

INFORMATION LETTER

Invoicing guidelines for suppliers

ABB Spain and Portugal

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 electronic invoices through the PAGERO platform. As the Country does not have legal requirements on physical invoices, please refer to the grid below with details where invoices can be sent to.

I. Electronic Invoices:

ABB prefers to receive invoices from suppliers electronically. If you want to send us invoices in that way, please provide them via PAGERO platform (for Spain). Below you can find the user guide to send us invoices by PAGERO.



ABB PAGERO
MANUAL EN.pdf



ABB PAGERO
MANUAL ES.pdf

II. Invoices via email:

Invoices through email should be sent to the addresses provided below according to which entity you want to send an invoice to:

Company name and address	NIF	Email for invoices
Asea Brown Boveri, S.A. Calle San Romualdo, 13 28037 Madrid Spain	A08002883	abbes10@recall.se
ABB Portugal Unipessoal Lda Quinta da Fonte, Rua dos Malhoes 1, Q53, 1-D 2770-071 Paco de Arcos Portugal	51577880	abbpt10@recall.se

IMPORTANT NOTES:

- E-mail addresses : **abbes10@recall.se** and **abbpt10@recall.se** are only for sending invoices.
- For enquiries, reminders or sending of Statement of Accounts (SOA), please send to the following email: **proveedores.sas@es.abb.com**
- Above mentioned company names and addresses are allowed as bill-to partners and must be mentioned on the invoice. Otherwise, the concerned document will be rejected.

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

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.

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 informations 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 correct.
- 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.

Supply Chain Finance:

Supply Chain Finance is supported.

For inquiries to Supply Chain please contact: **ES-procurement@abb.com** or **PT-procurement@abb.com**

ABB standard on payment terms

In order to standardize and improve control on internal processes, ABB's payment run policy has been changed globally to once a month only - all payments will be done on the 4th of the following month.

To comply with this new policy, End of Month (EOM) payment terms are now a mandatory process requirement for all suppliers unless exceptions are agreed between Procurement and our P2P Process Owner.

In case of any issue we advise you reach out directly to your Procurement contact to align and request further details if necessary.


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 <https://global.abb/group/en/about/supplying>

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



XYZXY

4 Invoice No.: 563ABB28

3 Date: 25 January 2023

Our Reference
Victor Kong

8 Your reference
Roberta Kaung

19 **Tax Invoice**

1 Invoice address

ABB Legal Company Name

Address 1

Address 2

Postal Code and City

Delivery address

Customer Name

Address 1

Address 2

Postal Code and City

Your supplier number
12345

9 Your Purchase Order
451574605

Delivery date
14 Jan 2023

14 Terms of Payment: 90 days EOM

Incoterms: *2010

Due date: 04 May 2023

Delivery Note
ASI0025

Pos. No	Item	Unit price	Quantity	Discount	Net amount
10 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:					5 EUR 3,265.00
18 VAT (21%)					EUR 685.65
Total Payable Amount					6 EUR 3,950.65

2 XYZXY S.L.

Address 1

Address 2/

Postal Code and City

16 Bank Name

Beneficiary name:

Account No.:

Swift Code:

Bank Code:

17 Company VAT/IVA number

Company business reg. number

Telephone

Email

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

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

Appendix B



Dirección Fiscal / Fiscal Address:

Asea Brown Boveri, S.A.
C/ San Romualdo 13
28037 - Madrid
España
Tel.: 91 581 93 93
Fax.: 91 754 51 50

Dirección de entrega / Delivery Address:

Asea Brown Boveri, S.A.Aut.Prod.B.T
Fábrica NIESSEN
Pol. Ind. Aranguren, 6
OIARTZUN (GIPUZKOA) (Gipuzkoa)

20180 / España

Horario recogida: Lunes-Viernes 08:00h a 13:30h

Condiciones de pago / Payment Terms:

EOM 90 payable on the 4

Vía de pago / Payment method:

Confirming (pago) Santander

Condiciones de entrega / Delivery Conditions:

DAP - Delivered At Place

Transportista / Means of Transport

Código Abacus ESABB

Código Netting ESABB

Revisión Nº 1

Indicar siempre esta referencia / Please always state this reference

Nº pedido compra / Purchase Order Nº.: 4500498055

Fecha / Date: 13.07.2023 Purchasing Group: N01

Código proveedor / Supplier Code: 30105173

Comprador / Buyer: Miren-Aintzane Eguibar

Tel: 51012

Fax: +34 943260934

Email: miren-aintzane.eguibar@es.abb.com

Proveedor / Supplier:

[Redacted Supplier Information]

Tel:

Fax:

Dirección de envío factura / Invoicing Address

e-Fact./e-Invoic.: www.pageronline.com

Marcas Embalaje / Goods Marked:

Observaciones / Observations:

Pos / Item	Referencia / Reference	Descripción / Description	Referencia proveedor / Supplier Reference
Fecha de entrega / Delivery Date	BU Orig.	BU Dest.U.M.	
		Cantidad / Quantity	Precio unitario / Unit Price
			Cantidad Base / Price Unit
			Precio total / Amount
Descuento / Discount			
00010	2CLX447418A1001	BOLSA 170X250	08000079617
01.08.2023	312110	20,000,000 UN	36,80 1.000 736,00
	2CLX800068A1001.drw	F	
	Nº Rev. Mat:A		
MONEDA: EUR			TOTAL: 736,00

Dirección División / Área / Address Division / Area
Asea Brown Boveri, S.A.Aut.Prod.B.T Fábrica NIESSEN
Pol. Ind. Aranguren,6
20180, OIARTZUN (GIPUZKOA)
Gipuzkoa

Sello y firma / Signature

Hoja número / Page nº: 1 / 6

PO number to
be indicated on
invoice

This is your
vendor code

ABB Reference
person and
email to be
indicated on
invoice

This is your
company name
and address

Total Net value
amount per line
item

Unit Price

Total PO
Amount

Invoice currency
to be same as
PO currency