

GBS FINANCE ACCOUNTS PAYABLE

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

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 A/S prefers to receive invoices electronically. Electronic receipt of invoices from suppliers significantly reduces processing time and limits error registration.

Sending invoices electronically can be done via OIOUBL. ABB A/S EAN number is 5790000255252.

#### II. Invoices via email: should be sent to email address [incoming.invoice@dk.abb.com](mailto:incoming.invoice@dk.abb.com)

Please observe that this mailbox is only allowed to be used for invoices and the below requirements must be met. It is neither possible to write messages or information in the email as the email address is only functioning as an automatic mailbox and not handled by any physical person.

- Each PDF-file should only contain 1 invoice (and if applicable; enclosure to that invoice)
- Enclosures to an invoice must be included in the same PDF file as the invoice
- Each mail should contain only 1 pdf-file = 1 invoice
- The mail subject should contain the invoice number
- Always remember to apply the ABB purchase order number to your invoice. If you have not received a purchase order number, enter the name of the person at ABB who has ordered the item or the service.
- Other general invoice requirements must be met. In case of errors the supplier invoice might be rejected and sent back by post.

#### 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:

ABB A/S  
Håndværkervej 23  
7000 Fredericia



### **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 etc.)
- Supplier bank data
- Invoice date
- Invoice number
- ABB A/S Purchase Order number (stated in the Purchase Order) or name reference
- Supplier number (stated in the Purchase Order)
- Correct legal name (ABB A/S) and invoice address
- Quantity of Goods supplied
- Specification of Goods supplied
- Price, per item and total amount
- Currency
- Tax and/or VAT amount
- Buyer and Supplier Tax or VAT number

### **Inquiries on your invoices**

You can contact ABB A/S by mail at [accounting@dk.abb.com](mailto:accounting@dk.abb.com) or by phone +45 7924 7929.

For more information on ABB's Invoice handling process and supplier payment please go to this link <https://new.abb.com/about/supplying/doing-business-with-abb/procure-to-pay-process>.

### **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)