' invoices:

Listed in **Appendix A** is the set of information needed to be present on the invoice copy to ABB. Other than the standard legal requirement information, please note that ABB enforced **No PO No Pay** and would require the following information to be indicated on the invoice to avoid rejections.

- **ABB Purchase Order (except special categories)**
- **ABB Reference person**

IMPORTANT:

- We strongly recommend supplier to bill **ONE(1) Purchase Order** in **ONE(1) invoice**. If multiple Purchase Orders is included in one invoice, the invoice processing will take longer time and you will only be paid if only everything is fine
- Do not deduct credits from invoice. Send credit notes separately
- If you issue a credit note, please indicate the original invoice number referencing to the credit note
- Any additional costs not reflected on the Purchase Order shall be agreed with ABB prior to issuing the invoice, otherwise the invoice is liable to be rejected by ABB.

For enquiries or sending of Statement of Accounts (SOA), please send to the following emails in relation to it

Invoice enquiries: tr-payables@abb.com

Supply Chain Finance

Please kindly contact our ABB buyer to get more information about orders and to get more information about payments status please contact: tr-payables@abb.com.

In general:

Please note this is part of the standard terms and conditions for supplying goods and services to ABB. If you would like to have information on ABB invoice process flow, or other relevant information, it can be found on www.abb.com/supplyingtoabb

Appendix A

Red circles are mandatory details that an invoice must indicate to ensure faster processing and avoid rejections. For any invoice that does not meet local country's legal requirement or does not meet this minimum requirement list is liable for rejection by ABB.

- 1 Correct legal company name and address of the entity placing the purchase order/service request:
- 2 Supplier Name and address. For ABB company registered address, please click on this [link](#).
- 3 Invoice date
- 4 Invoice number
- 5 Invoice currency as indicated in the related Purchase Order (PO),
- 6 Total invoice amount
- 7 Document type: Invoice, Credit note
- 8 ABB Reference person
- 9 ABB Purchase Order
- 10 ABB Purchase Order line item
- 11 Unit Price
- 12 Quantity – Mandatory for goods
- 13 Net amount per line item
- 14 Payment Terms
- 15 Description of goods/services
- 16 Bank Account

4 Invoice No.: 563ABB28

3 Date: 25 January 2023

Our Reference
Victor Kong

8 Your reference
Roberta Kaung

19 7

Tax Invoice

1 Invoice address

ABB Legal Company Name

Address 1

Address 2

Postal Code and City

ABB Company VKN Number

Delivery address

Customer Name

Address 1

Address 2

Postal Code and City

Your supplier number
41022

14 Terms of Payment: 90 days EOM

9 Your Purchase Order
75004177

Incoterms: EO90

Delivery date
14 Jan 2023

Due date: 04 May 2023

Delivery Note
ASIO025

10	Pos. No	Item	Unit price	Quantity	Discount	13 Net amount
	1	7640983 Metal spray double bearing Order date: 23 Jan 2022 Order Number: ABB2537	2,865.00	1 pc	0.00	2,865.00
	3	1992039-1 Bearing House Order date: 23 Jan 2022 Order Number: ABB2537	200.00	2 pc	0.00	400.00
	Subtotal:					3,265.00
	18 VAT/KDV (18%)					587.70
	Total Payable Amount					3,852.70

2 XYZXY A.Ş.

Address 1

Address 2/

Postal Code and City

16 Bank Name

Beneficiary name:

Account No.:

Swift Code:

Bank Code:

17 Company VAT/KDV number

Company business reg. number

Telephone

For local tax registered suppliers, it is mandatory to provide the below information on the invoice:

- 17 Supplier Tax registration number
- 18 KDV amount and KDV rate
- 19 The words "Tax Invoice" are printed on invoice

Appendix B

PO number to
be indicated on
invoice

Satınalma siparişi

Satınalma Siparişi - Satınalma Grubu/Tarih
75004177-419
13.02.2023

ABB

This is your ven-
dor code

Tedarikçi No: 911692
İletti Kişi: Neziye

E-posta: neziye@tr.abb.com

ABB Elektrik Sanayi A.Ş.
Aydınevler Mah. Siteler Yolu Sk. No:1A İç Kapı No:7
34854 Maltepe-İSTANBUL TR
VD/No: Büyük Mükellefler /0010047133

İsim: XYZXY A.S.
Tel: 34906 İSTANBUL

XYZXY A.S.
Vendor address
34906 İSTANBUL

Faks:
E-posta: @.com.tr

This is your
company name
and address

ABB Reference
person and
email to be indi-
cated on invoice

ABB
company name
and address
that you need to
bill

KOPYA

22.03.20231142TRHATM

TR40/ 3410-1 EPDS MV ZS2

Incoterm teslim şartları 2010: DDP ABB Elektrik Dılovası (1)
Ödeme Şekli: 60 days EOM, payable on the 4th
Sipariş tanımları:
Aşağıdaki malzemeleri sipariş ediyoruz:

Döviz cinsi USD

Invoice currency
to be same as
PO currency

No	Malzeme Kodu Tanım	Miktar Birim fiyat	Teslim tarihi	Tutar
00010	Revizyon: B 0 Adet still to deliver kablo pabucu özel - Gross Price ABB GTC GOODS AND SERVICES (2019-1 STANDARD)	1.00 USD /	1 ADT	50.00
00020	0 Adet still to deliver E. switch handle (LOOSE) - Drawing nr. Gross Price ABB GTC GOODS AND SERVICES (2019-1 STANDARD)	1.00 USD /	1 ADT	30.00
00030	Revizyon: A 0 Adet still to deliver Lower conn.bar insulated - Gross Price	1.00 USD /	1 ADT	30.00

Total Net value
amount per line
item

Quantity of pur-
chase

Unit of measure

Agreed
payment
terms

PO line item
number to
be indicated
on invoice

Unit Price

ABB

Satınalma siparişi

Satınalma Siparişi - Satınalma Grubu/Tarih
75004177-419
13.02.2023

Sayfa: 2

34906 İSTANBUL

The company
name and
address that you
need to deliver
the goods

No	Malzeme Kodu Tanım	Miktar Birim fiyat	Teslim tarihi	Tutar
Toplam net deger, KDV hariç USD				110.00

Total PO
Amount

Teslim Yeri:
ABB Elektrik Sanayi A.S.
3410-1 EPDS MV Primary Switchgear
Dılovası Organize Sanayi Bölgesi No:11
41455 Dılovası/Kocaeli

For "ABB Code of Conduct" info, web page is / "ABB Davranış İlkeleri" bilgilerine ulaşmak için web adresi:
www.abb.com/integrity