

GBS FINANCE ACCOUNTS PAYABLE

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

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. **Electronic invoices:**  
radicacion.facturas@co.abb.com
- II. **Invoices via email:**  
radicacion.facturas@co.abb.com
- III. **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:  
Centro de Radicación de Facturas, Av. Cra. 45 No. 108 - 27 Torre 1 Piso 12 Centro Empresarial Paralelo 108

### 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.

- ABB LTDA Colombia Tax Id 860.003.563-9
- Supplier name
- Supplier address and reference person including contact details (telephone, e-mail etc.)
- Invoice date, for national suppliers the date mustn't be than 7 days
- Invoice number
- For good received must have purchase order and good received (same as stated in the Order)
- For services must have contract and final received act (Acta de Recibo Final)
- Supplier number (same as stated in the Order)
- Correct legal name and address of Customer
- Quantity
- Specification of Goods/Services supplied
- Price (total amount invoiced)

- Currency
- Tax or VAT amount
- Tax or VAT number
- Payment terms.

**Inquiries on your invoices**

For inquiries on your invoices, please use the following email address: [radicacion.facturas@co.abb.com](mailto:radicacion.facturas@co.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](http://www.abb.com/supplyingtoabb)