
GBS FINANCE ACCOUNTS PAYABLE

Information to suppliers about the payment process in Japan

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 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:

ThinkPark Tower 22F,2-1-1 Osaki, Shinagawa-ku,
Tokyo 141-6022 Japan
SAS center AP group

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.

- Complete ABB Legal Entity Name and address
- Supplier company name
- Supplier address
- Invoice date
- Invoice number
- Purchase order number (same as stated in the Order)
- Supplier number (same as stated in the Order)
- Reference person including contact details (telephone, e-mail etc.) for non PO invoices
- Correct legal name and address of Customer
- Quantity
- Specification of Goods supplied
- Price (total amount invoiced)
- Currency
- Tax or VAT amount
- Tax or VAT number, if any
- Payment terms
- Bank information

Inquiries on your invoices

Please mail to jpabb.apcit@jp.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