

---

GBS FINANCE ACCOUNTS PAYABLE

## Information to suppliers about local specifics of the payment process in United Kingdom and Ireland

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:

We would be pleased to hear if your organization is able to send invoices through an electronic method.

#### II. Invoices via email:

email: [abbuk@recall.com](mailto:abbuk@recall.com)  
email: [abbireland@recall.com](mailto:abbireland@recall.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:

ABB Limited  
PO BOX 238  
Hoddesdon  
EN11 1DY

### 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 invoice address
- Order reference (ABB complete purchase order number) - This must be the ABB purchase order number ( 10 digits commencing 45 or 47)
- Invoice / Credit or Debit note number and date, please use the format DD/MM/YYYY
- Invoice amount and currency and VAT code and amount

- Supplier legal name, address, registered number and VAT code
- Supplier contact details (Name, Telephone, E-mail address)
- Supplier payment term

**Inquiries on your invoices**

[ap.inbox@gb.abb.com](mailto:ap.inbox@gb.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)