

## GBS FINANCE ACCOUNTS PAYABLE

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

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:**

For foreign invoice or ABB group invoice, pls send to [accountspayable.twabb@tw.abb.com](mailto:accountspayable.twabb@tw.abb.com)

**II. Invoices via physical mail service:**

For TW domestic invoice, pls send Physical copy to the invoice address mentioned in the PO/contract. In case no invoicing address is provided, invoices have to be sent to the following address: 10F, No. 18, Jihu Rd., Neihu District 11492, Taipei, Taiwan.

### 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 issuing a valid invoice accepted by ABB.

For All documents (Invoices/Credit/Debit Notes)	PO Invoices	Non-PO Invoices	Credit/Debit Memos
Complete ABB Legal Entity Name, address, VAT registration number(only for VAT invoice)	ABB Purchase Order number and item number, PO quantity	Name of the person responsible from ABB (who ordered services or goods)	Number and date of the invoice to which is related (credit/debit note)
Complete your company name, VAT registration number (only for VAT invoice), address and bank account. If you are ABB company, your ABACUS code and BU are requested	For Transport invoices – ABB Purchase Order number for transport, not for goods transferred	ABB division/Business unit (for which services or goods were ordered)	Reason of the credit/debit note (e.g. cancelation of the invoice, return material, price/quantity differences, bonus, etc.)

Invoice / Credit or Debit note number and date		Expense description and charge period	ABB Purchase Order number for Po related credit/debit memos, ABB contact person and DV/BU for Non-PO related credit/debit memos
Currency, invoice amount ,tax amount(only for VAT invoice)			

**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)