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GBS FINANCE ACCOUNTS PAYABLE

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

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:**

invoice@hu.abb.com

Email must comply with the following local requirements:

1. Each PDF-file should only contain 1 invoice (and if applicable; enclosure to that invoice)
2. Enclosures to an invoice must be included in the same PDF file as the invoice
3. Each mail should contain only 1 pdf-file = 1 invoice
4. Other general invoice requirements must be met (plesae see below)

**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 s.r.o  
c/o ABB Business Services GmbH  
68129 Mannheim  
Germany

### 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 full name and address
- Supplier reference person including contact details (telephone, e-mail etc.)
- Supplier's VAT ID number
- Supplier bank details:
  - Payments in foreign currency and payment to foreign bank account have to contain SWIFT and IBAN number

- Payments in local currency have to contain SWIFT and IBAN number or bank code and account number
- For invoices with factoring, highlight the corresponding factor and bank details to be used for the payment
- Customer full name and address
- Customer VAT ID number
- Ship-to / Delivery address
- Invoice type – Invoice, Credit Note etc.
- Invoice number
- For credit notes, invoice number being credited should be stated (if available)
- Invoice date
- Payment terms
- ABB Purchase Order number (same as in the Purchase Order)
- Delivery date/tax point date
- Invoicing Currency (same as in the Purchase Order)
- Quantity
- Specification of Goods supplies (same as in the Purchase Order)
- Unit price
- Invoice line item net amount
- VAT rate for invoice line (if more than one VAT rate is used within the invoice)
- If VAT is not charged - reference to applicable VAT exemption
- VAT rates (if more than one VAT rate used within an invoice)
- Price excluding VAT for each VAT rate
- VAT amount for each VAT rate applied
- For domestic supplies, if invoice currency is in other currency than local currency, VAT amount should be stated in both currencies
- Total payable amount incl. VAT
- Total amount excl. VAT
- Total VAT amount

### **Inquiries on your invoices**

Invoice reminders, invoice status questions: [huabbddocuments@cz.abb.com](mailto:huabbddocuments@cz.abb.com)

Payment and bank related questions: [HUABBPAYMENTS@cz.abb.com](mailto:HUABBPAYMENTS@cz.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)