

GBS FINANCE ACCOUNTS PAYABLE

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

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 and pdf invoices:

The services invoices must be send in PDF file to the e-mail address [cpg@br.abb.com](mailto:cpg@br.abb.com) Note: this address is unique for the processing of Invoices, any other matter will be not considered.

For Invoices related goods (material), DANFE, the XMLs files should be sent to the email address: [recebimento.nf-e@br.abb.com](mailto:recebimento.nf-e@br.abb.com)

### 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.

a) Always check in the purchases order if all of your registration data, especially the TAX ID is correct;

b) It is essential to observe the delivery date agreed with the ABB buyers, because, in case of delivery outside the provided date, there will be penalty in OTD (On Time Delivery), which will have a negative impact on your business assessment by ABB;

c) In purchase orders of materials it is important to identify whether the NCM used in the purchase order is equal the NCM used in the quote, to avoid blocking the entry of goods and subsequently blocking payment;

d) For service invoices, check if the item of complementary law No. 116 of our purchase order is the same with the nature of your billing and inform us the contact name of the person ordering the service in the field of additional information;

e) On purchases of materials it is extremely important to check if the tax rates of requests for purchases are in line with the one used in our invoice. Any divergence in the rates of taxes, blocks the payment of invoices. Sending the invoice draft to ABB buyers is strongly recommended;

f) Always check if the value agreed with the ABB buyer is the same as stated in the purchase order. Differences of values block the invoice record and hence the payment.

g) All invoices must be issued with the purchase order number of ABB and the respective position of the item, as shown in the example: 4500099999/10.

h) For service invoices ABB only accepts invoices issued until the 21st of each month

### **Inquiries on your invoices**

ABB offers a channel to follow the invoice processing steps and payment forecast, access instructions should be obtained on our website: [www.abb.com.br](http://www.abb.com.br), under "Fornecendo para ABB".

If you still do not have access to the portal:

- send an email to [contasapagar@br.abb.com](mailto:contasapagar@br.abb.com)
- inform the CNPJ of the company
- Responsible for the company's name that should receive the access codes.

The requestor will receive an email with the password; the login is the own TAX ID of the company. This e-mail address should be used only to request the password and any message with another goal will not be answered.

### **Supply Chain Finance**

Supply chain finance is supported.

For more information, please contact your local customer contact person within ABB SCM organization - Efren Cerda [efren.cerda@mx.abb.com](mailto:efren.cerda@mx.abb.com)

### **In general:**

More information can be found on [www.abb.com/supplyingtoabb](http://www.abb.com/supplyingtoabb)