
GBS FINANCE ACCOUNTS PAYABLE

Information to suppliers about specifics of the payment process in Panama

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)

a) Invoices through front office

All the invoices arrived physical in ABB office

EDIFICIO FIDANQUE, PISO 2, OFICINA 202, VIA PORRAS Y MIGUEL PAREDES, PANAMA, REPUBLICA DE PANAMA.

Please make sure PO is received, and then send your invoice to the above email address.
Please send one invoice per file.

In the "subject" the email must indicate the invoice number and the purchase order number; This activity is the first step in the process of receiving invoices to pay and be prior and mandatory for the physical delivery of the documents in our party table.

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.)
- To local supplier is necessary Tax ID (RUC)
- Invoice date
- Invoice number
- Order number (same as stated in the Order)
- Quantity
- Specification of Goods/Services supplied
- Price (total amount invoiced)
- Currency

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