

INFORMATION LETTER

Invoicing guidelines for suppliers

ABB Czech Republic

Dear Supplier,

This letter is to provide you with the information required by ABB to ensure prompt payment to our suppliers. We kindly request you to take time to read the document before sending your invoice to ABB.

Sending invoices to ABB:

Our preferred method of receiving invoices is in PDF format, **One(1) Invoice** with **One(1) Purchase Order(PO)**, **per One(1) email** submission. As the Country does not have legal requirements on physical invoices, please refer to the grid below which details where invoices can be sent to.

Company Name/Bill to name	VAT (DIC)	Invoices via email
ABB s.r.o.	CZ49682563	invoice@cz.abb.com

- In order for invoice to be billed to the correct company, we kindly request you to refer to our Purchase Order (PO) to get the information. Please refer to **Appendix B** to understand how to view our Purchase Order information.

In case no invoicing address is provided, invoice have to be sent to the email address for respective ABB company given above.

- If you are sending PDF invoices via email, please ensure you comply to the following requirement:

- The file size of the email should not be more than 10 MB in size
- One(1) email** is to contain only **one(1) invoice** as one single PDF File. [invoices in word/excel will be rejected]
- Supporting documentation should be in the same PDF as the invoice, the **invoice being the first page**. Please note that supporting documents in word or excel should not be attached in the same email with the invoice. Entire email will be rejected due to unacceptable file format.
- Zipped file or email attached in another email are not acceptable
- If the paper invoice is scanned, the invoice image must be of at least 300 dpi resolution, black and white.
- The invoices billed to ABB are to be emailed only once. Do not use the above email addresses in copy of any correspondence or for sending the statement of accounts/quotations etc., all messages will be ignored.
- PDF are not secured or protected by a password

All invoices submitted will be either confirmed or rejected by ABB with an acknowledgment email. For this reason, we request if you are sending invoices from an automated or "no-reply" mailbox, please include an active email (attended by human).

When to send invoices to ABB:

Invoices should only be issued when goods risk and entitlement have been transferred to ABB, or when services have been completed based on agreement with ABB.

In order for ABB to process your invoices as early as possible, we do not recommend suppliers to consolidate the invoices and send in as a bulk as this will delay the processing time.

Information required on Suppliers' invoices:

Listed in **Appendix A** is the set of informations needed to be present on the invoice copy to ABB. Other than the standard legal requirement information, please note that ABB enforced **No PO No Pay** and would require the following information to be indicated on the invoice to avoid rejections.

- **ABB Purchase Order (except special categories)**
- **ABB Reference person**

IMPORTANT:

- We strongly recommend supplier to bill **ONE(1) Purchase Order** in **ONE(1) invoice**. If multiple Purchase Orders is included in one invoice, the invoice processing will take longer time and you will only be paid if only everything is fine
- Do not deduct credits from invoice. Send credit notes separately
- If you issue a credit note, please indicate the original invoice number referencing to the credit note
- 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.

For enquiries, please send to the following emails in relation to it

Invoice reminders, invoice status questions: ABBfaktury@cz.abb.com

Payment and bank related questions: CZABBplatby@cz.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. If you would like to have information on ABB invoice process flow, or other relevant information, it can be found on www.abb.com/supplyingtoabb

Appendix A

Red circles are mandatory details that an invoice must indicate to ensure faster processing and avoid rejections. For any invoice that does not meet local country's legal requirement or does not meet this minimum requirement list is liable for rejection by ABB.

- 1 Correct **legal company name** and **address** of the entity placing the purchase order/service request:
- 2 **Supplier Name** and **address**. For ABB company registered address, please click on this [link](#).
- 3 **Invoice date**
- 4 **Invoice number**
- 5 **Invoice currency** as indicated in the related Purchase Order (PO),
- 6 **Total invoice amount**
- 7 **Document type: Invoice, Credit note**
- 8 **ABB Reference person**
- 9 **ABB Purchase Order**
- 10 **ABB Purchase Order line item**
- 11 **Unit Price**
- 12 **Quantity** – Mandatory for goods
- 13 **Net amount per line item**
- 14 **Payment Terms**
- 15 **Description of goods/services**
- 16 **Bank Account**



4 Invoice No.: 563ABB28
3 Date: 25 January 2023

19 7

Tax Invoice

Our Reference: Victor Kong
8 Your reference: Roberta Kaung

1 Invoice address

19 ABB Legal Company Name
Address 1
Address 2
Postal Code and City
ABB Company GST Number

Delivery address

Customer Name
Address 1
Address 2
Postal Code and City

Your supplier number: 41022

Your Purchase Order: 5200016758

9 Delivery date: 14 Jan 2023

14 Terms of Payment: 90 days EOM
Incoterms: Ex Works
Due date: 04 May 2023

Delivery Note: ASI0025

10 Pos. No	Item	11 Unit price	12 Quantity	Discount	13 Net amount
1	7640983 Metal spray double bearing Order date: 05 Jan 2023 Order Number: ABB2537	2,865.00	1 pc	0.00	2,865.00
3	1992039-1 Bearing House Order date: 05 Jan 2023 Order Number: ABB2537	200.00	2 pc	0.00	400.00
Subtotal:					3,265.00
18 VAT (7,7%)					251.41
Total Payable Amount					3,516.41

2 XYZXY Pte Ltd
Address 1
Address 2/
Postal Code and City

16 Bank Name
Beneficiary name:
Account No.:
Swift Code:
Bank Code:

17 Company VAT/DIC number
Company business reg. number
Telephone

For local tax registered suppliers, it is mandatory to provide the below information on the invoice:

- 17 Supplier Tax registration number
- 18 VAT amount and VAT rate
- 19 The words "Tax Invoice" are printed on invoice

Appendix B

PO number
to be
indicated on
invoice

ABB
company
name and
address that
you need to
bill

ABB
Reference
person and
email to be
indicated on
invoice

This is your
company name
and address

This is your
vendor code

Objednávka číslo 5200016758

Objednatel

ABB s.r.o.
Vyskočilova 1561/4a
140 00 Praha 4 - Michle

IČ: 49682563
DIČ: CZ49682563

Vendor name

Vendor Address Line 1

Vendor Address Line 2

Telephone:

Fax:

Datum objednávky: 10.01.2023
Nákupní skupina/Telefon
GBS-IABA/+48221696225
E-Mail: cz-procurement@abb.com
Naše číslo faxu

Vaše číslo dodavatele u nás : 521676

Náš referent

Termín dodávky: Den 31.03.2023

Váš referent

Agreed
payment
terms

Dodací podm.: DAP Customer, Czech Republic
Splatnost faktury: 60 days EOM, payment on 4th

Měna: CZK

Invoice currency
to be same as
PO currency

Pol.	Materiál Objedn.množ	Označení Jednotka	Cena za jednotku	Hodnota netto
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PO line item
number to
be indicated
on invoice

Quantity of
purchase

Unit of
measure

Unit Price

Total PO
Amount

00010	3	SLU	300,00	900,00
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dle nabídky ze dne 6.1.2023 jednotlivé termíny budou upřesněny postupně

Dodajte prosím na adresu :
ABB s.r.o., Terezie Luptovcova
28. října 3348/65
702 00 Ostrava

Položka dodána kompletně

Na fakturu i dodacím listě uveďte číslo naší objednávky. Faktura bez čísla objednávky Vám bude vrácena k opravě. Fakturu zašlete na adresu: ref. ABB s.r.o. c/o ABB Business Services GmbH, 68129 Mannheim, Germany (odeslání poštou) nebo e-mailem na adresu invoice@cz.abb.com. Pro komunikaci s naším účetním oddělením používejte e-mailový kontakt abbfaktury@cz.abb.com. Na následujícím odkazu najdete bližší informace o platebním procesu v ČESKÉ REPUBLICCE:
<https://new.abb.com/about/supplying/doing-business-with-abb/invoicinghandling>

IČO 49682563
DIČ CZ49682563
ABACUS Online
OT Code: CZABBZ

Bank pro Českou republiku
ČKZ: 31614000007910
ČKPF: 316140045617910
BIC: 31614001007910
IBAN: 31614000007910

Bank v ČR s vámi
IBAN: CZ3379100000000000000000
IBAN: CZ3379100000000000000000
IBAN: CZ3379100000000000000000
IBAN: CZ3379100000000000000000