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GBS FINANCE ACCOUNTS PAYABLE

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

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 accept electronic invoices [in XML/EDI] from external suppliers. However, we do accept invoices through email.
- II. **Invoices via email:**  
[abbkw@eportal.doc.com](mailto:abbkw@eportal.doc.com) Please see mailing rules explained under invoice requirements.
- 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 Engineering Technologies Co.(KSCC), Al-Ghunaim Commercial Tower 5th Floor, Al Qibla Area, Abu Baker Al Sadique Street, P.O.Box , Safat 13043, Kuwait

### 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.

- Correct legal company name of the entity placing the purchase order/service request;
- Invoice currency as indicated in the related Purchase Order (PO), invoice number, invoice date and total invoice amount
- Valid Purchase Order (PO) number and Requestor's name;
- Include ABB requestor's name and his / her department as reference for non-PO order placed to you;

- Delivery note, timesheets where applicable
- For freight invoices- provide supporting documents including Bill of Lading/AWB, Packing list, Bill of Entry plus other documents in support of charges billed.

➤ Mailing rules when submitting invoice via email:

- a) The invoices billed to ABB in Kuwait are to be emailed only once to the given email address . This email id should be used for the purpose of sending an invoice only. Do not use this email address in copy of any correspondence or for sending the statement of accounts/quotations etc
- b) The file size of the email to be less than 5 MB size
- c) One email to contain only one invoice as one single pdf attachment
- d) Invoice image must be of at least 300 dpi resolution [good scan quality]
- e) The first page of the attachment should be the invoice. The invoice must be scanned as an upright image.
- f) Supporting documents to be as following pages in the invoice attachment and not as a separate attachment.
- g) File name attached should not contained special symbol or characters such as #, \$, \*, @, : -, \_ , & etc
- h) Zipped file or email attached in another email are not acceptable.
- i) Please do not include any written message which required any action in the email, as the message included in the email will not be read.

Please note that local vendors in Kuwait need to submit original invoices to our office in addition to the copy sent on email. The emailed invoice helps to expedite processing whereas invoice original is required for regulatory requirements.

### **Inquiries on your invoices**

[Finance.GBS@in.abb.com](mailto:Finance.GBS@in.abb.com)

### **Supply Chain Finance**

Please kindly contact our ABB buyer to get more information

### **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)