

## INFORMATION LETTER

# Invoicing guidelines for suppliers

## ABB Belgium, Netherlands and Luxemburg

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.

#### I. ABB

Company name	Attention (is required)	Address for paper invoices	Invoice via email (1 PDF invoice per mail)
ABB B.V. (NL8628.26.032B01)	Attn CC5 – NLORA	c/o ABB Business Services GmbH  68129 Mannheim Germany	<a href="mailto:invoice@nl.abb.com">invoice@nl.abb.com</a>
ABB NV (BE0406291923)	Attn CC1 - BEABB		
ABB S.A. (Luxembourg Branch) (LU33605277)	Attn CC9 - BEABB-L		
ABB Robotics Solutions NV (BE0844624827)	Attn CC11 - BEINT		
ABB Holdings B.V. (NL804201031B01)	AAttn CC7 - NLATP		

#### II. ABB E-mobility Branch

Company name	Attention (is required)	Address for paper invoices	Invoice via email (1 PDF invoice per mail)
ABB E-mobility B.V. (NL001235047B01)	Attn CC5 – NLABB	c/o ABB Business Services GmbH	<a href="mailto:nl-evm-invoice@abb.com">nl-evm-invoice@abb.com</a>
ABB E-mobility B.V. Branch Belgium (BE0772371606)	Attn CC1 – NLABB-B	68129 Mannheim Germany	<a href="mailto:be-evm-invoice@abb.com">be-evm-invoice@abb.com</a>

## IMPORTANT NOTES:

- E-mail address mention in last column of both tables above is only for sending invoices.
- 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 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

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,
- ✓ Your invoices are in line with the current legislation

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.

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
- If Purchase Order will not be indicated on the invoice (unless it is an exception), invoice document will be rejected
- 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 or sending of Statement of Accounts (SOA), please send to the following emails in relation to it**

**ABB:** [bnl.sasap@nl.abb.com](mailto:bnl.sasap@nl.abb.com)

**ABB E-mobility Branch:** [nl-emob-ap@abb.com](mailto:nl-emob-ap@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](http://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



XYZXY

4 Invoice No.: 563ABB28

3 Date: 25 January 2023

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**Tax Invoice**

Our Reference  
Victor Kong

8 Your reference  
Roberta Kaung

1 Invoice address

ABB Legal Company Name  
Address 1  
Address 2  
Postal Code and City  
Attention (required)

Delivery address

Customer Name  
Address 1  
Address 2  
Postal Code and City

Your supplier number  
12345

9 Your Purchase Order  
451574605

Delivery date  
14 Jan 2023

14 Terms of Payment: 90 days EOM

Incoterms: #2010

Due date: 04 May 2022

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Pos. No	Item	Unit price	Quantity	Discount	Net amount
1	7640983 Metal spray double bearing Order date: 23 Jan 2022 Order Number: ABB2537	2,865.00	1 pc	0.00	2,865.00
3	1992039-1 Bearing House Order date: 23 Jan 2022 Order Number: ABB2537	200.00	2 pc	0.00	400.00

11

12

13

Subtotal:

18 VAT (21%)

Total Payable Amount

2 XYZXY GmbH

Address 1

Address 2/

Postal Code and City

16 Bank Name

Beneficiary name:

Account No.:

Swift Code:

Bank Code:

17 Company VAT number

Company business reg. number

Telephone

Email

5 EUR

3,265.00

6 EUR

685.65

EUR

3,950.65

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
- 19 The words "Tax Invoice" are printed on invoice

## Appendix B



Printdatum: 21-12-2022

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### INKOOPORDER

Leverancier  
Supplier name  
Supplier address line 1  
Supplier address line 2

Inkooporder Nr. 451578654  
Inkooporder Datum 21-12-2022  
Leveranciersnummer 813639

Vendor contactpersoon  
Naam  
Tel / Fax +31 20 / 0204  
Email customerservice@.com

Onze contactpersoon Roberta Kaung  
Tel / Fax  
Email @nrl.abb.com  
Besteld door LP HAF  
Corresp. Adres P.O. Box

Leveringsadres  
ABB b.v.  
Morsestraat 1 - Door 1  
6716 AH EDE  
NEDERLAND

Contract / Offer Nr.  
Quotation Number  
Leveringsdatum 02-03-2023  
Incoterm DAP  
Incoterm Plaats EDE  
Betelingsvoorwaarden 30 dagen einde maand

Factuuradres  
ABB b.v.  
to the attention of CC5- NLORA  
c/o ABB Business Services GmbH  
68129 Mannheim  
Germany

E-mail adres: invoice@nrl.abb.com => Zend a.u.b. uw factuur inclusief aanvullende documenten als één pdf bestand. Maximaal één factuur per e-mail.

Tenzij anders in deze inkooporder ("Inkooporder") wordt aangegeven, zijn op deze Inkooporder de ABB algemene voorwaarden voor de aankoop van Goederen en/of Diensten (versie: 2019-1 Standaard) van toepassing (hierna: "ABB GTC"). De ABB GTC zijn aan Leverancier ter beschikking gesteld. Door het aanvaarden van de Inkooporder en/of aanvang te maken met de uitvoering ervan, verzending of transport van eender welke zaak of verlening van eender welke dienst in verband met de Inkooporder verklaart de leverancier dat hij de ABB GTC gelezen, begrepen en aanvaard heeft. Leverancier weet eveneens dat de ABB GTC ook te vinden zijn via "new.abb.com/about/supplying/conditions-of-purchase", onder "Global Standard Version". Indien de Leverancier deze URL naar de ABB GTC niet meer kan bereiken, contacteert hij ABB zo snel als mogelijk.

De op deze Inkooporder geldende voorwaarden maken deel uit van de contractuele relatie tussen ABB en de leverancier. De toepasselijkheid van de (algemene) voorwaarden van de leverancier wordt hierbij uitdrukkelijk van de hand gewezen.

Gelieve onze opdracht te bevestigen.

Item	Artikel	Hoeveelheid	Eenheid	Eenhedsprijs	Bedrag
	Omschrijving				
00010	132004 Folie, buis, HW-lijn, bedrukt	25	ROL	EUR 100,00	EUR 2.500,00
	Materiaalnummer Leverancier: A 3700050ZW Materiaal dikte: 50 mu 350 meter op rol Rollbreedte: 370 mm Kerndiameter rol: 76 mm Uitvoering: Transparant met opdruk in 2-kleuren (wit en zwart) aan 1 zijde				
Totaal bedrag zonder B.T.W.					EUR 2.500,00

Deze inkooporder is elektronisch goedgekeurd in ons systeem door een bevoegd persoon.

ABB b.v.  
George Hirtzenweg 81  
3068 AX Rotterdam  
Nederland  
Tel: +31(0)10 4078911  
Fax: +31(0)10 4078452  
CoC-nr: 63315233 Rotterdam  
VAT: NL862826032B01  
EORI-nr: NL862826032

BIC: DEUTDE33XXX / IBAN: DE51 5007 0010 0850 9887 00(EUR)

PO number to be indicated on invoice

This is your vendor code

ABB Reference person and email to be indicated on invoice

Agreed payment terms

Total Net value amount per line item

Unit Price

Unit of measure

Quantity of purchase

Total PO Amount

Invoice currency to be same as PO currency