
GBS FINANCE ACCOUNTS PAYABLE

Information to suppliers about local specifics of the payment process in Russia

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:

ABB prefers to receive invoices from suppliers electronically.

We can receive e-invoices only from domestic suppliers, which are sent to us via Diadoc (Kontur- Extern)

II. Invoices via email:

Should be sent to this address: SAS@ru.abb.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:

117335 Russian Federation, Moscow, Nakhimovsky prospekt 58

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)
- Supplier payment details
- Invoice date
- Invoice number
- Purchase Order number (same as stated in the Order)
- Supplier number (same as stated in the Order)
- 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
- Payment terms.

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