
GBS FINANCE ACCOUNTS PAYABLE

Information to suppliers about local specifics of the payment process in South Korea

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. Domestic invoices**
Domestic invoices through DTI (Digital Tax Invoice)
- II. Invoices via email:**
Foreign invoices through mail: KR-ABB-sasscanning@abb.com
- III. Invoices via physical mail service:**
Physical invoices have to be sent to the invoice address mentioned in the PO.

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, address and reference person including contact details (telephone, e-mail etc.)
- Your company name, VAT registration number, address and bank account.
- Currency
- Invoice date, Invoice number
- Quantity
- Specification of Goods supplied or Services
- Domestic invoices : Total Gross amount, net amount, Tax or VAT amount, Purchasing group /PO No. in remark
- ABB Overseas invoices : ABACUS, CIT code, ICV ID code,BU/PG, Payment terms
- Invoicing address (including the correct company name = ABB).

- Delivery address of the Goods
- for PO invoice ABB Purchase Order number
- for non PO invoice: Name and division of the person responsible from ABB

Inquiries on your invoices

KR-AccountPayable@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