
GBS FINANCE ACCOUNTS PAYABLE

Information to suppliers about local specifics of the payment process in Norway

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. Electronic invoices:

ABB prefer to receive invoices from suppliers electronically. We are registered in both ELMA and Peppol.

II. Invoices via email:

Email has to be forwarded to following mail address: noabb.invoice@recall.com

Please note:

Emails must comply with the following requirements:

- File formats must be .PDF or .TIFF file formats. Any other file format will be rejected.
- Each file/attachment must contain only one invoice along with any supporting documentation. If a single invoice is sent in separate files, they will not be merged into one.
- If a file contains more than one invoice it will not be split but treated as one invoice.
- The mail is an auto-generated email, and it's not possible to respond to this mail.

IT'S NOT POSSIBLE TO SEND ANYTHING OTHER THAN INVOICES TO THIS E-MAIL ADDRESS. REMINDERS, MESSAGES ETC WILL BE REJECTED.

III. Invoices via physical mail service:

Physical invoices have to be sent to the invoice address mentioned in the PO. In case no invoicing address is provided, invoices have to be sent to the following address:

ABB AS
Fakturamottak
Postboks 113
1376 Billingstad
Norway

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.

- Complete ABB Legal Entity Name, address, VAT registration number and Business address (for which goods/services were ordered)
- Supplier name
- Supplier address
- Supplier bank account
- Supplier VAT number
- Invoice number, invoice date
- Order number (same as stated in the Order)
- Quantity
- Specification of Goods supplied
- Price (total amount invoiced)
- Currency
- Tax or VAT amount

Inquiries on your invoices

Please use following email address for inquiries and reminders: Leverandor.team@no.abb.com
This mail address is not for invoices.

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