

INFORMATION LETTER

Invoicing guidelines for suppliers

ABB France

Dear Supplier,

This letter is to provide you with the information required by ABB to ensure prompt payment to our suppliers. We kindly request you to take time to read the document before sending your invoice to ABB.

Sending invoices to ABB:

I. Invoices via electronic mail service:

ABB preferred way of receiving invoices is PDF invoice via e-mail to: Factures.FournisseursABB@ironmountain.fr

II. Invoices via physical mail service:

Physical invoices have to be sent to the invoice address mentioned below:

Company name	Address (to be mentioned on the invoice)	VAT (TVA)
ABB France	24 rue du Chat Botté, CS 20400 Beynost, 01708 Miribel cedex	FR95335146312
ABB SAS	7 boulevard d'Osny, CS 88570 Cergy, 95 892 Cergy Pontoise	FR95315228429
ABB SAS E-Mobility	7 boulevard d'Osny, CS 88570 Cergy, 95 892 Cergy Pontoise	FR46902657923

IMPORTANT NOTES:

- E-mail address mention on Point I is only for sending invoices.
- Only above mentioned addresses (either HeadQuarter or Accounting Services) are allowed as bill-to partners and must be mentioned on the invoice. Otherwise, the concerned document will not be accepted.

If you are sending PDF invoices via email, please ensure you comply to the following requirement:

- The file size of the email should not be more than 10 MB in size
- **One(1) email** is to contain only **one(1) invoice** as one single PDF File. [invoices in word/excel will not be accepted]
- Supporting documentation should be in the same PDF as the invoice, the **invoice being the first page**. Please note that supporting documents in word or excel should not be attached in the same email with the invoice.
- Zipped file or email attached in another email are not acceptable
- If the paper invoice is scanned, the invoice image must be of at least 300 dpi resolution, black and white.
- The invoices billed to ABB are to be emailed only once. Do not use the above email addresses in copy of any correspondence or for sending the statement of accounts/quotations etc., all messages will be ignored.
- PDF are not secured or protected by a password

In order for invoice to be billed to the correct company, we kindly request you to refer to our Purchase Order (PO) to get the information. Please refer to [Appendix B](#) to understand how to view our Purchase Order information.

In case no invoicing address is provided, invoice have to be sent to the email address for respective ABB company given above.

All invoices submitted will be either confirmed or not accepted by ABB with an acknowledgment email. For this reason, we request if you are sending invoices from an automated or “no-reply” mailbox, please include an active email (attended by human).

When to send invoices to ABB:

Invoices should only be issued when goods risk and entitlement have been transferred to ABB, or when services have been completed based on agreement with ABB.

In order for ABB to process your invoices as early as possible, we do not recommend suppliers to consolidate the invoices and send in as a bulk as this will delay the processing time.

Information required on Suppliers' invoices:

Listed in [Appendix A](#) is the set of informations needed to be present on the invoice copy to ABB. Other than the standard legal requirement information, please note that ABB enforced **No PO No Pay** and would require the following information to be indicated on the invoice in order to process the payment:

- **ABB Purchase Order (except special categories)**
- **ABB Reference person**

IMPORTANT:

- We strongly recommend supplier to bill **ONE(1) Purchase Order** in **ONE(1) invoice**. If multiple Purchase Orders is included in one invoice, the invoice processing will take longer time and you will only be paid if only everything is fine
- If Purchase Order will not be indicated on the invoice (unless it is an exception), invoice document will be hold up from processing and payment
- Do not deduct credits from invoice. Send credit notes separately
- If you issue a credit note, please indicate the original invoice number referencing to the credit note
- Any additional costs not reflected on the Purchase Order shall be agreed with ABB prior to issuing the invoice, otherwise the invoice will not be accepted by ABB.

For enquiries or sending of Statement of Accounts (SOA), please send to the following email in relation to it

Invoice and payment enquiries: FR-comptabilite.fournisseur@abb.com

Supply Chain Finance

Please kindly contact our ABB buyer to get more information

In general:

Please note this is part of the standard terms and conditions for supplying goods and services to ABB. If you would like to have information on ABB invoice process flow, or other relevant information, it can be found on www.abb.com/supplyingtoabb

Appendix A

Red circles are mandatory details that an invoice must indicate to ensure faster processing and avoid suspensions. For any invoice that does not meet local country's legal requirement or does not meet this minimum requirement list is liable for suspension by ABB.

- 1 Correct **legal company name** and **address** of the entity placing the purchase order/service request:
- 2 **Supplier Name** and **address**. For ABB company registered address, please click on this [link](#).
- 3 **Invoice date**
- 4 **Invoice number**
- 5 **Invoice currency** as indicated in the related Purchase Order (PO),
- 6 **Total invoice amount**
- 7 **Document type: Invoice, Credit note**
- 8 **ABB Reference person**
- 9 **ABB Purchase Order**
- 10 **ABB Purchase Order line item**
- 11 **Unit Price**
- 12 **Quantity** – Mandatory for goods
- 13 **Net amount per line item**
- 14 **Payment Terms**
- 15 **Description of goods/services**
- 16 **Bank Account**



XYZXY

Tax Invoice

4 Invoice No.: 563ABB28

3 Date: 15 January 2023

19 7

Our Reference
Victor Kong

8 Your reference
Roberta Kaung

Invoice address	Delivery address
1 ABB Legal Company Name	Customer Name
Address 1	Address 1
Address 2	Address 2
Postal Code and City	Postal Code and City
ABB Company GST Number	

Your supplier number: 41022

Your Purchase Order: 4501234789

8 Delivery date: 14 Jan 2023

14 Terms of Payment: 45 days EOM
Incoterms: 45F
Due date: 04 March 2023

Delivery Note: ASI0025

Pos. No	Item	Unit price	Quantity	Discount	Net amount
10 1	7640983 Metal spray double bearing 15 Order date: 23 Jan 2022 Order Number: ABB2537	2,865.00	1 pc	0.00	2,865.00
3	1992039-1 Bearing House Order date: 23 Jan 2022 Order Number: ABB2537	200.00	2 pc	0.00	400.00
Subtotal:					3,265.00
18 VAT (20%)					5 EUR 653.00
Total Payable Amount					6 EUR 3,918.00

2 XYZXY Pte Ltd

Address 1

Address 2/

Postal Code and City

16 Bank Name

Beneficiary name:

Account No.:

Swift Code:

Bank Code:

17 Company VAT/TVA number

Company business reg. number

Telephone

For local tax registered suppliers, it is mandatory to provide the below information on the invoice:

- 17 Supplier Tax registration number
- 18 VAT(TVA) amount and VAT rate
- 19 The words "Tax Invoice" are printed on invoice

For foreign suppliers, it is mandatory to provide the below VAT number of the country where the delivery is made:

Country	VAT Number
Bulgaria	BG3075141865
Czech Republic	CZ683565239
Germany	DE253563652
Spain	N0016787D
Finland	FI2662056-6
Italia	IT00167769991
Poland	PL5262873588
Romania	RO32599138
France	FR95335146312

Appendix 2



ABB France

Adresse de facturation
 ABB France
 Comptabilité Fournisseur
 324, rue du Chat Botté CS 20400 Beynost
 01708 MIRIBEL CEDEX - France
 Tél: +33 4 37 40 40 00
 Les factures doivent être envoyées au format pdf. à :
 Factures.FournisseursABB@ironmountain.fr

Commande d'achat 4501795318

FR50 - RM Division
 DATE COMMANDE: 25.10.2023 DATE EDITION: 25.10.2023
 FOURNISSEUR: 105957
 NOS REF. CLIENT CHEZ VOUS:
 ACHETEUR: Procurement MO TEL:
 E-MAIL: fr-procurement-rm@abb.com FAX:

Contact
 A L'ATTENTION DE:
 TEL - FAX: -
 EMAIL:
 Votre réf:

INCOTERMS: DAP TERSANNE
 DATE DE LIVRAISON: 27.10.2023
 COND.PAIEM: 30 JOURS NETS

Suivant Intervention de dépannage n°31830891 de ent. Herve Thermique

Pos.	Article	Désignation	Qté	Unité	Prix par unité EUR	Val.nette EUR
00010	ZP-D205	FRAIS GESTION-Prestation Centrale Achats	1	PC	46,00 / 1	46,00
		Date livr. Jour 27.10.2023				
		Wbs Element A15037W3-21				
		Chef de projet PA-Michel Citoleux				
		Frais				
00020	ZP-D206	AVANCE TRESORERIE - Centrale Achats	1	PC	299,00 / 1	299,00
		Date livr. Jour 27.10.2023				
		Wbs Element A15037W3-21				

Valeur nette 345,00 EUR
 Note: TVA n'est pas inclus

Emis par

ABB company name and address that you need to bill

PO number to be indicated on invoice

This is your vendor code

ABB Reference person and email to be indicated on invoice

This is your company name and address

Agreed payment terms

Invoice currency to be same as PO currency

PO line item number to be indicated on invoice

Total Net value amount per line item

Unit Price

Total PO Amount

Quantity of purchase

Unit of measure