

GBS FINANCE ACCOUNTS PAYABLE

Information to suppliers about local specifics of the payment process «Poland»

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 E-Mail:

- **Suppliers registered for VAT purposes in Poland**
Please fill in and sign below statement for proper Company Code and re-send to PL-GBS_AP@abb.com.
Once registration completed, please send your invoices on the provided e-mail address.



ABB_Oświadczenie o
akceptacji faktur przez



ABB BS Oświadczenie
o akceptacji faktur prz



TE Oświadczenie o
akceptacji faktur przez

- **Suppliers not registered for VAT purposes in Poland**
Please send your invoices on: <warszawa.workflow@pl.abb.com>

II. 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:
ABB

Postfach (P.O. Box) 22 11 53
04131 Leipzig
Deutschland

III. Invoices via courier / delivery company:

ABB
Landsberger Str. 140
04157 Leipzig
Deutschland

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.

- Supplier name
- Supplier address and reference person including contact details (telephone, e-mail etc.)
- Invoice date
- Invoice number
- Purchase Order number (same as stated in the Order) and order item number
- Correct legal name and address of Customer
- Quantity, unit of measure in ISO standard,
- Specification of Goods supplied
- Price (total amount invoiced)
- Currency
- Tax or VAT amount
- Tax or VAT number
- Payment terms
- Name of contact person / person authorized to receive the invoice in ABB Sp. z o.o. (mandatory for invoices without Purchase Order).

Inquiries on your invoices

PL-GBS_AP@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