

## GBS FINANCE ACCOUNTS PAYABLE

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

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. Invoices via electronic mail service:  
ABB preferred way of receiving invoices is PDF invoice via e-mail to: [racunovostvo@hr.abb.com](mailto:racunovostvo@hr.abb.com)
- II. E-Invoices  
E-Invoices should be sent via platform: <https://www.moj-eracun.hr/>
- III. Invoices via physical mail service:  
Physical invoices have to be sent to the invoice address mentioned below:

Company name	Address (to be mentioned on the invoice)	VAT (TVA)
ABB d.o.o.	Ulica grada Vukovara 284, 10000 Zagreb, Croatia	HR73301344150

### IMPORTANT NOTES:

- Only above mentioned address is allowed as bill-to partners and must be mentioned on the invoice. Otherwise, the concerned document will be rejected.

If you are sending PDF invoices via E-mail, please ensure the following rules are strictly followed in order for invoices to be accepted.

Otherwise, you will receive a rejection notice by our service provider:

- ✓ The address on the invoice should be the same as the one mentioned above
- ✓ PDF is the only format allowed
- ✓ One PDF means 1 Invoice or 1 Credit Note + appendices in the same document
- ✓ PDF are not secured or protected by a password
- ✓ PDF are not in a compressed format (ZIP, 7z, etc.)

To ensure that your future invoices meet ABB guidelines for payment, please make sure that:

- ✓ All your invoices are referring to the correct Purchase Order (PO) number,
- ✓ You, as a supplier, always request a Purchase Order from your ABB contact person before commencing any work,
- ✓ If you provide services to ABB, please make sure you received confirmation of services done,
- ✓ Your invoices are in line with the current legislation.

## 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 that any invoice which does not meet these minimum requirements is liable to be rejected by ABB. Payment due date will be calculated from the invoice date of a valid invoice accepted by ABB.
  - ✓ Please note that any Additional Costs not reflected on the Purchase Order shall be agreed with ABB prior to issuing the invoice, otherwise the invoice is liable to be rejected by ABB.
- Supplier name
  - Supplier address and reference person including contact details (telephone, e-mail, etc.)
  - Invoice date
  - Invoice number
  - Purchase Order number (same as stated on the Order) and order item number
  - Delivery Note number
  - SO number or WBS number (for invoices without PO number – if provided by ABB contact person)
  - Correct legal name and address of Customer
  - Quantity
  - Specification of the Goods supplied
  - Price (total amount involved)
  - Currency
  - Tax or VAT amount
  - Tax or VAT number
  - Payment terms
  - Bank account number
  - Name of contact person/ person authorized to receive the invoice in ABB d.o.o. (mandatory for invoices without Purchase Order)

### Inquiries on your invoices

For invoice inquiries or to send any other query, please use the following email address:

[racunovodstvo@hr.abb.com](mailto:racunovodstvo@hr.abb.com)

### ABB standard on payment terms

In order to standardize and improve control on internal processes, ABB's payment run policy has been changed globally to once a month only - all payments will be done around the 4<sup>th</sup> day of the following month.

To comply with this new policy, End of Month (EOM) payment terms are now a mandatory process requirement for all suppliers unless exceptions are agreed between Procurement and our P2P Process Owner.

In case of any questions regarding payment terms, we advise you reach out directly to your Procurement contact to align and request further details if necessary.

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 <http://www.abb.com/supplyingtoabb>