

GBS FINANCE ACCOUNTS PAYABLE

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

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:

We currently do not receive electronic invoices from external parties.

II. Invoices via email:

abb.ph.ap@eportaldoc.com

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:

Km. 20 South Superhighway Sucat
Paranaque City 1700 Philippines

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.

S/N	Information required on face of invoice	Remarks	Goods Invoice	Service Invoice
1	Name of the Seller	As indicated in the BIR Certificate of Registration	✓	✓
2	Business Style of the Seller (if any)	As indicated in the SEC and BIR Certificate of Registration	✓	✓
3	Business Address of Seller	As indicated in the BIR Certificate of Registration	✓	✓

4	Statement: VAT Registered vendor	A statement indicating seller is a VAT Registered vendor, followed by TIN Number	✓	✓
5	Name of Buyer - ABB, Inc.		✓	✓
6	Business Style of Buyer	ABB, Inc. has no business style however Business Name is still ABB, Inc.	✓	✓
7	Address of Buyer	Km 20 West Service Road, Brgy. Marcelo Green, SSH, Sucat, Paranaque	✓	✓
8	TIN of buyer	000-410-508-000	✓	✓
9	Invoice Number		✓	✓
10	Invoice Total Amount		✓	✓
11	Invoice Date		✓	✓
12	Quantity		✓	
13	Unit Cost		✓	
14	Description of the goods or properties or nature of the service	Please indicate PO number or requester name on invoice	✓	
15	Purchase price plus the VAT provided	<ul style="list-style-type: none"> The amount of tax shall be shown as a separate item in the invoice or receipt; If the same is exempt from VAT, the term "VAT-EXEMPT SALE" shall be written or printed prominently on the invoice or receipt; If the sale is subject to zero percent (0%) VAT, the term "ZERP-RATED SALE" shall be written or printed prominently on the invoice receipt; If the sale involves goods, properties or services some of which are subject to and some of which are zero-rated or exempt from VAT, the invoice or receipt shall clearly indicate the breakdown of the sales price between its taxable, exempt and zero-rated components, and the calculation of the VAT on each portion of the sale shall be shown on the invoice or receipt. 	✓	
16	Authority to Print Receipt Number at the lower left corner of the invoice	i.e Printer's Accreditation No. XXXXX	✓	

Invoice Requirements for Non-VAT Registered Vendor

S/N	Information required on face of invoice
1	Correct legal company name: ABB,Inc.
2	Invoice Currency
3	Invoice Number
4	Invoice date
5	Total Invoice Amount
6	Valid PO Number <i>or</i>
7	Include ABB requestor's name and his / her department as reference for non PO order placed to you

Inquiries on your invoices

Finance.GBS@in.abb.com

Supply Chain Finance

There is currently no supply chain finance available in ABB Philippines.

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