
GBS FINANCE ACCOUNTS PAYABLE

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

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:

Electronic Invoices: ABB prefers to receive invoices from suppliers electronically. If you want to send us invoices electronically please contact us via email to: invoicing-sas.deabb@de.abb.com.

II. Invoices via email:

Invoices through email: should be sent to this address: abbinvoices@de.abb.com. Please use following email rules: invoices in PDF-format, one invoice per one email, invoice and attachment in one PDF (first the invoice then the attachment).

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:
Address for Austrian suppliers:
<Name of ABB Company>
<complete address of customer>
c/o ABB Business Services GmbH
68129 Mannheim

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.)

- Invoice date
- Invoice number
- Order number (same as stated in the Order) or contact person/cost reference
- Position according to Purchase Order
- Supplier number (same as stated in the Order)
- Correct legal name and address of Customer
- Quantity according to Purchase Order
- Specification of Goods supplied or Services
- Date of delivery of Goods or Services
- Currency
- Net amount per position
- Tax rate per position
- Total net amount
- Gross amount
- Tax or VAT amount
- Tax or VAT number of supplier and customer
- Payment terms / Incoterms
- Bank details

Inquiries on your invoices

For inquiries on your invoices or to send any potential reminders (but no invoices), please use the following email address: Kreditorenbuchhaltung.sas@de.abb.com

Supply Chain Finance

Supply chain finance is supported.

For more information please contact your local customer contact person within Procurement&Logistics organization

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