HOW TO INVOICE ABB
Information for Suppliers

ABB has a central Shared Accounting Services Center where all supplier invoices are processed for US ABB Inc., and US ABB E-Mobility. To facilitate timely invoice payment it is essential that our suppliers meet ABB's invoice requirements. This is where we need your help! You will find specific instructions below on information required on your invoices to allow efficient processing. Failure to follow the instructions indicated here will delay your payment.

Purchase Orders are the required transaction method with ABB. Please ensure that you request a formal Purchase Order from your ABB contact and clearly mark the PO number and Line Item number on your invoice. Not having a PO and Line Item number will result in a delay of payment and possible rejection of the invoice.

Key Invoice Requirements
Each Invoice must contain as a minimum the information as per the ABB general Terms and Conditions for the purchase of goods or services which are made available to the Supplier under:
http://new.abb.com/about/supplying/conditions-of-purchase

1. Bill-To Invoice Address (Invoicing Address)
2. ABB PO Reference (Purchase Order and Line Item Number)
   a. EX: PO 4500123456 Line Item 20 should be marked as 4500123456 / 20
3. Invoice Number – 16 character maximum (including alpha, numeric, dash, space, slash, etc.)
4. Invoice Date – MM/DD/YYYY format is assumed, if not indicated
5. Invoice Currency – defaulted to USD, if not indicated/referenced

Best practice example:

ABB Inc.	(Mandatory)
PO Box XXXXXX	(Mandatory, e.g. 122048)
Lithia Springs, GA 30122	(Mandatory)
ABB's Vendor #: 1234567	(Optional, but strongly suggested, e.g. 2002805)
ABB Reference: 4500123456 / 10	(Mandatory)
ABB Part Number / Service Description	(Must match PO exactly)
Quantity	(Must match PO exactly)
Price	(Must match PO exactly)

PO BOX Information can be found:
- On the Purchase Order issued by ABB
- At the following link:
  http://www.abb.us/cawp/usabb046/a5cb0be9e58cac638525756f00653fdf.aspx

How to send invoices to ABB
Be sure your invoice meets the standards outlined in our Supplier Guidelines prior to submission.

Only one of the following methods should be used:

ASCC: Vendor is able to issue invoices using the ABB ASCC portal, which posts directly into the ERP.
- Credit memos cannot be handled in ASCC and therefore should be mailed/emailed.
- Do not post invoices on the last working day of the month.
- Refer to your ABB buyer for additional information.

Email: send to the following addresses:

ABB Inc.   VAT # 36-3100018   us-ABB-invoices@abb.com

ABB E-Mobility Inc.   VAT # 87-1718240   us-em.supplier.invoices@abb.com
- Please do NOT include any text in the body of your e-mail (special instructions, etc.) as these are not read by the automated process that imports invoices into our system.
- Multiple files can be sent in a single e-mail:
  - Your invoice must be submitted in either .pdf or .tiff file format.
  - 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 file.
  - Statements or other correspondence needs to be sent to your respective PO box via standard mail, or through the Supplier Portal (They will not be forwarded if sent to the e-mail address):
    https://new.abb.com/us/about/us-supplier-inquiries

Mail: Send to the address found on the PO or at the following link:

https://new.abb.com/docs/librariesprovider15/us-accounting-files/Billing_Addresses.pdf
- The invoices must reference a PO Box in the address line (Please see Bill-To PO Box list on www.abb.us/supplierinquiries - ABB Address Directory)
- Referencing a physical street address in the Bill-To address will result in a delay of processing and payment.

Additional notes for purchase order (PO) invoices
- Each item on the invoice must match the items as described on the purchase order and must include the purchase order item number, the quantity being invoiced, a brief but clear description of the purchase order item, and the individual item cost.
  - For example, Item #2 on the purchase order should be invoiced as item #2 and described accordingly.
- Progress or partial payment invoices must follow the same guidelines as regular PO invoices, with the exception that they should clearly state that the invoice is a progress or a partial payment invoice. When applicable, the appropriate percentage being invoiced should also be stated along with the correct dollar amount that you are invoicing for each line item. This must be done for each line item that is being invoiced.
- Any and all changes to a purchase order must be entered and approved prior to invoicing.
- 1 and only 1 PO per invoice should be used.

How to avoid delays in payments
There are several factors which can cause a delay in payment. Here are the things you can do to prevent this from happening.
- Send the invoice to the correct bill-to address (normally a post office box in Lithia Springs, Georgia, but limited exceptions do exist) instead of sending it to the site/location/correspondence address.
- Do not resend invoices to the bill-to address/post office box address. This will help avoid duplicate entries, which can hold up payment of the initial invoice received.
- Always clearly state the ABB reference on your invoice (e.g. "Your Reference: Purchase Order #...)
- Be sure the invoice is issued with the same payment terms as the purchase order.
- Be sure to include an email address where we can contact you if there are issues with the invoice.
- Be sure to input an invoice number that allows us to uniquely identify your invoice.

Because mailed invoices are scanned, there are a couple of things to keep in mind to avoid low scan quality:
- Please do not put required fields on the very top or bottom of the invoice. Leave at least a half inch margin before this data is included, as the invoice will not be properly scanned otherwise.
- Please avoid any dark colors or heavy graphical layouts behind the invoice data, as these can result in unreadable scans when converted to black and white.

Contacting the ABB accounts payable department

Use the ABB Supplier Portal form at https://new.abb.com/us/about/us-supplier-inquiries to submit inquiries regarding payment status or remittance information. If you have issues populating the form or registering for the site, contact our IS department at us-portal-site@abb.com for assistance with the setup.

Invoice Copies

Please note that original invoices should be sent to the correct ABB Bill To address. Please do not resend invoices to the Bill To address unless specifically told to do so by Accounts Payable.