

INFORMATION LETTER

Invoicing guidelines for suppliers

ABB Italy

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. Please refer to below details where invoices can be sent to:

ABB Entity	I. Electronic Invoices ID: (Local Suppliers only)	II. Invoices via email (Foreign Suppliers only)	III. Invoice via physical mail services (Foreign Suppliers only)
ABB SpA	ISHDUAE	Agreement required for authorization to send PDF. Please contact ABB SCM Contact person	Via Luciano Lama, 33, c/o Account Payable Department 20099 Sesto San Giovanni (MI) – Italy
ABB E-Mobility SpA	BQQ8KKV	Intra-EU invoice: IT_intraeu.supplier_EVI@abb.com Customs bill: IT-duty.supplier_EVI@abb.com Non-EU invoice: IT-foreignnoeu_EVI@abb.com	Via Luciano Lama, 33, c/o Account Payable Department 20099 Sesto San Giovanni (MI) – Italy

I. Electronic Invoices

Supplier with Italian VAT identification number subject to IT Law 205 December 27th,2017 (electronic invoicing) have to send:

In accordance with IT Law 205 December 27th,2017, starting from January 1st, 2019 only the transmission of electronic invoices (and/or credit notes) in XML format is allowed, through the System of Interchange (SdI) prepared by the “Agenzia delle Entrate”. The identification code of ABB SpA to be reported in the electronic invoices is **ISHDUAE**, and ABB E-Mobility SpA is **BQQ8KKV**.

II. Invoices via email

Foreign supplier with or without Italian VAT identification number or Italian supplier not subject to Italian Law 205 December 27th,2017 (electronic invoicing) that have subscribed to the “PDF Agreement”.

III. Invoices via physical mail service

Foreign supplier with or without Italian VAT identification number or Italian supplier not subject to Italian Law 205 December 27th,2017 (electronic invoicing) that have not subscribed the “PDF Agreement”.

- 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, please contact your ABB Supply Management Contact Person.

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

- 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 not be accepted]
- 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.
- 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

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, please send each invoice as soon as it is issued - do not consolidate the invoices as this will delay the processing time.

Information required on Suppliers' invoices:

Listed in **Appendix A** is the set of information 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 in order to process the payment:

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

IMPORTANT:

- Please 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
- In case of purchasing related to Government Procurement (L.136/2010 – Traceability of financial flows), the supplier must send a specific invoice for each related CIG-CUP number

- Any additional costs not reflected on the Purchase Order shall be agreed with ABB prior to issuing the invoice, otherwise the invoice will not be accepted by ABB.

For enquiries or sending of Statement of Accounts (SOA), please use below points of contact

- We highly recommend enquiries to be sent through email, please send your enquiries to:
PL_GBS_IT_AP@abb.com
- Alternatively, you may access our BOL tool (a web front end application) which provides 24-hour access to view order and invoice status. If you are interested to access our BOL application, please contact your ABB Supply Management Contact Person
- For enquiries through phone, please dial +39 02 2415 8910 during the operating hours
 - Monday - 2:00pm to 4:30pm
 - Tuesday – Closed
 - Wednesday - 9:00am to 12:30pm, 2:00pm to 4:30pm
 - Thursday – Closed
 - Friday - 9:00am to 12:30pm, 2:00pm to 4:30pm
 - Sat and Sun - Closed

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 suspensions. For any invoice that does not meet local country's legal requirement or does not meet this minimum requirement list is liable for suspension 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**



XYZXY

Tax Invoice

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

Our Reference
Name Surname

8 Your reference
Name Surname

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

7 Delivery address
Customer Name
Address 1
Address 2
Postal Code and City

9 Your supplier number
41022

Your Purchase Order
3165412531

Delivery date
14 Jan 2023

14 Terms of Payment: 90 days EOM
Incoterms: Ex Works
Due date: 04 May 2022

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:					USD 3,265.00
VAT (22%)					USD 718.30
Total Payable Amount					USD 3,983.30
Exchange rate: 0.92					EUR 3,655.16

2 XYZXY Sp. A.
Address 1
Address 2/
Postal Code and City

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

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

For Italian suppliers:

Number of ABB declaration for VAT exemption – art. 8 Lettera C DPR 633/72 (if applicable)

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

- 17 Supplier Tax registration number
- 18 EUR amount and EUR rate (in case of PO issued not in local currency)
- 19 The words “Tax Invoice” are printed on invoice

ABB
company
name and
address that
you need to
bill

PO number to
be indicated on
invoice

Appendix B

This is your
vendor
code

ABB Reference
person and
email to be indi-
cated on invoice

This is your
company name
and address

Agreed
payment
terms

CUP/CIG
number
code

Invoice currency
to be same as
PO currency

Total PO
Amount

Total Net value
amount per
line item

PO line
item num-
ber to be
indicated

Description of
goods/services

Unit Price

Quantity of pur-
chase

Unit of measure

ABB S.p.A. <small>Una società del Gruppo ABB / An ABB Group company</small>		Ord. acquisto 4580124487		Variante		ABB	
<small>Fatture da inviare in Via L. Lama, 33 - 20099 Sesto San Giovanni Invoices to be sent to Via L. Lama, 33 - 20099 Sesto San Giovanni</small>		<small>Org. Acq.</small> A110	<small>Div.</small> P110	<small>Pag.</small> 1 / 7		<small>Data</small> 06.02.2023	
		<small>Divisione</small> ABB SpA Process Automation					
		<small>Name Surname</small> E-mail: xxx					
<small>Fornitore: 11111</small> <small>Tel: 000</small> <small>Fax: xxx</small>		XYZXYX S.P.A Street XYZ XX - YYY City					
<small>Own TCD: 9AAV100949</small> <small>Own ETCD: 9AAV102381</small>							
Condizioni di pagamento 90 gg. data fattura fine mese		<small>Tel: 000</small> <small>E-mail: xxx</small> <small>Fax: xxx</small>					
Progetto: - Paese: ITALIA CUP / CIG: / 80483994F6 Si prega di inviare conferma d'ordine o copia per accettazione al seguente indirizzo mail: mail@mail IMPORTO TOTALE ORDINE: 431,45 EUR PRIMA DATA CONSEGNA: 09.02.2023 ULTIMA DATA CONSEGNA: 09.02.2023 INCOTERMS: FCA - Arluno(MI) Destinazione Merce ABB S.p.A. Via Luigi Vaccani,4 22016 Tremezina Loc. Ossuccio CO IT							
Pos.	Codice Materiale Descrizione	Data Consegna	UM	Quantità	Prezzo Unitario EUR	Prezzo Pos. EUR	
00001	ZZ-0122 Riparazione cooler SCC-C s/n B181014536 <small>Ods: 800004586034 Richiesta acq. 242107242 Pos. 00001 Riparazione cooler SCC-C s/n B181014536 ns. RMA1984 come da Vs. consuntivo 8 del 30-01-23 (CIG: 80483994F6)</small>	09.02.2023	NR	1.00	431,45	431,45	
Totale Ordine EUR						431,45	
Acquisitore			ABB S.p.A.				

Sece Regio/Lega/Riz.: Via V. Pisani, 18 - 20124 Milano
Capitale Sociale/Share Capital: EUR 110.000.000 I.v./wholly paid
Partita IVA/VAT nr.: IT11868960168
Reg. Imp. MI n.ood./Codice Fiscale/Tax Code: 00798410160
Iscritta al REA di Milano nr.: 1613226