

## Information to suppliers about local specifics of the payment process in Belgium, Netherlands and Luxemburg

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>).

### A. ABB

Company name	Attention (is required)	Address for paper invoices	Invoice via email (1 PDF invoice per mail)	Queries
ABB B.V. (NL8628.26.032B01)	Attn CC5 – NLORA	c/o ABB Business Services GmbH 68129 Mannheim Germany	Invoice@nl.abb.com	bnl.sasap@nl.abb.com
ABB NV (BE0406291923)	Attn CC1 - BEABB			
ABB S.A. (Luxembourg Branch) (LU33605277)	Attn CC9 - BEABB-L			
ABB Robotics Solutions NV (BE0844624827)	Attn CC11 - BEINT			
ABB Holdings B.V. (NL804201031B01)	Attn CC7 - NLATP			

### B. ABB E-mobility Branch

Company name	Attention (is required)	Address for paper invoices	Invoice via email (1 PDF invoice per mail)	Queries
ABB E-mobility B.V. (NL001235047B01)	Attn CC5 – NLABB	c/o ABB Business Services GmbH 68129 Mannheim Germany	nl-evm-invoice@abb.com	nl-emob-ap@abb.com
ABB E-mobility B.V. Branch Belgium (BE772371606)	Attn CC1 – NLABB-B		be-evm-invoice@abb.com	nl-emob-ap@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 invoice of a valid invoice accepted by ABB.

- Supplier name
- Supplier address and reference person including contact details (telephone, e-mail etc.)
- Supplier VAT-number
- Invoice date
- Invoice number
- **Purchase Order number** (same as stated in the Order). In case the invoice is not PO related, please mention the name of Purchaser
- Supplier number (same as stated in the Order)
- Correct legal name and address of Customer
- Quantity
- Specification of Goods supplied or Services provided
- In case exemption or reverse charge is applicable the underlying reason should be mentioned on the invoice
- Price (total amount invoiced)
- Currency
- Taxable amount per VAT-rate
- VAT rate applied in %
- Payment terms
- Supplier bank details»

### **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)